Focus University Instructional Guide
Topic: Parent Portal

August 2020

Purpose: The Focus Parent Portal is a web-based tool used to monitor student's schedules, attendance, classroom assignments and grades, progress reports and report cards, test history and much more. This document will guide parents through the creation of and navigation within the Parent Portal.

Agenda

Quick Guide 2

Create Parent Portal Account 3

- ❑ Forgot Password 6

Parent Portal Navigation 7

Parent Information 9

- ❑ Email Notifications 9

Child Menu Options 10

- ❑ Child Info/Demographic Info 10
- ❑ Menu Options 12

Parent Changes 13

- ❑ Review Change Requests 13

Parent Calendar 14

- ❑ Calendar Features 14
- ❑ Setup – Event Categories Tab 15
- ❑ Add an Event to My Calendar 17
- ❑ Edit an Event 21
- ❑ Delete an Event 22
- ❑ Pending Teacher/Administrator Conference Requests 23

Quick Guide

Keep track of your login information.

1. Log On to This Site: https://XXX.focusschoolsoftware.com
2. Write your username. _____
3. Write your password. _____

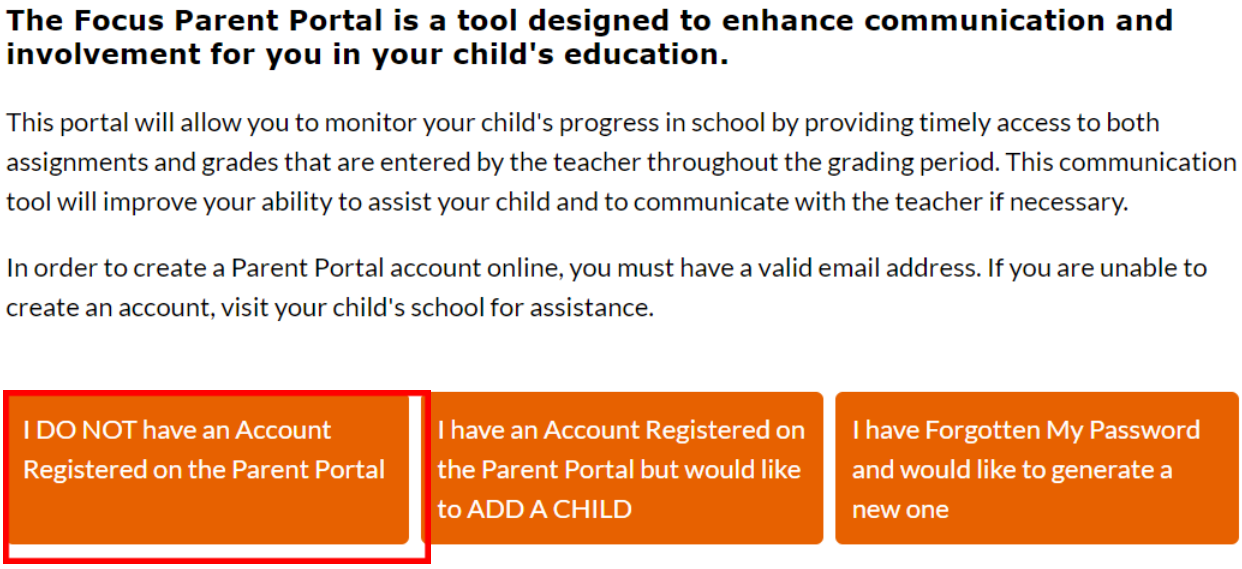
Note: Family Portal users: If you had an account (user name and password) for Vision's Family Portal, you will be able to use the same password with your email address as the user name (the email that the school has on file) for the Parent Portal. If the screen shot below looks familiar, skip the account creation outlined in the next section.

Create Parent Portal Account

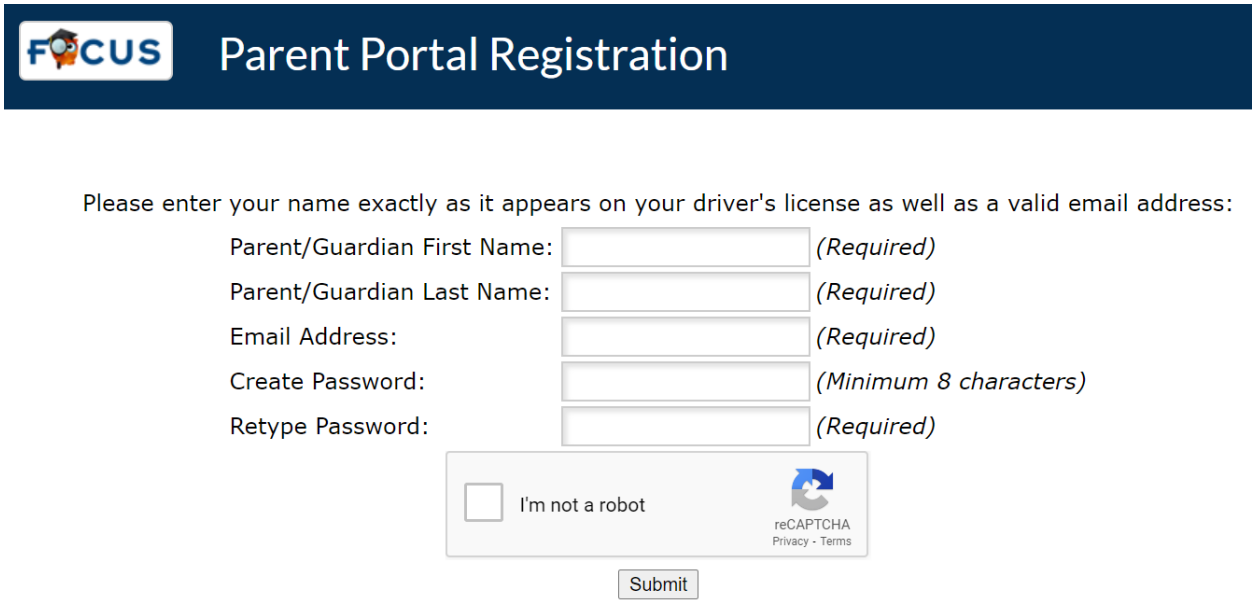
For the protection of the child's confidential information, the following secure procedures for establishing a Parent Portal account. To establish a parent portal account online, the parent

must have a valid email address and the student's birth date must be on record with the School District.

1. Log on To This Site: https://XXX.focusschoolsoftware.com/focus/auth/
2. Click **I DO NOT have an Account Registered…,** if you do not have a parent account.

