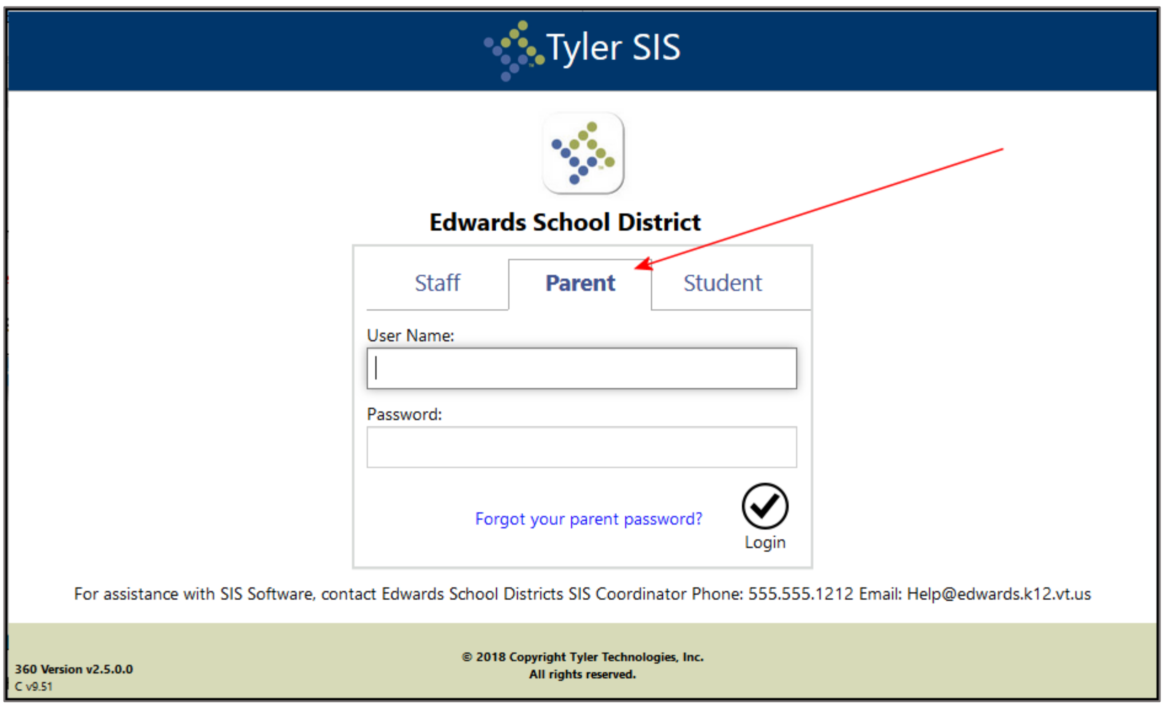
Tyler SIS Student 360 Navigation for Parent Portal

This document covers all of the functionality of the Tyler SIS Student 360 Parent Portal. Because each school district has the ability to turn on and off features of the portal, this document is available so districts can customize it to match their own functionality. Be sure to look at all of the red text and change it to fit your needs prior to distributing to parents.

To begin using the Parent Portal, follow these steps:

1. Fill out the Parent Portal registration form and return it to the school.
2. A link to setup your password will be emailed to the address you provided on the registration form.
3. Go to the Tyler SIS Student 360 web page [the email includes a link) or (Insert the URL for your Tyler SIS Student 360 portal page here])
4. Click on the Parent tab and then log in. You must be on the Parents tab in order for your login to work.



If you have problems or questions about accessing the site, please contact your student's school or the phone number/email shown at the bottom of the login screen.

> **NOTE**: If your email address changes, be sure to contact the school and let them know so your contact info can be updated [If your district does not allow parents to update their own contact information, remove the rest of this sentence] or you can submit the changes yourself using the Update Household Data screen (see page 41).

If you forget your password, click the **Forgot Password** link, enter your email address, and instructions for resetting your password will be emailed to you.

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

- PC with Internet Explorer, Edge, Firefox, or Chrome
- Mac with Safari, Firefox, or Chrome
- iPad with Safari
- Android tablet with Chrome

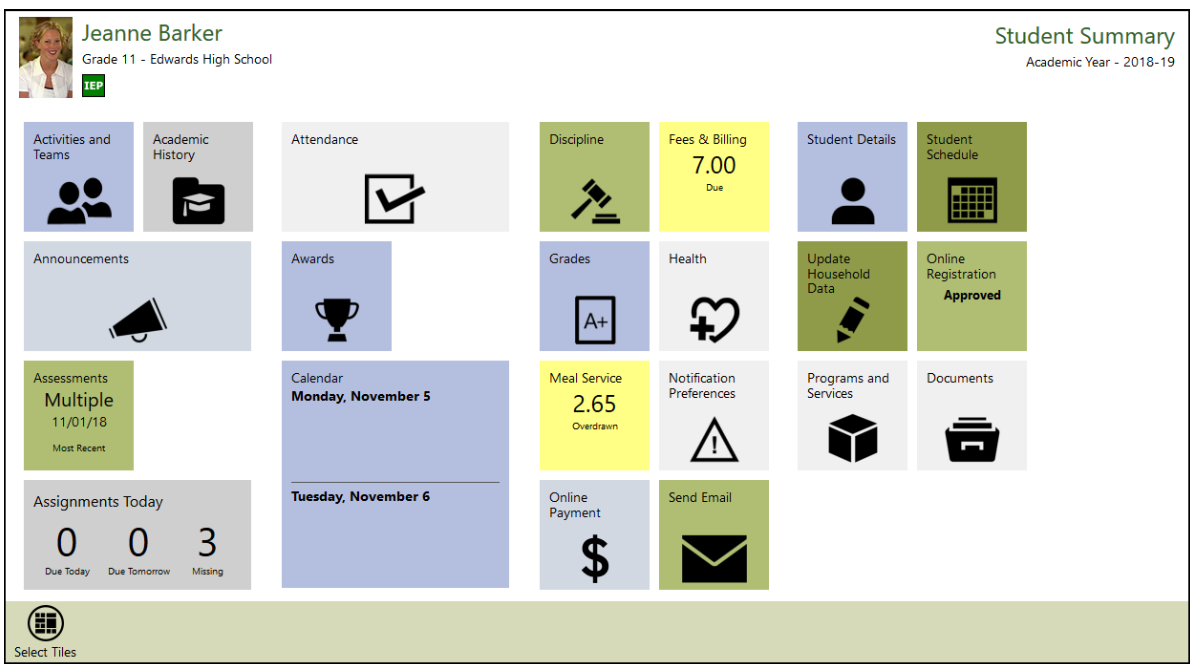
Student Summary (Home)

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

Upon logging in, the Student Summary screen is displayed. The student's picture and name appear in the upper-left of the window. If Alerts are activated by your district, an alert icon may appear next to the student picture; click the icon to access the data.

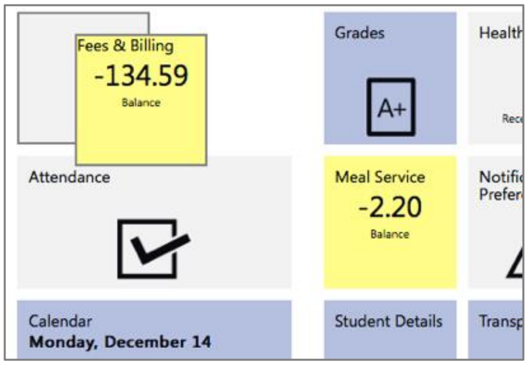
The Academic Year shows on the top right. Each of the tiles on this screen link to data for the selected student in the selected Academic Year. Each of these tiles is explained in the following pages; the tiles available depend on district policy/activation.

> The Online Registration tile may display Must Be Completed with a red background to signal that there is required data you must enter. See Online Registration on page 34.



The Student Summary displays tiles arranged in a grid pattern. The tiles flow from top to bottom, then from left to right into each column. Tyler SIS Student 360 remembers how you arrange each column for each student. Tiles accommodate the screen width when switching between PCs, tablets, or mobile devices. Changing Academic Years may change which icons are available, and this may result in previously-arranged icons being rearranged.

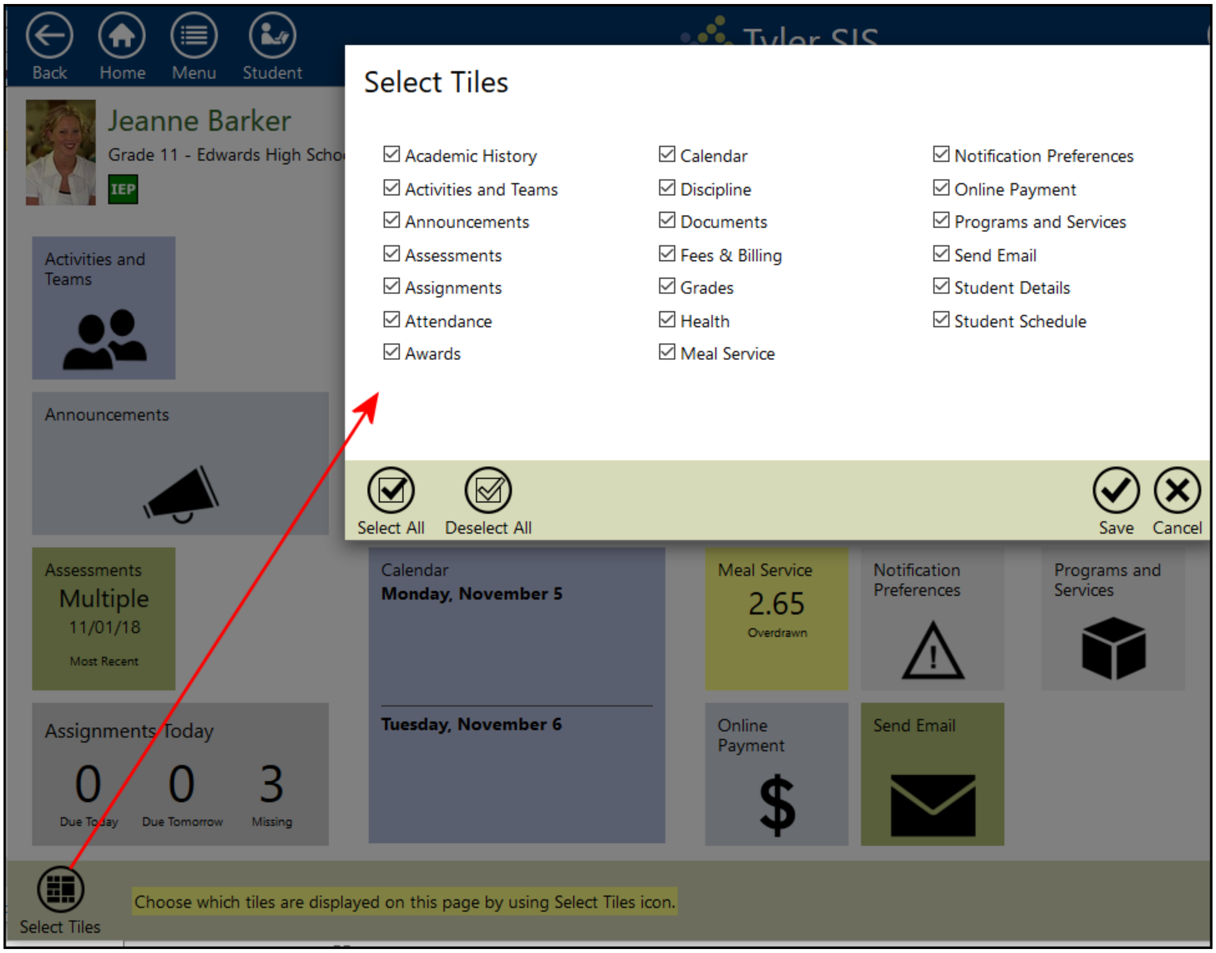
The tiles on the page can be arranged so the tiles you feel are most important for a student appear first. To move a tile, click and drag the tile where you want it to be. When you drag a tile to a location, a gray outline will appear, and letting go of the tile will snap it into that place.



Some tiles on the Student Summary screen show a quick summary of that area. For example, the Assignments tile shows the number of assignments due today and tomorrow as well as indicates how many assignments the student is missing. Additionally, some tiles turn yellow to alert you that something needs your attention. In the screenshots above, Fees & Billing and Meal Service are yellow to indicate the student has a negative balance in those areas.

Add or remove tiles that are displayed by clicking **Select Tiles** in the bar at the bottom of the page to display a list of all available tiles. Uncheck a box for a tile to hide it from the home screen. Click **Save** when set as desired.

NOTE: Depending on which options your district has enabled, some of these options may not be visible. Some options depend on whether the student is elementary or secondary.



Tiles removed from the Home screen remain on the Menu list and may be accessed.

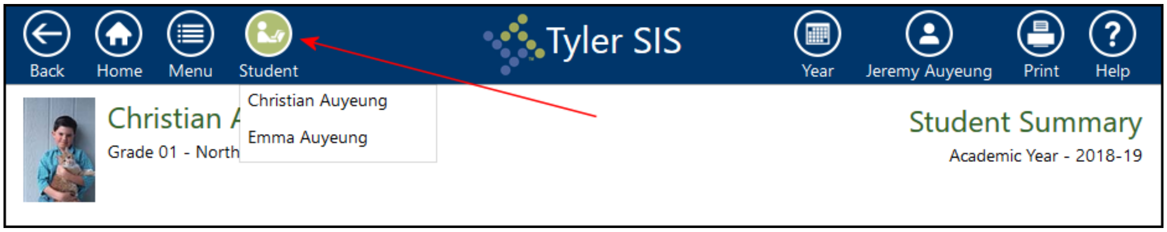
Navigation

The Navigation Bar sits at the top of the screen and allows you to navigate and access options.

- **Back** – Go back a to the previously displayed page.
- **Home** – Return to the Home screen
- **Menu** – The menu shows all data screens which may be accessed; you can quickly navigate between screens without returning to the Home screen.

Tiles removed from the Home screen remain on the Menu list and may be accessed

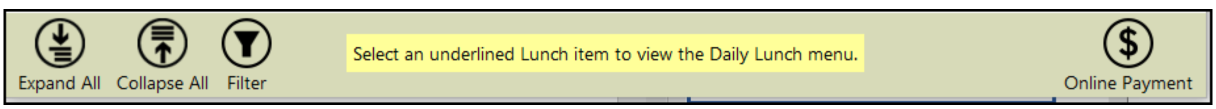
- **Student** – If you have more than one student enrolled in the district, allows selection of which child's information to display.



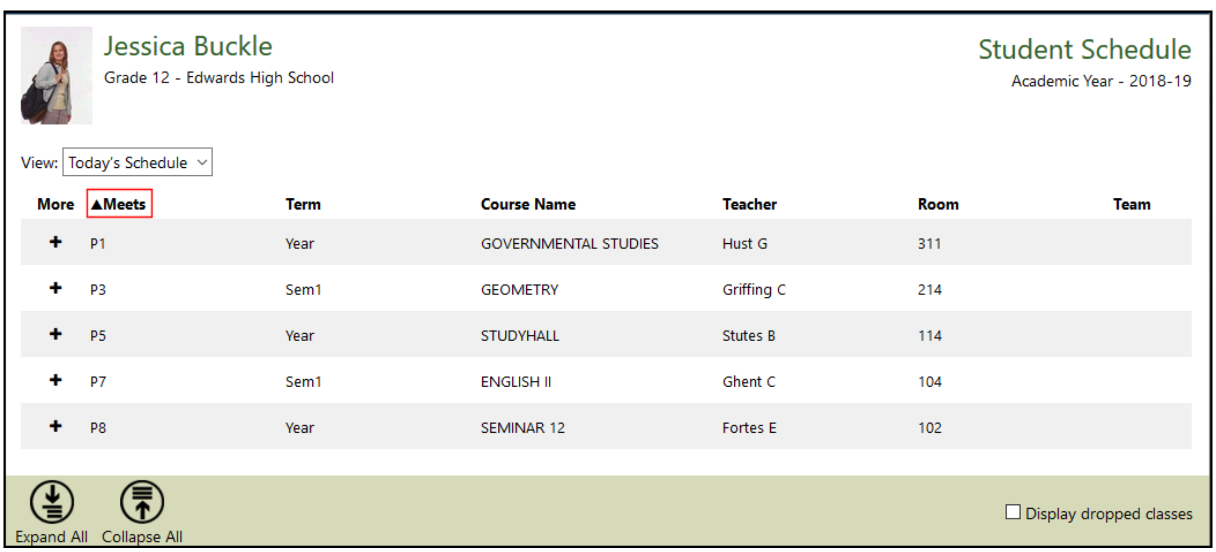
- **Year** – Choose the Academic Year for which data displays. Normally you view information for the current school year, but you may view previous or next academic years.
- **[Links** – if your district has created external links to other websites, those links are listed here].
- **Icon displaying parent's name (User Preferences)** – Access to change the display's language, set notification preferences, change your password, and logout from this icon (see page 7).
- **Print** – Send the content of the current screen to a printer.
- **Help** – Access support documentation for Tyler SIS Student 360.

At the bottom of each screen is the Tool Bar, which changes based on which data area is being viewed. For example, the Home screen displays a single option to arrange the tiles.

Whereas, the Meal Service screen provides instructions and several options.



Data Grid Screens



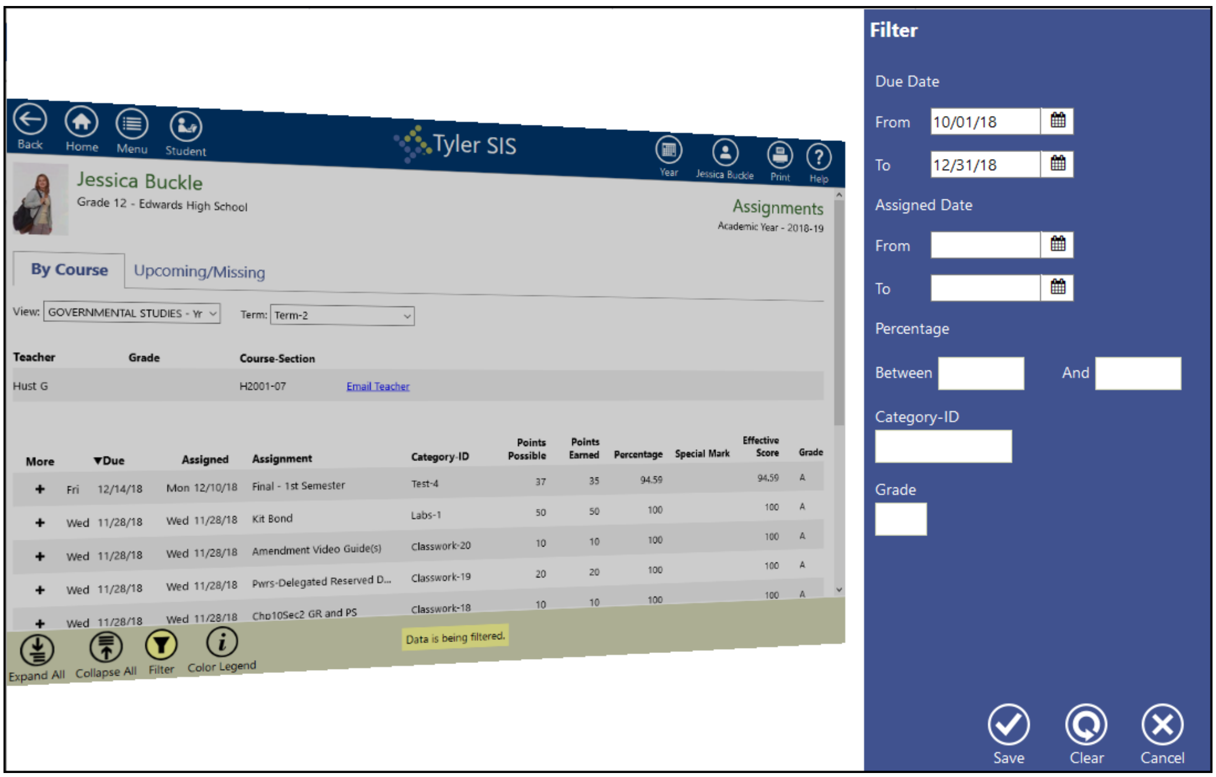
More	▲Meets	Term	Course Name	Teacher	Room	Team
+	P1	Year	GOVERNMENTAL STUDIES	Hust G	311	
+	P3	Sem1	GEOMETRY	Griffing C	214	
+	P5	Year	STUDYHALL	Stutes B	114	
+	P7	Sem1	ENGLISH II	Ghent C	104	
+	P8	Year	SEMINAR 12	Fortes E	102	

Throughout Tyler SIS Student 360, student data is arranged into Data Grids, with one row per record (for example, one row per course on the Student Schedule screen [change to another option if you do not enable Student Schedules on the portal] and multiple columns. When viewing a Data Grid, the item used to sort the data (in the example above, **Meets**) has an up/down triangle; click to change the order (e.g., P1-P8 vs P8-P1 or A-Z vs Z-A). Change the default sort item by clicking on a different column heading (e.g., click Term above the table to sort by Term).

