

# SchoolTool ~ Student & Parent Access Guide

## Accessing SchoolTool through a Browser on any Device

**Student Accounts:** Your Google e-mail address will be used to create an account and access SchoolTool.

**Parent/Guardians:** Your e-mail address that was given at the time of registration or updated by your Student's school.

***If you do not have an account, contact the Main Office Staff at your Student's building***

**Crane:** 359-5400 **Fyle:** 359-5430 **Leary:** 359-5460 **Winslow:** 359-5090

**Sherman:** 359-5490 **Vollmer:** 359-5550

**Burger:** 359-5300 **Roth:** 359-5100

**Senior High School:** 359-5200

**Web address:** <https://schooltool.rhnet.org/schooltool/>

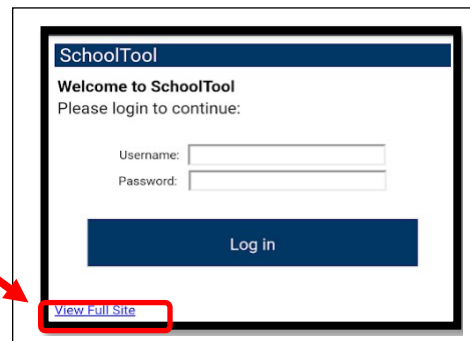
### Logging In

Using your SchoolTool credentials.

**URL:** <https://schooltool.rhnet.org/schooltool/>

Select **View Full Site**

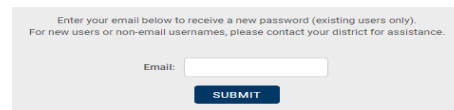
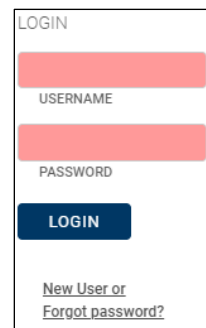
**User Name:** This is your e-mail address



### Forgotten Passwords

Note: if you do not have an account, please contact your school's main office.

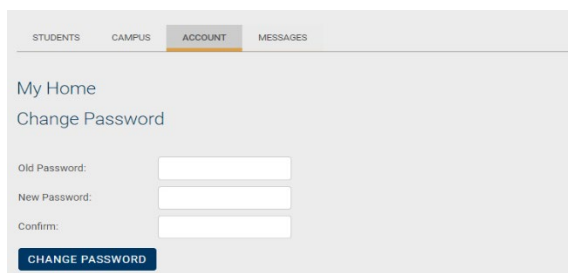
- 1.) Go to the SchoolTool web site
- 2.) Where it says username, type in your full e-mail address.
- 3.) Leave the Password field blank - Log in
- 4.) The words New User or Forgot Password? will appear
- 5.) Click on the 'Forgot Password' words.  
The screen will refresh, and you will need to enter your username.
- 6.) Enter your e-mail address again and click the Submit button.
- 7.) An e-mail will be sent to you containing your new password.



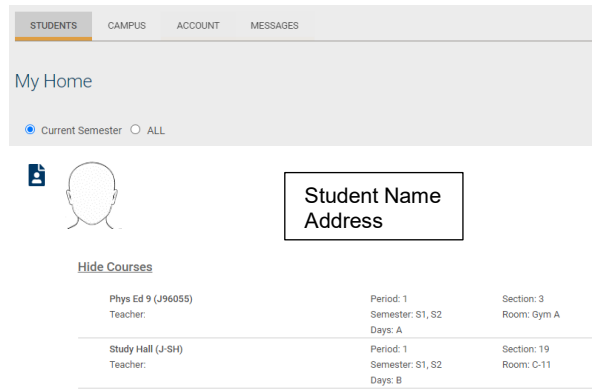
### Changing Password


Click the **Account** tab to change the password. Your new password needs to be:

- 1.) Greater than or equal to 8 characters
- 2.) Contain a combination of letters and numbers
- 3.) Enter your existing password, then the new password (twice)
- 4.) Click on the Change Password button to finalize the change

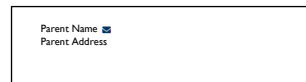


**Student tab** is *only* available to students (both current and former students). This tab provides you with access to see Schedule information.

