Schooltool
Teacher User Guide

Created: July 2013

Modified: 8/14/2014

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Log on to Schooltool

To log into Schooltool, type in the following url from a browser:

Live Database: http://districtname.schooltool.cnyric.org/schooltoolweb
Training Database: http://districtname.schooltool.cnyric.org/training
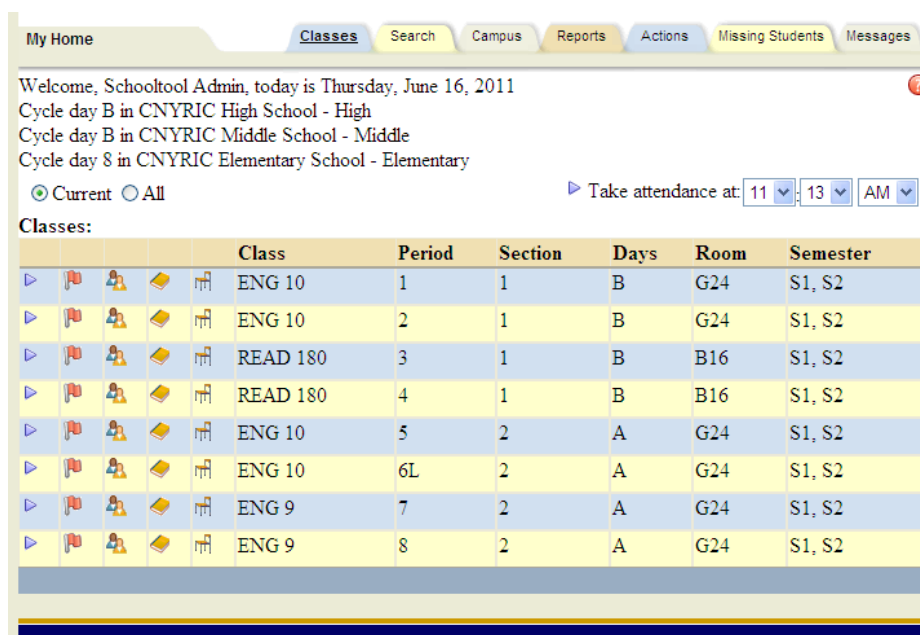
Your username and password is your network username and password (what you use to log onto the computer in your classroom or office).

Once you have successfully logged on, you will immediately see your classes.

Home Screen

The *Classes* tab displays all your courses, along with the course details:

- Course name
- Period
- Section
- Days
- Room
- Semester

					Class	Period	Section	Days	Room	Semester
▷	⚑	👥	📙	🪑	ENG 10	1	1	B	G24	S1, S2
▷	⚑	👥	📙	🪑	ENG 10	2	1	B	G24	S1, S2
▷	⚑	👥	📙	🪑	READ 180	3	1	B	B16	S1, S2
▷	⚑	👥	📙	🪑	READ 180	4	1	B	B16	S1, S2
▷	⚑	👥	📙	🪑	ENG 10	5	2	A	G24	S1, S2
▷	⚑	👥	📙	🪑	ENG 10	6L	2	A	G24	S1, S2
▷	⚑	👥	📙	🪑	ENG 9	7	2	A	G24	S1, S2
▷	⚑	👥	📙	🪑	ENG 9	8	2	A	G24	S1, S2

The icons displayed on the left allow you to perform various functions. To access one of these screens, single-click on the icon.

▷　 Select icon – view and submit classroom attendance

⚑　 Alert icon – notification when classroom attendance was not submitted

👥　 Roster icon – view your class roster and student information
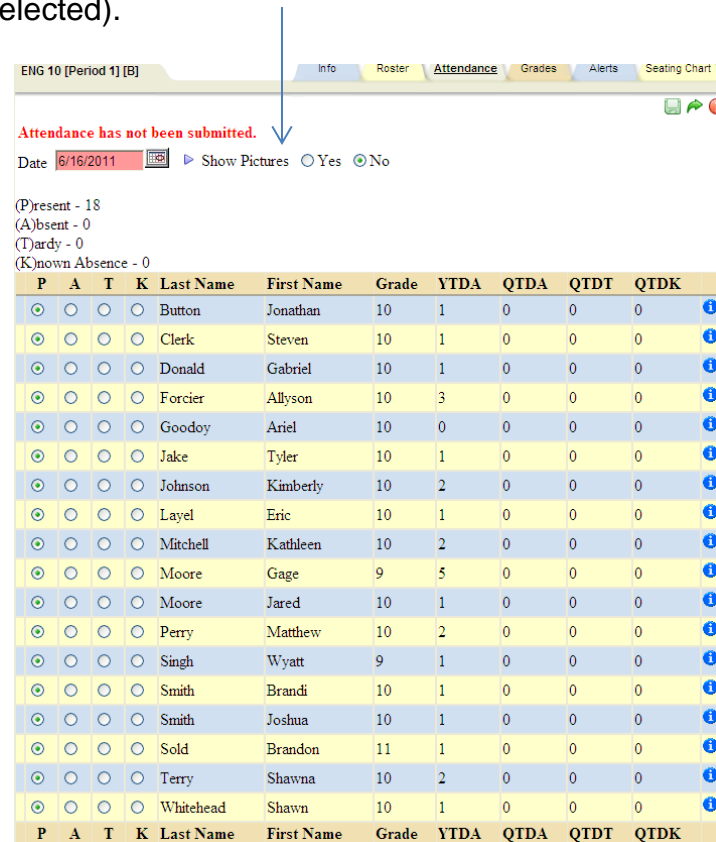
📙　 Grades icon – access the gradebook and submit report card grades/comments

