

Community App

The Community App screen is used to set up some of the features used in the Community App, including Twitter feeds, login page customizations, and links to websites and documents.

 The following are the minimum versions supported to download the Community App on mobile devices:

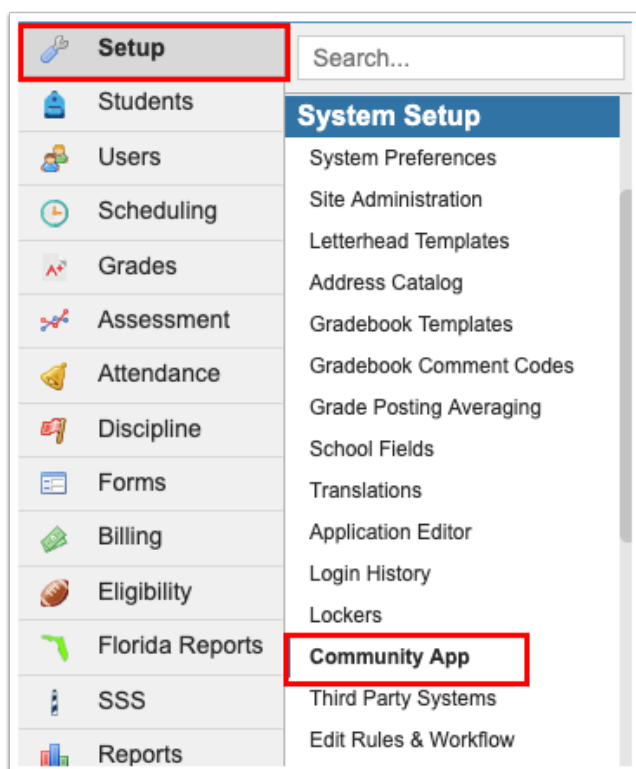
iOS 12

Android 5.0 (API level 21)

Setting the Session Timeout Length

The session timeout length determines how many minutes of inactivity may pass before teacher or admin users must log in to the app again. This setting does not affect parent or student users.

1. In the **Setup** menu, click **Community App**.




2. In the Session Timeout section of the screen, enter a whole number for the minutes of inactivity before timeout.

3. Click **Save**.

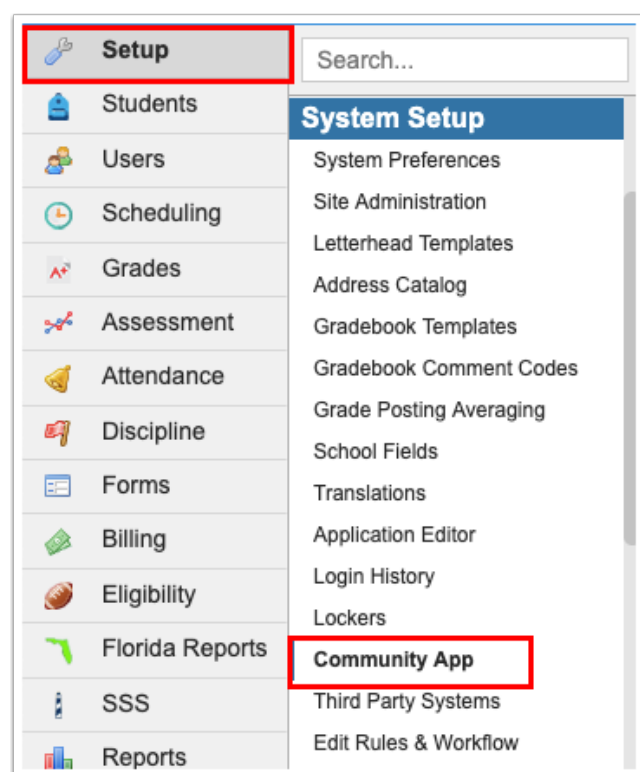
A screenshot of a 'Session Timeout' configuration window. The window has a blue header bar with the title 'Session Timeout'. Below the header, there is a text instruction: 'Enter the maximum whole minutes of inactivity permitted before teacher and admin profiles are required to login again.' To the right of this text is a red button labeled 'Save'. Below the instruction is a text input field containing the number '15', followed by the word 'Minutes'.

Adding News Feeds to the Community App

News feeds can be linked to a specific school, and can include Twitter and RSS feeds. The news feeds display on the News screen in the Community App.

 In addition to Twitter and RSS feeds, users can view messages pushed to the app via [Portal Messages](#) on the News screen in the app, as well as announcements created via [Communication](#). These messages are based on school and profile. These messages can be disabled for a specific school in the [School News Settings](#) section of the screen.

1. In the **Setup** menu, click **Community App**.



2. In the Social Media Feeds section of the screen, enter the **Title** of the news feed.

3. To display the news feeds only to users at a specific school, select the **Linked School**. Only one school can be selected. If no school is selected, all users in the district can view the news feeds.

Setting a linked school on a feed will default the feed to active for all users at that school.

4. Copy and paste the Twitter page URL into the **Twitter Page** field. If one does not exist, leave it blank.

5. Copy and paste the RSS field link into the **RSS Feed** field. If one does not exist, leave it blank.

6. Select the **Force Subscription** check box to display the news feeds by force for users in the school. Users will not be able to unsubscribe from these news feeds in the app.

Social Media Feeds

Save

Filter: OFF

Title ↕	Linked School ↕	Twitter Page ↕	RSS Feed ↕	Force Subscription ↕
OHS Twitter	Owl High School - 0... ▼	https://twitter.com/Focu		<input type="checkbox"/>

7. Press **Enter** to add the row.

The row turns yellow to indicate changes have been made.

8. Click **Save**.

Social Media Feeds

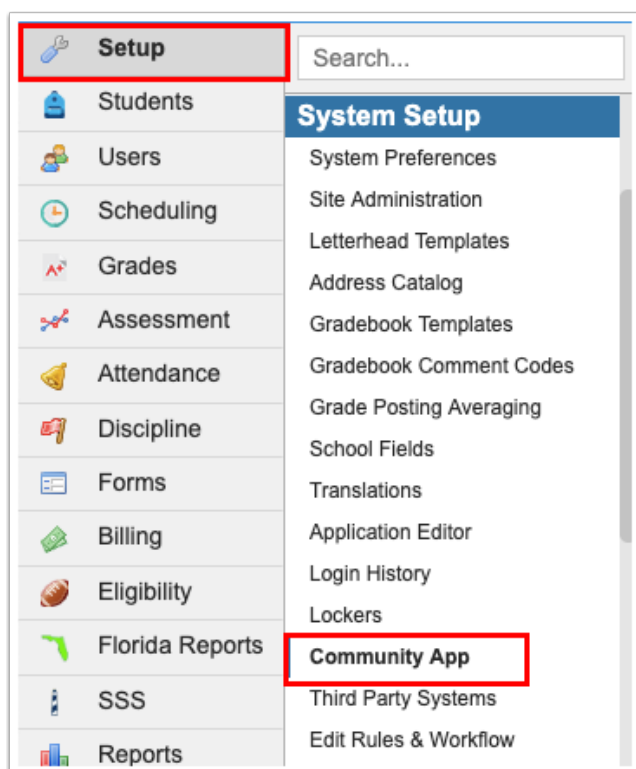
Save

Filter: OFF

Title ↕	Linked School ↕	Twitter Page ↕	RSS Feed ↕	Force Subscription ↕
	▼			<input type="checkbox"/>
OHS Twitter	Owl High School - 0... ▼	https://twitter.com/Focu		<input type="checkbox"/>

Editing News Feeds

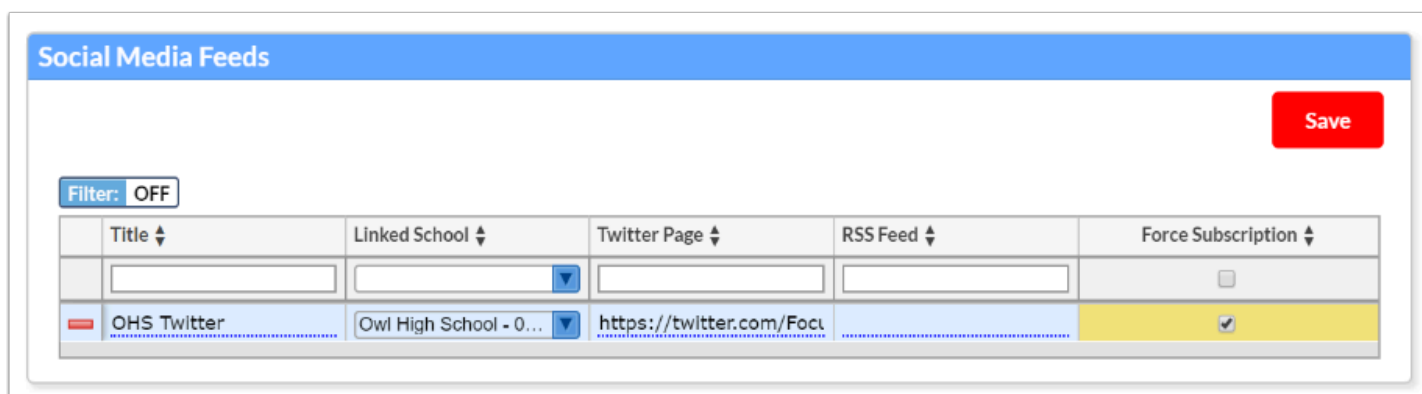
1. In the **Setup** menu, click **Community App**.



