PLEASE READ THE DIRECTIONS CAREFULLY

SCHOOLTOOL PARENT PORTAL

OBTAINING A PASSWORD & LOGGING IN THE FIRST TIME:

1. Please use the following URL to access the Minisink Valley Central School District Parent Portal:

   https://schooltool.minisink.com/

   **For your convenience, we have added a link to the Minisink Valley Central School District website. It is located in the upper, right hand corner of the home page, just below the School Closing information.
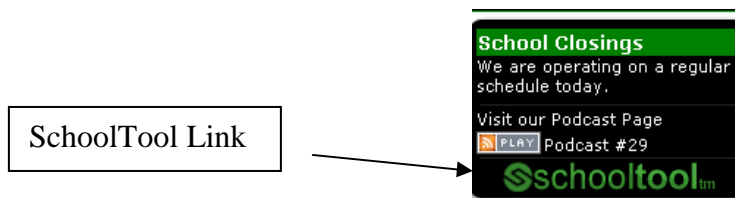
SchoolTool Link

2. 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.
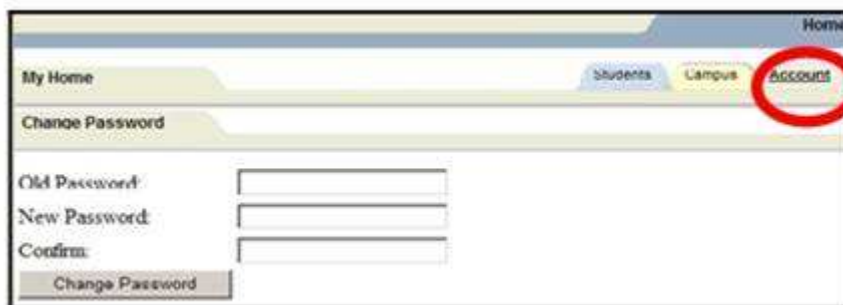

3. Once you have logged in successfully you will see the main HOME Screen, which includes three tabs: **Students**, **Campus**, and **Account**.

4. 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.

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.

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 Main Office of your child's school with the corrections.

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.

4. The next tab is the **ATTENDANCE** tab. Here you will be able to see you child's daily or course attendance.
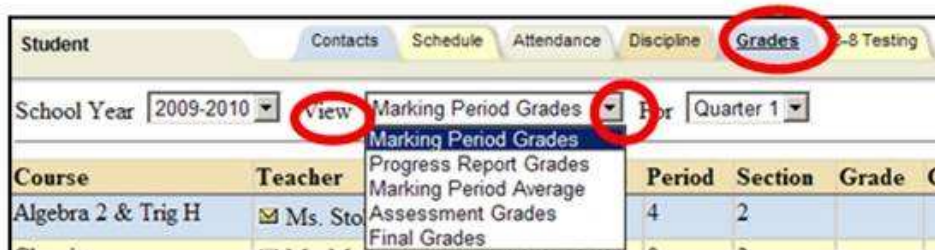

5. The next tab is the **DISCIPLINE** tab. Here you will be able to view any discipline referrals your child may have received.

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 grade book. If you see 'None' next to a class, the teacher does not maintain an online grade book. 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 last year in 2008-09, 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.

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.

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.

If you have questions related to using the program or require technical assistance, please email your questions or concerns to: parentportal@minisink.com