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

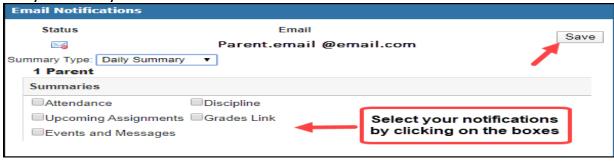
This parent has nothing selected for her notifications.



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



Weekly Summary



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	
	Course Grade becomes OR	
	Assignment scores below a%	
i Absences	days absent in aday period	
i Discipline	Received Referral	

<u>Click Save</u> 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.

