

Tyler Student 360

Course Requests

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Educational Resource Centre



A. Starting Point

RETSD Senior Years students can now select the courses that they wish to enroll using their Tyler Student 360 portal account.

Technical things to keep in mind:

- This process is best experienced on a laptop or desktop computer and any current Web browser.
- The Tyler 360 mobile application does not have the features required to complete this process.
- It is possible to use a Web browser on a mobile device to complete this process, but it is not recommended. The screen is just too small.
- This process can only be completed on your student account. Your parent/guardian accounts can not be used.

Planning:

- Students are encouraged to use their **My Blueprint** account to become familiar with the requirements for your higher education plans.
- Review the course selection package provided by your RETSD school.
- Review your course selection options with your parents/guardians.



B. Login to Tyler Student 360

All grade 6 – 12 students automatically have accounts for this system created automatically when they are registered in an RETSD school.

Site URL: https://tyler.retsd.mb.ca/TSI_Live_360/login

Your account credentials:

Username: RETSD email address

Password: User created

- Use the **Forgot your login information** link if required.
- An email will be sent to your RETSD email account.

The screenshot shows the login page for River East Transcona School Division. The page header includes the logo and the tagline "creating student success". The login form has two input fields: "Username" with the value "22hughesm99@retsdstudent.ca" and "Password" with masked characters. Below the password field is a link for "Forgot your login information?". At the bottom right of the form is a "Login" button with a checkmark icon. Two yellow callout boxes provide additional information: one points to the username field with the text "RETSD email and user created password", and another points to the "Forgot your login information?" link with the text "Click to reset your password if required".



C. The Home Screen

All grade 6 – 12 students automatically have accounts for this system created automatically when they are registered in an RETSD school.

Site URL: [https://tyler.retsd.mb.ca/TSI Live 360/login](https://tyler.retsd.mb.ca/TSI_Live_360/login)

The two major components used in the course selection process include:

- **Graduation Plan Progress**
- **Course Requests**

Tyler SIS Student Summary

Max Hughes
Grade 11 - Administration Office
Academic Year - 2021

Graduation Plan Progress 1

Daily Student Activity

- Attendance
- Student Schedule
- Transportation

School Life

- Announcements
- Calendar
- Course Requests** 2
- Fees & Billing

Student Portfolio

Announcements 01/31/21
No announcements for current date.

Today's Attendance

0 Tardy 0 Absent

Calendar GO TO CALENDAR

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Fees & Billing \$40.00 Due

Student Schedule GO TO STUDENT SCHEDULE
No Schedule Information

Upcoming Events GO TO CALENDAR
No upcoming events.

SETTINGS



D. Graduation Plan Progress

This portal area displays critical pieces of information that is helpful for requesting the correct type and number of courses for the next academic year.


1. From the **Home** screen, click on the **Graduation Plan Progress**.




Item	Field	Description
a	Current Graduation Plan	<ul style="list-style-type: none"> Provincial - English; Provincial - French Immersion; Tech Ed <various>
b	Graduation Year	<ul style="list-style-type: none"> Anticipated year of graduation if requirements are satisfied.
c	Required	<ul style="list-style-type: none"> The number of credits for each academic area.
d	Earned	<ul style="list-style-type: none"> The number of credits successfully acquired for each academic area.
e	Current	<ul style="list-style-type: none"> The number of credits associated with the current active courses
f	Need	<ul style="list-style-type: none"> The outstanding number of credits required to satisfy each academic area. This data is critical as you plan your course requests for the next year.
g	Status	<ul style="list-style-type: none"> This field is either Complete or Incomplete based on the Earned credits

Note: Unfortunately, the **Requested** field does not provide data for this process.

More	Graduation Plan/Subject Area/Credit Code/Course	Required	Attempted	Earned	Current	Requested	Over	Need	Status
^	Provincial - English	30.0000	25.0000	21.0000	4.0000	0.0000	0.0000	5.0000	Incomplete
▼	SY - Elective	13.0000	11.0000	8.0000	3.0000	0.0000	0.0000	2.0000	Incomplete
▼	SY - English	4.0000	3.0000	3.0000	0.0000	0.0000	0.0000	1.0000	Incomplete
▼	SY - Math	4.0000	3.0000	2.0000	1.0000	0.0000	0.0000	1.0000	Incomplete
	SY - Phys Ed/Health	4.0000	3.0000	3.0000	0.0000	0.0000	0.0000	1.0000	Incomplete
	Studies	2.0000	2.0000	2.0000	0.0000	0.0000	0.0000	0.0000	Complete
		3.0000	3.0000	3.0000	0.0000	0.0000	0.0000	0.0000	Incomplete

2. Click the chevrons  to expand the various academic areas to view more details.
 - This screen informs the sample student that he needs **5** credits in grade 12 to graduate on time.
 - Contact a school counselor if you have questions about the data on this screen.

