

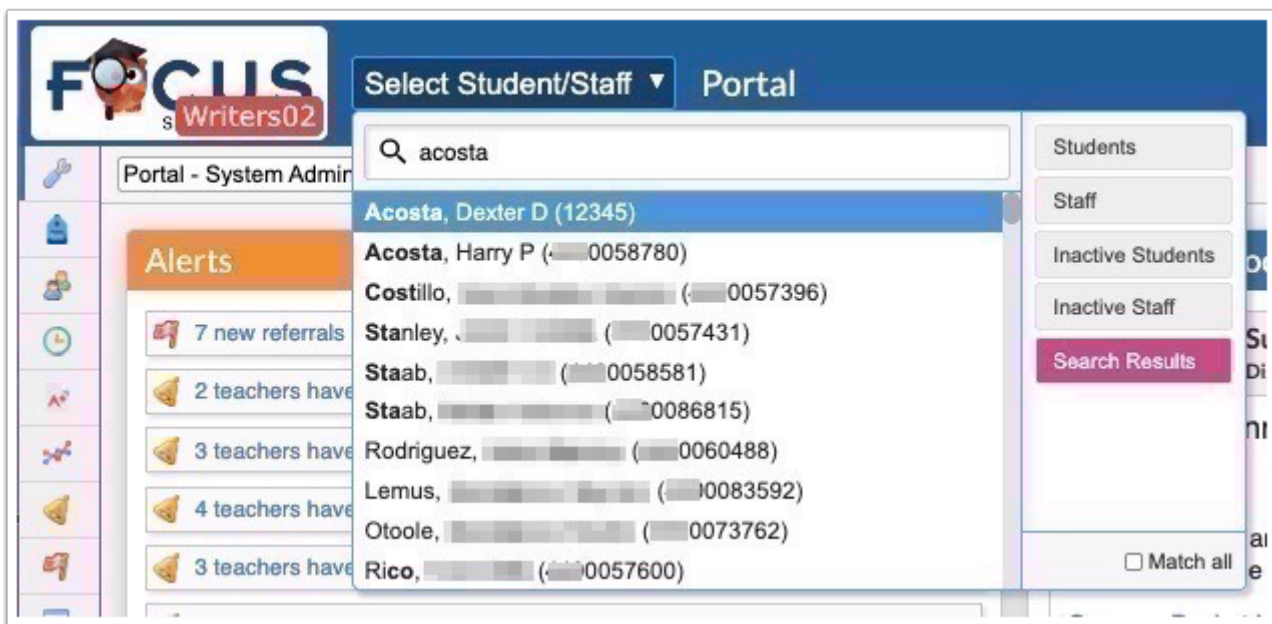
12.0.0 New Feature Release Notes

Notable

SIS

General

Added the ability to quickly select a student or staff member and view their student or user record without having to conduct a search. A pull-down is available at the top-left corner of every screen. Once the pull-down is opened, click the Staff or Students buttons to include or exclude students and staff from the list of users. Use the Filter box to quickly locate the desired student or staff member using a full or partial name or ID number. Once the student or staff member is selected, the Student Info or User Info screen is opened. In ERP, a similar pull-down is available to select employees.



- Added the “Back to Search Results” button to the navigation arrows in the student/user info section of the header. The button displays when a student/user has been selected from a search from the portal or search screen.
- Added the ability to clear the “Search Results” when a student/user is closed or deselected (when the X is clicked).
- The Staff and Students tabs display depending on users’ profile permissions set via Users > Profiles > Students tab and/or Users tab. Users will have access to the Staff tab if they have access to User Info and will have access to the Students tab if they have access to Student Info.

- Added the ability to search for “Inactive Students” and/or “Inactive Staff” by selecting the corresponding tabs.
- Added the ability for users to hover over students’ photos in order to view additional information, which is determined by the selection made via Users > My Preferences > Columns in Student Lists.

Full Name	Abe, Charlie Noel
TERMS ID	0055879
Personal Student Email	charlieabe@gmail.com
Gender	F - Female
Birthdate	04/06/2007
Student Phone Number	(727) 555-1234
Custody Alert	

i See [Searching for Students](#) and/or [Portal](#) for detailed information in SIS. See [Portal](#) and/or [Employee](#) for detailed information in ERP. See [Portal](#) for detailed information in the Teacher Portal.

On the Student Info and User Info screens, the student’s or user’s name that had previously displayed at the top-left corner of the screen has been removed as it is now displayed in the header. The General Information that previously displayed when clicking the student or user’s name is now displayed in its own Primary Info category. The student photo is now edited from Primary Info. Individual student badges are also generated from Primary Info.

- The arrows that previously displayed near the Save button at the top-right corner of the screen to navigate to the next or previous student or user have been replaced by the arrows in the student/staff pull-down in the header.

Focus Writers02

Acevedo, Diem Donna

023057 - 09

Student Info

Lizette Garcia

Focus High School - 0041

2022-2023

4th 9 Weeks

SIS

ERP

Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad

Files SSS Choice Billing

Filter fields...

PI Primary Info

5 504

A Address

Addresses & Contacts

AN Admin Notes

AC Application Courses

A Athletics

BS Behavior Screening

C Classified

Controlled School Choice

Primary Info

* First Name Diem

Middle Name Donna

* Last Name Acevedo

Suffix

Student ID 023057

* Gender F - Female

* Birthdate 02/10/2007 16 years 3 months

TERMS ID 023057

? Social Security

Preferred First Name

Preferred Last Name

If ELL is LF then exit date cannot be 0 of more than two years ago

Free/Reduced Meals Program

Help Logout

- Additionally, results from the last search are added to the pull-down. The options from the search results are given an additional tag of "Search Results" so users can filter through them or ignore them and find users outside the search results.

Acosta, Dexter D

Student Info

Filter...

Abe, Charlie (0055879)

Abott, Charlie (0082221)

Abregan, Kenna (0061843)

Acevedo, Diem (0023057)

Acevedo, Emerald (0056443)

Acosta, Dexter D (12345)

Acosta, Harry P (0058780)

Adams, Peter (0020236)

Adams, Ponyboy (0086404)

Agregor, Abe (0060059)

Search Results

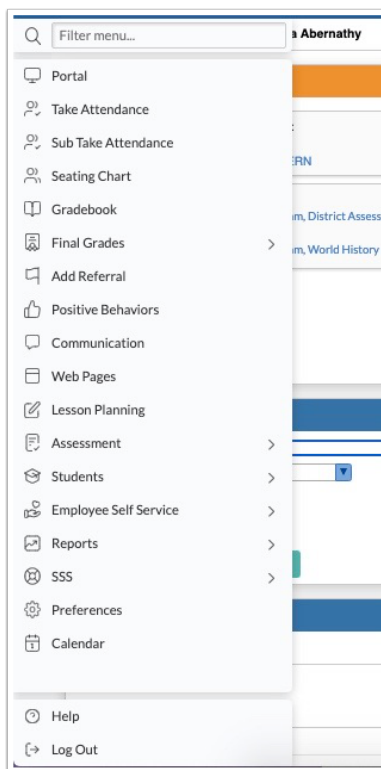
Match all

i The Select Student/Staff search feature is an improvement upon the prior Quick Pick pull-down in Student Info and User Info. Student and staff search results will be limited to the school selected at the top-right of the screen. For example, a staff member with

access to all schools (no schools selected in their User Permission record) will not appear in search results.

 See [Student Info](#) and [User Info](#) for detailed information.

Redesigned the menu for teachers for improved usability. The new menu provides quick access to the programs teachers use the most, such as Take Attendance, Seating Chart, and Gradebook. Menu items with an arrow can be clicked to expand the menu display. For example, click Students to expand the menu and access the Demographics, Schedule, Requests, and other student screens. Reports are now housed under the Reports section of the menu instead of their specific module menus.



 See [Teacher Portal](#) for detailed information.

Setup

Imports (New)

Added the new “Imports” screen, which replaces the following screens: Match Students - Admin Panel, Match Students - School Panel, AP Test Parser, Import Tools, and Importer. Note: There is a transition plan in place for these screen replacements. At this time, these screens have not been removed from Focus. Districts should contact their support team (Project Coordinator or Account Executive) for details on how to transition from the original screens to the new Imports screen.

The screenshot shows the Focus Imports screen. The top navigation bar includes the Focus logo, a 'Select Student/Staff' dropdown, the 'Imports' title, and user information for Lizette Garcia at Focus High School - 0041. The main interface has tabs for 'Import Tools', 'Student Match Files', 'Reports', and 'Settings'. The 'Import Tools' tab is active, showing a 'Steps' sidebar with 'File Format', 'Select Tool', 'Mapping Template' (selected), and 'Validation'. The 'Mapping Template' section has a 'Template' dropdown set to 'Test History' and a 'Manually map the fields from your file, or select an existing template below.' instruction. Below this is a table with 7 columns: Column Order, File Column, Mapped Field, and Override. The table lists 7 mappings: 1. stu_id to student_id, 2. test_id to test_form, 3. administration_date to administration_date, 4. syear to syear, 5. gradelevel to gradelevel, 6. lep_info to lep_info, and 7. transcript to transcript. Each mapping has a dropdown for the mapped field and a toggle for the override. On the left, the 'Import Settings' section shows details for Import ID 666, File TEST_HISTORY.FULL1..., Source Local Server, Rows 9168208, Directory /export, and Test ACT, PLAN - APL, with a 'View All' link.

Column Order	File Column	Mapped Field	Override
1	stu_id	student_id	<input type="checkbox"/>
2	test_id	test_form	<input type="checkbox"/>
3	administration_date	administration_date	<input type="checkbox"/>
4	syear	syear	<input type="checkbox"/>
5	gradelevel	gradelevel	<input type="checkbox"/>
6	lep_info	lep_info	<input type="checkbox"/>
7	transcript	transcript	<input type="checkbox"/>

- Added the following profile permissions, which determine the tabs the users have access to utilize: Imports, Import Tools, Student Match Files, Reports, Settings.
- Added the “Imports” tab, which allows users to upload a file from the computer or from the local server, select the correct format, and from different tools, including:
 - Import File: To import the contents from the uploaded file into Focus.
 - Student Match: To find student_ids for the students in the uploaded file.
 - Create Table from File: To create a database table using the data from the uploaded file.
- Added the “Student Match Files” tab, which allows users to review student matches started and complete the process. A Student Match import must first be conducted before users can view the process from this tab. The Student Match import tool is used to find student_ids for the students in an uploaded file.
- Added the “Reports” tab, which allows users to review a report of imports processed including date, time, import tool, file, etc.

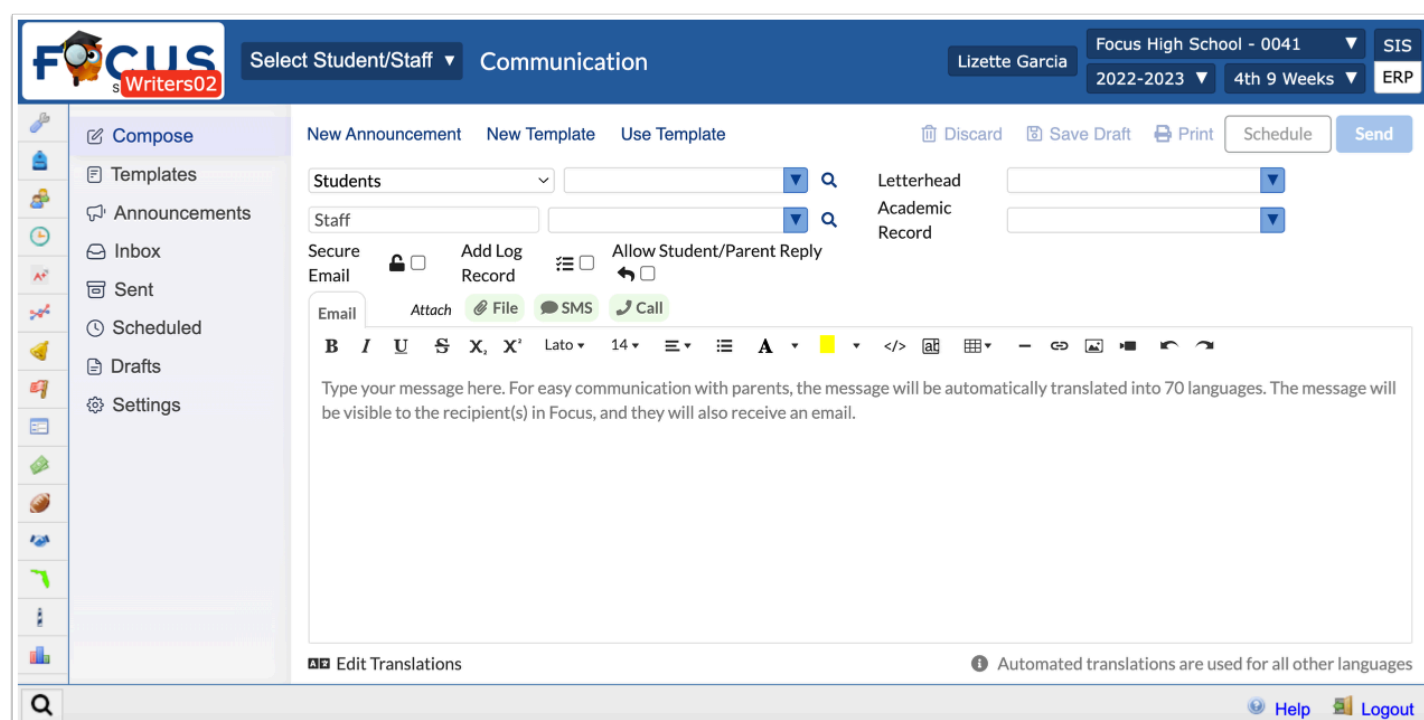
- Added the “Settings” tab, which allows users to review and enable “Import Tool Settings,” review and set “Conversion Fields,” create and edit file mapping “Templates,” and view and create “File Parsers.”

