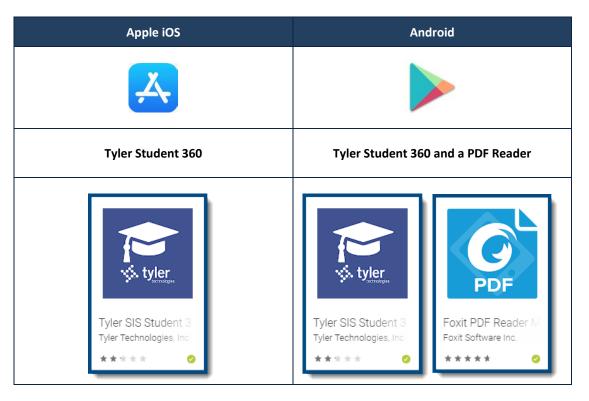
Parent Portal User Guide - Mobile Version

March 2020



A. INTRODUCTION

- The RETSD Portal is best experienced through a computer and Web browser. The Web version will always provide access to the full feature set and data.
- Users can access most of the portal features with the convenience of using their mobile devices but are required to install the **Tyler Student 360** mobile application.
 - o Currently, Android users will also need to have a PDF viewer installed on their device.
 - Foxit PDF Reader is a free application and seems to work well with Tyler Student 360 application.
- Currently, the portal does not function fully on mobile Web browsers. This may change in the future, but for now, mobile users will need use the mobile application.





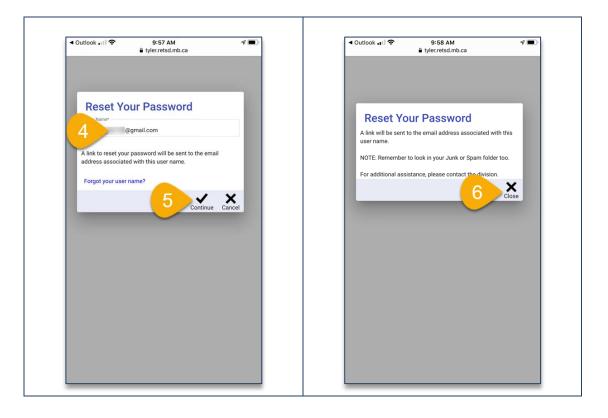
B. FIRST LOGIN

- Mobile Web browsers currently don't provide full access to report card PDF documents. This may change in the future, but in the meantime mobile users need to use the mobile application.
- The exception to this is for using the **Forgot your login information** feature which is required for setting up account passwords. This feature only works in the mobile Web version. It can be confusing, so we encourage mobile users to follow the steps in this guide for your first login.
 - 1. Schools will send out a notification to the email address of new portal users.
 - 2. While on your mobile device, open the email sent from <u>noreply@retsd.mb.ca</u> and tap the included link to go to the portal site.
 - This will open your mobile Web browser and go to the Parent Portal login site.
 - This will be the starting point for creating your account password.
 - 3. Tap the Forgot your login information link.

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- 4. Enter your email address for the User Name.
- 5. Tap the **Continue** button.
 - Another message will now be sent to your email address.
- 6. Tap the **Close** button.





- 7. Open this second email from noreply@retsd.mb.ca and tap on the here link.
 - This message seems to look terrible in some mobile email apps. It looks more presentable in a non-mobile email system.
- 8. Enter and then re-enter your new password for the portal. Remember, RETSD uses phrase-based passwords which have the following requirements:
 - At least 14 character long (including spaces)
 - At least one upper case character
 - At least one lower case character
 - Special character like punctuation or symbol

Examples include:

- The Bombers are Grey Cup Champs!
- My dog's name is Santa's L Helper.
- 9. Tap on the **Save** button to save your new password.

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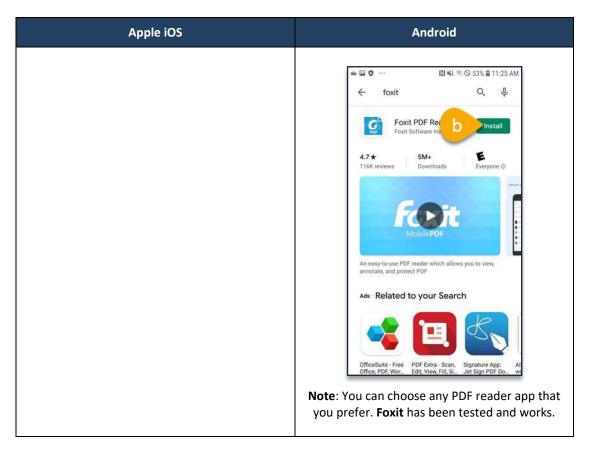


C. INSTALLATION OF THE MOBILE APPLICATION

- 1. Using your mobile device, open the App Store (Apple iOS) or Google Play (Android).
- 2. In the Search field, enter: Tyler SIS Student 360.
 - More information about the application will be displayed.
- 3. Tap the Get button (iOS) or the Install button (Android)
 - Android users will need a PDF reader. We recommend installing the Foxit PDF Reader.

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4. Locate the application icon on your device and open it.



- 5. Read the information provided and tap the **Continue** button.
- 6. Type **River East Transcona** in the search field and tap the **Search** button.
 - The search should result in only one hit.



