

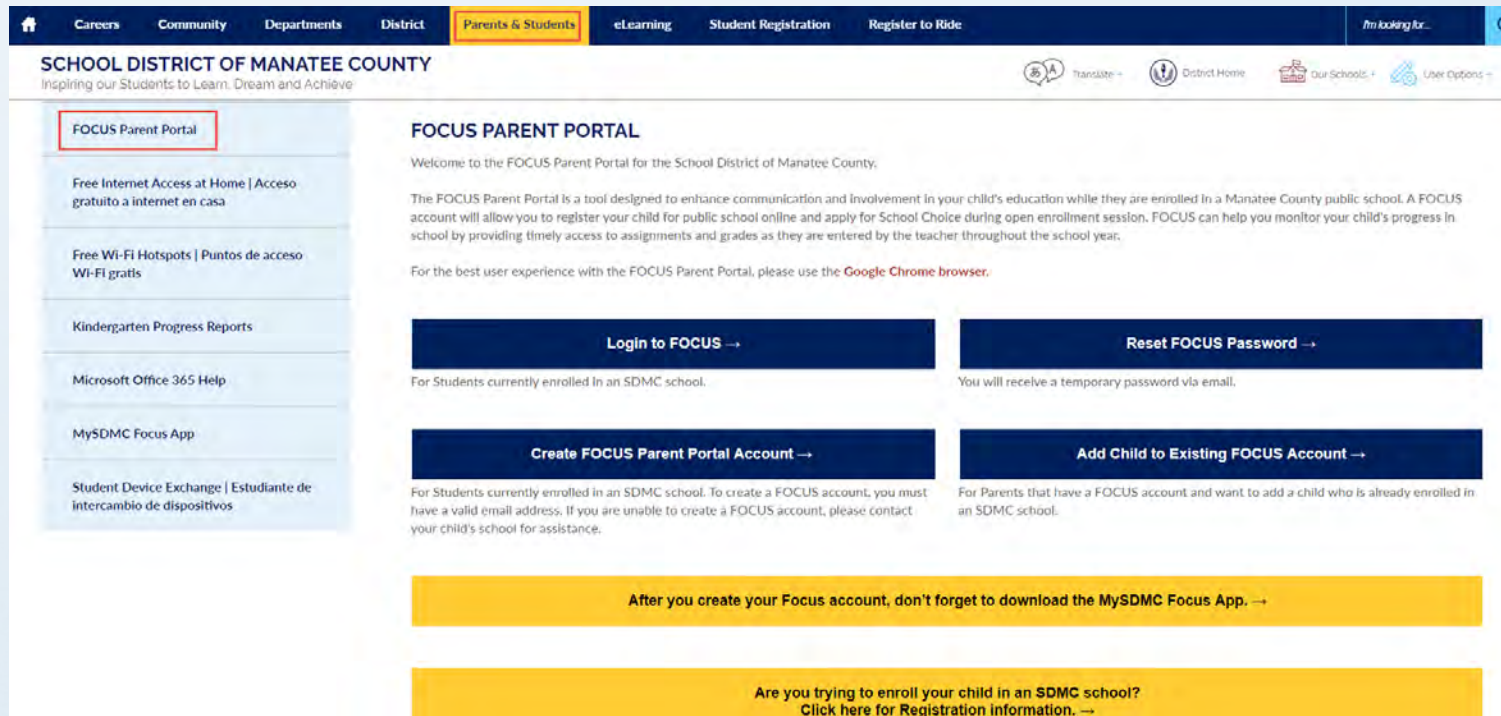


Focus Parent Portal

Creating a new parent portal account

Parent Portal Registration - Creating a new parent portal account

- Parent portal documentation is located on the SDMC website.
<https://www.manateeschools.net/focus>



The screenshot shows the School District of Manatee County website. The navigation bar includes links for Careers, Community, Departments, District, Parents & Students (highlighted), eLearning, Student Registration, and Register to Ride. The main content area is titled "FOCUS PARENT PORTAL" and includes a welcome message, a description of the portal, and instructions for the best user experience (using Google Chrome). There are four main action buttons: "Login to FOCUS" (for students currently enrolled in an SDMC school), "Reset FOCUS Password" (you will receive a temporary password via email), "Create FOCUS Parent Portal Account" (for students currently enrolled in an SDMC school, requiring a valid email address), and "Add Child to Existing FOCUS Account" (for parents with an existing account who want to add a child already enrolled in an SDMC school). A yellow banner at the bottom states: "After you create your Focus account, don't forget to download the MySDMC Focus App." Another yellow banner at the bottom asks: "Are you trying to enroll your child in an SDMC school? Click here for Registration information."

