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Using the schooltool Mobile Site

Summary

Users now have the ability to access school**tool** and locate student information from web-enabled devices (smart-phones and PDA's).

Important Notes:

- **Device Compatibility:** Every effort has been made to ensure school**tool** Mobile is compatible with the majority of the wide variety of mobile devices and smart phones currently available. However, users' school**tool** Mobile experiences, including general appearance and device-specific features such as screen rotation, drop-down styles, and touch-screen navigation, will differ somewhat from one device to another. All screen shots in this feature document were obtained using an iPod Touch.

Note: Web-enabled standard cell phones, or "feature phones" (i.e., those not considered "smart-phones"), are *not* supported for school**tool** Mobile.

- **Special Note for BlackBerry Users:** Due to significant differences in browser capability between versions of Blackberry operating systems, school**tool** Mobile is supported only on BlackBerry OS version 4.6 or higher. Earlier versions of BlackBerry OS (4.5 and below) are not recommended and may result in undesirable behavior and/or limited functionality. In addition, BlackBerry users should ensure that Java is enabled and that the Browser Identification setting is set to Internet Explorer rather than the BlackBerry proprietary browser.
- **Security and User Permissions:** school**tool** Mobile respects user permissions defined in Maintenance. Refer to the **Security** section of this document for a specific listing of which permissions correspond to each mobile function.

Detail

To access school**tool** Mobile, navigate to your district's school**tool** site and add "/mobile" to the end of the address. The address should look similar in format to one of the following:

http://mydistrictsite.com/STweb/default.aspx ➡ http://mydistrictsite.com/STweb/**mobile**/default.aspx
   or
http://mydistrictsite.com/STweb ➡ http://mydistrictsite.com/STweb/**mobile**

You will be presented with a login screen. Enter your login credentials and press the Login button.
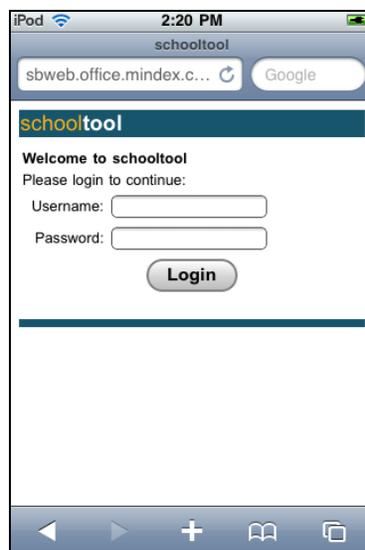
Login Screen

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After logging in, users will be directed to the mobile site Home screen. This screen allows users to take attendance for one of their classes, search for a student, and/or view any students for whom the user has been given parent portal access.
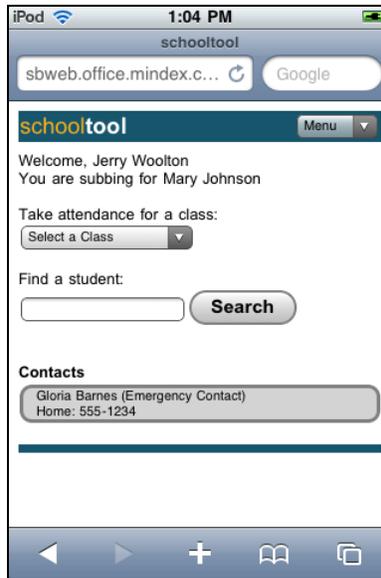
Home Screen (Default View)

The Home screen contains a menu where the user may choose an action to perform. Currently this menu contains options to either view a Class List or perform a Search.
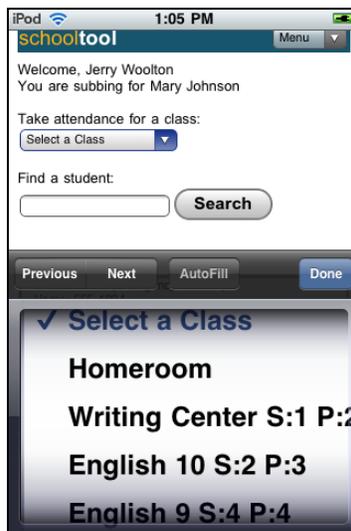
Home Screen: Class List

If a user does not have classes (or if the schedule is unlocked), selecting "Class List" from the menu will not return any data. Users who do not have permission to search in **Home > My Home** will not see the Search option from this menu.

