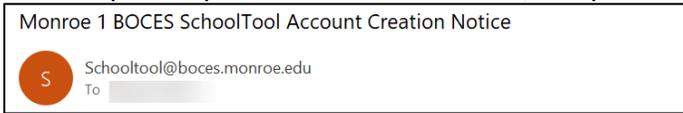


# Monroe One BOCES SCHOOLTOOL Parent Portal User Guide

- When a parent portal account is created, the parent will receive email notification from SchoolTool.

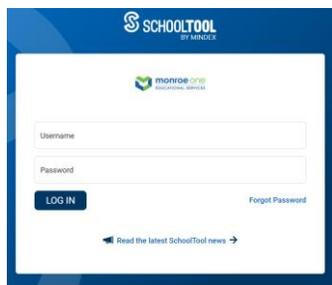


- The email will contain the Monroe One BOCES SchoolTool URL, and information on how to login.

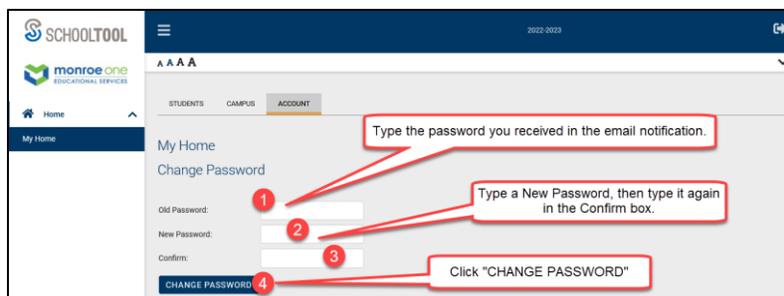
**IMPORTANT:** If you currently have a SchoolTool Parent Portal account with your child's home district, it is a completely separate website from Monroe One BOCES.

*The following screenshots reflect the **full website** view. If you access SchoolTool through the mobile site or the mobile app, the view and functionality will be different.*

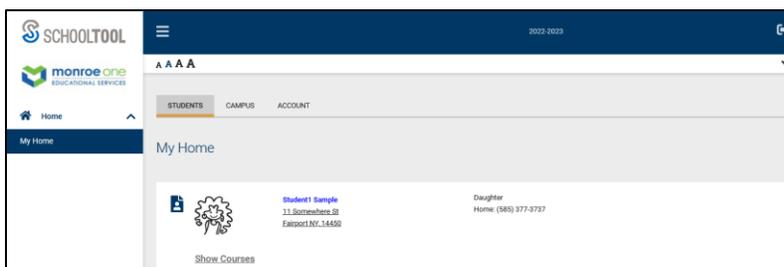
- On the SchoolTool login page (<https://monroeoneeric01.schooltool.com/M1B>): enter your username (email address) and the password that was in your Account Creation Notice. Then click LOG IN.



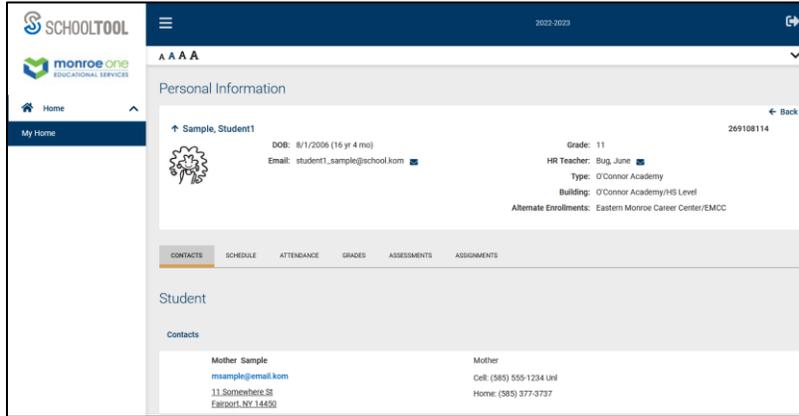
- THE FIRST TIME YOU LOG IN:** Click the **ACCOUNT** tab and change your password to something you'll remember.



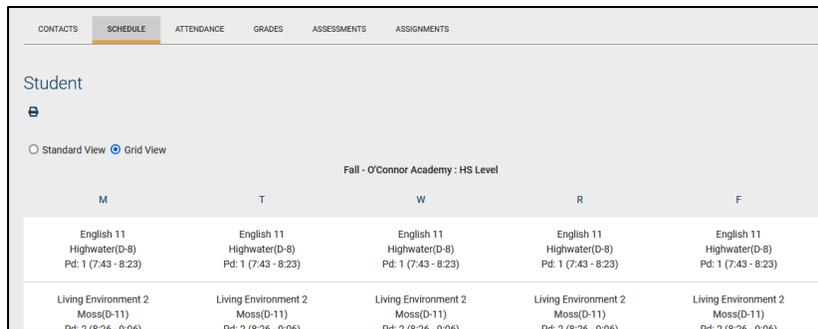
- On the My Home screen, click the **STUDENTS** tab to see your students who are enrolled in a Monroe One BOCES school program. (It will default to this screen when you login)
  - Click on the student's name or their photo, to go into their record.



