

SchoolTool PARENT PORTAL for the Liberty Central School District

Providing access to school records on our Student Management System, SchoolTool, for your child(ren).

- *Contact Information*
- *Schedules*
- *Attendance*
- *Discipline*
- *Grades*
- *3-8 Testing Results*
- *Class Assignments*

If you have questions related to using the program or require technical assistance, please email your questions or concerns to the appropriate building level email address:

- ES - ESParentPortal@Libertyk12.org
- MS - MSParentPortal@Libertyk12.org
- HS - HSParentPortal@Libertyk12.org

or by calling 292-5400 for

- ❖ *ES - Main Office ext 2030*
- ❖ *MS - Ms. Kirchner ext 2306*
- ❖ *HS - Ms Arpino ext 2002*

Questions regarding your child's information posted on the Parent Portal must be directed to the individual buildings and/or teachers. Thank you.

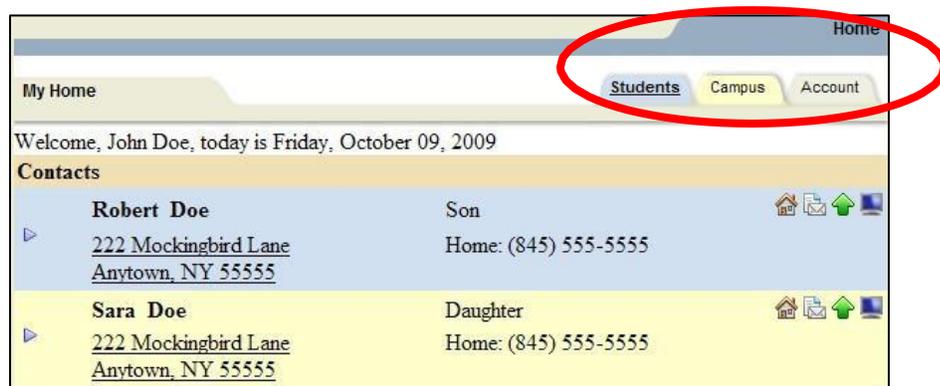
CREATING YOUR PARENT PORTAL ACCOUNT:

1. Log onto your own personal or business email account and send an email to HSParentPortal@Libertyk12.org, MSParentPortal@Libertyk12.org, or ESParentPortal@Libertyk12.org from your current email address. For example, if your email address is sam@yahoo.com, then you must send your initial request from that email address.
 - a. Your email address will become your username for the parent portal. Also, any email correspondence between you and the teachers, through this parent portal, will go to this email address.
2. In the subject line of your email type **parent portal access**.
3. In the body of the email, please include the following: **your name and the name and grade of your child** as indicated in the school records. (Joseph Smith grade 10, not Joey Smith)
4. Within one week after you submit your request, you will receive an email with your temporary password and instructions for logging into the parent portal and changing your password. These instructions will also be posted on the liberty website and are enclosed in this document.

If you have questions during this process that cannot be addressed from the instructions, please email HSParentPortal@Libertyk12.org, MSParentPortal@Libertyk12.org, or ESParentPortal@Libertyk12.org for assistance.
5. After receiving your temporary password go to the liberty website, www.libertyk12.org, click on the Parent Resources link on the right side of the page, and then click on the SchoolTool Link at the top of the Parent resource page.
6. In the login box, where it says "Username," type in your full email address that you submitted to the school district when setting up the parent portal account. In the box that says "Password" type in your temporary password.

Username:
<input type="text" value="sam@yahoo.com"/>
Password:
<input type="password"/>
<input type="button" value="Login"/>

6. Once you have logged in successfully you will see the main HOME Screen, which includes three tabs: **Students**, **Campus**, and **Account**.



