

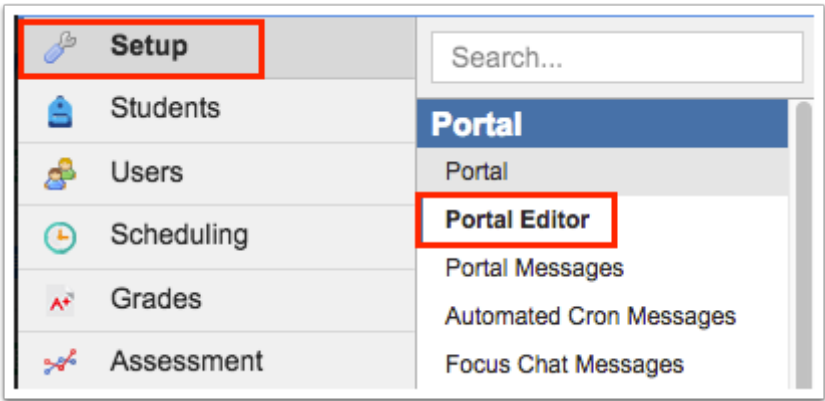
Portal Editor

The Portal Editor screen is used to customize the Portal page display, or dashboard, for different profiles. The dashboard is built using blocks that can contain programs (such as Alerts, Find a Student, Upcoming Events), graphs, and custom HTML. Additional dashboards can also be set up for profiles. Additional dashboards display as tabs on the Portal screen that the user can click to view.

i If a profile does not have a dashboard assigned, a default, hard-coded admin, teacher, parent, or student dashboard is displayed.

Adding a New Dashboard

1. In the **Setup** menu, click **Portal Editor**.



In the Dashboards pull-down, New Dashboard is selected by default.

Save

Panel Row/Col Control
ROWS + COLS +
ROWS - COLS -
Title

☐ **Default Dashboard Profiles**
☐ 504 Coordinators
☐ Activities
☐ Alternate Ed
☐ Assessment & Accountability
☐ Athletics
☐ Attendance District level
☐ Attendance Manager
☐ Attendance Secretary

Dashboards
New Dashboard

Blocks Graphs HTML

Choose A Program

Click Here to add block

Click Here to add block

Click Here to add block

Click Here to add block

Click Here to add block

Click Here to add block

2. Enter a **Title** for the dashboard.

Panel Row/Col Control
ROWS + COLS +
ROWS - COLS -

Title
Discipline

☐ **Default Dashboard Profiles**
☐ 504 Coordinators
☐ Activities
☐ Alternate Ed
☐ Assessment & Accountability
☐ Athletics
☐ Attendance District level
☐ Attendance Manager
☐ Attendance Secretary
Dashboards
New Dashboard

Blocks Graphs HTML

Choose A Program

3. Select one or multiple **Profiles** that will be assigned this dashboard.

Panel Row/Col Control

ROWS + COLS +

ROWS - COLS -

Title

Discipline

☐ **Default Dashboard**

Profiles

☐ Data Support

☒ **Discipline**

☐ District ELL Coordinator

☐ DJJ Counselor

☐ ELL

☐ ERP-ACCOUNTABILITY & ASSESSMENT

☐ ERP Accountant

☐ ERP Accountant-Senior

Dashboards

New Dashboard

Blocks Graphs HTML

Choose A Program

4. To make this dashboard the default for the selected profile(s) (the dashboard will display first when the user logs in, if the user's profile has multiple dashboards assigned), select **Default Dashboard**.

Panel Row/Col Control

ROWS + COLS +

ROWS - COLS -

Title

Discipline

Priority

0

☒ **Default Dashboard**

Profiles

☐ 504 Coordinators

☐ Activities

☐ Adv Rpt Hr Specialist

☐ AE Admin

☐ AE Data Support

☐ AE Finance Scheduling

☐ AE Registrar

☐ AE Survey Data

☐ AE Teacher

☐ Alternate Ed

☐ Assessment & Accountability

☐ Assessment & Accountability

Dashboards

New Dashboard

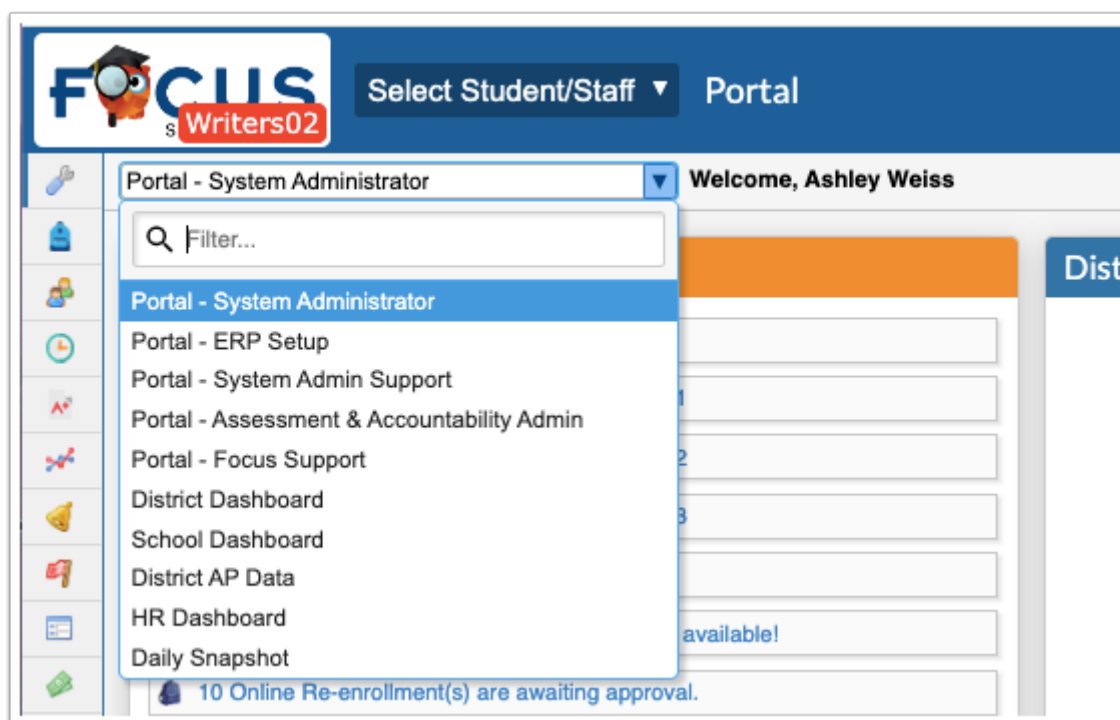
Blocks Graphs HTML

5. The **Priority** field is displayed when the Default Dashboard check box is selected. Enter a priority. 0 is entered by default.

For users with multiple profiles, the dashboard marked with the highest priority will be the dashboard that displays by default when the user first logs in.

The screenshot shows a web interface titled "Panel Row/Col Control". It contains several sections: "ROWS +" and "COLS +" buttons, "ROWS -" and "COLS -" buttons, a "Title" field with "Discipline" entered, a "Priority" field with "0" entered (highlighted with a red box), a "Default Dashboard" checkbox which is checked, a "Profiles" section with a list of checkboxes for various roles, a "Dashboards" section with a pull-down menu showing "New Dashboard" and a red "X" icon, and a bottom navigation bar with "Blocks", "Graphs", and "HTML" tabs.

- i** When a user has multiple dashboards assigned to their profile, the dashboard set as the default will display first when logged in. If a user has multiple profiles, the priority set on the dashboards will determine which is displayed by default. The additional dashboards are available in a pull-down for selection.



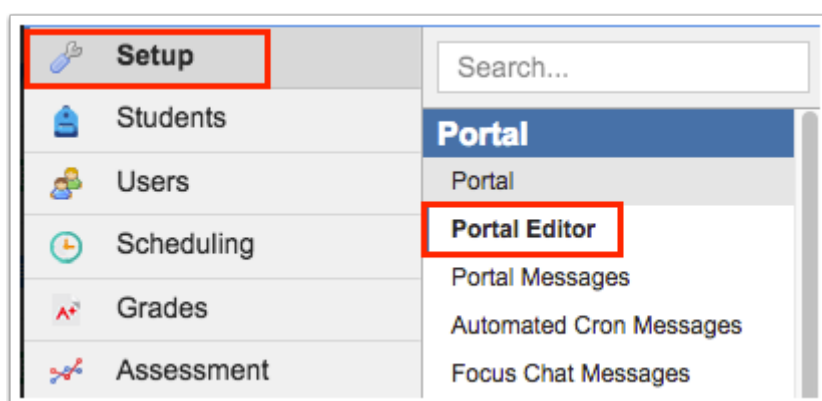
! A profile can only have one default dashboard assigned. An error message will display if more than one default dashboard is assigned to a profile.

6. Customize the dashboard by adding/removing rows and columns to the layout and adding programs, graphs, and HTML to the blocks. See the procedures below for more information.

