

## Parent Access Guide

### Using schooltool

#### Basic Information:

Schooltool 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 schooltool 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 schooltool. Elementary students (grades K-4) can also be viewed in schooltool but limited information is available.










#### Quick Login Guide - [Parent Quick Login Guide](#)

#### 2 Ways to Login:

1. Go to [www.wccsk12.org](http://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:

Schooltool 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 schooltool you should always use the buttons and links within the schooltool 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 schooltool 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:



The screenshot shows the schooltool parent portal interface. At the top, there is a navigation bar with the school logo, 'Home', and 'Logout'. Below this is a secondary navigation bar with 'Home' on the left and 'Home' on the right. The main content area has a 'My Home' tab selected, and three sub-tabs: 'Students', 'Campus', and 'Account'. The 'Students' tab is highlighted with a red box. Below the tabs, the user is greeted with a welcome message: 'Welcome, Ernest Hemingway, today is Saturday, October 29, 2011'. There are also links for 'Cycle day in Wayland Elementary School - Elementary' and 'Cycle day in Wayland-Cohocton Middle School - Middle'. A 'Contacts' section is visible, listing 'Jane Hemingway' as a 'Daughter' with contact information: '123 Fourfivesix St. Anytown, NY 12345' and phone numbers 'Home: (123) 555-5555' and 'Work:'. There are also icons for 'Show/Hide' and 'Print or Report' next to the contact information.

## 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.

Home My Home **Students** Campus Account

Welcome, Ernest Hemingway, today is Saturday, October 29, 2011  
Cycle day in Wayland-Cohocton Middle School - Middle  
Cycle day in Wayland-Cohocton High School - High School

**Contacts**

|   |   |   |   |
|---|---|---|---|
| ▶ | <b>Jane Hemingway</b><br>123 Fourfivesix St.<br>Anytown, NY 12345 | Daughter<br>Home: (123) 555-5555<br>Work: | ↑ |
| ▶ | <b>Greg Hemingway</b><br>123 Fourfivesix St.<br>Anytown, NY 12345 | Son<br>Home: (123) 555-5555<br>Work:      | ↑ |

## Campus Tab

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

My Home Students **Campus** Account

Welcome, Ernest Hemingway, today is Saturday, October 29, 2011  
Cycle day in Wayland-Cohocton Middle School - Middle  
Cycle day in Wayland-Cohocton High School - High School

## 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](#).

My Home Students Campus **Account**

**Change Password**

Old Password:   
New Password:   
Confirm:

**Your last logins:**

|                       |
|-----------------------|
| 10/29/2011 9:38:04 PM |
| 10/29/2011 9:05:54 PM |


## 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.

12345

**Personal Information**

**Hemingway, Jane**

 **First:** Jane  
**Middle:** M  
**Last:** Hemingway  
**Gender:** Female  
**DOB:** 12/10/1999 (11 yr 10 mo)  
**1st Language:** English

**Address:** 123 Fourfivesix St.  
Anytown, NY 12345  
**Phone #:** (123) 555-5555

**Grade:** 7  
**Locker:** 002

**Counselor:** Antkowiak, Jean  
**Type:** 0011-Regular School Year Enrollment  
**Building:** Wayland-Cohocton Middle School/Middle  
**Team:** 7th House 2

Student Locator → Email Counselor →

**Soc St 7 in Room 201 Teacher: Bondi**

**Student** | **Contacts** | Schedule | Attendance | Discipline | Grades | Assignments

**Contacts**

**Susan Hemingway** Mother  
123 Fourfivesix St.  
Anytown, NY 12345  
Home: (123) 555-5555  
Cell: (585) 555-4444 Unl  
Work:

**Ernest Hemingway** Father  
123 Fourfivesix St.  
Anytown, NY 12345  
Home: (123) 555-5555  
Cell: (585) 555-9999 Unl  
Work: (585) 728-2602

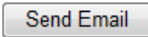
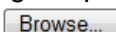

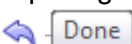
**Siblings**

Greg Hemingway 4/16/1996 (15 yr 6 mo) Wayland-Cohocton High School/9

### 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  button. An email form will open, allowing the parent to enter a subject and their desired message. Users may add attachments by clicking the  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  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.

