

Schooltool Parent Portal QuickStart Guide

Thank you for signing up for a Parent Portal account. We hope you find this information helpful in assisting you with the features of the Parent Portal.

LOGGING IN FOR THE FIRST TIME

Here is what you need to log in to the Parent Portal for the first time:

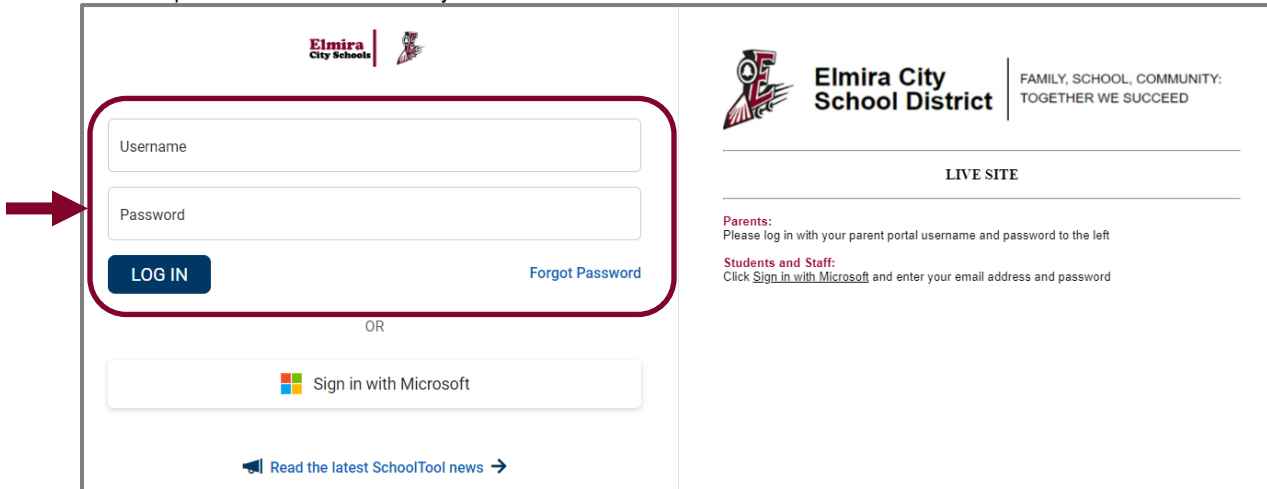
1. The e-mail address you provided to the district when you signed up for the Parent Portal.
This e-mail address will be your username for the Parent Portal.
2. Your temporary password. This was e-mailed to you at the e-mail address you used for registration. You'll use both your e-mail address and this password to log in to the Parent Portal.

To access the Parent Portal:

1. Go to the district website at www.elmiracitieschools.com
2. Click **Families** across the top menu and then select **Schooltool Parent Portal** from the links on the right side



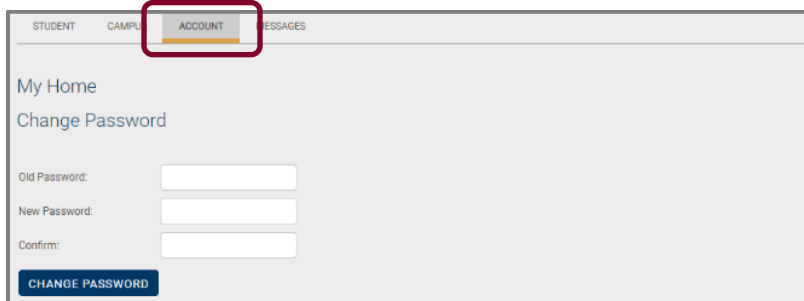
3. Enter your e-mail address in the box that says "Username"
4. Enter the password in the box that says "Password"



5. Click on the Log In button below the password box.
6. You should now be on your "Home" page

PLEASE CHANGE YOUR PASSWORD!

