

# Calendar

The Calendar feature allows administrators to create and manage a personal calendar in Focus. Additionally, time slots can be defined to indicate availability for scheduling conferences with parents. Requests for parent conferences can also be initiated from the Calendar feature.

## General Overview of Calendar Features

The Calendar screen allows users to create and manage a personal calendar in Focus. One-time or recurring events can be added and shared with particular staff, parents, and students. Additionally, administrators can define blocks of availability to schedule conferences. Conferences can be requested by the administrator, parent, or (with the proper profile permission) students. Requests can then be approved or denied by the administrator.

1. Go to the **Users** menu and select **Calendar**.

The current month and year are displayed in the top left corner.

2. Click the blue arrows to scroll to a previous and/or future month.

Select Student/Staff ▾
Calendar

Lizette Garcia
Focus High School - 0041 ▾
SIS

Admin ▾
2022-2023 ▾
2nd 9 Weeks ▾
ERP

←
August, 2023
→

\* Grading, \* National Holid... ▾

🔔
+

Month
Week
Setup

Search...

08/23 - Picture Day  
09/01 - Half Day  
09/04 - Labor Day: No School  
09/15 - Progress Reports  
09/27 - Picture Make-Up Day  
10/09 - Columbus Day  
10/09 - FTE Survey Week  
10/10 - FTE Survey Week  
10/11 - FTE Survey Week  
10/12 - FTE Survey Week  
10/13 - FTE Survey Week

| Sunday  | Monday                   | Tuesday | Wednesday         | Thursday                  | Friday              | Saturday |
|---------|--------------------------|---------|-------------------|---------------------------|---------------------|----------|
| Jul. 30 | Jul. 31                  | 1       | 2                 | 3                         | 4                   | 5        |
| 6       | 7                        | 8       | 9                 | 10<br>First Day of School | 11                  | 12       |
| 13      | 14                       | 15      | 16                | 17                        | 18                  | 19       |
| 20      | 21                       | 22      | 23<br>Picture Day | 24                        | 25                  | 26       |
| 27      | 28                       | 29      | 30                | 31                        | Sept. 1<br>Half Day | Sept. 2  |
| Sept. 3 | Sept. 4<br>Labor Day: No | Sept. 5 | Sept. 6           | Sept. 7                   | Sept. 8             | Sept. 9  |

On the left side of the screen is a list of the upcoming events.

Select Student/Staff ▾
Calendar

Lizette Garcia
Focus High School - 0041 ▾
SIS

Admin ▾
2022-2023 ▾
2nd 9 Weeks ▾
ERP

←
August, 2023
→

\* Grading, \* National Holid... ▾

🔔
+

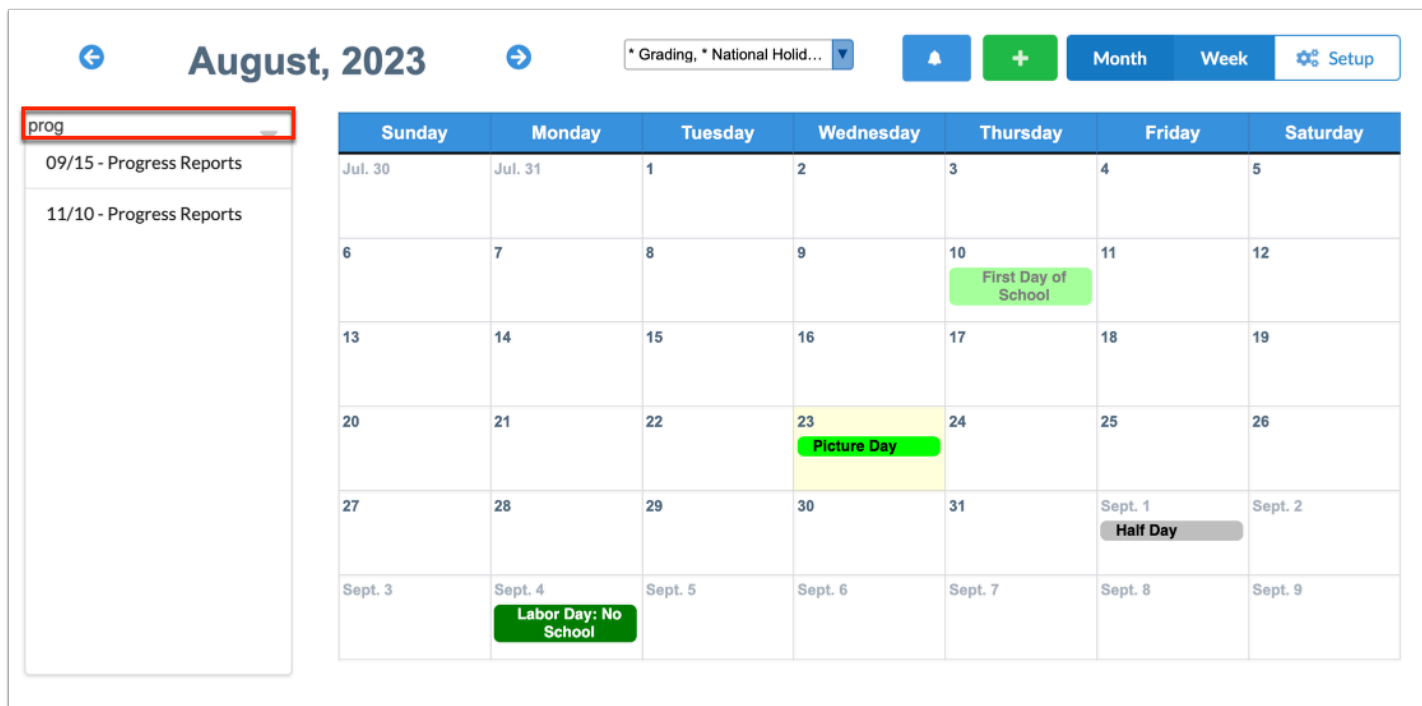
Month
Week
Setup

Search...

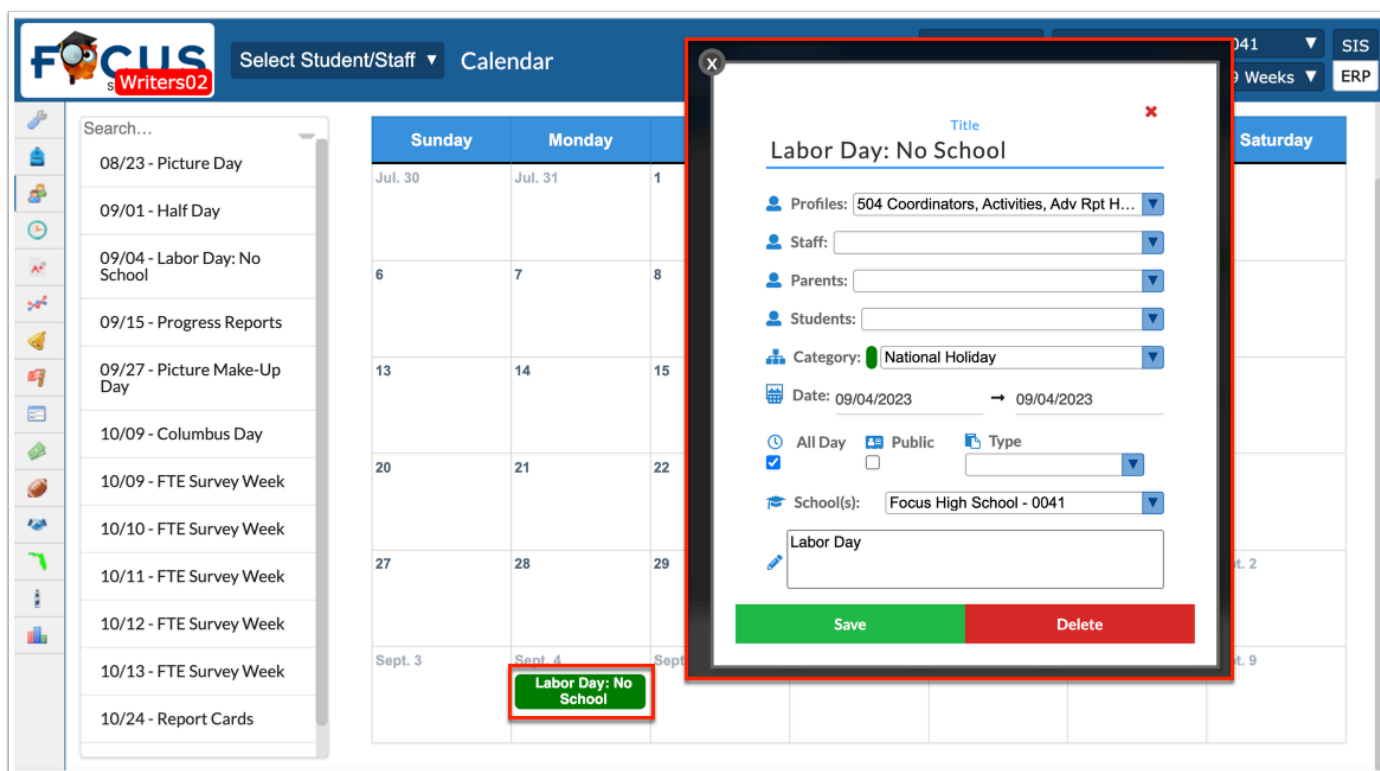
08/23 - Picture Day  
09/01 - Half Day  
09/04 - Labor Day: No School  
09/15 - Progress Reports  
09/27 - Picture Make-Up Day  
10/09 - Columbus Day  
10/09 - FTE Survey Week  
10/10 - FTE Survey Week  
10/11 - FTE Survey Week  
10/12 - FTE Survey Week  
10/13 - FTE Survey Week

| Sunday  | Monday                   | Tuesday | Wednesday         | Thursday                  | Friday              | Saturday |
|---------|--------------------------|---------|-------------------|---------------------------|---------------------|----------|
| Jul. 30 | Jul. 31                  | 1       | 2                 | 3                         | 4                   | 5        |
| 6       | 7                        | 8       | 9                 | 10<br>First Day of School | 11                  | 12       |
| 13      | 14                       | 15      | 16                | 17                        | 18                  | 19       |
| 20      | 21                       | 22      | 23<br>Picture Day | 24                        | 25                  | 26       |
| 27      | 28                       | 29      | 30                | 31                        | Sept. 1<br>Half Day | Sept. 2  |
| Sept. 3 | Sept. 4<br>Labor Day: No | Sept. 5 | Sept. 6           | Sept. 7                   | Sept. 8             | Sept. 9  |

