



## Table of Contents

Parent View of Focus Portal .....	1
Dashboard overview .....	1
My Child Menu .....	2
My Information Menu .....	5
Forms Menu .....	6
Assignments & Grades Menu .....	6

## Parent View of Focus Portal

### Dashboard overview

The screenshot displays the Focus School Software Parent View of Focus Portal dashboard. At the top, the Focus School Software logo is on the left, and the user's name, "Chiles High-1141", is on the right. Below the logo, the text "Portal" is visible. The dashboard is divided into several sections:

- School Information:** Includes a welcome message and the last login time: "Last login: Tue 13 Aug 2019 01:32:37 PM EDT".
- Alerts - Since you last logged in:** Lists upcoming assignments with details such as "01 01 - 003 - Michael" and "Sign Syllabus" due on "Aug 13 2019 12:35 pm".
- Messages:** Displays "Test Score Reports" for "FSA: [redacted] Spring 2019 - English Language Arts (ELA)" and "FSA: [redacted] - Spring 2019 - Geometry".
- Upcoming Events - View Calendar:** Lists events like "Sep 2, 2019: Labor Day", "Sep 30, 2019: Fall Holiday", and "Oct 11, 2019: End Q1".
- Featured Programs:** Lists programs such as "DIGITAL INFOR TECH", "CHEM 1", "ENG HON 2", "2-D STUDIO ART 2", "ALG 2", and "COMM TECH 1".
- Parent QuickLinks:** Includes links to "EDEP Payment Portal" and "PayPams".
- Email Notifications:** Allows users to manage their email status and preferences, including a "Resend Verification" button and a "Summary Type" dropdown set to "Weekly Summary".

The bottom of the dashboard features a search bar and links for "Help" and "Logout".



# Help Desk Reference Document

## My Child Menu

Includes the following menu areas – *Child Info, Grade Changes, Class Schedule, Final Grades & GPA, Graduation Requirements Report, Test History, Absences, and Attendance Chart.*

1. **Child Information-** (*Students Address/Contact, Attendance , Portal Pin and Lunch Pin, Enrollment, Transcripts, Demographics, Graduation Info, Immunizations, Permission Forms, Letter Logs*)

**Child Info** Chiles High-1141 2019-2020 Quarter 1

School Information My Child My Information Forms Assignments & Grades

Enrollment Schedule Grades Absences Test History

Filter fields... Addresses & Contacts CSAPI/Attendance Classified Enrollment FASTER General Graduation Health-Immunizations LCS Permission Forms Letter Logging

**General**

Local Student ID Preferred Name Generation Student Cell Phone Student Email Address

**Demographics**

Gender F - Female

\* Race: Black or African American No

\* Race: White Yes

\* Race: Asian No

\* Race: Native Hawaiian or Other Pacific Islander No

\* Race: American Indian or Alaska Native No

\* Ethnicity: Hispanic or Latino No

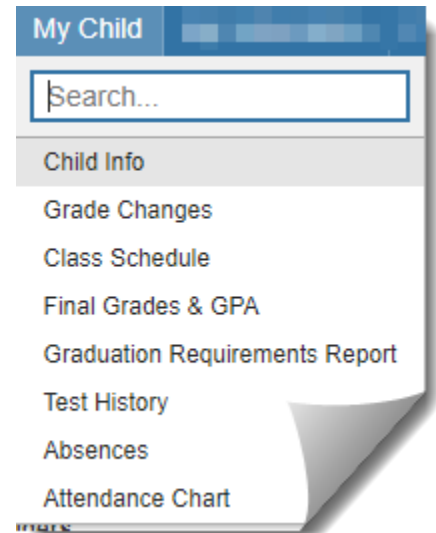
Single Ethnicity White, Non-Hispanic

**Birth Information**

\* Birthdate

Location of Birth (city) Tallahassee

\* State of Birth Florida



2. **Grade Changes** – (*Allows parents to see any modifications to the assignments grade status*)

**Grade Changes** Chiles High-1141 2019-2020 Quarter 1

School Information My Child My Information Forms Assignments & Grades

Report Timeframe From: August 6 2019 To: August 13 2019

6 Courses at Chiles High-1141

Course Grade

DIGITAL INFOR TECH

Assignment Category	Assignment	Assignment ID	Change/Entered Date	Assignment Points	Before Grade	Current Grade
Assignments	Sign Syllabus	854996	Aug 13, 2019	100	N/A	0

