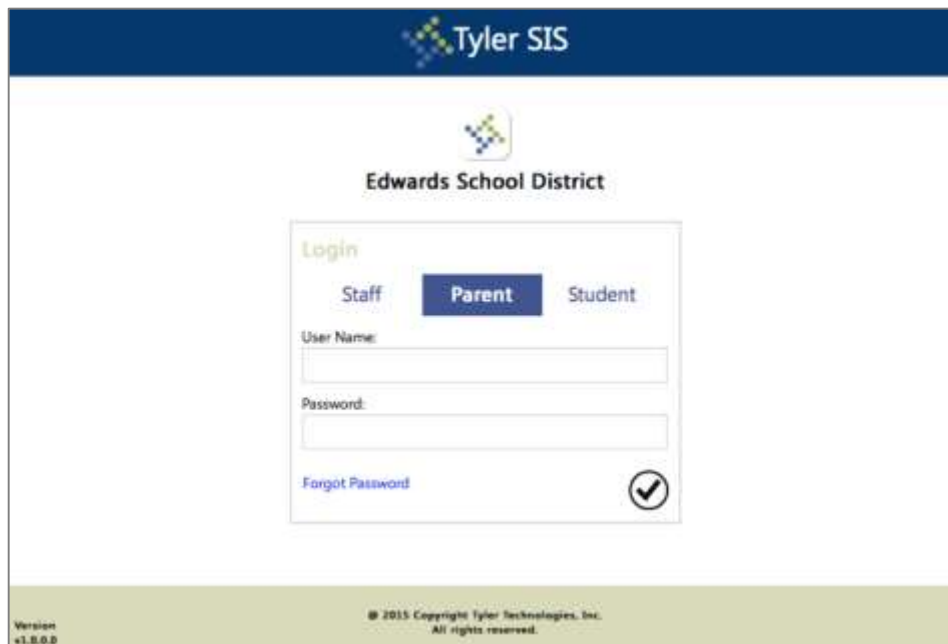# Tyler SIS Student 360 Parent Portal

To begin using the Parent Portal, follow these steps:

1.) Fill out the Parent Portal registration form and return it to the school. (already completed)
2.) Your password will be emailed to the address you provided on the registration form. (same as the one you are currently using on the old parent portal)
3.) Go to the Tyler SIS Student 360 web page sdm.sisk12.com/sn360
4.) Click on the Parents tab and then log in. You must be on the Parents tab in order for your login to work.

If you have problems or questions about accessing the site, please contact the school where your child is enrolled.

NOTE:

- If your email address changes, be sure to contact the school and let them know so your contact info can be updated.
- If you forget your password, click the Forgot Password link, enter your email address, and instructions for resetting your password will be emailed to you.
- Tyler SIS Student 360 supports the following web browsers, using the latest versions:
  - PC with Internet Explorer, Edge, Firefox, or Chrome
  - Mac with Safari, Firefox, or Chrome
  - iPad with Safari
  - Android tablet with Chrome

Once inside Tyler SIS Student 360, you will have access to several different areas of information for each child you have enrolled in the district. Each of these areas is explained below.

Navigating

Tyler SIS Student 360 is designed to be touch-friendly for tablets and computers with touch screens, but it also works well with keyboard-and-mouse input. Throughout this document, wherever the word "click" is used, tablet and touch-enabled computer users can tap instead.

The Navigation Bar sits at the top of the screen and allows you to navigate quickly.

- **Back** – go back a page
- **Home** – return to the Student Summary screen
- **Menu** – this menu shows all of the areas to which you have access so you can quickly navigate between areas without returning to the Student Summary
- **Student** – switch between your students enrolled in the district
- **Year** – choose the Academic Year for which data displays
- **Links** – if your district has created external links to other websites, those links will be listed here – St. Peter Interparish School does not have external links at this time.
- **User Preferences (displays as your name)** – access Notification Preferences, change your password, and log out from this menu
- **Language** – change between available languages
- **Help** – access a general navigation guide for Tyler SIS Student 360
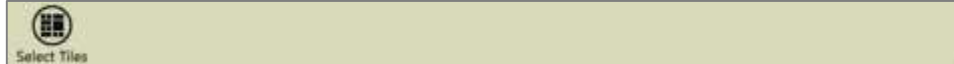
At the bottom of each screen is the Tool Bar, which changes based on which data area is being viewed. The rest of the screen displays student data.