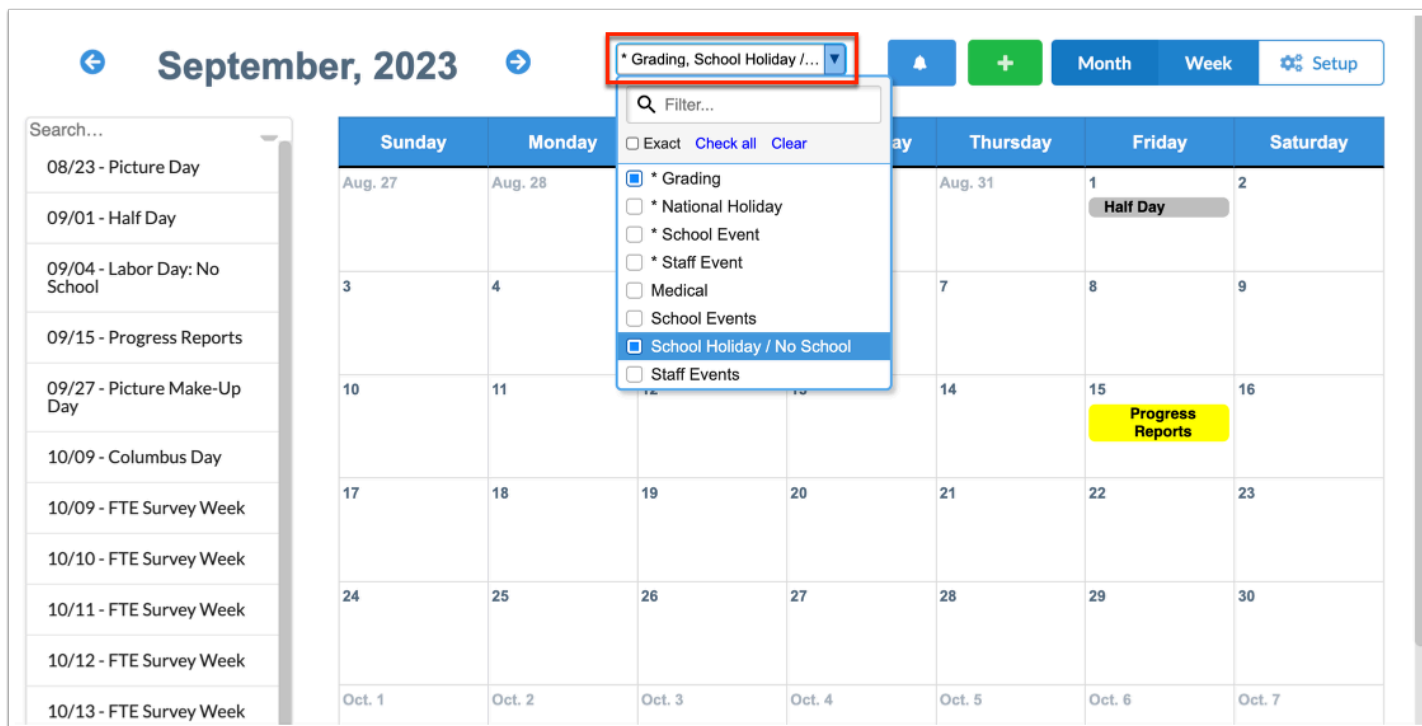
3. To filter the list, begin typing the event title in the **Search** field.



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

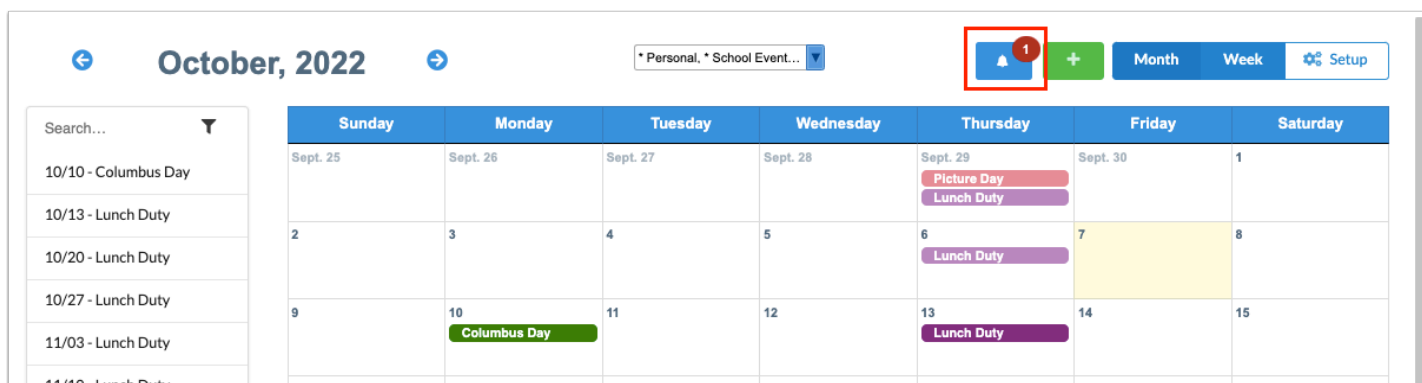


5. To filter the calendar to display only events in a specific category or categories, click the category pull-down in the center of the screen and select/deselect the categories.

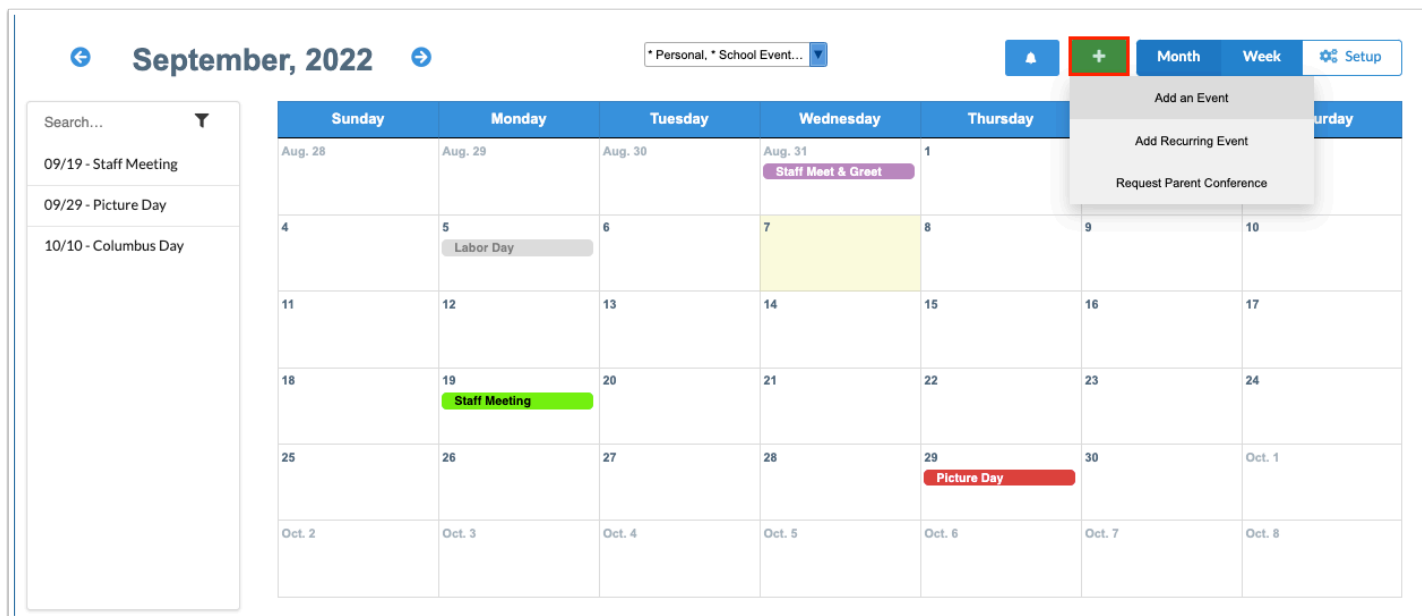


**i** Categories that you have created will display with an asterisk in front of the category name. Categories that have been shared by other administrators will display at the bottom of the list without an asterisk.

**6.** The blue bell icon displays with a number if a parent has requested a conference. By clicking the blue bell icon, a list of pending conference requests displays.