FOCUS DOCUMENTATION FOR PARENTS/STUDENTS

[FOCUS Training Videos for Parents/Students](#)

[FOCUS Parent Portal Help Tutorial](#)

[Tutorial del Portal de Padres FOCUS - Español](#)

[FOCUS Parent Portal Access Authorization Form](#)

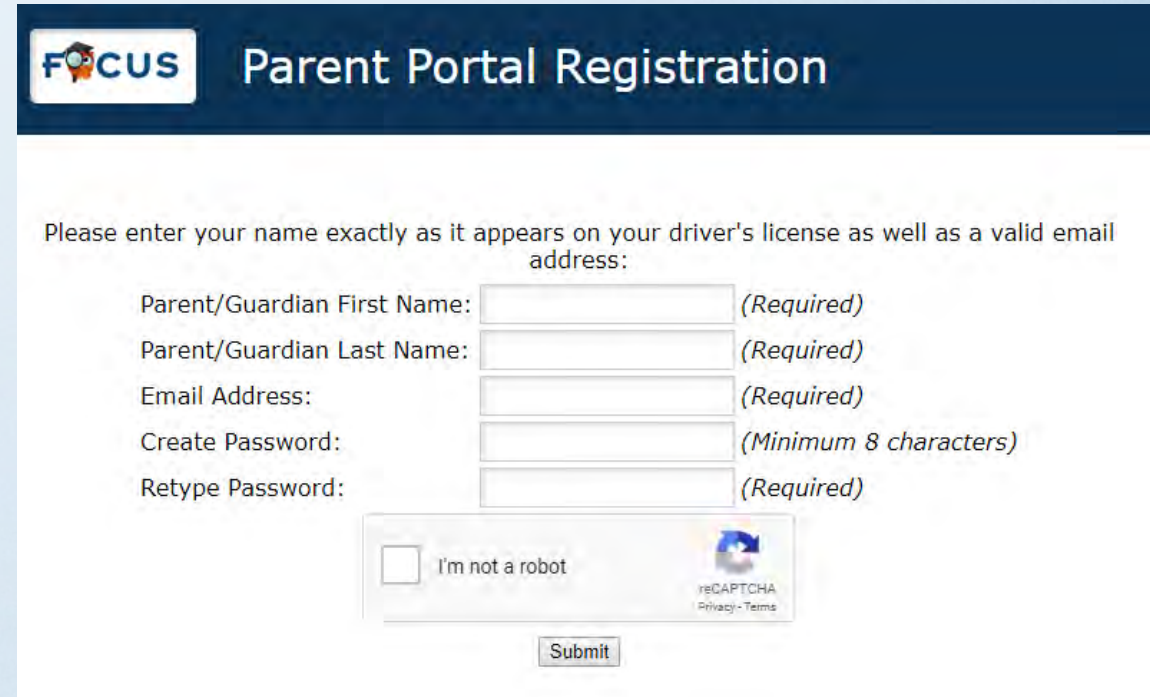
[Formulario de autorización del Portal de Padres FOCUS - Español](#)



The advertisement features a woman holding a smartphone displaying the app interface. The text reads: "Focus at your fingertips. Focus a tu alcance. Download the app today! ¡Obtén la aplicación ahora!" Below this are the App Store and Google Play logos. At the bottom is the MySDMC Focus logo, which includes the School District of Manatee County seal.

Parent Portal Registration – Step one

- Click on **Create FOCUS Parent Portal Account** [Create FOCUS Parent Portal Account →](#)
- 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' page for FOCUS. At the top is the FOCUS logo and the title 'Parent Portal Registration'. Below this is a heading 'Parent Portal Registration' and a prompt: 'Please enter your name exactly as it appears on your driver's license as well as a valid email address:'. The form contains five input fields: 'Parent/Guardian First Name:' (Required), 'Parent/Guardian Last Name:' (Required), 'Email Address:' (Required), 'Create Password:' (Minimum 8 characters), and 'Retype Password:' (Required). Below the password fields is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom right is a 'Submit' button.

FOCUS Parent Portal Registration

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

Parent/Guardian First Name: (Required)

Parent/Guardian Last Name: (Required)

Email Address: (Required)

Create Password: (Minimum 8 characters)

Retype Password: (Required)

