

Introduction to Navigation, Data, and Reports Quick Start Guide

Agenda:

- Introduce the FOCUS platform
- Understand FOCUS and become familiar with the portal page, menus, tabs, search features and reporting functions.
- Be able to locate and utilize various menu options and features within FOCUS.

FOCUS URL's:

PRODUCTION:

focus.collierschools.com
(use network username/password)

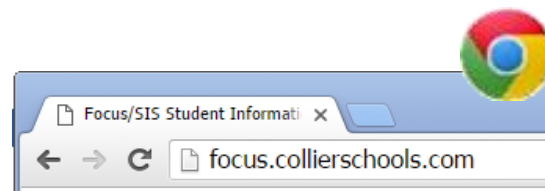


INTRODUCTION

FOCUS is our student information system. FOCUS consists of tabs and menu options, filters and search features, links and editable fields, pages, modules and pop-up windows.

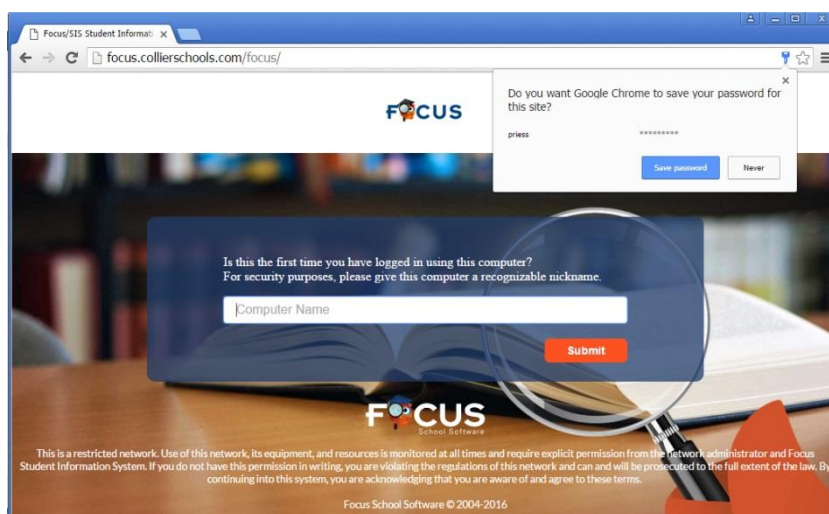
ACCESSING

1. **Open your Google Chrome** internet browser.
*Note: **You must use CHROME** . Internet Explorer is not compatible with FOCUS.*
2. Type in the following URL: **focus.collierschools.com**
3. Click Log In or Press Enter.
4. The FOCUS login webpage will display.



LOGGING IN

1. Enter your current network username and password.
2. Press Enter.
3. If you receive the prompt asking do you want Google Chrome to save your password for this site? Click Never.
4. If this is the first time you have logged onto FOCUS using this computer, you will receive a prompt to enter a computer name. Enter your First Name.
5. Click Submit or Press Enter.



CAN'T LOGIN

If you are unable to login to FOCUS, contact the helpdesk to confirm access and/or troubleshoot your account.

LOCKED ACCOUNT

After several unsuccessful login attempts, your account will lock and you will be unable to login. A locked account will automatically unlock after 2 hours. For immediate assistance, contact the helpdesk.

