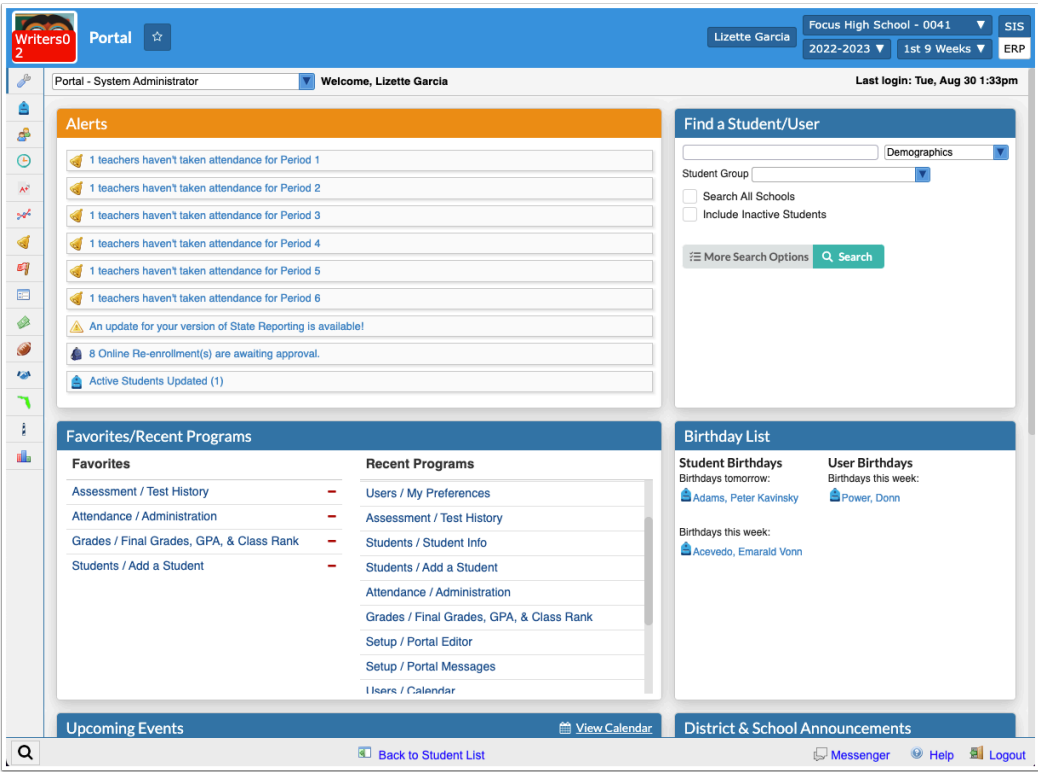


# Portal v.11

The Portal page is the key to navigation throughout Focus and throughout the Student Information System (SIS). Before conducting students searches, taking attendance, etc., you must learn the basics of the software. A lot can be accomplished directly from the Portal page; it includes Alerts, Upcoming Events, a Help button, and more.

## The Basics of the Portal Page

When you first sign into Focus, you are taken to the Portal page.



Click **SIS** to navigate through the Student Information System.

Lizette Garcia

Focus High School - 0041

SIS

2022-2023

1st 9 Weeks

ERP

Last login: Tue, Aug 30 1:33pm

Find a Student/User

Demographics

Student Group

☐ Search All Schools

☐ Include Inactive Students

More Search Options

Search

**i** Depending on your role at the district and your profile permissions, you may have access to the ERP system as well. For more information on the ERP Portal page and basic navigation, see [Basic Navigation](#). Note: If you only have an SIS profile, you will not see the SIS / ERP toggle.

Lizette Garcia

Focus High School - 0041

SIS

2022-2023

1st 9 Weeks

ERP

Last login: Tue, Aug 30 1:33pm

Find a Student/User

Demographics

Student Group

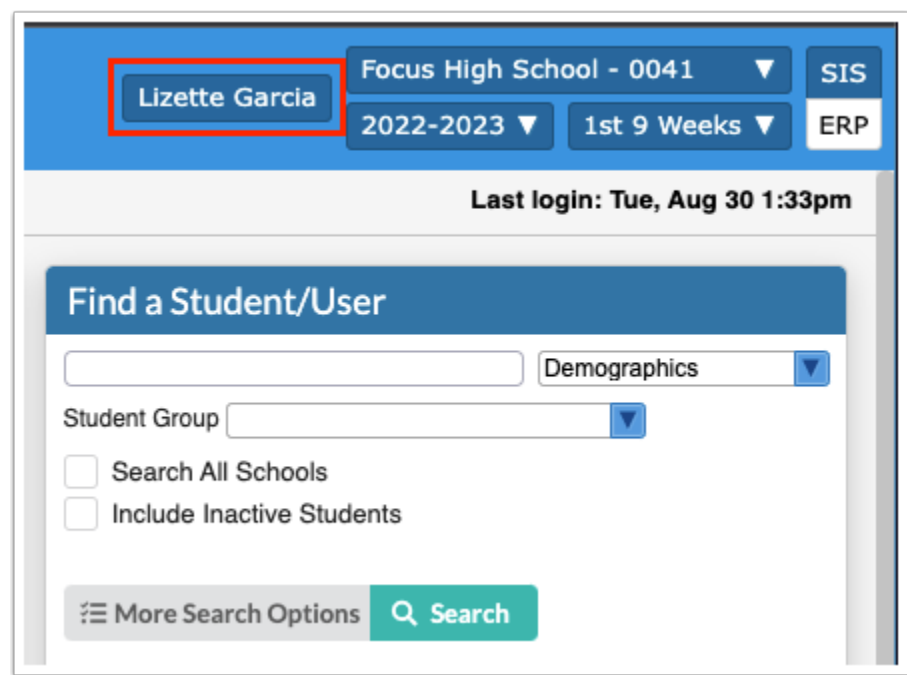
☐ Search All Schools

☐ Include Inactive Students

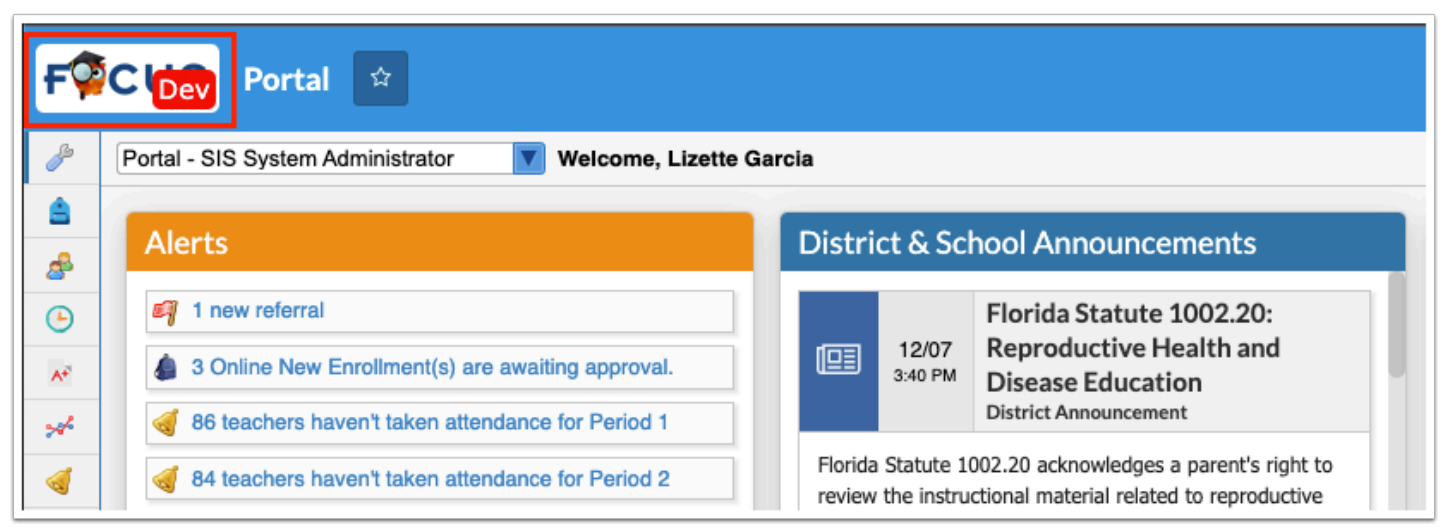
More Search Options

Search

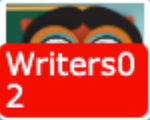
Your username displays next to the school name/school pull-down and school year pull-down in the header.



Click the logo/Portal button at any time from any screen to navigate back to the main Portal page.



Most districts elect to have their own logo here, as opposed to the built in Focus logo.



Portal

☆

Portal - System Administrator

Welcome, Lizette Garcia

Alerts

1 teachers haven't taken attendance for Period 1

1 teachers haven't taken attendance for Period 2

1 teachers haven't taken attendance for Period 3

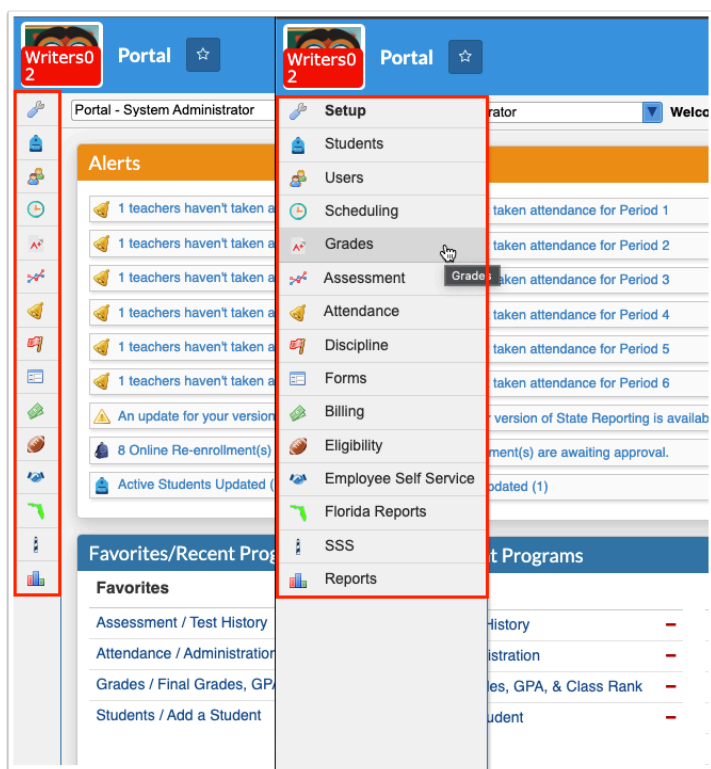
1 teachers haven't taken attendance for Period 4

**i** Logos and other district information can be customized via Setup > [District Info](#).

**i** If the logo is not displayed, a pop-up window is open (an example is shown below). Close the window to return to the main Focus screen and the Portal page.

Schedule Report									
<a href="#">sandbox.focusschoolsoftware.com/writers02/Modules.php?modname=Scheduling/ScheduleReport.php&amp;modfunc=students&amp;studen...</a>									
View/Edit this Section		List Students in this Section		List Unfilled Requests in this Section		Show Inactive Students			
14 Subjects		13 Courses		5 Sections		24 Students			
Subject	Course	Requests	Open	Period - Teacher	Requests	Student	Grade	Birthdate	
Dual Enrollment	AP ENG COMPO	0	90	Period 1 - 002 - Stevens	5				
Electives	AP ENG LIT COMPO	0	72	Period 2 - 004 - Frida Lizette Roxy	5	Abe, Charlie	10	Wed, Jan	
English	ENG 1	0	12	Period 3 - 005 - Iniguez	4	Abregan, Kenna	10		
Exceptional Student	ENG 1 THROUGH ESOL	0	25	Period 5 - 001 - Frida Lizette Roxy	5	Acevedo, Diem	09	Sat, Feb	
Math	ENG 2	0	10	Period 7 - 003 - Frida Lizette Roxy	5	Acevedo, Emerald	12	Wed, Sep	
No Credit	ENG 2 THROUGH ESOL	0	25			Acosta, Dexter	10	Thu, Aug	
Performing Fine Arts	ENG 3	0	10			Acosta, Harry	10	Wed, Apr	
Physical Education	ENG 3 THROUGH ESOL	0	25			Adams, Peter	10	Fri, Aug	
Practical Arts	ENG 4	0	10			Adams, Ponyboy	09	Tue, Mar	
Science	ENG 4 THROUGH ESOL	0	25			Agregor, Abe	12	Mon, Jul	
Social Studies	ENG HON 1	0	75			Aguilar, Emily	12	Fri, Dec	
Temp	ENG HON 2	0	12			Aguilar, Sherwood	10	Mon, Mar	
Vocational	PRE-AP ENGLISH 1	0	0			Ahrens, Edgar	12	Mon, Nov	

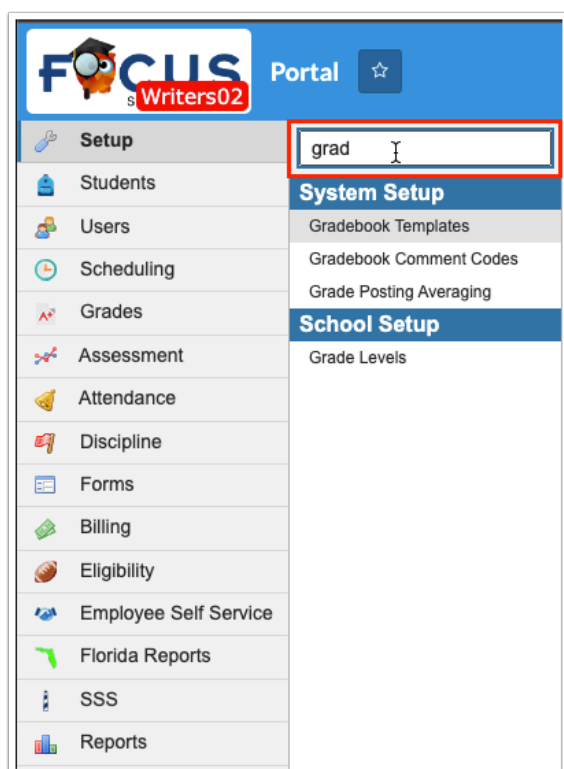
The Focus navigation menu is along the left side of the screen. If you hover over any of the menu icons, the menu opens and the menu titles appear.



