

# Portal Navigation & Student Info

The Portal page is the key to navigation throughout Focus. This document provides the framework for administrators to change preferences, run student searches, and look at student demographic data. This document also describes how to build a report using student fields called Advanced Report.

## Portal Navigation

### Portal Header

The screenshot shows the Focus Portal interface. At the top is a blue header bar with the Focus logo on the left, a 'Select Student/Staff' dropdown menu, and a 'Portal' tab. To the right of the header bar, the user's name 'Lizette Garcia' is displayed, along with school information: 'Focus High School - 0041', '2022-2023', '4th 9 Weeks', and 'ERP'. Below the header bar, the main content area is divided into three columns. The left column contains an 'Alerts' section with a list of notifications, including '4 new referrals', '2 teachers haven't taken attendance for Period 1', '3 teachers haven't taken attendance for Period 2', '4 teachers haven't taken attendance for Period 3', '3 teachers haven't taken attendance for Period 4', '4 teachers haven't taken attendance for Period 5', '2 teachers haven't taken attendance for Period 6', 'There are 2 pending grade change requests', 'An update for your version of State Reporting is available!', '10 Online Re-enrollment(s) are awaiting approval.', and 'Active Students Updated (1)'. The middle column contains a 'District & School Announcements' section with a calendar icon and a message: 'Progress Reports: Print Out Day is Coming! Focus High School - 0041. Progress Reports will be sent home on April 6th! It's time to start finalizing those grades and printing progress reports! Reminder: There is no school on Friday, April 7th.' The right column contains an 'Upcoming Events' section with a 'View Calendar' link and a list of events: '04/04 7:00am Progress Reports', '04/05', '04/06', '04/07 5:00am Schools Closed', '04/08', '04/09', '04/10', '04/11', '04/12 2:30pm Staff Meeting', '04/13', '04/14', '04/15', and '04/16'. At the bottom of the main content area is a 'Find a Student' section with a search bar and a 'Student Group' dropdown menu.

- 1. Focus /District Logo:** Click on the logo to return to the Portal page.
- 2. Select Student/Staff:** This pull-down is available at the top of all screens. Click on the pull-down, select the Students tab or the Staff tab and a list of all students/staff displays. Filter by student/staff name or student/staff ID. Clicking on a student/staff name navigates to the Student/User Info page for the selected student/staff.
- 3. Screen Name:** Displays the name of the screen currently being viewed. Click on the screen name to add the page to Favorites.
- 4. Username:** Displays your first and last name.

- 5. Profile/Role:** Displays your assigned profile or role. A pull-down displays if you have more than one assigned profile, allowing you to switch between your assigned profiles, such as Coach and Teacher.
- 6. School:** Displays the name of your school. If access to more than one school is granted, the school name displays in a pull-down where you can switch between schools, as needed.
- 7. School Year:** Allows changing from the current year to view previous/future years.
- 8. Marking Period:** Allows changing from the current marking period to view previous/future marking periods. Defaults to the currently active marking period.
- 9. SIS/ ERP:** Clicking SIS takes you to the Student Information System. Clicking ERP takes you to Enterprise Resource Planning for finance, human resources, and payroll (depending on your district).

## Portal Body

The screenshot displays the Focus Writers02 Portal interface. At the top, there's a navigation bar with the Focus logo, a 'Select Student/Staff' dropdown, a 'Portal' button, and user information for Lizette Garcia at Focus High School - 0041. The main body is divided into three columns: Alerts, District & School Announcements, and Upcoming Events. The Alerts column lists various notifications like new referrals and attendance issues. The Announcements column features a calendar entry for April 6th about progress reports. The Events column shows a calendar view with events like Progress Reports and Schools Closed.

- 1. Main Menu:** 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. Because you may have different Preferences set up, your menu may be located along the top of the screen.
- 2. Dashboards/Portals:** The district can create various dashboards for different user profiles. These usually contain graphical representations of student/staff data. If you have multiple profiles that have different portal block options, you can select the desired dashboard from the pull-down.
- 3. Last Login:** Security feature that shows the your last date and time of login.

- 4. Alerts:** Profile based system alerts e.g., teachers that have not taken attendance, admin discipline referrals that have not been processed, etc.
- 5. District & School Announcements:** This contains notifications or reminders from both the school and/or district. These can be profile specific.
- 6. Upcoming Events:** District and school calendar of upcoming events.
- 7. Find a Student/User:** Search for a student/user from the Portal page by entering student/user name or ID number. Use the pull-down to select the sub-menu to view.
- 8. Focus University:** Online training videos and help documents available for reference. These are NOT district specific.
- 9. Favorites/Recent Programs:** Quick links to access the programs within the Focus menu that were flagged as Favorites from the screen name. Recent Programs displays a list of the most recently visited screens within Focus. Clicking the link navigates to the corresponding screen, as well as the student previously viewed, if applicable.


## Portal Footer

The screenshot displays the Focus Writers02 Portal interface. At the top, there is a navigation bar with the Focus logo, a 'Select Student/Staff' dropdown, and a 'Portal' link. The user is logged in as Lizette Garcia, with school information for Focus High School - 0041, 2022-2023, and 4th 9 Weeks. The main content area is divided into three columns:

- Alerts:** A list of notifications including 4 new referrals, attendance reminders for various periods, pending grade change requests, and online re-enrollment status.
- District & School Announcements:** A section titled 'Progress Reports: Print Out Day is Coming!' with a reminder to finalize grades and print reports by April 6th.
- Upcoming Events:** A calendar view showing events such as 'Progress Reports' on 04/04 and 'Staff Meeting' on 04/12.

At the bottom of the page, there is a search bar (magnifying glass icon) and links for 'Help' and 'Logout'.

- 1. Magnifying Glass:** Used to filter and search through all of the menu items to quickly locate a specific menu option.
- 2. Help:** Provides contextual help for the open screen. Links to Focus University can be opened in a new window. Allows users to sign up for a Focus University account and receive email notices for webinars.
- 3. Logout:** Closes the Focus application.

-  By default, Focus times out after 24 minutes of inactivity unless the District has modified the time.

## Activity

- What button can be used to select to navigate back to the Portal page from any other screen in Focus?
- What are possible alerts that might be seen in the Alerts block?
- How can you search all menu options within Focus for a specific menu/screen?

## My Preferences

The My Preferences screen provides administrators with options to customize the display of the portal and information included in student lists.

## Display Options

The page defaults to the Display Options tab. This tab is used primarily to customize the display of the Portal screen.

1. Go to the **Users** menu and select **My Preferences**.

The screen defaults to the **Display Options** tab.

**Focus Writers02** | Select Student/Staff ▼ | My Preferences | Lizette Garcia | Focus High School - 0041 ▼ | SIS | Admin ▼ | 2022-2023 ▼ | 4th 9 Weeks ▼ | ERP | Save

**Class Section Names**

**Display Options** | Student Listing | Columns in Student Lists | Email Notifications | Columns in User Lists | Linked Accounts

Highlight Color: [Red] [Orange] [Yellow] [Green] [Blue] [Purple] [Pink] [Grey]

Student Info Layout: One Column ▼

Display User Images: ☒

Use Sidebar Menu: ☒

Default Filters On: ☐

Menu Icons: ☒ Display Menu Icons

Date Format: Tue ▼ Aug ▼ 22 ▼ 2023 ▼  
☐ Month Day, Year ☒ Day Month, Year

Default to ERP: ☐

Enable Two Factor Authentication: ☐

- 2. Highlight Color:** Use these options to choose the highlight colors of menus, tabs and headers in Focus. Please do not select red, as that is the default color when viewing a prior or future school year.
- 3. Student Info Layout:** This option determines how student information is displayed when accessing a student record. The options include One Column, Two Columns, or Three Columns.
- 4. Display User Images:** Select this option to display user photographs.
- 5. Use Sidebar Menu:** Use this option to display the Main Menu along the side of the Portal screen. The district may default the Main Menu to display at the top of the Portal page.
- 6. Default Filters On:** This option turns column filters on by default on all applicable tables throughout the system.
- 7. Date Format:** Select the formatting for the display of dates throughout the system.
- 8. Default to ERP:** Select to default to ERP instead of SIS. This is applicable to users/districts only using ERP.
- 9. Enable Two Factor Authentication:** Select this option to require additional authentication upon logging into Focus via the Google Authenticator application.
- 10.** Click **Save** to apply any changes made.

# Student Listing

The options on this tab determine how to search for students and how student data in student lists displays.

