



Quick Start Guide to



FOCUS

Reporting & Dashboards

Focus Reporting & Dashboards (Focus) is a web-based application that provides LAUSD administrators with dashboards and reports consisting of student and LAUSD data. This application allows users to see important metrics and other strategic data about LAUSD. Most metrics display target levels to determine if performance is on target. Refer to this guide for an overview of common navigational concepts in the application, including these topics:

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Access the Application

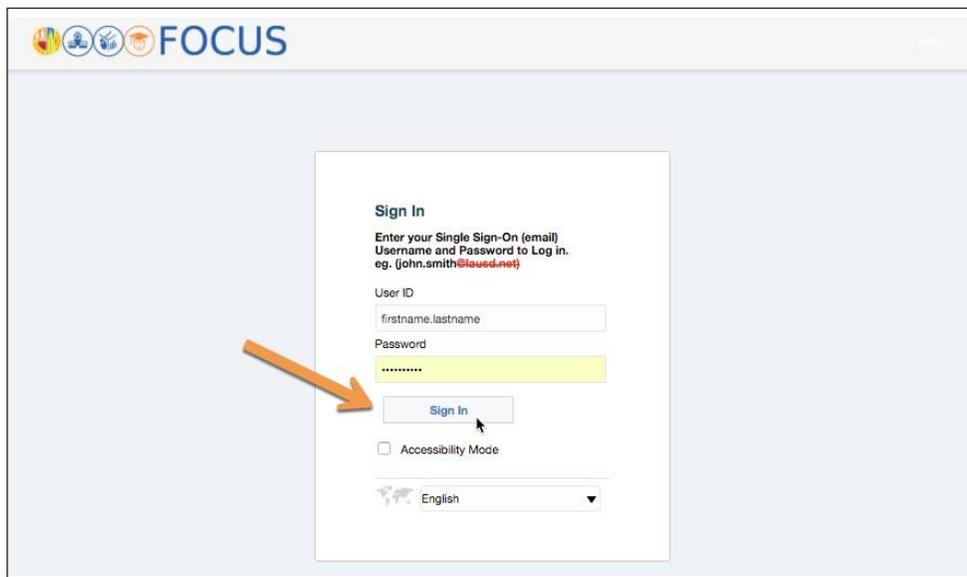
To access Focus, type this **URL** into the address bar of your browser:

<https://focus.lausd.net>

Note: The preferred browser is the latest version of **Google Chrome** or **Mozilla Firefox**.

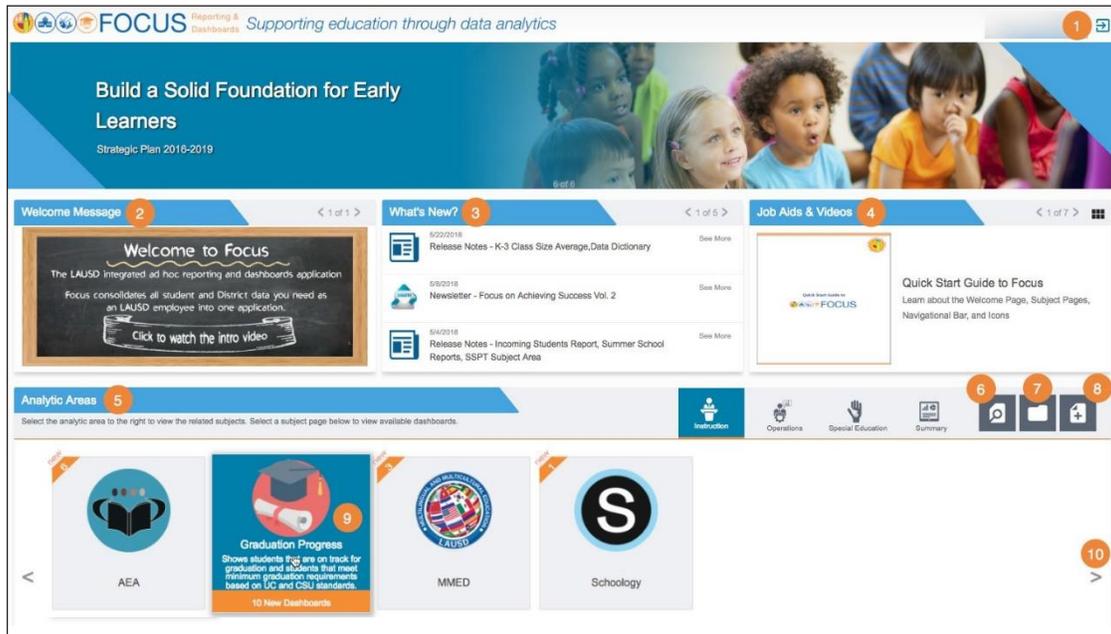


Log into the application by entering your **Single Sign On username** (i.e., do not include @lausd.net) and **password**. Then, click **Sign In**.



