

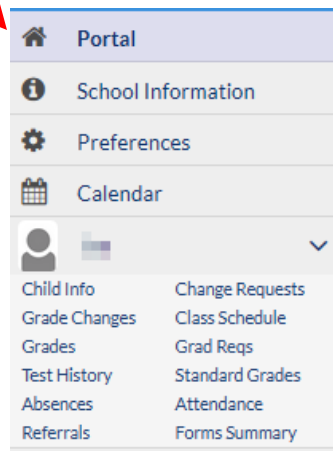
## NAVIGATION MENU

**Portal** – Clicking this will take you back to the main portal from any page.

**School Information** – Contact info, documents & forms.

**Preferences** – Language, portal background color, and change password.

**Calendar** – School events, holidays, Class Assignments



## CHILD MENU

**Child Info** – General Info, Permissions, Forms, etc.

**Grade Changes** – History of grade changes

**Grades** – Current and prior year grades

**Test History** – All tests the student has taken

**Absences** – Summary of absences

**Referrals** – Displays referrals the student has received

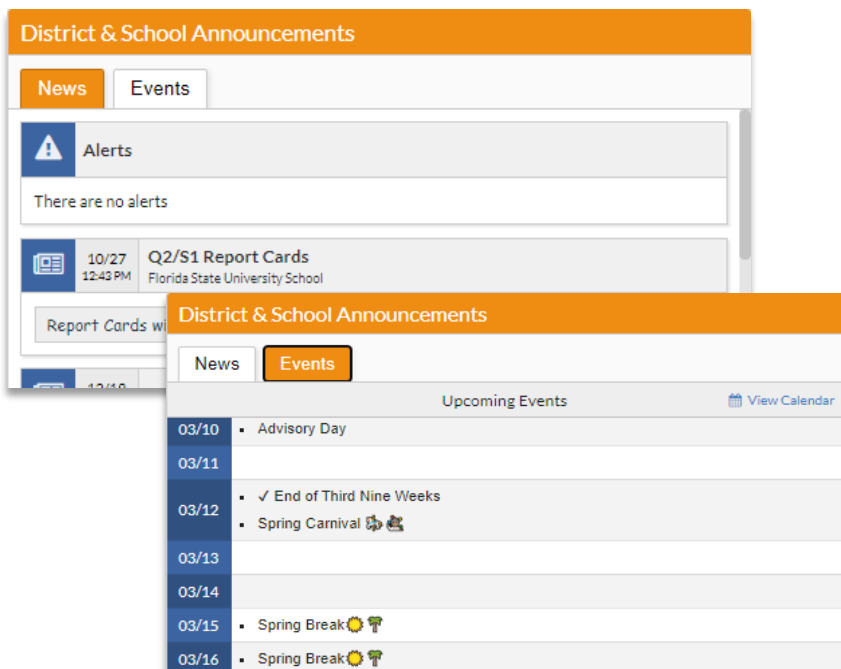
**Change Requests**

**Class Schedule** – Student schedule

**Grad Reqs** – Graduation requirements & progress (H.S.)

**Standard Grades** –

**Attendance** – Summary of attendance



## DISTRICT & SCHOOL ANNOUNCEMENTS

**News Tab** – Displays Portal messages published by the school.

**Alerts** – Displays messages that need attention.

**Events Tab** – Upcoming events created on the district and/or teacher calendar.

Florida State University School							Badges Avail: 1 Spent: 0
Grades		News	Planner	Reports			
Q1	Q2	Q3	Q4	12/19 - 03/12			
Pd	Course	Teacher	Ex	Unx	Tardy	Grade	
01	M/J LANGARTS 1		0	1	1	93% A	
AV	M/J NC ADVISORY 1		0	0	0	NG	
02	M/J COMPRE SCI 1		0	1	0	86% B	
03	M/J GRADE 6 MATH		0	0	0	77% C	
04	M/J WORLD GEOG		0	1	0	94% A	
05B	M/J FITNESS GRADE 6		0	1	0	100% A	
06	M/J SPANISH BEG		0	1	0	81% B	
07	M/J RESEARCH 1		0	0	0	98% A	

## CHILD INFORMATION BLOCK

The current marking period is selected by default.

**Grades Tab** – Displays schedule, teachers, attendance, and current grades.

- Click the teacher’s name to send a Focus chat message.
- Click the course name to view the teacher’s webpage.
- Click the grade for graded assignments.

**News Tab** – Overview of graded assignments, Positive Behavior Badges, and Teacher Webpage posts.

**Planner Tab** – List of upcoming assignments and due dates.

**Reports Tab** – Most current Report Card the school has published in PDF format.

The News tab shows a calendar view for Friday - 02/26/2021 with items like 'Fitness Log and other Fitness Activities (5.00/5)' and 'Hard Working Student +1'. The Planner tab shows 'Assignments Due' for dates 02/21 through 02/25, listing items like 'Newsela Power Words(M/J RESEARCH 1)' and '6 Kingdoms Formative(M/J COMPRE SCI 1)'.

The Reports tab shows a 'Report Card' document with a download icon and a timestamp of 01/11 3:31 PM.

## FOCUS MESSENGER

To use Focus’ built in messenger, click on the messenger icon located at the bottom left of the Focus website and next to the Logout button.

A chat window will display on the right side of your screen with recent chats. To send a message to a teacher that is not in your recent chat log, click the Teacher icon at the bottom and a list of your child’s teachers will display.

The screenshot shows the Focus Messenger interface. On the left, there are navigation links for 'Test History', 'Absences', 'Referrals', 'Standard Grades', and 'Attendance'. A 'Messenger' icon is highlighted with a red box. On the right, a 'Recent Chats' window is open, showing a list of chat partners: Fry, Quevedo, Knudsen, Bosque, Fry, and e Gagliardini. A 'Teacher' icon at the bottom of the chat window is also highlighted with a red box.