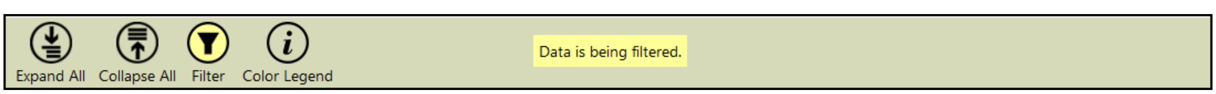
The first column on many Data Grids is labeled **More** and each row displays a **+** icon (plus sign). The **+** icon indicates more data is available. Clicking the **+** icon expands the row, and changes the icon to a **–** icon (minus sign). Click the **–** icon to collapse that row and hide the extra details. Screens that have More columns also have **Expand All** and **Collapse All** icons on the bottom Tool Bar. Clicking those either expands/collapses all rows on the data grid.

Filtering

When the Filter icon is on the Tool Bar, use it to limit a data screen to selected records. For example, look for assignments that meet the filter's date criteria. On the Filter sidebar, enter the search criteria and click **Save**.



Only assignments that meet those criteria are shown and the Tool Bar indicates that the data has been filtered (a yellow note appears and the icon turns yellow).



To clear the search criteria, click the **Filter** icon, click **Clear**, and click **Save**.

User Preferences

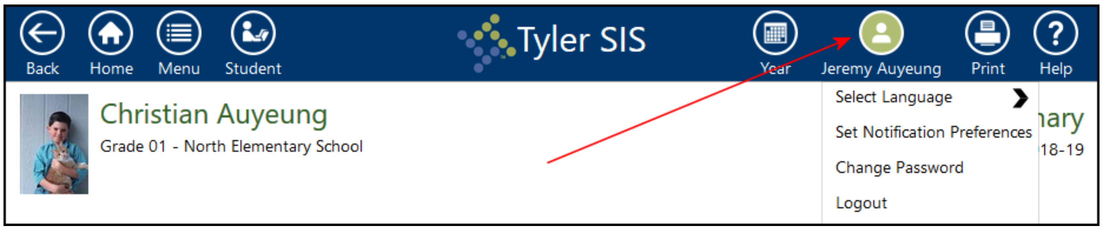
(Navigation bar icon displaying the parent's name)

- **Language**

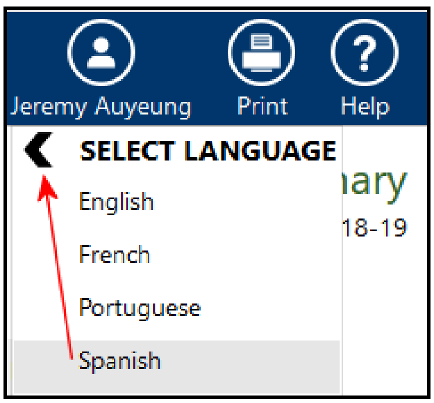
  If preferred, the Portal can display in other languages. This translates the fixed text in tabs, icons, and column headings.

  Note: Data entered by teachers and administrators is not translated.

  Click the icon showing the current parent's name and click **Select Language**.



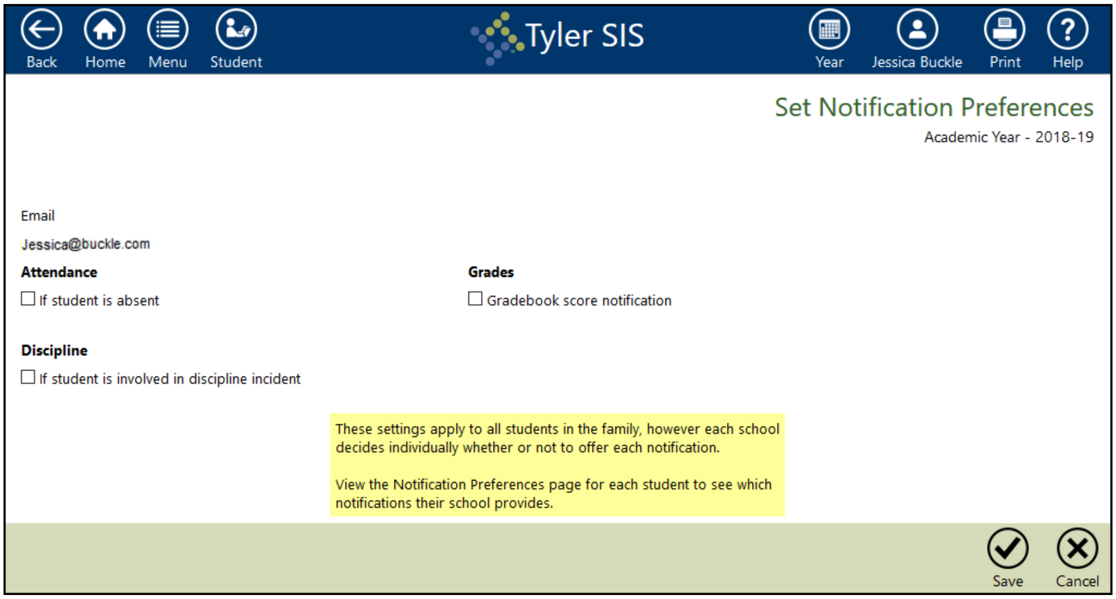
  Select the desired language and click the Back arrow.



- **Set Notification Preferences**

  Use to see what types of notifications the school offers and if you have indicated you wish to receive those notifications. *Note that the Notification Preferences tile displays the options set here in read-only format.*

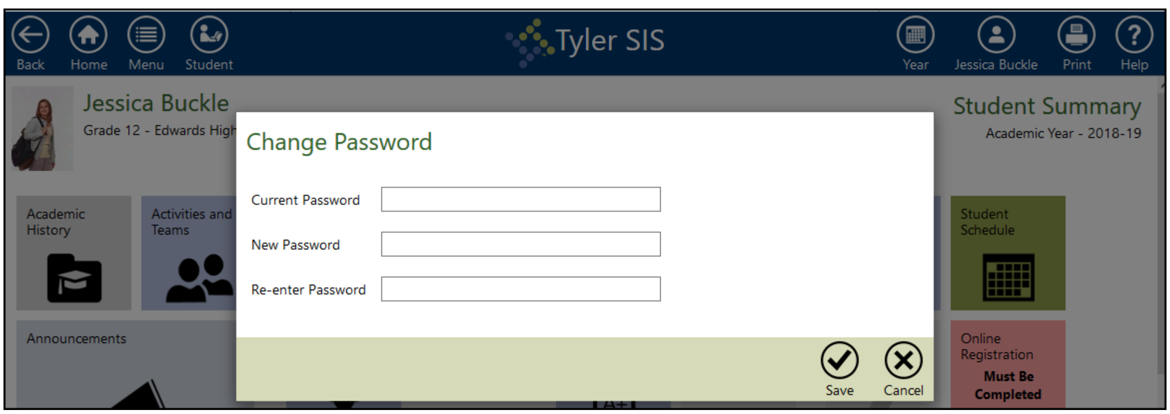
  - **Email Notifications** – You may choose to receive or opt out of receiving email notifications regarding attendance, grades, and discipline incidents by checking/unchecking the appropriate boxes.



- **Attendance Phone Notifications** – If your district has the automated calling feature installed, you may also see options specify if you want attendance notifications and which phone numbers to use.

- **Change Password**

  Enter your current password, the new password, the new one again, and click **Save**.

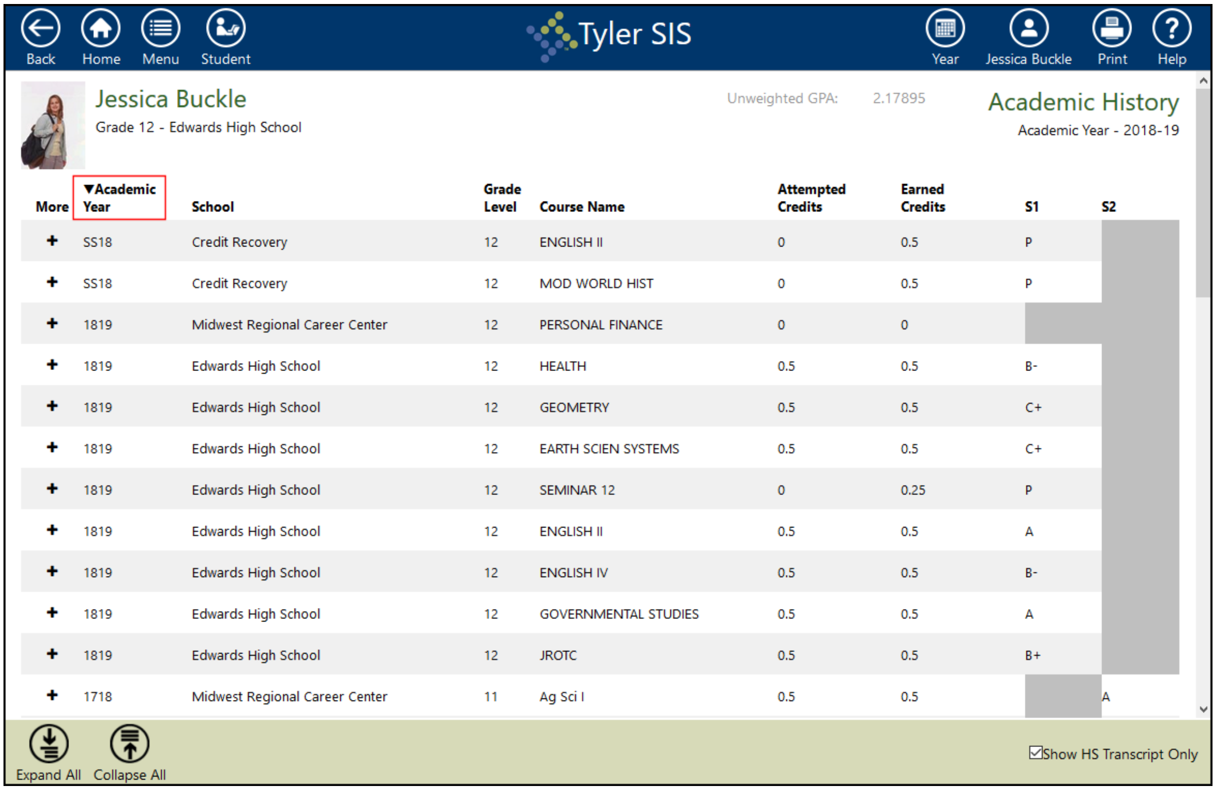


- **Logout**

  It is best practice to logout rather than just closing the window.

Academic History Tile

The Academic History screen displays the student's past high school grades. Each row shows information about a course. All columns on this screen are sortable; click a column heading and the grid sorts the records by that item. In the example, the Academic Year has an arrow signifying that this is how the list is currently sorted; click that header to do a secondary sort that arranges by most recent year first/last.

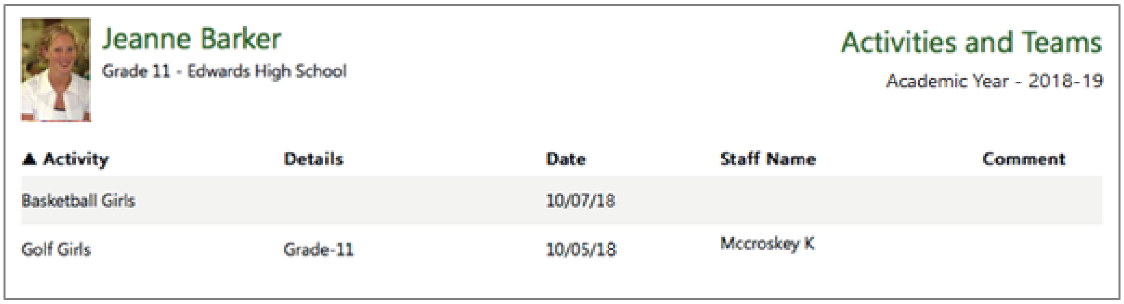


More	▼Academic Year	School	Grade Level	Course Name	Attempted Credits	Earned Credits	S1	S2
+	SS18	Credit Recovery	12	ENGLISH II	0	0.5	P	
+	SS18	Credit Recovery	12	MOD WORLD HIST	0	0.5	P	
+	1819	Midwest Regional Career Center	12	PERSONAL FINANCE	0	0		
+	1819	Edwards High School	12	HEALTH	0.5	0.5	B-	
+	1819	Edwards High School	12	GEOMETRY	0.5	0.5	C+	
+	1819	Edwards High School	12	EARTH SCIEN SYSTEMS	0.5	0.5	C+	
+	1819	Edwards High School	12	SEMINAR 12	0	0.25	P	
+	1819	Edwards High School	12	ENGLISH II	0.5	0.5	A	
+	1819	Edwards High School	12	ENGLISH IV	0.5	0.5	B-	
+	1819	Edwards High School	12	GOVERNMENTAL STUDIES	0.5	0.5	A	
+	1819	Edwards High School	12	JROTC	0.5	0.5	B+	
+	1718	Midwest Regional Career Center	11	Ag Sci I	0.5	0.5		A

- **Academic Year** – The year in which the student took the course.
- **School** – Displays the school name for courses taken at the enrolled school, Transferred-In for courses taken at another school, or Credit Recovery for makeup/summer school courses.
- **Grade Level** – Indicates the grade level in which the student was enrolled when they took the course.
- **Attempted Credits** – Reports how many credits the course was worth for each semester.
- **Earned Credits** – Reports how many credits the student actually earned.
- **Grade columns (displayed as S1 and S2 in the example above)** – The semester for each grade and the grade earned.
- The **+** icon in the More column can display extra information about the course, including the course number, teacher, and, if applicable, the source school for transferred-in grades.
- In the Tool Bar, uncheck/check **Show HS Transcripts Only** to show all course records or only those that qualify to appear on transcripts.

Activities and Teams Tile

The Activities and Teams screen displays any extracurricular activities or teams in which the student is involved. All columns on this screen are sortable; click a column heading and the grid sorts the records by that item. In the example below, the Activity has an arrow signifying that this is how the list is currently sorted; click that header to do a secondary sort that arranges by Z-A vs A-Z.

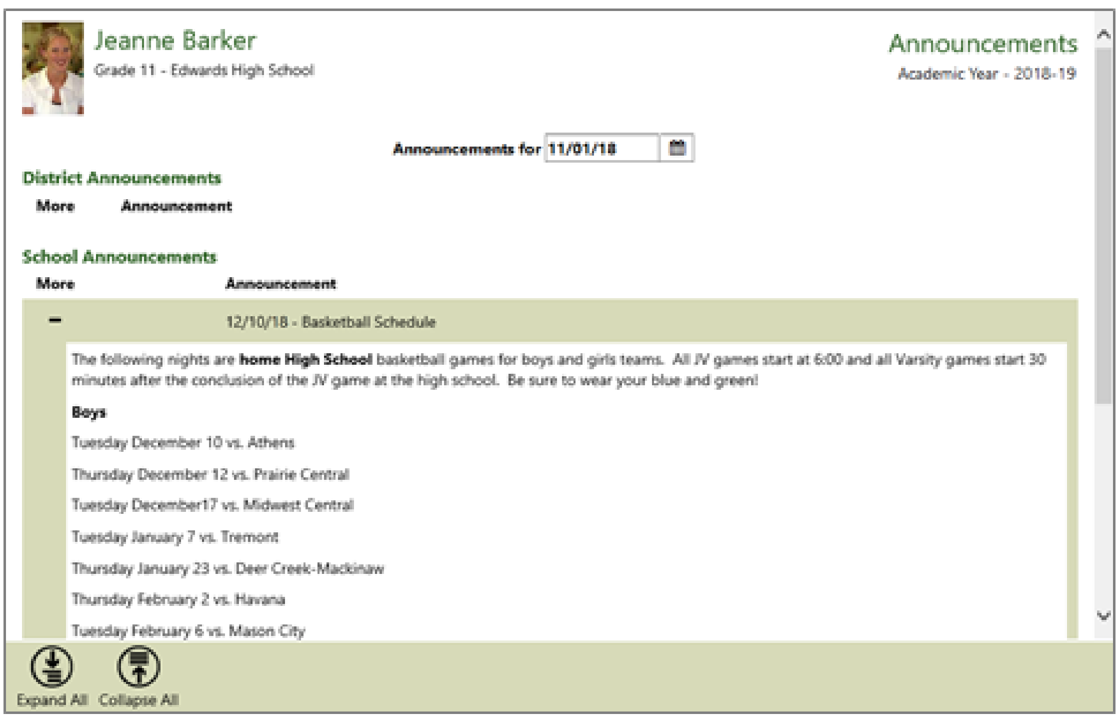


Announcements Tile

All District, School, and Class announcements display together on the Announcements screen. If your district has any new announcements since your last login, this screen automatically displays when you login.

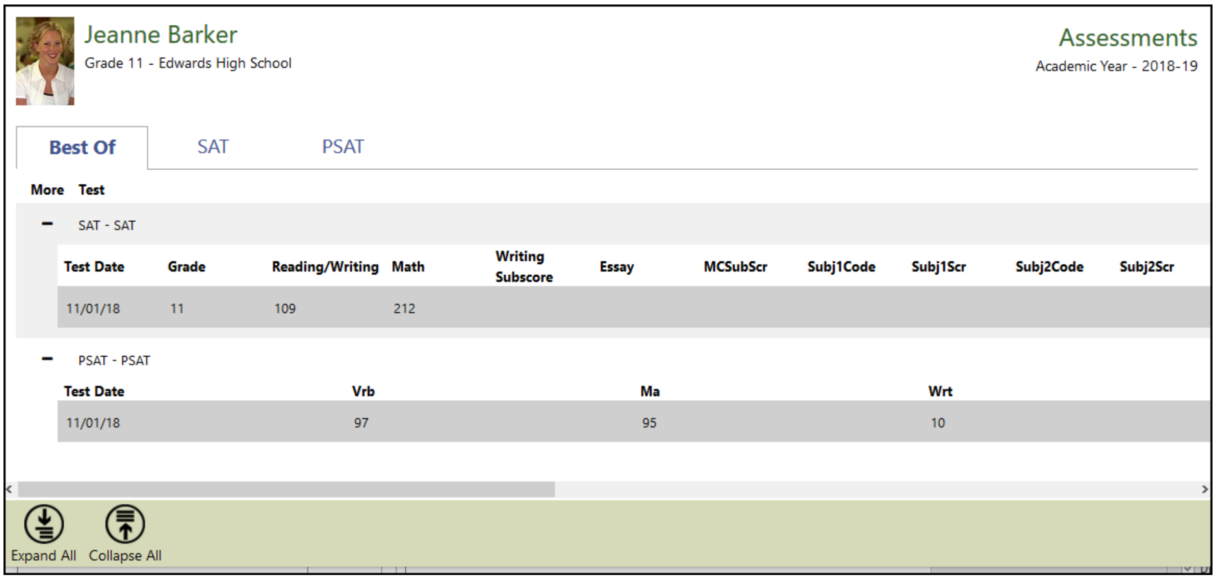
Announcements are separated into District, School, and Class groups, and within each group the announcements display in with most recent first. To see the details of an announcement, click the **+** icon in the More column.

To see past announcements, in the **Announcements for** field, select another date.



Assessments

The Assessments screen shows all student scores for any standardized tests or district-wide assessments that the student has taken. The Best Of tab shows the student's best scores for each assessment. The individual assessment tabs (in the screenshot below, SAT and PSAT) show all student scores for that single assessment. Click the **+** icon on each row to show more details about the assessment. The Tool Bar's Expand All and Collapse All icons expand and collapse all rows in the grid.



Assignments Tile

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

Both the Upcoming/Missing and By Class views can display standard-based assignments. Click the **+** icon in the More column to see each standard's assignment details.