🪑　 Seating icon – view and edit the seating chart

Attendance ▷

The Attendance screen displays all of the students in the selected class (along with their student photo, if selected).

Every student is automatically defaulted to "Present" (P). The additional attendance codes available are determined by your administrative team.

- A – Absent
- T – Tardy
- K – Known Absence (ex: Nurse Office, Band, Counseling Office, etc).

When a student is marked absent or tardy, a list of available absence reasons may appear for you to enter (if applicable). If the reason is unknown, leave the default value of "None".

*Please adhere to your district/school policy on how attendance should be submitted.

To submit attendance:
- Select the appropriate attendance code (as needed) for each student
- Then click the Save icon (top-right corner)

Alert 🚩

The Alert screen will display the date(s) attendance was not submitted (for a scheduled meeting time).

AP EUROPEAN HIS [Period 3] [A,B]		Info	Roster	Attendance	Grades	Alerts	Seating Chart
						↪ ❓	
▷	Attendance was not submitted on 5/29/2012						
▷	Attendance was not submitted on 5/30/2012						
▷	Attendance was not submitted on 5/31/2012						

To submit the attendance for a date listed, click on the purple wedge to the left.

This will bring you to the attendance screen for the date you selected. Select the appropriate attendance codes for each student, then click Save.

AP EUROPEAN HIS [Period 3] [A,B]   Info   Roster   Attendance   Grades   Alerts   Seating Chart

💾 ↪ ❓

Attendance has not been submitted.

Date 5/29/2012 📅   ▷ Show Pictures ⦿ Yes ○ No

(P)resent - 23
(A)bsent - 0
(T)ardy - 0

P	A	T	Reason		Last Name	First Name	Grade	YTDA	QTDA	QTDT	
⦿	○	○		No Photo	Bard	Elizabeth	10	12	0	0	ℹ
⦿	○	○		No Photo	Bonner	Bridget	10	12	0	0	ℹ
⦿	○	○		No Photo	Brown	Collin	10	3	0	0	ℹ

Class Roster

The Roster displays all the students in the selected class, along with any 'Alert icons' associated with the student.

By using your mouse to hover over the alert icon, it will provide a brief descriptor of what the alert is (Ex: IEP Viewer, Medical Alerts, district defined alerts).

To print a class roster report, click the Print icon (top-right corner)
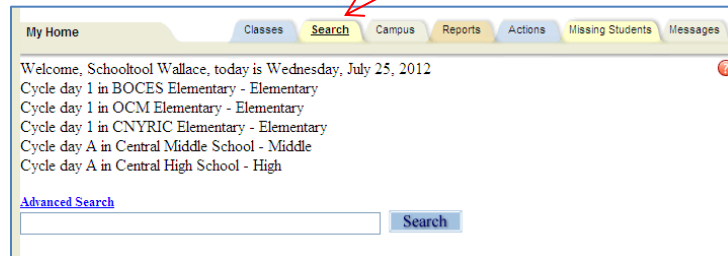
To view a roster for another class, select the appropriate class from the "Jump to" menu

To view detailed information for a student (contacts, schedule, grades, etc.), or to create a discipline referral, click the *Select* icon

Create a Discipline Referral

To create a discipline referral for a student, select the student from the Class Roster.

If the student is not scheduled in your class, use the Search tab (from the Home screen) to search for the student.
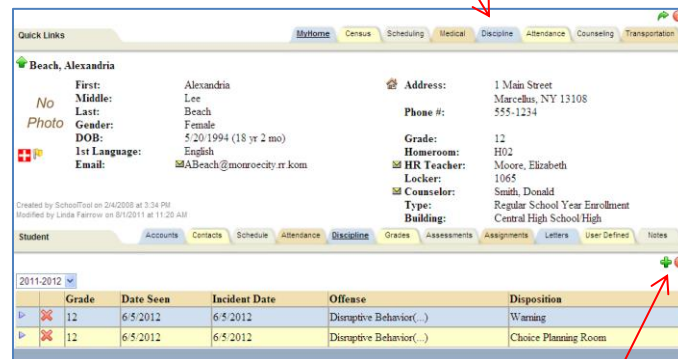
Once the student is displayed, click on the Discipline tab