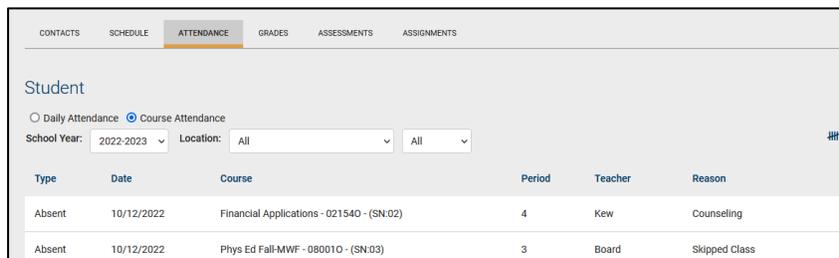
- At the top of the screen you'll see some personal information about the student, and the BOCES program building(s) they're enrolled in. Below that is a row of tabs you can select to view your student's educational data.
  - The **CONTACTS** tab will display the name/address/relationship/phone # for main contacts.



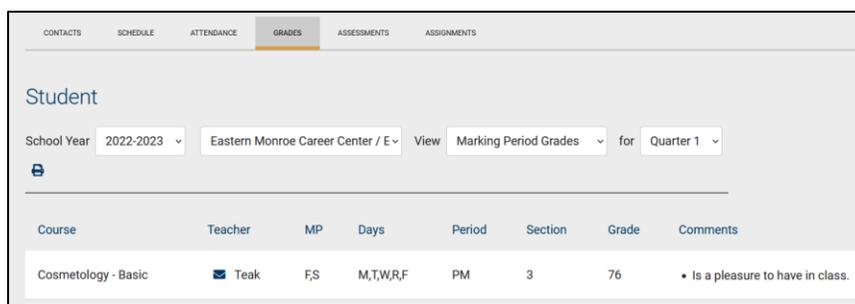
- The **SCHEDULE** tab will display the student's current schedule. Click the printer icon  to print it.



- The **ATTENDANCE** tab will show you Daily and Course Attendance, if applicable to your student.
  - Click the  icon to show the Course absence tallies in a separate pop-up. You can tally Course absences by Reason, Type, Course, Period, Teacher, or Date.



- The **GRADES** tab will display the Marking Period and Progress Report Grades, if applicable to your student. Click the printer icon  to print the report card/progress report. *\*Marking Period Grades and Progress Report Grades are only available on/after the Publish Date, which is determined separately by each school program.*

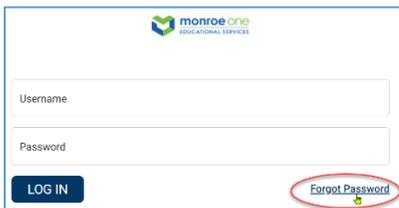
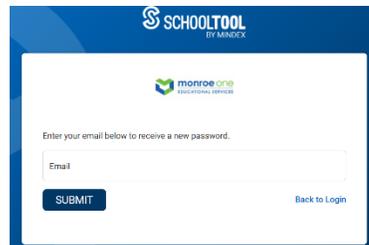


- The **ASSESSMENTS** tab will display grade 3-8 Assessment scores if the assessments were taken in a Monroe One BOCES program, and if applicable to your student.

School Year	Assessment	Date	Performance Level	Raw Score	Scale Score
2021-2022	Grade 3 Math	4/26/2022	1		571

- The **ASSIGNMENTS** tab will display course assignments, if applicable. Not all school programs will have assignments recorded in SchoolTool. Contact your student’s school program if you have questions about their assignments.
  - The Courses drop-down will let you select All Courses, or a specific course. Click the  icon to see the in-progress Class Average in a separate pop-up (based on graded assignments).

Course	Category	Assignment Name / Description	Date	Max	Score
Cosmetology - Basic (Teak)	Theory	shampoos, conditioners and rinses quiz	12/6/2022	100	56
Cosmetology - Basic (Teak)	Theory	solubility lab	12/6/2022	100	95

If you have an existing account and forget your password, click the link for Forgot password and follow the instructions on the screen. You’ll receive an email from SchoolTool with a new temporary password. If you don’t receive the email from SchoolTool, contact your student’s school program.



### Questions? Contact your student’s school program

- Bird/Morgan: (585) 586-1850
- Creekside: (585) 383-2239
- Eastern Monroe Career Center: (585) 387-3815
- eSTART: (585) 383-6464
- Multi-Occ/FOCUS: (585) 387-3883
- O’Connor Academy: (585) 383-6670
- Project LIFE: (585) 387-3828
- Project SEARCH: (585) 387-3828
- SELF: (585) 387-3828
- TOUR: (585) 387-3828