Welcome Page

The Welcome Page is the first page users see when they log into the application. This page provides information about the application and displays all five **Analytic Areas**, which are the categories of data stored in Focus. Each Analytic Area displays all related **Subjects** to which the user has access. Navigate to a Subject to see all related dashboards and metrics. Refer to this page for a summary of the components of the Welcome Page.

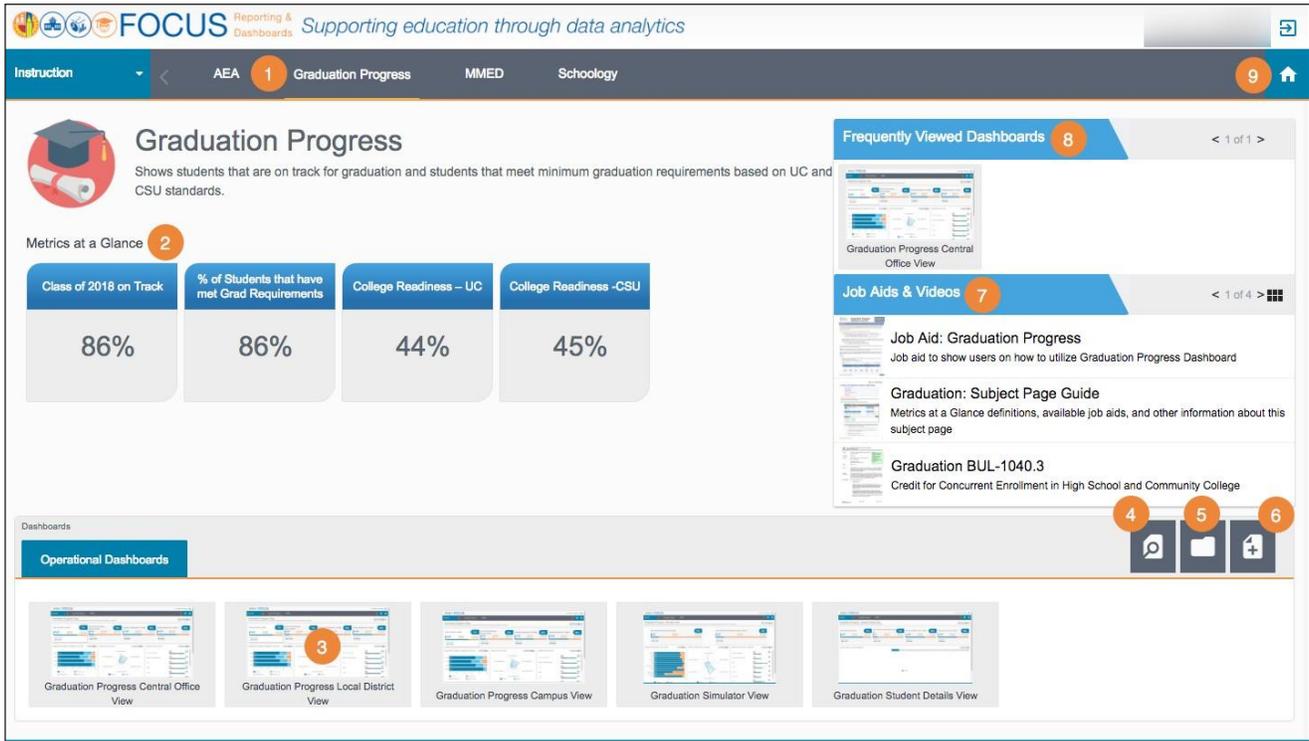


#	DESCRIPTION
1	Logout.
2	Click the chalkboard in the Welcome Message to watch the introductory video.
3	In What's New , click See More to view release notes and newsletters.
4	In the Job Aids & Videos section, review job aids and videos about the entire application. For dashboard job aids, see the Job Aids and Videos section on the related Subject Page (see next page).
5	Click one of the five Analytic Areas to see the available Subjects: Executive, Instruction, Operations, Special Education, and Summary.
6	Search the entire application for a dashboard.
7	Click this button to access the Catalog .
8	Click Create Your Report to create one from scratch.
9	Click a Subject to navigate to it and see available dashboards.
10	Click the arrows to view additional Subjects.

