How to Gain Access to Student Grades on Schooltool Using Your Computer

Access the LCSD Schooltool Parent Portal site by entering: https://liverpool.st.cnyric.org/schooltoolweb, into your computer’s browser and click Enter/Return.

*Suggestion:* Bookmark the Schooltool URL in your browser after you initially login. This will keep you from having to remember the URL and retype the Schooltool URL into your browser each time you want to view your child’s grades.
Step 1

Your email address in Schooltool must be current. Your email address will serve as your USERNAME. If you have not received a temporary PASSWORD, contact secretary at your child’s school.
Step 2

A. This screen will display the name(s) of your child(ren) and a list of courses. TO VIEW YOUR CHILD’S GRADES YOU MUST CLICK ON THE PURPLE WEDGE located to the left of a child’s name and address.

B. You can change your password from the “Account” tab located in the top right corner of the page.
Step 3

Find and click on the “Grades” tab.
Step 4

The top of this page will contain your child’s information. Beneath the information you will find the tabs necessary to continue.

To view the grades you will need to:
A. Select “Marking Period Grades”
B. Select the correct Trimester/Quarter
C. Click on the ‘Printer Icon’ to view the report card.
D. For students in grades K-6 SCROLL ALL THE WAY TO THE BOTTOM OF THE SCREEN to view all of your child’s elementary descriptor grades.
E. For students in grades 7-12 grades will appear at the top of the page.
How to Gain Access to Student Grades on Schooltool Using Your *Phone*

There are two options for accessing Schooltool using a smartphone. One is to download the Schooltool Mobile App for students in K-12; the other is to enter the following Schooltool URL into your phone’s browser to view the grades of students in 7-12. Each method will be described in the following slides.
Step 1 – Access Grades for Students in Grades K-12

https://liverpool.st.cnyric.org/schooltoolweb/
Note: You will also need this URL to initially access the Schooltool App.

Enter the Following Information
URL: https://liverpool.st.cnyric.org/schooltoolweb/
Username: (Your current email address)
Your Schooltool Password
Step 2

Select the child whose grades you would like to view by tapping the box containing their name and image.
Step 3

Select the word “Grades” from the drop down menu
Step 1: Schooltool URL — This method will allow you to see the grades of students in grades 7-12.

If you do not want to use the Schooltool App you can type the Schooltool URL into your browser: 
https://liverpool.st.cnyric.org/schooltoolweb
Step 2

Your email address in Schooltool must be current. This will serve as your USERNAME. If you have not received a temporary PASSWORD, contact the secretary at your child’s school.

After you have entered your USERNAME and PASSWORD, click the “Login” button.
Step 3

This page will vary depending upon how many children you currently have enrolled in the Liverpool School District.

Click on the gray shaded area of the child whose grades you want to access.
Step 4

Find and click on the “gray” triangle next to the word “Contacts.” This will display a menu with several choices. Scroll through the choices until you reach the word “Grades” and click the blue “Done”.
Step 5

- Select the correct Trimester/Quarter
- Click on the grades you are interested in viewing by tapping the gray shaded area.
- Click “Done”