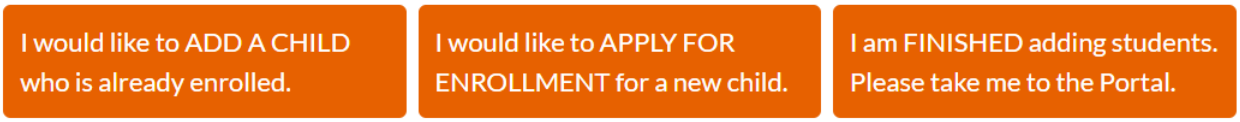


3. Enter all of the required fields with your own information.

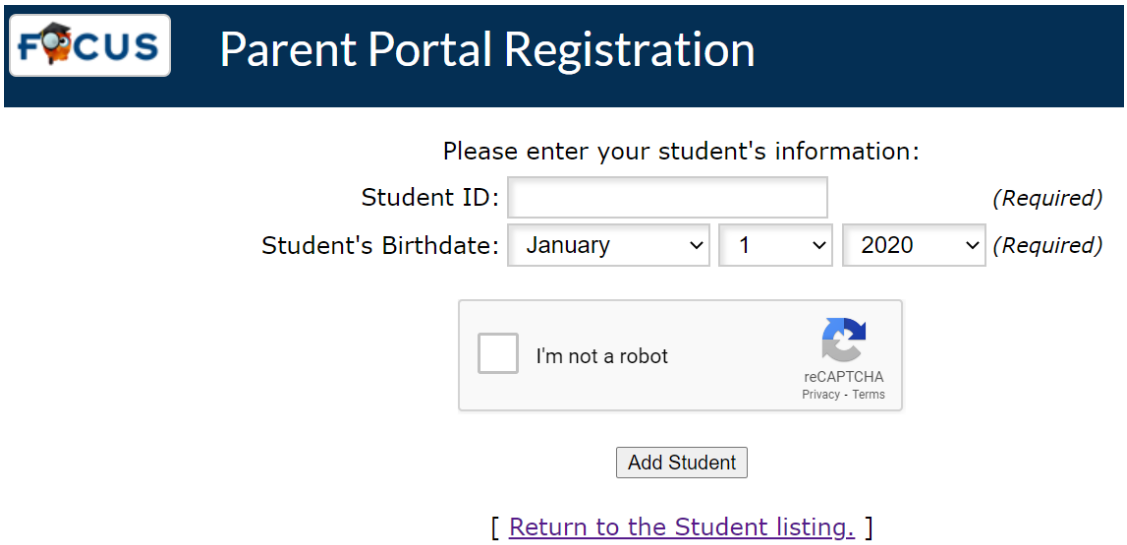


4. Click **Submit**.

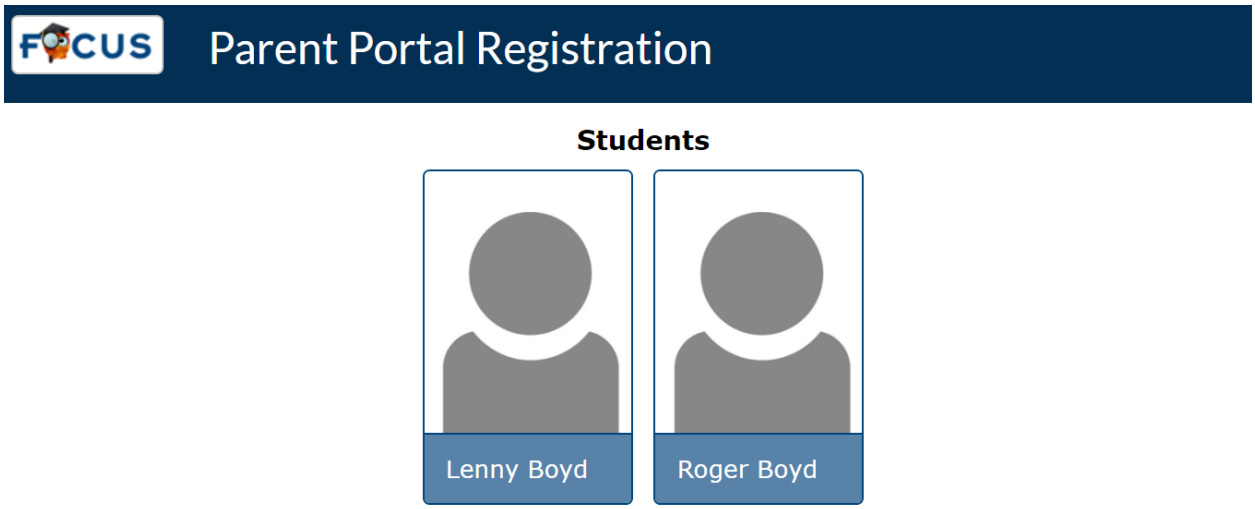
5. Enter the required information to identify the child. Multiple children must be added one at a time; an option to add another child will be available in the next step.



6. Click **I would like to ADD A CHILD who is already enrolled.** The following window opens.



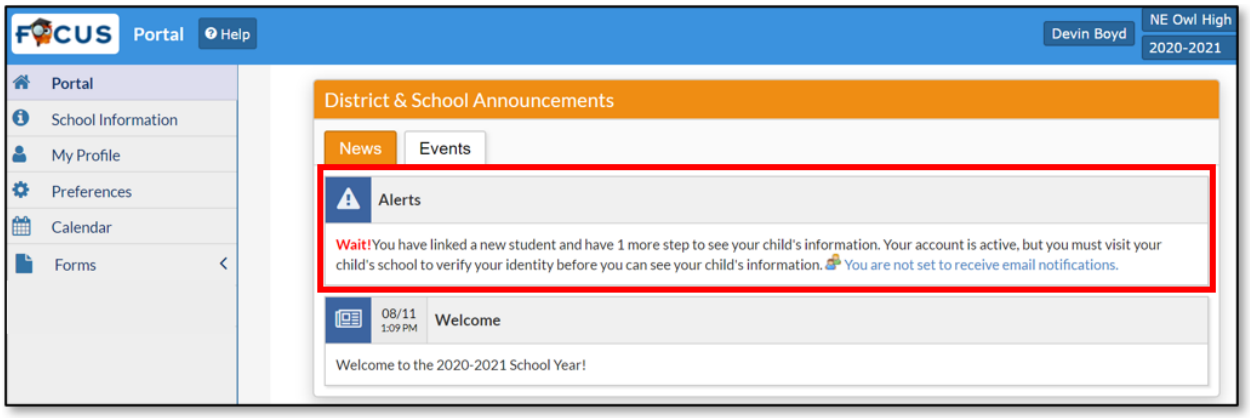
7. Enter the required fields and then click **Add Student.**
8. The child's name will display on the screen.



9. To add another child, click **I would like to ADD A CHILD who is already enrolled.** Otherwise, click **I am FINISHED adding student. Please take me to the Portal**.

Tips: This step can be completed as many times as necessary, or at a later date if needed.