7. Click **Save**.

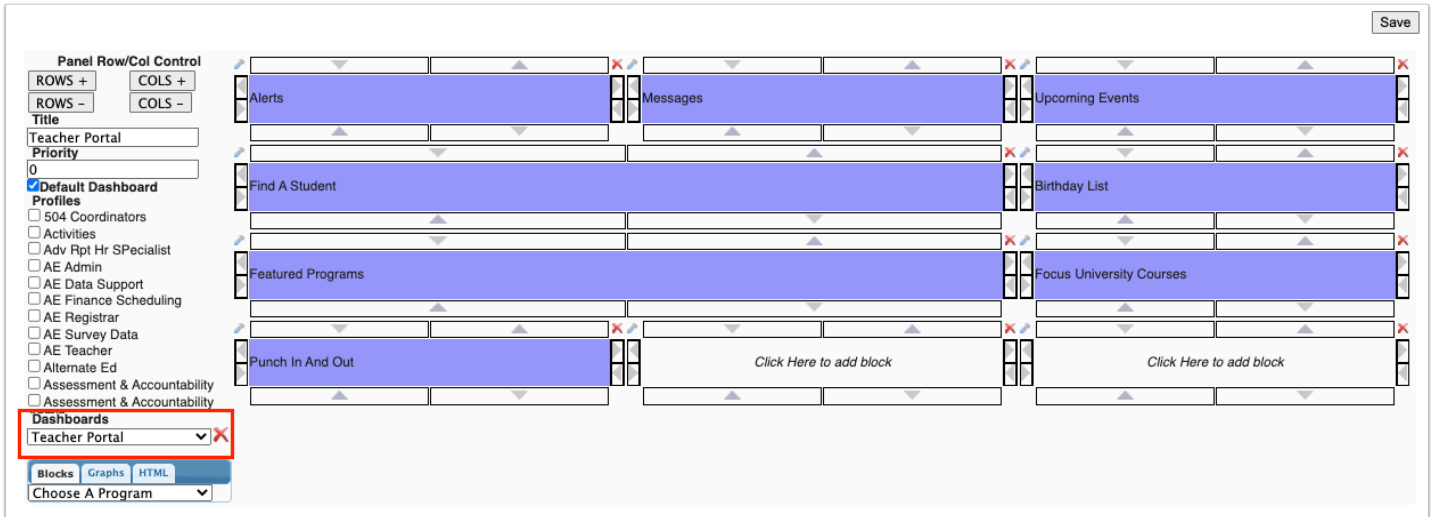
Editing an Existing Dashboard

1. In the **Setup** menu, click **Portal Editor**.



2. In the **Dashboards** pull-down, select the dashboard to edit.

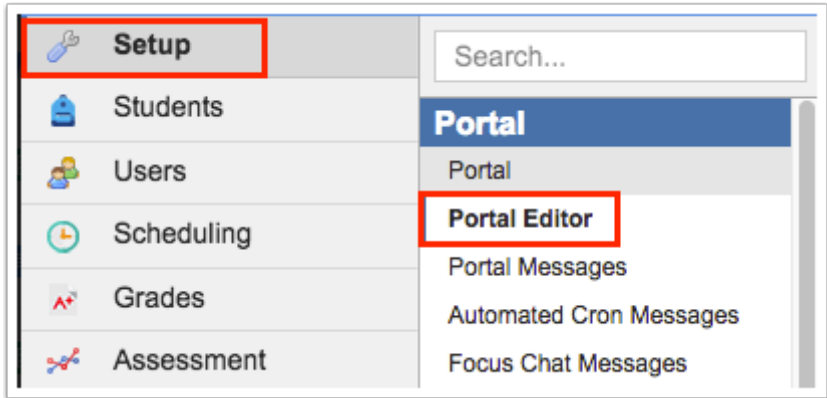
The dashboard layout is displayed on the screen.



- 3. Edit the dashboard by by adding/removing rows and columns to the layout and adding/removing programs, graphs, and HTML to the blocks. See the procedures below for more information.
- 4. Click **Save** when finished.

Deleting a Dashboard

- 1. In the **Setup** menu, click **Portal Editor**.



- 2. In the **Dashboards** pull-down, select the dashboard to delete.

The dashboard layout is displayed on the screen.

Panel Row/Col Control

ROWS + COLS +
ROWS - COLS -

Title
District AP Data

☐ Default Dashboard Profiles

- ☐ 504 Coordinators
- ☐ Activities
- ☐ Adv Rpt Hr Specialist
- ☐ AE Admin
- ☐ AE Data Support
- ☐ AE Finance Scheduling
- ☐ AE Registrar
- ☐ AE Survey Data
- ☐ AE Teacher
- ☐ Alternate Ed
- ☒ Assessment & Accountability
- ☐ Assessment & Accountability

Dashboards

District AP Data

Blocks Graphs HTML

Choose A Program

Count of AP Students by School

School	Count
0041	377
0101	305
0131	84

Click Here to add block

Click Here to add block

Click Here to add block

Click Here to add block

Click Here to add block

Click Here to add block

Save

3. Click the red X next to the Dashboards pull-down.

Panel Row/Col Control

ROWS + COLS +
ROWS - COLS -

Title
District AP Data

☐ Default Dashboard Profiles

- ☐ 504 Coordinators
- ☐ Activities
- ☐ Adv Rpt Hr Specialist
- ☐ AE Admin
- ☐ AE Data Support
- ☐ AE Finance Scheduling
- ☐ AE Registrar
- ☐ AE Survey Data
- ☐ AE Teacher
- ☐ Alternate Ed
- ☒ Assessment & Accountability
- ☐ Assessment & Accountability

Dashboards

District AP Data

Blocks Graphs HTML

Choose A Program

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

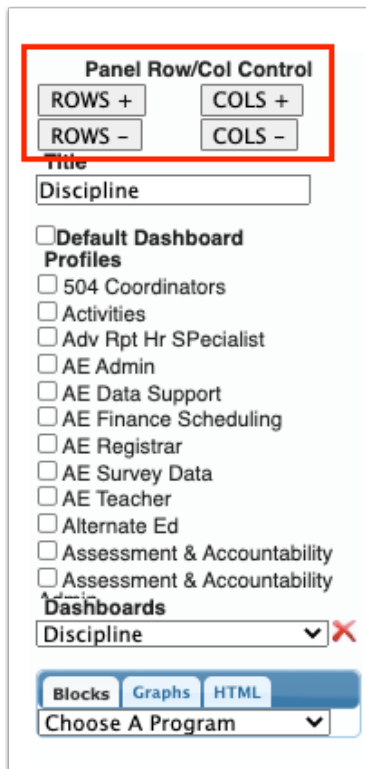
sandbox.focusschoolsoftware.com says

Are you sure you want to delete this dashboard?

Cancel OK

Adding and Removing Rows and Columns in the Dashboard Layout

Click the **ROWS +**, **ROWS -**, **COLS +**, and **COLS -** buttons to add or remove rows and columns to the dashboard layout.



Panel Row/Col Control

ROWS + COLS +
ROWS - COLS -

Title
Discipline

☐ **Default Dashboard Profiles**

- ☐ 504 Coordinators
- ☐ Activities
- ☐ Adv Rpt Hr SPecialist
- ☐ AE Admin
- ☐ AE Data Support
- ☐ AE Finance Scheduling
- ☐ AE Registrar
- ☐ AE Survey Data
- ☐ AE Teacher
- ☐ Alternate Ed
- ☐ Assessment & Accountability
- ☐ Assessment & Accountability

Dashboards

Discipline ▼ ✖

Blocks Graphs HTML

Choose A Program ▼

i A dashboard can have no more than 6 rows and 6 columns.

Adding a Program to a Block

Focus provides several hard-coded programs that can be added to dashboards.

1. In the **Choose a Program** pull-down, select the program to add to the dashboard.

Panel Row/Col Control

ROWS +

COLS +

ROWS -

COLS -

Title

☐ Default Dashboard

Profiles

☐ 504 Coordinators
 ☐ Activities
 ☐ Alternate Ed
 ☐ Assessment & Accountability
 ☐ Athletics
 ☐ Attendance District level
 ☐ Attendance Manager
 ☐ Attendance Secretary

Dashboards

New Dashboard

Blocks

Graphs

HTML

Choose A Program

2. Click the block in the layout where the program will be placed.

Panel Row/Col Control

ROWS +

COLS +

ROWS -

COLS -

Title

☐ Default Dashboard

Profiles

☐ 504 Coordinators
 ☐ Activities
 ☐ Alternate Ed
 ☐ Assessment & Accountability
 ☐ Athletics
 ☐ Attendance District level
 ☐ Attendance Manager
 ☐ Attendance Secretary

