

# Spencer-Van Etten School District SchoolTool Student Portal

All students in grades 5-12 will be given a Student Portal account. We hope you find this information helpful in assisting you with the features of Student Portal.

## First time log-In:

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

1. Your student account information (username and password)
2. 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>.

Spencer-VanEtten  
Central School District

schooltool.in

SVE  
Live Site  
10.0-09

Home Home

Username:  
Password:  
Login

Spencer - Van Etten  
Central School District

1. Enter your student account name 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 – click on the Purple Arrow to access your information**

Student Campus Account Messages

MY HOME

Welcome, John Smith, today is Tuesday, October 29, 2013  
Cycle day B in Spencer-Van Etten High School - High School

▶ **John Smith**  
100 Main St  
Rochester, NY 12345  
Home: (607) 555-1234

Navigating around Schooltool – the first screen you will see is your name and address and the list of contacts attached to you.

**Contacts** | Schedule | Attendance | Discipline | Grades | Assessments | Assignments

**STUDENT**

**Contacts** ?

<b>Jane Smith</b> <u>100 Main St</u> <u>Rochester, NY 12345</u> Custody Type: N/A	Mother Home: (607) 555-1234	   
<b>David Smith</b> <u>100 Main St</u> <u>Rochester, NY 12345</u> Custody Type: N/A	Father Home: (607) 555-1234	

Underneath the basic information are the various tabs available to you. The first tab will always be the **Contacts tab**. This is your contact information. It lists you and any other individual who is a contact for you. Underneath the contacts are any siblings you have, 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 photo is the "Locator" and will reflect what class you are in throughout the day.

**The Schedule tab:**

The Schedule tab shows you your 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 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 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 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.

Student							
		Contacts	Schedule	Attendance	<b>Grades</b>	Assignments	
School Year	2011-2012	View	Marking Period Grades	for	MP1		
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 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.

**Marking Period Average:** Shows the student’s average for each class in the current marking period. This is your current 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.

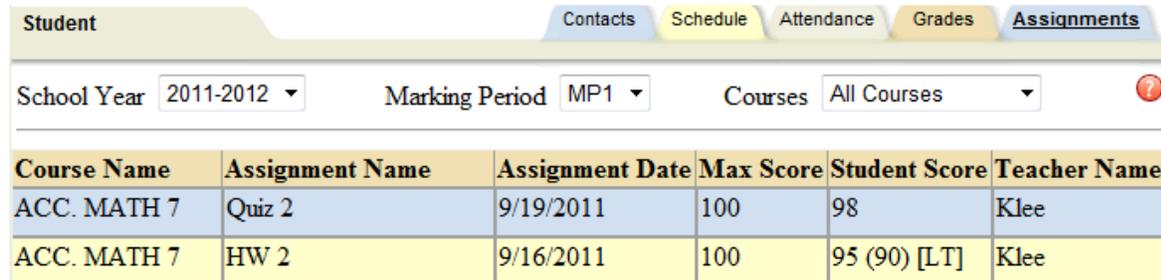
## The Discipline tab:

On the Discipline tab, you can view a list of all referrals you have received for the selected year. The list shows the date seen, the date of the incident, the offense type, and the disposition assigned for that referral.

Student							
		Contacts	Schedule	Attendance	<b>Discipline</b>	Grades	Assignments
2008-2009							<b>Total Points: 30.00</b>
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:



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, 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, you will see the attribute in brackets [ ]. When you hover over the attribute, you will see the title and the points adjustment, if any.

**If you see any incorrect data entered, please contact your principal.**

**Also, if you have any questions or concerns regarding the Student Portal, please notify your principal.**