Subject Page

The purpose of the Subject Page is to provide a list of all available dashboards within the Subject, as well as the related metrics to which users should pay attention.

Note: The Subject Page will only display dashboards to which you have access. For example, school users will only see Campus View dashboards.

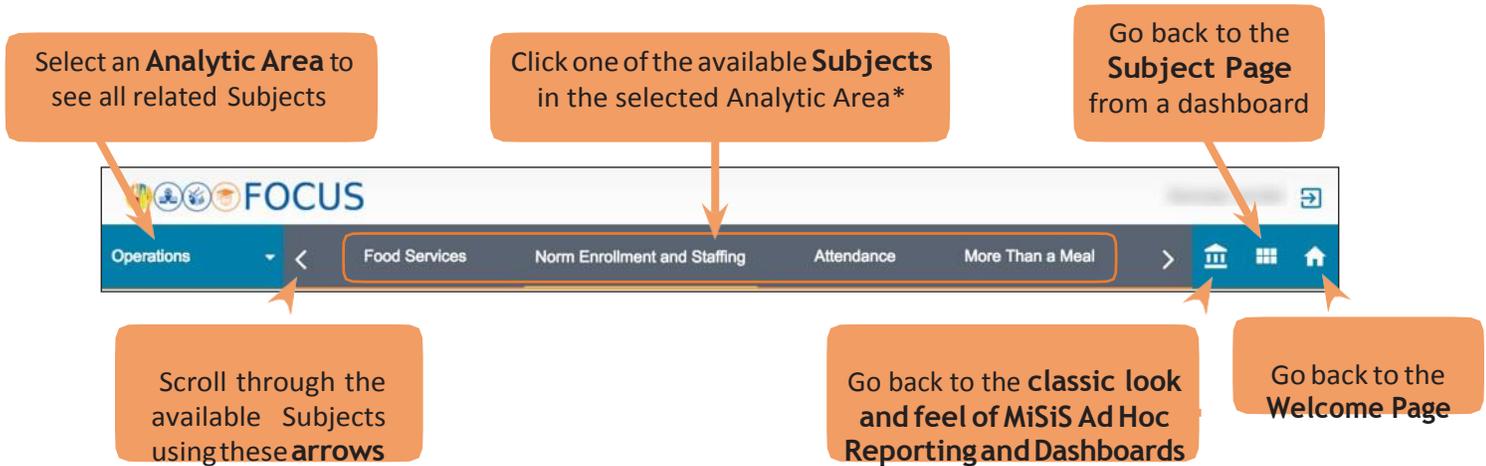


Below are the components for the Subject Page.

#	DESCRIPTION
1	Use the Navigational Bar to go to another Subject . See page 4 for more info.
2	In the Metrics at a Glance section, review metrics related to the selected Subject.
3	Click a dashboard listed in the Dashboards section to open it. (Note: Users will only see the dashboards to which their role grants access).
4	Search the entire application.
5	Click this button to access the Catalog .
6	Click Create Your Report to create one from scratch.
7	In Job Aids & Videos , watch training videos or review job aids about this Subject.
8	Access the dashboards you visit most often in the Frequently Viewed Dashboards section. Click the arrows to scroll through the list. (Note: This section is updated nightly.)
9	Click the Home icon to return to the Welcome Page.

Navigational Bar

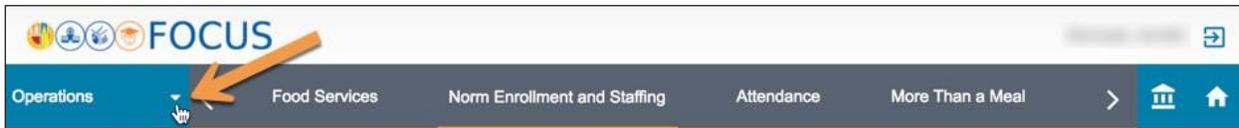
The navigational bar can be found on all Subject Pages and dashboards to make it easy to navigate between Subjects or dashboards within different AnalyticAreas.



