

# Spencer VanEtten School District Schooltool Parent Portal

Thank you for signing up for a Parent Portal account. We hope you find this information helpful in assisting you with the features of the Parent Portal.

## First time log-In:

Here is what you need to log in to the Parent Portal for the first time:

1. The e-mail address you provided to the district when you signed up for the Parent Portal. **This e-mail address will be your user name.**
2. Access to your own e-mail. You should have received an e-mail from "Schooltool Account" with instructions and your temporary password. Please highlight and copy this password. You'll use both your e-mail address and this password to log in to the Parent Portal.
3. The district's Schooltool website address: <http://schooltool.svecsd.org>.

Now you're ready to log into Schooltool. Use your web browser (Internet Explorer, for instance) to access the internet and go to the Schooltool website: <http://schooltool.svecsd.org>.

The screenshot shows the login interface for the Schooltool Parent Portal. At the top left, there is a dark red header with the text "Spencer-VanEtten Central School District" and the "schooltool<sub>ln</sub>" logo. In the center, there is a red "SVE Live Site" link and the date "10.0-09". Below this, there are two "Home" buttons on either side. The main content area features a large, stylized banner for "Spencer - Van Etten Central School District" with a background image of school buildings. On the left side of the banner, there is a login form with two red input fields labeled "Username:" and "Password:", and a blue "Login" button below them.

1. Enter your e-mail address in the box that says "Username:"
2. Enter the password in the box that says "Password:"
3. Click on the blue Login button below the password.
4. You should now be on your "Home" page.

## This is your Home page

The screenshot shows a web interface with a top navigation bar containing 'Home' on both ends. Below it is a secondary bar with 'My Home' on the left and 'Students', 'Campus', and 'Account' on the right. The main content area starts with a welcome message: 'Welcome, Joseph SMITH, today is Thursday, March 15, 2007'. Below this is a 'Contacts' section with two entries:

Name	Relationship	Address	Phone	Actions
Robert SMITH	Son	215 Ginnie Terrace Rochester, NY 12345	Home: 555-1234	Home, Mail, Add
David SMITH	Son	215 Ginnie Terrace Rochester, NY 12345	Home: 555-1234	Home, Mail, Add

## Change your password!

Before doing anything else, click on the Account tab near the top of the screen and change your password to something you prefer and can remember. Enter your old password in the “Old Password” box. Then enter your new password in the “New Password” box. Enter your new password again in the “Confirm” box. To save your new password, click on the “Change Password” button.

The screenshot shows the 'Change Password' form within the same web interface. The 'Account' tab is selected in the top navigation. The form contains three input fields and a button:

Old Password:

New Password:

Confirm:

## Navigating around Schooltool

The screenshot shows the Schooltool interface. At the top, there are navigation tabs: 'Home' on the left and 'Home' on the right. Below this, there are more tabs: 'My Home' on the left, and 'Students', 'Campus', and 'Account' on the right. The main content area displays a welcome message: 'Welcome, Joseph SMITH, today is Thursday, March 15, 2007'. Below the welcome message is a section titled 'Contacts'. This section contains two entries for children:

Child Name	Relationship	Address	Home Phone	Icons
Robert SMITH	Son	215 Ginnie Terrace Rochester, NY 12345	Home: 555-1234	House, Paper, Green Arrow
David SMITH	Son	215 Ginnie Terrace Rochester, NY 12345	Home: 555-1234	House, Paper, Green Arrow

### How to access information about your child – Students tab:

Select your child by clicking on the blue arrow to the left of your child's name and address. This will take you to your child's basic information. At the top of this screen is basic information including name, birthdate, address, phone, grade, and homeroom. Please check the information to make sure it's correct.

Underneath the basic information are the various tabs available to you. The first tab will always be the **Contacts tab**. This is your child's contact information. It lists you and any other individual who is a contact for your child. Underneath the contacts are any siblings your child has, with their age, school and grade.

**Note the icons at the far right of each contact's name. Below is a brief description of each one:**



The **House Icon** indicates the primary contact for the child.



The **Paper/Envelope** icon means that this contact can receive district mailings



The **Green Up Arrow** indicates that this contact is allowed to pick up the child




The **Computer Monitor** means that this contact has a Parent Portal account.

The green text listed below your child's photo is the "Locator" and will reflect where your child is throughout the day.


### The Schedule tab:

The Schedule tab shows you your child's schedule. The default is the Standard View of the schedule. You may also choose the Grid View, which puts the information in a grid.