2. Edit any of the news feed fields as needed.

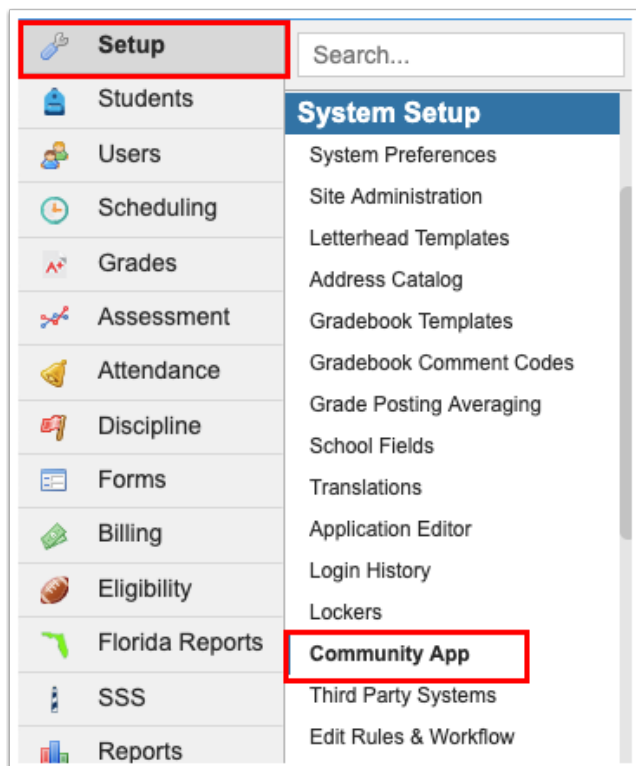
The field turns yellow to indicate changes have been made.

3. Click **Save**.

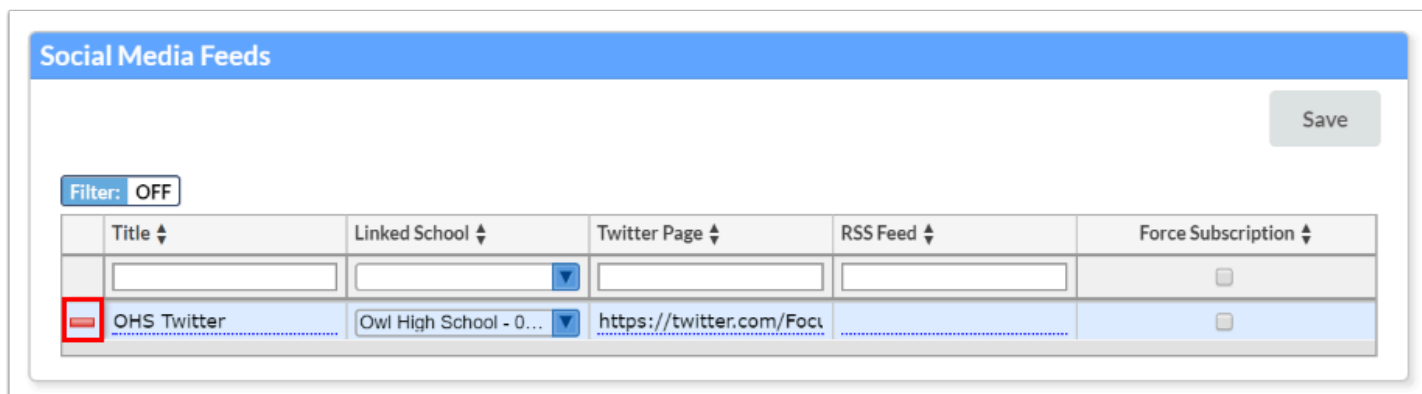


Deleting News Feeds

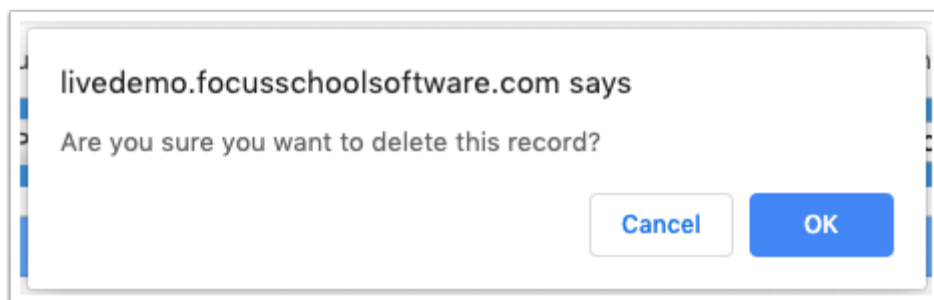
1. In the **Setup** menu, click **Community App**.



2. Click the red minus sign next to the row to delete.



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



The row is grayed out to indicate it has been deleted. You must click Save to complete deletion.

4. Click **Save**.

Social Media Feeds

Save

Filter: OFF

Title	Linked School	Twitter Page	RSS Feed	Force Subscription
OHS Twitter	Owl High School - 0...	https://twitter.com/Foc		

Customizing the Login Page

The Login Page section of the screen is used to add text to the bottom of the login page in the app. HTML can be used to format the text.

1. In the **Setup** menu, click **Community App**.

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Eligibility

Florida Reports

SSS

Reports

Search...

System Setup

System Preferences

Site Administration

Letterhead Templates

Address Catalog

Gradebook Templates

Gradebook Comment Codes

Grade Posting Averaging

School Fields

Translations

Application Editor

Login History

Lockers

Community App

Third Party Systems

Edit Rules & Workflow

2. In the Login Page section of the screen, enter the text you want to appear at the bottom of the login page in the app. HTML can be used to format the text.

3. Click **Save** when finished.

Login Page

Use the following input to display extra information on the app's login page. HTML is supported.

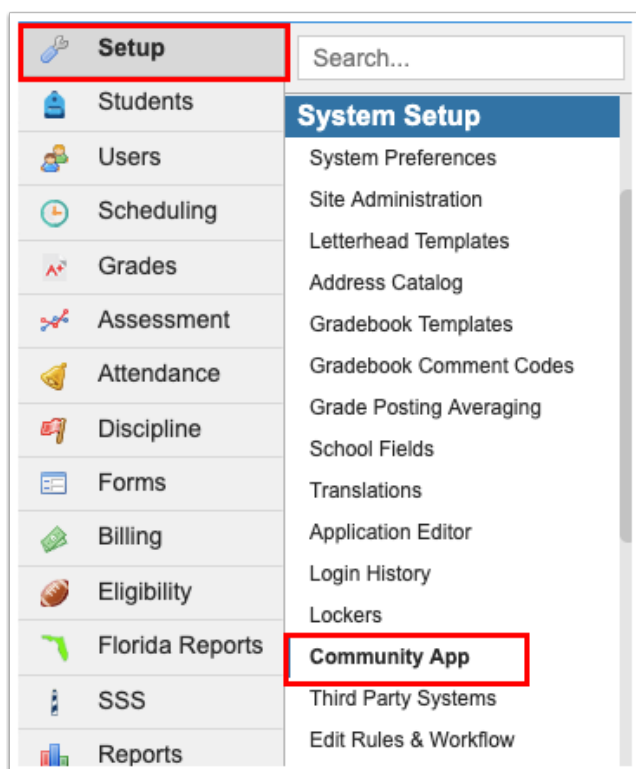
Save

Welcome to the Focus Public Schools app. Please check out the latest news from your school.

Disabling the School News Feed for a School

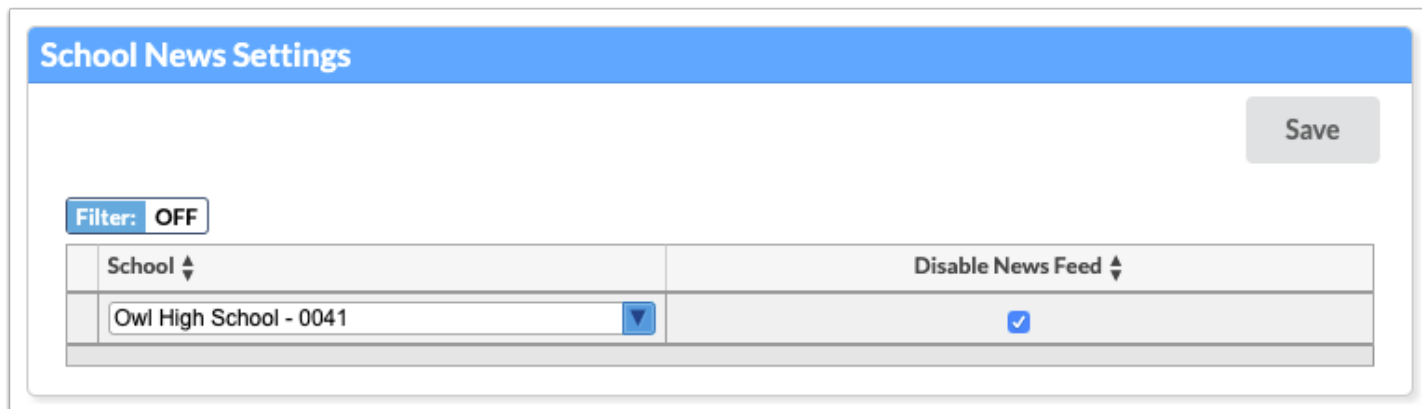
The School News Settings section of the screen is used to disable school news feeds for specific schools. School news includes Portal messages and Communication announcements sent to specific schools and profiles. Disabling a school news feed will prevent any new users and existing subscribers from receiving any news/push notifications from the deactivated school.

1. In the **Setup** menu, click **Community App**.



2. In the School News Settings section of the screen, select the **School** in the pull-down.

3. Select **Disable News Feed**.



4. Press **Enter** to add the row.

The row turns yellow to indicate changes have been made.