To create a new referral, click the green plus sign on the right

Enter the following information as needed:
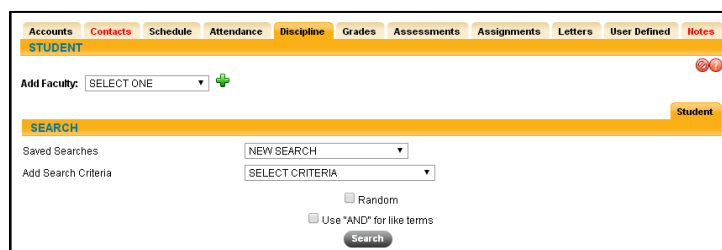
- Time of Incident
- Location
- Offense (to add multiple offenses, click the green plus sign on the right)
- Indicate the date/time the parent was contacted (delete the date if not applicable)
- Description of Incident

Note: All other fields are optional and should be used according to district/school policies.
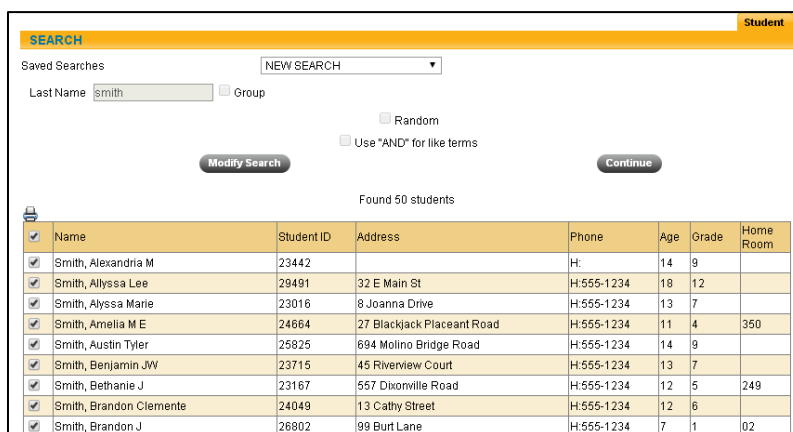
To add other students to the referral (as either an offender or a victim), click the appropriate Add icon.

- Use the search screen to select the other student
- Choose "Last Name" from the *Select Criteria* drop-down menu
- Type in the student's last name, then click Search

- When the search results are displayed, select only the student you want to add to the referral (de-select all others), then click Continue

Use the spell check icon as needed in the top right corner

Then click the Save icon to save the referral

Grades

The Grades icon allows you setup and manage your Gradebook and submit for progress report and/or report card grades and comments.

If you have not already setup a gradebook for the selected class, the Grades icon will bring you to the 'Grade book Setup' screen. Once a gradebook has been setup, it will bring you directly to the gradebook.

View: Grade book setup ▾ Jump to: ENG 9[Period 8][A] ▾
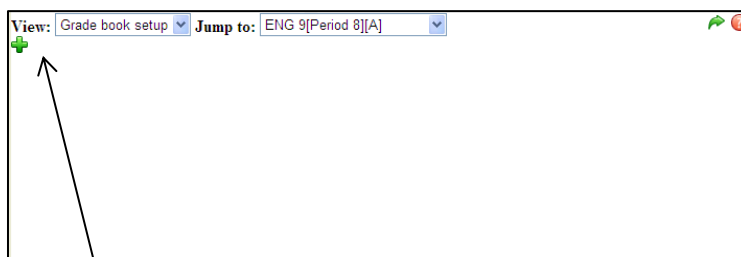
Gradebook Setup

Click the green plus sign (+) to setup a new gradebook for the course,.

You will be prompted to create a new gradebook name, enter something specific that helps you identify each gradebook (ex: course name, period & days the class meets), then click the green plus sign to create the gradebook.

New grade book name: [   ] ➕⊘

Once the gradebook name has been created, you can now setup the parameters for your gradebook.

View: Grade book setup ▾ Jump to: Science 5[Period 6][A,B] ▾
Averaging Method: Points ▾
Default grade book: Sci 5 period 6 ▾ ✖➕📝

Category Attribute

Category Weights: ○ Unweighted ● Fixed Weights ○ Variable Weights
WARNING: Category weights do not add up to 100%.

Category	Weight	Drop Lowest

- Select averaging method for how grades are calculated (Points or Percent)
- Setup categories and determine whether or not they will be Unweighted, Fixed Weights, or Variable Weights
- Create attributes for entering assignment grades

Averaging Method

Points vs Percent determines how report card grades are calculated.

