# Calendar

The Calendar screen allows you to create and manage a personal calendar in Focus. You can add one-time or recurring events to your calendar, and share events with particular profiles, staff, parents, and students at your school(s). You can also view events shared with you by other staff members. With the profile permission "Can post public events," you can add public events that are shared with all staff, parents, and students at your school(s).

Additionally, you can define blocks of time you are available to meet with parents for conferences. You can request a conference with a parent, after which the parent will select the meeting date and time from your availability. You can then approve or deny the request. With the profile permission "Can set availability to students," you can allow all students or students in designated student groups to directly request a conference with you.

Navigating the Calendar

1. In the **Users** menu, click **Calendar**.
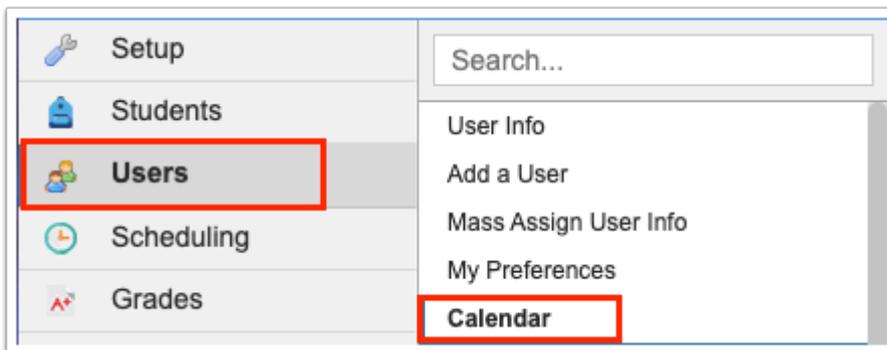
2. The current month and year is automatically displayed. To switch to a different month, click the left or right arrows.
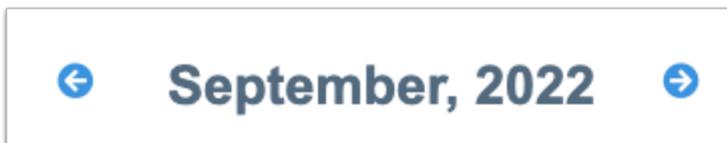
3. Along the left side of the screen is a list of the upcoming events on your calendar. To filter the list, begin typing the event title in the Search field.
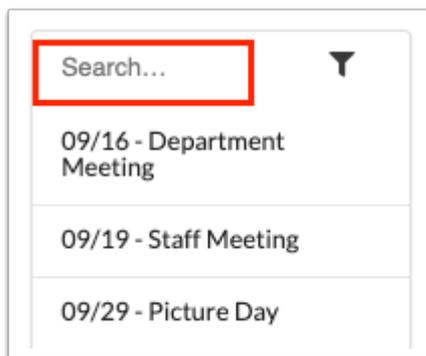
4. Click on an event in the list to navigate to that date on the calendar and view the event details in a pop-up window.
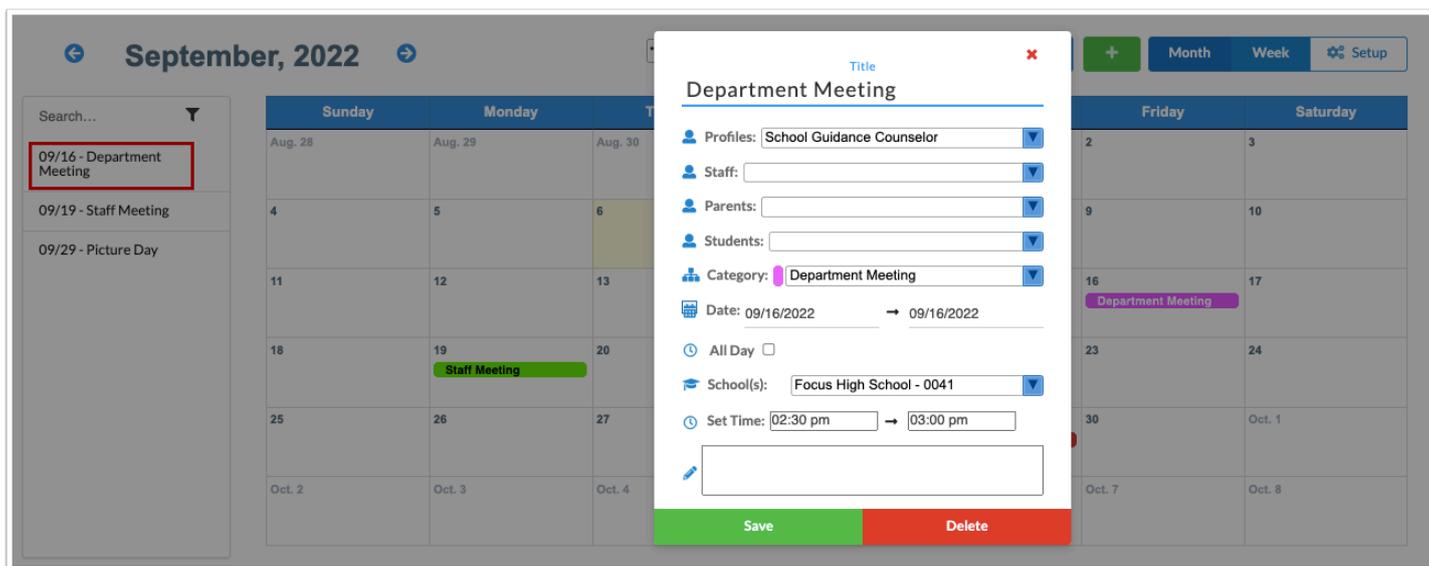
5. To filter the calendar to only view events in a specific category or categories, click the category pull-down and select/deselect the categories.

Categories you have created are marked with an asterisk. Categories for events other users have shared with you do not have asterisks, and appear at the bottom of the list.

6. Click on an event to view the event details in a pop-up window.

7. Click **Week** to view the calendar by week instead of month.

8. Click **Month** to return to the monthly view.

Setting Up District Categories

Users with the profile permission "Can create district categories" for the Calendar screen in Users > Profiles can create district categories. District categories are default event categories that are available to all users when adding events.

1. Click **Setup** at the top-right of the screen.

2. On the Setup screen, click the **District Categories** tab.

3. In the blank row, click the **Color** field to select a color for the category.

4. In the pop-up window, click the desired color and click **Choose**.

5. Enter a **Title** for the category.

6. To restrict use of the category to specific school years, select the **Min School Year** and **Max School Year**.

7. Press **Enter** to add the event category. Continue adding district categories as needed.

8. When finished, click **Return to calendar**.

Setting Up Event Categories

Event categories are used to organize the events on your calendar. When adding an event to the calendar, you can assign the event to a category. You can filter the calendar by category to only view events in the selected category/categories.