Alert: If a district requires a parent to visit the school and present a valid photo ID prior to gaining access to student information, an alert message will display as seen in the screenshot below.



An email will be sent to the email address on file stating that access has been granted for the students identified, as well as others who have access to this student and an additional link to the parent portal account.

Focus PA noreply@focusmail.focus-sis.org via cri-mms.com
to training@visionsis.com

Devin Boyd,

You have been granted access to the Focus PA Parent Portal for Lenny Boyd

Your e-mail address is your user ID.

No other users have access to this student.

Click Here to access the Parent Portal.

10. Enter the username and password on the Portal login screen.
11. Click the **Login**.

❑ Forgot Password

If a password has been forgotten, a new one can be generated via two different methods.

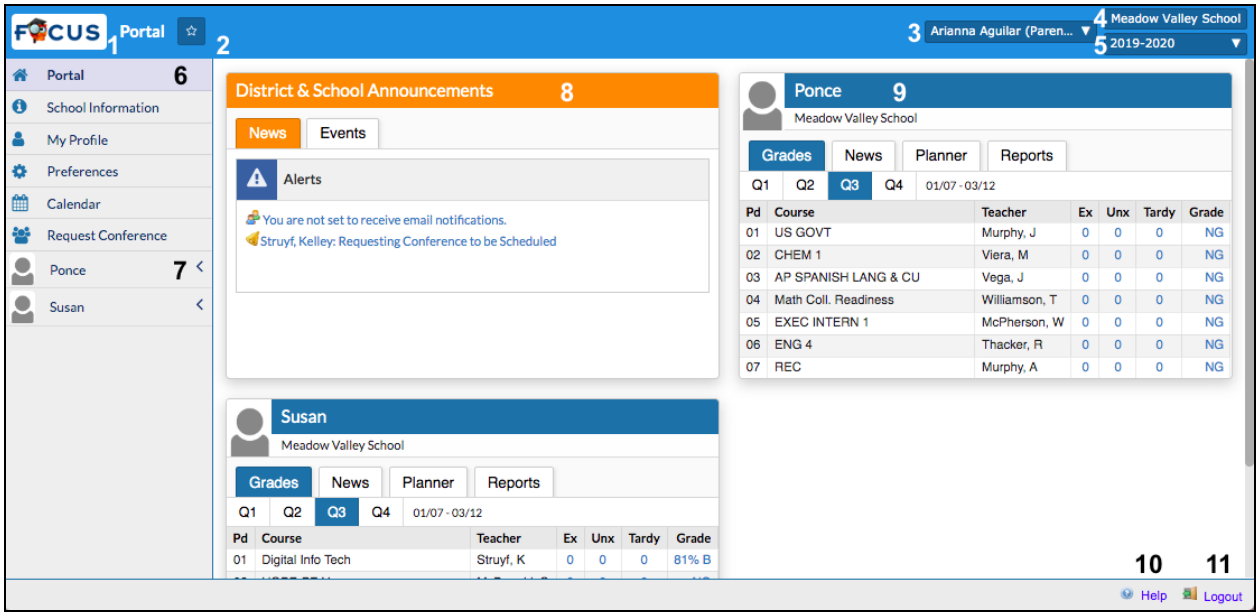
Option One: The parent can request a new password through clicking the link **Parents: Forgot Password?** Enter the email associated with the account and receive further directions for logging in.

Option Two: The parent can request a new password through the **Request Access** screen.

1. Enter the email address used to create the account and click the submit button.
2. When a valid email address is entered, a confirmation message will display.

Parent Portal Navigation

Once a parent account is created, parents can sign in to the Parent Portal. Students will have accounts created based on district defined credentials. Parents and students will have access to useful notifications and information, including real-time alerts and messages.



1. **Focus/District Logo** – Click on the logo return to the portal page.
2. **Favorites** - Click the Star on any screen to make the Program a favorite and to see a list of all Programs that have been added to as a Favorite. Existing pages saved as favorites can be selected to navigate to the specified page. Existing pages saved as favorites can be removed by selecting the red minus sign.
3. **Parent Name** – Displays the parent's first and last name.
4. **School List** – Displays the name of the child's school.
5. **School Year Pull-Down** – Navigates between the current year and prior/future years.

6. **Menu Options** – Allows navigation to different screens within Focus.
7. **Child(ren) Name(s)** - Parents with multiple students within the district can switch between their children by selecting the child and then the specific information needed.
8. **District & School Announcements -**
    a. **News -** This is the default. This will display messages and alerts.
        i. **Announcements -** can include school or district messages to Parents.
        ii. **Alerts -** can include attendance, grade, referral, or conference request notifications.
    b. **Events -** This will display assignments and calendar events for the next week.
9. **Child Info Block -** A separate block will display for each student that is enrolled in the district. Each student information block will contain the following tabs specific to the student:
    a. **Grades -** displays the current marking period (by default). The current schedule will display with attendance summary and Gradebook averages for each period.
    b. **News** - displays an overview of attendance, assignments, positive behaviors, and teacher webpage news.
    c. **Planner** - displays assignments that are due.
    d. **Reports -** displays progress reports and report cards.
10. **Help** – Provides contextual help for an open page. Links to Focus University can be opened in a new window.
11. **Logout** – Closes the Focus application. Focus times-out is after 24 minutes of inactivity.

Parent Information

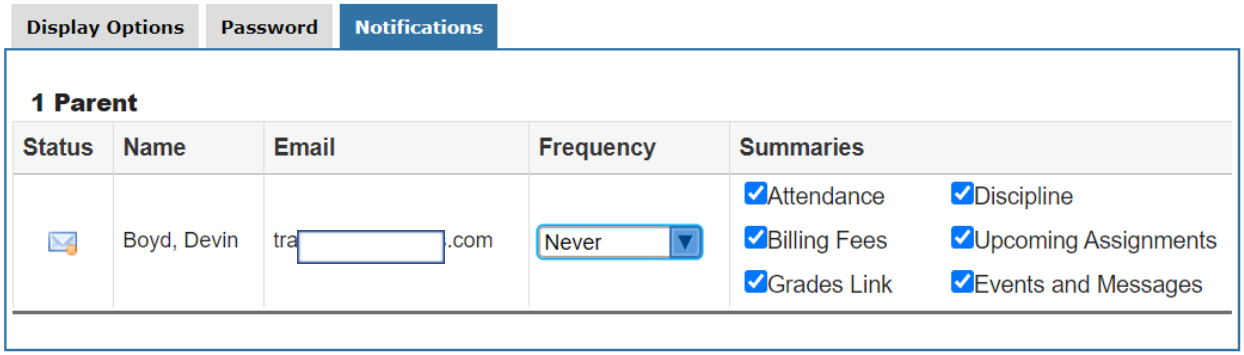
Parents can access personal information, configure preference, set notifications and more.

