

# Getting Started with Classroom 360

To schedule individual training for your district, contact [SISTraining@tylertech.com](mailto:SISTraining@tylertech.com)

## Overview

Classroom 360 is the next generation of Tyler SIS for teachers. It includes gradebook, report card grades, attendance, and other tools regularly used by teachers in a touch-enabled browser app that builds on Student 360. Classroom 360 provides a more intuitive and efficient way for teachers to use Tyler SIS.

Teachers who have access to Classroom 360 continue to have access to the Classic screens, so they can go back and forth between Classic and 360. In fact, Classic and 360 just give different views of the same data. Attendance, assignments, scores, grades, and other data entered in one area can be viewed and updated in the other area.

You must turn on Student 360 in order to use Classroom 360. For more information, see the *Getting Started with Student 360* document on the Tyler SIS support site.

## What Is Classroom 360?

Classroom 360 includes:

- **Class Actions:**
  - Attendance
  - Class Announcements
  - Google Classroom
  - Gradebook
  - Lunch Counts
  - Report Card Grades – Similar to End of Term Grades in Classic
  - Roster Query
  - Seating Charts
  - Section Nickname
- Left-side menu (options depend on your permissions):
  - Announcements
  - Communication Log – Called Parent Contact Log in Classic
  - Data Query – Similar to Student Data Grid in Classic
  - Behavioral Referrals
  - Send Email
  - Student Summary (and all features of Student 360)
  - System Settings (Preferences)

In Classroom 360, year-long courses use a single gradebook. They no longer have to be divided into separate gradebooks for each semester.

On Tyler SIS support, in the 360 folders, you'll find subfolders for Classroom 360 and Student 360. The Classroom 360 folder has PDF documentation as well as short instructional videos.

## Browser Support

Supported browsers for Classroom 360 are:

- PC with Chrome, Firefox, or Microsoft Edge. Internet Explorer is not supported.
- Mac with Chrome, Firefox, or Safari.

We plan to support tablets in a future release, but they are not currently supported. The mobile app only provides access to Student 360, not Classroom.

## Turn on Classroom 360

**Path: Management > District Level > District / Site / Year Setup > District Settings**

Main	Login	Address Validation	Versatrans	Integration Services
<b>Student ID</b> Number of Digits (5-15): <input type="text" value="10"/> Minimum Value: <input type="text" value="1000000000"/> <b>Faculty / Staff Employee ID</b> Number of Digits (5-15): <input type="text" value="5"/> Minimum Value: <input type="text" value="10000"/> <input type="checkbox"/> Allow non-numeric characters <b>Lunch PIN</b> Number of Digits (3-9): <input type="text" value="6"/> Minimum Value: <input type="text" value="100000"/> <b>Student State ID</b> Number of Digits (5-15): <input type="text" value="10"/> Minimum Value: <input type="text" value="1000000000"/> <input checked="" type="checkbox"/> Use State ID for Student ID <input checked="" type="checkbox"/> Use Discipline Event Model <input type="checkbox"/> Registration Approval <input type="checkbox"/> Use External Enrollment History <input type="checkbox"/> Hide Display of Charges/Payment Totals and Meal Pricing <input checked="" type="checkbox"/> Allow Spanish language mailings <input type="text" value="5"/> Max number of Race codes <input type="text" value="1"/> Max number of Ethnicity codes <input type="text" value=""/> Year Open for Text-Book Orders Pulse URL: <input type="text" value="http://psales.sisk12.com/pulse/Login.aspx"/>				
<b>360 Portals</b> <input checked="" type="checkbox"/> Use Student 360 <input checked="" type="checkbox"/> Use Classroom 360 • All teachers can access <input type="checkbox"/> Require permission General Operations > Access Classroom 360 for Teachers				
<b>Projected Enrollment</b> <input checked="" type="checkbox"/> For "Present" use Attendance code <input type="text"/> When Projected students are marked Present, set status to Verified and <input type="checkbox"/> Advance their Enrollment date <input type="checkbox"/> Mark prior days with Attendance code <input type="text"/> <input type="checkbox"/> Teachers must Mark Attendance for All Remaining Projected Students				
<b>Minimum Credits needed for</b> Grade 10: <input type="text"/> Grade 11: <input type="text"/> Grade 12: <input type="text"/>				

Classroom 360 can either be turned on for all teachers, or you can require a permission for access. While piloting the upgrade, we recommend selecting the option that requires teachers to have permission.

- Select whether to allow all teachers to have access or require the permission.
  - **All teachers can access** – This option allows all teachers in the district to access Classroom 360.
  - **Require permission General Operations > Access Classroom 360 for Teachers** - Access can be given to a limited set of teachers using individual User Permissions and User Permissions Groups. We recommend this option while piloting the upgrade from the Classic teacher screens. The permission "**Access Classroom 360 for Teachers**" is displayed on the User Permissions screen only when you select "**Require permission...**". Assign the permission to pilot users prior to the next step.
- Check the box for **Use Classroom 360**.

**NOTE:** You must turn on Student 360 in order to use Classroom 360.

If teachers are currently using the Classic screens, then we recommend that you pilot Classroom 360 with a few teachers. This allows your district to gain experience, then gradually increase the number of

users to manage a complete and successful rollout. Teachers are able to switch at any time during the school year from the current Classic teacher screens to Classroom 360.

Access can be given to just a few teachers at a time using individual User Permissions and User Permissions Groups.

For more information on setting up user permissions, see *Maintain User IDs and Permissions* on the Tyler SIS support site. For more information about setting up new User Permission Groups, see *User Permissions and Groups* on the Tyler SIS support site.

## Access Classroom 360

360 can be accessed either by selecting Login to 360 on the login screen or by clicking the 360 link at the top of the page in the Classic application.

**Tyler SIS**

**Edwards School District**

STAFF      PARENT      STUDENT

User Name  
**sdmadmin**

Password  
•••••

**360 Login**      [Forgot your staff password?](#)      **Classic Login**

For assistance with SIS Software, contact Edwards School Districts SIS Coordinator Phone: 555.555.1212 Email: [Help@edwards.k12.mo.us](mailto:Help@edwards.k12.mo.us)

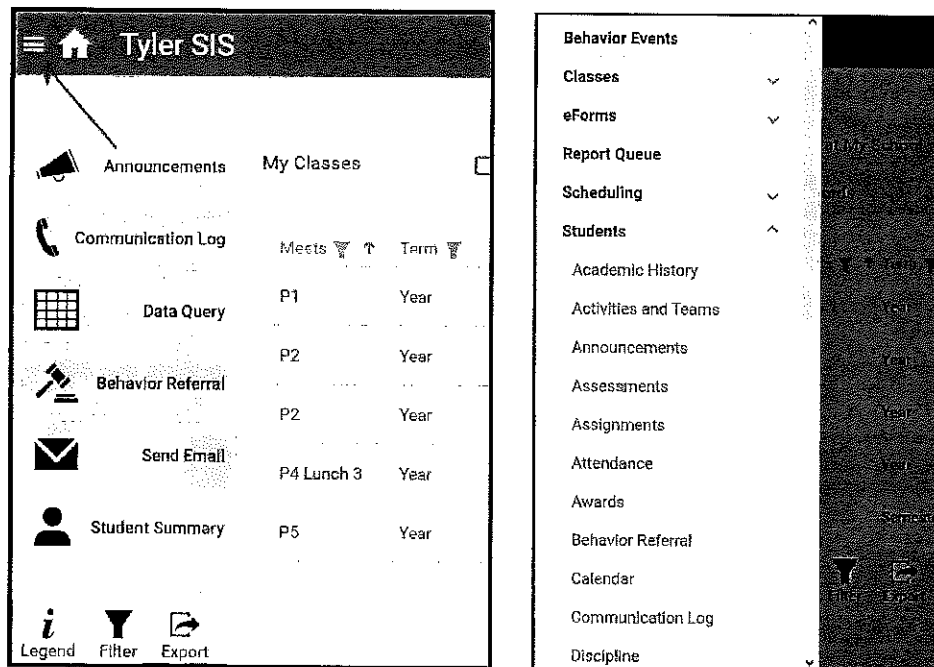
360 Version v3.0.0.0  
© v0.04

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[Go back to the current release: Tyler SIS 360 v2](#)

Use Home left-side buttons  
(customizable with Preferences)

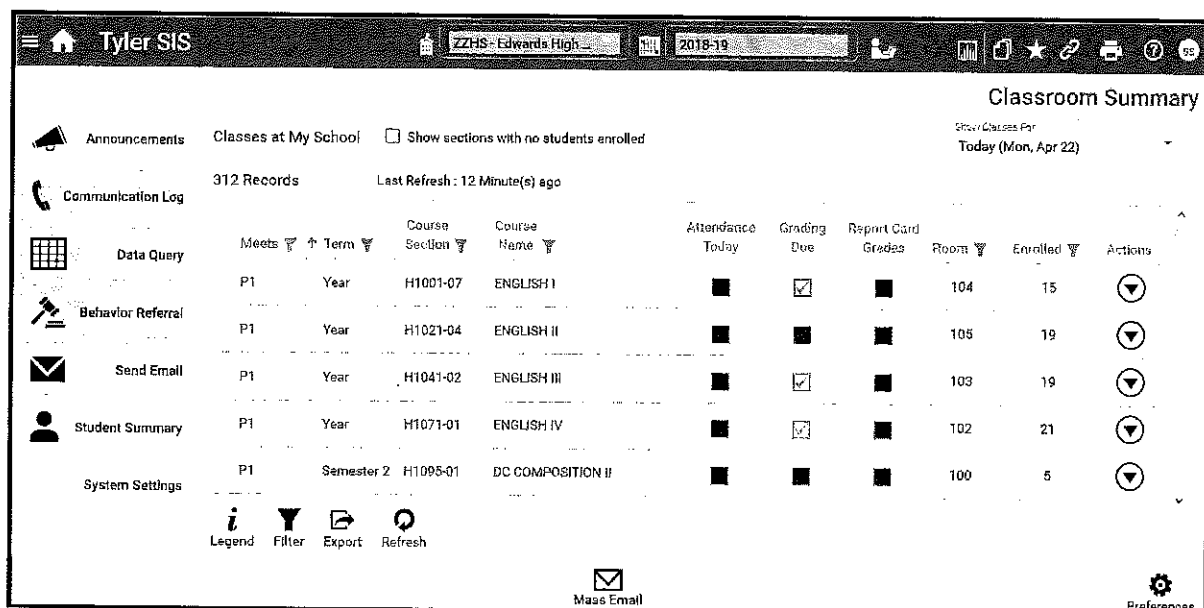
Or click the icon to display the full menu



If a user is assigned to at least one class (and has the permission, if required), when they access 360, they are taken to the Classroom 360 home page. In addition to all the Classroom features, users continue to have access to the Student 360 features, but now get to them through Classroom 360.

By default, pressing the Enter key on the Login screen takes users to Classic SIS. For Classroom 360 users, this can be changed on the 360 Preferences screen. For more information, see the *Preferences* section later in this document.

## Classroom 360 Home Page

















When you log into Classroom 360, the Classroom Summary page displays. This page is similar to the Classic SIS My Classes grid. The My Classes panel on the right displays all the courses assigned to

the user. The icons in this panel access features as described below. Actions applicable to a course are listed under the **Actions** menu for each course (e.g., Attendance, Gradebook, Report Cards, etc.).

On the left side of the screen are buttons to access functions that are not course-specific. You can choose which buttons appear on the User (Preferences) screen. These options are always available from the menu.





### Top Tool Bar



Every page in Classroom 360 has a top tool bar and a bottom tool bar. The top bar remains static and allows quick navigation throughout the application:

- **Menu**  -- Quick access to any area in Classroom 360.
- **Home**  -- Return to Classroom Summary/Home page.
- **School**  -- Switch schools, if you have courses in multiple schools.
- **Year**  -- Switch between school years.
- **Class**  -- Active when viewing a single class, click to change to a different class.
- **Student**  -- Search for a student and view their information from Student 360.
- **Student Focus**  -- Active when viewing a single student, click to change to a different student.
- **Pulse**  -- If licensed, access Pulse features.
- **Reports**  -- Access the My Reports screen.
- **Favorites**  -- Like the Favorites area in Classic SIS, you can navigate to screens you frequently visit. To edit this list, click on the Favorites icon and choose Edit Favorites.
- **Links**  -- External links to other sites. If you used External Favorites in Classic SIS, those favorites are now Links.
- **Print Page**  -- Print the currently displayed page.
- **Help**  -- Access documentation on the Tyler SIS support site.
- **User Menu**  (displays as your initials) -- Access to change your password, see your Meal Service, change Preferences, or log out of Classroom 360.

### Bottom Tool Bar

The bottom bar contains context-sensitive actions that change depending on the screen displayed. Classroom Summary has:

- **Legend**  -- To display what the icons in the My Classes panel mean.
- **Filter**  -- Filter the classes displayed by various criteria and/or change the columns displayed.
- **Export**  -- Export the content of the screen to a spreadsheet.
- **Refresh**  -- Refresh the screen display.

- **Mass Email**  -- Set up an email to selected rosters.
- **Preferences**  -- Sometimes, as on this screen, you may see a Preferences icon. When you click **Preferences** on the bottom toolbar, you'll see same options as clicking the User icon Preferences or the left-side menu System Settings options.

## Preferences

### Preferences

for Jim Mathman

- General
- Attendance
- Classroom Summary
- Communication Log
- Data Query
- Favorites
- Gradebook
- Mass Email

### General

#### LOGIN

Default Year after login 2018-19

Default School after login Edwards High School

When Enter is pressed on the Login screen, log me into

☒ Classic  
☐ 360

#### STUDENT ALERTS

When student alerts are shown in a grid, maximum alert icons to show 4

#### STUDENT NAMES

Format

☐ First name Last name  
☒ Last name, First name  
☐ First Initial Last name  
☐ First name Last initial

Middle Name

☒ Show entire name  
☐ Show first letter  
☐ Do not show

☐ Show nickname if exists  
☐ Include student # when showing student names



#### STUDENT SEARCH



☒ Pre-populate Student Search grid with my students on initial search

Default cursor position for Student Search screen

☐ Student Number  
☒ Last Name

☐ Show student alerts in Student Search grid

 Expand All
  Collapse All

 Save
  Close

By default, pressing the Enter key on the login screen takes all staff users to Classic SIS. Teachers who want to move full-time into Classroom 360 can change the default Enter key action on the Preferences screen. Access this screen by clicking the User icon and selecting Preferences (or click the Preference icon in the bottom toolbar).

On the left side of the Preferences screen, choose **General**. In the Login section, select the action for **When Enter is pressed on the Login screen, log me into**. The Classic option takes you to Classic SIS. Choosing 360 takes you to Classroom 360. All users who log into Classroom 360 can choose for themselves whether they want the Enter key to take them to Classroom 360 or Classic SIS.

If for any reason you decide you want the Enter key to take you back to Classic, just come back here and select the Classic option.

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**NOTE:** You can access 360 from Classic, but you cannot access Classic from 360.

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Preferences allow each user to personalize how 360 works. Some other examples are

- Display student names starting with First Name or Last Name
- Display student Alert icons in lists of students
- Gradebook display options equivalent to Select View in Classic





# Staff Home Page

## Overview

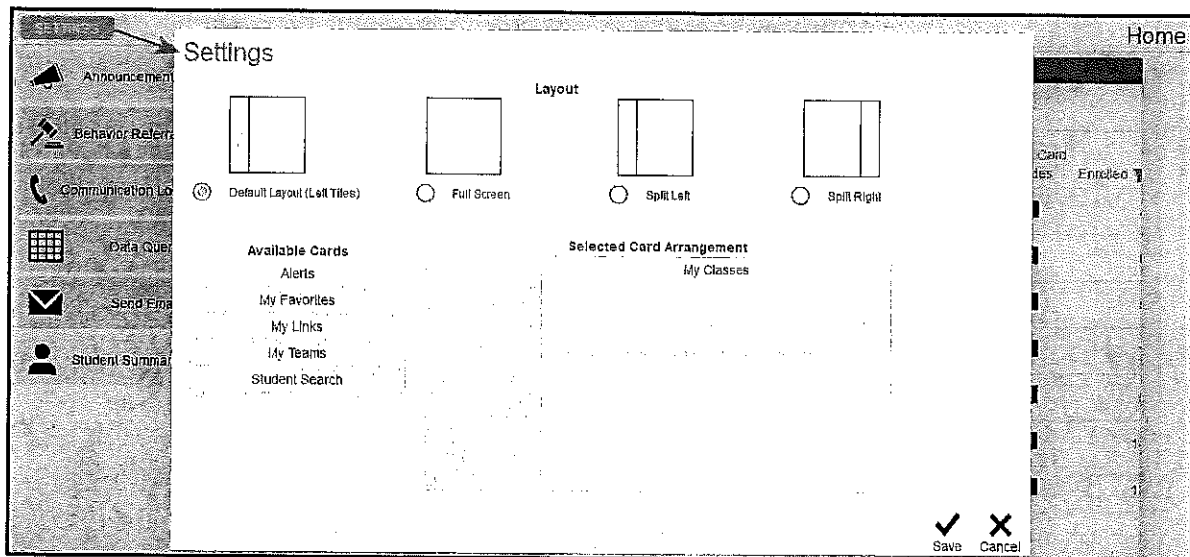
On the staff home page, there are now multiple cards which can be setup to customize the display. Just as with Preferences, these settings are user-specific, so each user can decide what arrangement works best for them.

## User Permissions

There are no special permissions for this function. Announcements are available to all teaching staff. The sites to which you are assigned determine which school announcements you see.



## Settings for Cards

Click **Settings** in the upper left corner to display the Settings window.



**NOTE:** Card availability is based on permissions, so all users may not see all the Available Cards shown above. More cards will be made available for the home page in future releases.

Currently available cards.

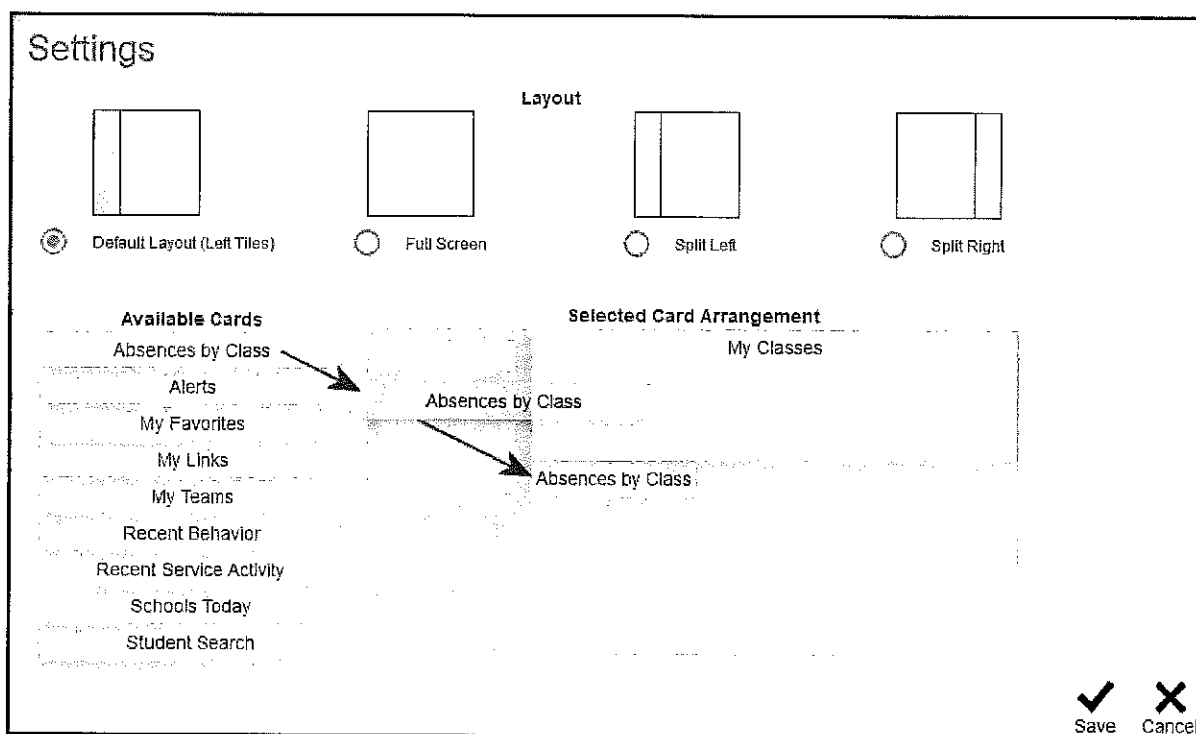
- **My Links** – Shows the same options as when the Link icon  is clicked.
- **My Favorites** – Shows the same options as when the Star icon  is clicked. This card is a good replacement for the current tiles shown on the home page as it actually allows links to be added for ANY page whereas the tile selections are limited.
- **My Teams** – Lists the teams with which the user is associated; click to display the students on that team.

- **Student Search** – A quick way to access info for a student.
  - If one student matches, displays Student Summary for that student.
  - If multiple matches, the Student Search window opens, filtered to the matching kids. Select from the list and press Enter.
- **My Classes/Classes at My School** – No change; teachers see My Classes, non-teachers see Classes at My School.
- **Alerts** – Currently shows the e-Form alerts that showed in yellow above the tiles on the old page.

## Arranging Cards

The Layout section at the top lets you decide how to divide your screen and the bottom area is used to decide which cards to display.


Drag cards from the Available Cards column on the left into the Selected Card Arrangement area on the right.




Rearrange the layout of the cards by dragging them up/down/left/right. To remove a card from the layout, drag it back to the Available Cards area.

## Settings

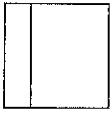
**Layout**




☒ Default Layout (Left Tiles)



☐ Full Screen



☐ Split Left



☐ Split Right

**Available Cards**

- My Links
- My Teams

**Selected Card Arrangement**

My Classes

Alerts

My Favorites

Student Search

☒ Save
 ☐ Cancel

When done, click **Save**.

Tyler SIS
ZZHS - Edwards High ...
2019-20

Home

**Announcements**

**Communication Log**

**Data Query**

**Behavior Referral**

**Send Email**

**Student Summary**

**My Classes**

☐ Show sections with 0 enrolled

Mass Email Legend Export Filter

Meets	Term	Course Section	Course Name	Instructor	Attendance Today	Grading Due	Report Card Grades	Enrolled	Actions
P1	Year	H3010-01	GEOMETRY	Mathman, Jim	■	■	■	6	⋮
P2	Year	H3010-02	GEOMETRY	Mathman, Jim	■	■	■	6	⋮
P2	Year	H3010-01	BASIC MATH III	Mathman, Jim	■	■	■	1	⋮
P4 Lunch 3	Year	H3010-03	GEOMETRY	Mathman, Jim	■	■	■	5	⋮
P5	Year	H3000-01	ALGEBRA 1	Mathman, Jim	■	■	■	5	⋮
P7	Year	H3010-04	GEOMETRY	Mathman, Jim	■	■	■	6	⋮
P8	Year	H9036-02	SEMINAR 11	Mathman, Jim	■	■	■	14	⋮

**My Favorites**

**My Students**

Attendance

Send Email

**Student Search**


Student Number

Last Name

First Name


**Alerts**

By default, the layout is set up as the home page was in the past, with Menu tiles on the left and My Classes (or Classes at My School) on the right. When using one of the other layout options, cards


such as the My Favorites card (as set in Preferences) can be used in the left or right area. The Menu tiles no longer display but are available by clicking the Menu icon .

### Settings


**Layout**



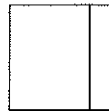
☐ Default Layout (Left Tiles)



☐ Full Screen



☒ Split Left



☐ Split Right

**Available Cards**

- My Links
- My Teams

**Selected Card Arrangement**

My Favorites

My Classes

Student Search

Alerts

☒ Save
 ☐ Cancel

Tyler SIS
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**My Favorites**

My Students

Attendance

Send Email

---

**Student Search**

Student Number

Last Name

First Name

**My Classes**

☐ Show sections with 0 enrolled

Mass Email Legend Export Filter

Section	Term	Course Section	Course Name	Instructor	Attendance Today	Grading Due	Report Card Grades	Enrolled
P1	Year	H3010-01	GEOMETRY	Mathman, Jim	<div style="width: 100%; height: 10px; background-color: black;"></div>	<div style="width: 100%; height: 10px; background-color: black;"></div>	<input checked="" type="checkbox"/>	6
P2	Year	H3010-02	GEOMETRY	Mathman, Jim	<div style="width: 100%; height: 10px; background-color: black;"></div>	<div style="width: 100%; height: 10px; background-color: black;"></div>	<input checked="" type="checkbox"/>	6
P2	Year	H8301-01	BASIC MATH III	Mathman, Jim	<div style="width: 100%; height: 10px; background-color: black;"></div>	<div style="width: 100%; height: 10px; background-color: black;"></div>	<input type="checkbox"/>	1
P4 Lunch 3	Year	H3010-03	GEOMETRY	Mathman, Jim	<div style="width: 100%; height: 10px; background-color: black;"></div>	<div style="width: 100%; height: 10px; background-color: black;"></div>	<input checked="" type="checkbox"/>	5
P5	Year	H3000-01	ALGEBRA 1	Mathman, Jim	<div style="width: 100%; height: 10px; background-color: black;"></div>	<div style="width: 100%; height: 10px; background-color: black;"></div>	<input checked="" type="checkbox"/>	5
P7	Year	H3010-04	GEOMETRY	Mathman, Jim	<div style="width: 100%; height: 10px; background-color: black;"></div>	<div style="width: 100%; height: 10px; background-color: black;"></div>	<input checked="" type="checkbox"/>	6
P8	Year	H9036-02	SEMINAR 11	Mathman, Jim	<div style="width: 100%; height: 10px; background-color: black;"></div>	<div style="width: 100%; height: 10px; background-color: black;"></div>	<input checked="" type="checkbox"/>	14

**Alerts**

# C360 Attendance by Homeroom

Path: My Classes (Classroom Summary) > Attendance Today > Status Icon

Or My Classes > Actions menu > Attendance

Or Menu Icon > My Classes > Attendance > Select Class

## Overview

Teachers can take attendance by homeroom if attendance is taken once a day or in each period if attendance is taken by class, throughout the day. When the classes for Today are being displayed on the home page, the attendance icons initially display in red. This changes as attendance is marked for each class period. Click the **Legend** icon in the bottom bar for descriptions of their statuses.

As a teacher, your method of taking attendance is configured as determined by the office. You may take attendance either by period or homeroom.

The screenshot shows the Tyler SIS Classroom Summary page. The top navigation bar includes the Tyler SIS logo, school name (ZZWE - West Elementary), and school year (2018-19). The main content area is titled "Classroom Summary" and shows a table of classes. The table has columns for "Meets", "Term", "Course Section", "Course Name", "Attendance Today", "Grading Due", "Report Card Grades", and "Room". The first row shows "P1 Lunch 5" for the "Year" term, with "E5050-02" as the course section and "5th Homeroom" as the course name. The "Attendance Today" column shows a red square icon. The bottom bar contains icons for "Legend", "Filter", "Export", "Mass Email", and "Preferences".

Meets	Term	Course Section	Course Name	Attendance Today	Grading Due	Report Card Grades	Room
P1 Lunch 5	Year	E5050-02	5th Homeroom	[Red Square]			

## User Permissions

In the **Attendance** area, the **Current Day Marking (Office & Teachers)** permission is necessary. This allows teachers to take attendance in the current day.

## Marking Today's Attendance

5th Homeroom (E5050-02) M: P1 Lunch 5  
Enrolled 3 Eligible 3 Present 0 Absent 0

Attendance for 04/26/19  
West Elementary School - 2018-19

Student Name	Alerts	Attendance			Comment
		A	T	P1	
Burgoyne, Aaron R	2	0			
Jackson, Cole L	8	0			
Olson, Alexis E	4	0			

Bottom bar: A+ Gradebook, Seating Chart, Legend, Maximize, Mass Add, Perfect Attendance, Student Photos, Preferences, Save

**NOTE:** An asterisk in any cell indicates the student has no class scheduled for that period, e.g., part-time students. Also, any existing absence codes and comments were most likely entered by the attendance secretary and cannot be changed by a teacher.

1. The Attendance screen displays the current day attendance for the selected homeroom. The class, course number, period, and lunch period display at the top of the screen. The class roster lists students for this class.
2. Use the drop-down menu next to each student's name to indicate the student is absent or tardy.

**NOTE:** The available attendance codes that a teacher can enter are determined at the district level.

Student Name	Alerts	Attendance		
		A	T	P1
Burgoyne, Aaron R	2	0		

- No mark indicates the student is present.
- Click the drop-down list to arrow to select an absence code.
- Click **Legend** in the bottom bar for assistance with codes used for attendance.

**Legend**

Code	Description
*	Student has no course scheduled for this period on this date
A	Absent
C	Checked In
E	Excused
L	Left School (checked out)
M	Medical on File
T	Tardy

Close

3. A **comment** may appear if the office staff has entered a reason for a student absence.

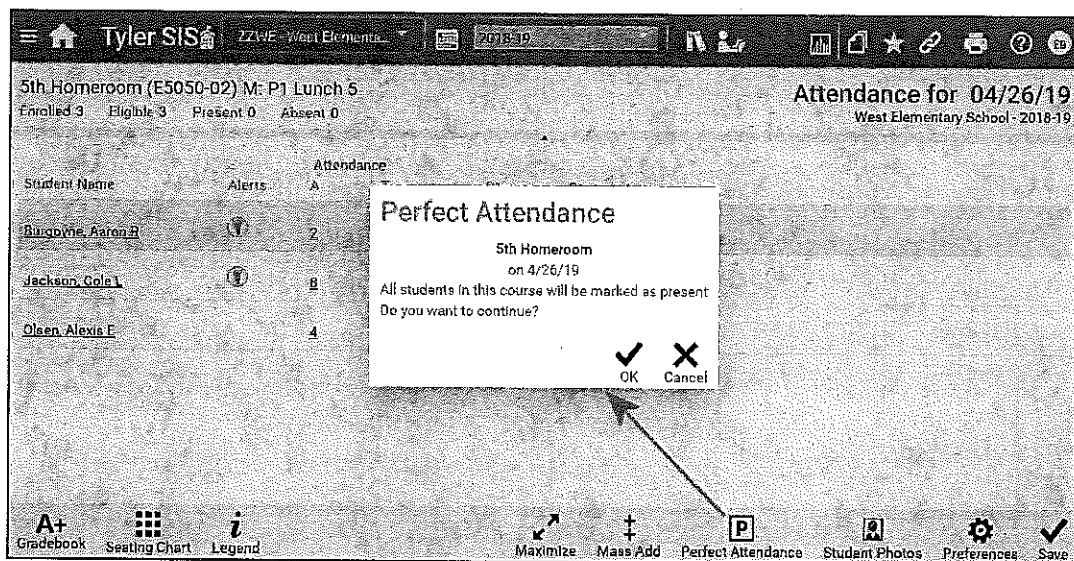
Student Name	Alerts	Attendance		P1	Comment
		A	T		
<u>Burgoyne, Aaron R</u>		2	0		
<u>Jackson, Cole L</u>		8	0	G	Nurse's office for hearing check

4. To save the marks for the selected class, click **Save** in the bottom bar.

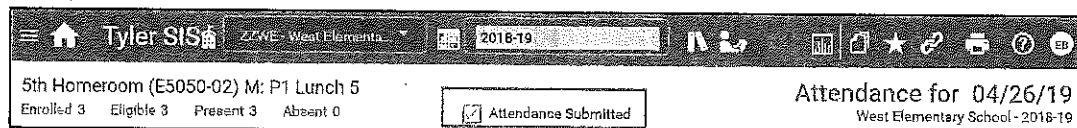
## Marking Perfect Attendance

**NOTE:** If a code for any student has already been entered by the office, the perfect attendance button cannot be used.

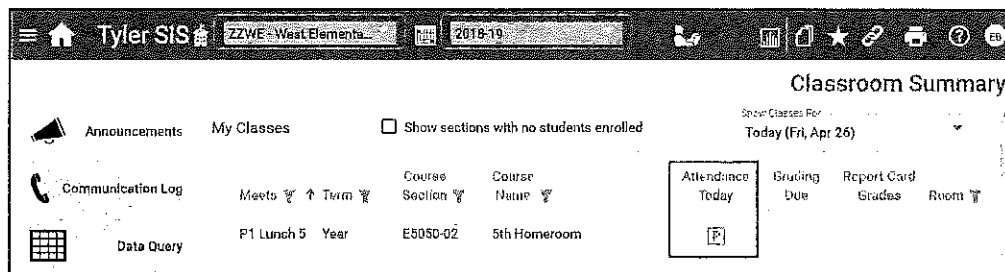
1. If all students are present in the Homeroom period, click the **Perfect Attendance** icon in the bottom bar. A confirmation dialog box displays.



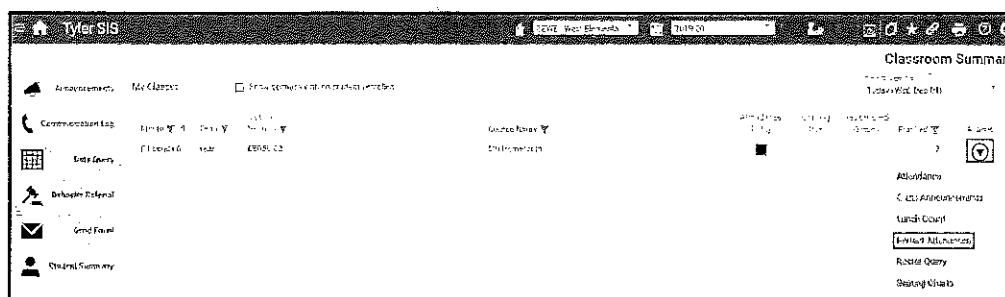
2. Click **OK** to continue. The screen refreshes and a checkbox indicating attendance has been submitted is displayed at the top of the screen:



3. When you return to the home screen, Period 1 shows the perfect attendance icon under **Attendance Today:**





4. **Perfect Attendance** can also be marked from **Classroom Summary** by selecting **Actions > Perfect Attendance**.



## Viewing Previous Attendance

The **Attendance** column (based on preferences) shows the year-to-date number of absences and tardies for the student for this class.

GEOMETRY (H3010-01) P1				
Enrolled 18	Eligible 18	Present 18	Absent 0	
		Attendance		
Student Name	Alerts	A	T	
<u>Barker, Michelle Kay</u>		5	1	
<u>Bryan, Savana V</u>		2	0	

Click a number in the column to view the year-to-date attendance dates, codes and comments.

Attendance for Bryan, Savana V			
Date	Code	Description	Comment
2/22/19A	Absent		
1/18/19E	Excused	MOF	
1/17/19E	Excused	MOF	
1/16/19E	Excused	MOF	
1/10/19E	Excused	Received absence note on 1/21/14.MOF	



## Viewing Student Photos

Student photos can be displayed next to each student's name. To do so, click **Student Photos** in the bottom tool bar.

