Parent Portal Dashboard User Manual
For Campus Users

FOCUS

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The Parent Portal (previously known as PASSport), is a one-stop online portal available to parents that provides essential real-time information to help them better support their child's success. It is critical that we engage parents as equal partners in their child's education to support the District's goals of 100 % graduation, proficiency for all, 100 % attendance, parent and community engagement, and school safety. The Parent Portal engages parents by providing student data, such as attendance, grades and assignments, English Learner reclassification progress, and graduation progress (high school only); allowing parents to update their child's emergency contact information; and, providing a location to apply for District programs, such as Free and Reduced-Price School Meal Program, LAUSD School/Office Volunteer Program, and the eChoices Program.

The Parent Portal Campus View Dashboard provides Principals and other school administrative staff with a tool for monitoring parent registration in the Parent Portal. It can be used to…

- Monitor the teacher progress in getting their students' parents registered
- Monitor the total percentage of parents registered at the school
- Identify students without parents registered
- Identify student PIN numbers
- Find parent contact information for registered parents, as well check when their last login was

On the Campus View Dashboard, users can select a Teacher Name to see all of his/her students. If a student has parents registered in Parent Portal, the user can select the Student Name to see contact information for the registered parent(s).

Access

1. To access the dashboard, enter this URL into your browser:

   https://focus.lausd.net

   Note: The preferred browser for Focus is the most recent version of Google Chrome or Mozilla Firefox.

2. Log into Focus by entering your **Single Sign On username** and **password**. Then, click **Sign In**.

3. After logging in, you will be taken to the Focus Welcome Page. If necessary, (1) click the **Operations Analytic Area**. Then, (2) click **Parent Portal** at the bottom of the screen.

4. On the Parent Portal Subject Page, click **Parent Portal Campus View** at the bottom of the screen to navigate to the dashboard.

   Note: See page 12 for information about the subject page.
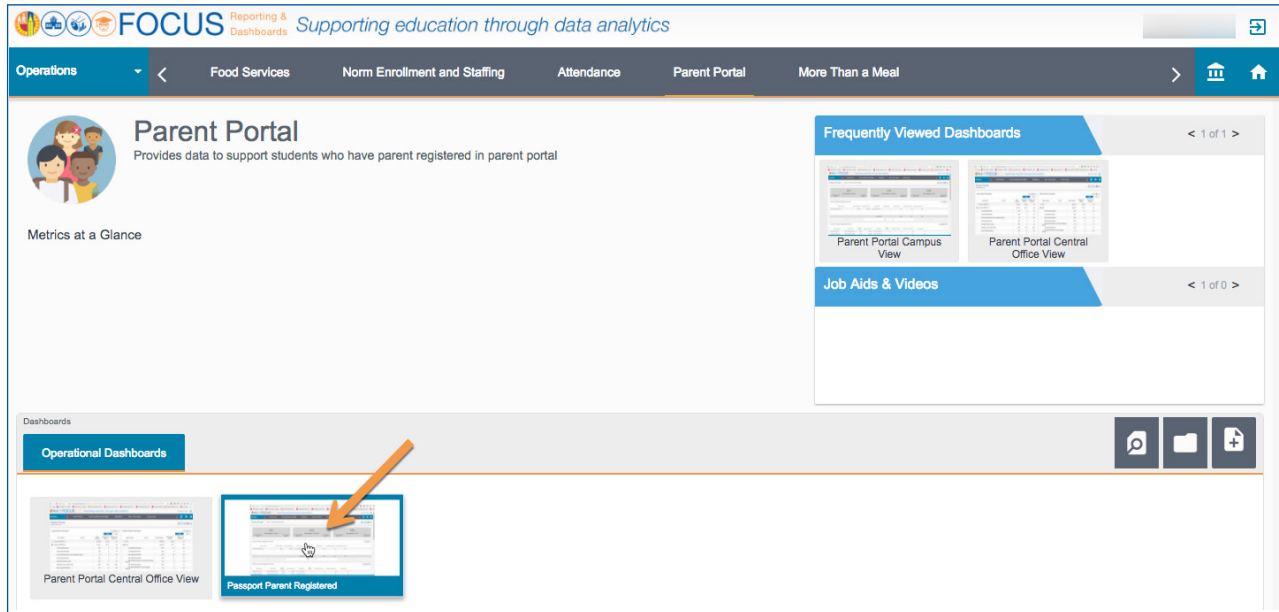
Parent Portal Dashboard Overview

The Parent Portal: Campus View Dashboard was designed to be used by Principals, other school administrators, and office staff. To use the dashboard, click a School Name to see all teachers at the school (if you are assigned to more than one school). Then, click a Teacher Name to see all of their students, and click a Student Name to see their parents' contact information, if the parents are registered. More details are provided below and in the subsequent sections in this manual.

