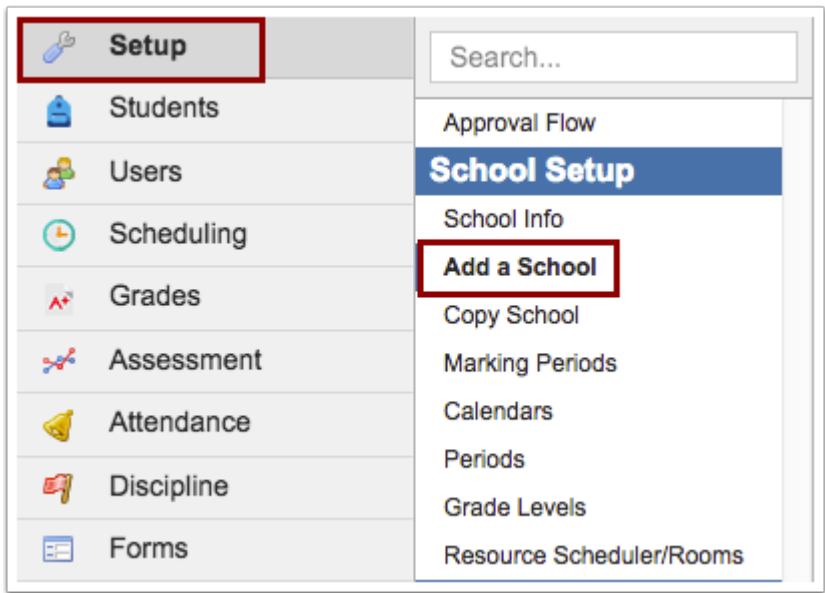


Add a School

The Add a School screen is used to add a new school to Focus. The school will then be available in the school pull-down at the top-right of the screen, and the process of setting up marking periods, calendars, periods, grade levels, etc. for the school can begin. The fields that display on the Add a School form are set up in Setup > [School Fields](#).

Adding a School

1. In the **Setup** menu, click **Add a School**.



The Add a School form is displayed. The fields that are included on this form, as well as the fields determined to be required, are set up in Setup > [School Fields](#).

Continue
Save

* Title	
Facility	<input type="text"/>
Min Syear	<input type="text"/>
Max Syear	<input type="text"/>
District Number	<input type="text"/>
Grade Range Abbreviation	<input type="text"/>
McKay School	<input type="checkbox"/>
School Level	<input type="text"/>
* School Number	
Total ScheduledMinutes	<input type="text"/>
WDIS-only School	<input type="checkbox"/>
Abbreviated Name	<input type="text"/>
AIC	<input type="text"/>
Federal School Identifier	<input type="text"/>

Web Address

Errors

- ✖ School Number
- ✖ School Type
- ✖ Title

2. Enter the **Title** of the school.

3. Enter the **School Number**.

4. Fill out all required fields.

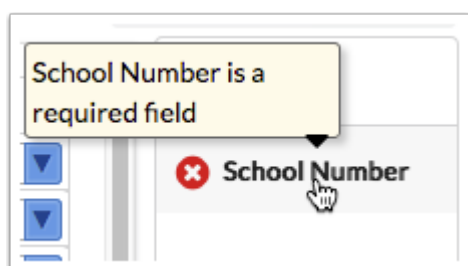
Required fields are marked with an asterisk on the form. Fields that contain errors are highlighted in red. On the right side of the screen, the Errors list contains all the fields that have errors. Once an error is corrected, it is removed from the Errors list.

The screenshot shows a web form for adding a school. The form has a table of input fields on the left and an 'Errors' list on the right. The 'Errors' list contains one error: 'School Number' with a red 'x' icon. The form fields include:

* Title	Focus Middle School
Facility	<input type="text"/>
Min Syear	<input type="text"/>
Max Syear	<input type="text"/>
District Number	<input type="text"/>
Grade Range Abbreviation	<input type="text"/>
McKay School	<input type="checkbox"/>
School Level	<input type="text"/>
* School Number	<input type="text"/>
Total ScheduledMinutes	<input type="text"/>
WDIS-only School	<input type="checkbox"/>
Abbreviated Name	<input type="text"/>
AIC	<input type="text"/>
Federal School Identifier	<input type="text"/>

Below the table is a 'Web Address' field. On the right, the 'Errors' list shows 'School Number' with a red 'x' icon. At the top right, there are 'Continue' and 'Save' buttons.

5. Hover over the field in the Errors list to view the error message in a tool-tip.



6. Click the field in the Errors list to go directly to that field on the screen.

7. Click **Continue** to go to the next page of the form, if applicable.

Once all required fields are filled out, the Save button is enabled.

8. Click **Save** when finished.

The screenshot shows the same 'Add a School' form as before, but now the 'Save' button is enabled (it is red). The 'Continue' button is still grey. The form fields are the same as in the previous screenshot.

9. In the pop-up window, click **Go To School** to open the school in School Info or click **Create Another School** to return to the Add a School form where you can add another school.

Complete

The school has been created.

Go To School

or

Create Another School