7. Click the **Account** tab to change your password to something you would be more comfortable with. It is recommended that you create a new password that has the following characteristics:
- At least eight (8) characters
 - Combination of letters and numbers (including upper and lower case letters)
 - Something that can be remembered easily
- a) Enter the old password, the one you received in your email, by copying and pasting it into the box that asks for your OLD password
 - b) Enter your new password, of your choosing; into the box opposite NEW password (remember passwords are case sensitive).
 - c) Reenter your new password a second time in the box opposite CONFIRM (exactly as you entered it in step 2 above.)
 - d) Click on the CHANGE PASSWORD icon
 - e) You will see a message on the screen that tells you that your password was successfully changed.

The screenshot shows the "Change Password" form. At the top, there are three tabs: "Students", "Campus", and "Account". The "Account" tab is highlighted in yellow and circled in red. Below the tabs, the text "Change Password" is displayed. The form contains three input fields:

Old Password:

New Password:

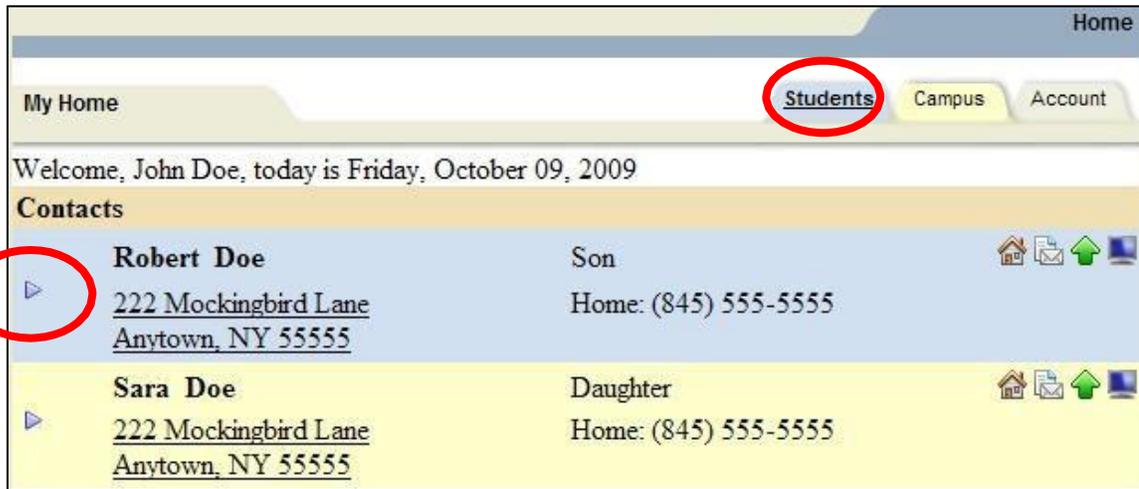
Confirm:

Change Password

NAVIGATING THE SCHOOLTOOL PARENT PORTAL:

When you have successfully changed your password, click on the STUDENTS tab and you are now ready to view your child's information.

1. To view information for one of your children, click on the blue arrow in front of the child's name.



2. This will take you into the **CONTACTS** tab. Here you will be able to see all adult contacts for your child, including emergency contacts. If you notice incorrect information on this page such as address, phone numbers, etc., please call the Liberty CSD Central Registration & Attendance office at 292-5400 ext. 2331 with the necessary correction(s).



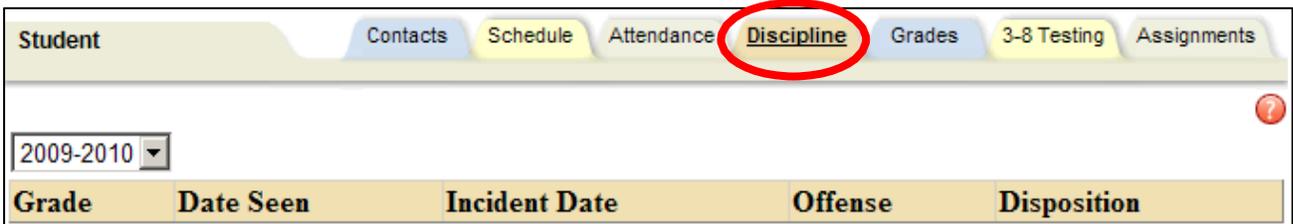
3. The next tab is the **SCHEDULE** tab. Here you will be able to see you child's schedule in either a standard or grid view by clicking on either button.



