

# User Info v.11

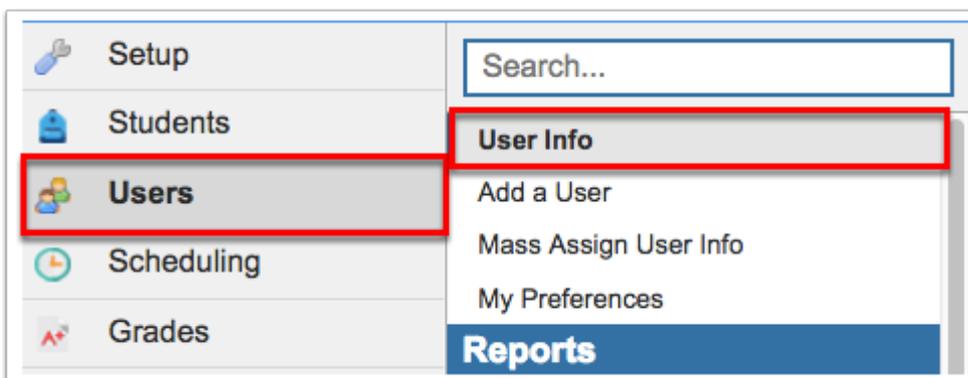
The User Info screen allows you to search for users and view user records. From the User Info screen, there are two ways to search for users: the Search Screen and the User List. Once a user is selected, you can view the user's record, add or edit user information, or log in as the user.

💡 In order to customize User Info and identify the tabs that display via SIS > Users > User Info and/or ERP > Human Resources > [Employee](#), navigate from the Users menu to [User Fields](#).

📘 See [Permissions](#), for information on viewing, adding, deleting, and editing SIS and ERP profile permissions.

## Navigating & Searching

1. In the **Users** menu, click **User Info**.



2. From the Search module, select the **Search Screen** tab. This displays the Find a User module, which includes a search bar, the More Search Options feature, and options to Search All Schools, Include Parents, Include Inactive Users, and Only Show Most Recent Enrollment

The screenshot shows the 'User Info' section of the FocusWriters02 application. The 'Search Screen' tab is selected and highlighted with a red box. Below the tab, there is a 'Find a User' section with a text input field labeled 'User'. To the right of the input field are three checkboxes: 'Search All Schools', 'Include Parents', and 'Only Show Most Recent Enrollment'. Below these checkboxes are 'Search' and 'Reset' buttons. The top right corner of the page shows the user's name 'Lizette Garci'.

 If searching for users containing invalid profiles, select the **Include Parents** check box to include them in your search.

 Select the **Only Show Most Recent Enrollment** check box for the most recent enrollment determined by start date, then end date, and finally by user\_enrollment id. When this option is selected:

- A new user with no profiles assigned (enrolled) at all will show up as an "Invalid Profile."
- If a user has multiple profiles at one school, it will return the most recent enrollment at that school (there will be one record row for that user).
- If a user has profiles at multiple schools, it will return the most recent enrollment at each school (there will be one record row for that user at each school).

**3.** Enter user name, user ID number, or EIN in the **User** text box.

The search bar is not case sensitive, and full or partial entries can be in either a "first last" or "last, first" format. The comma is necessary in the "last, first" format. A full user name or ID number can also be entered into the search bar. Searching for "ab" will pull every user whose first or last name begins with "Ab" into the search results. To pull last names that start with Ab add a comma: enter Ab, in the search box.

**Focus Writers02** User Info ☆ Lizette Garcia Focus High School - 0041 SIS  
2022-2023 1st 9 Weeks ERP

Search Screen User List Customized List

Find a User

User Ab

More Search Options

Search All Schools  
 Include Parents  
 Include Inactive Users  
 Only Show Most Recent Enrollment

Search Reset

**Focus Writers02** User Info ☆ Lizette Garcia Focus High School - 0041 SIS  
2022-2023 1st 9 Weeks ERP

Search Screen **User List** Customized List

User: Ab

45 Users Send Messages Filters: OFF Search

User	Local ID	Staff ID	Profiles	Photo	Schools
<a href="#">Abernathy, Nora Robin</a>	3105	3105	Teacher		Focus High School - 0041
<a href="#">Abernathy, Nora Robin</a>	3105	3105	ERP-MCSD Employee		1111 - Employee Self Service
<a href="#">Ab Dalila</a>	24869	24869	Teacher		Focus Elementary School - 0311
<a href="#">Ab Donn</a>		25139	Parents		All
<a href="#">Ab Edipo</a>		24714	Parents		All
<a href="#">Ab Lelis</a>		26344	Parents		All

**i** If your district uses the UUID, the unique identifier utilized in Focus' Third Party Systems, and the field is enabled via Users > [Profiles](#) > User Fields, you can search for users using one or many UUIDs. Type the applicable UUID in the **User** text box.

4. Click **More Search Options** to search for groups of users with similar information in any number of user fields and/or user data.

Find a User

User

More Search Options

a. Click the **More Search Options** button in Find a User to display a list of modules that can be opened and closed with the gray triangle. Set as many selections as needed to yield more specific search results. In the example shown, the user search will be defined by the Teacher **Profile** and the Female **Gender**. When all parameters have been set, click the **Search** button.

Find a User

Profile Teacher

Job Classification Code

Previous Legal Name

E-mail Address

Florida Education Identifier

Florida Educators Certificate Number

Phone Number

Social Security Number

Staff Number Identifier, Local

Medicaid Claim Code

Experience Length (Years) Between  &

Gender Female

Teachers

Communications Log

Charter/Contracted Emp Info

All resulting users will display in the User List. When you find the correct user, click on the user's name to open the user's record. As shown in the image, the users are defined by Gender: Female, and the only Profile displayed is the Teacher Profile.

User Info
Lizette Garcia
Focus High School - 0041
2022-2023
1st 9 Weeks
SIS
ERP

Search Screen **User List** Customized List

Gender: Female

67 Users Send Messages Filters: OFF Search

User	Local ID	Staff ID	Profiles	Photo	Schools
<a href="#">Roxv, Fridda Lizette</a>	3014	3014	Teacher		Focus High School - 0041
<a href="#">OWL, MISS</a>	3097	3097	Teacher		Focus High School - 0041
<a href="#">Doss, Robert Powers</a>	2941	2941	Teacher		Focus High School - 0041
<a href="#">Carson, Dawkins R</a>	2978	2978	Teacher		Focus High School - 0041
<a href="#">Hei, Oly</a>	2989	2989	Teacher		Focus High School - 0041
<a href="#">Samson, Elena Bonnie</a>	3071	3071	Teacher		Focus High School - 0041

5. Click the **User** name to open the user's record.

User	Local ID	Staff ID	Profiles	Photo	Schools
<b>Roxy, Fridda Lizette</b>	3014	3014	Teacher		Focus High School - 0041
OWL, MISS	3097	3097	Teacher		Focus High School - 0041
Doss, Robert Powers	2941	2941	Teacher		Focus High School - 0041
Carson, Dawkins R	2978	2978	Teacher		Focus High School - 0041
He, Oly	2989	2989	Teacher		Focus High School - 0041
Samson, Elena Bonnie	3071	3071	Teacher		Focus High School - 0041

6. Clicking the user's name navigates to the User Info screen. The user's name is displayed in the top left corner of the screen as well as at the top right corner. The name in the top right corner has a small red X next to it; this can be clicked in order to close the user and start a new user search.

**User Info** | Lizette Garcia | Focus High School - 0041 | SIS | Fridda Roxy

Roxy, Fridda Lizette | 3014 | Audit Trail | User Files

Filter fields... | Certifications | Charter/Contracted Em... | Communications Log | Employee Summary | **General** | Permissions | Teacher Schedule

**General**

Last, First M	ROXY, FRIDDA L
Last, Nickname	ROXY, FRIDDA
First Init	FRIDDA R
Pay Type	
Job Code	
* Job Classification Code	1 - Instructional Personnel
Job Code & Title	
Contracted Salary Amount	
Previous Legal Name	
Gender	Female
E-mail Address	lizetteg@focusschoolsoftware.com
Experience Length (Years)	10.0
Florida Educators Certificate Number	1111111
Phone Number	
Social Security Number	999-99-9999

7. To return to your user search, click **Back to User List**.

**Writers02** User Info ☆ Lizette Garcia Focus High School - 0041 2022-2023 1st 9 Weeks SIS ERP Fridda Roxy

**Roxy, Fridda Lizette** 3014 Audit Trail User Files  Include Inactive

Search Screen **User List** Customized List

Gender: Female 67 Users  Filters: OFF Search

User	Local ID	Staff ID	Profiles	Photo	Schools
Roxy, Fridda Lizette	3014	3014	Teacher		Focus High School - 0041
OWL_MISS	3097	3097	Teacher		Focus High School - 0041
Doc Poir	2941	2941	Teacher		Focus High School - 0041
Carson Lawrence R	2978	2978	Teacher		Focus High School - 0041
Hentley Chynessa L	2989	2989	Teacher		Focus High School - 0041
Sansolo Elena Bonnie	3071	3071	Teacher		Focus High School - 0041
Doc Ferr	3085	3085	Teacher		Focus High School - 0041
Bueno Franck B	3104	3104	Teacher		Focus High School - 0041
Queen Marie Susan	3134	3134	Teacher		Focus High School - 0041
Romero	3213	3213	Teacher		Focus High School - 0041

Social Security Number 999-99-9999

[Back to User List](#) Messenger Help Logout

8. At the top-left of the user's record, beneath the user's name, click the badge icon.

**Writers02** User Info ☆ Lizette Garcia

**Roxy, Fridda Lizette** 3014 Audit Trail User Files

Filter fields... Certifications Charter/Contracted Em... Communications Log

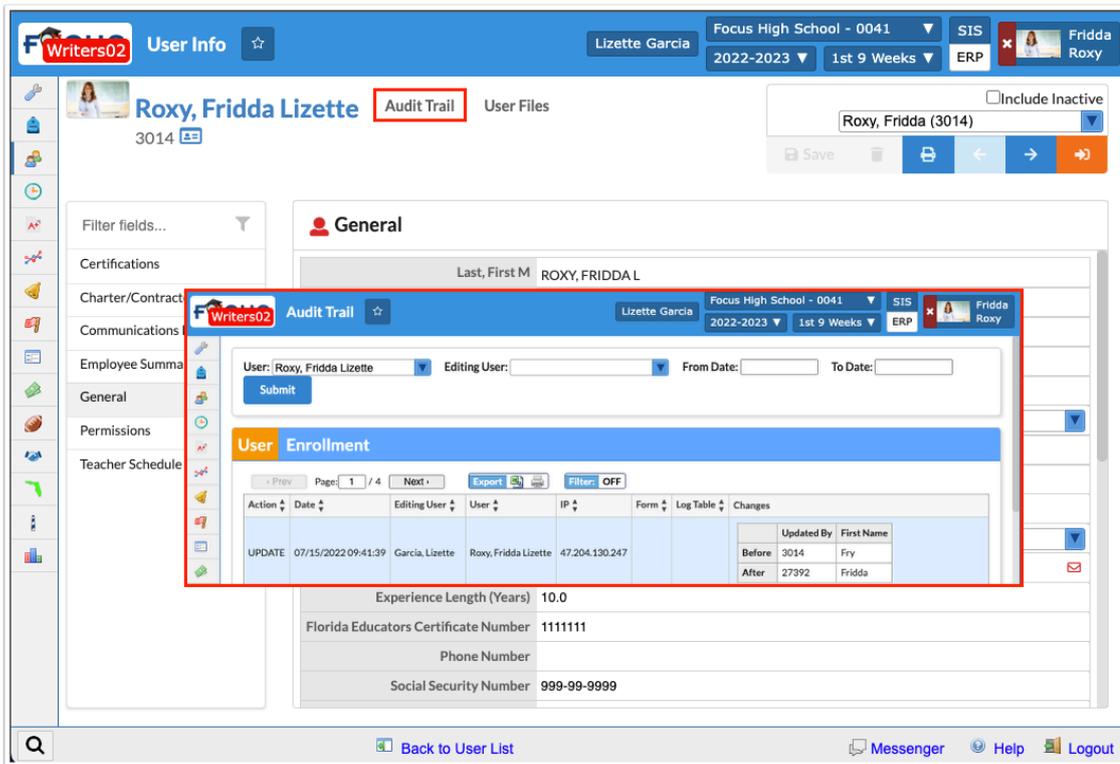
**General**

Last, First M	ROXY, FRIDDA L
Last, Nickname	ROXY, FRIDDA
First Init	FRIDDA R

**i** Only users with the profile permissions to Print ID Badges will be able to view and click on the badge icon.

 See [Printing an ID Badge for a Single User from User Info](#) for more information.

9. Along the top of the screen, next to the user's name and ID, an **Audit Trail** tab displays. Click on the tab to navigate to the Audit Trail screen (Users > [Audit Trail](#)). The Audit Trail displays changes made to the user's information, not the user's actions.



The screenshot shows the 'User Info' page for 'Roxy, Fridda Lizette' (ID 3014). The 'Audit Trail' tab is selected and highlighted with a red box. Below the user information, there is a table titled 'User Enrollment' with columns for Action, Date, Editing User, User, IP, Form, Log Table, and Changes. A record is shown for an 'UPDATE' action on '07/15/2022 09:41:39' by 'Garcia, Lizette' for user 'Roxy, Fridda Lizette'. A smaller 'Audit Trail' window is overlaid on the table, showing a 'Submit' button and search filters.

Action	Date	Editing User	User	IP	Form	Log Table	Changes
UPDATE	07/15/2022 09:41:39	Garcia, Lizette	Roxy, Fridda Lizette	47.204.130.247			Updated By: First Name Before: 3014 Fry After: 27392 Fridda

10. Select the **Include Inactive** check box to include inactive users in the user pull-down directly beneath it. Using the pull-down, you have the ability to scroll through all users and quickly open a different user's information screen.

Writers02 User Info ☆ Lizette Garcia Focus High School - 0041 SIS Fridda Roxy  
2022-2023 1st 9 Weeks ERP

Roxy, Fridda Lizette 3014 Audit Trail User Files

Filter fields...  
Certifications  
Charter/Contracted Em...  
Communications Log  
Employee Summary  
General  
Permissions  
Teacher Schedule

Last, First M	ROXY, FRIDDA L
Last, Nickname	ROXY, FRIDDA
First Init	FRIDDA R
Pay Type	
Job Code	
* Job Classification Code	1 - Instructional Personnel
Job Code & Title	
Contracted Salary Amount	

Roxy, Fridda (3014)  Include Inactive

Save Print ← → ↻

11. Underneath the user pull-down are a few other options. If any user data is changed, the **Save** button will turn red and become active for clicking in order to save all changes. If no changes are made, the **Save** button will remain inactive (gray).

Include Inactive  
Garcia, Lizette (75) Save Print ← → ↻

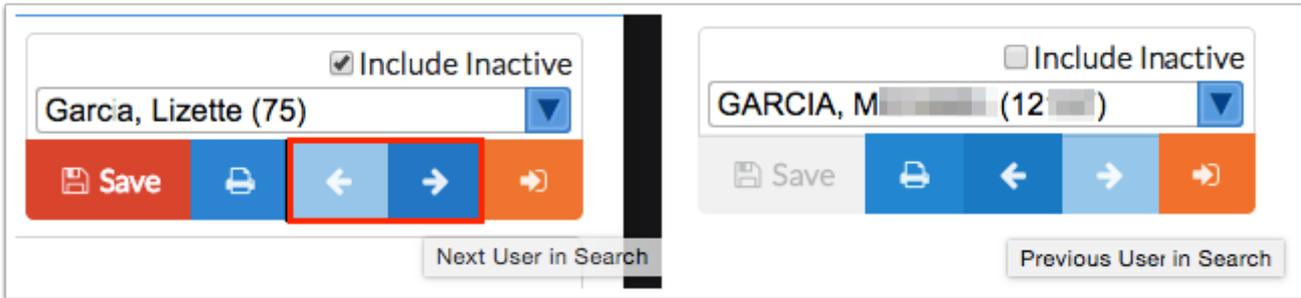
Include Inactive  
Garcia, Lizette (75) Save Print ← → ↻

a. Click the **Printer** icon in order to print user info.

