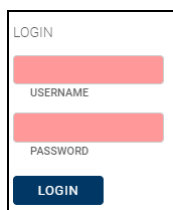**SCHOOLTOOL**

Portal Access Guide

Getting Started

When first logging into SchoolTool, you'll need three things:

1. The website address or URL of your district's SchoolTool site:

   https://gst1.schooltool.com/addison

2. A SchoolTool account provided by the district
   This must be created by the district before you can log in. In most cases, your account will be set up using the email address you provided to the district.

3. Access to the email address you provided to the district.
   This will ensure you can receive email notifications and/or password resets via email (you may have already received an email notification and/or password during the setup process).

Logging In

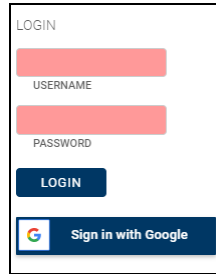1. Open your browser and navigate to the SchoolTool URL for your school.

2. Enter the email address you provided to the district.

   If you're a new user, you may have received your password via email. Before requesting a new password, please check your email (be sure to look in the Spam folder too!) to see if you've already received a password.
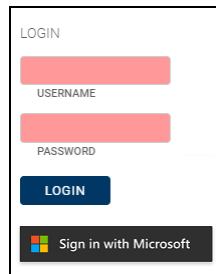
If you already have a password, enter it now. Otherwise, skip to the "First Time Logins/Forgotten Passwords" section. Remember that passwords are case sensitive.

3. Click the **Login** button to login.
4. If your district allows Google login, you can click the "Sign in with Google" button and enter your Google account credentials instead.
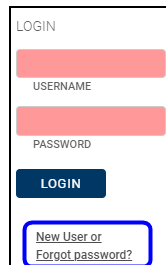

5. If your district has enabled integration with Microsoft, you will see the "Sign in with Microsoft" button (note that this option only functions with district-managed Microsoft accounts; personal Microsoft accounts are not supported at this time).

First Time Logins / Forgotten Passwords

If your district has enabled the "Forgot Password" link on login, you will see a link that allows you to request a new password. If you don't see this option, leave the password field blank and click the Login button. It may be necessary to repeat this step more than once before the "Forgot Password" link appears.

The screen will refresh and you will be prompted to enter your email address. Fill in the box and click the Submit button.

Enter your email below to receive a new password (existing users only).
For new users or non-email usernames, please contact your district for assistance.

Email: [　　　　　　　]

SUBMIT

If a matching account is found in SchoolTool, you'll receive an email notification with a new password. Be sure to check your Spam folder for this email! If you have any problems receiving this email, please contact your school district for assistance.

SchoolTool Password
SchoolTool Password Recovery [SchoolTool@schooltool.com]

Please login, go to the account tab and change your
password. Your password has been reset to: hIXg*WOH>iX[._

Copy the password exactly, including any numbers, capital letters, and special characters, and enter this password into the appropriate field on the login screen.

Once you have logged in successfully, you'll see the main Home screen. Click on the Account tab to change your password.

Enter the existing password, then type the new desired password (twice). Click on the Change Password button to finalize the change.

STUDENT   CAMPUS   ACCOUNT   MESSAGES

My Home
Change Password

Old Password: [　　　　　　　]
New Password: [　　　　　　　]
Confirm: [　　　　　　　]

CHANGE PASSWORD

Your last logins:

| 1/24/2022 2:47:59 PM |
| 1/23/2022 1:41:20 PM |
| 1/17/2022 1:38:19 PM |

We recommend creating a new password that has the following characteristics, although your district may have different password requirements:

- Greater than or equal to eight (8) characters.
- Combination of letters, numbers, and symbols (including upper and lower case letters)
- Something that can be remembered easily

Good passwords do not have to be hard to remember. "Late2School!", for instance, is a good password that has upper and lowercase letters, a number, a symbol, and is greater than 8 characters long but still easy to remember.

Using SchoolTool

SchoolTool is a historical application that holds all permanent record information on an individual student by school year. SchoolTool also allows you to view past information about each student such as classes, grades, attendance, and discipline information. Historically, SchoolTool also keeps records for state reporting purposes.

Because SchoolTool is a real-time application, users may experience brief pauses while the system updates itself from screen to screen. Be sure to watch your browser's progress bar to see when the refresh is complete.

Navigation

General navigation tips:

- Using multiple tabs within a browser to access SchoolTool is not recommended, as this can cause unexpected behavior.

- Always use the buttons and links within the SchoolTool interface, and not those of your browser. If you use the toolbar buttons and/or menus of your browser, this may cause errors and impact your work. As a general rule, do not use the Back button on your browser as this will halt your connection to the database.

