



schooltool.

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Parent Access Guide

The screenshot shows the schooltool parent access interface. At the top left is the schooltool logo and 'Mindex Technologies Rochester, NY'. The main header area contains 'Home | schooltool | Logout'. Below this is a navigation bar with 'Home' and 'My Home' tabs. The 'My Home' section is active, showing a welcome message: 'Welcome, Ernest HEMINGWAY, today is Tuesday, December 02, 2008'. Underneath is a 'Contacts' section with two entries:

| | |
|---|--|
| ▶ Greg HEMINGWAY 111 Main St. Rochester, NY 90210 | Son Home: (555) 123-4567 |
| ▶ Jane HEMINGWAY No address available | Daughter No phone numbers available |

Getting Started

Basic Information

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 every 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 at the bottom of the screen to see when the refresh is complete.

Personal Information

HEMINGWAY, Greg

No Photo

First: Greg **Address:** , NY
Middle: **Last:** HEMINGWAY **Phone #:** (555) 123-4567
Gender: Male
DOB: 8/5/1992 (16 yr 3 mo) **Grade:** 9
1st Language: English **Type:** Regular School Year Enrollment
Building: High School/High School

Created by Terry BRAVIN on 8/12/2008 at 10:25 AM
Modified by Terry BRAVIN on 9/12/2008 at 5:14 AM

Student Contacts Schedule Attendance Discipline Grades Assignments

2008-2009 ▾

| Type | Date |
|--------|------------|
| Absent | 11/26/2008 |
| Absent | 9/25/2008 |

Browser progress bar at bottom of window.

Navigation

Schooltool is a web-based application. This means it can be accessed from any Internet connection anywhere in the world if you know your URL. This also means that if there is no Internet connection, you cannot access schooltool.

While viewing schooltool through a web browser, you should 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 the data on your screen. As a general rule, do not use the Back button on your browser as this will halt your connection to the database.

Finally, all of the links and navigation buttons are accessed with a *single* click, not a double click. Double clicking may not produce the desired results.

Note: The preferred browser for schooltool is Internet Explorer, but you can also use Safari and Netscape. Schooltool will work no matter connection you use; e.g.: dial up, DSL, cable, etc.

Note: 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.

Accessing schooltool

First Login

Preparation

When first logging in, a parent (in this case) will need three things:

1. An email address.

Your current email address may be used to access schooltool. For this to happen, simply make sure to provide the school with this, and confirm that they have allowed your email address to be used when logging into to schooltool.

Write your email address down: _____

2. The web site of the schooltool database.

Your school will provide you with the web address of schooltool. It may look something like:

<http://www.myschooldistrict.org/schooltool>

Write this web address down: _____

3. Access to your own email.

You will be receiving your first schooltool password through your email. It will be necessary to make sure you have access to your email when your first log in.

Obtaining a Password

1. Use your web browser (Internet Explorer, for instance) to access the internet and go to the schooltool web site (from step 2, above).
2. Where it says "Username", type in your full email address (from step 1, above).

| |
|--|
| Username: <input type="text" value="aaa@nanomail.com"/> |
| Password: <input type="password"/> |
| <input type="button" value="Login"/> |

3. Click on the blue **Login** button, (ignore, for now, where it says "Password")
4. The words "New User or Forgot Password" will appear on the screen, in blue.
 - A. Click once on these words.

| |
|--|
| <u>New User or</u> <u>Forgot password?</u> |
|--|

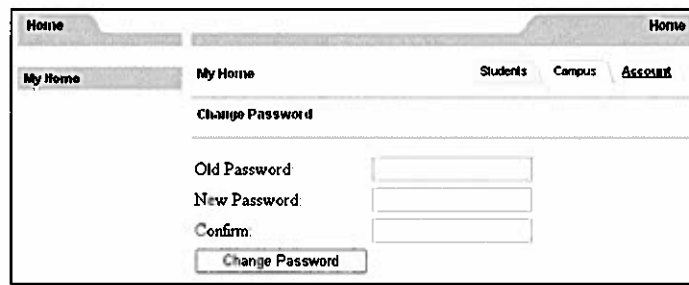
- B. If these words did not appear, check all of the previous steps, and then call your school district for support if you still experience problems.

