



Configuring and Using the Massena CSD Schooltool Mobile Application

The Massena CSD **Schooltool** mobile application is now available! Parents and students will be able to log in to see information about current schedules, assignments, and attendance. Users will also be able to receive push notifications when teachers submit assignment grades from within the grade book for assignments that are shared with parents.

Downloading the App

The **Schooltool** mobile app is available in the following locations:

From the App Store (for Apple devices):



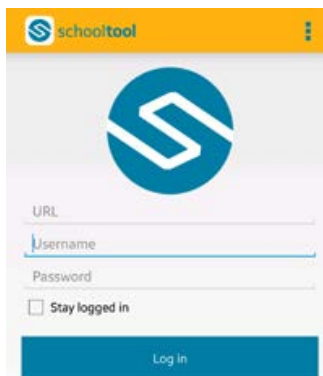
From the Play Store (for Android):



Using the App

Logging In

After installing and opening the **Schooltool** mobile app, first time users will be prompted to enter **Schooltool** credentials.



The following fields are required:

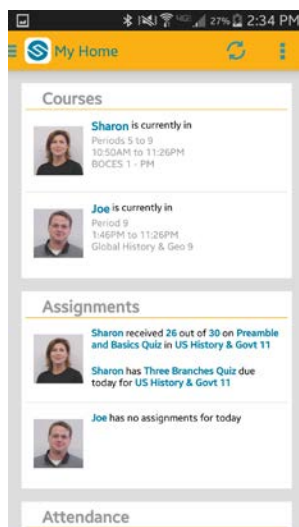
- URL: https://schooltool8.neric.org/SchoolTool_MASS
- Username: This is the username assigned to your account in **Schooltool**.
- Password: This is the password used to log into **Schooltool**. Passwords are maintained by **Schooltool** and cannot be changed from within the app.

If you wish to save your credentials and remain logged in, check the “Stay logged in” option. Any time you open the app, you will automatically be logged in using the credentials you entered. If you do not check this option, you will need to enter your credentials each time you open the app.

Note: Account credentials are maintained in **Schooltool** and cannot be changed from within the app. If your password changes or expires, you will be logged out and will need to re-enter credentials.

Home Screen

After logging in successfully, you will be presented with a home screen that shows data for each student to whom you have access.



- **Courses:** This shows the student's current location, if available. Clicking on a student in this section will bring you to that student's Courses view, where you can view full schedules.
- **Assignments:** This shows any assignments for the current day, including any assignment grades or assignments that are due. Clicking on a student in this section will bring you to that student's Assignments view.
- **Attendance:** This shows any absences the student has received for the current day, including daily and course attendance. Clicking on a student in this section will bring you to that student's Attendance view.


Menu

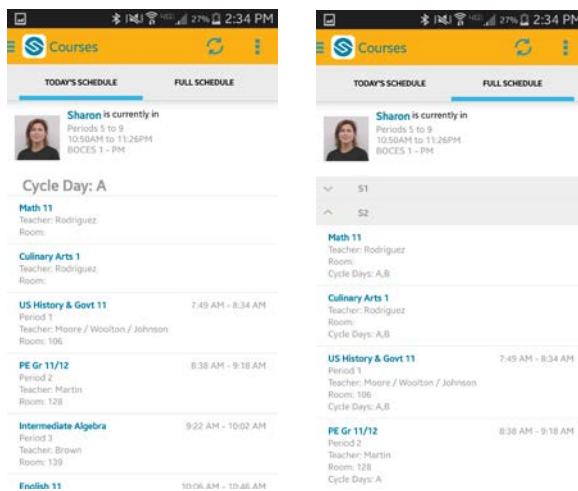
You can access the navigation menu at any time by swiping the screen horizontally from the edge of the screen, moving from left to right. This menu allows you to quickly navigate to any student screen.



Courses View

The Courses view for a student includes 2 tabs (Today's Schedule and Full Schedule). Select whichever view you desire by tapping the icon on the bottom of the screen. Slide the screen horizontally to navigate between tabs.