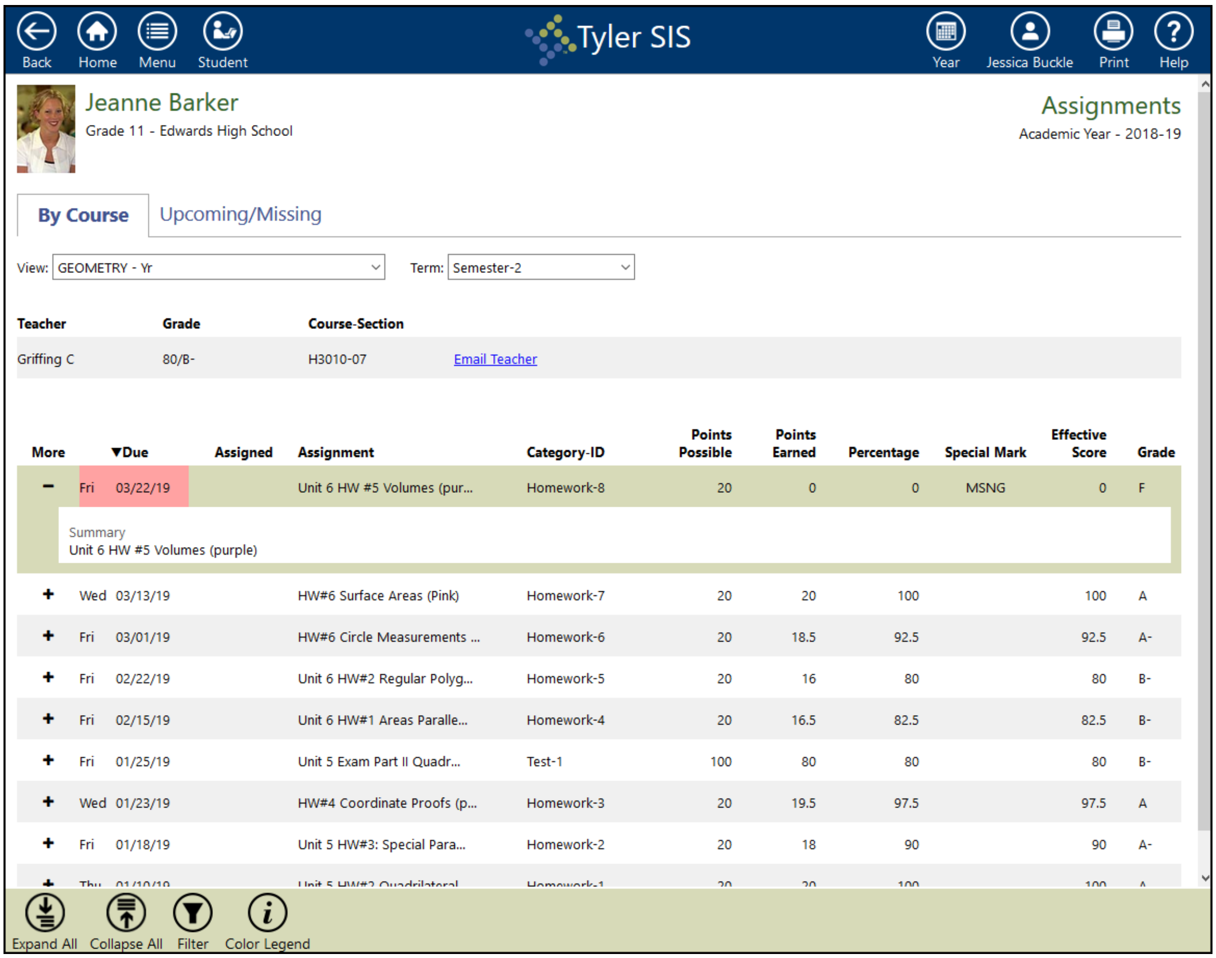
The following displays for each assignment:

- **Due** – Date the assignment is due to be turned in.
- **Assigned** – Date the assignment given to students.
- **Assignment** – Abbreviated name of the assignment.
- **Category** – The type of assignment (e.g., classwork, homework, extra credit, etc.).
- **Points Possible** and **Points Earned** – The number of points the assignment is worth, and how many points the student earned.
- **Percentage** –The percentage of the points possible that the student earned.

- **Effective Score** – The assignment's numerical contribution to the student's term grade (this calculation varies by teacher).
- **Grade** – The letter grade associated with the effective score's percentage (based on the school's grading scale, or the specific course's grading scale, if applicable).

By Course Tab

On the By Course tab, choose a **Course** and **Term**. Details about all of the assignments for that course and term are displayed.



- Click the up/down arrow on the column heading indicating the current sort to change the row order (e.g., click Due in the example above to order rows by the most recent due date vs oldest due date).
- Click any column heading to sort the rows by that item (e.g, click Category ID to group Homework, Test, etc.)
- Click the **+** icon (plus) to show the associated detail.
- Click **Color Legend** below to see what color indicates due or missing.
- Click **Filter** to limit the assignments by date range, course, term, etc.

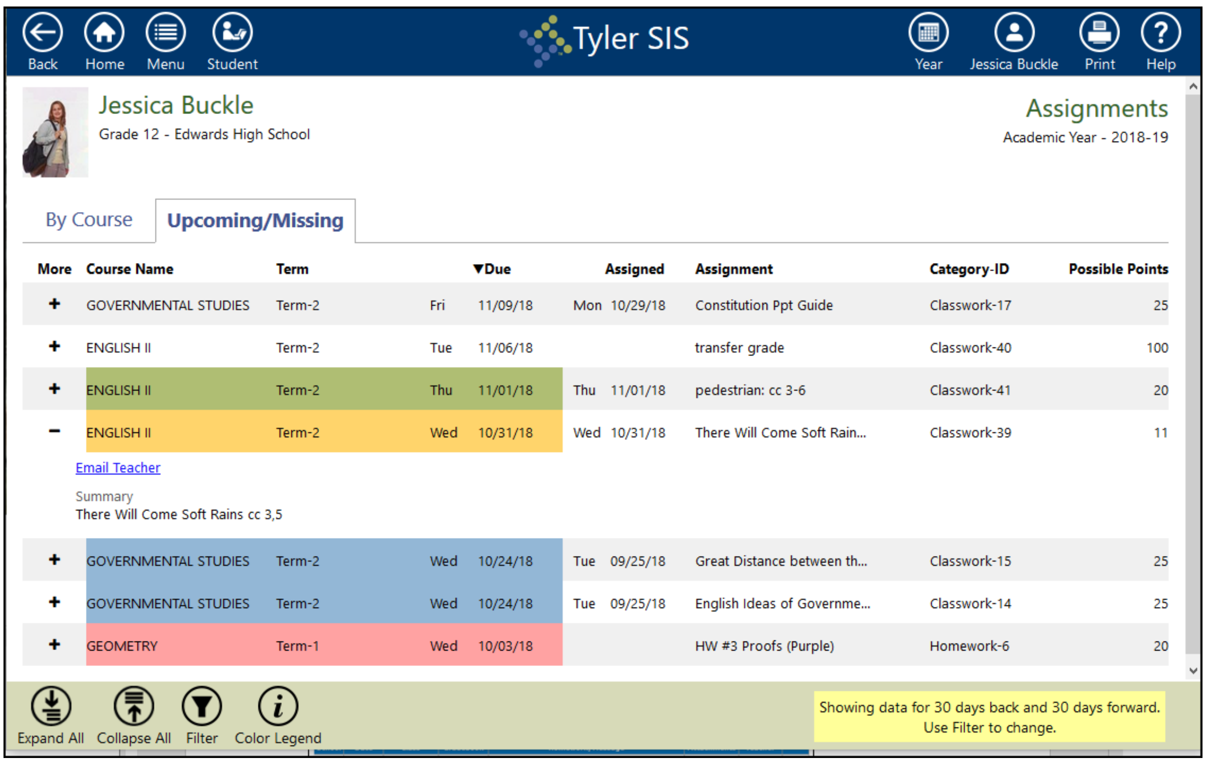
By Upcoming/Missing Tab

On the Upcoming/Missing tab, assignments for the past 30 days and upcoming assignments for the next 30 days are displayed for all courses.

> **Note**: A Filter can be used to select a wider date range than the 30 days back and 30 days forward that shows by default.

Use the **Color Legend** icon on the Tool Bar to display the colors used and their meaning. The color-coding indicates:

- **Green** – The assignment is due tomorrow.
- **Orange** – The assignment is due today.
- **Blue** – The assignment due date has passed, but no mark or score has been entered.
- **Red** – The assignment has been marked as missing by the teacher.



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

Attendance Tile

The Attendance screen displays three types of attendance:

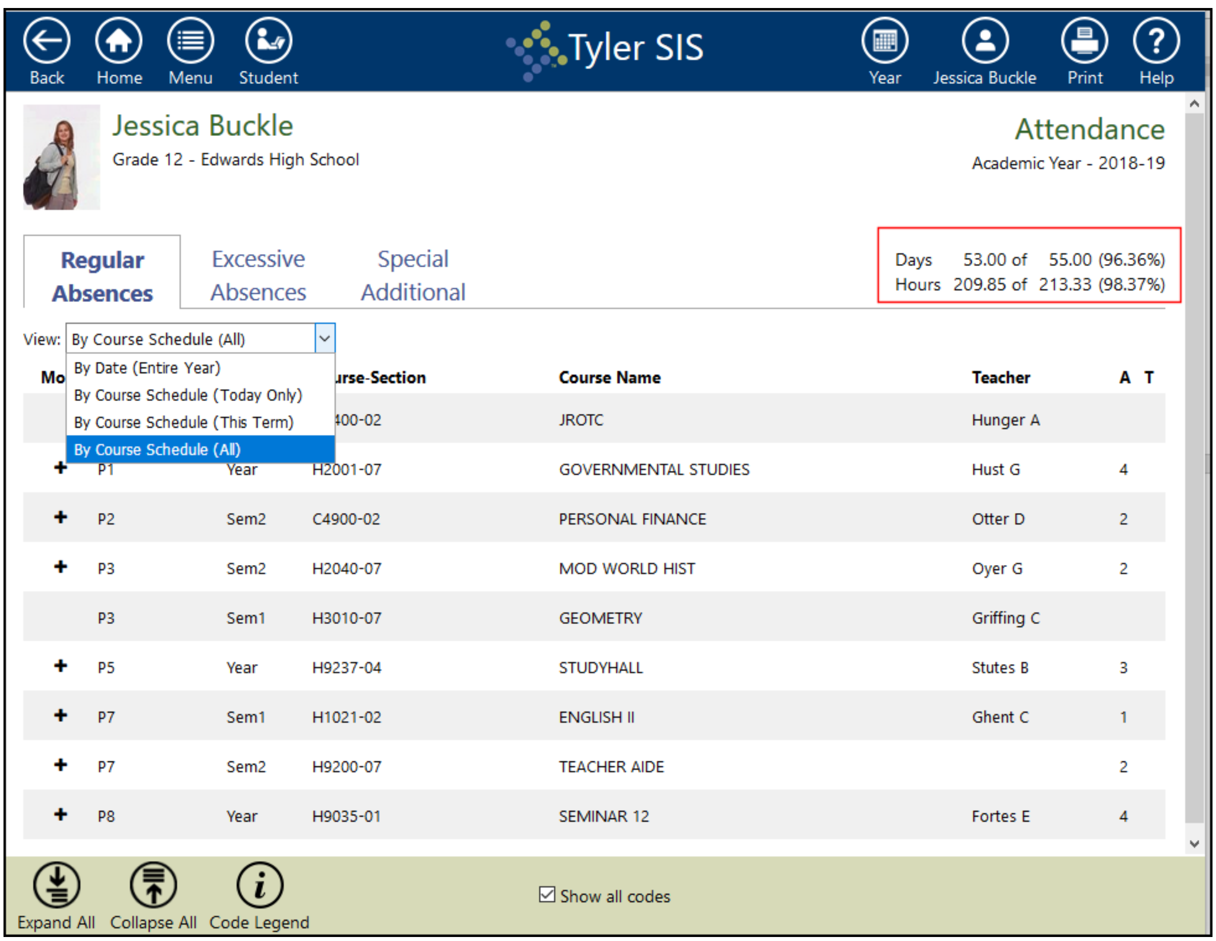
- **Regular (Absences)** – Provides a grid displaying each date or course for which the student has been absent.

- **Excessive (Absences)** – Displays the tracking groups that could result in letters being sent due to excessive absence. District policy defines excessive absences (e.g., more than 10 absences, more than 5 consecutive absences, etc.); if the student qualifies as excessively absent, it is displayed on this page.
- **Special Additional** – If a student attends school outside of his or her student schedule it is displayed on this page (e.g., the district tracks and reports attendance that occurs outside the normal school day).

The Regular Absences tab displays all dates with attendance markings in the selected school year, as well as the student's attendance percentage. In the example below, the A/T columns display a count of absent/tardy periods for each course.

This data grid shows the times when a student was absent from school. Use the View drop-down to display these records arranged four ways:

- **By Date (Entire Year)** – Shows the absences in reverse-chronological order.
- **By Course Schedule (Today Only)** – Shows all absences, but only for courses that meet today.
- **By Course Schedule (This Term)** – Shows all absences, but only for courses that meet this term.
- **By Course Schedule (All)** – Shows all absences for all enrolled courses.



All columns on this screen are sortable; click a column heading and the grid rows are sorted by that item. In the example below, the Duration column has an arrow signifying that this is how the list is currently sorted; click that header to do a secondary sort that arranges by longest duration first vs shortest first.

View: By Date (Entire Year)

More	Date	Type	▼Duration	Codes
+	Tue 03/05/19	Absent	5 Periods	A
+	Mon 02/18/19	Absent	5 Periods	E
+	Tue 08/28/18	Absent	3 Periods	E

The Tool Bar's Code Legend icon shows the explanation for each Absence Code in the data grid; codes may differ by school/district and may differ from those shown below.

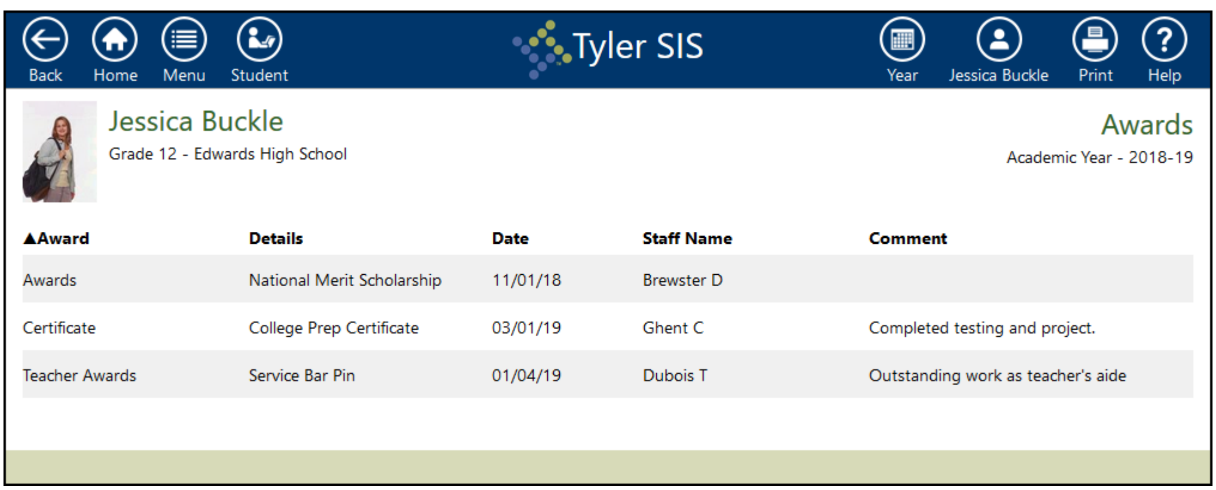
Attendance Code Legend

Code	Description
A	Absent
C	Checked In
E	Excused
L	Left School (checked out)
M	Medical on File
R	Truant

Close

Awards Tile

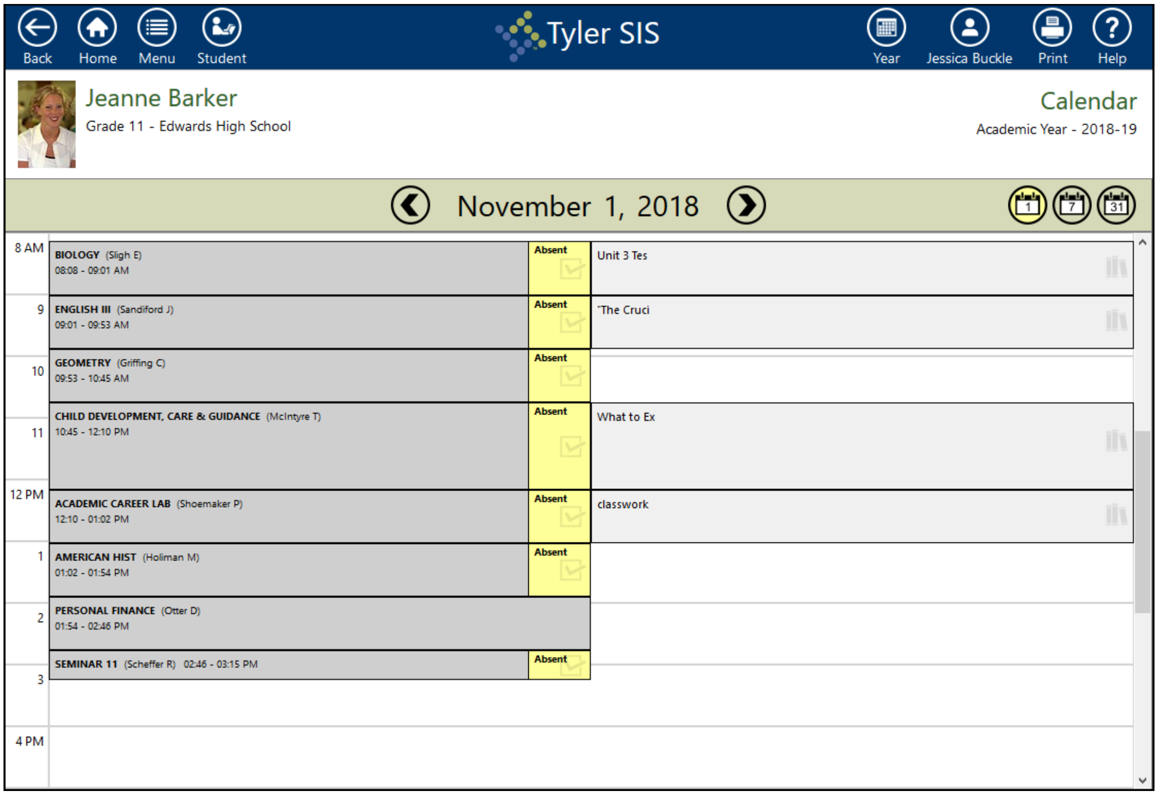
The screen shows any special awards, certificates, scholarships, or special recognition the student has received. Clicking a column header sorts the grid by that item;clicking a second time reverses the order in that column (A-Z vs Z-A). The grid displays the type, details, date awarded, the staff member that recorded the award, and any comments that have been entered.



▲Award	Details	Date	Staff Name	Comment
Awards	National Merit Scholarship	11/01/18	Brewster D	
Certificate	College Prep Certificate	03/01/19	Ghent C	Completed testing and project.
Teacher Awards	Service Bar Pin	01/04/19	Dubois T	Outstanding work as teacher's aide

Calendar Tile

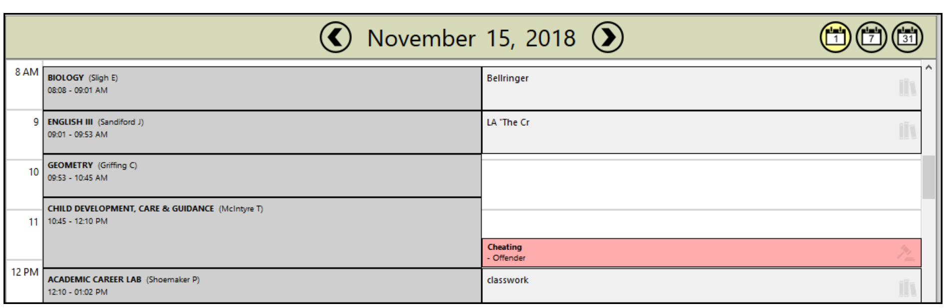
By default, the Calendar displays the current date's entries in a single day view, but may be switched between Day, Week, and Month using the icons to the right of the date. The selected view's icon is highlighted in yellow.