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The mobile site's search feature functions like the Basic Search feature. To locate a student, enter some or all of their name and click the Search button. A list of results will appear. Click on a student to view additional information.
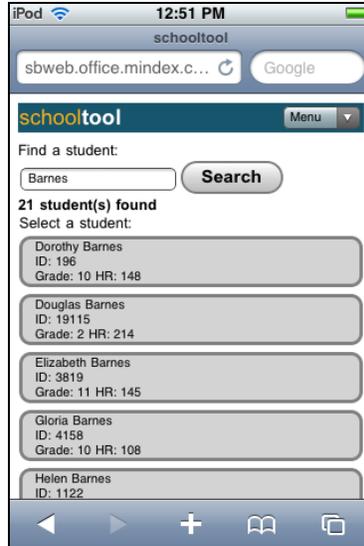
List of Search Results

If contacts are listed at the bottom of the Home screen, the user may simply click on the desired student to view the student's record. The information available to a user depends on parent portal access configuration and relationship rights (including Parent Portal Access and Restricted View flags). All parent portal user permissions are respected appropriately.

Viewing Student Information

The student record view includes basic student information in the top portion, including student name and ID, student locator text, student photos, building/school level, grade, homeroom, transportation data, and medical alert indicators. The lower portion of the screen provides additional information based the user's selection from the student record menu.
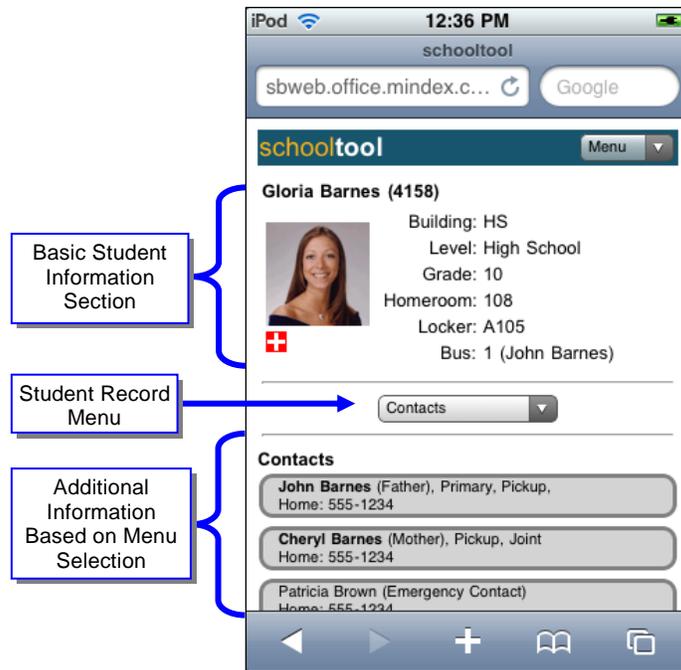
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The student record menu currently includes options to view student contacts, medical alert data, student schedules, attendance data, and discipline referral information (including the ability to add a referral for users with the appropriate permissions). This menu respects user permissions as defined in the Security Tree; therefore, not all users will be able to access all options listed in this document. Refer to the **Security** section of this document for a specific listing of which permissions correspond to each mobile function.

By default, users will see the Contacts View when first navigating to a student record. To view other information about the student, use the drop-down menu located just below the student summary section to select a different view.
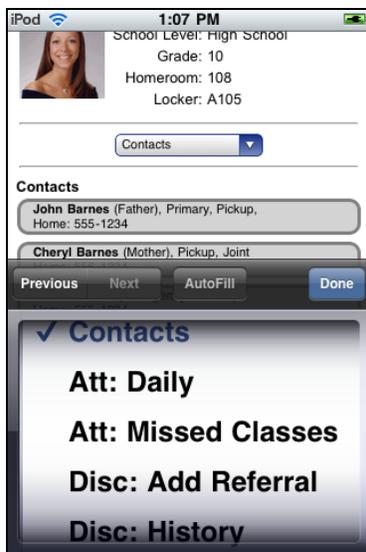
Student Record: Menu Options View