- My Profile - Displays information about the parent.
- Preferences
  - **Display Options Tab –** Parents can edit the language, menu locations, color, and date format of the Focus portal page.
  - **Password –** Change your password.
  - **Notifications Tab** – Parents can subscribe to email notifications and determine the frequency and areas of summary included in the notifications. See the next section for more details.

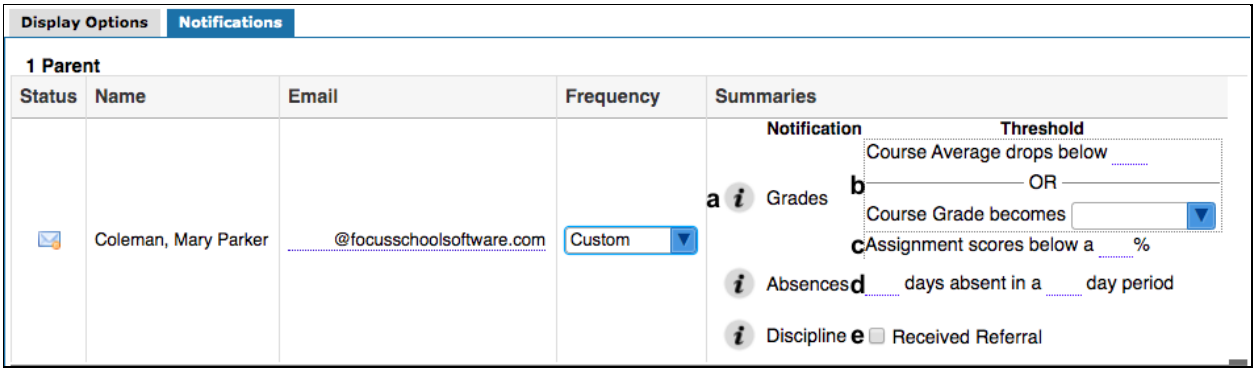
❑ Email Notifications

Parents can subscribe to email notifications and determine the frequency and areas of summary included in the notifications.

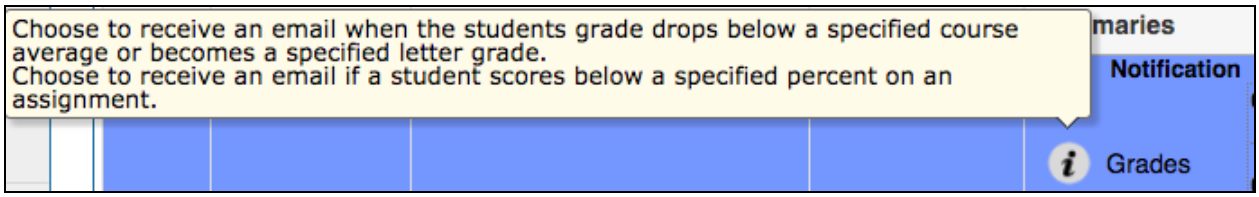
1. Go to the **Preferences** menu and select **Notification** tab.



2. Click **Save**.
3. Select the frequency of the emails/notifications to receive.
   - **Never** - no notifications will be sent.
   - **Daily** - a daily email/notification will be sent with the selected summaries.
   - **Weekly** - a weekly email/notification will be sent with the selected summaries.
   - **Custom** - this will open more options to customize when notifications are sent.



a. Hovering or clicking on the will provide further instructions.



b. Receive a notification if the **Course Average** drops below a specific threshold or the **Course Grade** becomes a specific letter grade.
c. Receive a notification if an **Assignment score** drops below the specified threshold.
d. Receive a notification if the student is **Absent** for the specified number of days in the specific time period.
e. Receive a notification if the student receives a **Referral**.

4. Click **Save**.

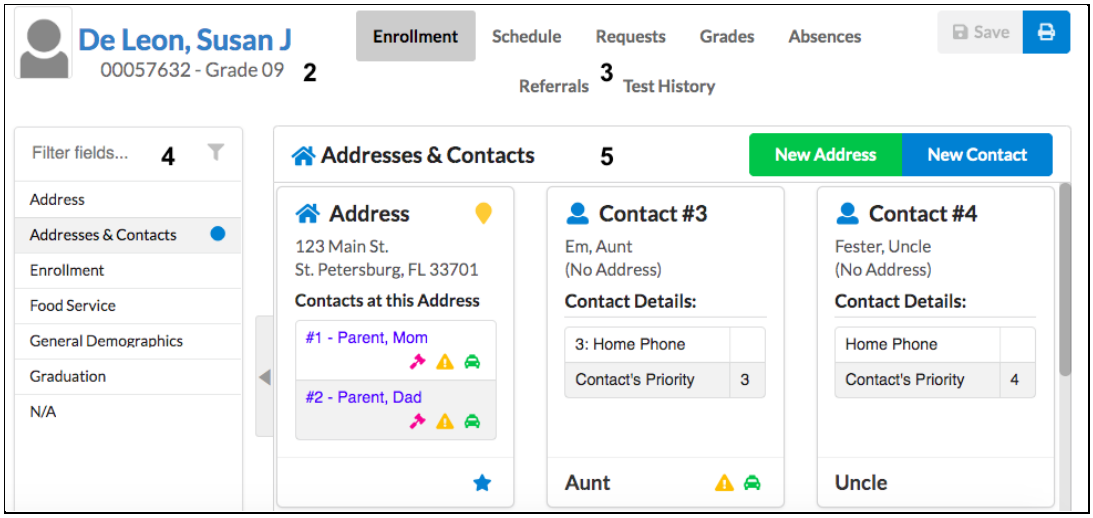
Child Menu Options

Parents can review their student's information, grades, course history, graduation requirements, and more. The **Child Info** menu shows each of the pieces that the parent can access.

❑ Child Info/Demographic Info

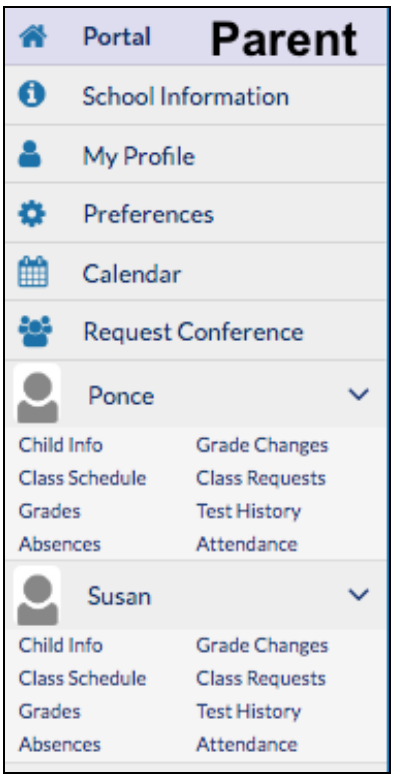
The **Child Info** screen lists demographic information. Parents can review any of the information for accuracy.