  Standard View  Grid View

**Fall**

Period	Section	Course	Days	Room	✉ Teacher
1	1	ALGEBRA II	1,2,3,4,5,6	359	✉ Mr. Wilson
2	2	EARTH SCIENCE	1,2,3,5,6	266	✉ Mr. Rofriguez
2	1	CONCERT BAND II	4	218	✉ Ms. Bonner
3	6	SOCIAL STUDIES 9	1,3,4,5,6	104	✉ Mr. Perry
3	1	FRENCH 2	2	410	✉ Ms. Lee
4	4	SKILLS LAB	1,2,3,4,5,6	315	✉ Ms. Rollins
5	9	LRR	1,2,3,4,5,6	352	✉ Ms. Walker
6	2	FRENCH 2 ES	1,2,3,4,5	404	✉ Ms. Briggs
6	10	LAW & GOVERNMENT	6	201	✉ Mr. Fairrow
7	7	ART OF COMMUNICATION	1,2,3,4,5,6	319	✉ Ms. Yellow
8	8	PE 9-10B	1,3,5	GYM	✉ Mr. Baily
8	2	PSYCHOLOGY	2,4,6	326	✉ Mr. Shear

To print your child's schedule, click on the printer icon  at the top left of the screen.

**Note:** you can email any teacher by clicking on the envelope icon in front of their name OR you can email all teachers at once by clicking on the envelope icon in the Teacher column header.

### The Attendance tab:

The Attendance tab shows a summary of your child's absences for the current year. Beginning in the 2012-13 school year, prior year attendance information will also be available.

2011-2012 ▾

Type	Date	Reason
Out	11/2/2011 8:15:00 AM	Field Trip
Late Arrival	10/4/2011 9:26:00 AM	Doctor Appointment
In	9/9/2011 11:02:00 AM	Doctor Appointment
Out	9/9/2011 9:30:00 AM	Doctor Appointment

### The Grades tab:

The Grades tab shows your child's grades for each class based on the "view" you've selected. Choose the different views from the drop-down menu next to the School Year menu.

The screenshot shows the 'Grades' tab selected in a navigation bar. Below the navigation bar, there are controls for 'School Year' (2011-2012) and 'View' (Marking Period Grades) for 'MP1'. The main table displays the following data:

Course	Teacher	MP	Days	Period	Section	Grade	Comments
ACC. MATH 7	✉ Ms. Klee	F,S	A,B	1	1	98	• A pleasure to have in class
ACC. SCIENCE 7	✉ Mr. Holloway	F,S	A,B	4	1	95	• Courteous and cooperative

Viewing options are Marking Period Grades, Progress Interval, Marking Period Average, Assessment Grades, and Final Grades. Here's what each option means:

**Marking Period:** Shows the Marking Period grades for the selected marking period – if the marking period is completed. This is the grade that appears on the report card. If you want to see your child's current average, choose "Marking Period Average" instead. To choose a marking period, use the drop-down menu to the right of the View menu (MP1, MP2, etc). Again, there will only be grades listed in this view if the marking period has already been completed.

**Progress Interval:** Shows the student's Progress Report grades for selected Progress Interval

**Marking Period Average:** Shows the student's average for each class in the current marking period. This is your child's average as of right now – for grades the teacher has entered up to now.

**Assessment Grades:** Shows any state or local assessments that a student has taken for a selected school year.

**Final Grades:** Shows the final grades for a specific school year.

**Note:** You may e-mail your child's specific teacher by clicking on the envelope icon (✉) to the left of each teacher's name.

### The Discipline tab:

On the Discipline tab, parents can view a list of all referrals the student has received for the selected year. The list shows the student's grade, the date seen, the date of the incident, the offense type, the disposition assigned for that referral, and the related disposition points. This tab will also show the total points accumulated for that year.

Student					
2008-2009					Total Points: 30.00
Grade	Date Seen	Incident Date	Offense	Disposition	Points
9		12/8/2008	Driving/Riding/parking Infraction	Warning	5.00
9		12/8/2008	Destruction of or Damage to School Property	Warning	5.00
9		11/12/2008	Truancy from School	In-School Suspension	20.00

### The Assignments tab:

The final tab available to you is the Assignments tab. This tab shows all assignments a teacher has entered in their grade book for whatever year, marking period, and course you have selected from the available drop downs along the top:

Student					
School Year	2011-2012	Marking Period	MP1	Courses	All Courses
Course Name	Assignment Name	Assignment Date	Max Score	Student Score	Teacher Name
ACC. MATH 7	Quiz 2	9/19/2011	100	98	Klee
ACC. MATH 7	HW 2	9/16/2011	100	95 (90) [LT]	Klee

When you hover over each of the column headers, the cursor will change into a hand meaning that you can sort that column by clicking once on the column header. You will probably sort by course name or teacher name most often.

If you do not see a score for a student, this means the teacher has not yet entered one. Please give the teachers a reasonable amount of time to enter their grades. Keep in mind that things like papers/reports/projects may take longer to grade than other assignments and the teacher may need a little more time to grade and enter these scores.

If a teacher is using attributes and has assigned one to a particular assignment for your child, you will see the attribute in brackets [ ]. When you hover over the attribute you will see the title and the point adjustment, if any. When an attribute with a point adjustment is used, you will see your child's actual score reflected in parentheses ( ).

**If you see any incorrect data entered on your child/children, please contact your building principal. Also, if you have any questions or concerns regarding Parent Portal, please notify your building principal.**