Points averaging example:

> Assignment 1 - 50 out of 100 points = 50 for the assignment
> Assignment 2 – 20 out of 40 points = 20 for the assignment
> Assignment 3 – 100 out of 100 points = 100 for the assignment
> **Point Average = (50+20+100) / (100+40+100) = 170/240 = 70.83%**

Percent averaging example:

> Assignment 1 - 50 out of 100 points = 50% for the assignment
> Assignment 2 – 20 out of 40 points = 50% for the assignment
> Assignment 3 – 100 out of 100 points = 100% for the assignment
> **Percent Average = (50+50+100) / 3 = 66.66%**

Categories

When defining categories, you will need to indicate how your categories will be weighted. If you click Fixed Weights or Variable Weights, your category weights combined must add up to 100%.

Unweighted - The categories will be active in all marking periods, and will be weighted equally in each marking period (this is also known as a "Total Points" calculation). When using this method, a single category can be used (ex: Assignments) or multiple categories can be used (for organizational purposes only). All assignments will be weighted equally in the calculated course grade/average.

Fixed Weights- Categories will be assigned a specific weight, and all categories will be active in each marking period. Category weights combined must equal 100%.

		Category	Weight	Drop Lowest
❌ 📝		Homework	25	0
❌ 📝		Quizzes	25	0
❌ 📝		Tests	50	0

Category Weights: ○ Unweighted ◉ Fixed Weights ○ Variable Weights

Tabs: Category | Attribute | Scales

Variable Weights- Categories will be assigned specific weights for each marking period; however the weight can vary for each marking period. Category weights combined must total 100% for each marking period. If a category is not used in a particular marking period, set the weight to 0%.

Category Weights: ○ Unweighted ○ Fixed Weights ◉ Variable Weights

Tabs: Category | Attribute | Scales

	Category	M1 Weight	M2 Weight	M3 Weight	M4 Weight	M5 Weight	M6 Weight	Drop Lowest
❌ 📝	Homework	25	25	25	25	25	25	0
❌ 📝	Projects	0	0	0	0	0	15	0
❌ 📝	Quizzes	25	25	25	25	25	25	0
❌ 📝	Tests	50	50	50	50	50	35	0

To create a category, click the green plus sign (+). At least 1 category must be defined in order to create assignments in the gradebook.

Category	Weight	Drop Lowest

Category Weights: ○ Unweighted ● Fixed Weights ○ Variable Weights
WARNING: Category weights do not add up to 100%.

- Enter a category name and the weight of the category (if applicable).

- The 'Drop Lowest' column is to be used to drop the lowest assignment score(s) in that category. This can be used at any time.

- Click the update icon (blue arrows) to save your changes.

Category	Weight	Drop Lowest
	0	0

Once you have created your categories, you can edit a category by clicking the Edit icon. You can also delete the category by clicking the delete icon (red X).

Category Weights: ○ Unweighted ● Fixed Weights ○ Variable Weights

Category	Weight	Drop Lowest
Homework, Classwork	20	0
Participation	10	0
Quizzes	20	0
Writing, Tests, Projects	50	0

Attributes

Attributes can be used to determine whether or not a student receives full credit for an assignment. They can be used with or in place of traditional grades.
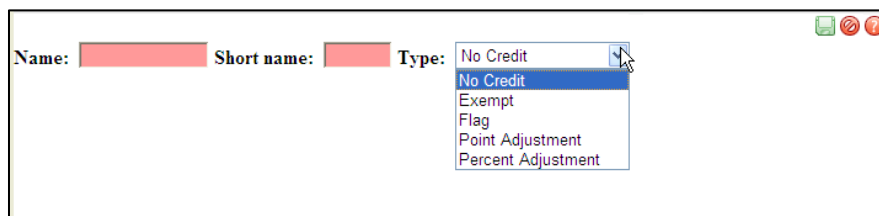
Examples:

	Name	Short Name	Type	Adjustment
✖ 📝	Not Handed In	NH	No credit	
✖ 📝	Extra Credit	EC	Percent Adjustment	10
✖ 📝	Late	L	Point Adjustment	-5
✖ 📝	Re-Do	RD	Flag	

To create an attribute, click the green plus sign (+)