1. Click **Setup** at the top-right of the screen.

2. On the Setup screen, click the **Event Categories** tab.
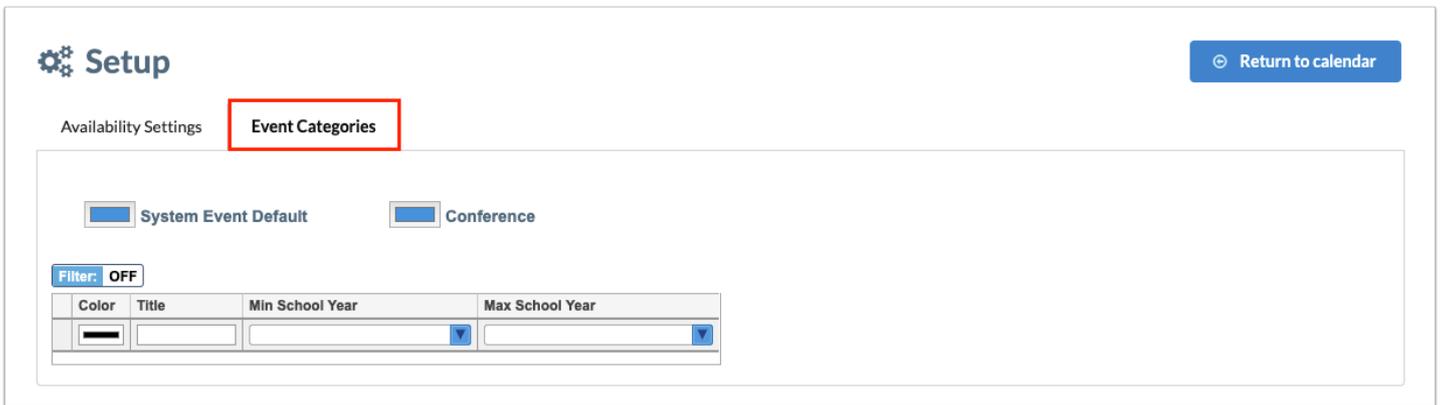
3. In the blank row, click the **Color** field to select a color for the category.
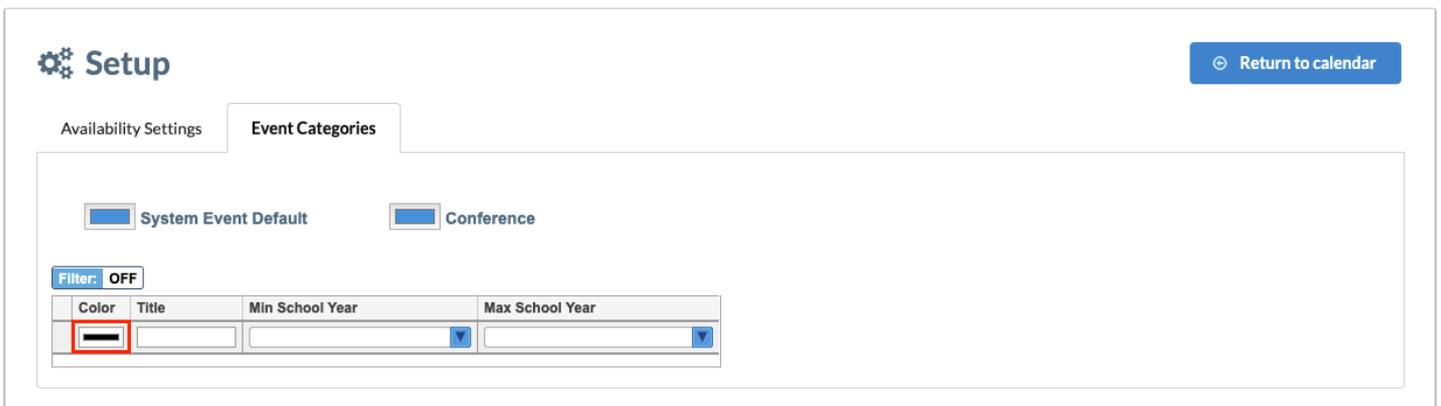
4. In the pop-up window, click the desired color and click **Choose**.
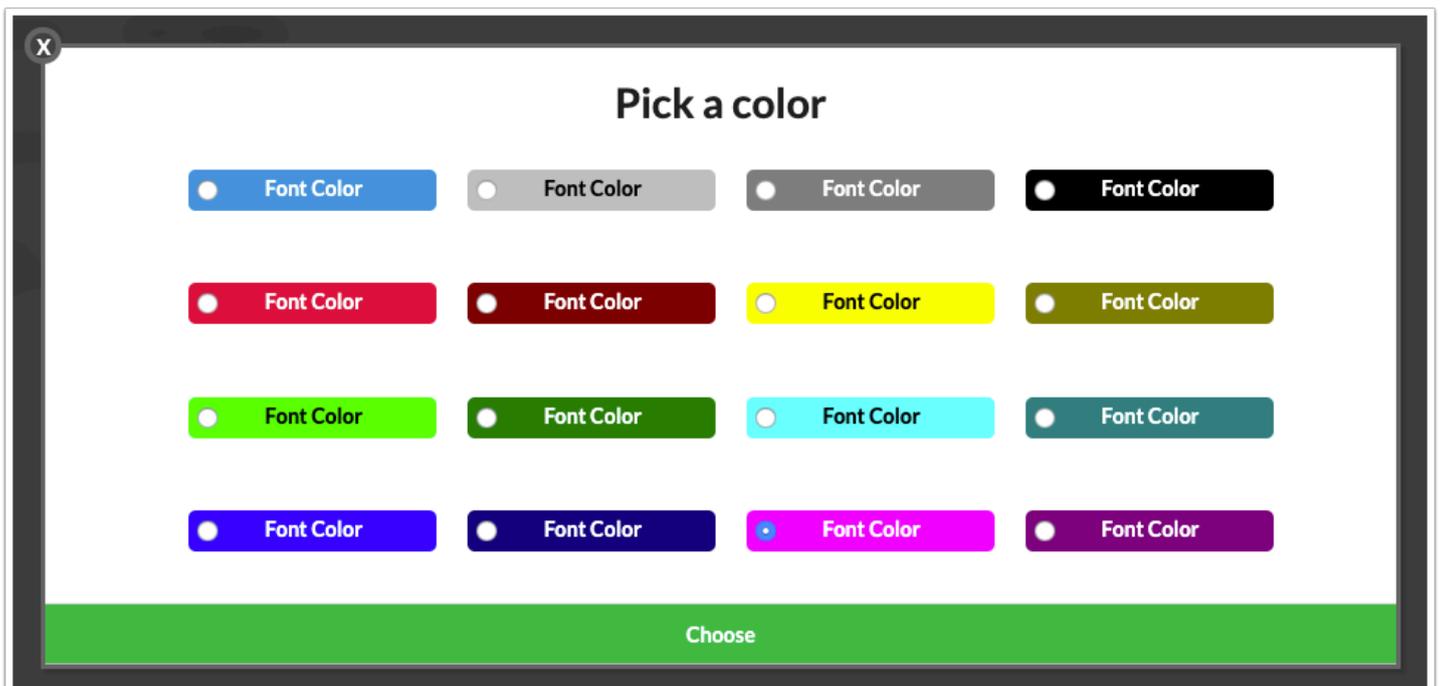
5. Enter a **Title** for the category.

6. To restrict use of the category to specific school years, select the **Min School Year** and **Max School Year**.

7. Press **Enter** to add the event category. Continue adding event categories as needed.

8. When finished, click **Return to calendar**.

Setting Up Availability for Conferences

The Availability Settings are used to set up the days and times you are available for conferences with parents and students.

ℹ️ The Meeting Length must be set in the Availability Modifiers before setting up General Availability or Date-Specific Availability. An error message will display if you attempt to set up availability without first setting the Meeting Length.

livedemo.focusschoolsoftware.com says

No meeting length is defined. Please define a length in Availability Modifiers

OK
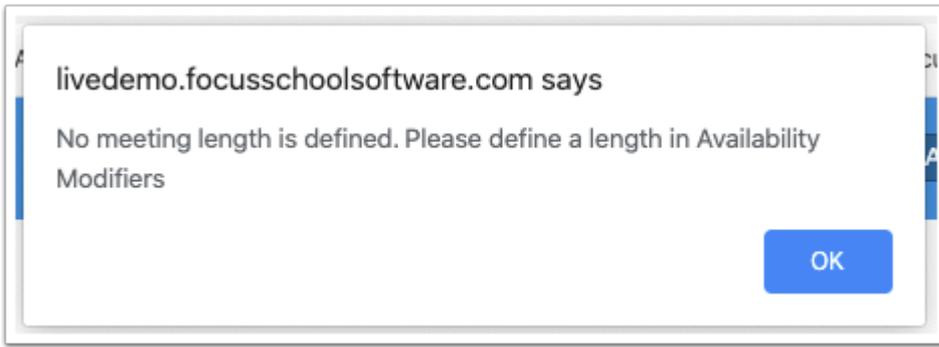
Setting Up Availability Modifiers

The Availability Modifiers allow you to set the meeting length. This will break up your availability into slots of times, which are available for parents to select from when requesting conferences. You can also add time padding in between meetings. For example, if you have a meeting length of 20 minutes and add a time padding of 5 minutes, the options for parents will be 7:00 am - 7:20 am, 7:25 am - 7:45 am, 7:50 am - 8:10 am, etc.