 See [Imports](#) for detailed information.

Students

Communication (New)

Added the “Communication” module, which replaces the Portal Messages, Messenger, and Phone Communication screens. Note: The features within Communication, such as Phone Communication (Call-Out System) and Translations, require additional purchases. Contact the district's support representative to set up a demonstration.



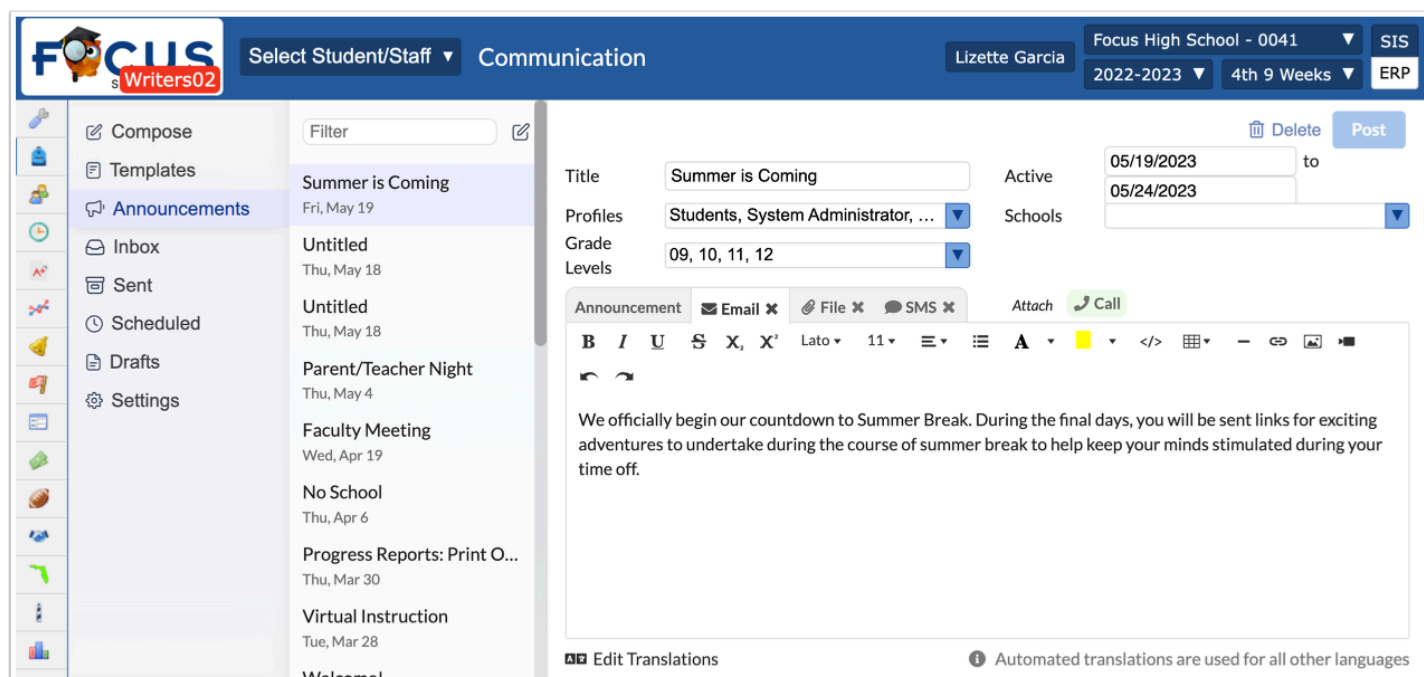
The screenshot displays the Focus Writers02 Communication interface. The top navigation bar includes the Focus logo, a 'Select Student/Staff' dropdown, and the 'Communication' title. On the right, user information for 'Lizette Garcia' and school details for 'Focus High School - 0041' are shown. The left sidebar contains navigation links: Compose, Templates, Announcements, Inbox, Sent, Scheduled, Drafts, and Settings. The main content area has tabs for 'New Announcement', 'New Template', and 'Use Template'. It includes a 'Students' dropdown menu, search fields for 'Letterhead', 'Academic Record', and 'Secure Email', and checkboxes for 'Add Log Record' and 'Allow Student/Parent Reply'. Below these are tabs for 'Email', 'Attach', 'File', 'SMS', and 'Call'. A rich text editor with a toolbar is provided for composing messages. At the bottom, there are links for 'Edit Translations' and a note about automated translations.

- Added Communication profile permission to Users > Profiles > Students tab, which includes the following permissions: Communication, Send Messages, Include Profile in Messaging Search, Send SMS, Announcements (View and Edit), Templates Created by Others (View and Edit), Publish Templates, Attendance Messages, Academic Record, and Phone Calls. Note: Some of these features require additional purchases based on add-on modules, such as the Call Out System. Contact the district's support representative to set up a demonstration.
- Added the “Compose” tab, which allows users to create a message (Messenger) to selected students and/or staff members, use a template, create a new announcement (Portal Messages), and/or create a new template.

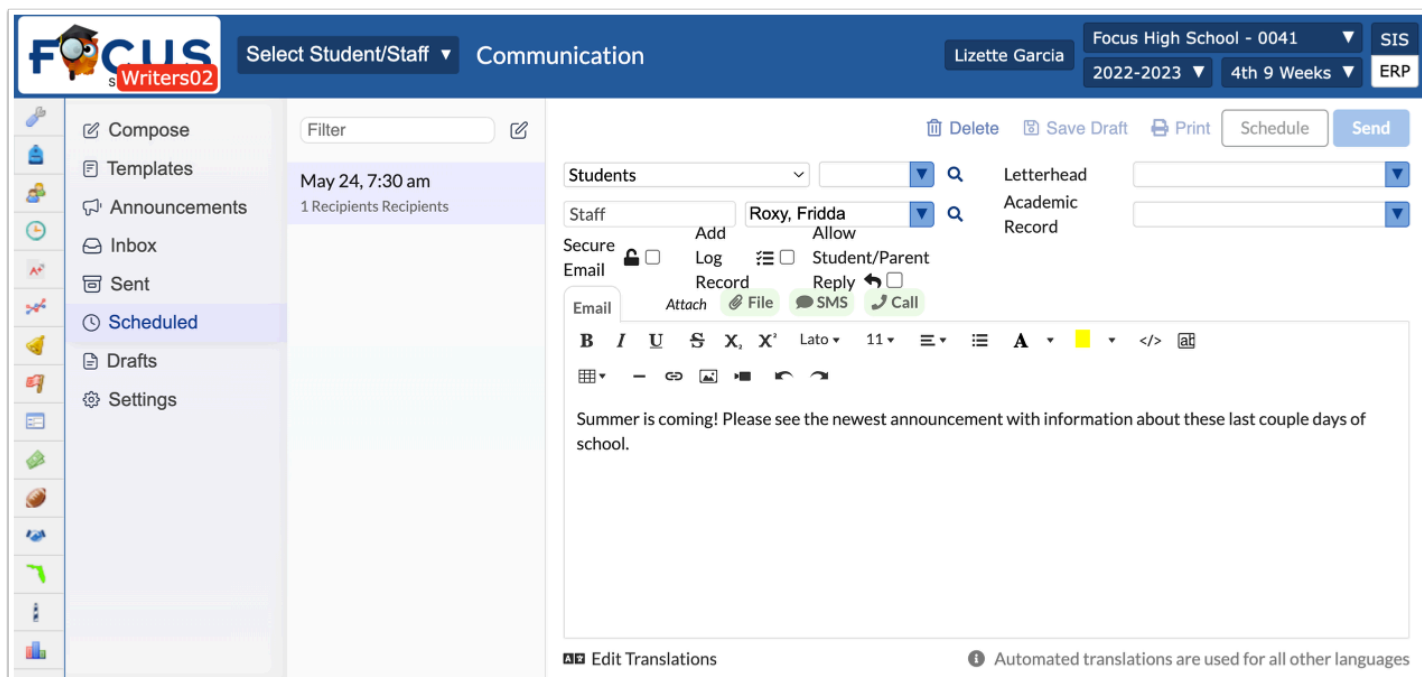
- Messages can be created manually and be assigned a Letterhead template, flagged as a Secure Message, added to the Log Record, and enabled to allow student replies.
- Messages can also be discarded, saved as drafts, printed, scheduled to be sent at a later date and time (or set up as Recurring), and sent.
- Files, multimedia messages, recorded messages, and text-to-speech messages can be added to messages, as well. Note: Some of these features, such as SMS and Call features, require additional purchase based on add-on modules, such as Call Out System. Contact the district's support representative to set up a demonstration.
- Added the ability to send messages to Students, Student Personal, Primary Contacts, All Contacts, Once Per Family, Students & Primary Contacts, Students & All Contacts, and Teachers Of.
 - The "All Contacts" option includes all users and/or persons in a student's addresses & contacts. The "Primary Contacts" option limits to the contacts marked as custody.
 - Updated the "Once Per Family" option so students must be linked to contacts, contacts must have custody of one of the linked students, and contacts must have an email address.
 - Updated so if a student does not have a contact and contacts are selected as the recipient, the student will get the message instead.
- Added the "Templates" tab, which gives users the ability to create templates and use said templates to generate messages to students and/or staff (previously known as Messenger and Phone Communication).
 - Templates include a Title, Letterhead, Profiles, Schools, Attach to Tab, Academic Record, and a Secure Message option, which flags messages as secure and requires users to log into Focus in order to view the message.
 - Emails, files, multimedia messages, recorded messages, and text-to-speech messages can be added to templates, as well. Note: Some of these features, such as SMS and Call features, require additional purchase based on add-on modules, such as Call Out System. Contact the district's support representative to set up a demonstration.
 - The upgrade to version 12 will convert existing Print Letters & Send Emails to Templates, available through the Templates tab within Communication. The migration for Print Letters & Send Emails is a one-time migration. Changes made to a Print Letter & Send Email Template after the migration will not be reflected in Communication, and vice versa.

The screenshot displays the Focus Writers02 Communication interface. The top navigation bar includes the Focus logo, a 'Select Student/Staff' dropdown, the 'Communication' title, a user profile for 'Lizette Garcia', and school/term information: 'Focus High School - 0041', '2022-2023', '4th 9 Weeks', 'SIS', and 'ERP'. A left sidebar contains navigation icons for Compose, Templates, Announcements, Inbox, Sent, Scheduled, Drafts, and Settings. The main content area shows a list of templates on the left, including 'Online Application (Email ...)', 'New Absence Letter', 'Sporting Events Requirem...', 'Withdrawal Form', 'Discipline Referral Letter', 'Welcome Back: 2022/2023', 'Job Offer', 'Waitlist', and 'No School Reminder'. The 'No School Reminder' template is selected, showing its details: Title 'No School Reminder', Profiles 'System Administrator', Attach to Tab 'General Demographics', Letterhead 'District', Schools, and Academic Record. The 'Secure Email' checkbox is checked. The announcement text area contains the text: 'This is a reminder that there is no school on the following days:'. At the bottom, there are links for 'Edit Translations' and a note about automated translations.

