



Focus University Training Document

Focus Training: *Subjects and Courses Setup; Course Requests*

2016

Training Agenda: Setting up Subjects and Courses; Entering Course Requests; Scheduling Reports

- Subject and Courses Setup
 - Subject Setup
 - Course Setup
 - Moving Courses
 - Adding and Deleting Courses
- Options for Entering Student Requests
 - Data Tech/School Counselor Enter Requests
 - Entering Mass Requests
 - Saving Mass Requests
 - Automatic Course Requests
- Deleting Student Requests
 - Individual student requests
 - Mass added requests
 - Automatic Course Requests
- Request Reports
- Teacher Schedules Report (if master schedule was rolled)

Objectives

- To view and/or set up subjects and courses for scheduling purposes
- To add and delete individual student requests
- To mass add and delete requests for groups of students
- To save mass requests for future use
- To add and delete Automatic Course Requests
- To approve requests as a teacher
- To review and use the Requests Reports to make scheduling decisions

Training URL:
train.focus.collierschools.com

Getting Started – Verify Setup Parameters

Prior to creating or editing Subjects, Courses, and Sections for scheduling purposes, ensure that the following parameters are met:

- ✓ Work in the upcoming school year (not the current school year).
- ✓ If Focus has been setup previously, Rollover the Master Schedule, Students, etc.
- ✓ Marking Periods, Periods/Bell Schedules, and Calendar(s) are setup for the new school year.
- ✓ Course Catalog has been enabled in system preferences, and includes any newly added courses and all old courses have been deleted. Courses also need to be tied to graduation subjects.

Note: while the district handles most of these parameters, it is always good form to ensure the setup properly suits specific school needs.

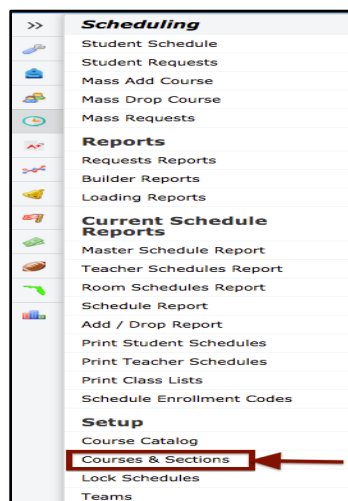
Prior to entering course requests the school needs to confirm all courses to be offered are set up for the school. The next section will introduce users to setting up subjects and courses and explain how to add course offerings.

Subjects

The subjects can be created for a school's specific needs. It is simply a way to organize the courses for quick navigation, particularly when building student schedules. **This set up is the basis for building the sections for each offered course.**

Elementary and Middle Schools		Secondary Schools	
Elementary and Middle Schools may want to organize the subjects according to <u>grade levels</u> .	Courses & Sections	Secondary Schools may want to organize the subjects according to the <u>general subject areas</u> such as Math, Science, English, Electives, etc.	Courses & Sections
	8 Subjects		18 Subjects
	Subject		Subject
	1st Grade		Algebra I
	2nd Grade		All Courses
	3rd Grade		Economics
	4th Grade		Electives
	5th Grade		English
	All Courses		Exceptional Student
	ESE/Inclusion/Therapy		Foreign Language
	Kindergarten		Life Management Skills
			Mathematics

To access **Subjects**, **Courses**, and **Sections**, click the **Scheduling** Menu, scroll down and select **Courses & Sections**.



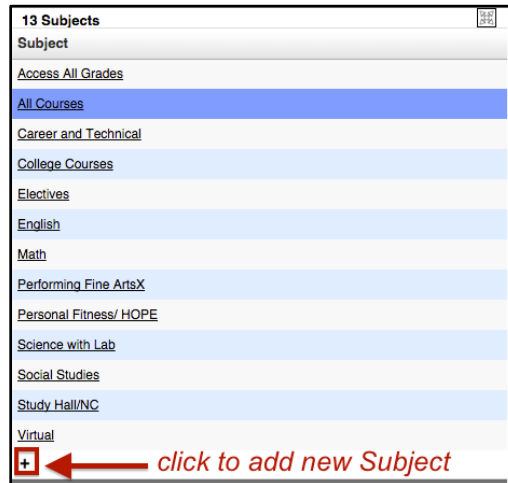
HINT: This is the “Filing Cabinet”

Course Requests and Reports

❑ Subject Setup

Subjects are used to organize courses and are created to accommodate specific school needs. Users must have the profile permission to edit subjects and courses. Some districts may pre-set the Subjects and Courses for the schools. Initially, districts may have all courses in the **All Courses** subject folder.

To add a new subject, click the + (plus sign) at the bottom of the list.



HINT: Subjects are the “drawers” in the filing cabinet

- Enter a **Title** and **Short Name** for the newly created Subject. K-12 schools should leave the remaining three boxes blank as these pertain to CTE/PostSecondary schools only.

- When complete, click the **Save** button.

Subjects that are no longer used can be deleted as long as there are no courses in the Subject folder. If there are courses, move those (see next section) to another Subject folder or create one if necessary before deleting the subject.

- To delete an empty Subject, click on the **Subject name** and select **DELETE** in the upper right corner.

- Confirm the deletion in the pop up on the next screen.

Course Requests and Reports

❑ Course Setup

Courses align with the **Course Catalog** (when used) and are typically associated with state-approved course numbers. Districts using an 8th or 9th digit as a unique identifier typically creates a new course in the Course Catalog with the unique identifier. ***Within the courses, sections are assigned where the teacher, period, minutes, etc are defined.*** Sections are typically not built (unless the district has rolled the Master Schedule) until after student requests have been entered and administrators have viewed the Requests Reports.

13 Subjects	18 Courses
Subject	Course Course Num
All Courses	Eng 1 1001310
Career and Technical	ENG 1 1001310S
College Courses	Eng 1 Honors 1001320
Electives	Eng 2 1001340
English	ENG 2 1001340S
Math	Eng 2 Honors 1001350

HINT: Courses are the “folders” in the drawers.

Moving Courses

If the district has filed all courses in the **All Courses** Subject folder, **Courses** should be moved to their respective **Subjects**. Courses can be placed in any **Subject** desired.

- Click on the **Subject** then click the **Course** that is to be moved into a different **Subject** folder.

20 Subjects	4 Courses
Subject	Course Course Num
All Courses	HOMEROOM 50220002
ESE/Inclusion/Therapy	HOMEROOM 50220004
Fifth Grade	HOMEROOM 50220005
First Grade	HOMEROOM 50220001
Fourth Grade	+

- On the next screen, use the **Subject** pull-down in the upper right to select the appropriate subject folder.
- Once changed click the Save button to finalize the change.