5. Click **Save**.

School News Settings

Save

Filter: OFF

School	Disable News Feed
Owl High School - 0041	<input checked="" type="checkbox"/>

Adding Links to the Community App

Links to documents or websites can be added to the app and made available for certain profiles. Links can be organized into folders.

A link can also be set up to allow parents and students to access the Online Application from the mobile app.

1. In the **Setup** menu, click **Community App**.

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Eligibility

Florida Reports

SSS

Reports

Search...

System Setup

System Preferences

Site Administration

Letterhead Templates

Address Catalog

Gradebook Templates

Gradebook Comment Codes

Grade Posting Averaging

School Fields

Translations

Application Editor

Login History

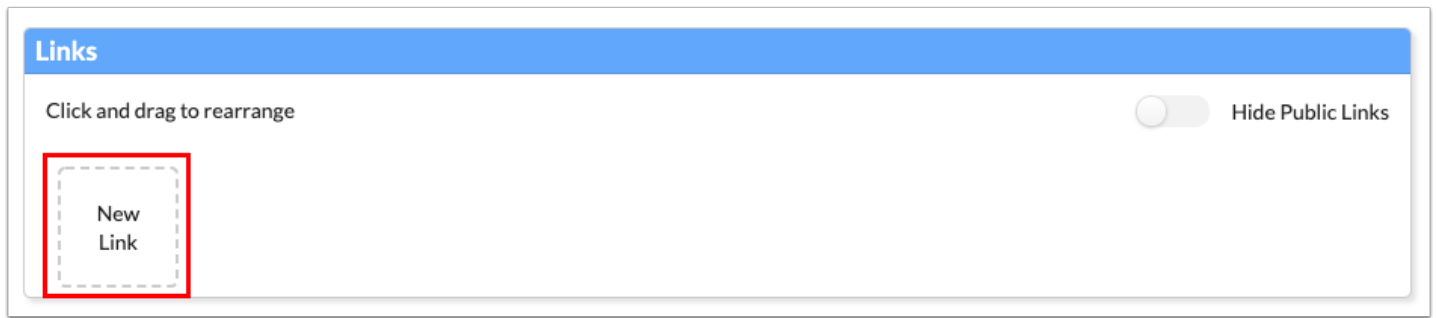
Lockers

Community App

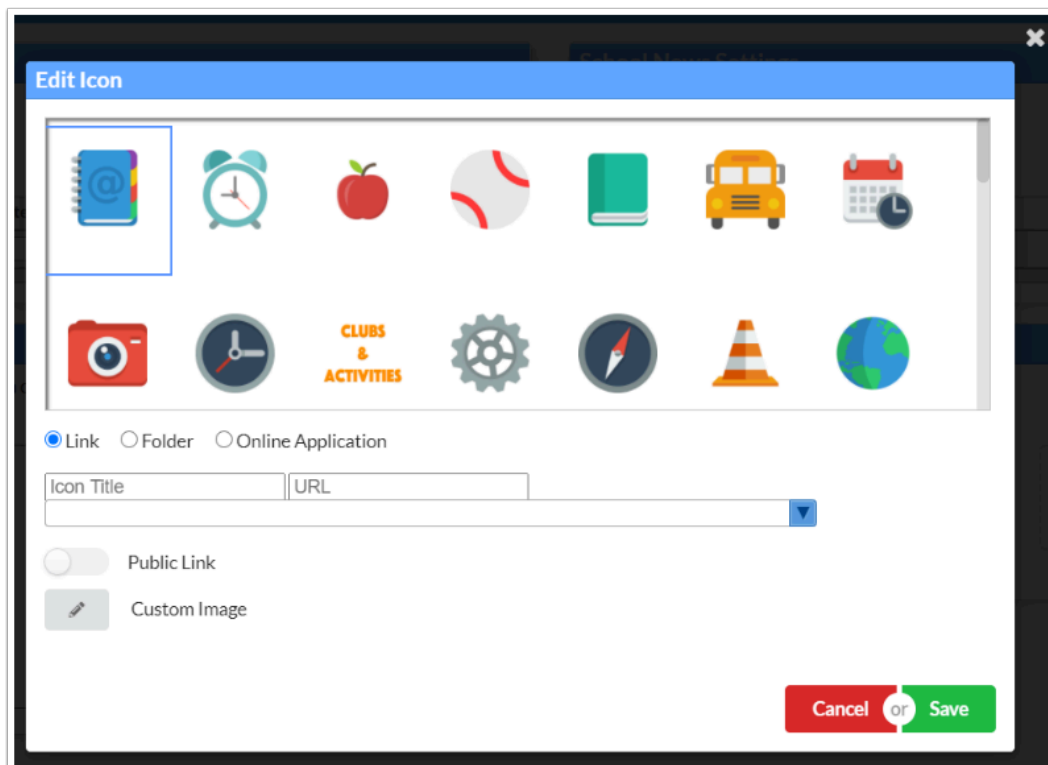
Third Party Systems

Edit Rules & Workflow

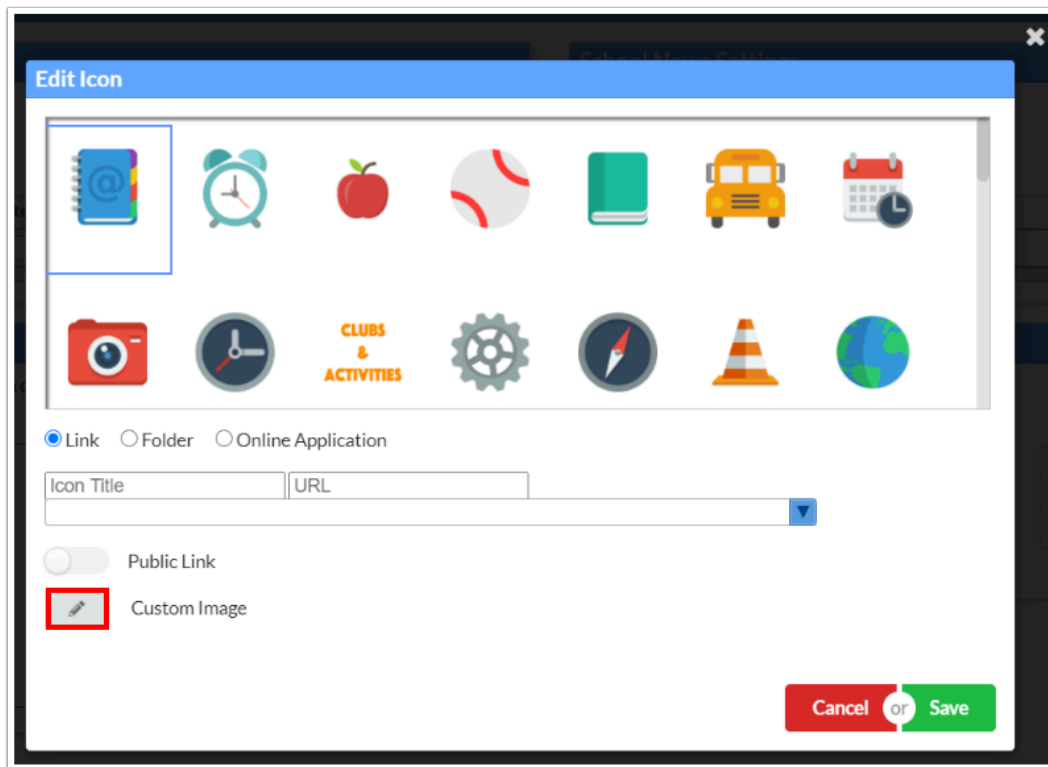
2. In the Links section of the screen, click **New Link**.



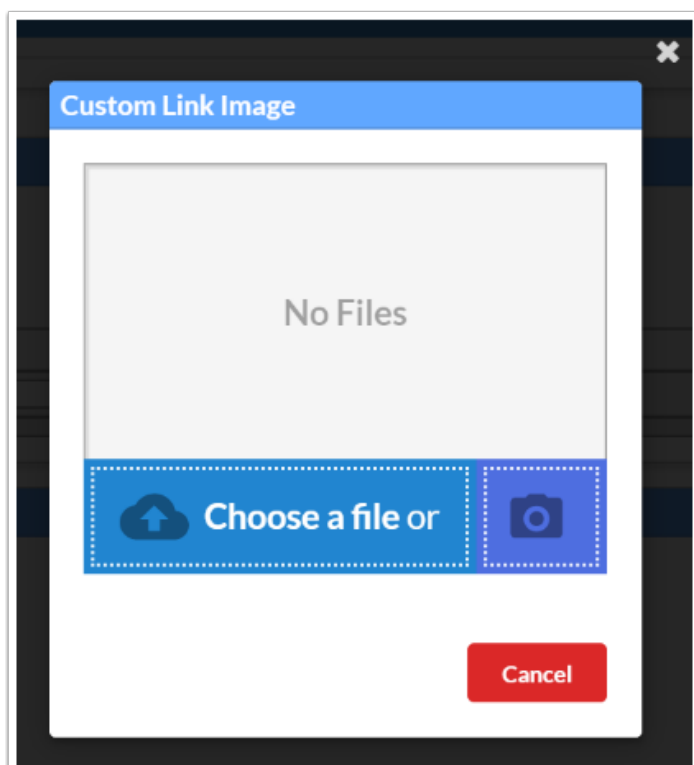
3. In the Edit Icon pop-up window, click the icon to use.



