

BCSD PARENT PORTAL USER GUIDE

The parent portal enables parents and legal guardians of students in grades K-12 to review the following information online:

- Attendance
- Discipline
- Report card grades
- Progress reports
- Extracurricular activities
- Transcripts

• GETTING STARTED

Accessing your student's online SchoolTool school records is a simple matter. There are several things that need to be done to begin this process.

1. Provide the district with a current email address

To access the parent portal, you need to have a current email address in the student database. Your email address is your username for the parent portal. If you have never provided your email address to the district for the student database, please contact your child's school and provide your current email address. Ask the school to create a parent portal account and generate a password for you. The system will then send you an email with a password to use for logging in.

If you have more than one child in school: You only need to contact one school to have your email address added to the database for all of your children. When calling the schools regarding the parent portal, please contact the following offices:

- Elementary Schools – Main Office
- Ray Middle School – Guidance Office: 638-6114
- Durgee Junior High School – Guidance Office: 638-6088
- Baker High School – Main Office: 638-6000

2. The web site of the SchoolTool database

You can access the parent portal on the district's website, www.bville.org. Under the **Parents** tab at the top of the home page, click on **Parent Portal –SchoolTool**.

• LOGGING IN

Now that you have completed the basic preparation, it is time to log into the parent portal.

1. You can access the parent portal on the district's website, www.bville.org.

Under the **Parents** tab at the top of the home page, click on **Parent Portal – SchoolTool**.

2. Where it says **Username** type in the email address you provided the district for the student database.

3. Type in your password.

4. Changing the password – If this is your first log in, now would be a good time to change the password to a more comfortable one if you would like a different password.

Good passwords do not have to be hard to remember. "Late2School!", for instance, is a good password that has upper and lowercase letters, a number, a symbol, and is greater than 8 characters long but still easy to remember.

To change a password, simply click on the **Account** sub tab, enter your current password in the **Old Password** box, then the new desired password (twice). Click on the **Change Password** button to finalize the change.

• **WHAT YOU SEE AFTER LOGGING IN**

A parent will be presented with a screen containing three tabs:

• **Students:** A listing of all students that "belong" to the logged-in parent. If you have more than one child in school, you will see all children associated with you. Each student will have a select button next to their name. Click on a student's select button to view that student's information.

After selecting a student, you will be able to view the student's basic personal information, such as age, address, date of birth, building, etc., as well as several tabs with information on:

- ✓ Contacts (siblings, parents, guardians, and any other adult contacts associated with the student.
- ✓ Schedule – a list of the student's schedule of classes for the school year, including the teachers for each class.
- ✓ Attendance – this tab shows a summary of a student's absences for the current year, including early dismissals and late arrivals.
- ✓ Grades – this tab provides information on a student's grade for each class.
- ✓ Assignments
- ✓ Assessments – scores on state assessments

✓ Letters – letters generated to the parent by the student's building

- **Campus:** A parent will see general campus information.

- **Account:** Use this tab to change your password

When it comes time to end the session, a parent may click **Logout** in the module bar, or simply close the browser window.

- **FORGOT YOUR PASSWORD?**

If you forget your password, you can reset it. Type in your email address for your username, and then click **Login**. Click on **New User or Forgot Password** and follow the directions. If you cannot reset your password, please call your school to have the school reset the password.

PLEASE NOTE: After attempting to log into the parent portal three times with an incorrect password, the system will lock your account. Please contact your school to have the account unlocked if this happens to you.

- **EMAIL ADDRESS OR OTHER INFORMATION HAS CHANGED?**

If your email address changes, please contact your child's building to have it changed in the student database. Remember, if you have more than one child in school, you only have to contact one school to have the information updated for each child in the database.