

Tyler SIS Student 360 Navigation for Parents

Tyler SIS v10

Dear Parents and Guardians,

Thank you for your patience as we continue our conversion from Prosoft SIS to Tyler SIS. The Tyler Student 360 portal launched this fall. By now, all students (and parents) should be familiar with the portal. The student and parent contact information is now updated in our new database. As a primary contact, you have the ability to update your contact information through the 360 Parent Portal. All changes are reviewed by our staff and submitted for approval.

To begin using the Parent Portal, follow these steps:

- 1.) Go to the Tyler SIS Student 360 web page: <https://tyler.ambridge.k12.pa.us/TSI Live 360>
- 2.) Log in with your username and password.



Tyler SIS

AMBRIDGE AREA SCHOOL DISTRICT

User Name:

Password:

[Forgot your password?](#) Login

Parent or Guardian Username and Password

All primary contacts will have an account to access the Tyler 360 portal. **The username for the Tyler 360 PARENT Portal is the parent's first name and last name separated by a period.** For example, if my name is Bob Smith, then my username is **bob.smith** in the Tyler 360 portal. If there is a duplicate contact name or user in the database, the username may be followed by a "1". For example, bob.smith1.

The password for the Tyler 360 portal will be your oldest child's 6-digit student ID number. Once you log in for the first time, the system will prompt you to change it. We recommend that you change it to something you can remember. If at any time, you forget your username or password, you can contact the helpdesk to reset it, by sending an email to: tylersis@ambridge.k12.pa.us. Please include your name and the student name associated with your account in your email.

Tyler SIS Student 360 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

Once inside Tyler SIS Student 360, you will have access to several different areas of information for each child you have enrolled in the district. Each of these areas is explained below.

Navigating

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.



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

- **Back** – go back a page
- **Home** – return to the Student Summary screen
- **Menu** – this menu shows all of the areas to which you have access so you can quickly navigate between areas without returning to the Student Summary
- **Student** – switch between your students enrolled in the district
- **Year** – choose the Academic Year for which data displays
- **User Preferences (displays as your name)** – access Notification Preferences, change your password, and log out from this menu
- **Language** – change between available languages
- **Help** – access a general navigation guide 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. The rest of the screen displays student data.

Data Grid Screens

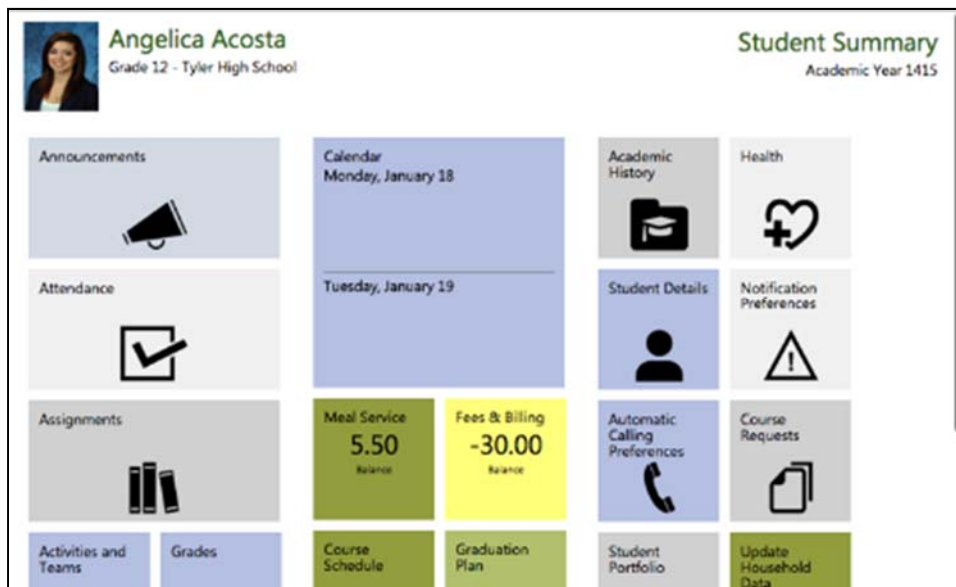
More	▲ Meets	Term	Course	Teacher	Room
-	01	Full Year	English 4	Roberts K	A160
Subject-Section 0011301-01 Assignments Attendance Email Teacher Grades Course / Teacher Info					
+	02	Semester 1	Government AP	Conomics E	B226
+	02	Semester 2	Economics AP	Conomics E	B226
+	03	Full Year	Anat/Phys	Best A	B123
+	04	Full Year	Algebra 3	Kellogg K	A228
+	05, 06	Full Year	Practicum in Health Science	Cheremie K	A139
+	07	Full Year	Early Release 7	Hairston R	A123
+	08	Full Year	Early Release 8	Hairston R	A123