Dashboards

New Dashboard

Blocks

Graphs

HTML

Find A Student

Save

Click Here to add block

Click Here to add block

Click Here to add block

Click Here to add block

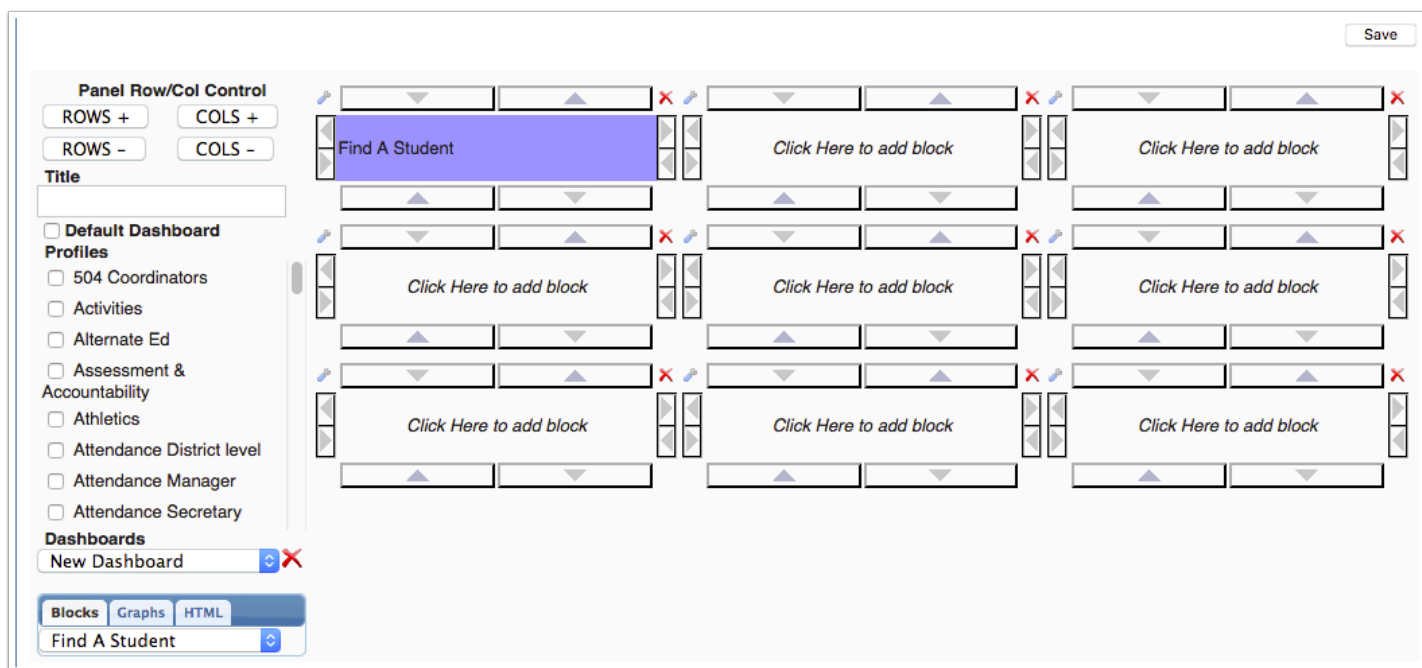
Click Here to add block

Click Here to add block

Click Here to add block

Click Here to add block

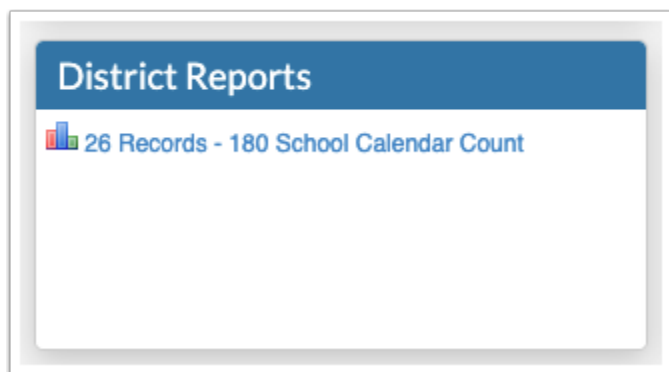
The block turns blue and displays the name of the program that was added.



Program Descriptions

District Reports

The District Reports program displays links to district reports that were set up to be Portal alerts and are available to the user's profile.



Featured Programs

Featured Programs displays the Favorites/Recent Programs block on the Portal. Under the Favorites heading are links to screens that the user has marked as a favorite. Under the Recent Programs heading are links to recently visited screens.

Favorites/Recent Programs	
Favorites	Recent Programs
Assessment / Test History	Setup / Portal Editor
Attendance / Administration	Students / Student Info
Grades / Final Grades, GPA, & Class Rank	Reports / District Reports
Grades / Teacher Completion	Grades / Teacher Completion
Portal	Users / Profiles
Students / Add a Student	Users / User Info
	Users / Calendar
	Setup / Site Administration
	Setup / Portal Messages


Email Notifications

The Email Notifications program allows parents to set up email notifications for summaries for attendance, discipline, billing fees, upcoming assignments, grades, and events and messages.

Email Notifications

Status

Email


livedemo_focus_24371@example.com

Save

[Unsubscribe](#)

Summary Type:
Weekly Summary

1 Parent

Summaries

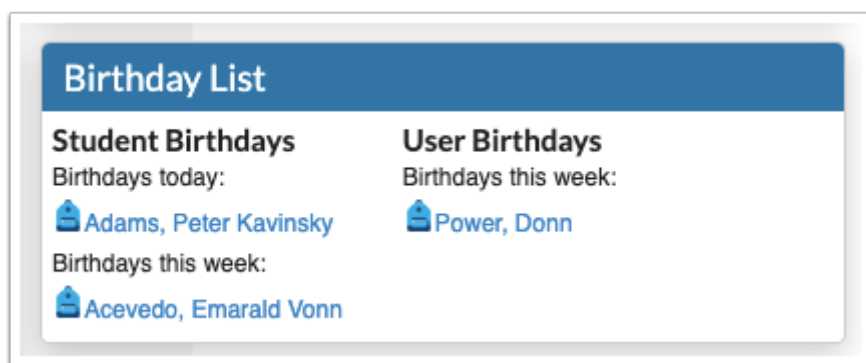
☒ Attendance
☒ Discipline

☒ Billing Fees
☒ Upcoming Assignments

☒ Grades Link
☒ Events and Messages

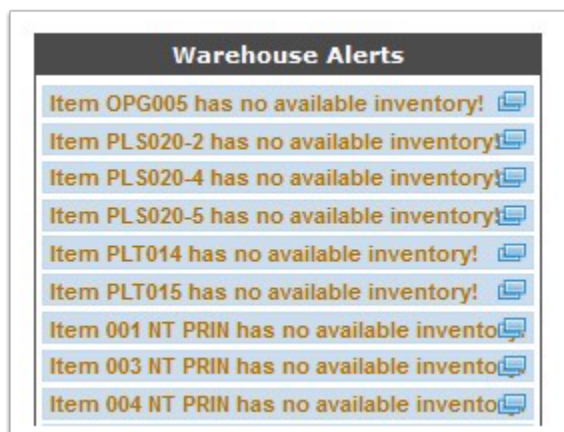
Birthday List

The Birthday List program displays students and users who have birthdays during the current week.



Warehouse Alerts

The Warehouse Alerts program displays alerts related to the Warehouse module in ERP, including items with zero inventory and items with negative price.



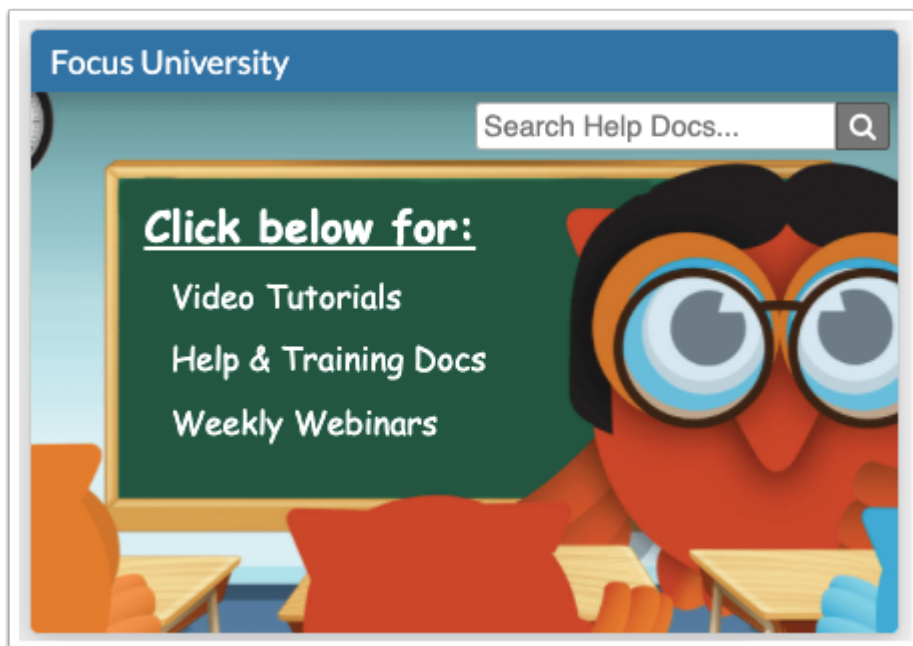
School Folder (Florida)

The School Folder program displays reports made available to the school by the district, such as FTE Summary Reports and validation/exception reports.

School Folder		
<input type="checkbox"/> View Dismissed		
Date Published	Download Report	Dismiss
02/18/22 09:52am	Survey 2 Verification Reports (440041)	<input type="checkbox"/>
09/09/20 02:51pm	Survey 2 Verification Reports (440041)	<input type="checkbox"/>
10/24/19 11:38am	Student Demographic Information: Initial or Batch Edit Listing	<input type="checkbox"/>

Focus University Courses

The Focus University Courses program displays a search bar to search for help documents, as well as links to video tutorials, help and training documents, and weekly webinars.



