



# 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 <https://www.indianriverschools.org/focus>.

*Not all schools are using Focus to schedule conferences. Please check with your school for their specific conference scheduling process.*

## 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, in person or virtual

### 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.



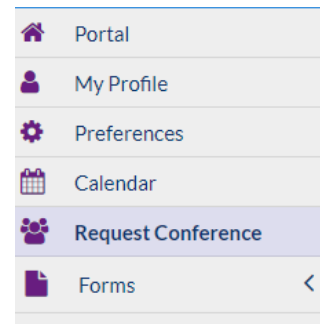
# Scheduling Conferences in Focus: *A Guide for Families*



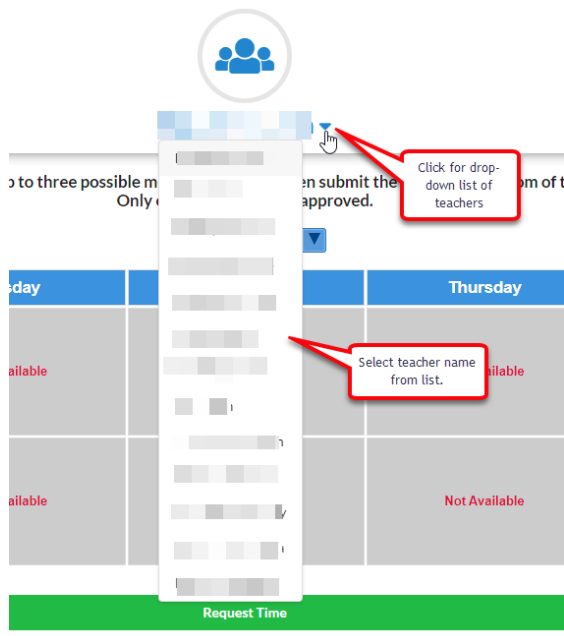
## Step-by-Step Directions

### REQUEST A CONFERENCE

1. Log in to your [Parent Focus Portal](#).
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**.

Up to three possible meeting times and then submit the time at the top of the page. Only one of these will be approved.

View: 2 weeks

Tuesday	Wednesday	Thursday
Not Available	Not Available	Not Available
Not Available	<p><b>01/15/2020</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 03:00 pm - 03:15 pm</li> <li><input type="checkbox"/> 03:15 pm - 03:30 pm</li> <li><input checked="" type="checkbox"/> 03:30 pm - 03:45 pm</li> <li><input type="checkbox"/> 03:45 pm - 04:00 pm</li> <li><input type="checkbox"/> 04:00 pm - 04:15 pm</li> <li><input type="checkbox"/> 04:15 pm - 04:30 pm</li> <li><input type="checkbox"/> 05:00 pm - 05:15 pm</li> <li><input type="checkbox"/> 05:15 pm - 05:30 pm</li> <li><input type="checkbox"/> 05:30 pm - 05:45 pm</li> <li><input type="checkbox"/> 05:45 pm - 06:00 pm</li> </ul>	Not Available

**Request Time**

3. A box will pop up and ask for the conference reason. Enter the reason i.e Fall conference, Group conference etc. You may also want to include your preferred method of conference. For example, in person or virtual.
4. Click **Okay**.

sdirc.focusschoolsoftware.com says

Please enter the reason you would like to have a conference:

Parent-Teacher Conference

**OK** **Cancel**

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

## CHECK YOUR CONFERENCE STATUS

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.

Make a request

Pending Requests (0)

Approved/Denied Requests

Export

Filter: ON

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 [Focus Portal](#), 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.

January, 2020

Search...

01/15 - Parent/Student Conference for:

Sunday

Dec. 29

5

12

19

Monday

Dec. 30

6

13

20

Tuesday

Dec. 31

7

14

21

Wednesday

1

8

15

22

Thursday

2

9

16

23

Friday

3

10

17

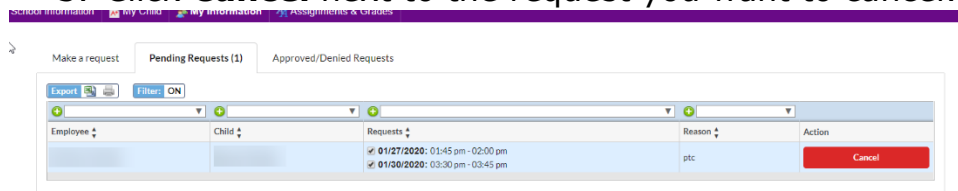
24

Parent/Student Conference for:

## CANCEL YOUR PENDING REQUESTS

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

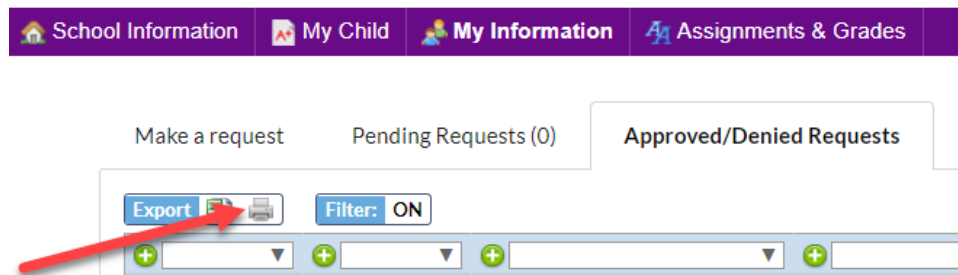
1. Go to **Request a Conference**.
2. Select **Pending Requests**.
3. Click **Cancel** next to the request you want to cancel.



*\*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.



For further tutorials please visit:

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