1. Go to the **Users** menu and select **My Preferences**.
2. Click the **Student Listing** tab.

The screenshot shows the 'My Preferences' page for 'Student Listing' in the Focus Writers02 system. The page has a blue header with the Focus logo, a search bar, and user information (Lizette Garcia, Focus High School - 0041, Admin, 2022-2023, 4th 9 Weeks, SIS, ERP). A 'Save' button is in the top right. The main content area has tabs for 'Display Options', 'Student Listing' (selected), 'Columns in Student Lists', 'Email Notifications', 'Columns in User Lists', and 'Linked Accounts'. Under 'Student Listing', there are settings for 'Student Sorting' (Name selected), 'File Export Type' (Tab-Delimited (Excel) selected), 'Default Student Category' (General Demographics), 'Default User Category' (Permissions), and 'Default Employee Category' (Demographics). There are also checkboxes for 'Display student search screen by default' (checked), 'Display customized list by default', 'Search all schools by default', 'Search inactive students by default', and 'Skip the results page when there is only one result' (checked). The 'Student Name Format' is set to 'Last, First Middle'. At the bottom, there are checkboxes for 'Display Student ID in student lists', 'Display Local ID in student lists', and 'Display grade level in student lists' (checked). A 'Print' button is at the bottom left, and 'Help' and 'Logout' buttons are at the bottom right.

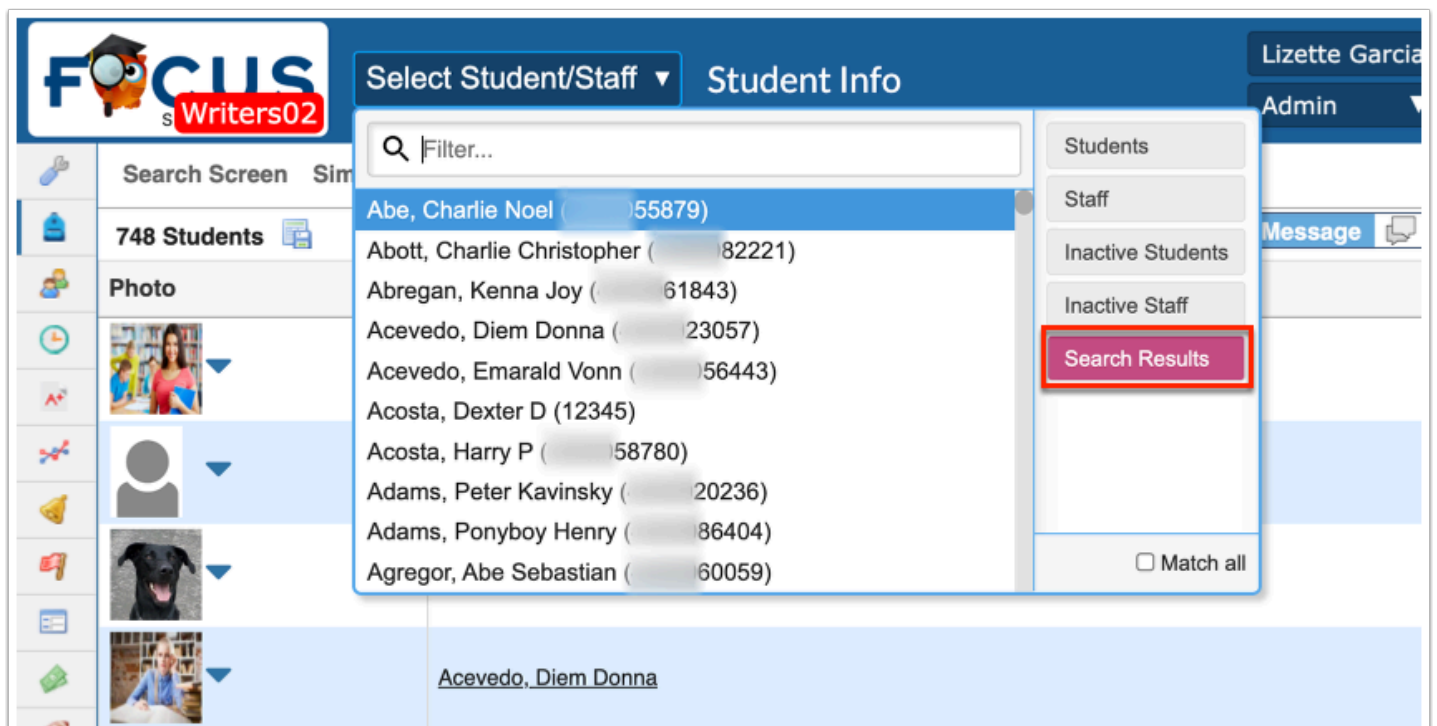
3. **Student Sorting:** Determines sorting of student **Names** in a student list. Sorting by **Grade, Name** puts students in alphabetical order by their grade. Sorting by **Enrollment Date, Name** places newly enrolled students at the bottom of the list.
4. **File Export Type:** Select the file type to be used for exporting lists and reports.
5. **Default Student Category:** Select the tab to be the default (open) tab on the Student Info screen after searching for a student.
6. **Default User Category:** Select the tab in the user record to be the default (open) tab on the User Info screen.
7. **Default Employee Category:** This option is for ERP only. Select the tab in the employee record to be the default (open) tab on the Employee Info screen.

- 8. Display student search screen by default, Display customized list by default, Search all schools by default, Search inactive students by default, and Skip the results page when there is only one result:** These preferences set various options for student information searches. It is recommended that the first option Display student search screen by default be enabled to allow you to search for students by name, ID or other specific criteria before navigating to the applicable report or data.
- 9. Student Name Format:** Determines how the student's name appears in student search lists. Nicknames will only appear if listed on the student's demographic record.
- 10. Display Student ID in student lists, Display Local ID in student lists, Display grade level in student lists, Display alert icons in student lists, and Display student photos in student lists:** These preferences are used to select which information appears along with the student name in student search results.
- 11.** Click **Save** to apply any changes made.

## Searching for Students

Focus provides several ways to search for students, both individually and by similar information in student records. The Student Search module appears on many screens throughout Focus.

**Option 1:** The **Select Student/Staff** pull-down can be used to find students using names and ID numbers.

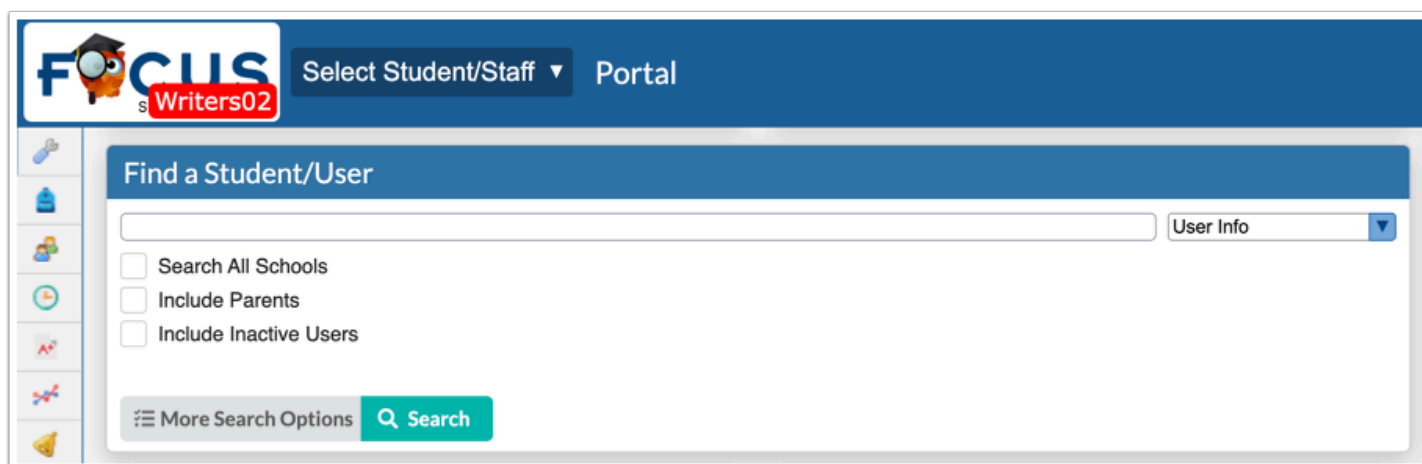


The screenshot shows the Focus Writers02 interface. The top navigation bar includes the Focus logo, a 'Select Student/Staff' dropdown menu, and a 'Student Info' tab. The 'Select Student/Staff' dropdown is open, showing a search filter and a list of students. The 'Search Results' button is highlighted in red. The list of students includes:

Student Name	ID Number
Abe, Charlie Noel	55879
Abott, Charlie Christopher	82221
Abregan, Kenna Joy	61843
Acevedo, Diem Donna	23057
Acevedo, Emerald Vonn	56443
Acosta, Dexter D	12345
Acosta, Harry P	58780
Adams, Peter Kavinsky	20236
Adams, Ponyboy Henry	86404
Agregor, Abe Sebastian	60059

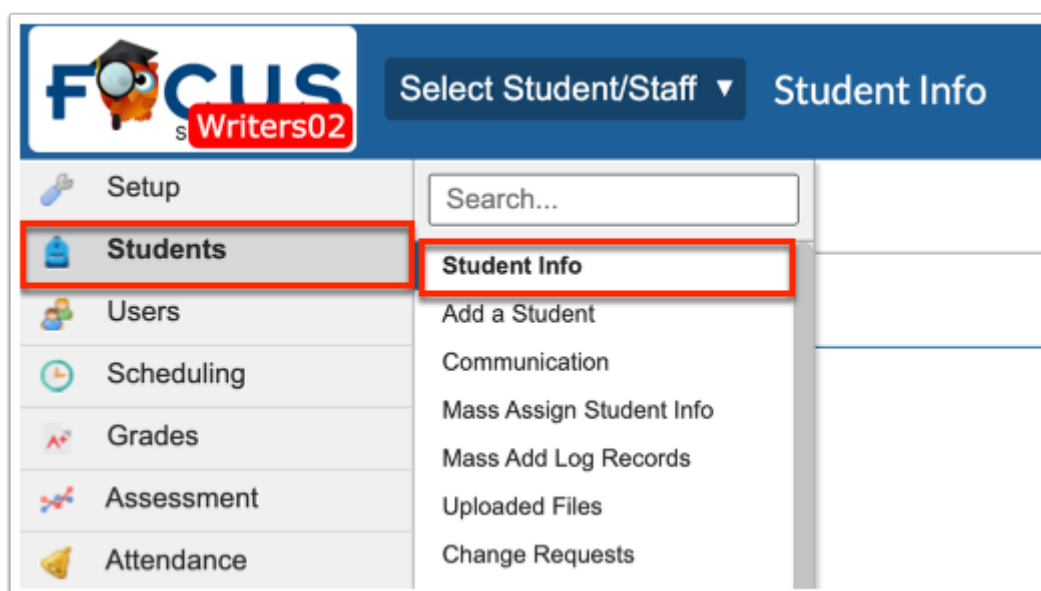
The 'Search Results' button is highlighted in red. The 'Match all' checkbox is also visible.

**Option 2:** The **Find a Student/User** section on the main Portal page is a quick way to search for students. Use the pull-down menu to select a sub-menu to view for that student.



The screenshot shows the 'Find a Student/User' section of the FOCUS Writers02 Portal. The header includes the FOCUS logo, a 'Select Student/Staff' dropdown menu, and the word 'Portal'. The main area has a search bar, a 'User Info' dropdown menu, and three checkboxes: 'Search All Schools', 'Include Parents', and 'Include Inactive Users'. At the bottom, there is a 'More Search Options' link and a green 'Search' button.

**Option 3:** Go to the **Students** menu and select **Student Info**.



The screenshot shows the 'Students' menu in the FOCUS Writers02 Portal. The 'Students' menu item is highlighted with a red box. The 'Student Info' sub-menu item is also highlighted with a red box. The sub-menu includes options: 'Add a Student', 'Communication', 'Mass Assign Student Info', 'Mass Add Log Records', 'Uploaded Files', and 'Change Requests'.

## Search Screen

The Search Screen displays when menu options, other than reports and setup, are selected.

**1.** Navigate to the **Find a Student** section on the Portal page.



The screenshot shows the Focus Writers02 Portal. At the top, there's a blue header with the Focus logo (a cartoon owl) and the text 'Writers02'. To the right of the logo is a dropdown menu labeled 'Select Student/Staff' and the word 'Portal'. Below the header is a sidebar with several icons. The main content area is titled 'Find a Student/User'. It contains a search input field, a dropdown menu labeled 'Demographics', a 'Student Group' dropdown, and two checkboxes: 'Search All Schools' and 'Include Inactive Students'. At the bottom of the search area are two buttons: 'More Search Options' and a green 'Search' button with a magnifying glass icon.

**2. Menu:** Select which student menu displays when you search for the student, such as Demographics, Absences, Grades, etc.

**3. Search All Schools:** Select to search for students at all schools to which you have access. Only available if you have access to more than one school.

**4. Include Inactive Students:** Select to search for students who have withdrawn during the current school year.

**5. Include Previous Years Inactive Students:** This option displays once Include Inactive Students has been selected. Select to search for students who have been active in the school or district at any time (as long as that previous data is loaded into Focus).

**6. More Search Options:** Select to search for students based on specific student fields. This will be covered in detail later in this training.

**7. Click Search** once the search criteria has been set.

Search Criteria: Searches are NOT case sensitive.

Example	Results
John Smith johnson, betty	Full student name (searches are not case sensitive). Multiple student names cannot be listed.
Ab	Students with a <u>last</u> OR <u>first</u> name beginning with "Ab."
ab,	Students with a <u>last</u> name beginning with "ab."
,ab	Students with a <u>first</u> name beginning with "ab."

Example	Results
Ab,c -or- ab,c	Students with a <u>last name</u> beginning with “ab” and a <u>first</u> name beginning with “c.”
A b -or- a b	Students with the <u>first name</u> beginning with an “a” and the <u>last name</u> beginning with a “b.”
1234567	Student with the specified local (district) student ID, Texas Unique ID.
1234567 2345678 3456789	Students with the specified student ID numbers. Multiple student ID numbers can be entered using a comma or space as a separator. The student numbers can also be copied from an Excel, word or pdf list and pasted directly into a student search box.

## More Search Options

The Student Search screen also provides a link to [More Search Options](#), giving the ability to search by detailed data for a student or a group of students. This feature lists every student data field the administrator has profile permission to view.

Click **More Search Options** on any Search Screen.

The screenshot shows the 'Student Search' interface. At the top, there are tabs: 'Search Screen' (selected), 'Simple List', and 'Customized List'. Below the tabs, the 'Student Search' section contains a search box labeled 'Student', a dropdown menu for 'Student Group', and two checkboxes: 'Search All Schools' and 'Include Inactive Students'. A red box highlights the 'More Search Options' button, which is located below the search box. At the bottom right of the search area, there are 'Search' and 'Reset' buttons.

This displays a list of modules that can be opened and closed by clicking the gray triangles. Selecting multiple options will yield very specific search results.

Search Screen

Simple List

Customized List

Student Search

General

Last Name

First Name

Nickname

Student ID

Address

☐ 09
☐ 10
☐ 11

Grade
☐ 12
☐ 06
☐ 07

☐ 08
☐ PK

Calendar

N/A

Student Group

☐ Search All Schools
☐ Include Inactive Students

Search

Reset

Scheduling

Absences

Daily Absences

☒ All
☐ D
☐ N
☐ O
☐ Q
☐ M
☐ E
☐ NS
☐ U

Daily Present Code

☐ UT
☐ ET

Timeframe:

01/08/2023

-

22/08/2023

Days Absent/Tardy Between:

&

Period Attendance

All periods

☐ NA
☐ D
☐ I
☐ N
☐ O
☐ Q
☐ M
☐ C
☐ E
☐ G
☐ S
☐ NS
☐ H
☐ J
☐ A
☐ LE
☐ LU

Many pull-down menus include a **Filter** text box to narrow the selections without scrolling through all of the options. The filter updates the pull-down in real time, enabling the results to be narrowed with full or partial entries. There are links to **Check all** options and to **Clear** all options.

Student Search

☐ 09
☐ 10
☐ 11

Grade

☐ 12
☐ 06
☐ 07

☐ 08
☐ PK

Calendar

N/A

Scheduling

Scheduled into Course

Choose

Scheduled into Course(s)

Access English 1 (7910120), Access...

Not Scheduled into Course(s)

☐ Exact

Scheduled into Course(s) Last Year

Not Scheduled into Course(s) Last Year

Scheduled into Section(s)

Not Scheduled into Section(s)

Scheduled into Section(s) Last Year

Not Scheduled into Section(s) Last Year

Scheduled into Teacher

Scheduled with Student

☐ ENG 1 (1001310)
☐ ENG 1 THROUGH ESOL (1002300)
☐ ENG 2 (1001340)
☐ ENG 2 THROUGH ESOL (1002310)
☐ ENG 3 (1001370)
☐ ENG 3 THROUGH ESOL (1002320)
☐ ENG 4 (1001400)
☐ ENG 4 THROUGH ESOL (1002520)
☐ ENG HON 1 (1001320)
☐ ENG HON 2 (1001350)



If selected in **My Preferences**, Alert icons may display next to students' names in student lists throughout Focus. Clicking the icon directs you to the student field in **Student Info** on which the alert is set if you have permission to view that field.