4. To use a custom image, click **Custom Image**.



5. Drag a file into the box or click the **Choose a file** button to select a file from your computer.



The Edit icon window is re-loaded, with your custom image automatically selected.

Edit Icon

☒ Link
 ☐ Folder
 ☐ Online Application

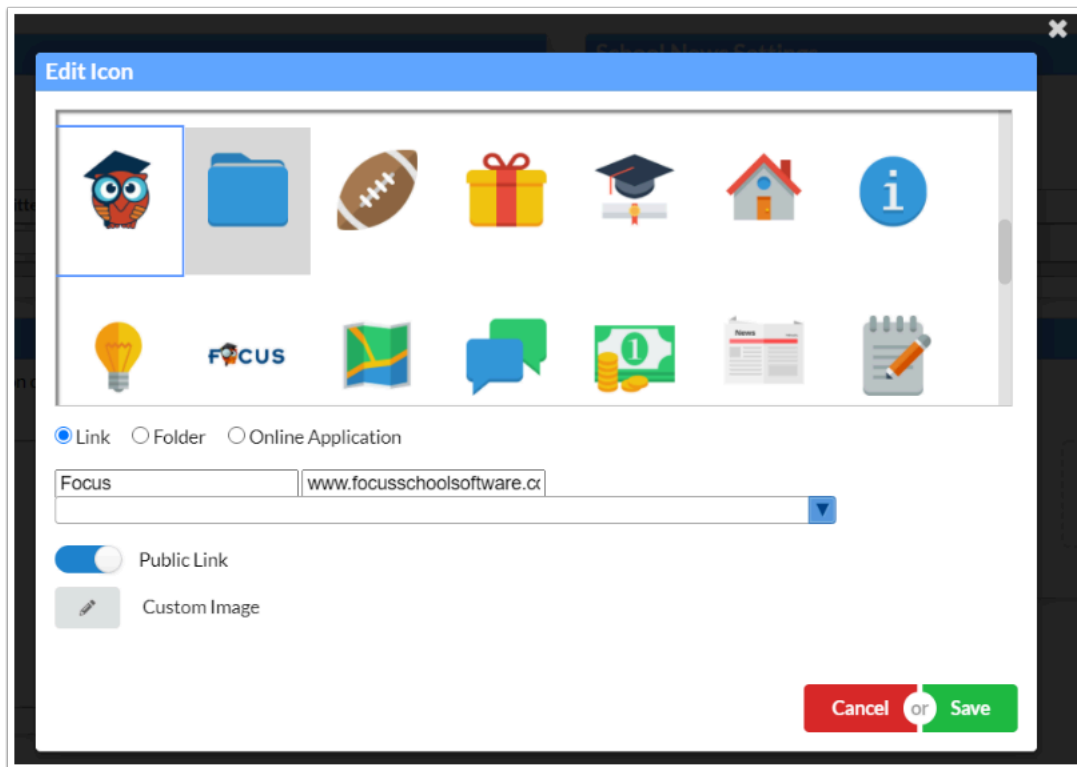
Icon Title:
 URL:

☐ Public Link

or

💡 To delete a custom image, click **Custom Image** and click the red **X** under the image. Then click **Yes** in the confirmation message.

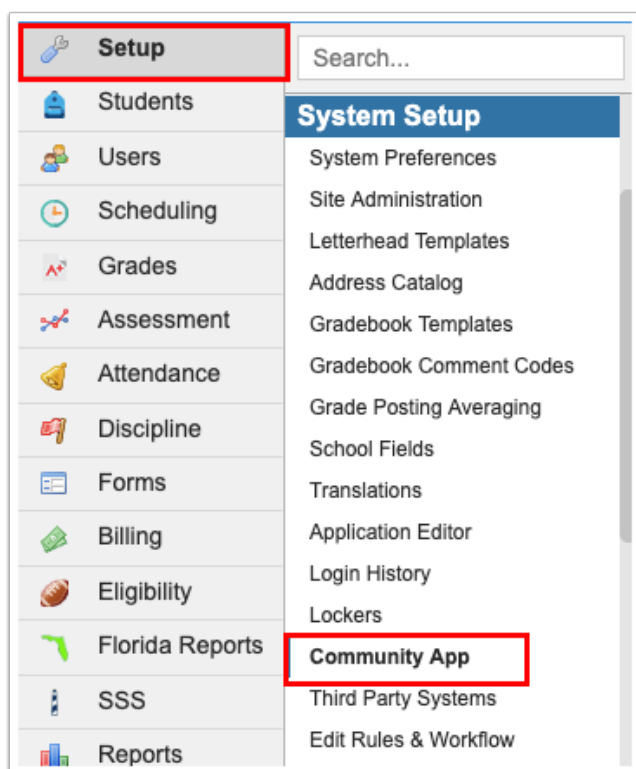
6. Select the **Link** radio button to create a link to a URL. Select the **Online Application** radio button to create a link to the /apply site.
7. Enter the **Icon Title**.
8. If you selected the Link radio button, enter the **URL** of the link.
9. Select the profiles that can view this link in the pull-down. One or multiple can be selected. If no profiles are selected, all profiles can view the link.
10. Select **Public Link** if the link will be available to users not logged into the app.
11. Click **Save**.



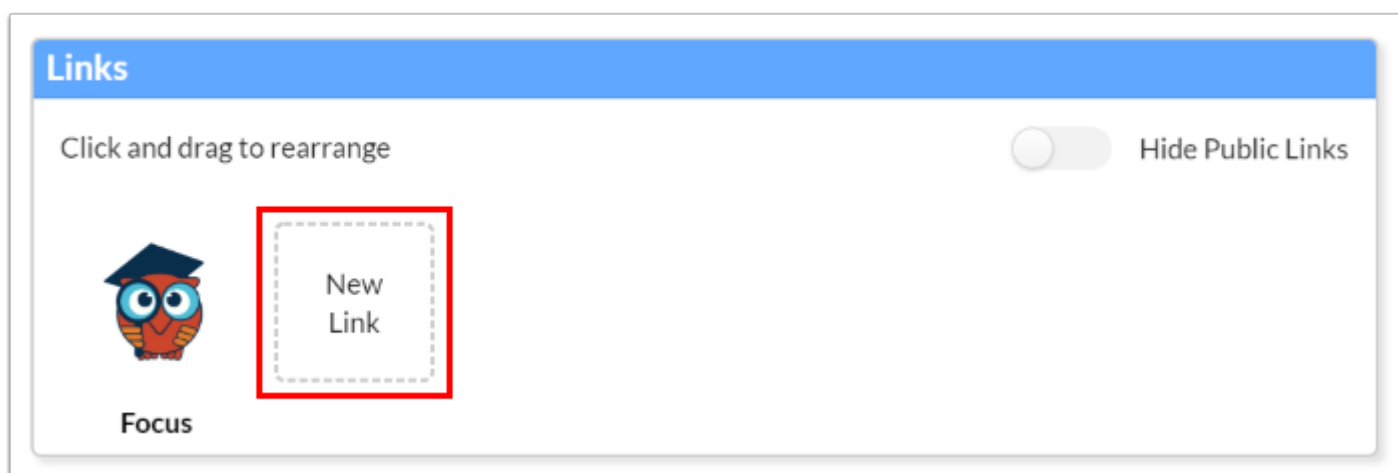
Adding a Folder

Folders are used to organize links and documents in the app. Folders can be made available to specific profiles.

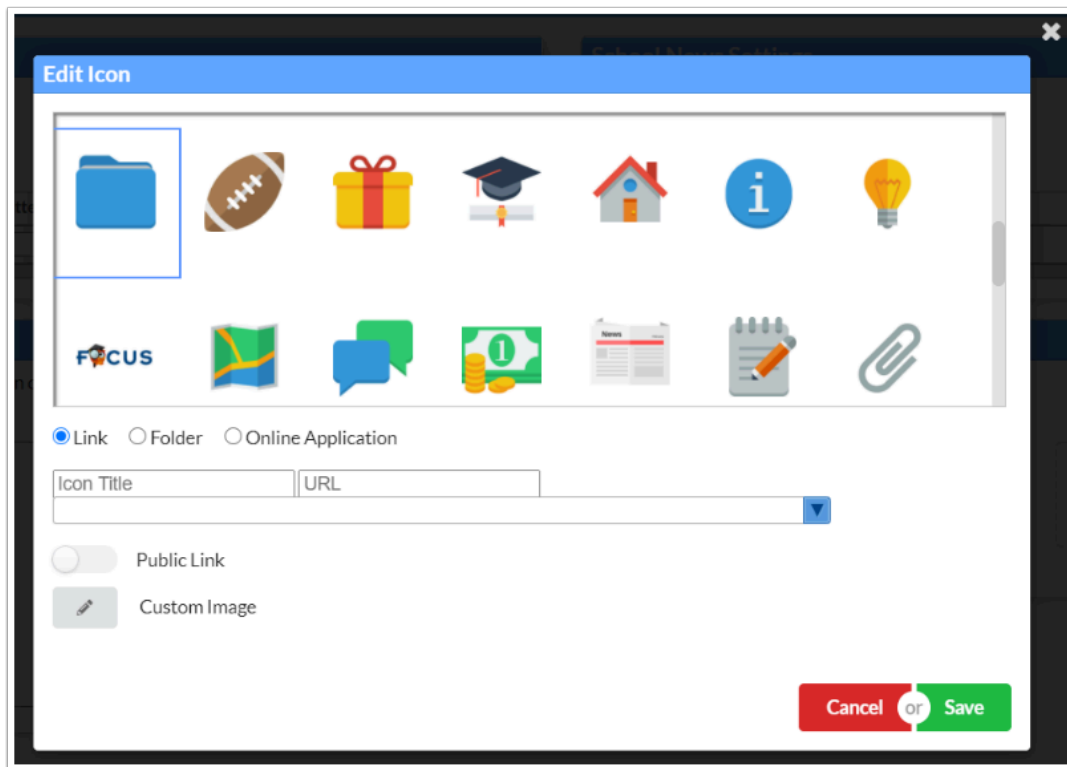
1. In the **Setup** menu, click **Community App**.



