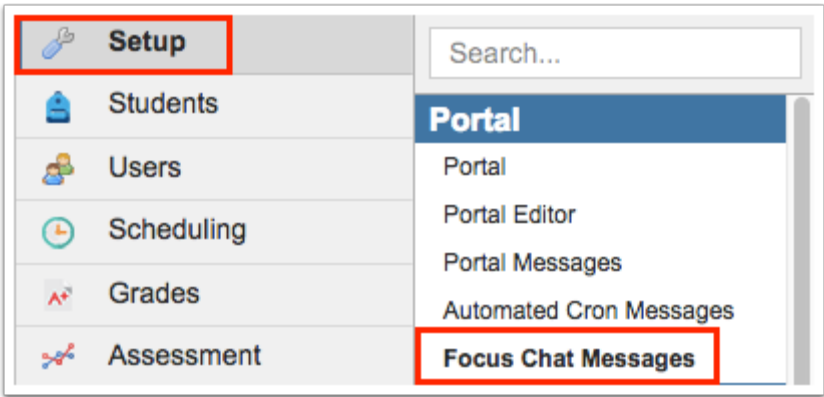


Focus Chat Messages

The Focus Chat Messages screen is used to review all messages sent via the Messenger. You can search by participant, dates, keywords, and flagged messages.

Viewing Messages Sent by Users

1. In the **Setup** menu, click **Focus Chat Messages**.



2. Under Participant 1, select the student, parent, or staff member.

A screenshot of a search form for 'Focus Chat Messages'. The form has two sections for participants. The first section, 'Participant 1', has a red box around it and contains three dropdown menus: 'Students', 'Parents', and 'Staff', each with a blue arrow icon and a red 'X' icon. The second section, 'Participant 2', also has three dropdown menus: 'Students', 'Parents', and 'Staff', each with a blue arrow icon and a red 'X' icon. Below these sections are fields for 'Start Date' and 'End Date', each with a calendar icon. There is a checkbox for 'Get Flagged Messages'. At the bottom, there is a text input field for 'Keywords (comma separated):' and a 'Search' button.

⚠ At least one participant must be defined.

💡 To quickly locate a user in the list, type the full or partial name in the Filter filed at the top of the pull-down and select the user from the filtered list.

or Staff ▼

or

- Siro Varela
- Alice Alvarez
- Ethan Nevarez
- Adena Savarese
- Theodore Alvarez
- Elaine Valencia
- Varya Cano
- Ares Jurado
- Elaine Morgan
- Elaine Canales

3. If desired, select the student, parent, or staff member for Participant 2.

Participant 1			
Students ▼	or	Parents ▼	or Siro Varela ▼
Participant 2			
Students ▼	or	Parents ▼	or Staff ▼
Start Date: <input type="text"/>		End Date: <input type="text"/>	
Get Flagged Messages <input type="checkbox"/>			
Keywords (comma separated): <input type="text"/>		<input type="button" value="Search"/>	

4. To remove a participant, click the red **X** next to the participant.

Participant 1			
Students ▼	or	Parents ▼	or Siro Varela ▼
Participant 2			
Students ▼	or	Parents ▼	or Staff ▼
Start Date: <input type="text"/>		End Date: <input type="text"/>	
Get Flagged Messages <input type="checkbox"/>			
Keywords (comma separated): <input type="text"/>		<input type="button" value="Search"/>	

5. To search for messages in a specific date range, define the **Start Date** and **End Date**.

Participant 1			
Students ▼	or	Parents ▼	or Siro Varela ▼
Participant 2			
Students ▼	or	Parents ▼	or Staff ▼
Start Date: <input type="text" value="09/08/2022"/>		End Date: <input type="text" value="09/16/2022"/>	
Get Flagged Messages <input type="checkbox"/>			
Keywords (comma separated): <input type="text"/>		<input type="button" value="Search"/>	

6. To search by keyword, enter the keyword(s) in the provided field, separated by commas.

Participant 1
 Students ▼ or Parents ▼ or Siro Varela ▼ ✕

Participant 2
 Students ▼ or Parents ▼ or Staff ▼ ✕

Start Date: 09/08/2022 End Date: 09/16/2022

Get Flagged Messages ☐

Keywords (comma separated):
 office Search

7. Click **Search**.

Participant 1
 Students ▼ or Parents ▼ or Siro Varela ▼ ✕

Participant 2
 Students ▼ or Parents ▼ or Staff ▼ ✕

Start Date: End Date:

Get Flagged Messages ☐

Keywords (comma separated):
 Search

Messages matching the search criteria are listed in the table. The sending user, receiving user, date and time, and message will display.



