# 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	
	tarrije S
	Edwards School District
	STAFF PARENT STUDENT
For assistance with	SIS Software, contact Edwards School Deshdol: IS Coordinator Phone: 555.555.1212 Email: Holp-@edwards.k12.mo.us
360 Wesien v2019.3.3.1 C v9.58	© 2019 Copyright Tyler Technologies, Inc. All rights reserved.

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.

Current Academics	^ ^		Stu
Assessments	Grade 03 - North Elementary School	Academic Year	2018-
Assignments	Activition		
Daily Student Activit			
	Online Registration must be completed for 1920 View		
Attendance	Welcome!		
Discipline			
Student Schedule	Here are a couple of things to help get you started.		
School Life	1. On the homepage, the menu is always visible on the left side of the screen. On other pages, the menu can be accessed by selecting the menu icon in the upper left corr	er of the screen:	
Announcemente	Tyler SIS	2 B	a •
Calendar		v	-
Fees & Billing	2. You may choose what information is shown on the Home page by using the Settings panel, accessed by selecting the Settings button in the upper right corner of the so	creen:	
Meal Service	d 🖶 🛛 🕹		
Monthly Lunch Mer	Student Summary		
Online Payment	Academic Ver- 1819		
Online Registration	Academic Year - Terry -	$\mathbf{N}$	
Send Email	SETTING		
Student History			
Academic History			X
Awarda	TODAY		Clos



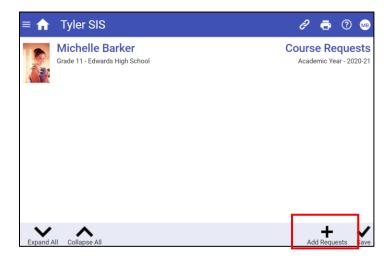
#### Entering Course Requests

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

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

Tyler SIS							Ć	? 🙃 '	?
Current Academics	× (	Je	anne Barker				Stud	ent Sum	۱m
Daily Student Activity	~	Gra	de 11 - Edwards High School			Acader	mic Year - 201	19-20	
School Life	^								
Announcements								SETTIN	IGS
Calendar		Announce	ements 11/22/19			Assignments			
Course Requests		Announce			E .	3	0	0	
Fees & Billing			No announcements for curr	ent date.		-	U	U	
Meal Service						Missing in Last 30 Days	Due Today	Due Tomo	rrow
Monthly Lunch Menu			Today's Attendance			Fees & Billing			-
Send Email			0	0	-s				
Student History	~	11 11	Tardy	Absent		\$	127.00 Di	ue	
Student Information	~	_							_
		Current	Term-2	GO TO GRADES		Meal Service B	alance		
		Grades				\$2.6	5 Overd	Irawn	
				YTD YTD		Ų2.0		awii	
		Grade Co	urse Name	Trdy Abs					-
		D+ AC	AD/CAREER LAB	6 🗸	Student S			JDENT SCHEDU	
		C AN	VERICAN HIST	9 🗸		ODAY day 11/19		CHOOL DAY day 11/25	t –

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.

3. 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)

If you know the enter it below.	e		you want	to add,
	11th Grade Core	Ð		
L	12th Grade			
	9th grade core - geom			
	9th grade core - alg			
Otherwise, sele	ct how you want to view th	e availabl	e courses	
	View Options	•		

- 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.
- 5. Then select "7<sup>th</sup> Grade Electives" or "8<sup>th</sup> Grade Electives from the Subject Selection List, then Next.

enter it below	he exact Group or Subjec v.	t and Section j	ou want	o auu,
	Group	-		
	or			
	Subject			
	Section			
Otherwise, e	View Options	w the ovailable	0000000	
	Subject Selection	List 🔹		

6. The available subject selection list, "7<sup>th</sup> Grade Electives" or "8<sup>th</sup> Grade Electives" will display.

≡ ♠	Tyler SIS	ó	2 🖶 (	୭ 📟
	Michelle Barker Grade 12 - Edwards High School		rse Req ademic Year	
Add Requ	ests: Subject Selection Lists Filter Course=Alg			
More	Group			
^	12th grade electives			
^	9th grade electives			
^	Electives			
Expand	UI Collapse All	← Q Back Clear Select	tions Next	X 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).

Add Requ	ests: Su	bject Sel	ection Lists	Filter Course=	=Alg
More	Group				
~	12th gra	de electi	ves		
		Select	Subject	Term	Course
			C1012	S	Ag Sci II
			C1015	S	ANIMAL SCIENCE
			C1028	S	AG CONSTRUCTION II
			C1071	s	WILDLIFE CONSERV
			C1095	S	LANDSCAPING

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.

	Michelle Barke Grade 12 - Edwards High							C	Course Requests Academic Year - 2020-2
More	Requested Term	Assigned Term	Meets	SubjectCode	Section	Department	Course	Status	Actions
^	Year 👻			H1071		CA	ENGLISH IV		$\overline{\bullet}$
^	Year 👻			H4120		SC	PHYSICS		$\odot$
^	Year *			H9035		EL	SEMINAR 12		$\overline{\bullet}$
^	Year 👻			H2001		SS	GOVERNMENTAL STUDIES		$\odot$
^	Year 👻			H3055		MA	PRECALCULUS		$\overline{\bullet}$

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

100		Aichelle Barker rade 12 - Edwards High School							rse Request ademic Year - 2020-
More	Requested Term	Assigned Term	Meets	SubjectCode	Section	Department	Course	Status	Actions
~	Year	•		H1071		CA	ENGLISH IV		$\odot$
	Teacher			Team			Homeroom		
	Room			Link	0		Used for Grading		
	Туре	Regular		Weight	1.000		Used for Marking Attenda	nce	
	Hours	0		Extra Grade Point	0.000		Grade(s)	12th Grade-12th	Grade
	Credits	0.500		Graduation Dept	CA		Gender		

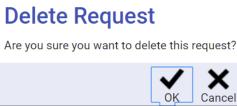


# Editing Course Requests

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

 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.

T									
More	Requested Term	Assigned Term	Meets	SubjectCode	Section	Department	Course	Status	Actions
^	Year	-		H1071		CA	ENGLISH IV		Q
^	Year	•		H1071		CA	ENGLISH IV		Lock Section
									Delete
^	Year	*		H4120		SC	PHYSICS		$\odot$
^	Year	<b>~</b>		H9035		EL	SEMINAR 12		$\overline{\bullet}$
^	Year	•		H2001		SS	GOVERNMENTAL STUDIES		$\odot$
^	Year	•		H3055		МА	PRECALCULUS		$\overline{\bullet}$



- 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.

