

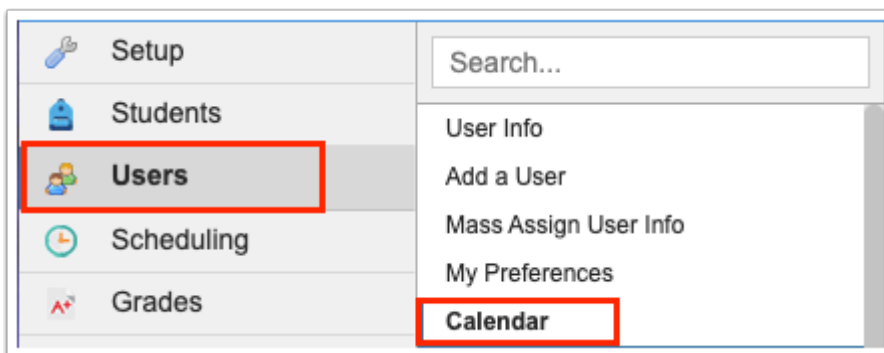
Calendar

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.

Search...

09/16 - Department Meeting

09/19 - Staff Meeting

09/29 - Picture Day

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.

September, 2022

Search...

09/16 - Department Meeting

09/19 - Staff Meeting

09/29 - Picture Day

Sunday

Monday

Tuesday

Aug. 28

Aug. 29

Aug. 30

4

5

6

11

12

13

18

19

20

25

26

27

Oct. 2

Oct. 3

Oct. 4

Department Meeting

Profiles: School Guidance Counselor

Staff:

Parents:

Students:

Category: Department Meeting

Date: 09/16/2022 → 09/16/2022

All Day ☐

School(s): Focus High School - 0041

Set Time: 02:30 pm → 03:00 pm

Save Delete

Friday

Saturday

2

3

9

10

16

17

23

24

30

Oct. 1

Oct. 7

Oct. 8

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.

The screenshot shows a calendar application interface. On the left, there is a search bar with the text "Search..." and a filter icon. Below the search bar, there are three event entries: "09/16 - Department Meeting", "09/19 - Staff Meeting", and "09/29 - Picture Day". The main calendar area displays a monthly view for September 2022. The calendar grid shows days from Sunday to Saturday. Events are represented by colored bars: a pink bar for "Department Meeting" on September 16, a green bar for "Staff Meeting" on September 19, and a blue bar for "Picture Day" on September 29. A dropdown menu is open, showing a list of events: "Department Meeting, Sta...", "Filter", "Check all visible", "Clear selected", "* Department Meeting", "School Events", "School Holiday / No School", and "Staff Events". The calendar also features a top navigation bar with buttons for "Month", "Week", and "Setup", along with a bell icon and a plus sign.

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug. 28	Aug. 29	Aug. 30	Aug. 31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 Department Meeting	17
18	19 Staff Meeting	20	21	22	23	24
25	26	27	28	29	30	Oct. 1
Oct. 2	Oct. 3	Oct. 4	Oct. 5	Oct. 6	Oct. 7	Oct. 8

X

Title

Staff Meeting

Profiles:

Staff:

Abernathy, Nora (Teacher), Acevedo, Juli...

Parents:

Students:

Category:

Staff Events

Date:

09/19/2022

→

09/19/2022

All Day

Public

Type

School(s):

Focus High School - 0041

Set Time:

02:30 pm

→

03:00 pm

In the Auditorium

Save

Delete

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

Sept. 11th-Sept. 17th, 2022

Department Meeting, Sta...

+

Month

Week

Setup

Search...

09/16 - Department Meeting

09/19 - Staff Meeting

09/29 - Picture Day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11	12	13	14	15	16 Department Meeting	17

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

September, 2022

Department Meeting, Sch... ▼

Month Week Setup

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug. 28	Aug. 29	Aug. 30	Aug. 31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 Department Meeting	17
18	19 Staff Meeting	20	21	22	23	24
25	26	27	28	29 Picture Day	30	Oct. 1
Oct. 2	Oct. 3	Oct. 4	Oct. 5	Oct. 6	Oct. 7	Oct. 8

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.

←

May, 2022

→

* School Events, * Staff Ev...

▼

🔔


+

Month

Week

⚙️ Setup

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Search... 05/20 - Graduation 05/23 - Staff Meeting 05/26 - Last Day of School 05/30 - Memorial Day	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20 Graduation	21



Setup
Return to calendar

Availability Settings
Event Categories
District Categories

Filter: OFF

	Color	Title	Min School Year	Max School Year
		PLC		
		SBLT		
		District Meet		
		School Event		
		Extracurricul		
		District Caler		

