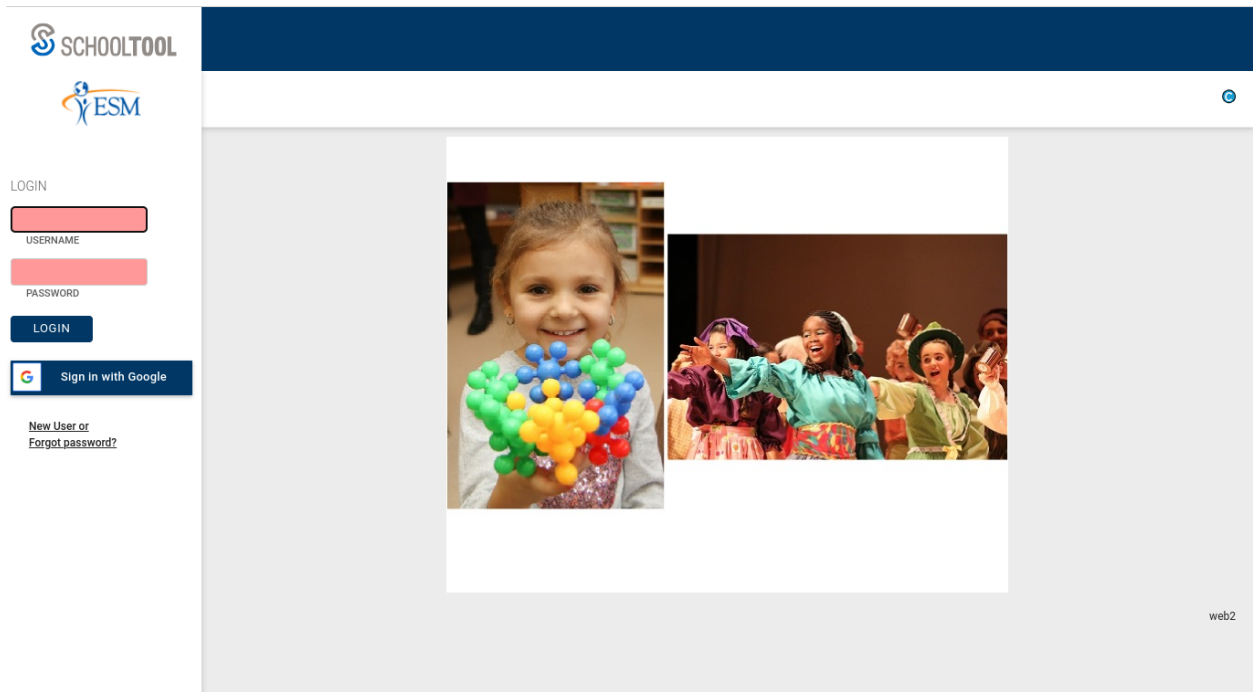# East Syracuse Minoa CSD

SchoolTool

Parent Portal User Guide

(for accessing from both computer and/or mobile app)

What is the Parent Portal?

The parent portal is a module of SchoolTool, the district's web-based student management system. Parents can view their student's academic information in real-time from anywhere an internet connection is available.

With a parent portal account, parents can view the following information:

- Student Record (basic information)
- Contact Information
- Schedule
- Attendance (daily and course absences)
- Grades (Marking Period Averages and Final Grades)
- Assignment Grades
- Email capabilities between teachers and counselors

When will Grades be Posted to the Parent Portal?

The goal of the Parent Portal is to provide timely and effective feedback to students and parents in order to help them in their educational growth. We hope parents will find this to be a helpful way to assist their child or children as they progress through ESM Schools.

Please note different subjects, and different assignments for the same subject, have different time frames for when assignments are graded and then entered into SchoolTool. Please communicate with your child's teacher if you have any questions in the ear. You can even use the Parent Portal to quickly zip off an email to the teacher(s).