* On a Subject Page, click a Subject to navigate to the related Subject Page. On a dashboard, click a Subject to see available dashboards.

On a **Subject Page**, use the navigational bar to access another Subject.

1. To select a different Analytic Area, click the down arrow in the **Analytic Area drop-down menu** on the left side of the navigational bar.



2. Click an **Analytic Area** to reveal all of its Subjects.

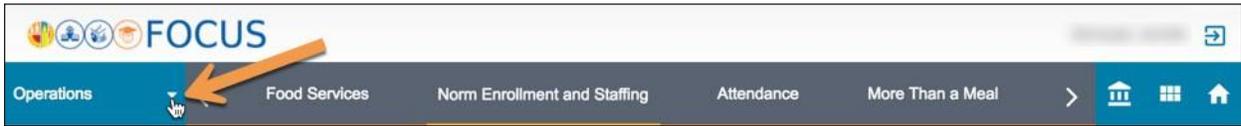


3. Click a **Subject** to navigate to it.



On a **dashboard**, use the navigational bar to access another dashboard.

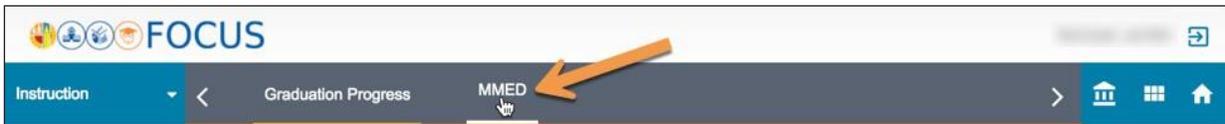
1. To select a different Analytic Area, click the down arrow in the **Analytic Area drop-down menu** on the left side of the navigational bar.



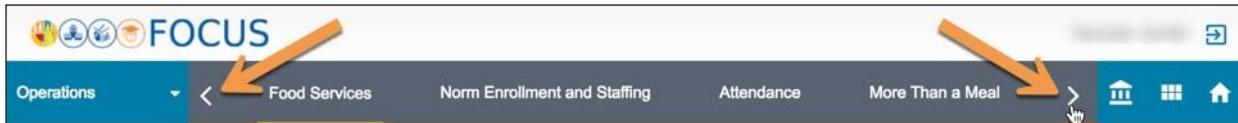
2. Click an **Analytic Area** to reveal all of its Subjects.



3. Click a **Subject** to reveal all dashboards in that subject.



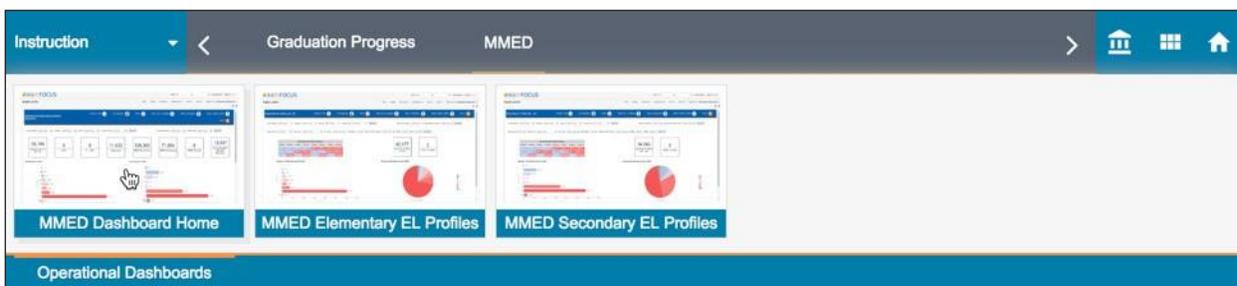
Note: Use the **arrows** in the navigational bar to scroll through all Subjects within an Analytic Area.



