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schooltool

Parent Access Guide

The screenshot shows the schooltool parent portal interface. At the top left is the schooltool logo with 'Mindex Technologies Rochester, NY'. The top right has 'Home | Logout'. Below the logo is a navigation bar with 'Home' and 'My Home' tabs. The main content area shows a welcome message: 'Welcome, Ernest HEMINGWAY, today is Tuesday, December 02, 2008'. Below this is a 'Contacts' section with a table of student information.

Contacts	
▶ Greg HEMINGWAY 111 Main St. Rochester, NY 90210	Son Home: (555) 123-4567
▶ Jane HEMINGWAY No address available	Daughter No phone numbers available

Web address to access the Parent Portal for the Fulton City School District:
<https://fulton.schooltool.cnyric.org/schooltoolweb/>
You can also click the icon of the S on the top right of any page on our website to go directly to the SchoolTool site.

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Getting Started

Basic Information

School**tool** is a historical application that holds all permanent record information on an individual student by school year. School**tool** also allows you to view past information about every student such as classes, grades, attendance, and discipline information. Historically, school**tool** also keeps records for state reporting purposes.

Because school**tool** is a real-time application, users may experience brief pauses while the system updates itself from screen to screen. Be sure to watch your browser's progress bar at the bottom of the screen to see when the refresh is complete.

Personal Information

HEMINGWAY, Greg

No Photo

First: Greg **Address:** , NY
Middle: **Last:** HEMINGWAY **Phone #:** (555) 123-4567
Gender: Male
DOB: 8/5/1992 (16 yr 3 mo) **Grade:** 9
1st Language: English **Type:** Regular School Year Enrollment
Building: High School/High School

Created by Terry BRAWN on 6/5/2008 at 10:39 AM
Modified by Terry BRAWN on 9/8/2008 at 9:14 AM

Student **Contacts** **Schedule** **Attendance** **Discipline** **Grades** **Assignments**

2008-2009 ▾

Type	Date
Absent	11/26/2008
Absent	9/25/2008

Browser progress bar at bottom of window.

Navigation

School**tool** is a web-based application. This means it can be accessed from any Internet connection anywhere in the world if you know your URL. This also means that if there is no Internet connection, you cannot access school**tool**.

While viewing school**tool** through a web browser, you should always use the buttons and links *within* the school**tool** interface, and not those of your browser. If you use the **toolbar** buttons and/or menus of your browser, this may cause errors and impact the data on your screen. As a general rule, do not use the **Back** button on your browser as this will halt your connection to the database.










Finally, all of the links and navigation buttons are accessed with a *single* click, not a double click. Double clicking may not produce the desired results.

Note: The preferred browser for school**tool** is Internet Explorer, but you can also use Safari and Netscape. School**tool** will work no matter connection you use; e.g.: dial up, DSL, cable, etc.

Note: School**tool** uses several pop-up windows for calendars, alerts, confirmations, and reports. Please make sure to disable your pop-up blocker for the school**tool** URL.

Navigation Buttons

School**tool** uses simple navigation buttons that allow you to perform basic functions with a single click of the mouse. The specific **tool** tips associated with each button may give more descriptive text than shown below, but the basic functionality remains the same.

 Show/Hide	 Print or Report	 Cancel
 Show/Hide	 Done or Return	 Email
 Select or Details	 Previous or Done	 Check Spelling

Organizing Data Using Column Headings

In many lists, column headings may be used to reorder the list. Click once on a column heading and the list will sort in ascending order, using the data in that column. Click again and the data sorts in descending order. If a column heading can be sorted, your mouse pointer will become a hand when held over the column heading, which indicates that the column can be sorted.

For example, if you clicked the heading for First Name, the information would appear in ascending alphabetical order of first names. Click First Name again, and the list sorts in descending alphabetical order of first names.

Note: School**tool** often uses a simple sort where numbers are treated as text. For this reason, numeric columns can be sorted, but may display the data in an unexpected order. For example, you may see grades 1, 10, and 11 listed before grade 2, because the list sorts on the first digit then the second.

Accessing schooltool

First Login

Preparation

When first logging in, a parent (in this case) will need three things:

1. An email address.

You current email address may be used to access schooltool. For this to happen, simply make sure to provide the school with this, and confirm that they have allowed your email address to be used when logging into to schooltool.

