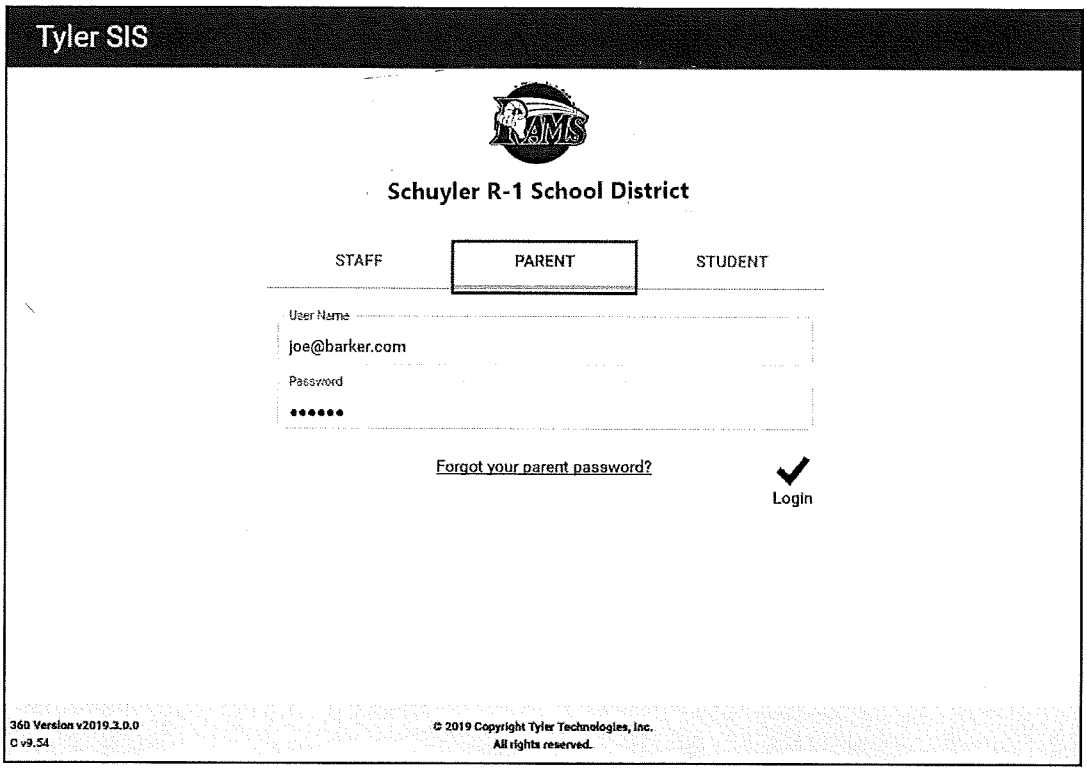
Tyler SIS Student 360 Navigation for Parent Portal

To begin using the Parent Portal, follow these steps:

1. Fill out the Parent Portal registration form and return it to the school.
2. A link to setup 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/SC360x3/login
4. Parents, click on the Parent tab and then log in. You must be on the Parents tab in order for your login to work. Students, click on the Student tab and then log in. You must be on the student's tab in order for your login to work.



If you have questions about accessing the site, please contact Schuyler R-1 Jr/Sr High School at 660-956-4125 (Ext. 233) and ask for Laurie Nagel

NOTE: If your emails address changes, be sure to contact the school and let them know so your contact info can be updated. Parents, if you forget your password, click the **Forgot Password** link; enter your email address, and instructions for resetting your password are emailed to you. Students, if you forget your password, see Laurie Nagel in the office

The Parent Portal supports the following web browsers, using the latest versions:

- PC with Firefox, Microsoft Edge, or Chrome
- Mac with Safari, Firefox or Chrome

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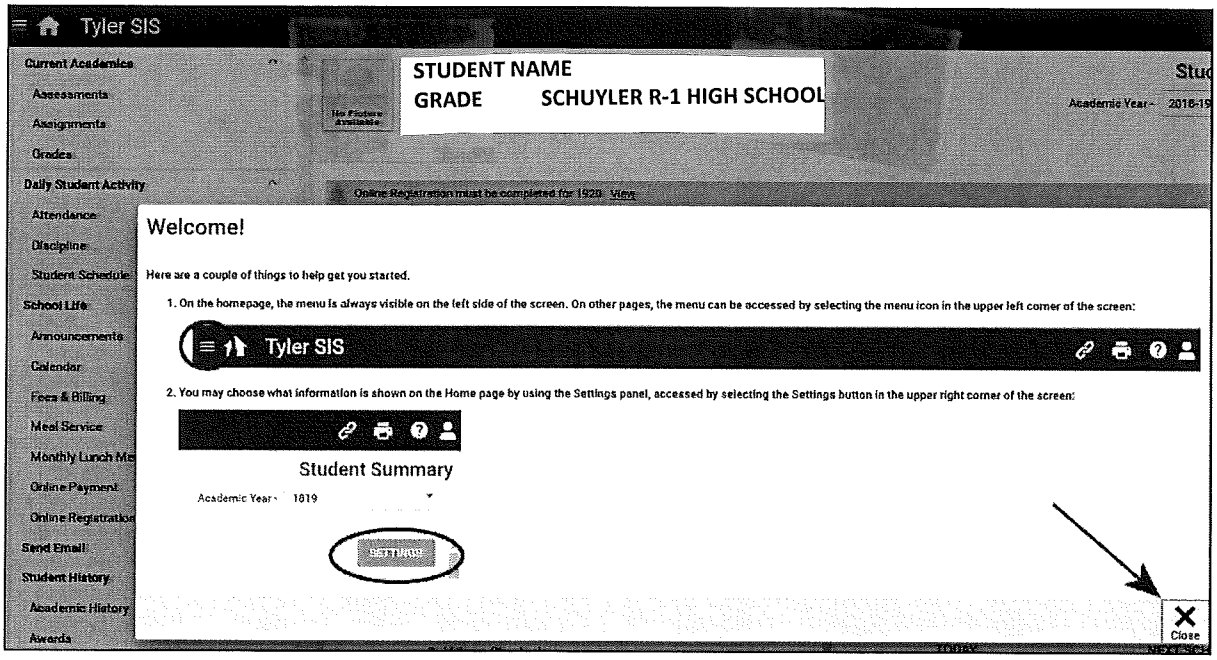
- iPad 10" with built-in Safari browser
- Android 9" or larger with built-in Chrome browser

First Time Logging In

When you log in to Student 360 for the first time, one or more Welcome dialogs explain some of the new settings to get you started. Click **Close** to continue.

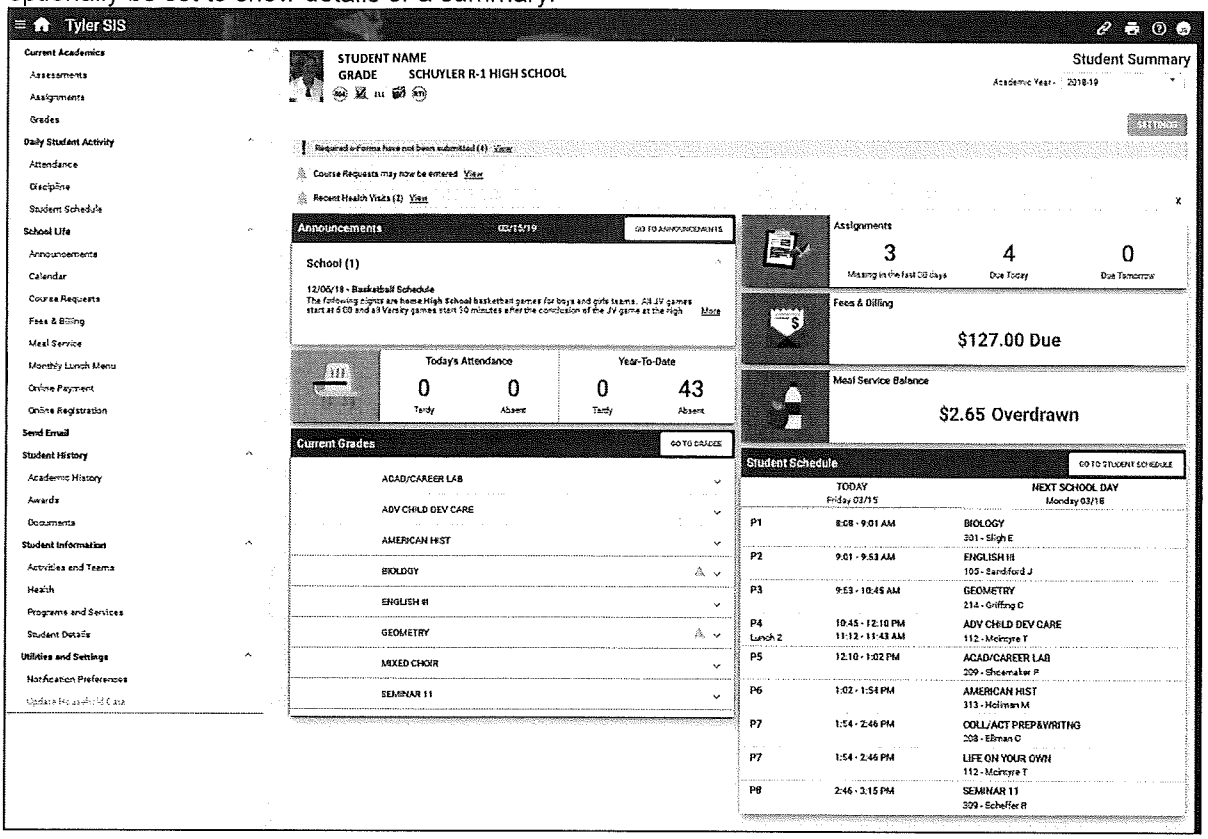


Student Summary (Home)

