Getting Started

Basic Information
SchoolTool is a historical application that holds all permanent record information on an individual student by school year.

Because SchoolTool is a real-time application, users may experience brief pauses while the system updates itself from screen to screen. Be sure to watch your browser's progress bar to see when the refresh is complete.

Navigation
SchoolTool is a web-based application. This means it can be accessed from any Internet connection anywhere in the world, if you know the URL. This also means that if there is no internet connection, you cannot access SchoolTool.

While viewing SchoolTool through a web browser, you should always use the buttons and links within the SchoolTool interface, and not those of your browser. Using the browser buttons may cause errors and impact the data on your screen. As a general rule, do not use the Back button on your browser as this will halt your connection to the database.

All of the links and navigation buttons are accessed with a single click, not a double click! A double click may not produce the desired results.

Note: SchoolTool will work regardless of the connection you use, (e.g., dial up, DSL, cable)

Note: SchoolTool uses several pop-up windows for calendars, alerts, confirmations and reports. Please make sure to disable your pop-up blocker for the SchoolTool URL.

Navigation Buttons
SchoolTool uses simple navigation buttons that allow you to perform basic functions with a single click.

⬆	Show/Hide	🖨	Print or Report	⊘	Cancel
⬇	Show/Hide	➡	Done or Return	✉	Email
▷	Select or Details	↩	Previous or Done	✓	Check Spelling

Organizing Data Using Column Headings
In many lists, column headings may be used to reorder the list. Click once on a column heading to sort in ascending order. Click again to sort in descending order. If a column heading can be sorted, the mouse pointer will become a hand when held over the column heading.

Accessing SchoolTool

Accounts: Your Google e-mail address will be used to create an account and access SchoolTool.

If you do not have an account, contact:

Burger: Mrs. Ciminelli / **Roth**: Mrs. Cleere
Senior HS: Mrs. Audin / **Alternative HS**: Mrs. Anderson-Evans

Web address: **https://schooltool.rhnet.org/schooltool/**

Passwords
You will receive your first SchoolTool password, through your e-mail, when your account is created.

Changing Passwords

1.) Navigate to the SchoolTool web site
2.) Enter your Username (your email address) and Password
3.) Click the Login button to access SchoolTool
4.) Your main Home screen usually has three tabs: Students, Campus and **Account**
   (Additional tabs may be available depending on district settings)

Click the **Account** tab to change the password
Your new password needs to be:
1.) Greater than or equal to 8 characters
2.) Contain a combination of letters and numbers
3.) Enter your existing password, then the new password (twice)
4.) Click on the Change Password button to finalize the change

Forgotten Passwords
Note: if you do not have an account, please contact your school's main office.

1.) Go to the SchoolTool web site
2.) Where it says Username, type in your full email address.
3.) Leave the Password field blank - Login
4.) The words New User or Forgot Password? will appear
5.) Click on the 'Forgot Password' words.
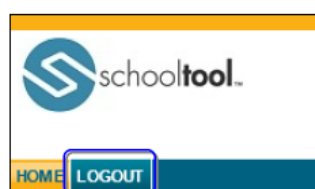   The screen will refresh and you will be prompted again to enter your username.

6.) Enter your email address again and click the Submit button.

7.) An e-mail will be sent to you containing your new password.

Logging Out
When it comes time to end the session, click **Log Out** on the module bar, or simply close the browser window.

Using SchoolTool

After logging in, you will see a window with 3 or more tabs.

Student Tab
This tab lists your name, address and phone number. Use the Select button ▷ to open your record.

Campus Tab
This tab will show you the date and cycle day.

Account Tab
This tab is used to change passwords.

Message Tab
This tab displays any available messages. These messages may contain text, links or attachments. Any attachments will be displayed at the bottom of the message. To download, simply click on the icon beside the file name.

Student Portal

Student Record
The top portion of the screen will provide basic information: name, age, date of birth, etc.

Buttons available:
- The Show/Hide information button 🔼 allows the user to show or hide the personal section.

- The Done ↪ button will return the user to the main home screen.

The bottom portion of the screen will display the Contacts tab by default. This will change as other tabs are selected.

Schedule Tab

This tab provides a complete list of your schedule for the current year. The list will show the class name, the period it's taught in, the day the class meets and the teacher.

In standard view, you can send e-mail to any teacher who has an e-mail envelope next to their name.

The schedule may be viewed in Standard View or Grid View. Click on the appropriate radio button to select a different view.

⦿ Standard View ○ Grid View

Semester 1 - Rush-Henrietta Senior High School : High School

Period	Section	Course	Days	Room	✉ Teacher
1	1	Food Science	B,D,F	C 103	✉ Ms. Snieszko
1	1	AP Economics	A,C,E	B 123	✉ Mr. Rasmussen
2	2	AP Lit & Comp	A,C,E	E 103	✉ Mr. Abell III
2	2	AP Statistics	B,D,F	A 207	✉ Mr. Coe
3.2.4	2	AP Gov&Politics/US	B,D,F	A 205	✉ Mr. Fantauzzo
Lunch2	4	Lunch	B,D,F		
Lunch2	3	Lunch	A,C,E		
4	2	Child/Adult Dev	A,C,E		✉ Ms. Snitchler
4	38	Phys Ed S1	D,F	Gym	✉ Ms. Rotola

Attendance Tab

The Attendance tab shows a summary of absences for the current year.
Use a radio button to view either Daily Attendance or Course Attendance.

| | Contacts | Schedule | **Attendance** |

STUDENT

⦿ Daily Attendance ○ Course Attendance

SCHOOL YEAR: 2016-2017 ▾

Grades Tab

The Grades tab shows grades in each class depending on the View and grading interval selected.

School Year 2016-2017 ▾ | View Marking Period Grades ▾ for QTR 1 ▾

Course	Teacher	MP	Days	Period	Section	Grade	Comments
AP Economics	✉ Mr. Rasmussen	S1,S2	A,C,E	1	1	None	
AP Gov&Politics/US	✉ Mr. Fant...	S1,S2	B,D,F	3.2.4	2	None	

Views: Marking Period Grades: This option will display report card information for the interval selected.

Marking Period Average: This option will display the current grade book average for the course.

Assessment Grades: This option will display midterm and local final exam scores.

Final Grades: This option will display the final grade for all courses for which grades have been submitted.

Note: The Grade column will display 'None' until grades have been published.

Assignment Tab

The Assignments tab shows a list of all graded assignments. This list may be filtered by school year, marking period and/or course.

Note: Teachers determine whether or not assignments may be viewed by parents.

STUDENT

School Year 2016-2017 ▾ | Marking Period QTR 1 ▾   Courses All Courses ▾

Course	Assignment Name / Description	Date	Max	Score

Remember: When it comes time to end the session, click **Log Out** on the module bar, or simply close the browser window.