

SchoolTool - Parent Portal

Quick Reference Guide

SchoolTool supported internet browsers are Internet Explorer, Chrome, Firefox and Safari or download the SchoolTool Mobile App (Mindex Technologies) in your Google Play or App Store .

NOTE: Do **NOT** use the **Internet browser's** back button while in SchoolTool as this will cause an error message to appear. There is also no double clicking in SchoolTool.

Getting Started: Go to norwichcsd.org and under Families choose *New: SchoolTool Parent Portal* or directly to <https://schooltool.norwichcsd.org>

Logging in:

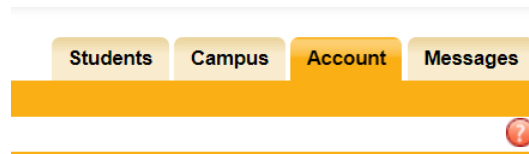
- Enter your **username** (this is your email address) & **password** (this is contained in the initial email sent to you by your district).

Once you are logged in you will see the **Home>My Home** view by default and any of your children that you have Parent Portal access to listed.



To change your password:

1. Once you are logged in, click on the **Accounts** tab.



2. Enter the **Old Password** – which is the password that was sent to you by the district.

CHANGE PASSWORD

Old Password:

New Password:








Confirm:


Your last logins:

3/24/2020 6:15:15 PM

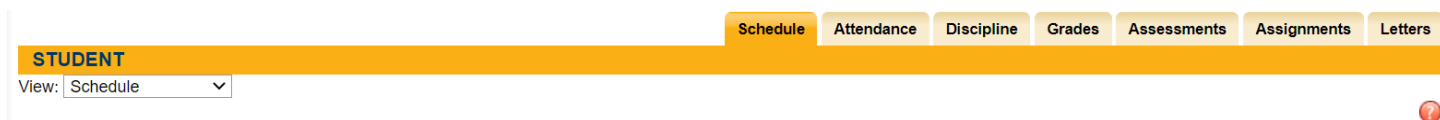
3. Enter a **New Password** and then enter it again in the **Confirm** field. Click on **Change Password** when finished.

Below is a list of common icons you may see throughout the system:

	View Student Record – use this icon to view additional information on your child.
	Email – select this icon to send an email to the person. The email will come from your account email.
	Print or Report
	Medical Alert – if the student has a medical alert, hover the mouse over the icon to view the alert information.
	Help – when you click on this icon it will give you more information about the screen you are currently on.
	Custom Flag – the district can create any color flag for any information they want – hover the mouse over the flag to view information.
	Done – this icon will return you to the previous screen.

Click on the **View Student Record**  icon next to your child to view additional information.

You will see your child’s basic information in the top portion of the screen and a set of tabs across the bottom portion of the screen. The information and tabs available are set by your district. Below is an example of what it may look like.



The screenshot shows a navigation bar with the following tabs: **Schedule**, **Attendance**, **Discipline**, **Grades**, **Assessments**, **Assignments**, and **Letters**. Below the tabs, there is a "STUDENT" header and a "View: Schedule" dropdown menu.

Click on each tab to view the information:

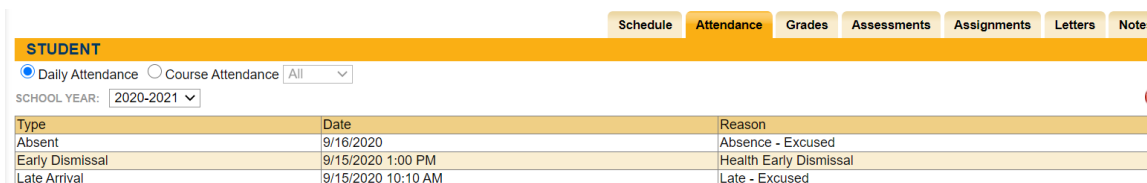
Schedule – displays your child’s schedule. Here you can also print the schedule (the print option is set by the district as to whether it is available or not). Typically there are two view options: standard view or grid view.



The screenshot shows a schedule grid for "S1 - High School : High School". It includes view options for "Standard View" and "Grid View". The grid lists six periods with their respective times and teachers.

