

Parent Guide Quick Reference Worksheet

For school**tool**'s ParentPortal

Parent Guide -- Quick Reference Worksheet

To access your student's on-line school**tool** school records the following steps are necessary:

1. An email address

Your current email address will be used to access schooltool. Please provide the school registrar with this if you haven't already done so.

2. The web site of the school**tool** database

<https://cnyric01.schooltool.com/Dryden/Default.aspx>

3. Access to your own email

You will receive your original school**tool** password through your email.

To log into school**tool**:

1. Use your web browser (Internet Explorer, for instance) to access the internet and go to the schooltool web site. (<https://cnyric01.schooltool.com/Dryden/Default.aspx>)
2. In the "Username" field, type in your full email address.
3. In the Password field, type in the password that was sent to your email. Select Log In.

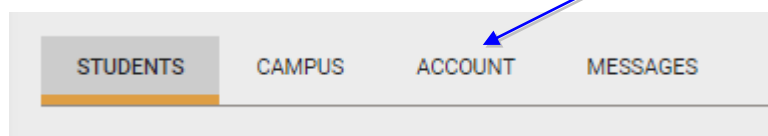
LOG IN

4. Change the password

To change your password, simply click on the Account sub tab, enter the existing cryptic password, then the new desired password (twice). Click on the Change Password button to finalize the change.

We recommend creating a new password that has the following characteristics:

- Greater than or equal to eight (8) characters
- Combination of letters, numbers, and symbols (including upper and lower case letters)
- Something that can be remembered easily



Subsequent logins

Once a user has logged in for the first time, and changed his/her password, the user simply needs to navigate back to the schooltool web page, enter their username and password, and click on the Login button.



Click on the View Student Record Button , the Student picture or the Student name to access your student's Contacts, Schedule, Attendance, Discipline, Grades and Assignments

CONTACTS

SCHEDULE

ATTENDANCE

DISCIPLINE

GRADES

ASSESSMENTS

ASSIGNMENTS


USER DEFINED

Contacts tab:

- displays all contacts that have been added for your student
- displays contact(s) relationship to the student
- displays contact(s) address
- displays contact telephone numbers
- displays enrolled siblings






Schedule tab:

- Displays the student schedule for middle and high school students
- Email a teacher by clicking on the envelope icon by the teacher's name
- To email all of your student's teachers, select the envelope icon to the left of the Teacher heading

View: 

☒ Standard View ☐ Grid View

Semester 1 - Dryden High School : High

Period	Section	Course	Days	Room	Teacher
	1	COUNSELOR ENGEL	A,B		 Mr. Engel
1	1	CONCERT BAND	A,B	A101 x5286	 Mrs. Alexander
2	1	US HIS/GOVT	A,B	D127 x5385	 Mr. Gardner
3	1	COLLEGE ALGEBRA 120	A,B	D134 x5347	 Ms. Fulmer
4	1	SPANISH 4	A,B	D116 x5349	 Mrs. Tice

Email all teachers

Email a specific teacher

Attendance tab:

- Displays absence type and date

<input checked="" type="radio"/> Daily Attendance	<input type="radio"/> Course Attendance	All
School Year:	2023-2024	
Type	Date	Reason
Late Arrival	10/20/2023 7:45 AM	School Activity
Late Arrival	10/19/2023 12:10 PM	Dentist Appointment
Late Arrival	10/17/2023 8:17 AM	Doctor Appointment
Early Dismissal	10/13/2023 11:39 AM	Illness





Discipline tab:

- Displays all discipline referrals, including date seen, incident date, offense and disposition

Date Seen	Incident Date	Incident Type	Offense	Disposition
10/13/2023	10/13/2023	Referral	Cut Class	Conference w/ Assis Princ

Grades tab:

- Displays marking period grades
- If you wish to view Progress Report Grades, Marking Period Average or Assessment Grades, choose it from the dropdown 'Marking Period Grades'
- Choose a different marking period by selecting the MP dropdown
- Email a teacher by clicking on the envelope icon by the teacher's name

School Year	2022-2023	View	Marking Period Grades	for	MP 4		
Course	Teacher	MP	Days	Period	Section	Grade	Comments
ART 7	 Mrs. Hannula	M3,M4	A	3	3	99	<ul style="list-style-type: none">• Pleasure to have in class, outstanding w
COUNSELOR REYNOLDS	 Ms. Reynolds	M1,M2,M3,M4	A,B	Supplemental Courses	1	None	
ELA 7+	 Ms. Hayes	M1,M2,M3,M4	A,B	6	1	100	<ul style="list-style-type: none">• It has been a pleasure to have you in ELA
Intro to Spanish	 Ms. Czarnecki	M1,M2,M3,M4	A,B	2	2	100	<ul style="list-style-type: none">• Consistently follows class expectations• Made outstanding progress this year• Understands the content well

Assignments tab:

- For middle and high school students, displays assignments for all teachers who use the Schooltool grade book
- Sort the assignments by clicking on the column titles; Course, Category, Assignment Name/Description, Date, Max or Score
- Filter the assignments by choosing the dropdown from the Marking Period or the Courses list

School Year	2023-2024	Marking Period	MP 1	Courses	All Courses	
Course	Category	Assignment Name / Description	Date	Max	Score	
ENG 11 (Brecht)	homework	summer reading yellow sheet	9/7/2023	100	100	
US HIS/GOVT (Gardner)	PRACTICE	Course Guidelines and Expectations	9/11/2023	10	10	
TRIG/STATISTICS (Miller)	homework & applied practice	Unit 1 Day 1 Homework	9/13/2023	4	3	
TRIG/STATISTICS (Miller)	homework & applied practice	Signed Course Syllabus	9/13/2023	4	4	
US HIS/GOVT (Gardner)	PRACTICE	Scavenger Hunt	9/14/2023	40	36	
ENG 11 (Brecht)	homework	how to survive signed sheet	9/15/2023	100		

To log out, select the **Logout** icon  in the upper right corner.