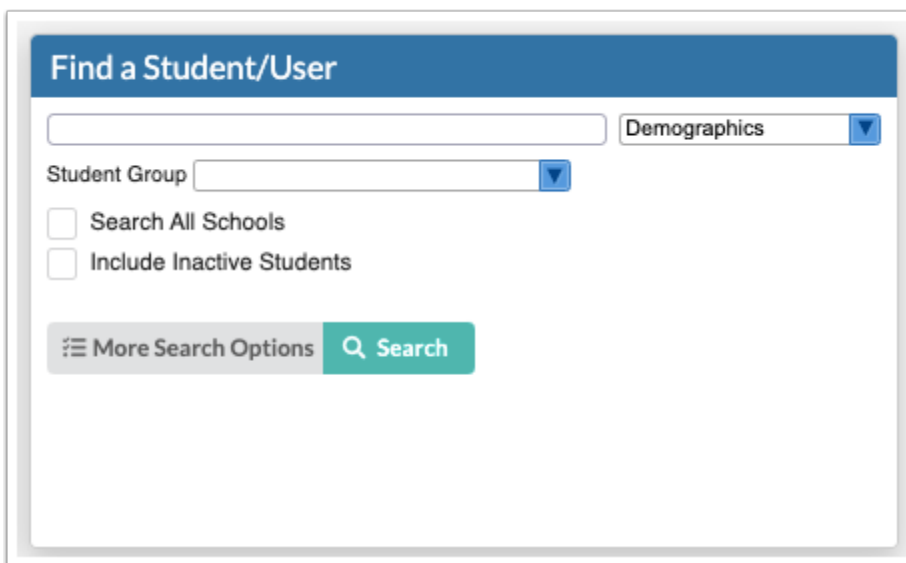
Teacher Web Pages

The Teacher Web Pages program provides links to teacher public web pages created in LMS.



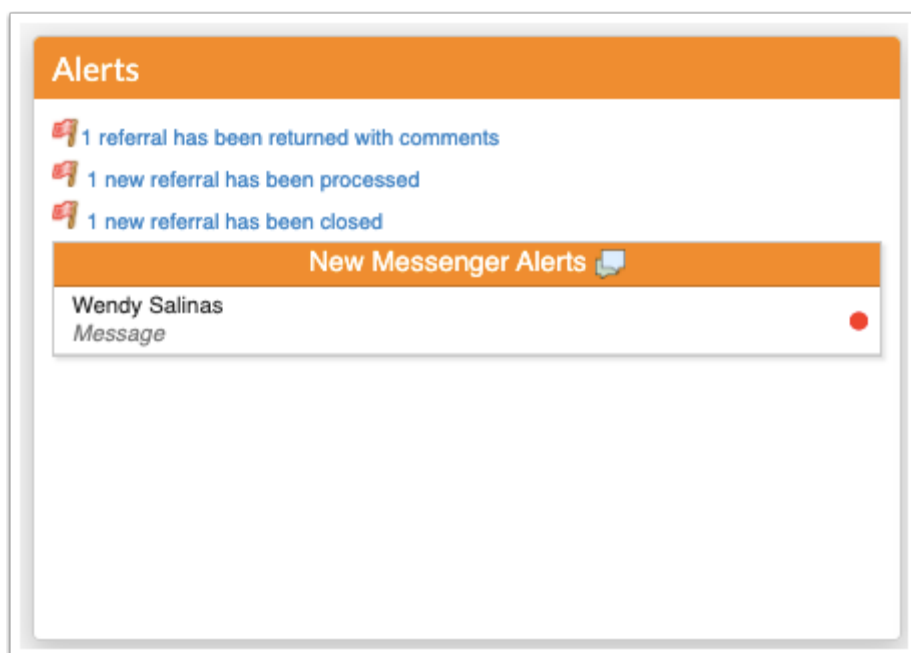
Find a Student

The Find a Student/User program allows users to search for students or users directly from the Portal.



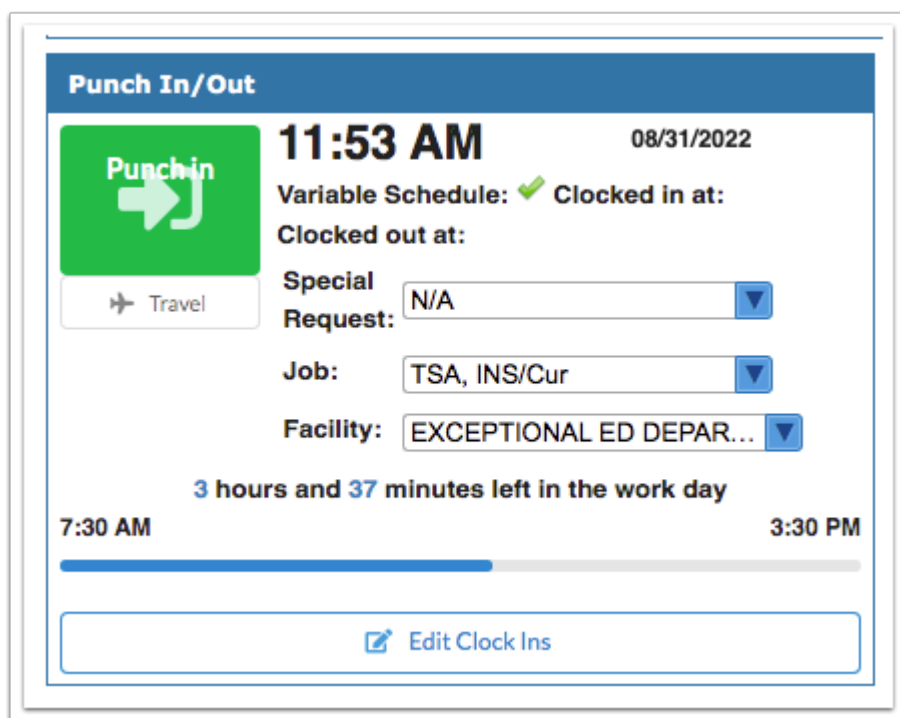
Alerts

The Alerts program displays automated notifications that are profile-specific, such as the number of teachers who have not taken attendance, pending change requests, or discipline referrals that have not been processed. Clicking the alert hyperlink will open the relevant screen in Focus.




Punch In and Out

For districts utilizing the Time & Attendance screens via ERP, employees have the ability to clock in and out.



Upcoming Events


The Upcoming Events program displays the next 7 events on the calendar. The event displays until it has passed. Click the **View Calendar** link to open the calendar.

Upcoming Events		 View Calendar
01/20		
01/21		
01/22		
01/23		
01/24	Parent/Teacher Conferences	
01/25		
01/26		
01/27		
01/28		

Messages

The Messages program displays Portal messages sent by the district or school for the user's profile.

District & School Announcements



02/08
4:12 PM

PTA Meeting
Focus High School - 0041

The next PTA meeting will be held February 15 at 3:00 pm in the auditorium.

Adding a New Graph to a Block

A graph can be added to a dashboard using a select query with an aggregate function. The graph types include bar, horizontal bar, line, area, and pie.

1. Click the **Graphs** tab.
2. Select **New Graph** in the pull-down.

Panel Row/Col Control

ROWS + COLS +

ROWS - COLS -

Title

Discipline

☐ **Default Dashboard Profiles**

☐ Certification Specialist

☐ Community Access

☐ CTE

☐ Data Support

☒ Discipline

☐ District ELL Coordinator

☐ DJJ Counselor

☐ ELL

☐ ERP-ACCOUNTABILITY & Dashboards

Discipline

Blocks **Graphs** HTML

New Graph

3. Click the block in the layout where the graph will be placed.

Save

Panel Row/Col Control

ROWS + COLS +

ROWS - COLS -

Title

Discipline

☐ **Default Dashboard Profiles**

☐ Certification Specialist

☐ Community Access

☐ CTE

☐ Data Support

☒ Discipline

☐ District ELL Coordinator

☐ DJJ Counselor

☐ ELL

☐ ERP-ACCOUNTABILITY & Dashboards

Discipline

Blocks **Graphs** HTML

New Graph

Click Here to add block

Click Here to add block

Click Here to add block

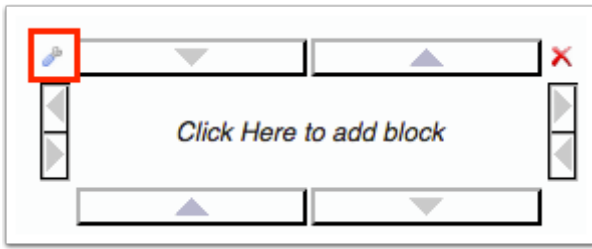
Click Here to add block

Click Here to add block

Click Here to add block

Click Here to add block

i Alternatively, a new graph can be added to a block by clicking the wrench icon at the top-left corner of the block.



The Design Graph pop-up window is displayed.