Data Grid Screens

Throughout Tyler SIS Student 360, student data is arranged into Data Grids, with one row per record (for example, one row per course on the Course Schedule and multiple columns. When viewing a Data Grid, you can sort the data by clicking on a column heading.

The first column on many Data Grid screens is labeled "More" with a + (plus sign) icon for each row. The + icon indicates more data is available. Clicking a + icon will expand the row, and the icon will change to a – (minus sign). Click the – icon to collapse that row and hide the extra details.

Screens that have More columns also have Expand All and Collapse All buttons on the Tool Bar. Clicking those buttons will expand and collapse all of the rows on the screen.
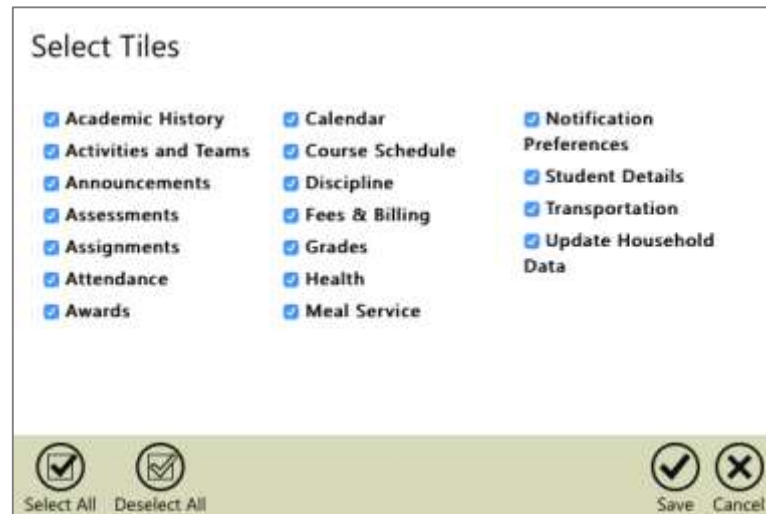
Student Summary
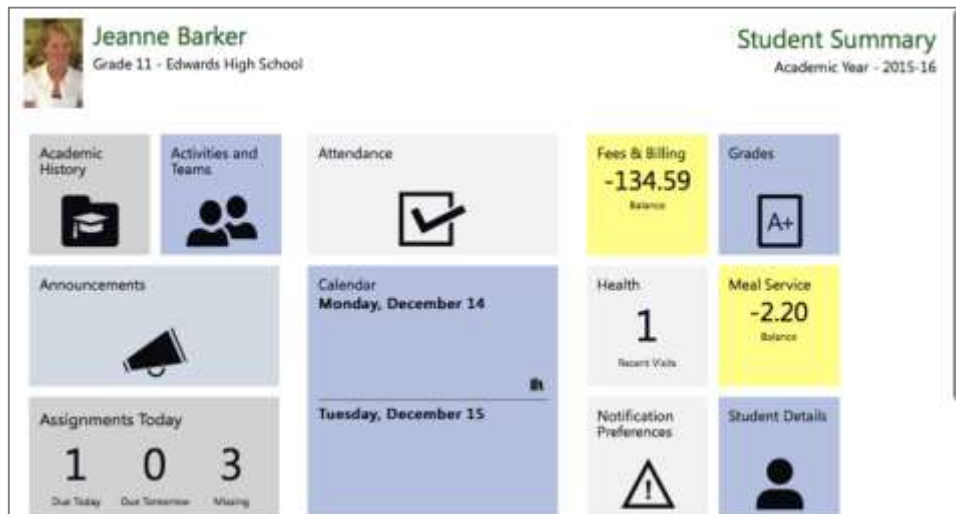
Upon logging in, the Student Summary screen is displayed. The student's picture and name appear in the upper-left of the window, and the Academic Year shows on the right. Each of the tiles on this screen link to data for the selected student in the selected Academic Year.
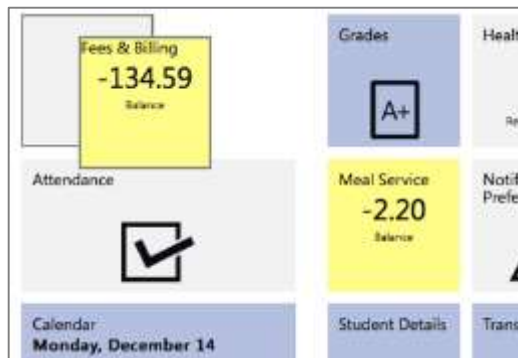
You can rearrange the tiles on this page so that the tiles you feel are most important for a student appear first. To move a tile, click and drag the tile where you want it to be. When you drag a tile to a location, a gray outline will appear, and letting go of the tile will snap it into that place.