HOMEROOM		List Students in this Course		List Unfilled Requests in this Course		Search		Copy	Delete	Save
50220002	HOMEROOM	-	0	✓	✗	✗				
Course Number	Title	Graduation Requirements Subject	Credits per Course History Term	Allow Students to Request this Course	Allow Teachers to Approve Requests	Schedule this Course first	WDIS OCP Hours	CAPE	Grade Level(s)	Auto Course Length
								Second Grade		02
								Subject		Course Length

Prerequisites *one Course Number per line

subject pull down

Note: in the above screenshots the course HOMEROOM 50220002 was moved from the ALL COURSES subject into the SECOND GRADE subject folder. From year to year, the setup for Subjects & Courses will be rolled over and all that may be necessary is adding any new or deleting old courses.

Course Requests and Reports

❏ Adding Courses

If the Course Catalog is being used, be sure that any new courses being offered have been added. What the district sets at the Course Catalog level is locked for users at the Courses & Sections level.

- From **Scheduling > Courses & Sections**, select the Subject to which the new course will be added.
- In the **Courses** column, click the **+** at the bottom of the column.
- Use the **Course Number** text field in the upper left to enter a specific course number. As numbers are typed, a list of corresponding courses in the Course Catalog will be shown. Simply click the desired course or enter the full course number. *Invalid course numbers will cause the box to turn pink and the title will display as an Invalid Course.*

Career & Technical - New Course

89
Course Number
8900410 LAW, PRACTICE AND COURT
8905130 COSMETOLOGY FACIALS
8905150 COSMETOLOGY 5
8909010 INTRO TCHR PROF
8909020 HUM GROWTH - DEVELOPMENT

Invalid Course Title

Invalid Course Graduation Requirements Subject

0 Credits per Course History Term

☐ Allow Students to Request this Course

☐ Schedule this Course first

WDIS OCP Hours

CAPE

Career & Technical Subject

Grade Level(s)

Automatic Course Length

Search Save

Prerequisites
* one Course Number per line

start entering course number; corresponding course numbers show

The **Course Title**, **Graduation Requirements Subject** and **Credits per Course History Term** will pull from the Course Catalog once a valid course is selected.

- Click the **Save** button upon completion.

NOTES: “*Schedule this course first*” alerts the system to prioritize the course when the scheduler is run.

ACTIVITY:

Team up with members from your school to review the Subjects and Courses being offered for the upcoming school year.

1. Create new Subject folders if applicable.
2. Move courses to new Subject folders if applicable.
3. Delete any Subjects not being offered (subject folder must be empty).
2. Add any new courses being offered.

Course Requests and Reports

ADDING STUDENT REQUESTS

Focus has several options for entering student course requests. The scheduling staff and administrators can enter course requests for students individually or by mass adding requests to groups of students. Beginning with version 7.3, there is an Automatic Course Requests feature that allows districts and/or individual schools to automatically push out requests for a specific subset of students.

- **Users entering requests for students must have the upcoming school year, not the current school year, selected in the school year drop-down.**

☐ Scheduling staff enters requests for students individually

Enables the user to enter student requests based on the student's graduation requirements and/or progression plan.

To access the **Student Requests** screen, navigate to: **Scheduling Menu → Student Requests**

- Use the search screen to find the individual student.
- Click on the student's name in the search results.
- **There are two options at this point:** use the free text box at the top of the screen or use the Quick List.

Add requests using the free text box at the top of the Student Requests screen:

- Begin typing in the name or number of the desired course in the **Course** text field and corresponding courses will display in the dropdown.

The screenshot shows the 'Student Requests' interface. At the top, it says '4 Requests And 0 Alternates'. Below this are 'Export' and 'Filters: OFF' buttons. A table with columns 'Course', 'Course #', 'Elective Priority', and 'Term' is visible. A dropdown menu is open under the 'Course' column, showing a list of courses starting with 'eng'. The first option, 'ENG 4 (1001400)', is highlighted in blue. Other visible options include 'Eng 1 (1001310)', 'Eng 2 (1001340)', 'Eng 3 (1001370)', 'ENG 1 (1001310S)', and 'ENG 2 (1001340S)'.

- Click on the name of the desired course then tab over to enter the elective priority and/or term override (If applicable)
- Hit the ENTER key to save the course to the requests and create another free text box to enter the next request
- A red minus sign and check box will appear if the selection saved. These can be used to delete selected requests. When the check box is used, a **DELETE SELECTED REQUESTS** button will appear at the top of the screen.



Course Requests and Reports

Add requests from Add Request: Quick List

The **Quick List** has courses listed according to their Graduation Subject. If grade levels are set on courses, then only courses with the grade level of the student will appear in the dropdowns unless the user selects “Courses for All Grade Levels” at the top right of the screen.

The screenshot shows the 'Student Requests' window with the 'Requests' tab selected. Below the tabs, there are filters for 'Auto-Schedule this Student', 'Include Inactive', and 'Courses For All Grade Levels'. A table lists various request criteria like 'Course', 'Course #', 'Elective Priority', 'Term', 'With Teacher', 'Without Teacher', 'With Period', 'Without Period', and 'Last Modified By'. At the bottom, the 'Add a Request: Quick List' section is visible, showing a table with 'Subject' and 'Course / Elective Priority' columns.

- Select a course or multiple courses (non-elective) from the **Course/Elective Priority** pull-down menu by checking the box(es) for the desired course(S). Users can search for courses by typing the course number or course name in the free text box.

This screenshot focuses on the 'Add a Request: Quick List' section. It shows a table with 'Subject' and 'Course / Elective Priority' columns. The 'Subject' column lists 'ENGLISH', 'MATHEMATICS', 'ALGEBRA I OR EQUIV', 'ALGEBRA 2', and 'GEOMETRY'. The 'Course / Elective Priority' column has a dropdown menu open, showing a search for 'eng' and a list of English courses: 'ENG 1 (1001310) - ENGLISH', 'ENG 2 (1001340)', 'ENG 3 (1001370)', and 'ENG 4 (1001400)'. Each course has a checkbox next to it.

- For **Electives**, three selection boxes appear by default and only 1 course can be selected per box.
- The green button with the + sign allows users to create additional selection boxes.
- Electives should have the priority of 1 if the course(s) is required for the student to have a full schedule. Electives with a priority of 2, 3, etc. will be used as alternates for courses showing a priority of 1 that could not be scheduled.

The screenshot shows the 'ELECTIVES' section. It contains a list of elective courses with their respective priorities: 'AF AERO SCI 1 (1800300)' with priority 1, 'DRIVER ED CLASS (19003...)' with priority 1, 'JOURN 1 (1006300S)' with priority 2, and 'RESEARCH 1 (1700300)' with priority 3. A green checkmark is visible next to the first course, and a green plus button is next to the last one.

Note: if the system preference “Overschedule electives if room on the schedule” has been enabled, the system will schedule electives regardless of priority to fill any holes on the student’s schedule.

