



Richardson Independent School District's Focus Parent Portal USER GUIDE

Version 1.7 • 14-OCT-2016

General Information	1
Identifying the various features of Focus Parent Portal	2
FEATURES AT THE TOP OF THE PAGE.....	2
<i>School Information</i> tab	3
<i>My Child</i> tab	3
<i>My Information</i> tab.....	4
<i>Assignments & Grades</i> tab.....	5
ALERTS MESSAGES UPCOMING EVENTS regions.....	5
FEATURED PROGRAMS region.....	6
GETTING HELP LOGGING OUT	7

General Information

Starting with the 2015-2016 school year, RISD parents can access their children's grade and attendance data through the Focus School Software student information system. Parents previously accessed this information through Star_Portal™, which has been discontinued.

Instructions on how to sign up for Focus Parent Portal are contained in a separate document that's available here: <http://www.risd.org/focusparent>.

To log into Focus Parent Portal, point your web browser to this address: <https://focus.risd.org>.

- You can use any major web browser, including Microsoft Internet Explorer, Google Chrome, Mozilla Firefox or Apple Safari. Focus Parent Portal functions well on most mobile devices.

Identifying the various features of Focus Parent Portal

After successfully logging in, you should see the Focus Parent Portal homepage:

The screenshot shows the Focus Parent Portal homepage for Jane Doe at L.V. Berkner High School, 2015-2016 school year, logged in as Lewis Doe for the 1st Six Weeks. The page features a navigation bar with 'School Information', 'My Child', 'My Information', and 'Assignments & Grades'. Below the navigation bar, there are sections for Alerts, Messages, Upcoming Events, and Featured Programs. The Featured Programs section lists various classes with their respective teachers and progress percentages.

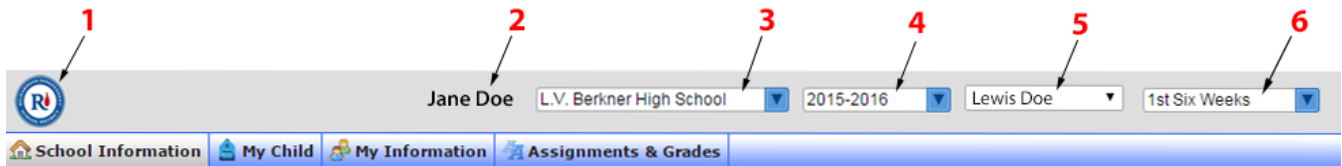
Class	Teacher	Progress
Wld Geo - Period 2 - 024 - Thomas F Callahan	49% 49	
Alg 1 - Period 5 - 052 - Michal P Thompson	58% 58	
Art 1 - Period 7 - 072 - Paige D Skipper	Not Graded	
Theatre Arts 1 - Period 3 - 031 - Jill R Hotz	85% 85	
Ac Lit Lab 1 - Period 4 - 041 - Abbey G Pardue	66% 66	
Eng 1 Inc - Period 6 - 061 - Erin J Malone	60% 60	
Biology Inc - Period 1 - 011 - Maxine D Lisot	76% 76	

The information you see as a parent is similar to what your child sees when they log into the Focus Student Portal.

To log out of Focus Parent Portal, click the *Logout* link in the lower right corner of the screen:



FEATURES AT THE TOP OF THE PAGE



1 Home button

Click the circular RISD logo to return to the Focus Parent Portal homepage from any other page. You should never use your web browser's *Back* button when navigating within Focus Parent Portal. If you do, the page(s) you previously visited may not display properly.

2 Your Name

3 School

The school of the currently selected student.

4 School Year

Select the desired school year. The homepage will update to show data for the selected school year for the currently selected student.

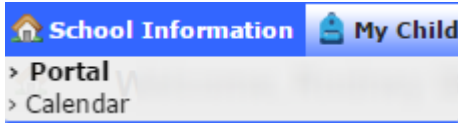
5 Student Name

If you have more than one child, select the desired child from this menu. The page will update to display the data for the selected child.

6 Six Weeks Period

Select the desired Six Weeks period for the currently selected school year. The page will update to display the data for the selected period.