- Added the “Announcements” tab (previously Portal Messages), which allows users to enter a Title, assign Profiles, assign Grade Levels, establish an Active time frame for when the message should display on select Portal screens, and assign Schools. From the Announcements tab, new announcements can be created and posted to the selected profile users’ portals. Announcements can also be discarded and posted.
 - The Announcement itself is entered in the Announcement tab.
 - Emails (messages), files, test messages (SMS), recorded messages and text-to-speech messages (Call) can be sent with announcements, as well. Note: Some of these features, such as SMS and Call features, require additional purchase based on add-on modules, such as Call Out System. Contact the district’s support representative to set up a demonstration.
 - Updated users’ ability to edit announcements created by other users, which is now determined by the Schools assigned to the announcement and the schools to which said user has access. In addition, users can only create announcements for schools to which they have access, which is reflected in the Schools pull-down.



- Added the “Inbox” tab, which houses all incoming messages from which a chat is displayed with all incoming and outgoing messages between the user and the applicable users or students.
 - Upon sending messages from the Inbox tab, users have the option to create a new message, schedule a time and date for the message to be sent, and send messages instantly, in addition to viewing incoming messages.
 - When messages are received, a Portal Alert displays the number of unread messages; when clicked, Focus navigates to the Inbox where unread messages display users’ names and the number of unread messages.
- Added the “Sent” tab, which houses all sent messages from which a chat is displayed with all outgoing and incoming messages between the user and the applicable users or students.
 - Upon sending messages from the Sent tab, users have the option to create a new message, schedule a time and date for the message to be sent, and send messages instantly.
- Added the “Scheduled” tab, which houses all messages that have been scheduled to be sent out at a later date and/or time. Scheduled messages can be sent manually before their scheduled date and time, as needed, as well as created and edited exactly like a new message.
 - Added the “Communication Processing” scheduled job to Setup > Scheduled Jobs, which locates all scheduled messages being held in the queue and prepares them to be sent out. Scheduled messages will not be sent out without the execution of the Communication Processing scheduled job. Each time the job is set to run, it will send out any messages scheduled for the time at or before the current time of processing. Note: The Communication Processing job replaces the old Phone Communication Processing job.



- Added the “Drafts” tab, which houses all messages saved as drafts. From the Drafts tab, users can schedule, send, or edit messages, as well as perform all other tasks as if creating a new message.
- Added the “Settings” tab, which allows users to enable various settings applicable throughout the Communication module.
 - Users can determine if receipts can reply to emails (messages) sent or if a “do not reply to this email address” email address is displayed upon messages being sent.
 - Users can add an Email Signature that will display on all sent messages.
 - The Attendance table now displays on the Settings tab, which was previously housed in Phone Communication; functionality remains the same. Note: This feature still requires the purchase of the Call Out System.
- Added “Purchased Communication Translation,” which can be enabled by Focus once purchased by the district. This setting allows districts to utilize the translation feature available in Communications. Note: This feature requires an additional purchase. Contact the district’s support representative to set up a demonstration.
 - The Communication module allows users to manually translate messages into over 30 different languages, as needed. Messages are automatically translated based on the receiving party’s language preferences.
 - Messages can be manually translated when clicking “Edit Translations” from the Compose tab, Templates tab, Announcements tab, Scheduled tab, and Drafts tab.

New Announcement

New Template

Use Template

Discard

Draft

Print

Schedule

Send

Students

Letterhead

Staff

Secure Message

Message

Attach

File

Call

B I U S X₂ X² Arial 15 ☰ ≡ A ▼ ■ ▼ </> @ [] - ↺ ↻

Type your message here. For easy Communication with parents, the message will be automatically translated into 30+ languages! The message will be visible to the recipient(s) in Focus, but they will also receive an Email, SMS message or mobile app push notification, depending on their preferences.

Spanish ✕

Original

Add Language

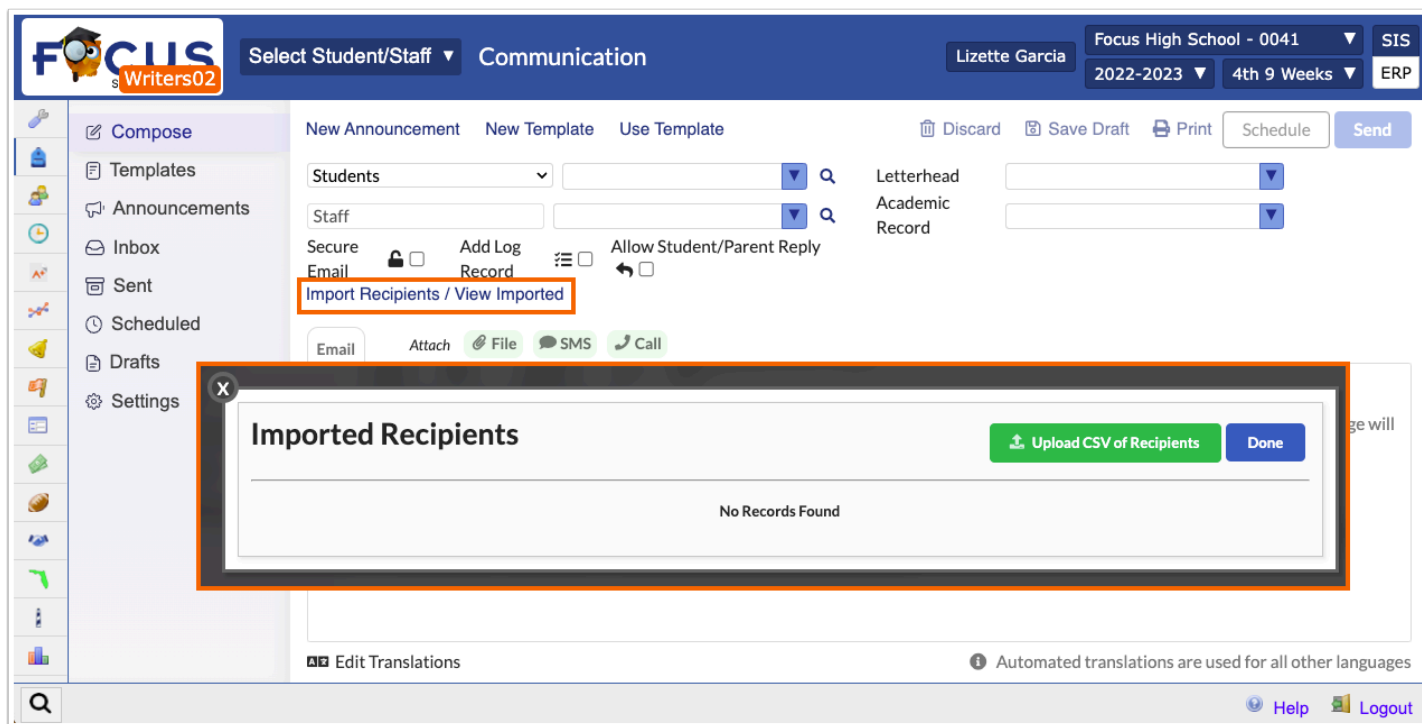
Automated translations are used for all other languages

Back to User List

Help

Logout

- Added the “SMS Character Limit” setting to Setup > System Preferences > Default School Preferences tab, which allows districts to determine the maximum number of characters allowed in creating and attaching text messages to messages in Communication. The default number of characters allowed is 130 and cannot exceed 160 characters.
- Added the “Import Recipients / View Imported” button, which allows users to import recipients via a CSV file and view imported recipients once the importation is complete. Importing recipients from a CSV file is useful when sending messages to external users and/or students and parents who do not currently have access to Focus. This functionality has been added to the Compose tab, the Scheduled tab, and the Drafts tab



- Updated so when “Add Log Record” is selected and the message/email is Printed, the function of printing the letter is logged in the student’s Letter Log via Student Info.

 See [Communication](#) for detailed information.

Communication Reports (New)

Added the Communication Reports screen, which displays a log of all sent messages including the Type of message, Date, Sender, Recipient(s), Total, Sent, Errors, Email (message sent), SMS sent, TTS, and included Audio. Note: The report includes information about SMS, TTS, and Audio, if the district has purchased and enabled the Call Out System. For more information on purchasing the Call Out System add-on module, contact the district's representative to set up a demonstration.

Select Student/Staff

Communication Reports

Lizette Garcia

Focus High School - 0041

SIS

2022-2023

4th 9 Weeks

ERP

Communication History

Show All Records

2 Records

Export

Filter: OFF

Page Size: 20

Type	Date	Sender	Recipient(s)	Total	Sent	Errors	Email	SMS	TTS	Audio	Flagged	Admin Flagged
Email	05/23/2023 09:53 am	Lizette Garcia	6 Recipients	6	6	0	Congratulations! You are invited to a...				<input type="checkbox"/>	<input type="checkbox"/>
Email	05/23/2023 09:52 am	Lizette Garcia	Fridda Roxy	1	1	0	There is an urgent matter I need to d...				<input checked="" type="checkbox"/>	<input type="checkbox"/>

Print

Help

Logout

- Added the following profile permissions via Users > Profiles > Students tab, which determines if users have access to the report and to view records of messages sent by other users: Communication Reports (View and Edit), and View All Users.
- Added the option to “Show All Records,” which allows users (with permission) to view all messages sent by all users in the school or district depending on the user’s accessibility.
- Added the “Flagged” message indicator, which displays as selected if the message was flagged from the Communication screen.
- Added the “Admin Flagged” check box, which allows administrative users to flag the message upon reviewing the message from this report.
 - Teachers are able to initiate a referral directly from their inbox when a message is flagged as inappropriate.

See [Communication Reports](#) for detailed information.

SIS/ERP

General

Added the ability for browser tabs or windows to have different active sessions values without the user receiving the Recover Options message. This includes different packages (SIS, ERP), roles (administrator, teacher, parent, student), schools, school years, marking periods, progress periods, course periods, selected users, and selected students.

- When switching between tabs or windows with different session values, the values that are different will flash briefly to draw the user's attention to them.
- When the user logs out or their session expires, only active or visible tabs/windows will redirect to the login screen. This gives the user a chance to log back in on the active tab/window without losing their progress on the other tabs/windows. The inactive tabs/windows will only redirect to the login page if the user switches over to them while still logged out.
- This logic similarly applies if the user logs back in under a different username. The tab/window reloads the current page. The standard menu permissions within Focus will determine if the user can still access that page.
- The "Log In As" functionality is treated the same as logging out and back in under a different username when redirecting the tabs/windows.

Other Changes

SIS

General

Student Info, User Info, Referrals

- Added options to change the layout to one column, two columns, or three columns. For Student Info and User Info, the layout can be set for each category. Note: The default for the Student Info Layout can still be set in My Preferences; the new layout buttons in Student Info will override the My Preferences setting.

Focus SIS Writers02

Acevedo, Diem Donna

Student Info

Lizette Garcia

Focus High School - 0041

SIS

2022-2023

4th 9 Weeks

ERP

Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad Files

SSS Choice Billing

Filter fields...

Primary Info

504

Address

Addresses & Contacts

Admin Notes

Application Courses

Athletics

Behavior Screening

Classified

Controlled School Choice

* First Name	Diem	Middle Name	Donna
* Last Name	Acevedo	Suffix	
Student ID	23057	* Gender	F - Female
* Birthdate	02/10/2007	TERMS ID	023057
? Social Security		Preferred First	
Preferred Last Name		Force Password Change	<input type="checkbox"/>
Username	diemace	Password	*****
Profile	Students	UUID	-aab7-40b5-8da3-7ee53dad7f2f

 See [Student Info](#) and [User Info](#) for detailed information.

Grades

Gradebook

Updated so that the "Not in Class" indicator displays in the teacher's Gradebook for all classes attached as child sections to the primary homeroom/attendance generating period.