CHM 1 - 02 02 - 00

No recent grades entered or

ENG HON 2 - 03 00

2-D STUDIO ART 2

ALG 2 - 05 05 - 00

COMM TECH 1 - 00



# Help Desk Reference Document

## 3. Class Schedule – (Shows the students schedule and enroll/drop date for that course)

**Class Schedule** Chiles High-1141 2019-2020 Quarter 1

School Information My Child My Information Forms Assignments & Grades

Demographic Enrollment **Schedule** Grades Absences Test History Grad

Course List Weekly Planner

8 Classes

Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Dropped
DIGITAL INFOR TECH	01 01 - 003 - Michael	82073100	003	MTWHF	9216	Full Year	Aug 12, 2019	-
CHEM 1	02 02 - 001 - Bonni	20033400	001	MTWHF	8109	Full Year	Aug 12, 2019	-
ENG HON 2	03 03 - 003 - Leisa	10013500	003	MTWHF	7212	Full Year	Aug 12, 2019	-
2-D STUDIO ART 2	04 04 - 002 - Sheri	01013100	002	MTWHF	2205	Full Year	Aug 12, 2019	-
ALG 2	05 05 - 006 - Joann	12003300	006	MTWHF	8118	Full Year	Aug 12, 2019	-
COMM TECH 1	06 06 - 002 - Julie B	86010100	002	MTWHF	2215	Full Year	Aug 12, 2019	-
NO 7-PER-YR	07 07 - 001 - Renal	00000070	001	MTWHF	3100	Full Year	Aug 12, 2019	-

## 4. Final Grades & GPA – ( Shows the student EOC pass dates and Class Semester grades and credits)

**Final Grades & GPA** Chiles High-1141 2019-2020 Quarter 1

School Information My Child My Information Forms Assignments & Grades

Demographic Enrollment Schedule **Grades** Absences Test History Grad

Course History Quarter 1 Semester 1 Semester 1 Exams Full 2019 Year Full 2019 Year Exams All Quarters All Semesters All Semester Exams All Years All Year Exams

Passed Reading Assessment: Passed US History EOC: Met Online Course Req: No  
Passed Algebra I EOC: 04/16/2018 Passed Geometry EOC: 05/01/2019  
Passed Biology I EOC: 05/01/2019 Passed Civics EOC: 04/17/2017

16 Grades

Export: Filters: OFF Toggle Columns Page Size: 20

Year	Marking Period	Course	Course Number	Percent	Grade	Grade Scale	Cred. Attempted	Cred. Earned	Affects GPA
2018-2019	Full Year	BIO 1 HON 20003200	20003200		B	Weighted Honors	1.0	1.0	✓
2018-2019	Full Year	GEO HON 12063200	12063200		B	Weighted Honors	1.0	1.0	✓
2018-2019	Semester 1	2-D STUDIO ART 1 01013000	01013000		A	Standard	0.5	0.5	✓
2018-2019	Semester 1	ENG HON 1 10013200	10013200		A	Weighted Honors	0.5	0.5	✓
2018-2019	Semester 1	SPANISH 2 07083500	07083500		A	Standard	0.5	0.5	✓
2018-2019	Semester 1	WORLD HIST HON 21093209	21093209		B	Weighted Honors	0.5	0.5	✓
2018-2019	Semester 2	2-D STUDIO ART 1 01013000	01013000		A	Standard	0.5	0.5	✓
2018-2019	Semester 2	ENG HON 1 10013200	10013200		B	Weighted Honors	0.5	0.5	✓
2018-2019	Semester 2	SPANISH 2 07083500	07083500		A	Standard	0.5	0.5	✓
2018-2019	Semester 2	WORLD HIST HON 21093209	21093209		B	Weighted Honors	0.5	0.5	✓
2017-2018	Semester 1	SPANISH 1 07083400	07083400	0	B	Standard	0.5	0.5	✓
2017-2018	Semester 1	ERTH/SPA SCI HON 20013200	20013200	0	B	Weighted Honors	0.5	0.5	✓
2017-2018	Semester 1	ALG 1 HON 12003200	12003200	0	A	Weighted Honors	0.5	0.5	✓
2017-2018	Semester 2	ERTH/SPA SCI HON 20013200	20013200	0	B	Weighted Honors	0.5	0.5	✓
2017-2018	Semester 2	ALG 1 HON 12003200	12003200	0	B	Weighted Honors	0.5	0.5	✓
2017-2018	Semester 2	SPANISH 1 07083400	07083400	0	B	Standard	0.5	0.5	✓



# Help Desk Reference Document

## 5. Graduation Requirements Report – (Shows the students Weighted and Unweighted GPA's, Credits, Community Svc Hrs. and EOC pass status and a checkoff of the credits remaining to graduate)