4. In the Query text box, enter the select query with an aggregate function.

Design Graph

Setup **Advanced**

Query:

```
FROM STUDENTS s,STUDENT_ENROLLMENT se,SCHOOL_GRADELEVELS sql WHERE se.STUDENT_ID AND
sql.ID=se.GRADE_ID AND se.SYEAR='{SYEAR}' AND se.SCHOOL_ID='{SCHOOL_ID}' GROUP BY GRADE ORDER BY
GRADE DESC
```

Title: Key 1: Key 2:

Chart Color: #FFFFFF

Chart Type: ☒ Bar ☐ Horizontal Bar ☐ Line ☐ Area ☐ Pie

Add Cancel

A column alias must be provided for the field that should be displayed in the graph. The aggregate function used to provide the count needs to be denoted as the VALUE.

! The use of column alias (including VALUE) is case-sensitive for Portal graphs. Be sure any column aliases are in all uppercase letters.

5. Define **Key 1** for the graph. If there are multiple keys (the system allows two), define **Key 2**.

Design Graph

Setup **Advanced**

Query:
FROM STUDENTS s,STUDENT_ENROLLMENT se,SCHOOL_GRADELEVELS sql WHERE se.STUDENT_ID AND
sql.ID=se.GRADE_ID AND se.SYEAR='{SYEAR}' AND se.SCHOOL_ID='{SCHOOL_ID}' GROUP BY GRADE ORDER BY
GRADE DESC

Title: Key 1: Key 2:

Chart Color:

Chart Type: ☒ Bar ☐ Horizontal Bar ☐ Line ☐ Area ☐ Pie

Add **Cancel**



When defined, the key for the graph should exactly match the column alias for the data to be viewed.

6. Enter a **Title** for the graph.
7. Enter a **Chart Color** using a hex color code.
8. Select the **Chart Type**.

Design Graph

Setup **Advanced**

Query:
 FROM STUDENTS s,STUDENT_ENROLLMENT se,SCHOOL_GRADELEVELS sg| WHERE se.STUDENT_ID AND
 sg|.ID=se.GRADE_ID AND se.SYEAR='{SYEAR}' AND se.SCHOOL_ID='{SCHOOL_ID}' GROUP BY GRADE ORDER BY
 GRADE DESC

Title: Head Count Key 1: GRADE Key 2:

Chart Color: #FFFFFF

Chart Type: ☒ Bar ☐ Horizontal Bar ☐ Line ☐ Area ☐ Pie

Add **Cancel**

i Click the Advanced tab to define more specific size, color, and other options for the graph.

9. Click **Add**.

Design Graph

Setup **Advanced**

Query:
 FROM STUDENTS s,STUDENT_ENROLLMENT se,SCHOOL_GRADELEVELS sg| WHERE se.STUDENT_ID AND
 sg|.ID=se.GRADE_ID AND se.SYEAR='{SYEAR}' AND se.SCHOOL_ID='{SCHOOL_ID}' GROUP BY GRADE ORDER BY
 GRADE DESC

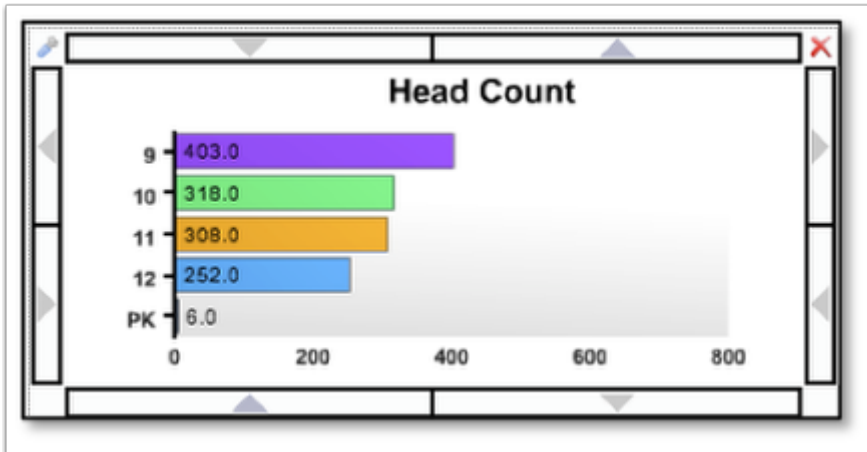
Title: Head Count Key 1: GRADE Key 2:

Chart Color: #FFFFFF

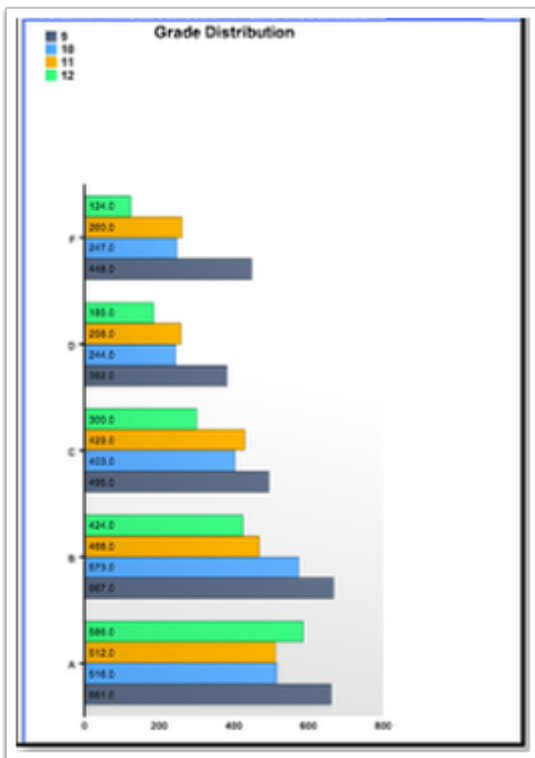
Chart Type: ☒ Bar ☐ Horizontal Bar ☐ Line ☐ Area ☐ Pie

Add **Cancel**

The graph is displayed within the selected block.



- i** If a graph has two keys, the Y-axis will display related to the primary key first, and then sort by the secondary key.



Adding an Existing Graph to a Block

1. Click the **Graphs** tab.
2. Select the desired graph from the pull-down.

Panel Row/Col Control

ROWS + COLS +

ROWS - COLS -

Title

Discipline

☐ **Default Dashboard Profiles**

☐ 504 Coordinators

☐ Activities

☐ Alternate Ed

☐ Assessment & Accountability

☐ Athletics

☐ Attendance District level

☐ Attendance Manager

☐ Attendance Secretary

Dashboards

Discipline

Blocks Graphs HTML

Head Count

3. Click the block in the layout where the graph will be placed.

Save

Panel Row/Col Control

ROWS + COLS +

ROWS - COLS -

Title

Discipline

☐ **Default Dashboard Profiles**

☐ Certification Specialist

☐ Community Access

☐ CTE

☐ Data Support

☒ Discipline

☐ District ELL Coordinator

☐ DJJ Counselor

☐ ELL

☐ ERP-ACCOUNTABILITY & Dashboards

Discipline

Blocks Graphs HTML

New Graph

Click Here to add block

Click Here to add block

Click Here to add block

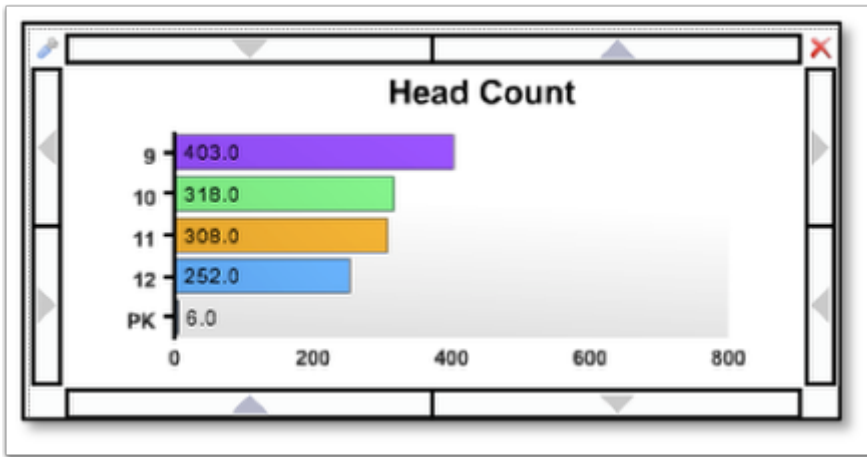
Click Here to add block

Click Here to add block

Click Here to add block

Click Here to add block

The graph is displayed within the selected block.



Deleting a Graph from the Graphs List

1. Click the **Graphs** tab.
2. Select the desired graph from the pull-down.

Panel Row/Col Control

ROWS + COLS +
ROWS - COLS -

Title
Discipline

☐ **Default Dashboard Profiles**

- ☐ 504 Coordinators
- ☐ Activities
- ☐ Alternate Ed
- ☐ Assessment & Accountability
- ☐ Athletics
- ☐ Attendance District level
- ☐ Attendance Manager
- ☐ Attendance Secretary

Dashboards
Discipline

Blocks **Graphs** HTML

Head Count

3. Click the **X** next to the pull-down.

Panel Row/Col Control

ROWS +

COLS +

ROWS -

COLS -

Title

Discipline

☐ Default Dashboard Profiles

☐ 504 Coordinators

☐ Activities

☐ Alternate Ed

☐ Assessment & Accountability

☐ Athletics

☐ Attendance District level

☐ Attendance Manager

☐ Attendance Secretary

Dashboards

Discipline

Blocks

Graphs

HTML

Head Count

A confirmation window is displayed, indicating how many times the graph is being used and warning that deleting the graph cannot be undone.