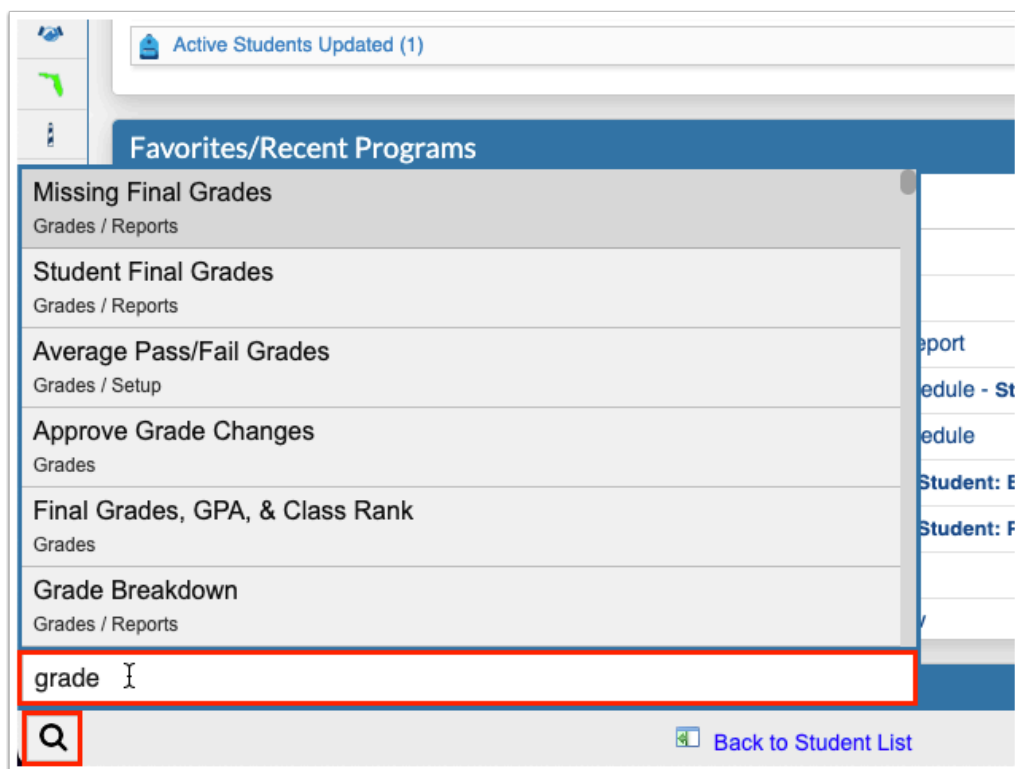
**i** Because you may have different Preferences set up, your menu may be located along the top of the screen. To change your preferences, in the **Users** menu, click **My Preferences**. From this screen, you have the ability to customize the look of your Portal page and more. To change the menu, select or clear the selection for **Use Sidebar Menu**. Once finished, click **Save**. See [My Preferences](#) for information on how to customize the look of the software.

From here, you can click on any of the menu items for additional options (screens).

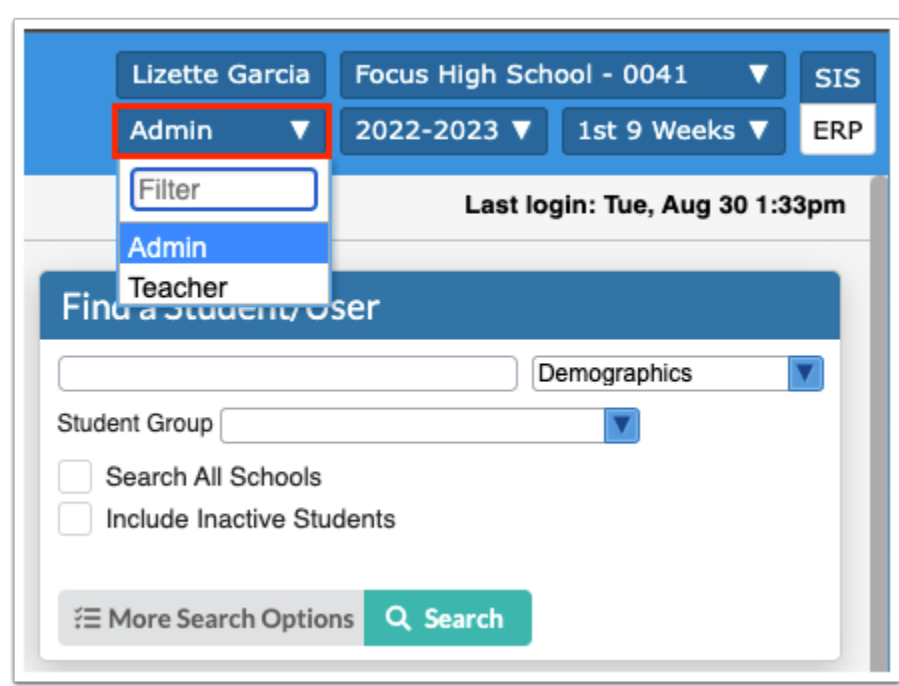
💡 To quickly find a screen within a menu, click the menu and type the full or partial name of the screen in the **Search** text box. The menu filters based on the entered criteria. Click the desired screen.



At the bottom of the menu is a magnifying glass (in the left corner of the screen). To search for any screens within SIS, click on the magnifying glass and start typing the name of the screen in the text box; this will pull any screens that match. Once you see what you are looking for, click the name and the screen opens.



If you have more than one type of profile assigned to you, such as, teacher, parent, admin, etc., you see a profile pull-down under your username. Click the pull-down to change your profile selection.



**i** Upon signing out of Focus, the system remembers the last profile used and logs back into the system with the last used profile. For example, if you logout as a Teacher, when you log back into Focus, your profile is still set to Teacher.

Across the top of the Portal page you also see the name of your School(s). If you have access to more than one school, this will be displayed as a pull-down. Click the pull-down to change the school selection.



Lizette Garcia Focus High School - 0041 SIS

Admin 2022-2023 1st 9 Weeks ERP

Last login: Tue, Aug 30 1:33pm

### Find a Student/User

Demographics

Student Group

☐ Search All Schools

☐ Include Inactive Students

More Search Options Search

💡 Begin typing the name or number of the school in the **Filter** text box for a quick search.

Lizette Garcia Owl High School - 0041 SIS

Admin

focus

- Focus Elementary School
- Florida Virtual HS - 0600
- Florida Virtual MS - 0500
- Florida Community College - C908
- Family Empowerment Scholarship - 3900
- Transfer School - 8888
- Shellfish High School - 0101
- Virtual-District Franchise - 7004
- 1111 - Employee Self Service

Upcor

07/19

07/20

07/21

Under your school(s) is the school year pull-down, which defaults to the current school year. This pull-down is accessible at all times and can be changed as needed. Click the school year pull-down to change the school year for which you are working.

Lizette Garcia Focus High School - 0041 SIS  
Admin 2022-2033 1st 9 Weeks ERP  
Tue, Aug 30 1:33pm

Filter  
2017-2018  
2018-2019  
2019-2020  
2020-2021  
2021-2022  
2022-2033  
2023-2024

Find a Student/User  
Student Group  
☐ Search All Schools  
☐ Include Inactive Students  
More Search Options Search

**i** When a previous or future year is selected, the header and accent color of the screen turns red as an alert that you are working in a different school year.

Focus High School - 0041 SIS  
Admin 2023-2024 ERP  
Tue, Aug 30 1:33pm

Find a Student/User  
Student Group  
☐ Search All Schools  
☐ Include Inactive Students  
More Search Options Search

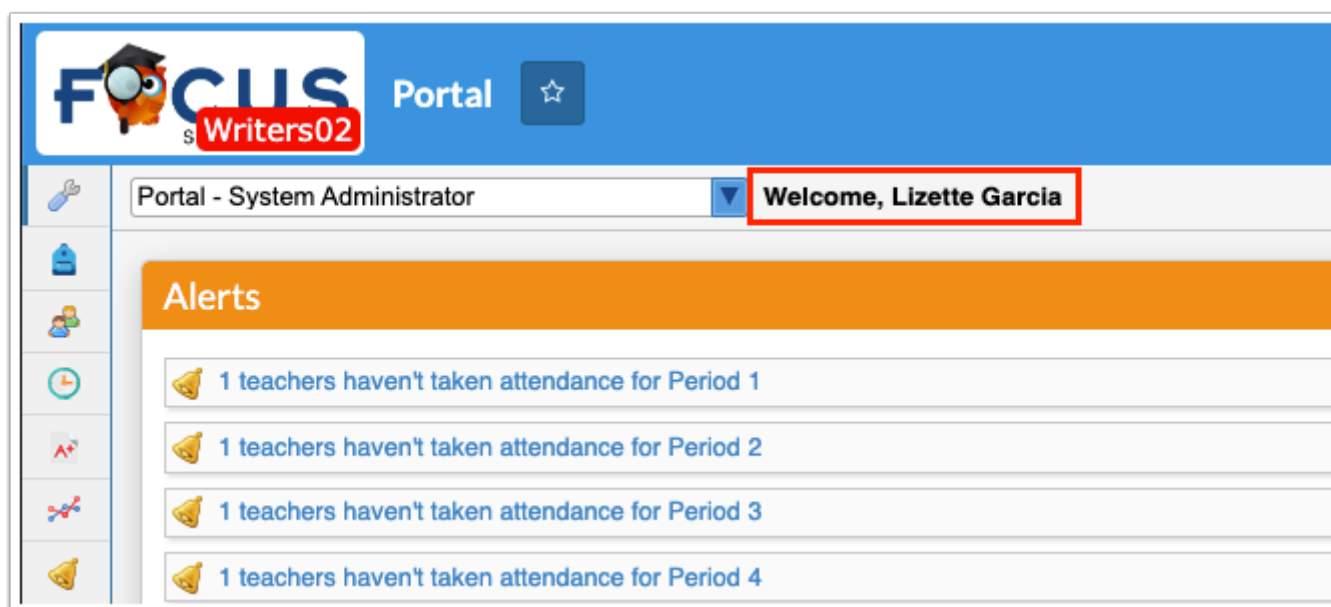
Click the marking period pull-down to choose a different marking period for which you are working. The marking period, like the school year, also defaults to the current marking period. Note: What you see in your pull-down may vary depending on district set up and your type of school.

This screenshot shows the top navigation bar of the Focus High School portal. The bar includes the user's name 'Lizette Garcia', the school 'Focus High School - 0041', and the system 'SIS'. Below this, there are buttons for 'Admin', the school year '2022-2023', and a dropdown menu currently set to '1st 9 Weeks'. The '1st 9 Weeks' dropdown is open, showing options for '1st 9 Weeks', '2nd 9 Weeks' (which is highlighted by a mouse cursor), '3rd 9 Weeks', and '4th 9 Weeks'. To the right of the dropdown is an 'ERP' button. Below the navigation bar, there is a 'Last log' section with a 'Filter' input field. The main content area is titled 'Find a Student/User' and contains a search input field, a 'Demographics' dropdown, a 'Student Group' dropdown, and two checkboxes: 'Search All Schools' and 'Include Inactive Students'. At the bottom of the search section are buttons for 'More Search Options' and 'Search'.

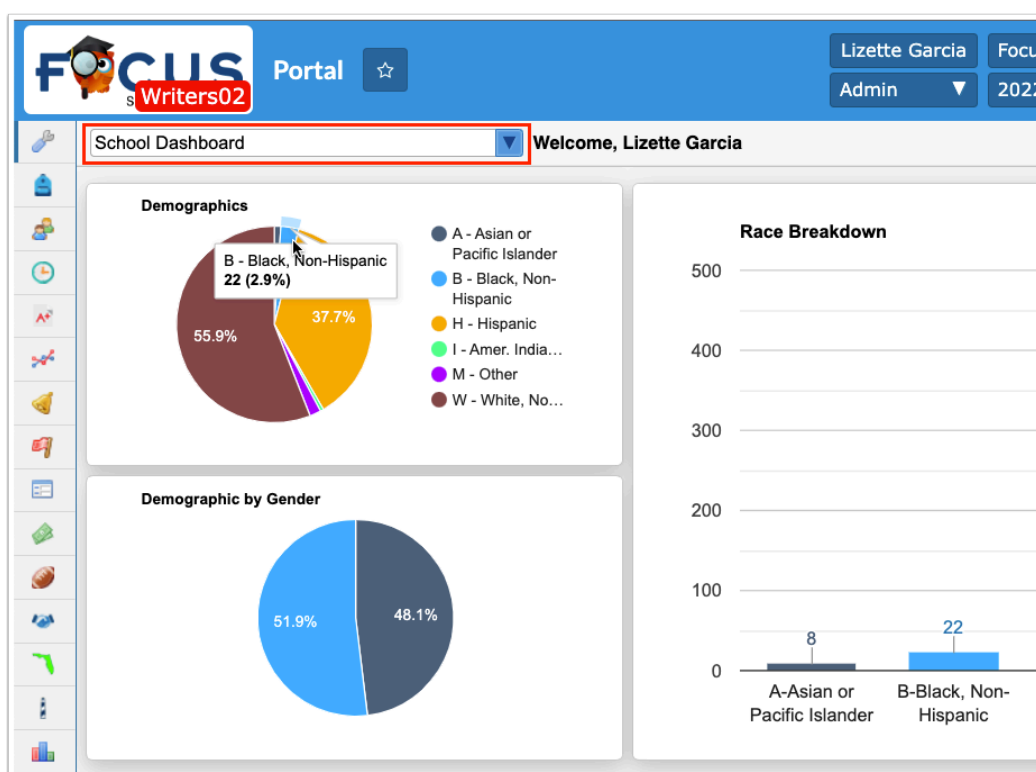
You will also notice your **Last login** listed with the day and time, as shown in the image.

This screenshot shows the same Focus High School portal interface as the first image, but with the 'Last login' information displayed. The 'Last login' text, 'Tue, Aug 30 1:33pm', is highlighted with a red box. The rest of the interface, including the navigation bar, search section, and dropdown menus, remains the same.

A Focus greeting welcomes whomever is signed into the system. You see your username here.

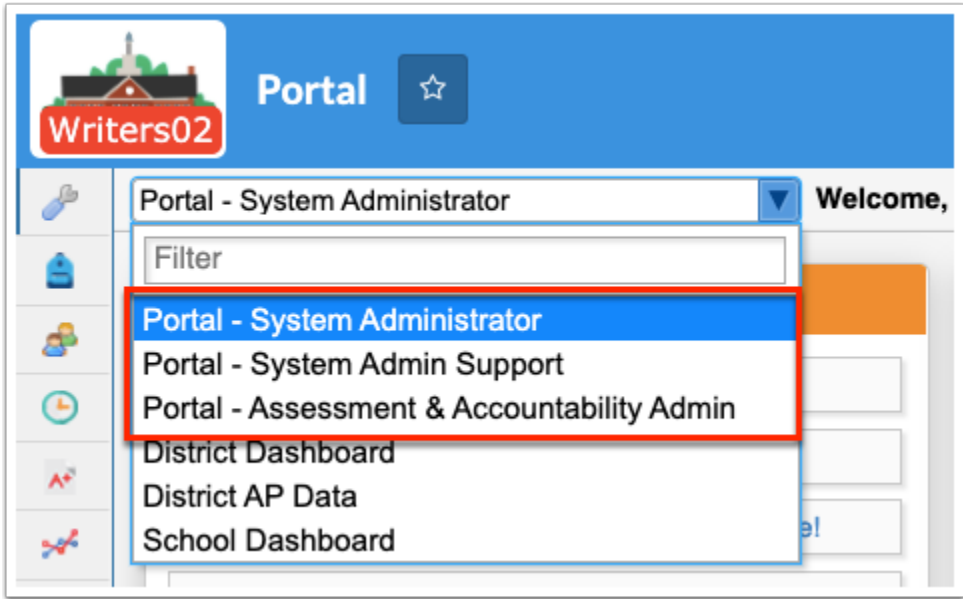


The Portal page may also come equipped with additional dashboards; dashboards can be set up via Setup > [Portal Editor](#) and are available for selection from the dashboard pull-down. These additional dashboards usually display important student data resulting from advanced reports or queries entered in the Portal Editor.

