



Focus University Training Document

FOCUS Training: ESE

Training Agenda

2016

- Portal Overview
- Navigation
- Searching For Students
- More Search Options
- Student sub menus
- ESE Tab on Student Demographic screen
- Updating/Entering Test History
- Built-in Reports
 - Test History Report
 - Absence Summary
 - Students with Referrals
- Creating Advance Reports for ESE-specific data

Learning Objectives

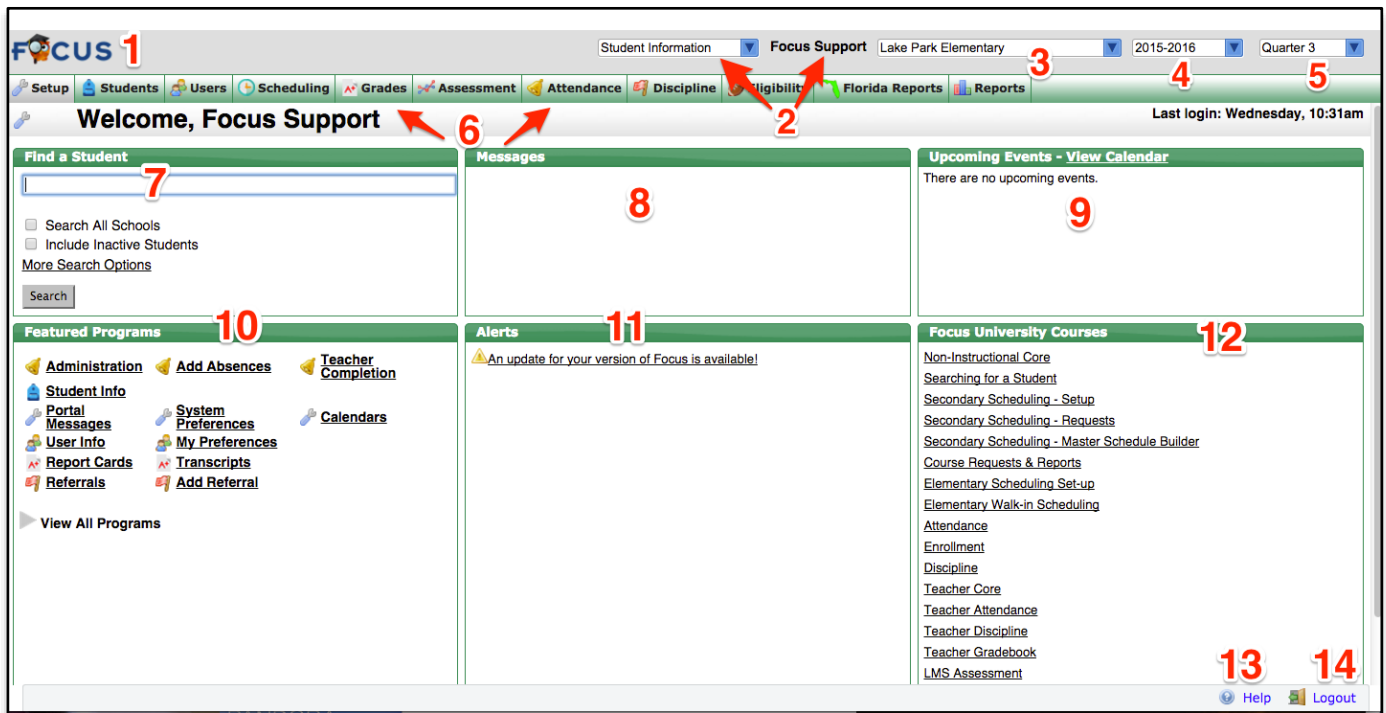
- To navigate the Focus interface
- To access student information
- To input/update student data
- To create an ESE-specific user report

***Training URL:
train.focus.collierschools.com***

Survey Monkey Link

Overview of the Portal Page

The Portal Page is the user's "entry" to Focus SIS. The layout and menu items are determined by the district and are based on the permissions assigned to the user's profile.



Header Options

1. **Click the FOCUS logo** in the top left corner from any screen in SIS to return to this page.
2. **Profile Pull-down:** Single profile users will not see a pull-down. Users with multiple profile types – for example, teacher and parent – can toggle between their roles from the Profile Pull-Down Menu.
3. **School Pull-down:** Users with access to multiple schools can toggle between schools.
(NOTE: Single-school profile users will not see a pull-down).
4. **School Year Pull-down:** Users can access course information from past, current and future school years. When the user is in any year other than the current year, the menu background turns from grey to blue (when using the top menu bar; background turns red when using the optional side menu bar).
5. **Marking Period Pull-down:** Users can select a specific grading period to view information.
6. **Main Navigation Menu:** all student information and user-specific programs are accessed from these pull-downs (information contained under each Menu tab is limited by the user's profile and permissions).

These next items are the Portal Modules:

7. **Find A Student:** Provides quick access to search for students by first or last name or by student ID number (search is not case sensitive and full name is not required).
8. **Messages:** contain reminders from the district and administrators regarding deadlines, meetings, etc. and are school-specific. Message displays for 7 days. Click on hyperlink to see detailed information.

9. **Upcoming Events-Calendar:** provides a direct link to the 30-day school calendar; displays the next seven calendar events set by the district or administrators. **Click on Event Name or View Calendar to see details.**
10. **Featured Programs:** Profile-specific links (shortcuts) to SIS features used most often.
 - **Click on the program link** to navigate to that screen. Each of these programs can also be accessed via the navigation menus and attached pull-downs at the top of the portal page.
 - **Click on the grey arrow** next to “ALL PROGRAMS” to open links to all SIS features the user has permissions to access (same as menu tabs at the top)
11. **Alerts:** profile-specific updates generated automatically by Focus or by district administrators. Alerts could be: added/dropped students, updated student information, newly enrolled students, when data input is needed (attendance, grades, etc.). **Click on hyperlink for more information or to take a specific action.**
12. **Focus University Courses:** Profile-specific links to videos, webinars and courses to learn features within Focus.

