Getting Started with Student 360

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

Overview

Student 360 consists of two pieces – a touch-enabled browser app and a phone app.

The phone app offers quick access to data areas that parents and students likely want to see more frequently. The browser app provides data on a wide range of student information, in more detail than would be easily viewable on a phone. Since the browser app is touch-enabled, it works on tablets as well as PCs and Macs.

The Student 360 Parent Portal supports the following web browsers, using the latest versions:

- PC with Firefox, Microsoft Edge, or Chrome
- Mac with Safari, Firefox or Chrome
- iPad 10" with built-in Safari browser
- Android 9" or larger with built-in Chrome browser

Login With 360

Click on the desired tab, enter the **User Name** and **Password**, and click **Login**. You must be on the correct tab for your login to work. If a parent is on the Staff tab, an error message displays when they attempt to use their User Name/Password.

Note: For assistance if you have forgotten your password click **Forgot your password?**

If the Login tab of District Settings includes text for **Message on Login Screen**, that message displays below the login form on this screen (just like on the Classic Login screen).

Logging in as a Staff User

Staff users have a choice of proceeding to the Classic SIS Home Page or directly to Tyler SIS 360. Enter your username and password and then:

▪ Click **Classic Login** or press the Enter or Return key on your keyboard to proceed to the Classic SIS Home Page. You can change the behavior of the Enter key using the Preferences screen. See the Preferences section below.

▪ Click **360 Login** to proceed directly to 360. Users are taken either to Student 360 or Classroom 360 depending on certain criteria.

> Note: Use the link in the lower right corner of the login screen to go back to the v2 release.

First Time Logging In

When you log in to Student 360 for the first time, a Welcome dialog explains some of the new settings to get you started. Click **Close** to continue.
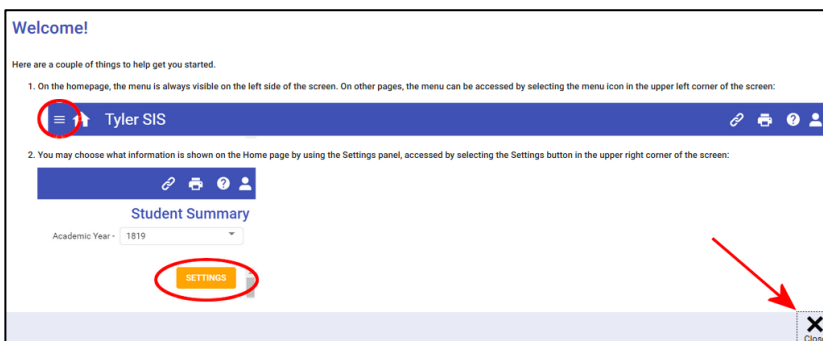
If the district or school site has added announcements, these display on the initial login each day. These announcements may also be accessed from the Home page.

Student Summary (Home)

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

After logging in, the home screen appears with a menu to the left and cards arranged depending on the size of your screen. Some items may be taller (e.g., Schedule and Current Grades), and other cards may optionally be set to show details or a summary. Some cards, such as course requests, may only show at certain times of year and only for certain students by grade level. If the district or school site has added announcements, these display on the initial login EACH day. These announcements are also displayed on the Home page.

> Note: Depending on which options your district has enabled, some of these menu options may not be available.

Action Alert messages may display in yellow rows for actions that are available for a limited time (e.g., Online Registration, Behavior Referrals, or Course Requests) or for recently added records (as shown for Health Visits).

> Note: **Go To…** buttons appear on some cards to allow quick navigation to data.

Student Screen Data/Select Options

Student screens display with the student's picture and name in the upper-left of the window. If student Alerts are activated by your district, student Alert icons may appear next to the student picture; click the icon to access the data. The Student Summary screen displays differently for parents/students and they might not see the same information that staff sees. Use the controls at the top of the Student screens to:

- **Select Students** – Staff has access to multiple students in school, choose a student to access by clicking/tapping arrows or selecting from the dropdown list.

- **Switch Academic Year** – Switch between academic years to view student information. If a student does not have data in a year or if the current screen is disabled by the district, an academic year may be disabled on this selector.

Navigation Bar

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

- ▤ **Menu** – Displays the menu when it is not otherwise visible. Choose an area to access. This menu matches the one on the home screen.

- ⌂ **Home** – Returns to the Summary screen from any other area.

- 🔗 **Links** – Navigate to external links set up by the district. These open in a new browser tab, and the tab displaying Student 360 remains open. If your district has created external links to other websites, those links are listed here].