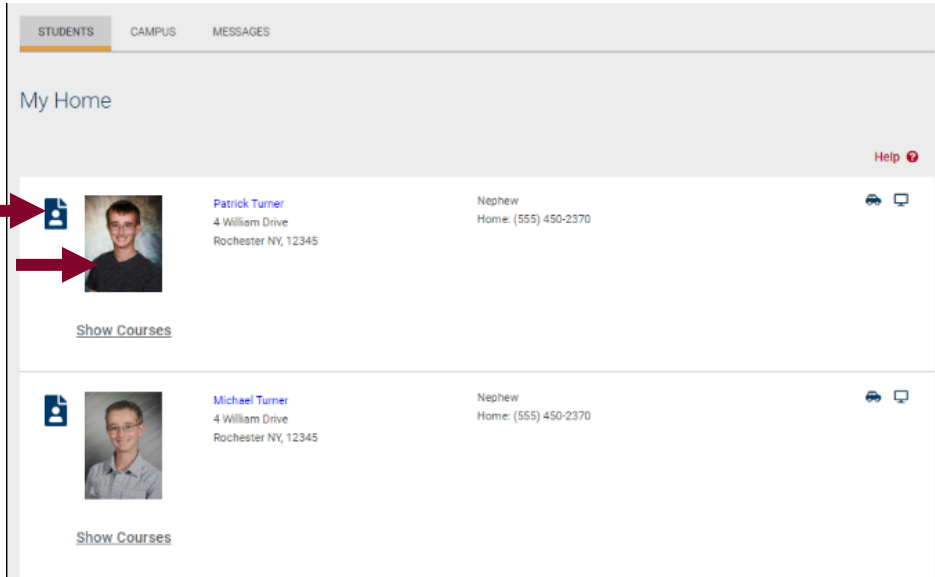
Before doing anything else, click on the Account tab in the middle of the screen and change your password to something you prefer and can remember. Enter your old password in the "Old Password" box. Then enter your new password in the "New Password" box. Enter your new password again in the "Confirm" box. To save your new password, click on the "Change Password" button.




Make sure your password is something you can easily remember but is not too easy and is not something that your student(s) would know or be able to guess.

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NAVIGATING AROUND SCHOOLTOOL PARENT PORTAL



Select your student by clicking on the student's photo or the blue student record icon to the left of your child's name and address. This will take you to your student's basic information. At the top of this screen is basic information including name, birthdate, address, phone, grade, and homeroom. Please check the information to make sure it's correct.

Underneath the basic information are the various tabs available to you. The first tab will always be the Contacts tab. This is your student's contact information. It lists you and any other individual who is a contact for your student. Underneath the contacts are any siblings your student has, with their age, school and grade.

Note the icons at the far right of each contact's name. Below is a brief description of each one:








-  **House** icon indicates the primary contact for the student
-  **Paper/Envelope** means that this contact can receive district mailings
-  **Car** indicates that this contact is allowed to pick up the student
-  **Computer** means that this contact has a Parent Portal account

The green text listed below your student's photo is the "Locator" and will reflect where your student is throughout the day.

THE SCHEDULE TAB

The Schedule tab shows you your student's schedule. The default is the Standard View of the schedule. You may also choose the Grid View, which puts the information in a grid.

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ACCOUNTS	CONTACTS	SCHEDULE	ATTENDANCE	DISCIPLINE	GRADES	ASSESSMENTS	ASSIGNMENTS	HOURS
Student								
View: <input type="text" value="Schedule"/>								
<input checked="" type="radio"/> Standard View <input type="radio"/> Grid View Help ?								
Fall Semester - Mindex HS : High School								
Period	Section	Course	Days	Room	Teacher			
1	1	BUSINESS LAW	G	220	 Ms. Parker			
1	1	STATISTICS	B	206	 Mr. Martin			
2	1	ENGLISH 12/AMER LIT	B	64	 Ms. Copeland  Ms. Anderson			
2	1	CHILD DEVEL/PARENT	G	101	 Ms. Webb			
3	1	SUPA PUBLIC AFFAIRS	B	154	 Mrs. Hyphen			
3	16	PHYSICAL EDUCATION	G	Gym	 Ms. White			
4	1	12:1:1	B,G					



Note: you can e-mail any teacher by clicking on the envelope icon in front of their name OR you can e-mail all teachers at once by clicking on the envelope icon in the Teacher column header.