Name	Short Name	Type	Adjustment
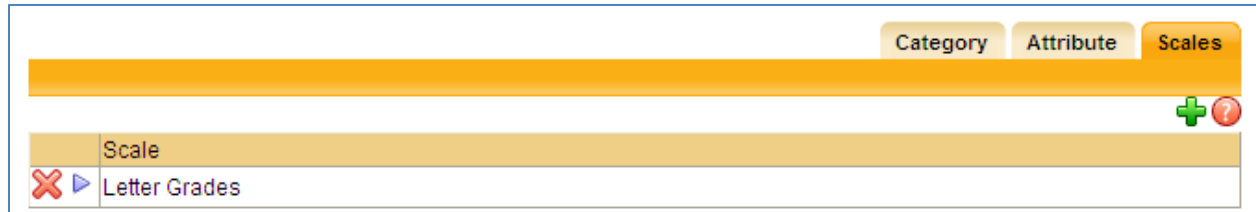
- Enter a name for the attribute
- Enter a short name for the attribute (2 character limit)
- Then select the attribute type from the drop-down menu
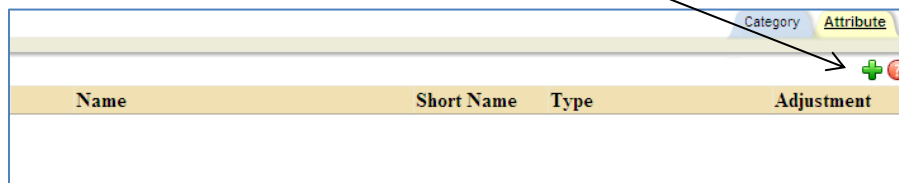 - No credit is calculated as a zero
  - Exempt is excluded from the grade calculation
  - Flag is just a visual indicator, whatever grade the student receives is calculated
  - Point Adjustment allows you to add or deduct points from the student's assignment grade (point deductions should be entered with a "-", ex: -5)
  - Percent Adjustment allows you to add or deduct the student's grade by a percentage (percent deduction should be entered with a "-", ex: -5)

Name: [   ]   Short name: [   ]   Type: [No Credit ▼]

No Credit
Exempt
Flag
Point Adjustment
Percent Adjustment
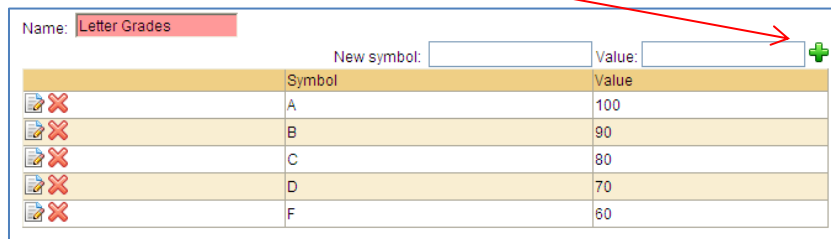
Scales

The Scales tab allows you to define custom grading scales. This allows teachers to use alternate grading systems for assignment grades (ex: alpha grades, + and -, etc).

To create a custom grading scale, click the green plus sign.

- Enter a name for the new grading scale
- Type in a symbol for the new grade (ex: A)
- Enter the value of this symbol (ex: 100)
- Then click the Add icon

When you have entered all the symbols for your new grading scale, click the Save icon.

Gradebook Editor

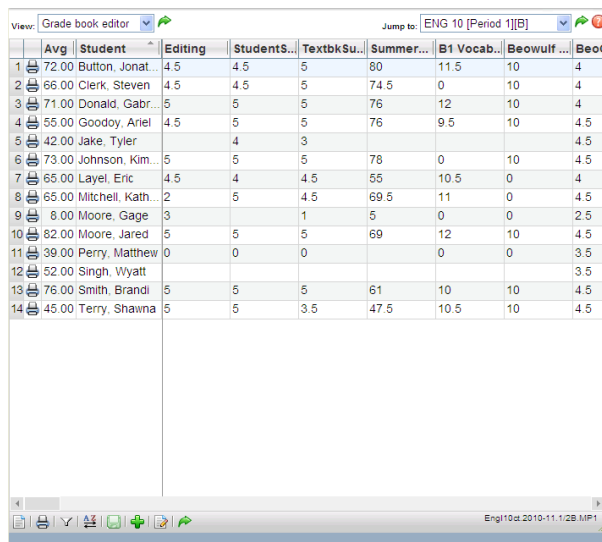The gradebook editor is where you will enter assignments and grades for students.

The toolbar located in the lower left corner of the screen can be used to add new assignments, batch add/edit assignments, sort and filter assignments, print reports and save all gradebook changes.
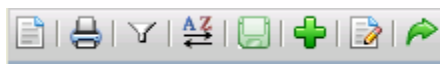
*Place your mouse over each icon (without clicking) to get a tip of what each icon is for.

Menu icon allows you to select what information is displayed on the screen

Print icon allows you to print predefined "Gradebook/Planbook" reports

Filter icon allows you to filter the assignments that are displayed on the screen by category or marking period

Sort icon allows you to sort the assignments by date, name or category

Save icon allows you to save changes made in the gradebook

Add icon allows you to create a new assignment

Batch Edit icon allows you to create and/or edit multiple assignments

Done icon allows you to exit the gradebook and return to your "Classes" screen

Add Assignments

To add a new assignment, click the add icon (green plus sign).