Day Calendar

The Day calendar (above) displays the student's scheduled classes (on the left) and assignments (on the right). Click a class or assignment to switch to the Schedule or Assignments Tiles for details (corresponds to tiles on Home page).

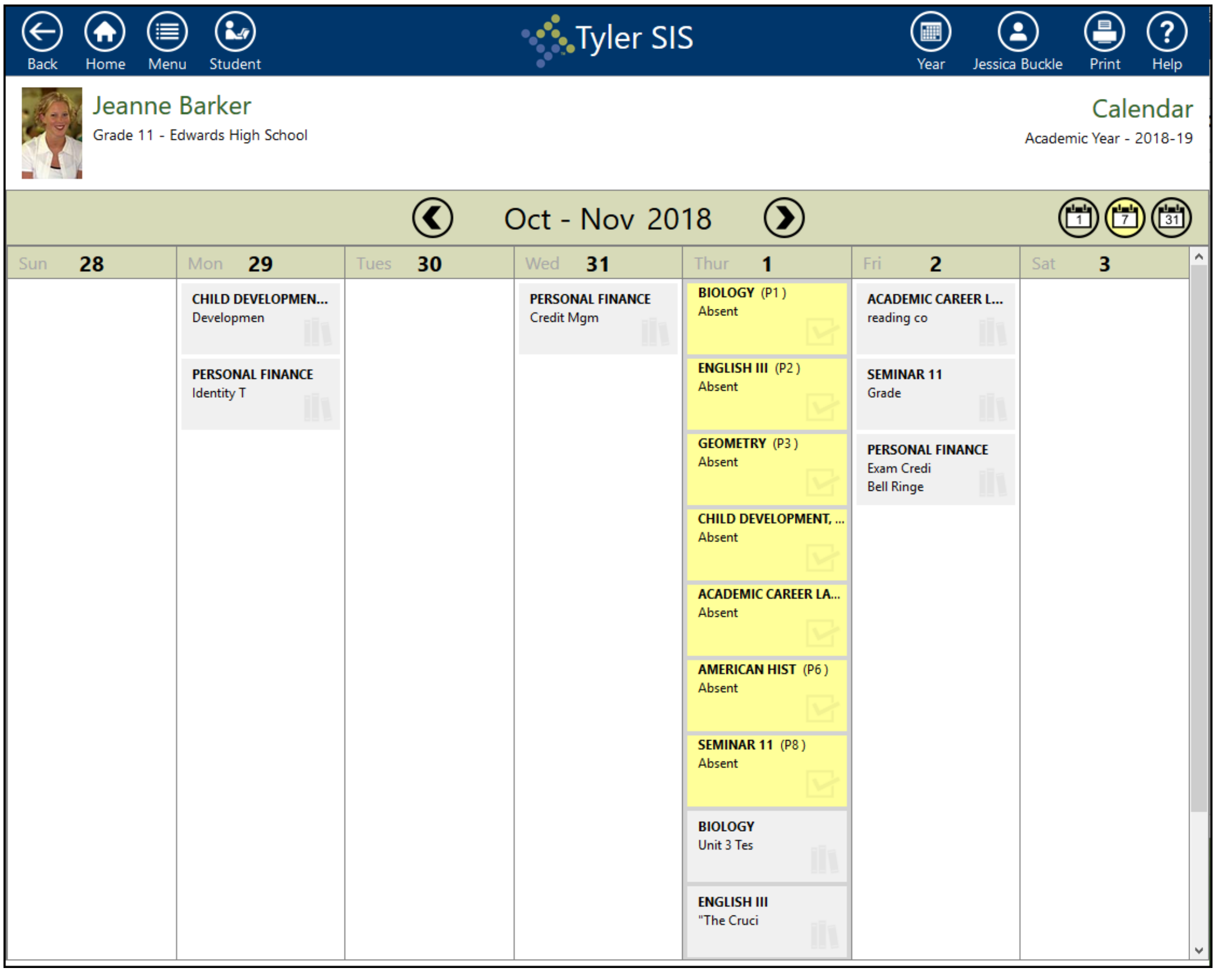
Absences display with a yellow background; click any absence to access the Attendance Tile and view details. Discipline events display with a red background; click any discipline entry to access the Discipline Tile and view details.



On either side of the date, click the left/right arrows to see other days.

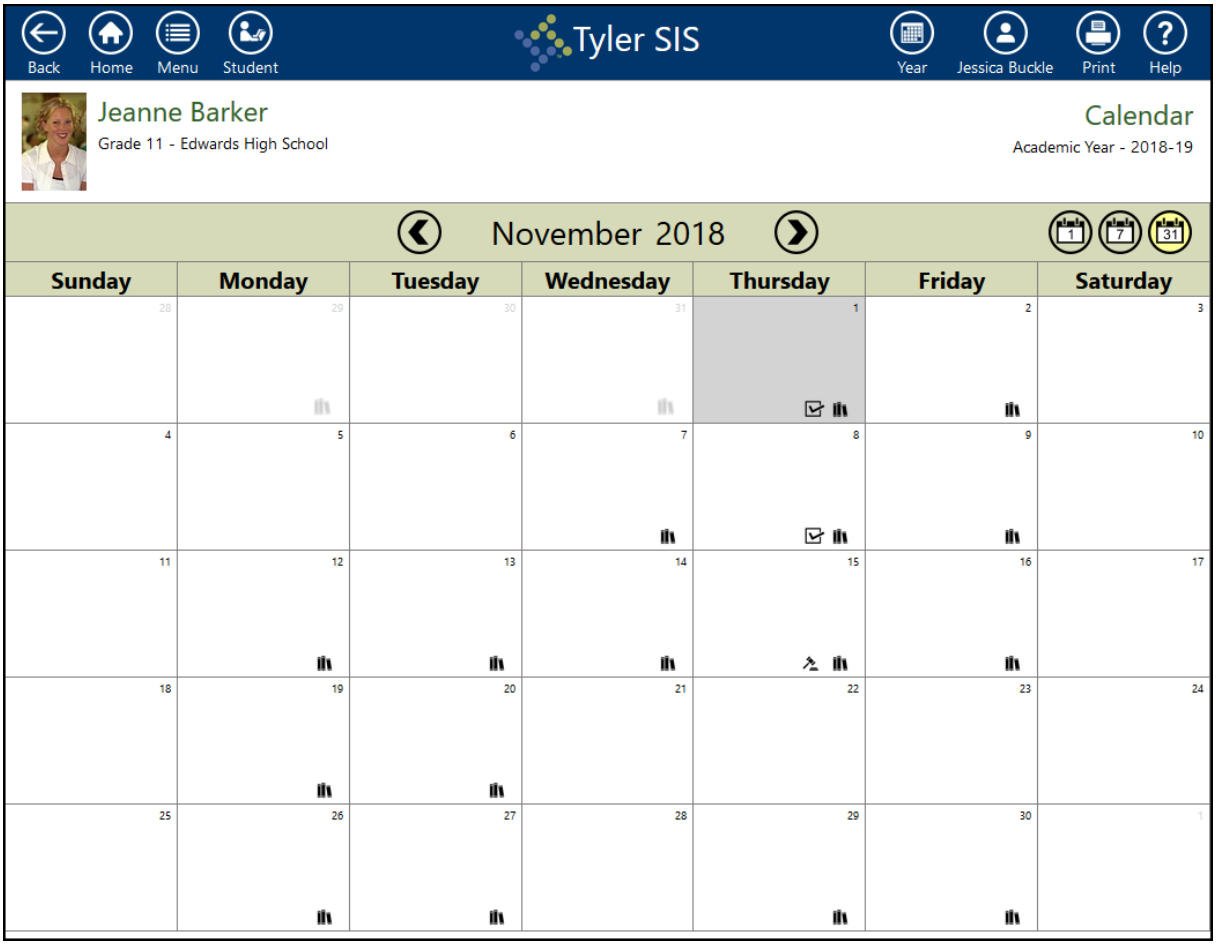
Week Calendar

In the Week calendar, the 7-Day icon is highlighted at the top of the page. On either side of the date, click the left/right arrows to see other weeks. Click any day at the top of the column to display the 1-Day view. Again, periods with absences appear with a yellow background and discipline with red. Assignments have a pale book image in the lower right.



Month Calendar

In the month calendar, the 31-Day icon is highlighted at the top of the page. The view displays the current day with a grey background, a checkbox to indicate attendance entries, a gavel to indicate discipline events, and books to indicate assignments. Click any day's cell to display the 1-Day view, then click the item to view details. . Dates outside of the currently-selected academic year may be displayed.



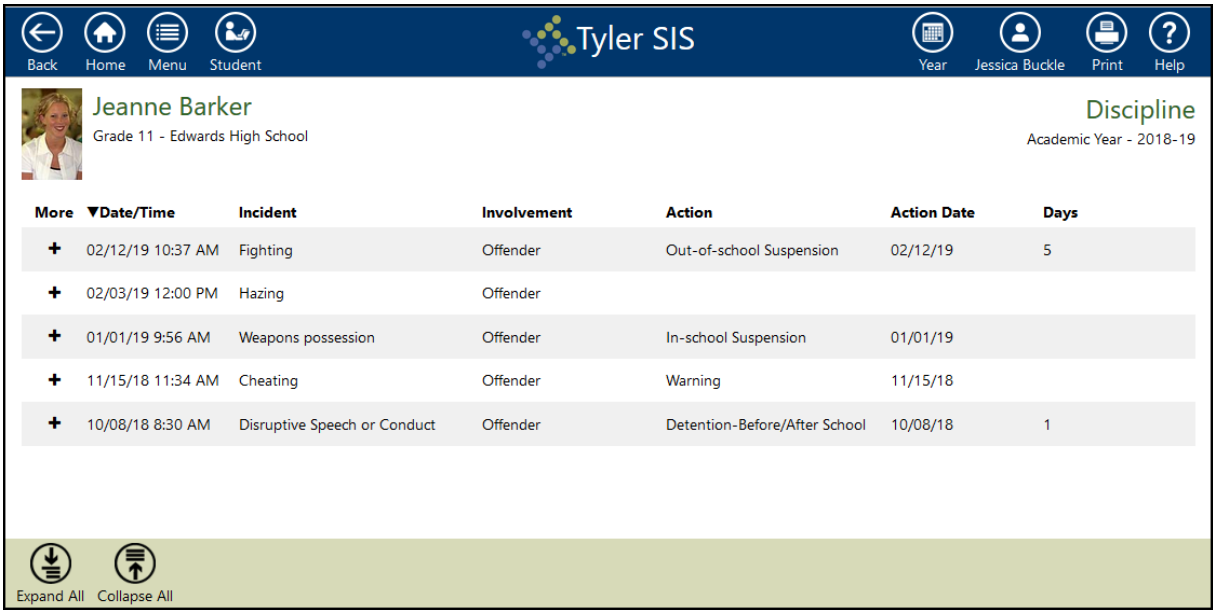
Course Requests Tile

In the spring, when the district starts preparing for next school year, students may be able to make course requests in the Student Portal if activated by their school. Login with your student if you wish to assist them.

Discipline Tile

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

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



Back Home Menu Student | Tyler SIS | Year Jessica Buckle Print Help

Jeanne Barker
Grade 11 - Edwards High School

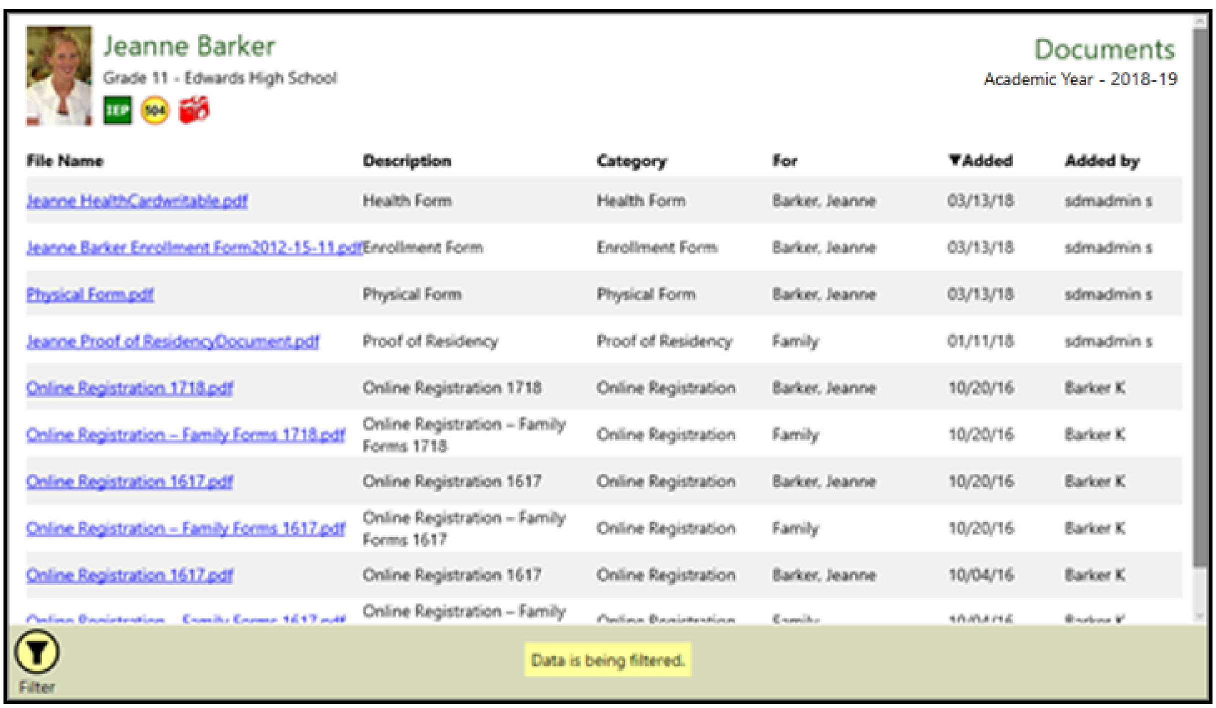
Discipline
Academic Year - 2018-19

More	▼Date/Time	Incident	Involvement	Action	Action Date	Days
+	02/12/19 10:37 AM	Fighting	Offender	Out-of-school Suspension	02/12/19	5
+	02/03/19 12:00 PM	Hazing	Offender			
+	01/01/19 9:56 AM	Weapons possession	Offender	In-school Suspension	01/01/19	
+	11/15/18 11:34 AM	Cheating	Offender	Warning	11/15/18	
+	10/08/18 8:30 AM	Disruptive Speech or Conduct	Offender	Detention-Before/After School	10/08/18	1

Expand All Collapse All

Documents Tile

Tyler SIS can store documents for Students and Families. The documents can be used for many purposes, such as proof of residency or sports physicals. The File Name is a link that allows you to download the form and review it. This screen also includes the Description and Category. The For column shows if it's for a specific student or for the entire family. Each form also displays with its date added and who added it. Note that the Tool Bar indicates that the example below has been filtered.



Jeanne Barker
Grade 11 - Edwards High School

Documents
Academic Year - 2018-19

File Name	Description	Category	For	▼Added	Added by
Jeanne HealthCardwritable.pdf	Health Form	Health Form	Barker, Jeanne	03/13/18	sdmadmin s
Jeanne Barker Enrollment Form2012-15-11.pdf	Enrollment Form	Enrollment Form	Barker, Jeanne	03/13/18	sdmadmin s
Physical Form.pdf	Physical Form	Physical Form	Barker, Jeanne	03/13/18	sdmadmin s
Jeanne Proof of ResidencyDocument.pdf	Proof of Residency	Proof of Residency	Family	01/11/18	sdmadmin s
Online Registration 1718.pdf	Online Registration 1718	Online Registration	Barker, Jeanne	10/20/16	Barker K
Online Registration – Family Forms 1718.pdf	Online Registration – Family Forms 1718	Online Registration	Family	10/20/16	Barker K
Online Registration 1617.pdf	Online Registration 1617	Online Registration	Barker, Jeanne	10/20/16	Barker K
Online Registration – Family Forms 1617.pdf	Online Registration – Family Forms 1617	Online Registration	Family	10/20/16	Barker K
Online Registration 1617.pdf	Online Registration 1617	Online Registration	Barker, Jeanne	10/04/16	Barker K

Filter Data is being filtered.

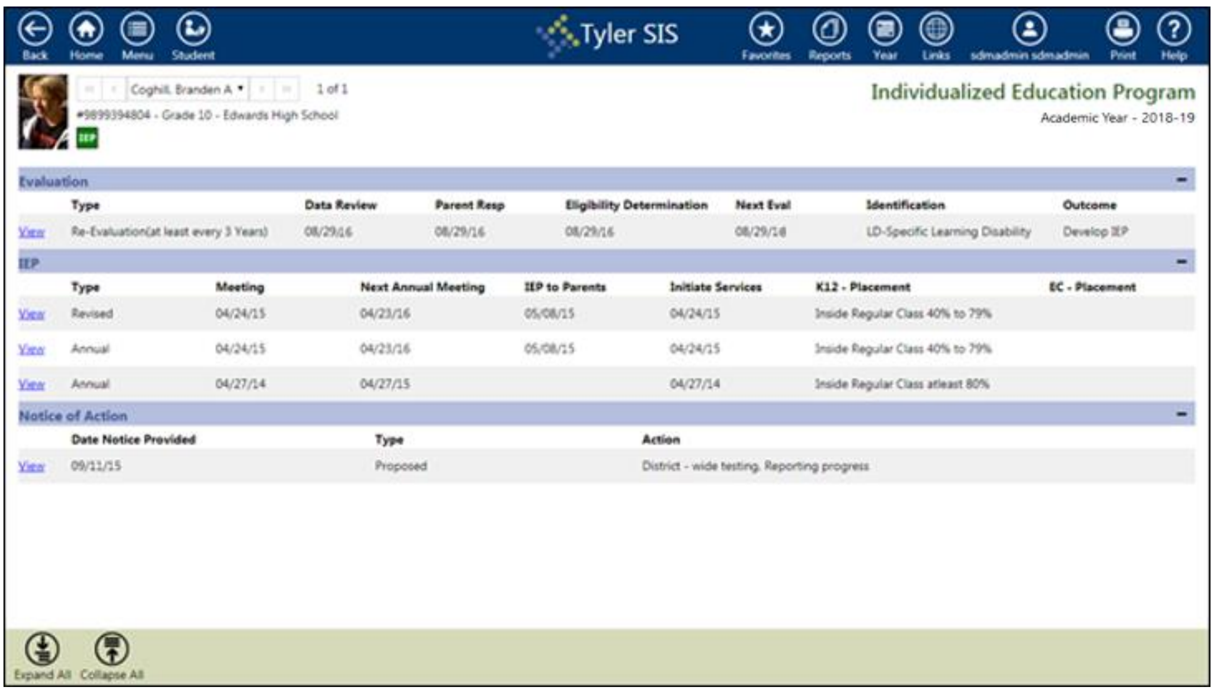
In addition to the general documents area, several module areas within the application support adding documents to records attached to students. Documents may be added to records in these areas:

- Special Education
- Programs and Services
- Profile Discipline
- Parent/Student Contact Log
- Homework on Portal

Individualized Education Program

[Remove this section if your district has not enabled viewing of Special Education documents on the portal.]

