# Digital Equity Survey Parent Guide:  Using SchoolTool ==Website== (NOT the Mobile App)
## The SchoolTool Website can be accessed using a Desktop Browser or your Mobile Browser

1. To access Valley Central's SchoolTool website, copy & paste this link into your desktop or mobile browser (or click the link):   https://st-vc.mhric.org/ValleyCentral/

2. Login to the SchoolTool Parent Portal by entering the following:
   a. ==USERNAME== is:  The email address you used to sign up for a Parent Portal account

   b. ==PASSWORD== is:  Only you know your password.  If you have forgotten it, click the ==Forgot Password?== link, then enter your Parent Portal email address; a temporary password will be sent to your email; check your email; copy & paste the temporary password from your email to the SchoolTool login screen
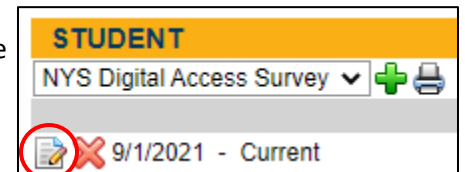
3. Click the Login button  **Login**

4. Click on your child's name (which appears in BLUE text)  ▮▮▮▮▮ Thomas Jr

5. Click on the "User Defined" tab on the far right side

   | Contacts | Schedule | Attendance | Grades | Assignments | User Defined |
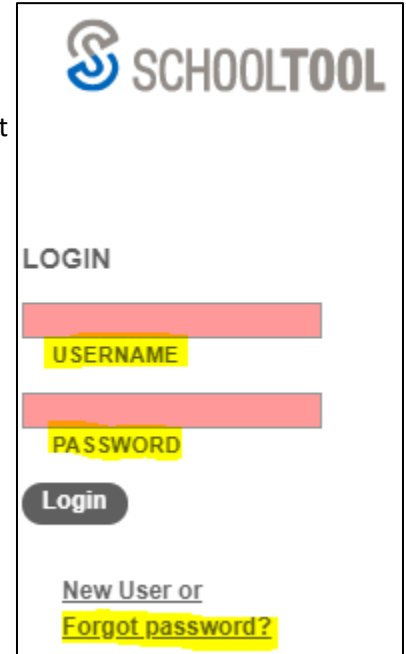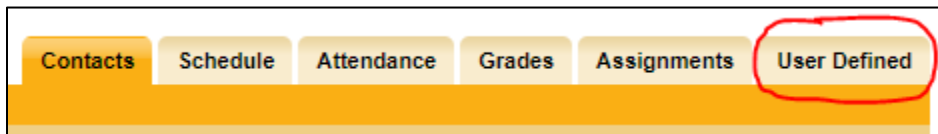
6. You will see "NYS Digital Access Survey" in the dropdown menu on the left side

7. Click the Edit icon 📝 directly below the dropdown menu

   a. NOTE:  If you do not see the Edit icon, you will need to click the green ➕ sign instead

8. The Start Date should already be pre-filled with 9/1/2021 OR you can enter today's date if you wish

9. The End Date should already be pre-filled with today's date (this field is locked, so it can't be changed)

10. Answer the 9 questions (if you clicked the Edit icon 📝 in step #7 above, answers to questions #1-5 have been pre-filled for you; you may change these pre-filled answers if you don't feel they are accurate)

    a. You MUST answer all 9 questions or when you click the "Save" icon 💾 SchoolTool will flag the unanswered questions with:  *Question 6 is required*, etc.

    b.  Click the "Save" icon 💾 to submit the completed survey

11. Click the "Show history" link if you want to see the answers you submitted

12. If you used the Forgot Password? link in step 2b above, don't forget to create a new password by clicking on "Home" from the top left, then click the "Account" tab on the far right, then enter the temporary password that was emailed to you earlier, then enter and confirm your new password and finally click the "Change Password" button

Updated 1/4/2022

**STUDENT**
NYS Digital Access Survey ▾
📝 ❌ 9/1/2021 - Current

SCHOOLTOOL
LOGIN
USERNAME
PASSWORD
Login
New User or Forgot password?

**HELPFUL INFORMATION REGARDING THE NYS DIGITAL EQUITY SURVEY:**

If you require assistance completing the survey please send a detailed email to:  **DES@vcsdny.org**

- **Question 7**: What is the primary type of internet service used in your child's primary place of residence?
  **You should answer "None" if you previously responded "No" to Question 6**
  - **Residential Broadband** means a high-bandwidth connection to the Internet at your home by using a cable (fiber or coaxial) connected to an Internet service provider such as Spectrum, AT+T, Frontier, etc.
  - **Cellular** means wireless Internet access delivered through cellular towers to computers and other devices. Uses your cell phone provider for internet access.
  - **Mobile Hotspot** means a wireless access point created by a dedicated hardware device or a smartphone feature that shares the phone's cellular data. For example, a cell phone or a device like a Kajeet, Verizon Jetpack, Netgear Nighthawk or MiFi.
  - **Community WiFi** means allowing Internet connection to visitors and guests using an existing Wi-Fi infrastructure in the community such as a library, café, hotel, etc.
  - **Satellite** means a wireless connection through the use of a satellite dish located on your property.
  - **Dialup** means a service that allows connectivity to the Internet by using a modem and a standard telephone line.
  - **DSL** (Digital Subscriber Line) means a high-speed bandwidth connection from a phone wall jack on an existing telephone network that works within the frequencies so you can use the Internet while making phone calls.
  - **Other** means none of the other choices apply.
  - **None** means that you do not have Internet access in your home.
- **Question 8**: In their primary residence, can your child complete the full range of learning activities, including video streaming and assignment upload, without interruptions caused by slow or poor internet performance?
  **You should answer "No" if you previously responded "No" and "None" to Questions 6 and 7 respectively.**
- **Question 9:**  What, if any, is the primary barrier to having sufficient and reliable internet access in your child's primary place of residence?  **You should answer "None" if you previously responded "Yes" to Question 8.**


**THANK YOU FOR COMPLETING THE NYS DIGITAL EQUITY SURVEY!!**