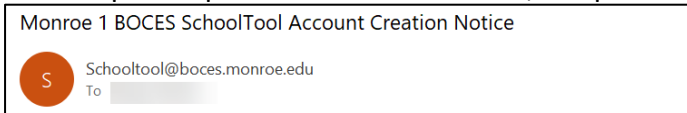


Monroe One BOCES

SCHOOLTOOL Parent Portal User Guide

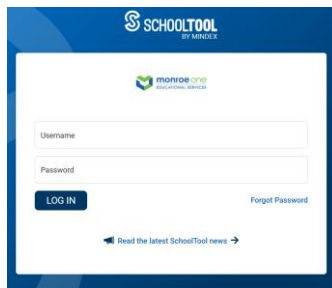
- When a parent portal account is created, the parent will receive email notification from SchoolTool.
 - The email will contain the Monroe One BOCES SchoolTool URL, and information on how to login.



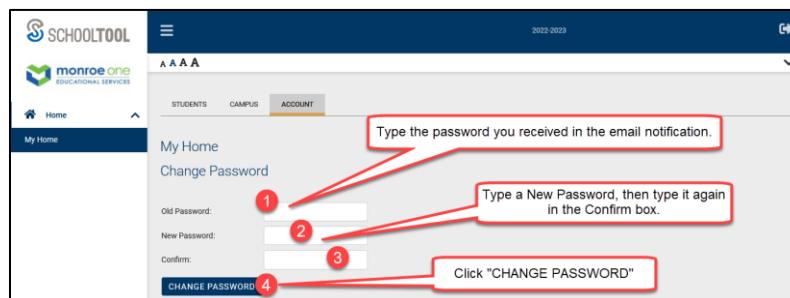
IMPORTANT: If you currently have a SchoolTool Parent Portal account with your child's home district, it is a completely separate website from Monroe One BOCES.

*The following screenshots reflect the **full website** view.
If you access SchoolTool through the mobile site or the mobile app,
the view and functionality will be different.*

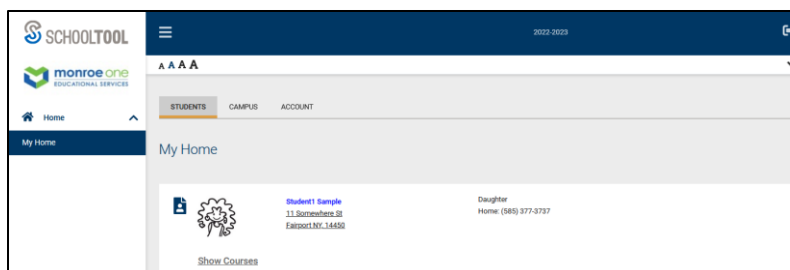
- On the SchoolTool login page (<https://monroeoneeric01.schooltool.com/M1B>): enter your username (email address) and the password that was in your Account Creation Notice. Then click LOG IN.



- THE FIRST TIME YOU LOG IN:** Click the **ACCOUNT** tab and change your password to something you'll remember.



- On the My Home screen, click the **STUDENTS** tab to see your students who are enrolled in a Monroe One BOCES school program. (It will default to this screen when you login)
 - Click on the student's name or their photo, to go into their record.



- At the top of the screen you'll see some personal information about the student, and the BOCES program building(s) they're enrolled in. Below that is a row of tabs you can select to view your student's educational data.
 - The **CONTACTS** tab will display the name/address/relationship/phone # for main contacts.

SCHOOLTOOL 2022-2023

monroe one Educational Services

Home My Home

Personal Information

Sample, Student1 269108114

DOB: 8/1/2006 (16 yr 4 mo) Grade: 11
 Email: student1_sample@school.com HR Teacher: Bug, June
 Type: O'Connor Academy
 Building: O'Connor Academy/HS Level
 Alternate Enrollments: Eastern Monroe Career Center/EMCC

CONTACTS SCHEDULE ATTENDANCE GRADES ASSESSMENTS ASSIGNMENTS

Student

Contacts

Mother Sample
 msample@email.com
 11 Socrates St
 Fairport, NY 14450

Mother
 Cell: (585) 555-1234 Unit
 Home: (585) 377-3737

- The **SCHEDULE** tab will display the student's current schedule. Click the printer icon to print it.