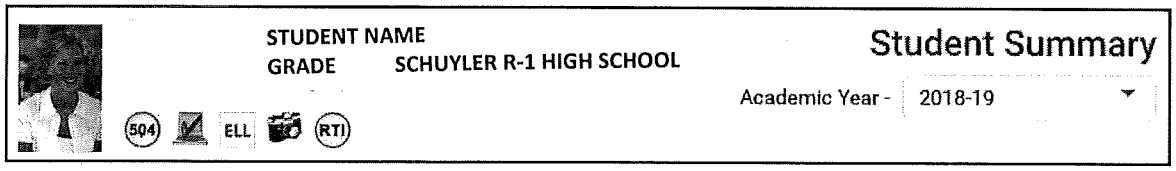
Tyler SIS Student 360 is designed to be touch-friendly for tablets and computers with touch screens, but it also works well with keyboard-and-mouse input. Throughout this document, wherever the word **click** is used, tablet and touch-enabled computer users can **tap** instead.

After logging in, the home screen appears with a menu to the left and cards arranged depending on the size of your screen. Some items may be taller (e.g., Schedule and Current Grades), and other cards may

optionally be set to show details or a summary.



Student Screen Data/Select Options



Student screens display with the student's picture and name in the upper-left of the window. Use the controls at the top of the Student screens to:

- **Select Students** – If you have multiple students (only parents have this option) in your household, choose a student to access by clicking/tapping arrows or selecting from the dropdown list. Students are listed youngest to oldest, and by default, the youngest student is displayed.
- **Switch Academic Year** – Switch between academic years to view student information. If a student does not have data in a year or if the current screen is disabled by the district, an academic year may be disabled on this selector.

Navigation Bar

The blue navigation bar at the top of the Student 360 screen provides icons for navigation.

- **Menu** – Displays the menu when it is not otherwise visible. Choose an area to access. This menu matches the one on the home screen.
- **Home** – Returns to the Student Summary screen from any other area.
- **Links** – Navigate to external links set up by the district. These open in a new browser tab, and the tab displaying Student 360 remains open. If your district has created external links to other websites, those links are listed here].
- **Print** – Send the data from the middle section of this page, below the blue navigation bar and right of the menu (if present), to a PDF so it can be printed.
- **Help** – Access support documentation for Tyler SIS Student 360.
- **Initials/User Preferences** – Shows initials of person logged in and provides access user-specific functions such as Language, Change Password, Set Notification Preferences, or log out of Student 360.

Settings

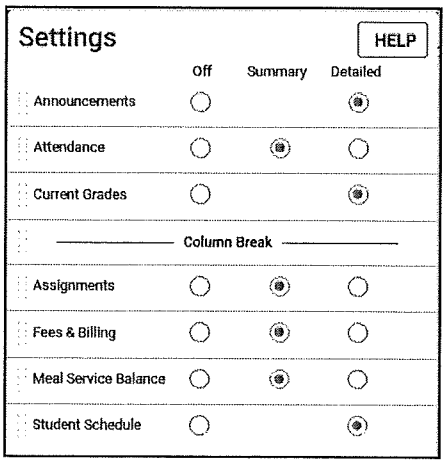
NOTE: Data items turned Off on the Home screen remain on the Menu list and may be accessed from there.

Cards can be arranged as you prefer – click **Settings** (top, right):

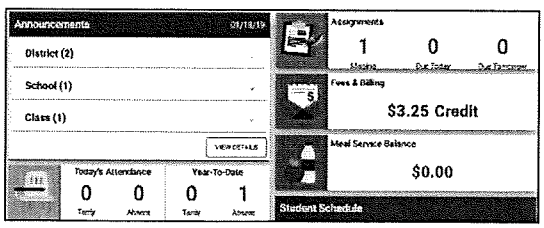
- On a PC, click/drag the parallel line of dots on left end of the card, moving it to its new location.
- On a touch-enabled device, touch/slide the parallel line of dots on the left end of the card.

Once arranged, the order they are displayed in is always the same, but if you view Student 360 from multiple devices, each device may have a different arrangement depending on screen size.

Note that Settings can also be used to turn off cards and switch the active cards between a Summary or Detailed version.

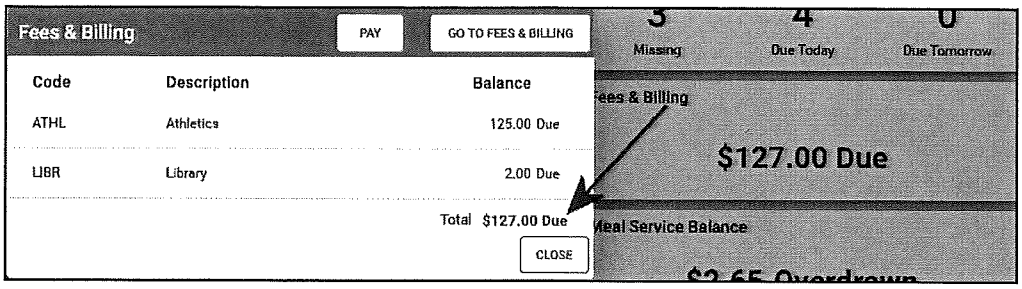


In the example shown, Attendance, Assignments, Meal Service Balance, and Fees & Billing are all showing numbers. They indicate that the student has absences, assignments due/missing, the balance in



their meals account, and the balance for Fees & Billing.

Viewing Student Data



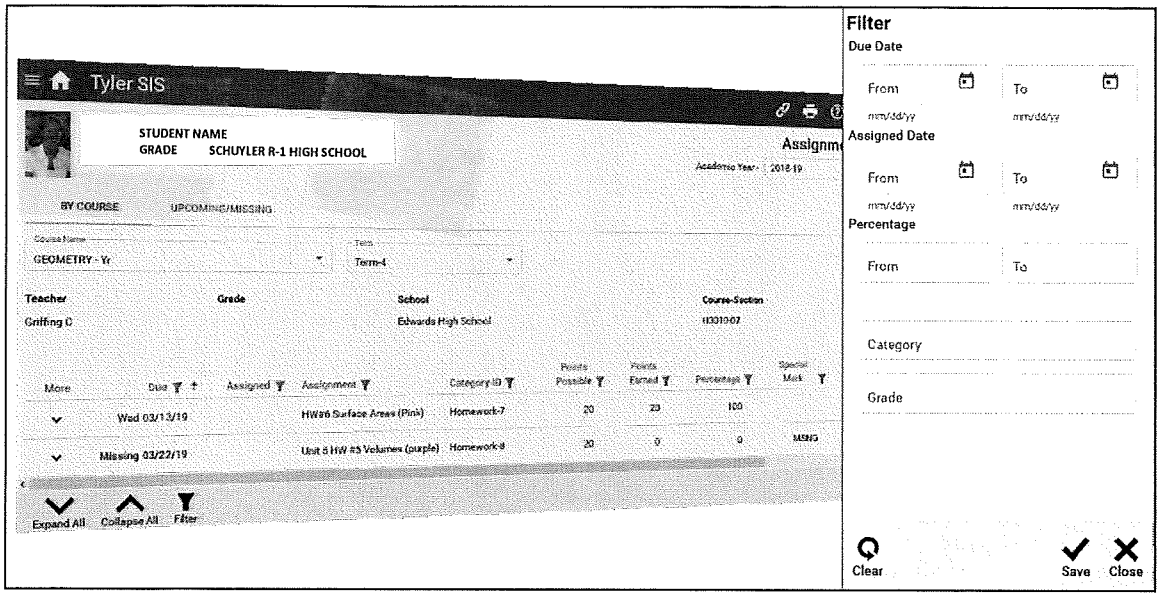
If the summary version of a card is being displayed, clicking/tapping the card opens a window providing more details on that information with a button to that area's full detail screen. The information in the window is what would have been shown in the card if the detailed version was being displayed.

If the detailed version of a card is being displayed, clicking **GO TO...** in the top right corner opens the full detail screen.

Clicking/tapping a menu selection displays the full detail screen. Data displays in a grid, with column headings that include a **Filter** icon. The small **arrow** next to the icon indicates which column is currently being used to sort data by ascending/descending order; click or tap the column heading to reverse the order or select/tap another column by which to sort.