School Information tab



Click the *School Information* tab to view and select its various options:

Portal

This displays the default Focus Parent Portal homepage. You can also navigate back to the homepage at any time by clicking the circular RISD logo in the upper left corner of the page:

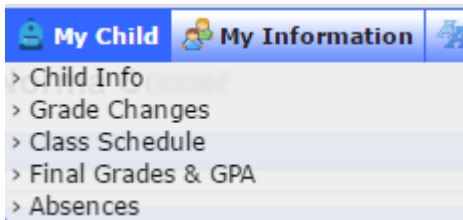


Please note that when navigating in Focus Parent Portal, you should not use your web browser's *Back* button. If you do, the page(s) you previously visited may not display properly.

Calendar

Click this item to display calendar information associated with the school of the currently selected student. Note that this region is not intended to replace the comprehensive district calendars that are available at www.risd.org.

My Child tab



Click the *My Child* tab to view and select its various options:

Child Info

Click this item to view the information about the selected student, including:

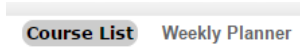
- Local Student ID
- PSAT Code, if applicable
- Pearson ID

Grade Changes

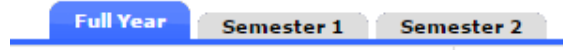
Click this item to view grade changes (if any) for each of your child’s classes.

Class Schedule

- *Course List*



This option lists your child’s schedule. You can view the list for first semester, second semester, or the entire school year using the sub-tabs in the middle of the page:



- *Weekly Planner*



This option lists your child’s schedule in a calendar format.

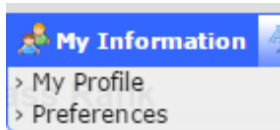
Final Grades & GPA

Click this item to view Grade & GPA for a variety of time periods.

Absences

Click this item to see information about any absences that have been recorded for your child.

My Information tab



Click the *My Information* tab to view and select its various options:

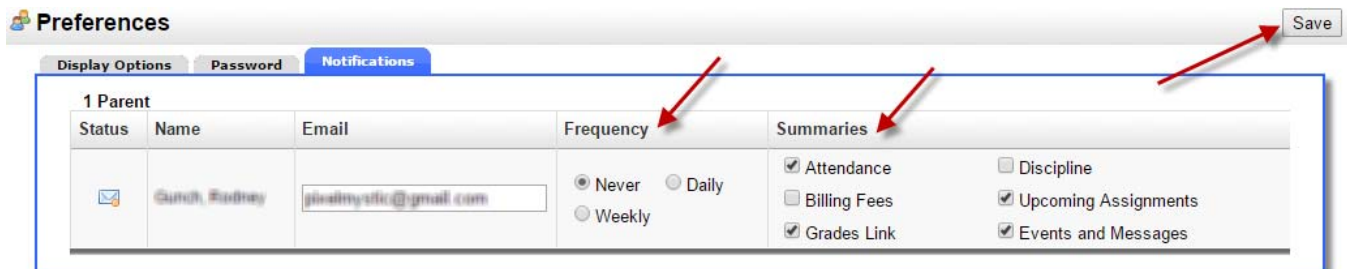
My Profile

This menu item includes *General Information* and *Parent* subtabs that contain your information.

Preferences

This menu item includes *Display Options*, *Password* and *Notifications* subtabs.

- *Display Options* subtab:
On this subtab, you can choose the language in which the Focus Parent Portal displays.
- *Password* subtab:
On this subtab, you can change your Focus Parent Portal password.
- *Notifications* subtab:
On this subtab, you can request that notifications be emailed to you from Focus:



To set up notifications, select *Daily* or *Weekly* in the *Frequency* column, and checkmark the types of notifications you would like to receive in the *Summaries* column. Then click the *Save* button. The page will update, notifying you that a verification email has been sent to your address.

Check your email for the verification message. It will be sent from noreply@focus-sis.org. If it does not arrive in a few minutes, check the junk mail folder of your email program. Please add this email address to your email contacts, or take other measures, as appropriate, to ensure that email from this address is not treated as junk mail by your email program.

The verification email will contain a link that you must click in order to verify your email address with the Focus system. After clicking the link, you should see a verification confirmation message in Focus. After you have received the confirmation message, the notifications setup process is complete.

Assignments & Grades tab

Assignments & Grades

This tab lists your child's classes. Select a class to see your child's assignments and grades. Information for a given class may not be available if the teacher has not yet posted it. If you have a question about a given assignment or assignment score, please contact the applicable teacher.

