


User Groups

The User Groups screen allows users to create user groups, which can be used for searching and viewing user records. For example, users can create a user group for users who are teaching English. This group can then be assigned to other users who need quick access to said users, these user groups can also be leveraged in Communication in order to send quick messages to specific groups of users. In addition, users can place limitations on the assigned user allowing him/her to view the records for the users in the English Teacher group but not edit. Similarly, groups can be set up and assigned to administrators and other department heads who need to view a specific group of users. User groups can be created based on customized user searches or dynamic saved searches. Dynamic groups can be created using alpha by last name or using saved user searches. Note: Custom user groups are not dynamic.

 The ability to view and/or edit User Groups is defined by the profile permission, **User Groups** via Users > [Profiles](#) > Users tab. The User Groups profile permission allows the user to create and edit his/her own user groups. The ability to assign groups to other users is defined by the profile permission **Assign Groups to Other Users**.

Note: These profile permissions default to off/disabled.

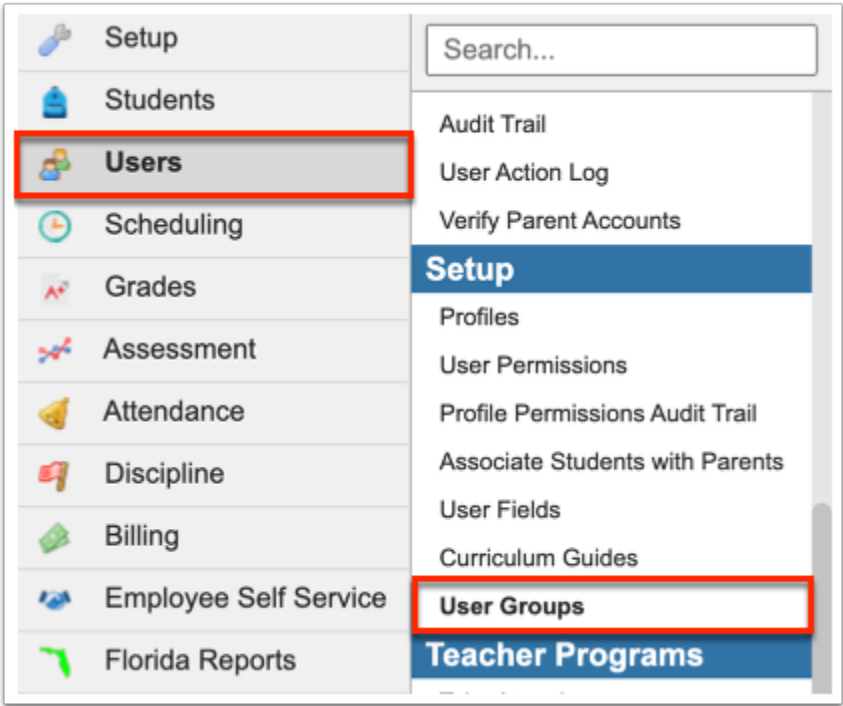
User Groups Profile Permissions

1. In the **Users** menu, click **Profiles**.
2. From the **Permission Type** pull-down, select **Menu**.
3. From the **Role** pull-down, select **Admin**.
4. Select the applicable **Profiles** from the corresponding pull-down.
5. Click **Submit**.

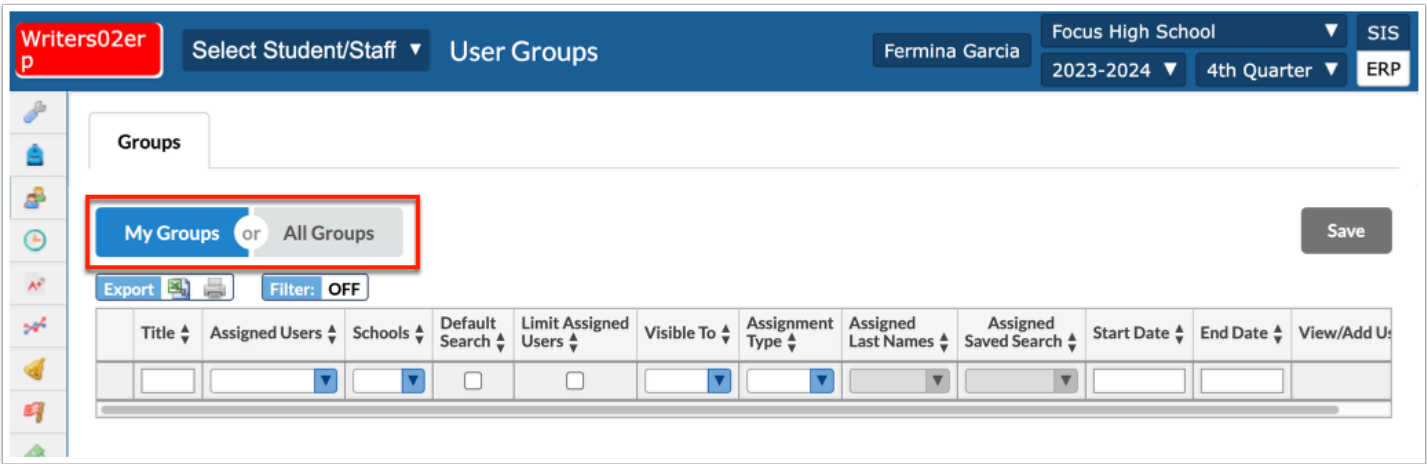
Creating Dynamic User Groups


Dynamic groups can be created using alpha by last name or using saved user searches.

