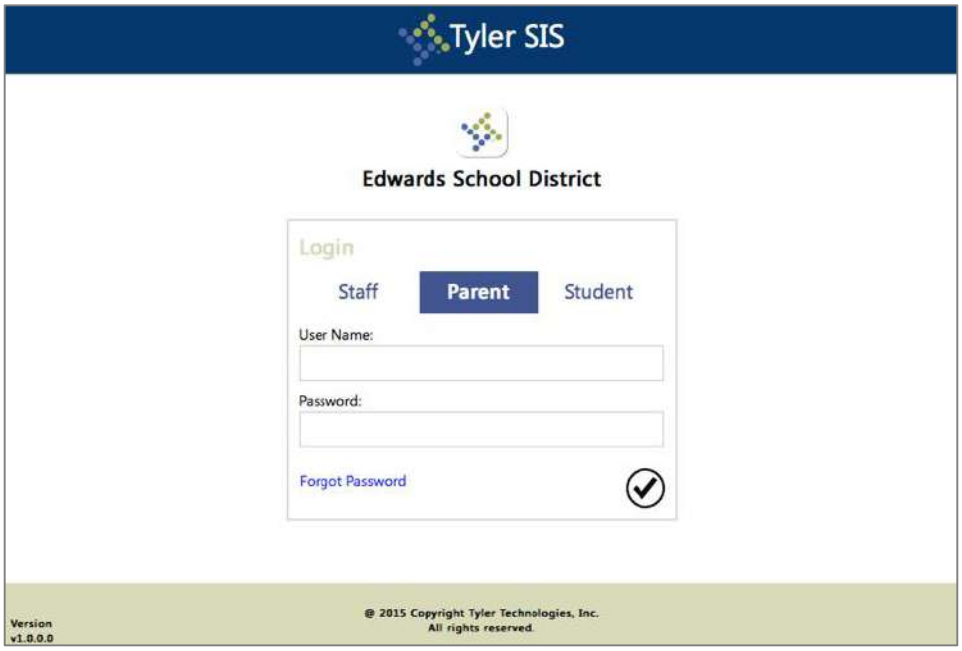
Tyler SIS Student 360 Parent Portal

To begin using the Parent Portal, follow these steps:

1.) Fill out the Parent Portal registration form and return it to the school.
2.) Your password will be emailed to the address you provided on the registration form.
3.) Go to the Tyler SIS Student 360 web page https://sdm.sisk12.com/MC360
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 or you can submit the changes yourself using the Update Household Data screen, explained below.
- 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.

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Navigating

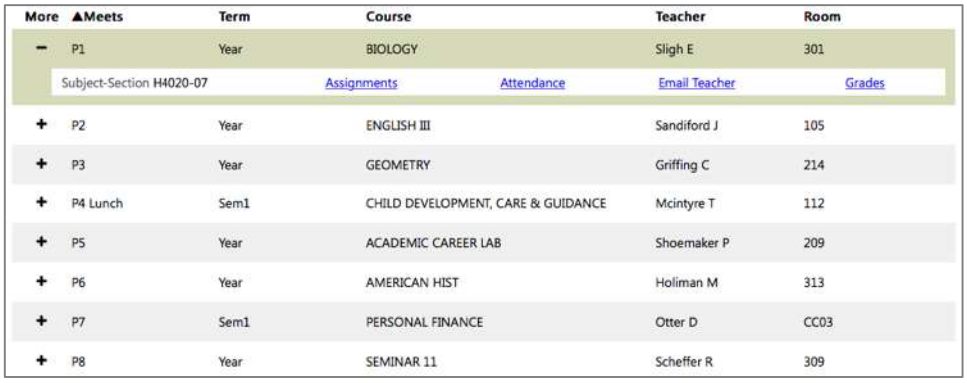
Tyler SIS Student 360 is designed to be touch-friendly for tablets and computers with touch screens, but it also works well with keyboard-and-mouse input. Throughout this document, wherever the word “click” is used, tablet and touch-enabled computer users can tap instead.

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
- **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



More	▲Meets	Term	Course	Teacher	Room
–	P1	Year	BIOLOGY	Sligh E	301
	Subject-Section H4020-07		Assignments Attendance	Email Teacher	Grades
+	P2	Year	ENGLISH III	Sandiford J	105
+	P3	Year	GEOMETRY	Griffing C	214
+	P4 Lunch	Sem1	CHILD DEVELOPMENT, CARE & GUIDANCE	Mcintyre T	112
+	P5	Year	ACADEMIC CAREER LAB	Shoemaker P	209
+	P6	Year	AMERICAN HIST	Holiman M	313
+	P7	Sem1	PERSONAL FINANCE	Otter D	CC03
+	P8	Year	SEMINAR 11	Scheffer R	309

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 screen) 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.

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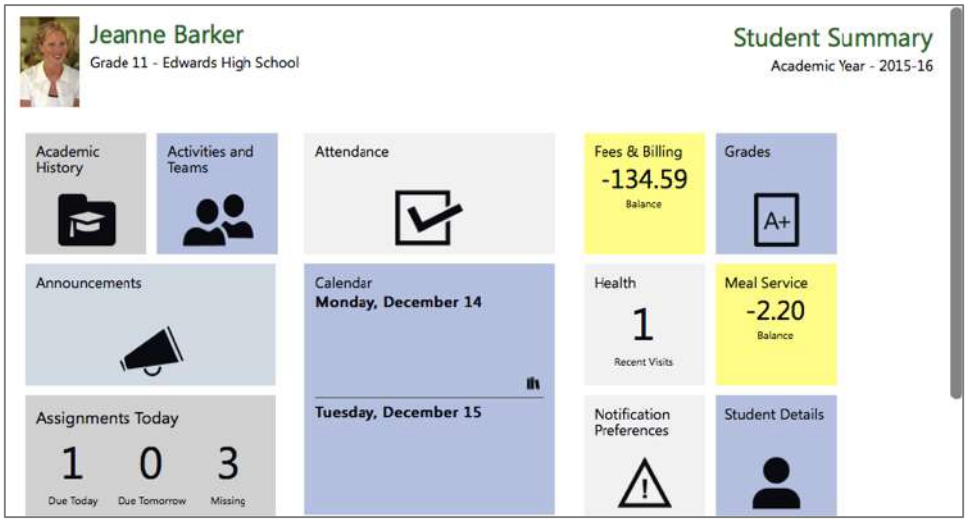
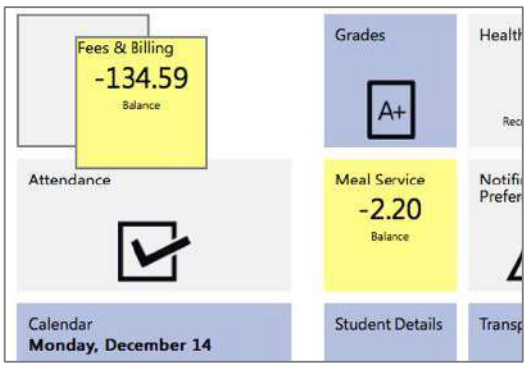
Screens that have More columns also have Expand All and Collapse All buttons on the Tool Bar. Clicking those buttons will expand and collapse all of the rows on the screen.

