



Mindex Technologies, Inc.

3495 Winton Place
Building E, Suite 4
Rochester, NY 14623
P 585.424.3590
F 585.424.3809

▶ schooltool.com

schooltool

Parent Access Guide

The screenshot shows the schooltool parent access interface. At the top left is the schooltool logo with 'Mindex Technologies Rochester, NY'. The top right has a 'Logout' link. Below the logo is a navigation bar with 'Home' and 'My Home' tabs. The main content area has a 'My Home' tab and sub-tabs for 'Students', 'Campus', and 'Account'. A welcome message reads: 'Welcome, Ernest HEMINGWAY, today is Tuesday, December 02, 2008'. Below this is a 'Contacts' section with a table of student information.

Contacts	
▶ Greg HEMINGWAY 111 Main St. Rochester, NY 90210	Son Home: (555) 123-4567
▶ Jane HEMINGWAY No address available	Daughter No phone numbers available

Getting Started

Basic Information

School**tool** is a historical application that holds all permanent record information on an individual student by school year. School**tool** also allows you to view past information about every student such as classes, grades, attendance, and discipline information. Historically, school**tool** also keeps records for state reporting purposes.

Because school**tool** is a real-time application, users may experience brief pauses while the system updates itself from screen to screen. Be sure to watch your browser's progress bar at the bottom of the screen to see when the refresh is complete.

Personal Information

HEMINGWAY, Greg

No Photo

First: Greg **Address:** , NY
Middle: **Last:** HEMINGWAY **Phone #:** (555) 123-4567
Gender: Male
DOB: 8/5/1992 (16 yr 3 mo) **Grade:** 9
1st Language: English **Type:** Regular School Year Enrollment
Building: High School/High School

Created by Terry BRAWN on 6/5/2008 at 10:39 AM
Modified by Terry BRAWN on 9/8/2008 at 9:14 AM

Student **Contacts** **Schedule** **Attendance** **Grades**

2008-2009 ▾

Type	Date
Absent	11/26/2008
Absent	9/25/2008

Browser progress bar at bottom of window.

Navigation

School**tool** is a web-based application. This means it can be accessed from any Internet connection anywhere in the world if you know your URL. This also means that if there is no Internet connection, you cannot access school**tool**.

While viewing school**tool** through a web browser, you should always use the buttons and links *within* the school**tool** interface, and not those of your browser. If you use the **toolbar** buttons and/or menus of your browser, this may cause errors and impact the data on your screen. As a general rule, do not use the **Back** button on your browser as this will halt your connection to the database.










Finally, all of the links and navigation buttons are accessed with a *single* click, not a double click. Double clicking may not produce the desired results.

Note: The preferred browser for school**tool** is Internet Explorer, but you can also use Safari and Netscape. School**tool** will work no matter connection you use; e.g.: dial up, DSL, cable, etc.

Note: School**tool** uses several pop-up windows for calendars, alerts, confirmations, and reports. Please make sure to disable your pop-up blocker for the school**tool** URL.

Navigation Buttons

School**tool** uses simple navigation buttons that allow you to perform basic functions with a single click of the mouse. The specific **tool** tips associated with each button may give more descriptive text than shown below, but the basic functionality remains the same.

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

Organizing Data Using Column Headings

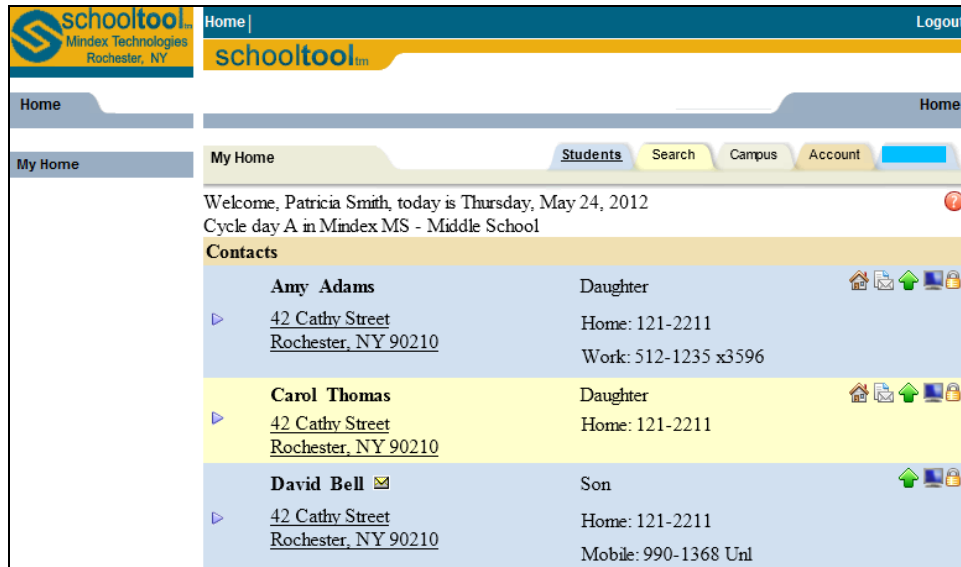
In many lists, column headings may be used to reorder the list. Click once on a column heading and the list will sort in ascending order, using the data in that column. Click again and the data sorts in descending order. If a column heading can be sorted, your mouse pointer will become a hand when held over the column heading, which indicates that the column can be sorted.