Any subject area displaying a green check mark indicates a selection has already been requested for that subject.

This screenshot shows the 'ELECTIVES' section with a dropdown menu open. The dropdown shows a search for 'Filter' and a list of courses: 'CAR RESA&DECI MAK (1700380) - (Requested)' and 'CAR RESA&DECI MAK (1700380V)'. A green checkmark is visible next to the first course in the list.

- Once request selections have been made, click the **SAVE** button located in the upper right of the screen.

Course Requests and Reports

If the user accidentally requests a course the student has already taken or requested, a warning box appears stating that there is a conflict with the courses chosen. Click “Cancel” unless the student has to repeat the course requested or it is a course the student can take for multiple periods/credits, i.e. OJT or Study Hall. If that is the case, click “Continue”.

There is a conflict. Are you sure you want to add this course request?

Note: This student has already requested Eng 2 Honors (1001350)

The selected and saved requests will populate at the top of the Requests screen and will show the name of the user in the “Last Modified By” column.

7 Requests And 2 Alternates

Approved by Counselor: ☐ Locked for Students: ☐

Export: Filters: OFF

	Course	Course #	Elective Priority	Term	With Teacher	Without Teacher	With Period	Without Period	Last Modified By
	Eng 2 Honors (1001350)	1001350							Daniels, Mikayla
	PRE-CALCULUS (12023...	1202340							Daniels, Mikayla
	Basic Design 1 (ATR220...	ATR2201C	2						Daniels, Mikayla
	Cptr Appls 1 (0200310)	0200310							Daniels, Mikayla

- Requests can be deleted from this screen by clicking the red “-” or using the checkboxes.
- Electives can be ranked in this section as well.
- The **TERM** can be selected if the student only needs the 1st or 2nd semester of a Full Year course or if a one semester course is to be taken during a specific term.

Teacher and Period Restrictions (*only applicable if sections have already been built*)

If the student has a particular request for a specific teacher or time of day to take the course, that can be set on the Requests screen once the sections for the courses have been built. **It is advised to place as few restrictions on requests as possible.**

With Teacher	Without Teacher	With Period	Without Period

NOTE: these options will not appear until sections have been built

ACTIVITY:

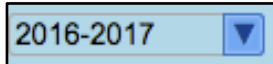
Select a student and add several course requests to the student’s record
(You will delete this request later in another activity)

Course Requests and Reports

❑ Group: Mass Adding Requests

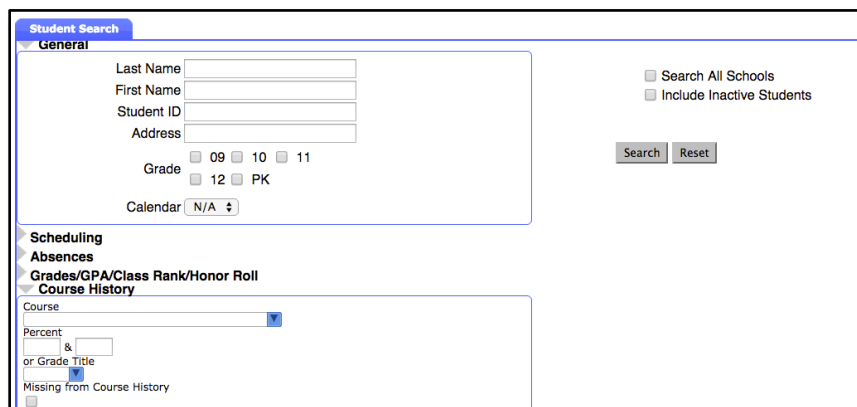
Mass Requests enables searching for and selecting groups of students by grade level, previous or current courses, grades, test scores, special programs, or any other data collected on a student – and add a course or multiple course requests to those students. Counselors can, for example, schedule mass requests for students in Gifted, ESE, or ESOL programs by specifying the search criteria and then adding the course request.

1. Ensure the **School Year** in the pull down is set to the **upcoming**, not current, school year:



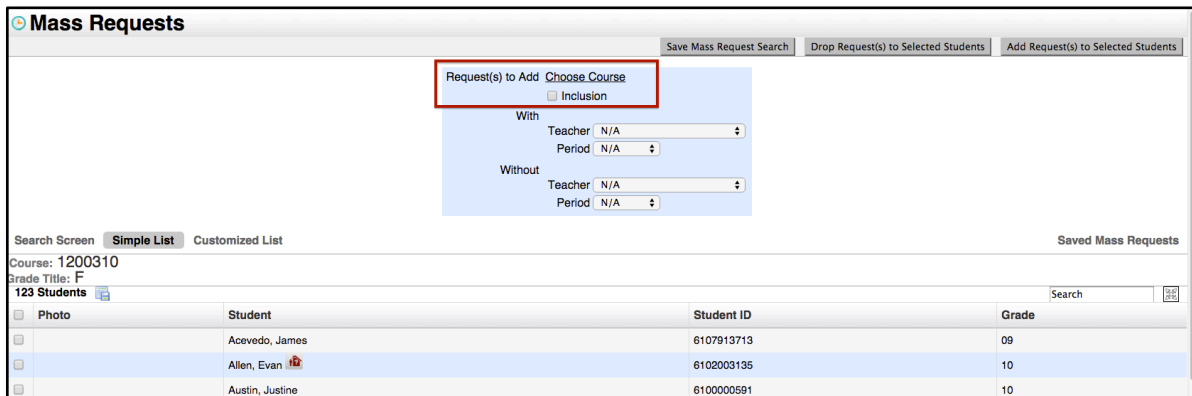
A screenshot of a dropdown menu for 'School Year' with '2016-2017' selected and a downward arrow button.

2. Navigate to the **Scheduling > Mass Request** menu:
3. Click on **More Search Options** to search for a specific group of students (by grade level, course history, etc.).



A screenshot of the 'Student Search' form. It has tabs for 'General', 'Scheduling', 'Absences', 'Grades/GPA/Class Rank/Honor Roll', and 'Course History'. The 'General' tab is active, showing fields for Last Name, First Name, Student ID, Address, Grade (09, 10, 11, 12, PK), and Calendar (N/A). There are checkboxes for 'Search All Schools' and 'Include Inactive Students', and 'Search' and 'Reset' buttons.

4. Click **SEARCH** once the group has been selected. The students meeting the search criteria will display under the **Mass Requests** screen when it opens.
5. Click **Request(s) to Add Choose Course** to select the course or courses to be mass added. If the course needs to have an Inclusion section linked to it, check the **Inclusion** box.



