

# How to complete Digital Equity Survey in SchoolTool

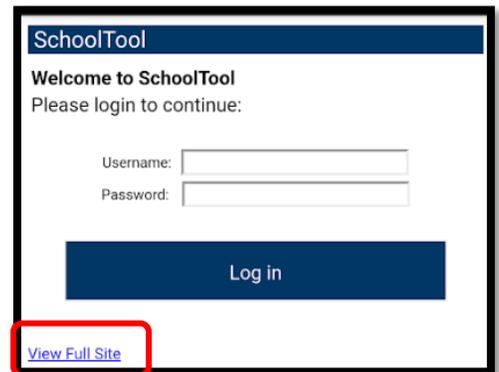
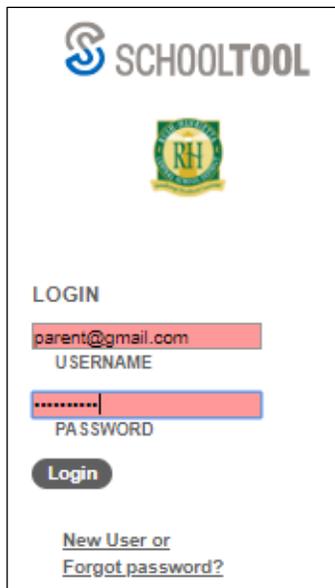
To complete a Digital Equity Survey for each student in the household, begin by logging into SchoolTool (note that some mobile devices will default to the Mobile Site; if you're on a mobile device you'll need to access the Full Site by clicking the View Full Site link on the login screen).

## 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*



### Loggin In

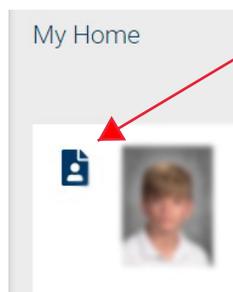
Using your SchoolTool credentials.

**User Name:** This is your email address

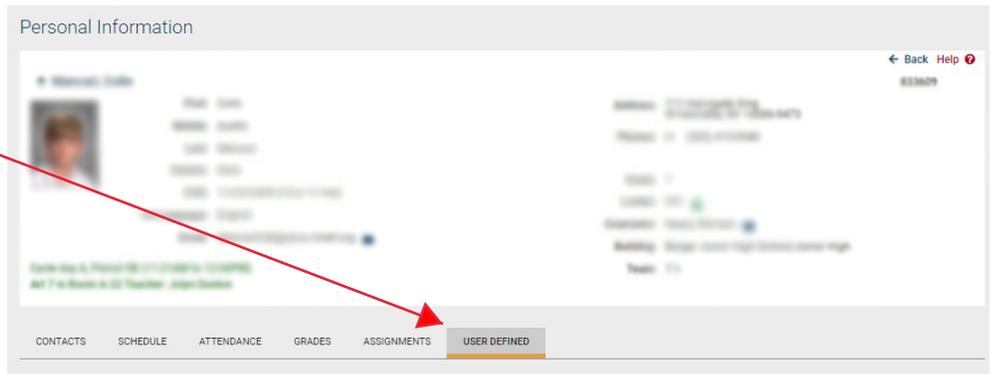
**Password:** The password used to log into SchoolTool (email from SchoolTool).

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

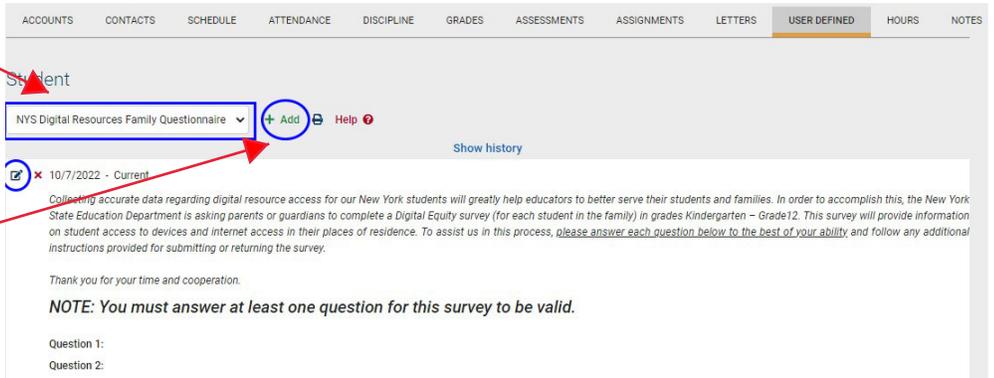
To access the student record, click the View Student Record  button, or click on the student's photo or name.



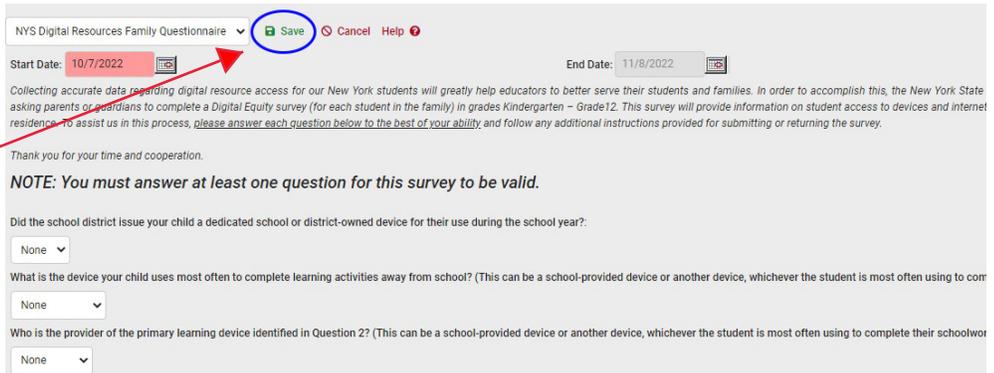
3. Click on the User Defined tab (it's available from any module).



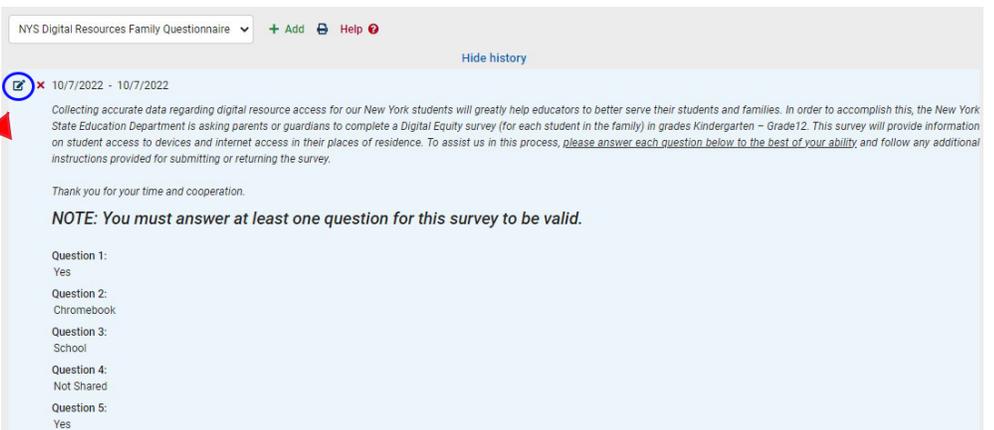
4. Use the dropdown to choose the NYS Digital Resources Family Questionnaire and click the Edit button if a survey exists or the Add button if no survey exists.



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.



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



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