

COMPOSE A MESSAGE

The Communication screen allows students and parents to compose messages to select teachers. Messages can be saved as a draft and all incoming and outgoing messages are also housed here, as well. The Compose tab allows students and parents to create new messages (previously Messenger), to selected teachers.

STEP 1	
Image: Second Info Image: Second Info Image: Second Info Image: Second Info Image: Communication Image: Communication <t< th=""><th>IN THE MENU, CLICK COMMUNICATION.</th></t<>	IN THE MENU, CLICK COMMUNICATION.

STEP 2 FOCUS O Help Communication 🕈 Portal Compo То School Info 🕒 Inbo BIUSX, **CLICK THE COMPOSE TAB.** ল Sent A My Information Type your message here Drafts Communication Change Requests ø Preferences







FOCUS STUDENT INFORMATION SYSTEMS PARENT RESOURCES

STEP 4



IF YOU HAVE MORE THAN ONE STUDENT ASSIGNED TO THE TEACHER, SELECT THE STUDENT FROM THE PULL-DOWN, SO TEACHERS KNOW WHICH STUDENT THE MESSAGE IS FOR.

STEP 5



SELECT THE SECURE EMAIL CHECK BOX TO FLAG THE MESSAGES AS SECURE AND REQUIRE USERS TO LOG INTO FOCUS IN ORDER TO VIEW THE MESSAGE.

STEP 6



STEP 7



CLICK SEND TO SEND THE MESSAGE. ONCE SENT, THE MESSAGE DISPLAYS IN THE SENT TAB.





INBOX

The Inbox tab displays all incoming messages sent from teachers and other users. Message threads are in order of most recently received and display the sender's name and the number of unread messages.







DRAFTS

The Inbox tab displays all incoming messages sent from teachers and other users. Message threads are in order of most recently received and display the sender's name and the number of unread messages.

STEP 1	
 Portal School Info My Information Communication Change Requests Preferences Calendar Request Conference 	IN THE MENU, CLICK COMMUNICATION.
STEP 2	CLICK THE DRAFTS TAB. DRAFTED
● School Info ≤ Inbba: ▲ My Profile Sent ● Communication O Drafts ● Preforences Calendar ● Request Conferences Frems ■ Charitie	MESSAGES ARE DISPLAYED WITH THE DATE AND TIME SAVED.
STEP 3	
Ion Elaine Bell (Parents) ▼ Focus 2022.2 Filter C To Cars ▼ Secure Construction October 18, 2023 12:41 pm To Cars ▼ Email Store Draft C B / U S. X, X' Life + 34 + E + E A Email - - - - Type your message here. Type your message here. - -	CLICK THE DRAFTED MESSAGE TO VIEW DETAILS AND MAKE CHANGES.
STEP 4	
Cars▼ Secure Email Construction Delete Print Use Template Send / U S X, X' Lato 14* E* Image: A * * * - ∞ Image: A * * Mr. Dawkins. When is the Dableck project due? Image: Image: A * Image: A *	COMPLETE COMPOSING YOUR MESSAGE AND PREPARE TO SEND THE MESSAGE OR SAVE IT AS DRAFT AGAIN.





ANNOUNCEMENTS & EVENTS

The Alerts section displays messages that need attention, such as setting the email to ensure email notifications can be sent for grades, referrals, assigned tests, etc.

STEP 1	
Image: Section of the sec	FROM THE PORTAL PAGE, CLICK THE NEWS TAB IN THE DISTRICT & SCHOOL ANNOUNCEMENTS SECTION.
STEP 2	
District & School Announcements News Events Upcoming Events Wee Calender 0x13 9 000m Summer School 0x14 9 000m Summer School 0x15 9 000m Summer School 0x16 9 000m Summer School 0x17 • 9 000m Summer School 0x17 • 9 000m Summer School	FROM THE PORTAL PAGE, CLICK THE EVENTS TAB.
STEP 3	
District & School Announcements News Events 0/12 9:00am Summer School officially starts Aure 12 from 9am to 2:30pm daily 0/13 9:00am Summer School 0/14 9:00am Summer School 0/15 9:00am Summer School 0/16 9:00am Summer School 0/16 9:00am Summer School	HOVER OVER AN EVENT TO VIEW A TOOLTIP, WHICH CONTAINS THE EVENT'S DESCRIPTION, IF ONE WAS ADDED UPON CREATING THE EVENT.
STEP 4	
t & School Announcements Events Upcoming Events 9:00am Summer School 9:00am Summer School 9:00am Summer School 6:00am Summer School 6:03pm Band Rehersals	CLICK THE VIEW CALENDAR LINK TO OPEN THE CALENDAR SCREEN.





NAVIGATING THE CALENDAR

The Calendar screen allows you to create and manage a personal calendar in Focus. You can add onetime or recurring events to your calendar and view events shared by your students' schools.











FOCUS STUDENT INFORMATION SYSTEMS PARENT RESOURCES

STEP 5

*	Portal	
0	School Information	
4	My Profile	
۰.	Preferences	
**	Calendar	
*	Request Conference	
•	Forms	<
22	Charlie	<
T	Kenna	<

IN THE DISPLAY PULL-DOWN AT THE TOP OF THE SCREEN, SELECT SHOW ASSIGNMENT TO VIEW GRADEBOOK ASSIGNMENTS ON THE CALENDAR.



CLICK ON THE ASSIGNMENT TO VIEW ITS DETAILS IN A POP-UP WINDOW.

STEP 7

	, LOLL -	· Games, Revewire	Disp	lay: ShewUsits		Month W	eek 00 Setu
Search T	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Seturday
12/05 - Track Meet	Nov. 27	Nov. 28	Sizv. 29	Nev. 30	1	2	3
12/06 - Review Session							
12/07 - Soccer Game	4	5	4	7			10
12/08 - Parent/Student Conference for: Abe, Charlie		 Unit 4: The Constitution 	Constitution	V Unit 4: The Constitution	Conference for: Ale, Charle Unit 4: The Constitution	Constitution	Constitution
12/12 - Track Meet	H Line De	12 Track Meet	13 Devices Sensitive	54 5. 1001 4. The	15	15 SHE & THE	17
12/13 - Review Session	Carvellullar	Constitution	 Unit 4: The Constitution 	Conditation	Constitution	Constitution	Constitution
12/19 - Track Meet	18	19	20	21	22	23	24
12/20 - Review Session	Canalitation	Unit 4: The Constitution	V Unit 4: The Constitution	Constitution	Constitution	Winter Dreak	
12/23 - Winter Break	25	26	27	28	29	30	31
12/26 - Winter Break		Minter Break	Winter Break	Winter Break	Winter Break	Water Dreak	0
12/27 - Winter Break							
	Jan. 1	Jan. 2	Jan. 3	Jan. 4	Jan. 5	246.8	Jan. 7

IN THE DISPLAY PULL-DOWN, YOU CAN ALSO SELECT SHOW LESSONS OR UNITS TO DISPLAY INFORMATION SET UP IN THE TEACHER'S WEB PAGE.

STEP 8



CLICK WEEK TO VIEW THE CALENDAR BY WEEK INSTEAD OF MONTH. CLICK MONTH TO RETURN TO THE MONTHLY VIEW.

