

Parent Portal User Guide

Parent Portal is a way for you to connect directly to the student management system used at Lyme CSD and monitor your students' academic information in real time.

With a Parent Portal account, parents will be able to view the following student information:

- Student Record
- Contact Information
- Current schedule
- Attendance (daily and course absences)
- Grades (Marking Period average, Final grades, Assessment grades, Report Card grades)
- Assignments
- Email your students' teachers and counselors

Lyme's Parent Portal manager contact information is as follows:

Registrar/Guidance Secretary and Parent Portal Admin
Peggy Stevens 315-649-2417 ext. 2 pstevens@lymecsd.org

How do I get started?

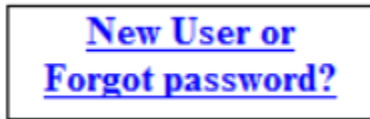
1. Complete a registration form. You can get this from the district's website, by clicking [here](#).
2. After you have received a login and have been emailed your password, go to the schooltool website: <https://schooltool.lymecsd.org>
3. Your **Username** is the email address that the school has on file, and the **Password** is the one contained in the email. Click on **Login** to enter school**tool**!

What if I've lost my password?

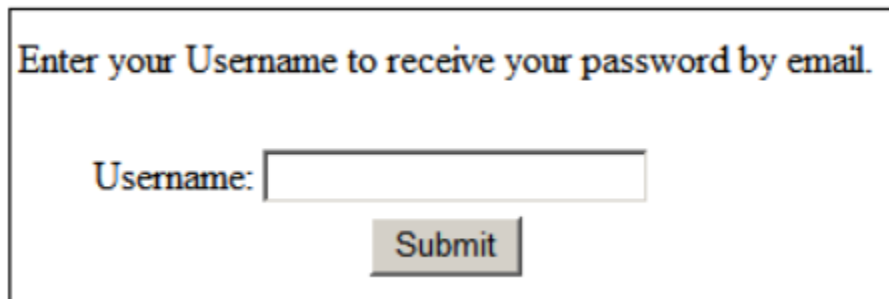
1. Go to the schooltool website: <https://schooltool.lymecsd.org>
2. Where you see **Username**, type in the email address that the school has on file and click on **Login** without typing in a password.

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- You should see the following message appear:



- Click on the link.
 - If you did not see this information appear, please contact the Parent Portal Admin.
- The following screen appears, prompting you to type your email address again.



- Click the **Submit** button to be sent a brand new password!
 - Please note, you should see an email being sent to you from **SchoolTool**. When this arrives, please note that the password that is sent to you is case-sensitive.

How do I log in to schooltool?

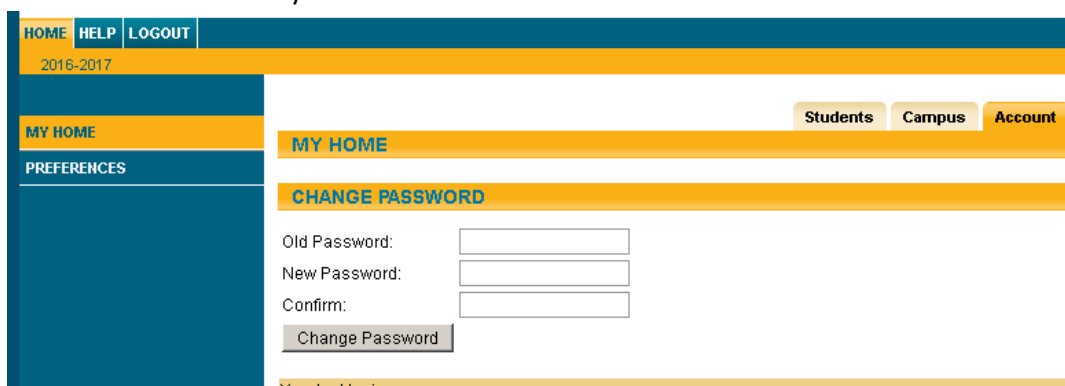
- After logging in to schooltool the first time via <https://schooltool.lymecsd.org>, by entering your email address as your username and your password that was emailed to you, you will see the main screen, called the "Home" screen. This is where you can view the students that are attached to your account.

How do I change my password?

It's a good idea to change your password to a phrase that you will be able to remember. Your password will need to have the following for security purposes:

- A minimum of 8 characters
- An upper case letter
- At least one number

- Click on the **Account** tab of your home screen.



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2. Enter your existing password in the “Old Password” box.
3. Type in your new, memorable password in the New Password and Confirm box.
4. Click the Change Password button to finalize.










How do I log out?

To log out, click the Logout button in the upper left corner of the window, or close that tab/browsing window entirely.