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

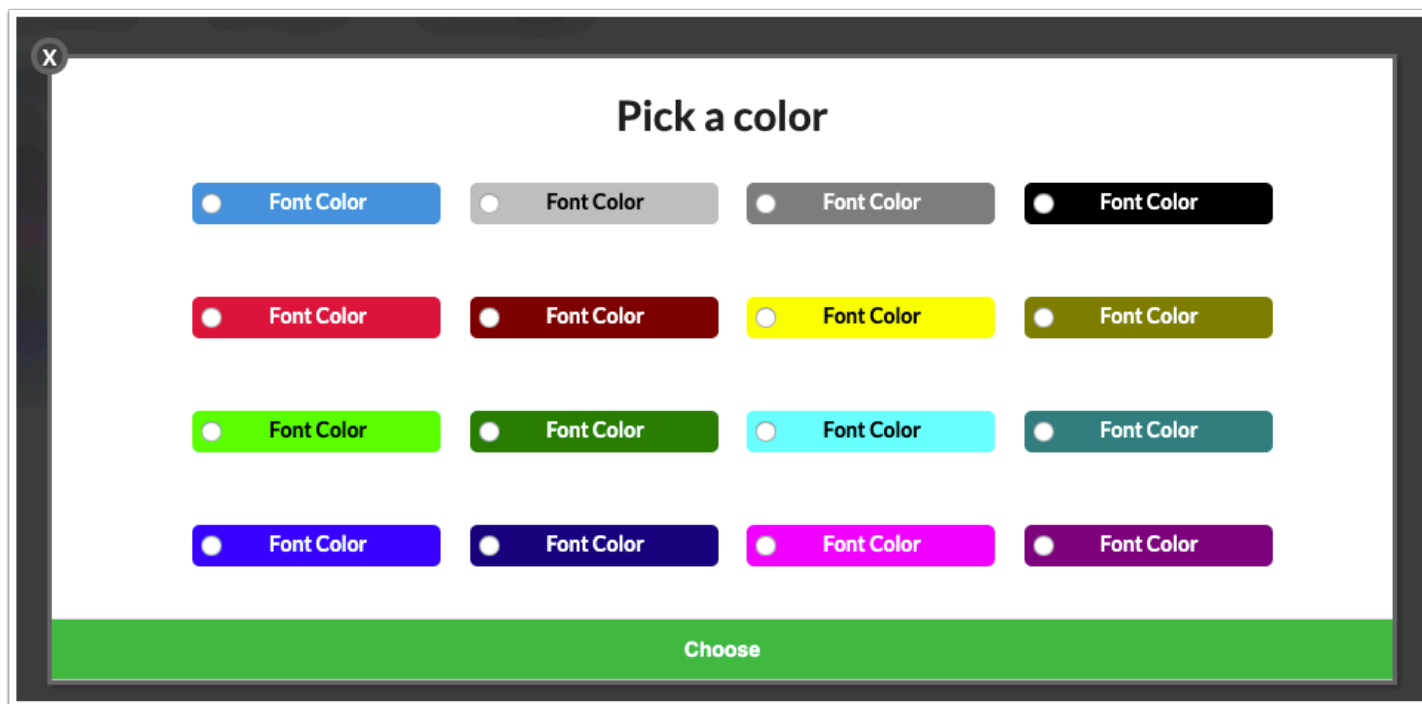

Setup
Return to calendar

Availability Settings
Event Categories
District Categories

Filter: OFF

	Color	Title	Min School Year	Max School Year
		PLC		
		SBLT		
		District Meet		
		School Event		
		Extracurricul		
		District Caler		

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**.

Setup
Return to calendar


Availability Settings
Event Categories
District Categories

Filter: OFF

Color	Title	Min School Year	Max School Year
	Education Confe		
	PLC		
	SBLT		
	District Meeting/		
	School Event		
	Extracurricular		
	District Calendar		

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

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


Setup

[Return to calendar](#)

[Availability Settings](#)
[Event Categories](#)
[District Categories](#)

Filter: OFF

Color	Title	Min School Year	Max School Year
	Education Confe		
	PLC		
	SBLT		
	District Meeting/		
	School Event		
	Extracurricular		
	District 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.

May, 2022

* School Events, * Staff Ev...


[Setup](#)

Search...

05/20 - Graduation
05/23 - Staff Meeting
05/26 - Last Day of School
05/30 - Memorial Day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Graduation	21
22	23 Staff Meeting	24	25	26 Last Day of School	27	28
29	30 Memorial Day	31	Jun. 1	Jun. 2	Jun. 3	Jun. 4
Jun. 5	Jun. 6	Jun. 7	Jun. 8	Jun. 9	Jun. 10	Jun. 11

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


Setup

Availability Settings

Event Categories


Return to calendar

System Event Default
 Conference

Filter: OFF

Color	Title	Min School Year	Max School Year

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


Setup

Availability Settings

Event Categories

Return to calendar

System Event Default
 Conference

Filter: OFF

Color	Title	Min School Year	Max School Year

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

X

Pick a color

Font Color

Font Color

Font Color

Font Color

Font Color

Font Color

Font Color

Font Color

Font Color

Font Color

Font Color

Font Color

Font Color

Font Color

Font Color

Font Color

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.

Setup

Return to calendar

Availability SettingsEvent Categories

System Event DefaultConference

Filter: OFF

	Color	Title	Min School Year	Max School Year
		Staff Meeting:		

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

Setup

Return to calendar

Availability SettingsEvent Categories

System Event DefaultConference

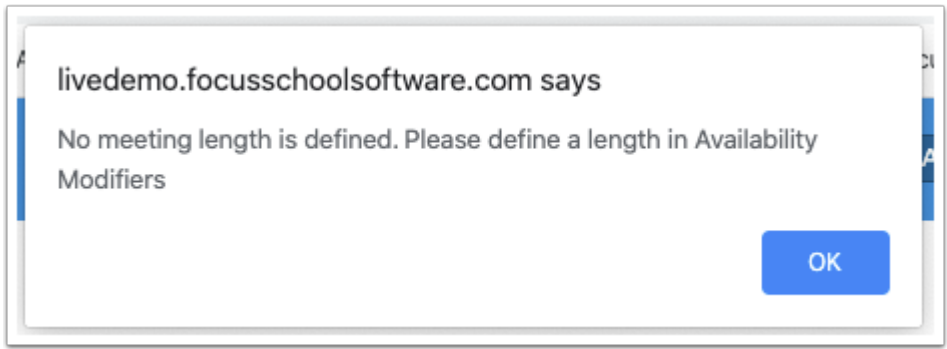
Filter: OFF

	Color	Title	Min School Year	Max School Year
		Tutoring		
		Personal		
		Staff Meetings		

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.