Filtering All Data

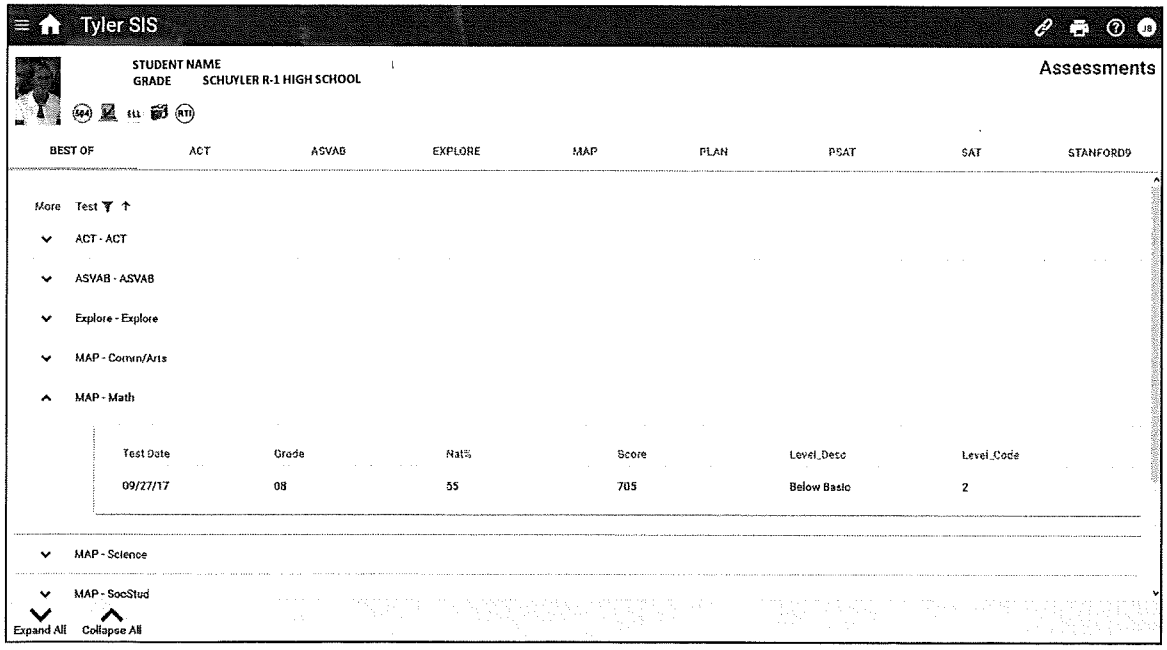
If a filter has been applied to the entire view (as opposed to an individual column), the filter icon in the bottom tool bar changes color. Click the filter icon to view the details or click **Clear All Filters** to remove.



Current Academics

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 below, ACT, ASVAB, etc.) show all student scores for that single assessment. The **Sort Active** icon indicates how records are sorted (below, by Test). Click the down/up **arrow** icon on each row to show more details about the individual assessment. In the bottom tool bar **Expand All/Collapse All** expands/collapses all rows in the grid.



Assignments

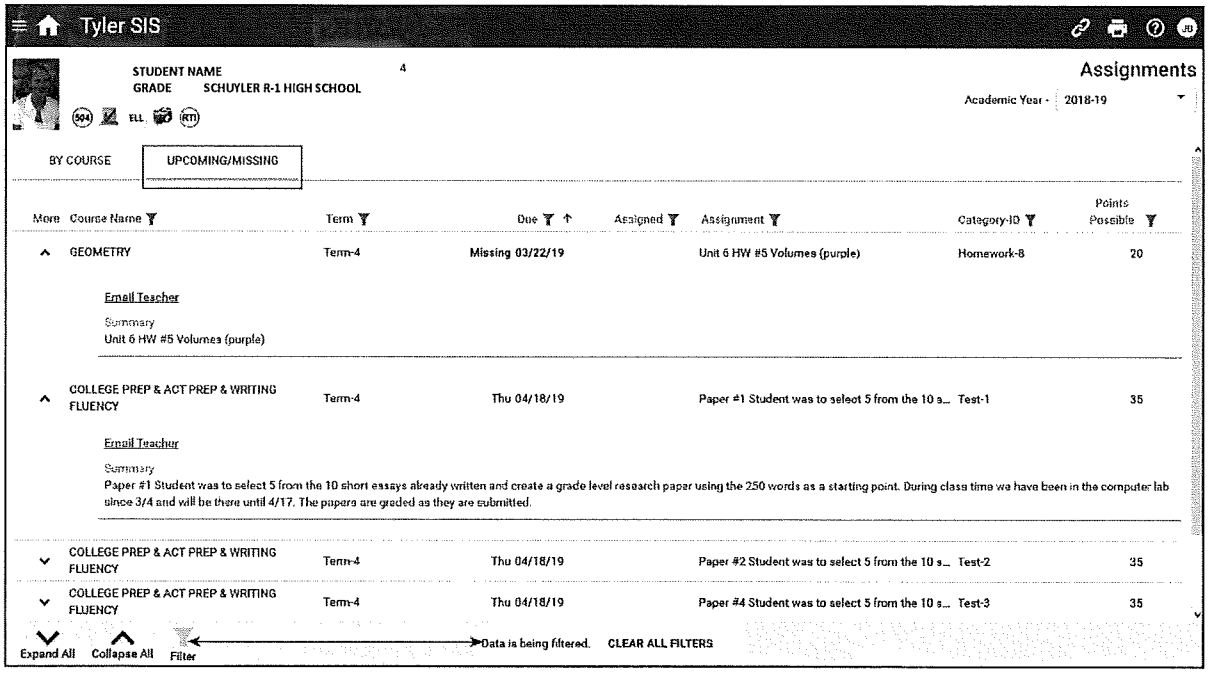
View the student's assignments By Course or Upcoming/Missing for all classes. All columns on this screen are sortable; click a column heading and the grid sorts the records by that item. In the example, the **Due** column has an arrow signifying that this is how the list is currently sorted; click that item to do a secondary sort that arranges by most recent assignment first or last.

Both the Upcoming/Missing and By Course views can display Standards-based assignments.

By 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.

NOTE: A Filter can be used to select a wider or narrower date range than the 30 day back/forward that shows by default or other criteria (see Filter setup next page).



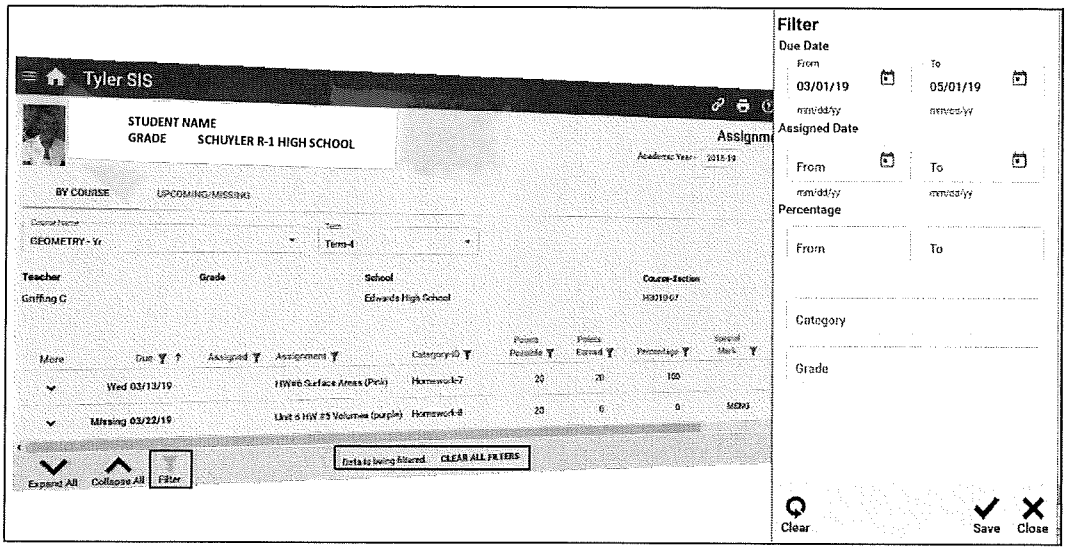
NOTE: The columns that deal with student scores on the By Course tab are not shown on the Upcoming/Missing tab because the student does not have a score for these pending assignments yet.

The following displays for each assignment:

- **More** – Click the **arrow** icon in the More column to see each standard's assignment details.
- **Course Name** – Name of the course the assignment is associated with.
- **Term** – Term of the course the assignment is associated with.
- **Due** – Date the assignment is due to be turned in.
- **Assigned** – Date the assignment given to students.
- **Assignment** – Abbreviated name of the assignment.
- **Category-ID** – The type of assignment (e.g., classwork, homework, extra credit, etc.).