- All navigation buttons are accessed with a single click, *not* a double click. Double clicking may not produce the desired results.

- SchoolTool uses several pop-up windows for calendars, alerts, confirmations, and reports. Please make sure to disable your pop-up blocker for the SchoolTool URL.

Navigation Buttons

SchoolTool uses simple navigation buttons that allow you to perform basic functions with a single click of the mouse. The specific tool tips associated with each button may be different from below, but the basic functionality remains the same.

✚ Add/Create New	🖶 Print or Report	🚫 Cancel
✎ Edit or Details	💾 Save/Submit	✖ Remove or Delete
❯ Select or Details	↻ Update/Save/Refresh	ᴬᴮ Check Spelling
📈 Dashboard	✉ Email	🚩 Alert flag
🕘 History	➔ Next	↑ Up or Show/Hide
❓ Show/Hide Help	← Previous	↓ Down or Show/Hide

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Using the Side Menu to Navigate

All SchoolTool navigation is accomplished through the menu on the left side of the

screen. By default the menu is expanded; you can click on the Menu button ☰ in the upper right portion of the screen to collapse it.
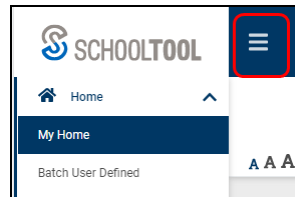

Once the side menu is collapsed, you can click again to expand it. SchoolTool will remember the last menu setting you used and will automatically expand or collapse it for you the next time you log in.
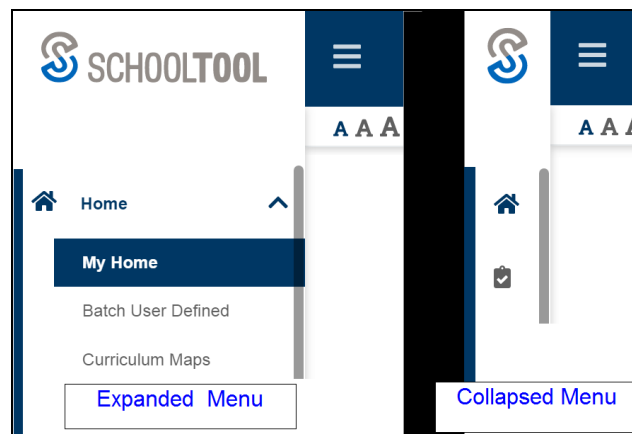
Note: When the menu is collapsed, you can quickly access it by hovering the mouse over the module icons. The menu will expand temporarily so you can select a screen to navigate to, and will return to its collapsed state once your mouse moves away from the menu area.

Tabs

Tabs are used extensively throughout SchoolTool. For example, your **My Home** view will have tabs near the upper left part of the screen which give access to additional information. However, if you are viewing a student record through a specific module or sub-module, tabs may be located in the middle of the screen or towards the bottom of the screen. No matter where you see them, they work the same.
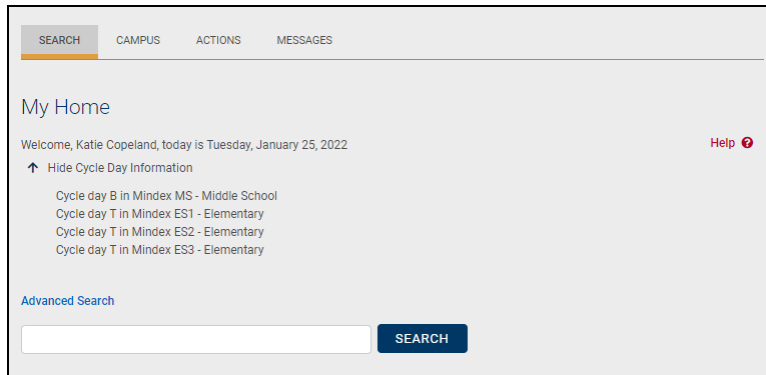
A typical user's My Home

To access information in a tab, click once on the tab label to open the tab window/screen. When the window has opened, the tab name will change color and will be underlined, letting you know which tab you are using.

