

Schooltool is web-based student management system that allows parents to access their child's information. Schooltool can be accessed from any web browser (ex: Google Chrome or Internet Explorer).

The following url can be used to access Schooltool: cns.schooltool.cnyric.org/schooltoolweb. There may also be a link to Schooltool on the district's website.



Once the login screen is displayed, enter the username and password provided by the district and click Login.

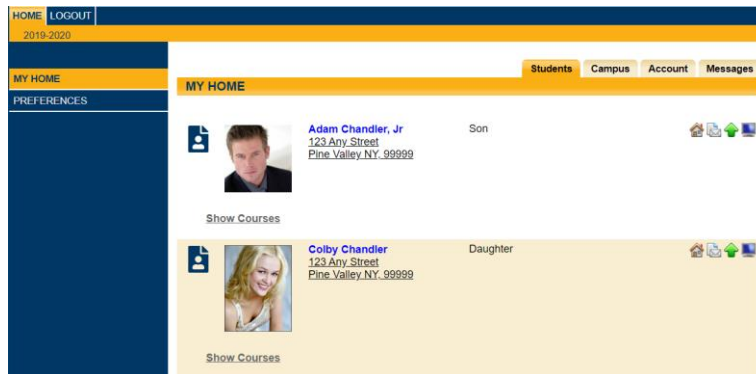
- Your email address is your username
- You should have received an email with your password
 - If you have not received an email, please contact your child's school

*****Please Note:*** All images and information in this packet is from a sample database and do not reflect a real student, therefore, screens and tabs may be slightly different when you log into Schooltool.

Please Note: Schooltool also has a mobile app that can be downloaded from iTunes or Google Play. Not all functionality is available in the mobile app.

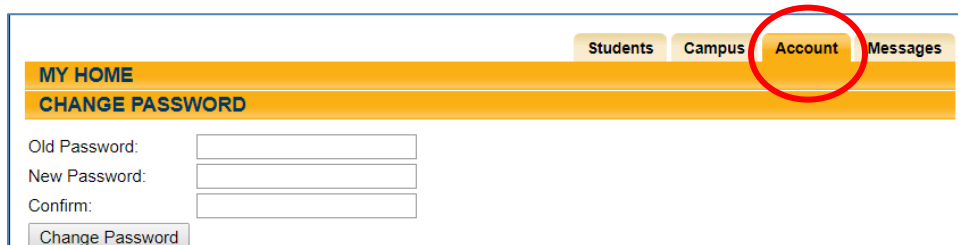
My Home View

Once you have successfully logged into Schooltool, you will be in the “My Home” screen in Schooltool. This will display the students you have access to in Schooltool.

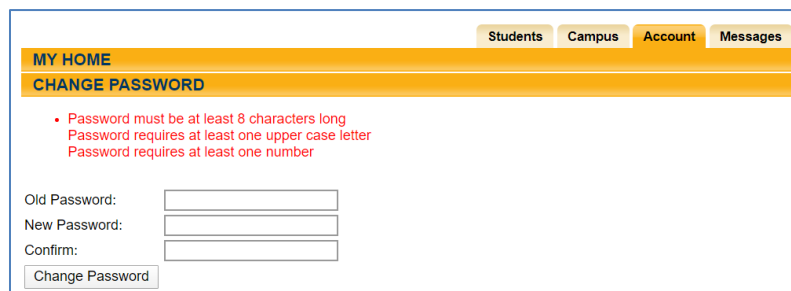


Change your password

To change your password, click on the “Account” tab on the top-right of the screen.

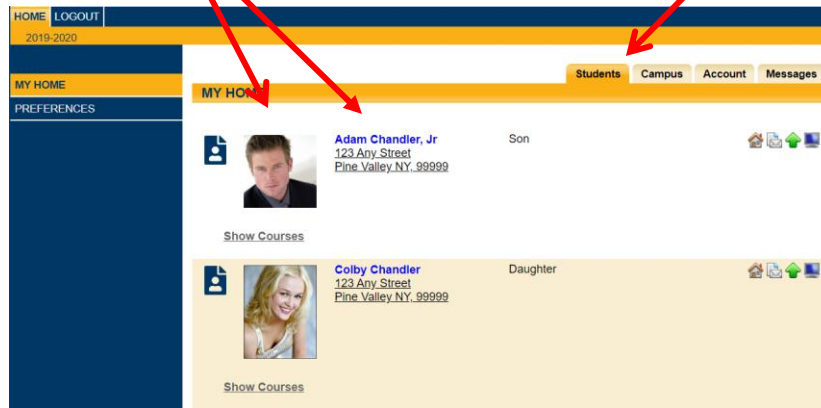


- Enter the password you used to log into Schooltool in the “Old Password” field
- Then enter the password you would like to use in the “New Password” and “Confirm” fields
- Then click “Change Password”
 - *Please Note:* there may be password requirements, if the password you entered does not meet those requirements, you will receive an error message, change your new password to meet those requirements and click “Change Password.”

