

SchoolTool - Parent Portal Quick Reference Guide

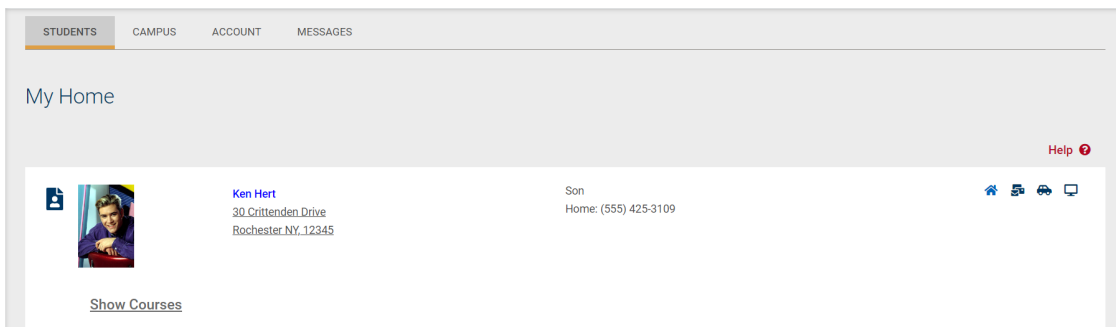


Getting Started: Enter your district's URL to get to your district's SchoolTool website.
<https://scric06.schooltool.com/SherburneEarlville>

Logging in: Enter your **username** (this is your email address) & **password** (this is contained in the initial email sent to you by your district).

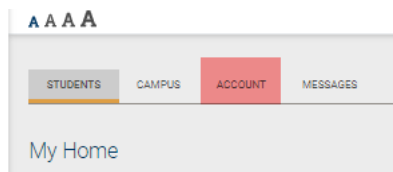
NOTE: Do **NOT** use the **Internet browser's** back button while in SchoolTool as this will cause an error message to appear. Also do not double-click in SchoolTool, as you will be logged out.

Once you are logged in you will see the **Home>My Home** view by default and any of your children that you have Parent Portal access to listed.



To change your password:

1. Once you are logged in, click on the **Accounts** tab.











2. Enter the **Old Password** – which is the password that was sent to you by the district.

A screenshot of the 'Change Password' form in the SchoolTool parent portal. The form is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password', and 'Confirm'. Below the input fields is a blue button labeled 'CHANGE PASSWORD'. The 'ACCOUNT' tab is selected in the background.

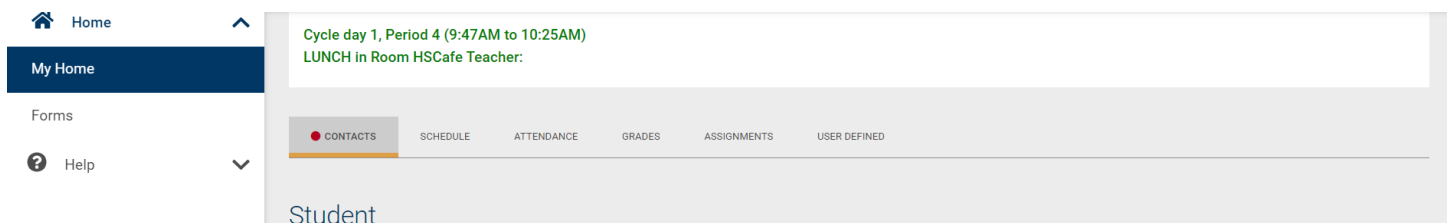
3. Enter a **New Password** and then enter it again in the **Confirm** field.
4. Click on **Change Password** when finished.

Below is a list of common icons you may see throughout the system:

	View Student Record – use this icon to view additional information on your child.
	Email – select this icon to send an email to the person. The email will come from your account email.
	Print or Report
	Medical Alert – if the student has a medical alert, hover the mouse over the icon to view the alert information.
Help 	Help – when you click on this icon it will give you more information about the screen you are currently on.
	Custom Flag – the district can create any color flag for various topics – hover the mouse over the flag to view information.
	Done – this icon will return you to the previous screen.

