



Focus Parent Portal

Creating a new parent portal account

Parent Portal Registration - Creating a new parent portal account

- The parent portal is located on the SDMC website. Parents will login to this site: <http://www.manateeschools.net/Page/5994>

The screenshot displays the School District of Manatee County website. The top navigation bar includes links for Parents and Students, Community, District, Departments, and Careers. The main header features the district logo and the tagline "Inspiring our Students to Learn, Dream and Achieve". Below the header, there are icons for Translate, Calendar, School Menus, Transportation, Public Notices, and FOCUS. The main content area is titled "FOCUS Student Information System" and includes a description of the system's purpose. A sidebar on the left lists "PARENT TECH HELP" options, with "FOCUS Help" highlighted. A "FOCUS LINKS" section on the right contains buttons for "Login to FOCUS", "Create FOCUS Account", "Add a Child to an EXISTING FOCUS Account", and "Recover your FOCUS Password". A "FOCUS DOCUMENTS" section at the bottom right lists "Parent FOCUS Access Form" and "Parent FOCUS Access form (Español)".

PARENT TECH HELP

- Parent Tech Help Home
- Office 365 Help
- FOCUS Help**
- Schoology Help

FOCUS

FOCUS Student Information System

The FOCUS Parent site is a tool designed to enhance communication and involvement for you in your child's education. This site will allow you to monitor your child's progress in school by providing timely access to both assignments and grades that are entered by the teacher throughout the grading period. This communication tool will improve your ability to assist your child and to communicate with the teacher if necessary.

In order to create a FOCUS account online, you must have a valid email address. If you are unable to create an account, visit your child's school for assistance.

FOCUS LINKS

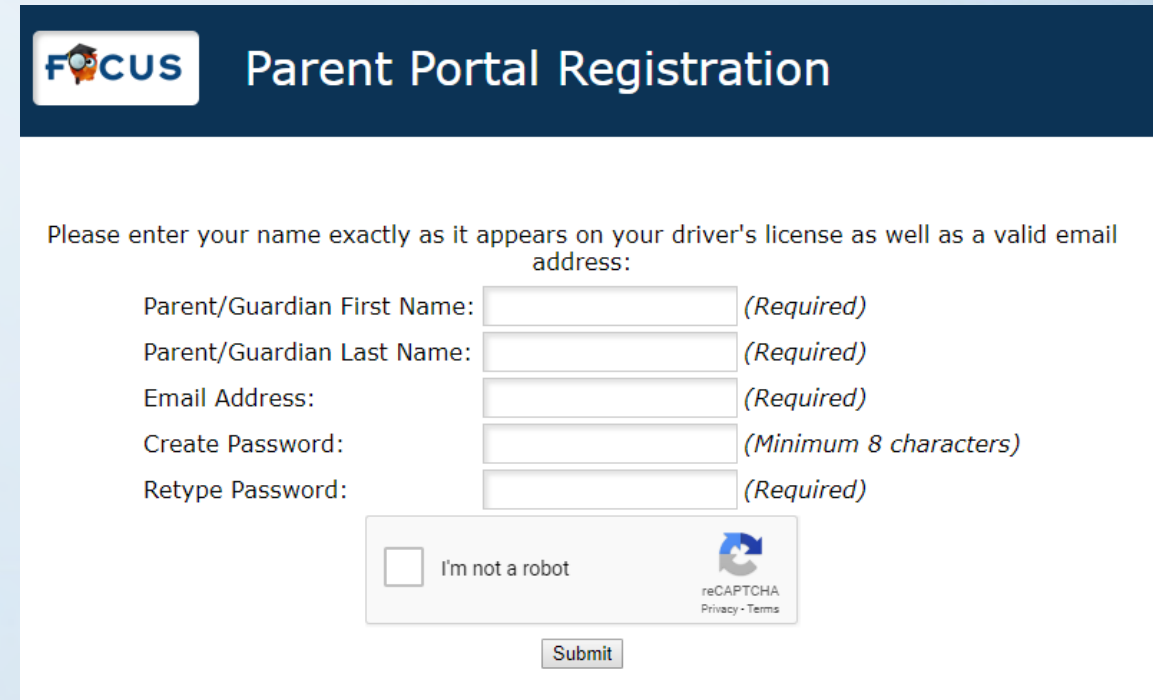
- Login to FOCUS
- Create FOCUS Account
- Add a Child to an EXISTING FOCUS Account
- Recover your FOCUS Password

