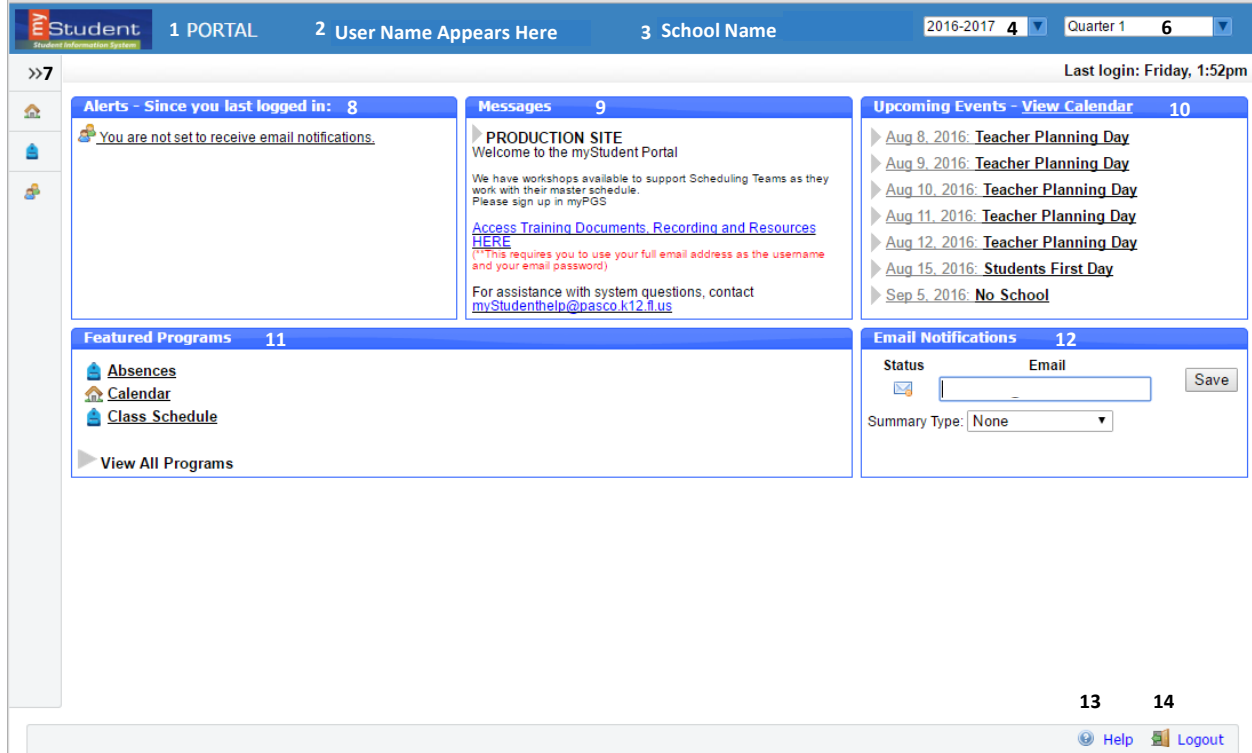


Portal Page

Once a login is created, you will be signed in to Portal. Parents are able to view useful notifications and information related to their child, including real-time alerts and messages through their Portal Page.



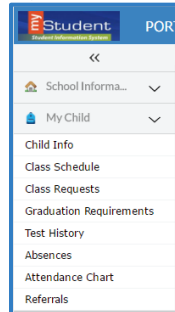
The screenshot shows the myStudent Portal interface. At the top, there is a navigation bar with the myStudent logo, a 'PORTAL' label, a 'User Name Appears Here' field, a 'School Name' field, a '2016-2017' year selector, and a 'Quarter 1' marking period selector. Below this is a 'Last login: Friday, 1:52pm' indicator. The main content area is divided into several sections: 'Alerts - Since you last logged in: 8' (with a notification that the user is not set to receive email notifications), 'Messages 9' (featuring a 'PRODUCTION SITE' announcement about workshops for Scheduling Teams), 'Upcoming Events - View Calendar 10' (listing events from Aug 8 to Sep 5, 2016), 'Featured Programs 11' (listing Absences, Calendar, and Class Schedule), and 'Email Notifications 12' (with a form to set up email notifications). At the bottom right, there are 'Help' and 'Logout' links.

