Morris Central School District
SchoolTool Student Portal Quick Reference Guide

*NOTE: Do **NOT** use the **Internet browser's** back button while in SchoolTool as this will cause an error message to appear. There is also no double clicking in SchoolTool.*

Getting Started: **Go to your district's website to get the link to your SchoolTool website.**

https://scric02.schooltool.com/Morris/

Logging in:

- Your email address is your **username.** Your **password** is emailed to you when your account is created.

Once you are logged in you will see the **Home>My Home>Student** view by default with your name, contact information and schedule.
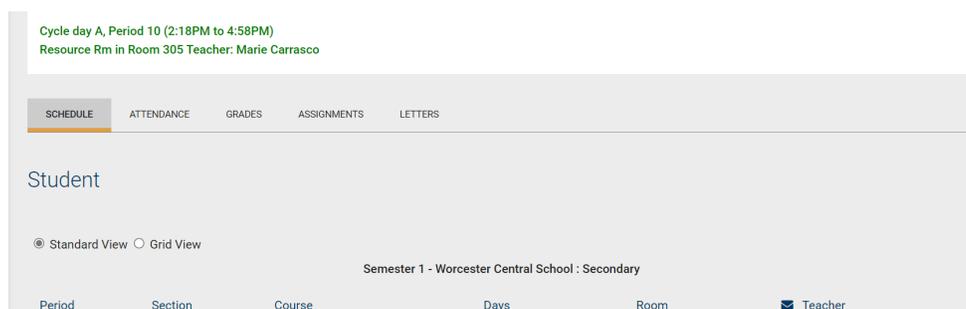

Below is a list of common icons you may see throughout the system:

👤	**View Student Record** – use this icon to view additional information.
✉	**Email** – select this icon to send an email to the person. The email will come from your account email.
🖨	**Print** or **Report**
Help ❓	**Help** – when you click on this icon it will give you more information about the screen you are currently on.
←	**Done** – this icon will return you to the previous screen.

Click on the **View Student Record** 👤 icon next to your photo to view additional information.

You will see your basic information in the top portion of the screen and a set of tabs across the bottom.

Click on each tab to view the information:

Schedule – displays your schedule. Typically, there are two view options: standard view or grid view.

Grades – shows all courses and grade information. From the View dropdown, you can choose which grades you want to display. The Marking Period Grades, Progress Report Grades, and Final Grades are only available upon completion. To view your current grades, choose Marking Period Average.

Assignments – displays any assignments the teacher has given view access to for the selected marking period. You can choose to view all courses or individual courses per marking period.