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

Parent Portal Registration – Step two

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

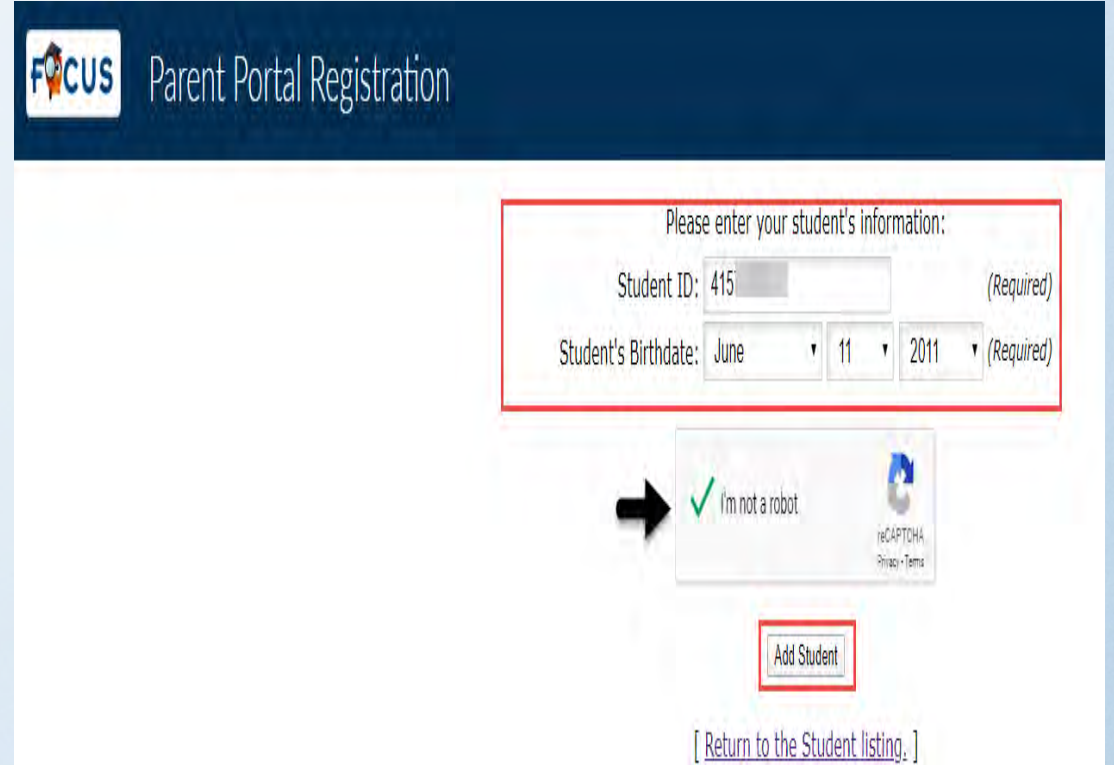


The screenshot shows the 'Parent Portal Registration' interface. At the top, there is a dark blue header with the 'FOCUS' logo and the text 'Parent Portal Registration'. Below this, the section is titled 'Students' with the message 'You do not have any linked students at this time.' There are three orange buttons. The first button, 'I would like to ADD A CHILD who is already enrolled.', is the correct choice and has a black mouse cursor pointing at it. The second button, 'I would like to APPLY FOR ENROLLMENT for a new child.', is crossed out with a large red 'X'. The third button, 'I am FINISHED adding students. Please take me to the Portal.', is also crossed out with a large red 'X'.

- **DO NOT** select “I would like to APPLY FOR ENROLLMENT for a new child” this applies to Online Enrollment.
- **DO NOT** select “ I am FINISHED adding students, Please take me to the Portal.

Parent Portal Registration – Step Three

- The parent will be prompt to enter the following:
- The Student Manatee ID number
- The Student's Birthdate
- Check I'm not a robot
- Click the ADD Student



The screenshot shows the 'Parent Portal Registration' page for FOCUS. The form is titled 'Please enter your student's information:' and contains the following fields:

- Student ID: 415 (Required)
- Student's Birthdate: June 11 2011 (Required)

Below the form is a reCAPTCHA verification area with a green checkmark and the text 'I'm not a robot'. A black arrow points from the form to the reCAPTCHA area. Below the reCAPTCHA is a red-bordered button labeled 'Add Student'. At the bottom of the page is a link: [Return to the Student listing.]

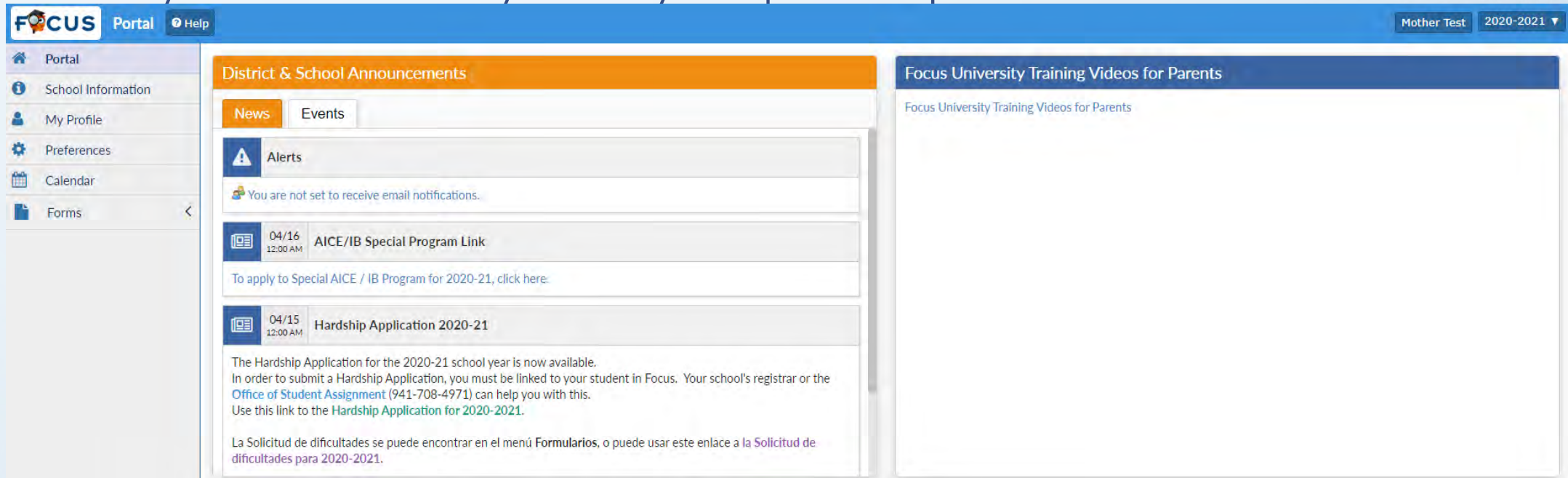
Parent Portal Registration – Step Four – select one of the following options listed below.

- If you have more than one child to add, continue by selecting “I would like to ADD A Child”. Repeat this process until you have added all of your children
- **DO NOT** select “ I would like to APPLY FOR ENROLLMENT for a new child, this applies to Online Registration.
- If you are done adding your child(ren), click on “I am FINISHED adding students, Please take me to the Portal”.