1. In the **Users** menu, click **User Groups**.

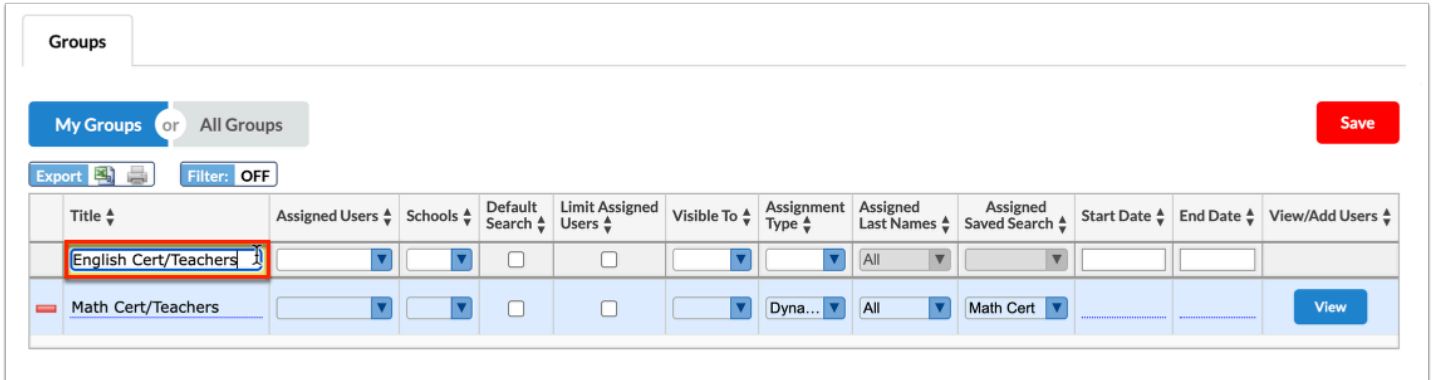


2. Select either the **My Groups** tab or the **All Groups** tab. The My Groups tab displays groups that you have created. The All Groups tab displays all groups, including groups assigned to you and other users.



 Both tabs will display to you if you have profile permissions to **User Groups** and other user groups have been assigned to you.

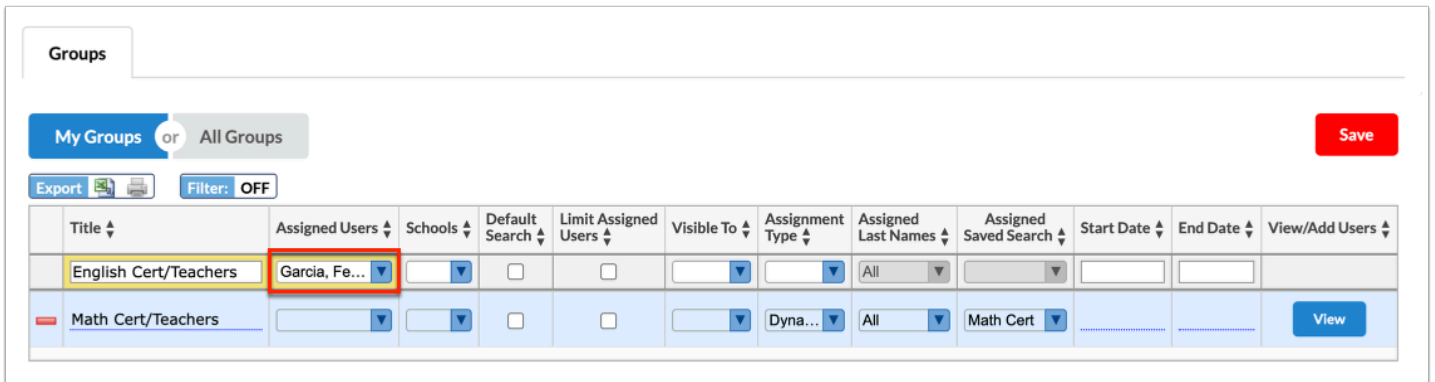
3. You can create a new group on either the My Groups or All Groups tab. Begin creating a group by entering a **Title** in the provided text box.



The screenshot shows the 'Groups' interface with the 'My Groups' tab selected. The 'English Cert/Teachers' group is highlighted in the title column. The 'Assigned Users' column has a dropdown menu. The 'Math Cert/Teachers' group is also visible below it.


Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/Teachers			<input type="checkbox"/>	<input type="checkbox"/>			All				
Math Cert/Teachers			<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	Math Cert			View

4. If this group will be assigned to specific users, select the users from the **Assigned Users** pull-down.



The screenshot shows the 'Groups' interface with the 'My Groups' tab selected. The 'English Cert/Teachers' group is highlighted in the title column. The 'Assigned Users' dropdown menu is open, showing 'Garcia, Fe...' selected. The 'Math Cert/Teachers' group is also visible below it.

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/Teachers	Garcia, Fe...		<input type="checkbox"/>	<input type="checkbox"/>			All				
Math Cert/Teachers			<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	Math Cert			View

 You may have access to all the schools in the district and need to create a user group in order to share it with department heads who need access to user information for certification purposes across multiple schools, but if those department heads shouldn't have access to all the schools and extended user information. Selecting the users from the **Assigned Users** pull-down gives said users the ability to view the user group/report without access to the schools used to create the user group.

i If you do not have the profile permission, **Assign Groups to Other Users**, you can only assign the group to yourself; therefore, only your name will be listed in the pull-down.

5. Select the appropriate **Schools** from the pull-down.

- If the Schools pull-down is left null upon creating a user group, the group will be available for the assigned users or profiles regardless of the school selected from the School pull-down located in the header (top right of the screen).
- If one or more schools is selected from the Schools pull-down, the group will only be available for the assigned users/profiles when they are logged into one of the selected schools via the School pull-down located in the header (top right of the screen).
- If you have View and Edit access to User Groups, you will be able to select the schools to which you would like to assign the group (Users > [Profiles](#) > Users tab).
- If you have View only access to User Groups, you will see the Schools column but will not be able to edit the Schools pull-down(s). You will also only see the User Groups that are linked to the selected School via the pull-down located in the header (top right of the screen) (Users > [Profiles](#) > Users tab).
- If you have access to multiple schools, but not all schools, you will only see those schools available in the Schools pull-down.

The screenshot shows the 'Groups' management interface. At the top, there are tabs for 'My Groups' and 'All Groups', a 'Save' button, and an 'Export' button. Below these are 'Filter: OFF' and a table of user groups. The table has columns: Title, Assigned Users, Schools, Default Search, Limit Assigned Users, Visible To, Assignment Type, Assigned Last Names, Assigned Saved Search, Start Date, End Date, and View/Add Users. Two groups are listed: 'English Cert/Teachers' and 'Math Cert/Teachers'. The 'English Cert/Teachers' group is highlighted, and its 'Schools' dropdown menu is open, showing a list of schools including 'FOCUS ACADEMY', 'FOCUS REGIONAL DETENTION CT', 'FOCUS SANDS SCHOOL', 'FOCUS STEMM ACADEMY', 'FOCUS TECHNICAL COLLEGE', 'FOCUS YOUTH ACADEMY', 'Focus High School' (which is selected), 'FOCUS ONLINE (LOCAL PROVID)', 'FORT OWL BEACH HIGH', and 'CHOCTAWHATCHEE HIGH'. The 'Default Search' checkbox is also visible in the table.