1. **myStudent Logo**– Click on the logo to return to the portal page
2. **User Name** – Displays your first and last name.
3. **School Name** – automatically switch to name the school your child is at.
4. **School year pull-down** –Navigates between the current year and prior/future years.
5. **Child box**- Parents with multiple students in the district can switch between their children by using this dropdown.
6. **Marking Period pull-down** – Displays a list of available marking periods during the school year. Defaults to the currently active marking period.
7. **Main Menu**- Drop down menus that allows users to navigate to different screens within Focus. This can expand or be minimized by clicking on the double arrows at the top.
8. **Alerts**-These are any alerts specific to the user’s child such as: Absences, Referrals, or Unpaid Fees. These alerts are quick links and will take the user to more information about the subject.
9. **Messages**- Messages by the user’s child’s school or district.
10. **Upcoming Events**-District/school calendar of upcoming events the user can click on the View Calendar link to view the school’s calendar for the entire year.
11. **Featured Programs**-Lists the user’s child’s/children’s classes along with their current grade for secondary schools. Clicking the course or grade links will take the user to the Assignments & Grades screen for the student’s class.
12. **Email Notifications**- Set up Email Notifications to keep up with your child(ren)’s portal information.
13. **Help**- Provides Contextual help for open page, links to Focus University, can be opened in a new window, allows users to sign up for a Focus University account and receive email notices
14. **Logout**- Closes the myStudent application, the system will time-out after 24 minutes of inactivity

My Child Menu

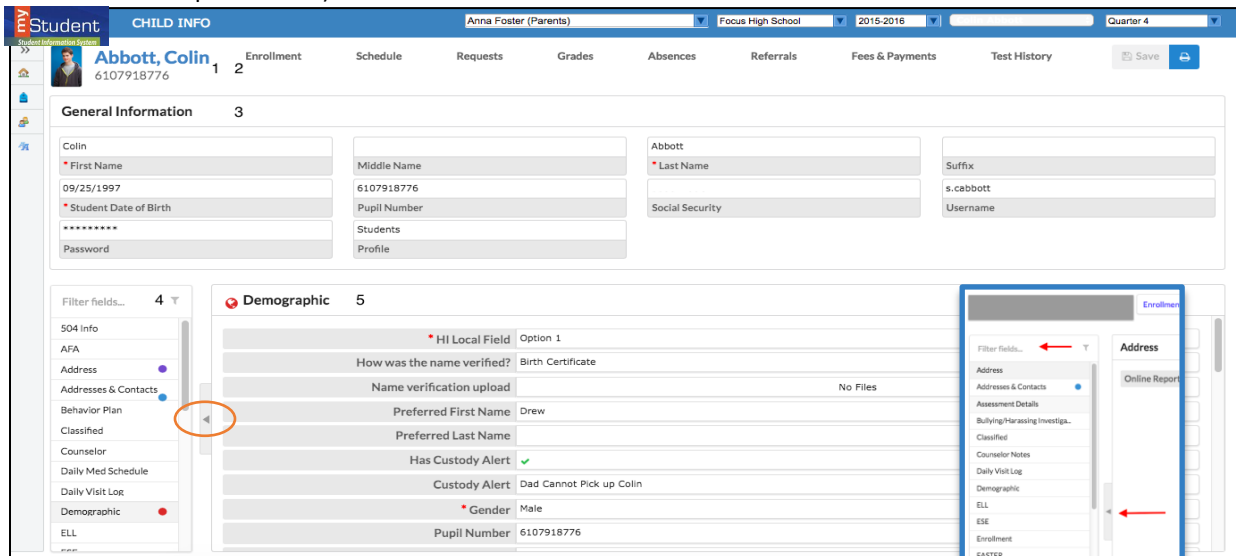
The myStudent Parent Portal is a tool designed to enhance parent's access to their child's education. Parents can review their student's information, course history, graduation requirements, attendance and more. The **My Child** menu shows each of the pieces the user, as the parent, can access.

