

## Parent Portal User Guide



**Parent Portal** is a way for you to connect directly to the student management system used at Rome CSD to monitor your students' academic progress in real time.

With a Parent Portal account, parents are able to view the following student information:

- Student Record
- Contact Information
- Current schedule
- Attendance (daily and course absences)
- Grades (Progress & Marking Period average, Final grades, Assessment grades, Report Card grades)
- Assignments
- Email your students' teachers and counselors

\*Please contact your student's school for account maintenance.

### How to get started?

1. Complete a registration form. You can get this from the district's website, by clicking [http://www.romecsd.org/parents/parent\\_portal\\_applications](http://www.romecsd.org/parents/parent_portal_applications)
2. After you have received a login and have been emailed your password, go to the schooltool website: <https://schooltool.romecsd.org/SchoolToolWeb>
3. Your **Username** is the email address that the school has on file, and the **Password** is the one contained in the email. Click on **Login** to enter schooltool!

### What if I've lost my password?

1. Go to the schooltool website: <https://schooltool.romecsd.org/SchoolToolWeb>
2. Where you see **Username**, type in the email address that the school has on file and click on **Login** without typing in a password.
3. You should see the following message appear:

[New User or  
Forgot password?](#)

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- a. Click on the link.
  - b. If you did not see this information appear, please contact your student's school for further assistance.
4. The following screen appears, prompting you to type your email address again.

A screenshot of a web form with a white background and a thin black border. At the top, the text "Enter your Username to receive your password by email." is displayed in a blue, serif font. Below this text, the word "Username:" is followed by a white rectangular input field. Underneath the input field is a grey rectangular button with the word "Submit" in white text.

5. Click the **Submit** button to be sent a brand new password!
- a. Please note, you should see an email being sent to you from **SchoolTool**. When this arrives, please note that the password that is sent to you is case-sensitive.

### How do I log in to schooltool?

1. After logging in to schooltool the first time via <https://schooltool.romecsd.org/SchoolToolWeb>, by entering your email address as your username and your password that was emailed to you, you will see the main screen, called the "Home" screen. This is where you can view the students that are attached to your account.

### How do I change my password?

It's a good idea to change your password to a phrase that you will be able to remember. Your password will need to have the following for security purposes:

- A minimum of 8 characters
- An upper case letter
- At least one number

1. Click on the **Account** tab of your home screen.

A screenshot of the SchoolTool user interface. The top navigation bar is dark blue with "HOME", "HELP", and "LOGOUT" in white. Below it is a yellow bar with "2016-2017". A sidebar on the left has "MY HOME" and "PREFERENCES" in white on a dark blue background. The main content area has a yellow header with "MY HOME" and "Students Campus Account" tabs. Below this is a "CHANGE PASSWORD" section with three input fields for "Old Password:", "New Password:", and "Confirm:". A "Change Password" button is below the fields. At the bottom, there is a section for "Your last logins:".

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2. Enter your existing password in the "Old Password" box.
3. Type in your new, memorable password in the New Password and Confirm box.
4. Click the Change Password button to finalize.

### How do I log out?

To log out, click the Logout button in the upper left corner of the window, or close that tab/browser entirely.



### How do I use Parent Portal?

schooltool uses simple navigation buttons that allow you to perform basic functions with a click of the mouse. The following is a legend that describes each button's functionality:

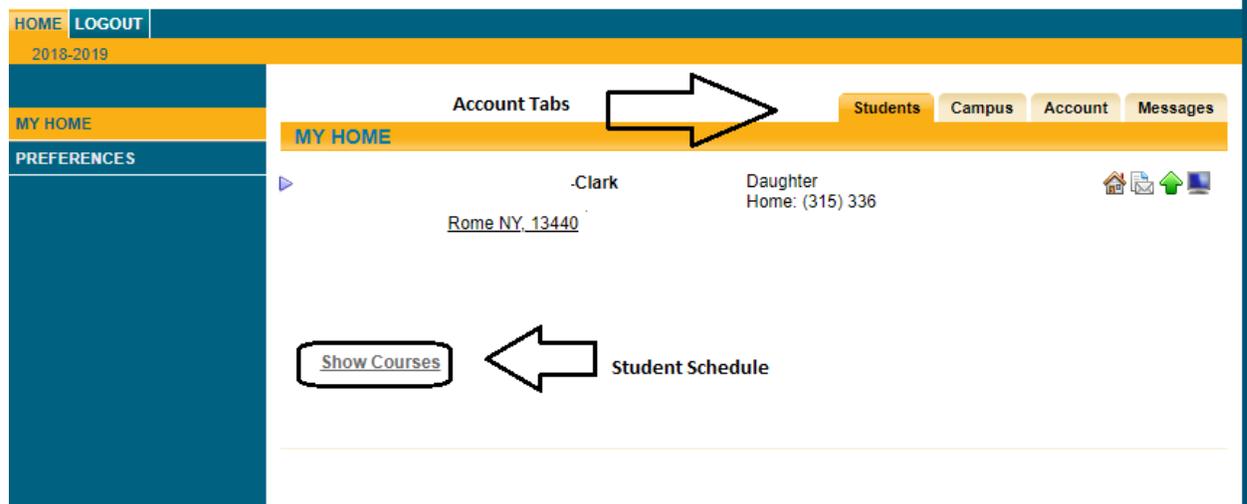
Show/Hide	Print or Report	Cancel
Show/Hide	Done or Return	Email
Select or Details	Previous or Done	Check Spelling

Your Home screen will show you 4 tabs: Students, Campus, Account and messages, as well as a breakdown of all students that are attached to your account. Student schedules can be viewed by

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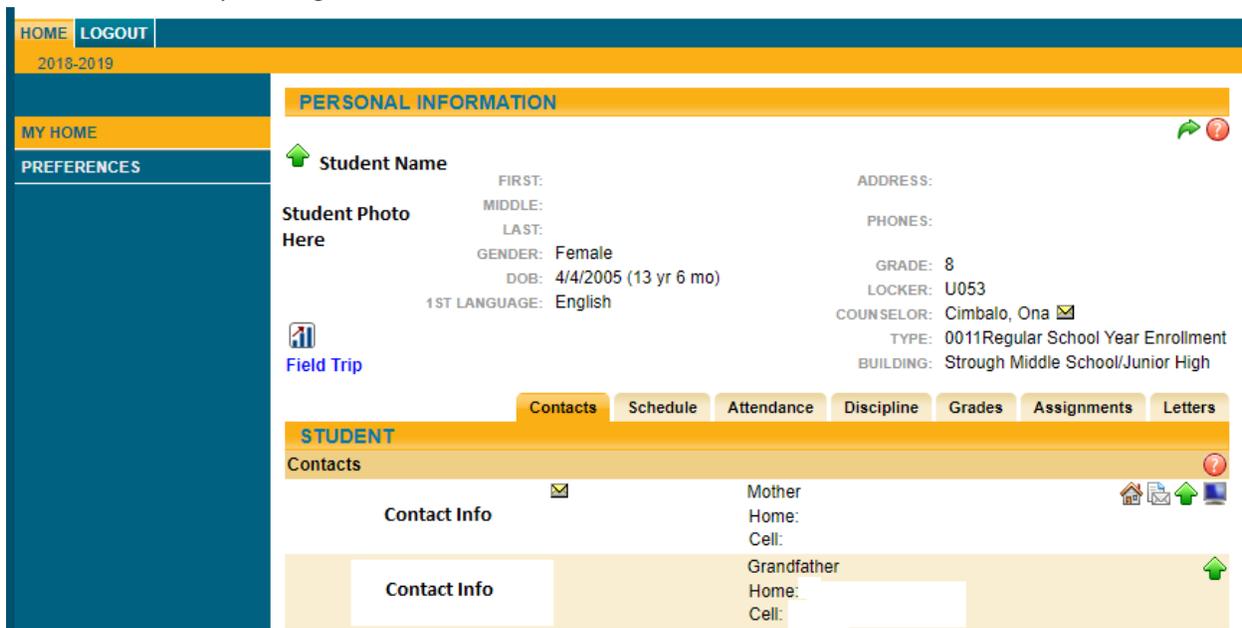


clicking on the Show Courses link:



## How do I view the details on my student's record?

Select a student by clicking on the  icon.



Be sure to verify your contact information, as you'll see a breakdown of all relevant contact data for the student. **You will need to contact the district to update any of the information you see here.**

The **green text** below the portrait is the locator text, and will tell you, based on time of day and

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submitted attendance, where the student is as of right now. If the student is absent or has some other form of absence (like a field trip) the text changes color accordingly.