6. Select the **Default Search** check box to set this group as the default search group for the assigned users upon conducting a user search.

Writers02er p Select Student/Staff ▼ User Groups Fermina Garcia Focus High School 2023-2024 4th Quarter SIS ERP

Groups

My Groups or All Groups Save

Export Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/Teachers	Garcia, Fe...	Fo...	<input checked="" type="checkbox"/>	<input type="checkbox"/>			All				
Math Cert/Teachers			<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	Math Cert			View

This group will automatically populate the **User Group** pull-down on the Search Screen for the assigned users. If the user needs to search outside of the default group, the user will need to select a different group or select the blank (null) option from the User Group pull-down and enter different search options.

Writers02er p Select Student/Staff ▼ User Info Fermina Garcia Focus High School 2023-2024 4th Quarter SIS ERP

Search Screen User List Customized List

Q User Search More Search Options

User Group English Cert/Tea... ▼

☐ Search All Schools

☐ Include Parents

☐ Include Inactive

☐ Only Show Most Recent Enrollment

Use Legacy Search Search

💡 Selecting the **Default Search** check box will limit the default Focus alerts the **Assigned Users** receive to data as it pertains to the assigned User Group.

7. If the selected Assigned Users should not have access to any other users outside the assigned User Group, select the **Limit Assigned Users** check box.

Groups

My Groups or All Groups Save

Export Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/Teachers	Garcia, Fe...	Fo...	<input type="checkbox"/>	<input checked="" type="checkbox"/>			All				
Math Cert/Teachers			<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	Math Cert			View

i If you have not been given the profile permission, **Assign Groups to Other Users**, the **Limit Assigned Users** check box will not display.

8. To make the User Group available to other users outside of the Assigned Users, select the profile(s) from the **Visible To** pull-down. Note: Leave this pull-down blank if you do not want to give any other users/profiles access to the User Group.

Groups

My Groups or All Groups Save

Export Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/Teachers	Garcia, Fe...	Fo...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ana...		All				
Math Cert/Teachers			<input type="checkbox"/>	<input type="checkbox"/>							View

Q: HR

Check all Clear (1 / 280) ☐ Exact filter



- ☐ _Analyst HR
- ☐ _ERP Analyst HR Retirees
- ☐ _ERP HR View
- ☐ _HR Secretary
- ☐ _ERP_HR_Confidential Files
- ☐ _ERP Analyst HR
- ☐ _ERP HR Secretary Edit
- ☐ _ERP HR Supervisor
- ☐ _ERP District Admin HR
- ☐ _Certifications Analyst HR

i If you have not been given the profile permission, **Assign Groups to Other Users**, the **Visible To** pull-down will not display.

9. Select **Dynamic** from the **Assignment Type** pull-down to create a user group that generates based on selected last names and saved user searches.

Groups

My Groups or All Groups Save

Export   Filter: OFF



Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/Teachers	Garcia, Fe...	Fo...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_Ana...	Dyna...	All				
Math Cert/Teachers			<input type="checkbox"/>	<input type="checkbox"/>			Filter...	Math Cert			View

Dynamic
 Custom

10. Select the **Assigned Last Names** from the pull-down, if you want to generate the user group based on specified last names. Select the specific letters or leave **All** selected to pull all last names.

Groups

My Groups or All Groups Save

Export   Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/Teachers	Garcia, Fe...	Fo...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_Ana...	Dyna...	All				
Math Cert/Teachers			<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	Filter...				View

Check all Clear (0 / 26) ☐ Exact filter
☐ A
☒ B
☐ C
☐ D
☐ E
☐ F
☐ G
☐ H
☐ I
☐ J

11. If you have saved user searches upon conducting user searches, you can apply them to user groups. Select the applicable **Assigned Saved Search** from the corresponding pull-down. In the example displayed, English Cert has been selected; therefore, the search parameters saved to that search will be applied to the user group.

Groups

My Groups or All Groups Save

Export Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/Teachers	Garcia, Fe...	Fo...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_Ana...	Dyna...	All				
Math Cert/Teachers			<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	Filter...			View

English Cert
Math Cert

! User Searches must be conducted and saved from a different screen, such as **User Info**, in order to apply them to user groups here.

💡 See [Navigating & Searching](#) for more information about how to conduct user searches and how to save searches.

12. Enter a **Start Date** and **End Date** in the provided text boxes to determine when the user group is active and available for use.

Groups

My Groups or All Groups Save

Export Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/Teachers	Garcia, Fe...	Fo...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_Ana...	Dyna...	All	English ...	01/01/202	05/31/20	
Math Cert/Teachers			<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	Math Cert			View

13. Click **Save** to save the user group.

Groups

My Groups or All Groups

Save

Export

Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/Teachers	Garcia, Fe...	Fo...	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	English ...	01/01/202	05/31/20	
Math Cert/Teachers			<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	Math Cert			View

14. Click **View** to view the users in the user group.

Groups

My Groups or All Groups

Save

Export

Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
			<input type="checkbox"/>	<input type="checkbox"/>							
English Cert/Teachers	Garcia, Fe...	Fo...	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	English ...	01/01/202	05/31/20:	View
Math Cert/Teachers			<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	Math Cert			View

The user group report displays the User Name and User ID.