Contacts View

The **Contacts** view provides users with a list of all that student's contacts and the student's contact call order. The following information may be displayed for each contact: relationship, relationship type, pickup rights (if applicable), custody type (if applicable), home phone number, and custody note (if applicable). Parents' names are displayed in bold text, and any contact that has a custody alert flag assigned display the name in red text.
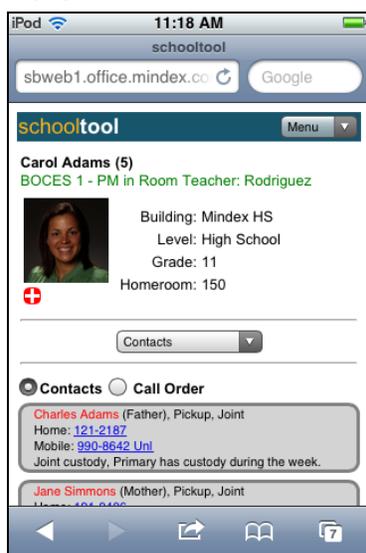
Student Record: Contacts View (default)

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If the student's **Call Order** is available, users can use the radio buttons to select that view instead. The **Call Order** screen will display contacts' phone numbers, in the order that should be used when attempting to reach someone for that student.
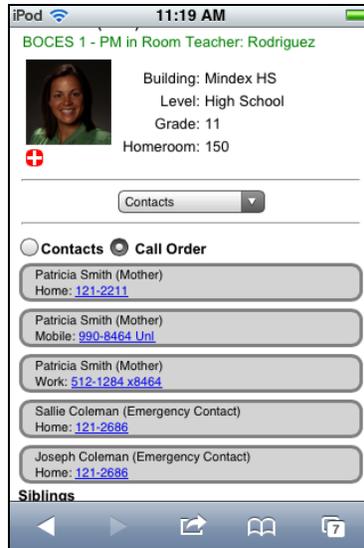
Student Record: Contacts: Call Order View

Schedule View

The **Schedule** view provides a read-only view of the student's schedule. This view shows only the current school year's schedule, and respects any schedule publish dates (as well as master schedule locked/unlocked status).
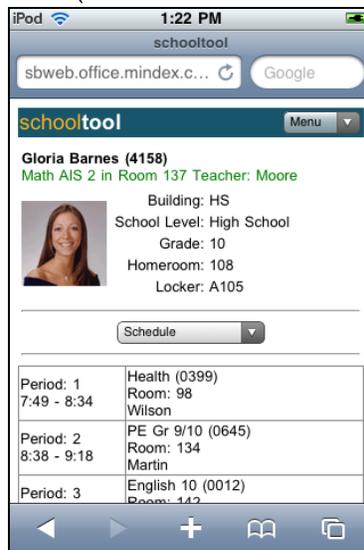
Student Record: Schedule View

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Attendance Views

The Attendance views (**Att: Daily** and **Att: Missed Classes**) provide users with a read-only view of the student's attendance data for the current school year. The **Att: Daily** view lists all daily absences, while the **Att: Missed Classes** view shows all period misses that are not covered by a corresponding daily absence.

Student Record: Daily Attendance View

Student Record: Missed Classes View

Discipline Views

The **Disc: History** view provides users with the ability to view a student's referral history for the current school year. The **Disc: Add Referral** view allows users with the appropriate permissions to add referrals for a student.

Student Record: Discipline History View

Student Record: Add a Discipline Referral

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To add a referral, enter the following required fields and click the Save button:

- Date
- Time
- Location
- Offense
- Description

After the referral has been submitted, the user will be directed to the student's **Disc: History** view.

Alerts View

The Alerts view currently includes a list of that student's medical alerts. This view is only available to users who have permission to view medical alert icons and mouse-over details on the student record. Users may also be able to navigate to this view by clicking on the alert icon from the top section of the student record. If the student has no medical alerts, neither the icon nor the view is not included in the student record menu.
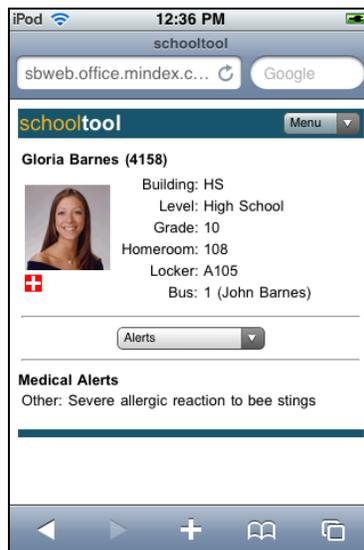
Student Record: Alerts View

