

Scheduling Conferences in Focus: A Guide for Families

Families are now able to request a conference with their students' teachers through Focus. You can follow the quick-start directions or step-by-step directions attached. If you need to create a Parent Focus account please visit our website at <u>https://www.indianriverschools.org/focus</u>.

Quick Start

REQUEST A CONFERENCE

- 1. Log in to Focus and select **Request a Conference** from the menu.
- 2. From the calendar screen, **select the teacher** that you wish to make a conference with.
- 3. Select the available dates and click **Request Time**.
- 4. Enter a brief reason in the pop-up box. i.e. Parent-Teacher Conference

CHECK YOUR CONFERENCE STATUS

- 1. Log in to Focus and select Request a Conference.
- 2. Click on the **Approved/Pending** tab.
- 3. The status is under the **Status** column on the right side.

CANCEL YOUR PENDING CONFERENCES

- 4. Log in to Focus and select **Request a Conference**.
- 5. Click on the **Approved/Pending** tab.
- 6. Click the **Cancel** button next to the conference you want to cancel.

PRINT YOUR CONFERENCES

- 1. Log in to Focus and select **Request a Conference**.
- 2. Click on the **Approved/Pending** tab.
- *3.* Click the **Printer** icon on the top left of the table.



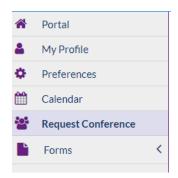


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Step-by-Step Directions

REQUEST A CONFERENCE

- 1. Log in to your <u>Parent Focus Portal</u>.
- 2. Select **Request Conference** from the menu.



3. From the Calendar Screen, select the Teacher you want to conference with.

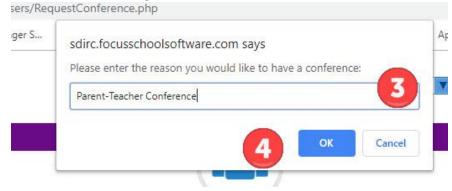




- 4. Once selected, the teacher's available times will show up on the calendar.
 - 1. Select the time you prefer.
 - 2. Click Request Time. ip to three possible meeting times and then submit the time at th Only one of these will be approved. View: 2 weeks luesday Wednesday Thurs ot Available Not Available Not Ava 01/15/2020 03:00 pm - 03:15 pm 03:15 pm - 03:30 pm 03:30 pm - 03:45 pm 03:45 pm - 04:00 pm ot Available Not Ava 04:00 pm - 04:15 pm 04:15 pm - 04:30 pm 05:00 pm - 05:15 pm 05:15 pm - 05:30 pm 05:30 pm - 05:45 pm 05-15 nm 08-00 nm 2 **Request Time**

3. A box will pop up and ask for the conference reason. Enter the reason.

4. Click Okay.



Your request will show in your **Pending Request** tab until the teacher has approved.



There are two ways to check the approval status of your conferences:

1. From the Focus Portal, go to Request a Conference -> Select Approved/Denied Requests tab.

You will see the appointment **Status** on the left side.

	Pending Request	(0) Approved/Denied Request					
Export 🖳 🚔	Filter: ON						
•	•	•	•	•	•	•	0
Employee 🖕	Child 🛔	Approved Time 🛔	Denied Time(s) 🛔	Expired Time(s) 🛔	Meeting Reason 🛓	Denial/Expire Reason 🛔	Status 🛊
		01/15/2020: 03:30 pm - 03:45 pm			Parent-Teacher Conference		⊘ Approved

OR YOU CAN...

2. From the <u>Focus Portal</u>, click on **Calendar**. The appointment information is on the calendar and on the left side of the page. You can click either side to see the details.

G Januar	y, 2020	•	¥	Display:		+ Mon
earch	Sunday	Monday	Tuesday	Wednesday	Thursday	Frida
/15 - Parent/Student inference for:	Dec. 29	Dec. 30	Dec. 31	1	2	3
	5	6	7	8	9	10
	12	13	14	15 Parent/Student Conference for:	16	17
	19	20	21	22	23	24



You are only able to cancel *pending* appointments. *

- 1. Go to Request a Conference.
- 2. Select Pending Requests.
- 3. Click **Cancel** next to the request you want to cancel.

6	Make a request	Pending Requ	ests (1)	Approved/Denied R	equests			
	Export 🛃 👼	Filter: ON						
	•	•	0	v	•	•	0 v	
	Employee 🛊		Child 🛊		Requests 🛊		Reason 🛊	Action
					 ✓ 01/27/2020: 01:45 pm - 02:00 pm ✓ 01/30/2020: 03:30 pm - 03:45 pm 		ptc	Cancel

*If the appointment has been approved by your child's teacher, you will need to email or message the teacher to let him/her know about the cancellation. The teacher will remove the appointment from the calendar so that you are able to reschedule.

PRINT YOUR CONFERENCES

- 1. Log in to Focus.
- 2. Select Request Conference.
- 3. Click the **Approved/Denied Requests** tab.
- 4. Click the **Printer** button on the top left and print.

🏫 Scho	ool Information	💦 My Child	And the second s	Assignments & Grades	
	Make a requ	est Pendi	ing Requests (0)	Approved/Denied Requests	
	Export	Filter: C	N		
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For further tutorials please visit:

- Focus Video: Parent Conferences
 - o <u>https://focus.screenstepslive.com/s/parents/m/96191/l/1241510-parent-conferences</u>
- Focus Directions: Requesting a Conference
 - https://focus.screenstepslive.com/s/parents/m/81856/l/1112897-request-conference
- SDIRC Focus webpage
 - o https://www.indianriverschools.org/focus

