SchoolTool - Parent Portal
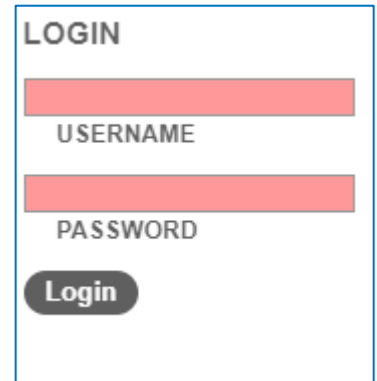# Quick Reference Guide

Getting Started: **Go to our Greene Central School Distirct district website. Click on Parent Portal icon.**
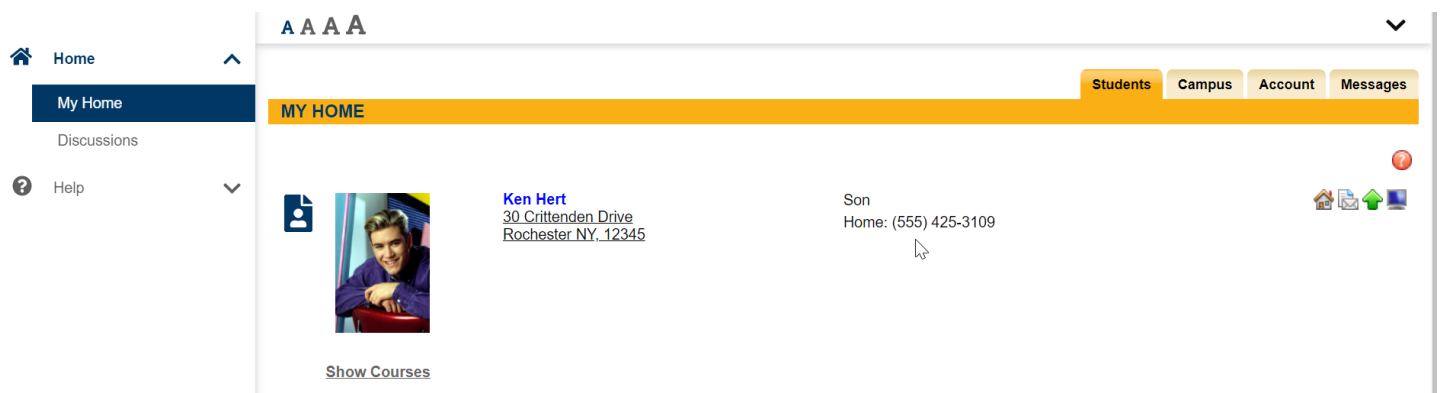
Logging in: Enter your **username** (this is your email address you shared with the district) & **password** (this is contained in the initial email sent from the district).

*NOTE: Do **NOT** use the __Internet browser's__ back button while in SchoolTool as this will cause an error message to appear. There is also no double clicking in SchoolTool.*

Once you are logged in you will see the **Home>My Home** view by default and any of your children that you have Parent Portal access to listed.
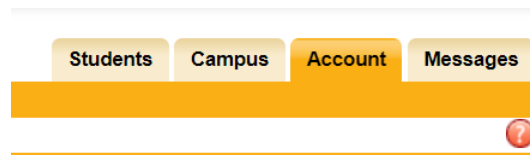
LOGIN

USERNAME

PASSWORD

Login
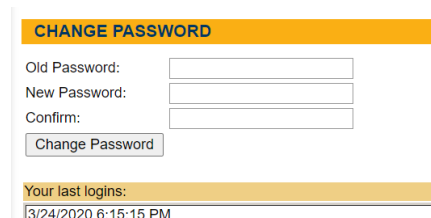
To change your password:

1. Once you are logged in, click on the **Accounts** tab.

2. Enter the **Old Password** – which is the password that was sent to you by the district.

CHANGE PASSWORD

Old Password:
New Password:
Confirm:
Change Password

Your last logins:
3/24/2020 6:15:15 PM

3. Enter a **New Password** and then enter it again in the **Confirm** field.

4. Click on **Change Password** when finished.

Below is a list of common icons you may see throughout the system:

	View Student Record – use this icon to view additional information on your child.
	Email – select this icon to send an email to the person. The email will come from your account email.
	Print or **Report**
	Medical Alert – if the student has a medical alert, hover the mouse over the icon to view the alert information.
	Help – when you click on this icon it will give you more information about the screen you are currently on.
	Custom Flag – the district can create any color flag for any information they want – hover the mouse over the flag to view information.
	Done – this icon will return you to the previous screen.

Click on the **View Student Record** icon next to your child to view additional information.

You will see your child's basic information in the top portion of the screen and a set of tabs across the bottom portion of the screen. The information and tabs available are set by your district. Below is an example of what it may look like.