Parent Portal Registration - Step five

- The system will take you to your parent portal.



- You have completed creating your Parent Portal account.
- Any changes to your parent portal account, contact your child's school Registrar or Parent Portal Liaison.

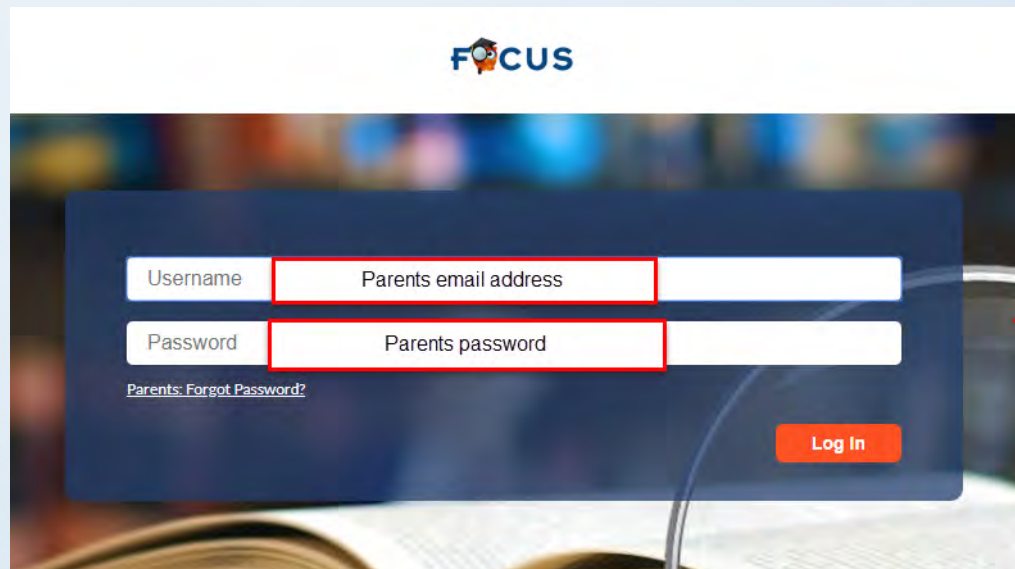


Parent Portal

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.

Parent Portal

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



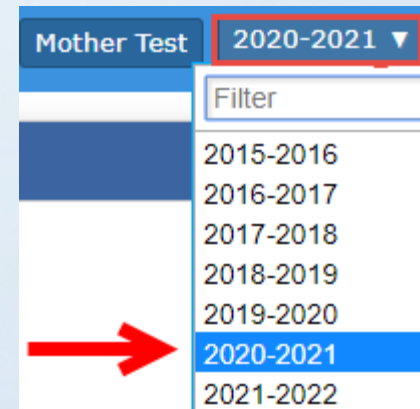
The screenshot shows the login interface for the Focus Parent Portal. At the top, the 'FOCUS' logo is displayed. Below it, a dark blue login box contains two input fields. The first field is labeled 'Username' and has 'Parents email address' entered; the second field is labeled 'Password' and has 'Parents password' entered. Both input fields are outlined with a red border. Below the password field, there is a link that reads 'Parents: Forgot Password?'. At the bottom right of the login box is an orange 'Log In' button. The background of the page is a blurred image of an open book.

Focus Parent Portal screen

- If you click on the Help button this will take you to step by step tutorials
- To the far right you can change the school year



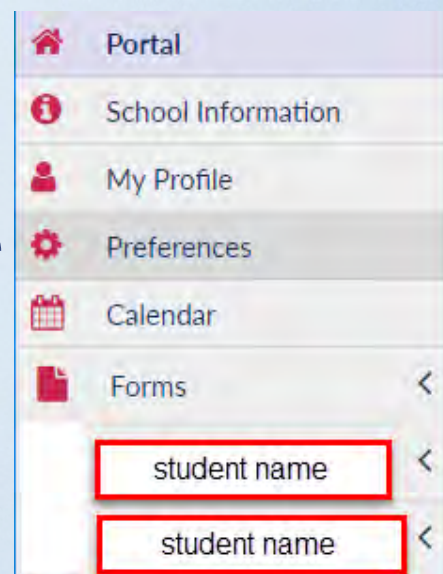
- Any time you want to return to the Focus Portal page click on the Focus logo on the upper right corner of the screen.



Focus Parent Portal – Home Portal page

The Parent Portal Home page contains the following tabs.

- **Portal** – the portal page will display District & School Announcements, Events.
- **School Information** – Contains the Principals name, schools address, phone number, and school calendar
- **My profile** – Contains attached students and parents email address
- **Preferences** – Display options, password reset, notifications
- **Calendar** – View the District calendar
- **Forms** – Online Application, Hardship Application
- **Click on your child name to view** – Child info., Test History, Attendance, Grades, Absences, and Referrals.





Parent Portal – District & School Announcements


- News tab contains Alerts any District messages

District & School Announcements


News Events

 Alerts

 You are not set to receive email notifications.

 04/16 12:00 AM **AICE/IB Special Program Link**

To apply to Special AICE / IB Program for 2020-21, [click here](#).

 04/15 12:00 AM **Hardship Application 2020-21**


The Hardship Application for the 2020-21 school year is now available. In order to submit a Hardship Application, you must be linked to your student in Focus. Your school's registrar or the [Office of Student Assignment](#) (941-708-4971) can help you with this. Use this link to the [Hardship Application for 2020-2021](#).