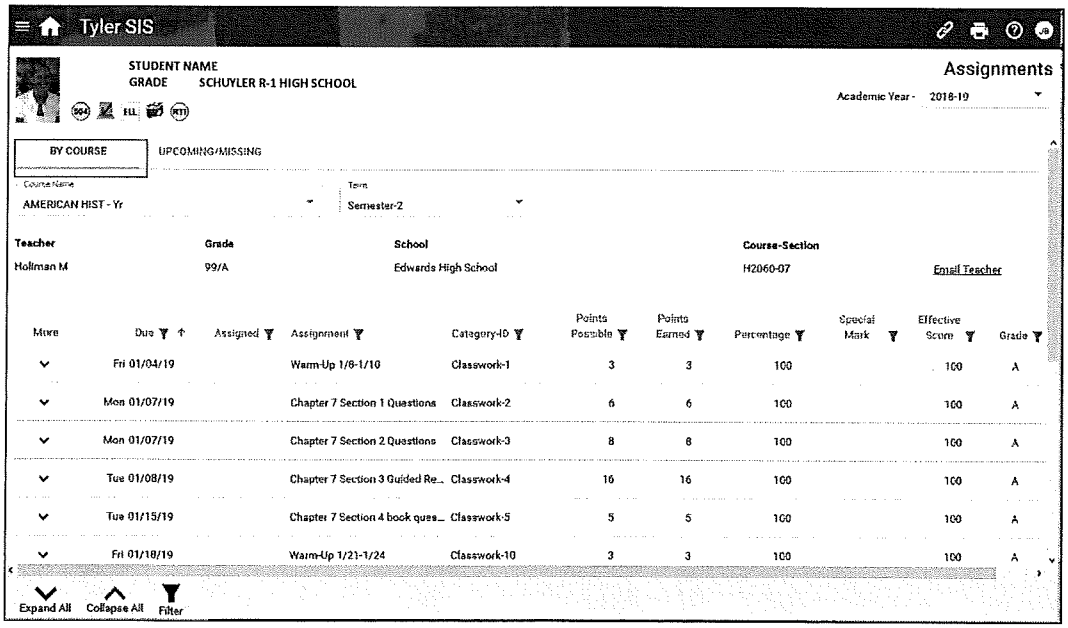
- **Points Possible** – The number of points the assignment is worth.

The assignments view above indicates that the data is filtered. Click **Clear All Filters** to display all assignments or click the **Filter** icon to see how the assignments have been filtered.



By Course Tab

On the By Course tab, choose a **Course** and **Term**. Details about all of the assignments for that course and term are displayed. Above the assignment list, the Teacher, Grade Level, School, Course-Section, and email link to the teacher (if available) are displayed. As with Upcoming, click the **arrow** icon to display details about the assignment.



The following displays for each assignment:

- **More** – Click the **arrow** icon in the More column to see each standard's assignment details.
- **Due** – Date the assignment is due to be turned in.

- **Assigned** – Date the assignment given to students.
- **Assignment** – Abbreviated name of the assignment.
- **Category-ID** – The type of assignment (e.g., classwork, homework, extra credit, etc.).
- **Points Possible** – The number of points the assignment is worth.
- **Points Earned** – Points awarded for the assignment.
- **Percentage** –The percentage of the points possible that the student earned.
- **Special Mark** – Special Marks are additional indicators of student performance. They may be used by teachers to affect a student's final score for an assignment.
- **Effective Score** – The assignment's numerical contribution to the student's term grade (this calculation 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).

Grades

All grades for the year for the student are displayed. This screen combines gradebook marks and posted end-of-term grades to give a complete overview of the student's grading.

The Secondary view shows a row for each course that 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. Underlined marks are links to the Assignments tile; click to display those details on that tile. Those marks in green boxes are calculated from teachers' gradebooks but not finalized for report cards. Click the **arrow** icon (plus) for period/course details.

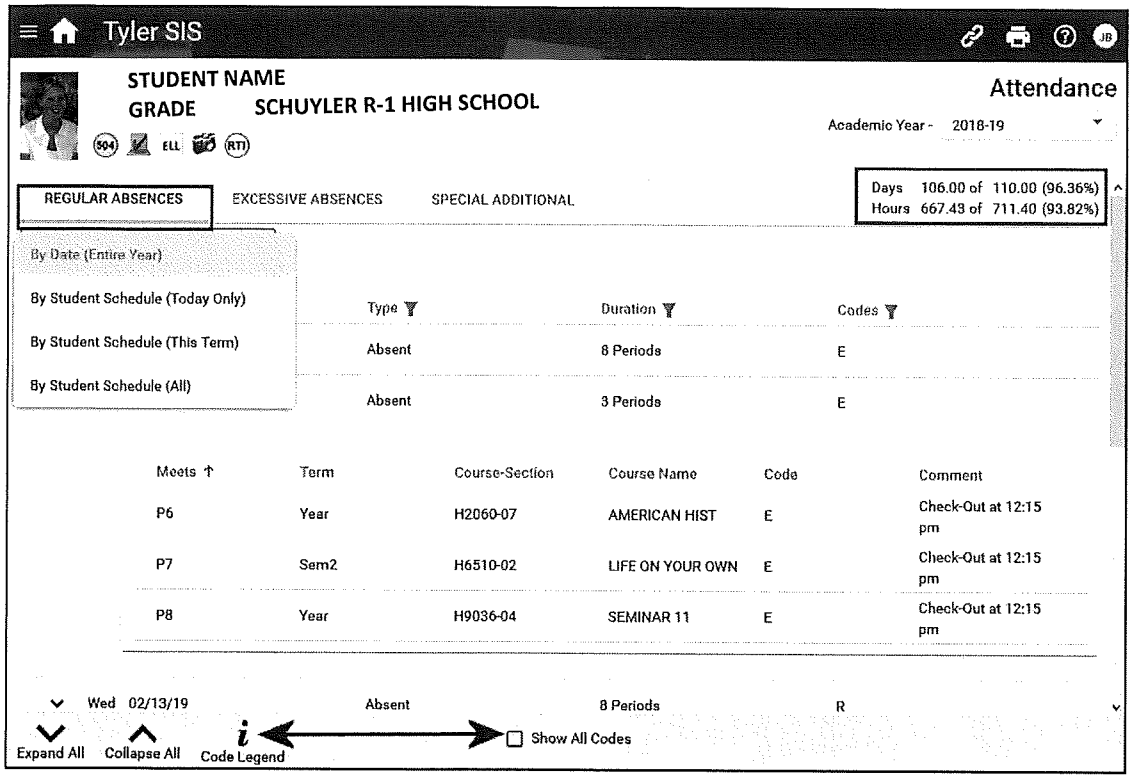
Daily Student Activity

Attendance

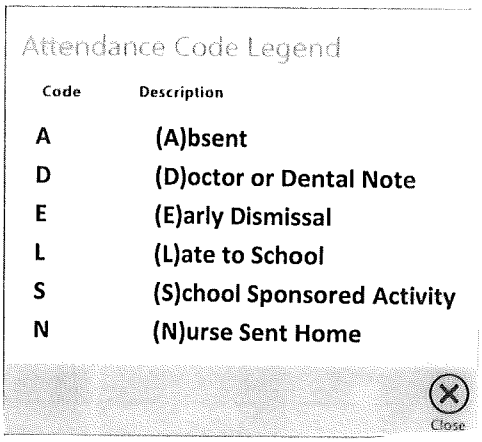
Regular Absences tab – Displays all dates with attendance markings in the selected school year, as well as the student's attendance percentage. In the example below, the Codes columns display a count of Excused/Unexcused periods for each course.

This data grid 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 (Today Only)** – Shows all absences, but only for courses that meet today.
- **By Course Schedule (This Term)** – Shows all absences, but only for courses that meet this term.
- **By Course Schedule (All)** – Shows all absences for all enrolled courses.



Click the bottom toolbar **Code Legend** to show the explanation for each Absence Code in the data grid; codes may differ by school/district and may differ from those shown below.



Attendance Code Legend

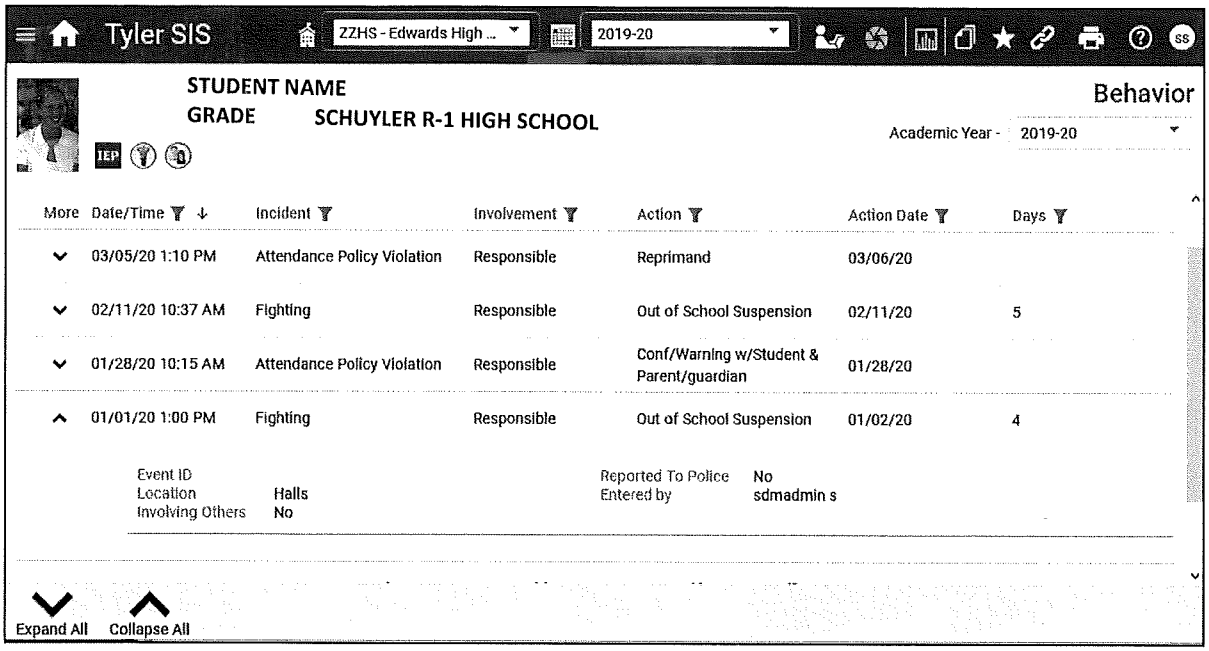
Code	Description
A	(A)bsent
D	(D)octor or Dental Note
E	(E)arly Dismissal
L	(L)ate to School
S	(S)chool Sponsored Activity
N	(N)urse Sent Home

