

# Student Portal User Guide

[MY HOME](#)

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## Student Information

▶ Grayson Rogan  
123 Main Street  
Sackets Harbor, NY 13685  
Home: 555-5557



## What is the Student Portal?

The **Student portal** is a module of **SchoolTool**, the district's web based student management system. Students can view their student's academic information in real time from anywhere an internet connection is available.

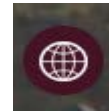
With a Student portal account, Students can view the following student information:

- Student Record (basic information)
- Contact Information
- Schedule
- Attendance (daily and course absences)
- Grades (Marking Period Averages and Final Grades)
- Assignment Grades
- Email capabilities between teachers and counselors

## Getting Started...

1. Go to the district's SchoolTool website (*add this link to your Internet favorites for easy future access*). <https://schooltool.sacketspatriots.org>

2. Or click on the globe icon on the school website header



Sackets Harbor Central School Live

**Sackets Harbor**

**Patriots**

**Central School District**

schooltool.

LOGIN

USERNAME

PASSWORD

Login

### Logging In For the First Time

1. Type in your network username and password and click login.



A login form titled "LOGIN" on a blue background. It features two input fields: the first is labeled "USERNAME" and contains the text "JSmith"; the second is labeled "PASSWORD" and contains a series of dots. Below the password field is a "Login" button.

2. Once you have logged in successfully, you will see the main Home screen, which includes 3 tabs: **Students, Campus, and Account**.

### Logging Out

To log out of the Student portal, you can either click “**Logout**” located in the left corner of window, or simply close out of the Internet entirely.




## After Logging In: What Will I See?

After logging in, you will be at your main home page that displays the following three tabs: **Students, Campus, and Messages.**

StudentCampusMessages

MY HOME

Student Information

 **Grayson Rogan**  
123 Main Street  
Sackets Harbor, NY 13685  
Home: 555-5557

Schedule

☒ Current Semester ☐ ALL

<b>English 12 (Common Core) (1041)</b> Teacher: Esposito	Period: 1 Semester: S1, S2, S3, S4 Days: 1,2,3,4,5,6	Section: 4 Room: 134
<b>Welding 2 (925)</b> Teacher: BOCES	Period: 2-4 Semester: S1, S2, S3, S4 Days: 1,2,3,4,5,6	Section: 1 Room: BOCES
<b>Integrated Science (34)</b> Teacher: BOCES	Period: 5 Semester: S1, S2, S3, S4 Days: 1,2,3,4,5,6	Section: 3 Room: BOCES
<b>Academic Enhancement Period (999)</b> Teacher: Green	Period: 6 Semester: S1, S2, S3, S4 Days: 1,2,3,4,5,6	Section: 28 Room: Gym
<b>Academic Enhancement Period (999)</b> Teacher: Butler	Period: 7a Semester: S1, S2, S3, S4 Days: 1,2,3,4,5,6	Section: 2 Room: 273
<b>Lunch (1309)</b> Teacher: N/A	Period: 7b Semester: S1, S2 Days: 1,2,3,4,5,6	Section: 3 Room: Cafe
<b>Academic Enhancement Period (999)</b> Teacher: Burns	Period: 7c Semester: S1, S2 Days: 1,2,3,4,5,6	Section: 7 Room: 119
<b>Government (6)</b> Teacher: Burns	Period: 8 Semester: S1, S2 Days: 1,2,3,4,5,6	Section: 1 Room: 119
<b>Career &amp; Financial Management (29)</b> Teacher: Lagos	Period: 9 Semester: S1, S2, S3, S4 Days: 2,4,6	Section: 2 Room: 271
<b>Physical Education HS (919)</b> Teacher: Kleiboer	Period: 9 Semester: S1, S2, S3, S4 Days: 1,3,5	Section: 7 Room: Gym
<b>Lunch (1309)</b> Teacher: N/A	Period: 7b Semester: S3, S4 Days: 2,4,6	Section: 3 Room: Cafe
<b>Academic Enhancement Period (999)</b> Teacher: Burns	Period: 7c Semester: S3, S4 Days: 2,4,6	Section: 7 Room: 119

## Student Tab

This tab provides a listing of student information and the current schedule.

You will be able to view additional information and student-specific tabs (covered later in this document) by clicking on a student's **Select** ► button.

