

Students – ID Badges and Barcodes

Student ID Badges

The Print ID Badges screen is used to customize and print student ID badges. The customized badge also displays for students logged into the mobile app in the Virtual ID Badge screen.

Printing ID Badges for Groups of Students

1. Click the Students tab.
2. Select Print ID Badges.
3. Enter or Select your Search criteria.
4. Click Search.
5. The Print ID Badge screen will display.
6. Select a Logo option.
 - a. None – If you have no logo.
 - b. District – To use the district logo.
 - c. School – To use the school logo.
7. Select the Orientation for the badge. Vertical or Horizontal.
8. Select the Color. The selected color will display behind the school name on the badge.
Note: If a color is NOT selected you will not be able to see the school name because the font color is white.
9. Select a Layout, One-Sided or Two Sided.
10. If Two-Sided is selected, enter the Back Text that will display on the back of the badge.
Note: The text you enter will display on the back side of the badge beneath the Issue Date of the badge (the date the badge was generated). If no text is entered, then only the Issue Date of the badge will display on the back of the badge.
11. Click Save Settings to save your selected settings. The next time you return to Print ID Badges, your settings will be automatically selected.
12. At the bottom of the screen, select the students to print. Select the check box in the column header to select all students.

Students	Users	Scheduling
Student Info		
Mass Assign Student Info		
Online Enrollments		
Reports		
Print Student Information		
Print ID Badges		
Audit Trail		


Print ID Badges
Sheryl Priester
Palmetto Ridge High School (04...
SIS

Admin
2020-2021
Quarter 1
ERP

Setup
Students
Users
Scheduling
Grades
Assessment
Attendance
Discipline
Forms
Billing
Eligibility
Florida Reports
SSS
Reports

Logo

☐ None
 ☒ District
 ☐ School

Orientation

☒ Vertical
 ☐ Horizontal

Color

Orange

Layout

☐ One-Sided
 ☒ Two-Sided

Back Text

This text will appear on the back of the id badge.

Save Settings

Create Badges

Search Screen

Simple List

Customized List

Grade: 10

546 Students

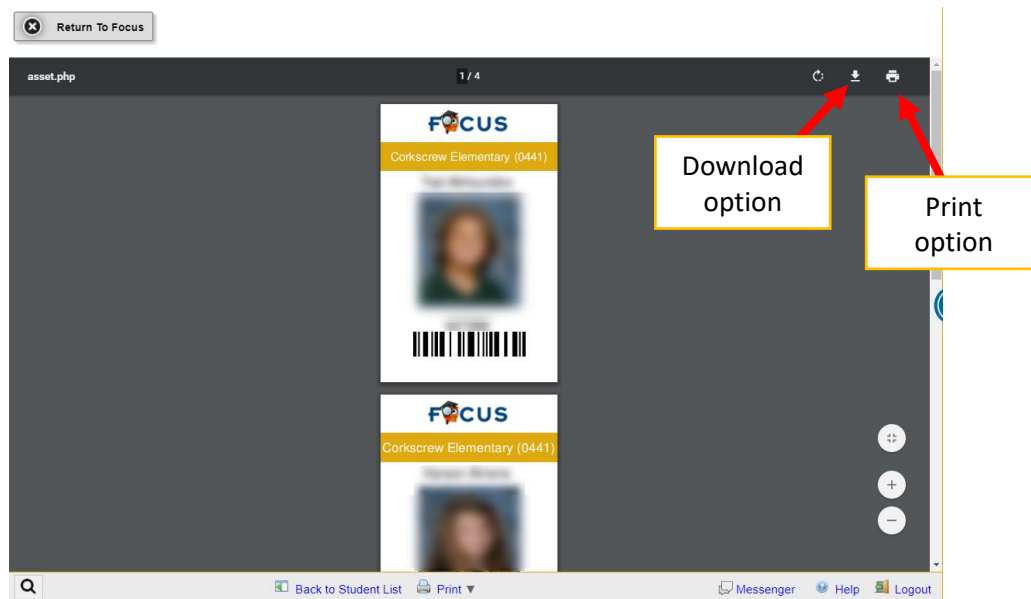
546 Selected

Photo	Student	Student ID	Grade
☒			10
☒			10
☒			10

13. Click Create Badges.

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14. A PDF of the badges is generated, which you can save to your computer or print.
15. Click Return to FOCUS when finished.



Printing ID Badges for a Single Student from Student Info

A badge can be printed for a single student directly from the student demographics screen.

1. Click the Students tab.
2. Select Student Info.
3. On the Search screen, enter your search criteria to locate the student.
4. Click Search.
5. In the Search results, select the student.
6. At the top-left of the student's record, next to their grade level, Click Badge icon in the upper top-left portion of the screen.
7. The Print ID Badge screen will display with the student automatically selected at the bottom.
8. If needed, adjust the settings at the top of the screen.
9. Click Create Badges.
10. After saving or printing the generated PDF, Click Return to Focus.