The following section reviews the **My Child** menu options:



Child Info

The **Child Info** screen lists demographic information regarding the user's child. Parents can review any of the information for accuracy and contact the school if changes should be made. Select a child from the top menu (if the user has multiple children).



1. This is the student's name. By clicking on the name, a box will appear with the General Information of the student.
2. Click on the tabs across the top to view Student information. See below for more information.
3. This **General Information** area can collapse by clicking on the student's name.
4. The demographic menu allows the user to view demographic information for the student. The **Filter Fields** box can be used to search for a specific screen. The user can click the **arrow** to close the list of screens and expand the student information section of the screen.

Note: Clicking on the arrow will reopen the list of screens.

5. The main screen will display the information/screen selected.

Enrollment

The **Enrollment** Sub-menu displays the student's enrollment records, Rolling/Retention option, and Graduation Requirement Program. The chart layout (default view) allows users to scroll horizontally. Clicking **Return to Enrollment** returns users to the horizontal chart view.

The screenshot shows the Enrollment chart view for student Abbott, Colin (ID: 6107918776). The chart displays a table of enrollment records with columns for Year, School, Grade Level, Enrollment Date, Enrollment Code, Drop Date, Drop Code, and Prior District. A red box highlights the 'View' button for the 2015-2016 enrollment at Focus High School.

	Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Prior District
View	2015-2016	Focus High School	10	11/25/2015	E01 In District Previous Year			
View	2015-2016	Extra Focus School 3	07	11/02/2015	E01 In District Previous Year	11/02/2015	DNE Did Not Enter-1st day sch only	61 - Suwanee
View	2015-2016	Focus High School	10	08/22/2015	E01 In District Previous Year	11/02/2015	W11 Left Due to Hardship	
View	2014-2015	Focus Technical Institute Main	11	08/01/2013	E01 In District Previous Year	08/01/2013	DNE Did Not Enter-1st day sch only	61 - Suwanee

By clicking on **View**, the user will be able to view the details of the enrollment.

The screenshot shows the Enrollment details view for student Abbott, Colin (ID: 6107918776). The details are displayed for the 2015-2016 year at Focus High School, Grade Level 10, and Enrollment Date 11/25/2015. A 'Return to Enrollment' link is visible in the top right corner.

Year	2015-2016
School	Focus High School
Grade Level	10
Enrollment Date	11/25/2015

Schedule

The **Schedule** Sub-menu displays the student's current schedule.

The screenshot shows the Schedule view for student Abbott, Colin (ID: 6107918776). The view displays 14 classes for the current semester. The table includes columns for Course, Period - Teacher, Rotation Days, State Reporting Days, Room, Term, Enrolled, and Dropped.

Course	Period - Teacher	Rotation Days	State Reporting Days	Room	Term	Enrolled	Dropped
ENG 1	01 01 - ENG1 - Melissa Bright		MTWHF	149	Full Year	Aug 14, 2015	-
Alg 2	01 01 - ALGB1 - Kenyon DeJesus		MTWHF	311	Full Year	Apr 6, 2016	-
Career Prep 9-12	02 02 - CARP2 - Jordan Moses		MTWHF	09001	Full Year	Apr 6, 2016	-
AMH 2010 Amer History I	02 02 - DPAMH1 - Cain Solis		MTWHF	606	Full Year	May 3, 2016	-
(BUS OWNER) GEN MGR	04 04 - 001 - Suki Velez		MTWHF	VB017	Full Year	Aug 14, 2015	-
Algebra 1	04 04 - 099ALGB4 - Armand Decker		MTWHF	310	* Semester 2	Jan 16, 2016	Jun 30, 2016
Econ Honors	04 04 - S1 - ECNH4 - Tate Mack		MTWHF	VT02	Semester 1	Apr 6, 2016	-
AUTO COLL RPR & REF2	05 05 - ACRRS - Phillip Rogers		MTWHF	503	Full Year	Aug 14, 2015	-
Geometry	05 05 - 303 - Murphy B Durham		MTWHF	318	Full Year	Aug 14, 2015	-
Amer His Honors	05 05 - AMHHS - Iris A Leon		MTWHF	356	Full Year	Apr 6, 2016	-
Medical Skis Sers	06 06 - 606 - Giselle Potts		MTWHF	414	Full Year	Aug 14, 2015	-
Access Chemistry 1	06 06 - CHACC - Darius Moore		MTWHF	703A	Full Year	Apr 6, 2016	-
ADV ALG W/FIN APP	07 07 - 717 - Patricia Dunlap		MTWHF	316	Full Year	Aug 14, 2015	-
Adv PI Macroecon	07 07 - S1 - ADME7 - Tate Mack		MTWHF	VT02	Semester 1	Apr 6, 2016	-

