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 <u>must</u> 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)

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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.

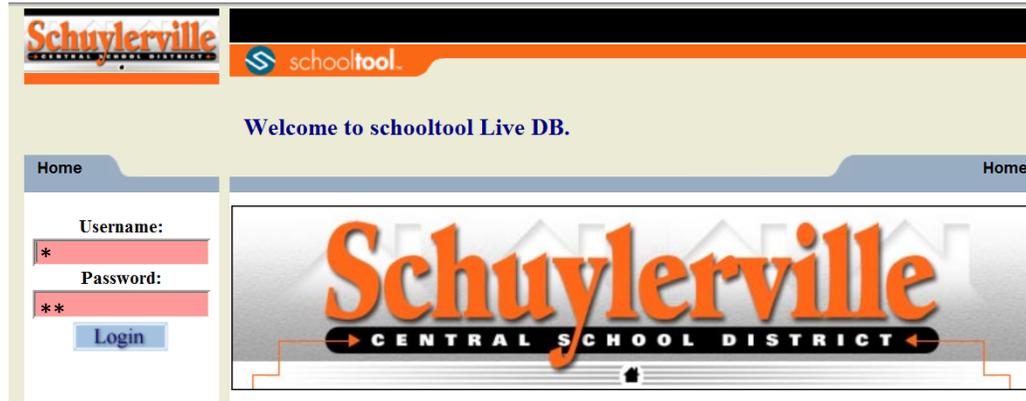If you feel this account was created in error, please contact parentportal@schuylerville.org immediately.

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.

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

Schedule Tab

Shows the schedule in real time, including recent modifications.

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.

All Course View

Attendance Tab View

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

○ Daily Attendance ● All Course Attendance
2012-2013 ▾

DateAbsent	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

Daily Attendance View

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

● Daily Attendance ○ All Course Attendance
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 Derative 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).

Account Tab:

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

Messages Tab:

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

Customizing Your Password

1. Log in to Parent Portal

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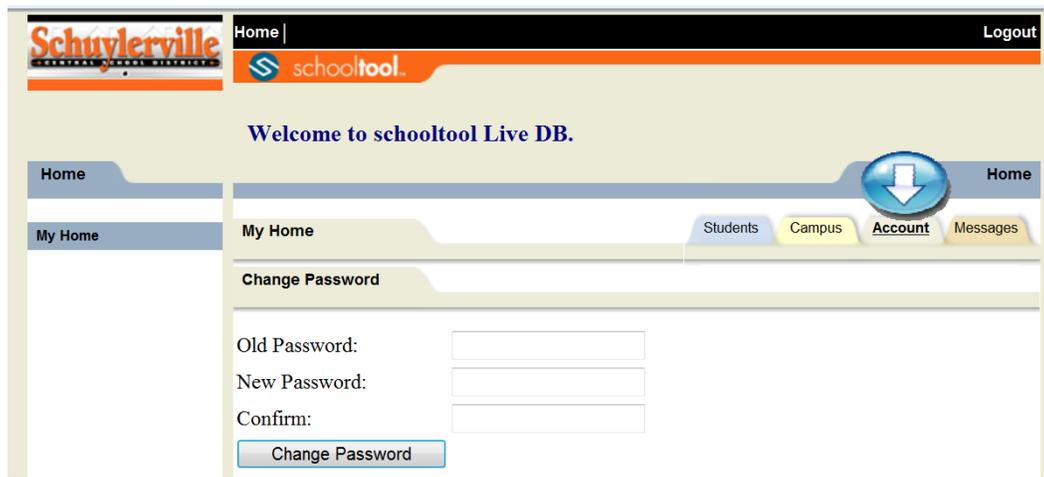
3. Enter the original password that was emailed to you from SchoolTool *(remember, copying and pasting this password will allow it to be entered exactly as sent)*, then type in your desired password* (once where it asks for the "New" password and then a second time where it asks to "Confirm".

