

schooltool™ Student & Parent Portal Navigation

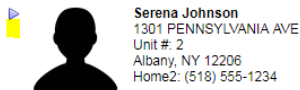
Accessing the Portal:

- Use your Web browser to access the Internet and go to the schooltool portal:
<https://schooltool.albany.k12.ny.us/schooltoolweb> or use the Parent & Student Portal link on the district homepage.
- Student Username/password:
 - Student Username: Your “Username” is your district computer network user ID. (Example: 123456)
 - Student Password: Your “Password” is your district computer network password.
- Parent Username/password:
 - Your parent account username is the email address you used to register the account
 - Your password was emailed to you upon account creation. You are able to change your password at any time subsequent to your first log in.

Navigation:


- All information described above is categorized into “tabs” in the portal. To begin navigation, click the triangle (select) button next to your name.

MY HOME



Your Demographic Information:

- General information about you is displayed in the top part of the window. This information includes your full name, DOB, address, grade level, homeroom (academy for HS), locker info, counselor and school building.

PERSONAL INFORMATION	
	Johnson, Serena 80000001
FIRST: Serena	ADDRESS: 1301 PENNSYLVANIA AVE
MIDDLE: C	Unit # 2
LAST: Johnson	Albany, NY 12206
GENDER: Female	PHONES: (518) 555-1234
DOB: 5/15/2001 (17 yr 4 mo)	GRADE: 11
1ST LANGUAGE: English	HOMEROOM: _DIS
	LOCKER: 4235
	COUNSELOR: Baker, Kimberly <input checked="" type="checkbox"/>
	BUILDING: Albany High School/HS
	TEAM: Team 15

Contacts:

- Information about parent(s) or guardian, including emergency contacts.

STUDENT	
Contacts	
Mother Johnson 1301 PENNSYLVANIA AVE Unit # 2 Albany, NY 12206	Mother Cell: (518) 555-1235 Uni
Father Johnson 1301 PENNSYLVANIA AVE Unit # 2 Albany, NY 12206	Father Cell: (518) 555-1236 Uni
Relative Johnson 1304 PENNSYLVANIA AVE Unit # 3 Albany, NY 12206	Emergency Contact Work: (518) 555-1237 Uni
Siblings	
David Johnson	5/14/2012 (6 yr 4 mo) Thomas O'Brien Academy of Science & Technology/1

VISION STATEMENT

The City School District of Albany will be a district of excellence with caring relationships and engaging learning experiences that provide equitable opportunities for all students to reach their potential.

MISSION STATEMENT

We will work in partnership with our diverse community to engage every learner in a robust educational program designed to provide the knowledge and skills necessary for success.

Schedule:

- You may view the full year schedule as a list or in a grid format. You may also print a copy by clicking the printer icon.

Contacts Schedule Attendance Grades Assignments Hours

STUDENT

Standard View Grid View

Semester 1 - Albany High School : HS

Period	Section	Course	Days	Room	Teacher
1	1	Intro to Forensic Science	1,2,3,4	N333	Vitas-Nash
2	1	English 11	1,2,3,4	S200	Lewis Baker
3	1	Practical Consumer Math	1,2,3,4	S346	Fronk Monington
4	2	ResourceRoom-Alt	2,4	N131	Penman
4	23	Phys Ed 11-12	1,3	GYM	Gallagher
5	2	Digital Film I	1,2,3,4	A23	Story Wawria
6	3	LUNCH AHS	1,2,3,4	CAFE	
7	2	US History	1,2,3,4	N203	Justice
8	1	Vocal Music	1,2,3,4	M15	Albano
9	1	Drama	1,2,3,4	A04	Dales Gentile

Attendance:

- View daily and/or course attendance for this year or prior years.

Contacts Schedule Attendance Grades Assignments Hours

STUDENT

Daily Attendance Course Attendance All

SCHOOL YEAR: 2018-2019

Type	Date	Reason
Absent	9/21/2018	Absence - Unexcused
Absent	9/20/2018	Absence - Unexcused

Grades:

- Marking Period** is the same as "Report Card" grades and will not be viewable until report cards have been sent home. These are quarterly course grades and teacher comments, and may be viewed by quarter.

