



Parent Portal User Guide

Home | Logout

SchoolTool™

Home Home

My Home My Home Students Campus Account Messages

Welcome, Yvonne Benson, today is Thursday, April 07, 2011

Contacts

▶ Julia Benson	Daughter	   
▶ <u>238 Fairport Rd</u> <u>East Rochester, NY 14445</u>	Home: (585) 381-6138	
▶ Elliott Benson	Son	   
▶ <u>238 Fairport Rd</u> <u>East Rochester, NY 14445</u>	Home: (585) 381-6138	

Prepared for the Parents of the East Rochester School District

What is the Parent Portal?

The parent portal is a module of SchoolTool, the district's web based student management system. Parents can view their student's academic information in real time anywhere an internet connection is available.

With a parent portal account, parents can view the following student information:

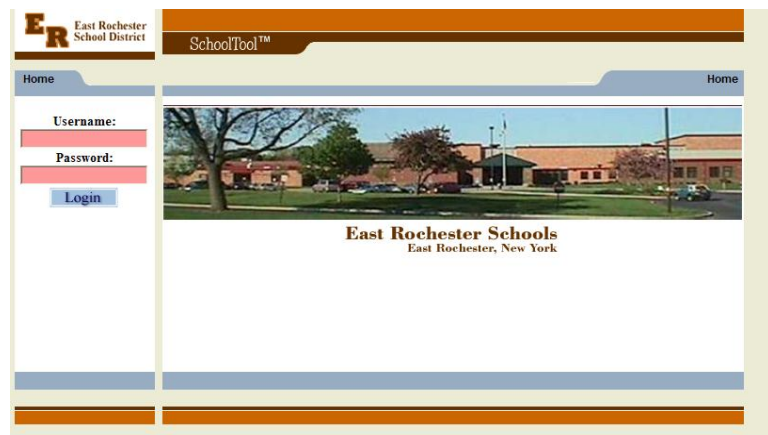
- Student Record (basic information)
- Contact Information
- Schedule
- Attendance (daily attendance)
- Grades
- Assignments

Parents can also use the portal as an email gateway with teachers and counselors.

Getting Started

Steps

1. Obtain a password
2. Log in for the first time
3. Change password
4. Future logins
5. Logging out



Obtaining a Password

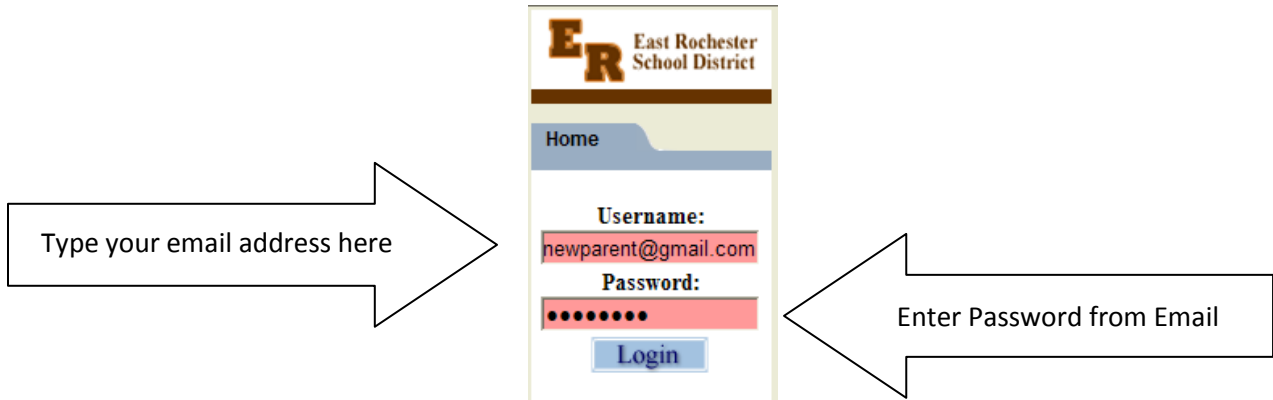
1. When the district sets up your portal account, an email will be sent to you that will contain your initial password. The email will be from "SchoolTool Account". Retrieve this email.

