SchoolTool Parent Guide: Quick Reference
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Preparation:
Accessing your student’s on-line SchoolTool school records is a relatively simple process.

There are several things that need to be done to begin this process.

1. **The email address you provided the district on the contact information form.**
   The email address you will use in SchoolTool must match the email used by our NewsNotes system. If at anytime you change your email address, you must communicate this new information to Nancy Powell by calling 624-7057 or by emailing her at nancy.powell@hflcsd.org. She is the district employee responsible for updating parental access to SchoolTool. Every time you change your email address, it will be necessary for you to contact her so your account can be updated.

2. **The web site of the SchoolTool database**
   The HFL SchoolTool website address is…
   
   [http://k-5.schooltool.hflcampus.monroe.edu/schooltoolweb/](http://k-5.schooltool.hflcampus.monroe.edu/schooltoolweb/)
   
   * **Remember:**
     - When typing the SchoolTool web address, it is not necessary to start with www.
     - Type the web address in the address line of your browser, **not** the search line.

3. **Access to your own email**
   You will be receiving your first SchoolTool password through your email. It will be necessary to make sure you have access to your email when you first login.
Logging In:

Now that you have completed the basic preparation, it is time to log into SchoolTool.

1. **Use your web browser** (Internet Explorer, for instance) to access the internet and go to the SchoolTool web site… http://k-5.schooltool.hflcampus.monroe.edu/schooltoolweb/

2. Where it says "Username", type in your full email address.

3. Click on the blue **Login** button, (ignore, for now, where it says "Password")

4. The words "New User or Forgot Password?" will appear on the screen, in blue. Click once on these words.

If these words did not appear, your email address does not match what is listed in SchoolTool. Please call 624-7057 for assistance or you may send an email requesting assistance to Nancy.Powell@hficsd.org

5. You will see the screen refresh (flash), and **you will be prompted again to enter your username. Fill in the box, again, with your email address, and click the Submit button.**

Clicking **Submit** will cause an email message to be sent to you that will contain your new password.
6. Retrieve new password from email.

Log into your email account, as you would normally, and look for an email message from "SchoolTool." When this email message arrives, highlight and copy the password that is displayed. Be careful, the password will have a lot of letters, numbers, and symbols. Also note that some letters are uppercase, and some are lower-case. This is important.

*Please know that if you forget or lose your password, it may take the district up to 72 hours to reset the system for you to regain access to the database.

![SchoolTool Password]

* Please know that the password provided above is simply a sample password.

It is strongly recommended that you highlight and copy the password for the next step.

7. Log in to SchoolTool.

Navigate back to the SchoolTool web site, keying in the same email address and the new password. Remember, the password may be copy/pasted from the email message, but be careful to grab each character.

8. Change the password.

Now would be a good time to change the password to a more comfortable one. We recommend creating a new password that has the following characteristics:

• Greater than or equal to eight (8) characters.
• Combination of letters, numbers, and symbols (including upper and lower case letters)
• Something that can be remembered easily

Good passwords do not have to be hard to remember. "Late2School!", for instance, is a good password that has upper and lowercase letters, a number, a symbol, and is greater than 8 characters long but still easy to remember. To change a local password, simply click on the Account sub tab, enter the existing cryptic password, then the new desired password (twice). Click on the Change Password button to finalize the change.
Subsequent Logins:

Once a user has logged in for the first time, and changed his/her password, the user simply needs to navigate back to the SchoolTool web page, enter their username and new password, and click on the Login button.

A student will be presented with a screen containing three tabs:

- **The Students tab** provides parents with a list of all students that "belong" to the logged-in parent. A parent may have the right to click on a student's select button, to see all of the student's details.

- **The Campus tab** allows parents to see general school / district information.

- **The Account tab** allows parents to change passwords.

When it comes time to end the session, a parent may click **Logout** in the module bar, or simply close the browser window.
Navigation:

SchoolTool is a web-based application. This means it can be accessed from any Internet connection anywhere in the world if you know your 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. If you use the toolbar buttons and/or menus of your browser, this 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.**

Finally, all of the links and navigation buttons are accessed with a *single* click, not a double click. Double clicking may not produce the desired results.

Navigation Buttons

SchoolTool uses simple navigation buttons that allow you to perform basic functions with a single click of the mouse. The specific **tool** tips associated with each button may give more descriptive text than shown below, but the basic functionality remains the same.

<table>
<thead>
<tr>
<th>Show/Hide</th>
<th>Print or Report</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show/Hide</td>
<td>Done or Return</td>
<td>Email</td>
</tr>
<tr>
<td>Select or Details</td>
<td>Previous or Done</td>
<td>Check Spelling</td>
</tr>
</tbody>
</table>
Parent Portal Training Guide for SchoolTool

Student Information:
* Based upon the permissions given to users by the district, some areas may not be available.

Students Tab

This tab provides a listing of all students that “belong” to the parent logged-in. Here a parent will see all contact information for each student. A parent may be able to view additional information and student-specific tabs by clicking on the Select button.