THE ATTENDANCE TAB

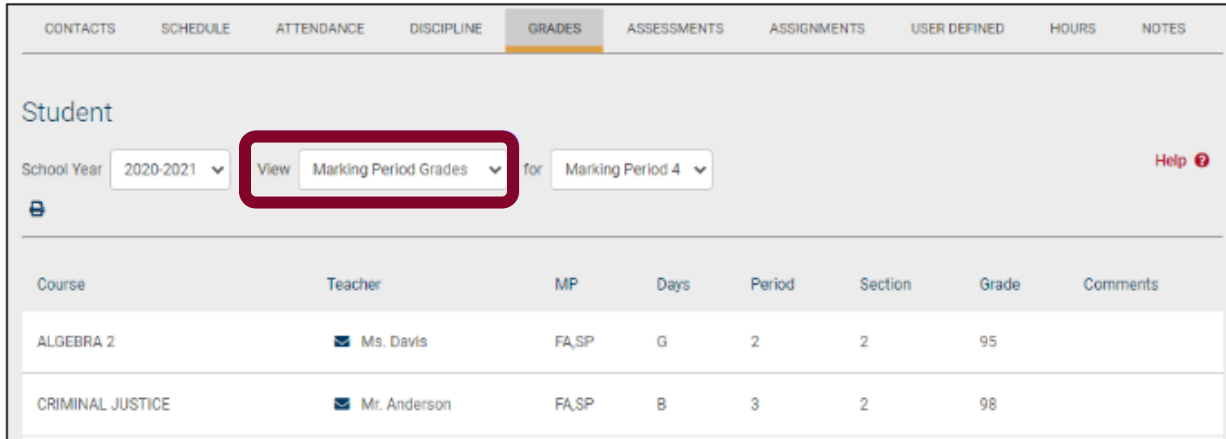
The Attendance tab shows a summary of your student's absences for the current year.



ACCOUNTS	CONTACTS	SCHEDULE	ATTENDANCE	DISCIPLINE	GRADES	ASSESSMENTS	ASSIGNMENTS	NOTES
Student								
<input checked="" type="radio"/> Daily Attendance <input type="radio"/> Course Attendance <input type="text" value="All"/>								
School Year: <input type="text" value="2020-2021"/>								
Help ?								
Type	Date	Reason						
Absent	6/21/2021	Unexcused Absence						
Early Dismissal	6/18/2021 9:00 AM	Early Dismissal						
Absent	6/17/2021	Unexcused Absence						

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THE GRADES TAB

The Grades tab shows your student's grades for each class based on the "view" you've selected. Choose the different views from the drop-down menu next to the School Year menu.




Course	Teacher	MP	Days	Period	Section	Grade	Comments
ALGEBRA 2	 Ms. Davis	FA,SP	G	2	2	95	
CRIMINAL JUSTICE	 Mr. Anderson	FA,SP	B	3	2	98	

Viewing options are Marking Period Grades, Progress Interval, Marking Period Average, Assessment Grades, and Final Grades. Here's what each option means:

- **Marking Period:** Shows the Marking Period grades for the selected marking period – if the marking period is completed. This is the grade that appears on the report card. If you want to see your student's current average, choose "Marking Period Average" instead. To choose a marking period, use the dropdown menu to the right of the View menu (MP1, MP2, etc.) Again, there will only be grades listed in this view if the marking period has been completed.
- **Progress Interval:** Shows the student's Progress Report grades for selected Progress Interval.
- **Marking Period Average:** Shows the student's average for each class in the current marking period. This is your student's average as of right now – for grades that the teacher has entered up to now.
- **Assessment Grades:** Shows any state or local assessments that a student has taken for a selected school year.
- **Final Grades:** Shows the final grades for a specific school year.