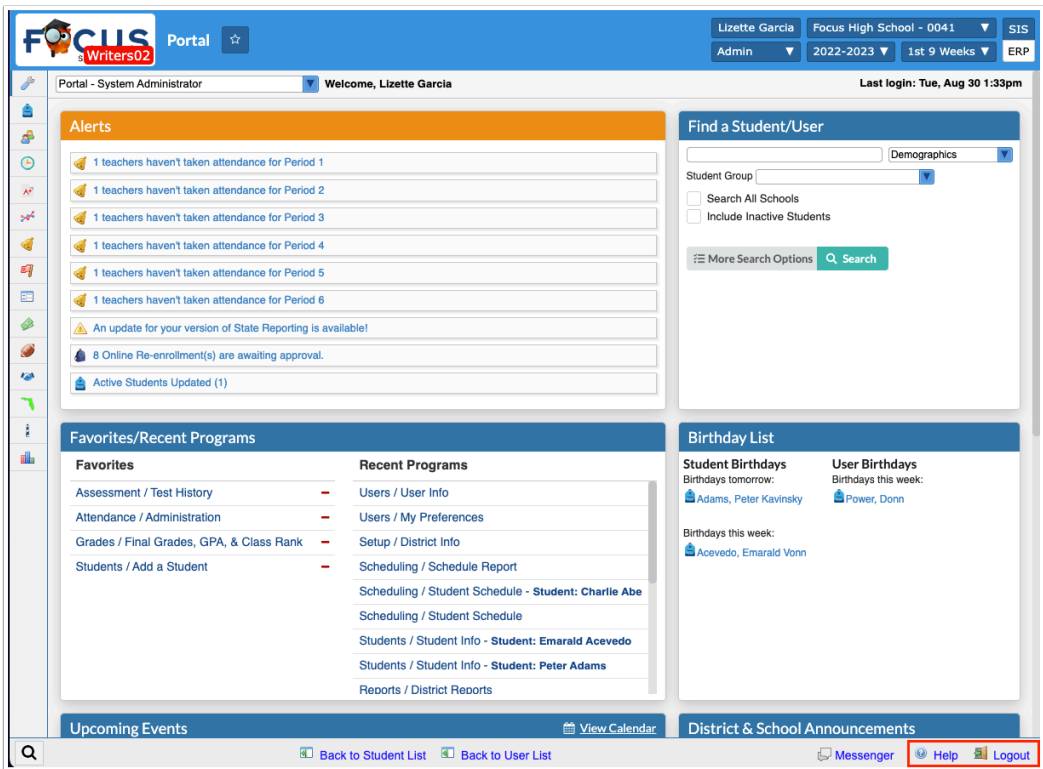


**i** The dashboard pull-down only displays dashboards assigned to your profile via Setup > [Portal Editor](#). If you only have one dashboard assigned, you will not see a pull-down.

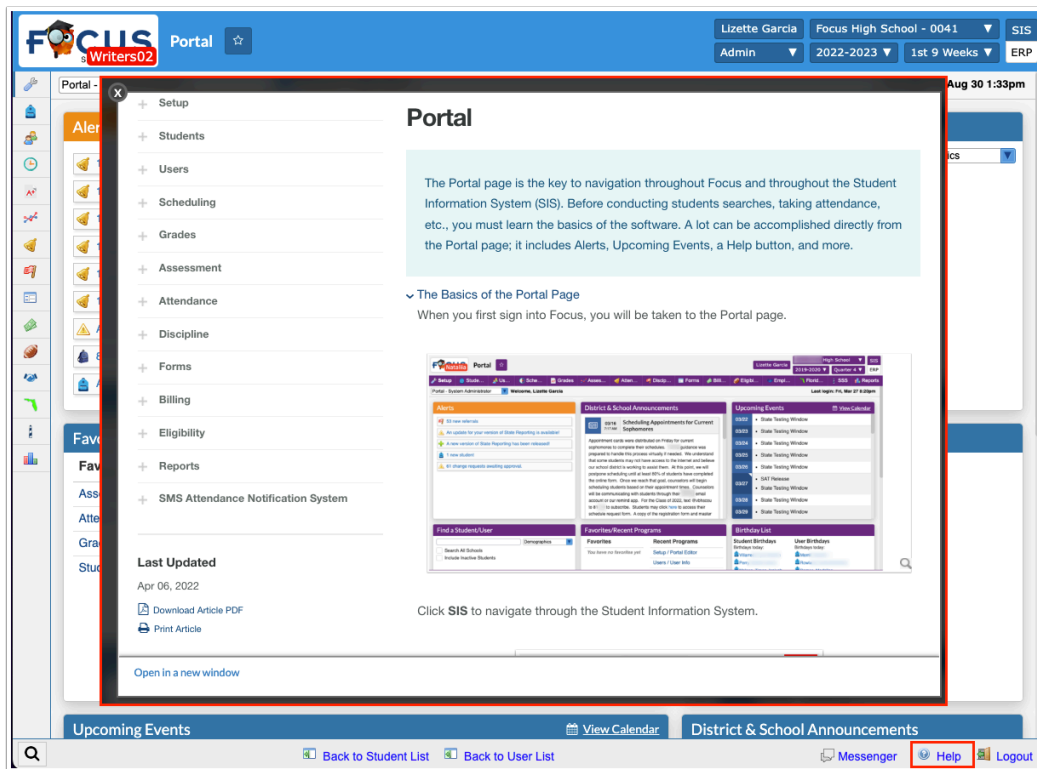
In addition to school/student data being displayed as part of additional dashboards, if you have more than one profile, you see additional Portal pages. In the example shown, there is a System Administrator portal, a System Admin Support portal, and Assessment & Accountability Admin portal.



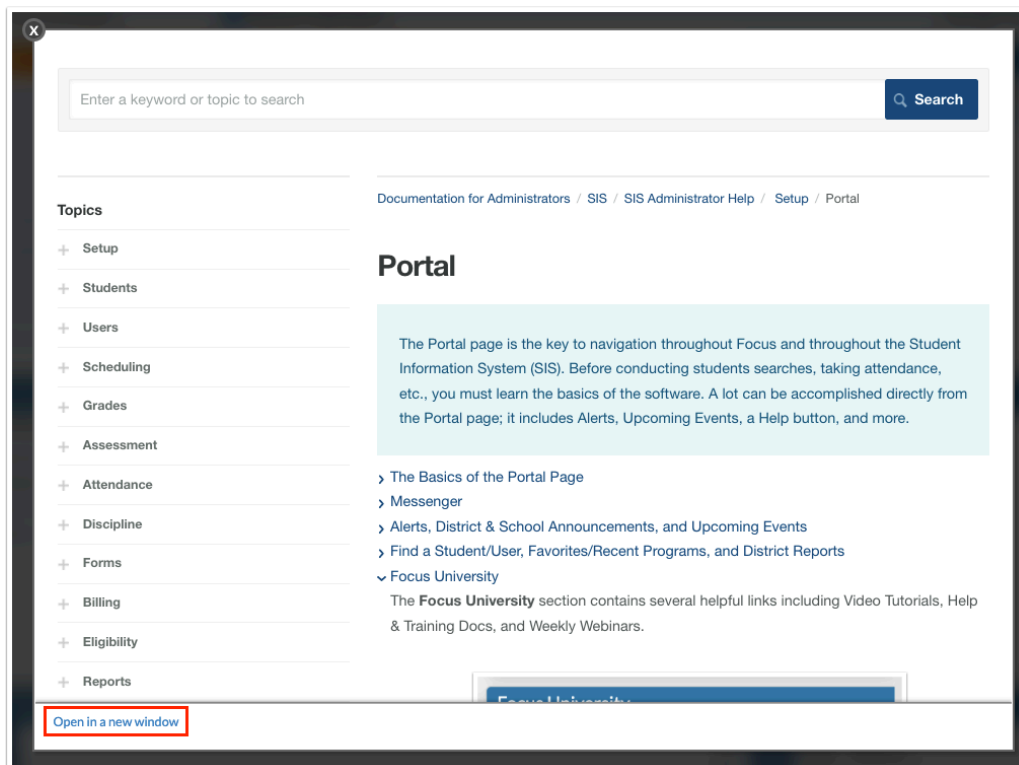
The last two tools on the Portal page are the Help and Logout buttons found in the bottom right corner of the screen.



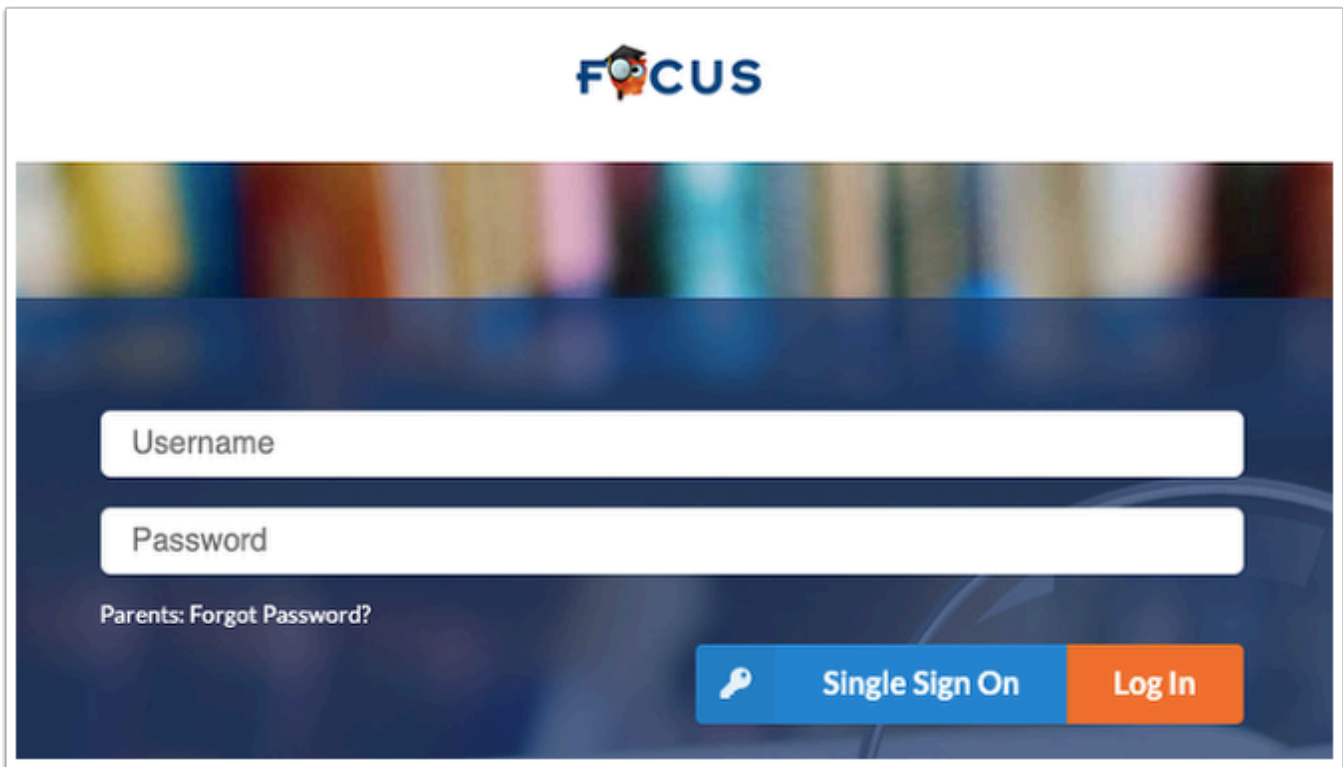
Click the **Help** button to view help documentation in ScreenSteps pertaining to the screen you are using. The Help button is available on every Focus screen.



Clicking the Help button opens a pop-up window to the help documentation. From the pop-up window, you have the option to open the article in a new window and browse other articles housed within ScreenSteps.



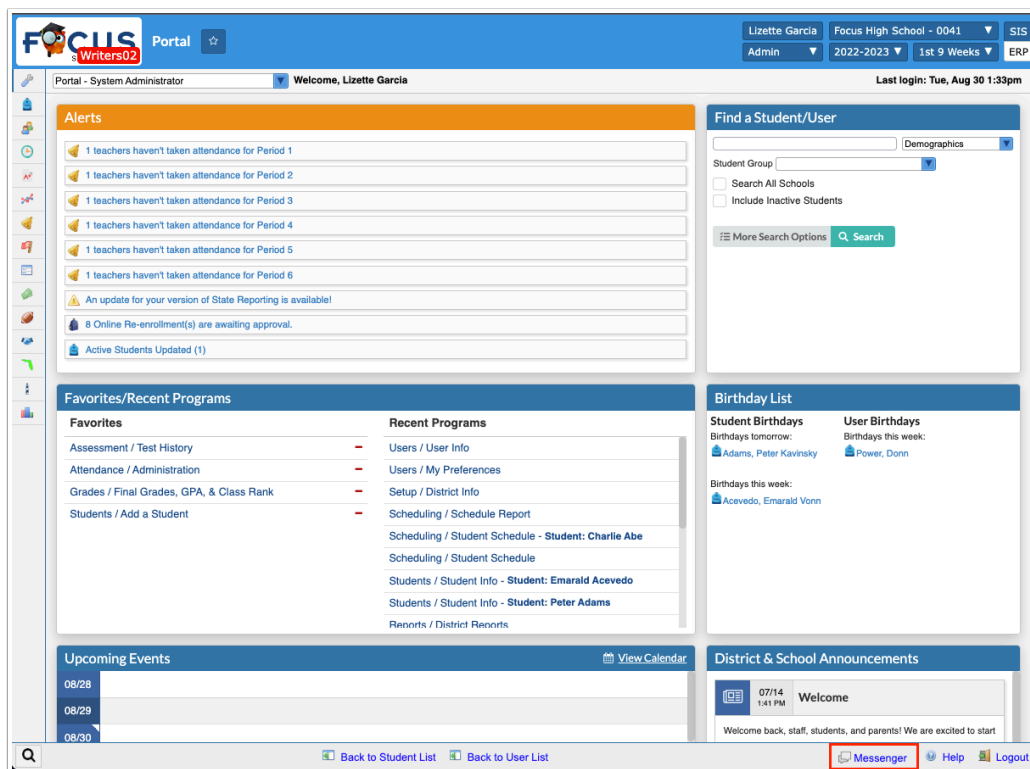
Click the **Logout** button to sign-out of your Focus session. Logging out will take you back to the main login screen. Note: Closing out of the window will not sign you out. Closing the browser all together may or may not sign you out depending on your browser settings.

The image shows the Focus login interface. At the top center is the 'FOCUS' logo, which includes a small cartoon character wearing a graduation cap. Below the logo is a blurred background image of a bookshelf. In the foreground, there are two white input fields: the top one is labeled 'Username' and the bottom one is labeled 'Password'. Below the password field, there is a link that says 'Parents: Forgot Password?'. At the bottom right, there are two buttons: a blue button with a key icon and the text 'Single Sign On', and an orange button with the text 'Log In'.