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Main Menu

The main menu in the upper right corner provides users with additional navigation options for the mobile site (Home, Classic, or Logout).
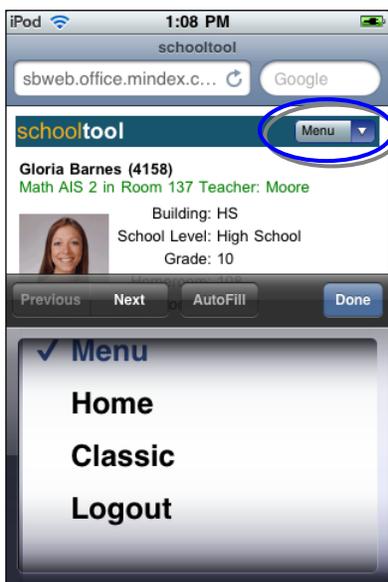
Main Menu: Navigation Options

Security

School**tool** Mobile features are available based on users' permissions and building rights. This section provides a list of permissions in Maintenance that correspond with specific features in the mobile site. This is not a complete list; please refer to the school**tool** Maintenance Guide for a full list of permissions if you have questions (Census contact permissions, for example, are not described in detail in this document).

General:
- Login\Website Access – user can log in to school**tool** and mobile site

Home Screen – Basic Search:
- My Home\Search – user can select "Search" from the Home screen menu and perform basic search

Student Record – Summary Information:
- Census\Person\Summary\View\First Name – user can see student's first name on the student record
- Census\Person\Summary\View\Last Name – user can see student's last name on the student record
- Census\Person\Summary\View\Building – user can see student's building/school level on the student record
- Census\Person\Summary\View\Grade – user can see student's grade on the student record
- Census\Person\Summary\View\Homeroom – user can see student's homeroom on the student record
- Census\Person\Summary\View\Photo – user can see student's photo on the student record
- Census\Person\Summary\View\Locker – user can see student's locker assignment on the student record

Student Record – Schedule View:
- Student\Schedule – user can select "Schedule" from the student record menu and can view the student's schedule for the current year.
  - Student\Respect Student Schedule Publish Date – the student record will respect any publish dates defined in Maintenance; users with both this and the Student\Schedule permission checked will be only be able to view the student's schedule after the publish date.

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Student Record – Attendance Views:

- Student\Attendance\Daily Attendance – user can select "Daily Attendance" from the student record menu and can view the student's daily attendance data for the current year.
    - Student\Attendance\Respect Daily Delay – the student record will respect any publish dates defined in Maintenance for daily attendance; users with both this and the Student\Attendance\Daily Attendance permission checked will be only be able to view daily absences that have passed the daily attendance delay.
- Student\Attendance\Missed Course Attendance – user can select "Missed Classes" from the student record menu and can view the student's missed classes for the current year.
    - Student\Attendance\Respect Period Delay – the student record will respect any publish dates defined in Maintenance for period attendance; users with both this and the Student\Attendance\Missed Course Attendance permission checked will be only be able to view class absences that have passed the period attendance delay.

Student Record – Discipline Views:

- Student\Discipline\Enter – user can select "Disc: History" from the student record and can view the student's referral history for the current year. If the Discipline\Incident\Add permission is also enabled, the user will be able to access the "Add Referral" option in the student record menu. The "Disc: History" view respects the following user permissions:
    - Student\Discipline\Faculty Can View All Referrals – faculty users will be able to see all referrals submitted for that student; if unchecked, a faculty user can only see referrals he/she submitted.
    - Student\Discipline\Parents and Students Can View Only Referrals with Date Seen – users with Parent Portal access can view those referrals for which a "Date Seen" has been entered.
- Discipline\Incident\Add – user can select "Add Referral" from the student record menu and can submit a new referral for the student. The user *must* also have the Student\Discipline\Enter permission enabled to access this feature.

Student Record – Alert View:

- Student\Alert\Medical Alert\Icon – users will be able to see Medical Alert indicators on student records.
- Student\Alert\Medical Alert\Mouseover Information – users will be able to click on Medical Alert indicators or select the Alerts view from the student record menu and will be able to view all Medical Alerts for a student.

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