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## Configuring and Using the SchoolTool Mobile App

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### Summary

The SchoolTool mobile application is now available for Android and iOS devices! Parents and students will be able to log in to see information about current schedules, contacts, marking period grades, assignments, and attendance. Administrators, teachers, and other staff can also log in to search for students. Users will be able to receive push notifications when teachers submit assignment grades from within the grade book for assignments that are shared with parents or when SchoolTool users send direct notifications to students.

### Preparing the Database Server

One-time configuration changes may be needed to allow the database server to send push notifications for the SchoolTool mobile application on Android and iOS devices.

Verify that the following items are configured appropriately (when possible, it is preferable to use names rather than IP addresses):

- For Android notifications, the database server will need to allow incoming and outgoing https requests for “android.googleapis.com” on port 443.
- For iOS notifications, the database server will need to allow incoming and outgoing TCP requests for “gateway.push.apple.com” on port 2195.

### Setting up the Mobile App in SchoolTool

In order for users to connect to SchoolTool using the new mobile application, the district must first enable connections and specify the types of notifications they wish to send for each building/school level in the district. At this time only one notification (assignment grades) is available; additional notifications will be added in future releases. The mobile application will respect all existing SchoolTool permissions and settings, including Parent Portal access rights.

#### ***Configure Network Settings, If Needed***

Districts using alternate SSL configurations may need to set an option to enable communications between SchoolTool and the mobile app. This applies to districts using SSL offloading instead of the web server for SSL processing (SSL termination, for example).

To configure SchoolTool to work with the mobile app in this situation, simply check the “Ignore SSL check for API calls” option in **Maintenance > Application > Network Settings** area.



The screenshot shows the 'GENERAL SETTINGS' section of the SchoolTool interface. It features a yellow header bar with the text 'GENERAL SETTINGS'. Below the header, there is a text input field labeled 'SCHOOLTOOL TOKEN:'. Underneath this field, there is a checkbox labeled 'IGNORE SSL CHECK FOR API CALLS:' which is currently unchecked. A blue rectangular box highlights the checkbox and its label.

Districts using proxy servers may need to configure additional options to allow communication with the mobile apps. The “Mobile App Settings” section in **Maintenance > Application > Network Settings** provides a number of settings for iOS and Android connections.

## Configure Mobile Options for Each Building

The new **Maintenance > District > Mobile App** configuration area allows districts to configure SchoolTool for the app. It controls access to the app itself, as well as which push notifications are sent to users. Users will also have the ability to turn notifications on or off for their individual devices.

Each building/school level has its own section, where the district can choose whether or not to allow users to access data via the Mobile Application. Each section also includes a set of checkboxes which control which specific push notifications should be sent for students enrolled in that building school level.

### General Building School Level Options:

- Allow Mobile Application Use: When checked, users can log in and view data for students in that building school level to which they have rights (parents can see any students in that building school level to which they have Parent Portal rights, and students in that building school level can view their own data).
- Send Delayed Notifications At: Any delayed push notifications will send out at this time. This defaults to 8:00 AM.

### Push Notifications:

- Assignment Graded: When checked, users will receive push notifications whenever one of their students receives an assignment grade. Notifications are only sent for assignments that are marked as “Public Access” (refer to the section on Notifications for Graded Assignments, below, for details).
- Marking Period Graded: When checked, users will receive push notifications whenever one of their students’ marking period grades are published.
- Direct Notification: When checked, users can send messages directly to students who have opted to receive direct notifications via the mobile app. Note that this option respects the student’s *official* enrollment BSL only.
- Daily Attendance: When checked, students and parent portal contacts will receive a notification if they or one of their students has been marked absent for daily attendance.
  - Include Restricted Contacts: When checked, restricted contacts for a student will be notified of **daily absences**.

## Sending Notifications

### **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.

### **Notifications for Marking Period Grades**

When marking period grades are published, users who have notifications enabled will receive a push notification. The publish date is set in **Maintenance > School Year > Configuration**. Users who receive these notifications will see the name of the student, the course, the marking period, and the grade.