1. Click on the **Child's name** and **Child Info**.



2. Displays the student's name. By clicking on the name, a box will display **General Information** about the student such as student Name, Birthdate, Username, and more.
3. Click on the sub-menus to view student records in each category.
4. The menus in this box will provide additional information about the student. The **Filter Fields** box can be used to search for a specific screen.
5. This area will display the selected menu option.

❑ Menu Options



- **Change Requests** - displays any requests changes parents have made to student information.
- **Grade Changes** - displays any changes to the student's grades.
- **Class Schedule** - displays the student's schedule.
  - Click **Weekly Planner** to display the student's schedule in weekly planner format. This view may not be available.
- **Class Requests** - displays the student's requests.
  - Requests are typically used for grades 6-12.
  - If **Switch to *Next School Year*** is selected, the requests for the upcoming school year will display. This will only appear in second semester.
- **Grades** - displays the student's grades for this year, final grades, GPA, and class rank.
  - **Show All Years** - displays all years or Course History for the student. Click **Update**.
  - **Show All Schools** - displays all schools the student has attended. Click **Update**.
  - **Show Inactive Courses** - displays inactive courses the student was once enrolled in. Click **Update**.
  - **Group by Course** - organizes all the courses by subject.
  - **View Detailed Report** - displays a detailed version of the student's Course History.
  - **Print Assignment Grades** - prints a report with all assignments for the current marking period.
- **Test History** - displays a list of standardized and/or district tests the student has taken. This screen also displays the administration date, the school year, and grade level for each test.

- Click the grey arrow to display in depth information for a specific test that was administered.

- **Absences** - displays the student's attendance.
  - Click **Chart** to view the student's attendance in a chart view.
- **Attendance** - displays the **Chart** view of attendance.
- **Referrals** - displays the Displays the referrals the student has received.
  - Click the student name next to the referral to open and view details of the referral.

Parent Changes

Parents can make changes to district determined fields. These changes might be reviewed by administration before changing in Focus.

1. Go the Child's name and select **Child Info**.
2. Select the category of **Addresses & Contacts**.
3. Click on the address or contact to update or click **New Address** or **New Contact** to create a new record.
4. Edit or fill in the appropriate fields.
5. After updating the information, a change request submission notification will appear.

❑ Review Change Requests

Parents can review change requests that they have made.

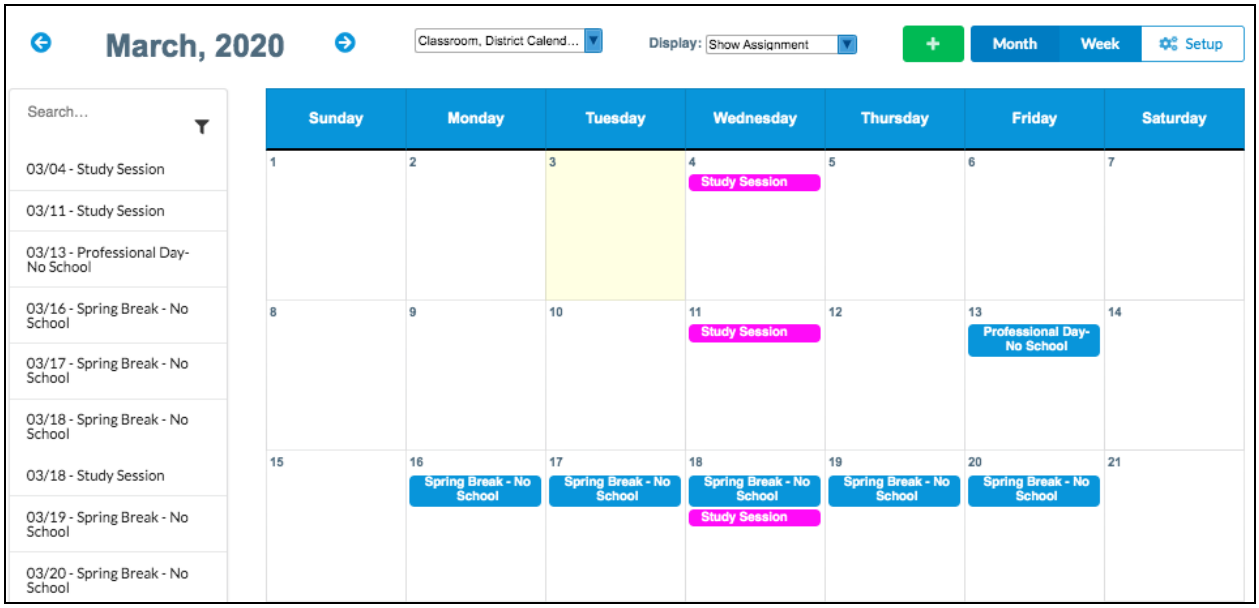
1. Go the Child's name and select **Child Info**.
2. Select **Change Requests**.
3. Requested changes will display below.
4. To remove a request, click **Cancel** to the left of the request.

Parent Calendar

The **Calendar** feature allows parents to create and manage a personal calendar in Focus. Parents can request or receive requests for teacher conferences.

❑ Calendar Features

1. Click **Calendar** on the side menu.
    - The current month and year are displayed in the top left corner. Click the blue arrows to scroll to a previous and/or future month.



- On the left side of the screen is a list of the upcoming events on your calendar.
- To filter the list, begin typing the event title in the **Search** field.

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

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

> **Info:** Categories that have been setup by the parents themselves will display with an asterisk in front of the category name. Categories that have been shared by the district will display at the bottom of the list without an asterisk.

- In the **Display** drop-down, parents have the option to display **Assignments** and/or the meeting times of **Classroom Sections**.
- The green plus icon can be used to add a new event or a recurring event.
- Click **Week** to view the calendar by week instead of month.
- Click **Month** to return to the monthly view.
- Click **Setup** to access the setup of **Calendar**.
- Click on an event to view the event details in a pop-up window.