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

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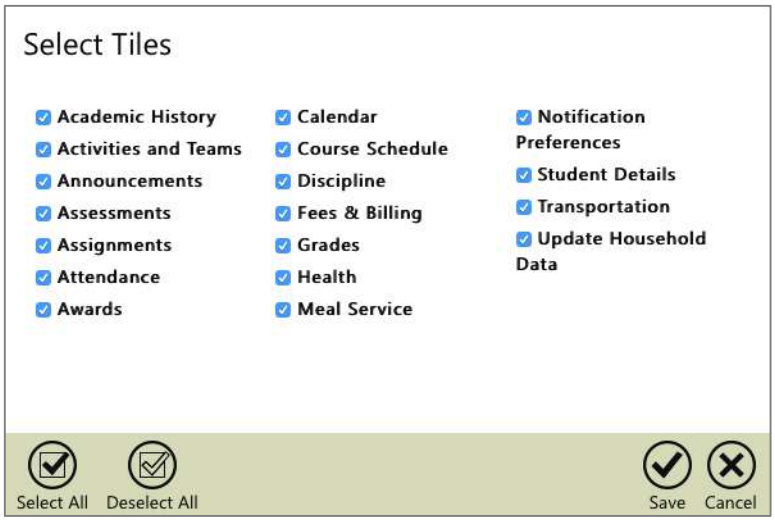
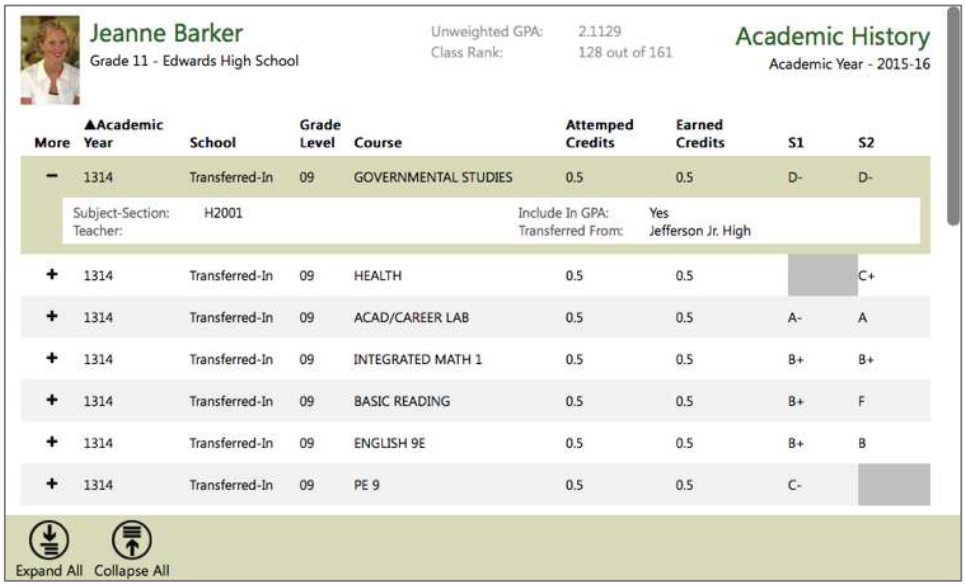
Years may change which icons are available, and this may result in previously-arranged icons being moved.



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.

Academic History



The Academic History screen displays all of the student's past high school grades. All of the columns on this screen are sortable. Click a column heading and the grid will sort the records by that selection. Each row shows information about a course.

- **Academic Year** – the year the student took the course

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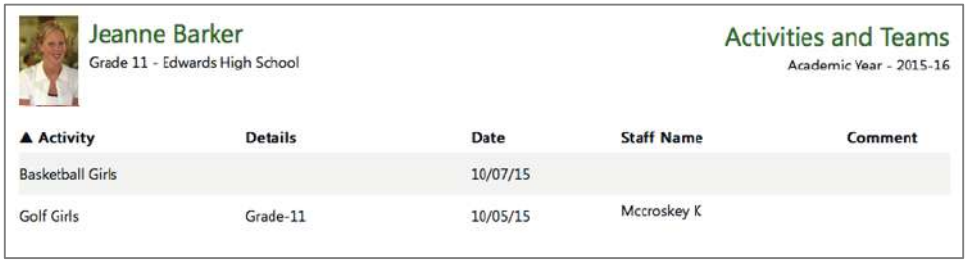
- **School** – displays Transferred-In for courses taken at another school, or Enrolled for courses taken at the enrolled school.
- **Grade Level** – what grade leved the student was enrolled in when they took the course
- **Attempted Credits** – how many credits the course was worth for each semester
- **Earned Credits** – how many credits the student earned
- **Grade columns (displayed as S1 and S2 in the screenshot above)** – the semester for each grade and the grade earned

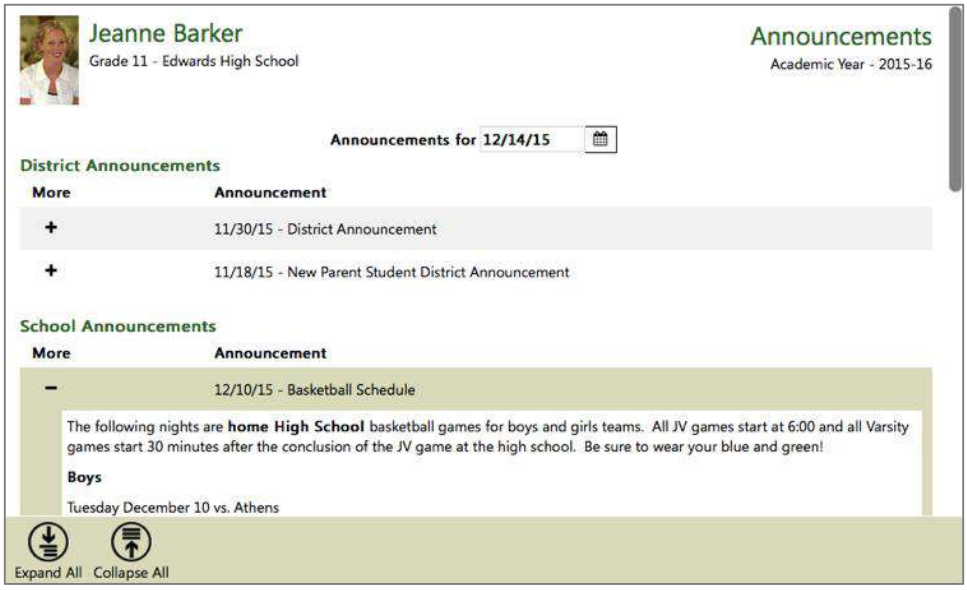
The + icon in the More column can display extra information about the course, including the course number and teacher, whether the course counts in the GPA, and, if applicable, the source school for transferred-in grades.

