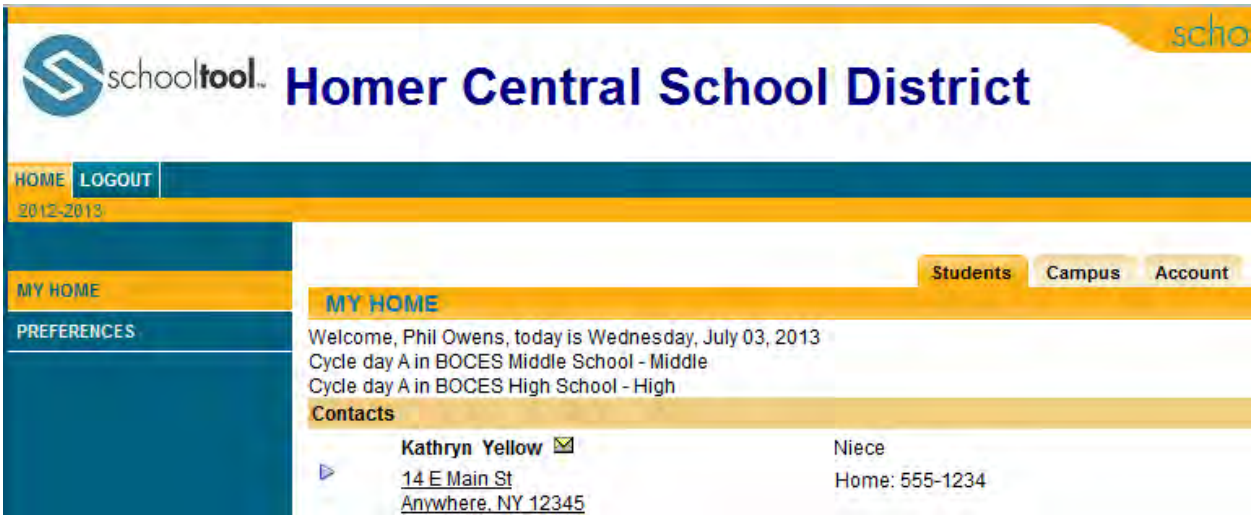
Parent Portal User Guide



Prepared for the parents of the Homer 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 from anywhere an internet connection is available.

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

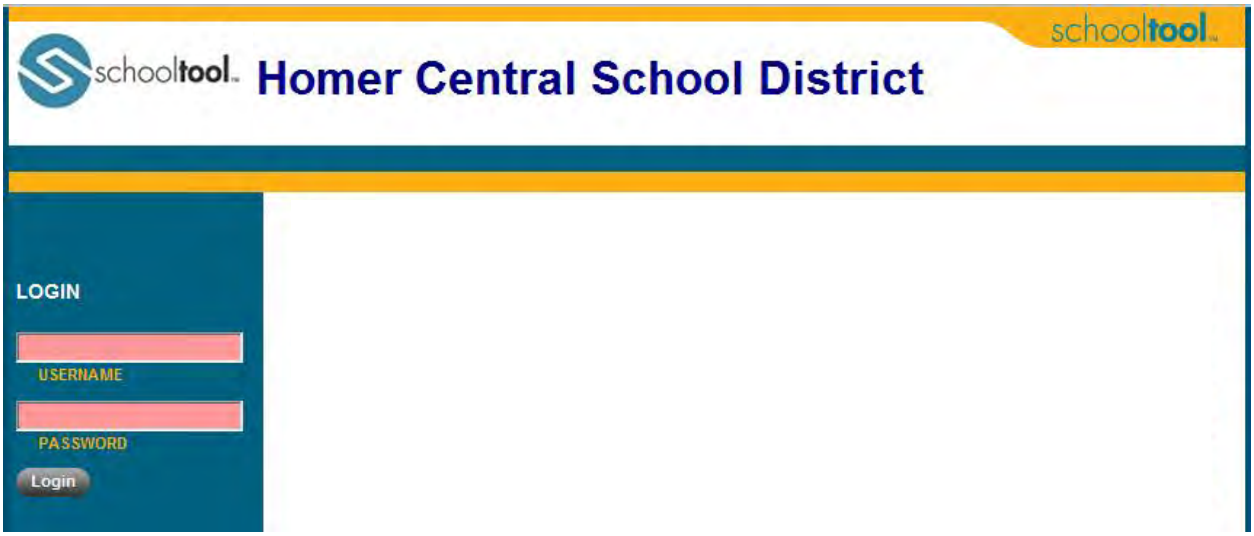
- Student Record (basic information)
- Contact Information
- Schedule
- Attendance (daily and course absences)
- Grades (Marking Period Averages and Final Grades)
- Assignment Grades
- Email capabilities between teachers and counselors

