Table of Contents

Parent View of Focus Portal

Dashboard Overview

The Navigation Menu

Includes the following menu areas – *My Profile, Preferences, Calendar, Forms and the Child's Demographic Information.*
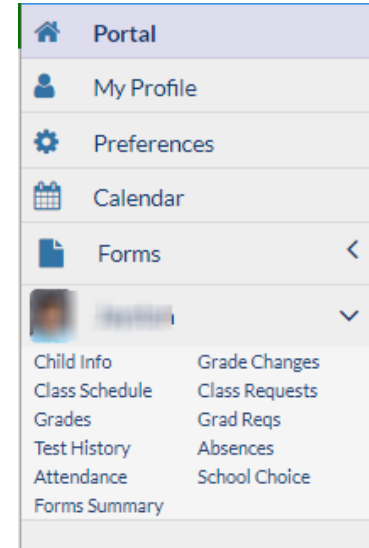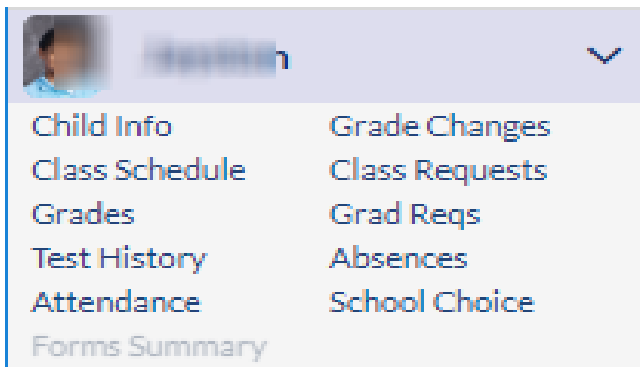
1. **My Profile**- Provides details on your account, attached students and user information.
   Preferences – Provides a location to set your language, portal background color, notification preferences and change password options. (Special note on page …)
   Calendar – Information pushed from the district and/or school.
   Forms – Online Application, School Choice, Hardship.

2. **Child Menu Options** – Click the arrow to display screens.

Child Info – Focus Fields, General Information, Demographics, Birth Information, and Permissions

Class Schedule – Student's schedule with course list and weekly planner.

Grades – Displays the student's grades for this year, final grades, GPA, and class rank.

Test History – Displays a list of standardized and/or district tests the student has taken.

Attendance – Report and summary of attendance, defaults to current month.

Grade Changes – History of grade changes, defaults to current week.

Class Requests – Course requests, generally students 6-12.

Graduation Requirements – Current graduation requirements and programs, listed for high school. Students.

Absences – Current attendance summary of absences and tardies.

School Choice – Status of application.

District & School Announcements

News Tab – Displays Portal messages published by the district and include alerts for parents and students.

Events Tab – Displays public events created on the district and/or teacher calendar.

Alerts - displays messages that need attention, such as setting the email to ensure email notification can be sent for grades, referrals, etc.

Child Information Block

Grades Tab – Information on the student's grades, attendance, and assignments due. Click on the teacher's name to send an email. The current marking period is selected by default.
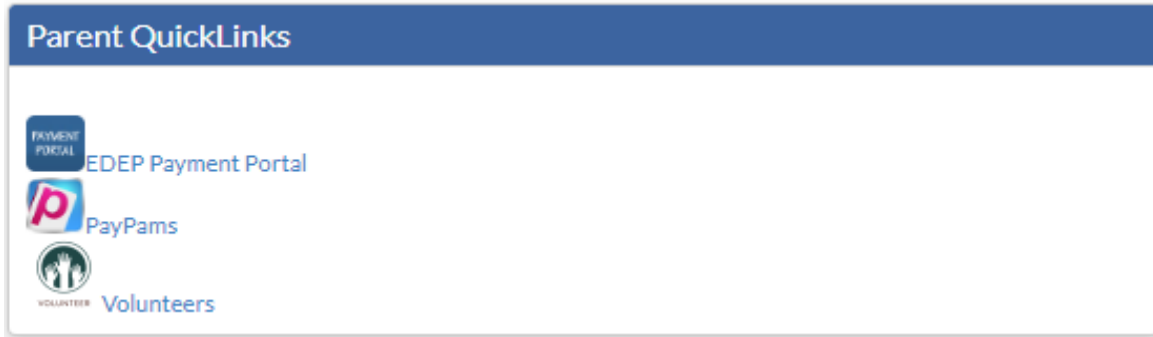
News Tab – Displays an overview of attendance, assignments, Positive Behaviors, and Teacher Webpage posts.

