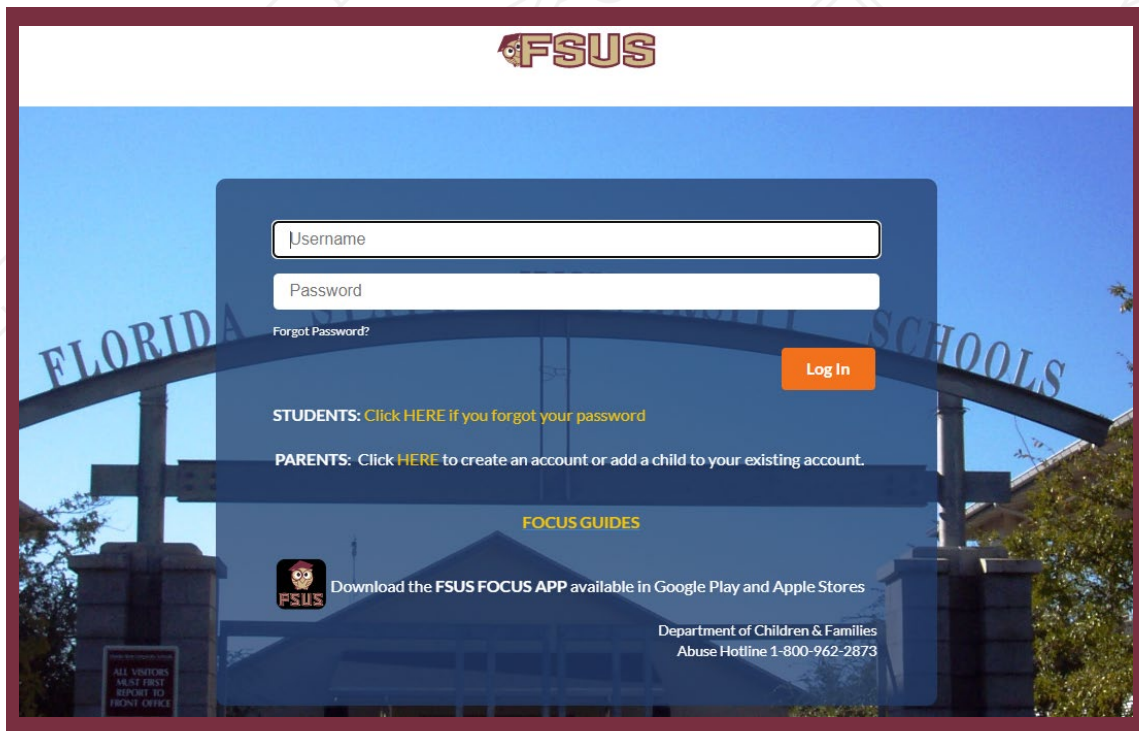




FOCUS ACCOUNTS & LOGGING IN

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)