Participant 1
 Students ▼ or Parents ▼ or Siro Varela ▼ ✕

Participant 2
 Students ▼ or Parents ▼ or Staff ▼ ✕

Start Date: End Date:

Get Flagged Messages ☐

Keywords (comma separated):
 Search

Export   Filter: OFF

From	To	Time	Message
Siro Varela	Dexter Acosta	Sep 16 11:07am	I have time after school for you to come by and re-do your assignment.
Siro Varela	Ashley Weiss	Sep 16 11:11am	Ok, I will stop by on my break at 1:15.

 The table can be printed, exported to Excel, and filtered.

Participant 1

Students ▼ or Parents ▼ or Siro Varela ▼ ✕

Participant 2

Students ▼ or Parents ▼ or Staff ▼ ✕

Start Date: End Date:

Get Flagged Messages ☐

Keywords (comma separated): Search

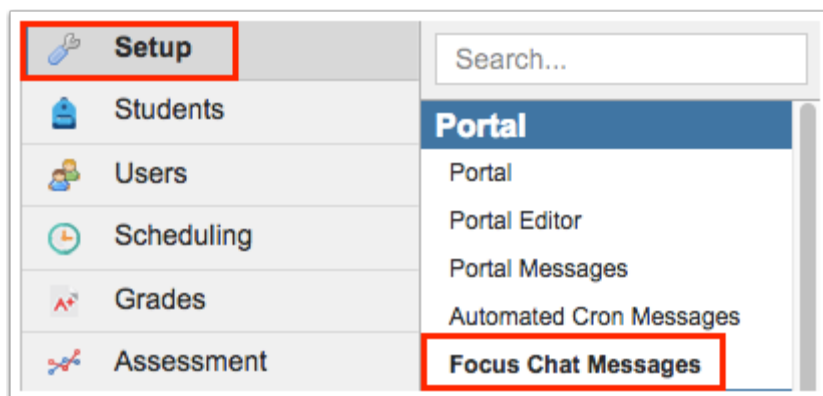
Export **Filter: OFF**

From	To	Time	Message
Siro Varela	Dexter Acosta	Sep 16 11:07am	I have time after school for you to come by and re-do your assignment.
Siro Varela	Ashley Weiss	Sep 16 11:11am	Ok, I will stop by on my break at 1:15.

Viewing Flagged Messages

The "Get Flagged Messages" check box is used to review the messages that were flagged by school and district staff. Your system may be set up to automatically flag messages containing certain words. Messages can be unflagged if needed, and discipline referrals can be created for students.

1. In the **Setup** menu, click **Focus Chat Messages**.



2. Select the **Get Flagged Messages** check box, and enter any other search criteria.

3. Click **Search**.

The flagged messages are listed in the table. The sending user, receiving user, date and time, and message is displayed.

Participant 1
 Students ▼ or Parents ▼ or Staff ▼ ✕

Participant 2
 Students ▼ or Parents ▼ or Staff ▼ ✕

Start Date: End Date:

Get Flagged Messages ☒

Keywords (comma separated):

From	To	Time	Message
Lizette Garcia	Fry Roxanne	Mar 25 12:36pm	Batch Message Test
Dexter Acosta	Siro Varela	Sep 16 11:27am	This assignment is stupid.

Lizette Garcia Mar 25 12:36pm
 Message Content Hidden

Dexter Acosta Sep 16 11:27am
 Message Content Hidden

4. On the right side of the screen, click the red flag on the message to unflag it or create a referral for the student.

Lizette Garcia Mar 25 12:36pm
 Message Content Hidden

Dexter Acosta Sep 16 11:27am
 Message Content Hidden

Unflag Message

Create Referral

When Create Referral is selected, the [Add Referral](#) screen is displayed for the selected student. After the referral is saved, the Focus Chat Messages screen is automatically redisplayed.

5. To return to the Focus Chat Messages screen without completing and saving the referral, click **Return to Focus**.

Acosta, Dexter D Student

Weiss, Ashley Reporter

09/16/2022 Incident Date

09/16/2022 Submission Date

☐ Reviewed By Admin

☒ Closed

☐ Minor Infraction - No administrative action ne...

Teacher Code

* Time of Day Incident Occurred

Action Record(s)

	Days Completed	Resultant Action	Date Decided	Date Begins	Date Ends	Length of Action	Attendance Code	Administered by	Action Record Notes	Zero-Tolerance

Zero-Tolerance:Expulsion The student was not expelled.[Z]

School-Related Arrests No, the student was not arrested [N]

Errors

- Primary Discipline code must not be blank.
- Others Involved
- Parent Contact
- Primary Discipline Code
- Time of Day Incident Occurred
- Location