Tool Tips (Mouseovers)

Throughout the application, you will find tool tips which are text boxes of information that appear when you mouse over a button. For example, if you mouse over a Print 🖶 button, without clicking, a box will appear telling you what kind of report will be generated.
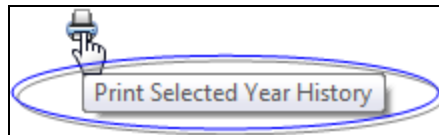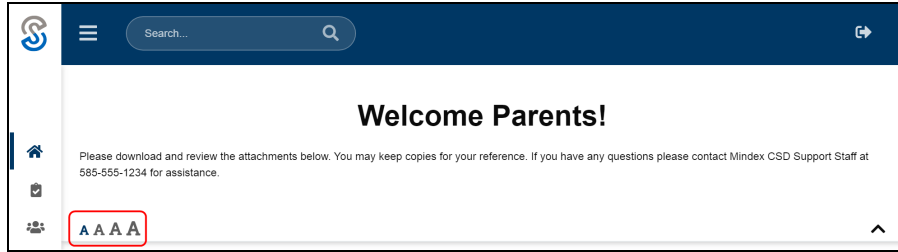

In other cases, hovering over an icon will provide additional information and/or button controls.


Font Size and Banner View

All users have the ability to adjust font size within SchoolTool by clicking on the font size buttons in the bottom left of the system banner area.

Changing the font size will increase or decrease text and other elements throughout SchoolTool. Note that not all images, icons, or buttons are scalable and therefore may not resize when the font size is changed. In future releases of SchoolTool these elements will respect the selected font size as well.

Collapsing/Expanding the System Banner

Some districts provide information to users in the system banner area. This might include general announcements, helpful links, and more. If your district has an active banner message, this will be displayed in the banner area by default. You can collapse this area by clicking on the Collapse button at the bottom right of the message area. Note that this will collapse the banner during your active SchoolTool session only; the next time you log in the banner will automatically be expanded again.
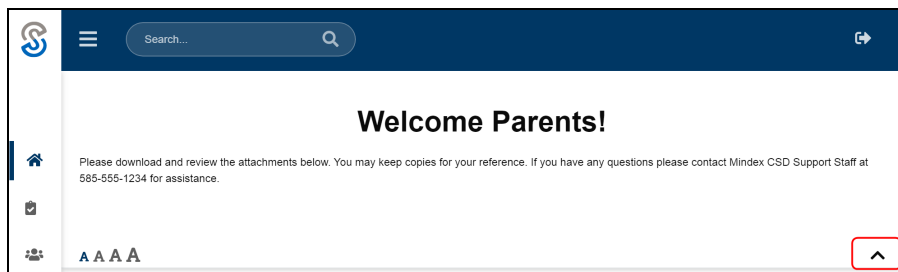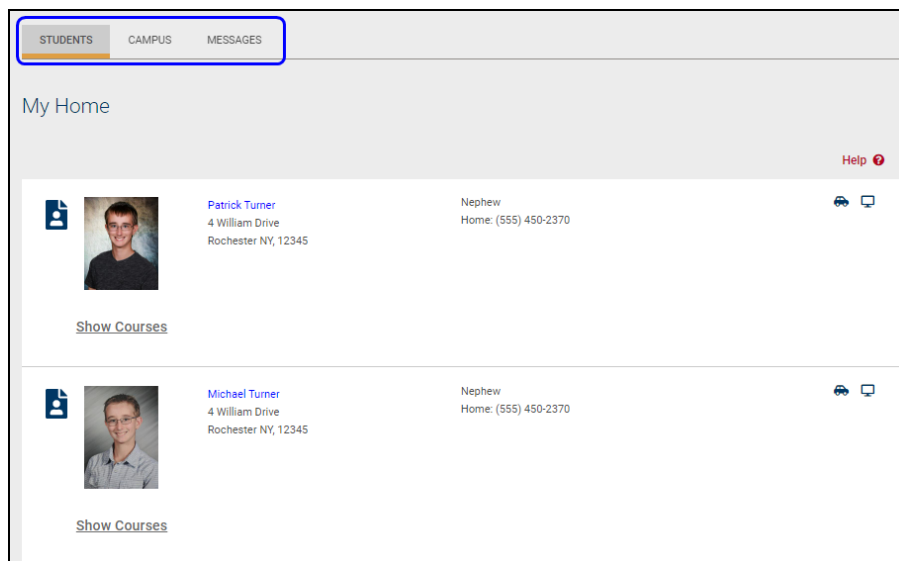

When the banner is collapsed, you will still see a white bar at the top of the screen where you can access the font size buttons or expand the banner content at any time.


Logging Out

When it comes time to end the session, click the Logout button in the right corner of the screen

Students Tab

 Note: Students will see the **My Home > Student** tab, which is similar to the parent view but will only allow students to access their own record.