## Messenger

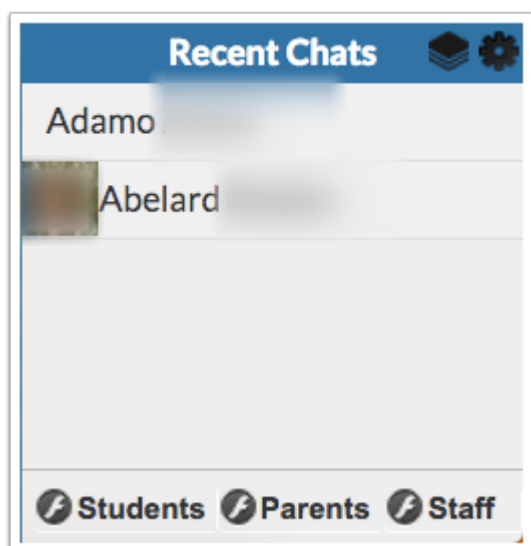
Messenger allows you to send messages to other users.

1. Click **Messenger** at the bottom of the screen to begin utilizing the feature.



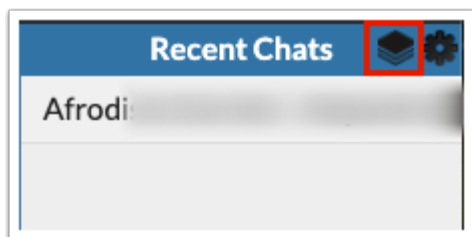
**i** Students and parents can only send messages to their assigned teachers. Teachers can send messages to their students, students' parents, and school staff.

2. Recent chats will appear on the right side of the screen. Click the user's name to open the chat again.

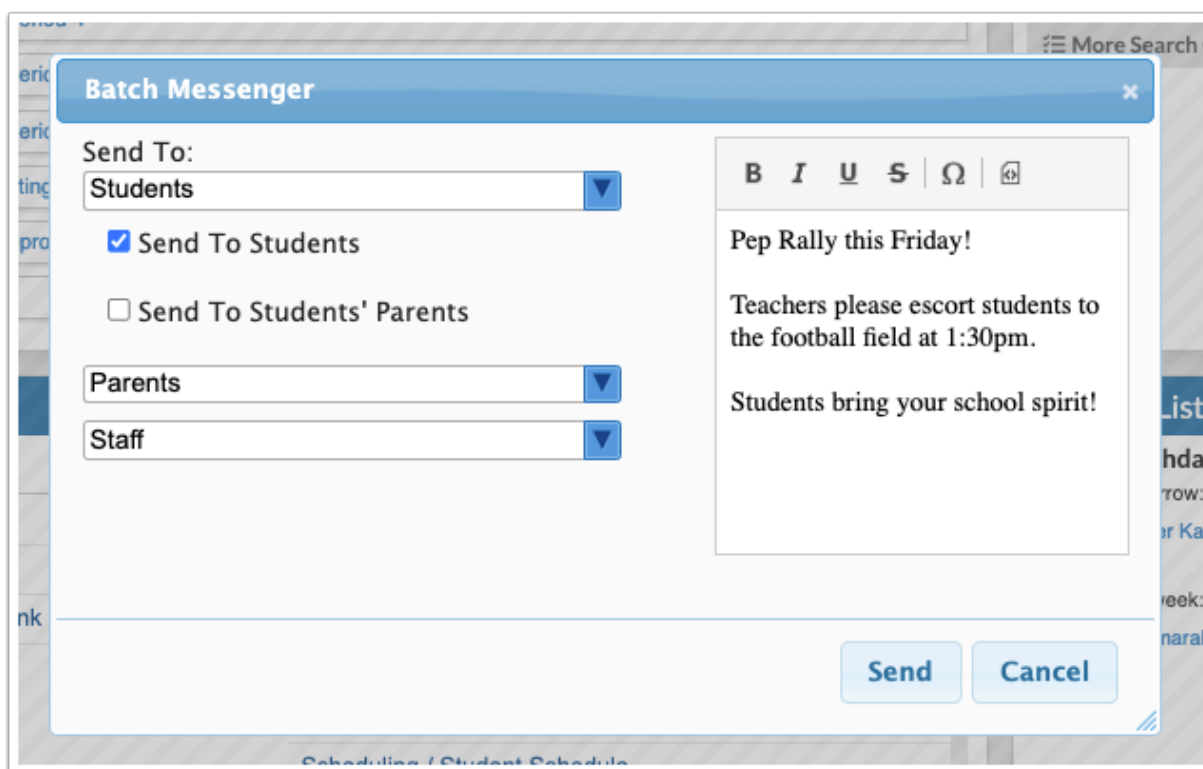


3. Click the first icon in the upper right corner of the messenger window to open **Batch Messenger**, described below.

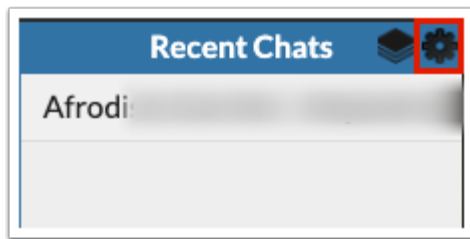




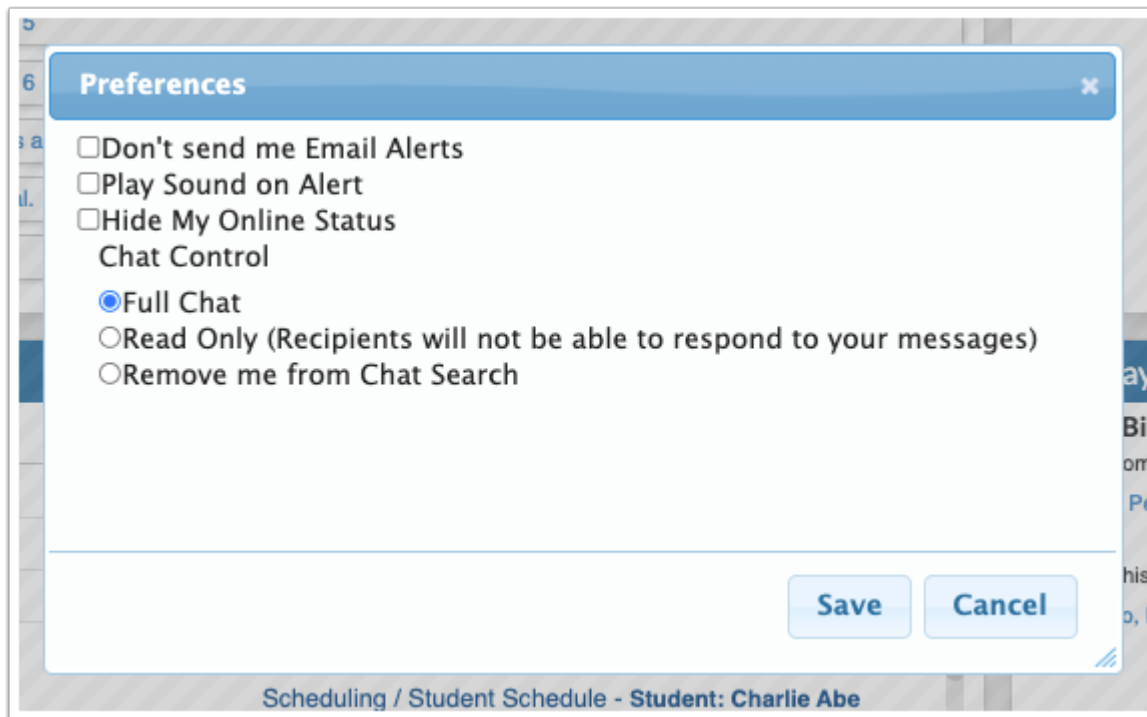
- a. To send a batch message, select the **Students**, **Parents**, and/or **Staff** users to whom the message is being sent from the **Send To:** section and the corresponding pull-downs. Note: You can select multiple users from combined pull-downs.
- b. Select the **Send To Students** check box to send the message to the students selected from the Send To: Students pull-down. Select the **Send To Students' Parents** check box to send the message to all parents of the students selected from the Send To: Students pull-down and/or the parents selected from the Send To: Parents pull-down.
- c. Type the message into the provided text box. You can also use the listed features: Bold, Italic, Underline, Strikethrough, Insert Special Character, and Smiley.
- d. Click **Send**.
- e. You can also click the **X** in the right upper corner of the screen to close Batch Messenger or click the **Cancel** button.



4. Click the second icon in the upper right corner of the messenger window to open **Preferences**.



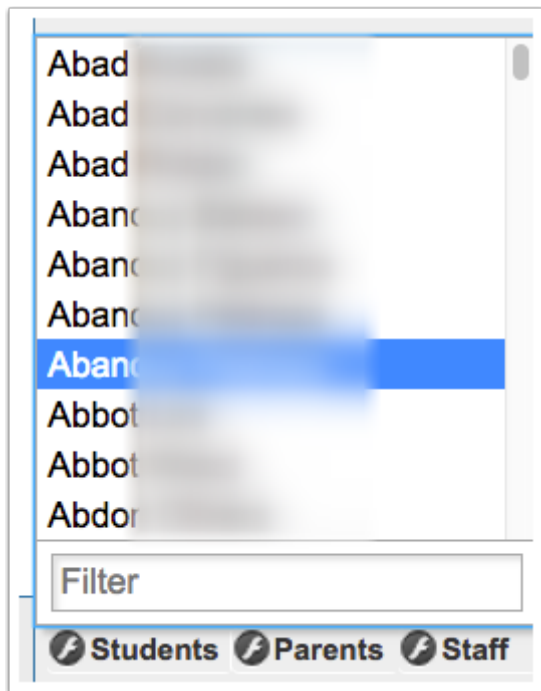
a. Select the check boxes for listed features you'd like to include.



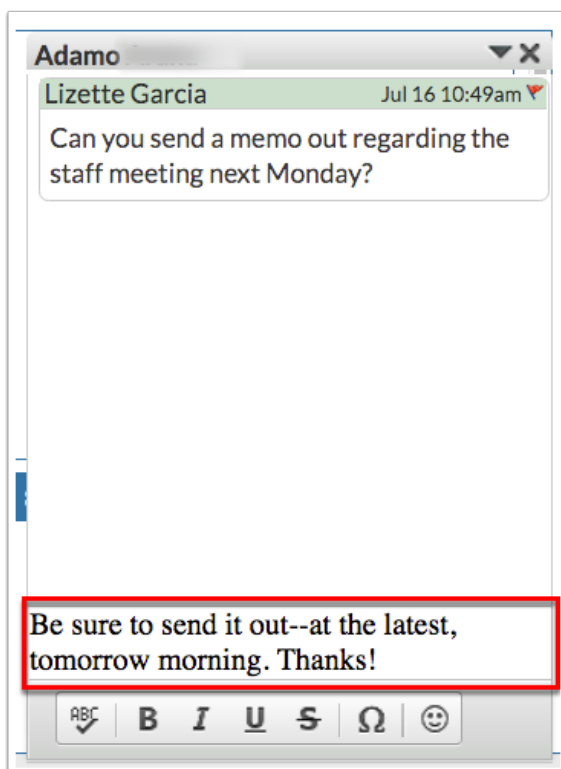
b. When customization is complete, click **Save**.

c. You can also click the **X** in the right upper corner of the screen to close Preferences or click the **Cancel** button.

5. To begin a new message, click the group, such as **Students**, **Parents**, or **Staff** listed at the bottom of the Messenger (Recent Chats) screen. Then, select the student, parent, or staff member from the listed users.

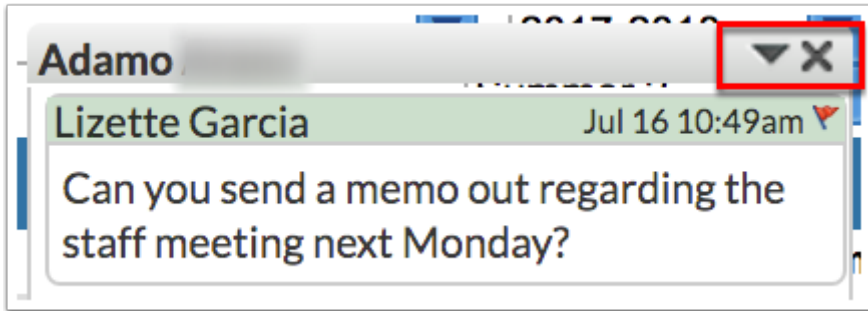


6. Selecting a user opens a new messaging screen. Type your message in the provided text box and press **Enter** to send the message.

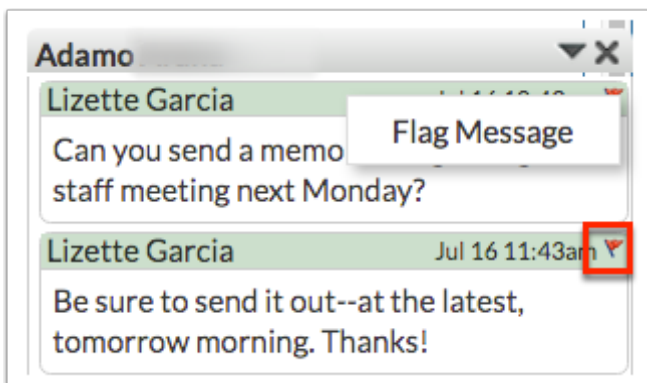


7. Upon sending a message, you have several additional options listed along the bottom of the window. These options include (listed from left to right): SpellCheck, Bold, Italic, Underline, Strikethrough, Insert Special Character, and Smiley.

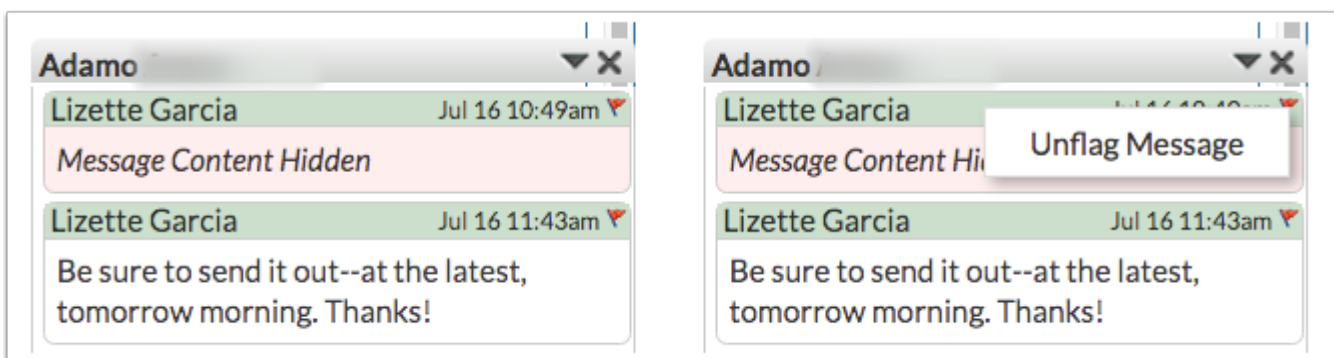
8. Once the window is open, you can minimize it by clicking the arrow, or close the window, by clicking the **X**.



