

Worksheet Session 9

Activity 1 – Opening Schooltool

1. From the portal click on **Tools** > **School Information System** > **enter** > **Login**
2. At Schooltool's login screen type the following for admin access
 - a. Username: manager
 - b. Password: schooltool
3. When you login go to the **School** tab on the top of the page

Activity 2 – Set the School Year

1. Click on **2016** to see the First and Last days of school
 - a. Do not change.
2. Click on **School** > **Terms**
 - a. You can define terms as a period of time students meet together. For example Semesters or Trimesters.
3. Click on **Grade Levels**
 - a. Grade levels or Years are just ways to categorize students' progress over the years and to define which courses they will take
 - b. You may add a **Level** if needed but this step will only be done once when you set up Schooltool for the first time.

Activity 3 – Create Teacher Account

We will now create your teacher account which will allow you to mark your students' grades and report student attendance among other things

1. From the **School** tab click on **People** then find Add **Teacher**
2. Fill in all the information about yourself and create a username and password

Activity 4 – Add Students

1. Click **School** then **People**
2. Under the Add category on the left side click **Student**
3. Fill in the student's information and then click **Submit**
4. Notice the Reports and other Actions you can do from the Student's page on the left side

Activity 5 – Create Groups

Groups are divisions of Grade Levels or Years. For example Year 7 can be divided into Year 7 Anglophone and Year 7 Francophone students which makes two groups

1. Click on **School** then **Groups**
2. Click on Add **Group**
3. Create a group by giving it a title and optional description
 - a. Example: Year 8 Anglophone
4. Click **Submit** then click on the yellow icon to the right side of **Members**
5. Tick the names of the students you created earlier and a few others then **Add** them to the group
6. Click **Done**

Activity 6 – Create Course

Courses are the list of subjects being taught at the school such as Math, English, Biology...

1. Click on **School** then **Courses**
2. From the Add category on the left side click **Course**
3. Only the **Title** needs to be filled in and then click **Submit**
4. Click **Done**

Activity 7 – Create Section

Sections are the combination of Teacher, Students, and Course.

1. From **Schools** click on **Sections**
2. From the Add category on the left side click **Section**
3. Give a good Title Chose a Course and starting and ending Terms/Semesters if applicable
4. Click **Submit**
5. Click on the yellow icon to the right of **Instructors** and add yourself as the instructor of this section
6. Click on the yellow icon to the right of **Students**
 - a. Search for the **Group** you created earlier
 - b. Then click on **Select All**
 - c. Then click **Add**
 - d. Those students should now be in the Current Students table at the top of the page
 - e. Click **Done**

Activity 8 – Grade Book

Teachers can now write marks and comments about their students in their sections

1. Click on **Log Out** in the top right corner
2. Click on **Log In** in the top right corner and use the username and password you created for your teacher account in activity3
3. Click on **Gradebook**
4. Notice the Section and Term choices on the left, the section you created should be there
5. Notice in the middle of the page are the names of the students you added into your section
6. Click on **Report Card** tab in the middle of the page
7. For each Student in the table click on the box under “Avg” and fill in a fake student percentage between 0-100
8. To the right of “Avg” is “Teach” where you can add your comment about the student
9. Click **Save**

Activity 9 – Print Report Cards

Once teachers submit their marks and comments for all their students the manager can print report cards

1. Log in as manager again as in activity 1
2. Click on **Schools** then **Students**

3. On the left panel click on **Student Report Card**
4. Choose the school year from the drop down menu: **2016**
Click **Generate** then download the PDF file: **report_card_students.pdf**