

parentportal@schuylerville.org

Parent Portal Tutorial

Preparation

Parents/Guardians of students in Schuylerville Central Schools can access their child's information such as contact information, grades, schedules, and attendance records all on-line via our new "Parent Portal". Before this can be achieved, there are several things that need to be done to begin this process:



1. Parents /Guardians must have a valid e-mail address.

- A current e-mail address will be used as your user name to access Parent Portal which means your parent profile in School Tool (the database which works hand-in-hand with Parent Portal) needs to be up-to-date.

- Email parentportal@schuylerville.org to request a new account detailing the names of your children and the current grades they are in. *(New accounts may take up to five days to create).*

- A separate email address must be used for EACH person requesting access.

(Remember, this email address will be used as your "Username" when logging in to Parent Portal)

2. Be sure that you have access to your email address as you will be receiving your Parent Portal password from SchoolTool.

When this email arrives, open the message (see below*) and write down or print the password that is displayed.

You can also copy the password from the email to paste into the Parent Portal log on screen.

*Auto-generated passwords are case sensitive and can sometimes be difficult to duplicate
Cut and Paste functions are ideal for this step.*

You will receive two emails once your new Parent Portal account has been set up.

*One from Parent Portal acknowledging your new account and the second from SchoolTool confirming your password (*see example below).*

A new Parent Portal account and password have been generated for your use. A follow-up email should be arriving soon from parentportal@schuylerville.org. Please log on to Parent Portal using your complete email address as your "Username" and the following password:

(Password would go here)

Once you have logged in, you may use the "Accounts" tab at any time to see your last login time and to change your password.

If you feel this account was created in error, please contact parentportal@schuylerville.org immediately.

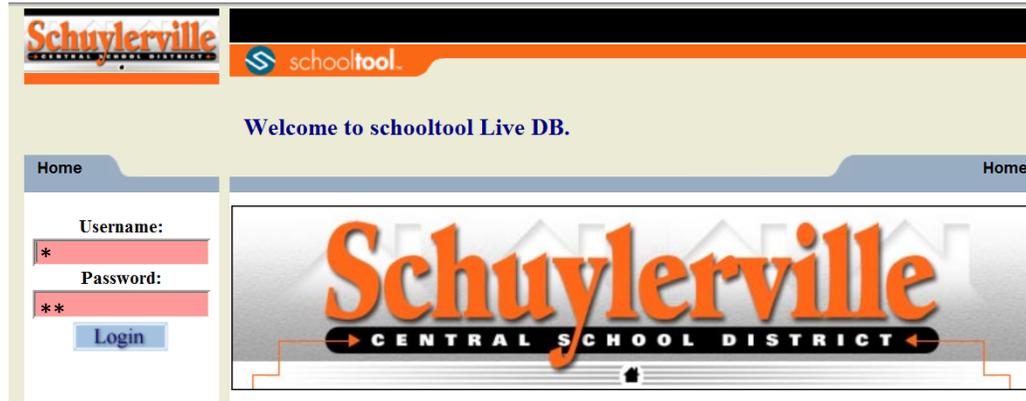


Logging In to Parent Portal

The Parent Portal link is found at the following web site address:

<http://www.schuylervilleschools.org>

Select **Parent Portal** under Quick Links in the list on the right hand side of the home page
Select **Link to Parent/Student Portal**



Enter ***Email Address** as "Username"

Enter ****Password** (emailed to you) remembering that the password is case sensitive and **MUST** be entered exactly as it was sent

Click on **Login**

You will now be logged in to Parent Portal showing the schedules of your children under the Students tab.

