

- For Day 1: Enter the total number of students for each grade level that are present at school on that date. Do not count “NS” students. Click SAVE.
- For Days 3, 5, 8: Enter the total number of students for each grade level that have been present at least one day during the time frame and are still active at your school. Do not count students who have never been in attendance and have been marked “NS” every day. Click SAVE.
- If an error is made in entering data, it may be corrected at the school site as long as it is still the current date. After the day is over no users can go backwards in time to correct data.

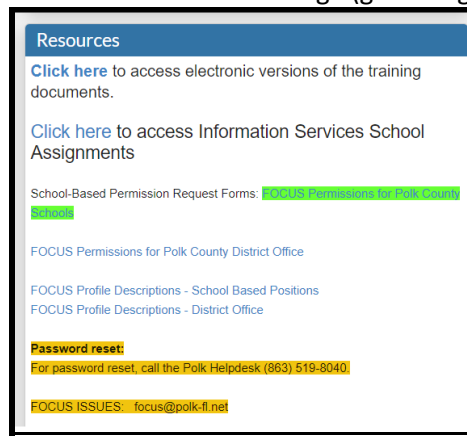
2. Teacher Training for Version 11

There are two courses available for teachers for FOCUS Version 11. This latest version of FOCUS was implemented on July 22, 2021. Please encourage teachers to take the time to complete the appropriate course so that they will have a successful year using FOCUS for attendance and grades.

- The courses for teachers are housed in **Schoology**.
- Schoology courses for FOCUS: Go to Courses > My courses > Join a course
- If **brand new** to FOCUS do this course: **FOCUS SIS 2021-22 (New FOCUS users): Access code BWSJ-XVMQ-D2KM9**
- If **experienced** in FOCUS do this course: **FOCUS Updates 2021-22 (Current FOCUS users): Access code N8N3-VS8B-MS465**
- If teachers have any questions about Focus, they should first check with their building administrator for assistance. If assistance is still needed, send an email to Focus@polk-fl.net
- For assistance with password resets or logging in to Focus, please contact the Help Desk at 863-519-8040.

3. Requesting Focus Access for Staff

To request additional access to FOCUS an administrator **must use the link** found in the Resources section on the FOCUS Portal Page (green highlight).



- Access for School Administrator, Teacher, Secretary, School Counselor will automatically be applied to users overnight when the employee is processed in SAP.
- Additional access must be requested using the form. There is also a link to a document that describes all available profiles and their limits.
- “Teacher” access must be requested for Kelly Substitutes.
- “ESE Teachers” access should be requested for VE teachers with a case load.
- “Non-Instructional Support” access should be requested for Academic Coaches, Media Specialists, ESOL Teachers.
- “Discipline” and “FASTER” access requires additional training. See the IS Procedures Manual for more details.
- “Nurse” access must be requested through Evelyn Henry.
- “Athletics – School Based” must be requested through Dan Talbot.
- “Testing Coordinator” must be requested through Heather Himes.

4. BOY Training Information

Thank you to those schools that sent their staff to the Information Services Beginning-of-the-Year Training sessions on July 27 and 29.

- A copy of the Power Point can be found [HERE](#) and on the Focus Portal Page in the “Need to Know” section.
- A copy of the video tape of the session on Tuesday can be found on the Focus Portal Page in the “Need to Know” section as soon as it is available.
- Your Information Services Contact person can be found in the link available in the “Resources” box on the Focus Portal Page.

5. Changes to 2020-2021 student data

We are currently in the Survey 5 reporting period. Survey 5 is a record of the entire Prior Year’s (2020-2021) data. Therefore, **ANY changes** you make to prior year (2020-2021) data must be made in Focus Production, and then **send complete details to your IS contact** so that the Survey 5 data can also be corrected. This is extremely important! Your corrections will NOT be reported to the state unless you tell us what needs to be corrected on the “snapshot” that is our Survey 5 reporting site. Examples include but are not limited to: changes in withdrawal codes, changes in promotion/retention codes, changes in graduation codes, AP/IB/AICE test scores (these go to Angela Marino), Industry Certification test scores, additional completed courses, changes in ELL or ESE status or coding, etc.

6. FASTER for transcripts

All schools are reminded that student records must be transmitted between districts’ public schools using the F.A.S.T.E.R. system. All terminal operators, at least one school counselor and at least one school administrator from each school should have FASTER access in Focus. To get access you must complete FASTER training with Marie Hile. Please check the Portal Messages on the Focus portal page for instructions on how to sign up for this training. Reminder: Check the Incoming Requests at least once daily and respond within 24-48 hours to any request. Check the Incoming Transcripts at least once daily for responses to your requests from other public schools.

7. How to remove Inactive Staff

It is important to make sure that only your current staff has access to your school and your student data. Teachers should only have access at the school(s) they are currently teaching at. Each school should pull a list of active staff in Focus at their school. Make a list of those who are no longer active at your school, including Kelly Substitutes, and send that list of names and local staff IDs to DJ Dynes & Marie Hile. Their access at your school will be removed and you will receive notification when it is done.

Remember that your ESE specialists will need to be on your active list – that includes Speech/Lang Path, Occupational Therapists & Physical Therapists.