Student Contacts Schedule Attendance Discipline Grades Assignments

Report to print: Standard Schedule Report Email all teachers

Standard View  Grid View Print Schedule button Email individual teachers

**QTR 1**

| Period | Section | Course        | Days | Room   | <input checked="" type="checkbox"/> Teacher     |
|--------|---------|---------------|------|--------|---|
|        | 9       | Homebase 7    | A,B  | 137    | <input checked="" type="checkbox"/> Ms. Freeman |
| 1 - 2  | 2       | English 7     | B    | 204    | <input checked="" type="checkbox"/> Ms. Campini |
| 1 - 2  | 2       | Soc St 7      | A    | 201    | <input checked="" type="checkbox"/> Mr. Bondi   |
| 3      | 1       | Band 7        | B    | 144    | <input checked="" type="checkbox"/> Mr. Ronan   |
| 3      | 1       | PE 7f         | A    | MSGym  | <input checked="" type="checkbox"/> Ms. Ball    |
| 4 - 6  | 2       | Math 7        | B    | 89     | <input checked="" type="checkbox"/> Ms. Burdick |
| 4 - 6  | 2       | Science 7     | A    | 137    | <input checked="" type="checkbox"/> 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     | <input checked="" type="checkbox"/> Ms. Loop    |
| 11     | 2       | French 7      | A,B  | 83     | <input checked="" type="checkbox"/> Ms. Marsh   |
| 12     | 5       | Tech 7        | A,B  | 113    | <input checked="" type="checkbox"/> Mr. Sabo    |

*mf* 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.

*mf* 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.

*mf* 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           |         |
| 12345   | Hemingway, Jane M | Artkowiak      | F              | 7      |            | 12/10/1999    |         |
|   |                   |                |                |        |            | Locker        |         |
|   |                   |                |                |        |            | 002 (9-13-45) |         |
| Course ID   | Sec.              | 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,E           | Loop    |
| 708   | 5                 | Q2             | Music 7        | 130    | 9/10       | A,E           | Ronan   |
| 709   | 5                 | Q3             | Computer Lit 7 | 113A   | 9/10       | A,E           | Curtis  |
| 706   | 5                 | Q4             | Art 7          | 209    | 9/10       | A,E           | Acomb   |
| 705   | 2                 | Q1, Q2, Q3, Q4 | French 7       | 83     | 11         | A,E           | Marsh   |
| 710   | 5                 | Q1, Q2, Q3, Q4 | Tech 7         | 113    | 12         | A,E           | 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.*

| Type | Date                   | Reason                    |
|------|------------------------|---------------------------|
| Out  | 10/24/2011 10:26:00 AM | Early Dismissal - Excused |
| Out  | 9/14/2011 2:00:00 PM   | Dentist Appointment       |

### 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.

| Grade | Date Seen  | Incident Date | Offense       | Disposition |
|-------|------------|---------------|---------------|-------------|
| 7     | 10/25/2011 | 10/21/2011    | Skipped class | Detention   |

### 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.

| Course    | Teacher     | MP          | Days | Period | Section | Grade | Comments  |
|-----------|-------------|-------------|------|--------|---------|-------|---|
| Band 7    | Mr. Ronan   | Q1,Q2,Q3,Q4 | B    | 3      | 1       | 92    | • Excellent Student   |
| Chorus 7  | Ms. Richey  | Q1,Q2,Q3,Q4 | A,B  | 8      | 2       | 93    | • Keep preparing for concert 12/9<br>• Work on mixed voice/projection<br>• Always a pleasure! |
| English 7 | Ms. Campini | Q1,Q2,Q3,Q4 | A    | 1 - 2  | 1       | 88    | • A Pleasure to Have in Class   |
| French 7  | Ms. Marsh   | Q1,Q2,Q3,Q4 | A,B  | 11     | 2       | 96    | • bravo! tres bien!   |

Available views include the following:

School Year: 2011-2012 (dropdown menu)  
 View: Marking Period Grades (dropdown menu)  
 for: Marking Period 1 (dropdown menu)  
 Course: 2008-2009, 2009-2010, 2010-2011, 2011-2012 (dropdown menu)  
 Band 7 (dropdown menu)  
 Marking Period Grades (dropdown menu): Marking Period Grades, Progress Report Grades, Marking Period Average, Assessment Grades, Final Grades  
 Marking Period 1 (dropdown menu): Marking Period 1, Marking Period 2, Marking Period 3, Marking Period 4

### 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 "/".

Student | Contacts | Schedule | Attendance | Discipline | Grades | **Assignments**

School Year: 2011-2012 | Marking Period: Marking Period 1 | Courses: All Courses

| 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:


School Year: 2011-2012 (dropdown menu)  
 Marking Period: Marking Period 1 (dropdown menu)  
 Courses: All Courses (dropdown menu)  
 Course Name: 2008-2009, 2009-2010, 2010-2011, 2011-2012 (dropdown menu)  
 Name: (dropdown menu)  
 Max Score: (dropdown menu)  
 Stud Score: (dropdown menu)

| Course Name | Assignment Name     | Assignment Date | Max Score | Student Score | Teacher Name |
|-------------|---------------------|-----------------|-----------|---------------|--------------|
| Tech 7      | 3 view drwgs.       | 10/28/2011      | 100       | 100           |              |
| Science 7   | Binder Check        | 10/28/2011      | 15        | 15            |              |
| Soc St 7    | Binder Check        | 10/27/2011      | 100       | 100           |              |
| French 7    | w-up/word bank      | 10/27/2011      | 10        | 10            |              |
| Science 7   | Cell Cycle Activity | 10/27/2011      | 20        | 20            | Freeman      |

**Logging Out:** To keep your schooltool account secure, be sure to Logout [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:

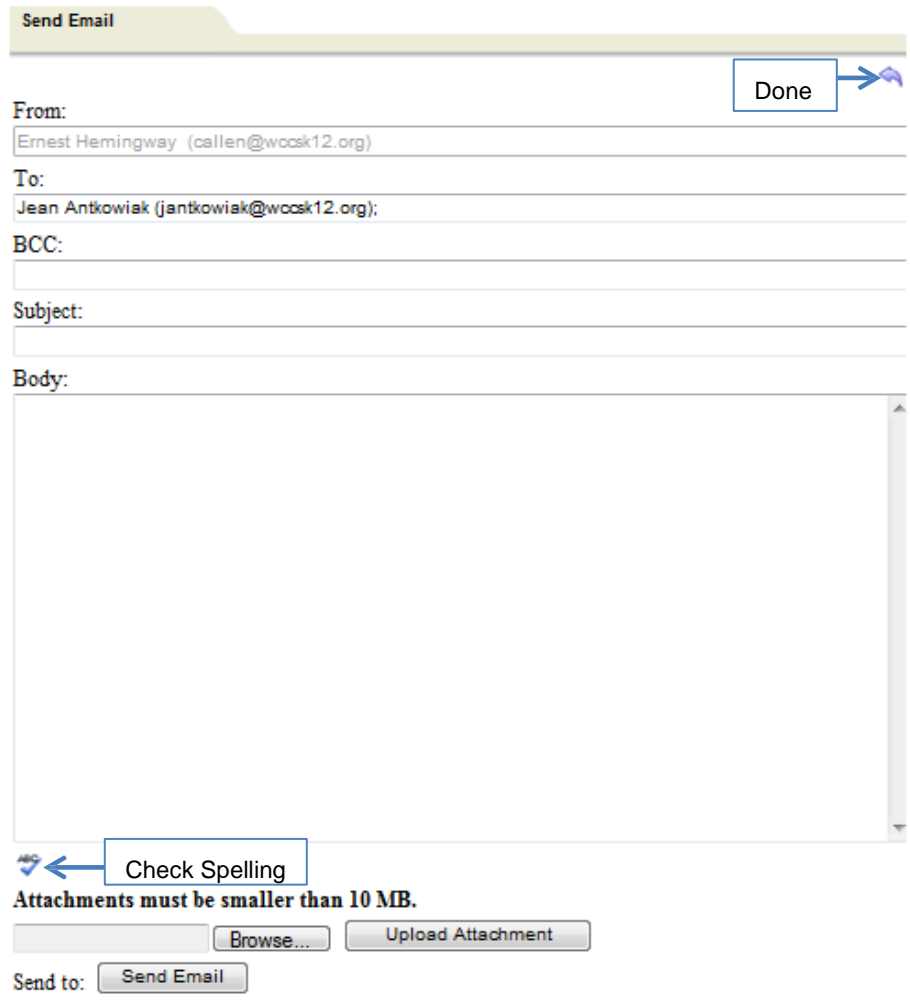
- We encourage parents to use grade book information to prompt discussions with students.** Before contacting the school to discuss a grade, parents should first ask their child for clarification about specific assignments, projects, and tests. Often times, students can easily explain why they earned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

- 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.
- 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.
- Users may add attachments by clicking Browse button near the bottom of the screen.
- Users may click the Check Spelling button to check the body of the message.
- When ready to send, 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.



Send Email

Done 



From: Ernest Hemingway (callen@wccsk12.org)

To: Jean Antkowiak (jantkowiak@wccsk12.org);

BCC:

Subject:

Body:

  Check Spelling

Attachments must be smaller than 10 MB.

Browse... Upload Attachment

Send to: Send Email