



Focus Parent Portal

Creating a new parent portal account

Parent Portal - 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 links 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 – Creating a new parent portal account



Welcome to the School District of Manatee County parent registration portal. The Focus Parent Portal is a tool designed to enhance communication and involvement for you in your child's education. This portal 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 Parent Portal account online, you must have a valid email address . If you are unable to create an account, visit your child's school for assistance.

[I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled](#)

[I have an Account Registered on the Parent Portal but would like to ADD A CHILD](#)

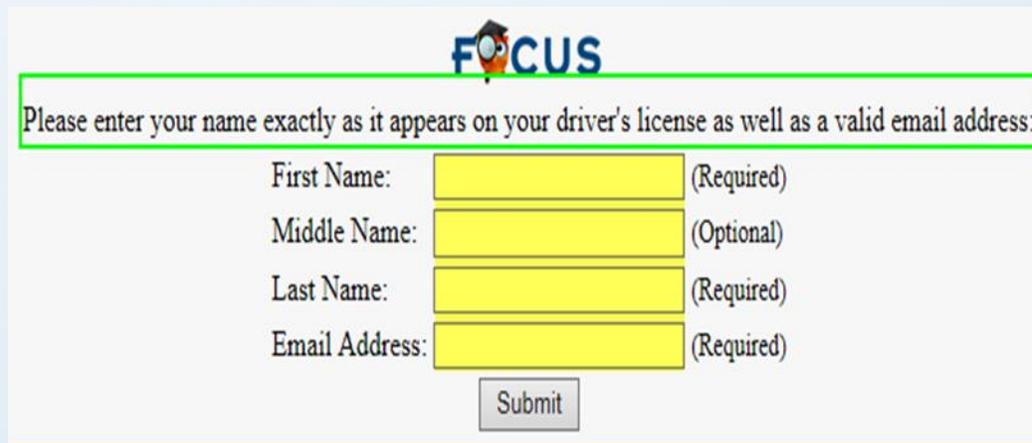
[I have Forgotten My Password and would like to generate a new one](#)

Parent Portal - Choose one of the three options

- Click the first link, to set up an account for the **first time**.
 - **I do not have an account Registered on the Parent Portal, but my child is actively enrolled.**
- Parent already has an account and wants to add another child, the parent will click the second link.
 - **I have an account registered on the parent portal but would like to ADD A Child.**
- The parent forgot their password, the parent would click the third link to request a new password.
 - **I have Forgotten My Password and would like to generate a new one.**

Parent Portal – Creating a new parent portal account

- The parent will enter their first and last name as it appears on their driver's license plus their email address. Be sure to click the submit button.



The screenshot shows a registration form for the FOCUS Parent Portal. At the top center is the FOCUS logo, which consists of the word "FOCUS" in blue capital letters with a cartoon character's head integrated into the letter "O". Below the logo is a green-bordered box containing the instruction: "Please enter your name exactly as it appears on your driver's license as well as a valid email address:". Underneath this instruction are four input fields, each with a label to its left and a requirement status in parentheses to its right. The fields are: "First Name:" (Required), "Middle Name:" (Optional), "Last Name:" (Required), and "Email Address:" (Required). Each field is represented by a yellow rectangular box. Below the input fields is a gray "Submit" button.

FOCUS

Please enter your name exactly as it appears on your driver's license as well as a valid email address:

First Name: (Required)

Middle Name: (Optional)

Last Name: (Required)

Email Address: (Required)

Submit

Parent Portal – Creating a new parent portal account

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

Please enter your child's information:

Student ID: (Required)

Student's Birthday: (Required)

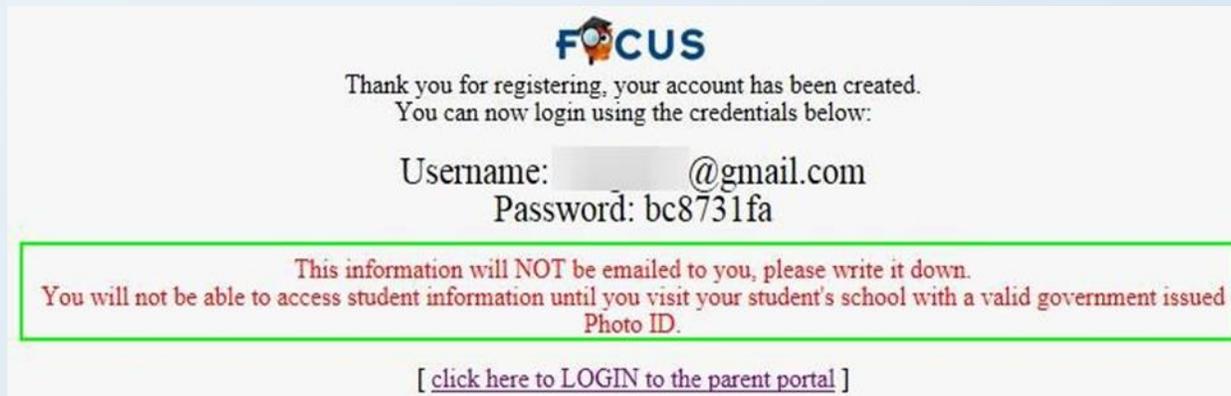
Parent Portal – Creating a new parent portal account.