Planner Tab – Displays all upcoming Assignments Due as posted by teachers.

Reports Tab - contains links to Report Cards, SSRS Report Cards, Standard Grades Report Cards, or Progress Reports to be viewed in PDF formatting when published by the district.
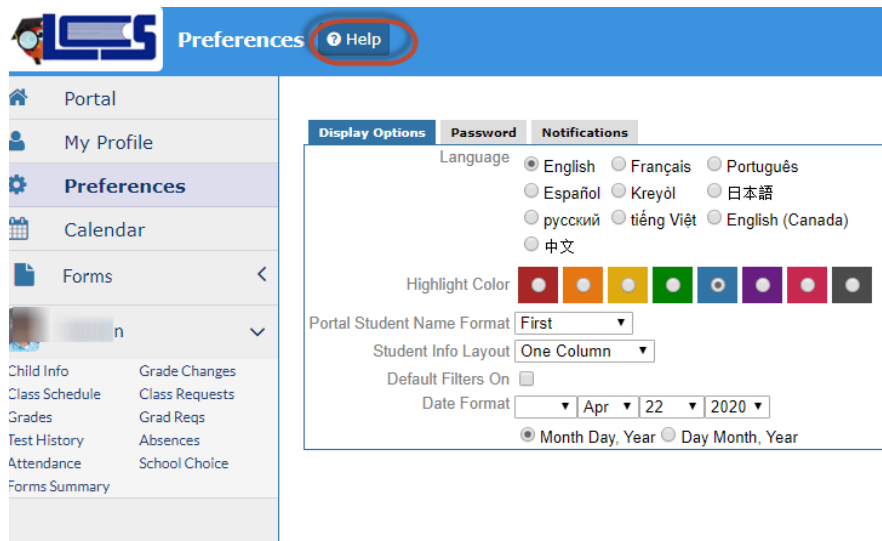
Parent QuickLinks

EDEP Payment Portal – A convenient way to make payments for the Extended Day Enrichment Program.

PayPams – A convenient way to pay for meals and school related services.

Volunteers – A fillable PDF application to participate in volunteer opportunities with the district.

Additional Notes

1. **Preferences** - Lets the user switch their default language, change the portal page highlight color, format how student data is displayed, including the date format, etc.

2. **Help** - Provides contextual help for an open page. Links to Focus University can be opened in a new window.
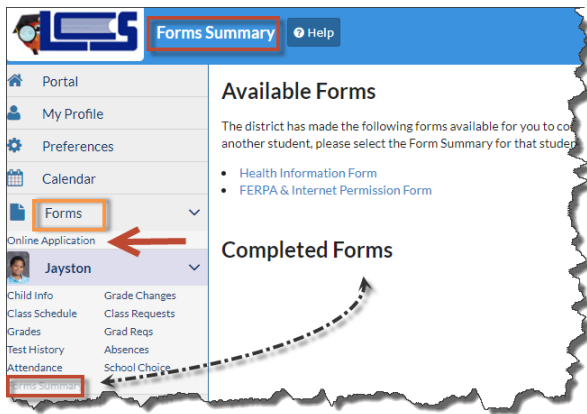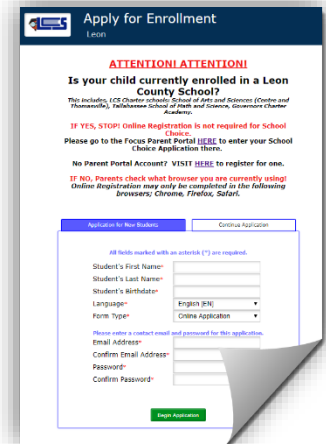
Forms vs Forms Summary

Forms includes the online application school choice and hardship. Forms summary houses available health forms. Hardship and School Choice applications are only viewable during specific time periods.

- **Online Application** - Parents with enrolled students select this option to fill out their School Choice or Hardship applications. New parents entering the district for the first time will choose this option when they register a Portal account and would like to enroll a new student.

Note:
- IF you registered for school choice during controlled open enrollment you do NOT need to enroll your child again.
- IF your child is currently in PK or has been screened for PK – you do NOT need to enroll your child again.

Assignments & Grades Menu

Includes the following menu areas – Displays each of the student's courses.
- Shows the student's schedule and when selected, the individual classes assignments and grades.
- Selecting the hyperlinked Grade takes you to the teacher's gradebook with the listing of assignments.