Staff Home Screen

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

Overview

Upon successful login, the **Staff Home** screen displays.

- District and site **Bulletins** are displayed here.
- **Favorites** (created by the user) provide access to areas you use most often.
- In the **My Classes** area, teachers view the courses assigned to them. Other users with permission to view courses may select courses to view.

Instructions for using each of these areas will be provided later in our training.

Screen Headings

There are five screen headings that display in different parts of the program:

1. Home
2. Student
3. Faculty/Staff
4. Class
5. Parent Portal

Home Page School Alerts

School Alerts is a panel on the Home Page that shows status of Discipline, Family Data Changes, and Online Registration. Rather than having to go into each area and look to see if anything is there, the information is now available right on the Home Page. Click the links within each area to go to the appropriate screen. The School Alerts panel displays only for users with the Main Menu and applicable permissions.

The Discipline area shows the count of Referrals that are waiting for Admin or Review as well as Actions that need approval. Information is displayed based on users having these permissions:

- Profile (Discipline) - Assign Referrals to Disciplinarians
- Profile (Discipline) - Process Referrals (by Disciplinarians)
- Profile (Discipline) - Approve Discipline Actions

The Family Data Changes area shows which years (P/C/F) are turned on and the count of entries waiting for review. Information is displayed based on users having the **Student Database - Review Family Changes and Online Registration** permission.

The Online Registration area shows which years are active and the count of entries in the logged in year that are waiting for review. The status for each year also shows whether Online Registration is active for Regular (indicating the grade levels) and / or Quick Registration. Information is displayed based on users having the **Student Database - Review Family Changes and Online Registration** permission.

When a user is logged into a Central Office (CO) site, they can see status of all entries for Family Data Changes and Online Registration, but no entries for Discipline. When a user is logged into a non-CO site, they can see status of all areas related to enrollment at the logged in site.

Menu Bar

The menu bar is at the top of each screen and performs the following operations:

1. **View/Maintain** – view/add/edit data in different areas of the system

2. **Reports** – create/view/print reports

3. **Utilities** – run functions and calculations

4. **Management** – view/add/edit system settings and configurations and view/add/edit faculty/staff data

5. **Logout** – return to the login screen. When away from your computer, always log out!

Upper Screen Area

Below the menu bar are key icons (used throughout the application) and drop-down quick-links to other areas of Tyler SIS.

1. The home icon 🏠 is on every Tyler SIS screen; click it to return to the **Staff Home** screen.

2. Click the print icon 🖨 to print the contents of the screen you are viewing.

> Note: Do not use this print icon when you are viewing reports on the Display Reports screen. If you do, you will only print a portion of the report.

3. The **Favorites** drop-down list allows you to access your **Favorites** from any screen.

4. The **Student Data Links** drop-down list and icons allow you bypass the **Search Students** screen to access other information for a selected student.

> Note: When in a student's record, this drop-down menu is a direct link to the various data areas for the current student being viewed. This is a time-saving feature, allowing you to jump to the data area without going to **View/Maintain** and searching for the student.

Screen Name Identifier

STAFF HOME:SDMADMIN

1. The help icon will connect you to the online help system.

2. The screen name (shown here as *Staff Home*) is specific to each screen you enter.

3. The User Login Name (shown here as *SDMAdmin*) identifies the user who is logged in. It is displayed on the **Staff Home** screen.

Staff Home Screen Heading

The screen heading on the home screen displays information about the attendance day, building (site), school year, etc.

ZZHS - 0607 (Current) Edwards High School - 2006-2007
Attendance Date: **Thursday, 01/04/07**   Semester: **2**   Term: **3**   Period: **1234567**

Top Line

1. The name of the site/building (shown here as *ZZHS*) is a 4-character name. The first two characters represent the district and the last two characters represent the site.

2. The year in which you are logged into (shown here as *0607*).

3. Site-year status of past, current or future.

> **Note:** The site-year status is indicated in parentheses within the heading. Background colors on screen headings are color-coded as a visual aid in recognizing the site-year status:
>
> **Gray –** current site year
>
> **Red –** past site-year
>
> **Green –** future site-year

4. Name of the school (shown here as *Edwards High School*).

5. Current year settings (shown here as *2006–2007*).

Bottom Line

1. Attendance day and date (shown here as *Thursday, 01/0407*).

2. Semester, term, and periods in attendance for the current school day.

Navigation Bar

The **Actions** menu varies from screen to screen. From the **Staff Home** screen, there are five items in the **Actions** menu.

Actions
My Login Site-Year
Favorites
My Lunch Balance
My Reports
Change My Password

1. Select **My Login Site-Year** to login to a different site, different school year, or both, depending on your permission settings. You may select any site-year as your future default login by checking the box ☐ Make selected Site-Year the default for My Login.

2. **My Favorites** is described in detail in an upcoming lesson.

3. Select **My Lunch Balance** to view your **Staff Lunch Account History** screen.

4. Select **My Reports** to access lengthy reports saved in your reports queue.

5. Select **Change My Password** to reset your password, depending on your permission settings.

Current Password:	
New Password:	
Confirm New Password:	

My Classes

The **My Classes** area displays either all classes in the building or all classes assigned to you, depending on your permission settings. You may customize this area to retain your preferences.

1. Hover your mouse over each icon to display the tool tip.

Note: If you attempt to view a grade book that the teacher has not yet opened, you will receive an error message. Roster for selected subject is not yet created! Once the teacher has clicked the grade book icon for that class, the roster is created and you may access it if you have the appropriate permissions.

2. Select the classes to be viewed from the drop-down list. *Today's Only* displays all classes scheduled for the current attendance date. *View All* displays all classes for the entire school year. The remaining term options display all classes scheduled for that particular term or semester.

3. Check the box to **Ignore Empty Sections** to eliminate classes with no enrollment from view, such as Plan Time.

4. Select the **Sort** option from the drop-down list. You may sort by subject number, course title, period in which it is taught, or the teacher assigned to the class.

5. Check the ☑ Remember Settings box to view the **My Classes** area every time you return to the **Staff Home** screen. Your preferences will be saved.

6. Click Update Display . The screen refreshes displaying the classes according to the selections made.

7. On the Home Page, in the My Classes grid, if a subject has no Curriculum objectives, then the grid columns for Curriculum Resources and Student Curriculum Marks will be blank.

Staff Home Screen in CO Site

The CO Site home screen has some features that make it valuable to Central Office users. In place of the **My Classes** section, the display contains **Schools Today**.

Type	Site	Date	Transfer In	Transfer Out	Enrolled	Possible	Present	Present %	Discipline
CE	ZZVT	01/04/07							
EL	ZZEL	01/04/07							
HS	ZZHS	01/04/07							
MS	ZZMS	01/04/07							

1. Click on the Calendar wizard Date: [____] to adjust the date if data from other than the current date is needed.

2. Click ☐ Show Site Name to show the Site Name.

3. Click ☐ Include Projected Students to include Projected students in your counts.

4. Click Update Display to display your choices.

5. The screen will refresh and display statistics for each site based upon current information entered at the site level.

Type	Site	Date	Transfer In	Transfer Out	Enrolled	Possible	Present	Present %	Discipline
CE	ZZVT	01/04/07	0	0	15	9	9	100	0
EL	ZZEL	01/04/07	0	0	172	172	167	97	0
HS	ZZHS	01/04/07	1	2	146	145	144	99	1
MS	ZZMS	01/04/07	0	0	112	109	109	100	0

6. Each time a user clicks the **Update Display** button, the statistics will change based upon changes made at the site level.