Close

Behavior

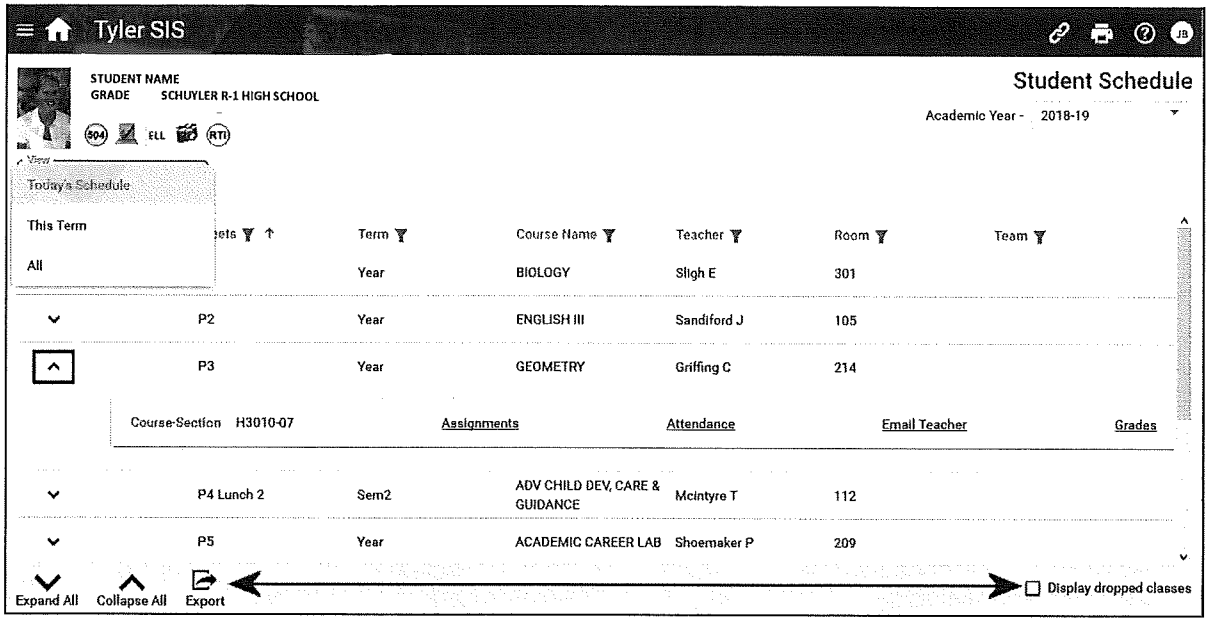
Behavior incidents in which the student was involved show on the Behavior screen. The grid contains basic information, like the date and time, the incident description, how the student was involved, and disciplinary action information. Click the **arrow** icon in the More column to display details.

All columns on this screen are sortable; click a column heading and the grid rows are sorted by that item. In the example below, the Date/Time column has an arrow signifying that this is how the list is currently sorted; click that header to do a secondary sort that arranges by most recent/oldest event.

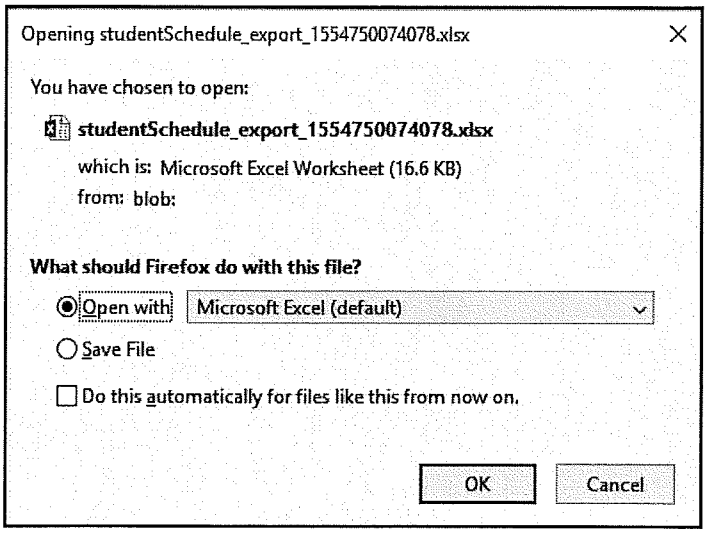


Student Schedule

Used to select the student's schedule for a **Today's Schedule**, **This Term**, or **All** (full year). Click the **arrow** icon next to any schedule item to see details including links to Assignments, Attendance, Grades, and Email Teacher (corresponding to tiles on the Home screen).



Click **Display dropped classes** to include previously dropped classes. Click **Export** to send the schedule to a Microsoft Excel sheet.