PORTAL PAGE

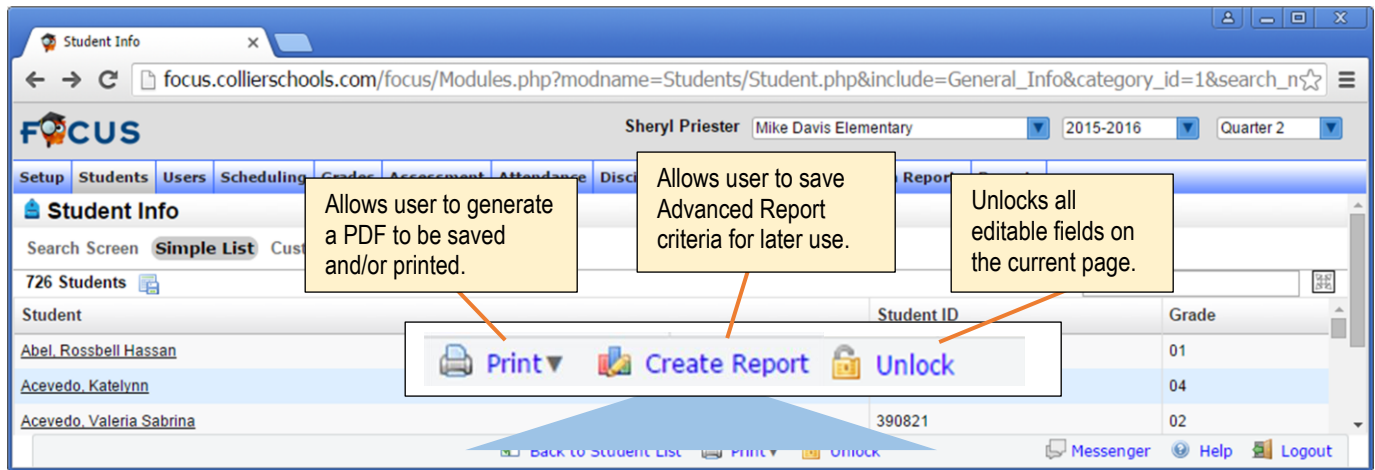
Once you are logged in to FOCUS, you are presented with the Portal dashboard. Each profile type has a customized **Portal** dashboard. The **Portal** dashboard displays several modules that contain user-specific alerts, updates, and notifications, as well as useful links to easily navigate within FOCUS.

The screenshot shows the FOCUS Portal dashboard for user Sheryl Priester at Mike Davis Elementary. The interface includes a top navigation bar with tabs for various modules, a main content area with several widgets, and a bottom section with featured programs and alerts. Callouts provide detailed instructions for navigating the portal.

Callouts:

- Click the FOCUS icon to return to the portal homepage**: Points to the FOCUS logo in the top left.
- Defaults to users assigned school. If multiple schools assigned, the dropdown will be available.**: Points to the school dropdown menu.
- Defaults to the current school year and quarter. Click the dropdown to select the previous year/quarter.**: Points to the year/quarter dropdown menu.
- Sub-tabs**: Points to the sub-tab area below the main navigation bar.
- Menu Options**: Points to the menu options area on the right side of the dashboard.
- Find a Student**: Points to the search bar for finding students.
- Use quick search to search for active/inactive students by first/last name or student ID.**: Points to the search options.
- Messages**: Points to the messages section, which displays profile-specific notifications or reminders from both Focus and the school/district.
- Upcoming Events - View Calendar**: Points to the upcoming events section, which lists upcoming calendar events.
- Featured Programs**: Points to the featured programs section, which provides quick links to the programs that users access most often, and enables direct navigation from the Portal.
- Alerts**: Points to the alerts section, which displays user-specific notifications, which are automated by Focus and used to manage daily tasks. Alerts link to the corresponding screens in Focus to complete the alerted task.
- Focus University Courses**: Points to the focus university courses section, which contains links to courses in Focus University, where users can learn more about using Focus programs and features.
- Click to Logout of FOCUS and end your session.**: Points to the Logout button in the bottom right corner.
- Provides information about available features on the current page.**: Points to the Help button in the bottom right corner.

The options below are section based. In other words, they only appear when specific sections are accessed.



For example, if you were to create/generate an advanced report, the create report link would be visible.

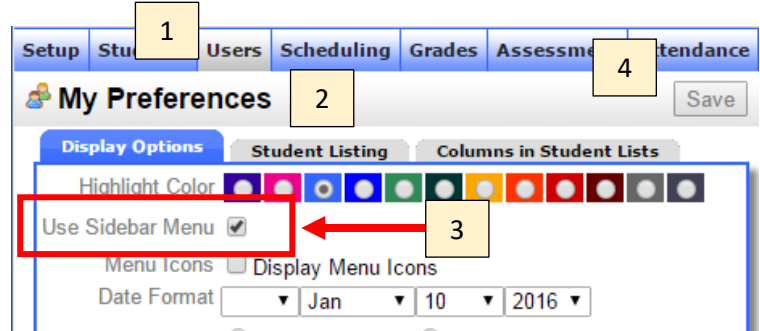
MENU BAR

The menu bar consists of many tabs and drop-down menus to select from. Users can access the menu bar either from the top or the left.