Referrals

The **Referrals** Sub-menu allows users to view a list of referrals the student has received. A user can also opt to view referrals from other schools the student has attended, as well as previous year referrals on the student.

Total Days of Discipline:34
 Before school or after school detention:4.0
 In-school supervision:6.0
 Out of School Suspensio:7.0
 Parent called:14.0
 Student suspended:3.0

9 Referrals Found

Export: Filters: OFF

Student	Student ID	Grade	Reporter	Entry Date	Processed	Incidents	Time Incident	Location	Situation of incident	Interventions prior
Abbott, Colin	6107918776		Bailey,Vielka	01/19/2013	Yes	Repeated violation of rules (M)	8:00 - 9:00	Assembly/auditorium		,Checked student's fo
Abbott, Colin	6107918776		Avery,Alfreda	08/09/2013	Yes	Inappropriate/profane/abusive language (K)	Before School	Classroom		
Abbott, Colin	6107918776		Alton,Bob	08/25/2013	Yes	Indecency (O)	8:00 - 9:00	Classroom	During class	
Abbott, Colin	6107918776			09/24/2013	Yes	Stealing (C)	Before School	Classroom	During class	,Conference with stud
Abbott, Colin	6107918776			05/28/2014	Yes		8:00 - 9:00	Classroom	Before school	
Abbott, Colin	6107918776			05/29/2014	Yes		8:00 - 9:00	Classroom	During class	
Abbott, Colin	6107918776	10	Hebert,Keaton	09/15/2015	Yes	Bus conduct (P)	After school (3:00 - 6:00)	Bus	After school day	,Changed student's se
Abbott, Colin	6107918776			11/11/2015	Yes		8:00 - 9:00	Classroom	During class	,Checked student's fo
Abbott, Colin	6107918776		Albert,Geoffrey	11/09/2015	Yes	Fighting (D)	10:00 - 11:00	Classroom	During class	,Held conference with

By clicking on the student name next to the referral that needs to be viewed, it will open the referral form to view.

Previous Next

Student Documentation

Referral

Colin Abbott
 Reporter:Bailey, Vielka W
 Incident Date:Jan 19, 2013
 Reviewed by an Administrator:Yes

Referral

Interventions prior to this referral

Time Incident 8:00 - 9:00

Incidents Repeated violation of rules (M)

Location Assembly/auditorium

Situation of incident -

Student statement fslidkjfa;lsdkjflasd

1 Present action and recommendations Entry

Action	Date Decided	Date Begins	Date Ends	Length of Action	Attendance Code	Administered by	Notes
Out of School Suspensio	Apr 1, 2014	Apr 2, 2014	Apr 2, 2014	1			

Agreement or plan -

Test History

The **Test History** Sub-menu displays a list of all imported tests the student has taken. It also displays the administration date, the school year, and grade level for each test.

25 Test Administrations

Test	Administration Date	School Year	Gradelevel	Form	LEP Info	DJJ Info	Test Level	Include in Transcript	District Administered	School Administered	Test Publication Year
Language Assessment Scales (LAS)	Aug 28, 2016	2015-2016	10	-	-	-	-	No	-	-	-
IPT (IPT)	Aug 20, 2016	2015-2016	-	-	-	-	-	No	-	-	-
SAT Reasoning (SA3)	Aug 1, 2016	2015-2016	10	-	-	-	-	Yes	61	-	-
Local Assessment (LC2)	Nov 10, 2015	2015-2016	-	-	-	-	-	No	-	-	-
Local Assessment (LC2)	Oct 9, 2015	2015-2016	-	-	-	-	-	No	-	-	-
Duval Reads (DRLA)	Nov 14, 2014	2014-2015	10	-	-	-	-	No	-	-	-

My Information MENU

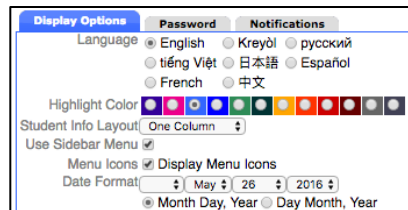
From the **My Information** menu, Parents can change passwords, configure preferences for language, notifications and more.

