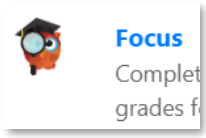
FOCUS: Parent Guide

FOCUS allows parents to access student academic information in real time. This includes class schedule, assignments, grades, test scores, attendance, discipline, and address and contact information, as well as, communicating with Teachers.

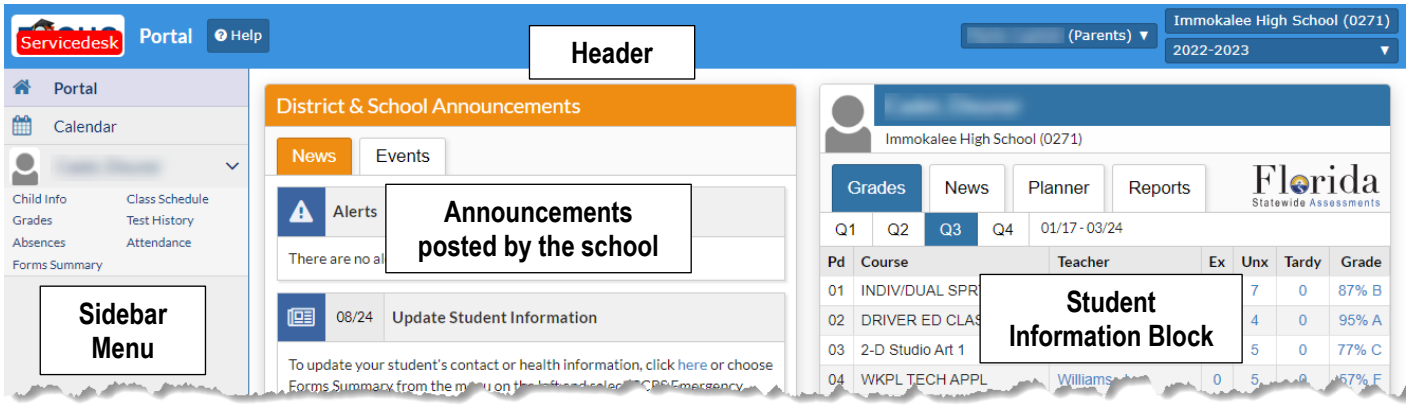
LOGGING IN TO FOCUS

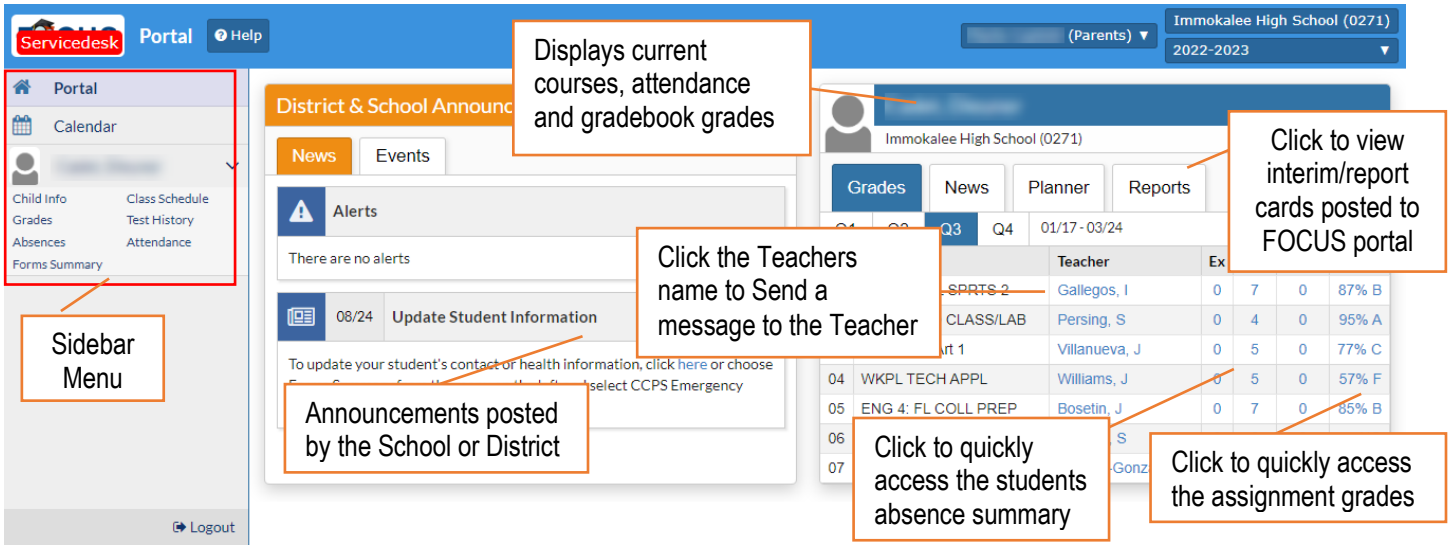
1. Open your Chrome browser. Chrome is the preferred browser.
2. Log into the CCPS Portal:
   a. Visit the CCPS Website (www.collierschools.com).
   b. Click the CCPS Portal link at the top of the page.
   c. Enter your login credentials.
   d. Under District Resources, Click the FOCUS icon.