Write your email address down: _____

2. The web site of the schooltool database.

Your school will provide you with the web address of schooltool. It may look something like:

<http://www.myschooldistrict.org/schooltool>

Write this web address down: <https://fulton.schooltool.cnyric.org/schooltoolweb/> _____

3. Access to your own email.

You may be receiving your first schooltool password through your email. It will be necessary to make sure you have access to your email for any passwords resets as well.

Obtaining a New Password

1. Use your web browser (Internet Explorer, for instance) to access the internet and go to the schooltool web site (from step 2, above).
2. Where it says "Username", type in your full email address (from step 1, above).



3. Enter the password you were given or leave this field blank if you do not remember your password.
4. Click on the blue **Login** button.
5. If the password you entered is incorrect (or if you left it blank), the words "New User or Forgot Password" will appear on the screen, in blue.
 - A. Click once on these words.

[New User or
Forgot password?](#)

6. You will see the screen refresh (flash), and you will be prompted again to enter your username. Fill in the box, again, with your email address, and click the **Submit** button.

Enter your Username to receive your password by email.

Username:

- A. Clicking **Submit** will cause an email message to be sent to you that will contain your new password.
7. Retrieve new password from email.
 - A. Log into your email account, as you would normally, and look for an email message from "**SchoolTool**".
 - B. When this email message arrives, open the message and write down, or print, the password that is displayed. Careful, the password may have a lot of letters, numbers, and symbols. Also note that some letters are uppercase, and some are lower-case. This is important.

SchoolTool Password

SchoolTool Password Recovery [SchoolTool@schooltool.com]

Please login, go to the account tab and change your password. Your password has been reset to: hIXg*WOH>1X[._

Logging In

1. Log in to **schooltool**

Navigate to the **schooltool** web site, keying in your email address and password. Remember, the password may be copy/pasted from your original email message, but be careful to grab each character.

Username:

Password:

2. Click the Login button to enter **schooltool**. Once you have logged in successfully you will see the main Home screen, which generally includes 3 tabs: Students, Campus, and Account.

Mindex Technologies Rochester, NY		Home Logout
schooltool		
Home		Home
My Home		Students Campus Account
Welcome, Ernest HEMINGWAY, today is Tuesday, December 02, 2008		
Contacts		
▶ Greg HEMINGWAY 111 Main St. Rochester, NY 90210	Son Home: (555) 123-4567	
▶ Jane HEMINGWAY No address available	Daughter No phone numbers available	

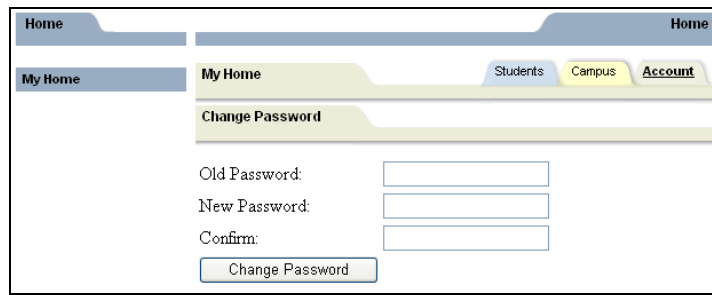
3. Click the **Account** tab to change the password.

Now would be a good time to change the password to a more comfortable one. We recommend creating a new password that has the following characteristics, although these requirements may be defined by your district:

1. Greater than or equal to eight (8) characters.
2. Combination of letters, numbers, and symbols (including upper and lower case letters)
3. Something that can be remembered easily

Good passwords do not have to be hard to remember. "Late2School!", for instance, is a good password that has upper and lowercase letters, a number, a symbol, and is greater than 8 characters long but still easy to remember.

To change a local password, simply click on the **Account** sub tab, enter the existing password, then the new desired password (twice). Click on the Change Password button to finalize the change.



The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'My Home', 'Students', 'Campus', and 'Account'. The 'Account' tab is selected. Below the navigation bar, there is a 'Change Password' section with three input fields labeled 'Old Password:', 'New Password:', and 'Confirm:'. A 'Change Password' button is located at the bottom of the form.