4. If there are many dashboards in that Subject, **scroll down** in the dashboard list to see all.



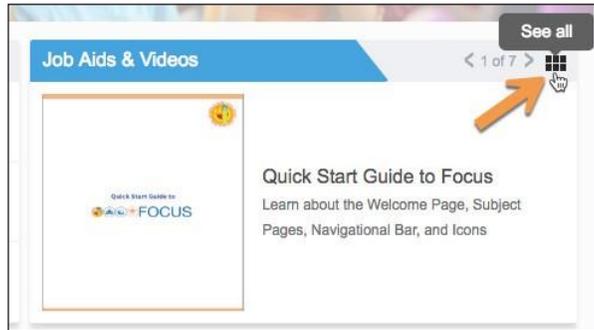
5. Click the **dashboard name** to navigate to it.



Job Aids & Videos

Job aids, videos, and other help content can be viewed and downloaded via the Welcome Page, Subject Page, and all dashboards.

On the **Welcome Page** and **Subject Pages**, the section displays content relevant to that page. To see all help content available in the application, click the **See All icon**.



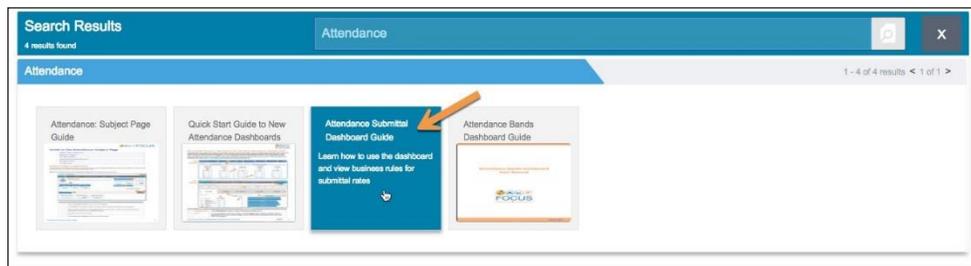
To see all available content on any **dashboard**, 1) click **More Options** in the navigational bar, and then 2) click the **Job Aids icon**.



After clicking See All on the Welcome/Subject Pages or the Job Aids icon on a dashboard, use the **search bar** to find content on a specific topic.



Click a **content title/image** to open it in a different window.



To go back to the page you were on, click the **X** in the top right corner of the Training Content area.

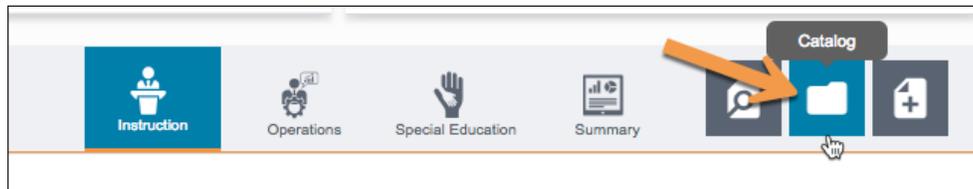


Catalog

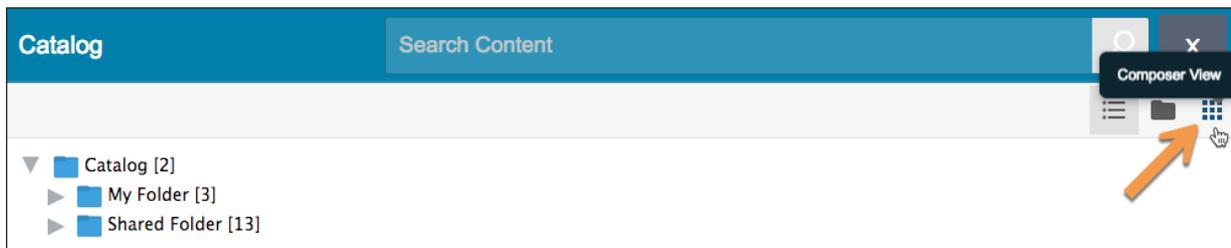
The catalog stores saved objects such as analyses and filters. The catalog can be accessed on every page in the application. There are two views available:

1. The **Basic View** is available on the Welcome Page, Subject Pages, and dashboards, and it can be used to quickly access a report or other saved items.
2. The **Composer View** is provided for Composer and Publisher users to access reports, filters, and other items in order to edit or delete them. The Composer View can be accessed within the Basic View.

To view the catalog in Basic View, click the **Catalog icon** on the Welcome Page, Subject Pages, or dashboards (in the navigational bar, click More Options > Catalog).



