

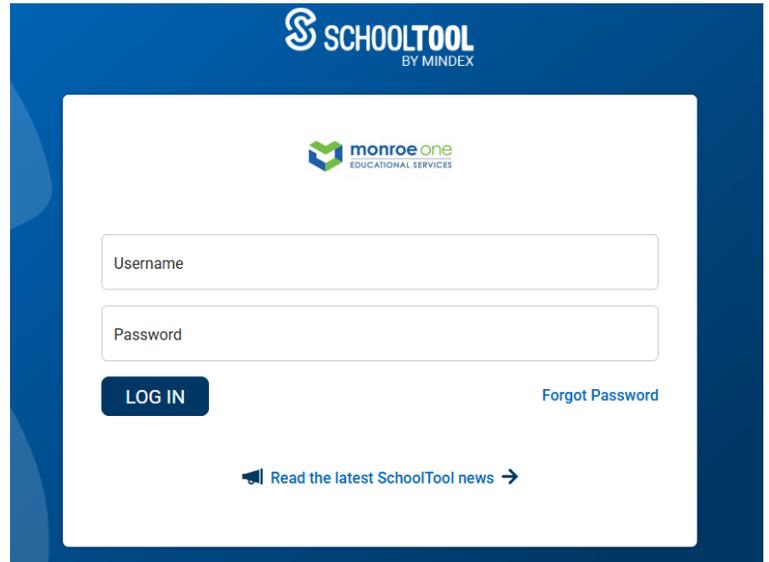
Cooperative Summer School

Report: Counselor: Course Selection (Prior to July 2, 2025)

Step 1: Login

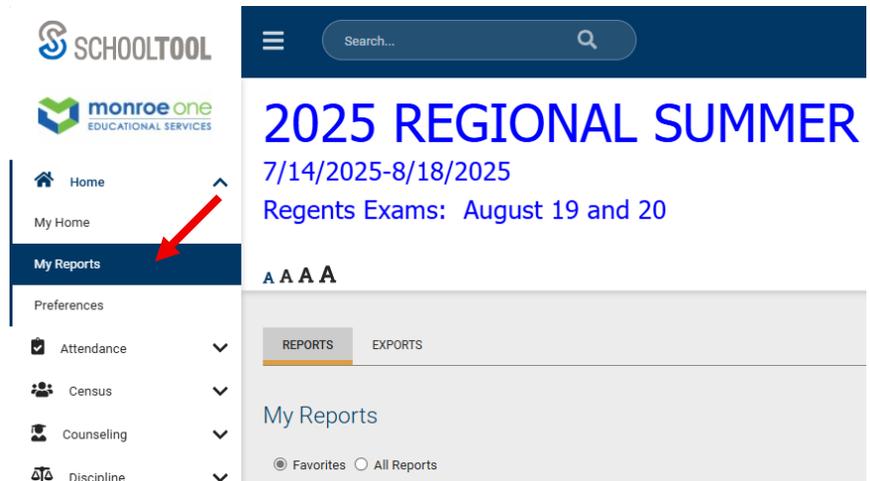
School Tool login information:

- **Enter your Username** – Home district email address
- **Enter your Password** – Emailed to you from SchoolTool (can be changed once you are logged in)



Step 2: Select My Reports

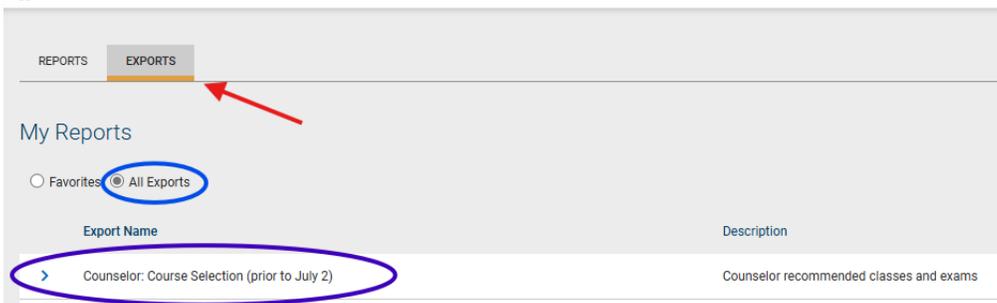
- Under Home (left menu) select “My Reports”
- In next window, select “Exports” tab and click “All Exports” radio button (see below)
- Select the Export “Counselor: Course Selection (prior to July 2)”