Click on purple triangle to open specific student profile and view details

Course	Teacher	Period	Semester	Days	Section	Room
English 12 (ENG0012)	Sorrentino	1	S1, S2	A, B	1	251
Econ/Gov 12 (SSEG012)	Morris	3	S1, S2	A, B	3	113
Journalism (ENGJOUR1)	Manvin	4	S1	A, B	1	114
Lunch (LUN0912)	N/A	5	S1, S2	A, B	1	N/A
College Prep Math (MATCPM1)	Hayes	6	S1, S2	A, B	2	206
General Internship Program (GENINT1)	Bean	7-9	S1, S2	A, B	1	N/A

Student Name	Relationship	Address	Telephone Number	
Algebra (MATALG1)	Greene	Period: 1	Semester: S1, S2 Days: A, B	Section: 1 Room: 205

LEGEND

- Primary
- Receives Mail
- Pick Up
- Parent Portal Access
- Custody

Contacts Tab:

The student profile view shows all contacts that are associated with each student. This is a list of who is noted as the Primary parent, who receives mail, who is authorized to pick up a student, contact a student, or not authorized to contact or pick up a student (custody alert, order of protection, etc.) See legend below

PERSONAL INFORMATION

Student: **Watson, Ashley** Student ID Number

Student Photo

Student Demographic Information

Additional Student Demographic Information

STUDENT

Contacts

Contact Name	Mailing Address	Relationship	Home Telephone #	Work/Cell #	Icons
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					📞 📍 📞

Siblings

Sibling Name (if any)	Birthdate	Building/Grade Level

LEGEND

- Primary
- Receives Mail
- Pick Up
- Parent Portal Access
- Custody

Schedule Tab

Shows the schedule in real time, including recent modifications.

Student

Report to print: Grid Report with Locker Combination

Standard View Grid View

Semester 1

Period	Section	Course	Days	Room	Teacher
	2	AP Bio	A,B	125	Mr. Conneally
1	1	AP Calc AB	A,B	206	Mr. Hayes
2	1	Econ/Gov 12	A,B	152	Mr. Morris
3	2	AP English	A,B	225	Mr. Zielnicki
4	4	Phys Lab	A	103	Mr. Burleigh
4	21	Study Hall	B	217	Ms. McKinley
5	1	Lunch	A,B		
6	1	AP Bio Lab	A,B	125	Mr. Conneally
7	2	Physics	A,B	103	Mr. Burleigh
8	1	French (UHS) IV	A,B	217	Ms. McKinley
9	43	Study Hall	A	116	Ms. Torres
9	5	PE IV (M)	B	Gymnasium 1	Mr. Wolin

Attendance Tab:

Shows a comprehensive list of all absences, late arrivals and early dismissals throughout the school year for the student.

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

Daily Attendance
 All Course Attendance
 Attendance Tab

2012-2013 All Course View

Date Absent	Course	Period	Teacher	Reason
10/9/2012	Study Hall	9	Torres	
10/5/2012	Physics	7	Burleigh	Legitimate
10/5/2012	Study Hall	9	Torres	Legitimate
10/4/2012	PE IV (M)	9	Wolin	
10/3/2012	Study Hall	9	Torres	Legitimate
9/27/2012	Study Hall	9	Torres	Legitimate
9/26/2012	PE IV (M)	9	Wolin	
9/25/2012	Study Hall	9	Torres	Legitimate
9/24/2012	PE IV (M)	9	Wolin	
9/21/2012	Physics	7	Burleigh	Known Absence
9/20/2012	Econ/Gov 12	2	Morris	Not Legitimate
9/18/2012	Econ/Gov 12	2	Morris	Legitimate
9/14/2012	Sym Band	4	Craner	Student Services

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

Daily Attendance
 All Course Attendance
 Daily Attendance View

2012-2013

Type	Date
Late Arrival	9/18/2012 9:15:00 AM

Grades Tab:

Shows student progress reports and grades by quarter. Changing the ***"View" will allow toggling between progress reporting and quarterly grade reporting.

