

Tyler Student 360

# Course Requests

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Educational Resource Centre



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## 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.

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## 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.etsd.mb.ca/TSI\\_Live\\_360/login](https://tyler.etsd.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 interface for the River East Transcona School Division. At the top is the school division logo with the tagline 'creating student success'. Below this is a login form with two input fields: 'Username' and 'Password'. The 'Username' field is populated with the email address '22hughesm99@retsdstudent.ca'. The 'Password' field is masked with asterisks. Below the password field is a blue link that reads 'Forgot your login information?'. At the bottom right of the form is a 'Login' button with a checkmark icon. Two yellow callout boxes with black text are overlaid on the image. One callout box points to the login fields and contains the text 'RETSD email and user created password'. The other callout box points to the 'Forgot your login information?' link and contains 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**

**Max Hughes**  
Grade 11 - Administration Office

**Student Summary**  
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.

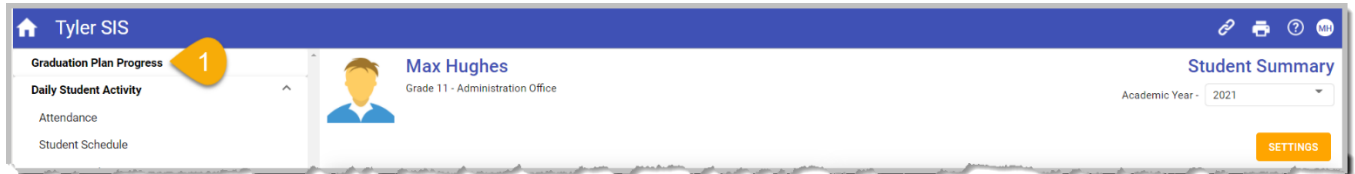
**SETTINGS**



## 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**.





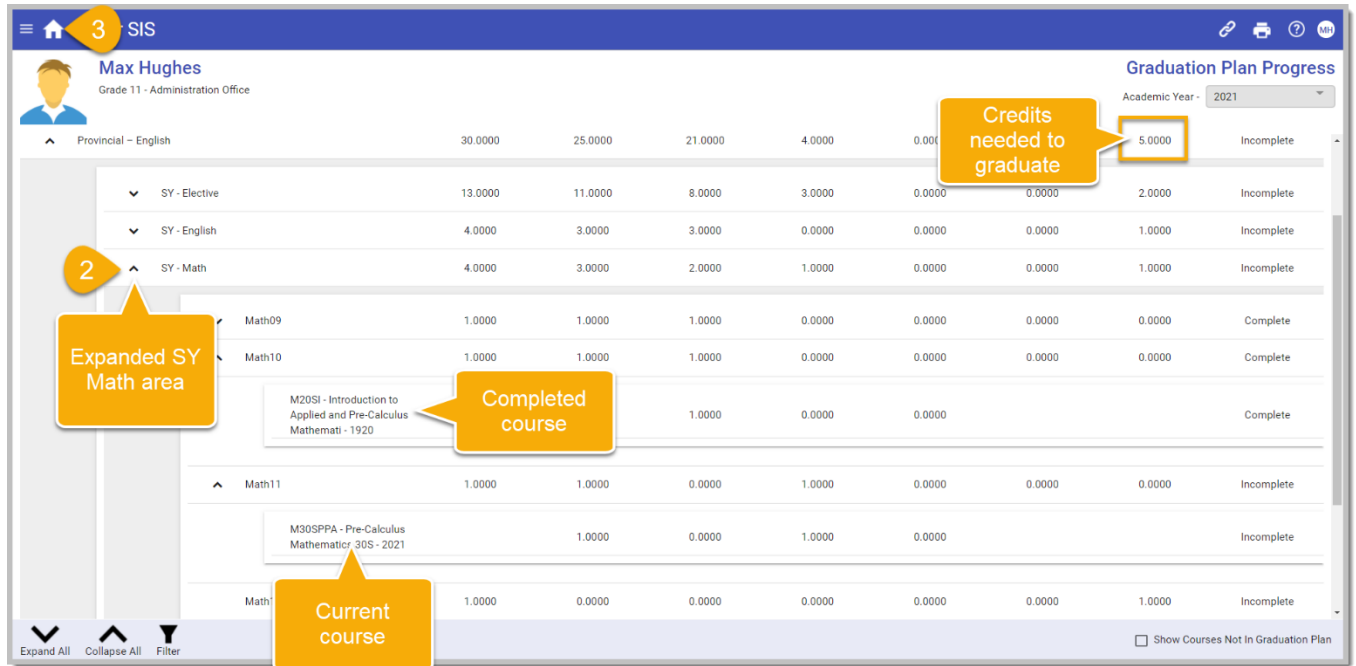
Item	Field	Description
a	Current Graduation Plan	<ul style="list-style-type: none"> <li>Provincial - English; Provincial - French Immersion; Tech Ed &lt;various&gt;</li> </ul>
b	Graduation Year	<ul style="list-style-type: none"> <li>Anticipated year of graduation if requirements are satisfied.</li> 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

