

Bath Central School District

Parent Portal User Guide

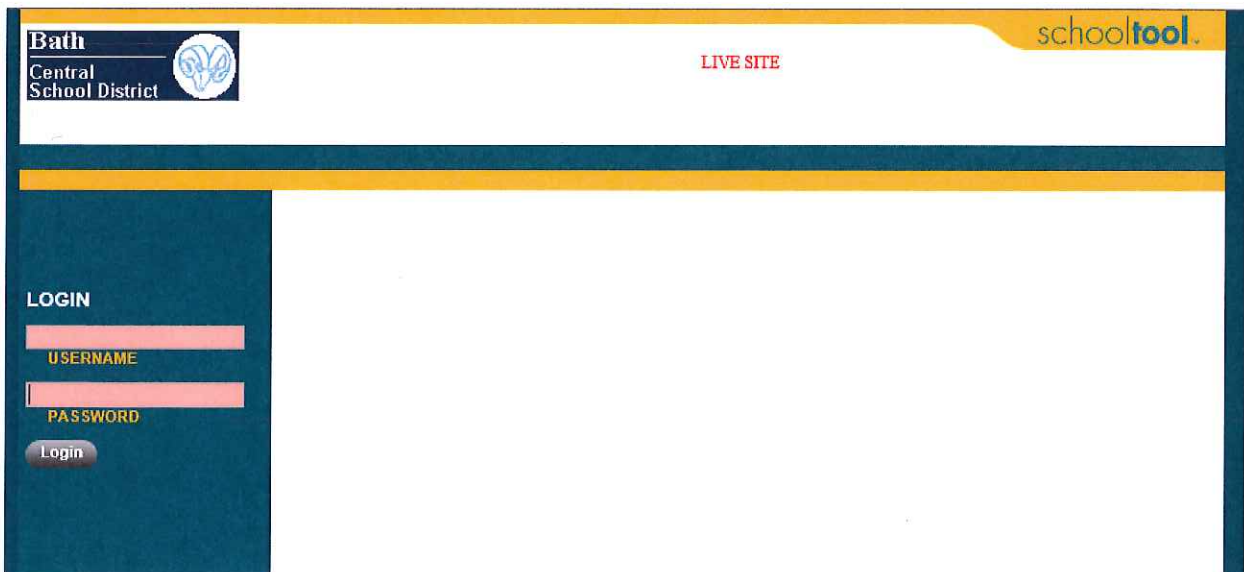
Thank you for signing up for a Parent Portal account we hope you find the information helpful in assisting you with the features of the Parent Portal.

First time log-in:

Here is what you need to log in to the Parent Portal for the first time:

1. The email address you provided to the district when you signed up for the Parent Portal. This email address will be your user name.
2. Access to your own email. You should have received an email with instructions and your temporary password. Please highlight and copy this password. You'll use both your email address and this password to log in to the Parent Portal.
3. The district's Schooltool website address: <https://gst3.schooltool.com/Bath/Default.aspx>

Now you're ready to log into Schooltool. Use your web browser, (Internet Explorer, for instance) to access the internet and go to the Schooltool website: <https://gst3.schooltool.com/Bath/Default.aspx>



The screenshot shows the login page for the Bath Central School District Parent Portal. The page has a dark blue header with the district logo on the left and the 'schooltool.' logo on the right. Below the header, there is a 'LIVE SITE' indicator. The main content area is a dark blue sidebar on the left containing a 'LOGIN' section with two input fields for 'USERNAME' and 'PASSWORD', and a 'Login' button. The rest of the page is white.

1. Enter your email address in the box that says "Username:"
2. Enter the password in the box that says "Password:"
3. Click on the Login button below the password.
4. You should now be on your "Home" page.

HOME LOGOUT
2013-2014

MY HOME

Students Campus Account

MY HOME

Welcome, Nicole Simmons, today is Friday, October 04, 2013
Cycle day B in Mindex HS - High School

Contacts

| | | |
|---|--|-----------------------------|
| ▶ | George Simmons 24 Twisted Pine Court Rochester, NY 90210 | Son Home: (555) 427-1714 |
| ▶ | Charles Simmons 24 Twisted Pine Court Rochester, NY 90210 | Son Home: (555) 427-1714 |

Change your password!