A screenshot of the 'Mass Requests' screen. It has buttons for 'Save Mass Request Search', 'Drop Request(s) to Selected Students', and 'Add Request(s) to Selected Students'. A red box highlights the 'Request(s) to Add Choose Course' button, which has an 'Inclusion' checkbox. Below this are 'With' and 'Without' sections, each with 'Teacher' and 'Period' dropdowns. At the bottom, there's a 'Search Screen' section with 'Simple List' and 'Customized List' tabs. It shows 'Course: 1200310', 'Grade Title: F', and '123 Students'. A table lists students with columns for Photo, Student, Student ID, and Grade.

Photo	Student	Student ID	Grade
☐	Acovedo, James	6107913713	09
☐	Allen, Evan	6102003135	10
☐	Austin, Justine	6100000591	10

A box will display with a list of all subjects:

6. Click on the appropriate **Subject** and then select the **Course**.

Course Requests and Reports

14 Subjects		23 Courses	
Subject		Course	Course Num
English		Adv PI Stat	1210320
ESE ACCESS courses		Alg 1	1200310
ESE Part-Time		Alg 1-B	1200380
Math		Alg 1H	1200320
Performing Fine Arts		Alg 1 SOS	1200310
Personal Fitness/ HOPE			

7. The selected course name will now display. If additional courses need to be added, click the **Choose More Courses** link and select the subject and course from the display as before.

Save Mass Request Search Drop Request(s) to Selected Students Add Request(s) to Selected Students

Request(s) to Add **Alg 1 SOS**
[+ Choose more Courses](#)

☐ Inclusion

With
 Teacher: N/A
 Period: N/A

Without
 Teacher: N/A
 Period: N/A

8. Check the box in front of “**Students/Photo**” to select all the students in the list to apply the request to or check the box next to individual student names.

Course: 1200310
 Grade Title: F

123 Students 123 Selected

Photo	Student	Student ID	Grade
☒	Acevedo, James	6107913713	09
☒	Allen, Evan	6102003135	10
☒	Austin, Justine	6100000591	10
☒	Avery, Howard	6101001065	10

9. Click on “**Add Request(s) to Selected Students**” at the top right of the screen.

Save Mass Request Search Drop Request(s) to Selected Students **Add Request(s) to Selected Students**

Request(s) to Add **Alg 1 SOS**
[+ Choose more Courses](#)

☐ Inclusion

With
 Teacher: N/A
 Period: N/A

Without
 Teacher: N/A
 Period: N/A

Search Screen **Simple List** Customized List

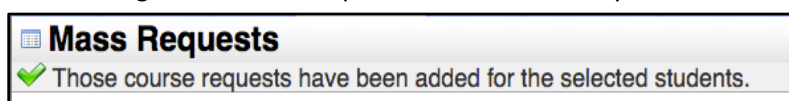
Course: 1200310
 Grade Title: F

123 Students **123 Selected** *checked all students*

Photo	Student	Student ID	Grade
☒	Acevedo, James	6107913713	09

click here after selecting students

A confirmation will appear indicating the selected requests were successfully added.

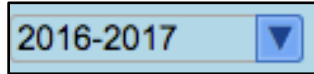


Course Requests and Reports

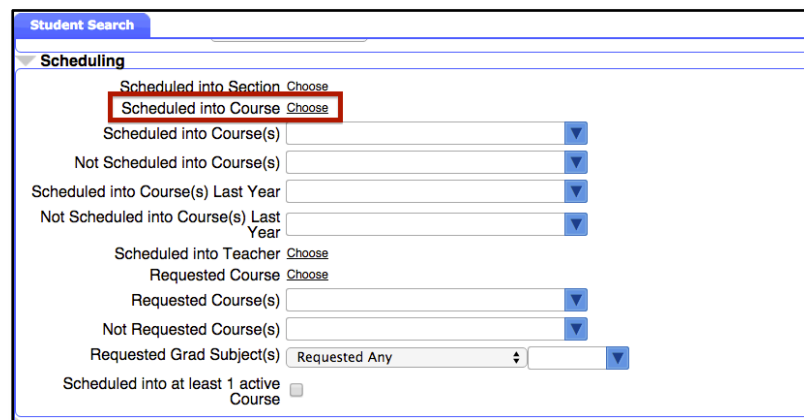
❑ Group: Mass Adding Requests based on Current Year Courses

Example: **Intensive Reading** students in **current year** to be mass assigned to **Intensive Reading next year**.

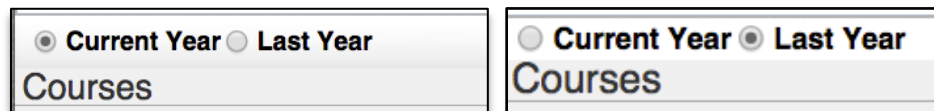
1. Set **School Year** to the **upcoming** school year. For example, if you are scheduling requests for the **2016/2017** school years, be sure that the year displayed in the pull-down is **2016/2017**.



2. Navigate to **Scheduling Menu** → **Mass Requests**
3. Use the **More Search Options** to search for current students in the desired course (Intensive Reading) under the **Scheduling** tab by clicking on **Scheduled into Course Choose**

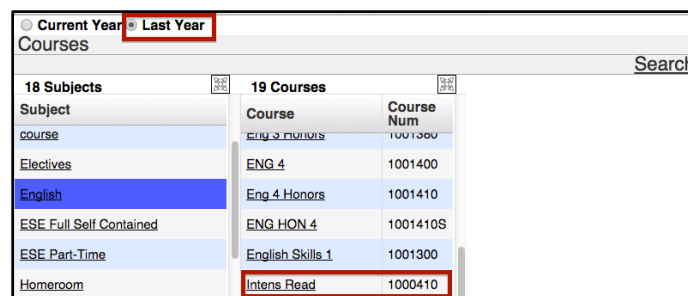


4. A box will display with a list of subjects. At the top of the window, the radio button for **Current Year** is selected by default. Click the radio button for **Last Year** to search for students who took the course the *previous* school year and to display the subjects and courses from the previous school year.



