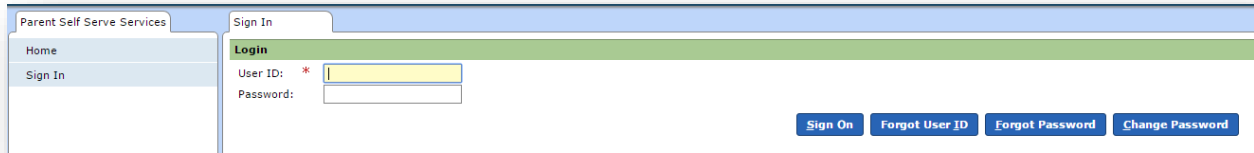
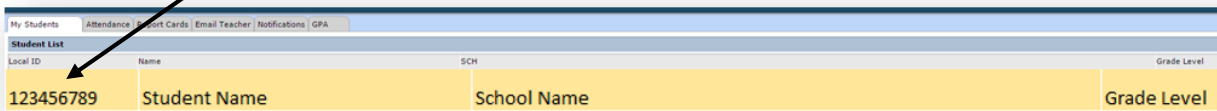


# TEAMS – How to Use Parent Self-Serve

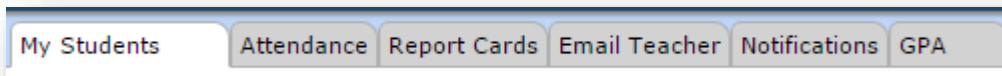
- 1) Login to Parent Self Serve using your User ID and Password
  - Located at [www.tylerisd.org](http://www.tylerisd.org) → Students & Families → Grades Online
  - Remember if you are an employee. Use your Network Login and Password to access your student's information.



- 2) Select the **student** you wish to view from the student list.



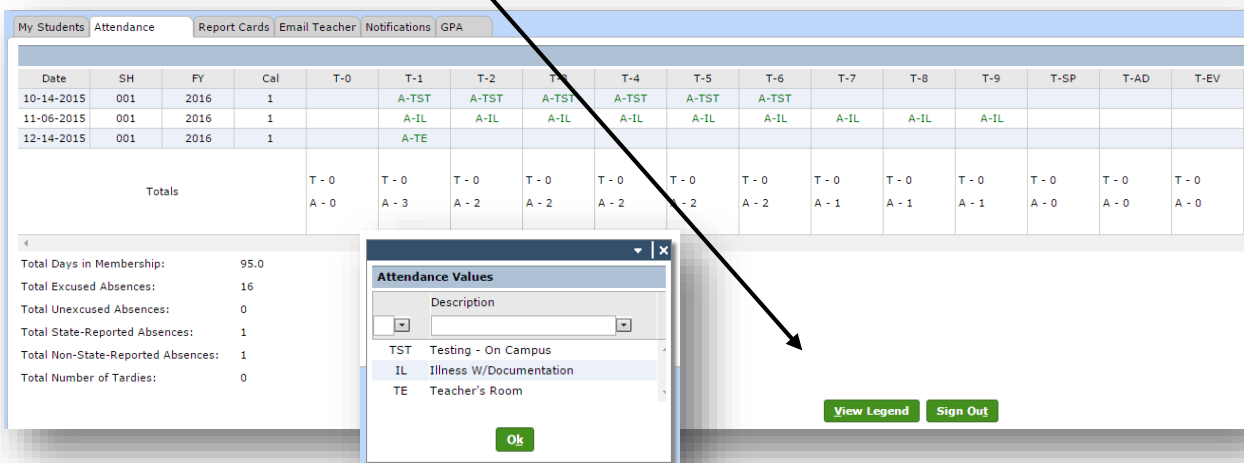
- 3) After you have selected the student you wish to view. The menu across the top of the screen will appear. Select the **tab** you wish to view.



## Attendance

The **Attendance** tab allows you to view all absences and tardies for the student.

- Select the **View Legend** button and a pop-up Attendance Values box will provide detailed information about the absent or tardy codes.



# TEAMS – How to Use Parent Self-Serve

## Report Cards

The **Report Cards** tab allows you to view all grades for the student.

- Select the **Display Comments** button and any comments by the teacher for the six weeks grades teacher will be displayed.

Course	Sect	Teacher	Short Desc	Day Prd	Room	SW1	SW2	SW3	SM1	SW4	SW5	SW6	SM2
<b>Scheduled</b>													
PRECALC P			PRECALC PAP			95	100	95	97	100			
WHIST AP			W HIST AP			91	93	96	93	97			
SPAN1 PAP			SPAN 1 PAP			100	100	100	100	99			
ENG2 PAP			ENG 2 PAP			93	92	92	92	99			
BANDORSYI			SYMPH ORCH			100	100	100	100	100			
PROFCOMM			PROF COMM E							NG			
ENTREP S			ENTREP S			99	97	99	98				
PRINENG			PRIN ENGINE			100	97	98	98	NG			
CHEM PAP			CHEM PAP			91	97	96	95	NG			

Note: Click on a grade to see the associated assignment grades. Grades displayed in red are current averages based upon assignment grades entered to date. These are not final grades. 'NG' = No grades entered at this time.

[Display Comments](#) [Sign Out](#)

## Email Teacher

The **Email Teacher** tab allows you to email a teacher directly from Parent Self-Serve.

- 1) Select the **Teacher Name** from the drop down list.
- 2) The email registered to the Parent Self-Serve account will automatically show in the **From:** and **CC:** areas. If you would like to use a different address, type it in the **From:** and **CC:** areas.
- 3) Type the email.
- 4) Select the **Send** button.

**Email Teacher**

Teacher Name: \*

From: org

CC: org

Subject: Amy

Path: body

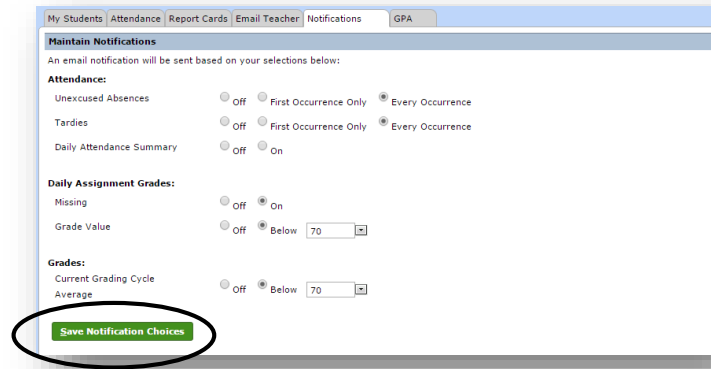
[Send](#) [Sign Out](#)

# TEAMS – How to Use Parent Self-Serve

## Notifications

The **Notifications** tab allows you to set your preferences for email notifications regarding Attendance, Daily Assignment Grades and the overall Grade for a Current Grading Cycle.

- If you make changes, remember to click **Save Notification Choices**.



The **Sign Out** icon is on every screen. Keep your student's information safe by always signing out of Parent Self-Serve especially if you are on a device that can be accessed by other people.

**Sign Out**



If you need further assistance with registration as a new user or if you are not able to access your Parent Self-Serve account, please contact your student's campus.