

How to complete Digital Equity Survey in SchoolTool

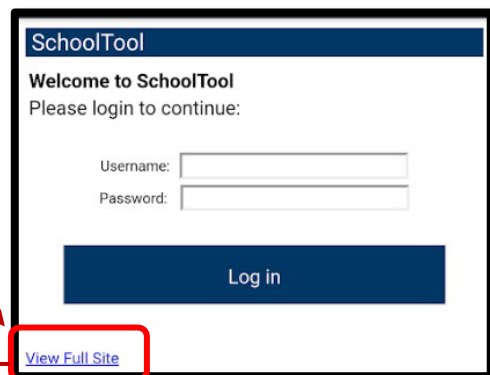
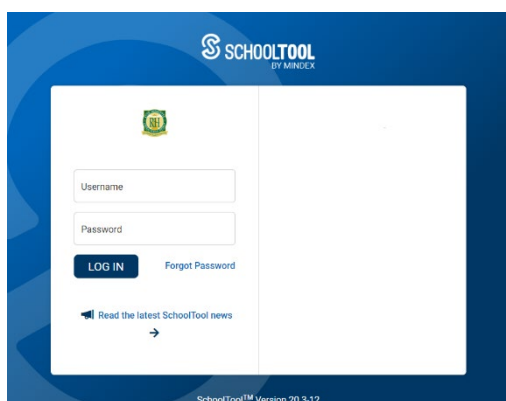
To complete a Digital Equity Survey for each student in the household, begin by logging into SchoolTool (note that some mobile devices will default to the Mobile Site; if you're on a mobile device you'll need to access the Full Site by clicking the View Full Site link on the login screen).

1. Login to SchoolTool website (Full Site)

Parents/Guardians can log into SchoolTool and access student information. You will need a SchoolTool account. If you don't have an account, contact the student's school.

Type in the following URL into your browser
URL: <https://schooltool.rhnet.org/schooltool/>
Select **View Full Site**

If Accessing SchoolTool through a Mobile Device



Logging In

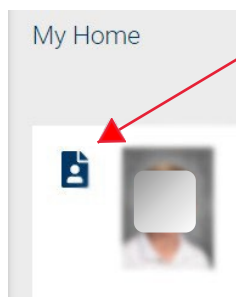
Using your SchoolTool credentials.

User Name: This is your email address

Password: The password used to log into SchoolTool (email from SchoolTool).

2. Locate the student for whom you wish to complete a Digital Equity Survey

To access the student record, click the View Student Record  button, or click on the student's photo or name.



3. Click on the User Defined tab (it's available from any module).

The screenshot shows the 'Personal Information' module interface. At the bottom, there is a navigation bar with several tabs: CONTACTS, SCHEDULE, ATTENDANCE, GRADES, ASSIGNMENTS, and USER DEFINED. The 'USER DEFINED' tab is highlighted with a red arrow pointing to it from the instruction text.

4. Use the dropdown to choose the NYS Digital Resources Family Questionnaire and click the Edit button if a survey exists or the Add button if no survey exists.

This screenshot shows the 'Student' section of the application. A dropdown menu is open, showing 'NYS Digital Resources Family Questionnaire'. To the right of the dropdown is a green '+ Add' button, which is circled in red. A red arrow points from the instruction text to this button. Below the dropdown, there is a section for the survey with a date range '10/7/2022 - Current' and a status icon. A 'Show history' link is also visible.

5. Leave the Start Date and End Date as shown. Answer each question using the dropdown and click the Save button when you're done to submit the survey.

This screenshot shows the survey form. At the top, there are fields for 'Start Date' (10/7/2022) and 'End Date' (11/8/2022). A green 'Save' button is circled in red, with a red arrow pointing to it from the instruction text. Below the dates, there is a 'NOTE: You must answer at least one question for this survey to be valid.' and several questions with dropdown menus for answers. The questions are: 'Did the school district issue your child a dedicated school or district-owned device for their use during the school year?', 'What is the device your child uses most often to complete learning activities away from school?', and 'Who is the provider of the primary learning device identified in Question 2?'.

6. After saving, a copy of your responses will be displayed.

This screenshot shows the 'Hide history' view of the survey. It displays the survey questions and the answers that were saved. The questions and answers are: Question 1: Yes; Question 2: Chromebook; Question 3: School; Question 4: Not Shared; Question 5: Yes. A red arrow points from the instruction text to the survey entry.

7. To make changes to the saved survey, click Edit to update your response. Then click Save.