

The Schooltool Parent Portal can be accessed from any web browser. There is a link on the school's main web page, or the following url can be typed in the address bar:

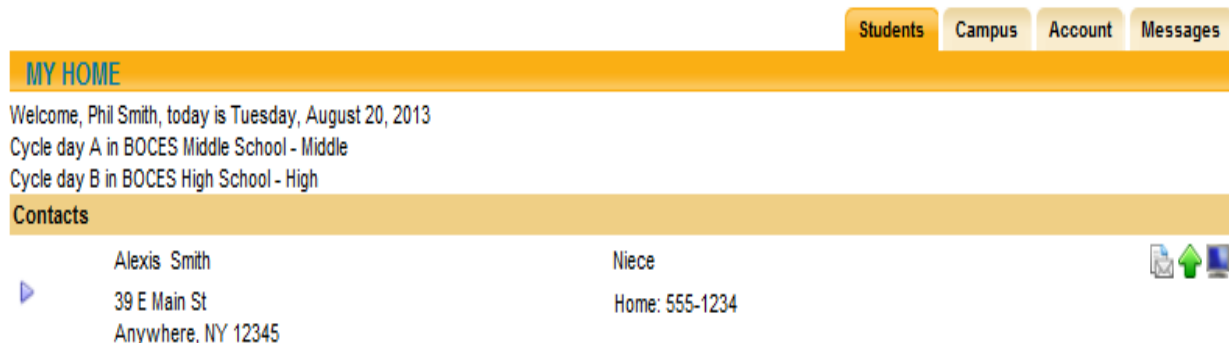
<https://district.schooltool.cnyric.org/schooltoolweb/>

Once the login screen is displayed, use the username and password provided by the district and click Login.

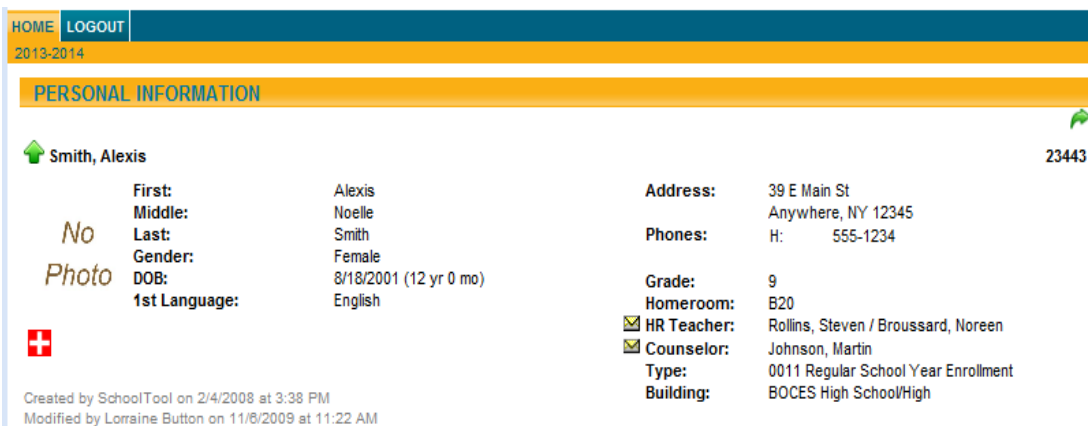


### Students Tab:

- Displays all children attached to the parent/guardian. A parent may have the right to click on a student's select button ▶, to see the student's details.



### Student's Details: Displays all student data



## Contact Tab:

- Displays all contacts that have been added for your student
- Displays contact(s) relationship to the student
- Displays contact(s) address
- Displays contact telephone numbers
- Displays enrolled siblings

**Contacts**

✕ ▶	<b>John Smith</b> ✉ <u>39 E Main St</u> <u>Anywhere, NY 12345</u> Custody Type: N/A	Father Home: 555-1234 Cell: (607) 379-3394 Unl	
✕ ▶	<b>Cheri Smith</b> ✉ <u>39 E Main St</u> <u>Anywhere, NY 12345</u> Custody Type: N/A	Mother Home: 555-1234 Cell: (607) 379-3395 Unl Work: (607) 274-4466	
✕ ▶	<b>Phil Smith</b> ✉ 14 E Main St Anywhere, NY 12345 Custody Type: N/A	Uncle Home: 555-1234	

**Siblings**

▶	Kyle Brawn	8/30/1994 (18 yr 11 mo)
▶	Kayla Brawn	3/12/1993 (20 yr 5 mo)

## Schedule Tab:

- Displays the student schedule
- Email a teacher by clicking on the envelope icon by the teacher's name. You may also email all of your student's teachers together by clicking on the icon next to the word "Teacher" in the header (as shown below)