## Activity

Search for students 3 different ways:

- Pull a list of all students within a school using the Find a Student section on the Portal page.
- Use More Search Options to pull one grade level of students.
- Use More Search Options > Scheduling to pull a list of all students scheduled with a teacher of your choice.

## Student Info

Student sub-menus are quick links to view specific student data.

1. Conduct a student search using any of the options described in the Searching for Students section.

2. Click the student name to open **Student Info**.

The screenshot shows the FOCUS Writers02 interface. At the top, there's a header with the FOCUS logo, a 'Select Student/Staff' dropdown, and 'Student Info'. On the right, there are user and system information: 'Lizette Garcia', 'Focus High School - 0041', 'SIS', 'Admin', '2022-2023', '4th 9 Weeks', and 'ERP'. Below the header, there's a search bar and a table of students. The table has columns for 'Photo', 'Student', and 'Grade'. The student 'Abe, Charlie Noel' is highlighted with a red box. Other students listed include 'Abott-Martinez, Charlie Christopher', 'Abregan, Kenna Joy', 'Acevedo, Diem Donna', and 'Acevedo, Emerald Vonn'.

Photo	Student	Grade
	Abe, Charlie Noel	10
	Abott-Martinez, Charlie Christopher	09
	Abregan, Kenna Joy	10
	Acevedo, Diem Donna	09
	Acevedo, Emerald Vonn	12

The top sub-menu options vary depending on your profile permissions and active screens (set up by the district).

The screenshot shows the FOCUS Writers02 interface with the 'Student Info' page for 'Abe, Charlie Noel'. The top navigation bar is highlighted with a red box, showing options: 'Enrollment', 'Schedule', 'Requests', 'Grades', 'Absences', 'Activities', 'Referrals', 'Test History', 'Audit Trail', 'Grad', and 'Files'. Below this, there's a 'General Demographics' section with various fields for student information. On the left, there's a 'Filter fields...' menu with categories like 'PI Primary Info', 'S 504', 'A Address', 'Addresses & Contacts', 'AN Admin Notes', 'AC Application Courses', 'A Athletics', 'BS Behavior Screening', 'C Classified', 'Controlled School Choice', 'CN Counselor Notes', and 'CI Crisis Intervention'. The 'General Demographics' section includes fields for 'Laptop Issue Date', 'Acknowledgement of Admissions...', 'Parent Requirements...', 'I understand that I am responsible for...', 'Is your child currently being...', 'Grade-levels Previously...', 'Laptop Serial Number', 'Application Complete', 'Parent Notes to Admissions', 'Social Security', 'Will your child be attending Focus...', and 'Previously Retained'. There's also a 'Violation of the Law Explanation' section.

The left navigation menu displays tabs for categories of student information that differ based on profile permissions. The Filter text box can be used to quickly navigate to a specific category tab or field.

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

Files

Save

SSS

Choice

Billing

Filter fields...

F

Forms

GD

General Demographics

G

Gifted

G

Graduation
Health Daily Health Screener
Health Daily Visit Log
Health Immunizations
Health Medical
Health Medication Administ...

H

Homeless

I

ISP

LL

Letter Logging

Graduation

Print a Form/Letter

18 Credit Permission Form

No Files

Graduation Plan

24 Credit Standard HS Options [1]

Post Secondary Educational Plans

None of the above [08]

Early Admission to College Flag

☐ N/A ☐ Y ☒ Z

Diploma Type

Not applicable [ZZZ]

Diploma Date

Certificate of Completion

Not applicable [ZZZ]

Certificate of Completion Date

English/Language Arts Assessment Met

Performance Based Exit Option Results

Not applicable [Z]

Diploma Biliiteracy Seal Designation

Graduation Plan Year

20212022

Year Entered Ninth Grade

20182019

The student record opens to the category set as the default category in **My Preferences**.

## Enrollment

The Enrollment sub-menu displays the student's enrollment records, previous school information, and grade promotion status.

Abott-Martinez, Charlie Christ...

221 - 09

Student Info

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

Files

Save

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

CN

Counselor Notes

CI

Crisis Intervention

Enrollment

Export

Filter: OFF

Toggle Columns

Page Size: 20

	Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Se
	2022-2023	Focus High School - 0041		08/22/2023				
View	2023-2024	Focus High School - 0041	09	08/10/2023	(E01) In Dist...			
View	2022-2023	Focus High School - 0041	09	08/01/2022	(E01) In Dist...	05/25/2023	(W01) ...	
View	2021-2022	Focus High School - 0041	09	08/13/2021	(E01) In Dist...	05/28/2022	(W02) ...	
View	2020-2021	Focus High School - 0041	09	08/13/2020	(E01) In Dist...	05/28/2021	(W02) ...	
View	2019-2020	Owl Hoot School - 0321	08	08/14/2019	(E01) In Dist...	05/29/2020	(W02) ...	
View	2018-2019	Owl Hoot School - 0321	07	08/15/2018	(E03) Privat...	05/31/2019	(W01) ...	

Click **View** on a row in the chart to display that record in vertical format.

Abott-Martinez, Charlie Christ...

221 - 09

Student Info

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

Files

Save

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

CN

Counselor Notes

CI

Crisis Intervention

Enrollment

Return to Enrollment

Year

2023-2024

School

Focus High School - 0041

\* Grade Level

09

\* Enrollment Date

08/10/2023

\* Enrollment Code

(E01) In District Previous Year

Drop Date

Drop Code

\* Calendar

Standard District Calendar

Rolling/Retention Options

Next Grade

Automatic

Include in Class Rank

Yes

Graduation Requirement Program

# Schedule

The Schedule sub-menu displays the student's current schedule. Viewing by marking period options may be dependent upon the school level; for example, Elementary schools will only see Full Year tab.

Focus HS

Johnh

Abrego, Baldovin Jean

883 - 12

Student Schedule

John Heatherly (Syste...

Focus HS

2022-2023

Quarter 4

SIS

ERP

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Eligibility

Florida Reports

SSS

Reports

Demographic

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

SSS

Choice

Billing

Effective Date:

July

19

2023

☐ Include Inactive Courses

Print Schedule

Course List

Weekly Planner

☐ Show Florida Fields

☐ Show Vocational/WDIS Fields

Save

5 Classes at Focus HS

Full Year

Semester 1

Semester 2

Customize Columns

Mass Update

Message

Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Dropped	Last Modified
Eng 4: Fl Coll Prep	01 01 - 01ES - Richard Maldonado	1001405	01ES	MTWHF	0609	Full Year	Jul 18, 2023	-	John Heatherly Jul 18, 2023 12:11 PM
Phys 1 Hon	04 04 - 04JW - Rodney Hazelip	2003390	04JW	MTWHF	0610	Full Year	Jul 18, 2023	-	John Heatherly Jul 18, 2023 12:11 PM
Us Govt	05 05 - 15SJ - John Carbajal	2106310	15SJ	MTWHF	0058	Semester 1	Jul 18, 2023	-	John Heatherly Jul 18, 2023 12:11 PM
ECON FIN LIT	05 05 - 25AR - Tracy Burkhardt	2102335	25AR	MTWHF	0050	Semester 2	Jul 18, 2023	-	John Heatherly Jul 18, 2023 12:11 PM

# Requests

The Requests sub-menu displays a secondary student's course requests which were used to create the schedule.

Portal Navigation & Student Info

Page 16



**Student Requests** | Focus HS | SIS | ERP

Abrego, Baldwin Jean | 83 - 12 | John Heatherly (Syste...)

2022-2023 | Quarter 4

8 Requests And 0 Alternates  
7.00 Credits And 6.50 Units

Prior Primary School: 2021-2022 (Grade 11) Focus HS

Approved by Counselor: ☐ Locked for Students: ☐

Export | Filter: ON

	Course	Credits	Course #	Schedule First	Elective Priority	Term	Inclusion	With Teacher	Without Teacher	With Period	W
<input type="checkbox"/>	Eng 4: Fi Coll Prep (1...	1.00	1001405	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	CALCULUS I (MAC2...	1.00	MAC2311	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Grades

The Grades sub-menu is used to display the student's gradebook grades, course history, GPA and class rank.

