

PARENT AND STUDENT PORTAL INFORMATION:

Portal Instructions for: **DESKTOP OR LAPTOP COMPUTERS ONLY**

STUDENTS- use your Long Beach issued Google account to sign into the portal using the SIGN IN WITH GOOGLE button (not the Login button). Then click the blue hyperlink by your name to see options for viewing your schedule, locker, assignments, and grades.

<https://stlb.nasboces.org/schooltoolweb/>

PARENTS- your username is still the email that is on file with the district. Enter that email (the one on file with the district) in the username field. Then enter your password in the password field and then click "Login" button. If you forgot your password, hit the forgot password button and an email will be sent to you to retrieve it. **IF YOUR EMAIL ON RECORD HAS CHANGED SINCE THE PORTAL ACCOUNT WAS CREATED**, then you will need to contact Technology at schooltool@lbeach.org . If you need to change your email on record, please contact Mrs. McNally at 897-2022. When a technician recreates your portal account, you will receive a welcome email with instructions. Once you are logged in to the portal, click the blue hyperlink by your student's name to see options for the viewing the schedule, assignments, and grades. You can access the portal two ways. Go to the district website, click Schools, click Long Beach High School, and on the left side you will see Parent Portal. It is also listed here for your convenience http://www.lbeach.org/district/parent_portal

NEW PARENTS- your username is the email you provided to the district when you were registered. Enter that email (the one on file with the district) in the username field. Then click the "New User" button and an email will be sent to you so that you can create a password. Once you are logged in, click the blue hyperlink by your student's name to see options for the viewing your child's information. **IF YOUR EMAIL ON RECORD HAS CHANGED SINCE REGISTERING**, then you will need to contact Technology at schooltool@lbeach.org . If you need to change your email on record, please contact Mrs. McNally at 897-2022. When a technician recreates your portal account, you will receive a welcome email with instructions. Once you are logged in to the portal, click the blue hyperlink by your student's name to see options for the viewing your child's information.

Portal Instructions for: **PHONES AND TABLETS**

*******iPAD AND PHONE PORTAL-DO NOT USE A WEB BROWSER ON A SMARTPHONE OR iPAD.** You WILL NOT be able to access the portal using a web browser on a phone or ipad. You must follow the instructions in the hyperlink below for using the School Tool App only on an ipad or phone.

To install the app:

http://www.lbeach.org/Assets/District_Document/LB_schooltool_-_Installing_the_App.pdf?t=636796844682270000

To navigate the app:

http://www.lbeach.org/Assets/District_Document/LB_schooltool_-_Navigating_the_App.pdf?t=636796844681930000

Students, if you are experiencing any trouble and have already carefully read this information, please see Mrs. McNally in the Main Office. Parents, you can reach Mrs. McNally at 897-2022.

View Assignments and Grades in the Portal

Click on the **Assignments Tab** to see grades for assignments, tests, and quizzes. You will be able to view all classes or filter between classes.

Blank Spaces in the Score Column- If you see a blank next to an assignment (no grade entered), the assignment has not been graded yet.

A Grade of 0 in the Score Column- If you see a '0', your child may not have completed or handed the assignment in.

Letters in the Score Column- You might also see a letter (attribute), which is also a placeholder for an assignment not handed in. If you hover over the placeholder, it will explain what the attribute means.

How often are grades updated?

Please note that teachers who use the electronic gradebook are expected to post grades within a reasonable amount of time. This time frame varies depending on the assignment and other factors. Long term projects or writing assignments often take additional time to post. For instance, a writing assignment for the whole class takes longer to grade than a scantron multiple choice. Please be patient as some wait times for grades will be short while others will take longer. On average, it takes five to ten school days after an assignment or assessment is completed for a teacher to upload grades but as mentioned, in some instances it will be much faster and occasionally slower. Some courses including many Pass/Fail courses, may not include grades, and a more traditional form of communication will take place.

We view this as a great way to improve communication between school and home while preparing our students for monitoring their own progress in college.