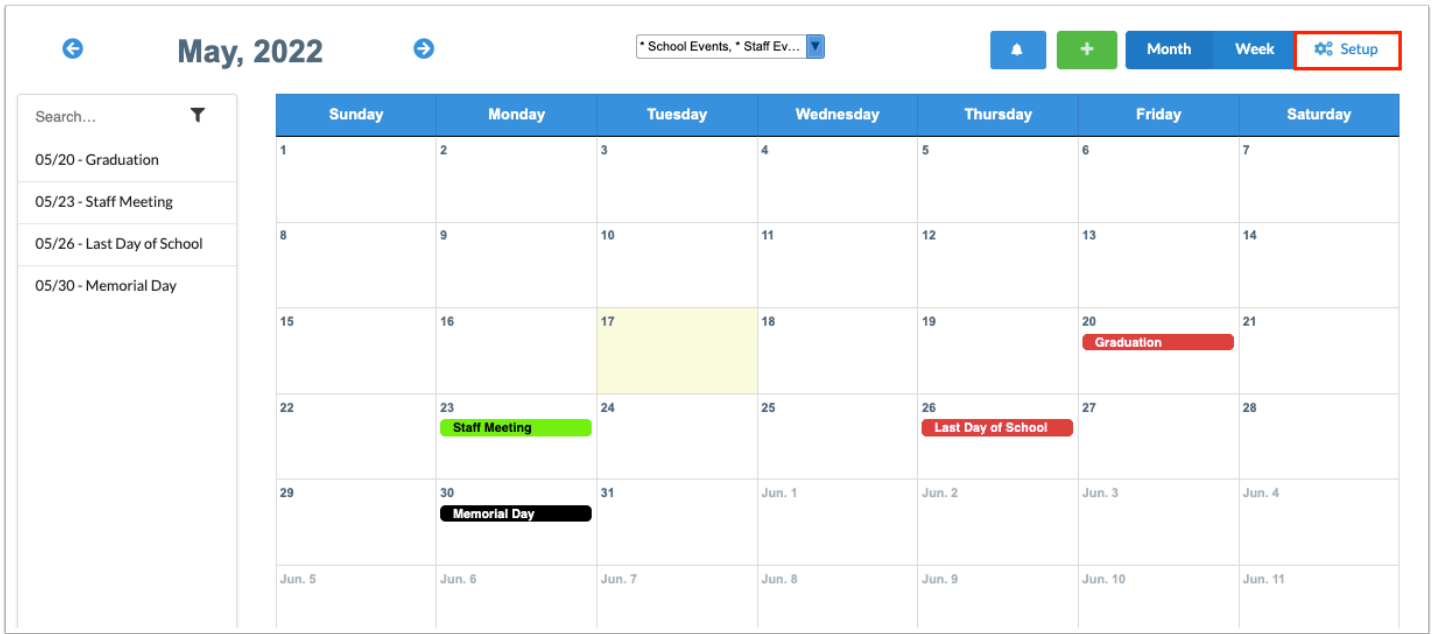
i The Meeting Length must be set in the Availability Modifiers before setting up General Availability or Date-Specific Availability. An error message will display if you attempt to set up availability without first setting the Meeting Length.




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.


 **Availability Modifiers**


 **No meeting length set**
A meeting length needs to be set in order to split up availability times on the request conference screen.


 **Meeting Length (minutes):** _____

 **Time Padding between meetings/classes (minutes):** _____

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.

 **Availability Modifiers**

 **Meeting Length (minutes):** 20

 **Time Padding between meetings/classes (minutes):** 5


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.









- i** 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		
Monday	<div><div> 07:00 am</div><div>-</div><div><div>08:00 am</div><div>Time (hours:minutes am/pm)</div></div></div>	
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.

Setup

Availability Settings

Event Categories

General Availability

Sunday



Monday



07:00 am - 08:00 am



03:00 pm - 04:00 pm



Tuesday



Wednesday



Thursday



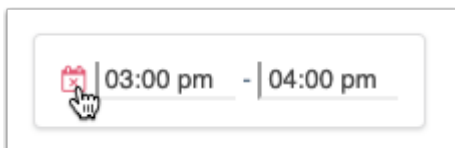
Friday




Saturday



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.


 Setup

Availability Settings


Event Categories


 General Availability


Sunday




Monday


 07:00 am - 08:00 am


 03:00 pm - 04:00 pm




Tuesday


 07:00 am - 08:00 am


 03:00 pm - 04:00 pm




Wednesday


 07:30 am - 08:00 am


 03:00 pm - 04:00 pm




Thursday

 07:30 am - 08:00 am


 03:00 pm - 04:00 pm



Friday



Saturday



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.

Calendar

Page 16

May, 2022

* School Events, * Staff Ev...

Month Week Setup

Search...

- 05/20 - Graduation
- 05/23 - Staff Meeting
- 05/26 - Last Day of School
- 05/30 - Memorial Day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Graduation	21
22	23 Staff Meeting	24	25	26 Last Day of School	27	28
29	30 Memorial Day	31	Jun. 1	Jun. 2	Jun. 3	Jun. 4
Jun. 5	Jun. 6	Jun. 7	Jun. 8	Jun. 9	Jun. 10	Jun. 11

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

Date-Specific Availability

Filter: OFF

Date	Time Start	Time End	Available	Notes
			Yes	

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.

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.

 **Date-Specific Availability**

Filter: OFF

	Date ▲▼	Time Start ▲▼	Time End ▲▼	Available ▲▼	Notes ▲▼
				Yes ▼	
	05/20/2022	12:00 pm	01:00 pm	Yes ▼	

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.

◀

May, 2022

▶


* School Events, * Staff Ev...

▲

+

Month

Week

 Setup

Search...

05/20 - Graduation

05/23 - Staff Meeting

05/26 - Last Day of School


05/30 - Memorial Day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Graduation	21
22	23 Staff Meeting	24	25	26 Last Day of School	27	28
29	30 Memorial Day	31	Jun. 1	Jun. 2	Jun. 3	Jun. 4
Jun. 5	Jun. 6	Jun. 7	Jun. 8	Jun. 9	Jun. 10	Jun. 11

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.

