Getting Started with Classroom 360

To schedule individual training for your district, contact 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.

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Browser Support

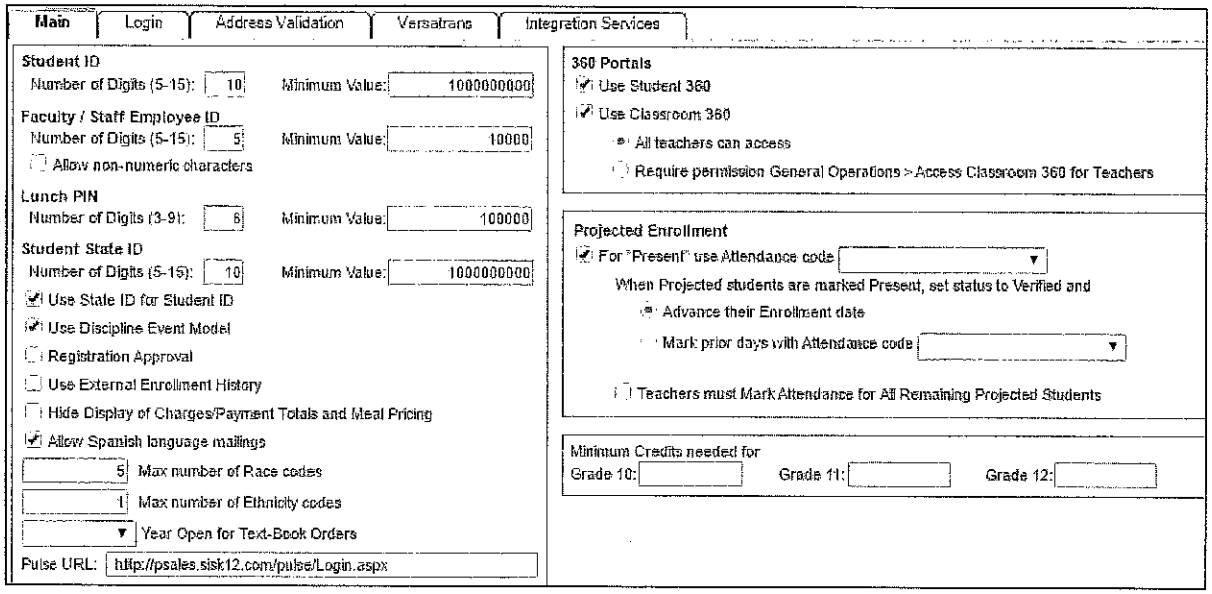
Supported browsers for Classroom 360 are:

- 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



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

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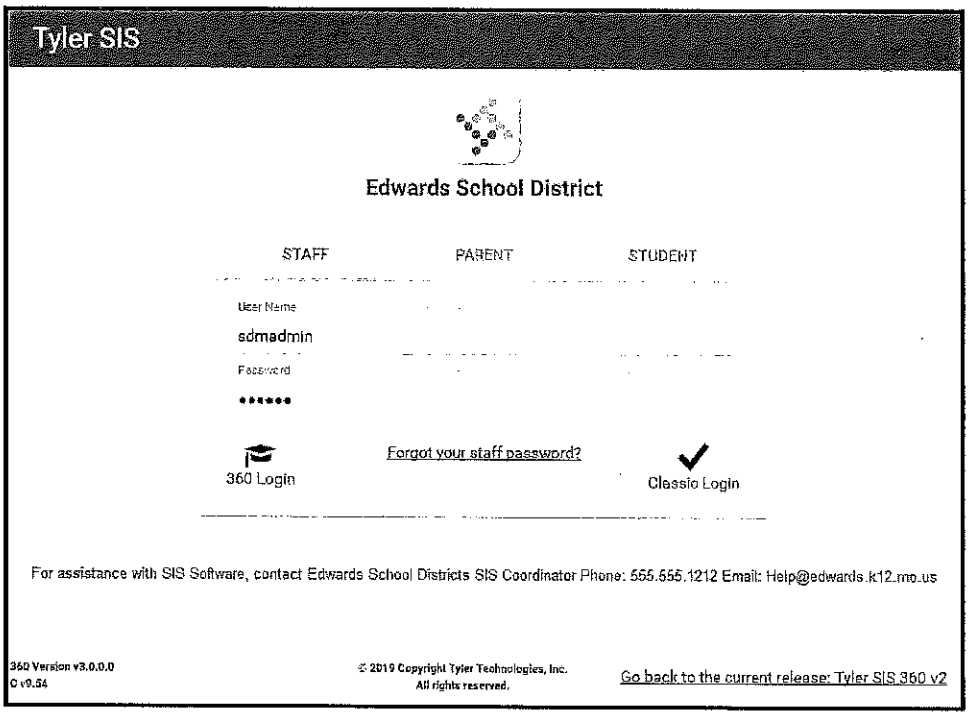
users to manage a complete and successful rollout. Teachers are able to switch at any time during the school year from the current Classic teacher screens to Classroom 360.

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.



Use Home left-side buttons (customizable with Preferences)

Or click the icon to display the full menu

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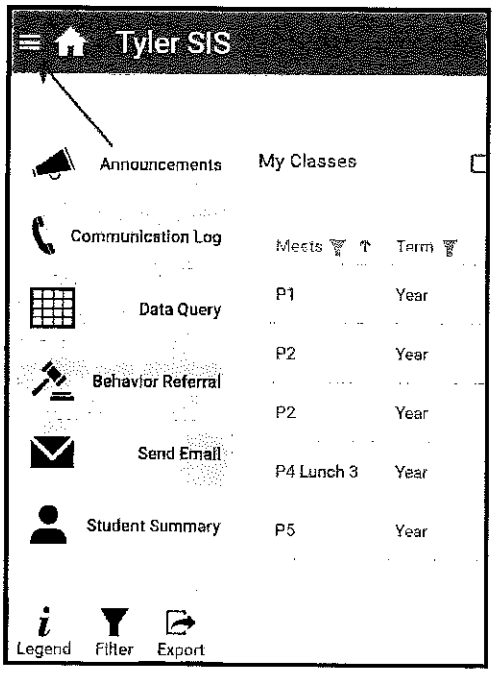
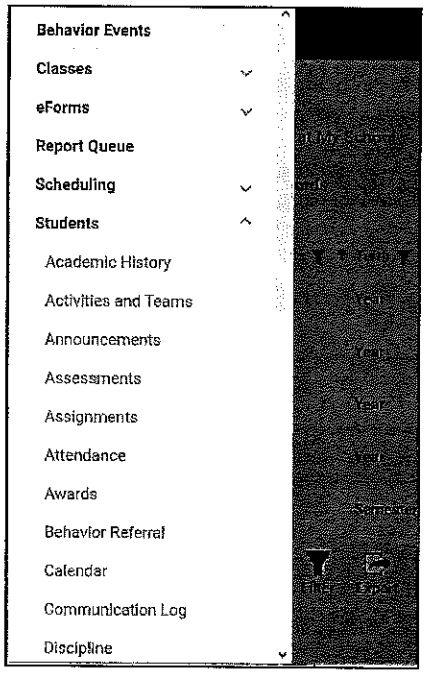
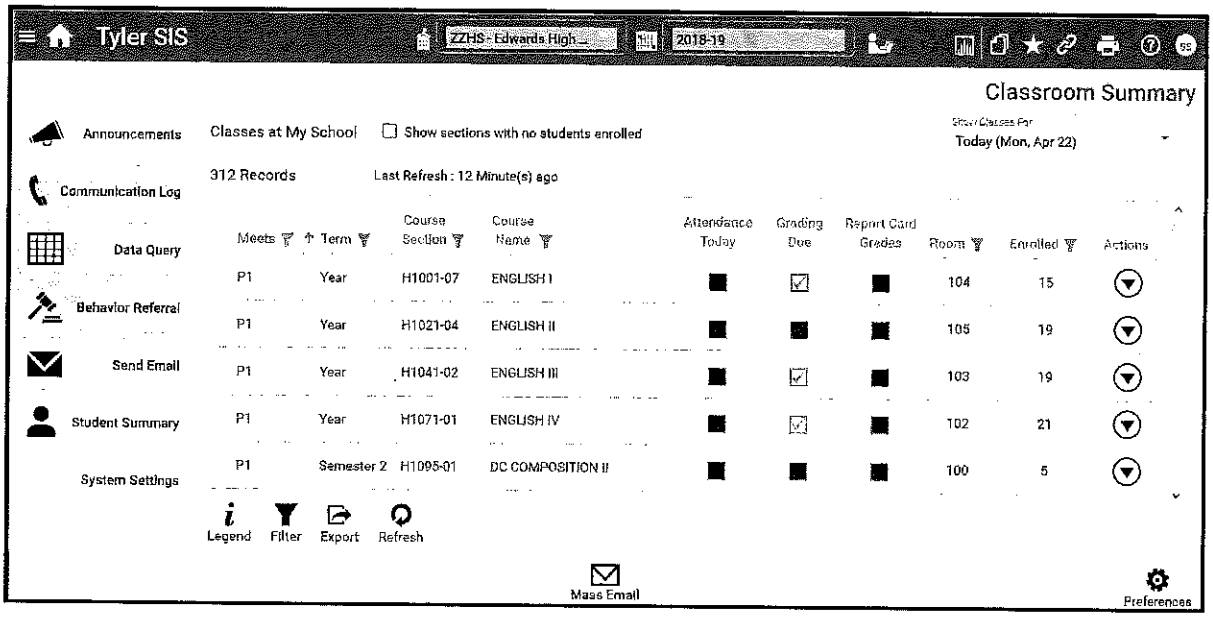




If a user is assigned to at least one class (and has the permission, if required), when they access 360, they are taken to the Classroom 360 home page. In addition to all the Classroom features, users continue to have access to the Student 360 features, but now get to them through Classroom 360.

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

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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.

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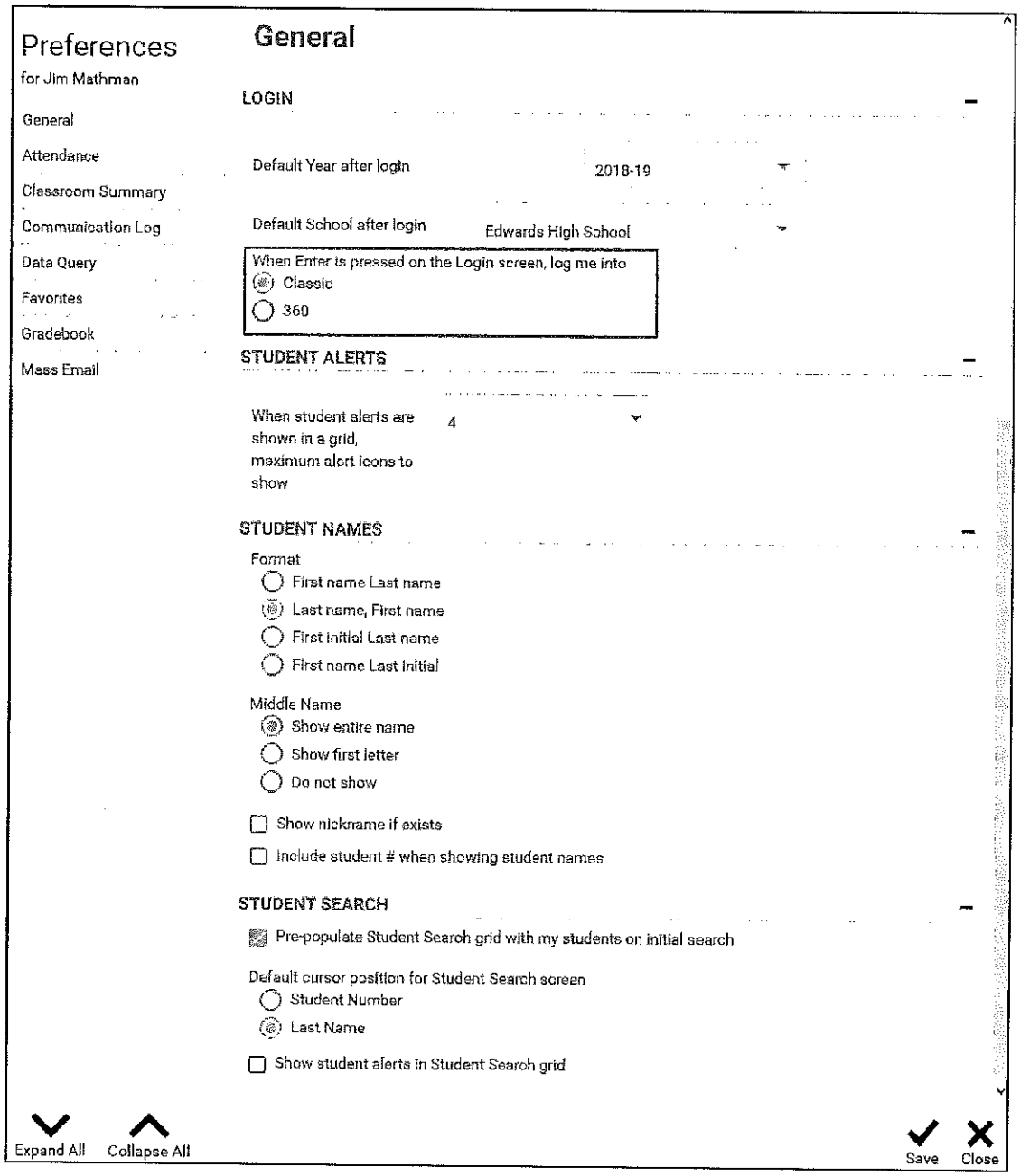
- **Mass Email** -- Set up an email to selected rosters.
- **Preferences** -- Sometimes, as on this screen, you may see a Preferences icon. When you click **Preferences** on the bottom toolbar, you'll see same options as clicking the User icon Preferences or the left-side menu System Settings options.

Preferences



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).

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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.

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

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

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Staff Home Page

Overview

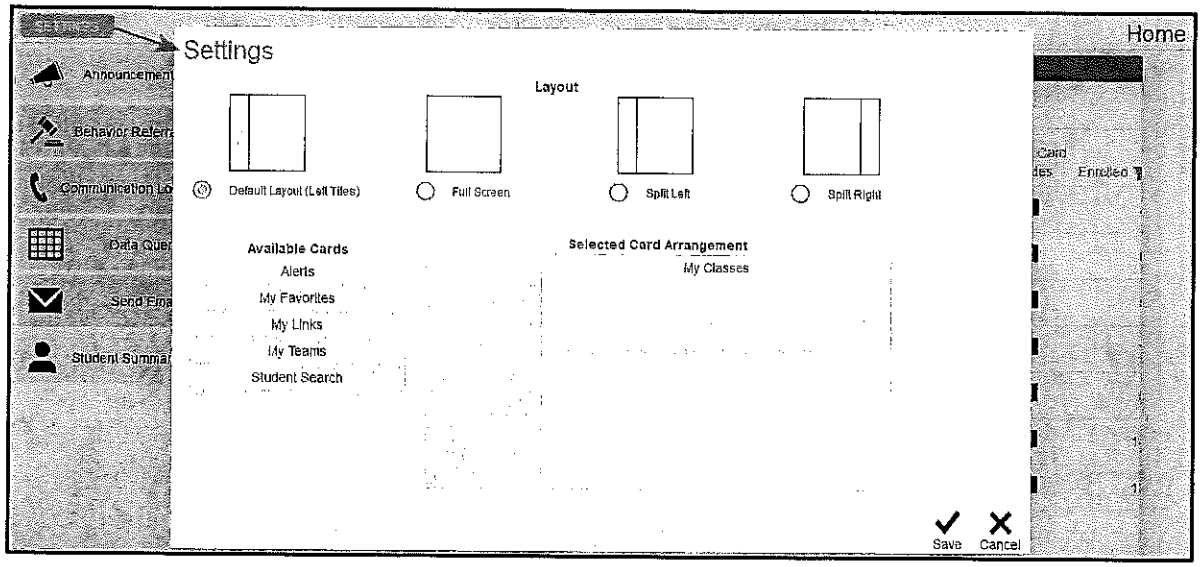
On the staff home page, there are now multiple cards which can be setup to customize the display. Just as with Preferences, these settings are user-specific, so each user can decide what arrangement works best for them.

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.

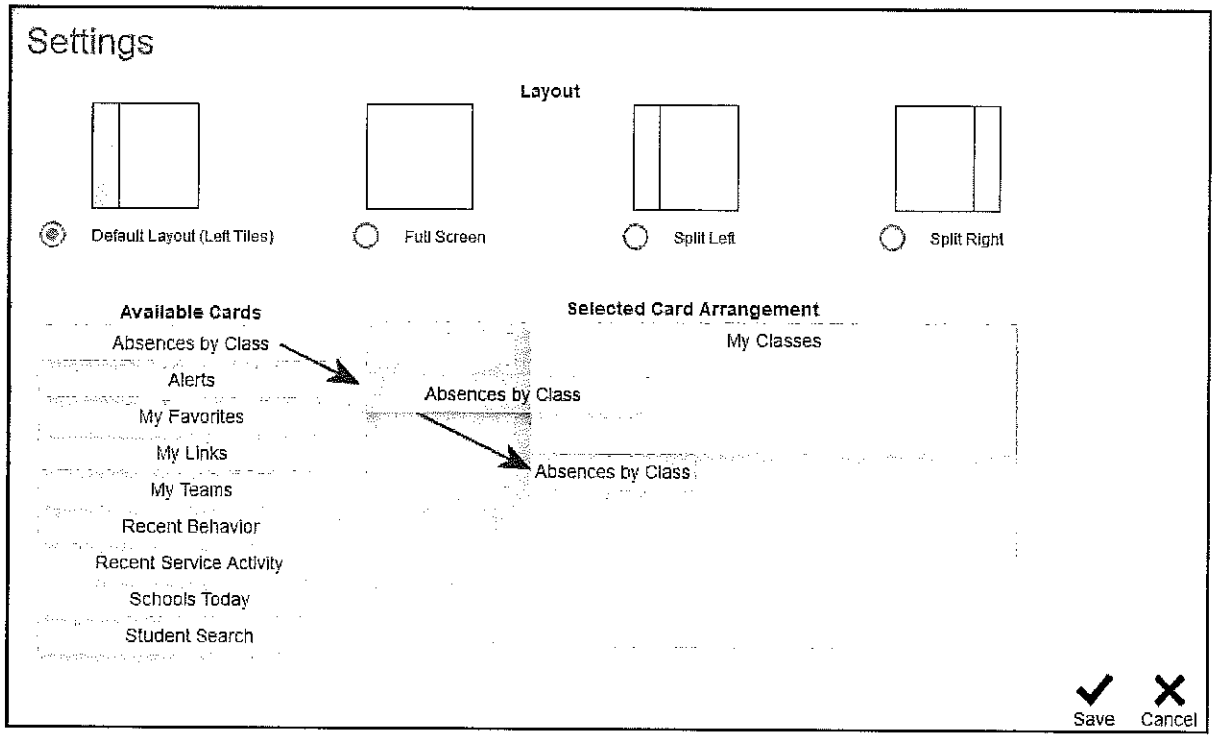
- **My Links** – Shows the same options as when the Link icon is clicked.
- **My Favorites** – Shows the same options as when the Star icon is clicked. This card is a good replacement for the current tiles shown on the home page as it actually allows links to be added for ANY page whereas the tile selections 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.

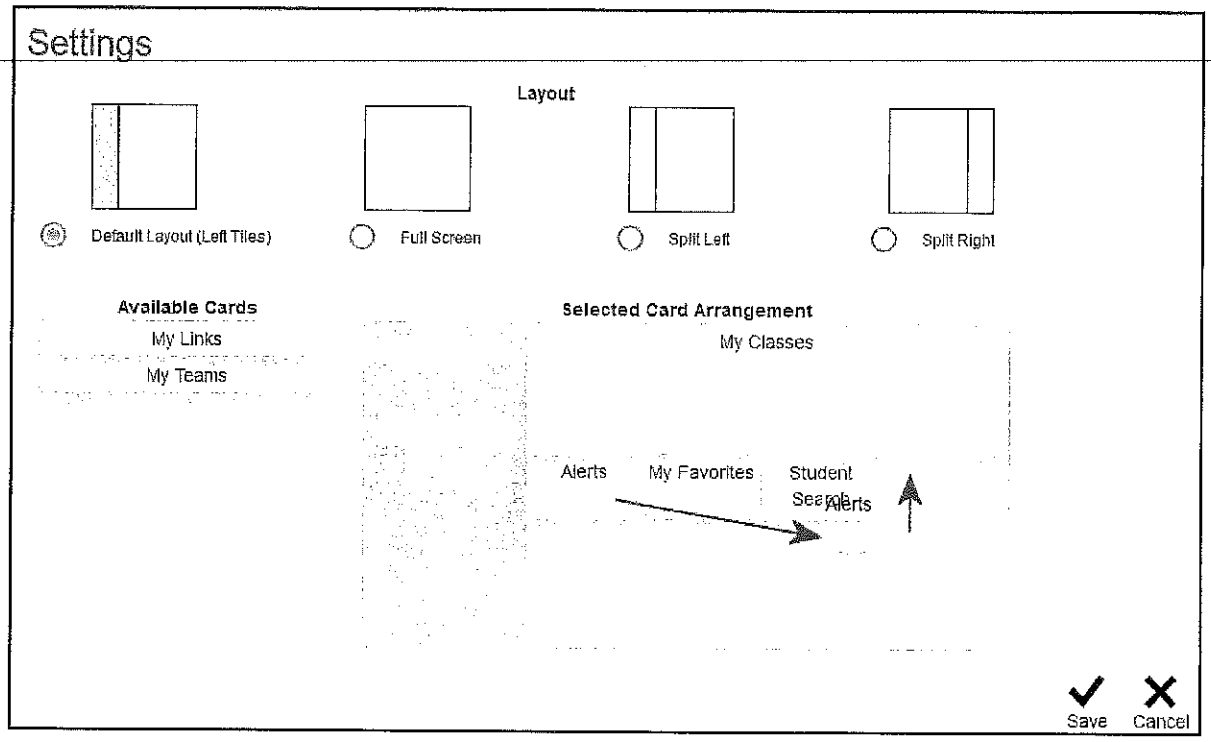
Arranging Cards

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.

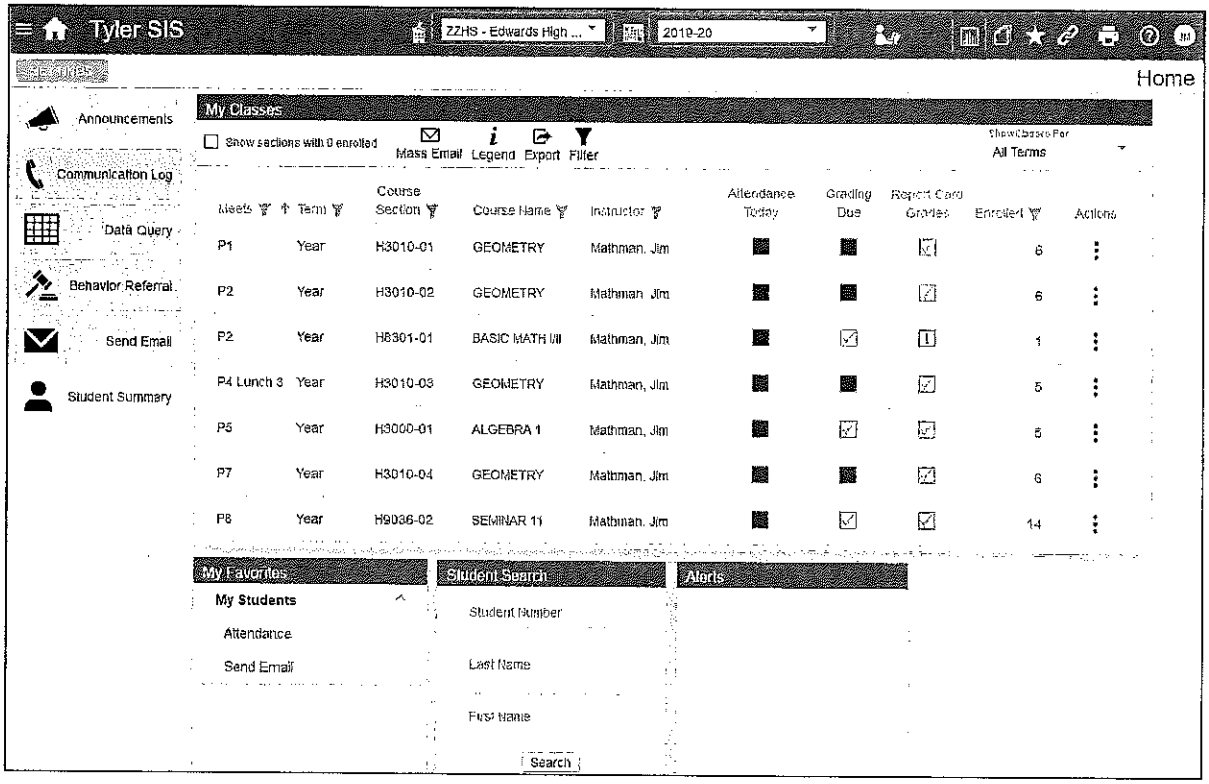
Drag cards from the Available Cards column on the left into the Selected Card Arrangement area on the right.



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.

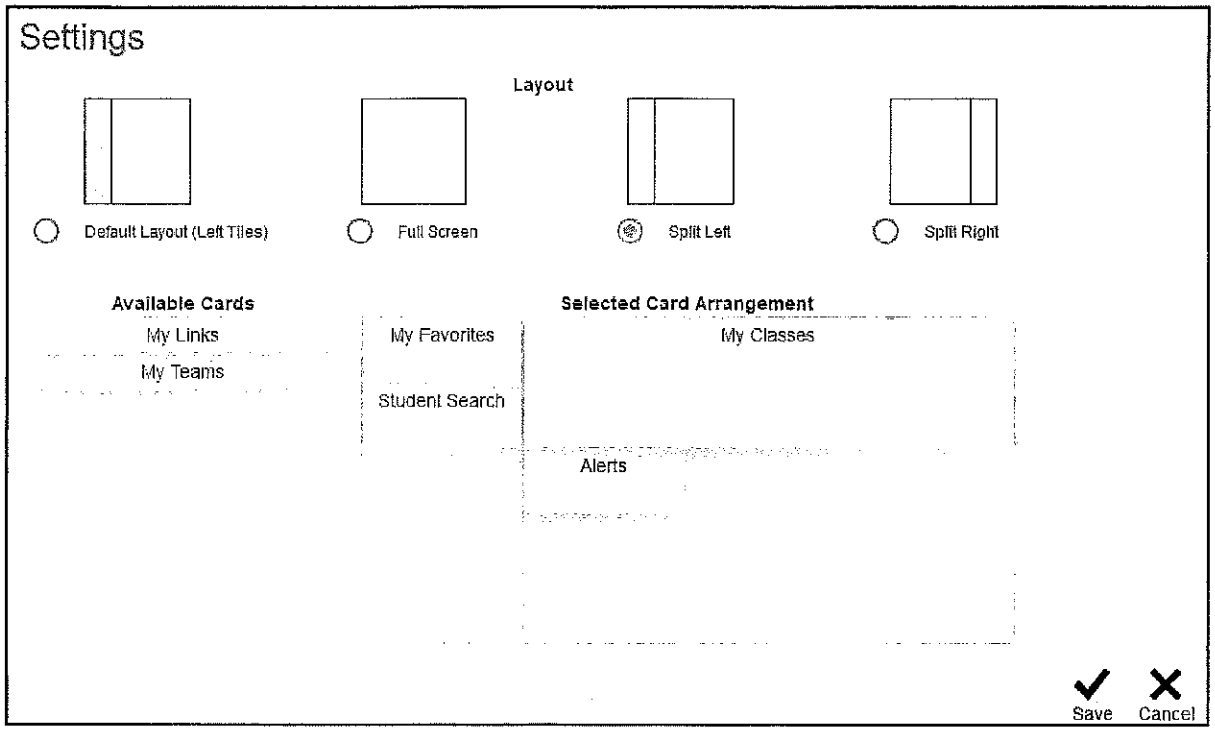


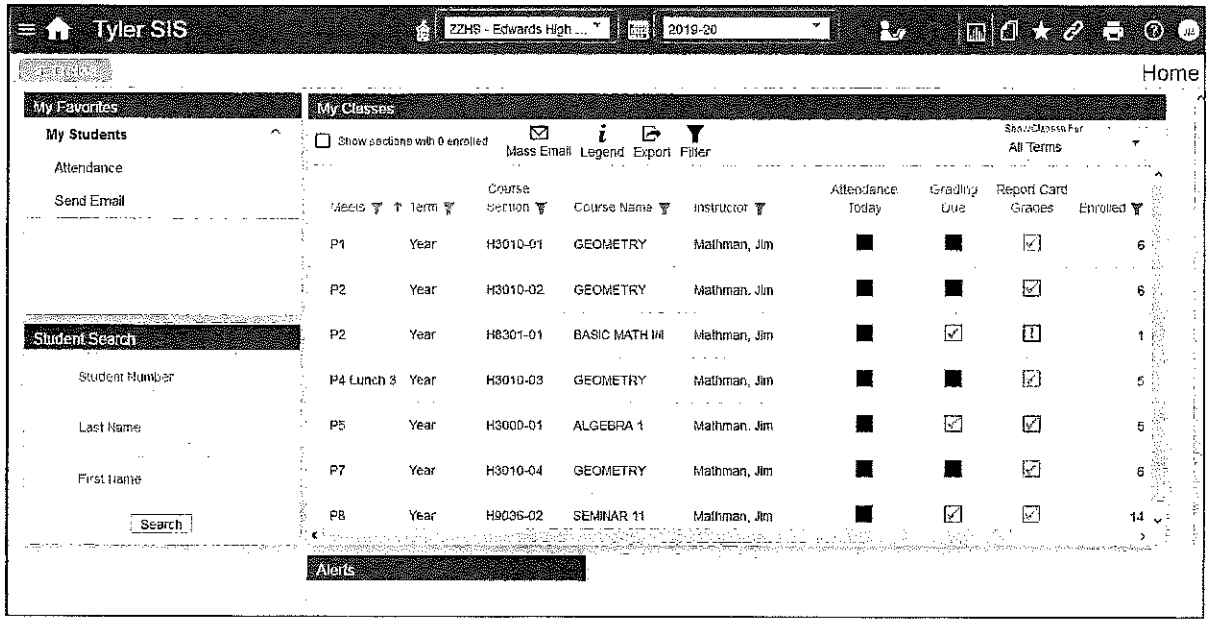
When done, click **Save.**



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 ☰.





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C360 Attendance by Homeroom

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

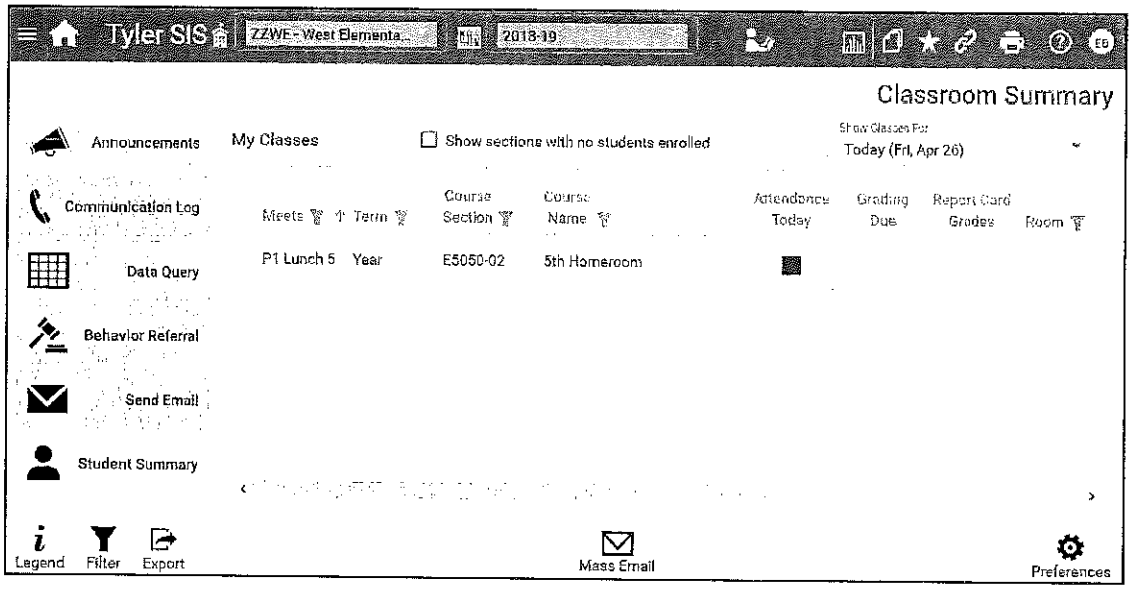
Or My Classes > Actions menu > Attendance

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.

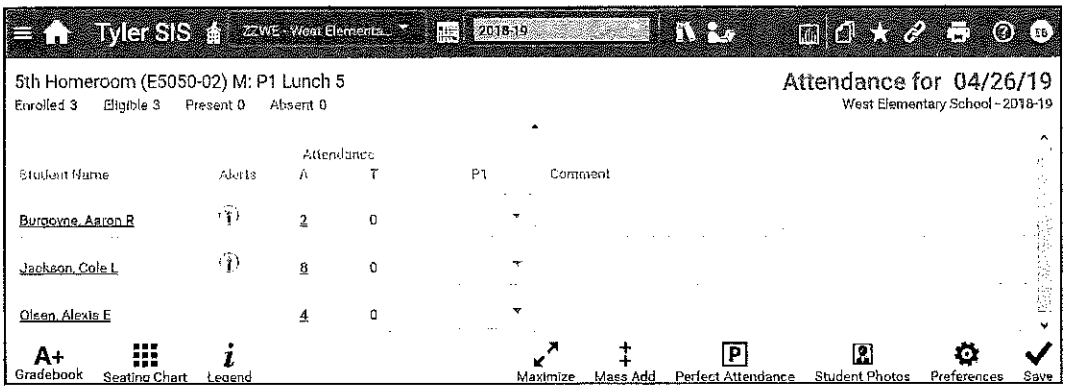
As a teacher, your method of taking attendance is configured as determined by the office. You may take attendance either by period or homeroom.



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

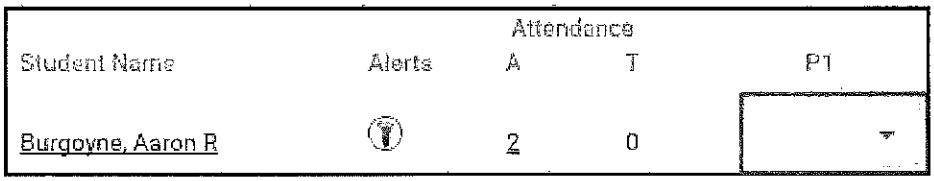


NOTE: An asterisk in any cell indicates the student has no class scheduled for that period, e.g., part-time students. Also, any existing absence codes and comments were most likely entered by the attendance secretary and cannot be changed by a teacher.

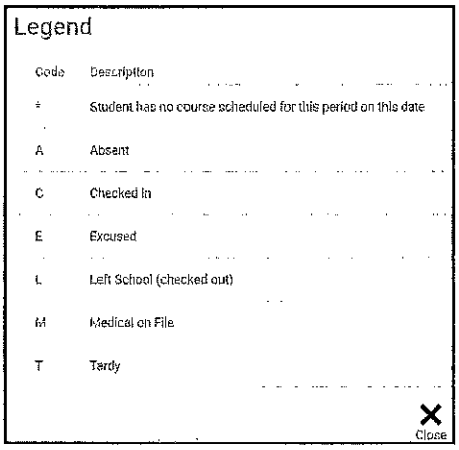
1. The Attendance screen displays the current day attendance for the selected homeroom. The class, course number, period, and lunch period display at the top of the screen. The class roster lists students for this class.

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.



- 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.



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

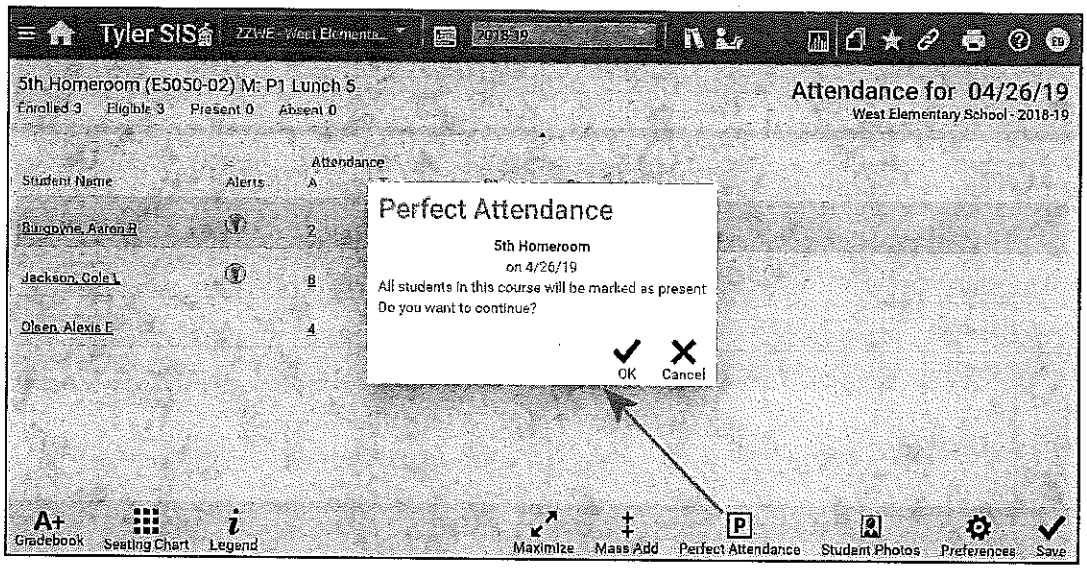
Student Name	Alerts	Attendance A	Attendance T	P1	Comment
Burgoyne, Aaron R		2	0		
Jackson, Cole L		8	0	G	Nurse's office for hearing check

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

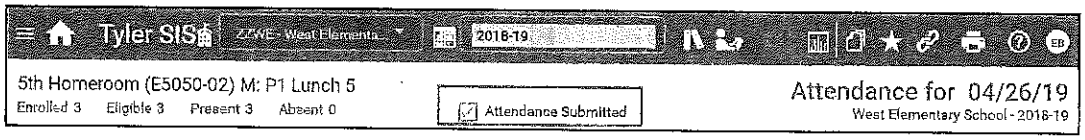
Marking Perfect Attendance

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

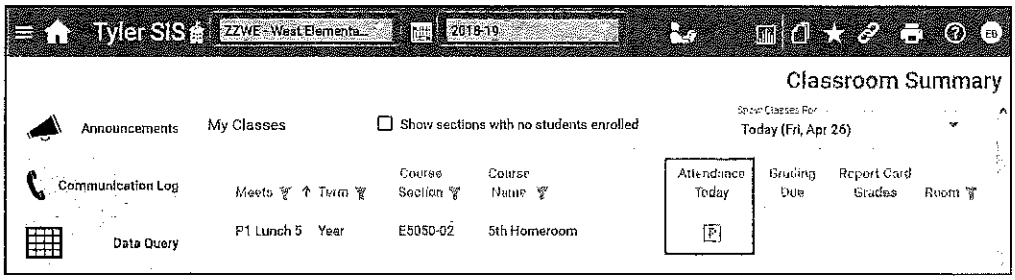
1. If all students are present in the Homeroom period, click the **Perfect Attendance** icon in the bottom bar. A confirmation dialog box displays.



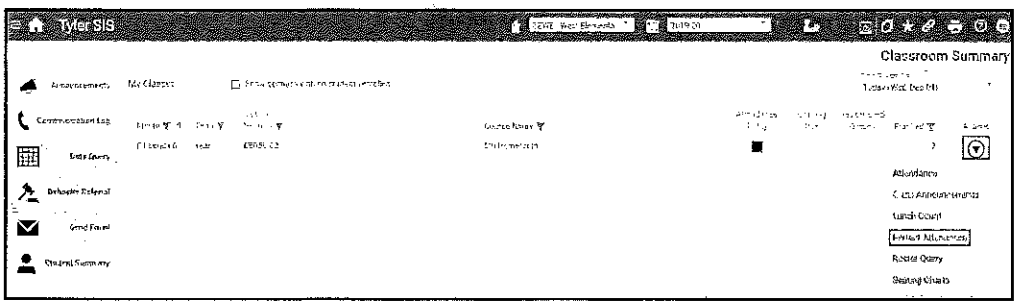
2. Click **OK** to continue. The screen refreshes and a checkbox indicating attendance has been submitted is displayed at the top of the screen:



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

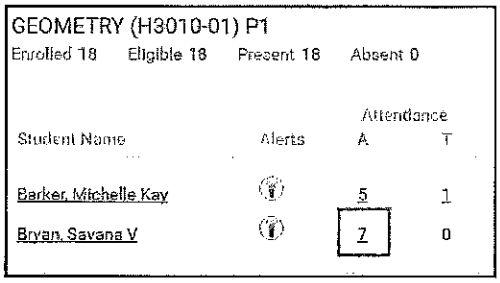


4. **Perfect Attendance** can also be marked from **Classroom Summary** by selecting **Actions > Perfect Attendance.**

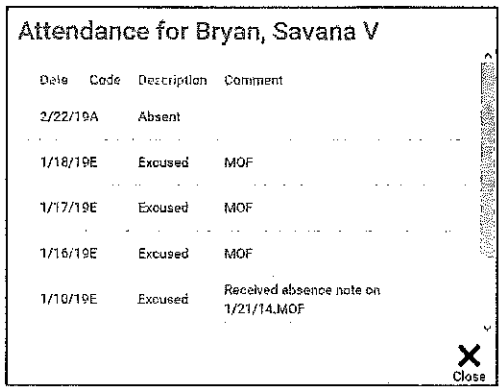


Viewing Previous Attendance

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

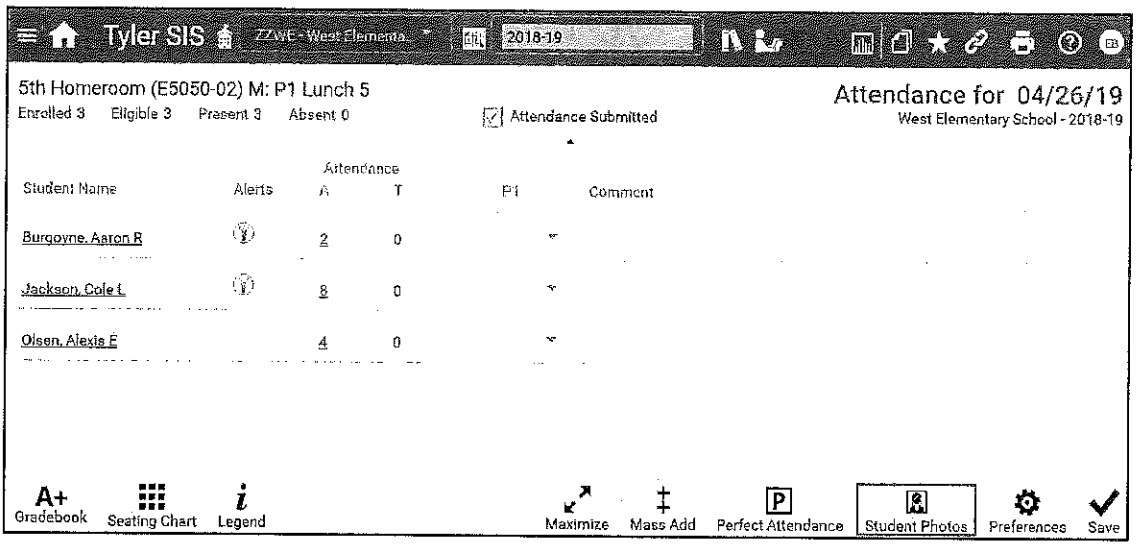


Click a number in the column to view the year-to-date attendance dates, codes and comments.