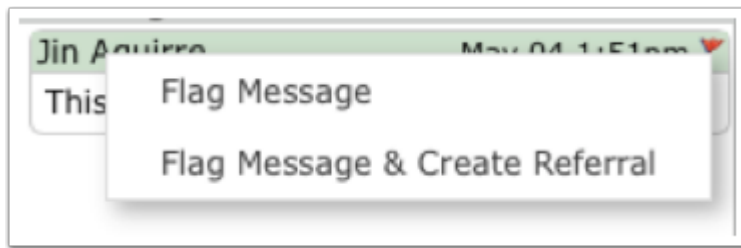
9. You also have the option to flag messages by clicking the red flag next to the date and time stamp at the top of the messaging window.





a. Upon selecting **Flag Message**, the message are hidden from all users involved unless you click **Unflag Message**. Flagging message is a great tool for message that should be reported and reviewed by administrative staff. Flagging a message allows administration to review problematic messages without having the search through all messages sent.



b. If you are logged in as a teacher, referrals can be created as needed via flagged messages from students. In this situation, click the red flag and select **Flag Message** or you can select **Flag Message & Create Referral**. For more information on creating referrals, see [Add Referral](#).



-  Profanity and other inappropriate language is automatically flagged in Focus Messenger.

-  Set up the **Focus Chat Alerts** job via Setup > [Scheduled Jobs](#) in order for emails to be generated upon messages being sent.

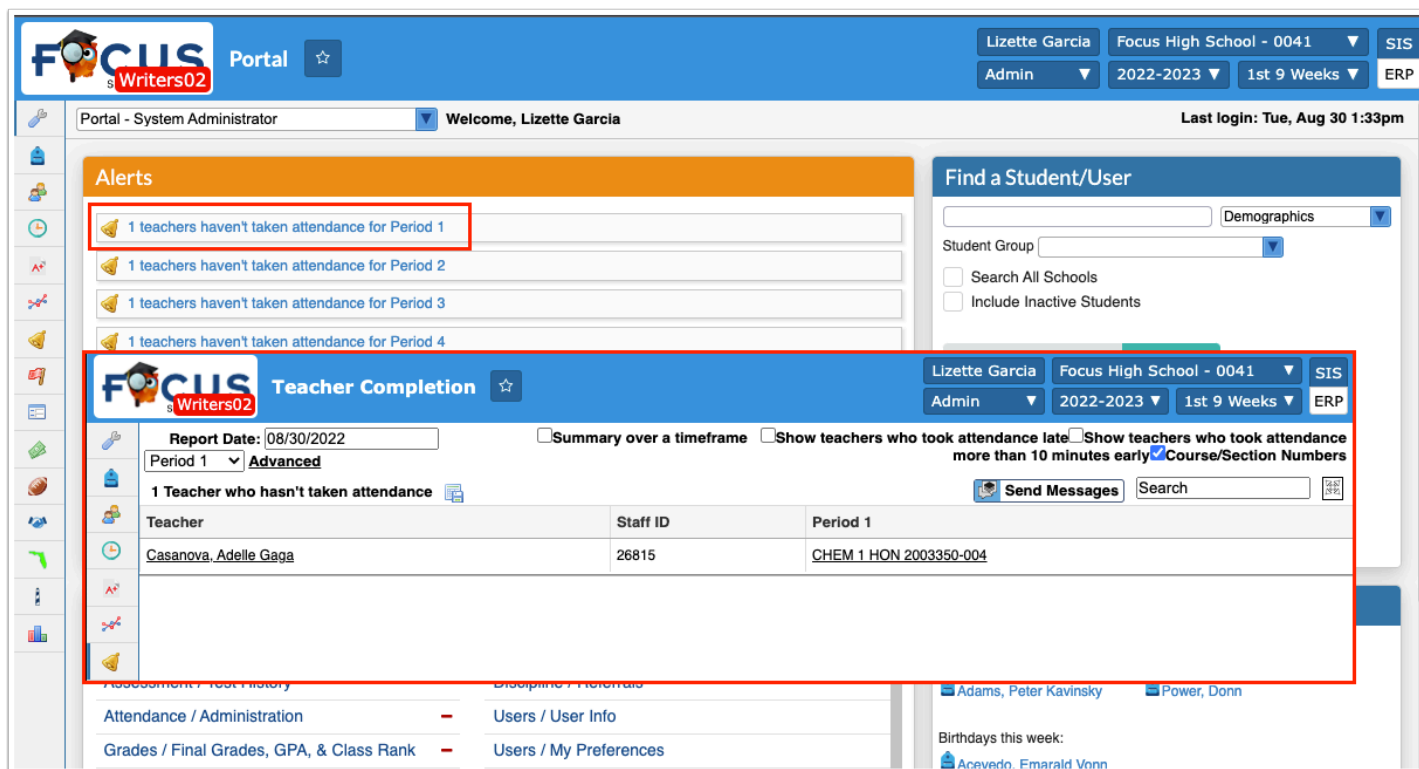
## Alerts, District & School Announcements, and Upcoming Events

-  The Portal screen is made up of portal blocks, such as Alerts, Upcoming Evenets, etc., which can be added and customized by the district via Setup > [Portal Editor](#).

The **Alerts** section contains profile-specific notifications, which are automated by Focus and used to manage daily tasks. Alerts link to the corresponding screens in Focus to complete the alerted task. Administrators receive Alerts on the following: teachers who haven't taken attendance, daily absences, new and merged referrals, pending change requests, transfer requests, Custom Reports, records with activated Alerts settings, and new versions/updates to your version of the software.



As mentioned above, click on any of the alerts to open the corresponding screens. For example, clicking 1 teachers haven't taken attendance for Period 1 navigates to the [Teacher Completion](#) screen. Once addressed, the Alert disappears.



The **District & School Announcements** section contains profile-specific notifications or reminders from both Focus and the school/district. Messages display on the Portal based on

entered start and end dates; if no end date is specified, the message remains on the Portal page. Typical messages include reminders for deadlines, meetings, etc., and can be clicked to display more information.

Favorites/Recent Programs

Favorites

- Assessment / Test History
- Attendance / Administration
- Grades / Final Grades, GPA, & Class Rank
- Students / Add a Student

Recent Programs

- Attendance / Teacher Completion
- Students / Advanced Report
- Discipline / Referrals
- Users / User Info
- Users / My Preferences
- Setup / District Info
- Scheduling / Schedule Report
- Scheduling / Student Schedule - Student: **Charlie Abe**
- Scheduling / Student Schedule

Birthday List

Student Birthdays

Birthdays today:

- Adams, Peter Kavinsky

Birthdays this week:

- Acevedo, Emerald Vonn

User Birthdays

Birthdays this week:

- Power, Donn

Upcoming Events

09/02

09/03

09/04

09/05 Labor Day

09/06

09/07

09/08

09/09

View Calendar

District & School Announcements

07/14 1:41 PM

Welcome

Welcome back, staff, students, and parents! We are excited to start the 2022-2023 school year.

07/14 1:42 PM

Picture Day

Focus High School - 0041

Picture day will be September 1.

10/18 9:15 AM

District Wide Attendance

Administrators have the ability to create their own school level profile-specific messages via Setup > [Portal Messages](#). However, this option is dependent upon profile permissions set via Users > [Profiles](#) > Setup tab.

FOCUS

Writers02

Portal Messages

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

1st 9 Weeks

ERP

☒ Show All Schools
 ☐ Show Inactive Notes
 

Save

Filter: OFF

	Title	Note	Sort Order	Start Date	End Date	Profiles	Grade Levels	Schools	Public	Mobile App
										Push Notification
	District			08/29/2018		Atte...		Focu...	<input type="checkbox"/>	Send Push Notification
	Lunch P	Please use the web address below to make payments for		10/23/2017		Pare...		Focu...	<input type="checkbox"/>	Send Push Notification
	Employee	Employees are eligible for travel and shopping discounts	2	04/26/2019		ERP...			<input type="checkbox"/>	Send Push Notification
	Virtual I	Virtual instruction for Focus County Students will begin on				Pare...			<input type="checkbox"/>	Send Push Notification
	Welcom	Welcome back, staff, students, and parents! We are	1	07/14/2022	09/01/2022			Focu...	<input type="checkbox"/>	Send Push Notification
	Picture I	Picture day will be September	2	08/24/2022	09/02/2022	Syst...		Focu...	<input type="checkbox"/>	No actively subscribed devices were

**i** District & School Announcements and Upcoming Events created via Setup > [Portal Messages](#) and Users > [Calendar](#) display depending on your permissions to selected schools via Users > [User Info](#) > [Permissions](#) tab. If you have access to all schools, the

messages that display depend on the school selected from the school pull-down located in the header. If you have three enrollment records with schools A, B, and "All Schools," the portal will show all of the following: Messages/events from School A, messages/events from School B, and messages/events from the school selected from the school pull-down.

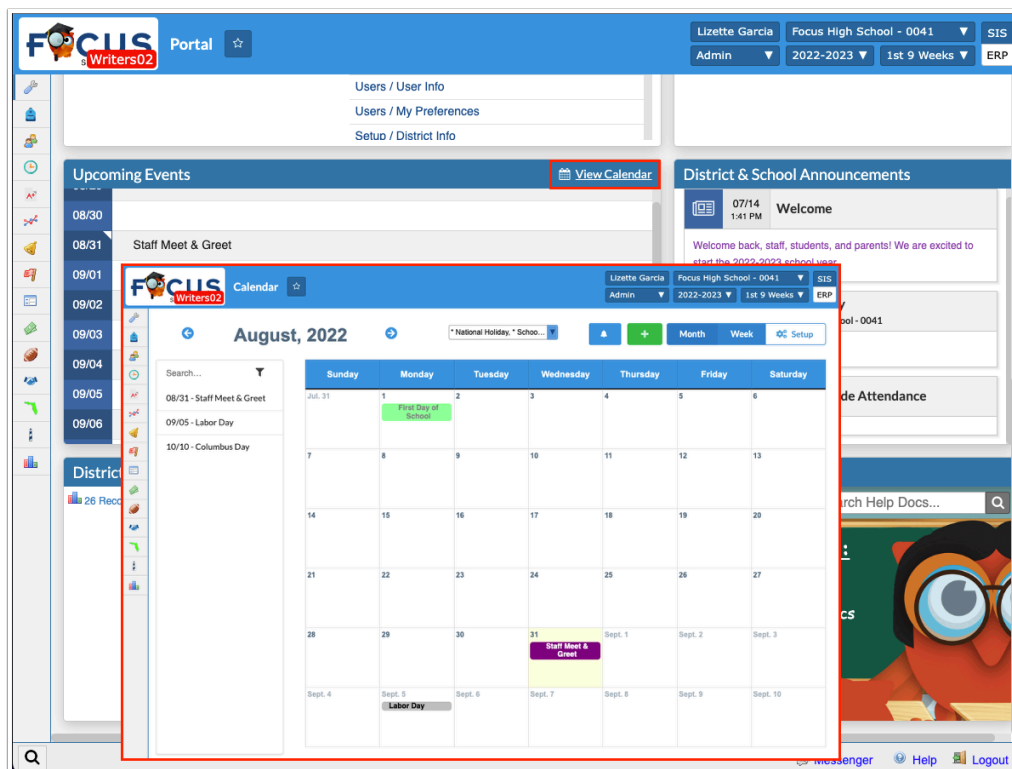
The **Upcoming Events** section contains reminders of the next seven events on your Calendar. Upcoming Events display until the event occurs, and the date appears in the title. Hover over the event with the mouse to display a tooltip, which contains the event's description, if one was added upon creating the event via Users > [Calendar](#).

The screenshot displays the Focus High School portal interface. At the top, the header includes the Focus logo, user name 'Lizette Garcia', school 'Focus High School - 0041', and navigation links for 'Admin', '2022-2023', '1st 9 Weeks', and 'ERP'. The main content area is divided into several sections:

- Favorites/Recent Programs:** A table with two columns. The 'Favorites' column lists 'Assessment / Test History', 'Attendance / Administration', 'Grades / Final Grades, GPA, & Class Rank', and 'Students / Add a Student'. The 'Recent Programs' column lists 'Setup / Site Administration', 'Setup / Portal Messages', 'Attendance / Teacher Completion', 'Students / Advanced Report', 'Discipline / Referrals', 'Users / User Info', 'Users / My Preferences', 'Setup / District Info', and 'Scheduling / Schedule Report'.
- Upcoming Events:** A calendar view showing events from 08/30 to 09/07. Events include 'Bring your favorite breakfast dish to share.' (08/30), 'Staff Meet & Greet' (08/31), and 'Labor Day' (09/05). A 'View Calendar' link is present.
- Birthday List:** A section for 'Student Birthdays' and 'User Birthdays'. It shows 'Birthdays today' and 'Birthdays this week' for both categories.
- District & School Announcements:** A section for announcements. It includes a 'Welcome' message (07/14, 1:41 PM) and a 'Picture Day' announcement (07/14, 1:42 PM) for Focus High School - 0041. It also mentions 'Picture day will be September 1.' and a 'District Wide Attendance' announcement (10/18, 9:15 AM).

Click **View Calendar** to open Calendars. Administrators can create events via Users > [Calendar](#).





## Find a Student/User, Birthday List, and Favorites/Recent Programs

**i** The Portal screen is made up of portal blocks, such as District Reports, Find a Student/User, etc., which can be added and customized by the district via Setup > [Portal Editor](#).

The **Find A Student** section provides a search text box to pull up student records directly from the Portal page.

**Focus Writers02 Portal**

Portal - System Administrator | Welcome, Lizette Garcia | Last login: Wed, Aug 31 1:27pm

**Alerts**

- 1 teachers haven't taken attendance for Period 1
- 1 teachers haven't taken attendance for Period 2
- 1 teachers haven't taken attendance for Period 3
- 1 teachers haven't taken attendance for Period 4
- 1 teachers haven't taken attendance for Period 5
- 1 teachers haven't taken attendance for Period 6
- An update for your version of Focus is available!
- An update for your version of State Reporting is available!
- 8 Online Re-enrollment(s) are awaiting approval.

**Find a Student**

Search criteria: [Text Box] | Demographics [Dropdown]

Student Group [Dropdown]

☐ Search All Schools

☐ Include Inactive Students

[More Search Options](#) [Search](#)

a. To conduct a search from the Portal, enter search criteria in the provided text box, such as name of student ID, then select a category from the category menu pull-down in order to select the information you need based on the selected screen/information.

Select a **Student Group** from the pull-down, if applicable.

Select the **Search All Schools** and/or **Include Inactive Students** check boxes, set **More Search Options**, then click **Search**.

b. Pull-down options include: [Absences](#), [Activities](#), [Add Referral](#), [Billing](#), [Demographics](#), [Enrollment](#), [Grades](#) or [Course History](#), [Grad Reqs](#), [Referrals](#), [Requests](#), [Schedule](#), [SSS](#), [Standard Grades](#), and [Test History](#).

**Find a Student**

Search bar

Student Group

☐ Search All Schools

☐ Include Inactive Students

More Search Options

Search

Demographics

Filter

- Absences
- Activities
- Add Referral**
- Billing
- Demographics
- Enrollment
- Grad Reqs
- Grades
- Referrals
- Requests

❗ Once a search is conducted with a category selected from the pull-down, the selection will remain as a default until changed to conduct a new search.

ℹ For more details on how to find a student and apply More Search Options, see [Searching for Students](#).

c. If you have permission to view/edit User Info via Users > [Profiles](#) > Users tab, the Find a Student section becomes **Find a Student/User** allowing you to search for other users when **User Info** is selected from the menu pull-down.