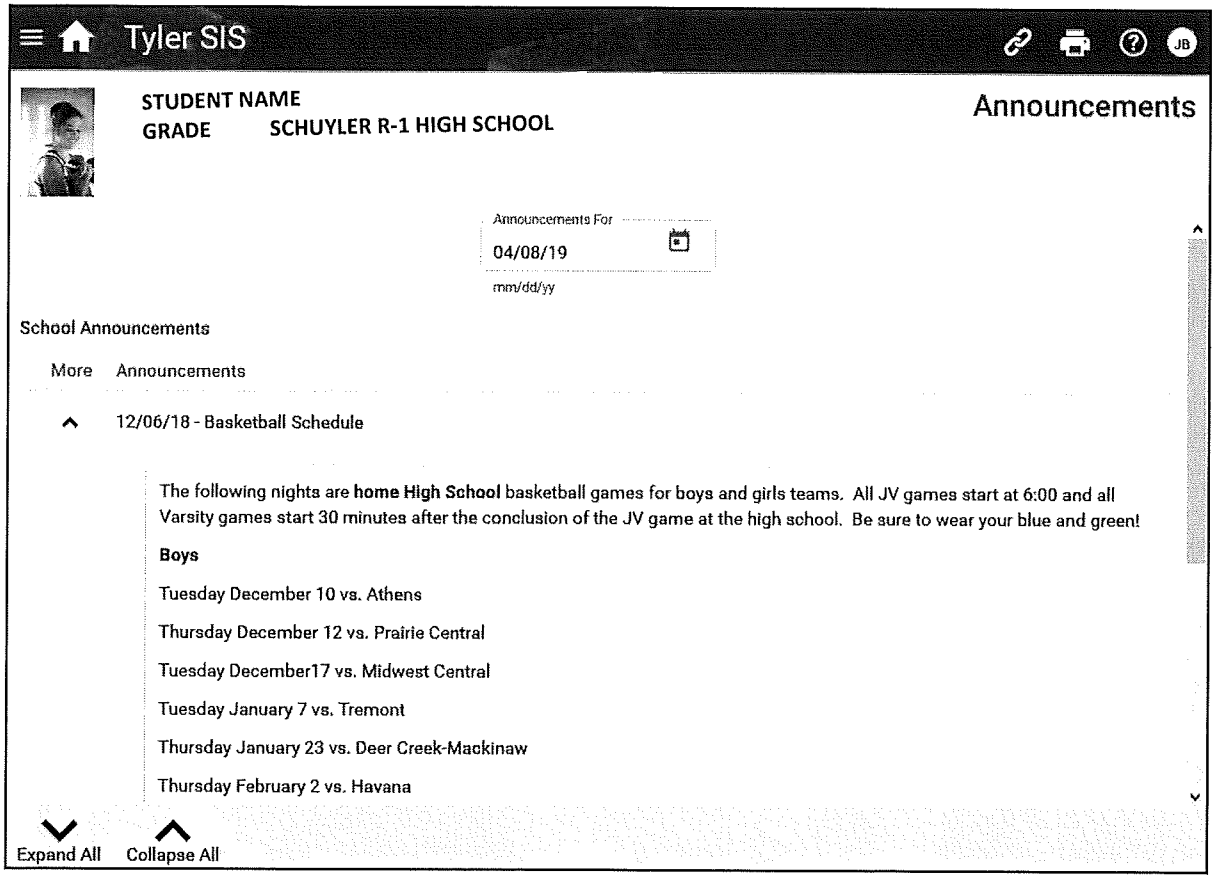


School Life

Announcements

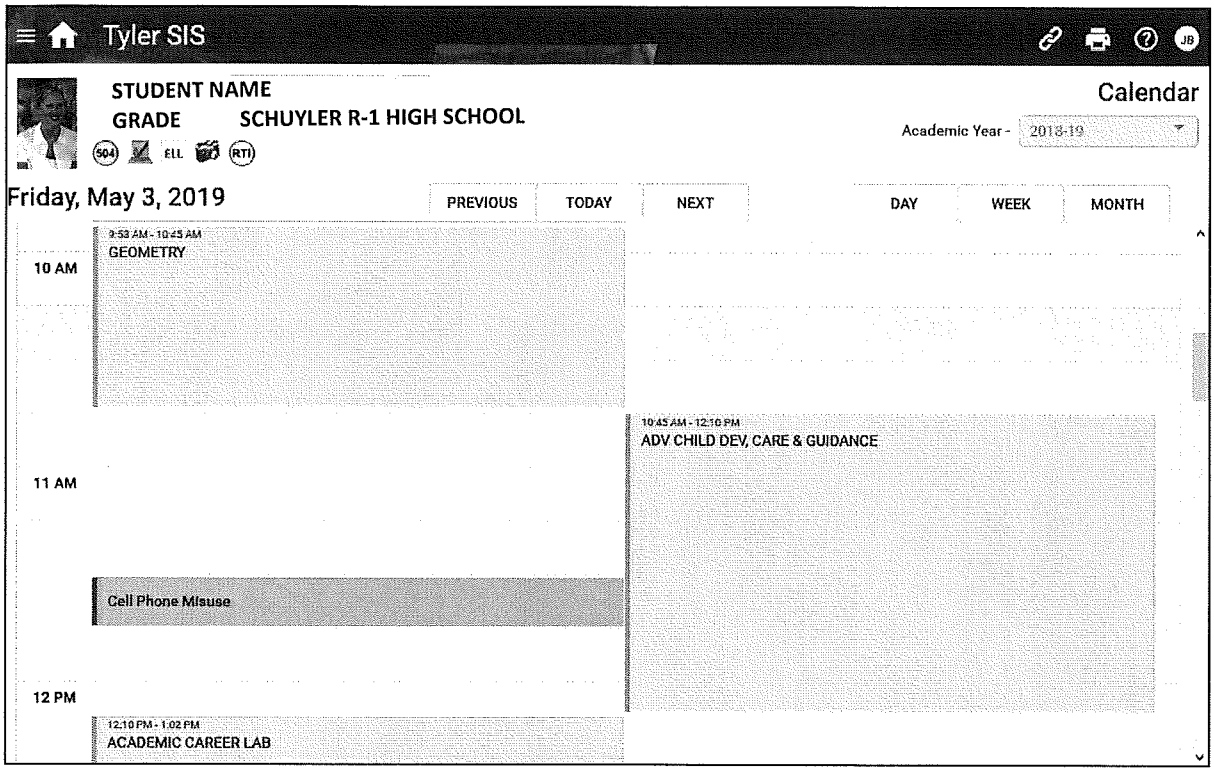
All School, and Class announcements display together on the Announcements screen. Announcements are separated into School and Class groups, and within each group the announcements display in with the most recent first. To see the details of an announcement, click the arrow icon in the **More** column.

If announcements are displayed on Home/Student Summary, clicking **Go to Announcements** also displays this screen.

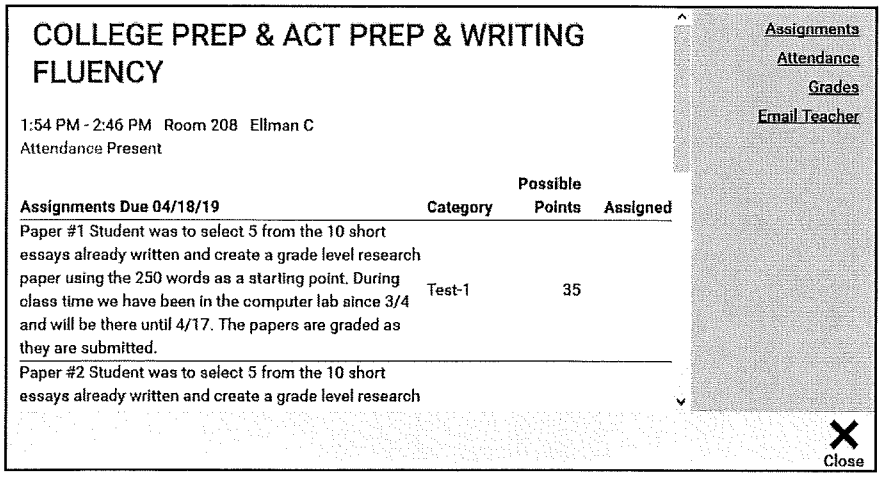


Calendar

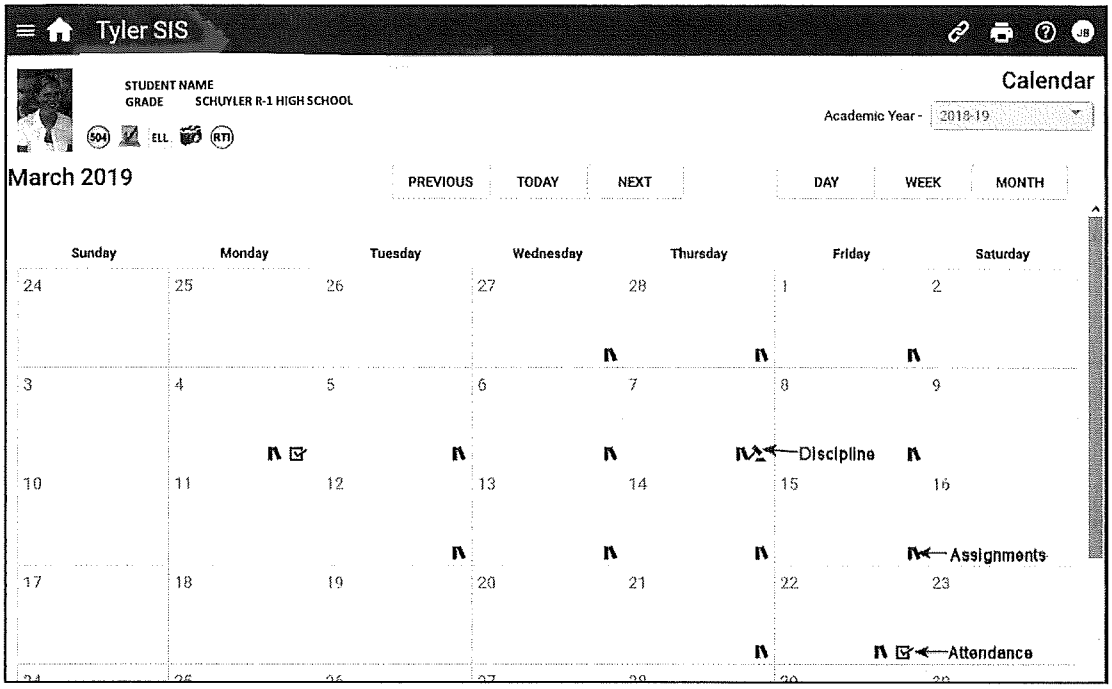
By default, the Calendar displays the current date's entries in a single day view. Click **Previous**, **Today**, or **Next** to display a different single day.



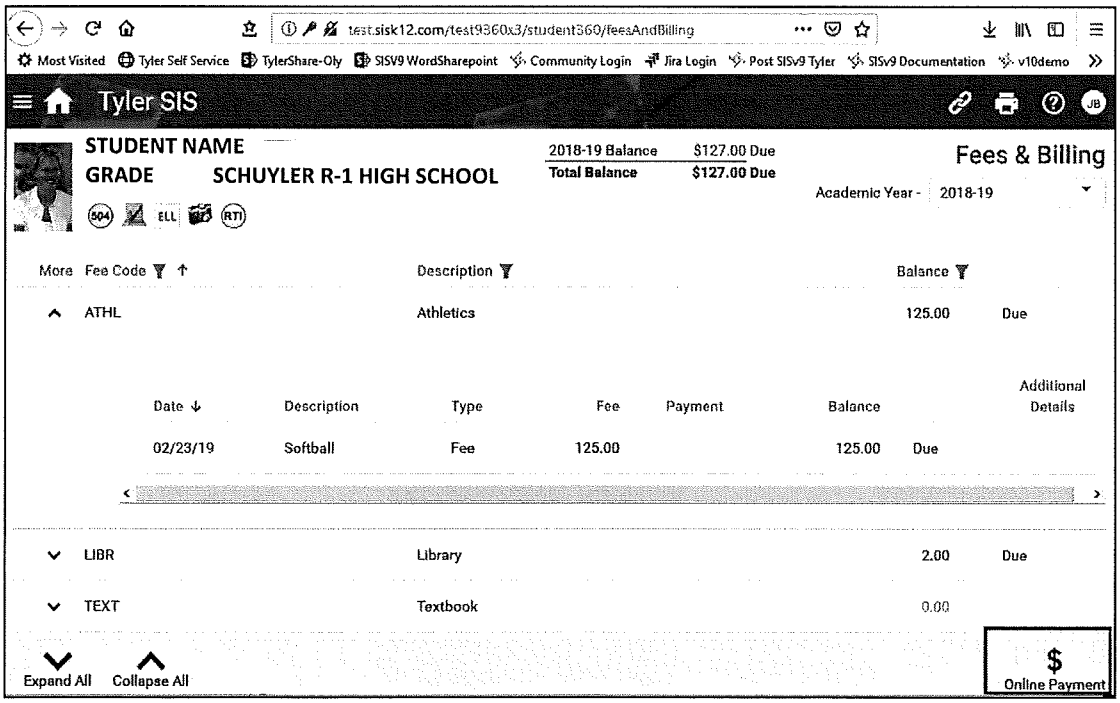
The Day calendar (above) displays the student's scheduled classes, incidents (red), and assignments. Click any entry to access details or links to Assignments, Attendance, Grades, or Email Teacher.