NOTE: generated passwords **ARE** case sensitive! Example: **BxE12wuvK**

Logging in for the First Time

1. Go to <https://schooltool.erschools.org>

2. Enter your email address as the username and the password that was retrieved from your email account. Click **Login**

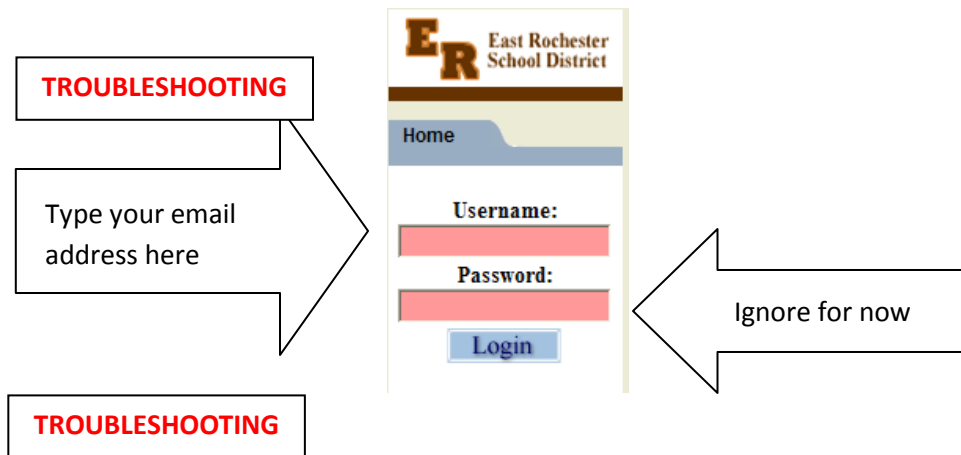


a. Troubleshooting

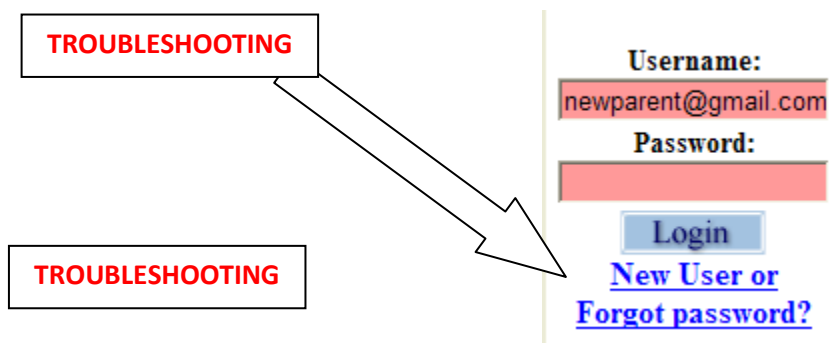
If you are unable to log in, please contact the school at 248-6382 or email parentportal@er.monroe.edu

OR

Where it says “**Username**”, type your email address and click the **Login** button. (Ignore for now where it says “**Password**”).



The words “**New User or Forgot Password**” will appear on the screen in blue. Click once on these words



TROUBLESHOOTING

The following screen will appear prompting you to retype your email address that you used above. Enter your username and hit **Submit**.

Enter your Username to receive your password by email.

Username:

A new email will be sent to you from “SchoolTool Password Recovery” that will contain a new password that has been generated for your use. Use this password to log in.

TROUBLESHOOTING

- Once you have logged in successfully, you will see the main Home screen, which includes 4 tabs: **Students**, **Campus**, **Account** and **Messages**.

