

SchoolTool Mobile App



Using the SchoolTool Mobile App Note:

The following images were taken using an Android device. While screens may vary slightly on iPhone and iPod Touch devices, basic functionality is the same across both platforms.

Downloading the App - The SchoolTool mobile app is available in the following locations:

From the App Store (for Apple devices):

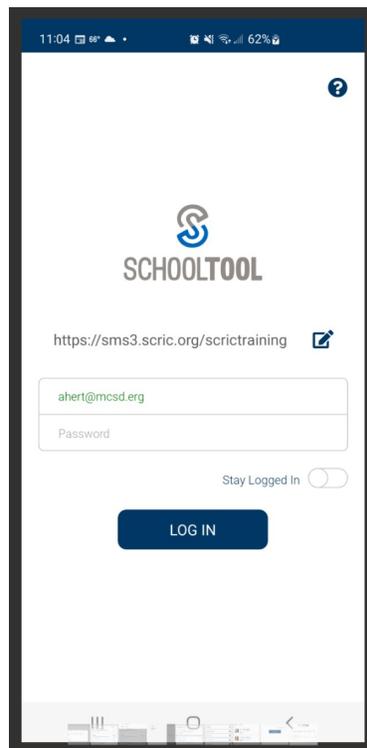


From the Play Store (for Android):



Logging In

After installing and opening the SchoolTool mobile app, first-time users will be prompted to enter SchoolTool credentials.



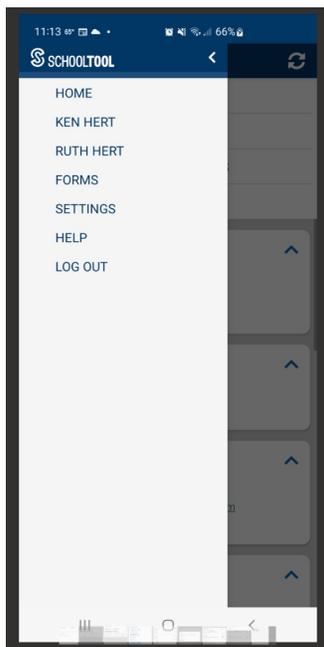
The following fields are required:

- **URL:** <https://scric06.schooltool.com/SherburneEarville>
- **Username:** This is the username assigned to your account in SchoolTool. This is your email address.
- **Password:** This is the password used to log into SchoolTool. Passwords are maintained by SchoolTool and cannot be changed from within the app. Your temporary password was sent from SchoolTool Account.

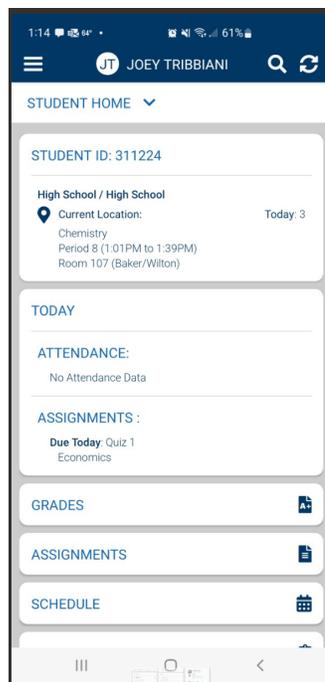
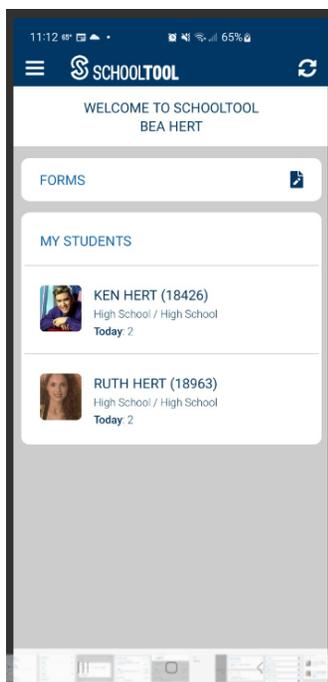
If you wish to save your credentials and remain logged in, check the “Stay logged in” option. Any time you open the app, you will automatically be logged in using the credentials you entered. If you do not check this option, you will need to enter your credentials each time you open the app. You will continue to receive notifications, however, unless you have opted not to receive notifications or if your district is not using that feature.

Note: Account credentials are maintained in SchoolTool and cannot be changed from within the app. If your password changes or expires, you will be logged out and will need to re-enter credentials.