Accounts Contacts Schedule Attendance Discipline Grades Assessments Assignments

**STUDENT**

View: Schedule Report to print: Semester 1 Grid

Standard View
  Grid View

**Semester 1**

Period	Section	Course	Days	Room	Teacher
1	2	SPANISH 1	A,B	G05	✉ Ms. Lampkin
2	1	YEARBOOK	A,B	G26	✉ Ms. Jacko
3	1	EARTH SCI	A,B	B17	✉ Mr. Holland Ms. Clark
4	5	ENG 9	A,B	G18	✉ Ms. Brown
5	1	CHORUS 9-12	A	AUD	✉ Ms. Romero
5	2	EARTH SCIENCE LAB	B	B17	✉ Mr. Reeder
6	2	LUNCH - A DAY S1	A	CAFE-small	
6	2	LUNCH - B DAY S1	B	CAFE-small	
7	3	GLOBAL ST I	A,B	G08	✉ Ms. Brown
8	2	STUDIO IN ART	A,B	H03	✉ Ms. Schecter ✉ Ms. Wiseth
9	1	GEOMETRY	A,B	J02	✉ Ms. Tilson

## Attendance Tab:

- Displays a summary of the student’s total absences for the current year (if any). This may also include early dismissals and late arrivals.
- Users may change between Daily or Course attendance views by selecting the appropriate radio button.

Contacts Schedule **Attendance** Discipline Grades Assessments Assignments Letters

**STUDENT**

Daily Attendance  Course Attendance All ▼

2015-2016 ▼ ?

Type	Date	Reason
Absent	10/27/2015	Illness
Early Dismissal	10/26/2015 11:44:00 AM	Illness







## Grades Tab:

- Displays marking period grades
- If you wish to view a different Marking Period, choose it from the dropdown Marking Period list
- Email a teacher by clicking on the envelope icon by the teacher’s name

Accounts Contacts Schedule Attendance Discipline **Grades** Assessments Assignments Letters User Defined Notes



**STUDENT**

School Year 2013-2014 ▼ View Marking Period Grades ▼ for Marking Period 1 ▼ ?

Course	Teacher	MP	Days	Period	Section	Grade	Comments
CHORUS 9-12	 Ms. Romero	S1,S2	A	5	1		
EARTH SCI	 Mr. Holland  Ms. Clark	S1,S2	A,B	3	1		
ENG 9	 Ms. Brown	S1,S2	A,B	4	5		
GEOMETRY	 Ms. Tilson	S1,S2	A,B	9	1		
GLOBAL ST I	 Ms. Brown	S1,S2	A,B	7	3		

## Assessments Tab:

- Displays a student's 3-8 Assessment scores and any User Defined Assessments

Accounts	Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	User Defined	Notes
<b>STUDENT</b>										
<input checked="" type="radio"/> 3-8 Testing <input type="radio"/> User Defined Assessments  										
School Year	Assessment	Performance Level	Raw Score	Scale Score						
2011-2012	Grade 8 Math	4	66	737						
2011-2012	Grade 8 ELA	3	63	690						
2010-2011	Grade 7 Math	4	64	800						
2010-2011	Grade 7 ELA	4	66	719						
2009-2010	Grade 6 ELA	4	39	785						
2009-2010	Grade 6 Math	4	49	780						
2008-2009	Grade 5 ELA	3	27	676						
2008-2009	Grade 5 Social Studies	4	56	99						
2008-2009	Grade 5 Math	4	45	758						

## Assignments Tab:

- For middle and high school students, displays assignments for all teachers who use the Schooltool grade book
- Sort the assignments by clicking on the column titles; Course Name, Assignment Name, Assignment Date, Max Points or Teacher Name
- Filter the assignments by choosing the dropdown from the Courses list

Accounts	Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	User Defined	Notes
<b>STUDENT</b>										
School Year	2013-2014	Marking Period	Marking Period 1	Courses	All Courses					
Course Name	Assignment Name	Assignment Date	Max Score	Student Score	Teacher Name					
STUDIO IN ART	Classroom Participation	9/6/2013	100		Schecter / Wiseth					
STUDIO IN ART	Chapter 1-3 Test	7/25/2013	100		Schecter / Wiseth					
STUDIO IN ART	Ancient Art Quiz	7/24/2013	100		Schecter / Wiseth					
STUDIO IN ART	Chapter 3 Review	7/23/2013	100		Schecter / Wiseth					
STUDIO IN ART	Chapter 2 Review	7/22/2013	100		Schecter / Wiseth					
STUDIO IN ART	Chapter 1 Review	7/21/2013	100		Schecter / Wiseth					
STUDIO IN ART	Welcome Packet	7/19/2013	100		Schecter / Wiseth					
STUDIO IN ART	Colors and Patterns	7/19/2013	100		Schecter / Wiseth					

## Letters Tab:

- Displays the student's Attendance Letter history