

## SchoolTool ~ Parent Access Guide

### Getting Started

#### Basic Information

SchoolTool is a historical application that holds all permanent record information on an individual student by school year.

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

SchoolTool is a web-based application. This means it can be accessed from any Internet connection anywhere in the world, if you know the 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. Using the browser buttons 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.

All of the links and navigation buttons are accessed with a single click, not a double click! A double click may not produce the desired results.

**Note:** SchoolTool will work regardless of the connection you use, (e.g., dial up, DSL, cable)

**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.

#### Navigation Buttons

SchoolTool uses simple navigation buttons that allow you to perform basic functions with a single click.

 Show/Hide	 Print or Report	 Cancel
 Show/Hide	 Done or Return	 Email
 Select or Details	 Previous or Done	 Check Spelling

#### Organizing Data Using Column Headings

In many lists, column headings may be used to reorder the list. Click once on a column heading to sort in ascending order. Click again to sort in descending order. If a column heading can be sorted, the mouse pointer will become a hand when held over the column heading.

### Accessing SchoolTool

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

Please contact your school's main office if you do not have an account.

**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 HS:** 359-5220 / **Alternative HS:** 359-5544

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

#### Passwords

You will receive your SchoolTool password through your e-mail, when your account is initially created. If you had a login last year, you will use the same password this year.

## Changing Passwords

- 1.) Navigate to the SchoolTool web site
- 2.) Enter your Username (your email address) and Password
- 3.) Click the Login button to access SchoolTool
- 4.) Your main Home screen usually has three tabs: Students, Campus and **Account**  
(Additional tabs may be available depending on district settings)



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

A screenshot of the 'CHANGE PASSWORD' form. It has a yellow header with the text 'CHANGE PASSWORD'. Below the header, there are three input fields: 'Old Password:', 'New Password:', and 'Confirm:'. At the bottom of the form is a button labeled 'Change Password'.

## 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.) Leave the User Name & Password field blank
- 3.) The words New User or Forgot Password? will appear
- 4.) Click on the '**Forgot Password**' words.

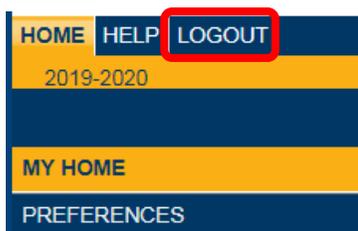
The screen will refresh and you will be prompted again to enter your username.

A screenshot of the 'LOGIN' form. It has a dark blue header with the text 'LOGIN'. Below the header, there are two input fields: 'USERNAME' and 'PASSWORD'. Below the input fields is a button labeled 'Login'. At the bottom of the form is a link labeled 'NEW USER OR FORGOT PASSWORD?'.A screenshot of the password reset form. It has a white background with a black border. At the top, there is text: 'Enter your email-based Username below to reset your password. For non-email Usernames please contact your district's system administrator.' Below this text is an input field labeled 'Username:' with the text 'emailaddress@gmail.com' entered. Below the input field is a button labeled 'Submit'.

- 5.) Enter your email address again and click the Submit button.
- 6.) An e-mail will be sent to you containing your new password.

## Logging Out

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



## Using SchoolTool

After logging in, you will see a window with 4 tabs.



### Students Tab

This tab provides a listing of all students that 'belong' to the logged in parent, including contact information for each student. A parent will be able to view additional information by clicking on a student's Select button. ▶

### Campus Tab

This tab is where parents will see general school information.

### Account Tab

This tab is used to change passwords. This is where a parent would go to change a password or view previous logins.

### Message Tab

This tab displays any available messages. These messages may contain text, links or attachments. Any attachments will be displayed at the bottom of the message. To download, simply click on the icon beside the file name.

## Parent Portal

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

### Student Record

The top portion of the screen will provide basic information on the student: name, age, date of birth, etc. Parents will also see the student's current location.

A screenshot of the 'PERSONAL INFORMATION' section for a student named Charles Simmons. The student's ID number is 4374. The information is organized into two columns. The first column contains: First: Charles, Middle: C, Last: Simmons, Gender: Male, DOB: 3/23/1999 (14 yr 6 mo), and 1st Language: English. The second column contains: Address: Unknown, Grade: 9, Homeroom: 122, HR Teacher: Garcia, Joseph, Counselor: Wood, Alice, Type: Regular School year Enrollment, and Building: Mindex HS/High School. There are small icons for showing/hiding information and a done button in the top right corner.

Buttons available:

- The Show/Hide information button  allows the user to show or hide the personal section.
- The Done  button will return the user to the main home screen.

The bottom portion of the screen will display the Contacts tab by default. This will change as other tabs are selected.

### Attendance Tab

The Attendance tab shows a summary of the student's absences for the current year.

Use a radio button to view either Daily Attendance or Course Attendance.

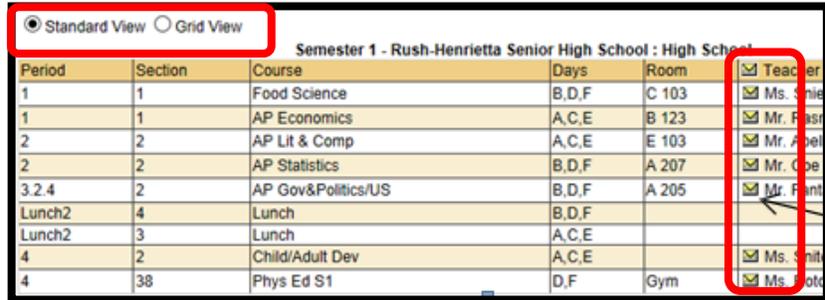
A screenshot of the Attendance tab interface. At the top, there are three tabs: Contacts, Schedule, and Attendance. Below them is a yellow bar with the text 'STUDENT'. Underneath, there are two radio buttons: Daily Attendance (selected) and Course Attendance. At the bottom, there is a label 'SCHOOL YEAR:' followed by a dropdown menu.

