

Module:Parent Portal

Topic: Using the Parent Portal

Parent Portal

Tyler SIS | Version 10.1

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Overview

The Parent Login portal allows you to log on to the program and view information regarding your student. You can view the following screens:

- Today at School
- Personal Details
- Class Schedule
- Assignments
- Attendance
- Health
- Discipline
- Transportation
- Academic History
- Graduation Plan
- Class Progress
- Standard Progress
- Standardized Test Scores
- Course Request
- Notification Preferences

Log on to the program

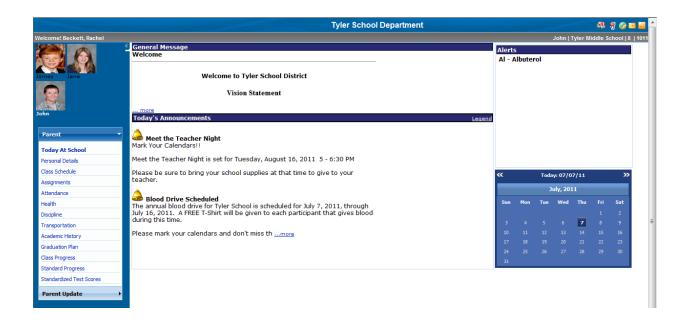
- 1. Open Tyler SIS
- 2. Type your user name in the Username box.
- 3. Type your password in the Password box.



Today at School

When you log on, the program displays the Today at School screen. The program defaults to the top left student as active. The program displays the Parent menu by default, and displays the student's name, school, and grade level in the banner at the top of the screen.

The Today at School screen displays names and photos of your students, as well as messages, announcements, and alerts. To view information for a specific student, select the student's picture.



Today at School Screen Descriptions

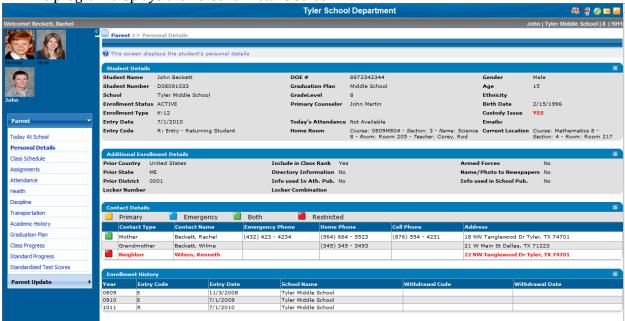
General Message	This section of the screen displays district messages. If a message does not fit in the display area, the program displays a More button. Click More to view the complete message.
Today's Announcements	This section of the screen displays all district and school announcements. The program displays announcements based on the calendar date. If an announcement does not fit in the display area, the program displays a More button. Click More to view the complete announcement.
Alerts	This section of the screen displays all medications assigned to your student and any comments entered by the school health administrator.
Calendar	This section of the screen displays the current date.
Left Menu Bar	This section of the Parent menu displays a photo of your student and provides links to the following screens: Today at School, Personal Details, Class Schedule, Assignments, Attendance, Health, Discipline, Transportation, Academic History, Graduation Plan, Class Progress, Standard Progress and Standardized Test Scores. The section of the Parent Update menu displays Course Request and Notification Preferences. The portals displayed are determined by the district.

Personal Details

The Personal Details screen displays your student's personal information.

View personal details

1. On the Parent menu, select the Personal Details option. The program displays the Personal Details screen.



Personal Details Screen Descriptions

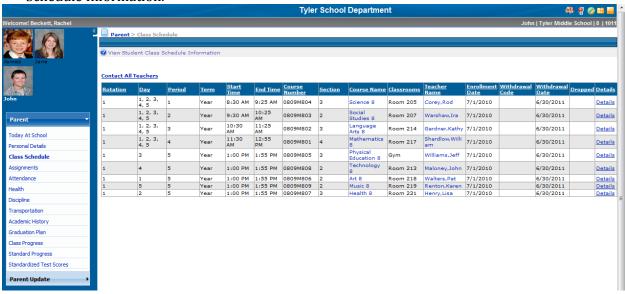
Student Details	This section of the screen displays the student's demographic details, such as Birth Date, Gender, and Grade Level.
Additional Enrollment Details	This section of the screen displays the student's additional enrollment details such as Prior District, Include in Class Rank, Locker Combination and Name/Photo to Newspapers
Contact Details	This section of the screen displays the student's Primary, Emergency and Restricted contact information.
Enrollment History	This section of the screen displays the student's Enrollment History.

