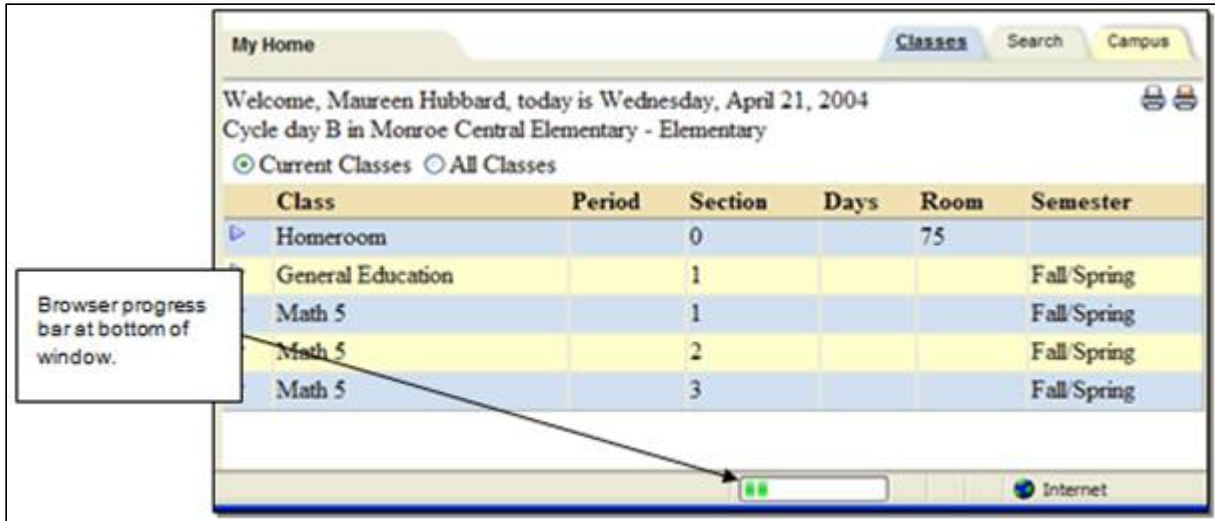# Basics of schooltool

school**tool** has a very straightforward design that utilizes modules, sub-modules, and sub-module tabs (or, simply, tabs) to navigate throughout the entire application. This hierarchy that is used for navigation is the key to using every screen within the system. Once familiar with the basics, the consistent nature of school**tool** allows a user to comfortably move anywhere in the application.

Historical

school**tool** is a historical application that holds all permanent record information on an individual student by school year. School**tool** also allows you to view past information such as classes, grades, attendance, medical, and discipline information for future use or trending. Historically, school**tool** also keeps records for state reporting purposes.

Real-time

school**tool** is a real-time application, which means users may experience brief pauses while the system updates itself from screen to screen, record to record, or tab to tab. Be sure to watch your browser's progress bar at the bottom of the screen to see when the refresh is complete. In some cases, you will see a difference in the way information is represented. In others, the refresh simply updates the database, though the screen continues to look the same, giving you the most up-to-date information.

Web-Based

school**tool** is a web-based application. This means it can be accessed from any Internet connection anywhere in the world if you know your URL. This also means that if there is no Internet connection, you cannot access school**tool**. School**tool** will work no matter what type of internet connection you use (e.g., dial-up, DSL, cable, etc.).

Because school**tool** is viewed through a web browser, you can have multiple browser windows open at a time. This will allow you to view and toggle between multiple modules at a time, each in a different browser

window. This will also work for reports, which always open in a separate window. To do this in Internet Explorer, open the File menu on your browser menu bar and select New, Window.

In addition, you will always use the buttons and links *within* the school**tool** interface, and not those of your browser. If you use the **tool**bar buttons and/or menus of your browser, this may cause errors and impact your work. As a general rule, do not use the Back button on your browser as this will halt your connection to the database.

Finally, all of the links and navigation buttons are accessed with a *single* click, not a double click. Double clicking may not produce the desired results.

Note: school**tool** recommends using Internet Explorer 11 or Safari for browsers. school**tool** may still be accessible using unsupported operating systems and browsers, but Mindex cannot guarantee functionality, performance, or security if the minimum requirements are not met.

Note: school**tool** uses several pop-up windows for calendars, alerts, confirmations, and reports. Please make sure to disable your pop-up blocker for the school**tool** URL.

Centralized

Because school**tool** is a web-based application, districts have the ability to have all their important information centralized even though all the grades may be in separate buildings. This centralization allows for easy state reporting and grading during marking periods.

Related Topics:
Logging In
Navigation
Running Reports