Graduation Requirements Report

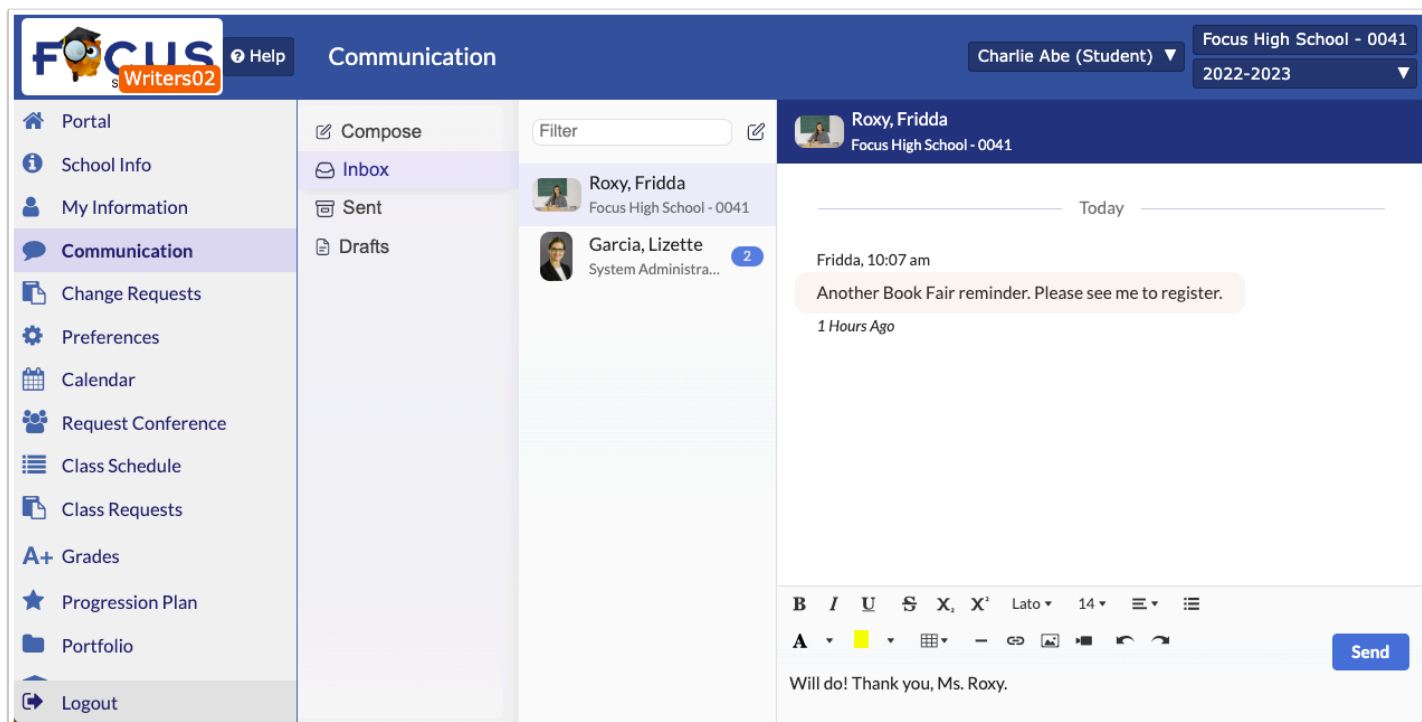
Updated so that alert icons now display next to student names on the Graduation Requirements Report in the list view.

 See [Graduation Requirements Report](#) for detailed information.

Parent/Student Portal

Communication (New)

Added the Communication module, which replaces Messenger and allows parents and students to compose messages, view inbox of sent messages, view messages sent to other users, and save and view drafts.



- Added the following profile permissions to Users > Profiles > My Information tab for the Role: Parent and Role: Student: Communication and Send Messages.
 - If parents and students don't have permission to "Send Messages," all received messages will be viewable via Communication > Inbox where replies can be sent. However, all other tabs will be hidden disallowing students and parents from composing and drafting messages. Note: In order to receive messages, parents and students must have access to "Communication."
 - Parents and students must have permission to "Send Messages" in order to send any messages or respond to received messages.
- Added the "Compose" tab, which allows parents and students to write messages to be sent to selected teachers. Messages can be saved as draft, printed, or sent.
- Added the "Inbox" tab, which allows parents and students to view messages sent to them and send replies.
- Added the "Sent" tab, which displays all messages sent to other users.
- Added the "Drafts" tab, which houses all messages saved as drafts from the Compose tab, and allows students and parents to create drafts.

 See [Communication \(Parents/Students\)](#) for detailed information.

Preferences

Updated the Portal Student Name Format nickname option to "Preferred First Name Preferred Last Name." The name format options are student fields, which are customizable and can

display as needed by districts via Students > Student Fields; i.e. users have the ability to edit the field Titles.

 See [Add a Student](#), [Student Info](#), [Student Fields](#), and [Preferences \(Students/Parents\)](#) for detailed information.

Scheduling

Courses & Sections

(Florida only) Updated so that an error message displays when attempting to Save and the Inclusion Minutes Weekly are greater than the Class Minutes Weekly.

Elementary Scheduler

Added the ability to include race as a scheduling factor in the Elementary Scheduler. Select the “Race” option in the pull-down at the top-left of the screen to include race as a scheduling factor.

KG0102030405

OptimizeSchedule StudentsUndo Optimize

Gender, Race, Behavi...Show Alert Icons

Print

Class	Students	Gender	Race	Behavior	ELA Scores (Level)	Math Scores (Level)	ESE
Unassigned	0	00	000000	0000	000000	000000	00
Barrios, [redacted] ✓	12	57	100047	12000	000000	000000	102
Denson, [redacted] ✓	11	56	00074	11000	000000	000000	83
Gladney, [redacted] ✓	11	56	00074	11000	000000	000000	101
Posada, [redacted] ✓	11	56	01064	11000	000000	000000	110
Poynter, [redacted] ✓	11	56	00065	11000	000000	000000	56
Roxanne, [redacted] ✓	11	56	00038	11000	000000	000000	74
Solorio, [redacted] ✓	11	56	00074	11000	000000	000000	110

Unassigned

Barrios, [redacted]

Acosta, [redacted]

Carver, [redacted]

Díaz, [redacted]

García, [redacted]

Denson, [redacted]

Alanis, [redacted]

Carbajal, [redacted]

Escalante, [redacted]

Gradeson, [redacted]

Gladney, [redacted]

Alanis, [redacted]

Clarke, [redacted]

Davila, [redacted]

Heaton, [redacted]

Posada, [redacted]

Alaniz, [redacted]

Castillo, [redacted]

Cortez, [redacted]

Hebert, [redacted]

Poynter, [redacted]

Biskoff, [redacted]

Castellanos, [redacted]

Decker, [redacted]

Guillen, [redacted]

Roxanne, [redacted]

Brooks, [redacted]

Carrillo, [redacted]

Edmonds, [redacted]

Frazier, [redacted]


Solc

Broyles, [redacted]

Candles, [redacted]

Escobedo, [redacted]

Godley, [redacted]

 See [Elementary Scheduler](#) for detailed information.

Setup

Application Editor

- Updated the Student Re-enrollment Setup tab:
 - The Required Forms and Available Forms tables have been combined into one “Required/Available Forms” table. The “Optional Form” check box is now used to determine if a form is required or optional.
 - Added a new column “Require Custody.” When this check box is selected along with the “Parent Portal” check box, only the linked user that has been flagged as custodial contact can access the form.
 - Added the following new columns:
 - Publish Date, Publish Time - Enter the date and time the form will be available.
 - End Date, End Time - Enter the date and time after which the form will no longer be available.
 - Student Profiles - If the form is published to the Student Portal, select the student profiles who can view and complete the form.
 - Parent Profiles - If the form is published to the Parent Portal, select the parent profiles who can view and complete the form.

Form Setup

Student Re-Enrollment Setup

Application Courses

Required/Available Forms Save

The following form(s) will be available for select students. If optional is selected, the form(s) will be available for select students to complete at any time, according to the settings of each available form. Otherwise the form(s) will be published to your Parent and/or Student Portals annually beginning on the Publish Date. They will be asked to complete the form in order to re-enroll and will not be able to use the Portal until they have done so.

Filter: OFF

Form	Publish Date	Publish Time	End Date	End Time	School(s)	Grade Level(s)	Optional Form	Re-Enroll Student	Parent Portal	Student Portal	Parent Portal of Inactive Students	Inactive Student Portal	Require Custody	Student Profiles	Parent Profiles	Publish on Apply	Do Not Require Approval
Re-Enrollment...	9/30/2022	12:00 am			Focus Elementary ...	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Re-Enrollment...	9/30/2022	12:00 am			Focus West High ...	09, 10, ...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	P...	<input type="checkbox"/>	<input type="checkbox"/>
Re-Enrollment...	4/21/2023	12:00 am			Focus Elementary ...	02	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

See [Application Editor](#) for detailed information.

Copy School

- Added the ability to select specific subjects, courses, and sections to copy to other schools.
 - To copy all subjects, courses, and sections from the school, select the “All Courses, Subjects, & Sections” check box.

- To only copy specific subjects, courses, and sections, use the new pull-downs at the bottom of the screen. In order for a subject to display in the Select Subjects pull-down, it must have a short name in Courses & Sections.
- After selecting one or multiple subjects, the active courses within the subject(s) will be available for selection in the next pull-down. After selecting one or multiple courses, the active sections within the course(s) will be available for selection in the next pull-down.
- Focus will check if the selected subjects, courses, and sections already exist in the target school(s). Only items that do not already exist at the target school(s) will be inserted.

 See [Copy School](#) for detailed information.

Form Builder

Added a new translation system for Form Builder forms.

- A new action, “Clone & Translate,” has been added to both the District Forms tab and Focus Forms tab of the Form Builder. When “Clone & Translate” is clicked for a form, the user can select the language for the new version of the form and use machine translation (Bing) for the initial setup of the form.

Clone and Translate Form

Create a copy of **Present Levels of Academic Achievement and Functional Performance (PLAAFP)** and translate it to another language.

Please select the language of the new version of the form.

Spanish

☒ Use machine translation for initial setup

Clone & Translate

Close

- After the machine translation process is completed, the new form is opened and displays the machine translations. The language of the form is added to the end of the Form Name, e.g. "Present Levels of Academic Achievement and Functional Performance (PLAAFP) (Spanish [SP])."
- A "Disable" toggle is now available in the Form Settings for translated forms only. This toggle is automatically enabled. The form will not be available as a translation until the user ensures all necessary changes have been made. The user can disable the toggle when the form is ready for use.

The screenshot displays the PLAAFP Form Builder interface. The main workspace shows a form template with the following sections:

- Niveles actuales de rendimiento académico y rendimiento funcional**: A text area containing information about the student's current academic and functional performance, including a link to the [Historial de pruebas](#) (Test History).
- Evaluaciones estatales de Florida**: A table placeholder for state evaluations.
- Evaluaciones de EOC en todo el estado de Florida**: A table placeholder for End-of-Course (EOC) evaluations across the state.
- Alternate Assessments**: A table placeholder for alternate assessments.
- Narrativa que describe resultados específicos**: A text area for a narrative describing specific results.

A green arrow points to the [Historial de pruebas](#) link. The right sidebar shows the **Form Settings** panel with the following configurations:

- Form Name**: x (PLAAFP) (Spanish (SP))
- Main Layout**: Absolute
- Header Type**: None
- Language**: Spanish (SP)
- Can View**: [Enabled]
- Can Edit**: [Enabled]
- Show Footer**: [Enabled]
- Remove School From Requests**: [Disabled]
- Require File Upload**: [Disabled]
- Suppress Approval Emails**: **Disable** (highlighted with a red box)

- In the District Forms tab and Focus Forms tab, two new columns have been added, Language and Parent Form. The Language column displays the language of the form. For cloned forms, the Parent Form column displays a View link to view the original English (parent) form.

