

# Parent Guide

A Quick Reference Worksheet  
For School**Tool**'s ParentPortal

## Parent Guide -- Quick Reference Worksheet

Accessing your student's on-line school**tool** school records is now a simple matter. There are several things that need to be done to begin this process.

1. An email address

Your current email address will be used to access school**tool**. Please provide the school registrar with this if you haven't already done so.

2. The web site of the school**tool** database

<http://www.tburg.k12.ny.us>

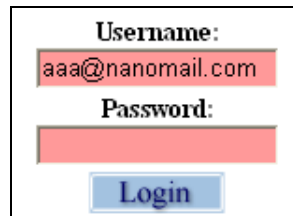
Click on the school**tool** link on the right top.

3. Access to your own email

You will be receiving your first school**tool** password through your email. It will be necessary to make sure you have access to your email when your first log in.

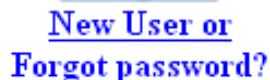
Now that you have done the basic preparation, it is time to log into school**tool**.

1. Use your web browser (Internet Explorer, for instance) to access the internet and go to the school**tool** web site (from step 2, above).
2. Where it says "Username", type in your full email address.



A screenshot of a login form. It has two input fields: "Username:" with the text "aaa@nanomail.com" and "Password:" which is empty. Below the fields is a blue button labeled "Login".

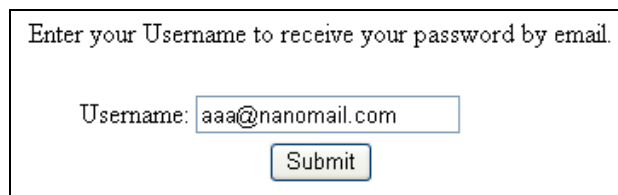
3. Click on the blue **Login** button. (ignore, for now, where it says "Password")
4. The words "New User or Forgot Password" will appear on the screen, in blue. Click once on these words.



[New User or  
Forgot password?](#)

If these words did not appear, check all of the previous steps, and then email Lynne Porter for support ([lporter@tburg.k12.ny.us](mailto:lporter@tburg.k12.ny.us)).

5. You will see the screen refresh (flash), and you will be prompted again to enter your username. Fill in the box, again, with your email address, and click the **Submit** button.



Enter your Username to receive your password by email.

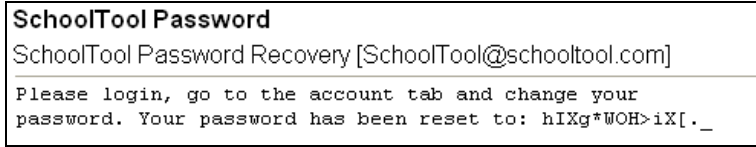
Username:

Clicking Submit will cause an email message to be sent to you that will contain your new password.

## 6. Retrieve the new password from your email.

Log into your email account, as you would normally, and look for an email message from "School**tool**".

When this email message arrives, open the message and write down, or print, the password that is displayed. Careful, the password may have a lot of letters, numbers, and symbols. Also note that some letters are uppercase, and some are lower-case. This is important.



## Log in to schooltool

Navigate back to the school**tool** web site, keying in the same email address and the new password. Remember, the password may be copy/pasted from the email message, but be careful to grab each character.

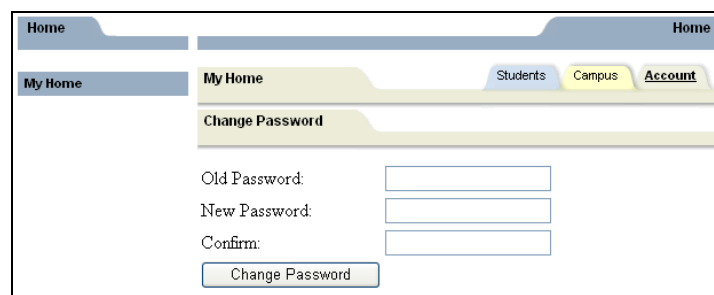
## Change the password

Now would be a good time to change the password to a more comfortable one. We recommend creating a new password that has the following characteristics:

- Greater than or equal to eight (8) characters
- Combination of letters, numbers, and symbols (including upper and lower case letters)
- Something that can be remembered easily

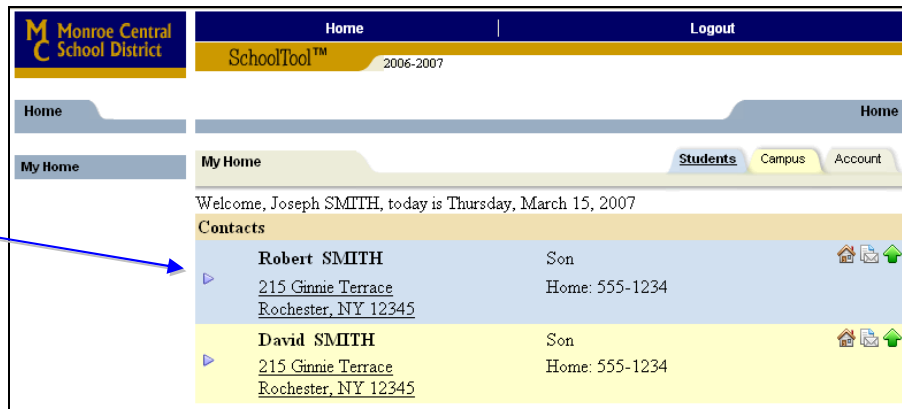
Good passwords do not have to be hard to remember. "Late2School!", for instance, is a good password that has upper and lowercase letters, a number, a symbol, and is greater than 8 characters long but still easy to remember.

To change a local password, simply click on the **Account** sub tab, enter the existing cryptic password, then the new desired password (twice). Click on the Change Password button to finalize the change.

A screenshot of the SchoolTool web interface. The top navigation bar includes "Home" and "My Home" tabs. Below this, there are sub-tabs for "Students", "Campus", and "Account". A blue arrow points to the "Account" sub-tab. The "Change Password" form is displayed, featuring three input fields labeled "Old Password:", "New Password:", and "Confirm:". A "Change Password" button is located at the bottom of the form.

## Subsequent logins

Once a user has logged in for the first time, and changed his/her password, the user simply needs to navigate back to the schooltool web page, enter their username and password, and click on the Login button.



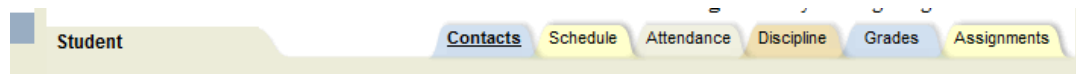
The screenshot shows the Monroe Central School District SchoolTool™ interface. The top navigation bar includes 'Home' and 'Logout'. Below this, there are tabs for 'Home', 'My Home', 'Students', 'Campus', and 'Account'. The 'My Home' section displays a welcome message for Joseph SMITH and a 'Contacts' table. A blue box labeled 'Blue Select Button' points to a blue triangle icon next to the first contact entry.

Contact Name	Relationship	Home Phone	Actions
Robert SMITH 215 Ginnie Terrace Rochester, NY 12345	Son	Home: 555-1234	Home, Email, Select
David SMITH 215 Ginnie Terrace Rochester, NY 12345	Son	Home: 555-1234	Home, Email, Select

A parent will be presented with a screen containing three tabs:

- **Students:** A listing of all students that "belong" to the logged-in parent. A parent may have the right to click on a student's select button, to see all of the student's details.
- **Campus:** A parent will see general campus information.
- **Account:** To change passwords.

Click on the Blue 'Select' Button to Access your student's Contacts, Schedule, Attendance, Discipline, Grades and Assignments



The screenshot shows a navigation bar with the following tabs: Student, Contacts, Schedule, Attendance, Discipline, Grades, and Assignments.

