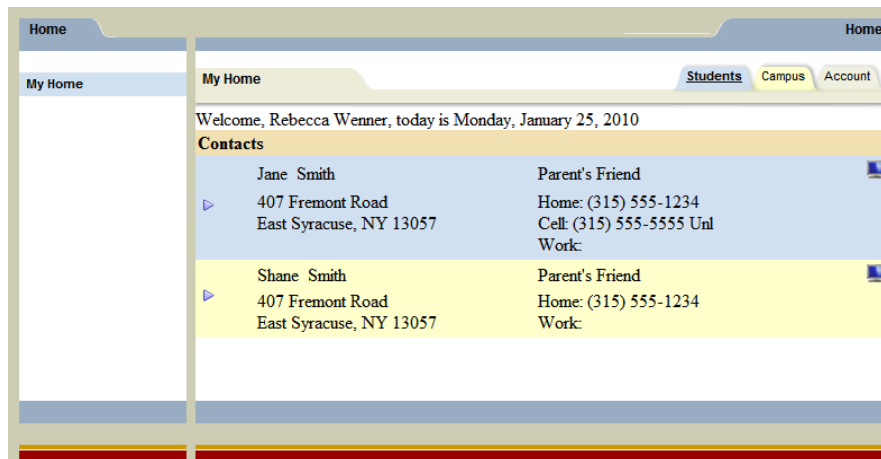# Parent Portal User Guide



## Prepared for
## the Parents of the
## East Syracuse Minoa 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

## When will Grades be Posted to the Parent Portal?

The goal of the Parent Portal is to provide timely and effective feedback to students and parents in order to help them in their educational growth. We hope parents will find this to be a helpful way to assist their child or children as they progress through ESM Schools.

Please note, different subjects, and different assignments for the same subject, have different time frames for when assignments are graded. When assignments are graded and handed back to the students they will be available on the Parent Portal. Please communicate with your child's teacher if you have any questions in this area. You can even use the Parent Portal to quickly zip off an email to the teacher(s).
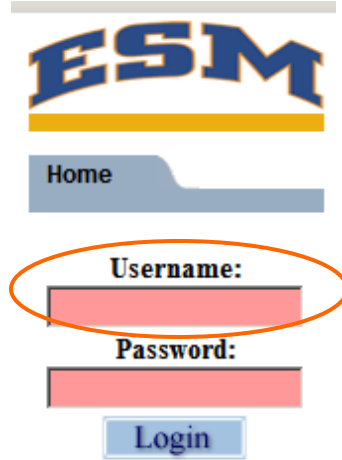
# Getting Started…

## Obtaining a Password

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

   https://st.esmschools.org/

2.  Where is 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.

    A.  Click once on these words.



    B.  If these words did not appear, check all of the previous steps, and then contact the school at the following telephone number or email address:

        •   parentportal@esmschools.org
        •   (315) 434-3493

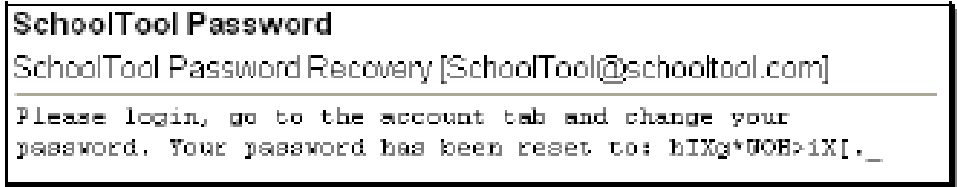4.  The following screen will appear prompting you to retype your email address that you used in "step 2" above.



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. <u>Also note</u> that some letters are uppercase, and some are lower-case which is important.

```
SchoolTool Password
SchoolTool Password Recovery [SchoolTool@schooltool.com]

Please login, go to the account tab and change your
password. Your password has been reset to: bIXg*UOB>iX[._
```