District Forms Focus Forms Tags Headers									
<div>Word Count Print Preview Create</div> <div>Use the checkmarks below to select the forms to use for word count, print and preview.</div>									
13 Records	Filter: OFF	Toggle Columns							
Form	Tags	Last Author	Last Modified	Action	Language	Parent Form	Auto-Image	Auto-Image Type	Auto-Image Name
<input type="checkbox"/> Query TESTING Focus: All Student Services Referral Cover Sheet			09/09/2019 12:02 pm	View Clone Clone & Translate Remove	Esperanto [EO]		<input type="checkbox"/>	User	Automatic
<input type="checkbox"/> TEST1	SIS		09/09/2019 10:28 am	View Clone Clone & Translate Remove	English [EN]		<input type="checkbox"/>		Automatic
<input type="checkbox"/> Copy Field Value			09/09/2019 10:19 am	View Clone Clone & Translate Remove	English [EN]		<input type="checkbox"/>		Automatic
<input type="checkbox"/> VCS ESE: SPIN Worksheet			09/09/2019 09:33 am	View Clone Clone & Translate Remove	English [EN]		<input type="checkbox"/>		Automatic
<input type="checkbox"/> Present Levels of Academic Achievement and Functional Performance (PLAAFP) (Spanish [SP])			09/09/2019 08:42 am	View Clone Clone & Translate Remove	Spanish [SP]		<input type="checkbox"/>	User	Automatic
<input type="checkbox"/> Demographics and Student Desired Outcomes_rev (Portuguese [PR])			09/09/2019 08:01 am	View Clone Clone & Translate Remove	Portuguese [PR]		<input type="checkbox"/>	User	Automatic
<input type="checkbox"/> Service Plan Demographics (Spanish [SP])			09/09/2019 07:58 am	View Clone Clone & Translate Remove	Spanish [SP]	View	<input type="checkbox"/>	User	Automatic
<input type="checkbox"/> Focus: Initial ELL Placement Notification 1-12 - Spanish (Spanish [SP])			09/09/2019 07:52 am	View Clone Clone & Translate Remove	Spanish [SP]	View	<input type="checkbox"/>	User	Automatic
<input type="checkbox"/> TEST2			09/09/2019 07:43 am	View Clone Clone & Translate Remove	English [EN]		<input type="checkbox"/>		Automatic
<input type="checkbox"/> Demographics and Student Desired Outcomes_rev			09/09/2019 07:11 am	View Clone Clone & Translate Remove	Spanish [SP]	View	<input type="checkbox"/>	User	Automatic
<input type="checkbox"/> Threat Mental Health Assessment Report (Spanish [SP])			09/09/2019 05:54 am	View Clone Clone & Translate Remove	Spanish [SP]	View	<input type="checkbox"/>	User	Automatic
<input type="checkbox"/> BMP Cover Sheet (Spanish [SP])			09/09/2019 05:53 am	View Clone Clone & Translate Remove	Spanish [SP]	View	<input type="checkbox"/>	User	Automatic
<input type="checkbox"/> IEP Meeting Participants (Spanish [SP])			09/09/2019 05:53 am	View Clone Clone & Translate Remove	Spanish [SP]	View	<input type="checkbox"/>	User	Automatic

- Two new options were added to the File menu when viewing a form: Import Translation and Export Translation. When Export Translation is selected, a pop-up window displays to copy the translatable text. On the other form, the user can select Import Translation and paste the translated text.
- In SSS > Manage Student, the user can select the desired Language when printing forms. The form and form inputs will be translated. Translated forms that have the “Disable” toggle enabled in the Form Builder will not be available.

Select Steps to Print

Select All Select None

Print Options

Language

Spanish

Highlight Changes

☐

Disable Watermark

☐

Hide Page Numbers

☐

Hide Event Name

☐

Step Name	Saved Date	Print	Options
Demographics and Desired Outcomes	03/09/2023	<input type="checkbox"/>	
Present Levels (PLAAFP)	03/10/2023	<input checked="" type="checkbox"/>	

Cancel

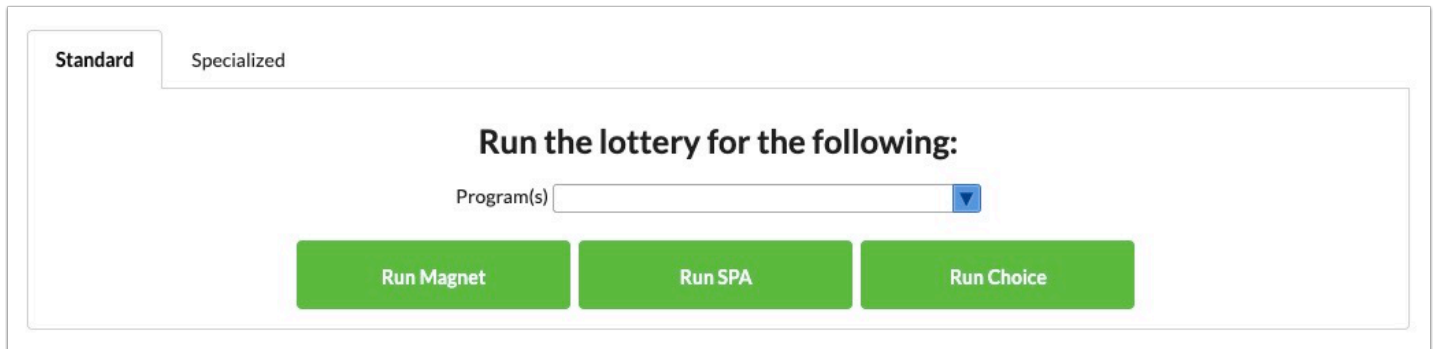
Preview

- In SSS > General, the “Multilingual Printing” option has been removed.

 See [Form Builder](#) and [General](#) for detailed information.

Run Lottery

- Added the ability to select the program(s) to run in the lottery.



See [Run Lottery](#) and [School Choice Setup](#) for detailed information.

School Choice Setup

- Added the preference “Don’t Cancel Alternate Choices” to the Customize Application - Magnet, SPA, and Choice tabs. When this preference is enabled, the student’s other applications will not be declined while running the lottery, as well as when a parent accepts a Pending Acceptance application on the parent portal. Additionally, the lottery will run for all school_choice_application_statuses at once, rather than iterating for 1 to 20. This will eliminate the priority for choice; all of the student’s applications will be treated equally and multiple acceptances for one student will be allowed.

School Fields

- Added a new option called “School Filter” for “select one” and “select multiple” school fields. When this option is enabled on a field, the select options for the field will display as tags which can be used as filter options within the Schools pull-down.
 - These tags are available in the Schools pull-down on the Student Info, Mass Assign Student Info, District Reports, User Info > Permissions tab, Third Party Systems, Rollover, Calculate GPA, Pull Grades for Report Cards, and Graduation Requirements > District Graduation Programs and Requirements screens.
 - For example, a user can set up a school field called School Committee Members, enable the School Filter option, and set up the school committee members as select options. In School Information, the school committee members for that specific school can be selected in the School Committee Members field. When the Schools pull-down is opened on one of the aforementioned screens, the school committee member select options will

display as tags that can be clicked to filter the list of schools. A “Match all” check box is available; when selected, only options that match all of the selected tags will display.

The screenshot shows the FOCUS Student Search screen. The 'Match all' checkbox is highlighted with a red box, and a tooltip explains: 'Only show options that match all selected tags'. The interface includes search filters for General, Scheduling, Absences, Grades/GPA/Class Rank, Course History, Eligibility, Discipline, Test History, Contact Info, and Enrollment. A list of committee members is also visible on the right.

[See School Fields for detailed information.](#)

System Preferences > Default School Preferences/School Preferences > Enrollment

- Added a new preference “Show Preferred Name fields on Add a Student.” When enabled, the Preferred First Name and Preferred Last Name fields will be included in the search fields on the Add a Student screen and in the Primary Info category in Student Info.

The screenshot shows the FOCUS Add a Student form. The 'Preferred First Name' and 'Preferred Last Name' fields are highlighted with a red box. The form includes fields for New, Student ID, Social Security, Username, Middle Name, Gender, Birthdate, Name, Preferred First Name, Preferred Last Name, Suffix, Local Student ID, Force Password Change, Profile, and UUID. Buttons for 'Reset Fields', 'Enroll as New Student', and 'Search' are at the bottom.

Third Party Systems

Added a Debug column to Third Party Systems. Clicking the “Debug” button will activate the corresponding vendor in the login session so that browsing to API endpoints uses that vendor’s configuration. This removes the need to add ?external_api_id=X to the end of URLs, though that functionality is still available. Click the “Clear” button at the top of the screen to clear the debug value if the user wants to revert back to the default configuration.

The screenshot shows the 'Third Party Systems' interface. At the top, there's a header with the 'FOCUS Writers02' logo, a 'Select Student/Staff' dropdown, and a 'Third Party Systems' title. On the right, there's a user profile for 'Lizette Garcia' and school information for 'Focus High School - 0041' for the '2022-2023' year, '4th 9 Weeks' period, with 'SIS' and 'ERP' tabs.

Below the header, there's a section for 'Active Debug Configuration: ALL in Learning (3)' with a 'Clear' button. Below this is a 'Filter: OFF' and a 'Toggle Columns' button.

The main table has the following columns: Title, Focus Client Secret, Debug, Max Requests Per Minute, Primary Enrollments Only, Future Enrollments Active, Endless Teacher Enrollments, and Use Grade Posting on Class Enrollment. The 'Debug' column is highlighted with an orange box. The table lists three systems: Canvas, Google Classroom, and ALL in Learning. Each system has a 'Debug' button in the 'Debug' column, which is also highlighted with an orange box.

Title	Focus Client Secret	Debug	Max Requests Per Minute	Primary Enrollments Only	Future Enrollments Active	Endless Teacher Enrollments	Use Grade Posting on Class Enrollment
			600	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canvas	...d88-9c16-d82de2d12b4b Copy	Debug	600	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Google Classroom	...b57-8dba-63f168141370 Copy	Debug	600	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ALL in Learning	...-4952-8c8f-f129b5a64aad Copy	Debug	600	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[See Third Party Systems for detailed information.](#)

Students

Computed Student Fields

- Removed the old Computed Student Fields screen. Any computed fields set up using the Computed Student Fields screen will be removed from the Advanced Report. Computed fields are currently set up in Students > Student Fields.

Enrollment Codes

- Added the Application Statuses tab to the Enrollment Codes screen, which is used to set up application status options. These options will be available in the new Status column in Students > Online Enrollments > Unprocessed Applications tab. Users can select a status for an unprocessed application.

Enrollment Codes			Application Statuses		
Export			Filter: OFF		
			Page Size: 25		
	Code	Label	Inactive		
	AR	Awaiting Review			
	I	Incomplete			
	P	Pending			
	PD	Pending Documentation			
	R	Rejected			

Unprocessed Forms

Unprocessed Applications

Unsubmitted

Unsubmitted Applications

Processed

District Totals

1 Records

Export

Filter: ON

Page Size: 20

Show All Schools

Save

	test													
	Applicant Name	Birthdate	Grade Level	Requested Enrollment Year	Completed Form	School	Submission Date	Student ID	Parent Name	Address	Email	Phone Number	Status	
<div>View</div> <div>Process</div>		01/01/2001			Online Application		09/28/2018	782		123 Test ST Dunedin, FL 34697	testemail@email.com			

Filter...

Awaiting Review

Incomplete

Pending

Pending Documentation

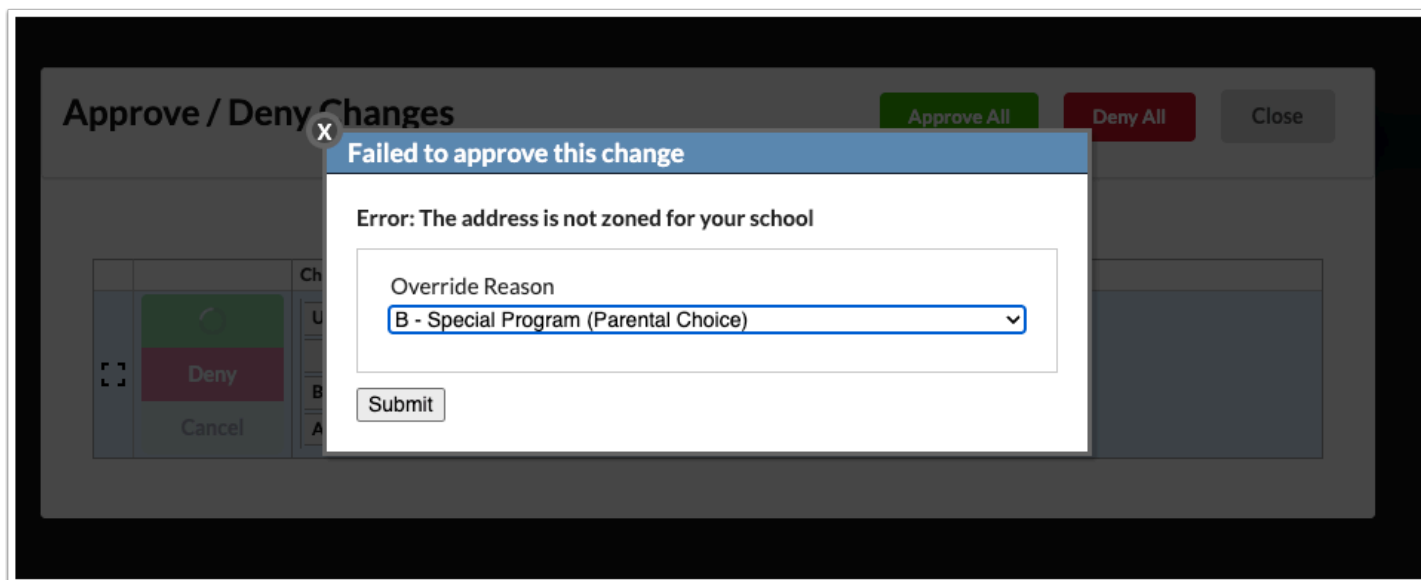
Rejected



See [Enrollment Codes](#) and [Online Enrollments](#) for detailed information.