FOCUS DOCUMENTS

- Parent FOCUS Access Form
- Parent FOCUS Access form (Español)

Parent Portal Registration – Step one

- The parent will enter their first and last name as it appears on their driver's license
- Email address
- Create Password
- Retype Password
- Click on I'm not a robot
- Be sure to click the submit button

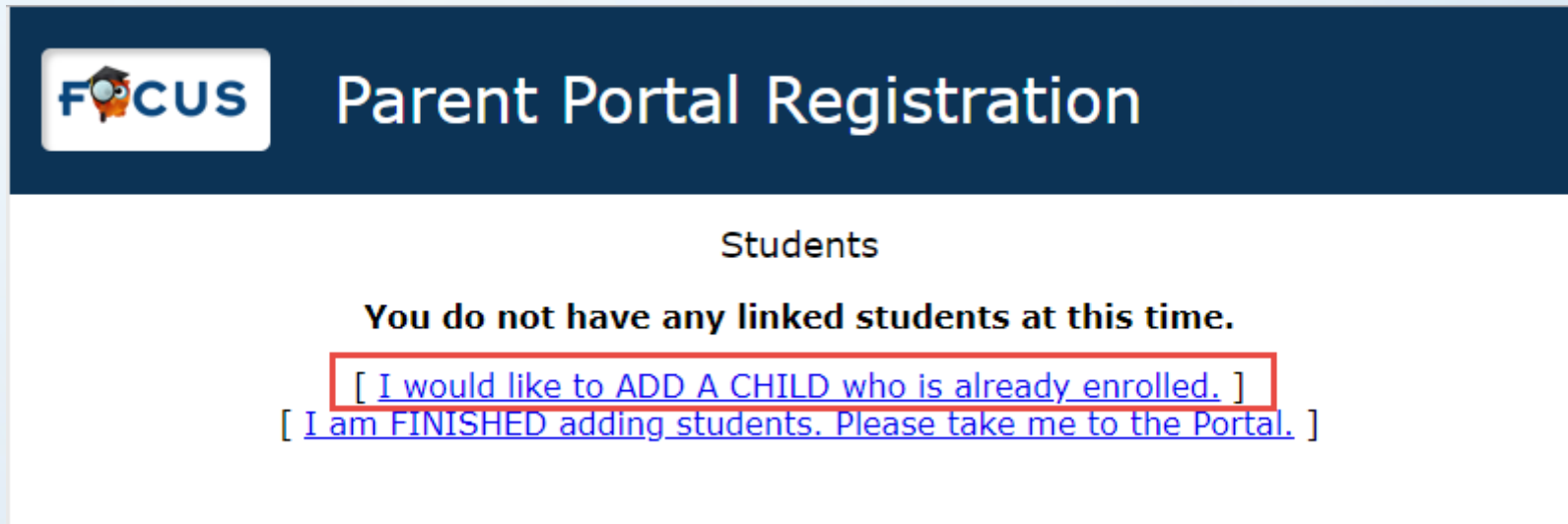


The screenshot shows the 'Parent Portal Registration' form. At the top, there is a dark blue header with the 'FOCUS' logo on the left and the text 'Parent Portal Registration' on the right. Below the header, the form contains the following elements:

- A instruction: "Please enter your name exactly as it appears on your driver's license as well as a valid email address:"
- Five input fields, each with a label and a '(Required)' note:
 - Parent/Guardian First Name: [input field] (Required)
 - Parent/Guardian Last Name: [input field] (Required)
 - Email Address: [input field] (Required)
 - Create Password: [input field] (Minimum 8 characters)
 - Retype Password: [input field] (Required)
- A reCAPTCHA widget containing:
 - An unchecked checkbox labeled "I'm not a robot"
 - The reCAPTCHA logo and text "reCAPTCHA Privacy · Terms"
- A "Submit" button at the bottom center.

