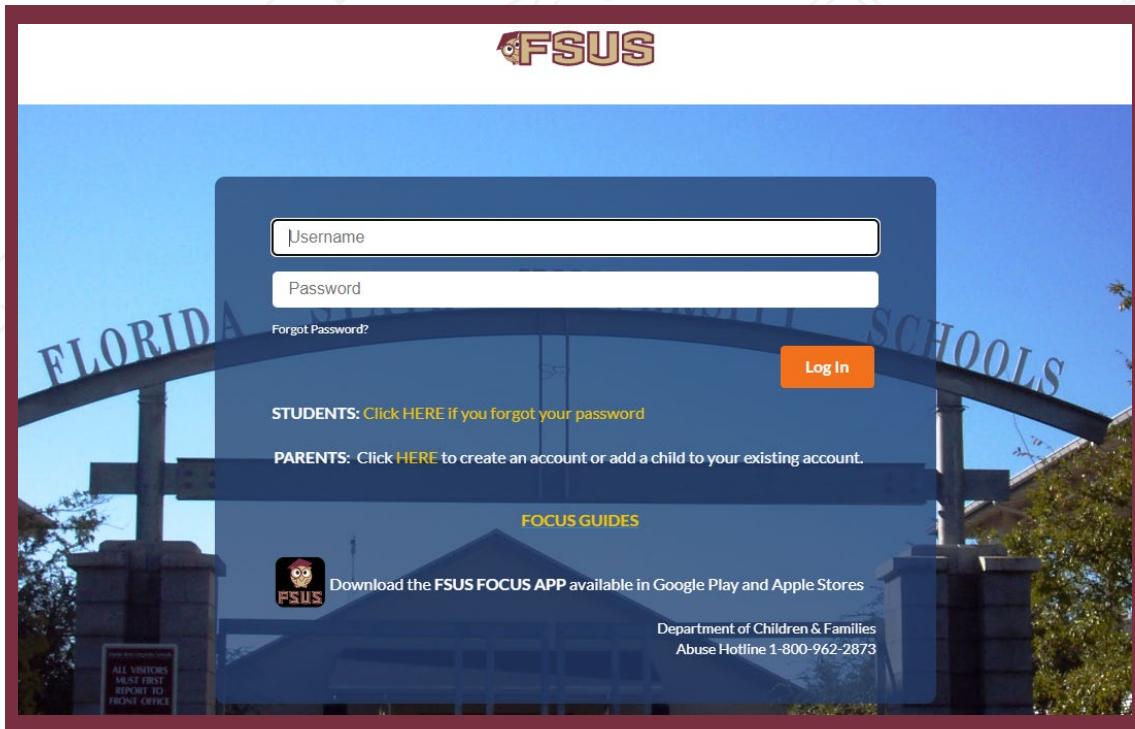




## FOCUS ACCOUNTS & LOGGING IN

Florida State University Schools' FOCUS system allows us to meet the changing needs of educational reporting and provide access for students and parents to academic information in real time. This includes class schedule, assignments, grades, test scores, attendance, discipline, address and contact information, as well as, communicating with Teachers.



