

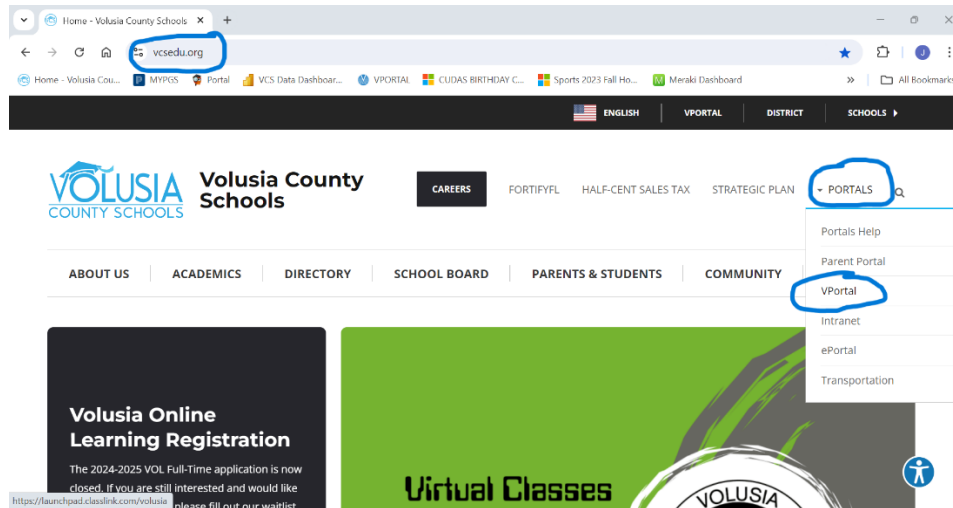
How to Check your Schedule in FOCUS Gradebook

Follow the below steps to check your schedule -

The directions below are the same from your laptop or phone; but some of the options may look slightly different from either platform – see screenshots below.

Step 1: Go to your student VPortal account

Go to www.vcsedu.org, click on Portals, then VPORTAL (see screenshot below)



Step 2: Log into VPortal

Click on the blue banner 'Click to Login'



Step 3: Use your student credentials to log into VPortal (see below for login information)

Enter VCS email address (1ALPHA@vcs2go.net or 2ALPHA@vcs2go.net and password(your initial password is your date of birth - 2 digit month/2 digit day/4 digit year)

a. Click 'Sign In'



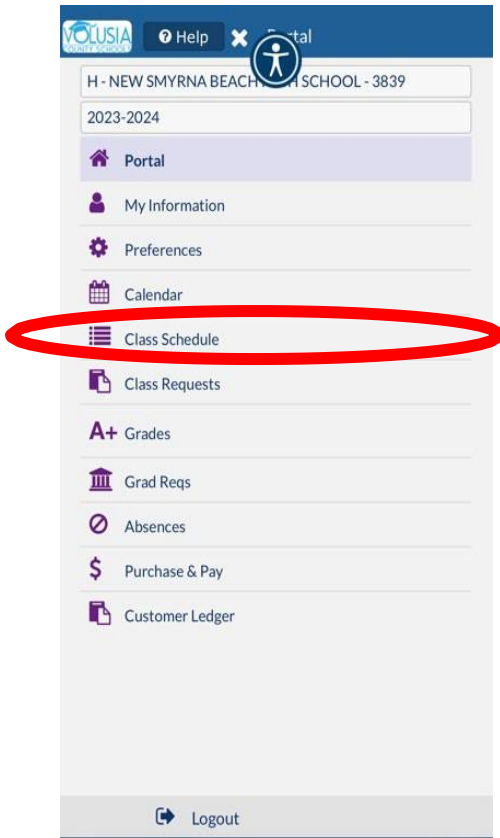
Step 4: Once in VPortal, click on the Gradebook Icon (see below)



Step 5: Once you are logged in Gradebook, click on the three lines in the upper right corner or middle section of your screen (see snapshot picture below of the three lines)



Step 6: Once you click on the 3 lines, you will see options listed that you can choose (see snapshot picture below). (On a computer, these options are already visible when you log into Focus Gradebook).



Step 7: CLICK on **“Class Schedule”** and make sure you have clicked on **Semester 1**. Here, you will see your schedule for **Semester 1 which begins on Monday August 12.**

- **Classroom Numbers** - To see classroom numbers, you may need to utilize the scroll bar to see the classroom numbers – **if you are on your cell phone, you may need to shift your phone so the screen is horizontal & you can scroll over to see classroom numbers.**
- **Print Schedule** - **If you click Print Schedule**, your Class Schedule will open, and you can save your new schedule as a screenshot on your cell phone.

Note – Please check your schedule on the morning of Monday August 12 to ensure that you have the most up to date student schedule to follow.

We look forward to welcoming you to NSBHS on Monday August 12!