

SchoolTool PARENT PORTAL for the Liberty Central School District

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

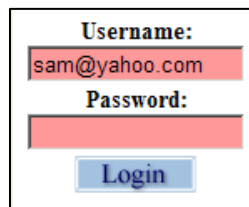
- *Contact Information*
- *Schedules*
- *Attendance*
- *Discipline*
- *Grades (not available for elementary)*
- *3-8 Testing Results*
- *Class Assignments (not available for elementary)*

If you have questions related to using the program or require technical assistance, please email your questions or concerns to: ParentPortal@Libertyk12.org or by calling Mrs. Moloney at 292-5400 ext. 2332.

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

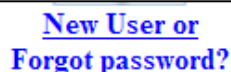
CREATING YOUR PARENT PORTAL ACCOUNT:

1. Log onto your own personal or business email account and send an email to ParentPortal@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 instructions for logging into the parent portal, getting a temporary password, changing your password, and navigating the site. These instructions will also be posted on the liberty website and are enclosed in this document. If you have questions during this process that can not be addressed from the instructions, please email ParentPortal@Libertyk12.org for assistance.
5. 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.



A screenshot of a login form. It has a white background with a black border. At the top, it says "Username:" in bold. Below that is a red rectangular input field containing the text "sam@yahoo.com". Underneath that is "Password:" in bold, followed by another red rectangular input field. At the bottom center is a blue button with the word "Login" in white text.

6. Leave the password box blank the first time and click on the blue **LOGIN** button.
7. The words "**New User or Forgot Password**" will appear on the screen in blue, click one time on those words.



A screenshot of a blue, underlined link that says "New User or Forgot password?". The text is centered within a white rectangular box with a black border.

8. You will see the screen refresh and you will be prompted again to enter your username (your email address). Type your username (email address) in the box and click **SUBMIT**. By clicking the submit button this will prompt the system to send a temporary password to your email inbox within a few minutes.

Enter your Username to receive your password by email.

Username:

9. Open your email and retrieve your new password from the email inbox. You will notice in the example below that the password, which is highlighted, is complicated and it is case-sensitive. Therefore, it is recommended that you highlight the password, and copy and paste it into the password box on the SchoolTool login page. *(To copy and paste: With your mouse highlight just the password text, numbers and symbols, point to the highlighted text, right click your mouse and choose COPY. Go to the SchoolTool login page, place your cursor in the pink password box, right click your mouse and choose PASTE.)*

From: SchoolTool Password Recovery [mailto:SchoolTool@SchoolTool.com]
Subject: SchoolTool Password

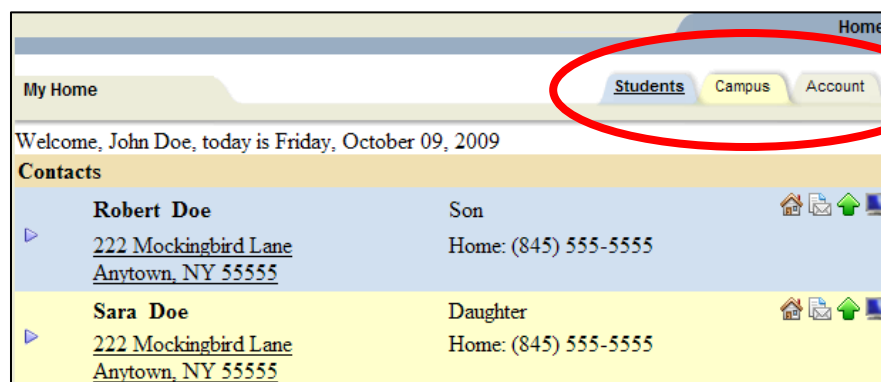
Please login, go to the account tab and change your password. Your password has been reset to: iM: {Qg6Fd9w}

10. Navigate back to the SchoolTool login page and enter your username, paste your password from the email received into the pink password box and click on the blue LOGIN button.