Some tiles on the Student Summary screen show a quick summary of that area. For example, the Assignments tile shows the number of assignments due today and tomorrow as well as indicates how many assignments the student is missing. Additionally, some tiles turn yellow to alert you that something needs your attention. In the screenshots above, Fees & Billing and Meal Service are yellow to indicate the student has a negative balance in those areas.

Tiles come in three sizes: Normal, Wide, and Large. Two Normal tiles or a single Wide or Large tile fit into a column. The tiles flow from top to bottom, then from left to right into each column. Tyler SIS Student 360 will remember how you arrange each column for each student. Switching Academic Years may change which icons are available, and this may result in previously-arranged icons being moved.

The Tool Bar allows you to decide which tiles show on the Student Summary screen. Click the Select Tiles button to see a full list of available tiles. The checkbox next to each tile's name will hide or show that tile. To see all tiles, click the Select All button. To hide all tiles, choose Deselect All. Click Save to apply the settings and return to the Student Summary. At St. Peter Interparish School we do not use the announcement box and the Academic History Box. If you follow the directions above it is very easy to remove those boxes from the screen.

Academic History – Students at St. Peter Interparish School do not earn credits like in a High School, therefore this section is not used.

Announcements – St. Peter Interparish School does not use the announcement section. We use the email section of SIS or our text program to notify parents of needed information.

Assignments

The first tab on the Assignments screen shows all student assignments and scores for a particular course and term. The second tab shows all upcoming and missing assignments for all classes.

By Course Tab

On the By Course tab, choose a Course and Term. Details about all of the assignments for that course and term appear.

The following displays for each assignment:

- **Due** – date assignment is to be turned in

- **Assigned** – date assignment given to students

- **Assignment** – the assignment's abbreviated name

- **Category** – the type of assignment

- **Points Possible** and **Points Earned** – the number of points the assignment is worth, and how many points the student earned

- **Percentage** – the percentage of points possible that the student earned

- **Effective Score** – how the assignment is calculated into the student's term grade (this varies by teacher)

- **Grade** – the letter grade associated with the effective score's percentage (based on the school's grading scale, or the specific course's grading scale if applicable)

Sort the grid by clicking any of the column headings. Click the + icon to expand an assignment to see additional details for that assignment.

Upcoming/Missing Tab

On the Upcoming/Missing tab, assignments for the past 30 days and upcoming assignments for the next 30 days are displayed for all courses. The columns that deal with student scores on the By Course tab are not shown on the Upcoming/Missing tab because the student does not have a score for these assignments yet.

The color-coding indicates when assignments are due.

- **Green** – the assignment is due tomorrow
- **Orange** – the assignment is due today
- **Blue** – the assignment due date has passed, but no mark or score has been entered
- **Red** – the assignment has been marked missing by the teacher

The Color Legend button on the Tool Bar displays these colors and their meaning.

Advanced Search

The Advanced Search button on the Tool Bar (Filter button) lets you look for assignments that meet certain criteria. On the Advanced Search sidebar, enter the search criteria and click OK to search. Only assignments that meet those criteria will be shown. To clear the search criteria, use the Clear button.