1. Click **Setup** at the top-right of the screen.
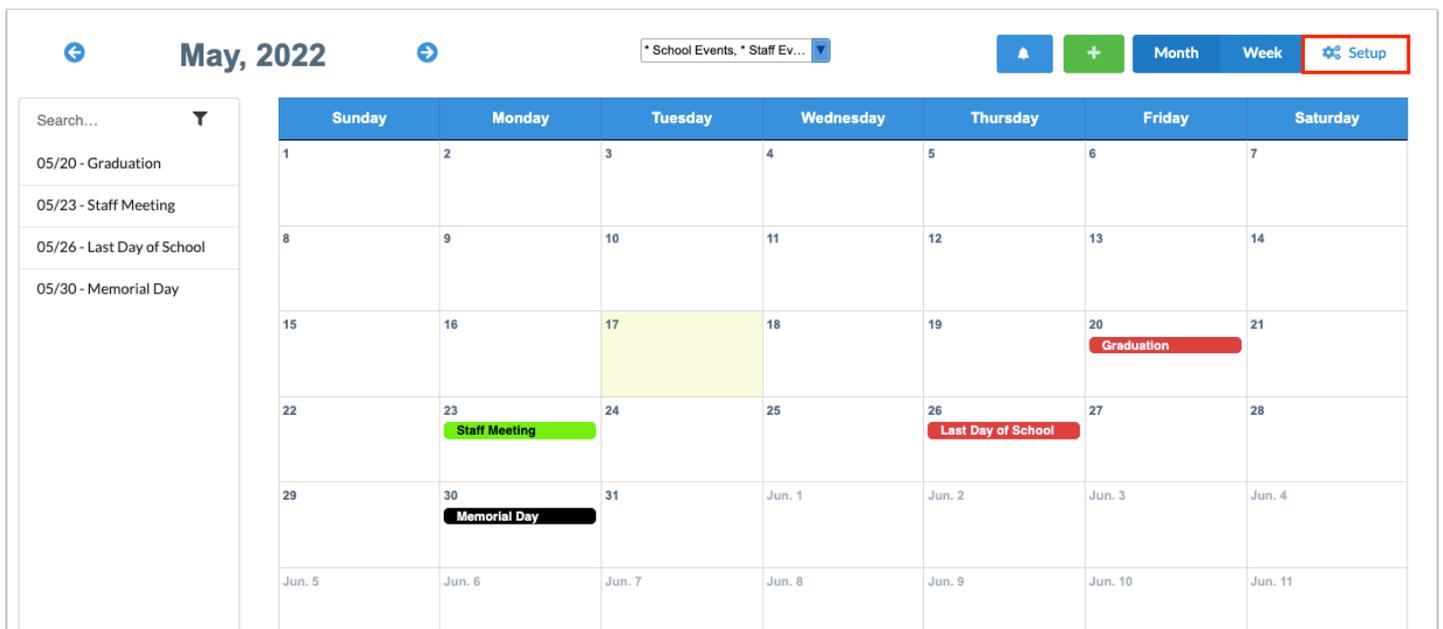
2. In the **Availability Settings** tab, scroll down to the **Availability Modifiers** section.

3. Click the **Meeting Length (minutes)** field, and enter the meeting length of time, in minutes. This will break up your available windows of time into slots that parents can request for conferences.

4. Click the **Time Padding between meetings/classes (minutes)** field, and enter the length of time in minutes to pad between meetings.

Your entries will auto-save once you click or Tab out of the field. A green check mark will briefly display next to the field to indicate it has been saved.

Setting Up General Availability

In the General Availability settings, you can set up the days and times you are available to meet every week.

1. Click **Setup** at the top-right of the screen.

2. In the **Availability Settings** tab under **General Availability**, click the plus icon next to the applicable day of the week.

3. Click in the time fields and enter the start and end times for your first window of availability on that day, in the format hours:minutes am/pm. Once you click or Tab out of a time field, the time is auto-saved.

If you enter a time without am or pm, Focus will populate am or pm based on the logic of the typical school day. For example, if you enter 7:00, Focus will populate 7:00 am. If you enter 3:00, Focus will populate 3:00 pm. Review the time windows carefully to ensure the correct time of day is indicated.

⚙️ **Setup**

Availability Settings | Event Categories

📅 **General Availability**

Sunday

Time (hours:minutes am/pm)

Monday | 📅 | 07:00 am - 08:00 am

Tuesday

Wednesday

Thursday

Friday

Saturday

4. To add an additional time window for the same day, click the plus icon again and enter the start and end times for the second window.

5. To remove a time window, click the red X icon.
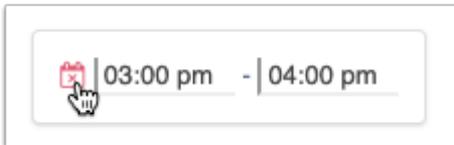
6. Continue adding time windows for the other days of the week, as needed.
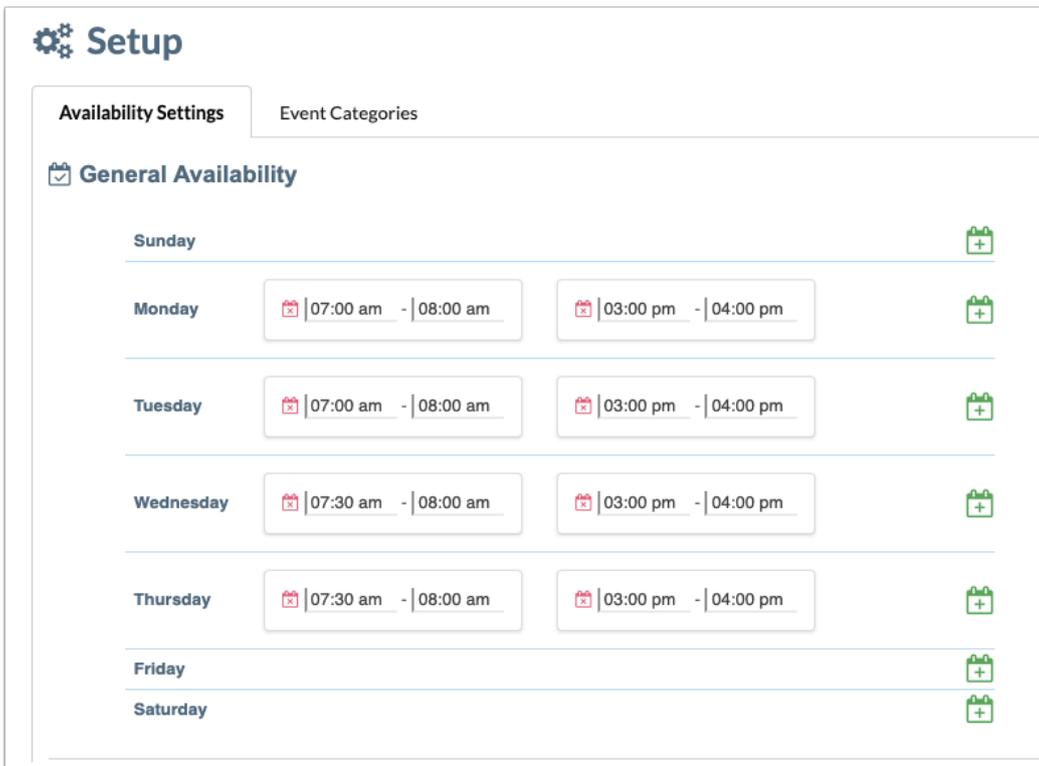
Setting Up Date-Specific Availability

In the Date-Specific Availability settings, you can set up the specific dates and times you are available or not available to meet, which differ from your General Availability.

1. Click **Setup** at the top-right of the screen.

2. In the **Availability Settings** tab, scroll down to the **Date-Specific Availability** section.

3. In the blank row, click the **Date** field and enter the date or select the date from the calendar.

**4.** In the **Time Start** and **Time End** fields, enter the window of time you are available/not available in the hours:minutes am/pm format.