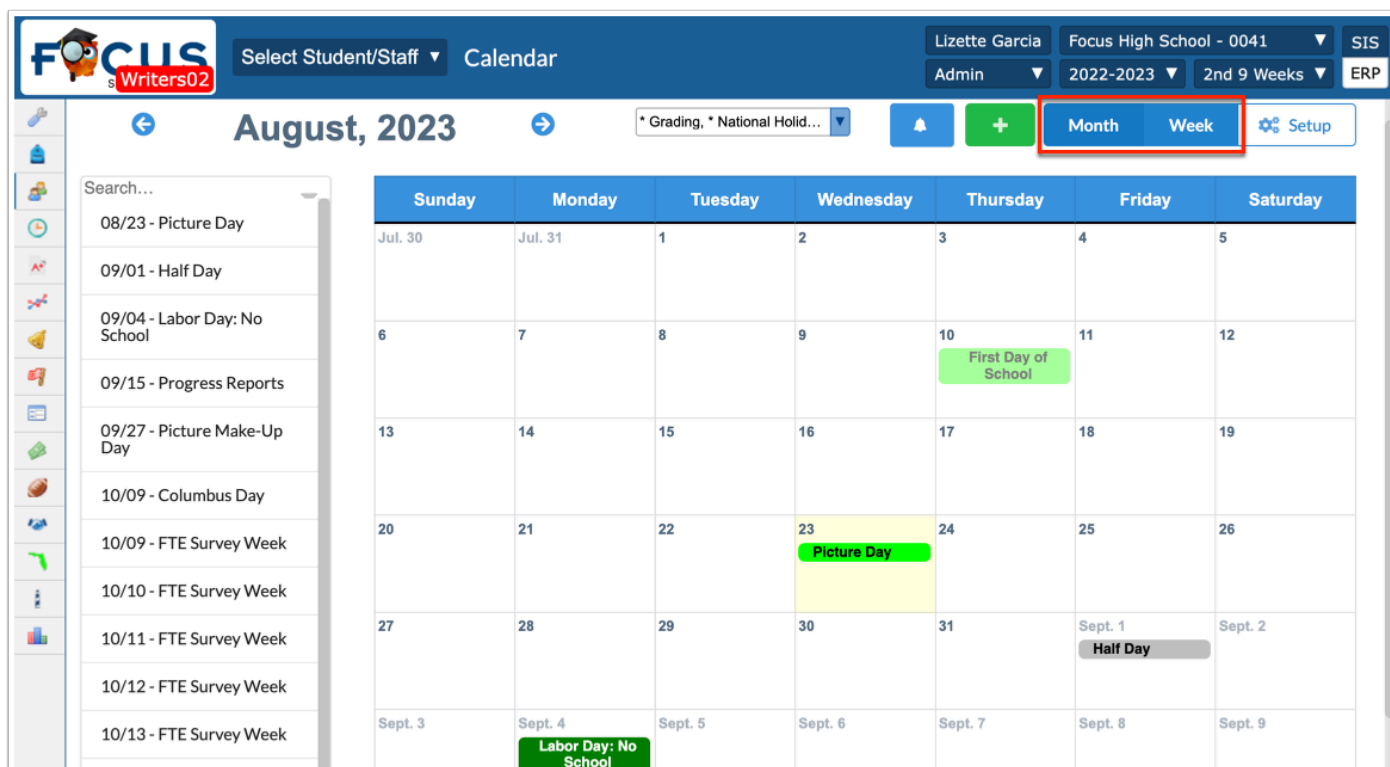


**7.** The green plus icon can be used to Add an Event, Add Recurring Event, or to Request a Parent Conference.

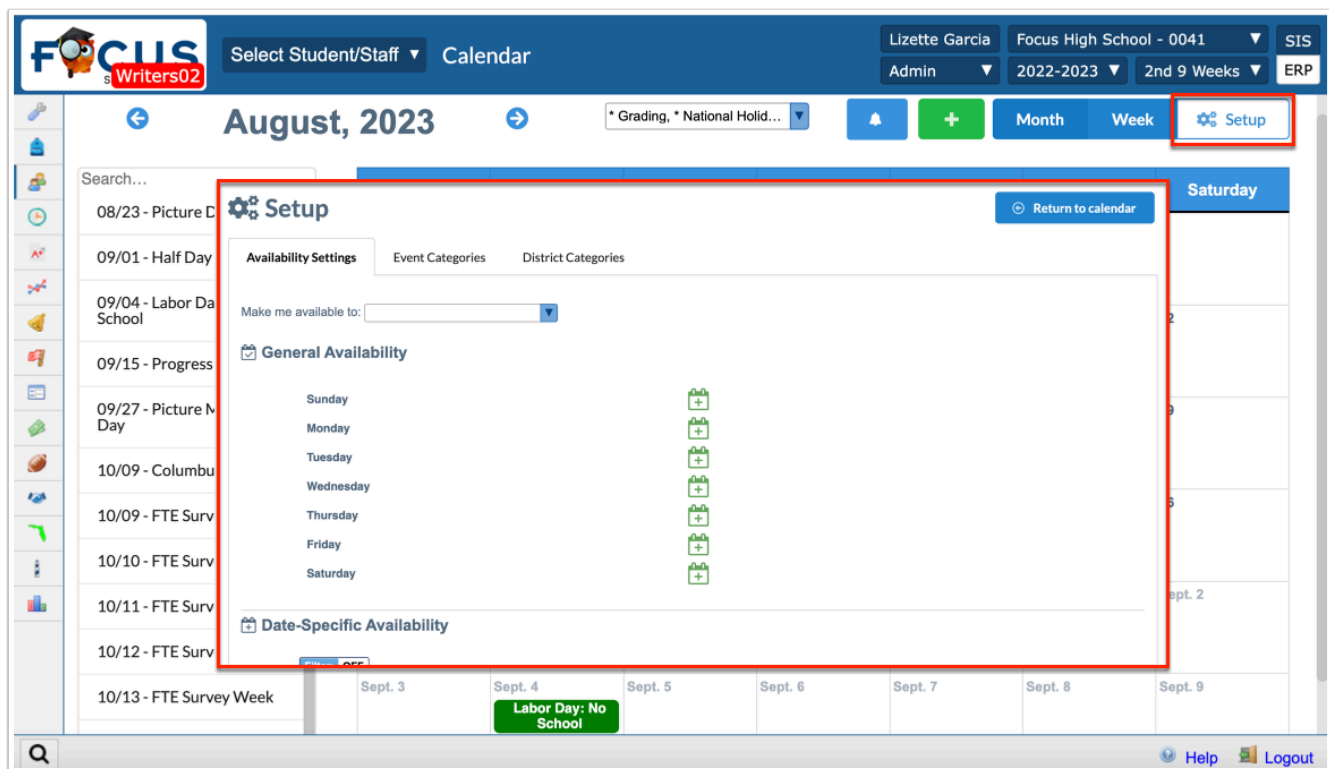


8. Selecting **Month** displays the calendar view by month (this is the default).

9. Selecting **Week** displays the calendar view by week.



10. The **Setup** button opens a screen where **Availability Settings**, **Event Categories**, and **District Categories** can be set and/or customized under the respective tabs.



## Availability Settings

The Availability Settings tab is used to set up days and times that parents and students can request a conference. If administrators, parents, and students will not be requesting conferences through the Request Conferences feature of Calendar, then times do not need to be added to the Availability Settings tab.

- ! If parents will be requesting conferences with administrators through the Request Conferences feature, then the times that administrators are available must be entered in the Availability Settings tab under General Availability for parents to select a conference time slot.

# Availability Modifiers

Availability modifiers can be used to break up availability into specific time slots so that when parents are selecting from time slots to request a conference, the time slots will list the begin and end time according to the information set here.

1. Click the **Setup** button.

←

August, 2023

→

\* Grading, \* National Holid...

🔔

+

Month

Week

⚙️

Setup

Search...

08/23 - Picture Day

09/01 - Half Day

09/04 - Labor Day: No School

09/15 - Progress Reports

09/27 - Picture Make-Up Day

10/09 - Columbus Day

10/09 - FTE Survey Week

10/10 - FTE Survey Week


10/11 - FTE Survey Week

10/12 - FTE Survey Week

10/13 - FTE Survey Week

| Sunday  | Monday  | Tuesday | Wednesday         | Thursday                  | Friday              | Saturday |
|---------|---------|---------|-------------------|---------------------------|---------------------|----------|
| Jul. 30 | Jul. 31 | 1       | 2                 | 3                         | 4                   | 5        |
| 6       | 7       | 8       | 9                 | 10<br>First Day of School | 11                  | 12       |
| 13      | 14      | 15      | 16                | 17                        | 18                  | 19       |
| 20      | 21      | 22      | 23<br>Picture Day | 24                        | 25                  | 26       |
| 27      | 28      | 29      | 30                | 31                        | Sept. 1<br>Half Day | Sept. 2  |
| Sept. 3 | Sept. 4 | Sept. 5 | Sept. 6           | Sept. 7                   | Sept. 8             | Sept. 9  |


2. Verify that the **Availability Settings** tab is selected.


**Setup**

Availability Settings


Event Categories


District Categories



**Date-Specific Availability**


Filter: OFF

| Date | Time Start | Time End | Available | Notes |
|------|------------|----------|-----------|-------|
|      |            |          | Yes       |       |


**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. Scroll down to the **Availability Modifiers** section of the screen.

Availability Modifiers must be set up in order to schedule conference requests by time slot. If not set up first on this tab, a pop-up will display with a prompt to set them up.

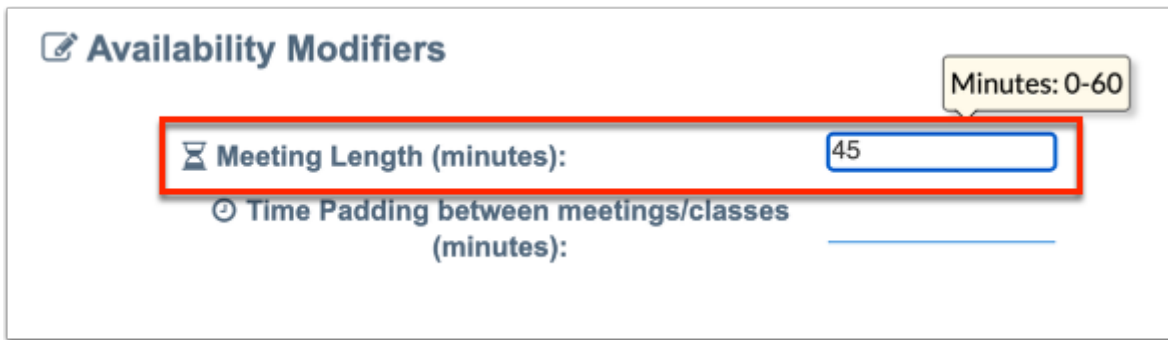

 A meeting length needs to be set in order to split up availability times on the request conference screen.

## Meeting Length

The Meeting Length is used to set a length for a pre-defined time slot. For example, if an availability window is set for 4:00-6:00 on Tuesday evening with a meeting length value of 20 minutes, then parents will be restricted to submitting a request for a conference for a 20-minute time slot, such as 4:00-4:20.

1. Click the **Meeting Length** (minutes) field and enter the meeting length, in minutes. Note that a maximum of 60 mins (1 hour) can be entered for meeting length.





**Availability Modifiers**

Minutes: 0-60

⌚ Meeting Length (minutes):

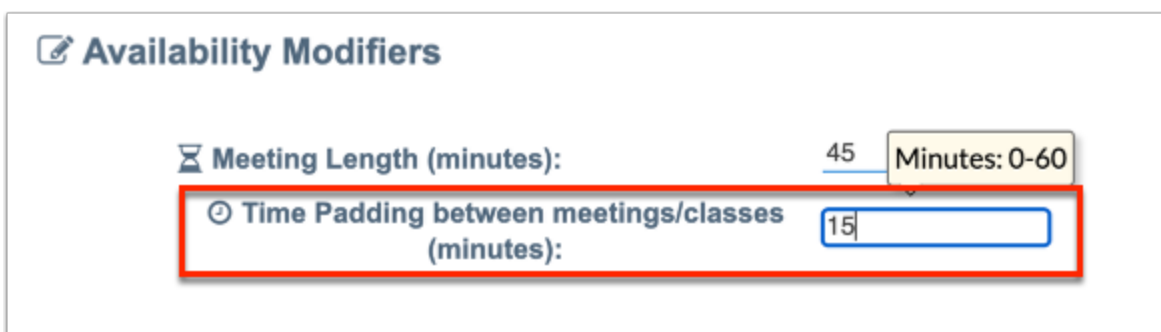
⌚ Time Padding between meetings/classes (minutes):

2. Click enter or click outside of the field to save the minutes indicated.

## Time Padding between Meetings/Classes (minutes)

Time Padding can be added to provide a specified amount of time between each meeting/conference that is scheduled. For example, if a meeting length of 20 minutes is entered, and a padding length of 5 minutes is entered, the time slots available will be listed as every 20 minutes, with 5 minutes following each time slot. This will be calculated in to the available time slots that parents can choose to sign up for when requesting a conference time.