The screenshot shows the Tyler SIS interface for the 5th Homeroom (E5050-02) M: P1 Lunch 5. The attendance for 04/26/19 is displayed. The bottom toolbar includes icons for Gradebook, Seating Chart, Legend, Maximize, Mass Add, Perfect Attendance, **Student Photos** (highlighted), Preferences, and Save.




Student Name	Alerts	Attendance	P1	Comment
		A	T	
Burgoyne, Aaron R	1	2	0	
Jackson, Cole L	1	2	0	
Olsen, Alexis E		4	0	

The screen refreshes displaying photos and the tool bar icon changes to **Hide Photos**. Click **Hide Photos** to stop viewing student photos.

The screenshot shows the Tyler SIS interface after clicking 'Student Photos'. The bottom toolbar now includes a **Hide Photos** button instead of 'Student Photos'. The student photos are displayed next to their names in the attendance list.

Student Photo	Student Name	Alerts	Attendance	P1	Comment
			A	T	
	Burgoyne, Aaron R	1	2	0	
	Jackson, Cole L	1	2	0	
	Olsen, Alexis E		4	0	

## Marking Attendance in Seating Charts

Attendance can also be taken using the **Seating Chart**. Click the **Seating Chart** icon  to display the chart, click the blue bar above any student to cycle through available attendance codes and click **Save** . To return to the original attendance view, click the **List View** icon . For more specific information see *Seating Charts* on the Tyler SIS support site.

5th Homeroom (E5050-02) M: P1 Lunch 5

Attendance for 04/26/19

Enrolled 3 Eligible 3 Present 3 Absent 0 Attendance Submitted Mathman Period 1

Teacher Desk

Unassigned Students

Door

Click to cycle through available attendance codes

Gradebook List View How To Legend Delete Chart Edit Chart Add Chart Copy Chart Print Chart Maximize Perfect Attendance Preferences

Click the student's name to access other student data.

Foreman, Makayla K

Cormier, Dakota K

Jock, Victor C

Student Information


Attendance Today

Add Communication Log Entry

Seating Chart Notes

Comment

### Other Options on this Screen

- Some of these columns displayed are optional; click the Preferences icon  in the bottom bar to access preferences.

Preferences	Attendance	
for Roger Byrne	Show all periods in the day	
General	Enter codes using	
Attendance	<input checked="" type="radio"/> Dropdown	
Classroom Summary	<input type="radio"/> Radio	
Communication Log	Available Columns	Show
Data Query	DOB	Student Name
Favorites	Grade	Student #
Gradebook		Projected Enrollment
Mass Email		Alerts
		Attendance for This Class (A, T)
<p>Drag names from Available Columns into Show to add them to the grid.            Drag within Show to change the order in which the columns are displayed.</p>		
		Save  Close

- If the student has any alerts, they show in the Alerts column.

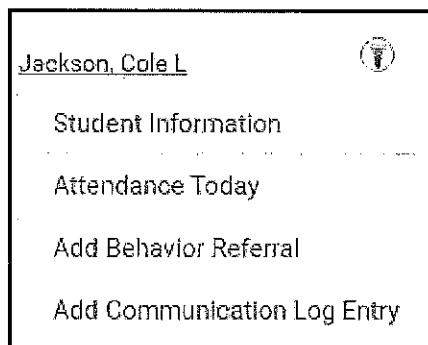
5th Homeroom (E5050-02) M: P1	
Enrolled 3	Eligible 3 Present 3 A
Student Name	Alerts
<u>Burgoyne, Aaron R</u>	
<u>Jackson, Cole L</u>	

Click in the the student's alert column to see all of the alerts you have permission to see for this student.

Alerts for Burgoyne, Aaron R			
Alert	Description	Start	End
	Food Allergies - allergies: butterbeans,squash. Has seasonal allergies	08/20/13	
	Epilepsy - BRE Benign Rolandic Epilepsy- small seizures on one side of face -student will be aware, excessive drooling during and starting, unable to speak.	02/17/15	
	Attention Deficit Hyperactive - Concerta 36mg given at home 2013-2014.- KM	07/28/16	
Close			

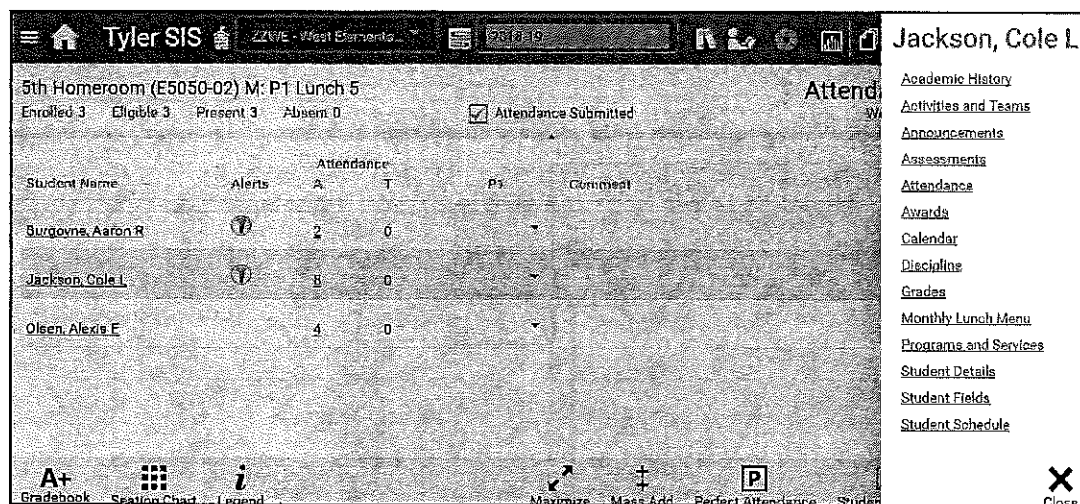
- Click a student's name to display the Student menu, which has options to view Student Information. Options available depend on the user logged in and their permissions. May

include options such as viewing the student's Attendance Today, adding a Behavior Referral, or adding a Communication Log Entry (for more information see *Discipline Referrals and Communication Log* on the Tyler SIS support site).



Clicking **Student Information** displays a list of options on the right side of the screen. Select an option or click the **Close** icon.

**NOTE:** A warning is displayed if you have made changes without saving.



- Click the **Gradebook** icon in the bottom tool bar to open your gradebook for this class (for more information see the Gradebook documents on the Tyler SIS support site).
- Click the **Maximize** icon to reduce the information above the attendance data providing maximum room to display the roster.

Tyler SIS 22 WE West Elementary 2018-19

5th Homeroom (E5050-02) M: P1 Lunch 5 Attendance for 04/26/19  
Enrolled 3 Eligible 3 Present 3 Absent 0 Attendance Submitted West Elementary School - 2018-19

Student Name	Alerts	Attendance		P1	Comment
		A	T		
Burgoyne, Aaron R	1	2	0		
Jackson, Cole L	1	8	0		
Olsen, Alexis E		4	0		

Click **Restore** to return to the full view.

5th Homeroom (E5050-02) M: P1 Lunch 5 Enrolled 3 Eligible 3 Present 0 Absent 0 Attendance for 04/26/19

Student Name	Alerts	Attendance		P1	Comment
		A	T		
Burgoyne, Aaron R	1	2	0		
Jackson, Cole L	1	8	0		
Olsen, Alexis E		4	0		

- Click the **Mass Add** icon select **Mass Add Communication Log Entry**, and select students to create a communication log entry for selected students in the roster.
- Click the **Mass Add** icon select **Mass Email**, and select students to email selected students in the roster (for more information see *Mass Email* on the Tyler SIS support site).

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# Attendance – Seating Charts

To schedule individual training for your district, contact [SISTraining@tylertech.com](mailto:SISTraining@tylertech.com).

**Path: My Classes > selected class Actions menu > Seating Chart**

Or Menu > My Classes > Seating Charts

## Overview

The seating chart view provides photos of each student, positioned where the students sit in the classroom. This view is especially handy any time a user is trying to associate student names and faces; during the first days/weeks of school, when classes change at term or semester, and for substitute teachers.

Tyler SIS remembers which view was open the last time the Attendance screen for each class was accessed. If the List view was last used or this is the first time the Attendance page is being viewed for this class, click **Seating Chart** in the bottom bar to switch to the seating chart view.

## User Permissions

There are no special permissions for this function. This function is available for all staff with a teacher role.

## View Seating Charts List

To see which classes have or don't have seating charts, choose **Menu > My Classes > Seating Charts**. Click a class to display or setup a seating chart.

Select Class

Show classes for

All Terms

Meets	Term	Course-Section	Course Name	Room	Enrolled
P5	Year	H1001-02	ENGLISH I	103	14
P8	Year	H9037-02	SEMINAR 10	209	14

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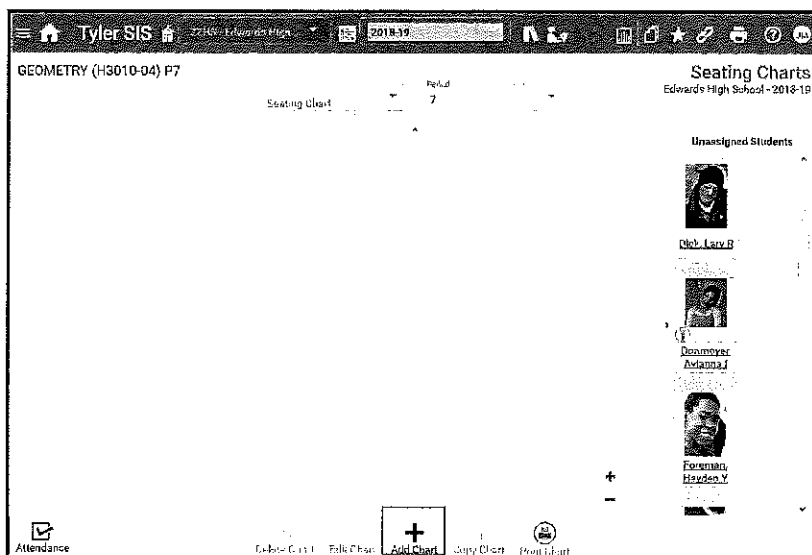
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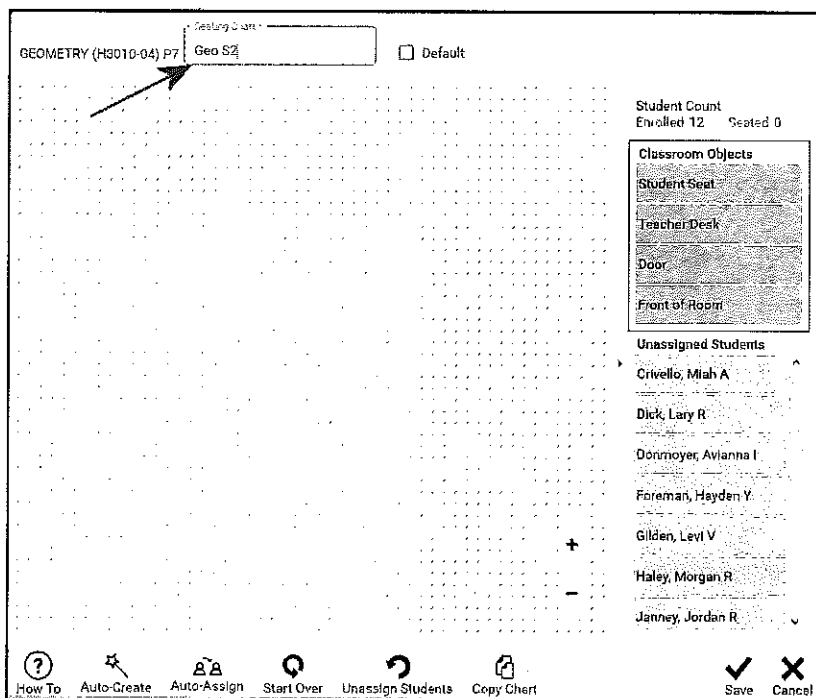
## Add a Seating Chart

If a seating chart does not already exist for this class, the setup area is blank and the students in the roster appear in the Unassigned Students area.

1. Click **Add Chart** to create a new seating chart.



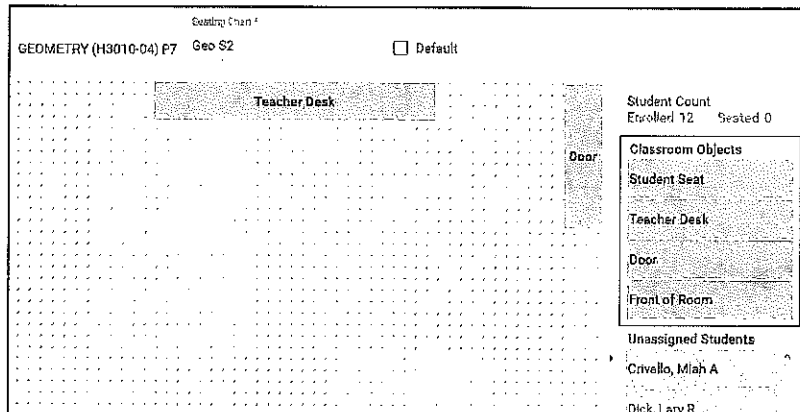
2. **Name the Chart** – In the Seating Chart field at the top of the grid, give the chart a name and indicate if this should be the default seating chart for the class. (Multiple seating charts can be created for a class, for example, if students or seats are arranged differently on different days, for different subjects, or grading periods.)



3. **Classroom Objects** – On the right side of the screen, the top box lists the available types of objects that can be placed on the grid. The bottom box lists the names of the students who have



not yet been assigned to seats. You may wish to add objects to help orient the seating chart before adding seats. Click and drag Teacher Desk, Door, or Front of Room to place them.



**NOTE:** Once placed on the grid, an object can be rotated by double-clicking it. Each double-click rotates the object 45 degrees.

To remove an object, drag it back to the Classroom Objects list.

4. **Add Seats** – Before a student can be placed in a seat, a seat must be added to the grid. This can either be done manually or by using the auto-create function.
  - **Manually Add Seats** – From the list of Classroom Objects on the right, select and drag a Student Seat to the working area. Seats can be placed wherever needed on the grid to represent the layout of the room. Repeat this process until all the seats in the room have been added.
  - **Auto-Create Student Seats** – Click **Auto Create** in the bottom bar, then enter the number of rows and columns to be created. When **Create** is clicked, the seats default to being arranged in a block of rows and columns but can be rearranged as desired.

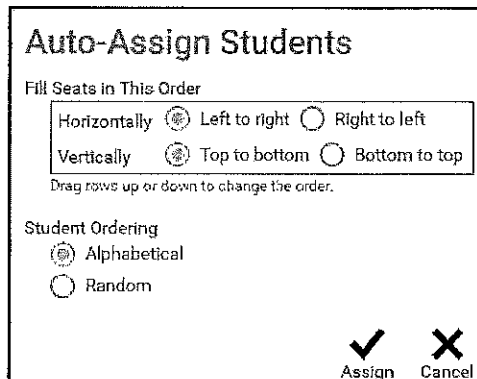
**NOTE:** Seats can be rearranged whether students have been assigned to them or not.

To move a seat, click or touch the **Drag Seat** area on a seat and move it to a new location.

To remove a seat entirely, drag it back to the Classroom Objects list. If a student was assigned to the seat, the student is returned to the Unassigned Students list.

5. **Assign Students to Seats** -- As with adding seats, this can be done manually or automatically.
  - **Manually Assign Students to Seats** -- From the Unassigned Students list, drag a student name to the **Drag Student Here** area of a seat. The student photo and name are displayed. Repeat until all student have been assigned to seats.
  - **Auto-Assign Student Seats** – Click **Auto-Assign** in the bottom bar. Choose the order in which the seats should be filled by clicking a radio button for the Horizontal arrangement and

the Vertical arrangement. Indicate whether the student should be assigned to seats in Alphabetical or Random order. Click **Assign** and the students are assigned to the seats.



**Auto-Assign Students**

Fill Seats in This Order

Horizontally ☒ Left to right ☐ Right to left

Vertically ☒ Top to bottom ☐ Bottom to top

Drag rows up or down to change the order.

Student Ordering

☒ Alphabetical

☐ Random

☒ Assign ☐ Cancel






**NOTE:** To remove a student from a seat, click/touch the student name and drag it either to another seat or back to the Unassigned Students list.


6. **Lock Seats** – To prevent a seat from being accidentally moved, it can be locked into place. This is done by clicking/touching and holding the student name area (which either shows the assigned student's name or the label **Student Name**.) When locked, the **Drag Seat** label at the top of the seat changes to **Locked**. When a seat is locked, the student cannot be changed. This means any assigned student cannot be removed from an occupied locked seat and a student cannot be assigned to an empty locked seat. To unlock the seat so the assigned student can be changed, click/touch and hold in the student name area again.

**NOTE:** Seats can only be locked when a seating chart is being edited.

7. Click **Save** in the bottom bar to complete and save the seating chart.

#### Tools in Toolbar

- **How To** –  Click to display reminders for performing several common tasks:
  - Placing Objects
  - Assigning Students to Seats
  - Moving Students
  - Rotating Objects
  - Removing Objects
  - Locking Seats
- **Auto-Create** –  Click to automatically add seats to the chart.
- **Auto-Assign** –  Click to automatically add students to the seats on the chart.
- **Start Over** –  Click to remove all students, seats, and other objects from the grid and begin from scratch, click in the bottom bar.
- **Unassign Students** –  Click to keep the seats and other objects but remove all the students and place them back onto the Unassigned Students list.

- **+/-** -- Use the plus or minus signs in the lower right corner of the grid can be used to zoom in or out on the grid. For some classes, it may be necessary to zoom out to see all the seats or zoom in to see details.
- **Copy Chart** --  If the desk arrangement needed already exists in another of your classes, or you want to create a new chart that is similar to an existing chart for this class, rather than starting from scratch, the Copy Chart option can be used to duplicate the existing layout. This imports in the seats and other objects into this chart, but not the students

**Copy Seating Chart**

Create a new seating chart with the seats arranged as they are in the chart being copied.

Copy From

Class: --  
GEOMETRY (H8010-01) P1

Seating Chart: \*


Name for New Chart:

✓ X  
Copy Cancel

## Taking Attendance

To change the attendance code for a student, click/touch the heading above the photo. Each click/touch cycles to the next available code.

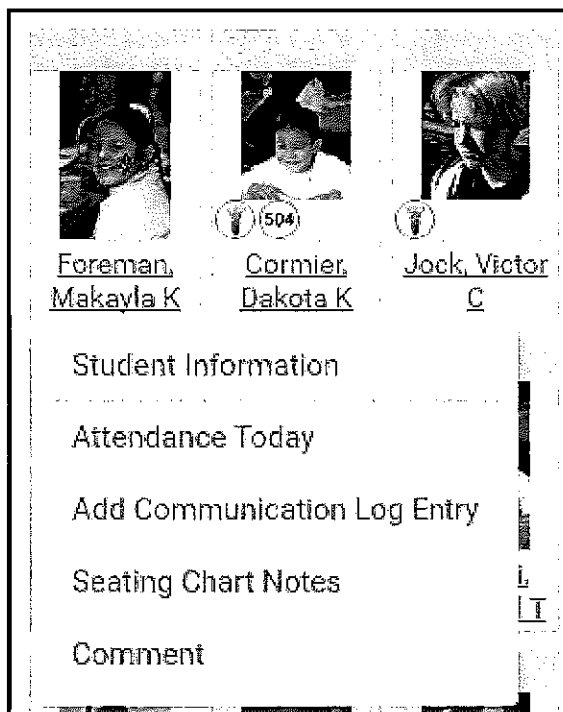
The current attendance code for each student is displayed in the header above their photo.

 <u>Over,</u> <u>Mckenzie K</u>	 <u>Shiner, Rainie</u> <u>I</u>	 <u>Jorden, Cole</u> <u>L</u>	 <u>Reith, Brent E.</u>
 <u>Noack,</u> <u>Hannah N</u>	 <u>Barker,</u> <u>Michelle Kay</u>	 <u>Leon, Caitlin</u> <u>I</u>	 <u>Migues,</u> <u>Austin S</u>

**NOTE:** Any students who have not been assigned to seats show in the UnAssigned Students panel on the right side of the page. Attendance codes can be assigned to these students even though they are not assigned to a seat.

## Student Menu

Selecting a student name displays the student menu:



- As on other screens, the **Student Information** option opens a panel on the right side of the screen which provides access to information about the selected student.
- The **Attendance Today** displays the student's Current Day Attendance in a new window.
- The **Communication Log Entry** option opens the add entry page in a window, allowing a communication log for the student to be added without having to leave the attendance screen.
- A **Seating Chart Note** can be used as reminder regarding things like who should not be placed next to who or special needs of a student (e.g. "Needs to sit in front row because is easily distracted by other students if sitting further back.")
- A **Comment** is specific to the day and class for which attendance is being taken. This is the same as a comment added from the List view of Attendance.

---

**NOTE:** The Comment option only shows if you have permission to enter comments in Attendance.

---

### Other Options on This Screen

- Switch between periods of a multi-period class by using the **Period** drop-down.
- Use **Gradebook** in the bottom bar to switch to the gradebook for this class.
- Switch back to the non-seating chart view by clicking **List** in the bottom bar.
- Click **How To** to see reminders for performing attendance tasks.
- Click **Legend** to view attendance codes.
- Remove the currently-viewed seating chart by clicking **Delete Chart**.

- Click **Edit Chart** to make alterations to the currently-viewed seating chart.
- Click **Print Chart** to print a copy of the currently-viewed seating chart.
- Mark all students present by clicking **Perfect Attendance** in the bottom bar.



# C360 Attendance by Period

Path: **My Classes (Classroom Summary) > Attendance Today > Status Icon**

Or My Classes > Action menu > Attendance

Or Menu Icon > My Classes > Attendance > Select Class

## Overview

Teachers can take attendance by homeroom if attendance is taken once a day or in each period if attendance is taken by class, throughout the day. When the classes for Today are being displayed on the home page, the attendance icons initially display in red. This changes as attendance is marked for each class period. Click the **Legend** icon in the bottom bar for descriptions of other statuses.

As a teacher, your method of taking attendance is configured as determined by the office. You may take attendance either by period or homeroom.

The screenshot shows the Tyler SIS Classroom Summary interface. The top navigation bar includes a home icon, the text 'Tyler SIS', a school selection dropdown (ZZHS - Edwards High), a year dropdown (2018-19), and several utility icons. The main content area is titled 'Classroom Summary' and includes a sub-header 'Direct Classes For Today (Fri, Apr 26)'. A sidebar on the left contains icons for Announcements, Communication Log, Data Query, Behavior Referral, Send Email, and Student Summary. The main table lists classes with columns for Meets, Term, Course Section, Course Name, Attendance Today, Grading Due, Report Card Grades, Room, Enrolled, and Actions. The table contains 8 rows of data, each with a red attendance icon in the 'Attendance Today' column.

Meets	Term	Course Section	Course Name	Attendance Today	Grading Due	Report Card Grades	Room	Enrolled	Actions
P1	Year	H3010-01	GEOMETRY	[Red Icon]	[Red Icon]	[Red Icon]	219	18	[Dropdown]
P2	Year	H3010-02	GEOMETRY	[Red Icon]	[Red Icon]	[Red Icon]	219	11	[Dropdown]
P2	Year	H3010-01	BASIC MATH I/II	[Red Icon]	[Checkmark]	[Red Icon]	317	1	[Dropdown]
P3	Year	H3000-07	ALGEBRA 1	[Red Icon]	[Checkmark]	[Red Icon]	219	14	[Dropdown]
P4 Lunch 3	Year	H3010-03	GEOMETRY	[Red Icon]	[Red Icon]	[Red Icon]	219	11	[Dropdown]
P5	Year	H3000-01	ALGEBRA 1	[Red Icon]	[Checkmark]	[Red Icon]	219	20	[Dropdown]
P7	Year	H3010-04	GEOMETRY	[Red Icon]	[Red Icon]	[Red Icon]	219	12	[Dropdown]
P8	Year	H9036-02	SEMINAR 11	[Red Icon]	[Checkmark]	[Red Icon]	219	13	[Dropdown]

The bottom bar contains icons for Legend, Filter, Export, Mass Email, and Preferences.

## User Permissions

In the **Attendance** area, the **Current Day Marking (Office & Teachers)** permission is necessary. This allows teachers to take attendance in the current day.

## Marking Today's Attendance

**Tyler SIS** | 2245 - Edwards High | 2018-19 | Attendance for 04/26/19 | Edwards High School - 2018-19

**GEOMETRY (H3010-01) P1**  
Enrolled 16 | Eligible 16 | Present 0 | Absent 0

Student Name	Alerts	Attendance		P1	P2	P3	P4	P5	P6	P7	P8	Comments
		A	T									
Barker, Michelle Kay		2	1									
Bryan, Savane V		2	0	A								
Burger, Carly R		3	0	T								
Collins, Jerika B		3	0									
Curi, Christopher B		2	0									
Diommano, Sunny M		0	0									
Figg, Chris B		2	2									
Fitzmaurice, Samuel M		3	0									
Foland, Elizabeth L		3	0									

**A+** Gradebook | Seating Chart | Legend | Maximize | Mass Add | Perfect Attendance | Student Photos | Preferences | Save

**NOTE:** An asterisk in any cell indicates the student has no class scheduled for that period, e.g., part-time students. Also, any existing absence codes were most likely entered by the attendance secretary and cannot be changed by a teacher.

1. The Attendance screen displays the current day attendance and highlights the homeroom period. The course and course number display at the top of the screen. The class roster lists students for this class.
2. Use the drop-down menu next to each student's name to indicate the student is absent or tardy.

**NOTE:** The available attendance codes that a teacher can enter are determined at the district level.

Student Name	Alerts	Attendance		P1
		A	T	
Burgoyne, Aaron R		2	0	

- No mark indicates the student is present.
- Click the drop-down list arrow to select an absence code.
- Click **Legend** in the bottom bar for assistance with codes used for attendance.



Code	Description
*	Student has no course scheduled for this period on this date
A	Absent
C	Checked In
E	Excused
L	Left School (checked out)
M	Medical on File
T	Tardy

X  
Close

3. A **comment** may appear if the office staff has entered a reason for a student absence.

GEOMETRY (H3010-01) P1  
Enrolled 18    Eligible 18    Present 18    Absent 0

Attendance for 04/26/19  
Edwards High School - 2018-19

Student Name	Alerts	Attendance	P1	P2	P3	P4	P5	P6	P7	P8	Comment
Parker, Michelle Kay		A: 5, T: 1									
Bryan, Savana V		A: 2, T: 0									

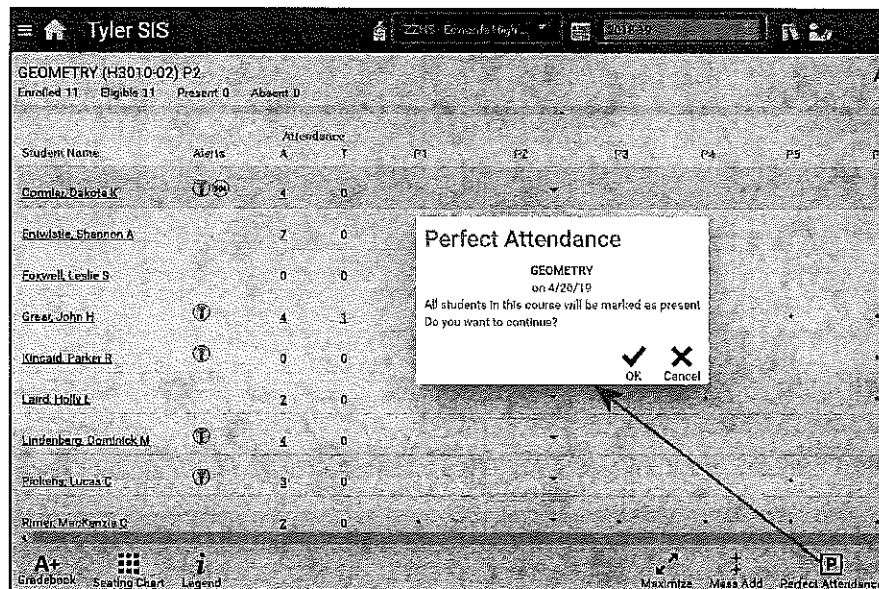
Nurse's office for hearing check.

4. To save the marks for the selected class, click **Save** in the bottom bar.

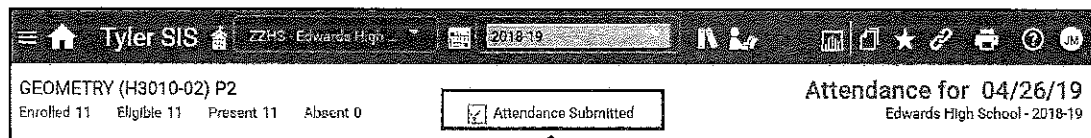
## Marking Perfect Attendance

**NOTE:** If a code for any student has already been entered by the office, the perfect attendance button cannot be used.

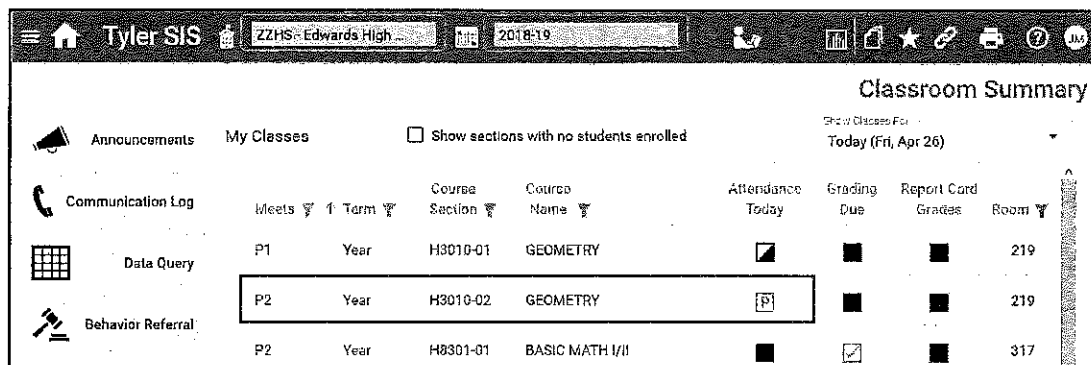
1. If all students are present in the selected period, click the **Perfect Attendance** icon in the bottom bar. A confirmation dialog box displays.



2. Click **Ok** to continue. The screen refreshes and a checkbox indicating attendance has been submitted is displayed at the top of the screen.



3. When you return to the home screen, Period 2 shows the perfect attendance icon under **Attendance Today**.



4. **Perfect Attendance** can also be marked from **Classroom Summary** by selecting **Actions > Perfect Attendance**.

## Viewing Previous Attendance

The **Attendance** column (based on preferences) shows the year-to-date number of absences and tardies for the student for this class.

GEOMETRY (H3010-01) P1					
Enrolled 18		Eligible 18		Present 18	Absent 0
Student Name		Alerts	Attendance		
		A	T		
<u>Barker, Michelle Kay</u>			5	1	
<u>Bryan, Savana V</u>			2	0	

Click a number in the column to view the year-to-date attendance dates, codes and comments.

Attendance for Bryan, Savana V			
Date	Code	Description	Comment
2/22/19A	Absent		
1/18/19E	Excused	MOF	
1/17/19E	Excused	MOF	
1/16/19E	Excused	MOF	
1/10/19E	Excused	Received absence note on 1/21/14.MOF	

X  
Close

## Viewing Student Photos

Student photos can be displayed next to each student's name. To do so, click **Student Photos** in the bottom tool bar.




The screenshot shows the Tyler SIS Attendance interface for GEOMETRY (H3010-01) P1. The top bar includes the school name 'ZZHS - Edwards High', the year '2018-19', and various icons. The main area displays a table of student attendance for 04/26/19. The table has columns for Student Name, Alerts, Attendance (A, T), and periods P1 through P6. Student photos are displayed next to the names of Barker, Michelle Kay and Bryan, Savana V. The bottom toolbar includes icons for Gradebook, Seating Chart, Legend, Maximize, Mass Add, Perfect Attendance, Student Photos (highlighted), Preferences, and Save.

Student Name	Alerts	Attendance	P1	P2	P3	P4	P5	P6
Barker, Michelle Kay	1	A T						
Bryan, Savana V	1	A T	G		*	*	*	*

The screen refreshes displaying photos and the tool bar icon changes to **Hide Photos**. Click **Hide Photos** to stop viewing student photos.

This screenshot shows the same Tyler SIS Attendance interface, but the 'Hide Photos' button is highlighted in the bottom toolbar. The student photos are still visible in the main table area.

## Marking Attendance in Seating Charts

Attendance can also be taken using the **Seating Chart**. Click the **Seating Chart** icon  to display the chart, click the blue bar above any student to cycle through available attendance codes and click **Save** . To return to the original attendance view, click the **List View** icon . For more specific information see *Seating Charts* on the Tyler SIS support site.

Tyler SIS Z2WE - West Elementary 2018-19

5th Homeroom (E5050-02) M: P1 Lunch 5

Enrolled 3 Eligible 3 Present 3 Absent 0 Attendance Submitted Mathman

Seating Chart Mathman

Attendance for 04/26/19

West Elementary School

Teacher Desk

Unassigned Students

Door

Click to cycle through available attendance codes

A+ Gradebook List View How To Legend Delete Chart Edit Chart Add Chart Copy Chart Print Chart Maximize Perfect Attendance Preferences

Click the student's name to access other student data.

Foreman, Makayla K

Cormier, Dakota K

Jock, Victor

Student Information


Attendance Today

Add Communication Log Entry

Seating Chart Notes

Comment

## Other Options on this Screen

- Some of these columns displayed are optional; click the Preferences icon  in the bottom bar to access preferences.

### Preferences

for Roger Byrns

- General
- Attendance
- Classroom Summary
- Communication Log
- Data Query
- Favorites
- Gradebook
- Mass Email

### Attendance

☒ Show all periods in the day

Enter codes using

☒ Dropdown  
☐ Radio

#### Available Columns

- DOB
- Grade

#### Show

- Student Name
- Student #
- Projected Enrollment
- Alerts
- Attendance for This Class (A, T)

*Drag names from Available Columns into Show to add them to the grid.  
Drag within Show to change the order in which the columns are displayed.*

☒ Save
 ☐ Close

- If the student has any alerts, they show in the Alerts column.

### GEOMETRY (H3010-01) P1


Enrolled 18    Eligible 18    Present 18


#### Student Name

Barker, Michelle Kay

Bryan, Savana V




#### Alerts






Click in the the student's alert column to see all of the alerts you have permission to see for this student.

