

Parent Portal User Guide

North Syracuse Central School District

What is the Parent Portal?

The parent portal is a module of schooltool, the district's web based student management system. Parents can view their student's academic information in real time from anywhere an Internet connection is available.

With a parent portal account, parents can view the following student information:

- Student Record (basic information)
- Contact Information
- Schedule
- Attendance
- Assessments
- Grades
- Assignment Grades (only for Secondary)
- Email capabilities between teachers and counselors

When will Grades be Posted to the Parent Portal?

The goal of the Parent Portal is to provide timely and effective feedback to students and parents in order to help them in their educational growth. We hope parents will find this to be a helpful way to assist their child or children as they progress through North Syracuse Schools.

Please note, different subjects, and different assignments for the same subject, have different time frames for when assignments are graded. When assignments are graded and handed back to the students they will be available on the Parent Portal. Please communicate with your child's teacher if you have any questions in this area. You can even use the Parent Portal to quickly zip off an email to the teacher(s).

Getting Started...

schooltool will send you an email with your new password. If you have an email on file with the school and you didn't receive an email, contact us at schooltool@nscsd.org.

Logging In for the First Time

1. Log into <https://cns.schooltool.cnyric.org/SchooltoolWeb/> or go to the District's webpage to log in. You will find links to schooltool on both the Parent and Student tabs.

A. Type in the email address that you gave the school and the new password that was sent you.

Note: The password may be copy/pasted from the email message, but be careful to grab each character.

B. Click the Login button to enter schooltool.

2. Once you have logged in successfully, you will see the main Home screen, which includes 4 tabs: Students, Campus, Account and Messages.

Changing Your Password

The first time that you log on you should change your password to a word that you are more comfortable with. We recommend creating a new password that has the following characteristics:

Greater than or equal to six (6) characters

1. To change your password, click on the Account tab.
2. Enter the existing cryptic password that was emailed to you in the "Old Password" box.
3. Then type in a new password in both the "New Password" box, and the "Confirm" box, making sure to type them in exactly the same.
4. Click the "Change Password" button to finalize the change.

Future Logins

Once you have logged in successfully for the first time and changed your password, future logins just require you returning to the schooltool web page and typing in your email address, new password, and clicking the Login button.

Forgot Password?

Where it says "Username," type in the email address the school has on file and click on the Login button (ignore for now where it says "Password"). The words "New User or Forgot Password" will appear on the screen in blue. Click once on these words and follow the on-screen directions.

Logging Out

To log out of the parent portal, you can either click the word "Logout" located in the upper right corner of window, or simply close out of the Internet entirely.

How to Navigate Once Logged In

Navigation Buttons

schooltool uses simple navigation buttons that allow you to perform basic functions with a single click of the mouse. The functionality of each is described below:

 Show/Hide	 Print or Report	 Cancel
 Show/Hide	 Done or Return	 Email
 Select or Details	 Previous or Done	 Check Spelling

After Logging In: What Will I See?

After logging in, you will be at your main home page that displays the following four tabs: Students, Campus, Account and Messages.

Student Tab

This tab provides a listing of all students that "belong" to the logged-in parent. Here you will see all contact information for each student. You will be able to view additional information and student-specific tabs (covered later in this document) by clicking on a student's Select button. 

Campus Tab

This tab is where you will see general campus information, including cycle days, announcements, and other pertinent school information.

Accounts Tab

This tab is used to change your password as previously described.

Parent Portal

Student Record

Once you have selected a student by clicking purple triangle, the screen will refresh with that student's Personal Information and several additional tabs. The top portion of the screen provides basic information about that student. This includes the student's full name, age, date of birth, primary language, address, phone number, grade, enrollment type, and building/school level.

The bottom portion of the screen shows the Contacts tab by default, but will change when other tabs are selected. Each of the tabs are described in detail on the following pages. Buttons available on the Personal Information section include the following:



The Show / Hide information button allows the user to show or hide the Personal Information section.



Done button will return to the user to the main Home screen.

Contacts Tab

The Contacts tab provides a list of contacts associated with that student. This will show parents, guardians, and other adult contacts, and any siblings. The specific information that is displayed is based on permissions set by the district.

From the Contacts tab, a user may email any contact who has an email address listed. To send an email to a contact, click the Send Email button (the envelope).

Note: Please contact your child's school to update any incorrect information.

An email form will open with the "From" and "To" fields prepopulated. You can enter any additional addresses in the BCC (blind carbon copy) field.

Enter your Subject and desired message. Add attachments, if desired, by clicking the Browse button near the bottom of the screen. Please note: there is a Check Spelling button at the bottom of the screen as well should you wish to use it.

When the message is ready to be sent, click the Send Email button. To cancel the message, click the Done button in the upper right corner of the screen to return to the Contact tab without sending.

Schedule Tab

The Schedule tab provides a complete list of the student's schedule for the current school year. This list shows which course the student has during each period, which section number the student is in, the days that course meets, the room where the course meets, and the teacher who teaches that course. You can email a teacher by clicking the email icon in front of their name.

The schedule may be viewed in Standard or Grid view by clicking the appropriate radio button at the top. When you click the radio button the screen will refresh with the new view.

Clicking the print Schedule button will allow users to print student Schedule report in a new window. After clicking the Print Schedule button the screen will refresh to provide a drop-down menu where users can select the desired report format.

Select a report format and click Run Report to generate the selected report. To cancel without generating the report, click the Done button.

Attendance Tab

The Attendance tab shows a summary of the student's total absences for the current year (if any). This may include early dismissals, late arrivals, in and out records. Users may view a summary of Daily Attendance or Course Attendance by selecting the appropriate radio button. Use the year drop-down to review historical data for a previous year.

Note: Newly submitted absences may not be visible immediately.

Grades Tab

The Grades tab provides a view of the student's grades for each class for the current year. Grades may be viewed for past years by selecting a different year from the drop-down menu in the top left corner.

Parents may choose to view grades for a specific Marking Period, for a specific Progress Interval, or just the Marking Period Average. To change the view, make your selection from the drop-down menus.

Available views include the following:

- Marking Period Grades
- Progress Report Grades
- Marking Period Average
- Final Grades

Assignment Tab

The Assignments tab shows a list of all graded assignments for the current year. This list may be filtered by school year, marking period, and/or course. The individual columns (Course Name) can be sorted by clicking on the name. If multiple teachers are assigned to a course, all teachers' last names will be displayed in the "Teacher Name" column, separated by a "/".

Assessments Tab

Parents can see the appropriate assessments for students.

If you have any further questions regarding the Parent Portal, you may email questions to schooltool@nscsd.org.