> ℹ️ If you enter a time without am or pm, Focus will populate am or pm based on the logic of the typical school day. For example, if you enter 7:00, Focus will populate 7:00 am. If you enter 3:00, Focus will populate 3:00 pm. Review the time windows carefully to ensure the correct time of day is indicated.

5. In the **Available** pull-down, select **Yes** or **No** to indicate if this is a window of time you are available or are not available.

6. Enter any **Notes**, if needed. Notes are for your use only; they are not visible to parents.

7. Press **Enter** to add the row. Continue adding other date-specific availability, as needed.

Allowing Students to Request Conferences with You

If your profile has the "Can set availability to students" permission enabled, you can allow all students or students in specific student groups to directly request a conference with you.

1. Click **Setup** at the top-right of the screen.

2. In the **Availability Settings** tab, select an option in the **Make me available to** pull-down.

Select **All Students** to allow all students to request a conference with you. Select one or multiple student groups to allow students in those groups to request a conference with you. Student groups are set up in Students > Student Groups. Students will be able to request a conference with you from their Request Conference screen. You can then approve or deny

the conference request. See [Approving or Denying a Pending Conference Request](#) for more information.

Adding an Event to the Calendar

You can add events to your calendar, and share events with specific profiles, staff, parents, and/or students at your school(s). If you have the profile permission "Can post public events" for Calendar, you can add public events that are shared with all staff, parents, and students at your school(s). Public events are displayed on the Calendar screen for staff, parents, and students at the selected school(s). It is also added to the Upcoming Events block on the Portal screen.

1. On the Calendar screen, hover over the green plus icon and click **Add an event**.

Alternatively, click the applicable date on the calendar. This will auto-populate the Date fields for the event.

2. In the pop-up window, enter a **Title** for the event.

3. To share the event with specific users, select the **Profiles, Staff, Parents,** and/or **Students** with whom to share the event. If this is an event only for your own calendar, leave these fields blank.

⚠ If adding a public event, do not select Profiles, Staff, Parents, or Students. Selecting the Public check box will hide these fields.

4. Select the **Category** for the event.

5. Click the first **Date** field and enter or select the event start date from the calendar.

The end date field will auto-populate with the same date. If the event will last multiple days, enter or select the end date in the second date field.

ℹ If you added the event by clicking on the date on the calendar, the Date fields will be auto-populated based on the date you clicked.

6. If the event will last all day, select **All Day**. This will hide the Set Time fields.

7. If this event will be shared with the whole school community (all profiles, staff, parents, and students), select **Public.**

The Profiles, Staff, Parents, and Students pull-downs become hidden.

> ℹ The Type pull-down is used to add an SSS Service event or create a log record for a student. See [Adding an SSS Service Event](#) or [Creating a Log Record for a Student](#) for more information.

8. If you have access to multiple schools in the district, select the **School(s)** to share the event with.

9. In the **Set Time** fields, enter the start and end times for the event (for non-all day events) in the format hours:minutes am/pm. If a meeting length was set up in the Availability Settings, the end time will auto-populate based on the length set.

10. Enter any notes for the event, as needed.

Notes are displayed when the event is opened on the calendar. For public events, the notes are displayed when the arrow is clicked on the event in the Upcoming Events Portal block.

11. Click **Save**.

The event is added to the calendar, highlighted in the category color.

Adding a Recurring Event to the Calendar

1. On the Calendar screen, hover over the green plus icon and click **Add Recurring Event**.

---
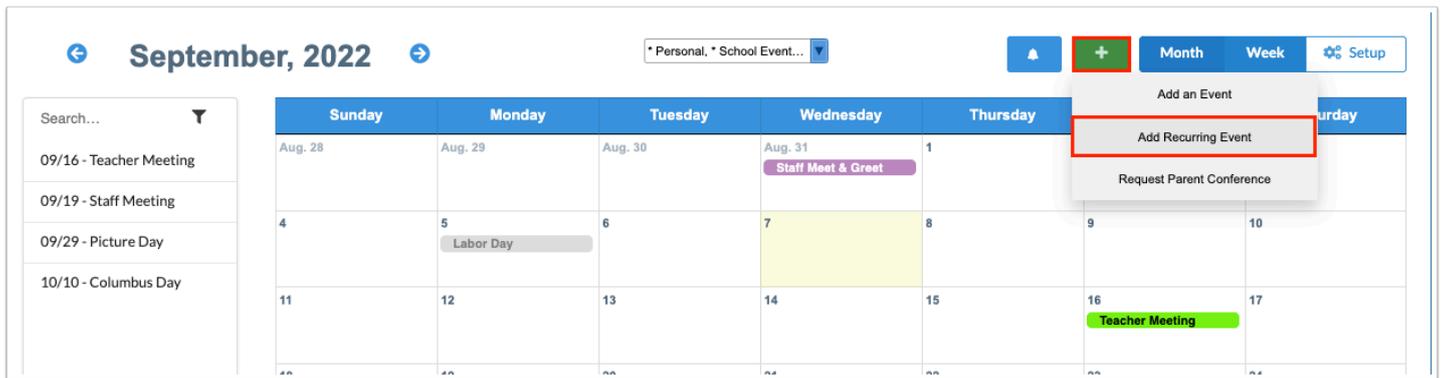
2. On the left side of pop-up window, enter a **Title** for the event.

3. To share the event with specific users, select the **Profiles, Staff, Parents,** and/or **Students** with whom to share the event. If this is an event only for your own calendar, leave these fields blank.

⚠️ If adding a public event, do not select Profiles, Staff, Parents, or Students. Selecting the Public check box will hide these fields.

4. Select the **Category** for the event.

5. If the event will last all day, select **All Day**. This will hide the Set Time fields.

6. If this event will be shared with the whole school community (all profiles, staff, parents, and students), select **Public.**

When Public is selected, the Profiles, Staff, Parents, and Students pull-downs become hidden.

ℹ️ The Type pull-down is used to add an SSS Service event or create a log record for a student. See Adding an SSS Service Event or Creating a Log Record for a Student for more information.

7. If you have access to multiple schools in the district, select the **School(s)** to share this event with.

8. In the **Set Time** fields, enter the start and end times for the event (for non-all day events) in the format hours:minutes am/pm. If a meeting length was set up in the Availability Settings, the end time will auto-populate based on the length set.

9. Enter any notes for the event, as needed.

Notes are displayed when the event is opened on the calendar. For public events, the notes are displayed when the arrow is clicked on the event in the Upcoming Events Portal block.

10. On the right side of the screen, select the days of the week for the event.

11. In the **Pattern** pull-down, select whether the event occurs **Weekly, Bi-weekly, Monthly Forward,** or **Monthly Backwards**.

If you select Wednesday in Days Scheduled and select Monthly Forward in the Pattern pull-down, the system will look for the first available day of the week (Wednesday) after the start date. If you select Wednesday in Days Scheduled and select Monthly Backwards in the Pattern pull-down, the system will look for the first available day of the week (Wednesday) before the start date.

> ℹ️ When the Monthly Forward or Monthly Backwards option is selected, only one week day should be selected.

12. Select **Ignore School Year Range** to ignore the school year calendar and allow events to extend through the given time frame.

This might be useful for staff working outside of the set school calendar.

