

SISK12: Staff Home Screen

School Information Systems – a Division of Tyler Technologies, Inc.; Proprietary and Confidential

Overview

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

- District and site **Bulletins** are displayed here.
- **Shortcuts** (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

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 SIS Student Data Management login screen. When away from your computer, always log out!

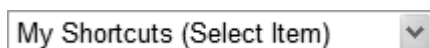
Upper Screen Area

Below the menu bar are key icons (used throughout the application) and drop-down quick-links to other areas of SISK12.


1. The house  icon is on every SISK12 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 **Shortcuts** drop-down list allows you to access your **Shortcuts** from any screen.



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

Student Data Links 

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

- The help icon will connect you to the online help system.
- The screen name (shown here as *Staff Home*) is specific to each screen you enter.
- The User Login Name (shown here as *SDMAdmin*) identifies the user who is logged in. It is displayed on the **Staff Home** screen.

Home Page Screen Heading

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

ZZHS - 0506 (Current) SIS (DEMO) - HIGH SCHOOL - Aug 2005 - May 2006
Attendance Date: Monday, 08/15/05 Sem=1 Trm=1 Per=1234567

Top Line

- 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.
- The year in which you are logged into (shown here as *0506*).
- 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 to as a visual aid in recognizing the site-year status:

Gray – current site year

Red – past site-year

Green – future site-year

- Name of the school (shown here as *SIS (DEMO)*).

Note: In addition to the school's name, the school is further defined by building type (high school, middle or junior high, elementary).

- Current year settings (shown here as *Aug 2005 – May 2006*).

Bottom Line

- Attendance day and date.
- 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.



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 the new site-year as your future default login by checking the box.

Make selected Site-Year the default for My Login

2. **My Shortcuts** 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.

MY CLASSES: Keep Update Display

Today's Only Marked by Teacher Ignore Empty Sections Sort: Period


			Per	Term	Subject	Title	Teacher	#Std
	T		1x3	S1	C7820-01	VOTECH III	Haughton, Heather	1
	P		1	S1	H1100-03	ENGLISH I	Clives, Hillary	3
	O		1	S1	H1130-01	ENGLISH III	Sanders, Jaime	12
			1	S1	H1160-02	CREATIVE WRITING	Schlick, Fred	9

Curriculum Resources Homework Gradebook
Display Roster Attendance Marked by Office
Attendance not yet marked

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 **Keep** box to view the My Classes area every time you return to the **Staff Home** screen. Your preferences will be saved.
6. Click . The screen refreshes displaying the classes according to the selections made.