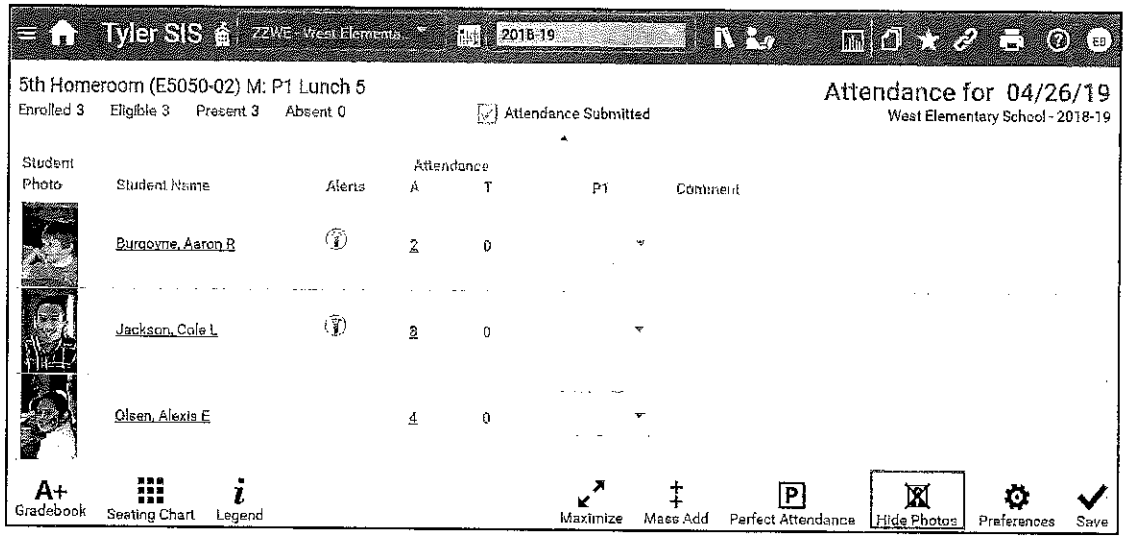


Viewing Student Photos

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

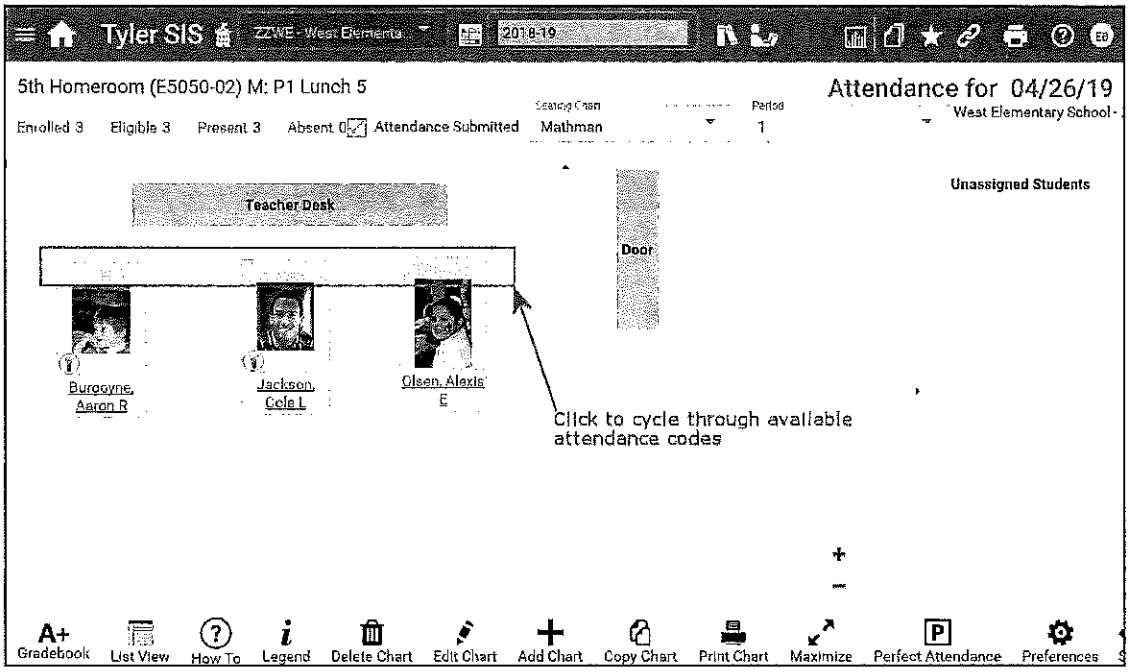


The screen refreshes displaying photos and the tool bar icon changes to **Hide Photos**. Click **Hide Photos** to stop viewing student photos.

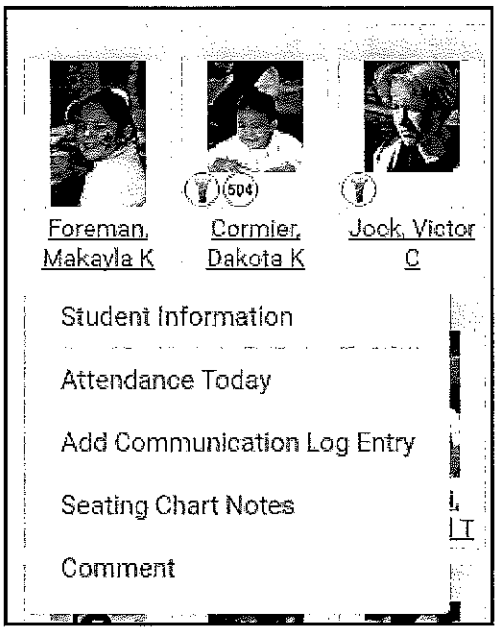


Marking Attendance in Seating Charts

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.

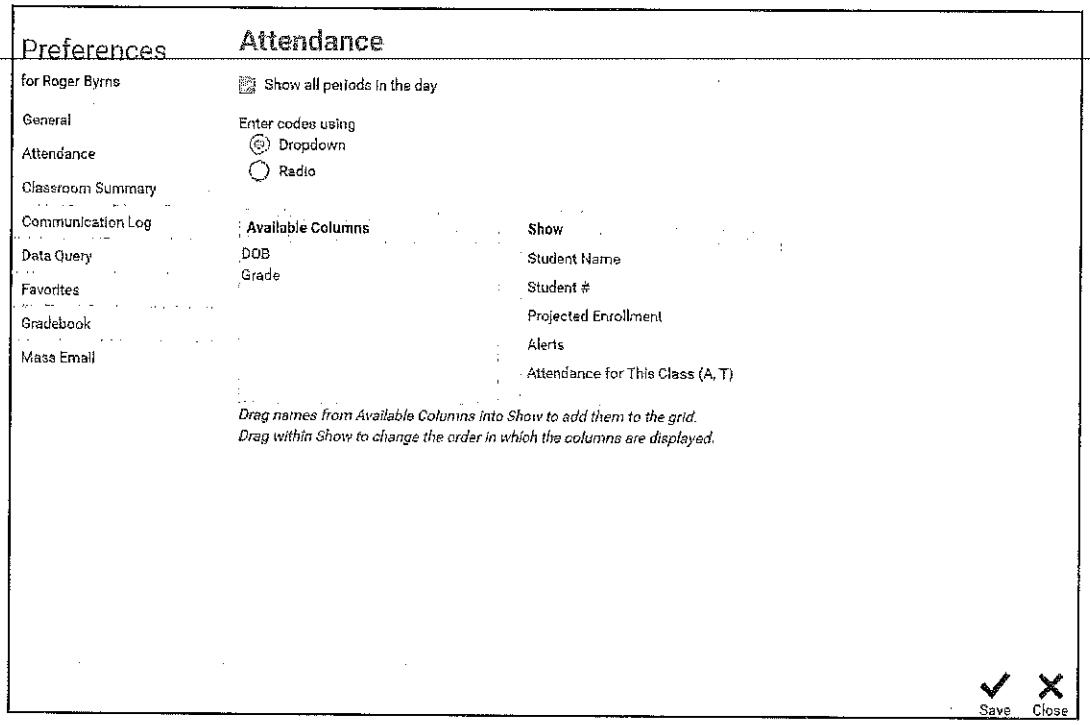


Click the student's name to access other student data.

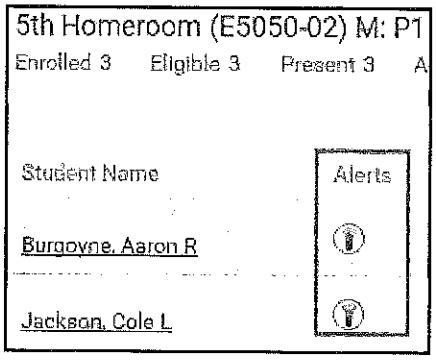


Other Options on this Screen

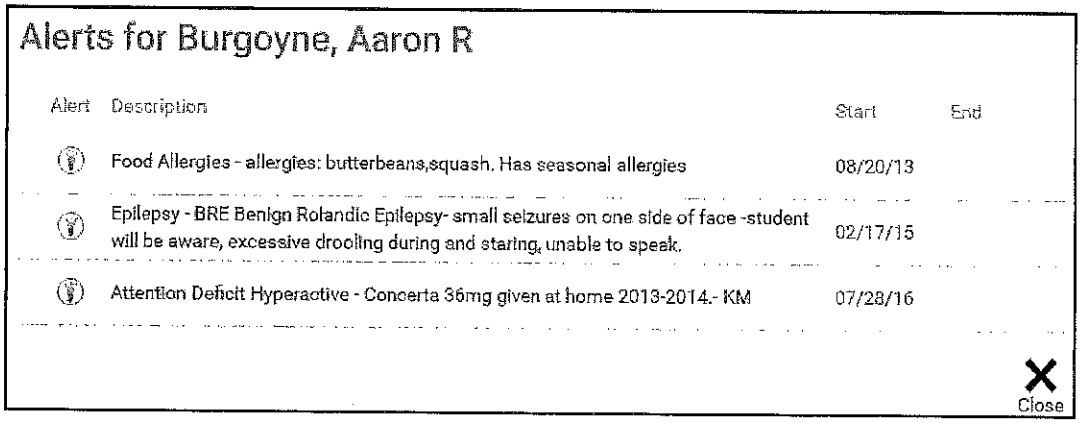
- Some of these columns displayed are optional; click the Preferences icon in the bottom bar to access preferences.



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

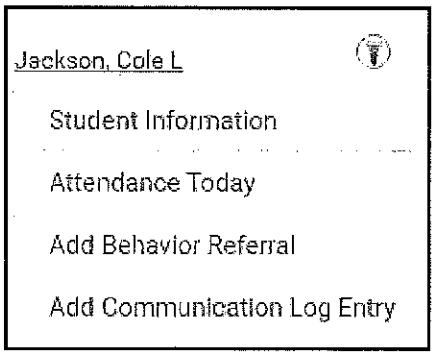


Click in the the student's alert column to see all of the alerts you have permission to see for this student.



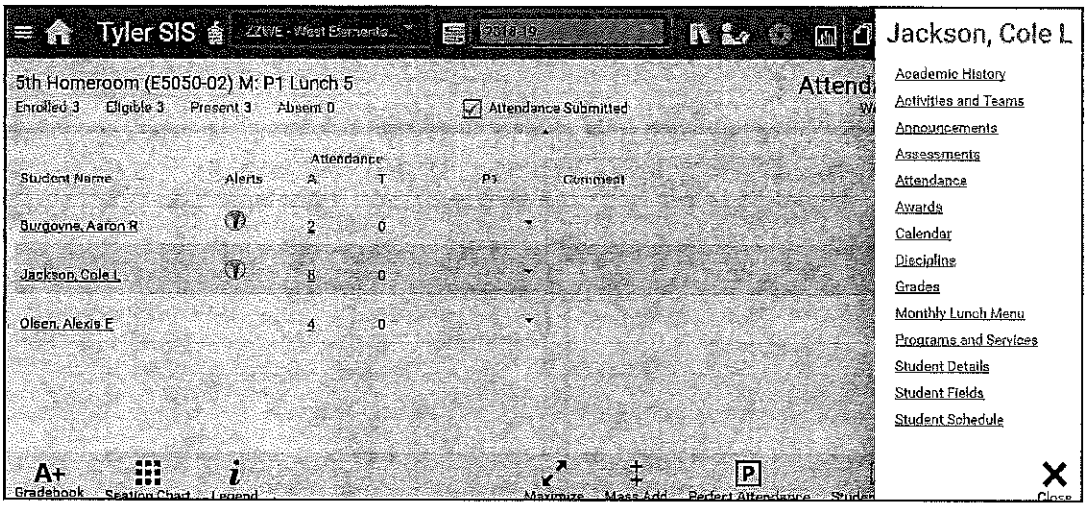
- Click a student's name to display the Student menu, which has options to view Student Information. Options available depend on the user logged in and their permissions. May

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).

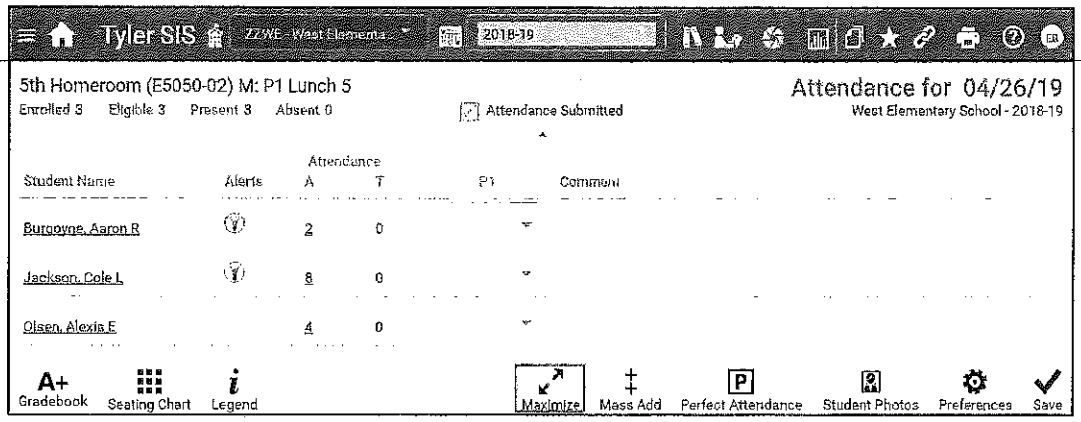


Clicking **Student Information** displays a list of options on the right side of the screen. Select an option or click the **Close** icon.

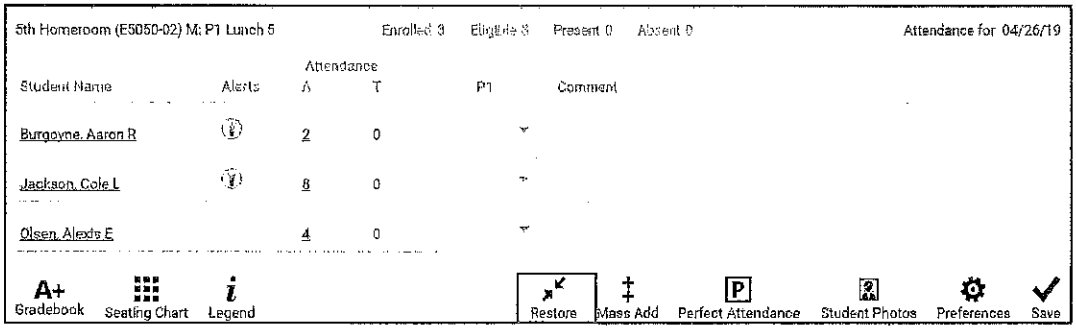
NOTE: A warning is displayed if you have made changes without saving.



- Click the **Gradebook** icon [A+ Gradebook] 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 [Maximize] to reduce the information above the attendance data providing maximum room to display the roster.



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



- 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.

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.

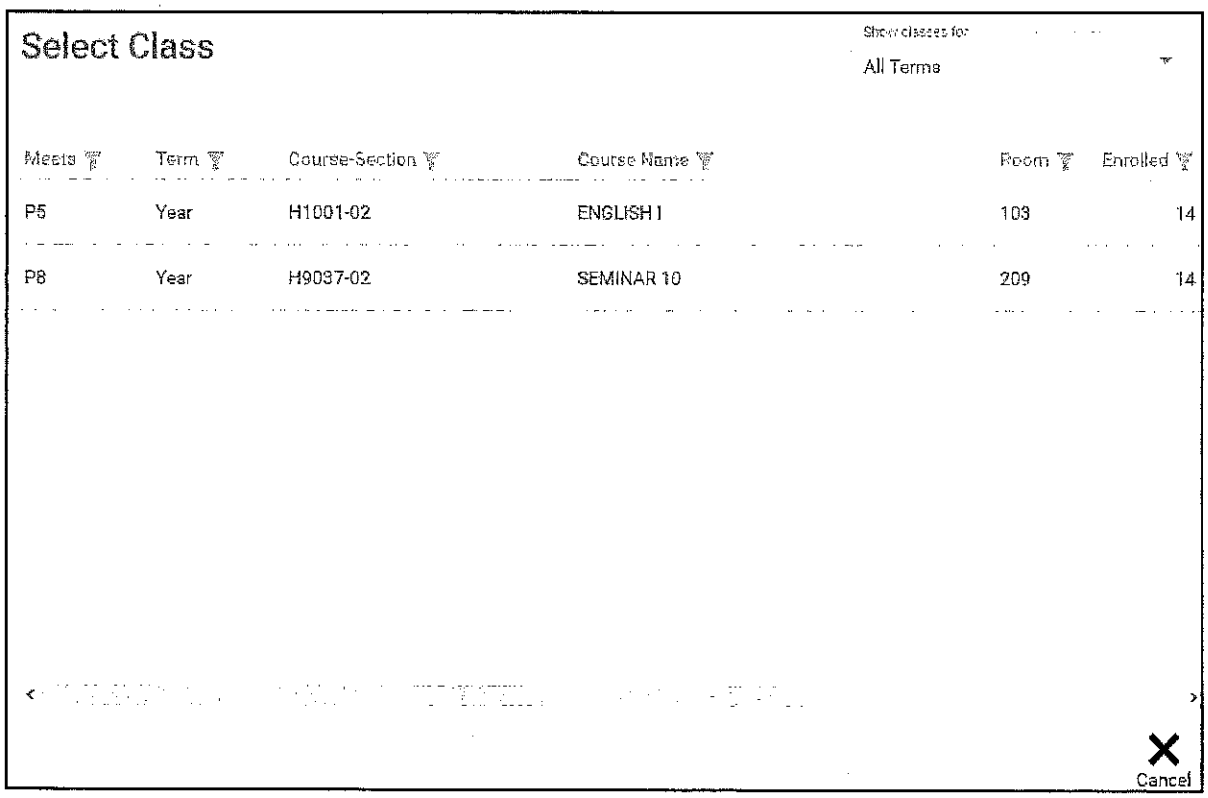
Tyler SIS remembers which view was open the last time the Attendance screen for each class was accessed. If the List view was last used or this is the first time the Attendance page is being viewed for this class, click **Seating Chart** in the bottom bar to switch to the seating chart view.

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.



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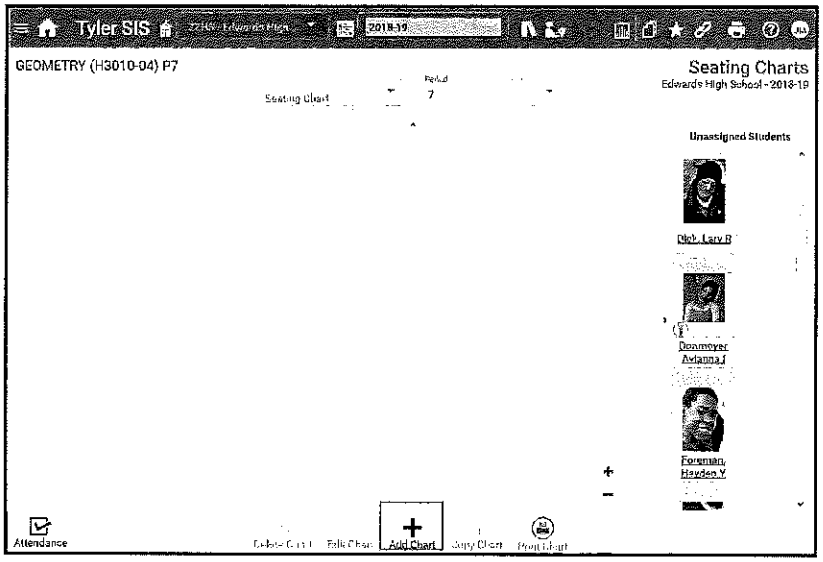
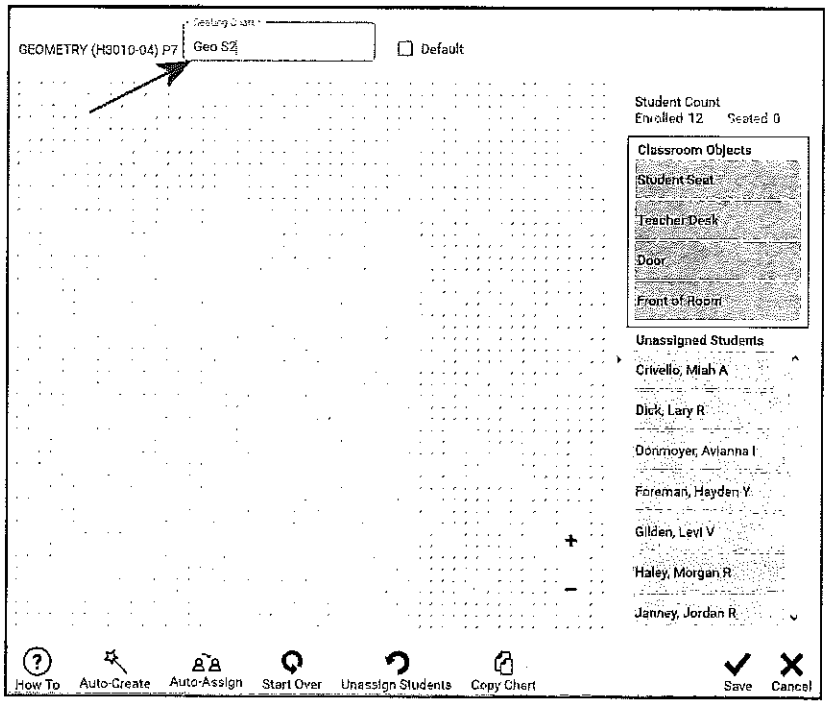
Add a Seating Chart

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

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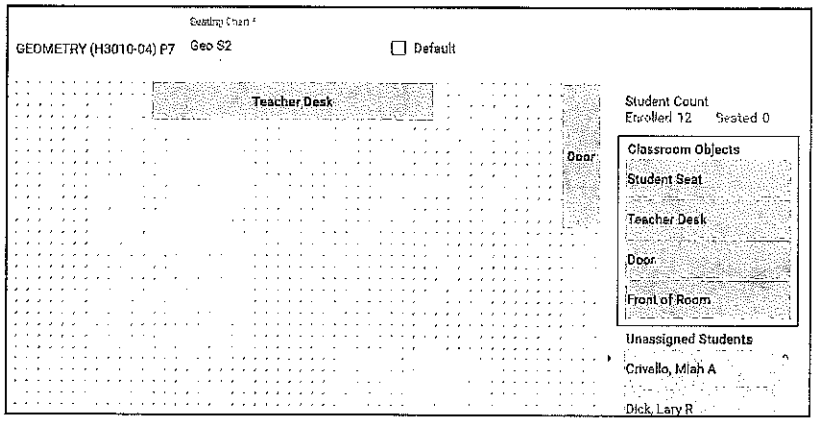
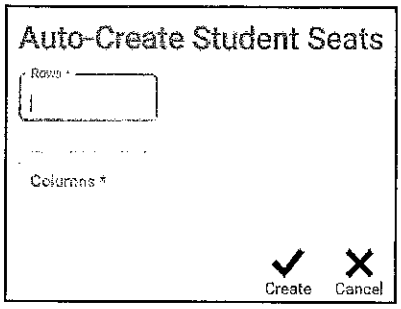
not yet been assigned to seats You may wish to add objects to help orient the seating chart before adding seats. Click and drag Teacher Desk, Door, or Front of Room to place them.



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

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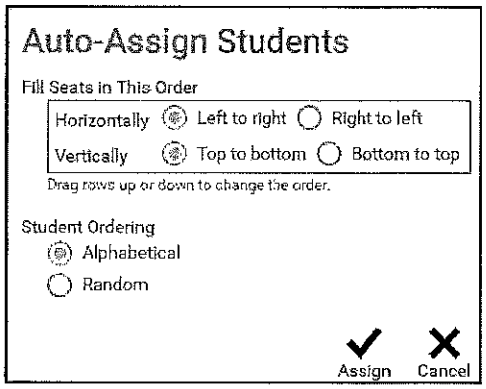
the Vertical arrangement. Indicate whether the student should be assigned to seats in Alphabetical or Random order. Click **Assign** and the students are assigned to the seats.



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.

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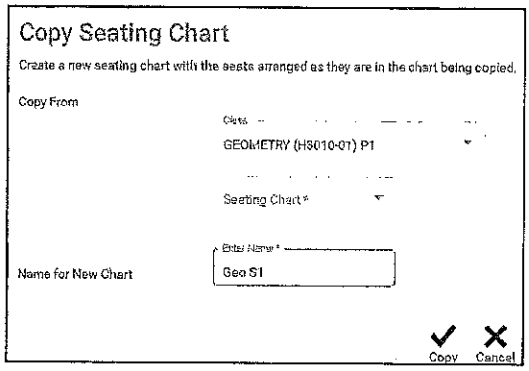
- **+/-** -- Use the plus or minus signs in the lower right corner of the grid can be used to zoom in or out on the grid. For some classes, it may be necessary to zoom out to see all the seats or zoom in to see details.
- **Copy Chart** -- [Copy Chart] If the desk arrangement needed already exists in 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



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.

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.

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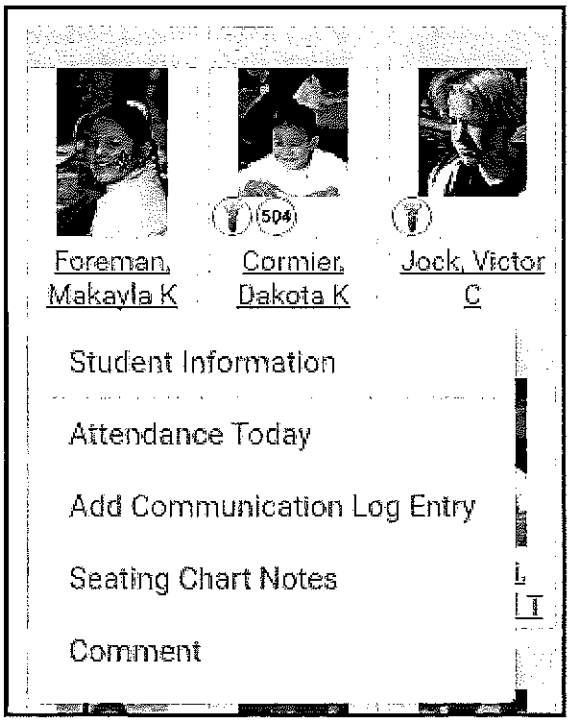
Student Menu

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**.

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- 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.

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C360 Attendance by Period

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

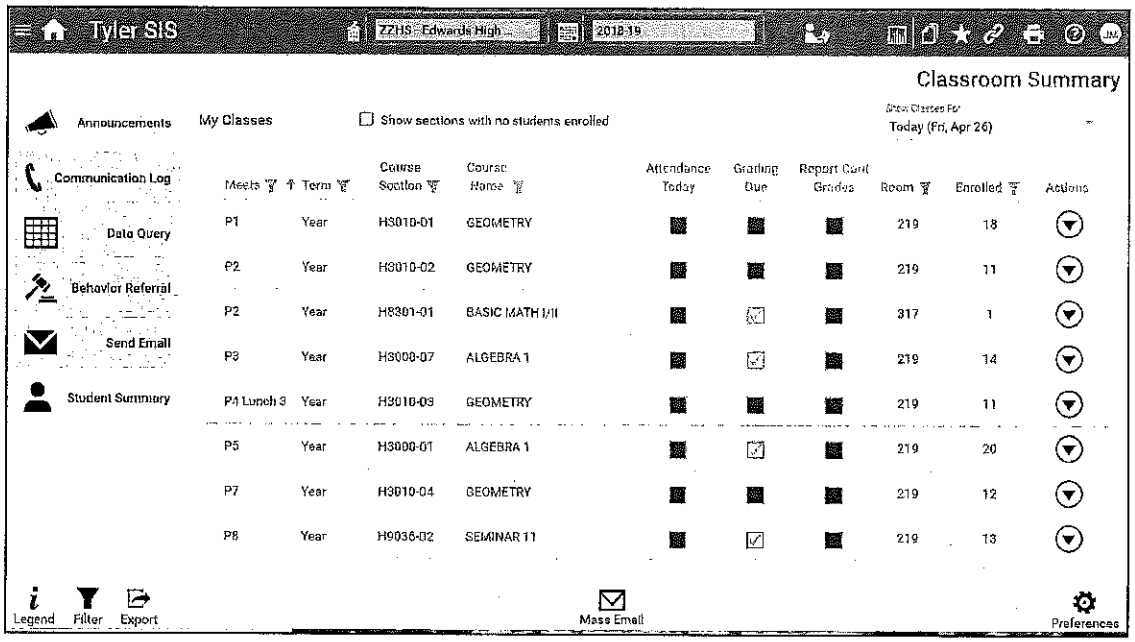
Or My Classes > Action menu > Attendance

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.

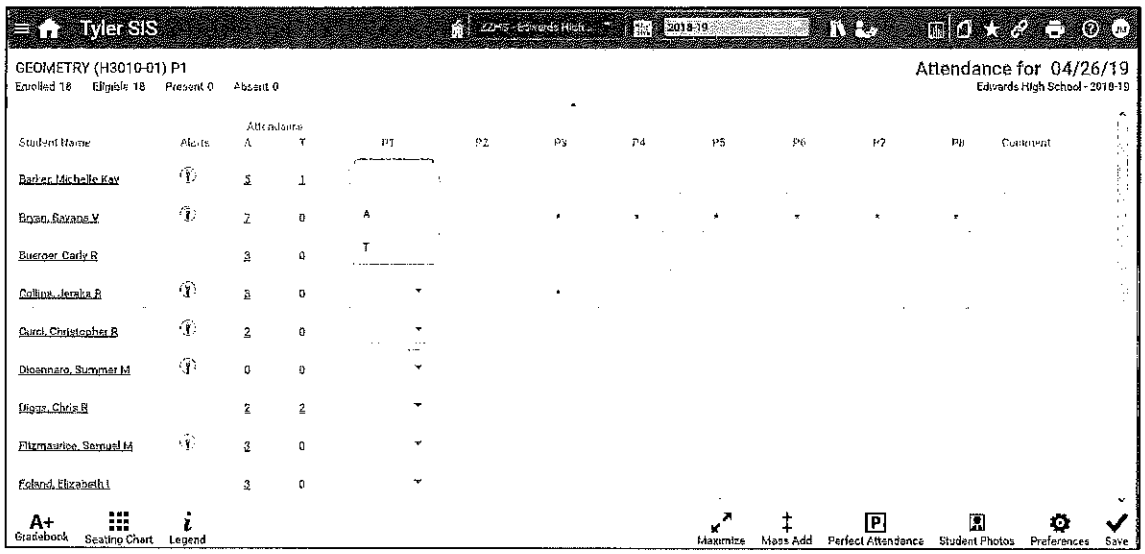
As a teacher, your method of taking attendance is configured as determined by the office. You may take attendance either by period or homeroom.



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

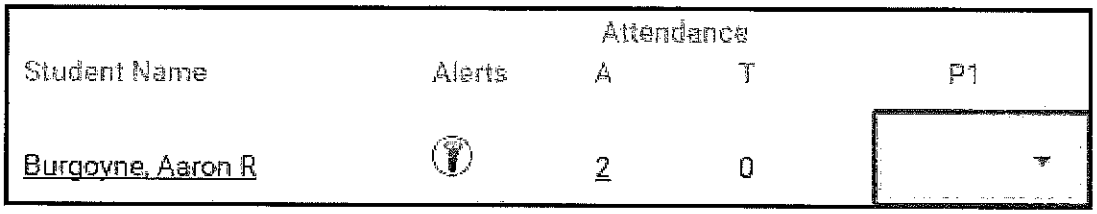


NOTE: An asterisk in any cell indicates the student has no class scheduled for that period, e.g., part-time students. Also, any existing absence codes were most likely entered by the attendance secretary and cannot be changed by a teacher.

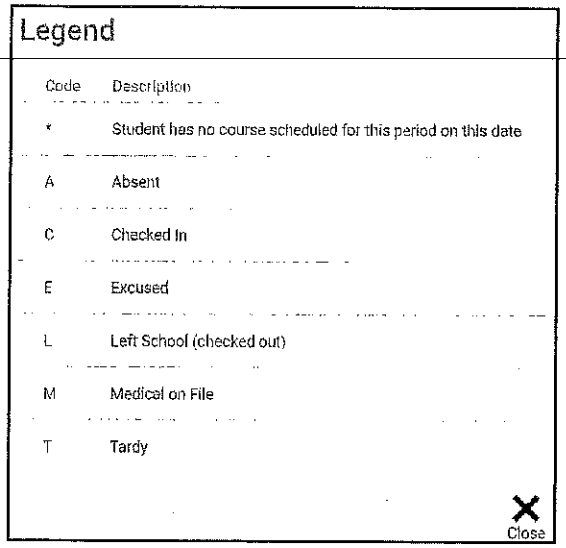
1. The Attendance screen displays the current day attendance and highlights the homeroom period. The course and course number display at the top of the screen. The class roster lists students for this class.

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.



- 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.

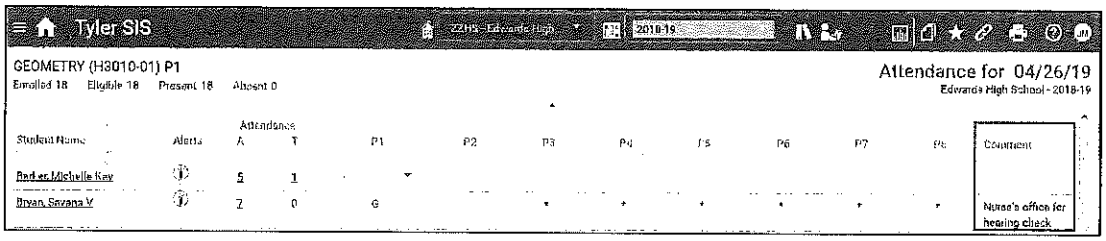


Legend

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.

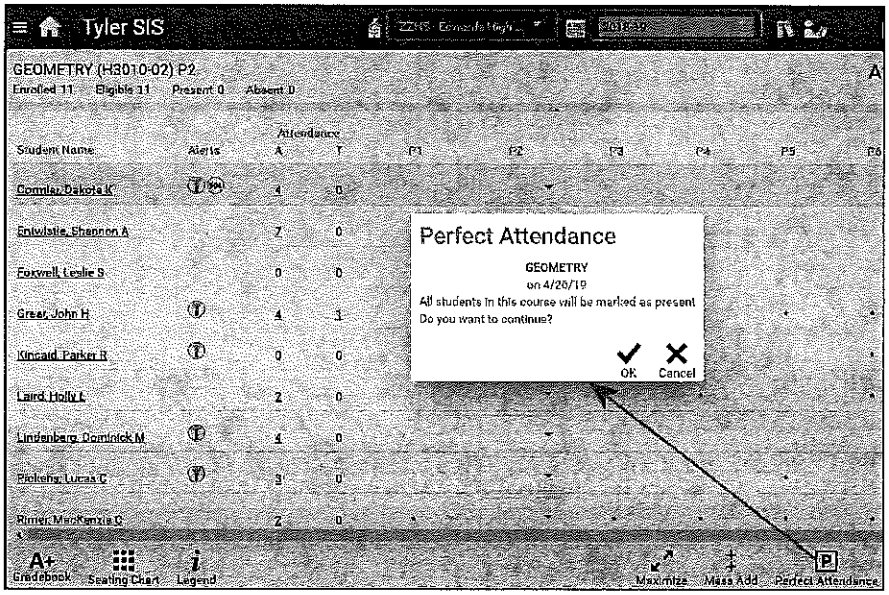


4. To save the marks for the selected class, click **Save** in the bottom bar.

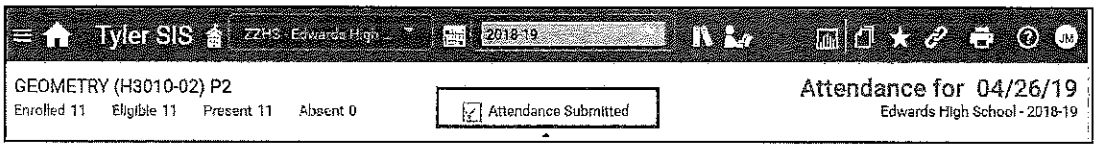
Marking Perfect Attendance

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

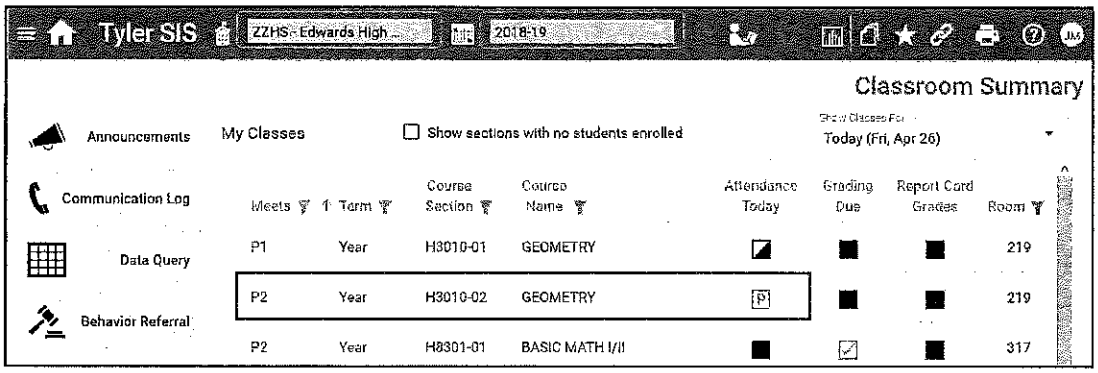
1. If all students are present in the selected period, click the **Perfect Attendance** icon in the bottom bar. A confirmation dialog box displays.



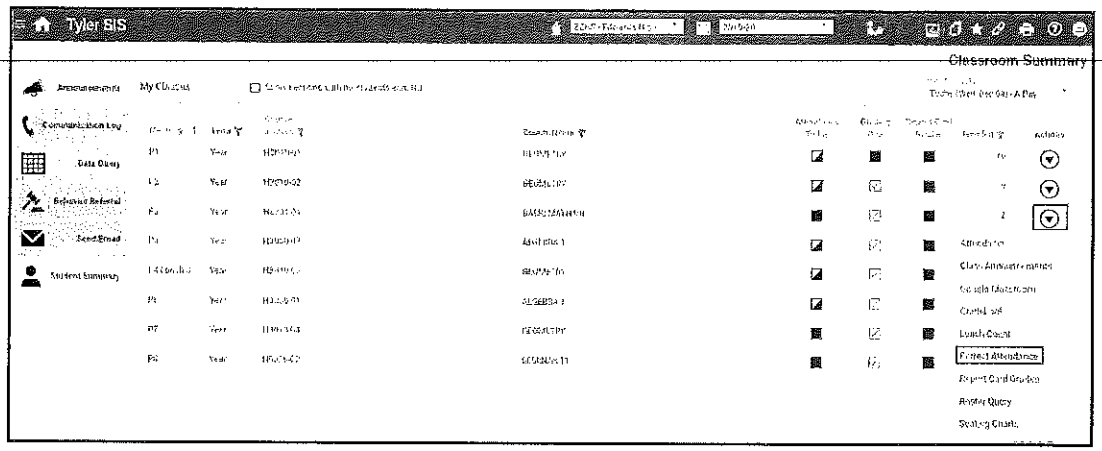
2. Click **Ok** to continue. The screen refreshes and a checkbox indicating attendance has been submitted is displayed at the top of the screen.



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

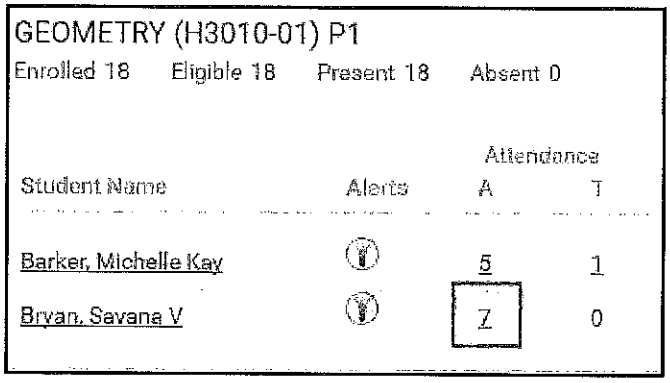


4. **Perfect Attendance** can also be marked from **Classroom Summary** by selecting **Actions > Perfect Attendance.**



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.

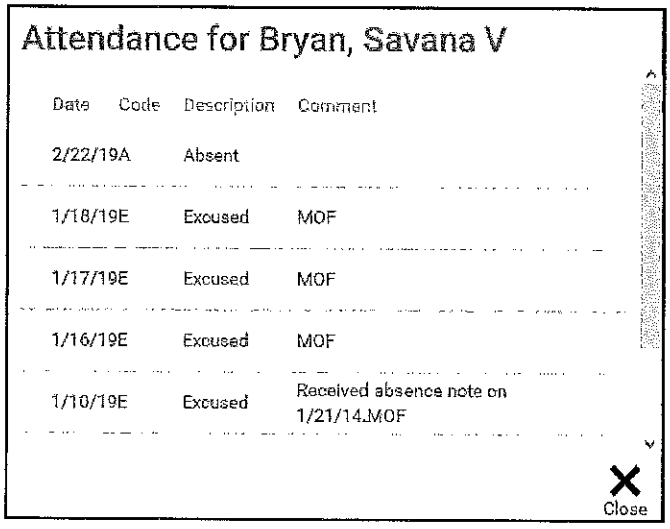


GEOMETRY (H3010-01) P1

Enrolled 18 Eligible 18 Present 18 Absent 0

Student Name	Alerts	Attendance A	Attendance T
Barker, Michelle Kay		5	1
Bryan, Savana V		7	0

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



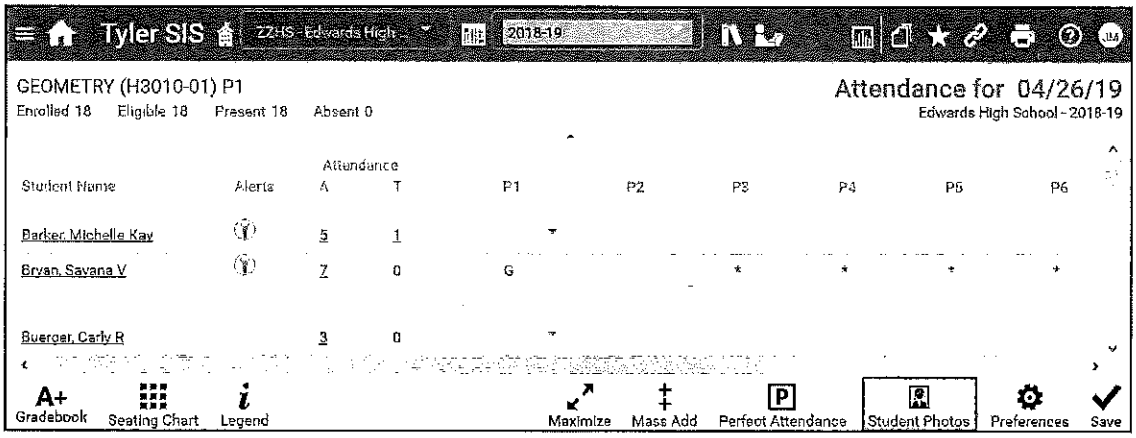
Attendance for Bryan, Savana V

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

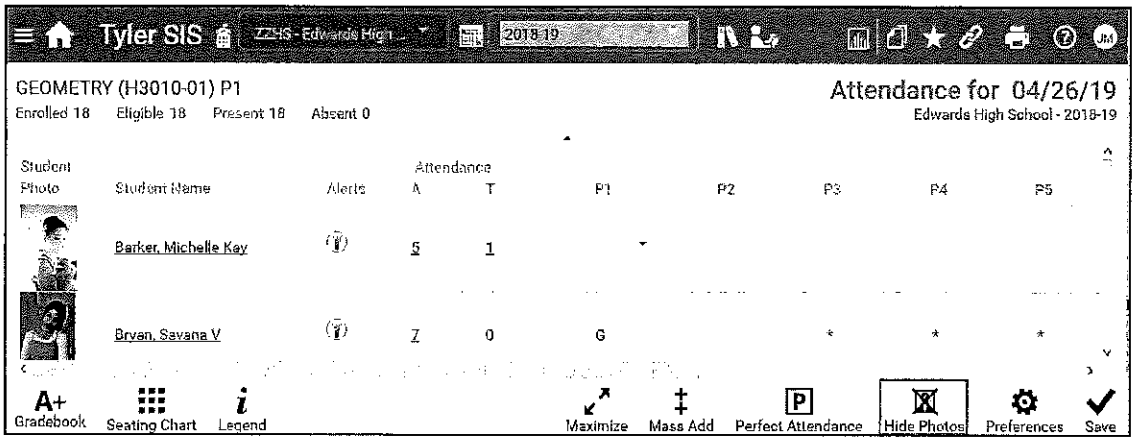
Close

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.

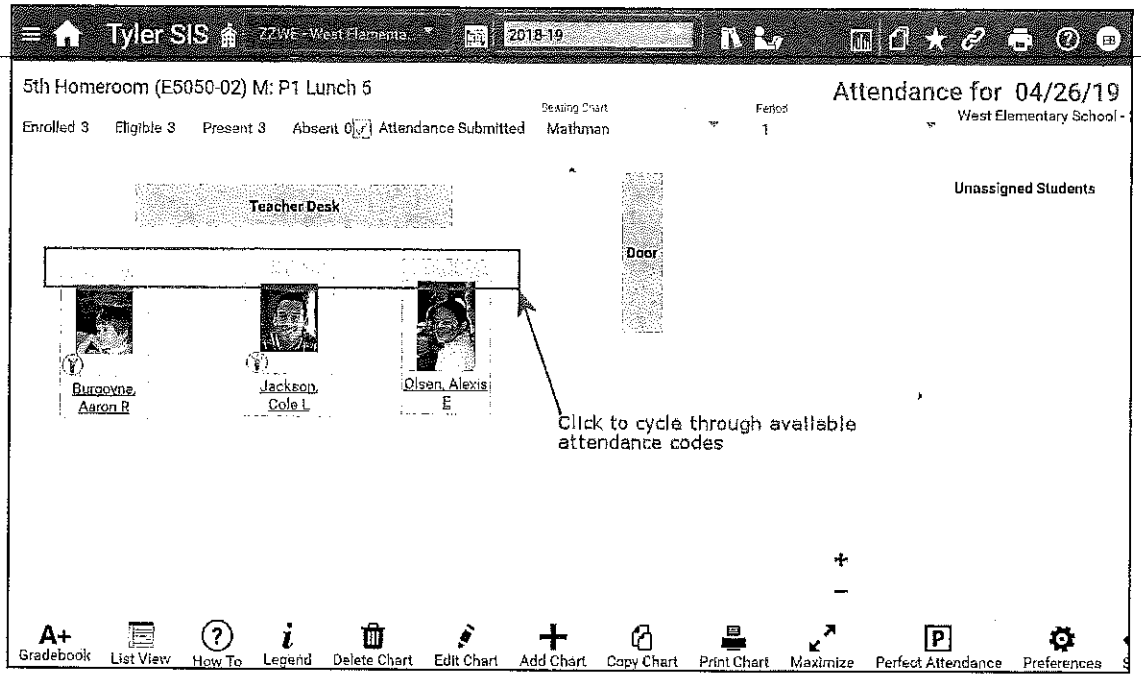


The screen refreshes displaying photos and the tool bar icon changes to **Hide Photos**. Click **Hide Photos** to stop viewing student photos.

