

Portal

Purpose

The purpose of the **Portal** feature is to provide parents with access to useful information, such as alerts, messages, calendar, and featured programs.

Step-by-Step Guidance

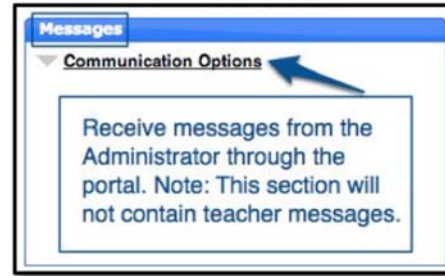
1. After logging in, the portal screen will be the initial "home" screen displayed from the Focus Student Information System. Anytime that you want to return to the portal from other menus, click the school logo in the upper left hand corner.

2. Each module (e.g. Alerts, Messages) within the portal is set up by the Administrator. The appearance and modules available on your portal screen depend upon on how the Administrator sets this up for your district.

3. At the top of the screen, you will see the year/student/marketing period pull-downs. Use the pull-down to change the marking period for the information you would like to see. You can also toggle between children if you are reviewing information for more than one child.

4. Use the **Alerts** section to see relevant information on your child, such as recent absences or referrals.

5. View **Messages** from the Administrator. These typically include topics like parent-teacher meetings, enrollment reminders, early releases, etc.



6. **Upcoming Events** will list activities in the near-term, scheduled for your school. These may or may not be applicable to your child, but provide a good overview of upcoming activities on the school calendar.

You also can click the link to **View Calendar**, which shows activities relevant to your child, such as assignments due. From the calendar, you can click on assignment links to view more information if it is available in the teacher's Gradebook.