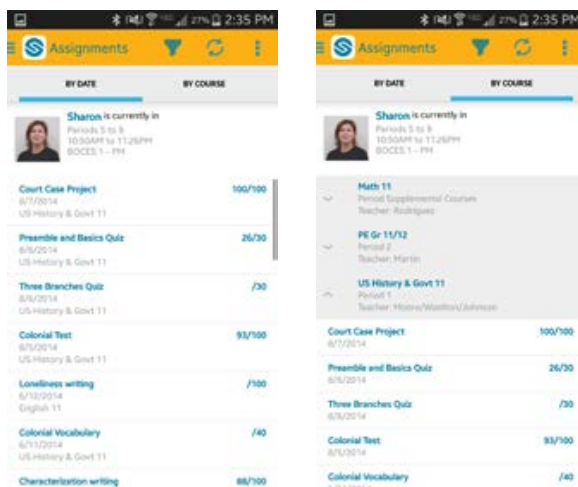
Today's Schedule shows the student's courses for the current cycle day, ordered by start period/time. **Full Schedule** shows the student's schedule for all cycle days, grouped by semester. This tab shows the current semester's schedule by default; to view other semesters, expand the group by pressing the  button.




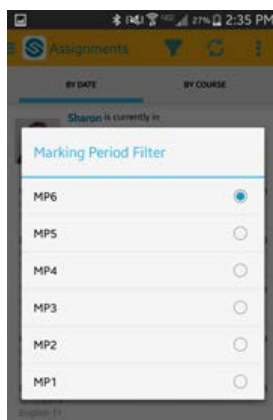
Assignments View

The Assignments view for a student includes 2 tabs (by date and by course). Select whichever view you desire by tapping the icon on the bottom of the screen. Slide the screen horizontally to navigate between tabs.

The **By Date** tab shows assignments based on date, with the most recent at the top. The **By Course** tab shows assignments grouped by course, in alphabetically order by course, then sorted by date.



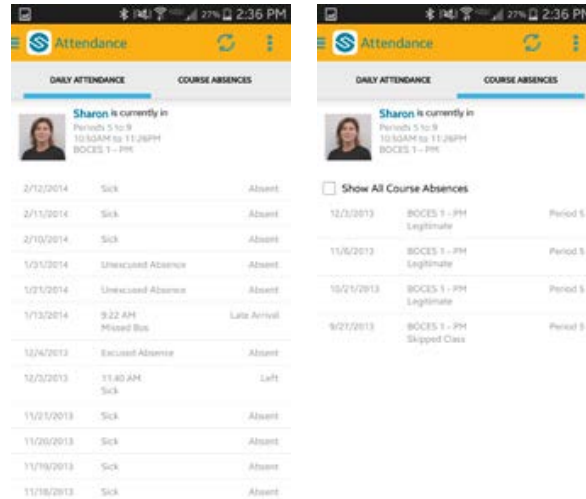
Use the Filter  button to change the marking period being shown.



Attendance View

The Attendance view for a student includes 2 tabs (daily and course attendance). Select whichever view you desire by tapping the icon on the bottom of the screen. Slide the screen horizontally to navigate between tabs.

The **Daily Attendance** tab shows all daily absences, late arrivals/in records, and early dismissals/out records, organized by date. The **Course Absences** tab shows all period attendance. By default this tab shows only course absences not attributed to a daily absence; use the checkbox to include all course absences.



Notifications for Graded Assignments

When an assignment grade is entered or modified, users who have notifications enabled will receive a push notification. Notifications are sent when the teacher saves an assignment grade in the grade book editor when the following criteria are true:

- The assignment is designated as “Allow Public Access”
- The student received a grade, or an attribute of NC (No Credit; calculated as zero points)
- The student did not receive an attribute of EX (Exempt)

Note: When attributes that function as grade modifiers (points or percent modifiers) are assigned to a student’s grade, the attributes will be applied and the modified score will be reported in the notification.

Enabling Notifications

For Android, use the Settings area in the app to choose whether or not to receive notifications. For iOS users, this is managed in the Notification Center in your device’s Settings area.

