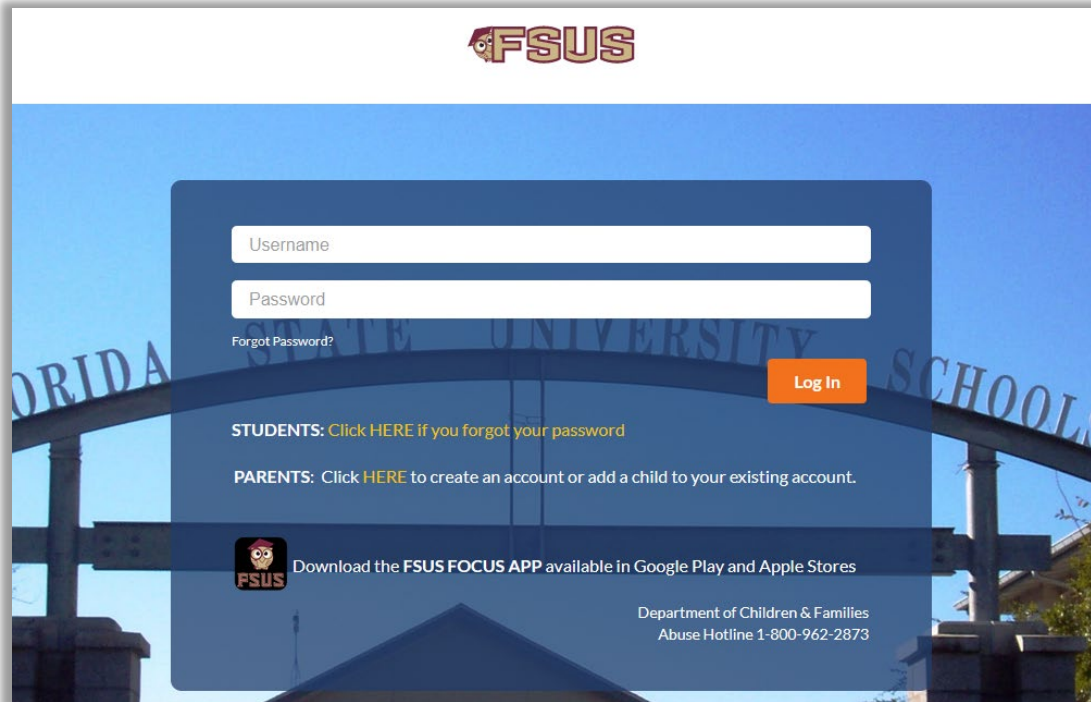




Focus Overview

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:

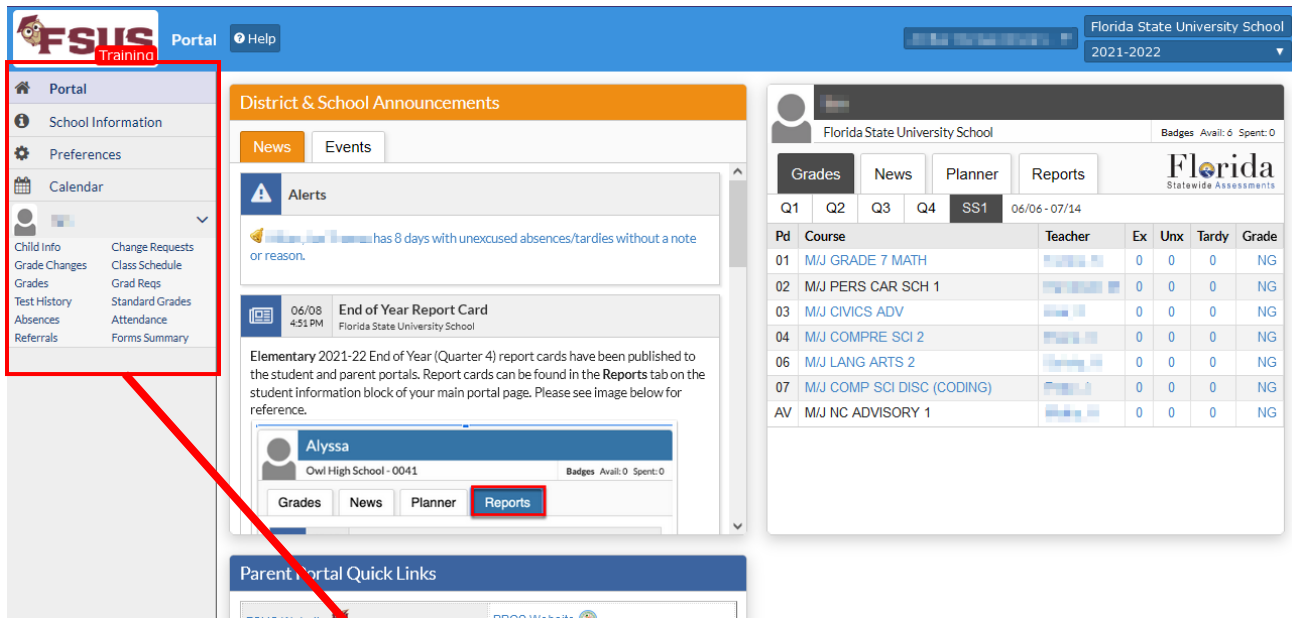
To create an account or add a child to your existing account:

<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 don't have the PIN number)
3. Student's Birthdate
4. FSUS Student ID (73xxxxxxx)

QUESTIONS: Contact focus@fsus.school



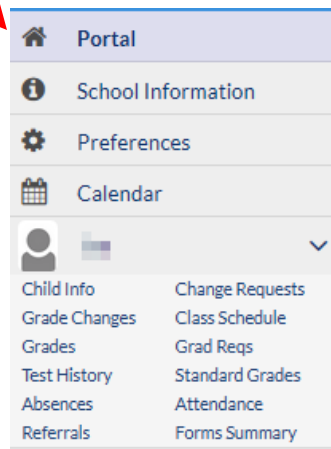
NAVIGATION MENU

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

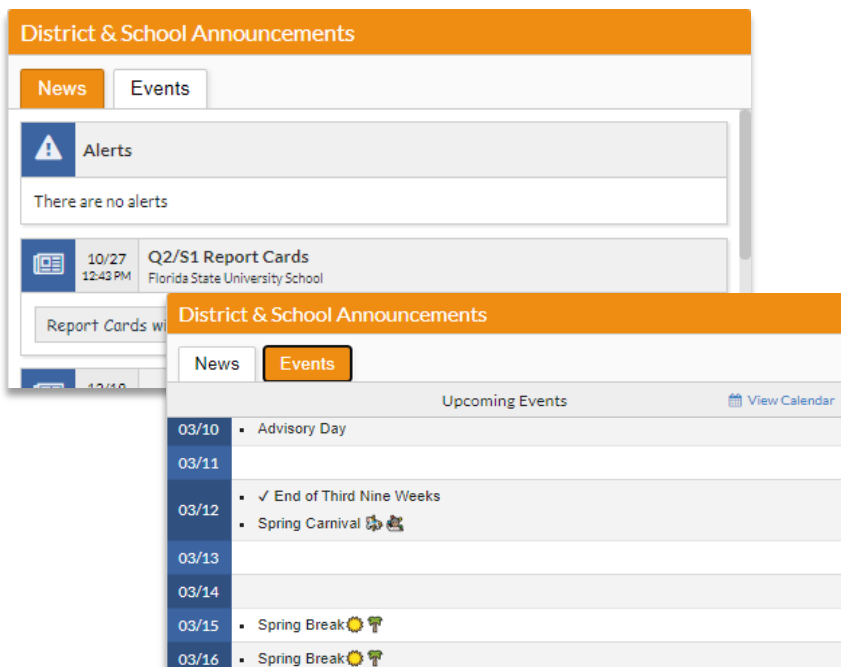
Change Requests

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.

CHILD INFORMATION BLOCK

The current marking period is selected by default.

- 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.

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



01/11
3:31 PM

Report Card

FOCUS MESSENGER

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.

The screenshot displays the Blackboard interface. On the left, the 'Test History' tab is active, showing a list of items: 'Test History', 'Absences', 'Referrals', and 'Messenger'. The 'Messenger' button is highlighted with a red rectangular box. On the right, an inset window titled 'Recent Chats' shows a list of chat partners: 'Fry', 'Quevedo', 'Knudsen', 'Bosque', 'Fry', 'Fry', 'e Gagliardini', and 'Quevedo'. Below the list is a search bar labeled 'Filter'. At the bottom of the inset, a button labeled 'Teacher' with a speech bubble icon is highlighted with a red rectangular box.