Parent Portal Registration – Step two

- Select I would like to ADD A Child who is already enrolled.



FOCUS Parent Portal Registration

Students

You do not have any linked students at this time.

[\[I would like to ADD A CHILD who is already enrolled. \]](#)

[\[I am FINISHED adding students. Please take me to the Portal. \]](#)

Parent Portal Registration – Step three

- The parent will be prompted to enter the following:
 - The Manatee Student ID number
 - Student's Birthdate
 - Click the button ADD Student

Please enter your child's information:

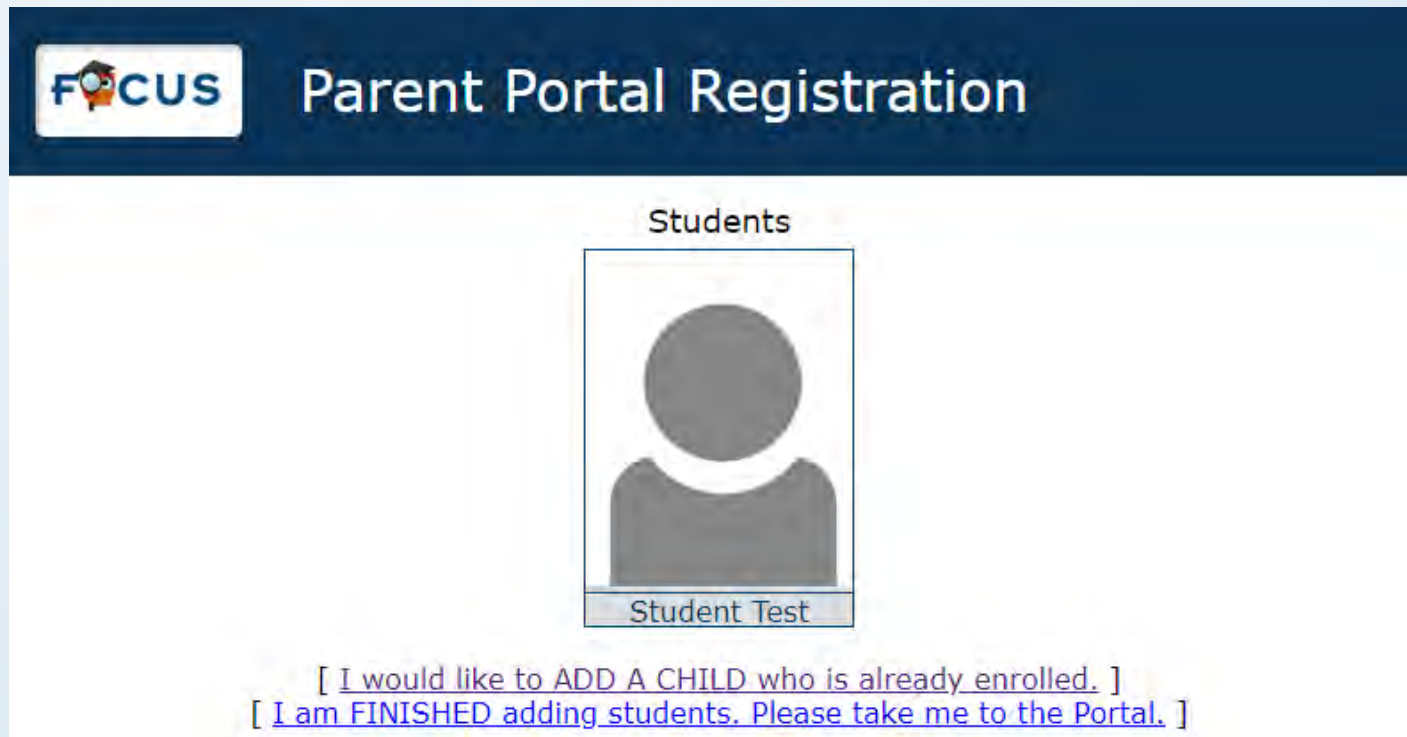
Student ID: (Required)