NOTE: The Advanced Search can be used to select a wider date range than the 30 days back and 30 days forward that shows by default.

Attendance

The Attendance screen displays three types of attendance:

- **Regular (Absences)** – a grid displaying each date or course for which the student has been absent.

- **Excessive (Absences)** – the tracking groups that could result in letters being sent due to excessive absence

- **Special Additional** – if a student attends school outside of his or her course schedule, these records display here

Regular (Absences)

This screen shows the times when a student was absent from school. Use the View drop-down to display these records arranged four ways:

- By Date (Entire Year) – shows the absences in reverse-chronological order
- By Course Schedule – shows the absences sorted by course
    - Today Only – shows all absences, but only for courses that meet today
    - This Term – shows all absences, but only for courses that meet this term
    - All – shows all absences for all enrolled courses

St. Peter Interparish School Attendance Code Legend

- V – verified – parent has been called to verify absence

- E – excused

- A – Absent

- P – absent, but it was planned and office does not call to verify

- F – School activity – off campus – student is excused and no absence is recorded

- I – In-school suspension

- O – Out of school suspension

- U – unexcused absence

The Code Legend button on this screen's Tool Bar shows the explanation for each Absence Code in the grid.

Excessive Absences

If the student has been included in tracking groups for an excessive number of period or daily absences, those records display in the Excessive (Absences) grid. The + button in the More column shows additional details about a tracking group, including any courses or periods that are being tracked.

Special Additional Attendance – St. Peter Interparish School does not use this feature.

Calendar

By default, the Calendar displays events in Day view, but you can change the display mode to Week and Month using the icons to the right of the date. The selected view's icon will be highlighted in yellow.

The Calendar displays the student's course schedule along with assignments, absences, and discipline records. Clicking any of the cells will take you to the appropriate screen to see more detail on that item.

In Week view, all of the events on the calendar display in tiles. Clicking a column heading will take you to the Day view for that date. Clicking a tile will take you to the associated screen. For example, clicking an assignment tile will take you to that assignment on the Assignments screen. Clicking an absence will show you that absence on the Attendance screen.

Month view displays the entire month with today highlighted in gray. Icons on each day indicate if entries exist for that date: the checkbox icon indicates an absence, the textbook icon indicates an assignment is due, and the gavel icon indicates a discipline event. Clicking a day will take you to the Day view for that date. Dates outside of the currently-selected academic year will display with a gray background.

Course Schedule
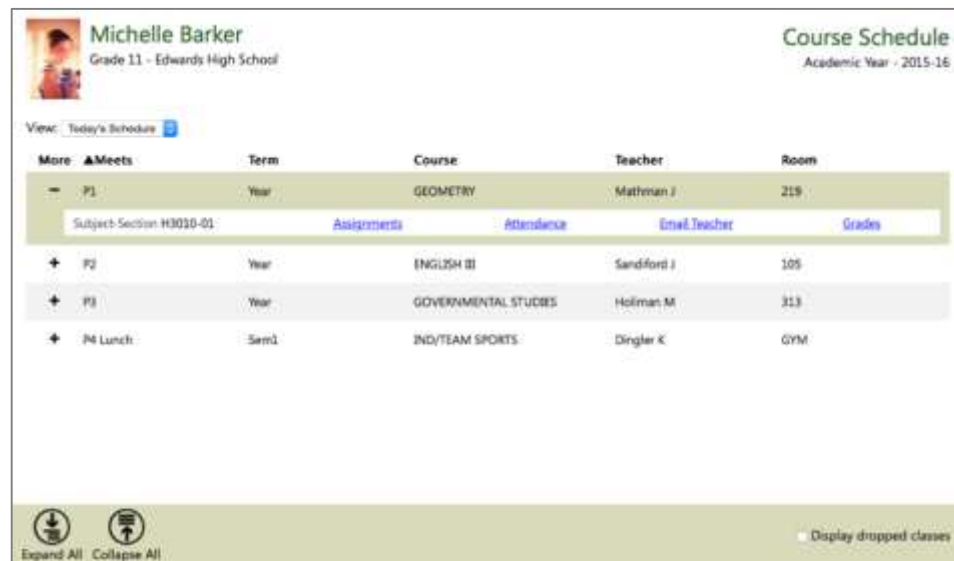
The Course Schedule screen displays the courses in which the student is enrolled. By default, only the courses that meet today display on the grid. Use the View drop-down to choose Today, This Term, or All. Click the + icon in the More column to expand a row to see additional information, including a link to the Assignments, Attendance, and Grades screens, and a link to email the teacher.

