

# Student 360 Course Request - Parent/Student Portal

## Login to Begin

You must be on the Student tab for your login to work. Click the **Student** tab and then log in using your **User Name** and your portal **Password**.

Tyler SIS

Edwards School District

STAFF PARENT **STUDENT**

User Name: 9995291641

Password: [REDACTED]

[Forgot your student password?](#)

✓ Login

For assistance with SIS Software, contact Edwards School District's Coordinator Phone: 555.555.1212 Email: help@edwards.k12.mo.us

If you have problems or questions about accessing the site, please contact your school or the email shown at the bottom of the login screen.

The Student portal supports the following web browsers, using the latest versions:

- PC with Firefox, Microsoft Edge, or Chrome
- Mac with Safari, Firefox or Chrome
- iPad 10" with built-in Safari browser
- Android 9" or larger with built-in Chrome browser

## First Time Logging In

When you log in to Student 360 for the first time, a Welcome dialog explains some of the new settings to get you started. Click **Close** to continue.

Tyler SIS

Max Barker

Grade 03 - North Elementary School

ACADEMIC YEAR: 2019-20

Student Summary

Academic Year: 1819

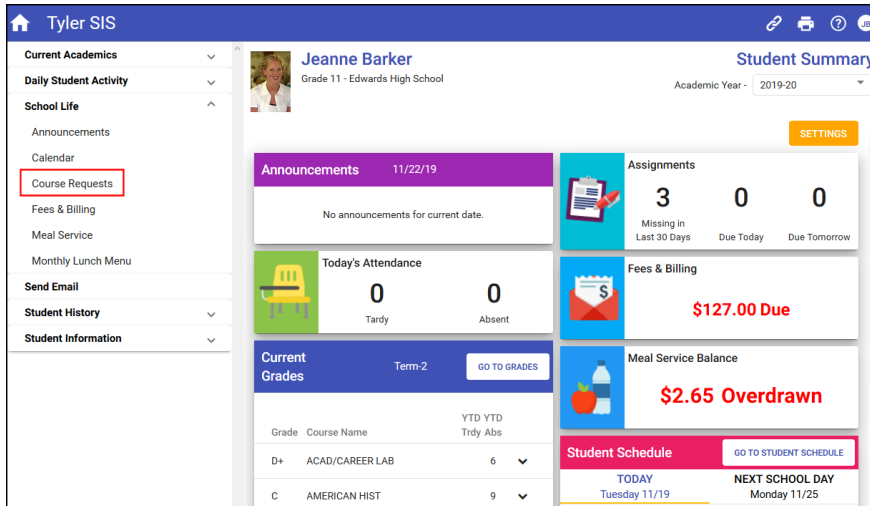
Settings

Close

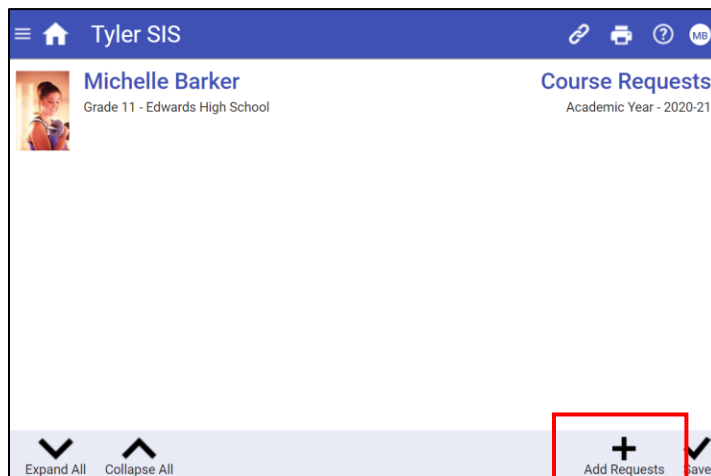
# Entering Course Requests

Course Requests are entered for the **future** school year.