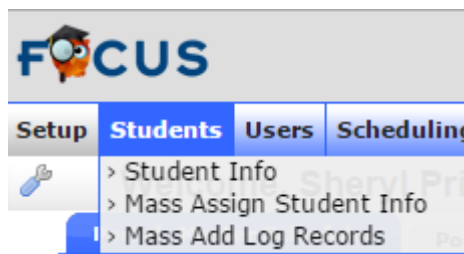
Changing the View of your Menu Bar

The default location for the Menu Bar will be at the top. The default location can be changed to appear on the left via User Preferences.

1. Click the Users tab.
2. Select My Preferences.
3. Select the checkbox by "Use Sidebar Menu".
Note: This will change the menu bar location from the top to the left. If the checkbox is unchecked, then the menu bar location will be at the top.
4. Click Save.

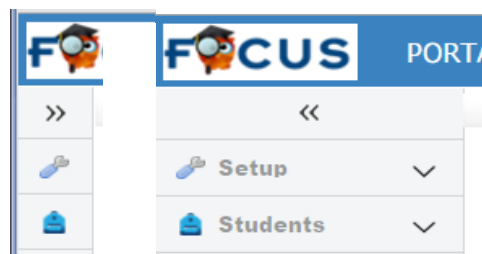


TOP Menu Bar



Use Sidebar Menu ☐

LEFT Menu Bar



Use Sidebar Menu ☒

SEARCHING

Users may be interested in student information such as demographic data, student schedules, absences, or course history. Searching for student information is quick and easy. FOCUS provides several ways for users to search for students, both individually and by similar information in their student records.

Portal Search

1

Users may quickly find this information by using the **Find a Student** box on the main portal page to search for students.

In the blank Find a Student text box, users have the option to conveniently search for individual/groups of students by name or student ID as well as options to **Search all Schools** or **Include Inactive Students**.

Featured Programs

2

In the Featured Programs module, Select **Student Info** in order to be taken to the student information screen where student searches can be executed.

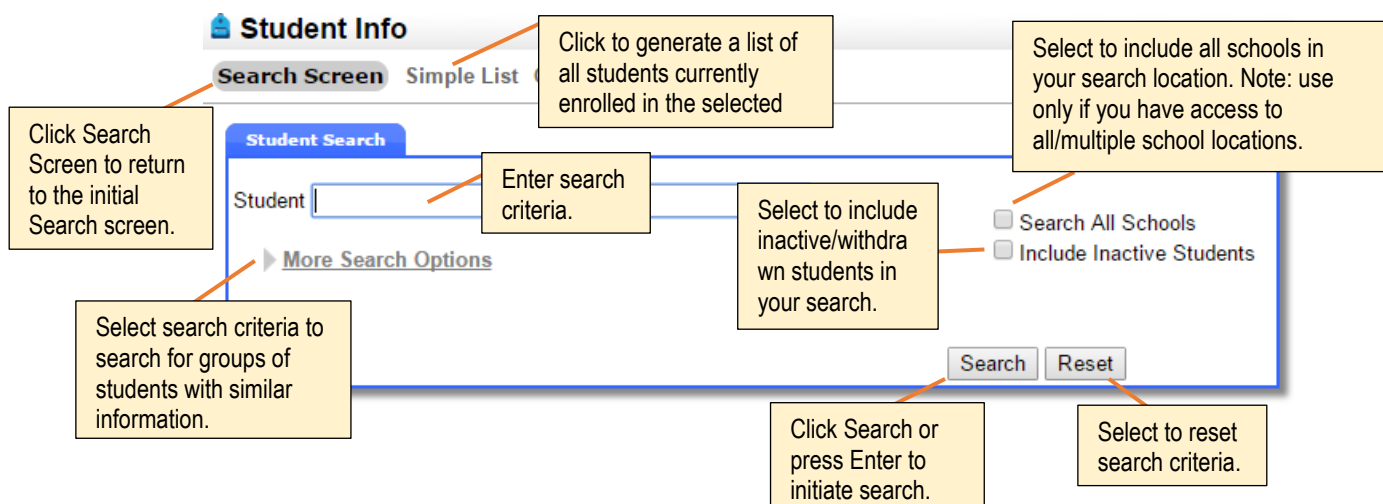
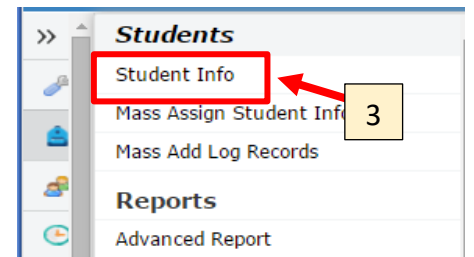
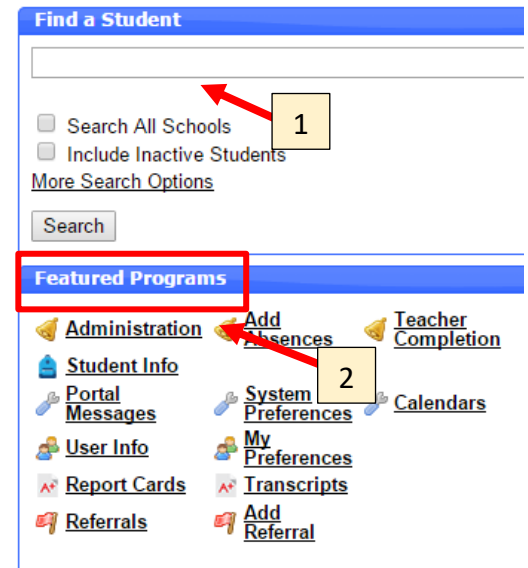
Student Menu