1. Click in the **Time Padding between Meetings/Classes (minutes)** field and enter the time padding length in minutes. Note that a maximum of 60 mins (1 hour) can be entered for time padding length.



**Availability Modifiers**

⌚ Meeting Length (minutes):  Minutes: 0-60

⌚ Time Padding between meetings/classes (minutes):

2. Click enter or click outside of the field to save the minutes indicated.

## Activity

- Set up the **Availability Settings** tab using the steps outlined above.
- Which section of the **Availability Settings** tab must be completed first? Why?

- How can students or student groups be given the ability to request conferences with an administrator?


## General Availability

General Availability is used to indicate the days and times that an administrator is available to meet each week. The days/times entered here will display as available time slots each week unless otherwise modified by the administrator. Availability Modifiers must exist. Profile Permission for "Can set availability to students" must be enabled to utilize the "Make me available to" pull-down in order to select students/student groups (if setup and assigned).

1. Select the **Setup** button. The screen defaults to the **Availability Settings** tab.

The screenshot shows a calendar interface for August 2023. A 'Setup' modal is open, displaying the 'Availability Settings' tab. The modal includes a 'Make me available to:' dropdown menu, a 'General Availability' section with checkboxes for each day of the week (Sunday through Saturday), and a 'Date-Specific Availability' section. The background calendar shows dates from August 23 to September 9, with various events listed on the left side.

2. In the **Make me available to** pull-down, select applicable recipients or use the Check all link to allow all students or members of student groups/teams to request a conference with an administrator.



# Setup


Availability Settings

Event Categories

District Categories

Make me available to:

District Seniors


**General Availa**

☐ Exact
 [Check all](#)
[Clear](#)

☐ 504 Plan
 ☐ All Students
 ☐ Boy's Basketball
 ☒ District Seniors
 ☐ FHS 9th Grade
 ☐ FHS Seniors
 ☐ FHS TSIC 2017
 ☐ FHS Winter EOC Retakes
 ☐ Focus HS Juniors
 ☐ Mermaid

Sunday

Monday

Tuesday

Wednesday


Thursday

Friday

Saturday

The **Make me available to** pull-down menu allows students to request a conference with an administrator in the same manner as requesting a teacher conference.

- Click the green plus sign/calendar icon next to the applicable day of the week to add a timeframe.



# Setup


Availability Settings

Event Categories

District Categories

Make me available to:

District Seniors


**General Availability**

Sunday

Monday


Tuesday

Wednesday


Thursday

Friday


Saturday



03:30 pm - 04:30 pm



4. In the first text box, enter the start time for the first window of availability in the hours: minutes format. Click or tab outside of the time text box and the time will autosave.
5. In the second text box, enter the end time for the first window of availability in the hours: minutes format. Click or tab outside of the time text box and the time will autosave.

 If a time is entered without am/pm, Focus will populate am or pm based on the logic of a typical school day. For example, if you enter 7:00, Focus will populate 7:00 a.m. If you enter 3:00, Focus will populate 3:00 p.m.

To add an additional time for the same day, select the plus sign again to enter the start and end times for the second time frame. This can be useful for offering meeting times, for example, before school and after school on the same day.

To remove an unnecessary time frame window, select the red X icon in the time field.

Repeat steps 3-5 to continue adding time windows for other days of the week as needed.

## Date-Specific Availability

Date-Specific Availability allows administrators to enter specific dates and meeting times that differ from the times set in General Availability.

For example, if an administrator adds a General Availability window every Monday from 4:00-5:00 but will not be available one Monday out of the month, this can be configured under Date Specific Availability. If administrators would like to add additional availability windows for a specific date, such as Parent Teacher Conference night, this can be added under Date Specific Availability.

1. Select the **Setup** button.
2. On the **Availability Settings** tab, locate **Date-Specific Availability** section.

**Setup**

Availability Settings   Event Categories   District Categories


**+ Date-Specific Availability**

Filter: OFF

|  | Date ▲▼ | Time Start ▲▼ | Time End ▲▼ | Available ▲▼ | Notes ▲▼ |
|--|---------|---------------|-------------|--------------|----------|
|  |         |               |             | Yes ▼        |          |

In the blank row, fill in the following:

- Click the **Date** text box and enter the date or select the date from the calendar.
- In the **Time Start** and **Time End** text boxes, enter the window of time in the hours : minutes am/pm format.

 If a time is entered without am/pm, Focus will populate am or pm based on the logic of a typical school day. For example, if you enter 7:00, Focus will populate 7:00 a.m. If you enter 3:00, Focus will populate 3:00 p.m.

- In the **Available** pull-down, select Yes to indicate availability or No to prevent the time slot from displaying for parents to request.
- Enter any **Notes**, if needed. Notes are for personal use only and are not visible to the public/students.
- Press **Enter** to add the row.
- A red minus sign displays to the left of the date when it is saved. Select the red minus sign to remove the entry.

Click the Date header to re-sort the date order to chronological order.

- Repeat steps 3 - 4 to continue adding date specific availability, as needed.

# Event Categories

Event categories can be used to organize the events in Calendar. Prior to adding an event, a minimum of one event category must be created so that events can be assigned to a category on the calendar.

! Events cannot be added to the calendar unless an event category is created.

- 1. Select the **Setup** button.
- 2. Select the **Event Categories** tab.

⚙️ Setup

Availability Settings

**Event Categories**

District Categories

System Event Default

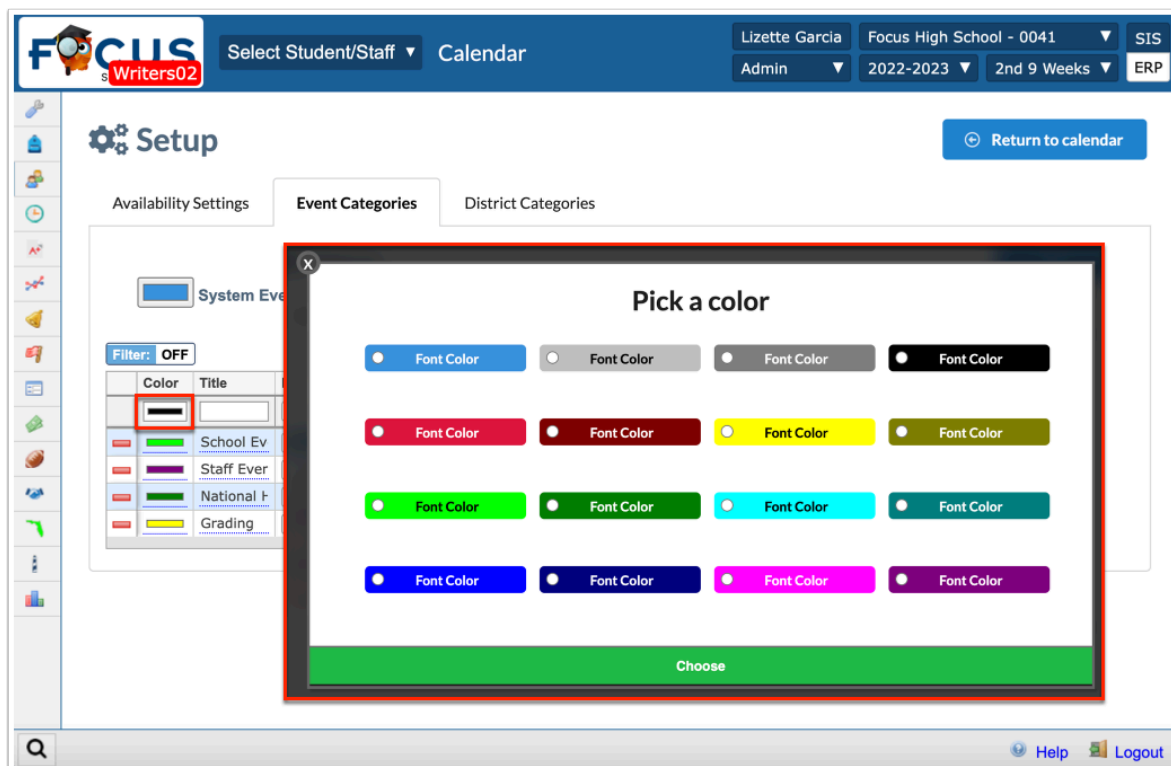
Conference

Filter: OFF

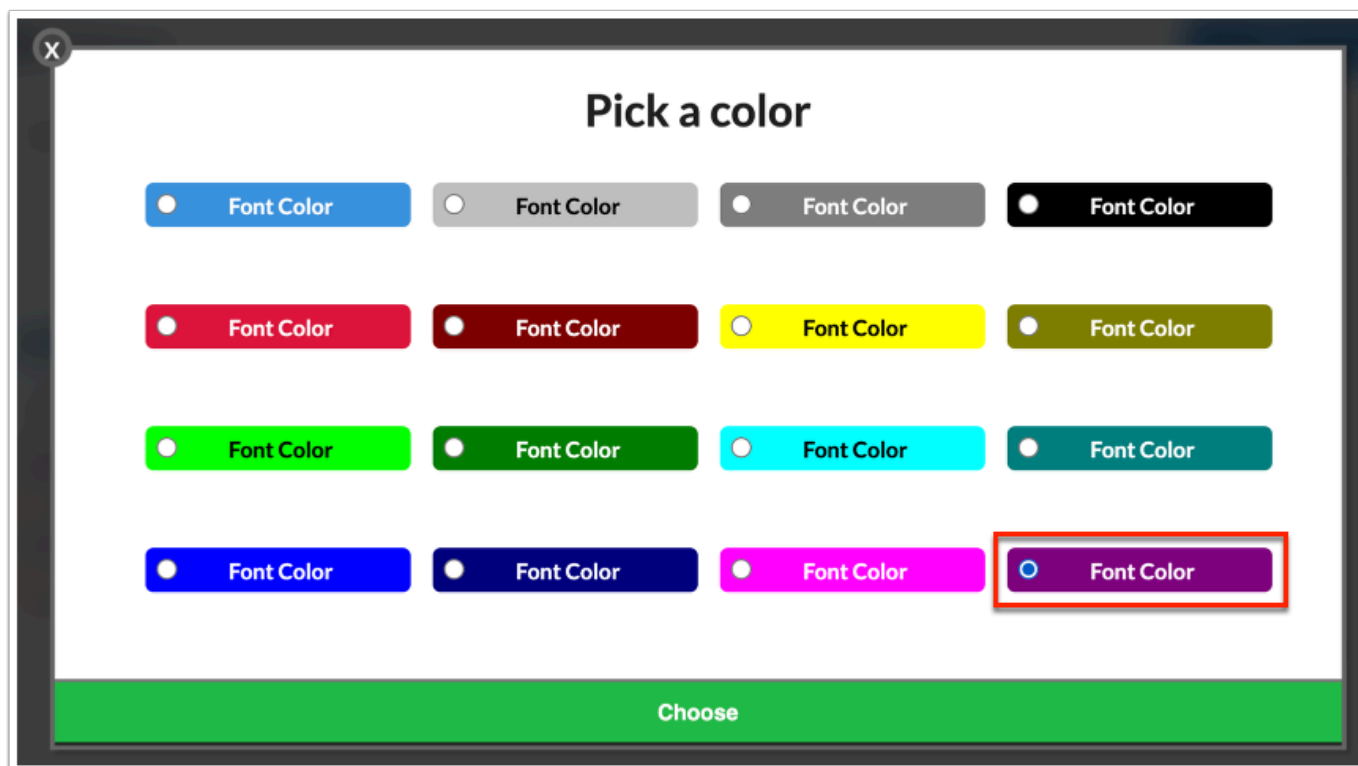
|             | Color       | Title                | Min School Year      | Max School Year      |
|-------------|-------------|----------------------|----------------------|----------------------|
|             | <div></div> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <div></div> | <div></div> | School Ev            | 2021 - 2022          | 2023 - 2024          |
| <div></div> | <div></div> | Staff Ever           | 2021 - 2022          | 2023 - 2024          |
| <div></div> | <div></div> | National I           | 2021 - 2022          |                      |
| <div></div> | <div></div> | Grading              | 2017 - 2018          |                      |

Any previously created event categories display in the table.