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 Course Schedule screen) and multiple columns. When viewing a Data Grid, you can sort the data by clicking on a column heading.

The first column on many Data Grid screens is labeled “More” with a + (plus sign) icon for each row. The + icon indicates more data is available. Clicking a + icon will expand the row, and the icon will change to a – (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 buttons on the Tool Bar. Clicking those buttons will expand and collapse all of the rows on the screen.

Student Summary



Upon logging in, the Student Summary screen is displayed. The student’s picture and name appear in the upper-left of the window, and the Academic Year shows on the right. Each of the tiles on this screen link to data for the selected student in the selected Academic Year.

You can rearrange the tiles on this page so that 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.

Tiles come in three sizes: Normal, Wide, and Large. Two Normal tiles or a single Wide or Large tile fit into a column. The tiles flow from top to bottom, then from left to right into each column. Tyler SIS Student 360 will remember how you arrange each column for each student. Switching Academic Years may change which icons are available, and this may result in previously-arranged icons being moved.

Select Tiles

<input checked="" type="checkbox"/> Academic History	<input checked="" type="checkbox"/> Calendar	<input checked="" type="checkbox"/> Health
<input checked="" type="checkbox"/> Activities and Teams	<input checked="" type="checkbox"/> Course Requests	<input checked="" type="checkbox"/> Meal Service
<input checked="" type="checkbox"/> Announcements	<input checked="" type="checkbox"/> Course Schedule	<input checked="" type="checkbox"/> Notification Preferences
<input checked="" type="checkbox"/> Assessments	<input checked="" type="checkbox"/> Discipline	<input checked="" type="checkbox"/> Student Details
<input checked="" type="checkbox"/> Assignments	<input checked="" type="checkbox"/> Fees & Billing	<input checked="" type="checkbox"/> Student Portfolio
<input checked="" type="checkbox"/> Attendance	<input checked="" type="checkbox"/> Grades	<input checked="" type="checkbox"/> Update Household Data
<input checked="" type="checkbox"/> Automatic Calling Preferences	<input checked="" type="checkbox"/> Graduation Plan	

Select All
 Deselect All

Save
 Cancel

The Tool Bar allows you to decide which tiles show on the Student Summary screen. Click the Select Tiles button to see a full list of available tiles. The checkbox next to each tile's name will hide or show that tile. To see all tiles, click the Select All button. To hide all tiles, choose Deselect All. Click Save to apply the settings and return to the Student Summary. *(Note: Not all tiles are available to the parents at Ambridge Area School District at this time)*

Activities and Teams

▲ Team Name		Staff Name	Entry Date	Exit Date
Cheer - Varsity		Young, Kim	10/07/14	

The Activities and Teams screen displays any extracurricular activities or teams in which the student was involved.

Assignments

Angelica Acosta
Grade 12 - Tyler High School

Assignments
Academic Year 1415

By Course Upcoming/Missing

View: English 4 Term: M14

Teacher	Grade	Subject-Section	Class Profile	Teacher Profile	Course Description
Roberts K		0011301-01			

More	▼Due	Assigned	Assignment	Category	Points Possible	Points Earned	Percentage	Special Mark	Grade
	Mon 07/13/15	Tue 06/02/15	Homework #17	Daily Grades	100				
	Fri 07/10/15	Wed 07/08/15	Homework #16	Daily Grades	15				
	Thu 07/09/15	Tue 06/02/15	Homework #15	Daily Grades	100				

The first tab on the Assignments screen shows all student assignments and scores for a particular course and term. The second tab shows all upcoming and missing assignments for all classes. Each class displays a link to the Class Profile, Teacher Profile, and Course Description where 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 appear.