**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



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



Max Hughes Grade 11 - Administration Office		Graduation Plan Progress							
		Academic Year - 2021							
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
Math09		1.0000	1.0000	1.0000	0.0000	0.0000	0.0000	0.0000	Complete
Math10		1.0000	1.0000	1.0000	0.0000	0.0000	0.0000	0.0000	Complete
M20SI - Introduction to Applied and Pre-Calculus Mathematics - 1920				1.0000	0.0000	0.0000			Complete
Math11		1.0000	1.0000	0.0000	1.0000	0.0000	0.0000	0.0000	Incomplete
M30SPPA - Pre-Calculus Mathematics 30S - 2021			1.0000	0.0000	1.0000	0.0000			Incomplete
Math12		1.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.0000	Incomplete



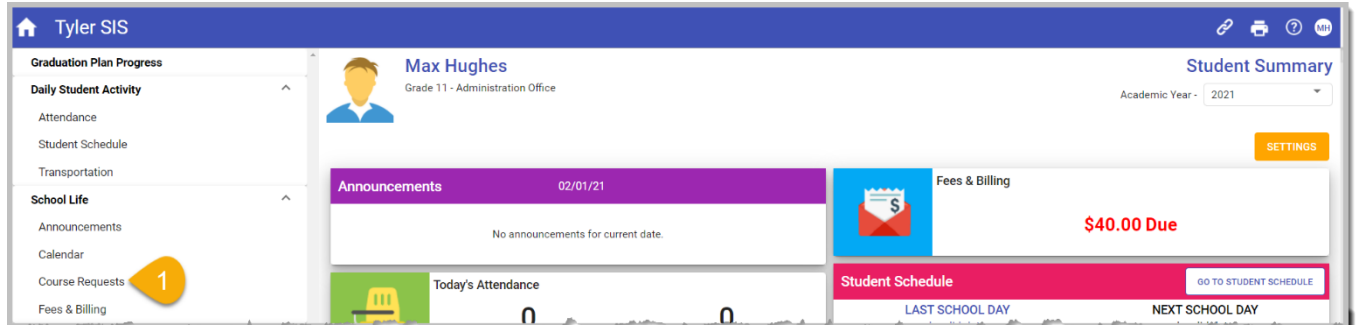
## E. Course Requests

This portal area is used to:

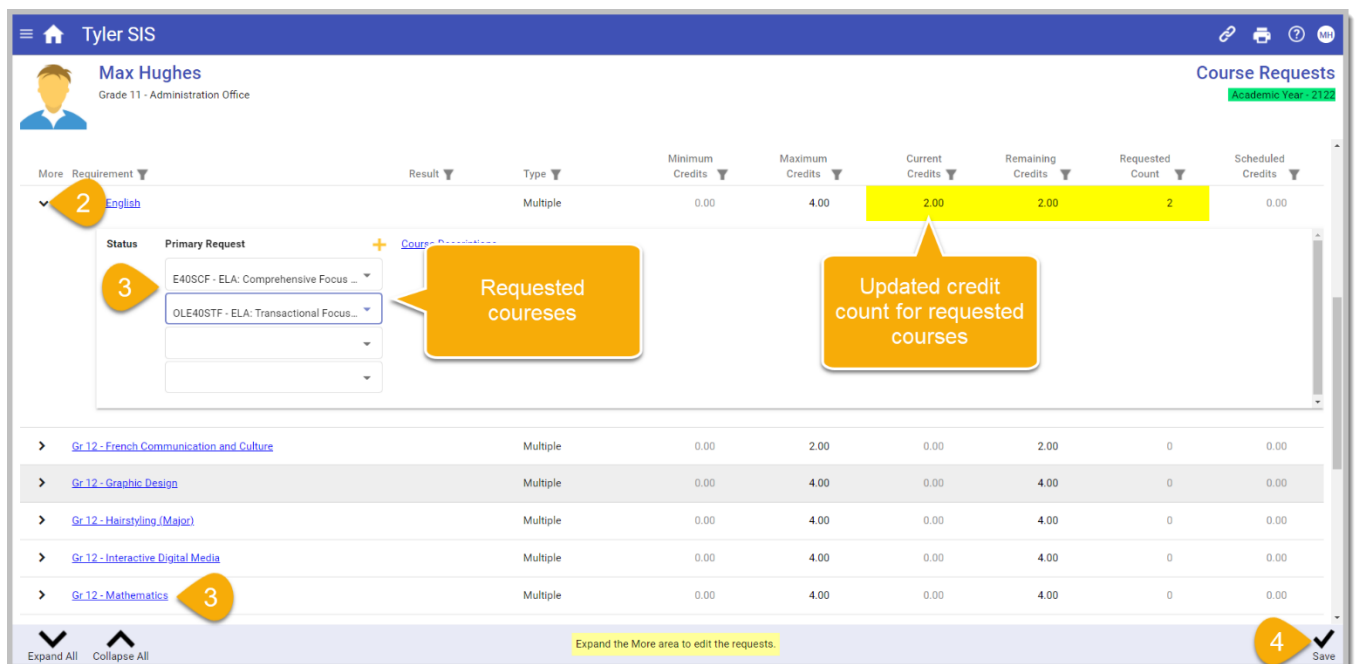
- Display the potential course offerings of your school for the upcoming academic year.
- Allow students to make their course selections for the upcoming academic year.

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.

**Tyler SIS** Max Hughes Grade 11 - Administration Office **Course Requests** Academic Year: 2122

More	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 - FAJ		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
<b>Total</b>				0.00	99.00	5.00	94.00	5.00	0.00

Expand All Collapse All Expand the More area to edit the requests. Save

- 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.

**Tyler SIS** Max Hughes Grade 11 - Administration Office

More Requirement Result Type

> Gr 12 - Electrical (Major) Multiple

> Gr 12 - English Multiple

Status Primary Request Course Descriptions

Saved E40SCF - ELA: Comprehensive Focus ...

Saved OLE40STF - ELA: Transactional Focus...

Course selection to be deleted

> Gr 12 - French Communication and Culture Multiple

**Tyler SIS** Max Hughes Grade 11 - Administration Office

More Requirement Result Type

> Gr 12 - Electrical (Major) Multiple

> Gr 12 - English Multiple

Status Primary Request Course Descriptions

Saved E40SCF - ELA: Comprehensive Focus 30S - Credits: 1

Saved E30SLFPA - ELA: Literary Focus 30S - Credits: 1

Saved E30STF - ELA: Transactional Focus 30S - Credits: 1

Saved E40SLF - ELA: Literary Focus 40S - Credits: 1

Saved E40SL - ELA: Language & Literary Forms 40S - Credits: 1

Saved E40STC - ELA: Lang. & Technical Communication 40S - Credits: 1

OLE40STF - ELA: Transactional Focus 40S - Credits: 1

> Gr 12 - French Communication and Culture Multiple

> Gr 12 - English Multiple 0.00 4.00 1.00 3.00 1 0.00

Status Primary Request Course Descriptions

Saved E40SCF - ELA: Comprehensive Focus ...