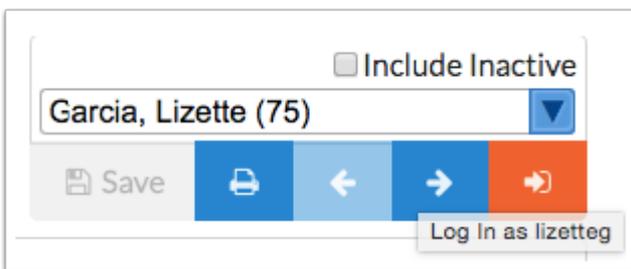
i. A print preview pop-up displays with the option to print all data available on the open tab. Click **Print**.

b. If the search conducted results in more than one user, you have the option to click on the arrows shown. Note that only the right arrow is active for **(Next User in Search)** because the first resulting user was selected from the list. If the right arrow is clicked, the left arrow

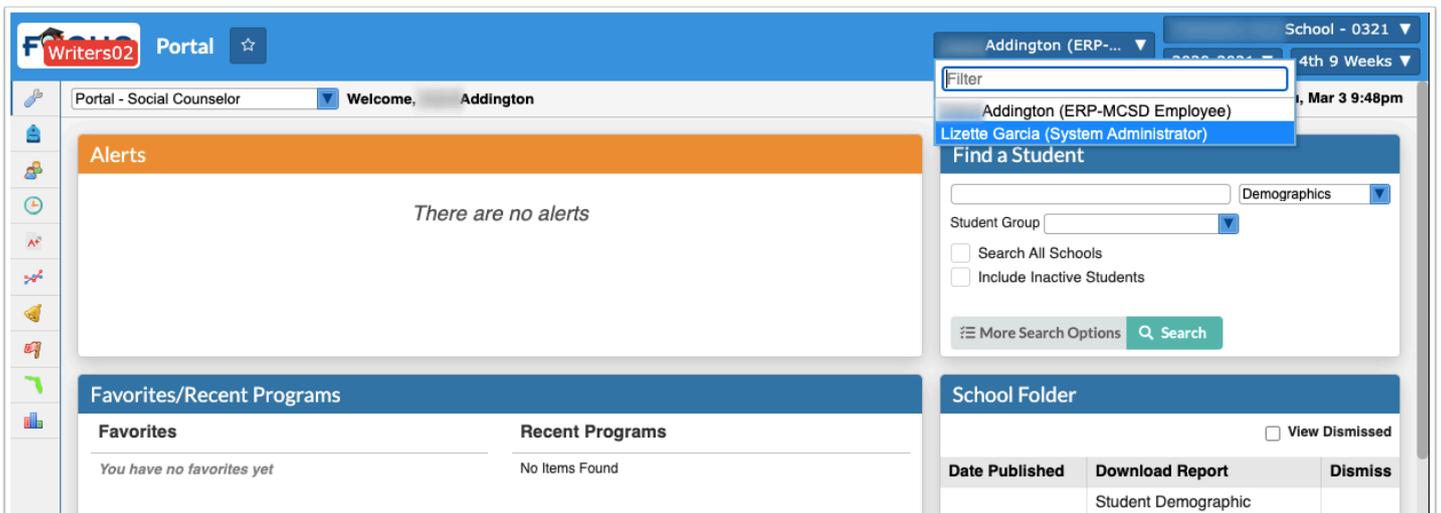
(**Previous User in Search**) will become active, as shown in the second image. In the second image, the right arrow is now inactive because M. Garcia is the last user in the resulting list.



c. To log in as that specific user, click the button. Click the **Log in as (username)** icon to log in as that specific user. The button displays if you have permission to log in as the user selected.



i. Logging in as another user will navigate away from the User Info screen to the selected user's portal page, as shown in the image. To navigate back to your own portal page, click the user pull-down, and select your name.



d. If a user's account is locked due to exceeded login attempts, it can be unlocked directly from the User Info screen. At the top-right of the user's record, a red lock icon displays if the user's account is locked. This icon only displays if the user's account is locked. Click the icon to unlock the user's account, which will allow them to sign into their Focus account again.

Writers02 User Info ☆

Aylen Focus High School - 0041 SIS Fry Roxy  
2022-2023 3rd 9 Weeks ERP

Roxy, Fry L 3014 📧 Audit Trail ☑️ Include Inactive  
📄 Save 🔒 ⬅️ ➡️

Filter fields... ▾

- Certifications
- Charter/Contracted Em...
- Employee Summary
- General ●
- Permissions ●
- Teacher Schedule ●

**General**

Last, First M	ROXY, FRY L
Last, Nickname	ROXY, FRY
First Init	FRY R
Pay Type	X2 INS PERS/12 MONTHS
Job Code	51028 TEACHER, LANG AR-SH
* Job Classification Code	1 - Instructional Personnel

## User Information

1. From the User Info screen, once a user is selected, click the user's name.

Writers02 User Info ☆ Lizette Garcia

Roxy, Frida Lizette 3014 📧 Audit Trail User Files

Filter fields... ▾

- Certifications
- Charter/Contracted Em...
- Communications Log
- Employee Summary
- General ●
- Permissions ●

**General**

Last, First M	ROXY, FRIDDA L
Last, Nickname	ROXY, FRIDDA
First Init	FRIDDA R
Pay Type	
Job Code	
* Job Classification Code	1 - Instructional Personnel

This displays the user's General Information including the user's First Name, Middle Name, Last Name, Name Suffix, Username, E-mail Address, Password, and more.

**Writers02** User Info ☆ Lizette Garcia Focus High School - 0041 SIS ERP Fridda Roxy

2022-2023 1st 9 Weeks

Roxy, Fridda Lizette 3014 Audit Trail User Files

Roxy, Fridda (3014) Save [Print] [Back] [Forward] [Refresh]

### General Information

Fridda * First Name	Lizette Middle Name	Roxy * Last Name	Name Suffix
fry Username	lizetteg@focusschoolsoftware.com E-mail Address	***** Password	<input type="checkbox"/> Force Password Change
<input type="text"/> Attach to Users	7b28d2a3-3cc9-4b27-a65a- UUID		

**i** If your district uses the UUID, the unique identifier utilized in Focus' Third Party Systems, and the field is enabled via Users > Profiles > User Fields, you can view and edit the **UUID** field here.

2. Click any of the fields to edit information.

**Writers02** User Info ☆ Lizette Garcia Focus High School - 0041 SIS ERP Fridda Roxy

2022-2023 1st 9 Weeks

Roxy, Fridda Lizette 3014 Audit Trail User Files

Roxy, Fridda (3014) Save [Print] [Back] [Forward] [Refresh]

### General Information

Fridda * First Name	Lynn Middle Name	Roxy * Last Name	Name Suffix
fry Username	lizetteg@focusschoolsoftware.com E-mail Address	***** Password	<input type="checkbox"/> Force Password Change
<input type="text"/> Attach to Users	7b28d2a3-3cc9-4b27-a65a- UUID		

3. Click **Save** to apply changes.

4. To hide the user's general information, click the user's name at the top-left corner of the screen again.

💡 To print an ID badge for the user, click the badge icon next to the user's ID. The [Print ID Badges](#) screen will display with the student already selected.

## The Standard Tabs

All district sites come equipped with User Info; however, the tabs displayed here are all customizable, and, therefore, will vary for all districts. However, there are a few standard tabs that are built into the software and uneditable, such as Permissions and Teacher Schedule. Other tabs, such as W4, are built in but can be customized; therefore, the title of the tab may vary. For information on how to set up and customize the tabs, see the article titled, [User Fields](#).

1. A selected tab has been selected to open by default. You can see all other tabs available for this user along the left side panel.

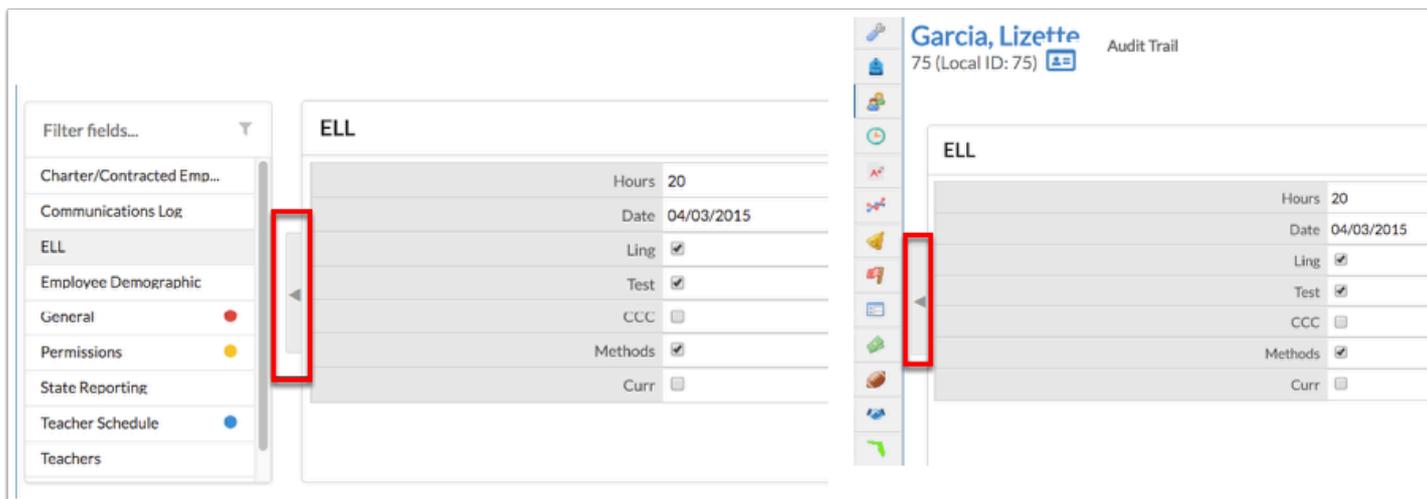
The screenshot shows the user information interface for 'Roxy, Fridda Lizette' (ID: 3014). The top navigation bar includes 'Writers02', 'User Info', and user details like 'Lizette Garcia' and 'Focus High School - 0041'. The left sidebar contains a 'Filter fields...' search box and a list of tabs: 'Certifications', 'Charter/Contracted Em...', 'Communications Log', 'Employee Summary', 'General' (selected), 'Permissions', and 'Teacher Schedule'. The main content area shows the 'General' tab with the following data:

General	
Last, First M	ROXY, FRIDDAL
Last, Nickname	ROXY, FRIDDA
First Init	FRIDDA R
Pay Type	
Job Code	
* Job Classification Code	1 - Instructional Personnel
Job Code & Title	
Contracted Salary Amount	
Previous Legal Name	
Gender	Female
E-mail Address	lizetteg@focusschoolsoftware.com
Experience Length (Years)	10.0

2. Use the **Filter fields...** text box to quickly find a tab.

This image shows a close-up of the 'Filter fields...' search box. The search term 'teacher' is entered, and the list of tabs is filtered to show only 'Charter/Contracted Emp...', 'Teacher Schedule', and 'Teachers'. The 'Teacher Schedule' tab is highlighted with a blue dot, indicating it is the selected tab.

3. Click the **Expand/Shrink** gray arrow to close/ shrink the panel of tabs and create more space on the main screen. Once closed, you can click the gray arrow again to expand the panel.



4. If any additions or alterations are made on any of the tabs, be sure to click the **Save** button before navigating away from the screen to ensure data is saved.



a. As shown in the image, any changed data will turn blue to indicate the fields that have been changed and not yet saved.

## SIS Tabs

### General Tab

Utilize the **General** tab by including the user's E-mail Address, Florida Education Identifier, Phone Number, and more. The fields shown on this tab are important to complete as they tie into other fields in the software for reporting purposes, etc.

**Roxy, Fridda Lizette**

3014

[Audit Trail](#)
[User Files](#)

Include Inactive  
Roxy, Fridda (3014)

Save

Filter fields...

- Certifications
- Charter/Contracted Em...
- Communications Log
- Employee Summary
- General** ●
- Permissions ●
- Teacher Schedule ●

### General

Last, First M	ROXY, FRIDDA L
Last, Nickname	ROXY, FRIDDA
First Init	FRIDDA R
Pay Type	
Job Code	
* Job Classification Code	1 - Instructional Personnel
Job Code & Title	
Contracted Salary Amount	
Previous Legal Name	
Gender	Female
E-mail Address	lizetteg@focusschoolsoftware.com
Experience Length (Years)	10.0
Florida Educators Certificate Number	1111111
Phone Number	
Social Security Number	999-99-9999

Note that only the following fields are built into the software; the rest of the fields shown were customized by the district: E-mail Address; Experience Length (Years); Florida Education Identifier; Florida Educators Certificate Number; Phone Number; Social Security Number; and Staff Number Identifier, Local.

## Permissions Tab

The **Permissions** tab is a standard tab meaning the fields cannot be edited. All users have this tab displayed on the User Info page. Use this tab to assign profiles and permissions to specific users. If profiles are set up via Users > [Profiles](#), but the user has not been assigned a profile from this tab, the user will not have access to anything set up.

Roxy, Fridda Lizette 3014 Audit Trail User Files Roxy, Fridda (3014)  Include Inactive

Save [Print] [Back] [Forward] [Refresh]

Filter fields... [Filter] [Page Size: 20] Mass Update

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
			Foc...	08/18/2022		
View	AE Admin		Foc...	05/03/2022	05/31/2022	Focus HS ne
View	ELL		Foc...	03/27/2016	05/03/2017	per K. Maya
View	Teacher		Foc...	07/01/2015		
View	ERP-MCSD Employee	ERP-Internal Account Sponsor	111...	07/01/2015		

## Adding a new SIS and ERP Profile

If the same information is being entered for SIS and ERP Profiles, such as Start Date and the assigned Schools, you can set the SIS and ERP Profiles on the same line.

1. To set up a new permission, use the top blank row. Select the **SIS Profiles** from the pull-down. Select as many profiles as desired.

Addington, 25959 Audit Trail Addington, 959)  Include Inactive

Save [Print] [Back] [Forward] [Refresh]

Filter fields... [Filter] [Page Size: 20] Mass Update

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
	Alternate Ed	ERP Internal Account Bookkeeper	Focu...	03/03/2022		
View	Social Counselor		Focu...	08/02/2019		
View	ERP-MCSD Employee		1111 -...	08/01/2019		

2. Select the **ERP Profiles** from the pull-down. Select as many profiles as desired.

**!** While you can select SIS and ERP Profiles together for the same record, it may be more beneficial to create two separate records in case the two permissions have different start and/or end dates.

3. Select the **Schools** the user should have access to using the pull-down. Select as many schools as needed here.

4. Next, enter the **Start Date**. This is the date you need the user to begin using the selected profile(s) for the selected school(s).

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
	Alternate Ed	ERP Internal Account Bookkeeper	Focu...	03/03/2022	09/16/2022	
View	Social Counselor		Focu...	08/02/2019		
View	ERP-MCSD Employee		1111 -...	08/01/2019		

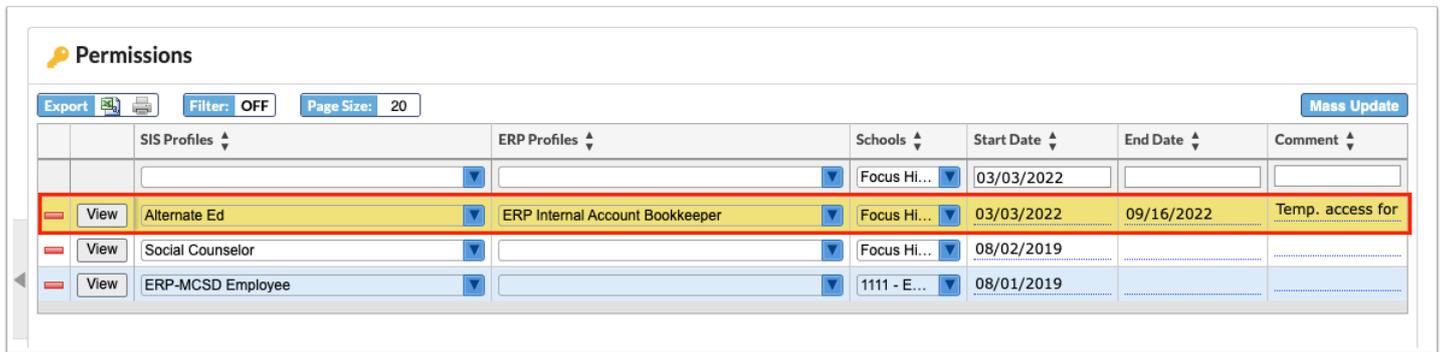
5. The End Date is optional. If the user should only receive access to the selected profile(s) for the selected school(s) for a specific period of time, you can enter an **Enter Date**.