James Smith
12 Oak St
Mendon, NY 14506
Work:
Student Information:

Student Record

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

The top portion of the screen will provide basic information about that student. This includes the student’s full name, age, date of birth, primary language, address, phone number, grade, enrollment type, and building/school level. Depending on permissions, parents may also see that student’s current location.

The bottom portion of this screen will show a number of **Student Information tabs**. Parents will only have access to the tabs that appear in this area. The bottom portion of the screen will show the **Contacts** tab by default, but will change when other tabs are selected.
Parent Portal Training Guide for SchoolTool

Student Information:

Contacts Tab

The Contacts tab provides a list of contacts associated with that student. This will list parents, guardians, other adult contacts and siblings. The specific information that is displayed is based on permissions set by the district.

![Contacts Tab Example](image)

Student Information:

<table>
<thead>
<tr>
<th>Contacts</th>
<th>Schedule</th>
<th>Attendance</th>
<th>Discipline</th>
<th>Grades</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ernest HEMINGWAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>111 Main St.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rochester, NY 90210</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Father</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home: (555) 123-4567</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Siblings</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane HEMINGWAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/1/1993 (15 yr 3 mo)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Student Information:
Schedule Tab   (Applies Only To Students In Grades 6-12)

The **Schedule** tab provides a complete list of the student's schedule for the current school year. This list shows which course the student has during each period, which section number the student is in, the days that course meets, the room where the course meets, and the teacher who teaches that course.

- Parents may use the **Send Email** button to email any teacher who has an email address listed. To send an email use the process described under the **Contacts** tab section.
- The schedule may be viewed in **Standard View**, or in **Grid View**. Parents may switch between views by clicking the appropriate radio button and waiting for the page to refresh with the new view.
- Clicking on the **Print Schedule** button will allow users to print Student Schedule report in a new window. After clicking the **Print Schedule** button, the screen will refresh to provide a drop-down menu where users can select the desired report format.
- Select a report format and click the **Run Report** button to generate the selected report. The report will open in a new window and the SchoolTool screen will return to the student's **Schedule** tab.
- To cancel without generating the report, click the **Done** button.
Student Information:

Attendance Tab

The Attendance tab provides a list of the student's absences for the selected year. The list shows the absence type and the date for each absence record. Parents will have access to both daily attendance and period by period (set) classroom attendance. Parents, please be aware that period by period classroom attendance is not updated by substitute teachers. That attendance data is updated by each classroom teacher upon his or her return to the classroom.

<table>
<thead>
<tr>
<th>Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent</td>
<td>11/26/2008</td>
</tr>
<tr>
<td>Absent</td>
<td>9/25/2008</td>
</tr>
</tbody>
</table>
Student Information:

Discipline Tab

On the **Discipline** tab, parents can view a list of all referrals the student has received for the selected year. The list shows the student's grade, the date seen, the date of the incident, the offense type, and the disposition assigned for that referral.
Student Information:

Grades Tab

The Grades tab provides parents with a view of the student’s grades for each class for the current year. Grades may be viewed for past years by selecting a different year from the drop-down menu in the top left corner.

Parents may choose to view grades for a specific Marking Period, for a specific Progress Interval, or just the Marking Period Average. To change the view, use the radio buttons to select the grade type: Marking Period, Progress Report, or Marking Period Average.

- **Marking Period:** Shows the Marking Period grades for the selected Marking Period.
- **Progress Interval:** Shows Progress Report grades for the selected Progress Interval.
- **Marking Period Average:** Shows the current in-progress average for the work that has been graded and recorded by teachers in each class for the given marking period. For a list of assignments associated with the grade displayed, click the “Assignments” tab.
Parent Portal Training Guide for SchoolTool

Student Information:

Assignments Tab

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

Recommended Guidelines for Parent Use of Assignment Tab Information:

1. **We encourage parents to use grade book information to prompt discussions with students.** Before contacting the school to discuss a grade, parents should first ask their child for clarification about specific assignments, projects, and tests. Often times, students can easily explain why they earned specific grades for particular tasks. Discussing grades in this manner provides students with a wonderful opportunity to proactively share their educational experience with parents.

2. **Parents are encouraged to contact school staff if students are unable to provide clarification about specific grades. Most teachers can best be reached via email.** Simply go to the Grades tab and click on the Send Email button next to the teacher you would like to contact. The database will allow you to send an email directly to the staff member.

   Email addresses can also be found by visiting our district’s website at www.hflcsd.org and clicking on the school building in which the teacher works. You can then get a complete list of staff email by clicking on **staff directory** on the left navigation bar. Teachers can also be reached by phone. Simply call the school’s main office and a secretary will assist you. **It is our hope that providing live access to grades will help parents to monitor student progress.** We welcome communication between home and school, especially if parents have concerns about a trend in grades over a period of time.

3. **If you see that a grade is not entered for a specific assignment, please consider the fact that many teachers may enter grades for smaller assignments on a weekly basis, while larger projects may take three or more weeks to assess and enter into the database.** If an assignment is left blank, parents can interpret that the teacher is still grading the work or the student did not submit the assignment. In this case, it is important for parents to ask their child if the work was completed and turned in.