4. Click **Delete**.

Delete Custom Chart

Warning: This Custom Chart is used in 0 Charts.

Deleting this Custom Chart cannot be undone and will be removed from any charts.

Are you sure you want to delete this Custom Chart?

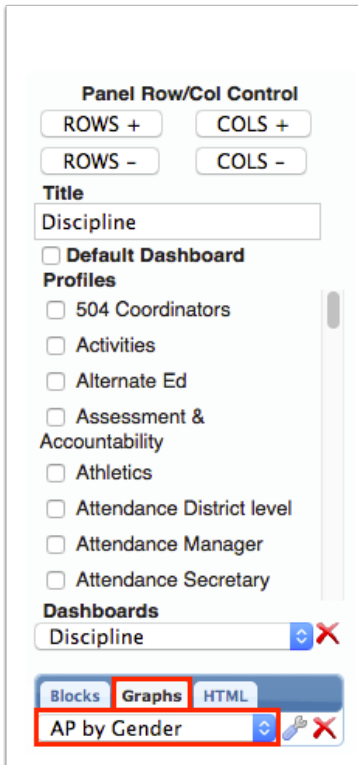
Delete

Cancel

The graph is removed from any dashboards where it is used and is also removed from the graphs pull-down.

Editing a Graph

1. Click the **Graphs** tab.
2. Select the desired graph from the pull-down.



The screenshot shows a control panel for dashboard layout. At the top, under 'Panel Row/Col Control', are buttons for 'ROWS +', 'COLS +', 'ROWS -', and 'COLS -'. Below this is a 'Title' field containing 'Discipline'. A section titled 'Default Dashboard Profiles' contains a list of checkboxes for various roles like '504 Coordinators', 'Activities', 'Alternate Ed', 'Assessment & Accountability', 'Athletics', 'Attendance District level', 'Attendance Manager', and 'Attendance Secretary'. Below the profiles is a 'Dashboards' section with a pull-down menu currently set to 'Discipline'. At the bottom, there are three tabs: 'Blocks', 'Graphs', and 'HTML'. The 'Graphs' tab is selected and highlighted with a red box. Below the tabs is another pull-down menu showing 'AP by Gender', which is also highlighted with a red box. To the right of this menu are icons for a wrench (edit) and a red X (delete).

3. Click the wrench icon next to the pull-down.

Panel Row/Col Control

ROWS + COLS +

ROWS - COLS -

Title

Discipline

☐ **Default Dashboard Profiles**

☐ 504 Coordinators

☐ Activities

☐ Alternate Ed

☐ Assessment & Accountability

☐ Athletics

☐ Attendance District level

☐ Attendance Manager

☐ Attendance Secretary

Dashboards

Discipline

Blocks Graphs HTML

AP by Gender

4. In the Design Graph pop-up window, make the necessary changes and click **Add**.

Design Graph

Setup **Advanced**

Query:

```
SELECT sc.custom_327 as School, cf.label as Gender, count(distinct s.student_id) as value
FROM students s, student_enrollment se, schools sc, school_gradelevels sg, schedule sch, course_periods cp, courses
c, school_periods sp, master_courses mc, custom_field_select_options cf

WHERE s.student_id = se.student_id
AND se.year = 2016 AND se.end_date IS NULL
AND se.school_id = sc.id
AND se.grade_id = sg.id
AND s.student_id = sch.student_id
AND sch.course_period_id = cp.course_period_id
AND cp.course_id = c.course_id
AND se.school_id = sch.school_id
AND sch.year = 2016 AND sch.end_date IS NULL
```