Class Schedule

The Class Schedule screen displays the student's schedule.

View schedule

On the Parent menu, select the Class Schedule option.
 The program displays the Class Schedule screen with a grid of the Student Class Schedule Information.



Class Schedule Grid Descriptions

Rotation	The rotation of the course.
Day	The day of the week of the course.
Period	The period number of the course.
Term	The term of the course, such as Semester One or Year.
Start Time	The start time of the course.
End Time	The end time of the course.
Course Number	The course number.
Section	The course section name, such as 01 or 02.
Course Name	The course name, such as Earth Science or English.
Classrooms	The class room name, such as RM G7 or Gym.

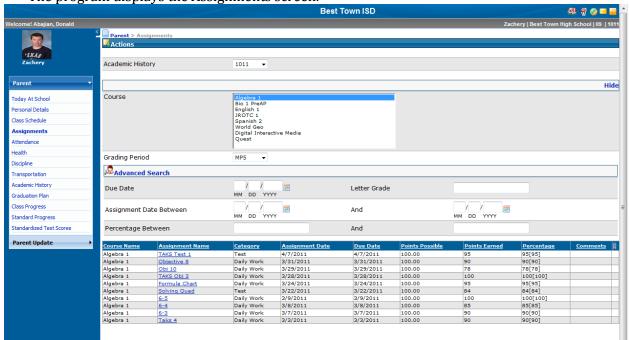
Teacher Name	The name of the course teacher.
Enrollment Date	The date the student enrolled in the course.
Withdrawal Code	The withdrawal code of the course.
Withdrawal Date	The date the student withdrew from the course.
Dropped	The program displays the letter Y if course was dropped.
Details	The details of the course such as Rotation, Day, Period Start Time, End Time, Course Number, Classrooms and Teacher Name

Assignments

The Assignments screen displays the student's assignments.

View assignments

1. On the Parent menu, select the Assignments option. The program displays the Assignments screen.



- 2. Select an academic year from the Academic Year list.
- 3. Select a course from the Course list.

- 4. Select a grading period from the Grading Period list.

 Note: The program automatically selects the current grading period based on the date.

 If you select All, the program displays assignments regardless of the grading period in which they are assigned.
- 5. The program displays a grid with a list of assignments.

Advanced search for assignments

Entry in all fields is optional.

- 1. Type the assignment due date in the Due Date boxes.
- 2. Type the assignment letter grade in the Letter Grade box.
- 3. Type the assignment date range in the Assignment Date Between boxes.
- 4. Type the assignment percentage in the Percentage Between boxes.
- 5. On the Actions menu, click Search.

 The program displays a list of assignments that match your search criteria.

View assignment details and comments

The program only displays the Comments button if a teacher adds a comment.

- 1. In the grid, find the assignment for which to view details.
- 2. Select the comment button in the Comments column. The program displays the Detailed View window.

Print a PDF of assignments

1. On the Actions menu, click Print PDF.
The program displays the attendance records in PDF format.

Assignments Field Descriptions

Course	The course for which to view assignments.
Advanced Search	
Due Date	The due date of the assignment.
Letter Grade	The letter grade earned for the assignment.
Assignment Date Between	The date range of the assignment.
Percentage Between	The percentage range earned for the assignment.

Assignments Grid Descriptions

Course Name	The course name.
Assignment Name	The assignment name.
Category	The category to which the assignment belongs.
Assignment Date	The date the assignment was assigned.
Due Date	The assignment due date.
Points Possible	The possible points for the assignment.
Points Earned	The points earned for the assignment.
Percentage	The percentage earned for the assignment.
Comments	Teacher comments regarding the assignment.

Attendance

The Attendance screen displays the student's attendance records.

View attendance records for selected courses

1. On the Parent menu, select the Attendance option.
The program displays the Attendance screen in the Default View.

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2. Select Detailed View from the View list.
The program displays the Daily Attendance Summary screen



- 3. Select a course from the Course/Team Name list.
- 4. Select a date in the calendar.

 The program displays all courses that meet on that day.