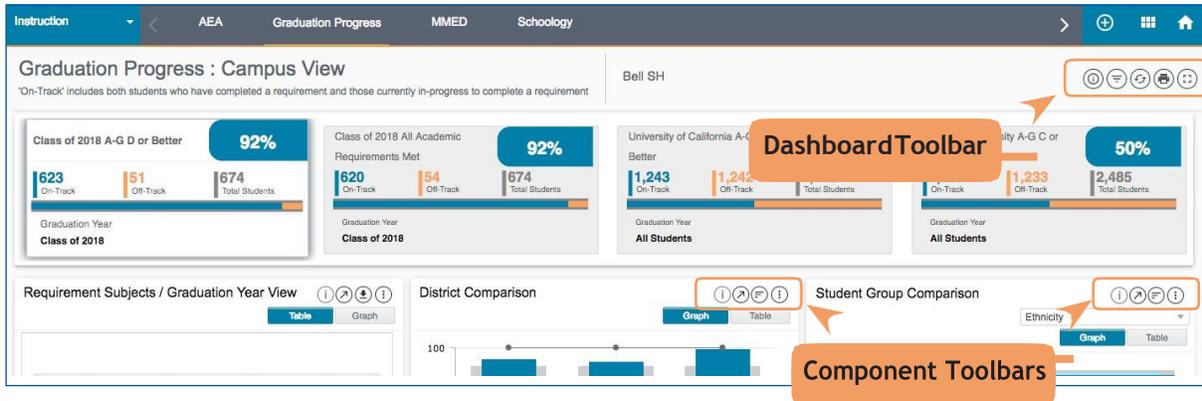
To access the Composer View, click the **Composer View icon**.



For a detailed description of the catalog and how to use it, refer to the [job aid *Using the Catalog*](#).

Dashboard and Component Toolbars

All dashboards in Focus include a **dashboard toolbar** that can be used to control all dashboard tiles and components, as well as individual **component toolbars** to control only the related component.

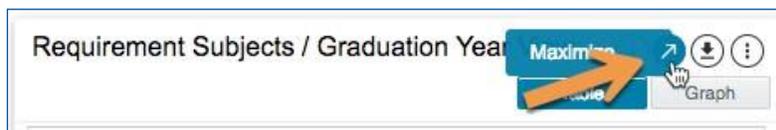


The key icons to know in the **dashboard toolbar** are the **Info icon**, which opens the related user manual when clicked, and the **Filter icon**, which displays all dashboard filters (expanded in the image below).

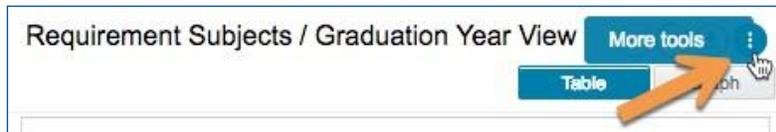


The key icons to know in the **component toolbars** are listed below. See the next page for a glossary of all icons in Focus.

Click the **Maximize icon** to view the component in full screen and then click Minimize to go back.



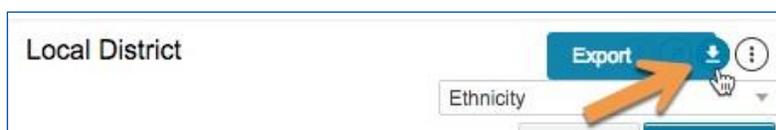
Click the **More Tools icon** and then choose **Print** to print a graph.



The **Filter icon** is available to filter the related component only. Filters will vary by component.