Getting Started…

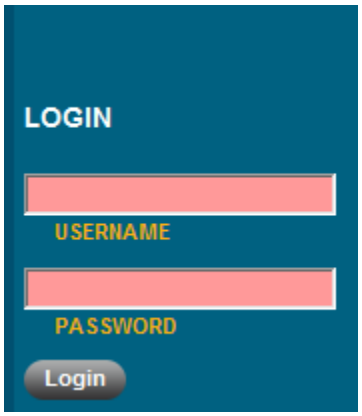
Obtaining a Password

1. Go to the district's SchoolTool website (*add this link to your Internet favorites for easy future access*).

http://homer.schooltool.cnyric.org/SchoolToolWeb

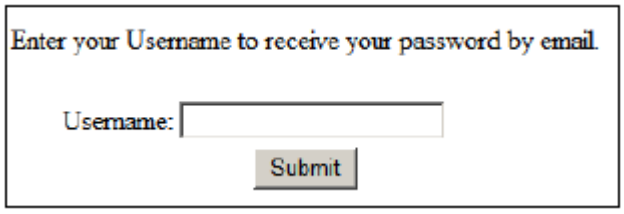


2. Where it says “**Username**”, type in the email address the school has on file and click on the **Login** button (ignore for now where it says “Password”).



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

4. The following screen will appear prompting you to retype your email address that you used in “step 2” above.



5. Click the **Submit** button which causes an email message to be sent to you containing your new password.

6. Retrieve new password from email.
    a. Log into your email account, as you would normally, and look for an email message from "**schooltool**".
    b. When this email message arrives, open the message and write down or print the password that is displayed. Careful, the password will have a lot of letters, numbers, and symbols. Also note that some letters are uppercase, and some are lower-case which is important.

schooltool Password Reset Notice

From: **SchoolTool Password Recovery** schooltoolservice@homercentral.org

Your school**tool** password has been changed. Please login to school**tool** using your email address as your username and the following password:

sR7Wf9Bv

Once you have logged in, you may use the "Accounts" tab at any time to see your last login time and to change your password.

If you did not initiate this reset, please contact the school district.

Logging In For the First Time

1. Log into SchoolTool
    a. Go back to the district's schooltool web site, and type in the same email address and the new password.
    b. Click the **Login** button to enter SchoolTool

    Note: The password may be copy/pasted from the email message, but be careful to grab each character.

2. Once you have logged in successfully, you will see the main Home screen, which includes 3 tabs: **Students, Campus, and Account**.

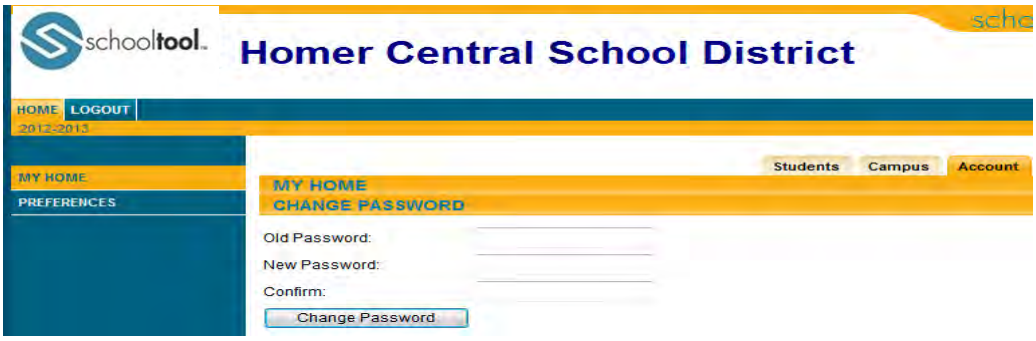
Changing Your Password

Now would be a good time to change your password to a word that you are more comfortable with. We recommend creating a new password that has the following characteristics:

- Greater than or equal to eight (8) characters
- Combination of letters, numbers, or symbols
- Something that you can remember easily

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

2. Enter the existing cryptic password that was emailed to you in the "Old Password" box.

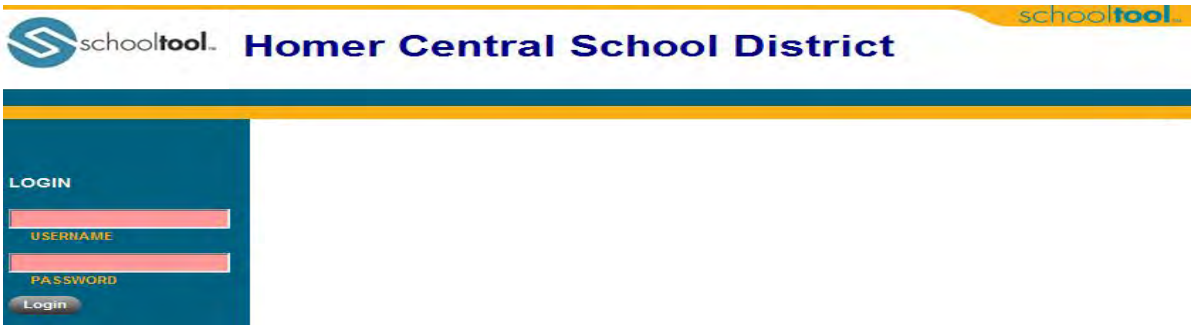


3. Then type in a new password in both the "New Password" box, and the "Confirm" box, making sure to type them in exactly the same.

4. Click the "Change Password" button to finalize the change.

Future Logins

Once you have logged in successfully for the first time and changed your password, future logins just require you returning to the SchoolTool web page and typing in your email address, new password, and clicking the Login button.



Logging Out

To log out of the parent portal, you can either click **"Logout"** located in the upper right corner of window, or simply close out of the Internet entirely.

How to Navigate Once Logged In

Navigation Buttons

Schooltool uses simple navigation buttons that allow you to perform basic functions with a 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

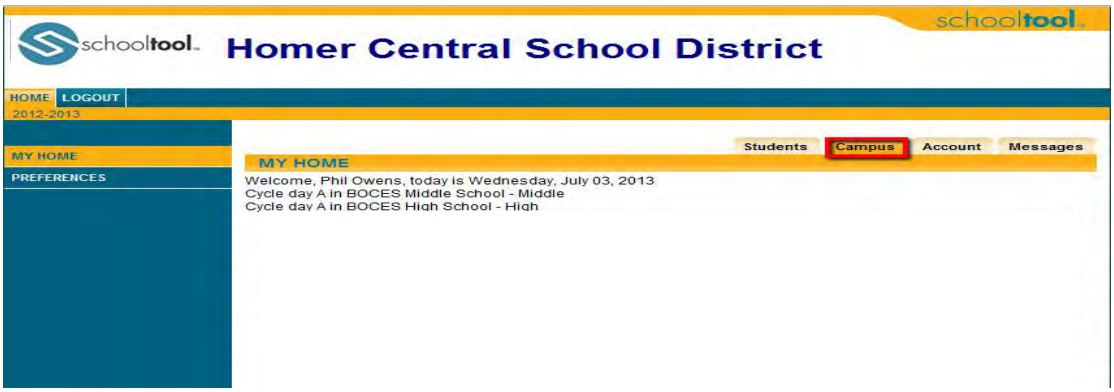
After Logging In: What Will I See?