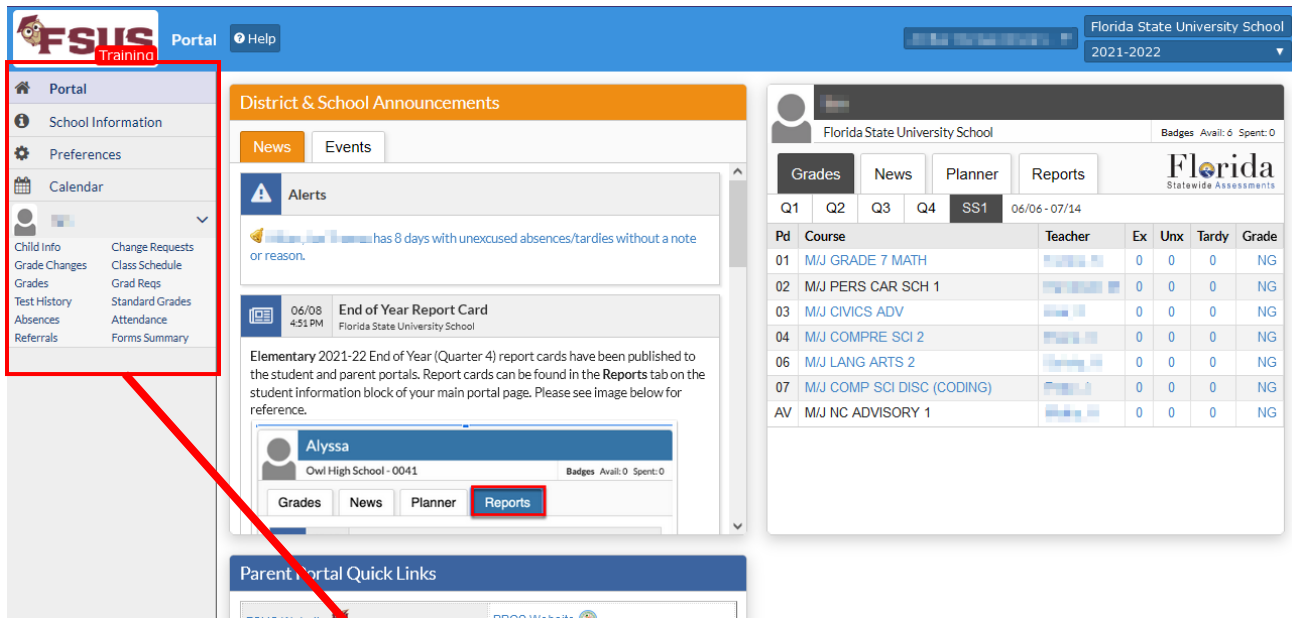
PARENTS

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 if you need the PIN)
3. Student's Birthdate
4. FSUS Student ID (73xxxxxxxx)