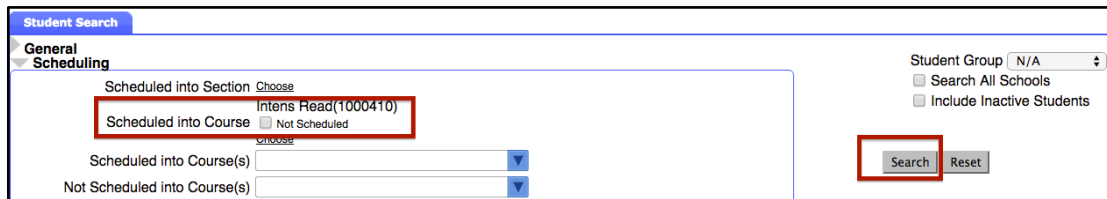
NOTE: Since the upcoming school year is displayed in the year dropdown, it is technically **Last Year** that is being searched

5. Choose the **Subject (English)** and then choose the **Course (Intensive Reading)** from the course list.

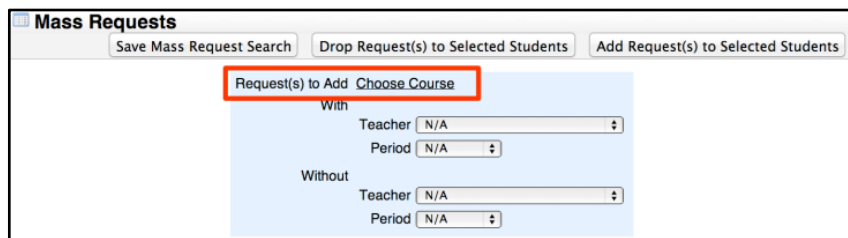


Course Requests and Reports

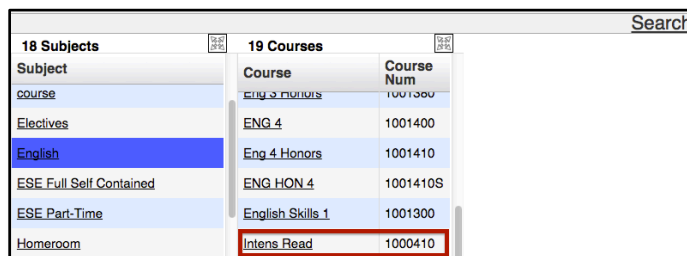
6. The desired course (**Intensive Reading**) will now show under the **Choose** link. Click the **Search** button to display the students.



7. Click **Request(s) to Add Choose Course** to select the course to be mass requested.

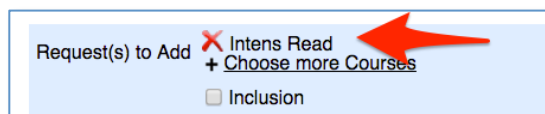


8. As before, a box displays with a list of all subjects. Choose the **Subject (English)** and **Course (Intensive Reading)**



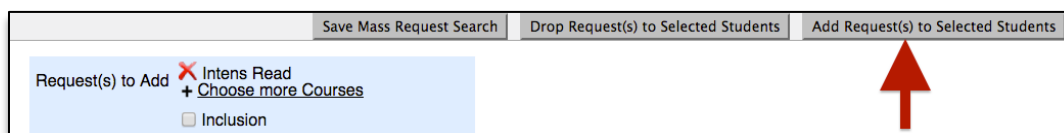
Subject	Course	Course Num
course	ENG 3 Honors	1001300
Electives	ENG 4	1001400
English	Eng 4 Honors	1001410
ESE Full Self Contained	ENG HON 4	1001410S
ESE Part-Time	English Skills 1	1001300
Homeroom	Intens Read	1000410

The selected course (Intensive Reading) will display after **Request(s) to Add**:



NOTE: If an additional course is desired, click the + sign to repeat the process. If the requested course(s) has an Inclusion section that should be added to the selected students, check the Inclusion button

9. Check the box in front of “**Students/Photos**” to select all the students in the list to apply the request to or check the boxes next to individual student names.
10. Click on “**Add Request(s) to Selected Students**” at the top right of the screen.



A confirmation will appear indicating the selected requests were successfully added.

✓ Those course requests have been added for the selected students.

Course Requests and Reports

❑ Saving Mass Request Search

Saving mass requests allows users to title the request and run it at a later time. This is helpful, for example, if certain groups of students always receive a specific course or group of courses from year to year. **Saved Mass Requests** roll over from year to year and do not have to be set up again unless the student criteria or course requests change.

1. Navigate to **Scheduling > Mass Requests**.
2. Use **More Search Options** to select the desired group of students (**example: students who currently have Intensive Reading or scored a Level 1 or 2 on the Reading FSA**)
3. Click **Request(s) to Add Choose Course** to select the course to be mass added (**example, Intensive Reading**) and then
4. Click **Save Mass Request Search**.

Save Mass Request Search Drop Request(s) to Selected Students Add Request(s) to Selected Students

Request(s) to Add **Intens Read** **+ Choose more Courses**

☐ Inclusion

5. In the box that pops up, type in a **Title** for the request
6. Choose the **School** or **All Schools**
7. Click **Save Mass Request**.

Save Mass Request Search

Title: Intensive Reading

School: Focus High School

Save Mass Request

Request(s) to Add **Intens Read** **+ Choose more Courses**

☐ Inclusion

With

Teacher N/A

Period N/A

Without

Teacher N/A

Period N/A

A list of Saved Requests will appear and the newly titled request will display at the bottom of the list.

- Click on any request in the list to edit or run the request.
- To delete a Saved Mass Request Search click on the “-” sign in front of the Request title.

Mass Requests				
Back				
6 Saved Requests				
Mass Request Title	Search Terms	Courses	School	
- LY.HS schedule	English Language Learner: LEP in LEP classes [LY]	Eng 3, Adv PI Stat	Focus High School	
- Crs Req Add PM Inst			All Schools	
- CrsReq PM Add			All Schools	
- English 1 H to English 2 H	Scheduled into Course: Eng 1 Honors	Eng 2 Honors	All Schools	
- Eng 2 hons to Eng 3 Hons	Scheduled into Course: Eng 2 Honors	Eng 3 Honors	Focus High School	
- Intensive Reading	Scheduled into Course: Intens Read	Intens Read	Focus High School	

Course Requests and Reports

❑ Access Saved Requests

- Navigate to **Scheduling > Mass Requests**;
- Click “search” (do not enter anything in the search box)
- Click on the **Saved Mass Requests** link at the right of the screen. This will return the list as seen above.

The screenshot shows the 'Mass Requests' interface. At the top, there are three tabs: 'Save Mass Request Search', 'Drop Request(s) to Selected Students', and 'Add Request(s) to Selected Students'. Below the tabs, there is a section titled 'Request(s) to Add' with a 'Choose Course' link. Under this, there are two sections: 'With' and 'Without'. Each section has a 'Teacher' dropdown menu (currently showing 'N/A') and a 'Period' dropdown menu (currently showing 'N/A'). At the bottom left, there are three links: 'Search Screen', 'Simple List' (which is highlighted), and 'Customized List'. At the bottom right, there is a link labeled 'Saved Mass Requests' which is highlighted with a red box and a red arrow pointing to it.

ACTIVITY:

1. Use More Search Options to select criteria for a group of students
2. Mass add two courses to that group of students
(You will delete these requests in a later activity)
3. Recreate the search criteria and Save the Mass Request Search
4. Access the newly saved Mass Request

❑ Automatic Course Requests (ACR)

Courses can also be mass added to a specific group of students via the **ACR** feature. The district can set the rules for and run these requests district-wide or for individual schools. Based on district preferences, specific users at each school may be assigned the profile permission to access the ACR for their school. **Automatic Course Requests** can be rolled from one school year to the next for all schools or for individual schools.