## Campus Tab

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

### MY HOME










Welcome, Grayson Rogan, today is Tuesday, November 29, 2016  
Cycle day 2 in Sackets Harbor Central School - Secondary



## How to Navigate Once Logged In

### Navigation Buttons

SchoolTool uses simple navigation buttons that allow you to perform basic functions with a single click of the mouse. The functionality of each is described below:

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

# Student Portal

## Student Record

PERSONAL INFORMATION

Rogan, Grayson

No Photo

FIRST: Grayson

MIDDLE: E

LAST: Rogan

GENDER: Male

DOB: 10/29/1999 (17 yr 1 mo)

1ST LANGUAGE: English

EMAIL: mrogan@moric.org 

ADDRESS: 123 Main Street  
Sackets Harbor, NY 13685

PHONES: H: 555-5557

GRADE: 12

CLASS OF: 2016-2017

COHORT: 2013-2014

HOMEROOM: 134

HR TEACHER: Esposito, Sonya 

LOCKER: 141

COUNSELOR: Tastor, Ryan 

TYPE: 0011-Regular School Year Enrollment

BUILDING: Sackets Harbor Central School/Secondary

BUS INFO: 64 D. Hiese(Mark Rogan) 

Cycle day 2, Periods 2 to 4 (8:36AM to 10:36AM)

Welding 2 in Room BOCES Teacher: STAFF BOCES

733



Contacts

Schedule

Attendance

Discipline

Grades

Assessments

Assignments

Letters

Hours

STUDENT

Contacts

Mark Rogan

123 Main Street

Sackets Harbor, NY 13685

Father

Home: 555-5557

Work: 555-5555



Jessica Rogan

123 Main Street

Sackets Harbor, NY 13685

Mother

Home: 555-5557

Cell: 555-5556 Uni



Siblings



No siblings

Once you have 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.







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.

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.


## **Contacts Tab**

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

Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	Hours
<b>STUDENT</b>								
Contacts 								
<b>Mark Rogan</b>			Father			  		
<u>123 Main Street</u>			Home: 555-5557					
<u>Sackets Harbor, NY 13685</u>			Work: 555-5555					
<b>Jessica Rogan</b>			Mother			 		
<u>123 Main Street</u>			Home: 555-5557					
<u>Sackets Harbor, NY 13685</u>			Cell: 555-5556 Unl					








## 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.








View: Schedule Report to print: Full Year - Schedule 

☒ Standard View ☐ Grid View

**S1 - Sackets Harbor Central School : Secondary**


Period	Section	Course	Days	Room	Teacher
1	4	English 12 (Common Core)	1,2,3,4,5,6	134	 Ms. Esposito
2 - 4	1	Welding 2	1,2,3,4,5,6	BOCES	Ms. BOCES
5	3	Integrated Science	1,2,3,4,5,6	BOCES	Ms. BOCES
6	28	Academic Enhancement Period	1,2,3,4,5,6	Gym	 Mr. Green
7a	2	Academic Enhancement Period	1,2,3,4,5,6	273	 Ms. Butler
7b	3	Lunch	1,2,3,4,5,6	Cafe	
7c	7	Academic Enhancement Period	1,2,3,4,5,6	119	 Mr. Burns
8	1	Government	1,2,3,4,5,6	119	 Mr. Burns
9	2	Career & Financial Management	2,4,6	271	 Mr. Lagos
9	7	Physical Education HS	1,3,5	Gym	 Ms. Kleiboer

**S2 - Sackets Harbor Central School : Secondary**

Period	Section	Course	Days	Room	Teacher
1	4	English 12 (Common Core)	1,2,3,4,5,6	134	 Ms. Esposito
2 - 4	1	Welding 2	1,2,3,4,5,6	BOCES	Ms. BOCES
5	3	Integrated Science	1,2,3,4,5,6	BOCES	Ms. BOCES
6	28	Academic Enhancement Period	1,2,3,4,5,6	Gym	 Mr. Green
7a	2	Academic Enhancement Period	1,2,3,4,5,6	273	 Ms. Butler
7b	3	Lunch	1,2,3,4,5,6	Cafe	
7c	7	Academic Enhancement Period	1,2,3,4,5,6	119	 Mr. Burns
8	1	Government	1,2,3,4,5,6	119	 Mr. Burns
9	2	Career & Financial Management	2,4,6	271	 Mr. Lagos
9	7	Physical Education HS	1,3,5	Gym	 Ms. Kleiboer

- The schedule may be viewed in **Standard View**, or in **Grid View**. Students 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.
- After clicking the **Print Schedule** button, the screen will refresh to provide a drop-down menu where users can select the desired report format.
- Select a report format and click the **Run Report** button to generate the selected report.
- The report will open in a new window and the schooltool screen will return to the student's **Schedule** tab.
- To cancel without generating the report, click the **Done** button.

