

Baldwinsville Central School District

PARENT PORTAL (SCHOOLTOOL) USER GUIDE

The SchoolTool parent portal enables parents and legal guardians of students in grades K-12 to review the following information online:

Contacts Schedule Attendance Discipline Grades Assessments Assignments Letters

STUDENT

GETTING STARTED

Accessing your student's online SchoolTool school records is a simple process. There are several things that need to be done to start.


1. Provide the district with a current email address

To access the parent portal, you need to have a current email address in the student database. Your email address is your username for the parent portal. If you have never provided your email address to the district for the student database, please contact your child's school and provide your current email address. Ask the school to create a parent portal account and generate a password for you. The system will then send you an email with a password to use for logging in.

If you have more than one child in school: You only need to contact one school to have your email address added to the database for all of your children. When calling the schools regarding the parent portal, please contact the following offices:

| | | |
|----------------------|-----------------------|--------------|
| Elden Elementary | Main Office | 315-638-6118 |
| McNamara Elementary | Main Office | 315-638-6130 |
| Palmer Elementary | Main Office | 315-638-6127 |
| Reynolds Elementary | Main Office | 315-638-6124 |
| Van Buren Elementary | Main Office | 315-638-6121 |
| Ray Middle School | Counseling Office | 315-638-6114 |
| Durgee Jr. High | Counseling Office | 315-638-6088 |
| Baker High School | Counseling Office | 315-638-6027 |
| | High School Registrar | 315-638-6006 |

2. The web site for the SchoolTool database

You can access the parent portal on the district's website, www.bville.org by clicking on the SchoolTool Logo  on our Home Page.

LOGGING IN

Now that you have completed the basic preparation and you are on the parent portal page, it is time to log in.

1. Where it says **Username** type in the email address you provided the district for the student database.
2. Type in your password.
3. Changing the password – If this is your first log in, now would be a good time to change the password to one that you create if you would like a different password.


(Note: To change a password, simply click on the **Account** sub tab, enter your current password in the **Old Password** box, then the new desired password (twice). Click on the **Change Password** button to finalize the change. Passwords do not have to be hard to remember. "Late2School!", for instance, is an example of a password that has upper and lowercase letters, a number, a symbol, and is greater than 8 characters long but still easy to remember.)

WHAT YOU SEE AFTER LOGGING IN

A parent will be presented with a screen containing the following three tabs:




Students

- A listing of all students that "belong" to the logged-in parent. If you have more than one child in school, you will see all children associated with you.
- Each student will have a select button  to the left of their name. Click on a student's select button to view that student's detailed information.

After selecting a student, the screen will view the student's basic personal information: name, age, address, date of birth, homeroom, building, team and bus route. The following tabs contain additional information:



- Contacts – siblings, parents, guardians associated with the student.
- Schedule – classes for the school year, including the teacher for each class.
- Attendance – a summary of absences, early dismissals or late arrivals for current year.
- Grades – information on grade for each class, printer icon available to download report
- Assessments – scores on state assessments
- Assignments – can view all assignments, or select just one class for secondary students; select  to Show Category Averages for secondary students for all classes
- Letters – letters generated to the parent by the student's building

Campus: shows what cycle day it is for that school

Account: Use this tab to change your password

When it is time to end a session, click **Logout** at the top left of your session window.



EMAIL ADDRESS OR OTHER INFORMATION HAS CHANGED?

If your email address or any other information changes, please contact your child's building to have it updated in the student database. Remember, if you have more than one child in school, you only have to contact one school to have the information updated for all children in the family.