**Final Grades, GPA, & Class Rank** | Lizette Garcia | Focus High School - 0041 | SIS | Admin | 2022-2023 | 4th 9 Weeks | ERP

Demographic | Enrollment | Schedule | Requests | **Grades** | Absences | Activities | Referrals | Test History | Audit Trail | Grad | Files | SSS | Choice | Billing

Cumulative GPA	3.000	As of	Cohort Year 2018-2019	Preferred Name	Chan	Algebra I EOC Pass Date	(Y) 09/09/2019
Cumulative Weighted GPA	3.115	Total Credits Earned	18.50	Biology I EOC Pass Date		US History EOC Pass Date	
Current Year Middle School GPA	2.714	Total Credits Attempted	19.50	Geometry EOC Pass Date		Graduation Reading Requirement Pass Date	
Class Rank	N/A	Quality Points	58.50	Met Online Course Req	Met		

☒ Show All Years ☐ Show All Schools ☐ Show Exams ☐ Show Inactive Courses ☒ Group By Course [Update](#) [View Detailed Report](#) [Print Assignment Grades](#) [Print Transcripts](#)

Page: 1 / 2 | 38 Records | Export | Filter: OFF | Toggle Columns

Year	Pd	Course #	Course	Teacher	Flags	Ex	Unx	Tardy	Q1	Q2	S1	Q3	Q4	S2	4	5	S	FY	Credits
2022-2023	04	1700410	AVID 3	Huxley, A		2	3	0	NG	92% A		97% A	NG						0
2022-2023	02	1001370	ENG 3	Roxy, F		1	4	1	A	A	A	A	B	D				F	0
2018-2019	05	1700390	AVID 1	Huxley, A		1	11	0	99% A	98% A	95% A	97% A	91% A	90% A					1.0
2022-2023	03	0708400	AP SPANISH LANG & CU	Carson, D		2	3	0	99% A	NG	F	92% A	NG	C				D	0.5
2018-2019	03	8207310	Digital Info Tech	Queen, M		0	10	0	98% A	100% A	99% A	97% A	97% A	97% A					1.0
2022-2023	01	2003350	CHEM 1 HON	Casanova, A		1	6	0	98% A	99% A		95% A	NG						0
2022-2023	05	2400300	LEAD SKLS DEV	Samson, E		2	3	0	98% A	96% A		83% B	NG						0
2019-2020	01	1506320	HOPE-PE V	Cano, V		0	24	1	96% A	90% A	90% A	86% B	86% B	86% B					1.0
2022-2023	06	1200330	ALG 2	Heller, K		2	3	0	95% A	NG		95% A	NG						0
2018-2019	02	1200310	ALG 1	Henley, O		0	11	0	94% A	78% C		70% C	50% F					78% C	1.0

Click the percentages and/or letter grades to get a detailed view of all of the assignments/scores for that course/period.

**FOCUS Writers02** Abe, Charlie Noel Final Grades, GPA, & Class Rank (Assignments) Lizette Garcia Focus High School - 0041 SIS Admin 2022-2023 2nd 9 Weeks ERP

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad Files SSS Choice Billing

AVID 3 Period 4 - 002 - Aldous A. Huxley [View Grades Summary](#)

	AVID Curriculum	AVID skills	Tutorials	Weighted Grade
Percent of Grade	40%	40%	20%	
Score	121/125 97% A	88/95 93% A	20/25 80% B	92% A

78 Assignments [Export](#) [Filter: OFF](#)

Assignment	Percent	Grade	Comment	Assigned	Due	Last Modified	Category	View Test	Last Upload Date	St
How comfy are you w/ google classroom?	10 / 10	100%	A	Sun, 2 Apr 2023 12:00 am	Sun, 2 Apr 2023	Fri, 10 Feb 2023 1:37 pm	AVID skills	No Test Available		Nc
2020 word	10 / 10	100%	A	Sun, 8 Jan 2023 12:00 am	Sun, 8 Jan 2023	Fri, 10 Feb 2023 1:37 pm	AVID skills	No Test Available		Nc
Final Project: picture w/ future career/college	98 / 100	98%	A	Thu, 11 May 2023 12:00 am	Tue, 16 May 2023	Fri, 10 Feb 2023 1:37 pm	AVID Curriculum	No Test Available		Nc
google meeting	23 / 25	92%	A	Sat, 13 May 2023 12:00 am	Sat, 13 May 2023	Fri, 10 Feb 2023 1:37 pm	AVID Curriculum	No Test Available		Nc
Character Reflection Quiz	23 / 25	92%	A	Sun, 9 Apr 2023 12:00 am	Sun, 9 Apr 2023	Fri, 10 Feb 2023 1:37 pm	AVID skills	No Test Available		Nc
present adult career/job interview on Flip Chart	45 / 50	90%	A	Thu, 13 Apr 2023 12:00 am	Thu, 13 Apr 2023	Fri, 10 Feb 2023 1:37 pm	AVID skills	No Test Available		Nc
google meeting	20 / 25	80%	B	Sat, 20 May 2023 12:00 am	Sat, 20 May 2023	Fri, 10 Feb 2023 1:37 pm	Tutorials	No Test Available		Nc

Click **Print Assignment Grades** to get a detailed view of all of the assignments for each period.

**FOCUS Writers02** Abe, Charlie Noel Final Grades, GPA, & Class Rank Lizette Garcia Focus High School - 0041 SIS Admin 2022-2023 4th 9 Weeks ERP

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

Cumulative GPA	3.000	As of	Cohort Year	2018-2019
Cumulative Weighted GPA	3.115	Total Credits Earned	18.50	
Current Year Middle School GPA	2.714	Total Credits Attempted	19.50	
Class Rank	N/A	Quality Points	58.50	

Preferred Name	Chan	Algebra I EOC Pass Date	(Y) 09/09/2019
Biology I EOC Pass Date		US History EOC Pass Date	
Geometry EOC Pass Date		Graduation Reading Requirement Pass Date	
Met Online Course Req	Met		

☒ Show All Years ☐ Show All Schools ☐ Show Exams ☐ Show Inactive Courses ☒ Group By Course [Update](#) [View Detailed Report](#) [Print Assignment Grades](#) [Print Transcripts](#)

38 Records [Export](#) [Filter: OFF](#) [Toggle Columns](#)

Year	Pd	Course #	Course	Teacher	Flags	Ex	Unx	Tardy	Q1	Q2	S1	Q3	Q4	S2	4	5	S	FY	Credits
2022-2023	04	1700410	AVID 3	Huxley, A		2	3	0	NG	92% A		97% A	NG						0
2022-2023	02	1001370	ENG 3	Roxy, F		1	4	1	A	A	A	A	B	D				F	0
2018-2019	05	1700390	AVID 1	Huxley, A		1	11	0	99% A	98% A	95% A	97% A	91% A	90% A				1.0	
2022-2023	03	0708400	AP SPANISH LANG & CU	Carson, D		2	3	0	99% A	NG	F	92% A	NG	C				D	0.5
2018-2019	03	8207310	Digital Info Tech	Queen, M		0	10	0	98% A	100% A	99% A	97% A	97% A	97% A				1.0	
2022-2023	01	2003350	CHEM 1 HON	Casanova, A		1	6	0	98% A	99% A		95% A	NG					0	
2022-2023	05	2400300	LEAD SKLS DEV	Samson, E		2	3	0	98% A	96% A		83% B	NG					0	
2019-2020	01	1506320	HOPE-PE V	Cano, V		0	24	1	96% A	90% A	90% A	86% B	86% B	86% B				1.0	
2022-2023	06	1200330	ALG 2	Heller, K		2	3	0	95% A	NG		95% A	NG					0	
2018-2019	02	1200310	ALG 1	Henley, O		0	11	0	94% A	78% C		70% C	50% F				78% C	1.0	

Assignments with scores and additional information will appear by class period and teacher.