Options in the Footer

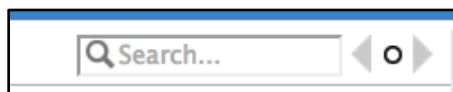
13. **Help:** provides on-screen documentation for the page currently being viewed by the user. User is provided the option to open Help document in a new window.
14. **Log Out:** for system security, users must use the Log Out button to properly exit Focus SIS.

Other Navigation Features

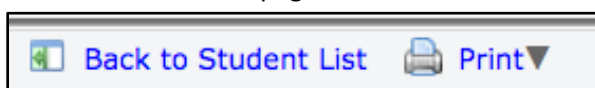
- Avoid using the browser back button, as this may not always function properly. (**Press F11 to remove; press again to view**)
- Use the **menu tabs** and **dropdowns** to navigate from one screen to another in most cases
- When on the **Demographic** and **Enrollment** screens, users can change to a different student by clicking on the student search bar to open the pull down and select a name or start typing in the text field; or use the arrows to toggle the list.



- On all other screens, users will see a simple Search bar and/or grey triangles for toggling.



- When users conduct a search resulting in a list of students and have selected a student from that list, clicking on “**Back to Student List**” link at the bottom of the page returns the user to the search results:



- Close the currently viewed student record by clicking the red X next to the student’s name in the header.

Searching for Students

There are several ways to find students or a specific group of students from each of the search modules. Users can **enter an ID#, a full name or partial name**. Searches are not case sensitive.

Example: The following will include "Colin Abbot" in results: "abbot, c"; "colin a"; "co ab"; "ab, co"

Find a Student on Portal page:

- ☐ **Click SEARCH without entering any criteria;** this will return a list of all active students in the school (called a Simple List)
- OR
- ☐ **Enter any combination of letters** to return students with first and/or last names matching that combination
- OR
- ☐ **Enter a student ID number or multiple IDs separated by a comma**

With any of the search options above, users can:

- Include the option to **Search All Schools**
- Include the option to **Include Inactive Students** (students who withdrew during the current school year)
 - Checking this box will open the additional option to **Include Previous Years Inactive Students**

NOTE: Searches are not case sensitive

Featured Programs: Student Info on Portal page:

- ☐ **Click SEARCH without entering any criteria;** this will return a list of all active students in the school (called a Simple List)
- OR
- ☐ **Click on SIMPLE LIST**
- OR
- ☐ **Enter any combination of letters** to return students with first and/or last names matching that combination
- OR
- ☐ **Enter a student ID number or multiple IDs separated by a comma**

With any of the search options above, users can:

- Include the option to **Search All Schools**
- Include the option to **Include Inactive Students** (students who withdrew during the current school year)
 - Checking this box will open the additional option to **Include Previous Years Inactive Students**

Clicking this:

Opens this:

Students Menu > Student Info Search Options

- ☐ **Click *SEARCH* without entering any criteria**; this will return a list of all active students in the school (called a Simple List)

OR

- ☐ **Click on *SIMPLE LIST***

OR

- ☐ **Enter any combination of letters** to return students with first and/or last names matching that combination

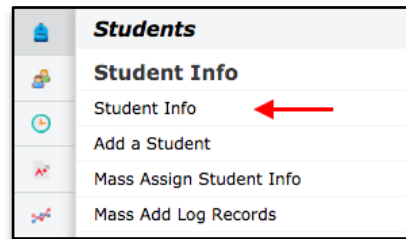
OR

- ☐ **Enter a student ID number or multiple IDs separated by a comma**

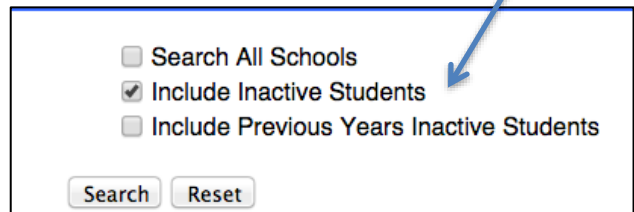
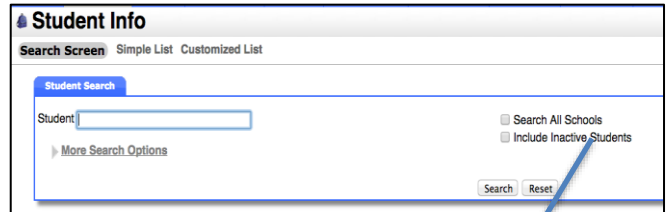
With any of the search options above, users can:

- Include the option to **Search All Schools**
- Include the option to **Include Inactive Students** (students who withdrew during the current school year)
 - Checking this box will open the additional option to **Include Previous Years Inactive Students**

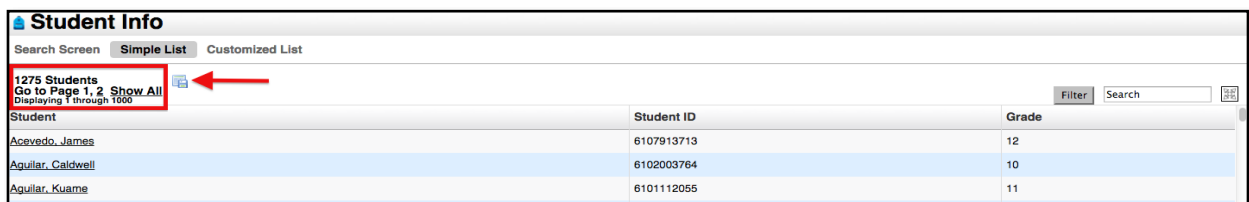
Selecting this:



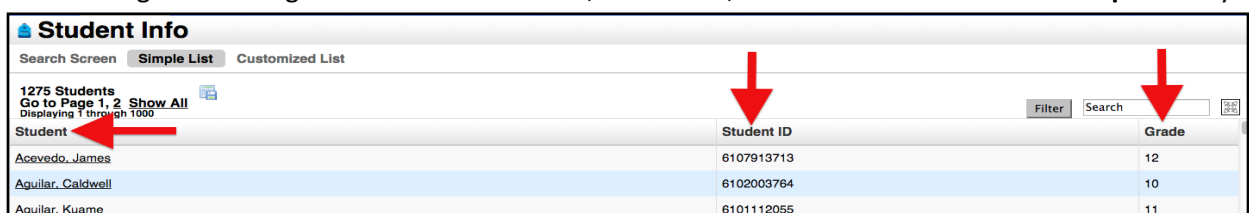
Opens this:



The search options above all return a **Simple List** of students, except when the user has searched for a single student.



- Student names are generally displayed last name first.
- This list has a heading that shows the total number of students that resulted from the search.
- The excel icon  allows users to export this list to an Excel spreadsheet.
- The list can also be printed as a PDF by clicking the  **Print** icon at the bottom of the screen
- Clicking the heading of each column – Name, Student ID, or Grade – will reorder the **Simple List** by that data



More Search Options

- Many searches require more criteria than a student's name or id number. The **More Search Options** feature allows the user to search by detailed data for students. By clicking on the More Search Options link on the search screen, a list of every data field in SIS will display. Clicking on any of the links will open fields within that feature. Users can set as many parameters as necessary, which will yield more specific search results.

Click the grey arrow to open the links:

Four sections for more search options are available:

General Searching

Menu Searching

State Reporting Fields

Student Field Searching

General Searching:

Select criteria for a group of students based on name, ID number, address, grade level, or the calendar.

Menu Searching:

The second section provides searching options based on the Focus menus as well as Enrollment and Computed fields.

- ☐ **Click on any grey arrow** to open the link to select the data fields desired

Examples:

Click on Scheduling and select the appropriate option to search on a scheduling option such as Scheduled into a course, section or teacher and more

Click on Enrollment to search on any of the fields on student enrollment records, such as enrollment codes, withdrawal codes, second school status, etc.

State Reporting

The third section is the Florida state reporting fields section. State reporting fields from the master schedule, student schedule and course catalog are available.

Florida Fields Master/Student Schedule Course Catalog

Student Fields

The fourth section allows the user to search on all the student information fields in the SIS.

The tabs and fields within the tabs that display are based on the user's profile and permissions.

Click on the ESE tab to see the available fields for search criteria.

NOTE: to select all active ESE students, scroll to

- **Service Type** and select **Active**
- **Placement Status** and select **P (Eligible and Placed)**

ACTIVITY

Directions:

1. Pull a list of all students in your school using the **Find a Student** search bar on the Portal page.
2. Use **More Search Options** to pull all ESE students with a Matrix of 251, 252 or 253 at any grade level.
3. Use **Student Info** from **Featured Programs** to return a list of students in a grade level of your choice.
4. In the current list, click on a student name and use the white navigation arrows to go to the next student in the list.
5. Use the student name dropdown to find a different student in the list.
6. Click on the "Back to Student List" link at the bottom of the page.
7. Close any student record that may be open and navigate back to the portal page.

Student 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.

- From the **Student Info** screen, search for any student by name or ID number (or click Simple List and choose a student from the list). The navigation tips described below are applicable to all student fields.

Demographics

The Demographics Sub-Menu displays various tabs on the left-hand side of the screen that show any necessary information associated with the student. **Use the right scroll bar** to scroll down the screen.

The screenshot shows the 'Demographic' sub-menu for student Aguilar, Caldwell (ID: 6102003764). The left sidebar contains a 'Filter fields...' dropdown and a list of tabs: 504 Info, Address, Addresses & Contacts (selected), Behavior Plan, Classified, and Demographic. The main content area is titled 'Demographic' and includes a 'Print a Form/Letter' button. It contains fields for 'How was the name verified?', 'Name verification upload' (with a file link), 'Preferred First Name', 'Preferred Last Name' (kj'h), and 'Has Custody Alert' (marked with a red X). On the right, an 'Errors' box displays two messages: 'Enrollment Date' and 'ELL 7 English Language Learners: Basis of Entry code must be A, R, L, or T'.

Note: Users with edit rights will see an Errors box on the right of any screen

- Scroll to the ESE field or type ESE in the **Filter Fields...** box to drill down to it.

This screenshot shows the 'Filter fields...' dropdown menu open, with 'ESE' selected. The background shows the 'Demographic' tab with a 'Generation (App)' button.

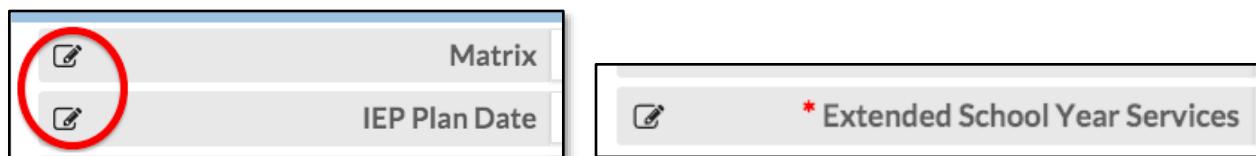
- Click on the field name to display the desired tab.

The screenshot shows the 'ESE' tab selected in the left sidebar. The main content area displays 'ESE Exceptionalities' with 'Export' and 'Filters: OFF' buttons.