My Profile

Allows you to view information about themselves to verify that everything is correct.

Preferences

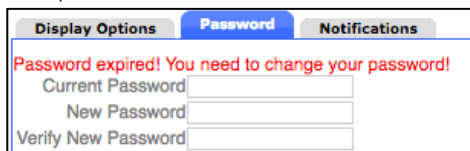
Allows you to edit personal preferences.



The screenshot shows the 'Display Options' tab selected. It includes settings for Language (English, Kreyòl, русский, tiếng Việt, 日本語, Español, French, 中文), Highlight Color (a row of color swatches), Student Info Layout (One Column), Use Sidebar Menu (checked), Menu Icons (checked), Display Menu Icons (checked), and Date Format (May 26 2016, with options for Month Day, Year and Day Month, Year).


- **Display Options Tab**
Allows you to change the language, menu locations, color, and date format of the focus portal.

- **Password Tab**
Allows you to change their user password.

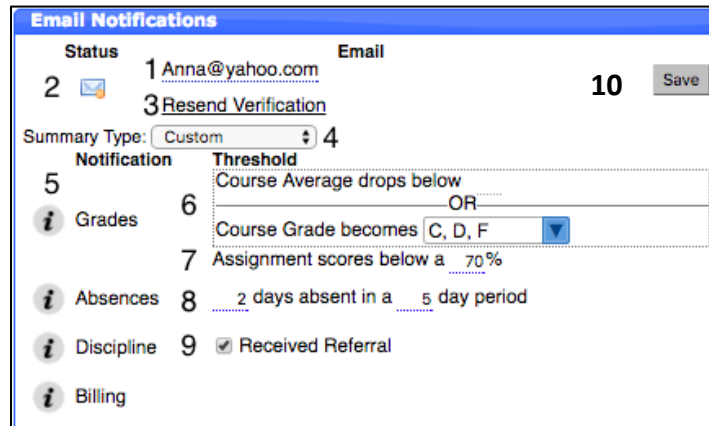


The screenshot shows the 'Password' tab with a red warning: 'Password expired! You need to change your password!'. Below the warning are three input fields: 'Current Password', 'New Password', and 'Verify New Password'.

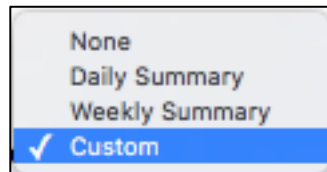
- **Notifications**
Allows the user to set the notifications they want to receive.

1 Parent					
Status	Name	Email	Frequency	Summaries	
	Foster, Anna	Anna@yahoo.com Resend Verification	<input type="radio"/> Never <input checked="" type="radio"/> Daily <input type="radio"/> Weekly	<input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Billing Fees <input checked="" type="checkbox"/> Grades Link	<input checked="" type="checkbox"/> Discipline <input checked="" type="checkbox"/> Upcoming Assignments <input checked="" type="checkbox"/> Events and Messages

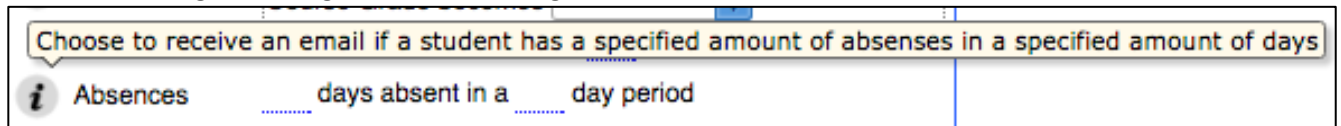
If **Custom** is selected, there are options to set thresholds for when notifications are sent about grades, attendance and discipline.