1. On the Student Summary screen, select **Course Requests** from the left menu.



2. Select **Add Requests** from the bottom bar.



## Entering Course Requests by Group

The Group option allows students to select a pre-built list of courses with a single selection.

- The **Group** option displays the list of available subject groups. Selecting **“7<sup>th</sup> Grade Core Classes”** or **“8<sup>th</sup> Grade Core Classes”** subject group and clicking **Next** will automatically add all courses from that group to the student requests. *(Any advanced classes or special education class adjustments will be made per teacher recommendation by school at a later date)*

**Add Requests**

If you know the exact Group or Subject and Section you want to add, enter it below.

11th Grade Core  
12th Grade  
9th grade core - geom  
9th grade core - alg

Otherwise, select how you want to view the available courses

View Options

Next Close

- From the bottom bar, **Next**, will add the selected subject group to the student’s list of course requests. **Back** will return to the **Add Requests** screen. **Clear Selections** will remove all checks. **Cancel** will return to the course request screen.
- Then select **“7<sup>th</sup> Grade Electives”** or **“8<sup>th</sup> Grade Electives”** from the **Subject Selection List**, then **Next**.

**Add Requests**

If you know the exact Group or Subject and Section you want to add, enter it below.

Group

or

Subject

Section

Otherwise, select how you want to view the available courses

View Options  
Subject Selection List

Next Close

- The available subject selection list, **“7<sup>th</sup> Grade Electives”** or **“8<sup>th</sup> Grade Electives”** will display.

Tyler SIS

Michelle Barker  
Grade 12 - Edwards High School

Course Requests  
Academic Year - 2020-21

Add Requests: Subject Selection Lists Filter Course=Alg

More Group

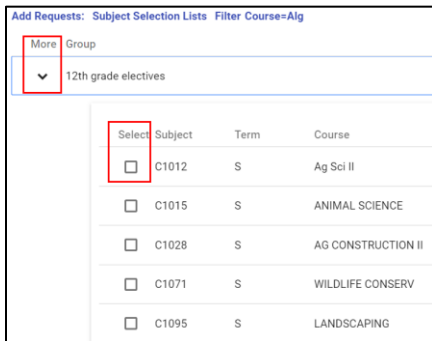
- 12th grade electives
- 9th grade electives
- Electives

Expand All Collapse All

Back Clear Selections Next Cancel

7. Use the **More** option to display the list of courses. Use the **Select** box to select the elective courses you want to enroll in.

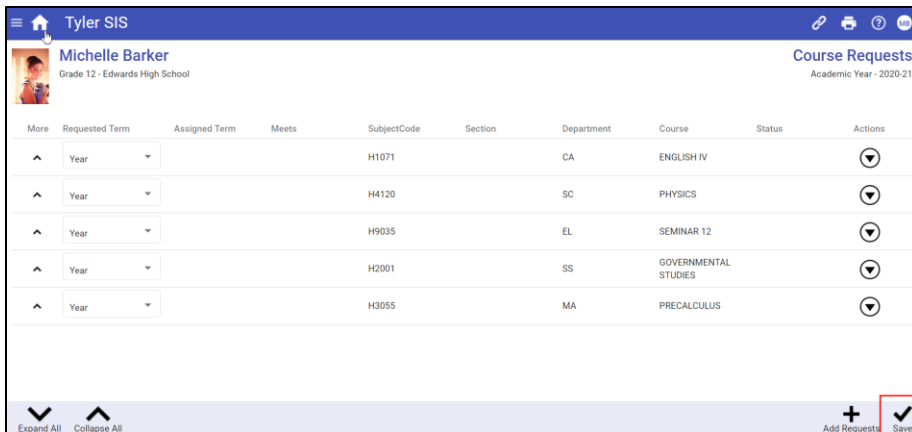
***\*(Be sure this matches Option 1 (4 semester choices), Option 2 (one year long & 2 semester choices) or Option 3 (2 year-long choices) on your course selection sheet that parents signed).***