### **Direct Notifications**

Users with the appropriate permissions can send messages to students who have opted to receive direct notifications via the mobile app. The Send Notification  icon will appear in the alerts area on the student record and on teachers’ rosters for students who have enabled the Direct Notifications option within their mobile app. When the notification arrives on the student’s mobile device, it will display the sender’s name and the message content.

### **Daily Attendance**

Parent portal contacts and students will receive a push notification if they or one of their students has been marked absent for daily attendance. In **Maintenance > Attendance > Absentee Reason**, administrators can select which absence reasons will send notifications. This option defaults to Off.

The push notification will respect the Daily Attendance Summary Delay in **Maintenance > Attendance > Building School Level Options**. If the number is one or greater, the notification will send in that many school days. Weekends and non-school days are not included in this count. If the delay is marked at zero, the notification will be sent as soon as the student is marked absent.

Users who receive these notifications will see only the name of the student and the date of the absence. To see the absence reason, users must log into the mobile app or the site.

## 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):*

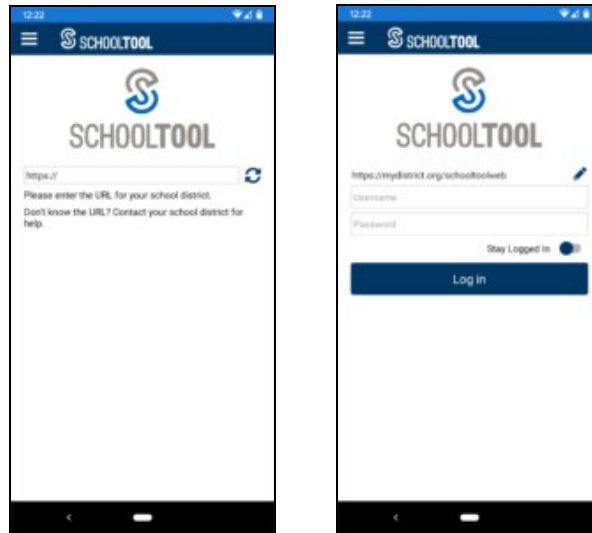


## Logging In

The first time you open the SchoolTool mobile app, you'll be prompted to allow notifications from SchoolTool. Click OK to allow push notifications from your district (after logging in, you'll be able to manage which notifications you want to receive through the app's Settings screen).

Once you've installed and opened the SchoolTool mobile app, the first thing you'll need to do is enter your district's URL and log in with your SchoolTool credentials.


Start by entering the URL provided by your district (for example, <https://mydistrict.com/schooltool>). If you don't know the URL, please contact your school district to obtain it. Click the Update  button to save it and go to the login screen.



*Login: Enter URL and Login Screen*

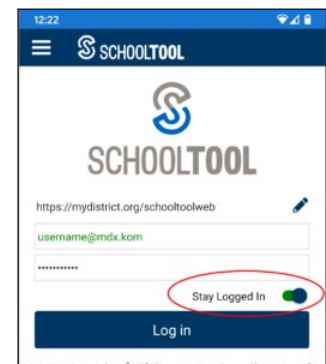
Next, enter your account information. If your district allows Google Sign-in, you'll see a "Sign in with Google" button. Otherwise, enter the SchoolTool username (usually an email address) and password that were provided by your district.

The following fields are required:

- **URL:** This is the fully qualified URL provided by your district (for example, <https://mydistrict.com/schooltool>). To change the URL, click the Edit  button on the login screen.
- **Username:** This is the username assigned to your account in SchoolTool. This may be an email address, rather than a username, depending on your district's configuration.
- **Password:** This is the password used to log into SchoolTool. Passwords are maintained by SchoolTool and cannot be changed from within 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.

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. You will continue to receive notifications, however, unless you have opted not to receive notifications or if your district is not using that feature.



**If you have trouble connecting to the mobile app,**

## please contact your school district for assistance.


When you log in, the app will attempt to confirm that the version of the app you're using is compatible with your district's version of SchoolTool.