Title: AP by Gender Key 1: School Key 2: Gender

Chart Color: #FFFFFF

Chart Type: ☒ Bar ☐ Horizontal Bar ☐ Line ☐ Area ☐ Pie

Add **Cancel** **Delete**

Adding New HTML to a Block

1. Click the **HTML** tab.
2. Select **New HTML** from the pull-down.

Panel Row/Col Control

ROWS + COLS +

ROWS - COLS -

Title

Discipline

☐ **Default Dashboard Profiles**

☐ 504 Coordinators

☐ Activities

☐ Alternate Ed

☐ Assessment & Accountability

☐ Athletics

☐ Attendance District level

☐ Attendance Manager

☐ Attendance Secretary

Dashboards

Discipline

Blocks Graphs **HTML**

New HTML

3. Click the block in the layout where the HTML will be placed.

Save

Panel Row/Col Control

ROWS + COLS +

ROWS - COLS -

Title

Discipline

☐ **Default Dashboard Profiles**

☐ 504 Coordinators

☐ Activities

☐ Alternate Ed

☐ Assessment & Accountability

☐ Athletics

☐ Attendance District level

☐ Attendance Manager

☐ Attendance Secretary

Dashboards

Discipline

Blocks Graphs **HTML**

New HTML

Click Here to add block

Click Here to add block

Click Here to add block

Click Here to add block

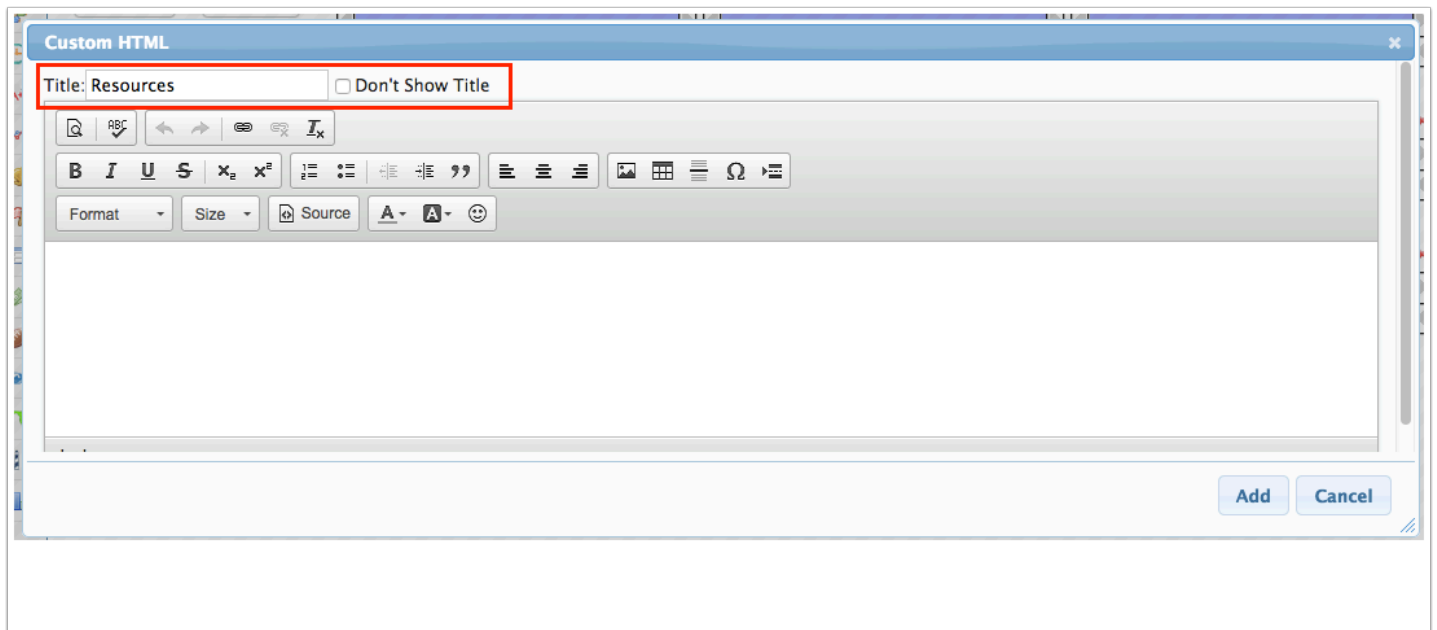
Click Here to add block

Click Here to add block

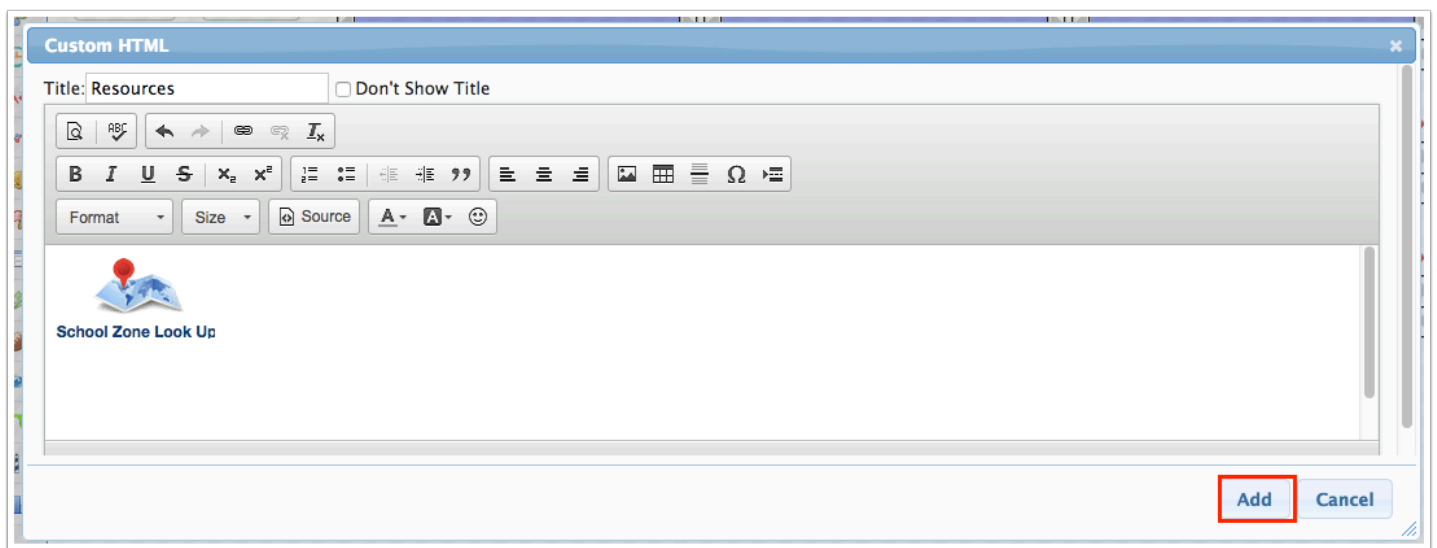
Click Here to add block

4. In the Custom HTML pop-up window, enter a **Title**.

5. Select **Don't Show Title** if you do not want the title to display on the block on the dashboard.



- 6. Use the editor to add formatted text, images, tables, etc.
- 7. When finished, click **Add**.

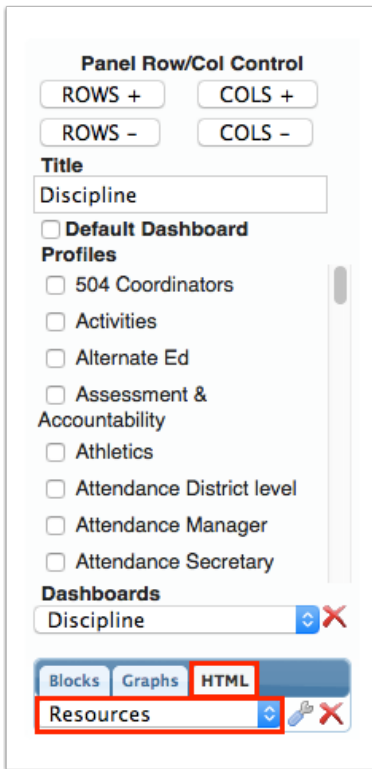


The HTML is displayed within the selected block.



Adding Existing HTML to a Block

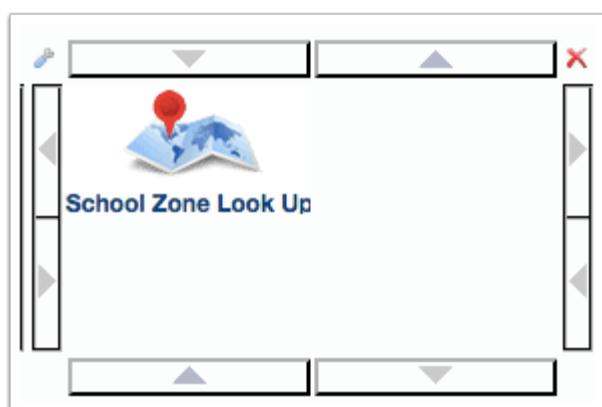
- 1. Click the **HTML** tab.
- 2. Select the HTML from the pull-down.



- 3. Click the block in the layout where the HTML will be placed.



The HTML is displayed within the selected block.



Deleting HTML from the HTML List

1. Click the **HTML** tab.
2. Select the HTML from the pull-down.

Panel Row/Col Control

ROWS + COLS +

ROWS - COLS -

Title

Discipline

☐ **Default Dashboard**

Profiles

☐ 504 Coordinators

☐ Activities

☐ Alternate Ed

☐ Assessment & Accountability

☐ Athletics

☐ Attendance District level

☐ Attendance Manager

☐ Attendance Secretary

Dashboards

Discipline

Blocks Graphs **HTML**

Resources

3. Click the red X next to the pull-down.

Panel Row/Col Control

ROWS + COLS +

ROWS - COLS -

Title

Discipline

☐ **Default Dashboard**

Profiles

☐ 504 Coordinators

☐ Activities

☐ Alternate Ed

☐ Assessment & Accountability

☐ Athletics

☐ Attendance District level

☐ Attendance Manager

☐ Attendance Secretary

Dashboards

Discipline

Blocks Graphs **HTML**

Resources

A confirmation window is displayed, indicating how many times the HTML is being used and warning that deleting the HTML cannot be undone.



4. Click Delete.

The custom HTML is removed from any dashboards where it is used and is removed from the HTML pull-down.