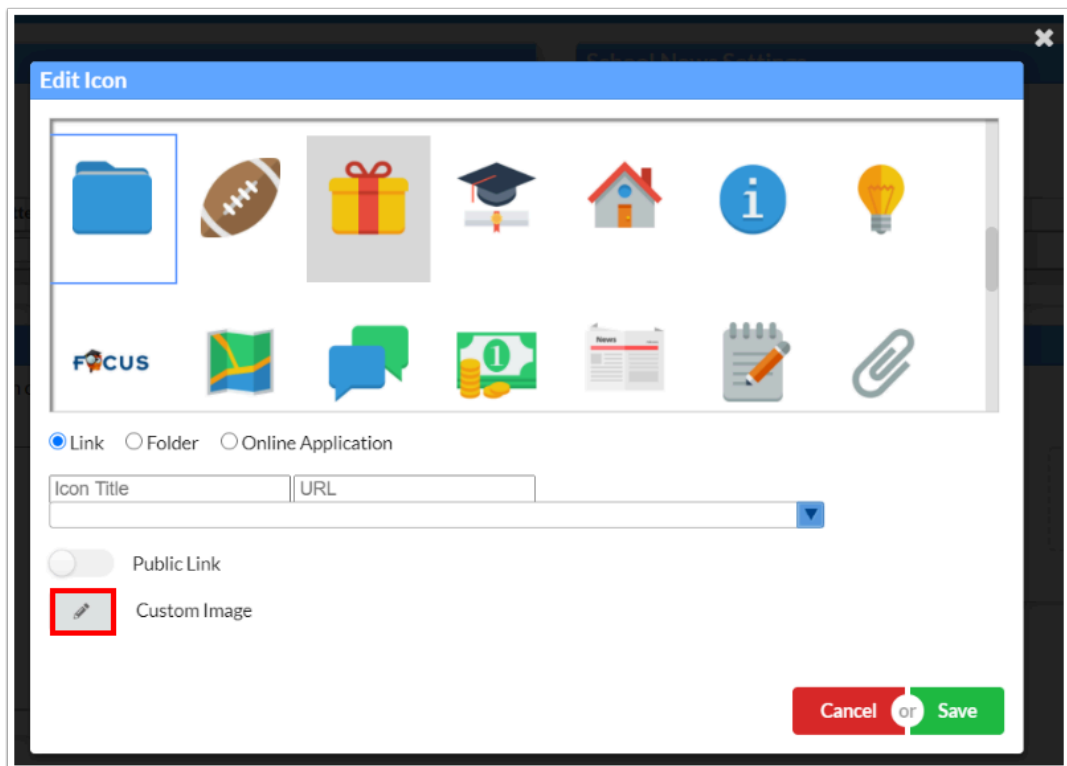
2. In the Links section of the screen, click **New Link**.



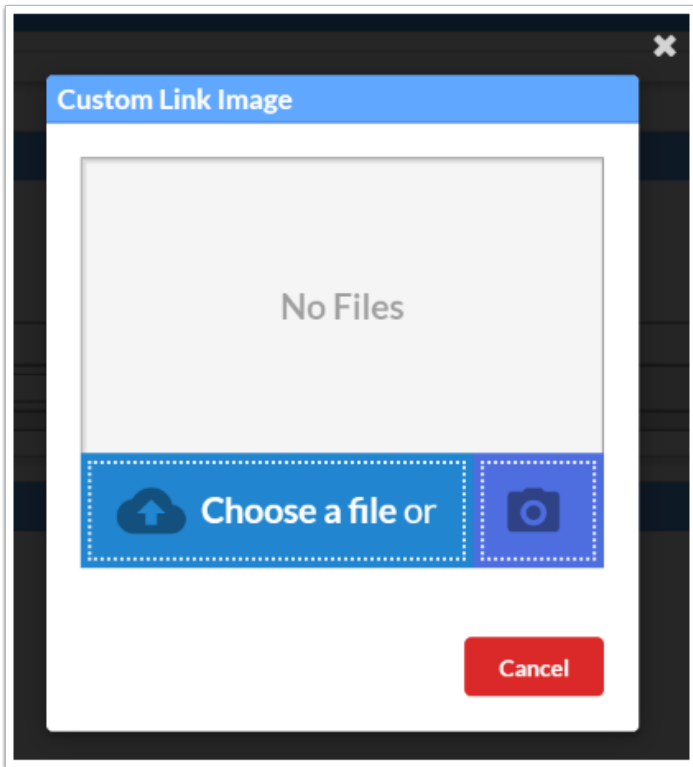
3. In the Edit Icon pop-up window, select the icon to use.



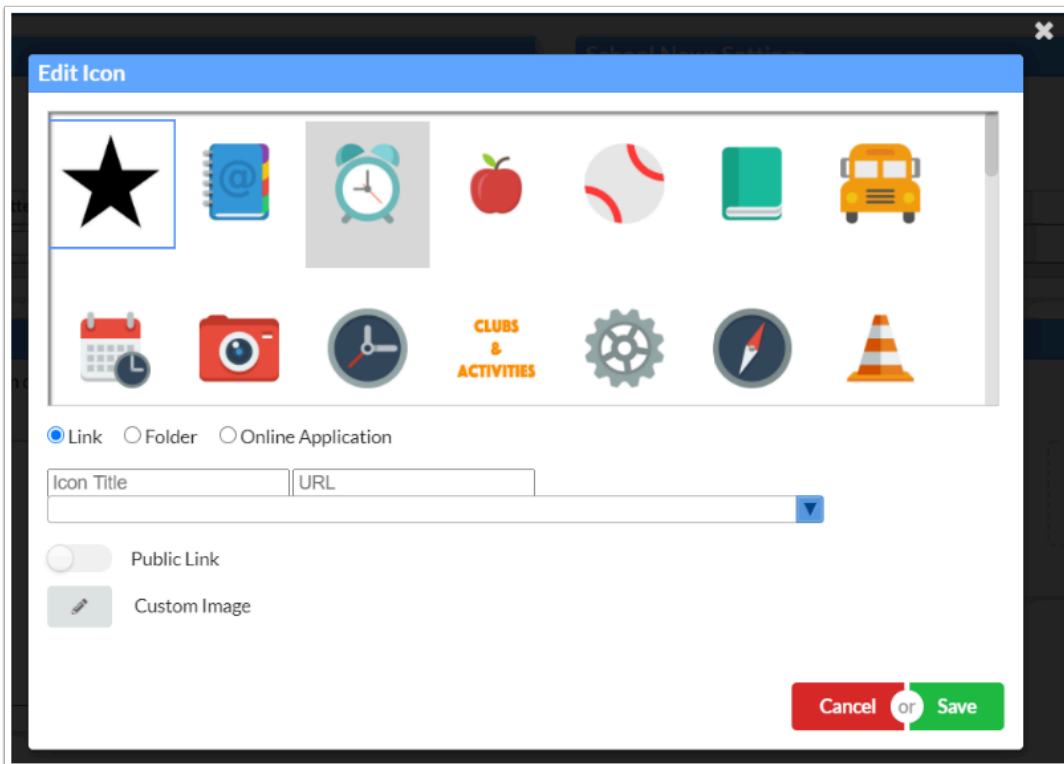
4. To use a custom image, click **Custom Image**.



5. Drag a file into the box or click the blue area to select a file from your computer.



The Edit Icon window is re-loaded, with your custom image automatically selected.



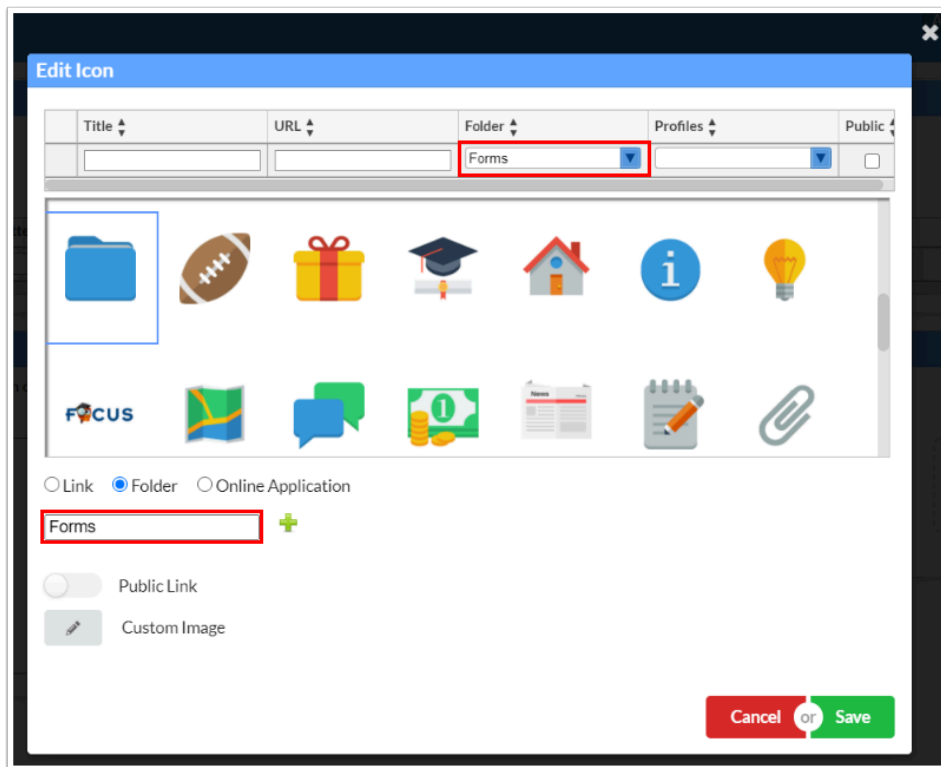
- 💡 To delete a custom image, click **Custom Image** and click the red **X** under the image. Then click **Yes** in the confirmation message.