- Next the parent will select one of the following:
 - I would like to add another child
 - I am finished adding students, create my account



Parent Portal – Creating a new parent portal account

- Once the parent has created their parent portal account.
 - Username will be their personal email address
 - Password is on the screen
 - Be sure to write down the temporary password as it will not be emailed to you.



FOCUS

Thank you for registering, your account has been created.
You can now login using the credentials below:

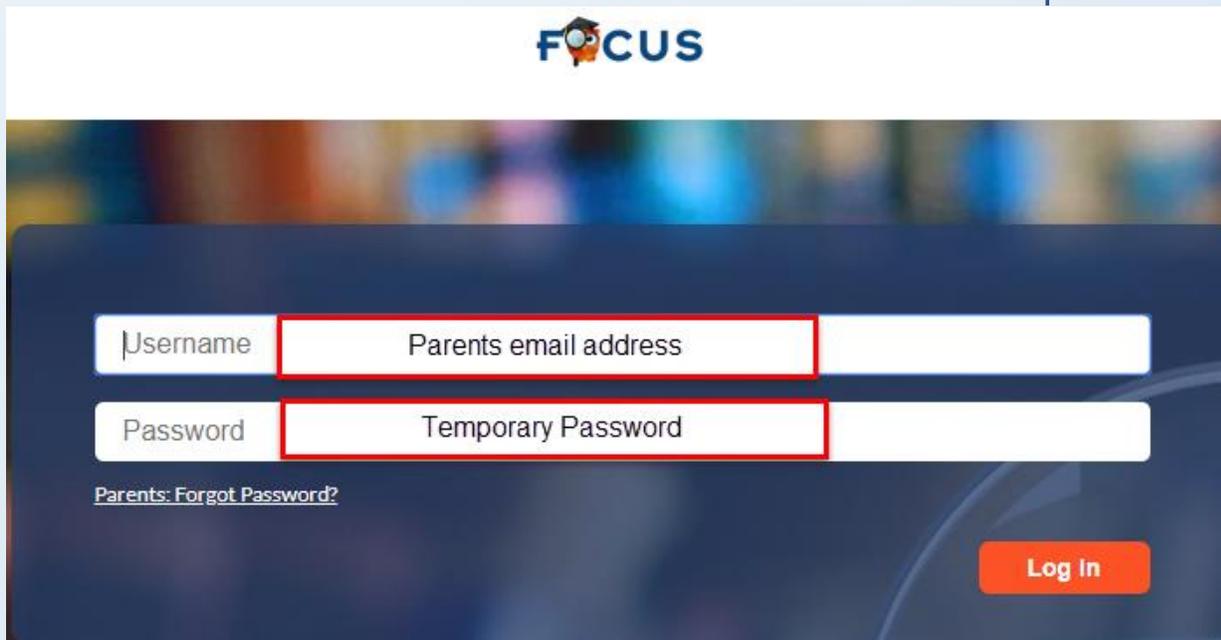
Username: [redacted]@gmail.com
Password: bc8731fa

This information will NOT be emailed to you, please write it down.
You will not be able to access student information until you visit your student's school with a valid government issued Photo ID.

[[click here to LOGIN to the parent portal](#)]

Parent Portal – Creating a new parent portal account

- 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
 - **FIRST TIME ONLY** – enter the TEMPORARY password



FOCUS

Username Parents email address

Password Temporary Password

[Parents: Forgot Password?](#)

Log In

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' page. At the top, there is a green navigation bar with four tabs: 'School Information', 'My Child', 'My Information', and 'Assignments & Grades'. Below this, the 'Password' tab is selected, showing 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 area, there is a 'Save' button. A second blue callout bubble points to this button with the text: 'Be sure to the SAVE button'. The page also shows a user dropdown menu with '(Parents)' selected, a school year dropdown with '2017-2018' selected, and a quarter dropdown with 'Quarter 1' selected.



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 four tabs: "School Inform." (with a red circle 2), "My Child", "My Information", and "Assignments & Grades" (with a red circle 3). To the right of the tabs are dropdown menus for "Parents name" (with a blue box), "school name", "2018-2019", "students name" (with a red box), and "Quarter 1". Below the navigation bar, the main content area is divided into three columns: "Alerts", "Messages", and "Upcoming Events - View Calendar". At the bottom, there is a "Featured Programs" section. On the left side of this section, a list of course names is shown, with "M/J WORLD HIST" (with a red circle 1) and "M/J LANG ARTS 1" highlighted by blue arrows. On the right side, there is a "Select teachers to Message:" section with a list of email addresses, each preceded by "Not Graded" and a checkbox.