 Setup


[Return to calendar](#)

Availability Settings


Event Categories

District Categories


Make me available to: A Team


 General Availability

Sunday





Monday

 07:00 am - 04:00 pm



Tuesday

 07:00 am - 04:00 pm



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**.

September, 2022

Personal, School Event...

+
Month
Week
Setup

Search...
09/19 - Staff Meeting
09/29 - Picture Day
10/10 - Columbus Day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug. 28	Aug. 29	Aug. 30	Aug. 31 Staff Meet & Greet	1		
4	5 Labor Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Staff Meeting	20	21	22	23	24
25	26	27	28	29 Picture Day	30	Oct. 1
Oct. 2	Oct. 3	Oct. 4	Oct. 5	Oct. 6	Oct. 7	Oct. 8

Add an Event
Add Recurring Event
Request Parent Conference

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

September, 2022

Personal, School Event...


+
Month
Week
Setup

Search...
09/19 - Staff Meeting
09/29 - Picture Day
10/10 - Columbus Day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug. 28	Aug. 29	Aug. 30	Aug. 31 Staff Meet & Greet	1	2	3
4	5 Labor Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Staff Meeting	20	21	22	23	24
25	26	27	28	29 Picture Day	30	Oct. 1
Oct. 2	Oct. 3	Oct. 4	Oct. 5	Oct. 6	Oct. 7	Oct. 8

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.

 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.

Graduation Rehearsal

Category: School Events

Date: 5/19/2023 → 5/19/2023

All Day ☐ **Public** ☒ Type

School(s): Focus High School - 0041

Set Time: →

Save

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**.

Title

Teacher Meeting

Profiles: Teacher

Staff:

Parents:

Students:

Category: Staff Events

Date: 9/16/2022 → 9/16/2022

All Day

Public

Type

School(s): Focus High School - 0041

Set Time: 02:00 pm → 02:30 PM

Please meet in the Media Center

Save

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

September, 2022

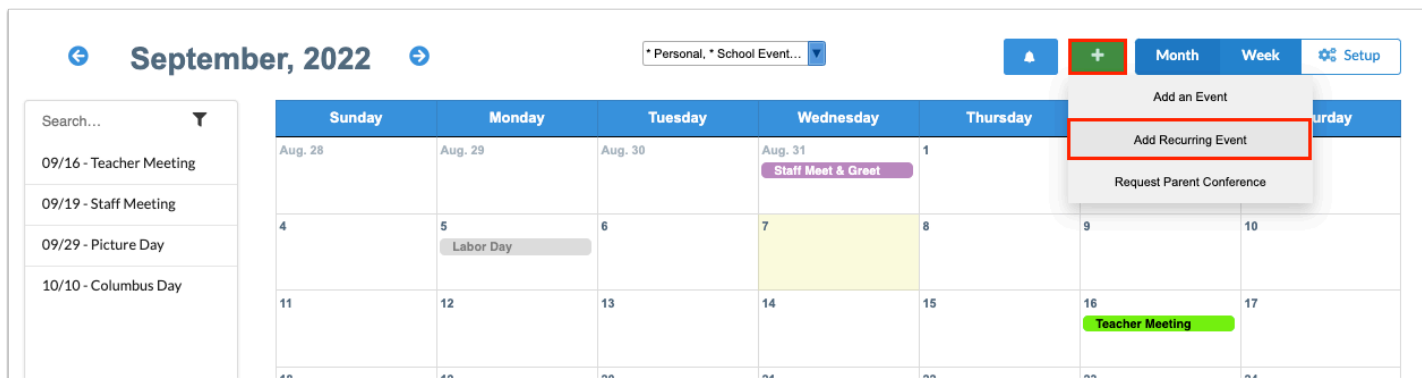
Personal, School Event...

Month Week Setup

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug. 28	Aug. 29	Aug. 30	Aug. 31 Staff Meet & Greet	1	2	3
4	5 Labor Day	6	7	8	9	10
11	12	13	14	15	16 Teacher Meeting	17
18	19 Staff Meeting	20	21	22	23	24
25	26	27	28	29 Picture Day	30	Oct. 1
Oct. 2	Oct. 3	Oct. 4	Oct. 5	Oct. 6	Oct. 7	Oct. 8

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.

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.

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.

i 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**.

Event

Title

Lunch Duty

Profiles:

Staff:

Parents:

Students:

Category: Personal

All Day

Public

Type

School(s):

Set Time: 11:30 am

01:30 pm

Days Scheduled

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Pattern	Ignore School Year Range
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weekly	<input type="checkbox"/>

From: 09/08/2022

→ To: 12/22/2022

Generate Scheduled Days

No Records Found

Create Recurring Event

The dates for the recurring event will be listed, based on the days of the week, pattern, and date range selected.

Event

Title

Lunch Duty

Profiles:

Staff:

Parents:

Students:

Category: Personal

All Day

Public

Type

School(s):

Set Time: 11:30 am

01:30 pm

Days Scheduled

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Pattern	Ignore School Year Range
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weekly	<input type="checkbox"/>

From: 09/08/2022

→ To: 12/22/2022

Generate Scheduled Days

Prev

Page: 1 / 4

Next

Filter: OFF

Days

9/8/2022 - Thursday
9/15/2022 - Thursday
9/22/2022 - Thursday
9/29/2022 - Thursday
10/6/2022 - Thursday

Prev

Page: 1 / 4

Next

Create Recurring Event

15. If a particular date should be excluded (such as non-school days), click the red minus sign to delete the date.

Prev

Page: 3 / 4

Next

Filter: OFF

Days	
<input type="checkbox"/>	11/17/2022 - Thursday
<input checked="" type="checkbox"/>	11/24/2022 - Thursday
<input type="checkbox"/>	12/1/2022 - Thursday
<input type="checkbox"/>	12/8/2022 - Thursday
<input type="checkbox"/>	12/15/2022 - Thursday

Prev

Page: 3 / 4

Next

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

sandbox.focusschoolsoftware.com says

Are you sure you want to delete this record?