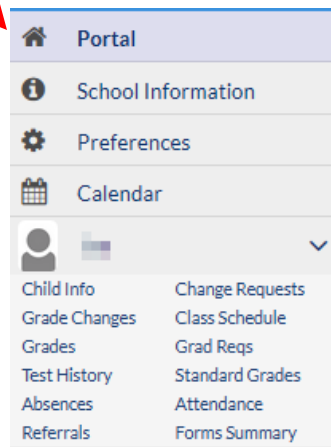
NAVIGATION MENU

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

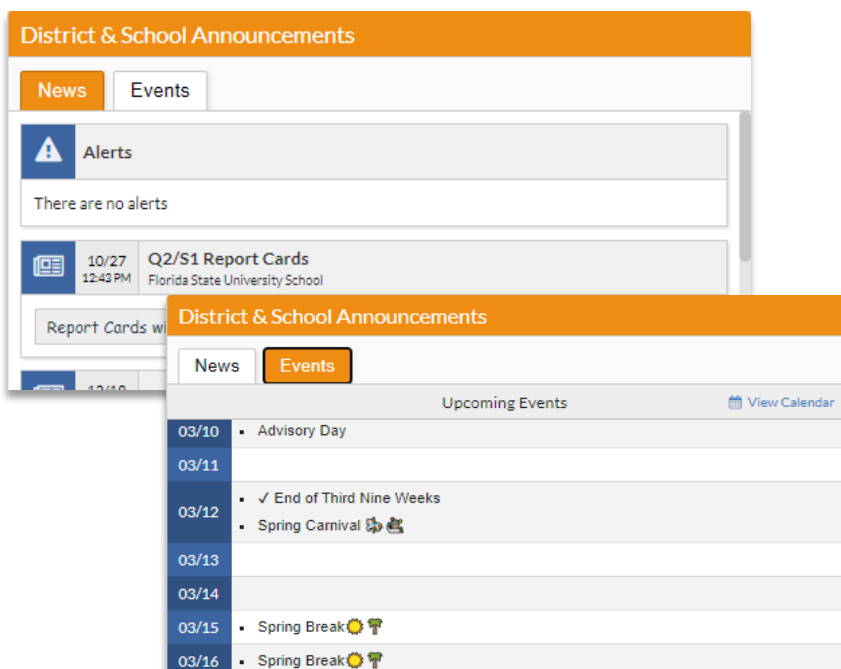
Change Requests

Class Schedule – Student schedule

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

Standard Grades –

Attendance – Summary of attendance



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 LANGARTS 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	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				
Thursday - 02/25/2021							
A 117%	02/25 11:30 AM	6 Kingdoms Formative (117/100)	M/J COMPRE SCI 1				

Florida State University School							Badges Avail: 1 Spent: 0
Grades News Planner Reports							
Assignments Due							
02/21							
02/22	Newsela Power Words(M/J RESEARCH 1)						
02/23	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							
02/25	Characteristics of Organisms Station Lab(M/J COMPRE SCI 1)						
02/25	LAFS-Lesson 10 (Word Meaning)(M/J LANG ARTS 1)						
02/25	Newsela: Black Panther(M/J RESEARCH 1)						
02/26	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						

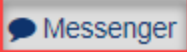
FOCUS MESSENGER

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
Absences
Referrals

Standard Grades
Attendance



Recent Chats

Fry
-Quevedo

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**

FSUS Portal

Portal

School Information

Preferences

Calendar

Child Info

Change Requests

Class Schedule

Grades

Grad Reqs

Test History

Standard Grades

Absences

Attendance

Referrals

Logout

District & School Announcements

News

Events

Alerts

There are no alerts

07/25 10:20 AM Student Lunch Number Florida State University School

Tomahawk Café

To make a purchase:

ENTER YOUR LUNCH # OR SCAN YOUR ID BADGE

This will speed up the lunch lines and give you a

Parent Portal Quick Links

FSUS Website

PPCS Website

FSUS School Calendar

PPCS School Calendar

FSUS Clever

PPCS Clever

FSUS Listservs

Parent Portal Guide

Florida State University School

2022-2023

Grades

News

Planner

Reports

Q1 Q2 Q3 Q4 08/08 - 10/14

Schedule Not Available

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

FSUS Portal

Portal

School Information

Preferences

Calendar

Child Info

Change Requests

Class Schedule

Grades

Grad Reqs

Test History

Standard Grades

Absences

Attendance

Referrals

Logout

Addresses & Contacts

Filter field

Addresses & Contacts

Athletics

Attendance & Behavior

Classified

Community Service & Volunteer ...

Enrollment

Extended Day

FSUS Admissions

General

Graduation

Immunizations

Note Notes

Parent Permissions

Student Parking/Off Campus Pass

New Address

New Contact

Address

Contacts at this Address

#1

#2

Contact #3

(No Address)

Contact Details:

Home Phone

Contact's Priority 3

Contact #4

(No Address)

Contact Details:

Cell Phone

Contact's Priority 4

Contact #5

(No Address)

Contact Details:

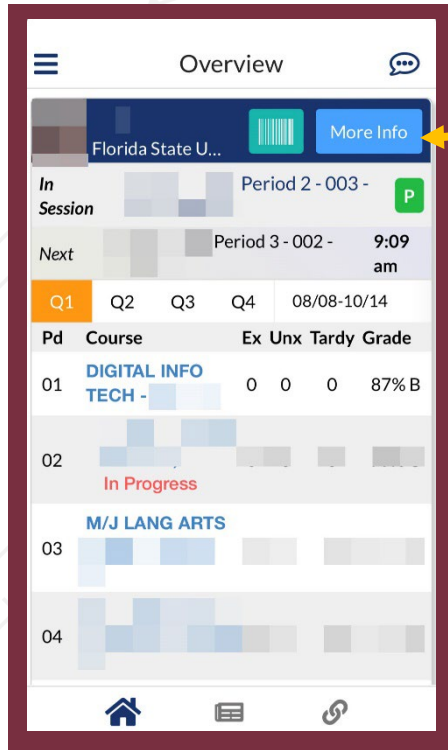
Contact's Priority 5

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.