To access the student record for an individual, click the View Student Record button, or click on the student's photo or name.
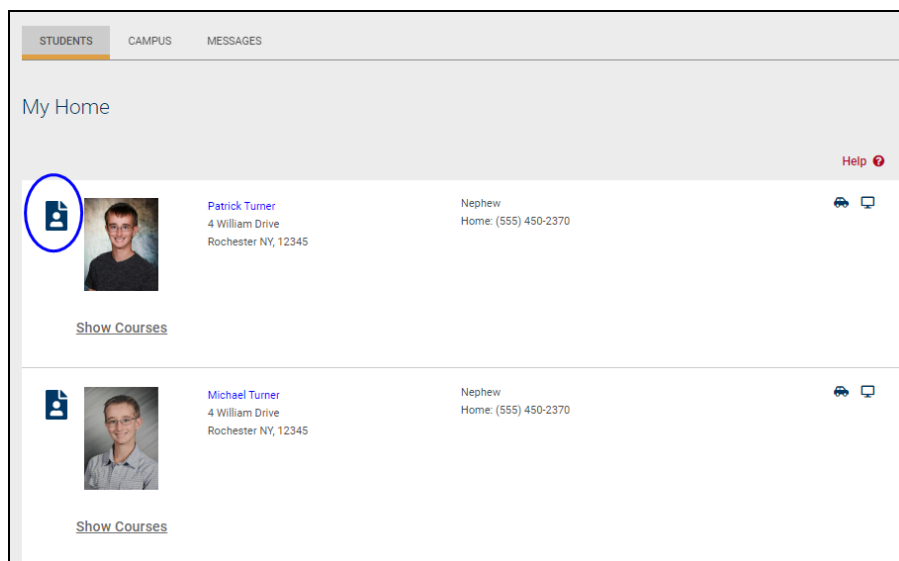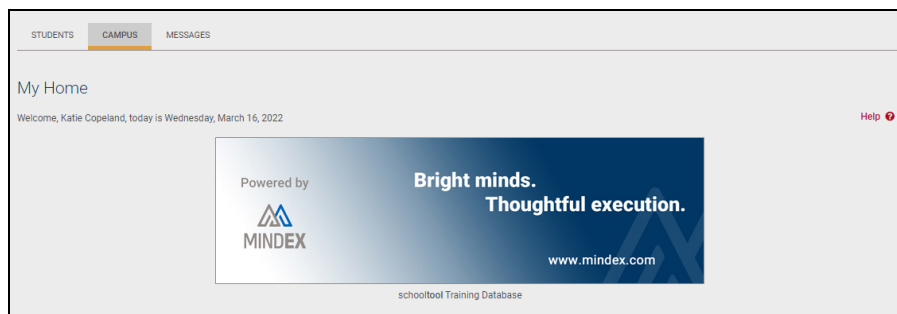

Student schedules are hidden by default; click the **Show Courses** link to expand a student's schedule. Note that the options to view courses for Current Semester or All semesters will only be visible when at least one student's schedule has been expanded.
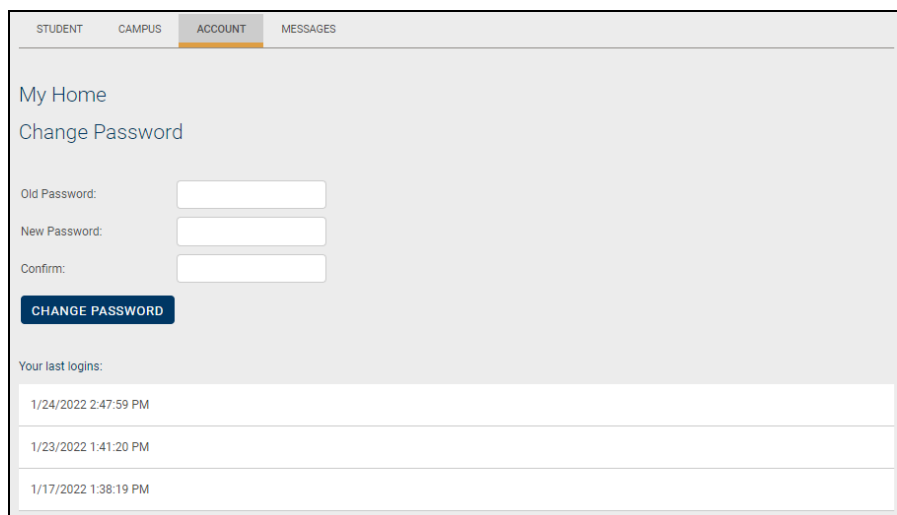
Campus Tab

All users see this tab. This tab lists any pertinent school information, cycle days, announcements, etc.

Account Tab

This tab is used to change passwords. When a parent logs in for the first time, they should immediately access this tab and change their password. This tab may also show the date and time of that user's previous logins.

Messages Tab

This tab displays any available messages. These messages may contain text, links, images, or attachments. If the message has an attachment, an icon and the attachment filename will be displayed at the bottom of the message. To download an attachment, simply click on the icon beside the filename.