3. The FOCUS portal page will display.

The information you see as a parent is like what your child sees when they log into the FOCUS Student Portal.





FOCUS PORTAL OVERVIEW

Features at the top of the page



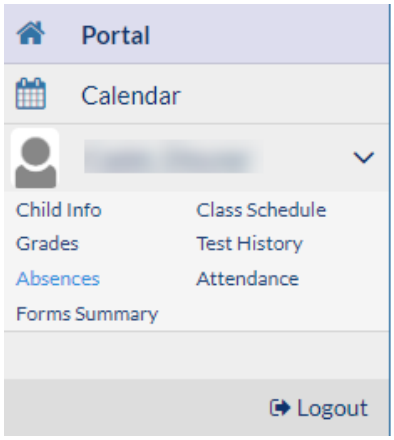
1. **FOCUS Logo** – Click to return to the FOCUS portal page.
2. **Help** – Click the Help button to view the help documentation.
3. **Users Name** – Displays the name of the user logged into FOCUS.
4. **School** – The school of the presently selected student.
5. **School Year** – Defaults to the current school year. Select previous school years to view information pertaining to that school year.



Note: When a previous or future year is selected, the header and accent color of the screen will turn red as an alert that you are in a school year other than the current.

Sidebar Menu

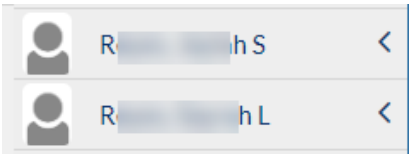
- **Portal** – This takes you to the portal page which includes alerts, messages, a calendar, help, and more.
- **Students Name** – If you have more than one child and your parent accounts have been linked, the page will display data for children linked to the account.
- **Print** – Click the print button to print the current screen content.
- **Logout** – Click the logout button when you would like to sign-out of your FOCUS session. Logging out will take you back to the main login screen. Note: Closing out of the window will not sign you out.

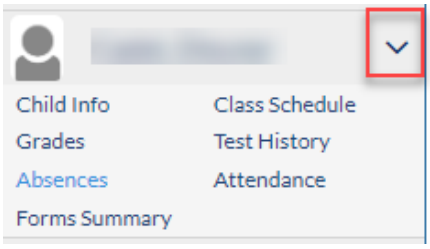


Student Information

- **Students Name** – If you have more than one child and your parent accounts have been linked, select the desired child from the drop-down menu. The page will update to display the data for the selected child.

  Note: Click the students name to expand the menu options.
- **Child Info** – Displays a snapshot of the selected student's final grades.
- **Class Schedule** – View or print the student's current schedule. The students schedule can be viewed in a course list or weekly planner format.





