

FOCUS Parent Portal

“This email address needs to be verified”

If a parent isn't getting email notifications from Focus, the parent needs to go in and set how they want their notifications.

From the Parent Portal. Email Notifications is located to the Right

This parent has nothing selected for her notifications.

The screenshot shows the 'Email Notifications' form. The 'Status' field has an envelope icon with a small orange dot. The 'Email' field contains 'Parent.email @ email.com'. The 'Summary Type' dropdown is set to 'None'. A red box highlights the status icon, and a red arrow points to it from a larger red box containing the text: "The orange status dot on the email envelope states NO notifications."

Parents will have to select the Summary Type with the drop down menu. They can select Daily, Weekly, or Custom on the drop down.

Select your Notifications by clicking on the boxes then click on Save.

Daily Summary

The screenshot shows the 'Email Notifications' form with 'Daily Summary' selected in the 'Summary Type' dropdown. The 'Status' icon now has a blue checkmark. The 'Email' field contains 'Parent.email @email.com'. A 'Save' button is highlighted with a red arrow. Below the 'Summaries' section, there are five checkboxes: Attendance, Discipline, Upcoming Assignments, Grades Link, and Events and Messages. A red arrow points to these checkboxes from a red box containing the text: "Select your notifications by clicking on the boxes".


Weekly Summary

The screenshot shows the 'Email Notifications' form with 'Weekly Summary' selected in the 'Summary Type' dropdown. The 'Status' icon has a blue checkmark. The 'Email' field contains 'pdegraw001@gmail.com'. A 'Save' button is highlighted with a red arrow. Below the 'Summaries' section, there are five checkboxes: Attendance, Discipline, Upcoming Assignments, Grades Link, and Events and Messages. A red arrow points to these checkboxes from a red box containing the text: "select your notifications by clicking on the boxes".

You can set up how you want your reports sent to you in custom set up.

Email Notifications

Status Email

 Parent.Email @ email.com Save

Summary Type: Custom

Notification	Threshold
i Grades	Course Average drops below _____ OR Course Grade becomes _____ Assignment scores below a _____ %
i Absences	_____ days absent in a _____ day period
i Discipline	<input type="checkbox"/> Received Referral

Click Save after you have selected what type of notifications you want.


To refresh your page, click on the Brevard Public schools logo



Once you have saved your changes, and refreshed your page. Your status dot on your email envelope will turn to green and “unsubscribe” will be added under your email address.

Email Notifications

Status Email

 Parent.Email @ email.com Save

Summary Type: Daily Summary

1 Parent

Summaries

- Attendance
- Upcoming Assignments
- Events and Messages
- Discipline
- Grades Link

Your status dot will turn to green, and 'unsubscribe' will be added under your email.