

# Pulaski Academy and Central School District

Pulaski Middle-Senior High School

4624 Salina Street \* Pulaski, NY 13142

## Schooltool Parent Portal Quick Reference Guide

The Schooltool Parent Portal can be accessed from any web browser. There is a link on the school's main web page in the upper right corner, or the following url can be typed in the address bar:

<https://pulaski.schooltool.cnyric.org/schooltoolweb/>

Once the login screen is displayed, use the email address you provided to the district as the username, and the password provided to you by the district in the Schooltool welcome email.

After logging in, you will be at your main home page that displays the following tabs along the top:

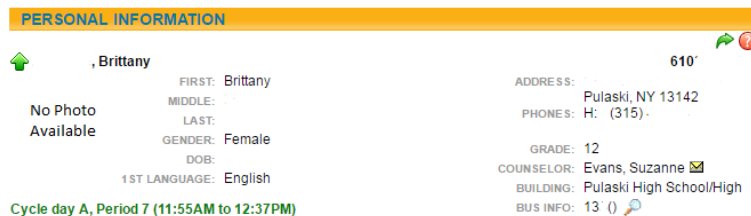
Students, Campus, Account and Messages

Students Tab:

- This displays all children attached to the parent/guardian. A parent may have the right to click on a student's select button  , to see the student's details.



**Student's Detail:** Displays all student data/personal Information.



## Contact Tab:

- Displays all contacts that have been added for your student
- Displays contact(s) relationship to the student
- Displays contact(s) address
- Displays contact telephone numbers
- Displays enrolled siblings

**\*\* If any of this information is incorrect, please contact your child's school office**

## Schedule Tab:

- Displays the student schedule for the current semester.
- You can email a teacher by clicking on the golden envelope icon by the teacher's name.
- You may also email all of your student's teachers together by clicking on the golden envelope icon next to the word "Teacher" in the header.

Period	Section	Course	Days	Room	Teacher
1	1	BAND A	A	142	Mr. Jennings
1	1	CHORUS B	B	134	Ms. Mumford
2	1	ECON/GOVERN	A,B	203	Ms. Lebeau
3	1	ENGLISH 12	A,B	122	Mr. Woods
4	8	PHYSICAL ED.	B	GYM	Ms. Marciniak
4	10	STUDY HALL	A	CAFE	Ms. Johnson
5	1	LUNCH	A,B	CAFE	

## AttendanceTab:

- Displays a summary of the student's total absences for the current year (if any). This also includes early dismissals and late arrivals.
- Users may change between Daily Attendance or Course Attendance views by selecting the appropriate radio button.

Type	Date	Reason
Late Arrival	9/22/2016 9:45:00 AM	Medical Appointment

## DisciplineTab:

- Displays a history of discipline referrals written and given a disposition.

The screenshot shows the DisciplineTab interface with a table of discipline referrals. The table has columns for Grade, Date Seen, Incident Date, Offense, and Disposition. A red 'X' icon is visible next to the Grade column header.

Grade	Date Seen	Incident Date	Offense	Disposition
07	9/27/2016	9/27/2016	Did not abide with school rules	Detention

## GradesTab:

- Displays marking period grades.
- If you wish to view a different Marking Period, choose it from the dropdown Marking Period list.
- If you wish to view 5 week grades, choose Progress Report Grades from the view dropdown list.

The screenshot shows the GradesTab interface with a table of marking period grades. A dropdown menu is open over the 'View' column, showing options: Marking Period Grades (selected), Progress Report Grades, Marking Period Average, and Assessment Grades. A black arrow points from the text 'choose Progress Report Grades from the view dropdown list' to the 'Progress Report Grades' option in the dropdown menu.

Course	Teacher	MP	Days	Period	Section	Grade	Comments
BAND A		Q1,Q2,Q3,Q4	A	1	1		
CHORUS B		Q1,Q2,Q3,Q4	B	1	1		
ECON/GOVERN	Ms. Lebeau	Q1,Q2,Q3,Q4	A,B	2	1		
ENGLISH 12	Mr. Woods	Q1,Q2,Q3,Q4	A,B	3	1		

## AssessmentsTab:

- Displays a student's 3-8 Assessment scores and any User Defined Assessments ( This is where our 9-12 High School Character Education report cards will be displayed after the end of the second and fourth marking periods.)

The screenshot shows the AssessmentsTab interface with a table of assessment scores. The table has columns for School Year, Assessment, Performance Level, Raw Score, and Scale Score.

School Year	Assessment	Performance Level	Raw Score	Scale Score
2012-2013	Grade 8 Sci: Scale	4	127	93
2012-2013	Grade 8 Math	3	50	324
2012-2013	Grade 8 ELA	3	51	325

## AssignmentsTab:

- For Middle and High School students, this displays assignments for all teachers who use the SchoolTool grade book.
- Sort the assignments by clicking on the column titles; Course Name, Assignment Name, Assignment Date, Max Points, or Teacher Name.
- Choosing the circle icon with the blue "i" will display course averages.
- Filter the assignments by choosing the dropdown from the Courses list.

The screenshot shows the AssignmentsTab interface with a table of assignments. A dropdown menu is open over the 'Courses' column, showing 'All Courses'. A blue circle icon with an 'i' is visible next to the 'Courses' dropdown. A black arrow points from the text 'Filter the assignments by choosing the dropdown from the Courses list.' to the 'All Courses' dropdown. Another black arrow points from the text 'Choosing the circle icon with the blue "i" will display course averages.' to the blue circle icon with an 'i'.

Course	Category	Assignment Name / Description	Date	Max Score
CHORUS B (Mumford)	Daily Participation	Week 5 Daily Participation Daily Rehearsal participation	10/3/2016	10
BAND A (Jennings)	Class Participation	CP Week 4	9/30/2016	5