

## Schooltool – Parent Portal Quick Reference Guide

Home

Home

Username:

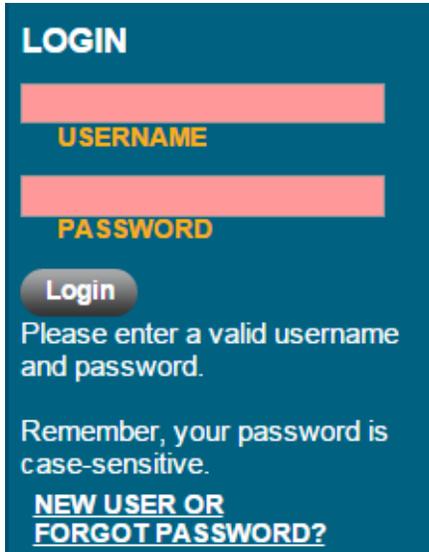
Password:

Login



## Log into Schooltool

A new schooltool account username and password will be generated for your use. Your email will be your username.



**LOGIN**

**USERNAME**

**PASSWORD**

Login

Please enter a valid username and password.

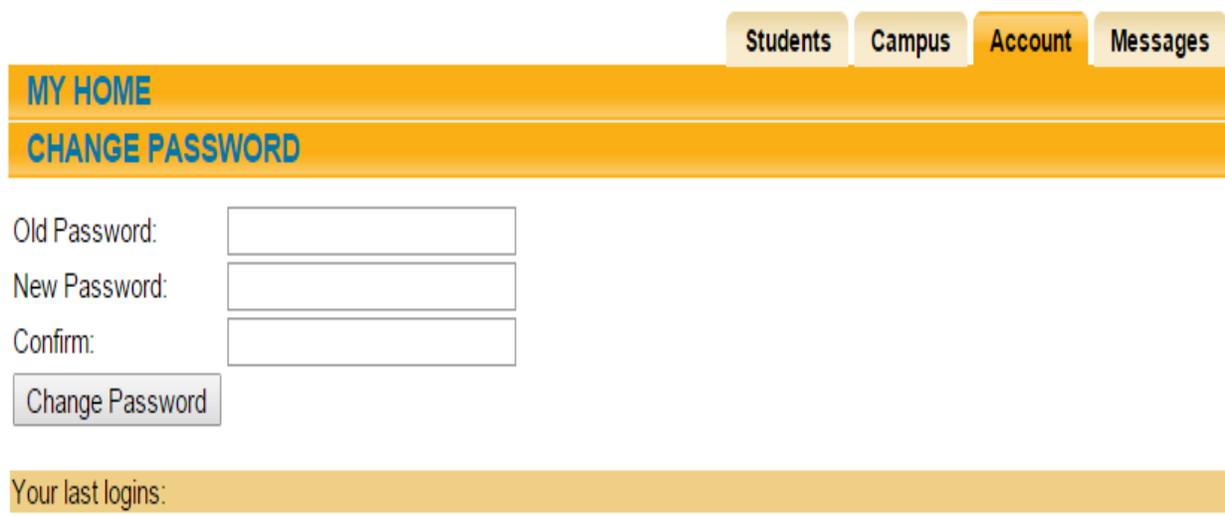
Remember, your password is case-sensitive.

[NEW USER OR FORGOT PASSWORD?](#)

Login to schooltool using your email address as your username and the password that is sent to you in the email.

Link to website: <https://cm.schooltool.cnyric.org/schooltoolweb/>

Once you have logged in, you may use the "Accounts" tab at any time to see your last login time and to change your password.



