ELMIRA CITY SCHOOL DISTRICT

"Preparing Students for the Future"

SCHOOLTOOL PARENT PORTAL INFORMATION

& QUICKSTART GUIDE

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About Schooltool Parent Portal

REGISTER FOR PARENT PORTAL

The Schooltool Parent Portal is one of many ways to keep in touch with your child's academic progress, and is available to all parents in the Elmira City School District. This service is intended to enhance communication between school and home.

The Parent Portal is a module of the Schooltool student information system used by the Elmira City School District, and it allows parents and legal guardians to view their child's class schedule, grades, assignments, attendance record, discipline history, and contact information from nearly any device that can access the Internet. Teachers can be e-mailed directly through Parent Portal. Registration for a parent portal account requires:

- A valid email address
- A completed parent portal registration form:
  *Download the **Parent Portal Registration Form Here** on our website:
  (http://www.elmiracityschools.com/uploadeddocs/parentportalregistrationform.pdf)
  *A copy of this form is also included within this packet.
  *Return this form to your child's school. Please allow up to 2 weeks for processing.

*Note: You only need to complete one registration form to view all children registered in your care.

Once your information has been verified and your account has been created, you will receive a password to access your account sent to your registered email address. Please ensure that you add **elmiracityschools.com** to your whitelist or allowed senders list in your email client to ensure you receive the email in your inbox.

To access Parent Portal, visit the Elmira City School District's web site at **www.elmiracityschools.com**. From the home page, click on the "Parent Portal" Quick Link on the left side, and you can access a Quick Start Guide, Frequently Asked Questions, and more information about Parent Portal.

PARENT PORTAL FAQs
Do I need any special software to use parent portal?
To effectively access your Parent Portal account you will need:

- *Computer or mobile device with Internet access - A minimum dial-up modem speed of 56Kbs - a slower connection will work but not as well.*

- *The company hosting the Parent Portal recommends using Internet Explorer 7 or 8 or Safari 3.0 or 4.0. Schooltool may still be accessible using unsupported operating systems and browsers (i.e., Firefox),*

but there is no guarantee functionality, performance, or security if the minimum requirements are not met.

- *Adobe Reader - This is a free document reader available for download on the web at:*
  http://get.adobe.com/reader/

  There are some reports that require the Adobe Reader to view or print.

How often do I need to fill out the parent portal application?

You only need to fill out the application once to create the account. Younger siblings will become visible on the portal once they become school age and register for school. Accounts are carried over from year to year as long as you do not move out of the district.

What happens if my email address changes?

Please complete the Parent Portal Update Form by clicking on **Update Your Email Address** *at the top of this page. Once your account change has been processed, your parent portal user name will be updated to reflect the new email address as well. You should allow two weeks to be notified at your new email address for the change.*

What happens if I forget my userID or password?

Simply enter your email address, with no password, and click the "login" button. You will then be presented with the "Forgot..." link. Just follow that process to have your password emailed.

How often is information updated in parent portal?

Demographic, attendance and discipline information is updated in real time. Scheduling information becomes available on the date the change is scheduled to occur. For assignment information, you may want to contact your child's individual teachers to ask how often they update assignment information. Teachers can be contacted directly through the parent portal by viewing the child's schedule and clicking on the email icon next to the teacher's name.

How do I add/change/correct my personal information including address or telephone number?

Please notify your child's school for any such change of information.

What if the parent portal reflects an incorrect grade for my child?

You will want to contact your child's Guidance Counselor and/or Teacher.

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Schooltool Parent Portal QuickStart Guide

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.

LOGGING IN FOR THE FIRST TIME
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 username for the Parent Portal.
2. Your temporary password. This was e-mailed to you at the e-mail address you used for registration. You'll use both your e-mail address and this password to log in to the Parent Portal.