### STUDENTS

To log into your account: <https://fsus.focusschoolsoftware.com/focus/>

**Username:** Student ID (73XXXXXXXX)

**First Time Logging in Password:** Birthdate (MM/DD/YY Including the slashes)

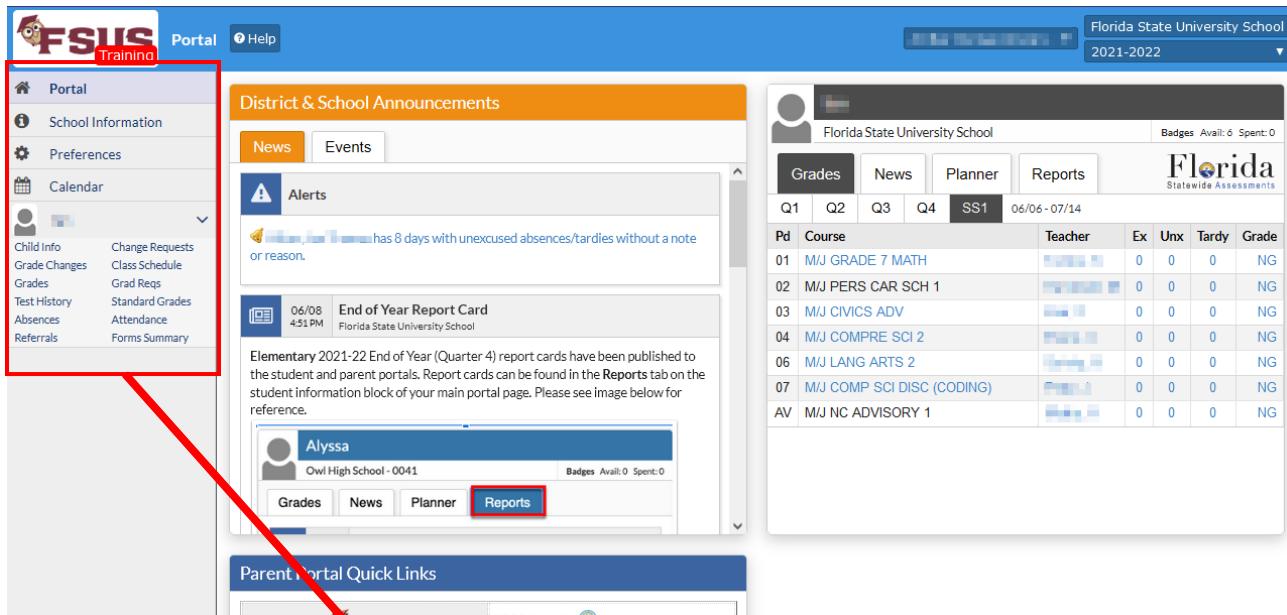
### PARENTS

To create an account or add a child to your existing account:

<https://fsus.focusschoolsoftware.com/focus/auth/>

You will need the following information to complete the registration:

1. Valid Parent Email Address
2. Student's PIN Number (Contact [focus@fsus.school](mailto:focus@fsus.school) if you need the PIN)
3. Student's Birthdate
4. FSUS Student ID (73xxxxxxxx)



The screenshot shows the FSUS Parent Portal dashboard. On the left, a navigation menu is displayed with a red box around it. The menu includes links for Portal, School Information, Preferences, and Calendar, along with sub-links for Child Info, Grade Changes, Grades, Test History, Absences, and Referrals. A red arrow points from the bottom of this menu to a larger image of the same menu, which is labeled 'CHILD MENU' below it.