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 has 'Athletics' highlighted. The main content area is titled 'Athletics' and contains a table of forms for upload. The first row is 'FHSAA EL2 Form (Athletic Physical)' with a 'No Files' button and a dropdown menu showing 'Scan', 'Upload', and 'Take Photo'. Below this are links for 'EL2 PDF Download', 'EL3 PDF Download', and 'GA4 PDF Download'. A note at the top states: '(**Place cursor over the appropriate file location to upload a form**) Note: Only Parent accounts can upload forms.'

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 has a 'More Info' button. The 'Student Info' screen is shown, with 'Athletics' highlighted in the sidebar. The 'Athletics' screen shows a table of forms for upload, with 'No Files' buttons and a dropdown menu showing 'Scan', 'Upload', and 'Take Photo'. A note at the top states: '(**Place cursor over the appropriate file location to upload a form**) Note: Only Parent accounts can upload forms.'

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' screen is shown, with 'No Files' buttons and a dropdown menu showing 'Scan', 'Upload', and 'Take Photo'. A note at the top states: '(**Place cursor over the appropriate file location to upload a form**) Note: Only Parent accounts can upload forms.'

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' screen is shown, with 'No Files' buttons and a dropdown menu showing 'Scan', 'Upload', and 'Take Photo'. A note at the top states: '(**Place cursor over the appropriate file location to upload a form**) Note: Only Parent accounts can upload forms.'

How to Update Addresses & Contacts in FOCUS

Log into your parent portal account using your email and password. All of your children will appear on the main portal page.

- You will need to update the information on each child

1. Click the arrow to open the information on the student

2. Click **Child Info**

The screenshot shows the FSUS Parent Portal interface. On the left sidebar, the 'Child Info' menu item is highlighted with a red box and a red arrow. The main content area displays 'District & School Announcements' and a table of student courses. The table has columns for Pd, Course, Teacher, Ex, Unx, Tardy, and Grade.

Pd	Course	Teacher	Ex	Unx	Tardy	Grade
01	LANG ARTS GRADE K		0	0	0	99% A
02	LANG ARTS GRADE K		0	0	0	NG
03	ART - K		0	0	0	100% A
03	HEALTH & CHARACTER K		0	0	0	NG
03	MUSIC - K		0	0	0	A
03	SPANISH E		0	0	0	A
03	STEM LAB K		0	0	0	100% A
04	SOC STUDIES K		0	0	0	100% A
05A	PHYSICAL EDUCATION K		0	0	0	100% A
06	MATH GRADE K		0	0	0	100% A
07	SCIENCE GRADE K		0	0	0	100% A
AV	ADVISORY (ELEMENTARY)		1	0	1	NG

3. Click the **Addresses and Contacts** tab

You will see a list of all addresses and contacts associated with this student. You can edit the information by clicking either the address or the contact name.

Filter fields...

Address

Addresses & Contacts

Enrollment

General Demographics

Graduation

N/A

a. The pink gavel indicates the contact has custody.

b. The yellow warning icon indicates an emergency contact

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

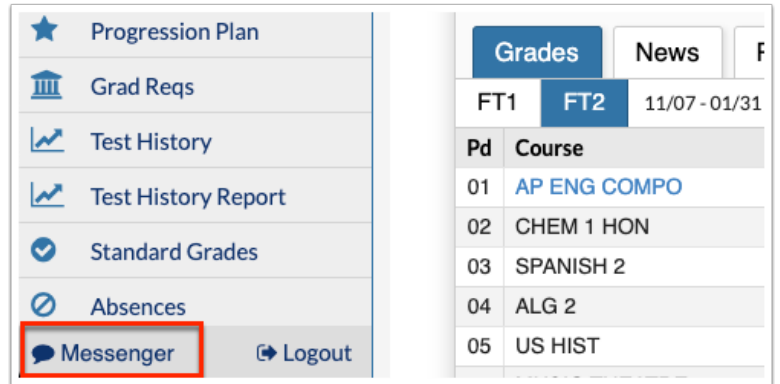
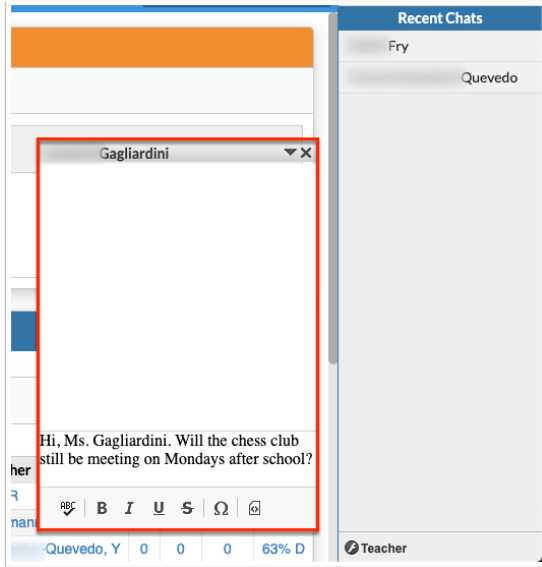
d. The red note icon indicates the contact has notes entered in the contact record.