To access the Parent Portal:
1. Go to www.elmiracityschools.com
2. Click Parent Portal under the Quick Links on the left side
3. Click Login to Parent Portal
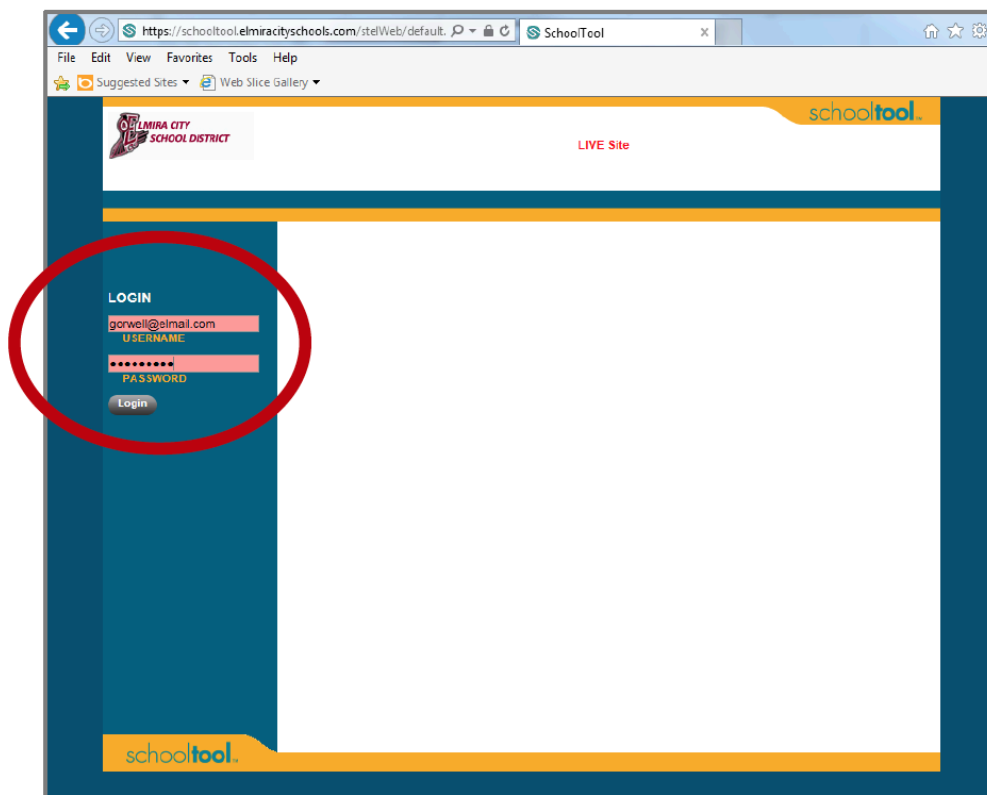
4. Enter your e-mail address in the box that says "Username"
5. Enter the password in the box that says "Password"
6. Click on the gray Login button below the password box.
7. You should now be on your "Home" page.

THE HOME PAGE

PLEASE 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.
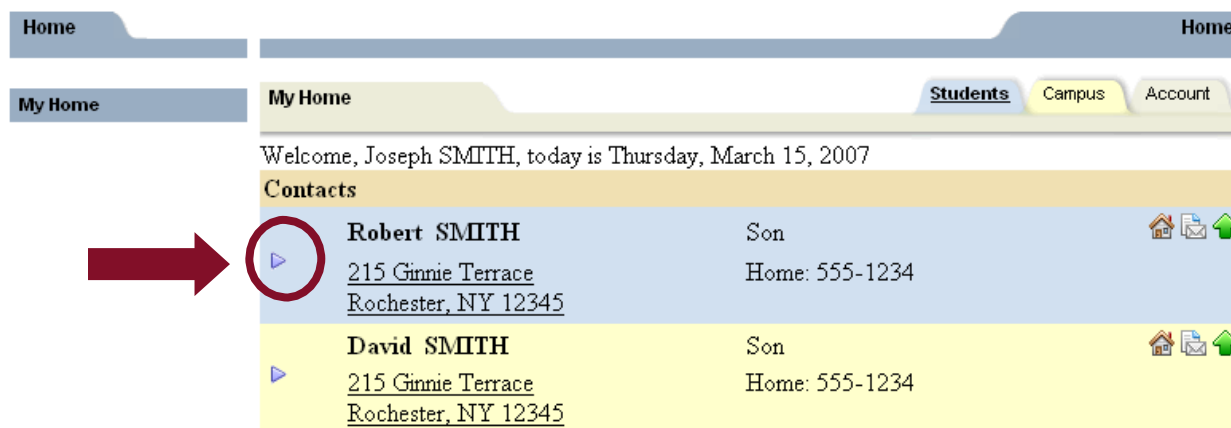
> *Make sure your password is something you can easily remember but is not too easy and is not something that your child(ren) would know or be able to guess.*