## NAVIGATION MENU

**Portal** – Clicking this will take you back to the main portal from any page.

**School Information** – Contact info, documents & forms.

**Preferences** – Language, portal background color, and change password.

**Calendar** – School events, holidays, Class Assignments

## CHILD MENU

**Child Info** – General Info, Permissions, Forms, etc.

**Grade Changes** – History of grade changes

**Grades** – Current and prior year grades

**Test History** – All tests the student has taken

**Absences** – Summary of absences

**Referrals** – Displays referrals the student has received

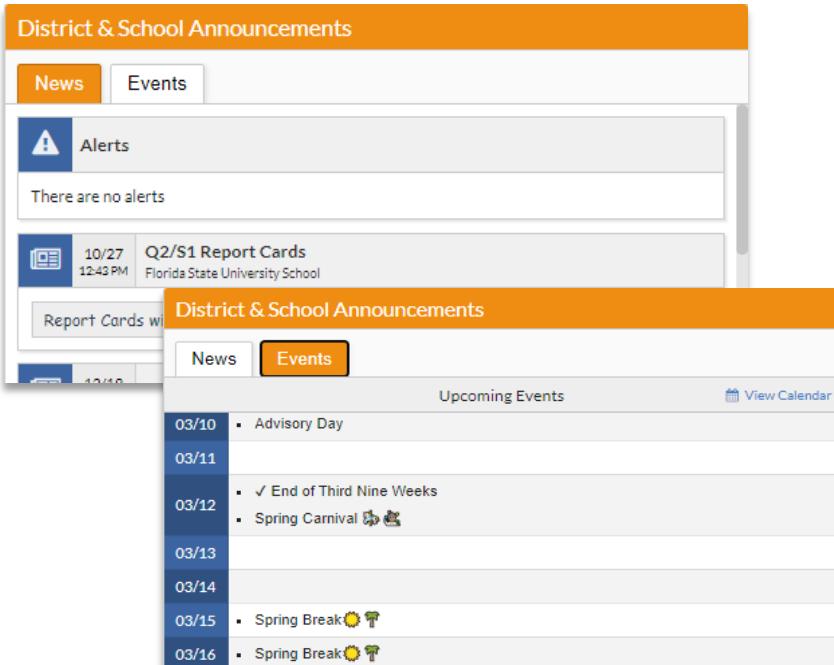
**Change Requests**

**Class Schedule** – Student schedule

**Grad Reqs** – Graduation requirements & progress (H.S.)

**Standard Grades** –

**Attendance** – Summary of attendance



The screenshot shows the District & School Announcements section. It includes tabs for News and Events. The News tab displays a message about Q2/S1 Report Cards. The Events tab shows an 'Upcoming Events' calendar for March 10 to 16, 2014. The events listed are Advisory Day, End of Third Nine Weeks, Spring Carnival, Spring Break, and Spring Break.

## DISTRICT & SCHOOL ANNOUNCEMENTS

**News Tab** – Displays Portal messages published by the school.

**Alerts** – Displays messages that need attention.

**Events Tab** – Upcoming events created on the district and/or teacher calendar.

Florida State University School      Badges Avail: 1 Spent: 0

Grades News Planner Reports

Q1 Q2 Q3 Q4 12/19 - 03/12

Pd	Course	Teacher	Ex	Unx	Tardy	Grade
01	M/J LANG ARTS 1		0	1	1	93% A
AV	M/J NC ADVISORY 1		0	0	0	NG
02	M/J COMPRE SCI 1		0	1	0	86% B
03	M/J GRADE 6 MATH		0	0	0	77% C
04	M/J WORLD GEOG		0	1	0	94% A
05B	M/J FITNESS GRADE 6		0	1	0	100% A
06	M/J SPANISH BEG		0	1	0	81% B
07	M/J RESEARCH 1		0	0	0	98% A

## CHILD INFORMATION BLOCK

The current marking period is selected by default.

**Grades Tab** – Displays schedule, teachers, attendance, and current grades.

- Click the teacher's name to send a Focus chat message.
- Click the course name to view the teacher's webpage.
- Click the grade for graded assignments.

**News Tab** – Overview of graded assignments, Positive Behavior Badges, and Teacher Webpage posts.

**Planner Tab** – List of upcoming assignments and due dates.

**Reports Tab** – Most current Report Card the school has published in PDF format.

Florida State University School      Badges Avail: 1 Spent: 0

Grades News Planner Reports

Friday - 02/26/2021

A 100% 02/26 10:40 AM	Fitness Log and other Fitness Activities (5.00/5) M/J FITNESS GRADE 6
HARD WORKING STUDENT 02/26 10:19 AM	Hard Working Student +1
C 70% 02/26 10:05 AM	LAFS-Lesson 10 (Word Meaning) M/J LANG ARTS 1
A 117% 02/25 11:30 AM	6 Kingdoms Formative (117/100) M/J COMPRE SCI 1

Assignments Due

02/21	Newsela Power Words(M/J RESEARCH 1)
02/22	6 Kingdoms Formative(M/J COMPRE SCI 1)
02/23	Quiz 6-Actividades de Ocio-Infinitive-Stem-Changing verbs(M/J SPANISH BEG)
02/24	Characteristics of Organisms Station Lab(M/J COMPRE SCI 1)
02/25	LAFS-Lesson 10 (Word Meaning)(M/J LANG ARTS 1)
	Newsela: Black Panther(M/J RESEARCH 1)
	Fitness Log and other Fitness Activities(M/J FITNESS GRADE 6)

Florida State University School      Badges Avail: 1 Spent: 0

Grades News Planner Reports

01/11 3:31 PM Report Card

## FOCUS MESSENGER

To use Focus' built in messenger, click on the messenger icon located at the bottom left of the Focus website and next to the Logout button.