Online Enrollments

- Added the ability to provide override reasons for student address changes on the Online Enrollments screen for districts that use the Address Catalog for verification. When an address change makes the student out of zone for that school, the user who approves the address change will be prompted to select an override reason if they have the profile permission "Allow overriding zoned address restrictions" for Students > Add a Student. If the user does not have this profile permission, the user will receive a message "You are not allowed to override that error." Similarly, users with the profile permission "Allow enrolling out-of-district students" will be prompted to select an override reason when an address change is out of the Address Catalog, while users without this permission cannot. Once an override reason is selected and submitted, the student's address will update in the system.
 - Override reasons are populated based on the system preference "Override Reason Field" in Setup > System Preferences > Default School Preferences/School Preferences > Enrollment tab. If no value is set in the system preference, the state's default student_enrollment column is used.



 See [Online Enrollments](#) for detailed information.

Uploaded Files

Added the ability for districts using the add-on Document Management module to include SSS events and SIS Form Builder forms to the Uploaded Files screen for students. If your district is interested in using this functionality, please reach out to your support representative to schedule a demonstration.

- The Academic Category can now be set on a form in Setup > Form Builder.
- The Academic Category can now be set on an SSS event in SSS > Setup > Events tab.
- When an SSS event with an Academic Category designated is locked, the PDF of the event forms will be included in the SSS Event Forms table on the Uploaded Files screen for the student. If the event is unlocked, the PDF will be removed.
- When an SIS Form Builder form is finalized, it will be included in the FormBuilder Forms table on the Uploaded Files screen for the student.
- The Letters table on the Uploaded Files screen has been updated to "Letter Log." Letters that have an Academic Category designated and that have been generated and logged will be displayed for the student.

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad ISP Page **Files** SSS Choice Billing
Search...

Uploaded Documents

Filter: **ON**
Export Zip
Export PDF
Export Redacted Zip
Export Redacted PDF

Select: ☐ All ☐ Category A ☐ Category B

File Name	Field	Academic Category	Created By	Created Date	
testfilepdfSSN.pdf	Current Accommodation Plan	Category A	Melissa	04/12/2023 02:19 pm	View
testfilepngSSN.png	Current Accommodation Plan	Category A	Melissa	04/12/2023 10:15 am	View

Search text in uploaded documents

Letter Log

Filter: **ON**

Subject	Sender	Academic Category	
A36867 doc mgmt	Melissa	Category A	View

SSS Event Forms

Filter: **ON**

Form Name	Academic Category	
IR Case Review	Category A	View
IR IEP Amendment Event	Category A	View

Formbuilder Forms

Filter: **ON**

Form Name	Academic Category	
36382	Category A	View
36382	Category A	View
36867	Category A	View
36867	Category A	View
36867	Category A	View

- In Users > Profiles, a new permission has been added under Student Info called “Manually Process Files.” Users with this permission will have access to the “Manually Process Files Now” button on the Uploaded Files screen. When new files are uploaded for a student and the files have not yet been processed, the user can click this button to process the files now (which allows text searching and redacting), instead of having to run the Document Management scheduled job.

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail

Uploaded Documents

Warning: User has uploaded files that have not been processed. You will not be able to text search or redact these files until they are processed. **Manually Process Files Now**

Filter: **ON**
Export Zip
Export PDF
Export Redacted Zip
Export Redacted PDF

Select: ☐ All ☐ Category A ☐ Category B

File Name	Field	Academic Category	Created By	Created Date	
testfilepdfSSN.pdf	Current Accommodation Plan	Category A	Melissa	04/12/2023 02:19 pm	View
testfilepngSSN.png	Documentation	Category B	Melissa	04/24/2023 10:49 am	View
testfilepngSSN.png	Current Accommodation Plan	Category A	Melissa	04/12/2023 10:15 am	View

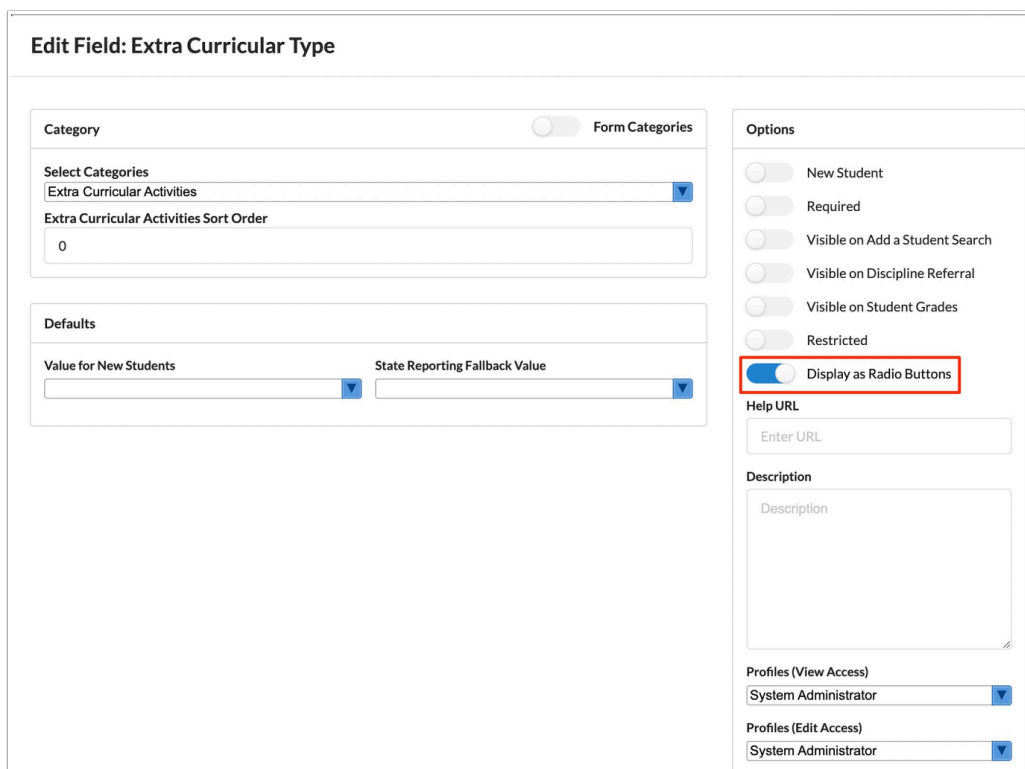
Search text in uploaded documents

 See [Form Builder, Setup, and Uploaded Files](#) for detailed information.

Students/Users

Student Fields, User Fields

- Added the ability for “select one” fields to be displayed as a set of radio buttons rather than as a select box in Student Info, User Info, and online applications. To enable this option for a field, select “Display as Radio Buttons” in the Edit Field window. This preference is stored in the column “display_as_radio.” If a field is not marked as Required, an N/A option will be included in the set of radio buttons.



The screenshot shows the 'Edit Field: Extra Curricular Type' window. It has a left sidebar with 'Category' (toggle for 'Form Categories'), 'Select Categories' (dropdown menu), and 'Extra Curricular Activities Sort Order' (text input). The main area has 'Defaults' with 'Value for New Students' and 'State Reporting Fallback Value' (both dropdowns). The right sidebar has 'Options' with several toggle switches: 'New Student', 'Required', 'Visible on Add a Student Search', 'Visible on Discipline Referral', 'Visible on Student Grades', 'Restricted', and 'Display as Radio Buttons' (which is checked and highlighted with a red box). Below 'Options' are 'Help URL' (text input), 'Description' (text area), and two 'Profiles' dropdowns: 'Profiles (View Access)' and 'Profiles (Edit Access)', both set to 'System Administrator'.

 See [Student Fields](#) and [User Fields](#) for detailed information.

Student Info, User Info

- Updated so that the icons that are set on categories in Student Fields or User Fields display next to the category name in the list on the left side of the screen for easier identification. If a color and icon is not set on a category, a default icon will display.

Acosta, Harry P

058780 - 10

Student Info

Lizette Garcia

Focus High School - 0041

2022-2023

4th 9 Weeks

SIS ERP

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

Files

SSS

Choice

Billing

Save

Print

More

Filter fields...

PI Primary Info

5 504

A Address

Addresses & Contacts

AN Admin Notes

AC Application Courses

A Athletics

BS Behavior Screening

C Classified

Controlled School Choice

ELL

Language Info

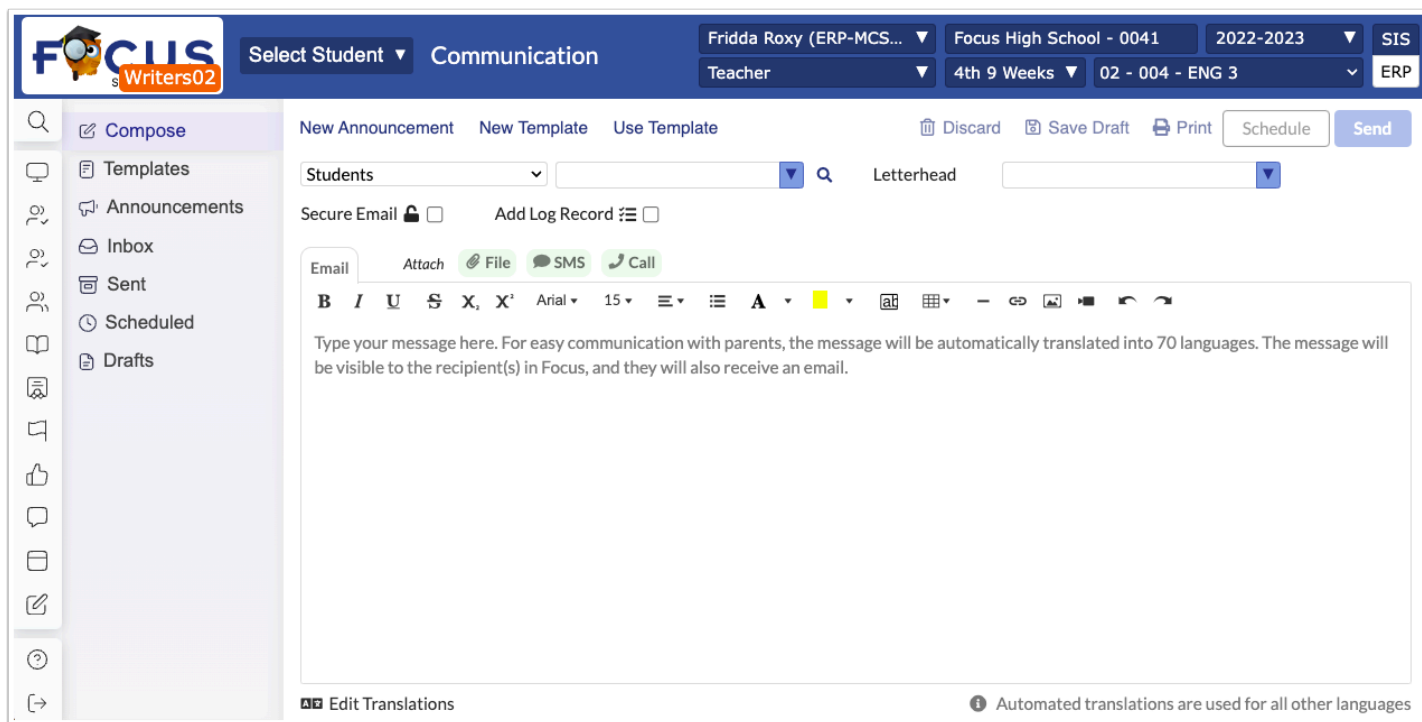
ELL Plan Sheet	No Files
Has ELL Plan Sheet	<input type="checkbox"/>
English Language Learner	Two year followup [LF]
ELL Program Participant	Eng Speakers of Other Languages [E]
ELL Accomodations and Supports	No Files
Immigrant Student	No, this student is not an immigrant [N]
Date Entered United States School	09/16/2007
Primary Student Language	English [EN]
Secondary Lang Used	Not Applicable [ZZ]

 See [Student Info](#) and [User Info](#) for detailed information.