Navigate to **Scheduling > Automatic Course Requests**

Course Requests and Reports

Users will see several options on the Automatic Course Requests screen based on whether the **District Requests** tab is selected (if the district has opted not to set up district-wide requests, nothing will display on this tab)

Run Course Requests for Current School **or** Run Course Requests for All Schools

☐ Only run for students without requests

District Requests School Requests

Export: Filters: OFF

	Title	Search Terms	Courses	Priority
☐	Eng 1 to En	Scheduled into Course(s) Last Year: 10013106, 10013107, 10013108, 10013109	ENG 2 (100...	1
☐	Alg 1 -> AI	Requested Course(s): 1200320, 1200310	ALG 2 (1200...	2
☐				

or whether the **School Requests** tab is selected:

Run Course Requests

☐ Only run for students without requests

District Requests **School Requests**

Export: Filters: OFF

	Title	Search Terms	Courses	Run nightly for students without requests	Priority
☐	hope	Grade: 09	Virtual HOPE - P...	Yes	1
☐				Yes	

Set up Requests (District or School tab):

- **Title:** enter the name of the Course Request and hit ENTER; a search screen will pop up to enter
- **Search Terms:** use **More Search Options** to define the group of students to whom the requests will be pushed out to
- **Set Search Terms:** click after selecting search criteria (similar to the previous instructions on Mass Requests)

Student Search

Student

Student Group
N/A

► More Search Options

Set Search Terms

Reset

Users will be returned to the selected Requests tab where the Course(s) to be requested can be selected and Priority can be set.

Run Course Requests for Current School **or** Run Course Requests for All Schools

☐ Only run for students without requests

District Requests School Requests

Export: Filters: OFF

	Title	Search Terms	Courses	Priority
☐	Eng 1 to En	Scheduled into Course(s) Last Year: 10013106, 10013107, 10013108, 10013109	ENG 2 (100...	1
☐	Alg 1 -> AI	Requested Course(s): 1200320, 1200310	ALG 2 (1200...	2
☐	Intensive F	Scheduled into Course(s) Last Year: 10004109, 10004107, 10004108		

Course Requests and Reports

Hit the ENTER key after all fields have been completed in order to save the Automatic Request.

Run Course Requests for Current School

 or

Run Course Requests for All Schools

☐ Only run for students without requests

District Requests

School Requests

Export:

Filters: OFF

	Title	Search Terms	Courses	Priority
☐	Eng 1 to En	Scheduled Into Course(s) Last Year: 10013106, 10013107, 10013108, 10013109	ENG 2 (100...	1
☐	Alg 1 -> Al	Requested Course(s): 1200320, 1200310	ALG 2 (1200...	2
☐	Inten Read	Scheduled Into Course(s) Last Year: 10004109, 10004107, 10004108	INTENS RE...	1

An additional option if the request is a **School Request**, is to set a nightly run job for students without requests. If this option is selected, the box for “Only run for students without requests” must be checked.

Run Course Requests

☐ Only run for students without requests

District Requests

School Requests

Export:

Filters: OFF

	Title	Search Terms	Courses	Run nightly for students without requests	Priority
☐	hope	Grade: 09	Virtual HOPE - P...	Yes	1
☐	Critical think	Grade: 09	Critical Thinking ...	Yes	
				Filter Yes No	

At a time determined by the district or school-based users, the requests can be pushed out to the selected students for the school showing in the school dropdown (or for all schools if it is a district-defined request). Additionally, with either option, users can check the box “Only run for students without requests” if this is the only group for whom the requests should populate.

DISTRICT REQUESTS

Run Course Requests for Current School

 or

Run Course Requests for All Schools

☐ Only run for students without requests

District Requests

School Requests

SCHOOL REQUESTS

Run Course Requests

☐ Only run for students without requests

District Requests

School Requests

Course Requests and Reports

Deleting Course Requests: Individual

Focus allows users to delete course requests once they have been added. The deletion process can be carried out for an individual student or for a group of students.

Examples of when this feature might be used:

- A student's State Assessment scores came in after the request was placed and now the student needs to be placed in a remedial course or removed from the remedial course
- A course is no longer going to be offered and a group of students need to have their requests changed

To access the Student Requests screen, navigate to **Scheduling Menu → Student Requests**

- Use the search screen to find the individual student.
- Click on the student's name in the search results.

In the student's request record a list of courses that have been requested will display. The **"Last Modified By"** column will indicate if the student or school personnel entered the request; if the request was pushed out by the **ACR**, it will be listed in that column.

- To delete the request, click on the red **" - "** on the left side of the list next to the Course.
- To delete multiple courses at once, use the check box in the column header to the left of **"Course"** or in front of each request and select the **"Delete Selected Requests"** button at the top of the screen. *This button will not appear until a check box has been selected.*

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

Search... [o]

4 Requests And 0 Alternates

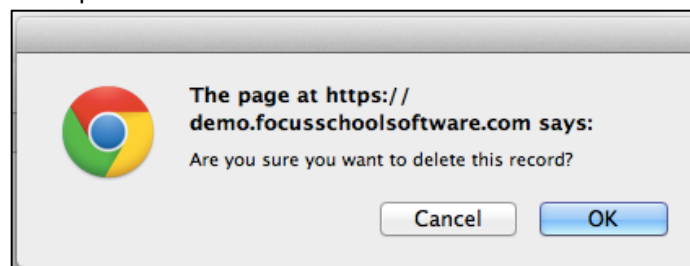
Export: [icon] [icon] Filters: OFF

Approved by Counselor: [] Locked for Students: []

	Course	Course #	Elective Priority	Term	With Teacher	Without Teacher	With Period	Without Period	Last Modified By	ACR
☐										
☒	ALG 1 (1200310) - Math	1200310							Aguirre, Jin	
☒	ADV PL ENG COMP...	1001420							Aguirre, Jin	
☐	Alg 2 SOS (1200330) ...	1200330							Administrator, Admin	(District) Alg 1 -> Alg 2
☐	Eng 2 (1001340)	1001340							Daniels, Mikayla	

A warning box will display asking the user to confirm the delete request.

- Click **OK** to delete the request



Course Requests and Reports

Deleting Course Requests: Group Mass Delete

To delete a select group of students' requests, follow the same directions provided for **Mass Adding** a request.

1. Navigate to **Scheduling > Mass Requests**.
2. Use **More Search Options** to select the desired group of students.
3. Click **Request(s) to Add Choose Course** to select the course to be mass dropped.

The screenshot shows the 'Mass Requests' window with three buttons at the top: 'Save Mass Request Search', 'Drop Request(s) to Selected Students', and 'Add Request(s) to Selected Students'. Below these, the 'Request(s) to Add Choose Course' button is highlighted with a red box. The interface also includes 'With' and 'Without' sections for selecting teachers and periods.