A chat window will display on the right side of your screen with recent chats. To send a message to a teacher that is not in your recent chat log, click the Teacher icon at the bottom and a list of your child's teachers will display.

Test History Standard Grades  
Absences Attendance R  
Referrals M

Recent Chats

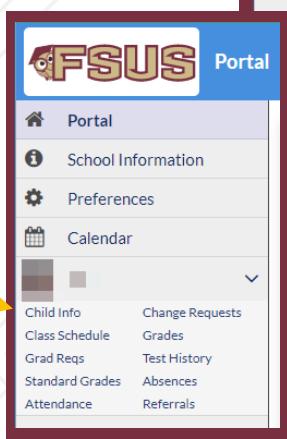
Fry
Quevedo
Messenger
Knudsen
Bosque
Fry
Fry
e Gagliardini
Quevedo
Filter
Teacher



# UPDATE ADDRESSES & CONTACTS ON FOCUS WEBSITE



From the left side of the screen and under your child's name, go to **Child Info**



The screenshot shows the FSUS Portal dashboard. On the left, a sidebar menu includes 'Portal', 'School Information', 'Preferences', and 'Calendar'. Under 'Child Info', there are links for 'Child Info', 'Change Requests', 'Class Schedule', 'Grades', 'Grad Reqs', 'Test History', 'Standard Grades', 'Absences', 'Attendance', and 'Referrals'. A red box highlights the 'Child Info' link. The main content area features a 'District & School Announcements' section with 'News' and 'Events' tabs, an 'Alerts' section stating 'There are no alerts', and a 'Tomahawk Café' section for ordering lunch. A 'Parent Portal Quick Links' section includes links to the FSUS website, FSUS School Calendar, FSUS Clever, FSUS Listservs, PPCS website, PPCS School Calendar, PPCS Clever, and Parent Portal Guide.

Click on the **Addresses & Contacts** tab.

The screenshot shows the FSUS Portal with the 'Addresses & Contacts' tab selected in the sidebar. The sidebar also includes 'Preferences', 'Calendar', 'Child Info', 'Change Requests', 'Class Schedule', 'Grades', 'Grad Reqs', 'Test History', 'Standard Grades', 'Absences', 'Attendance', and 'Referrals'. The main content area displays the 'Addresses & Contacts' section, which includes a 'Address' card with 'Contacts at this Address' (labeled #1 and #2 with pink gavel icons), a 'Contact #3' card with 'Contact Details' (labeled with a yellow warning icon), a 'Contact #4' card with 'Contact Details' (labeled with a yellow warning icon), and a 'Contact #5' card with 'Contact Details' (labeled with a green car icon). Buttons for 'New Address' and 'New Contact' are at the top right.

On this screen is where you can edit an address or contact by clicking on the applicable information or you can add a new address or contact.

The pink gavel indicates the contact has custody.

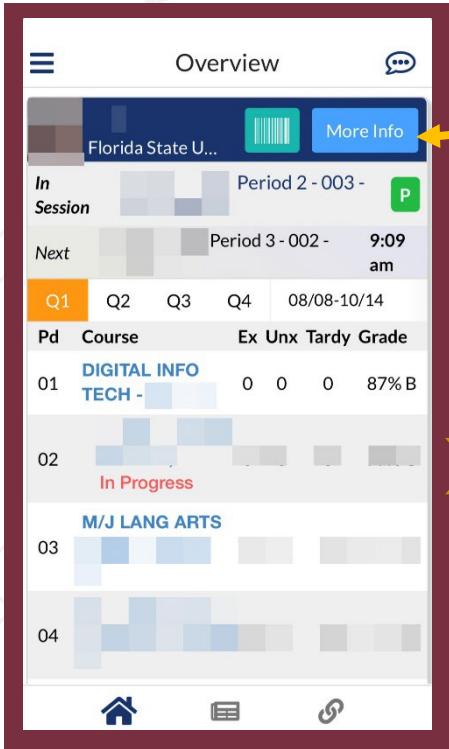
The yellow warning icon indicates an emergency contact.