The following information must be added for each assignment:

- *Name*: enter the assignment name

- *Description*: enter an assignment description (optional)

- *Point*: enter the points possible for the assignment (excluding extra credit points)

- *Date*: this can be the date assigned or date due

- *Marking Period*: select the marking period in which the assignment should be calculated

- *Category*: select the category the assignment should be included in for grading calculations

- *Include in average* – click the checkbox if the assignment should be included in the overall grade

- *Allow parent access & include notes* – click the checkbox to give parents/students access to view the assignment and assignment notes via the parent portal

Duplicate Tab

- Select any other gradebooks (classes) you want to copy this assignment into

Attachments Tab

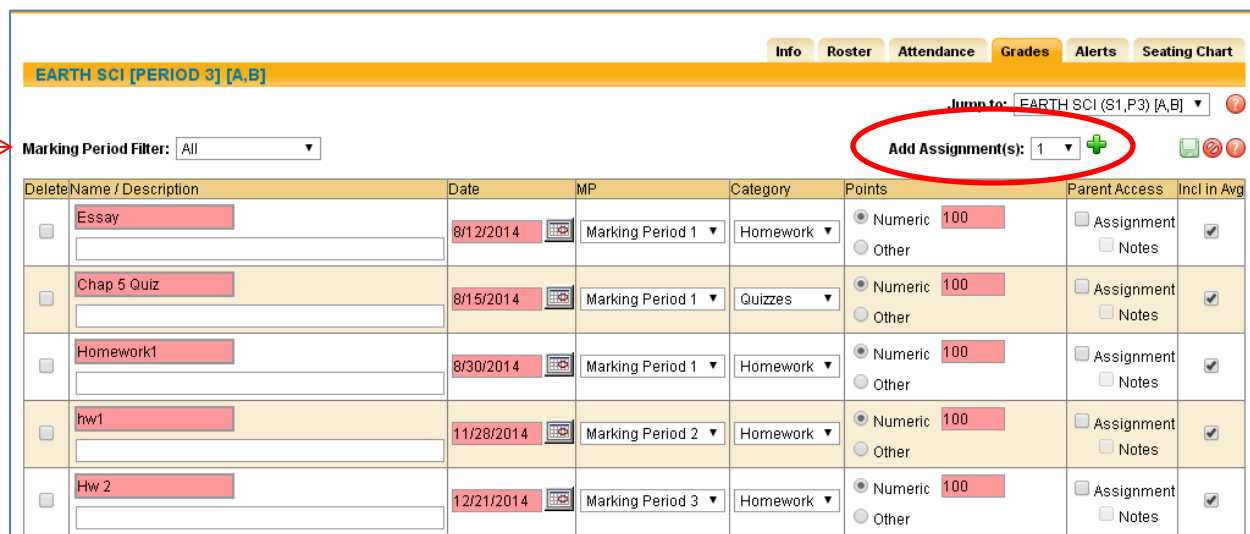- Select a file/document to add to the assignment (if desired)

Click the Save icon to save and return to the gradebook editor screen 💾

Click the Add icon to save and add a new assignment ➕

Batch Edit Assignments

To batch edit/add assignments, click the batch edit assignments icon (paper w/ pencil).

This screen will display all current assignments (this can be filtered using the marking period filter option).

Here you can edit the details of any existing assignments or add new assignments.

Edit Assignment Details
To modify assignment details, simply locate the assignment, make the appropriate changes as needed, then click the Save icon.

You will be prompted to apply the same changes to any other gradebook with the same assignment. To copy the change, select the appropriate gradebooks (if applicable), then click the Save icon.

Add New Assignments
To add new assignments, click on the 'Add Assignments(s)' drop-down menu to indicate how many new assignments you would like to add, then click the add icon (green plus sign). Enter the information for the new assignments, then click the Save icon.

You will be prompted to save the new assignments into any other existing gradebooks. Select the appropriate gradebook (if desired), then click Save.

Enter Student Grades

Once assignments have been created, you can enter student grades.

Note the column for the appropriate assignment, then click in the appropriate cell to begin entering student grades.

There are multiple ways to enter assignment grades:

- Use the <Enter> key to advance to the next student for the same assignment
- Use the <Tab> key to advance to the next assignment for the same student
- Use your mouse to click in the cell in which you want to enter grades

** The student's average will be re-calculated when you save your changes (click the Save icon on the toolbar)

Enter Grade Attributes/Notes

To assign an attribute to a student grade, click in the [brackets] to access the list of attributes you created in the Gradebook Setup area.

Select the appropriate attribute, then click the update icon (blue arrows). If grade adjustments were applied to the attribute, this will be calculated when the changes have been saved.

Mass Enter Grades, Attributes, Notes

To mass enter grades, attributes or notes for a specific assignment, click on the assignment name and select *Mass Entry*.