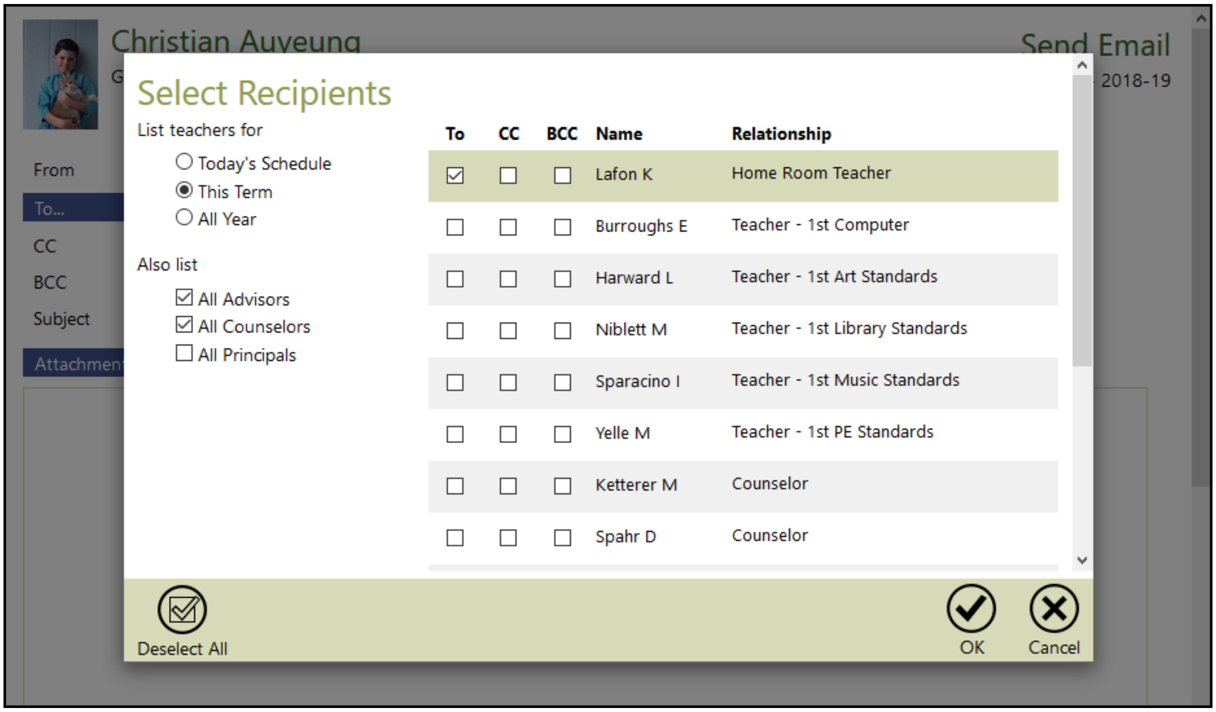
Documents related to your students' Individualized Education Program (IEP) may be available for viewing on this page.



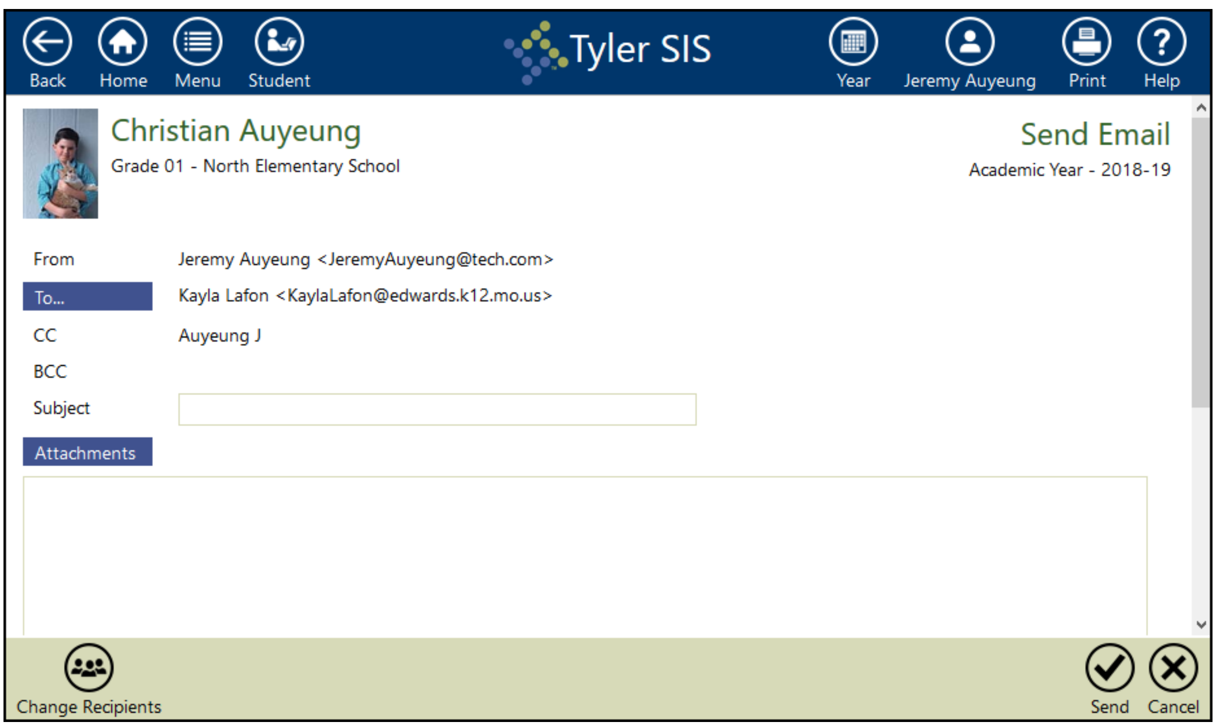
Email Tile

On the menu, **Send Email**.

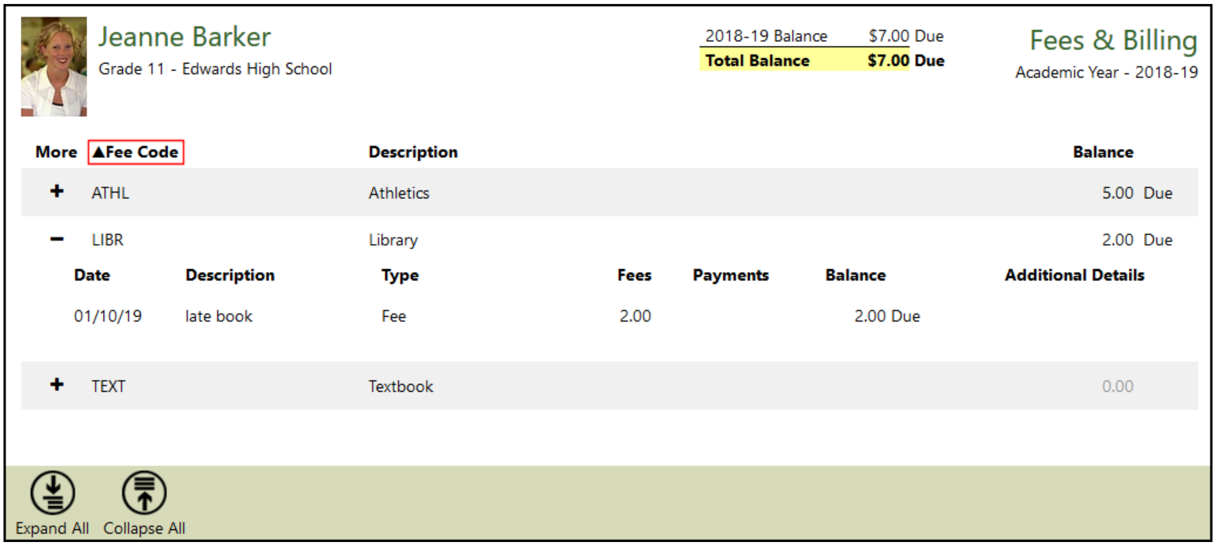
Click the **Email** tile to initiate an email to the student's teachers and other key staff at the student's school. Use the radio buttons and checkboxes to expand/limit the staff available to select. For selected recipients, check to indicate if they are to be included in the To, CC, or BCC addresses.



Complete the Subject and message. If your browser supports automatic spell-checking, the browser's tool underlines potentially misspelled words. If desired, add an attachment, then click **Send**. Any replies from the recipient(s) are sent directly back to your email address, rather than through the Tyler SIS Student 360 system.



Fees & Billing Tile



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

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

Click the **+** icon in the More column to see individual fee and payment transactions. [Remove the following if your district is not using Online Payment:] Use the Online Payment tile to make a payment using your credit or debit card or bank account (see Online Payment on page 30).

Grades Tile

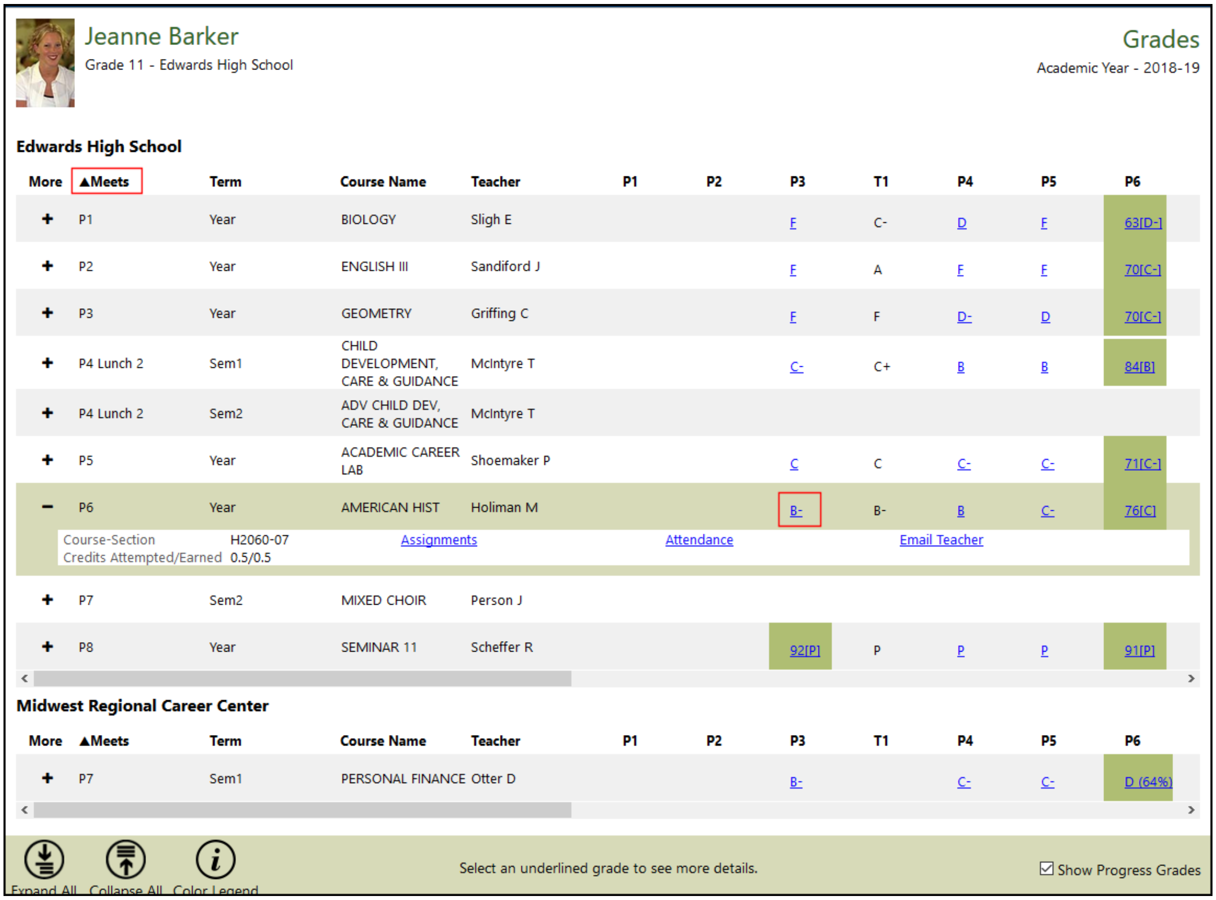
All grades for the year for the student are displayed on this page. This screen combines gradebook marks and posted end-of-term grades to give a complete overview of the student's grading.

All columns on this screen are sortable; click a column heading and the grid rows are sorted by that item. In the example below, the Meets column has an arrow signifying that this is how the list is currently sorted; click that header to do a secondary sort (P1-P8 vs P8-P1).

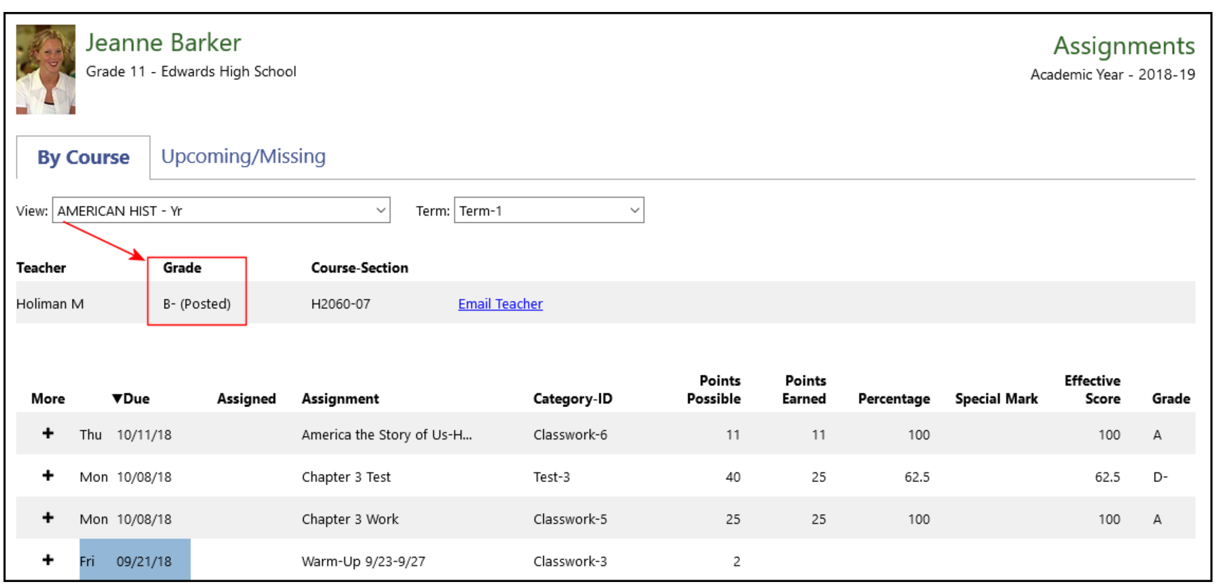
The Grades screen may have a single view or two views: Traditional, where regular letter grades display, and Standard-based, which shows student marks for curriculum standards.

The Traditional view shows a row for each course that has a grade and a column for each term. Progress grading periods can be turned on and off by using the **Show Progress Grades** checkbox at the bottom of the screen. Students who are enrolled in multiple schools, such as both a high school and a career education center, have one grid for each school and show the grades from each school separately.

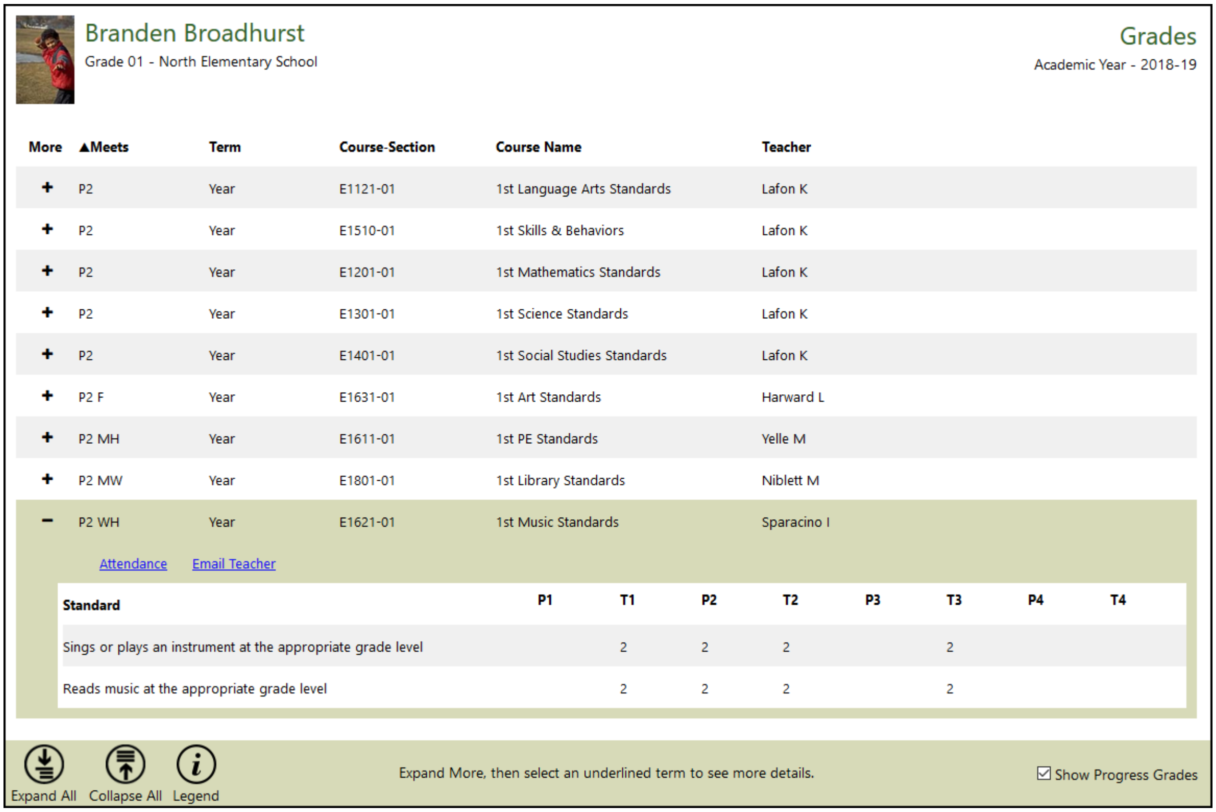
Those marks in green boxes are calculated from teachers' gradebooks but not finalized for report cards. Click the **+** icon (plus) for period/course details.



Underlined marks are links to the Assignments tile; click to display those details on that tile.



The Standard-based view shows all the curriculum standards for a course; click the **+** icon in the More column to display the student's mark on each one. In the grid, underlined standard marks are links that open a pop-up explaining the grading scale and showing any comment the teacher entered. Click the **Show Progress Grades** checkbox in the Tool Bar to show and hide columns for progress marks.



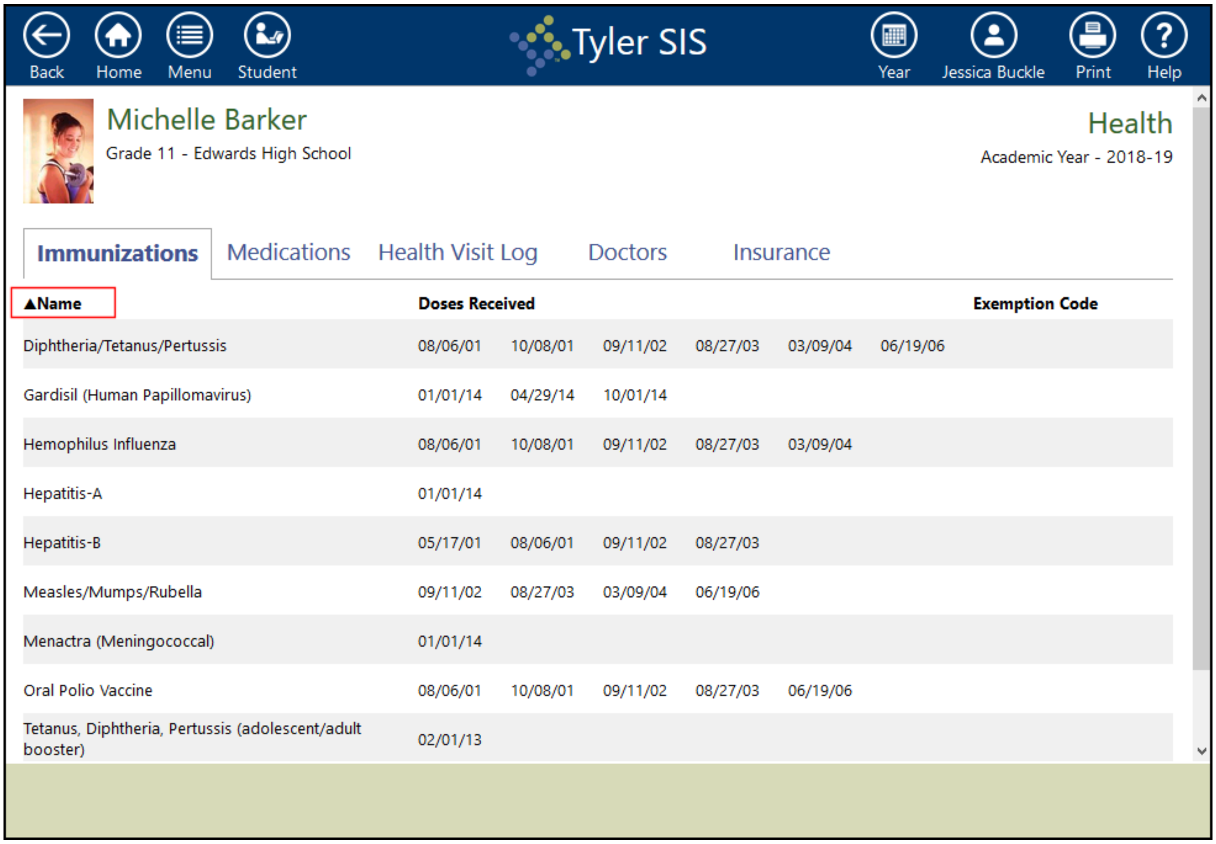
Health Tile

The Health screen shows information about student immunizations, medications, doctors, insurance, and student health visits in the Health Visit Log view. By default, the Immunization tab displays first.

