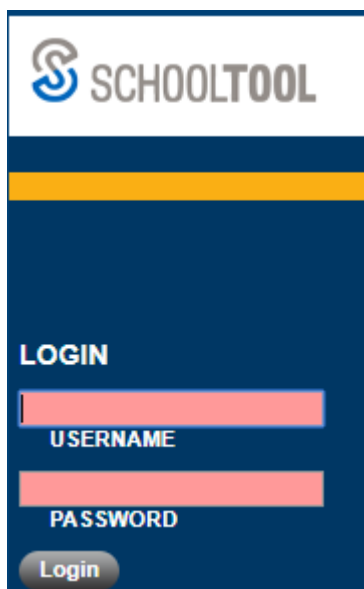# Intermediate School Parents
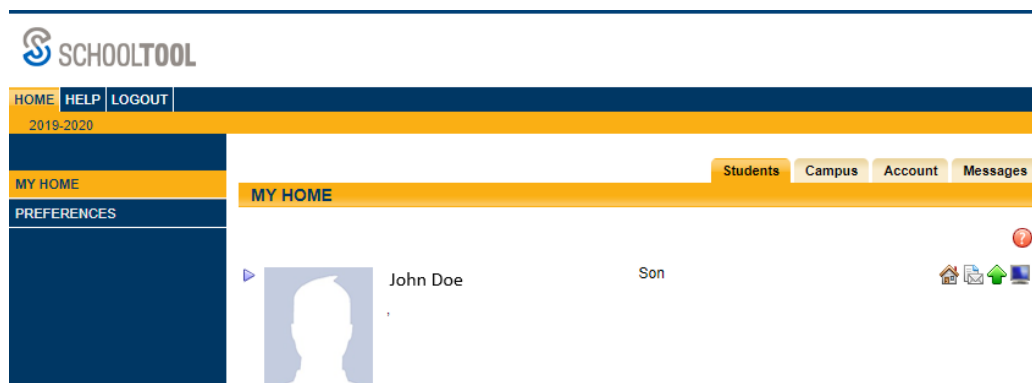# Schooltool Progress Reports

The steps below describe how you can access your child's Progress Report.

1. Schooltool login – in late August an email was sent to the email address we have on file for each parent. This email described how to login to Schooltool
   a. You can login to schooltool via a web browser or using the App which is available for iPhones or Android phones.
   **NOTE – since the progress reports contains a great deal of information we suggest you use a computer or tablet which has a larger screen than a phone**
   b. Go to the site https://schooltool.victorschools.org/SchoolToolWeb
   c. Login with your email address and the password that sent home in August. If you do not know your password, call the Intermediate office and they can resend this email



2. Once logged in you will see the home screen as shown below. Any students you have registered in the district will be displayed. If you want to change your password, click the Account tab.

3. There is a small bluish triangle to the left of the photo, click that to display details. Beside basic demographic information there is a set of tabs that appear
    a. Contacts – a student's mother, father, guardian, and emergency contacts are listed
    b. Schedule – a list of subjects and teachers
    c. Attendance – running record of attendance for the current school year
    d. Grades – this is where you will find the progress report
    e. Assessments – state ELA and Math assessments
    f. Assignments – the Intermediate Schools uses a standards based Progress Report so no information will be displayed in this tab

4. Click the grades tab. There are a series of drop down menus in the middle
   a. Choose the proper school year
   b. View – choose Marking Period Grades
   c. Choose the proper Trimester
   d. Choose the proper report to print; either Progress Report or Multiage Progress Report

   As you scroll down the page you will see the progress report. To display it in a separate window allowing easier reading and the ability to print, click the printer icon shown below using the red arrow.