- 3. In the top row of the table, click in the **Color** field to display the category highlight color pop-up.



4. Select the applicable **Font Color** in which events will be displayed when they are assigned to the specified category on the calendar.



a. Click **Choose** to close the pop-up window.

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

Availability Settings
Event Categories
District Categories

System Event Default

Conference

Filter: OFF

|  | Color | Title      | Min School Year | Max School Year |
|--|-------|------------|-----------------|-----------------|
|  |       | FTE        |                 |                 |
|  |       | School Ev  | 2021 - 2022     | 2023 - 2024     |
|  |       | Staff Ever | 2021 - 2022     | 2023 - 2024     |
|  |       | National t | 2021 - 2022     |                 |
|  |       | Grading    | 2017 - 2018     |                 |

6. To restrict use of the category to specific school years, select the **Min School Year** and/or **Max School Year** from the applicable pull-downs.

💡 Leaving the Min School Year and Max School Year pull-downs blank will make the category available in all school years.

7. Press **Enter** to save the event category.



**Setup**

Availability Settings   **Event Categories**   District Categories

☐ System Event Default   ☐ Conference

Filter: OFF

|  | Color | Title      | Min School Year | Max School Year |
|--|-------|------------|-----------------|-----------------|
|  |       |            |                 |                 |
|  |       | FTE        | 2019 - 2020     |                 |
|  |       | School Ev  | 2021 - 2022     | 2023 - 2024     |
|  |       | Staff Ever | 2021 - 2022     | 2023 - 2024     |
|  |       | National I | 2021 - 2022     |                 |
|  |       | Grading    | 2017 - 2018     |                 |

Once the category has been added, it will display in the table with a red minus sign to the left of the category color.

Event categories can be deleted by selecting the red minus sign. If a category will no longer be used during a school year, set the Max School Year pull-down to the previous school year for the specified category.

Event categories will display in the pull-down on the Calendar screen and can be filtered by selecting the applicable categories.

Event categories that are created will display as a background color behind the title of an event when it is added to the Calendar.

Once a minimum of one event category has been created, events can be added to the calendar.

## Activity

- Set up an Event Category.
- Create a calendar event and assign the new category created.
- Why would you set a Min School Year and/or Max School Year?

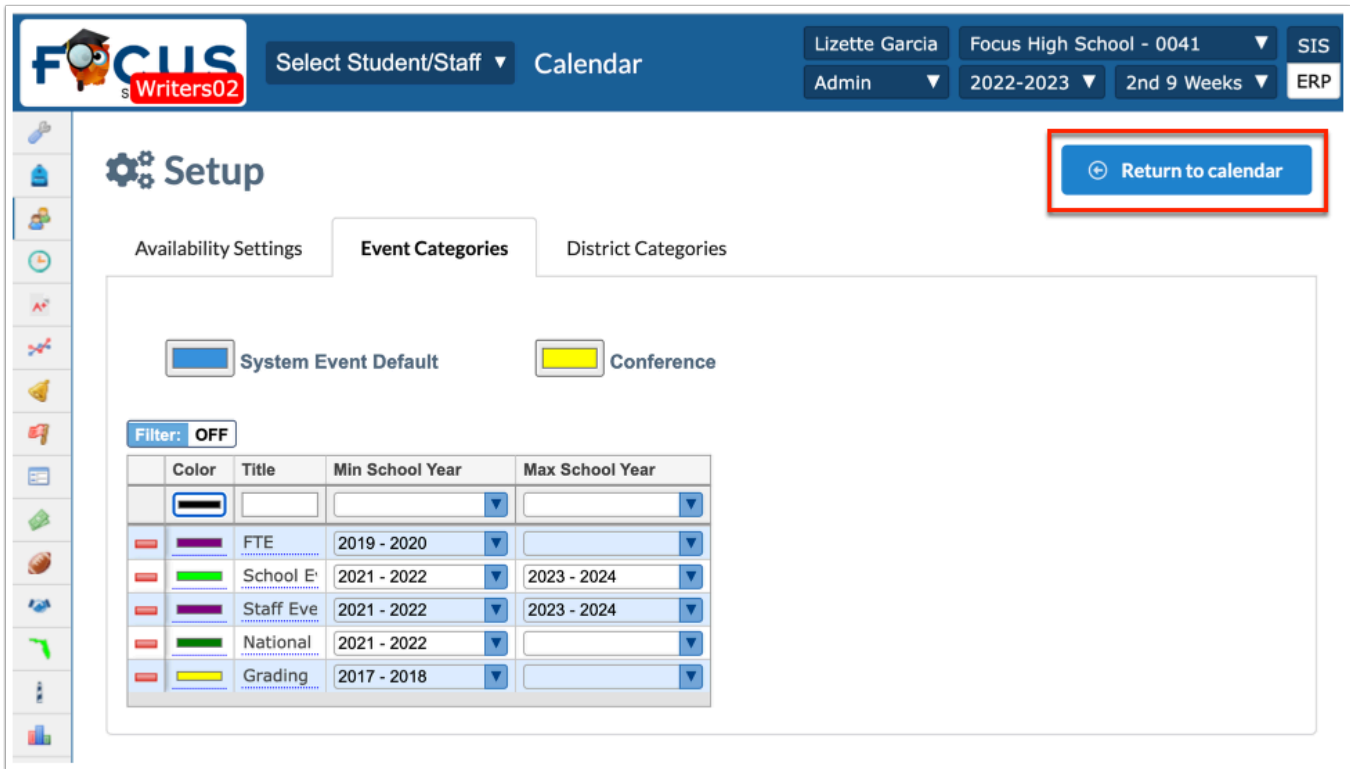
# Adding Events to the Calendar

One Time Events, Public Events, and Recurring Events can be added to the Calendar. Selected staff, parents, and students will receive notifications on the Alerts section of the Portal page.

## Adding a One Time Event

One time events can be added to the calendar and shared with specific staff, parents and/or students at a school. After at least one category has been created, an event can be added.

- 1. Click **Return to Calendar** if you are in setup.



Add a one-time event to the calendar using one of the following options.

- 2a. Hover over the green plus icon and click **Add an Event**. The event details pop-up displays.



The screenshot shows a form titled 'Flu Shots Available' with a close button (X) in the top left. The form contains the following fields and options:

- Title:** Flu Shots Available
- Profiles:** [Pull-down menu]
- Staff:** [Pull-down menu]
- Parents:** [Pull-down menu]
- Students:** [Pull-down menu]
- Category:** Medical
- Date:** 8/24/2023 → 8/24/2023
- All Day:** ☐
- Public:** ☐
- Type:** [Pull-down menu]
- School(s):** [Pull-down menu]
- Set Time:** [Time field] → [Time field]
- Save:** [Green button]

4. Select the **Profiles** with whom the event should be shared from the pull-down.

5. To share the event with specific users, select the **Staff**, **Parents** and/or **Students** or select Check all to share with all users in a pull-down.



If this is an event for your own calendar, leave these fields blank.

6. Select the **Category** for the event.

7. Enter or select the event start **Date**; the end date field will auto populate with the same date. If you clicked on a date on the calendar, the start and end dates are auto populated. If the event will last multiple days, enter or select the end **Date** in the second date field. A date is required to save the event.

8. Select the **All Day** check box to schedule the calendar event for the entire day making the Set Time inactive.

9. Select the **Public** check box to make the calendar event public, not based on profiles. If selected, the Profiles, Staff, Parents, and Students pull-downs become inactive.

10. In the **Type** pull-down, select **SSS Service** or the applicable logging field.

The **Type** pull-down is tied to Caseload & Services in SSS, if the district has the SSS add-on module enabled. The Type pull-down is used to add an SSS Service event or create a log record for a student.

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.

**a.** After selecting SSS Service and saving the event, the “Add New Service” button becomes available which when clicked, opens the Caseload & Services screen to add a service for a student.

**11.** If you have access to multiple schools, they will display in the pull-down; users with profile permission to a single school will only see that school in the pull-down. Select the **School(s)** to determine how the calendar event is shared.

If the event is Public, a school selection is required.

**12.** Enter the beginning and end **Set Time** for the event in the format of hours:minutes am/pm.

If **All Day** is selected, the **Set Time** fields will be hidden.

If a meeting length was set up in the Availability Settings tab, the end time will auto-populate based on the length set when a start time has been entered.

**13.** Enter any notes for the event as needed. Notes are not required; however, notes will display when the event is selected on the calendar.

