**Schooltool Parent Portal**

**First Login**

**Obtain a Password**

1. Use a web browser (Internet Explorer, for instance) to go to [**www.gateschili.org**](http://www.gateschili.org) **and go to the Middle School home page. On the left hand side, click on the link to “Parent Portal”.**

2. Where it says "Username", type in your full email address (**for now ignore the "Password" field**).



3. Click on the blue **Login** button. The words "New User or Forgot Password" will appear on the screen, in blue just below the Login button.



4. Click once on these words.

5. You will see the screen refresh (flash), and on the right you will be prompted again to enter your full email address into the “Username” field. Again, type your email address, and click the Submit button.



6. After clicking Submit, an email message will be sent to the email address entered, that will contain the password that must be used to login to the parent portal for the first time. Log into that email account, and look for an email message like the one below which states the parent portal login password that will be used in the next section to login:



**Login to schooltool**

1. Navigate back to the school**tool** web site, keying in the same email address as before, into the Username field.

2. This time, enter the password you received in the email that was sent to you from “SchoolTool Password Recovery” into the “Password” field.

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



4. Click the **Account** tab to change the password to something you will remember.

**A Note about Navigation in SchoolTool**

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.

**Parent Portal User Guide**

Once you have logged in to Schooltool, you will be able to view several kinds of information.

**Students Tab**

Here a parent will see the contact information for each student.

A parent will be able to view additional information and student-specific tabs by clicking on the small purple arrow to the left of the student name.

**Student Record**

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



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 page.

**Contacts Tab**

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

**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.

• Parents may use the Send Email button to email any teacher who has an email address listed. To send an email, click on the envelope beside the teacher’s name.

• 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.

**Attendance Tab**

The Attendance tab provides a list of the student’s absences for the selected year. The list shows the absence type and the date for each absence record.

**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 of the incident, the offense type and the disposition assigned for that offense.

**Grades Tab**

The Grades tab provides parents with a view of the student’s grades for each class for the current year. Grades may be viewed for past years by selecting a different year from the drop-down menu in the top left corner.

Parents may choose to view grades for a specific Marking Period or for a specific Progress Interval. To change the view, use the radio buttons to select the grade type (Marking Period, Progress Report).

• **Marking Period:** Shows the Marking Period grades for the selected Marking Period.

• **Progress Interval:** Shows the student’s Progress Report comments for the selected Progress

Interval.

**Assignments Tab**

The Assignments tab shows a list of posted assignments for the current year. Parents may choose to show all courses, or use the drop down to choose a particular course.