



schooltool™ Student Portal

Overview:

The schooltool™ Student Portal is a web-based application that allows students to access the following information:

- Demographic Information (name, home address, adult contacts)
- School Information (counselor, current grade, schedule/teachers, locker)
- Attendance Record
- Assignments/Grades (grades 6-12)
- Progress Report Grades (interim report)
- Marking Period Grades (report card grades)
- Final Grades (end of year averages)
- CTE and Work-Based Hours

Accessing the Portal:

- Use your Web browser to access the Internet and go to the schooltool portal: <https://schooltool.albany.k12.ny.us/schooltoolweb> or use the Parent & Student Portal link on the district homepage.
- Your “Username” is your district computer network user ID. (Example: 123456)
- Your “Password” is your district computer network password.

Navigation:

- All information described above is categorized into “tabs” in the portal. To begin navigation, click the triangle (select) button next to your name.

MY HOME



- There is a link to a basic navigation guide, as well as a brief video tutorial, on the Parent & Student Portal page on the district website. Either of these will help you to find your way around and understand what you are seeing.

Must Know:

- In-progress averages and assignment grades may not be entirely up to date. You should always direct your questions about grades to your respective teachers.
- Use of the portal is a privilege and not a right. The district reserves the right to suspend or revoke your access to the student portal.
- You should always **Log Out** (top left of portal) after each session.
- A digital copy of this guide is available on the Parent & Student Portal page on the district website.

Mobile App for iOS and Android:

- You may download and install the free mobile app from the [Google](#) or [Apple](#) store. A document containing setup instructions is also located on the district website portal page.

VISION STATEMENT

The City School District of Albany will be a district of excellence with caring relationships and engaging learning experiences that provide equitable opportunities for all students to reach their potential.

MISSION STATEMENT

We will work in partnership with our diverse community to engage every learner in a robust educational program designed to provide the knowledge and skills necessary for success.