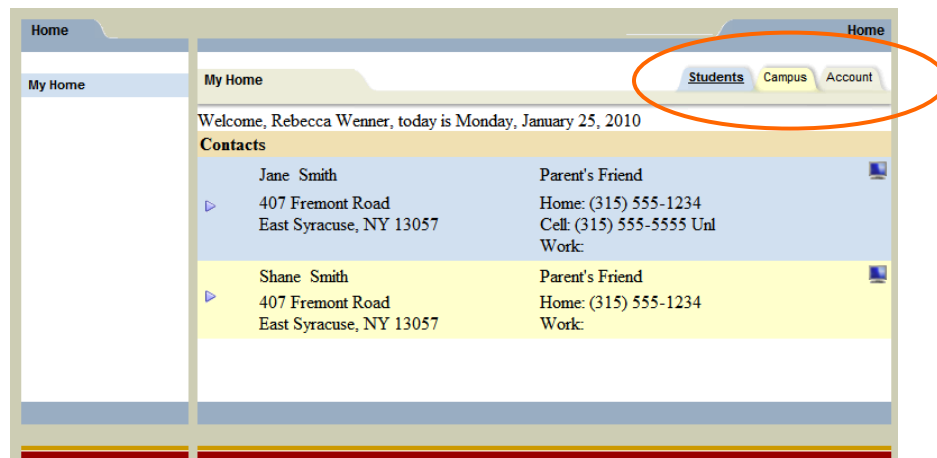## <u>Logging In For the First Time</u>

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.

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

```
Username:
aaa@nanomail.com
Password:
●●●●●●●●●●●●
Login
```

    B. Click the **Login** button to enter SchoolTool.
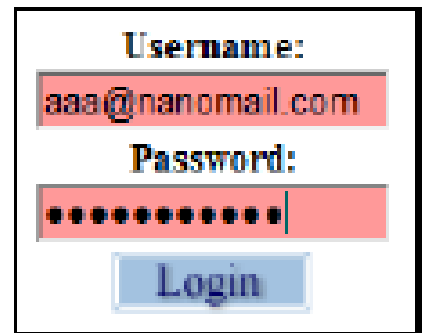
2. Once you have logged in successfully, you will see the main Home screen, which includes 3 tabs: **Students, Campus, and Account**.

```
Home                                                          Home
My Home        My Home                    Students  Campus  Account
               Welcome, Rebecca Wenner, today is Monday, January 25, 2010
               Contacts
                   Jane  Smith              Parent's Friend
               ▷   407 Fremont Road         Home: (315) 555-1234
                   East Syracuse, NY 13057  Cell: (315) 555-5555 Unl
                                            Work:
                   Shane  Smith             Parent's Friend
               ▷   407 Fremont Road         Home: (315) 555-1234
                   East Syracuse, NY 13057  Work:
```

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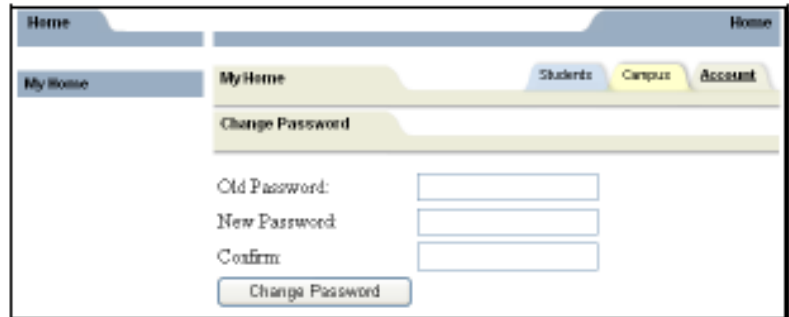
- Greater than or equal to eight (8) characters
- Combination of letters, numbers, or symbols
- Something that you can remember easily

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**
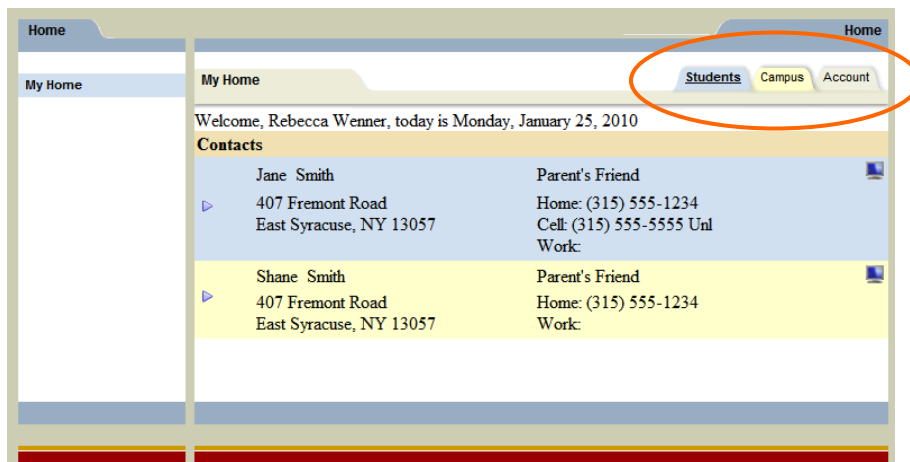
## Student Tab