### Sackets Harbor Central School

**Student:** Rogan, Grayson E.

**Student ID:** 733

**Grade:** 12

**Homeroom:** Esposito(134)

123 Main Street  
Sackets Harbor, NY 13685

**Locker:** 141

**Combo:**

**Counselor:** Tastor

**Semester:** S1

	1	2	3	4	5	6
Period 1 Time 7:53 - 8:33	English 12 (Common Core) (134)	English 12 (Common Core) (134)	English 12 (Common Core) (134)	English 12 (Common Core) (134)	English 12 (Common Core) (134)	English 12 (Common Core) (134)
Period 2 Time 8:36 - 9:14	Welding 2 (BOCES)	Welding 2 (BOCES)	Welding 2 (BOCES)	Welding 2 (BOCES)	Welding 2 (BOCES)	Welding 2 (BOCES)
Period 3 Time 9:17 - 9:55	Welding 2 (BOCES)	Welding 2 (BOCES)	Welding 2 (BOCES)	Welding 2 (BOCES)	Welding 2 (BOCES)	Welding 2 (BOCES)
Period 4 Time 9:58 - 10:36	Welding 2 (BOCES)	Welding 2 (BOCES)	Welding 2 (BOCES)	Welding 2 (BOCES)	Welding 2 (BOCES)	Welding 2 (BOCES)
Period 5 Time 10:39 - 11:17	Integrated Science (BOCES)	Integrated Science (BOCES)	Integrated Science (BOCES)	Integrated Science (BOCES)	Integrated Science (BOCES)	Integrated Science (BOCES)
Period 6 Time 11:20 - 11:43	Academic Enhancement Period (Gym)	Academic Enhancement Period (Gym)	Academic Enhancement Period (Gym)	Academic Enhancement Period (Gym)	Academic Enhancement Period (Gym)	Academic Enhancement Period (Gym)
Period 7a Time 11:46 - 12:13	Academic Enhancement Period (273)	Academic Enhancement Period (273)	Academic Enhancement Period (273)	Academic Enhancement Period (273)	Academic Enhancement Period (273)	Academic Enhancement Period (273)
Period 7b Time 12:16 - 12:43	Lunch (Cafe)	Lunch (Cafe)	Lunch (Cafe)	Lunch (Cafe)	Lunch (Cafe)	Lunch (Cafe)
Period 7c Time 12:46 - 1:13	Academic Enhancement Period (119)	Academic Enhancement Period (119)	Academic Enhancement Period (119)	Academic Enhancement Period (119)	Academic Enhancement Period (119)	Academic Enhancement Period (119)
Period 8 Time 1:16 - 1:54	Government (119)	Government (119)	Government (119)	Government (119)	Government (119)	Government (119)
Period 9 Time 1:57 - 2:35	Physical Education HS (Gym)	Career & Financial Management (271)	Physical Education HS (Gym)	Career & Financial Management (271)	Physical Education HS (Gym)	Career & Financial Management (271)

## Attendance Tab

The Attendance tab shows a summary of the student's total absences for the current year (if any). This may include early dismissals, late arrivals, in and out records. Users may view a summary of **Daily Attendance** or **Course Attendance** by selecting the appropriate radio button. Use the year drop-down to review historical data for a previous year.

Contacts

Schedule

Attendance

Discipline

Grades

Assessments

Assignments

Letters

Hours

STUDENT

☒ Daily Attendance ☐ Course Attendance 

All ▼

SCHOOL YEAR: 

2016-2017 ▼

?