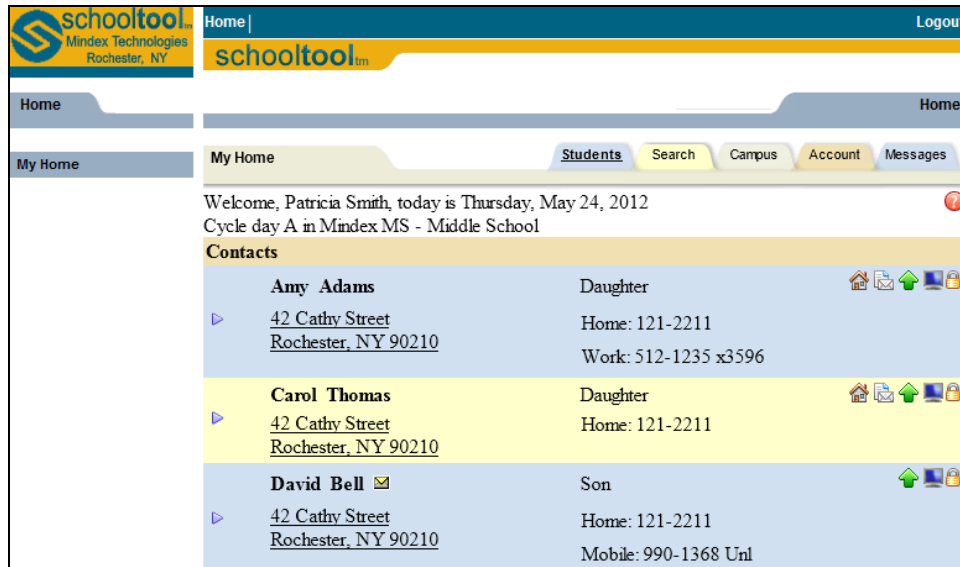
Logging Out

When it comes time to end the session, a parent may click **Logout** in the module bar, or simply close the browser window.



Using schooltool

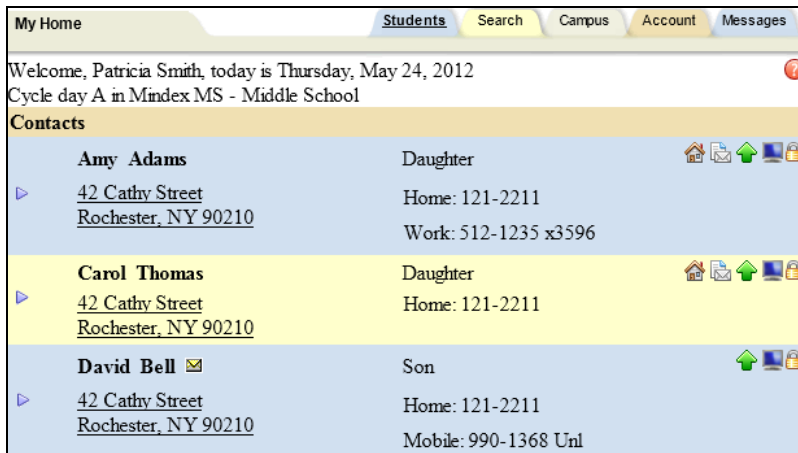
After logging in, a parent will be presented with a screen containing four or more tabs:



Name	Relationship	Address	Contact Information
Amy Adams	Daughter	42 Cathy Street Rochester, NY 90210	Home: 121-2211 Work: 512-1235 x3596
Carol Thomas	Daughter	42 Cathy Street Rochester, NY 90210	Home: 121-2211
David Bell	Son	42 Cathy Street Rochester, NY 90210	Home: 121-2211 Mobile: 990-1368 Unl

Students Tab

This tab provides a listing of all students that "belong" to the logged-in parent, including contact information for each student. A parent may be able to view additional information and student-specific tabs (covered later in this document) by clicking on a student's Select button.