Before doing anything else, click on the **Account tab** near the top of the screen and change your password to something you prefer and can remember. Enter your old password in the "Old Password" box. Then enter your new password in the "New Password" box. Enter your new password again in the "Confirm" box. To save your new password, click on the "Change Password" button.

Students Search Campus Account Messages

MY HOME

CHANGE PASSWORD

Old Password:

New Password:

Confirm:

Your last logins:

| |
|-----------------------|
| 10/4/2013 1:04:31 PM |
| 10/4/2013 12:59:15 PM |
| 10/4/2013 12:58:24 PM |
| 10/4/2013 11:22:14 AM |
| 10/4/2013 11:12:15 AM |

Navigating around Schooltool

MY HOME

Welcome, Nicole Simmons, today is Friday, October 04, 2013
Cycle day B in Mindex HS - High School

Contacts

| | | | |
|--|--|-----------------------------|--|
| | George Simmons 24 Twisted Pine Court Rochester, NY 90210 | Son Home: (555) 427-1714 | |
| | Charles Simmons 24 Twisted Pine Court Rochester, NY 90210 | Son Home: (555) 427-1714 | |

Note: Depending on district settings, the information available may be different from student to student depending on each student's building/school level.

How to access information about your child – Students tab:

Select your child by clicking on the blue arrow to the left of your child's name and address. This will take you to your child's basic information. At the top of this screen is basic information including name, birthdate, address, phone, grade, and homeroom. Please check the information to make sure it's correct.

PERSONAL INFORMATION

Simmons, Charles 4374

| | | |
|--|------------------------------------|---|
| | First: Charles | Address: Unknown |
| | Middle: C | Grade: 9 |
| | Last: Simmons | Homeroom: 122 |
| | Gender: Male | <input checked="" type="checkbox"/> HR Teacher: Garcia, Joseph |
| | DOB: 3/23/1999 (14 yr 6 mo) | <input checked="" type="checkbox"/> Counselor: Wood, Alice |
| | 1st Language: English | Type: Regular School year Enrollment |
| | | Building: Mindex HS/High School |

Contacts | Schedule | Attendance | Discipline | Grades | Assessments | Assignments | Letters

STUDENT

Contacts

| | | | |
|--|-----------------------|--|--|
| | Nicole Simmons | Mother Home: (555) 427-1714 Cell: (555) 426-3885 Unl | |
| | Michael Martin | Emergency Contact Home: (555) 427-1714 | |
| | Thomas Roe | Emergency Contact Home: (555) 427-1714 | |
| | Daniel Spacely | Step Father Home: (555) 427-1714 | |

Underneath the basic information are the various tabs available to you. The first tab will always be the **Contacts** tab. This is your child's contact information. It lists you and any other individual who is a contact for your child. Underneath the contacts are any siblings your child has, with their age, school and grade.

Note the icons at the far right of each contact's name. Below is a brief description of each one:



The **House Icon** indicates the primary contact for the child.



The **Paper/Envelope** icon means that this contact can receive district mailings



The **Green Up Arrow** indicates that this contact is allowed to pick up the child



The **Computer Monitor** means that this contact has a Parent Portal account.

The green text listed below your child's photo is the "Locator" and will reflect where your child is throughout the day.

Schedule tab:

The Schedule tab shows you your child's schedule. The default is the Standard View of the schedule. You may also choose the Grid View, which puts the information in a grid.

