Parent Access Guide

*Using schoo**tool***

Basic Information:

School**tool** is a historical application that holds all permanent record information on an individual student by school year. Schooltool also allows you to view past information such as classes, grades, attendance, assignments and discipline information. Because school**tool** is a real-time application, users may experience brief pauses while the system updates itself from screen to screen.

Grade Levels:

Parents/Guardians of Middle and High School students (grades 5-12) are offered access to school**tool**. Elementary students (grades K-4) can also be viewed in school**tool** but limited information is available.

Quick Login Guide - Parent Quick Login Guide

2 Ways to Login:

1. Go to www.wccsk12.org, **Quick Links for Parents** at the bottom of the homepage, click on **Parent Portal Login**
2. Add this link to your Internet Favorites https://stweb.wccsk12.org/schooltoolweb/

Navigation:

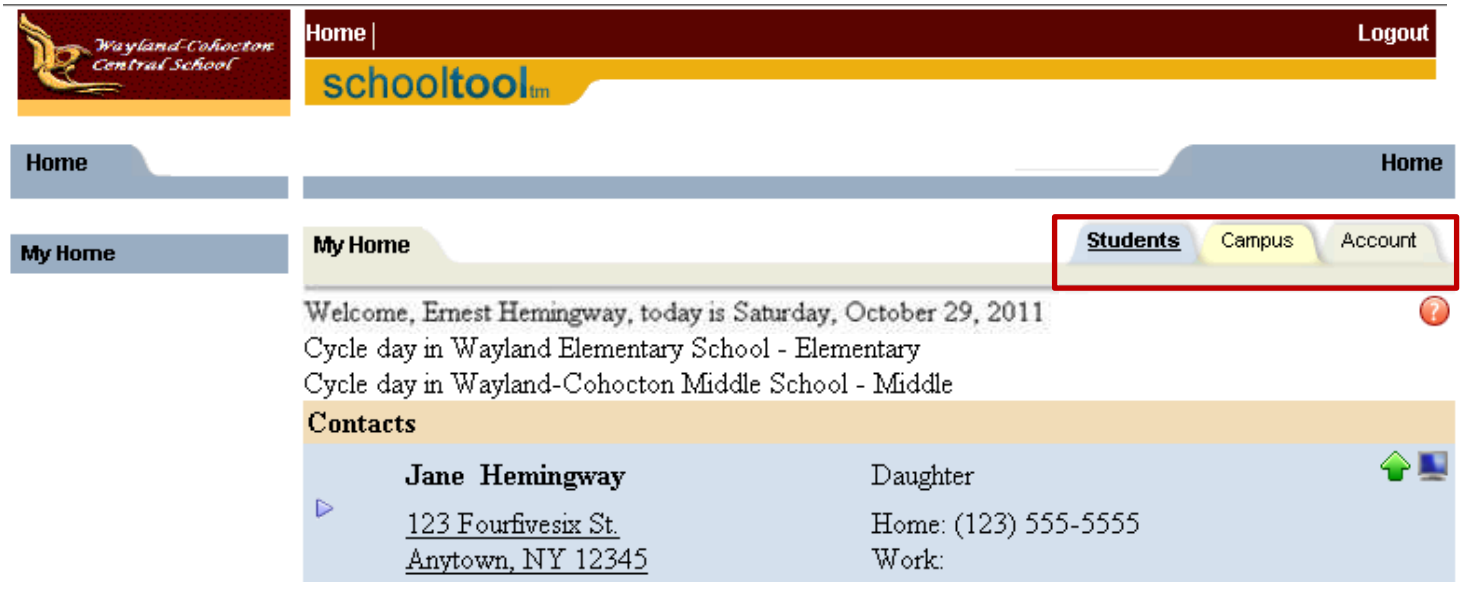
School**tool** uses navigation buttons that allow you to perform basic functions with a single click of the mouse.

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

Note: While viewing school**tool** you should always use the buttons and links within the school**tool** interface, and not those of your web browser. As a general rule, **do not** use the BACK button on your browser as this will halt your connection to the school**tool** database. All the links and navigation buttons are accessed with a single click. Double clicking may not produce desired results.