FOCUS: Parent Guide

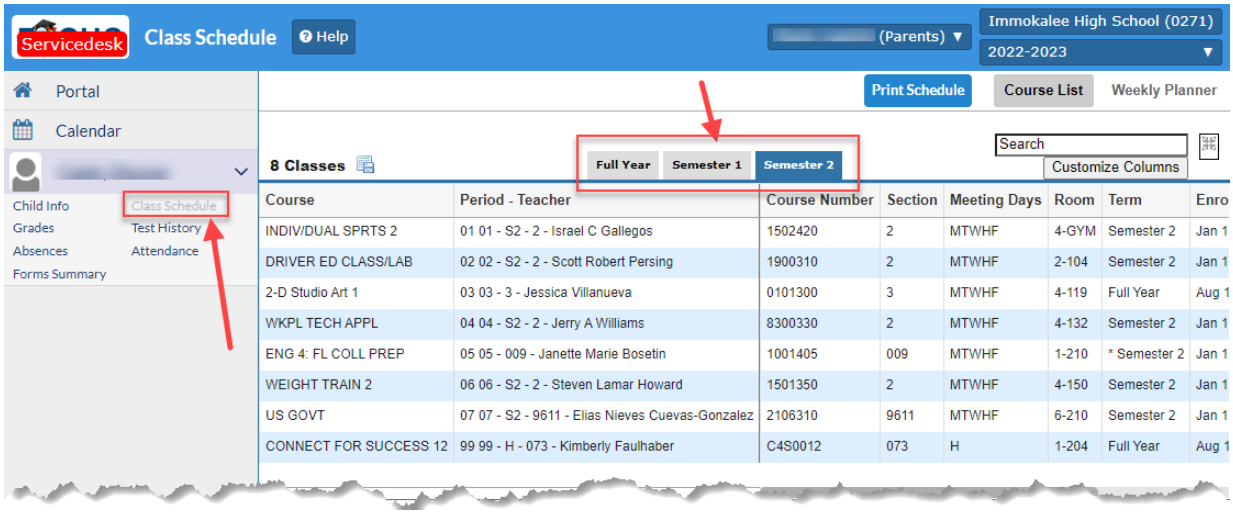
- **Grades** – View student final grades and GPA for all applicable marking periods, exams, course information, assignments, etc.
- **Test History** – View test history for various types of standardized tests.
- **Absences** – View absence summary.
- **Attendance** – Review student's attendance data.

SCHEDULE

Class Schedule

From the left sidebar menu:

1. Click Class Schedule.
2. Select the corresponding semester.



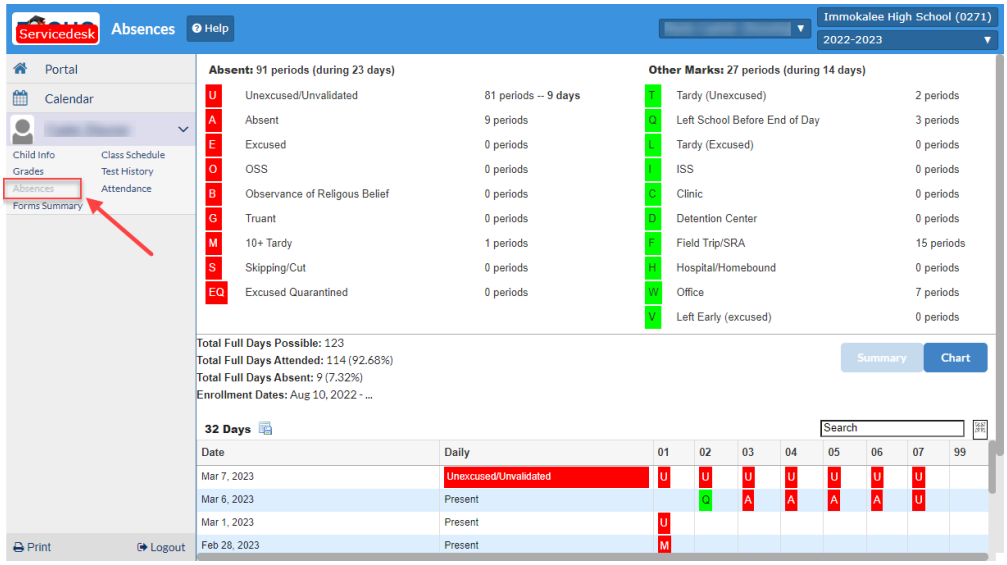
ATTENDANCE

Absence Summary (Absences Only)

From the left sidebar menu:

1. Select Absences.
2. The Absence Summary will display.

Note: Click the Chart button to view the attendance chart.