Now would be a good time to change the password to a more comfortable one. We recommend creating a new password that has the following characteristics:

1. Greater than or equal to eight (8) characters.
2. Combination of letters, numbers, and symbols (including upper and lower case letters)
3. 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.

To change a local password, simply click on the **Account** sub tab, enter the existing cryptic password, then the new desired password (twice). Click on the Change Password button to finalize the change.



The screenshot shows a web browser window with a navigation bar at the top containing 'Home' and 'My Home' tabs. Below the navigation bar are links for 'My Home', 'Students', 'Campus', and 'Account'. The 'Account' link is highlighted. The main content area is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password', and 'Confirm'. A 'Change Password' button is located at the bottom of the form.

Subsequent Logins

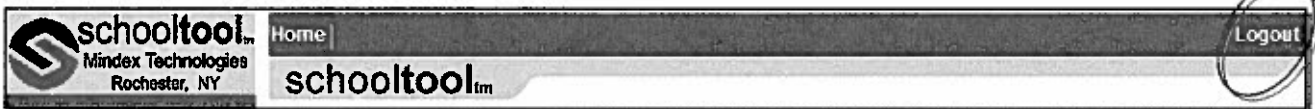
Once a user has logged in successfully for the first time and changed his/her password, the user simply needs to navigate back to the schooltool web page, enter their username and password, and click on the Login button.



The screenshot shows a login form with two input fields: 'Username:' containing 'aaa@nanomail.com' and 'Password:' containing a series of dots. A 'Login' button is positioned below the password field.

Logging Out

When it comes time to end the session, a parent may click **Logout** in the module bar, or simply close the browser window.



Account Tab

This tab is used to change passwords. When a parent logs in for the first time, he/she should immediately access this tab and change his/her password.

| | | | |
|--|----------------------|--------|---------|
| My Home | Students | Campus | Account |
| Change Password | | | |
| Old Password: | <input type="text"/> | | |
| New Password: | <input type="text"/> | | |
| Confirm: | <input type="text"/> | | |
| <input type="button" value="Change Password"/> | | | |

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.

| Student | <u>Contacts</u> | Schedule | Attendance | Discipline | Grades | Assignments |
|-------------------------------------|-----------------|-----------------------|------------|------------|--------|-------------|
| Contacts | | | | | | |
| Ernest HEMINGWAY ✉ | | Father | | | | |
| 111 Main St. Rochester, NY 90210 | | Home: (555) 123-4567 | | | | |
| Siblings | | | | | | |
| Jane HEMINGWAY | | 9/1/1993 (15 yr 3 mo) | | | | |

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.

Send Email

From: Ernest HEMINGWAY (ernest@yopodo.com)

To: Evan WilsonE-Wilson@yopodo.com

BCC:

Subject:

Body:

Attachment:

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 button near the bottom of the screen.

Attachment:

- 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.

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. Rochester, NY 90210 | | Locker: | Combo: | Counselor: | | |
| 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 Rodriguez(266) | EARTH SCIENCE Rodriguez(266) | EARTH SCIENCE Rodriguez(266) | CONCERT BAND II Bonner(218) | EARTH SCIENCE Rodriguez(266) | EARTH SCIENCE Rodriguez(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 Fainow(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 Bally(GYM) | PSYCHOLOGY Shear(326) | PE 9-10B Bally(GYM) | PSYCHOLOGY Shear(326) | PE 9-10B Bally(GYM) | PSYCHOLOGY Shear(326) |