- Select whether the change will be applied to the ungraded student assignments only or all student assignments (for the specific assignment)
- Select the grades, attributes, and/or notes checkbox (as appropriate) and enter the information
- Click the Update icon to save your changes

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Gradebook Editor Shortcuts

There are some assignment shortcuts available from the gradebook editor screen

- **Edit** an individual assignment
- **Delete** an assignment (any student grades should be removed first)
- **Mass Entry** of grades, attributes, or notes for an assignment
- **Print** an individual assignment report with student grades
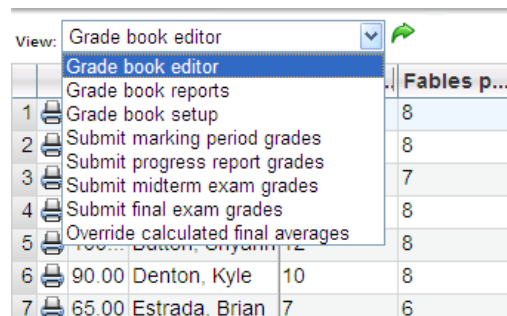- **Sort** by the grades for an individual assignment
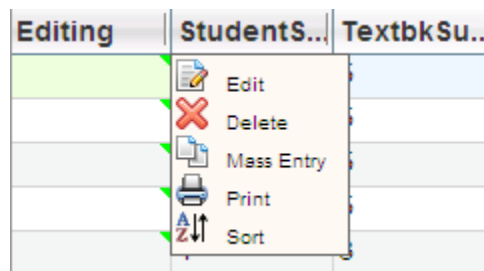
To access these shortcuts, simply click on the assignment name

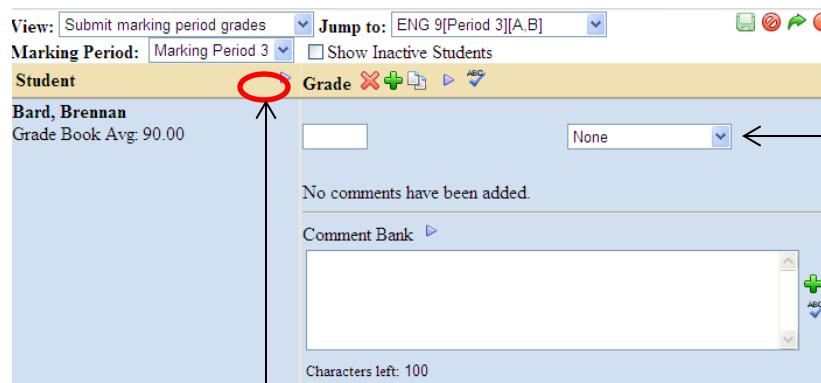

**Be sure to save all changes when done.

Submit Marking Period Grades

To submit marking period grades for report cards, click on the "View" drop-down menu
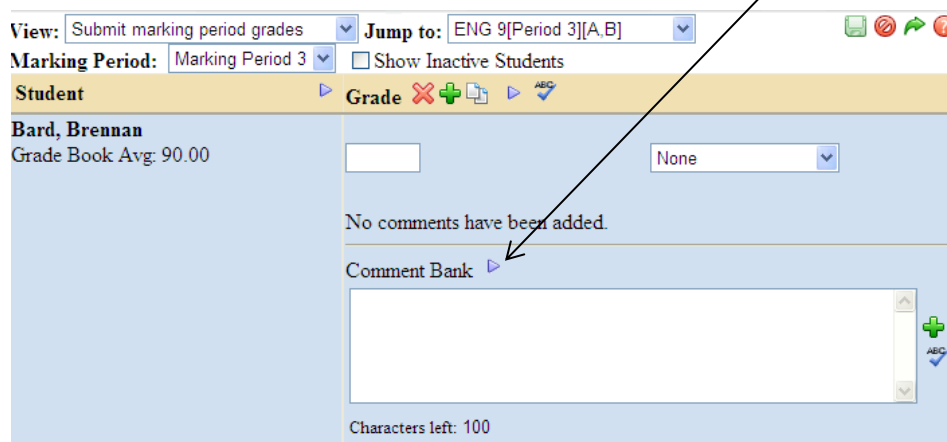

Select 'Submit Marking Period Grades

Copy the student's gradebook averages over using the 'Copy grade book grades icon' (purple wedge), then modify any student grades as needed.

To enter a Grade Note for a student (ex: INC, Med, etc), remove the calculated grade, then select the appropriate Grade Notes from the drop-down menu.

Grade Icons

❌ Clear All Grades – removes grades that were copied over or manually entered

➕ Add Comments – can be used to batch add comments for all students when comment numbers are entered for each student

📑 Mass Add Free Text Comments – allows you manually enter a free text comment for the first student (in the comment box), then copy the comment to all other students

▷ Mass Add Comments from the Comment Bank - batch add comments from the comment bank for all students