La Solicitud de dificultades se puede encontrar en el menú **Formularios**, o puede usar este enlace a [la Solicitud de dificultades para 2020-2021](#).

- Events tab contains any upcoming events

District & School Announcements

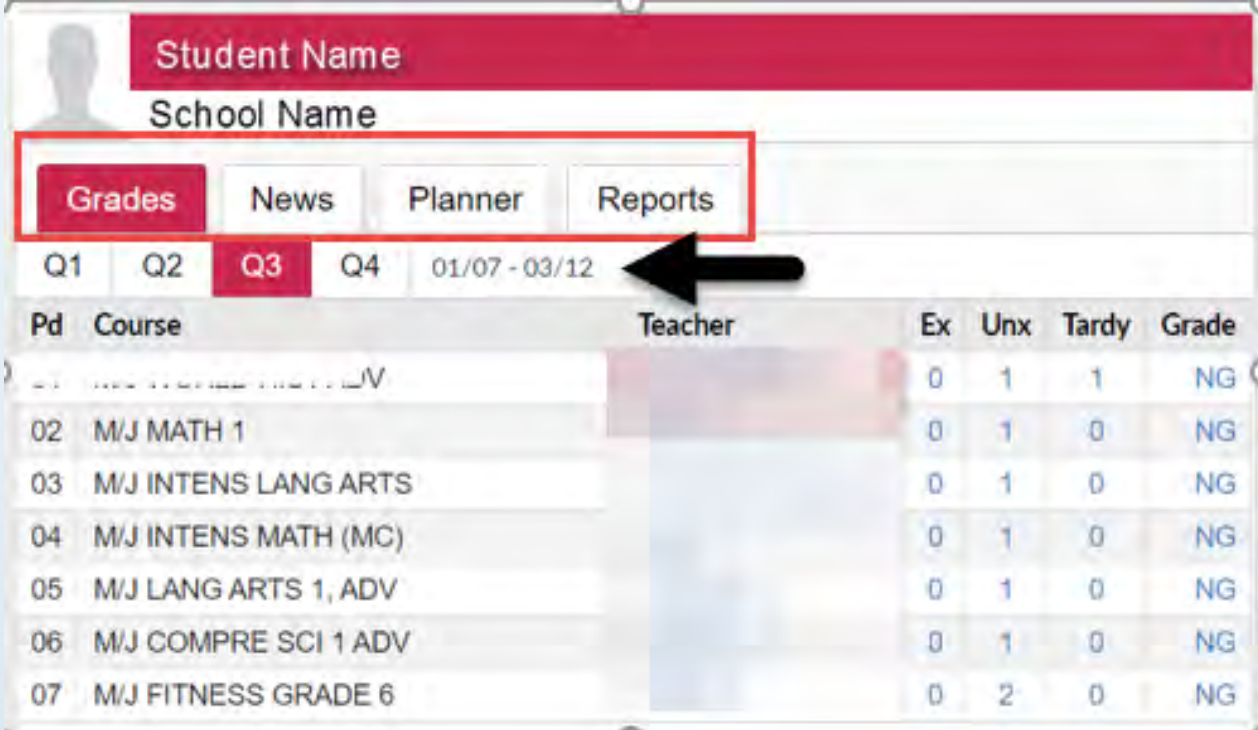
News **Events**

Upcoming Events  [View Calendar](#)

07/12	
07/13	
07/14	
07/15	
07/16	
07/17	
07/18	
07/19	
07/20	
07/21	
07/22	

Focus Parent Portal page

- **Grades** tab – displays the Period, Course, Teacher, and Attendance.
- Click on the quarter tab change the marking period.
- **News** tab – displays weekly assignments
- **Planner** tab – displays assignments due
- **Reports** tab – displays your child report card or progress report
- Note: Be sure to print or save your child's report card or progress report.