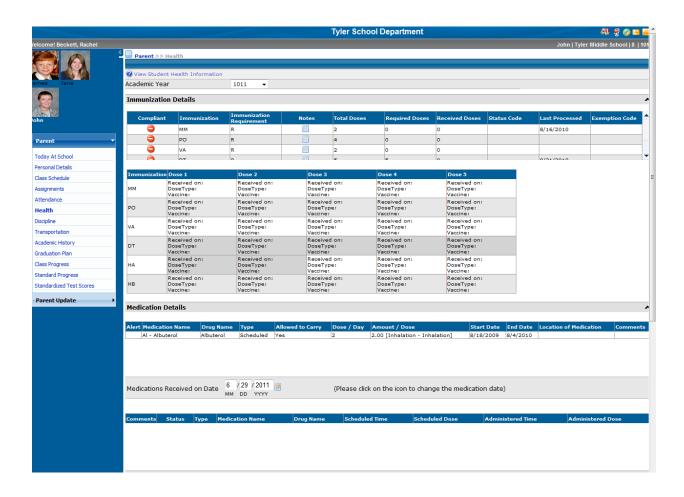


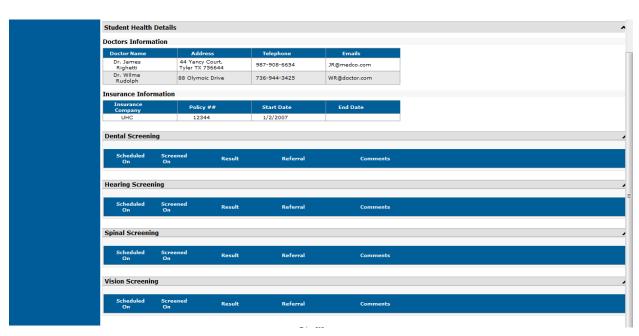
Health

The Health screen displays details regarding the student's health information.

View health details

1. On the Parent menu, select the Health option. The program displays the Health screen.





Health Screen Descriptions

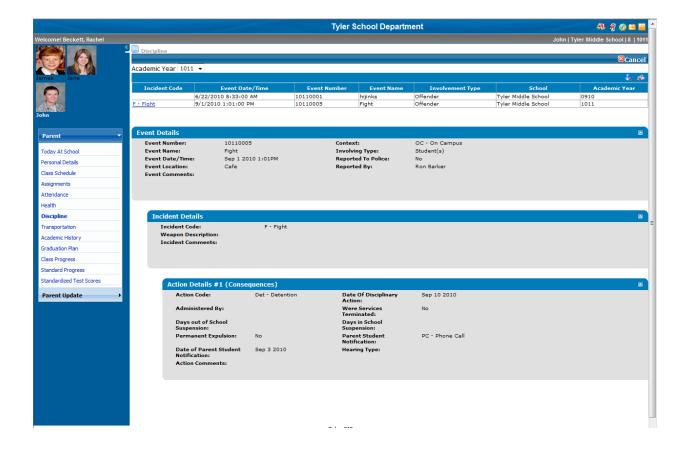
Immunization Details	This section of the screen displays the student's required immunizations, doses, and exception reasons, if any.
Medication Details	This section of the screen displays the student's medications and dates.
Doctor's Information	This section of the screen displays the student's doctor contact information.
Insurance Information	This section of the screen displays the student's health insurance information.
Growth and Development Screening Details	This section of the screen displays the student's growth and development screening details, such as Dental, Hearing, Spinal and Vision.

Discipline

The Discipline screen displays the student's discipline information.

View discipline events

1. On the Parent menu, select the Discipline option. The program displays the Discipline screen.



View discipline event details

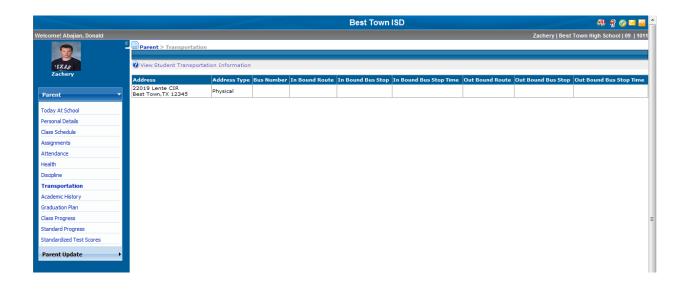
- 1. In the grid, find the event for which to view details.
- 2. Select the Incident Code in the Incident Code column, such as "F Fight"
 The program refreshes the screen and displays Event Details, Event Incident Details and Action Details #1 (Consequences).

Transportation

The Transportation screen displays the student's transportation information.