**Graduation Requirements Report** Chiles High-1141 2019-2020 Quarter 1

School Information | **My Child** | My Information | Forms | Assignments & Grades

Demographic | Enrollment | Schedule | Grades | Absences | Test History | **Grad**

Search screen | Full-year Grades | Semester Grades | Quarter Grades | Course History | Effective date: 08/13/2019 | Change

Cumulative GPA: 3.333333  
Cumulative Weighted GPA: 3.666667  
Extra Curricular: 3.333333  
Total credits: 9

Quality points: 30.00  
Cohort year: 2018  
Met Online Course Req: Not Met

Community Service Hours Met:  
Passed Reading Assessment:  
Passed Biology I EOC: (Y) 05/01/2019

Program: 24 credit Standard (Evaluate other programs)  
Passed US History EOC:  
Passed Algebra I EOC: (Y) 04/16/2018  
Passed Geometry EOC: (Y) 05/01/2019

13 graduation requirements

Export:

Requirements	Credits required to graduate	Credits remaining to be taken	Currently enrolled credits
English	4	3	0.5
Algebra 1 or Equivalent	1		0
Geometry	1		0
Mathematics	2	2	0.5
Biology or Equivalent	1		0
Equally Rigorous Science	2	1	0.5
World History	1		0
American History	1	1	0
American Government	0.5	0.5	0

## 6. Test History – (Shows students EOC, FSA and FCAT scores, (Expand to see addl. details))

**Test History** Chiles High-1141 2019-2020 Quarter 1

School Information | **My Child** | My Information | Forms | Assignments & Grades

Demographic | Enrollment | Schedule | Grades | Absences | **Test History** | Grad

17 Test Administrations

Test	Administration Date	School Year	Gradelevel	Form	LFP Info	DJJ Info	Test Level	Include in Transcript	District Administered	School Administered	Test Publication Year
Florida End-of-Course Assessment - Biology 1 (EB1)	May 1, 2019	2018-2019	09	212	-	-	-	No	37	1141	-
Florida End-of-Course Assessment - Biology 1 (EB1)	May 1, 2019	2018-2019	09	212	-	-	-	Yes	37	1141	-

**1 Test Part**

Title	Raw Score (RS)	Scale Score (Expanded Standard Score) (SS)	Achievement Level (AL)	Pass/Fail (PF)	Points Possible (PP)	PAS Code
Biology 1 TOTAL	50	452	5	Y		C00226442

FSA GEOMETRY (FSA) May 1, 2019 2018-2019 09 - - - - Yes 37 1141 -

FSA ELA (FSAE) May 1, 2019 2018-2019 09 - - - - Yes 37 1141 -

Florida Comprehensive Assessment Test (FCAT) 2.0 (FC2) Apr 30, 2018 2017-2018 08 - - - - Yes - 1201 -

FSA ALG 1 (FSA) Apr 16, 2018 2017-2018 08 - - - - Yes - 1201 -

FSA ELA (FSAE) Apr 9, 2018 2017-2018 08 - - - - Yes 37 1201 -

Florida End-of-Course Assessment - Civics (ECS) Apr 17, 2017 2016-2017 07 A - - - Yes - 1201 -

FSA MATH (FSA) Apr 11, 2017 2016-2017 07 - - - - Yes - 1201 -

FSA ELA (FSAE) Apr 10, 2017 2016-2017 07 - - - - Yes - 1201 -

FSA MATH (FSA) Mar 29, 2016 2015-2016 06 - - - - Yes - 1201 -

FSA ELA (FSAE) Mar 28, 2016 2015-2016 06 - - - - Yes - 1201 -

FSA MATH (FSA) Apr 14, 2015 2014-2015 05 - - - - Yes - 0511 -

FSA ELA (FSAE) Apr 13, 2015 2014-2015 05 - - - - Yes - 0511 -

Florida Comprehensive Assessment Test (FCAT) 2.0 (FC2)



## Help Desk Reference Document

### 7. **Absences** – (Shows students absences, tardy, etc. for whatever time period the parent selects)

School Information | **My Child** | My Information | Forms | Assignments & Grades

Report Timeframe: 08/01/2019 - 08/31/2019 Daily Update

Display Scheduled and Attended Hours as Decimal: ☐

Student ID [redacted]

Demographic Enrollment Schedule Grades Absences Test History Grad

Attendance breakdown for [redacted]