- Click on the grey arrow to collapse or expand the screen.

Two side-by-side screenshots showing the 'Matrix' tab selected in the left sidebar. The first screenshot shows the 'Matrix' tab expanded, and the second shows it collapsed, with a red box highlighting the grey arrow.

- Users with edit rights can edit any field with the **pencil icon**. Fields **with (*)** are required data fields.



- Users with edit rights will also see a list of any errors (missing or invalid data on required fields) display to the right. The list explains the rules for entering valid data when the user hovers over the error.



Enrollment

The Enrollment Sub-menu displays the student's enrollment records. The chart layout (default view) allows users to scroll horizontally. Click on the View button to see/edit Rolling/Retention option, Graduation Requirement Program, and Progression Plan (if being used).

	Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Prior District	Prior State	Prior Country	Ed
View	2015-2...	Lake Trafford Ele...		01/20/2016				11 - Collier	FL - Florida	US - United S...	Z -
View	2016-2...	Lake Trafford Ele...	04	08/10/2016				11 - Collier	FL - Florida	US - United S...	Z -
View	2015-2...	Lake Trafford Ele...	03	08/17/2015				11 - Collier	FL - Florida	US - United S...	Z -
View	2014-2...	Lake Trafford Ele...	02	08/18/2014	(E01) In District P...	06/04/2015	(W02) In ...	11 - Collier	FL - Florida	US - United S...	Z -
View	2014-2...	Pinecrest Elemen...	02	06/15/2015	(R02) From Othe...	07/24/2015		Not Applicable			

Depending on user permissions:

- View** allows users to view/edit enrollment records vertically, as well as tab through fields for faster data entry.
- View** may not be visible on all enrollment rows.
- Clicking **Return to Enrollment** returns users to the horizontal chart view.

Enrollment

Rolling/Retention Options *greyed out fields cannot be edited*

Next Grade *greyed out fields cannot be edited*

Include in Class Rank Yes

Graduation Requirement Program

[Return to Enrollment](#)

NOTE: fields that are greyed out cannot be edited despite having the pencil icon on the field name.

Schedule: Florida Fields

The Schedule Sub-menu displays the student's current schedule. Depending on how the school's schedule is set up, the student's schedule will appear differently on the **Full Year**, **Semester 1**, and **Semester 2** tabs. Clicking **Full Year** will show all courses in both semesters, **Semester One** will show only courses active during **Semester One**. **Semester Two** will only show courses active during **Semester Two**. (This applies to secondary schools, not elementary)

- **Florida Fields** can be viewed or hidden by checking or unchecking "Show Florida Fields".
- "Show Florida Fields" must be checked in order to view FEFP, Class Minutes Weekly and other state reporting fields (NOTE: the FEFP will override the Matrix for state reporting)

Course	Period - Teacher	Meeting Days	Room	Term	Enrolled	Course Number	Section	Dropped	Exclude from FTE	FEFP Number	ELL Instructional Model	Class Minutes Weekly	FTE Estimation	Year-Round/Extended School Year FTE	Du En In
ALG 1-A	01 02 - S1 - 7 - Nancy L Embree	MTWTF	2-205	Semester 1	Aug 27, 2015	1200370	7	-	X	103 - 9-12 Basic	N/A	490	.1634	-	Z-
ALG 1-A	01 02 - S1 - 1 - Margaret Liza Gattas	MTWTF	2-205	Semester 1	Aug 27, 2015	1200370X	1	-	X	251	N/A	245	.0817	-	Z-
Eng 1	03 03 - 3 - Maria Nicole Elwell	MTWTF	3-267	Full Year	Aug 17, 2015	1001310F	3	-	X	103 - 9-12 Basic	N/A	245	.0817	-	Z-
Eng 1	03 03 - 2 - Bonnie S Brimer	MTWTF	3-267	Full Year	Aug 17, 2015	1001310X	2	-	X	251	N/A	122	.0407	-	Z-
INTENS READ	04 04 - 12 - Maria Nicole Elwell	MTWTF	3-267	Full Year	Aug 17, 2015	10004101	12	-	X	103 - 9-12 Basic	N/A	245	.0817	-	Z-
DIGITAL DESIGN 1	05 05 - 2 - Christian Bejarano	MTWTF	3-246	Full Year	Aug 17, 2015	8209510	2	-	X	300 - Career Education for Grades 9-12	N/A	270	.0900	-	Z-
AEROSPACE TECH 1	06 06 - 2 - Stephen Alan Davis	MTWTF	3-140	Full Year	Aug 28, 2015	8600580	2	-	X	300 - Career Education for Grades 9-12	N/A	245	.0817	-	Z-
ERTH/SPA SCI	07 07 - 2 - Mary Alice E Stanfield	MTWTF	3-222	Full Year	Aug 28, 2015	2001310X	2	-	X	251	N/A	122	.0407	-	Z-
ERTH/SPA SCI	07 07 - 207 - Abigail Zenz	MTWTF	3-222	Full Year	Jan 6, 2016	2001310	207	-	X	103 - 9-12 Basic	N/A	270	.0900	-	Z-
HOPE-PE V	08 08 - 9801 - Mark Alan Jackson	MTWTF	1-108	Full Year	Aug 28, 2015	1506320	9801	-	X	103 - 9-12 Basic	Z - Not Applicable	-	.0000	-	Z-
Total												2254	.7516		

- Updates to **FEFP** and **Class Minutes Weekly** can be made right on the student's schedule.
- Currently, minutes for therapies, pullouts, etc. must be manually subtracted from the Class Minutes Weekly for the general education section the student is taken from to receive the service.