Groups

View Users

English Cert/Teachers

< Prev

Page: 1 / 13

Next >

245 Records

Export

Message

Filter: OFF

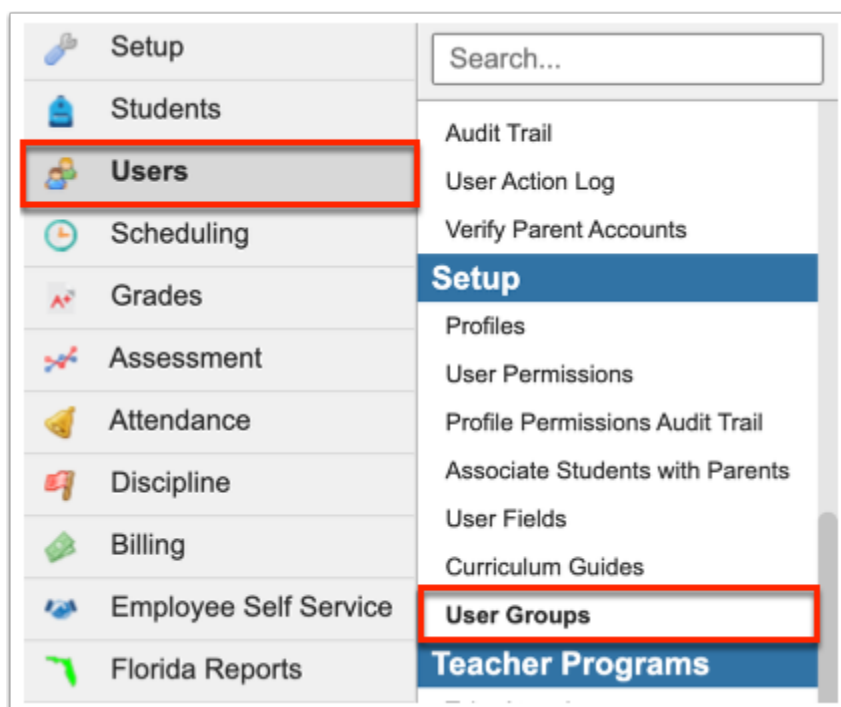
Page Size: 20

User Name	User ID
Abrego, Mamie MATTHEW	1161
Acevedo, Noreia	44175
Acevedo, Shawn D	1779
Adams, Dorothy LEE	441
Adams, Emil	51064
Adams, Eric	41000
Adams, Iael C	1526
Aguayo, Caren	1843
Alaniz, Austin	39540
Alaniz, Richard	1937
Alejandro, Martzel LYNN	172
Alonso, Lesmes AREVALO	1128

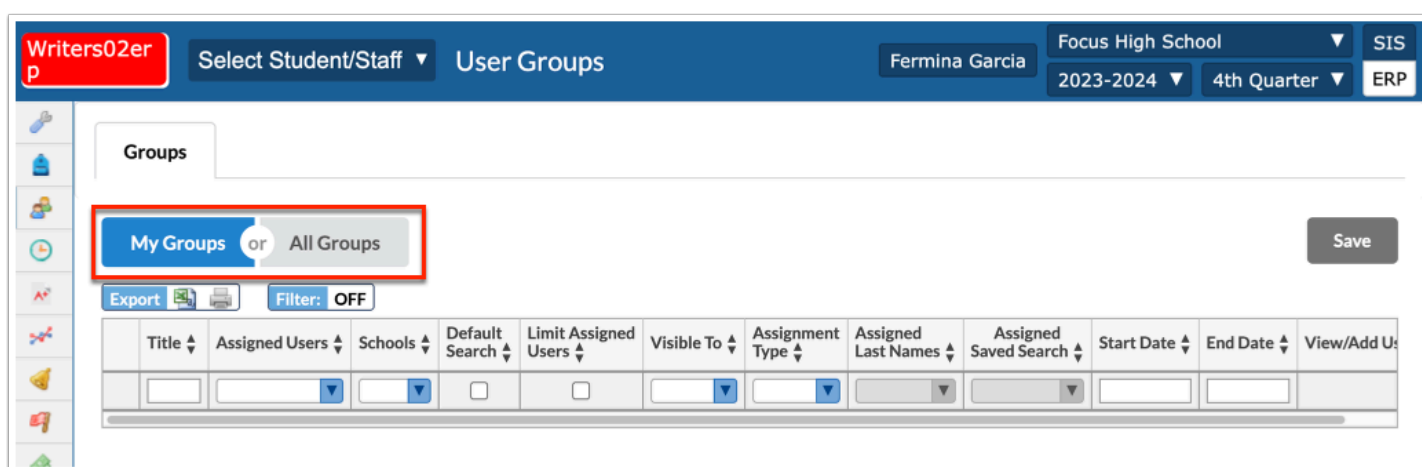
Creating Custom User Groups

User groups can be created based on customized user searches. Note: Custom user groups are not dynamic.

1. In the **Users** menu, click **User Groups**.



2. Select either the **My Groups** tab or the **All Groups** tab. The My Groups tab displays groups that you have created. The All Groups tab displays all groups, including groups assigned to you and other users.



i Both tabs will display to you if you have profile permissions to **User Groups** and other user groups have been assigned to you.

3. You can create a new group on either the My Groups or All Groups tab. Begin creating a group by entering a **Title** in the provided text box.

Groups

My Groups or All Groups Save

Export Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/Teachers			<input type="checkbox"/>	<input type="checkbox"/>			All				
Math Cert/Teachers			<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	Math Cert			View

4. If this group will be assigned to specific users, select the users from the **Assigned Users** pull-down.

Groups

My Groups or All Groups Save

Export Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/Teachers	Garcia, Fe...		<input type="checkbox"/>	<input type="checkbox"/>			All				
Math Cert/Teachers			<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	Math Cert			View

You may have access to all the schools in the district and need to create a user group in order to share it with department heads who need access to user information for certification purposes across multiple schools, but if those department heads shouldn't have access to all the schools and extended user information. Selecting the users from the **Assigned Users** pull-down gives said users the ability to view the user group/report without access to the schools used to create the user group.

If you do not have the profile permission, **Assign Groups to Other Users**, you can only assign the group to yourself; therefore, only your name will be listed in the pull-down.

5. Select the appropriate **Schools** from the pull-down.

- If the Schools pull-down is left null upon creating a user group, the group will be available for the assigned users or profiles regardless of the school selected from the School pull-down located in the header (top right of the screen).

- If one or more schools is selected from the Schools pull-down, the group will only be available for the assigned users/profiles when they are logged into one of the selected schools via the School pull-down located in the header (top right of the screen).
- If you have View and Edit access to User Groups, you will be able to select the schools to which you would like to assign the group (Users > [Profiles](#) > Users tab).
- If you have View only access to User Groups, you will see the Schools column but will not be able to edit the Schools pull-down(s). You will also only see the User Groups that are linked to the selected School via the pull-down located in the header (top right of the screen) (Users > [Profiles](#) > Users tab).
- If you have access to multiple schools, but not all schools, you will only see those schools available in the Schools pull-down.

Groups

My Groups or All Groups

Export Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/Teachers	Garcia, Fe...	Fo...	<input type="checkbox"/>	<input type="checkbox"/>			All				
Math Cert/Teachers							All	Math Cert			View

Check all Clear (1 / 92) ☐ Exact filter

☐ FOCUS ACADEMY

☐ FOCUS REGIONAL DETENTION CT

☐ FOCUS SANDS SCHOOL

☐ FOCUS STEM ACADEMY

☐ FOCUS TECHNICAL COLLEGE

☐ FOCUS YOUTH ACADEMY

☒ Focus High School

☐ FOCUS ONLINE (LOCAL PROVID)

☐ FORT OWL BEACH HIGH

☐ CHOCTAWHATCHEE HIGH

6. Select the **Default Search** check box to set this group as the default search group for the assigned users upon conducting a user search.