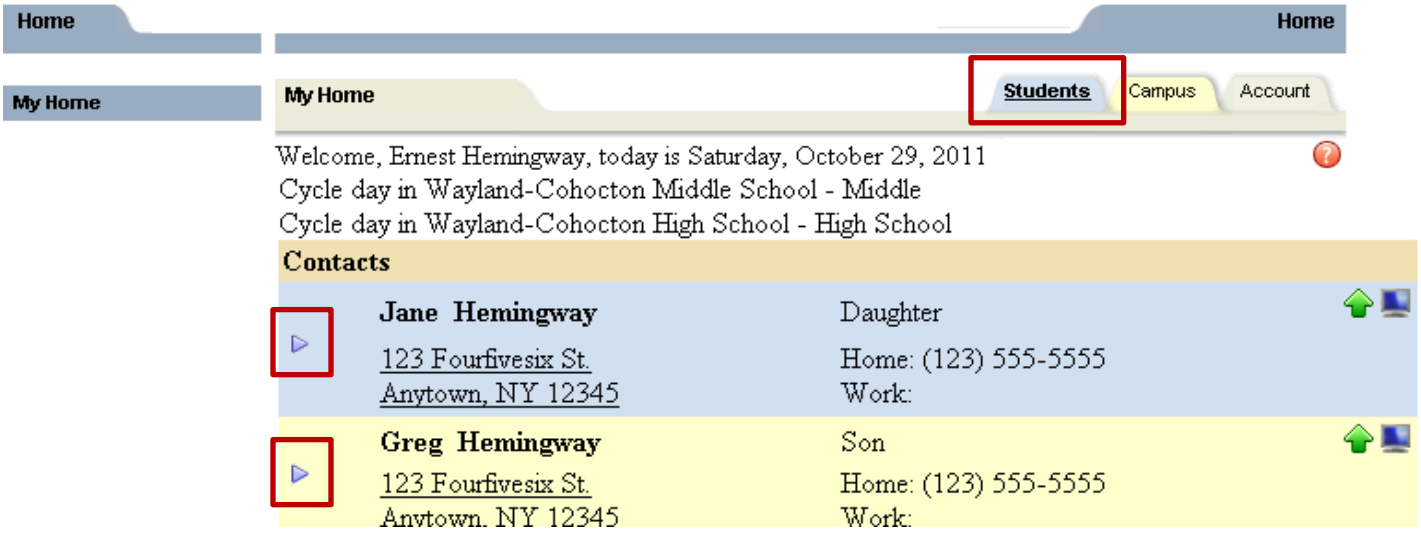
Using Schooltool:

After logging in, a parent will be presented with a screen containing three tabs:



Students Tab

This tab provides a listing of all students that "belong" to the parent that is logged in. View additional information and student specific tabs by clicking on a student's Select ▷ button.

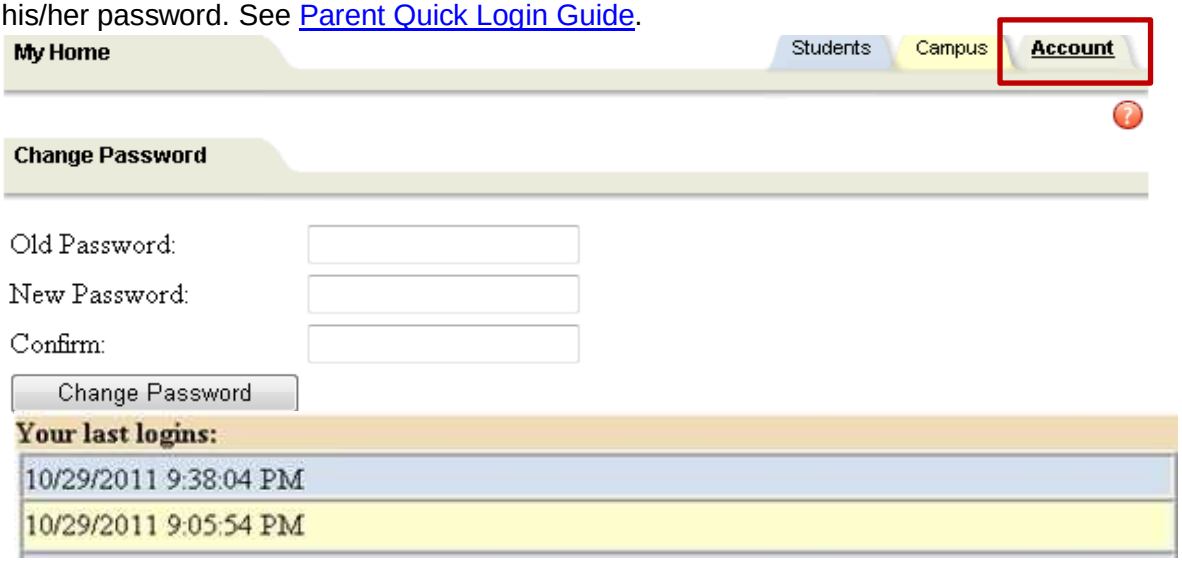


Campus Tab

Parents will see general campus information here, including cycle days, announcements and other pertinent school information.