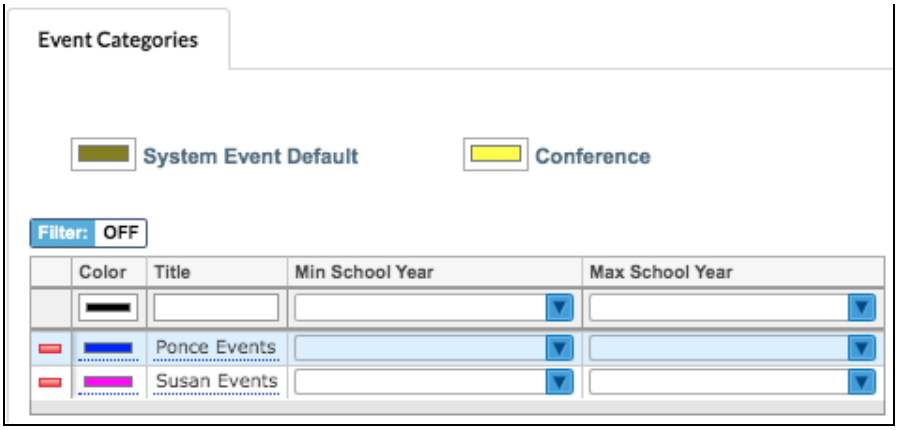
❑ Setup – Event Categories Tab

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 the event can be assigned to a category on the calendar.

> **Alert:** Events cannot be added to the calendar unless an event category is created.

1. Click **Calendar** on the side menu.
2. Select the **Setup** tab.

3. Select the **Event Categories** tab.
   - Any previously created event categories will display in the table below.



4. In the top row of the table, fill in the following:
    a. Click in the **Color** box to select the color that events will be highlighted in when they are assigned to the specified category on the calendar.
        - Select the color and click **Choose** to close the pop-up window.
    b. Enter a **Title** for the category.
        - To restrict use of the category to specific school years, select the **Min School Year** and/or **Max School Year** from the applicable drop-down menus.

> **Tips:** Leaving the **Min School Year** and **Max School Year** drop-downs blank will make the category available in all school years.

5. Press **Enter** to save the event category.
    - Once the category has been added, it will display with a red minus sign to the left of the category color.
    - Event categories will display in the category drop-down on the **Calendar** screen and can be filtered by selecting the applicable category/categories.
    - Event categories that are created will display when an event is added to **Calendar**.

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

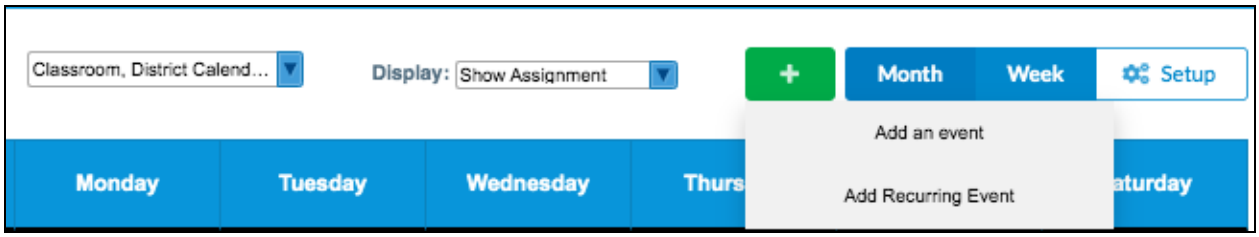
❑ Add an Event to My Calendar

Add a One Time Event

One-time events can be added to the calendar and shared with specific sections that a teacher teaches throughout the day.

1. Go to the **My Information** menu and select **Calendar**.
2. An event can be added to the calendar using one of the following methods.

o **Option One:** Hover over the green plus icon and click **Add an event**.



o **Option Two:** Click in the applicable square for a specific date on the calendar.

> **Tip:** If a specific date is selected when adding an event to the calendar, the **Date** fields will automatically populate with the date selected. This can be modified as needed.

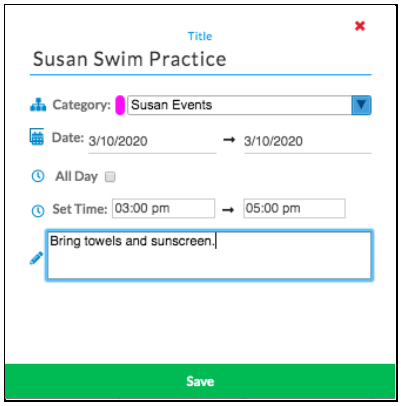
- The event details box will display.
- *An asterisk below will denote required fields when adding an event to the calendar.*

3. *** Title** - Enter a **Title** for the event.
4. *** Category** - Select the **Category** for the event.

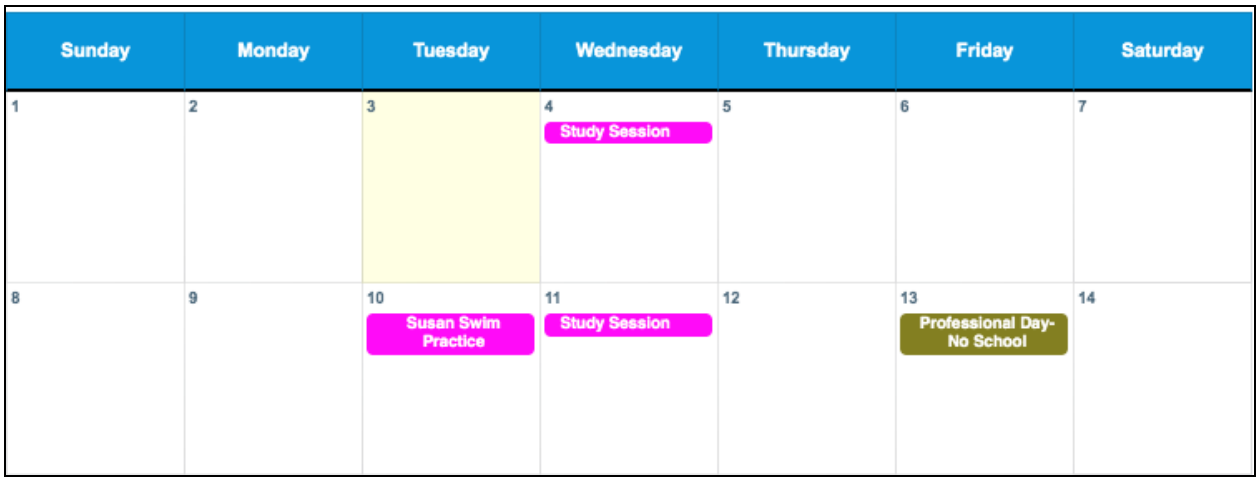
> **Alert:** A minimum of one event category must be set up to add an event to the calendar. To set up an event category, select the **Setup** icon on the **Calendar** screen.

5. *** Date** - Click the first **Date** field and enter or select the event start date from the calendar. The end date field will auto-populate with the same date. If the event will last multiple days, enter or select the end date in the second date field.
6. **All Day** - If the event will last all day, select **All Day**. This will hide the **Set Time** fields.

7. * **Set Time Fields** - Enter the start and end times for the event in the format of hours:minutes am/pm.
8. Enter any notes for the event as needed. Notes are not required; however, notes will display when the event is selected on the calendar.
9. Click **Save**.