The following displays for each assignment:

- **Due** – date assignment is to be turned in
- **Assigned** – date assignment given to students
- **Assignment** – the assignment’s abbreviated name
- **Category** – the type of assignment
- **Points Possible** and **Points Earned** – the number of points the assignment is worth, and how many points the student earned
- **Percentage** – the percentage of points possible that the student earned
- **Effective Score** – how the assignment is calculated into the student’s term grade (this 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)

Sort the grid by clicking any of the column headings. Click the + icon to expand an assignment to see additional details for that assignment.

Upcoming/Missing Tab

More	Course	Term	▼Due	Assigned	Assignment	Category	Possible Points
+	MEDICAL CHOR	Term-3	Fri 01/08/16		Participation-1	Participation	12
+	PERSONAL FINANCE	Term-2	Mon 12/14/15		Classwork-56	Classwork	50
-	BIOLOGY	Term-2	Fri 12/04/15		Homework-21	Homework	30
Average Score 8.82 Highest Score 30 Summary Photosynthesis Virtual Labs							
+	ENGLISH III	Term-2	Tue 12/01/15	Mon 11/30/15	Homework-1	Homework	10
+	BIOLOGY	Term-2	Tue 11/24/15	Tue 11/24/15	Homework-27	Homework	15
+	GEOMETRY	Term-2	Fri 11/20/15		Homework-20	Homework	20

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

The color-coding indicates when assignments are due.

- **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 missing by the teacher

The Color Legend button on the Tool Bar displays these colors and their meaning.

Advanced Search

Advanced Search

Due Date
 From:

To:

Assigned Date
 From:

To:

Percentage
 Between: And:

Category

Grade

OK Clear Cancel

The Advanced Search button on the Tool Bar lets you look for assignments that meet certain criteria. On the Advanced Search sidebar, enter the search criteria and click OK to search. Only assignments that meet those criteria will be shown. To clear the search criteria, use the Clear button.

NOTE: The Advanced Search can be used to select a wider date range than the 30 days back and 30 days forward that shows by default.

Attendance

The screenshot shows the Attendance screen for Jeanne Barker, Grade 11 at Edwards High School, Academic Year 2015-16. The screen is divided into three tabs: Regular (Absences), Excessive (Absences), and Special Additional. The Regular (Absences) tab is selected. Below the tabs, there is a 'View:' dropdown menu set to 'By Date (Entire Year)'. The main area displays a table of absences with columns for Date, Type, Duration, and Codes. A detailed grid below shows the following data:

Meets	Term	Subject-Section	Course	Code	Comment
P1	Year	H4020-07	BIOLOGY	E	
P2	Year	H1041-04	ENGLISH III	E	
P3	Year	H3010-07	GEOMETRY	E	
P4 Lunch	Sem2	H6502-01	ADV CHILD DEV, CARE & GUIDANCE	E	
P5	Year	H8905-01	ACADEMIC CAREER LAB	E	

At the bottom of the screen, there are three icons: Expand All, Collapse All, and Code Legend.

The Attendance screen 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 – shows the absences sorted by course
 - Today Only – shows all absences, but only for courses that meet today
 - This Term – shows all absences, but only for courses that meet this term
 - All – shows all absences for all enrolled courses

