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.

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 (<u>https://schooltool.boces1.monroe.edu/schooltool</u>): 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.

SCHOOL TOOL	≡		•
monroe one	AAAA		~
Home	STUDENTS CAMPUS ACCOUNT		
My Home	My Home	Type the password you received in the email notification.	
	Change Password		
	Old Password:	Type a New Password, then type it again in the Confirm box.	
	New Password: 2		
	Confirm: 3	Click "CHANGE PASSWORD"	
	CHANGE PASSWORD 4		

- 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.

SCHOOL TOOL	E		GÞ
M monroe one	AAAA		~
Home	STUDENTS CAMPUS ACCOUNT		
My Home	My Home		
	ing rising		
	Student Sample 1. Somewhere 81 Earnort NV. 1450	Daughter Home: (585) 377-3737	
	Show Courses		

- 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.

SCHOOL TOOL	2022-3023	•						
M monroe one	AAAA							
EDUCATIONAL SERVICES	Personal Information							
A Home		← Back						
My Home	↑ Sample, Student1 269	9108114						
	Email: student1 samole/@school kom and HR Teacher: Bug, June and	_						
	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 Mother	_						
	msample@email.kom Cell: (585) 555-1234 Unl	_						
	11.Someenere St Home: (\$85) 377-3737 Fairport. NY 14450	_						

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

CONTACTS SCHEDULE	ATTENDANCE GRADES ASSE	SSMENTS ASSIGNMENTS		
Student				
A				
 Standard View Grid View Grid View 				
		Fall - O'Connor Academy : HS Level		
м	т	w	R	F
English 11	English 11	English 11	English 11	English 11
Highwater(D-8)	Highwater(D-8)	Highwater(D-8)	Highwater(D-8)	Highwater(D-8)
Pd: 1 (7:43 - 8:23)	Pd: 1 (7:43 - 8:23)	Pd: 1 (7:43 - 8:23)	Pd: 1 (7:43 - 8:23)	Pd: 1 (7:43 - 8:23)
Living Environment 2	Living Environment 2	Living Environment 2	Living Environment 2	Living Environment 2
Moss(D-11)	Moss(D-11)	Moss(D-11)	Moss(D-11)	Moss(D-11)
Pd: 2 (8:26 - 9:06)	Pd: 2 (8:26 - 9:06)	Pd: 2 (8:26 - 9:06)	Pd: 2 (8:26 - 9:06)	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 <u>Course</u> 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 ASSI	IGNMENTS				
Student								
O Daily Atten	dance 🧿 Course A	ttendance						
School Year:	2022-2023 ~	Location: All	~ AI	II ~				##
Туре	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 - 08	0010 - (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 b 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			
0,	Student								
5	School Year	2022-2023	Eastern	Monroe Car	eer Center / E ~	View Markir	ng Period Grades	v for	Quarter 1 v
	8								
-	Course		Teacher	MF	o Days	Period	Section	Grade	Comments
	Cosmetolo	gy - Basic	🗹 Tea	k 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	NTS ASSIGNMENTS				
Studer	t								
S	hool Year	Assessm	ent	Date	Performance Level	Raw Score	Scale Score		
20	21-2022	Grade 3 Math 4/		4/26/202	2 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 Year	2022-2023 ~	Eastern M	Ionroe Caree	er Center / E v	Marking Period	Quarter 2 v	Courses	Cosmetology - Basic	 Avg: 81.83 	8
Course			Cat	egory	Assignment Na	ame / Descriptio	n Date	e Ma	x Score	
Cosmetolo	gy - Basic (Teak)		The	ory	shampoos,con rinses quiz	dtioners and	12/6	6/2022 100	56	
Cosmetolo	gy - Basic (Teak)		The	огу	solubility lab		12/6	i/2022 100	95	
Oceanatala	Desis (Tesk)		The		Electicity I Ab		10/6	100000 100	100	



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