Focus Portal

School Inform. **2** My Child My Information **3** Assignments & Grades

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

Alerts Messages Upcoming Events - View Calendar

1

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
M/J COMPRE SCI 1
Absences
Final Grades & GPA
Calendar

Select teachers to Message:

Not Graded	<input type="checkbox"/>	@manateeschools.net
Not Graded	<input type="checkbox"/>	@manateeschools.net
Not Graded	<input type="checkbox"/>	:@manateeschools.net
Not Graded	<input type="checkbox"/>	@manateeschools.net
Not Graded	<input type="checkbox"/>	@manateeschools.net
Not Graded	<input type="checkbox"/>	@manateeschools.net
Not Graded	<input type="checkbox"/>	@manateeschools.net

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

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

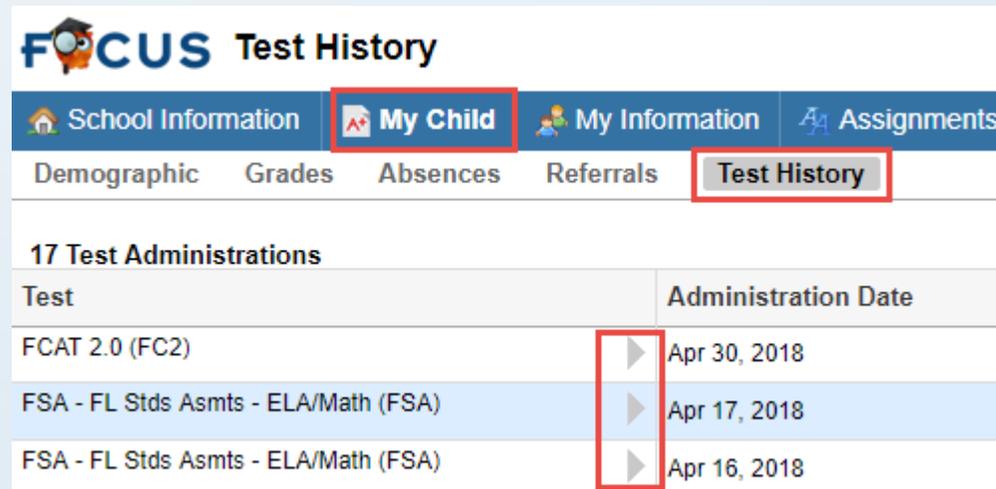
Quarter 1 Semester 1 Semester 1 Exams Full 2018 Year Full 2018 Year Exams Progress Report 1 All Quarters All Semesters All Semester Exams All Years All Year Exams All Progress Periods

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 menu with a 'school name' dropdown and a link labeled '- Download Report Card'. A 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.

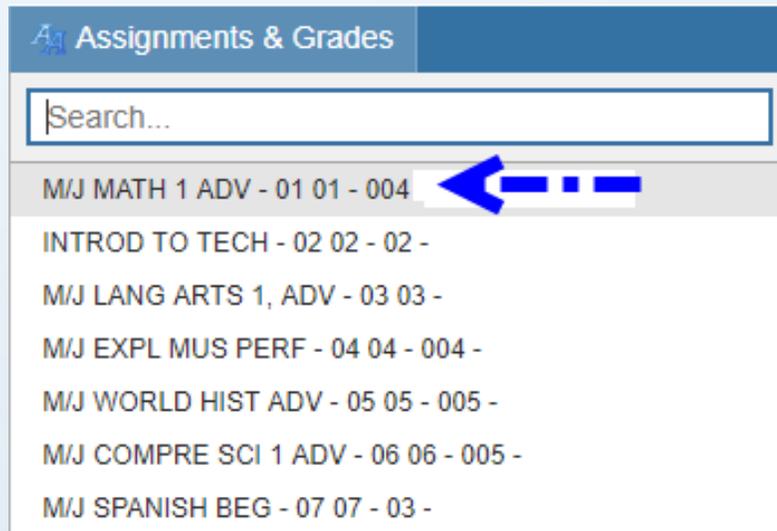
Display Options	Password
Language	<input checked="" type="radio"/> English <input type="radio"/> tiếng Việt <input type="radio"/> French <input type="radio"/> Español <input type="radio"/> Kreyòl <input type="radio"/> русский <input type="radio"/> 中文 <input type="radio"/> 日本語
Highlight Color	<input checked="" type="radio"/> <input type="radio"/>
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 'Filter' button, and 'Quarter 4'. Below the navigation bar, there is a white section with a red header that says 'Upcoming Events - View Calend'. Underneath, it says 'There are no upcoming events.' A blue callout box with a white background and a blue border points to the dropdown menu with the 'Filter' button. The callout box contains the text: 'More than one child click the down arrow to select the student.' The time 'Monday, 2:17pm' is visible in the bottom right corner of the screenshot.