Click on each tab to view the information:

Attendance – shows all Daily and Course attendance.
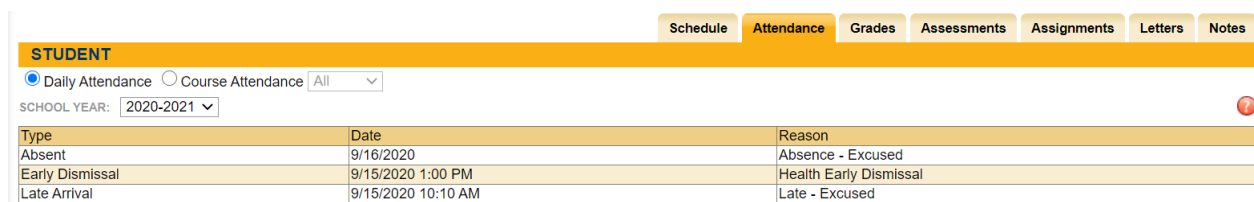
Grades – shows all courses and grade information. **Marking Period Grades** will display – no grades will display until the report card grades are available at the end of the marking period.

- o Select **Progress Report Grades** from the View drop-down for your student's progress reports.

STUDENT

School Year 2020-2021 ▼   View Progress Report Grades ▼   for Q1: 5 Week 1 ▼

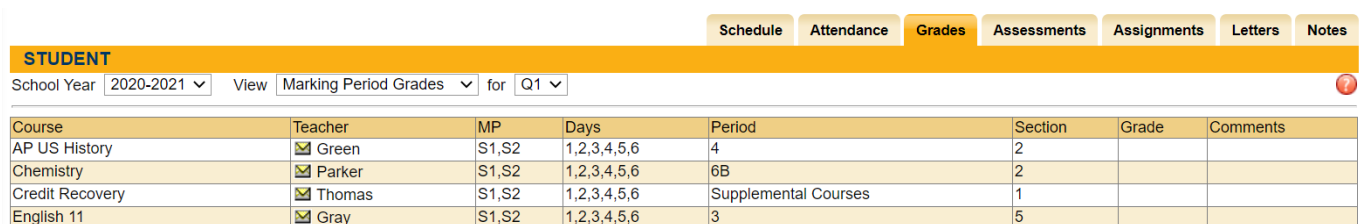| Course	Teacher	MP	Days	Period	Section	Grade	Comments
AP US History	✉ Green	S1,S2	1,2,3,4,5,6	4	2		
Chemistry	✉ Parker	S1,S2	1,2,3,4,5,6	6B	2		
Credit Recovery	✉ Thomas	S1,S2	1,2,3,4,5,6	Supplemental Courses	1		
English 11	✉ Gray	S1,S2	1,2,3,4,5,6	3	5		

- Select **Marking Period Average** from the View drop-down for your student's current course grades.

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

STUDENT

View Marking Period Average ▼ for Q1 ▼

Course	Average	Categories		
American History, Section 4 Adams Meets: Sem S1,S2 Days 1,2,3,4,5,6 Period(s) 8	None			
ASC 11, Section 4 Murphy Meets: Sem S1,S2 Days 1,3,5 Period(s) 9	None			
English 11, Section 2 ✉ Gonzalez ✉ Martin Meets: Sem S1,S2 Days 1,2,3,4,5,6 Period(s) 6B	None			
Gen Chemistry AM, Section 1 ✉ Moore Meets: Sem S1,S2 Days 1,2,3,4,5,6 Period(s) 2	None			
Geometry - part 1, Section 1 ✉ Brown Meets: Sem S1,S2 Days 1,2,3,4,5,6 Period(s) 1	105.00	**Category** Homework : Tests :	**Weight** 40% 60%	**Average** 0.00 105.00

Assignments – displays any assignments the teacher has given view access to for the selected marking period. Choose to view specific courses from the **Courses** drop-down or to sort by course, click the Course heading to group all assignments by course alphabetically.

| | | | | Schedule | Attendance | Grades | Assessments | Assignments | Letters | Notes |

STUDENT

School Year 2020-2021 ▼   Marking Period Q1 ▼   Courses All Courses ▼ ⓘ

Course	Category	Assignment Name / Description	Date	Max	Score
Math 11 (Anderson / Mohamed)	Homework	Homework 6	9/17/2020	20	
Math 11 (Anderson / Mohamed)	Homework	Homework 5 Unit 2	9/15/2020	20	
Math 11 (Anderson / Mohamed)	Participation	Participation Unit 1	9/11/2020	100	100
Math 11 (Anderson / Mohamed)	Test	Test 1 Unit 1	9/11/2020	100	