### Alerts for Barker, Michelle Kay

Alert	Description	Start	End
	Asthma - Carries ProAir Inhaler to use PRN Wheezing & before PE per Dr Bunge. Note on file 8/20/11 Dr Bunge has ordered Albuterol inhaler, Flovent. 2013-2014 Form complete for carry on.- KM	09/03/14	
	Attention Deficit Disorder - Strattera at home	07/29/16	
	Depression - 8/12 mom marked it on student's non-rx med sheet, but no further info given.dm	08/15/17	

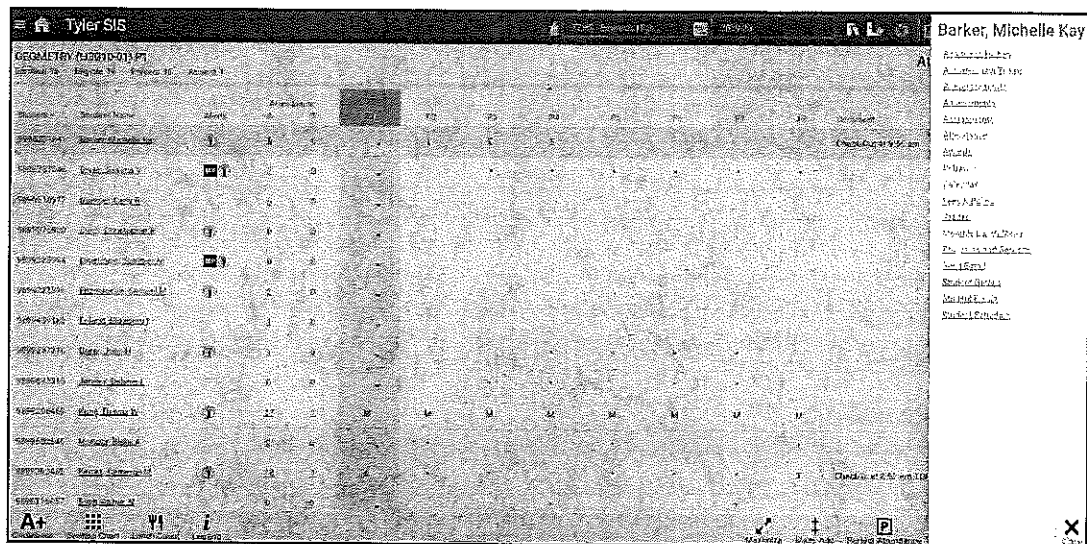
☒ Close



- Click a student's name to display the Student menu, which has options to view Student Information. Options available depend on the user logged in and their permissions. May include options such as viewing the student's Attendance Today, adding a Behavior Referral, or adding a Communication Log Entry (for more information see *Discipline Referrals and Communication Log* on the Tyler SIS support site).

Student Name	Alerts
<u>Barker, Michelle Kay</u>	
Student Information	
Attendance Today	
Add Behavior Referral	
Add Communication Log Entry	

Clicking **Student Information** displays a list of options on the right side of the screen. Select an option or click the **Close** icon.

**NOTE:** A warning is displayed if you have made changes without saving.





- Click the **Gradebook** icon  in the bottom tool bar to open your gradebook for this class (for more information see the Gradebook documents on the Tyler SIS support site).
- Click the **Maximize** icon  to reduce the information above the attendance data providing maximum room to display the roster.

Tyler SIS ZZHS - Edwards High 2018-19									
GEOMETRY (H3010-02) P2 Attendance for 04/26/19									
Enrolled 11	Eligible 11	Present 11	Absent 0	<input checked="" type="checkbox"/> Attendance Submitted					
Student Name	Alerts	Attendance		P1	P2	P3	P4	P5	P6
A	T								
Cormier, Dakota K		4	0						
Entwistle, Shannon A		2	0						
Foxwell, Leslie S		0	0						
Grear, John H		4	1				*	*	*
Kincaid, Parker R		0	0						
<div> <div>A+ Gradebook</div> <div>Seating Chart</div> <div>i Legend</div> <div>Maximize</div> <div>Mass Add</div> <div>P Perfect Attendance</div> <div>Student Photos</div> <div>Preferences</div> <div>Save</div> </div>									

Click **Restore** to return to the full view.

GEOMETRY (H3010-02) P2 Attendance for 04/26/19									
Enrolled 11	Eligible 11	Present 11	Absent 0	<input checked="" type="checkbox"/> Attendance Submitted					
Student Name	Alerts	Attendance		P1	P2	P3	P4	P5	P6
A	T								
Cormier, Dakota K		4	0						
Entwistle, Shannon A		2	0						
Foxwell, Leslie S		0	0						
Grear, John H		4	1				*	*	*
Kincaid, Parker R		0	0						
Laird, Holly L		2	0				*		*
Lindenberg, Dominick M		4	0						
<div> <div>A+ Gradebook</div> <div>Seating Chart</div> <div>i Legend</div> <div>Restore</div> <div>Mass Add</div> <div>P Perfect Attendance</div> <div>Student Photos</div> <div>Preferences</div> <div>Save</div> </div>									

- Click the **Mass Add** icon , select **Mass Add Communication Log Entry**, and select students to create a communication log entry for selected students in the roster.
- Click the **Mass Add** icon , select **Mass Email**, and select students to email selected students in the roster (for more information see *Mass Email* on the Tyler SIS support site).

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# Classroom 360 Attendance Onsite vs Distance

## Overview

New features have been added to attendance for tracking whether students are expected onsite in the classroom or using distance learning. These features allow students in the same course section to have different schedules of onsite vs distance.

- **Attendance Type** -- Currently, calendars specify each day and period of possible attendance. **Attendance Types** have been added to further specify whether attendance is expected onsite or distance. Attendance Types may apply to alternating schedules by day, AM / PM, or by week.
- **Override Attendance Type** -- Attendance marking can be configured to override Attendance Type. All students in a class may be placed on a distance schedule by pre-marking their attendance (e.g., students the office assigns to quarantine due to contact tracing may be given an override attendance type).

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**NOTE:** These features can be applied after the school year has started without affecting rosters and course schedules. Attendance and ADA reports will be updated in a future release (likely in November). Until these reports are updated, they will not consider the new Attendance Types.

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## Setup for Attendance Types

For details about setting up these features in Classic, see the Tyler SIS Support document *Attendance Onsite vs Distance*.

## Teacher Attendance Entry and Attendance Types

Attendance Type settings that affect how teachers enter attendance include:

- **Show Code as Blank for Attendance by Class** – Y/N the code is displayed for attendance entry – For example, if SEAT (onsite) is N and DIST (distance) is Y, the assignment type code doesn't display for in-class students, only for distance learners.
- **Teachers Mark Attendance** – Teachers can mark absences Y/N – When the Attendance Type is defined so that teachers cannot mark attendance, students are displayed with gray background on class attendance rosters in both Classic and 360.
- **Override Attendance Type** – Overrides other Attendance Types and disables attendance entry by teachers. It is assigned (by those with access rights) to the Current Day (by Student) screen in Classic. It is used to designate distance learning students assigned to quarantine because of contact tracing.

## Teacher Mark Attendance by Class – C360

In the example below, Michelle's P1 field is gray/unavailable as she is on the distance learning enrollment calendar where Teacher May Enter Attendance is marked No. Christopher's P1 is gray/unavailable as he has been assigned D-Distance Learning (Quarantine) for the full day. Mark other students by selecting A or T in the P1 column.

GEOMETRY (H3010-01) P1 Attendance for 09/01/20

Enrolled 15 Dropping 15 Absent 11 Absent 4

Student ID	Student Name	Alerts	Attendance		P1	P2	P3	P4	P5	P6	P7
9895031641	Barber, Michelle Kay		13	1	DIST						
9899737046	Bryan, Savana V		14	1							
9899510917	Buehler, Cody B		8	0							
9899076900	Curti, Christopher B		2	0	D	D	D	D	D	D	D
9899263994	Dejenhara, Summer M		0	0							
9899023816	Fernandez, Samuel M		5	0							
9899436180	Foland, Elizabeth I		4	0							
9899237310	Grear, John H		2	0							
9899893310	Jannay, Deatrice L		2	0							
9899295499	Kuga, Dayna W		22	2							
9899502846	Mondor, Blake A		4	0	S	S	S	S	S	S	S
9899282462	Potras, Cameron H		38	1	C						
9899716857	Sligh, Aanya' H		3	0							

## Meal Count and Attendance Type

Teachers may access Meal Count from the Attendance screen by selecting the **Lunch Count** icon. Meal count now shows the Attendance Type associated with each student in this class/period. Students on distance learning may be skipped (or counted where students have meals picked up).

	Alt	Spaghetti	Chicken Nuggets
<b>Lunch Count for Wed 09/02/20</b>			
Total			
Adult Meals	0	0	
Student Meals (In addition to those marked below)	0	0	
Name	<input type="checkbox"/>	<input type="checkbox"/>	
Barker, Michelle Kay DIST	<input type="checkbox"/>	<input type="checkbox"/>	
Bryan, Savana V SEAT	<input type="checkbox"/>	<input type="checkbox"/>	
Burger, Carly R SEAT	<input type="checkbox"/>	<input type="checkbox"/>	
Curci, Christopher R DIST	<input type="checkbox"/>	<input type="checkbox"/>	
Digennaro, Summer M SEAT	<input type="checkbox"/>	<input type="checkbox"/>	
Fitzmaurice, Samuel M SEAT	<input type="checkbox"/>	<input type="checkbox"/>	
Foland, Elizabeth I SEAT	<input type="checkbox"/>	<input type="checkbox"/>	
			✓ ✗ Save Cancel

## Attendance Type in C360 Screens

The Student Summary displays the student's Attendance Type.

Barker, Michelle Kay

1 of 103

#9995281641 Grade 11 - Edwards High School

Academic Year - 2020-21

Student Schedule

GO TO STUDENT SCHEDULE

	TODAY Wednesday 09/02	NEXT SCHOOL DAY Thursday 09/03
P1	DIST 0:08 - 9:01 AM	GEOMETRY 219 - Mathman J
P2	DIST 9:01 - 9:53 AM	ENGLISH III 105 - Sandford J
P3	DIST 9:53 - 10:46 AM	GOVERNMENTAL STUDIES 313 - Holman M
P4	DIST 10:46 - 12:10 PM	IND/TEAM SPORTS GYIA - Dingler K
Lunch 3	1:29 - 12:10 PM	
P5	DIST 2:10 - 1:02 PM	DC COMPOSITION I 100 - Salem J
P6	DIST 1:02 - 1:54 PM	Nutrition & Wellness 112 - McIntyre T
P7	DIST 1:54 - 2:48 PM	LIFE ON YOUR OWN 112 - McIntyre T
P8	DIST 2:48 - 3:15 PM	SEMINAR 11 219 - Mathman J

Assignments

0 Missing in Last 30 Days

0 Due Today

0 Due Tomorrow

Fees & Billing

\$100.70 Due

Attendance History

GO TO ATTENDANCE

Include dropped classes

Year-to-Date					
Meets	Term	Course/Section	Name	Dropped	Y6 Ab
P1	Y	H3010-01	GEOMETRY		1 16
P2	Y	H1041-04	ENGLISH III		0 14
P8	Y	H2001-02	GOVERNMENTAL STUDIES		0 12
P4	S2	H1021-03	ENGLISH II		1 10
P4	S1	H7011-03	IND/TEAM SPORTS		0 11

Current Grades

GO TO GRADES

Grade	Course Name	YTD Tray	YTD Abs
	ENGLISH III	14	

View SS 401 - Mark...

Skype for Business

C360 Attendance O...

Johns - PolyRow...

1 Pending(s)

AIR Global New...

As does the Student Schedule.

Student Schedule

Academic Year - 2020-21

Barker, Michelle Kay 1 of 103  
#9995231641 Grade 11 - Edwards High School

Today's Schedule

More	Meets	Attendance Type	Term	Course Name	Teacher	Room	Entry Date	Dropped Date	Team
▼	P1	DIST	Year	GEOMETRY	Malthman J	219	08/20/20		
▼	P2	DIST	Year	ENGLISH III	Sandiford J	105	08/20/20		
▼	P3	DIST	Year	GOVERNMENTAL STUDIES	Hollman M	313	08/20/20		
▼	P4 Lunch 3	DIST	Sem1	IND/TEAM SPORTS	Dingler K	GYM	08/20/20		
▼	P5	DIST	Sem1	DC COMPOSITION I	Solem J	100	08/20/20		
▼	P6	DIST	Sem1	Nutrition & Wellness	McIntyre T	112	08/20/20		
▼	P7	DIST	Sem1	LIFE ON YOUR OWN	McIntyre T	112	08/20/20		
▼	P8	DIST	Year	SEMINAR 11	Malthman J	219	08/20/20		

Expand All Collapse All Export

☐ Display dropped classes

In Data Query, add the Calendar field to show what calendar is assigned to each student. This field is available in Student>Current Enrollment and in Enrollment History>Fields.

Recent Query

Current Query Modified

FIELDS FILTERS SORT ORDER/BREAKS RESULTS SETTINGS FOR EXPORT

Available Fields

- Assessments Best
- Behavior
- Courses
- Enrollment History
  - Fields
    - Field
    - Adviser
    - Calendar (selected)
    - Counselor
    - Elementary Aptitude
    - Enrollment Category
    - Enrollment Created Date
    - Enrollment Created User
    - Enrollment Date

Buttons: Expand All Collapse All Field List Legend

Recent Query

Current Query Modified

FIELDS FILTERS SORT ORDER/BREAKS RESULTS SETTINGS FOR EXPORT

Primary Enrollment Site Name	Calendar
Edwards Education Center	Default
Edwards High School	Default
Edwards High School	Enrl Schedule A

# Tyler SIS Implementation Agenda

## C360 - Classroom Functions

### Objective

- Learn how to access the non-gradebook teacher functions utilized in Classroom 360.
- Learn attendance tracking teacher responsibilities and the office staff's role.
- As districts extend Tyler SIS usage to the classroom teachers, they generally begin with a few basic features. Districts often introduce additional features as the year progresses, allowing staff to grow their Tyler SIS knowledge base in increments.

### Intended Audience

- SIS Coordinators, teacher trainers

### Pre-Work

- Students should be scheduled into classes and the first attendance date should be set in the Train instance.
- Classroom meal setup must be completed for the date of training in order to use lunch counts.
- Discipline codes must be activated in order to use discipline referrals.
- Report card settings must be complete in order to practice posting report card grades.
- Assessment Templates must be created in order to enter assessment scores.
- Participants must have appropriate permissions and classes assigned, be able to login, and look up student information. Use the Overview self-study tutorial to better acquaint the teaching staff with general Tyler SIS information.

### Classroom Setup and Resources

- Display Projector (overhead or connection to screens meeting attendees can see)
- High Speed Internet connection
- Speaker phone (for webinars only)
- Printed documents for each participant
  - Classroom Summary
  - Preferences – Classroom Functions
  - Attendance by Homeroom
  - Attendance by Period
  - Lunch Count\*
  - Attendance - Seating Charts
  - Communication Log
  - Student Summary
  - Student Search
  - Send Email/Mass Email
  - Favorites
  - Reports Queue
  - Announcements
  - Data Query - Basics
  - Discipline Referrals\*

*\*Print only if using these features in Tyler SIS*

## Session Topics

- Classroom Summary and navigation
- Setting preferences
- Taking attendance by homeroom or by period
- Sending lunch count to cafeteria
- Creating seating charts
- Entering communication logs
- Viewing student summary screens and student information screens
- Sending emails
- Setting favorites
- Reports
  - Teacher Summary Preview
  - Manual Entry Rosters
  - Attendance History by Class
  - Gradebook Assignments by Objective
- Announcements
- Data Query
- Discipline Referrals

## Session Wrap-up

- Clarify procedures on taking attendance and entering discipline referrals
- Discuss teacher training sessions

## Homework

Task	Due by	Owners
Practice each of the tasks	End of summer	Teacher trainers
Schedule time for teacher trainers to train rest of faculty	May 15	SIS Coordinator
Determine which features will be used at start of school	May 15	SIS Coordinator
Determine timeline for rolling out additional features	May 15	SIS Coordinator

# C360 Classroom Summary

## Overview

**Classroom Summary** provides a way for teachers to quickly access their classes and the things associated with them, including attendance, gradebooks, and rosters, as well as access to student detail information.

Meets	Term	Course Section	Course Name	Attendance Today	Grading Due	Report Card Grades	Enrolled	Actions
P1	Year	H3010-01	GEOMETRY				16	
P2	Year	H3010-02	GEOMETRY				9	
P2	Year	H3001-01	BASIC MATH I:II				2	
P3	Year	H3000-07	ALGEBRA 1				12	
P4 Lunch 3	Year	H3010-03	GEOMETRY				13	
P5	Year	H3000-01	ALGEBRA 1				19	









## User Permissions

There are no special permissions for this function. The classroom summary is available to all teaching staff.

## Top Bar Options

The top bar provides options for Menu, Home, School, Year, Student, Reports, Favorites, Links, Print Page, Help, and User. Additional functionality of these options are covered in other Classroom Functions documents on the Tyler SIS support site.

- **Home** – Returns to the Classroom Summary page from any other area
- **Menu** – Displays the menu when it is not otherwise visible. Choose an area to access
- **School drop-down** – Switch schools, if you have courses in multiple schools
- **Academic Year drop-down** – Switch between school years
- **Class** – Switch between classes when a class is already selected; otherwise, inactive.
- **Student** – Search for a student and view their information in Student 360

-  **Student in Focus** – Displays the name of a student one is selected; otherwise, inactive.
-  **Pulse** – Open a window to Pulse, if licensed in your district; otherwise, inactive.
-  **Reports**– Provides access to all available reports and the reports queue.
-  **Favorites** – Like the Favorites area in Classic SIS, you can navigate to screens you frequently visit. To edit this list, click on the Favorites icon and choose Edit Favorites.
-  **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.
-  **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** – View this document and About Tyler SIS
-  **User Menu** (displays as your initials) – Shows initials of person logged in and provides access user-specific functions such as change password, Meal Service, Preferences or log out of Classroom 360.

## My Classes

Below the top bar, the screen name Classroom Summary, and My Classes options are shown. Fewer or additional columns/buttons may be displayed based on **Preference** settings for Classroom Summary.

Classroom Summary	
<b>Preferences</b> for Jim Mathman General Attendance Classroom Summary Communication Log Data Query Favorites Gradebook Mass Email	<div> <b>Available Columns</b> </div> <div>           Room         </div> <div> <b>Available Buttons</b> </div>

**Show**  
 Meets  
 Term  
 Course Section  
 Course Name  
 Instructor  
 Attendance Today  
 Grading Due  
 Report Card Grades  
 Enrolled  
 Actions

**Show**  
 Announcements  
 Communication Log  
 Data Query  
 Behavior Referral  
 Send Email  
 Student Summary

☒ Save   ☐ Close











From the **My Classes** area, a teacher can see all the classes they are teaching on a specific day or term, sorted by period (indicated by up/down arrow in column header). Click another column header to



choose a different sort. To see assigned classes that have no students, check on **Show sections with no students enrolled**.

Classroom Summary										
My Classes		<input type="checkbox"/> Show sections with no students enrolled			Show Classes For Today (Mon, Apr 29)					
Meets	Term	Course Section	Course Name	Attendance Today	Grading Due	Report Card Grades	Room	Enrolled	Actions	

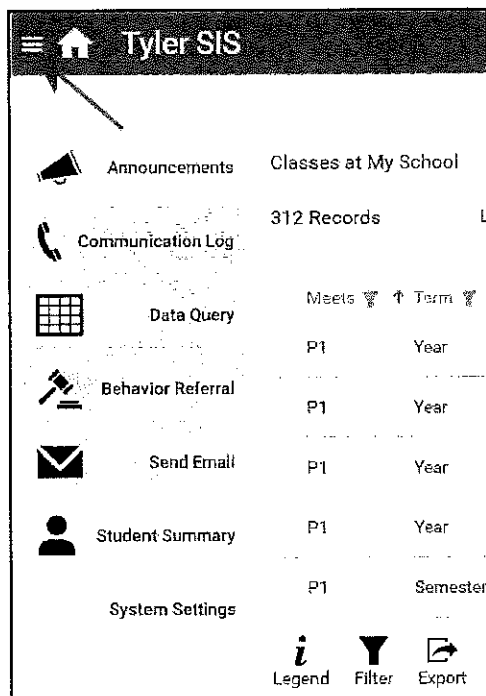
Select the term or date range for which you want to view classes from the **Show Classes For** drop-down list.

- **Meets** displays the period(s) in which the course meets.
- **Term** displays the grading term for the course.
- **Course-Section** displays the course number and section number.
- **Course Name** displays the abbreviated title of the course.
- **Attendance Today** displays the status of attendance for the class. Select the attendance status icon to go to the attendance screen for the class. Possible icons are:
  -  - Perfect attendance
  -  - Attendance has been taken
  -  - Attendance has partially been taken
  -  - Attendance has not been taken
- **Grading Due** indicates if there are assignments whose due date has passed for which grades have not yet been entered. Select the grading status icon to go to the gradebook screen for the class. Possible icons are:
  -  - No grading due
  -  - Grading due today
  -  - Grading past due
- **Report Card Grades** indicates whether grades need to be finalized for the current grading cycle. Select the report card grades status icon to go to the report card grades screen for the class. Possible icons are:
  -  - Grades have been finalized
  -  - Grades Not Finalized
  -  - Grades Not Finalized and Grades Entry Window Closed
- **Room** displays the room assignment for the class.
- **Enrolled** displays the number of students enrolled in the class.
- **Actions** displays a drop-down menu of options available for each class.



Attendance  
Class Announcements  
Gradebook  
Lunch Count  
Perfect Attendance  
Report Card Grades  
Roster Query  
Seating Charts

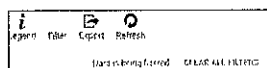
## Left Menu Options




The Tiles on the left side of the screen provide quick access to selected menu items. Which tiles show and their order is based on **Preference** settings. Select any of the tiles displayed to access the corresponding screen. Click the menu icon at the top to display the full menu.



## Bottom Bar Options

-  **Legend** – Details status designations for Attendance Today, Grading Due, and Report Card Grades columns
-  **Filter** – Allows application of a filter to the entire grid. The filter icon at the top of each column allows application of a filter based on that column. If a filter has been applied, the icon changes color (either on the column or in the bottom bar) and a Clear Filters option displays.



-  **Export** – Send the data grid contents to Microsoft Excel®
-  **Mass Email** – Access Mass Email and select classes in the grid.
-  **Preferences** – Access Preferences

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**NOTE:** Preferences are always accessible from the **User** icon in the top tool bar. If there are preferences specific to the current page, the **Preferences** icon is available in the bottom tool bar, letting you know there are settings available to customize this page.


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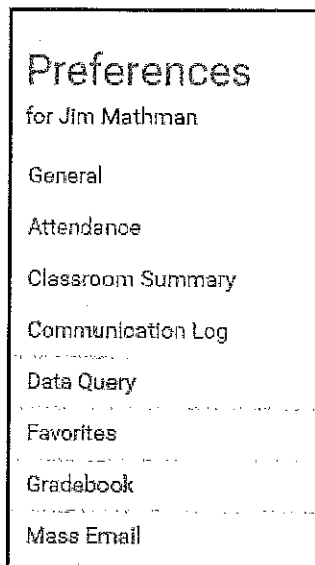
# Preferences – Classroom Functions

**Path:** Select the User Menu  in the top bar then select Preferences

**NOTE:** If there are preferences specific to the current page, there is also a Preferences icon  in the bottom bar.

## Overview

Preferences are user-specific settings designed to provide a customized experience in Tyler SIS (note that the logged in user's name appears at the top). Such options include how student names are displayed and what columns should appear on specific screens. Click each tab to display the preference options for each screen.



## User Permissions

There are no special permissions for this function. These preferences are available to all teaching staff.





## Not Covered in this Document

There are options for teacher preferences not covered in this document. On the Tyler SIS support site see:

- Data Query preferences are covered in the *Data Query* document.
- Favorites preferences are covered in the *Favorites* document.
- Gradebook preferences are covered in *Preferences – Gradebook*.
- Mass Email is covered in the *Send Email* document.

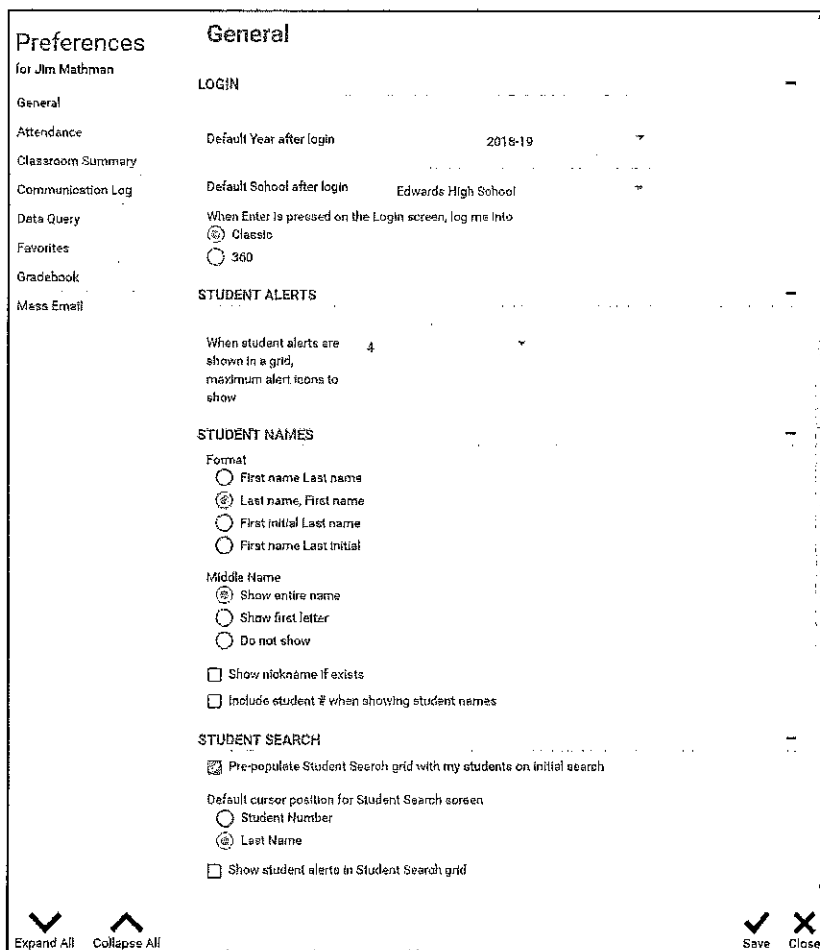
## Bottom Bar Options

In the bottom bar of the Preferences General window are four buttons (not all appear on all tabs):

-  **Expand All** – Opens, or maximizes, each section of the Preferences screen you are viewing. You can expand individual sections using the + icon to the right of the section.
-  **Collapse All** – Closes, or minimizes, each section of the Preferences screen you are viewing. You can collapse individual sections using the - icon to the right of the section.
-  **Save** – Saves all changes you have made and closes the pop-up window.
-  **Close** – If closed without saving, reverts all settings in the Preferences window back to their previously saved state.

## General Preferences

General preferences apply to all areas of Tyler SIS for the current user.



**Preferences**  
for Jim Mathman

**General**

**LOGIN**

Default Year after login: 2018-19

Default School after login: Edwards High School

When Enter is pressed on the Login screen, log me into:

☒ Classic

☐ 360

**STUDENT ALERTS**

When student alerts are shown in a grid, maximum alert rows to show: 4

**STUDENT NAMES**

Format:

☐ First name Last name

☒ Last name, First name

☐ First initial Last name

☐ First name Last initial

Middle Name:

☒ Show entire name

☐ Show first letter

☐ Do not show

☐ Show nickname if exists

☐ Include student # when showing student names

**STUDENT SEARCH**

☒ Pre-populate Student Search grid with my students on initial search

Default cursor position for Student Search screen:

☐ Student Number

☒ Last Name

☐ Show student alerts in Student Search grid

Bottom bar: Expand All, Collapse All, Save, Close

## Login

- **Default Year after login** – Choose the year that displays when you first log in.
- **Default School after login** – Choose the school that displays when you first log in. If you have access to multiple schools, you access those schools through the School icon in the top bar.
- **When Enter is pressed on the Login screen, log me into** – If you press the Enter key after keying in your login information, this setting determines whether the program behaves as if you clicked the 360 Login or Classic Login button.

## Student Alerts

Medical alerts, student release alerts, and any number of program and service alerts may be created for students by your district. Some grids have the option to show these alerts, if they exist; the more alerts you show, the more space on the screen will be taken up by this column. On some screens, such as the gradebook, screen space is at a premium, so this setting allows you to decide the maximum number of alerts you would like to see for each student. If more alerts exist for the student, an ellipsis is shown to indicate this. Clicking the alerts column displays all alerts for a student regardless of how many are being shown.

## Student Names

- **Format** – Select the option that best matches how you would like student names displayed.
- **Middle Name** – Choose the option that best matches your preference for displaying student middle names.
- **Show nickname if exists** – Check this option if you want the student's nickname to be displayed.
- **Include student # when showing student names** – Check this option if you want the student's number to be displayed.

## Student Search

- **Pre-populate Student Search grid with my students on initial search** – If this option is not checked, the search window is initially empty; this speeds up rendering the display. When this option is checked, all students that you have rights to see show in the grid when the search window is first displayed.
- **Default cursor position for Student Search screen** – Choose whether you prefer to search by Student Number or Last Name.
- **Show student alerts in Student Search grid** – Choose whether you prefer student alerts to display in the Student Search grid.

## Attendance

Attendance preferences apply only to the attendance screens.

### Preferences

for Jim Mathman

- General
- Attendance**
- Classroom Summary
- Communication Log
- Data Query
- Favorites
- Gradebook
- Mass Email

### Attendance

☒ Show all periods in the day

Enter codes using

☒ Dropdown

☐ Radio

Available Columns

- Birth Date
- Grade

Show

- Student #
- Projected Enrollment
- Student Name
- Alerts
- Attendance for This Class (A, T)

*Drag names from Available Columns into Show to add them to the grid.  
Drag within Show to change the order in which the columns are displayed.*

☒ Save
 ☒ Close

- **Show all periods in the day** – See attendance for all periods.
- **Enter codes using** – Choose to select student attendance marks using a drop-down list or radio buttons.
- **Available Columns and Show** – Move data fields from Available Columns to Show to add them to the grid on the attendance screens. The order of the fields can be changed by dragging them up or down on the list. Note that Student Name and Projected Enrollment (if using) cannot be removed from the Show list, however, it can be moved up or down.

## Classroom Summary/Home

These preferences control what columns and buttons are available on the Classroom Summary screen (Home screen for non-teachers).



Preferences		Classroom Summary	
for Jim Mathman			
<ul style="list-style-type: none"> <li>General</li> <li>Attendance</li> <li>Classroom Summary</li> <li>Communication Log</li> <li>Data Query</li> <li>Favorites</li> <li>Gradebook</li> <li>Mass Email</li> </ul>	<b>Available Columns</b> Instructor	<b>Show</b> Meets Term Course Section Course Name Attendance Today Grading Due Report Card Grades Room Enrolled Actions	
	<b>Available Buttons</b>	<b>Show</b> Announcements Communication Log Data Query Behavior Referral Send Email Student Summary	
<p><i>Drag names from Available Buttons into Show to add them to the screen</i>  <i>Drag within Show to change the order in which the buttons are displayed</i></p>			
			<input checked="" type="checkbox"/> Save <input type="checkbox"/> Close

**Available Columns/Buttons and Show** – Move choices from **Available Columns** to **Show** to add columns to the My Classes grid. Move choices from **Available Buttons** to **show** to add them to the left side of the Classroom Summary screen. The order of the columns/buttons can be changed by dragging them up or down on the Show list.

## Communication Log

Communication Log preferences only apply to the Communication Log.

Preferences		Communication Log	
for Jim Mathman			
<ul style="list-style-type: none"> <li>General</li> <li>Attendance</li> <li>Classroom Summary</li> <li>Communication Log</li> <li>Data Query</li> <li>Favorites</li> <li>Gradebook</li> <li>Mass Email</li> </ul>	Default for <i>Show</i> entries created by all staff <input type="radio"/> On <input checked="" type="radio"/> Off		
	<input type="checkbox"/> Display single line of text for Notes		
			<input checked="" type="checkbox"/> Save <input type="checkbox"/> Close

- **Default for Show entries created by all staff** – Choose whether you see logs created by other staff members upon initial navigation to the Communication Log. This option is dependent on your permissions.
- **Display single line of text for Notes** – Check this box if you only want to see one line of each note in the Communication Log. If left unchecked, the entire note shows.

## Additional Documentation

On the Tyler SIS support site see:

- Data Query preferences are covered in the *Data Query* document.
- Favorites preferences are covered in the *Favorites* document.
- Gradebook preferences are covered in *Preferences – Gradebook*.
- Mass Email is covered in the *Send Email* document.

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# C360 Lunch Count

To schedule individual training for your district, contact [SISTraining@tylertech.com](mailto:SISTraining@tylertech.com).

**Path: My Classes > for the class > Actions > select Lunch Count**

## Overview

This area allows the teacher to select meal choices for each student, on each school day, to report accurate meal counts to the office.

Office or cafeteria personnel create a list of standard menu items available day-by-day (in SIS Classic Lunch > Choose Meals for Site-Year and Classroom Meal Planner Setup determine the meals that display). The items that are available may be altered daily, weekly, monthly, or annually, depending upon the complexity of the menu and the variety of choices.

## User Permissions

There are no special permissions for this function. These functions are available for all staff with a teacher role.

## Take Lunch Count

1. From Classroom Summary, record choices for a class by clicking the Action drop-down list and selecting Lunch Count.

The screenshot shows the 'Classroom Summary' interface. At the top right, it says 'Show Classes For Today (Wed, May 01) - A Day'. Below this is a table with columns: Course Name, Attendance Today, Grading Date, Report Card Grades, Room, Enrolled, Merged, and Actions. The table lists several classes: GEOMETRY (18 enrolled), GEOMETRY (11 enrolled), BASIC MATH I/II (1 enrolled), ALGEBRA 1 (14 enrolled), GEOMETRY (11 enrolled), ALGEBRA 1 (20 enrolled), GEOMETRY (12 enrolled), and SEMINAR 11 (13 enrolled). The 'Actions' column for the first 'GEOMETRY' row is expanded, showing a list of options: Attendance, Class Announcements, Google Classroom, Gradebook, Lunch Count (highlighted with a red box), Perfect Attendance, Report Card Grades, Roster Query, and Seating Charts. An arrow points from the 'Lunch Count' option to the 'Take Lunch Count' section header.

Course Name	Attendance Today	Grading Date	Report Card Grades	Room	Enrolled	Merged	Actions
GEOMETRY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	219	18		Attendance Class Announcements Google Classroom Gradebook <b>Lunch Count</b> Perfect Attendance Report Card Grades Roster Query Seating Charts
GEOMETRY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	219	11		
BASIC MATH I/II	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	317	1		
ALGEBRA 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	219	14		
GEOMETRY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	219	11		
ALGEBRA 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	219	20		
GEOMETRY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	219	12		
SEMINAR 11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	219	13		

2. The Lunch Count screen displays with the date. Student lunch counts can be entered by totals for each choice, or by selecting individual choices. Adult lunch counts are entered by totals.