| Contacts | Schedule | Attendance | Discipline | Grades | Assessments | Assignments | Letters |
|--|----------|------------------------|------------|--------|----------------------------------|-------------|---------|
| STUDENT | | | | | | | |
| | | | | | | | |
| <input checked="" type="radio"/> Standard View <input type="radio"/> Grid View | | | | | | | |
| S1 | | | | | | | |
| Period | Section | Course | Days | Room | ✉ Teacher | | |
| 1 | 2 | Algebra 1 | A,B | 122 | ✉ Mr. Garcia | | |
| 2 | 3 | Study Hall | A,B | 129 | ✉ Ms. Martinez ✉ Ms. Williams | | |
| 3 | 7 | English 9 | A,B | 142 | ✉ Ms. Johnson | | |
| 4 | 6 | PE Gr 9/10 | A | 128 | ✉ Ms. Johnson | | |
| 4 | 2 | ELA 9/10 AIS | B | 144 | ✉ Ms. Nelson | | |
| 5 | 1 | Lunch | A,B | Cafe | ✉ Ms. Garcia | | |
| 6 | 7 | Global History & Geo 9 | A,B | 102 | ✉ Mr. Johnson | | |
| 7 | 3 | Studio in Art | A,B | 308 | ✉ Ms. Ward | | |
| 8 | 15 | Living Environ Lab | A | 113 | ✉ Ms. Martin ✉ Ms. Jones | | |
| 8 | 6 | Math AIS 2 | B | 147 | ✉ Mr. Harris | | |
| 9 | 8 | Living Environment | A,B | 113 | ✉ Ms. Martin | | |

Note: In the Standard View, you can email any teacher by clicking on the envelope icon in front of their name OR you can email all teachers at once by clicking on the envelope icon in the Teacher column header.

Attendance tab:

The **Attendance tab** shows a summary of your child's absences for the current year. Prior years attendance information is also available.

| Contacts | Schedule | Attendance | Discipline | Grades | Assessments | Assignments | Letters |
|--|----------------------|------------|------------|--------|-------------|-------------|---------|
| STUDENT | | | | | | | |
| <input checked="" type="radio"/> Daily Attendance <input type="radio"/> All Course Attendance <input type="radio"/> Missed Course Attendance | | | | | | | |
| 2012-2013 ▾ | | | | | | | |
| Type | Date | | | | | | |
| Absent | 6/7/2013 | | | | | | |
| Absent | 4/15/2013 | | | | | | |
| Out | 4/2/2013 11:41:00 AM | | | | | | |
| Absent | 4/1/2013 | | | | | | |
| Absent | 3/25/2013 | | | | | | |
| Absent | 3/18/2013 | | | | | | |
| Absent | 3/7/2013 | | | | | | |
| Late Arrival | 2/27/2013 9:48:00 AM | | | | | | |
| Late Arrival | 2/11/2013 8:00:00 AM | | | | | | |

Discipline Tab:

The **Discipline tab** allows you to view a list of all referrals your child has received for the selected year. The list shows the student's grade, date seen, date of incident, the offense type and the disposition assigned for that referral. You can view referrals from past years by selecting a different year from the drop-down menu at the top left corner.

| Contacts | Schedule | Attendance | Discipline | Grades | Assessments | Assignments | Letters |
|----------------|----------|------------|---------------|------------------------------------|-------------------------------|-------------|---------|
| STUDENT | | | | | | | |
| 2012-2013 ▾ | | | | | | | |
| | Grade | Date Seen | Incident Date | Offense | Disposition | | |
| ▶ ❌ | 8 | 11/9/2012 | 11/9/2012 | VADIR-Weapons Possession-Only | Out-of-School Suspension(...) | | |
| ▶ ❌ | 8 | 10/15/2012 | 10/12/2012 | Failure to comply with a Directive | Main Office Detention | | |
| ▶ ❌ | 8 | 10/10/2012 | 10/10/2012 | Unexcused Teacher/MOD/ESD Absence | Main Office Detention | | |
| ▶ ❌ | 8 | 10/5/2012 | 10/3/2012 | Failure to comply with a Directive | Main Office Detention | | |

Grades tab:

The **Grades tab** shows your child's grades for each class based on the "view" you've selected. Choose the different views from the drop-down menu next to the School Year menu.