13. In the **From** and **To** fields, enter or select from the calendar the date range for the event.

14. Click **Generate Scheduled Days**.
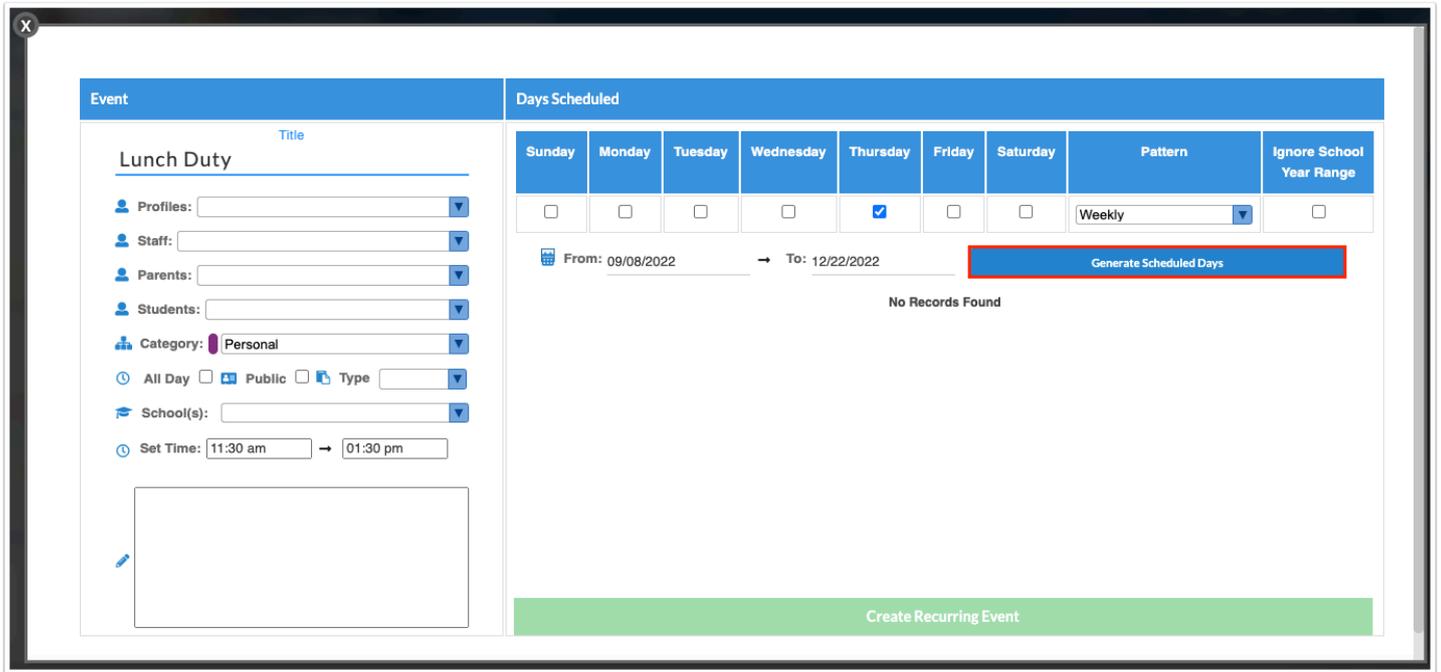
The dates for the recurring event will be listed, based on the days of the week, pattern, and date range selected.
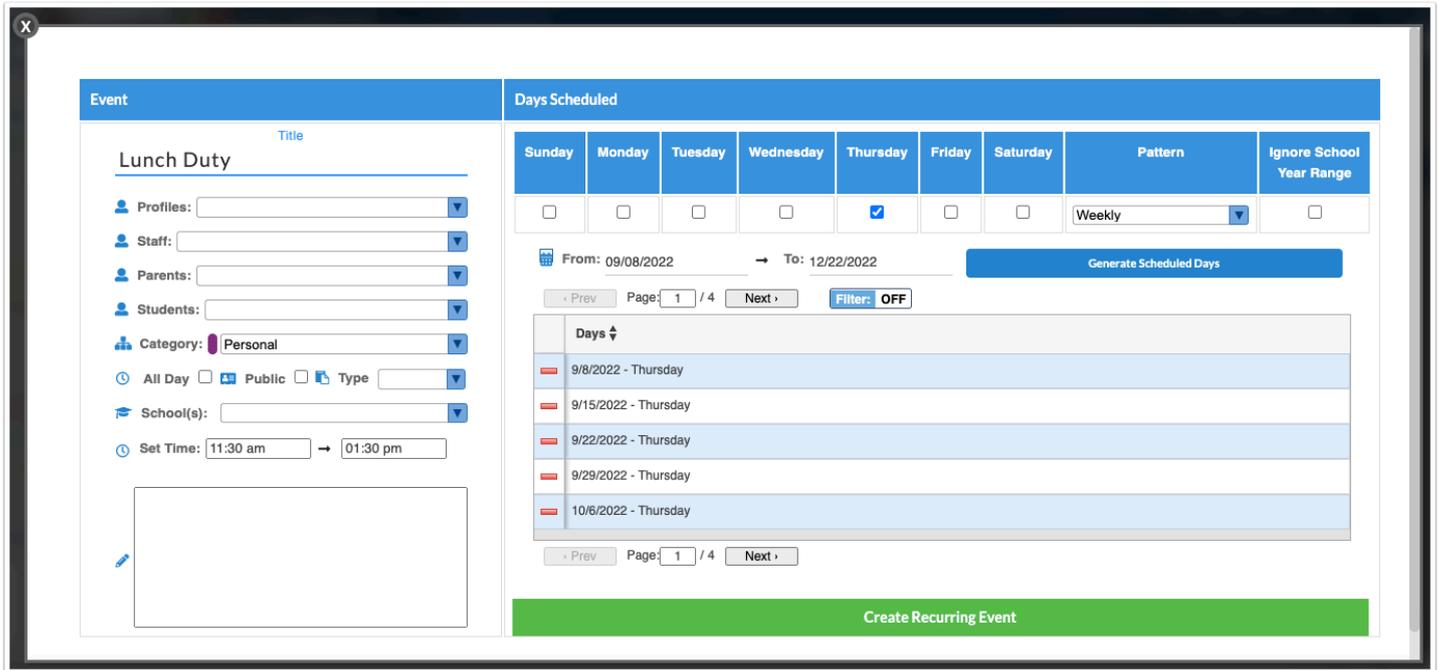
15. If a particular date should be excluded (such as non-school days), click the red minus sign to delete the date.

16. Click **OK** in the confirmation message.

17. Click **Create Recurring Event**.

The events are added to the calendar, highlighted in the category color.

Adding an SSS Service Event

If you have the Edit permission for Services for the [Caseload & Services](#) screen in Users > [Profiles](#), the SSS Service option displays in the Type pull-down in the event pop-up window when adding an event or a recurring event. After selecting the SSS Service option and saving the event, the "Add New Service" button is available on the event. When clicked, the Caseload & Services screen opens with a draft service record that can be completed for the student(s).

1. On the Calendar screen, hover over the green plus icon and click **Add an event** or **Add Recurring Event**.

2. Fill out the event details. Reference [Adding an Event to the Calendar](#) or [Adding a Recurring Event to the Calendar](#).

3. Select the **Students** receiving the service. One or multiple can be selected.

4. In the **Type** pull-down, **s**elect **SSS Service**.

5. Click **Save**.
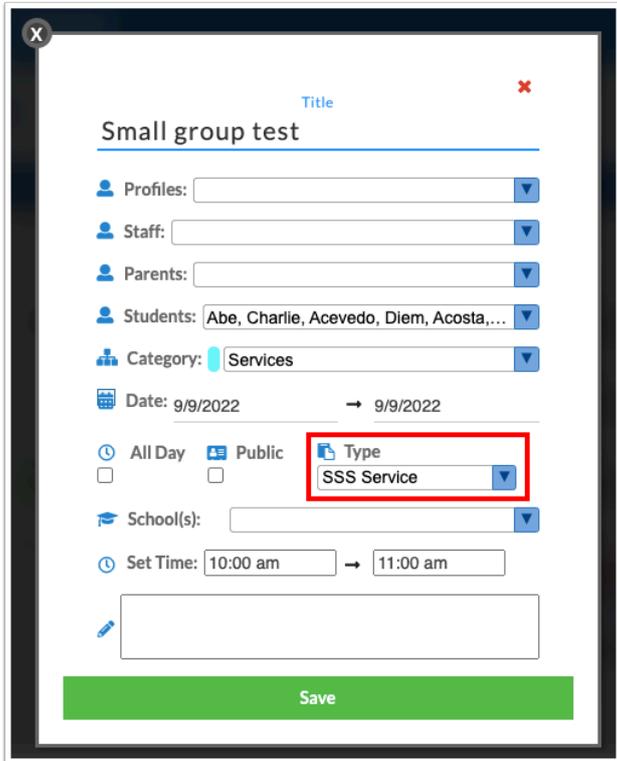
The event is added to the calendar with a speech bubble icon to indicate it is an SSS service. The event is also added to the Calendar screen for the selected student(s).
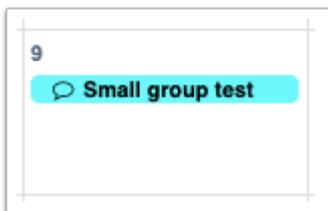
6. To add a new service to the student(s), click the event on the calendar.