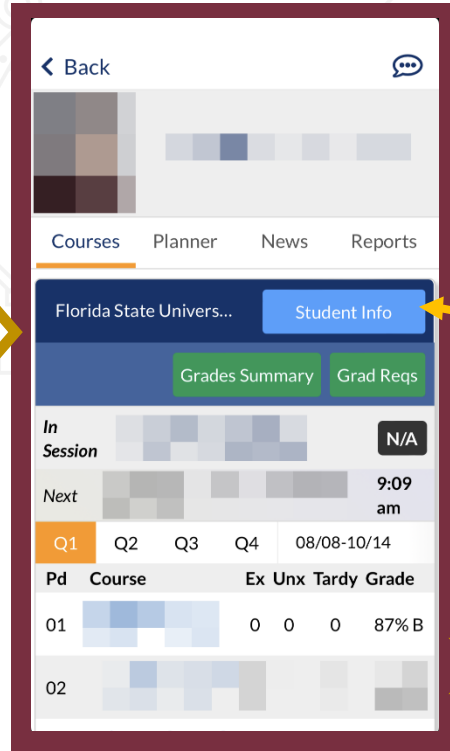
The pink gavel indicates the contact has custody.
The yellow warning icon indicates an emergency contact.
The green car indicates the contact can pick up the student.
The red note icon indicates the contact has notes entered in the contact record.