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

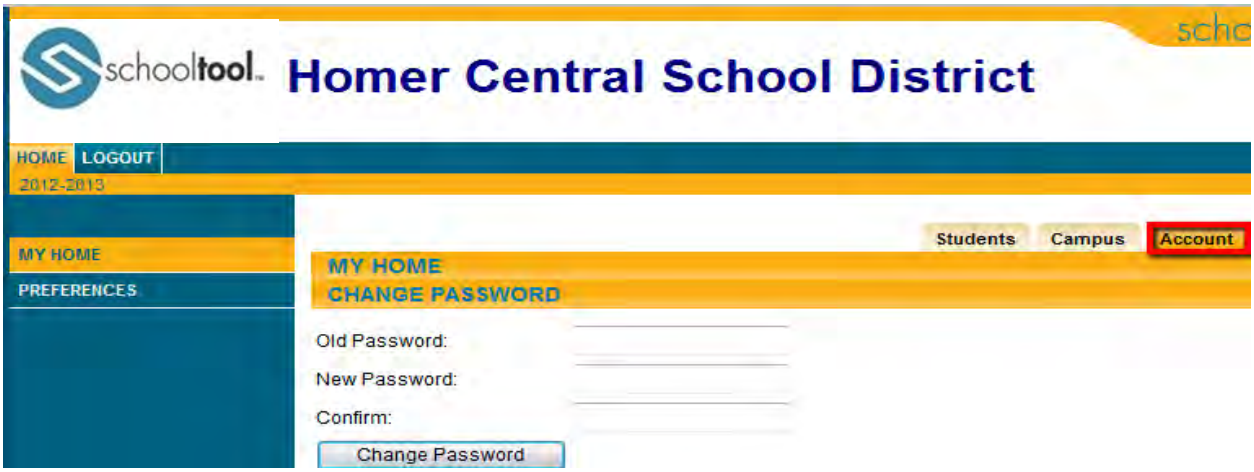
Student Tab
This tab provides a listing of all students that "belong" to the logged-in parent. Here you will see all contact information for each student.

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.



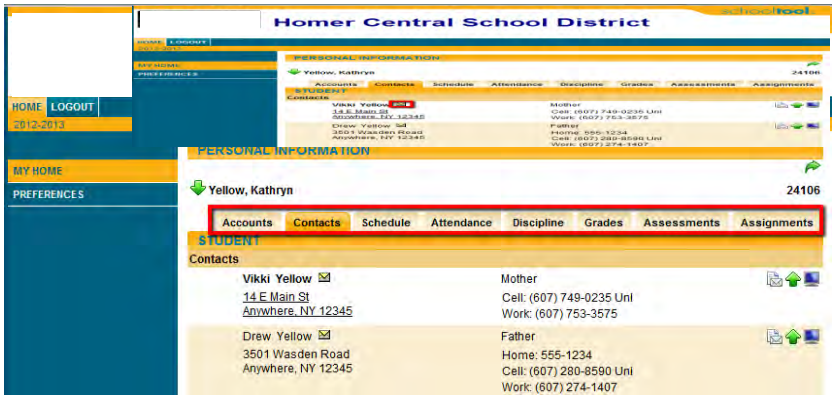
Accounts Tab
This tab is used to **change your password** as described **above on page 5**.



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 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.

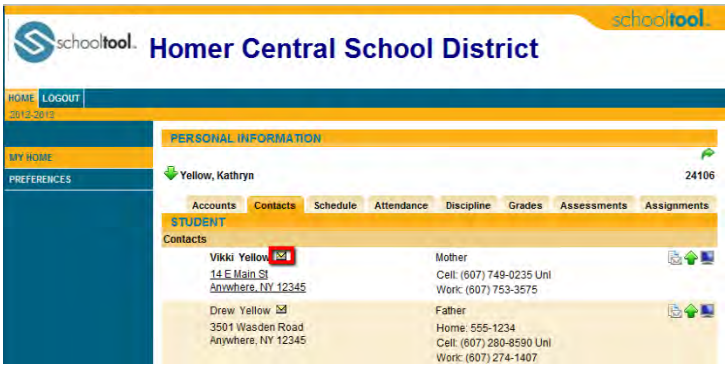
Buttons available on the Personal Information section include the following:

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

Contacts Tab

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

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).



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

An email form will open, allowing the parent to enter a subject and their desired message.

Note: The "From" and "To" fields will be pre-populated with your email address in the "From" field and the contact's email address in the "To" field. You may enter any additional recipient email addresses in the "BCC" (blind carbon copy) field.

- Users may add attachments by clicking the **Browse** button near the bottom of the screen. In addition, users may click the **Check Spelling** button to check the body of their message.
- 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.

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.