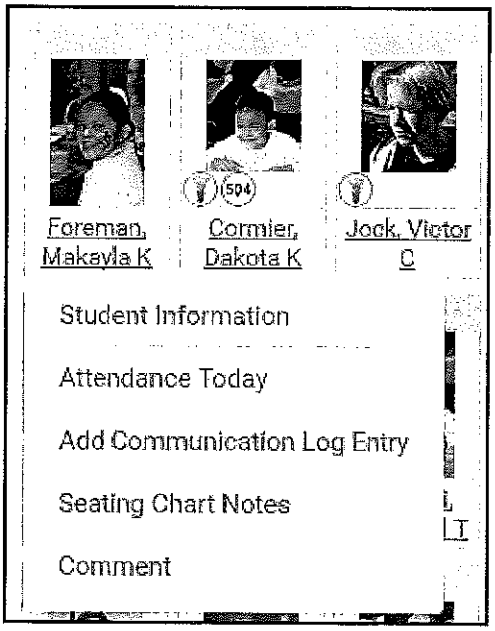


Marking Attendance in Seating Charts

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.

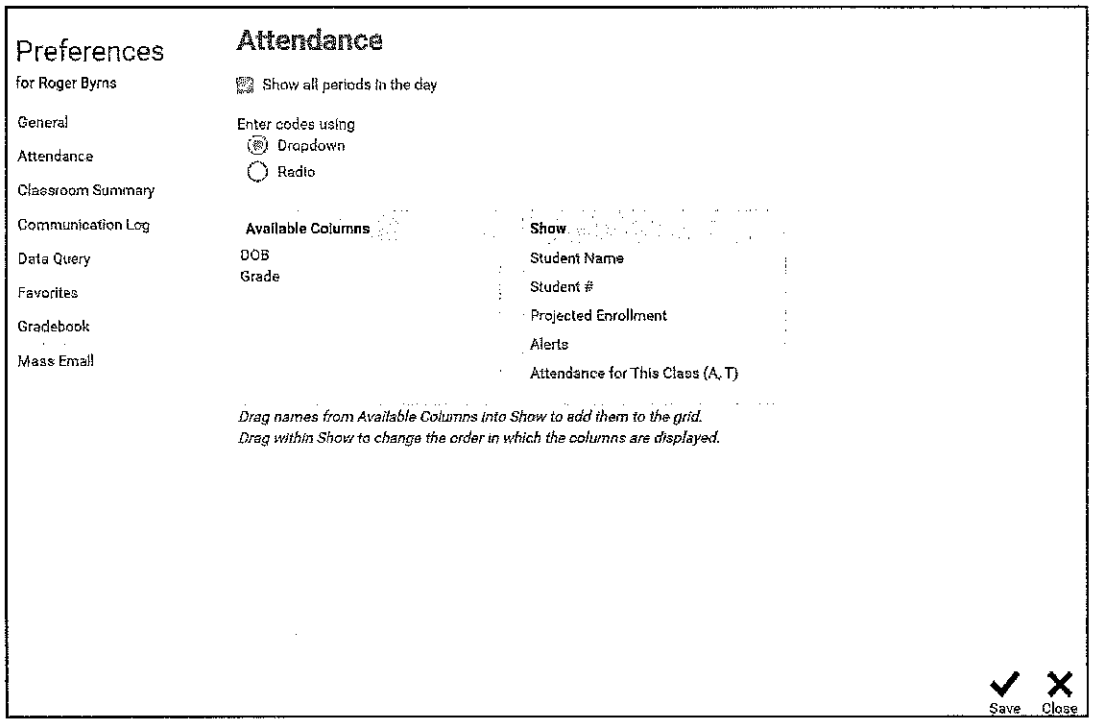


Click the student's name to access other student data.

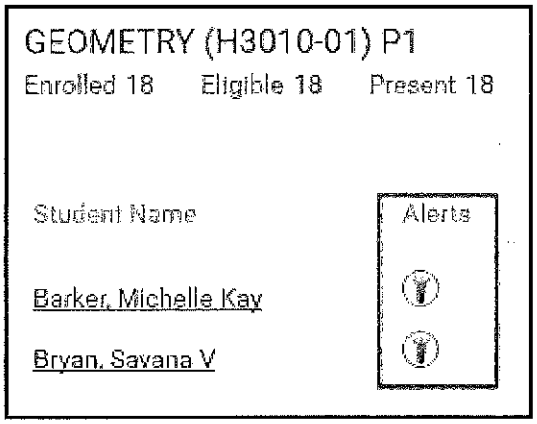


Other Options on this Screen

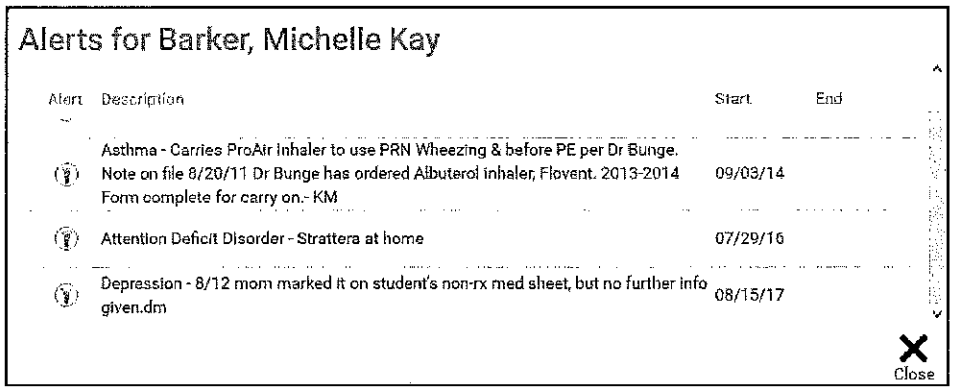
- Some of these columns displayed are optional; click the Preferences icon [Preferences] in the bottom bar to access preferences.



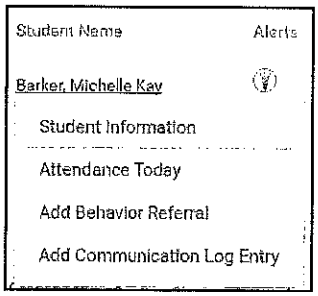
- If the student has any alerts, they show in the Alerts column.



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

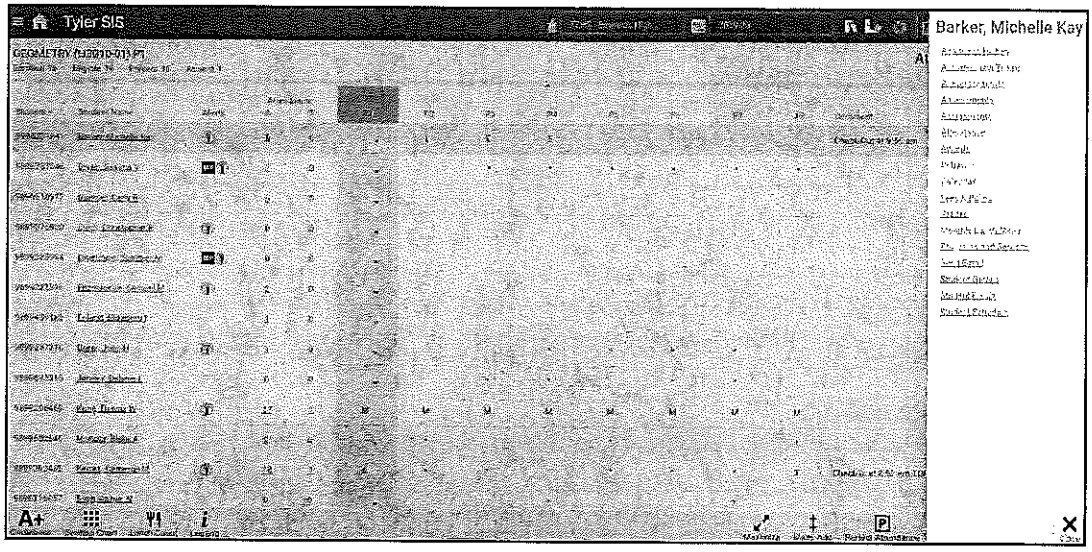


- Click a student's name to display the Student menu, which has options to view Student Information. Options available depend on the user logged in and their permissions. May include options such as viewing the student's Attendance Today, adding a Behavior Referral, or adding a Communication Log Entry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

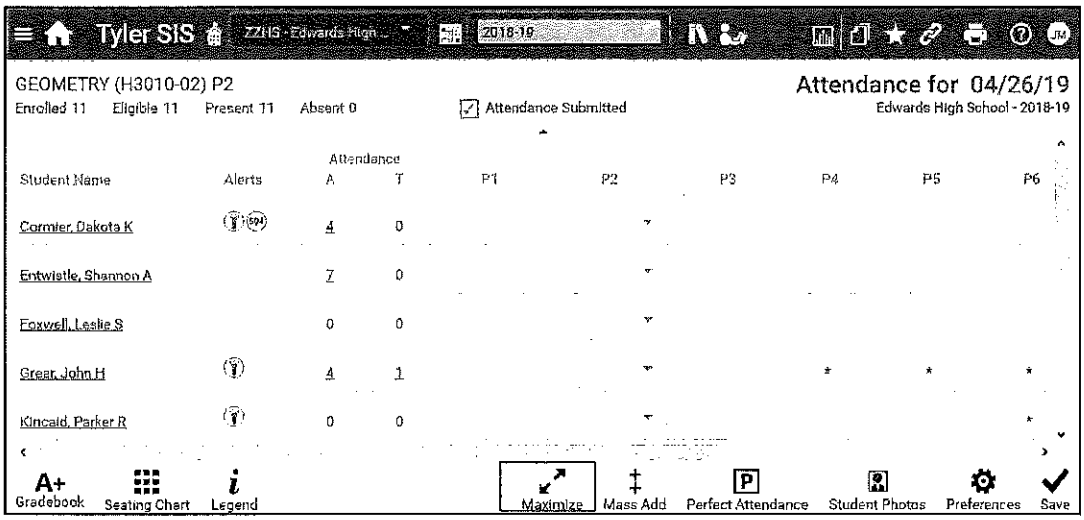


Clicking **Student Information** displays a list of options on the right side of the screen. Select an option or click the **Close** icon.

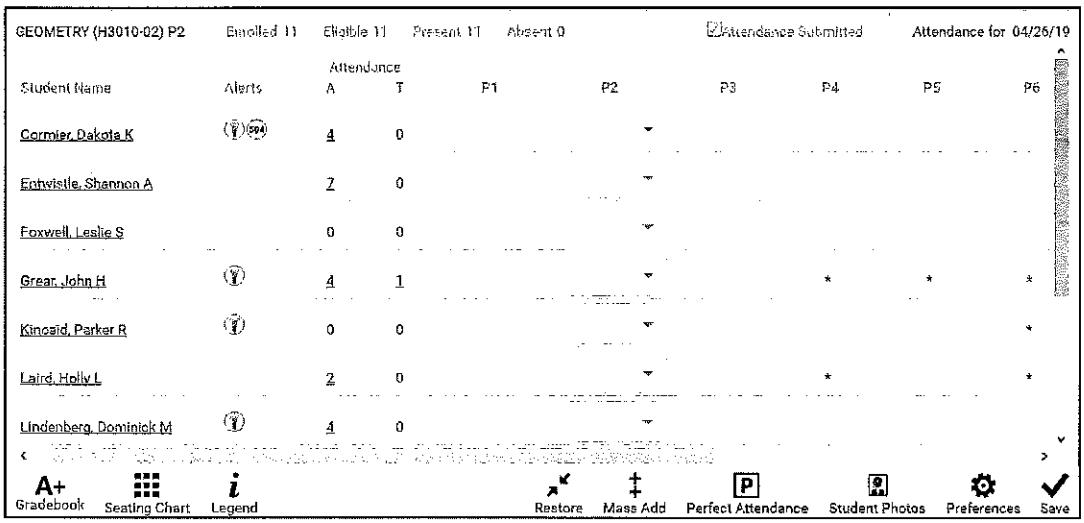
NOTE: A warning is displayed if you have made changes without saving.



- Click the **Gradebook** icon [A+ Gradebook] 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 [Maximize] to reduce the information above the attendance data providing maximum room to display the roster.



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



- 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).

> **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.

Setup for Attendance Types

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

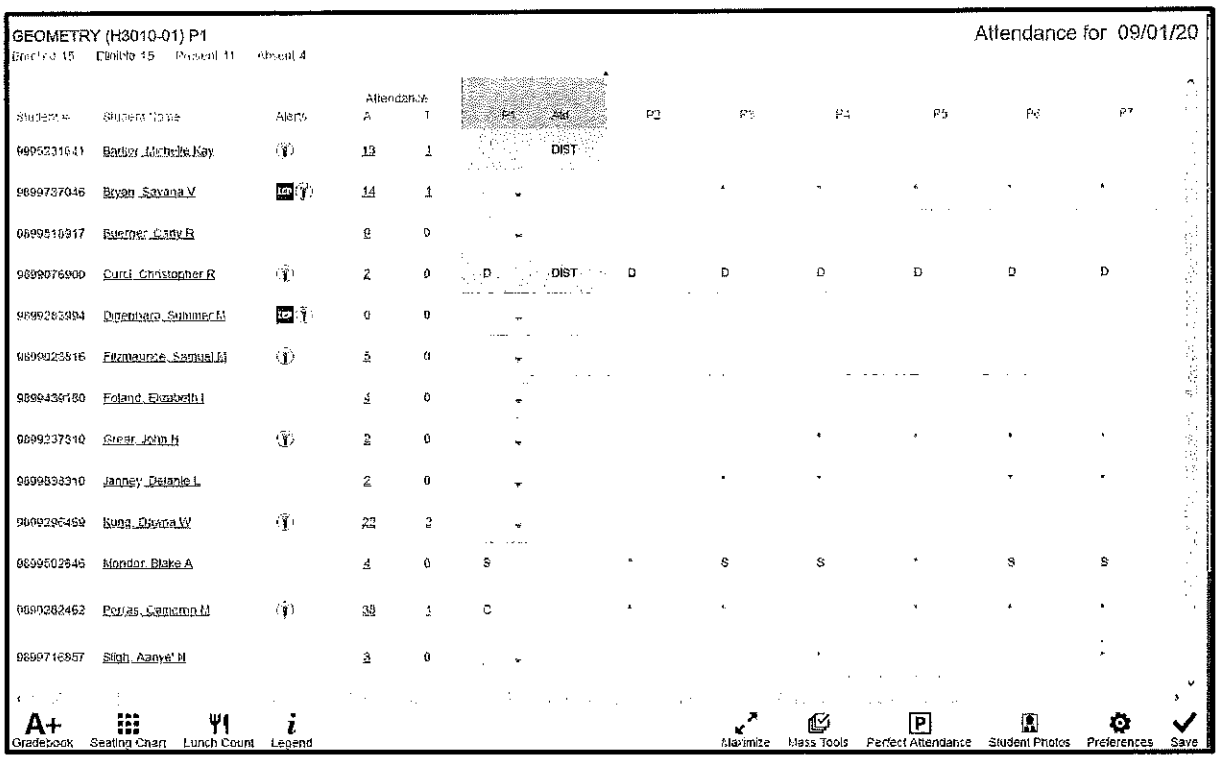
Teacher Attendance Entry and Attendance Types

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.

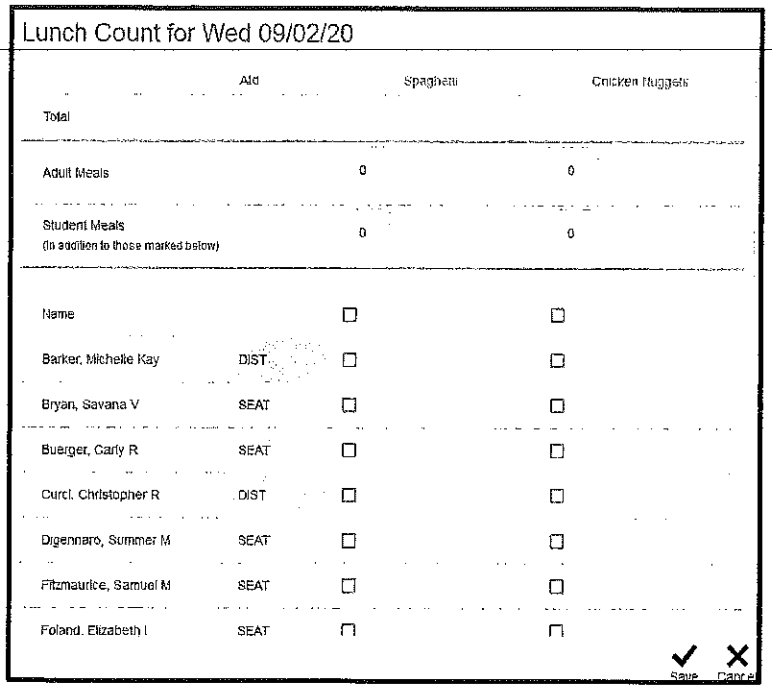
Teacher Mark Attendance by Class – C360

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.



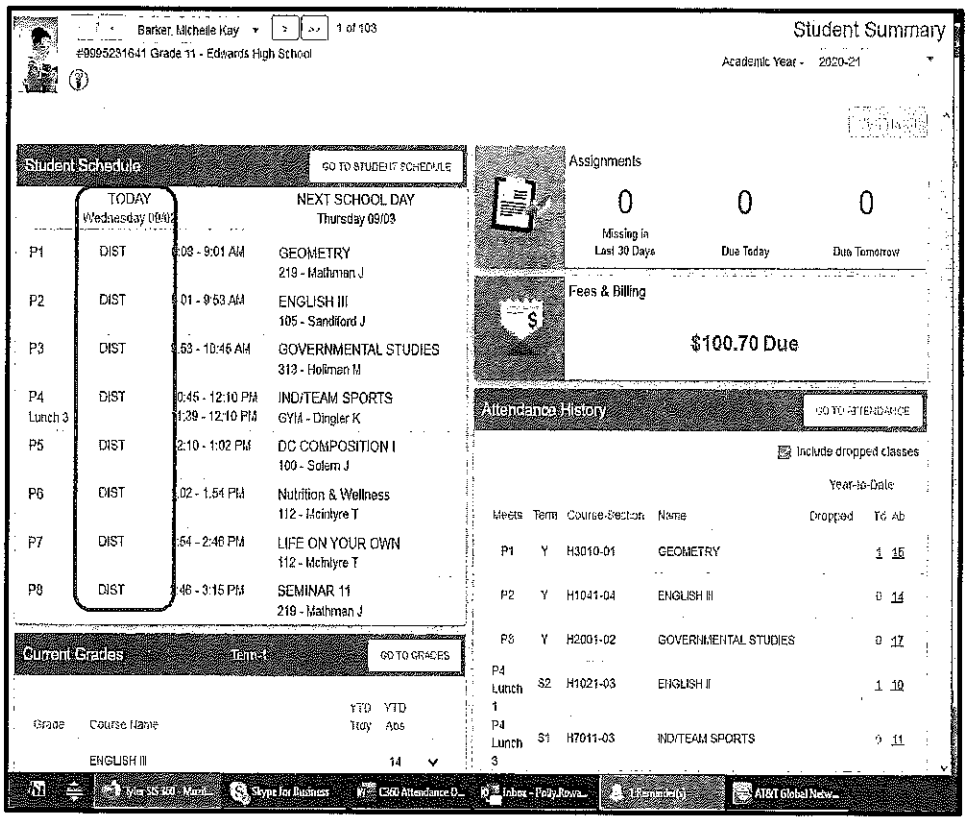
Meal Count and Attendance Type

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).

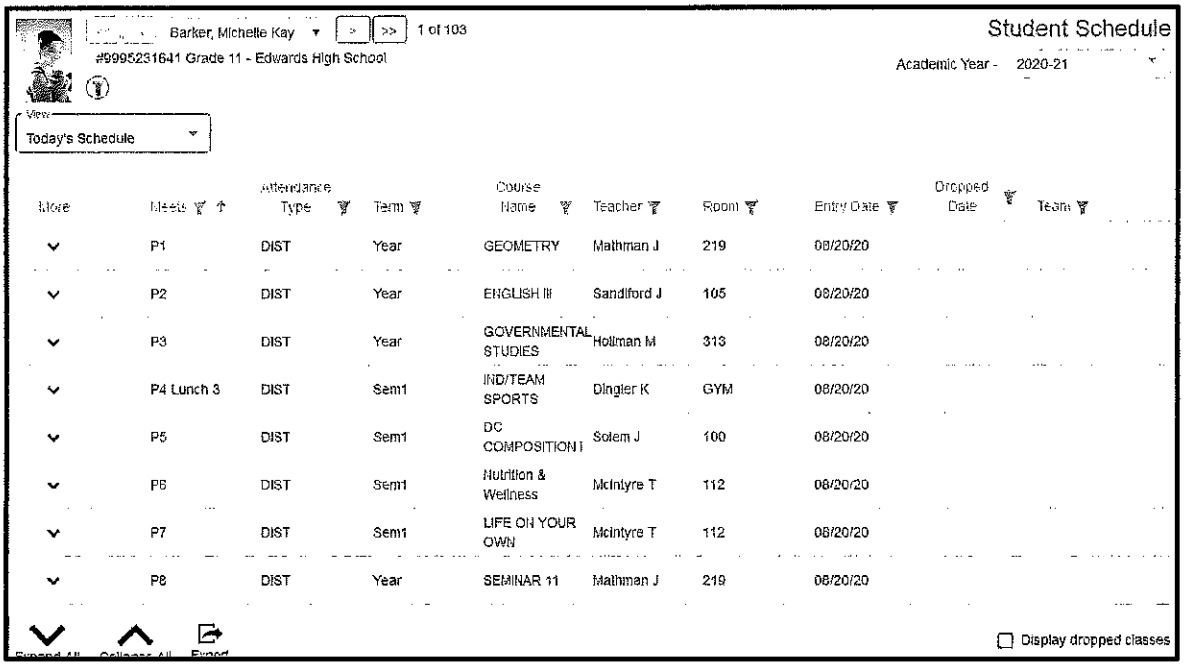


Attendance Type in C360 Screens

The Student Summary displays the student's Attendance Type.

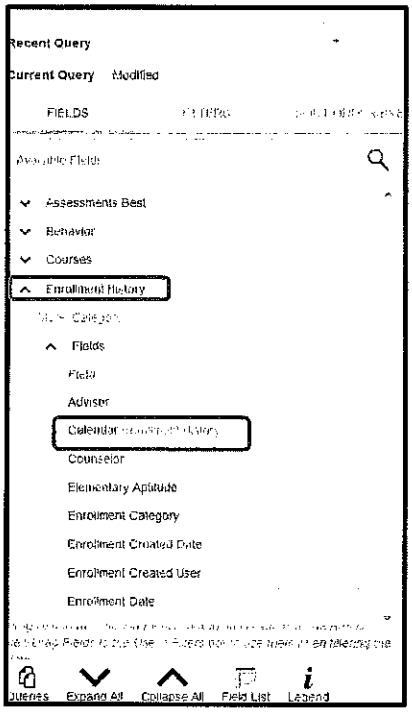


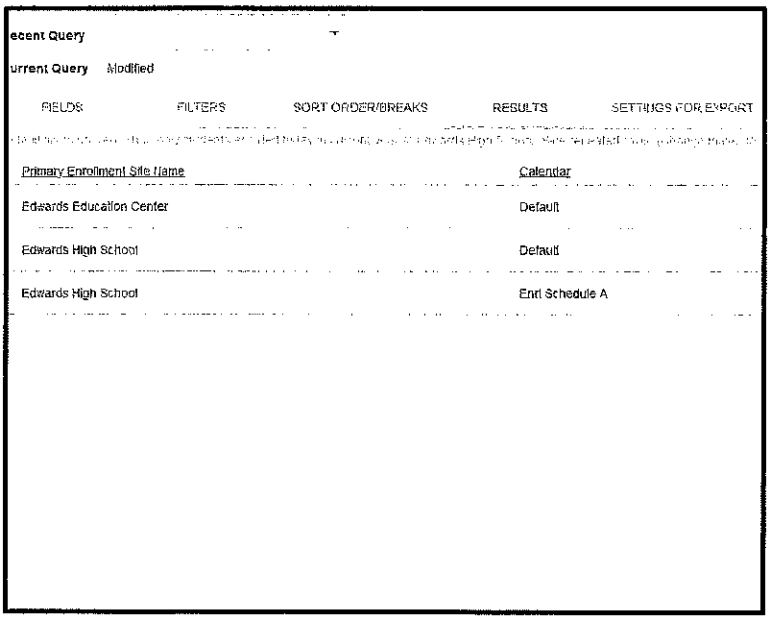
As does the Student Schedule.



More	Meets	Attendance Type	Term	Course Name	Teacher	Room	Entry Date	Dropped Date	Team
	P1	DIST	Year	GEOMETRY	Mathman 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	Mathman J	219	08/20/20		

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.





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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

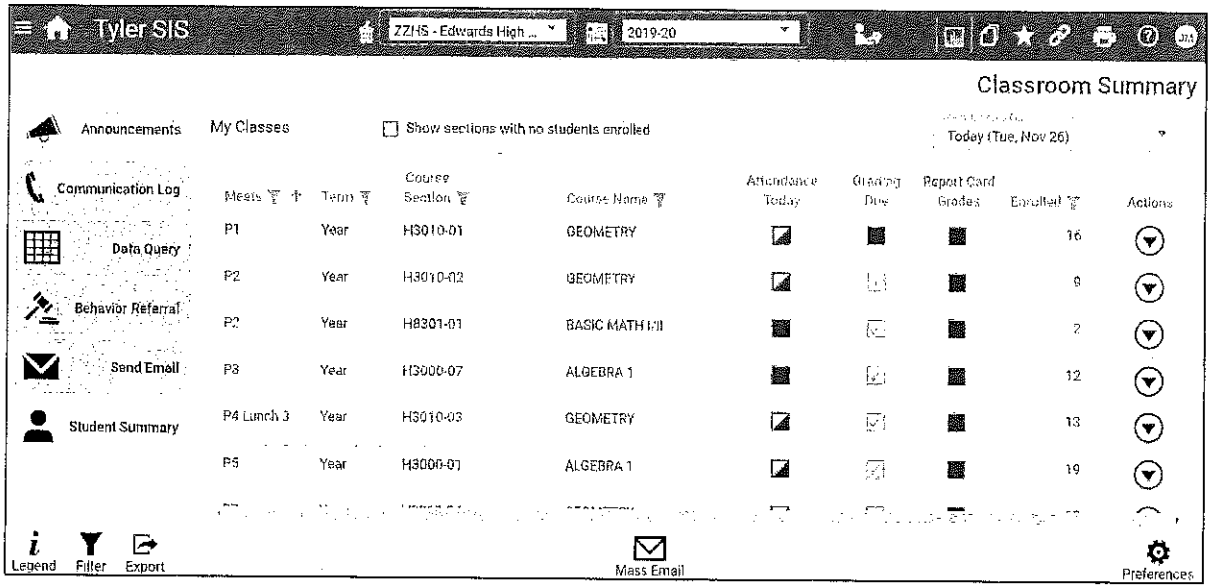
Homework

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.



User Permissions

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

Top Bar Options

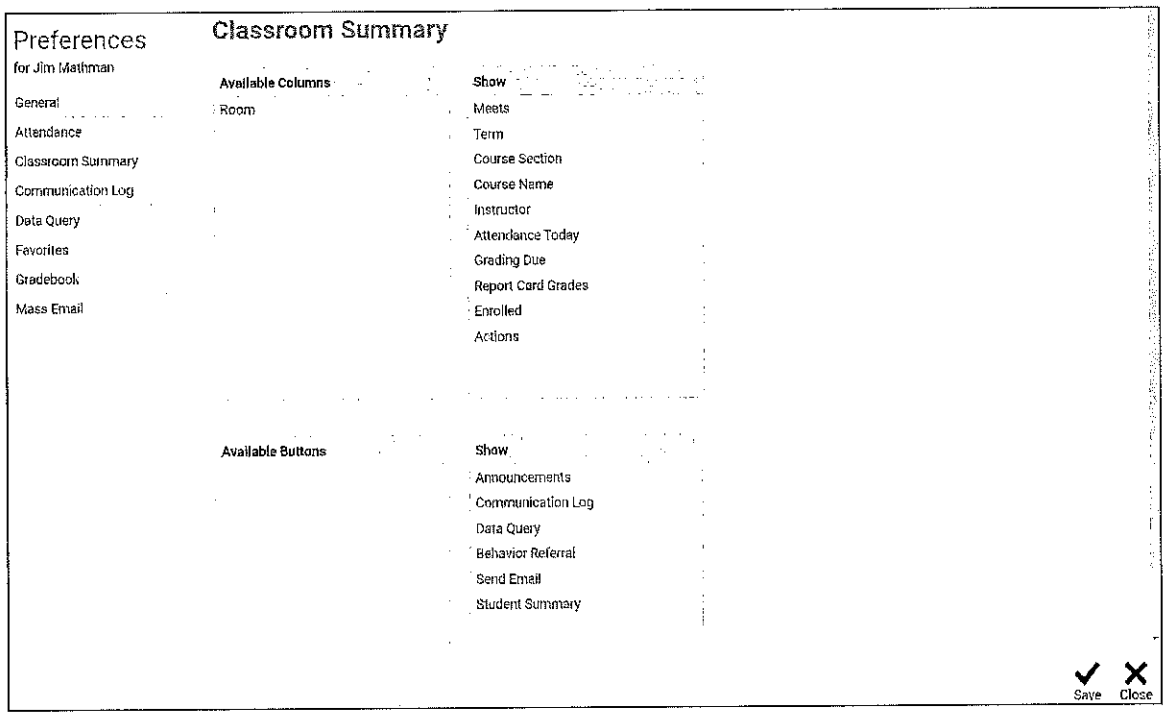
The top bar provides options for Menu, Home, School, Year, Student, Reports, Favorites, Links, Print Page, Help, and User. Additional functionality of these options are covered in other Classroom Functions documents on the Tyler SIS suport site.

- **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
- ZZHS - Edwards High ... **School drop-down** – Switch schools, if you have courses in multiple schools
- 2018-19 **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.

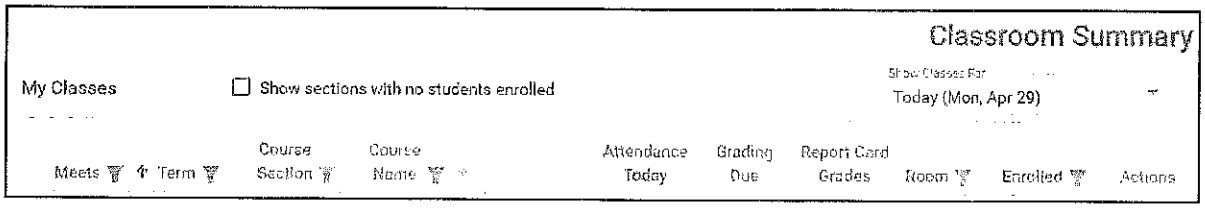
My Classes

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.



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.**



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:

  P - 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

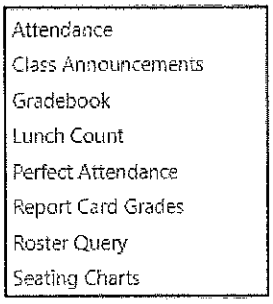
- **Report Card Grades** indicates whether grades need to be finalized for the current grading cycle. Select the report card grades status icon to go to the report card grades screen for the class. Possible icons are:

  - Grades have been finalized

  - Grades Not Finalized

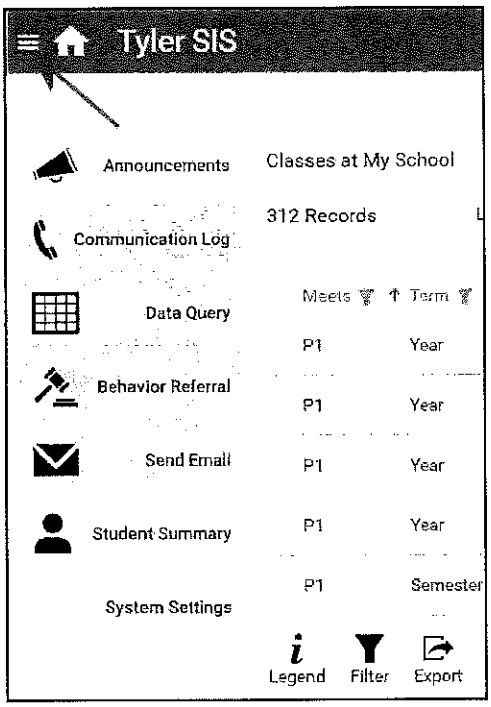
  ! -- Grades Not Finalized and Grades Entry Window Closed

- **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.



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

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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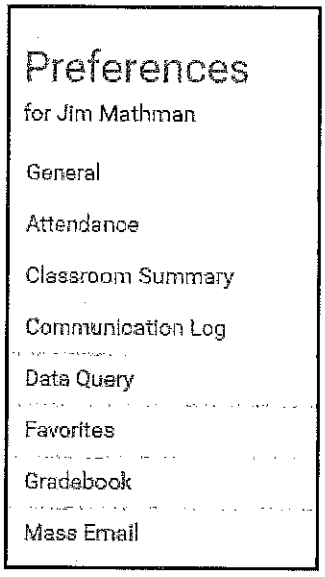
Preferences – Classroom Functions

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.

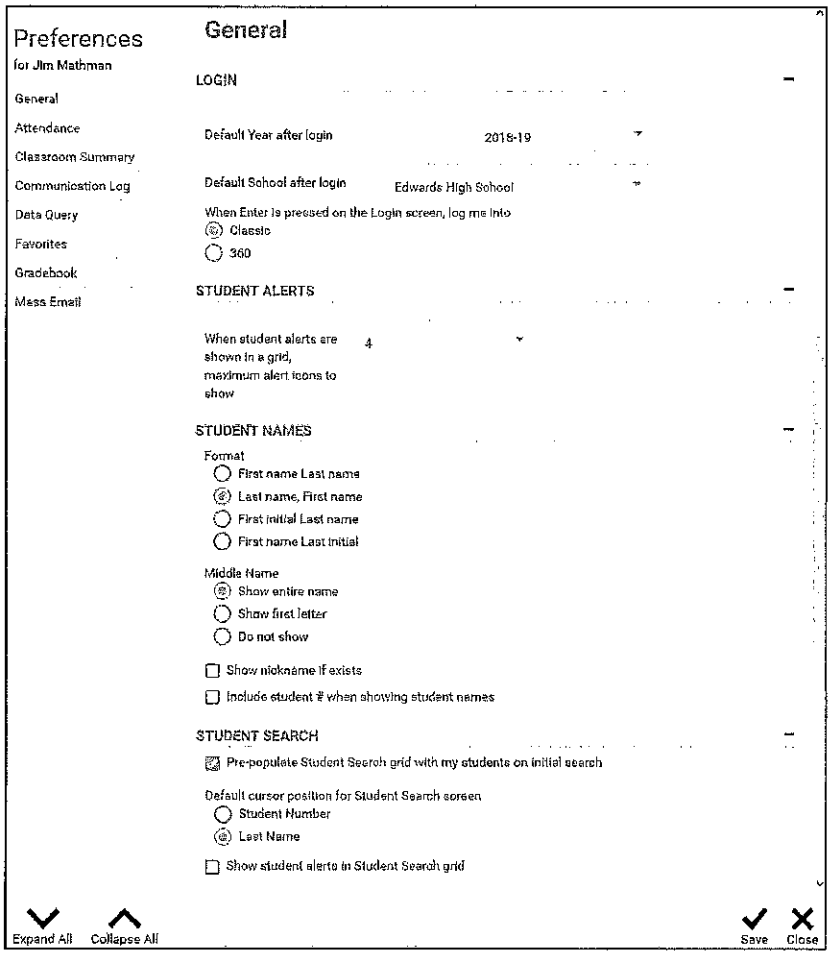
Bottom Bar Options

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

- Expand All **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 **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 **Save** – Saves all changes you have made and closes the pop-up window.
- Close **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.



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

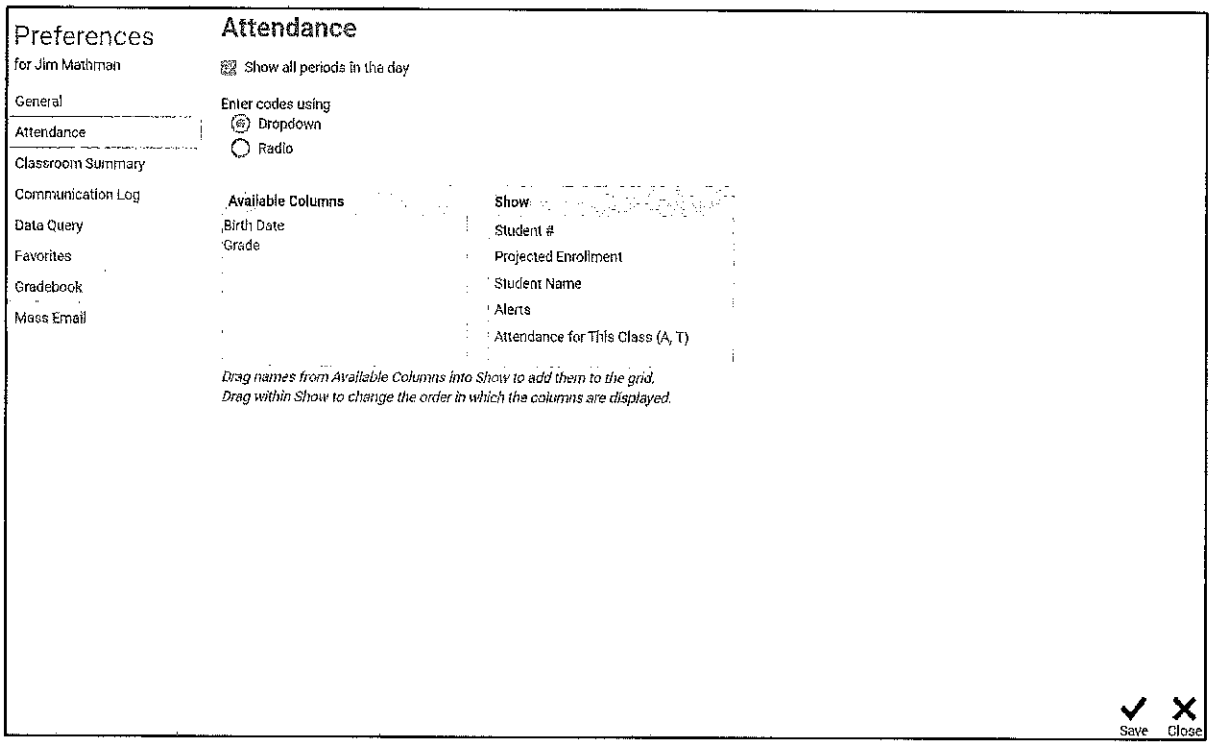
- **Format** – Select the option that best matches how you would like student names displayed.
- **Middle Name** – Choose the option that best matches your preference for displaying student middle names.
- **Show nickname if exists** – Check this option if you want the student's nickname to be displayed.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

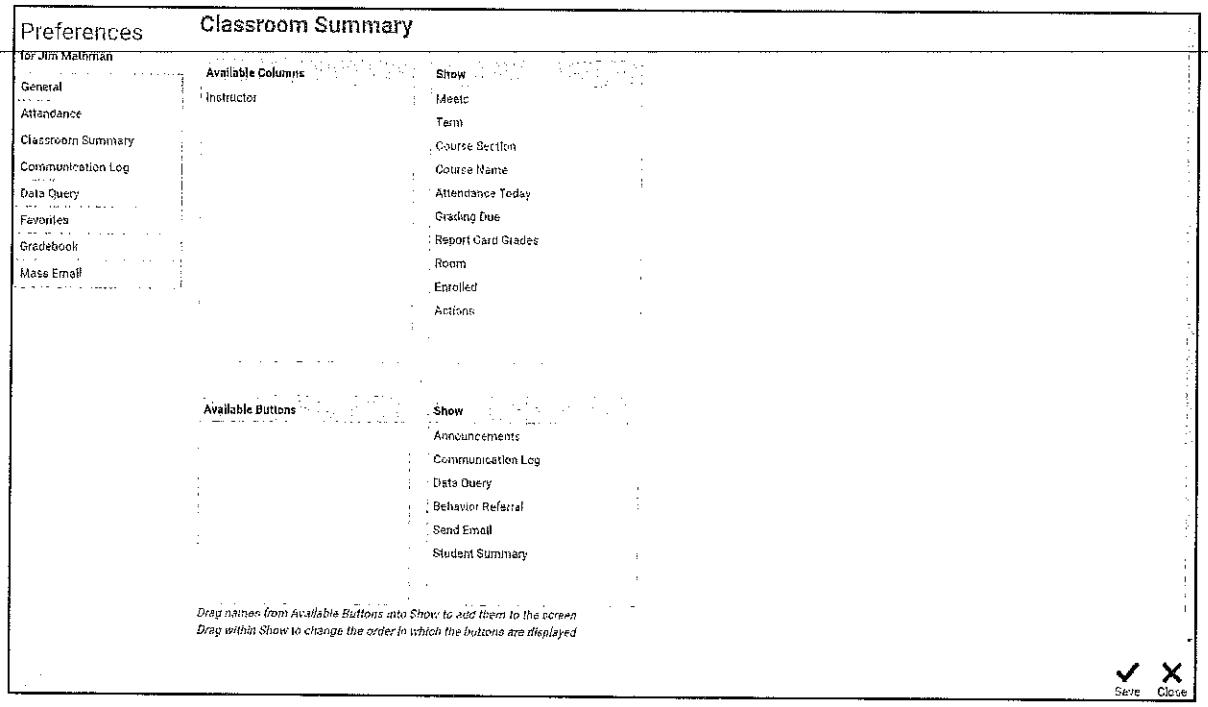
Attendance preferences apply only to the attendance screens.



- **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

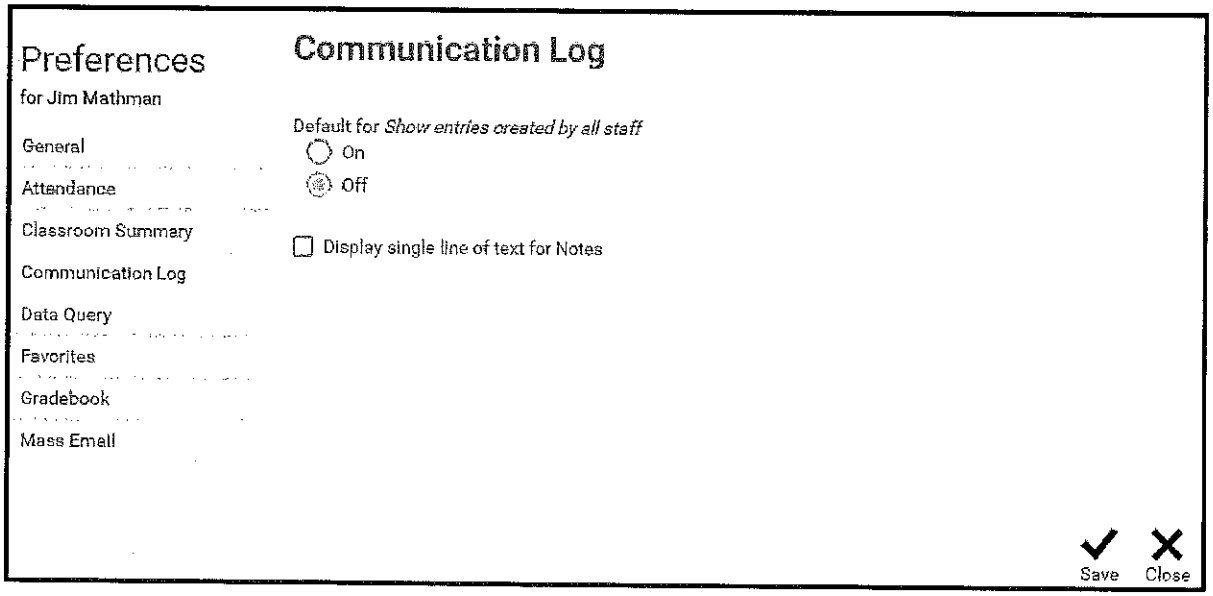
These preferences control what columns and buttons are available on the Classroom Summary screen (Home screen for non-teachers).



Available Columns/Buttons and **Show** – Move choices from **Available Columns** to **Show** to add columns to the My Classes grid. Move choices from **Availble 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.



- **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.

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.