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

School Year 2012-2013 | View Marking Period Grades for Quarter 1

Course	Teacher	MP	Days	Period	Section	Grade	Comments
AP Bio	Mr. Conneally	S1,S2	A,B	Supplemental Courses	2		
AP Bio Lab	Mr. Conneally	S1,S2	A,B	6	1		
AP Calc AB	Mr. Hayes	S1,S2	A,B	1	1		
AP English	Mr. Zielnicki	S1,S2	A,B	3	2		
Econ/Gov 12	Mr. Morris	S1,S2	A,B	2	1		
French (UHS) IV	Ms. McKinley	S1,S2	A,B	8	1		
PE IV (M)	Mr. Wolin	S1,S2	B	9	5		
Phys Lab	Mr. Burleigh	S1,S2	A	4	4		
Physics	Mr. Burleigh	S1,S2	A,B	7	2		

***No progress reporting or marking period grades will be viewable until the Parent Portal publish date for each marking period

Assignments Tab:

Shows assignments and those assignment grades from students' classes per quarter. Information is input by teacher. If you have questions about assignment grades, please reach out to the teacher directly.



Course Name	Assignment Name	Assignment Date	Max Score	Student Score	Teacher Name
AP English	grendel paper	10/12/2012	100		Zielnicki
AP Calc AB	Derivative and Line Slope Quiz	10/5/2012	74		Hayes
AP English	huck finn quiz 2	10/5/2012	100		Zielnicki
Physics	Unit 3 Quiz 1	10/5/2012	9		Burleigh
AP Bio	Ch. 11 Guided Reading	10/4/2012	20		Conneally
Physics	Unit 3 Worksheet 2	10/4/2012	1		Burleigh
AP English	popquiz chapter 7	10/3/2012	100		Zielnicki
Physics	Kinematics Curves	10/3/2012	1		Burleigh
Physics	Unit 3 Worksheet 1	10/2/2012	1		Burleigh
French (UHS) IV	interro (adj)	10/1/2012	100		McKinley
Econ/Gov 12	11.2	10/1/2012	10		Morris
AP Calc AB	Derivative of Trig Functions Bonus possible 6pts	10/1/2012	0		Hayes
Physics	Unit 3 lab Extension 4-5	10/1/2012	1		Burleigh
AP Calc AB	IVT, Velocity, and Derivative Def.	9/28/2012	62		Hayes
Physics	Unit 3 Lab Extension 1-2	9/28/2012	1		Burleigh

Campus Tab:

Shows general campus information (account name, date, cycle day).



The screenshot shows the 'schooltool' interface for Schuylerville Central School District. At the top, there is a navigation bar with 'Home' and 'Logout' links. Below this, a banner reads 'Welcome to schooltool Live DB.' The main content area has a 'My Home' section with a 'Campus' tab selected. The 'Campus' tab displays a welcome message: 'Welcome, , today is Tuesday, October 09, 2012. Cycle day A in Schuylerville High School - High School'. Below the message is a large graphic of the Schuylerville Central School District logo.

Account Tab:

Shows a history of log ins and the choice of customizing your password. (See specific directions that follow).

The screenshot shows the 'Account' tab selected in the 'schooltool' interface. The page title is 'Welcome to schooltool Live DB.' The navigation menu includes 'Home', 'My Home', 'Students', 'Campus', 'Account', and 'Messages'. The 'Account' tab is active, displaying a 'Change Password' section with three input fields for 'Old Password', 'New Password', and 'Confirm', and a 'Change Password' button. Below this is a 'Your last logins:' section with a table of login history.

Your last logins:	
10/9/2012 11:13:01 AM	
10/9/2012 11:09:31 AM	
10/9/2012 8:02:12 AM	
10/8/2012 8:42:15 AM	