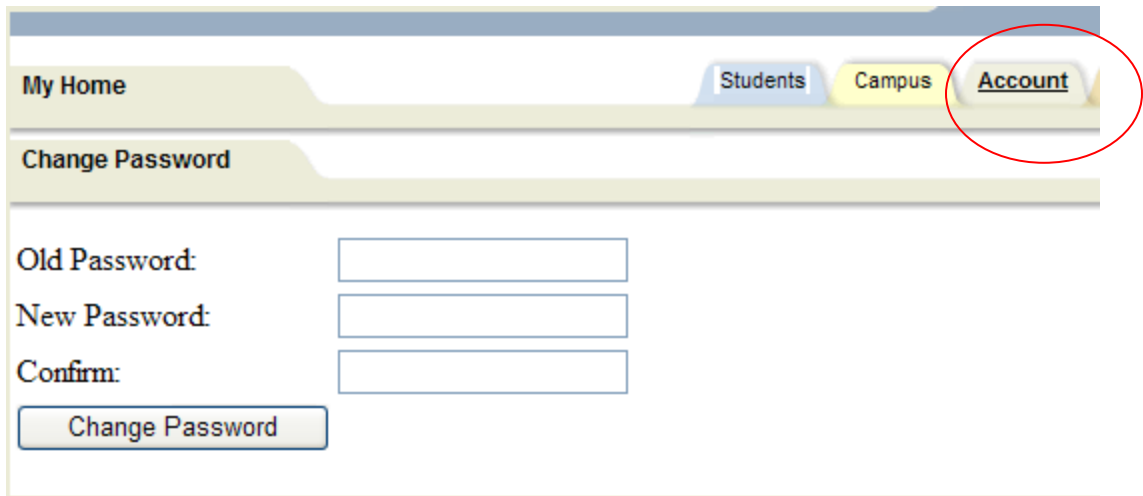
The screenshot displays the SchoolTool Home interface. At the top left is the East Rochester School District logo. The main header includes 'Home | Logout' and 'SchoolTool™'. Below this is a navigation bar with tabs for 'Home', 'My Home', 'Students', 'Campus', 'Account', and 'Messages'. The 'Students' tab is highlighted and circled in red. Below the navigation bar, a welcome message reads: 'Welcome, Yvonne Benson, today is Thursday, April 07, 2011'. Underneath is a 'Contacts' section with two entries:

Name	Relationship	Address	Phone	Actions
Julia Benson	Daughter	238 Fairport Rd East Rochester, NY 14445	Home: (585) 381-6138	Home, Mail, Upload, Print
Elliott Benson	Son	238 Fairport Rd East Rochester, NY 14445	Home: (585) 381-6138	Home, Mail, Upload, Print

Changing Your Password

The first thing you should do is change your password. Passwords must contain **1 capital** letter and **1 numeric** character and be **8 characters long**.

To change your password, click on the **Account** tab.



1. Enter the existing password that was emailed to you in the **Old Password** box.
2. Type in the **New Password**. Type the new password again in the confirm box.
3. Click the **Change Password** button.

Future Logins

Once you have logged in successfully for the first time and have changed your password, future logins just require you to return to <https://schooltool.erschools.org> and typing in your email address, current password and clicking on the **Login** button.










Logging Out

To log out of the parent portal, either click on the **Logout** located in the upper right of the screen, or simply close your browser.

How to Navigate Once Logged In

Navigation Buttons


Schooltool uses simple navigation buttons that allow you perform basic functions with single click of the mouse. The functionality of each is described below:

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

After Logging In: What will I See?

After logging in, you will be at your main home page that displays the following four tabs: **Students, Campus, Account and Messages**



Student Tab This tab provides a listing of all students that "belong" to the logged-in parent. Here you will see all contact information for each student. You will be able to view additional information and student-specific tabs (covered later in this document) by clicking on a student's **Select** button .

Campus Tab

This tab is where you will see general campus information, including cycle days, announcements, and other pertinent school information.

Accounts Tab

This tab is used to **change your password** as described **above on page 5**.

Messages Tab

This tab will contain messages from the school district. Check regularly.

Parent Portal

Student Record

Once you have 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.