- If a newer update of the app is also compatible with the district's version of SchoolTool, you will be given the option to update.
- If a newer of the app is required, you will be prompted to update and will be unable to log in until you have done so.
- If your district is using an older version of SchoolTool, you may receive the following message indicating that your version of the app is too new for the district's version of SchoolTool, and you will be unable to login.

In some cases you may be able to log in but do not have any data visible. This might happen if your district has not yet enabled mobile access or portal rights. If this occurs, you will see the "SchoolTool Not Available" message, and should contact your district for more information.

## Navigation

### Side Menu

All users have access to the side menu – simply click the Menu  button in the upper left corner of the screen to expand it.

The items available in the side menu are dependent on the type of user you are. The menu will always include your Home screen, Settings, Help, and Log Out. You may also see Discussions, depending on how your district is configured.

Additional items may be available depending on the type of user you are:

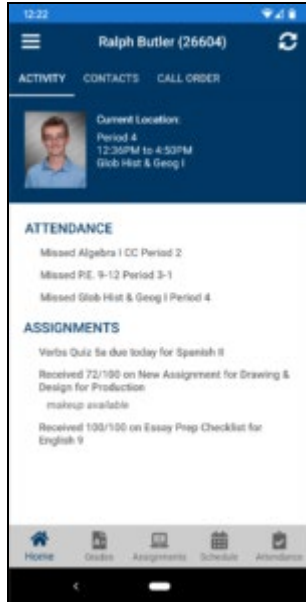
- **Students:** Your menu will include all available student-specific screens (Home, Grades, Assignments, Schedule, and Attendance). You'll also have access to Notifications, which includes a 2 week history of all notifications that you've received.
- **Parents:** Your menu will include the Home screen (which lists all of your students), along with all available student-specific screens (a Student Home screen, plus Grades, Assignments, Schedule, and Attendance) for each of your students.
- **Faculty:** Your menu will always include the Home screen (where you can see building information and search for students). When you are viewing an individual student record, shortcuts to that student's screens will be available in the menu as well.



Student, Parent, and Faculty Menus

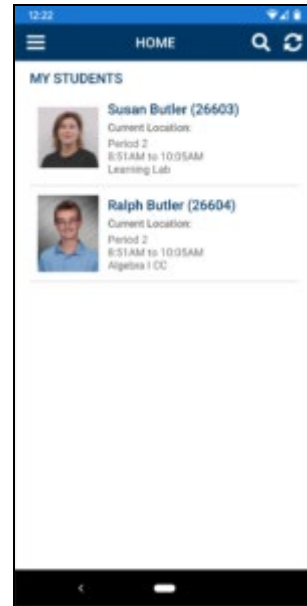
## Home Screen

**Students:** Your home screen is the Student Home screen, where you'll see the Activity view. This displays today's attendance records and assignments that are due today. From the Student Home you can also access the student's contacts and call order views.



Student Home: Activity View

**Parents:** Your Home screen will be the list of your students. From here you can click on an individual student to see their information.



Parent Home: Students List

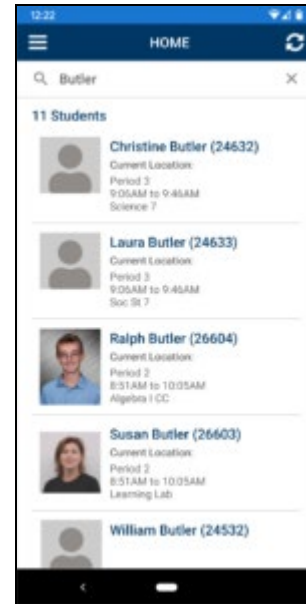
**Faculty:** Your Home screen will show building school level information with cycle days for each of your locations. The Faculty Home screen has a Search control so you can locate a specific student to see more information.