| STUDENT | | | | | | | |
|------------------------|--|-------|-----------------------|--------|---------|-------|----------|
| School Year | 2013-2014 | View | Marking Period Grades | for | MP1 | | |
| Course | Teacher | MP | Days | Period | Section | Grade | Comments |
| Algebra 1 | <input checked="" type="checkbox"/> Ms. Brown | S1,S2 | A,B | 7 | 5 | None | |
| English 9 | <input checked="" type="checkbox"/> Ms. Johnson | S1,S2 | A,B | 8 | 1 | None | |
| Global History & Geo 9 | <input checked="" type="checkbox"/> Mr. Johnson | S1,S2 | A,B | 4 | 9 | None | |
| Living Environ Lab | <input checked="" type="checkbox"/> Ms. Jenkins <input checked="" type="checkbox"/> Ms. Sanders | S1,S2 | B | 5 | 12 | None | |
| Living Environment | <input checked="" type="checkbox"/> Ms. Jenkins <input checked="" type="checkbox"/> Ms. Sanders | S1,S2 | A,B | 2 | 2 | None | |
| PE Gr 9/10 | <input checked="" type="checkbox"/> Ms. Johnson | S1,S2 | A | 5 | 8 | None | |
| Spanish 2 | <input checked="" type="checkbox"/> Mr. Johnson | S1,S2 | A,B | 3 | 1 | None | |
| Theatre | <input checked="" type="checkbox"/> Ms. Hyphen <input checked="" type="checkbox"/> Ms. Nelson <input checked="" type="checkbox"/> Ms. Gonzalez | S1,S2 | A,B | 9 | 1 | None | |

Available view include:

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


Marking Period: Shows the Marking Period grades for the selected marking period – if the marking period is completed. This is the grade that appears on the report card. If you want to see your child's current average, choose "Marking Period Average" instead. To choose a marking period, use the drop-down menu to the right of the View menu (MP1, MP2, etc). Again, there will only be grades listed in this view if the marking period has already been completed.

Progress Report Grades: Shows the student's Progress Report Grades for the selected term.

Marking Period Average: Shows the student's average for each class in the current marking period. This is your child's average as of right now – for grades the teacher has entered up to now.


Assessment Grades: Shows any state or local assessments that a student has taken for a selected school year.

Final Grades: Shows the final grades for a specific school year.

Note: You may e-mail your child's specific teacher by clicking on the envelope icon () to the left of each teacher's name.

Assignments tab:

The **Assignments** tab shows a list of all graded assignments for the current year. This list may be filtered by school year, marking period, and/or course.

| Accounts | Contacts | Schedule | Attendance | Discipline | Grades | Assessments | Assignments | Letters | User Defined | Notes |
|--|---|----------------|------------|---------------------|-------------|-------------|-------------|---------|--------------|-------|
| STUDENT | | | | | | | | | | |
| School Year | 2012-2013 | Marking Period | MP1 | Courses | All Courses | | | | | |
| Course | Assignment Name | Date | Max | Score | | | | | | |
| English 10 (Patterson / Evans / Johnson / Woolton) | 3x each  | 9/13/2012 | 100 | 82 (86.1) [EC] | | | | | | |
| English 10 (Patterson / Evans / Johnson / Woolton) | Peer edit CPC practice | 9/13/2012 | 100 | 87 (82.65) [L1] | | | | | | |
| English 10 (Patterson / Evans / Johnson / Woolton) | Seuss Draft | 9/13/2012 | 100 | 79 (85.05) [BP, EC] | | | | | | |
| English 10 (Patterson / Evans / Johnson / Woolton) | Literary Term Quiz 9-14 | 9/17/2012 | 100 | 100 | | | | | | |

When you hover over each of the column headers, the cursor will change into a hand meaning that you can sort that column by clicking once on the column header. You will probably sort by course name or teacher name most often.

If you do not see a score for a student, this means the teacher has not yet entered one. Please give the teachers a reasonable amount of time to enter their grades. Keep in mind that things like papers/reports/projects may take longer to grade than other assignments and the teacher may need a little more time to grade and enter these scores.

If a teacher is using attributes and has assigned one to a particular assignment for your child, you will see the attribute in brackets []. When you hover over the attribute you will see the title and the point adjustment, if any. When an attribute with a point adjustment is used, you will see your child's actual score reflected in parentheses ().

If you see any incorrect data entered on your child/children, please contact your building principal. Also, if you have any questions or concerns regarding Parent Portal, please notify your building principal.