7. Click **Add New Service**.

> ℹ️ If more than one student was selected in the Students pull-down on the event, a pop-up window will display where you will select the student to add a service record to.

The Caseload & Services screen is opened in a new tab or window, with a draft service record for the student displayed. Fill out the information as needed. See [Caseload & Services](#) for more information.

8. Close the Caseload & Services tab or window when finished.

Creating a Log Record for a Student

You can create a log record for a student directly from a calendar event. When adding an event or recurring event to the calendar, the Type pull-down will contain student logging fields that you have the profile permission to create records for that include a date and time field. Once a logging field is selected, you can set the default values for the log record as needed and save the event. The event will display in the Upcoming Events block on the Portal with a green plus icon. At the appropriate date and time, click the green plus icon to display the log record in a pop-up window with the default values you have entered on the calendar event. You can complete the log record and click Create to add it to the student's record.

**1.** On the Calendar screen, hover over the green plus icon and click **Add an event** or **Add Recurring Event**.
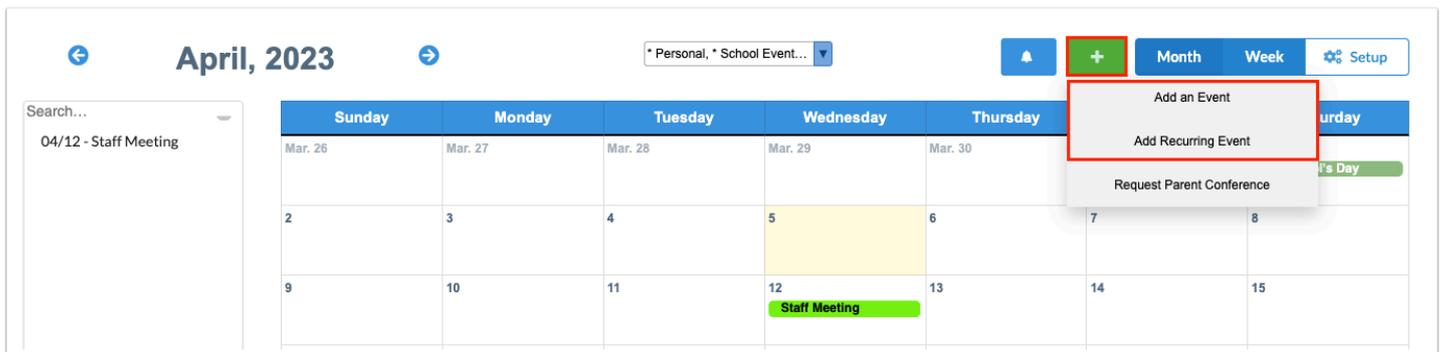
2. Fill out the event details. Reference [Adding an Event to the Calendar](#) or [Adding a Recurring Event to the Calendar](#).

3. In the **Students** pull-down, select the student who will have a log record created. Only one student can be selected.

4. In the **Type** pull-down, select the logging field.

Only logging fields you have the profile permission to create records for that have a date and time field will be available for selection. Once you have selected a logging field, the field will display at the bottom of the event window.

5. If desired, enter default values for the log record.

---

6. Click **Save**.

7. At the appropriate date and time, click the green plus icon next to the event in the Upcoming Events block on the Portal.

The log record will display in a pop-up window. The current date and time will populate the date and time fields in the log record. Any default values you set for the log record in the calendar event will also be populated.

8. Complete the remaining logging fields as needed and click **Create**.

Date seen in Clinic	04/05/2023	Time in	10:06 am
Codes_Descriptions	Vision Screening (0510) ▼	FTTY	☐
First Aid (5031)	☐	First Aid Description	
Assess by	▼	UAP Name	
Assess Total		Health Consult [5051]	
Additional Notes		Time out	10:06 am
Sent Home	☐	Followup Date	04/05/2023

Abe, Charlie Noel   Close   Create

A green check mark will display next to the event after the log record has been created. The log record is added to the student's record.

Upcoming Events	🗓 View Calendar
04/05	
04/06	
04/07	
04/08	
04/09	
04/10	▪ 9:00am Charlie Abe - Vision Screening ✅
04/11	
04/12	▪ 2:30pm Staff Meeting
04/13	
04/14	
04/15	
04/16	
04/17	
04/18	

Editing an Event

You can edit events you have created. If you have shared these events with other users, the events on their calendars will also be updated with your edits. Users with the profile permission "Can post public events" can edit public events created by other users.

1. Click the event on the calendar.
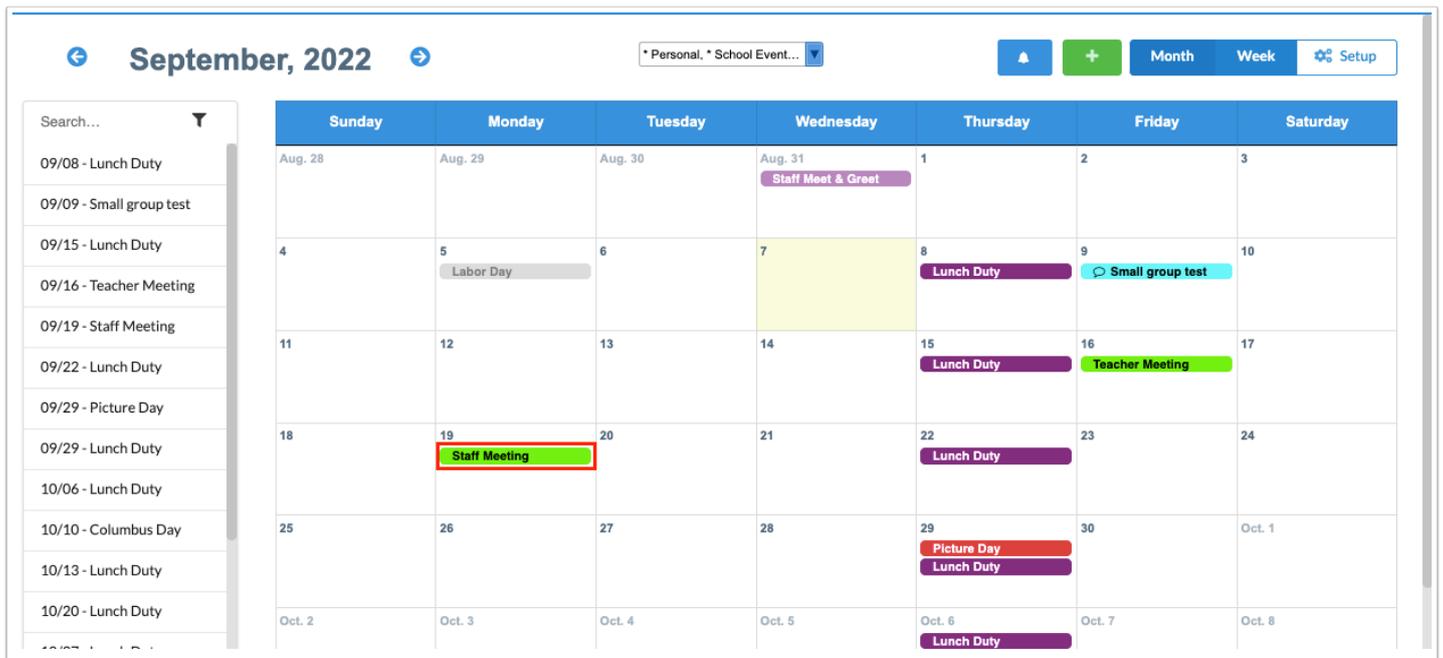
2. In the pop-up window, make your changes and click **Save.**
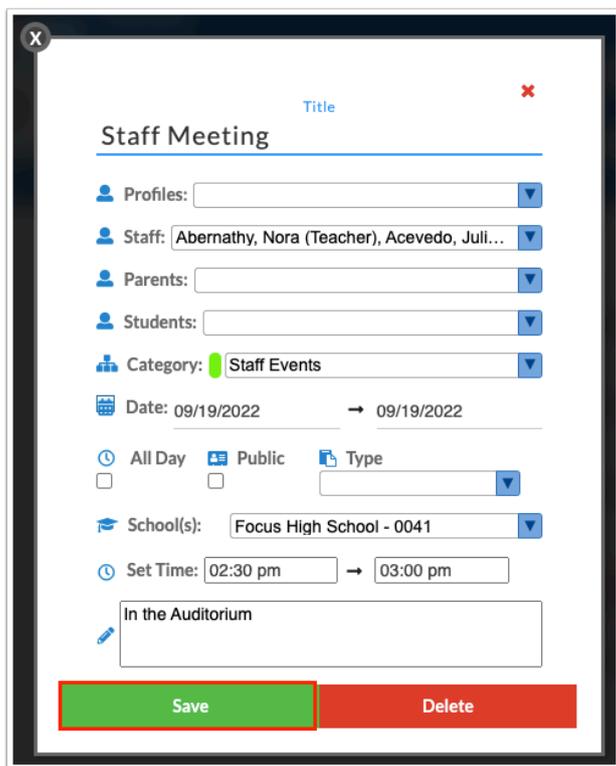
ℹ️ If you have edited a recurring event, a pop-up will display asking if you want to apply changes to only this event or all events. Click **Yes** to update all events (excluding date/time), or click **Cancel** to only update that particular event.