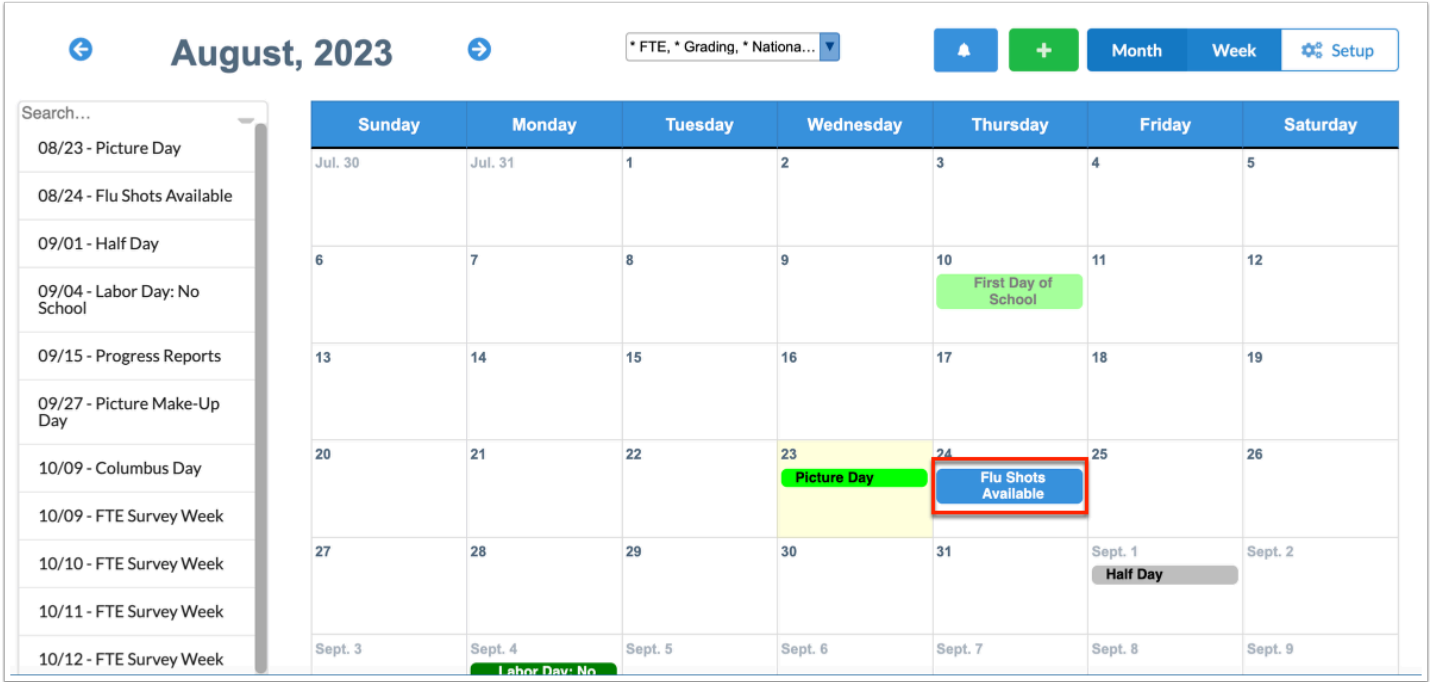
**14.** Click **Save**.

A screenshot of a web application form for creating a calendar event. The form is titled "Flu Shots Available" in blue text. It has a close button (X) in the top right corner. The form contains several fields: "Category" with a dropdown menu set to "Medical"; "Date" with two date pickers both set to "08/24/2023"; "All Day" with an unchecked checkbox; "Public" with a checked checkbox; "Type" with a dropdown menu; "School(s)" with a dropdown menu set to "Adult Education - 9103, Big Owls ..."; "Set Time" with two time pickers set to "09:00 am" and "11:00 am"; and a text area with the note "Free flu shots available in the clinic from 9am to 11am." At the bottom of the form is a green "Save" button with a red border. The entire form is enclosed in a black frame with a close button (X) in the top left corner.

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

If the event is shared with other users, it is populated on their calendar. The category that the event is assigned to displays in the pull-down without the asterisk.

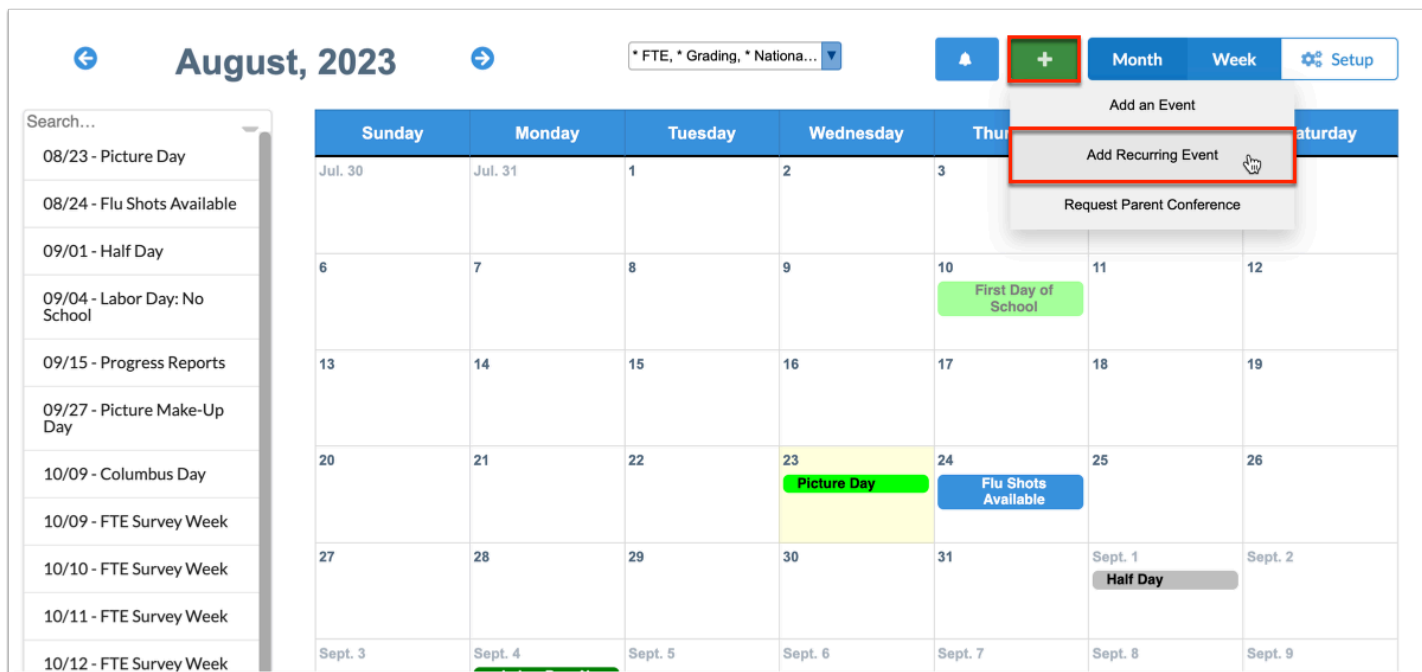
When the event is added as a Public event, the event will be listed in the Upcoming Events calendar on the Portal block for users with whom the event was shared.



## Add a Recurring Event

In addition to a one-time event, users can add recurring events that may be held weekly, biweekly or monthly.

1. From the **Users** menu, select **Calendar**.
2. Hover over the green plus sign icon, and select **Add Recurring Event**. The event details pop-up displays.



3. Complete the fields indicated in the event pop-up.

4. Enter a **Title** for the event (required to save).

The screenshot shows a 'Create Recurring Event' window. On the left, under the 'Event' tab, there's a 'Title' field with 'Student News' entered. Below it are pull-down menus for 'Profiles', 'Staff', 'Parents', and 'Students'. The 'Category' is set to 'FTE'. There are checkboxes for 'All Day', 'Public', and 'Type'. Below these are fields for 'School(s)' and 'Set Time'. On the right, under the 'Days Scheduled' tab, there's a table with columns for each day of the week. Each day has a checkbox. To the right of the table is a 'Pattern' dropdown set to 'Weekly' and an 'Ignore School Year Range' checkbox. Below the table are 'From' and 'To' date pickers, a 'Generate Scheduled Days' button, and a 'No Records Found' message. A green bar at the bottom right says 'Create Recurring Event'.

5. Select the **Profiles** with whom the event should be shared from the pull-down.
6. To share the event with specific users, select the **Staff**, **Parents** and/or **Students** or select Check all to share with all users in a pull-down.



If this is an event for your own calendar, leave these fields blank.

7. Select the **Category** for the event.
8. Select the **All Day** check box to schedule the calendar event for the entire day making the Set Time inactive.
9. Select the **Public** check box to make the calendar event public, not based on profiles. If selected, the Profiles, Staff, Parents, and Students pull-downs become inactive.
10. In the **Type** pull-down, select **SSS Service** or the applicable logging field.

The **Type** pull-down is tied to Caseload & Services in SSS, if the district has the SSS add-on module enabled. The Type pull-down is used to add an SSS Service event or create a log record for a student.

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.



a. After selecting SSS Service and saving the event, the “Add New Service” button becomes available which when clicked, opens the Caseload & Services screen to add a service for a student.

**11.** If you have access to multiple schools, they will display in the pull-down; users with profile permission to a single school will only see that school in the pull-down. Select the **School(s)** to determine how the calendar event is shared.

If the event is Public, a school selection is required.

**12.** Enter the beginning and end **Set Time** for the event in the format of hours:minutes am/pm.

If **All Day** is selected, the **Set Time** fields will be hidden.

If a meeting length was set up in the Availability Settings tab, the end time will auto-populate based on the length set when a start time has been entered.

**13.** Enter any notes for the event as needed. Notes are not required; however, notes will display when the event is selected on the calendar.

**14.** Select the day(s) of the week that the event will occur.

**15.** Select the **Pattern** of the event to determine if the frequency will be Weekly, Biweekly, Monthly Forward, or Monthly Backward.



**Monthly Forward** > looks for first available day of week after Start date.

**Monthly Backwards** > looks for first available day of week before Start date.

Click the From: and To: fields to select the applicable date that the event will start in the **From:** field. The date in the **To:** field will automatically populate and adjustments can be made accordingly.

**16.** Select **Generate Scheduled Days**.

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

Select the red minus sign to the left of a date on the list generated to indicate that the event will not be held on that date. For example, if an event falls on a day that students will not be in attendance, the date can be removed so that the calendar displays accordingly.

**17.** Select **Create Recurring Event**.

The event will display on the selected days on the calendar for all users with whom the event was shared.

**i** If the recurring event was made public, the event will display on the Upcoming Events Portal block.

## Activity

- Add a Recurring event to the Calendar.
- Once you have clicked Generate Scheduled Days, how can dates that conflict with non-student days be removed?
- What does the Monthly Forward pattern in the Pattern pull-down do? Monthly Backward?

## Editing Events

Event details can be modified by the user who created the event after the event has been saved and shared with users.

## Editing Individual Events

1. From the **Users** menu, select **Calendar**.
2. Select the event from the calendar.

The event details pop-up window displays.

3. Make modifications to the event as necessary.
4. Click **Save**.

The modifications made to the event will display for all users who have access to the event.

## Editing Recurring Events

When editing a recurring event, a single instance of a recurring event can be edited, or all instances of a recurring event can be edited.