Clicking Email Teacher opens a window to send an email to the teacher. Enter a Subject and type the body of the email. If your browser supports automatic spell-checking, the browser's tools will underline potentially misspelled words or make corrections.

Use the To… button or the Change Recipients button on the Tool Bar to select other staff members to receive a copy of the email.

Once the message is ready, click Send to email the message. Any replies from the teacher will be sent directly back to your email address, rather than through the Tyler SIS Student 360 system.

Fees & Billing

The Fees & Billing screen displays fee transactions including posted fees, payments, and waivers. At the top of the screen, any balance from prior years shows along with the current year's balance. Only fees and their balances from the current year display in the grid.

Click the + icon in the More column to see individual fee and payment transactions.

Grades

Student grades display on the Grades screen. This screen combines gradebook grades with posted end-of-term grades to give a complete overview of the student's grades. The Grades screen has two views: Traditional, where regular letter grades display, and Standard-Based, which shows student marks for curriculum standards. Click the title of each to switch between them. Standard based not used by St. Peter Interparish School.

Traditional

The Traditional view shows each course where the student has a grade and a column for each term. Progress grading periods can be turned on and off by using the Show Progress Grades checkbox at the bottom of the screen. Students who are enrolled in multiple schools, like both a high school and a career education center, will have one grid for each school and show the grades from that school separately.

Grades that are underlined are links to see gradebook assignment details for that class and term. If the grade shows with a green background, that grade is an in-progress grade that has been calculated from the gradebook, rather than a finalized grade that appears on a report card. Use the + icon in the More column to see additional detail for that course, including a link to Attendance and to email the teacher.

Health

The Health screen shows information about student immunizations, medications, doctors and insurance. This screen also provides information about student health visits in the Health Visit Log view.

Immunizations

All immunizations the student received display on the Immunizations tab. The Doses received column shows what dates the student received those immunizations. If the student was exempt for an immunization, that reason will display in the Exemption Code column.

Medications

Any medications the student can receive show on the Medications view. Click the + icon in the More column to see pharmacy and doctor information, if applicable. Currently St. Peter School is not using this feature.

Health Visit Log

If the student has visited the school nurse for any reason and it was logged into Tyler SIS Student 360, those visits display on the Health Visit Log. The records display in reverse-chronological order by default. Click the Date column to reverse the order. The times the student checked in and out, the visit reason code, and action display for each record on the grid. Currently St. Peter School is not using this feature.

Doctors

Doctors associated with the student display on this screen. The doctor's name and telephone number appear in the grid. Currently St. Peter School is not using this feature.

Insurance

Student medical insurance records that have been filed with the school display on the grid. The policy number and dates that the insurance start and end appear with each record. Currently St. Peter School is not using this feature.

Meal Service

The Meal Service screen has two views: student Charges and Deposits, and the Monthly Lunch Menu. (The monthly lunch menu is not found on St. Peter Interparish list.) By default, the Charges and Deposits view is displayed.

Charges and Deposits

At the top of the screen, the student's meal service balance displays, including the rollover (start of year) balance if one exists, along with the total deposits and charges for the student throughout the school year. Below the balance, the grid displays daily meal service detail. Each date the student had a meal service transaction displays on the grid.

Click the + icon in the More column to display additional information about a date. Underlined items on the More screen will display the Monthly Lunch Menu entry for that item.

Student Details

The Student Details screen shows all demographic and contact information for a student. Parent contact information shows in the Parent/Contact Details area at the bottom of the screen.