Baldwinsville Central School District
User Defined Tab

The Baldwinsville Central School District has added a new questionnaire in your SchoolTool Parent Portal.

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

Follow these directions to access the questionnaire:

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

3. Select today's date for the start date, the end date is not required. The questionnaire contains two questions. Please answer the questions for the student you have selected from the Home Screen

4. When you have answered these questions, 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** icon at the top right side of your session window**.**

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