8. Middle School Scholastic Record Report changes

We heard the issues with the M/J Scholastic Record report and have rebuilt it to work better and quicker for you. Here’s how to run the Middle School SSR for an individual student and for groups of students:

1.) Creating a Middle School Student Scholastic Record for a single student:

- Go to a middle school student
- Go to the final grades screen (the detailed view, not the summary screen).
- Click the drop down where it says Student Scholastic Record, select “**Student Scholastic Record – Middle School**”, then click the **print** button:

The screenshot shows the Focus LMS interface for a student's final grades. The 'Student Scholastic Record' dropdown menu is open, and 'Student Scholastic Record - Middle School' is selected. The 'Print' button is highlighted. The table below shows the student's course history.

Year	Marking Period	Course	Course Number	Percent	Grade	Grade Scale	Cred. Attempted	Cred. Earned	GPA PTS	Weighted GPA	Affects GPA	Teacher
2020-2021	Quarter 4	M/J CIVICS ADV/CAR P 810	21060260	95	A	Seconda	0.00	0.00	4.00	4.00	<input checked="" type="checkbox"/>	HARRIS, REBE
2020-2021	Semester 1	M/J LANG ARTS 2 ADV 1001	10010500	93	A	Seconda	0.00	0.00	4.00	4.00	<input checked="" type="checkbox"/>	YOUNG, BARE
2020-2021	Semester 1	M/J COMPRES2 AGC HON	2002083A	91	A	Seconda	0.00	0.00	4.00	4.00	<input checked="" type="checkbox"/>	KEEN, KALEY
2020-2021	Semester 1	M/J COMPRES2 AGC HON	2002083A	91	A	Seconda	0.00	0.00	4.00	4.00	<input checked="" type="checkbox"/>	KEEN, KALEY
2020-2021	Semester 1	M/J COMPRES2 AGC HON	2002083A	91	A	Seconda	0.00	0.00	4.00	4.00	<input checked="" type="checkbox"/>	KEEN, KALEY
2020-2021	Semester 1	M/J COMPRES2 AGC HON	2002083A	91	A	Seconda	0.00	0.00	4.00	4.00	<input checked="" type="checkbox"/>	KEEN, KALEY
2020-2021	Semester 1	M/J COMPRES2 AGC HON	2002083A	91	A	Seconda	0.00	0.00	4.00	4.00	<input checked="" type="checkbox"/>	KEEN, KALEY
2020-2021	Semester 1	M/J ACCEL MATH GR 7 120	12050500	91	A	Seconda	0.00	0.00	4.00	4.00	<input checked="" type="checkbox"/>	HICKS, LIN
2020-2021	Semester 2	EX OF AGR SCI 81002100	81002100	92	A	Seconda	0.00	0.00	4.00	4.00	<input checked="" type="checkbox"/>	KEEN, KALEY
2020-2021	Semester 2	M/J COMPRES2 AGC HON	2002083A	82	B	Seconda	0.00	0.00	3.00	3.00	<input checked="" type="checkbox"/>	KONACKI, ANDRE
2020-2021	Semester 2	M/J FIDUCIAL SPT GDR 150	15080500	100	A	Seconda	0.00	0.00	4.00	4.00	<input checked="" type="checkbox"/>	HICKS, LIN

2.) Creating a Middle School Student Scholastic Record for a multiple students/grade level/etc.:

- Go to GRADES > TRANSCRIPTS.
- Scroll to the bottom and change the Letterhead Template to “**Student Scholastic Record – Middle School**”:

The screenshot shows the 'Letterhead Template' dropdown menu set to 'Student Scholastic Record - Middle School'. The 'Save Settings as Default' button is visible. Below the dropdown, there are several checkboxes for search and enrollment options.

- Only Secondary Courses
- Abbreviate Column Names
- Reduced Page Breaks
- Use Simple PDF Format (For Digital Processing Only)
- Letterhead Template: Student Scholastic Record - Middle School
- Save Settings as Default
- Search All Schools
- Include Inactive Students
- Include Previous Years Inactive Students
- Use Most Recent Enrollment

- Then you can scroll back to the top to use More Search Options to filter by grade, name, ID, etc:

- Then go back to the bottom of the page and click the **Continue** button.
- From here, select some or all students and then finally click the **Generate Transcripts** button on the top far right:

Photo	Student	Student ID	Grade	Status
<input checked="" type="checkbox"/>	Abreu, Jordan Grey	5300812393	07	Active
<input checked="" type="checkbox"/>	Adokat, Judson	530085936	07	Active
<input checked="" type="checkbox"/>	Alvarez Garcia, William Yusef	530085377	07	Active

- If you are doing a grade level, it may take 2-3 minutes.

9. Scheduling Reminders

- Please check your School Information – General tab in the SetUp Menu for the information listed there. If there are any corrections needed for the school info, please send an email to DJ Dynes. Two of those field have to do with scheduling: Total scheduled minutes should be the total instructional time – if you have changed your bell schedule from last year you may have to adjust this number: and, Total Time in School Day should be the time from the start to the end of your whole school day. These fields are used to calculate ESE fields elsewhere in Focus so they must be right!
- Please check your Master Schedule Report and make sure your class minutes weekly are correct, especially if you have adjusted your bell schedule. Remember, all courses should have the same course minutes weekly except for pull-outs and therapies.
- Also, on the Master Schedule Report, make sure you do not have Campus or eSchool teams listed – we are not using them this year. You can mass update to N/A if you are not using any teams at all.
- Please check your Courses & Sections tab. Look at all courses to make sure none are in RED print – that would mean that they are inactive course numbers for this school year (middle schools watch out for the PE courses!).
- Also, on the Courses & Sections, look at all your teacher names. If on the section they appear as a number rather than a name, then the teacher is inactive and cannot be used on that section. Use a TBA until the correct teacher can be assigned.