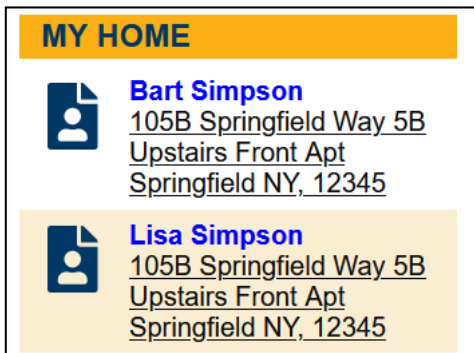

How to enter Digital Access Survey answers into SchoolTool

This document assumes that you have a SchoolTool portal account. If you need help with getting started using SchoolTool parent portal, please contact you're the IT Help Desk at helpdesk@rcsd.k12.ny.us.

Step-by-Step:

Note: Unfortunately, this cannot be completed in the SchoolTool App or on the Mobile version of the WebSite. If you are on your phone, please go to https://schooltool7.neric.org/SchoolTool_RENS/mobile/ and click on "View Full Site" at the bottom left.

On your device, go to [SchoolTool](#) and **LOG IN**.



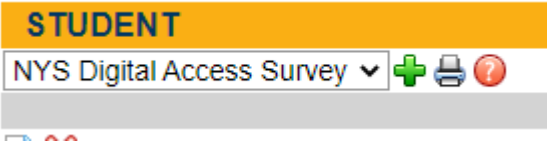
The MY HOME screen will appear.

Click the icon or child's name to view their student record.

On the right side of the screen, click the


User Defined

User-Defined tab. You should see



. If not, select it in the dropdown.

If survey questions appear,
the district has prepared a survey for you.


Click  **EDIT** to enter your answers.

If survey questions DO NOT appear,
you will **add** a new screen.


Click  **ADD** to create a survey record.

For **ALL** questions that still display SELECT ONE, choose the best answer.
A response is required for all questions.

Click  **SAVE**.

Click  **BACK** to return to the **My Home** student list.

Repeat the above steps to enter survey answers for each student.

When done, click  **LOGOUT** on the top right corner of the **SchoolTool** window.