Standard View Grid View

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. Milano
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. Milano
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	Ms. Sudduby
3	7	English 9	2,4	B22	Ms. Neri
3	6	Global History 1	1,3	B15	Mr. Russell

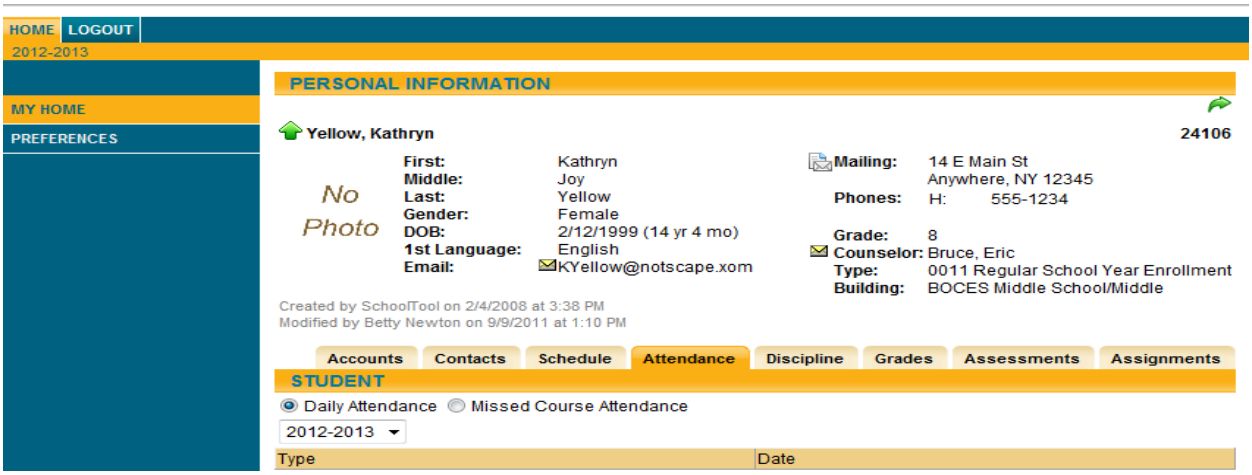
You may use the **Send Email** button to email any teacher who has an email address listed. To send an email use the process described above under the **Contacts Tab** section.

- 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.

Attendance Tab

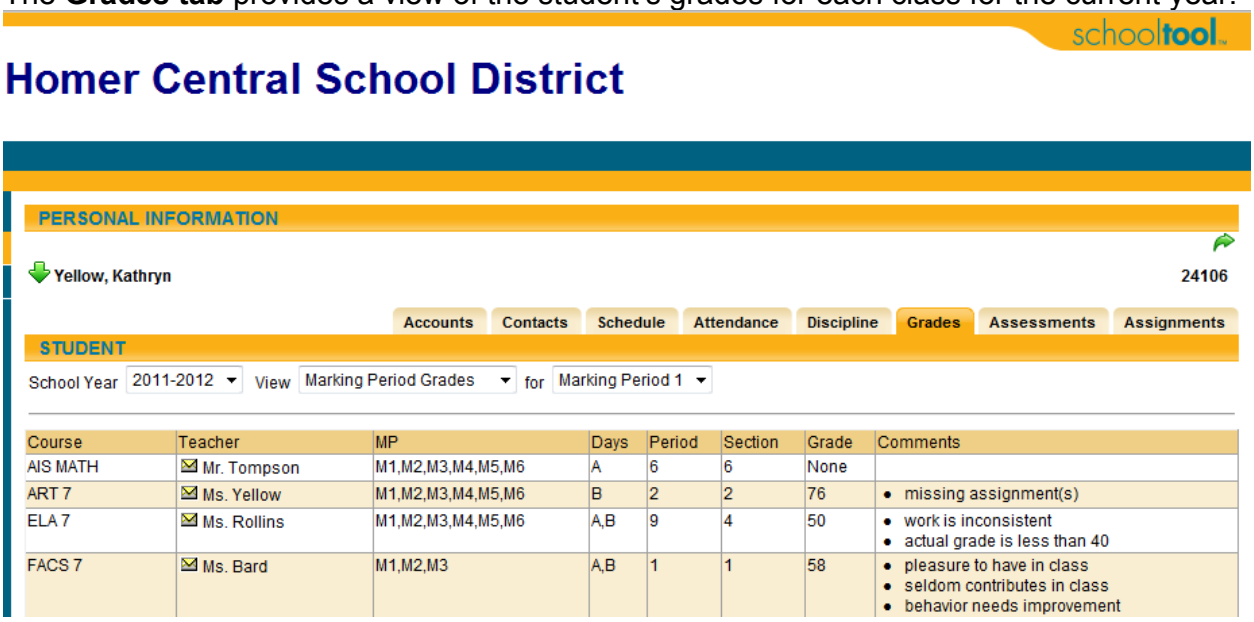
The Attendance tab shows a summary of the student's total absences for the current year (if any). This may include early dismissals, late arrivals, in and out records. Users may view a summary of **Daily Attendance** or **Course Attendance** by selecting the appropriate radio button. Use the year drop-down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



