Parent Portal is a way for you to connect directly to the student management system used at Jefferson-Lewis BOCES to monitor your students' academic information at the Charles H. Bohlen, Jr. Technical Center and the Howard G. Sackett Technical Center in real time.

With a Parent Portal account, parents will be able to view the following student information:

- Student Record
- Contact Information
- Current schedule
- Attendance (daily and course absences)
- Grades (Marking Period average, Final grades, Assessment grades, Report Card grades)
- Assignments
- Email your students' teachers

BOCES Parent Portal manager contact information is as follows:

Bohlen Tech Center : 315.779.7000

Howard G Sackett Center: 315.377.7300

#### How do I get started?

1. Complete a registration form. You can get this from the district's website, by clicking <u>here</u>.

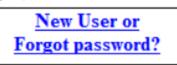
2. After you have received a login and have been emailed your password, go to the schooltool website: <u>https://st6.schooltool.com/JLBOCES</u>

3. Your Username is the email address that the school has on file, and the Password is the one contained in the email. Click on Login to enter schooltool!

### What if I've lost my password?

- 1. Go to the schooltool website: <u>https://st6.schooltool.com/JLBOCES</u>
- 2. Where you see Username, type in the email address that the school has on file and click on Login without typing in a password.

3. You should see the following message appear:



- a. Click on the link.
- b. If you did not see this information appear, please contact the Parent Portal Admin.
- 4. The following screen appears, prompting you to type your email address again.

Enter your Username to receive your password by email.
Username:
Submit

- 5. Click the Submit button to be sent a brand new password!
  - a. Please note, you should see an email being sent to you from SchoolTool. When this arrives, please note that the password that is sent to you is case-sensitive.

### How do I log in to schooltool?

After logging in to schooltool the first time via <u>https://st6.schooltool.com/JLBOCES</u>, by entering your email address as your username and your password that was emailed to you, you will see the main screen, called the "Home" screen. This is where you can view the students that are attached to your account.

#### How do I change my password?

It's a good idea to change your password to a phrase that you will be able to remember. Your password will need to have the following for security purposes:

- A minimum of 8 characters
- An upper case letter
- At least one number

1. Click on the Account tab of your home screen.

HOME HELP LOGOUT	
2016-2017	
	Students Campus Account
MY HOME	MY HOME
PREFERENCES	
	CHANGE PASSWORD
	Old Password:
	New Password:
	Confirm:
	Change Password
	Your last logins:

- 2. Enter your existing password in the "Old Password" box.
- 3. Type in your new, memorable password it the New Password and Confirm box.
- 4. Click the Change Password button to finalize.

#### How do I log out?

To log out, click the Logout button in the upper left corner of the window, or close that tab/browsing window entirely.



#### How do I use Parent Portal?

schooltool uses simple navigation buttons that allow you to perform basic functions with a click of the mouse. The following is a legend that describes each button's function:

I	<del>_</del>	Show/Hide	8	Print or Report	0	Cancel
	÷	Show/Hide	<i>P</i>	Done or Return	X	Email
		Select or Details	4	Previous or Done		Check Spelling

Your Home screen will show you 3 tabs: Students, Campus, and Account, as well as a breakdown of all students that are attached to your account and their schedules.

ЛҮ НОМЕ	MY HOME		Student	Campus
PREFERENCES				(
	Student Information           Student Name			
	Student Address			
	Schedule			
	Current Semester C ALL			
	BOCES-Int. Math (712) Teacher: BOCES	Period: N/A Semester: S1, S2 Days: 1,2,3,4,5,6	Section: 1 Room: BTC	
	BOCES-Int. Sci. (714) Teacher: BOCES	Period: N/A Semester: S1, S2 Days: 1,2,3,4,5,6	Section: 1 Room: BTC	
	Cooking (783) Teacher: BOCES	Period: 1-4 Semester: S1, S2 Days: 1,2,3,4,5,6	Section: 1 Room: BTC	

### How do I view the details on my student's record?

Select a student by clicking on the > icon

HOME HELP LOGOUT						
2016-2017						
	PERSONAL INFORMATION					
MY HOME						r 🖓
PREFERENCES	👉 Student Name					
	FIRST:		ADDRESS:			
	Student Photo MIDDLE: Appears Here LAST:		PHONES:			
	GENDER:					
			GRADE: 12			
	DOB: 1ST LANGUAGE:	-	LOCKER:	:Lor: Piroli, Alanna 🔤		
	Cycle day 4, Period 5L (11:24AM to 11:54AM) HS Lunch in Room CAF Teacher:	L. L			al School (	District/Secondary
			DOS INFO.	. Dat-Doming	301	
		Contacts Sc	hedule A	Attendance	Grades	Assignments
	STUDENT					
	Contacts					0
	Contact Info	Mother Cell:				🗟 合 💻
	Contact Info	Father Cell: Home				🗟 🔶
	Otherson					
	Siblings					
	Sibling Contact Information	DN				

Be sure to verify your contact information, as you'll see a breakdown of all relevant contact data for the student. You will need to contact the technical center to update any of the information you see here.

The green text below the portrait is the locator text, and will tell you, based on time of day and submitted attendance, where the student is as of right now.

The bottom portion of the page provides a breakdown of more specific data in each tab.

#### Schedule Tab

Click this tab to see a complete listing of your student's schedule for the present school year including a list of teachers. If present, you can also click on the Send Email icon immediately begin composing an email to that teacher, or to all teachers by clicking on the Send Email icon to the left of the Header marked Teacher.