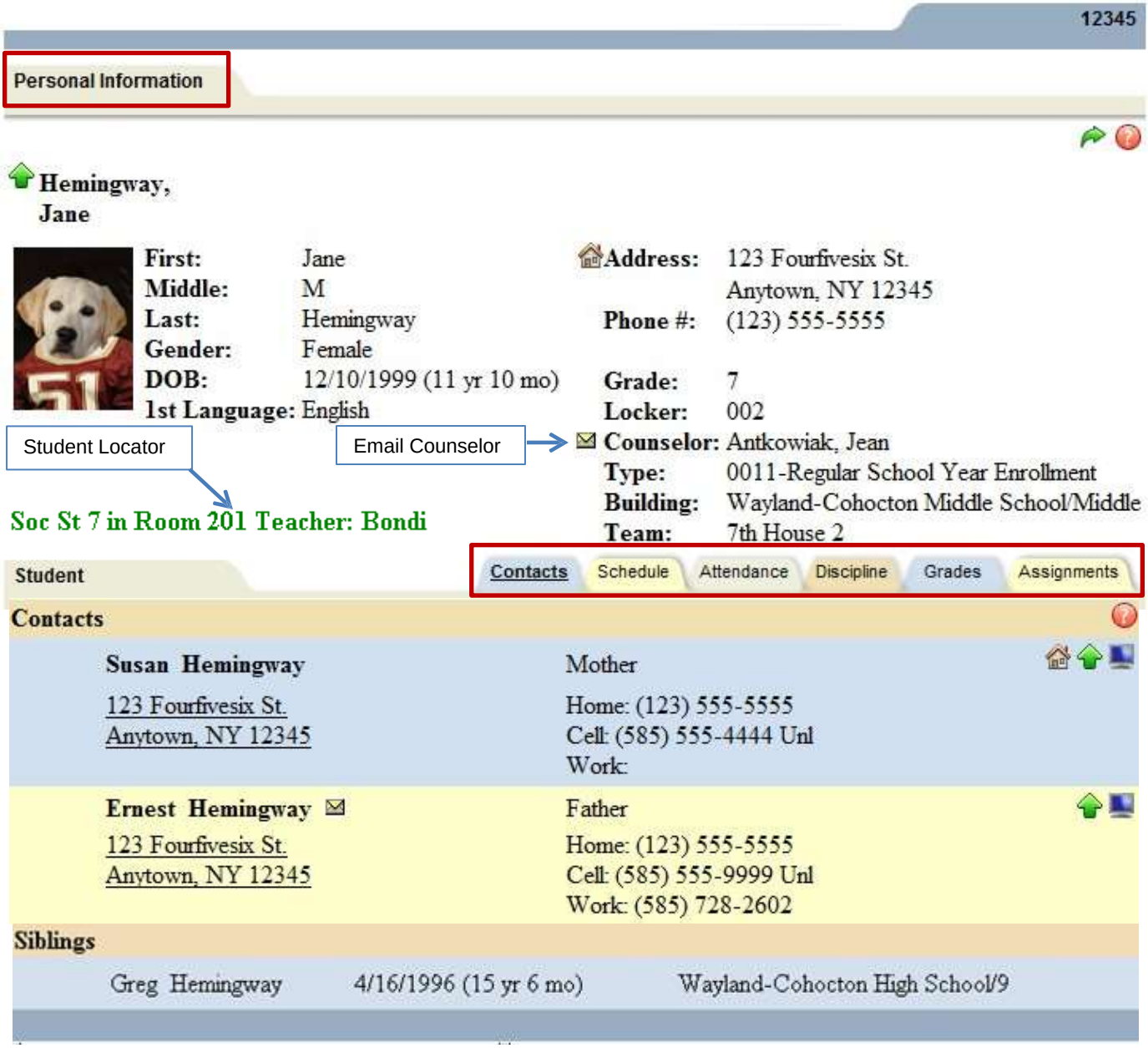
Account Tab

Change passwords here. When a parent logs in for the first time, he/she should immediately access this tab and change his/her password. See Parent Quick Login Guide.



Student Record

Once a parent has selected a student, the screen will refresh with that student's Personal Information and several additional tabs. The bottom portion of the screen will show the Contacts tab by default, but will change when other tabs are selected. The Student Locator in the bottom left corner of this section shows the current location of that student, based on the student's schedule and attendance data.