3

Users can also search for students by navigating to the **Students** menu and selecting the **Student Info** menu option. This will display the **Student Info** screen.

SEARCH SCREEN

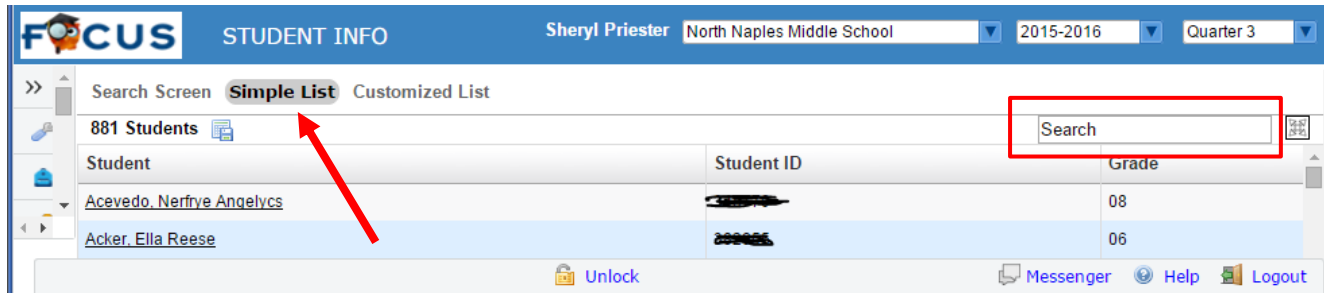
The Search Screen allows users to view student information based on the search criteria entered or selected. You can search for a specific student or group of students.



Simple List

The **Simple List** is a complete list of every student a user has access to. Simple Lists are school specific, and will only display the students attending the school showing in the header section.

1. Click the Simple List link.
2. A list of all active students will display.



Note: You can also search within a simple list. Simply enter the search criteria (first/last name or student ID number) and press enter. Click Search Screen to return to the search screen to enter or select additional search criteria.

Student Search

The search bar is not case sensitive, and full or partial entries can be in either a “first last” or “last, first” format.

1. Navigate to the search screen.
2. Enter or select your search criteria (last/first name, student ID, etc.) in the student field.
3. Click Search or Press Enter.
4. Search results will display.

Also, the Search Screen allows users to check the checkboxes to:

- **Search All Schools:** Searching all schools is only available if the user has rights to more than one school.
- **Include Inactive Students:** Students who have withdrawn this school year.
- **Include Previous Years Inactive Students:** Students who have been active in the school or district at any time (as long as the previous data is loaded into FOCUS).

Search Criteria

Example	Results
Ab	All students whose last name and first name begin with “ab”.
Ab,	All students whose last name begins with “ab”.
,co	All students whose first name begins with “co”.
ab, co	Every student with the last name that begins with “ab” and first name begins with “co”.
A b	Every student with the first name beginning with an “A” and last name beginning with a “B”.
Ab c OR c,ab	All students whose first name begins with “sa” and last name begins with “c”.
123456	The student with the specified student ID number will display.
123456 234567 776655	Only the students with the specified student ID number will display. In this case student 123456, 234567 and 776655 will display. Multiple student ID numbers can be entered using a comma or space as the separator.