**!** The **End Date** field should be complete when a user becomes inactive and no longer has access to the system. Otherwise, the user will still have access to the selected profile(s) and school(s).

6. If needed, you can enter a **Comment** for the permissions given.

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
	Alternate Ed	ERP Internal Account Bookkeeper	Focu...	03/03/2022	09/16/2022	Temp. access for training purposes.
View	Social Counselor		Focu...	08/02/2019		
View	ERP-MCSD Employee		1111 -...	08/01/2019		

7. When all fields have been completed, press **Enter** to commit the line of data. When the line has been committed, it will turn yellow and a delete button (red minus sign) along with a View button will appear.

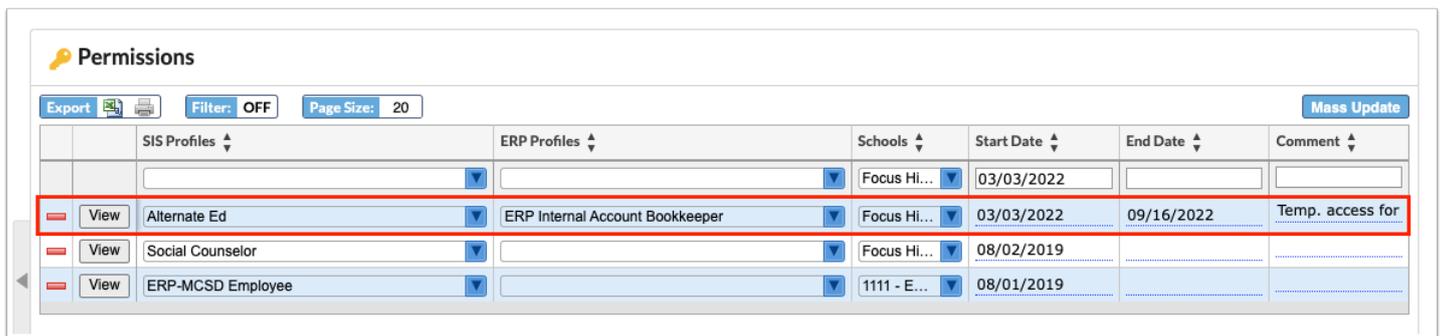


The screenshot shows a table titled "Permissions" with columns: SIS Profiles, ERP Profiles, Schools, Start Date, End Date, and Comment. The row for "Alternate Ed" is highlighted in yellow. A red box highlights the "View" button and the minus sign icon on the left of this row.

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
			Focus Hi...	03/03/2022		
<a href="#">View</a>	Alternate Ed	ERP Internal Account Bookkeeper	Focus Hi...	03/03/2022	09/16/2022	Temp. access for
<a href="#">View</a>	Social Counselor		Focus Hi...	08/02/2019		
<a href="#">View</a>	ERP-MCSD Employee		1111 - E...	08/01/2019		

 Pressing Enter does not save the data. To save the committed line, click the **Save** button at the top of the screen.

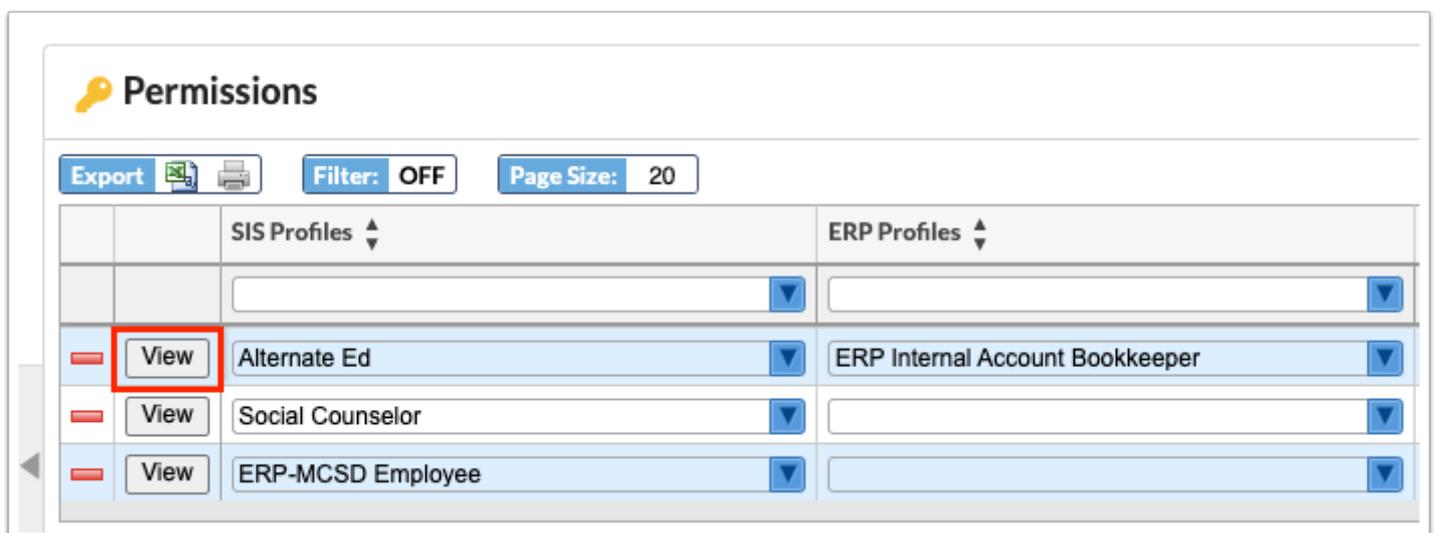
8. Click **Save**. Once saved, the line will turn blue.



The screenshot shows the same "Permissions" table. The row for "Alternate Ed" is now highlighted in blue, indicating it has been saved. The "View" button and minus icon are still visible on the left of this row.

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
			Focus Hi...	03/03/2022		
<a href="#">View</a>	Alternate Ed	ERP Internal Account Bookkeeper	Focus Hi...	03/03/2022	09/16/2022	Temp. access for
<a href="#">View</a>	Social Counselor		Focus Hi...	08/02/2019		
<a href="#">View</a>	ERP-MCSD Employee		1111 - E...	08/01/2019		

9. To view one specific permissions record, click the **View** button.



The screenshot shows the "Permissions" table. The "View" button for the "Alternate Ed" row is highlighted with a red box.

	SIS Profiles	ERP Profiles
<a href="#">View</a>	Alternate Ed	ERP Internal Account Bookkeeper
<a href="#">View</a>	Social Counselor	
<a href="#">View</a>	ERP-MCSD Employee	

a. Once selected, click **Return to Permissions** to navigate back to the original Permissions tab.

**Permissions** Return to Permissions

SIS Profiles: Alternate Ed  
 ERP Profiles: ERP Internal Account Bookkeeper  
 Schools: Focus High School - 0041  
 Start Date: 03/03/2022  
 End Date: 09/16/2022

Comment: Temp. access for training purposes.

! You may also have access to delete a permissions record via the delete button (red minus sign); however, doing so is not recommended. Instead, you should utilize the End Date field as a way to end the permission originally given. If a permissions record is deleted, it could interfere with audit trails and approval flow permissions, as well as various other fields.

💡 Click **Mass Update** to update all the fields in the selected column.

**Mass Update**

Column: End Date Value: 02/10/2021 Update

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
View	ERP-MCSD Employee		1111 ...	12/26/2017	02/10/2021	
View	Teacher		Focu...	07/01/2015	02/10/2021	

# Adding New ERP Profiles

1. To set up a new permission, use the top blank row. Skip SIS Profiles and select the **ERP Profiles** from the pull-down. Select as many profiles as desired.

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
		ERP Fixed Asset Manager	Focu...	03/03/2022		
View	Assessment & Accountability Admin...	System Administrator				

 While you can select SIS and ERP Profiles together for the same record, it may be more beneficial to create two separate records in case the two permissions have different start and/or end dates.

2. Select the **Schools** the user should have access to using the pull-down. Select as many schools as needed here.

3. Next, enter the **Start Date**. This is the date you need the user to begin using the selected profile(s) for the selected school(s).

4. The End Date is optional. If the user should receive access to the selected profile(s) at the selected school(s) for a specific period of time, you can enter an **Enter Date**.

 The **End Date** field should be complete when a user becomes inactive and no longer has access to the system. Otherwise, the user will still have access to the selected profile(s) and school(s).

5. If needed, you can enter a **Comment** for the permissions given.

6. When all fields have been completed, press **Enter** to commit the line of data. When the line has been committed, it will turn yellow and a delete button (red minus sign) along with a View button will appear.

Audit Trail  Include Inactive

Save
🗑️
📄
←
→
↩️

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**Permissions**

Export
📄
🖨️
Filter: OFF
Page Size: 20
Mass Update

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
	<input type="text"/>	<input type="text"/>	Focu...	03/03/2022	<input type="text"/>	<input type="text"/>
<span>View</span>	<input type="text"/>	ERP Fixed Asset Manager	Focu...	03/03/2022	<input type="text"/>	<input type="text"/>
<span>View</span>	Assessment & Accountability Admin,...	System Administrator	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**⚠️** Pressing Enter does not save the data. To save the committed line, click the **Save** button at the top of the screen.

**7. Click Save.**

Audit Trail  Include Inactive

Save
🗑️
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**Permissions**

Export
📄
🖨️
Filter: OFF
Page Size: 20
Mass Update

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
	<input type="text"/>	<input type="text"/>	Focu...	03/03/2022	<input type="text"/>	<input type="text"/>
<span>View</span>	<input type="text"/>	ERP Fixed Asset Manager	Focu...	03/03/2022	<input type="text"/>	<input type="text"/>
<span>View</span>	Assessment & Accountability Admin,...	System Administrator	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Once saved, the line will turn blue.

**Permissions**

Export Filter: OFF Page Size: 20 Mass Update

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
	<input type="text"/>	<input type="text"/>	Focu...	03/03/2022	<input type="text"/>	<input type="text"/>
View	<input type="text"/>	ERP Fixed Asset Manager	Focu...	03/03/2022	<input type="text"/>	<input type="text"/>
View	Assessment & Accountability Admin,...	System Administrator	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. To view one specific permissions record, click **View**.

**Permissions**

Export Filter: OFF Page Size: 20 Mass Update

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
	<input type="text"/>	<input type="text"/>	Focu...	03/03/2022	<input type="text"/>	<input type="text"/>
<b>View</b>	<input type="text"/>	ERP Fixed Asset Manager	Focu...	03/03/2022	<input type="text"/>	<input type="text"/>
View	Assessment & Accountability Admin,...	System Administrator	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

a. Once selected, click **Return to Permissions** to navigate back to the original Permissions tab.

**Audit Trail**  Include Inactive

Save

**Permissions**  Return to Permissions

SIS Profiles	<input type="text"/>
ERP Profiles	ERP Fixed Asset Manager
Schools	Focus High School - 0041
Start Date	03/03/2022
End Date	<input type="text"/>

**Comment**

! You may also have access to delete a permissions record via the delete button (red minus sign); however, doing so is not recommended. Instead, you should utilize the End Date field as a way to end the permission originally given. If a permissions record is deleted, it could interfere with audit trails and approval flow permissions, as well as various other fields.

💡 Click **Mass Update** to update all the fields in the selected column.

The screenshot shows the 'Permissions' management interface. A 'Mass Update' dialog box is open, showing 'Column: End Date' and 'Value: 02/10/2021'. Below the dialog, a table lists permissions with columns for SIS Profiles, ERP Profiles, Schools, Start Date, End Date, and Comment. The 'End Date' column for the 'Teacher' row is highlighted in yellow. A 'Mass Update' button is highlighted in a red box in the top right of the table area.

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
			Focu...	02/10/2021		
View	ERP-MCSD Employee		1111 ...	12/26/2017	02/10/2021	
View	Teacher		Focu...	07/01/2015	02/10/2021	

## Adding New SIS Profiles

1. To set up a new permission, use the top blank row. Select the **SIS Profiles** from the pull-down. Select as many profiles as desired.

The screenshot shows the 'Permissions' table with the 'SIS Profiles' dropdown menu open for the top row. The dropdown menu is highlighted with a red box, showing options like 'Attendance District level, Attendanc...'. The table has columns for SIS Profiles, ERP Profiles, Schools, Start Date, End Date, and Comment.

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
	Attendance District level, Attendanc...		Focu...	03/03/2022		
View		ERP Fixed Asset Manager	Focu...	03/03/2022		
View	Assessment & Accountability Admin,...	System Administrator				

2. Skip the ERP Profiles pull-down and continue to Schools. Select the **Schools** the user should have access to using the pull-down. Select as many schools as needed here.

**Permissions**

Export Filter: OFF Page Size: 20 Mass Update

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
	Attendance District level, Attendanc...		Focu...	03/03/2022		
View		ERP Fixed Asset Manager	Focu...	03/03/2022		
View	Assessment & Accountability Admin,...	System Administrator				

**!** While you can select SIS and ERP Profiles together for the same record, it may be more beneficial to create two separate records in case the two permissions have different start and/or end dates.

**3.** Enter the **Start Date**. This is the date you need the user to begin using the selected profile(s) for the selected school(s).

**4.** The End Date is optional. If the user should receive access to the selected profile(s) for the selected school(s) for a specific period of time, you can enter an **Enter Date**.

**!** The **End Date** field should be complete when a user becomes inactive and no longer has access to the system. Otherwise, the user will still have access to the selected profile(s) and school(s).

**5.** If needed, you can enter a **Comment** for the permissions given.

**Permissions**

Export Filter: OFF Page Size: 20 Mass Update

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
	Attendance District level, Attendance Manager,...		Focus Hi...	03/03/2022		Attendance profiles
View		ERP Fixed Asset Manager	Focus Hi...	03/03/2022		
View	Assessment & Accountability Admin, Focus Su...	System Administrator				

**6.** When all fields have been completed, press **Enter** to commit the line of data. When the line has been committed, it will turn yellow and a delete button (red minus sign) along with a View button will appear.

Garcia, Lizette 27392 Audit Trail  Include Inactive

**Save**

### Permissions

Export Filter: OFF Page Size: 20 Mass Update

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
View	Attendance District level, Attendance Manager,...		Focus Hi...	03/03/2022		Attendance profil
View		ERP Fixed Asset Manager	Focus Hi...	03/03/2022		
View	Assessment & Accountability Admin, Focus Su...	System Administrator				

Pressing Enter does not save the data. To save the committed line, click the **Save** button at the top of the screen.

7. Click **Save**.

Audit Trail  Include Inactive

**Save**

### Permissions

Export Filter: OFF Page Size: 20 Mass Update

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
View	Attendance District level, Attendanc...		Focu...	03/03/2022		Attendance pi
View		ERP Fixed Asset Manager	Focu...	03/03/2022		
View	Assessment & Accountability Admin,...	System Administrator				

a. Once saved, the line turns blue.

**Permissions**

Export Filter: OFF Page Size: 20 Mass Update

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
	<input type="text"/>	<input type="text"/>	Focu...	03/03/2022		
View	Attendance District level, Attendanc...	<input type="text"/>	Focu...	03/03/2022		Attendance pi
View	<input type="text"/>	ERP Fixed Asset Manager	Focu...	03/03/2022		
View	Assessment & Accountability Admin,...	System Administrator				

8. To view one specific permissions record, click **View**.

**Permissions**

Export Filter: OFF Page Size: 20

	SIS Profiles	ERP Profiles	Schools
	<input type="text"/>	<input type="text"/>	Focu...
<b>View</b>	Attendance District level, Attendanc...	<input type="text"/>	Focu...
View	<input type="text"/>	ERP Fixed Asset Manager	Focu...
View	Assessment & Accountability Admin,...	System Administrator	

a. Once selected, click **Return to Permissions** to navigate back to the original Permissions tab.

