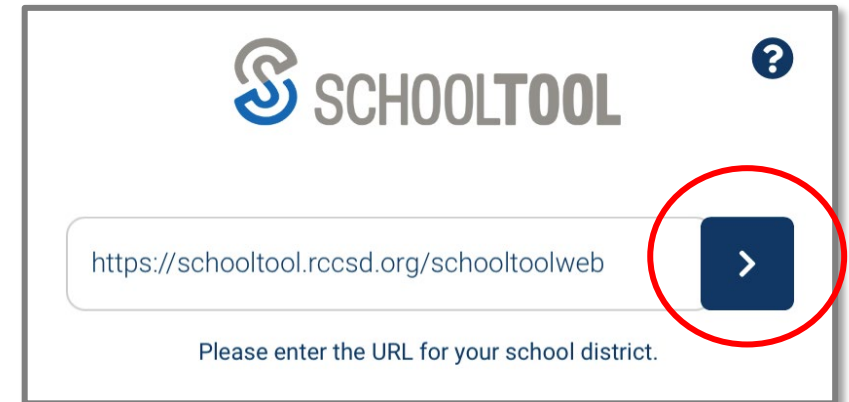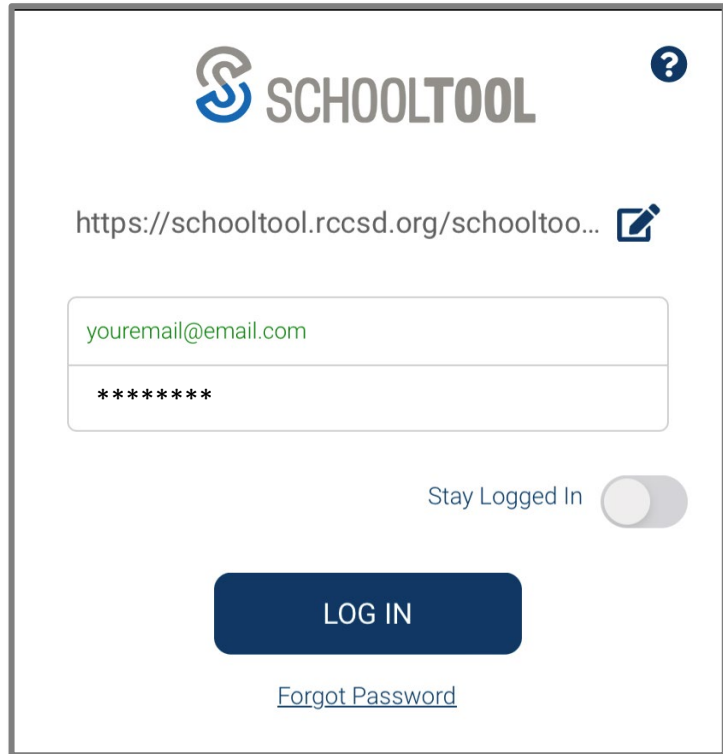# Using the SchoolTool mobile app

- On your Apple or Android device, download and install the SchoolTool mobile app (either from the App Store or Google Play store)

- Once downloaded, open the app for the first time. Enter your school district's SchoolTool web address and tap the arrow to save it
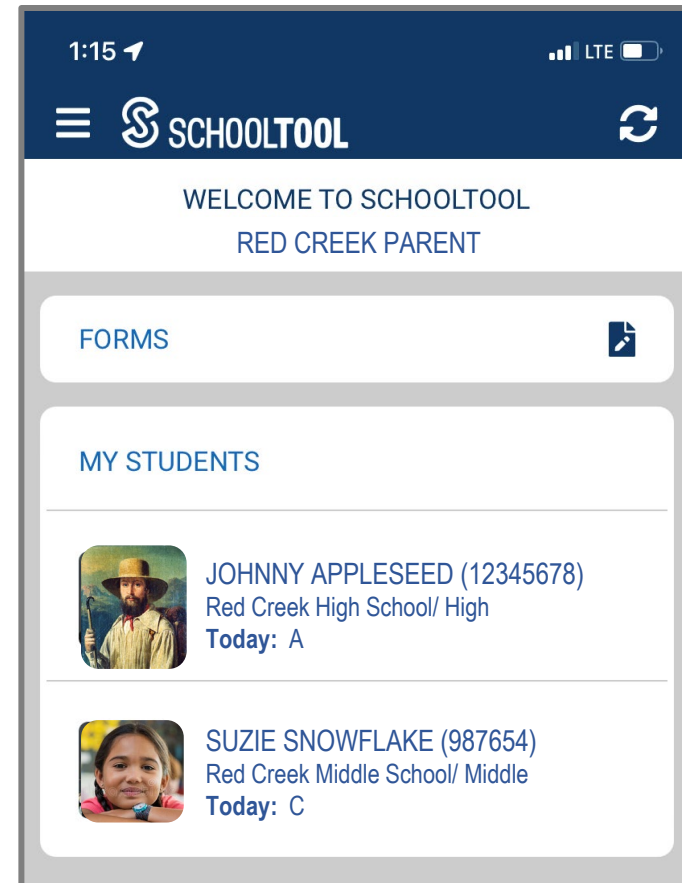
- Use the username & password that you normally use to login to SchoolTool, then tap **LOG IN**