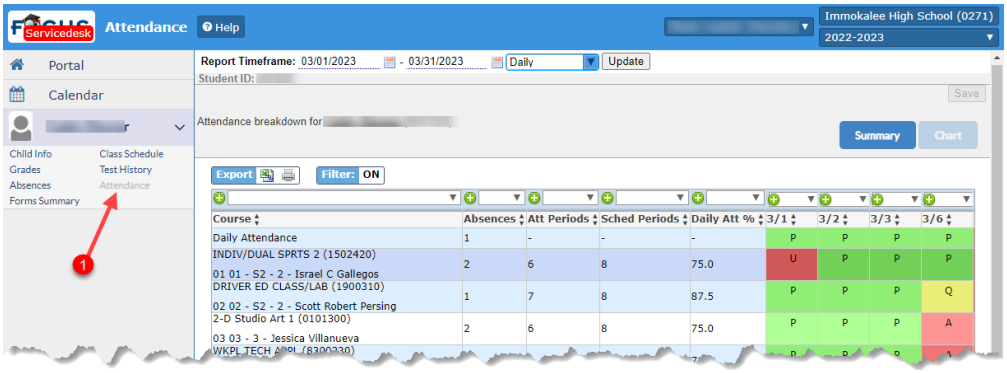


FOCUS: Parent Guide

Attendance Chart (All Attendance)

From the left sidebar menu:

1. Select Attendance.
2. The Attendance Chart will display.

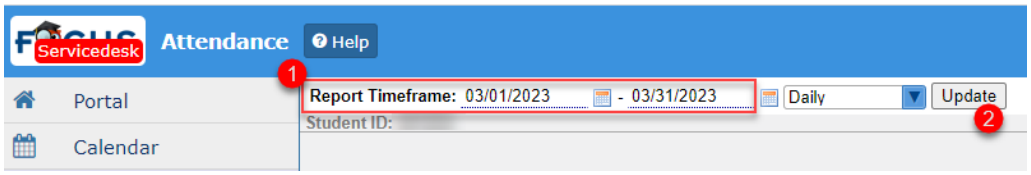


Note: Click the Summary button to view the absence summary.

Changing the Report Timeframe

From the attendance chart view:

1. Change the report timeframe in the upper left portion of the screen.
2. Click the Update button.

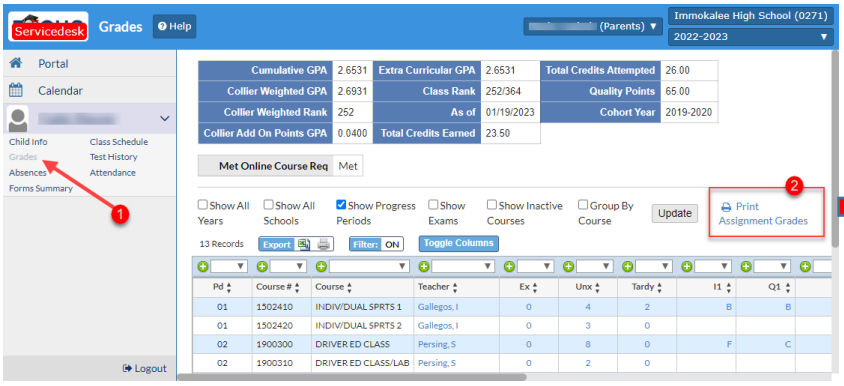


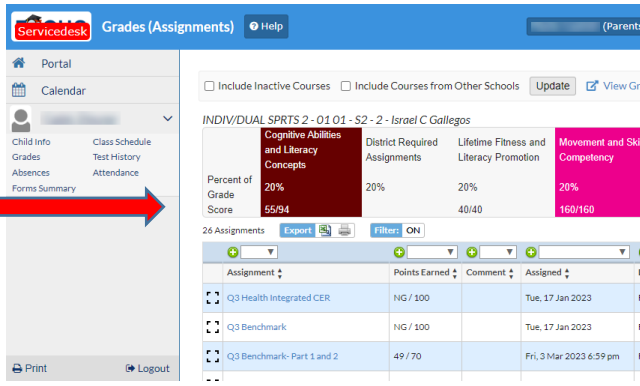
GRADES

View Assignments & Grades (all)

From the left sidebar menu:

1. Click Grades tab.
2. Select Print Assignment Grades.
3. Assignments and grades (grouped by course) will display.



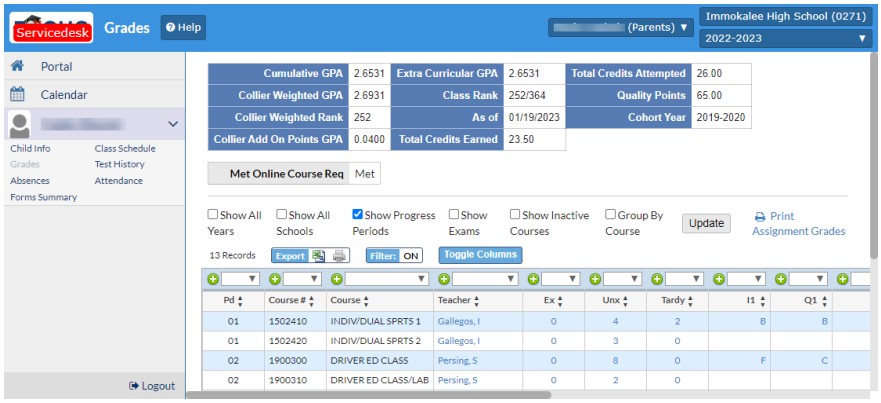


FOCUS: Parent Guide

Course Grades (history)