Student's Birthday: (Required)

Parent Portal Registration – Step Four

Parent will select one of the following options listed below

- I would like to ADD A CHILD who is already enrolled.
- I am finished adding students, Please take me to the Portal.



Parent Portal Registration - Step five

- The parent will get the following message when they log into their account.

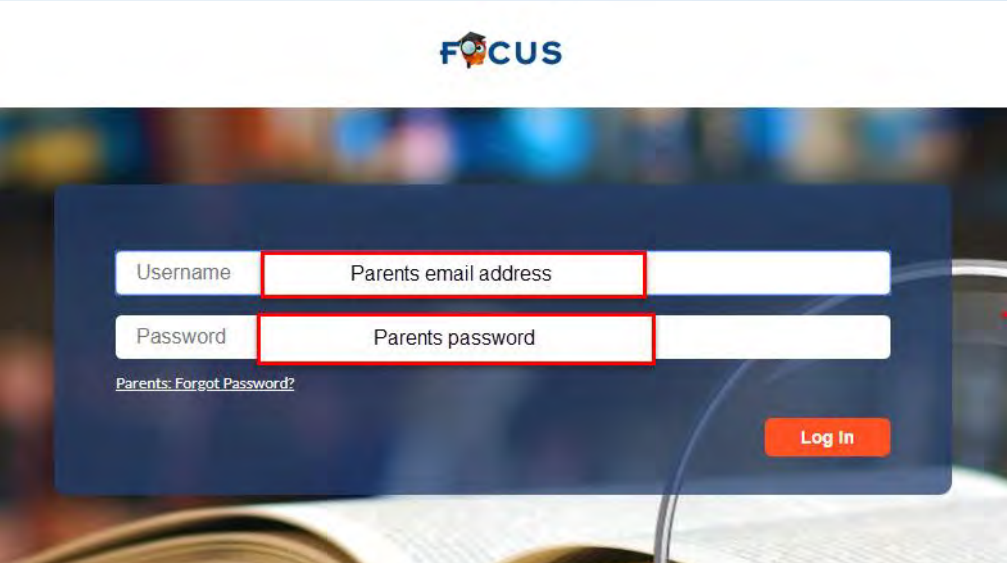
Alerts - Since you last logged in:

Wait! You have linked a new student and have 1 more step to see your child's information. Your account is active, but you must visit your child's school to verify your identity before you can see your child's information.

- Once the parent returns the authorization form to the school. The Parent Portal Liaison will link the parent to the student.
- Contact your child's school with any changes to the portal account.

Parent Portal

- To access the parent portal AFTER the parent creates the account.
 - Login to <http://focus.manateeschools.net>
 - The username: will be the email address used to create the account
 - Enter your password



The screenshot shows the login interface for the FOCUS Parent Portal. At the top center is the FOCUS logo, which consists of the word "FOCUS" in a bold, blue, sans-serif font with a small orange and black icon of a person's head with a lightbulb above the letter "O". Below the logo is a dark blue rectangular login form. The form contains two input fields: the first is labeled "Username" and contains the text "Parents email address"; the second is labeled "Password" and contains the text "Parents password". Both input fields have a red border. Below the password field is a link that says "Parents: Forgot Password?". At the bottom right of the form is a red button with the text "Log In" in white.