Writers2erp Select Student/Staff User Groups Fermina Garcia Focus High School SIS 2023-2024 4th Quarter ERP

Groups

My Groups or All Groups

Export Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/Teachers	Garcia, Fe...	Fo...	<input checked="" type="checkbox"/>	<input type="checkbox"/>			All				
Math Cert/Teachers			<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	Math Cert			View

This group will automatically populate the **User Group** pull-down on the Search Screen for the assigned users. If the user needs to search outside of the default group, the user will need to select a different group or select the blank (null) option from the User Group pull-down and enter different search options.

Writers02erp

Select Student/Staff ▼ User Info

Fermina Garcia

Focus High School ▼

SIS

2023-2024 ▼

4th Quarter ▼

ERP

Search Screen User List Customized List

Q User Search

More Search Options

User Group English Cert/Tea... ▼

☐ Search All Schools

☐ Include Parents

☐ Include Inactive

☐ Only Show Most Recent Enrollment

Use Legacy Search

Search

Selecting the **Default Search** check box will limit the default Focus alerts the **Assigned Users** receive to data as it pertains to the assigned user group.

7. If the selected Assigned Users should not have access to any other users outside the assigned user group, select the **Limit Assigned Users** check box.

Groups

My Groups or All Groups

Save

Export

Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/Teachers	Garcia, Fe...	Fo...	<input type="checkbox"/>	<input checked="" type="checkbox"/>			All				
Math Cert/Teachers			<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	Math Cert			View

If you have not been given the profile permission, **Assign Groups to Other Users**, the **Limit Assigned Users** check box will not display.

8. To make the User Group available to other users outside of the Assigned Users, select the profile(s) from the **Visible To** pull-down. Note: Leave this pull-down blank if you do not want to give any other users/profiles access to the user group.

Groups

My Groups

 or

All Groups

Export

Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/Teachers	Garcia, Fe...	Fo...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ana...		All				<div>View</div>
Math Cert/Teachers			<input type="checkbox"/>	<input type="checkbox"/>							

Search: HR

Check all Clear (1 / 280) ☐ Exact filter

☐ _Analyst HR

☐ _ERP Analyst HR Retirees

☐ _ERP HR View

☐ _HR Secretary

☐ _ERP_HR_Confidential Files

☐ _ERP Analyst HR

☐ _ERP HR Secretary Edit

☐ _ERP HR Supervisor

☐ _ERP District Admin HR

☐ _Certifications Analyst HR

i If you have not been given the profile permission, **Assign Groups to Other Users**, the **Visible To** pull-down will not display.

9. Select **Custom** from the **Assignment Type** pull-down to conduct a user search in order to select the applicable users. If Custom is selected, the user group will need to be defined based on a User Search.

Groups

My Groups

 or

All Groups

Export

Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	V
Englis	Garcia, Fe...		<input type="checkbox"/>	<input type="checkbox"/>		Cust...	All				
Math			<input type="checkbox"/>	<input type="checkbox"/>							

Search: Filter...



Dynamic

Custom

10. Enter a **Start Date** and **End Date** in the provided text boxes to determine when the user group is active and available for use.

Groups

My Groups or All Groups

Export   Filter: OFF



Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/Tea	Garcia, Fe...		<input type="checkbox"/>	<input type="checkbox"/>		Cust...	All		01/01/202	05/31/20	
Math Cert/Teach			<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	Math Cert			View

Save

11. Click **Save** to save the user group.

Groups

My Groups or All Groups

Export   Filter: OFF



Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/Tea	Garcia, Fe...		<input type="checkbox"/>	<input type="checkbox"/>		Cust...	All		01/01/202	05/31/20	
Math Cert/Teach			<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	Math Cert			View

Save

12. Click **View/Add** to add users to the user group.

Groups

My Groups or All Groups

Export   Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
			<input type="checkbox"/>	<input type="checkbox"/>							
English Cert/Tea	Garcia, Fe...		<input type="checkbox"/>	<input type="checkbox"/>		Cust...			01/01/202	05/31/20	View/Add
Math Cert/Teach			<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	Math Cert			View

Save

13. Click **Add Users To Group** to conduct a search.

Groups View Users

English Cert/Teachers

Add Users To Group Save

No Records Found

14. Conduct a user search in order to add specific users to your custom user group. For information on conducting a user search, see [Navigating & Searching](#).

Writers02er Select Student/Staff User Groups Fermina Garcia Focus High School 2023-2024 4th Quarter SIS ERP

(English Cert/Teachers) - Add Users

Search Screen User List Customized List

User Search More Search Options

☐ Search All Schools

☐ Include Parents

☐ Include Inactive

☐ Only Show Most Recent Enrollment

Use Legacy Search Search

Shown below is an example of a user search where all teacher profiles need to be pulled into the user group.

- a. To pull all users, select the **Search All Schools** check box.
- b. Click **More Search Options**, select **Name, Username, & Profile**.
- c. From the **Profile** pull-down, select the applicable **Teacher** profile(s).
- d. Click **Search**.

Writers02er p Select Student/Staff User Groups Fermina Garcia Focus High School 2023-2024 4th Quarter SIS ERP

(English Cert/Teachers) - Add Users

Search Screen User List Customized List

Q User Search More Search Options

☒ Search All Schools

☐ Include Parents

☐ Include Inactive

☐ Only Show Most Recent Enrollment

Last Name
First Name
Username
Profile FOCUS Teacher

Use Legacy Search Search

15. From the list of users, select the check boxes next to each user to add them to the user group. To select all users, select the check box in the header.

