

Schooltool Parent Portal Quick Reference Guide

The Schooltool Parent Portal can be accessed from any web browser. There is a link on the school's main web page, or the following url can be typed in the address bar:

<https://apw.schooltool.cnyric.org/schooltoolweb/>

Once the login screen is displayed, use the username and password provided by the district and click Login.

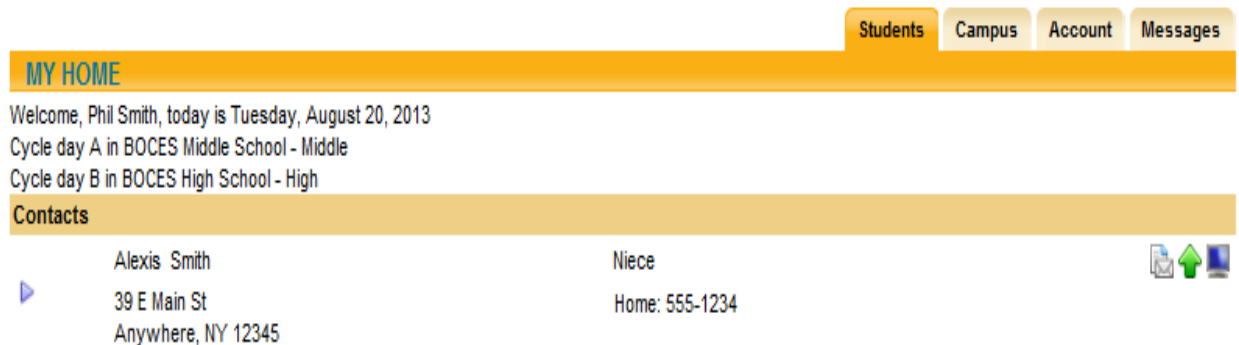


After logging in, you will be at your main home page that displays the following four tabs:




Students, **Campus**, **Account** and **Messages**.

Students Tab:

- Displays all children attached to the parent/guardian. A parent may have the right to click on a student's select button ▶, to see the student's details.





















Student's Details: Displays all student data

HOME		LOGOUT	
2013-2014			
PERSONAL INFORMATION			
 Smith, Alexis		23443 	
<p>No Photo</p> 	First:	Alexis	Address:
	Middle:	Noelle	39 E Main St Anywhere, NY 12345
	Last:	Smith	Phones:
Gender:	Female	H: 555-1234	Grade:
DOB:	8/18/2001 (12 yr 0 mo)	Homeroom:	9
1st Language:	English	<input checked="" type="checkbox"/> HR Teacher:	B20
		<input checked="" type="checkbox"/> Counselor:	Rollins, Steven / Broussard, Noreen
		Type:	Johnson, Martin
		Building:	0011 Regular School Year Enrollment
			BOCES High School/High
<small>Created by SchoolTool on 2/4/2008 at 3:38 PM Modified by Lorraine Button on 11/6/2009 at 11:22 AM</small>			

Contact Tab:

- Displays all contacts that have been added for your student
- Displays contact(s) relationship to the student
- Displays contact(s) address
- Displays contact telephone numbers
- Displays enrolled siblings

Contacts		    
✕ ▶	John Smith  <u>39 E Main St</u> <u>Anywhere, NY 12345</u> Custody Type: N/A	Father Home: 555-1234 Cell: (607) 379-3394 Unl    
✕ ▶	Cheri Smith  <u>39 E Main St</u> <u>Anywhere, NY 12345</u> Custody Type: N/A	Mother Home: 555-1234 Cell: (607) 379-3395 Unl Work: (607) 274-4466   
✕ ▶	Phil Smith  14 E Main St Anywhere, NY 12345 Custody Type: N/A	Uncle Home: 555-1234   
Siblings		
▶	Kyle Brawn	8/30/1994 (18 yr 11 mo)
▶	Kayla Brawn	3/12/1993 (20 yr 5 mo)

Schedule Tab:

- Displays the student schedule

Email a teacher by clicking on the envelope icon by the teacher's name. You may also email all of your student's teachers together by clicking on the icon next to the word "Teacher" in the header (as shown below)

Accounts Contacts **Schedule** Attendance Discipline Grades Assessments Assignments