6. Click the **Folder** radio button.

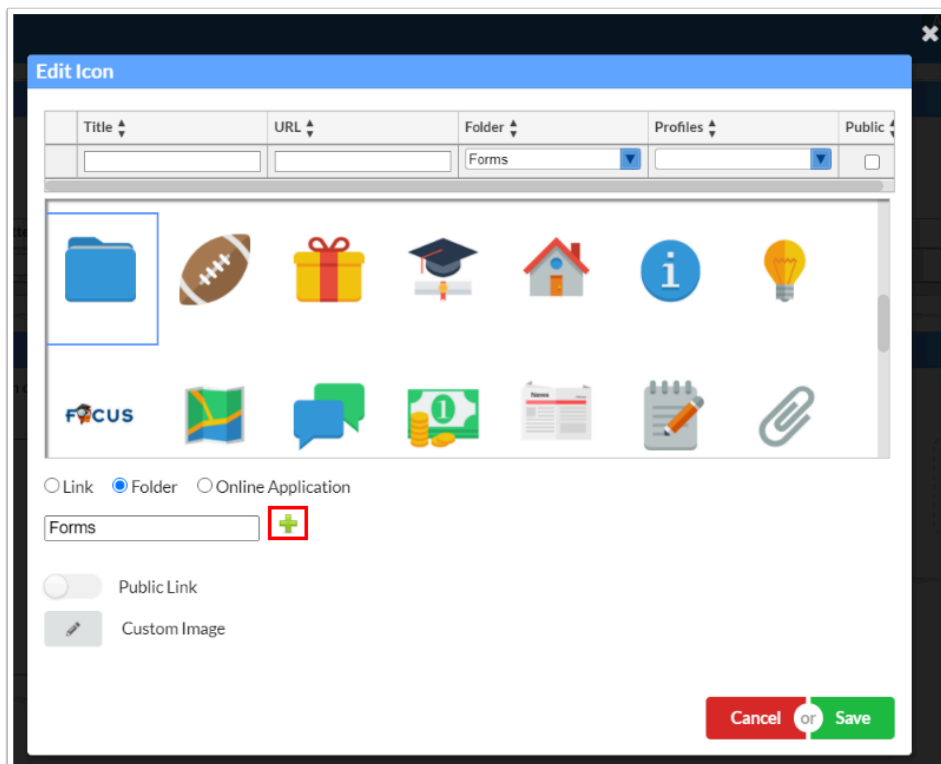
The screenshot shows the 'Edit Icon' dialog box. At the top, there are fields for Title, URL, Folder, Profiles, and Public. Below these is a grid of icons. The 'Folder' radio button is selected and highlighted with a red box. Below the grid, there is a text input field for 'Icon Title', a 'Public Link' toggle, and a 'Custom Image' button. At the bottom right, there are 'Cancel' and 'Save' buttons.

7. Enter an **Icon Title** for the folder.

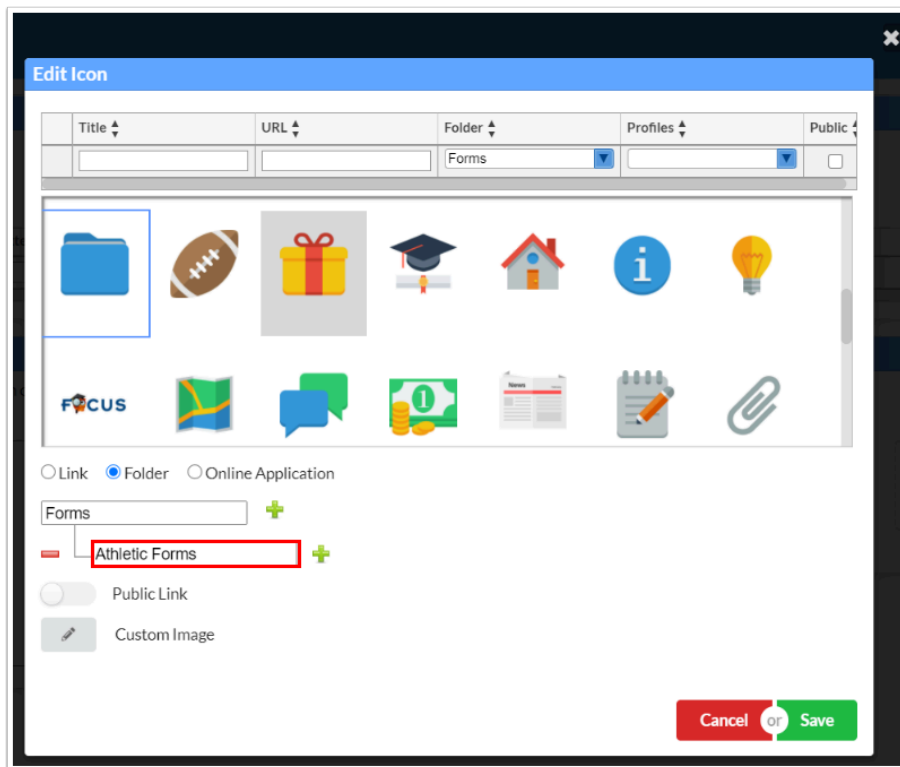
The folder is now available in the Folder pull-down at the top of the window.



8. To add a sub-folder, click the plus sign.

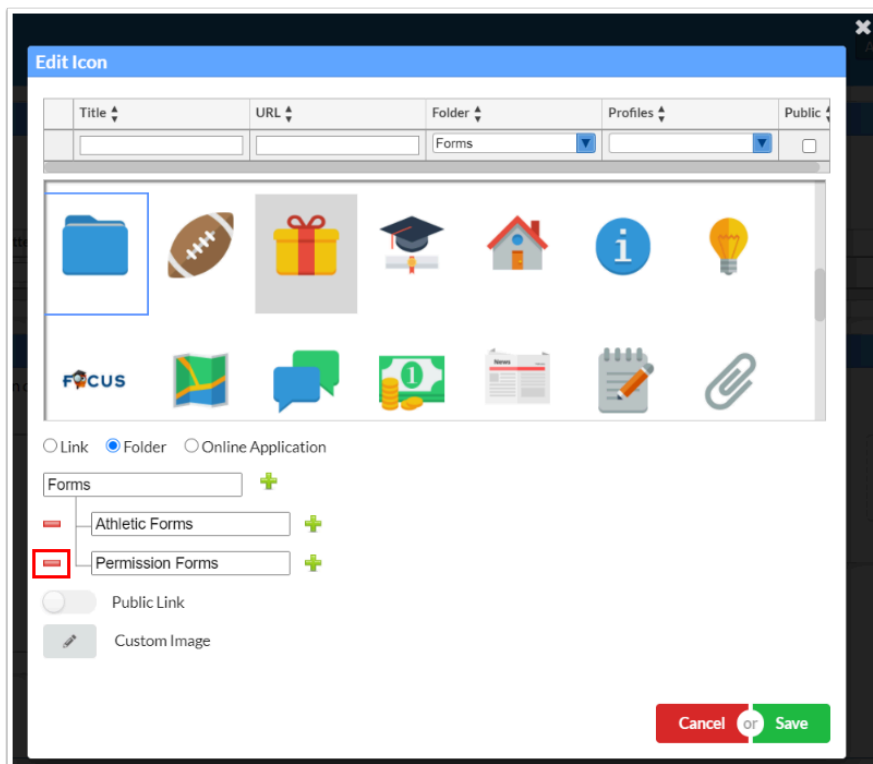


9. Enter a **Folder Title** for the sub-folder.



10. Continue adding sub-folders as needed by clicking the + next to the folder that will house the sub-folder and entering the sub-folder title.

11. To delete a folder, click the minus sign next to the folder.



- 12.** To add links/documents to the folder, enter the **Title** of the link/document in the blank row at the top of the window.
- 13.** Enter the **URL** for the link or document.
- 14.** Select the **Folder**.
- 15.** Select the **Profiles** who can view the link in the folder. If no profiles are selected, all profiles can view the link.
- 16.** Select **Public** if the link will be available to users not logged into the app.

Title	URL	Folder	Profiles	Public
Athletic Forms	www.google.com	Forms > Athletic Forms		<input checked="" type="checkbox"/>

- 17.** Press **Enter** to add the row.