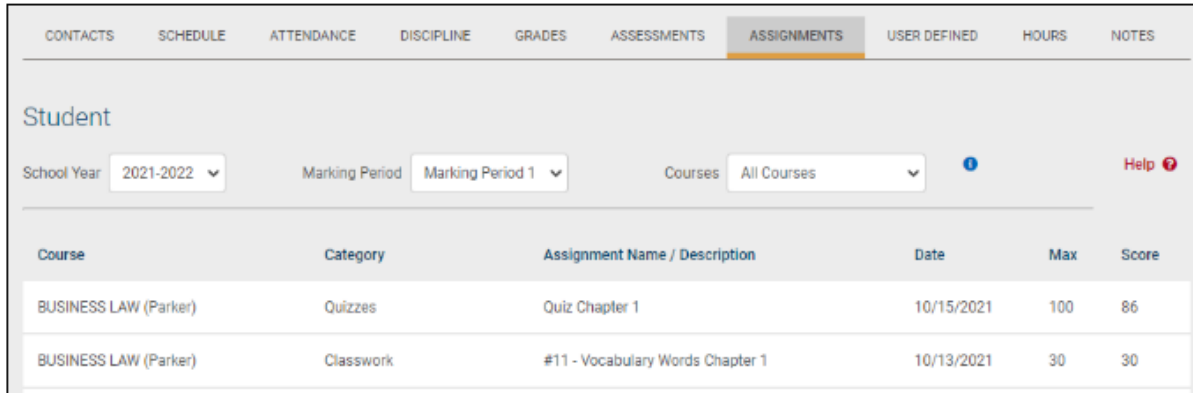


Note: You may e-mail your student's specific teacher by clicking on the envelope icon () to the left of each teacher's name.

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THE ASSIGNMENTS TAB

The final tab available to you is the Assignments tab. This tab shows all assignments a teacher has entered in their grade book for whatever year, marking period, and course you have selected from the available dropdowns along the top:



Course	Category	Assignment Name / Description	Date	Max	Score
BUSINESS LAW (Parker)	Quizzes	Quiz Chapter 1	10/15/2021	100	86
BUSINESS LAW (Parker)	Classwork	#11 - Vocabulary Words Chapter 1	10/13/2021	30	30

When you hover over each of the column headers, the cursor will change into a hand, meaning that you can sort that column by clicking once on the column header. You will probably sort by course name or teacher name most often.

If you do not see a score for a student, this means that the teacher has not yet entered one. Please give the teachers a reasonable amount of time to enter their grades. Keep in mind that things like papers/reports/projects may take longer to grade than other assignments and the teacher may need a little more time to grade and enter these scores.

If a teacher is using attributes and has assigned on to a particular assignment for your student, you will see the attribute in brackets []. When you hover over the attribute, you will see the title and the point adjustment, if any. When an attribute with a point adjustment is used, you will see your student's actual score reflected in parentheses.



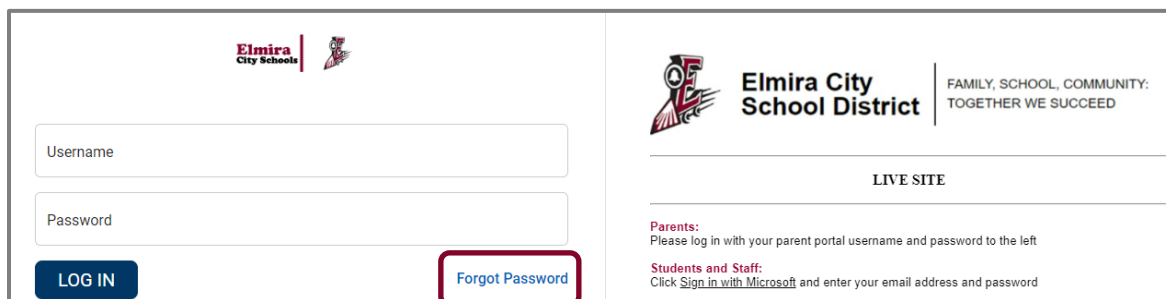
If you see any incorrect data entered on your child/children in the Schooltool Parent Portal, please contact your child's school. If you have any questions or concerns regarding Parent Portal, please notify your child's school principal.

Updating Your Parent Portal Email Address

If your email address changes and you need to update your Parent Portal Email Address, please use the Schooltool Change of Information Request Form, Registration Form F101 available on the district website at www.elmiracityschools.com/registration

Forgotten Passwords

If you forget your password, use the Forgot Password link to reset your password. If your email address has changed, you will need to complete Registration Form F101 to update your email address first.



Find the most current version of this document at: www.elmiracityschools.com