### Contacts tab:

- displays all contacts that have been added for your student
- displays contact(s) relationship to the student
- displays contact(s) address
- displays contact telephone numbers
- displays enrolled siblings

### Attendance tab:

- Displays absence type and date

Student	
<a href="#">Contacts</a> <a href="#">Schedule</a> <b><a href="#">Attendance</a></b> <a href="#">Discipline</a> <a href="#">Grades</a> <a href="#">Assignments</a>	
2008-2009	
Type	Date
Absent	10/20/2008
Out	9/30/2008 2:05:00 PM
Late Arrival	9/10/2008 7:55:00 AM












### Discipline tab:

- Displays all discipline referrals, including date seen, incident date, offense and disposition

Student				
<a href="#">Contacts</a> <a href="#">Schedule</a> <a href="#">Attendance</a> <b><a href="#">Discipline</a></b> <a href="#">Grades</a> <a href="#">Assignments</a>				
2008-2009				
Grade	Date Seen	Incident Date	Offense	Disposition
11	10/23/2008	10/23/2008	Cut Class	Warning

### Schedule tab:

- Displays the student schedule for middle and high school students
- Email a teacher by clicking on the envelope icon by the teacher's name

Student					
<a href="#">Contacts</a> <b><a href="#">Schedule</a></b> <a href="#">Attendance</a> <a href="#">Discipline</a> <a href="#">Grades</a> <a href="#">Assignments</a>					
					
<input checked="" type="radio"/> Standard View <input type="radio"/> Grid View					
Semester 1					
Period	Section	Course	Days	Room	Teacher
1 - 2	1	PRIN OF ENGINEER	B	F03	 Ms. Gilcher
1 - 2	5	ENG 11	A	G22	 Ms. Snow
3	4	PE 11/12MF	A	GYM A	 Ms. Deyo
3 - 4	3	MATH B-1	B	G10	 Ms. Van Every
4	9	STUDY HALL	A	G16	 Ms. Wincek
5	3	CHEMISTRY LAB	B	G01	 Mr. Kirkpatrick
5 - 6	3	CHEMISTRY R	A	G01	 Mr. Kirkpatrick
6	2	LUNCH - B DAY S1	B	CAFE	
7	3	LUNCH - A DAY S1	A	CAFE	
7	49	STUDY HALL	B	H03	 Ms. Sprout
8 - 9	4	US HIS/GOVT	B	G23	 Mr. Ford
8 - 9	3	KEY/BUS COMM	A	G30	 Ms. Bruno

## Grades tab:

- Displays marking period grades
- If you wish to view a different Marking Period, choose it from the dropdown Marking Period list
- Email a teacher by clicking on the envelope icon by the teacher's name

Course	Teacher	MP	Days	Period	Section	Grade	Comments
PRIN OF ENGINEER	✉ Ms. Gilcher	S1,S2	B	1 - 2	1	99	
ENG 11	✉ Ms. Snow	S1,S2	A	1 - 2	5	85	
PE 11/12MF	✉ Ms. Deyo	S1,S2	A	3	4	96	
MATH B-1	✉ Ms. Van Every	S1,S2	B	3 - 4	3	81	• Pleasure to have in class
CHEMISTRY R	✉ Mr. Kirkpatrick	S1,S2	A	5 - 6	3	70	• Some assignments not turned in
US HIS/GOV'T	✉ Mr. Ford	S1,S2	B	8 - 9	4	90	• Participates enthusiastically
KEY/BUS COMM	✉ Ms. Bruno	S1,S2	A	8 - 9	3	100	• Respectful of others • Cooperative and attentive • Pleasure to have in class

## Assignments tab:

- For middle and high school students, displays assignments for all teachers who use the Schooltool grade book

Course Name	Assignment Name	Assignment Date	Max Points	Student Score	Teacher Name
MATH B-1	1 assign signatures	9/4/2008	2	2	Ms. Van Every
CHEMISTRY R	H1	9/5/2008	2	0	Mr. Kirkpatrick
CHEMISTRY R	H2	9/8/2008	2	2	Mr. Kirkpatrick
ENG 11	thesis statements	9/8/2008	100	85	Ms. Snow

- Sort the assignments by clicking on the column titles; Course Name, Assignment Name, Assignment Date, Max Points or Teacher Name
- Filter the assignments by choosing the dropdown from the Courses list

When it comes time to end the session, click **Logout** in the module bar (upper right corner), or simply close the browser window.