The dashboard is made up of a series of components. A dashboard *component* is a part or section of the dashboard that can be read and used separately. Each component consists of metrics or reports. Refer to this page for a summary of the components on this dashboard. For details on how to use each component, refer to the related section in this document.

#	DESCRIPTION
1	Use the **dashboard toolbar** to control the whole dashboard. For example, click the **Filter icon** to display the filter choices.
2	After clicking the filter icon in the dashboard toolbar, the user has the option to use **filters** (expanded in the image above) to see a specific teacher or student. For more information, see page 8.
3	The three **performance tiles** provide key metrics related to parents registered in Parent Portal.
4	Use **component toolbars**, like this one, to view the report in full screen, export the report, or print it. See page 10 for instructions.
5	In the **Parent Portal Registrations by School component**, click a School Name to drill down to that school in the components below (if more than one school is listed).

Parent Portal Registrations by Teacher

Teacher Name	School Name	School Number	Cost Center Code	Local District	Board District	Students with Registered Parent	Students with Registered Parent %	Total Students
	156th Street Elementary	5808	1580801	LOCAL DISTRICT S	7	2	8%	25
	156th Street Elementary	5808	1580801	LOCAL DISTRICT S	7	2	6%	31
	156th Street Elementary	5808	1580801	LOCAL DISTRICT S	7	3	11%	27
	156th Street Elementary	5808	1580801	LOCAL DISTRICT S	7	0	0%	24
	156th Street Elementary	5808	1580801	LOCAL DISTRICT S	7	0	0%	26
	156th Street Elementary	5808	1580801	LOCAL DISTRICT S	7	0	0%	22
	156th Street Elementary	5808	1580801	LOCAL DISTRICT S	7	0	0%	16
					Grand Total	23	6%	370

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Parent Portal Registrations by Student

All Students | Students with registered Parent | Students without registered parent

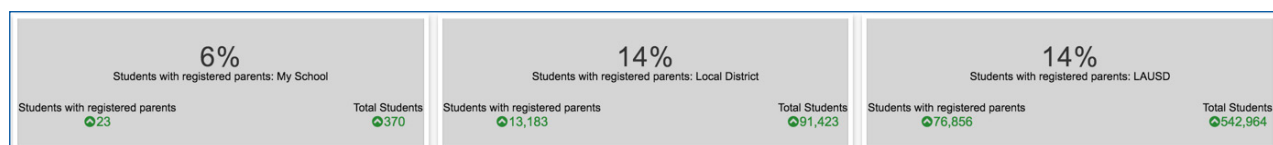| Student Name	District ID	Parent PIN	Parent Registered	School	School Number	Cost Center Code	Teacher Name	Period	Local District	Board District
		Pin - 0135	N	156th Street Elementary	5808	1580801		1	LOCAL DISTRICT S	7
		Pin - 9812	N	156th Street Elementary	5808	1580801		1	LOCAL DISTRICT S	7
		Pin - 9515	Y	156th Street Elementary	5808	1580801		1	LOCAL DISTRICT S	7
		Pin - 9302	Y	156th Street Elementary	5808	1580801		1	LOCAL DISTRICT S	7
		Pin - 2478	N	156th Street Elementary	5808	1580801		1	LOCAL DISTRICT S	7
		Pin - 4675	N	156th Street Elementary	5808	1580801		1	LOCAL DISTRICT S	7

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Parent Portal - Registered Parents by Student

Parent First Name	Parent Last Name	Parent Middle Name	Parent Email	Parent Last Login Date	Student Name	School	School Number
		0		4/30/2017 9:59:16 PM		156th Street Elementary	5808
		0		12/8/2017 3:40:13 PM		156th Street Elementary	5808

#	DESCRIPTION
6	In the **Parent Portal Registrations by Teacher component**, click a Teacher Name to drill down to that teacher's students in the components below. Also, review the percentage of students assigned to each teacher who have at least one parent registered in Parent Portal.
7	In the **Parent Portal Registrations by Student component**, click a Student Name to drill down to that Student's parents in the component below. Use the buttons under the component toolbar to see a list of **All Students**, just **Students with Parents Registered**, or **Students without Parents Registered**.
8	In the **Parent Portal - Registered Parents by Student component**, review the Parents who have registered in Parent Portal, if any have registered for the student that was selected in the Student View.