Editing HTML

1. Click the **HTML** tab.
2. Select the HTML from the pull-down.

Panel Row/Col Control

ROWS + COLS +

ROWS - COLS -

Title

Discipline

☐ **Default Dashboard Profiles**

☐ 504 Coordinators

☐ Activities

☐ Alternate Ed

☐ Assessment & Accountability

☐ Athletics

☐ Attendance District level

☐ Attendance Manager

☐ Attendance Secretary

Dashboards

Discipline

Blocks Graphs **HTML**

Focus County Schoc

3. Click the wrench icon next to the pull-down.

Panel Row/Col Control

ROWS + COLS +

ROWS - COLS -

Title

Discipline

☐ **Default Dashboard Profiles**

☐ 504 Coordinators

☐ Activities

☐ Alternate Ed

☐ Assessment & Accountability

☐ Athletics

☐ Attendance District level

☐ Attendance Manager

☐ Attendance Secretary

Dashboards

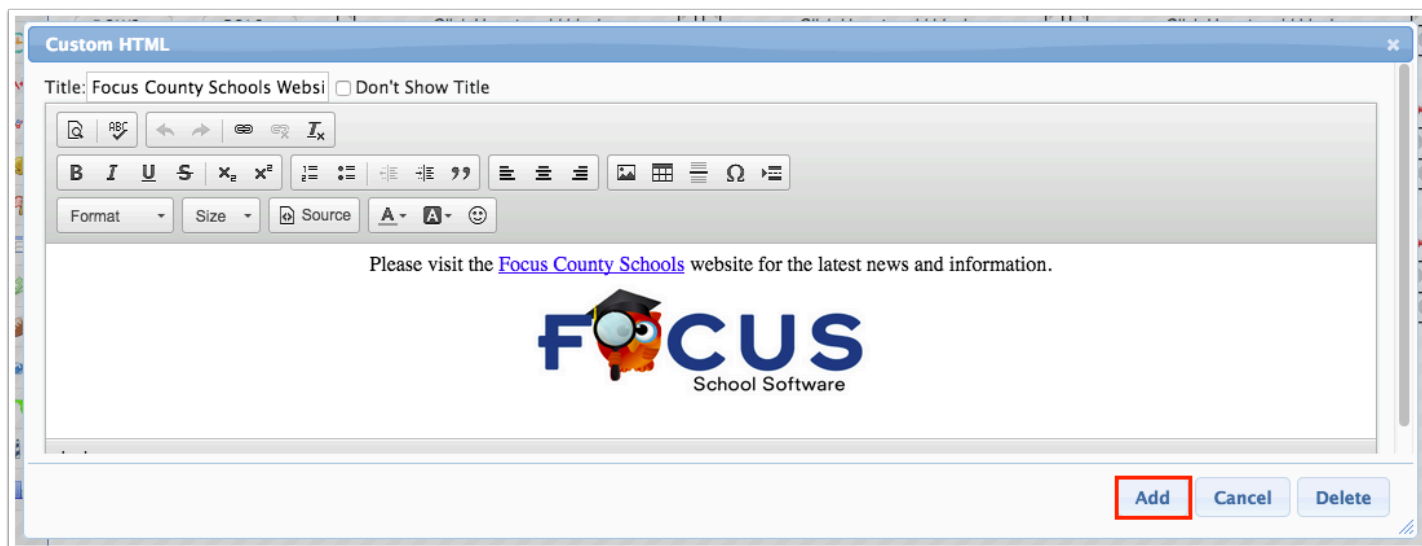
Discipline

Blocks Graphs **HTML**

Focus County Schoc

4. In the Custom HTML pop-up window, make the edits as needed.

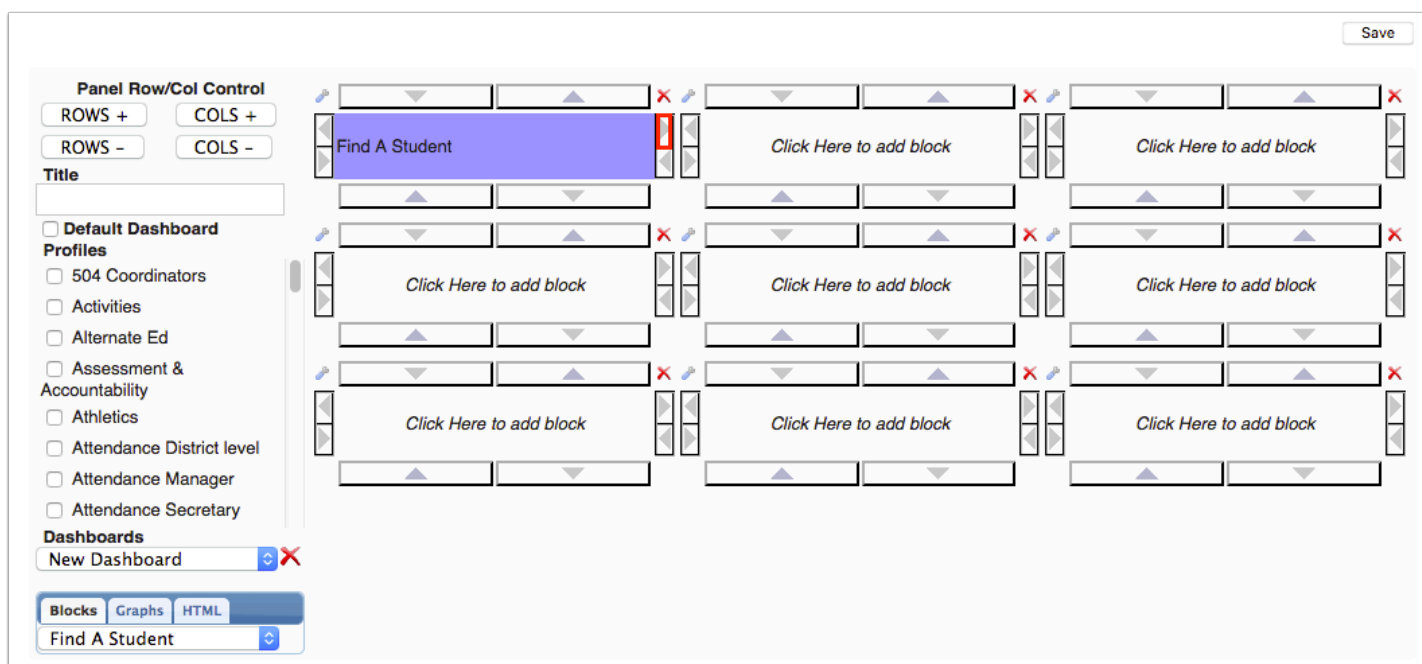
5. Click **Add** when finished.



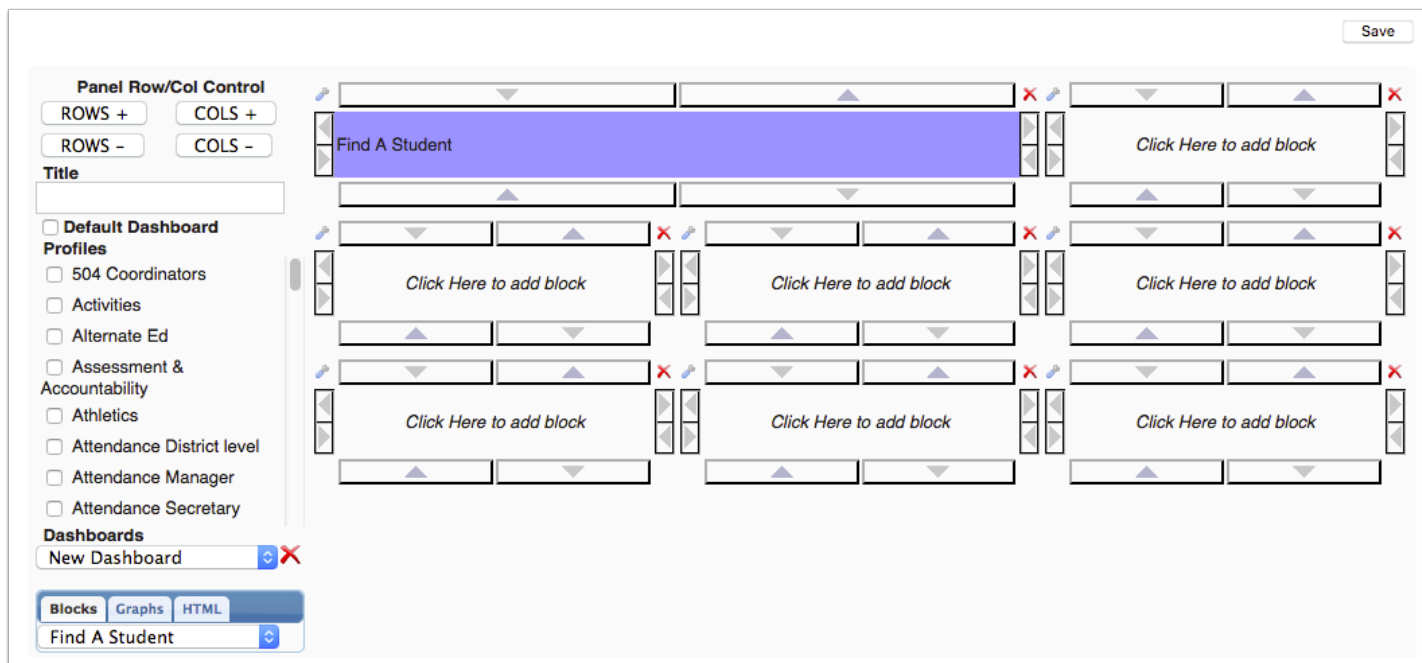
Resizing a Block

Blocks can be expanded to take up more than one row or column in the layout if more room is needed for a particular program, graph, or custom HTML.

Click the arrows around the block to resize the block in the appropriate direction. For example, to expand this block to take up two columns, click the right arrow.

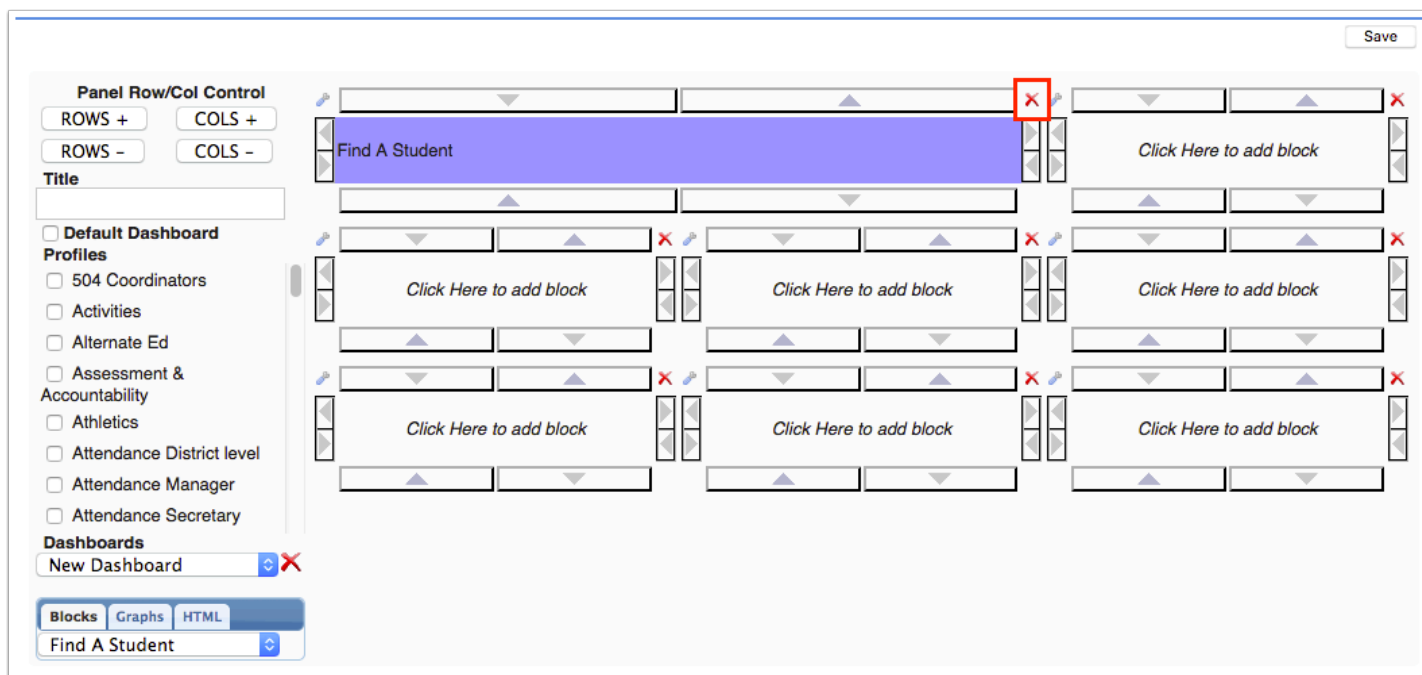


The block adjusts to fit the area.



Deleting a Block

Click the red **X** to the right of the block.



The program, graph, or custom HTML is removed from the layout.