Click **Week** or **Month** for a weekly or monthly calendar. As shown below, a checkbox indicates attendance entries, a gavel indicates behavior events, and books to indicate assignments. Click any day's cell to display details. Dates outside of the currently-selected academic year may be displayed. If displaying the current Week/Month, the current day is highlighted in Green; otherwise, past dates have no highlights.



Fees & Billing



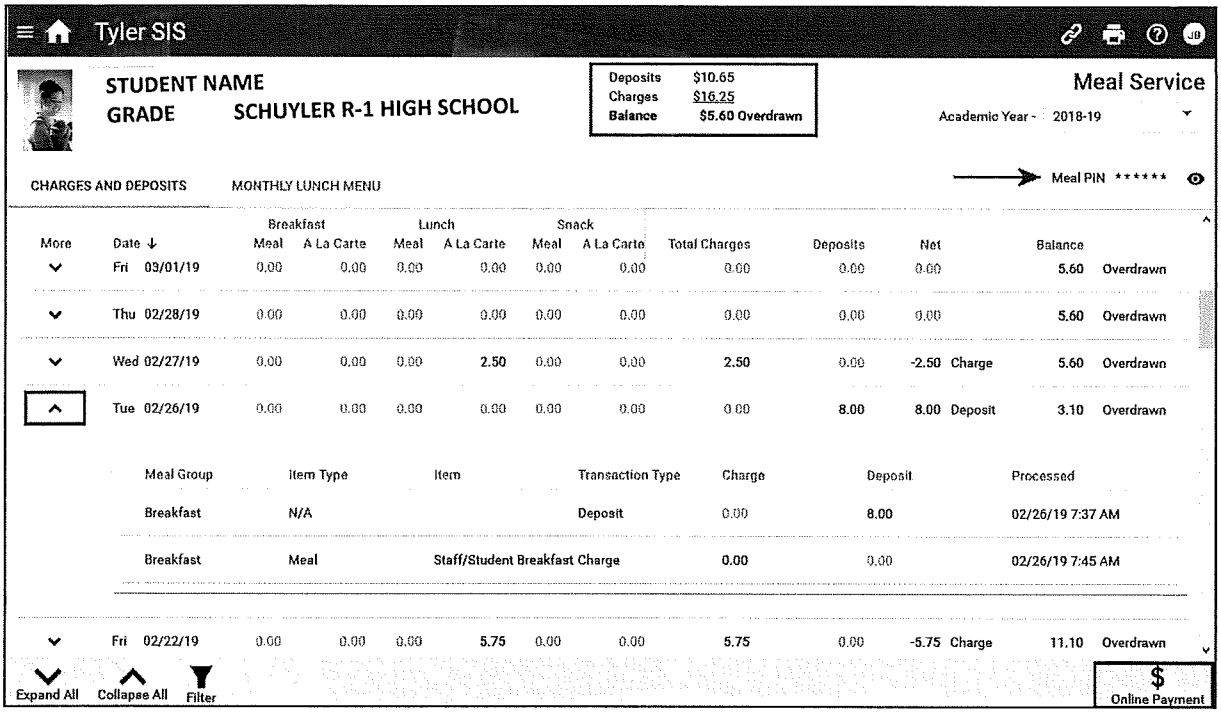
The Fees & Billing screen displays fee transactions including posted fees, payments, and waivers. At the top of the screen, any current and/or prior year balance shows as the current **Total Balance**.

All columns on this screen are sortable; click a column heading and the grid rows are sorted by that item. In the example above, the Fee Code column has an arrow signifying that this is how the list is currently sorted; click that header to do a secondary sort (A-Z vs Z-A).

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

Meal Service

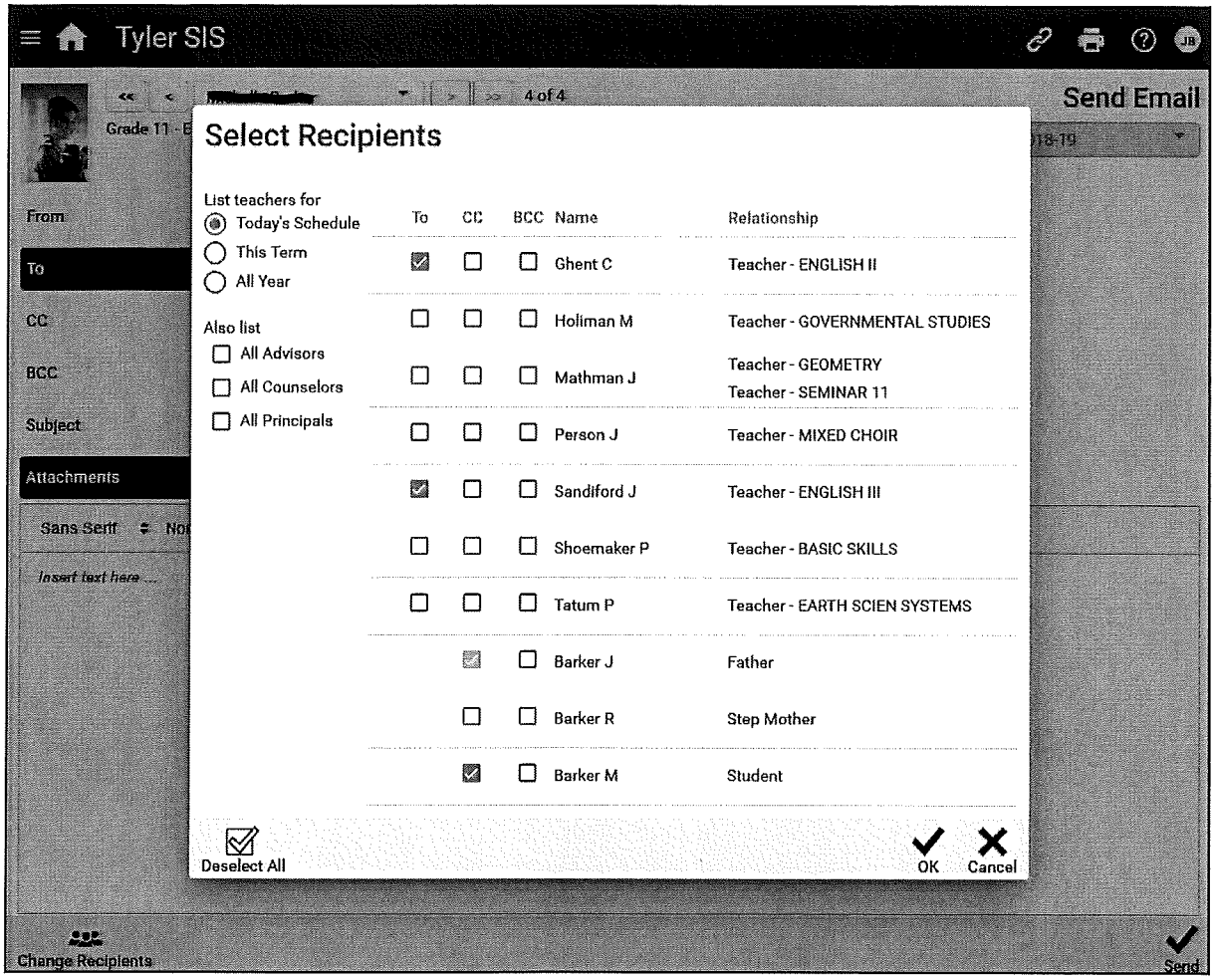
The Meal Service screen has two tabs: **Charges and Deposits**, and the **Monthly Lunch Menu (not available)**. By default, the Charges and Deposits view is displayed first. At the top of the screen, the student's rollover (start of year) balance if one exists, along with the total of deposits and charges for the student throughout the school year, is followed by current **Balance**. The student's Meal PIN may be viewed by clicking the security icon.



