



Greenville CSD – Parent Guide to SchoolTool

This is a guide to accessing your student's grades in **SchoolTool**. There are a few things that need to be done to begin this process.

1. Setup your account.
 - a. If you have a Parent Portal account, skip to #2.the section
 - b. If you don't have a Parent Portal account yet, send your email address to us. Your current email address will be used to access SchoolTool. For this to happen, simply send our Central Registrar your email address. You can email this information to **terrell@greenvillescd.org** or call 966-5070 x305. We will send you a confirmation email with your username and password when your account has been setup.
2. Go to the SchoolTool website:

https://schooltool4.neric.org/schooltool_GREV/
3. Enter your username and password (provided by the district)

SCHOOLTOOL
Greenville
Central School District

LOGIN

USERNAME

PASSWORD

Login

Sign in with Google

SCHOOLTOOL

NERIC Server: STWEB011



Greenville CSD – Parent Guide to SchoolTool

After you successfully login to SchoolTool, you will be at this screen.

The screenshot displays the SchoolTool parent portal for Greenville Central School District. The interface includes a top navigation bar with 'HOME', 'HELP', and 'LOGOUT' buttons, and a '2019-2020' school year indicator. A left sidebar contains 'MY HOME' and 'PREFERENCES' links. The main content area, titled 'MY HOME', features tabs for 'Students', 'Campus', 'Account', and 'Messages'. Three student profiles are listed:

- Peter Gardiner** (Son): Home and Cell phone numbers are redacted. A red notification bell icon is present.
- Margaret Gardiner** (Daughter): Home and Cell phone numbers are redacted.
- Molly Gardiner** (Daughter): Home phone number is redacted. A blue document icon next to her profile is circled in red.

A 'Show Courses' link is located at the bottom of the student list.

Next, click on the blue page next to your child that you would like to view (circled in red).



Greenville CSD – Parent Guide to SchoolTool

Choose what to View

The screenshot shows the 'PERSONAL INFORMATION' section for Molly Gardiner. The interface includes a navigation menu on the left with 'MY HOME' and 'PREFERENCES'. The main content area displays personal details such as first name (Molly), last name (Gardiner), gender, and date of birth. A navigation bar at the bottom of the section contains tabs for 'Contacts', 'Schedule', 'Attendance', 'Discipline', 'Grades', 'Assessments', 'Assignments', and 'User Defined'. The 'Grades' tab is circled in red, and the 'Assignments' tab is circled in green.

Next choose which type of grades you would like to view:

- Click on “Grades” (red circle) for
 - o Report Cards (All Schools)
 - o Progress Reports (MS/HS)
 - o Gradebook Averages (MS/HS)
- Click on “Assignments” (green circle) for individual assignment grades (MS/HS)

Viewing Report Cards

The screenshot shows the 'STUDENT' section of the SchoolTool interface. The 'Grades' tab is circled in red. Below the navigation bar, there are three dropdown menus: 'School Year' set to '2018-2019', 'View' set to 'Marking Period Grades', and 'for' set to 'Quarter 4'. A printer icon is circled in red on the left side of the interface.

To view Report Cards

- Select the correct school year and quarter.
- Select “Marking Period Grades” in the View menu
- Click on the Printer icon (circled in red)
- A window will open up with your child’s report card for you to view or print



Greenville CSD – Parent Guide to SchoolTool

Viewing Assignments (MS/HS Only)

STUDENT					
School Year	2019-2020 ▼	Marking Period	Quarter 4 ▼	Courses	All Courses ▼
Course	Category	Assignment Name / Description	Date	Max	Score
CTE/Technology 6 (Hughes)	Individual Class Project	Pod Cast Final	6/15/2020	C	
CTE/Technology 6 (Hughes)	Individual Class Project	Glider	4/21/2020	C	
English Language Arts 6 (Parvis)	Reading	Among The Hidden Google Form	4/20/2020	C	
Math 6 (Kuhar)	Homework	Unit 7 Lesson 2 All materials and resources are posted to the NEW Google Classroom "Distance-Learning".	4/20/2020	C	
Science 6 (Robinson)	Homework/Classwork	Chapter 6 WK	4/17/2020	C	
Physical Education 6 (Conrow)	Daily Grade	Week 5 Lab & Log	4/17/2020	C	
English Language Arts 6 (Parvis)	Reading	Among The Hidden Google Form	4/13/2020	C	

To view Assignments (MS/HS students only)

- Click on the Assignments tab (green circle)
- Select the correct school year and quarter.
- Select the Course (optional)
- Assignments and grades will be listed by date