CONTACTS **SCHEDULE** ATTENDANCE GRADES ASSESSMENTS ASSIGNMENTS

Student

Standard View ☒ Grid View

Fall - O'Connor Academy : HS Level

M	T	W	R	F
English 11 Highwater(D-8) Pd: 1 (7:43 - 8:23)	English 11 Highwater(D-8) Pd: 1 (7:43 - 8:23)	English 11 Highwater(D-8) Pd: 1 (7:43 - 8:23)	English 11 Highwater(D-8) Pd: 1 (7:43 - 8:23)	English 11 Highwater(D-8) Pd: 1 (7:43 - 8:23)
Living Environment 2 Moss(D-11) Pd: 2 (8:26 - 9:06)	Living Environment 2 Moss(D-11) Pd: 2 (8:26 - 9:06)	Living Environment 2 Moss(D-11) Pd: 2 (8:26 - 9:06)	Living Environment 2 Moss(D-11) Pd: 2 (8:26 - 9:06)	Living Environment 2 Moss(D-11) Pd: 2 (8:26 - 9:06)

- The **ATTENDANCE** tab will show you Daily and Course Attendance, if applicable to your student.
 - Click the icon to show the Course absence tallies in a separate pop-up. You can tally Course absences by Reason, Type, Course, Period, Teacher, or Date.

CONTACTS SCHEDULE **ATTENDANCE** GRADES ASSESSMENTS ASSIGNMENTS

Student

☐ Daily Attendance ☒ Course Attendance

School Year: 2022-2023 Location: All All

Type	Date	Course	Period	Teacher	Reason
Absent	10/12/2022	Financial Applications - 021540 - (SN:02)	4	Kew	Counseling
Absent	10/12/2022	Phys Ed Fall-MWF - 080010 - (SN:03)	3	Board	Skipped Class

- The **GRADES** tab will display the Marking Period and Progress Report Grades, if applicable to your student. Click the printer icon to print the report card/progress report. **Marking Period Grades and Progress Report Grades are only available on/after the Publish Date, which is determined separately by each school program.*

CONTACTS SCHEDULE ATTENDANCE **GRADES** ASSESSMENTS ASSIGNMENTS


Student

School Year: 2022-2023 Eastern Monroe Career Center / E View Marking Period Grades for Quarter 1

Course	Teacher	MP	Days	Period	Section	Grade	Comments
Cosmetology - Basic	Teak	F,S	M,T,W,R,F	PM	3	76	• Is a pleasure to have in class.

- The **ASSESSMENTS** tab will display grade 3-8 Assessment scores if the assessments were taken in a Monroe One BOCES program, and if applicable to your student.

CONTACTS SCHEDULE ATTENDANCE GRADES ASSESSMENTS ASSIGNMENTS					
Student					
School Year	Assessment	Date	Performance Level	Raw Score	Scale Score
2021-2022	Grade 3 Math	4/26/2022	1		571


- The **ASSIGNMENTS** tab will display course assignments, if applicable. Not all school programs will have assignments recorded in SchoolTool. Contact your student's school program if you have questions about their assignments.
 - The Courses drop-down will let you select All Courses, or a specific course. Click the  icon to see the in-progress Class Average in a separate pop-up (based on graded assignments).

CONTACTS SCHEDULE ATTENDANCE GRADES ASSESSMENTS ASSIGNMENTS


Student


School Year2022-2023Eastern Monroe Career Center / EMarking PeriodQuarter 2CoursesCosmetology - BasicAvg: 81.83

Course	Category	Assignment Name / Description	Date	Max	Score
Cosmetology - Basic (Teak)	Theory	shampoos, conditioners and rinses quiz	12/6/2022	100	56
Cosmetology - Basic (Teak)	Theory	solubility lab	12/6/2022	100	95



[Forgot Password](#)





[Back to Login](#)

If you have an existing account and forget your password, click the link for Forgot password and follow the instructions on the screen. You'll receive an email from SchoolTool with a new temporary password. If you don't receive the email from SchoolTool, contact your student's school program.



Questions? Contact your student's school program

- Bird/Morgan: (585) 586-1850
- Creekside: (585) 383-2239
- Eastern Monroe Career Center: (585) 387-3815
- eSTART: (585) 383-6464
- Multi-Occ/FOCUS: (585) 387-3883
- O'Connor Academy: (585) 383-6670
- Project LIFE: (585) 387-3828
- Project SEARCH: (585) 387-3828
- SELF: (585) 387-3828
- TOUR: (585) 387-3828