7/14/2025-8/18/2025

Regents Exams: August 19 and 20

AAAA



Step 3: Enter District/Building Information

- Enter the correct home district for the report
- If needed, enter the correct home district building needed for the report
- Both fields are not required to be filled out.
- Select “Continue”

The screenshot shows the 'My Reports' interface. At the top, there are 'REPORTS' and 'EXPORTS' tabs. Below the title 'My Reports', it says 'Export Name: Counselor: Course Selection (prior to July 2)'. There are two dropdown menus: 'Home District' with a 'Contains' filter and 'Home District Building' also with a 'Contains' filter. To the right of these is a text input field containing 'Fairport'. Below the dropdowns is a blue button labeled 'CONTINUE' which is circled in red. Two red arrows point to the 'Fairport' input field and the empty 'Home District Building' input field.

Suggestion:

- **Infinite Campus Districts** may get the best results by only using “Home District”
- **SchoolTool Districts** may get the best results by using both “Home District” and “Home District Building”

Step 4: View Results or Export the list into Excel

The screenshot shows the 'My Reports' results page. At the top, it says 'My Reports' and 'Export Name: Counselor: Course Selection (prior to July 2)'. There are navigation links for 'Back' and 'Help'. Below this, it says 'Showing first 12 of 12 results' and a blue 'EXPORT' button. The table below has the following columns: SchoolYear, Summer School, StudentID, FirstName, LastName, ProjectedEnrollment_Building, ProjectedEnrollment_Grade, Department, CourseID, CourseName, Home District, Home District Building, and Home District_StudentID. A callout box with a blue arrow pointing to the 'EXPORT' button contains the text: “Export” will put data in spreadsheet form (allows sorting, etc). A red arrow points from the 'Home District Building' column to a note box.

SchoolYear	Summer School	StudentID	FirstName	LastName	ProjectedEnrollment_Building	ProjectedEnrollment_Grade	Department	CourseID	CourseName	Home District	Home District Building	Home District_StudentID
2025-2026					Fairport High School	10	Health	08099NEWFPT	Health - NEW	Fairport CSD	Minerva DeLand 9th Grade	
2025-2026					Fairport High School	10	Health	08099NEWFPT	Health - NEW	Fairport CSD	Minerva DeLand 9th Grade	
2025-2026					Fairport High School	10	Social Studies	04021NEWFPT	Economics - New	Fairport CSD	Minerva DeLand 9th Grade	
2025-2026					Fairport High School	10	Health	08099NEWFPT	Health - NEW	Fairport CSD	Minerva DeLand 9th Grade	
2025-2026					Fairport High School	10	Health	08099NEWFPT	Health - NEW	Fairport CSD	Minerva DeLand 9th Grade	
2025-2026					Fairport High School	10	Health	08099NEWFPT	Health - NEW	Fairport CSD	Minerva DeLand 9th Grade	
2025-2026					Fairport High School	10	Health	08099NEWFPT	Health - NEW	Fairport CSD	Minerva DeLand 9th Grade	
2025-2026					Fairport High School	11	Social Studies	04021NEWFPT	Economics - New	Fairport CSD	Fairport High School	
2025-2026					Fairport High School	11	Social Studies	04161NEWFPT	Participation in Government - NEW	Fairport CSD	Fairport High School	
2025-2026					Fairport High School	11	Health	08099NEWFPT	Health - NEW	Fairport CSD	Fairport High School	
2025-2026					Fairport High School	10	Health	08099NEWFPT	Health - NEW	Fairport CSD	Minerva DeLand 9th Grade	
2025-2026					Fairport High School	10	Math	02056RVFPT	Algebra II - Review	Fairport CSD	Minerva DeLand 9th Grade	

Note: Both Minerva and FHS students show in list because nothing was entered in Home District Building. If “Minerva” had been entered, only those students would show in list.