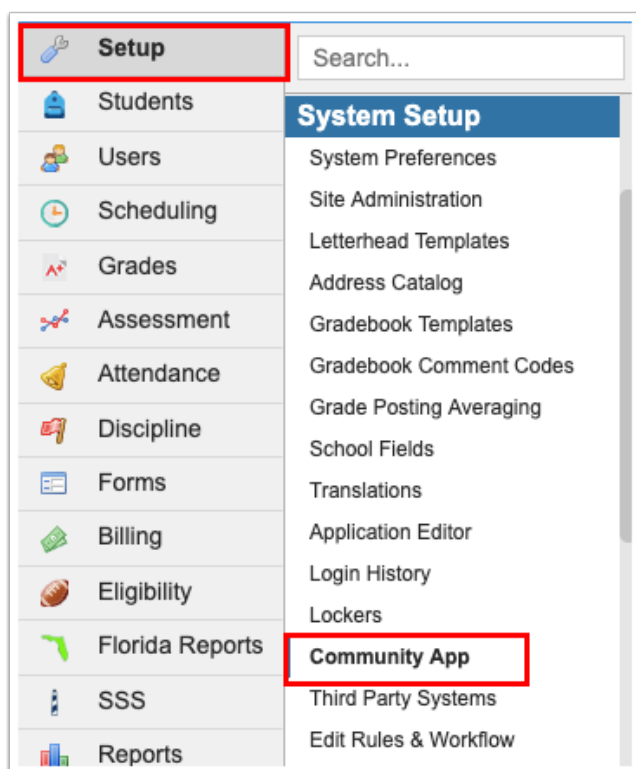
The row turns yellow to indicate changes have been made.

- 18.** Click **Save** at the bottom of the window.

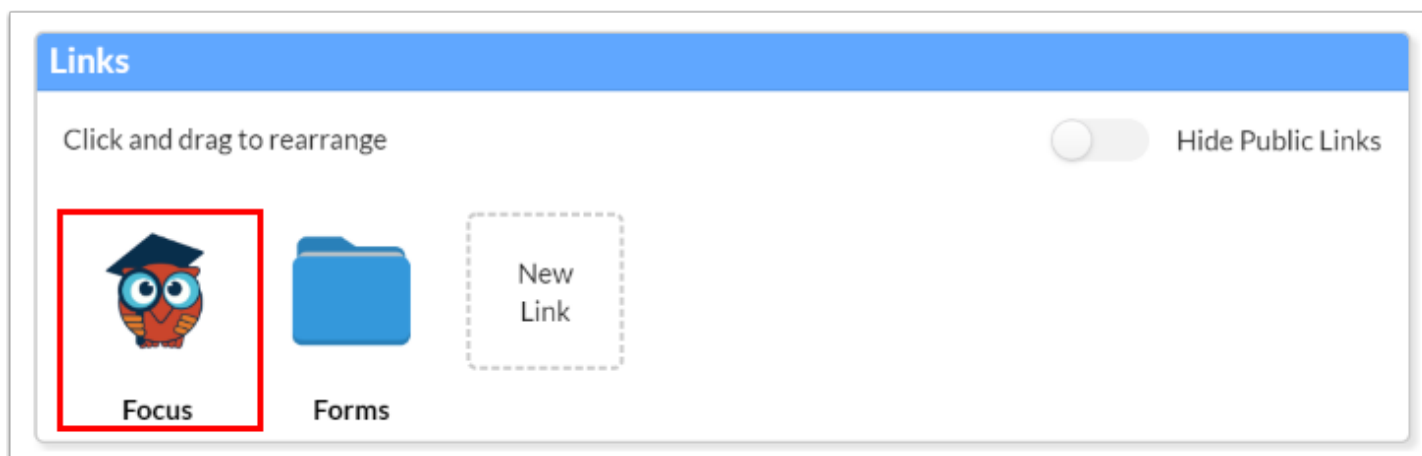
Title	URL	Folder	Profiles	Public
		Forms		<input type="checkbox"/>
Athletic Forms	www.google.com	Forms > Athletic Forms		<input checked="" type="checkbox"/>

Editing a Link/Folder

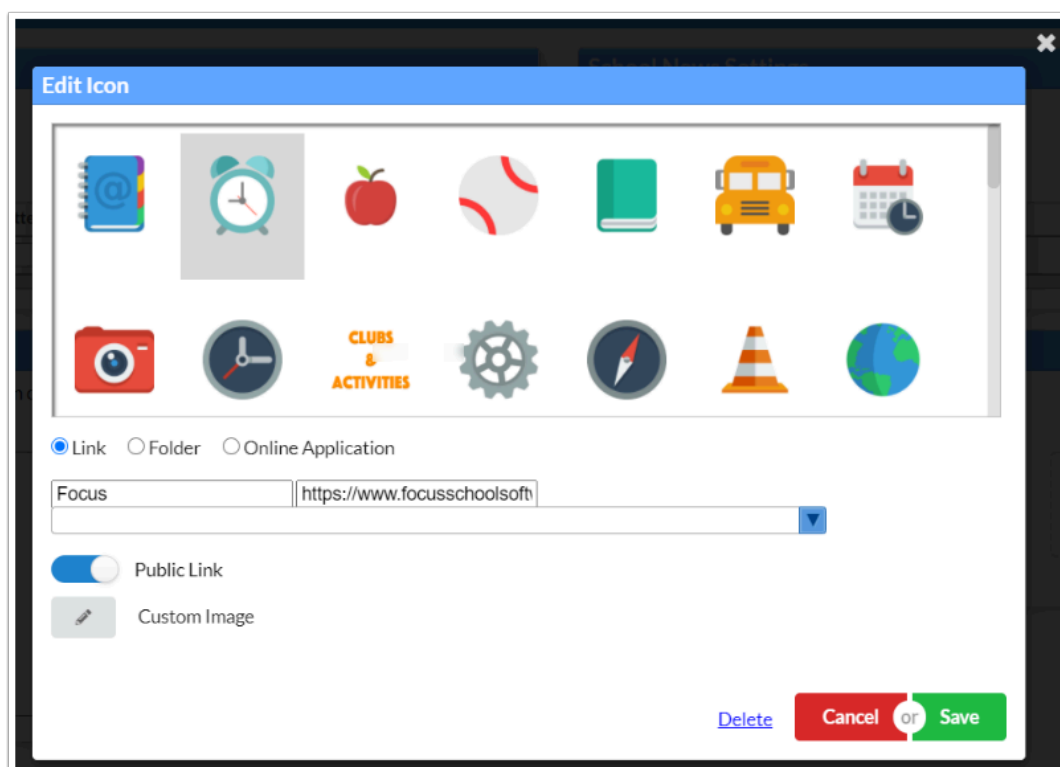
- 1.** In the **Setup** menu, click **Community App**.