Getting Started

1. Go to https://st.esmschools.org/SchoolToolweb/ or visit the district website and click on the SchoolTool icon in the upper right.
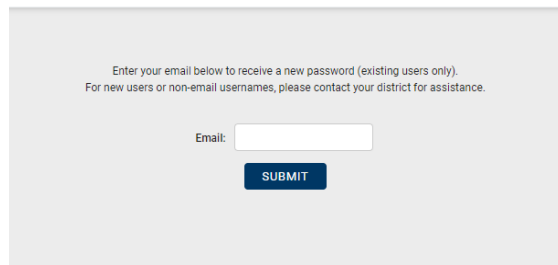
2. At the login screen, you have two options for creating an account:

    1. If you have a gmail account, you can choose to log in with Google by clicking the "sign in with Google" button

        or

    2. Where it says "Username", type in your email address that the school has on file and then click the New User link at the bottom.

        The following screen will appear prompting you to retype the email address you previously provided. Click the "Submit" button. An email will be sent to this email address containing your password.

Logging in for the First Time

1. Go to https://st.esmschools.org/SchoolToolweb/ or visit the district website and click on the SchoolTool icon in the upper right.

    A. Type in the email address that you gave the school and the new password that was emailed to you.

    Note: The password may be copied/pasted from the email message, but be careful to grab each character. If you type it in manually, pay close attention to each character and whether they are upper or lower case.

    B. Click the Login button to enter SchoolTool.

Changing Your Password

To change your password, click on the Account tab. We recommend that you create a unique password with the following characteristics:

☐ Greater than or equal to 8 characters
☐ Combination of letters, numbers, and symbols
☐ No part of your name

My Home Screen

Once you have successfully logged into SchoolTool, you will be on your "My Home" tab. This is where it will display what students you have access to in SchoolTool. Your home screen includes 4 tabs: Students, Campus, Account, and Messages.

Students Tab:

Courses: displays the student schedule
Contacts: displays the adult contacts for the student
Grades: displays report card grades and comments
Assignments: displays course assignments and grades
Attendance: displays daily and classroom attendance

<u>Campus Tab</u>

The Campus tab is where the district can add general information for users, including cycle days, announcements,and other pertinent school information.

<u>Accounts Tab</u>

The Accounts tab is used to change your password as described above on page 4.

<u>Parent Portal Mobil Application</u>
(for both Apple and Android devices)

Parents and students can log in to see information about current schedules, assignments, and attendance. You have to have a SchoolTool account in order to log into the mobile app. If you don't have one, see directions above.

Getting Started:

1. Download and install the SchoolTool mobile app

From the App Store (for Apple devices)

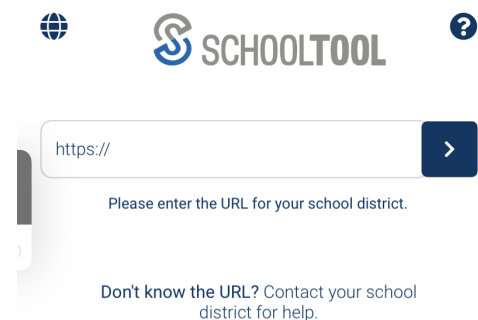From the Play Store (for Android 4.0 and higher)

2. After installing and opening the SchoolTool mobile app, enter the following URL in the space provided and click the arrow to continue: https://st.esmschools.org/SchoolToolweb/

Note: *You will get a pop up asking you if you want to receive Notifications from SchoolTool.*
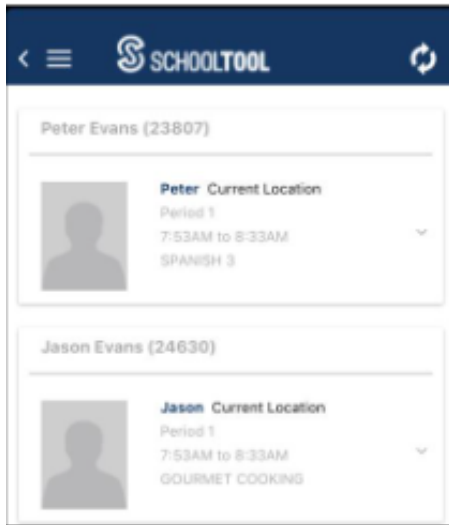
At the Log In screen, enter your SchoolTool credentials or choose to login with Google. Remember, your username is the email address you

provided the school and whatever password you created the first time logging into SchoolTool from a computer.