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



Add a Recurring Event

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

1. Click **Calendar** on the side menu.
2. Hover over the green plus sign icon.

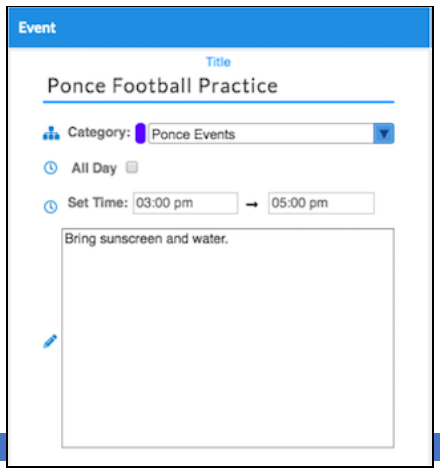
3. Select **Add a Recurring Event**.

- The event details box will display.
- *An asterisk below will denote required fields when adding an event to the calendar.*

4. ***Title** - Enter a **Title** for the event.
5. ***** **Category** - Select the **Category** for the event.

> **Alert:** A minimum of one event category must be set up to add an event to the calendar. To set up an event category, select the **Setup** icon on the **Calendar** screen.

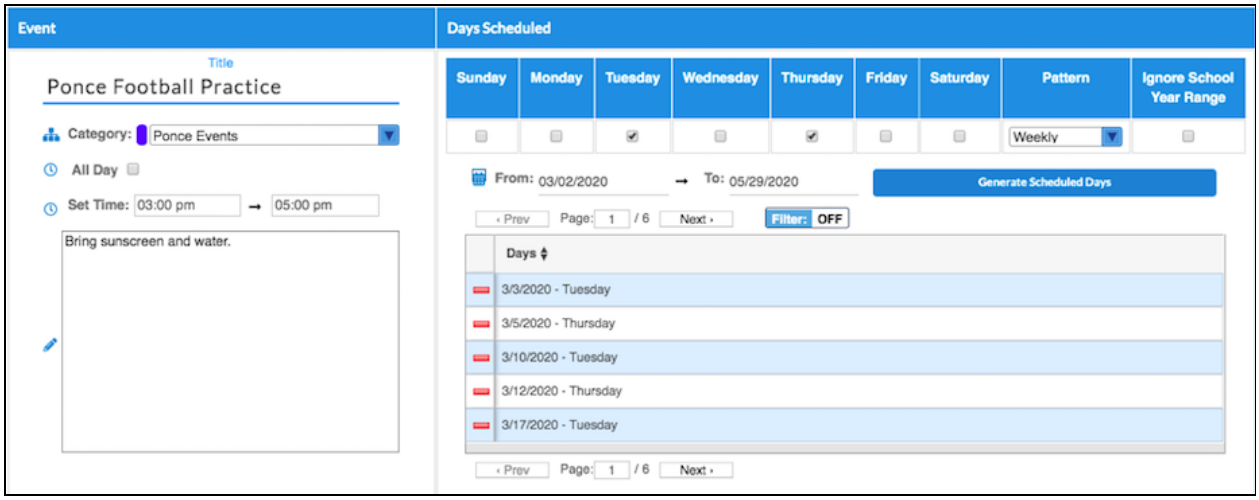
6. **All Day** - If the event will last all day, select **All Day**. This will hide the **Set Time** fields.
7. * **Set Time** - Enter the start and end times for the event in the format of hours:minutes am/pm.
   - If a meeting length was set up in the **Availability Settings**, the end time will auto-populate based on the length set.
   - The times can be modified as needed. Indicating the time of the event through the **All Day** check box or the **Set Time fields** is required.
8. Enter any notes for the event as needed. Notes are not required; however, notes will display when the event is selected on the calendar.
9. ***** **Days Scheduled** – Select the day(s) of the week that the event will occur.
10. ***** **Pattern** – Select the pattern of the event to determine if the frequency will be weekly, biweekly or monthly.



11. * **From:** __ **To:** ____ Click in these fields to select the applicable date that event will start in the **From:** field. The date in the **To:** field will automatically populate and adjustments can be made accordingly.
12. 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 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.

Tips: Use the **Filters** to filter for a specific date as needed.

13. Select **Create Recurring Event**.



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

Info: If the recurring event was made public, the event will display on the **Upcoming Events** portal block.

❑ Edit an Event

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

Edit an Individual Event

1. Click **Calendar** on the side menu.
2. Select the event from the calendar. The event details pop-up window will display.
3. Make modifications to the event as necessary.
4. Click **Save**.

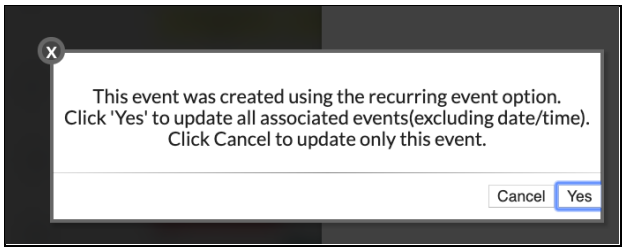
Edit a Recurring Event

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. Click **Calendar** on the side menu.
2. Select the event from the calendar. The event details pop-up window will display.

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

3. Make modifications to the event as necessary.
4. Click **Save**.
   - A pop-up window will display, indicating that the event was created using the recurring event option.
     - 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**.



❑ Delete an Event

Delete an Individual Event

1. Click **Calendar** on the side menu.
2. Select the event from the calendar. The event details pop-up window will display.

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

3. Select **Delete**.

Delete A Recurring Event

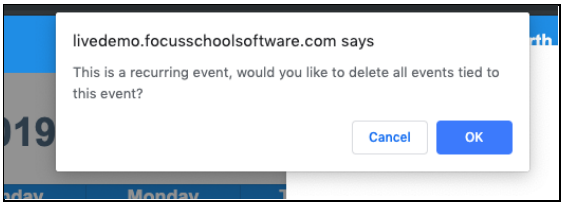
When deleting a recurring event, a single instance of a recurring event can be deleted, or all instances of a recurring event can be deleted.

1. Go to the **My Information** menu and select **Calendar**.
2. Select the event from the calendar.

> **Tips:** 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 will display.
3. Select **Delete**.
   - A pop-up window will display, indicating that the event was created using the recurring event option.
     - Select **Ok** to delete all instances of the recurring event.

