

# Baldwinsville Central School District

## User Defined Tab

The Baldwinsville Central School District has added a feature to your SchoolTool Parent Portal to complete a required questionnaire for this school year 2020-2021.

After logging into your portal, select one child at a time and complete the questionnaire. Please base your responses on the student you selected.

Students Campus Account

**MY HOME**

**Suzy Smith**  
7 Apple Street  
Daughter  
Home: 315-555-1234

**Marcus Smith**  
7 Apple Street  
Son  
Home: 315-555-1234

**Follow these directions to access the questionnaire:**

Contacts Schedule Attendance Discipline Grades Assessments Assignments Letters **User Defined**

**STUDENT**

1. Select the tab labelled **User Defined** at the right side of the screen (see red arrow above)
2. Click the icon to start the questionnaire

Contacts Schedule Attendance Disc

**STUDENT**

2020-2021 Program Questionnaire

3. The questionnaire will open with five questions and an electronic signature. Please answer the questions for the student selected from the Home Screen

Which instructional model do you select for this student for the 2020-2021 school year:  
Hybrid Instruction: In Person 3 Day, Remote 3 Days

If enrollment numbers allow full-time in-person instruction, would you select this option for this:  
Yes

Please check the mode of transportation you plan to utilize for your child for the commute to school:  
Parent Self Transport AM

Please check the mode of transportation you plan to utilize for your child for the commute to your home:  
Parent Self Transport PM

If you have registered this student in the YMCA before or after school program located at McNamara:  
None

Electronic Signature of person completing this form (Text):

4. When you have added your electronic signature, please save the screen with this icon
5. Return to the **Home** screen to repeat the same steps as listed above for each child in your household.

When it is time to end a session, click **Logout** at the top left of your session window.

HOME HELP LOGOUT

If you wish to review your responses to the questionnaire(s), you can log back into your portal and select the User Defined tab.