
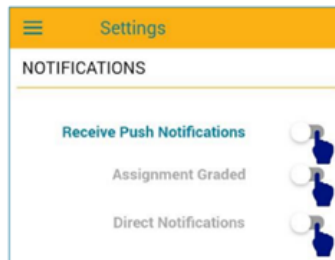
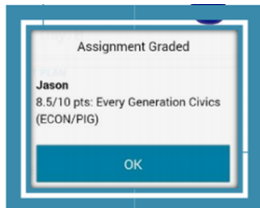


## How do I receive grade notifications on the mobile app?

1. Open the Options Tab by clicking the three dots  and select SETTINGS.
2. Slide all three Notification buttons to the right to turn on your notification settings.

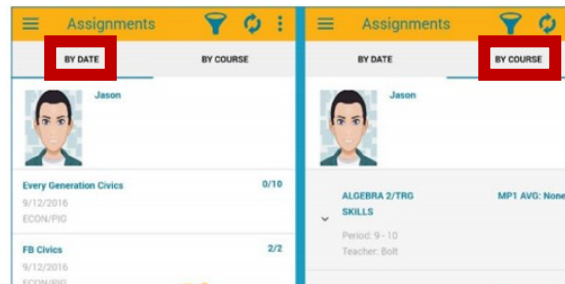
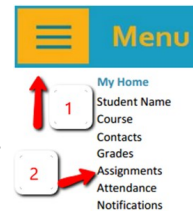


3. Whenever a teacher enters a student grade, a notification appears on the mobile device, and a box like the one below pops up:



## How do I view graded assignment and real-time course averages on the mobile app?

1. Open the Menu bar by clicking on the horizontal lines.
2. Select Assignments option.
3. Select BY DATE or BY COURSE tabs.




BY DATE allows you to see individual course assignments:

BY COURSE allows you to see real-time WCSD class averages.

GRADES shows report card information

### Frequently Asked Questions:

- If an assignment grade is BLANK “\_\_\_/10” (no number appearing before the total points), it could mean:
  - ⇒ The **teacher** has **entered the assignment** in the gradebook but has **not yet entered a grade**
  - ⇒ The **student** was **absent and has not yet completed the assignment**
  - ⇒ The **student** is **late completing the assignment**.
- A zero for an assignment will have the grade of zero entered “0/10”. Contact the teacher with any concerns about grades.
- At the close of each marking period, the app defaults to the new marking period. If you would like to see data from another marking period, select the filter icon  and choose a different marking period.
- GST BOCES assignments and grades do NOT appear on the schooltool app. Only those assigned by the Waverly CSD.

Waverly Central School District

*Parent Portal*

*Student Portal*



school**tool**™

*Information Guide  
for  
Online Access  
or*



## What is Parent Portal and Student Portal?

“The frequency and quality of communications between parents, teachers, and students can have a significant, positive impact on student achievement. Schooltool provides easy access to current information and communication tools to keep students and parents informed and connected to teachers and staff.”

-Mindex Technologies

Using the schooltool Parent or Student Portal allows the user to:

- Easily e-mail teachers with a click of a button
- View grades, in-progress/real-time averages, and assignment grades
- View attendance history
- View students’ schedules
- Parents get information on all their registered students.
- Students get information only on themselves.

The new mobile app allows the user to do all of the above and they also can:

- Receive notifications every time a teacher posts a new grade
- Receive class reminders from teachers about upcoming assessments.

## What do I need to Access Parent or Student Portal?

**Parents** need to have registered with the Waverly Central School District for Parent Portal access. Fill out the form that was mailed home, contact your child’s main office, or there is more information @ [www.waverlyschools.com](http://www.waverlyschools.com).

**Students** do NOT need to register for an account. They will use their WCSD computer login and password to access their Student Portal.

## How do I access Parent or Student Portal from a computer?

1. Log in to: [www.waverlyschools.com](http://www.waverlyschools.com) and select the <For Parents and Students> folder tab on the top left of the WCSD website.
2. Select either:

**Parent Portal**

or

**Student Portal**

3. Enter your login and password information.



## How do I access the mobile app?

1. Open your Android or Apple app store and search for “schooltool app”.



2. When you open the app you will see this screen:

schooltool.waverlyschools.com/schooltoolweb

Username

Password

Stay Logged In

Log in

**All Users** must enter this URL into the first box:

[schooltool.waverlyschools.com/schooltoolweb](http://schooltool.waverlyschools.com/schooltoolweb)

### **Parents:**

- Username = email used for registration\*
- Password= password set at registration\*

### **Students:**

- Username = lastname-firstname
- Password = WCSD password

**Slide the “Stay Logged In” button to right:**

- Saves your log in information
- Allows app to open when launched.