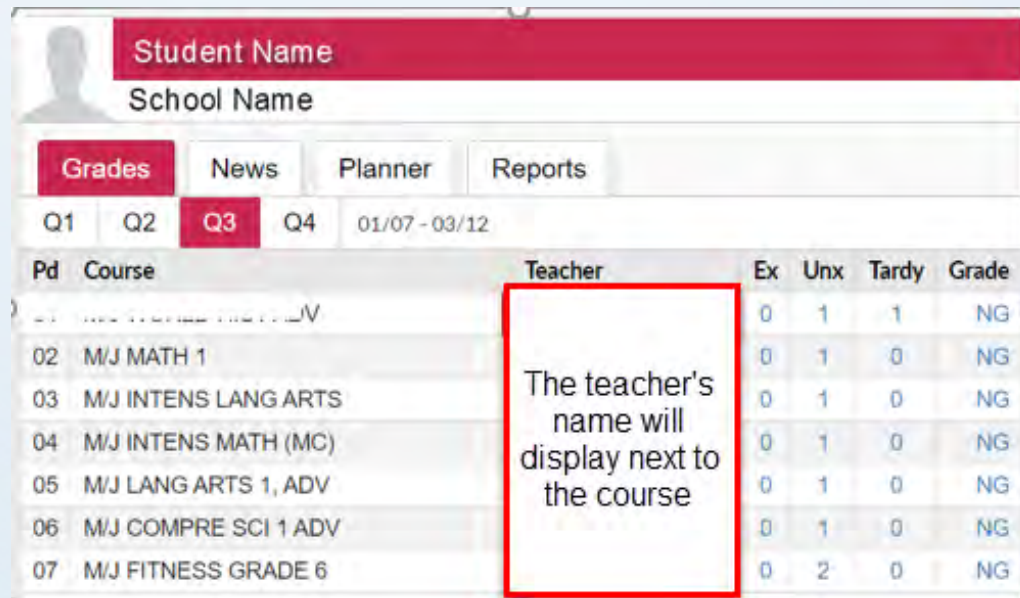


The screenshot shows the Focus Parent Portal interface. At the top, there is a red header bar with a student profile icon and the text "Student Name" and "School Name". Below this is a navigation bar with four tabs: "Grades", "News", "Planner", and "Reports". The "Grades" tab is selected and highlighted in red. Below the tabs, there is a row of quarter selection buttons: "Q1", "Q2", "Q3", and "Q4". The "Q3" button is selected and highlighted in red. To the right of the quarter buttons is a date range "01/07 - 03/12" with a black arrow pointing to it. Below this is a table with the following columns: "Pd", "Course", "Teacher", "Ex", "Unx", "Tardy", and "Grade". The table contains seven rows of data, with the first row partially obscured by a redacted area.

Pd	Course	Teacher	Ex	Unx	Tardy	Grade
01	M/J INTENS MATH (MC)		0	1	1	NG
02	M/J MATH 1		0	1	0	NG
03	M/J INTENS LANG ARTS		0	1	0	NG
04	M/J INTENS MATH (MC)		0	1	0	NG
05	M/J LANG ARTS 1, ADV		0	1	0	NG
06	M/J COMPRE SCI 1 ADV		0	1	0	NG
07	M/J FITNESS GRADE 6		0	2	0	NG

Focus Parent Portal - emailing a teacher

- To email your child's teacher, click on the on the teachers name.
- Type your message
- Click send email.



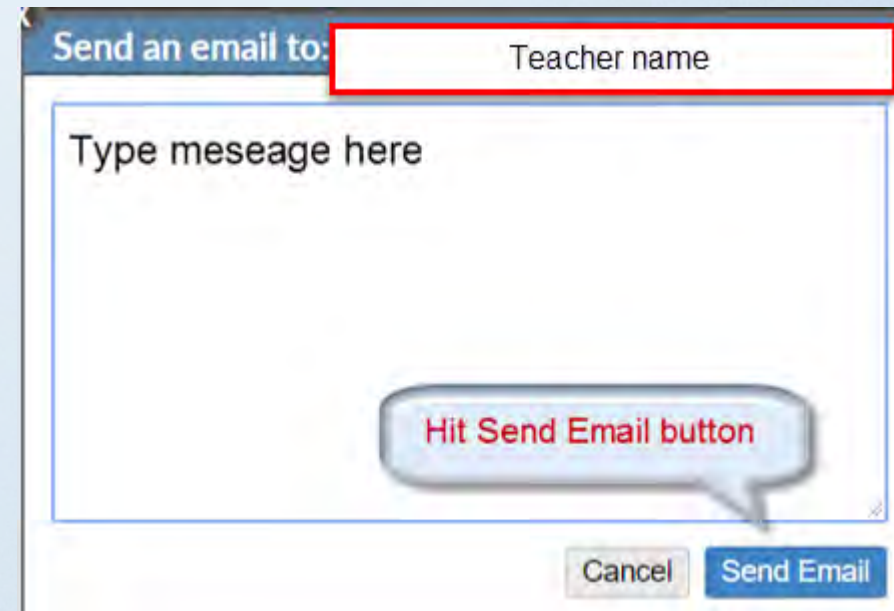
Student Name
School Name

Grades News Planner Reports

Q1 Q2 Q3 Q4 01/07 - 03/12

Pd	Course	Teacher	Ex	Unx	Tardy	Grade
01	M/J MATH 1		0	1	1	NG
02	M/J MATH 1		0	1	0	NG
03	M/J INTENS LANG ARTS		0	1	0	NG
04	M/J INTENS MATH (MC)		0	1	0	NG
05	M/J LANG ARTS 1, ADV		0	1	0	NG
06	M/J COMPRE SCI 1 ADV		0	1	0	NG
07	M/J FITNESS GRADE 6		0	2	0	NG

The teacher's name will display next to the course



Send an email to: Teacher name

Type meseage here

Hit Send Email button

Cancel Send Email

Focus Parent Portal - Final Grades & GPA

- Click on My Child → Grades to view your child's grades.
- Click the box to view all years, all schools, show Progress periods, Inactive Courses, and Group By Course by
- Once the criteria is selected, click the Update button.
- Click the View Detailed Report to view the child's Course History, GPA, and Class Rank.
- Click the Print Assignment Grades to print all the students assignments



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.

The screenshot shows the 'Focus Grade Changes' interface. At the top, there's a navigation bar with 'School Information', 'My Child', 'My Information', and 'Assignments & Grades'. Below this, it says '7 Courses at school lname'. A table lists courses with a gray triangle icon in the first column. The first course is 'M/J WORLD HIST - 01 01 - 004 -'. Below the table, it states 'No recent grades entered or grades changed.' and lists more courses: '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 -', and 'M/J COMPRE SCI 1 - 07 07 - 004 -'.