Performance Tiles

At the top of the dashboard, the three performance tiles provide a comparison between the school's percentage of students who have parents registered in Parent Portal versus the percentage of students in the Local District and LAUSD overall. Below each metric, the green numbers display the **variance**, or the difference between the count of students this week and last week.

6%	14%	14%
Students with registered parents: My School	Students with registered parents: Local District	Students with registered parents: LAUSD
Students with registered parents ⟳23 — Total Students ⟳370	Students with registered parents ⟳13,183 — Total Students ⟳91,423	Students with registered parents ⟳76,856 — Total Students ⟳542,964

Parent Portal Registrations by School

This component displays a summary for each school to which you are assigned. Most users will see one school listed. The summary includes identifying information, the total number of students currently enrolled at the school, as well as the number and percentage of enrolled students who have at least one parent registered in Parent Portal. If more than one school is listed, click a **School Name** to display that school's teachers in the Teacher View below.

School Name	School Number	Cost Center Code	Local District	Board District	Total Students	Students with Registered Parent	Students with Registered Parent %
156th Street Elementary	5808	1580801	LOCAL DISTRICT S	7	370	23	6%
				Grand Total	370	23	6%

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Parent Portal Registrations by Teacher

This component displays a report listing all teachers assigned to classes at the school. For each teacher, the report provides the total number of students assigned to them, as well as the number and percentage of students assigned to the teacher who have parents registered in Parent Portal.

Teacher Name	School Name	School Number	Cost Center Code	Local District	Board District	Students with Registered Parent	Students with Registered Parent %	Total Students
	156th Street Elementary	5808	1580801	LOCAL DISTRICT S	7	2	8%	25
	156th Street Elementary	5808	1580801	LOCAL DISTRICT S	7	2	6%	31
	156th Street Elementary	5808	1580801	LOCAL DISTRICT S	7	3	11%	27
	156th Street Elementary	5808	1580801	LOCAL DISTRICT S	7	0	0%	24
	156th Street Elementary	5808	1580801	LOCAL DISTRICT S	7	0	0%	26
	156th Street Elementary	5808	1580801	LOCAL DISTRICT S	7	0	0%	22
	156th Street Elementary	5808	1580801	LOCAL DISTRICT S	7	0	0%	16
				Grand Total		23	6%	370

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#	DESCRIPTION
1	Use the component toolbar to **print**, **export**, or **maximize** the report to full screen. See page 10.
2	Click a **Teacher Name** to see his/her students in the Student View below.
3	Click the **Next** and **Previous buttons** to page through the list.

Parent Portal Registrations by Student

This component consists of three reports. Each report provides similar information, which includes student identifying information, student PINs, whether at least parent is registered in Parent Portal, and their Teacher's Name. Each report has its own purpose:

BUTTON NAME	DESCRIPTION
All Students	View a report of all students assigned to the selected teacher. This includes students whose parents have or have not registered in Parent Portal.

BUTTON NAME	DESCRIPTION
Students with Parents Registered	View a report of students assigned to the selected teacher who <u>have at least one parent registered</u> in Parent Portal. (The Parent Registered column displays Y for all students.)
Students without Parents Registered	View a report of students assigned to the selected teacher who <u>do not</u> have at least one parent registered in Parent Portal. (The Parent Registered column displays N for all students.)

#	DESCRIPTION
1	Use the component toolbar to **print**, **export**, or **maximize** the report to full screen. See page 10.
2	To access the different reports, click the **buttons** below the component toolbar.
3	Click a **Student Name** of a student whose parents are registered to see the parent information in the Parent View.
4	Click the **Next** and **Previous buttons** to page through the list.

Parent Portal - Registered Parents by Student

This component provides contact information for parents who have registered in Parent Portal, including their full name, email address, their student's name, and when they last logged in. Click **Export** in the component toolbar to create an **Excel spreadsheet** or **PDF** (see page 10).

Filters

The Parent Portal: Campus View Dashboard contains a set of filters that can be used to narrow the data displayed in all components on the dashboard, including the performance tiles. If the user does not wish to drill down in the dashboard using the reports displayed, he/she can select a specific location or person using the filters. The filters are provided as an option and are not required to be used.

To use a filter, (1) click the **down arrow** to open the drop-down menu, and then (2) make a selection by checking the **box** next to a value.