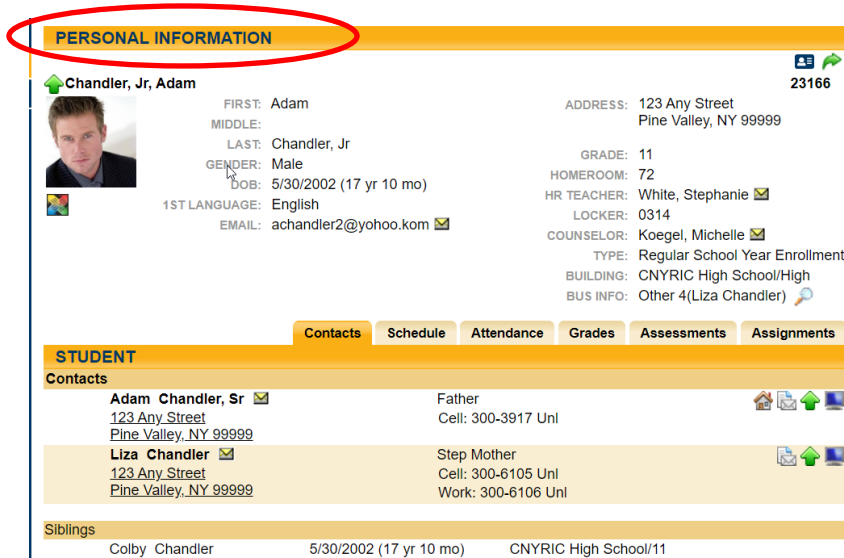


View Student Information

To view a child's information in Schooltool, make sure you are on the "Students" tab, then click on the student photo or name.



Once you have selected a student record to view, the student's "Personal Information" is displayed the top of the screen (ex: name, dob, address, grade, etc).



To view your child's IEP, click the IEP Viewer icon under their photo



The "Tabs" below will allow you to view various student information










Contacts Tab:

Displays all parental and emergency contacts for the child, including any siblings attending the same BOCES.

Contacts Schedule Attendance Grades Assessments Assignments





STUDENT

Contacts

Adam Chandler, Sr ✉ 123 Any Street Pine Valley, NY 99999	Father Cell: 300-3917 Uni	   
Liza Chandler ✉ 123 Any Street Pine Valley, NY 99999	Step Mother Cell: 300-6105 Uni Work: 300-6106 Uni	  

Siblings

Colby Chandler	5/30/2002 (17 yr 10 mo)	CNYRIC High School/11
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 Primary Contact  Receives Mail  Pick UP  Parent Portal

Schedule Tab:

Displays the classes the student is enrolled in. You can email a teacher by clicking on the envelope icon by the teacher's name. You may also email all of your child's teachers by clicking on the icon next to the word "Teacher" in the header (as shown below)












Accounts Contacts **Schedule** Attendance Discipline Grades Assessments Assignments

STUDENT

View: Schedule Report to print: Semester 1 Grid 

Standard View Grid View

Semester 1

Period	Section	Course	Days	Room	 Teacher
1	2	SPANISH 1	A,B	G05	 Ms. Lampkin
2	1	YEARBOOK	A,B	G26	 Ms. Jacko
3	1	EARTH SCI	A,B	B17	 Mr. Holland Ms. Clark
4	5	ENG 9	A,B	G18	 Ms. Brown
5	1	CHORUS 9-12	A	AUD	 Ms. Romero
5	2	EARTH SCIENCE LAB	B	B17	 Mr. Reeder
6	2	LUNCH - A DAY S1	A	CAFE-small	
6	2	LUNCH - B DAY S1	B	CAFE-small	
7	3	GLOBAL ST I	A,B	G08	 Ms. Brown
8	2	STUDIO IN ART	A,B	H03	 Ms. Schecter  Ms. Wiseth
9	1	GEOMETRY	A,B	J02	 Ms. Tilson

Attendance Tab:

Displays a summary of the student’s total absences for the current year (if any). This may also include early dismissals and late arrivals. Users may change between Daily or Course attendance views by selecting the appropriate radio button.