- 🖶 **Print** – Send the data from the middle section of this page, below the blue navigation bar and right of the menu (if present), to a PDF so it can be printed.

- ❓ **Help** – Access support documentation for Tyler SIS 360.

- **Initials/User Preferences** – Shows initials of person logged in and provides access user-specific functions such as Language, Change Password, Preferences, staff Meal Service, or log out.

Settings

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

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

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

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

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

In the example shown, Attendance, Assignments, Meal Service Balance, and Fees & Billing are all showing numbers. They indicate that the student has absences, assignments due/missing, the balance in their meals account, and the balance for Fees & Billing.
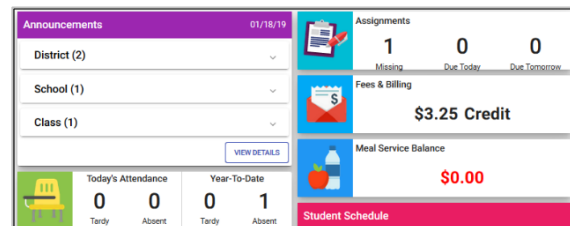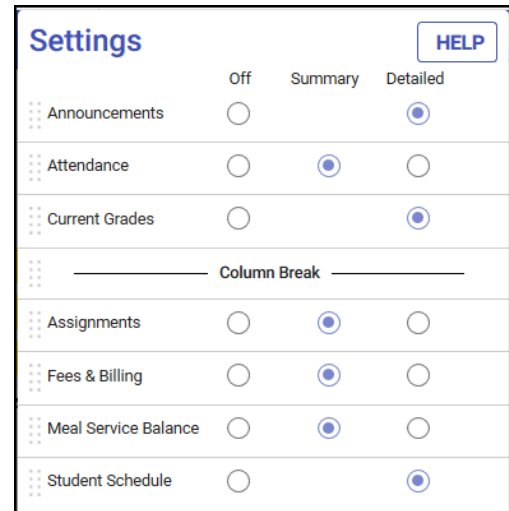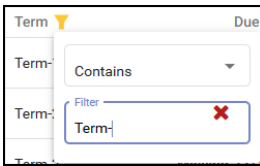
Viewing Student Data
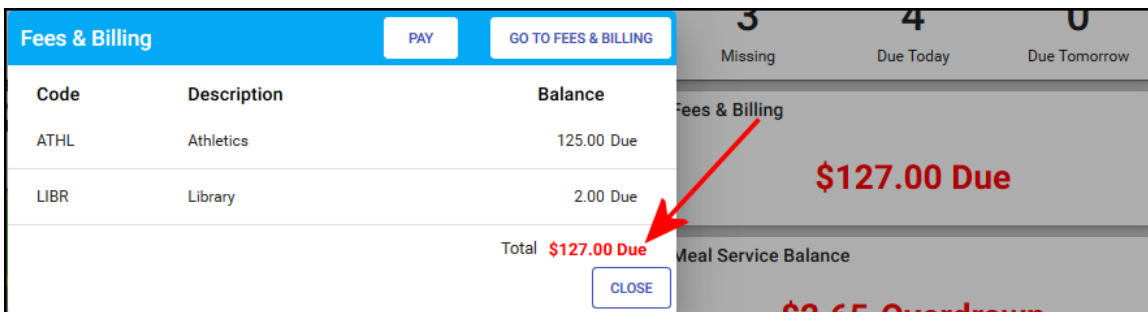
If the summary version of a card is being displayed, clicking/tapping the card opens a window providing more details on that information with a button to that area's full detail screen. The information in the window is what would have been shown in the card if the detailed version was being displayed.

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

Some cards may have additional buttons. In the example above, Online Payment is activated in the district providing a **Pay** button that allows direct access to the Online Payment area from which money may be deposited to pay existing bills.

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

Click the filter icon at the top of a column to restrict the data by the chosen criteria. The filter icon on that column changes color to indicate where the filters has been applied. A notice appears in the bottom bar that **Data is being filtered Clear All Filters**. Click that option or click the filter icon at the top of the column and click the red X to remove the individual filter.

On screens that have expandable rows, **Expand All** and **Collapse All** are available in the bottom bar and can be selected to expand or collapse all rows in the grid. Additional actions may be available in the bottom bar, depending what page is being viewed. For example, Academic History shown above has the option to limit to the rows using **Show HS Transcript Only**.

If additional data is available for an individual row on the grid, a down/up arrow icon is displayed on the left in the **More** column. Click/tap it to expand that line and the icon changes to an up-arrow. Select again to collapse the row.

Filtering All Data

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