Type	Date	Reason
Absent	10/5/2016	Education-related Absence
Out	9/30/2016 8:05:00 AM	Field Trip
Out	9/23/2016 11:21:00 AM	Appointment Excused Early
Out	9/19/2016 11:38:00 AM	Appointment Excused Early

## Grades Tab

STUDENT

School Year

2016-2017

View

Progress Report Grades

for

MP1: P1



Course	Teacher	MP	Days	Period	Section	Grade	Comments
Career & Financial Management	☑ Mr. Lagos	S1,S2,S3,S4	2,4,6	9	2	94	
English 12 (Common Core)	☑ Ms. Esposito	S1,S2,S3,S4	1,2,3,4,5,6	1	4	100	
Government	☑ Mr. Burns	S1,S2	1,2,3,4,5,6	8	1	70	
Integrated Science	Ms. BOCES	S1,S2,S3,S4	1,2,3,4,5,6	5	3	None	
Physical Education HS	☑ Ms. Kleiboer	S1,S2,S3,S4	1,3,5	9	7	97.14	
Welding 2	Ms. BOCES	S1,S2,S3,S4	1,2,3,4,5,6	2 - 4	1	None	

Available views include the following:

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

## Assignment 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".

Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	Hours
<b>STUDENT</b>								
School Year	2016-2017 ▼	Marking Period	MP1 ▼	Courses	All Courses ▼			
Course	Category	Assignment Name / Description		Date	Max	Score		
Career & Financial Management (Lagos)	Tests	Participation		10/5/2016	100	100		
Government (Burns)	Homework	Political Cartoon		10/5/2016	6	6		
Government (Burns)	Homework	Island Constitution		10/5/2016	6	0		
Government (Burns)	Quiz	Ch. 1 Quiz Corrections		10/5/2016	18			
Government (Burns)	Quiz	9/28/16 Quiz		10/5/2016	3	2		
Government (Burns)	Homework	Video 1		10/5/2016	3	2		
Government (Burns)	Homework	Video 2		10/5/2016	3	3		
Government (Burns)	Homework	Video 3		10/5/2016	3	0		
Government (Burns)	Homework	Video 4		10/5/2016	3	0		
English 12 (Common Core) (Esposito)	Classwork	College Fair Questions		10/5/2016	100			
Career & Financial Management (Lagos)	Tests	Stock Quiz		10/4/2016	100	95		
Physical Education HS (Kleiboer)	participation	flickerball		10/4/2016	5	5		
Physical Education HS (Kleiboer)	participation	flickerball		9/28/2016	5	5		
English 12 (Common Core) (Esposito)	Writing	Cover Letter		9/27/2016	100			
Government (Burns)	Quiz	Ch. 1 Quiz		9/26/2016	18	16		
Physical Education HS (Kleiboer)	participation	football		9/26/2016	5	4		
Career & Financial Management (Lagos)	Homework	Reunion Letter		9/24/2016	100	100		
Career & Financial Management (Lagos)	Projects	Career Summary		9/24/2016	100	89		
Career & Financial Management (Lagos)	Homework	Stocks 9/23		9/24/2016	100	100		
Career & Financial Management (Lagos)	Homework	Stocks 9/30		9/24/2016	100	100		
Physical Education HS (Kleiboer)	participation	testing		9/22/2016	5	5		
English 12 (Common Core) (Esposito)	Writing	Final Resume		9/22/2016	100			
Physical Education HS (Kleiboer)	participation	testing		9/20/2016	5	5		
Physical Education HS (Kleiboer)	participation	testing		9/16/2016	5	5		
Physical Education HS (Kleiboer)	participation	testing		9/14/2016	5	5		
English 12 (Common Core) (Esposito)	Classwork	Resume analysis		9/14/2016	100			
English 12 (Common Core) (Esposito)	Classwork	Curriculum Map		9/7/2016	100			
Government (Burns)	Homework	Classroom Contract		9/6/2016	3	3		
Government (Burns)	Quiz	Current Events 2		9/6/2016	8			
Government (Burns)	Test/Project	4 Corners		9/5/2016	18			
Government (Burns)	Quiz	Current Events		9/5/2016	8			

**Discipline Tab**

Displays a history of discipline referrals written and given a disposition.

**Letters tab**

Displays the student's Attendance Letter history.

**Hours Tab**

Displays work based learning hours.

***Any questions, contact Mr. Tastor in the School Counseling Office.***