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

STUDENT

Daily Attendance
 Course Attendance
 All ▼

2015-2016 ▼ ?

Type	Date	Reason
Absent	10/27/2015	Illness
Early Dismissal	10/26/2015 11:44:00 AM	Illness

Discipline Tab:

Displays a history of discipline referrals for the student

Contacts Schedule Attendance **Discipline** Grades Assessments Assignments

STUDENT

2018-2019 ▼

Date Seen	Incident Date	Incident Type	Offense	Disposition
12/14/2018	12/6/2018	Referral	Conflict-Fighting	Conference w/ Assis Princ

Grades Tab:

Displays the student’s report card, progress report, assessment and final grades.

You can choose what grades you want to review by clicking the “View” drop-down menu and for which marking period.

STUDENT

School Year 2017-2018 ▼ View Marking Period Grades ▼ for Marking Period 4 ▼ ?

Course	Teacher	MP	Days	Period	Section	Grade	Comments
ART 8	Mrs. Moore	M3,M4	A,B	1	2	80	<ul style="list-style-type: none"> Incomplete work
ELA 8	Ms. Jackson	M1,M2,M3,M4	A,B	4	4	58	<ul style="list-style-type: none"> Respectful Poor effort Incomplete work
ELA Lab 8	Ms. Jackson	M1,M2,M3,M4	B	9	3	S	<ul style="list-style-type: none"> Good skills Excellent effort
FACS 8	Mrs. Brown	M3,M4	B	3	4	81	<ul style="list-style-type: none"> Incomplete work Pleasure to have in class Inconsistent work
Intro to Spanish	Ms. Golick	M1,M2,M3,M4	A,B	5	2	7	<ul style="list-style-type: none"> Good skills
MATH 8	Mr. Gonzalez	M1,M2,M3,M4	A,B	6	2	42	<ul style="list-style-type: none"> Inconsistent work
Math Lab 8	Mr. Roberts	M3,M4	A,B	9	8	S	<ul style="list-style-type: none"> Good skills
PE 7/8	Mr. Martinez Mr. Jackson	M1,M2,M3,M4	A	3	2	95	<ul style="list-style-type: none"> Incomplete work Respectful
SCI 8	Mr. Garcia	M1,M2,M3,M4	A,B	8	4	60	<ul style="list-style-type: none"> Respectful Pleasure to have in class
SS 8	Mr. Rogers	M1,M2,M3,M4	A,B	2	2	44	<ul style="list-style-type: none"> Effort Improved

Assignments Tab:

Displays the assignment grades the student has received in their scheduled classes. Use the “Marking Period” and “Courses” drop-down menu to select what information you would like to view for your child.

STUDENT					
School Year	2018-2019 ▼	Marking Period	Marking Period 1 ▼	Courses	All Courses ▼
Course	Category	Assignment Name / Description	Date	Max	Score
SPANISH 1 (Grassy)	Practice	Student Engagement 11/5-9	11/9/2018	34	
PE 9/10 MF (Green)	Participation	11/8	11/8/2018	4	4
READ 180 (Miller)	rBook	rBook Pg 34-35	11/7/2018	20	18
READ 180 (Miller)	rBook	rBook Pg 36-37	11/7/2018	20	15
READ 180 (Miller)	rBook	rBook Pg 38-39	11/7/2018	20	18
READ 180 (Miller)	Writing	Teen Issue Essay Rough Draft	11/7/2018	50	30
READ 180 (Miller)	Writing	Teen Issue Essay Final Draft	11/7/2018	50	40
READ 180 (Miller)	Participation	Teen Issue Essay Presentation	11/7/2018	50	50
READ 180 (Miller)	Writing	React and Write Pg 36	11/7/2018	20	15
PRE-ALGEBRA (Rupert)	Homework & Class Work	Unit 3 Prior Knowledge Review	11/7/2018	4	0
PE 9/10 MF (Green)	Participation	11/6	11/6/2018	4	4
SPANISH 1 (Grassy)	Reading	Dia de Muertos 3R	11/6/2018	17	0
BIOLOGY (Bell / Miller)	HW/ClassW	Free Response Practice Amphibian reading	11/6/2018	5	5

- The “Max” column is the highest possible points the student could have earned on the assignment
- The “Score” column is the grade the student received on the assignment