The bottom portion of the page provides a breakdown of more specific data in each tab.

### Schedule Tab

Click this tab to see a complete listing of your student’s schedule for the present school year including a list of teachers. If present, you can also click on the Send Email icon to immediately begin composing an email to that teacher, or to **all** teachers by clicking on the Send Email icon to the left of the Header marked **Teacher**.

records.

You are also able to print a copy of your student’s schedule by clicking the Print Student schedule icon .

### Attendance Tab

This tab has a complete listing of your student’s attendance for the given year. You are able to view both Daily and Course attendance.

**ALL** shows you all course absences, including those tied to daily absences.

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**MISSED** shows you all period misses where the student was marked absent by a teacher (this view only shows when the student was expected to be in class and marked absent, and does not show absences on days and periods where the student was marked absent for the entire day).

**TALLIES** The tallies button  opens a display where you can filter by reason, type, course, period, teacher or date all attendance information. You can also print from this view.

### Grades Tab

A screenshot of the Parent Portal interface showing the 'Grades' tab selected. The interface includes a navigation bar with tabs for 'Contacts', 'Schedule', 'Attendance', and 'Grades'. Below the navigation bar, there is a header 'STUDENT' and a form with the following elements: 'School Year' with a dropdown menu showing '2016-2017', 'View' with a dropdown menu showing 'Marking Period Grades', and 'for' with a dropdown menu showing 'MP1'.

The Grades tab gives you a breakdown of grades based on the selected view. You can choose from: Progress Report, Marking Period, Marking Period Average, Final, and Assessment Grades.

***Please note that access to certain information in each tab area may have a specific publish date, meaning it may not be viewable until a certain date (set by the district). Please contact the district if you have any questions.***

You are able to look at information submitted for past years by selecting a different school year. Switch between the different grade view options by selecting from the **View** and **For** options.

You may also see a print icon to generate a copy of a report card or progress report dependent upon when you access this area. ***This is also a feature with a specific publish date. Please contact the district if you have any questions.***

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**STUDENT**

School Year  View  for

Course	Teacher	Section	Gr:
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### Assignments Tab

The Assignments tab shows a list of all assignments that are graded within a given year. You can filter this list by course, school year, and/or marking period, as well as an average of all given assignments in the chosen view.

**STUDENT**

School Year  Marking Period  Courses  Avg: 88.10

Course	Category	Assignment Name / Description	Date	Max	Score
English 11 (Adams)	Homework	HW 1 Unit 1 review packet	10/6/2014	100	82 (90.2) [EC]
English 11 (Adams)	Homework	HW 2 Unit 2 review packet	10/8/2014	100	87 (82) [L1]
English 11 (Adams)	Homework	HW 3	10/14/2014	100	86

If the teacher has added an Attribute which modifies the score somehow, you can mouse over it to see what that attribute does. In the example above, there is an attribute of EC and L1 applied to a couple of different assignments. Hovering your mouse over the attribute shows the following information:

Score
82 (86.1) [EC]
87 (82.65) [L1]
79 (85.05) [B] Late 1: -5%
100

The score on the left is the original score, and the score in the parentheses is the score after the attribute changed the score.

Teachers can also provide notes on the assignments for you and the students to read. If so, you will see a notes column added to the Assignments view, such as in the following example:

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STUDENT						
School Year	2013-2014	Marking Period	M1	Courses	Global History & Geo-10	Avg: 74.40
Course	Category	Assignment Name / Description	Date	Max	Score	Notes
Global History & Geo-10 (Edwards / Simmons)	Unit Tests/Projects	Pre-test Results	9/4/2013	100	25	Good effort
Global History & Geo-10 (Edwards / Simmons)	Homework/Classwork	5Symbols Miniposter	9/5/2013	100	100	
Global History & Geo-10 (Edwards / Simmons)	Homework/Classwork	Signed Syllabus	9/5/2013	100	[DN]	
Global History & Geo-10 (Edwards / Simmons)	Homework/Classwork	Absolute Vocab	9/7/2013	100	100	Turned in 2 days late

If a teacher provided any other attachments for an assignment, such as a worksheet, you will see an icon that resembles a piece of paper in the Assignment Name column. Click it to download the file.

(Edwards / Simmons)	Homework/Classwork	5Symbols Miniposter	9/5/2013	100	100	
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If you have any questions regarding something not addressed within this document, please contact your students building for more information.