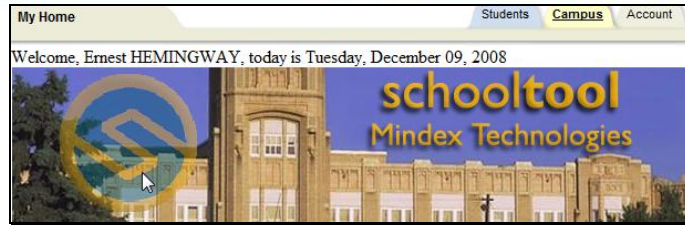


Name	Relationship	Address	Contact Information
Amy Adams	Daughter	42 Cathy Street Rochester, NY 90210	Home: 121-2211 Work: 512-1235 x3596
Carol Thomas	Daughter	42 Cathy Street Rochester, NY 90210	Home: 121-2211
David Bell	Son	42 Cathy Street Rochester, NY 90210	Home: 121-2211 Mobile: 990-1368 Unl

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

Campus Tab

This tab is where a parent will see general campus information, including cycle days, announcements, and other pertinent school information.



Account Tab

This tab is used to change passwords. When a parent logs in for the first time, he/she should immediately access this tab and change his/her password. This tab also shows the date and time of that user's previous logins.

Your last logins:	
5/24/2012 8:32:54 AM	
5/8/2012 3:52:43 PM	

Messages Tab

This tab displays any available messages. These messages may contain text, links, images, or attachments. If the message has an attachment, an icon and the attachment filename will be displayed at the bottom of the message. To download an attachment, simply click on the icon beside the filename.

Sample Actions Templates

For your convenience, we have attached a series of XML files to this message that can be used by you in the ACTIONS area of schooltool. Just click on the icon next to each file name, and save to your desktop of H drive.

- Sample Actions Letter Contact List.xml
- Sample Actions parent nametags.xml
- Sample Actions Label 6150 Primary only.xml

Code of Conduct--Full

CODE OF STUDENT CONDUCT AND STUDENT POLICIES

The Mindex School System seeks to offer students enrolled in the Mindex Schools the opportunity to learn in a pleasant, orderly and disciplined environment, free from distractions or disturbances which might interfere with the educational process. The following policies and regulations are designed to ensure the maintenance of a proper atmosphere for learning. All students will be expected to abide by the regulations stated herein.

EQUAL EDUCATION OPPORTUNITY STATEMENT

No student in The Mindex School System will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, religious belief, national origin, ethnic group, or handicap.

Parent Portal

Once a parent has selected a student, the screen will refresh with that student's Personal Information and several additional tabs.

Note: The specific tabs available to parents will depend on district settings. This document provides a brief overview of the most common tabs that a parent user might see.

Student Record

The top portion of the screen will provide basic information about that student. This includes the student's full name, age, date of birth, primary language, address, phone number, grade, enrollment type, and building/school level. Depending on permissions, parents may also see that student's current location.

902046

Personal Information

↑ HEMINGWAY, Greg

No Photo

First:	Greg	Address:	111 Main St. Rochester, NY 90210
Middle:		Phone #:	(555) 123-4567
Last:	HEMINGWAY	Grade:	9
Gender:	Male	Type:	Regular School Year Enrollment
DOB:	8/5/1992 (16 yr 4 mo)	Building:	High School/High School
1st Language:	English		

LAW & GOVERNMENT in Room 201 Teacher:
Fairrow

Created by Terry BRAWN on 6/5/2008 at 10:39 AM
Modified by Terry BRAWN on 9/8/2008 at 9:14 AM

Student **Contacts** Schedule Attendance Discipline Grades Assignments

Contacts

Ernest HEMINGWAY ✉	Father
111 Main St. Rochester, NY 90210	Home: (555) 123-4567

Siblings

Jane HEMINGWAY	9/1/1993 (15 yr 3 mo)
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Buttons available on the Personal Information section include the following:

- The Show / Hide information ↑ button allows the user to show or hide the Personal Information section.
- Done ↗ button will return the user to the main Home screen

The bottom portion of the screen will show the **Contacts** tab by default, but will change when other tabs are selected. Each of the tabs are described in detail on the following pages.

Contacts Tab

The Contacts tab provides a list of contacts associated with that student. This will show parents, guardians, and other adult contacts, and any siblings. The specific information that is displayed is based on permissions set by the district.