Grades

The Grades Sub-menu allows users to view the student's grade history, final grades, GPA, and class rank. Grade information can be viewed by marking periods, semesters, year, or full academic history. The calendar that the school is currently in determines which quarter will initially be displayed. Transcripts can be printed from this screen. **The Florida Fields can be displayed or hidden.**

Year	Marking Period	Course	Course Number	Percent	Grade	Grade Scale	Cred. Attempted	Cred. Earned	Affects GPA	Teacher	Grad Subject	Comments	Course Comments
2015-2016	Quarter 3					Unweighted	1						
2014-2015	Quarter 4	Algebra 1 1200310	1200310	77	C	APIB/DC	1.00	1.00		testing	Algebra 1		
2014-2015	Semester 2	INTENS MATH 1200400	1200400	99	A	APIB/DC	1.00	1.00		testing	Math	TEST	
2013-2014	Semester 1	CPTR COLG & CAR 82090201	82090201	85	B	N/A	0.50	0.50		Heslam, Bethany	Vocational	TEST	

Gradebook

View current gradebook grades by class and assignment. **This screen can also be accessed via the user's Grades menu > Gradebook Grades.**

Course	Period	Marking Period	School	Teacher	Grade
ENG 1	Period 1 - 149ENGL1 - Melissa Bright	Full Year	Focus High School	Melissa Bright	Not Graded
Exec Intern 1	Period 2 - S2 - IEXEC - Ethan Ayala	Semester 2	Focus High School	Ethan Ayala	Not Graded
Algebra 1	Period 3 - 350ALGB3 - Ishmael Riddle	Full Year	Focus High School	Ishmael Riddle	Not Graded
Earth/Sp Science SOS	Period 4 - ERSP4 - Karina Lewis	Full Year	Focus High School	Karina Lewis	Not Graded
Spanish 1	Period 5 - SPAN5 - Karen Sheppard	Full Year	Focus High School	Karen Sheppard	Not Graded
Art 2-D Compre 1	Period 6 - ARTC6 - Elliott Gillespie	Full Year	Focus High School	Elliott Gillespie	Not Graded
Comprehensive Fitness	Period 7 - S2 - CMPF7 - Arthur L Espinoza	Semester 2	Focus High School	Arthur L Espinoza	Not Graded

Detailed test data and scores will display by clicking on the grey triangle next to the test name.

11 Test Administrations

Click to view detailed data

Test	Administration Date	School Year	Gradelevel	Form	LEP Info	DJJ Info	Test Level	Include in Transcript	District Administered	School Administered	Test Publication Year	
Stanford Achievement Test (STA)	03/25/2005	2004-2005	KG	--	--	--	--	No	61	--	--	
2 Test Parts												
Title	Lexile Score (LX)	Normal Curve Equivalent (NC)	Pass/Fail (PF)	Raw Score (RS)	National Percentile (NP) National Percentile (NP)	Scale Score (Expanded Standard Score) (SS)	Not Applicable (CZ)	Developmental Score (DS)	Achievement Level (AL)	Points Possible (PP)	Local Stanine (LS)	Tab Test Level (TTL)
COMPREHE	--	--	--	9	--	422	--	--	--	--	--	0000
MATH(T)	--	--	--	12	--	429	--	--	--	--	--	0000
N/A												

Detailed test data

Stanford Achievement Test (STA)	03/23/2006	2005-2006	KG	--	--	--	--	No	61	--	--
Stanford Achievement Test (STA)	02/28/2008	2007-2008	02	--	--	--	--	No	61	--	--
Florida Comprehensive Assessment Test (FCA)	02/27/2009	2008-2009	03	--	--	--	--	No	61	--	--
Florida Comprehensive Assessment Test (FCA)	02/25/2010	2009-2010	04	--	--	--	--	No	61	--	--

Activity

Pull up a student of your choice. For that student, record the following information:

- Is the student an ESE student? How will you know?
- How many absences does the student currently have?
- Does the student have any referrals?
- What is the student's total non-disabled weekly minutes?

ESE Specific Tab on the Student Demographic Screen

The ESE tab houses all the demographic data for students meeting criteria for participation in an ESE program.

- Search for the student and select the **Demographic** sub-menu (record defaults to Demographic).

Entering and Updating Data

- Scroll down the left navigation menu to select the **ESE** student field or type ESE in **Filter Fields...**

Use the pull-down menus to enter information such as:

Matrix

Specialist Code

Case Manager

FSA Test Accommodations

***ESE FEFP Code (users will not update this field)**

504 Eligible

Extended School Year Services

Additional School Year

Parent Placement Consent

Type in the blank textbox or use the calendar feature to enter information such as:

IEP Plan Date

IEP Expiration Date

Last Evaluation Date

Next Evaluation Date

Time with Non-Disabled

Time, Total Student Week

Early Intervention

McKay Program

Use the “Click to Upload” button to upload documents

Click on the  **Save** button after updating data fields

ESE Logging Fields

Each exceptionality that a student may qualify for is housed on a separate logging field. **All data pertinent to the exceptionality is entered via pull-downs or text boxes.** Only one exceptionality can be marked as the Primary Exceptionality.

Exceptionality	Current Minutes	Primary	Placement Status	Service Type	Ref Reason	Consent Date	Original Eval Date	Elig Date	Placement Date	Dismissal Date	NOTES
D - Occupational		☐	P - Eligible and pla...	D - Dismissed	Z	09/01/2006	10/27/2006	11/30/2006	11/30/2006	11/08/2011	
G - Language		☐	P - Eligible and pla...	A - Active	Z	10/05/2005	12/09/2005	12/15/2005	12/15/2005		
K - Specific Le...		☐	P - Eligible and pla...	D - Dismissed	Z	10/05/2005	12/09/2005	12/15/2005	12/15/2005	11/16/2010	
T - Developme...		☐	P - Eligible and pla...	D - Dismissed	Z	10/26/2004	12/08/2004	12/17/2004	01/25/2005	12/15/2005	
W - Intellectual...		☐	P - Eligible and pla...	A - Active	Z	09/02/2010	10/12/2010	11/16/2010	11/16/2010		

- Use the scroll bar to scroll right to see all fields.
- Fields will temporarily turn yellow when updated and the Save button will turn red. Click the save button to preserve updates.