Username:

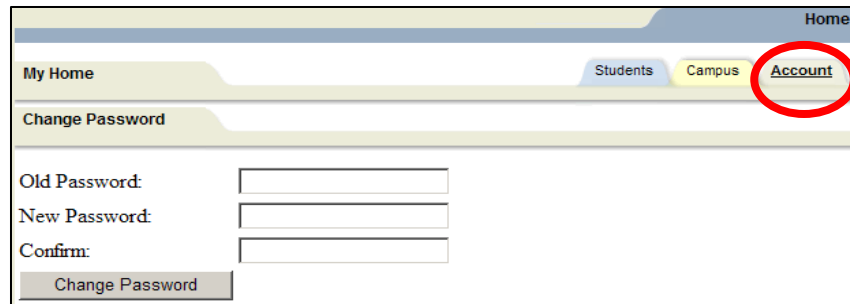
Password:

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



12. 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.



Home

My Home Students Campus **Account**

Change Password

Old Password:

New Password:

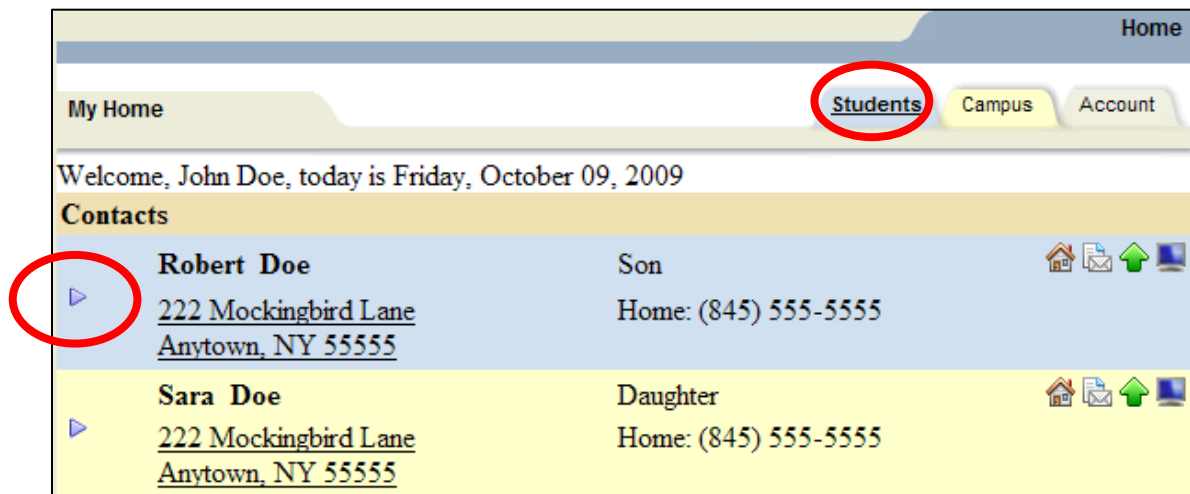
Confirm:

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.