Note: Most filters allow the user to select more than one value. If the user receives zeroes or no data on the dashboard, it may be that there are too many filters applied. Reset to default values to return to the default display.
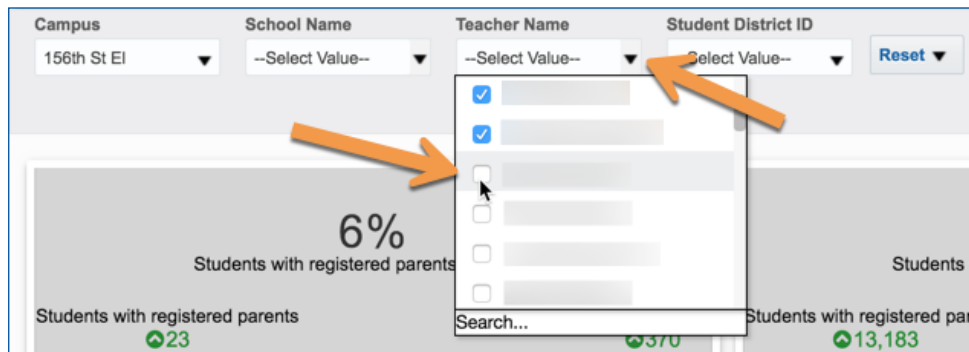
To reset the filters or to return to the default values, (1) click the **Reset button** at the end of the filter list. In the drop-down menu, (2) click **Reset to default values**.
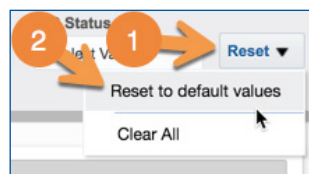
The **Campus View** includes the filters listed below.

FILTER NAME	DESCRIPTION
Campus	For Central Office and Local District use only. Select a different campus to view its data in all dashboard components.
School Name	Instead of using the School View, select a School Name (if more than one is listed) to view data for that school in all dashboard components. Remember: This updates all components on the dashboard.
Teacher	Instead of using the Teacher View, select a Teacher Name to display their data in all dashboard components. Remember: This updates all components on the dashboard.
Student District ID	Instead of using the Student View, select a Student District ID or click Search to type it in (see the next page). Remember: This updates all components on the dashboard.

Filter Search

All filters provide the option to search for a value, instead of scrolling down the list of possible values. For example, if the user wants to see data for a specific student, the user can type the Student District ID in the search dialog box.

1. To search for a value in a filter, open the **drop-down menu** and click **More/Search**.
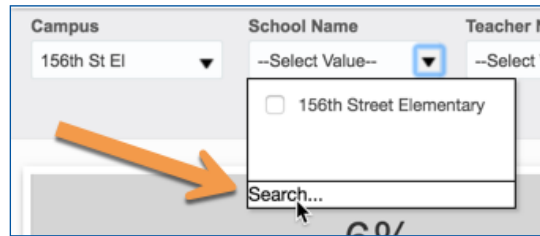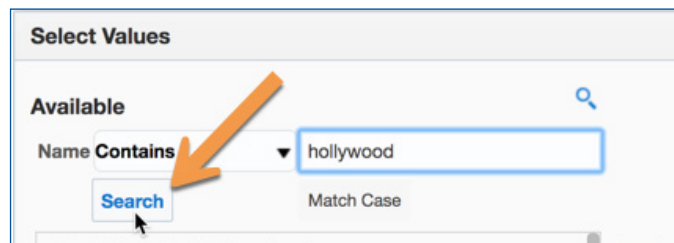
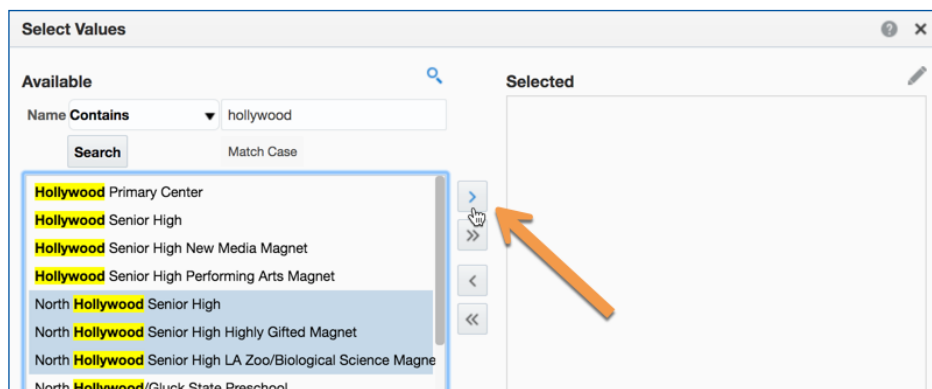2. Type the value in the **Name field**, or copy and paste the value from an external source.