From the left sidebar menu:

1. Select Grades.
2. The Grades Summary will display.

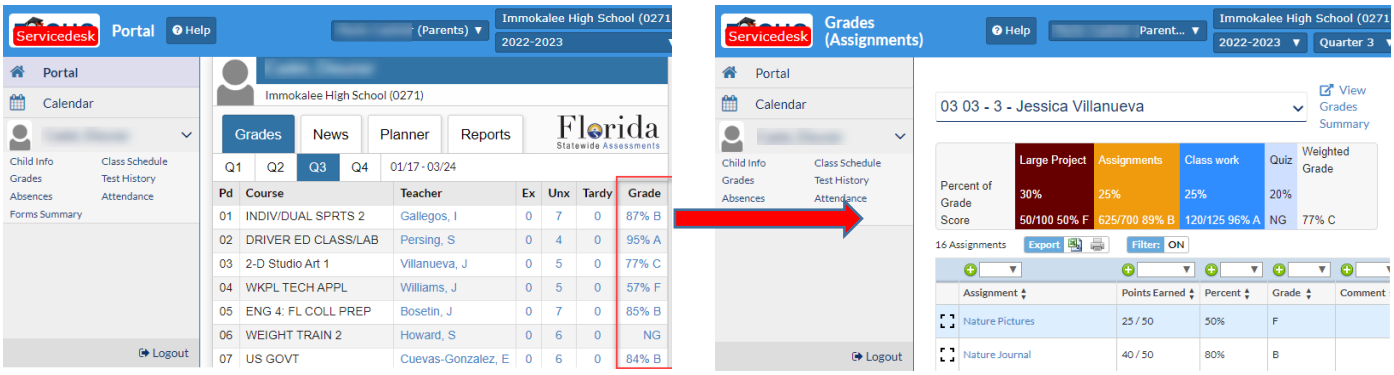


Note: Click the grade to view the corresponding assignments.

Course Grades (current)

From the Portal Page:

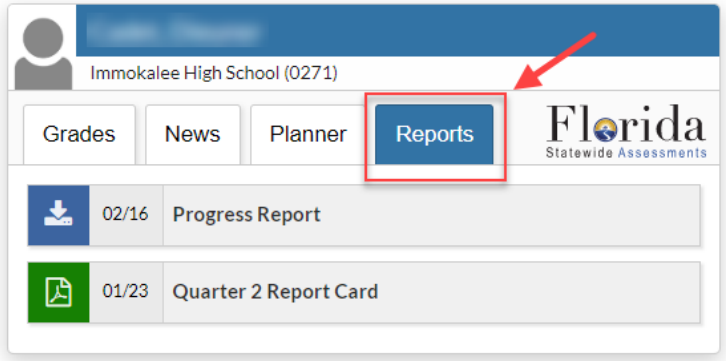
1. Current courses and grades (gradebook grades) will display in the student information block.
2. Click the grade to view assignments & grades for the *selected* course.



Accessing Interims and Report Cards

From the Portal page:

1. In the student information block, Click the Reports tab.
2. Select the interim or report card to view.
3. The selected item will display in the PDF preview window.