Parent Portal – Change your password

- To change your password, go to My Information > Preferences
- Enter temporary password, then enter your new password twice.
- Password **MUST** be eight characters long.

The screenshot displays the 'FOCUS Preferences' interface. At the top, there is a green navigation bar with icons and labels for 'School Information', 'My Child', 'My Information', and 'Assignments & Grades'. Below this, the 'Password' tab is selected under the 'Display Options' section. The form contains three text input fields: 'Current Password', 'New Password', and 'Verify New Password'. A blue callout bubble points to these fields with the text: 'type in the text box your current password then your new password and verify new password'. At the bottom right of the form, there is a 'Save' button. Another blue callout bubble points to the 'Save' button with the text: 'Be sure to the SAVE button'. The page also shows a user profile dropdown, the school year '2017-2018', and 'Quarter 1'.



Parent Portal

The Focus Parent Portal is a tool designed to enhance communication and involvement of your child's education. This communication tool will improve your ability to assist your child with their assignments and grades as well as collaborate directly with the teacher.

Focus Parent Portal – Home Portal page

The Parent Portal Home page contains the following tabs.

- **School Information** – Principals name, schools address, phone number, and school calendar
- **My Child** – Child info, Grade Changes, Final Grades & GPA, Test History, Absences, Attendance Chart, and Referrals.
- **My Information** – My profile, Preferences
- **Assignments & Grades** – Students schedule, assignments, and grades

Focus Parent Portal Home portal page.

1. To view gradebook grades, click on the course names.
2. To view report card grades click on “My Child” tab, scroll down to Final Grades, GPA, & Class Rank.
3. To view assignments and Grades, click on the Assignments & Grades.

The screenshot shows the Focus Parent Portal interface. At the top, there is a navigation bar with the following elements: the Focus Portal logo, a home icon, and tabs for 'School Inform.', 'My Child', 'My Information', and 'Assignments & Grades'. The 'Assignments & Grades' tab is highlighted with a red circle '3'. To the right of the tabs are dropdown menus for 'Parents name', 'school name', '2018-2019', 'students name', and 'Quarter 1'. Below the navigation bar, there is a 'Welcome, Parent Name' message and a 'Last login: Monday, 10:27am' timestamp. The main content area is divided into three columns: 'Alerts', 'Messages', and 'Upcoming Events - View Calendar'. Below this, there is a 'Featured Programs' section with a list of courses and a 'Select teachers to Message:' section. The 'Featured Programs' list includes: 'M/J WORLD HIST', 'M/J LANG ARTS 1', 'INTROD TO AGSCI', 'M/J EXPL MUS PERF', 'M/J MATH 1', 'M/J SPANISH BEG', and 'M/J COMPRE SCI 1'. The 'Select teachers to Message:' section lists the same courses with checkboxes and email addresses. A red circle '1' is placed over the first course, 'M/J WORLD HIST'. At the bottom left, there is a 'View All Programs' link.

Focus Portal

School Inform. My Child My Information Assignments & Grades

Welcome, Parent Name Last login: Monday, 10:27am

Alerts Messages Upcoming Events - View Calendar

Featured Programs

Select teachers to Message:

M/J WORLD HIST	Not Graded	@manateeschools.net
M/J LANG ARTS 1	Not Graded	@manateeschools.net
INTROD TO AGSCI	Not Graded	@manateeschools.net
M/J EXPL MUS PERF	Not Graded	@manateeschools.net
M/J MATH 1	Not Graded	@manateeschools.net
M/J SPANISH BEG	Not Graded	@manateeschools.net
M/J COMPRE SCI 1	Not Graded	@manateeschools.net

Absences
Final Grades & GPA
Calendar

View All Programs

Focus Parent Portal - emailing a teacher

- To email your child's teacher, click on the checkbox next to the teachers name.
- Type your email address.
- Type your message and click send.