Lunch Count for Wed 05/01/19					
	BBQ Pork Wrap	Chicken Caesar Wrap	BBQ Pork on bun	Chef Salad	Chef's choice
Total	2	3	1	2	2
Adult Meals	0	1	0	0	0
Student Meals (in addition to those marked below)	0	0	0	1	0
Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barker, Michelle Kay	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bryan, Savana V	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buerger, Carly R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Collins, Jerake R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Curti, Christopher R	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digennaro, Summer M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diggs, Chris R	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fitzmaurice, Samuel M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

☒ Save
 ☒ Cancel

3. To enter the total Adult Meals choices, enter the total number of meals in the text box for each choice. Entries are reflected in the Totals row at the top of the screen.

Lunch Count for Wed 05/01/19					
	BBQ Pork Wrap	Chicken Caesar Wrap	BBQ Pork on bun	Chef Salad	Chef's choice
Total	2	3	1	2	2
Adult Meals	0	1	0	0	0

4. To enter the total **Student Meals** choices, enter the total number of meals in the text box for each choice. Entries are reflected in the **Totals** row at the top of the screen.

**NOTE:** If using the individual choice method in step 5, only use this method for those not in the roster below (e.g., aides or students auditing the class).

Lunch Count for Wed 05/01/19					
	BBQ Pork Wrap	Chicken Caesar Wrap	BBQ Pork on bun	Chef Salad	Chef's choice
Total	2	3	1	2	2
Adult Meals	0	1	0	0	0
Student Meals (in addition to those marked below)	0	0	0	1	0

5. To enter the meal choices for each student individually, check the box in the appropriate column. Choices are reflected in the Totals row at the top of the screen.

Lunch Count for Wed 05/01/19					
	BBQ Pork Wrap	Chicken Caesar Wrap	BBQ Pork on bun	Chef Salad	Chef's choice
Total	2	3	1	2	2
Adult Meals	0	1	0	0	0
Student Meals (in addition to those marked below)	0	0	0	1	0
Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barlow, Michelle Kay	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bryan, Savana V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buerger, Carly R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Collins, Jerika R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Curoi, Christopher R	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digennaro, Summer M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diggs, Chris R	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fitzmaurice, Samuel M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

☒ Save
 ☒ Cancel

**NOTE:** The sum of all choices entered are reflected in the Totals row. Student meals need only be entered once, either by totals or by individual choices, *not both*.

6. Click **Save** in the bottom bar to submit the lunch counts or **Cancel** to exit without saving.



# C360 Reports Queue

To schedule individual training for your district, contact [SISTraining@tylertech.com](mailto:SISTraining@tylertech.com).

## Path: Reports > Queue

OR Menu > Reports Queue

## Overview

Many reports can be run from a teacher log in, including reports on attendance, courses, gradebook, and grades. The Reports Queue allows previously run reports to be accessed.


For long-running reports, the Queue provides a way to start the report, then come back later to view it once it has completed.

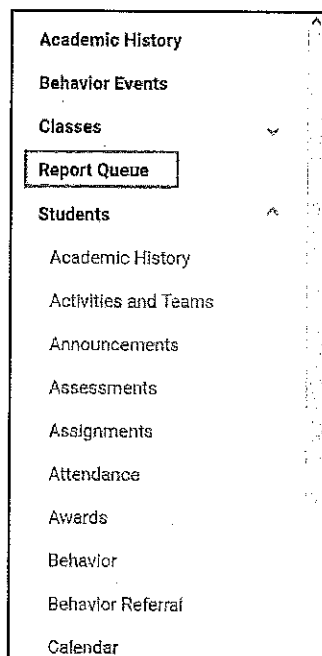
## User Permissions

There are no special permissions for this function. The report queue is available to all teaching staff.

## Reports Queue

Although some quick reports display immediately upon being run, reports which take longer to run are sent to the reports queue so you can continue to do other tasks while the report completes in the background.

Click the Menu icon () , then click **Report Queue**.



The reports queue shows the report title, the date and time at which it was run, the current status of the report, as well as the option to delete the report from the queue. When the report is run, as the report

status displays as Submitted, Running, and then to Completed (click Refresh Page in the bottom bar to update status). Once the status is Complete, the report name becomes a link; click to display the report. The Status shows Error if a problem was encountered while running the report.

Report	Run	Status	Actions
<input type="checkbox"/> <a href="#">Scheduled Export Query secondary enrollment</a>	06/12/19 6:17 PM	Completed	<a href="#">Delete</a>
<input type="checkbox"/> <a href="#">Auto Data Extraction</a>	06/04/19 6:30 PM	Completed	<a href="#">Delete</a>
<input type="checkbox"/> <a href="#">Auto Data Extraction</a>	06/04/19 5:50 PM	Completed	<a href="#">Delete</a>
<input type="checkbox"/> <a href="#">Auto Data Extraction</a>	06/04/19 4:43 PM	Completed	<a href="#">Delete</a>
<input type="checkbox"/> <a href="#">Immunization Primary Review Summary (sections A, E-H)</a>	05/29/19 3:59 PM	Completed	<a href="#">Delete</a>
<input type="checkbox"/> <a href="#">Immunization Primary Review Summary (sections A, E-H)</a>	05/29/19 3:58 PM	Completed	<a href="#">Delete</a>
<input type="checkbox"/> <a href="#">Transcript - Alternate Format</a>	05/23/19 10:43 AM	Completed	<a href="#">Delete</a>
<input type="checkbox"/> <a href="#">Auto Data Extraction</a>	05/17/19 3:06 PM	Error	<a href="#">Delete</a>
<input type="checkbox"/> <a href="#">Staff User Defined Data Import</a>	05/09/19 12:08 PM	Completed	<a href="#">Delete</a>
<input type="checkbox"/> <a href="#">Staff User Defined Data Import</a>	05/09/19 12:07 PM	Completed	<a href="#">Delete</a>

The Filter button in the bottom bar can be used to narrow the list of reports shown. The filter allows searching by report, date, or by current status of the report.

**Filter**

Report:

Start Date:

End Date:

Status:

- ☒ Submitted
- ☒ Running
- ☒ Completed
- ☒ Error

Save Clear Cancel

If a filter has been applied, **Data is being filtered** displays in the bottom bar. To remove any filters, select the Filter icon again, click **Clear** and **Save**.

Data is being filtered.



# C360 Reports – Print and Delivery Options

## Overview

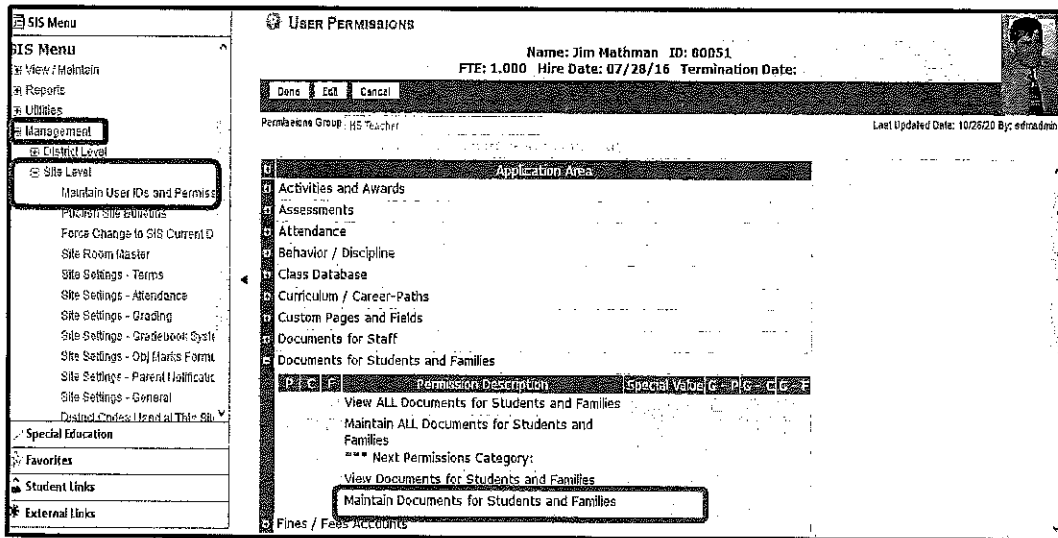
Print and Delivery Options are used to control the format of reports and whether they are printed, emailed, or posted to Student Documents. When emailing, options are available to select recipients and to attach the report PDF or notify recipients that the report is available to be viewed on the portal. Print and Delivery Options is a common component used by multiple reports.

## User Permissions

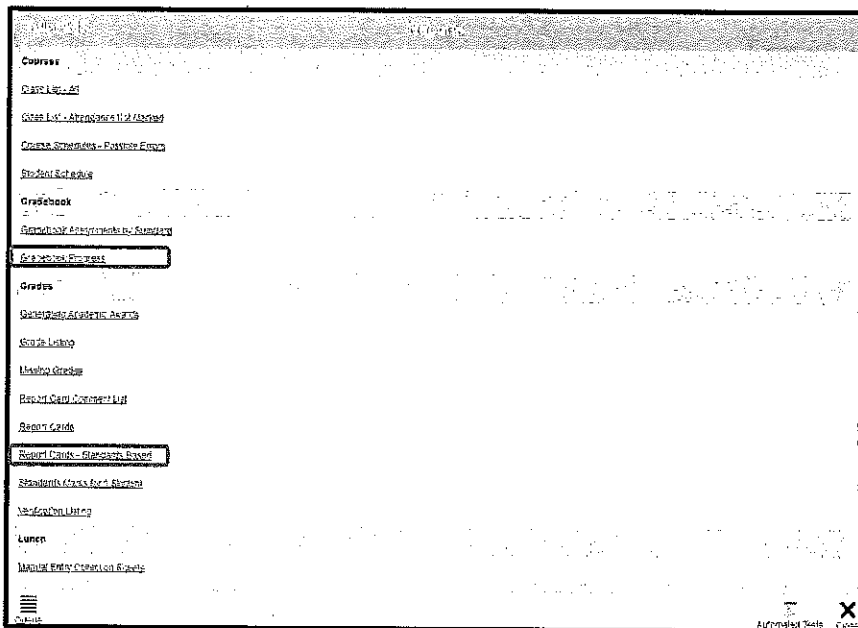
In order for parents and students to view documents that have been posted, select the **Display to Parents/Students** checkbox(es) associated with the Document Type. To allow staff to maintain specific Document Types, enter a **Permission Category**.

Document Type	Permissions Category	Display to Parents	Display to Students	Print
Behavior Letters		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
After School Plan Online Registration	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bus Online Registration Form	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Court Documents/DCFS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Enrollment Form		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Health Form		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Legal Notices/Handbook Online Registration	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Registration	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Miscellaneous student documents		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
New Student Forms		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Online Registration	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parent Technology Agreement Online Registration	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Physical Form		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

In order to post to Student Documents, users must have **Maintain Documents for Students and Families** permission for the Permissions Category associated with the Document Type or Maintain ALL permission.



## Navigation



After selecting the report, Print and Delivery Options displays as a link in the bottom bar of the main parameters page. Click to open the options window.

### Report Cards - Standards Based

Report Card Options	Report Card Messages	Attendance Calculations
<b>Layout Type</b> Single Column List (Por...  <b>Grade Cycle</b> Term-3		
<input type="checkbox"/> Print selected term only <input type="checkbox"/> Print marked Objectives only <input checked="" type="checkbox"/> Combine All Grades this Year from All-Sites <input type="checkbox"/> Combine rows for multiple sections of the same subject  <input type="checkbox"/> Print Student ID <input type="checkbox"/> Print Student Birthdate  <input type="checkbox"/> Print Student Age  <input type="checkbox"/> Print Resident District from Enrollment Override <input type="checkbox"/> Print Student Promoted Or Retained  <input type="checkbox"/> Sort by Periods in Schedule <input type="checkbox"/> Print Department Code <input type="checkbox"/> Print Teacher name for each subject <input checked="" type="radio"/> Last name and first initial <input type="radio"/> First full name and last name  <b>Comments</b> Term <input type="radio"/> Print Comments for This Term Only <input checked="" type="radio"/> Print Comments for All Terms	<b>1 or 2-Column only</b> <input type="checkbox"/> Print Cover page <input type="checkbox"/> Print District name and logo at the top of each page <input type="checkbox"/> Print "Sign and Return" Section  <b>Print Administrator Names</b> <input type="checkbox"/> Counselor  <input type="checkbox"/> Advisor <input type="checkbox"/> Label Advisor as      false  <input type="checkbox"/> Superintendent  <b>PageFooter</b> <input type="checkbox"/> School Name <input type="checkbox"/> Homeroom Teacher <input checked="" type="checkbox"/> "Printed," with today's date	
<a href="#">Print and Delivery Options</a>	<input type="button" value="Save Changes to Report Card Messages"/>	<input checked="" type="button" value="OK"/> <input type="button" value="Cancel"/>

**NOTE:** It may be necessary to scroll to access all of the options.

## Print and Delivery Options

**Print and Delivery Options**

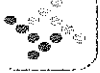



☐ Report only
 ☒ Letters
 ☐ Journal only (for Email)

**Print / Email For**

☒ Household Parents  
☐ Nonresident Parents  
☐ Only if requested

**Heading**

☒ None
 ☐ District Logo
 ☐ Alternate District
 ☐ Site Logo
 ☐ Alternate Site

☐ Using School Letterhead (SIS will not print School Name)  
☐ Print to Mail (8.5 x 14)  
☐ Print school address at bottom of form  
☒ Student Name Reverse (to 'First Last')

**Address**

☐ No window, print higher  
☒ Window envelope, print lower

**First Line of Address**

☒ Proper Mailing Name  
☐ Parent 1  
☐ Student Name  
☐ Other (For example, To the Parent(s) of)

☐ Include Student Name  
☐ Print Address in All Caps (preferred by US Postal Service)

**For Families Requesting Mailings in Spanish:**

☐ Send both Spanish and English  
☐ Send only Spanish  
☒ Send only English

**Delivery Method**

☒ Print Only (No Email)  
☐ Send Email if address found, otherwise Print  
☐ Send Email only (no Print)  
☐ Attach PDF

Subject: \_\_\_\_\_  
 Message: \_\_\_\_\_  
 88 characters left

☒ Post to Student Documents  
 Document Type: \_\_\_\_\_  
 Description: \_\_\_\_\_

Ok
  Cancel

- **Print Options** – Indicate desired option
  - **Report only** – Formatted without parent names and mailing address. Used to
    - Print PDF – One copy per student (if no parents selected) or one copy per household

- Email PDF – One copy per recipient
- Notify via email that the report is available to be viewed on the portal
- Post to Student documents
- **Letters** – Formatted with parent names and mailing address. Used to
  - Print PDF – One copy per household
  - Email PDF – One copy per recipient
  - Notify via email that the report is available to be viewed on the portal

---

**NOTE:** Cannot use this option to post to Student Documents.

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- **Journal only (for Email)** – This option prints a report counting the number of the student's parents email addresses (depending on which type of parent was selected). An email option must be selected (Subject and Message must be populated).
- **Print Email/Letters for** – Check to indicate one or more to print for **Household Parents** or **Nonresident Parents** and limit nonresident parents to **Only if requested**, if desired.
- **Letters Heading**
  - **Logos** – If available and desired, indicate a logo to include in the letter heading, select add a new logo or select **None**.
  - **Letterhead paper** – Check to skip printing school name and address when these are pre-printed on the paper used.
  - **Student Name Reverse** – Check to print the student name as First Name Last Name.
  - **Print Teacher Name** – Check to include the teacher's name.
- **Letters Address** – Indicate how to position the address: **None**, **Window envelope, print lower**, or **No window, print higher**.
- **Address Format** – Select how to indicate the recipient in the address.
  - Proper Mailing Name (from Family Registration).
  - Parent 1 (from Family Registration).
  - Student Name.
  - **Text Entry** – Enter text to use and check to include Student Name, if desired (e.g., To the Parent(s) of Mindy Barker or Attn: Dr. and Mr. Smith).
- **Email Letters** – Indicate preferences if emailing.
  - **Print only (no Email)** – Use to preview before emailing or create file copies.
  - **Send Email if address found, otherwise print** – If no email address is found for the parent type selected a letter/report will be printed.
  - **Send Email only (no Print)** – No letters/reports will be printed if the parents selected above do not have an email address on file with the school.
  - **Attach Letter PDF** – Check to attach the letter as a PDF to an email. An email Subject and Message should be completed.
- **Post Report to Student Documents** – If you have appropriate Permissions, check to include a Report of letter/email to Student Documents. Select the **Document Type** and enter a **Description**.

**NOTE:** The Description is important. If a Student Document already exists for the student with the same Document Type and Description, then it is overwritten by the new posted doc.

For example, when teachers post Gradebook Progress with description Gradebook Progress Term 1. They can repost each week and the report is overwritten with the latest data. When they post with description Gradebook Progress Term 2 it will be a new doc.

Click **OK** to accept the options and return to the report setup screen, then click **Run** to generate the results.

## Example – Progress Report

### Gradebook Progress Setup

**Tyler SIS** | Gradebook | GEOMETRY (H3010-00) P

Class: (All) | Term: Semester-1 | Unit: (All)

Unit-2 is open for posting until 01/01/21

**SCORES** | ASSIGNMENTS | CATEGORIES | REPORT CARD GRADES | ANALYSIS

Student #	Student Name	Progress			Unit 1 HW 2019		Unit 1 HW 2020		Unit 1 HW 2021		Unit 1 Exam		Unit 2 HW 2021		Unit 2 Exam	
		11/2 11/25	10/12 12/11	8/6 12/11	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score		
111809	Towek, Leslie S	D+ 89%	A- 92%	A- 91%	15.5	19.5	15.5	95	15.5	17	17					
122954	Pickens, Lucas D	D 64%	C- 73%	D+ 67%	0.5	5	4.5	76	0	0	0					
113343	Swift, Raegan E	A- 91%	A- 91%	A- 92%	19	18.5	20	95	15	20	19.5					
167646	Whelan, Kimber-Raine M	C- 71%	C- 73%	C- 72%					10	17	9.5					

Assignment Listing  
By Class Grid  
**Gradebook Progress**  
Gradebook Statistical Analysis Report  
Progress Report Q/d  
Student Gradebook IDs

### Gradebook Progress

**Student Selection**

Enroll Status

☒ All Students Currently Displayed in Gradebook

☐ Select Specific Students from List

☐ Percentage Equal to 1 For Assignment Type

☐ Marks 1 or more: ABS -Absent

**Assignment Selection**

☒ Term Term-1 ☒ Term & Sem

Assignment	Due-Date	Note
Homework-1	08/18/2020	Unit 1 HW #1 (Plane Figures and Angle Pairs)
Homework-2	08/26/2020	Unit 1 HW #2 (Using Segment Measures)
Homework-3	09/01/2020	Unit 1 HW #3 Equations Review (Orange)
Homework-4	09/18/2020	Unit 2 HW #1 Logic Statements (Orange)
Homework-5	09/24/2020	If-Then Book

**Other Report Options**

☐ Print Grid-Lines around Information ☒ Group By Assignment Type

☐ Only Totals and Term Cols (no assignments) ☒ Show Assignment Date

☐ Print Assignment Notes ☐ Show Assignment Number

☒ Print %/Grades for Individual Assignments

☐ Show Students Comments

☐ Parent Signature Line

☐ Footer Message: (can use \SGT001\ or \SGS001\ etc to merge grade info)

1000 characters left

**Print and Delivery Options**

☒ Run ☐ Cancel

### Gradebook Progress – Print and Delivery Setup

## Print and Delivery Options

☐ Report only ☒ Letters ☐ Journal only (for Email)

### Print / Email Letters for

- ☒ Household Parents  
☐ Nonresident Parents  
☐ Only if requested

### Letters Heading

☒ None ☐ District Logo ☐ Alternate District ☐ Site Logo ☐ Alternate Site



No Photo Available

No Photo Available

No Photo Available

- ☐ Letterhead paper (will not print school name and address)  
☒ Student Name Reverse (to 'First Last')  
☒ Print Teacher Name

### Letters Address

- ☐ None  
☐ Window envelope, print lower  
☒ No window, print higher

### Address Format

- ☒ Proper Mailing Name  
☐ Parent 1  
☐ Student Name  
☐ (For example, To the Parent(s) of)   
☐ Include Student Name

### Email Letters

- ☐ Print only (no Email)  
☒ Send Email if address found, otherwise Print  
☐ Send Email only (no Print)  
☒ Attach Letter PDF

Subject: \_\_\_\_\_

Progress Report

Message

Term 1 Progress Report for your student is attached.

948 characters left

☐ Post Report to Student Documents

No permission

Document Type

Description



Ok



Cancel




## Gradebook Progress Page 1 – Journal Only (for Email)

Tyler SIS				
11/05/20				
EDWARDS HIGH SCHOOL				
ZZHS-2021				
10:55				
Page 1				
Student Id	Name	Grade	No of Emails Sent	
111800	Leslie S Foxwell	10	2	
122954	Lucas C Pickens	10	2	
113343	Raegan E Swift	09	1	

## Gradebook Progress Email and Attached PDF


Gradebook Progress – Sem 1 Yahoo! Mail

---

 **Jim Mathman** <jim.mathman@edwards.k12.mo.us>  
To: laura.reiss@yahoo.com

Please see the attached report for your student. Let the teachers know if you have any questions.

Thank you!



Gradebook\_...pdf  
147.5 KB

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Tyler SIS

ID

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2 of 2

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**Edwards High School**  
**689 N Wade**  
**Edward, ID 83111**  
**(555) 497-6429**

11/05/2020

Student: Kimber-Raine M Whiten (Grd:10)

Shell Waller  
 A924 HURCK DR  
 Edward ID 83201

Teacher:


Subject: GEOMETRY H3010 GEOMETRY Teacher: Mathman Jim

Date	Assignment	Spl Mark	Points of Possible	Grade	Class Average
08/15/2020	Homework		Exp 0		73.83%
08/26/2020	Homework		Exp 0		73.33%
Total	Homework		0 0		
09/28/2020	Progress				73.33%
	(Average of HWK17%, TST63%, SCX10%)				
09/01/2020	Homework		Exp 0		66.67%
09/04/2020	Test		Exp 0		82.33%
09/12/2020	Homework	10	20	50.00% F	46.13%
Total	Test	0	0		
Total	Homework	10	20		
09/18/2020	Progress			50 % F	74%
	(Average of HWK17%, TST63%, SCX10%, FROM:08/06/20)				
09/24/2020	Homework	17	20	85.00% B	67.5%
09/30/2020	Homework	3.5	20	47.50% F	57.5%
10/01/2020	Test	74	100	74.00% C	93%
Total	Homework	36.5	60		
Total	Test	74	100		
10/05/2020	Progress			70 % C-	77.75%
	(Average of HWK17%, TST63%, SCX10%, FROM:08/06/20)				
Total	Test	74	100		
Total	Homework	36.5	60		
10/05/2020	Term			69 % D+	76%
	(Average of ALL Assignment Types)				

## Gradebook Progress Posted to Student Documents

10/08/20	EDWARDS HIGH SCHOOL	ZZHS-2021
08:28		Page 1
<b>Post to Student Documents</b> Document Type: Grades Description: Send Gradebook Progress Report		
Student Id	Name	Grade
995231641	Barker, Michelle Kay	11
Total: 1 Students		

## Notification of New Document Posted to Student

 <b>Michelle Barker</b> Grade 11 - Edwards High School	<b>Student Summary</b> Academic Year: 2020-21
New documents published in the last seven days (2) <a href="#">View All</a>	
Assignments	

## Access Gradebook Progress Posted to Student Documents

The screenshot shows the Tylert SIS interface. At the top, there is a navigation bar with the Tylert SIS logo and several icons. Below the navigation bar, the student profile for Michelle Barker is displayed. The profile includes a photo, name, grade (11), and email address. A red box highlights the 'Add Additional Programs' button, and a red arrow points to it. The main content area shows a list of programs with columns for Program Name, Program ID, Program Type, and Program Status. The 'Add Additional Programs' button is located at the bottom of the list.

Date	Assignment	Spl Mark	Points of Possible	Grade	Class Average
08/18/2020	Homework-1		10	20	79.38%
08/25/2020	Homework-2		10	20	79.38%
	Comment: LATH				
08/26/2020	Progress-1			65 % 3 2	79.5%
	(Average of HWK27%, TST65%, SGX10%)				
09/01/2020	Homework-3		Scmp	30	84.17%
	Comment: LATH				
09/04/2020	Test-1		75	100	82.73%
09/18/2020	Homework-4		7	20	66.25%
09/18/2020	Progress-2			67 % 3 2	80.5%
	(Average of HWK27%, TST65%, SGX10%, PFCM:03/66/20)				
09/24/2020	Homework-5		0	20	50%

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# C360 Announcements

To schedule individual training for your district, contact [SISTraining@tylertech.com](mailto:SISTraining@tylertech.com).

## Path: Menu > Announcements

Or Click the Announcements button on the left side of the Classroom Summary screen

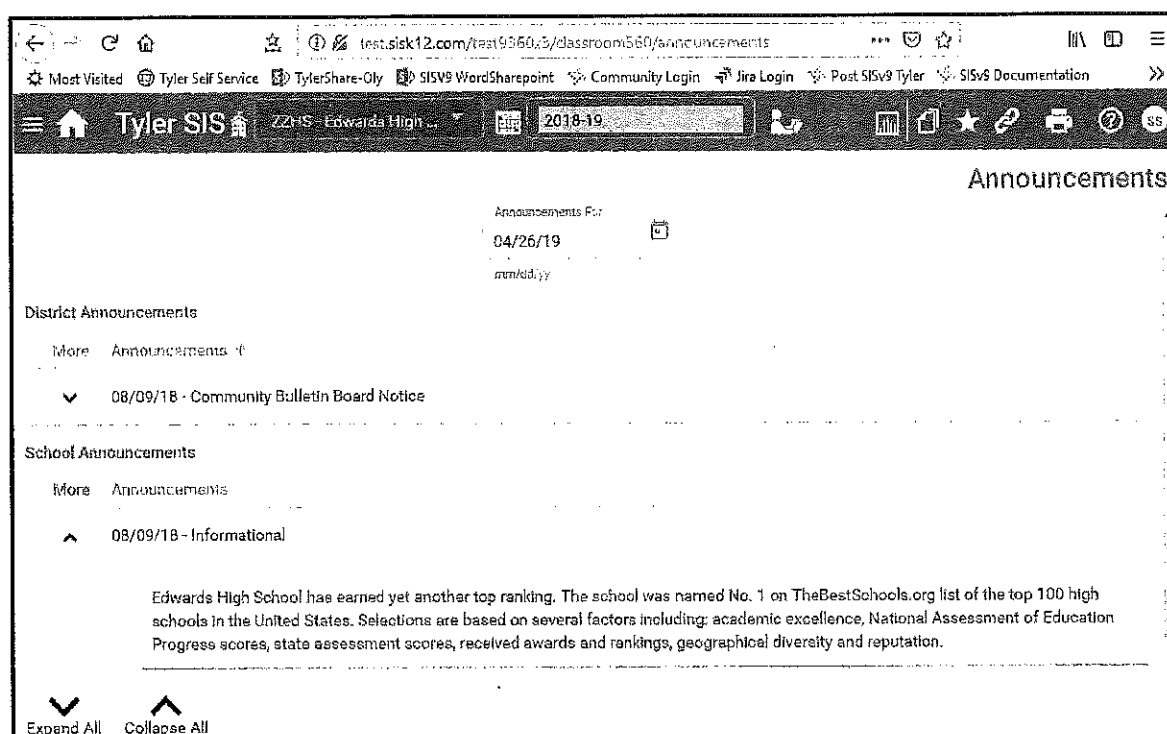
## Overview

This function enables the classroom teacher to view district and school announcements.

## User Permissions

There are no special permissions for this function. Announcements are available to all teaching staff. The sites to which you are assigned determine which school announcements you see.

## View Announcements




The date of Announcements listed shows at the top center. District and school level announcements are grouped. Within each group, the active announcements display with the most recent first.

The School Announcements area displays announcements for the school in which you currently are logged. When you change school login, you see announcements for that school.

To view details of the announcement, click the arrow in the **More** column to expand the row. The details of the announcement display below the heading.

Click **Expand All** at the bottom of the screen to view details of all announcements on the screen. Likewise, click **Collapse All** to view only the announcement subject lines.

To see previously posted announcements, use the **Announcements for** date to select a different date. This list of announcements changes when the new date is entered.

**NOTE:** Use the Home icon  to return to Classroom Summary.



# C360 Communication Log

**Path:** Select the **Communication Log** option on the left side of the **Classroom Summary** screen

Or Menu > My Students > Communication Log

## Overview

This area allows you to maintain records of your contact with a student's parents and guardians. You may also have the option to view entries made by other staff members or view all log entries for an individual student, depending on your permissions.

## User Permissions

In the **General Operations** area, the following permissions are available:

- **View ALL Staff Parent Contact Logs** This allows a user to view communication log entries of other users.
- **Delete Parent Contact Log Entries** This allows a user to delete communication log entries the user has created.

## View Entries

By default, the Communication Log initially shows all entries made by the current user, with the most recent entry at the top.

Communication Log

More	Date/Time	Student Name	Type	Contact Person	Notes	Result	Action
▼	04/02/20 9:24 AM	Jiggs, Quinn B	PERS	STU	Spoke to Quinn about his pattern of being late to class and how this impacts his grades and disrupts class for everyone.		▼
▼	02/22/20 11:25 AM	Barker, Michelle Jay	EMAIL	MO	Dear Mrs. Barker,  Joanne has not turned in the last 2 Math assignments. Please let me know if you would like to meet with me.  Thanks, Mr. Mathison		▼
▼	10/22/19 3:00 PM	Barker, Michelle Jay	PERS	MO	Michelle's mother called after school. She was concerned about Michelle being anxious.		▼

Expand All

Collapse All

Filter

Legend

Add Entry

Mark as Entry

Show as PDF

☐ Show entries created by all staff

Preferences

The following information is displayed in the grid.

- **Date/Time** – The date and time of the communication.





## Add a Communication Log Entry

1. From the Communication Log, click **Add Entry** in the bottom bar.
2. Click the name of a student or enter search criteria and enter. Once a student is selected, the **Add Entry** window displays.

**Add Entry - Barker, Michelle Kay [#9995231641]**

Date \* [Use current date](#) Notes

Required field

Time \* [Use current time](#)

Information

Type \*

Contact Person \*

Result

Add Attachment

☐ Save And New ☒ Save ☐ Cancel

3. Enter the **Date** (*required*) and **Time** of the communication. Click the links to **Use current date** and **Use current time** to set the date and time to **Now**. If you do not enter am/pm, Tyler SIS sets AM for times between 7:00 and 11:59, and PM for times between 12:00 and 6:59.
4. **Type** – (*required*) Select the method by which the person was contacted (e.g., e-mail, phone, etc.).
5. **Contact Person** – (*required*) Select the relationship to the student of the person contacted.
6. Select a **Result** from the drop-down list, if desired.
7. Enter comments in the **Notes** box. The maximum number of characters is 7750.
8. Click **Add Attachment** in the bottom bar to upload a file to the entry. On the **Add Attachment** screen, enter a file description and then choose file to select the attachment. Once complete, click **Save** to save the attachment.
9. If you want to create another entry after this one, check **Save and New** before clicking **Save**.
10. Click **Save** to save the entry or **Cancel** to abandon the addition and discard the information entered.

## Mass Add a Communication Log Entry

1. From the Communication Log, to add an entry for multiple students at once, click **Mass Add Entry** in the bottom bar.



# Data Query Basics

## Overview

Tyler SIS provides the extremely flexible Data Query, a tool that allows you to gather student, staff, and class information into rows and columns, essentially creating custom rosters. They can be as simple as a class roster with student name, ID, and birthdate; or more complex, such as all part-time students who have Mrs. Smith and Mr. Jones. You have full control of design, layout, and content sequence. With the Data Query, an endless number of student data reports can be created.

You may create and run your own queries, which can be shared with others if you have permission. And you may run queries created by others.

## User Permissions

In the **SISv9 Classic > Management > Site Level > Student Database area > View Student Data Grid**.

## Access Data Query

There are three ways to access Data Query from the Classroom Summary screen. The first time you access Data Query, you either default to the **Fields** tab or the **Results** tab, depending on your preferences. The Fields tab lists all fields to which you have access.

1. Click **Data Query** from **Menu** in the top bar.
2. Click the **Data Query** tile on the left of the screen.
3. Click **Roster Query** and click to select a specific class.

A roster query pulls the student names and numbers for the selected class. All students actively enrolled in the class as of today are included. For multi-page results, below the data table, **Items per page** is used to display a specified number of records on this screen, show the count of records displayed out of the total number of records, and arrows to navigate the results.

**Tyler SIS**

**Recent Query**

**Current Query** Roster Query: ENGLISH I (H1001-07) P1

**Data Query**

FIELDS	FILTERS	Sort Order/Breaks	RESULTS	SETTINGS FOR EXPORT
<u>Name - Full</u>			<u>Student #</u>	
Vann, Taylor Y			9899577253	
Trojan, Joshua S			9899401256	
Sligh, Clint I			9899827104	
Thomas, Isaac A			9899581332	
Lymon, Chris R			9899716089	
Thorpe, Grace A			9899533921	

Items per page: 100 1 - 16 of 16

Queries SQL Report Viewer Report Designer Preferences Maximize Export Results Print Results

## Adding Data to a Query

Click the **Fields** tab to include additional columns of information in your results. Scroll through the fields or use the search box to locate the information you'd like to display.

**Current Query** Roster Query: ENGLISH I (H1001-07) P1

**Fields** FILTERS Sort Order/Breaks RESULTS SETTINGS FOR EXPORT

Available Fields

- Behavior
- Courses
- Enrollment History
- Programs and Services
  - More Category
  - 504
  - Approved Transfer Request
  - Athletics
  - Career Technical Student Organization
  - Common Fields
  - Delinquent Children & Youth


Search: Show in Results Use as Filters

Name - Full Student  
Student # Student

(Students Actively Enrolled Today In) Class Student

Drag Fields to the Use in Filters box to use them when filtering the results. Drag Fields up or down to change the order in which they display in Results.

Queries Expand All Collapse All Field List Legend Preferences Maximize

The left side of the screen lists the fields that are available to you, based on your permissions. These fields are grouped into objects and areas beneath those objects. Click  in the **More** column to expand.

To add a field to your query, click and drag it to the **Show in Results** column. The order of the fields in the results can be changed by dragging fields up or down in the **Show in Results** column. If a field is selected in error, simply drag it back to the **Available** column.


The **Use in Filters** columns works the same way – drag fields into it to be able to filter the results by that data. Because Data Query was accessed via Roster Query, a special filter was automatically created. This row can be grouped, duplicated, or deleted, but it cannot be edited.

### Use in Filters

(Students Actively Enrolled Today in) Class

**NOTE:** If some of the fields selected have long descriptions, click the gray bar between **Show in Results** and **Use in Filters** to move it to the right or left to increase the size of one of the areas.

Click the **Results** tab to view the resulting data; the query is noted as Modified.

