

Configuring and Using the SchoolTool Mobile App

Summary

The SchoolTool mobile application is now available for Android and iOS devices! Parents and students will be able to log in to see information about current schedules, contacts, marking period grades, assignments, and attendance. Users will be able to receive push notifications when teachers submit assignment grades from within the grade book for assignments that are shared with parents or when SchoolTool users send direct

Using the SchoolTool Mobile App

Note: The following images were taken using an Android device. While screens may vary slightly on iPhone and iPod Touch devices, basic functionality is the same across both platforms.

Downloading the App

The SchoolTool mobile app is available in the following locations:

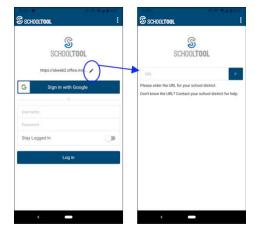
From the App Store (for Apple devices): Android): From the Play Store (for





Logging In

After installing and opening the SchoolTool mobile app, first time users will be prompted to enter SchoolTool credentials.



The following fields are required:

- URL: This is the fully qualified URL provided by your district (for example, <u>https://mydistrict.com/schooltool</u>). To enter or change this URL, click the Edit button on the login screen.
- **Username**: This is the username assigned to your account in SchoolTool. This may be an email address, rather than a username, depending on your district's configuration.
- Password: This is the password used to log into SchoolTool.
 Passwords are maintained by SchoolTool and cannot be changed from within the app.

If you wish to save your credentials and remain logged in, check the "Stay logged in" option. Any time you open the app, you will automatically be logged in using the credentials you entered. If you do not check this option, you will need to enter your credentials each time you open the app. You will continue to receive notifications, however, unless you have opted not to receive notifications or if your district is not using that feature.

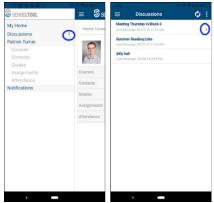
Note: Account credentials are maintained in SchoolTool and cannot be changed from within the app. If your password changes or expires, you will be logged out and will need to re-enter credentials.

Menu

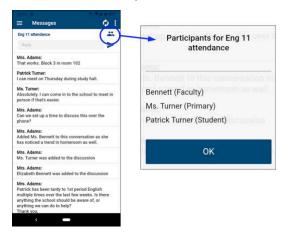
You can access the navigation menu at any time by swiping the screen horizontally from the edge of the screen, moving from left to right. This menu allows you to quickly navigate to any student screen.



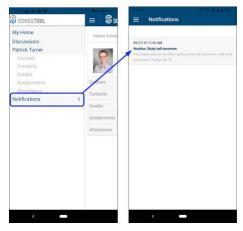
If you have unread Discussion messages, you'll see a number in the main menu indicating the number of unread messages. Clicking on Discussions will bring you to a screen displaying your discussion history, where you can read and reply to messages.



Click on the Participants **x** icon to see a list of everyone in the discussion.



If you are a student, you'll also see a Notifications options in the menu. The Notifications screen shows a two week history of any direct notifications you have received.



Home Screen

After logging in successfully, parents and students will be presented with a home screen that shows a list of students to whom they have access.

Patrick Turn	ier (19741)	
P	Patrick Current Location Period Bick3L 11:55AM to 12:35PM LU0001	^
Courses		
Contacts		
Grades		
Assignment	8	
Attendance		
Laura Turne	r (25683)	
	Leure Current Location Period 1 9:00AM to 3:00PM Art 4	~

Each student has a set of expandable tabs below his or her picture. Click on the down arrow \checkmark to see a summary of recent information, or click on the tab's title to navigate to that screen.

-	Patrick Current Location		
J	Period ACTIV 2:05PM to 5:00PM Concert Band		
Courses			
Contacts			
Grades			
Assignme	nts		
Patrick rece 11	ived 91 out of 100 on Part 2 Te	rt Analysis	in Englis
Attendanc	e		

- **Courses**: Clicking on this tab will bring you to that student's Courses view, where you can view full schedules.
- **Contacts**: Clicking on this tab will bring you to that student's Call Order, where you can view details about his or her contacts.
- **Grades**: Clicking on this tab will bring you to that student's Grades view, where you can view all published marking period grades, comments, and final averages for the current school year.
- **Assignments**: Expanding this tab shows any assignments for the current day, including any assignment grades received or assignments that are due. Clicking on this tab will bring you to that student's Assignments view, where you can view all past and upcoming assignments by date or by course, as well as any available course averages.
- Attendance: Expanding this tab shows any absences the student has received for the current day. Clicking on this tab will bring you to that student's Attendance view, where you can view all daily and course attendance.

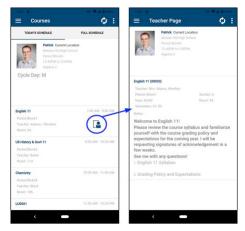
Courses View

The Courses view for a student includes 2 tabs (current and full schedule):

- **Today's Schedule** shows the student's courses for the current cycle day, ordered by start period/time.
- Full Schedule shows the student's schedule for all cycle days, grouped by semester. This tab shows the current semester's schedule by default; to view other semesters, expand the group by pressing the button.