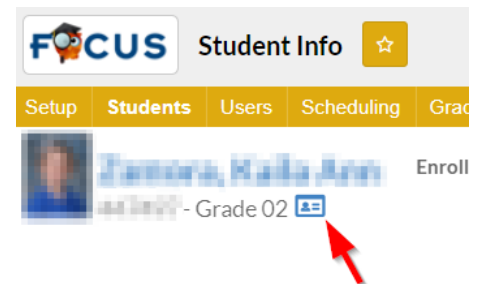


Photo	Student	Student ID	Grade
	[Redacted Name]	[Redacted ID]	02

Students – ID Badges and Barcodes

Adding the Student ID Barcode to an Advanced Report

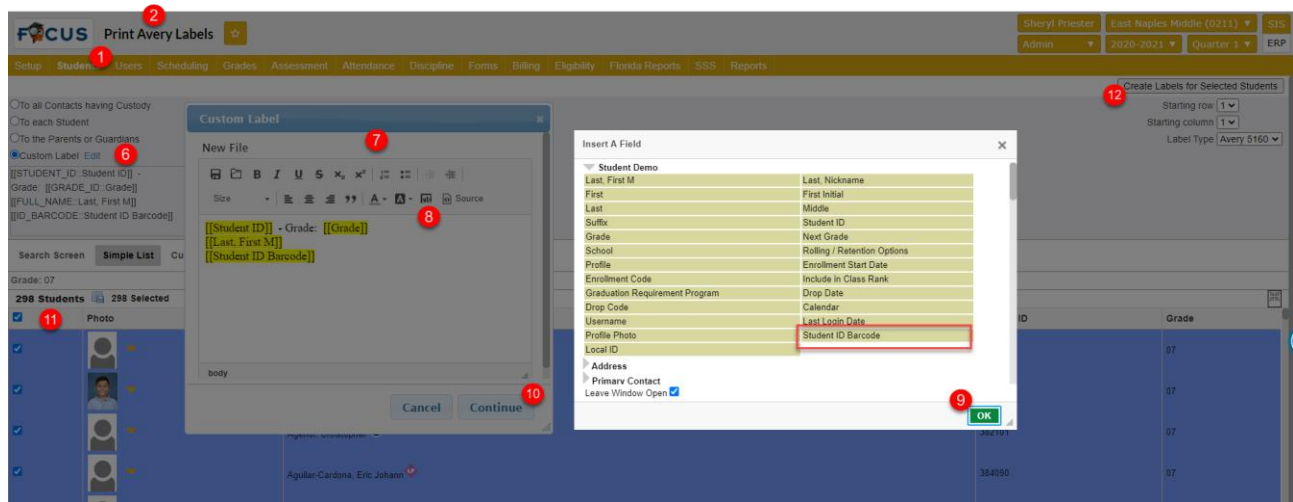
1. Click the Students tab.
2. Select Advanced Report.
3. Select the Available fields you would like to include in your report.
Note: The Student ID Barcode field is located under the Student Demo section.
4. Click Run Report.

The screenshot shows the FOCUS Advanced Report interface. At the top, the 'Students' tab is selected. The 'Advanced Report' section is active. On the left, the 'Available Fields' list includes 'Student Demo' with sub-fields: Last, Nickname, First, First Initial, Last, Middle, and Local ID. A red circle '3' highlights the 'Student Demo' section. On the right, the 'Fields to include in Report' list shows 'Student ID', 'Last, First M', 'Grade', and 'Student ID Barcode'. A red circle '4' highlights the 'Run Report' button. Below the report configuration, a table displays 867 students with columns for Student ID, Last, First M, Grade, and Student ID Barcode. The table shows three rows of student data with their respective barcodes.

Adding the Student ID Barcode to a Label

1. Click the Students tab.
2. Select Print Avery Label.
3. Enter or Select Search criteria.
4. Click Search.
5. The Print Avery Labels screen will display.
6. Select Custom Label and Click the Edit link. This will allow you to create your own custom label with whatever fields you desire.
7. The Word Processing box will display.
8. Click the Insert a Field button to select the fields/information you want on your label.
Note: The Student ID Barcode option is under the Student Demo tab.
9. Click OK.
10. Click Continue.
11. At the bottom of the screen, select the students to print. Select the check box in the column header to select all students.
12. Click Create Labels for Selected Students button in the upper right corner of the screen.