3. When completed, click the **Home**  icon to return to the Home screen.

Course	30.0000	25.0000	21.0000	4.0000	0.0000	0.0000	0.0000	2.0000	Status
Provincial - English	30.0000	25.0000	21.0000	4.0000	0.0000	0.0000	0.0000	2.0000	Incomplete
SY - Elective	13.0000	11.0000	8.0000	3.0000	0.0000	0.0000	0.0000	2.0000	Incomplete
SY - English	4.0000	3.0000	3.0000	0.0000	0.0000	0.0000	0.0000	1.0000	Incomplete
SY - Math	4.0000	3.0000	2.0000	1.0000	0.0000	0.0000	0.0000	1.0000	Incomplete
Math09	1.0000	1.0000	1.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Complete
Math10	1.0000	1.0000	1.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Complete
M20SI - Introduction to Applied and Pre-Calculus Mathematics - 1920			1.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Complete
Math11	1.0000	1.0000	0.0000	1.0000	0.0000	0.0000	0.0000	0.0000	Incomplete
M30SPPA - Pre-Calculus Mathematics 30S - 2021		1.0000	0.0000	1.0000	0.0000	0.0000	0.0000	0.0000	Incomplete
Math12	1.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.0000	Incomplete



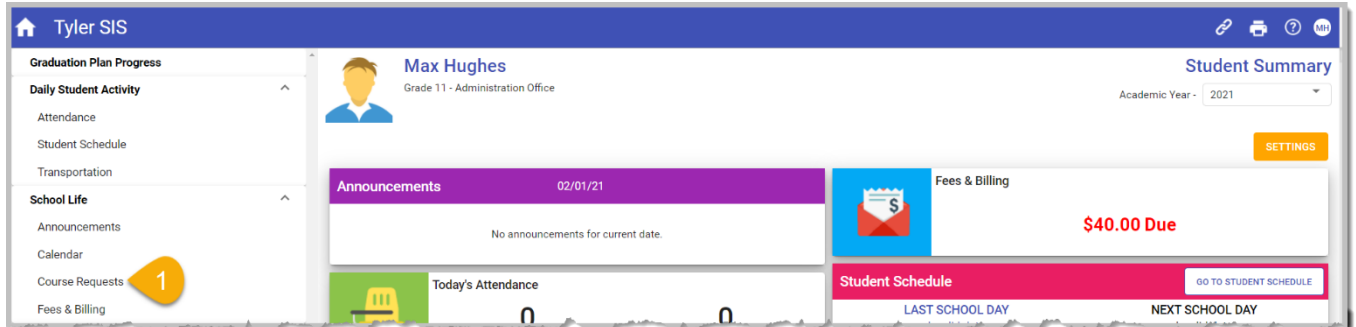
E. Course Requests


This portal area is used to:

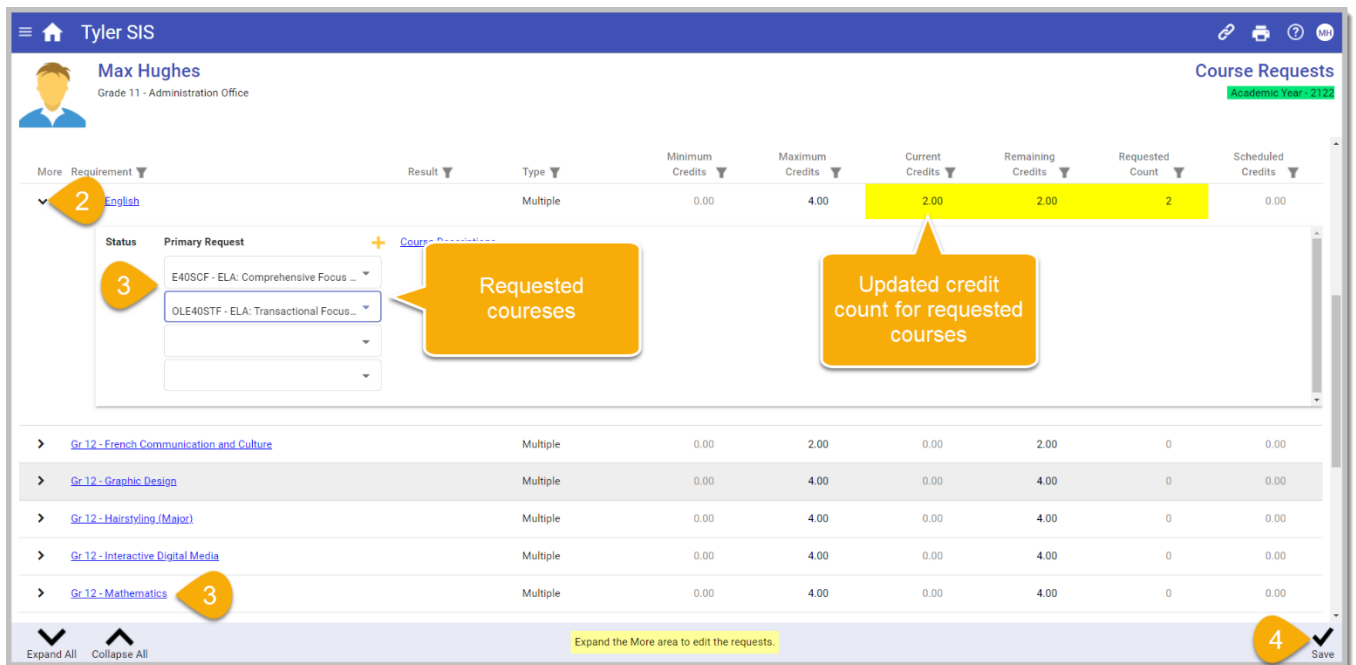
- Display the potential course offerings of your school for the upcoming academic year.
- Allow students to make their course selections for the upcoming academic year.

Schools use the student course request data to determine which courses to run and the number of sections required for the coming academic year.

1. From the **Home** screen, click the **Course Requests** link in the quick launch area.



2. Click the chevrons  to expand the various academic areas to view more details.
 - This will display a series of fields with list boxes.
3. Make a course selection and repeat as required for the various academic areas.
 - The **Current Credits** field will adjust based on the selections.
4. Click the **Save** button to submit your course requests.



- Ensure that your course selections have at least the credit total that were displayed in the **Graduation Plan Progress** portal area.

Requirement	Result	Type	Minimum Credits	Maximum Credits	Current Credits	Remaining Credits	Requested Count	Scheduled Credits
Gr 12 - Mathematics		Multiple	0.00	4.00	1.00	3.00	1	0.00
Gr 12 - Music		Multiple	0.00	6.00	0.00	6.00	0	0.00
Gr 12 - Photography		Multiple	0.00	3.00	0.00	3.00	0	0.00
Gr 12 - Physical Education		Multiple	0.00	2.00	1.00	1.00	1	0.00
Gr 12 - Refrigeration & A/C (Major)		Multiple	0.00	4.00	0.00	4.00	0	0.00
Gr 12 - Science		Multiple	0.00	4.00	1.00	3.00	1	0.00
Gr 12 - Social Studies		Multiple	0.00	3.00	0.00	3.00	0	0.00
Gr 12 - Spanish		Multiple	0.00	2.00	0.00	2.00	0	0.00
Gr 12 - Visual Arts		Multiple	0.00	1.00	0.00	1.00	0	0.00
Gr 12 - FAI		Multiple	0.00	4.00	0.00	4.00	0	0.00
School Entered			0.00	0.00	0.00	0.00	0	0.00
Total			0.00	99.00	5.00	94.00	5.00	0.00

- If required, you can remove/delete a requested course by selecting a blank entry from a course list box.
 - Be sure to save any changes.

Course selection to be deleted

Course is deleted

7. Be alert to error notifications when you click the **Save** button. If an error is generated, your course request data will not be recorded.
 - a) Click on the **Error** indicator to display more information.
 - b) Make any necessary course request changes.
 - c) Click **Save** button again to submit your course requests.
 - d) Contact your school councillor if the issue can not be resolved.

This screenshot shows the course request interface for 'Gr 12 - Mathematics'. The 'Primary Request' dropdown is empty, and a yellow callout 'b' points to it. A red error notification box is visible on the right, stating: 'Errors were found. Please see details below. Requirement Meeting: The Gr 12 - Mathematics requirement does not meet the request limits.' A yellow callout 'a' points to the '1 Errors' indicator in the bottom right corner. The 'Save' button is also visible.