   Note: "Contains" must be selected in the drop-down menu and **"Match Case"** must <u>not</u> be selected.
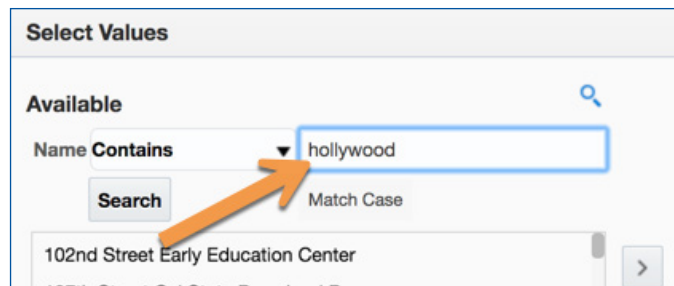
3. Click **Search**.

4. Highlight the value(s) in the search results and click **Move**.

5. Click **OK**.
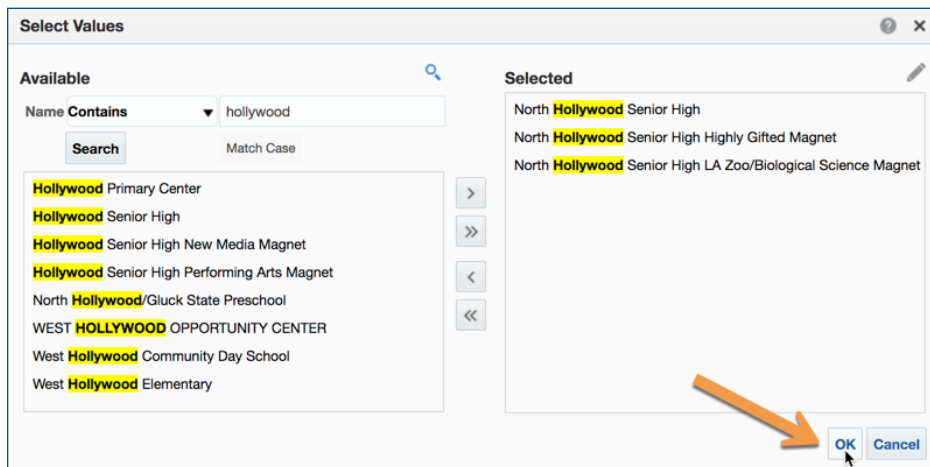
6. The dashboard will display data for the selected value only.
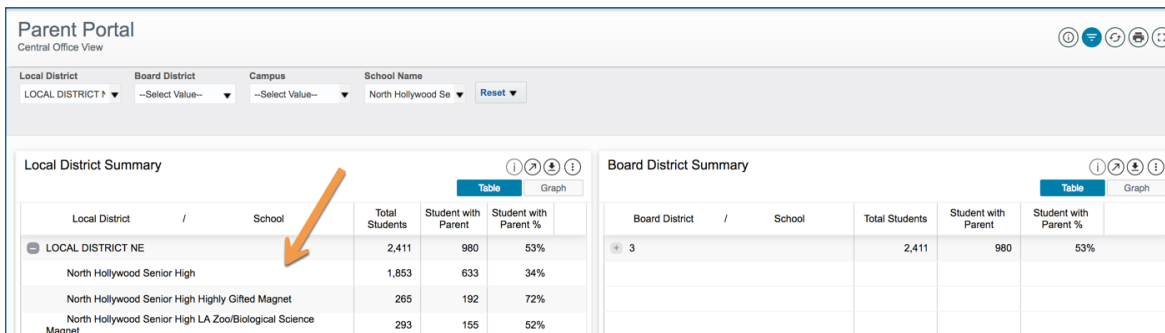
Report Tables

All reports on the dashboard include various functions. Users can…
- View a Report/Component in Full Screen
- Export Reports
- Print Reports

View a Report/Component in Full Screen

All reports and components can be viewed in full screen. For example, you may want to see more than a few schools at a time on the Local District or Board District Summaries.

1. Click the **maximize icon** in the component toolbar to view a report or any other dashboard component in full screen.

2. Click the **minimize icon** in the component toolbar to return to the dashboard.

Export Reports

The table views on both the Local District and Board District Summaries can be exported in the format they are displayed on the screen.

1. Click the **Export icon** in the component toolbar to export a report or any other dashboard component.

> **Note:** The exported report will include all filters, sorts, and pivots applied.

2. Select the desired export **format**, such as **Excel** or **CSV**, from the drop-down menu.

3. The exported file will download to your computer's **preferred download location**.

Print Report/Component

The table views and graph views on both summaries can be printed in the format in which they are displayed on the screen.