This event was created using the recurring event option.
Click 'Yes' to update all associated events(excluding date/time).
Click Cancel to update only this event.

Cancel   Yes
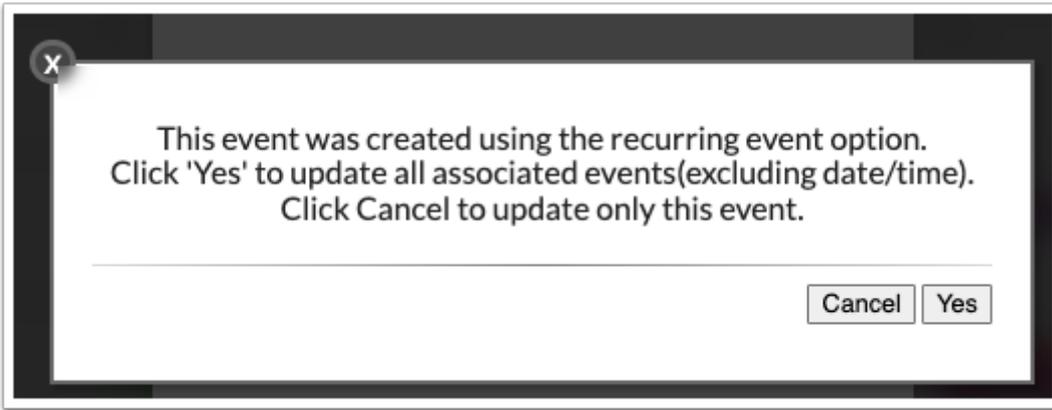
Deleting an Event

You can delete events you have created. If you have shared these events with other users, deleting the event will also remove it from their calendars.

1. Click the event on the calendar.

2. In the pop-up window, click **Delete**.

The event is removed from your calendar, and the calendar for any users you have shared the event with.

> ℹ️ If you have deleted a recurring event, a pop-up will display asking if you want to delete all events tied to this event. Click **OK** to delete all events, or **Cancel** to delete only that particular event.

Requesting a Parent Conference

Requesting a parent conference will send an email to the selected parent containing your message and a link to request a date and time from your availability. The email is sent to the email address for the linked user, not the email address from Addresses & Contacts. The parent will also receive a Portal alert. Parents can select up to three time slots.

**1.** On the Calendar screen, hover over the green plus icon and click **Request Parent Conference**.
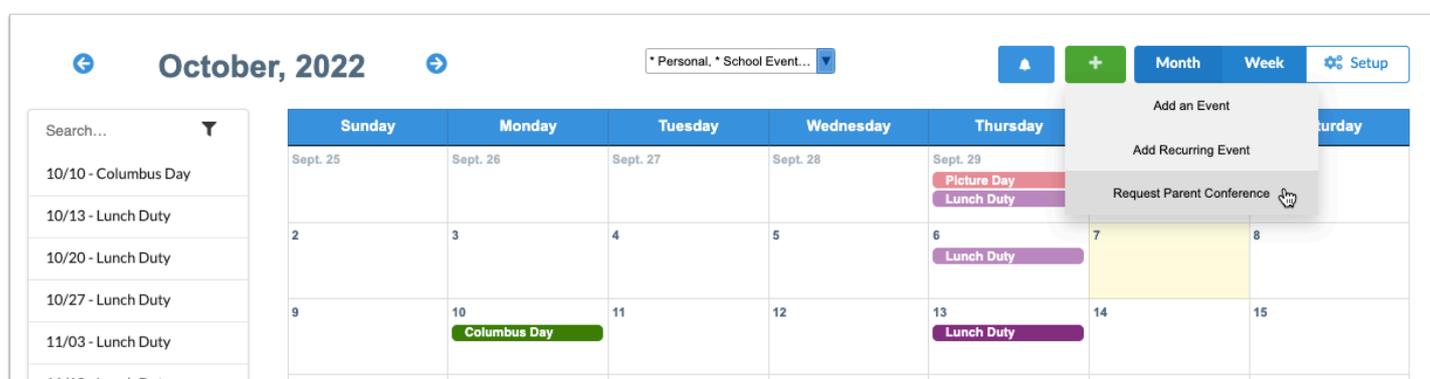
2. In the pop-up window, select the **Parent** from the pull-down.

3. Enter a **Reason** for the conference request.

4. Click **Request**.

A confirmation message will display indicating an email was sent to the parent.

5. Click **OK** to close the confirmation message.
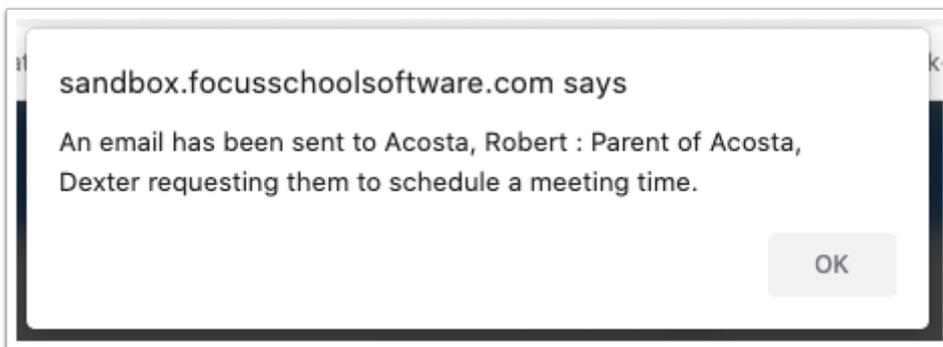
Approving or Denying a Pending Conference Request

Once a parent or student has requested time slots for the conference, the bell icon on the Calendar screen will display a number, indicating the number of pending requests waiting your approval. You will also receive a Portal alert when you have pending conference requests.