For example, if you clicked the heading for First Name, the information would appear in ascending alphabetical order of first names. Click First Name again, and the list sorts in descending alphabetical order of first names.

Note: School**tool** often uses a simple sort where numbers are treated as text. For this reason, numeric columns can be sorted, but may display the data in an unexpected order. For example, you may see grades 1, 10, and 11 listed before grade 2, because the list sorts on the first digit then the second.

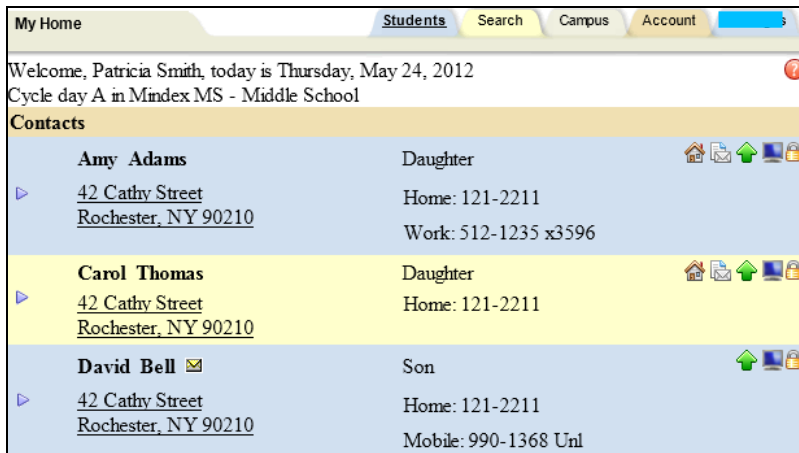
Using schooltool

After logging in, a parent will be presented with a screen containing four or more tabs:



Students Tab

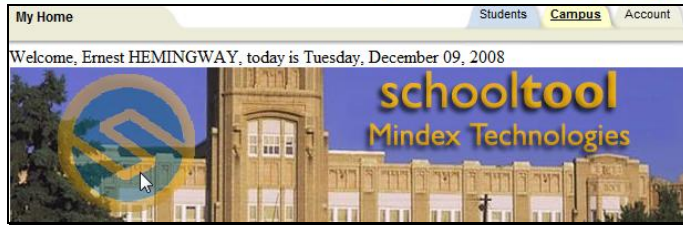
This tab provides a listing of all students that "belong" to the logged-in parent, including contact information for each student. A parent may be able to view additional information and student-specific tabs (covered later in this document) by clicking on a student's Select button.



Note: Depending on district settings, the information available may be different from student to student depending on each student's building/school level.

Campus Tab

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



Account Tab

This tab is used to change passwords. When a parent logs in for the first time, he/she should immediately access this tab and change his/her password. This tab also shows the date and time of that user's previous logins.

A screenshot of the "Account" tab in the schooltool interface. The navigation tabs at the top are "My Home", "Students", "Search", "Campus", and "Account". The "Account" tab is active and highlighted in blue. Below the tabs, there is a "Change Password" section with three input fields labeled "Old Password:", "New Password:", and "Confirm:". A "Change Password" button is located below these fields. Below the form, there is a section titled "Your last logins:" with a table listing previous login times.

Your last logins:	
5/24/2012 8:32:54 AM	
5/8/2012 3:52:43 PM	

Parent Portal

Once a parent has selected a student, the screen will refresh with that student's Personal Information and several additional tabs.

Note: The specific tabs available to parents will depend on district settings. This document provides a brief overview of the most common tabs that a parent user might see.

Student Record

The top portion of the screen will provide 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. Depending on permissions, parents may also see that student's current location.