How do I use Parent Portal?

schooltool uses simple navigation buttons that allow you to perform basic functions with a click of the mouse. The following is a legend that describes each button’s functionality:

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


Your Home screen will show you 3 tabs: Students, Campus, and Account, as well as a breakdown of all students that are attached to your account and their schedules.

A screenshot of the Parent Portal Home screen. On the left is a dark blue sidebar with 'MY HOME' and 'PREFERENCES' in white. The main content area has a yellow header with 'MY HOME' and 'Student Campus' tabs. Below the header is a 'Student Information' section with fields for 'Student Name' and 'Student Address'. Below that is a 'Schedule' section with radio buttons for 'Current Semester' (selected) and 'ALL'. The schedule is a table with three rows of course information.

Course	Teacher	Period	Semester	Days	Section	Room
BOCES-Int. Math (712)	BOCES	N/A	S1, S2	1,2,3,4,5,6	1	BTC
BOCES-Int. Sci. (714)	BOCES	N/A	S1, S2	1,2,3,4,5,6	1	BTC
Cooking (783)	BOCES	1-4	S1, S2	1,2,3,4,5,6	1	BTC

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How do I view the details on my student's record?

Select a student by clicking on the  icon.





The screenshot shows the 'PERSONAL INFORMATION' section of a student's record. It includes fields for Student Name, Student Photo, Address, Phones, Grade (12), Locker, Counselor (Piroli, Alanna), Building (Lyme Central School District/Secondary), and Bus Info (Bat - Bellinger). A green locator text indicates the student's current location: 'Cycle day 4, Period 5L (11:24AM to 11:54AM) HS Lunch in Room CAF Teacher:'. Below this, there are tabs for 'Contacts', 'Schedule', 'Attendance', 'Grades', and 'Assignments'. The 'Contacts' tab is active, showing contact information for Mother and Father, including cell and home phone numbers. A 'Siblings' section is also visible, titled 'Sibling Contact Information'.

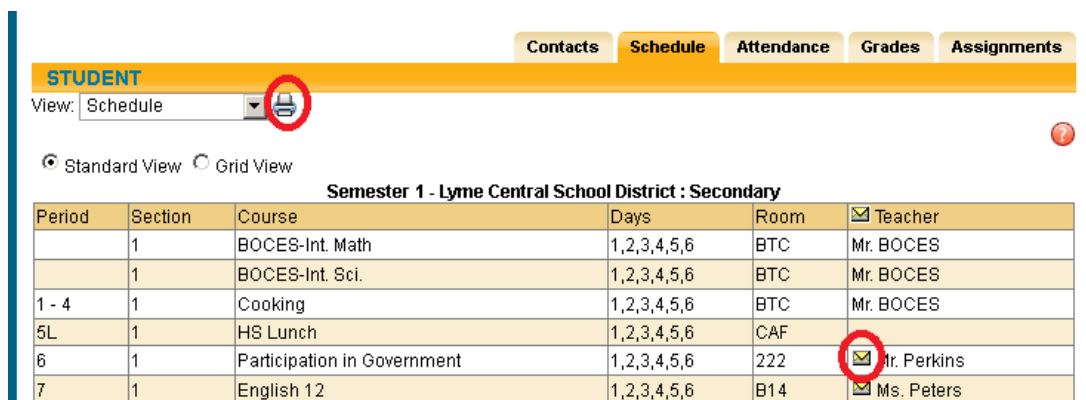
Be sure to verify your contact information, as you'll see a breakdown of all relevant contact data for the student. **You will need to contact the district to update any of the information you see here.**

The **green text** below the portrait is the locator text, and will tell you, based on time of day and submitted attendance, where the student is as of right now.

The bottom portion of the page provides a breakdown of more specific data in each tab.

Schedule Tab

Click this tab to see a complete listing of your student's schedule for the present school year including a list of teachers. If present, you can also click on the Send Email icon  to immediately begin composing an email to that teacher, or to **all** teachers by clicking on the Send Email icon  to the left of the Header marked **Teacher**.




The screenshot shows the 'STUDENT' section with the 'Schedule' tab selected. The view is set to 'Standard View'. The schedule is for 'Semester 1 - Lyme Central School District : Secondary'. The table below lists the student's classes, including BOCES-Int. Math, BOCES-Int. Sci., Cooking, HS Lunch, Participation in Government, and English 12, along with their respective days, rooms, and teachers. A red circle highlights the 'Send Email' icon next to Mr. Perkins in the 'Teacher' column.