This screenshot shows the course request interface for 'Gr 12 - Mathematics'. The 'Primary Request' dropdown is now populated with 'M40SA - Applied Mathematics 40S - C...'. A yellow callout 'b' points to the dropdown. The row for 'Gr 12 - Mathematics' is highlighted in yellow, showing values: 1.00, 4.00, 1.00, 3.00, 1. A yellow callout 'c' points to the 'Save' button in the bottom right corner.

This screenshot shows the course request interface for 'Gr 12 - Mathematics'. The 'Primary Request' dropdown is now populated with 'M40SA - Applied Mathematics 40S - C...' and the status is 'Saved'. The row for 'Gr 12 - Mathematics' is highlighted in yellow, showing values: 1.00, 4.00, 1.00, 3.00, 1. The 'Save' button is visible in the bottom right corner.

8. It is a good idea to generate a PDF copy of your course requests for future reference.
 - a) From within the **Course Requests** portal area, select and **Save** all course requests.
 - b) Use the chevrons to open any academic areas in which you selected a course.
 - c) Click the Print icon from the top-right corner of the screen.
 - A PDF report will get generated and appear in the bottom left corner of your browser.
 - Each browser handles PDFs slightly differently. Know your browser.
 - d) Open the PDF document generated.
 - e) Save this PDF into a location of your choice for future reference.

The screenshot shows the Tyler SIS Course Requests portal for Max Hughes, Grade 11 - Administration Office. The page displays a table of course requests with columns for Requirement, Result, Type, Minimum Credits, Maximum Credits, Current Credits, Remaining Credits, Requested Count, and Scheduled Credits. The 'Mathematics' requirement is expanded, showing a 'Primary Request' for 'M40SA - Applied Mathematics 40S - C...' with a 'Saved' status. A yellow callout 'b' points to the chevron icon next to 'Mathematics'. Another yellow callout 'c' points to the print icon in the top right corner. At the bottom, a yellow callout 'd' points to the 'pdfExport (5)' button.

Requirement	Result	Type	Minimum Credits	Maximum Credits	Current Credits	Remaining Credits	Requested Count	Scheduled Credits
Mathematics		Multiple	0.00	4.00	1.00	3.00	1	0.00
Gr 12 - Music		Multiple	0.00	6.00	0.00	6.00	0	0.00
Gr 12 - Photography		Multiple	0.00	3.00	0.00	3.00	0	0.00
Physical Education		Multiple	0.00	2.00	1.00	1.00	1	0.00

The screenshot shows the Tyler SIS Course Requests portal for Max Hughes, Grade 11 - Administration Office. The page displays a table of course requests with columns for Requirement, Result, Type, Minimum Credits, Maximum Credits, Current Credits, Remaining Credits, Requested Count, and Scheduled Credits. The 'Computer Science' requirement is expanded, showing a 'Primary Request' for 'CS40S - Computer Science 40S - Cred...' with a 'Saved' status. A yellow callout 'e' points to the print icon in the top right corner of the browser window.

Requirement	Result	Type	Minimum Credits	Maximum Credits	Current Credits	Remaining Credits	Requested Count	Scheduled Credits
Gr 12 - Applied Commerce		Multiple	0.00	4.00	0.00	4.00	0	0.00
Gr 12 - Advanced Placement		Multiple	0.00	7.00	0.00	7.00	0	0.00
Gr 12 - Automotive Technology		Multiple	0.00	4.00	0.00	4.00	0	0.00
Gr 12 - Balance & Poetry Activities		Multiple	0.00	4.00	0.00	4.00	0	0.00
Gr 12 - Career Development/Info		Multiple	0.00	2.00	0.00	2.00	0	0.00
Gr 12 - Carpentry		Multiple	0.00	4.00	0.00	4.00	0	0.00
Gr 12 - Collision Repair and Ref.		Multiple	0.00	3.00	0.00	3.00	0	0.00
Gr 12 - Computer Science		Multiple	0.00	2.00	1.00	1.00	1	0.00
Gr 12 - Culinary Arts/Menu		Multiple	0.00	4.00	0.00	4.00	0	0.00
Gr 12 - Dental Course		Multiple	0.00	10.00	0.00	10.00	0	0.00
Gr 12 - Electrical (Menu)		Multiple	0.00	4.00	0.00	4.00	0	0.00
Gr 12 - Esthetic		Multiple	0.00	4.00	1.00	3.00	1	0.00