More Search Options

“More Search Options” lists every student data field into search parameters and allows users to search for groups of students with similar information in any number of student fields and/or school data.

1. Click “More Search Options” in Student Search to display a list of modules.
2. Click the grey triangle, to open and close the module.
3. Select and/or enter search criteria as needed.

Note: You can set as many parameters as necessary, which will yield more specific search results.

4. Click Search.

Note: Use the Reset button to remove all of the parameter settings from all of the modules in More Search Options.

Search within a Student Record

To navigate to the next or previous student’s record

1. Click the left or right blue arrows.

To quickly switch to another student’s record

1. Click the pull-down at the top-right corner of the screen.
2. In the Filter box, begin typing the student’s name or student ID number.
3. The matching students will display in the list.
4. Select the appropriate student.
5. The selected student’s demographic record will display.

Note: Only active students are visible when searching in this manner.

STUDENT DEMOGRAPHICS

Student Demographics make up the backbone of traditional user interaction within FOCUS. They are often both viewed and edited to reflect the constantly changing landscape of student data. A combination of using tabs and menu options are used to access/view detailed student information.

General Information

General Information includes the student's first, middle, and last name, date of birth, local ID, username, password, and profile.

1. To view the student's general information in addition to the data in the tab, click the student's name at the top-left corner of the screen.
2. To hide the General Information, click the student's name at the top-left corner of the screen.

Hover over the students name in the top right corner to view student ID, grade level, and gender information.

Click on the students name in the top right corner to return to the students' demographic screen.

DEMOGRAPHIC SUB-MENUS

Student Sub-menus are quick links to the student's record. Users can view the student's general information and other student data such as enrollment records, schedule, grades, absences, referrals, and test scores through the sub-menus.

Absences

The Absences Sub-menu displays an Absence Summary of the student's attendance. Users can view the data in a specified timeframe. Absences can also be added from this screen.

Absence Summary

Demographic Enrollment Schedule Requests Grades Gradebook **Absences** Activities Referrals Fees & Payments Test History Search...

Report Timeframe: August 1 2014

September 30 2015 Go Save

Absent: 98 periods (during 16 days)

- Absent - Excused: 61 periods - 10 days
- Absent - Unexcused: 31 periods - 5 days
- Suspended: 6 periods - 1 days
- Truant: 0 periods
- Local - Out of Class: 0 periods
- Local - Sign Out: 0 periods
- Didn't Return: 0 periods

Other Marks: 6 periods (during 1 days)

- Tardy - Excused: 0 periods
- Tardy - Unexcused: 0 periods
- Authorize Sch Act: 0 periods
- Alternative to suspension: 0 periods
- In School Suspension: 6 periods
- Crisis Removed: 0 periods
- Chapter 19: 0 periods
- Local - 1-15 Min Late Unexcused: 0 periods
- Local - 1-15 Min Late: 0 periods
- Local - Early Release: 0 periods
- Local - Late Bus: 0 periods

+ Add Absence

Total Full Days Possible: 246
Total Full Days Attended: 230 (93.5%)
Total Full Days Absent: 16 (6.5%)
Enrollment Dates: Tue Jan 21, 2014 - ...

Referrals

The Referrals Sub-menu allows users to view a list of referrals the student has received.

Referrals

Demographic Enrollment Schedule Requests Grades Gradebook Absences Activities **Referrals** Fees & Payments Test History Search...

Total Days of Discipline: 23
Out of School Suspension: 6.0
Parent called:
Student suspended: **14.0**
: 3.0

+ Add Referral

☐ Show Referrals from all schools ☐ All years

15 Referrals Found

Export: Filters: OFF

Student	Student ID	Grade	Reporter	Entry Date	Processed	Incidents	Time Incident	Location	Sta
Abbott, Colin	6107918776	10	Acosta, Alec	02/21/2013	✓	Insubordi...	9:00 - 10:00	Rest room	Yell
Abbott, Colin	6107918776	10	Bailey, Vi...	01/19/2013	✓	Repeate...	8:00 - 9:00	Assembly...	
Abbott, Colin	6107918776	10	Austin Sa	07/09/2013	✓	Use of for	11:00 - 12:00	Lunch room	finh

Customize Columns

Show Referrals from all schools – Displays referrals from other schools the student has attended.

All Years – Displays previous year referrals. Note: Click on a line item to open/view the referral detail.