	1	2	3	4	5	6
Period 1 Time 7:42 - 8:19	Geometry Pantalo / Moody(101)	Geometry Pantalo / Moody(101)	Geometry Pantalo / Moody(101)	Geometry Pantalo / Moody(101)	Geometry Pantalo / Moody(101)	Geometry Pantalo / Moody(101)
Period 2 Time 8:23 - 9:03	PE 11 12 Dixon(SGYM)	Chemistry Lab Parker(119)	PE 11 12 Dixon(SGYM)	Chemistry Lab Parker(119)	PE 11 12 Dixon(SGYM)	Chemistry Lab Parker(119)
Period 3 Time 9:06 - 9:44	English 11 Gray(52)	English 11 Gray(52)	English 11 Gray(52)	English 11 Gray(52)	English 11 Gray(52)	English 11 Gray(52)
Period 4 Time 9:47 - 10:25	AP US History Green(45)	AP US History Green(45)	AP US History Green(45)	AP US History Green(45)	AP US History Green(45)	AP US History Green(45)
Period 5 Time 10:28 - 11:06	Math 11 Anderson / Mohamed	Math 11 Anderson / Mohamed	Math 11 Anderson / Mohamed	Math 11 Anderson / Mohamed	Math 11 Anderson / Mohamed	Math 11 Anderson / Mohamed

Attendance – shows all Daily and Course attendance.



The screenshot shows the "Attendance" tab selected. It includes a "STUDENT" header, a "Daily Attendance" radio button, a "Course Attendance" radio button, and a dropdown menu set to "All". Below this is a "SCHOOL YEAR:" dropdown menu set to "2020-2021". The main area displays a table of attendance records.

Type	Date	Reason
Absent	9/16/2020	Absence - Excused
Early Dismissal	9/15/2020 1:00 PM	Health Early Dismissal
Late Arrival	9/15/2020 10:10 AM	Late - Excused

Grades – shows all courses and grade information. **Marking Period Grades** will display – no grades will display until the report card grades are available at the end of the marking period.

STUDENT							
School Year	View	Marking Period Grades	for	Q1			
Course	Teacher	MP	Days	Period	Section	Grade	Comments
AP US History	Green	S1,S2	1,2,3,4,5,6	4	2		
Chemistry	Parker	S1,S2	1,2,3,4,5,6	6B	2		
Credit Recovery	Thomas	S1,S2	1,2,3,4,5,6	Supplemental Courses	1		
English 11	Gray	S1,S2	1,2,3,4,5,6	3	5		

- Select **Progress Report Grades** from the View drop-down for your student's progress reports.

STUDENT							
School Year	View	Progress Report Grades	for	Q1: 5 Week 1			
Course	Teacher	MP	Days	Period	Section	Grade	Comments
AP US History	Green	S1,S2	1,2,3,4,5,6	4	2		
Chemistry	Parker	S1,S2	1,2,3,4,5,6	6B	2		
Credit Recovery	Thomas	S1,S2	1,2,3,4,5,6	Supplemental Courses	1		
English 11	Gray	S1,S2	1,2,3,4,5,6	3	5		

- Select **Marking Period Average** from the View drop-down for your student's current course grades.

STUDENT				
View	Marking Period Average	for	Q1	
Course	Average	Categories		
American History, Section 4	None			
Adams				
Meets: Sem S1,S2 Days 1,2,3,4,5,6 Period(s) 8				
ASC 11, Section 4	None			
Murphy				
Meets: Sem S1,S2 Days 1,3,5 Period(s) 9				
English 11, Section 2	None			
Gonzalez				
Martin				
Meets: Sem S1,S2 Days 1,2,3,4,5,6 Period(s) 6B				
Gen Chemistry AM, Section 1	None			
Moore				
Meets: Sem S1,S2 Days 1,2,3,4,5,6 Period(s) 2				
Geometry - part 1, Section 1	105.00		Category	Weight
Brown			Homework:	40%
Meets: Sem S1,S2 Days 1,2,3,4,5,6 Period(s) 1			Tests:	60%
			Average	105.00

Assessments – displays a list of 3-8 assessments.

STUDENT					
School Year	Assessment	Date	Performance Level	Raw Score	Scale Score
2016-2017	Grade 8 Math	5/1/2017	2	36	315
2016-2017	Grade 8 ELA	3/27/2017	2	30	284

Assignments – displays any assignments the teacher has given view access to for the selected marking period. Choose to view specific courses from the **Courses** drop-down or to sort by course, click the Course heading to group all assignments by course alphabetically.

STUDENT						
School Year	Marking Period	Courses				
2020-2021	Q1	All Courses				
Course	Category	Assignment Name / Description	Date	Max	Score	
Math 11 (Anderson / Mohamed)	Homework	Homework 6	9/17/2020	20		
Math 11 (Anderson / Mohamed)	Homework	Homework 5 Unit 2	9/15/2020	20		
Math 11 (Anderson / Mohamed)	Participation	Participation Unit 1	9/11/2020	100	100	
Math 11 (Anderson / Mohamed)	Test	Test 1 Unit 1	9/11/2020	100		

Letters – displays any Attendance letters that were sent home by the district.

STUDENT					
Type	Threshold Name	Threshold	As Of	Created On	Detail
Daily	Stage 1: 3-13 absences	6	9/11/2020	9/11/2020 10:5 AM	
Daily	Stage 2: 14-21 absences	14	6/30/2020	8/28/2020 10:4 AM	