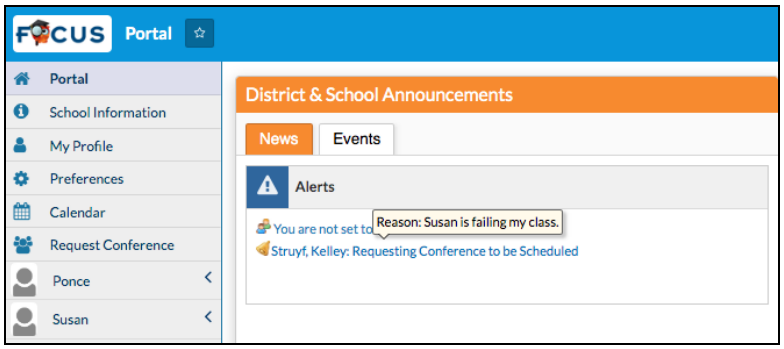
- Select **Cancel** to delete only the event for the specific date selected.



❑ Pending Teacher/Administrator Conference Requests

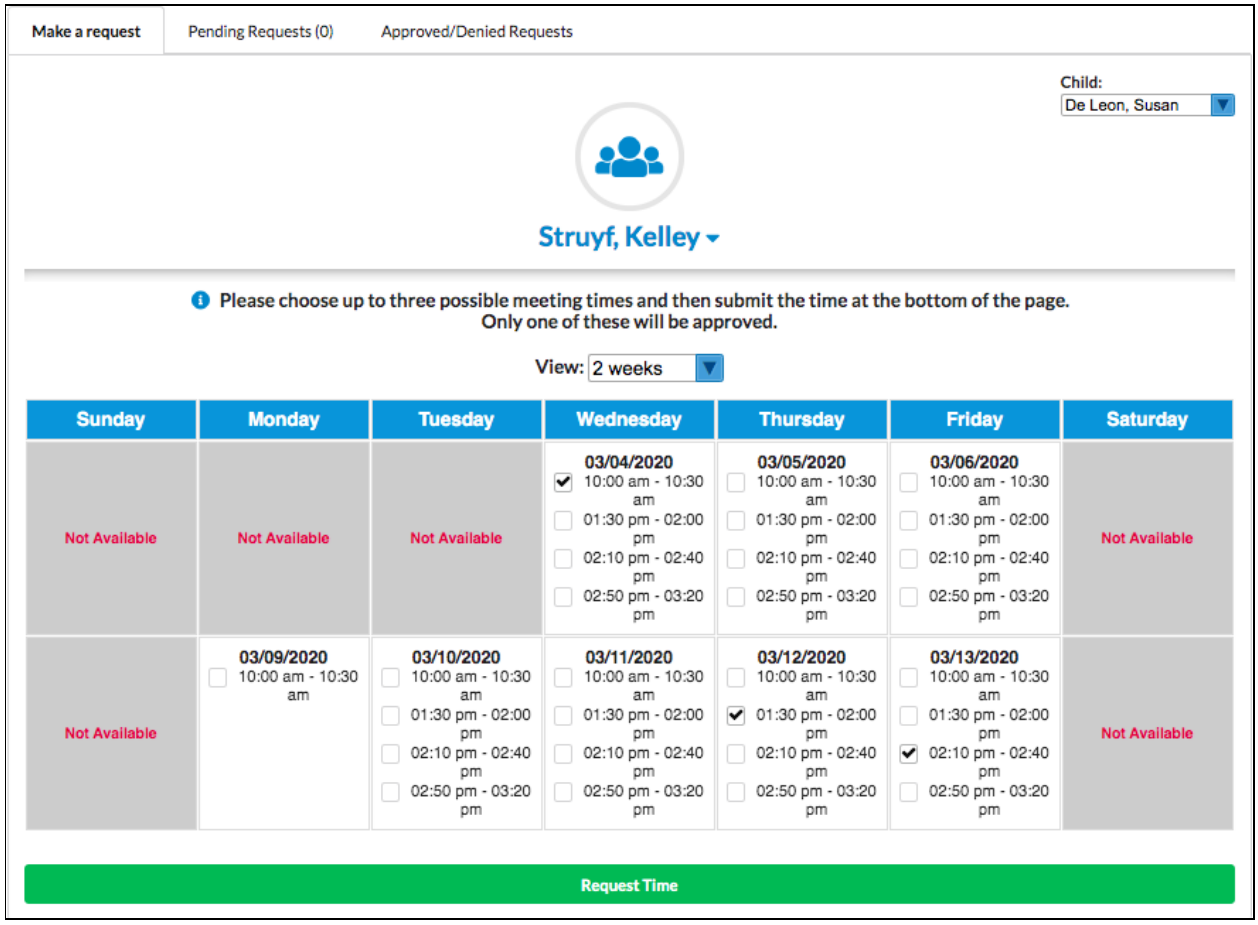
When a teacher/administrator submits a request for a conference through Focus, the parent will receive a portal alert in the **Alerts** section of the portal. The portal alert will state **Pending Requests** and the number of requests that are pending.

1. Click on the Alert. By selecting the alert on the portal page, the **Pending Conference Requests** screen will display inside of the **Calendar**.

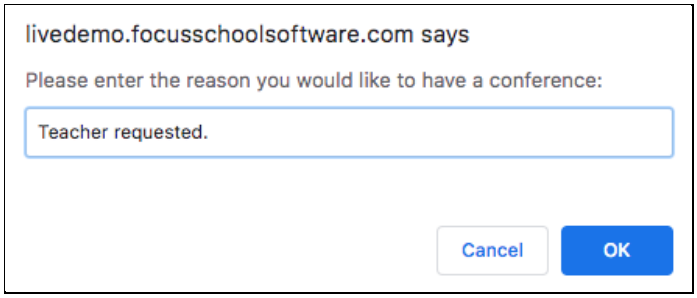


2. Select the child in the drop-down on the right.

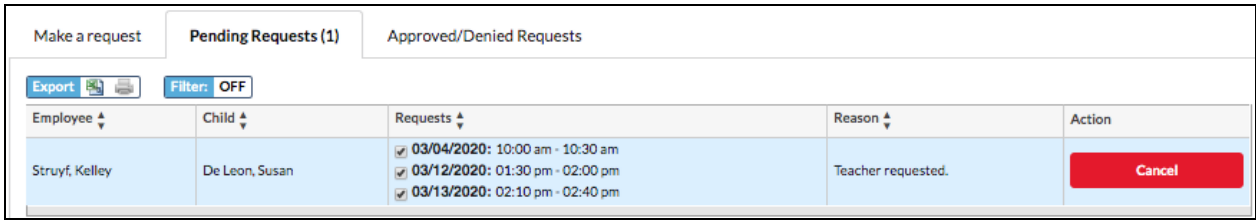
The teacher that requested a conference will display by default.



3. Select up to 3 available times below. This will give the teacher/administrator multiple times to choose the best available time for them. The times will change based on each teacher's availability.
4. Click **Request Time**.
5. Enter the reason for the conference.



6. Click **Ok**.



- The teacher/administrator will approve/deny the times.
- If the parent has an email associated with the user account, an email will be sent stating the confirmation of the conference.