

# 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
<b>Breakfast Grand Palm Colonnade Registration Convention Office 1 8:00 AM</b>					
<b>Day 1 Wednesday 2/21</b>	<b>Indian Key</b>	<b>Long Key</b>	<b>Sawyer Key</b>	<b>Bird Key</b>	<b>Royal Tern</b>
<b>AM SESSION 9:00 - 12:00</b>	SIS Forms Training	Focus Rollover: Non-Student Information & New Year Setup	Using Focus to the Fullest!!	Postsecondary SIS Setup Refresher and a review of System Preferences	Open Lab Support Sessions
<b>Lunch 12:00PM – 1:00PM</b>					
<b>PM SESSION 1:00 - 4:00</b>		Focus Rollover: Student Rollover Preparation & Process	Advanced Query training with "smooth"	Postsecondary POS/IA Setup Refresher	Open Lab Support Sessions

### 5K Run/1 Mile Fun Run 5:30PM - 6:30PM

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

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Day Two Continued

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

Dinner Cruise: Transportation Time 5:30 – 6:30    Cocktail Hour 6:00 – 7:00    Cruise Time 7:00PM - 10:00



**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	Tarpon Key	Long Key	Sawyer Key	Blue Heron	Indian Key
<b>Breakfast Grand Palm Colonnade 8:00AM – 8:50AM</b>						
<b>Session 8</b> 9:00 – 9:50	Processing assessments, EOCs, final grade averaging including grade posting averaging	Howard Technologies	Federal and State Reporting	Performance Report, EWS and Test History Reports	Focus School Choice Module	Microsoft
<b>Session 9</b> 10 :00– 10:50	Profiles, User Permissions And user integration	State Scheduling fields and preparing for teacher and student course	Billing students and the Reauthorization Process	Canvas/Instructure	Student Info Print Student Info Advanced Reports Student Built in Reports	Payroll
<b>Session 10</b> 11:00– 11:50	Workflow and Edits	Standards – state and local; course assignments, default values, report cards	Point Of Sale Funding Sources, Reports	Texas Reports Menu	Enrolling Students, including system preferences and profile permissions	Warehouse
<b>Session 11</b> 12:00-1:00	Troubleshooting Manage Integrations and Scheduled Jobs	Graduation plans, progression plans, and transcripts	Running CTE Internal Accounts in the ERP	Florida Reports Setup	Discipline Referrals Action and Code Setup	School/Dept. HR Entry Employee Self Service
<b>Lunch and Closing Session</b>						

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