ALERTS | MESSAGES | UPCOMING EVENTS regions

Alerts	Messages	Upcoming Events - View Calendar
	<p>▶ IMPORTANT DATES</p> <p>July 16 - Scheduled "Go Live" for Focus Those who were working in FOCUS prior to this date will have access again after the Blackout Period. Others will gain access once they attend their scheduled training.</p>	<p>▶ Oct 17, 2015, Fall Day Holiday / Staff Development</p> <p>▶ Nov 26, 2015, Thanksgiving Holiday</p> <p>▶ Nov 27, 2015, Thanksgiving Holiday</p>

Alerts region

Alerts relating to your child, your account, your child's school or RISD as a whole will appear here.

Messages region

Messages related to Focus and to RISD will appear in this region.

Calendar region

Calendar items will appear in this region. Note that this region is not intended to replace the comprehensive district calendars that are available at www.risd.org.

FEATURED PROGRAMS region

Class	Teacher	Percentage	Select teachers to Message:
Wild Geo - Period 2 - 024	Thomas F Callahan	45% 43	<input type="checkbox"/> thomas.callahan@richardson.k12.tx.us
Alg 1 - Period 5 - 052	Michal P Thompson	50% 58	<input type="checkbox"/> michal.thompson@richardson.k12.tx.us
Art 1 - Period 7 - 072	Paige D Skipper	Not Graded	<input type="checkbox"/> paige.skipper@richardson.k12.tx.us
Theatre Arts 1 - Period 3 - 031	Jill R Hotz	00% 05	<input type="checkbox"/> jill.hotz@richardson.k12.tx.us
Ac Lit Lab 1 - Period 4 - 041	Abbey G Pardue	00% 05	<input type="checkbox"/> abbey.pardue@richardson.k12.tx.us
Eng 1 Inc - Period 6 - 061	Erin J Malone	00% 05	<input type="checkbox"/> erin.malone@richardson.k12.tx.us
Biology Inc - Period 1 - 011	Maxine D Liast	75% 75	<input type="checkbox"/> maxine.liast@richardson.k12.tx.us

[Absences](#)
[Final Grades, GPA, & Class Rank](#)
[Calendar](#)
[Class Schedule](#)

[View All Programs](#)

When you first log into Focus Parent Portal, if you don't see your child's classes listed in the *Featured Programs* region, click the circular RIS logo in the upper left corner of the screen and the *Featured Programs* region will update to show the classes.

The *Featured Programs* region lists the schedule of the currently selected student. You can checkmark the name of the teacher associated with a given class to generate an email message for them:

Select teachers to Message:

- thomas.callahan@richardson.k12.tx.us
- michal.thompson@richardson.k12.tx.us
- paige.skipper@richardson.k12.tx.us
- jill.hotz@richardson.k12.tx.us
- abbey.pardue@richardson.k12.tx.us
- erin.malone@richardson.k12.tx.us
- maxine.liast@richardson.k12.tx.us

Your Email Address:

CC:

Receive Personal Copy

Absences (also available via the *My Child* tab)

Click this link to see information on absences for the currently selected child.

Final Grades & GPA (also available via the *My Child* tab)

Click this link to access information for a variety of time periods.

Calendar (also available via the *School Information* tab)

Click this link to view event dates associated with your child's school. Note that this region is not intended to replace the comprehensive district calendars that are available at www.risd.org.

Class Schedule (also available via the *My Child* tab)

- *Course List*

Course List Weekly Planner

This option lists your child's schedule. You can view the list for first semester, second semester, or the entire school year.

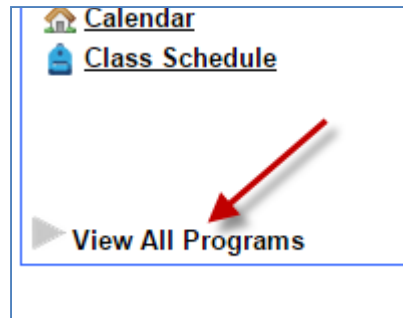
- *Weekly Planner*

Course List **Weekly Planner**

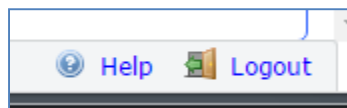
This option lists your child's schedule in a calendar format.

View All Programs

When clicked, this will expand to display links to all of the content items that are available to you in Focus Parent Portal:



GETTING HELP | LOGGING OUT



To access the online help system for Focus Parent Portal, click, the *Help* link in the lower right corner of the screen. The help system is context-sensitive, so it provides information that is relevant to the content that you are currently viewing.

In addition to the online help, you can email FocusParent@g.risd.org for assistance, or call 469-593-0811.

To log out, click the *Logout* link in the lower right corner of the screen.