Immunizations

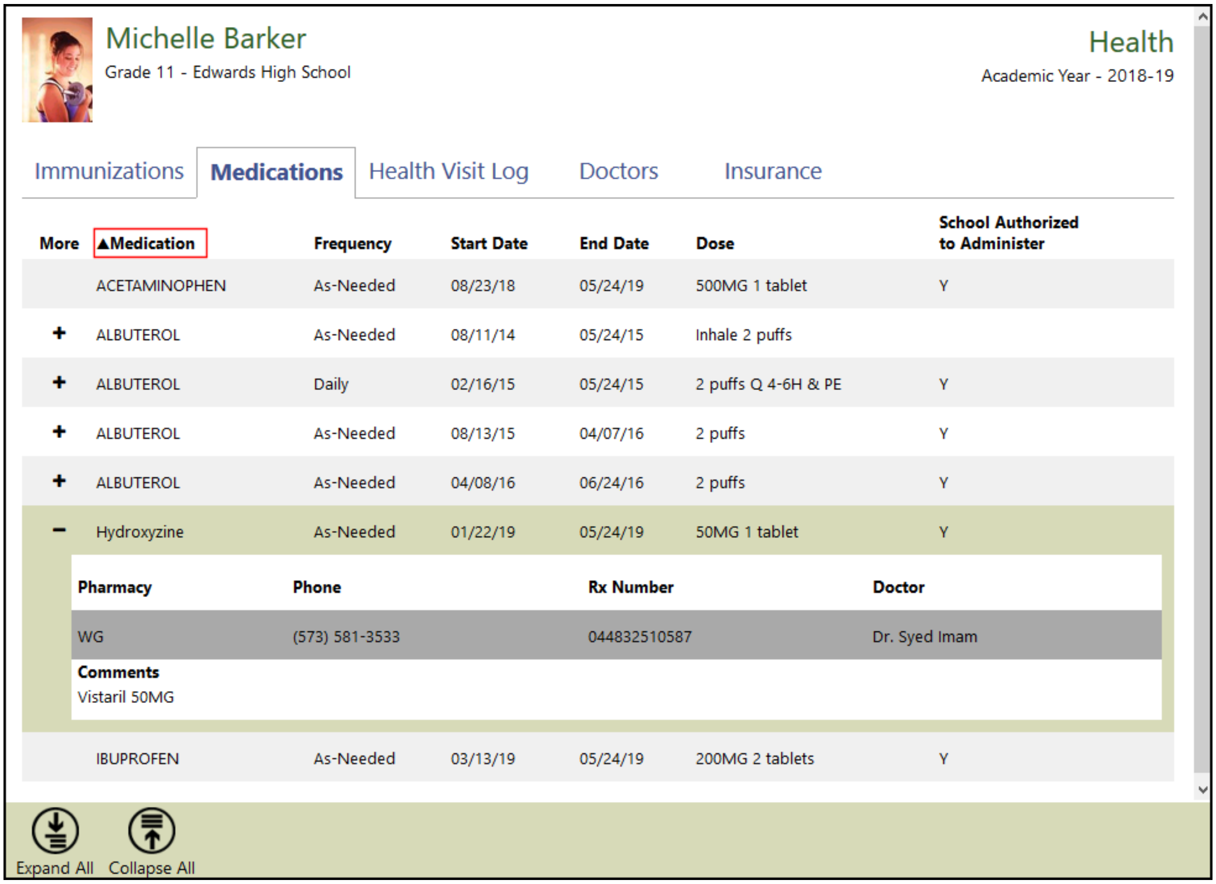
All immunizations reported for the student display on the Immunizations tab (pictured below). The Doses received column shows what dates the student received those immunizations. If the student was exempt for an immunization, that reason displays in the Exemption Code column.

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



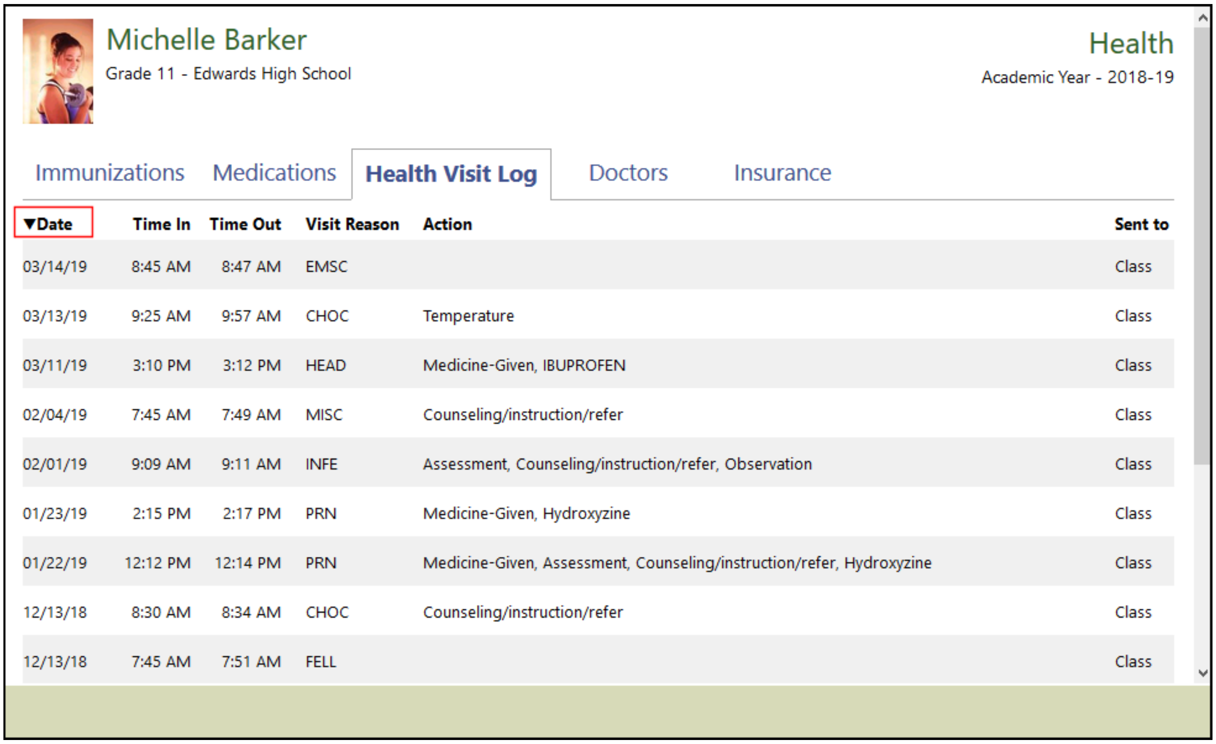
Medications

Any medications which can be administered to the student show on the Medications view. Click the **+** icon in the More column to see pharmacy and doctor information, if applicable. All columns on this screen are sortable; click a column heading and the grid rows are sorted by that item. In the example below, the Medication column has an arrow signifying that this is how the list is currently sorted.



Health Visit Log

If the student has visited the school nurse for any reason and it was logged into Tyler SIS Student 360, those visits display on the Health Visit Log. The records display in reverse-chronological order by default (most recent first). Click the Date column to reverse the order. All columns on this screen are sortable; click a column heading and the grid rows are sorted by that item. The times the student checked in and out, the visit reason code, and action display for each record on the grid.

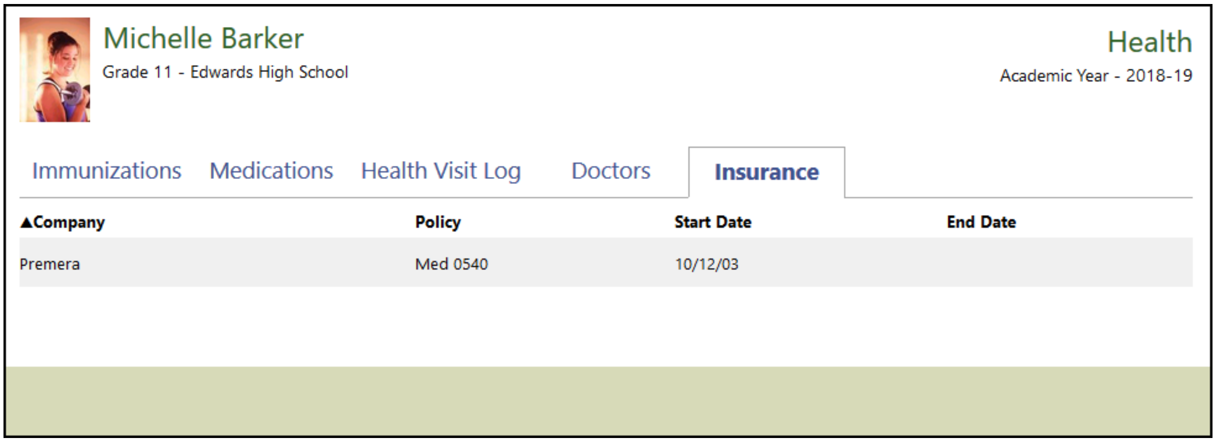


Doctors

Doctors associated with the student display on this screen. The doctor's name and telephone number appear in the grid.

Insurance

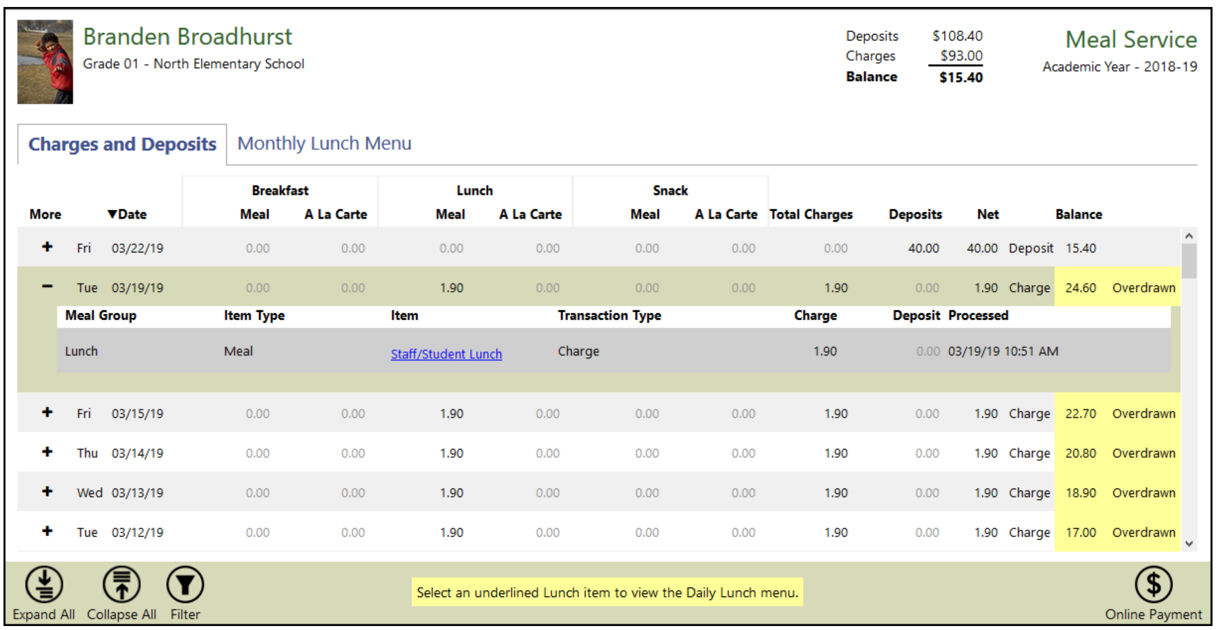
Student medical insurance records that have been filed with the school display on the grid. The policy number and dates that the insurance start and end appear with each record.



Meal Service Tile

On the menu with a separate entries for Meal Service and Monthly Lunch Menu.

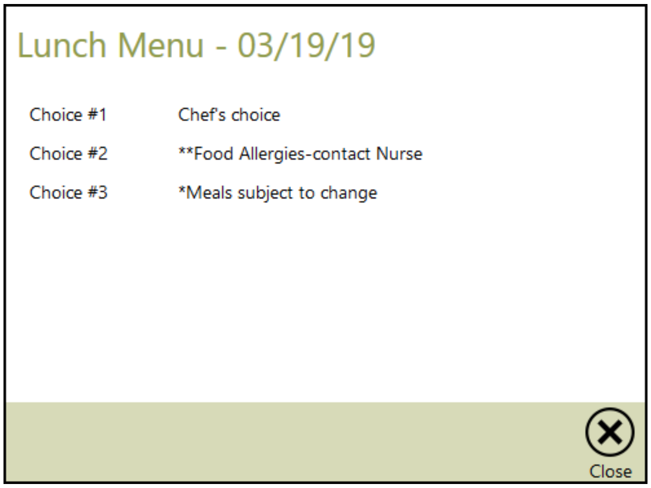
The Meal Service screen has two views: student Charges and Deposits, and the Monthly Lunch Menu. By default, the Charges and Deposits view is displayed first.



Charges and Deposits

At the top of the screen, the student's rollover (start of year) balance if one exists, along with the total deposits and charges for the student throughout the school year are followed by current balance. The data grid displays daily meal service detail. Each date the student had a meal service transaction displays on the data grid. Click the **+** icon in the More column to display additional information about a date.

Click any underlined items to display the Monthly Lunch Menu entry for that date.

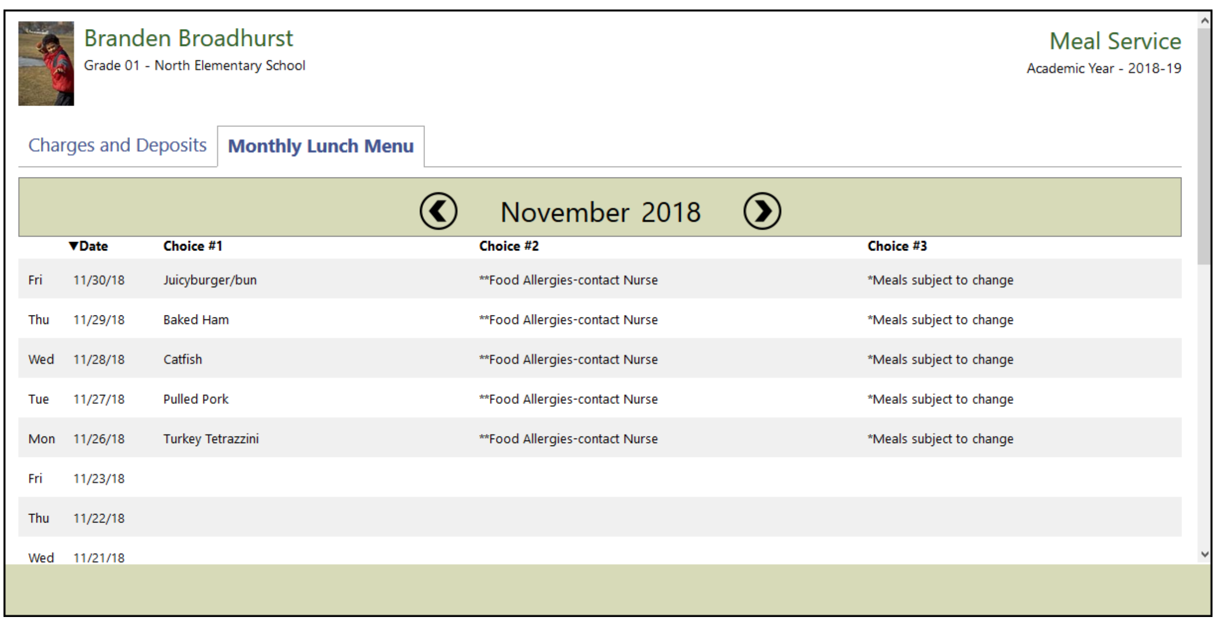


Click the Tool Bar's **Filter** icon to limit the records displayed. Click the **Online Payment** icon to deposit money in the student's lunch account (see Online Payment on page 30).

Monthly Lunch Menu

On the menu with a separate entries for Meal Service and Monthly Lunch Menu.

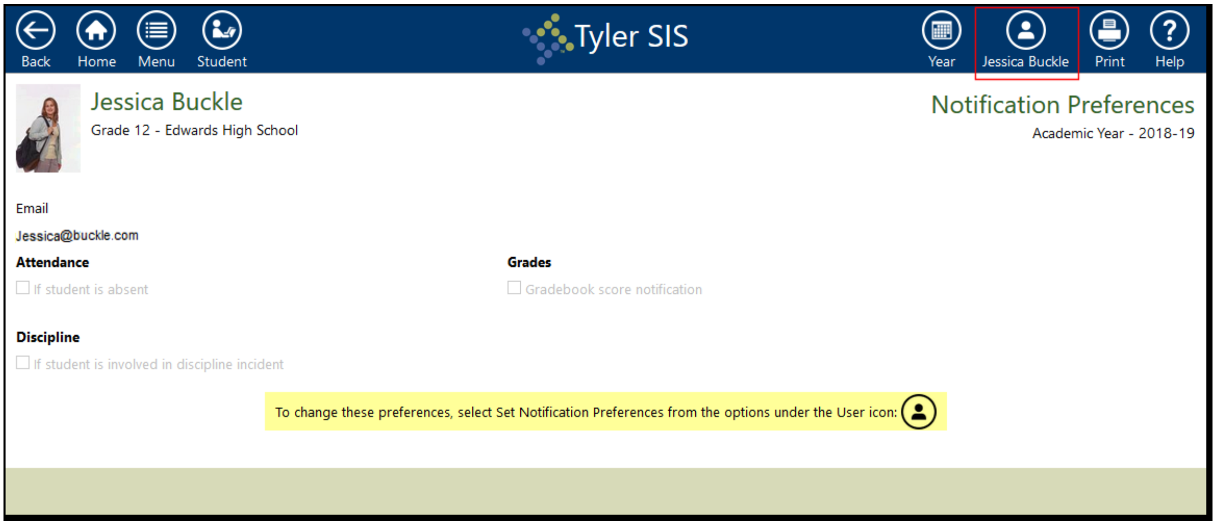
The Monthly Lunch Menu displays what choices students have when they go through the line each day. Click the arrows on each side of the month to view other months.



Notification Preferences Tile

This screen contains read-only data. To make changes to your preferences, click the Navigation Bar icon with the parent's name and use **the Set Notification Preferences** option from the User menu.

Use the Notification Preferences screen to see what types of notifications the school offers and how they have been set. Your district may activate Email and Attendance Phone Notifications. If one or the other is not available, that tab is not be displayed.

