

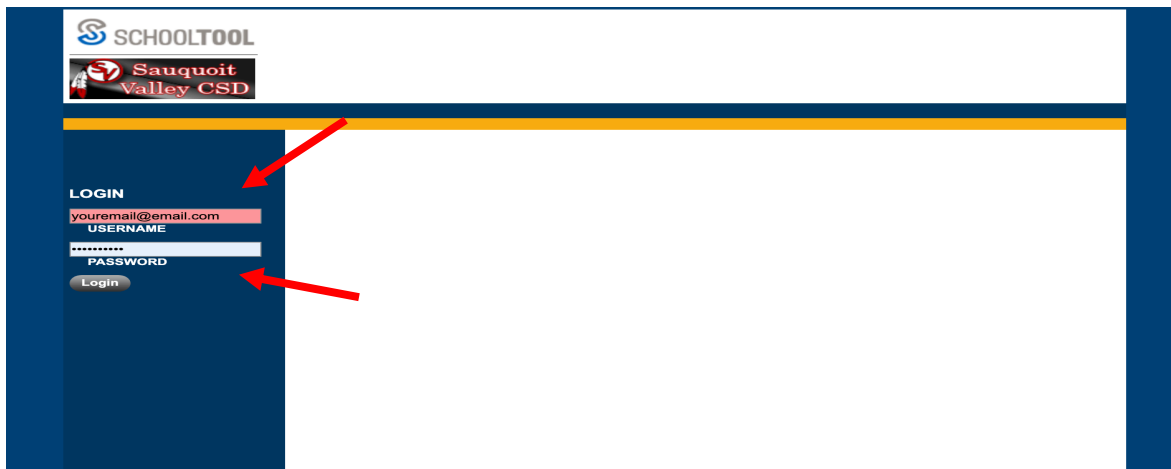
PARENT GUIDE FOR ACCESSING SCHOOLTOOL

Schooltool is a web-based program that allows access to student information.

Log into schooltool by going to the following URL: <https://schooltool.svcsd.org/schooltoolweb/>

You may also use the Parent Portal link that is on the district's website <https://www.svcsd.org/Domain/4> and click on the Parent Portal icon in the upper right corner.

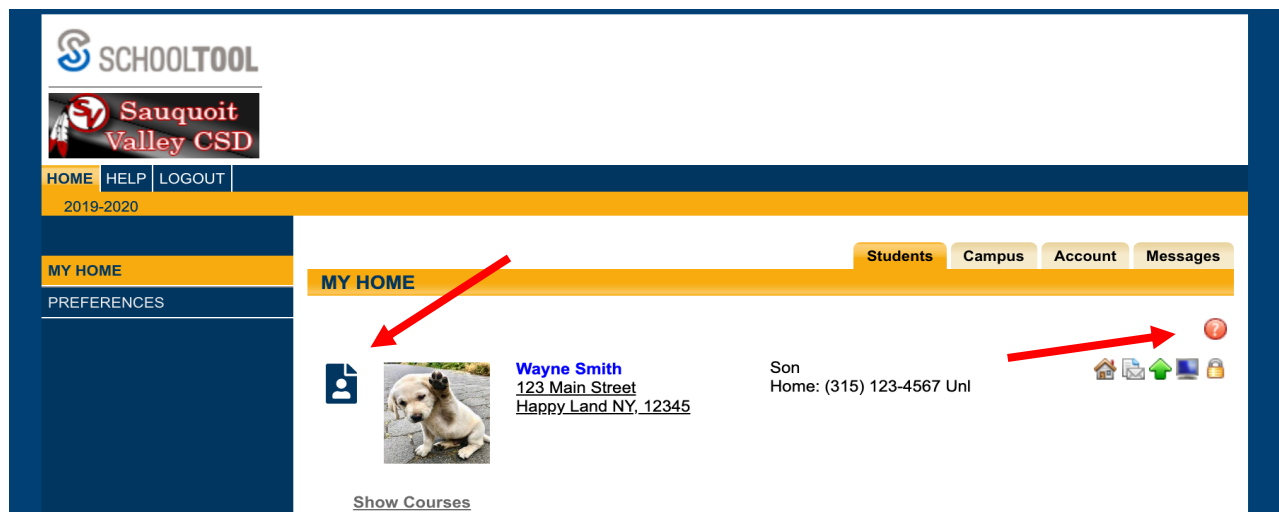
Enter the email address that you provided to the district and your password.



If you forget your password you can enter your username (email address) and no password and click LOGIN. You'll be prompted to enter your username again in the center of the screen. Once you enter your email address it will tell you to check your email for your new temporary password. The email may take several minutes. If you do not see an email be sure to check your spam and/or junk.

Anytime you are in Schooltool and see a red circle with a white question mark inside you can click it for detailed information and helpful hints.

To view your child's information, click on the icon to the left of your student's picture.



SCHOOLTOOL

Sauquoit Valley CSD

HOME | HELP | LOGOUT

2019-2020

PERSONAL INFORMATION

Smith, Wayne

FIRST: Wayne
MIDDLE: Smith
LAST: Smith
GENDER: Male
DOB: 1/13/2009 (11 yr 3 mo)
1ST LANGUAGE: English
EMAIL: StudentName@YourSchool.com

ADDRESS: Unknown
GRADE: 12
TYPE: 0011 - Regular School Year Enrollment
BUILDING: Sauquoit Valley High School/High School

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

STUDENT

- **Contacts** - This tab shows the contacts and siblings that the district has on file.
- **Schedule** - This tab shows the schedule for the current school year.
- **Attendance** - This tab shows daily attendance. It defaults to the current school year. The school year can be changed by clicking on the up and down arrows to the right of the current school year.
- **Discipline** - This tab shows the formal discipline records (processed by the principal's office) for the current school year. The school year can be changed by clicking on the arrows to the right of the current school year.
- **Grades** - The grades default to the last completed Marking Period grades as seen on the last report card. Historic years and marking periods are available by clicking on the drop downs.
 - You can change the "View" next to Marking Period Grades to see: *Progress Report Grades, Marking Period Average, Assessment Grades and Final Grades.*
- **Assessments** - The Assessments tab will show Assessments from Grades 3-5.
- **Assignments** - You will see assignments for all classes. The screen defaults to show all courses. The dropdown can be used to show individual courses.
- **Letters** - On the Letters tab of a Student Record, users will see the student's Attendance Letter history.

When you're done click LOGOUT (located in the upper left side under the district's logo).