Writers02er p Select Student/Staff User Groups Fermina Garcia Focus High School 2023-2024 4th Quarter SIS ERP

672 Records Export Filter: OFF

<input type="checkbox"/> User	Local ID	Staff ID	Profiles	Photo	Schools
<input checked="" type="checkbox"/> Abrego, Alicia LESLEY	118933	23059	_Employee		FLY MIDDLE SCHOOL
<input type="checkbox"/> Abrego, Alicia LESLEY	118933	23059	_Threat Assessment Update		FLY MIDDLE SCHOOL, SUMMER - MEIGS
<input checked="" type="checkbox"/> Abrego, Alicia LESLEY	118933	23059	_Assistant Principal		FLY MIDDLE SCHOOL, SUMMER - MEIGS
<input checked="" type="checkbox"/> Abrego, Alicia LESLEY	118933	23059	_Scheduler		FLY MIDDLE SCHOOL, SUMMER - MEIGS
<input type="checkbox"/> Abrego, Alicia LESLEY	118933	23059	_Discipline Update		FLY MIDDLE SCHOOL, SUMMER - MEIGS
<input checked="" type="checkbox"/> Abrego, Mamie MATTHEW	120353	1161	_Teacher		FOCUS STEM ACADEMY
<input type="checkbox"/> Acevedo, Noreia	CS1140978	44175	_Charter Teacher		FOCUS ONLINE (LOCAL PROVID)
<input checked="" type="checkbox"/> Acevedo, Shawn D	124466	1779	_Teacher		FLY MIDDLE SCHOOL

16. Click **Add Users To Group**.

Writers02er

Select Student/Staff

User Groups

Fermina Garcia

Focus High School

SIS

2023-2024

4th Quarter

ERP

(English Cert/Teachers) - Add Users

Add Users To Group

Search Screen

User List

Customized List

Prev

Page: 1 / 3

Next

2,750 Records

Export

Filter: OFF

Page Size: 1000

<input type="checkbox"/>	User	Local ID	Staff ID	Profiles	Photo	Schools
<input checked="" type="checkbox"/>	Abrego, Barbara	CS4141200	41412	_Charter Teacher		NORTHOWL FLORIDA STATE COLLEG
<input checked="" type="checkbox"/>	Abrego, Mamie MATTHEW	120353	1161	_Teacher		FOCUS STEM ACADEMY
<input type="checkbox"/>	Abrego, Raul	120624	1192	_Teacher		BAKER SCHOOL, SUMMER - OWL SCH
<input checked="" type="checkbox"/>	Abrego, Roxy Owl	123831	14454	_Teacher		HOOTING MIDDLE SCHOOL
<input type="checkbox"/>	Abrego, Thomas DAWN	125760	37746	_Teacher		MARY HOOT ELEMENTARY SCHOOL
<input checked="" type="checkbox"/>	Acevedo, Beattie	CS4134400	41344	_Charter Teacher		NORTHOWL FLORIDA STATE COLLEG

The users selected as per your user search display in the user group.

Groups

View Users

English Cert/Teachers

Add Users To Group

Save

9 Records

Export

Message

Filter: OFF

Page Size: 20

User Name	User ID
Abrego, Barbara	41412
Abrego, Mamie MATTHEW	1161
Abrego, Roxy Owl	14454
Acevedo, Beattie	41344
Acevedo, Donald	41367
Acevedo, Noreia	44175
Acevedo, Shawn D	1779
Acevedo, Virginia ANNE	509
Adams, Constance ADAMS	256

17. Click **Add Users To Group** to add additional users to the user group.

Groups

View Users

English Cert/Teachers

Add Users To Group

Save










9 Records

Export

Message

Filter: OFF

Page Size: 20

User Name	User ID
 Abrego, Barbara	41412
 Abrego, Mamie MATTHEW	1161
 Abrego, Roxy Owl	14454
 Acevedo, Beattie	41344
 Acevedo, Donald	41367
 Acevedo, Noreia	44175
 Acevedo, Shawn D	1779
 Acevedo, Virginia ANNE	509
 Adams, Constance ADAMS	256

18. Click the **delete** button (red minus sign) to remove users from the user group.

Groups

View Users

English Cert/Teachers










9 Records

Export

Message

Filter: OFF

Page Size: 20

User Name
 Abrego, Barbara
 Abrego, Mamie MATTHEW
 Abrego, Roxy Owl
 Acevedo, Beattie
 Acevedo, Donald
 Acevedo, Noreia
 Acevedo, Shawn D
 Acevedo, Virginia ANNE
 Adams, Constance ADAMS

a. In the confirmation pop-up window, click **OK**.

sandbox.focusschoolsoftware.com says

Are you sure you want to delete this record?

Cancel

OK

b. Click **Save** to remove the user from the group.

Groups View Users

English Cert/Teachers

9 Records Export Message Filter: OFF Page Size: 20 Add Users To Group Save

User Name	User ID
Abrego, Barbara	41412
Abrego, Mamie MATTHEW	1161
Abrego, Roxy Owl	14454
Acevedo, Beattie	41344
Acevedo, Donald	41367
Acevedo, Noreia	44175
Acevedo, Shawn D	1779
Acevedo, Virginia ANNE	509
Adams, Constance ADAMS	256

19. Click the **User Name** to open [User Info](#).

Groups

View Users

English Cert/Teachers

8 Records

Export

Message

Filter: OFF

Page Size: 20

Add Users To Group

Save

User Name	User ID
Abrego, Barbara	41412
Abrego, Roxy Owl	14454
Acevedo, Beattie	41344
Acevedo, Donald	41367
Acevedo, Noreia	44175
Acevedo, Shawn D	1779
Acevedo, Virginia ANNE	509
Adams, Constance ADAMS	256

Editing User Groups

1. In the **Users** menu, click **User Groups**.

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Billing

Employee Self Service

Florida Reports

Search...

Audit Trail

User Action Log

Verify Parent Accounts

Setup

Profiles

User Permissions

Profile Permissions Audit Trail

Associate Students with Parents

User Fields

Curriculum Guides

User Groups

Teacher Programs

2. Select either the **My Groups** tab or the **All Groups** tab. The My Groups tab displays groups that you have created. The All Groups tab displays all groups, including groups assigned to you and other users.

Writers02er
p

Select Student/Staff ▼ User Groups

Fermina Garcia

Focus High School ▼ SIS

2023-2024 ▼ 4th Quarter ▼ ERP

Groups

My Groups or All Groups

Export Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
			<input type="checkbox"/>	<input type="checkbox"/>							

Both tabs will display to you if you have profile permissions to **User Groups** and other user groups have been assigned to you.