Activities and Teams



The Activities and Teams screen displays any extracurricular activities or teams in which the student was involved.

Announcements



All District, School, and Class announcements display together on the Announcements screen. Announcements are separated into groups, and within each group the announcements display in reverse-chronological order. To see the details of an announcement, click the + icon in the More column.

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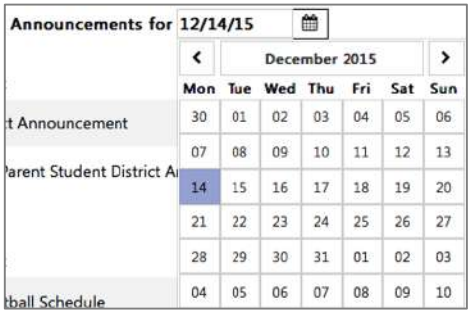
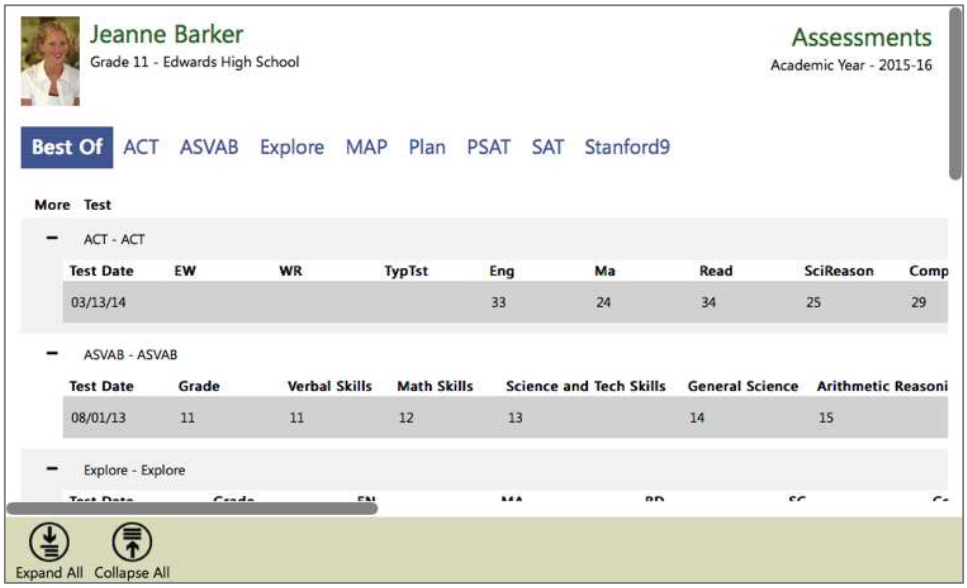


To see past announcements, use the calendar icon to select another date.

Assessments



The Assessments screen shows all student scores for any standardized tests or district-wide assessments that the student has taken. The Best Of tab shows the student's best scores for each assessment. The individual assessment tabs (in the screenshot above, ACT, ASVAB, etc.) show all student scores for that single assessment. Click the + button on each row to show more details about the assessment. The Expand All and Collapse All buttons will expand and collapse all of the rows in the grid.

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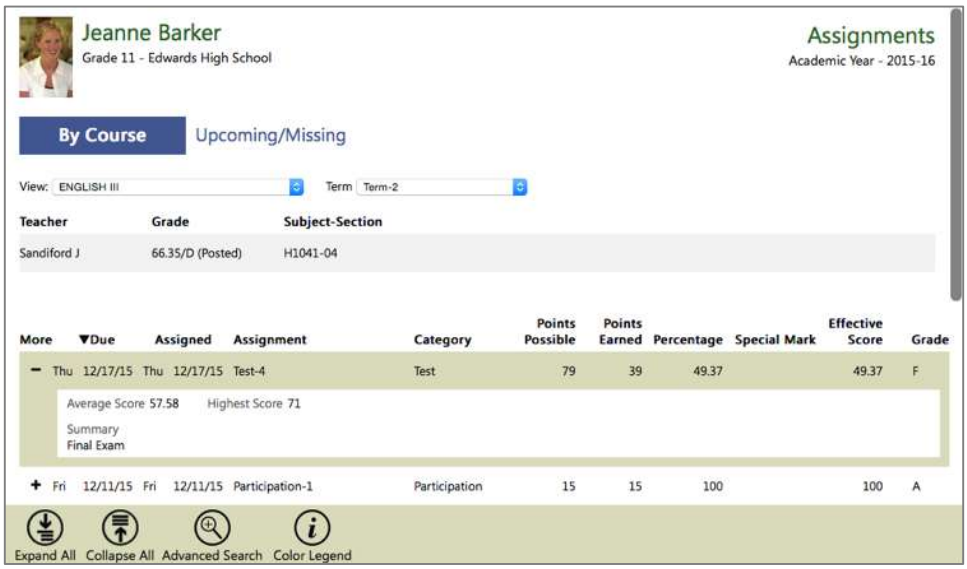
Assignments



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.

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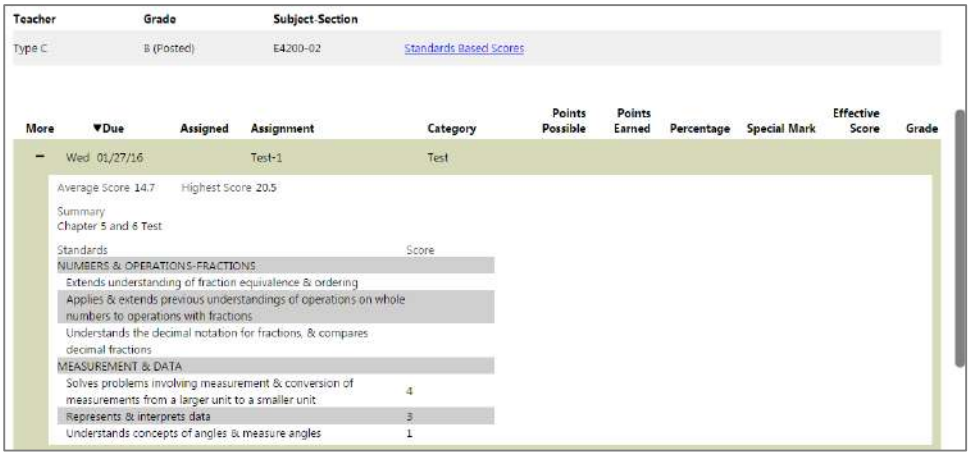
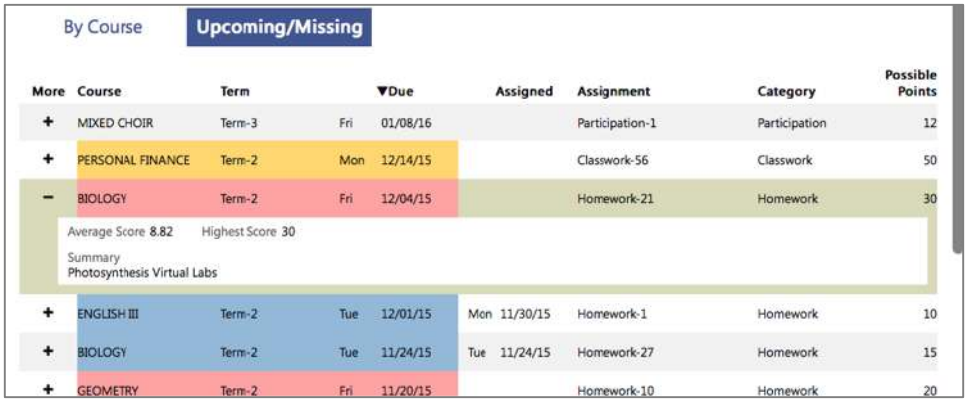
Standard-based assignments