Cancel

OK

17. Click **Create Recurring Event**.

Event

Title

Lunch Duty

Profiles:

Staff:

Parents:

Students:

Category: Personal

All Day ☐ Public ☐ Type

School(s):

Set Time: 11:30 am → 01:30 pm

Days Scheduled

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Pattern	Ignore School Year Range
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weekly	<input type="checkbox"/>

From: 09/08/2022

To: 12/22/2022

Generate Scheduled Days

Prev

Page: 3 / 3

Next

Filter: OFF

Days	
<input type="checkbox"/>	11/17/2022 - Thursday
<input type="checkbox"/>	12/1/2022 - Thursday
<input type="checkbox"/>	12/8/2022 - Thursday
<input type="checkbox"/>	12/15/2022 - Thursday
<input type="checkbox"/>	12/22/2022 - Thursday

Prev

Page: 3 / 3

Next

Create Recurring Event

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

Search...	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09/08 - Lunch Duty	Aug. 28	Aug. 29	Aug. 30	Aug. 31 Staff Meet & Greet	1	2	3
09/15 - Lunch Duty	4	5 Labor Day	6	7	8 Lunch Duty	9	10
09/16 - Teacher Meeting	11	12	13	14	15 Lunch Duty	16 Teacher Meeting	17
09/19 - Staff Meeting	18	19 Staff Meeting	20	21	22 Lunch Duty	23	24
09/22 - Lunch Duty	25	26	27	28	29 Picture Day Lunch Duty	30	Oct. 1
09/29 - Picture Day	Oct. 2	Oct. 3	Oct. 4	Oct. 5	Oct. 6 Lunch Duty	Oct. 7	Oct. 8
09/29 - Lunch Duty							
10/06 - Lunch Duty							
10/10 - Columbus Day							
10/13 - Lunch Duty							
10/20 - Lunch Duty							
10/27 - Lunch Duty							
11/03 - Lunch Duty							
11/10 - Lunch Duty							

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**.

September, 2022

* Personal, * School Event...

Search...

09/08 - Lunch Duty

09/15 - Lunch Duty

09/16 - Teacher Meeting

09/19 - Staff Meeting

09/22 - Lunch Duty

09/29 - Picture Day

Sunday

Aug. 28

4

11

Monday

Aug. 29

5

12

Tuesday

Aug. 30

6

13

Wednesday

Aug. 31

7

14

Thursday

1

8

15

Friday

2

9

16

Saturday

3

10

17

Add an Event

Add Recurring Event

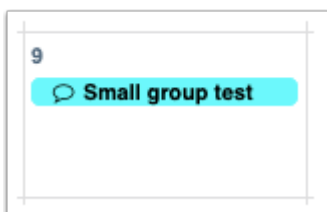
Request Parent Conference

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, select **SSS Service**.
5. Click **Save**.

The screenshot shows a form for creating an event titled "Small group test". The form has several sections: "Profiles", "Staff", "Parents", "Students" (with a list of names: Abe, Charlie, Acevedo, Diem, Acosta, ...), "Category" (set to Services), "Date" (9/9/2022), "All Day" and "Public" checkboxes, "Type" (set to SSS Service, highlighted with a red box), "School(s)", and "Set Time" (10:00 am to 11:00 am). A green "Save" button is at the bottom.

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**.

X

Title

Small group test

Profiles:

Staff:

Parents:

Students:

Abe, Charlie, Acevedo, Diem, Acosta,...

Category:

Services

Date:

09/09/2022

→

09/09/2022

All Day

Public

Type

SSS Service

School(s):

Set Time:

10:00 am

→

11:00 am

Add New Service

Save

Delete

i 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.

X

Please choose a student to add a service too.

Abe, Charlie

Add New Service

Acevedo, Diem

Add New Service

Acosta, Harry

Add New Service

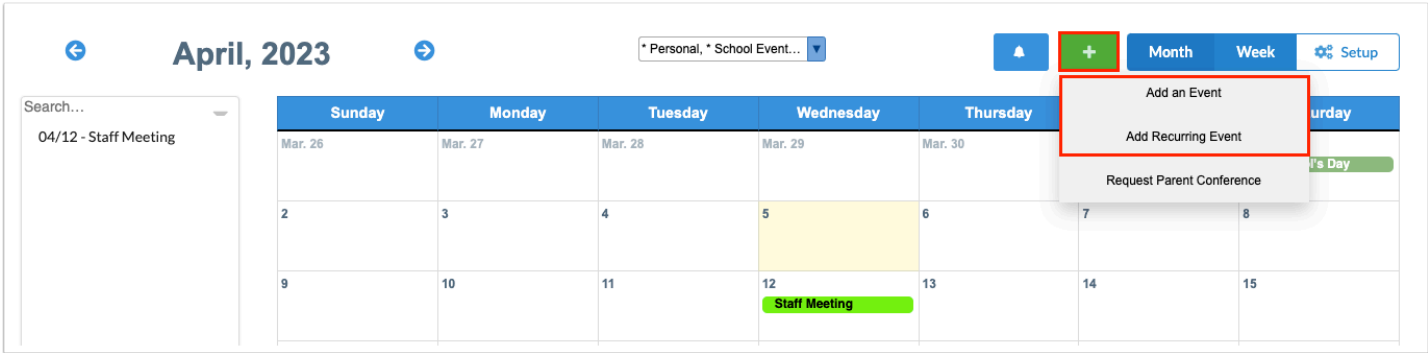
The Caseload & Services screen is opened in a new tab or window, with a draft service record for the student displayed. Fill out the information as needed. See [Caseload & Services](#) for more information.