Demographic

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

Files

SSS

Choice

Billing

Course History

Cumulative GPA: 3.000

As of: Cohort Year: 2018-2019

Preferred Name: Chan

US History EOC Pass Date: Met

Cumulative Weighted GPA: 3.115

Total Credits Earned: 18.50

Algebra I EOC Pass Date: (Y) 09/09/2019

Geometry EOC Pass Date:

Current Year Middle School GPA: 2.714

Total Credits Attempted: 19.50

Biology I EOC Pass Date:

Graduation Reading Requirement Pass Date:

Class Rank: N/A

Quality Points: 58.50

85 Grades

View Grades Summary

Comment Codes

Transcripts

Print

Hide Florida fields

Save

Export

Filter: OFF

Toggle Columns

Page Size: 100

	Year	Marking Period	Course	Course Number	Percent	Grade	Grade Scale	Cred. Attempted	Cred. Earned	GPA PTS	Weighted GPA	Affects GPA
	2022-2023	2nd 9 Weeks					Unweighted	0.5				
	2022-2023	4th 9 Weeks	3-D STUDIO ART 3 HON 01...	0101350	95	A	Honors	0.50	0.50	4.00	4.50	
	2022-2023	4th 9 Weeks	BIOMEDICAL SCIENCES 87...	8708100		B	Unweighted	0.50	0.50	3.00	3.00	
	2022-2023	4th 9 Weeks	ENG 3 CR 1001375	1001375		B	Unweighted	0.50	0.50	3.00	3.00	
	2022-2023	4th 9 Weeks	ALG 1 HON 1200320	1200320		A	Honors	0.50	0.50	4.00	4.50	
	2022-2023	4th 9 Weeks	NATIONAL GOVERN POS1041	POS1041		A	AP/DE	0.50	0.50	4.00	5.00	
	2022-2023	Full Year	ENG 3 1001370	1001370		F	Unweighted	0.50	0.00	0.00	0.00	
	2022-2023	Semester 1	AP SPANISH LANG & CU 07...	0708400		F	AP/DE	0.50	0.00	0.00	0.00	
	2022-2023	Semester 2	AP SPANISH LANG & CU 07...	0708400		C	AP/DE	0.50	0.50	2.00	3.00	
	2020-2021	3rd 9 Weeks	2-D STUDIO ART 3 HON 01...	0101320	95	A	Honors	0.50	0.50	4.00	4.50	
	2020-2021	Semester 1	ENG 3 1001370	1001370	89	B	Unweighted	0.50	0.50	3.00	3.00	
	2020-2021	Semester 2	ENG 3 1001370	1001370	88	B	Unweighted	0.50	0.50	3.00	3.00	

## Absences

The Absences sub-menu displays an Absence Summary of the student’s attendance. The Absences sub-menu displays days where there is an absent code in at least one period or a comment for the day. To display attendance for all days, use the Attendance Chart.

<div> <div> </div> <div> <div>Abe, Charlie Noel</div> <div>879 - 10</div> </div> </div> <div>Absence Summary</div> <div> <div>Lizette Garcia</div> <div>Focus High School - 0041</div> <div>SIS</div> </div> <div> <div>Admin</div> <div>2022-2023</div> <div>2nd 9 Weeks</div> <div>ERP</div> </div>									
<div> <div> <div>N</div> <div>Unexcused Abs not related to Discipline</div> <div>0 periods</div> </div> <div> <div>O</div> <div>Out of School Suspension</div> <div>0 periods</div> </div> <div> <div>Q</div> <div>Alternative to OSS</div> <div>0 periods</div> </div> <div> <div>M</div> <div>Excused Doctor Note</div> <div>0 periods</div> </div> <div> <div>G</div> <div>Guidance</div> <div>0 periods</div> </div> <div> <div>H</div> <div>Hospital Homebound</div> <div>0 periods</div> </div> <div> <div>I</div> <div>In School Suspension</div> <div>0 periods</div> </div> <div> <div>J</div> <div>Juvenile Detention Center</div> <div>0 periods</div> </div> <div> <div>S</div> <div>School Activity</div> <div>0 periods</div> </div> <div> <div>A</div> <div>Agency Placement</div> <div>0 periods</div> </div> <div> <div>LE</div> <div>Left Early Excused</div> <div>0 periods</div> </div> <div> <div>LU</div> <div>Left Early Unexcused</div> <div>0 periods</div> </div> <div> <div>V</div> <div>Covid/Virtual</div> <div>0 periods</div> </div> </div>									
<div> <div> <div>Total Full Days Possible: 223</div> <div>Total Full Days Attended: 219 (98.21%)</div> <div>Total Full Days Absent: 4 (1.79%)</div> <div>Enrollment Dates: Tue, 2 May 2023 - ...</div> </div> <div> <div>Summary</div> <div>Chart</div> </div> </div>									
<div> <div>13 Days</div> <div> <div>Date</div> <div>Daily</div> <div>Comment</div> <div>Excuse Note</div> <div>Note Status</div> <div>Fill All Periods</div> <div>01</div> <div>02</div> <div>03</div> <div>04</div> <div>05</div> <div>06</div> <div>07</div> </div> </div>									
<div> <div>Wed, 17 May 2023</div> <div>Present</div> <div>-</div> <div>No Files</div> <div>Set Message N/A</div> <div>-</div> <div>U</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> </div>									
<div> <div>Mon, 10 Apr 2023</div> <div>Present</div> <div>-</div> <div>No Files</div> <div>Set Message N/A</div> <div>-</div> <div>-</div> <div>PT</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> </div>									
<div> <div>Thu, 9 Feb 2023</div> <div>Unexcused Absence</div> <div>-</div> <div>No Files</div> <div>Set Message N/A</div> <div>-</div> <div>U</div> <div>U</div> <div>U</div> <div>U</div> <div>U</div> <div>U</div> </div>									
<div> <div>Tue, 7 Feb 2023</div> <div>Present</div> <div>-</div> <div>No Files</div> <div>Set Message N/A</div> <div>-</div> <div>-</div> <div>C</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> </div>									
<div> <div>Fri, 3 Feb 2023</div> <div>Present</div> <div>-</div> <div>No Files</div> <div>Set Message N/A</div> <div>-</div> <div>C</div> <div>C</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> </div>									

The Referrals sub-menu provides a list of referrals the student has received along with some additional discipline related information. View options vary based on profile permissions.

The Referrals sub-menu provides a list of referrals the student has received along with some additional discipline related information. View options vary based on profile permissions.

Abe, Charlie Noel

5879 - 10

Referrals

Lizette Garcia  
Admin

Focus High School - 0041  
2022-2023  
2nd 9 Weeks

SIS  
ERP

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Activities
**Referrals**
Test History
Audit Trail
Grad
Files
SSS
Choice
Billing

Total Days of Discipline: 0

☐ Show Referrals From All Schools
☐ All Years
☐ Minor Infractions
☒ Closed Referrals

+ Add

Save

6 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

Student	Student ID	Grade	Reporter	Incident Date	Submission Date	Processed	Teacher Code	Primary Discipline Code	Incident	Action(s)
Abe, Charlie Noel	5879	10	Roxy, Frida Lizette	07/05/2023	07/05/2023 6:48 pm	Returned	Class Cut...	Violation (School Rules)		
Abe, Charlie Noel	5879	10	Roxy, Frida Lizette	07/05/2023	07/05/2023 6:46 pm	Closed	Class Cut...			
Abe, Charlie Noel	5879	10	Roxy, Frida Lizette	07/05/2023	07/05/2023 6:42 pm		Class Cut...			
Abe, Charlie Noel	5879	10	Roxy, Frida Lizette	06/30/2023	06/30/2023 9:49 am		Abusive ...			
Abe, Charlie Noel	5879	10	Garcia, Lizette	06/30/2023	06/30/2023 9:20 am			Disrespectful		
Abe, Charlie Noel	5879	10	Garcia, Lizette	06/05/2023	06/05/2023 10:18 am	Processed	Profanity ...	Disrespectful		

The Test History sub-menu displays a list of all standardized tests the student has taken that have been imported into Focus.

The Test History sub-menu displays a list of all standardized tests the student has taken that have been imported into Focus.

Abe, Charlie Noel

5879 - 10

Test History

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

2nd 9 Weeks

ERP

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**Test History**
Audit Trail
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Files
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Choice
Billing

Filter by Test Type: State Assessments

Apply

Preferred Name	Chan	Algebra I EOC Pass Date	(Y) 09/09/2019
Biology I EOC Pass Date		US History EOC Pass Date	
Geometry EOC Pass Date		Graduation Reading Requirement Pass Date	
Met Online Course Req	Met		

Save

10 Test Administrations

Filter

Get PDF

Test	Test Type	Administration Date	School Year	Gradelevel	Form	LEP Info
FSAALG 1 - FSAA1 (FSA)	State Assessments	01/05/2019	2018-2019	09	1	-

4 Test Parts

Title	Raw Score (RS)	Scale Score (Expanded Standard Score) (SS)	Achievement Level (AL)	Pass/Fail (PF)	Points Possible (PP)	Enrollment Status (ES)	Percentile Rank (PR)	Reporting Status (RPT)	Retaker Status (R)	T-Score (TS)
Algebra and Modeling	8				24					
FSA EOC Algebra 1 Total	19	495	2	N	58	1	-	RS	-	-
Functions and Modeling	10				23					

Displays the total number of local and state assessments in the record.

Filters the test results to find a specific test.

View score details by clicking the gray arrow for any test.