Note: Each summary view is controlled by its own permission; if you do not have permission to view both options, the radio buttons will not appear. In addition, depending on your school's settings, newly submitted absences may not be visible immediately.

Grades Tab

The **Grades tab** provides a view of the student's grades for each class for the current year.



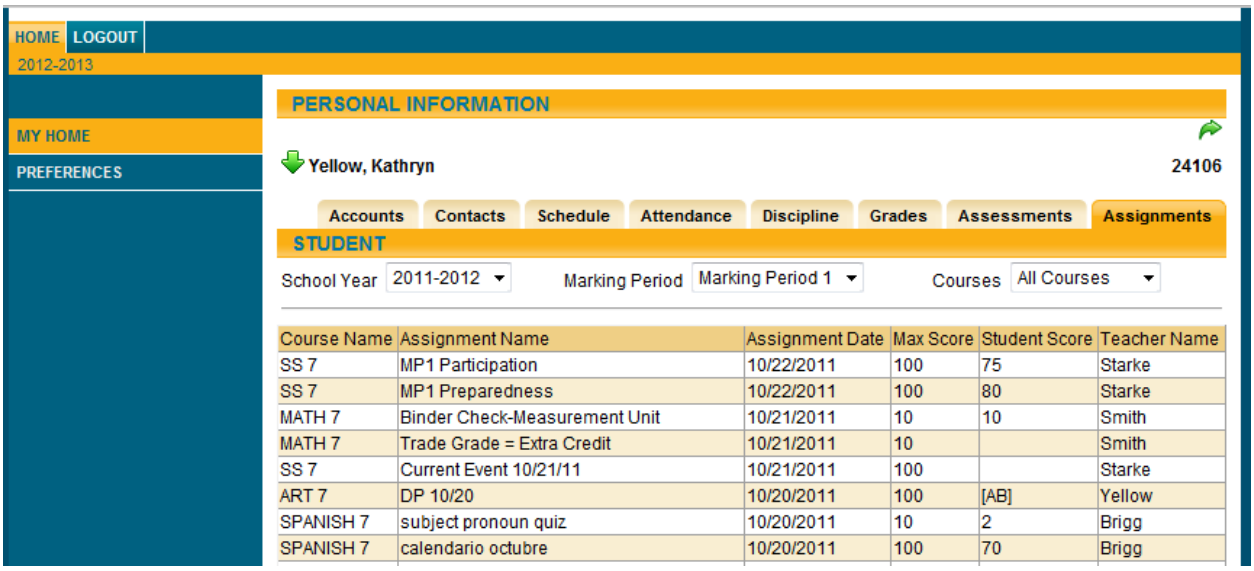
Parents may choose to view grades for a specific **Marking Period.** To change the view, make your selection from the drop-down menus.

Available views include the following:

- Marking Period Grades
- Marking Period Average
- 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 "/."



Course Name	Assignment Name	Assignment Date	Max Score	Student Score	Teacher Name
SS 7	MP1 Participation	10/22/2011	100	75	Starke
SS 7	MP1 Preparedness	10/22/2011	100	80	Starke
MATH 7	Binder Check-Measurement Unit	10/21/2011	10	10	Smith
MATH 7	Trade Grade = Extra Credit	10/21/2011	10		Smith
SS 7	Current Event 10/21/11	10/21/2011	100		Starke
ART 7	DP 10/20	10/20/2011	100	[AB]	Yellow
SPANISH 7	subject pronoun quiz	10/20/2011	10	2	Brigg
SPANISH 7	calendario octubre	10/20/2011	100	70	Brigg