I’m a parent. What can I use SchoolTool for?

You can access a variety of information on your child, such as:

- Grades (including report cards)
- Attendance
- Class schedule
- Assignments
- And contact information

When a SchoolTool account is created for me, how will I know?

You will receive an email from SchoolTool. It will look like this:

Hello New schooltool User,

A new schooltool account and password have been generated for your use. Please login to schooltool at the address below. Remember that you can access SchoolTool from any computer with internet access (home or school).

https://schooltool9.neric.org/SchoolTool_QUEST/

Your email address is your username and the following is your password (you may wish to copy and paste it when logging in):

Password would go here

We strongly recommend that you try to login at your earliest convenience. Once you have logged in, you may use the "Accounts" tab at any time to change your password.

If you feel this account was created in error or you need assistance with logging in, please contact Jeff Baker (jeff.baker@questar.org) or Chris Casey (Chris.Casey@questar.org).
Navigation/Function buttons

Note: some of these features will not be available

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The most important buttons for you will be:

- The Select or Details button
- Print
- Done or Return
- Email
How to change your password

After you log-in, from your **MY HOME** screen, click on the “Account” tab:

1) Click the “Account” tab

2) Enter in the password from the email you received

3) Enter in your new password here.
   Password must be:
   - At least 8 characters
   - Can be a combination of letters, numbers and symbols (#, @, !, %, etc.)

4) Click “Change Password”
Accessing Student Information

After you log-in, from your **MY HOME** screen, click on the View Student Record icon, to select the student:

You will then be brought to a screen displaying various information on your child.

By clicking on the tabs, you will be taken to different aspects of your child’s academic career.
**Contacts:** Displays your child’s parent/guardian information, along with address and phone number info.

**Schedule:** Shows your child’s schedule for each marking period or semester.

**Attendance:** Shows a summary of your child’s total absences for the current year. Can include early dismissals and late arrivals.

**Grades:** Shows grades in each class based on the selected view. The Grade column displays the word “None” until grades have been published. To view grades, select the appropriate view from the drop-down menu. Users can also access report cards by clicking on the printer icon 📖. Two items of note on this tab:
- Marking Period Average: displays current marking period average for a course for the selected marking period.
- Marking Period Grades: displays final grade for end of the marking period.

**Assignments:** Displays all assignments tied to the selected marking period in any grade book that exists for the selected school year and course.

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**What if there is an error in my Contact information?**

Having accurate parent data for all of our students is **crucial** to our communication to the students we serve. If you discover an error in your information, there is a way to submit changes.

From the student’s Personal Information page:

[Image of a webpage showing personal information with a blue button to request contact changes]
If you discover errors in your (or your child’s) record that you cannot address within SchoolTool, please contact your child’s building directly.

Clicking on the blue button brings up this screen. Use the white arrows surrounded in green circles to collapse or expand items. Green pluses allow you to add certain elements.

You can move available phone numbers to and from the call order.

When your changes are complete, click “submit”. Someone from your student’s building will then review your requested changes.
On the right hand side of every screen in SchoolTool there is a white question mark in a red circle: 🤔. Clicking on this button will bring you to the section of the help manual for the page you are on. For example, clicking on the help button when on the Personal Information screen will take you to the portion of the help manual that discusses Personal Information.

Also, you can click on the “HELP” module here:

Which will lead you to the page below.

Clicking on the purple triangle ➤ will take you to the basics of SchoolTool.
Can I access SchoolTool on my phone or other device?

Yes! There is a mobile app version. To access this, go to the Apple store for iOS devices –

Or the Google Play store for Android devices –

When you access the mobile app, the first screen will look something like this:

URL: enter in the following text: https://schooltool9.neric.org/SchoolTool_Ques

*Be sure to include the underscore “_” in the URL between “SchoolTool” and “Ques”*

After which point you will be asked to enter in your username and password, which are the same ones you would use when logging into SchoolTool on a computer.

Still have questions??

For additional questions, please contact our Chief Information Officer Jeff Baker either by phone (518-479-6851) or email, jeff.baker@questar.org.