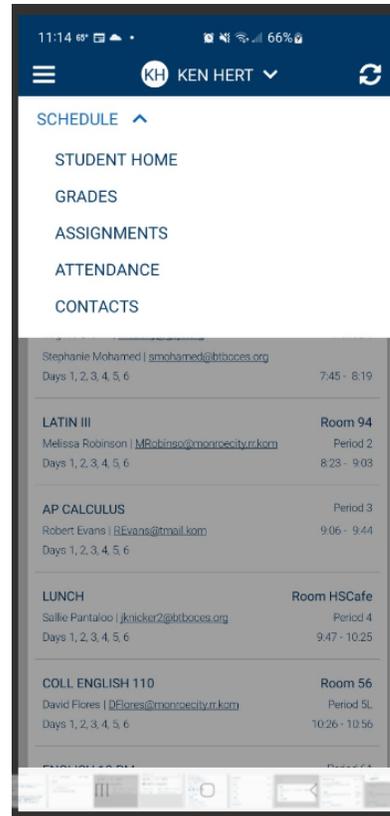
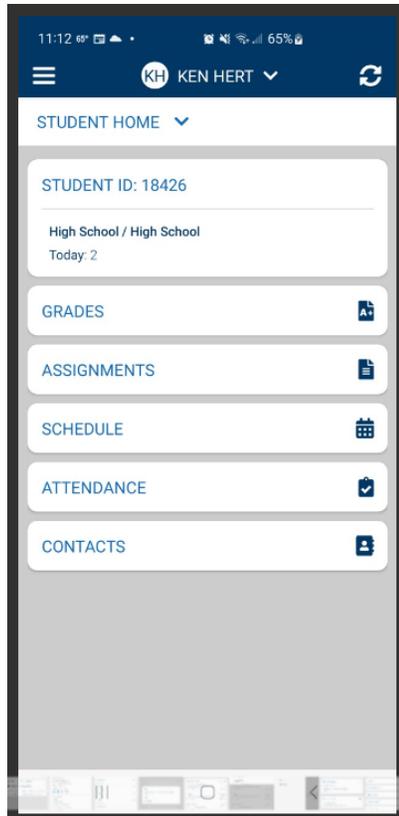
Menu: You can access the navigation menu at any time by swiping the screen horizontally from the edge of the screen, moving from left to right. This menu allows you to quickly navigate to any student screen.



Home Screen: After logging in successfully, parents and students will be presented with a home screen that shows a list of students to whom they have access.

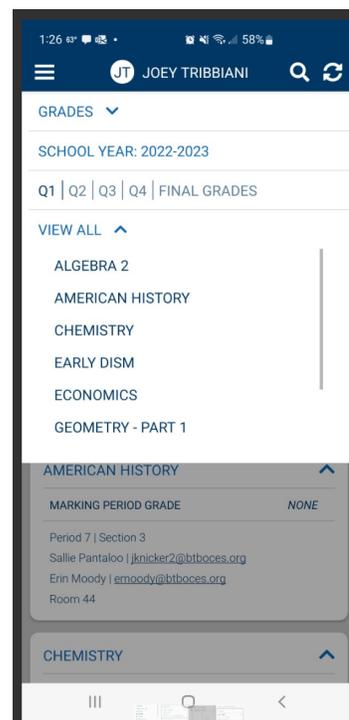
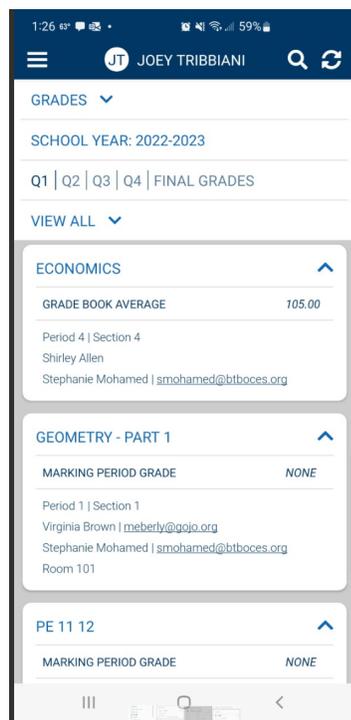


Each student has a set of expandable tabs below their information. Click on the down carrot to select any one of the options from anywhere within a student record.



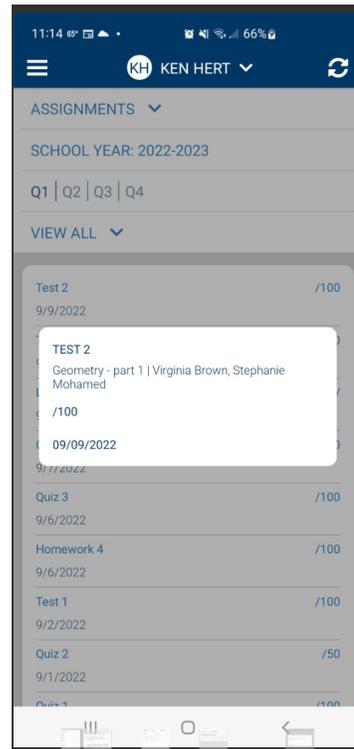
Grades View

Grades view shows any available traditional and/or descriptor grades for the current school year, including comments and final averages. If marking period grades are not available yet, the current grade book average will display.