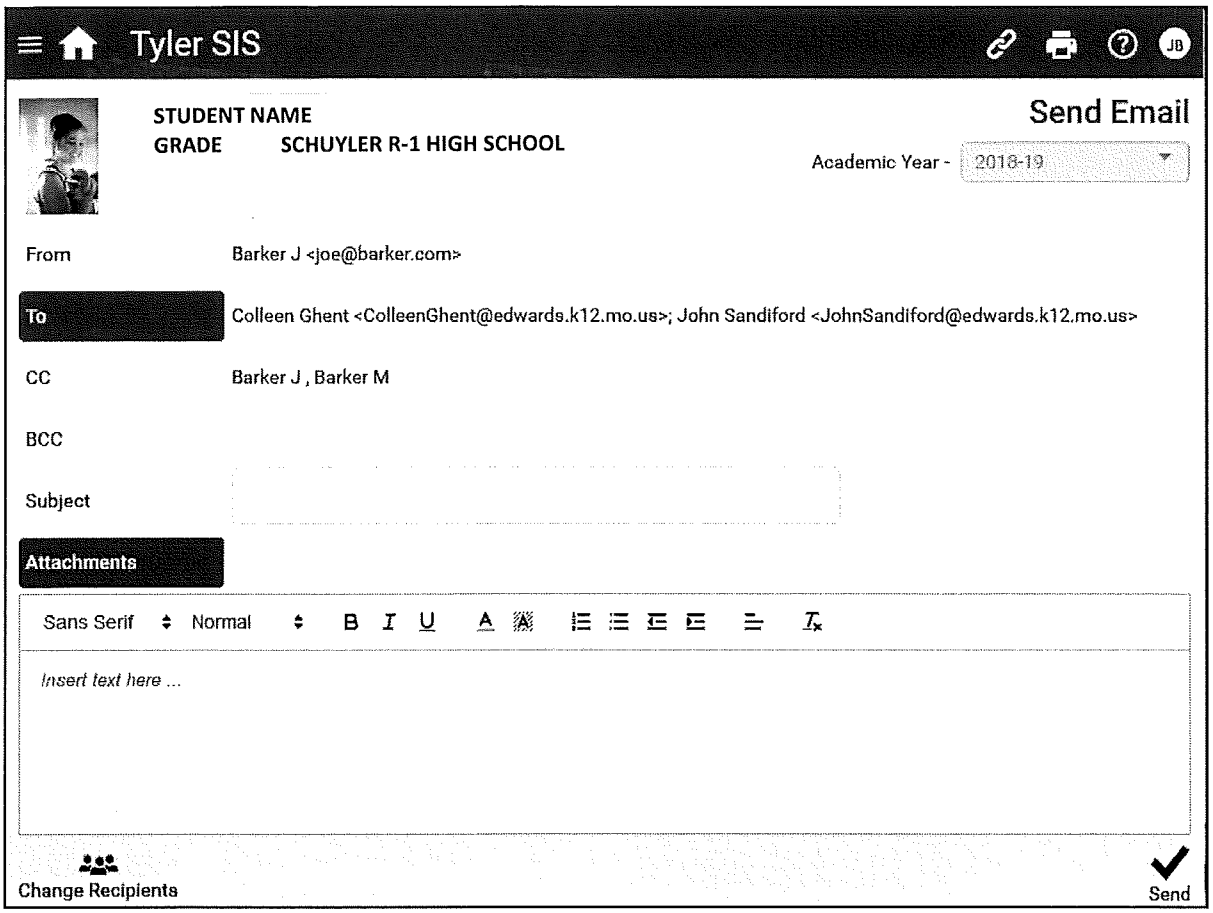
The Charges and Deposits data grid displays daily meal service detail. Each date the student had a meal service transaction displayed on the data grid. Click the **arrow** icon in the More column to display additional information about a date. Overdrawn amounts are yellow highlighted.

Send Email

Click Send Email to create an email. Use a **List teachers for** radio button to provide appropriate teachers, use the **Also List** checkboxes to add other staff, and the check **To**, **CC** (carbon copy), or **BCC** (blind carbon copy) beside appropriate recipients. The person sending is checked automatically as a **CC**. Click **OK** when complete.



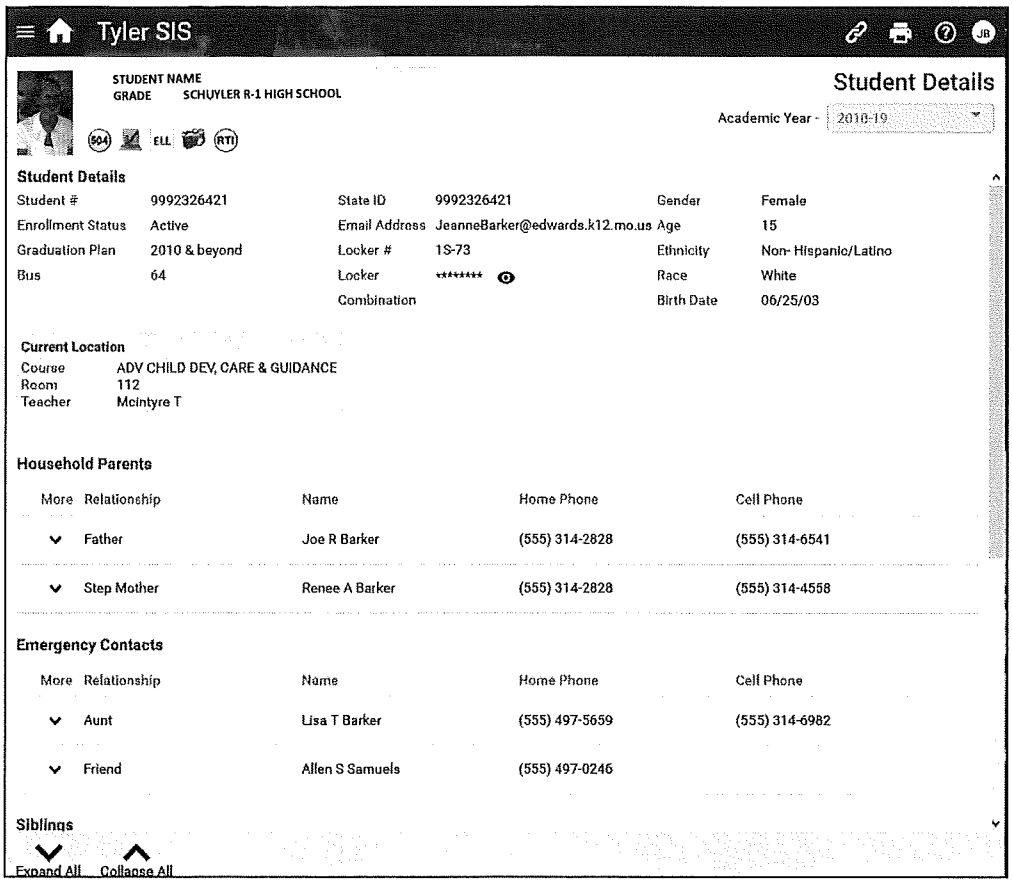
Complete the email Subject and insert the desired message text. Click **Change Recipients** in the bottom bar to add/remove/edit recipients, if desired. When the message is complete, click **Send**.



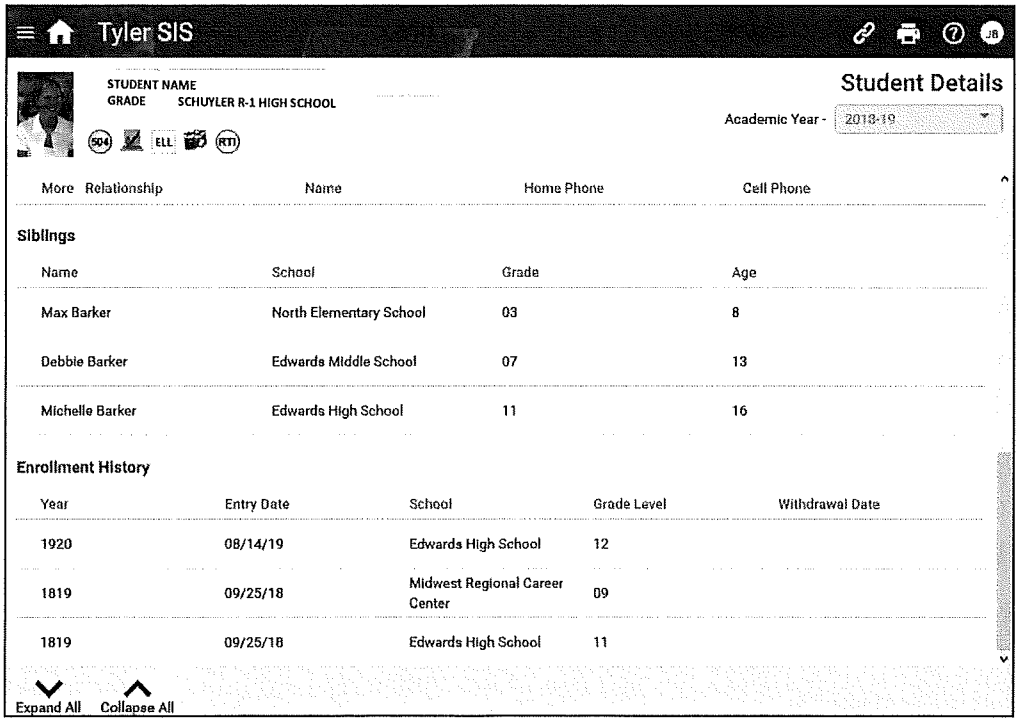
Student Details

The Student Details shows all demographic and contact information for a student. Note that the **Current Location** area changes throughout the day as the student moves through their schedule. The **Household Parents** and **Emergency Contacts** areas show contact information.

NOTE: Emergency Contacts are associated with each student and may differ for students in the same household.



If necessary, scroll down to view **Siblings** and **Enrollment History** records.



In some cases, a security icon obscures information (see **Locker Combination**).

Locker Combination ********

Click the security icon to reveal/hide the combination.

Locker Combination 39-13-27

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