



USERNAME

PASSWORD

New User or

Forgot password?

# Parent/Guardian Access to School Tool

- 1. Navigate to: <u>https://schooltool4.neric.org/SchoolTool\_DUAN</u> (or select the link on our district home page: <u>https://www.duanesburg.org</u>). You will see the this prompt.
- 2. Your **username** is the email address at which you received the registration instructions.
- 3. <u>*Copy and paste*</u> the **password** sent to you in the password box. Passwords are case sensitive and must be entered exactly as provided in the email.
- 4. Verify you've spelled both correctly, then click on the login button.
- 5. Once you are logged in, click **Continue** after reading the messages.
- 6. Next **change your password** by clicking the **Account tab** near the top of the screen and type or paste your old password (the one you just entered to first log in).

|                                |      |  | Students | Campus | Account |
|--------------------------------|------|--|----------|--------|---------|
| MY HOME                        |      |  |          |        |         |
| CHANGE PASSV                   | VORD |  |          |        |         |
| Old Password:<br>New Password: |      |  |          |        |         |
| Confirm:                       |      |  |          |        |         |
| Change Password                |      |  |          |        |         |

7. Enter the new password that you want to use, confirmation of the new password, then click "Change Password." Passwords should be easy to remember, have a minimum of 8 characters, and include a combination of a capital letter and numbers.



## Subsequent Visits:

- Access the site by navigating to the District's home page or go right to the SchootTool web site.
- Enter your username and password, which is you email address and the new password you created above.
- Please make sure to log out when finished using the Parent Portal

## Navigation Tools:

| - | Show/Hide         | -  | Print or Report  | 0   | Cancel         |
|---|-------------------|----|------------------|-----|----------------|
| - | Show/Hide         | ~  | Done or Return   | M   | Email          |
|   | Select or Details | \$ | Previous or Done | ABC | Check Spelling |



## Parent **Portal Features**



#### **Contacts Tab:**

Period

1

| This provide<br>contacts ass<br>with that stu<br>show parent<br>guardians, c<br>contacts and<br>ciblings | es a list of<br>sociated<br>dent. It wi<br>ts,<br>other adult<br>d any | Conta<br>STUDE<br>Contacts | Richard<br>202 Mu<br>Roches | Schedule<br>d Turner 1<br>Iberry Drive<br>tter, NY 123 | Attendance | Discipline | cipline Grades Assessments Assignments Letters Notes |         |        |       |               |          |          |
|--|--|----------------------------|-----------------------------|--|------------|------------|--|---------|--------|-------|---------------|----------|----------|
| Contacts   | Schedule   | Attend                     | tance [                     | Disciplin  | e Grades   | Assessmen  | its Assignm  | nents L | etters | Notes | Schedule Ta   | ab:      |          |
| STUDENT<br>View: Schedule  | • •  |                            |                             |  |            |            |  |         |        |       | This provides | a comple | ete list |

of the student's schedule for the current school year. It will display the course the student has during each period, sections, days the course meets, room numbers, and the teacher.

## Attendance Tab

Standard View Grid View

2

1

Section

Course

Soc St 8

**ELA Monitoring** 

| Attendance rap.        |                                    | Contacts          | actiednie | Attendance | Discipline       | Grades | Assessments | Assignments | Letters |  |  |  |
|------------------------|------------------------------------|-------------------|-----------|------------|------------------|--------|-------------|-------------|---------|--|--|--|
|                        | STUDENT                            |                   |           |            |                  |        |             |             |         |  |  |  |
| This shows a summary   | Daily Attendance Course Attendance | andance All       | Ψ.        |            |                  |        |             |             |         |  |  |  |
| of the student's total | SCHOOL YEAR: 2018-2019 T           |                   |           |            |                  |        |             |             |         |  |  |  |
| absences for the       | Туре                               | Date              |           |            | Re               | ason   |             |             |         |  |  |  |
| ourrent voor (if onv)  | Late Arrival                       | 6/13/2019 8:00 AM | N         |            | Late - Unexcused |        |             |             |         |  |  |  |
| current year (ir any). | Late Arrival                       | 6/7/2019 7:54 AM  |           |            | Late - Unexcused |        |             |             |         |  |  |  |
|                        |                                    |                   |           |            |                  |        |             |             |         |  |  |  |

Room

168

M Teacher

Ms. Morris

Mr Feeor

|                 |                                |           | c             | ontacts | Schedule    | Attendan | ce Discipline     | Grades Assessments              | Assignments Let       | Grades Tab:                  |
|-----------------|--------------------------------|-----------|---------------|---------|-------------|----------|-------------------|---------------------------------|-----------------------|------------------------------|
| STUDENT         |                                |           |               |         |             | -        |                   |                                 |                       |                              |
| School Year 201 | 8-2019 View                    | Marking I | Period Grades | for     | Quarter 4 V |          |                   |                                 |                       | This shows grades in         |
| Course          | Teacher                        | MP        | Days          | Period  |             | Section  | Grade             | Comments                        |                       | each class based on          |
| Advisory 9      | Mrs. Gray                      | \$1,52    | A,B,C,D,E,F   | Adv     |             | 15       | None              |                                 |                       |                              |
| AIS- English 9  | Ms. Rogers                     | \$1,52    | A.C.E         | 3A      |             | 1        | Needs Improvement | + Hard worker.                  |                       | the selected view            |
| English 9       | Mrs. Patterson<br>Mr. Matthews | \$1.52    | B.D.F         | 3-2     |             | 5        | 50                | Hard worker. An absolute please | ure to have in class. | (options detailed<br>below). |

The Grade column displays the word "None" until grades have been published. To view grades, select the appropriate view from the dropdown menu.

Quarter 1 - Mindex MS : Middle

Days

A,B

A R

## Other Tabs

Depending on district settings, additional information or tabs may be available. Some parents will see an Assessments tab, which includes data about state assessments for grades 3-8, or a Letters tab, which displays a list of attendance letters that were sent home.

Available views include the following:

- Marking Period Grades
- Progress Report Grades
- Marking Period Average
- Assessment Grades
- **Final Grades**

The Duanesburg Central School District's SchoolTool Parent Portal is a free service offered to all district parents/guardians. It is a protected Internet site that allows the viewing of their student's school information. This access intends to enhance communication between school and home. If inaccurate information is noticed, please contact the school.