Student		
Contacts	Schedule	Attendance
Patricia Smith ✉	Mother	  
42 Cathy Street Rochester, NY 90210	Home: 121-2211 Mobile: 990-8464 Unl Work: 512-1284 x8464	
Cynthia Spacely	Father	   
42 Cathy Street Rochester, NY 90210	Home: 121-2211 Work: 512-1250	
Siblings		
Charles Spacely	7/21/1998 (13 yr 10 mo)	Mindex MS/7
Amy Adams	5/20/1993 (19 yr 0 mo)	

From the Contacts tab, a user may email any contact who has an email address listed. To send an email to a contact, click the Send Email ✉ button. An email form will open, allowing the parent to enter a subject and their desired message.

Send Email

From: Ernest HEMINGWAY (ehem@yoohoo.com)

To: Evan Wilson(E-Wilson@yoohoo.com);

BCC:

Subject:



Body:

Attachment:

Note: The “From” and “To” fields will be pre-populated with the user’s email address in the “From” field and the contact’s email address in the “To” field. Parents may enter any additional recipient email addresses in the “BCC” (blind carbon copy) field.

- Users may add attachments by clicking the Browse button near the bottom of the screen.


Attachment:


- In addition, users may click the Check Spelling  button to check the body of their message.
- When the message is ready to be sent, click the Send Email button at the bottom of the screen.
- To cancel the message, click the Done  button in the upper right corner of the screen to return to the Contacts tab without sending.

Schedule Tab

The Schedule tab provides a complete list of the student's schedule for the current school year. This list shows which course the student has during each period, which section number the student is in, the days that course meets, the room where the course meets, and the teacher who teaches that course.

Note: Depending on user permissions and settings in Maintenance, student schedules may not be available until after a specified date. When this is the case, a message will appear in place of the schedule to indicate that schedules are not currently available.

Student						
Contacts Schedule Attendance Discipline Grades Assignments						
						
<input checked="" type="radio"/> Standard View <input type="radio"/> Grid View						
Fall						
Period	Section	Course	Days	Room	<input checked="" type="checkbox"/>	Teacher
1	1	ALGEBRA II	1,2,3,4,5,6	359	<input checked="" type="checkbox"/>	Mr. Wilson
2	2	EARTH SCIENCE	1,2,3,5,6	266	<input checked="" type="checkbox"/>	Mr. Rofriguez
2	1	CONCERT BAND II	4	218	<input checked="" type="checkbox"/>	Ms. Bonner
3	6	SOCIAL STUDIES 9	1,3,4,5,6	104	<input checked="" type="checkbox"/>	Mr. Perry
3	1	FRENCH 2	2	410	<input checked="" type="checkbox"/>	Ms. Lee
4	4	SKILLS LAB	1,2,3,4,5,6	315	<input checked="" type="checkbox"/>	Ms. Rollins
5	9	LRR	1,2,3,4,5,6	352	<input checked="" type="checkbox"/>	Ms. Walker
6	2	FRENCH 2 ES	1,2,3,4,5	404	<input checked="" type="checkbox"/>	Ms. Briggs
6	10	LAW & GOVERNMENT	6	201	<input checked="" type="checkbox"/>	Mr. Fairrow
7	7	ART OF COMMUNICATION	1,2,3,4,5,6	319	<input checked="" type="checkbox"/>	Ms. Yellow
8	8	PE 9-10B	1,3,5	GYM	<input checked="" type="checkbox"/>	Mr. Baily
8	2	PSYCHOLOGY	2,4,6	326	<input checked="" type="checkbox"/>	Mr. Shear

- Parents may use the Send Email button to email any teacher who has an email address listed. To send an email use the process described under the **Contacts Tab** section.
- The schedule may be viewed in Standard View, or in Grid View. Parents may switch between views by clicking the appropriate radio button and waiting for the page to refresh with the new view.
- Clicking on the Print Schedule  button will allow users to print Student Schedule report in a new window. If multiple report formats are available, you will be provided with a drop-down menu where you may select the appropriate report format to be generated.

Note: The specific report formats available in this area are determined by the district. The following are samples of two commonly used reports.