Course is deleted

Expand All Collapse All Expand the More area to edit the requests. Save



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.

Gr 12 - Mathematics	Multiple	1.00	4.00	0.00	4.00	0	0.00
<div> <div>Status</div> <div>Primary Request</div> <div> <a href="#">+ Course Descriptions</a> </div> </div>							
<div> <div>▼</div> <div>▼</div> <div>▼</div> <div>▼</div> </div>							
<div> <div>Gr 12 - Music</div> <div>Multiple</div> <div>0.00</div> <div>6.00</div> <div>0.00</div> <div>6.00</div> <div>0</div> <div>0.00</div> </div>							
<div> <div>Expand All</div> <div>Collapse All</div> <div>Expand the More area to edit the requests.</div> <div> <div>a</div> <div>1 Errors</div> <div>Save</div> </div> </div>							

Errors were found. Please see details below.  
 Requirement Meeting: The Gr 12 - Mathematics requirement does not meet the request limits.

Gr 12 - Mathematics	Multiple	1.00	4.00	1.00	3.00	1	0.00
<div> <div>Status</div> <div>Primary Request</div> <div> <a href="#">+ Course Descriptions</a> </div> </div>							
<div> <div>M40SA - Applied Mathematics 40S - C...</div> <div>▼</div> <div>▼</div> <div>▼</div> </div>							
<div> <div>Gr 12 - Music</div> <div>Multiple</div> <div>0.00</div> <div>6.00</div> <div>0.00</div> <div>6.00</div> <div>0</div> <div>0.00</div> </div>							
<div> <div>Expand All</div> <div>Collapse All</div> <div>Expand the More area to edit the requests.</div> <div> <div>c</div> <div>Save</div> </div> </div>							

Gr 12 - Mathematics	Multiple	1.00	4.00	1.00	3.00	1	0.00
<div> <div>Status</div> <div>Primary Request</div> <div> <a href="#">+ Course Descriptions</a> </div> </div>							
<div> <div>Saved</div> <div>M40SA - Applied Mathematics 40S - C...</div> <div>▼</div> <div>▼</div> <div>▼</div> </div>							
<div> <div>Gr 12 - Music</div> <div>Multiple</div> <div>0.00</div> <div>6.00</div> <div>0.00</div> <div>6.00</div> <div>0</div> <div>0.00</div> </div>							
<div> <div>Expand All</div> <div>Collapse All</div> <div>Expand the More area to edit the requests.</div> <div> <div>Save</div> </div> </div>							



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.

Max Hughes  
Grade 11 - Administration Office

Course Requests  
Academic Year: 2020

More 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
Status: Primary Request Saved: M40SA - Applied Mathematics 40S - C...								
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
Status: Primary Request Saved: PEH40F - Physical Education/Health ...								

Expand All Collapse All

pdfExport (5) Open File

Expand the More area to edit the requests.

Show all Save

Max Hughes  
Grade 11 - Administration Office

Course Requests  
Academic Year: 2020

More 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 - Baking & Pastry Arts (B)		Multiple	0.00	4.00	0.00	4.00	0	0.00
Gr 12 - Career Development (B)		Multiple	0.00	2.00	0.00	2.00	0	0.00
Gr 12 - Computer		Multiple	0.00	4.00	0.00	4.00	0	0.00
Gr 12 - College Preparatory (B)		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
Status: Primary Request Saved: CS40S - Computer Science 40S - Cred...								
Gr 12 - Culinary Arts (B)		Multiple	0.00	4.00	0.00	4.00	0	0.00
Gr 12 - Dental Care		Multiple	0.00	10.00	0.00	10.00	0	0.00
Gr 12 - Electrical (B)		Multiple	0.00	4.00	0.00	4.00	0	0.00
Gr 12 - English		Multiple	0.00	4.00	1.00	3.00	1	0.00