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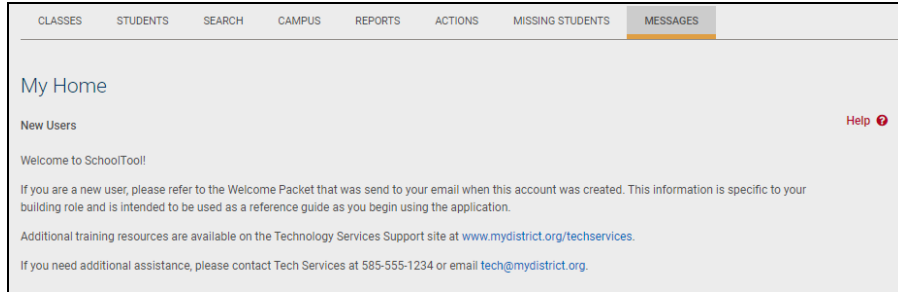
The **Home > My Home > Messages** tab will display a green circle when a new message has been published on the current date.

Parent Portal/Student Record

Once you have selected a student, the screen will refresh with that student's Personal Information Record and several additional tabs.

Note: The specific tabs available to parents will depend on district settings. This document provides a brief overview of the most common tabs that a parent user might see.

Student Record Overview

The top portion of the screen will provide basic information about that student. This includes the student's full name, age, date of birth, primary language, address, phone number, grade, enrollment type, and building/school level. Depending on permissions, parents may also see that student's current location.
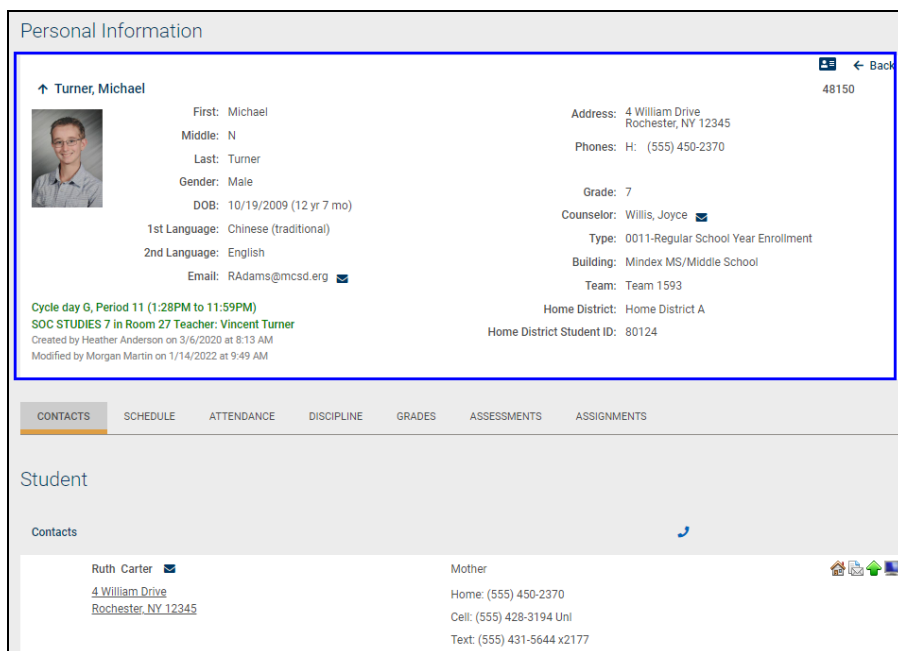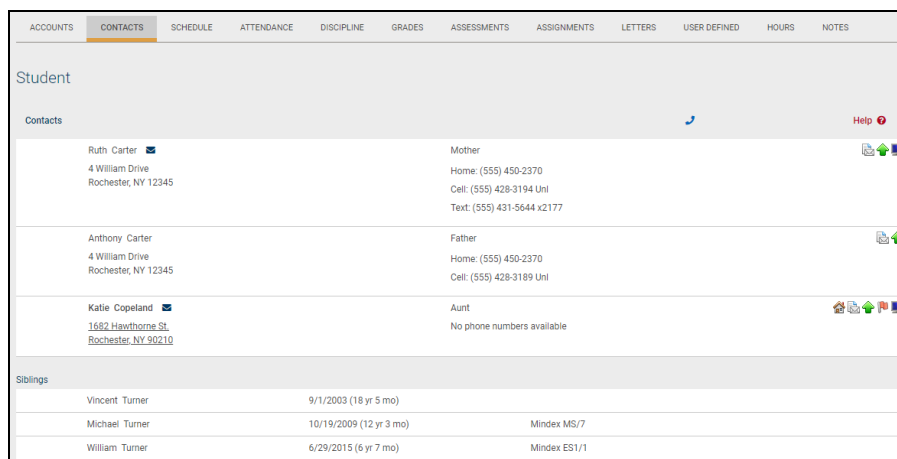
Buttons available on the Personal Information section include the following:

- The Show / Hide information ⬇⬆ buttons allow the user to show or hide the Personal Information section.