Standard Grid Report Sample

High School						
Student Name: HEMINGWAY, Greg 111 Main St. Rochester, NY 90210		Student Number: 902046		Grade: 9	Homeroom:	
Semester: Fall		Locker:	Combo:	Counselor:		
	1	2	3	4	5	6
Period 1 Time 8:00 - 8:45	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)
Period 2 Time 8:50 - 9:35	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)	CONCERT BAND II Bonner(218)	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)
Period 3 Time 9:40 - 10:25	SOCIAL STUDIES 9 Perry(104)	FRENCH 2 Lee(410)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)
Period 4 Time 10:30 - 11:15	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)
Period 5 Time 11:20 - 12:05	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)
Period 6 Time 12:10 - 12:55	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	LAW & GOVERNMENT Fairrow(201)
Period 7 Time 1:00 - 1:45	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)
Period 8 Time 1:50 - 2:35	PE 9-10B Baily(GYM)	PSYCHOLOGY Shear(326)	PE 9-10B Baily(GYM)	PSYCHOLOGY Shear(326)	PE 9-10B Baily(GYM)	PSYCHOLOGY Shear(326)

Standard Schedule Report Sample

Student Schedule							
						12/02/2008	
Changed Date: 12/02/2008							
Student ID	Student Name		Gender	Grade	HomeRoom	DOB	
902046	HEMINGWAY, Greg		M	9		08/05/1992	
						Locker	
Course ID	Sect.	Semesters	Course Name	Room	Period	Days Met	Teacher
32200	1	F, S	ALGEBRA II	359	1	1,2,3,4,5,6	Wilson
40000	2	F, S	EARTH SCIENCE	266	2	1,2,3,5,6	Rofriguez
65400	1	F, S	CONCERT BAND II	218	2	4	Bonner
10000	6	F, S	SOCIAL STUDIES 9	104	3	1,3,4,5,6	Perry
20400	1	F, S	FRENCH 2	410	3	2	Lee
82000	4	F, S	SKILLS LAB	315	4	1,2,3,4,5,6	Rollins
81000	9	F, S	LRR	352	5	1,2,3,4,5,6	
20600	2	F, S	FRENCH 2 ES	404	6	1,2,3,4,5	
12300	10	F	LAW & GOVERNMENT	201	6	6	Fairrow
05200	7	F, S	ART OF COMMUNICATION		7	1,2,3,4,5,6	
70100	8	F	PE 9-10B	GYM	8	1,3,5	Baily
12600	2	F	PSYCHOLOGY	326	8	2,4,6	Shear

Attendance Tab

The Attendance tab shows a summary of the student's total absences for the current year (if any). Users may view a summary of Daily Attendance, All Course Attendance, or Missed Course Attendance by selecting the appropriate radio button. Use the year drop-down to review historical data for a previous year.

- The Daily Attendance view shows users all daily absences. This may also include early dismissals, late arrivals, and in/out records.
- The Missed Course Attendance view shows users all period misses where the student was marked absent by a teacher (this view only includes period misses for times when the student was expected to be in class, and does not include period absences that are tied to daily absences).
- The new All Course Attendance view allows users to see *all* course absences, including those that are tied to daily absences. Any course absence that is tied to a daily absence will display any Reason that has been entered for the daily absence.

Student Information			Contacts	Attendance	Schedule	Letters	Notes
<input checked="" type="radio"/> Daily Attendance <input type="radio"/> All Course Attendance <input type="radio"/> Missed Course Attendance							
2009-2010 ?							
Type	Date	Reason					
Absent	10/30/2009	Sick					
Absent	10/22/2009	Unexcused Absence					
Out	10/20/2009 12:35:00 PM	Doctor Appointment					
Absent	10/16/2009	Doctor Appointment					

Note: Each summary view is controlled by its own permission; if you do not have permission to view a specific option, the radio button for that option will not appear. In addition, depending on your school's settings, newly submitted absences may not be visible immediately.

Discipline Tab

On the Discipline tab, parents can view a list of all referrals the student has received for the selected year. The list shows the student's grade, the date seen, the date of the incident, the offense type, the disposition assigned for that referral, and the related disposition points. This tab will also show the total points accumulated for that year. Users may view referrals from past years by selecting a different year from the drop-down menu at the top left corner.

Note: Not all districts use disposition points. If your district does not use points, this information will not be displayed.

Depending on user permissions and district settings, users may be able to see all referrals for that student or only those for which a "Date Seen" has been entered.