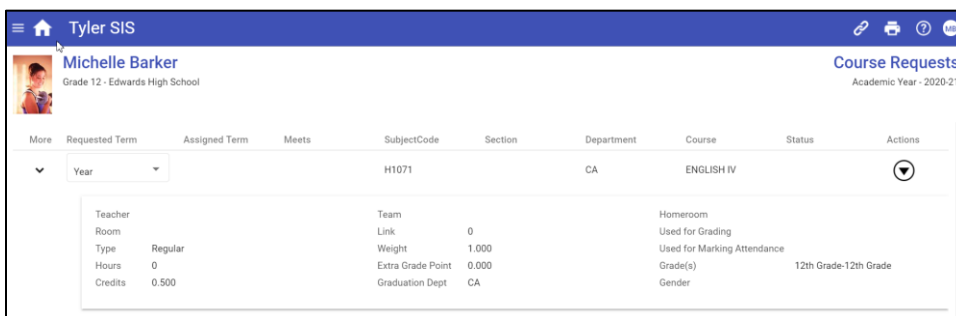
8. From the bottom bar, **Next** will add the selected subjects to the student's list of course requests. **Back** will return to the **Add Requests** screen. **Clear Selections** will remove all checks. **Cancel** will return to the course request screen.

Use the **More** option to display the list of courses. Use the **Select** box to select the courses.

9. Once course requests are completed, from the bottom bar **Save** all selections.



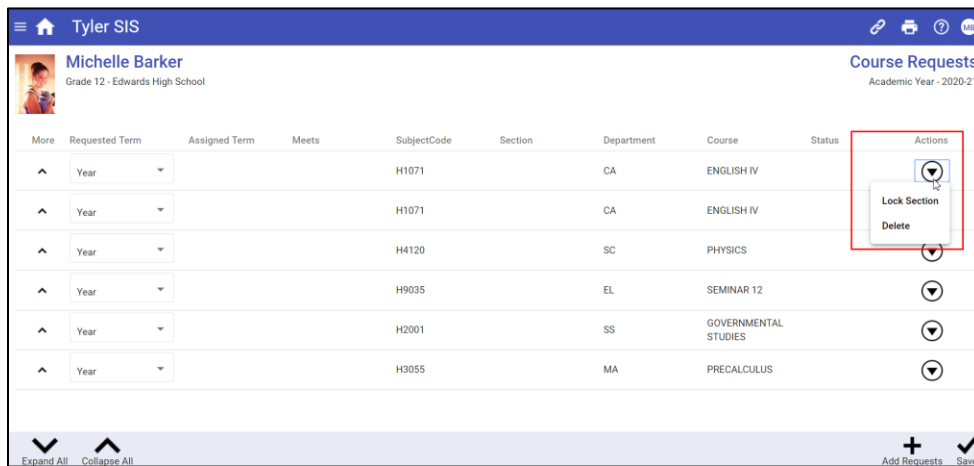
10. The **Expand All** option on the bottom bar displays the details of the courses. **Collapse All** hides course details.



## Editing Course Requests

Once course requests are selected, **DO NOT** change the term, delete the core course request or lock in a section number.

1. Only delete an unwanted course that may have been accidentally added (an elective course, **DO NOT DELETE** Core Classes) using the **Actions** button and **Delete**. When the confirmation box displays, select **OK** to delete the course. Select **Cancel** to keep this course.



More	Requested Term	Assigned Term	Meets	SubjectCode	Section	Department	Course	Status	Actions
^	Year			H1071		CA	ENGLISH IV		Lock Section Delete
^	Year			H1071		CA	ENGLISH IV		
^	Year			H4120		SC	PHYSICS		
^	Year			H9035		EL	SEMINAR 12		
^	Year			H2001		SS	GOVERNMENTAL STUDIES		
^	Year			H3055		MA	PRECALCULUS		

### Delete Request

Are you sure you want to delete this request?

✓  
OK
✗  
Cancel

2. **Save** any changes to edited course requests.
3. You are finished with your Course Request submission. Be sure you have submitted your parent signed copy in your Counseling Google Classroom as well.