

# Just sit right back and you'll Hear a tale...

9th Annual  
**FOCUS SCHOOL SOFTWARE  
USERS' CONFERENCE**  
February 21 - 23, 2018

**SS FOCUS**

Join US Wednesday, February 21st through Friday, February 23, 2018  
at the  
TradeWinds Island Grand in beautiful St. Pete Beach, Florida

# 9<sup>th</sup> ANNUAL FOCUS SCHOOL SOFTWARE USERS' CONFERENCE

Focus Users' Conference 2018 DAY ONE – Wednesday, February 21, 2018					
	Room	Room	Room	Room	Room
Registration and Breakfast    Convention Office 2    8:00 AM					
Day 1 Wednesday 2/21	Blue Heron	Indian Key	Bird Key	Snowy Egret	Compass Room
AM SESSION 9:00 - 12:00	<u>SIS forms training</u>	<u>Focus Rollover: Non-Student Information &amp; New Year Setup</u>	<u>Using Focus to the Fullest!!</u>	<u>Postsecondary SIS Setup Refresher and a review of System Preferences</u>	<u>Open Lab Support Sessions</u>
Lunch    Garden Courtyard    12:00PM – 1:00PM					
PM SESSION 1:00 - 4:00		<u>Focus Rollover: Student Rollover Preparation &amp; Process</u>	<u>Advanced Query training with "smooth"</u>	<u>Postsecondary POS/IA Setup Refresher</u>	<u>Open Lab Support Sessions</u>
5K Run/1 Mile Fun Run    5:30PM - 6:30PM					
Cocktails    Breck Deck    6:30PM - 8:00PM					

(TENTATIVE AGENDA – ALL SESSIONS SUBJECT TO CHANGE)



**Focus Users' Conference 2018**  
**DAY TWO –Thursday, February 22, 2018**

	Room & Track Setup and Technical	Room & Track Scheduling and Grades	Room & Track Post-Secondary CTE	Room & Track Student Services and Reporting	Room & Track Enrollment and Classroom	Room & Track ERP
Day 2 Thursday 2/22	Bird Key	Indian Key	Long Key	Sawyer Key	Blue Heron	Snowy Egret
<b>Breakfast    Island Ballroom    8:00 AM</b>						
<b>Keynote Speaker    Island Ballroom    8:30 - 8:50</b>						
<b>Session 1</b> 9:00– 9:50	<u>Advanced Integrations and Scheduled Jobs</u>	<u>Scheduling Requests, ACRs, Request reports and teacher entering course requests</u>	<u>AGE Scheduling and the different options for assigning LCP's</u>	<u>Did You Know - a deep dive into specifics about Focus handles certain functions</u>	<u>K12 Teacher Portal – Gradebook, Tests and Focus Community App</u>	<u>Accounts Receivable</u>
<b>Session 2</b> 10:00 - 10:50	<u>Import Tools</u>	<u>Master Schedule Builder and Scheduling Reports</u>	<u>CTE Scheduling and Course Progression</u>	<u>SSS IEP, 504 and RtI</u>	<u>ERP Field Trip Requests</u>	<u>Next Year Budgeting/Rollover</u>
<b>Session 3</b> 11:00– 11:50	<u>Building an Online Application</u>	<u>Elementary / Package scheduling overview including Lunch – setup and assignment option students into lunch.</u>	<u>Post-secondary Reports</u>	<u>Health and Immunization Compliance</u>	<u>Focus Grading Process: Setup, Posting and Pulling Grades, and the Grade Change Request Feature</u>	<u>Accounts Payable</u>
<b>Lunch    Garden Courtyard    12:00PM – 1:00PM</b>						

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Day Two Continued

<b>Session 4</b> 1:00 – 1:50	Vendor	Vendor	Vendor	Vendor	Vendor	<b><u>Implementation Round Table Discussion</u></b>
<b>Session 5</b> 2:00 – 2:50	<b><u>SIS Forms</u></b>	<b><u>Lic Status Process Part 1</u></b>	<b><u>Using Focus to track student financial aid</u></b>	<b><u>FASTER</u></b>	<b><u>Custom/SSRS Report Cards</u></b>	<b><u>Bank Recon</u></b>
<b>Session 6</b> 3:00– 3:50	<b><u>System Preferences</u></b>	<b><u>Lic Status Process Part 2</u></b>	<b><u>Community Ed</u></b>	<b><u>Attendance Setup and system preferences, substitute attendance Reports and Processing</u></b>	<b><u>Parent portal registration and parent update data process; in addition tips on address and contacts</u></b>	<b><u>Student Activity / Internal Accounts</u></b>
<b>Session 7</b> 4:00– 4:50	<b><u>System Preferences Continued</u></b>	<b><u>Walk-In Scheduling With pullouts and inclusion</u></b>	<b><u>Extended Day (Before/after)</u></b>	<b><u>Documentation Management</u></b>	<b><u>Zendesk and Support</u></b>	<b><u>Fixed Assets/ Inventory</u></b>

Dinner Cruise: Transportation Time 6-7 Pre-Hour - Cruise Time 7:00PM - 10:30PM



**Focus Users' Conference 2018**  
**DAY THREE –Friday, February 23, 2018**

	Room & Track Setup and Technical	Room & Track Scheduling and Grades	Room & Track Post-Secondary CTE	Room & Track Student Services and Reporting	Room & Track Enrollment and Classroom	Room & Track ERP
Day 3 Friday 2/23	Bird Key	Indian Key	Long Key	Sawyer Key	Blue Heron	Snowy Egret
<b>Breakfast Island Ballroom 8:00AM – 8:50AM</b>						
Session 8 9:00 – 9:50	<u>Processing assessments, EOCs, final grade averaging including grade posting averaging</u>	<u>Using HR to Track Evaluations</u>	<u>Federal and State Reporting</u>	<u>Performance Report, EWS and Test History Reports</u>	<u>Focus School Choice Module</u>	<u>Purchasing/Bids</u>
Session 9 10 :00– 10:50	<u>Profiles, User Permissions And user integration</u>	<u>State Scheduling fields and preparing for teacher and student course</u>	<u>Billing students and the Reauthorization Process</u>	<u>Florida Reports Menu</u>	<u>Student Info Print Student Info Advanced Reports Student Built in Reports</u>	<u>Payroll</u>
Session 10 11:00– 11:50	<u>Workflow and Edits</u>	<u>Standards – state and local; course assignments, default values, report cards</u>	<u>Point Of Sale Funding Sources, Reports</u>	<u>Texas Reports Menu</u>	<u>Enrolling Students, including system preferences and profile permissions</u>	<u>Warehouse</u>
Session 11 12:00-1:00	<u>Troubleshooting Manage Integrations and Scheduled Jobs</u>	<u>Graduation plans, progression plans, and transcripts</u>	<u>Running CTE Internal Accounts in the ERP</u>	<u>Florida Reports Setup</u>	<u>Discipline Referrals Action and Code Setup</u>	<u>School/Dept. HR Entry Employee Self Service</u>
<b>Lunch and closing session</b>						

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