Student							Contacts	Schedule	Attendance	Discipline	Grades	Assignments
2008-2009							Total Points: 30.00					
Grade	Date Seen	Incident Date	Offense			Disposition	Points					
9		12/8/2008	Driving/Riding/parking Infraction			Warning	5.00					
9		12/8/2008	Destruction of or Damage to School Property			Warning	5.00					
9		11/12/2008	Truancy from School			In-School Suspension	20.00					

Grades Tab

The **My Home > Grades** tab shows grades in each class based on the selected view. The Grade column displays the word “None” until grades have been published. To view grades, select the appropriate view from the drop-down menu.

Student							
Contacts Schedule Attendance Discipline Grades Assignments							
School Year	2008-2009	View	Marking Period Grades	Marking Period	MP1		
Course	Teacher	MP Days	Period	Section	Grade	Comments	
ALGEBRA II	Mr. Wilson	F,S 1,2,3,4,5,6	1	1	B		
EARTH SCIENCE	Mr. Rofriguez	F,S 1,2,3,5,6	2	2	C		
CONCERT BAND II	Ms. Bonner	F,S 2,4,6	2	1	A		
SOCIAL STUDIES 9	Mr. Perry	F,S 1,3,4,5,6	3	6	B		
FRENCH 2	Ms. Lee	F,S 1,2,3,4,5	3	1	A		
SKILLS LAB	Ms. Rollins	F,S 1,2,3,4,5,6	4	4	A		
LRR	Ms. Walker	F,S 1,2,3,4,5,6	5	9	None		
FRENCH 2 ES	Ms. Briggs	F,S 1,2,3,4,5	6	2	A		
LAW & GOVERNMENT	Mr. Fairrow	F 2,4,5,6	6	10	B		


Available views include the following:


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

Marking Period / Progress Report Grades

The Marking Period Grades and Progress Report Grades views allow users to see marking period grades and/or progress report grades for each grading interval. For both views, the screen will show grades for the current grading interval by default. Whenever grades are not available, the Grade column will display “None.”

Descriptor-based course grades may be visible on the Marking Period Grades view. Descriptor topics for each course will be listed, with any available grades, grouped alphabetically by course name.

Users with the appropriate permissions also have the option to print report cards and/or progress reports from these views. If more than one report format is available for printing, a drop-down menu will appear and the user must select a report format to print. Any configurable options will default to the values set in Counseling. To print, navigate to the appropriate Marking Period or Progress Report Grades view and click the Print  icon.

Student							
Contacts Schedule Attendance Discipline Grades 3-8 Testing Assignments Letters Notes							
School Year	2008-2009	View	Marking Period Grades	For	MP1		
Report to print:	Secondary Report Card (Portrait) 						
Course	Teacher	MP Days	Period	Section	Grade	Comments	
ALGEBRA II	Mr. Wilson Ms. Baily	F,S 1,2,3,4,5,6	1	1	B		
ART OF COMMUNICATION	Ms. Yellow	F,S 1,2,3,4,5,6	8	8	A		
CONCERT BAND II	Ms. Bonner	F,S 2,4,6	2	1	A		
EARTH SCIENCE	Mr. Rofriguez	F,S 1,2,3,5,6	2	2	C		
FRENCH 2	Ms. Lee	F,S 1,2,3,4,5	3	1	A		
FRENCH 2 ES	Ms. Briggs	F,S 1,2,3,4,5	6	2	A		

Marking Period Average

To view the marking period averages for each course, select the appropriate year from the drop-down menu and choose the Marking Period Average option from the View drop-down. This view will display the current grade book average for that course.

Student							
Contacts Schedule Attendance Discipline Grades 3-8 Testing Assignments Letters User Defined Notes							
School Year		View					
2008-2009		Marking Period Average					
Course	Teacher	MP	Days	Period	Section	Average	
ALGEBRA II	Mr. Wilson Ms. Baily	F,S	1,2,3,4,5,6	1	1	89.13	
ART OF COMMUNICATION	Ms. Yellow	F,S	1,2,3,4,5,6	8	8	None	
CONCERT BAND II	Ms. Bonner	F,S	2,4,6	2	1	95.00	
EARTH SCIENCE	Mr. Rofriguez	F,S	1,2,3,5,6	2	2	91.80	
ENGLISH 11 REGENTS	Mr. Fairbanks	F,S	1,2,3,4,5,6	Supplemental Courses	10	None	

Assessment Grades

To view assessment grades, select the appropriate school year and select the “Assessment Grades” option from the View drop-down. The screen will refresh to show all assessments assigned to that student for the selected school year. Any available grades will display in the “Score” column; for exams where scores have not yet been entered, the word “None” will display instead.