Note: Turn on the "Stay Logged on" option if you don't want to have to enter this information each time you open the app.
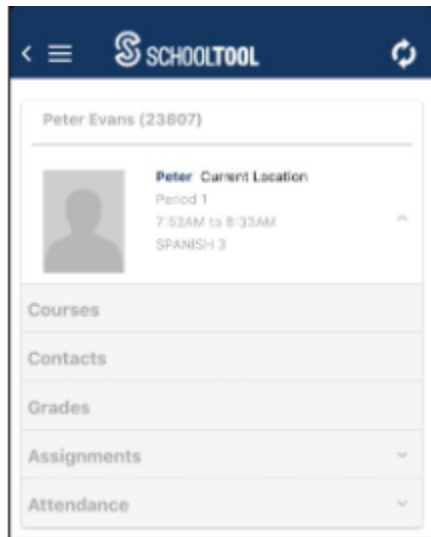
If signing in with Google, you will get a Google permissions pop-up. Click Continue to continue. Choose the correct Google Account from the "Choose an account" window and then enter your password.

After logging in successfully, you will be presented with a home screen that shows data for each student you have access to.

The student's current location in school is displayed, which includes the period, class time and course name.

To view additional information for a student, click on that student.

Courses: Displays the student's schedule.

Contacts: Displays the adult contacts the school has on file for that student.

Grades: Displays report card grades and comments.

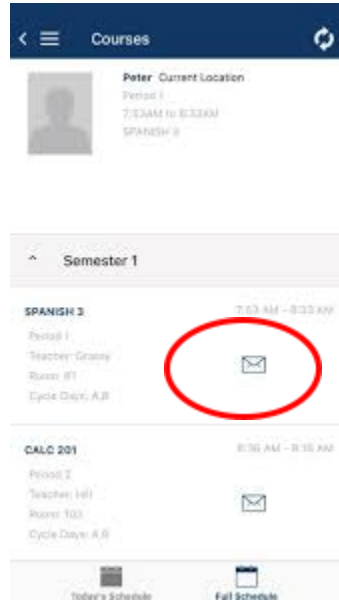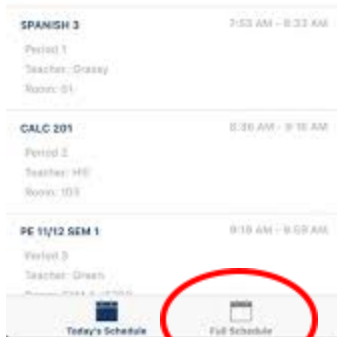**Assignments:** Displays course assignments and grades.

Attendance: Displays the daily and classroom attendance.

Note: as you view the various screens you may need to scroll down to view all the information.