Faculty Home

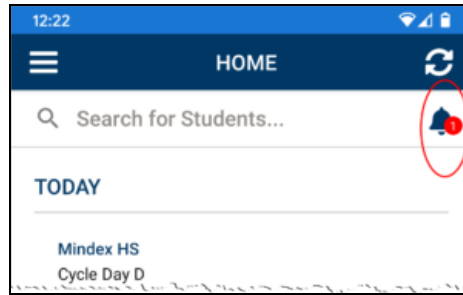
To search, simply tap the Search box and type some or all of a student's name or ID number.



You'll see a list of results (note: results are limited to the first 100 matches). To navigate to a specific student, simply click on his or her information in the search results.

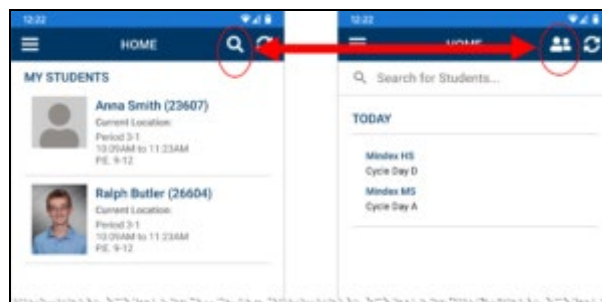


Faculty Home: Search Results

If your district uses Discussions, you might also see the Discussion Alert  icon at the top of the Faculty Home screen. This button has a numeric counter to show the number of unread discussions. Click on this button to navigate to your Discussions screen.



**Note:** If you're a faculty member who has children enrolled in the district, you'll be able to toggle between faculty and parent mode. By default, you'll be logged in as a parent user (your home screen will show your students and your side menu will include all of the parent navigation items). To view other students' information, click on the Search  button at the top of the screen to activate the search feature and switch to faculty mode (this will change the Home screen and side menu content to that of a typical faculty user). To return to parent mode, simply click on the Parent Mode  button.

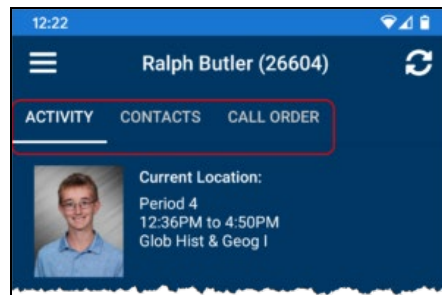


Parent Mode / Faculty Mode

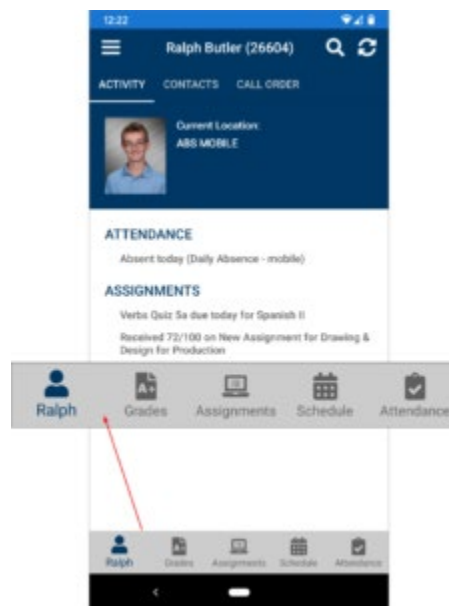


## The Student Record

When first accessing a student record, you'll see the Student Home screen. On any screen, you can navigate between the views on any screen by clicking on the labels at the top.



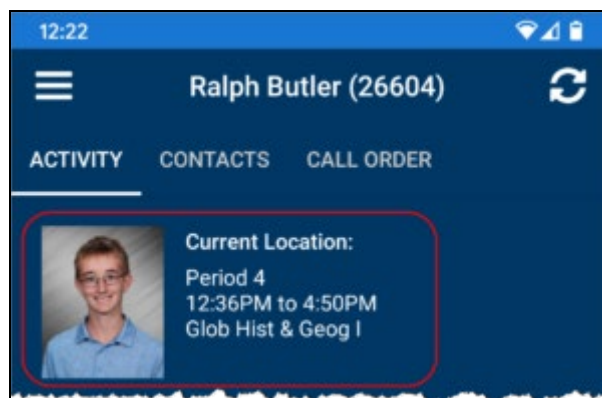
When you're viewing a student record, you'll also have a horizontal menu along the bottom. This allows you to quickly jump from one screen to another within the same student record.