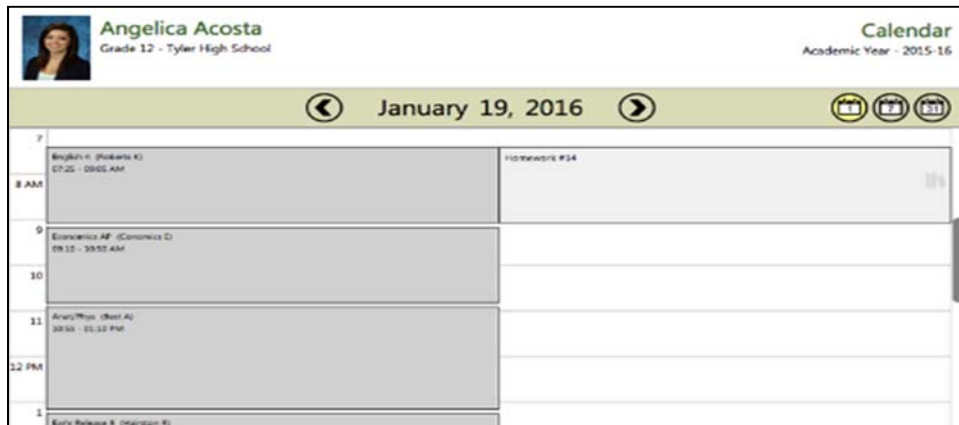
The Attendance Code Legend dialog box shows the following table:

Code	Description
AU	Absence Unexcused
TU	Tardy Unexcused

A 'Close' button with an 'X' icon is located at the bottom right of the dialog box.

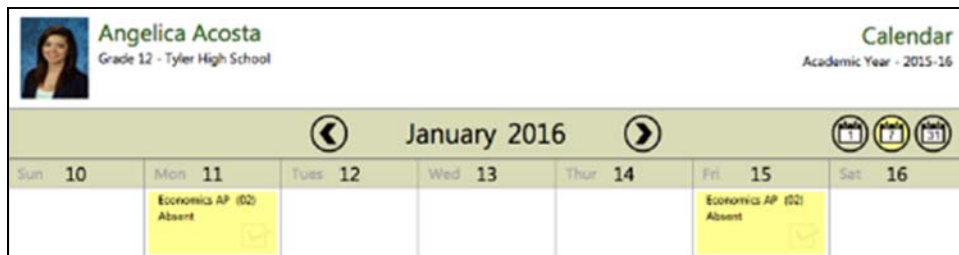
The Code Legend button on this screen's Tool Bar shows the explanation for each Absence Code in the grid.

Calendar

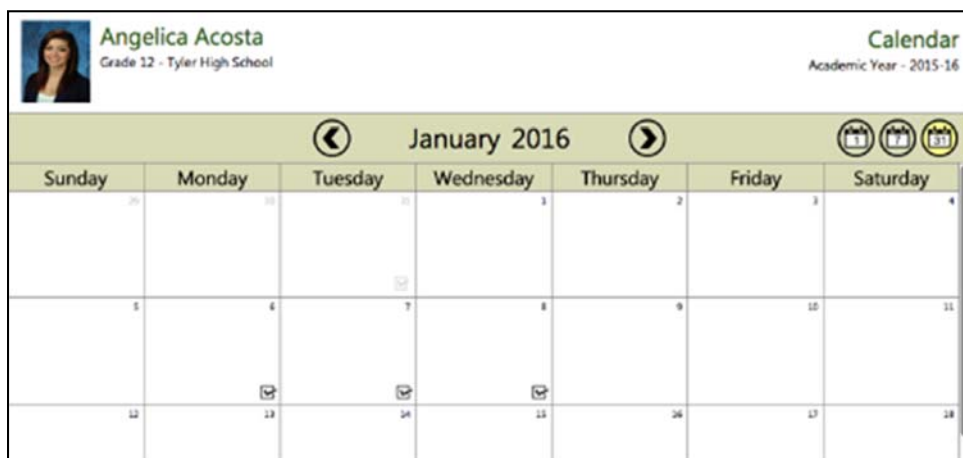


By default, the Calendar displays events in Day view, but you can change the display mode to Week and Month using the icons to the right of the date. The selected view's icon will be highlighted in yellow.

The Calendar displays the student's course schedule along with assignments, absences, and discipline records. Clicking any of the cells will take you to the appropriate screen to see more detail on that item.



In Week view, all of the events on the calendar display in tiles. Clicking a column heading will take you to the Day view for that date. Clicking a tile will take you to the associated screen. For example, clicking an assignment tile will take you to that assignment on the Assignments screen. Clicking an absence will show you that absence on the Attendance screen.