**Audit Trail**  Include Inactive

Save [Print] [Back] [Forward] [Refresh]

**Permissions** Return to Permissions

SIS Profiles: Attendance District level, Attendance Manager, Attendance Secretary

ERP Profiles: [Dropdown]

Schools: Focus High School - 0041

Start Date: 03/03/2022

End Date: [Empty]

**Comment**

Attendance profiles

**!** You may also have access to delete a permissions record via the delete button (red minus sign); however, doing so is not recommended. Instead, you should utilize the End Date field as a way to end the permission originally given. If a permissions record is deleted, it could interfere with audit trails and approval flow permissions, as well as various other fields.

**💡** Click **Mass Update** to update all the fields in the selected column.

**Abreg** 3105 Audit Trail  Include Inactive

Save [Print] [Back] [Forward] [Refresh]

**Mass Update**

Column: End Date Value: 02/10/2021 [Update]

**Permissions** Mass Update

Export [Filter: OFF] Page Size: 20

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
	[Dropdown]	[Dropdown]	Focu...	02/10/2021		
View	ERP-MCSD Employee	[Dropdown]	1111 ...	12/26/2017	02/10/2021	
View	Teacher	[Dropdown]	Focu...	07/01/2015	02/10/2021	

# Teachers Tab

Utilize the Teachers tab by including the user's certifications, Homeroom Number, and more. The fields shown on this tab are important to complete as they tie into other fields in the software for reporting purposes, etc.

The screenshot shows the 'Teachers' tab for user ABBOTT, DONNA B (Local ID: 10012400). The interface includes a sidebar with navigation options like 'Charter/Contracted Em...', 'General', 'ITS', 'Permissions', and 'Teachers'. The main content area is divided into sections: 'General Knowledge Test' with dropdowns for Math, Language, and Reading; 'Certification' with a table; and 'Previously Out-of-Field?'. The 'Certification' table has columns for Certificate Number, Type, Certificate Level, Subject Area, Level, Scope, Subj Area Exam, Issue Date, and Expiration Date. One row is visible with the following data:

	Certificate Number	Type	Certificate Level	Subject Area	Level	Scope	Subj Area Exam	Issue Date	Expiration Date
	909817616	IP...	[07] Vocational	049 SCIENCE	[71 ...	[L1 ...		03/16/2022	08/23/2024

**i** Note that only the following fields are built into the software; the rest of the fields shown were customized by the district: Certification and Homeroom Number.

**1.** To add a Certification for the user, enter the **Certification Number**; select the **Type**, **Certificate Level**, **Subject Area**, **Level**, and **Scope** from the select pull-downs. Enter the **Issue Date** and the **Expiration Date**.

Teachers

Previously Out-of-Field?

Certification

Export Filter: OFF

	Certificate Number	Type	Certificate Level	Subject Area	Level	Scope	Subj Area Exam	Issue Date	Expiration Date
	123456789	[N...]	[01] Bachelor	049 SCIENCE	[6] ...	[L] ...			
	909817616	[P...]	[07] Vocational	049 SCIENCE	[7] ...	Filter			23/2024

Subject Area Points Summary

No Records Found

Professional Development

Export Filter: OFF

	District	Component	Activity	Start	End	Subject Area	Purpose	Certification Points	Non-Certification Points	Banked Year	Bank Used	Edit
	57	2512007 Instructional Methodology/Fac Development	2512007::AAND: Instructional Methodology/Fac Development: School Improvement - School Level (007)				C FL Educators Cert Renewal	5			No	Edit

- a. Level:** The teacher’s certified Level. For levels 0-9 and A, B, C, D, H & K, all Grade Levels of the students scheduled into the teacher’s class must match the Level indicated in order for the Teacher to be In-Field for that Section.
- b. Subject:** The FLDOE defined Core Academic Subject or Endorsement Codes.
- c. Type:** The FLDOE defined certification Type.
- d. Issue Date:** The certification was awarded on this date. There needs to be a date populated in this Field in order for the logic to work as expected.
- e. Expiration Date:** Date the certification was expired. The expiration date is taken into account when computing the Teacher’s I/o & HQ Licensure Status with Focus’ automated feature.
- f. The Scope field is used to indicate the Type of Certification, Licensure, or Qualification Status applicable to the teacher’s position in the class being reported. The Scope field, if populated on a Teacher’s Cert, can drastically change the automation output for **Data Element 108150 for Certification / Licensure / Qualification Status**.**

## The Scope Explained

IF SCOPE IS	& TCHR MISSING CERT Element 108150 will be	& TCHR HAS CERT Element 108150 will be
[A] Adjunct	[O] Out-of-Field Board	[A] Instructional Staff

<b>IF SCOPE IS</b>	<b>&amp; TCHR MISSING CERT Element 108150 will be</b>	<b>&amp; TCHR HAS CERT Element 108150 will be</b>
	Approved	Member holding an Adjunct Teaching Certificate
[E] Exam	[O] Out-of-Field Board Approved	[S] Certificated Instructional Staff member Teaching In-Field – Teacher Demonstrated Subject Area Expertise
[G] Grandfathered	[O] Out-of-Field Board Approved	[H] Certificated Instructional Staff in Core Subject Qualified for HOUSSE
[H] HOUSSE	[O] Out-of-Field Board Approved	[H] Certificated Instructional Staff in Core Subject Qualified for HOUSSE
[S] Substitute w/ RG Cert	[B] Substitute	[I] Instructional Staff Member Certified/ Licensed in the Field being Taught
[O] Board Approved	[O] Out-of-Field Board Approved	[O] Out-of-Field Board Approved
[P] Pending	[O] Out-of-Field Board Approved	[I] Instructional Staff Member Certified/ Licensed in the Field being Taught
[L] State License	[O] Out-of-Field Board Approved	[I] Instructional Staff Member Certified/ Licensed in the Field being Taught
[V] Virtual Teacher	[I] Instructional Staff Member Certified/ Licensed in the Field being Taught	[I] Instructional Staff Member Certified/ Licensed in the Field being Taught
[Z] Substitute 6077	[B] Substitute	[B] Substitute
[N]	[O] Out-of-Field Board Approved	[N] Non-Certified Instructional Staff Member possessing expert skill or knowledge of particular subject or talent appointed by the School Board
[X]	[O] Out-of-Field Board	[V] Prekindergarten

<b>IF SCOPE IS</b>	<b>&amp; TCHR MISSING CERT Element 108150 will be</b>	<b>&amp; TCHR HAS CERT Element 108150 will be</b>
	Approved	instructor qualified to teach Voluntary Prekindergarten Classes
<b>IF SCOPE IS</b>	<b>&amp; TCHR MISSING CERT Element 131037 will be</b>	<b>&amp; TCHR HAS CERT Element 131037 will be</b>
[A], [E], [G], [H], [O], [P], [L] or [N]	Course Level Based: [Z] Course not HQ Core (if Course Catalog is Null/ No) [C] Elementary Not Certified [D] Middle/ High School Not Certified [G] Other	Course Level Based: [Y] Highly Qualified (If Course Catalog is Yes) [Z] Course not HQ Core (If Course Catalog is Null/No) [G] Other
[S], [V] or [Z]	[G] Other	Course Level Based: [Y] Highly Qualified (If Course Catalog is Yes) [Z] Course not HQ Core (If Course Catalog is Null/No) [G] Other
[X]	[Z] Course not HQ Core	Course Level Based: [Y] Highly Qualified (If Course Catalog is Yes) [Z] Course not HQ Core (If Course Catalog is Null/No) [G] Other

2. If adding a new certification, use the top blank row to begin making selections.

**Certification**

Export Filter: OFF

	Certificate Number	Type	Certificate Level	Subject Area	Level	Scope	Subj Area Exam	Issue Date	Expiration Date
	<input type="text" value="123456789"/>	[N...]	[01] Bachelor	049 SCIENCE	[6] ...	[L] ...			
	909817616	[P...]	[07] Vocational	049 SCIENCE	[7] ...	[L] ...		03/16/2022	08/23/2024

3. When finished, press **Enter** to commit the line. The line of data will turn yellow and the delete button will display (red minus sign) when committed. Note: Pressing Enter does not save the data.

ABBOTT, 12494 (Local ID: 10012400) Audit Trail

ABBOTT, (12494)  Include Inactive

**Save** [Print] [Back] [Forward] [Refresh]

Filter fields...  
 Charter/Contracted Em...  
 General  
 ITS  
 Permissions  
 Teachers

### Teachers

**Certification**

Export [Filter: OFF]

	Certificate Number	Type	Certificate Level	Subject Area	Level	Scope	Subj Area Exam	Issue Date	Expiration Date
	123456789	[IN...]	[011 Bachelor]	049 SCIENCE	[f61 ...]	[IL] ...		03/16/2022	
	909817616	[IP...]	[071 Vocational]	049 SCIENCE	[f71 ...]	[IL] ...		03/16/2022	07/21/2022

4. Click **Save** to save the data. The line will turn blue once saved.

**Certification**

Export [Filter: OFF]

	Certificate Number	Type	Certificate Level	Subject Area	Level	Scope	Subj Area Exam	Issue Date	Expiration Date
	123456789	[IN...]	[011 Bachelor]	049 SCIENCE	[f61 ...]	[IL] ...		03/16/2022	
	909817616	[IP...]	[071 Vocational]	049 SCIENCE	[f71 ...]	[IL] ...		03/16/2022	07/21/2022

## Teacher Schedule Tab

**i** The Teacher Schedule tab only displays for Teacher profiles or users tagged to a course.

**💡** If viewing an inactive teacher's information, select the user from the User List. When you open their User Info screen you will notice the Teacher Schedule does not appear because the teacher is inactive. To review the Teacher Schedule tab, select the user's active year from the year pull-down in the header.

Writers02 User Info ☆ Lizette Garcia Focus High School - 0041 2019-2020 Summer Session 2 SIS ERP Samson

Samson, 3071 Audit Trail

Filter fields... Certifications Charter/Contracted Em... Employee Summary General Permissions Teacher Schedule

Teacher Schedule Weekly Planner Marking Period: 2019 - Focus High School - 0041 - Full Year

Classes this teacher is teaching

Course	Course Number	Section	School	Period	Meeting Days	Room	Marking Period	Seats
LEAD TECNQS	2400310	008	Focus High School - 0041	Period 3	MTWHF	4 215	Full Year	10
PEER COUN 3	1400320	008	Focus High School - 0041	Period 3	MTWHF	4 215	Full Year	25
PEER COUN 3	1400320	007	Focus High School - 0041	Period 4	MTWHF	4 215	Full Year	25
PEER COUN 3	1400320	006	Focus High School - 0041	Period 6	MTWHF	4 215	Full Year	25
PEER COUN 1	1400300	008	Focus High School - 0041	Period 3	MTWHF	4 215	Full Year	8
PEER COUN 1	1400300	007	Focus High School - 0041	Period 4	MTWHF	4 215	Full Year	8
PEER COUN 1	1400300	006	Focus High School - 0041	Period 6	MTWHF	4 215	Full Year	8
LEAD TECNQS	2400310	007	Focus High School - 0041	Period 4	MTWHF	4 215	Full Year	10
LEAD TECNQS	2400310	006	Focus High School - 0041	Period 6	MTWHF	4 215	Full Year	10
LEAD SKLS DEV	2400300	008	Focus High School - 0041	Period 4	MTWHF	4 215	Full Year	20
LEAD SKLS DEV	2400300	007	Focus High School - 0041	Period 3	MTWHF	4 215	Full Year	20

Although none of the information displayed here can be edited, it is a great tool for gaining teacher profile information as all classes are listed, which includes **Classes this teacher is teaching**, **Classes this teacher is co-teaching**, and **Inclusion Classes**.

Roxy, Frida Lizette 3014 Audit Trail User Files

Filter fields... Certifications Charter/Contracted Em... Communications Log Employee Summary General Permissions Teacher Schedule

Teacher Schedule Weekly Planner Marking Period: 2022 - Focus High School - 0041 - Full Year

Classes this teacher is teaching

Course	Course Number	Section	School	Period	Meeting Days	Room	Marking Period	Seats
ENG 3	1001370	004	Focus High School - 0041	Period 2	MTWHF	5 109	Full Year	25
MUSIC THEATRE 2	0400710	001	Focus High School - 0041	Period 3	MTWHF	5 109	Full Year	25
MUSIC THEATRE 1	0400700	001	Focus High School - 0041	Period 3	MTWHF	5 109	Full Year	25
THEATRE 4 HON	0400340	001	Focus High School - 0041	Period 3	MTWHF	5 109	Full Year	25
THEATRE 2	0400320	001	Focus High School - 0041	Period 3	MTWHF	5 109	Full Year	25
THEATRE 3 HON	0400330	001	Focus High School - 0041	Period 3	MTWHF	5 109	Full Year	25
THEATRE 1	0400310	001	Focus High School - 0041	Period 3	MTWHF	5 109	Full Year	25

Classes this teacher is co-teaching

Course	Course Number	Section	School	Period	Meeting Days	Room	Marking Period	Seats	Report to DOE
Access English 3	7910130	001	Focus High School - 0041	Period 2	MTWHF	4 106	Full Year	25	No

Inclusion Classes

Course	Course Number	Section	School	Period	Meeting Days	Room	Marking Period	Seats
BAND 1	1302300	001	Focus High School - 0041	Period 7	MTWHF	5 108	Full Year	25

1. To view the teacher's classes in a planner format, click the **Weekly Planner** slider.


Audit Trail
User Files

 Include Inactive  
Roxy, Frida (3014)
Save
↩
➡

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Filter fields...
**Teacher Schedule**  Weekly Planner
Marking Period: 2022 - Focus High School - 0041 - Full Year

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00am - 9:00am		ENG 3 Room: 5 109					
9:00am - 10:00am		THEATRE 1 Room: 5 109					
10:00am - 11:00am							
11:00am - 12:00pm		ENG 3 Room: 5 109 Period: Period 5 11:11am - 12:35pm	ENG 3 Room: 5 109 Period: Period 5 11:11am - 12:35pm	ENG 3 Room: 5 109 Period: Period 5 11:11am - 12:35pm	ENG 3 Room: 5 109 Period: Period 5 11:11am - 12:35pm	ENG 3 Room: 5 109 Period: Period 5 11:11am - 12:35pm	
12:00pm - 1:00pm							
1:00pm - 2:00pm		ENG 3 Room: 5 109 Period: Period 7					

**i** The Weekly Planner will not display correctly unless start and end times are defined in [Periods setup](#).

2. You can click any of the courses shown via the Weekly Planner to open a new tab/window (depending on your browser settings) of the Courses & Sections screen for that specific course.

**Teacher Schedule**
 Weekly Planner
Marking Period: 2022 - Focus High School - 0041 - Full Year

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00am - 9:00am		ENG 3 Room: 5 109	ENG 3 Room: 5 109	ENG 3 Room: 5 109	ENG 3 Room: 5 109	ENG 3 Room: 5 109	
9:00am - 10:00am		THEATRE 1 Room: 5 109 Period: Period 3 9:25am - 10:15am	THEATRE 1 Room: 5 109				
10:00am - 11:00am							
11:00am - 12:00pm		ENG 3 Room: 5 109 Period: Period 5 11:11am - 12:35pm	ENG 3 Room: 5 109 Period: Period 5 11:11am - 12:35pm	ENG 3 Room: 5 109 Period: Period 5 11:11am - 12:35pm	ENG 3 Room: 5 109 Period: Period 5 11:11am - 12:35pm	ENG 3 Room: 5 109 Period: Period 5 11:11am - 12:35pm	
12:00pm - 1:00pm							

**Focus Writers02 Courses & Sections** Lizette Garcia Focus High School - 0041 SIS Fridda Roxy  
2022-2023 1st 9 Weeks ERP

**THEATRE 1 0400310: Period 3 - 001 - Fridda Lizette Roxy** List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Roxy, Fridda Lizette (3014) 5 109 Room Display Room Optional Period 3 Meeting Days MTWHF Full Year Marking Period 25 Seats IEP Seats ESOL/ELL Seats 001 Short Name Semesters Course History Term

Takes Attendance N/A Store Category Store Internal Section for Sale Graded Affects GPA None Gender Active Restriction Grade Level(s) blank for all gradelevels Unweighted Grading Scale Standards Grading Scale Default Grading Posting Scheme Standard District Calendar None Choose Parent Section

Co-Teachers History Florida Vocational/WDIS Inclusion Subs

14 Subjects	22 Courses	1 Section
Subject	Course	Section
Dual Enrollment	2-D STUDIO ART 1	0101300
Electives	2-D STUDIO ART 2	0101310
English	2-D STUDIO ART 3 HON	0101320
Exceptional Student	3-D STUDIO ART 1	0101330
Math	3-D STUDIO ART 2	0101340
No Credit	3-D STUDIO ART 3 HON	0101350
Performing Fine Arts	AP 2-D ART & DESIGN	0109350
Physical Education	AP 3-D ART & DESIGN	0109360
Practical Arts	AP DRAWING	0104300

3. If more than one marking period apply to the teacher, i.e., if the teacher is scheduled to teach classes in several different marking periods, you can select a different one from the **Marking Period** pull-down.