1. From the **Users** menu, select **Calendar**.
2. Select the event from the calendar.



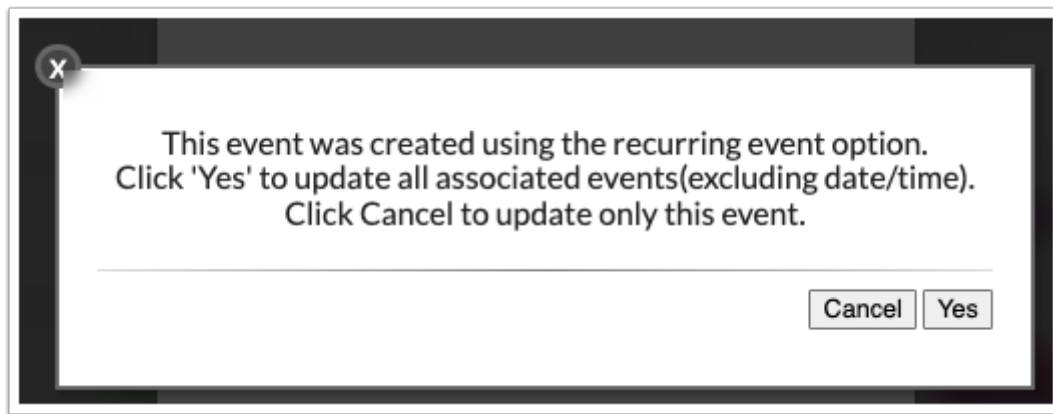
If a single instance of a recurring event will be modified, ensure the event for the applicable date is selected.

The event details pop-up window displays.

3. Make modifications to the event as necessary.
4. Click **Save**.

A pop-up window displays indicating that the event was created using the recurring event option.

5. Select **Yes** to update all instances of the recurring event. For example, if the time of the event was changed, and the time should be changed for all instances of the event, select Yes.



Select **Cancel** to apply the updates only to the event for the specific date selected. For example, if the time of the event was changed, and the time should only be changed on this particular date, then select Cancel.

The modifications made to the event will display for all users with whom the event was shared.

## Deleting Events

Events can be deleted for all users with whom the event was shared by the user who created the event. Recurring events can be deleted by single instance in a series or the entire series can be deleted.

## Deleting Individual Events

1. From the **Users** menu, select **Calendar**.
2. Select the event from the calendar.

The event details pop-up window displays.



Once Delete is selected, the event will immediately be deleted. Ensure the proper event is chosen from the calendar prior to selecting Delete.


3. Click **Delete**.

The event will be deleted from the calendar for all users with whom the event was shared.

## Deleting Recurring Events

When deleting a recurring event, a single instance of a recurring event can be deleted, or all instances of a recurring event can be deleted.

1. From the **Users** menu, select **Calendar**.
2. Select the event from the calendar.

 If a single instance of a recurring event will be deleted, ensure the event for the applicable date is selected.


The event details pop-up window displays.

3. Click **Delete**.

A pop-up window displays, indicating that the event was created using the recurring event option.

Select **OK** or press the Enter/Return key to delete all instances of the recurring event.

Select **Cancel** or press the ESC key to delete only the event for the specific date selected.

 Once Delete is selected, the action cannot be undone. Cancel will delete a singular event in the series and OK will delete the entire series. Ensure the proper event is chosen from the calendar prior to selecting Delete.

## Requesting Parent Conferences

Administrators can request a conference with a parent through the Calendar.

1. From the **Users** menu, select **Calendar**.
2. Hover over the green plus sign icon and select **Request Parent Conference**.

August, 2023

\* FTE, \* Grading, \* Nationa...

Month Week Setup

Search...

- 08/23 - Picture Day
- 08/24 - Flu Shots Available
- 09/01 - Half Day
- 09/04 - Labor Day: No School
- 09/15 - Progress Reports
- 09/27 - Picture Make-Up Day
- 10/09 - Columbus Day
- 10/09 - FTE Survey Week
- 10/10 - FTE Survey Week
- 10/11 - FTE Survey Week
- 10/12 - FTE Survey Week

| Sunday  | Monday  | Tuesday | Wednesday         | Thursday                  | Friday              | Saturday |
|---------|---------|---------|-------------------|---------------------------|---------------------|----------|
| Jul. 30 | Jul. 31 | 1       | 2                 | 3                         |                     |          |
| 6       | 7       | 8       | 9                 | 10<br>First Day of School | 11                  | 12       |
| 13      | 14      | 15      | 16                | 17                        | 18                  | 19       |
| 20      | 21      | 22      | 23<br>Picture Day | 24<br>Flu Shots Available | 25                  | 26       |
| 27      | 28      | 29      | 30                | 31                        | Sept. 1<br>Half Day | Sept. 2  |

Add an Event

Add Recurring Event

Request Parent Conference

3. Click in the Parent pull-down to select the parent with whom a conference will be requested.

### Request Parent Conference

Parent:

Abernathy, Nora : Parent of Agregor, Abe

Reason:


Need to discuss volunteer hours and sign the applicable forms.

Request

💡 Use the Filter text box to type the name of the parent. This will bring the corresponding parent to the top of the list.

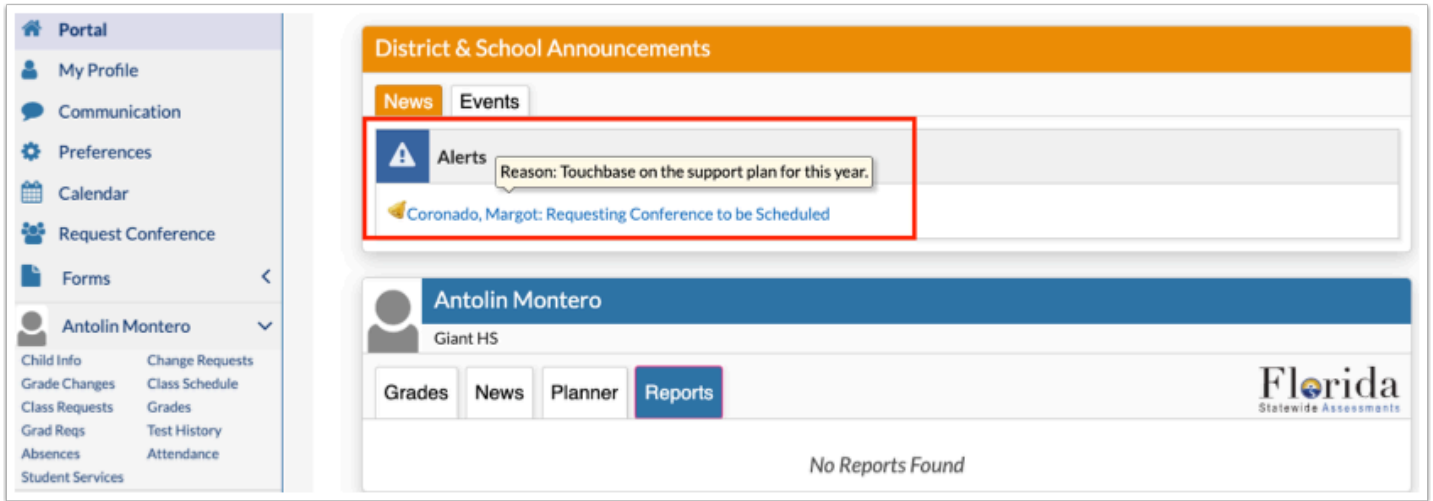
4. In the **Reason** text box, type the reason that the conference is being requested. This will display for the parent when hovering over the alert for the conference in the parent portal, as

well as in the email that is generated indicating that a request for a conference has been submitted.

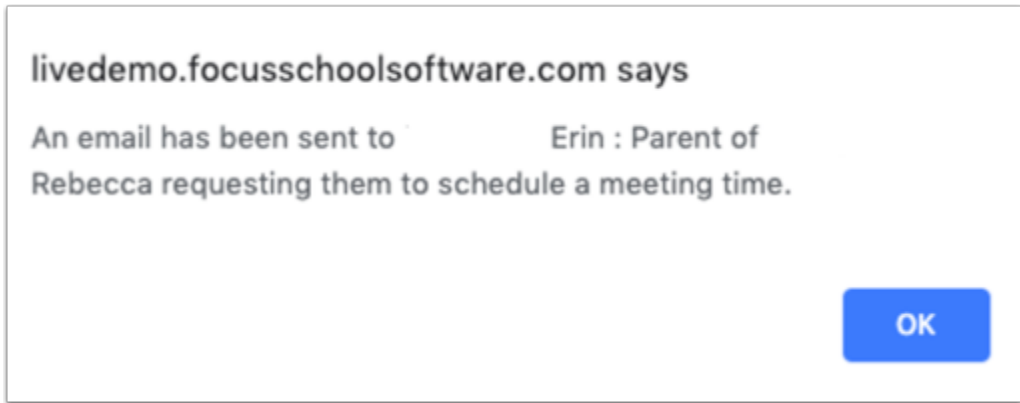
 A reason must be entered in order to submit the request for a parent conference.

5. Click **Request**.

By default, the request will display for the parent in the Alerts section of the Parent portal, stating that a request for a conference has been submitted.



If the parent has an email attached to the user record, then an email will be sent to the email on file in addition to the alert on the Portal page. Parents can access a link in the email to complete the process of requesting a specific time to meet with an administrator.



If the parent does not have an email attached to the user record, then a message will display indicating that an email was not sent because an email is not tied to the specified parent. The parent will continue to receive a Portal alert notifying them of the parent conference request through the parent Portal.

livedemo.focusschoolsoftware.com says

An email was not sent, because no email was tied to the parent ( Kenneth : Parent of , Rebecca) However a request was sent and will be seen on the portal.

OK

## Pending Parent/Student Conference Requests

When a parent or student submits a request for a conference through the Parent or Student Portal, administrators will receive a Portal alert in the Alerts section of the Portal. The Portal alert will state Pending Parent/Student Conference Requests and the number of requests that are pending. There are two methods that can be used to access the Pending Conference Requests screen.

**1a.** Click the **Portal Alert**.

Portal - SIS System Administrator Welcome, Margot Coronado

### Alerts

- An update for your version of Focus is available!
- An update for your version of State Reporting is available!
- 2 Online New Enrollment(s) are awaiting approval.
- 1 SSS event alerts
- Pending Parent/Student Conference Requests:1

**a.** The Pending Conference Requests screen will display inside of the Calendar menu.



Pending Conferences

Conference History

Conference Requests Sent

Export

Filter: ON

| Requester         | Child            | Reason   | Requested Meeting Time(s)  | Action                                 |
|-------------------|------------------|--|--|--|
| Abrego, Gearldine | Montero, Antolin | Responding to Admin request to discuss support plan. | <input type="radio"/> 08/16/2023: 07:40 am - 08:10 am<br><input type="radio"/> 08/16/2023: 08:20 am - 08:50 am | <div>Approve</div> <div>Deny all</div> |

1b. From the **Users** menu, select **Calendar**.