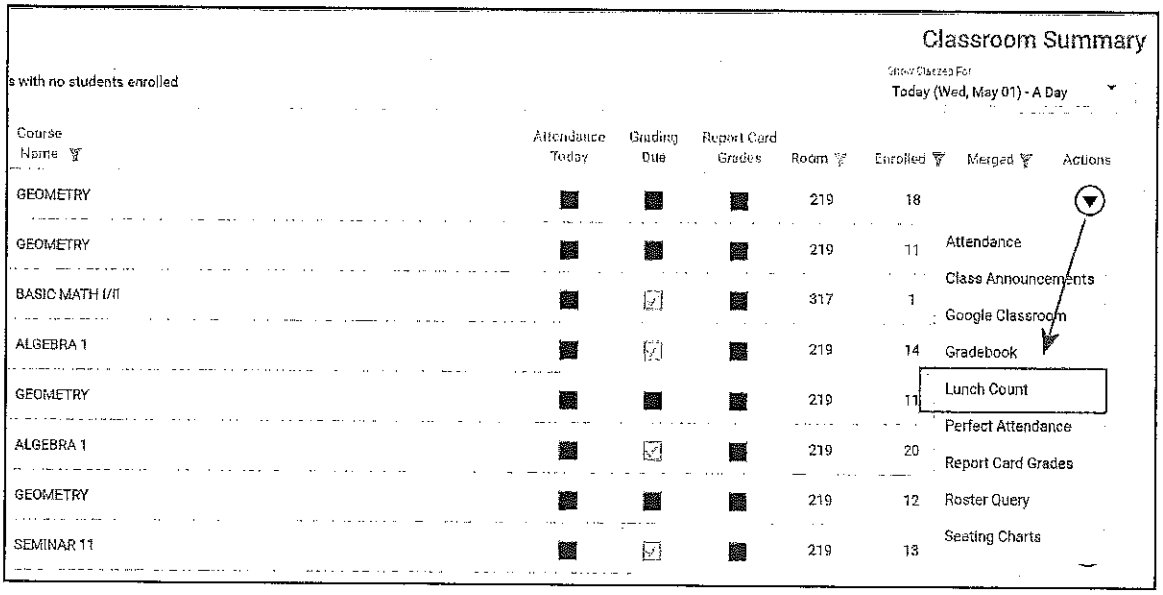
Office or cafeteria personnel create a list of standard menu items available day-by-day (in SIS Classic Lunch > Choose Meals for Site-Year and Classroom Meal Planner Setup determine the meals that display). The items that are available may be altered daily, weekly, monthly, or annually, depending upon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



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.

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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	☐	☐	☐	☐	☐
Barker, Michelle Kay	☐	☑	☐	☐	☐
Bryan, Savana V	☑	☐	☐	☐	☐
Buerger, Carly R	☐	☐	☐	☑	☐
Collins, Jerake R	☐	☐	☐	☐	☑
Curci, Christopher R	☐	☐	☑	☐	☐
Digennaro, Summer M	☑	☐	☐	☐	☐
Diggs, Chris R	☐	☑	☐	☐	☐
Fitzmaurice, Samuel M	☐	☐	☐	☐	☑

✓ 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.

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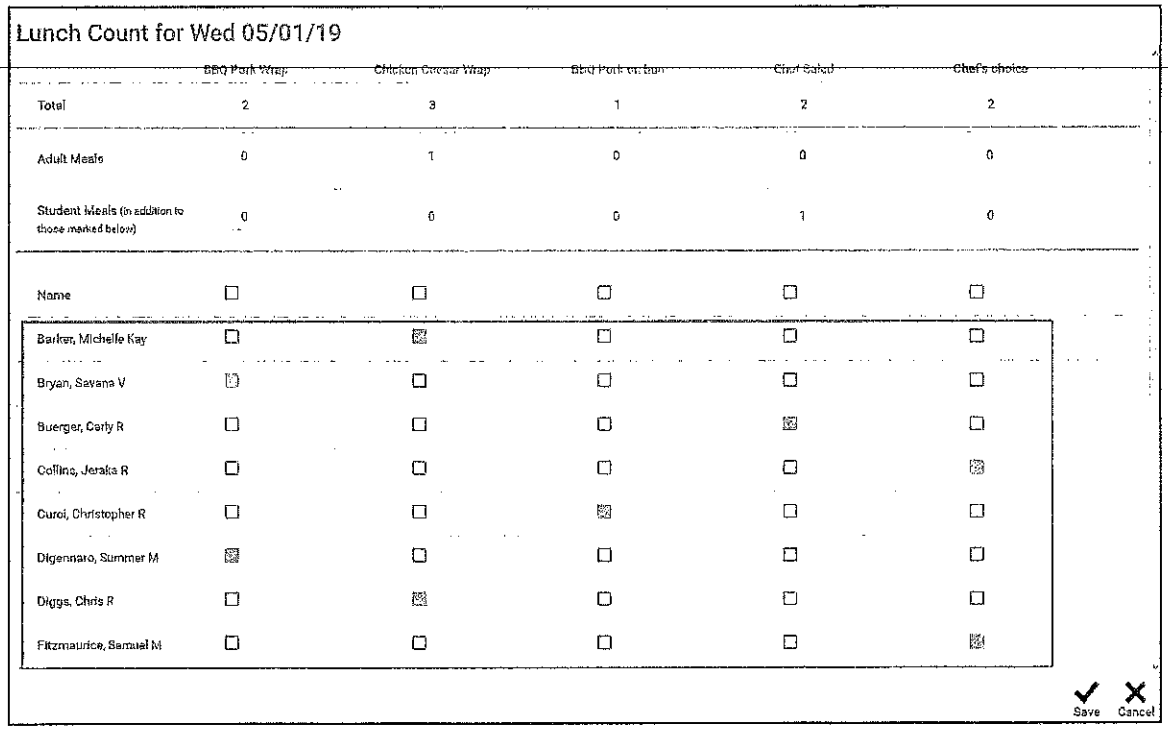

Lunch Count for Wed 05/01/19

	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	☐	☐	☐	☐	☐
Barker, Michelle Kay	☐	☒	☐	☐	☐
Bryan, Savana V	☐	☐	☐	☐	☐
Buerger, Carly R	☐	☐	☐	☒	☐
Collins, Jeraka R	☐	☐	☐	☐	☒
Curci, Christopher R	☐	☐	☒	☐	☐
Digennaro, Summer M	☒	☐	☐	☐	☐
Diggs, Chris R	☐	☒	☐	☐	☐
Fitzmaurice, Samuel M	☐	☐	☐	☐	☒

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.

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C360 Reports Queue

To schedule individual training for your district, contact 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.

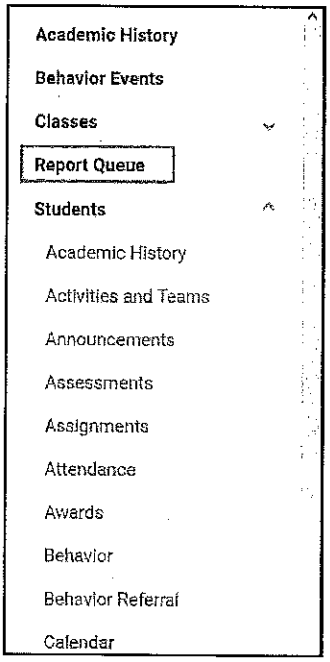
User Permissions

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

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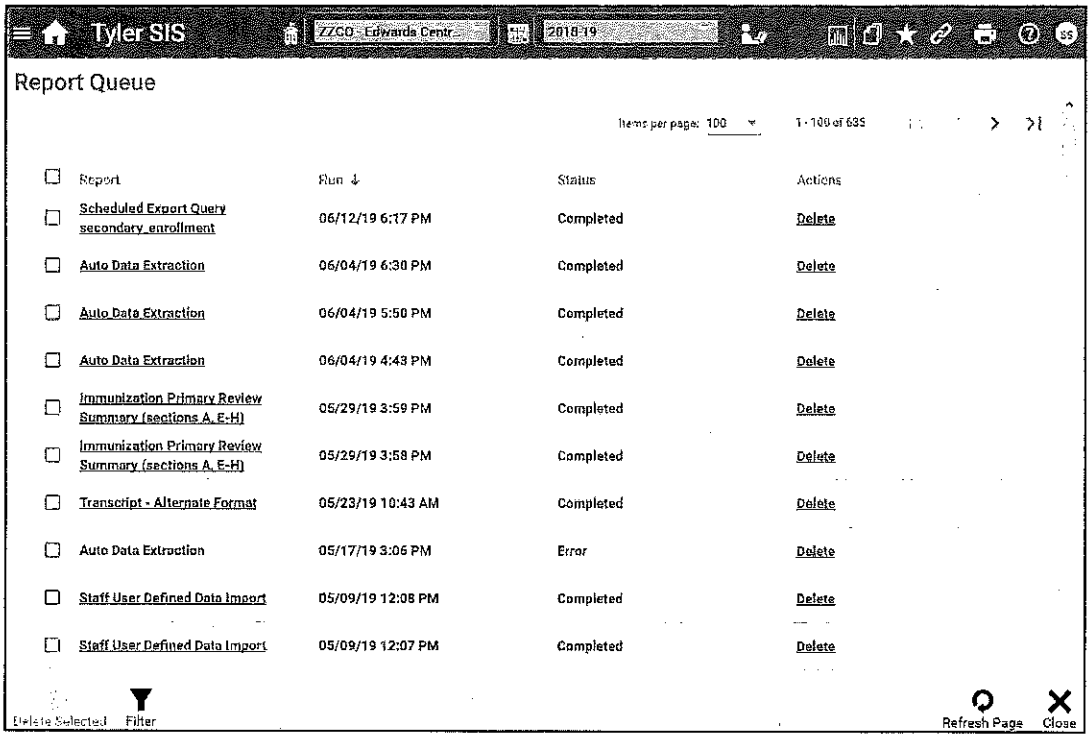
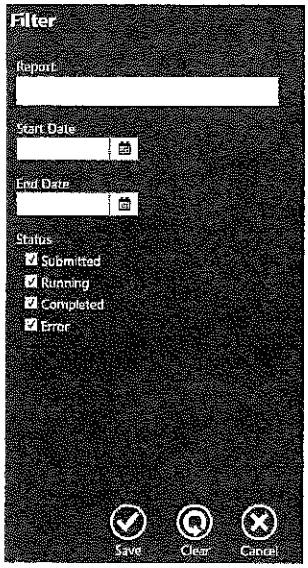
status displays as Submitted, Running, and then to Completed (click Refresh Page in the bottom bar to update status). Once the status is Complete, the report name becomes a link; click to display the report. The Status shows Error if a problem was encountered while running the report.



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.



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.

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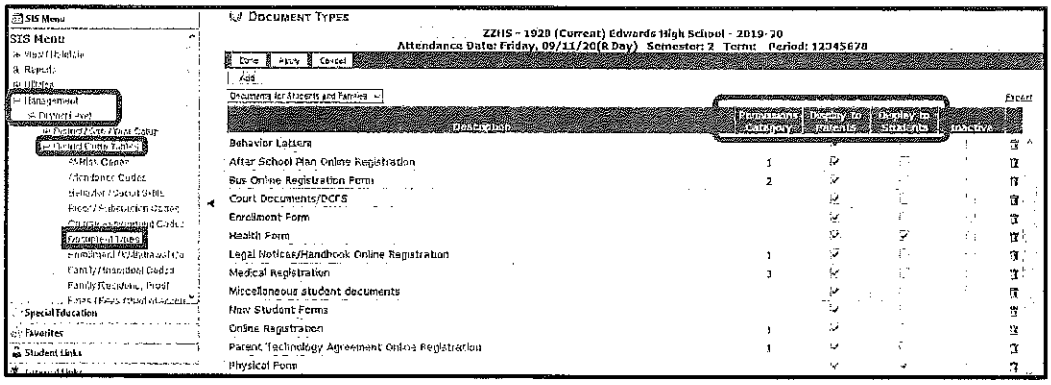
C360 Reports – Print and Delivery Options

Overview

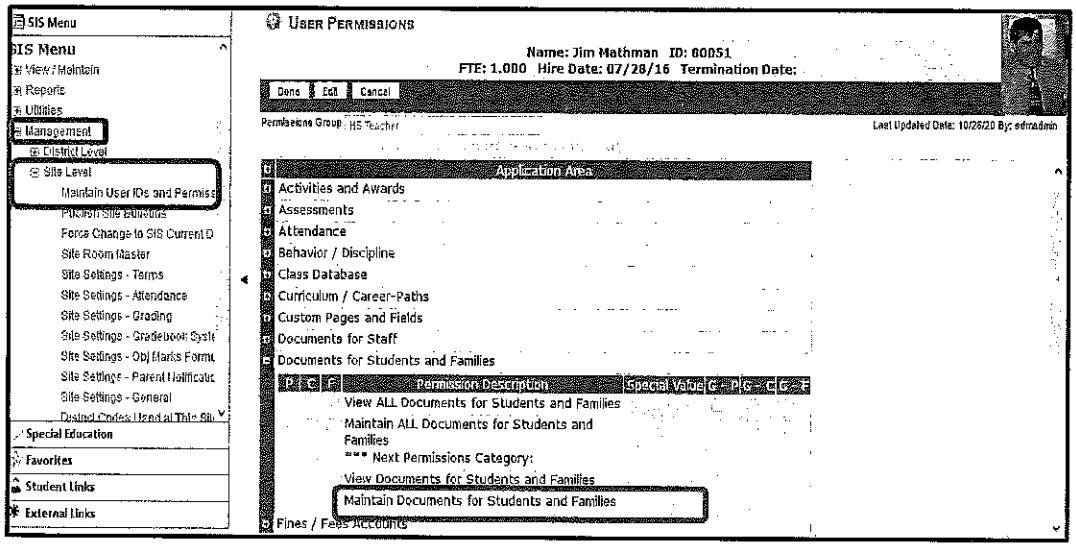
Print and Delivery Options are used to control the format of reports and whether they are printed, emailed, or posted to Student Documents. When emailing, options are available to select recipients and to attach the report PDF or notify recipients that the report is available to be viewed on the portal.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

User Permissions

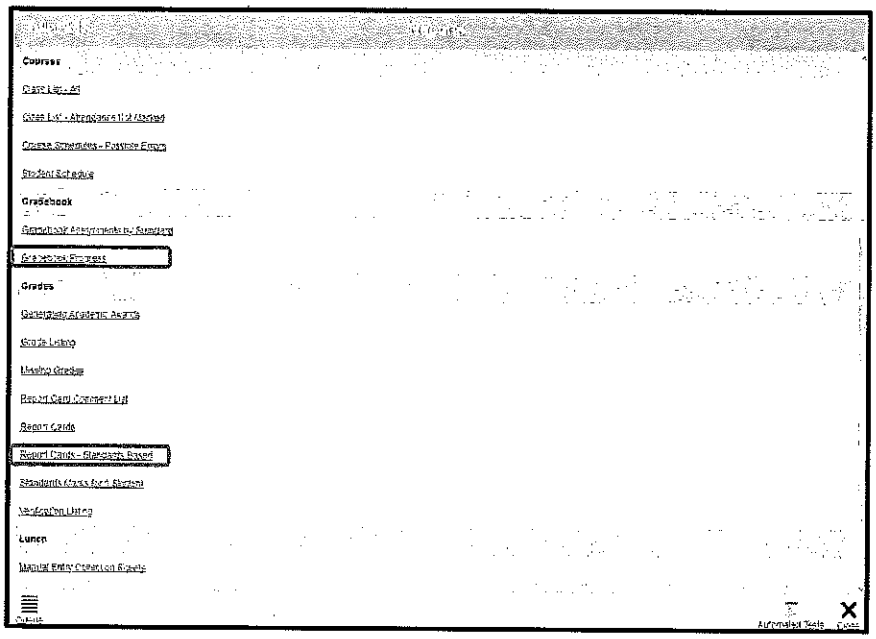
In order for parents and students to view documents that have been posted, select the **Display to Parents/Students** checkbox(es) associated with the Document Type. To allow staff to maintain specific Document Types, enter a **Permission Category.**



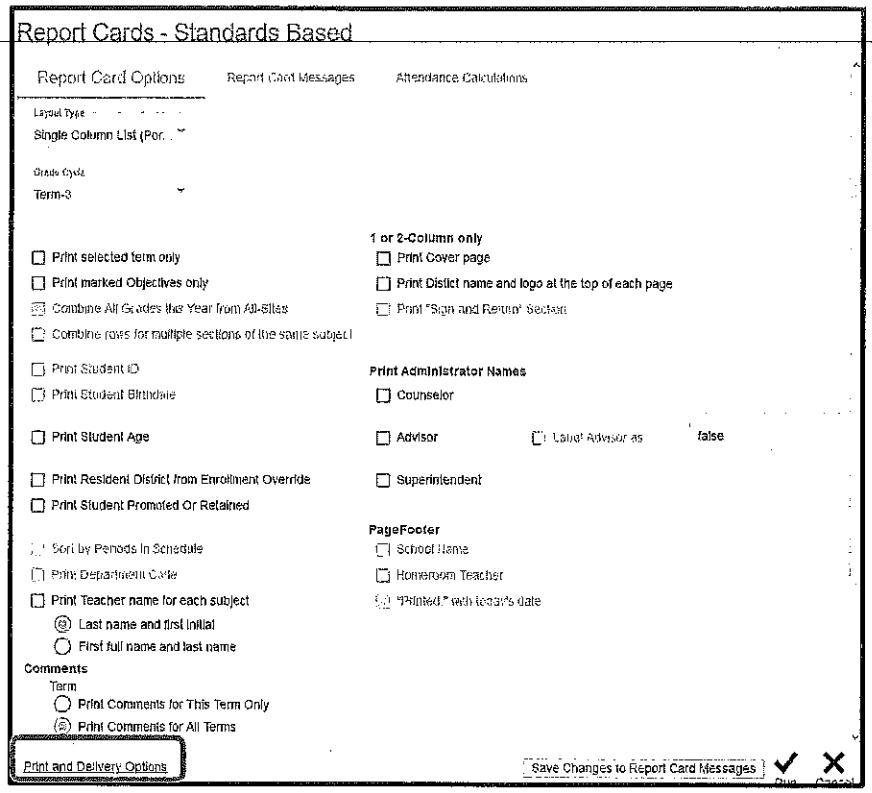
In order to post to Student Documents, users must have **Maintain Documents for Students and Families** permission for the Permissions Category associated with the Document Type or Maintain ALL permission.



Navigation

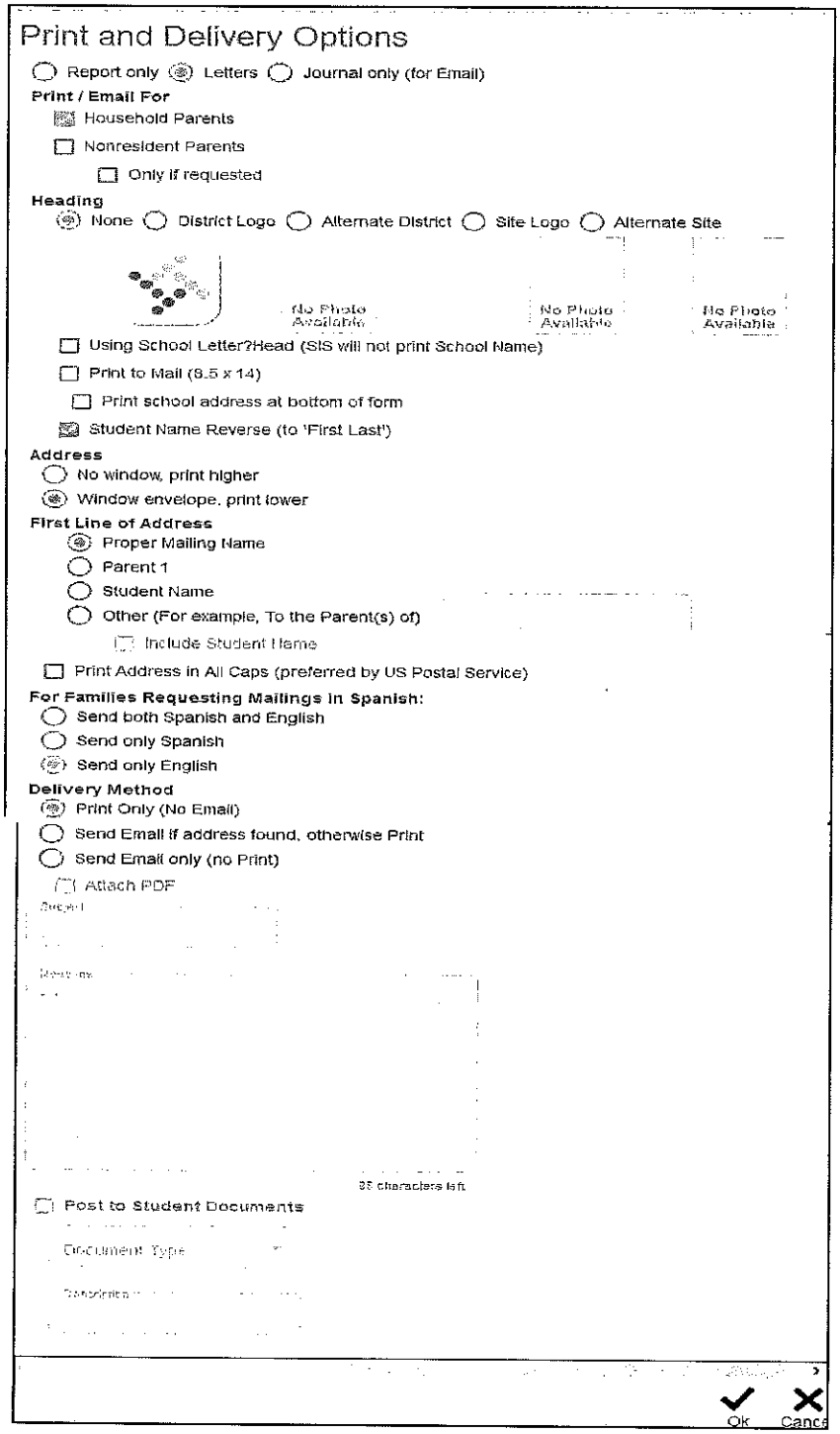


After selecting the report, Print and Delivery Options displays as a link in the bottom bar of the main parameters page. Click to open the options window.



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

Print and Delivery Options



- **Print Options** – Indicate desired option
  - **Report only** – Formatted <u>without</u> 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

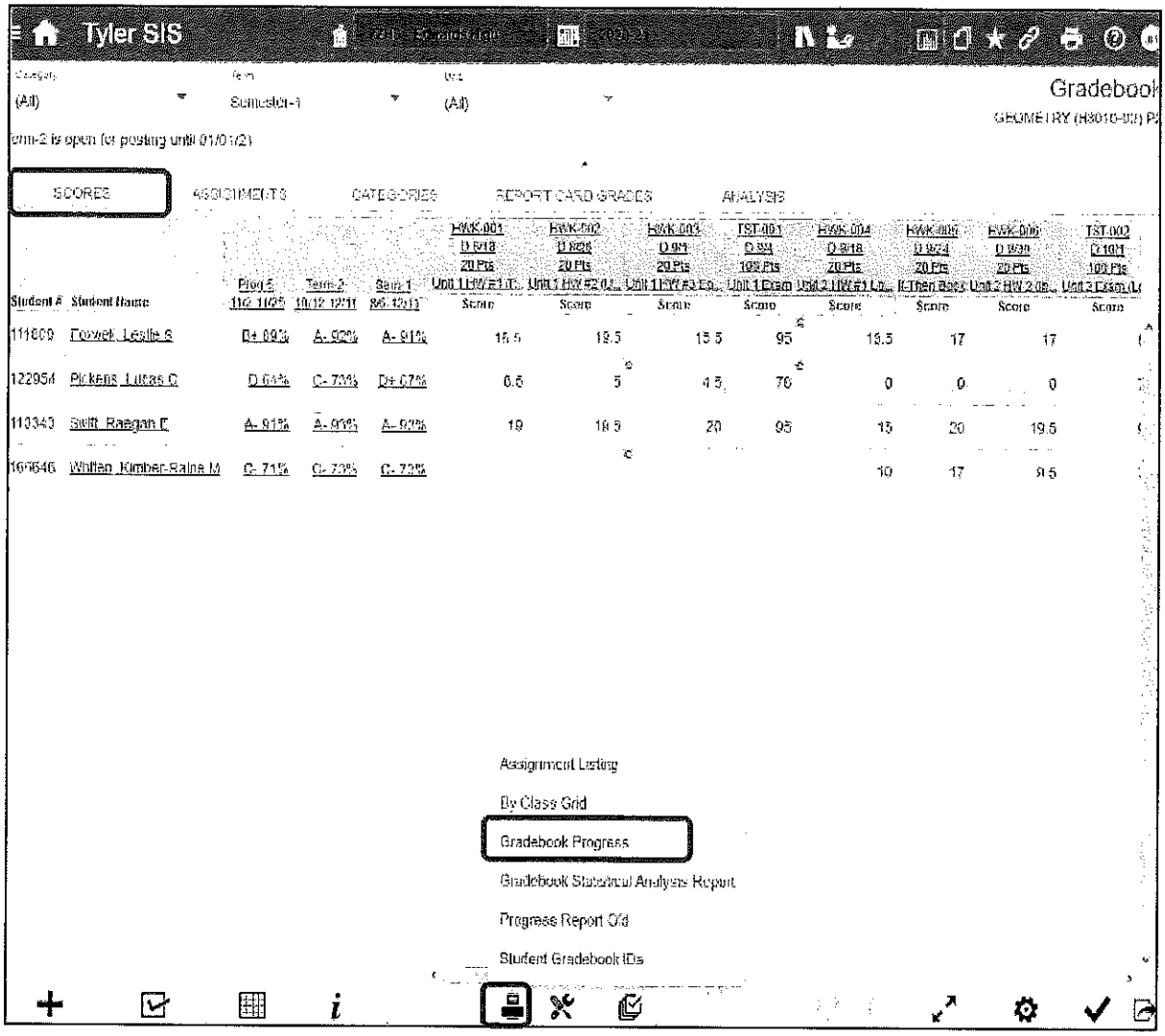
    NOTE: Cannot use this option to post to Student Documents.
  - **Journal only (for Email)** – This option prints a report counting the number of the student's parents email addresses (depending on which type of parent was selected). An email option must be selected (Subject and Message must be populated).
- **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**.

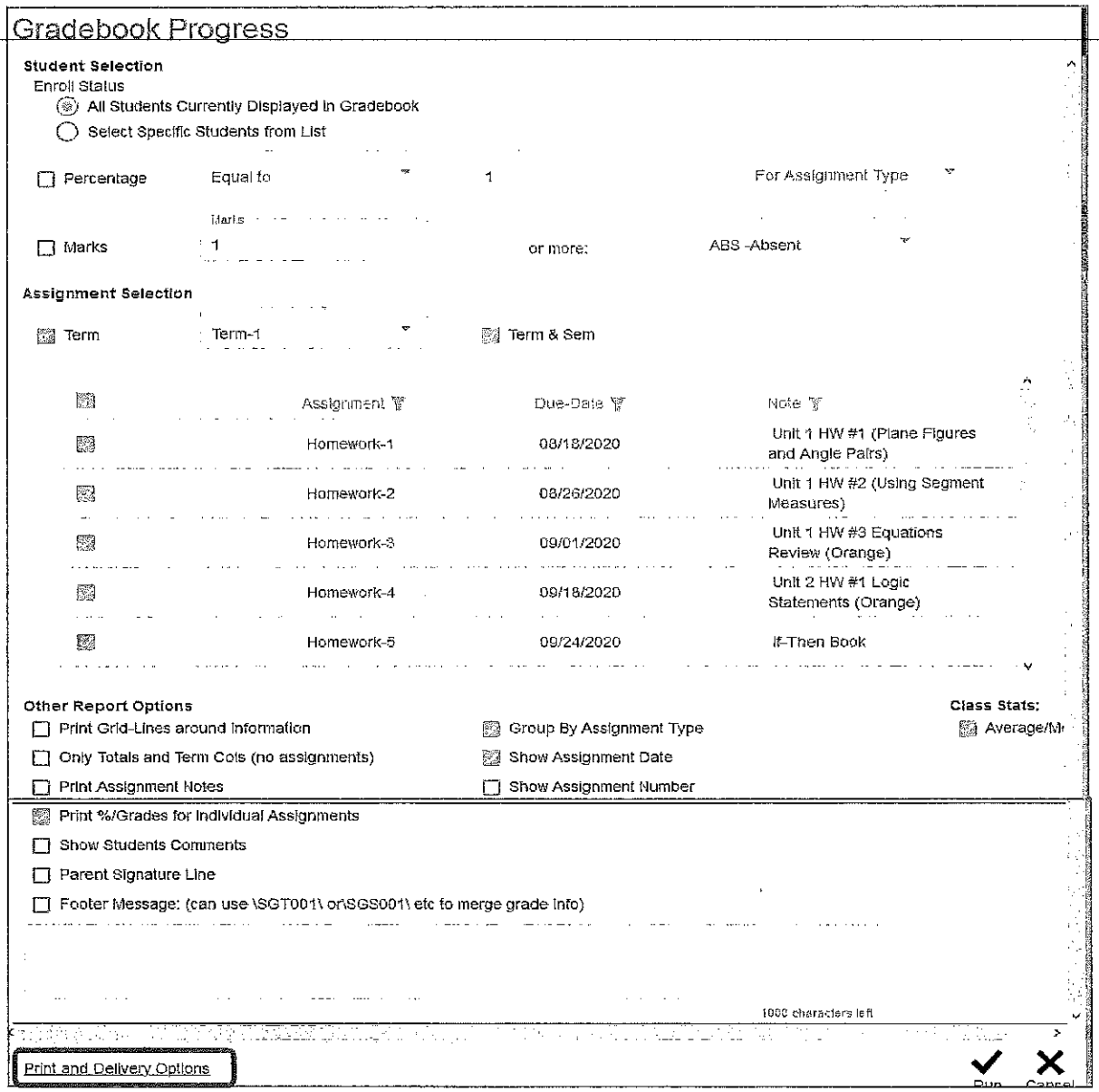
NOTE: The Description is important. If a Student Document already exists for the student with the same Document Type and Description, then it is overwritten by the new posted doc.
For example, when teachers post Gradebook Progress with description Gradebook Progress Term 1. They can repost each week 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





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

1 of 2 Automatic Zoom

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 - Sem1

JimMathman@edwards.k12.mo.us <jimmathman@edwards.k12.mo.us> Tue, Oct 6 at 9:57 AM
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
147.5KB

Tyler SIS

2 of 2 100%

Edwards High School
689 N Wade
Edward, ID 63111
(555) 497-6429

11/05/2020

Student: Kimber-Raine M Whilen (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
08/18/2020	Homework		Exmp	0			73.33%
08/26/2020	Homework		Exmp	0			73.33%
Total	Homework		0	0			
08/28/2020	Progress (Average of HWK27%, TST63%, SGX10%)						73.33%
09/01/2020	Homework		Exmp	0			66.67%
09/04/2020	Test		Exmp	0			55.33%
09/18/2020	Homework		10	20	50.00%	F	48.18%
Total	Test		0	0			
Total	Homework		10	20			
09/18/2020	Progress (Average of HWK27%, TST63%, SGX10%, FROM:08/06/20)				50 %	F	74%
09/24/2020	Homework		17	20	85.00%	B	67.5%
09/30/2020	Homework		9.5	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			
10/08/2020	Progress (Average of HWK27%, TST63%, SGX10%, FROM:08/06/20)				70 %	C-	77.75%
Total	Test		74	100			
Total	Homework		36.5	60			
10/08/2020	Term (Average of ALL Assignment Types)				69 %	D+	76%

Gradebook Progress Posted to Student Documents

10/08/20 **EDWARDS HIGH SCHOOL** **ZZHS-2021**

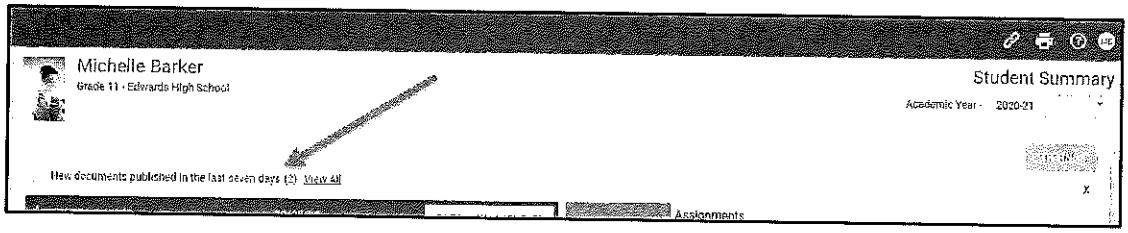
08:28 **Page 1**

Post to Student Documents
Document Type: Grades
Description: Semi Gradebook Progress Report

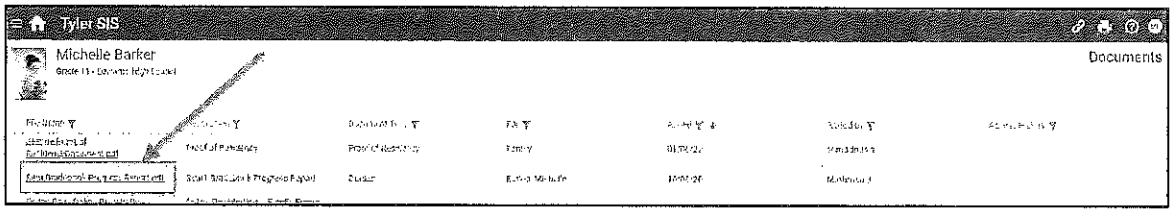
Student Id	Name	Grade
9995231641	Barker, Michelle Kay	11

Total: 1 Students

Notification of New Document Posted to Student



Access Gradebook Progress Posted to Student Documents



10/08/20 EDWARDS HIGH SCHOOL ZZHS-2021

08:28 **Gradebook Progress** Page 1

Barker, Michelle Kay Grade: 11 Per: 1 H3010 GEOMETRY Tchr: Mathman Jim

Date	Assignment	Spl Mark	Points of Possible		Grade	Class Average
08/18/2020	Homework-1		12	20		79.38%
08/28/2020	Homework-2		10	20		79.38%
	Comment: LATE					
08/28/2020	Progress-1				5%	79.5%
	(Average of HWK27%, TST63%, SGX10%)					
09/01/2020	Homework-3		Comp	20		84.17%
	Comment: LATE					
09/04/2020	Test-1		75	100		82.75%
09/18/2020	Homework-4		7	20		66.25%
09/18/2020	Progress-2				87 % D+	80.5%
	(Average of HWK27%, TST63%, SGX10%, PROM:08/08/20)					
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.

Path: Menu > Announcements

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

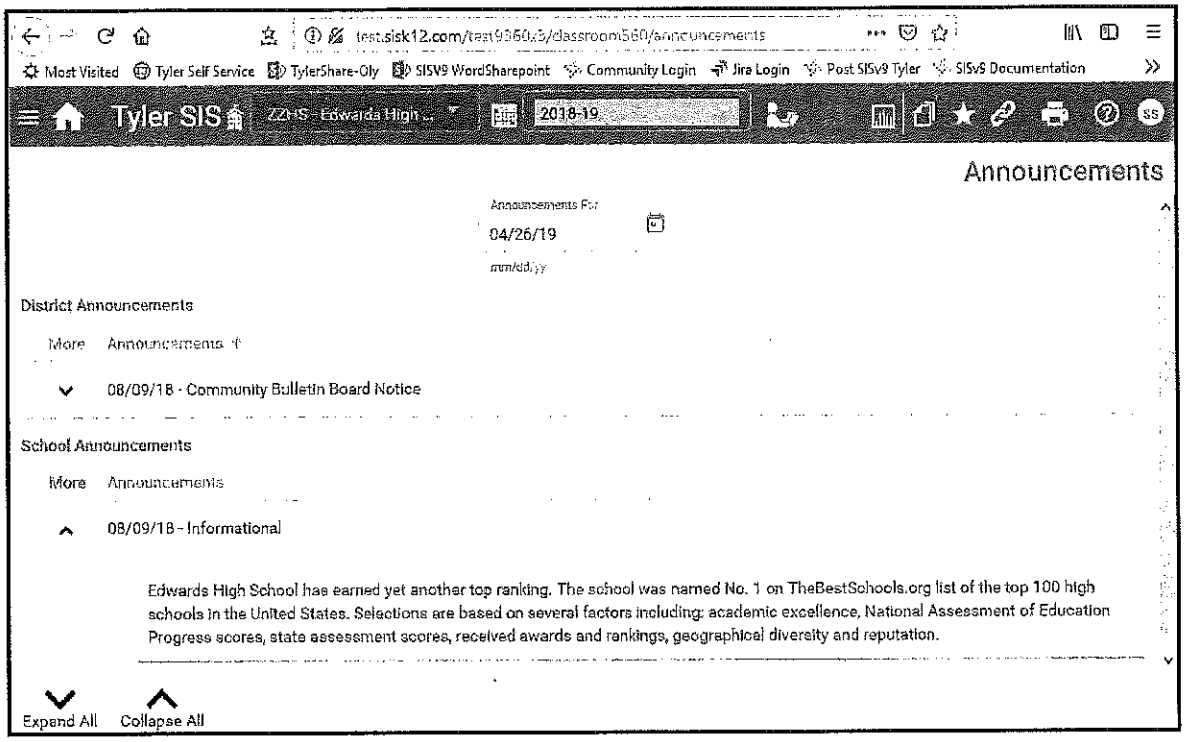
Overview

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.

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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.

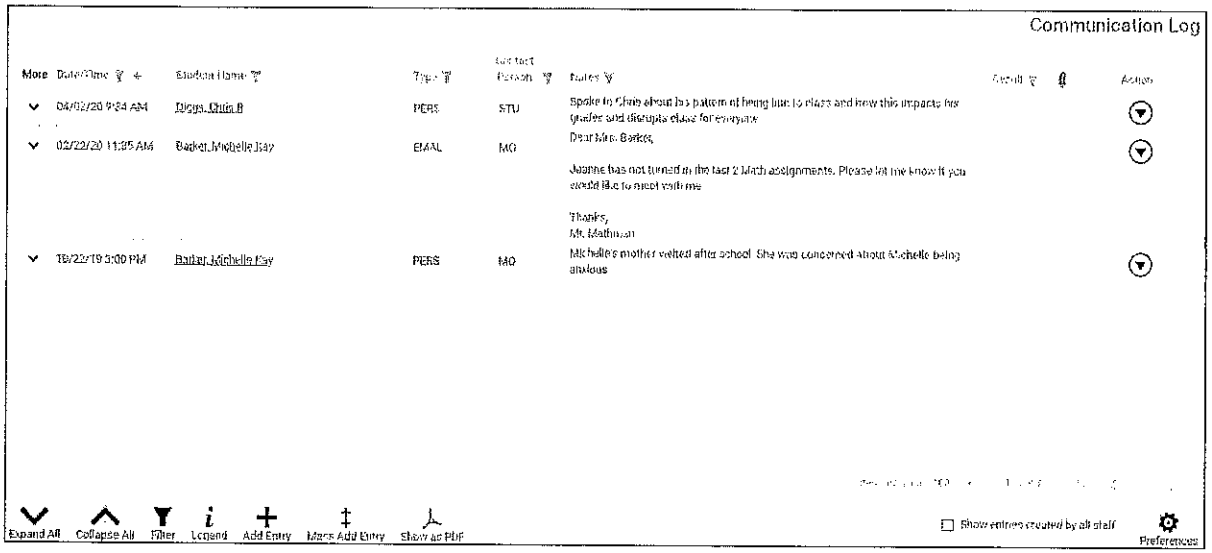
User Permissions

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.



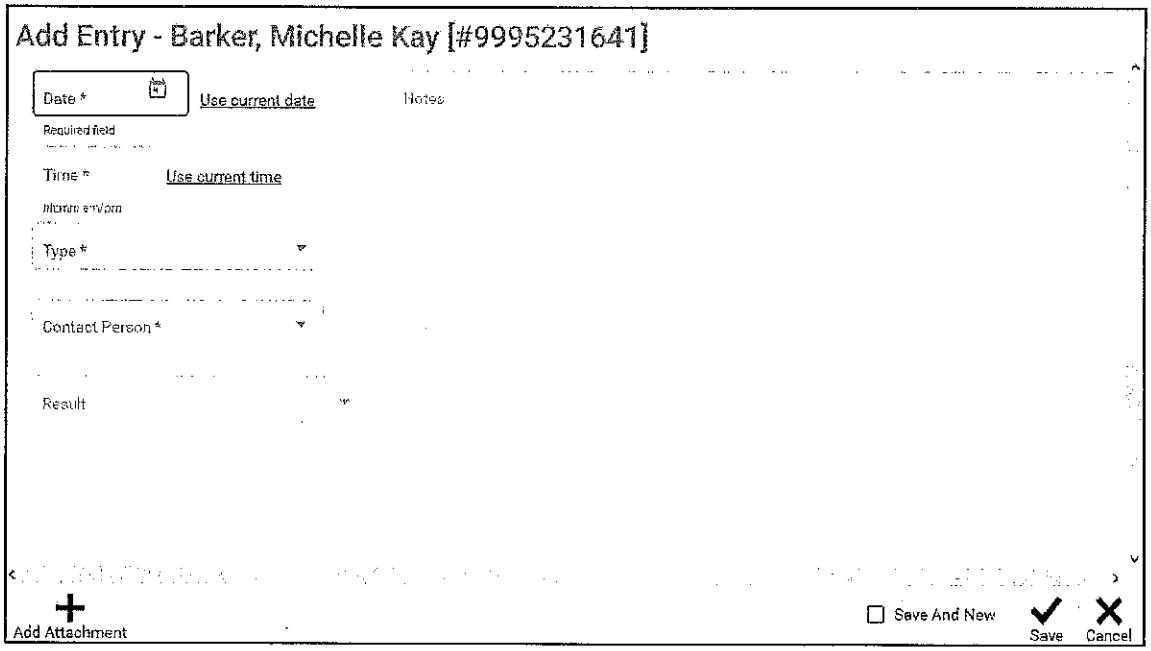
The following information is displayed in the grid.

- **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.



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

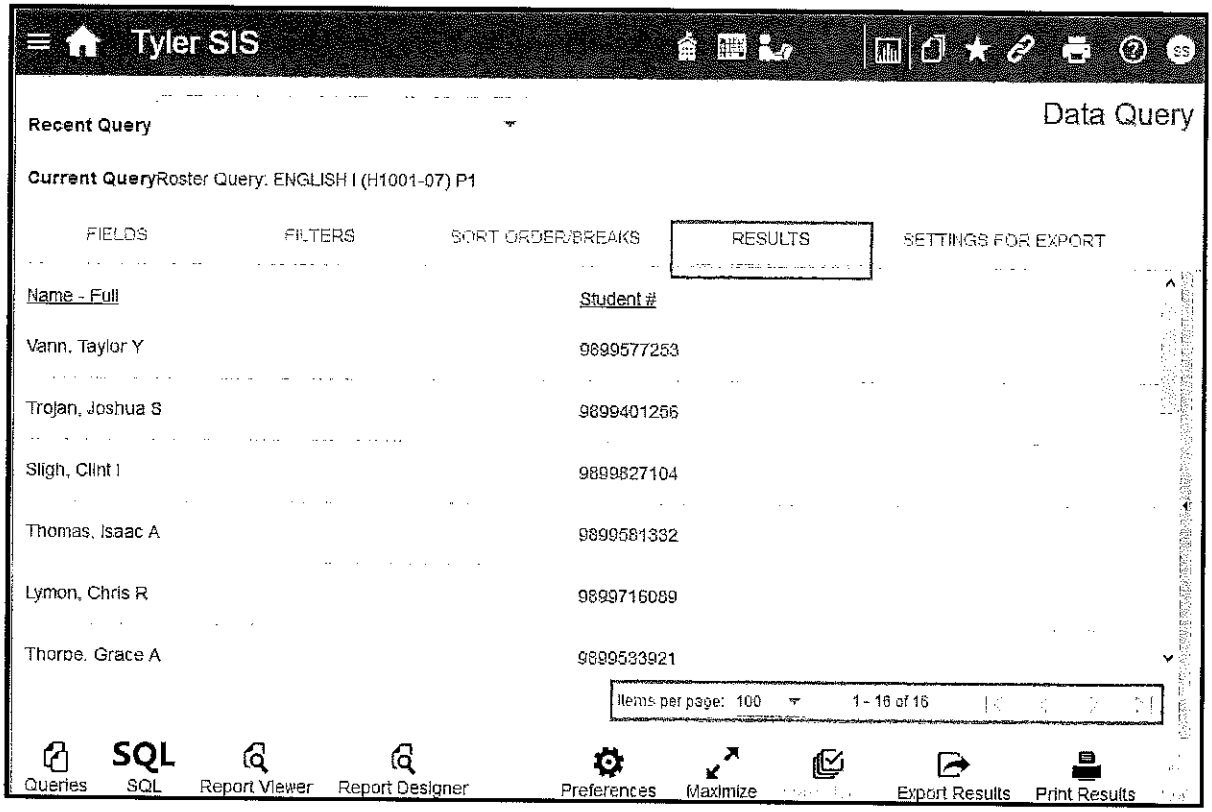
In the **SISv9 Classic > Management > Site Level > Student Database area > View Student Data Grid**.

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.

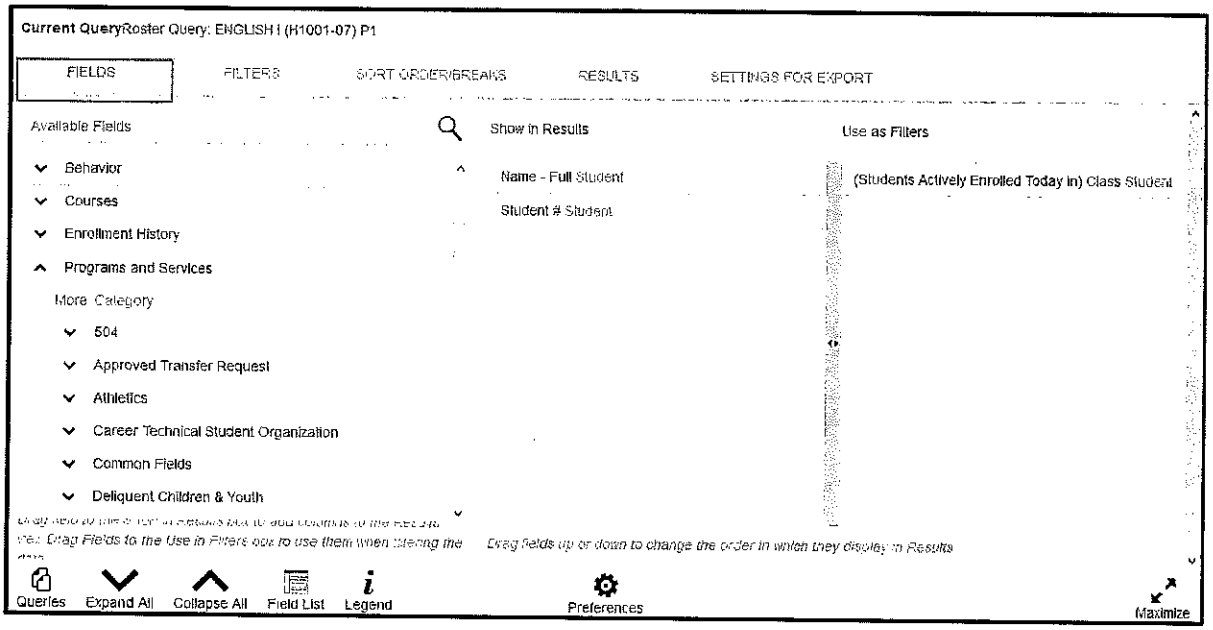
1. Click **Data Query** from **Menu** in the top bar.
2. Click the **Data Query** tile on the left of the screen.
3. Click **Roster Query** and click to select a specific class.