Activity

Choose a student and update their Exceptionality logging field to reflect placement into a new program. Use the ESE Data form at the end of this document.

- Enter all logging field data.
- Update the IEP plan date to today's date. Update the expiration date to reflect the change.
- Update the Last Evaluation Date.
- The student's ESE service minutes have been increased by 90 minutes per week. Update their Current Minutes and Time with Non-Disabled minutes to reflect the change.

Built-In Reports

Focus provides reports for monitoring critical student information such as performance, attendance and discipline. Reports can be viewed for individual students as well as groups of students for comparative purposes.

❑ Test History Report

This report tracks the name, date of administration, school year, grade level and scores earned on every test logged in Focus. The **Test History Report** allows users to compare groups of students based on test performance data.

- Navigate to **Assessments > Test History Report** on the portal page
- On the **Test History Report** search screen, select a specific assessment from the drop-down menu:

Once a test has been selected, the Test History Report screen will afford the user **several search options**:

The screenshot shows the 'TEST HISTORY REPORT' interface. At the top, there are dropdowns for 'Admin Administrator (System Administrator)', 'Focus High School', '2015-2016', and 'Quarter 3'. Below this, a search bar contains 'Test: Florida Comprehensive Assessment (FC2)'. There are three tabs: 'Search Screen', 'Simple List', and 'Customized List'. A 'Student Search' section includes a text input for 'Student', a 'Student Group' dropdown set to 'N/A', and checkboxes for 'Search All Schools' and 'Include Inactive Students'. 'Search' and 'Reset' buttons are at the bottom.

- Click **Simple Search** to return a list of all students in the school or
- Type in a student name or partial name to find an individual student or students with first and/or last names matching the letters entered or
- Click on **More Search Options** to select criteria for a subset of students

Once the search is complete, a list of students and their scores on the selected test will be displayed. Filtering options can be applied to the report:

The screenshot shows the 'Simple List' view of the test history report. At the top, there's a 'Test: Florida Comprehensive Assessment (FC2)' dropdown and an 'Options' dropdown menu. Below the menu are checkboxes for various score types: 'Raw Score', 'Scale Score (Expanded Standard Score)', 'National Percentile', 'Normal Curve Equivalent', 'Local Stanine', 'Lexile Score', 'Achievement Level', 'Pass/Fail', 'Developmental Score', 'Not Applicable', 'Points Possible', and 'Table Test Level'. A 'Filter' button is on the right. The main table has columns for 'Photo', 'Student', 'Grade', 'Admin Date', 'School Year', 'Admin Grade/Level', and various score columns. Two students are listed: 'Abbott, Colin' and 'Abbott, Jasmine'.

- Use the “**Options**” pull down to display results by All Administrations, Most Recent Test Administration or a Highest score type

The screenshot shows the 'Options' dropdown menu. It has a blue header 'Options' and a list of options: 'Show all Administrations' (selected), 'Show Most Recent Administrations', 'Highest SSS Reading Raw Score', and 'Highest SSS Reading Scale Score (Expanded Standard Score)'. There's also a 'Display Score Types:' label.

- Use the **Filter** button to filter the results by any column header

The screenshot shows the 'FILTER RULES' dialog box. It has a text input field, a dropdown menu, and a 'Run Filter' button. Below the input field are links for 'Add Rule' and 'Clear Rules'. A 'Filter' button is also visible in the bottom right corner of the main report area.

- Use the check boxes above the student list to select the score types to be displayed:

The screenshot shows the 'Display Score Types:' section. It has two checkboxes: 'Lexile Score' and 'Normal Curve Equivalent', both of which are checked.

NOTE: the report automatically refreshes after a box is deselected. Deselect one box at a time.

Absence Summary Report

This report tracks student attendance by Attendance codes for a user-specified timeframe. **More Search Options** allows users to pull student subgroups, such as Active ESE students.

- From the portal page, navigate to **Attendance > Reports > Absence Summary**
- On the search screen, search for an individual student or use **More Search Options** to search for a specific group of students

- Select timeframe from calendar pull-downs, periods to view and then **click GO**

Student	Student ID	Grade	Total Full-Day Attended	Periods Present (P)	Periods Unexcused/Unvalidated (U)	Periods Tardy (Unexcused) (T)	Periods Absent (A)	Periods Excused (E)	Periods Left School Before End of Day (Q)	Periods Tardy (Excused) (L)	Periods ISS (I)	Periods OSS (O)	Periods Observance of Religious Belief (B)
	02	115 - 100%	0	0	0	0	0	0	0	0	0	0	0
	03	113 - 98.26%	0	0	0	0	0	0	0	0	0	0	0
	02	112 - 97.39%	0	0	0	0	0	0	0	0	0	0	0
	01	115 - 100%	0	0	0	0	0	0	0	0	0	0	0
	02	113 - 98.26%	0	0	0	0	0	0	0	0	0	0	0

- Click on a student's name to view the individual student Absence Summary.

Discipline: Students with Referrals Report

This report displays students who have earned referrals and can be filtered to display students with a specific number of referrals within a selected timeframe. **More Search Options** allows users to pull student subgroups, such as Active ELL students.