Find a Student/User

User Info

☐ Search All Schools
 ☐ Include Parents
 ☐ Include Inactive Users

More Search Options

Search

d. Enter search criteria in the text box and select **User Info** from the category menu pull-down.

Select the **Search All Schools**, **Include Parents**, and/or **Include Inactive Users** check boxes, if applicable.

Set all **More Search Options**, then click **Search**.

The **Birthday List** section displays upcoming Student Birthdays as well as upcoming User Birthdays.

Portal

Lizette Garcia

Focus High School - 0041

SIS

2022-2023

1st 9 Weeks

ERP

Favorites/Recent Programs

Favorites

Assessment / Test History
 Attendance / Administration
 Grades / Final Grades, GPA, & Class Rank
 Students / Add a Student

Recent Programs

Users / Profiles
 Users / User Info
 Users / Calendar
 Setup / Site Administration
 Setup / Portal Messages
 Attendance / Teacher Completion
 Students / Advanced Report
 Discipline / Referrals
 Users / My Preferences

Birthday List


Student Birthdays

Birthdays today:
 Adams, Peter Kavinsky
 Birthdays this week:
 Acevedo, Emerald Vonn

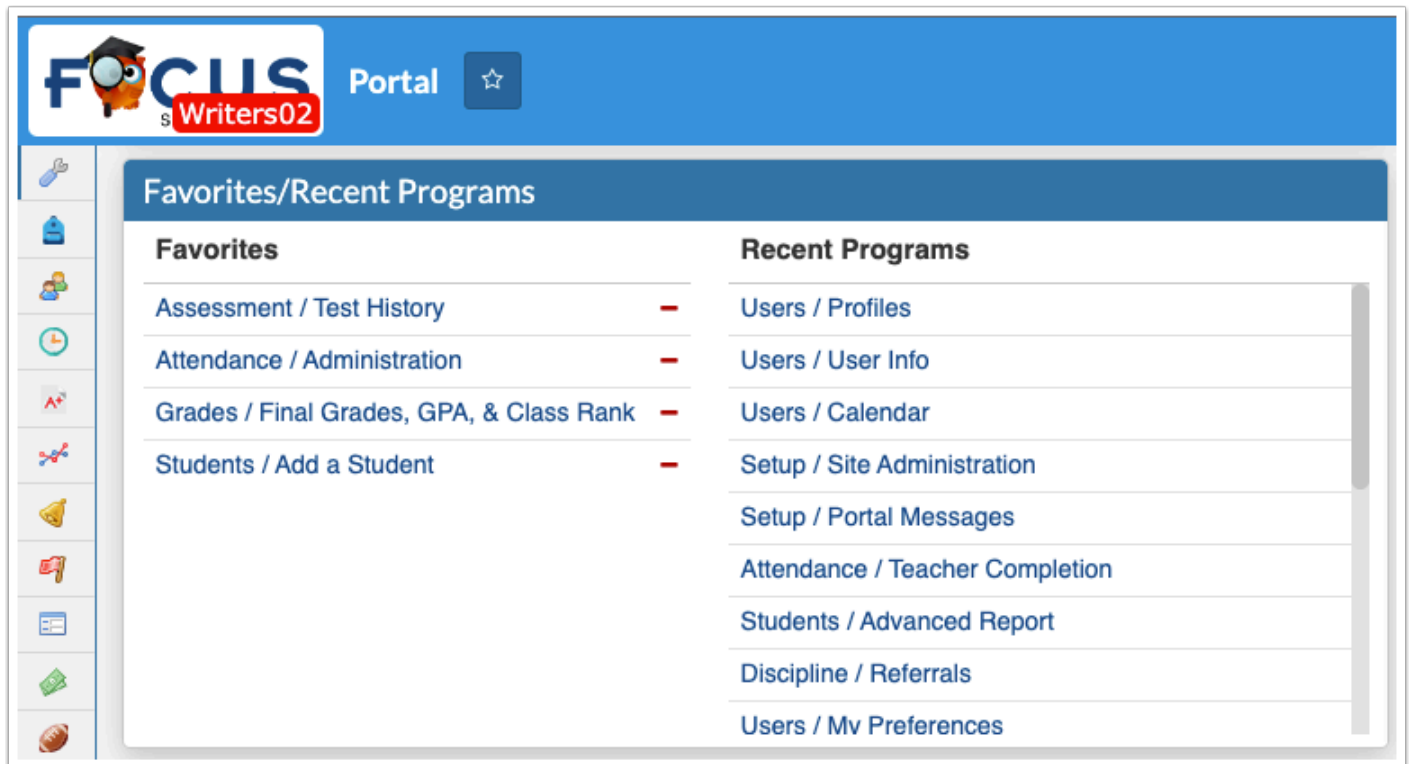
User Birthdays

Birthdays this week:
 Power, Donn

Click the student name links to open Students > [Student Info](#). Click the user name links to open Users > [User Info](#).

-  User Birthdays displays based on the **Show User Birthday List on Portal** setting, which can be enabled via Setup > [System Preferences](#) > School Preferences/Default School Preferences > [General](#) tab.

The **Favorites/Recent Programs** section displays links to screens marked as Favorites as well as the most recently visited screens.



The screenshot shows the FOCUS Writers02 Portal interface. The top header is blue with the FOCUS logo, the text "Portal", and a star icon. Below the header is a sidebar with various icons. The main content area is titled "Favorites/Recent Programs" and is divided into two columns: "Favorites" and "Recent Programs".

Favorites	Recent Programs
Assessment / Test History	Users / Profiles
Attendance / Administration	Users / User Info
Grades / Final Grades, GPA, & Class Rank	Users / Calendar
Students / Add a Student	Setup / Site Administration
	Setup / Portal Messages
	Attendance / Teacher Completion
	Students / Advanced Report
	Discipline / Referrals
	Users / My Preferences

- a.** To navigate to a favorite program, click the screen name in the **Favorites** list in the Favorites/Recent Programs section.

**Focus Writers02 Portal**

### Favorites/Recent Programs

Favorites	Recent Programs
Assessment / Test History	Users / Profiles
Attendance / Administration	Users / User Info
Grades / Final Grades, GPA, & Class Rank	Users / Calendar
Students / Add a Student	Setup / Site Administration
	Setup / Portal Messages
	Attendance / Teacher Completion
	Students / Advanced Report
	Discipline / Referrals
	Users / My Preferences

**b.** To add a program to the Favorites list, navigate to the screen in Focus. Click the star icon next to the name of program at the top-left of the screen and click **+ Add (name of program) to Favorites**.

**Focus Writers02 Teacher Completion**

+ Add "Teacher Completion" to Favorites

Final Grades Standard Grades

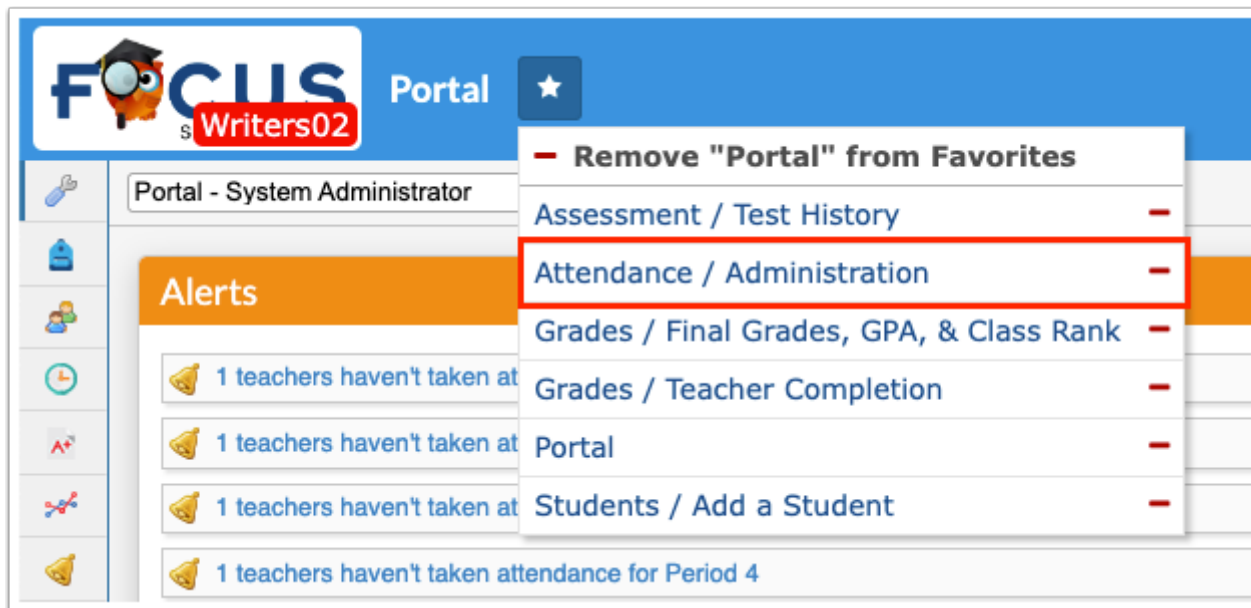
1st 9 Weeks Semester 1 Semester 1 Exa

Grade posting period: Wed, Sep 7, 2022 - Oct 29, 2022 2 PM

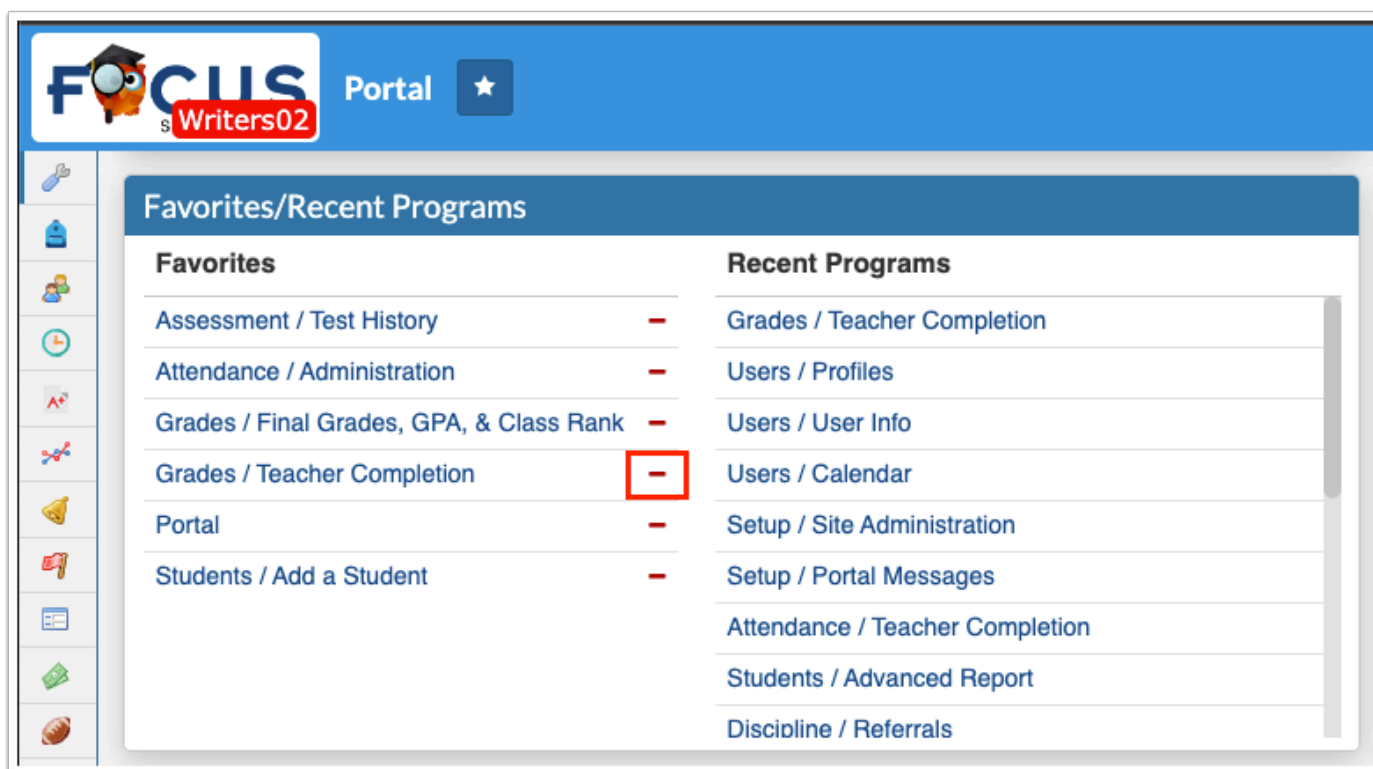
7 Teachers who haven't entered grades

Teacher	Staff ID	Period 1	Period 2	Period 3	Period 4
Carson, Dawkins	2978			X	
Casanova, Adelle	26815	X			

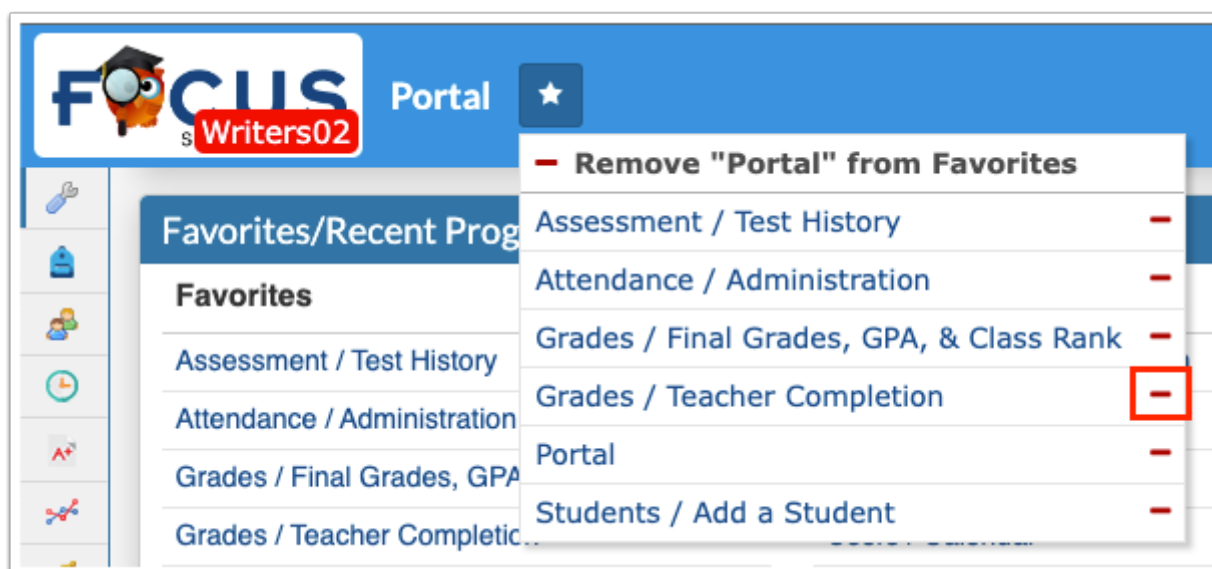
**c.** You can also navigate to Favorites by clicking the star icon at the top-left of the screen and click the program name in the list.



