# How to Submit Responses for the NYS Digital Access Survey from the SchoolTool Mobile App

Note: This document assumes that the district has configured the NYS Digital Access Survey to allow submissions through the mobile app. It also assumes that parents will be completing these surveys on behalf of their students, but the process is nearly identical for students.

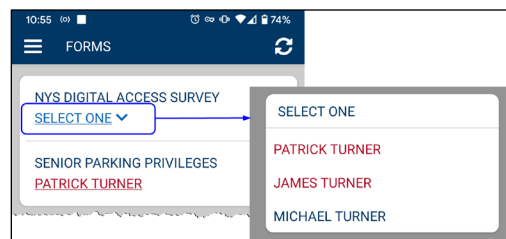## Steps to Submit Responses Using the Mobile App

After logging into the mobile app, you'll see a new Forms panel on their home screen. If Forms have already been assigned to your students, you'll see an indicator of the total number of forms that are due ("due" means Forms that have been assigned but not yet submitted). This number represents the total number of "blank" Forms across all students for whom you have Parent Portal rights.
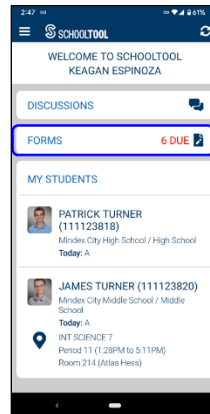
To submit Forms responses, tap on the Forms panel. You'll see a list of Forms that are currently assigned to your students. If a Form is only assigned to one student, you'll see that student's name. If the same form is signed to multiple students, you'll see all of their names listed in a dropdown.
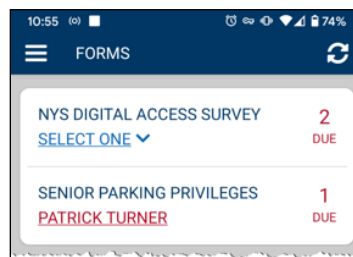

If responses have already been submitted for a student, that student's name will be displayed in blue, while students whose forms are still due are displayed in red.

Feature Documentation
SchoolTool v19.1

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Tap on a student's name under the Form you want to complete. You can submit the same answers for multiple students in a single operation. It doesn't matter which student you start with; you'll be prompted to select additional students before you submit your response.

The NYS Digital Access Survey consists of nine questions. You must select an answer from the dropdown for each question in order to complete your response.
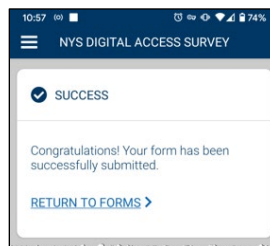
Complete the form as appropriate and click "SAVE & CONTINUE" in the bottom right.
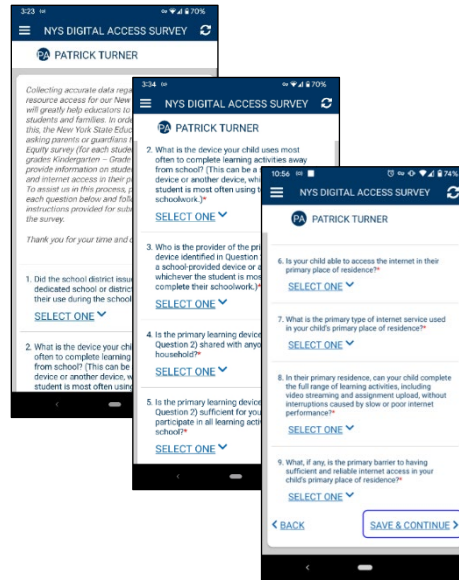
If the form was assigned to multiple students, you can select the other students here to submit identical responses for each student. Choose the student(s) for whom you wish to submit responses and confirm the submission.
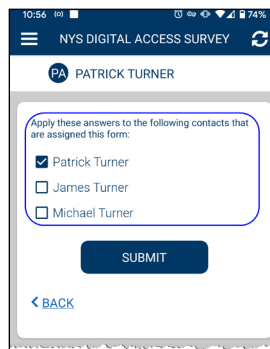
Once the response has been saved, you'll see a confirmation message.

If you need to change your responses, you can click on the Forms panel and repeat the steps above to re-submit your answers.