3. To edit the text fields, such as **End Date**, click in the text box and make changes.

Groups

My Groups or All Groups

Export Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
			<input type="checkbox"/>	<input type="checkbox"/>							
English Cert/1	Garcia, Fe...		<input type="checkbox"/>	<input type="checkbox"/>		Cust...	All		01/01/202	04/30/202	View/Add
Math Cert/Tez			<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	Math Cert			View

4. To edit pull-downs, click the pull-down and click **Clear** to start over. Then, make your new selections.

Groups

My Groups or All Groups Save

Export Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/1	Garcia, Fe...		<input type="checkbox"/>	<input type="checkbox"/>		Cust...	All		01/01/202	04/30/20	View/Add
Math Cert/Tez			<input type="checkbox"/>	<input type="checkbox"/>			All	Math Cert			View

Filter...
☐ Focus High School
☐ FOCUS ONLINE (LOCAL PROVID)
☐ FOCUS REGIONAL DETENTION CT
☐ FOCUS SANDS SCHOOL
☐ FOCUS STEMM ACADEMY
☐ FOCUS TECHNICAL COLLEGE
☐ FOCUS YOUTH ACADEMY
☐ FORT OWL BEACH HIGH
☐ HARRY POTTER ELEMENTARY
☐ HOOT MIDDLE SCHOOL

Check all Clear (0 / 92) ☐ Exact filter

5. After changes are made, edited fields display in yellow; to apply changes, click **Save**.

Groups

My Groups or All Groups Save

Export Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/1	Garcia, Fe...		<input type="checkbox"/>	<input type="checkbox"/>		Cust...	All		01/01/202	05/15/20	View/Add
Math Cert/Tez			<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	Math Cert			View



If the **Assignment Type** is changed from **Custom** to **Dynamic**, the users tied to the group will be lost. Therefore, it is recommended to create a new group instead of editing the group or deleting the group.

6. To delete a user group, click the **delete** button (red minus sign) in the first column.

Groups

My Groups

or

All Groups

Export

Filter: OFF

	Title	Assigned Users	Schools	Default Search	Limit Assigned Users
				<input type="checkbox"/>	<input type="checkbox"/>
	English Cert/1	Garcia, Fe...		<input type="checkbox"/>	<input type="checkbox"/>
	Math Cert/Te			<input type="checkbox"/>	<input type="checkbox"/>

a. In the confirmation pop-up window, click **OK**.

sandbox.focusschoolsoftware.com says

Are you sure you want to delete this record?

Cancel

OK

b. The deleted user group displays in gray. Click **Save** to complete the deletion.

Groups

My Groups

or

All Groups

Export

Filter: OFF

Save

	Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
				<input type="checkbox"/>	<input type="checkbox"/>							
	English Cert/1	Garcia, Fe...		<input type="checkbox"/>	<input type="checkbox"/>		Cust...			01/01/202	05/15/20	View/Add
	Math Cert/Te			<input type="checkbox"/>	<input type="checkbox"/>		Dyna...	All	Math Cert			View

Your Assigned User Groups

If other users have assigned user groups to you without the permission to edit the group, you can view them on the **My Groups** tab or the **All Groups** tab depending on your profile permissions.

Groups

My Groups

Export

Filter: OFF

Title	Schools	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View Users
Math Cert/Teachers		Dynamic	All				<div>View</div>

Click **View** to View Users in the user group, which includes the User Name and User ID.

My Groups

Export

Filter: OFF

Title	Schools	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View Users
Math Cert/Teachers		Dynamic	All				<div>View</div>

Click **User Name** to open the user's record in [User Info](#).

Groups

View Users

Math Cert/Teachers

Prev

Page: 1 / 4

Next

74 Records

Export

Message

Filter: OFF

Page Size: 20

User Name	User ID
Acosta, Crystal	30928
Alaniz, Filebert	30835
Allen, Dyonis	30833
Aranda, Leonard SERALL	743
Benavides, Frank	50960
Briggs, Leroy MARIE	14187
Burns, Georgia	27165
Caldera, William	44324
Canales, Dalila	27157
Casarez, Ernest	30877
Castaneda, Nathan	35160

Conducting a User Search via User Groups

User groups that are assigned to you or are visible to your profile will be available for selection from the **User Group** pull-down on any User Search screen throughout Focus. If a default search group has not been assigned to you, then a blank selection will populate the User Group pull-down.

The screenshot shows the 'User Search' interface. At the top, there's a header with 'Writers02er p', 'Select Student/Staff', 'User Info', 'Fermina Garcia', 'Focus High School', '2023-2024', '4th Quarter', 'SIS', and 'ERP'. Below the header, there are tabs for 'Search Screen', 'User List', and 'Customized List'. The 'Search Screen' tab is active. In the search area, there's a 'User Search' input field, a 'More Search Options' button, and a 'User Group' dropdown menu. The dropdown menu is open, showing 'English Cert/Tea...' as the selected group. Below the dropdown, there are checkboxes for 'Search All Schools' (checked), 'Include Parents', 'Include Inactive', and 'Only Show Most Recent Enrollment'. At the bottom right, there are buttons for 'Use Legacy Search' and 'Search'.

1. Select a different group or additional group(s) from the **User Group** pull-down.

This screenshot shows the 'User Search' interface with the 'User Group' dropdown menu open. The dropdown menu has a search bar labeled 'Filter...' and a list of options: 'English Cert/Teachers' (checked), 'Math Cert/Teachers', and 'Opt Out of Paper W2'. Above the list, there are links for 'Check all', 'Clear', and a count '(2 / 3)', along with an 'Exact filter' checkbox. The rest of the interface, including the header, tabs, and search options, is the same as in the previous screenshot.

i If you have been limited to viewing a specific group of users, the group will automatically populate the **User Group** pull-down. In addition, you will not be able to change the group or search for users outside of the group. Note: If your profile has

been selected from the **Visible To** pull-down upon creating the User Group, you will have access to other groups, although you may not have access to the user records within the groups.

2. Once the correct User Group has been selected, click **Search**.

The screenshot shows the 'Search Screen' with tabs for 'Search Screen', 'User List', and 'Customized List'. The 'User Search' field is empty, and the 'More Search Options' button is visible. The 'User Group' dropdown is set to 'English Cert/Tea...'. Below this, there are checkboxes for 'Search All Schools' (checked), 'Include Parents', 'Include Inactive', and 'Only Show Most Recent Enrollment'. At the bottom right, there is a 'Use Legacy Search' link and a 'Search' button, which is highlighted with a red box.

The users from the User Group display in your search results.

The screenshot shows the 'User List' tab with the 'User Group' set to 'English Cert/Teachers'. The table displays 9 users. The columns are: User, Local ID, Staff ID, Profiles, Photo, and Schools. The 'Search' button is highlighted with a red box.