*Student Record Bottom Navigation*

## Student Home

The top portion of the screen displays the student's photo and, during the school day, shows the current location.

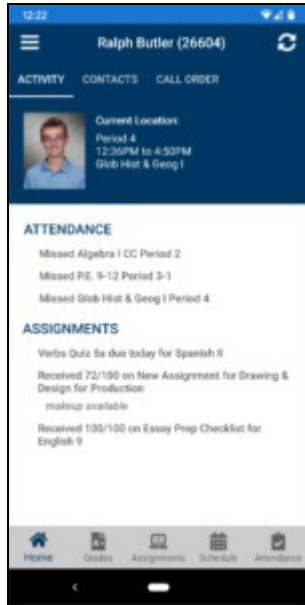


*Student Home: Top Section*



This screen provides access to three views: Activity, Contacts, and Call Order.

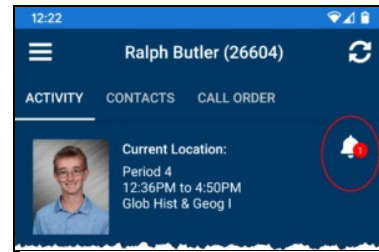
**Activity:** This view provides a quick snapshot of today's activity (specifically today's attendance records and assignments).



Student Home: Activity View

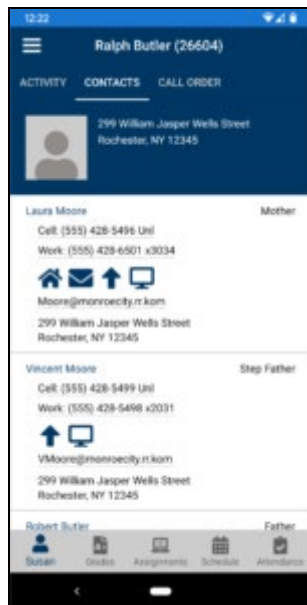
**Note:**

If you're a student, you might also see the Discussions Alert icon in this area. This button has a numeric counter to show the number of unread discussions. Click on this button to navigate to your Discussions screen.



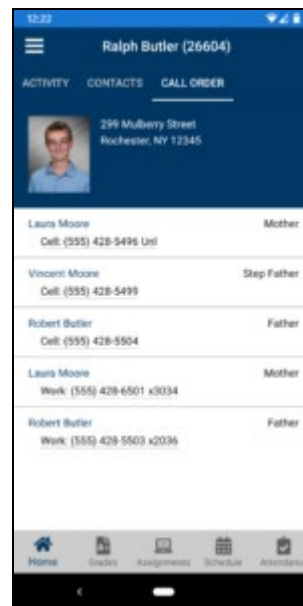
Activity View: Discussion Indicator

**Contacts:** This view displays a list of all of the student's contacts. Click on the relationship icons to see a legend of what each icon means.



Student Home: Contacts View

**Call Order:** This view shows the student's call order as defined in SchoolTool. Because contacts can have more than one phone number, you might see a contact listed in here multiple times.