Students Campus Account Messages

**MY HOME**

**CHANGE PASSWORD**

Old Password:

New Password:

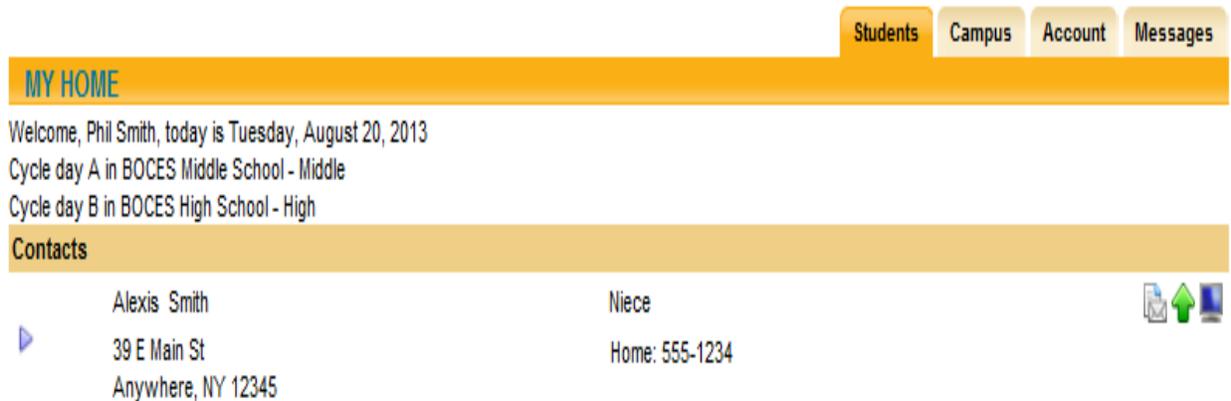
Confirm:

Change Password

Your last logins:

## 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 all of the student's details.



**Students** Campus Account Messages

**MY HOME**

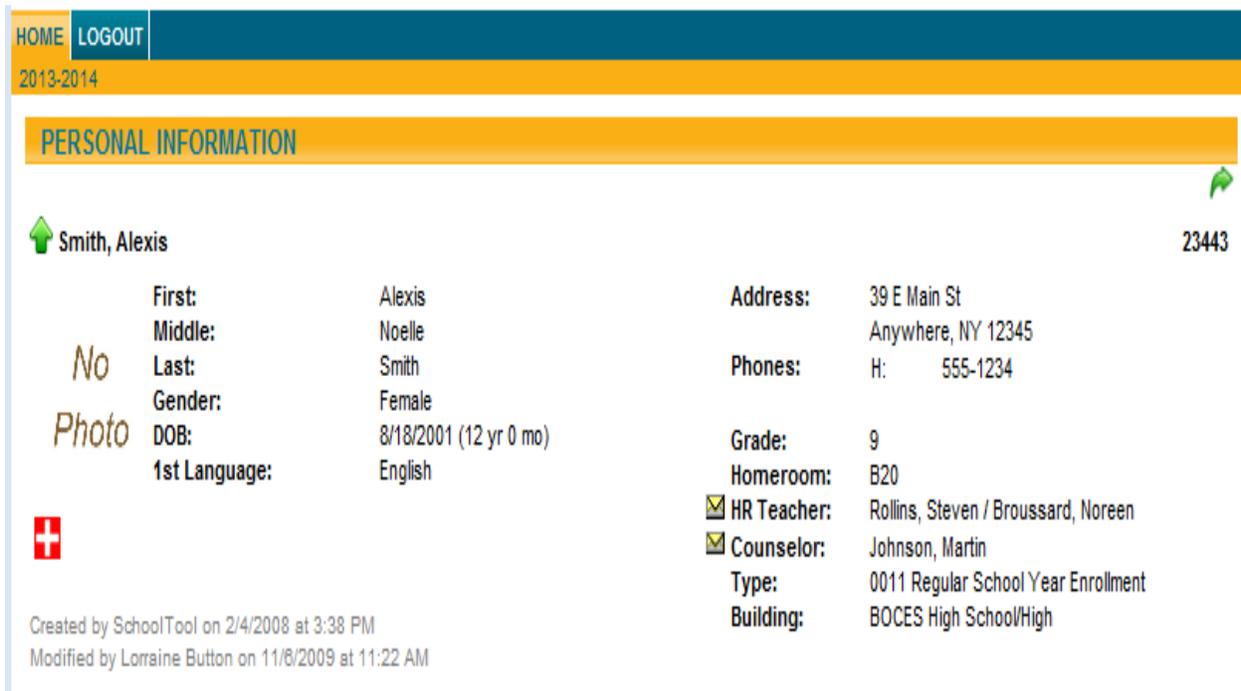
Welcome, Phil Smith, today is Tuesday, August 20, 2013  
Cycle day A in BOCES Middle School - Middle  
Cycle day B in BOCES High School - High