**Roxy, Fridda Lizette** 3014 Audit Trail User Files Include Inactive  
Roxy, Fridda (3014) Save

Filter fields... Certifications Charter/Contracted Em... Communications Log Employee Summary General Permissions Teacher Schedule

**Teacher Schedule** Weekly Planner Marking Period: 2022 - Focus High School - 0041 - Full Year

**Classes this teacher is teaching** Export Filter: OFF

	Course	Course Number	Section	School	Period	Meeting Days	Room	Marking Period	Seats
	MUSIC THEATRE 3	0400720	001	Focus High School - 0041	Period 3	MTWHF	5 109	Full Year	25
	CHORUS 1	1303300	001	Focus High School - 0041	Period 3	MTWHF	5 109	Full Year	25
	ENG 3	1001370	003	Focus High School - 0041	Period 7	MTWHF	5 109	Full Year	25
	ENG 3	1001370	001	Focus High School - 0041	Period 5	MTWHF	5 109	Full Year	25
	ENG 3	1001370	004	Focus High School - 0041	Period 2	MTWHF	5 109	Full Year	25
	MUSIC THEATRE 2	0400710	001	Focus High School - 0041	Period 3	MTWHF	5 109	Full Year	25
	MUSIC THEATRE 1	0400700	001	Focus High School - 0041	Period 3	MTWHF	5 109	Full Year	25
	THEATRE 4 HON	0400340	001	Focus High School - 0041	Period 3	MTWHF	5 109	Full Year	25
	THEATRE 2	0400320	001	Focus High School - 0041	Period 3	MTWHF	5 109	Full Year	25
	THEATRE 3 HON	0400330	001	Focus High School - 0041	Period 3	MTWHF	5 109	Full Year	25
	THEATRE 1	0400310	001	Focus High School - 0041	Period 3	MTWHF	5 109	Full Year	25

4. If the teacher has been scheduled to teacher specific classes, as shown in the first section: **Classes this teacher is teaching**, you can click the **Course** link(s) to open the course.

**Teacher Schedule**  Weekly Planner Marking Period: 2022 - Focus High School - 0041 - Full Year

**Classes this teacher is teaching**

Export Filter: OFF

	Course	Course Number	Section	School	Period	Meeting Days	Room	Marking Period	Seats
	MUSIC THEATRE 3	0400720	001	Focus High School - 0041	Period 3	MTWHF	5 109	Full Year	25
	CHORUS 1	1303300	001	Focus High School - 0041	Period 3	MTWHF	5 109	Full Year	25
	ENG 3	1001370	003	Focus High School - 0041	Period 7	MTWHF	5 109	Full Year	25
	ENG 3	1001370	001	Focus High School - 0041	Period 5	MTWHF	5 109	Full Year	25
	ENG 3	1001370	004	Focus High School - 0041	Period 2	MTWHF	5 109	Full Year	25
	MUSIC THEATRE 2	0400710	001	Focus High School - 0041	Period 3	MTWHF	5 109	Full Year	25
	MUSIC THEATRE 1	0400700	001	Focus High School - 0041	Period 3	MTWHF	5 109	Full Year	25
	THEATRE 4 HON	0400340	001	Focus High School - 0041	Period 3	MTWHF	5 109	Full Year	25

a. Clicking the Course link will open a new tab/window (depending on your browser settings) of the [Courses & Sections](#) screen for the specific course.

**Focus Writers02 Courses & Sections** Lizette Garcia Focus High School - 0041 SIS Fridda Roxy  
2022-2023 1st 9 Weeks ERP

**ENG 3 1001370: Period 2 - 004 - Fridda Lizette Roxy** List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Teacher: Roxy, Fridda Lizette (3014) Room: 5 109

Period: 2 Meeting Days: MTWHF Full Year Marking Period: Full Year Seats: 25 IEP Seats: - ESOL/ELL Seats: 004 Short Name: Semesters Course History Term

Takes Attendance: N/A Store Category: N/A Store Internal Section for Sale: Graded

Affects GPA: Active Gender Restriction: None Grade Level(s): blank for all gradelevels Team: -

Unweighted Grading Scale: Standards Grading Scale Default Grading Posting Scheme: Standard District Calendar None Choose Parent Section

Co-Teachers History Florida Vocational/WDIS Inclusion Subs

14 Subjects	13 Courses	5 Sections
Subject	Course	Section
Dual Enrollment	AP ENG COMPO	1001420 Period 1 - 002 - Rachel Stevens
Electives	AP ENG LIT COMPO	1001430 Period 2 - 004 - Fridda Lizette Roxy
English	ENG 1	1001310 Period 3 - 005 - Fermina G Dominguez
Exceptional Student	ENG 1 THROUGH ESOL	1002300 Period 5 - 001 - Fridda Lizette Roxy
Math	ENG 2	1001340 Period 7 - 003 - Fridda Lizette Roxy
No Credit	ENG 2 THROUGH ESOL	1002310 +
Performing Fine Arts	ENG 3	1001370
Physical Education	ENG 3 THROUGH ESOL	1002320
Practical Arts	ENG 4	1001400
Science	ENG 4 THROUGH ESOL	1002520

## Attached Students

If students have been linked to users via Student > [Student Info](#) > Addresses & Contacts > Linked Users, the students display on the Attached Students tab.

Once students have been linked to applicable users (usually parents), upon viewing the Attached Students tab, you will see the attached students' Student ID, Last Name, First Name, an Enabled indicator, Enrolled School, and Enrolled Gradelevel.

Click the **Student ID** link to open [Student Info](#) for the corresponding student.

## ERP Tabs

### Charter/Contracted Emp Info Tab

If your district is utilizing the **Charter/Contracted Emp Info** tab via ERP (Finance), the information will display here. Depending on permissions, you may also have the ability to edit the information displayed here. For more information specifically on this tab, see the article titled, [Charter/Contracted Emp Info](#).

### Communications Log Tab

Utilize the Communications Log by tracking meetings and other correspondents by logging them here. You can log the Date, the person who conducted the meeting/contact (Contact Made By), Notes about the meeting, and supporting Files that need to be attached.

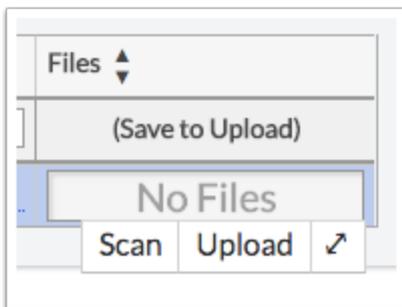
**Communications Log**

Communications Log

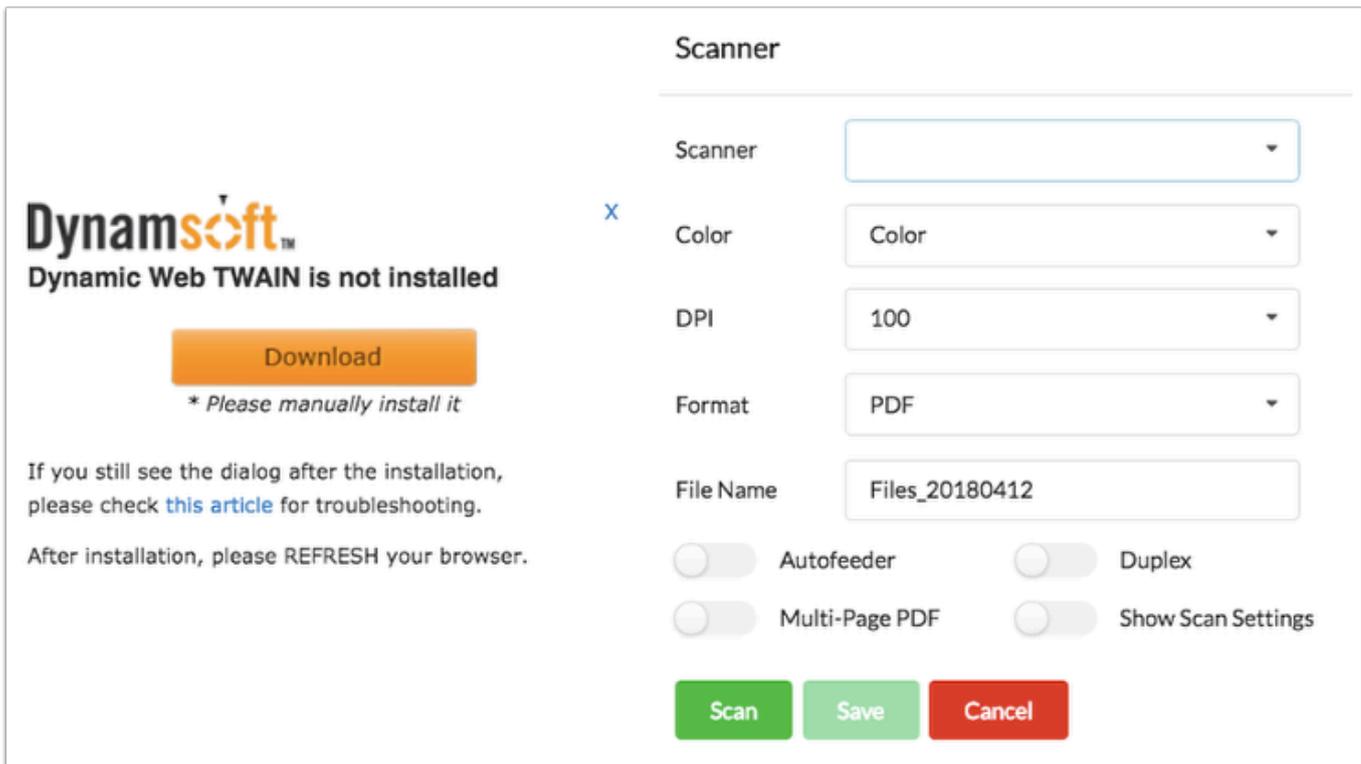
Export   Filter: OFF

	Date ▲	Contact Made By ▲	Notes From Official District Staff Communication ▲	Files ▲
	<input type="text"/>	<input type="text"/>	<input type="text"/>	(Save to Upload)
[-] [ ]	03/30/2020	winnj	Hi John,	No Files
[-] [ ]	06/12/2021	winnj	PEC completion BT1 w Mary Jo Fry	No Files
[-] [ ]	06/17/2022	winnj	Hello John,	No Files
[-] [ ]	09/03/2019	winnj	Hi John,	No Files
[-] [ ]	09/04/2020	winnj	To send letter with 16.17 contract regarding error to pay DOC	No Files
[-] [ ]	09/15/2020	winnj	Then the CAR-PD is for you.	No Files
[-] [ ]	09/18/2021	winnj	Dr. Dawkins,	No Files

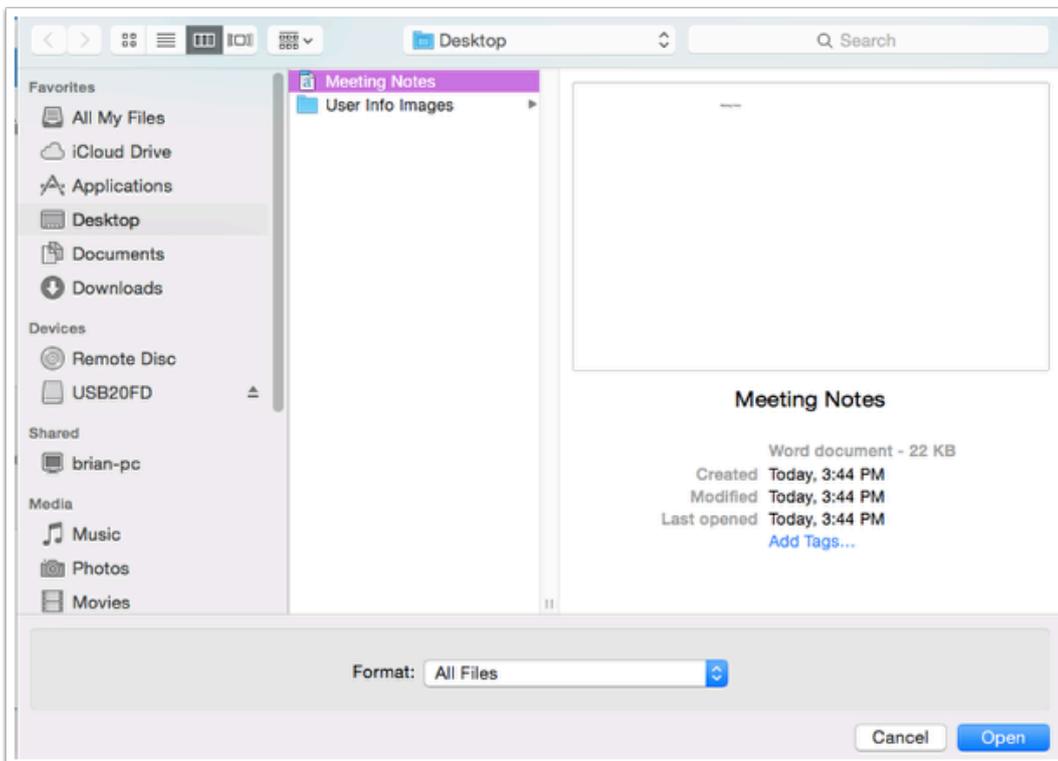
1. If you need to upload a file, hover over **No Files** to make the **Scan, Upload**, and the **expansion arrow** display.



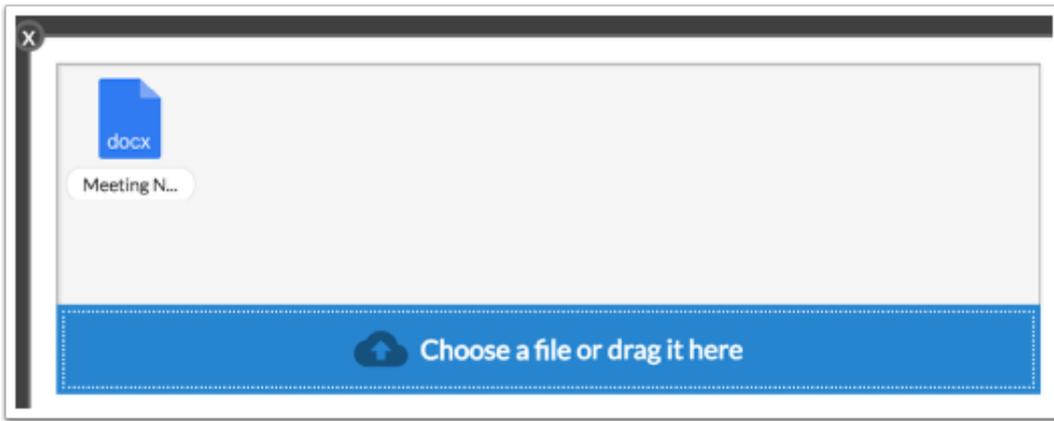
a. To scan a document, click the **Scan** button, which will open Dynamsoft for downloading. Once downloaded, you can begin scanning documents directly into Focus from your scanner.



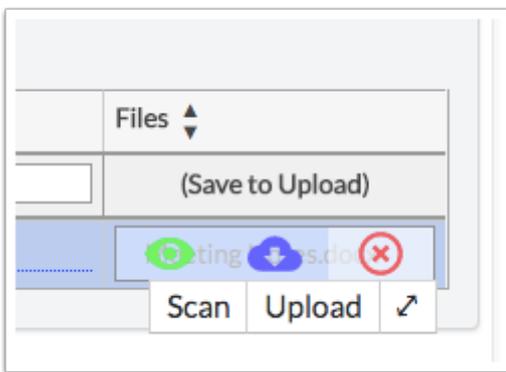
**b.** To upload a document, click the **Upload** button to browse your computer for files.