✓ Spell Check – allows you to spell check free text comments

To enter comments for a student, select the Comment Bank icon (purple wedge) to display the comment bank.
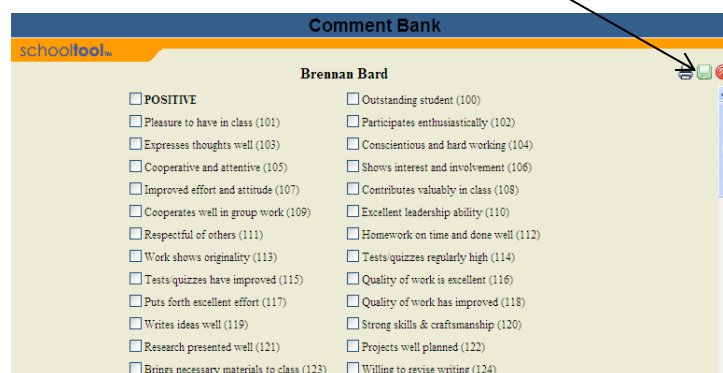
Then select the desired comments and click the Save icon.

You can also type in the comment code (number) for the desired comment, then click the Add icon
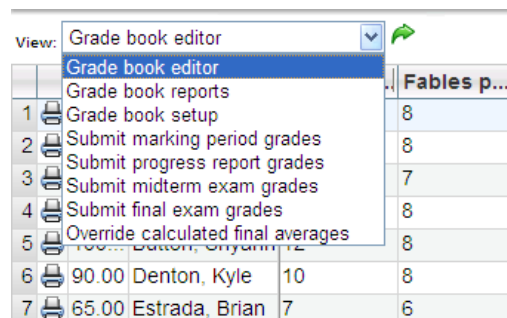

To save and submit the students grades and comments, click the Save (Submit Grades) icon (top-right corner).

Submit Exam Grades

To submit final or midterm exams grades, click on the "View" drop-down menu (from the Gradebook Editor screen).

Select the appropriate exam option
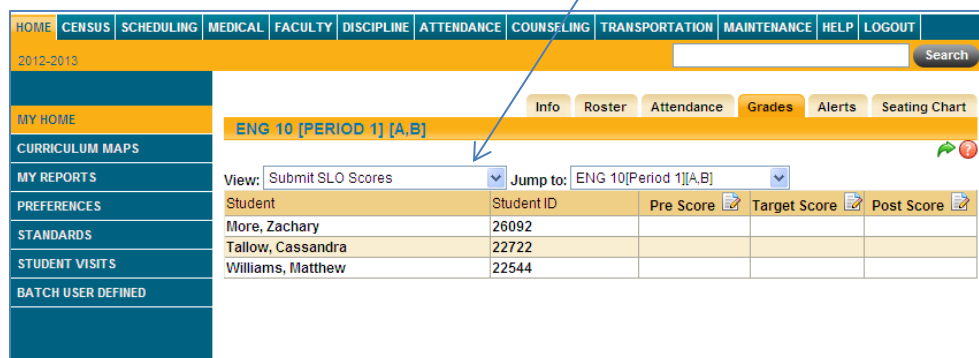- ('Submit Midterm Exam Grades' or 'Submit Final Exam Grades')

Select the appropriate assessment from the drop-down menu (if more than one is available)

Enter the assessment score for each student, then click Save

Submit SLO Scores
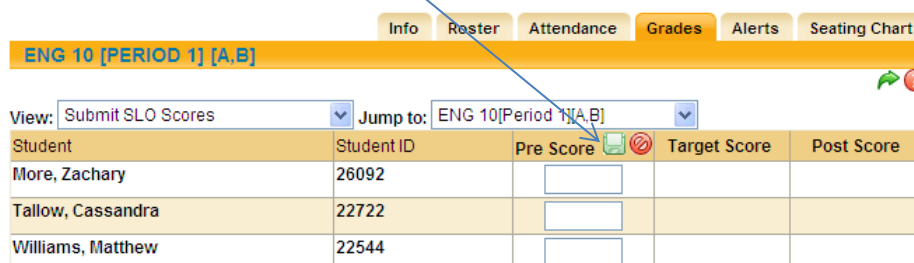
To submit student SLO Scores, select the Gradebook icon

Click on the View drop-down menu and select 'Submit SLO Scores'

Here you can enter the Pre-Score, Target Score, and Post Score for the student.

Use the appropriate Edit icon to enter student scores, be sure to click the Save icon when scores have been entered.

Student SLO Scores can be imported into Schooltool using the following file format:

Import files must be either comma separated files (.CSV) or text files (.TXT).

StudentID: Required. This must be the student's local ID, including any leading zeros.

SchoolYear: Required. This must be the school year in which the student took the course (e.g., "2010-2011").

CourseID: Required. This must be the course ID (from the course catalog), including any leading zeros. If the student has multiple courses with the same course ID for that school year, an import error will occur and records will not be added.

PreScore: Optional. This numeric field must be included if the "Pre Score" option is selected on the Import pre-screen.

TargetScore: Optional. This numeric field must be included if the "Target Score" option is selected on the Import pre-screen.

PostScore: Optional. This numeric field must be included if the "Post Score" option is selected on the Import pre-screen.