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.



Adding Data to a Query

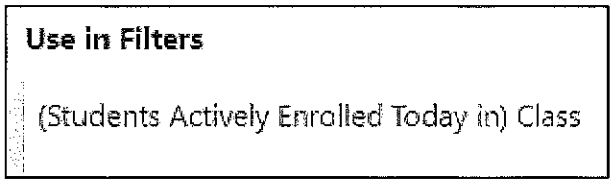
Click the **Fields** tab to include additional columns of information in your results. Scroll through the fields or use the search box to locate the information you'd like to display.



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.

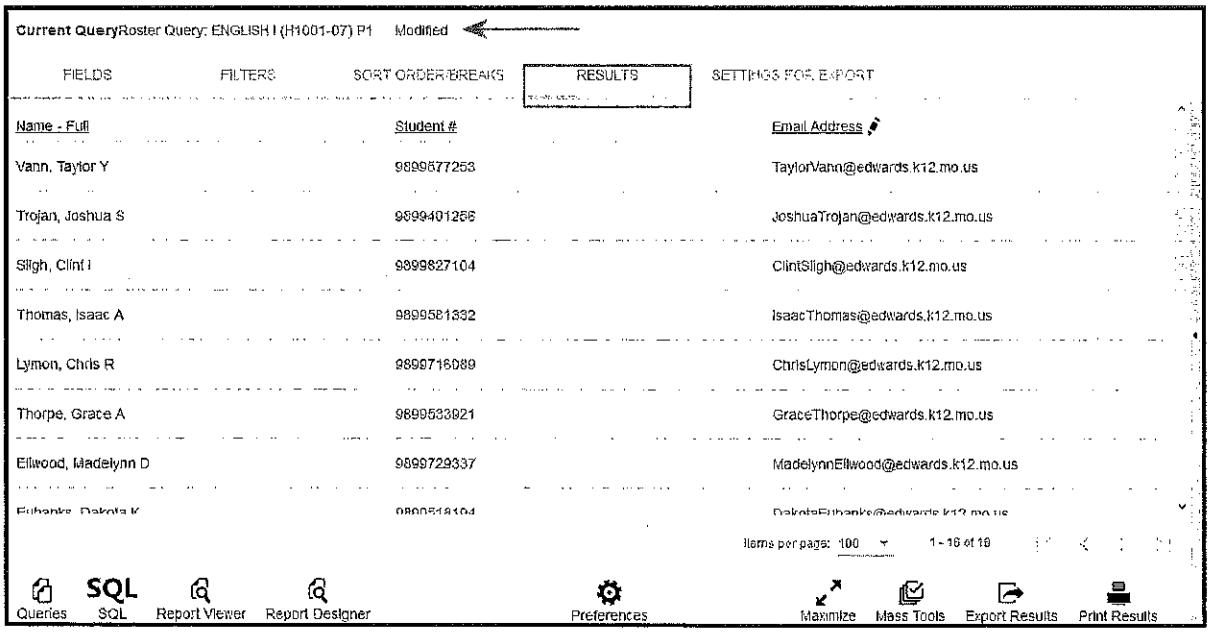
To add a field to your query, click and drag it to the **Show in Results** column. The order of the fields in the results can be changed by dragging fields up or down in the **Show in Results** column. If a field is selected in error, simply drag it back to the **Available** column.

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.

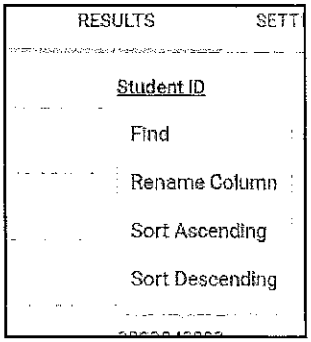


NOTE: If some of the fields selected have long descriptions, click the gray bar between **Show in Results** and **Use in Filters** to move it to the right or left to increase the size of one of the areas.

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



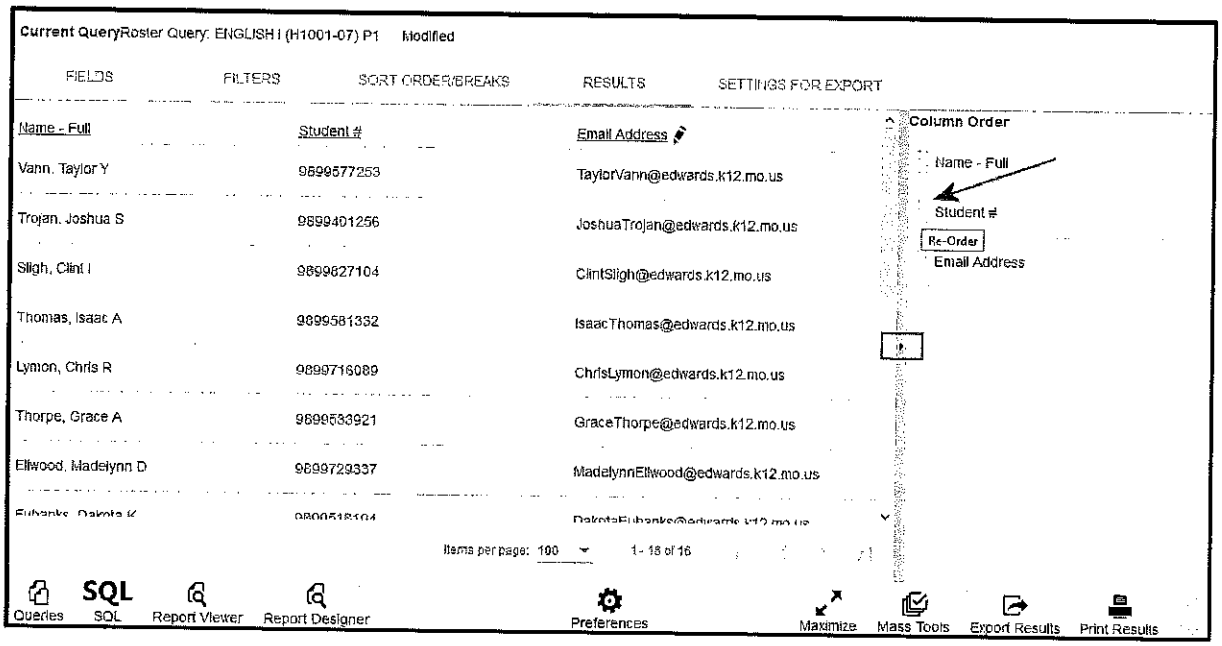
Rename/Sort Columns



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

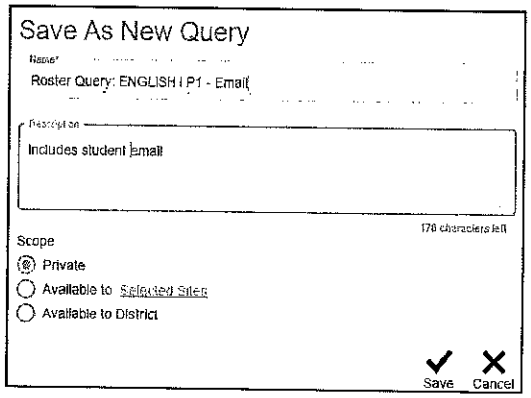
Column Order. The columns can now be re-ordered by dragging the fields up or down on this list.



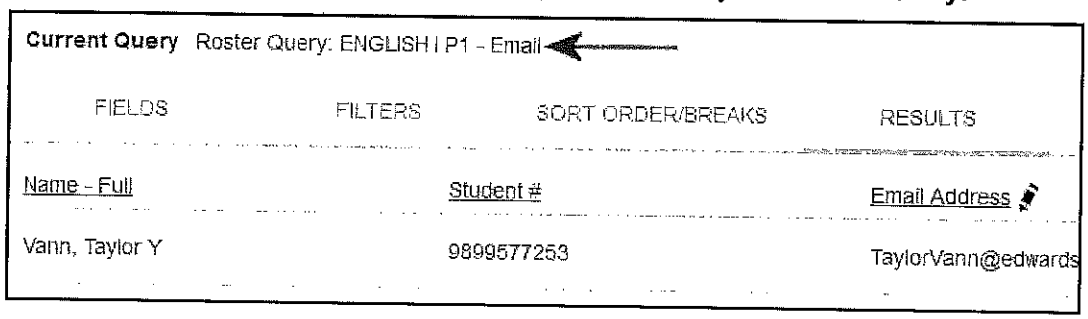
Saving Queries

Save As New Query

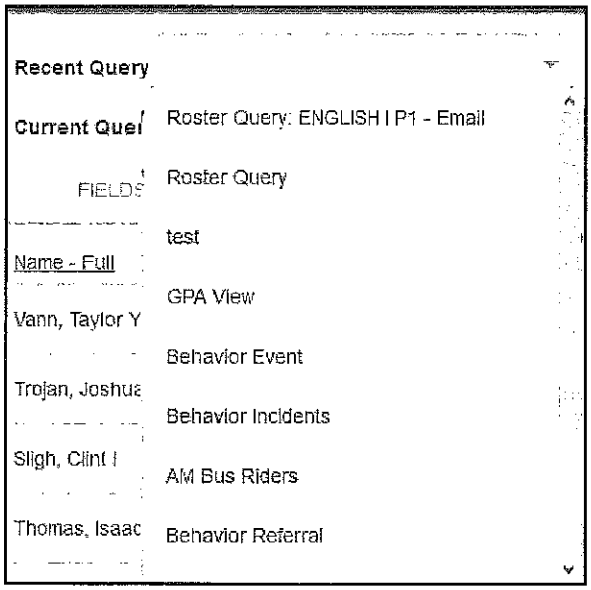
To save your results, click **Queries** in the bottom bar and click **Save As New Query**. Give it a **Name**, **Description**, and select who to share your saved query with under **Scope**, then click **Save.**



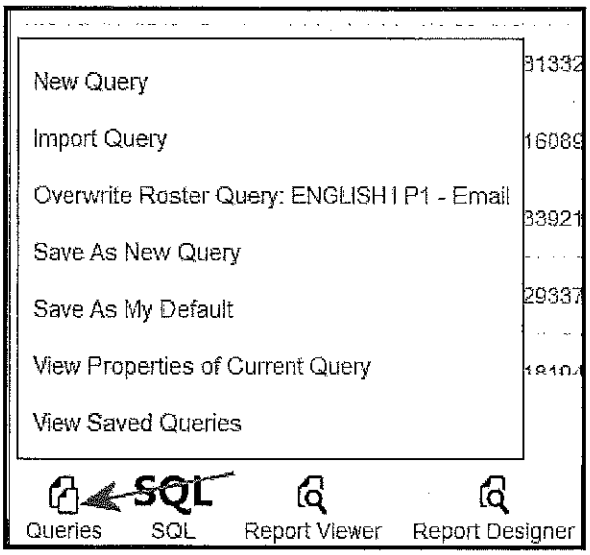
The name of your query now displays above your results as your **Current Query.**



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



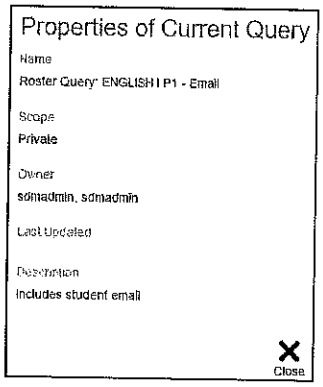
Other Queries Save/View Options



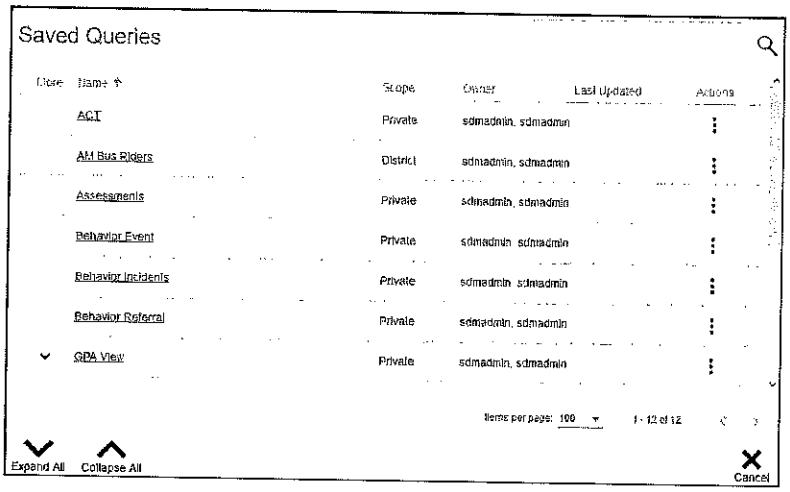
- **New Query** – Click to begin a blank query. This removes all current fields, relationships, filters, and sort order/break settings and starts with a blank slate. After everything is cleared, the Fields tab is displayed so fields can be selected for the new query. No students are included in the query 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** tile on the left of the screen starts a new, blank query.

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

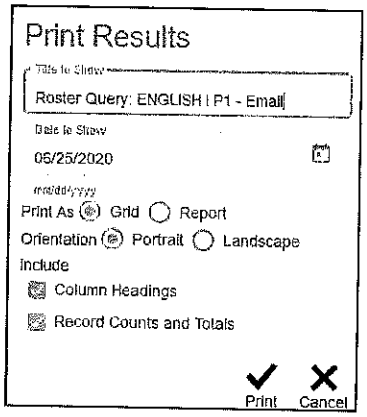


- **View Saved Queries** – Click to view a list of all saved queries to which you have access. This is where you find queries that have been created by others in the district and shared with you. Click a name to open a query or Cancel to exit.



Printing Query Results

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



- 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	9999803577

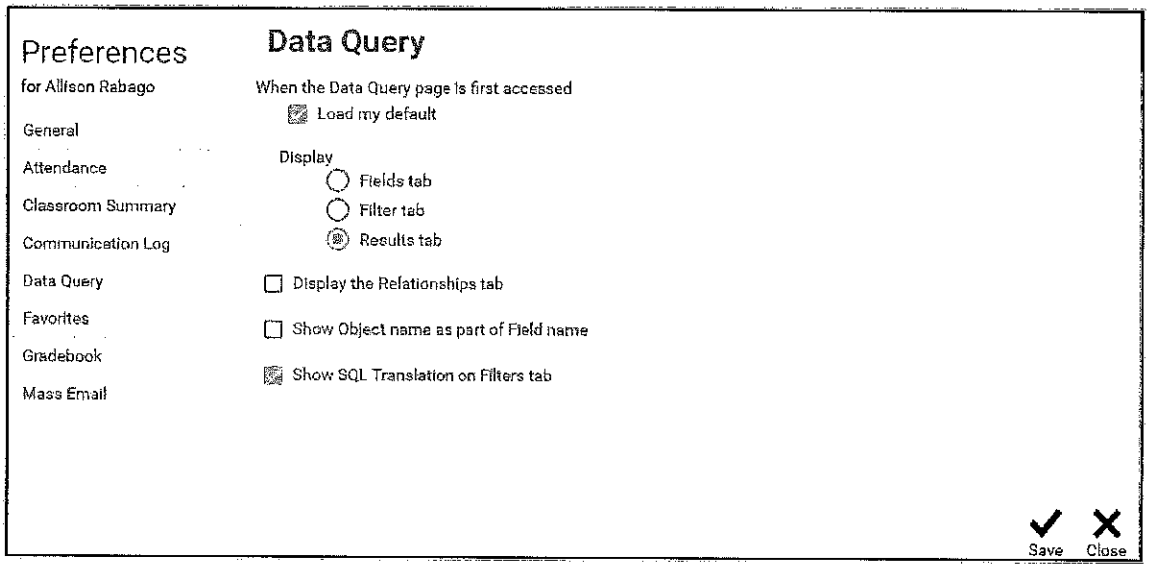
Export Query Results

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.**

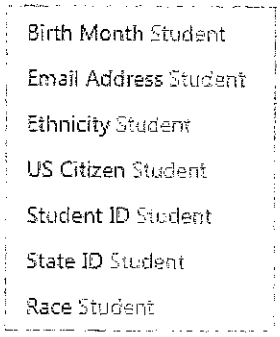
Preferences

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.

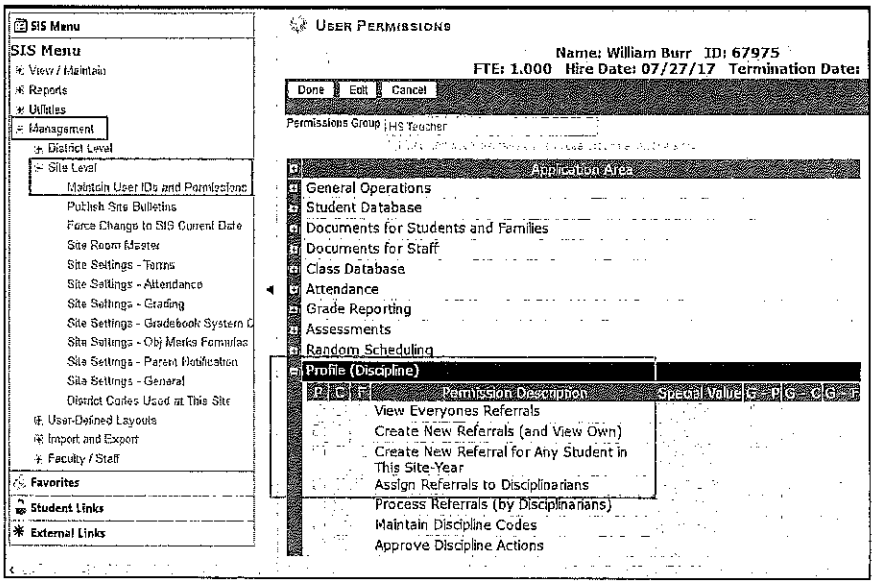
- Referrals are generally minor incidents which may not singularly warrant the attention of the school disciplinarian. However, the collective tracking of these minor incidents may require a referral for further behavior action.
- Other referrals are the result of a major incident that requires immediate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

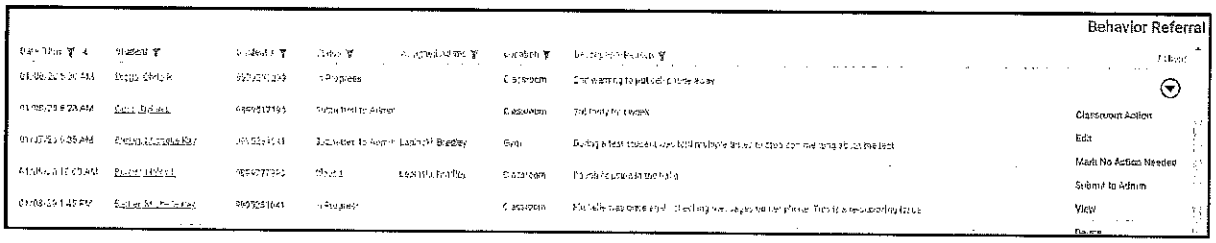


The following permissions are available:

- **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.

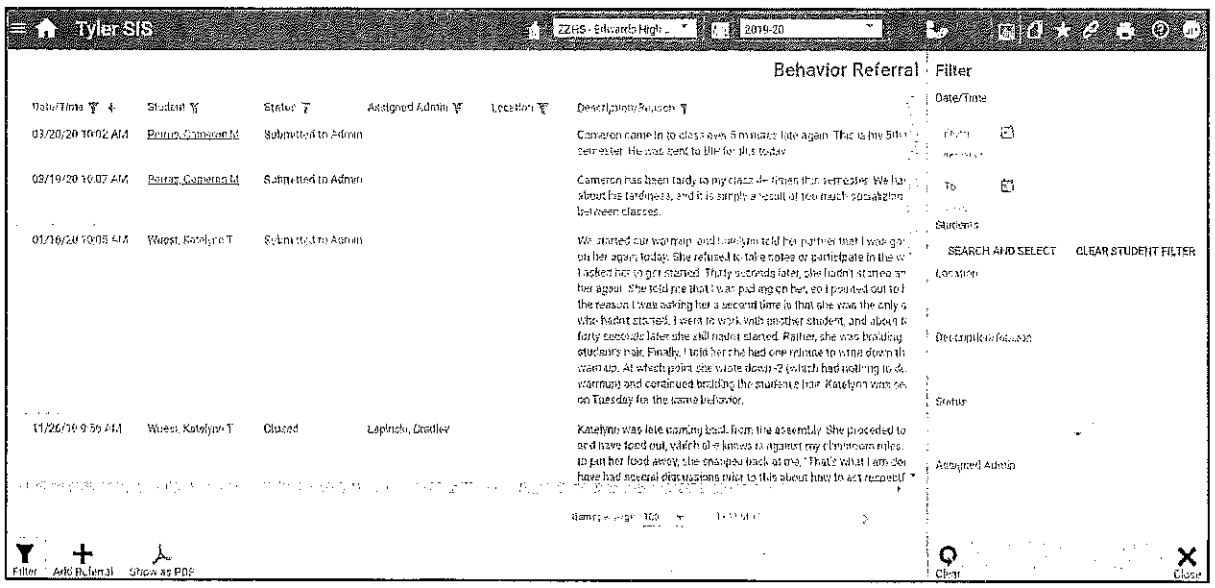


The following information is displayed in the grid.

- **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.



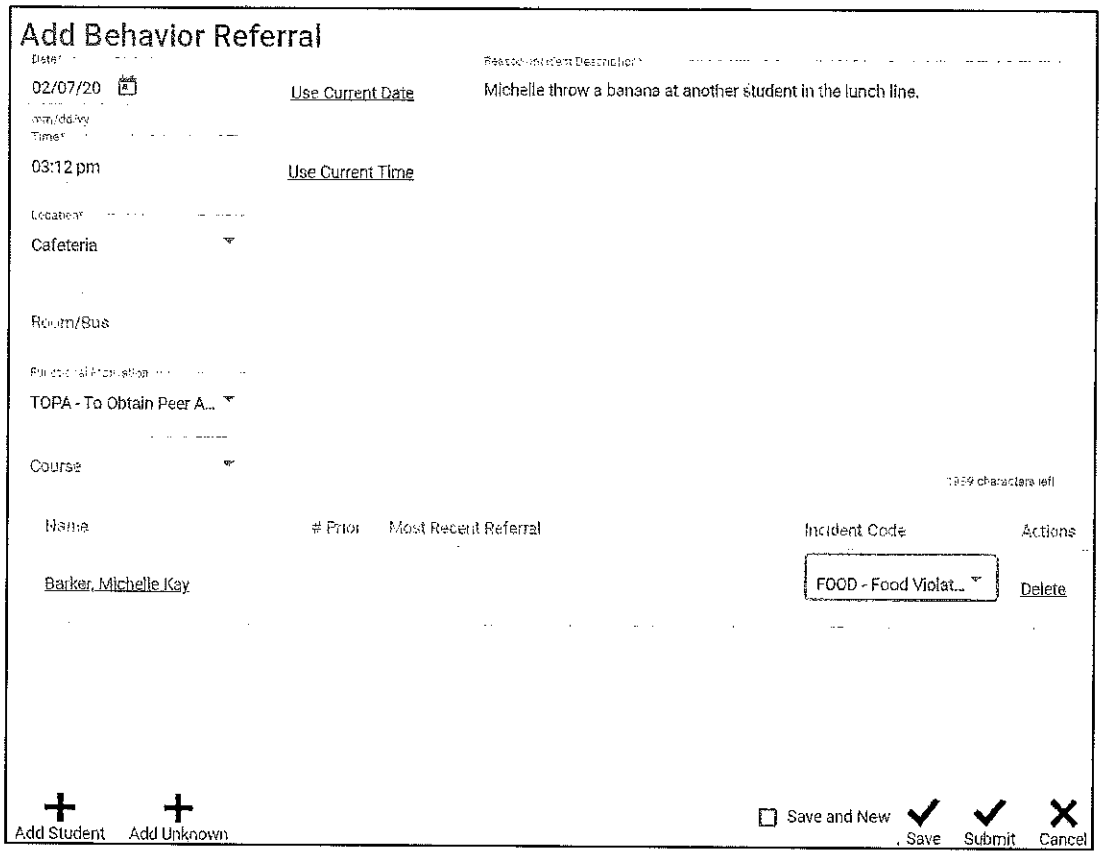
Any combination of these filters can be used.

- **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 (*).



- **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	Weingartner, Avion I	3	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

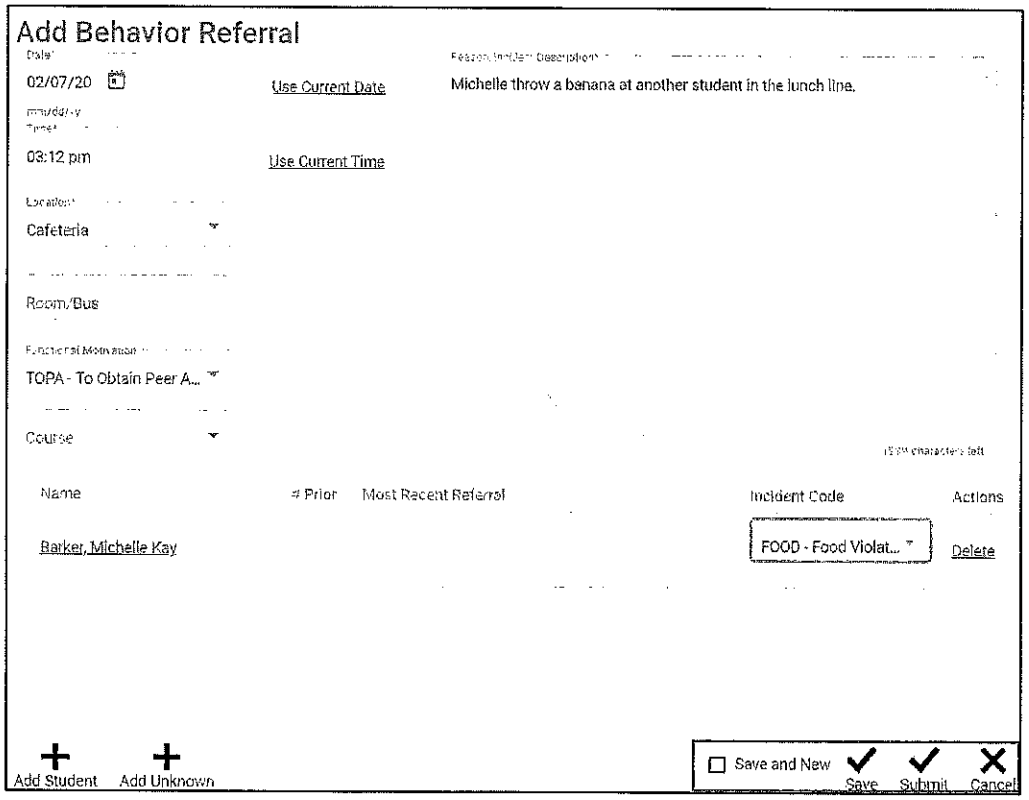
Date/Time	Description/Reason
11/30/18 11:03 AM	Was asked to be quiet two times. Then told that he would be written up his he spoke again. The Gates testing booklet and test had been passed out to the students. The first two samples had been completed. Avion did not open his booklet or complete the sample 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.

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**.



- **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

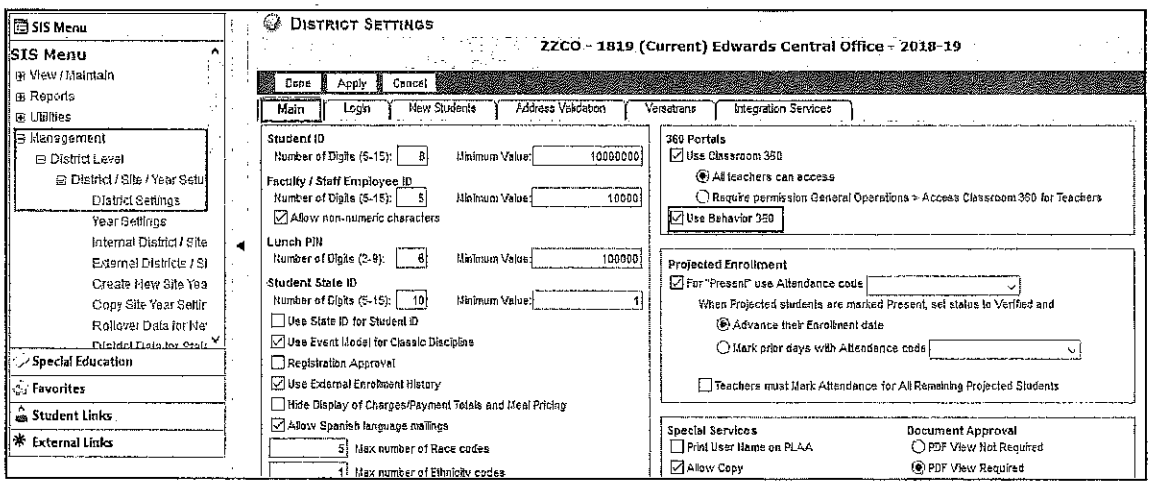
The Behavior Events Model provide a method of tracking student behavior records for multiple students at a time. Compared to entering separate behavior records for each student, behavior Events have three distinct advantages:

- 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



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

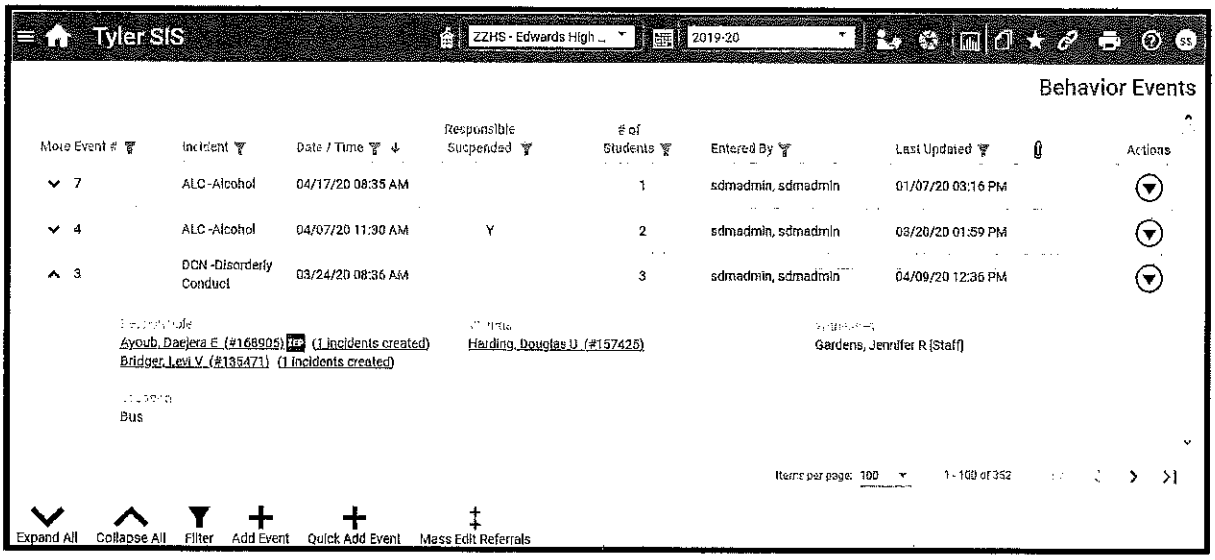
The following permissions are available:

- **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.

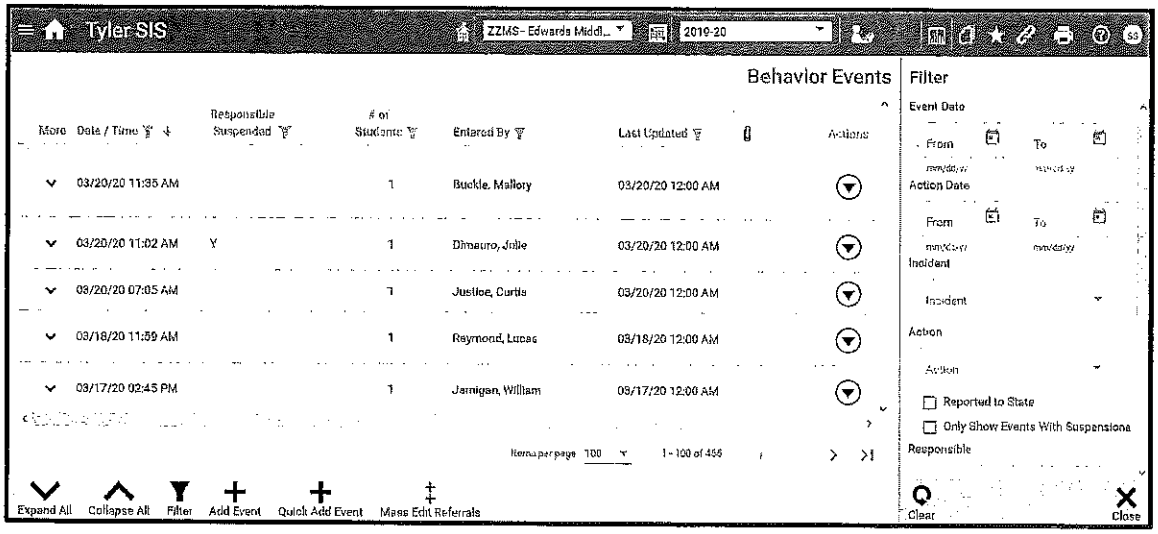


The following information is displayed in the grid.

- **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.



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 responsibles 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

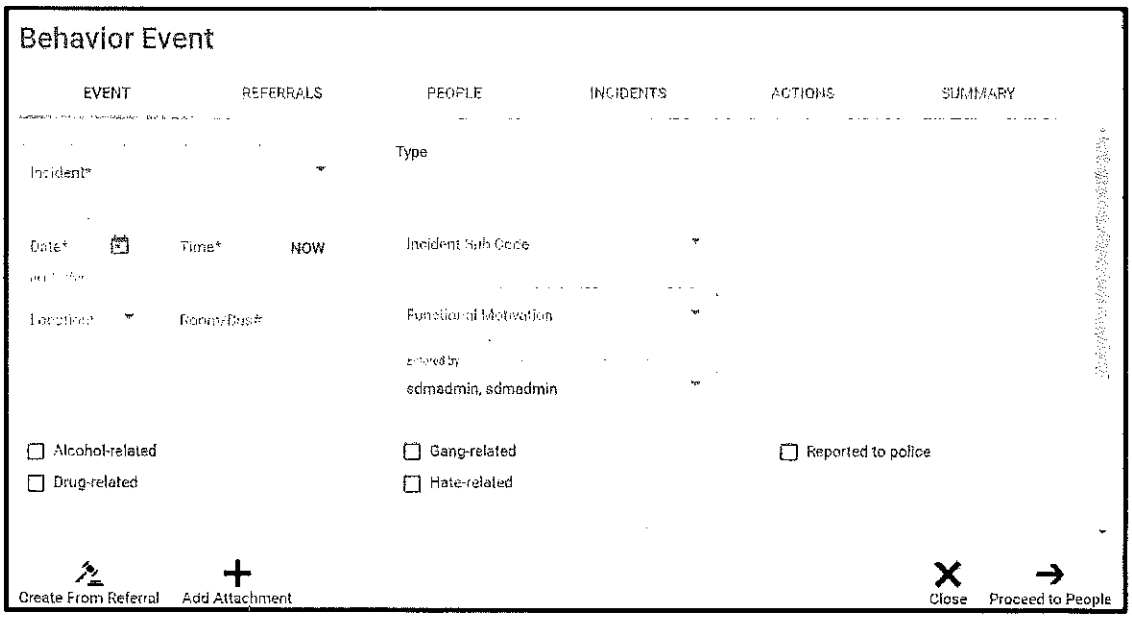
There are three options to create an Event

- **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.

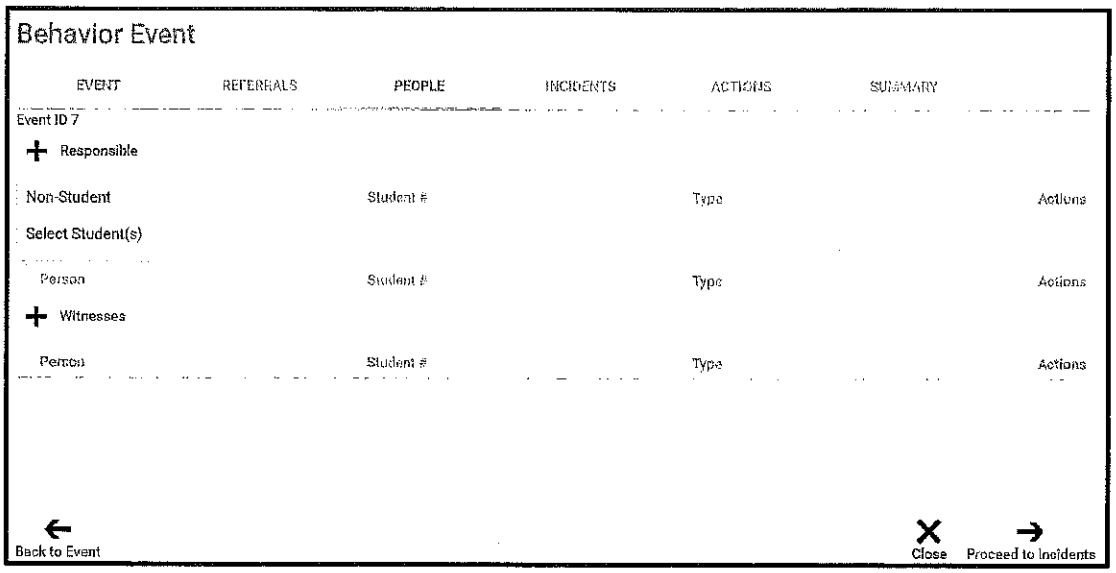
- **Incident** – Select incident code-description.
- **Date/Time** – Indicate the event Date/Time or, if this is a new record, you can enter the current date/time or click Use Current to set the time to the current date/time on your computer.
- **Location** – Select the appropriate location.

- **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.

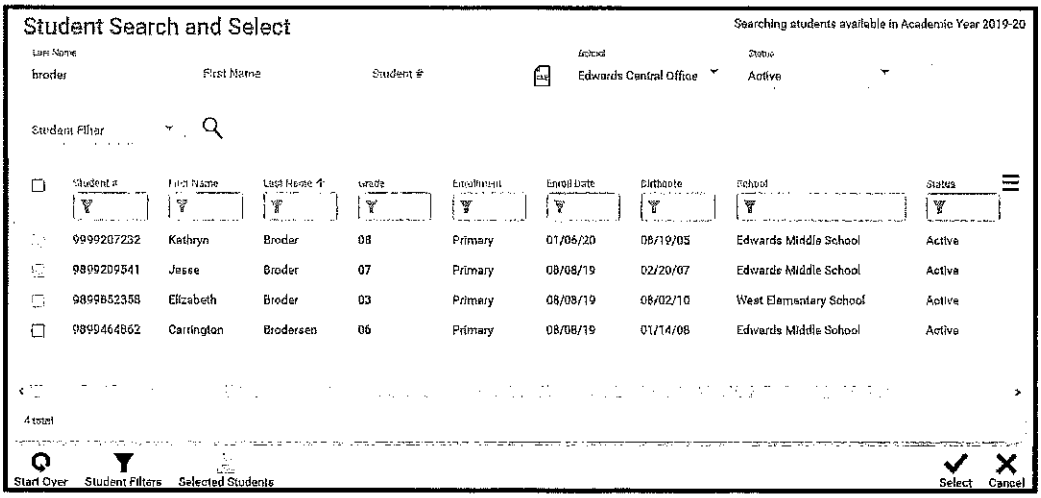
3. The **Referrals** tab is populated when the event was created using **Create From Referral**. This screen may be used to link multiple Referrals to an Event or remove a Referral from an Event. When a Referral is linked to an event, the Referral's status automatically changes to **Closed**.

Add Responsible

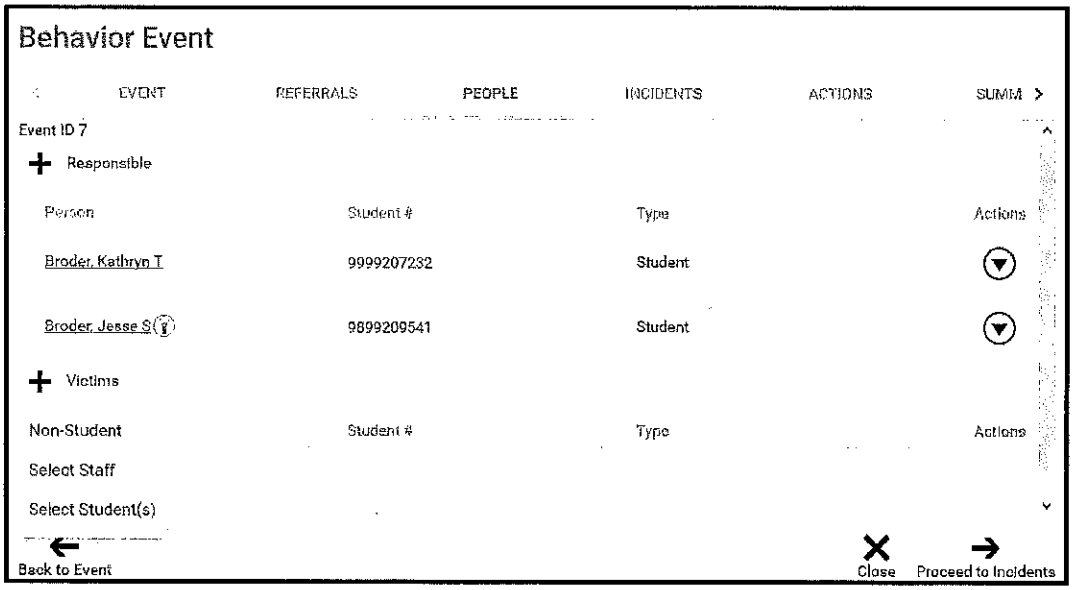
1. Click **Proceed to People** in the lower right, the Event is saved, and the **People** tab is displayed.



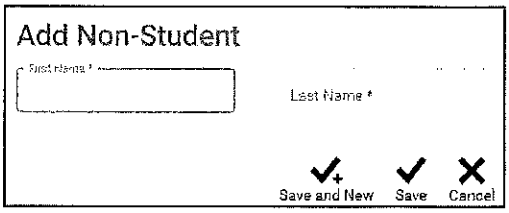
2. Click the **Responsible** plus sign, click **Select Student(s)**, check each student to be associated, and click **Select**.



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



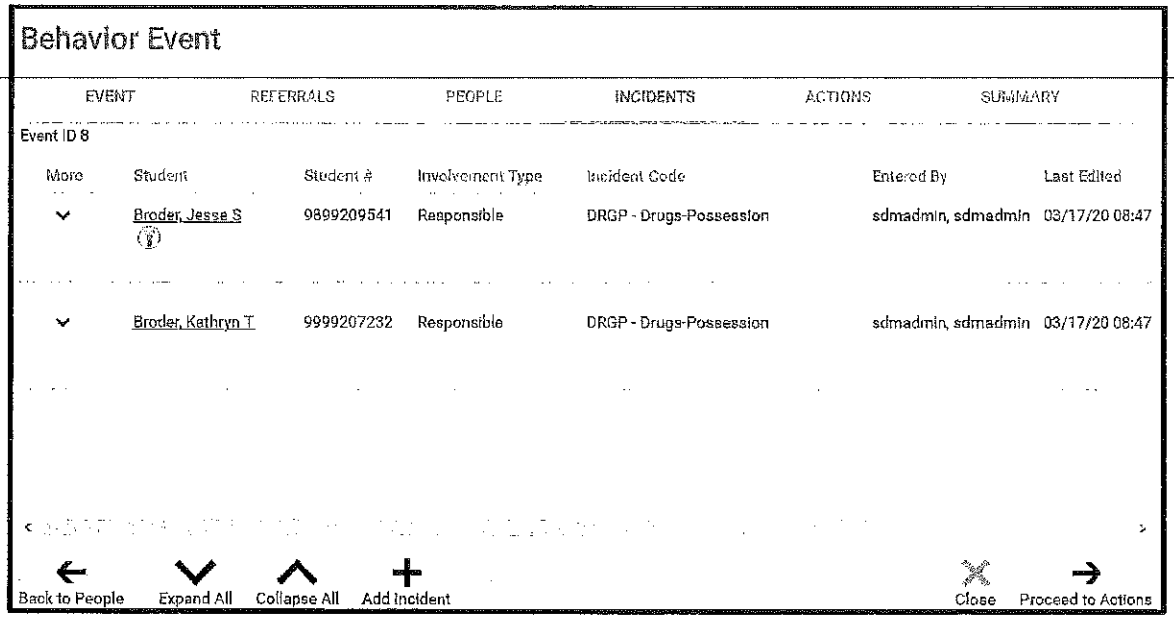
4. For non-students, complete the following and click **Save**.