- You will then see a list of your students

Completing a Form

- If you have forms to complete, you will see the number of forms due listed in RED at the top of your main screen

- Tap the icon next to the number "due" to begin the process of completing the form(s)

- You will then see a list of missing forms, tap "Select One" to prompt the list of students in need of a completed form

- Tap a student name to start filling out the form
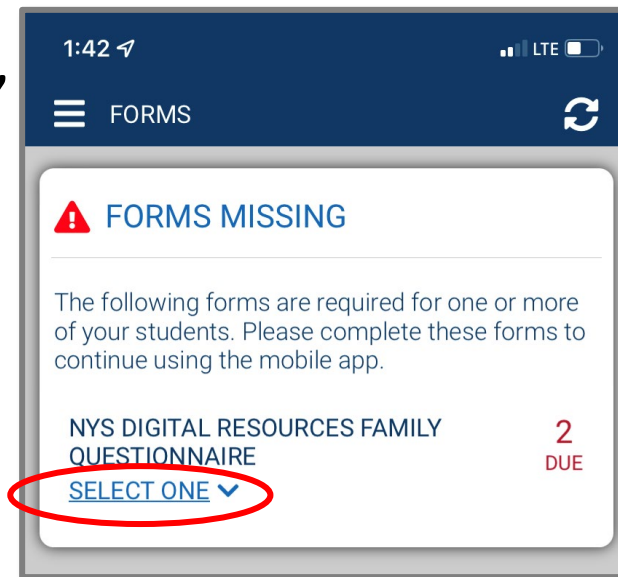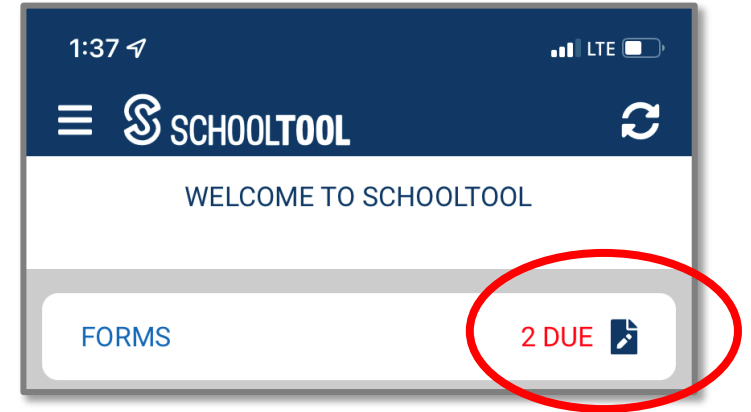
- Tap the dropdown menu for each question on the form. You may need to scroll to view all questions.

- At the end of the form, tap "Save and Continue"

1. Did the school district issue your child a dedicated school or district-owned device for their use during the school year?

   YES ⌄

2. What is the device your child uses most often to complete learning activities away from school? (This can be a school-provided device or another device, whichever the student is most often using to complete their schoolwork.)

   CHROMEBOOK ⌄

3. Who is the provider of the primary learning device identified in Question 2? (This can be a school-provided device or another device, whichever the student is most often using to complete their schoolwork.)

- If you have more than one child in need of the same form, you will be asked to choose whether to apply the same answers to the other children. To do this, tap the checkbox next to the name of each child the results apply to, then tap "Submit"

Apply these answers to the following contacts that are assigned this form:

✓ Johnny Appleseed

✓ Suzie Snowflake

SUBMIT

‹ BACK

- You will see a confirmation screen listing the student(s) for whom the form will be submitted