



# Schooltool – Parent Portal Quick Reference Guide



To Access the Skaneateles Parent Portal, please click on:  
<https://skaneateles.schooltool.cnyric.org/SchoolToolWeb/>

Enter your assigned username and password (you should have received an email notification with this information). If you do not have a username or password, please contact your child's school.






When you have successfully logged into Schooltool, you will be on the main screen in Schooltool.

Students Campus Account Messages

**MY HOME**

Welcome, Adam Chandler, today is Monday, September 09, 2013  
Cycle day O in Fayetteville-Manlius High School - High

**Contacts**

▶	Adam Chandler Jr <a href="#">123 Anywhere Lane</a> <a href="#">Anyplace, NY 99999</a> Custody Type: N/A	Son Home: (555) 123-4567	   
▶	Colby Chandler <a href="#">123 Anywhere Lane</a> <a href="#">Anyplace, NY 99999</a> Custody Type: N/A	Daughter Home: (555) 123-4567	   

There are four tabs listed on the top right:

- **Students tab** – displays students linked to you
- **Campus tab** – displays district specific information
- **Account tab** – allows you to change your Schooltool password
- **Messages tab** – displays any district/school messages or upcoming events

### Students Tab




The *Students* tab displays any children linked to you in Schooltool. To view the child's information in schooltool, click on the select button. ▶

Students Campus Account Messages

**MY HOME**

Welcome, Phil Smith, today is Tuesday, August 20, 2013  
Cycle day A in BOCES Middle School - Middle  
Cycle day B in BOCES High School - High

**Contacts**

▶	Alexis Smith 39 E Main St Anywhere, NY 12345	Niece Home: 555-1234	  
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## Personal Information

The *Person Information* displays basic student information (name, address, grade, homeroom, etc), any alerts identified for the student and the student locator.

PERSONAL INFORMATION

Chandler Jr, Adam

606000312

First: Adam  
 Middle:  
 Last: Chandler Jr  
 Gender: Male  
 DOB: 12/13/1997 (15 yr 8 mo)

Address: 123 Anywhere Lane  
 Anyplace, NY 99999  
 Phones: H: (555) 123-4567  
 Grade: 11  
 Homeroom: 1101  
 HR Teacher: Hefti, Cynthia  
 Counselor: Green, Heidi  
 Building: Fayetteville-Manlius High School/High

Cycle day O, Period 6 (11:51AM to 12:32PM)  
 PHYSICS R in Room 2121 Teacher: Alexa Perry

- Alerts – Place your mouse over the alert to get a brief description of the alert
- Student Locator – This indicates where the student should be in school at the current time

## Contact tab

The *Contacts tab* displays all contacts that have been identified for the student, along with the contact's basic information (address, phone, etc). Any siblings that have been entered in Schooltool will also be displayed.

**Contacts**

	<p><b>John Smith</b> </p> <p><u>39 E Main St</u>  <u>Anywhere, NY 12345</u>            Custody Type: N/A</p>	<p>Father</p> <p>Home: 555-1234            Cell: (607) 379-3394 Unl</p>	
	<p><b>Cheri Smith</b> </p> <p><u>39 E Main St</u>  <u>Anywhere, NY 12345</u>            Custody Type: N/A</p>	<p>Mother</p> <p>Home: 555-1234            Cell: (607) 379-3395 Unl            Work: (607) 274-4466</p>	
	<p><b>Phil Smith</b> </p> <p>14 E Main St            Anywhere, NY 12345            Custody Type: N/A</p>	<p>Uncle</p> <p>Home: 555-1234</p>	










**Siblings**

▶	<p>Kyle Brawn</p>	<p>8/30/1994 (18 yr 11 mo)</p>
▶	<p>Kayla Brawn</p>	<p>3/12/1993 (20 yr 5 mo)</p>

## Schedule tab

The *Schedule tab* displays classes the student is enrolled in, along with basic course information (days the class meets, room and teacher).

