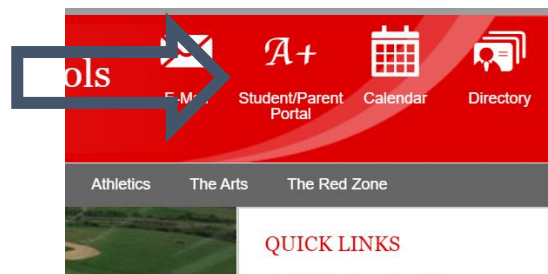


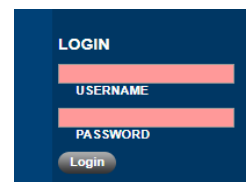
# Accessing Grades, Attendance & Report Cards

## Via Parent Portal

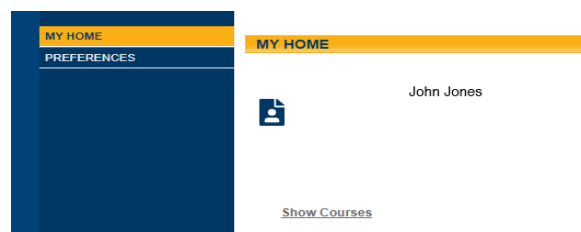
1.) Log in to the parent portal by going to <https://schooltool.vvsschools.org/schooltoolweb/> or click on the portal link on the **VVS district webpage**.



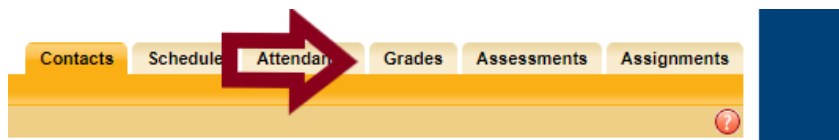
2.) This will bring you to the log in window.  
Enter your **username and password**  
and then click the log in button.



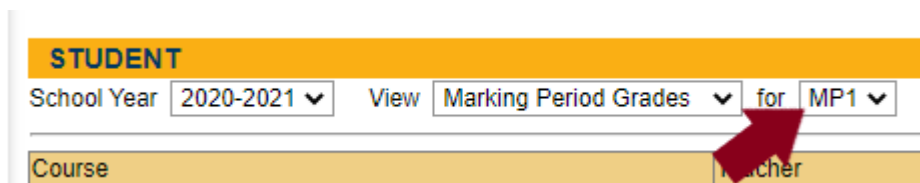
3.) Once logged in, you will see your student's picture(s) and their name(s).  
**Click on your student's name.**



4.) To check your student's grades, click on the **Grades Tab**.  
The other tabs (*schedule, attendance, assignments*) also have valuable information you may wish to access!

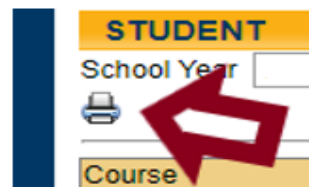


5.) After clicking on the **Grades Tab**, another screen will appear showing you your student's schedule information. The screen should automatically default to the current marking period.



6.) On this screen, you can access any marking period *or* you have the **option to print out a report card**.

7.) By clicking on the printer icon shown in the picture to the right, you are able to generate a report card.



If you need a school tools username/password or you have any other concerns regarding your parent portal account, please email [parentportal@VVSschools.org](mailto:parentportal@VVSschools.org).

These directions are only accurate if you are on a computer. With anything else, like a cell phone, you have to click on **“view full site”** in order to see parent portal like this.

**Please call the Guidance Office if you need assistance obtaining your child's report card**

**315-829-2520 x 4331.**