Export: [icon] [icon] Filters: OFF

Course	Absences	Att Periods	Sched Periods	Daily Att %	8/12	8/13	8/14	8/15	8/16	8/17
Daily Attendance	0	-	-	-	P	P	-	-	-	-
01 01 - 003 - Michael German	0	2	2	100.0	P	P	-	-	-	-
02 02 - 001 - Bonni J Warren	0	2	2	100.0	P	P	-	-	-	-
03 03 - 003 - Leisa V Johnson	0	2	2	100.0	P	?	-	-	-	-
04 04 - 002 - Sherri K Little	0	2	2	100.0	P	P	-	-	-	-
05 05 - 006 - Joanne M Jacobson	0	2	2	100.0	P	P	-	-	-	-
06 06 - 002 - Julie B Childers	0	2	2	100.0	P	?	-	-	-	-
07 07 - 001 - Renaldo A Davis	0	0	0	0.0	-	-	-	-	-	-
HR HR - 020 - Richard J Steed	0	0	0	0.0	-	-	-	-	-	-
Total Present	-	12	out of 12	100.0%	6	6	0	0	0	0
Total Absent	0	-	-	-	0	0	0	0	0	0

Course Absences Att Periods Sched Periods Daily Att % 8/12 8/13 8/14 8/15 8/16 8/17

### 8. **Attendance Chart** - t

#### My Information Menu

Includes the following Menu areas: *My Profile, Preferences*

- **My Profile** – (Shows parents the students attached to their account)

My Profile [redacted] Chiles High-1141 2019-2020 [redacted] Quarter 1

School Information | **My Child** | **My Information** | Forms | Assignments & Grades

9745 [redacted] Save [icon]

Filter fields... Attached Students

Attached Students

Export: [icon] [icon] Filters: OFF

Student ID	Last Name	First Name	Enabled	Enrolled School	Enrolled Gradelevel
[redacted]	[redacted]	[redacted]	Yes	Chiles High-1141	10
[redacted]	[redacted]	[redacted]	Yes	Montford Middle-1201	08



## Help Desk Reference Document

- **Preferences** - (Lets user switch their default language, change where their toolbars show, how student data is displayed, date format, etc.)

Search...

Display Options

Language

☒ English

☐ Español

☐ Kreyòl

☐ 日本語

☐ русский

☐ tiếng Việt

☐ English (Canada)

☐ 中文

Highlight Color

Student Info Layout: One Column

Use Sidebar Menu: ☐

Default Filters On: ☐

Menu Icons: ☐ Display Menu Icons

Date Format: Aug 13 2019

### Forms Menu

Forms currently only includes the online application, but may have more in future including health info

- **Online Application** - Parent with enrolled students go here to fill out their School Choice applications and new parents entering the district for the first time will be sent here when they register a Portal acct and say they need to enroll a new student.

Search...

Online Application

Apply for Enrollment

Leon

ATTENTION! ATTENTION!

Is your child currently enrolled in a Leon County School?

This includes: JCS Charter School of Arts and Sciences (Online and Thomasville), Tallahassee School of Health and Science, Governors Charter Academy.

IF YES, STOP! Online Registration is not required for School Choice. Please go to the Focus Parent Portal (HERE) to enter your School Choice Application there.

No Parent Portal Account? VISIT HERE to register for one.

IF NO, Parents check what browser you are currently using! Online Registration may only be completed in the following browsers: Chrome, Firefox, Safari.

Submitted by New Student: Continue Application

All fields marked with an asterisk (\*) are required.

Student's First Name: \*

Student's Last Name: \*

Student's Birthdate: \*

Language: \* English (EN)

Form Type: \* Online Application

Please enter a contact email and password for this application.

Email Address: \*

Confirm Email Address: \*

Password: \*

Confirm Password: \*

Sign Submission

### Assignments & Grades Menu

Includes the following menu areas – each of the students courses that they are registered for will show

- Shows the students schedule and when selected, the individual classes assignments and grades.

Search...

DIGITAL INFOR TECH - 01

CHEM 1 - 02 02 - 001 - Bon

STUDIO ART 2 - 04 04 -

- 05 05 - 006 - Joann

COMM TECH 1 - 06 06 - 002 - Julie

Chiles High-1141

2019-2020

Quarter 1

Assignment	Points	Grade	Comments	Assigned	Due	Category	Assignment Files	Date Last Modified	Student Files
Comp Book/Classwork	25%								
Creative Projects/Tests	50%								
Exercises	25%								
Weighted Grade									
Percent of Grade	25%								
Your Child's Score	NG								
Current grade in class:	Not Graded								