View Transportation Information

1. On the Parent menu, select the Transportation option. The program displays the Transportation screen.



Transportation Screen Descriptions

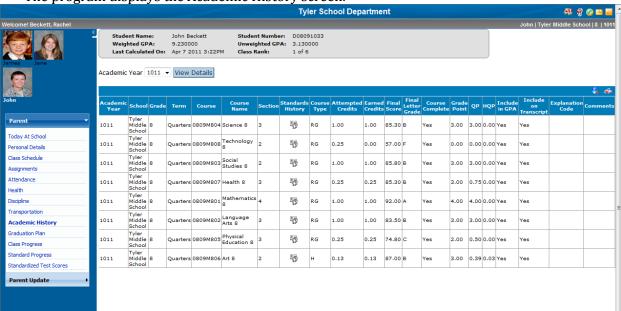
Address	This section of the screen displays the student's current address.
Address Type	This section of the screen displays the student's type of address, such as physical.
Bus Number	This section of the screen displays the student's bus number.
In Bound Route	This section of the screen displays the student's in bound route.
In Bound Bus Stop	This section of the screen displays the student's in bound bus stop.
In Bound Bus Stop Time	This section of the screen displays the student's in bound bus stop time.
Out Bound Route	This section of the screen displays the student's out bound route.
Out Bound Bus Stop	This section of the screen displays the student's out bound bus stop.
Out Bound Bus Stop Time	This section of the screen displays the student's out bound bus stop time.

Academic History

The Academic History screen displays the student's academic history.

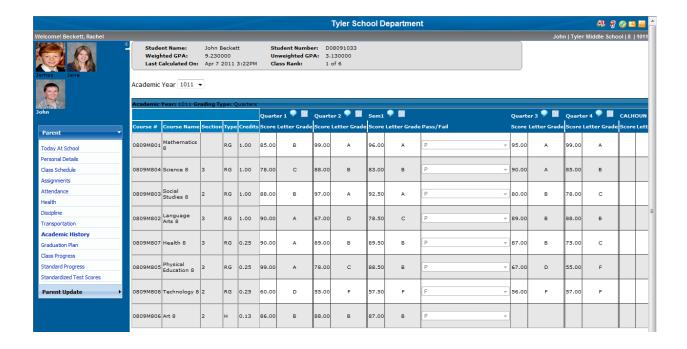
View academic history details

1. On the Parent menu, select the Academic History option. The program displays the Academic History screen.

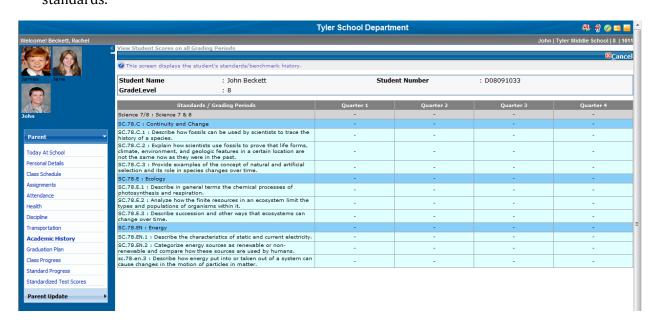


2. Select View Details.

The program displays a more detailed screen of Academic History with marking periods displayed.



3. Select Standards History icon. The program displays the student's standards/benchmark history, if they are graded by standards.



Academic History Screen Descriptions

Student Name	The student's name.
Student Number	The student's identification number.
Weighted GPA	The student's current weighted GPA.
Unweighted GPA	The student's current unweighted GPA.
Last Calculated On	The date on which the GPA was last calculated.
Class Rank	The student's current class rank.

Academic History Grid Descriptions

Academic Year	The academic year the student took the course.
School	The school where the student took the course.
Grade	The grade level of the course.
Term	The term of the course.
Course	The course identification number.
Course Name	The actual course name.
Section	The course section.
Standards History	The student's standards/benchmark history.
Course Type	The type of course.
Attempted Credits	The attempted credits for the course.
Earned Credits	The actual earned credits for the course.
Final Score	The final score earned in the course.
Final Letter Grade	The letter grade earned for the course.
Course Complete	The course is completed or not.
Grade Point	The points earned for the course.
QP	The number of Grade Points multiplied by the credits a student could earn for a course.
НQР	A field for incentive points; example, if a student took an AP course they could get one incentive point for that.

Include in GPA	The course is included in GPA or not.
Include on Transcript	The course is included on Transcripts or not
Explanation Code	Code to identify special instances of classroom learning, such as Advanced Placement, high school class at the junior high level, or summer school.
Comments	Comments concerning the course.