- The ⬅ Back button will return to the user to the main Home screen

The bottom portion of the screen will show the Contacts tab by default, but will change when other tabs are selected. Each of the tabs are described in detail on the following pages. The tabs available to you are dependent on district settings, so you may not see all of these tabs.

Contacts Tab

The Contacts tab provides a list of contacts associated with that student. This will show parents, guardians, and other adult contacts, and any siblings. The specific information that is displayed is based on permissions set by the district.

From the Contacts tab, a user may email any contact who has an email address listed. To send an email to a contact, click the Send Email button. An email form will open, allowing the parent to enter a subject and their desired message.

Note: The "From" and "To" fields will be pre-populated with the user's email address in the "From" field and the contact's email address in the "To" field. Parents may enter any additional recipient email addresses in the "BCC" (blind carbon copy) field.

- Users may add attachments by clicking the **Browse** and **Upload** buttons near the bottom of the screen.

- In addition, users may click the Check Spelling button to check the body of their message.

- When the message is ready to be sent, click the **Send Email** button at the bottom of the screen.

- To cancel the message, click the Done ← button in the upper right corner of the screen to return to the Contacts tab without sending.

Schedule Tab

The Schedule tab provides a complete list of the student's schedule for the current school year. This list shows which course the student has during each period, which section number the student is in, the days that course meets, the room where the course meets, and the teacher who teaches that course.

Note: Depending on user permissions and settings in Maintenance, student schedules may not be available until after a specified date. When this is the case, a message will appear in place of the schedule to indicate that schedules are not currently available.

Parents may use the Send Email ✉ button to email any teacher who has an email address listed. To send an email use the process described under the Contacts Tab section.

The schedule may be viewed in Standard View, or in Grid View. Parents may switch between views by clicking the appropriate radio button and waiting for the page to refresh with the new view.

Clicking on the Print Schedule 🖨 button will allow users to print Student Schedule report in a new window. If multiple report formats are available, you will be provided with a drop-down menu where you may select the appropriate report format to be generated.

Note: The specific report formats available in this area are determined by the district. The following are samples of two commonly used reports.

Standard Grid Report Sample

High School

Student Name: HEMINGWAY, Greg   **Student Number:** 902046   **Grade:** 9   **Homeroom:**
111 Main St.   **Locker:**   **Combo:**   **Counselor:**
Rochester, NY 90210
Semester: Fall

	1	2	3	4	5	6
Period 1 Time 8:00 - 8:45	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)
Period 2 Time 8:50 - 9:35	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)	CONCERT BAND II Bonner(218)	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)
Period 3 Time 9:40 - 10:25	SOCIAL STUDIES 9 Perry(104)	FRENCH 2 Lee(410)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)
Period 4 Time 10:30 - 11:15	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)
Period 5 Time 11:20 - 12:05	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)
Period 6 Time 12:10 - 12:55	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	LAW & GOVERNMENT Fairrow(201)
Period 7 Time 1:00 - 1:45	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)
Period 8 Time 1:50 - 2:35	PE 9-10B Baily(GYM)	PSYCHOLOGY Shear(326)	PE 9-10B Baily(GYM)	PSYCHOLOGY Shear(326)	PE 9-10B Baily(GYM)	PSYCHOLOGY Shear(326)

Standard Schedule Report Sample

Student Schedule
Mindex HS : High School : 2021-2022   04/27/2022

Effective as of 04/27/2022

Student ID	Student Name		Counselor		Gender	Grade	Homeroom	DOB
			Smith		F	11	(213)	07/27/2005
51318	Davis, Sandra I 1 Ridge Crest Court Rochester, NY 12345		Team				Phone	Locker
							(555) 537-6294	2209 (17-24-19)

Course ID	Sect.	Semesters	Course Name	Room	Period	Days Met	Teacher
00227	1	FA, SP	ADV SPANISH GRAMMAR	87	1	B	Hyphen
00312	8	FA, SP	HEALTH	138	1	G	Garcia
01314	4	FA, SP	GEOMETRY	213	2	B	Mitchell
00015	3	FA, SP	ENGLISH 11R	80	2	G	Hyphen / Morales
00277	2	FA, SP	DRAWING & PAINTING	3	3	B	Hyphen
00257	2	FA, SP	CHILD DEVEL/PARENT	101	3	G	Webb
00170	10	FA, SP	EARTH SCIENCE R	214	4	B	Jackson
00171	9	FA	EARTH SCIENCE 1200	214	4	G	Jackson
00320	45	SP	PHYSICAL EDUCATION	Gym	4	G	Phillips

Attendance Tab

The Attendance tab shows a summary of the student's total absences for the current year (if any). Users may view a summary of Daily Attendance, All Course Attendance, or Missed Course Attendance by selecting the appropriate radio button. Use the year drop-down to review historical data for a previous year. Keep in mind that not all districts are configured the same way, so some of these options may not be available for all users.

