

Accessing Reports in SchoolTool

Step 1

Click Home

Then Click My Reports

The screenshot shows the SchoolTool interface. The top navigation bar includes the SchoolTool logo, a search bar, and the year '2024-2025'. The main content area displays '2025 REGIONAL SUMMER SCHOOL' with class dates (7/14/2025-8/18/2025) and regents exam dates (August 19 and 20). A sidebar on the left contains a menu with 'Home' and 'My Reports' highlighted by yellow circles and blue arrows. Below the sidebar, there are tabs for 'SEARCH', 'CAMPUS', 'ACTIONS', 'ACCOUNT', and 'MESSAGES'. The 'My Home' section shows a welcome message for Tom Foster and cycle day information for two schools.

Step 2

Click On Exports

The screenshot shows the 'My Reports' page. The top navigation bar has 'REPORTS' and 'EXPORTS' tabs, with 'EXPORTS' highlighted by a yellow circle and a blue arrow. The page title is 'My Reports' and it includes radio buttons for 'Favorites' and 'All Reports'. Below this is a table with columns for 'Report Name' and 'Favorite'.

Step 3

Click On All Exports

The screenshot shows the 'My Reports' page with the 'EXPORTS' tab selected. The 'All Exports' radio button is highlighted by a yellow circle and a blue arrow. Below the radio buttons is a table with columns for 'Export Name', 'Description', and 'Favorite'. The table lists several export items, each with a blue checkmark in the 'Favorite' column.

Export Name	Description	Favorite
> Counselor: Course Selection (prior to July 2)	Counselor recommended classes and exams	<input checked="" type="checkbox"/>
> M1B: SchoolTool Local Accounts		<input checked="" type="checkbox"/>
> Office: No Parent Email		<input checked="" type="checkbox"/>
> Office: No Student Primary Language		<input checked="" type="checkbox"/>
> Office: Students with Services	Identifies IEP, 504, ELL - not accommodations	<input checked="" type="checkbox"/>

Step 4

Select the Report You Need

Click the blue arrow to open the report

To see all classes/courses for students please use the Counselor Student Courses (after July 2) report

* Note – the Grade report is not up and running yet

SCHOOLTOOL

monroe one EDUCATIONAL SERVICES

2024-2025

2025 REGIONAL SUMMER SCHOOL

Classes: 7/14/2025-8/18/2025 Regents Exams: August 19 and 20

Counselors: use late registration form if student is not found using Census > Search

My Reports

EXPORTS

Export Name	Description	Favorite
> Counselor: Course Selection (prior to July 2)	Counselor recommended classes and exams	<input type="checkbox"/>
> Counselor: Grade Report - DO NOT USE	Grades for any summer school courses (New, Regents, Remedial)	<input type="checkbox"/>
> Counselor: Regents Scores	Regents exam scores only by student and district	<input type="checkbox"/>
> Counselor: Student Courses (after July 2)	Current assigned classes and exams (not including drops or withdraws)	<input type="checkbox"/>

To access the information in the Counselors: Student Courses (prior to July 2) report
All courses students have been registered for by the school counselor/staff prior to July 2

Enter your school district here

Then click continue

SCHOOLTOOL

monroe one EDUCATIONAL SERVICES

2024-2025

2025 REGIONAL SUMMER SCHOOL

Classes: 7/14/2025-8/18/2025 Regents Exams: August 19 and 20

Counselors: use late registration form if student is not found using Census > Search

My Reports

EXPORTS

Export Name: Counselor: Course Selection (prior to July 2)

Home District: Contains

CONTINUE

**To access the information in the Counselor:
Student Courses (after July 2) report**
**All courses students have been registered for
and the courses they are scheduled in**

The screenshot shows the SchoolTool interface for the '2025 REGIONAL SUMMER SCHOOL' page. The left sidebar contains a navigation menu with 'My Reports' selected. The main content area shows 'My Reports' with an 'EXPORTS' tab. The 'Export Name' is 'Counselor: Student Courses (after July 2)'. Below this, there is a dropdown menu for 'Home District' and a 'CONTAINS' dropdown. A blue arrow points from the text 'Enter your school district here' to the 'Home District' dropdown. Another blue arrow points from 'Then click continue' to the 'CONTINUE' button, which is circled in green. A yellow oval highlights the 'EXPORTS' tab.

Enter your school district here

Then click continue

To access the information in the Counselor: Regents Scores report

The screenshot shows the SchoolTool interface for the '2025 REGIONAL SUMMER SCHOOL' page. The left sidebar contains a navigation menu with 'My Reports' selected. The main content area shows 'My Reports' with an 'EXPORTS' tab. The 'Export Name' is 'Counselor: Regents Scores'. Below this, there is a dropdown menu for 'Home District' and a 'CONTAINS' dropdown. A blue arrow points from the text 'Enter your school district here' to the 'Home District' dropdown. Another blue arrow points from 'Then click continue' to the 'CONTINUE' button, which is circled in yellow. A yellow oval highlights the 'EXPORTS' tab.

Enter your school district here

Then click continue

To access the information in the Counselor: Grade Report
When the report is ready follow the directions below

Enter your school district here

Then click continue

SCHOOLTOOL

monroe one EDUCATIONAL SERVICES

2025 REGIONAL SUMMER SCHOOL

Classes: 7/14/2025-8/18/2025 Regents Exams: August 19 and 20

Counselors: use late registration form if student is not found using Census > Search

My Reports

EXPORTS

My Reports

Export Name: Counselor: Grade Report - DO NOT USE

Home District: Contains

CONTINUE