Graduation Plan

The Graduation Plan screen displays the student's graduation plan and the required credit codes. Credit codes define the number of credits required for specific subjects. For example, a student might need four credits of mathematics in order to graduate.

View graduation plan

1. On the Parent menu, select the Graduation Plan option. The program displays the Graduation Plan screen.



View scheduled courses

- 1. In the grid, find the credit code for which to view courses.
- 2. Select the credit code in the Credit Code column. The program displays the Credit Codes window.
- 3. Select Show All Courses in Graduation Plan.
 The program displays all courses in the Graduation Plan shown.

4. Select Show Graduation Plan Courses Assigned To Student.
The program displays all courses that are assigned to the student that are in their Graduation Plan.

Graduation Plan Screen Descriptions

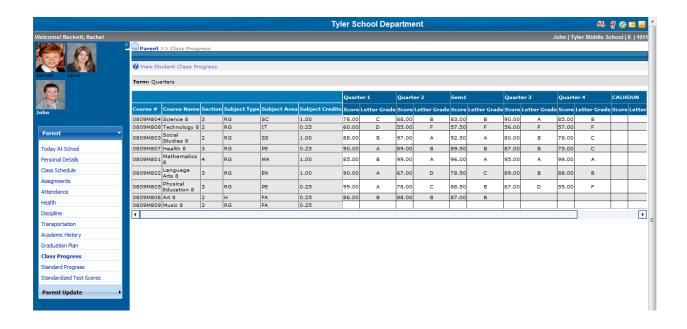
Graduation Plan	The name of the student's school graduation plan.
Declaration Date	The date the graduation plan is declared.
Graduation Year	The student's actual graduation year.
Graduation Basis	The student's graduation basis.
Credit Codes	Codes that are attached to specific courses.
Required Credits	The credits needed to pass the course.
Attempted Credits	The credits that the student has attempted to earn in that course.
Earned Credits	Actual credits awarded to student for that course.
Current Credits	Total credits that student has earned for that course.
Over Credits	Credits that have been awarded that are more than the Required Credits.
Needed Credits	Credits that the student still needs to pass the course.

Class Progress

The Class Progress screen displays the student's current class progress.

View class progress

1. On the Parent menu, select the Class Progress option. The program displays the Class Progress screen.



Class Progress Screen Descriptions

Course #	The actual course number.
Course Name	The actual course name.
Section	The course section name.
Subject Type	The type of course, such as advanced placement.
Subject Area	The course subject area, such as English.
Subject Credits	The course credits.
Score	The current score in the course.
Letter Grade	The current letter grade in the course.

Standard Progress

For those classes scoring Standards, you can see how your students are doing in real time. This screen looks very much like the Standards Based Report Card. You can select the course to display standard progress. Completed terms scores are pulled from Academic History. Current term scores come directly from the teacher's standards grade book.

View standards progress

1. On the Parent menu, select the Standard Progress option.
The program displays the Student Standards Progress screen.



Standards Progress Screen Descriptions

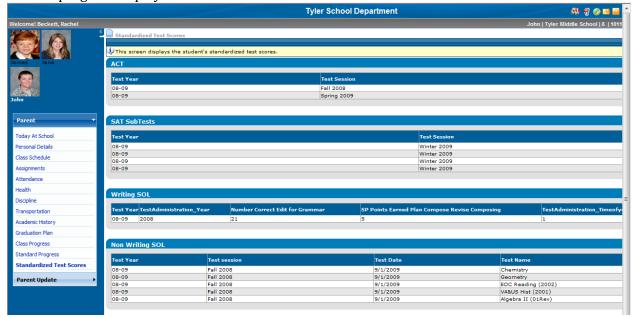
Academic Year	The selected year to view a course's standard progress
Course	The actual course name.
Student Name	The name of the student that you are viewing standard's progress on
Grade	The grade that you are viewing the standard's progress on
ID	The student's identification number
Birth Date	The student's birth date
Assigned Teacher	The assigned teacher for the selected course you are viewing

Standardized Test Scores

Throughout a student's academic career, he/she will take a series of standardized tests. They can be well known tests such as the SAT or ACT, state tests, or locally designed tests. The results of those tests are displayed on this screen.

View standardized test scores

1. On the Parent menu, select the Standard Progress option.
The program displays the Student's Standardized Test Scores screen.