The **bottom portion** of the screen will show the **Contacts** tab by default, but will change when other tabs are selected. Each of the tabs are described in detail on the following pages.

The tabs are named **Contacts, Schedule, Attendance, Grades** and **Assignments**.

The screenshot displays a web interface for a student record. At the top, there is a tab labeled "Personal Information". Below this, the student's name "Smith, Jane" is shown next to a small profile picture. The record is organized into two columns of text. The left column lists personal details: First (Jane), Middle (S), Last (Smith), Gender (Female), DOB (1/8/1995 (15 yr 0 mo)), 1st Language (English), and Cell Phone ((315) 555-5555). The right column lists contact and enrollment information: Address (407 Fremont Road, East Syracuse, NY 13057), Phone # ((315) 555-1234), Grade (9), Homeroom (G17), HR Teacher (Milana, Frank), Locker (B1009), Counselor (Clark, Lee), Type (Regular School Year Enrollment), and Building (East Syracuse-Minoa Central High School/High School). Below the personal information, there is a section for "PE 9F in Room F1 Teacher: Neuhaus" with a note that it was created on 2/16/2009 and modified on 1/25/2010. A "Student" section contains a navigation bar with tabs for "Contacts", "Schedule", "Attendance", "Grades", and "Assignments". The "Contacts" tab is active, showing a list of three contacts: Amy Smith (Mother), Kristen Haynes (Friend of Parent), and Elaine Jones (Grandmother). Each contact entry includes their name, address, and phone numbers.


First	Middle	Last	Gender	DOB	1st Language	Cell Phone	Address	Phone #	Grade	Homeroom	HR Teacher	Locker	Counselor	Type	Building
Jane	S	Smith	Female	1/8/1995 (15 yr 0 mo)	English	(315) 555-5555	407 Fremont Road East Syracuse, NY 13057	(315) 555-1234	9	G17	Milana, Frank	B1009	Clark, Lee	Regular School Year Enrollment	East Syracuse-Minoa Central High School/High School

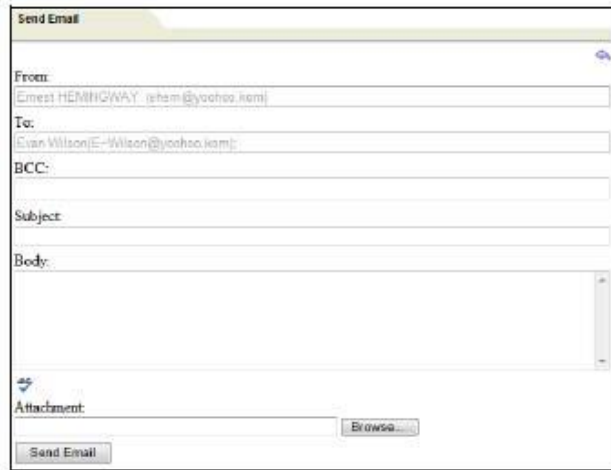
Name	Relationship	Address	Home Phone	Cell Phone	Work Phone
Amy Smith	Mother	407 Fremont Road East Syracuse, NY 13057	(315) 555-1234	(315) 555-1234 Unl	
Kristen Haynes	Friend of Parent	506 Some ESM Street East Syracuse, NY 13057	(315) 555-5555		
Elaine Jones	Grandmother	407 Fremont Road East Syracuse, NY 13057	(315) 555-1234	(315) 555-5555 Unl	

Contacts Tab

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



Send Email

From the Contacts tab, a user may email any contact who has an email address listed. To send an email to a contact, click the **Send Email button** (the Envelope) .



The screenshot shows a 'Send Email' form with the following fields and controls:

- From:** Ernest HEMINGWAY (sham@yoohoo.keml)
- To:** Evan Wilson(E-Wilson@yoohoo.keml)
- BCC:**
- Subject:**
- Body:** A large text area for composing the message.
- Attachment:** A field with a 'Browse...' button.
- Buttons:** 'Send Email' (bottom left) and 'Done' (top right, represented by a blue arrow icon).