			Contacts	Schedule	Attendance	Grades	Assignments					
STUDE	NT	$\sim$										
View: Sch	iedule											
Ctond												
™ otanu	Standard View C Grid View Semester 1 - Lyme Central School District : Secondary											
Period	Section	Course		Days	Room	🖾 Teacher						
	1	BOCES-Int. Math		1,2,3,4,5,6	BTC	Mr. BOCES						
	1	BOCES-Int. Sci.		1,2,3,4,5,6	BTC	Mr. BOCES						
1 - 4	1	Cooking		1,2,3,4,5,6	BTC	Mr. BOCES						
5L	1	HS Lunch		1,2,3,4,5,6	CAF							
6	1	Participation in Government		1,2,3,4,5,6	222	🖾 Ir. Perk	ins					
7	1	English 12		1,2,3,4,5,6	B14	🖾 Ms. Peti	ers					

Please note that the email will send to the teacher and to you as well, for your own records.

You are also able to print a copy of your student's schedule by clicking the Print Student schedule

icon 🔒

#### Attendance Tab

Click this tab to see a complete listing of your student's attendance for the given year. You will be able to view Daily and Course attendance.

			Contacts	Schedule	Attendance	Grades	Assignments		
STUDE	NT								
🔿 Daily Attendance 💿 Course Attendance Missed 👻									
SCHOOL Y	'EAR: 2016-2017	All							
		Missed					JHT 👔		
Туре	Date	Course			Period	Teacher	Reason		
Absent	11/10/2016	Engineer Your World II - 704 - (	(SN:01)		8	Teachout			
Absent	10/28/2016	HS PE - 906 - (SN:04)			9	Baker			
Absent	10/27/2016	English 12 - 112 - (SN:01)			7	Peters			

ALL shows you all course absences, including those tied to daily absences.

MISSED shows you all period misses where the student was marked absent by a teacher (this view only shows when the student was expected to be in class and marked absent, and does not show absences on days and periods where the student was marked absent for the entire day).

TALLIES The tallies button  $\cancel{W}$  opens a display where you can filter by reason, type, course, period, teacher or date all attendance information. You can also print from this view.

A	ttendanc	e Tallies	X	
q			8	
· ·	Tally By:	Date 💌		
	Date	Reason	Total	
	9/22/201	Туре	4	
	9/30/201	Course	1	
	10/11/20	Period	1	
	10/27/20	Teacher	2	
	10/28/20	Date	1	
	11/10/20		1	
	Grand To	ital:	10	

#### <u>Grades Tab</u>

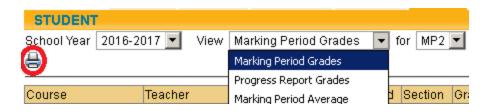
			Contacts	Schedule	Attendance	Grades
STUDENT						
School Year 🛛 2016-2017 💌	View Marking Period Grades	💌 for MP1 💌				

The Grades tab gives you a breakdown of grades based on the selected view. You can choose from: Progress Report, Marking Period, Marking Period Average, Final, and Assessment Grades.

Please note that access to certain information in each tab area may be time-based, meaning it may not be viewable until a certain time is reached. Please contact the district if you have any questions.

You are able to look at information submitted for past years by selecting a different school year. Switch between the different grade view options by selecting from the View and For options.

You may also see a print icon to generate a copy of a report card or progress report dependent upon when you access this area. This is a feature that is time-based. Please contact the district if you have any questions.

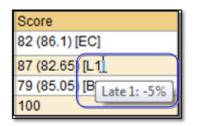


#### Assignments Tab

The Assignments tab shows a list of all assignments that are graded for a given year. You can filter this list by course, school year, and/or marking period, as well as an average of all given assignments in the chosen view.

STUDENT						
School Year 2014-2015	<ul> <li>Marking F</li> </ul>	Period M1 Long Name 💌	Courses English 11	✓ Av	g: 88.10	) 🕕
Course	Category	Assignment Name / Description		Date	Max	Score
English 11 (Adams)	Homework	HW 1 Unit 1 review packet		10/6/2014	100	82 (90.2) [EC]
English 11 (Adams)	Homework	HW 2 Unit 2 review packet		10/8/2014	100	87 (82) [L1]
English 11 (Adams)	Homework	HW 3		10/14/2014	100	86

If the teacher has added an Attribute which modifies the score somehow, you can mouse over it to see what that attribute does. In the example above, there is an attribute of EC and L1 applied to a couple of different assignments. Mousing over it shows the following information:



The score on the left is the original score, and the score in the parentheses is the score after the attribute changed the score.

Teachers can also provide notes on the assignments for you and the students to read. If so, you will see a notes column added to the Assignments view, such as in the following example:

School Year 2013-2014	Marking Peri	od M1 Courses Global History & Geo-10	✓ Avg: 74.	40 🕚	(
Course	Category	Assignment Name / Description	Date	Max Score	Notes
Global History & Geo-10 (Edwards / Simmons)	Unit Tests/Projects	Pre-test Results	9/4/2013	100 25	Good effort
Global History & Geo-10 (Edwards / Simmons)	Homework/Classwork	5Symbols Miniposter	9/5/2013	100 100	
Global History & Geo-10 (Edwards / Simmons)	Homework/Classwork	Signed Syllabus	9/5/2013	100 [DN]	
Global History & Geo-10 (Edwards / Simmons)	Homework/Classwork	Absolute Vocab	9/7/2013	100 100	Turned in 2 days late

If a teacher provided any other attachments for an assignment, such as a worksheet, you will see an icon that resembles a piece of paper in the Assignment Name column. Click it to download the file.

(Edwards / Simmons)							
Global History & Geo-10 (Edwards / Simmons)	Homework/Classwork	5Symbols Miniposter	Ē	9/5/2013	100	100	
Olahal Hatasi A. Osa 40	the second states and shares and s	Oleana d Outlahura		01010040	400	104.0	۰.

Clicking on the Show Category Average button 🔨 you how the categories are broken down for the course, in a selected marking period.