Select teachers to Message:

<input checked="" type="checkbox"/>	@manateeschools.net
<input type="checkbox"/>	@manateeschools.net
<input type="checkbox"/>	@manateeschools.net
<input type="checkbox"/>	@manateeschools.net
<input type="checkbox"/>	@manateeschools.net
<input type="checkbox"/>	@manateeschools.net
<input type="checkbox"/>	@manateeschools.net
<input type="checkbox"/>	@manateeschools.net
<input type="checkbox"/>	@manateeschools.net
<input type="checkbox"/>	@manateeschools.net
<input type="checkbox"/>	@manateeschools.net
<input type="checkbox"/>	@manateeschools.net

Your Email Address

CC:

Receive Personal Copy

Type your email message in the text box.

←

Focus Parent Portal - Grade Changes

- Click on My Child → Grade Change to see any grades changes.
 - Click on the gray triangle next to the each class to view the assignments original grade and grade change.

FOCUS Grade Changes

School Information My Child My Information Assignments & Grades

7 Courses at school name

	Course
▼	M/J WORLD HIST - 01 01 - 004 -
No recent grades entered or grades changed.	
▶	M/J LANG ARTS 1 - 02 02 - 001 -
▶	INTROD TO AGSCI - 03 03 - 01 -
▶	M/J EXPL MUS PERF - 04 04 - 004 -
▶	M/J MATH 1 - 05 05 - 002 -
▶	M/J SPANISH BEG - 06 06 - 04 -
▶	M/J COMPRE SCI 1 - 07 07 - 004 -

Focus Parent Portal - Final Grades & GPA

- Click on My Child → Final Grades & GPA to view your child's High School Course History, GPA, Class Rank, credits attempted and earned.
- To view posted (report card or progress report) grades click on the appropriate marking period.

FOCUS Final Grades & GPA

Parent Test (Parents) school name 2018-2019 student name Quarter 1

School Information My Child My Information Assignments & Grades

Demographic **Grades** Absences Referrals Test History

Course History

click on each marking period to view report card grades

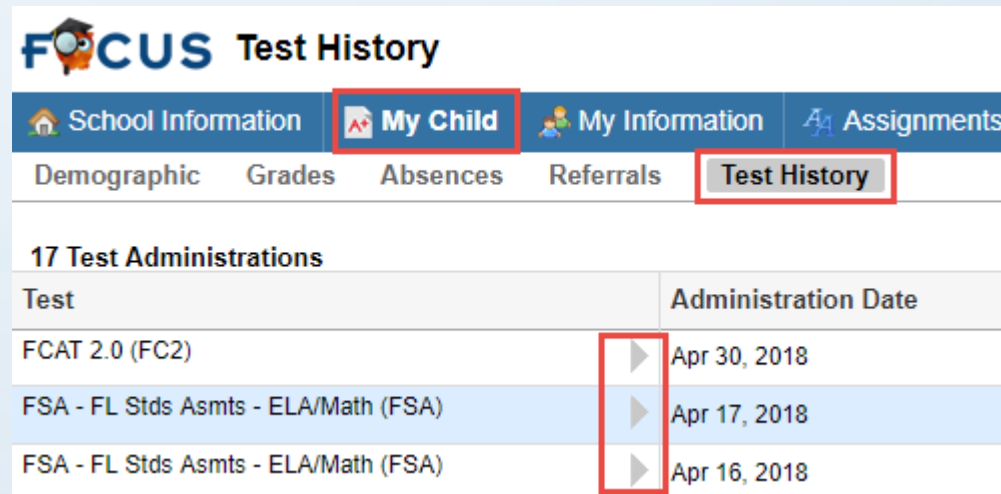
Quarter 1 Semester 1 Semester 1 Exams Full 2018 Year Full 2018 Year Exams Progress Report 1 All Quarters All Semesters All Semester Exams All Years All Year Exams All Progress Periods