- Email a teacher by clicking on the envelope icon by the teacher's name

STUDENT						
Accounts   Contacts <b>Schedule</b> Attendance   Discipline   Grades   Assessments   Assignments						
View: Schedule   Report to print: Semester 1 Grid						
<input checked="" type="radio"/> Standard View <input type="radio"/> Grid View						
Semester 1						
Period	Section	Course	Days	Room	Teacher	
1	2	SPANISH 1	A,B	G05	Ms. Lampkin	
2	1	YEARBOOK	A,B	G26	Ms. Jacko	
3	1	EARTH SCI	A,B	B17	Mr. Holland Ms. Clark	
4	5	ENG 9	A,B	G18	Ms. Brown	
5	1	CHORUS 9-12	A	AUD	Ms. Romero	
5	2	EARTH SCIENCE LAB	B	B17	Mr. Reeder	
6	2	LUNCH - A DAY S1	A	CAFE-small		
6	2	LUNCH - B DAY S1	B	CAFE-small		
7	3	GLOBAL ST I	A,B	G08	Ms. Brown	
8	2	STUDIO IN ART	A,B	H03	Ms. Schecter Ms. Wiseth	
9	1	GEOMETRY	A,B	J02	Ms. Tilson	

## Attendance Tab

The *Attendance tab* will display any attendance records for the student.

- Daily Attendance will display full day absences, earlier dismissals and late arrivals
- Missed Course Attendance will display class absences

STUDENT	
Contacts   Schedule <b>Attendance</b> Grades   Assessments   Assignments	
<input checked="" type="radio"/> Daily Attendance <input type="radio"/> Missed Course Attendance	
2013-2014	
Type	Date
Late Arrival	9/6/2013 8:08:00 AM

## Grades tab

The *Grades tab* displays report card/progress report grades and assessment scores.

- Use the drop-down menu's to select different grade types or marking periods
- Email a teacher by clicking on the envelope icon by the teacher's name

STUDENT							
School Year <input type="text" value="2013-2014"/> View <input type="text" value="Marking Period Grades"/> for <input type="text" value="Q1"/>							
Course	Teacher	MP	Days	Period	Section	Grade	Comments
BROADCAST JOURNALISM	Ms. Hammond	1,2	O	4	5	None	
CAREER & FINANCIAL MANAGEMENT	Ms. Hawkins	1	E,O	2	1	None	
ENGLISH 11R	Mr. Dorsey Ms. Barr	1,2	E,O	5	1	86	<ul style="list-style-type: none"> <li>• Student is cooperative and attentive</li> <li>• Class participation is excellent</li> </ul>
GEOMETRY	Ms. Cook	1,2	E,O	8	1	None	
PHYSICS R	Ms. Perry	1,2	E,O	6	1	None	
SPANISH 3R	Ms. Cioppa	1,2	E,O	1	3	None	

## Assignments tab

The *Assignments tab* allows you to view teacher assignments and the grade(s) the student has received.

- Sort the assignments by clicking on the column titles (ex: Assignment Date)
- Filter the assignments by choosing a specific marking period and/or course

STUDENT					
School Year <input type="text" value="2013-2014"/> Marking Period <input type="text" value="Q1"/> Courses <input type="text" value="All Courses"/>					
Course Name	Assignment Name	Assignment Date	Max Score	Student Score	Teacher Name
SPANISH 3R	Homework 5	9/1/2013	4		Cioppa
SPANISH 3R	Homework 4	8/31/2013	4		Cioppa
SPANISH 3R	Homework 3	8/29/2013	4		Cioppa
SPANISH 3R	Homework 2	8/29/2013	4		Cioppa
ENGLISH 11R	Macbeth critical lens	8/28/2013	30	27	Dorsey / Barr
ENGLISH 11R	paper 2	8/28/2013	50	40	Dorsey / Barr
ENGLISH 11R	paper 3	8/28/2013	50	45	Dorsey / Barr
ENGLISH 11R	paper 4	8/28/2013	40		Dorsey / Barr
ENGLISH 11R	project 4	8/28/2013	50		Dorsey / Barr
PHYSICS R	Signed Syllabus	8/28/2013	100		Perry
SPANISH 3R	4.1 Vocab Quiz	8/28/2013	100		Cioppa
SPANISH 3R	4.2 Vocab Quiz	8/28/2013	100		Cioppa
SPANISH 3R	Homework 1	8/28/2013	4		Cioppa