1. In most components, click the **More Tools icon** in the component toolbar.

2. In the drop-down menu, click **Print**.
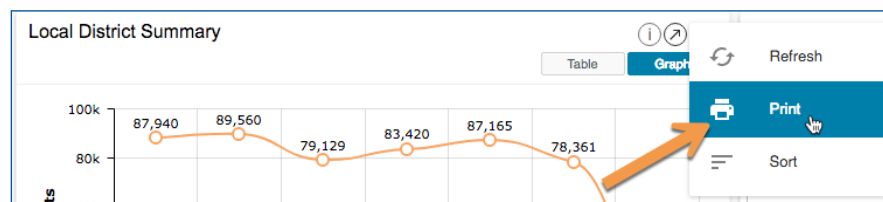
3. Your browser's **print dialogue box** will appear to complete the procedure.

Appendix A: Parent Portal Subject Page

The purpose of the Subject Page is to provide a list of all available dashboards within the Parent Portal, as well as the related metrics to which users should pay attention. Refer to this page for a summary of the Subject Page.

#	DESCRIPTION
1	Use the **Navigational Bar** to go to another Subject Page.
2	In the **Metrics at a Glance section**, review key metrics related to Parent Portal.
3	Under **Operational Dashboards**, click the Campus View to open the dashboard.
4	Review job aids and other Parent Portal-related resources in the **Job Aids and Videos section**.
5	Click the **Home icon** to return to the Welcome Page.

Appendix B: Navigational Bar

The navigational bar at the top of each dashboard can be used to navigate to other dashboards.

Current **Analytic Area** and drop-down menu

Go back to the **Subject Page** from a dashboard

List of all **Subjects** in the current Analytic Area

Go back to the **Welcome Page**
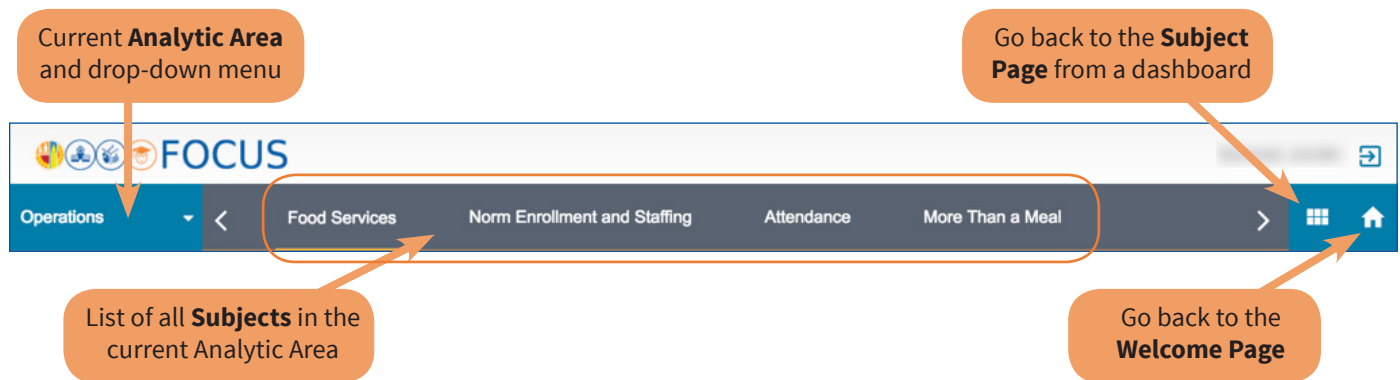
To navigate to another dashboard from the Parent Portal Campus View, follow these steps:

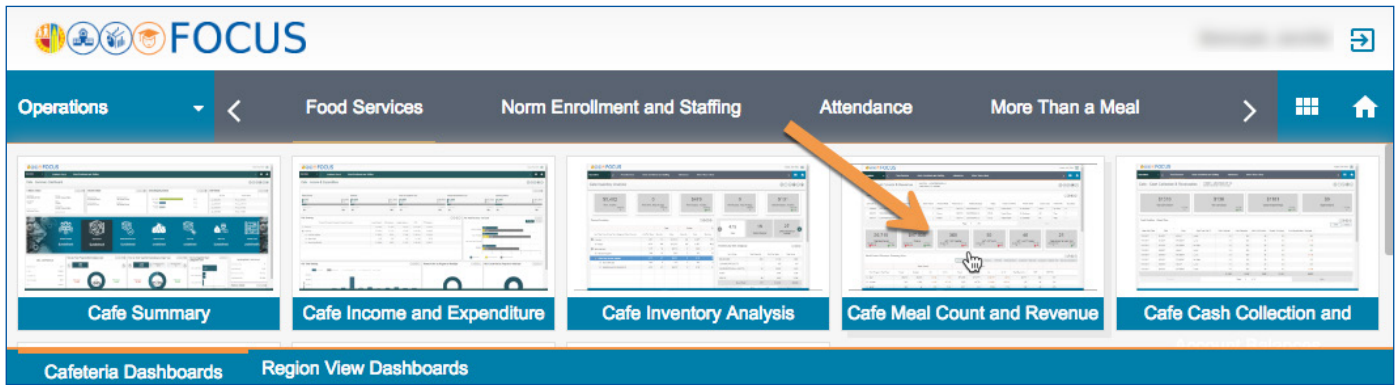1. Click the **down arrow** next to **Operations** to open the drop-down menu.
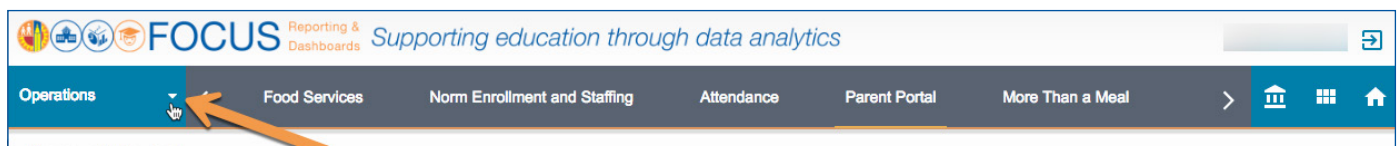
2. Click an **Analytic Area name** to see its Subjects.
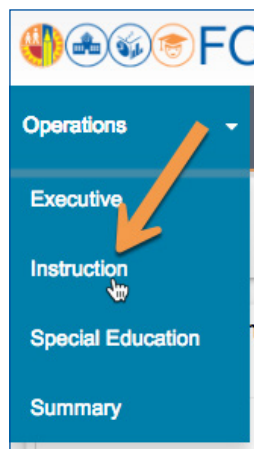
3. Click the **Subject name** to see available dashboards.
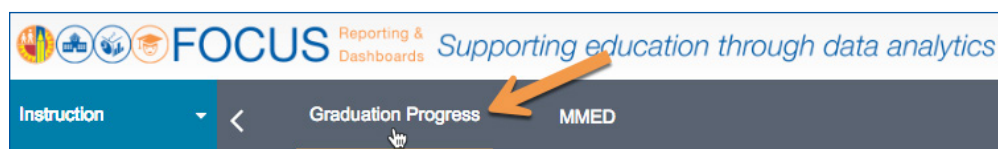
4. Click a **dashboard name** to navigate to it.