FOCUS Grade Changes

School Information My Child My Information Assignments & Grades

7 Courses at school lname

	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 - Test History

- Click on drop down arrow next to the student's name→ click on 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.



21 Test Administrations	
Test	Administration Date
FCAT 2.0 (FC2)	May 9, 2019
FSA - FL Stds Asmts - ELA/Math (FSA)	May 2, 2019
FSA - FL Stds Asmts - ELA/Math (FSA)	May 1, 2019
iReady (IRD)	May 2, 2018
iReady (IRD)	May 1, 2018

Focus Parent Portal – Absences/Attendance Chart

- My Child → Absences.
- Use the Absent or Other Marks Legends to interpret the assigned code.



FOCUS Absences

School Information My Child My Information Assignments & Grades

Demographic Grades **Absences** Referrals Test History

Absent: 0 periods (during 0 days)
Unexcused Absence: 0 periods
3rd Party Documented Excused: 0 periods
Excused Absence: 0 periods
Religious Holiday/Instruction not otherwise recognized by the School District: 0 periods
Needs a note=9 parent/guard excuse days used, still calling in sick days, unexcused: 0 periods
Out of School Suspension: 0 periods
Illness Influenza-Like: 0 periods
Personal Reasons, Unexcused: 0 periods

Other Marks: 0 periods (during 0 days)
In-School Suspension: 0 periods
Tardy-Excused: 0 periods
School Business: 0 periods
Unexcused Tardy: 0 periods
Time Out-Discipline: 0 periods
Unexcused Early Departure: 0 periods
Signed Out Excused (but counted present): 0 periods
ATOSS - Out School Suspension, Off Campus: 0 periods

Total Full Days Possible: 1
Total Full Days Attended: 1 (100%)
Total Full Days Absent: 0 (0%)
Enrollment Dates: Aug 13, 2018 - ...

- My Child → Attendance
- Click here to view daily attendance by period.

Report Timeframe: 08/01/2018 - 08/31/2018 Daily Update

Student ID: student ID number

Demographic Grades Absences Referrals Test History

Attendance breakdown for: students name

Export: Filters: OFF

Course	Absences	Att Periods	Sched Periods	Daily Att %	8/13	8/14	8/15	8/16	8/17	8/20	8/21	8/22	8/23	8/24	8/27	8/28	8/29	8/30	8/31
Daily Attendance	0	-	-	-	?	-	-	-	-	-	-	-	-	-	-	-	-	-	-
01 01 - 004	0	1	1	100.0	?	-	-	-	-	-	-	-	-	-	-	-	-	-	-
02 02 - 001	0	1	1	100.0	?	-	-	-	-	-	-	-	-	-	-	-	-	-	-
03 03 - 01 -	0	1	1	100.0	?	-	-	-	-	-	-	-	-	-	-	-	-	-	-
04 04 - 004	0	1	1	100.0	?	-	-	-	-	-	-	-	-	-	-	-	-	-	-
05 05 - 002	0	1	1	100.0	?	-	-	-	-	-	-	-	-	-	-	-	-	-	-
06 06 - 04 -	0	1	1	100.0	?	-	-	-	-	-	-	-	-	-	-	-	-	-	-
07 07 - 004	0	1	1	100.0	?	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Present	7	out of 7	100.0%	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Absent	0	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Course	Absences	Att Periods	Sched Periods	Daily Att %	8/13	8/14	8/15	8/16	8/17	8/20	8/21	8/22	8/23	8/24	8/27	8/28	8/29	8/30	8/31