Test History

The Test History Sub-menu displays a list of all imported tests the student has taken. It also displays the administration date, the school year and grade level for each test. Detailed test data and scores will display by clicking on the grey triangle next to the test.

Test History

Demographic Enrollment Schedule Requests Grades Gradebook Absences Activities Referrals Fees & Payments **Test History** Search

Save

25 Test Administrations

Test	Administration Date	School Year	Gradelevel
Stanford Achievement Test (STA)	03/26/2005	2004-2005	01
Stanford Achievement Test (STA)	03/25/2006	2005-2006	01
Stanford Achievement Test (STA)	03/23/2007	2006-2007	02
Florida Comprehensive Assessment	03/01/2008	2007-2008	03

Click to view detailed test data.

13 Test Parts

Title	Raw Score (RS)	Scale Score (Expanded Standard Score) (SS)	National Percentile (NP)	Normal Curve Equivalent (NC)
FCA ALGE	2	-	-	-
FCA CML	15	-	-	-
MATH(T)	-	150	-	-
FCA DAP	2	-	-	-

Detailed test data.

DEMOGRAPHIC SUB-SECTIONS

Each of the demographic sub-sections is listed along the left side of the screen. Sub-sections are only visible from the demographics sub-menu. Users can select a tab to view the corresponding information.

immuni

Medical

Medical - Immunizations

To easily locate a tab in the list, begin typing the tab name in the Filter fields... text box. The applicable tabs will display in the list. To return to the full list of tabs, delete the text in the Filter fields... text box.

Filter fields...

504 Info

Addresses & Contacts

Addresses (History)

Classified

Counselor Notes

DOP

Demographic

ELL

Updating Student Data in Demographics

Any student field that is underlined in blue can be edited. Simply click on the field to edit and the field will open, allowing information to be modified or added.

-	08/07/2000	(E01) In District Previous Year	05/19/2001	N/A	Extra Focus School 6
-	08/13/2001	(E02) Frm Public Sch out of Dis, St, Tr	05/25/2002	-	Extra Focus School 6

After making changes to information in the student's record, the Save button at the top-right corner of the screen will turn red. Click Save to save your changes.

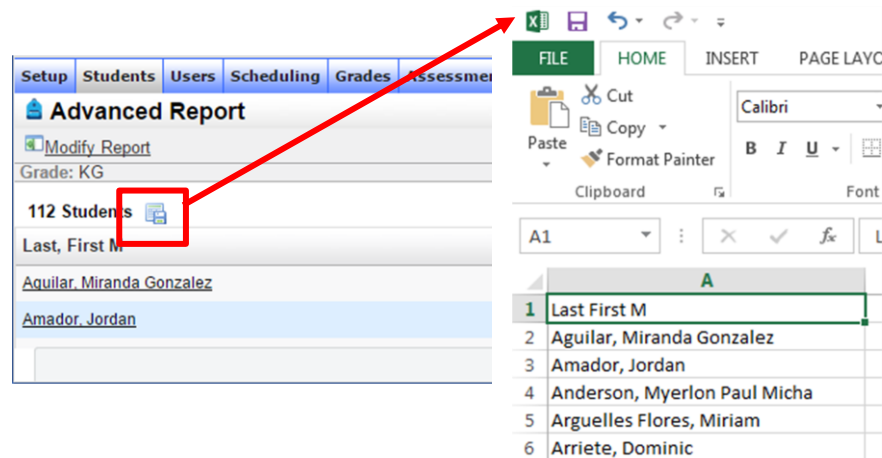
Accuis, Iveson (3...)

Save

← →

Export to Excel

1. Click the computer disc icon in the upper right corner of the screen to export the report (or any list) to excel.



REPORTS Menu

District Reports

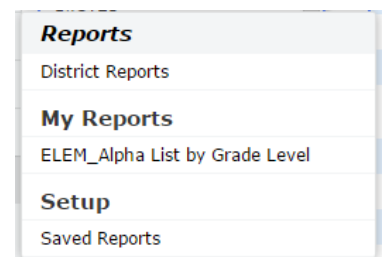
Provides links to run reports created by District Admin and assigned to selected profiles to receive in the list.

My Reports

A list of saved Advanced Reports that have been generated by the user.

Saved Reports

A list of saved Advanced Reports that have been created by the user or other users and shared with selected profiles.



Export to Excel

2. Click the computer disc icon in the upper right corner of the screen to export the report (or any list) to excel.