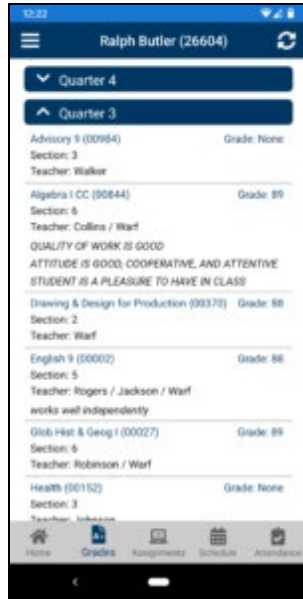


Student Home: Call Order

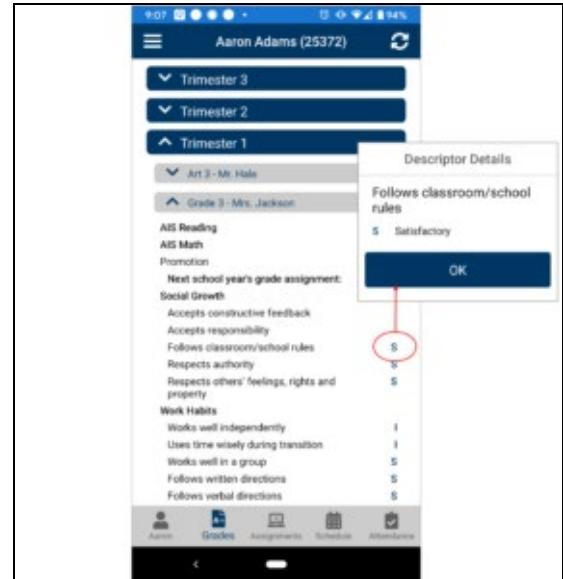
## Grades

The Grades view shows any available marking period grades for the current school year. You'll see a blue bar for each marking period; scroll down to see a separate section for final grades at the end of the list.

Each of these marking period sections will list the courses and any available grades/comments.



For descriptor-based courses (typically elementary courses), you may see multiple rows of topics and associated scores. Click on any of these values to see more information about that score.



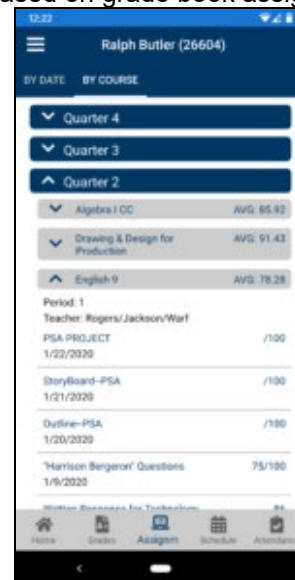
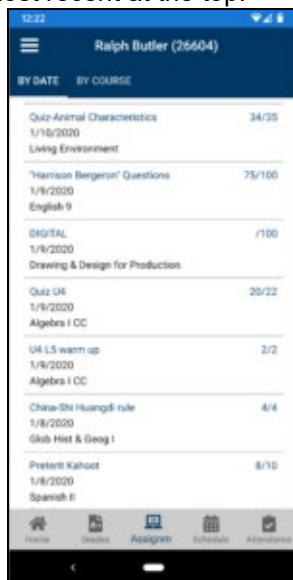
Descriptor Grades

## Assignments

The Assignments screen shows all assignments and any assignment scores that have been received. Note that published marking period grades available on the Grades screen may differ from the averages calculated here. This screen provides two views (By Date and By Course):

**By Date:** Assignments are broken down by marking period and are listed in order by date (with the most recent at the top).

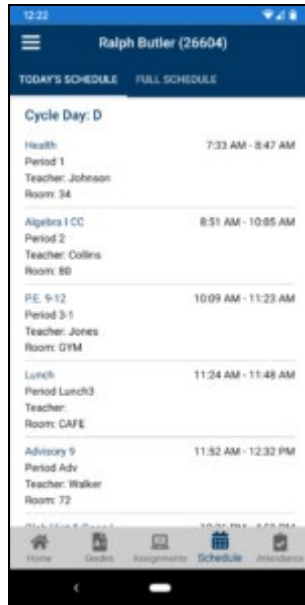
**By Course:** Assignments are broken down by marking period and grouped by course. Each course is labeled with a gray bar that can be expanded or collapsed as needed to view assignments/scores. The gray bars display the marking period average based on grade book assignment scores.