**c.** Click on the **expansion arrow** to drag and drop files directly into the pop-up box or click the **Choose a file or drag it here** button to browse and attach a file.



d. Once a file has been attached, you have the option to view the file, download the file, and delete the file, in that order. See the image for the icons.



2. To log a new entry, use the top blank row.

**Roxy, Fridda Lizette**

3014

Audit Trail
User Files

Include Inactive
 

Roxy, Fridda (3014)

Save
↶
↷
↻

Filter fields... ⌵

- Certifications
- Charter/Contracted Em...
- Communications Log
- Employee Summary
- General ●
- Permissions ●
- Teacher Schedule ●

### Communications Log

Export 
Filter: OFF

	Date	Contact Made By	Notes From Official District Staff Communication	Files
	08/18/2022	Lizette Garcia	Discuss Temp Leave in October	(Save to Upload)
<span style="color: red;">-</span>	04/16/2019	winnj	Needs Drama	No Files
<span style="color: red;">-</span>	05/13/2020	winnj	Drama K-12	No Files
<span style="color: red;">-</span>	06/14/2022	winnj	Hi Michele,	Meeting Notes.docx
<span style="color: red;">-</span>	08/23/2022	winnj	Exhibit A Supplemental Position: Freshman Class Sponsor	No Files

a. When all information has been entered, press **Enter** to add the line.

Roxy, Fridda Lizette 3014

Audit Trail User Files

Include Inactive  
Roxy, Fridda (3014)

Save

Filter fields...

Communications Log

Export Filter: OFF

	Date	Contact Made By	Notes From Official District Staff Communication	Files
				(Save to Upload)
	08/18/2022	Lizette Garcia	Discuss Temp Leave in October	(Save to Upload)
	04/16/2019	winnj	Needs Drama	No Files
	05/13/2020	winnj	Drama K-12	No Files
	06/14/2022	winnj	Hi Michele,	Meeting Notes.docx
	08/23/2022	winnj	Exhibit A Supplemental Position: Freshman Class Sponsor	No Files

b. When finished, click the **Save** button or none of the data will be saved.

Roxy, Fridda Lizette 3014

Audit Trail User Files

Include Inactive  
Roxy, Fridda (3014)

Save

Filter fields...

Communications Log

Export Filter: OFF

	Date	Contact Made By	Notes From Official District Staff Communication	Files
				(Save to Upload)
	08/18/2022	Lizette Garcia	Discuss Temp Leave in October	(Save to Upload)
	04/16/2019	winnj	Needs Drama	No Files
	05/13/2020	winnj	Drama K-12	No Files
	06/14/2022	winnj	Hi Michele,	Meeting Notes.docx
	08/23/2022	winnj	Exhibit A Supplemental Position: Freshman Class Sponsor	No Files

## ELL Tab

You can utilize the **ELL** tab to document ELL specifics that pertain to certifications, etc. for specific users, as shown in the image.

## ELL

Hours	20
Date	04/03/2015
Ling	<input checked="" type="checkbox"/>
Test	<input checked="" type="checkbox"/>
CCC	<input type="checkbox"/>
Methods	<input checked="" type="checkbox"/>
Curr	<input type="checkbox"/>

 The certification data entered here will be utilized by the district's HR department; however, it is important that certifications be entered on the [Teachers](#) tab.

## Employee Summary

Click the **Employee Summary** tab to review the user's employee information, such as Full Name, Contact Info, Active Positions, Salary, etc.

## Employee Summary

Employee Identification Number	00000075
Full Name	GARCIA, LIZETTE
W4 Information	Filing Married, 0.00 Allowances, + 0.00, (Exempt)
Home Address	5590 LAKES LANE, ST. PETE, FL 33710
Mail Address	5590 LAKES LANE, ST. PETE, FL 33710

### Contact Info

Export:  

Filters: OFF

Type ▲	Info ▲
Home Phone	727-672-0939
Mobile Phone	727-890-8788

## Employee Demographic Tab

Utilize the **Employee Demographic** tab to document employee specifics, such as Original Hire Date, Continuous Employment Date, Birthdate, Marital Status, etc.

Filter fields... ▼

- Address
- Certifications
- Charter/Contracted Emp I...
- Communications Log
- Contact
- Dependents
- Direct Deposit
- ELL
- Education
- Emergency Contacts
- Employee Demographic**
- Employee Summary
- Exigent Circumstances
- Fingerprints

### Employee Demographic

**Employment Dates:**

Original Hire Date	03/07/2012
Leave Accrual Date	
Continuous Employment Date	02/09/2021
Rehire Date	
Regular Service Separation Date	
Separation Reason	<input type="text"/>
Years of Experience	14

**Benefits:**

ACA Assessment Date	
ACA Offered	<input checked="" type="checkbox"/>
ACA Stability Date	
ACA Status	In Stability <input type="text"/>

## Personnel Evaluation

Utilize the **Personnel Evaluation** tab by including the user's evaluations, which include the Fiscal Year the evaluation took place, the Final Evaluation (Mid Year or Full Year), Evaluation Rating, etc.

The screenshot shows the 'Personnel Evaluation' tab interface. At the top, there is a title 'Personnel Evaluation' and a sub-section 'Personnel Evaluation' containing 'Export' and 'Filter: OFF' buttons. Below this is a table with the following columns: Fiscal Year, Final Evaluation, Evaluation Rating, Leadership, Practice, Responsibilities, Performance, and Measures. The first row of data is highlighted in yellow and contains the following values: 2021, Full Year, C - Highly Effe..., and empty fields for Leadership, Practice, Responsibilities, Performance, and Measures.

	Fiscal Year	Final Evaluation	Evaluation Rating	Leadership	Practice	Responsibilities	Performance	Measures
	2021	Full Year	C - Highly Effe...					

## State Reporting Tab

Utilize the **State Reporting** tab by including the user's Qualified Paraprofessional information, Performance Pay, and Reading Endorsement Competencies, etc. The fields shown on this tab are important to complete as they tie into other fields in the software for reporting purposes, etc.

The screenshot shows the 'State Reporting' tab interface. It contains a list of fields with corresponding dropdown menus. The fields and their values are: Qualified Paraprofessional (Has an associate's or higher degree), Mentor Supervising Educator, Multidistrict Employee, Assignment Identifier, Multidistrict Employee, District Number, Performance Pay (Yes), Principal Certification Program, Reading Endorsement Competency 1 (Y-Yes, the instructional staff member completed Competency), Reading Endorsement Competency 2, Reading Endorsement Competency 3, Reading Endorsement Competency 4, and Reading Endorsement Competency 5.

Qualified Paraprofessional	Has an associate's or higher degree
Mentor Supervising Educator	
Multidistrict Employee, Assignment Identifier	
Multidistrict Employee, District Number	
Performance Pay	Yes
Principal Certification Program	
Reading Endorsement Competency 1	Y-Yes, the instructional staff member completed Competency.
Reading Endorsement Competency 2	
Reading Endorsement Competency 3	
Reading Endorsement Competency 4	
Reading Endorsement Competency 5	

## W4 Information

**i** This tab will only display for districts utilizing the ERP system, as this information pulls from and ties directly into the Human Resources/Payroll module.

Utilize the **W4 Information** tab by including the user's W4 Status, Allowances, exemptions, etc. The fields shown on this tab are important to complete as they tie into other fields in the software.

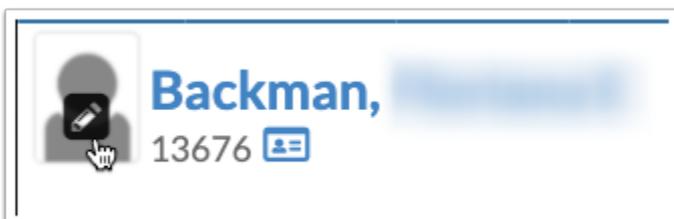
W4 Information	
W4 Status	Married
? Uses Multiple Jobs	
W4 Allowances Under 17	
W4 Allowances Other	
W4 Additional	
4a Other Income (per check)	
4b Deductions (per check)	
? Additional Federal Tax	
Electronic W2	<input checked="" type="checkbox"/>
? W4 Allowances	
W4 Exempt	<input type="checkbox"/>
IRS Lockout	
IRS Lock Start	
IRS Lock End	

IRS Lockout date range: When within the entered IRS Lockout date range, employees will not have access to enter W4 Information until after the IRS Lock End date.

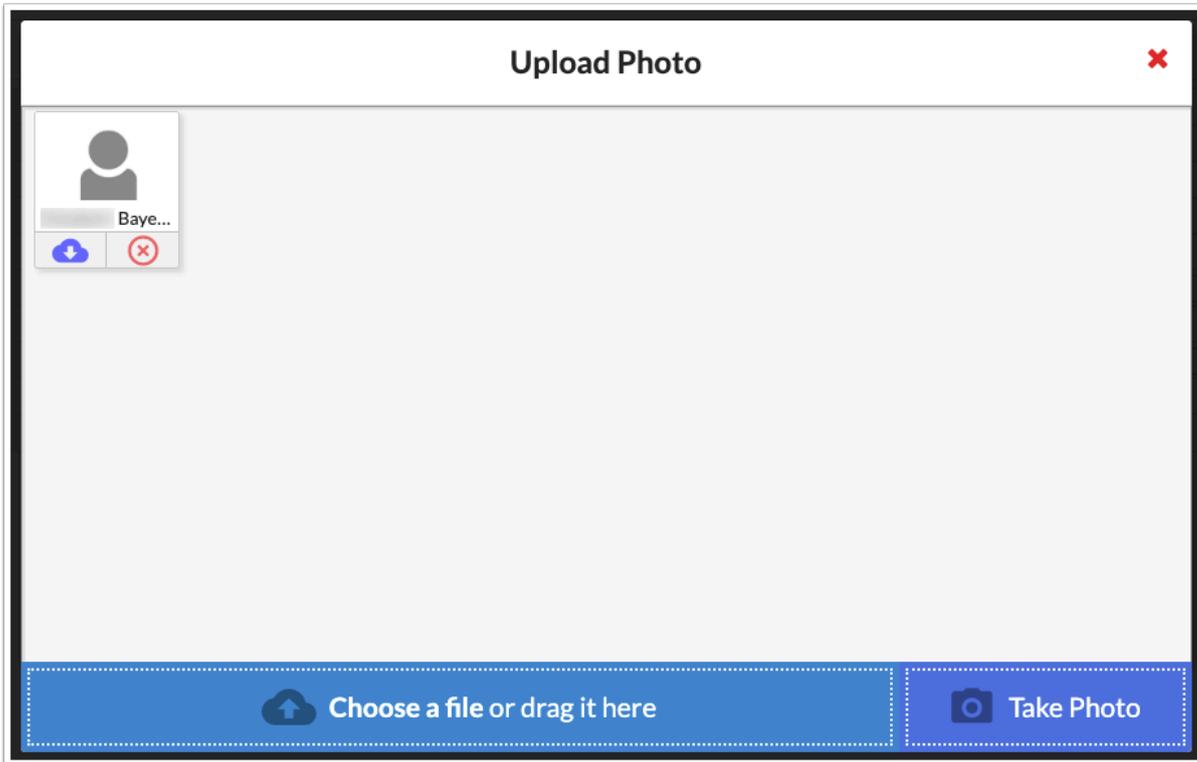
## Editing the User Photo

Users with the profile permission "Allow Editing User Photo" for User Info can edit the user's photo directly in the User Info screen.

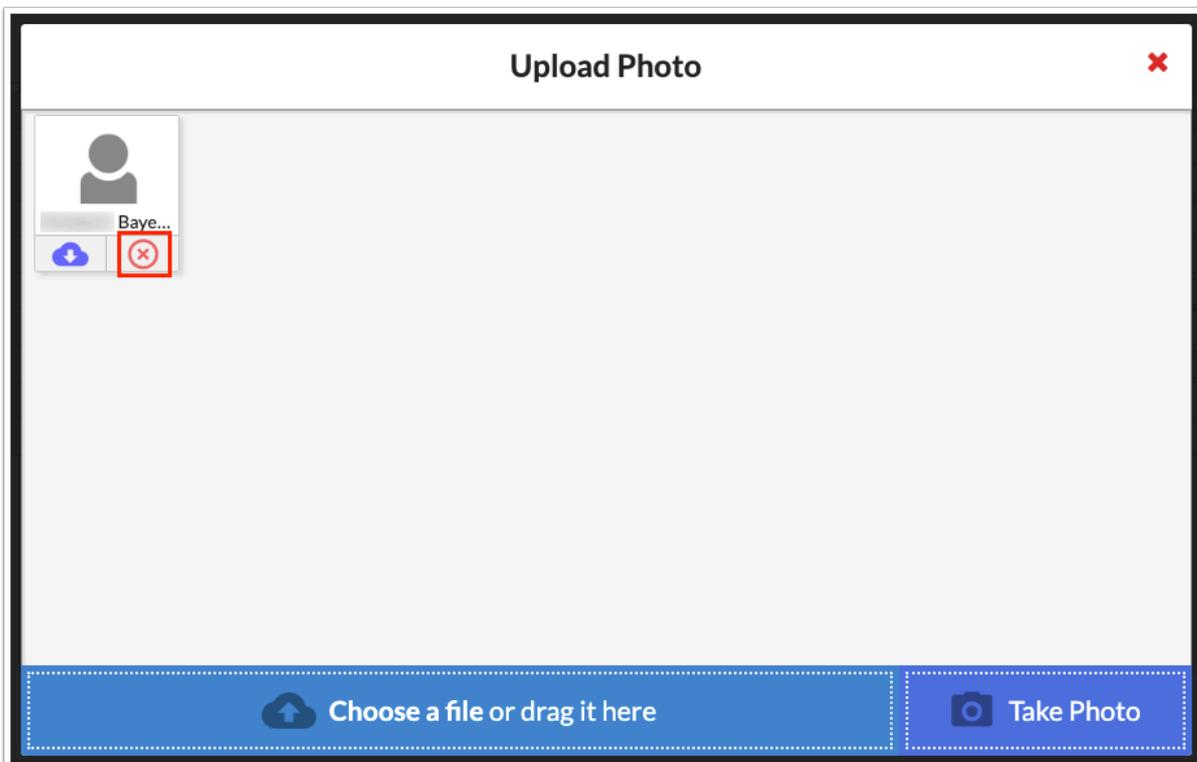
1. In the user's record, hover over the user's photo at the top-left corner of the screen.  
A pencil icon is displayed.
2. Click the pencil icon.



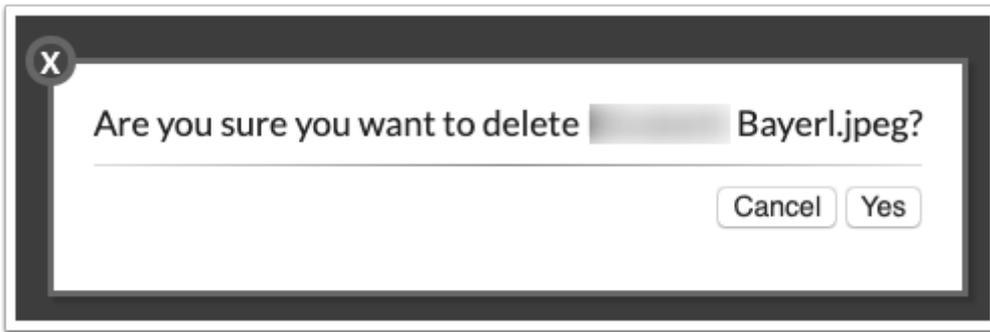
The user's existing photo is displayed in the pop-up window. The existing photo must be deleted before a new photo can be added.



