School Tool Parent Portal User Guide

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 here.

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

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: https://st6.schooltool.com/JLBOCES

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.
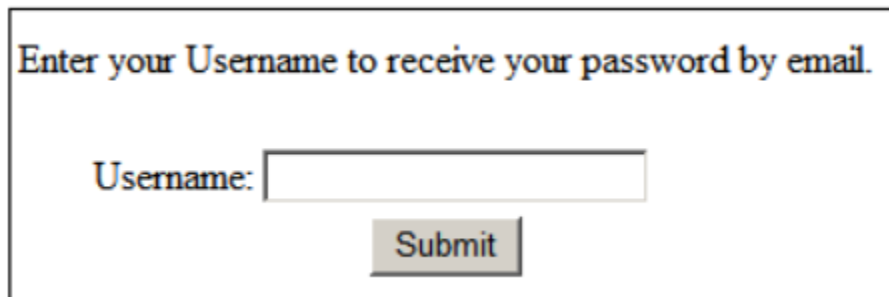
3. You should see the following message appear:

> **New User or**
> **Forgot password?**
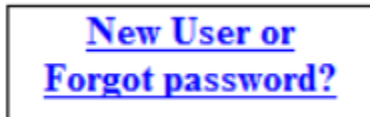
    a. Click on the link.

    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 https://st6.schooltool.com/JLBOCES , 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.
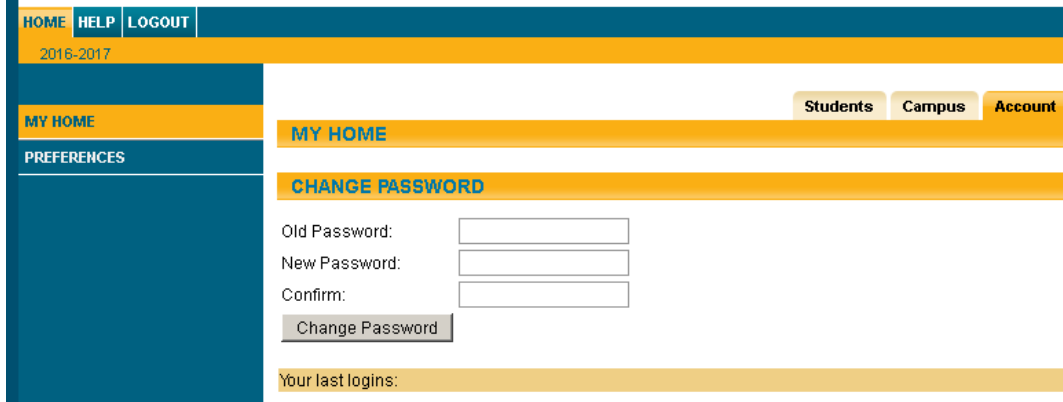
How do I change my password?

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

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

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:

⬆	Show/Hide	🖨	Print or Report	🚫	Cancel
⬇	Show/Hide	↩	Done or Return	✉	Email
▷	Select or Details	↩	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.

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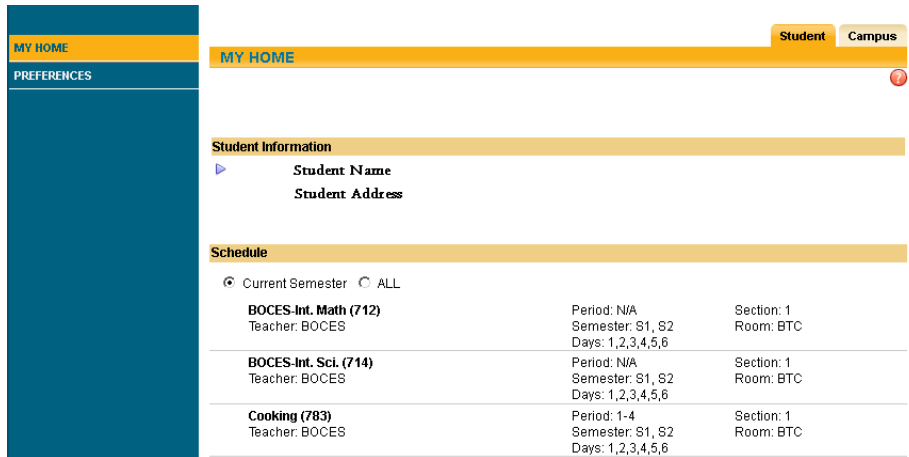
How do I view the details on my student's record?