## Grad

The Grad sub-menu provides an overview of a student's progress towards satisfying graduation requirements based upon their cohort year and/or assigned graduation requirement program.

Abe, Charlie Noel

79 - 10

Graduation Requirements Report

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

2nd 9 Weeks

ERP

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

Search screen

Full-year Grades

Semester Grades

Quarter Grades

Course History

Effective date: 08/22/2023 [Change](#)

[Show Simplified Report](#)

Abe, Charlie Noel - 55879 - Grade: 10

Program: 24 Credit [\(Evaluate other programs\)](#)

Cumulative GPA: 3.000

Cumulative Weighted GPA: 3.115

Current Year Middle School GPA: 2.714

Class Rank: N/A

Total Credits Earned: 18.50

Total Credits Attempted: 19.50

Quality Points: 58.50

Cohort Year: 2018-2019

Preferred Name: Chan

Algebra I EOC Pass Date: (Y) 09/09/2019

Met Online Course Req: Met

Biology I EOC Pass Date:

US History EOC Pass Date:

Geometry EOC Pass Date:

Graduation Reading Requirement Pass Date:

2018-19

2019-20

2020-21

2021-22

**2022-23**

2023-24

2024-25

Graduation

6 graduation requirements

[Export](#)

Requirements	Credits required to promote	Credits remaining for promotion	Currently enrolled credits
Science	2		1
English	2		0
Math	2	2	1
Government	1	0.5	0

Click **Evaluate other programs** to view the student's progress in other graduation programs.

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

2nd 9 Weeks

ERP

SSS Choice Billing

Effective date: 08/22/2023 [Change](#)

Abe, Charlie Noel - 55879 - Grade: 10

Program: 24 Credit [\(Evaluate other programs\)](#)

Preferred Name: Chan

Algebra I EOC Pass Date: (Y) 09/09/2019



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Semester Grades
Quarter Grades
**Course History**

Effective date: 08/22/2023
Change

[Show Simplified Report](#)

Abe, Charlie Noel - 5879 - Grade: 10  
Program: 24 Credit [Return to current program](#)

Cumulative GPA: 3.000
Cumulative Weighted GPA: 3.115
Current Year Middle School GPA: 2.714
Class Rank: N/A
As of:

Total Credits Earned: 18.50
Total Credits Attempted: 19.50
Quality Points: 58.50
Cohort Year: 2018-2019

Preferred Name: Chan
Algebra I EOC Pass Date: (Y) 09/09/2019

Biology I EOC Pass Date:
US History EOC Pass Date:
Geometry EOC Pass Date:
Graduation Reading Requirement Pass Date:
Met Online Course Req:
Met

Progress in other graduation programs

CL 18 Credit College Prep

English (4)	Science (3)	World Languages (2)	Electives (3)	Algebra 2 (3)	Social Studies Electives (3)
	1.5			3	2

CP 18 Credit College/Career Prep

English (4)	Math (3)	Science (3)	World Languages (2)	Electives (3)	Social Studies Electives (3)
	3	1.5			2

## SSS (Special Student Services)

If the district is using any SSS program, this menu provides access to forms for programs like ESE, 504 and/or MTSS that may be in use by the district. Menu options are profile-driven.

Abe, Charlie Noel

Manage Student

Lizette Garcia
Focus High School - 0041
SIS

Admin
2022-2023
2nd 9 Weeks
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Threat Assessment
**MTSS**
Mental Wellness
Section 504
ESE
ELL
Medical
Student Services
HOPE
Test

Create New Event:

Scheduled Date	Event	Action	Forms	Campus	Date Initiated
8/22/2023	Select One Steps	Initiate Event		Focus High School - 0041	08/22/2023

Active Events(1)
Locked Events(0)
Inactive Events(0)

Export
Filter: OFF

Due Date	Scheduled Date	Event	Contents	Status	Campus	Date Initiated	Initiated By	Delete	Set Inactive
Aug 11 2022		Academic PMP	<a href="#">View</a>	Steps	Lock	Focus High School - 0041	Aug 11 2022 11:08 AM	Ashley Weiss	Delete Set Inactive



If the district is using the Focus School Choice module, this menu will provide access to any Choice applications for the student along with the acceptance status among other information.

# Billing

If the district is utilizing the Focus K12 Billing module, this menu will provide access to options to invoice students for products, courses, etc. among other financial transaction information.

If the district is utilizing the Focus K12 Billing module, this menu will provide access to options to invoice students for products, courses, etc. among other financial transaction information.

**FOCUS Writers02** Abe, Charlie Noel **Student Billing** Lizette Garcia Focus High School - 0041 SIS Admin 2022-2023 2nd 9 Weeks ERP

Sales Transaction History Customer Ledger Migrate Transactions Payment Plans Price Lookup

**General**

Facility: 0041 : FOCUS HIGH SCHOOL Hide Paid/Deferred Invoices ☒  
 Drawer: Hide Future Payment Plan Invoices ☐  
 Customer: Abe, Charlie Noel - 5879

**Items**

Filter: OFF

Invoice #	Status	Item	Notes	Course Title	Due Date	Price	Quantity	Amount	Discount	Deferrals	Amount Applied	Amount Remaining
826	Invoiced	Student P			08/22/2023		1.00	0.00	0.00		0.00	0.00
826	Invoiced	SSE/Facil			04/30/2023	50.00	1.00	50.00	0.00	0.00	0.00	50.00
826	Invoiced	SSE/Facil			04/30/2021	150.00	1.00	75.00	0.00	0.00	0.00	75.00
Totals:								125.00	0.00	0.00	0.00	125.00

Print Combined Invoice Print Invoices

**Payments**

Type	Amount	Apply To	Unapplied Amount	Sales Ref #
Cash	125.00			
Total:				

Finalize

## Student Breakdown Report

The Student Breakdown Report displays selected data from any one or two student fields in a column graph, pie chart or list view. Administrators can only view data for the student fields to which they have profile permissions.

1. Go to the **Students** menu and select **Student Breakdown**.

**FOCUS Writers02** Select Student/Staff **Student Breakdown** Lizette Garci Focus High School - 0041 SIS Admin 2022-2... 2nd 9 W... ERP

General Demographics - Gender **Advanced** Go

Breakdown Further?

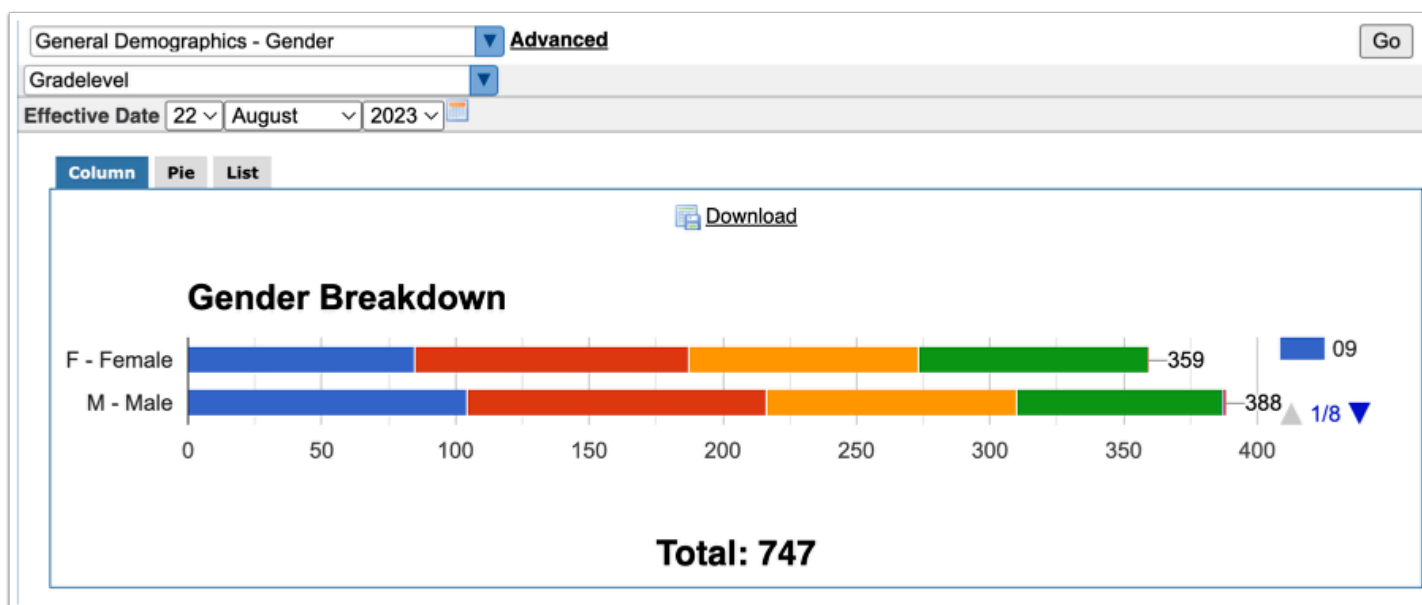
Effective Date 22 August 2023

2. Choose a student field from the pull-down.

3. Select an additional student field from the **Breakdown Further?** pull-down, if applicable.

4. Select the **Effective Date** if different from the current date.

5. Click **Go**. The results display in a Column graph by default.



Hover over a section in the graph to display a pop-up of the title of the student field and the number of students meeting the defined criteria.

