Monroe One BOCES
SCHOOLTOOL Parent Portal User Guide

- When a parent portal account is created, the parent will receive email notification from SchoolTool.

  Monroe 1 BOCES SchoolTool Account Creation Notice

  SA   SchoolTool Account <SchoolTool@SchoolTool.com>   → email comes from SchoolTool
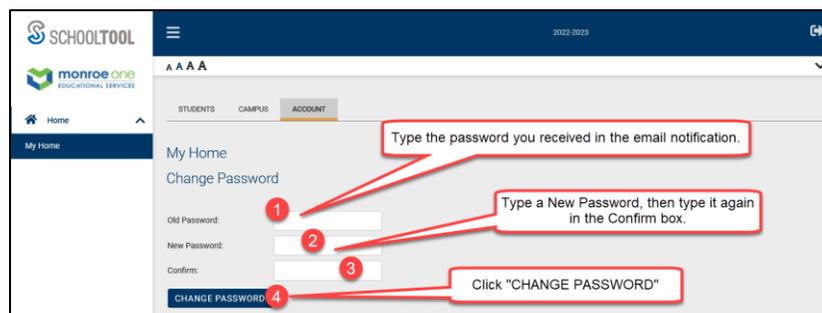   To

  - The email will contain the Monroe One BOCES SchoolTool URL, and information on how to login.

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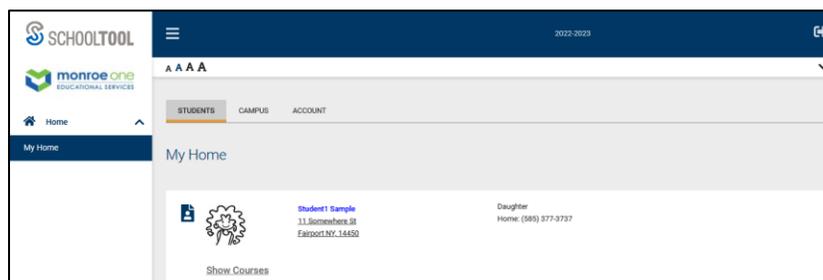*the view and functionality will be different.*

- On the SchoolTool login page (https://schooltool.boces1.monroe.edu/schooltool): enter your username (email address) and the password that was in your Account Creation Notice. Then click LOGIN.
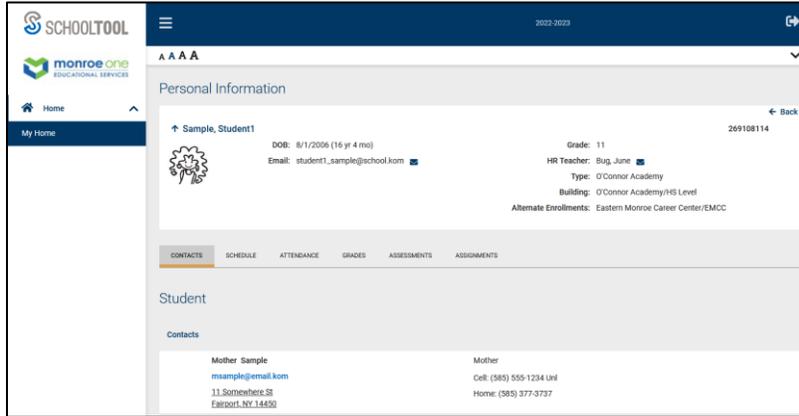
- **THE FIRST TIME YOU LOGIN:** Click the **ACCOUNT** tab and change your password to something you'll remember.
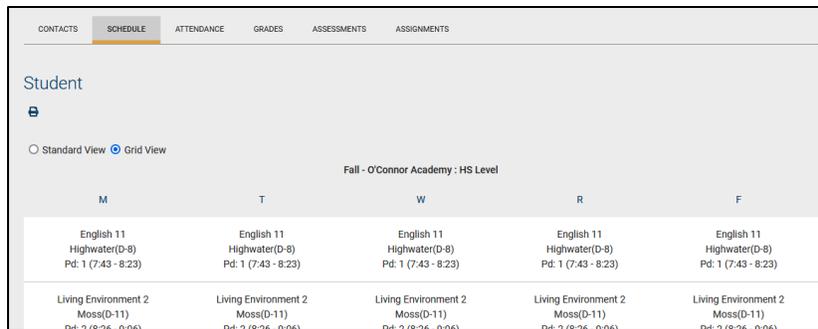
- On the My Home screen, click the **STUDENTS** tab to see your students who are enrolled in a Monroe One BOCES school program. (It will default to this screen when you login)
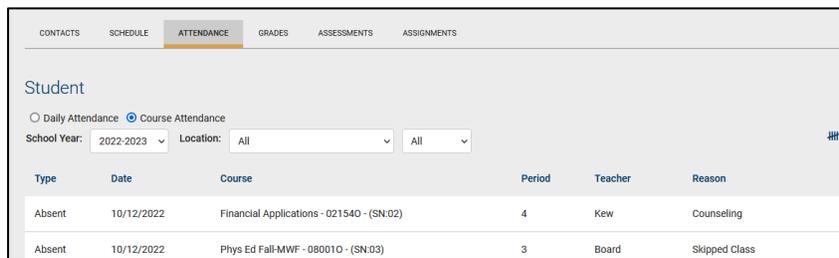 - Click on the student's name or their photo, to go into their record.

- 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.
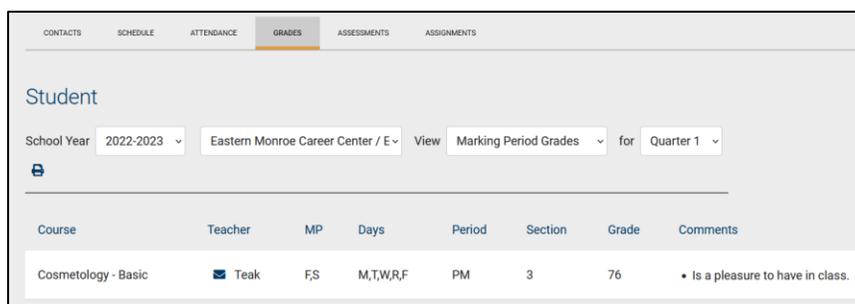 - o The **CONTACTS** tab will display the name/address/relationship/phone # for main contacts.

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

  - o 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.

  - o 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*.

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

o   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).

If you have an existing account and forget your password, click the link for <u>Forgot password</u> 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