When a request for a parent or student conference is pending, a number will display in the box with a bell indicating how many requests are pending.

a. Select the blue bell icon.

Assessment/Testing, Defa...

1

+

Month

Week

Setup

| Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------|-----------|----------|--------|----------|
| 1       | 2         | 3        | 4      | 5        |

The **Pending Conference** requests screen displays inside of the Calendar menu.

Pending Conferences

Conference History

Conference Requests Sent

Export

Filter: ON

| Requester         | Child            | Reason   | Requested Meeting Time(s)  | Action                                 |
|-------------------|------------------|--|--|--|
| Abrego, Gearldine | Montero, Antolin | Responding to Admin request to discuss support plan. | <input type="radio"/> 08/16/2023: 07:40 am - 08:10 am<br><input type="radio"/> 08/16/2023: 08:20 am - 08:50 am | <div>Approve</div> <div>Deny all</div> |

## Approving Requests

1. Locate the request that will be approved. In the Requested Meeting Time(s) column, select the time for which the conference will be scheduled.

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<br><input checked="" type="radio"/> 10/11/2022: 07:00 am - 07:30 am<br><input type="radio"/> 10/12/2022: 07:00 am - 07:30 am | <div>Approve</div> <div>Deny all</div> |

! A time must be selected to schedule a conference. Only one time can be selected.

## 2. Click **Approve**.

i The time slots that were not selected will automatically be denied and will be available for other parents to select when requesting a parent conference.

The conference will display on the calendar for the parent/student and administrator for the specified time and date.

If the parent/student has an email associated with the user account, an email will be sent stating the confirmation of the conference.

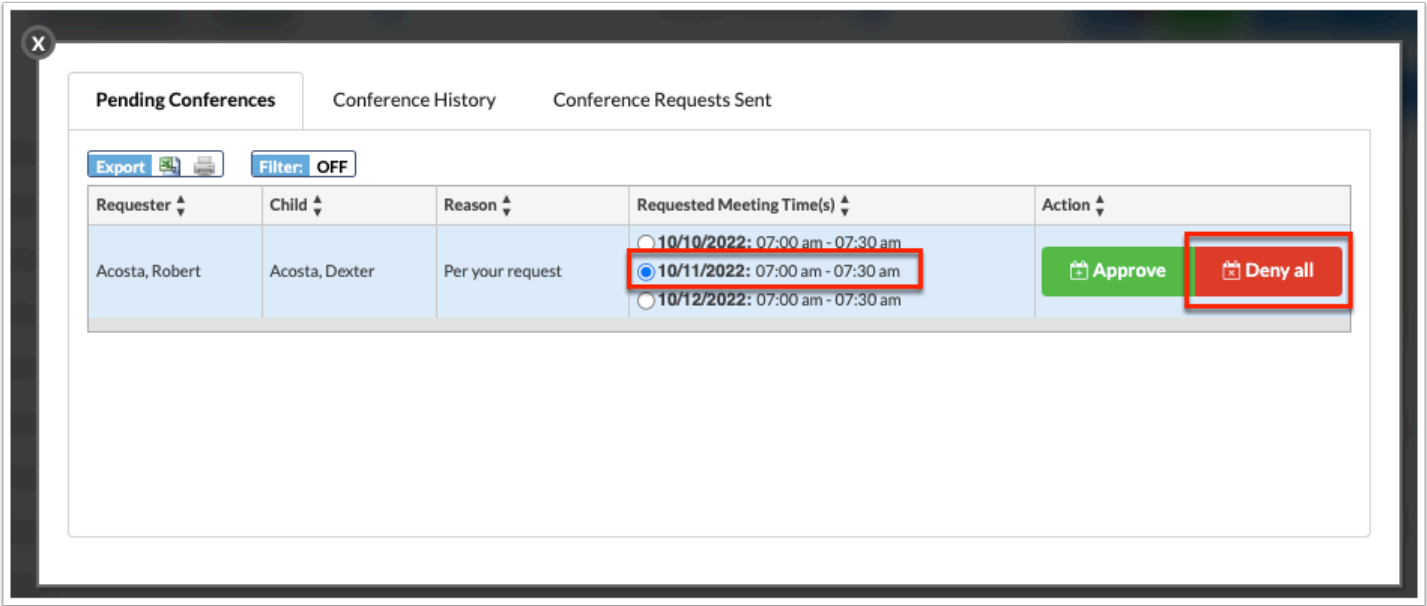
Parents and students can track the status of conference requests through the portal under the Approved/Denied Requests tab in the Request Conferences sub-menu.

| Make a request |         | Pending Requests (0)           |  | Approved/Denied Requests   |   |
|----------------|---------|--------------------------------|--|--|---|
| Export         |         | Filter: OFF                    |  |  |   |
| Employee       | Child   | Approved Time                  | Denied Time(s)   | Expired Time(s)  | Meeting Reason  |
| ohnathon       | Rebecca |                                |  | 09/03/2021 05:00 pm - 05:20 pm                                   | Child's progress  |
| eonardo        | Rebecca | 08/27/2021 04:00 pm - 04:20 pm |  |  | responding to request   |
| eonardo        | Rebecca |                                | 08/30/2021 02:25 pm - 02:45 pm<br>08/30/2021 02:00 pm - 02:20 pm |  | responses   |
| z, Rebecca     | Rebecca |                                |  | 09/06/2021 07:30 am - 07:50 am                                   | Requesting conference to discuss leadership opportunities for Rebecca |
| ohnathon       | Rebecca |                                |  | 09/09/2021 07:25 am - 07:45 am<br>09/09/2021 07:00 am - 07:20 am | Responding to Request Concerning Academics Performance                |
| on             | Rebecca | 09/18/2021 07:00 am - 07:20 am | 09/18/2021 07:50 am - 08:10 am<br>09/18/2021 07:25 am - 07:45 am |  | Responding to request regarding student council opportunity           |

# Denying Requests

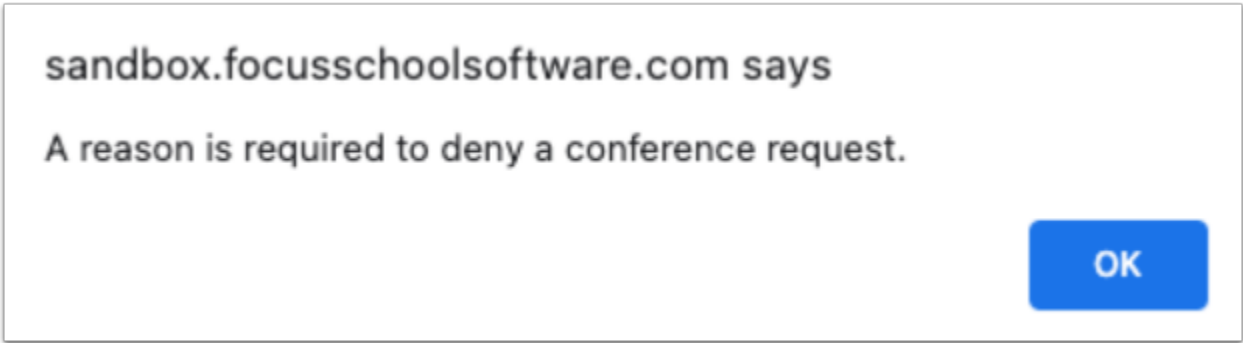
In the event that a parent or student has submitted a request for a conference during times which the administrator will not be available, the requested times for the conference can be denied.

- 1. In the Pending Conference Requests pop-up, locate the request that will be denied.
- 2. Select **Deny All**.

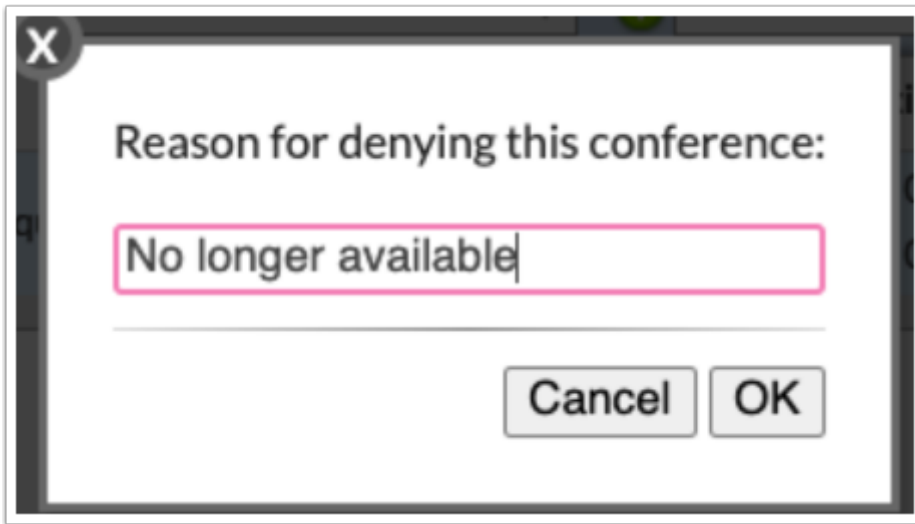


A pop-up warning displays indicating that a reason for why the conference times are being denied must be entered.

- 3. Click **OK**.



- 4. Enter the Reason for denying this conference.



5. Click **OK**.

The request will be removed from the pending conference requests pop-up window.

If an email is associated with the parent’s account, then an email will be sent indicating that the conference times have been denied and the reason for the denial will display in the email.

Parents can also track the status in the **Request Conference** sub-menu under the **Approved/Denied Requests** tab for the request status and reasons provided.

Portal  
 My Profile  
 Communication  
 Preferences  
 Calendar  
**Request Conference**

Make a request
 Pending Requests (0)
 **Approved/Denied Requests**

| Employee         | Child            | Approved Time | Denied Time(s)   | Expired Time(s) | Meeting Reason                                       | Denial/Expire Reason | Status |
|------------------|------------------|---------------|--|-----------------|--|----------------------|--------|
| Coronado, Margot | Montero, Antolin |               | 08/16/2023: 07:40 am - 08:10 am<br>08/16/2023: 08:20 am - 08:50 am |                 | Responding to Admin request to discuss support plan. | No longer available  | Denied |

The number on the bell icon on the Calendar screen, along with the number of pending parent/student conference requests listed in the Portal alert will decrease as the conference requests are approved and/or denied. Once all requests have been approved/denied, the number will be removed from the bell icon and the Portal alert will be removed from the Portal screen.