4. Click on the appropriate Subject and Course.

The screenshot shows a window with two columns: '18 Subjects' and '19 Courses'. The 'Subjects' column lists 'course', 'Electives', 'English', 'ESE Full Self Contained', 'ESE Part-Time', and 'Homeroom'. The 'Courses' column lists 'ENG 3 Honors', 'ENG 4', 'Eng 4 Honors', 'ENG HON 4', 'English Skills 1', and 'Intens Read'. The 'Intens Read' course is highlighted with a red box. A 'Search' button is located in the top right corner.

5. Check the box in front of “**Students**” to select all the students in the list or check the box next to individual student names to mass drop the request.

230 Students		230 Selected	Search
☒	Student	Student ID	Grade
☒	Alvarez, Nolan	6102003711	10
☒	Atkins, Graiden	6107918224	12
☒	Austin, Justine	6100000591	10
☒	Austin, Sean SpEd	6101001281	10
☒	Avery, Howard	6101001065	10

6. Click the **Drop Request(s) to Selected Students**.

The screenshot shows the same 'Mass Requests' window as before, but now the 'Drop Request(s) to Selected Students' button is highlighted with a red box.

A confirmation will appear that the course(s) has been dropped:

✓ Those course requests have been dropped for the selected students.

ACTIVITY:

1. Find the student you entered a request for and delete the request.
2. Search for the group of students you entered a mass request for and mass delete the requested course.
3. Access the Saved Mass Request search you created and delete it.

Course Requests and Reports

Request Reports

Request Reports offers tools useful for planning sections of courses and monitoring student requests. There are five reports provided. *If schools have not created sections, the values for “Number of requests” and “Requested Credits” are based on the course lengths set on the course level in Courses & Sections.*

ENG 1

List Students in this Course List Unfilled Requests in this Course Search Copy Delete Save

1001310 ENG Course Number 1 Title English Graduation Requirements Subject 0.50 Credits per Course History Term Allow Students to Request this Course Allow Teachers to Approve Requests Schedule this Course first WDIS OCP Hours CAPE English Subject Credits Automatic Course Length

✓ Automatic

0.25 – Quarter

0.50 – Semester

1.00 – Full Year

Districts can also turn on the system preferences to limit the maximum number of requests and/or maximum number of Credits in Requests.

To access the **Request Reports** navigate to **Scheduling Menu → Request Reports**

Requests by Course

Allows the user to see the subject, course title, course number, total seats based on last years' max seat numbers for each section, number of total requests, number of alternate requests, breakdown of requests by grade level, additional filled seats, and extra seats for each course offered. This report can be filtered by any of the columns displayed.

Subject	Course	Course Num	Total Seats	# Sections	# of Requests	# of Alternate Requests	# of 09 Requests	# of 10 Requests	# of 11 Requests	# of 12 Requests	Additional Filled Seats	Extra Seats
Electives	Car Ed: 9-12	7921330		0								0
	Care/Prev of Ath Inj	1502490	40	2	20	7		1	18	1	9	11
	Car Pl	7980130		0								0
	Car Resa&deci Mak	1700380	240	12	7	1	7				315	-82
	Cptr Appls 1	0200310	40	2	13	24		3	7	2	14	13
	Cptr Appls 2	0200330	40	2							24	16
	Cptr Graphics	0103300		0	1					1		-1

NOTE: if no max seat count was set when the sections were rolled over, the number displayed is the number of students in the section the previous year.

- Click on the **# of Requests** links to see the list of student requests and modify those requests if needed. The number of students displayed may be higher than what shows on the Requests Report due to the inclusion of alternates.

Subject	Course	Course Num	Total Seats	# Sections	# of Requests	# of Alternate Requests
Electives	Car Ed: 9-12	7921330		0		
	Care/Prev of Ath Inj	1502490	40	2	20	7

Student Requests

https://demo.focusschoolsoftware.com

Search Screen Simple List Customized List

Requested: Care/Prev of Ath Inj

27 Students

Photo	Student	Student ID	Grade	Priority
	Beck, Luke	6107910842	11	
	Benjamin Odysseus	6101002154	10	3

indicates alternate

Course Requests and Reports

❑ Print Requests

Enables the user to print student request sheets either individually or by groups. Options include choosing a letterhead, printing multiple copies, and sorting the requests sheets by Prior School. Schools may use this feature to send Request Sheets home for parent signatures.

The screenshot shows the 'Print Requests' tab selected. It features a 'Student Search' section with a 'General' sub-section containing input fields for Last Name, First Name, Student ID, and Address. There are also checkboxes for Grade (09, 10, 11, 12, PK) and a Calendar dropdown set to 'N/A'. To the right, there are checkboxes for 'Print Multiple Copies for Custodial Contacts at Separate Addresses', 'Letterhead Template' (set to 'Landscape'), 'Sort Requests Sheets by Prior School', 'Student Group' (set to 'N/A'), 'Search All Schools', and 'Include Inactive Students'. At the bottom right, there are 'Download Requests Sheets' and 'Reset' buttons.

The report downloads as a pdf and also shows course request alternates and elective priority.

The screenshot shows the 'JESTS REPORTS' interface. At the top, there's a navigation bar with 'Return To Focus', 'JESTS REPORTS', and user information. Below this, a table lists course requests. The table has columns for Course, Course Number, and Elective Priority. The data shows 9 requests for various courses like AUTO COLL RPR & REF3, Eng 2, WORLD HIST4, Geometry, Bio 1, Virtual HOPE, Intens Read, Alg 2 Honors, and Alg 2 SOS. On the right side, there are buttons for 'save or print' and 'fit to page'/'zoom' controls.

Course	Course Number	Elective Priority
AUTO COLL RPR & REF3	87090130	2
Eng 2	1001340	
WORLD HIST4	2109310	
Geometry	1206310	
Bio 1	2000310	
Virtual HOPE	3026010	
Intens Read	1000410	1
Alg 2 Honors	1200340	
Alg 2 SOS	1200330	

❑ Duplicate Requests

Displays students that have more than one request for the same course. Click on the student's name to view and edit their requests or click "Delete all the Duplicate Requests" in the upper right corner.

The screenshot shows the 'Duplicate Requests' tab. It includes a message: 'Duplicate requests are requests for courses that were made by a student more than once. These should likely be deleted.' and a button 'Delete All the Duplicate Requests'. Below this, there's a table with 1 duplicate request. The table has columns for Student, Student ID, Course, Course Number, Number of Requests, and Requested Credits. The data shows a student named Patton, Brody with Student ID 6140001091, who has 2 requests for the course 'Study Hall N/C' (Course Number 2200300).