902046

Personal Information

↑ HEMINGWAY, Greg

No Photo

First:	Greg	Address:	111 Main St. Rochester, NY 90210
Middle:		Phone #:	(555) 123-4567
Last:	HEMINGWAY	Grade:	9
Gender:	Male	Type:	Regular School Year Enrollment
DOB:	8/5/1992 (16 yr 4 mo)	Building:	High School/High School
1st Language:	English		

LAW & GOVERNMENT in Room 201 Teacher:
Fairrow

Created by Terry BRAWN on 6/5/2008 at 10:39 AM
Modified by Terry BRAWN on 9/8/2008 at 9:14 AM

Student **Contacts** Schedule Attendance Grades

Contacts

Ernest HEMINGWAY ✉	Father
111 Main St. Rochester, NY 90210	Home: (555) 123-4567

Siblings

Jane HEMINGWAY	9/1/1993 (15 yr 3 mo)
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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 the user to the main Home screen

The bottom portion of the screen will show 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.

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.

The screenshot shows a web interface with a navigation bar at the top containing tabs for Student, Contacts, Schedule, Attendance, and Grades. The 'Contacts' tab is active. Below the navigation bar, there is a section titled 'Contacts' with a red question mark icon. It lists two contacts:

- Patricia Smith** (with an envelope icon): Mother. Address: 42 Cathy Street, Rochester, NY 90210. Phone numbers: Home: 121-2211, Mobile: 990-8464 Unl, Work: 512-1284 x8464. Icons: green up arrow, computer, lock.
- Cynthia Spacely** (with a house icon): Father. Address: 42 Cathy Street, Rochester, NY 90210. Phone numbers: Home: 121-2211, Work: 512-1250. Icons: house, envelope, green up arrow, computer, lock.

Below the contacts is a section titled 'Siblings' with a list of two entries:

Charles Spacely	7/21/1998 (13 yr 10 mo)	Mindex MS/7
Amy Adams	5/20/1993 (19 yr 0 mo)	

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. An email form will open, allowing the parent to enter a subject and their desired message.

The screenshot shows an email composition form titled 'Send Email'. It has the following fields:

- From:** Ernest HEMINGWAY (ehem@yoohoo.com)
- To:** Evan Wilson(E-Wilson@yoohoo.com);
- BCC:** (empty field)
- Subject:** (empty field)
- Body:** (large text area)
- Attachment:** (empty field with a 'Browse...' button)

At the bottom left of the form is a 'Send Email' button.

Note: The “From” and “To” fields will be pre-populated with the user’s email address in the “From” field and the contact’s email address in the “To” field. Parents may enter any additional recipient email addresses in the “BCC” (blind carbon copy) field.

- Users may add attachments by clicking the Browse button near the bottom of the screen.

Attachment:

- In addition, users may click the Check Spelling button to check the body of their message.
- When the message is ready to be sent, click the Send Email button at the bottom of the screen.
- To cancel the message, click the Done button in the upper right corner of the screen to return to the Contacts 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.

Note: Depending on user permissions and settings in Maintenance, student schedules may not be available until after a specified date. When this is the case, a message will appear in place of the schedule to indicate that schedules are not currently available.

Student						
		Contacts	Schedule	Attendance	Grades	
<input type="button" value="Print"/>						
<input checked="" type="radio"/> Standard View <input type="radio"/> Grid View						
Fall						
Period	Section	Course	Days	Room	<input checked="" type="checkbox"/>	Teacher
1	1	ALGEBRA II	1,2,3,4,5,6	359	<input checked="" type="checkbox"/>	Mr. Wilson
2	2	EARTH SCIENCE	1,2,3,5,6	266	<input checked="" type="checkbox"/>	Mr. Rofriguez
2	1	CONCERT BAND II	4	218	<input checked="" type="checkbox"/>	Ms. Bonner
3	6	SOCIAL STUDIES 9	1,3,4,5,6	104	<input checked="" type="checkbox"/>	Mr. Perry
3	1	FRENCH 2	2	410	<input checked="" type="checkbox"/>	Ms. Lee
4	4	SKILLS LAB	1,2,3,4,5,6	315	<input checked="" type="checkbox"/>	Ms. Rollins
5	9	LRR	1,2,3,4,5,6	352	<input checked="" type="checkbox"/>	Ms. Walker
6	2	FRENCH 2 ES	1,2,3,4,5	404	<input checked="" type="checkbox"/>	Ms. Briggs
6	10	LAW & GOVERNMENT	6	201	<input checked="" type="checkbox"/>	Mr. Fairrow
7	7	ART OF COMMUNICATION	1,2,3,4,5,6	319	<input checked="" type="checkbox"/>	Ms. Yellow
8	8	PE 9-10B	1,3,5	GYM	<input checked="" type="checkbox"/>	Mr. Baily
8	2	PSYCHOLOGY	2,4,6	326	<input checked="" type="checkbox"/>	Mr. Shear

- Parents may use the Send Email button to email any teacher who has an email address listed. To send an email use the process described under the **Contacts Tab** section.
- The schedule may be viewed in Standard View, or in Grid View. Parents may switch between views by clicking the appropriate radio button and waiting for the page to refresh with the new view.
- Clicking on the Print Schedule button will allow users to print Student Schedule report in a new window. If multiple report formats are available, you will be provided with a drop-down menu where you may select the appropriate report format to be generated.