1. The email that will receive notifications. This can be changed by clicking on it.
2. Once a verification email is sent, parents can check the status of the verification.
3. Parents can resend the verification if needed.
4. Parents can decide how often they would like to receive notifications.



5. Hovering or clicking on the  will give the user instructions.



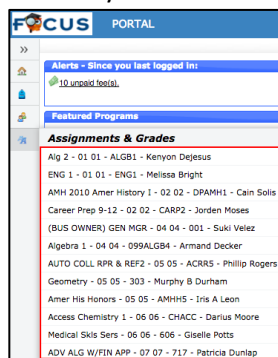
6. Receive a notification if the Course Average or Grade gets below the specified amount.
7. Receive a notification if the assignment scores go below the specified amount.
8. Receive a notification if the student is absent for the specified number of days or more.
9. Receive a notification if the student receives a referral.
10. Click **SAVE** to ensure all changes are saved.

#6 and #7
Viewable for
Secondary
Students
ONLY

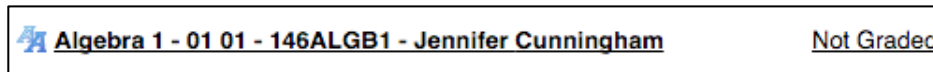
Assignments & Grades (SECONDARY Students ONLY)

The myStudent Parent Portal is a tool designed to enhance parent's access to their child's education. The portal allows parents to monitor their child's progress in school by providing timely access to both assignments and grades that are entered by the teacher throughout the school year.

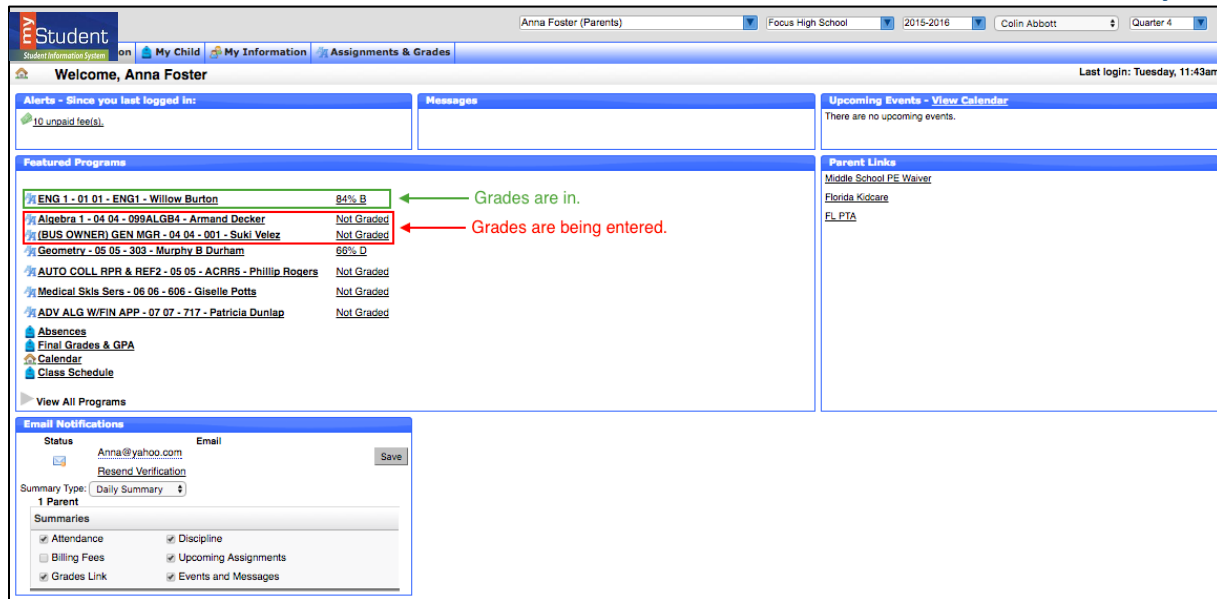
The **Assignments & Grades** menu allows parents to view their student's grades for each class. The **Assignments & Grades** menu lists all the classes your child is enrolled in.