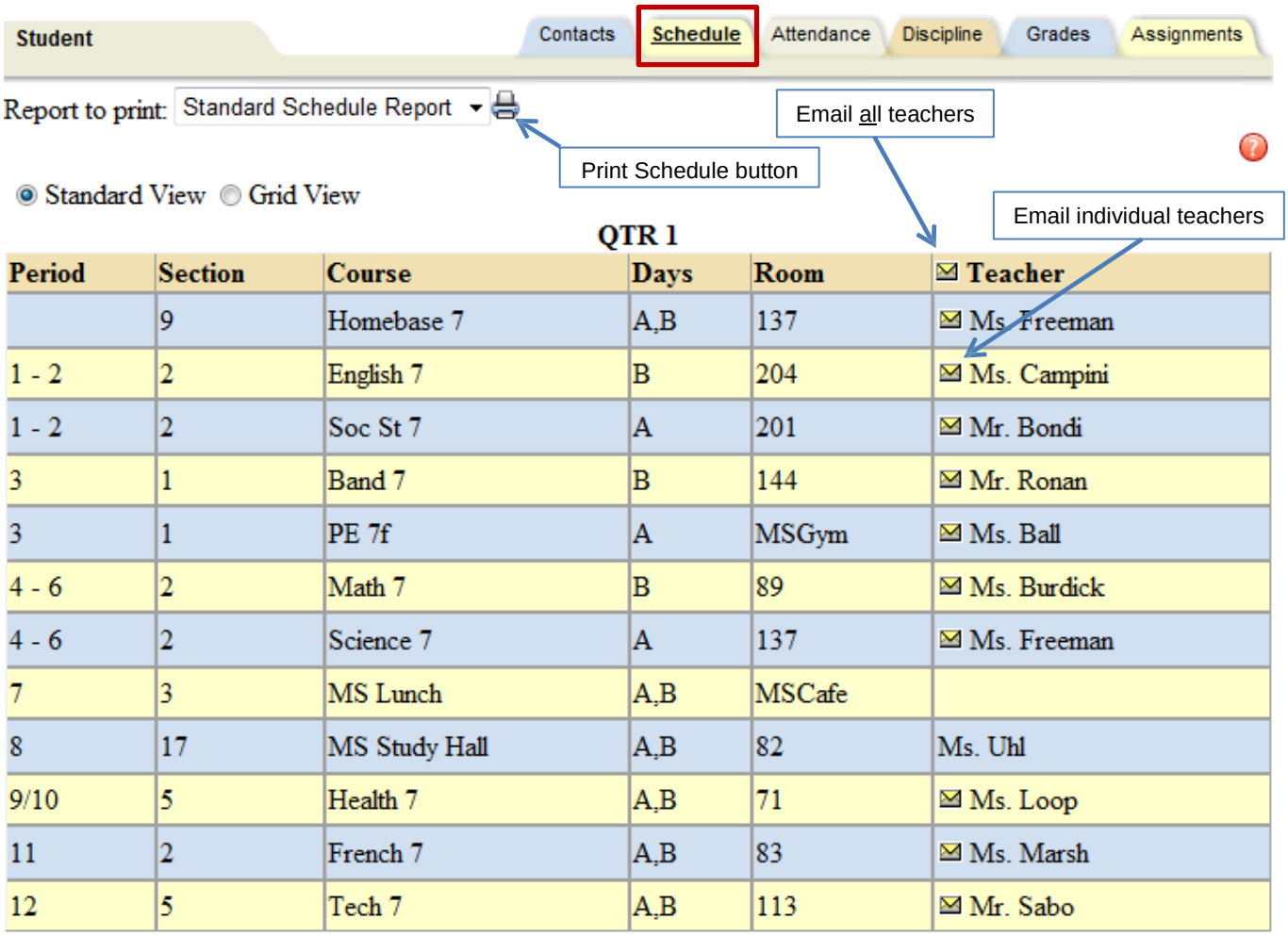
Contacts Tab – see above

The Contacts tab provides a list of contacts associated with that student. This will show parents, guardians, and other adult contacts and any siblings.

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. An email form will open, allowing the parent to enter a subject and their desired message. 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 the message. When the message is ready to be sent, click the purple Done button in the upper right corner of the screen.

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 the course.



Period	Section	Course	Days	Room	Teacher
	9	Homebase 7	A,B	137	Ms. Freeman
1 - 2	2	English 7	B	204	Ms. Campini
1 - 2	2	Soc St 7	A	201	Mr. Bondi
3	1	Band 7	B	144	Mr. Ronan
3	1	PE 7f	A	MSGym	Ms. Ball
4 - 6	2	Math 7	B	89	Ms. Burdick
4 - 6	2	Science 7	A	137	Ms. Freeman
7	3	MS Lunch	A,B	MSCafe	
8	17	MS Study Hall	A,B	82	Ms. Uhl
9/10	5	Health 7	A,B	71	Ms. Loop
11	2	French 7	A,B	83	Ms. Marsh
12	5	Tech 7	A,B	113	Mr. Sabo

- Parents may use the **Send Email** button to email any teacher who has an email address listed. To send an email use the process described on page 7.
- 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 a new view.
- Click on the Print Schedule button to print the Student's Schedule – see example below:

Student Schedule

Wayland-Cohocton Middle School : Middle : 2011-2012 — 10/30/2011

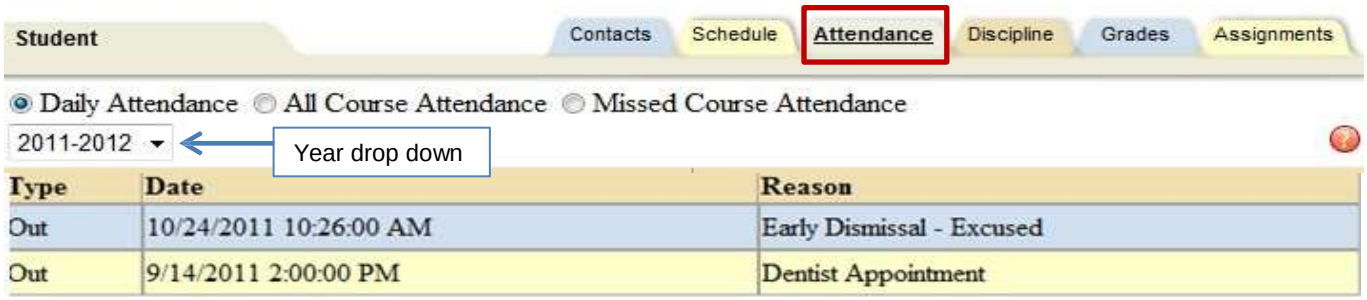
Changed Date: 08/03/2011

Student ID	Student Name	Counselor	Gender	Grade	HomeRoom	DOB
		Ardkowiak	F	7		12/10/1999
12345	Hemingway, Jane M					Locker
						002 (39-13-45)

Course ID	Sect.	Semesters	Course Name	Room	Period	Days Met	Teacher
6777	9	Q1, Q2, Q3, Q4	Homebase 7	137		A,B	Freeman
701	2	Q1, Q2, Q3, Q4	Soc St 7	201	1-2	A	Bondi
700	2	Q1, Q2, Q3, Q4	English 7	204	1-2	B	Campini
777	1	Q1, Q2, Q3, Q4	PE 7f	MSGym	3	A	Ball
715	1	Q1, Q2, Q3, Q4	Band 7	144	3	B	Ronan
703	2	Q1, Q2, Q3, Q4	Science 7	137	4-6	A	Freeman
702	2	Q1, Q2, Q3, Q4	Math 7	89	4-6	B	Burdick
990	3	Q1, Q2, Q3, Q4	MS Lunch	MSCafe	7	A,B	
8917	17	Q1, Q2, Q3, Q4	MS Study Hall	82	8	A,B	Uhl
712	5	Q1	Health 7	71	9/10	A,B	Loop
708	5	Q2	Music 7	130	9/10	A,B	Ronan
709	5	Q3	Computer Lit 7	113A	9/10	A,B	Curtis
706	5	Q4	Art 7	209	9/10	A,B	Acomb
705	2	Q1, Q2, Q3, Q4	French 7	83	11	A,B	Marsh
710	5	Q1, Q2, Q3, Q4	Tech 7	113	12	A,B	Sabo

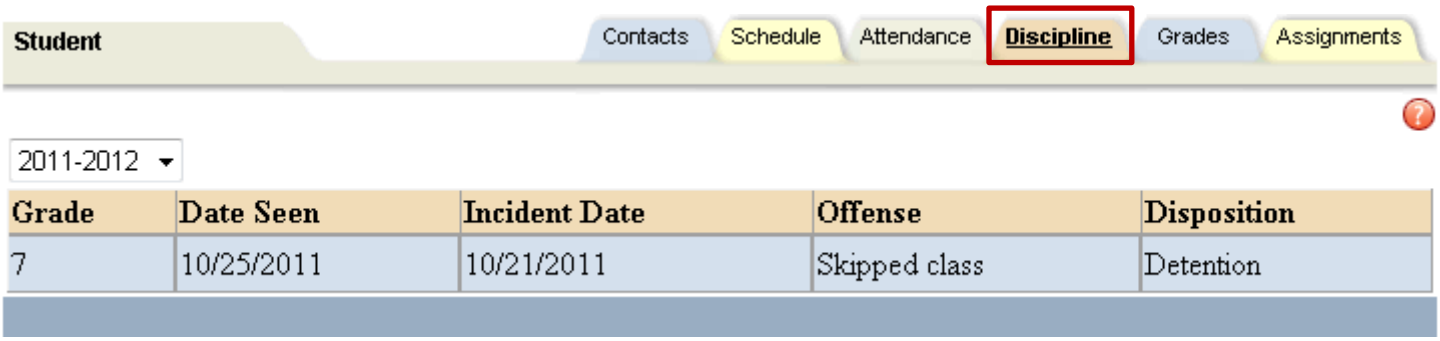
Attendance Tab

The Attendance tab provides a list of the student's absences for the selected year. Use the year drop-down to review historical data for a previous year. The list shows the absence type and the date for each absence record. Users may view **Daily Attendance** (shows all daily absences including early dismissals, late arrivals, and in/out records, **All Course Attendance** (shows all course absences, including those that are tied to daily absences) and **Missed Course Attendance** (shows all period misses where the student was marked absent by a teacher). ***Note:*** *Newly submitted absences may not be visible immediately.*