Note: The specific report formats available in this area are determined by the district. The following are samples of two commonly used reports.

Standard Grid Report Sample

High School						
Student Name: HEMINGWAY, Greg 111 Main St. Rochester, NY 90210		Student Number: 902046		Grade: 9	Homeroom:	
Semester: Fall		Locker:	Combo:	Counselor:		
	1	2	3	4	5	6
Period 1 Time 8:00 - 8:45	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)	ALGEBRA II Wilson(359)
Period 2 Time 8:50 - 9:35	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)	CONCERT BAND II Bonner(218)	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)
Period 3 Time 9:40 - 10:25	SOCIAL STUDIES 9 Perry(104)	FRENCH 2 Lee(410)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)
Period 4 Time 10:30 - 11:15	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)	SKILLS LAB Rollins(315)
Period 5 Time 11:20 - 12:05	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)	LRR Walker(352)
Period 6 Time 12:10 - 12:55	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	FRENCH 2 ES Briggs(404)	LAW & GOVERNMENT Fairrow(201)
Period 7 Time 1:00 - 1:45	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)	ART OF COMMUNICATION Yellow(319)
Period 8 Time 1:50 - 2:35	PE 9-10B Baily(GYM)	PSYCHOLOGY Shear(326)	PE 9-10B Baily(GYM)	PSYCHOLOGY Shear(326)	PE 9-10B Baily(GYM)	PSYCHOLOGY Shear(326)


Standard Schedule Report Sample

Student Schedule							
						12/02/2008	
Changed Date: 12/02/2008							
Student ID	Student Name		Gender	Grade	HomeRoom	DOB	
902046	HEMINGWAY, Greg		M	9		08/05/1992	
						Locker	
Course ID	Sec.	Semesters	Course Name	Room	Period	Days Met	Teacher
32200	1	F, S	ALGEBRA II	359	1	1,2,3,4,5,6	Wilson
40000	2	F, S	EARTH SCIENCE	266	2	1,2,3,5,6	Rofriguez
65400	1	F, S	CONCERT BAND II	218	2	4	Bonner
10000	6	F, S	SOCIAL STUDIES 9	104	3	1,3,4,5,6	Perry
20400	1	F, S	FRENCH 2	410	3	2	Lee
82000	4	F, S	SKILLS LAB	315	4	1,2,3,4,5,6	Rollins
81000	9	F, S	LRR	352	5	1,2,3,4,5,6	
20600	2	F, S	FRENCH 2 ES	404	6	1,2,3,4,5	
12300	10	F	LAW & GOVERNMENT	201	6	6	Fairrow
05200	7	F, S	ART OF COMMUNICATION		7	1,2,3,4,5,6	
70100	8	F	PE 9-10B	GYM	8	1,3,5	Baily
12600	2	F	PSYCHOLOGY	326	8	2,4,6	Shear

Attendance Tab

The Attendance tab shows a summary of the student's total absences for the current year (if any). Users may view a summary of Daily Attendance, All Course Attendance, or Missed Course Attendance by selecting the appropriate radio button. Use the year drop-down to review historical data for a previous year.

- The Daily Attendance view shows users all daily absences. This may also include early dismissals, late arrivals, and in/out records.
- The Missed Course Attendance view shows users all period misses where the student was marked absent by a teacher (this view only includes period misses for times when the student was expected to be in class, and does not include period absences that are tied to daily absences).
- The new All Course Attendance view allows users to see *all* course absences, including those that are tied to daily absences. Any course absence that is tied to a daily absence will display any Reason that has been entered for the daily absence.

Student Information			Contacts	Attendance	Schedule	Letters	Notes
<input checked="" type="radio"/> Daily Attendance <input type="radio"/> All Course Attendance <input type="radio"/> Missed Course Attendance							
2009-2010							
Type	Date	Reason					
Absent	10/30/2009	Sick					
Absent	10/22/2009	Unexcused Absence					
Out	10/20/2009 12:35:00 PM	Doctor Appointment					
Absent	10/16/2009	Doctor Appointment					

Note: Each summary view is controlled by its own permission; if you do not have permission to view a specific option, the radio button for that option will not appear. In addition, depending on your school's settings, newly submitted absences may not be visible immediately.