Month view displays the entire month with today highlighted in gray. Icons on each day indicate if entries exist for that date: the checkbox icon indicates an absence, the textbook icon indicates an assignment is due, and the gavel icon indicates a discipline event. Clicking a day will take you to the Day view for that date.

Course Schedule

Angelica Acosta
Grade 12 - Tyler High School

Course Schedule
Academic Year 1415

View: All

More	Meets	Term	Course	Teacher	Room
-	01	Full Year	English 4	Roberts K	A160
Subject-Section 0011301-01 Assignments Attendance Email Teacher Grades Course / Teacher Info					
+	02	Semester 1	Government AP	Conomics E	B226
+	02	Semester 2	Economics AP	Conomics E	B226
+	03	Full Year	Anat/Phys	Best A	B123
+	04	Full Year	Algebra 3	Kellogg K	A228
+	05, 06	Full Year	Practicum in Health Science	Cheranie K	A139
+	07	Full Year	Early Release 7	Hairston R	A123

Expand All Collapse All Display dropped classes

The Course Schedule screen displays the courses in which the student is enrolled. By default, only the courses that meet today display on the grid. Use the View drop-down to choose Today, This Term, or All. Click the + icon in the More column to expand a row to see additional information, including a link to the Assignments, Attendance, and Grades screens, and a link to email the teacher.

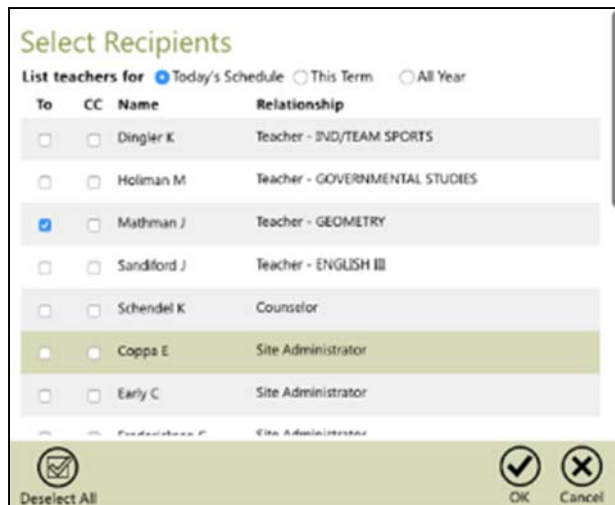
Use the Display dropped courses checkbox to show courses the student was enrolled in previously, but has dropped.

Send Email
Academic Year 1415

From: Tiffany Acosta <Tiffany.Acosta@BestTownISD.org>
To: Roberts K <Karen.Roberts@BestTownISD.org>
CC: Tiffany Acosta <Tiffany.Acosta@BestTownISD.org>
Subject:

Change Recipients Send Cancel

Clicking Email Teacher opens a window to send an email to the teacher. Enter a Subject and type the body of the email. If your browser supports automatic spell-checking, the browser's tools will underline potentially misspelled words or make corrections.



Use the To... button or the Change Recipients button on the Tool Bar to select other staff members to receive a copy of the email.

Once the message is ready, click Send to email the message. Any replies from the teacher will be sent directly back to your email address, rather than through the Tyler SIS Student 360 system.

Grades

More	▲ Meets	Course	Teacher	MP1	MP2	S1 EXAM	S1 AVG	MP3	MP4
+	01	English 4	Roberts K	<u>92</u>					
+	02	Government AP	Economics E	<u>91</u>	<u>92</u>				
+	02	Economics AP	Economics E						
+	03	Anat/Phys	Best A	<u>88</u>					
+	04	Algebra 3	Kellogg K	<u>91</u>					
+	05, 06	Practicum in Health Science	Cherrie K	<u>90</u>					

Student grades display on the Grades screen. This screen combines gradebook grades with posted end-of-term grades to give a complete overview of the student's grades. The Grades screen has two views: Traditional, where regular letter grades display, and Standard-Based, which shows student marks for curriculum standards. Click the title of each to switch between them.

Traditional

The Traditional view shows each course where the student 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, like both a high school and a career education center, will have one grid for each school and show the grades from that school separately.