7. Tap the **River East Trancona School Division** item in the search results.

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		Q River East	Transcona	Cancel
Thanks for installing Tyler SIS Student 360!		Enter at least the school district	he first 3 characters of yo name.	our ZIP code or
Before you log in, select the school district where your student is enrolled.		Search Resul	ts cona School Division 🗲	
Please tap Continue to select a district. Settings can be hanged later from the Login screen.		Winnipeg, MB R2C 3		
NOTE: Not all Tyler SIS districts are using 360. If your district is not found, wait until you hear from your district that 360 has been enabled.				
Continued use of Tyler SIS Student 360 implies acceptance of our Privacy Policy.				
PRIVACY POLICY				
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- 8. Enter your email address and password.
 - Turn on the **Remember User Name** feature if the mobile device won't be used by others.
- 9. Tap the **Login** In button to enter the portal.

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River East Transcona School Division	No announcements for current date.
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Password	Links
Remember User Name?	No district links available.
8 LOG IN Forgot your login information?	Fees & Billing \$0.00
	Student Schedule VIEW
	TODAY NEXT SCHOOL DAY.
	No schedule information.



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D. SELECTING A STUDENT

- 1. Tap on the Menu 🔲 (hamburger) icon.
- 2. Tap on the Select Student field
- 3. Scroll and tap on the list of students linked to the account at the bottom of the screen.
 - Please contact your school if there are issues regarding linked students.
- 4. Tap on the **Done** button.

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					Kerry Hughes	
9:31 am - 10:00	am Social Studie	s 10G			Hannah Hughes	
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E. VIEW, SAVE AND PRINT REPORT CARDS

- Schools publish report cards as PDF documents using the appropriate Provincial template.
- Report cards documents can be printed and or saved locally.
- All report cards from 2016 onwards are available on the portal in their associated Academic Year.
- 1. Tap on the Academic Year icon and select the year required.
- 2. Tap on the Menu (hamburger) icon.
- 3. Tap on the Student Portfolio menu item.

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	Student	Summary			lent 360 n 2020.2.0		=
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- 4. Tap on the report card that you wish to view.
 - The PDF report card will be displayed. Scroll through the multi-page document.
- 5. Tap the **Done** button when completed.

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Report Cards		Student: Tiffa	ny Hughes Date Issued: 3/4/2020	Manitoba ID #:10616
AV 1000 Desert Card			cademic Achievement of Provincial Expectations	Percentage Grade
AY 1920 Report Card		Very good to excellent applic	ation of concepts and skills	80% to 200%
595.6 KB - 1920 Q1 Report Card.pdf	/	Good understanding and app	fication of concepts and skills	70 to 79%
Added 2020-03-04 Schroeder D		Basic understanding and app	lication of concepts and skills	60% to 69%
AY 1920 Report Card			pplication of concepts and skills; see teacher comments	50% to 59%
		Does not yet demonstrate th grade of less than 50% are no	e required understanding and application of concepts and skills; Students with a final it granted source credit; see teacher comments	Less than 50%
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		No mark for the school-base	d final exam or provincial test, where applicable	NM
			Learning Behaviours C: Consistently - almost all or all of the time U: Usually - more tha	
		Scale	C: Consistently - amout all or all of the time U: Usually - more than 5: Sometimes - less than half of the time III: Rarely - almost ne IIIP (Individual Education Plan): This code is used if behaviour ratings are based on ex special tearing needs.	ver or never
		Personal management skills	Uses class time effectively; works independently; completes homework an	d assignments on time
		Active participation in learning		
		Social responsibility	Works well with others; resolves conflicts appropriately; respects self, oth environment; contributes in a positive way to communities	ers and the
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Optional – Print and Save Report Cards

- 6. Tap the Share icon
- 7. Tap the **Print** icon and send the document to any connected wireless printer.
- 8. Tap the **Files** icon to save the PDF document to a location on your device.

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1 of 4 River E Transco		River East Transcona School Divisic Grades 9 to 12 Report Card Administration Collegia 589 Roch Street Wininge, MR SRX 2M6 (204) 667-2960		PDF Document - 712 K	
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Very good to excellent app	lication of con	eepts and skills	80% to 100%		
Good understanding and a	pplication of co	prospts and skills	70 to 79%		
Basic understanding and a	pplication of es	ncepts and skills	60% to 69%		
Limited understanding and	application of	concepts and skills; see teacher comments	50% to 59%		
Does not yet demonstrate grade of less than 50% are	the required u not granted co	nderstanding and application of concepts and skills; Student urse credit; see teacher comments	is with a final Less than 50%		
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F. CHANGING YOUR PASSWORD OR EMAIL ADDRESS

- 1. Tap on the Menu (hamburger) icon.
- 2. Tap on the **Settings** menu item.

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9:31 am - 10:00 am Social	l Studies 10G			9:31 a



Passwords

- a. Tap on the Change Password menu item.
- b. Enter your current password, enter and then re-enter your new password for the portal. Remember, RETSD uses phrase-based passwords which have the following requirements:
 - At least 14 character long (including spaces)
 - At least one upper case character
 - At least one lower case character
 - Special character like punctuation or symbol
- c. Tap the **Save** button.

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		Note: Passwords a		
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© Copyright Tyler Technologies, Inc. All rights reserved.				
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New Email Address

- Portal users can now change the email address used by the school(s) without having to call or go to the school.
- Email address changes will automatically also change your portal Username to match this new email address.
 - a. Tap on the Change Email menu item.
 - b. Enter and then re-enter your new email address.
 - This will also be your new portal **Username**.
 - c. Tap the **Save** button.

III TELUS 🗢	10:08 AM Settings	7 🗩	Init TELUS ♥ ✓ Settings	3:41 PM Change Email	4 🔳
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©	Copyright Tyler Technologies, Inc.				
	All rights reserved.				

G. STUDENT DOCUMENT MANAGEMENT

• This feature is currently only functional in the Web version of the Parent Portal.