Students – ID Badges and Barcodes



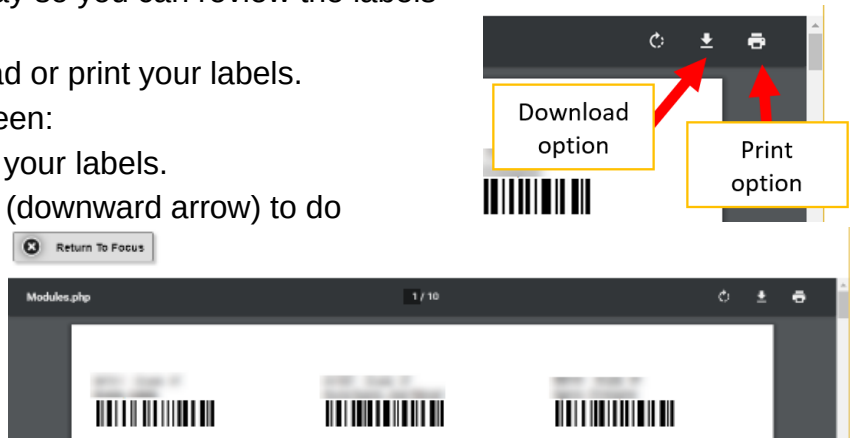
13. The print preview window will display so you can review the labels prior to printing.

14. You will have the option to download or print your labels.

In the upper right portion of the screen:

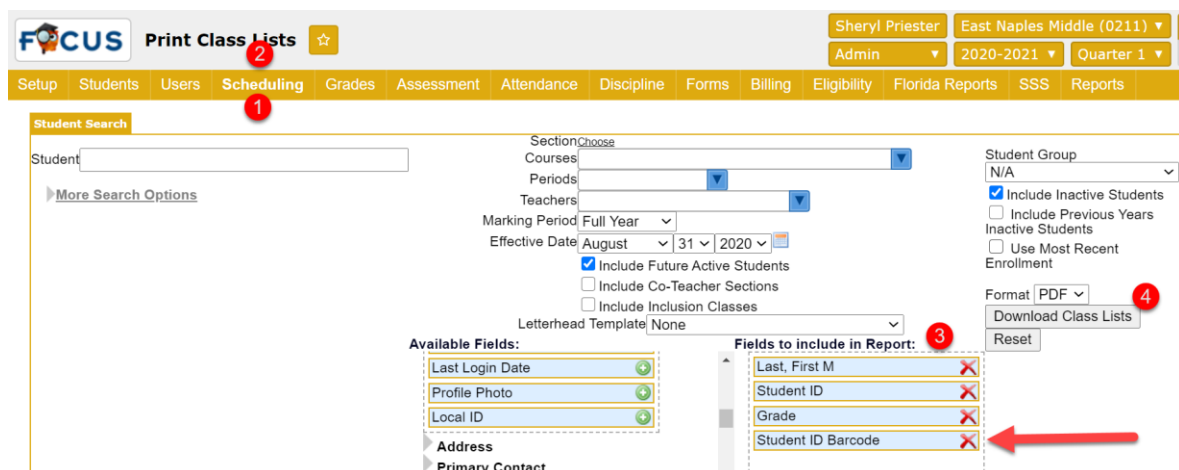
- Click the printer icon to print your labels.
- OR Click the Download icon (downward arrow) to do download a copy to your computer.

15. Click the Return to Focus button to return to the Print Avery Labels screen.



Adding the Student ID Barcode to a Teacher Class List

- Click the Scheduling tab.
- Select Print Class Lists.
- Select the Available fields you would like to include in your report.
Note: The Student ID Barcode field is located under the Student Demo section.
- Click Download Class Lists.

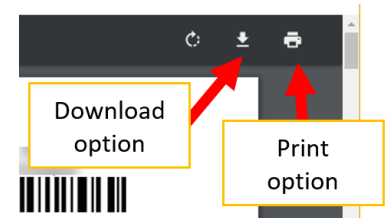


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5. The print preview window will display so you can review the labels prior to printing.
6. You will have the option to download or print your teacher class lists.

In the upper right portion of the screen:

- a. Click the printer icon to print your class lists.
- b. OR Click the Download icon (downward arrow) to do download a copy to your computer.



7. Click the Return to Focus button to return to the Print Class Lists screen.

✕ Return To Focus

Modules.php
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Class List

Julie Abalos

East Naples Middle (0211)

MJ US HISTCAR PLAN (2100015-V002) Period 1 AB - Room: 01-102

Aug 31, 2020

14 Students

Last, First M	Student ID	Grade	Student ID Barcode
[REDACTED]	[REDACTED]	08	[REDACTED]
[REDACTED]	[REDACTED]	08	[REDACTED]
[REDACTED]	[REDACTED]	08	[REDACTED]
[REDACTED]	[REDACTED]	08	[REDACTED]
[REDACTED]	[REDACTED]	08	[REDACTED]