Cumulative GPA: 0.0000 Total Credits Earned:
Cumulative Weighted GPA: 0.0000 Total Credits Attempted: 0.00
Class Rank: N/A Quality Points: 0.00
As of: Cohort Year: 0000-1

Passed Reading Assessment: Passed Biology I EOC: Passed Civics EOC:
Passed Algebra I EOC: Passed US History EOC: Met Online Course Req: Exempt
Passed Math Assessment: Passed Geometry EOC:

Focus Parent Portal - Test History

- Click on My Child → Test History to view a child's list of all standardized tests taken. Including FCAT, FSA, EOC, AP, SAT.
- To view test scores, click on the gray triangle in front of the administration date.



17 Test Administrations	
Test	Administration Date
FCAT 2.0 (FC2)	▶ Apr 30, 2018
FSA - FL Stds Asmts - ELA/Math (FSA)	▶ Apr 17, 2018
FSA - FL Stds Asmts - ELA/Math (FSA)	▶ Apr 16, 2018

Focus Parent Portal - Referrals

- To view your child's referral click on My Child → Referral

The parent will be able to view the reporters name, incident date, submission date, referral time, context, discipline code(s), disciplinary action, and location.

Referral	
Reporter	
Incident Date	
Submission Date	
Reviewed by an Administrator	Yes
▼ Referral	
Referral Time	
Additional Reporter (non-user)	-
Context	
Discipline Code(s)	
Disciplinary Action	
Incident Location	

Focus Parent Portal - Print Report Cards and Progress Reports

- Parents will be able to print their child's report card or progress report by clicking on the link in the Messages box.

The screenshot displays the Focus Parent Portal interface. At the top, there is a red navigation bar with the 'FOCUS Portal' logo on the left and several dropdown menus on the right for 'parent name', 'school name', '2017-2018', 'student name', and 'Quarter 4'. Below the navigation bar, there are navigation tabs for 'School Information', 'My Child', 'My Information', and 'Assignments & Grades'. A welcome message 'Welcome, parent name' is shown on the left, and 'Last login: Monday, 1:46pm' is on the right. The main content area is divided into three sections: 'Alerts' (empty), 'Messages', and 'Upcoming Events - View Calendar'. The 'Messages' section contains a 'Communication Options' dropdown and a link labeled 'school name - Download Report Card'. A blue callout box points to this link with the text: 'click on the report card link to generate a PDF. Be sure to print the report card or save it to your desktop'. The 'Upcoming Events' section shows 'There are no upcoming events.'

Focus Parent Portal - My Information

My Profile:

- Parent can view their email address used to create their parent portal account.

General	
E-mail Address	parent email

Preferences:

Display Options - Parents can change the Language and background color.

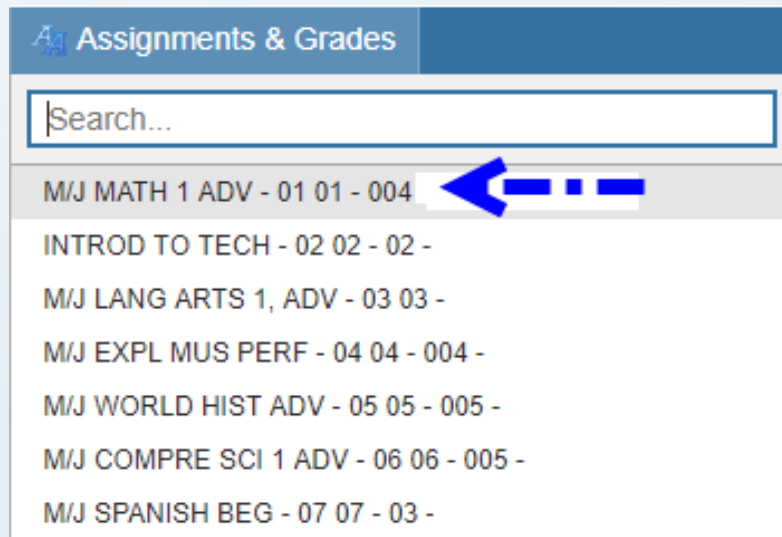
Display Options	Password
Language	
<input checked="" type="radio"/> English <input type="radio"/> tiếng Việt <input type="radio"/> French	
<input type="radio"/> Español <input type="radio"/> Kreyòl <input type="radio"/> русский	
<input type="radio"/> 中文 <input type="radio"/> 日本語	
Highlight Color	
<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
Student Info Layout	One Column
Use Sidebar Menu	<input type="checkbox"/>
Menu Icons	<input checked="" type="checkbox"/> Display Menu Icons
Date Format	Aug 13 2018
<input checked="" type="radio"/> Month Day, Year <input type="radio"/> Day Month, Year	