NAVIGATING AROUND SCHOOLTOOL PARENT PORTAL

How to access information about your child – THE 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 e-mail any teacher by clicking on the envelope icon in front of their name OR you can e-mail 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 2012-2013 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.

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 dropdown 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 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 that 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 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 dropdowns along the top:

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

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 that 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 on 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 in the Schooltool Parent Portal, please contact your child's school. If you have any questions or concerns regarding Parent Portal, please notify your child's school principal.

Parent Portal Registration Form

The Elmira City School District's Parent Portal is a free service offered to all parents/legal guardians of students currently enrolled in grades Pre-K through 12. The intention of this access is to enhance communication and dialog between school and home.

Parent Portal User Guidelines:

- Access to the Parent Portal is a privilege. In submitting this request, I understand that the District will provide me with a login password that will allow me to access information about my child's school performance, including classes, teacher names, attendance, grades, and discipline. I understand that the School Tool Parent Portal may record and maintain information about when and how I use the School Tool Parent Portal, and that this information is the property of the District and subject to review by the District.
- I accept responsibility for all actions that are performed by anyone gaining access to the School Tool Parent Portal using the login and password assigned to me.
- I understand that the District makes no guarantee that the functions or the services provided via the School Tool Parent Portal will be error-free or without defect. The District retains the discretion to suspend access to the School Tool Parent Portal when there is reasonable suspicion to believe that the account has been compromised.
- I certify that I am a parent or legal guardian of the students I have listed below.

I have read the School Tool Parent Portal user guidelines above for parents/legal guardians and agree to abide by and support these rules. I understand that if I violate any of the above terms, that I may lose my privilege to use the Parent Portal.

CONTACT INFORMATION (Please Print Clearly)

Parent/Guardian Name: _____   Home PH#: _____

Home Address: _____   City: _____   ZIP: _____

Email Address: _____
   (This email address is required to obtain an account and serves as your primary email address with the District.)

I hereby give the Elmira City School District permission to place information regarding the below student(s) in the Parent Portal program for me to access. **NOTE: Only one application is needed to view all children registered in your care.**

STUDENT NAME	GRADE	SCHOOL
1		
2		
3		
4		
5		
6.		

For additional space, please attach a separate page. *Return this form to your child's school.* You will be notified by email when the account has been created. It may take up to two weeks for the account to be created.
School Secretaries - please forward these forms to Marybeth Gronski at the Administration Building.

_____   _____
Parent / Legal Guardian Signature   Date

Elmira City School District

Parent Portal Update Form
PLEASE PRINT CLEARLY

The Elmira City School District's Parent Portal is a free service offered to all parents/legal guardians of students currently enrolled in grades Pre-K through 12. The intention of this access is to enhance communication and dialog between school and home.

The Parent Portal uses your email address for your account information. If your email address has changed, please complete the form below for verification and to update your Parent Portal account with your new email address.

CONTACT INFORMATION

Name:_____   **Home Phone:**_____

Home Address:_____   **City:**_____ **ZIP:**_____

Current Parent Portal Username:_____

New Email Address:_____
This email address is required to obtain an account and serves as your primary email address with the District.

I hereby give the Elmira City School District permission to place information regarding the following student(s) in the Parent Portal program for me to access. **NOTE: You only need to submit one application to view all children registered in your care.**

STUDENT NAME	GRADE
1.	
2.	
3.	
4.	
5.	

If additional lines are needed, please attach a separate page

_____   _____
Parent / Legal Guardian Signature   Date

Return this form to your child's school. You will be notified at your new email address when the account is updated. It may take up two weeks for the account to be updated.