Teacher Portal

Communication (New)

Added the Communication module to the Students menu, which replaces the Messenger and Phone Communication screens. Note: The features within Communication, such as Phone Communication (Call-Out System) and Translations, require additional purchases. Contact the district's support representative to set up a demonstration.



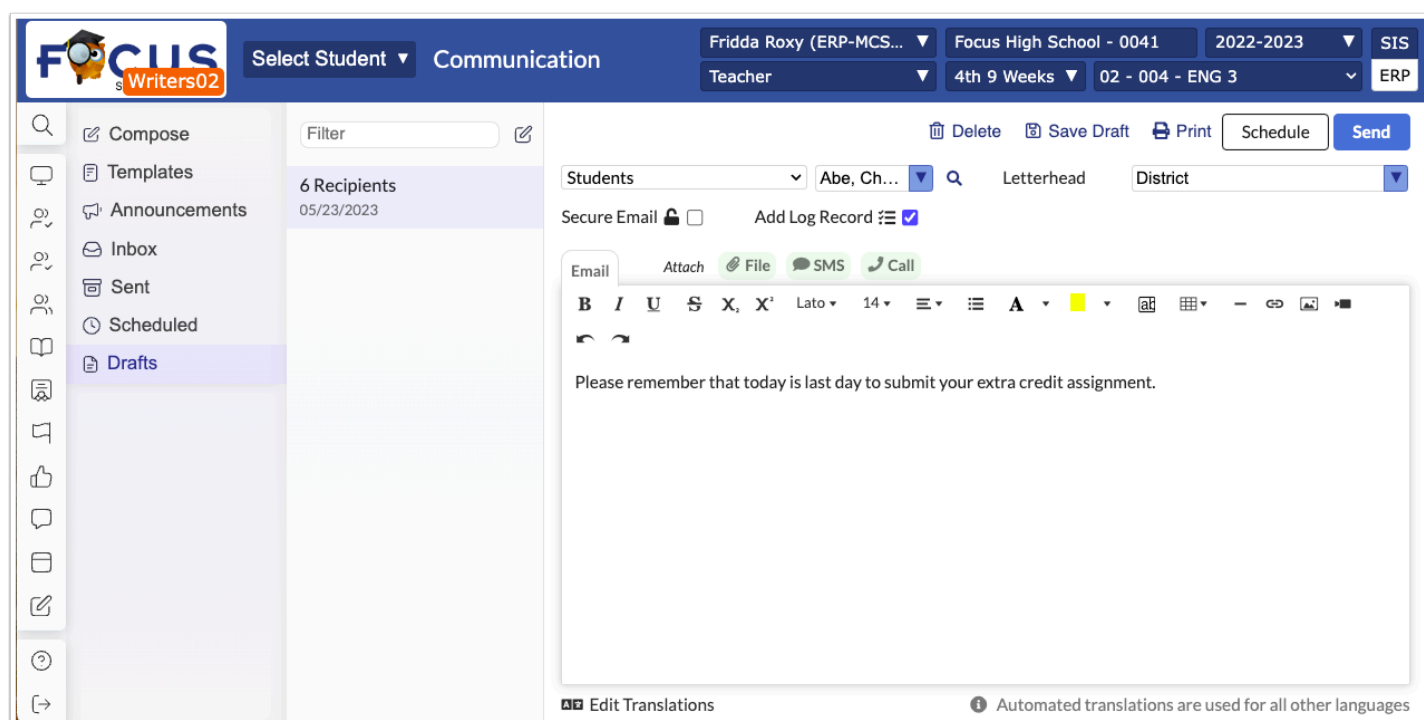
- Added Communication profile permission to Users > Profiles > Students tab, which includes the following permissions for Role > Teacher: Communication, Send Messages, Class Announcements, Send SMS, and Phone Calls. Note: The SMS and Phone Calls features require additional purchase by the district. Contact the district's support representative to set up a demonstration.
- Added the "Compose tab," which allows teachers to to create a message (Messenger) to selected students, use a template, create a new announcement, and/or create a new template.
 - Messages can be created manually and be assigned a Letterhead template, flagged as a Secure Message, and added to the Log Record.
 - Messages can also be discarded, saved as drafts, printed, scheduled to be sent at a later date and time (or set up as Recurring), and sent.
 - Files, multimedia messages (SMS), recorded messages, and text-to-speech messages can be added to messages, as well. Note: The SMS and Phone Calls features require additional purchase by the district. Contact the district's support representative to set up a demonstration.
 - Added the ability to send messages to Students, Student Personal, Primary Contacts, All Contacts, Once Per Family, Students & Primary Contacts, Students & All Contacts, and Teachers Of.
 - The "All Contacts" option includes all users and/or persons in a student's addresses & contacts. The "Primary Contacts" option limits to the contacts marked as custody.
 - Updated the "Once Per Family" option so students must be linked to contacts, contacts must have custody of one of the linked students, and contacts must have an email address.
 - Updated so if a student does not have a contact and contacts are selected as the recipient, the student will get the message instead.

- Added the “Templates” tab, which gives teachers the ability to create templates and use said templates to generate messages to students (previously known as Messenger and Phone Communication).
 - Templates include a Title, Letterhead, and a Secure Message option, which flags messages as secure and requires users to log into Focus in order to view the message.
 - Emails, files, multimedia messages (SMS), recorded messages, and text-to-speech messages can be added to templates, as well. Note: The SMS and Phone Calls features require additional purchase by the district. Contact the district's support representative to set up a demonstration.
- Added the “Announcements” tab, which allows teachers to enter a Title, assign Sections, establish a Publish time frame for when the message should display on select Portal screens as a Class Announcement. From the Announcements tab, new announcements can be created and posted to the selected students in a section. Announcements can also be discarded and posted.
 - Emails (messages), files, test messages (SMS), recorded messages and text-to-speech messages (Call) can be sent with announcements, as well. Note: The SMS and Phone Calls features require additional purchase by the district. Contact the district's support representative to set up a demonstration.

The screenshot displays the Focus Writers02 Communication interface. The top navigation bar includes the Focus Writers02 logo, a 'Select Student' dropdown, and the 'Communication' title. On the right, there are dropdowns for 'Fridda Roxy (ERP-MCS...', 'Focus High School - 0041', '2022-2023', 'SIS', 'Teacher', '4th 9 Weeks', '02 - 004 - ENG 3', and 'ERP'. The left sidebar contains icons for 'Compose', 'Templates', 'Announcements', 'Inbox', 'Sent', 'Scheduled', and 'Drafts'. The main content area is titled 'New Message', 'New Template', and 'Use Template'. It features a 'Title' field with 'Book Fair Registration', a 'Sections' dropdown with 'Period 5 - 001 - Fridda Lizette Roxy', a 'Publish' field with '04/25/2023', and a 'to' field with 'No Expiration'. Below these fields are tabs for 'Announcement', 'File', 'Attach', 'Email', 'SMS', and 'Call'. The 'Announcement' tab is active, showing a rich text editor with the text: 'If you'd like to volunteer at this year's **Book Fair**, please register before April 30, 2023.' At the bottom, there are links for 'Edit Translations' and a note: 'Automated translations are used for all other languages'.

- Added the “Inbox” tab, which houses all incoming messages from which a chat is displayed with all incoming and outgoing messages between the user and the applicable users or students.
 - Upon sending messages from the Inbox tab, users have the option to create a new message, schedule a time and date for the message to be sent, and send messages instantly, in addition to viewing incoming messages.

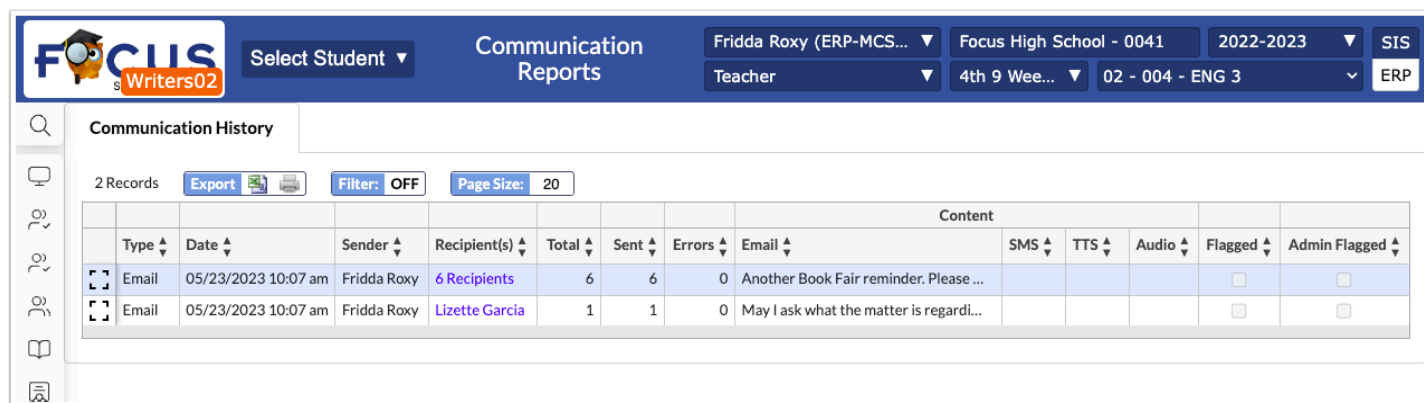
- When messages are received, a Portal Alert displays the number of unread messages; when clicked, Focus navigates to the Inbox where unread messages display users' names and the number of unread messages.
- Added the "Sent" tab, which houses all sent messages from which a chat is displayed with all outgoing and incoming messages between the user and the applicable users or students.
 - Upon sending messages from the Sent tab, users have the option to create a new message, schedule a time and date for the message to be sent, and send messages instantly.
- Added the "Scheduled" tab, which houses all messages that have been scheduled to be sent out at a later date and/or time. Scheduled messages can be sent manually before their scheduled date and time, as needed, as well as created and edited exactly like a new message. Note: Emails are sent out when the message is scheduled; however, calls and text messages still respect the "Do Not Send Calls Before This Time" and the "Do Not Send Calls After This Time" system preferences set via Setup > System Preferences > Default School Preferences > General.
- Added the "Drafts" tab, which houses all messages saved as drafts. From the Drafts tab, users can schedule, send, or edit messages, as well as perform all other tasks as if creating a new message.



[See Communication](#) for detailed information.

Communication Reports (New)

Added the Communication Reports screen, which displays a log of all sent messages including the Type of message, Date, Sender, Recipient(s), Total, Sent, Errors, Email (message sent), SMS sent, TTS, and included Audio. Note: The report includes information about SMS, TTS, and Audio, if the district has purchased and enabled the Call Out System. For more information on purchasing the Call Out System add-on module, contact the district's representative to set up a demonstration.



Type	Date	Sender	Recipient(s)	Total	Sent	Errors	Email	SMS	TTS	Audio	Flagged	Admin Flagged
Email	05/23/2023 10:07 am	Fridda Roxy	6 Recipients	6	6	0	Another Book Fair reminder. Please...				<input type="checkbox"/>	<input type="checkbox"/>
Email	05/23/2023 10:07 am	Fridda Roxy	Lizette Garcia	1	1	0	May I ask what the matter is regardi...				<input type="checkbox"/>	<input type="checkbox"/>

- Added Communication Reports profile permission to Users > Profiles > Students tab, which includes the following permissions for Role > Teacher: Communication Reports (View).
- Added the “Flagged” message indicator, which displays as selected if the message was flagged from the Communication screen.
- Added the “Admin Flagged” check box, which allows administrative users to flag the message upon reviewing the message from the report.
 - Teachers are able to initiate a referral directly from their inbox when a message is flagged as inappropriate.

 See [Communication Reports](#) for detailed information.

Users

Calendar

Added the “Type” pull-down when adding an event or recurring event to the calendar. The Type pull-down allows users to add an SSS service to a student or create a log record for a student from a calendar event.