Both the Upcoming/Missing and By Class views can display standard-based grades for assignments. Where the traditional view of each assignment shows a single score for each assignment, assignments for courses that use standard-based grades will show each standard the assignment uses. This means that each assignment could potentially have multiple scores listed. Click the + icon in the More column to see each standard along with the student's score for that standard on the 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

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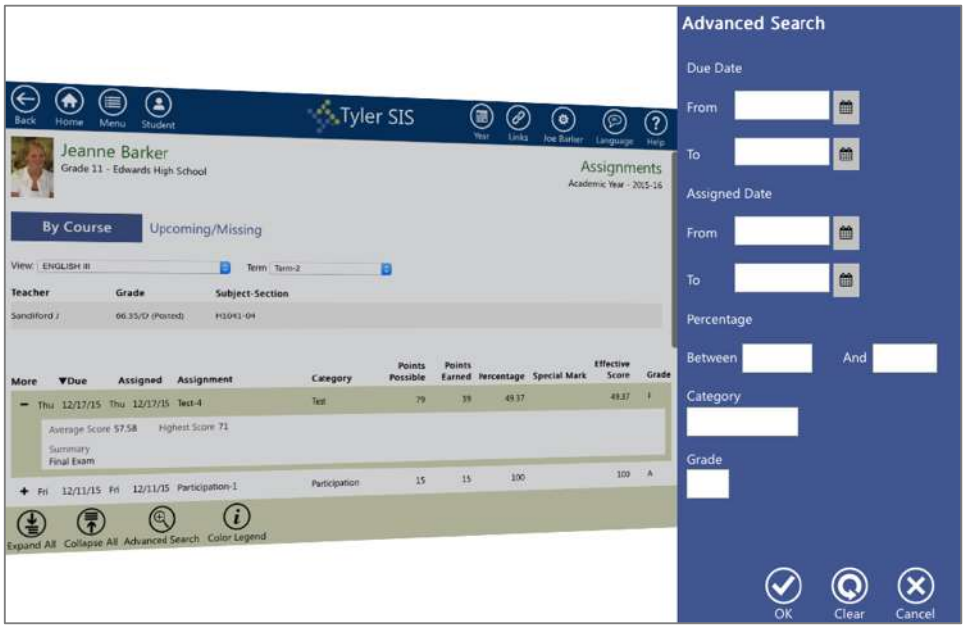
The Color Legend button on the Tool Bar displays these colors and their meaning.

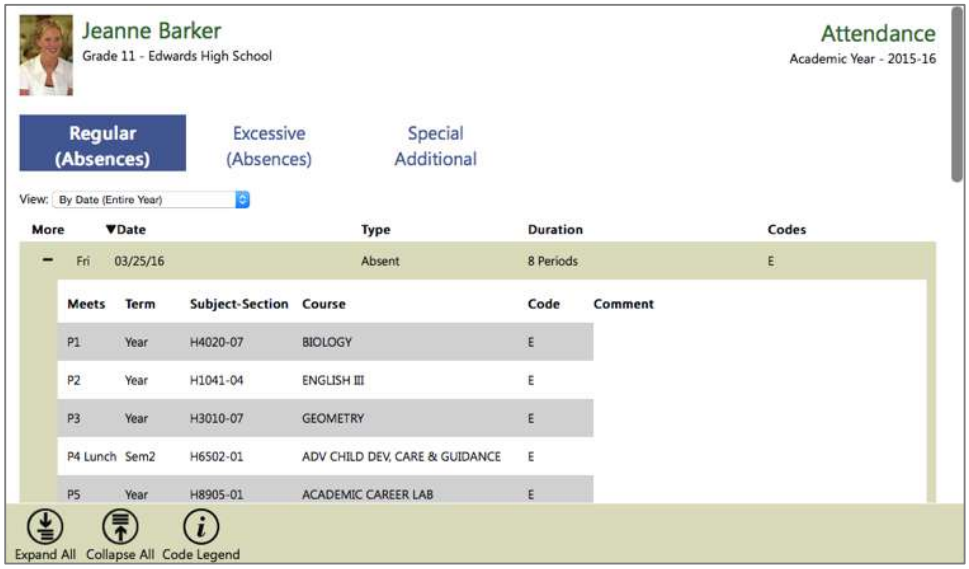
Advanced Search



The Advanced Search button on the Tool Bar 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:

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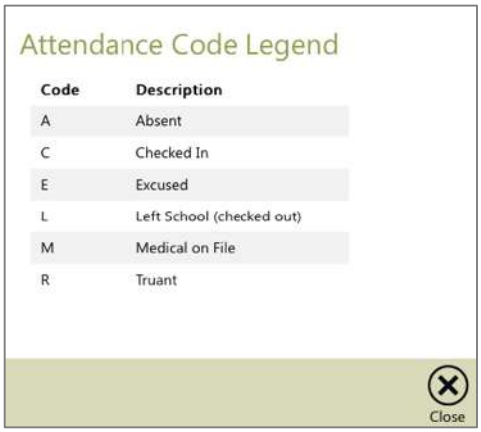
- **Regular (Absences)** – a grid displaying each date or course for which the student has been absent.
- **Excessive (Absences)** – the tracking groups that could result in letters being sent due to excessive absence
- **Special Additional** – if a student attends school outside of his or her course 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



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.