Password - Parent can also change their password.

Display Options	Password
Current Password	<input type="text"/>
New Password	<input type="text"/>
Verify New Password	<input type="text"/>

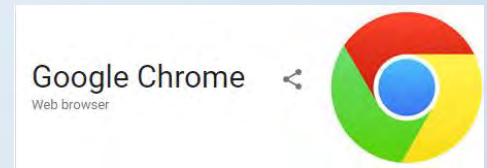
Focus Parent Portal – Assignments & Grades

- Parents can view their child's assignment by clicking on the course



Focus Parent Portal – Tips

- Having issues with logging into your parent portal account.
 - Be sure you are using Google Chrome as your browser.



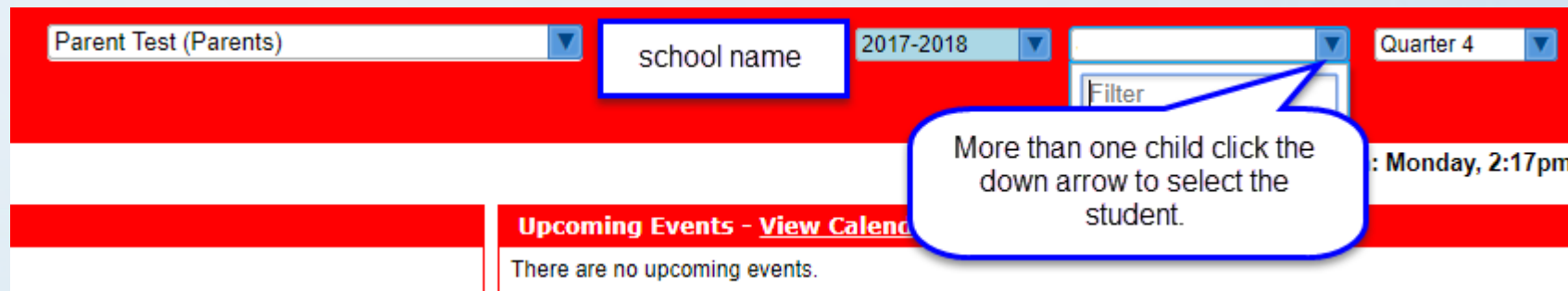
- Check to make sure you are using the email address used to create your account.
- Check to make sure your caps lock is not on.
- Contact your schools Parent Portal Liaison for any changes to your account.

Focus Parent Portal - Tips

- Click on the Focus Owl located in the upper left hand corner to go back to the parent home portal page.



More than one child, click on the blue box with the downward arrow to select the second child.

A screenshot of the Focus Parent Portal interface. The top navigation bar is red and contains several dropdown menus: 'Parent Test (Parents)', 'school name', '2017-2018', a dropdown with a downward arrow, and 'Quarter 4'. Below the navigation bar, there is a section for 'Upcoming Events - View Calend' with the text 'There are no upcoming events.' and a timestamp ': Monday, 2:17pm'. A blue callout box with a white background and a blue border points to the dropdown menu with the downward arrow. The callout box contains the text: 'More than one child click the down arrow to select the student.'