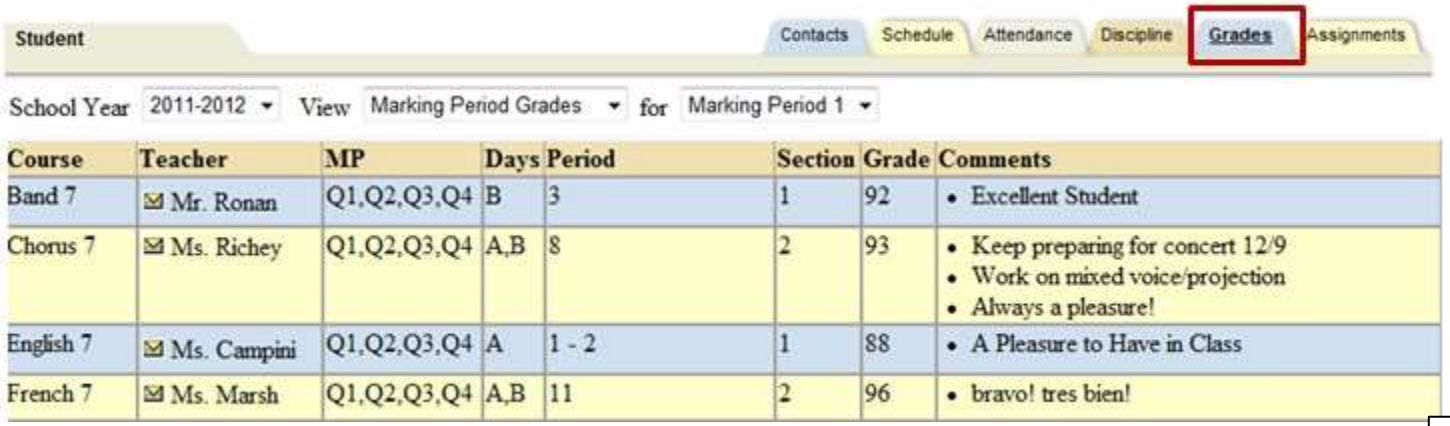
Discipline Tab

On the Discipline tab, parents can view a list of all referrals the student has received for the selected year. The list shows the student's grade level, the date seen, the date of the incident, the offense type, and the disposition assigned for that referral.

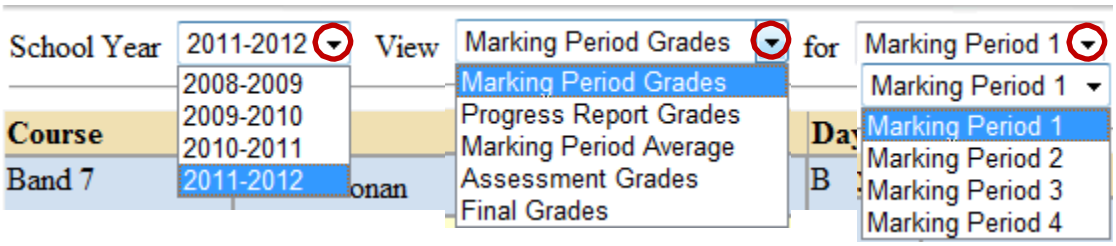


Grades Tab

The Grades tab provides parents with 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. The Grade column displays the word "None" until grades have been published. 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, use the drop down menu to select the grade type.