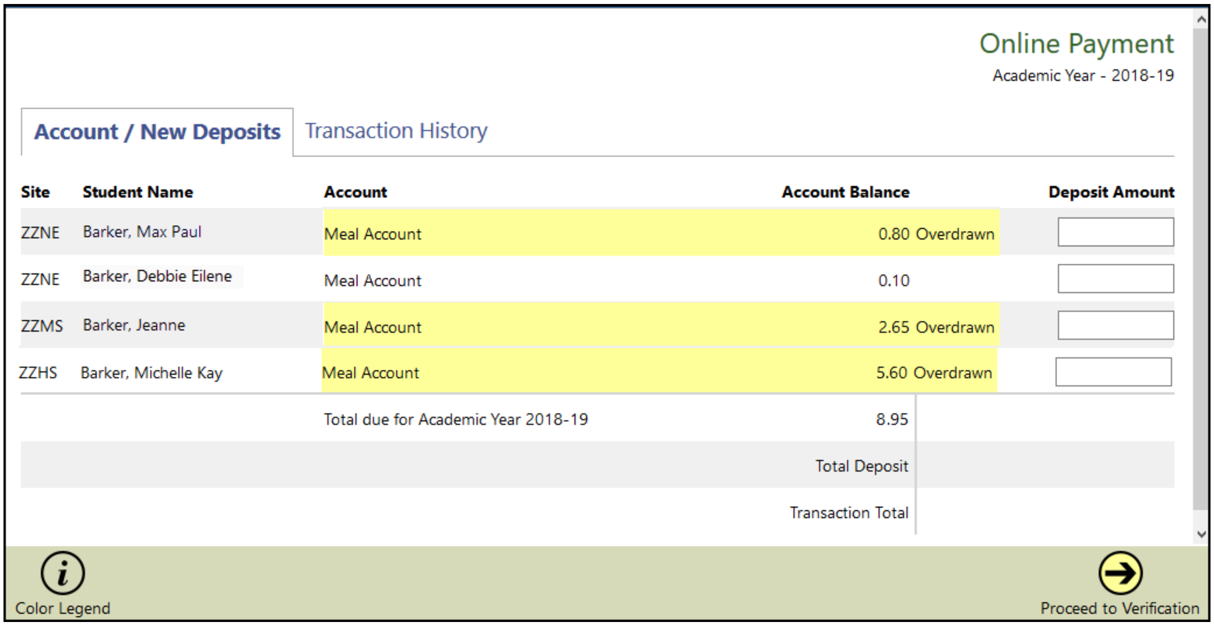


Online Payment Tile

If activated in your district, the Online Payment screen shows all student accounts for Meals or other fees/fines (e.g., registration, library fines, yearbook, etc.). By default, the **Account / New Deposits** screen appears. Click the **Transaction History** tab to see the current year's withdrawals/payments for each student.

Account/New Deposits

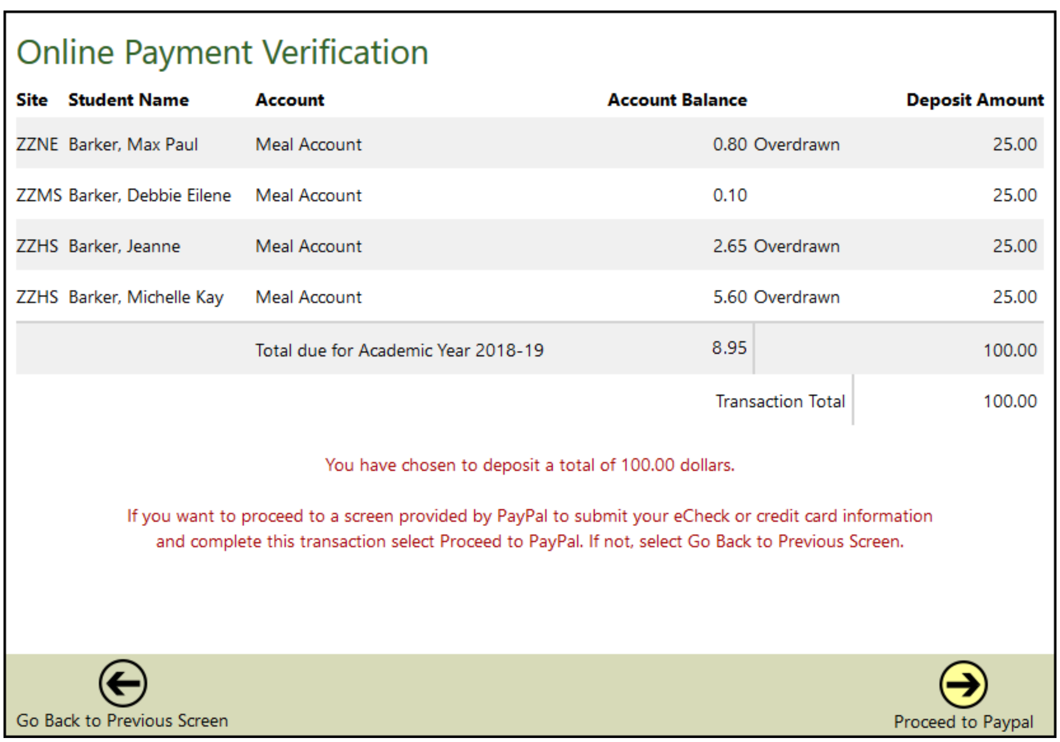
Use this tab to deposit money for each of your students. The student's school, name, account type, and balance display on each line. Accounts for which money is owed are highlighted in yellow. On the right, enter an amount to pay toward a student's account. Once you have entered all of the amounts to be paid, click **Proceed to Verification** on the Tool Bar.



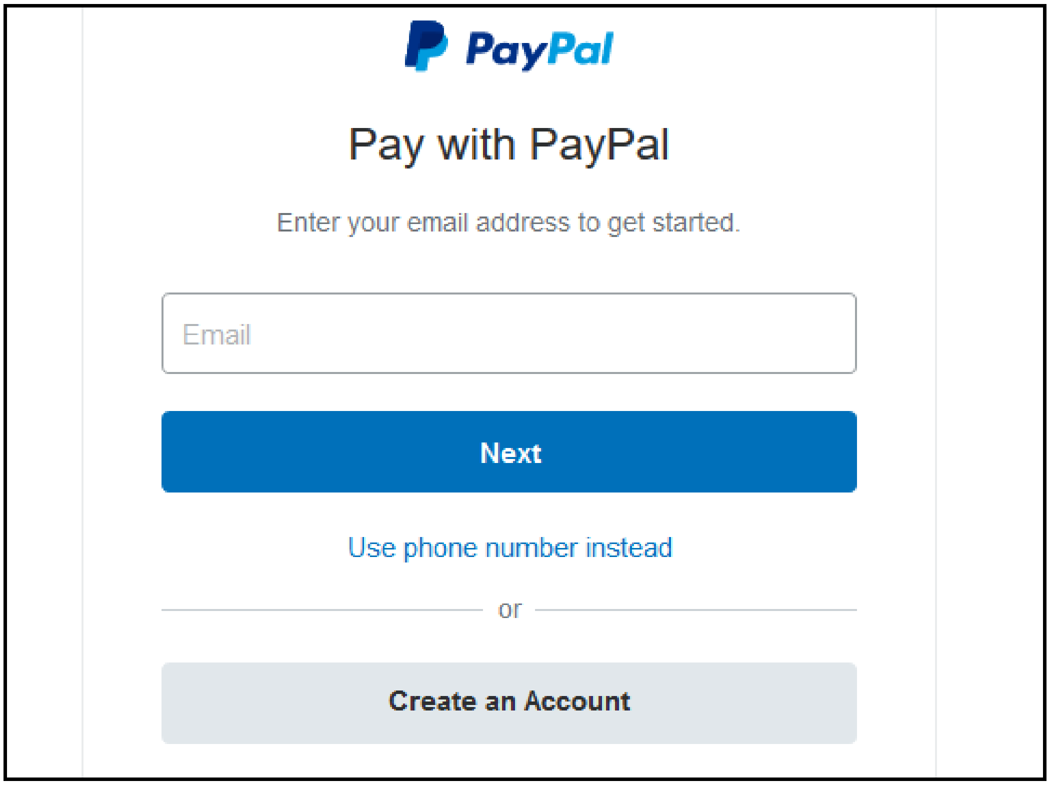
[If your district uses RevTrak for transaction processing, remove this section pertaining to PayPal:]

A confirmation screen is displayed.

> **NOTE**: *A PayPal account is not required to use this feature,* as you can make one-time payments with a credit card. After several transactions, PayPal requires you to create an account which can be used to pay with your bank account or to keep funds on PayPal to make instant payments.



Click **Go Back to Previous Screen** to make changes or click **Proceed to PayPal** to enter your PayPal login information and complete the payment with your funding source of choice.



If you do not complete the checkout process and receive a receipt from PayPal, the payment is not completed and student accounts are not credited. Such transactions appear on the Transaction History screen as Initiated.

[End of PayPal section]

[If your district uses PayPal for transaction processing, remove this section pertaining to RevTrak:]

A confirmation screen is displayed.

If you do not have a RevTrak account, RevTrak allows you to make a limited number of payments without creating one using a credit or debit card.

Online Payment Verification

Site	Student Name	Account	Account Balance	Deposit Amount
ZZNE	Barker, Max Paul	Meal Account	0.80 Overdrawn	25.00
ZZMS	Barker, Debbie Eilene	Meal Account	0.10	25.00
ZZHS	Barker, Jeanne	Meal Account	2.65 Overdrawn	25.00
ZZHS	Barker, Michelle Kay	Meal Account	5.60 Overdrawn	25.00
		Total due for Academic Year 2018-19	8.95	100.00
			Transaction Total	100.00

You have chosen to deposit a total of 100.00 dollars plus service charges of 2.44 for a transaction total of 102.44 dollars.

If you want to proceed to a screen provided by RevTrak to submit your credit card information and complete this transaction, select Proceed to RevTrak. If not, select Go Back to Previous Screen.

Go Back to Previous Screen Proceed to RevTrak

If you do not complete the checkout process and receive a receipt from RevTrak, the payment is not completed and student accounts are not credited. Such transactions appear on the Transaction History screen as Initiated.

[End of RevTrak section]

Transaction History

Account / New Deposits | **Transaction History**

More	Invoice #	▼Date/Time	Parent Name	User	Deposit	Serv. Charge	Trans. Total	Status
−	469	04/11/17 3:26 PM	Barker, Joe R		80.00	0.00	80.00	Initiated

Site	▲Student Name	Account Description	Deposit Amount
ZZMS	Barker, Debbie Eilene	Meal Account	20.00
ZZHS	Barker, Jeanne Marie	Meal Account	20.00
ZZNE	Barker, Max Paul	Meal Account	20.00
ZZHS	Barker, Michelle Kay	Meal Account	20.00

All online payment transactions for the school year appear on the Transaction History screen. The invoice number, date/time, parent name, deposit totals, and status appear in the grid. All columns on this screen are sortable; click a column heading and the grid rows are sorted by that item. In the example above, the Date/Time column has an arrow signifying that this is how the list is currently sorted. Click that column again to sort most recent first/last. Click the **+** icon in the More column to see which specific student accounts were included in the transaction.

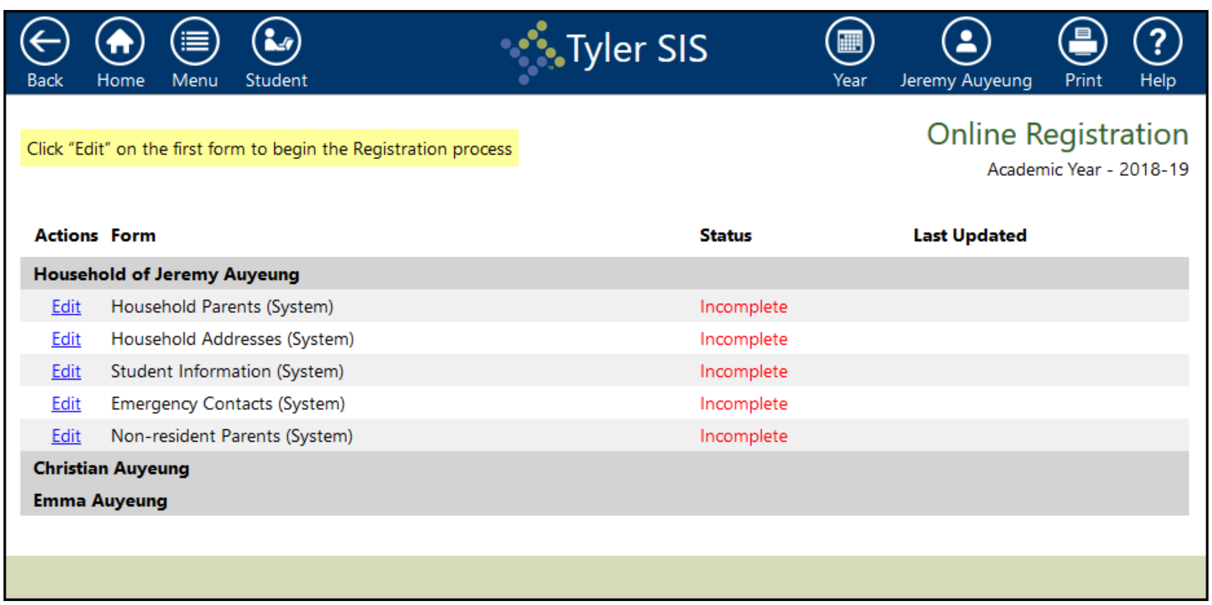
Depending on the payment method and other circumstance, the Status column shows one of four statuses.

[Delete either PayPal or RevTrak below according to the system you use for transaction processing.]

- **Initiated** – A payment has been started but has not yet been completed. This could be that an Echeck has not completed or that you stopped after clicking Proceed to PayPal/RevTrak. Echecks take up to five business days to clear.
- **Completed** – The payment has successfully completed and the student accounts have been credited.
- **Denied** – The payment was denied by PayPal/RevTrak. You should have received an confirmation from PayPal/RevTrak explaining the reason.
- **Reversed** – The payment has been returned or refunded.

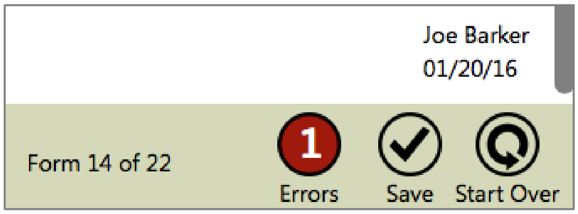
Online Registration Tile

This tile may or may not be available depending on district policy. When Online Registration is active (usually only for a short time around the start of the school year or late spring), click this tile to complete the registration process skipping the paper forms previously required. You are prompted to enter the required information or confirm the information currently in the system. Click **Edit** on an item marked Incomplete.

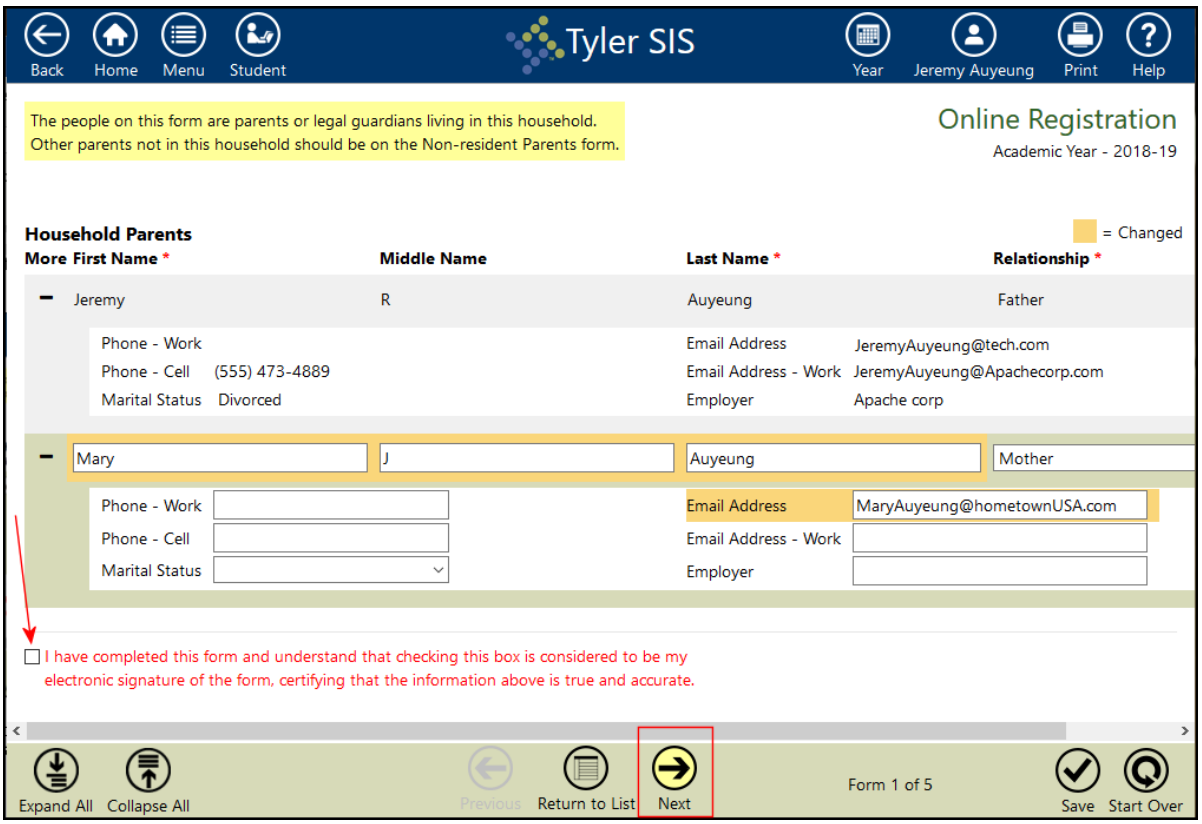


Complete the information. Additional parents may be listed if they are in the system.

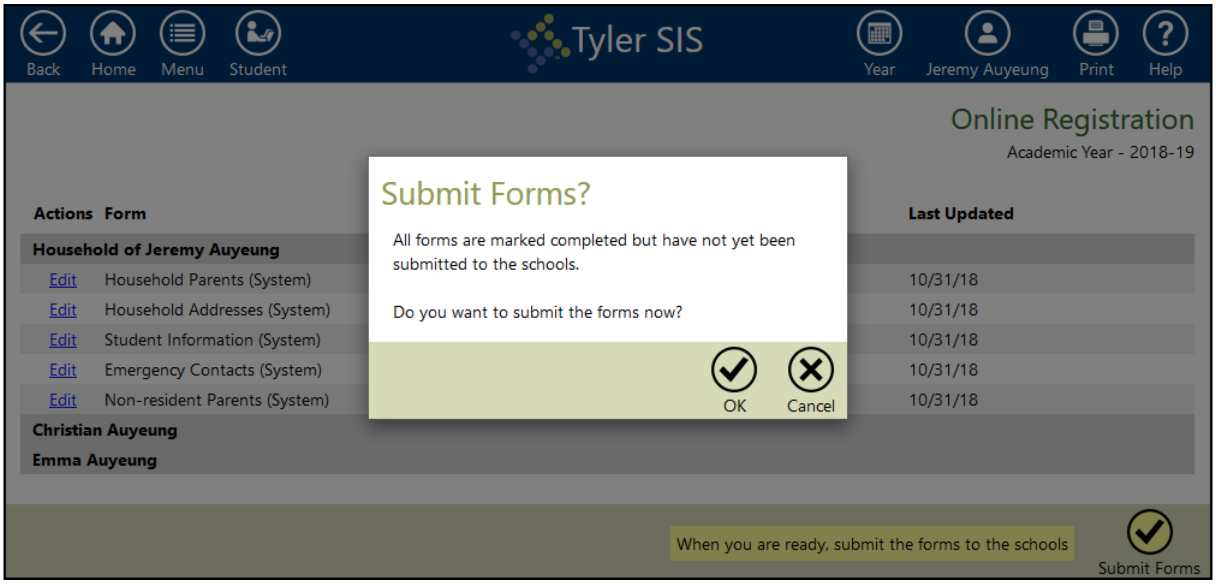
Some forms have required fields, which are indicated by an asterisk next to each one. If you mark a form complete but did not complete a required field, an error alert displays in the right-hand side of the Tool Bar. The number inside the circle shows how many incomplete required fields need to be addressed. If you cannot complete the form for some reason, uncheck the electronic signature box and move on. Otherwise, fix the errors and continue.



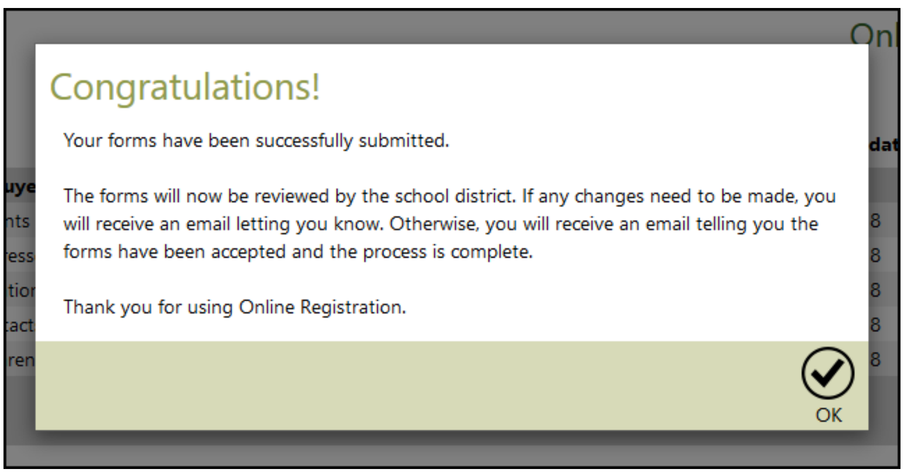
When the information is complete, click to check the checkbox (next to the red text) to authenticate the entries and click the **Next** icon to move to the next form.



