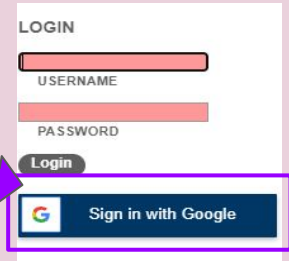


# Student Access to School Tool

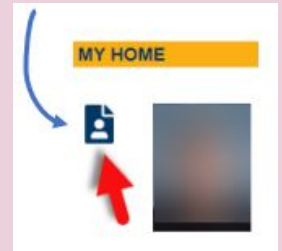
1. Navigate to: [https://schooltool4.neric.org/SchoolTool\\_DUAN](https://schooltool4.neric.org/SchoolTool_DUAN)  
(or select the link in your bookmarks folder)

- You will see the this prompt. Click on Sign in with Google.

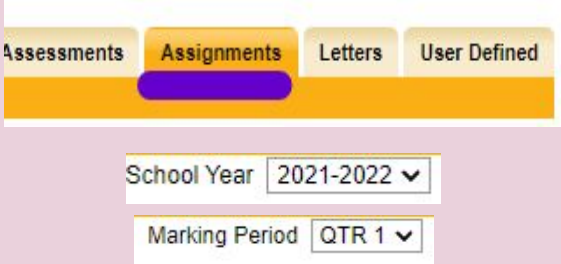
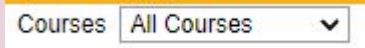
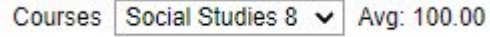
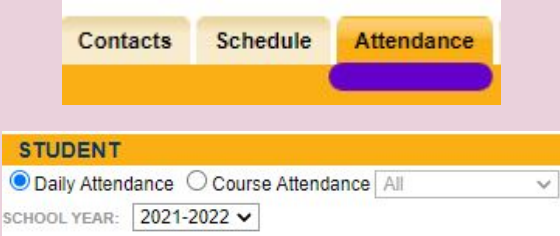

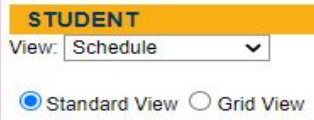


2. Choose your email address on the popup screen that appears.

3. Once login is complete, click "continue" after reading the messages. Students can view information by clicking the dark blue student record icon next to the picture and/or name.



4. After clicking on your name or that dark blue student record icon, you will have access to your student information, grades, family contacts, etc. Please see instruction for accessing the following items.

You want to:	Go Here:	Follow these instructions:
<p><b>View your Grades</b></p>	<p><b>Assignments Tab</b></p> 	<p>Choose the correct school year and quarter and course to view your grades for each class. You can view all of your grades at once by choosing "All courses".</p>  
<p><b>View your Attendance</b></p>	<p><b>Attendance Tab</b></p> 	<p>Choose between daily attendance by clicking the daily attendance button or attendance for a specific class by clicking the course attendance button and choosing one of your classes.</p>
<p><b>View your Schedule</b></p>	<p><b>Schedule Tab</b></p>  	<p>View either your schedule or course selections by clicking on the drop-down menu.</p> 