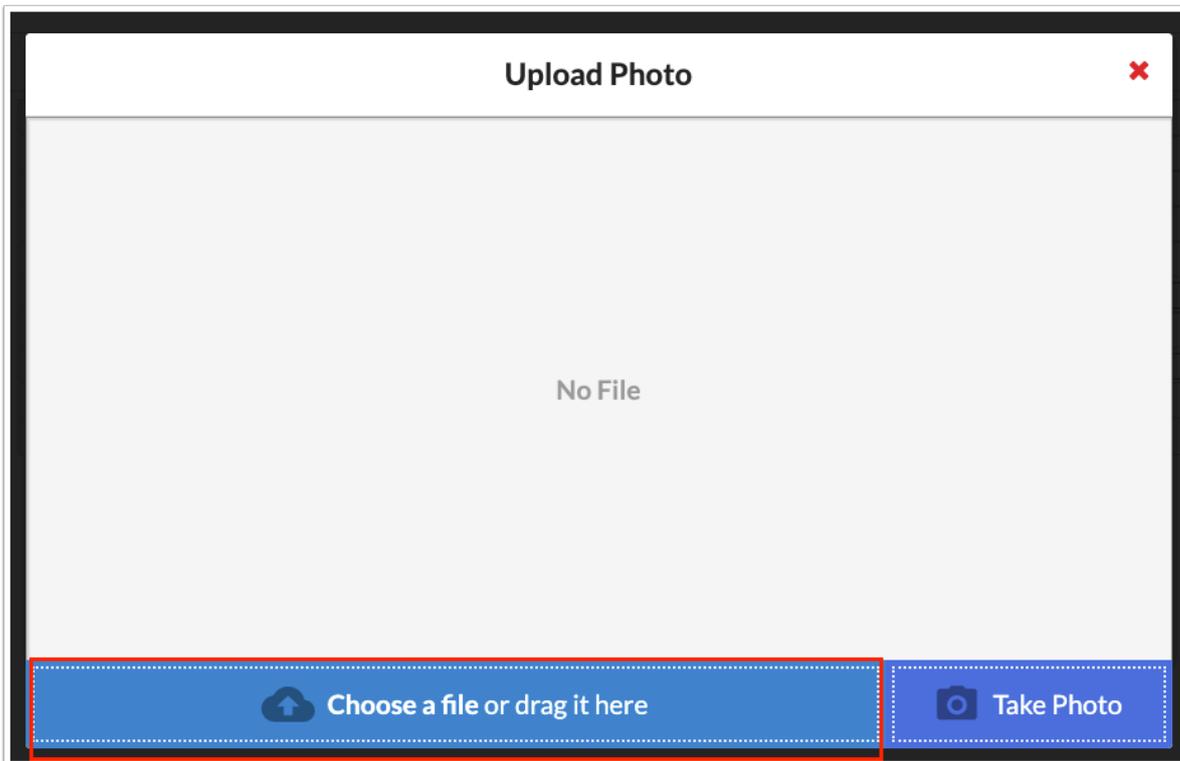
3. To delete the existing photo, click the red **X** beneath the photo.



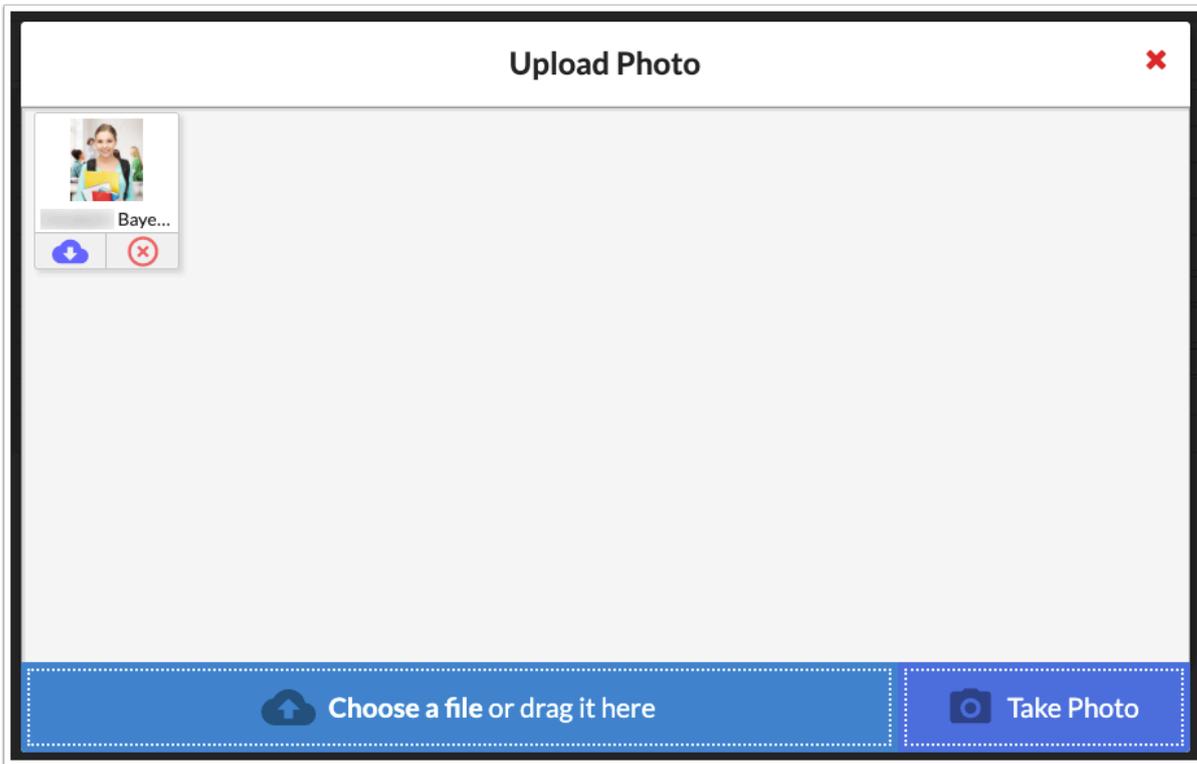
4. In the confirmation message, click **Yes**.



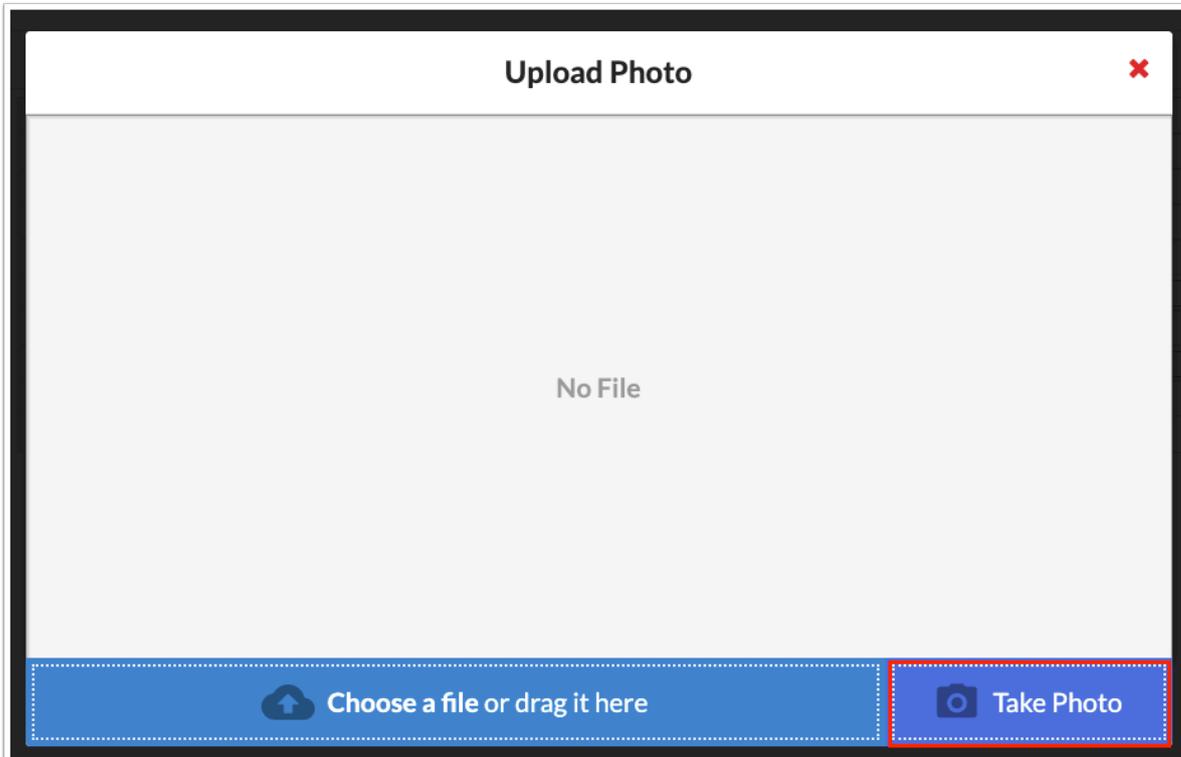
5. To upload a file from your computer, drag the file into the provided area or click **Choose a file** and select a file from your computer.



The new photo is displayed in the window.



6. To use your computer's camera to take a photo, click **Take Photo**.

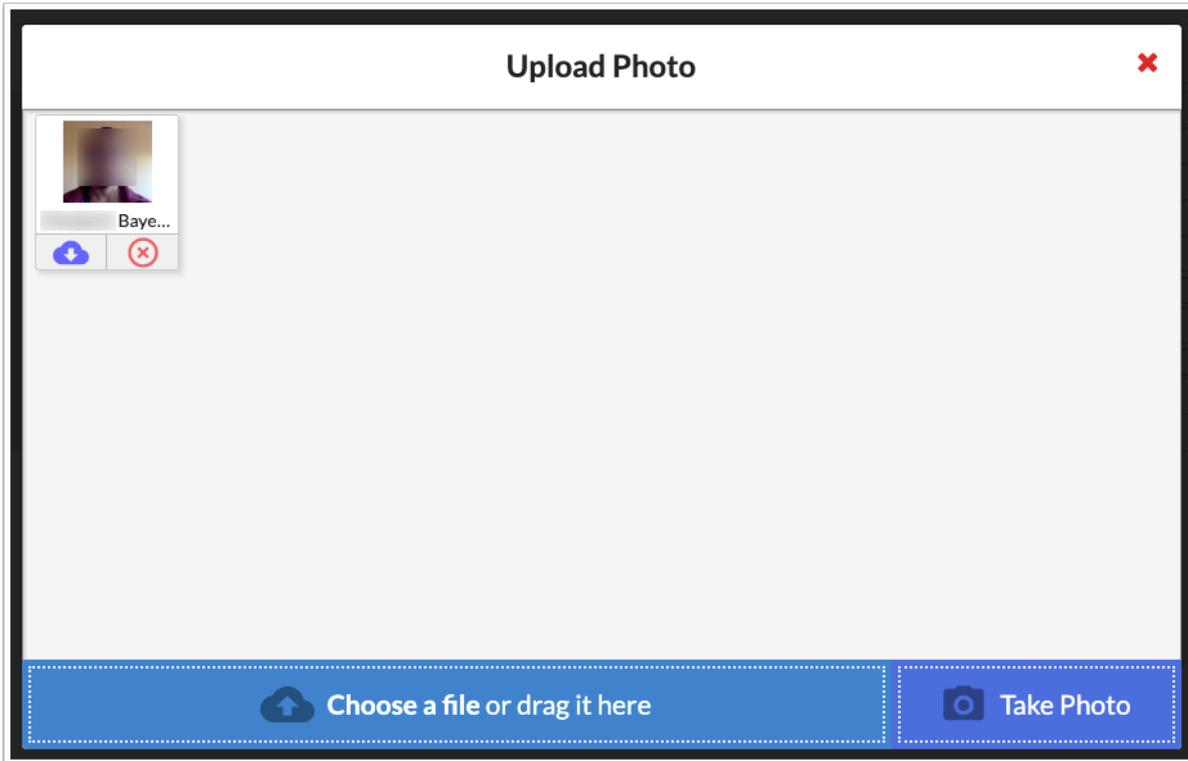


Your camera is activated.

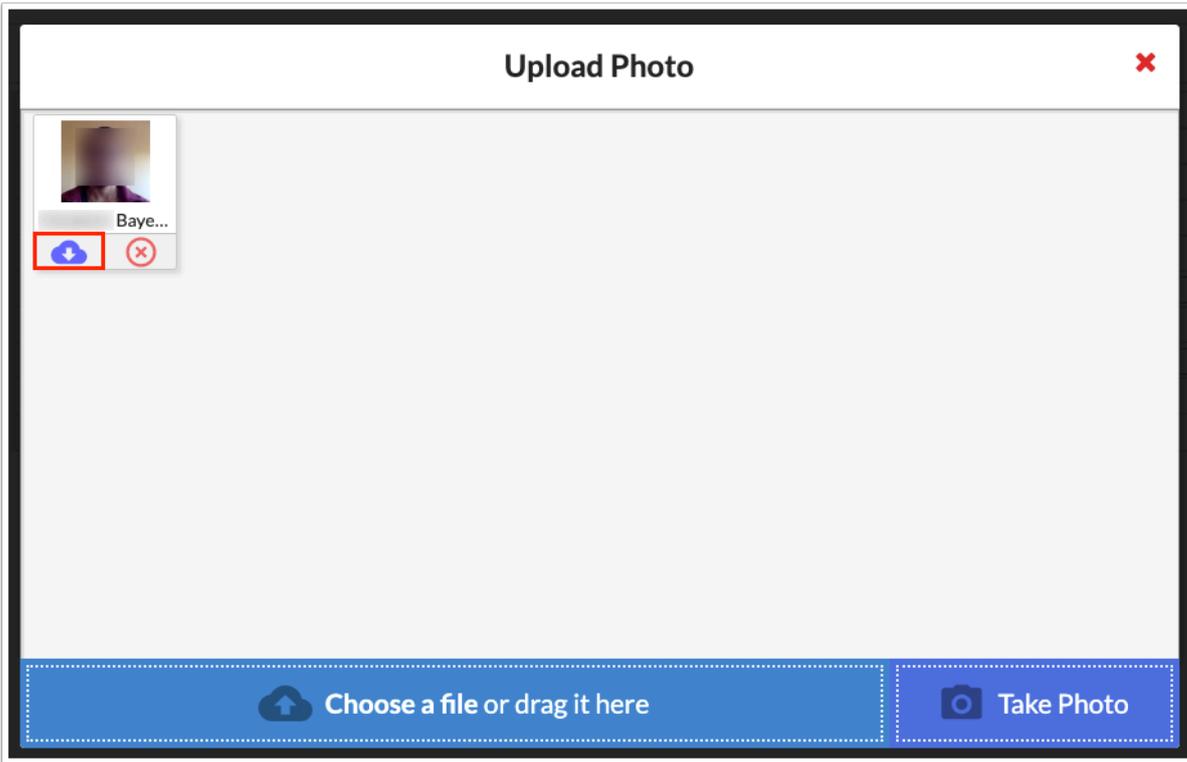
7. Click **Take Photo**.

8. Click and drag the blue photo borders to crop the photo. Click and drag the photo itself to readjust the photo within the borders.
9. Enter the **Height** and **Width** at the bottom-right of the screen to adjust the photo dimensions.
10. Click **Retake Photo** to retake the photo, or click **Upload** to upload the photo.

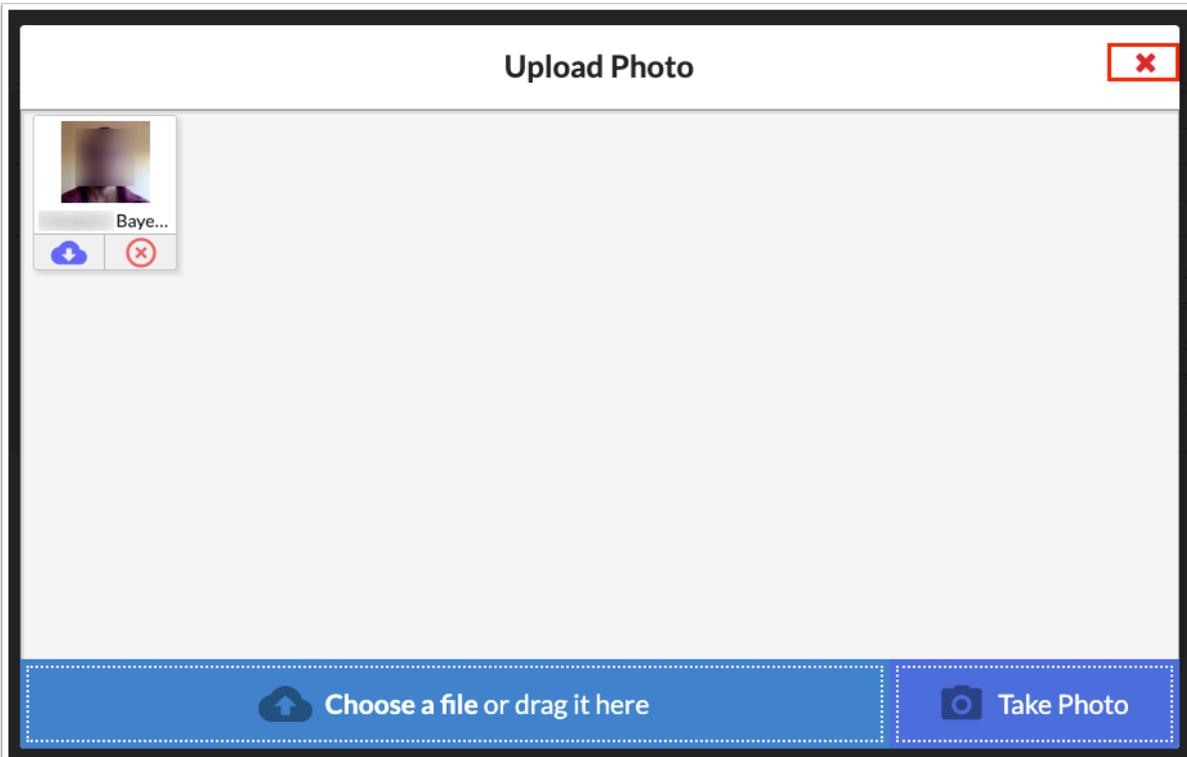
The new photo is displayed in the window.