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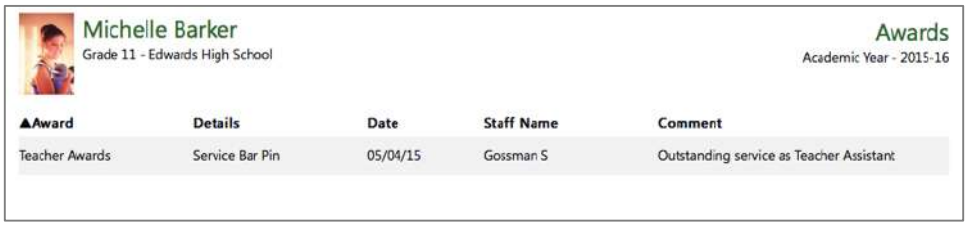
Special Additional Attendance

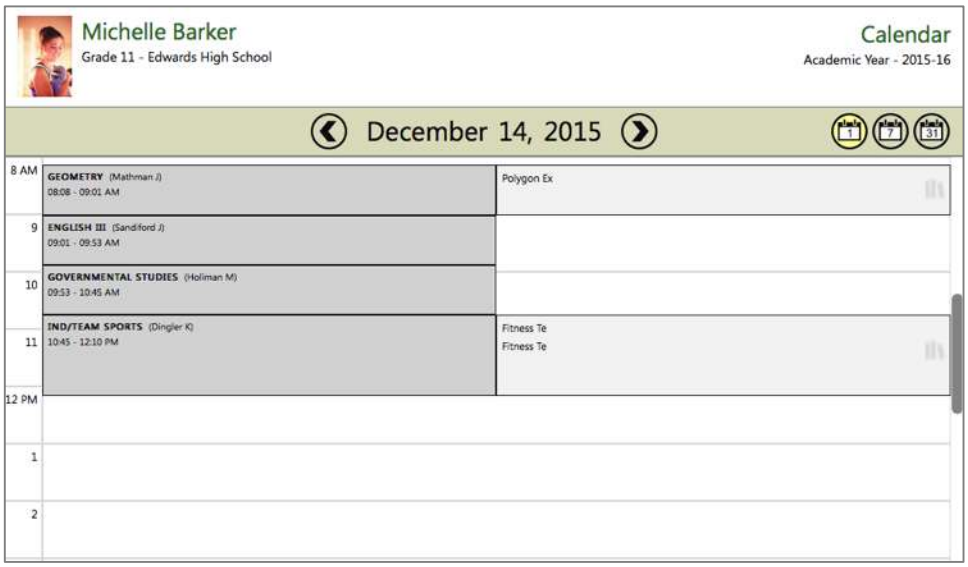
Special Additional Attendance shows any time the student has attended outside of his or her course schedule.

Awards



The awards screen shows any special awards the student has received. Clicking a column header will sort the grid by that item. The grid displays the award type, details, the date awarded, the staff member that gave the award and any comments that are associated.

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.

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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.

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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.

Use the Display dropped courses checkbox to show courses the student was enrolled in previously, but has dropped.

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.

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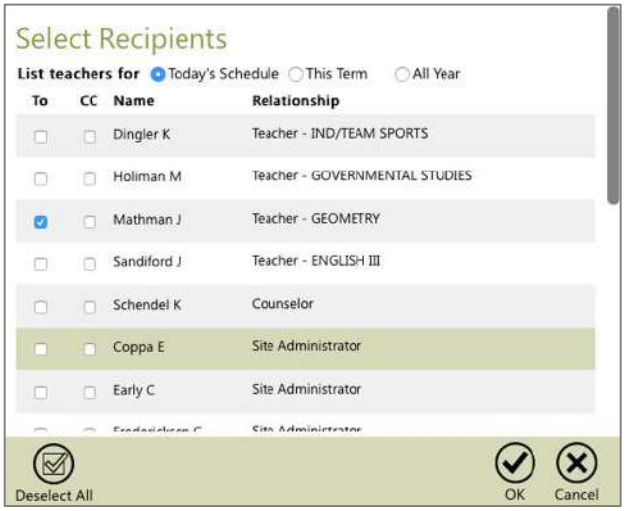

Use the To… button or the Change Recipients button on the Tool Bar to select other staff members to receive a copy of the email.

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 - - -COMING SOON!!

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. Click the Online Payment button in the Tool Bar to make a payment using your credit or debit card or bank account using PayPal.

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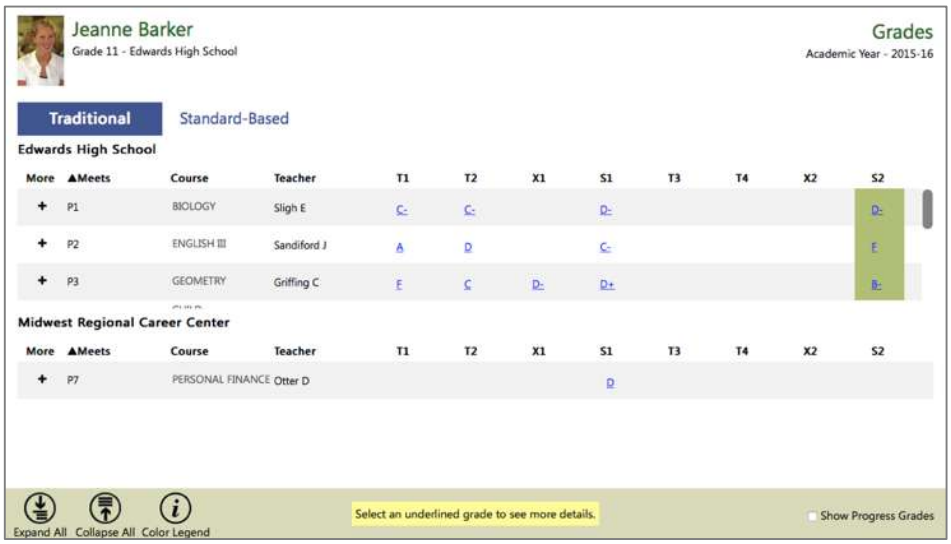
Grades



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.

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.