The green car indicates the contact can pick up the student.

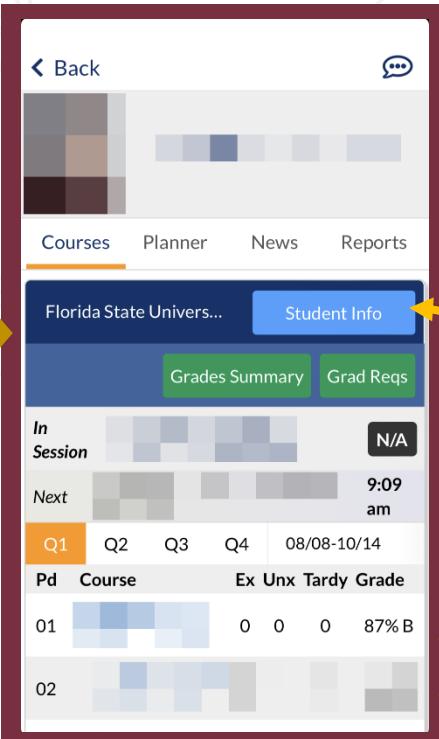
The red note icon indicates the contact has notes entered in the contact record.



# UPDATE ADDRESSES & CONTACTS ON FOCUS APP

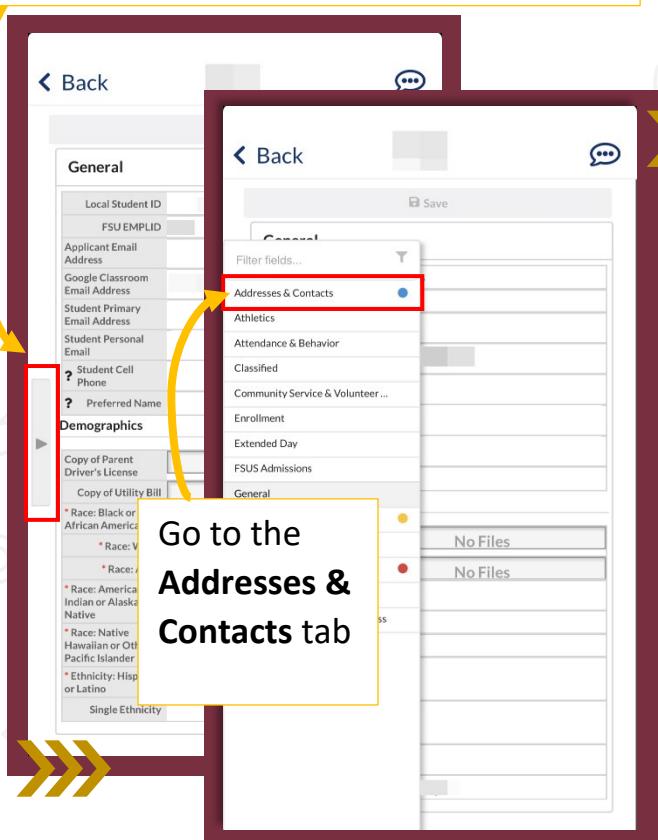


From the main screen of the Focus App, go to **More Info**



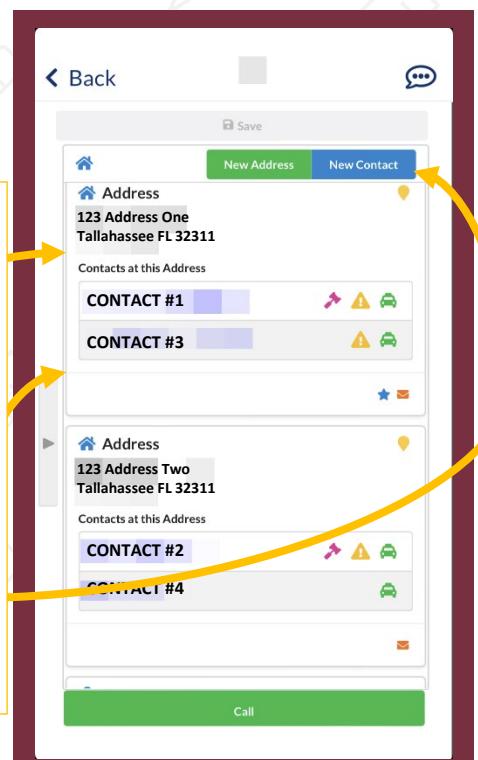
**Student Info**

Tap the rectangular box and arrow on the left to expand the different information



**Go to the Addresses & Contacts tab**

On this screen is where you can edit an address or contact by tapping on the applicable information or you can create a new address or contact.





# Uploading Athletic Forms in Focus

Log into your Parent account on the **Focus Website**.

1. Click **Student Info** on the left side of the screen.
2. Click on the **Athletics** tab.
3. Hover over the applicable upload field and upload options will appear.