**Contacts**

|   |  |                         |   |
|---|--|-------------------------|---|
|  | Alexis Smith<br>39 E Main St<br>Anywhere, NY 12345 | Niece<br>Home: 555-1234 | <br><br> |
|---|--|-------------------------|---|

## Students details

- Displays all student data



HOME LOGOUT

2013-2014

**PERSONAL INFORMATION**

 **Smith, Alexis** 23443 

|                      |                        |  |                                     |
|----------------------|------------------------|--|-------------------------------------|
| <b>First:</b>        | Alexis                 | <b>Address:</b>  | 39 E Main St                        |
| <b>Middle:</b>       | Noelle                 |  | Anywhere, NY 12345                  |
| <b>Last:</b>         | Smith                  | <b>Phones:</b>   | H: 555-1234                         |
| <b>Gender:</b>       | Female                 | <b>Grade:</b>  | 9                                   |
| <b>DOB:</b>          | 8/18/2001 (12 yr 0 mo) | <b>Homeroom:</b>                                       | B20                                 |
| <b>1st Language:</b> | English                | <input checked="" type="checkbox"/> <b>HR Teacher:</b> | Rollins, Steven / Broussard, Noreen |
|                      |                        | <input checked="" type="checkbox"/> <b>Counselor:</b>  | Johnson, Martin                     |
|                      |                        | <b>Type:</b>   | 0011 Regular School Year Enrollment |
|                      |                        | <b>Building:</b>                                       | BOCES High School/High              |

**No Photo**



Created by SchoolTool on 2/4/2008 at 3:38 PM  
Modified by Lorraine Button on 11/6/2009 at 11:22 AM

## 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**

**John Smith** ✉  
 39 E Main St  
 Anywhere, NY 12345  
 Custody Type: N/A  
 Father  
 Home: 555-1234  
 Cell: (607) 379-3394 Unl

**Cheri Smith** ✉  
 39 E Main St  
 Anywhere, NY 12345  
 Custody Type: N/A  
 Mother  
 Home: 555-1234  
 Cell: (607) 379-3395 Unl  
 Work: (607) 274-4466

**Phil Smith** ✉  
 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<br>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<br>✉ Ms. Wiseth |
| 9      | 1       | GEOMETRY          | A,B  | J02        | ✉ Ms. Tilson                   |

## 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

| STUDENT       |                                |          |                       |            |                  |             |             |         |              |       |
|---------------|--------------------------------|----------|-----------------------|------------|------------------|-------------|-------------|---------|--------------|-------|
| Accounts      | Contacts                       | Schedule | Attendance            | Discipline | Grades           | Assessments | Assignments | Letters | User Defined | Notes |
| 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<br>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                |             |             |         |              |       |
| SPANISH 1     | ✉ Ms. Lampkin                  | S1,S2    | A,B                   | 1          | 2                |             |             |         |              |       |
| STUDIO IN ART | ✉ Ms. Schecter<br>✉ Ms. Wiseth | S1,S2    | A,B                   | 8          | 2                |             |             |         |              |       |
| YEARBOOK      | ✉ Ms. Jacko                    | S1,S2    | A,B                   | 2          | 1                |             |             |         |              |       |

## Assignments tab:

- For middle and high school students, displays assignments for all teachers who use the Schootool 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

| STUDENT       |                         |                 |                  |               |                   |             |             |         |              |       |
|---------------|-------------------------|-----------------|------------------|---------------|-------------------|-------------|-------------|---------|--------------|-------|
| Accounts      | Contacts                | Schedule        | Attendance       | Discipline    | Grades            | Assessments | Assignments | Letters | User Defined | Notes |
| 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 |             |             |         |              |       |