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**.

Title

Charlie Abe - Vision Screening

Profiles:

Staff:

Parents:

Students:

Abe, Charlie

Category:

Personal

Date:

4/10/2023

→

4/10/2023

All Day

Public

Type

Health History

School(s):

Set Time:

09:00 am

→

09:30 AM



Health History

Filter: OFF

Codes_Descriptions	FTTY	First Aid (5031)	First.
Vision Screenin...			

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.

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		

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	<input type="checkbox"/>
First Aid (5031)	<input type="checkbox"/>	First Aid Description	
Assess by		UAP Name	
Assess Total		Health Consult [5051]	
Additional Notes		Time out	10:06 am
Sent Home	<input type="checkbox"/>	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	<input checked="" type="checkbox"/>
04/11		
04/12	2:30pm Staff Meeting	
04/13		
04/14		
04/15		
04/16		
04/17		
04/18		

Abe, Charlie Noel

00055879 - 10

Student Info

Ashley Weiss

Focus High School - 0041

SIS

2022-2023

4th 9 Weeks

ERP

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

ISP Page

Files

SSS

Choice

Billing

Save

Filter fields...

D

DOP

Document Management

E

ELL

ESE

ERW

Edit Rules & Workflow

E

Enrollment

F

FASTER

FS

Fed State

FC

Federal/State Compensatory

FS

Food Service

F

Forms

GD

General Demographics

G

Gifted

G

Graduation

Health Daily Health Screener

Health Daily Visit Log

Health Immunizations

Health Daily Visit Log

Health History

Export

Filter: OFF

	Date seen in Clinic	Time in	Codes_Descriptions	FTTY	First Aid (5031)	First Aid Description	Assess by	UAP Name	Assess Total	Health Consult [5051]
	11/17/2021	2:00 pm	[5030] Medical...				Nao...			
	04/10/2023	9:06 am	Vision Screenin...							

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.

September, 2022

* Personal, * School Event...

Month Week Setup

Search...

- 09/08 - Lunch Duty
- 09/09 - Small group test
- 09/15 - Lunch Duty
- 09/16 - Teacher Meeting
- 09/19 - Staff Meeting
- 09/22 - Lunch Duty
- 09/29 - Picture Day
- 09/29 - Lunch Duty
- 10/06 - Lunch Duty
- 10/10 - Columbus Day
- 10/13 - Lunch Duty
- 10/20 - Lunch Duty

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug. 28	Aug. 29	Aug. 30	Aug. 31 Staff Meet & Greet	1	2	3
4	5 Labor Day	6	7	8 Lunch Duty	9 Small group test	10
11	12	13	14	15 Lunch Duty	16 Teacher Meeting	17
18	19 Staff Meeting	20	21	22 Lunch Duty	23	24
25	26	27	28	29 Picture Day Lunch Duty	30	Oct. 1
Oct. 2	Oct. 3	Oct. 4	Oct. 5	Oct. 6 Lunch Duty	Oct. 7	Oct. 8

2. In the pop-up window, make your changes and click **Save**.

X

Title

Staff Meeting

Profiles: [Dropdown]

Staff: Abernathy, Nora (Teacher), Acevedo, Juli... [Dropdown]

Parents: [Dropdown]

Students: [Dropdown]

Category: Staff Events [Dropdown]

Date: 09/19/2022 → 09/19/2022

All Day ☐ Public ☐ Type [Dropdown]

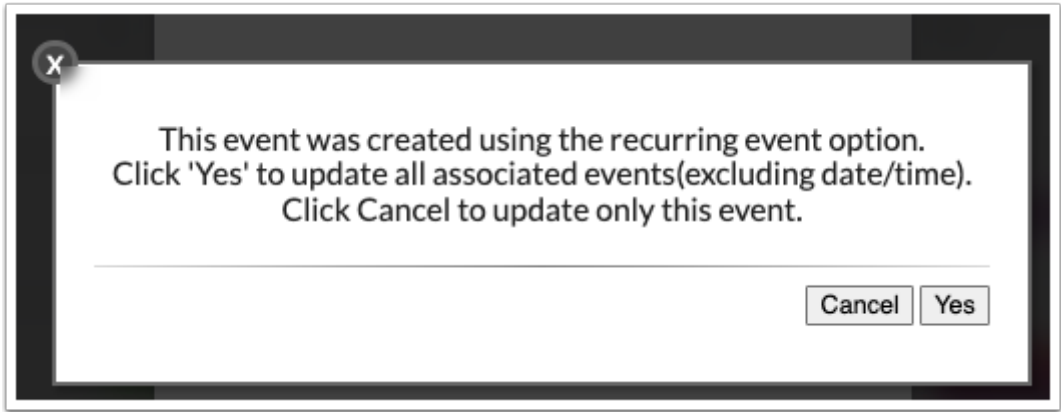
School(s): Focus High School - 0041 [Dropdown]