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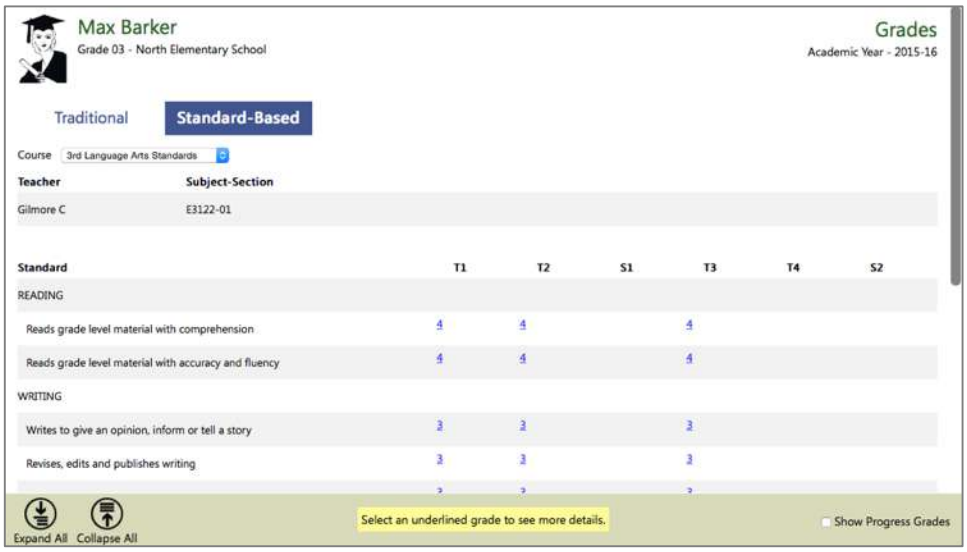
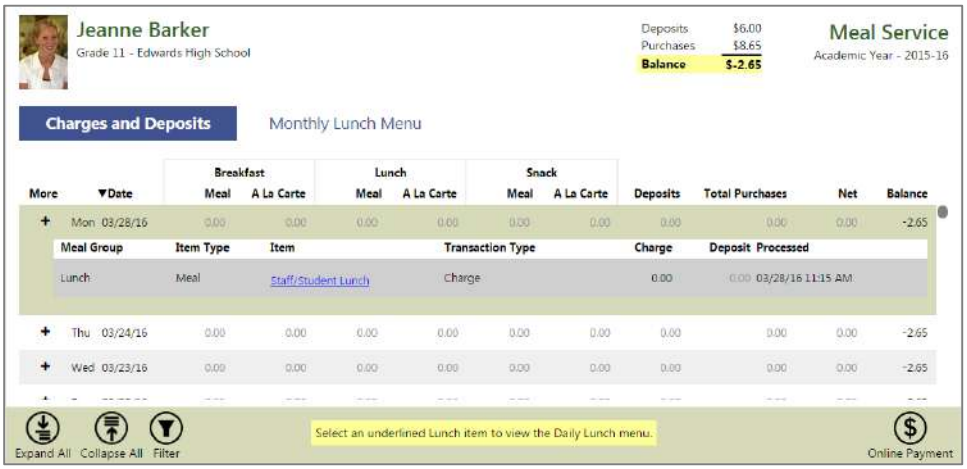
Standard-Based



The Standard-Based grade view shows all of the curriculum standards for a course and the student's mark on each one. Use the Course drop-down to choose a student course. In the grid, underlined standard marks are links that open a pop-up that explains the grading scale and shows any comment the teacher entered. The Show Progress Grades checkbox will show and hide columns for progress grades.

Meal Service



The Meal Service screen has two views: student Charges and Deposits, and the Monthly Lunch Menu. 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.

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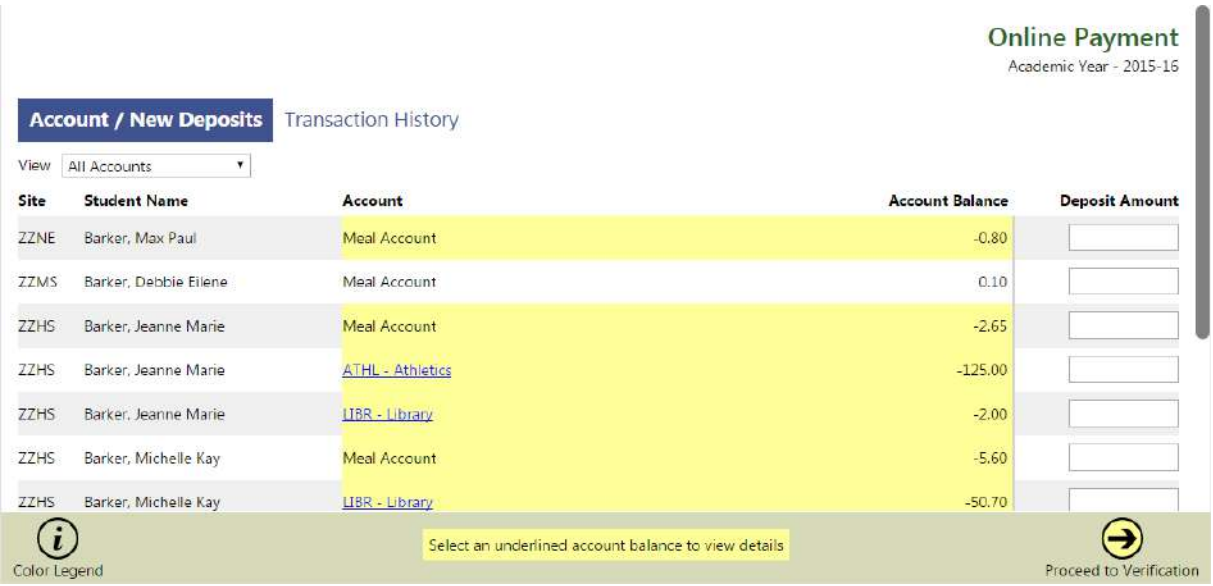
Click the + icon in the More column to display additional information about a date. Underlined items on the More screen will display the Monthly Lunch Menu entry for that item.

Notification Preferences

Use the Notification Preferences screen to see what types of notifications the school offers and if you have indicated you wish to receive those notifications. This screen contains read-only data;to make changes to your preferences, use the Set Notification Preferences option from the User menu.

Your district may offer either or both of these notifications. If one or the other is not available, that tab will not be displayed.

Online Payment - - -COMING SOON!!



The Online Payment screen shows all student Fees & Billing and Meal Service accounts. By default, the Account / New Deposits screen appears. Accounts with a negative balance will be highlighted in yellow.

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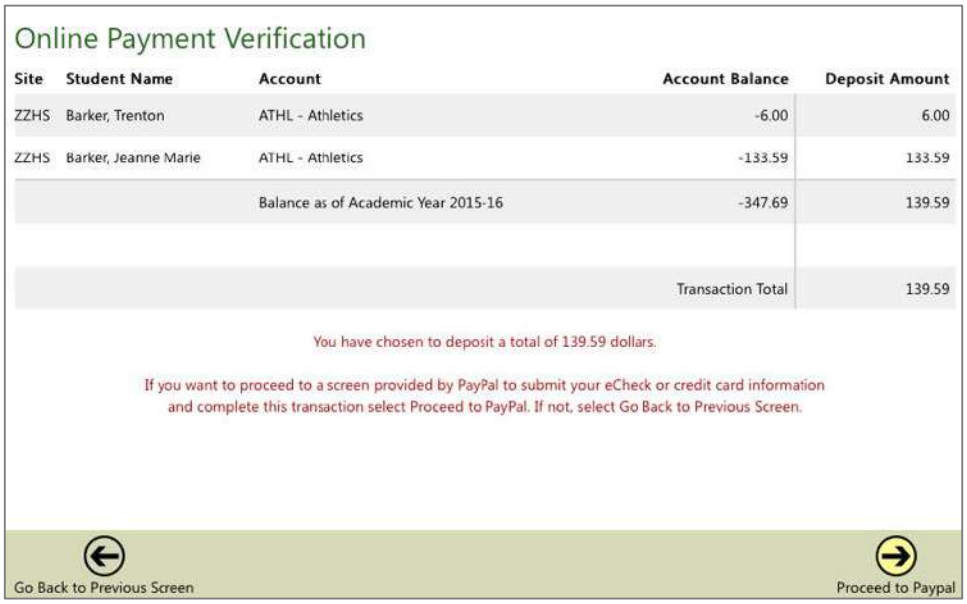
Account / New Deposits