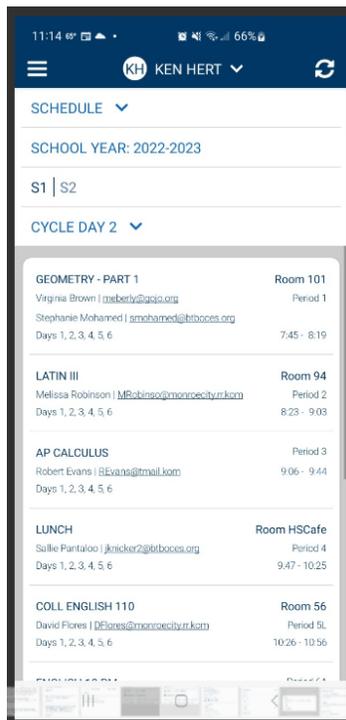
Assignments View

The Assignments view defaults to the current marking period and all classes but allows you to select a marking period and course from the View All dropdown.



Schedule View

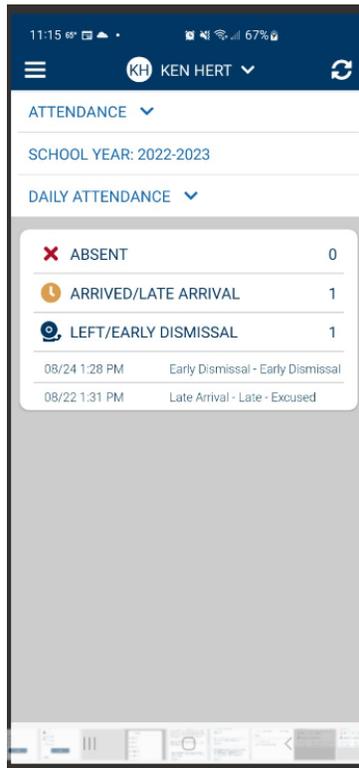
- **Today's Schedule** shows the student's courses for the current semester and cycle day, ordered by start period/time.



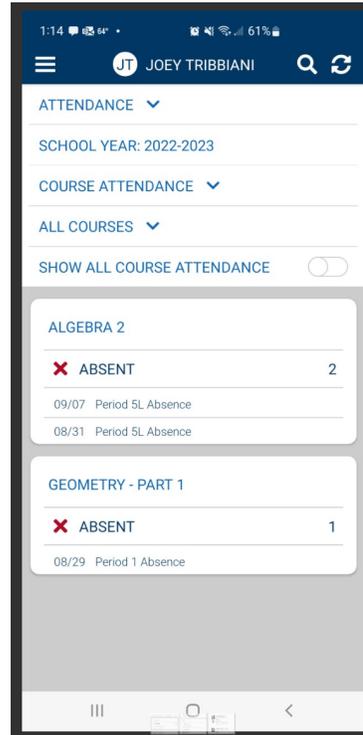
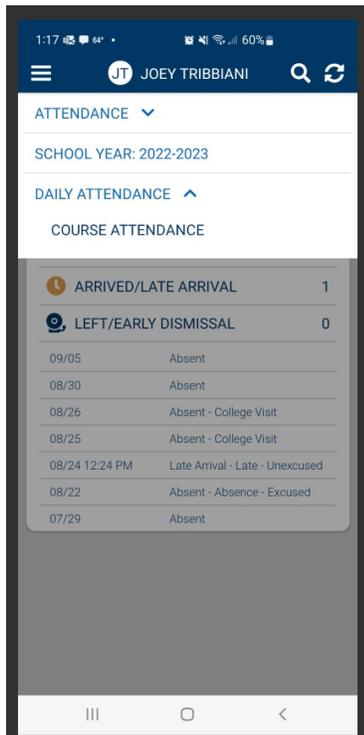
Attendance View

The Attendance view for a student includes 2 tabs (daily and course attendance):

- The **Daily Attendance** tab shows all daily absences, late arrival records, and early dismissal records, organized by date.

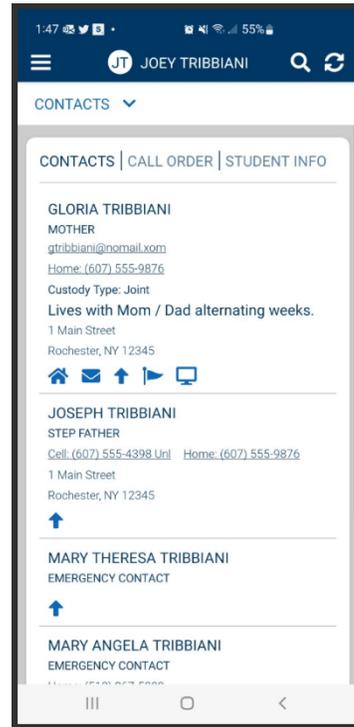


- The **Course Absences** tab shows all period attendance. By default, this tab shows only course absences not attributed to a daily absence; select **Show All Course Attendance** to include all course absences.



Contacts View

Clicking on this tab will bring you to that student's contact information, Call Order, and Student Info where you can view details provided by the district.



Settings

Use the Settings area to choose whether or not to receive notifications. For iOS users, the options in the Settings screen work in conjunction with the Notifications settings on your device. Notifications must be enabled in both areas to receive notifications. If your district does not have notifications turned on, users will not receive notifications regardless of whether these settings are enabled.