TODAY'S SCHEDULE	FULL SCHEDULE	TODAY'S SCHEDULE	FULL SCHEDULE
Petick Current Locatio Mindex HS/High School Period Biock4 12:40PM to 2:00PM Algebra 2 Cycle Day: M		Platick: Current Lo Minder HStrigh B Period Block4 12:40PM to 2:00PH Algebra 2	chool
English 11	7:40 AM = 9:00 AM	^ S1	
Period Block1 Teacher: Adams / Woolton Room: 94		English 11 Period Block1 Teacher: Adams / Woolton	7:40 AM - 9:00 AM
US History & Govt 11 Period Block2	9:05 AM - 10:25 AM	Room: 94 Cycle Days: M.W.F	
Teacher: Baker		Draw/Design/Product	7:40 AM - 9:00 AM
Room: 114			_
	10:30 AM - 11:50 AM	Teacher: Jackson Room: 118 Cycle Days: T.R	M

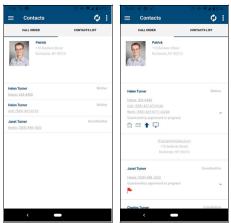
Users will see a Teacher Page icon for any course that have a Teacher Page available. Teacher Pages include general course information, teacher notes, and daily notes. At this time, Teacher Pages are read-only and do not include responses.



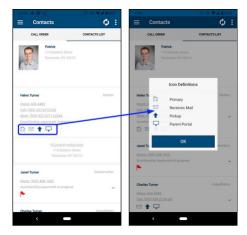
Contacts View

The Contacts view includes 2 tabs (call order and individual contact details:

- Call Order lists the student's call order as defined in SchoolTool.
- **Contacts** shows all contacts associated with that student. Each contact record can be expanded to view address information.



Click on the relationship flags to see available icon definitions for each contact.



Grades View

Grades view shows any available traditional and/or descriptor grades for the current school year, including comments and final averages.

For traditionally-graded courses (typically secondary courses), the **Traditional Grades** tab will list all available grades for the current school year, beginning with the most recently published marking period, followed by previous marking periods and final grades.

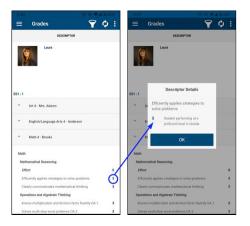


For descriptor-based courses (typically elementary courses), the **Descriptor Grades** tab will show all courses for the most recently published marking period by default. To view other marking periods, use the Filter **Descriptor** button to choose a different marking period.

To view grades and/or comments, simply click on the course you wish to view to expand it.

\equiv Grades γ	¢ :
DESCRIPTOR	
Laura	
861 : 1	
Y Art 4 - Mrs. Adams	
English/Language Arts 4 - Anderson	
↑ Math 4 - Brooks	
Math Mathematical Reasoning	
Effort	s
Efficiently applies strategies to solve problems	3
Clearly communicates mathematical thinking	3
Operations and Algebraic Thinking	
Knows multiplication and division facts fluently OA.1	3
Solves multi-step word problems OA.3	3

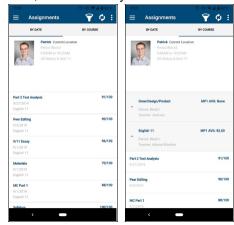
Users can click on each of the scores, in blue, to view more information about that score.



Assignments View

The Assignments view for a student includes 2 tabs (by date and by course):

- The **By Date** tab shows assignments based on date, with the most recent at the top.
- The **By Course** tab shows assignments grouped by course, in alphabetically order by course, then sorted by date.



Use the Filter 🔽 button to change the marking period being shown.

≡ ^	ssignments	Y	¢ :
	W DATE	BY COURS	z
9	Patrick: Current Location Period Block2 9:05AM to 10:25AM US History & Govt 11		
CPL003004	Marking Period Filte	r	
	MP4		
Part 2 Tex 9/27/2019 English 11	MP3		91/100
Peer Editir	MP2		90/100
9/3/2019 English 11	MP1	~	
9/11 Essa;		_	96/100
9/1/2019 English 11	ок		
Materials 9/1/2019 English 11			70/100
MC Part 1			88/100
Sellatura			100/100
	<		

Attendance View

The Attendance view for a student includes 2 tabs (daily and course attendance):

- The Daily Attendance tab shows all daily absences, late arrivals/in records, and early dismissals/out records, organized by date.
- The **Course Absences** tab shows all period attendance. By default this tab shows only course absences not attributed to a daily absence; use the checkbox to include all course absences.

DAILY AT	TENDANCE	COURSE ABSENCES	DAILY AT	TENDANCE	COURSE ABSENCES
P	Patrick Current Location Period Block2 9:05AM to 10.25AM US History & Govt 11		Show	Patrick Current Period Block2 9:05AM to 10:25 US History & Gor All Course Abs	AM e 11
/27/2019	Sick	Absent	9/26/2019	French 3	Period Block
26/2019	1:44 PM Excused Early by Nurse	Early Dismissal	9/25/2019	English 11	Period Block
			9/24/2019	French 3	Period Block

Settings

Use the Settings area to choose whether or not to receive notifications. For iOS users, the options in the Settings screen work in conjunction with the Notifications settings on your device. Notifications must be enabled in both areas to receive notifications.

If your district does not have notifications turned on, users will not receive notifications regardless of whether or not these settings are enabled.