- The SSS Service check box has been removed. Users with the Edit profile permission for Services in Caseload & Services can select “SSS Service” from the Type pull-down. After the

event is saved, the user can click the event, click “Add New Service,” and add a service for the student to the Caseload & Services screen, as was the previous functionality.

The screenshot shows a web-based form titled "Test Event SSS". The form contains several input fields and dropdown menus. A red box highlights the "Type" dropdown menu, which currently shows "SSS Service". A red arrow points from the "Set Time" field to the "Add New Service" button. The form also includes fields for Profiles, Staff, Parents, Students, Category (set to "Test Category"), Date (09/28/2018), All Day, Public, School(s) (set to "High School rheas"), and Set Time (08:00 am to 08:30 am). At the bottom of the form are "Save" and "Delete" buttons.

- The Type pull-down also allows users to add a log record to a logging field for a student from a calendar event. The pull-down includes all of the student logging fields the user has permissions to create records for that have a date and time field.
- When a logging field is selected, the logging field is displayed in the event window. The user can set default values for the log record as needed.

Test Event Logging Field

Profiles:

Staff:

Parents:

Students:

Category:

Date: 09/28/2018 → 09/28/2018

All Day ☐ Public ☐ Type

School(s):

Set Time: 09:00 am → 09:30 am

Health History

Codes_Descriptions	FTTY	First Aid (5031)	First.
[0505] Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- In the Upcoming Events block on the Portal, events with a logging field selected have a green plus sign next to them. When the green plus sign is clicked, a pop-up window displays the log record. Any default values entered by the user on the event are populated. The current date and time are also populated into the logging field. The user will complete the log record and click Create to add it to the student's record.

Alerts

1 teacher hasn't taken attendance today

District & School Announcements

There are no messages

Upcoming Events [View Calendar](#)

09/26 10:00am Test Event Recurring SSS

09/27

Find a Student

☐ Search All Schoo

☐ Include Inactive

Date seen in Clinic 09/28/2018

Codes_Descriptions [0505] Blood Pressure

First Aid (5031) ☐

Assess by Ann [Name]

Assess Total

Additional Notes

Sent Home ☐

Time in 09:00 AM

FTTY ☐

First Aid Description

UAP Name

Health Consult [5051]

Time out 09:30 AM

Followup Date

Close **Create**

Demographics

[See Calendar \(Admin\) and Calendar \(Teachers\) for detailed information.](#)

My Preferences/Preferences

- Updated the student “Nickname” field to be called “Preferred First Name.” This updates the student field as well as the Student Name Format options in My Preferences/Preferences > Student Listing tab. Additionally, the “Preferred Last Name” student field has been added. This displays along with the “Preferred First Name” field in the Primary Info category in Student Info.
 - Added a new Student Name Format option in My Preferences/Preferences > Student Listing tab called “Preferred Last Name, Preferred First Name.”
 - When the “Preferred Last Name” option is selected in My Preferences/Preferences, this will function similarly to the Preferred First Name field; if the field is null, the last_name will be used in its place.
 - When the “Preferred Last Name” option is selected in My Preferences/Preferences, the Preferred Last Name will display on all user, staff, and student screens like it does with the Preferred First Name field; this includes but is not limited to Take Attendance, Post Grades, and Student Info. The Preferred First Name and Preferred Last Name will also display in student pull-downs.

Profiles

- Removed the Messenger and Portal Messages permissions from the Setup tab because Messenger and Portal Messages have been replaced with the new Communication module; the following permissions have been removed:
 - Messenger: “Messenger: Allow Access,” “Messenger: Include Profile in Search,” and “Messenger: Send Messages.”
 - Portal Messages: “Portal Messages” and “Allow Push Notifications & Public Messages.”

SIS / ERP

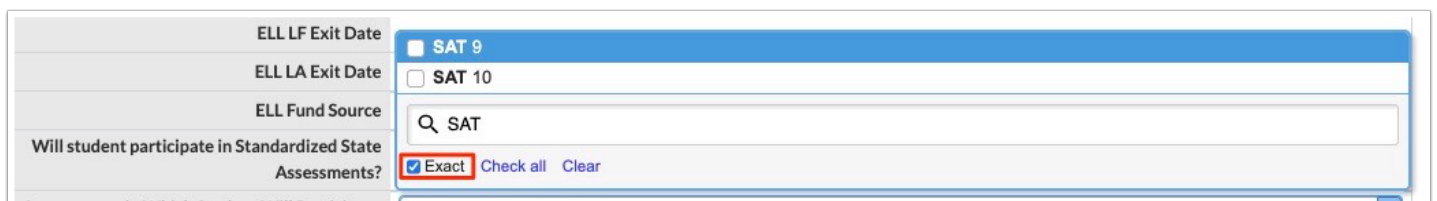
General

Updated so that the first five numbers in student and user Social Security numbers are masked with asterisks. A new profile permission “View Full SSN” will allow users to view the full Social Security number for students.

- This change affects:
 - Students > Student Info
 - Users > User Info
 - Students > Advanced Report
 - Users > Advanced Report
 - Student online application and re-enrollment forms
 - Scheduling > Print Class Lists
 - Students > Print Student Information > Classified

- Students > Print Avery Labels
 - Users > Print Avery Labels
 - Students > Print Letters & Send Email
 - Users > Print Letters & Send Email
 - Setup > Letterhead Templates
 - Report cards
 - Setup > Form Builder > Headers (custom headers)
 - Student/Parent Portal > Forms Summary > Completed Forms > View Changes button
 - ERP > Human Resources > Applicant Tracking
- Users with the new profile permission “View Full SSN” for students will be able to view full student Social Security numbers. Users that have this permission enabled will be able to edit Social Security numbers for students in an Advanced Report. Users without this permission will have read-only access to the masked Social Security numbers in the Advanced Report, regardless of the Edit permission to the SSN field.
 - Users with the “View Full SSN” permission for students will see the full student Social Security number on a generated document/report if the template includes the student Social Security number field.
 - User Social Security numbers are always masked in the SIS. User Social Security numbers are not editable in the Advanced Report. Changes to user Social Security numbers can be made in User Info for those with Edit permission to the field. The Social Security number will be masked after it is edited and saved.
 - In Students > Audit Trail and Users > Audit Trail, all digits will display in the Social Security number. Additionally, custom district reports will display all digits.
 - ERP > Setup > Settings > Payroll > “Display SSN in Employee Dropdown” continues to work in the same fashion as before. User Social Security numbers are not masked for users with View and Edit access to this employee field (556).

Added an “Exact” check box to the filter in select multiple pull-downs. Select “Exact” to only see exact matches when entering text in the filter. The style has also been updated for select one and select multiple pull-downs. Additionally, the search algorithm when filtering within a pull-down has been improved.



The screenshot shows a software interface with a table on the left and a dropdown menu on the right. The table has columns for 'ELL LF Exit Date', 'ELL LA Exit Date', 'ELL Fund Source', and 'Will student participate in Standardized State Assessments?'. The dropdown menu is open, showing a search bar with the text 'SAT'. Below the search bar, there are three checkboxes: 'Exact' (checked), 'Check all', and 'Clear'. The 'Exact' checkbox is highlighted with a red box.

ERP

Fixed Assets

Added the “Edit Department” permission to Setup > **Profiles** > Fixed Assets tab, which determines which users who have access to the “Department” pull-down in **Manage Assets** upon creating and editing assets and **Receive Transfer** upon receiving an asset transfer.

 See [Manage Assets](#) and [Receive Transfer](#) for detailed information.

Human Resources

Online Applications

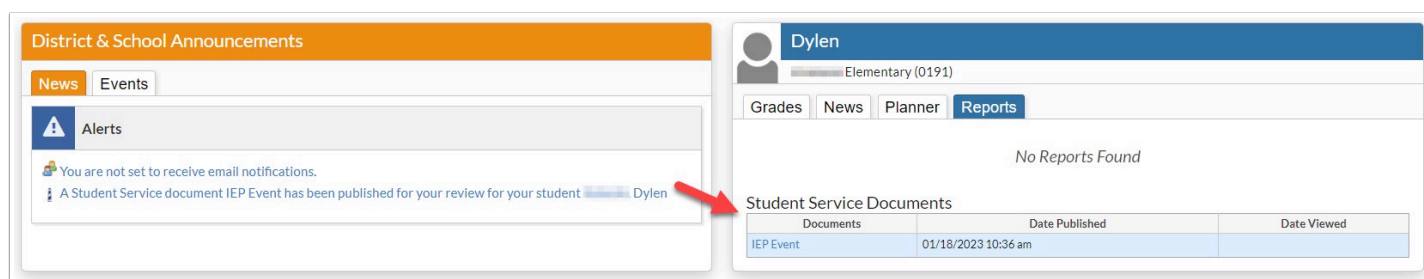
- Added a profile permission for each tab, so only users with permission to each tab can view the applicable information held within said tab, add comments on select tabs, approve or deny applications, and delete applications. The following permissions have been added via Setup > Profiles > Human Resources tab:
 - View Unprocessed Applications
 - View Unsubmitted Applications
 - View Processed Applications
 - View/Leave Comments on Unprocessed Applications
 - View/Leave Comments on Unsubmitted Applications
 - View/Leave Comments on Processed Applications
 - Approve/Deny Unprocessed Applications
 - Approve/Deny Unsubmitted Applications
 - Approve/Deny Processed Applications
 - Delete Unprocessed Applications
 - Delete Unsubmitted Applications

 See [Online Applications](#) for detailed information.

SSS

Added the ability for parents to view SSS documents from locked events in the Parent Portal. Also added the ability for parents to view and sign SSS forms that need the parent signature.

- SSS > Setup > Events tab - Added the option “Publish to Parent Portal.” When this option is selected for an event, the event is published as a PDF to the Parent Portal.
- When an event that has the “Publish to Parent Portal” option enabled is locked, the user is asked “Do you want to publish to parent's portal?” If the user clicks Cancel, the event is locked, but the document is not published to the Parent Portal. If the user clicks Yes, the event is locked and the following occurs:
 - The parent receives an alert in the Alerts box on the Parent Portal: “A Student Service document (event name) has been published for your review for your student (student name).”
 - Clicking the alert opens the Reports tab in the student block on the Portal. The document is displayed in the Student Services section of the Reports tab. It includes the link to the document, the Date Published (when the event was locked), and the Date Viewed (when the parent last viewed the linked document).
 - Clicking the document link opens a PDF of the event forms in a new tab. The alert is removed from the Alerts block once the parent opens the document.
 - If a user unlocks the event, or deletes the event, the alert and document is removed from the Parent Portal.



- Setup > Scheduled Jobs - Added a new scheduled job called “SSS Parent Portal Notifications” which is used to send an email to the parent (contact priority of 1) if an SSS alert remains unread for 24 hours.
- Setup > Form Builder - Added a new option “Signable by Parent” for E-Signature components. Enable this option for parent signature fields on the appropriate forms.
- Users > Profiles - Added the “Student Services” View permission for parent profiles in order for parents to access the new Student Services screen in the Parent Portal.
- SSS > User Profile Permissions > System Permissions tab - Select the “Allow” permission for “View Events” for the parent profile for the appropriate programs.
- SSS > User Profile Permissions > Event Permissions tab - Select the “View All” and “Edit All” permissions for the parent profile for the appropriate events.
- When a form that contains a “Signable by Parent” e-signature component is saved and validated by a user, the parent receives an alert in the Alerts box on the Parent Portal: “Signature required in a student service event for (student name).”
 - When the parent clicks the alert, the Student Services screen is opened for the event.
 - At the top-right corner of the screen, a blue “Click to Sign” button is displayed. Clicking this button navigates the parent to the page where the e-signature component is located. The e-signature component is also highlighted. The parent will click the e-signature component, authenticate their signature, and sign. No other fields will be editable by the parent. The parent will click Save & Validate after signing.
 - After completing the parent signatures, the alert will be removed from the Portal.

Previous Step

Next Step

Save & Validate

Print

History

Return to Student Services

✓ Parent Review Test Form

Uploads (0)

Click to Sign

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Previous Step

Next Step

Save & Validate

Print

History

Return to Student Services

✓ Parent Review Test Form

Uploads (0)

Click to Sign

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Admin Review Date:

Parent/Guardian Signature:

[Click to Sign](#)

See [Student Services](#), [Setup > Events tab](#), [Manage Student](#), [Form Builder](#), [Parent Portal](#), and [Scheduled Jobs](#) for detailed information.