Standard Schedule Report Sample

| Student Schedule | | | | | | | |
|--------------------------|-----------------|----------|----------------------|-----------|------------|-------------|-----------|
| | | | | | | 12/02/2008 | |
| Changed Date: 12/02/2008 | | | | | | | |
| Student ID | Student Name | Gender | Grade | Home Room | DOB | | |
| 902046 | HEMINGWAY, Greg | M | 9 | | 08/05/1992 | | |
| | | | | | Locker | | |
| Course ID | Sec. | Semester | Course Name | Room | Period | Days Met | Teacher |
| 32200 | 1 | F, S | ALGEBRA II | 359 | 1 | 1,2,3,4,5,6 | Wilson |
| 40000 | 2 | F, S | EARTH SCIENCE | 266 | 2 | 1,2,3,5,6 | Rodriguez |
| 65400 | 1 | F, S | CONCERT BAND II | 218 | 2 | 4 | Bonner |
| 10000 | 6 | F, S | SOCIAL STUDIES 9 | 104 | 3 | 1,3,4,5,6 | Perry |
| 20400 | 1 | F, S | FRENCH 2 | 410 | 3 | 2 | Lee |
| 82000 | 4 | F, S | SKILLS LAB | 315 | 4 | 1,2,3,4,5,6 | Rollins |
| 81000 | 9 | F, S | LRR | 352 | 5 | 1,2,3,4,5,6 | |
| 20600 | 2 | F, S | FRENCH 2 ES | 404 | 6 | 1,2,3,4,5 | |
| 12300 | 10 | F | LAW & GOVERNMENT | 201 | 6 | 6 | Fainow |
| 05200 | 7 | F, S | ART OF COMMUNICATION | | 7 | 1,2,3,4,5,6 | |
| 70100 | 8 | F | PE 9-10B | GYM | 8 | 1,3,5 | Bally |
| 12600 | 2 | F | PSYCHOLOGY | 326 | 8 | 2,4,6 | Shear |

| Student | | Contacts | Schedule | Attendance | Discipline | Grades | Assignments |
|------------------|---------------|----------------------------|----------|----------------|------------|----------|-------------|
| School Year | 2008-2009 | View Marking Period Grades | | Marking Period | MP1 | | |
| Course | Teacher | MP Days | Period | Section | Grade | Comments | |
| ALGEBRA II | Mr. Wilson | F,S 1,2,3,4,5,6 | 1 | 1 | B | | |
| EARTH SCIENCE | Mr. Rofriguez | F,S 1,2,3,5,6 | 2 | 2 | C | | |
| CONCERT BAND II | Ms. Bonner | F,S 2,4,6 | 2 | 1 | A | | |
| SOCIAL STUDIES 9 | Mr. Perry | F,S 1,3,4,5,6 | 3 | 6 | B | | |
| FRENCH 2 | Ms. Lee | F,S 1,2,3,4,5 | 3 | 1 | A | | |
| SKILLS LAB | Ms. Rollins | F,S 1,2,3,4,5,6,4 | 4 | 4 | A | | |
| LRR | Ms. Walker | F,S 1,2,3,4,5,6,5 | 9 | | None | | |
| FRENCH 2 ES | Ms. Briggs | F,S 1,2,3,4,5 | 6 | 2 | A | | |
| LAW & GOVERNMENT | Mr. Fairrow | F 2,4,5,6 | 6 | 10 | B | | |


Available views include the following:

- Marking Period Grades
- Progress Report Grades
- Marking Period Average
- Assessment Grades
- Final Grades

Each view in the drop-down is driven by its own permission (see the section on Security for details).

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."

Users with the appropriate permissions may 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.

| Student | | Contacts | Schedule | Attendance | Discipline | Grades | 3-8 Testing | Assignments | Letters | Notes |
|----------------------|----------------------------------|----------------------------|----------|------------|------------|----------|-------------|-------------|---------|-------|
| School Year | 2008-2009 | View Marking Period Grades | | For | MP1 | | | | | |
| Report to print: | Secondary Report Card (Portrait) | | | | | | | | | |
| Course | Teacher | MP Days | Period | Section | Grade | Comments | | | | |
| ALGEBRA II | Mr. Wilson | F,S 1,2,3,4,5,6 | 1 | 1 | B | | | | | |
| | Ms. Baily | | | | | | | | | |
| ART OF COMMUNICATION | Ms. Yellow | F,S 1,2,3,4,5,6 | 8 | 8 | A | | | | | |
| CONCERT BAND II | Ms. Bonner | F,S 2,4,6 | 2 | 1 | A | | | | | |
| EARTH SCIENCE | Mr. Rofriguez | F,S 1,2,3,5,6 | 2 | 2 | C | | | | | |
| FRENCH 2 | Ms. Lee | F,S 1,2,3,4,5 | 3 | 1 | A | | | | | |
| FRENCH 2 ES | Ms. Briggs | F,S 1,2,3,4,5 | 6 | 2 | A | | | | | |