Grades that are underlined are links to see gradebook assignment details for that class and term. If the grade shows with a green background, that grade is an in-progress grade that has been calculated from the gradebook, rather than a finalized grade that appears on a report card. Use the + icon in the More column to see additional detail for that course, including a link to Attendance and to email the teacher.

Standard-Based

Angelica Acosta
Grade 12 - Tyler High School

Grades
Academic Year 1415

Traditional **Standard-Based**

Course: Economics AP

Teacher: Subject-Section

Economics E 0014301-04 [Class Profile](#) [Teacher Profile](#) [Course](#)

Standard	MP1	MP2	S1 EXAM	S1 AVG	MP3	MP4	S2 EXAM
HS - High School Standards							
Beliefs -							
Impact on Beliefs - Students compare and contrast ideas regarding the impact of education, family, religion, and other demographic factors on the beliefs that citizens hold about their government.							

Expand All Collapse All Select an underlined grade to see more details.

The Standard-Based grade view shows all of the curriculum standards for a course and the student’s mark on each one. Use the Course drop-down to choose a student course. In the grid, underlined standard marks are links that open a pop-up that explains the grading scale and shows any comment the teacher entered. The Show Progress Grades checkbox will show and hide columns for progress grades.

Health

Angelica Acosta
Grade 12 - Tyler High School

Health
Academic Year 1415

Immunizations Medications Health Visit Log Doctors Insurance

Name	Doses Received						Exemption Code
Diphtheria	02/18/97	05/11/97	08/20/97	12/17/97	10/26/01	07/09/09	
Haemophilus influenzae type b	02/18/97	05/11/97	08/20/97	10/26/01			
Hepatitis A	10/10/02						
Hepatitis B	02/18/97	11/26/97	10/10/02				
Measles	12/17/97	10/26/01					

The Health screen shows information about student immunizations, medications, doctors and insurance. This screen also provides information about student health visits in the Health Visit Log view.

Immunizations

Immunizations Medications Health Visit Log Doctors Insurance

Name	Doses Received						Exemption Code
Diphtheria	02/18/97	05/11/97	08/20/97	12/17/97	10/26/01	07/09/09	
Haemophilus influenzae type b	02/18/97	05/11/97	08/20/97	10/26/01			

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

Medications

Immunizations		Medications		Health Visit Log		Doctors		Insurance	
More	▲Medication	Frequency	Start Date	End Date	Dose	School Authorized to Administer			
-	Ability		11/16/15		1	Y			
Pharmacy		Phone		Rx Number		Doctor			
Weightens									
	ACETAMINOPHEN	As-Needed	10/27/15	05/27/16	500MG 1 tablet	Y			

Any medications the student can receive show on the Medications view. Click the + icon in the More column to see pharmacy and doctor information, if applicable.

Health Visit Log

Immunizations		Medications		Health Visit Log		Doctors		Insurance	
▼Date	Time In	Time Out	Visit Reason	Action	Sent to				
03/17/16	8:45 AM	8:47 AM	EMSC		Class				
03/16/16	9:25 AM	9:57 AM	CHOC	Temperature	Class				
03/14/16	3:10 PM	3:12 PM	HEAD	Medicine Given, BUPROFEN	Class				
02/08/16	7:45 AM	7:49 AM	MSC	Counseling/Instruction/referral	Class				

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. Click the Date column to reverse the order. The times the student checked in and out, the visit reason code, and action display for each record on the grid.

Doctors

Immunizations		Medications		Health Visit Log		Doctors		Insurance	
▲Name				Telephone					
Dr. No				(555) 555-1212					

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

Insurance

Immunizations		Medications		Health Visit Log		Doctors		Insurance	
▲Company		Policy		Start Date		End Date			
GUY WITH A CARD		#GWAC981929		12/15/15					

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.