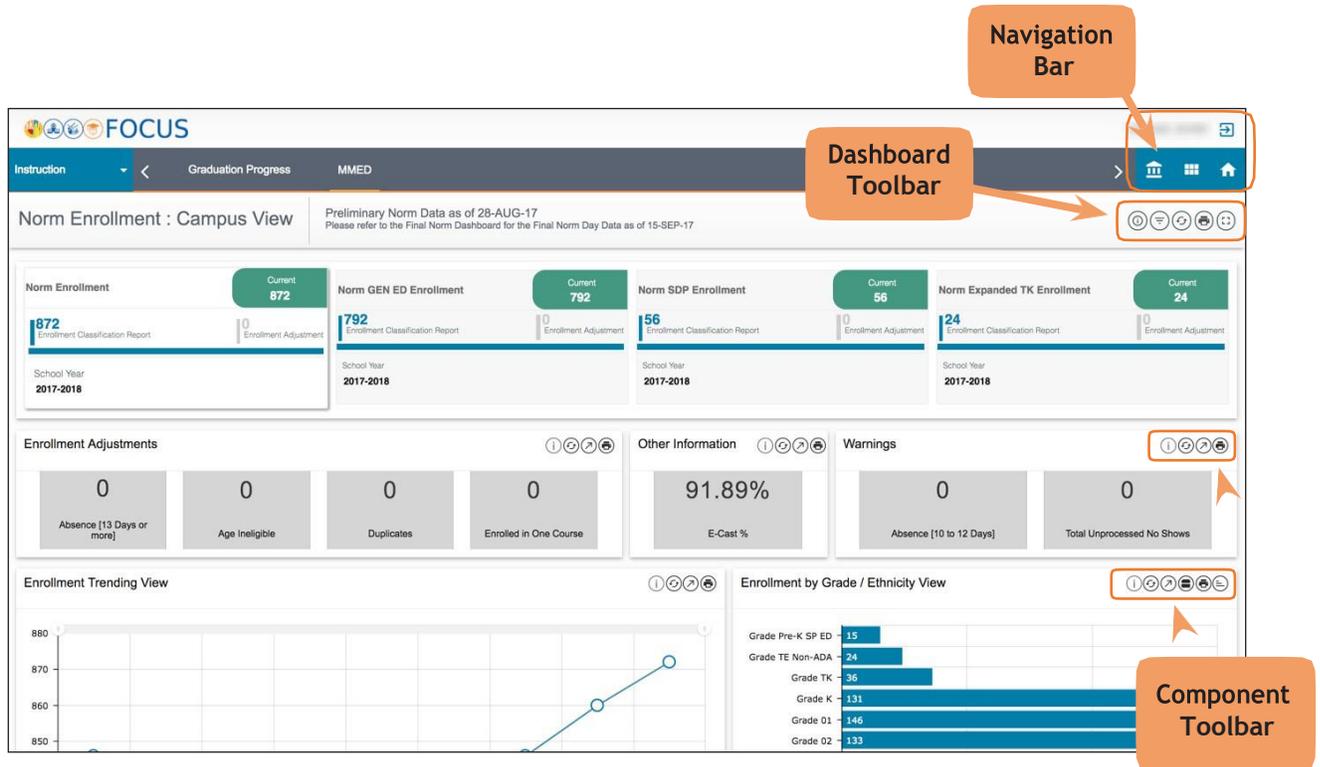


Components consisting of reports can be exported to Excel, CSV, etc. Click the **Export icon** and then choose the format.



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 / Subject Page	Search	On the Welcome Page, search the entire application. On the Subject Page, search the displayed Subject.
	Welcome Page/ Subject Page	Catalog	Go to the Basic View of the Catalog. The Composer View can be accessed within the Basic View.
	Welcome Page / Subject Page	Create Your Report	Create an ad hoc report.
	All Pages	Logout	Log out of Focus.

ICON	TOOLBAR LOCATION	HOVER TEXT	ACTION PERFORMED
	Subject Page/ Navigation Bar	Return to Welcome Page	Return to the Welcome Page.
	Navigation Bar	Return to Subject Page	Return to the Subject Page for the displayed dashboard.
		More Options	Reveal options to view Catalog, Create Report, or view JobAids.
		Catalog	Go to the Basic View of the Catalog. The Composer View can be accessed within the Basic View.
		Create Report	Create an ad hoc report. Refer to the job aid, <i>How to Create a Report</i> .
		Job Aids	View and download job aids, videos, and other help content.
		Dashboard Toolbar	Info
	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 entire dashboard as it is currently displayed on the screen. (To print a component by itself, see Component Toolbar icons).
	Full Screen		Remove the header and display the dashboard full screen.

ICON	TOOLBAR LOCATION	HOVER TEXT	ACTION PERFORMED
	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.
		Sort	Click to toggle between sorting the list in the component from best to worst or worst to best.

Whom to Contact for Support

For assistance with dashboard-specific questions, refer to the related dashboard guide to find information on who to contact.

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.”**