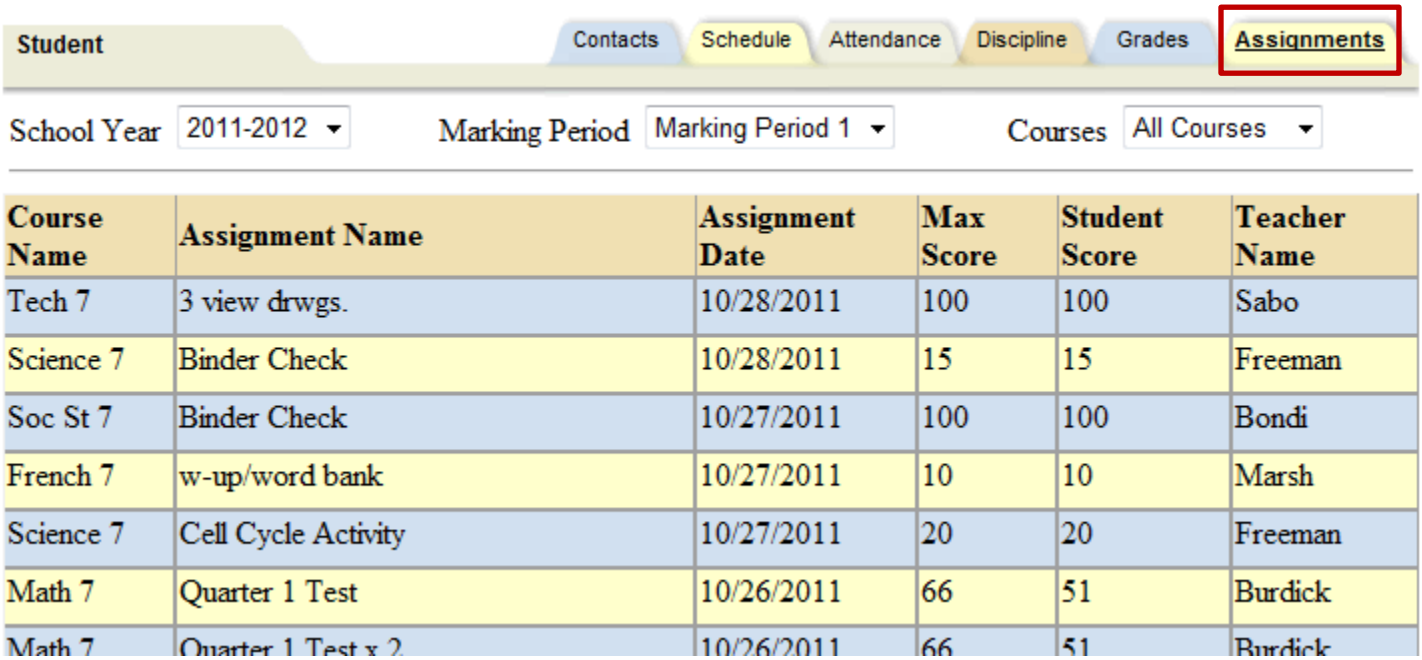


Available views include the following:



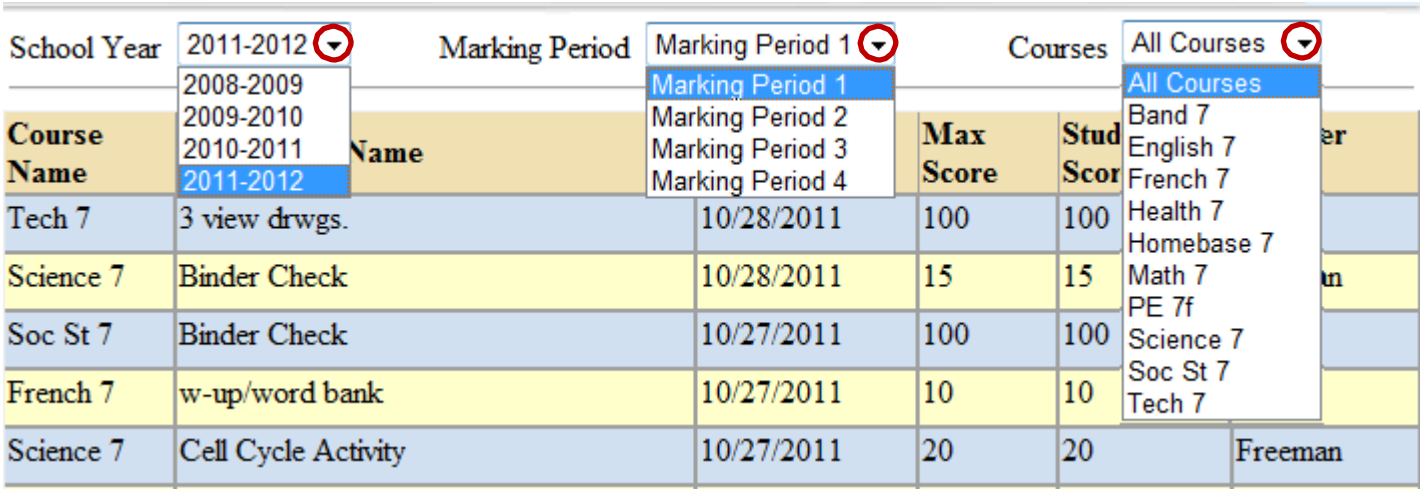
Assignments Tab

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 **Courses**. 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
Tech 7	3 view drwgs.	10/28/2011	100	100	Sabo
Science 7	Binder Check	10/28/2011	15	15	Freeman
Soc St 7	Binder Check	10/27/2011	100	100	Bondi
French 7	w-up/word bank	10/27/2011	10	10	Marsh
Science 7	Cell Cycle Activity	10/27/2011	20	20	Freeman
Math 7	Quarter 1 Test	10/26/2011	66	51	Burdick
Math 7	Quarter 1 Test x 2	10/26/2011	66	51	Burdick

Use the drop down menu ▾ to filter School Year, Marking Period and/or Courses:



Logging Out: To keep your school**tool** account secure, be sure to Logout

when done or simply close your browser window. You will be automatically logged out after 15 minutes of inactivity.