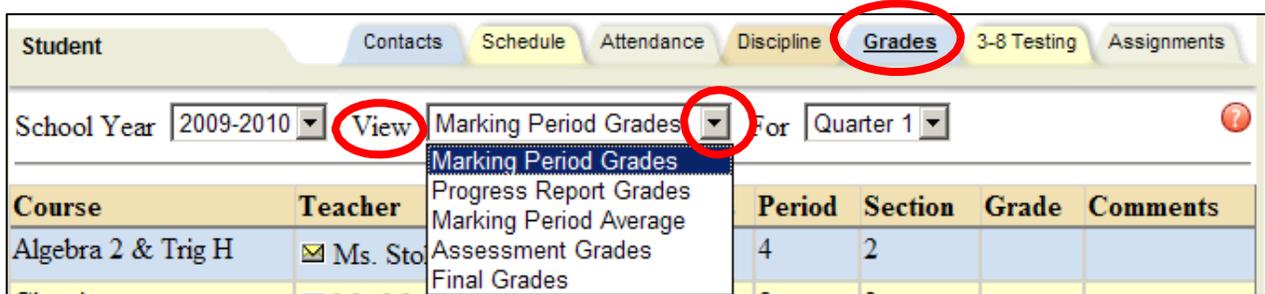
- The next tab is the **ATTENDANCE** tab. Here you will be able to see you child’s daily or course attendance. For elementary students only daily attendance is available.



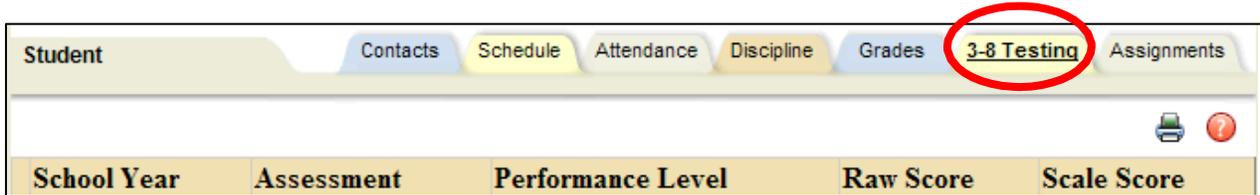
- The next tab is the **DISCIPLINE** tab. Here you will be able to view any completed discipline referrals and actions.



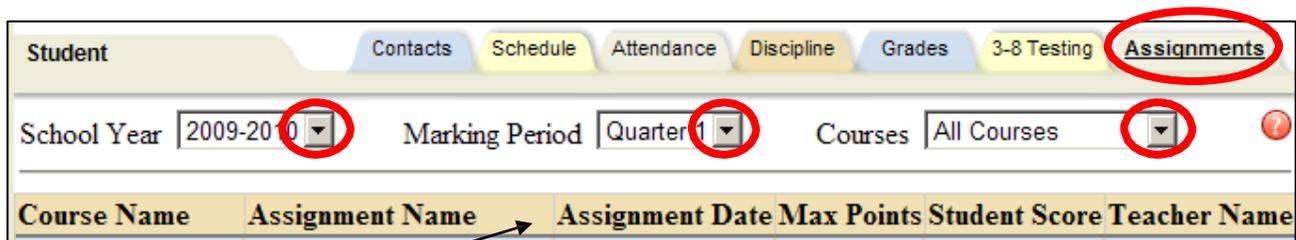
- The next tab is the **GRADES** tab. Here you will be able to see various items by clicking on the down arrow in the VIEW box. Marking period grades are the grades that have been reported on the report card, and will be available only after the end of the each marking period. Progress report grades are the comments that have been submitted on the interim progress reports, and will be available only after the end of each 5-week progress report period ends. Marking period average is the current running average for the class, if the teacher chooses to maintain their grades in an online gradebook. If you see None next to a class, the teacher does not maintain an online gradebook. Assessment grades will show all state assessments, such as regents, RCT, and proficiency exams. Final grades will show you the final grade earned for the class after the class has completed at the end of a semester or year.
 - Also notice that there are two other drop down boxes, one that shows school year, and one that shows the quarters. You can change the year to go back and view grades for courses your child took in previous years, as this is a historical database. As the year progresses you will want to change to Quarter 2, 3, and 4 in order to get complete reporting of the grades.
 - Elementary school student’s grades are not available due to the narrative format of these report cards.**