Current Query: Roster Query: ENGLISH I (H1001-07) P1 Modified 

FIELDS	FILTERS	SORT ORDER/BREAKS	RESULTS	SETTINGS FOR EXPORT
<u>Name - Full</u>		<u>Student #</u>	<u>Email Address</u>	
Vann, Taylor Y		9899677253	TaylorVann@edwards.k12.mo.us	
Trojan, Joshua S		9899401266	JoshuaTrojan@edwards.k12.mo.us	
Sligh, Clint I		9899827104	ClintSligh@edwards.k12.mo.us	
Thomas, Isaac A		9899581332	IsaacThomas@edwards.k12.mo.us	
Lymon, Chris R		9899716089	ChrisLymon@edwards.k12.mo.us	
Thorpe, Grace A		9899533821	GraceThorpe@edwards.k12.mo.us	
Ellwood, Madelynn D		9899729337	MadelynnEllwood@edwards.k12.mo.us	
Edwards, Dakota K		9899518104	DakotaEdwards@edwards.k12.mo.us	

Items per page: 100 1 - 10 of 10

Queries SQL Report Viewer Report Designer Preferences Maximize Mass Tools Export Results Print Results

## Rename/Sort Columns

To change a column header, click the column and click **Rename Column**. The new name replaces the old name on the **Results** tab. On other tabs, the new name is shown in brackets after the actual field name. You can also change the sort order or search the column.

The columns can be reordered directly from this page. Expand the right-side panel by clicking the gray bar at the right edge of the page to display

RESULTS SET

Student ID

Find

Rename Column

Sort Ascending

Sort Descending

**Column Order.** The columns can now be re-ordered by dragging the fields up or down on this list.

Current Query: Roster Query: ENGLISH I (H1001-07) P1 Modified

FIELDS	FILTERS	SORT ORDER/BREAKS	RESULTS	SETTINGS FOR EXPORT
<u>Name - Full</u>	<u>Student #</u>		<u>Email Address</u>	
Vann, Taylor Y	9899577253		TaylorVann@edwards.k12.mo.us	
Trojan, Joshua S	9899401256		JoshuaTrojan@edwards.k12.mo.us	
Sligh, Clint I	9899627104		ClintSligh@edwards.k12.mo.us	
Thomas, Isaac A	9899581332		IsaacThomas@edwards.k12.mo.us	
Lymon, Chris R	9899716089		ChrisLymon@edwards.k12.mo.us	
Thorpe, Grace A	9899533921		GraceThorpe@edwards.k12.mo.us	
Ellwood, Madelynn D	9899729337		MadelynnEllwood@edwards.k12.mo.us	
Eubanks, Dakota K	0800518104		DakotaEubanks@edwards.k12.mo.us	

Items per page: 100 1 - 16 of 16

Queries SQL Report Viewer Report Designer Preferences Maximize Mass Tools Export Results Print Results

**Column Order**

- Name - Full
- Student #
- Email Address

Re-Order

## Saving Queries

### Save As New Query

To save your results, click **Queries** in the bottom bar and click **Save As New Query**. Give it a **Name**, **Description**, and select who to share your saved query with under **Scope**, then click **Save**.

**Save As New Query**

Name: Roster Query: ENGLISH I P1 - Email

Description: Includes student email

Scope:

☒ Private

☐ Available to Selected Sites

☐ Available to District

178 characters left

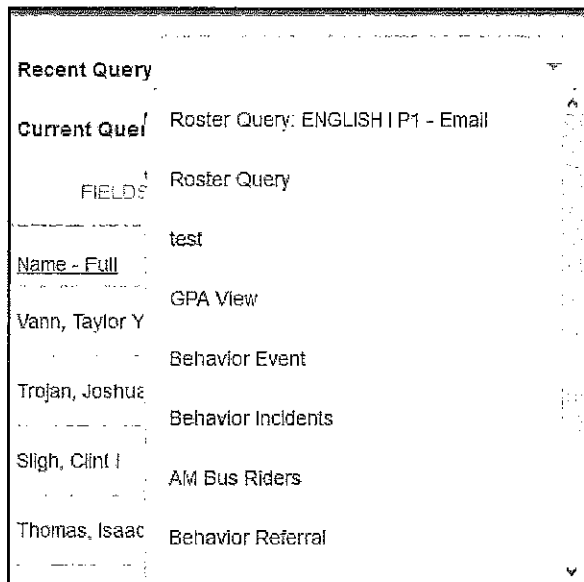
✓ Save ✗ Cancel

The name of your query now displays above your results as your **Current Query**.

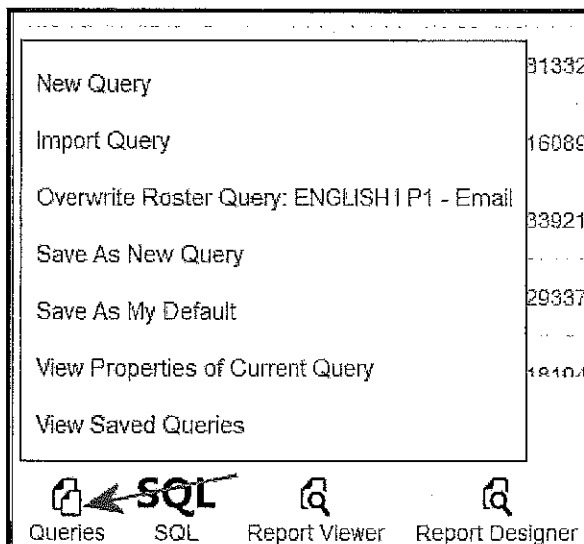
**Current Query** Roster Query: ENGLISH I P1 - Email

FIELDS	FILTERS	SORT ORDER/BREAKS	RESULTS
<u>Name - Full</u>	<u>Student #</u>		<u>Email Address</u>
Vann, Taylor Y	9899577253		TaylorVann@edwards

It is also listed in your **Recent Queries** drop-down list, which retains the last 25 saved queries you have run.



## Other Queries Save/View Options



- **New Query** – Click to begin a blank query. This removes all current fields, relationships, filters, and sort order/break settings and starts with a blank slate. After everything is cleared, the Fields tab is displayed so fields can be selected for the new query. No students are included in the query until at least one field is selected to display.
- **Import Query** – Click to import a query. Some fields may be disabled if the data in the query doesn't match your data or Permissions.
- **Overwrite X Query** – Use to save with the same name for a modified query.
- **Save As My Default** – Choose to open this query by default when you access Data Query.

**NOTE:** Until you have saved a default query, choosing Data Query from **Menu** in the top bar or clicking the **Data Query** file on the left of the screen starts a new, blank query.

- **View Properties of Current Query** – Click to view details about the current query.

**Properties of Current Query**

Name  
Roster Query: ENGLISH I P1 - Email

Scope  
Private

Owner  
sdmadmin, sdmadmin

Last Updated

Description  
Includes student email

X  
Close

- **View Saved Queries** – Click to view a list of all saved queries to which you have access. This is where you find queries that have been created by others in the district and shared with you. Click a name to open a query or Cancel to exit.

**Saved Queries**

Name	Scope	Owner	Last Updated	Actions
<a href="#">ACT</a>	Private	sdmadmin, sdmadmin		
<a href="#">All Bus Riders</a>	District	sdmadmin, sdmadmin		
<a href="#">Assessments</a>	Private	sdmadmin, sdmadmin		
<a href="#">Behavior Event</a>	Private	sdmadmin, sdmadmin		
<a href="#">Behavior Incidents</a>	Private	sdmadmin, sdmadmin		
<a href="#">Behavior Referral</a>	Private	sdmadmin, sdmadmin		
▼ <a href="#">GPA View</a>	Private	sdmadmin, sdmadmin		

Items per page: 100 1 - 12 of 12

Expand All Collapse All

X  
Cancel

## Printing Query Results

To print your data, click **Print Results**  in the bottom bar.

**Print Results**

Title to Show  
Roster Query: ENGLISH I P1 - Email

Date to Show  
05/25/2020

Print As ☒ Grid ☐ Report

Orientation ☒ Portrait ☐ Landscape

Include

☒ Column Headings

☒ Record Counts and Totals

✓ X  
Print Cancel

- Verify the **Title to Show** and **Date** and change if necessary.




- Click **Grid** to include gray grid lines around your data or **Report** for alternating gray and white rows without grid lines.
- Select the page **Orientation**.
- Check to include **Column Headings**
- Check to include a **Count** of the number of records and **Totals** on the report. These are most useful when including items such Lunch Count or number of students in a program.

When specifications are complete, click **Print**.

A prompt displays to Save/Open a pdf that can be printed or downloaded.

6/11/2019	Edwards Middle School	2018-19
1:45 PM	Roster Query: Language Arts R (M109-03) P4	
Name - Full		Student ID
Guinyard, Mario R		9899127233
Leedom, Dewinston W		9899473625
Lovett, Bethany T		9899704512
Row, Leeandre E		9899243083
Sligh, Kellee L		9899287050
Weingartner, Avion I		9899947160
Witherell, Deeshaun E		9899803577

## Export Query Results

To export the query to an Excel® spreadsheet or text file, click **Export Results**  in the bottom bar. Select the desired file type. If text was selected, select the **Delimiter** (separator) to be used. Select whether to **Include Column Headings**. Then click **Export**.

### Export Results

Export as

☐ Text

☒ Excel

Delimiter

☐ Tab

☒ Comma

☐ Other |

☒ Include Column Headings

✓ Export    ✗ Cancel

## Preferences

Preferences for Data Query include what you want to see when you navigate to Data Query and how you want information to be displayed.

Click **Preferences** in the bottom bar.

- **Load my default** – The first preference determines what shows when you first access the Data Query. You can save any query as **My Default**. For example, if you have a common set of students with whom you are usually working, you can create a query to select them, then save that as your default. If this is checked, this query loads automatically to give you a jump start on the process each time you access Data Query.
- **Display** – You can also select which tab you want to have initially displayed. If you commonly run existing reports, the Results tab makes sense as your default. However, if you are more likely to be creating new queries or modifying existing ones, it may make sense to select the Fields or Filter tab.
- **Display the Relationships tab** – If you are familiar with SQL and want to be able to review the types of joins being done in the queries you create, displaying the Relationships tab allows you to do so. If you are not familiar with SQL or want to keep things less complicated, leave this box unchecked.
- **Show Object Name as part of Field name** – When a query contains many fields, it can sometimes be helpful to know from what object the field was selected. If this is checked, the object name is shown in gray to the right of the field name on all tabs except Results.

- **Show SQL Translation on Filters tab** – If you are familiar with SQL, you may want to show the SQL translation on the Filters tab. This provides a view of how the filter settings are converted to SQL and helps you make sure things are set how you want them. This can be especially useful when trying to group things into AND/OR blocks.

**SQL Translation**

() AND ((Students Actively Enrolled Today in) Class = 'Language Arts R (M109-03) P4')

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# Tyler SIS Implementation Agenda

## Behavior 360

### Objective:

- Set disciplinary codes
- Review differing methods of recording behavior
- Learn how to track and manage student behavior

### Intended Audience:

- SIS coordinator, anyone involved with behavior tracking and reporting

### Pre-Work:

- Review codes currently being used with behavior
- Review behavior reporting and escalation process

### Classroom Setup and Resources:

- Display Projector (overhead or connection to screens meeting attendees can see)
- High Speed Internet connection
- Speaker phone (for webinars only)
- Printed documents for each participant
  - Profile Codes – Discipline
  - Parent Portal Settings \*
  - Communication Log
  - Behavior Referrals
  - Behavior Events
  - Behavior Letters
  - Behavior Letter Translations
  - Managing Behavior Referrals
  - Behavior Reports
  - Data Query – Basics \*

*\*Reference only, do not print*

## Session Topics:

- District Code Setup
- Communication Log
- Behavior Referrals
  - Create referrals
  - Escalate and accept by disciplinarian
- Behavior Events
- Official Behavior Record
  - From referral
  - Independently created
  - From event
  - Pre-marked attendance
- Behavior Letters
  - Creating letter templates
  - Generating letters
  - Viewing letters in student record
- Behavior Reports
  - My Reports
  - Using Data Query for Behavior Data
- State Reporting of Behavior
- Behavior via the Parent Portal
  - Portal Settings
  - Parent Notifications

## Session Wrap-up:

- Determine which behavior referral/record method(s) to use

## Homework:

Task	Due by	Owners
Complete profile codes in live data		
Assign Disciplinarian roles as necessary		

# C360 Behavior Referrals

Path: click Behavior Referral on the left side of the Classroom Summary screen

Or Menu > Behavior Referral

## Overview

Behavior referrals are incidents which are viewed and recorded by school staff members. Referrals are tracked separately from the official school behavior records.

- Referrals are generally minor incidents which may not singularly warrant the attention of the school disciplinarian. However, the collective tracking of these minor incidents may require a referral for further behavior action.
- Other referrals are the result of a major incident that requires immediate action by the school disciplinarian.

This area of the module is particularly helpful to teachers who may track the behavior he/she handles within the classroom, as well as make referrals sent to the office. Behavior referral tracking can also be used to track potential abuse, neglect, referrals for screenings and other health care issues. Thus, referral permissions may be extended beyond the teaching staff.

A referral is documentation of an incident that a staff member believes should be noted about a student or that requires disciplinary action. The referral may be handled in the location of the incident or it may be sent to the office for further action. In either case, the steps for creating the referral are the same.

## User Permissions

In SIS v9 classic > Management > Site Level > Maintain User IDs and Permissions > Profile (Behavior) area

**SIS Menu**

SIS Menu

- View / Maintain
- Reports
- Utilities
- Management
  - District Level
  - Site Level
    - Maintain User IDs and Permissions
    - Publish Site Bulletin
    - Force Change in SIS Current Date
    - Site Room Master
    - Site Settings - Tents
    - Site Settings - Attendance
    - Site Settings - Grading
    - Site Settings - Gradebook System
    - Site Settings - Obj Marks Formulas
    - Site Settings - Parent Notification
    - Site Settings - General
    - District Codes Used at This Site
  - User-Defined Layouts
  - Import and Export
  - Faculty / Staff

**USER PERMISSIONS**

Name: William Burr ID: 67975  
FTE: 1.000 Hire Date: 07/27/17 Termination Date:

Done Edit Cancel

Permissions Group: HS Teacher

Application Area

- General Operations
- Student Database
- Documents for Students and Families
- Documents for Staff
- Class Database
- Attendance
- Grade Reporting
- Assessments
- Random Scheduling
- Profile (Discipline)

Permission Description	Special Value
View Everyone's Referrals	
Create New Referrals (and View Own)	
Create New Referral for Any Student in This Site-Year	
Assign Referrals to Disciplinarians	
Process Referrals (by Disciplinarians)	
Maintain Discipline Codes	
Approve Discipline Actions	

The following permissions are available:

- **View Everyone's Referrals** – Permission to view all Behavior referrals created.
- **Create New Referrals (and View Own)** – Permission to create/edit/delete Behavior referrals for any student for which the user has access.
- **Create New Referrals for Any Student in This Site-Year** – Permission to create/edit/delete Behavior referrals for any student enrolled in the school, regardless of the user's normal access to the student.
- **Assign Referrals to Disciplinarians** – Permission to assign a behavioral referral to a specific disciplinarian.

## Behavior Referral Grid

By default, the Behavior Referral Grid shows the most recent referrals at the top. Select a column heading to resort the grid by that column.

Behavior Referral							Behavior Referral
Date/Time	Student	Status	Classroom	Assigned Disciplinarian	Classroom	Description/Remarks	Actions
01/06/2020 10:44 AM	Benjamin, Brock	In Progress	Classroom	Mr. [Name]	Classroom	Not wanting to get out of his seat	Classroom Action
01/06/2020 10:44 AM	Benjamin, Brock	Submitted to Admin	Classroom	Mr. [Name]	Classroom	Not wanting to get out of his seat	Edit
01/06/2020 10:44 AM	Benjamin, Brock	Accepted	Classroom	Mr. [Name]	Classroom	Not wanting to get out of his seat	Make No Action Needed
01/06/2020 10:44 AM	Benjamin, Brock	Rejected	Classroom	Mr. [Name]	Classroom	Not wanting to get out of his seat	Submit to Admin
01/06/2020 10:44 AM	Benjamin, Brock	Closed	Classroom	Mr. [Name]	Classroom	Not wanting to get out of his seat	View

The following information is displayed in the grid.

- **Date/Time** – The date and time of the referral incident.
- **Student** – The name of the student associated with the referral. Select the student name to open the Student Information menu and access additional information about this student.
- **Status**
  - **In Progress** indicates the referral has not been sent to the office. The teacher has edit rights to referrals in this status.
  - **Submitted to Admin** indicates the referral was sent to the office. Disciplinarians and office staff have edit rights to referrals in this status.
  - **Accepted** indicates the referral was sent to the office and accepted by a disciplinarian. Disciplinarians and office staff have edit rights to referrals in this status.
  - **Classroom Action** indicates the referral has not been sent to the office and instead the teacher has managed the behavior in the classroom. The teacher has edit rights to referrals in this status.
  - **No Action Needed** indicates the referral has not been sent to the office. The teacher can reopen the referral to In Progress status and then has edit rights.
  - **Rejected** indicates the referral was sent back from the disciplinarian. The teacher has edit rights to the referral in this status.
  - **Closed** indicates an administrator has reviewed and closed the referral or added it to a Behavior Event.



- **Assigned Admin** – The administrative staff assigned to review a referral that was sent to the office.
- **Location** – The location of the incident.
- **Description/Reason** – Information regarding the referral (up to 2,000 characters).
- **Actions** – Menu selection is dependent on the Status of the Referral
  - **Classroom Action** – Referral remains in the classroom. The teacher has edit rights.
  - **Mark No Action Needed** – Referral remains in the classroom. The teacher can reopen to have edit rights.
  - **Submit to Admin** – Sends referral to the office.
  - **View** – Opens the referral in view-only mode.
  - **Edit** – Opens the referral in the Edit Behavior Referral screen. This is only available for referrals for which the user has edit rights.
  - **Add Admin Comments** – To add a note to the referral. This is only available for referrals for which the user has edit rights.
  - **Close** – To close the referral, no action will be taken unless the referral is reopened.
  - **Reopen** – Returns the referral to the teacher. The teacher has edit rights.
  - **Delete** displays a confirmation window, then deletes the referral. This is only available for referrals for which the user has edit rights.

Use the **Filter** button in the bottom bar to narrow the focus of the Behavior Referrals being viewed. This option displays a side panel on the right side of the screen. The referrals actively filter as you make selections. Click **Clear** to remove all filters, or **Cancel** to exit the filter and disregard the filter(s) chosen. Select Show as PDF in the bottom bar, the referrals showing will open in a new tab as a PDF.

The screenshot displays the Tyler SIS Behavior Referral interface. The main table lists three referrals:

Date/Time	Student	Status	Assigned Admin	Location	Description/Reason
03/20/20 10:02 AM	Camron, Cameron M	Submitted to Admin			Camron came in to class over 5 minutes late again. This is the 5th time this semester. He was sent to the office today.
02/19/20 10:07 AM	Camron, Cameron M	Submitted to Admin			Camron has been tardy to my class 4 times this semester. We have talked about his tardiness, and it is simply a result of too much socialization between classes.
01/16/20 10:05 AM	West, Katelyn T	Submitted to Admin			We started our workshop and Katelyn told her partner that I was going to be there today. She refused to take notes or participate in the work. I asked her to get started. Thirty seconds later, she hadn't started on her work. She told me that I was talking on her, so I pointed out to her the reason I was talking was a second time is that she was the only one who hadn't started. I went to work with another student, and about 6 forty seconds later she still hadn't started. Rather, she was breaking out loud. Finally, I told her she had one minute to write down the work up. At which point she wrote down 2 (which had nothing to do with the work) and continued breaking the student's hair. Katelyn was on Tuesday for the same behavior.

The filter panel on the right shows the following filters:

- Date/Time: From (calendar icon), To (calendar icon)
- Status: SEARCH AND SELECT, CLEAR STUDENT FILTER
- Location: SEARCH AND SELECT, CLEAR STUDENT FILTER
- Description/Reason: SEARCH AND SELECT, CLEAR STUDENT FILTER
- Status: SEARCH AND SELECT, CLEAR STUDENT FILTER
- Assigned Admin: SEARCH AND SELECT, CLEAR STUDENT FILTER

The bottom bar includes buttons for Filter, Add Referral, and Show as PDF.

Any combination of these filters can be used.

- **Date** – Enter From and/or To dates to narrow the date range being viewed.

- **Students** – Click **Search and Select** to use the student search screen to select one or more students. Click **Clear Student Filter** to remove any previously created student filter.
- **Location** – Enter a location to filter to referrals at a specific location.
- **Description/Reason** – Enter specific text to search for in the Description/Reason.
- **Status** – Select a status to filter to referrals with a specific status.
- **Assigned Admin** – Enter an admin or disciplinarian to filter to referrals assigned to them.

## Adding a Referral

1. To create a new referral, click **Add Referral** in the bottom bar.
2. Select the name of a student or enter search criteria and click **Search**. Once a student is selected, the **Add Behavior Referral** window displays. Required fields are marked with an asterisk (\*).

### Add Behavior Referral

Date\*  
02/07/20 [Use Current Date](#)

Reason/Incident Description\*  
Michelle throw a banana at another student in the lunch line.

Time\*  
03:12 pm [Use Current Time](#)

Location\*  
Cafeteria

Room/Bus

Functional Motivation  
TOPA - To Obtain Peer A...

Course

1359 characters left

Name	# Prior	Most Recent Referral	Incident Code	Actions
Barker, Michelle Kay			FOOD - Food Violat...	Delete

Add Student
 Add Unknown

☐ Save and New
☒ Save
☒ Submit
☒ Cancel

- **Date/Time** – Enter the Date/Time of the incident. Click the links to **Use current date** and **Use current time** to set the date and time to “now”.
- **Location** – Select from the drop-down list.
- **Room/Bus #** – Enter, if applicable.
- **Functional Motivation** – Select from the drop-down list, if applicable.
- **Course** – Select the course in which the incident happened from the drop-down list, if applicable.

- **Reason/Incident Description** – Enter a reason/incident. If a referral is sent to the office, the text entered here becomes the default text of the Behavior record.
- **Incident Code** – Select the code for the current incident.
- Select the hyperlinked text in the **# Prior** column to display prior referrals entered by this user for this student in this school year.

Student #	Name	# Prior	Most Recent Referral	Incident Code
9899947160	<a href="#">Weingartner, Avion I</a>	<a href="#">3</a>	11/30/18 11:03 AM Was asked t...	

**Notes**

Entry Date/Time ▼ ↓	Type ▼	User ▼	Note ▼
02/27/19 11:17	Closed/Complete	EdwCop	

### Prior Referrals


Date/Time ▼ ↓	Description/Reason ▼
11/30/18 11:03 AM	Was asked to be quiet two times. Then told that he would be written up his he spoke again. The Gates testing booklet and test had been passed out to the students. The first two samples had been completed. Avion did not open his booklet or complete the sample items when all other students did. He has his head down on his desk. (seemed to be sleeping) He was then told to go to the round table. He was heard in the hallway, not going, so the office was called. He then went to the office.
10/09/18 10:40 AM	Third Minor #1-sleeping, #2-horseplay and #3-refusal to quit talking.
09/10/18 11:15 AM	This was the student's 3rd minor for sleeping.

**X**  
Close

Click **Close** when done.

3. Select **Add Student** to search and select a student to add to the referral or **Add Unknown** to add an incident code to an unknown student.
4. If you want to create another referral after this one, check the **Save and New** box before clicking **Save** or **Submit**.

### Add Behavior Referral

Date: 02/07/20  [Use Current Date](#) Reason, Incident Description: Michelle throw a banana at another student in the lunch line.

Time: 03:12 pm [Use Current Time](#)

Location: Cafeteria

Room/Bus:

Functional Move/Issue: TOPA - To Obtain Peer A...

Course:

Name: Barker, Michelle Kay # Prior: Most Recent Referral: Incident Code: FOOD - Food Violat... Actions: Delete

+ Add Student + Add Unknown

☐ Save and New ☒ Save ☒ Submit ☒ Cancel

- **Save** – Click this option if you are not finished with this referral and do not want to send it to the office. The referral is saved and displayed with status of **In Progress**.
- **Submit** – Clicking this saves the referral and sends it to the office. The referral displays with a status of **Submitted to Admin**.
- **Cancel** – Click this to abandon the referral and discard the information entered.

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# Behavior Events

Path: Menu > Behavior Events

## Overview

The Behavior Events Model provide a method of tracking student behavior records for multiple students at a time. Compared to entering separate behavior records for each student, behavior Events have three distinct advantages:

- A single point of entry that allows quickly adding student Responsibles to an incident makes entering behavior records faster.
- Students involved in behavior records are linked together and finding students involved in the same incident is easier.
- Behavior Events also track student, staff, and visitors listed as witnesses and victims.

Activating this feature in district settings enables a screen for behavior events that appears on the menu. This setting enables the ability to add additional incidents/actions on the single student screen.

## Setup Behavior 360 Module

Path: In SIS v9 classic > Management > District level > District Site/Year Setup > District Settings > Main tab > 360 Portals area

The screenshot shows the 'DISTRICT SETTINGS' window for 'ZZCO - 1819 (Current) Edwards Central Office - 2018-19'. The 'Main' tab is selected. On the left is the 'SIS Menu' sidebar with 'Management' > 'District Level' > 'District Site/Year Setup' > 'District Settings' highlighted. The main area contains several sections: 'Student ID' (Number of Digits: 8, Minimum Value: 10000000), 'Faculty / Staff Employee ID' (Number of Digits: 5, Minimum Value: 10000), 'Lunch PIN' (Number of Digits: 6, Minimum Value: 100000), and 'Student State ID' (Number of Digits: 10, Minimum Value: 1). There are checkboxes for 'Allow non-numeric characters', 'Use State ID for Student ID', 'Use Event Model for Classic Discipline', 'Registration Approval', 'Use External Enrollment History', 'Hide Display of Charges/Payment Totals and Meal Pricing', 'Allow Spanish language mailings', 'Max number of Race codes' (5), and 'Max number of Ethnicity codes' (1). The '360 Portals' section has 'Use Classroom 360' checked, 'All teachers can access' selected, and 'Use Behavior 360' checked. The 'Projected Enrollment' section has 'For "Present" use Attendance code' selected, 'Advance their Enrollment date' selected, and 'Mark prior days with Attendance code' selected. The 'Special Services' section has 'Print User Name on PLAA' and 'Allow Copy' checked. The 'Document Approval' section has 'PDF View Not Required' and 'PDF View Required' selected.

Check **Use Behavior 360**. Click **Apply** to save and **Done** to exit the screen.

## User Permissions

**Path: In SIS v9 classic > Management > Site Level > Maintain User IDs and Permissions > selected staff > Profile (Behavior) area**

The following permissions are available:

- **Allow User to use Quick Entry** – Allows user to Quick Add Event
- **View Discipline (same user)** – Permission to view only Behavior events created by the user.
- **Maintain Discipline (same user)** – Permission to view the events created by that user (though other users may have updated the record; they are still the creator and they still display).
- **View Discipline (all users)** – Permission to view Behavior for ALL events but does not allow editing. Displays the event window with all tabs in read-only mode.
- **Maintain Discipline (all users)** – Permission to create/edit/delete Behavior events for any student enrolled in the school, regardless of the user's normal access to view the student.
- **Maintain Discipline (same user) + View Discipline (all users)** -- Shows ALL events, but only those created by the user are editable.
- **Maintain Discipline (all users) + Delete Discipline (all users)** – Allows editing and deleting of any behavior record.

**NOTE:** You can always delete events you create, as long as you have Maintain Discipline (same user) OR Maintain Discipline (all users).

## Behavior Events Grid

By default, the Behavior Event Grid shows the most recent events at the top. Select a column heading to resort the grid by that column.

Move Event #	Incident	Date / Time	Responsible Suspended	# of Students	Entered By	Last Updated	Actions
7	ALC-Alcohol	04/17/20 08:35 AM		1	sdmadmin, sdmadmin	01/07/20 03:16 PM	
4	ALC-Alcohol	04/07/20 11:30 AM	Y	2	sdmadmin, sdmadmin	03/20/20 01:59 PM	
3	DCN-Disorderly Conduct	03/24/20 08:35 AM		3	sdmadmin, sdmadmin	04/09/20 12:35 PM	

Incident Title: [Ayoub, Daejara E. \(#168905\)](#) (1 incidents created) [Bridger, Levi V. \(#135471\)](#) (1 incidents created)


Responsible: [Harding, Douglas U. \(#157425\)](#) [Gardens, Jennifer R \(Staff\)](#)

Items per page: 100 1 - 100 of 352

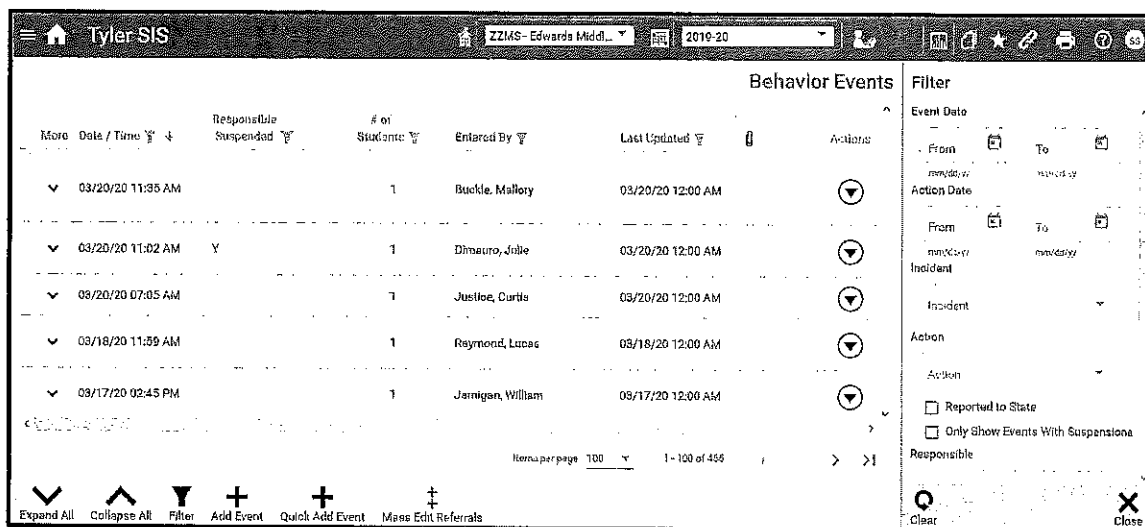
Expand All Collapse All Filter Add Event Quick Add Event Mass Edit Referrals

The following information is displayed in the grid.

- **Event #** – ID number of the event.
- **Incident** – Description of the associated incident.

- **Date/Time** – The date and time of the event.
- **Responsible Suspended** – If any responsible attached to this event has received an Action of any type of Suspension, displays Yes. Otherwise displays No.
- **# of Students** – This is the sum of Student Responsibles, Victims, and Witnesses. Non-Students and Staff are not counted.
- **Entered by** – Name of staff member who created the record.
- **Last Updated** – Date/Time record was last updated.
-  – (Attachment icon) Displays Yes/No for file is attached.
- **Actions**
  - **Edit** – Opens the event for editing. This is only available for events for which the user has Maintain rights (same user or all users).
  - **View** – Opens the referral in view-only mode.
  - **Delete** – Displays a confirmation window, then deletes the event. This is only available for events for which the user has edit rights.

Use the **Filter** button in the bottom bar to narrow the focus of the Behavior Referrals being viewed. This option displays a side panel on the right side of the screen. The referrals actively filter as you make selections. Click **OK** to save the filter choices, **Clear** to remove all filters, or **Cancel** to exit the filter and disregard the filter(s) chosen.



More	Date / Time	Responsible Suspended	# of Students	Entered By	Last Updated	Actions
▼	03/20/20 11:35 AM		1	Buckle, Mallory	03/20/20 12:00 AM	⬇
▼	03/20/20 11:02 AM	Y	1	Dimauro, Julie	03/20/20 12:00 AM	⬇
▼	03/20/20 07:05 AM		1	Justice, Curtis	03/20/20 12:00 AM	⬇
▼	03/18/20 11:59 AM		1	Raymond, Lucas	03/18/20 12:00 AM	⬇
▼	03/17/20 02:45 PM		1	Jennigan, William	03/17/20 12:00 AM	⬇

Items per page: 100 1 - 100 of 455

Expand All Collapse All Filter Add Event Quick Add Event Mass Edit Referrals

**Filter**

Event Date  
From: [calendar icon] To: [calendar icon]  
Action Date  
From: [calendar icon] To: [calendar icon]  
Incident  
Incident: [dropdown]  
Action  
Action: [dropdown]  
☐ Reported to State  
☐ Only Show Events With Suspensions  
Responsible  
Responsible: [dropdown]  
Clear Close

Any combination of these filters can be used.

- **Event Date** – Enter **From** and/or **To** dates to narrow the date range being viewed.
- **Action Date** – Enter **From** and/or **To** dates to narrow the action date range being viewed.
- **Incident** – Select an incident to display only selected incident type.
- **Action** – Select an action to display only selected action type.
- **Reported to State** – Check to display only events reported to the state.
- **Only Show Events With Suspensions** – Check to display only events involving a suspension (# Days Suspension = 0).

- **Responsible** – Display events associated with the selected responsible (text search for responsables that are **either Student or Non-Student**).
- **Victim** – Display events associated with the selected victim.
- **Location** – Enter a location to filter to events at a specific location.
- **Comment Contains Text** – Enter word or combination of words to display records with comments containing that text.

## Adding an Event

There are three options to create an Event

- **Add Event** – From the Event page – option to “Create From Referral” or manually enter
- **Quick Add Event** – From the Event page
- **Create Event** – From the Referral page - Actions menu once Disciplinarian Accepts a Referral

**NOTE:** If the district's state has state-reporting fields, they display on the Incident Details and Additional Fields tabs. If the state does not have state-reporting fields, the tabs are hidden.

1. To create a new event, click **Add Event** in the bottom bar.

**NOTE:** Click **Create From Referral** to select a referral and pre-populate fields from the referral

2. Complete the Event fields. Required fields display an asterisk (\*).

**NOTE:** On the Event tab, clicking **Add Attachment** attaches a document to the event.

- **Incident** – Select incident code-description.
- **Date/Time** – Indicate the event Date/Time or, if this is a new record, you can enter the current date/time or click Use Current to set the time to the current date/time on your computer.
- **Location** – Select the appropriate location.



- **Room/Bus #** – Enter the room or bus number where the incident took place, if applicable.
  - **Checkboxes** – Click to check as appropriate: Alcohol-related, Drug Related, Gang-related, Hate Related, Reported to police.
  - **Comment** – A large text field in which to explain or make notes about the Event being recorded. Click in this field to edit the comment.
  - **Type/State Code** – Automatically generated based on Incident code's State Offense code. This line also displays Safe Schools Violation.
  - **Functional Motivation** – Select motivation, if applicable.
  - **Reported By** – *Optional* – Select the name of the person reporting the event.
3. The **Referrals** tab is populated when the event was created using **Create From Referral**. This screen may be used to link multiple Referrals to an Event or remove a Referral from an Event. When a Referral is linked to an event, the Referral's status automatically changes to **Closed**.