...or by clicking on the class name or grade link in the **Featured Programs** block:



Once the user selects a class, a detailed view of your child's performance appears. From this screen, the parent can see a detailed breakdown of the classroom assignments. Listed at the top of the screen is a breakdown of the classroom assignment categories and their percentage towards final grade. Under the Percent of Grade, your child's score in each category is listed. The assignments section lists all of the tests, classwork, homework, projects etc. for the class. Each assignment's grade, possible points, assigned dates, due date, teacher comments and related files are viewable.



Viewing Final Grades (ELEMENTARY and SECONDARY Students)

At the end of a marking period, parents can log in to see final grades. These are updated throughout the marking period. Once the marking period is over, parents will notice the grades will reset to “Not Graded.”

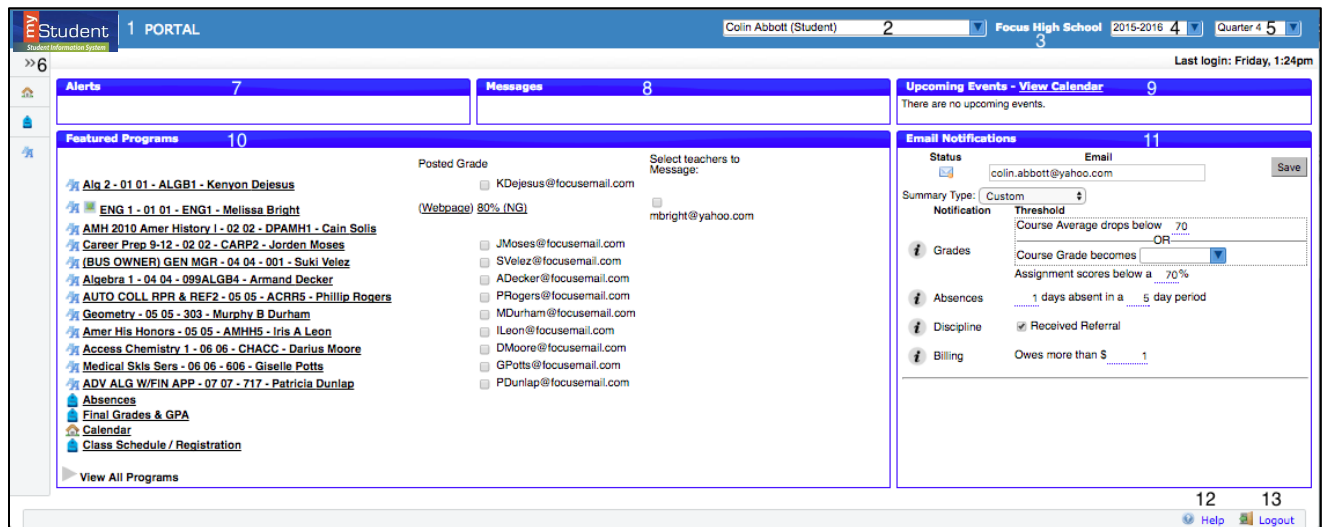
FREQUENTLY ASKED QUESTIONS:

- WHO SHOULD USE myStudent Parent Portal?**
 myStudent Parent Portal is available to all parents or guardians of Pasco County School District for students PK-12.
- HOW TO I CREATE AN ACCOUNT?**
 Please contact your student’s school to receive log-in information or visit the Pasco County Schools Website and select the Parents link. If you have students in multiple grade levels or schools, you only need to contact one school. The myStudent Parent Portal will link families automatically.
- WHAT HAPPENS WHEN MY CHILD MOVES TO ANOTHER SCHOOL?**
 myStudent Parent Portal accounts roll over from year to year, so when your child moves from middle to high school, you do not have to create a new account. Also, if your student moves to another school within Pasco County, your account will be updated with the new school information.
- I CAN’T REMEMBER MY PASSWORD?**
 If you have forgotten your username or password, please reset the password from the entry screen. You will be emailed with a replacement password that you can use to login, then reset the password to a selection of your choice after re-entry.
- HAVING PROBLEMS?**
 If you are experiencing problems with logging in, or navigating the site or if you have a question about your student’s information, such as grades, attendance, discipline, or addresses and contacts,

please contact your student's school.