## Schedule

The Schedule screen shows a quick view of your schedule, either for the current day or for the full year. It also provides access to Teacher Pages. This screen has two views (Today's Schedule and Full Schedule):

**Today's Schedule:** This view shows the student's courses for the current cycle day, ordered by start period/time.




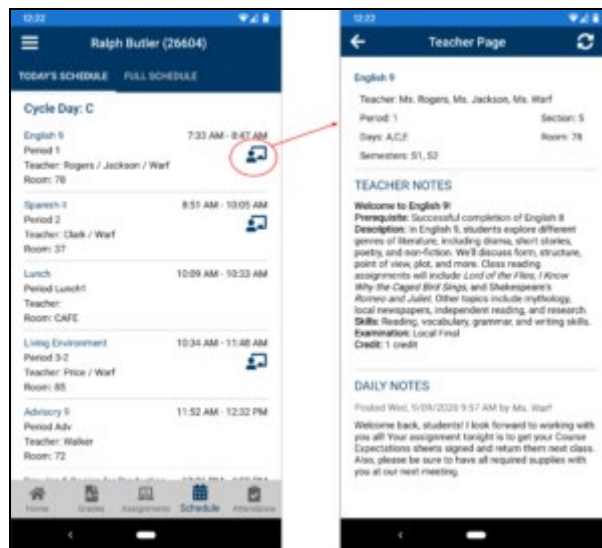
Today's Schedule

**Full Schedule:** This view shows the student's schedule for all cycle days, grouped by semester. This tab shows the current semester's schedule by default. Each class also includes a link to email the course teacher(s).



Full Schedule

If your district uses Teacher Pages, you may also see a Teacher Page  icon for any course that has a Teacher Page available. Teacher Pages include general course information, teacher notes, and daily notes. At this time, Teacher Pages are read-only and do not include responses.

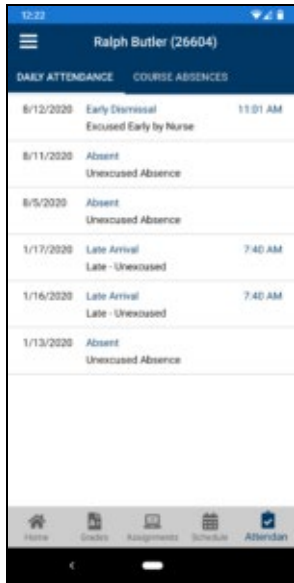


Teacher Page

## Attendance

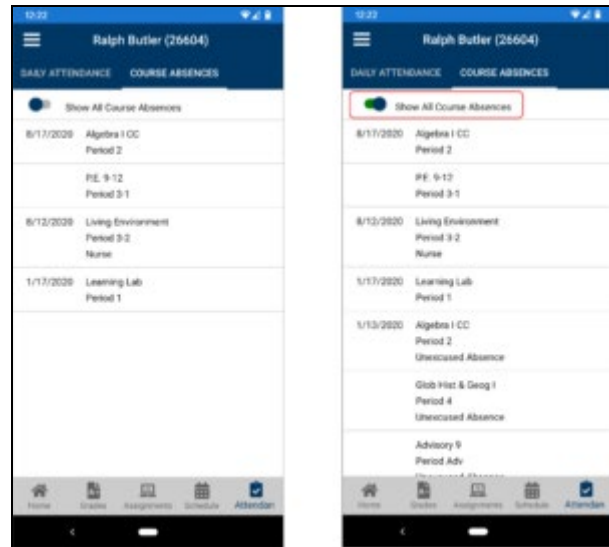
The Attendance screen displays daily and period attendance information. Keep in mind that some districts may have a delay to allow the attendance office to process absences, so attendance records may not be immediately visible. Two views are available on this screen (Daily Attendance and Course Absences):

**Daily Attendance:** This view shows all daily absences, late arrivals/in records, and early dismissals/out records, organized by date.



Daily Attendance

**Course Absences:** This view shows all period (course) attendance. By default the Course Absences view shows only course absences that are not attributed to a daily absence; use the option to include all course absences.



Course Absences

## Discussions

If your district uses the Discussions feature, you can access it from the side menu. If you're a student or faculty, you might also have a Discussions Alert icon on your home screen to alert you when you have new, unread messages.