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's full name, age, date of birth, primary language, address, phone number, grade, enrollment type, and building/school level.
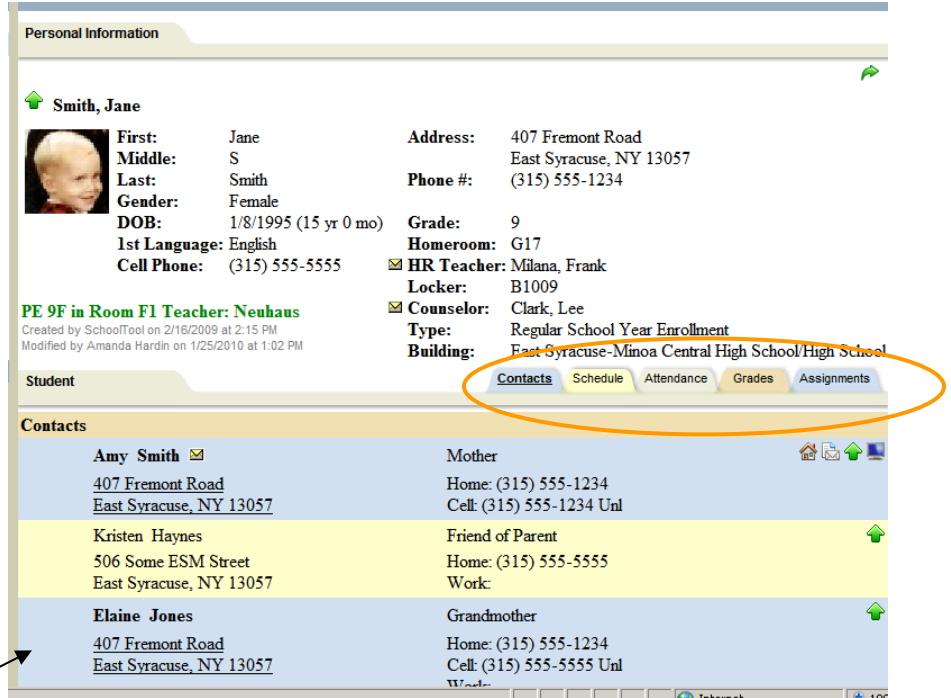


The **bottom portion** of the screen will show the **Contacts** tab by default, but will change when other tabs are selected. Each of the tabs are described in detail on the following pages.

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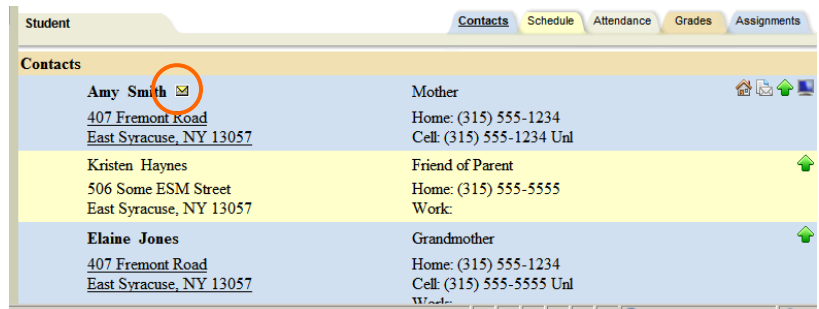
An email form will open, allowing the parent to enter a subject and their desired message.