The screenshot shows the 'Addresses & Contacts' section of the FSUS Parent Portal. It features a sidebar with a filter menu and a main content area with a list of addresses and contacts. Red arrows point to specific icons: a pink gavel (custody), a yellow warning icon (emergency contact), a green car (pickup ability), and a red note icon (notes entered).

Focus Messenger

Sending Messages

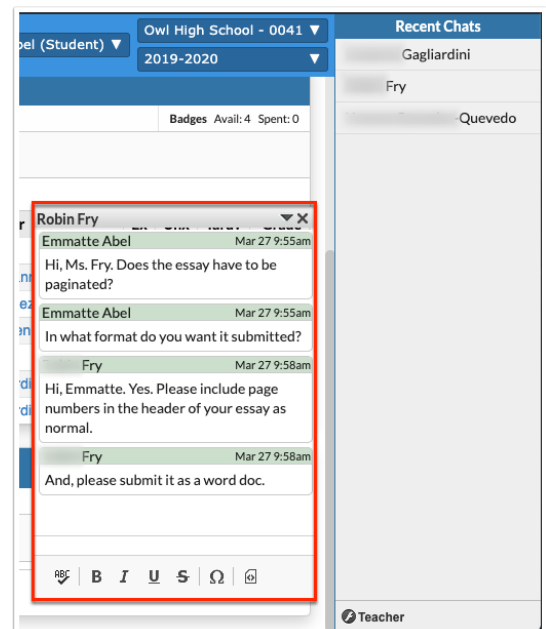
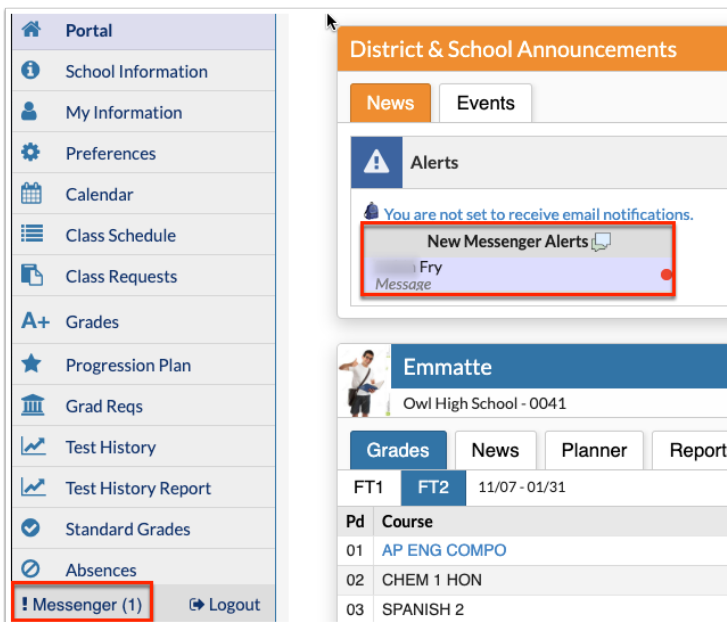
1. Click **Messenger** at the bottom of the screen.
2. Recent chats display on the right side of the screen. Click the teacher's name to open the chat again.



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.





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 shows the 'Emma' student block for Owl High School - 0041, with tabs for Grades, News, Planner, and Reports. The Reports tab is selected, displaying a table of student performance data for the 2019-2020 school year.

Q1	Q2	Q3	Q4	01/07 - 03/12		
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 closer view of the 'Report Card' section, showing the blue download arrow icon and the date '10/18 8:56 AM' more clearly.