Appendix C: Icon Glossary

Focus displays many icons throughout the application, with the majority in toolbars. Each dashboard consists of multiple sets of toolbars. The **Dashboard Toolbar**, located at the top right corner of the screen, controls the entire dashboard, while the **Component Toolbars** throughout the dashboard control each component individually. In addition to the toolbars, the **Navigation Bar** contains icons to navigate to other screens. See the image below for an example, and refer to this section of the guide for definitions of all icons.
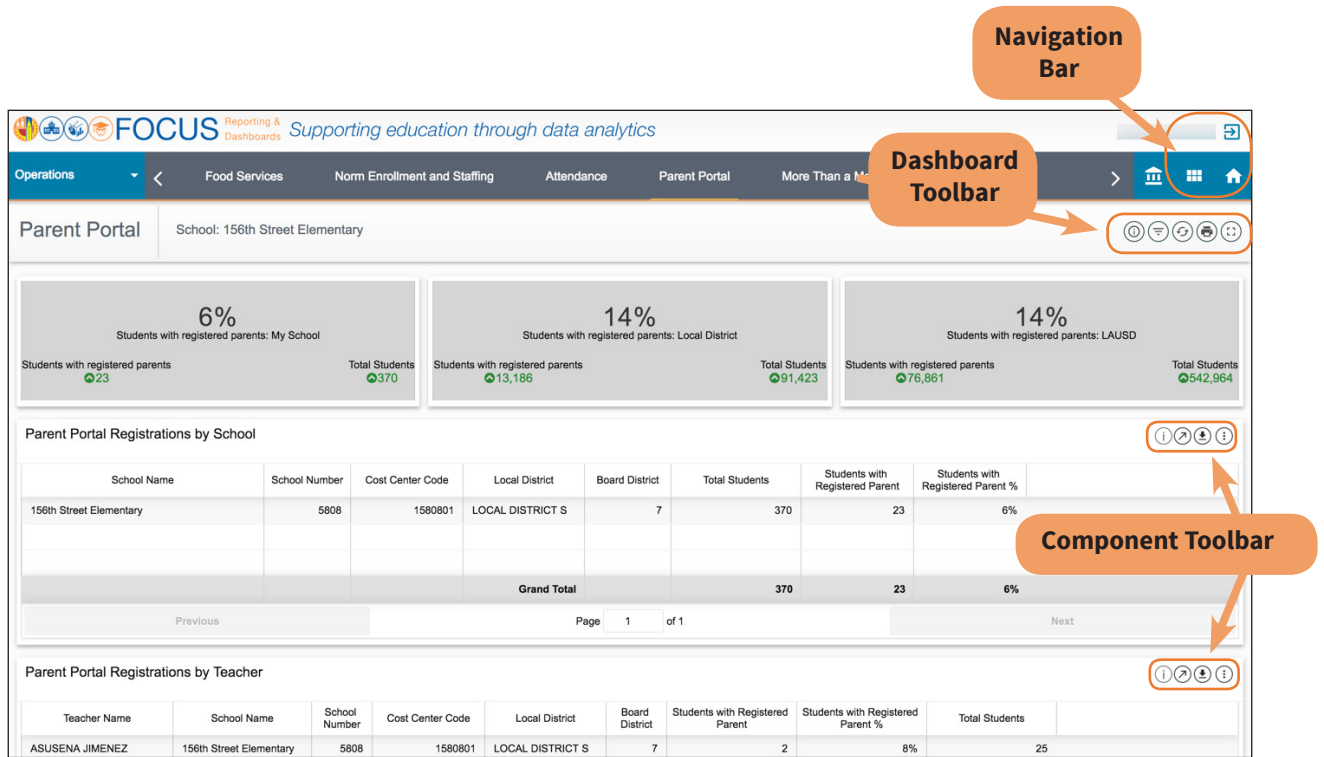
ICON	TOOLBAR LOCATION	HOVER TEXT	ACTION PERFORMED
🏛	**Welcome Page**	**Classic View**	Return to the classic look and feel of MiSiS Ad Hoc Reporting and Dashboards.
🔍	**Welcome Page / Subject Page**	**Search**	Click this button on the Welcome Page to search the entire application. Click this button on the Subject Page to search the displayed Subject.
📄	**Welcome Page / Subject Page**	**Create Your Report**	Create an ad hoc report. *It is recommended that only users who have taken the ad hoc reporting in-class training use this feature, as it is not supported as a part of the Meal Counts and Revenue Dashboards.*
→	**Navigation Bar**	**Logout**	Log out of Focus.

ICON	TOOLBAR LOCATION	HOVER TEXT	ACTION PERFORMED
	Navigation Bar	**Return to Subject Page**	Return to the Subject Page you were previously on.
		Return to Welcome Page	Return to the Welcome Page.
	Dashboard Toolbar	**Info**	View help information related to the current dashboard.
		Filter	Reveal options for modifying the data displayed on the dashboard. Use the Filters to narrow the set of students displayed in the dashboard. Available filters vary by dashboard.
		Refresh	Refresh the data on the dashboard.
		Print	Print the dashboard as it is currently displayed on the screen.
		Full Screen	Remove the header and display the dashboard full screen.
	Component Toolbar	**Info**	View help information for the component.
		Refresh	Update the data in the component, retaining all filters applied.
		Maximize	Display the component on the entire browser screen.
		Filter	Reveal options for modifying the display of the component; click a filter name to display the list in a different configuration. Available filters vary by component.
		Export	Export the component to an Excel, CSV, or PDF file.

ICON	TOOLBAR LOCATION	HOVER TEXT	ACTION PERFORMED
🖨	**Component Toolbar**	**Print**	Print the component.
☰		**Sort**	Click to toggle between sorting the list in the component from best to worst or worst to best.
⬛		**View By**	Click to select a different view for the component.

Whom to Contact for Support

For assistance with questions about the content of the dashboard, please contact the Parent and Community Engagement office in your Local District:

LOCAL DISTRICT	PHONE NUMBER
Local District Central	(213) 241-1931
Local District East	(323) 224-3320
Local District Northeast	(818) 252-5400
Local District Northwest	(818) 654-3600
Local District South	(310)-354-3272
Local District West	(310) 914-2124

For assistance with technical issues, such as...
- Difficulty accessing the application or dashboards
- Difficulty finding something

Please submit a Service Request to the **ITD Help Desk**. Enter this URL into your browser:

https://achieve.lausd.net/Page/11176

Scroll down and click **Online Ticket**. In the new window, choose **Request Assistance with MiSiS**. In the Select the Affected Module drop-down menu, select "**MiSiS - Focus Reporting & Dashboards**."