*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.
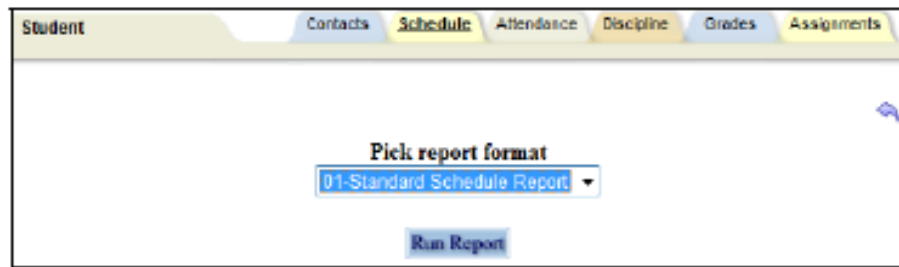
## Schedule Tab

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. 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 |

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.
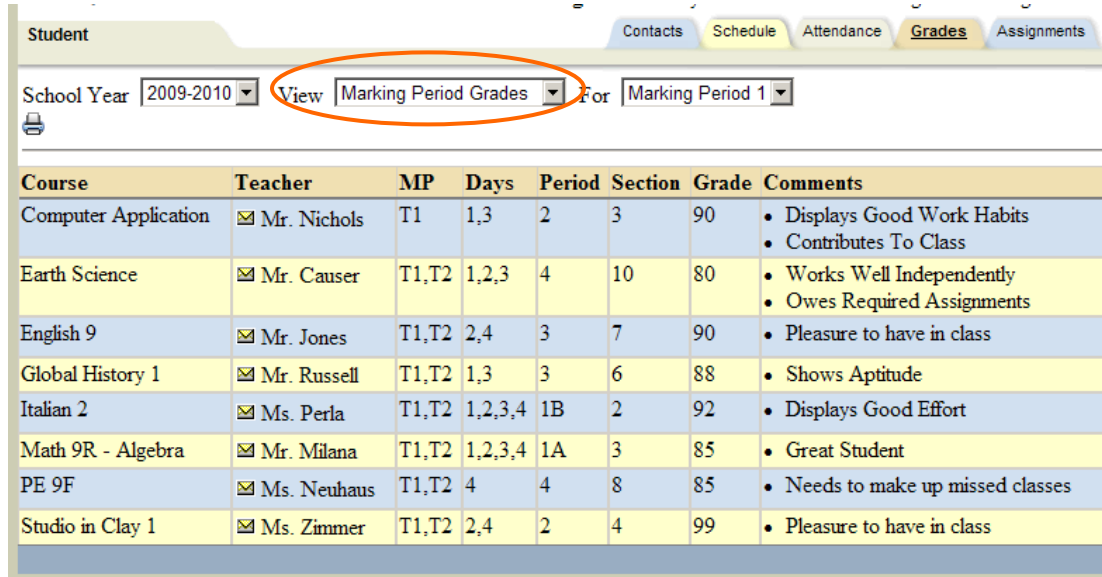
## Attendance Tab

The Attendance tab shows a summary of the student's <u>total absences</u> 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.
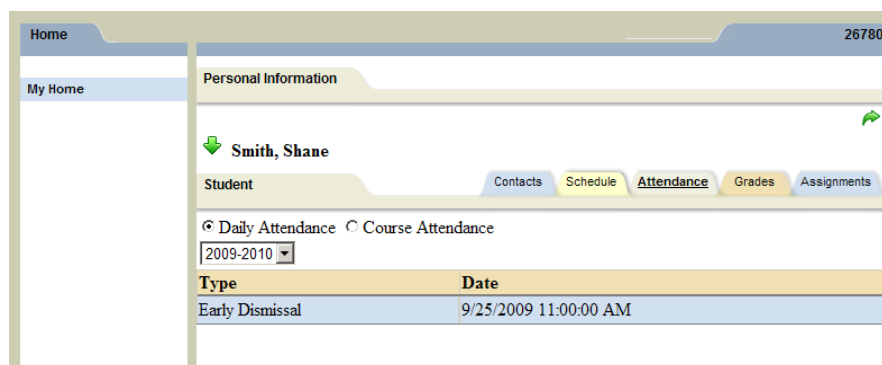


> **Note**: Each summary view is controlled by its own permission; if you do not have permission to view both options, the radio buttons will not appear. In addition, depending on your school's settings, newly submitted absences may not be visible immediately.

## Grades Tab

The **Grades tab** provides a view of the student's grades for each class for the current year.  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, 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** <br> Student | **Earth Science in Room D09 Teacher: Causer** <br> Contacts  Schedule  Attendance  Grades  **Assignments** | | | | |

School Year [2009-2010 ▼] Marking Period [Marking Period 1 ▼] Courses [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 |