UPDATE ADDRESSES & CONTACTS ON FOCUS APP

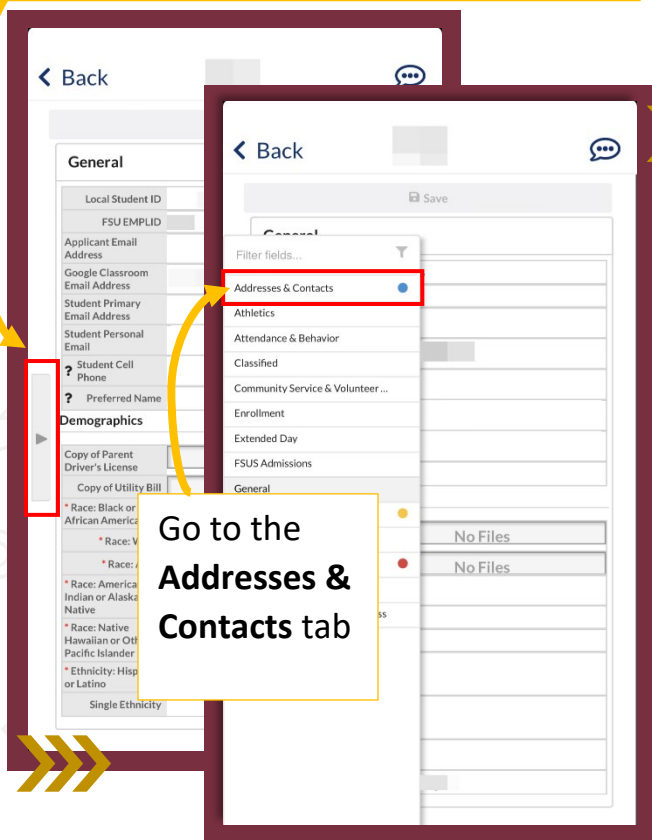


From the main screen of the Focus App, go to **More Info**



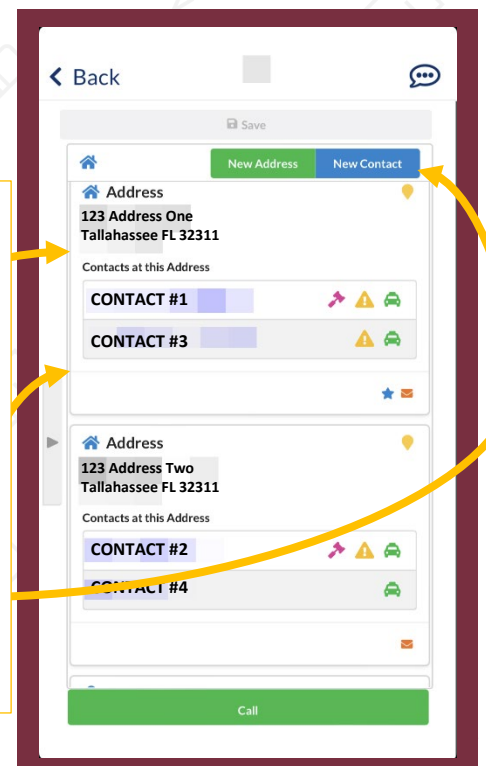
Student Info

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**

The screenshot shows the FSUS Focus Website interface. On the left, the 'Child Info' sidebar is open, and the 'Athletics' tab is selected. The main content area displays the 'Athletics' section with a list of forms: FHSAA EL2 Form (Athletic Physical), EL2 Form Complete Date, EL2 Athletic Physical Indicator, FHSAA EL3 Form, EL3 Form Complete Date, EL3 Consent Indicator, Do you have insurance on your child?, FHSAA GA4 Form (Policy on Athletic Recruiting), GA4 Form Complete Date, FHSAA EL6 Form, EL6 Form Complete Date, and Athletic Transcript Release Form. Each form has a 'No Files' button. A red box highlights the 'Scan | Upload | Take Photo' options that appear when hovering over the 'No Files' button for the FHSAA EL2 Form. At the bottom, there are links for 'EL2 PDF Download', 'EL3 PDF Download', and 'GA4 PDF Download'. The top right shows the user is logged in as 'Florida State University School' for the '2022-2023' school year.

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

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

The screenshot shows the FSUS Focus Mobile App interface. The 'Overview' screen is displayed, with a 'More Info' button in the top right corner. Below the 'More Info' button, there is a 'Schedule Not Available' message. The 'Student Info' screen is shown below, with a 'Student Info' button in the top right corner. The 'Student Info' screen displays various tabs: 'Courses', 'Planner', 'News', and 'Reports'. The 'Planner' tab is selected, showing a 'Schedule Not Available' message. The 'Student Info' button is highlighted in blue.

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

The screenshot shows the FSUS Focus Mobile App interface. The 'Athletics' tab is selected, and the 'Athletics' screen is displayed. The screen shows a list of forms: FHSAA EL2 Form (Athletic Physical), EL2 Form Complete Date, EL2 Athletic Physical Indicator, FHSAA EL3 Form, EL3 Form Complete Date, EL3 Consent Indicator, Do you have insurance on your child?, FHSAA GA4 Form (Policy on Athletic Recruiting), GA4 Form Complete Date, FHSAA EL6 Form, EL6 Form Complete Date, and Athletic Transcript Release Form. Each form has a 'No Files' button. A red box highlights the 'Scan | Upload | Take Photo' options that appear when hovering over the 'No Files' button for the FHSAA EL2 Form. At the bottom, there are links for 'EL2 PDF Download', 'EL3 PDF Download', and 'GA4 PDF Download'. The top right shows the user is logged in as 'Florida State University School' for the '2022-2023' school year.