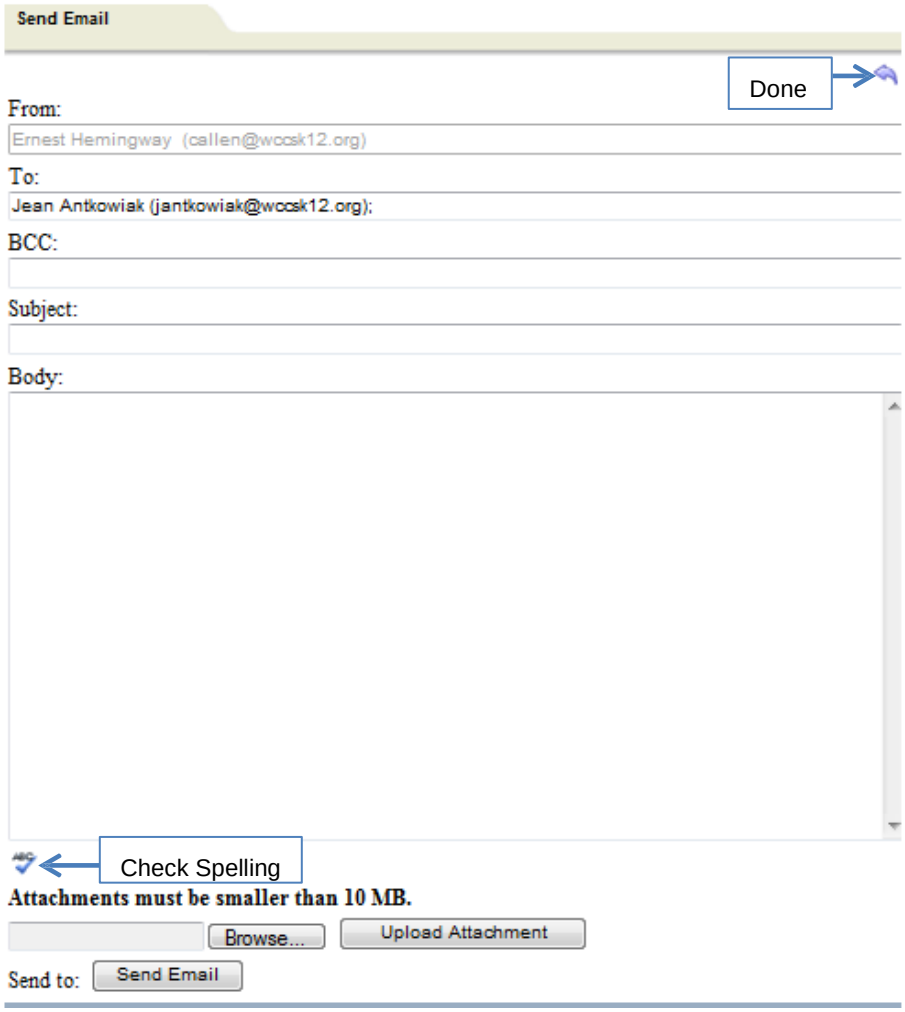
Assignments

Recommended Guidelines for Parent Use of Assignment Tab Information:

1. **We encourage parents to use grade book information to prompt discussions with students.** Before contacting the school to discuss a grade, parents should first ask their child for clarification about specific assignments, projects, and tests. Often times, students can easily explain why they earned specific grades for particular tasks. Discussing grades in this manner provides students with a wonderful opportunity to proactively share their educational experience with parents.

2. **Parents are encouraged to contact school staff if students are unable to provide clarification about specific grades.** Most teachers can best be reached via email. Simply go to the Grades tab and click on the Send Email button next to the teacher you would like to contact.

3. **If you see that a grade is not entered for a specific assignment, please consider the fact that many teachers may enter grades for smaller assignments on a weekly basis, while larger projects may take three or more weeks to assess and enter into schooltool.** If an assignment is left blank, parents can interpret that the teacher is still grading the work or the student did not submit the assignment. In this case, it is important for parents to ask their child if the work was completed and turned in.

How To Use Email In schooltool

1. To send an email to a contact, teacher or counselor, click the Send Email button. An email form will open, allowing the parent to enter a subject and their desired message.
2. The “From” and “To” fields will be pre-populated with the user’s email address. Parents may enter any additional recipient email addresses in the “BCC” (blind carbon copy) field.
3. Users may add attachments by clicking Browse button near the bottom of the screen.
4. Users may click the Check Spelling button to check the body of the message.
5. When ready to send, click the Send Email button at the bottom of the screen.
6. To cancel the message, click the Done button in the upper right corner of the screen to return to the Contacts tab without sending.