The student's school, name, account name, and balance display on each line. Click the underlined account name to see transaction details. On the right, enter an amount to pay toward that account. Once you have entered all of the amounts you want to pay, click Proceed to Verification on the Tool Bar. After verifying that the amount is correct, click Proceed to PayPal and complete the checkout process with your PayPal account.



If you do not have a PayPal account, PayPal allows you to make a limited number of payments without creating one using a credit or debit card. If you do not complete the checkout process and receive a receipt from PayPal, the payment will not be completed and student accounts will not be credited. Such transactions appear on the Transaction History screen as "Initiated."

Transaction History

All online payment transactions for the school year appear on the Transaction History screen. The invoice number, date/time, parent name, deposit totals, and status appear in the grid. Click the + icon in the More column to see which specific student accounts were included in the transaction.

Depending on the payment method and other circumstance, the Status column will show one of four statuses.

- **Initiated** – a payment has been started but has not yet completed. This could be that an echeck has not completed or that the user stopped after clicking Proceed to PayPal. Echecks take up to five business days to clear.

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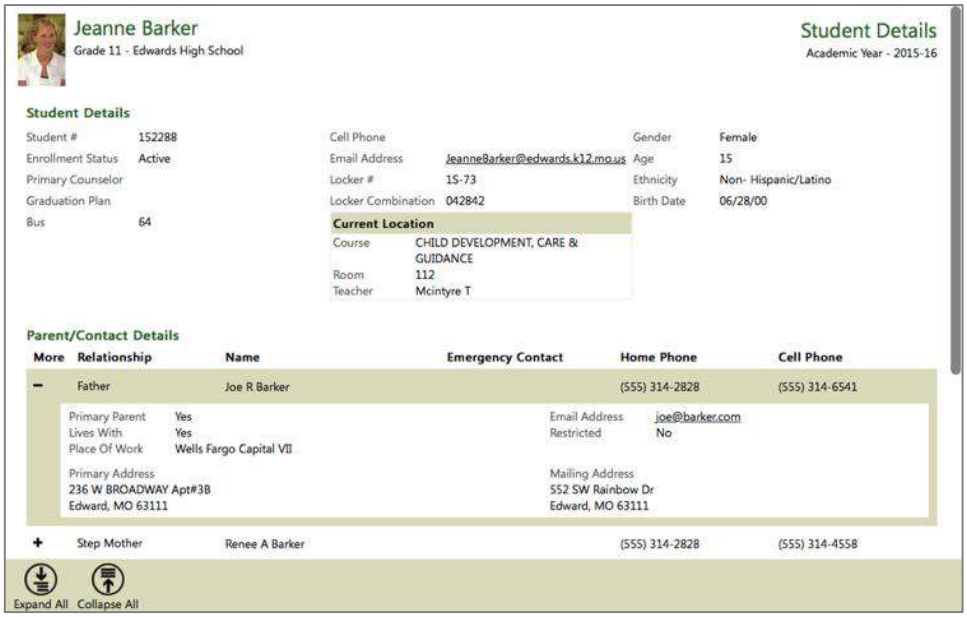
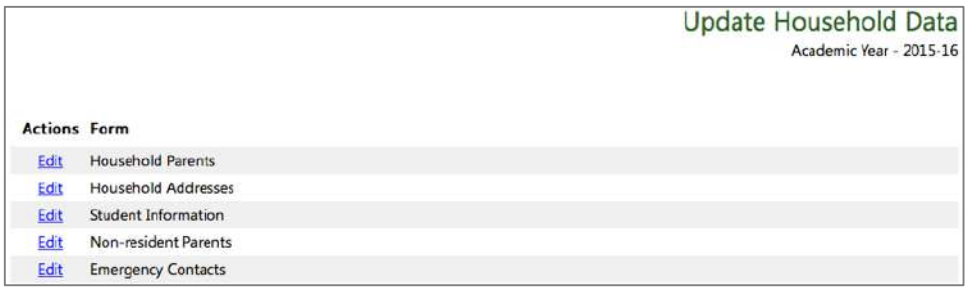
- **Completed** – the payment has successfully completed and the student accounts have been credited.
- **Denied** –the payment was denied by PayPal. You should have received an email from PayPal explaining the reason.
- **Reversed** –the payment has been returned or refunded.

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. To update student or contact information, use the Update Household Data screen to submit those changes to the school.

Update Household Data



Rather than call or physically go to the school to update information about your household, you can submit updated information via the Update Household Data screen. These submissions still have to be approved by the district, so they may not take effect immediately.

To update information about your household, click the Edit link for the desired form:

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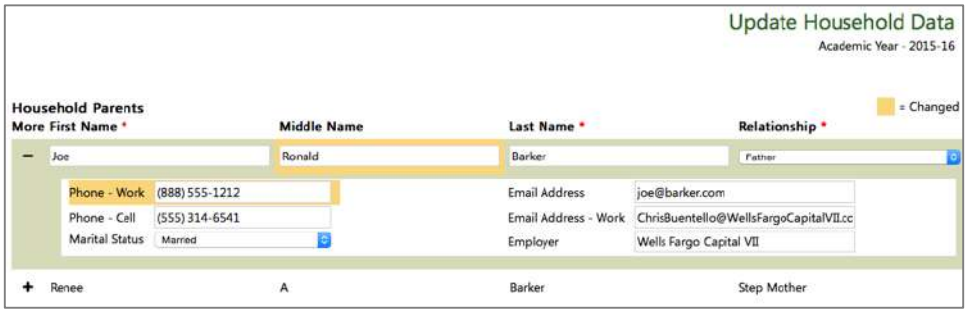
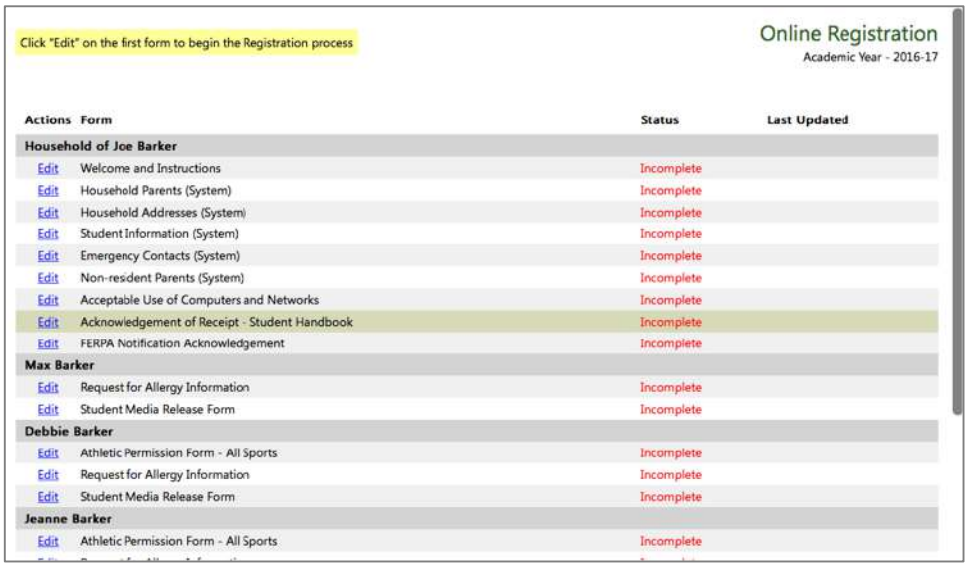
- **Household Parents** – parents who live in the household and their relationships to each student.
- **Household Addresses** – the address information for the students' household parents
- **Student Information** – the students' names, birthdates, ethnicity and race information, and other student-specific data
- **Nonresident Parents** – parents who are associated with one or more students in the household and live elsewhere. Edit address and contact data and choose which student(s) with whom a non-resident parent is associated.
- **Emergency Contacts** – set and add emergency contacts for each student. Edit contact data including phone number, calling order (priority), and relationship.



As you work, the data that you changed will be highlighted in orange. Click the Save button on the Tool Bar to save your changes. To revert the changes that you've made on a form, click the Start Over button. Click the Return to List button to go back to the list of editable forms.

Online Registration



Online Registration allows you to register your students for school at different times throughout the year. To complete the registration process, fill out each form, mark it completed, and then submit to the school.

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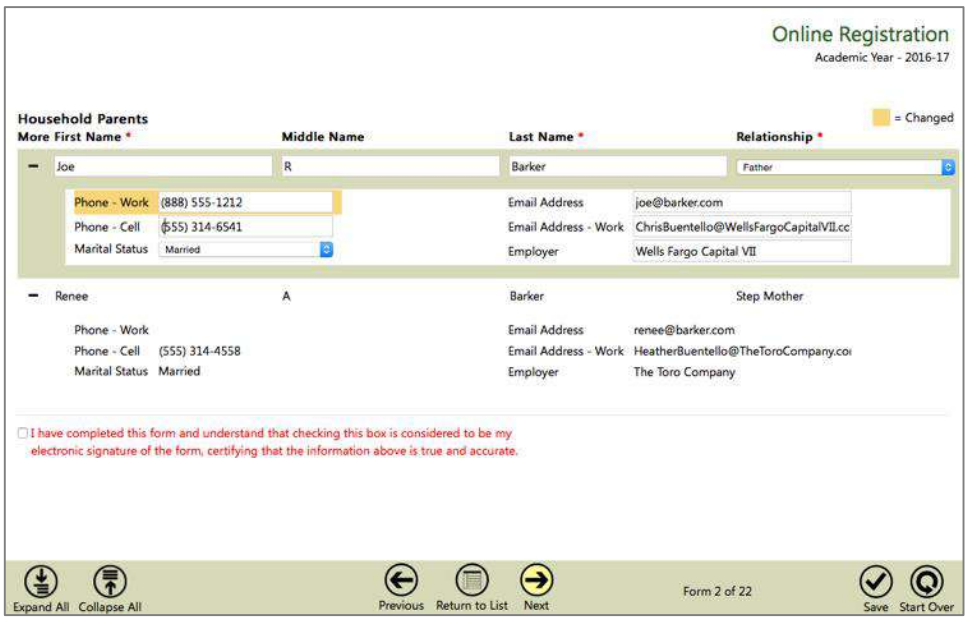
To alert you that Online Registration is available, the Student Summary page will display the Online Registration tile in red, and a message will indicate that registration needs to be completed. Click the tile to access the form list (pictured above).



Edit each form by clicking the Edit link on the first line. As you work, the data that you changed will be highlighted in orange. The Tool Bar contains several buttons to make the registration process easy.

- **Expand All/Collapse All** – if the form contains a grid with expandable rows, these buttons will appear and allow you to expand and collapse all of the rows in the grid.
- **Previous/Next** – these buttons will save your work and cycle through the forms. To the right of Next, the number of the form you are editing and the total number of forms displays (Form 2 of 22, above).
- **Return to List** – this button will save the form you're editing and return to the list of forms.
- **Save** – save your progress on this form
- **Start Over** – this will reset the current form back to its original state, which may be useful if you made a mistake on a form.

At the bottom of each completed form, check the box with red text indicating that you have completed the form. This checkbox serves as your electronic signature verifying that the data on the form is true and accurate.

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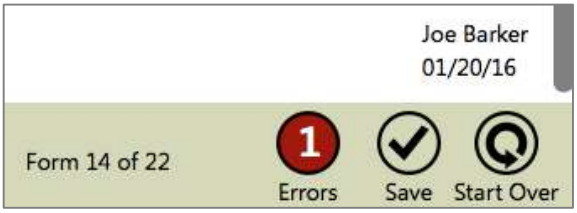
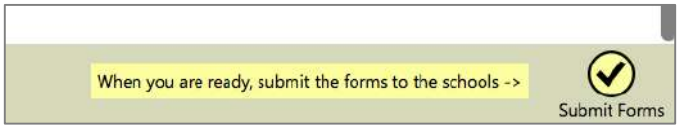


Some forms have required fields, which are indicated by an asterisk next to each one. If you mark a form complete but did not complete a required field, an error will appear in the right-hand side of the Tool Bar. The number inside the circle shows how many incomplete required fields need to be addressed. If you cannot complete the form for some reason, uncheck the electronic signature box and move on. Otherwise, fix the errors and continue.



When all forms are completed, you must submit them. On the form list, the Submit button will appear highlighted on the right-hand side of the Tool Bar. Click this button to send your forms to the school.

Upon submitting your registration, you'll receive a confirmation on the screen, and the Online Registration tile on the Student Summary page will turn green.

Once your registration has been processed, the Submitted text will change to Accepted. If for some reason your Online Registration forms require revision, the school will contact you and the button will turn red again. Simply correct the errors and re-submit your Online Registration.

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