4. **Save**

FSUS Child Info Help

Portal School Information Preferences Calendar

Child Info

Filter fields... Addresses & Contacts Athletics

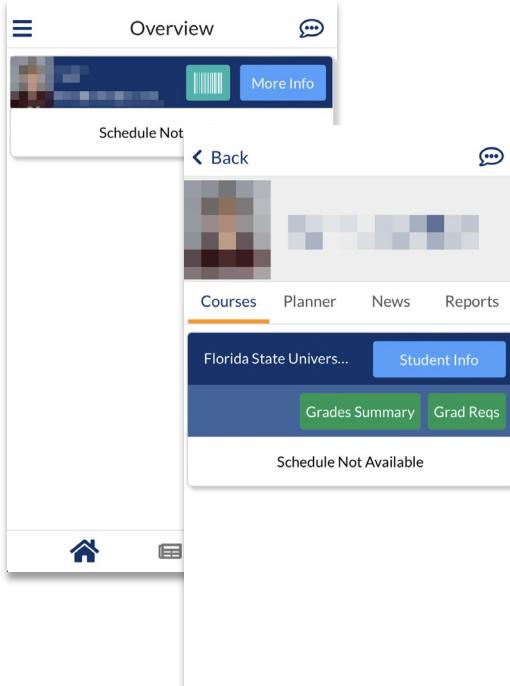
Athletics

(\*\*Place cursor over the appropriate file location to upload a form\*\*) Note: Only Parent accounts can upload forms.

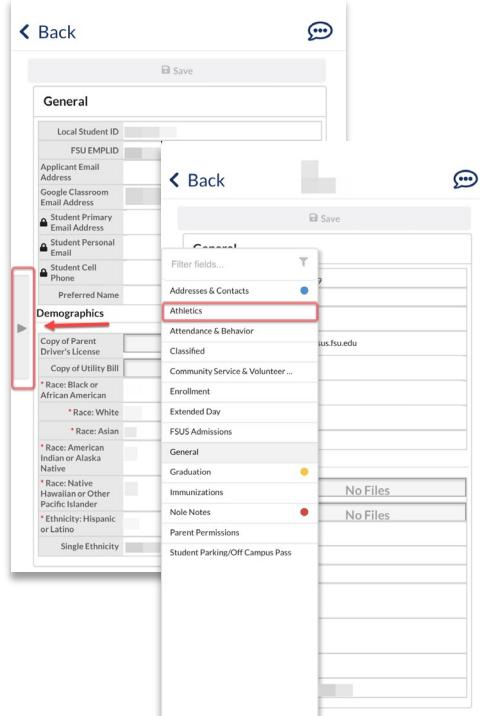
FHSAA EL2 Form (Athletic Physical)	No Files	Scan Upload Take Photo
EL2 Form Complete Date		
EL2 Athletic Physical Indicator		
FHSAA EL3 Form	No Files	
EL3 Form Complete Date		
EL3 Consent Indicator		
Do you have insurance on your child?		
FHSAA GA4 Form (Policy on Athletic ...)	No Files	
GA4 Form Complete Date		
FHSAA EL6 Form	No Files	
EL6 Form Complete Date		
Athletic Transcript Release Form	No Files	
EL2 PDF Download		
EL3 PDF Download		
GA4 PDF Download		

Log into your Parent account on the **FSUS Focus Mobile App**.