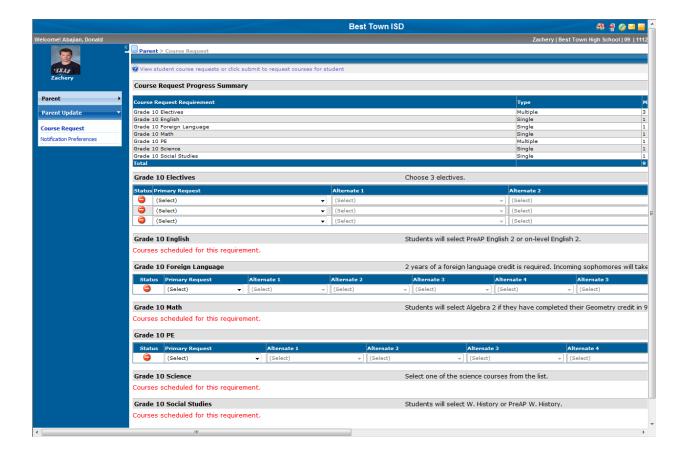
Course Request

At certain times during the year, the Course Request screen might display and provide an opportunity to request next year's courses on line. You can select a course and request it for your student.

Note: The program sorts course names alphabetically. At the top of the screen, the program displays the course request default year.

Request a course

1. On the Parent menu, select the Course Request option. The program displays the Course Request screen.



For each course request, do the following:

- 2. Select a primary request from the list in the Primary Request column.
- 3. Select one or more alternate requests from the lists in the Alternate Request column.
- 4. Click Submit to save information.

Note:

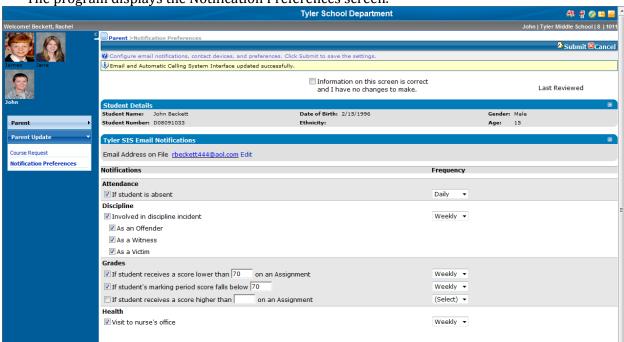
- You must select a Primary Course Request before you select an Alternate Course Request. The program does not enable the Alternate Course Request list until you select a Primary Course Request.
- The program does not display the course in the Primary Request column after a course is scheduled.
- After you schedule any of the primary or alternate courses, the program no longer displays the course.
- After a counselor approves a course request, the program displays an updated status button. A parent can no longer edit primary or alternate course requests.

Notification Preferences

The Notification Preferences screen allows you to configure email notifications, contact devices, and preferences.

Configure Tyler SIS Email Notifications

1. On the Parent menu, select the Notification Preferences option. The program displays the Notification Preferences screen.



- 2. Select one or more of the Notifications check boxes for Attendance, Discipline, Grades or Health.
- 3. Select a Frequency for each notification from the Frequency lists.
- 4. Type a numeric grade in the box for Grades, if required.
- 5. Check the Information on this screen is correct and I have no changes to make, if appropriate.
- 6. Click Submit to save information.

Notifications Screen Descriptions

Attendance	
If student is absent	If you select this check box, the program sends you an email notification if the student is absent. You must select a frequency from the Frequency list.
Discipline	

If student is involved in discipline incident	If you select this check box, all of the check boxes below it default to check marked. You must uncheck any you don't want to be notified about. You must select a frequency from the Frequency list.
Grades	
If student receives a score lower than X on an assignment	If you select this check box, the program sends you an email notification if the student receives a grade lower than your specified grade on an assignment. You must type a numeric grade in the box. You must select a frequency from the Frequency list.
If student's marking period score falls below X	If you select this check box, the program sends you an email notification if the student's marking period score falls below your specified grade. You must type a numeric grade in the box. You must select a frequency from the Frequency list.
If student receives a score higher than X on an assignment	If you select this check box, the program sends you an email notification if the student receives a grade higher than your specified grade on an assignment. You must type a numeric grade in the box. You must select a frequency from the Frequency list.
Health	
Visit to nurse's office	If you select this check box, the program sends you an email notification if the student visits the nurse's office. You must select a frequency from the Frequency list.