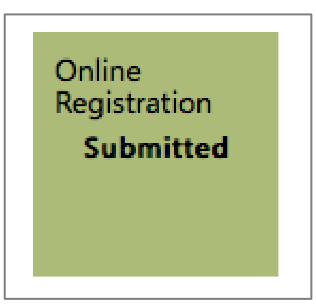
When the last form is completed, click **Return to List**. Click **Submit Forms** to submit the information.



Upon submitting your registration, you'll receive a confirmation on the screen; click **OK** to complete the submission of the forms. A message confirming the submission displays, click **OK** to close it.



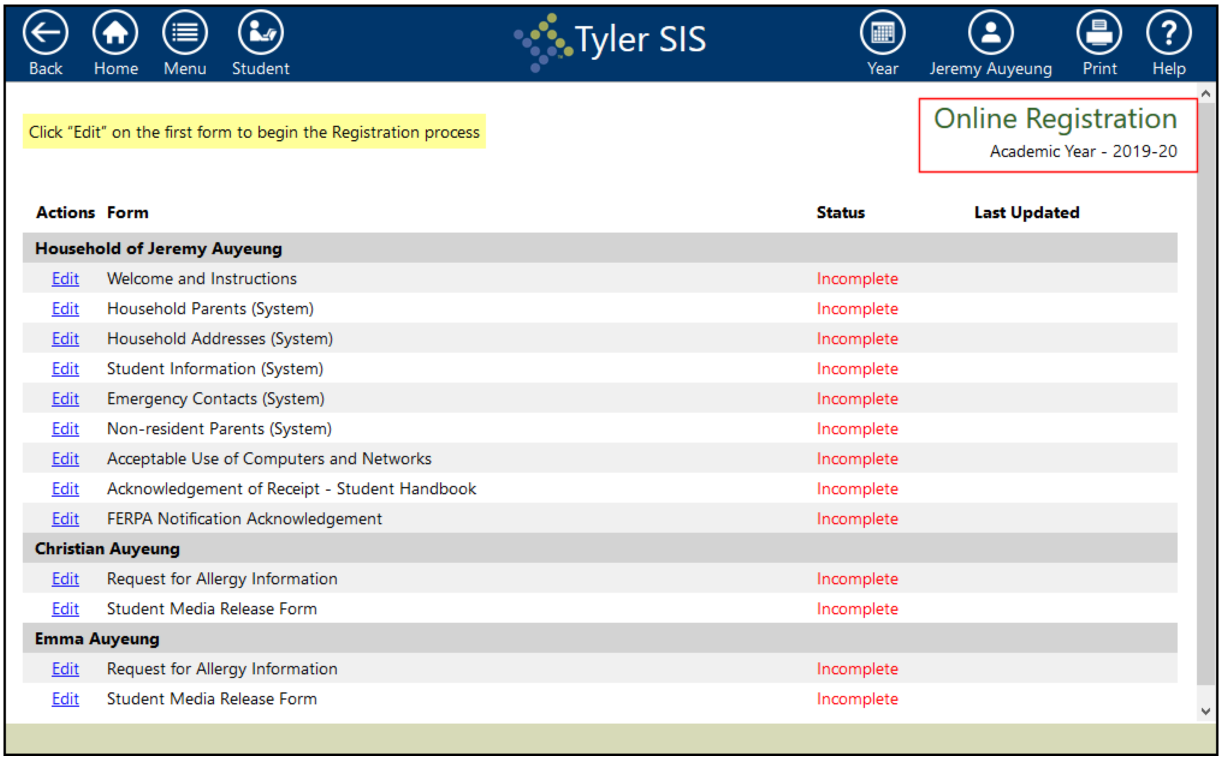
The Registration tile on the Home page turns green.



Once your registration has been processed by the school/district, the Submitted text changes to Accepted. If for some reason your Online Registration forms require revision, the school will contact you and the icon will turn red again. Simply revise and re-submit your Online Registration.

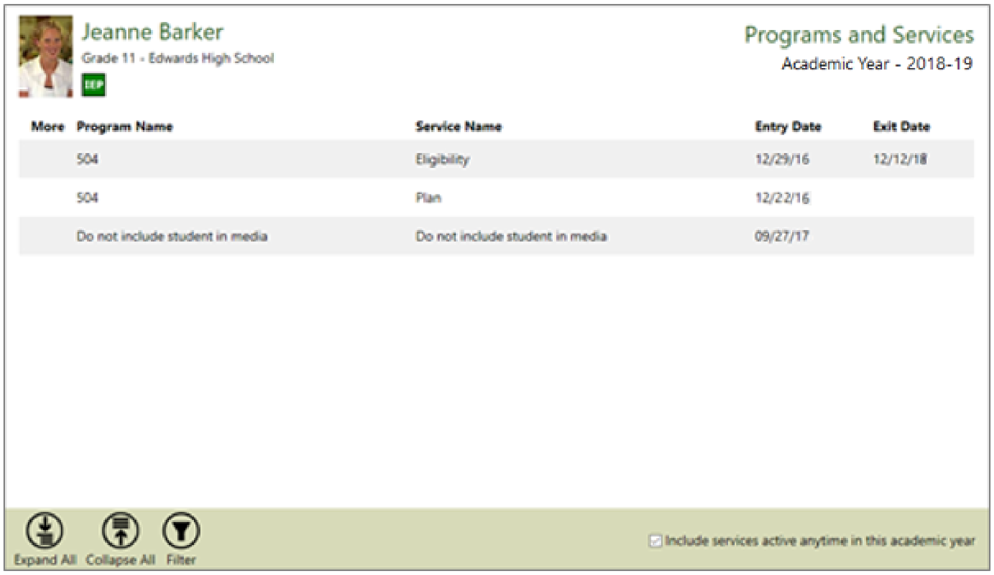
Registering for the Next School Year

When Family Registration is complete, the student may be registered for the next school year. The academic year appears at the top; if this is not the year you require, click the **Year** icon to change. Complete the each of the required forms.



Programs and Services Tile

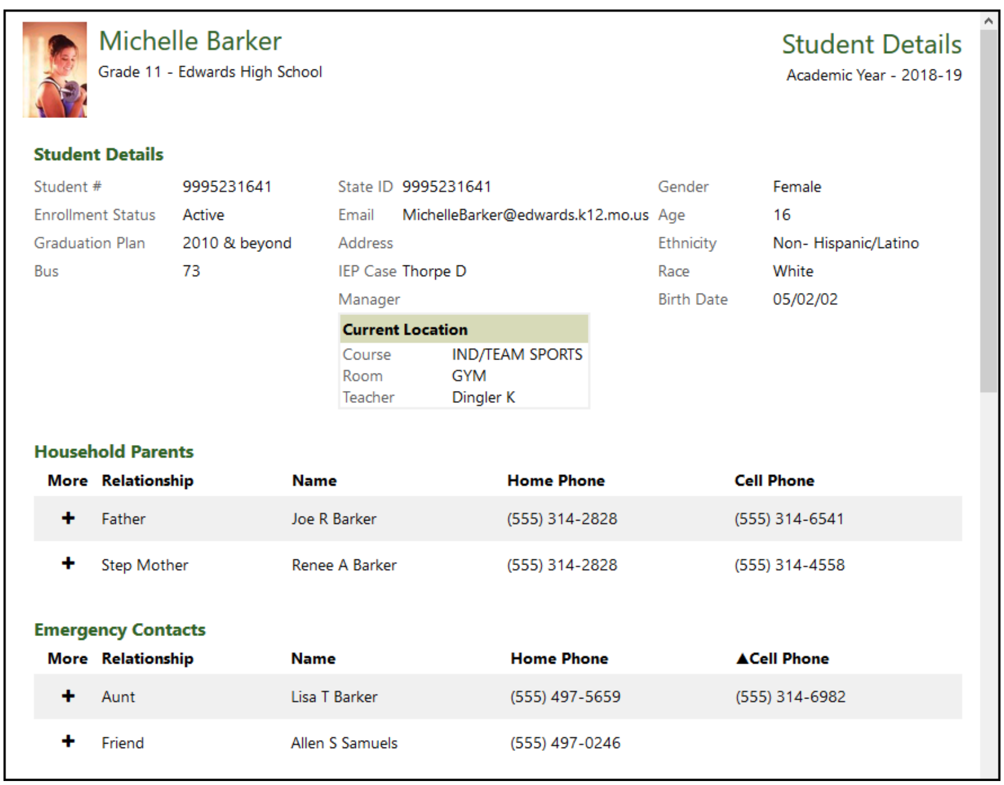
The Programs and Services screen shows information about different programs and services in which your student is enrolled. This could be anything from a Section 504 plan to a one-to-one device program in your student's school. This screen shows the Program Name, Service Name, Entry Date and Exit Date. If a Program and Service has an alert icon attached, that icon appears next to the student photo.



Student Details Tile

[Remove the following if you do not allow parents to update household information on the portal] To update student or contact information, use the **Update Household Data** tile/menu to submit changes to the school (see page 41).

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



Scroll down to view Sibling and Enrollment History entries.

Siblings

Name	School	Grade Level	Age
Barker, Max Paul	North Elementary School	03	8
Barker, Debbie Eilene	North Elementary School	07	12
Barker, Jeanne	Edwards Middle School	11	13

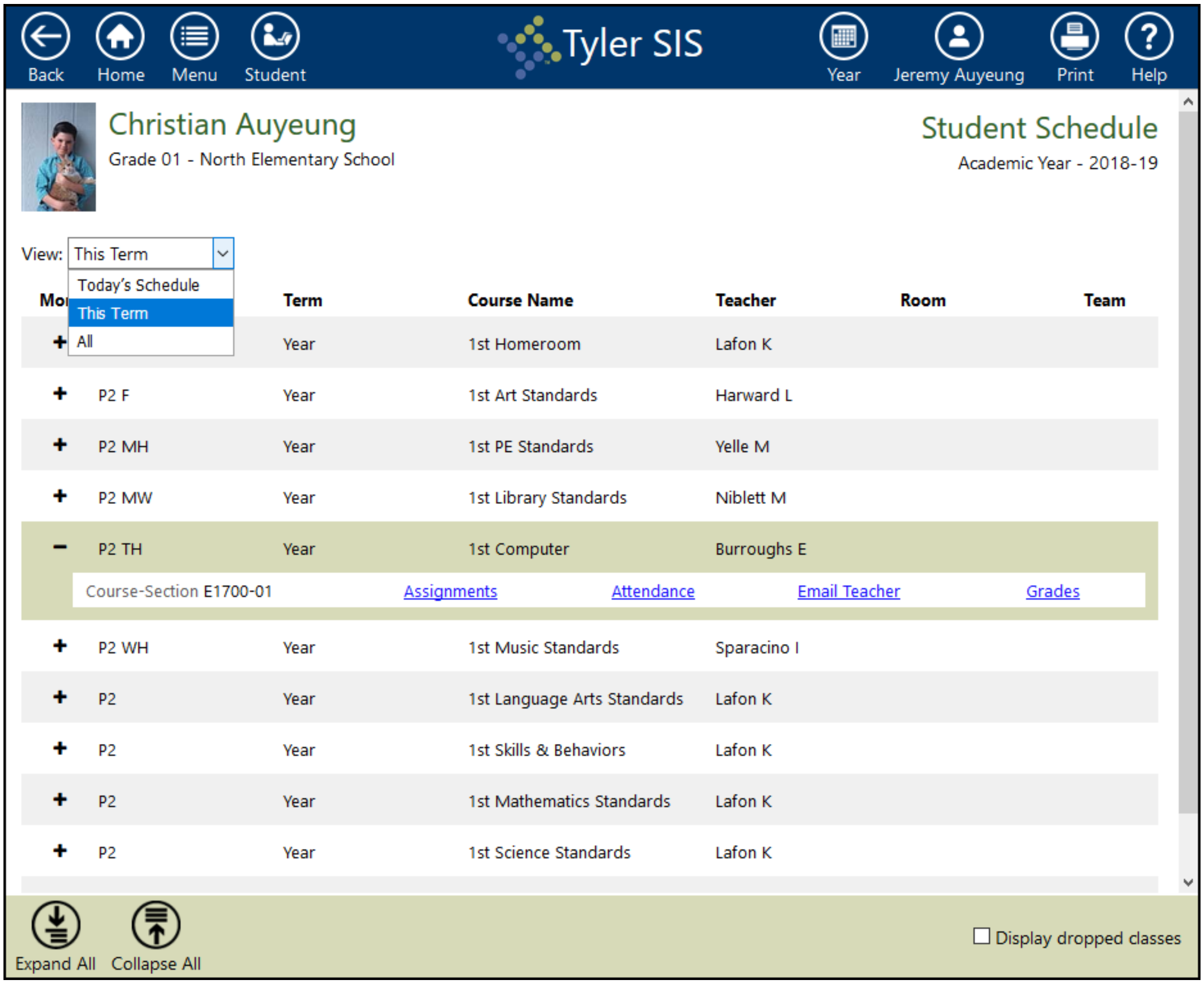
Enrollment History

Year	Entry Date	School	Grade Level	Withdrawal Date
1920	08/14/19	Edwards High School	12	
1819	01/21/19	Edwards High School	11	
1819	11/20/18	Edwards High School	11	01/21/19
1819	08/09/18	Edwards High School	11	10/08/18
SS18	05/28/18	Edwards High School	11	
1718	08/10/17	Midwest Regional Career Center	10	
1718	08/10/17	Edwards High School	10	
1617	08/10/16	Edwards High School	09	
SS16	05/30/16	Edwards High School	09	
1516	08/13/15	Edwards Middle School	08	
1415	08/14/14	Edwards Middle School	07	
SS14	05/26/14	Edwards Middle School	07	
1314	08/14/13	Edwards Middle School	06	

Expand All Collapse All

Student Schedule Tile

This tile can be used to select the student's schedule for a Today's Schedule, the current term, or the full year. Click the **+** icon next to any schedule item to see details including links to Assignments, Attendance, Grades, and Email Teacher (corresponding to tiles on the Home screen).



Transportation Tile

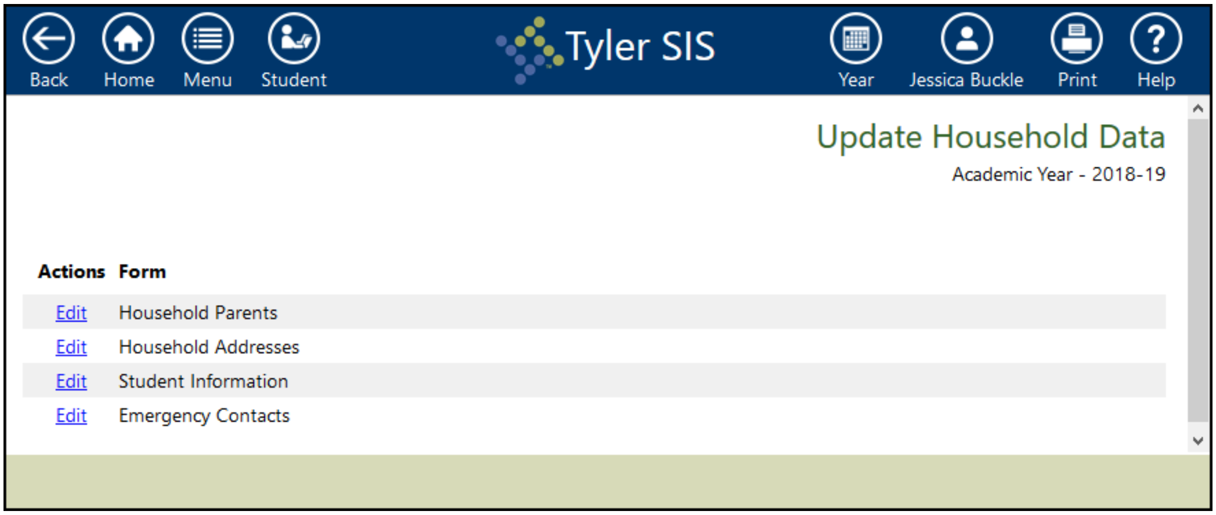
[This screen only appears with Tyler's Versatrans RP and Traversa transportation systems. Both products provide a live look at student transportation and routing details. If your district is not using Versatrans or Traversa, you should remove this section from the document.]

The transportation screen shows student routing and bus information. The days, destination, pick-up time and location, drop-off time and location display on the grid.

Update Household Data

[Remove the following if you do not allow parents to update household information on the portal]

Rather than call or physically go to the school to update information about your household, submit updated information via the **Update Household Data** screen. These submissions are then accepted by the district, so they may not take effect immediately.

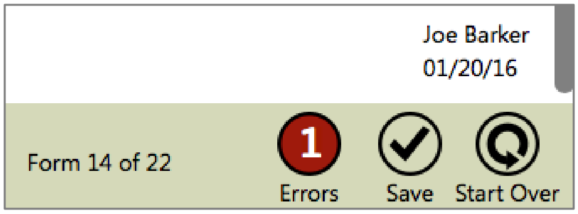


To update information about your household, click the **Edit** link for the desired form:

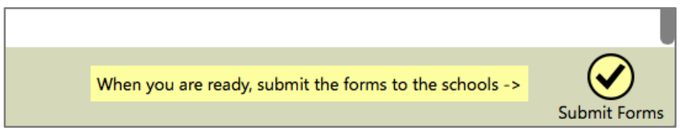
- **Household Parents** – Parents who live in the household and their relationships to each student.
- **Household Addresses** – The address information for the students' household parents.
- **Student Information** – The students' names, birthdates, ethnicity and race information, and other student-specific data.
- **Emergency Contacts** – Add or edit emergency contacts for each student. Edit contact data including phone number, calling order (priority), and relationship.

As you work, the data that is changed is highlighted in orange. Click **Save** on the Tool Bar to save your changes. To revert from the changes that you've made on a form, click **Start Over**. Click **Return to List** to go back to the list of editable forms.

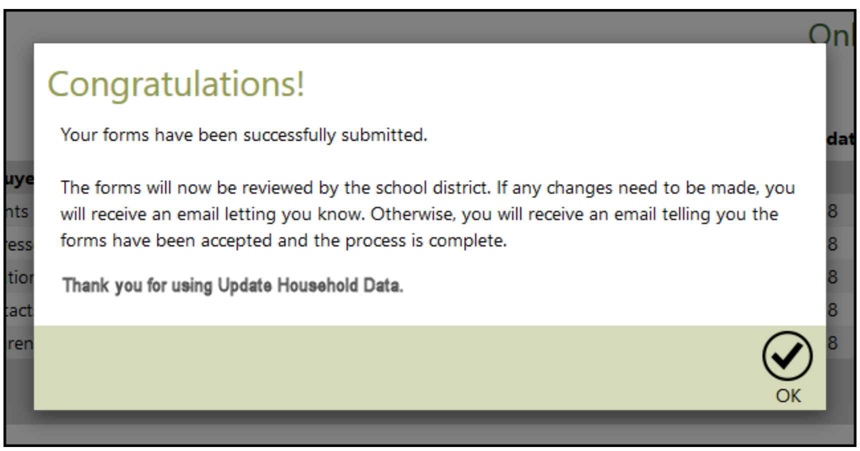
Some forms have required fields, which are indicated by an asterisk (*) next to each one. If you mark a form complete but did not complete a required field, an error appears in the right-hand side of the Tool Bar. The number inside the circle shows how many incomplete required fields need to be addressed. Supply the information and click **Save** (or Start Over).



When all forms are completed, you must submit them. On the form list, the **Submit Forms** icon appears highlighted on the right-hand side of the Tool Bar. Click **Submit Forms** to send your forms to the school.



Upon submitting your registration, you'll receive a confirmation on the screen; click **OK** to close.



The Update Household Data tile on the Home page turns green and shows Submitted. Once your submission has been processed, the Submitted text changes to Accepted. If for some reason your forms require revision, the school will contact you and the icon will turn red. Simply update the data and re-submit.