1. Click **More Info**
2. Click **Student Info**

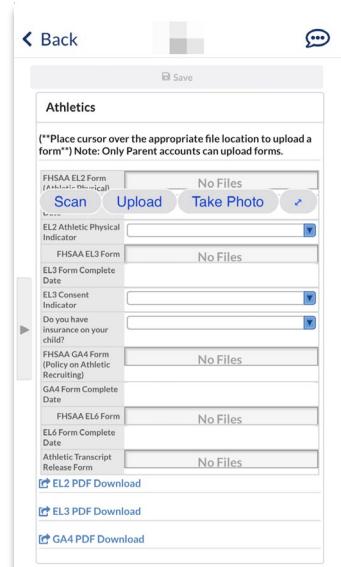


3. Click the arrow on the left side of your screen.
4. Click on the **Athletics** tab



5. While on the Athletics tab, tap on the applicable field and upload options will appear.

Don't forget to **Save** 😊





# View and Download Report Cards

Log into your Focus Parent/Student portal.

Each child linked to the parent account will have their own **Student Block** on the Portal. Each student's information will show separately in their own block which contains four different tabs inside of it.

The four blocks are **GRADES**, **NEWS**, **PLANNER**, and **REPORTS**.

Pd	Course	Teacher	Ex	Unx	Tardy	Grade
01	AP ENG COMPO	Fry	0	1	0	99% A
02	CHEM 1 HON	Rehm	0	0	0	NG
03	SPANISH 2	Gonz	0	1	1	98% A
04	ALG 2	Knu	0	1	0	84% B
05	US HIST	Fry	0	1	0	NG
06	MUSIC THEATRE 3	Gagli	0	1	0	100% A
07	BAND 3	Gagli	0	1	0	100% A

From the **REPORTS** tab in each student's block, you will see the Report Card, which can be viewed or downloaded by clicking the blue download arrow.

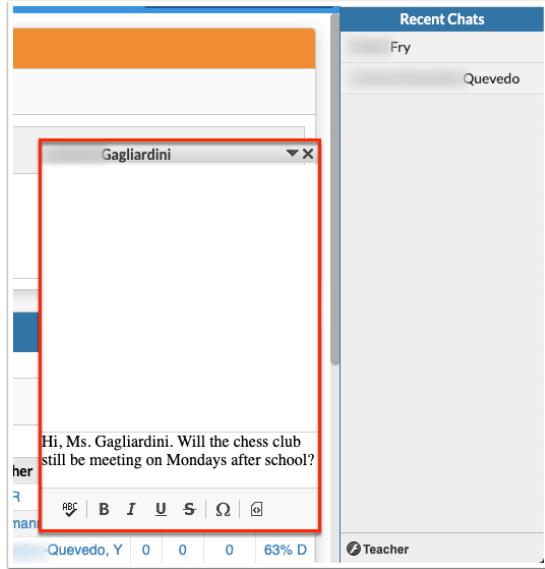
Report Card

Report Card

# Focus Messenger

## Sending Messages

1. Click **Messenger** at the bottom of the screen.
2. Recent chats display on the right side of the screen. Click the teacher's name to open the chat again.



3. To begin a new message, click the **Teachers** icon listed at the bottom of the Messenger (Recent Chats) screen. Then, click the applicable teacher for whom the message is to be sent.
4. Clicking on a teacher's name opens a new messaging screen. Type your message in the provided text box and press **Enter** to send the message.

## Receiving Messages

1. New messages display on the **News** tab in the **Alerts** section of the main portal page. Click the message here to open Messenger. You can click the **Messenger** icon from any screen, which also alerts you to new messages indicated by the number of messages and the exclamation point.

2. Clicking the message alert opens the teacher's message in a new Messenger window. Here you can read new messages and reply. See [Sending Messages](#) for more information.