- • The Daily Attendance view shows users all daily absences. This may also include early dismissals, late arrivals, and in/out records.

- The Course Attendance options (All, Missed Courses, and Attendance Letter) allow users to see a summary of course attendance for that year:

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- All: shows all course absences, including those that are tied to daily absences.

- Missed Classes: shows all period misses where the student was marked absent by a teacher (this view only includes period misses for times when the student was expected to be in class, and does not include period absences that are tied to daily absences).

- Attendance Letter: shows a list of period attendance that may contribute to attendance policy letters.

Note: Each summary view is controlled by its own permission; if you do not have permission to view a specific option, the radio button for that option will not appear. In addition, depending on your school's settings, newly submitted absences may not be visible immediately.

Discipline Tab

On the Discipline tab, parents can view a list of all discipline incidents the student has received for the selected year. Users may view incidents from past years by selecting a different year from the drop-down menu at the top left corner.

Depending on district configuration, these may include classroom incidents and/or referrals. The list shows the student's grade, the date seen, the date of the incident, the incident type, the offense type, the disposition assigned for that incident, and any related disposition points. This tab will also show the total points accumulated for that year.

Note: Not all districts use disposition points. If your district does not use points, this information will not be displayed.

Depending on user permissions and district settings, users may be able to see all incidents for that student or only those for which a "Date Seen" has been entered.

Grades Tab

The **My Home > Grades** tab shows grades in each class based on the selected view. The Grade column displays the word "None" until grades have been published. To view grades, select the appropriate view from the drop-down menu.

Available views include the following:

- Marking Period Grades

- Progress Report Grades

- Marking Period Average

- Assessment Grades

- Final Grades
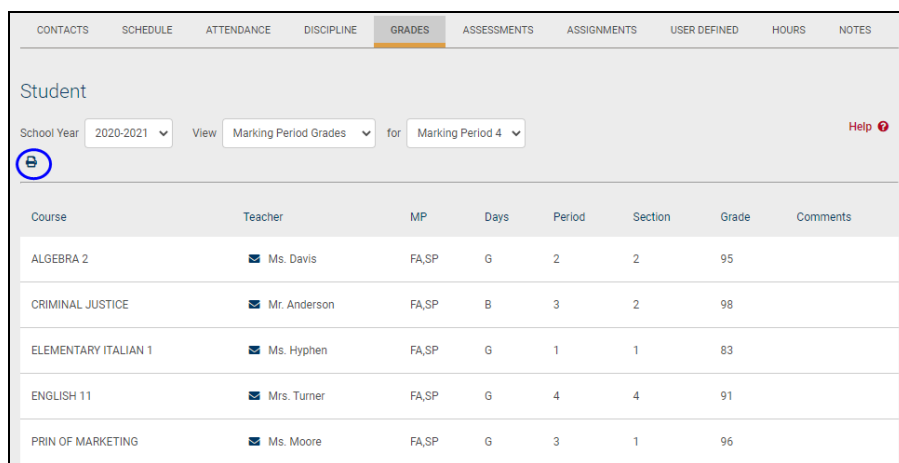
Marking Period / Progress Report Grades

The Marking Period Grades and Progress Report Grades views allow users to see marking period grades and/or progress report grades for each grading interval. For both views, the screen will show grades for the current grading interval by default. Whenever grades are not available, the Grade column will display "None."

Descriptor-based course grades may also be visible on the Marking Period Grades view if the district is using them. Descriptor topics for each course will be listed, with any available grades, grouped alphabetically by course name.

Users with the appropriate permissions also have the option to print report cards and/or progress reports from these views. If more than one report format is available for printing, a drop-down menu will appear and the user must select a report format to print. Any configurable options will default to the values set in Counseling. To print, navigate to the appropriate Marking Period or Progress Report Grades view and click the Print 🖨 icon.

Marking Period Average

To view the marking period averages for each course, select the appropriate year from the drop-down menu and choose the Marking Period Average option from the View drop-down. This view will display the current grade book average for that course.

Assessment Grades

To view assessment grades, select the appropriate school year and select the "Assessment Grades" option from the View drop-down. The screen will refresh to show all assessments assigned to that student for the selected school year. Any available grades will display in the "Score" column; for exams where scores have not yet been entered, the word "None" will display instead.