- The next tab is the **3-8 TESTING** tab. Here you will be able to view the scores for any 3-8 assessments that your child has taken within the last couple of years.



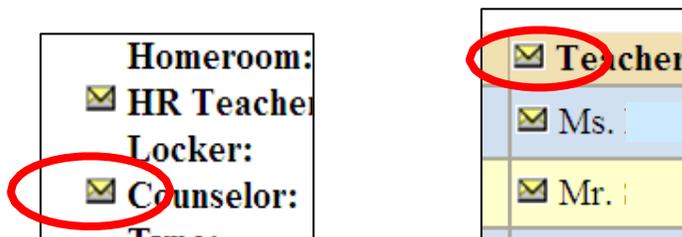
- The next tab is the **ASSIGNMENTS** tab. Here you will be able to view assignments recorded by the teacher in the online gradebook. Remember, each teacher chooses whether to maintain an online gradebook and also whether to display all assignments. The assignments are listed in order by the assignment date but you can sort them by Teacher Name or any other heading, by simply clicking on the column heading title. Also, you can choose to display assignments for all courses, or by clicking the drop down arrow, you can view assignments for individual courses. As in previous examples, you can also choose the quarter 1, 2, 3, or 4 as well as previous years by clicking on the drop down arrows.
 - This information is not available for elementary students due to the method of grading at those grade levels.



Column Heading Titles

- When you are finished, you may exit the program by clicking **LOGOUT** in the top right corner of the program, or simply close the browser window.

Tip – If you see an envelope icon next to a teachers name anywhere throughout the parent portal, you can click on that envelop and email the teacher directly. Also, if you see an email next to the teacher heading in the schedule or grades tab, you can click on that envelope icon and email all of your child’s teachers at one time.



New Look for Parent Portal Screen schooltool version 14.0

New! Parents can now see their children's courses and schedules on the 'Students' screen after logging into schooltool.

New! Parents can now send/receive messages directly to/from their children's teachers within schooltool.

HOME LOGOUT
2015-2016

MY HOME PREFERENCES DISCUSSIONS FORMS

Students Campus Account

MY HOME

CONTACTS

Current Semester ALL

Catherine Bailey Daughter
54 Mccallister Street Home: (555) 428-6226
Rochester NY, 90210

Courses:

Living Environment A (00093) Teacher: Martin	Period: 1 Semester: S1, S2 Days: A,B	Section: 1 Room: 113
English 9H (00050) Teacher: Brown	Period: 2 Semester: S1, S2 Days: A,B	Section: 2 Room: 141

Richard Bailey Son
54 Mccallister Street Home: (555) 428-6226
Rochester NY, 90210

Courses:

English 11 (00053) Teacher: Woolton / Adams	Period: 1 Semester: S1, S2 Days: A,B	Section: 1 Room: 140
US History & Govt 11 (00061) Teacher: Walker	Period: 2 Semester: S1, S2 Days: A,B	Section: 2 Room: 107

Sallie Bailey Daughter
54 Mccallister Street Home: (555) 428-6226
Rochester NY, 90210

Courses:

Art - 4 (00832) Teacher: Flores	Period: N/A Semester: S1 Days: C	Section: 1 Room: Art
English/Language Arts-4 (00858) Teacher: Collins	Period: N/A Semester: S1 Days: A,B,C,D,E	Section: 2 Room: 223