### Schedule Tab

This tab provides a complete list of the student's schedule for the current year. The list will show the class name, the period it's taught in, the day the class meets and the teacher.

Parents may send e-mail to any teacher who has an e-mail envelope  next to their name.

The schedule may be viewed in Standard View or Grid View. Click on the appropriate radio button to select a different view.

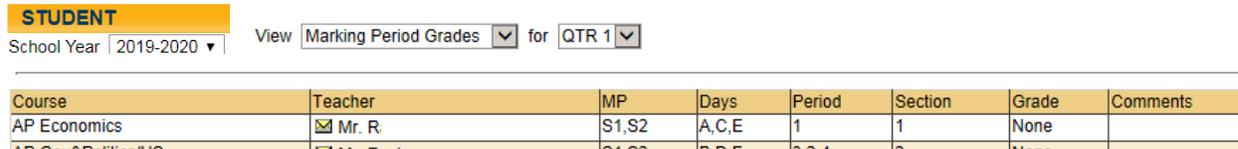


The screenshot shows a table titled "Semester 1 - Rush-Henrietta Senior High School : High School". At the top, there are two radio buttons: "Standard View" (selected) and "Grid View". The table has columns for Period, Section, Course, Days, Room, and Teacher. The Teacher column contains email icons next to names like Ms. Smith, Mr. Pasch, Mr. Abel, Mr. Coe, Mr. Pant, Ms. Smith, and Ms. [unclear]. A red box highlights the view options, and another red box highlights the email icons in the Teacher column.

Period	Section	Course	Days	Room	Teacher
1	1	Food Science	B,D,F	C 103	Ms. Smith
1	1	AP Economics	A,C,E	B 123	Mr. Pasch
2	2	AP Lit & Comp	A,C,E	E 103	Mr. Abel
2	2	AP Statistics	B,D,F	A 207	Mr. Coe
3.2.4	2	AP Gov&Politics/US	B,D,F	A 205	Mr. Pant
Lunch2	4	Lunch	B,D,F		
Lunch2	3	Lunch	A,C,E		
4	2	Child/Adult Dev	A,C,E		Ms. Smith
4	38	Phys Ed S1	D,F	Gym	Ms. [unclear]

### Grades Tab

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



The screenshot shows a table titled "STUDENT" with a yellow header. Below the header, there are dropdown menus for "School Year" (2019-2020) and "View" (Marking Period Grades) for "QTR 1". The table has columns for Course, Teacher, MP, Days, Period, Section, Grade, and Comments. The first row shows AP Economics, Mr. R, S1,S2, A,C,E, 1, 1, and None.

Course	Teacher	MP	Days	Period	Section	Grade	Comments
AP Economics	Mr. R	S1,S2	A,C,E	1	1	None	

#### Views:

**Marking Period Grades (K-12):** This option will display report card information for the interval selected.

**Marking Period Average (7-12):** This option will display the current grade book average for the course.

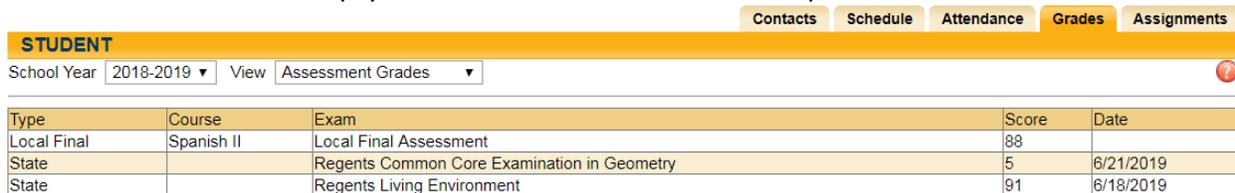
**Assessment Grades (7-12):** This option will display mid-term, local-final and Regents exams.

**Final Grades (7-12):** 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.

### Assessment Tab

The Assessments tab under Grades - displays a student's Assessment Scores. Select prior *School Year* and *View Assessment Grades*.



The screenshot shows a table titled "STUDENT" with a yellow header. Below the header, there are dropdown menus for "School Year" (2018-2019) and "View" (Assessment Grades). The table has columns for Type, Course, Exam, Score, and Date. The rows show Local Final (Spanish II, Local Final Assessment, 88), State (Regents Common Core Examination in Geometry, 5, 6/21/2019), and State (Regents Living Environment, 91, 6/18/2019).

Type	Course	Exam	Score	Date
Local Final	Spanish II	Local Final Assessment	88	
State		Regents Common Core Examination in Geometry	5	6/21/2019
State		Regents Living Environment	91	6/18/2019

### Assignment Tab (for students in grades 7-12)

The Assignments tab shows a list of all graded assignments. This list may be filtered by school year, marking period and/or course.

**Note:** Teachers determine whether or not assignments may be viewed by parents.



The screenshot shows a table titled "STUDENT" with a yellow header. Below the header, there are dropdown menus for "School Year" (2019-2020), "Marking Period" (QTR 1), and "Courses" (All Courses). The table has columns for Type, Course, Exam, Score, and Date.

Type	Course	Exam	Score	Date
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**Remember:** When it comes time to end the session, click **Log Out** on the module bar, or simply close the browser window.