- Navigate to the portal page and from the **Discipline** menu, select **Reports > Students with Referrals**
- On the search screen, search for an individual student, student group or use **More Search Options** to search for a specific group of students

Sample Search results without selecting search criteria:

Students with Referrals				
Display Students with at least 1 referral				
Report Timeframe: August 1 2014 - March 20 2015				
Search Screen Simple List Customized List				
3 Students with referrals				
Student	Student ID	Grade	Referrals	Most Recent Referral
Abbott, Colin	6107918776	12	1	Sep 3, 2014
Aguirre, Jin	6107011268	09	1	Sep 7, 2014
Baker, Mariana	6101002207	09	1	Oct 8, 2014

At the top of the **Students with Referrals** report is the “Display students with at least” drop-down menu, which is used to view all students who have received the selected number of referrals or more and a Report Timeframe to set the date range to pull from:

- Set the minimum number of student referrals to display.
- Set the date range for students receiving referrals within the selected timeframe.
- Click **GO** to refresh the screen and display the requested data.
- Click on any student’s name to view their individual Referrals screen.

Example Search using **More Search Options** to find ESE Program students with referrals

STUDENTS WITH REFERRALS				
Student Information Focus Support Lely High School 2015-2016 Quarter 3				
>> Display Students with at least 1 referral				
Report Timeframe: August 17 2015 - January 27 2016				
Search Screen Simple List Customized List				
ESE FEFP Code: 9-12 Basic ESE Services [113]				
No Students with referrals were found.				
Student	Student ID	Grade	Referrals	Most Recent Referral

ACTIVITY

Locate the current **SLD** students who have at least 1 referral. Using **More Search Options**:

- Scroll to **ESE**, and click the grey arrow
- Scroll to **Exceptionality** and select **SLD** from the drop-down menu
- From **Service Type**, select **Active**
- From **Placement Status**, select **Eligible and Placed**
- Click **SEARCH** to return results
- Modify the report timeframe using the calendar drop-down (if desired) and the number of referrals to display

Advanced Reports

With Advanced Reports, users can compile, view and track specific student data. The **More Search Options** feature is used to narrow the results that pull into the report. Data in the report can be filtered, corrected and saved within the report, and the report can be exported into Excel or a PDF. file for printing/saving. The search criteria used can be saved for future use and easily accessed from the user's **Report** menu on the portal page.

To create an Advanced Report, from the portal page:

- Navigate to **Students > Reports > Advanced Reports**

From the **Advanced Reports** screen, a **Student Search** module will be displayed, along with a **More Search Options** button, **Available Fields** dropdowns, **Fields to Include in Report** box, and options to search all schools and/or inactive students. This screen will dictate the content specifications of the entire report.

❑ **More Search Options:** (left column) This will define a specific subset of students to be included in the report

- **Click on the gray arrow** to open the fields for search criteria. Scroll to find and select the desired student fields (such as the ESE field).

If selecting criteria from **different fields**, the students must meet **ALL** the selected criteria to be pulled into the report. If selecting multiple criteria from within **the same field**, such as using checkboxes, the report will look for **any** student meeting **any** of the selected criteria.

❑ **Available Fields:** (middle column) All tabs located in the **Student Info** screen are listed in this column. Each field category can be clicked to reveal a drop-down list of blue boxes containing data relevant to that field.

- **Click and drag** the blue boxes into the **Fields to Include in Report** box (or simply click the green + sign)

- ❑ **Fields to Include in Report:** (right column). All fields will be ordered as they appear in the box and can be rearranged as needed by clicking and dragging the field box up or down. The Field boxes can also be deleted by clicking on the red X or by dragging them back to the Available Fields box.

Once all report parameters are set to be included, click the **Run Report** button:



After viewing the results of the report, the report can be modified to add more or less fields, (causing Search Options to have to be reset), filtered and/or saved.

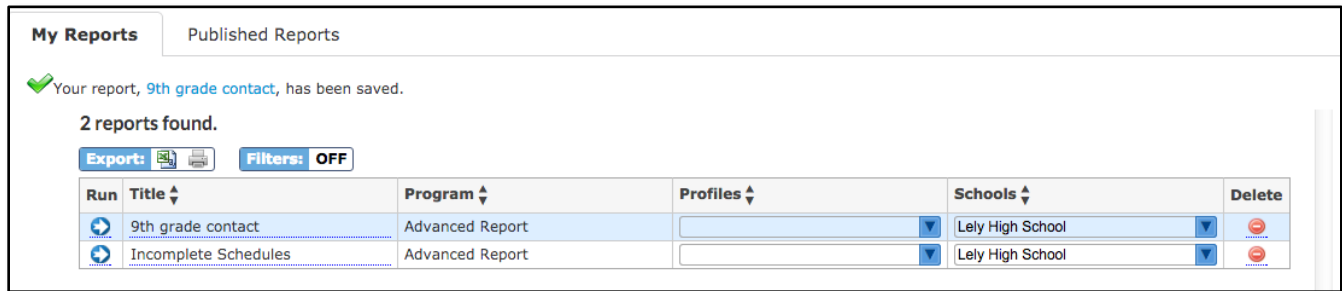
Saving the Report

Save the parameters and data results of the **Advanced Report** by clicking the **Create Report** button at the bottom of the returned results report screen. **Note: Using the Save button at the top right of the screen only maintains the defined parameters of the report and not the data results.**



The Saved Reports screen will appear prompting the user to name the advanced report.

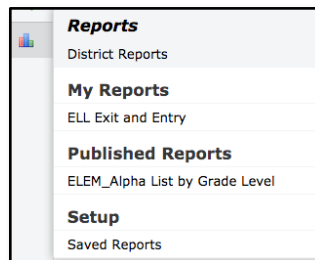
After clicking OK, a confirmation screen will appear on the **My Reports** tab with a green checkmark indicating the report has been saved. If the user has been granted the rights by the district, saved reports can be published to other user groups to view the report.