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

Don't forget to **Save** 😊

The screenshot shows the FSUS Focus Mobile App interface. The 'Athletics' tab is selected, and the 'Athletics' screen is displayed. The screen shows a list of forms: FHSAA EL2 Form (Athletic Physical), EL2 Form Complete Date, EL2 Athletic Physical Indicator, FHSAA EL3 Form, EL3 Form Complete Date, EL3 Consent Indicator, Do you have insurance on your child?, FHSAA GA4 Form (Policy on Athletic Recruiting), GA4 Form Complete Date, FHSAA EL6 Form, EL6 Form Complete Date, and Athletic Transcript Release Form. Each form has a 'No Files' button. A red box highlights the 'Scan | Upload | Take Photo' options that appear when hovering over the 'No Files' button for the FHSAA EL2 Form. At the bottom, there are links for 'EL2 PDF Download', 'EL3 PDF Download', and 'GA4 PDF Download'. The top right shows the user is logged in as 'Florida State University School' for the '2022-2023' school year.



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**.

The screenshot shows the Focus Parent/Student portal interface. On the left is a navigation menu with options: Portal, School Information, My Profile, Preferences, Calendar, Request Conference, Emma, and Nicole. The main content area is titled 'District & School Announcements' and includes a 'News' tab, an 'Events' tab, and an 'Alerts' section. Below the alerts is a calendar entry for 'Band Recital: The Owl Hoots' on 02/19 at 8:43 PM. The right side of the screen displays the 'Emma' student block for Owl High School - 0041, with tabs for Grades, News, Planner, and Reports. The 'Reports' tab is selected, showing a table of grades for the 2019-2020 school year. The table has columns for Pd, Course, Teacher, Ex, Unx, Tardy, and Grade. The data is as follows:

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

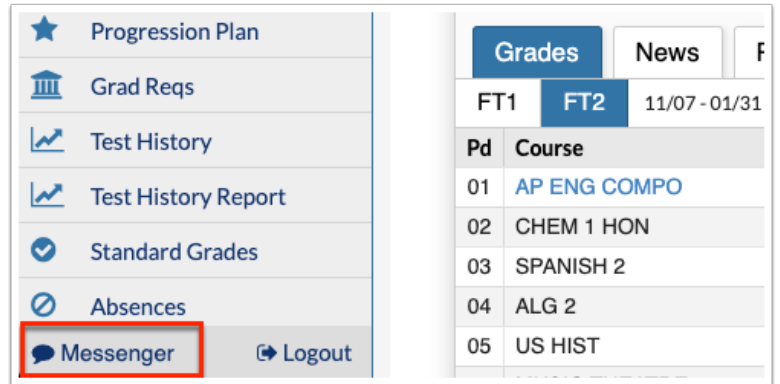
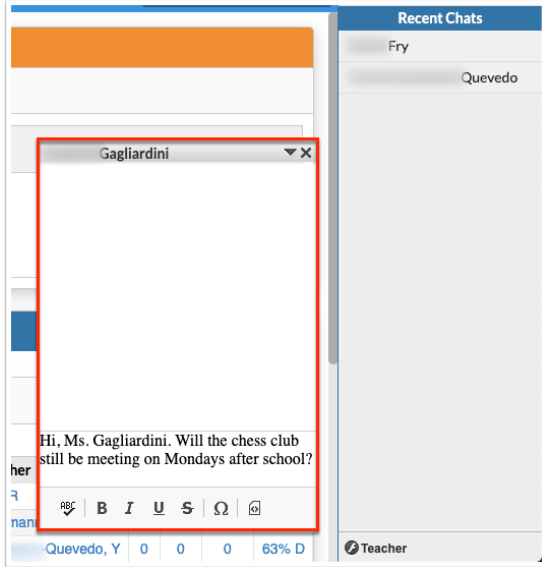
From the **REPORTS** tab in each student's block, you will see the Report Card, which can be viewed or downloaded by clicking the blue download arrow.

The first screenshot shows the 'Alyssa' student block for Owl High School - 0041. The 'Reports' tab is selected and highlighted with a red box. Below the tabs, there is a 'Report Card' section with a blue download arrow icon and the date '10/18 8:56 AM'. The second screenshot is a zoomed-in view of the 'Report Card' section, showing the blue download arrow icon and the date '10/18 8:56 AM' more clearly.

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.

