CITY SCHOOL DISTRICT of ALBANY
Office of Assessment, Accountability and Technology Innovation
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visTool™ 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](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.

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.

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

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.

Attendance:

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

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.

- **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.

- **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).*
- **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.

- **Final Grades** are your 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 student tool.

- **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 in.
    - If you have any questions regarding assignments or your score, you must speak directly with the teacher.

- **Hours (high school only):**
  - View hours associated with your work-based or Career and Technical coursework.