- Reports created and saved by the user are saved under the **My Reports** tab. The **Published Reports** tab contains reports created by other users and published to specified users.
- The saved list of reports can be exported to Excel or printed using the appropriate icons.
- Users also can turn filters on to drill down on the report list.
- Clicking the blue arrow at the beginning of the line allows the user to run the report directly from this screen.
- The name of the saved report can also be edited by clicking on the blue dotted line under the report's current title.
- Select the **Profiles** drop boxes for the desired user groups. This screen auto saves when the users advances to the next line by clicking into one of the editable boxes and pressing enter.
- Clicking the drop down under **Schools**, the user can choose to publish the report to the current school or all schools (depending on permissions).
- Clicking on the dash at the end of the line will delete the entire report.

❑ Accessing Saved Reports

To access saved reports, navigate to the **Reports** menu and select the report from the pull-down list:



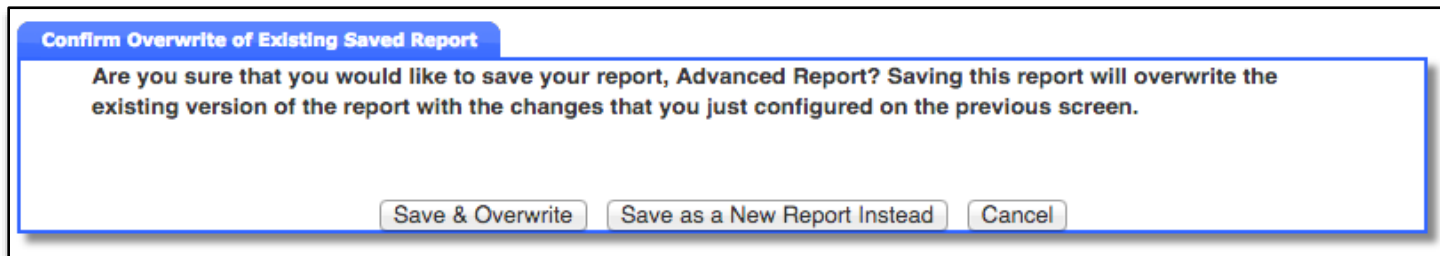
Types Of Reports under this tab are:

- **District Reports** – created by District Administration and shared with select user profiles
Note: If a user does not have permissions to certain student fields included in the report, the fields will appear empty.
- **My Reports** – created by the user
- **Published Reports** – shared with select user profiles by another user
Note: Depending on the user's profile, reports can be shared with school staff or all schools.
- **Saved Reports** – displays a list of reports the user has created; selecting a report from this list will allow the user to edit, delete, and share the report further

☐ Modifying and Filtering a Saved Report

If a **Saved Report** is **Modified** or **Filter Rules** are added later, the user can resave the **Advanced Report** by clicking **Create Report** at the bottom of the screen.

When a saved report is modified, a slightly different save screen will be displayed providing options to **Save & Overwrite** or **Save as a New Report Instead**.



Note: if “Save as a New Report Instead” is selected, the Create New Saved Report window will be displayed

Printing the Report

An **Advanced Report** can be exported as a Microsoft Excel spreadsheet by clicking the computer disc icon  located above the generated list, or as a Focus PDF document, by clicking the **Print** icon at the bottom of the page.



Activity

Create an Advanced Report to pull all actively served ESE students in the school.

Include in the report: Student Name, ID, Grade, Gender, IEP Plan Date, Matrix, Last Reevaluation Date and Total Non-Disabled minutes.

Save the report.

Access the report and change the title.

Run the report and sort it by the Matrix. Resave the report as a new report.

Use with the activity on page 14.

MARCH 2, 2016 STDNT #: (*****) NAME: (any student at your school) ADDRESS: 654 Pretty Bird Way, Naples, FL 34119		ESE DATA SHEET GRADE: (pk-12) SCHOOL: (your school site)		NAME OF DATA ENTRY: _____ DATE FORM RECEIVED: _____ DATE DATA ENTERED: _____ DATE SUBMITTED TO FTE: _____	
--	--	---	--	--	--

Exceptionality	Current Minutes	Primary	Placement Status	Service Type	Ref Reason	Consent for Initial Eval DATE	Original Eval DATE	Eligibility DATE	Placement DATE	Dismissal DATE
F- SPEECH	30	Y	P	A	D	1-19-16	1-25-16	2-23-16	2-23-16	

MATRIX: 251	ESE FEFP Code:	IEP Plan DATE: 2-23-16	IEP Exp DATE: 2-22-17
Next Eval DATE: 1-24-19	Last Eval DATE: 1-25-16	TTSW: 2025	TNDP: 1995
Gifted Eligibility: Plan A or Plan B		Exceptional Student 60-day: N or P or Y	
Alternate Assessment: Y or (Z)		Extended School Year Services: Y or N or (Z)	
Specialist (InSS): YOUR InSS		Case Manager: YOUR SLP	
Behavior Services: YES or (NO)		Special Class Code: AU EBD MC1 MC2 MC3 PKD	
Nursing Services: YES or (NO)		Testing Accommodations: YES or (NO)	

H/H STATUS: FULL-TIME INTERMITTENT DUAL-SPLIT	<table style="width: 100%;"> <tr> <td style="width: 50%;">HOSPITAL HOMEBOUND TEACHER(s):</td> <td style="width: 50%;">TOTAL WEEKLY MINUTES PER TEACHER:</td> </tr> <tr> <td style="height: 100px;"></td> <td></td> </tr> </table>	HOSPITAL HOMEBOUND TEACHER(s):	TOTAL WEEKLY MINUTES PER TEACHER:		
HOSPITAL HOMEBOUND TEACHER(s):	TOTAL WEEKLY MINUTES PER TEACHER:				

STUDENT SCHEDULE TO POPULATE HERE