Contacts Schedule Attendance Grades Assignments Hours

STUDENT

School Year: 2018-2019 View: Marking Period Grades for Q1

Course	Teacher	MP	Days	Period	Section	Grade	Comments
Digital Film I	Story Wawria	S1,S2	1,2,3,4	5	2		
Drama	Dales Gentile	S1,S2	1,2,3,4	9	1		
English 11	Lewis	S1,S2	1,2,3,4	2	1		

- Progress Report** is the same as "Interim" grades and will not be viewable until Interim reports have been sent home. This is quarterly course progress and teacher comments, and may be viewed by quarter.

Contacts Schedule Attendance Grades Assignments Hours

STUDENT

School Year: 2018-2019 View: Progress Report Grades for Q1

Course	Teacher	MP	Days	Period	Section	Grade	Comments
Digital Film I	Story Wawria	S1,S2	1,2,3,4	5	2		
Drama	Dales Gentile	S1,S2	1,2,3,4	9	1		
English 11	Lewis	S1,S2	1,2,3,4	2	1		

- Printing Report Cards/Interim Reports** can be done from either the **Marking Period Grades** or **Progress Report Grades** window, respectively. Be sure to select the appropriate year, quarter, and report type from the respective drop-down selectors. After selections are made, click the **printer** icon. *(Be sure to allow pop-ups for the site).*

Contacts Schedule Attendance Grades

STUDENT

School Year: 2019-2020 View: Marking Period Grades for Q4

Report to print: Secondary Report Card

- Marking Period Average** displays the current course average *based on all graded assignments at the time of viewing*. Please note the following:
 - You may not have an “average” for every class, depending on how many assignments exist with grades.
 - The average displayed is in no way to be considered final or official for many reasons.
 - If you have any questions regarding average, you must speak directly with the teacher or counselor.

STUDENT						
View Marking Period Average for Q1						
Course	Average	Categories	Category	Weight	Average	
Digital Film I, Section 2 Story Wawria Meets: Sem S1,S2 Days 1,2,3,4 Period(s) 5	None					
Drama, Section 1 Dales Gentile Meets: Sem S1,S2 Days 1,2,3,4 Period(s) 9	0.00		Summative:	50%	0.00	
			Formative:	30%	0.00	
			Participation:	20%	0.00	
English 11, Section 1 Lewis Baker Meets: Sem S1,S2 Days 1,2,3,4 Period(s) 2	77.20		Formative Assessment:	40%	76.00	
			Summative Assessment:	50%	0.00	
			Benchmark:	10%	82.00	

- Final Grades** are you end of the year (or quarter/semester if it is less than a yearlong class) course average. This will not be displayed until the course has finished and all averages have been calculated. You will be able to view these for prior years as we move forward with schooltool.

STUDENT						
School Year 2018-2019 View Final Grades						
Course	Teacher	MP	Days	Period	Section	Grade
Digital Film I	Story Wawria	S1,S2	1,2,3,4	5	2	None
Drama	Dales Gentile	S1,S2	1,2,3,4	9	1	None
English 11	Lewis Baker	S1,S2	1,2,3,4	2	1	None

Assignments:

- View assignment information that your teachers have made public. You may view assignments that are open and without a grade yet, as well as assignments that have been graded. You will be able to see the value of the assignment as well as the score you earned. **Please note the following:**
 - You may not see every assignment that takes place in class or as homework.
 - Scores may not be immediately available even though the assignment has been turned the in.
 - If you have any questions regarding assignments or your score, you must speak directly with the teacher.

STUDENT						
School Year 2018-2019 Marking Period Q1 Courses All Courses						
Course	Category	Assignment Name / Description	Date	Max	Score	
Intro to Forensic Science (Vitas-Nash)	Projects/Presentation/Enrichment	Forensic Science Unit rResearch Project	9/21/2018	100		
Phys Ed 11-12 (Gallagher)	Formative	Class 9/18	9/18/2018	5		
Vocal Music (Albano)	Participation	Week 1 Participation	9/18/2018	10	10	

Clicking the blue **i** (information symbol) will pull up the current class averages based on existing assignment scores. This is the same information displayed in the “Marking Period Average” section of the **Grades** tab.

Hours (high school only):

- View hours associated with your work-based or Career and Technical coursework.

STUDENT		
<input checked="" type="radio"/> Work-Based Hours <input type="radio"/> CTE Hours		
WORK-BASED HOURS		
Location	Total Hours	
No locations added		