2. In the Links section of the screen, click the link to edit.

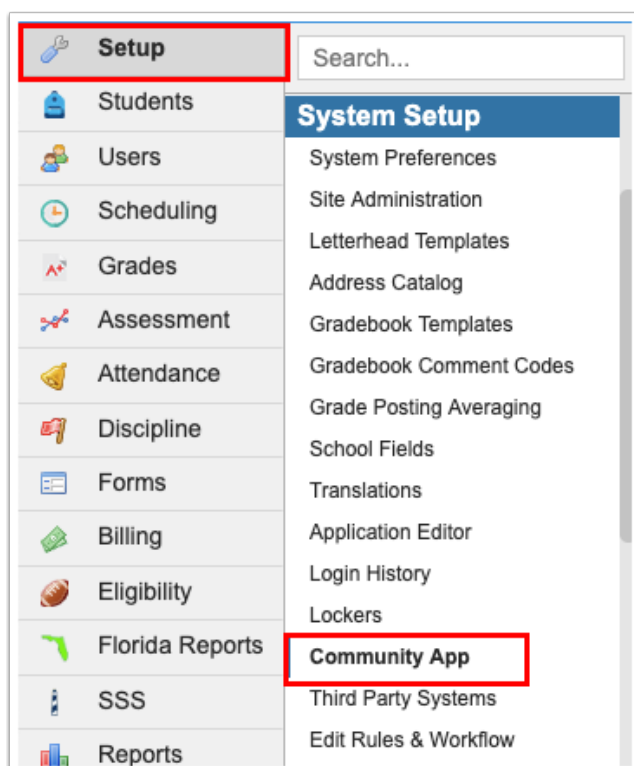


3. Make the necessary changes and click **Save**.

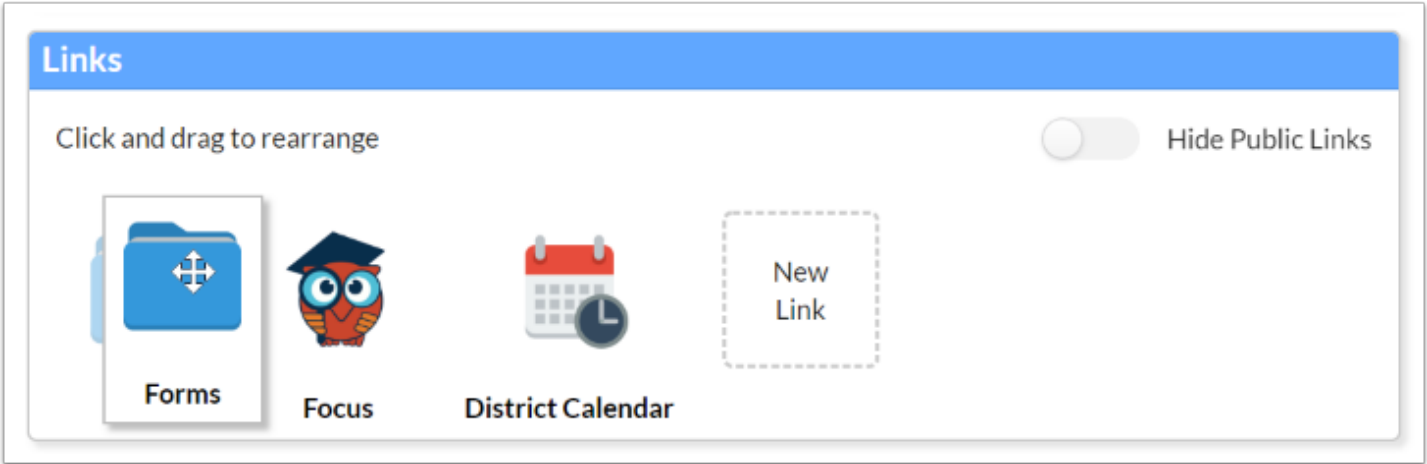


Rearranging Links/Folders

1. In the **Setup** menu, click **Community App**.

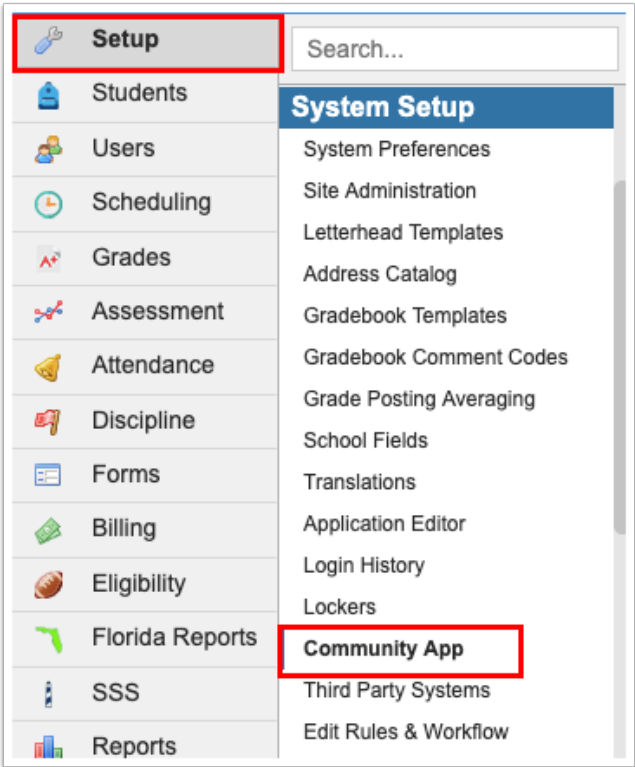


2. In the Links section of the screen, click and drag the icons to rearrange the order of the links/folders.

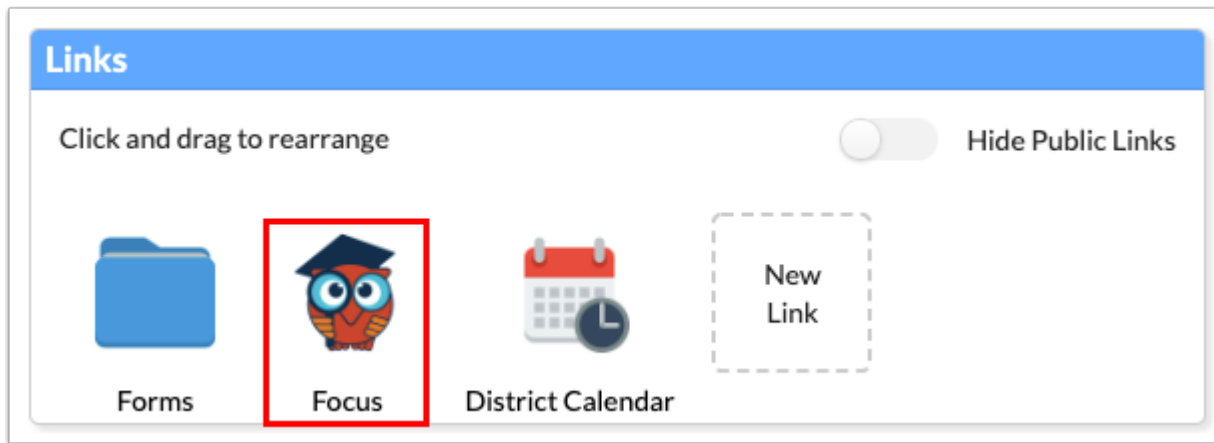


Deleting a Link/Folder

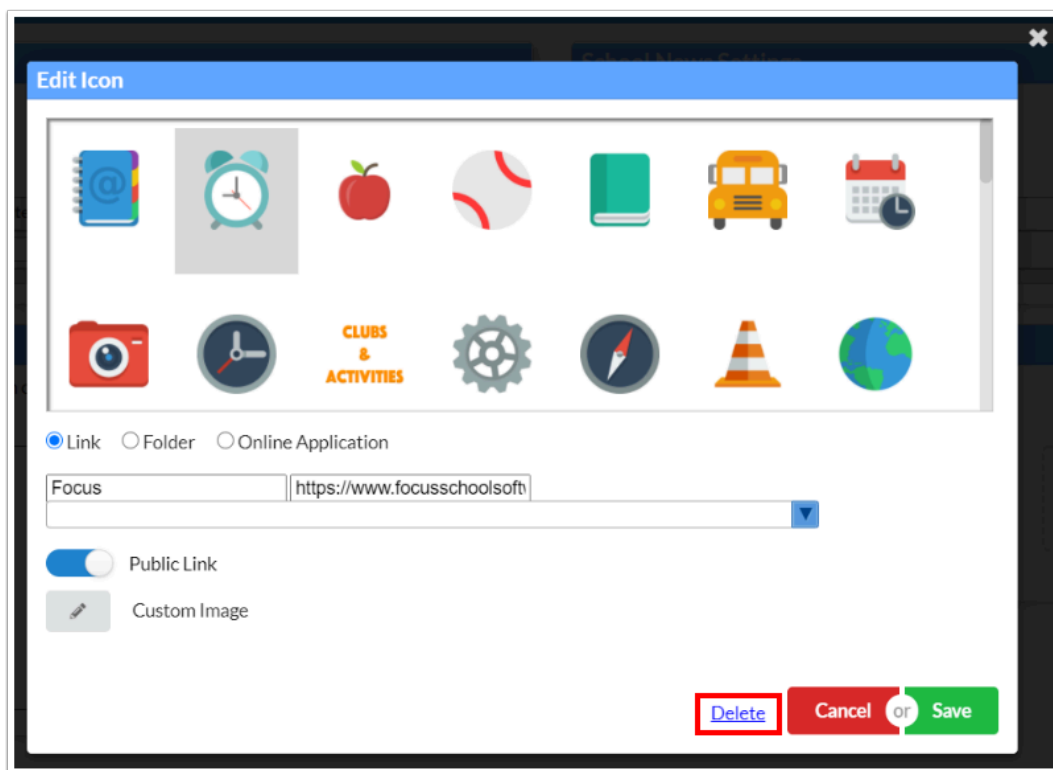
1. In the **Setup** menu, click **Community App**.



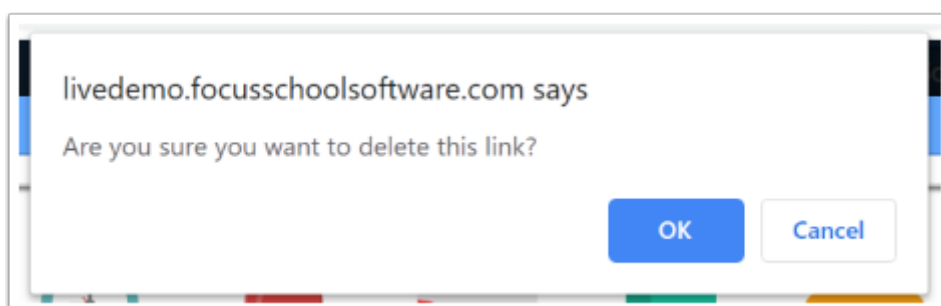
2. In the Links section of the screen, click the link to delete.



3. Click **Delete** at the bottom of the window.



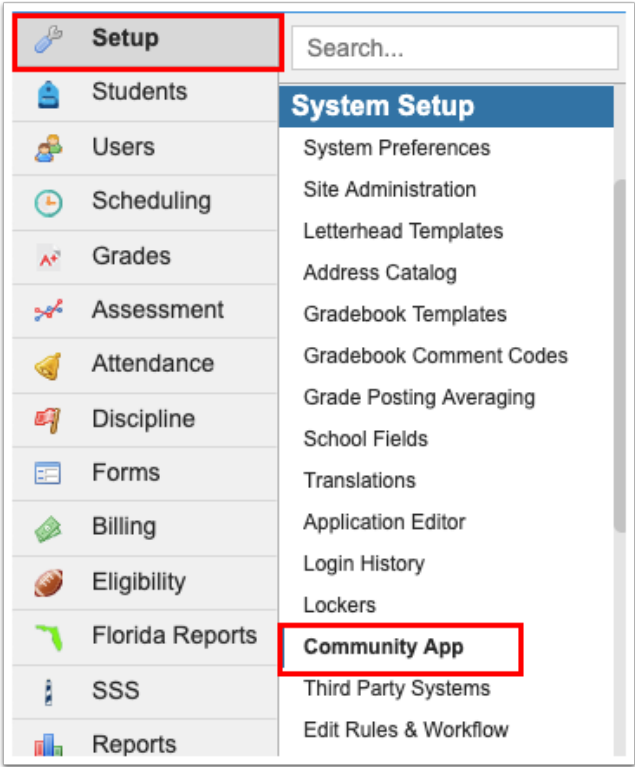
4. In the confirmation window, click **OK**.



Hiding Public Links

When the Hide Public Links option is enabled in the Links section of the screen, users will be required to log in to the app in order to access the links that were designated as public.

1. In the **Setup** menu, click **Community App**.



2. In the Links section of the screen, click the **Hide Public Links** toggle.