Download a PDF of the graph by selecting the **Download** link in the center of the graph.

Click a section of the graph to display a Student List of all students meeting the defined criteria.

Select the **Pie** tab to display a pie graph.

Select the **List** tab to display the information in a table format.

## Activity

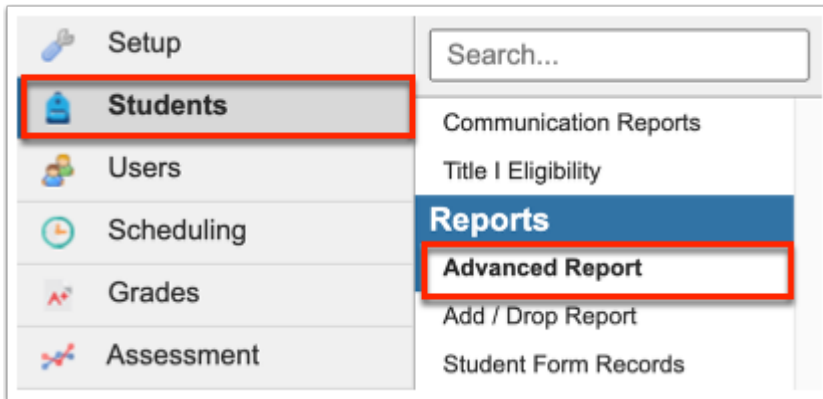
- Select ELL English Language Learner from the first student field pull-down.
- Select Grade level from the second student field pull-down.
- Hover over a section of the graph to display the pop-up of the student field and number of students that meet the defined criteria.
- Select the Pie tab to display a Pie graph.
- Select the List tab to display the information in a table format.

## Advanced Reports

Advanced Reports are typically created with a specific subgroup of students in mind who meet a specific set of criteria. Specific fields of data that may change over time are selected to be included as columns in the report. The report updates with the most current data if

there were changes since the last time it was run. Advanced Reports roll from school year to school year until the user deletes them.

1. Go to the **Students** menu and select **Advanced Report**.



2. Define the subgroup of students by clicking **More Search Options** and making selections.
3. Define the data that will populate the columns in the report from **Available Fields**.  
Click **Student Demo** to expand the tab to select demographic fields such as student name, ID, grade level, etc.
4. To add fields to include in report, click the green plus sign or click and drag the blue field over to the **Fields to include in Report** section.  
Click **Student Demo** again to collapse the tab after making selections.
5. Continue to click on the tab names to find and select the data fields that are to be included in the report. Optionally, use the Filter text box to enter text for quick searching.
6. Rearrange the fields to include in the report by clicking and dragging the blue fields in the order the columns should appear in the report.
7. Remove a selected field by clicking the red **X**.
8. Decide whether to **Search All Schools** and/or to **Include Inactive Students**.
9. Click **Run Report** after all report criteria have been selected.
10. View the report results. If satisfied, go to the next step. If not satisfied, skip the next step and go to step 12.
11. Save the report by clicking **Create Report** at the bottom of the screen.

Select Student/Staff

Advanced Report

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

2nd 9 Weeks

ERP

Modify Report

Save Report

Only Display Records with Errors

Save

821 Students

Mass Update

Filter

Filters: OFF

Search

Last, First M	Grade	Student ID	Graduation Plan	Enrollment Code	Address	City
Abe, Charlie Noel	10	55879	24 Credit Standard HS Options [1]	(E01) In District Previous Year	1234 Love Lane	St. Peter
Abe, Charlie Noel	10	55879	24 Credit Standard HS Options [1]	(E01) In District Previous Year	123 Central Ave	St. Peter
Abregan, Kenna Joy	10	61843	24 Credit Standard HS Options [1]	(E01) In District Previous Year	1318 Mocking Bird Ln	Ojxwix
Acevedo, Diem Donna	09	23057	24 Credit Standard HS Options [1]	(E01) In District Previous Year	-	ZUZ ZUC
Acevedo, Emerald Vonn	12	56443	24 Credit Standard HS Options [1]	(E01) In District Previous Year	-	Zxi Zjwo
Acosta, Dexter D	10	36685	24 Credit Standard HS Options [1]	(E01) In District Previous Year	1313 Mocking Bird Ln	Ojxwix
Acosta, Harry P	10	58780	24 Credit Standard HS Options [1]	(E01) In District Previous Year	234 Main Street	Ojxwix
Adams, Peter Kavinsky	10	20236	24 Credit Standard HS Options [1]	(E01) In District Previous Year	-	ZUZ ZUC
Adams, Ponyboy Henry	09	36404	24 Credit Standard HS Options [1]	(E01) In District Previous Year	123 Main Street	Zxi Zjwo
Agregor, Abe Sebastian	12	60059	24 Credit Standard HS Options [1]	(E01) In District Previous Year	-	Ojxwix
Aguilar, Emily Dickinson	12	22481	24 Credit Standard HS Options [1]	(E01) In District Previous Year	-	Ojxwix
Aguilar, Sherwood Anderson	10	57667	24 Credit Standard HS Options [1]	(E01) In District Previous Year	-	Zxi Zjwo
Ahrens, Edgar Allan	12	57390	24 Credit Standard HS Options [1]	(E01) In District Previous Year	-	Ojxwix
Alec, Colleen Joan	10	61891	24 Credit Standard HS Options [1]	(E01) In District Previous Year	-	Zqwxjw;
Alegory, Potter Ron	11	59241	24 Credit Standard HS Options [1]	(E01) In District Previous Year	-	Ojxwix

Print

Create Report

Help

Logout

a. A pop-up appears requesting a title. Enter a **Title** for the report and click **OK**.

Create new Saved Report

Please enter a name for your new saved report.

This report will be a dynamic report available from the reports menu. All the criteria you entered on the previous screen will be saved so that you can run this report at any time. You will also be able to publish this report to other users once you've saved it.

Report Title


OK

Cancel



**12.** If the report does not display students, does not pull in the selected data, or if more/less data is necessary, click **Modify Report**. This will cause the original More Search Options criteria to be lost but will retain the Fields to include in Report.

Portal Navigation & Student Info

Page 29



Select Student/Staff ▼
Advanced Report


**Modify Report**

**Save Report**

821 Students


Last, First M	Grade	Student ID	Graduation Plan
<a href="#">Abe, Charlie Noel</a>	10	55879	<a href="#">24 Credit Standard HS Options [1]</a>
<a href="#">Abe, Charlie Noel</a>	10	55879	<a href="#">24 Credit Standard HS Options [1]</a>
<a href="#">Abregan, Kenna Joy</a>	10	61843	<a href="#">24 Credit Standard HS Options [1]</a>
<a href="#">Acevedo, Diem Donna</a>	09	23057	<a href="#">24 Credit Standard HS Options [1]</a>
<a href="#">Acevedo, Emerald Vonn</a>	12	56443	<a href="#">24 Credit Standard HS Options [1]</a>
<a href="#">Acosta, Dexter D</a>	10	36685	<a href="#">24 Credit Standard HS Options [1]</a>
<a href="#">Acosta, Harry P</a>	10	58780	<a href="#">24 Credit Standard HS Options [1]</a>


**13.** Reset the More Search Options criteria (or change if no students were pulled into the report).

**14.** Add, delete, or rearrange the data fields depending on the results that are displayed in the report (if applicable to achieve necessary report results).

**15.** Click **Run Report** and view the results.

If satisfied, see the instructions in step 11. If not satisfied, repeat the previous steps starting with number 12 until necessary results are attained.

 The results of an Advanced Report can also be downloaded and saved as a static report prior to clicking **Create Report**. To download, click on the Excel icon that displays in the header next to the total number of students.

 A saved report can be modified to add more fields or add a filter; a new sub-report can then be created by selecting the option **Save as a New Report Instead** in the Confirm Overwrite of Existing Saved Report window. Selecting **Save & Overwrite** loses the original report parameters.