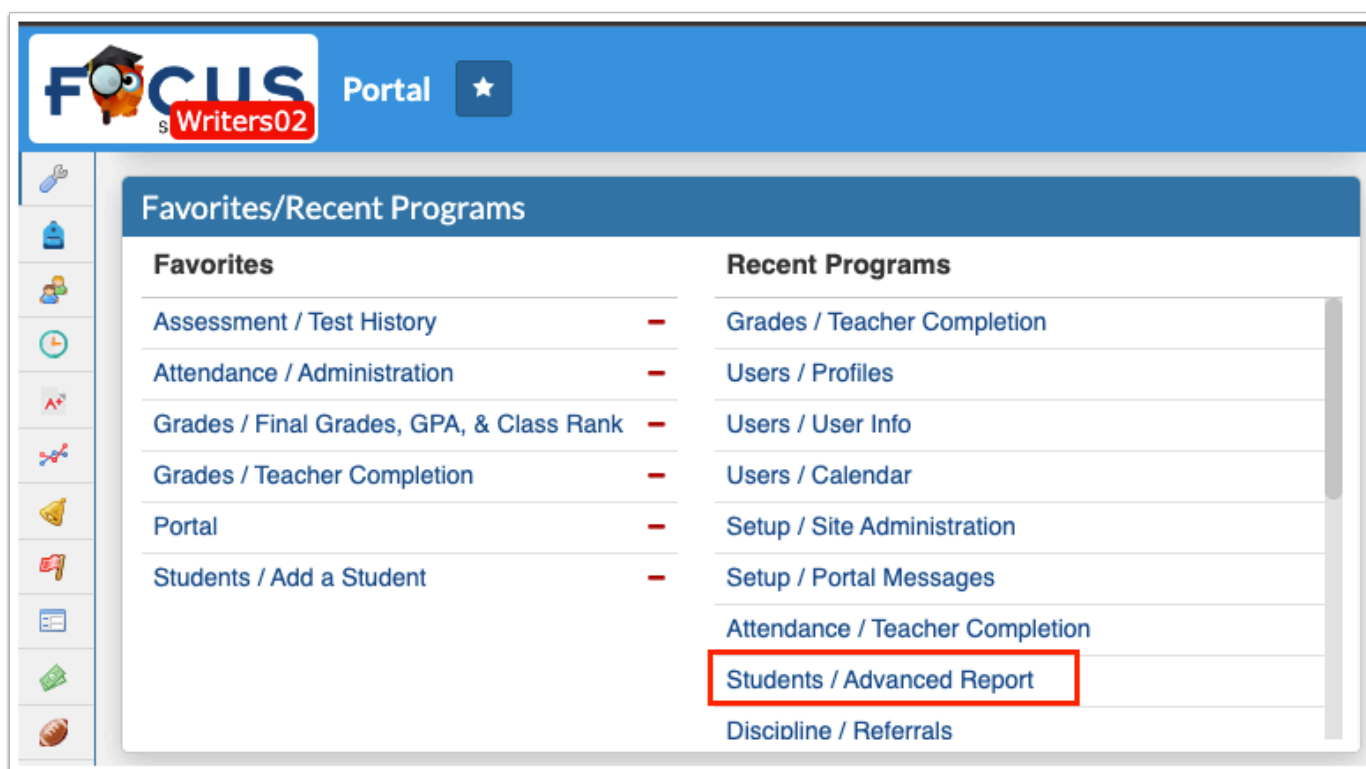
d. A program can be removed from the Favorites list in the Favorites/Recent Programs block by clicking the delete button (red minus sign) next to the program name.



Alternatively, click the star icon at the top-left of the screen and click the delete button (red minus sign) next to the program name.



**Recent Programs** contains profile-specific links to the most recent screens opened, which enables direct navigation from the Portal page. Click on any one of the program links to navigate to the corresponding screen.



## School Folder and District Reports

The **School Folder** section displays [FTE Summary Reports](#) that were pushed to the school folders. As shown in the School Folder example, there have been several summaries published and viewed. Initial files generated via Florida Reports > [Generate DOE Extracts](#) also displays here.



### Upcoming Events

[View Calendar](#)

09/06	
09/07	
09/08	
09/09	
09/10	
09/11	
09/12	
09/13	

### District & School Announcements

07/14 1:41 PM

**Welcome**

Welcome back, staff, students, and parents! We are excited to start the 2022-2023 school year.

07/14 1:42 PM

**Picture Day**

Focus High School - 0041

Picture day will be September 1.

### District Reports

26 Records - 180 School Calendar Count

### School Folder

☐ View Dismissed
 

Date Published	Download Report	Dismiss
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

**Click below for:**

Video Tutorials

Help & Training Docs

Weekly Webinars

a. Click the report link to download a PDF or HTML file or follow the link to open the corresponding Florida report, such as DOE Data Verification Reports.

### School Folder

☐ View Dismissed
 

Date Published	Download Report	Dismiss
02/18/22 09:52am	<u>Survey 2 Verification Reports (440041)</u>	<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"/>

b. Once you view the PDF, you have the option to **Dismiss** the summary by selecting the check box. However, you can always select the **View Dismissed** check box to see everything.

School Folder		
<input checked="" type="checkbox"/> View Dismissed		
Date Published	Download Report	Dismiss
02/18/22 09:52am	Survey 2 Verification Reports (440041)	<input checked="" type="checkbox"/>
09/09/20 02:51pm	Survey 2 Verification Reports (440041)	<input type="checkbox"/>
09/08/20 01:18pm	Survey 2 Verification Reports (440041)	<input checked="" type="checkbox"/>
10/24/19 11:38am	Student Demographic Information: Initial or Batch Edit Listing	<input type="checkbox"/>

**i** The report will only be dismissed from your School Folder and will remain on all other users' School Folders assigned the applicable profile.

**i** The School Folder is linked to Florida Reports > [FTE Summary Reports \(Breakdown\)](#). Upon running any of the FTE Summary Reports, you have the option to **Push PDF to School Folder(s)** in order to make them viewable for other users.

The folders that display here are also dependent on the **Florida DOE Extracts and Verification Reports** scheduled job enabled via Setup > [Scheduled Jobs](#).

The District Reports section displays reports published with the Portal Alert enabled via Reports > [District Reports](#).

### Upcoming Events

[View Calendar](#)

08/30	
08/31	Staff Meet & Greet
09/01	
09/02	
09/03	
09/04	
09/05	Labor Day
09/06	
09/07	

### District & School Announcements

07/14 1:41 PM

**Welcome**

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 Focus High School - 0041
 

Picture day will be September 1.

### District Reports

26 Records - 180 School Calendar Count

### School Folder

View Dismissed

Date Published	Download Report	Dismiss
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

Search Help Docs...

**Click below for:**

- Video Tutorials
- Help & Training Docs
- Weekly Webinars

Click the report link to open and run the report in [District Reports](#).

180 School Calendar Count

1 Results:

Records: 26 Time: 0.00s

Prev

Page: 1 / 2

Next

26 Records

Export

Filter: OFF

school	calendar	count
0041	Standard District Calendar	190
0101	Standard District Calendar	192
0106	Standard District Calendar	180
0111	Standard District Calendar	180
0112	Standard District Calendar	180
0113	Standard District Calendar	180
0131	Standard District Calendar	180
0161	Standard District Calendar	180
0251	Standard District Calendar	180
0291	Standard District Calendar	180
0293	Default	261
0294	06 DJJ	261
0311	Standard District Calendar	180
0321	Standard District Calendar	180
0341	Standard District Calendar	183
0351	Standard District Calendar	181
0371	Standard District Calendar	175
0381	Standard District Calendar	182
0382	Standard District Calendar	180
0391	Standard District Calendar	180

Prev

Page: 1 / 2

Next

Show 50000 Records

Edit

Export

Run

# Focus University

The **Focus University** section contains several helpful links including Video Tutorials, Help & Training Docs, and Weekly Webinars.

Upcoming Events

View Calendar

08/30

08/31

09/01

09/02

09/03

09/04

09/05

09/06

09/07

Staff Meet & Greet

Labor Day

District Reports

26 Records - 180 School Calendar Count

School Folder

View Dismissed

Date Published

Download Report

Dismiss

09/09/20 02:51pm

Survey 2 Verification Reports (440041)

10/24/19 11:38am

Student Demographic Information: Initial or Batch Edit Listing

District & School Announcements

07/14 1:41 PM

Welcome

Welcome back, staff, students, and parents! We are excited to start the 2022-2023 school year.

07/14 1:42 PM

Picture Day

Focus High School - 0041

Picture day will be September 1.

Focus University

Search Help Docs...

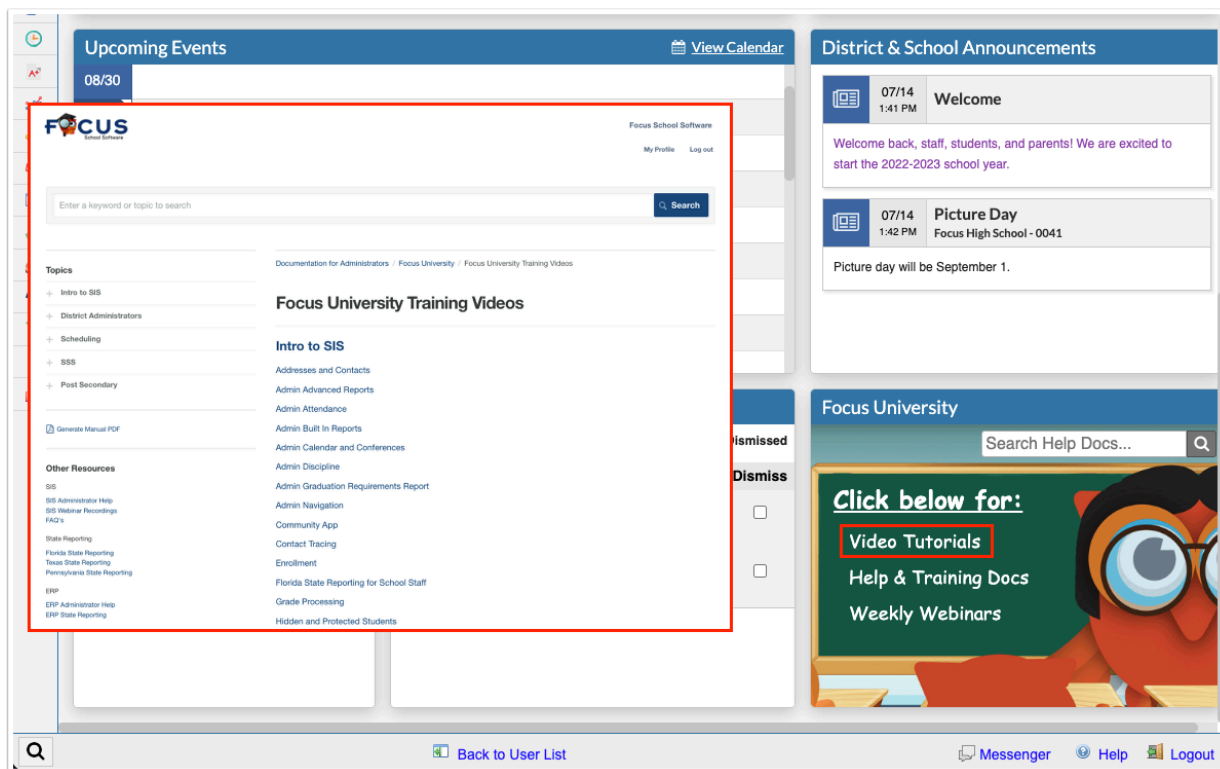
Click below for:

Video Tutorials

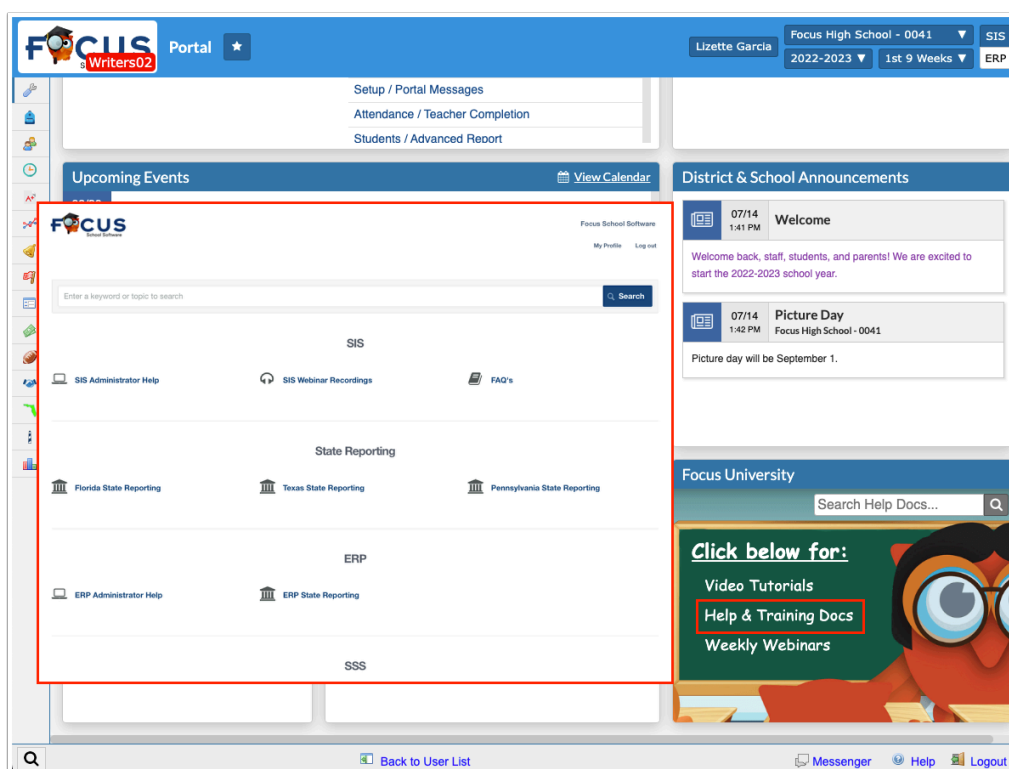
Help & Training Docs

Weekly Webinars

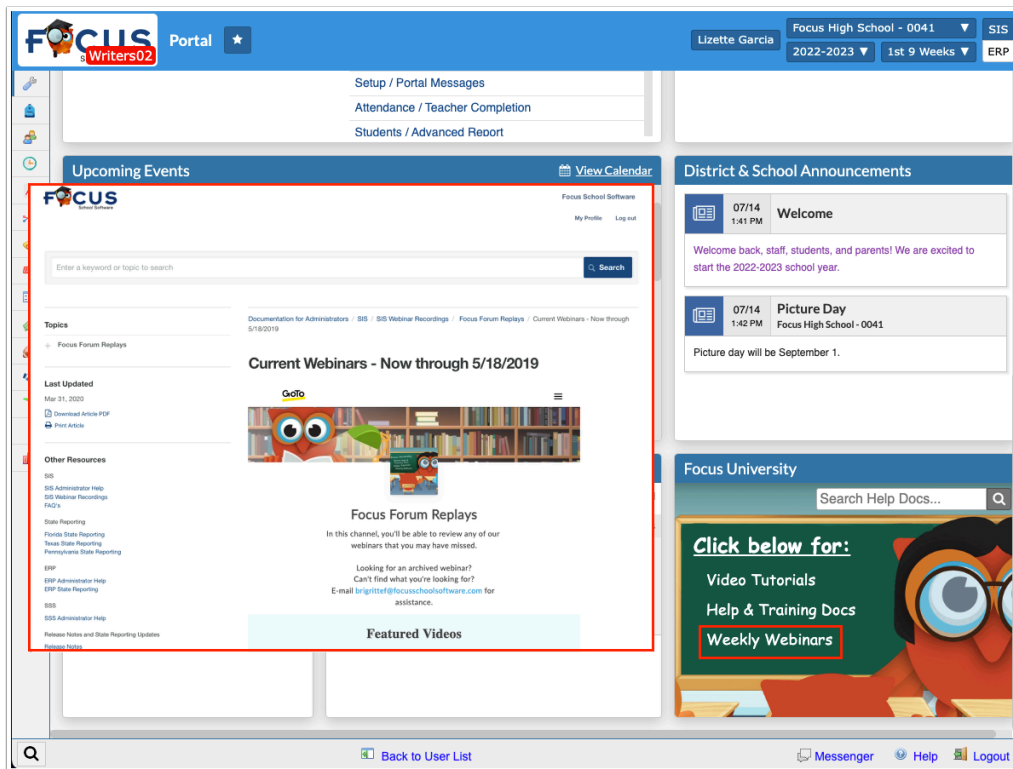
1. Click the **Video Tutorials** link to open Focus University Training Videos in ScreenSteps.