## Add Responsible

1. Click **Proceed to People** in the lower right, the Event is saved, and the **People** tab is displayed.

Behavior Event					
EVENT	REFERRALS	PEOPLE	INCIDENTS	ACTIONS	SUMMARY
Event ID 7					
+ Responsible					
Non-Student		Student #		Type	Actions
Select Student(s)					
Person		Student #		Type	Actions
+ Witnesses					
Person		Student #		Type	Actions
<div> <span>← Back to Event</span> <span>✕ Close</span> <span>→ Proceed to Incidents</span> </div>					

2. Click the **Responsible** plus sign, click **Select Student(s)**, check each student to be associated, and click **Select**.

**Student Search and Select** Searching students available in Academic Year 2019-20

Last Name: Broder First Name: Student #: School: Edwards Central Office Status: Active

Student Filter

<input type="checkbox"/>	Student #	First Name	Last Name	Grade	Enrollment	Enroll Date	Discharge	School	Status
<input type="checkbox"/>	9999207232	Kathryn	Broder	08	Primary	01/06/20	06/19/05	Edwards Middle School	Active
<input type="checkbox"/>	9899209541	Jesse	Broder	07	Primary	08/08/19	02/20/07	Edwards Middle School	Active
<input type="checkbox"/>	9899852358	Elizabeth	Broder	03	Primary	08/08/19	06/02/10	West Elementary School	Active
<input type="checkbox"/>	9899464862	Carrington	Brodersen	06	Primary	08/08/19	01/14/06	Edwards Middle School	Active

4 total

Start Over Student Filters Selected Students Select Cancel

3. Click the **Victim/Witness** plus signs, select appropriate student(s) or staff, and click **Select**.

**Behavior Event**

EVENT REFERRALS PEOPLE INCIDENTS ACTIONS SUMM >

Event ID 7

**+ Responsible**

Person	Student #	Type	Actions
Broder, Kathryn T	9999207232	Student	
Broder, Jesse S	9899209541	Student	

**+ Victims**

Non-Student	Student #	Type	Actions
Select Staff			
Select Student(s)			

Back to Event Close Proceed to Incidents

4. For non-students, complete the following and click **Save**.

**Add Non-Student**

First Name \*  Last Name \*

Save and New Save Cancel

5. Click the **Actions** arrow to Remove any person.

## Add Incidents

1. Click **Proceed to Incidents** in the lower right, the People selections are saved, and the **Incidents** tab is displayed.

Behavior Event						
EVENT	REFERRALS	PEOPLE	INCIDENTS	ACTIONS	SUMMARY	
Event ID 8						
More	Student	Student #	Involvement Type	Incident Code	Entered By	Last Edited
▼	<u>Broder, Jesse S</u>	9899209541	Responsible	DRGP - Drugs-Possession	sdmadmin, sdmadmin	03/17/20 08:47
▼	<u>Broder, Kathryn T</u>	9999207232	Responsible	DRGP - Drugs-Possession	sdmadmin, sdmadmin	03/17/20 08:47
<div> <span>←</span> <span>▶</span> <span>⏮</span> <span>⏭</span> <span>⏪</span> <span>⏩</span> <span>⏴</span> <span>⏵</span> </div>						
<div> <span>←</span> <span>▼</span> <span>▲</span> <span>+</span> </div>				<div> <span>✕</span> <span>→</span> </div>		
Back to People   Expand All   Collapse All   Add Incident				Close   Proceed to Actions		

- Click the **Actions** arrow to **Edit** or **Delete** for any incident.

**NOTE:** To enter an **Infraction Cost** associated with this infraction and person, select the incident and click **Action > Edit**.

- To associate actions with a selected incident and person, click **Actions > Add Action**.

Select Incident
<div>Incident*</div> <div>Broder, Jesse S (#9899209541) DRGP - Drugs-Possession</div> <div>Broder, Kathryn T (#9999207232) DRGP - Drugs-Possession</div>
<div> <span>→</span> <span>✕</span> </div> <div>Next   Cancel</div>

- If more than one person is associated with the event, select the incident/person and click **Next**.
- Complete the following fields. Required fields display an asterisk (\*).

### Add Action

Broder, Kathryn T (#9999207232)  
DRGP - Drugs-Possession



Action ▼ Requested Action ▼

Date\* 📅 TODAY mm/dd/yy Modified No ▼

Date Served 📅 TODAY mm/dd/yy

☐ Educational Services  
☐ Alternate Placement  
☐ Served




### Attachments

Description	Uploaded By	Date	Actions
			

Add Attachment Copy to Incidents ✓ Save ✗ Cancel

- **Action** – Users with the Approval permission may choose the code direction from the Code drop-down. Actions that require approval are indicated with an asterisk (\*).
  - **Date** – The date of the Discipline Action
  - **Modified** – If modified, select Yes; defaults to No.
  - **Date Served** – Indicates the date the action was served.
  - **Requested Action** – Users without the Approval permission must use the Action Requested drop-down if the desired action requires approval.
  - **Days** – The duration of the action in number of days.
  - **Educational Services** – Check if the student has educational services.
  - **Alternate Placement** – Check if the student requires an alternate placement.
  - **Served** – Check if the action has been completed. You may later click Actions > Mark as Served on a selected action.
6. Click **Add Attachment** to attach a file to the selected action. For **Attachment Name**, enter a title; for **Description** enter descriptive text; click **Browse** to navigate to the desired file; click **Save** to attach.
  7. The **Additional Fields** tab is displayed for states VT, OR, WA, ID, KS. Click to complete the fields (fields depend on the reporting state and may differ from those shown).


### Add Action

ACTION DETAILS	ADDITIONAL FIELDS
State OR	
ID Number: -1	
Primary Weapon	Discipline Modifier
Secondary Weapon	Interim Educational Services <input type="checkbox"/>
Tertiary Weapon	Violent Criminal Offense Arrest <input type="checkbox"/>
<div>  Add Attachment           <span style="float: right;">  Cancel              Save           </span> </div>	

8: Click **Save**.

## Additional Action Options

1. On the **Action** tab click the **More** arrow to display details.

Behavior Event								
EVENT	REFERRALS	PEOPLE	INCIDENTS	ACTIONS	SUMMARY			
Event ID 8								
<div>More ^</div>	Student <u>Broder, Kathryn T</u>	Student # 9890207232	Incident Code DRGP - Drugs-Possession	Action ISS -In-school Suspension	Days 0	# Days Suspended This Year 0	Date ↓ 03/17/20	Last Updated 03/17/20
Action Served?		Revised		Equity and Fairness		Revised Date		
No		No		No		No		
Served		No		0		No		
<div>▼</div>	<u>Broder, Jesse S</u> 	9890209541	DRGP - Drugs-Possession	ISS -In-school Suspension	0	0	03/17/20	03/17/20
<div><div><div>←</div><div>▼</div><div>▲</div><div>+</div></div><div>Back to IncidentsExpand AllCollapse AllAdd Action</div><div><div>✕</div><div>→</div></div><div>CloseProceed to Summary</div></div>								

2. Click the **Actions** arrow to **Add Another Action**, **Approve Action**, **Edit**, **Mark as Served** (checks this option without opening the action record), or **Delete**.

**Behavior Event**

EVENT	REFERRALS	PEOPLE	INCIDENTS	ACTIONS	SUMMARY
Event ID 8					
Event	Student #	Incident Code	Action	Days Suspended This Year	Date Last Updated
Broder, Kathryn T	9999207232	DRGP - Drugs-Possession	ISS -In-school Suspension	0	03/17/20
Broder, Jesse S	9899209541	DRGP - Drugs-Possession	ISS -In-school Suspension	0	03/17/20

Back to Incidents   Expand All   Collapse All   Add Action   Close   Proceed to Summary

3. Click **Proceed to Summary**, the Event is saved, and the **Summary** tab is displayed.

**Behavior Event**

EVENT	REFERRALS	PEOPLE	INCIDENTS	ACTIONS	SUMMARY
Event ID 8					
Event	Student #	Incident Code	Action	Days Suspended This Year	Date Last Updated
Broder, Jesse S	9899209541	DRGP - Drugs-Possession	ISS -In-school Suspension	0	03/17/20
Broder, Kathryn T	9999207232	DRGP - Drugs-Possession	ISS -In-school Suspension	0	03/17/20

Back to Incidents   Expand All   Collapse All   Add Action   Close   Proceed to Summary

4. Use the **Back to** options to return to any screen or click **Close** to complete the record.

## Edit or Delete Events

From the Behavior Event grid, use the **Actions** menu to the right of the grid to view the event, add a note, edit, or delete, depending on the permissions, as mentioned previously.

## Print Event Letters

**Path: Classic > Reports > Profile > Profile Reports and Letters**

- On the **Profile Reports** tab enter or select the **Date** to print on the report/letter (the Report Title is not used for letters).

**SIS Menu**

**SIS Menu**

- View / Maintain
- Reports
  - Student
  - Attendance
  - Term Grades
  - Profile
    - Profile Reports and Letters
    - Incident
    - Lunch
    - Fines and Fees
    - Text Book
    - Random Scheduling
    - Curriculum
    - Lockers
  - Utilities
  - Management

**PROFILE REPORT**

ZZHS - 1920 (Current) Edwards High School - 2019-20  
Attendance Date: Friday, 01/24/20(R Day) Semester: 2 Term: 3 Period: 12345678

Done Edit Cancel

Start Report

**Profile Report** Selection & Sort

Date Printed on Report: 1/27/2020

Report Title: Profile Data Report

**Profile Area**

- ☒ Discipline
- ☐ Activities
- ☐ Honors/Awards

**Report Type**

- ☐ by Student
  - ☐ Export to File
  - ☐ Short-Export
  - ☒ Full-Export
  - ☐ Full-Export with Comments
- ☐ by Teacher
- ☐ Incident Code Totals
- ☐ Action Code Totals
- ☒ Letters

**Student Selection Status**

- ☐ All Active & Withdrawn
- ☒ Only Active Students
- ☐ Only Withdrawn Students
- ☐ Specify Custom Selection

**Selections & Options**

- ☒ Print Full-Layouts
- ☒ Print Code-Description
- ☒ Print Full Comments
- ☐ Show Race (By Student or Teacher Rpt)
- ☐ Include Additional Incidents and Actions

- For **Profile Area** click **Discipline**.
  - For **Report type** click **Letters**.
  - For **Student Selection Status**:
    - If printing letters for one or more individuals, select **Specify Custom Selection**.
    - If printing letters for all qualifying students, click **Active**, **Withdrawn**, or **All**.
2. Select other options, if desired.
  3. On the **Selection & Sort** tab check **Incident Date** then enter or select the **From/To** dates that qualify the incidents to be included in the letter.

**PROFILE REPORT**

ZZHS - 1920 (Current) Edwards High School - 2019-20  
Attendance Date: Friday, 01/24/20(R Day) Semester: 2 Term: 3 Period: 12345678

Done Edit Cancel

Start Report

**Profile Report** Selection & Sort

Selection Criteria From To

Incident Code ☐

Incident Date ☒ 9/9/2019 To 5/15/2020

Teacher ☐

Recorded Date ☐

User ☐

Action Code ☐

Action Date ☐

Modified Length ☐

Served Date ☐

Location/Bus ☐

☐ Detention Served ☐ Yes ☒ No

☐ Print Also Non-Selected Records ☐ Show Records From All Sites


Records to meet above Selection: 1 To 9999

Sort: ☒ Ascending (Else Descending)

By:

- ☐ Incident Code
- ☒ Incident Date
- ☐ Recorded Date
- ☐ Served Date
- ☐ Action Code
- ☐ Action Date
- ☐ Teacher

4. Select other options, if desired.

5. Click **Start Report**.
6. If you checked **Specify Custom Selection**, use the Search Students screen to select the student(s). Click to highlight an individual (or **Ctrl+click** for multiple students) then click the **Select** icon  for any selected student to continue.

**SEARCH STUDENTS**

ZZHS - 1920 (Current) Edwards High School - 2019-20  
Attendance Date: Friday, 01/24/20(R Day) Semester: 2 Term: 3 Period: 12345678

Site: ZZHS Edwards High Sch GO!

Done Edit Cancel

Last Name: C Student ID: Search Selected Site ☒ Include students from Groups  
First Name: State ID: Search District ☒ Include Withdrawn Students

☒ Selected All Highlighted ☐ Go to Grid for Selection ☐ Withdrawn ☐ Not Enrolled ☐ Future Year Enrollment

Site	Year	Student ID	Name	Birth Date	Grade	Enroll Date	Residency	WD Date	WD Code
ZZHS	1920	187867	Cody, Kayla Y	02/23/11 8-11	10	08/15/19	02		
ZZHS	1920	192934	Cody, Rainay J	03/08/15 4-10	11	08/08/19	02	08/20/19	2A
ZZHS	1920	184716	Coello, Jillian L	02/08/05 14-11	09	08/08/19	02		
ZZHS	1920	105788	Coger, Alexis E	08/11/09 10-5	12	08/08/19	02	01/01/20	3B
ZZHS	1920	111869	Coger, Joshua S	06/03/03 16-7	10	08/08/19	02		
ZZHS	1920	165116	Coger, Taylor Y	09/24/07 12-4	12	08/08/19	02		
ZZHS	1920	199373	Coghill, Brandon A	06/30/12 7-6	10	08/08/19	02		
ZZHS	1920	195525	Coleman, Robert B	07/09/00 19-6	12	01/16/20	02	02/27/20	2C
ZZHS	1920	108144	Collier, Jackson C	07/04/12 7-6	11	08/08/19	02		
ZZHS	1920	123723	Collier, Kaylin Y	10/25/09 10-3	11	08/08/19	02		
ZZHS	1920	175435	Collins, Jafaka R	10/31/07 12-2	11	01/02/20	02		



7. Select the letter to be used (letters available are specific to site/district) and click **Done**.


**SELECT LETTER**

ZZHS - 1920 (Current) Edwards High School - 2019-20  
Attendance Date: Friday, 01/24/20(R Day) Semester: 2 Term: 3 Period: 12345678

Done Edit Cancel

Add

Area	Name	Owner	Usage Permission	Description	User Last Updated	Date Last Update	
Profile Data	Bus Incident #1	ElaHel	Private to Owner	Letter to parents for 1st bus offense	ElaHel	08/09/19	
Profile Data	Discipline Notice to Parents	sdmadmin	Public for District	Discipline Notice to Parents	ElaHel	07/22/15	




8. From My Reports, click **Update Display** until the report status displays **Complete** and click the **Select** icon  to view and print the letter(s).

**MY REPORTS**

ZZHS - 1920 (Current) Edwards High School - 2019-20  
Attendance Date: Friday, 01/24/20(R Day) Semester: 2 Term: 3 Period: 12345678

Done Edit Cancel Site: ZZHS Edwards High Sch Year: 1523 201 GO!

☒ Update Display ☐ Include All Users ☒ Include Status Complete

Site	Year	User Name	Report Name	Run Date	Status	
ZZHS	1920	sdmadmin	ProfileReportLetter	01/27/20 11:50 AM	Running	
ZZHS	1920	sdmadmin	ProfileReportLetter	01/27/20 11:42 AM	Complete	
ZZHS	1920	sdmadmin	ProfileReportLetter	01/27/20 11:28 AM	Complete	

Page one summarizes the criteria for the letter(s).



Following options & Selections were used for this report :

**Discipline**

Run On : 1/27/2020 11:25:50 AM

Report Type : Letters

Sort : Ascending By : Incident Date

Student must have 1-9999 record (s) with the following Criteria :

(Do not print other records)

Profile Selection Criteria :

Incident Date From 9/3/2019: To 5/15/2020

Subsequent page(s) include the letters as formatted for your site/district.

**Edwards High School  
689 N Wade  
Edward, ID 83111  
(555) 497-6429**

01/27/2020

COURTNEY CUNIFF  
990 WRUNYON  
EDWARD ID 83201

Student: DASAN S CUNIFF (Grd:12)

Dear COURTNEY CUNIFF

Educating your student is a partnership between the home and our school. Good communication strengthens our support of one another, thus we strive to work closely with our students and their families.

This letter is to notify you that Dasan has had a disciplinary action which has been recorded in the student's record. Please note the most recent infraction and action taken. The consequences for the student's offense is outlined in the Student Handbook.

STUDENT: Cuniff#, Dasan S  
GRADE: 12

Counselor: Norred, Philip I  
Advisor:

Incident Time	Loc/Bus	Teacher	Recorded	Rec.By	Action	Days	Served Dt
Functional							

ATT	09/12/19	Ottew David V	09/10/19	Chr	ISS	09/11/19	1,000 09/09/09
-----	----------	---------------	----------	-----	-----	----------	----------------

=> Attendance Policy Violation

=> In School Suspension

NOTE : Dasan was disruptive in class. After repeated requests to stop talking, he was asked to move. Dasan became argumentative with the teacher and refused to comply. 1 day ISS.

If you would like to discuss this incident, please contact me at your earliest convenience.

Sincerely,



# Behavior Letter Translations

## User Permissions

To access Behavior Letters, Templates, and their translations, a user must have the permission set in **SIS V9 Classic > Management > Site Level > Maintain User IDs and Permissions > Behavior / Discipline > Generate Behavior Letters**.

## Entering Translations

**NOTE:** Be sure that the letter text is complete before translating.

Click **Actions > Translations** for a template to display the Translations window.

The screenshot shows a window titled "Translations" with a subtitle "Behavior Letter". In the top right corner, there is a "Language" dropdown menu currently set to "Spanish". The main area is divided into two columns. The left column, labeled "English", contains the following text: "Dear <<Family household parents combined mailing name>>", "The educational development of your child is of the utmost importance to Edwards High School. To facilitate this development, behavioral expectations must be met. <<Student name - first>> was involved in an infraction of the discipline code <<Behavior Incident Code>> adopted by the Edwards Board of Education. If discipline action was taken please note the date(s) that your student is to serve their discipline." The right column, labeled "Translation", is currently blank. To the right of the translation area is an "Editor" button. At the bottom right of the window are three buttons: "Save" (with a checkmark icon), "Save and Close" (with a checkmark icon), and "Cancel" (with an X icon).

The dropdown in the upper right corner allows the Language to be identified. After saving one translation, you may choose another language to enter and save another translation. *Remember*, if the template is edited, the translation is blank to indicate it must be updated to reflect the change.

In Translation window, to the right of the existing text, click **Editor** to display the Edit Rich Text Translation window that allows the translation to replicate the formatting of the English version.

## Edit Rich Text Translation

Dear <<Family household parents  
combined mailing name>>

The educational development of your child is of the utmost importance to Edwards High School. To facilitate this development, behavioral expectations must be met. <<Student name - first>> was involved in an infraction of the discipline code <<Behavior Incident Code>> adopted by the Edwards Board of Education. If discipline action was taken please note the date(s) that your student is to serve their discipline.

Action Date <<Behavior Action Date>>

Please contact <<Behavior Principal Name>>, Principal at (417) 272-1111 extension 1111, if you have any questions or concerns regarding this matter.

Please sign and return to the school Office.

\_\_\_\_\_  
Parent/Guardian Signature - Date

Infraacción del código de disciplina <<Behavior Incident Code>> adoptado por la Junta de Educación de Edwards. Si se tomaron medidas disciplinarias, tenga en cuenta la (s) fecha (s) en que su estudiante debe cumplir su disciplina.

Fecha de acción <<Behavior Action Date>>

Por favor contactar <<Behavior Principal Name>>, Director llamando (417) 272-1111 extensión 1111, si tiene alguna pregunta o inquietud con respecto a este asunto.

Por favor firme y regrese a la oficina de la escuela.

\_\_\_\_\_  
Firma del Padre / el Custodio - Fecha

< Previous
Next >

Copy English

Save
 Cancel

- **Copy English** – Click to copy the English text with all its formatting directly into the text editor on the right. Substitute translated words for the English words without having to redo all the formatting along with other items like the signature line.
- Alternately, click to highlight the English and **Ctrl+C** to copy then paste it in a document to pass to a translation service or person.

**Important:** Retain the merge fields <<xxx>> in their untranslated format; if they are inadvertently translated, copy from the left side and replace.


Click **Save** when the translation is complete, then select another language and translate until all languages in common use in your district have translations.

Translations		Language
Behavior Letter		Spanish
English ↑	Translation	French
		Portuguese
<p>Dear &lt;&lt;Family household parents combined mailing name&gt;&gt;</p> <p>The educational development of your child is of the utmost importance to Edwards High School. To facilitate this development, behavioral expectations must be met. &lt;&lt;Student name - first&gt;&gt; was involved in an infraction of the discipline code &lt;&lt;Behavior Incident Code&gt;&gt; adopted by the Edwards Board of Education. If discipline action was taken please note the date(s) that your student is to serve their discipline.</p> <p>Action Date &lt;&lt;Behavior Action Date&gt;&gt;</p> <p>Please contact &lt;&lt;Behavior Principal Name&gt;&gt;, Principal at (417) 272-1111 extension 1111, if you have any questions or concerns regarding this matter.</p> <p>Please sign and return to the school Office.</p> <p>_____ Parent/Guardian Signature - Date</p> <p>Cradleoflearning.bmp</p>	<p>Cher &lt;&lt;Family household parent name&gt;&gt;.</p> <p>Le développement éducatif de votre enfant est de la plus haute importance pour Edwards High School. Pour faciliter ce développement, il faut répondre aux attentes comportementales. &lt;&lt;Student name - first&gt;&gt; a été impliqué dans une infraction au code de discipline &lt;&lt;Behavior Incident Code&gt;&gt; adopté par la Edwards Board of Education. Si des mesures disciplinaires ont été prises, veuillez noter la ou les dates auxquelles votre élève doit servir sa discipline.</p> <p>Date d'action &lt;&lt;Behavior Action Date&gt;&gt;</p> <p>Veuillez contacter &lt;&lt;Behavior Principal Name&gt;&gt;, Principal au (417) 272-1111 poste 1111, si vous avez des questions ou des préoccupations à ce sujet.</p> <p>Veuillez signer et retourner au bureau de l'école.</p> <p>_____ Signature du parent / tuteur - Date</p>	<p>Editor</p>
		<p>✓ Save    ✓ Save and Close    ✗ Cancel</p>

**NOTE:** It is recommended that a copy of the final translation(s) be retained as a file copy in case the letter template is changed.

## Translation Status

Click **Actions > Translation Status** to display a window indicating the status of the translations for the available languages.


Translation Status		
Behavior Letter		
Language ↑	Status	Actions
French	Partial	<a href="#">Edit</a>
Portuguese	None	<a href="#">Edit</a>
Spanish	Complete	<a href="#">Edit</a>
		 Close

- **None** – No translations have been entered. (Possibly because this language is not supported by the district.)
- **Partial** – Some translations have been entered, but some are missing. This requires attention, so the status is highlighted in yellow.
- **Complete** – All translations have been entered.

**NOTE:** If the template includes an Image, an Editor field appears for it and the translation cannot Complete until you enter text; this text does not display on the letter.

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Once a student has been selected, the trace occurs automatically. By default, the date range only includes the current date, but Start/End Dates can be altered by typing in a new date, selecting the **Calendar** icon  to choose a date, or selecting **TODAY**, which resets the date to the current date. (If a date is manually entered, click anywhere outside the date field to trigger the new trace.)

The first table displays any Students with whom the student may have come in contact. The second table displays Employee contacts.

## Planned vs Actual Contacts

The tables can be viewed in two different ways – planned or actual.

---

**NOTE:** Classes with no room assigned are assumed to be distance/virtual classes, so students who attended those along with the selected student will not be included in the tables regardless if planned or actual information is being shown.

---

- **Planned** – Displays information based on where the student was scheduled to be – which classes he/she was scheduled to be in and on which bus routes he/she was scheduled to ride.
- **Actual** – Displays information based on marked attendance in classes (and which students were also marked present in those classes) and attendance taken on the buses the student rode, if that data is available.

This view also includes the following information for the selected date range:

- If this student visited the health office during the selected date range, any other students who were in the health office during overlapping times with this student, and the nurse who was working during that time.
- Any other students involved in a discipline event with this student and the staff member who reported the incident.
- Any other students included on a discipline referral that includes this student and has not yet been turned into a behavior event. The person who reported the event will also be included.

## Transportation Data

The information included regarding contacts during transportation depends on which Tyler transportation software is integrated with Tyler SIS. If no Tyler transportation software is integrated with Tyler SIS, no information about contacts during transportation will be included.

### Traversa

- If attendance is being taken on the buses, transportation data will be included on both the Planned and Actual views.
- If attendance is NOT being taken on the buses, only the Planned view includes transportation information. No information on bus contacts will be available on the Actual view.

### Versatrans RP

---

**NOTE:** Route information in Versatrans RP is based on the route currently assigned to a student; it is not date-specific. The information shown will be based on the route currently assigned to the student, even if a different route was assigned to the student at some time during the date range selected.

---



- If attendance is being taken on the buses, transportation data will be included on both the Planned and Actual views.
- If attendance is NOT being taken on the buses, only the Planned view includes transportation information. No information on bus contacts will be available on the Actual view.

## Exporting Data

The Export Data button in the bottom bar sends this information to an Excel spreadsheet with two worksheets – one with the data for exposed students and one with the data for exposed employees.

The Students worksheet includes contact information for Household Parent 1. The Employees worksheet includes contact information for each employee.

Type	StudentFirstN	StudentLastN	StudentMiddle	StudentNumbr	ContactType	ContactDetail	Location	Dates	ParentName	ParentCellNo	ParentHomeN	ParentAddress	ParentEmail	Actual/Planned
Student	Taylor	Vann	Y	9699577263	Class	Edwards High School-H8522-03-McIntyre, Tara	112	09/03/2020	Hebron, Jeri	(555)253-5074	(555)567-0507	471 S Lucerne Ct Edward MO 63111		Actual
Students	Christopher	Curci	R	9699076900	Shared Class	Edwards High School-H3010-01-Essey, Debra	219	08/06/2020	Curci Juanita	(555)253-1324	(555)470-4538	OAKWOOD FARM Edward MO 63111		Planned
Student	Christopher	Curci	R	9699076900	Class	Edwards High School-H3010-01-Essey, Debra	219	08/03/2020	Curci Juanita	(555)253-1324	(555)470-4538	OAKWOOD FARM Edward MO 63111		Actual
Students	Ronnie	Prieau	N	9899566268	Shared Class	Edwards High School-H7011-03-Dingler, Katrina	GYM	09/03/2020	Pickney, David	(555)253-9057	(555)253-9057	62238 ULENA RD Edward MO 63111	DavidPickney@hometownUSA.com	Planned
Student	Ronnie	Prieau	N	9899566268	Class	Edwards High School-H7011-03-Dingler, Katrina	GYM	09/03/2020	Pickney, David	(555)253-9057	(555)253-9057	62238 ULENA RD Edward MO 63111	DavidPickney@hometownUSA.com	Actual
Student	Ethan	McCroy	H	9699416057	Class	Edwards High School-H8522-03-McIntyre, Tara	112	09/03/2020	McCroy, Delbert	(555)263-5522	(555)263-4522	4122 E Roxton Dr Edward MO 63111	DelbertMcCroy@hometownUSA.com	Actual

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# C360 Send Email

To schedule individual training for your district, contact [SISTraining@tylertech.com](mailto:SISTraining@tylertech.com).

## Path: Menu > Send Email

Or click **Send Email** on the left side of the Classroom Summary screen

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## Overview

This document describes how to send emails to contacts associated with a student, including parents, guardians, teachers, counselors, and site administrators. This document also describes how to send and view the logs for a mass email, which can be sent to students, parents, and non-resident parents.

## User Permissions

There are no special permissions for this function. These functions are available for all staff with a teacher role.

## Selecting Students and Recipients

Click the **Send Email** icon or select from the left-side menu. The **Student Search** window displays. Locate the student for which you want to send an email and select the student's name.

**NOTE:** Users are only able to search for and send emails to students for whom they have access.

Selecting a student opens the **Select Recipients** window.

Select Recipients

List teachers for  
☒ Today's Schedule  
☐ This Term  
☐ All Year

☐ To  
☐ CC  
☐ BCC

Name  
Relationship

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sdmadmin, sdmadmin	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ghent, Colleen	Teacher - ENGLISH II
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Holiman, Mary	Teacher - GOVERNMENTAL STUDIES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mathman, Jim	Teacher - GEOMETRY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Person, Julie	Teacher - SEMINAR 11
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Person, Julie	Teacher - MIXED CHOIR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sandiford, John	Teacher - ENGLISH III
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shoemaker, Paula	Teacher - BASIC SKILLS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tatum, Patrick	Teacher - EARTH SCIEN SYSTEMS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barker, Joe	Father
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barker, Renee	Step Mother
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barker, Michelle	Student

☒ Deselect All

☒ OK
☐ Cancel

- The selection at the top of the page determines if these are teachers assigned to the student
  - On today's schedule
  - Anytime this term
  - Anytime during the year
- The Also list includes:

- All Advisors assigned to the student
- Counselors assigned to the student
- All Principals in schools where students are enrolled
- All Site Administrators at the student's site
- All District Administrators at the student's district

The recipients list includes the following (If they have an email address listed in Tyler SIS).

- Household parents
- Non-resident parents
- Teachers assigned to the student

Use the checkboxes to choose how recipients' emails are sent:




- **To** (At least one recipient must be selected in this category)
- **CC** – Carbon Copy
- **BCC** – Blind Carbon Copy

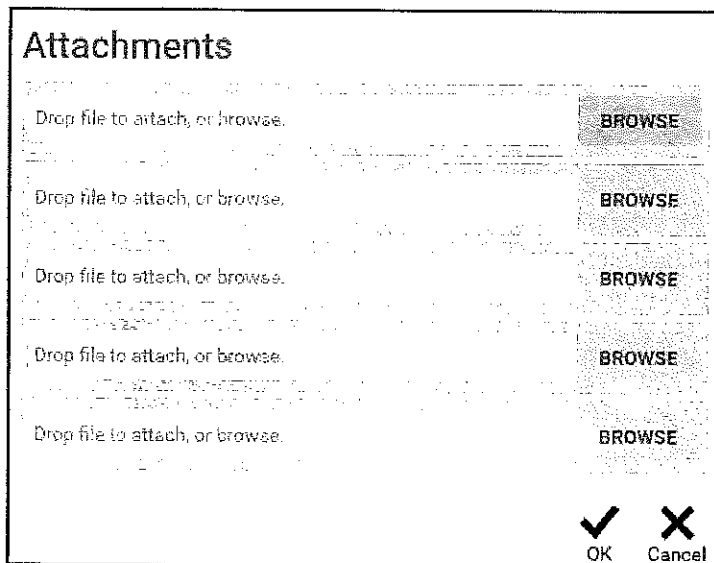
**NOTE:** The sender's email is automatically selected for carbon copy and cannot be deselected.

Click **OK** to confirm your recipient selections.

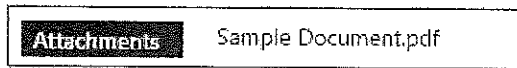
## Creating the Email

Now that the recipients have been chosen, the subject and body can be created, and any necessary attachments can be added. Your email address will be displayed in the **From** area. The recipients selected are automatically displayed in the appropriate **To**, **CC**, or **BCC** area.

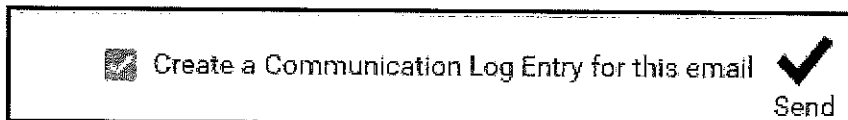
1. The recipients can be changed by clicking **To...** (  ) or by clicking **Change Recipients** icon  in the bottom tool bar. Either of these reopen the **Select Recipients** window.
2. Click in the **Subject** box to type in the email subject.
3. Click the large text box at the bottom of the page to type the body of the email.
4. To add an attachment, click **Attachments** (  ).



- a. In the **Attachments** window, click **Browse** to navigate to your computer and select the desired file(s).
- b. When the desired files have been selected, click **OK** to return to the email screen.
- c. The attached document names show beside the **Attachments** button.



5. If **Create a Communication Log Entry for this Email** in the bottom bar is checked, an entry is automatically created in the Communication Log when the email is sent.




**NOTE:** If the option to Auto-Add Email from Student Data Links to the Parent / Student Contact Log has been set by the site, this defaults to being checked.

6. Click **Send** in the bottom bar to send the email and attachments to the listed recipients.

## Mass Email

### Setup Mass Email Preferences

Use this option to establish preferences when creating Mass Emails. Click the **User** icon  (with your initials) and select **Preferences > Mass Email**.


The first option determines whether the **Create Communication Log Entries** when emails are created (defaults to Off). When an email is created, the **Create Communication Log entries** defaults based on this preference.

The screenshot shows the 'Mass Email' preference window. On the left is a 'Preferences' sidebar with a list of categories: General, Attendance, Communication Log, Data Query, Favorites, Home, and Mass Email. An arrow points from the 'Mass Email' category to the main content area. The main area has a title 'Mass Email' and a section 'Default Create Communication Log entries' with two radio buttons: 'On' and 'Off'. The 'Off' button is selected. Below this is a 'Signature (Also used in Send Email)' section with a rich text editor toolbar containing icons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, decrease indent, increase indent, and text color. Below the toolbar are two dropdown menus for font style (set to 'Normal') and font face (set to 'Sans Serif'). A text area below contains the placeholder 'Insert text here ...'. At the bottom right are 'Save' and 'Close' buttons with checkmark and X icons respectively.

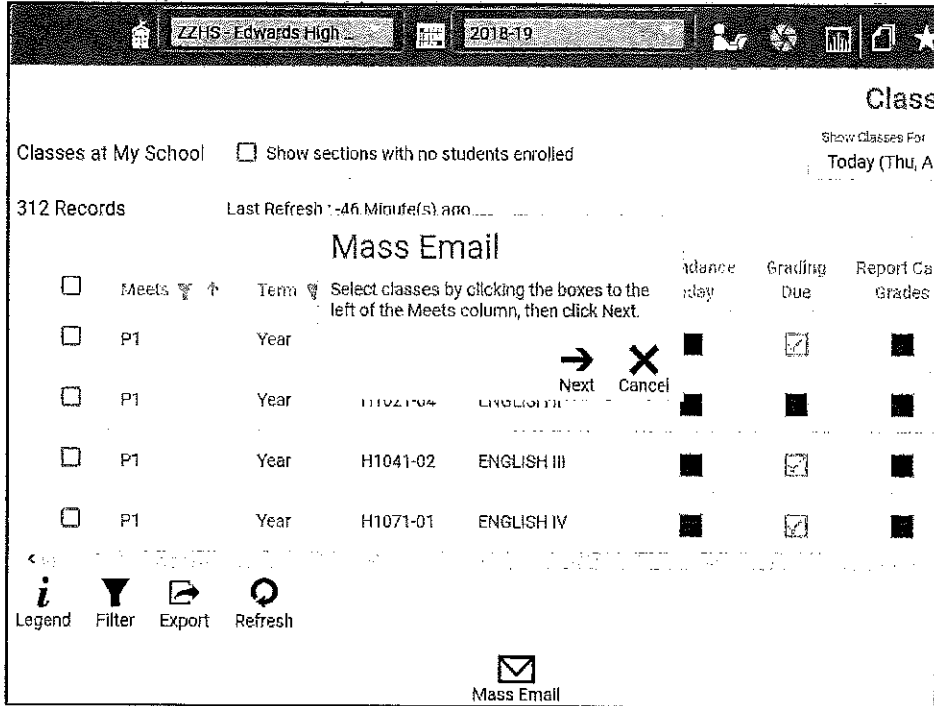
A signature line can be created which is automatically displayed in the Body field when creating a mass email. Enter your signature line and click **Save** in the bottom bar.

