

Favorites

To schedule individual training for your district, contact SISTraining@tylertech.com.

Path: From the Home Page → Click Actions → Favorites

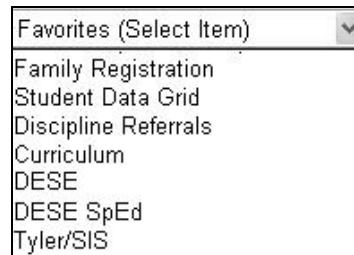
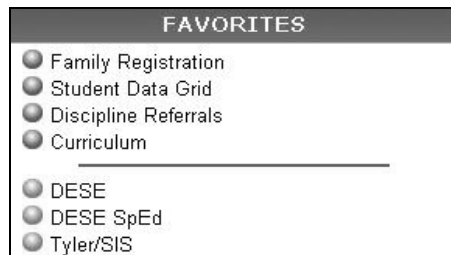
Overview

Favorites may be created to obtain quick access to various Tyler SIS functions or additional web pages. Favorites display in two areas: in the **Favorites** section on the **Staff Home** screen and in the **Favorites** drop-down list on any screen. If a favorite links to student information, you will be prompted to the **Search Students** screen.

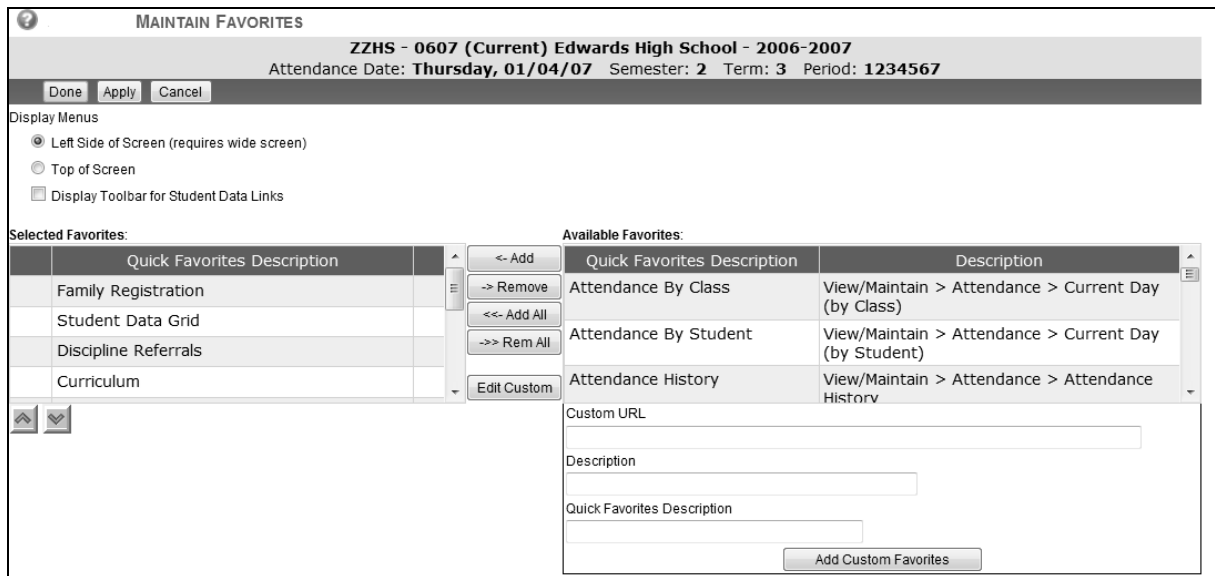
To use Favorites, click the favorite hyperlink to jump to a Tyler SIS function or website:

From the **Staff Home** screen

OR from the **Favorites** drop-down list.



Add an Available Favorite



1. On the right-hand side of the **Maintain Favorites** screen is a list of **Available Favorites**.
2. On the left-hand side of the screen is the list of **Selected Favorites**. These favorites will display in both of your **Favorites** areas.
3. In the **Available Favorites** list, add one favorite at a time by highlighting the favorite and clicking **Add**. The favorite will be moved to the bottom of the **Selected Favorites** list with a predetermined icon.
4. Highlight a selected favorite and click the **Up** or **Down** button to rearrange the display order. Favorites display in two columns on your **Staff Home** screen.

5. To remove a favorite from your list, highlight the favorite and click **Remove**. The favorite will be returned to the **Available Favorites** list.
6. Click **Add All** to add all existing favorites to your **Selected Favorites** list.
7. Click **Remove All** to remove all existing Favorites from your **Selected Favorites** list.
8. Click **Apply** to save. Click **Done** to exit.

Create a Custom Favorite for a Webpage


1. Go to the web site and copy the URL address shown in the address bar at the top of the screen.











Note: The acronym "URL" stands for Uniform Resource Locator. An URL is a World Wide Web address which begins after "http://" or "https://". When you create a favorite, the URL pinpoints the location to which you wish to jump.




2. Return to the **Maintain Favorites** screen.
3. Paste the URL address in the **Custom URL** field.

Custom URL	<input type="text" value="http://sisk12.com"/>
Description	<input type="text" value="Tyler School Information Systems"/>
Quick Favorites Description	<input type="text" value="Tyler/SIS"/>
<input type="button" value="Add Custom Favorites"/>	

4. Type a brief **Description** to identify it within the **Selected Favorites** list.
5. Next, type the **Quick Favorite Description** that will display in your **Favorites** areas.
6. Click the **Add Custom Favorites** button to add this favorite to the **Selected Favorites** list. Your newly created favorite will display at the bottom of this list. Any favorites listed with the world icon  indicate custom favorites.

Selected Favorites:		
	Discipline Referrals	
	Curriculum	
	Missouri Dept of Elementary/Secondary	
	DESE Core Data Manual	
	DESE SpEd Home Page	
	School Information Systems	
<input type="button" value="Up"/> <input type="button" value="Down"/>		

7. Highlight a selected favorite and click the **Up** or **Down** button to rearrange the display order. Favorites display in two columns on your **Staff Home** screen.
8. To remove a custom favorite, click the trash can icon .
9. Click **Apply** to save. Click **Done** to exit.

Student Data Links

The recommended screen resolution for this web application is 1024 x 768. If your maximum screen resolution is 800 x 600, you may need to remove the Student Data Links icons in order to view the entire width of the screen.

1. Un-check the box to **Display Toolbar for Student Data Links**.
2. Click **Apply** to save. Click **Done** to exit.
3. Log-out or use the F5 key on your keyboard to refresh your screen. The Student Data Links icons are no longer displayed. All Student Data Links are now located in the drop-down list.