Set Time: 02:30 pm → 03:00 pm

In the Auditorium

Save Delete

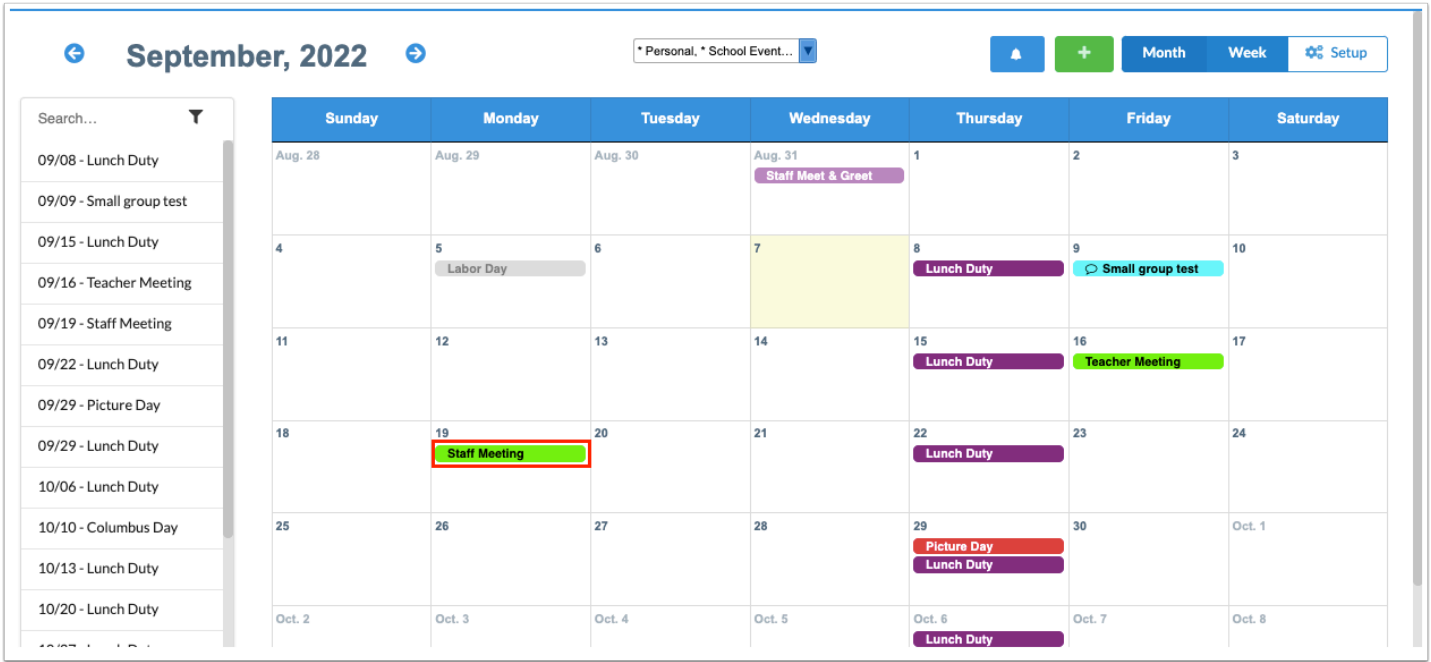
i If you have edited a recurring event, a pop-up will display asking if you want to apply changes to only this event or all events. Click **Yes** to update all events (excluding date/time), or click **Cancel** to only update that particular event.



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**.

Staff Meeting

Profiles: [dropdown]

Staff: Abernathy, Nora (Teacher), Acevedo, Juli... [dropdown]

Parents: [dropdown]

Students: [dropdown]

Category: Staff Events [dropdown]

Date: 09/19/2022 → 09/19/2022

All Day ☐ Public ☐ Type [dropdown]

School(s): Focus High School - 0041 [dropdown]

Set Time: 02:30 pm → 03:00 pm

In the Auditorium

Save Delete

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

i 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.

focusschoolsoftware.com says

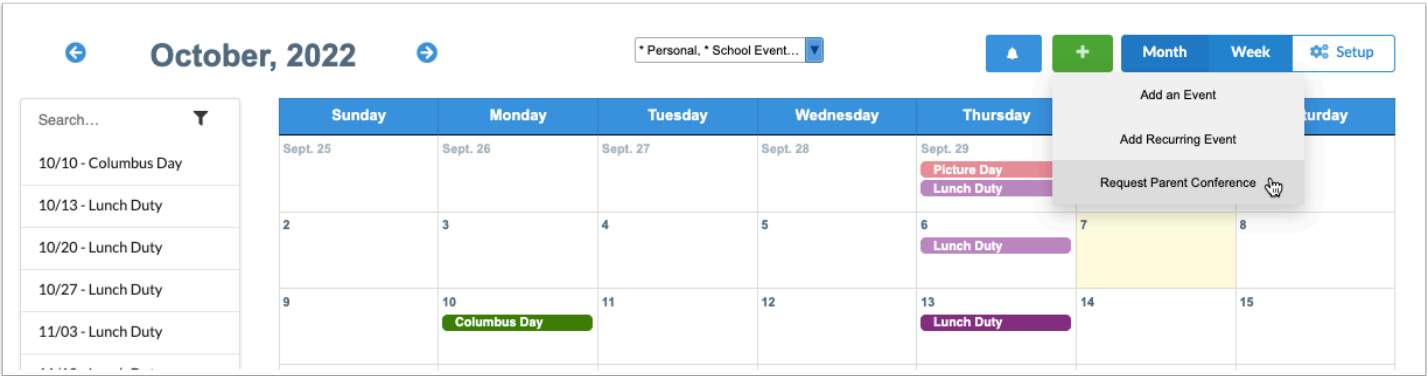
This is a recurring event, would you like to delete all events tied to this event? Click cancel to delete ONLY this event.