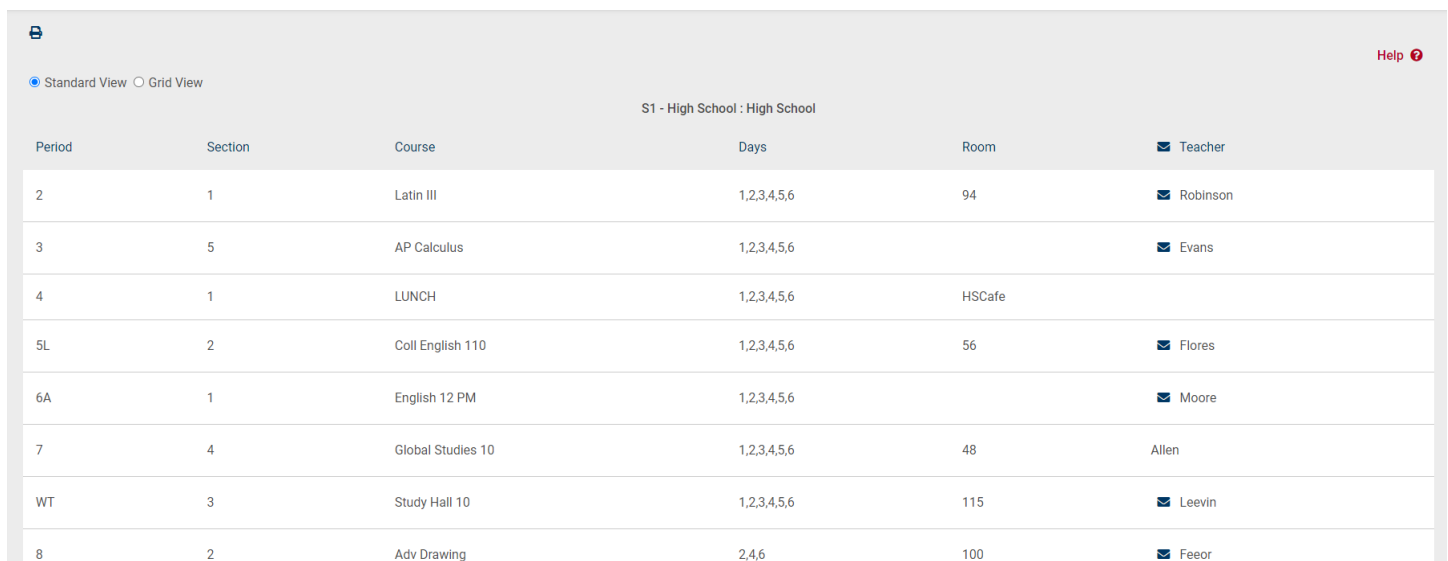
Click on the **View Student Record**  icon next to your child to view additional information.

You will see your child’s basic information in the top portion of the screen and a set of tabs across the bottom portion of the screen. The information and tabs available are set by your district. Below is an example of what it may look like.



Click on each tab to view the information:

Schedule – displays your child’s schedule. Here you can also print the. There are two view options: standard view or grid view.



Period	Section	Course	Days	Room	Teacher
2	1	Latin III	1,2,3,4,5,6	94	Robinson
3	5	AP Calculus	1,2,3,4,5,6		Evans
4	1	LUNCH	1,2,3,4,5,6	HSCafe	
5L	2	Coll English 110	1,2,3,4,5,6	56	Flores
6A	1	English 12 PM	1,2,3,4,5,6		Moore
7	4	Global Studies 10	1,2,3,4,5,6	48	Allen
WT	3	Study Hall 10	1,2,3,4,5,6	115	Leevin
8	2	Adv Drawing	2,4,6	100	Feor

Attendance – shows all Daily and Course attendance.

Student

Daily Attendance Course Attendance All

School Year: 2021-2022

Type	Date	Reason
Absent	6/29/2022	Absence - Excused
Absent	8/25/2021	College Visit

Grades – shows all courses and grade information. **Marking Period Grades** will display report card grades – no grades will display until the report card grades are available at the end of the marking period.