| Student | Contacts | Schedule | Attendance | Discipline | Grades | 3-8 Testing | Assignments | Letters | Notes |
|----------------------|---------------|----------|-------------|----------------------|--------------|-------------|-------------|---------|-------|
| School Year | 2008-2009 | | View | | Final Grades | | | | |
| Course | Teacher | MP | Days | Period | Section | Grade | | | |
| ALGEBRA II | Mr. Wilson | F,S | 1,2,3,4,5,6 | 1 | 1 | B+ | | | |
| ART OF COMMUNICATION | Ms. Yellow | F,S | 1,2,3,4,5,6 | 8 | 8 | A | | | |
| CONCERT BAND II | Ms. Bonner | F,S | 2,4,6 | 2 | 1 | None | | | |
| EARTH SCIENCE | Mr. Rodriguez | F,S | 1,2,3,5,6 | 2 | 2 | B | | | |
| ENGLISH 11 REGENTS | Mr. Fairbanks | F,S | 1,2,3,4,5,6 | Supplemental Courses | 10 | None | | | |
| FRENCH 2 | Ms. Lee | F,S | 1,2,3,4,5 | 3 | 1 | None | | | |
| FRENCH 2 ES | Ms. Briggs | F,S | 1,2,3,4,5 | 6 | 2 | None | | | |
| LATIN 3 | Mr. Perry | F,S | 1,2,3,4,5,6 | Supplemental Courses | 1 | None | | | |
| LAW & GOVERNMENT | Mr. Fairrow | F | 2,4,5,6 | 6 | 10 | B | | | |
| LRR | Ms. Walker | F,S | 1,2,3,4,5,6 | 5 | 9 | None | | | |
| PE 9-10B | Mr. Baily | F | 1,3,5 | 8 | 8 | B+ | | | |
| PSYCHOLOGY | Mr. Shear | F | 2,3,4,5,6 | 8 | 2 | A | | | |

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 "/".

Note: Assignments will only appear in this list once the student has been given a grade for the specific assignment. In addition, 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.

| Student | Contacts | Schedule | Attendance | Discipline | Grades | 3-8 Testing | Assignments | Letters | Notes |
|------------------|-------------------------|-----------------|----------------|---------------|----------------|-------------|-------------|---------|-------|
| School Year | 2008-2009 | | Marking Period | MPI | Courses | | All Courses | | |
| Course Name | Assignment Name | Assignment Date | Max Points | Student Score | Teacher Name | | | | |
| ALGEBRA II | Chapter 1 HW | 9/12/2008 | 50 | 45 | Wilson / Baily | | | | |
| ALGEBRA II | Chapter 2 HW | 9/19/2008 | 50 | 47 | Wilson / Baily | | | | |
| ALGEBRA II | Test 1 | 9/26/2008 | 100 | 85 | Wilson / Baily | | | | |
| ALGEBRA II | Chapter 3 HW | 9/26/2008 | 50 | 45 | Wilson / Baily | | | | |
| SOCIAL STUDIES 9 | HW #1 | 9/26/2008 | 100 | 90 | Perry | | | | |
| SKILLS LAB | Course Work - September | 9/30/2008 | 100 | 95 | Rollins | | | | |
| SOCIAL STUDIES 9 | Test #1 | 10/1/2008 | 100 | 85 | Perry | | | | |
| FRENCH 2 | HW 1 | 10/1/2008 | 100 | 100 | Lee | | | | |
| LAW & GOVERNMENT | Reading - Chap 1-3 | 10/1/2008 | 150 | 125 | Fairrow | | | | |
| LAW & GOVERNMENT | Test 1 | 10/3/2008 | 100 | 85 | Fairrow | | | | |
| ALGEBRA II | Chapter 5 HW | 10/10/2008 | 50 | 30 | Wilson / Baily | | | | |
| ALGEBRA II | Chapter 6 HW | 10/17/2008 | 50 | 0 | Wilson / Baily | | | | |
| SOCIAL STUDIES 9 | HW #3 | 10/17/2008 | 100 | 92 | Perry | | | | |