1. On the Calendar screen, click the bell icon, or on the Portal, click the Portal alert.

2. In the pop-up window, select the time slot you will meet with the parent or student and click **Approve**. To deny all the time slot requests, click **Deny all**.
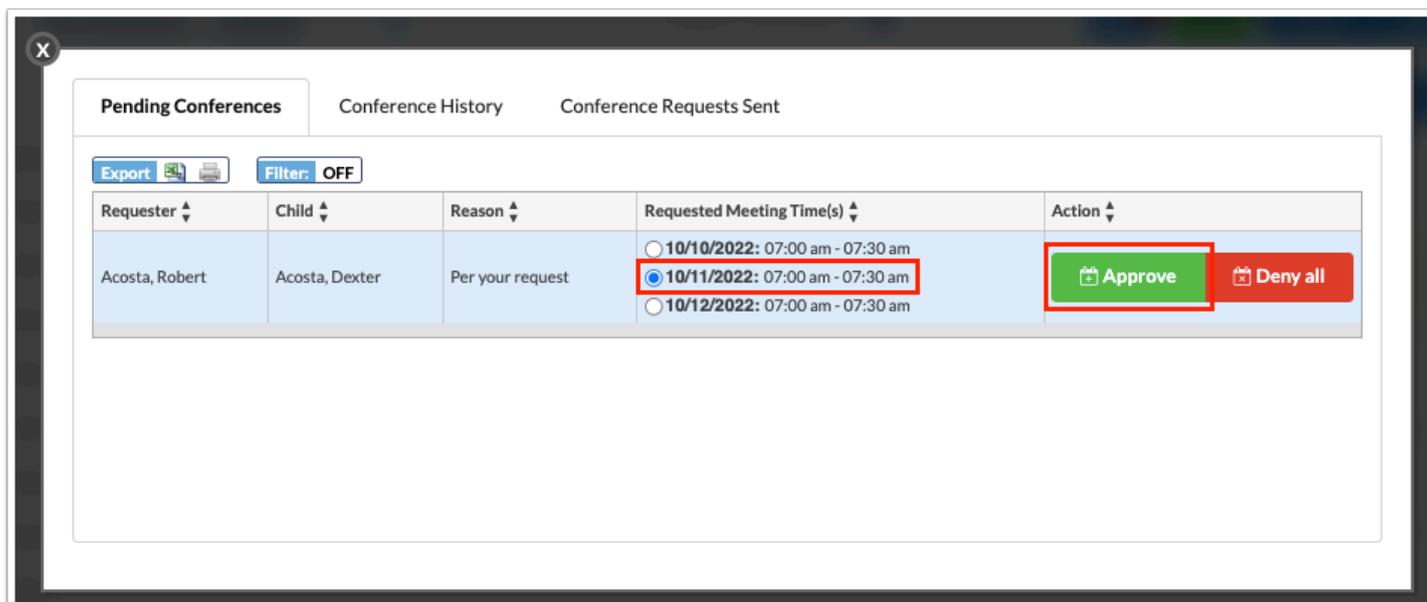
> ℹ️ When you click "Deny all," you will be prompted to enter a reason. This reason will be included in an email that is sent to the parent or student. The reason will also display in the Approved/Denied Requests tab in the Request Conference screen for the parent or student.

When a time slot is approved, it is added to your calendar as an event. The parent or student will receive an email that the conference request was approved. The conference will also be added as an event on the parent or student's calendar. If you delete the event from your calendar, it will also be deleted from the parent or student's calendar, and the time slot will become available again.
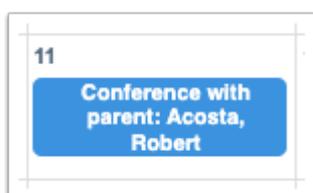
Viewing Conference History

> The Conference History tab displays all past conference requests.

1. On the Calendar screen, click the bell icon.

---
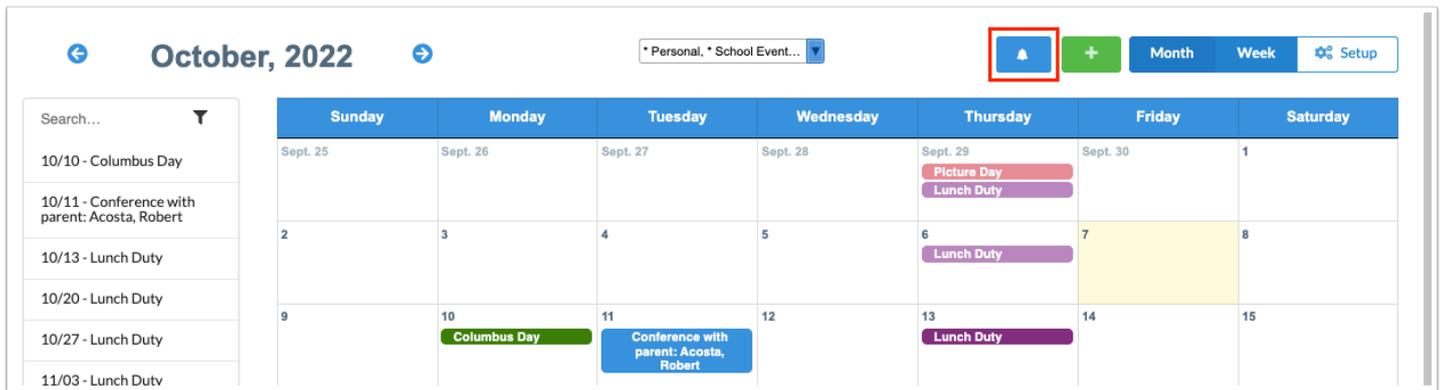
2. Click the **Conference History** tab.

The requester, child, reason for the conference, accepted time, and status are displayed for all past conference requests.
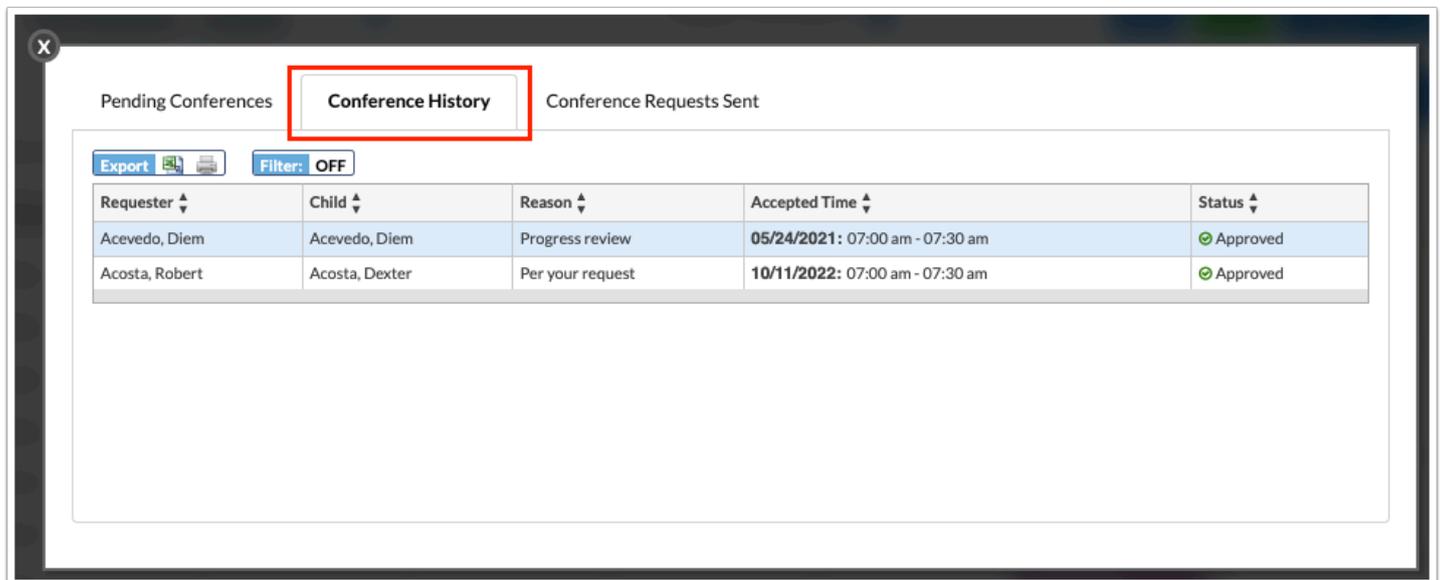
Viewing Conference Requests Sent

The Conference Requests Sent tab displays the pending conference requests that you have sent to parents that are awaiting the parent's response.

1. On the Calendar screen, click the bell icon.

2. Click the **Conference Requests Sent** tab.

The user who requested the conference, the parent the request was sent to, and the reason for the conference request are displayed.