Student					
Contacts Schedule Attendance Discipline Grades 3-8 Testing Assignments Letters Notes					
School Year		View			
2008-2009		Assessment Grades			
Type	Course	Exam	Score	Date	
Local Final	ALGEBRA II	HS Local Final Exam (20%)	82	4/1/2009 2:18:00 PM	
State Final	EARTH SCIENCE	Regents Physical Setting/Earth Science	78		
Local Final	FRENCH 2	HS Local Final Exam (20%)	96	4/1/2009 2:18:00 PM	
State		ACT English Test	24		
State		Regents Global Hist & Geo.	78		

If a student has received an assessment note for any assessment, the short code of the note may display instead of the score, depending on yearly configuration options.

Final Grades

To view final course grades, select the appropriate school year and select the “Final Grades” option from the View drop-down. This view will display the final grade for all courses for which grades have been submitted. This view is year-specific and is not limited to a specific marking period or progress interval. If grades are not available for any course, the Grade column will display “None” for that course.

Student							
Contacts Schedule Attendance Discipline Grades 3-8 Testing Assignments Letters Notes							
School Year		View					
2008-2009		Final Grades					
Course	Teacher	MP	Days	Period	Section	Grade	
ALGEBRA II	Mr. Wilson	F,S	1,2,3,4,5,6	1	1	B+	
ART OF COMMUNICATION	Ms. Yellow	F,S	1,2,3,4,5,6	8	8	A	
CONCERT BAND II	Ms. Bonner	F,S	2,4,6	2	1	None	
EARTH SCIENCE	Mr. Rofriguez	F,S	1,2,3,5,6	2	2	B	
ENGLISH 11 REGENTS	Mr. Fairbanks	F,S	1,2,3,4,5,6	Supplemental Courses	10	None	
FRENCH 2	Ms. Lee	F,S	1,2,3,4,5	3	1	None	

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. If multiple teachers are assigned to a course, all teachers' last names will be displayed in the "Teacher Name" column, separated by a "/."

Note: Assignments will only appear in this list once the student has been given a grade for the specific assignment. In addition, teachers may determine whether or not each assignment may be viewed by parents; if a teacher opts not to show a specific assignment, it will not be displayed even if it has been given a grade.

Student					
Contacts Schedule Attendance Discipline Grades 3-8 Testing Assignments Letters Notes					
School Year	2008-2009	Marking Period	MP1	Courses	All Courses
Course Name	Assignment Name	Assignment Date	Max Points	Student Score	Teacher Name
ALGEBRA II	Chapter 1 HW	9/12/2008	50	45	Wilson / Baily
ALGEBRA II	Chapter 2 HW	9/19/2008	50	47	Wilson / Baily
ALGEBRA II	Test 1	9/26/2008	100	85	Wilson / Baily
ALGEBRA II	Chapter 3 HW	9/26/2008	50	45	Wilson / Baily
SOCIAL STUDIES 9	HW #1	9/26/2008	100	90	Perry
SKILLS LAB	Course Work - September	9/30/2008	100	95	Rollins
SOCIAL STUDIES 9	Test #1	10/1/2008	100	85	Perry
FRENCH 2	HW 1	10/1/2008	100	100	Lee
LAW & GOVERNMENT	Reading - Chap 1-3	10/1/2008	150	125	Fairrow
LAW & GOVERNMENT	Test 1	10/3/2008	100	85	Fairrow
ALGEBRA II	Chapter 5 HW	10/10/2008	50	30	Wilson / Baily
ALGEBRA II	Chapter 6 HW	10/17/2008	50	0	Wilson / Baily
SOCIAL STUDIES 9	HW #3	10/17/2008	100	92	Perry