   *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:

① Step 1

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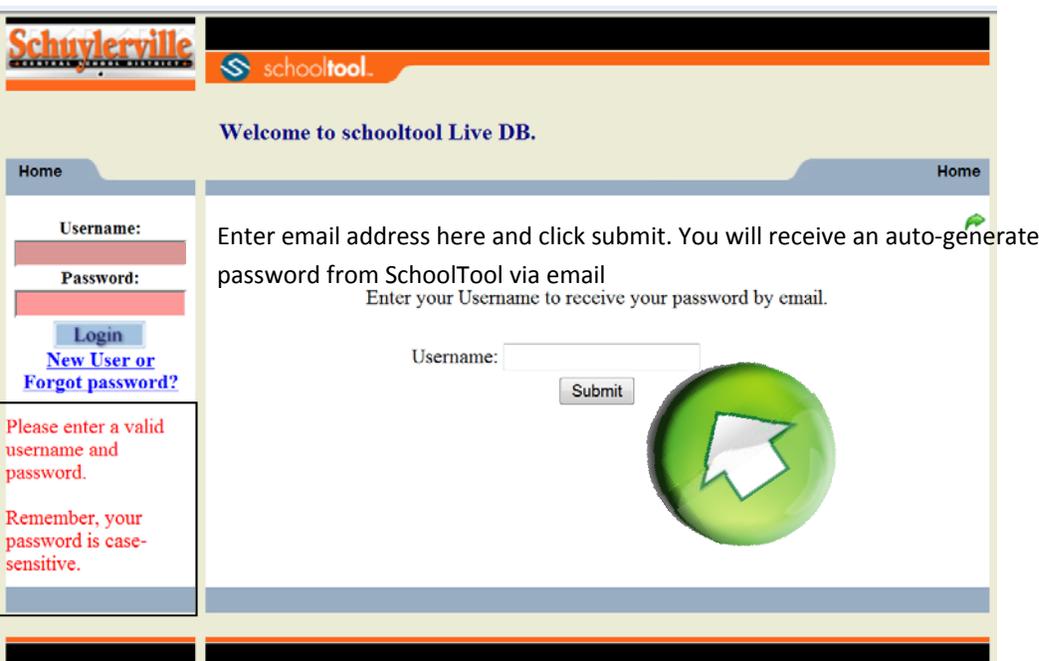
DO NOT enter a password

CLICK HERE

Username: email address
Password: LEAVE BLANK
Login
New User or Forgot password?
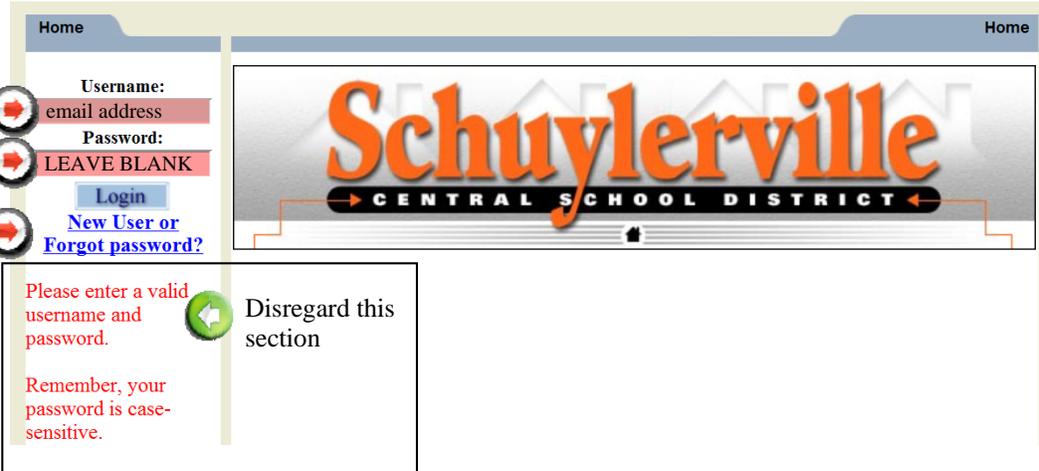
Please enter a valid username and password.

Remember, your password is case-sensitive.

Disregard this section

Home | Home

② Step 2

Welcome to schooltool Live DB.

Username:
Password:
Login
New User or Forgot password?

Disregard this section

Please enter a valid username and password.

Remember, your password is case-sensitive.

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: [   ] Submit

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.