This screenshot is similar to the previous one, but the 'Signature' text area now contains the following text: 'Mary Martin', 'Chairman, Math Department', 'Edwards High School', and 'mmartin@edwards.edu'. The 'Default Create Communication Log entries' section remains the same with 'Off' selected. The rest of the interface, including the sidebar and bottom buttons, is identical to the previous screenshot.

## Creating a Mass Email

Classroom Summary has a **Mass Email** icon  on the bottom bar. Mass email allows you to select email recipients from groups of students.

1. When **Mass Email** is clicked on **Classroom Summary**, check the box beside each class to be included in the recipients or check the box in the heading to select all classes. Click **Next**.



The screenshot shows the 'Mass Email' selection screen. At the top, there's a header with 'ZZHS - Edwards High' and '2018-19'. Below that, a section titled 'Classes at My School' includes a checkbox for 'Show sections with no students enrolled'. A status bar indicates '312 Records' and 'Last Refresh 1:46 Minute(s) ago'. The main table has columns: 'Meets', 'Term', 'Select classes by clicking the boxes to the left of the Meets column, then click Next.', 'Advance', 'Grading', and 'Report Ca'. The table lists several classes, including 'P1 Year', 'H1041-02 ENGLISH III', and 'H1071-01 ENGLISH IV'. A 'Next' button is highlighted, and a 'Cancel' button is also visible. At the bottom, there's a 'Mass Email' icon and a 'Legend' section with icons for 'Filter', 'Export', and 'Refresh'.

2. At the top of the page, the yellow area includes three dropdown lists that allow selection of which recipients appear as To, CC, BCC, or Do Not Include. **At least one drop-down must be set to something other than Do Not Include in order to continue.**
  - **Students** – To send the email to the selected students, click To, CC (carbon copy), or BCC (blind carbon copy).
  - **Household Parents** – To send to the household parents of the selected students, click BCC (blind carbon copy).

**NOTE:** BCC (blind carbon copy) is the only option available for household and non-resident parents to prevent recipients from seeing each other's email addresses.

- **Non-Resident Parents** – To send to the non-resident parents of the selected students, click BCC (blind carbon copy). Non-resident parents can choose to not receive mailings. Click **Include all even if did not request mailings** to send to include even those non-resident parents.



**Select Recipients**

Students To  Household Parents Non-Resident Parents Do Not Include ☐ Send email to Class Teachers / Co-Teachers ☐ Include all even if did not request mailings

CLASS VIEW STUDENT VIEW

More	Course Name ↑	Course	Section	Term	Home Room
▼	ENGLISH I	H1001	07	Year	
▲	ENGLISH II	HT021	04	Year	

Student #	Name ↑	Grade Level	Email Address
9899706445	Curci, Cole L	10	ColeCurci@edwards.k12.mo.us
9899334050	Dickey, Alexis E	12	AlexisDickey@edwards.k12.mo.us
9899915164	Donmoyer, Avianna I	10	AviannaDonmoyer@edwards.k12.mo.us
9899395400	Entwistle, Shannon A	10	ShannonEntwistle@edwards.k12.mo.us

Back to My Classes
 Expand All
 Collapse All
 Next
 Cancel

- Optionally click to check **Send email to Class Teachers/Co-Teachers**.
- Each selected class is displayed with an up/down arrow in the **More** column. Click to display the class roster with checkboxes displayed beside each student name. Select individual students or check the box in the heading to select all students
- If the student recipients need to be modified, students can be removed by unchecking the box next to their name on this screen. To add other classes, click **Back to My Classes** in the bottom tool bar to return to the screen where the mass email process was initiated.

Otherwise, click **Next** to confirm your choices. If any recipient does not have an email address, a warning message is displayed. This alerts you that these students or the selected recipients associated with these students, will not be receiving the email, so they will need to be notified by some other means.

**WARNING - No emails will be sent for 3 students**

For these students, no email addresses were found for the selected recipient(s).

Student #	Name ↑	Grade Level
9899106372	Hann, Alyah I	10
9899796765	Reagle, Keith I	10
9899577253	Vann, Taylor Y	09

Return to Select Recipients
 Proceed to Message Creation

Click **Return to Select Recipients** to make changes or click **Proceed to Message Creation**.

6. Now that the recipients have been chosen, the actual email can be created. Your email address is displayed in the **From** field.

Mass Email  
Edwards High School - 1819

From  
sadam@edwards.k12.edu

[Select Recipients](#)

Subject

Attachments  
☐ Create Communication Log entries

Insert text here

+ Add Attachment

Preferences Send Emails Close

- If necessary, change Recipients by clicking the **Select Recipients** link.
- Click the **Subject** field and enter the email subject. If you click Send without a subject, a warning is displayed.
- Click the large text box to enter the body of the email. You may use the typical formatting selections in the format tool bar above.
- To add an attachment, click **Add Attachments** in the bottom bar then navigate to and select the desired file. Repeat to attach more than one file.

Add Attachment

Drop file to attach, or browse

BROWSE

Attach Cancel

Attached files can be removed by clicking the X next to the filename.

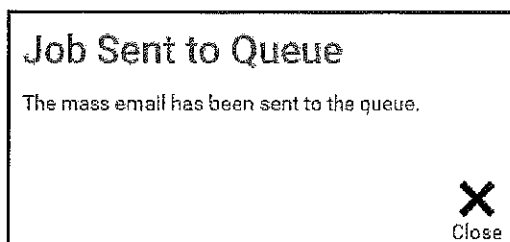
Attachments links for community.docx X Tucson.docx X

☐ Create Communication Log entries

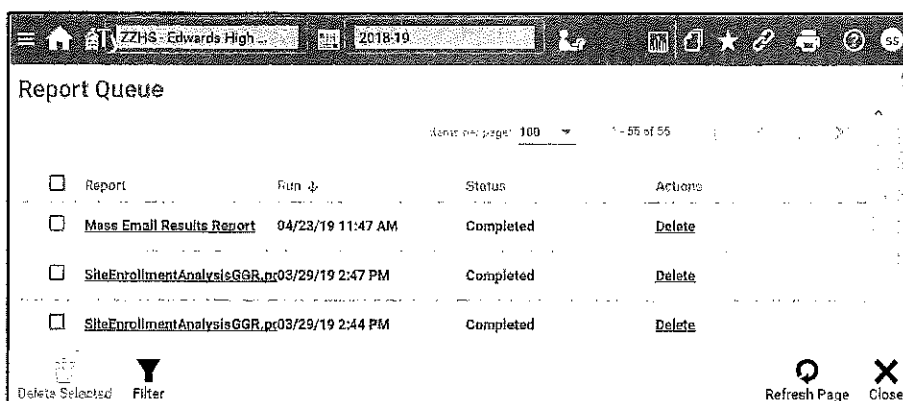
- If **Create Communication Log entries** is checked, when **Send Emails** is clicked, one Communication Log entry is created for each student to whom an email was sent.

**NOTE:** Defaults to checked/unchecked based on settings in Preferences (select the **Preferences** icon in the bottom tool bar, click **Mass Email**).

- Click **Send Emails** in the bottom bar to send the email messages. The emails are queued for sending; click **Close**.



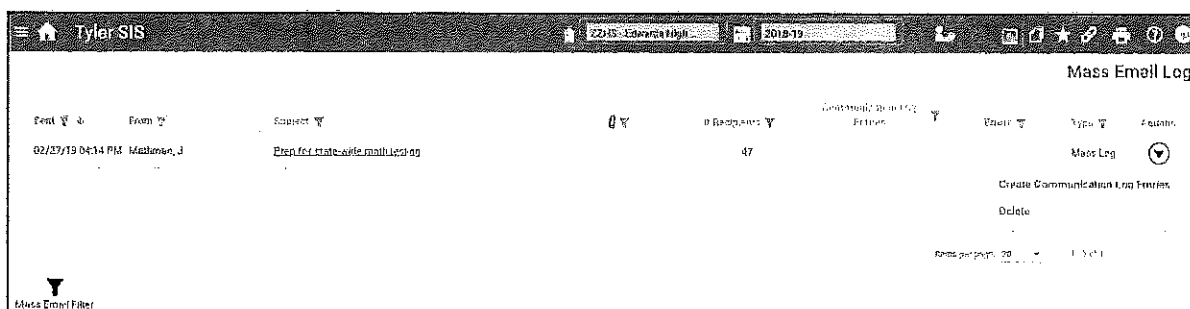
- To view the progress and success of the mailing, go to **Menu > Report Queue**.



The Status column initially shows **Submitted** and changes to **Running**, then **Completed**. (Click **Refresh Page** in the bottom bar to update the status.) Once finished, the entry in the Report column becomes a link, which can be clicked to display the **Mass Email Results Report**.

## Mass Email Log

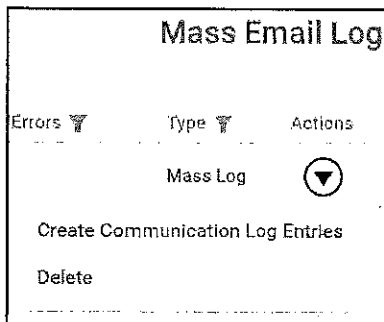
A record is created of each mass email sent. To access the log, select **Menu > Mass Email Log**. The Mass Email Log displays all mass emails sent by the current user.



- Date/Time** – When the emails were sent.
- From** – Name of staff member who sent the email.
- Subject** – Subject line of the email.
- Attachment** – If an attachment was included, displays the filename.

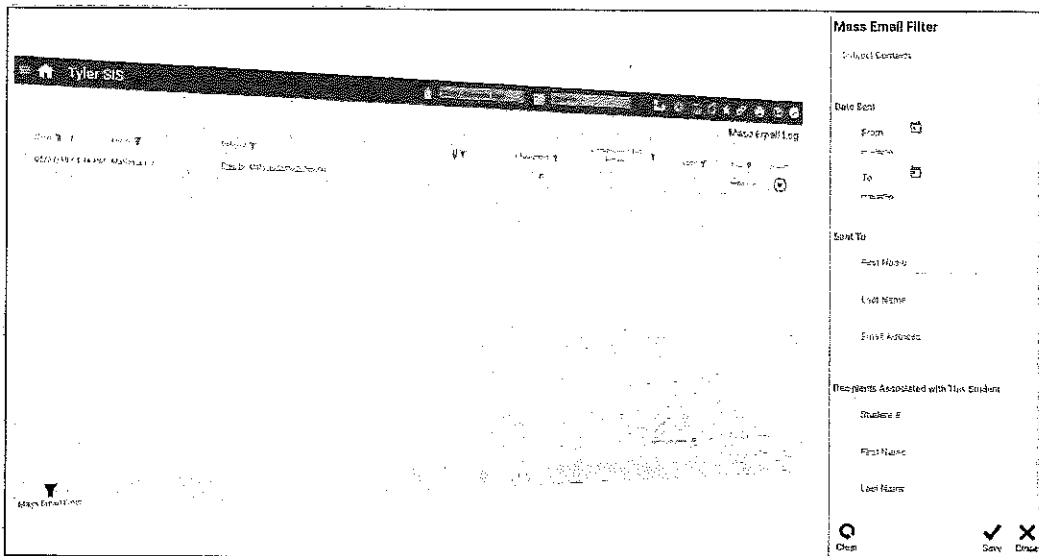
- **Recipients** – Indicates a count of recipients.
- **Communication Log Entries** – Indicates if entries were added to the students' communication logs.
- **Errors** – Displays if some emails addresses could not be used successfully.
- **Type** – Displays Mass Log.

The **Actions** menu provides the option to create Communication Log Entries for students included in the mass email and a **Delete** option.



## Filtering

**Filter** in the bottom bar opens the usual Filter panel on the right side of the screen.



- **Subject Contains** – Enter text that may appear in the subject line.
- **Date Sent To/From** – Set date criteria for contacts.
- **Sent To** – Enter any part of First/Last Names or Email Address.
- **Recipients Associated with This Student** – Enter the student ID number, or any part of First/Last Names.

When a user applies a filter (by entering filter criteria and clicking **Save**) the grid displays the entries that match, as usual. And notice that a filter is active displays in the bottom tool bar.

## Viewing Mass Email Results

There are two ways to access the email results.

- Click the **Subject** link in the Mass Email Log to display a representation of the email.

Mass Email Log

Edwards High School - 2018-19

**From:** DaleSharber@edwards.k12.mo.us

**Recipients:** Joe@barker.com, MichelleBarker@edwards.k12.mo.us, renee@barker.com, GlennBryan@SuburbanPropanePartnersLPUnits.com, NancyBryan@hometownUSA.com, SavanaBryan@edwards.k12.mo.us, JerakaCollins@edwards.k12.mo.us, KimberlyCollins@hometownUSA.com, ChrisDiggs@edwards.k12.mo.us, LisaLaury@hometownUSA.com, CandiceSligh@hometownUSA.com, CareySligh@SuburbanPropanePartnersLPUnits.com, HaydenForeman@edwards.k12.mo.us, DeefFoxwell@RelcorpHoldingsInc.com, LeslieFoxwell@edwards.k12.mo.us, TomFoxwell@hometownUSA.com, BradGreas@RitchieBrosAuctioneersIncorporated.com, DebbieGreas@hometownUSA.com, JohnGreas@edwards.k12.mo.us, ChristinaJanney@hometownUSA.com, DelanieJanney@edwards.k12.mo.us, MichaelJanney@hometownUSA.com, JordanJanney@edwards.k12.mo.us, MattJanney@hometownUSA.com, AnthonyMoseley@edwards.k12.mo.us, Debbieloreley@hometownUSA.com, JasonMoseley@BungeLimitedSharer.com, JenniferPickens@hometownUSA.com, LucasPickens@edwards.k12.mo.us, MikePickens@hometownUSA.com, ChristeZajack@hometownUSA.com, KaylaPuckett@edwards.k12.mo.us, MacKenzieRimer@edwards.k12.mo.us, RyanRimer@SuburbanPropanePartnersLPUnits.com, TinaRimer@hometownUSA.com, BrookeScott@edwards.k12.mo.us, RolandScott@hometownUSA.com, SusanScott@Mid-AmericaApartmentCommunitiesInc.com, BradyShipman@edwards.k12.mo.us, JeffShipman@hometownUSA.com, SherryShipman@hometownUSA.com, AshleyStengel@edwards.k12.mo.us, MariaStengel@hometownUSA.com, RaeganSwift@edwards.k12.mo.us, ReneeSwift@hometownUSA.com, Kimber-RaineWhiten@edwards.k12.mo.us, DaleSharber@edwards.k12.mo.us

**Subject:** Prep for state-wide math testing

**Attachments:**

Sent: 06/27/19 04:14 PM To: Mathman, J

A voluntary workshop is being offered to help prepare students for state-wide math testing next month. If you would like to participate, please talk to your homeroom teacher.

- Click **Menu > Report Queue**

Report Queue

Items per page: 100 1 - 1 of 1

Report	Run	Status	Actions
<input type="checkbox"/> <a href="#">Mass Email Results Report</a>	06/27/19 4:15 PM	Completed	<a href="#">Delete</a>

Def: All Selected Filter
Refresh Page Close

Then click **Mass Email Results Report**.

02/27/19

EDWARDS HIGH SCHOOL

ZZHS--1819

16:14

Mass Email

Page 1

Student Id	Name	Grade	No of Emails Sent
9895231641	Barber, Michelle Kay	11	3
9899737046	Bryan, Savana V	11	3
9899954343	Collins, Jeraka R	11	2
9899293299	Diggs, Chris R	10	2
9899297572	Foreman, Hayden Y	09	3
9899337099	Foxwell, Leslie S	10	3
9899237310	Greas, John R	12	3
9899833310	Janney, Delanie L	11	3
9899236826	Janney, Jordan R	10	2
9899827085	Moseley, Anthony T	10	3
9899064833	Pickens, Lucas C	10	2
9899074562	Puckett, Kayla Y	09	2
989982541	Rimer, MacKenzie C	09	3
9899315195	Scott, Brooks O	09	3
9899217979	Shipman, Bradley A	10	3
9899864823	Stengel, Ashley M	10	2
9899937347	Swift, Raegan E	09	2
9899295819	Whiten, Kimber-Raine M	10	1
	Mathman, Jim		1



# C360 Student Summary

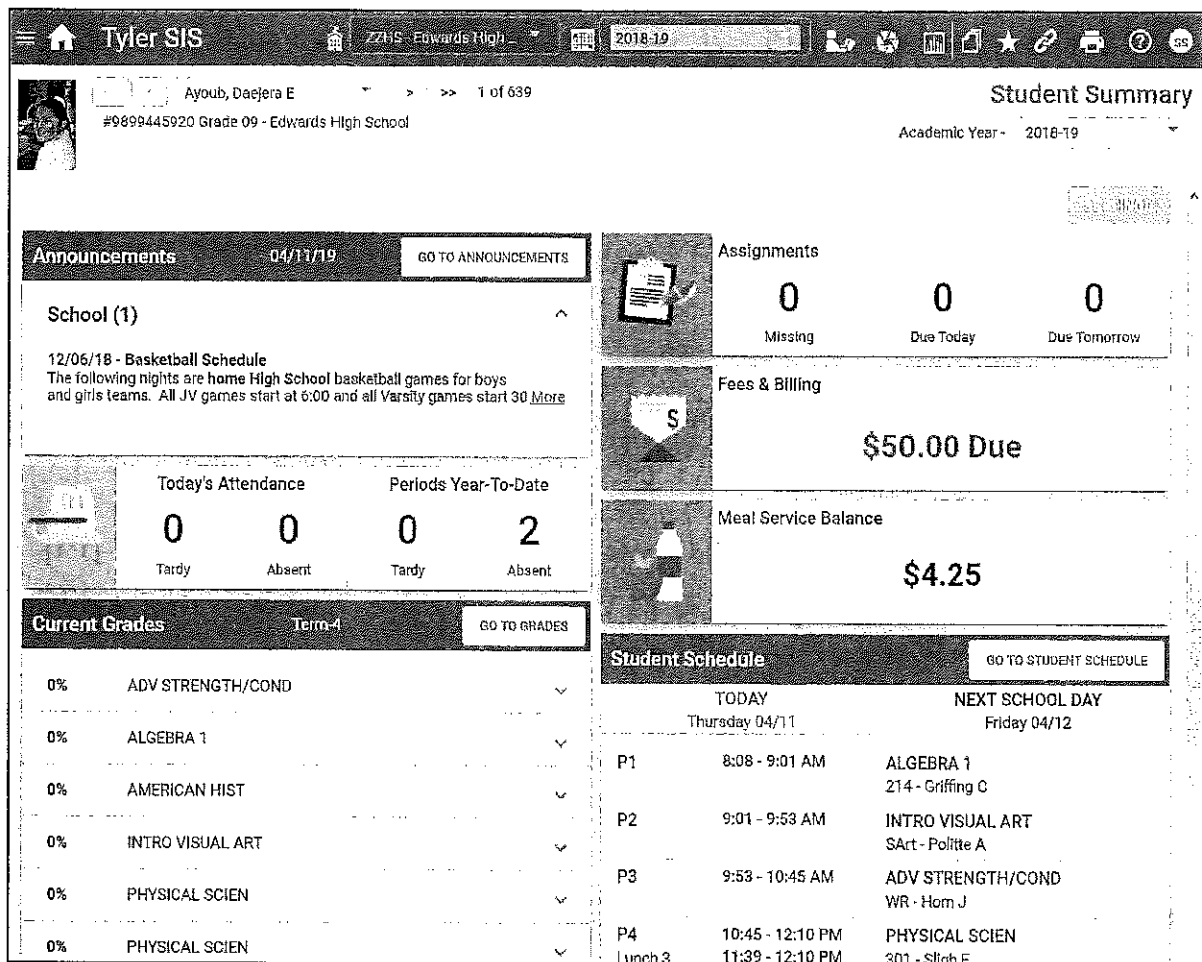
**Path:** Click the Student icon  in the top bar search for and select a student

Or click Student Summary on the left side of the Classroom Summary page.

**NOTE:** Selecting **Menu > Student Information** takes you to the same student detail screens as selecting any of the cards on the **Student Summary** screen.

## Overview

**Student Summary** is a portal to information for a specific student, such as Attendance, Grades, Assignments, Fees & Billing, Meal Service Balance, and Student Schedule.



The screenshot shows the Tyler SIS Student Summary page for Ayoub, Daejara E. The page is titled "Student Summary" and includes a navigation bar with "Tyler SIS", "ZZHS - Edwards High", and "2018-19". The student's name, ID (#9899445920), and grade (Grade 09 - Edwards High School) are displayed. The page is organized into several sections:

- Announcements:** 04/11/19. Includes a link to "GO TO ANNOUNCEMENTS". A "School (1)" announcement for 12/06/18 - Basketball Schedule is shown.
- Assignments:** 0 Missing, 0 Due Today, 0 Due Tomorrow.
- Fees & Billing:** \$50.00 Due.
- Meal Service Balance:** \$4.25.
- Current Grades:** Term 4. Includes a link to "GO TO GRADES". A table shows grades for ADV STRENGTH/COND, ALGEBRA 1, AMERICAN HIST, INTRO VISUAL ART, PHYSICAL SCIEN, and PHYSICAL SCIEN, all with 0% completion.
- Student Schedule:** Includes a link to "GO TO STUDENT SCHEDULE". A table shows the schedule for TODAY (Thursday 04/11) and NEXT SCHOOL DAY (Friday 04/12).

TODAY Thursday 04/11		NEXT SCHOOL DAY Friday 04/12
P1	8:08 - 9:01 AM	ALGEBRA 1 214 - Griffing C
P2	9:01 - 9:53 AM	INTRO VISUAL ART SArt - Polite A
P3	9:53 - 10:45 AM	ADV STRENGTH/COND WR - Horn J
P4	10:45 - 12:10 PM	PHYSICAL SCIEN
Lunch 3	11:39 - 12:10 PM	301 - Sligh E

## User Permissions

There are no special permissions for this function. These functions are available for all staff with a teacher role.

## Selecting a Student

**NOTE:** The **Preferences > General > Student Search > Pre-populate Student Search Grid...** option determines if the grid defaults to blank or displays all the students you have permission to access. Starting out with a blank screen speeds the rendering of the screen.

**Student Search** Searching students available in Academic Year 2018-19 Recent Students

Last Name First Name Student # School Status Student Filter Q

Edwards High School Active

Student #	First Name	Last Name	Grade	Enrollment	Enroll Date	DOB	School	Status
9995231641	Michelle	Barker	11	Primary	01/21/19	05/02/02	Edwards High School	Active
9899737046	Savana	Bryan	11	Primary	08/09/18	12/07/00	Edwards High School	Active
9998954343	Jeraka	Collins	11	Primary	01/03/19	02/08/02	Edwards High School	Active
9899706445	Cole	Curd	10	Primary	08/09/18	02/28/03	Edwards High School	Active
9899293299	Chris	Diggs	10	Primary	01/04/19	12/17/02	Edwards High School	Active
9899134365	Ty	Drolet	11	Primary	08/09/18	03/07/02	Edwards High School	Active
9899729337	Madelynn	Ellwood	09	Primary	08/09/18	12/26/03	Edwards High School	Active
9999154320	Veronica	Fludd	09	Primary	02/20/19	12/19/02	Edwards High School	Active

44 total

Start Over Student Filters Cancel

Search for and select the desired student. You may click **Recent Students** to access any student(s) accessed by searching during this login session. For more information on this topic see *Student Search* on the Tyler SIS support site.

Recent Students

Searching students available in Academic Year 2018-19 Noack, Hannah N

Status Grear, John H

School Active Student F

Barker, Michelle Kay










DOB 04/28/02 School Edwards High School Status Active

## Selecting a Different Student

Click the **Student** icon in the top bar to access **Student Search** or the navigation bar at the top of the page can be used to scroll through the students returned by the most recent student search. Either use the arrows to move thru the students or click the down arrow to the right of the student name to access a list of the available students.

<< < Barker, Jeanne Marie > >> 2 of 639

#9992326421 Grade 11 - Edwards High School



Click **Settings** at top right to select which student data cards to show on the **Student Summary** page. These settings are specific to you and are the default set of cards shown for each student viewed. Click **Help** to review options for arranging the options

## Help

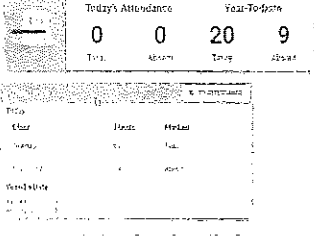
**Hiding/Showing Cards**

The default is to show the information on the "Custom Screen" page in a grid of cards. Cards can be set to be temporary or permanent. Temporary cards disappear from the screen after a certain amount of time, based on the type of information they show.

The top image on the right shows what the Attendance card looks like in a primary view, and the bottom image shows it in a detailed view.

- Summary cards are a single, focused amount of information, usually just numbers or totals. As they take up less space, allowing more cards to be shown on a page.
- Full view cards show more information, so they take up more space. The length of these cards will adjust based on the context they are displayed.

When a primary card is being shown, clicking a full display card will cause that card to be shown in a detailed view instead of the summary view of which it is part. In doing so, the detailed information is easily accessible.




**Reordering the Cards**

The order in which the cards are displayed can be changed by dragging them up and down in the list.

The card's display is also ordered. The Column Order and Content reordering widgets to the left of the card allow the Column Order reordering to be done by the first Column, and the Content Order by the second Column.

1. Click the radio button to display a summary/detailed view or turn **Off**.
2. Click and drag the double-column of dots on the left to change the order of the cards.
3. Click Save to save your selections or Cancel to exit without saving.

On the **Student Summary** page, click any card to view student data for that area. Some cards include a **GO TO** button to open the full view of that student area. For more information on this topic see *Student 360 Navigation Guide* on the Tyler SIS support site.

To view a different student data area, you may also click the **Menu** icon  in the top bar, choose **Student Information**, then select the area you wish to view.

## Exit the Student Summary

Click **Home** in the top bar to return to **Classroom Summary**.

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# C360 Student Search

Path: Click the Student icon  in the top bar

## Overview

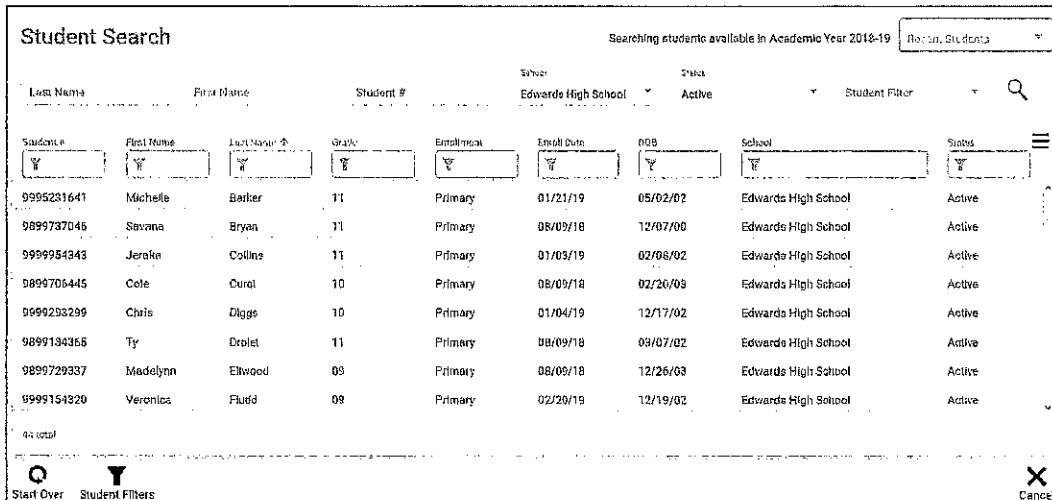
Often, a student can be located by using the Student #, Last Name, and First Name fields. However, Tyler SIS offers extensive search capability. For example, the powerful Advanced Filter options allow you to search for all students in any of my AP classes or all active students in the Gifted and Talented program.

## User Permissions

There are no special permissions for this function. These functions are available for all staff.

## Using the Student Search Window

**NOTE:** The Preferences > General > Student Search > Pre-populate Student Search Grid... option determines if the grid defaults to blank or displays all the students you have permission to access. Starting out with a blank screen speeds the rendering of the screen.



Student Search

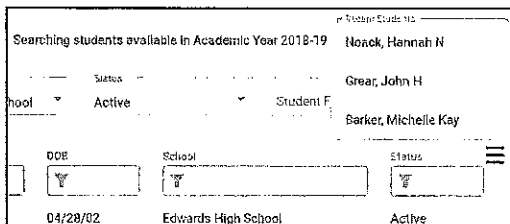
Searching students available in Academic Year 2018-19 Recent Students

Student #  School  Status  Student Filter

Student #	First Name	Last Name	Grade	Enrollment	Enroll Date	DOB	School	Status
9995231641	Michelle	Barker	11	Primary	01/21/19	05/02/02	Edwards High School	Active
9899737046	Savona	Bryan	11	Primary	08/09/18	12/07/00	Edwards High School	Active
9999954343	Jerake	Collins	11	Primary	01/03/19	02/08/02	Edwards High School	Active
9899705445	Cole	Curel	10	Primary	08/09/18	02/20/09	Edwards High School	Active
9999293299	Chris	Diggs	10	Primary	01/04/19	12/17/02	Edwards High School	Active
9899134365	Ty	Dreplet	11	Primary	08/09/18	09/07/02	Edwards High School	Active
9899729337	Madelynn	Ellwood	03	Primary	08/09/18	12/26/03	Edwards High School	Active
9999154920	Veronica	Fludd	09	Primary	02/20/19	12/19/02	Edwards High School	Active

44 total

You may click **Recent Students** to access any student(s) accessed by searching during this login session.



Recent Students

Searching students available in Academic Year 2018-19 Recent Students

Student #  School  Status  Student Filter

Student #	First Name	Last Name	Grade	Enrollment	Enroll Date	DOB	School	Status
9995231641	Michelle	Barker	11	Primary	01/21/19	05/02/02	Edwards High School	Active

1 total

## Entering Search Criteria

1. Use the fields along the top of the **Student Search** window to perform quick searches by student number or name. For example, enter *b* in the **Last Name** field, then press **Enter** on your keyboard or click **Search** to list all active students in the listed school with a last name beginning with *b*.

**NOTE:** The percent symbol can be used as a wildcard in searches. For example, try **%son** to list all students whose last name ends with son.

2. Additionally, select a previously saved filter from the **Student Filter** drop-down list to load a filter you have used before.
3. You may also click the Filter icon on any column to customize the search within that criteria.

The screenshot shows the 'Student Search' window. At the top, there are input fields for 'Last Name' and 'First Name'. Below these are three columns: 'Student #', 'First Name', and 'Last Name'. The 'Student #' column contains the values 9899217461, 9899594251, 9899708403, and 9899633435. The 'First Name' column contains Breanna, Kayla, Joe, and Thorne. The 'Last Name' column has a filter icon (a magnifying glass) and a dropdown menu with three options: 'Starts With' (selected), 'Ends With', and 'Contains'.

4. Click **Start Over** to clear all filters other than the system default of currently logged in school and active students.
5. Click **Cancel** to close the **Student Search** window.

## Grid Filters

1. The filters at the top of the grid are dynamic, updating the list of records as you type. These filters are used to find contained values. For example, enter **98** in the **Student #** column to find all students whose ID starts with or contains 98.

The screenshot shows the 'Student Search' window with the 'Student #' column filtered to '98'. The 'Last Name' and 'First Name' fields are empty. The 'Student #' column contains the values 9899217461, 9899594251, 9899708403, and 9899633435. The 'First Name' column contains Breanna, Kayla, Joe, and Thorne. The 'Last Name' column contains Dickinson, Gleason, Hendrickson, and Hendrickson.

2. Delete any entry in a textbox to remove the filter. Click **Start Over** in the bottom tool bar to return to the blank criteria start.

## Editing Student Search Columns

Select the menu icon to the right of the column headings, check to show or uncheck to hide columns.

The screenshot shows a search interface with a 'School' dropdown menu on the left containing multiple 'Edwards High School' entries. On the right, there is a 'Status' dropdown and a menu icon (three horizontal lines). Below the menu icon is a list of columns with checkboxes: Student #, First Name, Last Name, Grade, Enrollment, Enroll Date, DOB, School, Status, and a 'Restore Defaults' button.

## Advanced Filters

1. Click the **Student Filters** icon in the bottom tool bar. The student search filters display with a checkbox to the left. Any filters currently in use are checked.

**NOTE:** If the filter is changed by adding checks, the **Current Filter** box appears as yellow and clicking the drop-down provides the option to **Reset**.

The 'Student Filters' dialog box has a 'Current Filter' dropdown at the top. Below it is a note: 'Conditions (Rows with the same group letter are joined with AND. Rows with different group letters are joined with OR.)'. The main area is a table with columns: Field, Operator, Value, Group, and Actions. There are five rows of filters, each with a checkbox in the 'Field' column. The bottom of the dialog has buttons for 'Filters', 'Add Filter', 'Add Roster Filter', 'Apply', and 'Cancel'.

Field	Operator	Value	Group	Actions
<input type="checkbox"/> Student ID	=		A	▼
<input type="checkbox"/> Name - First	Starts With		A	▼
<input type="checkbox"/> Name - Last	Starts With		A	▼
<input type="checkbox"/> Birth Date	=		A	▼
<input type="checkbox"/> Grade	=		A	▼

2. To filter on one or more of the fields displayed, check the box on the left, select the desired **Operator**, enter a **Value** and **Group**, and click **Apply**.
  - Rows may be deleted by clicking **Actions > Delete** (or removing the check).
  - Rows may be duplicated by clicking **Actions > Duplicate**.
  - Additional filters may be added by clicking **Add Filter**, then searching through the list of available fields. Select the field you wish to use to add it to the **Student Filters** window.
  - The following operators are available.

Operator	Use to Locate
=	Exact match to the value entered
Not=	Does not match the value entered
>	Greater than the value entered
>=	Greater than or equal to the value entered
<	Less than the value entered
<=	Less than or equal to the value entered
Between	Greater than or equal to the first value AND less than or equal to the second value
Is Blank	Contains no value
Is Not Blank	Contains a value
Contains	Contains the value entered
In List	Equal to one of the values entered in the list, separated by commas
Not in List	Must not equal one of the values entered, separated by commas
Starts With	Starts with the value entered

- Use the **Group** field to identify whether filters work in conjunction or separately.
- To use filters that work in conjunction (that is, satisfy AND criteria), use the same group code. This example finds all active students at Edwards High School who enrolled on or after the first day of school **and** are enrolled in a Gifted program this year. Note that Current Filter is highlighted in yellow to indicate the changes have not been **Applied**.