Student	Student ID	Course	Course Number	Number of Requests	Requested Credits
Patton, Brody	6140001091	Study Hall N/C	2200300	2	

Course Requests and Reports

❑ Students with Too Many Requests

Displays a list of students with more requests than allowed based on the number of semesters and periods scheduled in a school day and/or the system preferences for limiting requests. Requests with priority 2 or higher are not included in the totals here since they are alternative requests.

- Semester-long courses are counted as half a request if sections are set up; otherwise the value is based on the course length.
- If sections are built with terms assigned, then term length is used instead of course length

Requests by Course Print Requests Duplicate Requests Students with too many Requests Students with too few Requests				
Students with too many requests are students who have requested more classes than there are periods in the day. Requests for semester-long courses are counted as half a request. This excludes requests which are alternates for other requests. You can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to delete or modify his or her requests.				
Periods in the School Day: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08 ☐ 09 ☐ 10 ☐ HR ☐ AS				
140 Students with too many Requests 				
Search 				
Student	Student ID	Gradelevel	Number of Requests	Requested Credits
Aguilar, Caldwell	6102003764	09	7.5	4.50
Aguilar, Kuame	6101112055	11	8	4.00
Aguirre, Jin	6107011268	09	8	4.00
Albert, Ferdinand	6107919875	12	8.5	4.50

- Click on the student's name to delete or modify the requests. The report can be sorted by Number of Requests or by grade levels and assigned to scheduling teams to rectify.

❑ Students with Too Few Requests

Displays a list of students with fewer requests than there are periods in the scheduled school day. Alternates for other requests are not included and semester courses are counted as half a request if sections have been created. Otherwise this value is based on course length. The last column displays the total number of credits requested; again if sections have not been created, this value is based on course length.

Requests by Course Print Requests Duplicate Requests Students with too many Requests Students with too few Requests				
Students with too few requests are students who have requested fewer classes than there are periods in the day. Requests for semester-long courses are counted as half a request. This report excludes requests which are alternates for other requests. You can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to add to his or her requests.				
Periods in the School Day: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08 ☐ 09 ☐ 10 ☐ HR ☐ AS				
1025 Students with too few Requests 				
Go to Page 1, 2 Show All Displaying 1 through 1000				
Search 				
Student	Gradelevel	Student ID	Number of Requests	Requested Credits
Abbott, Colin	12	6107918776	3	1.50
Abbott, Jasmine	09	6101002191	5	2.50
Abbott, Tyler	12	6105008223	5	2.50
Acevedo, James	12	6107913713	6	3.50
Acevedo- Smith, Jasmine	10	6100000578	1	0.50

- Click on the student's name to add requests. The report can be sorted by number of requests or by grade levels and assigned to scheduling teams to rectify.

Course Requests and Reports

Teacher Schedules Report

The **Teacher Schedules Report** will display a list of scheduled teachers and sections (assuming courses and sections were rolled over from the current year to the new year). This report can be used to make changes to teachers' schedules by literally moving (dragging and dropping) sections around, much like a "whiteboard schedule." The drop and drag feature works best with sections that are built as single periods instead of spanned periods. *For **spanned periods**, the recommendation is to open the section and change the periods at the section level.*

To access this report, click the **Scheduling** Menu and select **Teacher Schedules Report**.

The report can be filtered to display by subjects or teachers and by grade levels (for elementary and middle schools if that is how the Courses & Sections has been organized).

- Additional fields can be selected for display such as Room Numbers, Course/Section Numbers, Terms, Rotation days if applicable, and Total students.
- **Student totals will only display after the Scheduler has been run; otherwise all () will display a zero.**
- The report also identifies possible section conflicts by displaying those sections in red. It indicates more than one section has been scheduled into a single period.

This report should be used only after the decision has been made about the number of sections needed, which is based on student requests, and those sections have been built in Courses & Sections if not rolled from the previous year.

Show: ☐ Room Numbers ☐ Course/Section Numbers ☐ Terms ☐ Totals Filter by Subject: Choose

65 Teachers

Teacher	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Austin, Echo N	M/J PHY SCI ADV (0) +	M/J EARTH/SPA SCI (20) +	M/J PHY SCI ACCESS M/J COMPSCI 3 (25) + (0) +	M/J PHY SCI (25) +	M/J PERS CAR SCH C/P (25) +	M/J PERS CAR SCH C/P (25) +		M/J EARTH/SPA SCI (20) +
Ayala, Otto	M/J PERS CAR SCH 1 AS (0) + M/J EX WH 1 AR,AG,KB,PD (0) + M/J EX WH 1 AR,AG,KB,PD (0) +	M/J PERS CAR SCH 1 AS (0) + M/J EX WH 1 AR,AG,KB,PD (0) + M/J EX WH 1 AR,AG,KB,PD (0) +	ADV ACAD: 6-8 GIFTED (0) +	ADV ACAD: 6-8 GIFTED (0) +	ADV ACAD: 6-8 GIFTED (0) + ADV ACAD: 6-8&CP GIFT (0) +	ADV ACAD: 6-8 GIFTED (0) + ADV ACAD: 6-8&CP GIFT (0) +		M/J PERS CAR SCH 1 AS (0) +
Barton, Riley	M/J MATH 2 (20) +	M/J MATH 2 (21) +		M/J MATH 2 (20) +	M/J CRIT THINK (20) +	M/J CRIT THINK (20) +	M/J MATH 2 (20) +	M/J MATH 2 ACCESS M/J MATH 2 (20) + (0) +
Benton, Isadora	M/J LANG ARTS 1 ACCESS M/J LA 1 (25) + (0) +	M/J LANG ARTS 1 (25) +	M/J CRIT THINK (25) +	M/J CRIT THINK (0) +		M/J LANG ARTS 1 (25) +	M/J LANG ARTS 1 (25) +	M/J LANG ARTS 1 (25) +
Bird, Nyssa	M/J MATH 1 (25) +	M/J MATH 1 (25) +	M/J CRIT THINK (25) +	M/J CRIT THINK (0) +		M/J MATH 1 (25) +	M/J MATH 1 (25) +	M/J MATH 1 ACCESS M/J MATH 1 (25) + (0) +

- To move a section, click and hold the blue plus sign (+), located to the right of the section title, and drag the section to the new location (period or teacher). In the example below, **Mikayla Acevedo Period 3 Eng 1** class will be moved to her **Period 2**, which is currently open.

Teacher	Period 1	Period 2	Period 3
Acevedo, Mikayla			Eng 1 (24) 

Note: sections should be moved PRIOR to building packages and scheduling students, NEVER afterwards. The user should never use drag drop of sections if students are scheduled into the section. If a section is moved to a different period or teacher and the school is using the Run Scheduler, it will be necessary to re-run the scheduler in order to re-distribute the students, as dragging and dropping DOES NOT MOVE STUDENTS.