Home

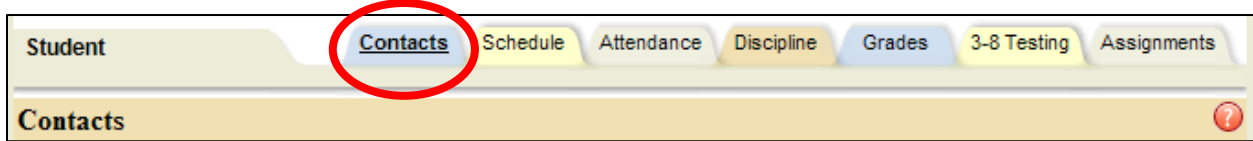
My Home **Students** Campus Account

Welcome, John Doe, today is Friday, October 09, 2009

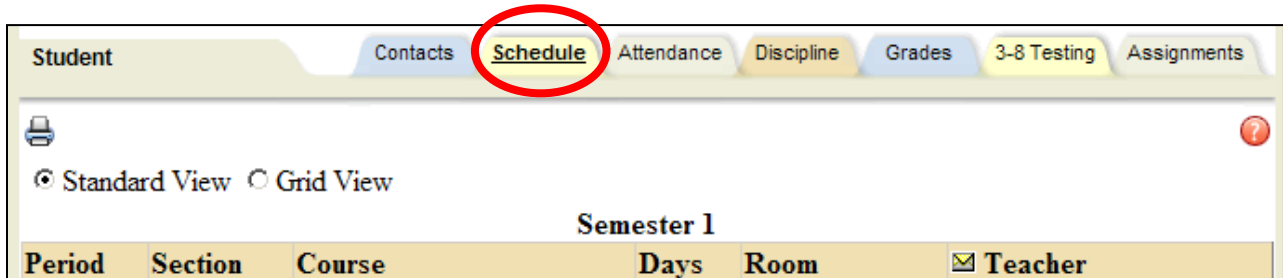
Contacts

	Robert Doe <u>222 Mockingbird Lane</u> <u>Anytown, NY 55555</u>	Son Home: (845) 555-5555	   
	Sara Doe <u>222 Mockingbird Lane</u> <u>Anytown, NY 55555</u>	Daughter Home: (845) 555-5555	   

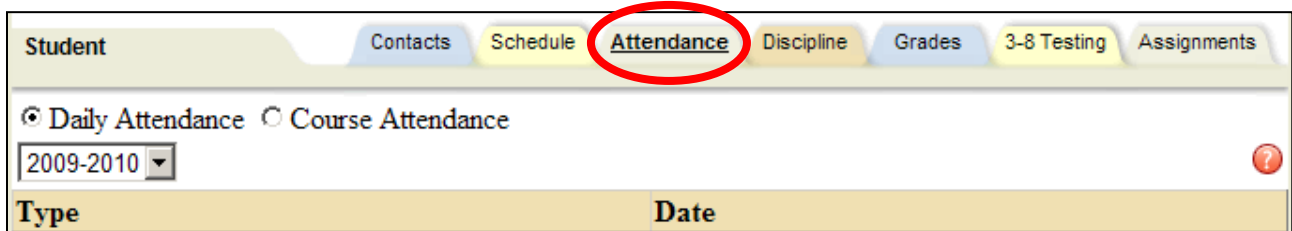
- This will take you into the **CONTACTS** tab. Here you will be able to see all adult contacts for your child, including emergency contacts. If you notice incorrect information on this page such as address, phone numbers, etc., please call the Liberty CSD Central Registration & Attendance office at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



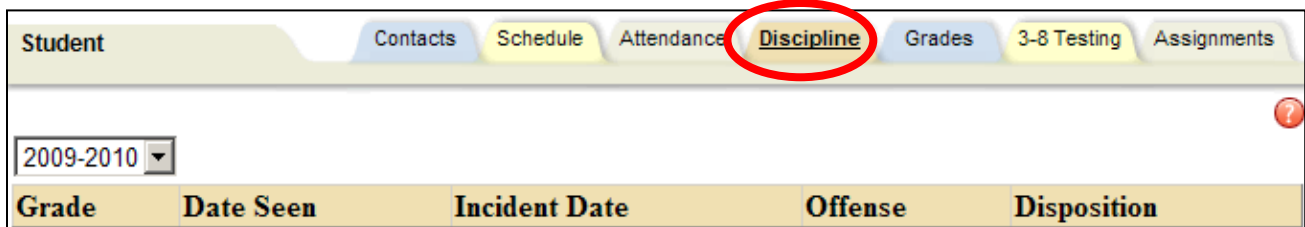
- The next tab is the **SCHEDULE** tab. Here you will be able to see you child's schedule in either a standard or grid view by clicking on either button.