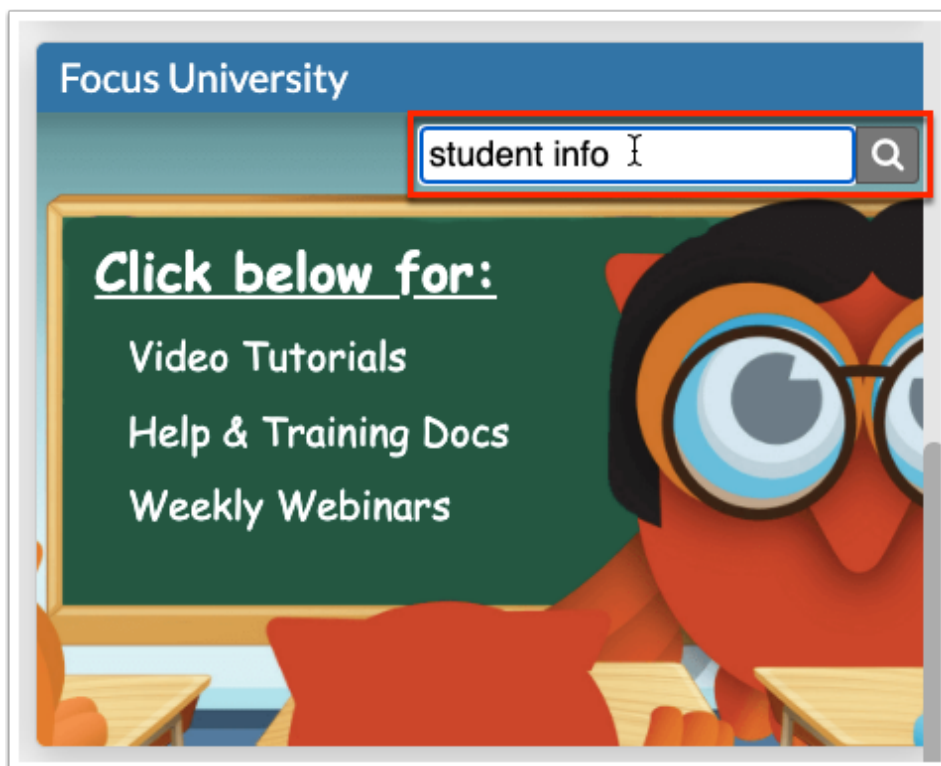
2. Click the **Help & Training Docs** link to open all help manuals and search for specific documentation.



3. Click the **Weekly Webinars** link to open featured videos and webinars sorted by the week released.



4. To search all help documentation and videos, enter key words in the provided search engine text box and click the magnifying glass.



Search Results display in ScreenSteps.

Focus School Software

[My Profile](#)
[Log out](#)

Search

Total articles found: 261 [Reset Search](#)

Filter Search Results

Check the options below to only search specific manuals

SIS

☐ SIS Administrator Help
 ☐ SIS Webinar Recordings
 ☐ FAQ's

State Reporting

☐ Florida State Reporting
 ☐ Texas State Reporting
 ☐ Pennsylvania State Reporting

ERP

☐ ERP Administrator Help
 ☐ ERP State Reporting

SSS

☐ SSS Administrator Help

Release Notes and State Reporting Updates

☐ Release Notes
 ☐ State Reporting Updates

Other

☐ Additional Help
 ☐ Users' Conference Recordings

Focus University

☐ Focus University Training Videos

Focus Devices & Apps

☐ Kiosk
 ☐ Attendance App

Documentation for Administrators / Search Results

Search Results

Student Info

Updated on: Jul 13, 2022

[SIS · SIS Administrator Help · Students · Student Info](#)

Tags Students/Student.php

The **Student Info** screen displays the **student's** record.

Student Info: Immunizations

Updated on: Jul 21, 2022

[SIS · SIS Administrator Help · Students · Student Info: Immunizations](#)

In the **Students** menu, click **Student Info . 2**.

Student Info: Enrollment

Updated on: Mar 22, 2022

[SIS · SIS Administrator Help · Students · Student Info: Enrollment](#)

In the **Students** menu, click **Student Info . 2**.

## Punch In/Out

The Portal screen is made up of portal blocks, such as the Punch In/Out block., which can be added and customized by the district via Setup > [Portal Editor](#).

If your district is utilizing the Time & Attendance screens via ERP, employees have the ability to clock in and out via the **Punch In/Out** section of the Portal page.

Punch In/Out

Punch in

→

✈ Travel

2:17 PM

08/31/2022

Clocked in at:

Job:

Ed Sup Prof SpEd 1:1

▼

Facility:

K-12 Support

▼

Portal v.11

Page 39

- i** The Punch In/Out section must first be set up via ERP > Human Resources > [Time & Attendance Setup](#) and [Time & Attendance Approval](#); both screens require profiles permission via ERP > Setup > [Profiles](#) > **Time & Attendance Approval** and **Time & Attendance Setup** in the Human Resources section.

The current time displays along with the date.

The screenshot shows the 'Punch In/Out' interface. At the top, there is a blue header with the text 'Punch In/Out'. Below the header, on the left, is a green button with a white right-pointing arrow and the text 'Punch in'. To the right of this button, the current time '11:53 AM' and the date '08/31/2022' are displayed. Below the time and date, the text 'Variable Schedule: ✓ Clocked in at:' is shown. Underneath, 'Clocked out at:' is displayed. There are three dropdown menus: 'Special Request:' with the value 'N/A', 'Job:' with the value 'TSA, INS/Cur', and 'Facility:' with the value 'EXCEPTIONAL ED DEPAR...'. Below these, it says '3 hours and 37 minutes left in the work day'. At the bottom, there is a progress bar starting at '7:30 AM' and ending at '3:30 PM'. A button labeled 'Edit Clock Ins' is at the very bottom.

If your schedule has been flagged as a **Variable Schedule**, the green check marks displays. The time you **Clocked in at** and the time you **Clocked out at** displays, when applicable.

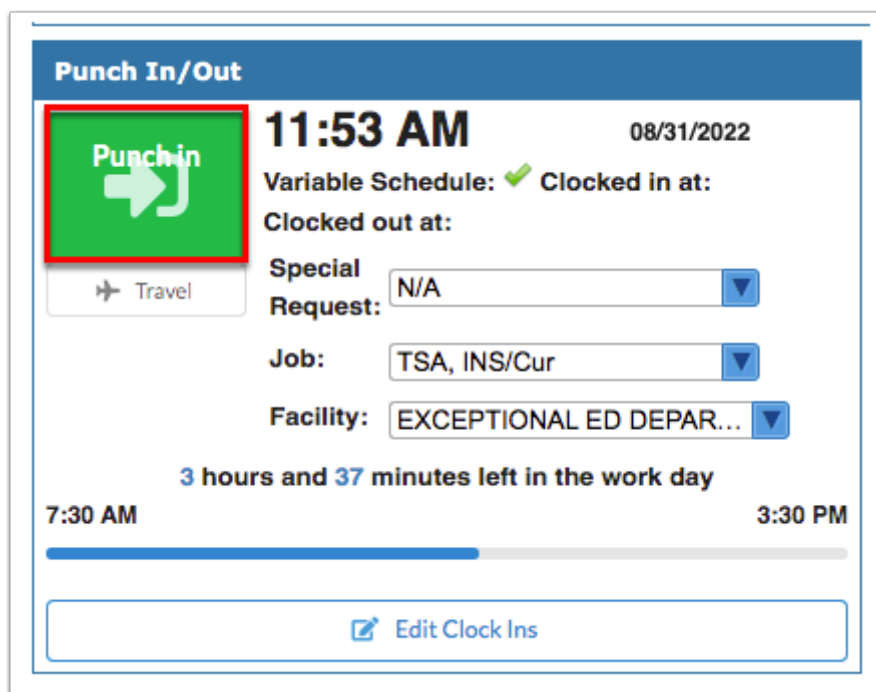
The screenshot shows the 'Punch In/Out' interface. At the top, there is a blue header with the text 'Punch In/Out'. Below the header, on the left, is a green button with a white right-pointing arrow and the text 'Punch in'. To the right of this button, the current time '12:30 PM' and the date '08/31/2022' are displayed. Below the time and date, the text 'Variable Schedule: ✓ Clocked in at: 11:52 AM' is shown. Underneath, 'Clocked out at: 12:15 PM' is displayed. There are three dropdown menus: 'Special Request:', 'Job:', and 'Facility:'. Below these, it says 'hours and minutes left in the work day'.

**1.** If special requests have been set up by the district, you can select the event or activity for the **Special Request** pull-down in order to submit time worked outside your normal hours or



duties. Examples of special requests are field trips, athletic events, covering another teacher's class, fundraisers, etc.

2. Select your **Job** title from the pull-down.
3. Select your **Facility** of work from the pull-down.
4. Once all selections have been made, click **Punch In** to log your start time at work.



The screenshot shows a web interface titled "Punch In/Out". On the left, there is a green button with a white right-pointing arrow and the text "Punch in", which is highlighted by a red rectangular box. Below this button is a "Travel" option with an airplane icon. To the right of the button, the time "11:53 AM" and the date "08/31/2022" are displayed. Below the time, it says "Variable Schedule: ✓ Clocked in at:" followed by "Clocked out at:". Further down are three dropdown menus: "Special Request:" with "N/A" selected, "Job:" with "TSA, INS/Cur" selected, and "Facility:" with "EXCEPTIONAL ED DEPAR..." selected. Below these menus, it states "3 hours and 37 minutes left in the work day". At the bottom left, the start time "7:30 AM" is shown, and at the bottom right, the end time "3:30 PM" is shown. A horizontal progress bar is located between the start and end times. At the very bottom, there is a button labeled "Edit Clock Ins" with a pencil icon.

Once you've clocked in, the amount of time you have left to work displays. In the example shown, the employee has 3 hours and 37 minutes left in the work day. The employee's work hours are also displayed: 7:30 AM to 3:30 PM.

5. At the end of the work day and when you are required to clock out for breaks, click **Punch out**. Note: Some districts build breaks directly into the work schedule; therefore, employees are not required to clock out for lunch.

**Punch In/Out**

**Punch out**

**12:03 PM** 08/31/2022

Variable Schedule: ☒ Clocked in at:

Clocked out at:

Special Request:

Job:

Facility:

**3 hours and 27 minutes left in the work day**

7:30 AM 3:30 PM

[Edit Clock Ins](#)

6. Click **Travel** to submit travel time as opposed to punching in.

**Punch In/Out**

**Punch in**

**11:53 AM** 08/31/2022

Variable Schedule: ☒ Clocked in at:

Clocked out at:

Special Request:

Job:

Facility:

**3 hours and 37 minutes left in the work day**

7:30 AM 3:30 PM

[Edit Clock Ins](#)

7. In the Travel pop-up window, select your **Job**.
8. Select the facility from which you traveling from the **From** pull-down.
9. Select the facility to which you traveled from the **To** pull-down.
10. Enter any notes and additional information, such as the reason for your travel time and why it should be included in your daily work hours in the **Notes/Reason** text box.

X

✈️ Travel

Job:

TSA, INS/Cur

From:

EXCEPTIONAL ED DEPARTMENT

To:

ACADEMY

Notes/Reason:

Traveled to meet with a student about schedule for next year.

Submit

11. Click **Submit**.

12. When you arrive at your destination, click **Arrived**.

Punch In/Out

Punch in

Arrived

12:11 PM

08/31/2022

Variable Schedule: ✓

Clocked in at:

Clocked out at:

Special Request:

N/A

Job:

TSA, INS/Cur

Facility:

EXCEPTIONAL ED DEPAR...

3 hours and 19 minutes left in the work day

7:30 AM

3:30 PM

Edit Clock Ins

13. If you have permission, click **Edit Clock Ins** to view and/or edit the hours you clocked in and out of the system.

Punch In/Out

Punch in

→

Travel

11:53 AM

08/31/2022

Variable Schedule: ✓

Clocked in at:

Clocked out at:

Special Request:

N/A

Job:

TSA, INS/Cur

Facility:

EXCEPTIONAL ED DEPAR...

3 hours and 37 minutes left in the work day

7:30 AM

3:30 PM

Edit Clock Ins

- i** Profile permission must be given via Users > Profiles > Employee Self Service > **View/Edit Timecards** or ERP > Setup > Profiles > Employee Self Service > **View/Edit Timecards**.

Clicking Edit Clock Ins opens [Employee Self Service > View/Edit Timecards](#). From this screen, click **View** to review all punch in and punch out times, as well as request changes.

Timeandattendance

View/Edit Timecards

Salomon (ERP B...

SIS ERP

Requests

Timecards

Export

Filter: OFF

Toggle Columns

Page Size: 15

Status	Details	Fiscal Year	Week index	Week range	Pay Type	Position	Exempt From Overtin
Active	<div>View</div>	2021	52	Current Week: 08/28/2022 - 08/31/2022	ESP SOTA 10 MO: EDUC SUPP PROF SOTA 10 MONTH	Ed Sup Prof SpEd 1:1	No
Pending	<div>View</div>	2021	50	Completed Week: 08/14/2022 - 08/20/2022	ESP SOTA 10 MO: EDUC SUPP PROF SOTA 10 MONTH	Ed Sup Prof SpEd 1:1	No
Finalized/Posted	<div>View</div>	2021	50	Completed Week: 08/14/2022 - 08/20/2022	ESP SOTA 10 MO: EDUC SUPP PROF SOTA 10 MONTH	Ed Sup Prof SpEd 1:1	No
Finalized/Posted	<div>View</div>	2021	49	Completed Week: 08/07/2022 - 08/13/2022	ESP SOTA 10 MO: EDUC SUPP PROF SOTA 10 MONTH	Ed Sup Prof SpEd 1:1	No