Select a student by clicking on the **>** icon

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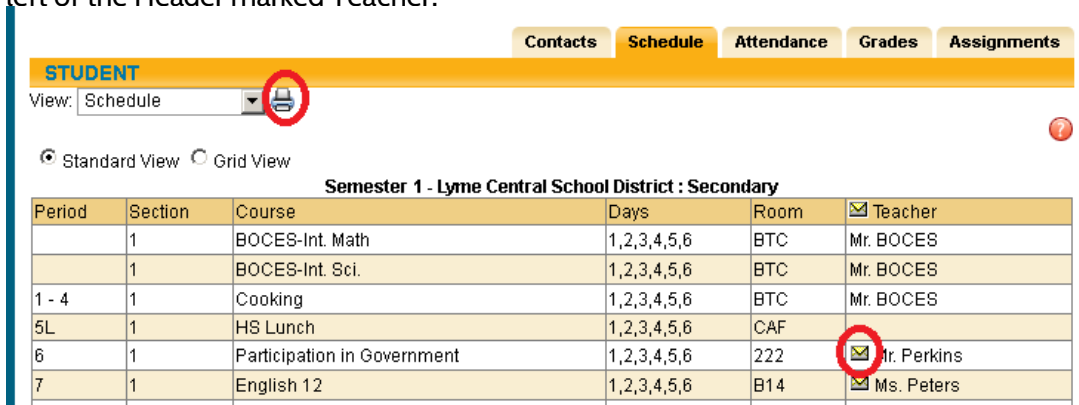
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The green text below the portrait is the locator text, and will tell you, based on time of day and submitted attendance, where the student is as of right now.

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 ✉ to 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.
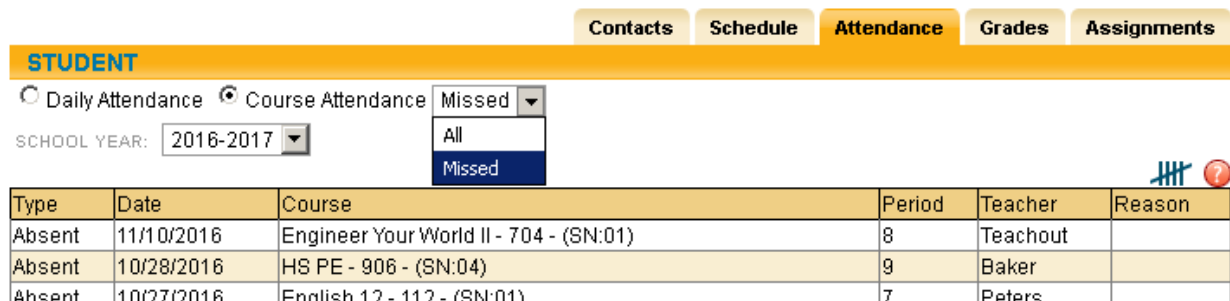
Period	Section	Course	Days	Room	✉ Teacher
	1	BOCES-Int. Math	1,2,3,4,5,6	BTC	Mr. BOCES
	1	BOCES-Int. Sci.	1,2,3,4,5,6	BTC	Mr. BOCES
1 - 4	1	Cooking	1,2,3,4,5,6	BTC	Mr. BOCES
5L	1	HS Lunch	1,2,3,4,5,6	CAF	
6	1	Participation in Government	1,2,3,4,5,6	222	✉ Mr. Perkins
7	1	English 12	1,2,3,4,5,6	B14	✉ Ms. Peters

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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.
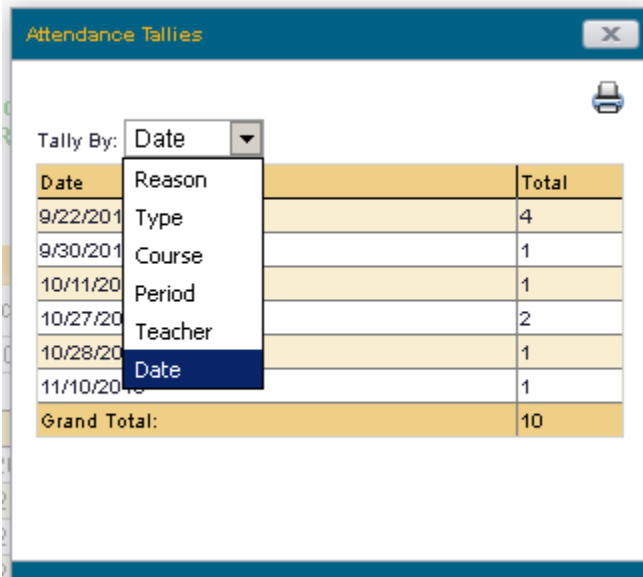
Type	Date	Course	Period	Teacher	Reason
Absent	11/10/2016	Engineer Your World II - 704 - (SN:01)	8	Teachout	
Absent	10/28/2016	HS PE - 906 - (SN:04)	9	Baker	
Absent	10/27/2016	English 12 - 112 - (SN:01)	7	Peters	

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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 ╫╫ 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.


Grades Tab

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.*

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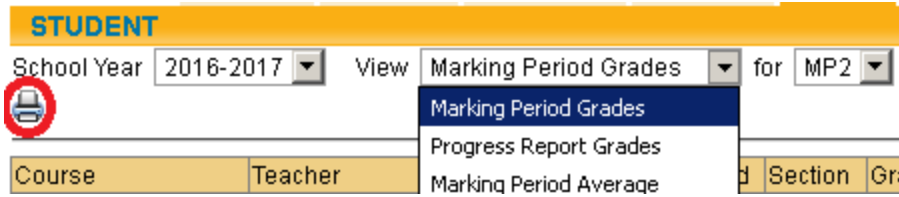
Assignments Tab

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.

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:

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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.

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