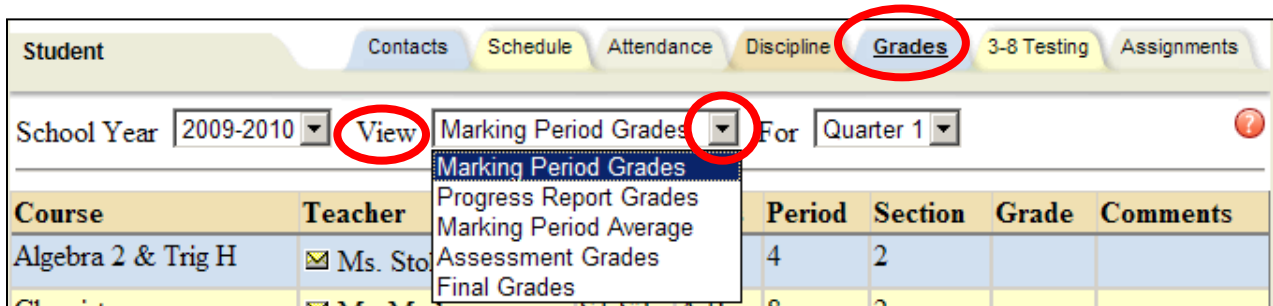
- The next tab is the **ATTENDANCE** tab. Here you will be able to see you child's daily or course attendance. For elementary students only daily attendance is available.



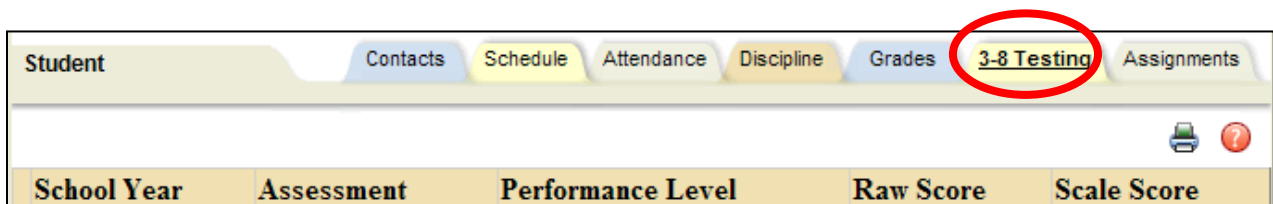
- The next tab is the **DISCIPLINE** tab. Here you will be able to view any completed discipline referrals and actions.



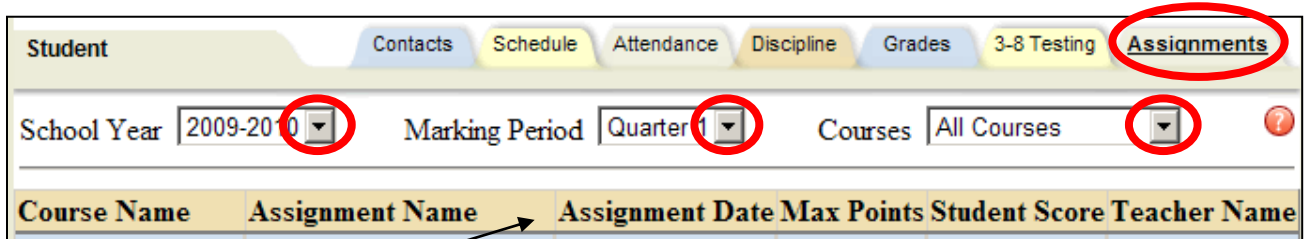
6. The next tab is the **GRADES** tab. Here you will be able to see various items by clicking on the down arrow in the VIEW box. Marking period grades are the grades that have been reported on the report card, and will be available only after the end of the each marking period. Progress report grades 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.
 - a. 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.
 - b. **Elementary school student's grades are not available due to the narrative format of these report cards.**



7. 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.



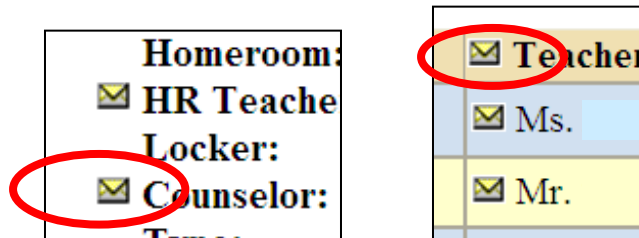
8. The next tab is the **ASSIGNMENTS** tab. Here you will be able to view assignments recorded by the teacher in the online gradebook. Remember, each teacher chooses whether to maintain an online gradebook and also whether to display all assignments. The assignments are listed in order by the assignment 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.
- a. **This information is not available for elementary students due to the method of grading at those grade levels.**



Column Heading Titles

9. 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.



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