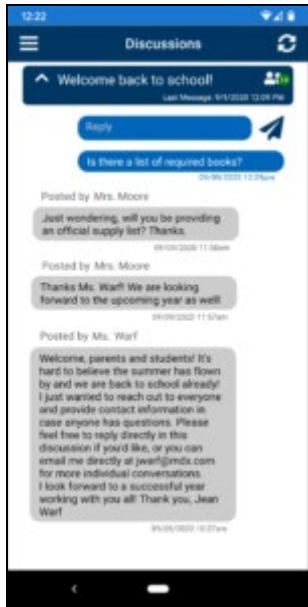
The Discussions screen displays your discussion history, with indicators showing the number of unread messages and the number of participants.



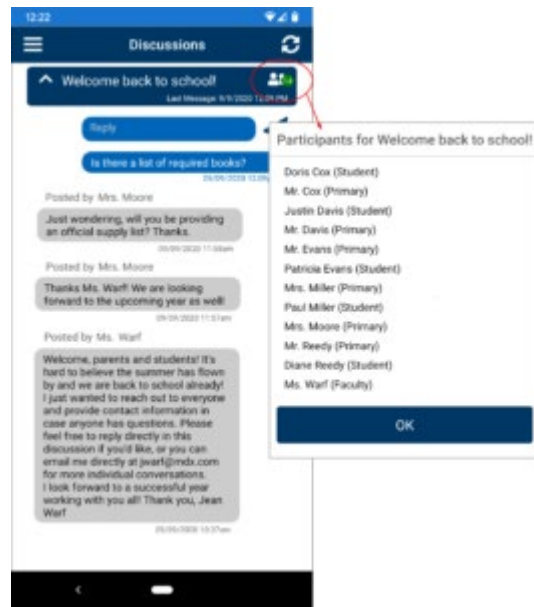
Discussions List

Click on any discussion in the list to read and reply to messages. To reply, simply tap on the blue Reply bar at the top of the screen, enter text, and click the Send icon.

While viewing a discussion, you will see a Participants icon which shows the number of discussion participants. You can also click on that icon to see a list of everyone in that discussion.



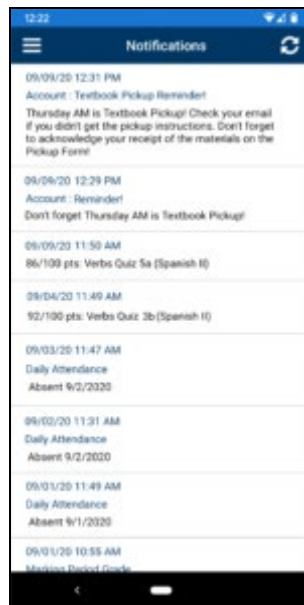
The Discussion Window



Discussion Participants

## Notifications

If you are a student, you'll see a Notifications options in the menu (this screen is not available to parents or faculty). The Notifications screen shows a two week history of any notifications you have received.



Notifications Screen

## Settings

Use the Settings screen to choose whether or not to receive notifications. Keep in mind that the options in the Settings screen work in conjunction with the Notifications settings on your device. Notifications must be enabled in both areas to receive notifications.

Current notification options include the following:

- **Receive Push Notifications:** This is the main option to enable or disable notifications. If this option is turned off, all notification types listed below it will be disabled as well.
- **Assignment Graded:** This option controls whether or not you can receive notifications when an assignment is given a grade.
- **Marking Period Graded:** This option controls whether or not you can receive notifications when a marking period grade has been submitted.  
**Direct Notifications:** This option controls whether or not you can receive direct notifications (messages sent by a staff member to a specific student). Only students can receive direct notifications at this time.
- **Daily Attendance:** This option controls whether or not you can receive notifications when a daily absence is submitted.

**Note:** Your district may have additional settings configured that may impact the delivery timeframe for notifications (specifically for marking period grades and daily attendance).



*Settings Screen*