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

Add Incidents

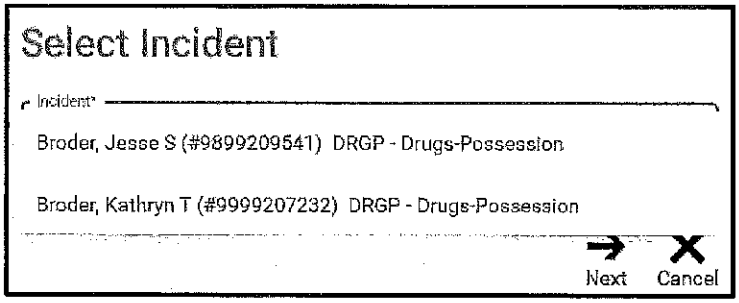
1. Click **Proceed to Incidents** in the lower right, the People selections are saved, and the **Incidents** tab is displayed.



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

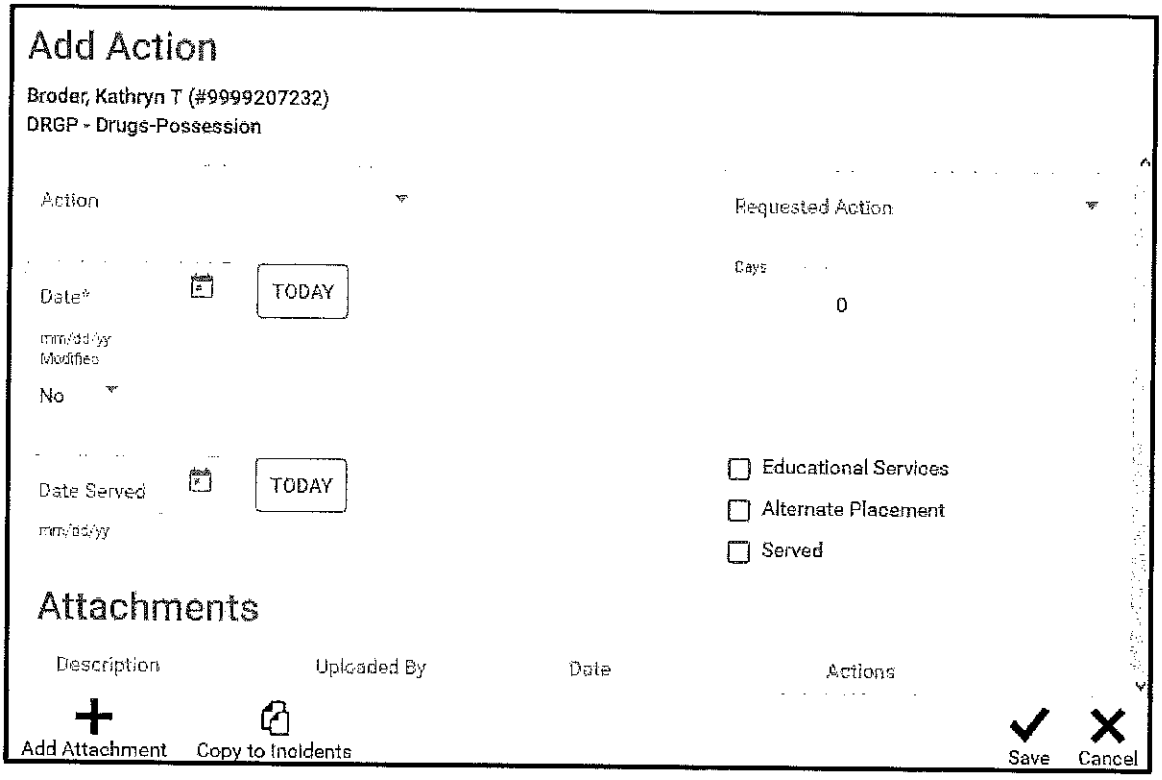
   NOTE: To enter an **Infraction Cost** associated with this infraction and person, select the incident and click **Action > Edit**.

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



4. If more than one person is associated with the event, select the incident/person and click **Next**.

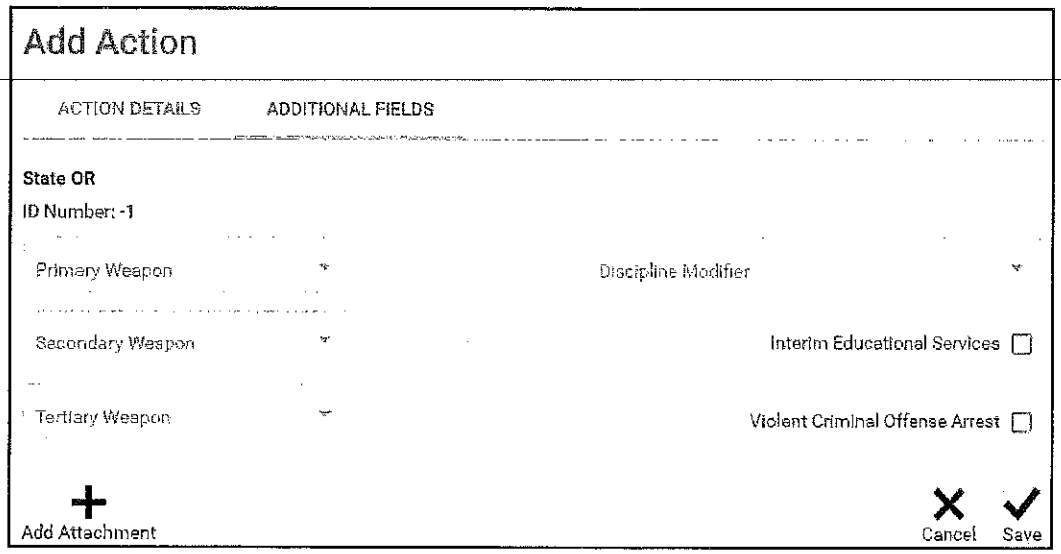
5. Complete the following fields. Required fields display an asterisk (*).



- **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.

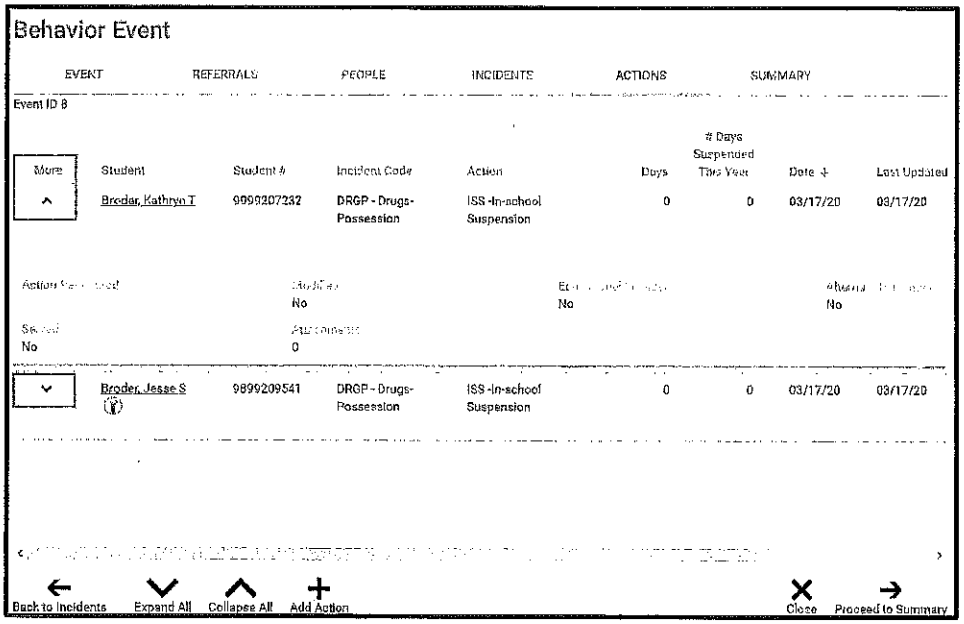
7. The **Additional Fields** tab is displayed for states VT, OR, WA, ID, KS. Click to complete the fields (fields depend on the reporting state and may differ from those shown).



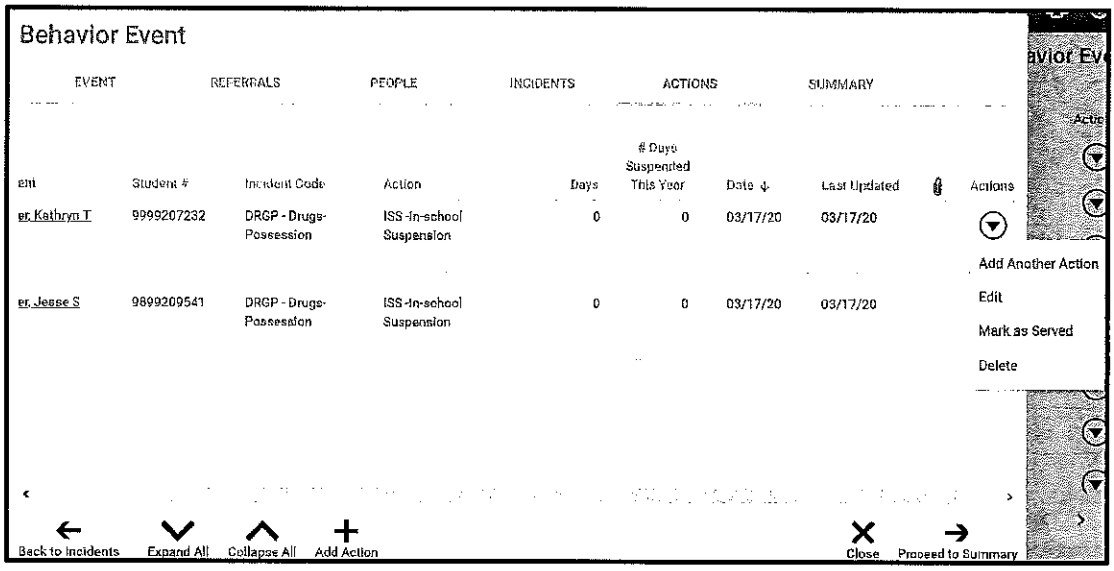
8. Click **Save.**

Additional Action Options

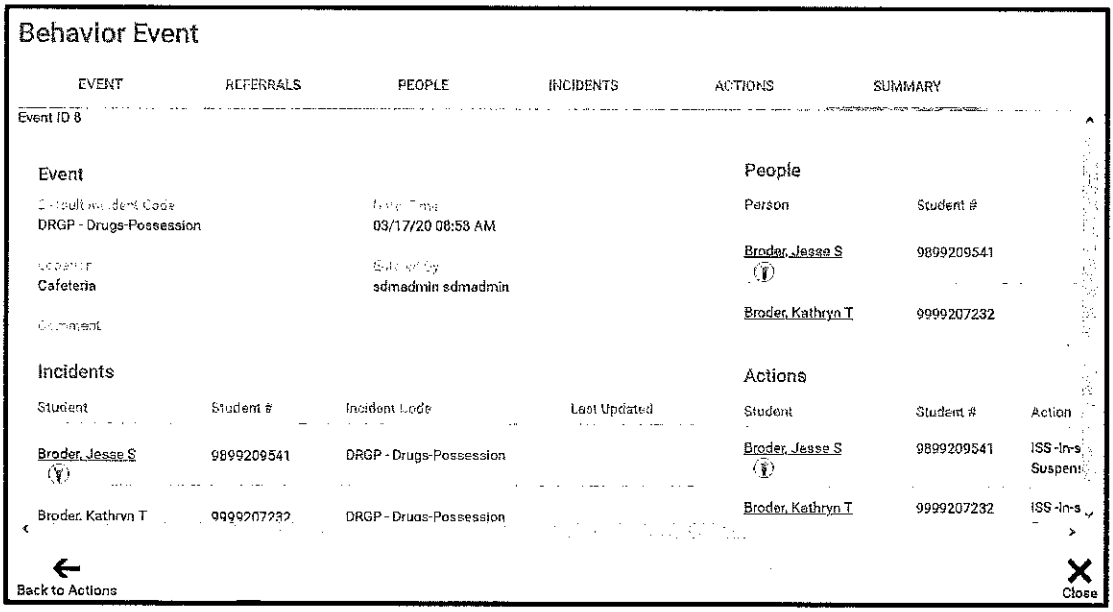
1. On the **Action** tab click the **More** arrow to display details.



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.**



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



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

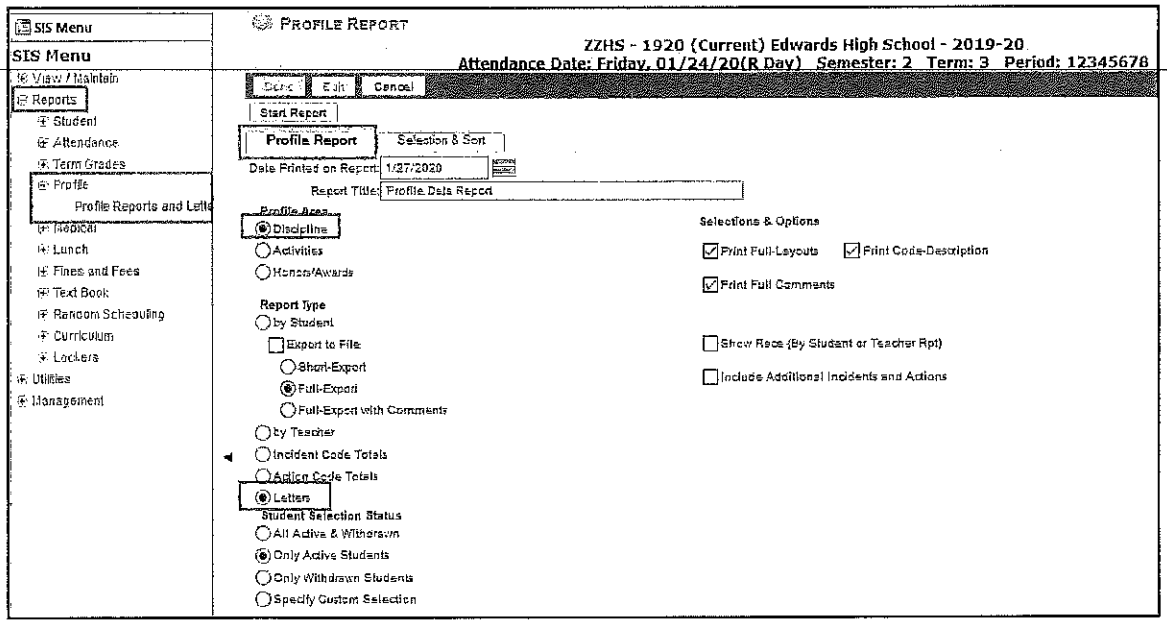
Edit or Delete Events

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

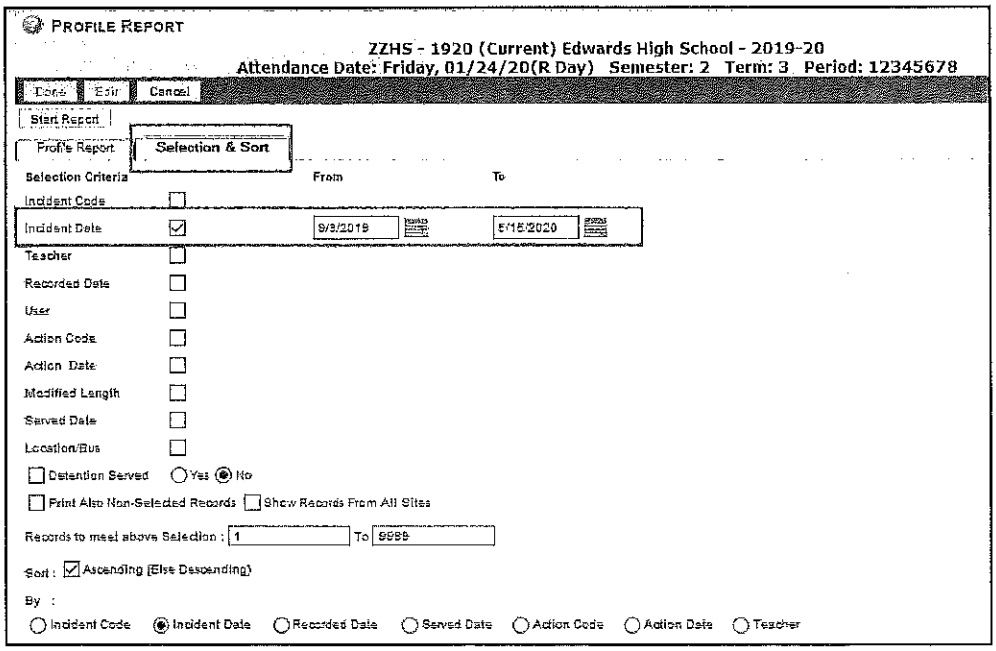
1. On the **Profile Reports** tab enter or select the **Date** to print on the report/letter (the Report Title is not used for letters).



- 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.

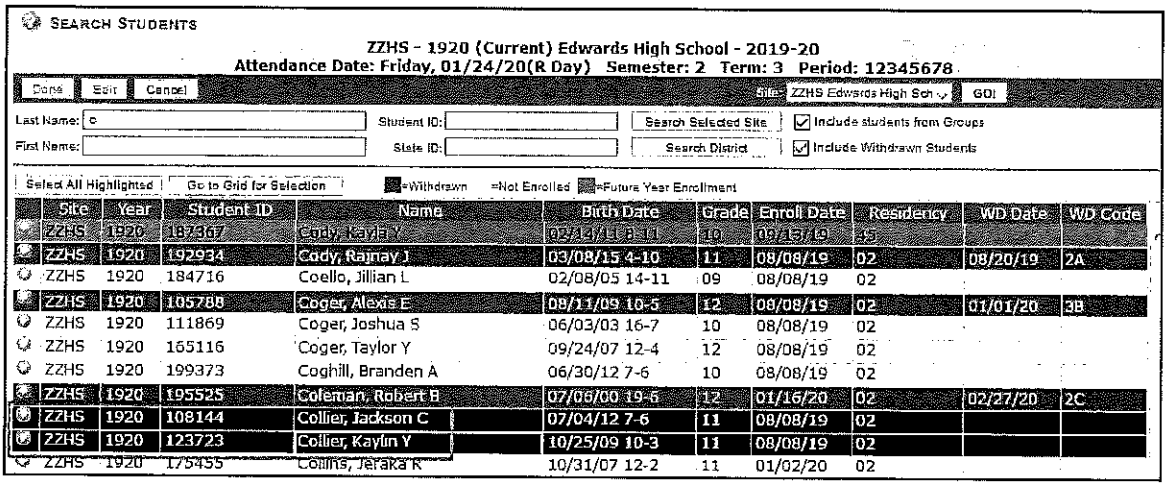
3. On the **Selection & Sort** tab check **Incident Date** then enter or select the **From/To** dates that qualify the incidents to be included in the letter.



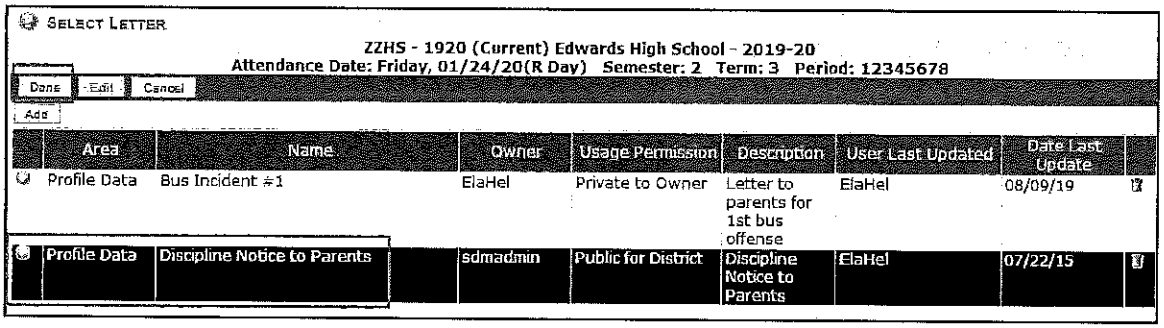
4. Select other options, if desired.

5. Click **Start Report.**

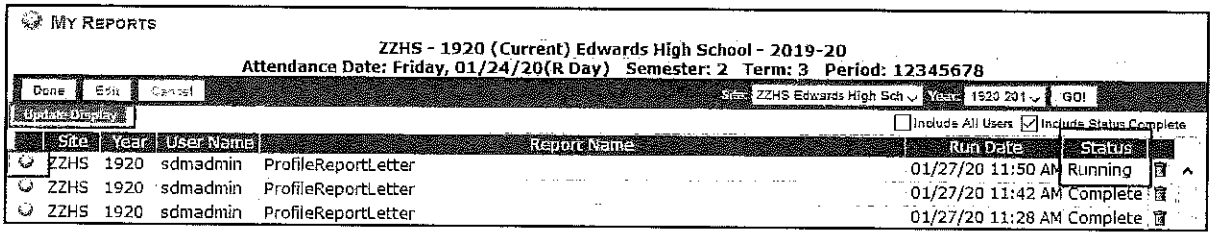
6. If you checked **Specify Custom Selection**, use the Search Students screen to select the student(s). Click to highlight an individual (or **Ctrl+click** for multiple students) then click the **Select** icon for any selected student to continue.



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



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).



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 63111
(555) 497-6429

01/27/2020

COURTNEY CUNNIFF
990 W RUNYON
EDWARD ID 83201

Student: DASAN S CUNNIFF (Grd:12)

Dear COURTNEY CUNNIFF

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: Cunniff,Dasan S                Counselor: Norred, Philip I
  GRADE: 12                               Advisor:

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

ATT  09/12/19              Otter David V    09/10/19   Chr    ISS   09/11/19   1.000 00/00/00

     => 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,

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Behavior Letter Translations

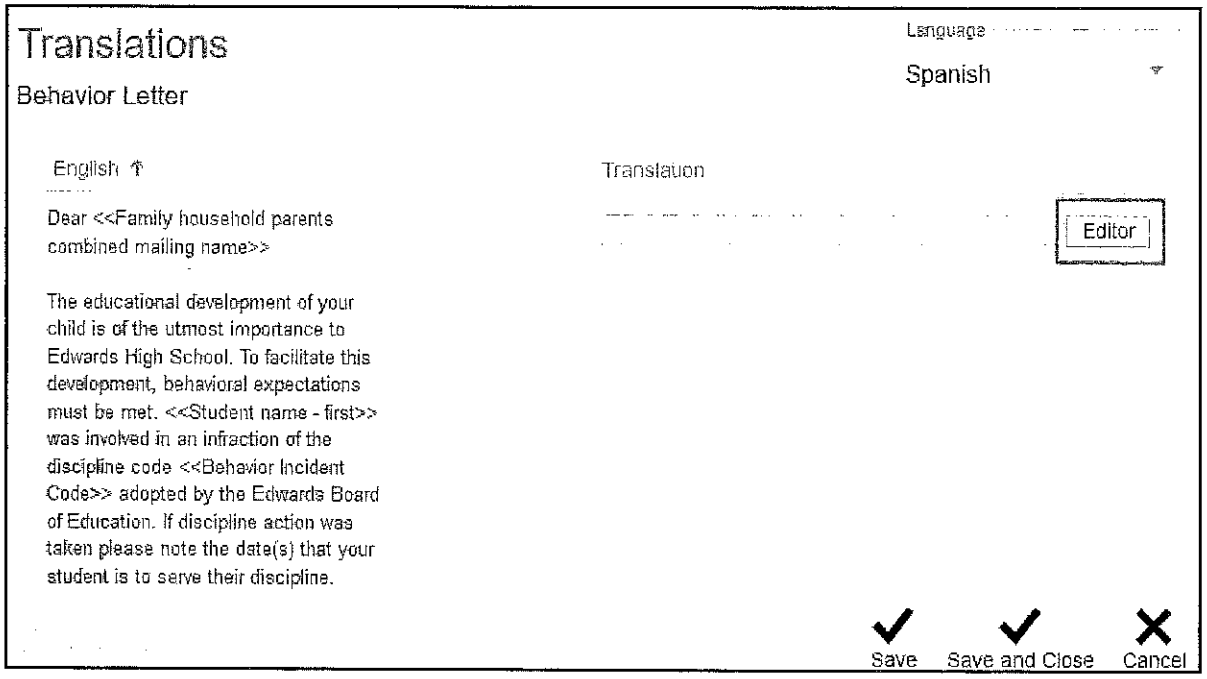
User Permissions

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

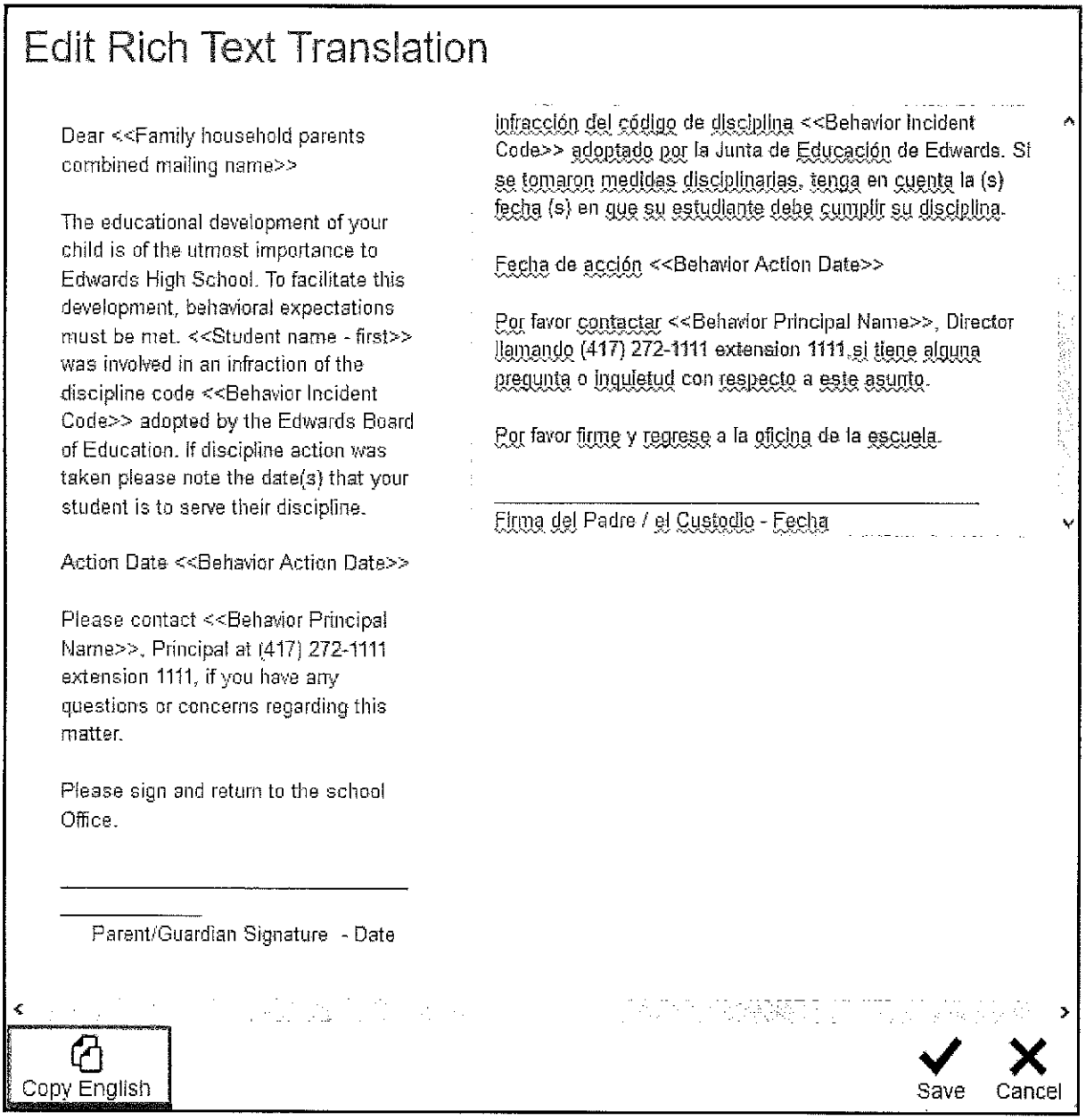
NOTE: Be sure that the letter text is complete before translating.

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



The 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.

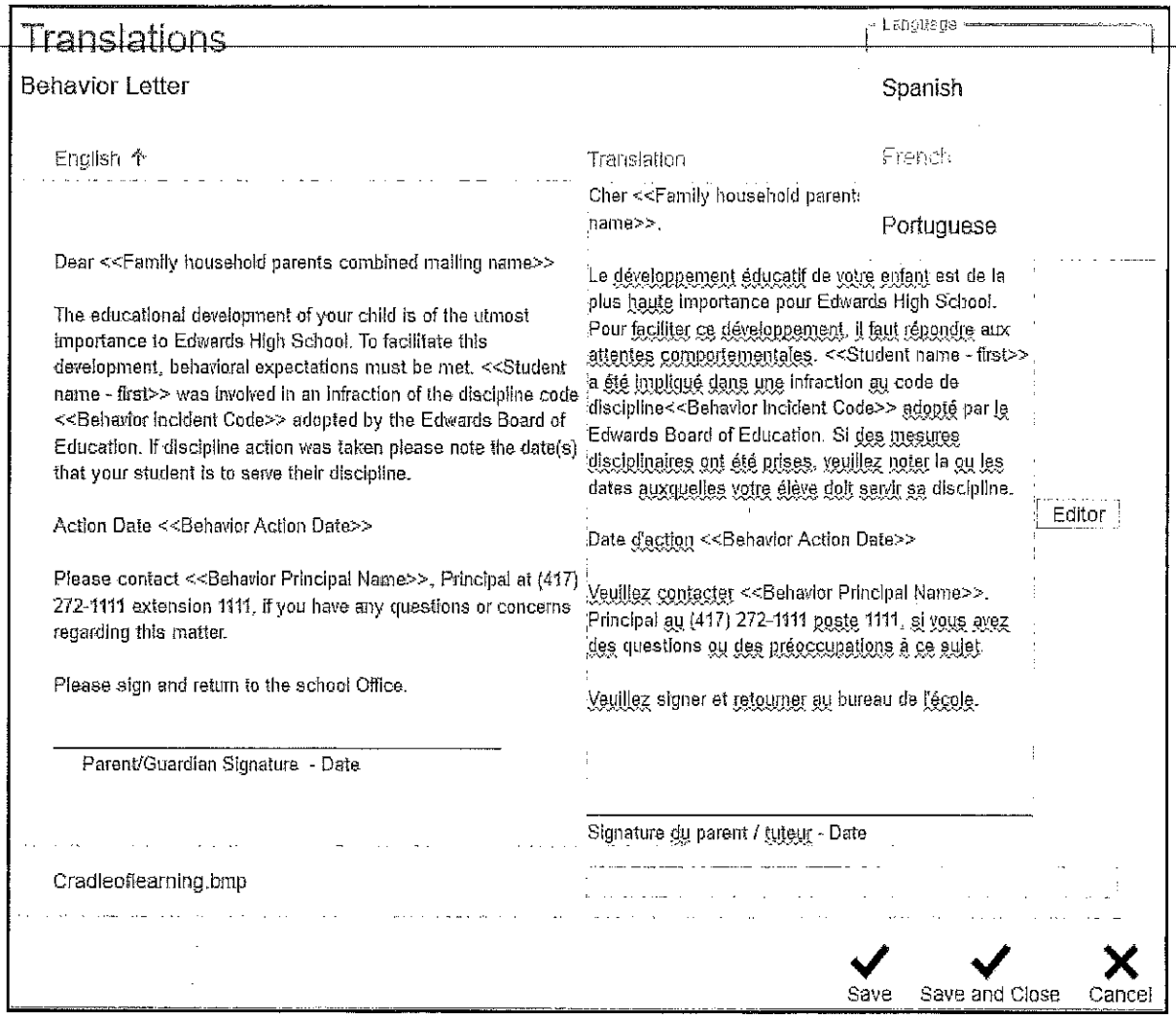
In Translation window, to the right of the existing text, click **Editor** to display the Edit Rich Text Translation window that allows the translation to replicate the formatting of the English version.



- **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.

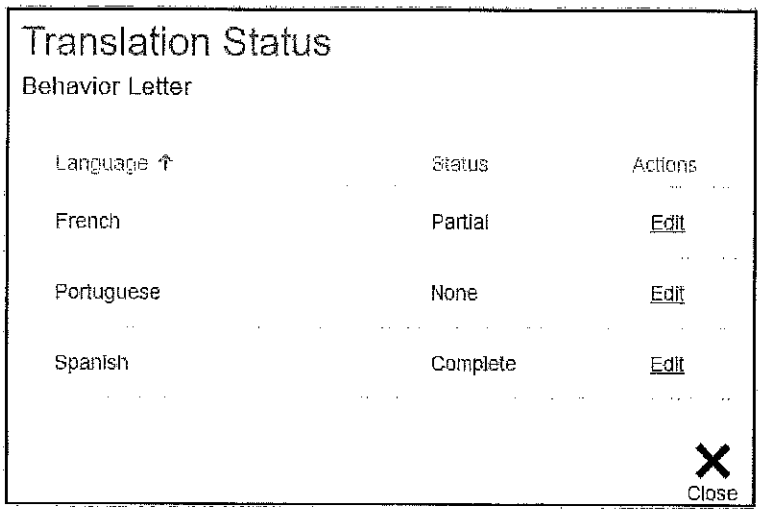
Click **Save** when the translation is complete, then select another language and translate until all languages in common use in your district have translations.



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.



- **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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Contact Tracing

NOTICE: Tyler's contact tracing functionality generates reports based on classroom and bus run/attendance information otherwise collected as part of Tyler SIS and Tyler transportation solutions standard functionality. A report generated by the contact tracing functionality should not be used as a comprehensive view of every person a student may have come into contact with at your district. It only includes students and employees who can be tracked utilizing the attendance data in Tyler SIS (and bus ridership in a Tyler transportation solution).

This limited data set can be used as a starting point for contact tracing but is not fully inclusive of all possible contacts.

Overview

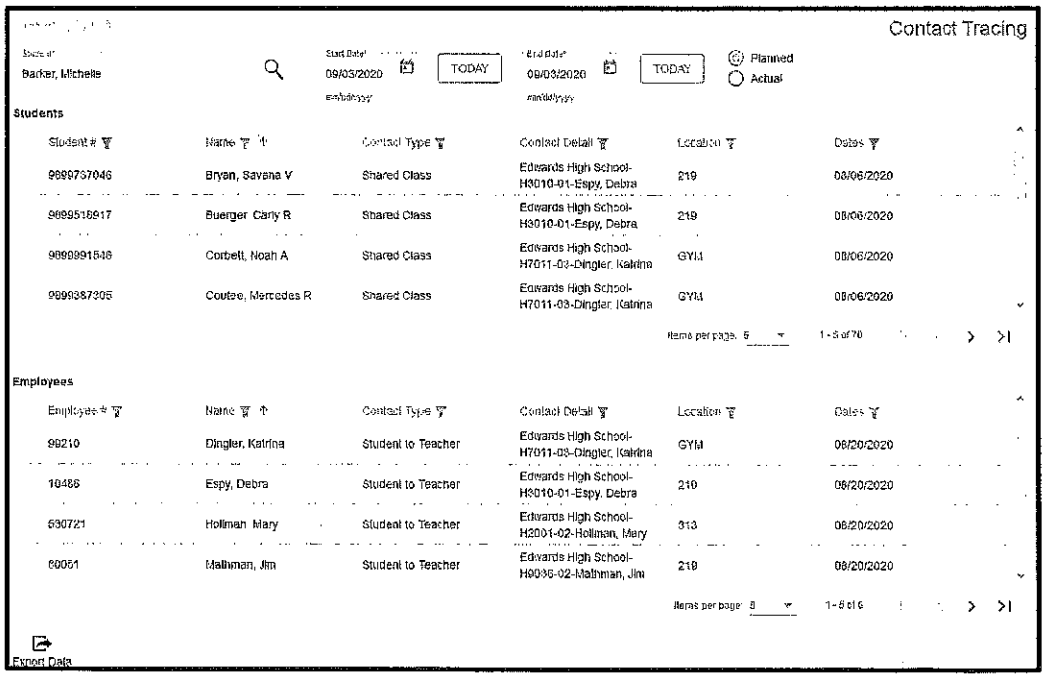
This feature uses data available in Tyler SIS to identify students or staff who potentially encountered a student who has contracted COVID-19. It also integrates with Tyler Traversa and Versatrans RP to provide information about bus drivers and students who shared a bus with the student.

Permissions

Access to this feature requires **Management > Site Level > Maintain User Ids and Permissions> Medical Records > Contact Tracing** permission.

Contact Tracing

Select **Menu > Utilities > Contact Tracing** and select the **Student Search** icon to identify a student.



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

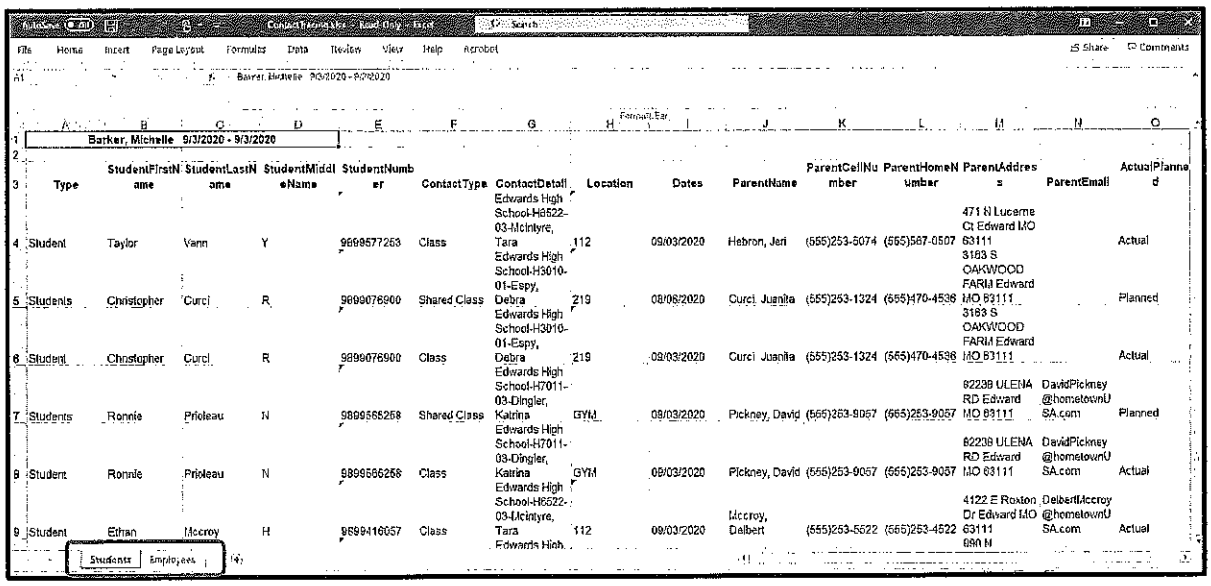
> **NOTE**: Route information in Versatrans RP is based on the route currently assigned to a student; it is not date-specific. The information shown will be based on the route currently assigned to the student, even if a different route was assigned to the student at some time during the date range selected.

- 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.



	Barker, Michelle 9/3/2020 - 9/3/2020														
3	Type	StudentFirstName	StudentLastName	StudentMiddleName	StudentNumber	ContactType	ContactDetail	Location	Dates	ParentName	ParentCellNumber	ParentHomeNumber	ParentAddress	ParentEmail	ActualPlanned
4	Student	Taylor	Vann	Y	9699577253	Class	Edwards High School-H6522-03-McIntyre, Tara Edwards High School-H3010-01-Espy,	112	09/03/2020	Hebron, Jeri	(555)253-5074	(555)567-0507	471 N Lucerne Ct Edward MO 63111		Actual
5	Students	Christopher	Curci	R	9699076900	Shared Class	Debra Edwards High School-H3010-01-Espy,	219	09/08/2020	Curci Juanita	(555)253-1324	(555)470-4536	3183 S OAKWOOD FARM Edward MO 63111		Planned
6	Student	Christopher	Curci	R	9699076900	Class	Debra Edwards High School-H3010-01-Espy,	219	09/03/2020	Curci Juanita	(555)253-1324	(555)470-4536	3183 S OAKWOOD FARM Edward MO 63111		Actual
7	Students	Ronnie	Prioleau	N	9699566258	Shared Class	Debra Edwards High School-H7011-03-Dingler, Katrina Edwards High School-H7011-03-Dingler,	GYM	09/03/2020	Pickney, David	(555)253-9057	(555)253-9057	62238 ULENA RD Edward MO 63111	DavidPickney@hometownUSA.com	Planned
8	Student	Ronnie	Prioleau	N	9699566258	Class	Katrina Edwards High School-H6522-03-McIntyre, Tara Edwards High	GYM	09/03/2020	Pickney, David	(555)253-9057	(555)253-9057	62238 ULENA RD Edward MO 63111	DavidPickney@hometownUSA.com	Actual
9	Student	Ethan	Mccroy	H	9699416057	Class		112	09/03/2020	Mccroy, Delbert	(555)253-5622	(555)253-4522	4122 E Roxton Dr Edward MO 63111 890 M	DelbertMccroy@hometownUSA.com	Actual

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C360 Send Email

To schedule individual training for your district, contact SISTraining@tylertech.com.

Path: Menu > Send Email

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

Contents

Overview 2

User Permissions 2

Selecting Students and Recipients 2

Creating an Email 3

Mass Email 4

- Preferences 4
- Creating a Mass Email 6

Mass Email Log 9

Filtering 10

Viewing the Email 11

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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

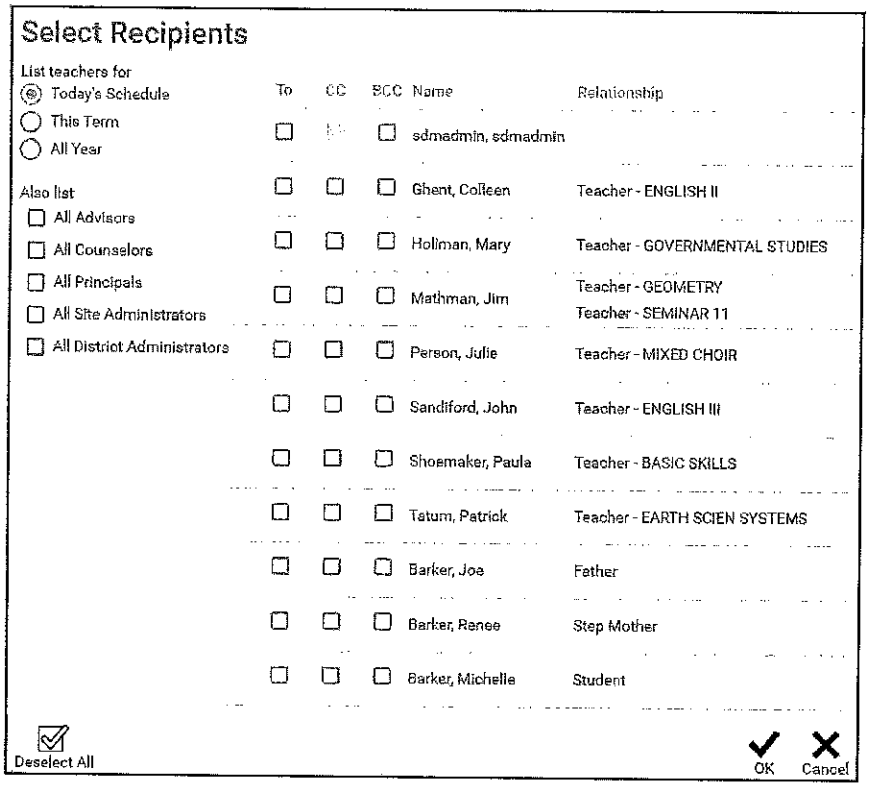
There are no special permissions for this function. These functions are available for all staff with a teacher role.

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.



- 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:

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- 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:

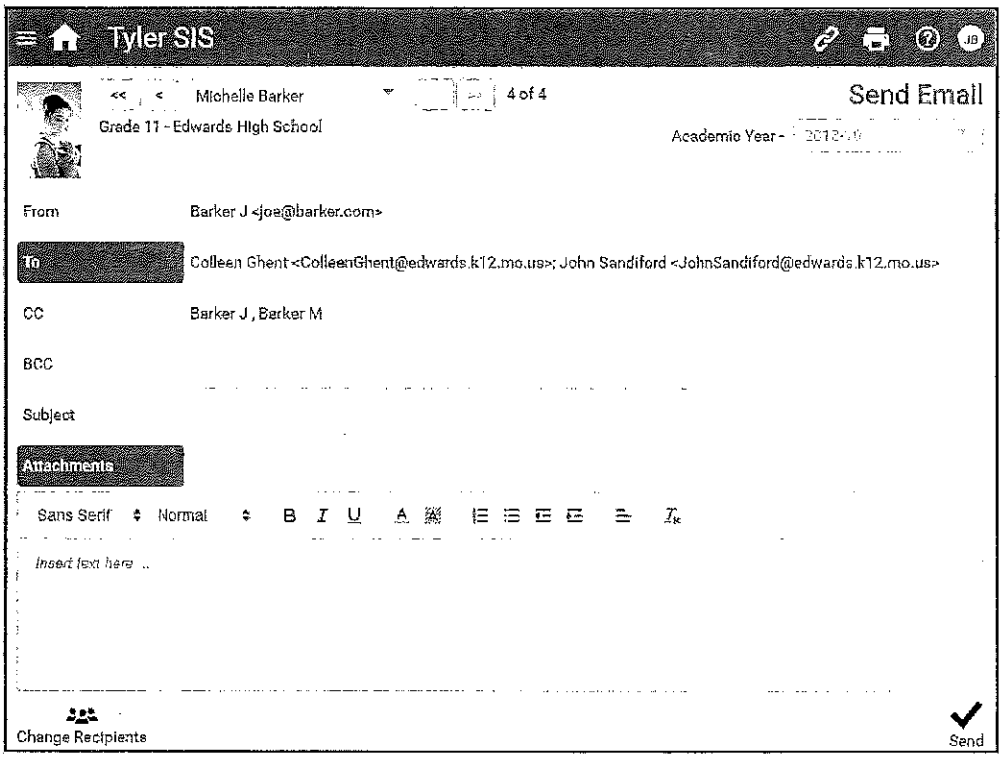
- **To** (At least one recipient must be selected in this category)
- **CC** – Carbon Copy
- **BCC** – Blind Carbon Copy

> **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 with be displayed in the **From** area. The recipients selected are automatically displayed in the appropriate **To, CC,** or **BCC** area.