11. To download a user photo to your computer, click the download icon beneath the photo.



12. Click the red X at the top-left corner of the window when finished.

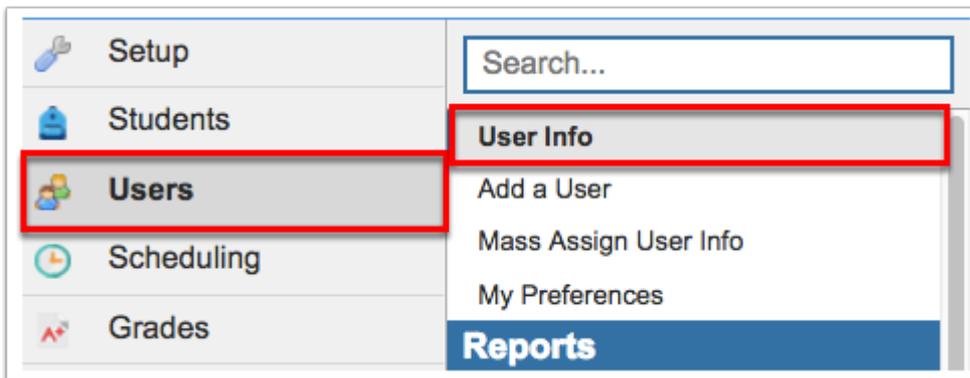


# Deleting a User

When the permission **Allow Deleting Users** is enabled via Users > [Profiles](#) > Users tab, a trash can icon displays on the corresponding screens, which allows you to delete users. Note: The trash can icon only displays when there is no data in the following tables:

- students\_join\_users: Parents logged via SIS > Students > [Student Info](#) > Addresses & Contacts tab > [Linked Users](#) section.
- course\_periods: Teacher logged via SIS > Scheduling > [Courses & Sections](#) > Subject > Course > Section.
- gl\_request: Users who submitted a form via ERP > Forms.
- gl\_ap\_request: Users who submitted a PO request via ERP > Purchasing/Accounts Payable > [Purchase/Request Orders](#) or [Internal Purchase Requests/Orders](#).
- user\_enrollment: SIS > Users > [User Info](#) > [Permissions](#) tab and/or ERP > Human Resources > Employee > [Permissions](#) tab.

1. In the **Users** menu, click **User Info**.



2. Conduct your user search. See [Navigating & Searching](#) for more information.



3. Click the **delete** button (trash can icon) to delete the user.

Focus HR Writers02 User Info Lizette Garcia Focus High School - 0041 2022-2023 4th 9 Weeks SIS ERP Liana Hungry

Hungry, Liana 27438 Audit Trail

Filter fields... Certifications Charter/Contracted Em... Employee Summary General Permissions

**General**

Last, First M	HUNGRY, LIANA
Last, Nickname	HUNGRY, LIANA
First Init	LIANA H
Pay Type	
Job Code	
* Job Classification Code	7 - Executive Leadership Team
Job Code & Title	
Contracted Salary Amount	
Previous Legal Name	
Gender	Female
E-mail Address	

Save [Delete Icon] Print Back Forward

Include Inactive

4. From the pop-up window, click **Yes** to delete the user.

Last, First M HUNGRY, LIANA

**Are you sure you want to delete this User?**

Yes Cancel

\* Job Classification Code 7 - Executive Leadership Team

The user is deleted and Focus navigates back to the Search Screen.

## Additional Features

Use the **Filter** text box located at the top of the pull-down for a quick search. Begin typing the name of the desired field.

Highest Degree Earned	Masters
Retirement Eligibility Date	Filter
State Retirement Sys Num	
ACA Assessment Date	Associates
ACA Offered	Bachelors
ACA Stability Date	Certificate
ACA Status	Child Development Associate (CDA) or CDA Equivalent
Gender	Doctorate
Ethnicity (Hispanic or Latino)	High School Diploma
	Masters
	Not Applicable
	Paraprofessional

Highest Degree Earned	Masters
Retirement Eligibility Date	cert
State Retirement Sys Num	Certificate
ACA Assessment Date	Masters
ACA Offered	Child Development Associate (CDA) or CDA Equivalent
ACA Stability Date	Bachelors
ACA Status	Doctorate
Gender	Specialist
Ethnicity (Hispanic or Latino)	Associates
	High School Diploma
	Not Applicable

Click the **Check all visible** and **Clear selected** links for quick selections. In the example shown, all Schools have been selected for the selected SIS and ERP Profiles.

**Permissions**

Export Filter: OFF Page Size: 20 Mass Update

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
View	ERP-MCSD Employee		Focus ...	08/18/2022		
View		ERP-Internal Account Sponsor	Filter			
View	Activities, Athletics		<input type="checkbox"/> 1111 - Employee Self Service			
View	Teacher		<input type="checkbox"/> Adult Education - 9103			
			<input type="checkbox"/> Applicants			
			<input type="checkbox"/> - 0391			
			<input type="checkbox"/> Family Empowerment Scholarship - 3900			
			<input type="checkbox"/> Community College - C908			
			<input type="checkbox"/> Florida Virtual HS - 0600			
			<input type="checkbox"/> Florida Virtual MS - 0500			
			<input type="checkbox"/> Focus Elementary School - 0311			
			<input checked="" type="checkbox"/> Focus High School - 0041			

Some of the tabs offer the Export section. To export data to an Excel spreadsheet, click on the **Excel** icon in the **Export** section.

**Communications Log**

Export Filter: OFF

	Date	Contact Made By	Notes From Official District Staff Communication	Files
				(Save to Upload)
	04/16/2019	winnj	Needs Drama	No Files
	05/13/2020	winnj	Drama K-12	No Files
	06/14/2022	winnj	Hi Michele,	Meeting Notes.docx
	08/23/2022	winnj	Exhibit A Supplemental Position: Freshman Clas	No Files
	08/18/2022	Lizette Garcia	Discuss Temp Leave in October	No Files

The export icon may differ depending on the screen; for example, the User List displays a floppy disk icon, which can be clicked to export data.

**FOCUS User Info**

Search Screen **User List**

199 Users 

User	Local ID	Staff ID	Profiles	Schools
------	----------	----------	----------	---------

To print data, click on the **Printer** icon in the **Export** section.

**Contact Info**

Export  Filter: OFF

Type	Info
Primary E-Mail	727-388-6000
Home Phone	727-388-6000
Mobile Phone	727-388-6000

Click Filters to further breakdown data.

**Teacher Schedule**  Weekly Planner

**Classes this teacher is teaching**

Export:  **Filters: OFF**

Course	Course Number	Section	School
ENG 1	1001310	004	High School - 0041
AVID 3	1700410	001	High School - 0041

- To add more than one filter to a column, click on the **green plus sign**.
- To delete an added filter, click on the **red minus sign**.
- Select the **gray arrow** for more filtering options.

Classes this teacher is teaching

Export: Filters: ON

Course	Course Number	Section	Period	Meeting Days	Room	Marking Period	Seats
ENG 1	1001310	004	041	Period 1	MTWHF	5 109	25

Classes this teacher is co-teaching

Export: Filters: OFF

Contains Not  
 Equals Not  
 Starts with Not  
 Ends with Not  
 Has value Not  
 Greater Not  
 Greater or equal Not  
 Less Not  
 Less or equal Not  
 Between Not

For more information see [Filters](#).

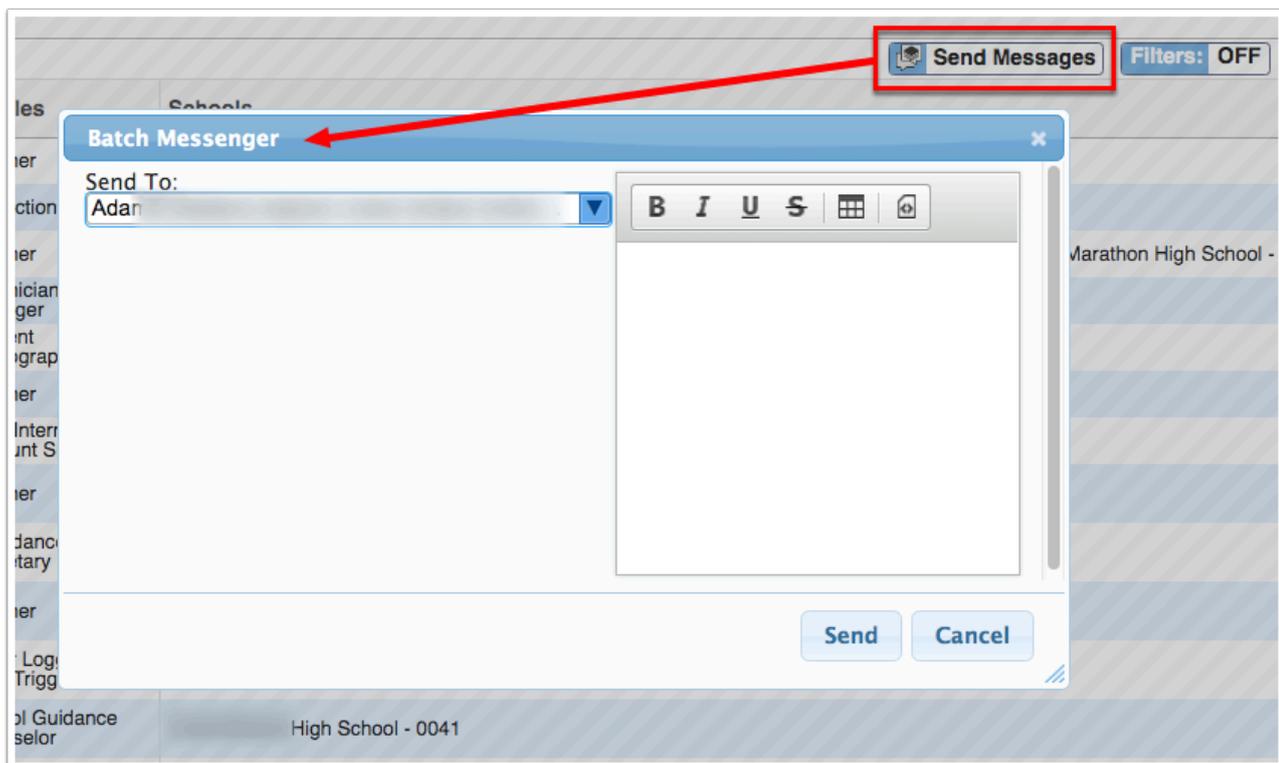
You can also sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results. In the image shown, results have been sorted by clicking on Expiration Date once; therefore, the listed dates start with the most current.

Certification

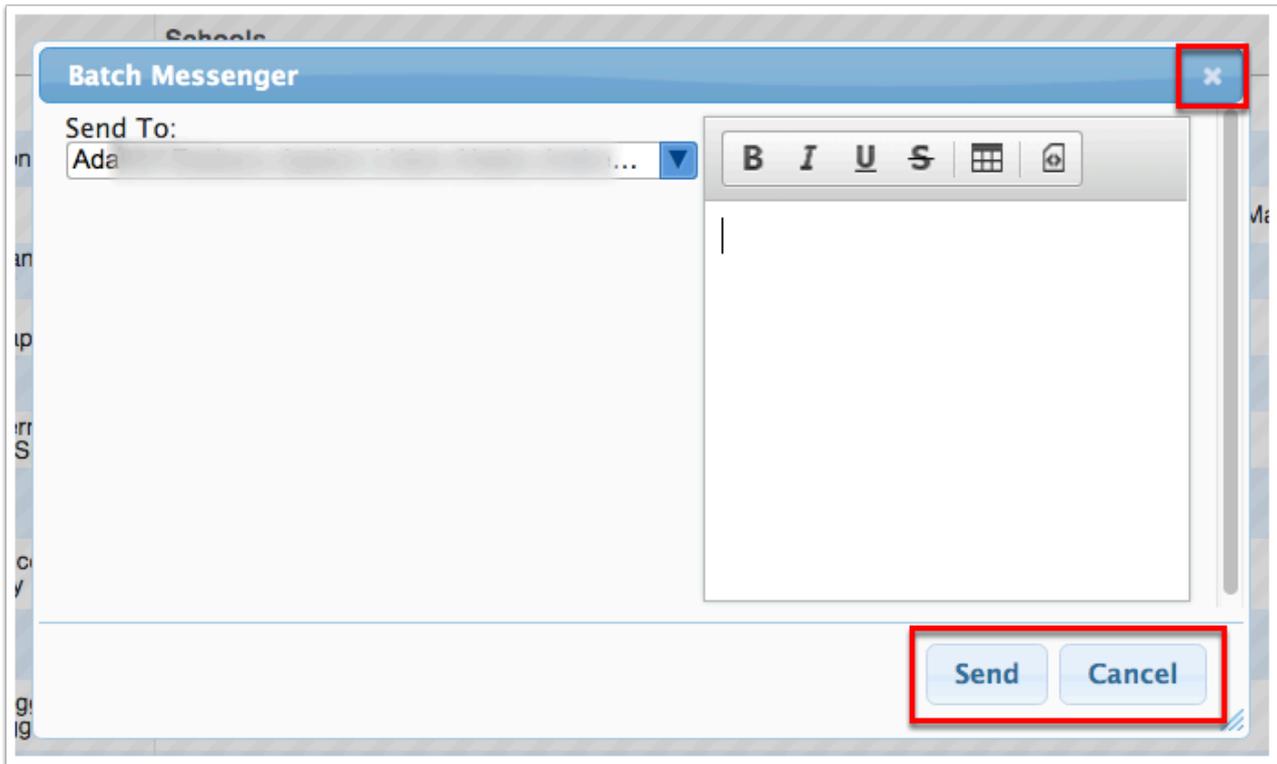
Export: Filters: OFF

Subject Area	Level	Type	Issue Date	Expiration Date	Scope
814 ENGLISH 1/ESOL E/...	{4} GRADE...	Regular/P...	04/10/2014	04/25/2018	[L] State Lic...
879 ENG	{5} GRADE...	Regular/P...	04/01/2015	06/26/2018	[L] State Lic...
021 ENGLISH	{6} GRADE...	Temporar...	04/10/2018	04/09/2019	[P] Pending

Click **Send Messages** to open the Batch Messenger pop-up window, which allows you to generate a batch message to select users.



- a. Select the applicable users from the **Send To:** pull-down.
- b. Enter the message in the provided text box and use the tools as needed, such as **Bold**, **Italic**, **Underline**, **Strikethrough**, **Insert Special Character**, and **Smiley**.
- c. Once the message is ready, click **Send** to send the message to the selected users. To cancel the message, click **Cancel** or click the **X** to close the window and return to the User List.



Fields with a question mark icon have a description. Hover the mouse over the icon to view the description. Fields with a link icon have a link to a website. Click the icon to open the website in a new tab or window. Field descriptions and links are set up in Users > [User Fields](#).

