Fort Worth Informational Reference Document

Navigating the Focus Parent Portal Platform

Overview: This document provides an overview for how to use and navigate the Parent Portal platform in Focus. Parent Portal is a resource parents/guardians use to access student data online or via mobile devices.

IMPORTANT

INDEPENDENT SCHOOL DISTRICT

Parent Portal accounts must be created in order to navigate Focus. For steps to set up a Parent Portal account view the following quick reference guides:

- <u>Creating a Parent Portal Account</u>
- <u>Crear una Cuenta en el Portal para Padres</u>

LOGIN OPTIONS

WEB BROWSER

Option 1: Navigate to <u>https://fwisd.focusschoolsoftware.com/focus/</u>. Sign in using the previously created Parent Portal email address and password.



MOBILE APP

Option 2: Login using the FWISD mobile app. Click the More tab and select Parent Portal.



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PORTAL LAYOUT

Click *FWISD Logo* or **Portal** to return to the homepage at any time. Clicking each tab will open more pages of information centered around that main topic. The Child Menu includes forms and information relating to the individual student.



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PORTAL: DISTRICT & SCHOOL ANNOUNCEMENTS NEWS

The News tab automatically displays on the Portal tab and shows important message Alerts that need attention as well as important District & School Announcements.

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EVENTS

The *Events* tab displays upcoming campus-specific public events. Check with the campus to see how events are typically shared as they may be listed on the school website instead of Parent Portal.

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Logout			

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SCHOOL INFORMATION GENERAL INFORMATION TAB

Users can view school information. The default *General* view shows the following important campus information: address, principal name, and campus phone number.

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MY PROFILE PRIMARY INFO TAB

In the Primary Info view, users can view and verify personal primary information and email address. Note: Contact the campus data clerk if any changes need to be made to primary information.

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MY PROFILE CONTINUED ATTACHED STUDENTS TAB

Click **Attached Students** to easily view attached student information including student ID number, campus, and grade level.

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COMMUNICATION

While in the *Inbox* view, users can see all messages that have been sent and received. Click **Compose** to send direct messages to classroom teachers that provide direct instruction to the student.

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PREFERENCES DISPLAY OPTIONS TAB

In the Display tab users are able to customize options such as language, highlight color, name format, and date format.

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NOTIFICATIONS TAB

Users can adjust notifications settings and frequency based on their preferences. Users can set up custom notifications to receive notifications if student grades or attendance fall outside of a parent determined threshold.

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FortWorth INDEPENDENT SCHOOL DISTRICT

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CALENDAR

Users may view and filter displayed assignments, conferences, and important dates. Events displayed on the calendar may vary based on campus or teacher use.

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FORMS

Users may view available online applications. By completing the *Online Application*, users easily connect a currently enrolled child to their Parent Portal account or apply for enrollment for a new student.

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CHILD MENU

Linked students display at the bottom of the navigation menu. The *Child Menu* tab allows the user to access student-specific information such as *student info*, *Attendance*, *Class Schedule*, *Grades*, etc.. *Note: The Golden Seal Programs and Schools of Choice Application is now available in the Child Menu*.

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Overview: This document provides an overview for how to use and navigate the Parent Portal platform in Focus. Parent Portal is a resource parents/guardians use to access student data online or via mobile devices.

CHILD BLOCK

The *Child Block* displays individual student-specific data. This section allows users to quickly access the most commonly viewed student information including: Grades, News, Planner, Reports, and STAAR Assessment Scores. **Grades Tab**

Users can view student's schedules including class period, teacher details, attendance, and current class average.



News Tab

Users can view the student's attendance alerts, posted assignments, assignment grades, and teacher posts. Newest information is displayed at the top of the News feed.

Fort Worth	Help Portal	(Parents)	000-School Name 2024-2025 🔻	5:45 Home	Parent Portal	
脊 Portal		_		Fort Worth	Portal	
3 School Info	Student Name			Student	Name	
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CHILD BLOCK CONTINUED

Planner Tab

Users can view upcoming assignment due dates to be aware of upcoming scheduled schoolwork. Click on the assignment name to view more information about the assignment.

Fort Worth	Help Portal	(Parents) 000-School Name 2024-2025 V	5:45
Portal			Fort Worth
School Info	Student Name		Student Name
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Preferences	Grades News Planner Reports		10/20
Calendar	Assignments Due		10/22
	10/20		10/23
Porms N	10/21		10/25
Student Name <	10/22 • 6 Success Tips - Entrepreneurs (PRINBMF AB/H)		10/27
	10/23 Population Density (AP HUMGEO AB)		10/28
			10/30
	10/24		10/31
	10/25		11/02
	10/26		1005
Select Language	10/27		
Logout	10/28		

Reports Tab

Users can access links to report cards, progress reports, and special education reports. Click on the desired report to view, download, and/or print a PDF version of the selected report.

rtWorth ENDENT SCHOOL DISTRICT @ Help Portal	(Parents) 000-School Name 2024-2025 ▼	5:45
ortal District & School Announcements theol Info y y Profile Image: Student School Announcements ommunication Alerts references Student Name has 5 days with unexcused absences/tardies without a note or reaso alendar Student has 1 days with unexcused absences/tardies without a note or reaso	or reason. on.	Port Worth Portal District & School Announcements Wore Events Image: A part of the school of the sc
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ACCESSING STAAR TEST SCORES

Click the **TEXAS ASSESSMENT** icon to access the student's STAAR results.

Fort Worth	● Help Portal	(Parents) 000-School Name 2024-2025 ▼	5:45
 Portal School Info My Profile Communication Preferences Calendar Forms 	District & School Announcements News Events Alerts Student Name has 5 days with unexcused absences/tardies without a note or reason. Student has 1 days with unexcused absences/tardies without a note or reason.		FortWorth Portal District & School Announcements New Evens Image: A school Announcements Image: A school Announcements
Student Name	 Student Name 000-School Name Grades News Planner Reports ^{10/18} Progress Report 		Crades News Planer Report Standard Report Card
Select Language Powered by Google Translate Logout	Standard Report Card		

STAAR RESULTS

Click **View Detailed Report** or **Download Detailed Report**. Reports will include performance levels, individual responses, and additional resources.