User	Local ID	Staff ID	Profiles	Photo	Schools
Abrego, Barbara	CS4141200	41412	_Charter Teacher		NORTHOWL FLORIDA STATE COLLEG
Abrego, Roxy Owl	123831	14454	_Teacher		HOOTING MIDDLE SCHOOL
Acevedo, Beattie	CS4134400	41344	_Charter Teacher		NORTHOWL FLORIDA STATE COLLEG
Acevedo, Donald	CS4136700	41367	_Charter Teacher		NORTHOWL FLORIDA STATE COLLEG
Acevedo, Noreia	CS1140978	44175	_Charter Teacher		FOCUS ONLINE (LOCAL PROVID)
Acevedo, Shawn D	124466	1779	_Teacher		FLY MIDDLE SCHOOL

3. Click the **User** name to open the user's corresponding record.

You can also sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results.

Groups

My Groups

 or

All Groups

Export

Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search	Start Date	End Date	View/Add Users
English Cert/Teachers	Garcia, Fe...					Cust...			01/01/202	05/15/20	View/Add
A & B ELL Certification S	Garcia, Fe...					Dyna...	All	A & B E...			View
ACA Status	Garcia, Fe...					Dyna...	All	ACA Sta...			View
Admin Profile	Garcia, Fe...					Dyna...	All	Admin P...			View
Female Users	Garcia, Fe...					Dyna...	All	Female ...			View
Math Cert/Teachers	Garcia, Fe...				_IS ...	Dyna...	All	Math Cert			View

Use the **Filter** text box located at the top of each pull-down for a quick search. Begin typing the name or number of the desired field.

My Groups

 or

All Groups

Export

Filter: OFF

Title	Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names	Assigned Saved Search
English Cert/Teachers	Garcia, Fe...					Cust...		
A & B ELL Certification S	Garcia, Fe...						All	A & B E...
ACA Status	Garcia, Fe...						All	ACA Sta...
Admin Profile	Garcia, Fe...						All	Admin P...
Female Users	Garcia, Fe...						All	Female ...
Math Cert/Teachers	Garcia, Fe...						All	Math Cert
Opt Out of Paper W2	Garcia, Fe...						All	Opt Out ...
Parent Profile	Garcia, Fe...					Dyna...	All	Parent P...

Q focus

Check all Clear (0 / 92)

☐ Exact filter

☒ FOCUS ACADEMY

☐ FOCUS REGIONAL DETENTION CT

☐ FOCUS SANDS SCHOOL

☐ FOCUS STEMM ACADEMY

☐ FOCUS TECHNICAL COLLEGE

☐ FOCUS YOUTH ACADEMY

☐ Focus High School

☐ FOCUS ONLINE (LOCAL PROVID)

☐ FORT OWL BEACH HIGH

☐ CHOCTAWHATCHEE HIGH

a. Click the **Exact filter** check box to filter data to match exactly what you typed into the Filter text box.

Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Garcia, Fe...	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Cust...	<input type="text"/>
Garcia, Fe...	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	All
Garcia, Fe...	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	All
Garcia, Fe...	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	All
Garcia, Fe...	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	All
Garcia, Fe...	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	All
Garcia, Fe...	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Dyna...	All

☒ Exact filter

☐ FOCUS ACADEMY

- ☐ Focus High School
- ☐ FOCUS SANDS SCHOOL
- ☐ FOCUS STEMM ACADEMY
- ☐ FOCUS YOUTH ACADEMY
- ☐ FOCUS TECHNICAL COLLEGE
- ☐ FOCUS ONLINE (LOCAL PROVID)
- ☐ FOCUS REGIONAL DETENTION CT

Click **Check all** to quickly select all displayed options. Click **Clear** to clear all selections made. In the example shown, all "focus" schools have been selected.

Assigned Users	Schools	Default Search	Limit Assigned Users	Visible To	Assignment Type	Assigned Last Names
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Garcia, Fe...	FO...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Cust...	All
Garcia, Fe...	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	All
Garcia, Fe...	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	All
Garcia, Fe...	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	All
Garcia, Fe...	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	All
Garcia, Fe...	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	All
Garcia, Fe...	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Dyna...	All

☒ Exact filter

☒ FOCUS ACADEMY

- ☒ Focus High School
- ☒ FOCUS SANDS SCHOOL
- ☒ FOCUS STEMM ACADEMY
- ☒ FOCUS YOUTH ACADEMY
- ☒ FOCUS TECHNICAL COLLEGE
- ☒ FOCUS ONLINE (LOCAL PROVID)
- ☒ FOCUS REGIONAL DETENTION CT

Click **Message** to message the users in the user group via Communication.

Writers02erp

Select Student/Staff

User Groups

Fermina Garcia

Focus High School

SIS

2023-2024

4th Quarter

ERP

Groups

View Users

A & B ELL Certification Status

Prev

Page: 1 / 38

Next

747 Records

Export

Message

Filter: OFF

Page Size: 20

User Name

Abrego, Mamie MATTHEW

User ID

1161

Abrego, Charles

26674

Acosta, C

Writers02erp

Select Student/Staff

Communication

Fermina Garcia

Focus High School

SIS

2023-2024

4th Quarter

ERP

Acosta, C

Compose

Templates

Announcements

Inbox

Sent

Scheduled

Drafts

Settings

Message

Template

Announcement

Save Draft

Discard

Print

Use Template

Schedule

Send

Students

Staff

Abrego, Mamie MATTHEW ...

Letterhead

Import Recipients

Secure Email

Priority

Push Notification

Add Log Record

Copy Self

Send as District

Allow Student/Parent Reply

Email

Attach

File

Subject

New Message

Cc

person1@example.com; person2@example.com

First Only

Type your message here or use a template. The message will be visible to the recipient(s) in Focus, but they will also receive an email.

Edit Translations

The **Page Size** defaults to 20 records. Click and edit the **Page Size** to change the number of records displayed per page. The number of records displayed determines the number of pages displayed.

Groups

View Users

Female Users

Prev

Page: 1 / 374

Next

3,735 Records

Export

Message

Filter: OFF

Page Size: 10

User Name

Abrego, Adina C.

User ID

22237

Abrego, Alicia LESLEY

23059

Abrego, Karl LEIGH

5537

Abrego, Raul

1192

Abrego, Ronald MARIE

14657

Abrego, Roxy Owl

14454

Abrego, Thomas DAWN

37746

Abrego, William LEIGH

22258

Acevedo, Cesaria

49596

Acevedo, Charlene C

24718