Notification Preferences

Email
Tiffany.Acosta@BestTownISD.org [Edit](#)

Attendance
Daily If student is absent


Discipline
Daily If student is involved in discipline incident
 As an offender
 As a witness
 As a victim

Grades
Daily If student received a score lower than on an assignment
Weekly If student's marking period score falls below
Daily If student received a score higher than on an assignment
Weekly If student is missing an assignment score

Health
Weekly If student visits the nurse's office

Use the Notification Preferences screen to see what types of notifications the school offers and if you have indicated you wish to receive those notifications. For each notification, select whether you'd like to receive Daily or Weekly messages. The Grades area allows you to choose threshold percentages, so that notifications are only sent if the student receives a mark lower than the indicated percentage. *(Note: Notifications are only available for Attendance and Grades in the Ambridge Area School District.)*

Student Details



Angelica Acosta
Grade 12 - Tyler High School

Student Details
Academic Year 1415

Student Details

Student #	020154	Cell Phone	(999) 555-1212	Gender	Female
Enrollment Status	Active	Email Address	A.Acosta@BestTownSD.org	Age	20
Primary Counselor	Wolverton J	Locker #		Ethnicity	Hispanic
Graduation Plan	27 - Minimum 2007/2008 & after	Locker Combination		Birth Date	12/15/96
Report Card/	No			Home Room	
Transcript On Hold				Course	Practicum in Health Science
Custody Issue	No			Room	A139
				Teacher	Cheremie K

Parent/Contact Details

More	Relationship	Name	Emergency Phone	Home Phone	Cell Phone
-	Mother	Tiffany Acosta	(999) 555-1212	(999) 555-1212	(999) 555-1212
	Primary Parent	Yes	Email Address	Tiffany.Acosta@BestTownSD.org	
	Is Guardian	No	Lives With	Yes	
	Can Pick Up	Yes	Has Custody	No	
	Place Of Work	Triple B. Serv	Restricted	No	
	Primary Address	826 Fall Creek Tyler Town, TX 12345	Mailing Address	826 Fall Creek Tyler Town, TX 12345	
+	Father	Ernest Acosta	(999) 555-1212	(999) 555-1212	(999) 555-1212

Expand All
Collapse All

The Student Details screen shows all demographic and contact information for a student. Parent contact information shows in the Parent/Contact Details area at the bottom of the screen. To update student or contact information, use the Update Household Data screen to submit those changes to the school.

Update Household Data

Update Household Data
Academic Year - 2015-16

Actions Form

Edit	Household Parents
Edit	Household Addresses
Edit	Student Information
Edit	Non-resident Parents
Edit	Emergency Contacts

Rather than call or physically go to the school to update information about your household, you can submit updated information via the Update Household Data screen. These submissions still have to be approved 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

- **Non-resident parents** – parents who are associated with one or more students in the household and live elsewhere. Edit address and contact data and choose which student(s) with whom a non-resident parent is associated.
- **Emergency contacts** – set and add emergency contacts for each student. Edit contact data including phone number, calling order (priority), and relationship.

Update Household Data
Academic Year - 1516

Parent/Contact Information
More **First Name *** Elizabeth **Middle Name** **Last Name *** Guerra = Changed Actions

Phone - Home (999) 555-1212 Unlisted Email Address Elizabeth.Guerra@BestTown.edu
 Phone - Work (999) 555-1212 Ext. Primary Language - Spoken 01 - Spanish
 Phone - Cell (999) 555-1212 Primary Language - Written
 Phone - Emergency (999) 555-1212 Employer Molina Healthcare

For Liliana Llanas

Relationship * Is Guardian Yes No
 Primary Contact No Yes Can Pick Up Yes No
 Lives With Yes No Has Custody Yes No
 Emergency Contact Yes No Restricted No Yes
 Calling Sequence 1

As you work, the data that you changed will be highlighted in orange. Click the Save button on the Tool Bar to save your changes. To revert the changes that you've made on a form, click the Start Over button. Click the Return to List button to go back to the list of editable forms. *(Note: Our staff will review all changes that are submitted for approval before they go live in our database.)*

Support

If you have any questions about the Tyler 360 Parent Portal account, or problems logging on to the portal, you can send an email to tylersis@ambridge.k12.pa.us. You may also call our helpdesk at 724-266-2833 x4357 from 8:00 am – 4:00 pm. Please include your first and last name, student's name, student's grade, and student's building, along with the issue you are having.