Period	Section	Course	Days	Room	Teacher
	1	BOCES-Int. Math	1,2,3,4,5,6	BTC	Mr. BOCES
	1	BOCES-Int. Sci.	1,2,3,4,5,6	BTC	Mr. BOCES
1 - 4	1	Cooking	1,2,3,4,5,6	BTC	Mr. BOCES
5L	1	HS Lunch	1,2,3,4,5,6	CAF	
6	1	Participation in Government	1,2,3,4,5,6	222	Mr. Perkins
7	1	English 12	1,2,3,4,5,6	B14	Ms. Peters

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Please note that the email will send to the teacher and to you as well, for your own records.

You are also able to print a copy of your student's schedule by clicking the Print Student schedule icon .

Attendance Tab

Click this tab to see a complete listing of your student's attendance for the given year. You will be able to view Daily and Course attendance.



Contacts Schedule Attendance Grades Assignments

STUDENT

Daily Attendance Course Attendance Missed

SCHOOL YEAR: 2016-2017


All
Missed


Type	Date	Course	Period	Teacher	Reason
Absent	11/10/2016	Engineer Your World II - 704 - (SN:01)	8	Teachout	
Absent	10/28/2016	HS PE - 906 - (SN:04)	9	Baker	
Absent	10/27/2016	English 12 - 112 - (SN:01)	7	Peters	

ALL shows you all course absences, including those tied to daily absences.

MISSED shows you all period misses where the student was marked absent by a teacher (this view only shows when the student was expected to be in class and marked absent, and does not show absences on days and periods where the student was marked absent for the entire day).

TALLIES The tallies button  opens a display where you can filter by reason, type, course, period, teacher or date all attendance information. You can also print from this view.

Attendance Tallies
✕



Tally By: Date

Date	Reason	Total
9/22/2016	Type	4
9/30/2016	Course	1
10/11/2016	Period	1
10/27/2016	Teacher	2
10/28/2016	Date	1
11/10/2016		1
Grand Total:		10

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Grades Tab

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

STUDENT

School Year View for

The Grades tab gives you a breakdown of grades based on the selected view. You can choose from: Progress Report, Marking Period, Marking Period Average, Final, and Assessment Grades.


Please note that access to certain information in each tab area may be time-based, meaning it may not be viewable until a certain time is reached. Please contact the district if you have any questions.

You are able to look at information submitted for past years by selecting a different school year. Switch between the different grade view options by selecting from the **View** and **For** options.

You may also see a print icon to generate a copy of a report card or progress report dependent upon when you access this area. **This is a feature that is time-based. Please contact the district if you have any questions.**

STUDENT

School Year View for





Course	Teacher	Section	Gr:
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Assignments Tab

The Assignments tab shows a list of all assignments that are graded for a given year. You can filter this list by course, school year, and/or marking period, as well as an average of all given assignments in the chosen view.

STUDENT

School Year Marking Period Courses Avg: 88.10  

Course	Category	Assignment Name / Description	Date	Max	Score
English 11 (Adams)	Homework	HW 1 Unit 1 review packet	10/6/2014	100	82 (90.2) [EC]
English 11 (Adams)	Homework	HW 2 Unit 2 review packet	10/8/2014	100	87 (82) [L1]
English 11 (Adams)	Homework	HW 3	10/14/2014	100	86

If the teacher has added an Attribute which modifies the score somehow, you can mouse over it to see what that attribute does. In the example above, there is an attribute of EC and L1 applied to a couple of different assignments. Mousing over it shows the following information:

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Score
82 (86.1) [EC]
87 (82.65) [L1]
79 (85.05) [B] Late 1: -5%
100


The score on the left is the original score, and the score in the parentheses is the score after the attribute changed the score.

Teachers can also provide notes on the assignments for you and the students to read. If so, you will see a notes column added to the Assignments view, such as in the following example:

STUDENT						
School Year	2013-2014	Marking Period	M1	Courses	Global History & Geo-10	Avg: 74.40
Course	Category	Assignment Name / Description	Date	Max	Score	Notes
Global History & Geo-10 (Edwards / Simmons)	Unit Tests/Projects	Pre-test Results	9/4/2013	100	25	Good effort
Global History & Geo-10 (Edwards / Simmons)	Homework/Classwork	5Symbols Miniposter	9/5/2013	100	100	
Global History & Geo-10 (Edwards / Simmons)	Homework/Classwork	Signed Syllabus	9/5/2013	100	[DN]	
Global History & Geo-10 (Edwards / Simmons)	Homework/Classwork	Absolute Vocab	9/7/2013	100	100	Turned in 2 days late

If a teacher provided any other attachments for an assignment, such as a worksheet, you will see an icon that resembles a piece of paper in the Assignment Name column. Click it to download the file.

(Edwards / Simmons)	Global History & Geo-10 (Edwards / Simmons)	Homework/Classwork	5Symbols Miniposter	9/5/2013	100	100	
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Clicking on the Show Category Average button  shows you how the categories are broken down for the course, in a selected marking period.