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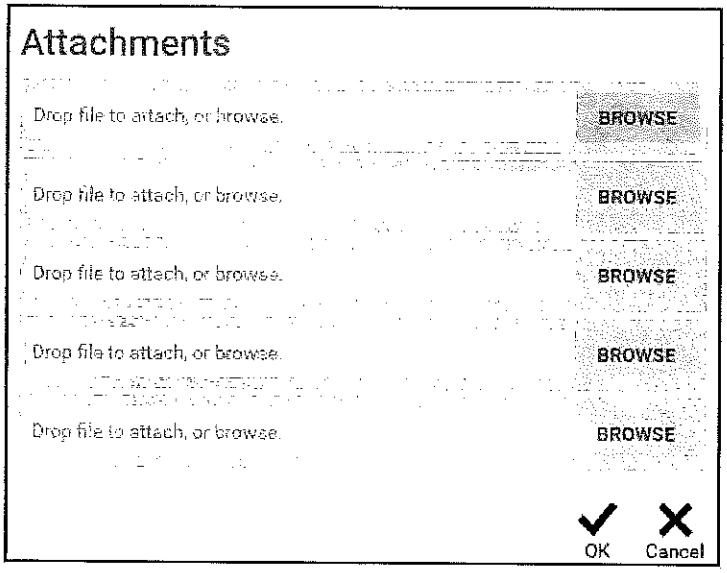
1. The recipients can be changed by clicking **To...** (To...) or by clicking **Change Recipients** icon Change Recipients in the bottom tool bar. Either of these reopen the **Select Recipients** window.
2. Click in the **Subject** box to type in the email subject.
3. Click the large text box at the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

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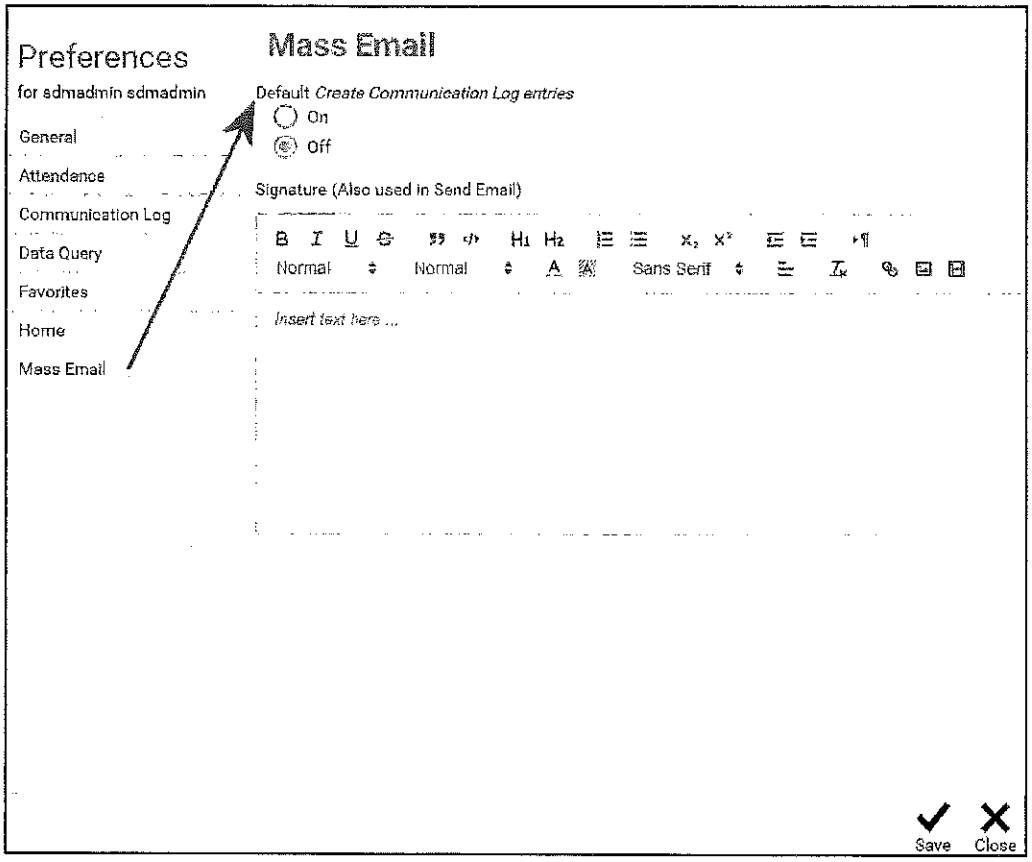
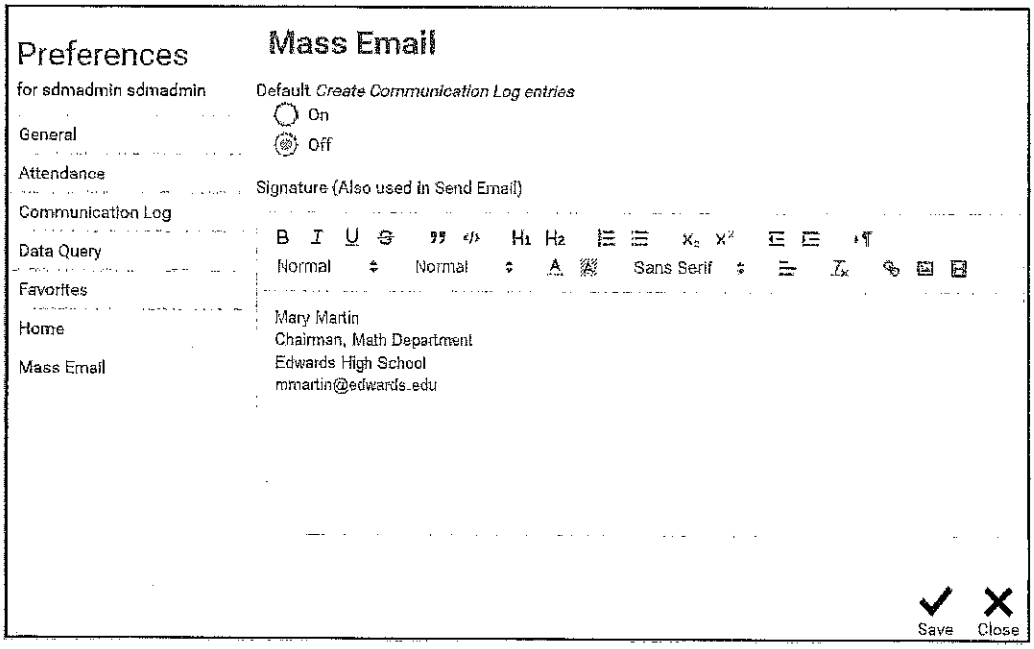
The first option determines whether the **Create Communication Log Entries** when emails are created (defaults to Off). When an email is created, the **Create Communication Log entries** defaults based on this preference.



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.



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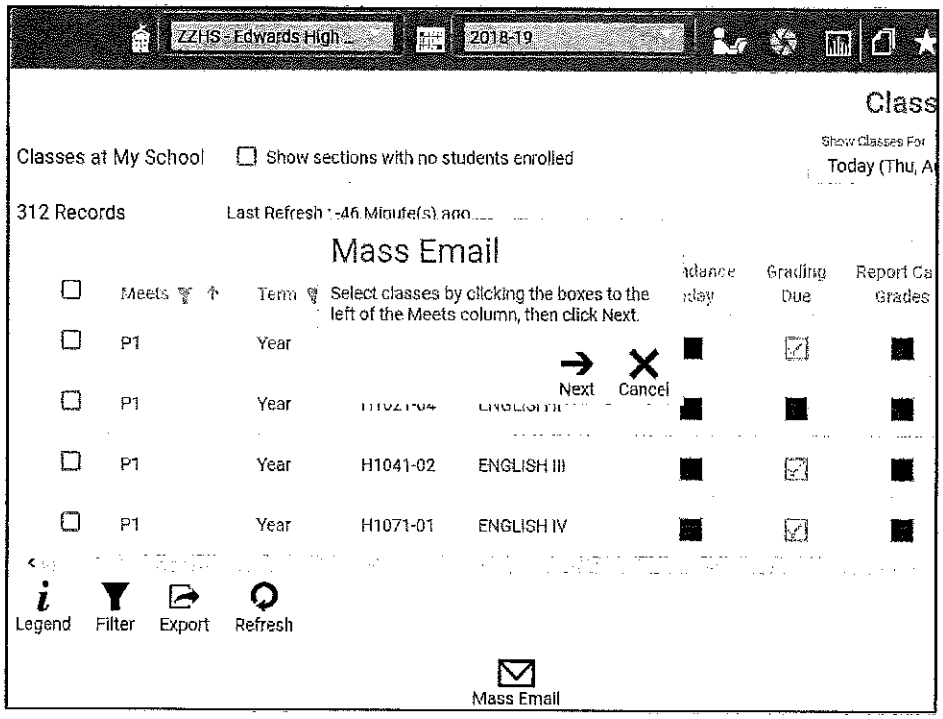
Creating a Mass Email

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.**



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.

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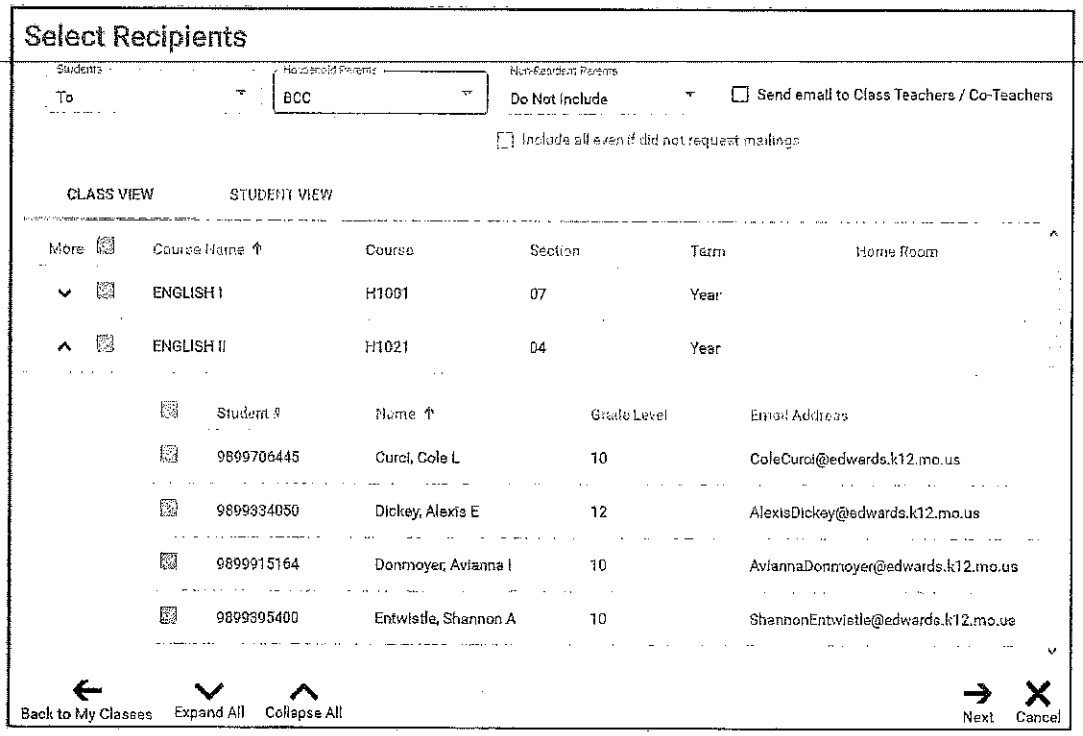
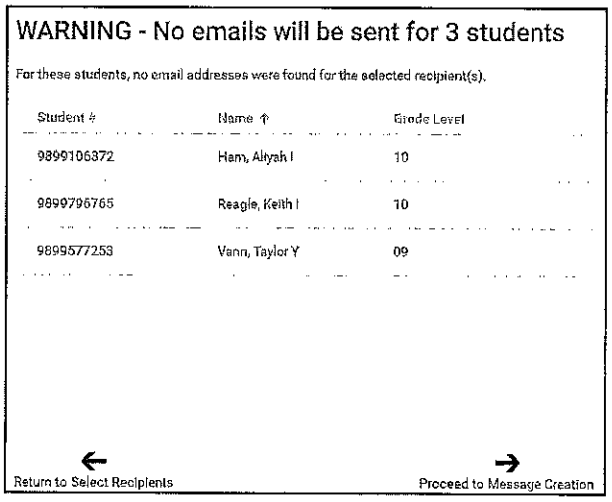


3. Optionally click to check **Send email to Class Teachers/Co-Teachers**.
4. Each selected class is displayed with an up/down arrow in the **More** column. Click to display the class roster with checkboxes displayed beside each student name. Select individual students or check the box in the heading to select all students
5. 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.



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

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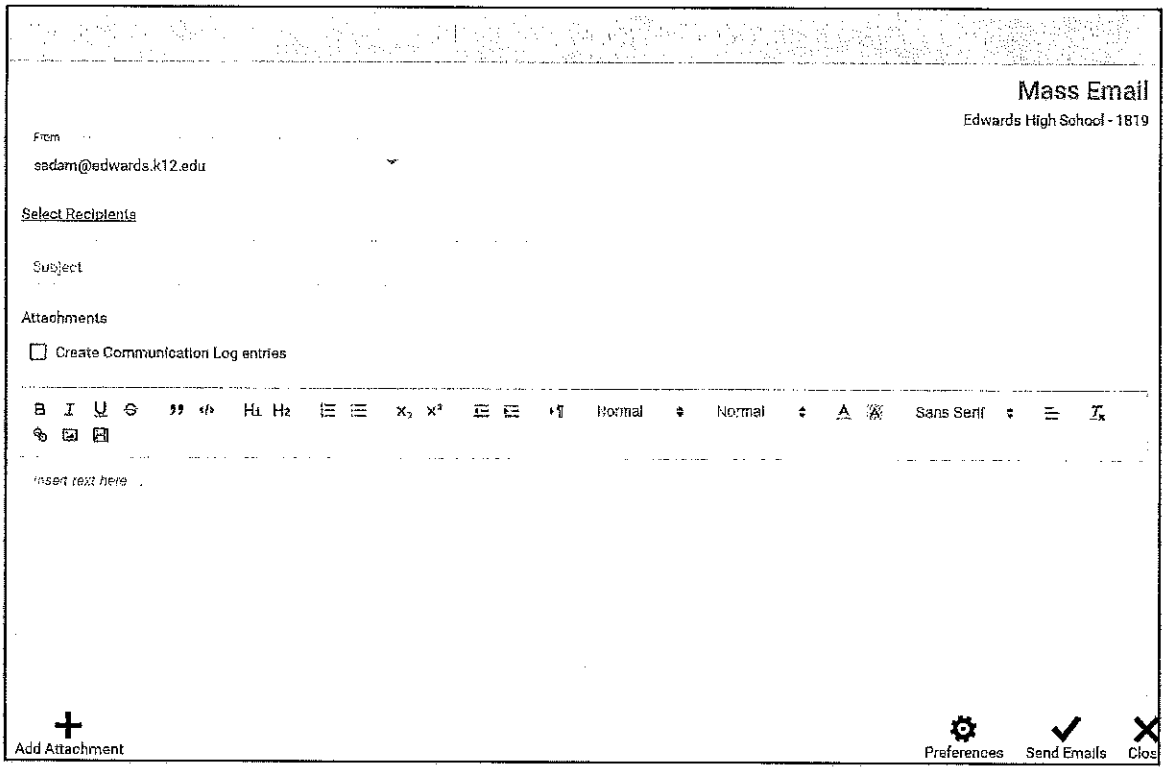
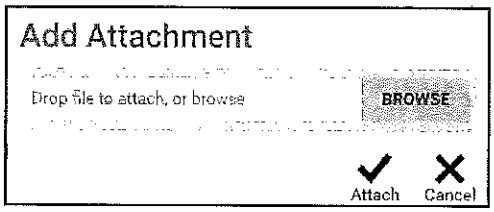
6. Now that the recipients have been chosen, the actual email can be created. Your email address is displayed in the **From** field.



- 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.



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

- 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.

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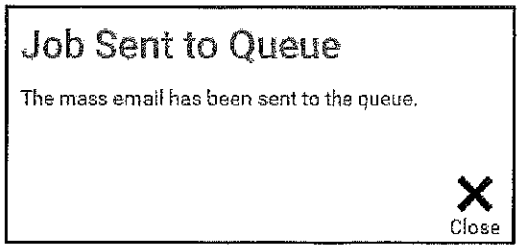
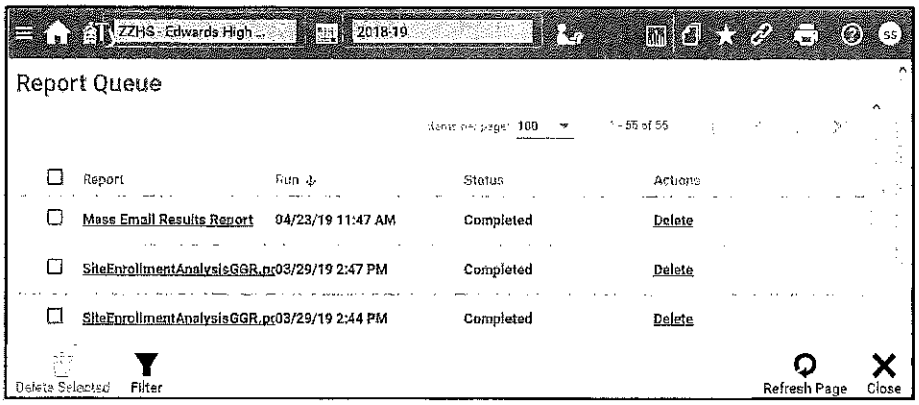
NOTE: Defaults to checked/unchecked based on settings in Preferences (select the **Preferences** icon in the bottom tool bar, click **Mass Email**).

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



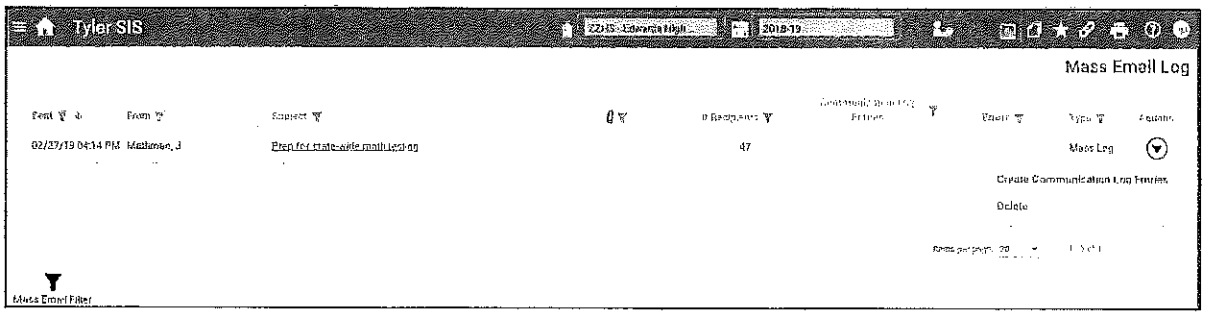
8. To view the progress and success of the mailing, go to **Menu > Report Queue**.



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.

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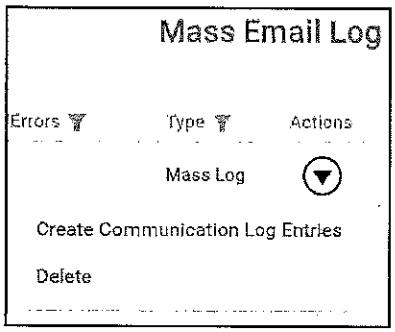
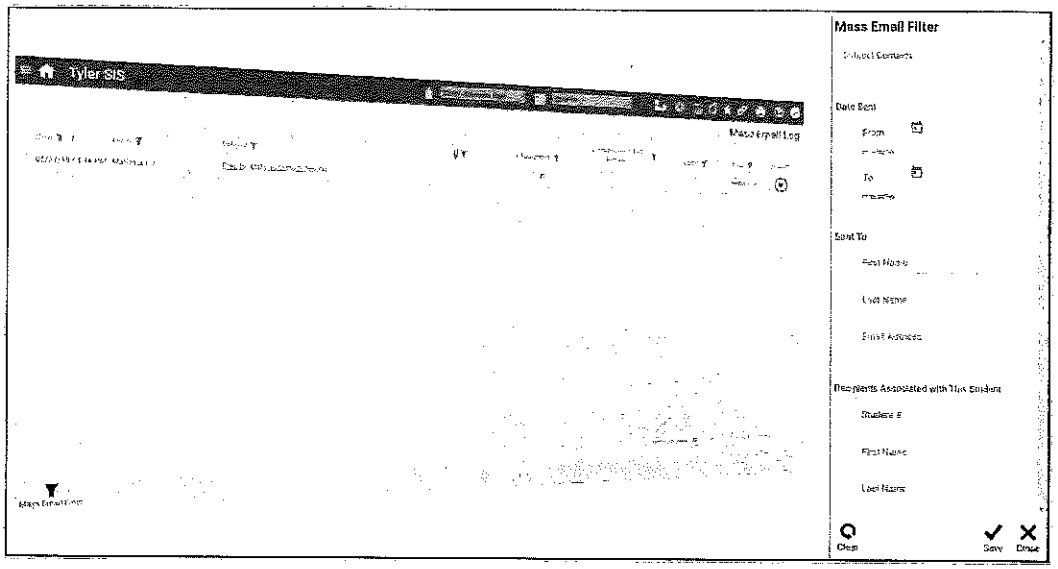
- **Recipients** – Indicates a count of recipients.
- **Communication Log Entries** – Indicates if entries were added to the students' communication logs.
- **Errors** – Displays if some emails addresses could not be used successfully.
- **Type** – Displays Mass Log.

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.

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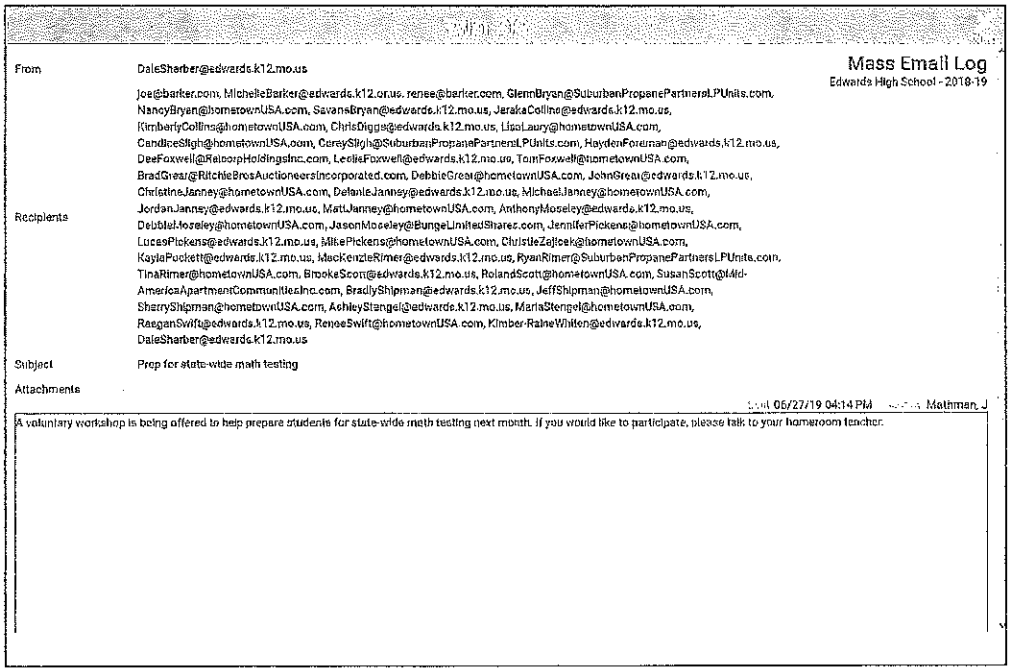
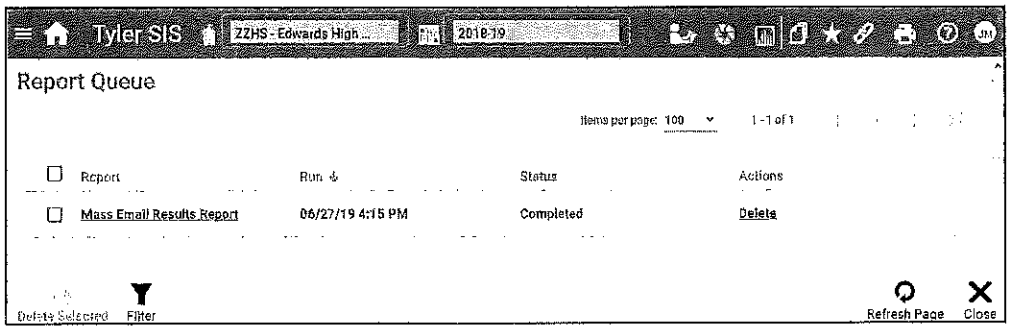
Viewing Mass Email Results

There are two ways to access the email results.

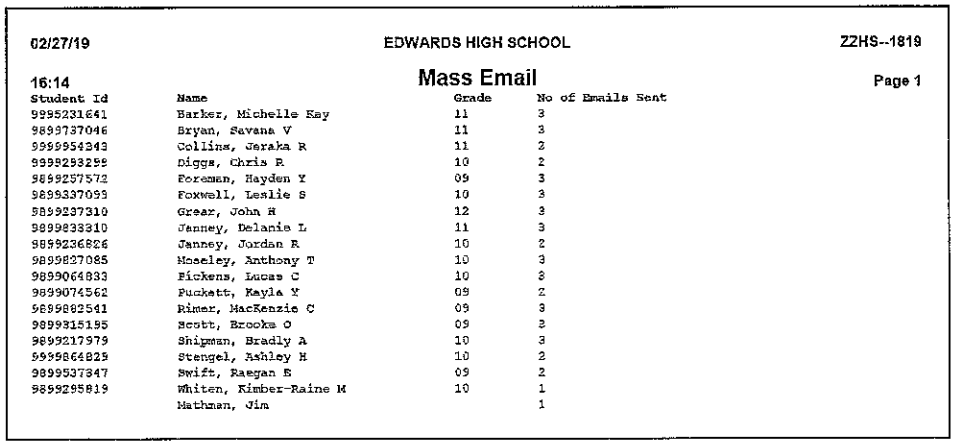
- Click the **Subject** link in the Mass Email Log to display a representation of the email.



- Click **Menu > Report Queue**



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
9995231641	Barker, Michelle Kay	11	3
9899737046	Bryan, Savana V	11	3
9999954343	Collins, Jeraka R	11	2
9999293259	Diggs, Chris R	10	2
9899257572	Foreman, Hayden Y	09	3
9899337099	Foxwell, Leslie S	10	3
9899237310	Grear, John H	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	3
9899074562	Puckett, Kayla Y	09	2
9899882541	Rimer, MacKenzie C	09	3
9899315195	Scott, Brooke O	09	3
9899217979	Shipman, Bradly A	10	3
9999864829	Stengel, Ashley H	10	2
9899537347	Swift, Raegan E	09	2
9899295819	Whiten, Kimber-Raine M	10	1
	Mathman, Jim		1

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C360 Student Summary

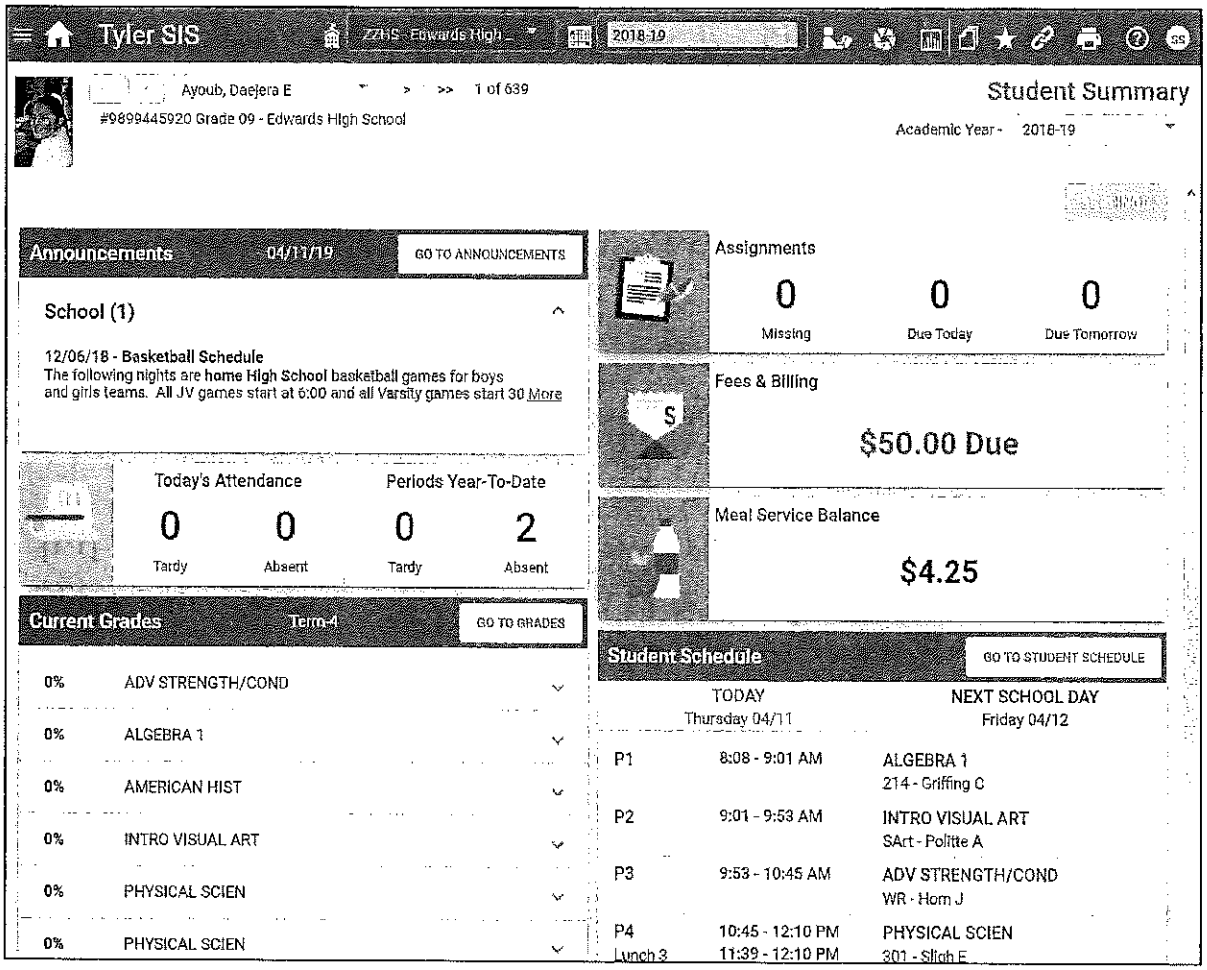
Path: Click the Student icon in the top bar search for and select a student

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.

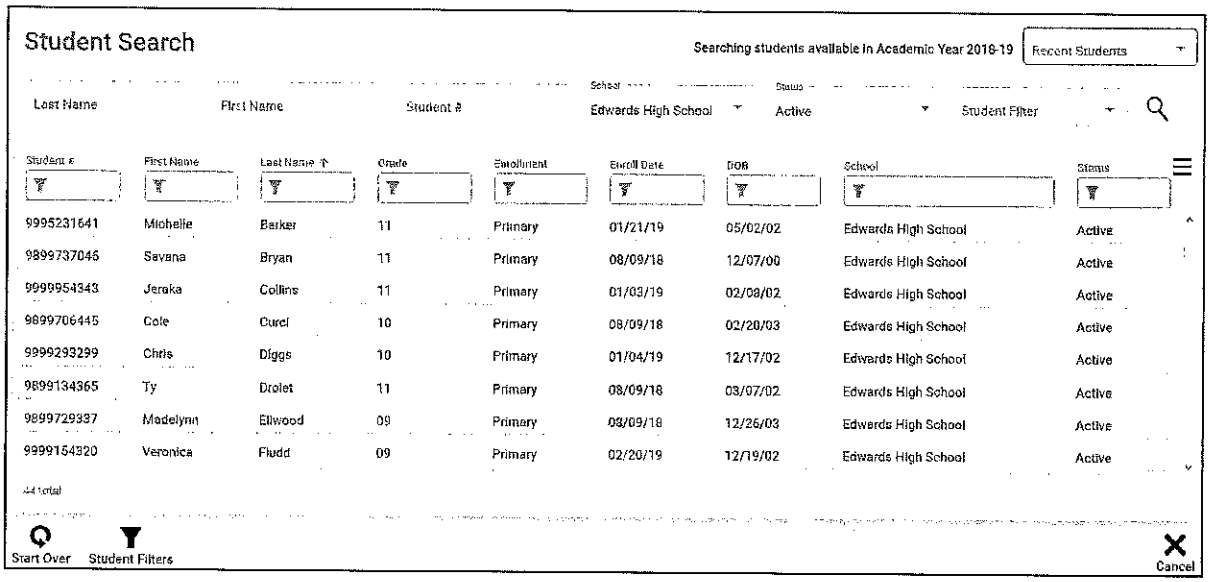


User Permissions

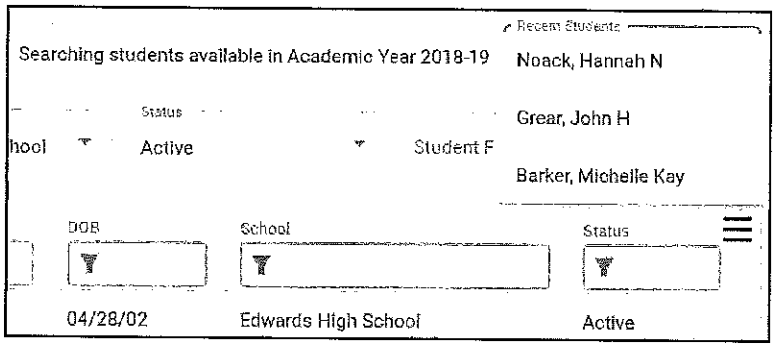
There are no special permissions for this function. These functions are available for all staff with a teacher role.

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.

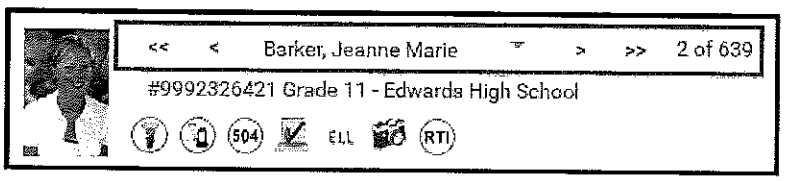


Search for and select the desired student. You may click **Recent Students** to access any student(s) accessed by searching during this login session. For more information on this topic see *Student Search* on the Tyler SIS support site.



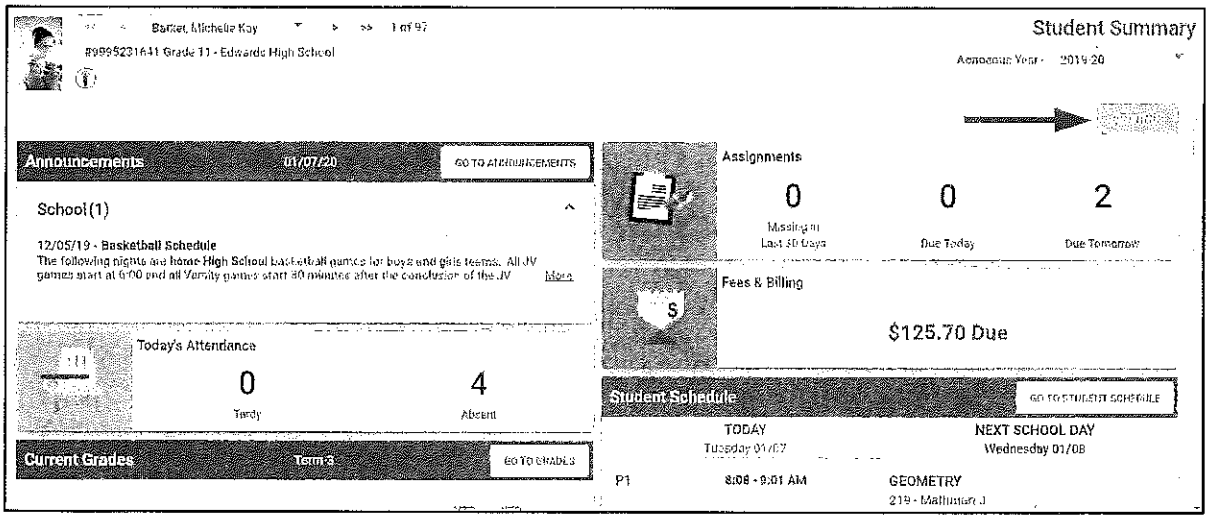
Selecting a Different Student

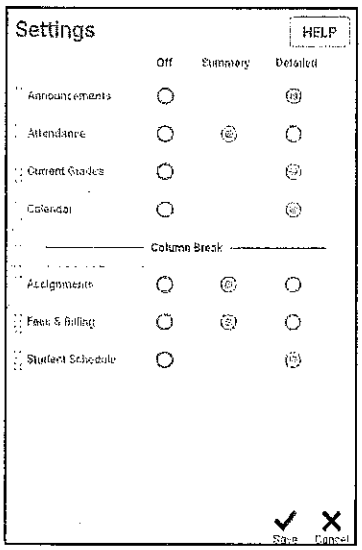
Click the **Student** icon in the top bar to access **Student Search** or the navigation bar at the top of the page can be used to scroll through the students returned by the most recent student search. Either use the arrows to move thru the students or click the down arrow to the right of the student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

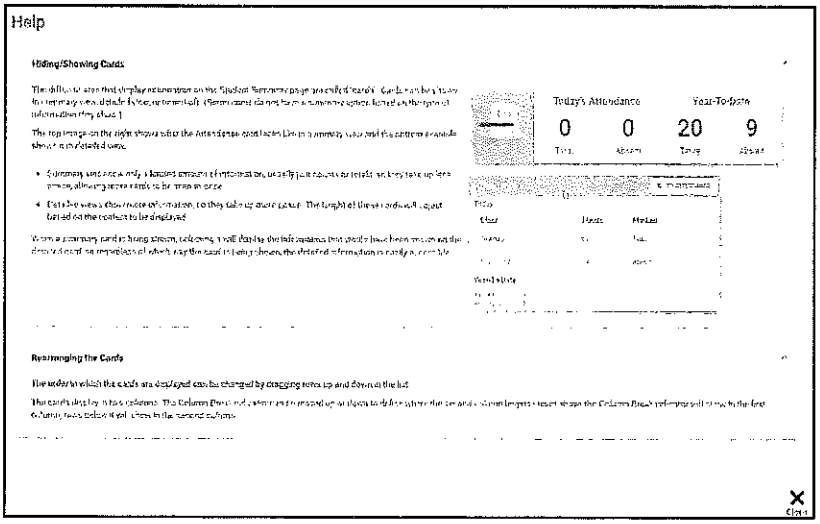


Selecting Cards

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







Some cards only have Off/Detailed. This is usually because those cards have **GO TO** buttons that access the data in screens.

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.

View Detail Information

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

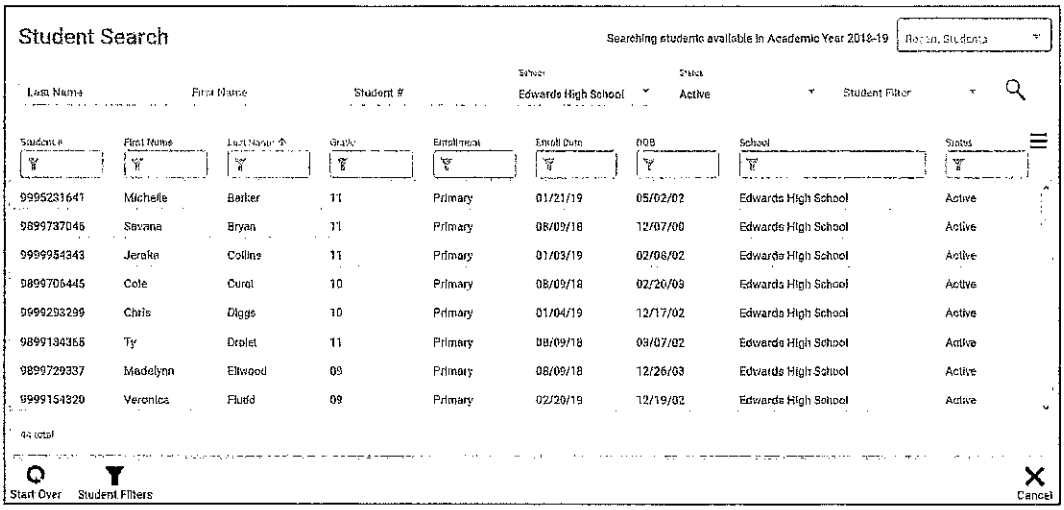
Often, a student can be located by using the Student #, Last Name, and First Name fields. However, Tyler SIS offers extensive search capability. For example, the powerful Advanced Filter options allow you to search for all students in any of my AP classes or all active students in the Gifted and Talented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

User Permissions

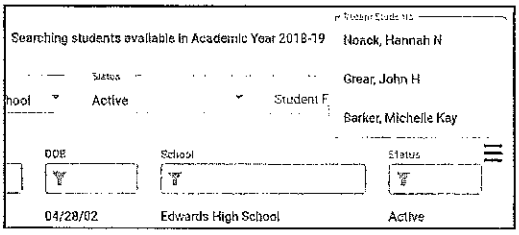
There are no special permissions for this function. These functions are available for all staff.

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.



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



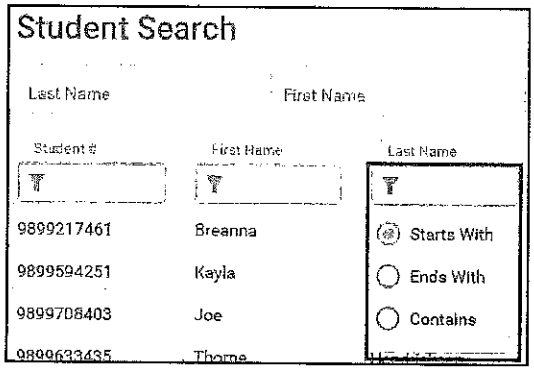
Entering Search Criteria

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.

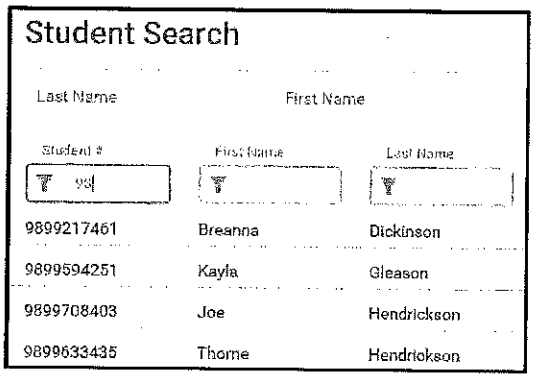


4. Click **Start Over** to clear all filters other than the system default of currently logged in school and active students.

5. Click **Cancel** to close the **Student Search** window.

Grid Filters

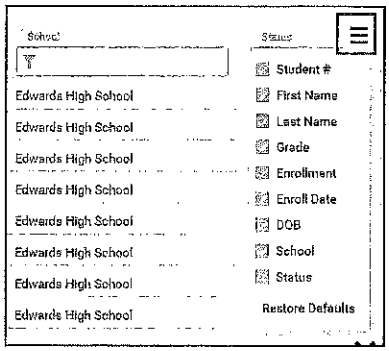
1. The filters at the top of the grid are dynamic, updating the list of records as you type. These filters are used to find contained values. For example, enter **98** in the **Student #** column to find all students whose ID starts with or contains 98.



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

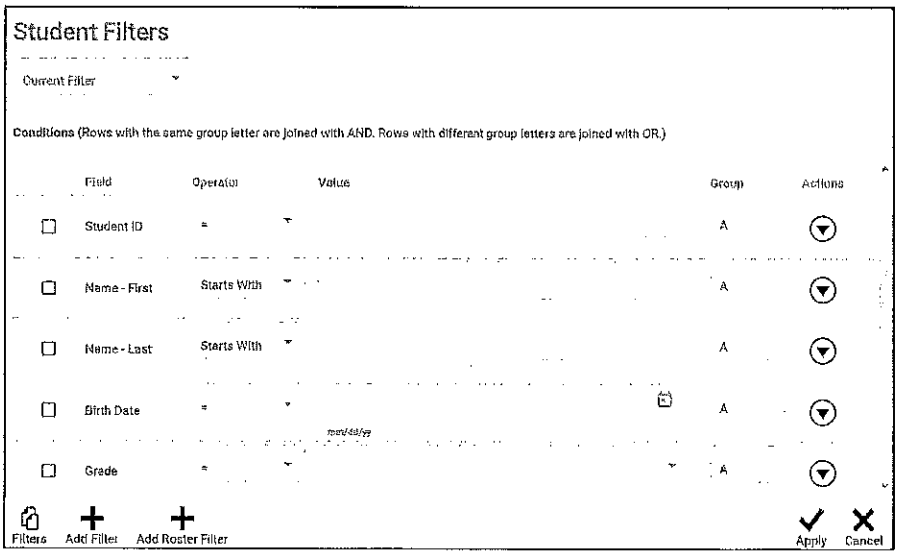
Select the menu icon to the right of the column headings, check to show or uncheck to hide columns.