Student Portal

The student portal page is similar to what teachers see, with a few differing links. The myStudent Student Portal will display (alert) upcoming events and assignments to help students stay organized. In addition to reviewing important information including current grades, GPA, and attendance students can email their teachers directly from the Portal.

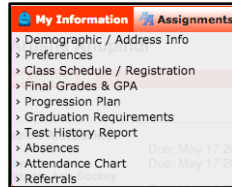


Some notable features:

1. Click the **myStudent Logo** in the top left corner from any screen to return to the main Portal Page.
2. This area display's the student's name.
3. This is the school the student is registered at.
4. **School Year Pull-Down:** Students can access information from past and current school years. When the student is in any year other than the current year, the menu background turns from grey to blue.
5. **Marking Period Pull-Down:** Students can select a specific grading period to view information.
6. **Menu:** students can access all features of myStudent within the Menu options.
7. **Alerts:** upcoming assignments will be displayed.
8. **Messages:** contain reminders from the school.
9. **Upcoming Events - Calendar:** provides a direct link to the 30-day school calendar; displays the next seven calendar events set by the school. Click on Event Name or View Calendar to see details.
10. **Featured Programs:** Specific links (shortcuts) to features used most often. Clicking a course link will bring the student to Assignments & Grades for a specific course at the SECONDARY level ONLY. Other links will direct students to specific information about absences, GPA, etc.
11. **Email Notifications:** Allows students to setup email notifications for their grades, absences, and discipline.
12. **Help-** Provides Contextual help for open page, Links to Focus University, can be opened in a new window, allows users to sign up for a Focus University account and receive email notices
13. **Logout-** Closes the myStudent application, myStudent time-out is after 24 minutes of inactivity

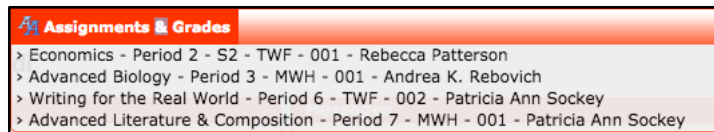
My Information

Students will have access to their own demographic information, course history, schedule, and grades as well. From the **My Information** Menu, the student can access a wealth of information applicable to their coursework, current schedule, and any existing student records housed in myStudent.



Assignments & Grades

Secondary students can access the gradebook for each course from the course links on the portal page or by using the **Assignments & Grades** Menu and selecting a course. Upon selecting a course, the student will see a breakdown of all the assignments from the gradebook, the score received on each assignment, whether it has been graded or not, and any comments that have been made public by the teacher for any of the assignments.



Advanced Literature & Composition - Period 7 - MWH - 001 - Patricia Ann Sockey									
Formative: Classwork/Homework/Writing Process		Summative: Tests/Projects/Essays		Vocabulary		Weighted Grade			
Percent of Grade	20%	70%	10%						
Your Score	90% A-	NG	NG	90% A-					
Current grade in class: 90% A- ← Current Grade									
Click to download Teacher File									
Assignment	Points	Grade	Comments	Assigned	Due	Category	Standards	Assignment Files	Date Last Modified
finish reading dystopian novel	X			Mon May 16, 2016 12:00 AM	Thu May 19, 2016 12:00 AM	Formative: Classwork/Homework/Writing Process			
Macbeth Final Assessment Essay	NG / 100	Not Graded		Wed May 4, 2016 12:00 AM	Thu May 5, 2016 12:00 AM	Summative: Tests/Projects/Essays		Macbeth Final Essay.docx	
Macbeth ActIV questions/quotes	9.5 / 10	95% A		Thu Apr 14, 2016 12:00 AM	Mon Apr 18, 2016 12:00 AM	Formative: Classwork/Homework/Writing Process			May 3, 2016, 10:22 am
Macbeth Act III essay	NG / 0	Not Graded		Mon Apr 11, 2016 12:00 AM	Thu Apr 14, 2016 12:00 AM	Summative: Tests/Projects/Essays			

School Information & View Calendar

Students can access **School Information** to look at upcoming school wide events and individual assignments by selecting **Calendar** and/or **View Calendar**.