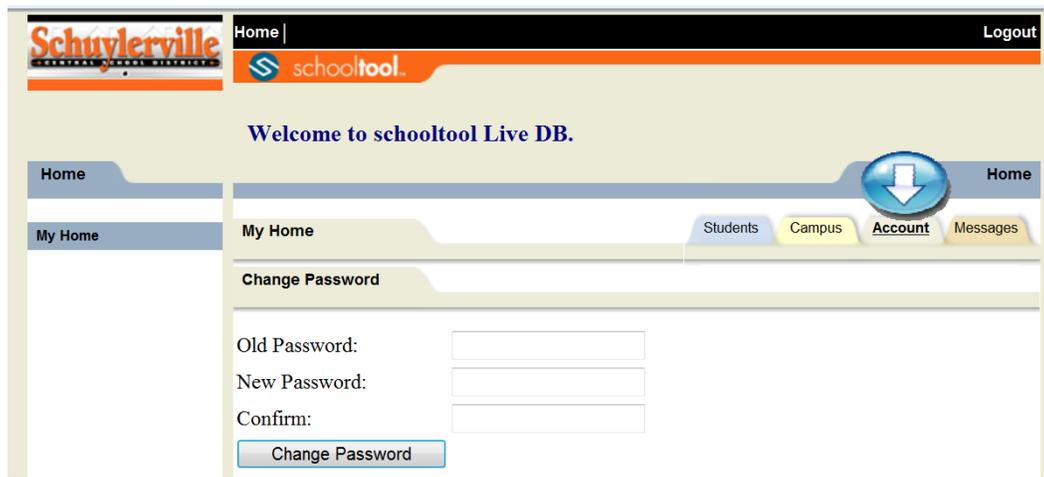
Messages Tab:

Shows messages from the District here (*if any*).

The screenshot shows the 'Messages' tab selected in the 'schooltool' interface. The page title is 'Welcome to schooltool Live DB.' The navigation menu includes 'Home', 'My Home', 'Students', 'Campus', 'Account', and 'Messages'. The 'Messages' tab is active, but the main content area is empty, indicating no messages are currently displayed.

Customizing Your Password

1. Log in to Parent Portal
2. Select the “Account” tab



The screenshot shows the Schuylerville SchoolTool Live DB interface. At the top, there is a navigation bar with the Schuylerville logo, a 'Home' link, and a 'Logout' link. Below this is a 'Welcome to schooltool Live DB.' message. The main content area has a 'My Home' tab selected, and a 'Change Password' form is displayed. The form includes three input fields for 'Old Password', 'New Password', and 'Confirm', and a 'Change Password' button. A blue download icon is visible in the top right corner of the interface.

3. Enter the original password that was emailed to you from SchoolTool (*remember, copying and pasting this password will allow it to be entered exactly as sent*), then type in your desired password* (once where it asks for the “New” password and then a second time where it asks to “Confirm”).

*New passwords must contain the following characteristics:

- A minimum of eight (8) characters
- One upper case letter
- One number

Good passwords don't need to be hard to remember.

(“ready4School” , for instance, is a good password that has upper and lower case letters as well as a number and is greater than eight [8] characters, but still easy to remember).

Student Portal

Schuylerville Central School now offers Student Portal for students in grades 6-12, a program much like Parent Portal, where students log on using their school credentials and where they can check class assignments and grades.

Follow the same steps to find the link on the district web site to access Student Portal.

For specific questions, please contact parentportal@schuylerville.org.

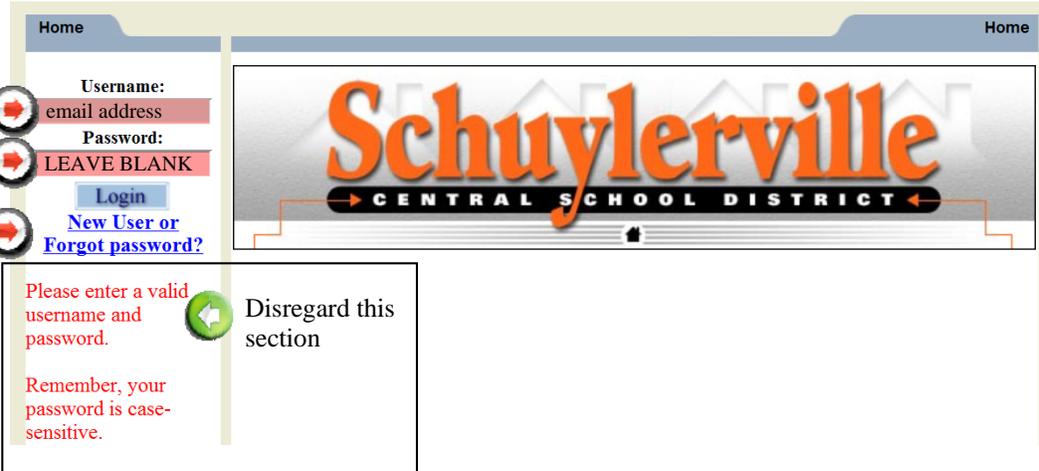
Forgotten Password?

