Managing Focus Areas

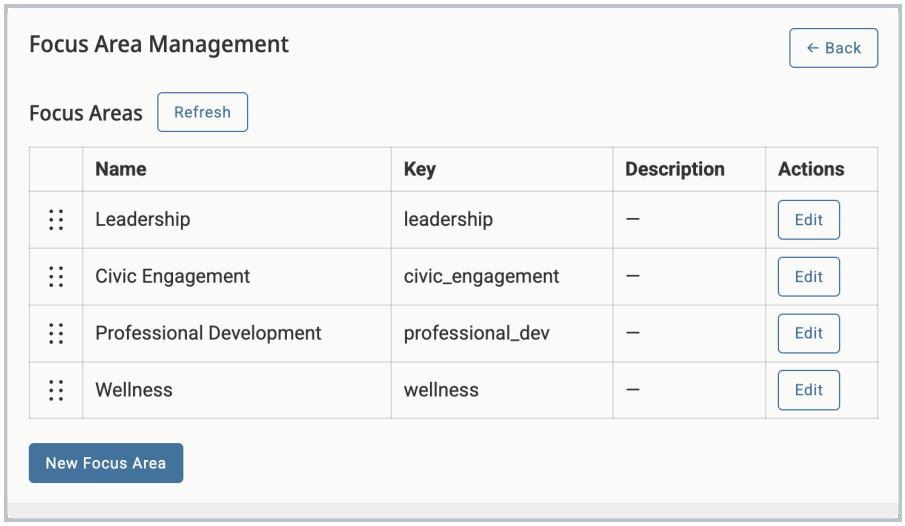
Focus Areas are labels you use to group your Trails by theme, such as Leadership or Service. When you create or edit a Trail, you can assign it to one Focus Area. The Manage Focus Areas page is where you create Focus Areas, change them, and put them in the order you want.

Security Note

The Curricula pages appear in the Connect25 left menu for users who have at least Read access to the **Manage Curricula** permission. To view, create, edit, or reorder Focus Areas, you need full access to Manage Curricula and at least Read access to Student Engagement. Users with only Read access to Manage Curricula can open the menu item, but the system will not return Focus Area data for them.

Opening the Focus Areas Page

- In the Connect25 left menu, select **Curricula**.
- On the Curricula admin page, click **Manage Focus Areas**.
- Click **← Back** at any time to return to the Curricula admin page.



The **Focus Areas** list shows each Focus Area in a table with these columns:

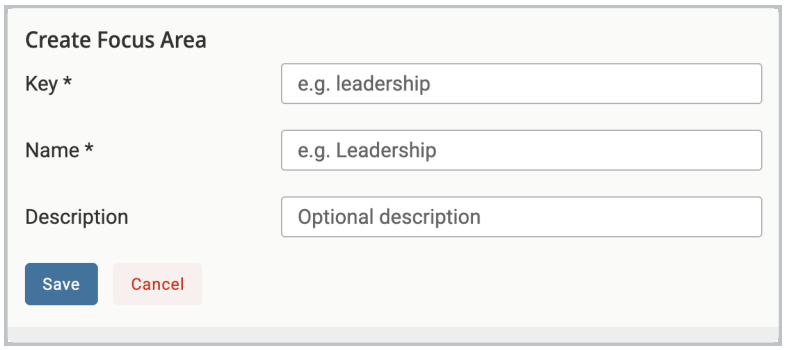
- **Name** – The name people see, such as Leadership.
- **Key** – A short, unique identifier for the Focus Area, such as leadership.
- **Description** – Optional text describing the Focus Area. A dash appears if no description was entered.
- **Actions** – Contains the **Edit** button.

If you have not created any Focus Areas yet, the page shows "No focus areas defined yet." Click **Refresh** next to the list heading to reload the list.

Copyright CollegeNET, Page 1
This content is intended only for licenced CollegeNET Series25 customers. Unauthorized use is prohibited.

Creating a Focus Area

1. On the Focus Area Management page, click **New Focus Area** below the list.



2. In the **Create Focus Area** form, fill in the fields:
    - **Key** (required) — A unique identifier.
    - **Name** (required) — The display name.
    - **Description** (optional) — A short explanation of the Focus Area.
3. Click **Save**. Click **Cancel** to close the form without saving.

Keys must be unique among your active Focus Areas. If another Focus Area already uses the key, the Focus Area is not saved and the form shows an error stating that an active focus area with this key already exists.

A new Focus Area is added to the end of the list.

Editing a Focus Area

1. In the list, click **Edit** on the row for the Focus Area.
2. In the **Edit Focus Area** form, change the **Key**, **Name**, or **Description**.
3. Click **Save**, or click **Cancel** to discard your changes.

Changing the Order of Focus Areas

To change the order, drag a row by the handle at the left of the row and drop it in its new position. The new order is saved automatically after a short pause, so there is no Save button to click. If the order cannot be saved, an alert appears with the error and the list returns to its previous order.

Assigning a Focus Area to a Trail

Focus Areas are assigned to Trails from the Trail form. When you create or edit a Trail, choose a Focus Area in the **Focus Area** dropdown. The dropdown lists your Focus Areas by name, and **None** is the default. For more information about Trails, see Managing Cohorts.

This content is intended only for licenced CollegeNET Series25 customers. Unauthorized use is prohibited.