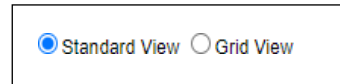


The Student can see more information by clicking on their photo or the View Student Record  You will see tabs to access **Contact**, **Schedule**, **Attendance**, and **Assignments** in SchoolTool.

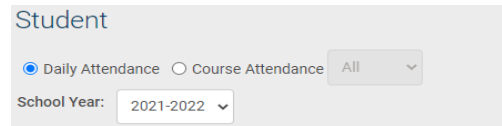
**Contact Tab** will give you who is listed as a contact in SchoolTool.



**Schedule tab** will give your schedule in Standard View or Grid View



**Attendance tab** will give your Attendance for Daily or Course attendance for the current year. You can click on the down-arrow next to School Year to look at previous attendance.



### Grades tab

The Grades tab shows grades in each class, depending on the View and grading interval selected.

### VIEW

**Marking Period Grades:** This option will display report card information for the interval selected.

**Marking Period Average:** This option will display the current grade book average for the course.

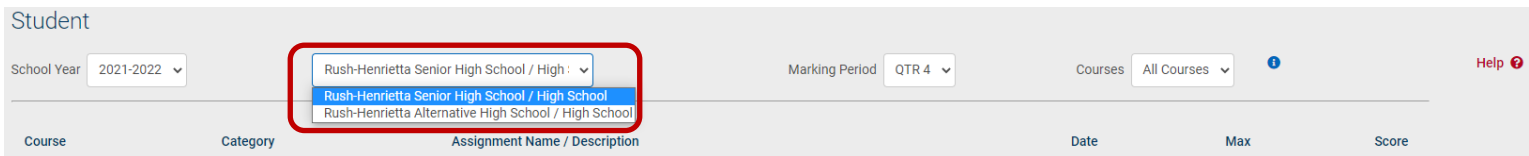
**Assessment Grades:** This option will display midterm and local final exam scores.

**Final Grades:** This option will display the final grade for all courses for which grades have been submitted.

**Note:** The Grade column will display 'None' until grades have been published.

**Assignments tab** will give you information on graded assignments by course and when the date they were due.

If you are enrolled at different locations, you will need to click on the down arrow to select the building location you are assigned to.



### Logging Out

When it comes time to end the session, click **Log Out** on the module bar, or simply close the browser window



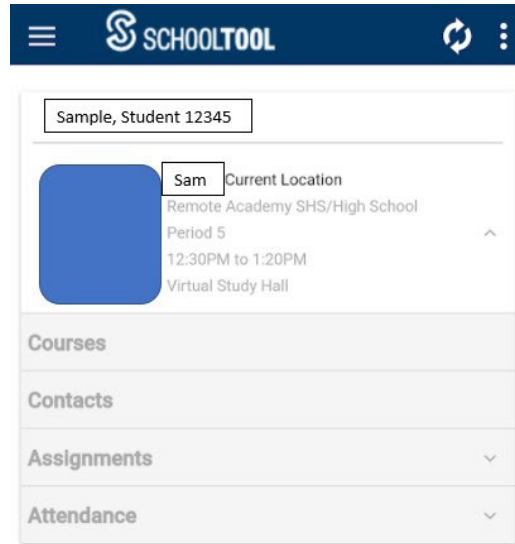
## Accessing SchoolTool through Mobile App

### Download the App from your device store

**Logging In** to the Mobile Application  
Using your SchoolTool credentials.


### Student Record

The top portion of the screen will provide basic information: Name, Student ID, and Location



**Courses:** This shows the Student's current location, their courses, and their full schedule.

**Today's Schedule:** This tab shows courses for the current cycle day.

**Full Schedule:** This tab shows the schedule for all days, grouped by semester. By default, the current semester will be displayed. To view other semesters, press the  button.


**Contacts:** This will show the Student's contacts – relationship and phone numbers.

**Grades:** This will show previous and current marking period grades and comments.

**Assignments (7-12 only):** This shows any assignments that have been published by the teacher.



**By Date:** This tab shows assignments based on date, with the most recent at the top.

**By Course:** This tab shows assignments grouped by course, alphabetically, then by date.  
Use the **Filter Button**  to switch the marking period.

**Attendance:** This shows any absences the Student has for the current day, and course attendance (7-12 only).