If a student has received an assessment note for any assessment, the short code of the note may display instead of the score, depending on yearly configuration options.

Final Grades

To view final course grades, select the appropriate school year and select the "Final Grades" option from the View drop-down. This view will display the final grade for all courses for which grades have been submitted. This view is year-specific and is not limited to a specific marking period or progress interval. If grades are not available for any course, the Grade column will display "None" for that course.
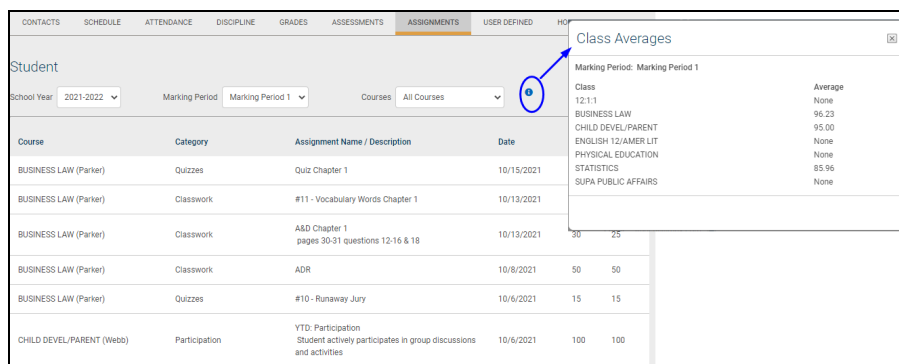

Assignments Tab

The Assignments tab shows a list of all graded assignments for the current year. This list may be filtered by school year, marking period, and/or course. If multiple teachers are assigned to a course, all teachers' last names will be displayed in the "Teacher Name" column, separated by a "/."
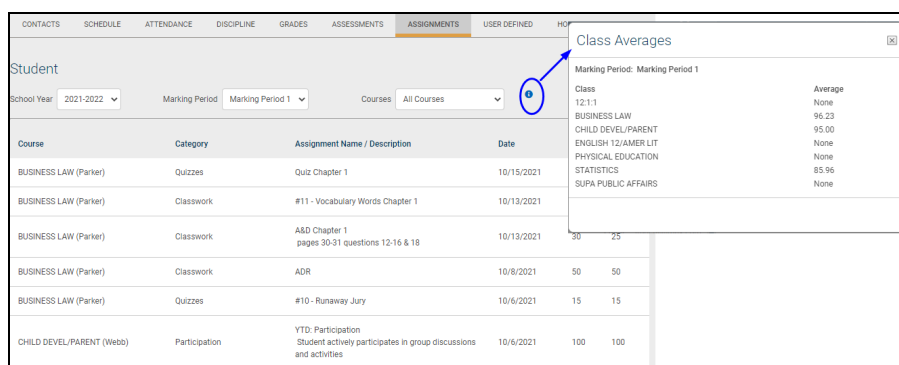
When viewing all courses, you may see the Show Average ⓘ button; clicking on this will display a popup with a breakdown of each class average for the selected marking period.

When viewing assignments for a specific course, the Assignments screen will display that course's average and the Show Average ⓘ popup will change to display a breakdown of the student's average by grade book category.

Note: Teachers may determine whether or not each assignment may be viewed by parents; if a teacher opts not to show a specific assignment, it will not be displayed even if it has been given a grade.

If a teacher has shared any assignment notes, a Notes column will display for users who have permission to view assignment notes.

Attachments are indicated by an icon in the Assignment Name column. To view an attachment, click the Attachment 📄 icon and download the file.

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Assignment Grades

For any assignment with an attribute associated with it, the Student Score column will display the score, if any, as well as the short code for any attributes applied to that assignment and the adjusted score (if appropriate). Multiple attributes are separated by a comma.

Scores, attributes, and adjustments are displayed as follows:

Score (Adjusted Score) [Attribute Short Code]

For example, a student originally received a 100 on an assignment, but the teacher applied an "EC" attribute to that assignment to designate Extra Credit of 10%. The student's score now shows 100 (110) [EC] to indicate the adjustment.

Users can hover their mouse over any attribute in the Student Score column. The mouse-over text will show the user the full name of the attribute and any adjustment defined for that attribute. For example, holding the mouse over the "L1" attribute may display "Late 1: -5%" to indicate that the score has been adjusted by -5% based on the application of that attribute

Other Tabs

Depending on district settings, additional information or tabs may be available. Some parents will see an Assessments tab, which includes data about state assessments for grades 3-8, or a Letters tab, which displays a list of attendance letters that were sent home.