Student

School Year: 2020-2021 View: Marking Period Grades for: Q1

Course	Teacher	MP	Days	Period	Section	Grade	Comments
AP US History	Green	S1,S2	1,2,3,4,5,6	4	2	100	• Ken is doing very well. Keep up the great work.

- Select **Progress Report Grades** from the View drop-down for your student’s progress reports – no grades will display until the progress report grades are available.

Student

School Year: 2019-2020 View: Progress Report Grades for: Q1: 5 Week 1

Course	Teacher	MP	Days	Period	Section	Grade	Comments
American History	Pantaloo	S1,S2	1,2,3,4,5,6	1	2	90	
Coll English 110	Jennings	S1	1,2,3,4,5,6	1	1	None	
English 11	Gonzalez	S1,S2	1,2,3,4,5,6	8	3	None	
Geometry - part 1		S1,S2	1,2,3,4,5,6	9	2	95	• No concerns at this time • Highly interested in this subject • nice job

- Select **Marking Period Average** from the View drop-down for your student’s current course grades.

Student

View: Marking Period Average for: Q4


Course	Average	Categories															
Algebra, Section 7 Mohamed Meets: Sem S1,S2 Days 1,2,3,4,5,6 Period(s) 9	97.50	<table border="1"> <thead> <tr> <th>Category</th> <th>Weight</th> <th>Average</th> </tr> </thead> <tbody> <tr> <td>Tests:</td> <td>40%</td> <td>96.50</td> </tr> <tr> <td>Classwork:</td> <td>20%</td> <td>100.00</td> </tr> <tr> <td>Quizzes:</td> <td>30%</td> <td>97.00</td> </tr> <tr> <td>Project:</td> <td>10%</td> <td>None</td> </tr> </tbody> </table>	Category	Weight	Average	Tests:	40%	96.50	Classwork:	20%	100.00	Quizzes:	30%	97.00	Project:	10%	None
Category	Weight	Average															
Tests:	40%	96.50															
Classwork:	20%	100.00															
Quizzes:	30%	97.00															
Project:	10%	None															
American History, Section 3 Pantaloo Moody	None																

Assignments – displays any assignments the teacher has given view access to for the selected marking period. Choose to view specific courses from the **Courses** drop-down or to sort by course, click the Course heading to group all assignments by course alphabetically.

Student

School Year: 2021-2022 | Marking Period: Q4 | Courses: All Courses | Help

Course	Category	Assignment	Date	Max	Score
Algebra (Mohamed)	Tests	Q4 Test #1	5/27/2022	100	99
Algebra (Mohamed)	Quizzes	Q4 Quiz #1	5/20/2022	100	97
Algebra (Mohamed)	Classwork	Q4 Homework #1	5/13/2022	100	100
Geometry (Pantaloo / Moody)	Homework	Homework #2 Homework 2	5/11/2022	50	
Geometry (Pantaloo / Moody)	Tests	Test 1 Test 1	5/4/2022	100	

Select the  to view the current marking period class averages.

Class Averages

Marking Period: Q4

Class	Average
AP US History	None
English 11	None
Geometry	95.00
Math 11	115.00
PE 11 12	None
Study Hall 10	None

User Defined – displays any active user-defined screens created by the district to request additional information. Select a user-defined screen from the drop-down menu to view a list of all active records for that screen.

CONTACTS | SCHEDULE | ATTENDANCE | GRADES | ASSIGNMENTS | **USER DEFINED**

Student

NYS Digital Resources Family Questionnaire | + Add | Help

NYS Digital Resources Family Questionnaire | Save | Cancel | Help

Start Date: 8/16/2022 | End Date: 8/16/2022

Collecting accurate data regarding digital resource access for our New York students will greatly help educators to better serve their students and families. In order to accomplish this, the New York State Education Department asking parents or guardians to complete a Digital Equity survey (for each student in the family) in grades Kindergarten – Grade12. This survey will provide information on student access to devices and internet access in their pl residence. To assist us in this process, please answer each question below to the best of your ability and follow any additional instructions provided for submitting or returning the survey.

Thank you for your time and cooperation.

NOTE: You must answer at least one question for this survey to be valid.

Did the school district issue your child a dedicated school or district-owned device for their use during the school year?:

None