Courses View: this defaults to "Today's Schedule" and lists the classes that meet for the current date, along with the meeting times (periods).
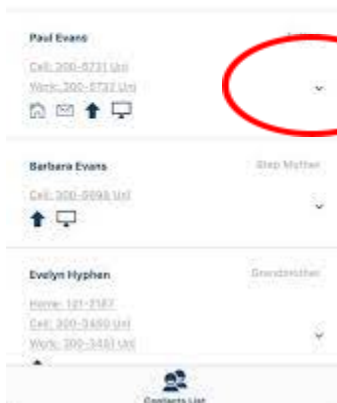
To view the entire schedule, click on "Full Schedule" located at the bottom right.
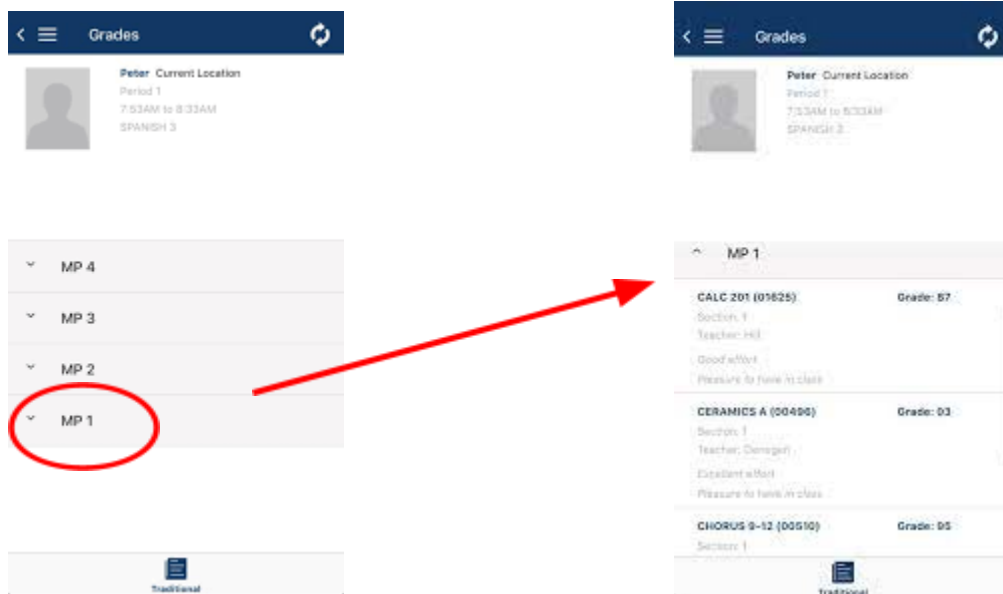

The "Full Schedule" displays all classes the student is scheduled to take for the current school year. There is also an **email icon** to the right of each course name making it easy to email the teacher.

Contacts View: this displays the adult contacts for the student, along with the contact information. To view the address information for the contact, click the down arrow.

Grades View: displays the marking periods in which the students are graded. To view the report card grades and comments for a student, select the appropriate marking period.
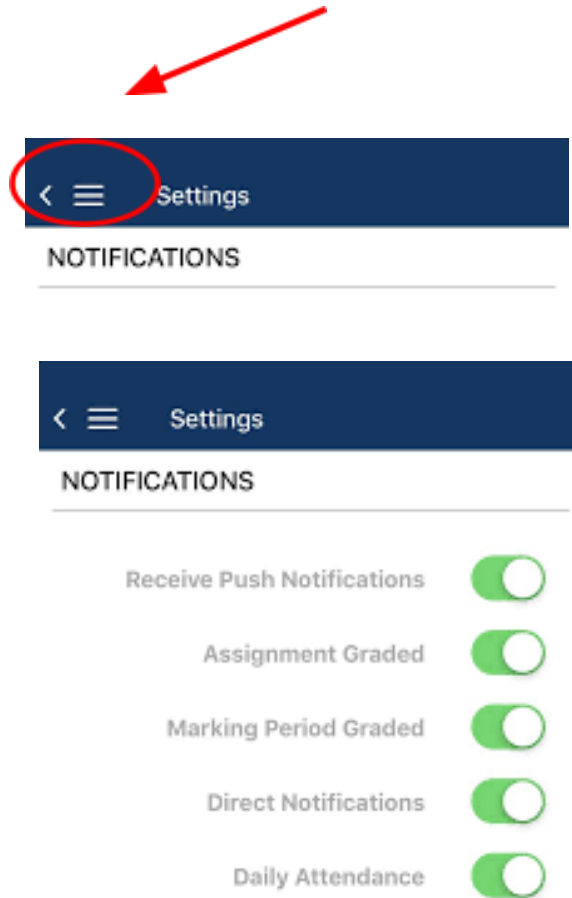

Assignment View: displays the assignments for the classes the student is enrolled in. Use the "Filter" icon to select the marking period assignments you want to view.

This view defaults to displaying the assignments by date. To view the assignments by course, select the "By Course" option.

Setting Schooltool Mobile App Notifications

To setup automatic notifications when there are updates to your child's record in Schooltool, go to **Settings,** from the **menu** options.

Enable or disable the appropriate notifications, based on your preference.