If you have forgotten the password to your Parent Portal account, you can easily request that a new one be generated on your own by following these simple steps:

Enter your email address for User name
DO NOT enter a password

CLICK HERE

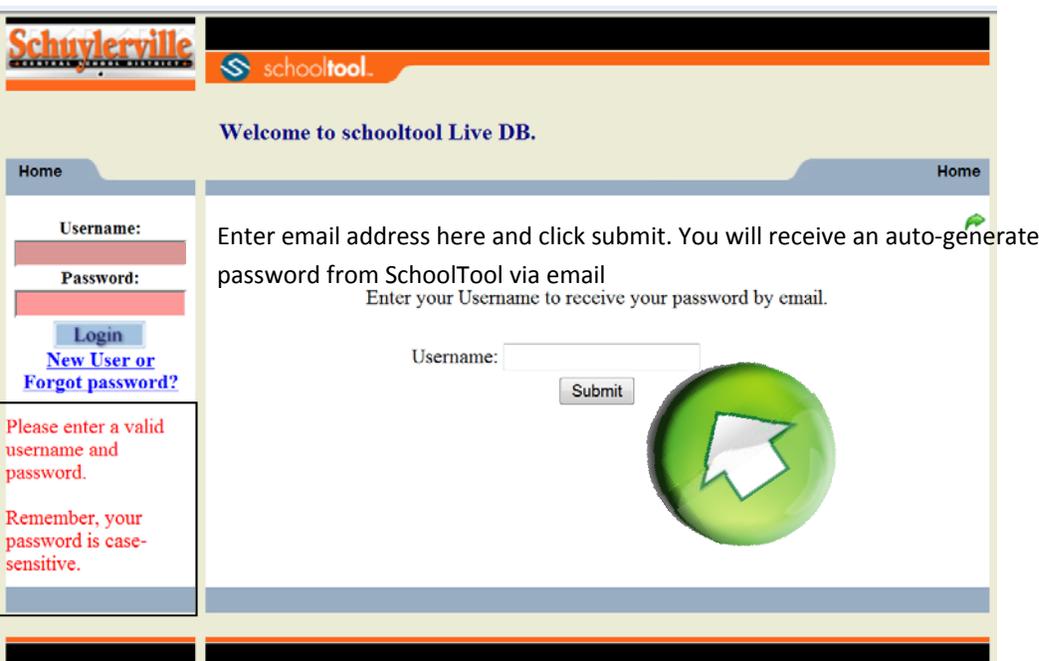
1



Please enter a valid username and password.
Remember, your password is case-sensitive.

Disregard this section

2



Welcome to schooltool Live DB.

Enter email address here and click submit. You will receive an auto-generated password from SchoolTool via email
Enter your Username to receive your password by email.

Username:

Disregard this section

Please enter a valid username and password.
Remember, your password is case-sensitive.

Notes

-  This icon will appear next to all staff members' names in the schedule, homeroom, grades and assignments tabs. Clicking on this icon will allow parents direct emailing capabilities with teachers.
-  Amendments to addresses, contacts, phone numbers, etc., should be made through the Student Services (HS and MS) or Main Office (ES) of the building where your child attends.
-  Questions regarding grades, assignments, etc. should be brought to the attention of the teacher.
-  For discipline questions, please contact the main office of the building where your child attends.
-  Questions with regard to utilizing the Parent Portal program can be emailed to parentportal@schuylerville.org.
-  To end your Parent Portal session, please click Logout or simply close the browser window.