Cancel OK

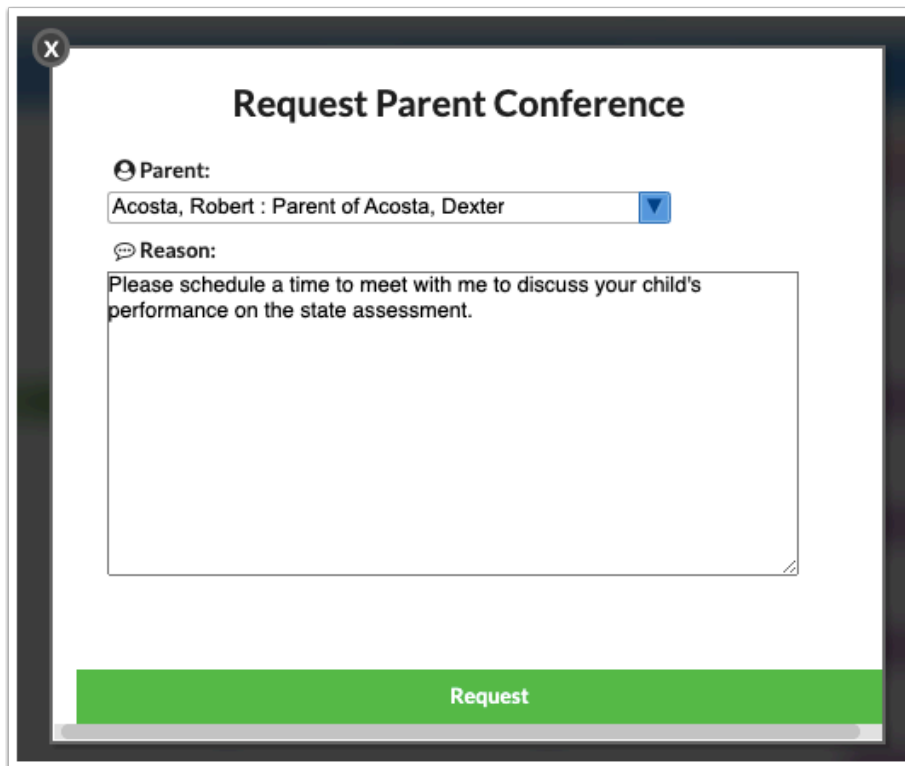
Requesting a Parent Conference

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**.



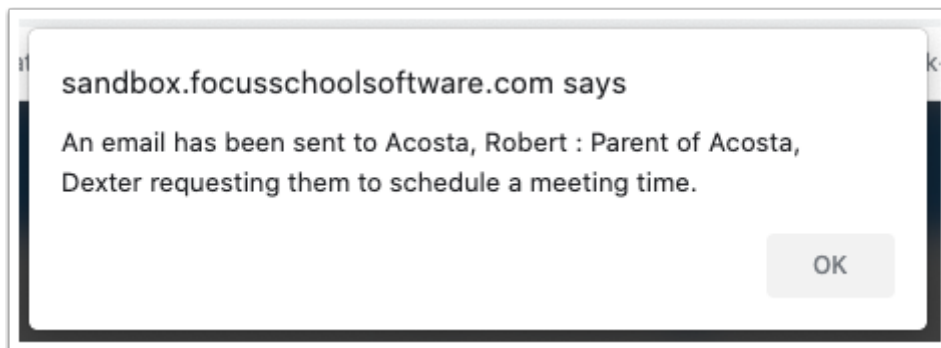
- 2. In the pop-up window, select the **Parent** from the pull-down.
- 3. Enter a **Reason** for the conference request.
- 4. Click **Request**.



The screenshot shows a web form titled "Request Parent Conference". At the top left is a close button (X). Below the title, there is a "Parent:" label followed by a dropdown menu showing "Acosta, Robert : Parent of Acosta, Dexter". Below this is a "Reason:" label followed by a text area containing the text "Please schedule a time to meet with me to discuss your child's performance on the state assessment." At the bottom of the form is a green button labeled "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.

October, 2022

* Personal, * School Event...

1

Month Week Setup

Search...

10/10 - Columbus Day

10/13 - Lunch Duty

10/20 - Lunch Duty

10/27 - Lunch Duty

11/03 - Lunch Duty

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sept. 25	Sept. 26	Sept. 27	Sept. 28	Sept. 29 Picture Day Lunch Duty	Sept. 30	1
2	3	4	5	6 Lunch Duty	7	8
9	10 Columbus Day	11	12	13 Lunch Duty	14	15

Alerts

- 1 new referral
- 1 teachers haven't taken attendance for Period 1
- 2 teachers haven't taken attendance for Period 2
- 2 teachers haven't taken attendance for Period 3
- 2 teachers haven't taken attendance for Period 4
- 2 teachers haven't taken attendance for Period 5
- 2 teachers haven't taken attendance for Period 6
- An update for your version of State Reporting is available!
- 10 Online Re-enrollment(s) are awaiting approval.
- Active Students Updated (2)
- Pending Parent/Student Conference Requests:1**

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**.

X

Pending Conferences

Conference History

Conference Requests Sent

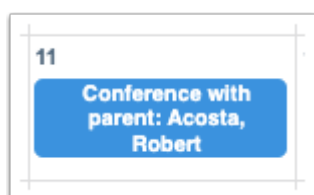
Export

Filter: OFF

Requester	Child	Reason	Requested Meeting Time(s)	Action
Acosta, Robert	Acosta, Dexter	Per your request	<input type="radio"/> 10/10/2022: 07:00 am - 07:30 am <input checked="" type="radio"/> 10/11/2022: 07:00 am - 07:30 am <input type="radio"/> 10/12/2022: 07:00 am - 07:30 am	<div>Approve</div> <div>Deny all</div>

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.

October, 2022

* Personal, * School Event...

Month Week Setup

Search...

10/10 - Columbus Day

10/11 - Conference with parent: Acosta, Robert

10/13 - Lunch Duty

10/20 - Lunch Duty

10/27 - Lunch Duty

11/03 - Lunch Duty

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sept. 25	Sept. 26	Sept. 27	Sept. 28	Sept. 29 Picture Day Lunch Duty	Sept. 30	1
2	3	4	5	6 Lunch Duty	7	8
9	10 Columbus Day	11 Conference with parent: Acosta, Robert	12	13 Lunch Duty	14	15

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

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

Pending Conferences **Conference History** Conference Requests Sent

Export Filter: OFF

Requester	Child	Reason	Accepted Time	Status
Acevedo, Diem	Acevedo, Diem	Progress review	05/24/2021: 07:00 am - 07:30 am	Approved
Acosta, Robert	Acosta, Dexter	Per your request	10/11/2022: 07:00 am - 07:30 am	Approved

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.