STUDENT

View: Schedule Report to print: Semester 1 Grid

Standard View Grid View

Semester 1

Period	Section	Course	Days	Room	Teacher
1	2	SPANISH 1	A,B	G05	Ms. Lampkin
2	1	YEARBOOK	A,B	G26	Ms. Jacko
3	1	EARTH SCI	A,B	B17	Mr. Holland Ms. Clark
4	5	ENG 9	A,B	G18	Ms. Brown
5	1	CHORUS 9-12	A	AUD	Ms. Romero
5	2	EARTH SCIENCE LAB	B	B17	Mr. Reeder
6	2	LUNCH - A DAY S1	A	CAFE-small	
6	2	LUNCH - B DAY S1	B	CAFE-small	
7	3	GLOBAL ST I	A,B	G08	Ms. Brown
8	2	STUDIO IN ART	A,B	H03	Ms. Schecter Ms. Wiseth
9	1	GEOMETRY	A,B	J02	Ms. Tilson

Attendance Tab:

- Displays a summary of the student's total absences for the current year (if any). This may also include early dismissals and late arrivals.
- Users may change between Daily or Course attendance views by selecting the appropriate radio button.

Contacts Schedule **Attendance** Discipline Grades Assessments Assignments Letters

STUDENT

Daily Attendance Course Attendance All

2015-2016

Type	Date	Reason
Absent	10/27/2015	Illness
Early Dismissal	10/26/2015 11:44:00 AM	Illness

Discipline Tab:

- Displays a history of discipline referrals written and given a disposition

Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters
STUDENT							
2015-2016							
Grade	Date Seen	Incident Date	Offense	Disposition			
12	10/22/2015	10/22/2015	Class Cut	Lunch Detention			

Grades Tab:

- Displays marking period grades
- If you wish to view a different Marking Period, choose it from the dropdown Marking Period list
- Email a teacher by clicking on the envelope icon by the teacher's name

Accounts	Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	User Defined	Notes
STUDENT										
School Year 2013-2014 View Marking Period Grades for Marking Period 1										
Course	Teacher	MP	Days	Period	Section	Grade	Comments			
CHORUS 9-12	✉ Ms. Romero	S1,S2	A	5	1					
EARTH SCI	✉ Mr. Holland Ms. Clark	S1,S2	A,B	3	1					
ENG 9	✉ Ms. Brown	S1,S2	A,B	4	5					
GEOMETRY	✉ Ms. Tilson	S1,S2	A,B	9	1					
GLOBAL ST I	✉ Ms. Brown	S1,S2	A,B	7	3					

Assessments Tab:

- Displays a student's 3-8 Assessment scores and any User Defined Assessments

ALTMAR PARISH WILLIAMSTOWN CENTRAL SCHOOL DISTRICT
639 County Route 22 • Parish, New York 13131

Accounts Contacts Schedule Attendance Discipline Grades **Assessments** Assignments Letters User Defined Notes

STUDENT

3-8 Testing User Defined Assessments



School Year	Assessment	Performance Level	Raw Score	Scale Score
2011-2012	Grade 8 Math	4	66	737
2011-2012	Grade 8 ELA	3	63	690
2010-2011	Grade 7 Math	4	64	800
2010-2011	Grade 7 ELA	4	66	719
2009-2010	Grade 6 ELA	4	39	785
2009-2010	Grade 6 Math	4	49	780
2008-2009	Grade 5 ELA	3	27	676
2008-2009	Grade 5 Social Studies	4	56	99
2008-2009	Grade 5 Math	4	45	758

Assignments Tab:

- For middle and high school students, displays assignments for all teachers who use the Schootool grade book
- Sort the assignments by clicking on the column titles; Course Name, Assignment Name, Assignment Date, Max Points or Teacher Name
- Filter the assignments by choosing the dropdown from the Courses list

Accounts Contacts Schedule Attendance Discipline Grades Assessments **Assignments** Letters User Defined Notes

STUDENT

School Year Marking Period Courses

Course Name	Assignment Name	Assignment Date	Max Score	Student Score	Teacher Name
STUDIO IN ART	Classroom Participation	9/6/2013	100		Schecter / Wiseth
STUDIO IN ART	Chapter 1-3 Test	7/25/2013	100		Schecter / Wiseth
STUDIO IN ART	Ancient Art Quiz	7/24/2013	100		Schecter / Wiseth
STUDIO IN ART	Chapter 3 Review	7/23/2013	100		Schecter / Wiseth
STUDIO IN ART	Chapter 2 Review	7/22/2013	100		Schecter / Wiseth
STUDIO IN ART	Chapter 1 Review	7/21/2013	100		Schecter / Wiseth
STUDIO IN ART	Welcome Packet	7/19/2013	100		Schecter / Wiseth
STUDIO IN ART	Colors and Patterns	7/19/2013	100		Schecter / Wiseth

Letters Tab:

- Displays the student's Attendance Letter history