Focus Parent Portal - Referrals

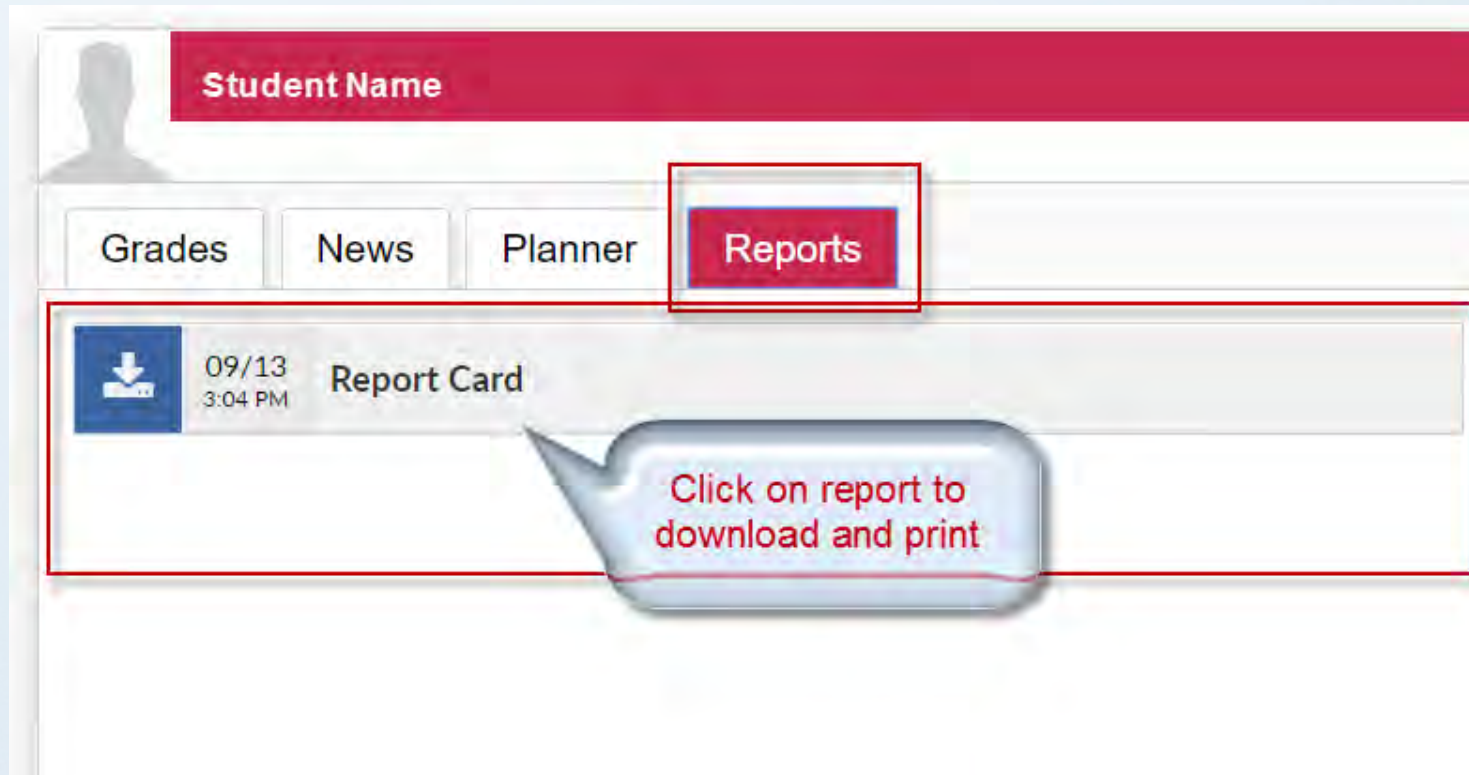
- To view your child's referral click on My Child → Referral

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 AdministratorYes
▼ Referral
Referral Time
Additional Reporter (non-user) -
Context
Discipline Code(s)
Disciplinary Action
Incident Location

Focus Parent Portal – To view your Childs Report Cards and Progress Reports

- Parents will be able to view their child's report card or progress report by clicking on Reports tab. Be sure to Print a copy or save a copy of your Childs report card or progress report.



Focus Parent Portal

My Profile:

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

General	
E-mail Address	parent email

Focus Preferences

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

The screenshot shows the 'Display Options' tab with the following settings:

- Language:** Radio buttons for Français, English (selected), English (Canada), русский, Español, 日本語, tiếng Việt, 中文, Kreyòl, and Português.
- Highlight Color:** A row of eight colored circles: red, orange, yellow, green, blue, purple, pink, and grey.
- Student Info Layout:** A dropdown menu set to 'One Column'.
- Default Filters On:** A checkbox that is checked.
- Date Format:** A dropdown menu set to 'Feb', followed by '26' and '2020'.
- Month Day, Year / Day Month, Year:** Radio buttons with 'Month Day, Year' selected.

Password - Parent can also change their password.

The screenshot shows the 'Password' tab with three input fields:

- Current Password:** An empty text box.
- New Password:** An empty text box.
- Verify New Password:** An empty text box.

Notifications – Parents can set up notifications for attendance, discipline, upcoming assignments, Grades Link, and Events and Messages.

The screenshot shows the 'Notifications' tab with a table for setting up notifications for one parent. A 'Click Save' callout bubble points to a 'Save' button in the top right corner.

1 Parent				
Status	Name	Email	Frequency	Summaries
	Parents Name	Parents Name	<input checked="" type="radio"/> Never <input type="radio"/> Daily <input type="radio"/> Weekly	<div><input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Discipline</div> <div><input checked="" type="checkbox"/> Upcoming Assignments <input checked="" type="checkbox"/> Grades Link</div> <div><input checked="" type="checkbox"/> Events and Messages</div>

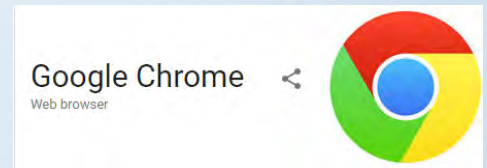
Parent Portal – Change your password

- To change your password go to **Preferences** then **Password**
- Enter current or temporary password, then enter your new password twice.
- Password **MUST** be 8 characters long.
- Be sure to click the **SAVE** button

The screenshot shows the FOCUS Parent Portal interface. The top navigation bar is blue and contains the FOCUS logo, a 'Preferences' link, and a 'Help' icon. On the right side of the top bar, there are input fields for 'Parent Name', 'School Name', and 'School Year', followed by a 'Save' button. A left sidebar contains links to 'Portal', 'School Information', 'My Profile', and 'Preferences'. The main content area has four tabs: 'Display Options', 'Password' (which is selected and highlighted in red), 'Notifications', and 'Linked Accounts'. Under the 'Password' tab, there are three yellow-highlighted input fields labeled 'Current Password', 'New Password', and 'Verify New Password'. A red callout bubble with a pointer to the 'Save' button in the top right corner contains the text 'Be sure to click the SAVE button'.

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.
- To change your email address or any changes or issues, contact your child's school Registrar or Parent Portal Liaison.



Focus Parent Portal - Tips

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



More than one child will be seen on the tab.