When the message is ready to be sent, click the **Send Email button**  at the bottom of the screen. To cancel the message, click the **Done button**  in the upper right corner of the screen to return to the Contacts tab without sending.

Note: Please contact your child's school to update any incorrect information.


Schedule Tab

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.

Term 1					
Period	Section	Course	Days	Room	Teacher
1		Lunch 11:55 - 12:25		E29	
1		Lunch 11:25 - 11:55		E29	
1A	3	Math 9R - Algebra	1,2,3,4	G17	Mr. Milana
1B	2	Italian 2	1,2,3,4	B08	Ms. Perla
2	4	Studio in Clay 1	2,4	C12	Ms. Zimmer
2	3	Computer Application	1,3	B05	Mr. Nichols
3	7	English 9	2,4	B22	Ms. Neri
3	6	Global History 1	1,3	B15	Mr. Russell
4	10	Earth Science	1,2,3	D09	Mr. Causer
4	8	PE 9F	4	F1	Ms. Neuhaus
Term 2					
Period	Section	Course	Days	Room	Teacher
1		Lunch 11:55 - 12:25		E29	
1		Lunch 11:25 - 11:55		E29	
1A	3	Math 9R - Algebra	1,2,3,4	G17	Mr. Milana
1B	2	Italian 2	1,2,3,4	B08	Ms. Perla
2	4	Studio in Clay 1	2,4	C12	Ms. Zimmer
2	10	Health	1,3	D25	Mr. Suddaby
3	7	English 9	2,4	B22	Ms. Neri
3	6	Global History 1	1,3	B15	Mr. Russell

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** button will allow users to print Student Schedule report in a new window.

After clicking the **Print Schedule** button  a new window will pop up. The report is printed from this new window.

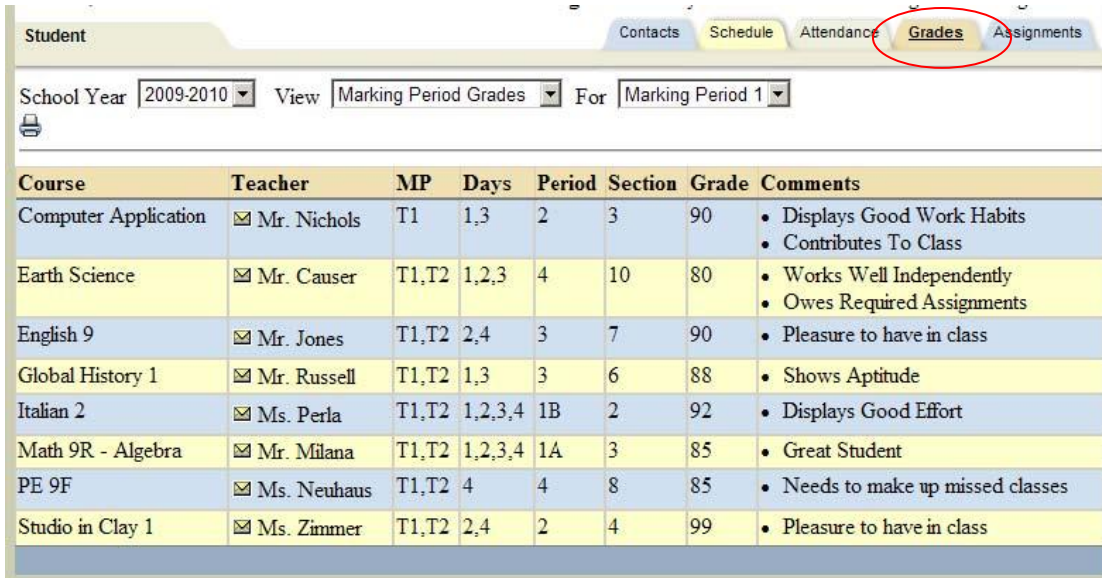
Attendance Tab

The **Attendance tab** shows a summary of the student's total absences for the current year (if any). This may include early dismissals, late arrivals, in and out records. Users may view a summary of **Daily Attendance** Use the year drop-down to review historical data for a previous year.