**Student Filters**

Current Filter: **Gifted**

Conditions (Rows with the same group letter are joined with AND. Rows with different group letters are joined with OR.)

Field	Operator	Value	Group	Actions
<input type="checkbox"/> Birth Date	=	09/01/20	A	
<input type="checkbox"/> Grade	=	7	A	
<input type="checkbox"/> Primary Enrollment Site Name	=	Edwards High School	A	
<input checked="" type="checkbox"/> Enrollment Date	>=	09/01/20	A	
<input checked="" type="checkbox"/> Enrollment Status	=	Y	A	
<input type="checkbox"/> GIFT - Gifted - Active This Year	=	Y	A	

- To use filters that work separately (that is, satisfy OR criteria), use differing group codes. This example finds all active students at Edwards High School in grades 9 or 12.

**Student Filters**

Current Filter: H3010

Conditions (Rows with the same group letter are joined with AND. Rows with different group letters are joined with OR.)

Field	Operator	Value	Group	Action
<input checked="" type="checkbox"/> Grade	Contains	9	A	▼
<input checked="" type="checkbox"/> Primary Enrollment Site Name	=	Edwards High School	A	▼
<input checked="" type="checkbox"/> Enrollment Date	>=	12/12/19	A	▼
<input checked="" type="checkbox"/> Enrollment Status	=	Active	A	▼
<input checked="" type="checkbox"/> GIFT - GIFT - Active This Year	=	Y	A	▼
<input checked="" type="checkbox"/> Grade	Contains	12	B	▼

Filter Add Filter Add Roster Filter Apply Cancel

- Click **Add Roster Filter** to view all students in a particular class. The **Add Roster Filter** window displays all of the teacher's course-sections in attendance today. Several of the columns can be sorted by clicking on the column header. You may also search for classes in attendance on a different date by selecting from the **Show Classes For** drop-down list. Select the roster(s) you wish to include and click **Save**.

**Add Roster Filter**

Show classes for: Today (Wed, Jan 08) - A Day

Select	Meets	Term	Course-Section	Course Name	Room	Enrolled	Gradebook Updated
<input type="checkbox"/>	P1	Year	H3010-01	GEOMETRY	219	17	12/12/19
<input type="checkbox"/>	P2	Year	H3010-02	GEOMETRY	219	11	12/13/19
<input type="checkbox"/>	P2	Year	H8301-01	BASIC MATH I/II	317	1	01/02/20
<input type="checkbox"/>	P3	Year	H3000-07	ALGEBRA 1	219	12	12/13/19
<input type="checkbox"/>	P4 Lunch 3	Year	H3010-03	GEOMETRY	219	13	12/13/19
<input type="checkbox"/>	P5	Year	H3000-01	ALGEBRA 1	219	21	12/13/19
<input type="checkbox"/>	P7	Year	H3010-04	GEOMETRY	219	12	12/12/19
<input type="checkbox"/>	P8	Year	H9036-02	SEMINAR 11	219	13	01/01/20

Save Cancel

3. To save a filter or load a saved filter, click **Filters**.

- To reset to the system defaults, click **Filters > New Filter**.
- Click **Overwrite Current Filter** to update an existing filter with new criteria.
- To save, click **Save As New Filter**, give the filter a **Name** and **Description**, select the **Scope**, then click **Save**. This filter now displays as your **Current Filter**.
- Click **View Saved Filters** to load a previously saved filter.

4. Click **Cancel** to return to the **Student Search** without applying any filter.

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# Student Lists and Teams

## Overview

**Lists** are static, ad hoc groups of students. They can be used in data query and student search. These are meant to be used when you have a group of students you know you will need to work with multiple times. The criteria for their selection can be essentially anything.

**Teams** are also static groups, but they have two purposes – granting access to users who would not normally have access to these students (for example, when a teacher is the sponsor for a club and needs to be able to email the students in the club) and for scheduling (for example, to break a grade up into different groups – e.g. blue, red, green – and then schedule within each group).

**NOTE:** Because both lists and teams are static, their members do not automatically update as students newly meet or no longer meet the original criteria. For example, if a list is created of students taking a certain course, students who later drop the course will not be removed and students who newly enroll in the course will not be added.

## User Permissions

### Lists

Based on student scope.

General Operations			Permission Description
P	C	F	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Login only to 360
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Block Login
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bypass Home Page and Go To User Defined
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Students District-Wide
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintain Students District-Wide
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintain All Students In This Site-Year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View All Students In This Site-Year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View All Students In Courses I Teach

### Teams

Based on Student Scope and then View/Maintain Ability

General Operations			Permission Description
P	C	F	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Login only to 360
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Block Login
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bypass Home Page and Go To User Defined
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Students District-Wide
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintain Students District-Wide
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintain All Students In This Site-Year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View All Students In This Site-Year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View All Students In Courses I Teach
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View All SpEd Students
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Full Main Menu for Teachers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Student IEP Alert Icon
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assign Group Access to Other Users
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View Teams
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Maintain Teams

- **Student Scope:** What group of students a user is able to view and which school (or district wide).

General Operations			Permission Description
P	C	F	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Login only to 360
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Block Login
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bypass Home Page and Go To User Defined
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Students District-Wide
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintain Students District-Wide
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintain All Students In This Site-Year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View All Students in This Site-Year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View All Students in Courses I Teach

- **View** – This permission gives the user limited abilities
  - View team
  - View Selected Students on a Team
  - Filter Teams
  - Show Inactive Teams
- **Maintain** – This permission gives the user several different abilities
  - Add Team
  - Take ownership of a Team
  - Edit Team
  - Manage Students
  - Delete Team

## Add Lists

Student Lists can be created in multiple ways:

- The results of a Student Search can be turned into a list
- The results of a Data Query can be turned into a list
- A list can be created from scratch:

**Path: Menu > Tools > Student Lists**

**Student Lists**

Name	Description	Status	Scope	Owner	Actions
12 grade at Edwards HS	Active 12th graders at Edwards HS	Active	Selected Sites	sdmadmin, sdmadmin	
All Enroll Edwards HS	Students with Alternate enrollment at Edwards HS	Active	Private	sdmadmin, sdmadmin	

+ Add Student List

Show All Lists

### 1. Select Add List.

**Student Search and Select**


Searching Students Available in Academic Year 2020-21

Filter: School: Edwards High School, Status: Active, Student List: [dropdown]

<input type="checkbox"/>	Student #	Last Name	First Name	Birth Date	Grade	Enrollment	Graduation	School	Status
<input type="checkbox"/>	9509445920	Olayinka	Ayub	06/06/00	09	Primary	05/06/20	Edwards High School	Active
<input type="checkbox"/>	0002911641	Michael	Baker	06/06/00	11	Primary	05/06/20	Edwards High School	Active
<input type="checkbox"/>	0002328421	Jessica	Banker	06/06/00	11	Primary	05/06/20	Edwards High School	Active
<input type="checkbox"/>	0100097032	Tami	Brescia	06/06/00	12	Primary	05/06/20	Edwards High School	Active
<input type="checkbox"/>	000414539	Levi	Bricker	06/06/00	12	Primary	05/06/20	Edwards High School	Active
<input type="checkbox"/>	6769307355	Corral	Balgor	06/06/00	10	Primary	05/06/20	Edwards High School	Active
<input type="checkbox"/>	0009873540	Quinn	Bohl	06/06/00	09	Primary	05/06/20	Edwards High School	Active
<input type="checkbox"/>	9503509364	Monique	Bohl	06/06/00	11	Primary	05/06/20	Edwards High School	Active
<input type="checkbox"/>	0004147020	Stacy	Bohl	06/06/00	10	Primary	05/06/20	Edwards High School	Active
<input type="checkbox"/>	0009090320	Tasha	Bohl	06/06/00	09	Primary	05/06/20	Edwards High School	Active
<input type="checkbox"/>	0009467302	Mackenzie	Boudreau	06/06/00	11	Primary	05/06/20	Edwards High School	Active
<input type="checkbox"/>	0009638123	Andrew	Boudreau	06/06/00	12	Primary	05/06/20	Edwards High School	Active
<input type="checkbox"/>	0009661206	Victoria	Boudreau	06/06/00	10	Primary	05/06/20	Edwards High School	Active
<input type="checkbox"/>	0009707670	Danielle	Bruggier	06/06/00	11	Primary	05/06/20	Edwards High School	Active
<input type="checkbox"/>	0009717068	Emma	Brown	06/06/00	11	Primary	05/06/20	Edwards High School	Active

Start Over Student Filters Selected Students

### 2. By default, all students are displayed. Use the Search criteria to limit the list prior to selecting students.

- Last Name/First Name/Student # may be used to select individuals or a range of students.
- School may be used to limit to students enrolled in a particular school or All (defaults to school of current log-in).
- Status may be used to select those with enrollments that are Active, Inactive, or All.
- An existing Student Filter or Student List may be applied.
- Select the **Search** icon  to apply the criteria.

### 3. Click **Student Filters** in the bottom bar to apply additional filtering, if desired

**Student Filters**

Current Filter: None

Conditions (Notes with the same group letter are joined with AND. Rows with different group letters are joined with OR.)

Group	Field	Operator	Value	Group	Action
<input type="checkbox"/>	Name - First	Starts With	A		
<input type="checkbox"/>	Name - Last	Starts With	A		
<input type="checkbox"/>	Birth Date	=	10/1/2000	<input type="checkbox"/> Currently: A	
<input type="checkbox"/>	Grade	=	10	<input type="checkbox"/> A	
<input checked="" type="checkbox"/>	Primary Enrollment Site Name	=	Midwest Regional Career Center	<input type="checkbox"/> A	
<input type="checkbox"/>	Enrollment Date	=	10/1/2000	<input type="checkbox"/> Currently: A	
<input type="checkbox"/>	Enrollment Status	=	All	<input type="checkbox"/> A	

**SQL Translation**  
(Primary Enrollment Site Name = "Midwest Regional Career Center")

+ + ✓ ✗

4. Select the **Check All** checkbox to select all the students that have satisfied the criteria or click to check/select individuals.

**NOTE:** Click **Selected Students** in the bottom bar to see all the students who have been checked.

5. Click **Select** in the bottom bar accept the selected students and proceed to set the list specifications.

### Add Student List

Name: All Enroll Edwards HS

Description: 29 characters left

Students with Alternate enrollment at Edwards HS

Status: 52 characters left

Active

Scope \*

☒ Private

☐ Available to [Selected Sites](#)

☐ Available to District

Owner: sdmadmin, sdmadmin

[Take Ownership](#)

Name	Student #	
Barker, Jeanne Marie	141639	<a href="#">Delete</a>
Barker, Michelle Kay	197154	<a href="#">Delete</a>
Bridger, Coral R	185113	<a href="#">Delete</a>
Britt, Monteshia N	152719	<a href="#">Delete</a>
Broman, Storme O	148692	<a href="#">Delete</a>
Brugger, Quinton I	136624	<a href="#">Delete</a>
Cody, Rajnay J	192934	<a href="#">Delete</a>
Edelson, Cody D	174807	<a href="#">Delete</a>
Espey, Terran R	153945	<a href="#">Delete</a>
Foltmer, Heidi I	101077	<a href="#">Delete</a>

Change Students

Save Cancel

**NOTE:** Students may be removed from the list by selecting the **Delete** link to the right of their name or select **Change Students** in the bottom bar to return to Student Search and Select.

- Provide a **Name** and **Description** for the Student List.
  - Status defaults to **Active** (available for use) but may be set to Inactive to save for future use.
  - Set the **Scope** of the list to Private (creator's use only), Available to Selected Sites, or Available to District.
  - If you have the appropriate permission, the option is available to **Take Ownership** of a list belonging to another user. This can be used when the user who created a list has moved on to a different role or is no longer with the district.
6. Click **Save** to create the Student List.

## Add Teams

**Path:** Menu > Tools > Student Teams

Team records are associated with a school and year; make sure the team name is unique within that school/year. For teams created at the central office; make sure the name is unique across the entire district in the current year.

Tyler SIS					
ZZHS - Edwards High ...					
Student Teams					
Team Name	Associated Staff	Student Count	Use For Student Access	Use For Scheduling	Actions
SPED Teachers/Students-Active	Inman, Bridget I Strayhorn, Jr, Emily Ingrid Espy, Debra B <a href="#">+11 More</a>	659	Y	Y	⋮
<div> <div>Filter</div> <div>Add Team</div> </div> <div>Show inactive teams</div>					

Click **Add Team** in the bottom bar.

### Add Team

Team Name\*
100 of 255 characters

☐ Grant associated staff access to the students on this team
☐ Use for scheduling

SELECT STAFF

Associated staff

SELECT STUDENTS

0

Status
Active

☒ Save
☐ Cancel

- Enter a Team Name
- Check **Grant associated staff access on this team** to give access to users who would not normally have access to these students (for example, when a teacher is the sponsor for a club and needs to be able to email the students in the club).
- Check **Use for scheduling** to use this team in the scheduling process.
- Select Staff – Use **Staff Search and Select** to choose the staff members who should have access to this team. Remember that if "Grant associated staff access.." is checked, the staff selected here will have access to the students on this team.
- Select Students – Use **Student Search and Select** as described in Student Lists.
- Status defaults to **Active** (available for use) but may be set to Inactive to save for future use.

**NOTE:** A team must have both staff and students associated with it in order to be Active. When saving, if the team has no staff or no students associated, the status will automatically be set to Inactive.

## Using Lists

**Remember:** The students associated with Lists/Teams are static. Even if the students were originally selected by filtering based on certain criteria, the members of the list/team will not update as things change. Running the same filter may result in different students being returned, but the existing list/team will not reflect those changes.

Student Lists can be used as criteria for Student Search.

The screenshot shows the 'Student Search' interface. At the top, it says 'Searching students available in Academic Year 2020-21'. Below this, there are several filter sections. The 'School' filter is set to 'Edwards High School'. The 'Status' filter is set to 'Active'. The 'Student First' filter is set to 'None'. Below these filters, there is a table of students. The table has columns for 'Student ID', 'First Name', 'Last Name', 'Grade', 'Enrollment Date', 'Start Date', 'End Date', 'School', and 'Status'. Two students are listed: one with ID 0509142920 and another with ID 0509142921.

Student ID	First Name	Last Name	Grade	Enrollment Date	Start Date	End Date	School	Status
0509142920	Daphne	Appala	09	05/08/20	02/13/08		Edwards High School	Active
0509142921	Michael	Banker	11	05/08/20	04/28/04		Edwards High School	Active

Both lists and teams can be used as filters in Data Query:

The screenshot shows the 'Data Query' interface. It has a list of filter options: 'Filter by Enrollment Date', 'Add Roster Filter', 'Add Student Filter', 'Add Student List Filter', and 'Add Student Team Filter'. Below these options, there are three icons: a document icon labeled 'Queries', a plus sign labeled 'Add Quick Filter', and an information icon labeled 'Legend'. Arrows point from the 'Add Student List Filter' and 'Add Student Team Filter' options to the 'Add Quick Filter' icon.





# C360 Favorites

Path: Click the Favorites icon  in the top bar

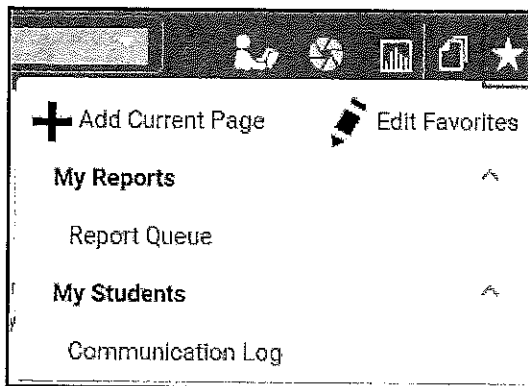
## Overview

Favorites provides a way for users to create links to Classroom 360 screens they use often. These links are accessible from any page in Classroom 360.

## User Permissions

Permissions are not required for this function.

## Add Favorites

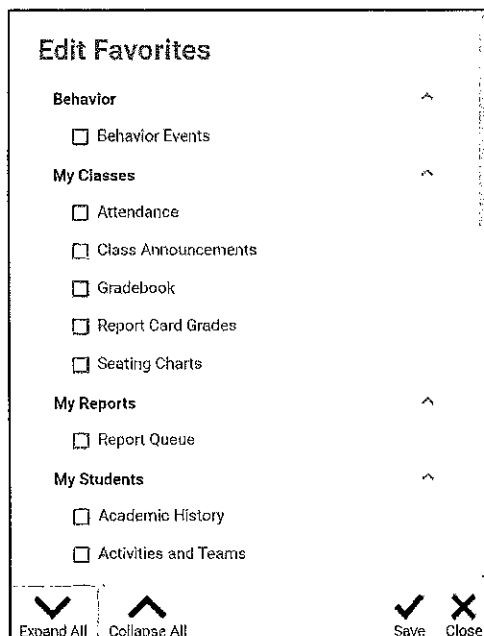


## Add the Current Page

After navigating to a screen you use often, click **Favorites > Add Current Page**. This saves the current page to your **Favorites** list.

## Add via the Favorites Menu

1. Click **Favorites > Edit Favorites**. A list of commonly selected favorite screens displays.



**Edit Favorites**

**Behavior** ^

☐ Behavior Events

**My Classes** ^

☐ Attendance

☐ Class Announcements

☐ Gradebook

☐ Report Card Grades

☐ Seating Charts

**My Reports** ^

☐ Report Queue

**My Students** ^

☐ Academic History

☐ Activities and Teams

Expand All Collapse All Save Close

2. Check the screens you would like to have available in your **Favorites** menu drop-down list.
3. Click **Save** to save your selections or **Cancel** to exit without saving.

## Add via the Preferences Menu

1. Click **Preferences** in the bottom bar.
2. Click **Favorites** from the left menu.
3. Check the screens that you would like to have available in your **Favorites** menu drop-down.
4. Click **Save** to save your selections or **Cancel** to exit without saving.

## Using Favorites

Click **Favorites** in the top bar, then select the link for the screen to which you would like to navigate.

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# Classroom 360 Mobile

## Overview

Classroom 360 Mobile is the next generation of Tyler SIS for teachers. The mobile app provides the ability to enter attendance and communication logs. Teachers can also view their class rosters, assignments, grades, attendance, student schedules, and other tools regularly used by teachers on mobile devices. Classroom 360 Mobile provides a more intuitive and efficient way for teachers to use Tyler SIS.

Classroom 360 Mobile includes some or all of the following, depend on your permissions:

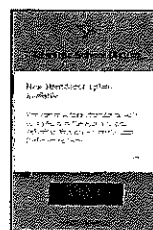
- Class Actions
  - Attendance Entry
  - Add Communication Log entries
- Student Summary views (same as Classroom 360):
  - Announcements (District/School)
  - Assignments
  - Attendance
  - Grades
  - Fees & Billing
  - Student Schedule
- Additional Left-side menu for selected student (same as Classroom 360):
  - Academic History
  - Assignments
  - Attendance
  - Behavior
  - Communications Log
  - Student Details

## Attendance Entry

This function is used by the teachers responsible for daily attendance marking. This feature is designed to work on mobile devices when editing individual student attendance, such as adjusting attendance based on the office sign in/out sheet or scanning.

When accessed for the first time on a device, the following message displays; tap **OK** to continue.

**NOTE:** If a teacher uses multiple devices, the New Option message displays the first time each device is used.



By default, the Search Student screen displays. You may enter search criteria and tap **Search** to enter attendance student by student or you can set the User Preferences for this device to default to the My Classes screen to enter attendance by roster instead (see below).

**Student Search**

Academic Year 2019-20

Select School  
Edwards High School

Last Name First Name

Student # **SEARCH**

- Barker, Michelle Kay** >  
Grade 11 - Edwards High School
- Brooks, Tazshia Z** >  
Grade 09 - Edwards High School
- Bryan, Savana V** >  
Grade 11 - Edwards High School
- Buerger, Carly R** >  
Grade 10 - Edwards High School
- Bynoe, Anna N** >  
Grade 09 - Edwards High School
- Collins, Jeraka R** >  
Grade 11 - Edwards High School

The Select Student screen icons (left to right) include:

- **Menu** – Click the icon to access the following options.


**Student 360**  
Version 2020.1.0 (89)

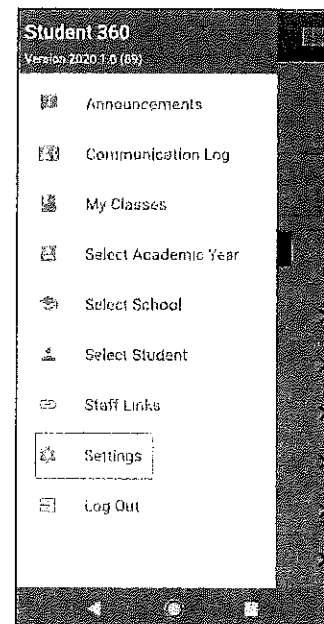
- Announcements
- Communication Log
- My Classes
- Select Academic Year
- Select School
- Select Student
- Staff Links
- Settings
- Log Out

- **Barcode** – Click the icon on this screen to scan an ID and view Student 360 for the a student.

## Setting User Preferences for Attendance

**NOTE:** User Preferences are specific to the current device. If other devices are used, preferences must be set on each one.

1. On the student search screen, tap the **Menu** icon  to display the options available if logged in as teacher.
2. Tap **Settings** to establish your preferences for *this device*.
3. Set **Classroom Attendance** preferences.
  - **Display Student Photo** – Defaults to on, only affects the attendance roster.
  - **Default Absence Code for Scanning** – Used for the ID barcode scanning version of attendance. If one is set, you can clear it.
  - **Go to My Classes at Login** – Defaults to off, turn it on to go straight to My Classes at login.
4. Once settings are correct, and tap the **Menu** icon to choose a new option (or tap Log Out).

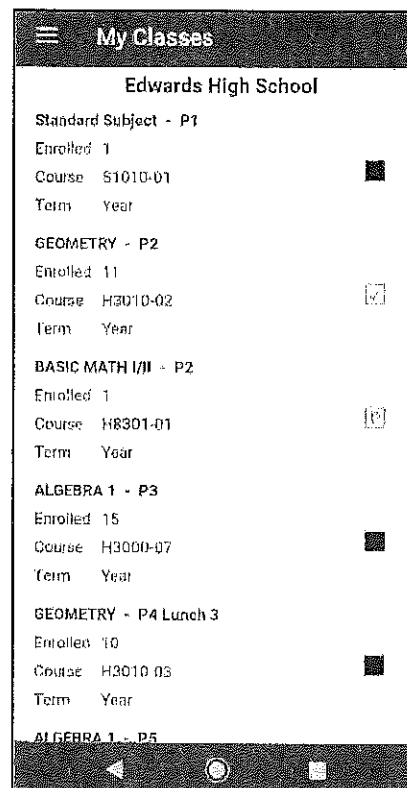


**NOTE:** If a teacher uses multiple devices, the User Preferences must be set for each device.

## My Class Roster Screen

If User Preferences are set to default to My Classes, the My Classes screen displays a teacher's assigned classes and shows Course name/period, number Enrolled, course ID, Term, and attendance status. The status displays are the same as Classroom 360:

- **Red** – Attendance not taken
- **Half red/white** – Partial attendance entered by office
- **Green checkmark** – Attendance taken
- **Green P icon** – Perfect attendance recorded

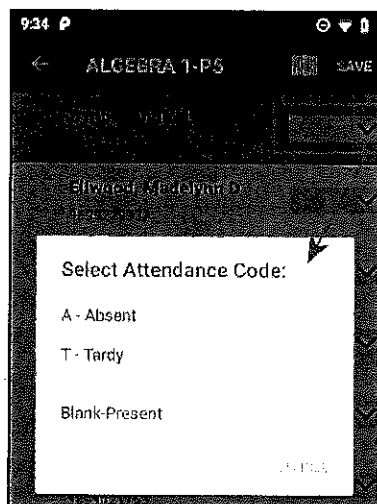
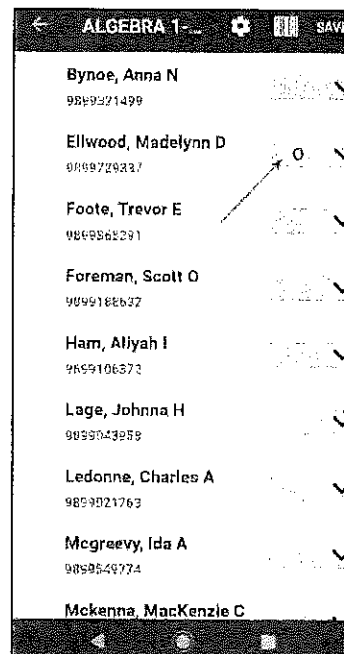


## Entering Attendance by My Class Roster

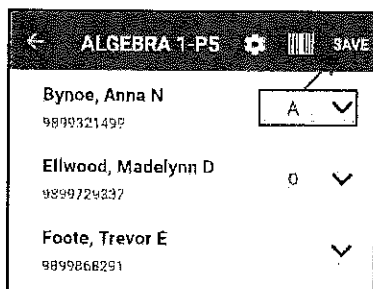
**NOTE:** Student Photos may or may not display depending on Preference settings.

1. Tap any class to display the class roster.
  - Students' attendance defaults to Present (dropdown blank).
  - If you change nothing and tap **Save**, the class status is updated to **Perfect Attendance**.
  - If office/admin attendance is present (O appears), you change nothing, and you tap **Save**, class status is updated to **Attendance Taken**.
2. To enter attendance, tap the dropdown arrow to the right of a student and tap the desired attendance code (or Cancel to abort). Tap the blank to leave it marked as Present.

**NOTE:** Access rights are required for editing existing attendance codes that *you did not enter*. Without access rights, you get a message that the code was entered by an office staff/admin and can't be changed.



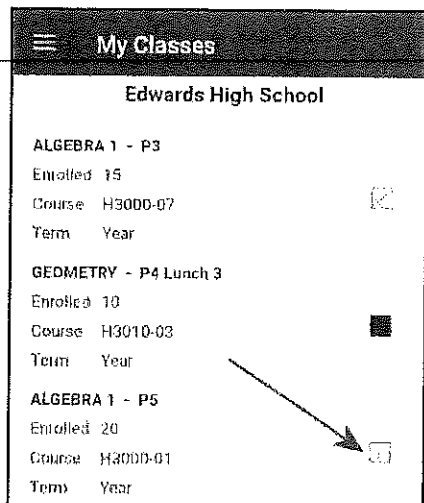
3. Once you mark a student's attendance, the dropdown for that student shows the attendance code.



4. When attendance for the roster is complete, tap **Save** (top right) to save and return to My Classes.

**NOTE:** Entries are not saved if you tap the Back Arrow on the top left.

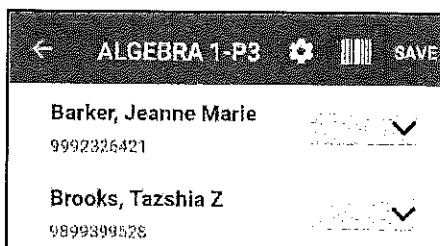
5. The status of the class is updated.



6. If a student who was marked absent arrives late, you may update their entry to Tardy quickly using Student Search.

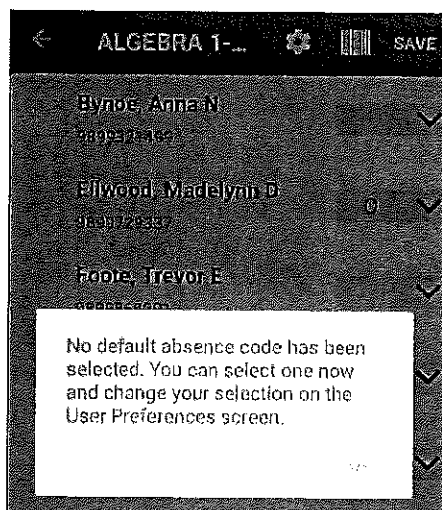
## Barcode Scanning for Mobile Attendance

1. To access barcode scanning, tap the **Barcode** icon on the Class Roster screen.



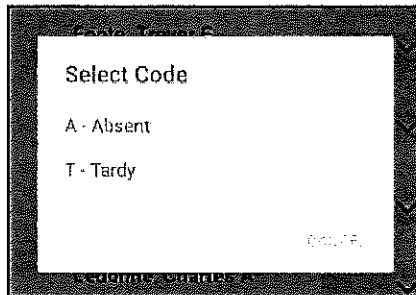
2. On the first use of scanning, the following screen appears if a default absence code hasn't been selected for this device.

**NOTE:** If a code *has* been selected in the User Preferences for this device, this screen does not display; you may go to Preferences to clear the default code for scanning.

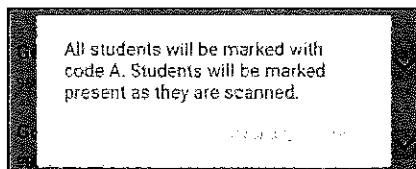


3. Tap **OK** to select the code (or Cancel to abort).

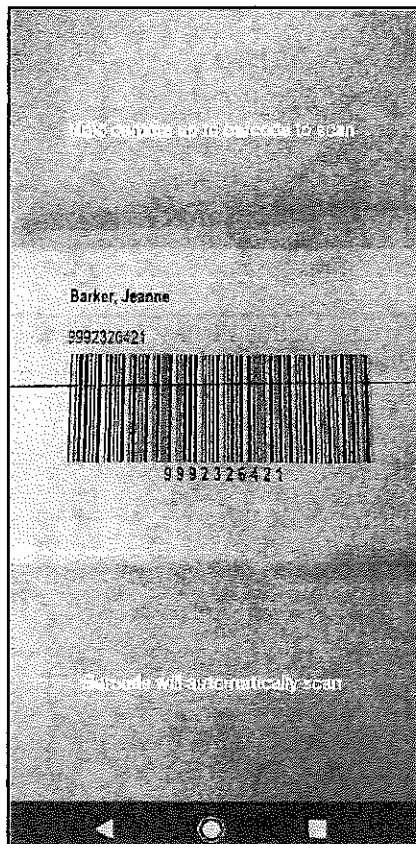
**NOTE:** The default code is applied to **unscanned** students, so to start with, all students are marked with this code (absent/tardy) until they are scanned indicating they are present.



4. Tap the desired absence code (or Cancel to abort).

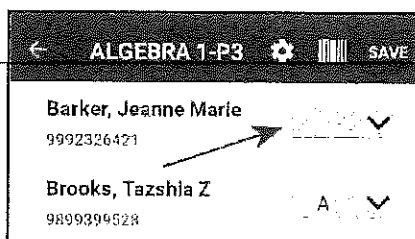


5. Tap OK to accept the absnt code specified (or Cancel to abort).
6. Scan a student's barcode.

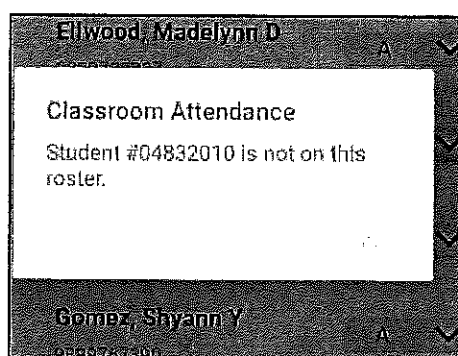
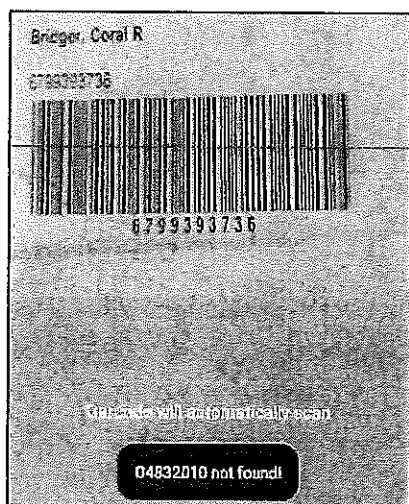


If the scan is successful, a beep sounds and the roster is displayed with the scanned student marked present (blank) with all unscanned students marked with the default code.

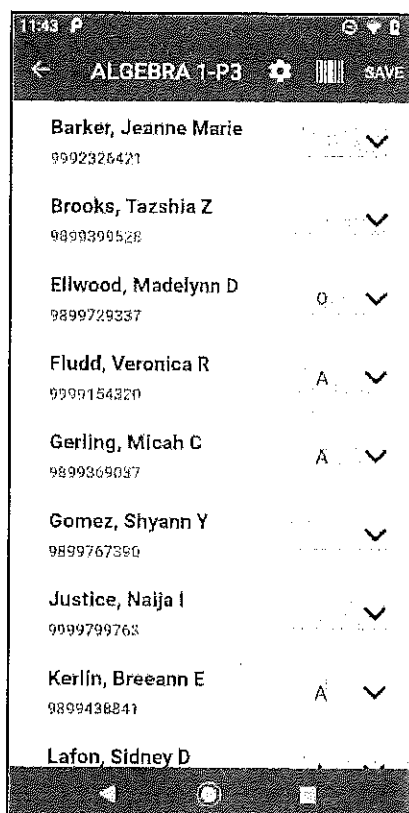




If the scan doesn't find the student in the current roster or experiences an error reading the barcode, a buzz sounds with an error message on the scan screen and on return to the roster.



When you are done scanning, only **unscanned** students are marked with the default code selected.



7. Tap **Save** to save the changes and return to My Classes with the class status updated.

**NOTE: Entries are not saved** if you tap the Back Arrow on the top left.

8. If a student who was marked absent arrives late, you may update their entry to Tardy quickly using Student Search.

## Communication Log Entries

You may view existing Communication Log entries you created and possibly entries by other staff (depending on access rights and Preference settings).

1. To add an entry, tap **Menu > Communication Log**.

2. Click the **+** icon at the top of the screen.

3. Scroll to and tap the name of a student in one of your classes (or search by name or student #).

4. The current Date/Time is entered by default. You may finish creating the record then click **Current** to change the date/time to when you completed the entry. If desired, you may tap the field to type the date/time of the contact or tap the field and edit as follows:

Tap the **date** and click **OK**. Drag the hour indicator to the desired hour and click **OK**. Drag the minute indicator to the desired minute and click **OK**.

5. Tap each field and where a dropdown list is attached, swipe up/down to select an appropriate entry, and tap **OK**.

6. Enter a **Note** describing the contact.
7. If desired, tap **Add Attachment** to navigate to and append a file.


BACK

CANCEL

SAVE

Barker, Michelle Kay

Grade 11 Edwards High School



Date/Time \*

02/10/2020 10:30 AM

CURRENT

Type \*

Telephone

Contact Person \*

Father

Result

Tutoring

Notes

Recommended tutoring to catch up with class after hospitalization.

Attachments

ADD ATTACHMENT

8. Tap **Save** to record the contact in the **Communication Log**.

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