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**.

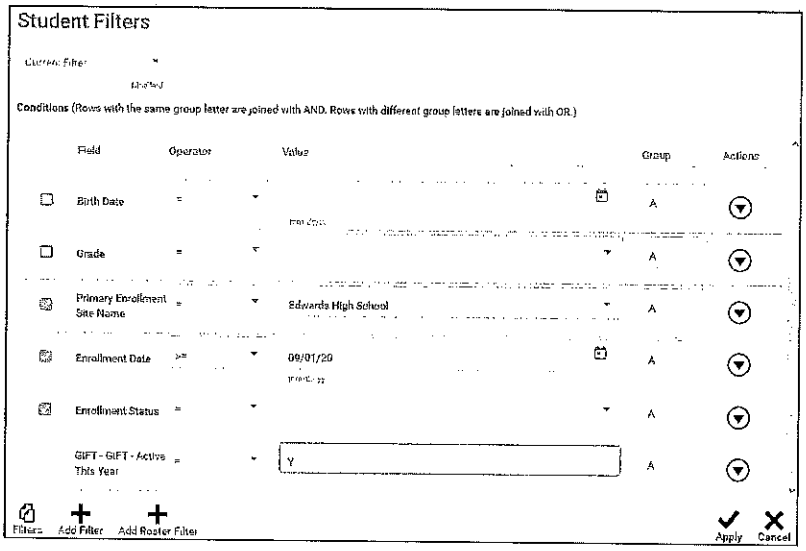


2. To filter on one or more of the fields displayed, check the box on the left, select the desired **Operator**, enter a **Value** and **Group**, and click **Apply**.

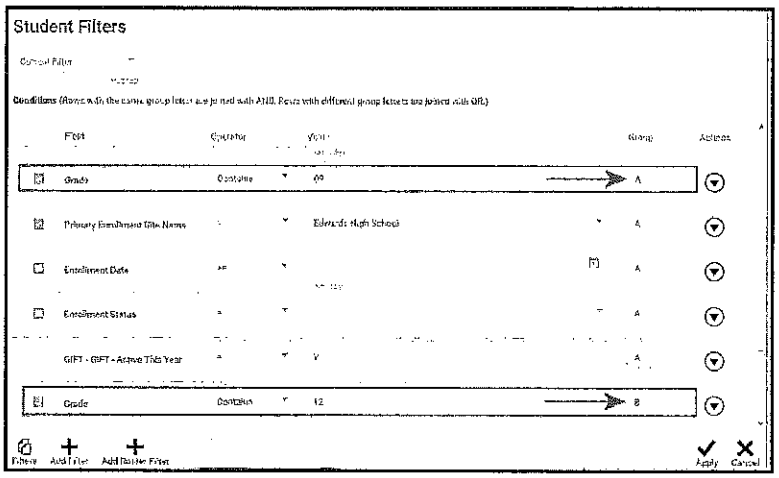
   - Rows may be deleted by clicking **Actions > Delete** (or removing the check).
   - Rows may be duplicated by clicking **Actions > Duplicate.**
   - Additional filters may be added by clicking **Add Filter**, then searching through the list of available fields. Select the field you wish to use to add 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

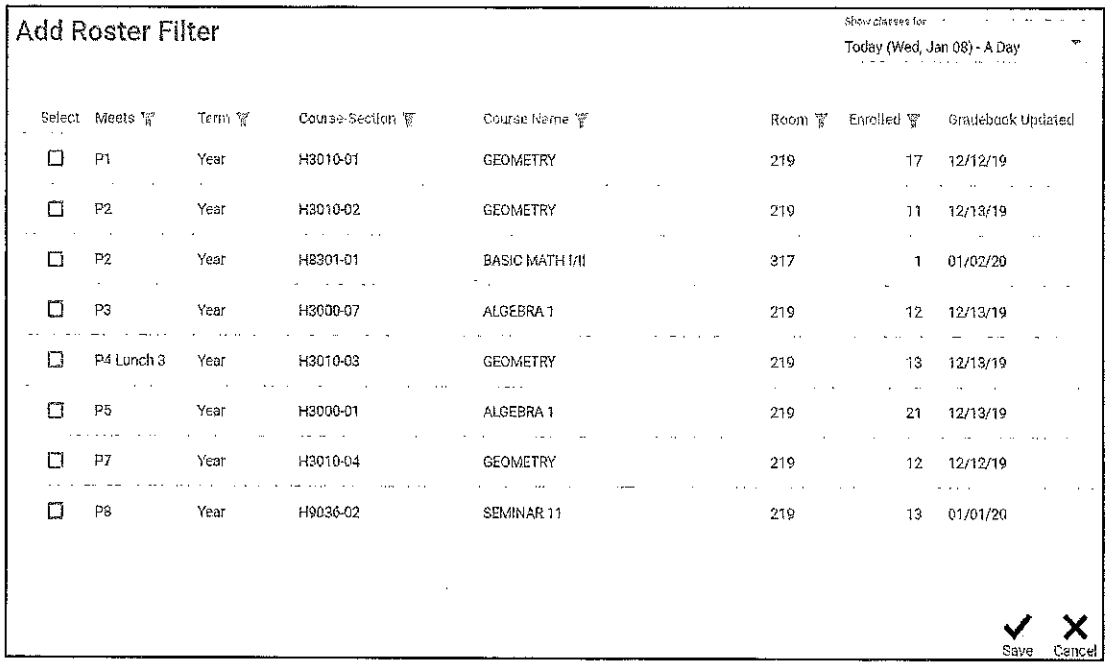
- Use the **Group** field to identify whether filters work in conjunction or separately.
- To use filters that work in conjunction (that is, satisfy AND criteria), use the same group code. This example finds all active students at Edwards High School who enrolled on or after the first day of school **and**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



- 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.



- 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.**



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

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

P	C	F	Permission Description
	☐		Login only to 360
☐	☐	☐	Block Login
☐	☐	☐	Bypass Home Page and Go To User Defined
☐	☐	☐	View Students District-Wide
☐	☐	☐	Maintain Students District-Wide
☐	☐	☐	Maintain All Students In This Site-Year
☐	☐	☐	View All Students In This Site-Year
☐	☐	☐	View All Students In Courses I Teach

Teams

Based on Student Scope and then View/Maintain Ability

General Operations

P	C	F	Permission Description
	☐		Login only to 360
☐	☐	☐	Block Login
☐	☐	☐	Bypass Home Page and Go To User Defined
☐	☐	☐	View Students District-Wide
☐	☐	☐	Maintain Students District-Wide
☐	☐	☐	Maintain All Students In This Site-Year
☐	☐	☐	View All Students In This Site-Year
☐	☐	☐	View All Students In Courses I Teach
☐	☐	☐	View All SpEd Students
☐	☐	☐	View Full Main Menu for Teachers
☐	☐	☐	View Student IEP Alert Icon
☐	☐	☐	Assign Group Access to Other Users
☐	☑	☐	View Teams
☐	☑	☐	Maintain Teams

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

General Operations

P	C	F	Permission Description
	☐		Login only to 360
☐	☐	☐	Block Login
☐	☐	☐	Bypass Home Page and Go To User Defined
☐	☐	☐	View Students District-Wide
☐	☐	☐	Maintain Students District-Wide
☐	☐	☐	Maintain All Students In This Site-Year
☐	☐	☐	View All Students in This Site-Year
☐	☐	☐	View All Students in Courses I Teach

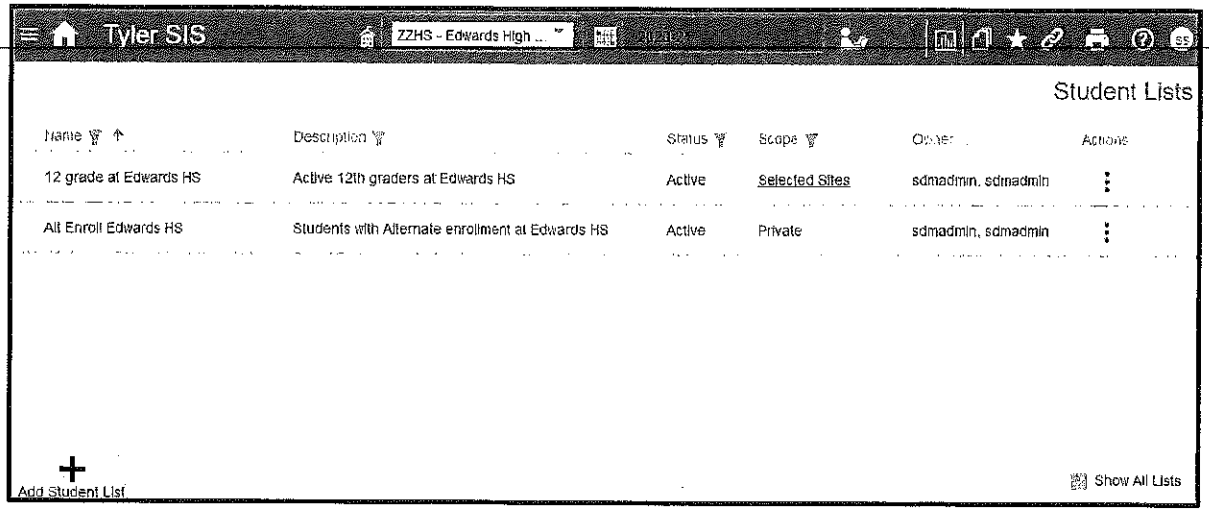
- **View** – This permission gives the user limited abilities
  - View team
  - View Selected Students on a Team
  - Filter Teams
  - Show Inactive Teams
- **Maintain** – This permission gives the user several different abilities
  - Add Team
  - Take ownership of a Team
  - Edit Team
  - Manage Students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

Add Lists

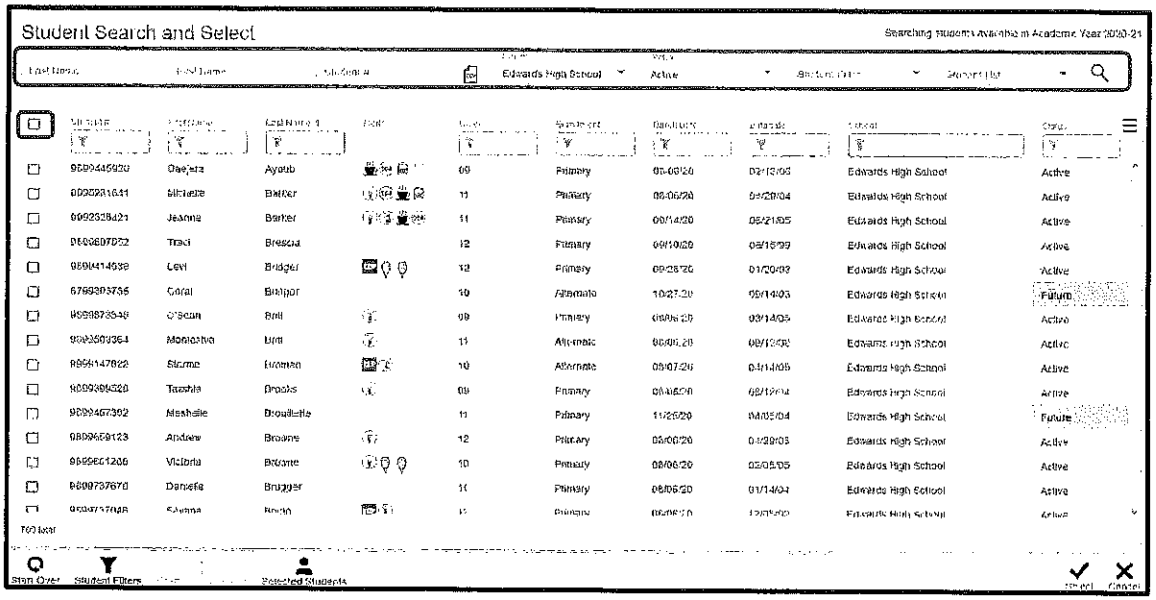
Student Lists can be created in multiple ways:

- 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



1. Select **Add List.**


Student Search and Select
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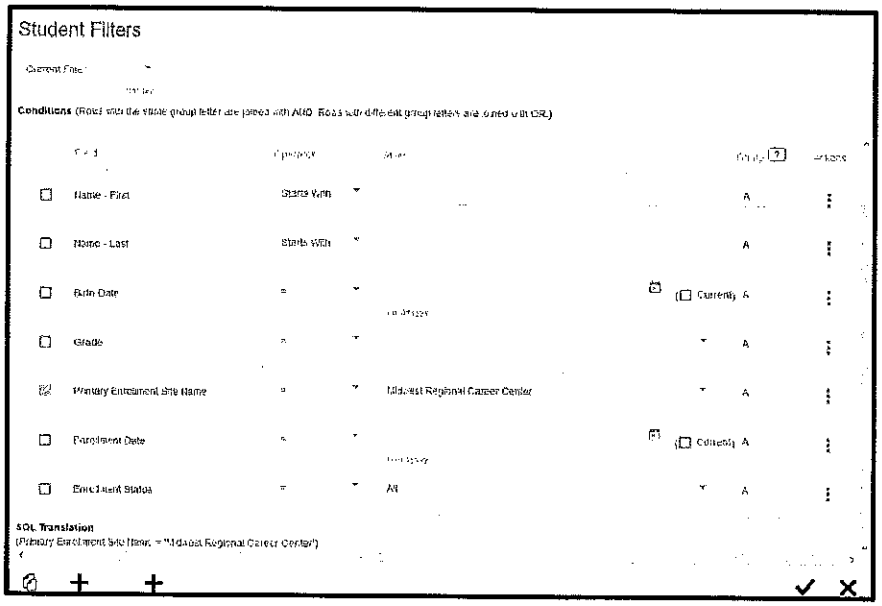
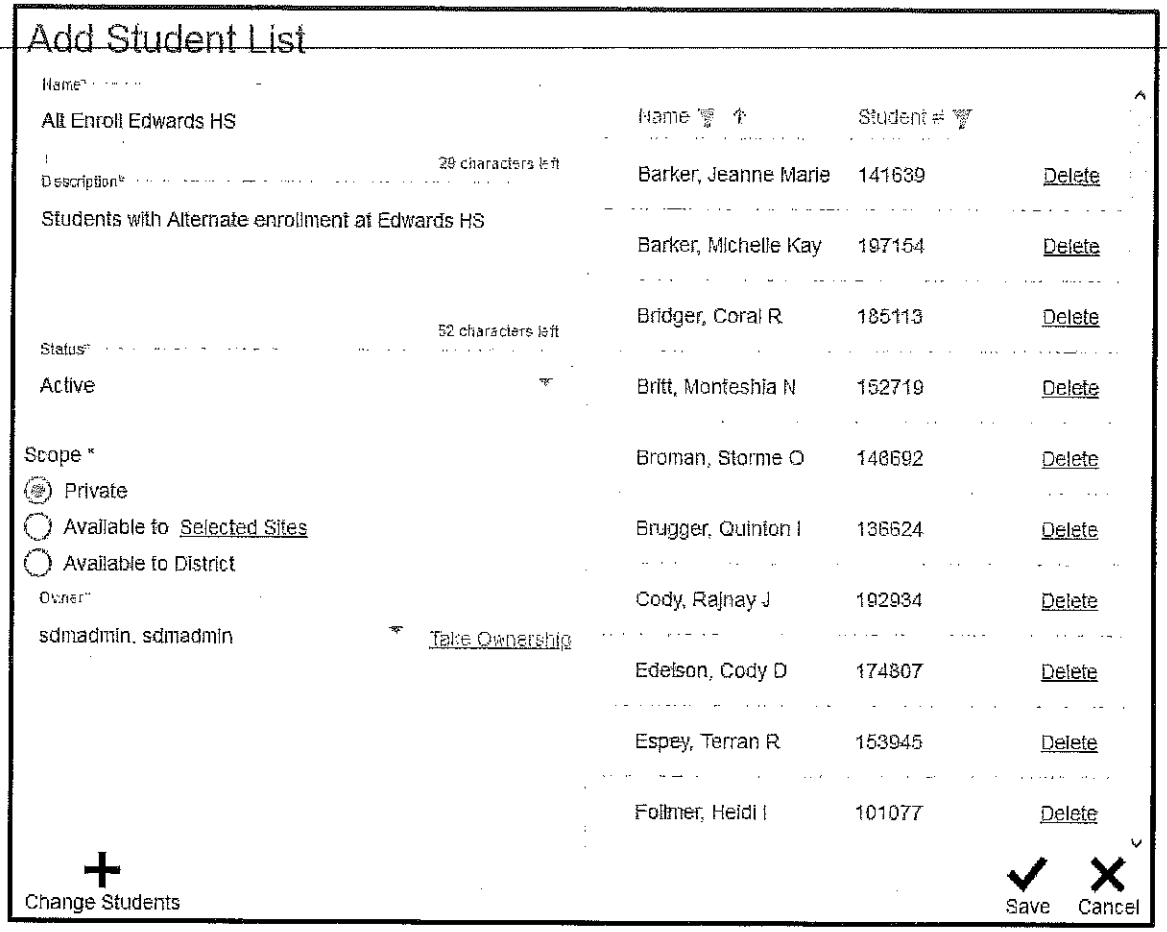


4. Select the **Check All** checkbox to select all the students that have satisfied the criteria or click to check/select individuals.

   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.



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.

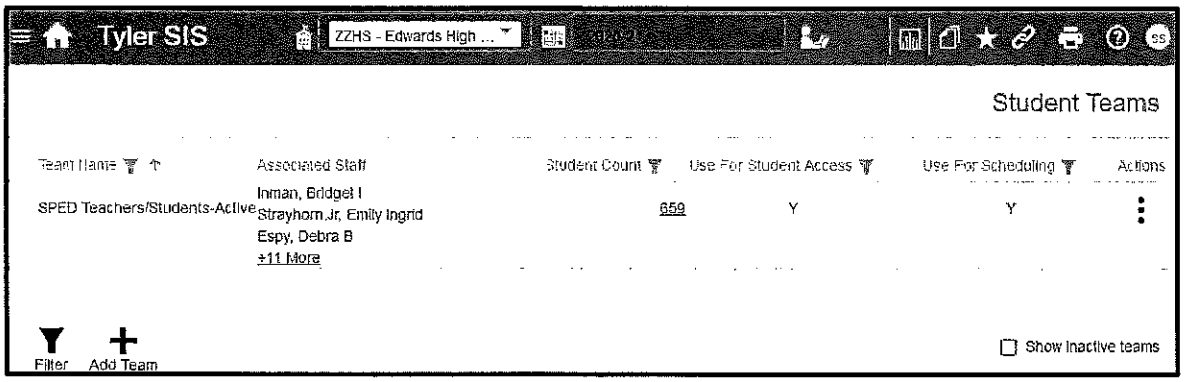
- Provide a **Name** and **Description** for the Student List.
- Status defaults to **Active** (available for use) but may be set to Inactive to save for future use.
- Set the **Scope** of the list to Private (creator's use only), Available to Selected Sites, or Available to District.
- If you have the 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.

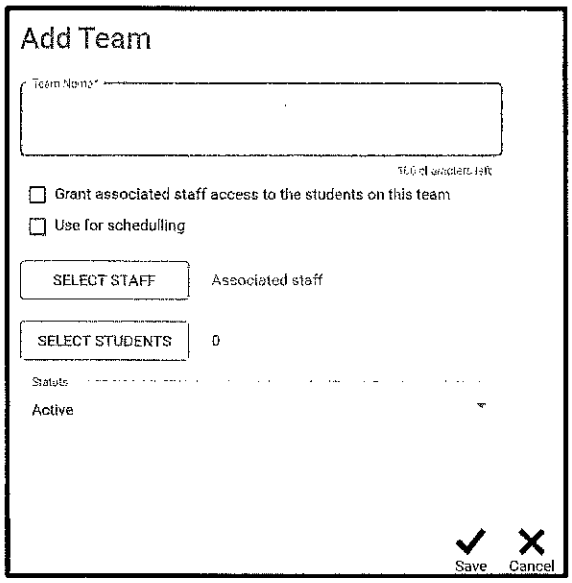
Add Teams

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.



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



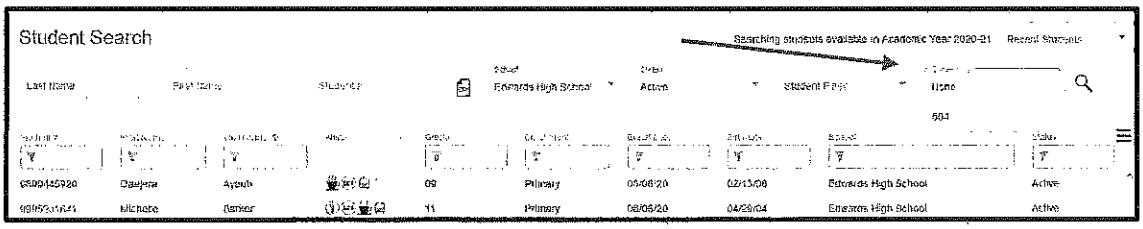
- Enter a Team Name
- Check **Grant associated staff access on this team** to give access to users who would not normally have access to these students (for example, when a teacher is the sponsor for a club and needs to be able to email the students in the club).
- Check **Use for scheduling** to use 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.

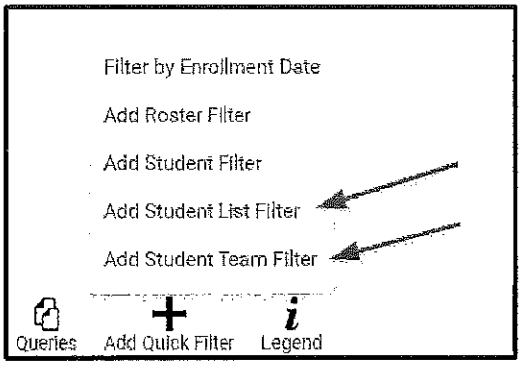
Using Lists

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.



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



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C360 Favorites

Path: Click the Favorites icon in the top bar

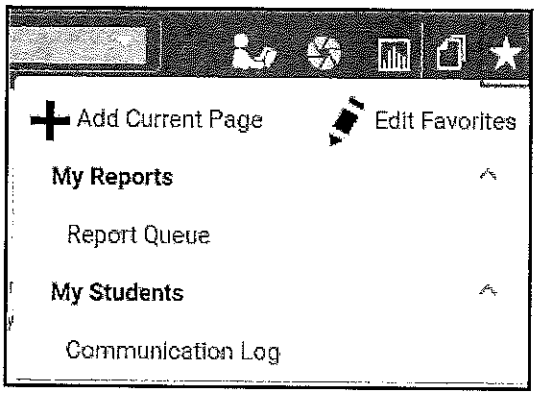
Overview

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

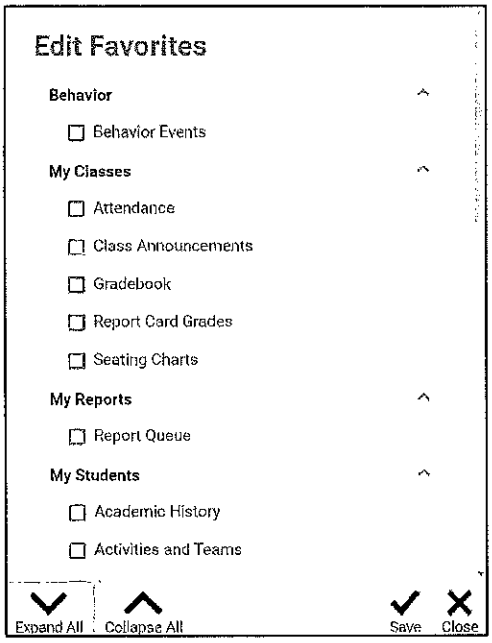


Add the Current Page

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.



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

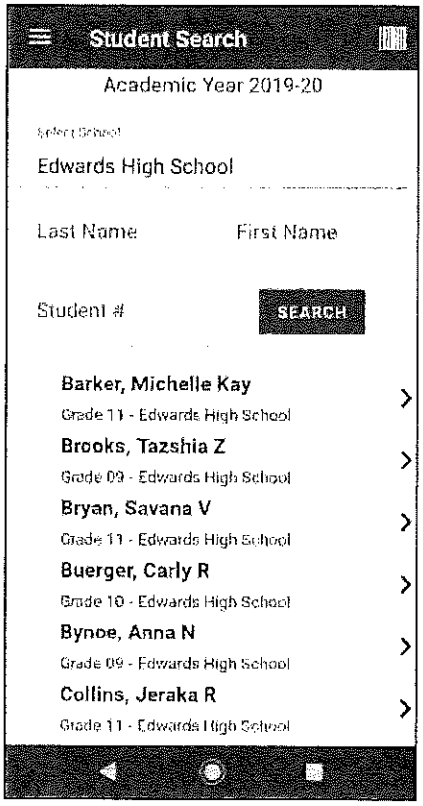
Attendance Entry

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.

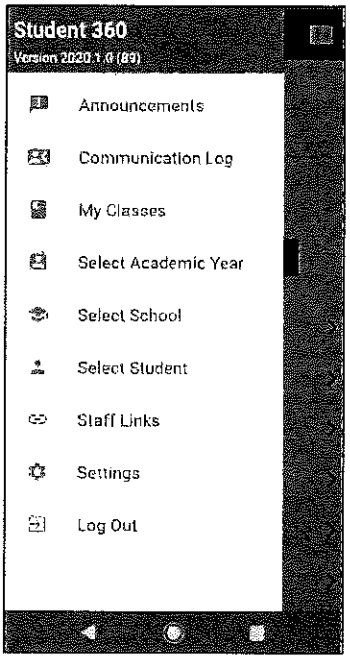
NOTE: If a teacher uses multiple devices, the New Option message displays the first time each device is used.

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).



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

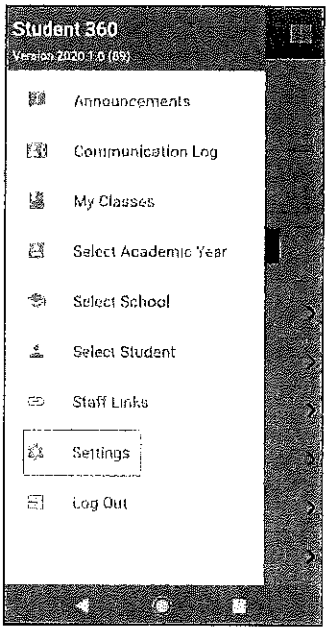
- **Menu** – Click the icon to access the following options.



- **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.



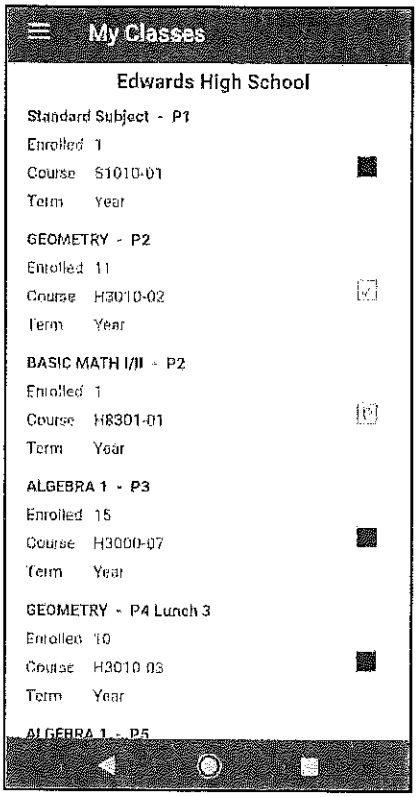
1. On the student search screen, tap the **Menu** icon to display the options available if logged in as teacher.
2. Tap **Settings** to establish your preferences *for this device*.
3. Set **Classroom Attendance** preferences.
   - **Display Student Photo** – Defaults to on, only affects the attendance 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

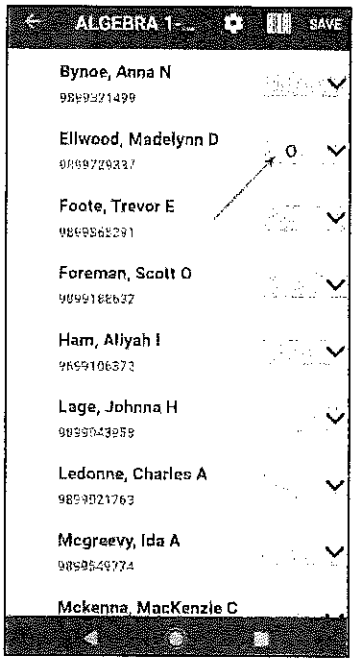
If User Preferences are set to default to My Classes, the My Classes screen displays a teacher's assigned classes and shows Course name/period, number Enrolled, course ID, Term, and attendance status. The status displays are the same as Classroom 360:

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



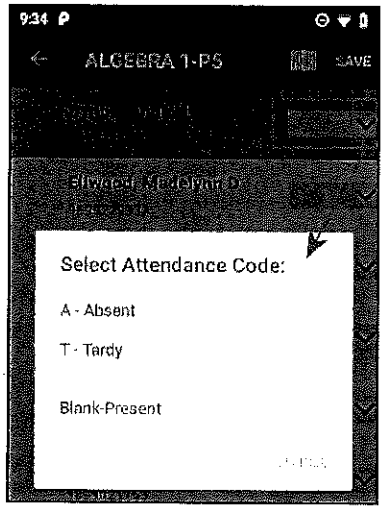
Entering Attendance by My Class Roster

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

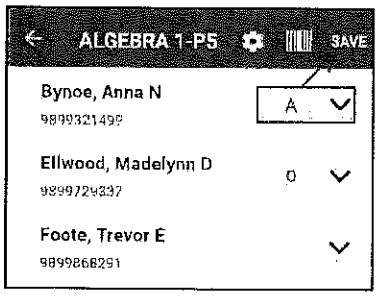


1. Tap any class to display the class roster.
   - Students' attendance defaults to Present (dropdown blank).
   - If you change nothing and tap **Save**, the class status is updated to **Perfect Attendance**.
   - If office/admin attendance is present (O appears), you change nothing, and you tap **Save**, 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.



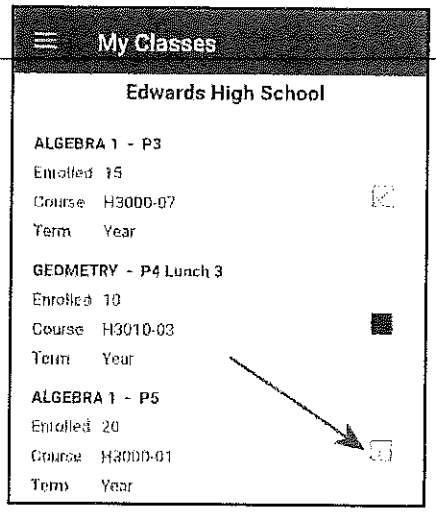
3. Once you mark a student's attendance, the dropdown for that student shows the attendance code.



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.

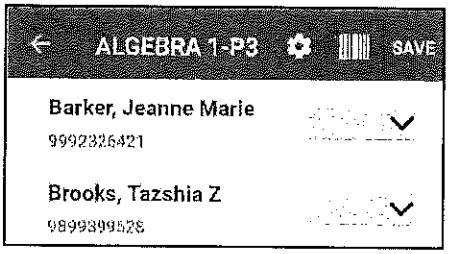
5. The status of the class is updated.



6. If a student who was marked absent arrives late, you may update their entry to Tardy quickly using Student Search.

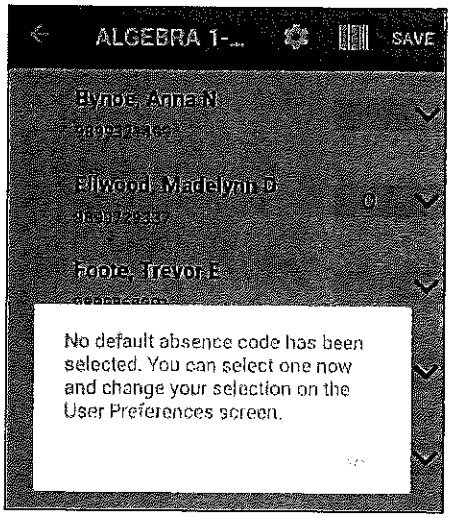
Barcode Scanning for Mobile Attendance

1. To access barcode scanning, tap the **Barcode** icon on the Class Roster screen.



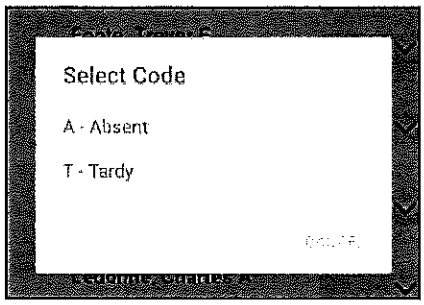
2. On the first use of scanning, the following screen appears if a default absence code hasn't been selected for this device.

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.

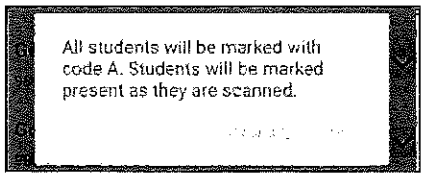


3. Tap **OK** to select the code (or Cancel to abort).

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.

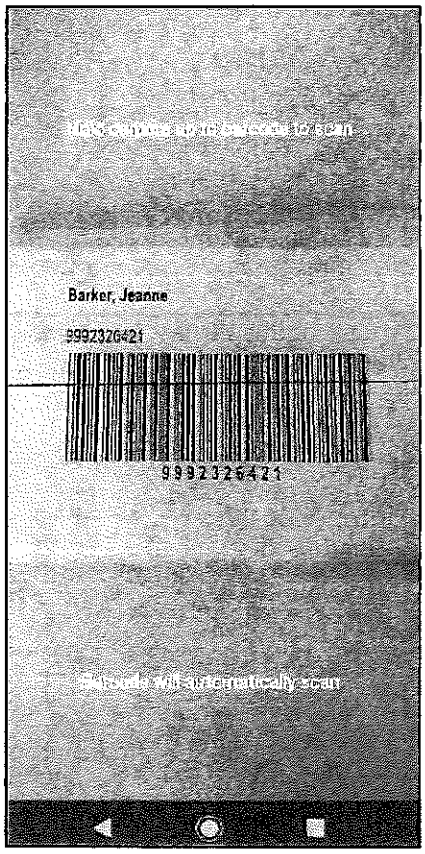


4. Tap the desired absence code (or Cancel to abort).

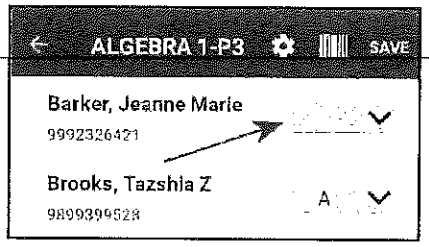


5. Tap OK to accept the absnt code specified (or Cancel to abort).

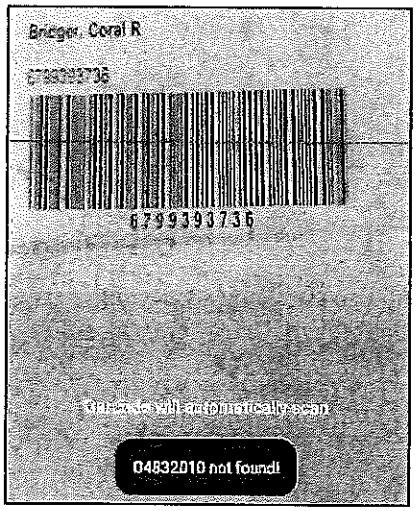
6. Scan a student's barcode.

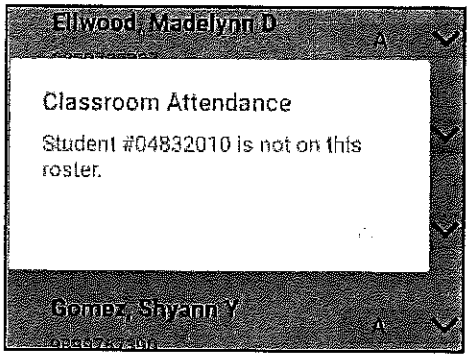


If the scan is successful, a beep sounds and the roster is displayed with the scanned student marked present (blank) with all unscanned students marked with the default code.

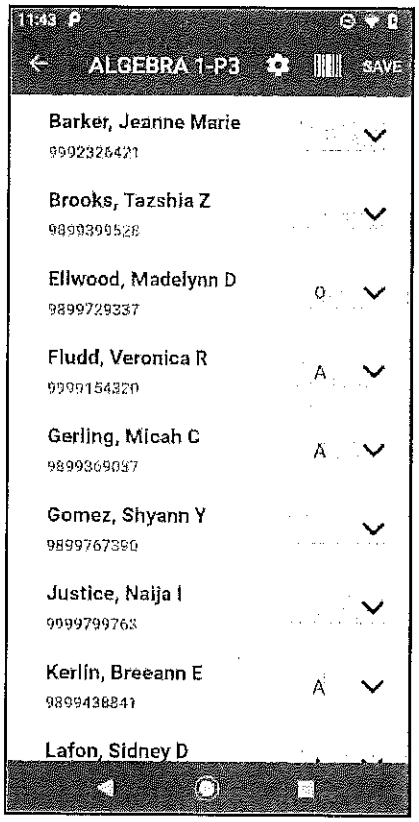


If the scan doesn't find the student in the current roster or experiences an error reading the barcode, a buzz sounds with an error message on the scan screen and on return to the roster.



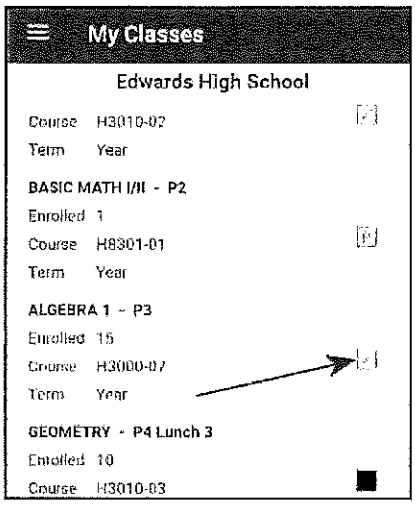


When you are done scanning, only **unscanned** students are marked with the default code selected.



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.

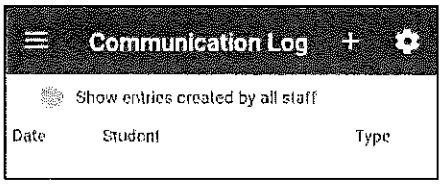


8. If a student who was marked absent arrives late, you may update their entry to Tardy quickly using Student Search.

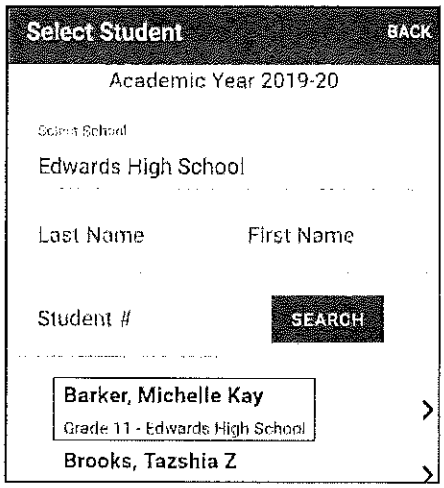
Communication Log Entries

You may view existing Communication Log entries you created and possibly entries by other staff (depending on access rights and Preference settings).

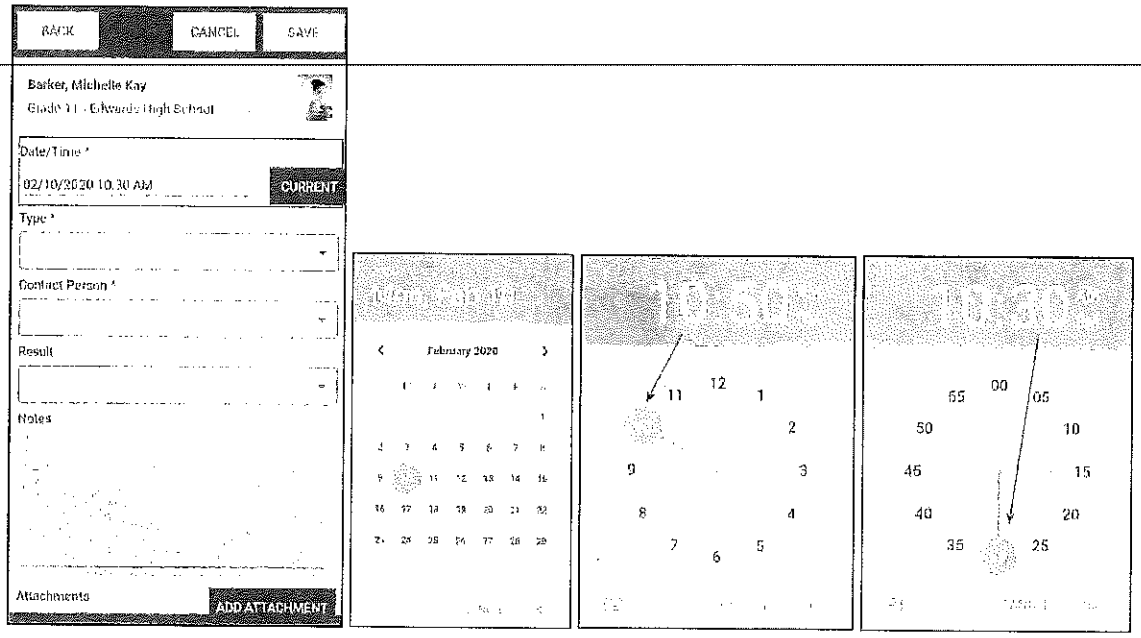
1. To add an entry, tap **Menu > Communication Log**.



2. Click the **+** icon at the top of the screen.



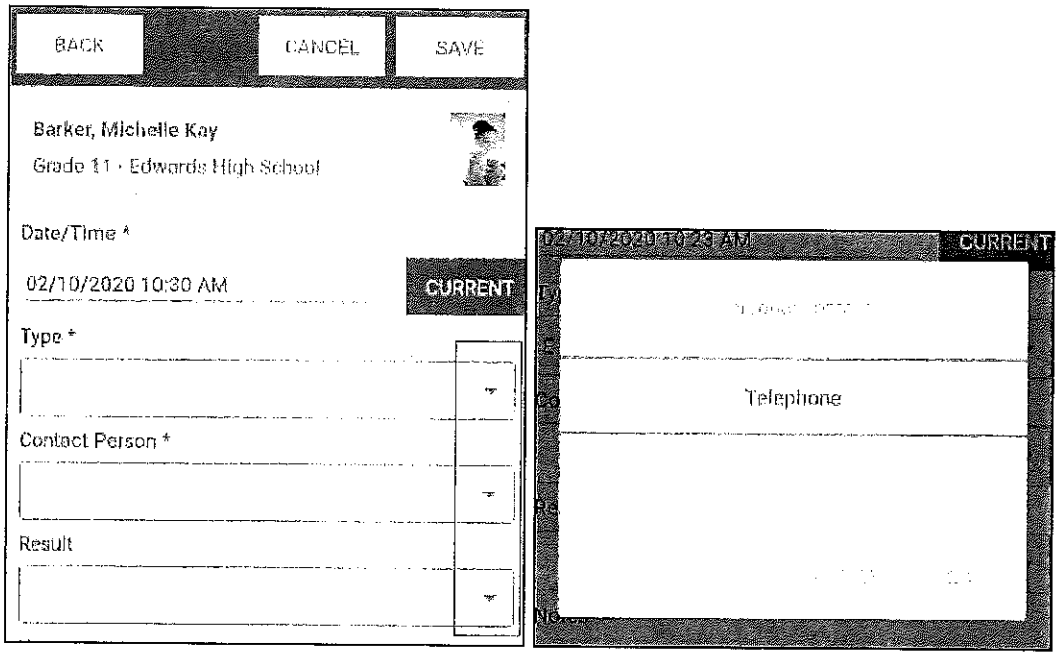
3. Scroll to and tap the name of a student in one of your classes (or search by name or student #).



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:

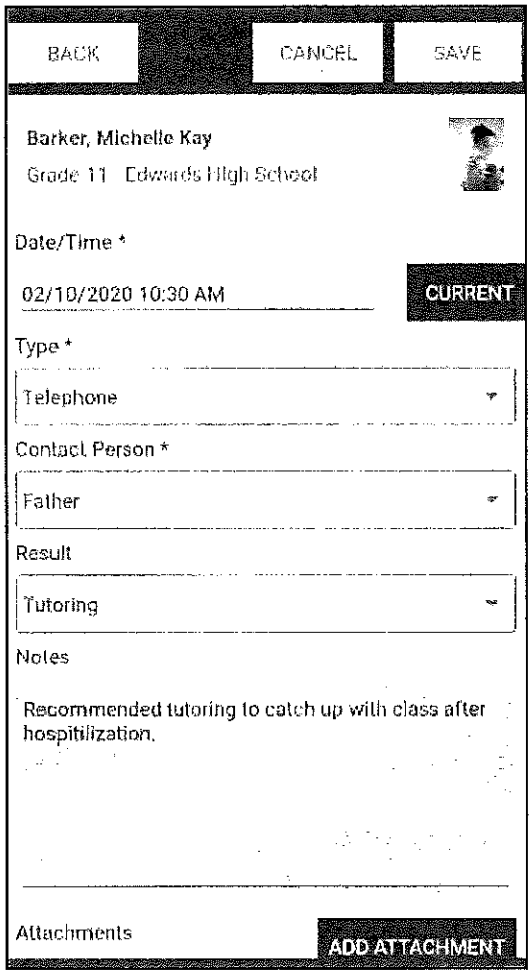
   Tap the **date** and click **OK**. Drag the hour indicator to the desired hour and click **OK**. Drag the minute indicator to the desired minute and click **OK**.

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.



8. Tap **Save** to record the contact in the **Communication Log**.

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