Student		Contacts	Schedule	Attendance	Grades	Assignments
2010-2011						
Type	Date					
Late Arrival	4/13/2011 8:00:00 AM					
Late Arrival	4/8/2011 7:55:00 AM					
Late Arrival	4/7/2011 7:50:00 AM					
In	4/6/2011 1:24:00 PM					

Grades Tab

The **Grades tab** provides 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**.



The screenshot shows a web interface for a student's grades. At the top, there are navigation tabs: 'Contacts', 'Schedule', 'Attendance', 'Grades' (highlighted with a red circle), and 'Assignments'. Below the tabs, there are three dropdown menus: 'School Year' set to '2009-2010', 'View' set to 'Marking Period Grades', and 'For' set to 'Marking Period 1'. Below these menus is a table with the following data:

Course	Teacher	MP	Days	Period	Section	Grade	Comments
Computer Application	☑ Mr. Nichols	T1	1,3	2	3	90	<ul style="list-style-type: none">• Displays Good Work Habits• Contributes To Class
Earth Science	☑ Mr. Causer	T1,T2	1,2,3	4	10	80	<ul style="list-style-type: none">• Works Well Independently• Owes Required Assignments
English 9	☑ Mr. Jones	T1,T2	2,4	3	7	90	<ul style="list-style-type: none">• Pleasure to have in class
Global History 1	☑ Mr. Russell	T1,T2	1,3	3	6	88	<ul style="list-style-type: none">• Shows Aptitude
Italian 2	☑ Ms. Perla	T1,T2	1,2,3,4	1B	2	92	<ul style="list-style-type: none">• Displays Good Effort
Math 9R - Algebra	☑ Mr. Milana	T1,T2	1,2,3,4	1A	3	85	<ul style="list-style-type: none">• Great Student
PE 9F	☑ Ms. Neuhaus	T1,T2	4	4	8	85	<ul style="list-style-type: none">• Needs to make up missed classes
Studio in Clay 1	☑ Ms. Zimmer	T1,T2	2,4	2	4	99	<ul style="list-style-type: none">• Pleasure to have in class


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, make your selection from the drop-down menus.

Available views include the following:

- Marking Period Grades
- Progress Report Grades
- Marking Period Average
- Assessment Grades
- Final Grades

Assignment 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. If multiple teachers are assigned to a course, all teachers' last names will be displayed in the "Teacher Name" column, separated by a "/".

Personal Information					
 Smith, Jane Earth Science in Room D09 Teacher: Causer					
Student Contacts Schedule Attendance Grades Assignments					
School Year <input type="text" value="2009-2010"/> Marking Period <input type="text" value="Marking Period 1"/> Courses <input type="text" value="All Courses"/>					
Course Name	Assignment Name	Assignment Date	Max Points	Student Score	Teacher Name
Math 9R - Algebra	HW Expectation	9/8/2009	5	5	Milana
Math 9R - Algebra	HW Day1 P.13;15-48mult3	9/9/2009	5	5	Milana
Math 9R - Algebra	HW Day2 WS Order of Ops and Evaluating	9/10/2009	5	5	Milana
Math 9R - Algebra	HW Unit 1 Pretest	9/18/2009	10	0	Milana
Math 9R - Algebra	Unit Test 1	9/21/2009	100	64	Milana
Math 9R - Algebra	HW Multiplying and Dividing Monomials	9/28/2009	5	5	Milana
Math 9R - Algebra	Quiz Monomials and Poly	9/28/2009	100	54	Milana
Math 9R - Algebra	HW P.433; 1-43 odds	9/29/2009	5	0	Milana
Math 9R - Algebra	HW Unit 1 Test Returned Signed	9/30/2009	5	5	Milana