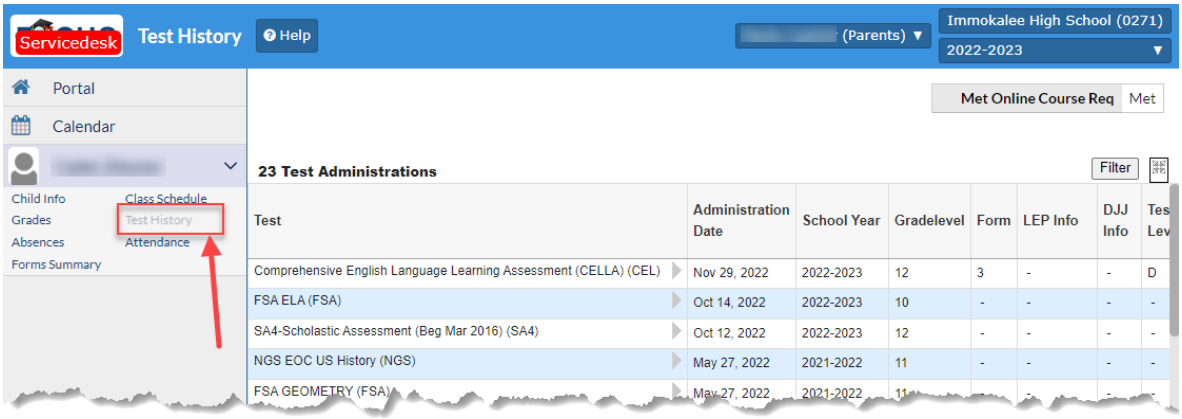
FOCUS: Parent Guide

ASSESSMENTS

Test History

From the left sidebar menu:

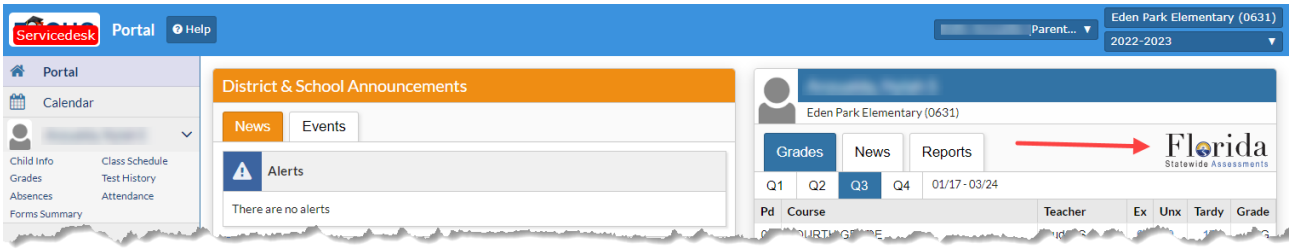
1. Select Test History from the left sidebar menu.
2. The students test history will display.



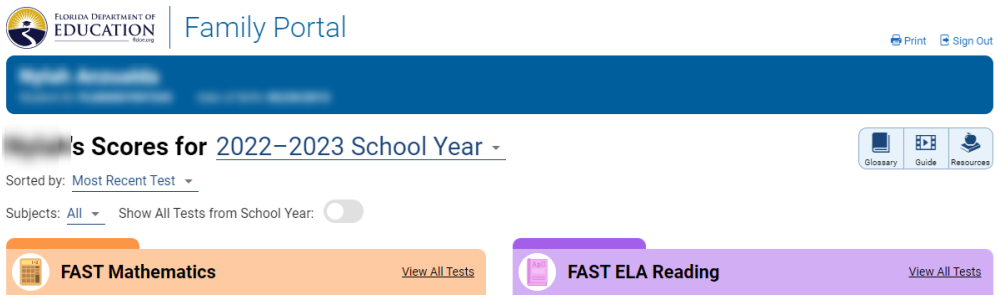
Florida Statewide Assessments

From the Portal page:

1. Click the Florida Statewide Assessment button to access the FLDOE Family Portal, which allows for Students and Parents to view their student's FSA and NGSSS assessment results online.



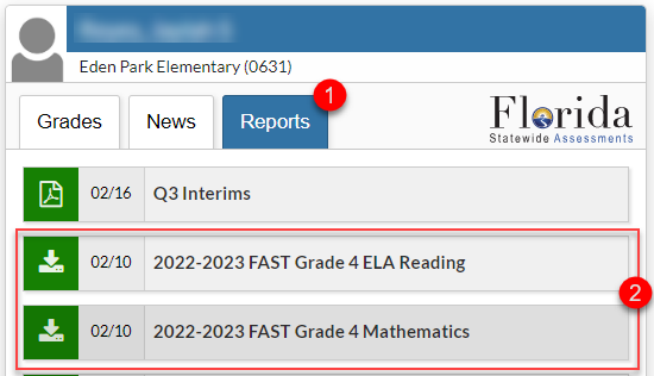
2. A new tab will open displaying the FLDOE Family Portal for the selected student.



Progress Monitoring Report

From the Portal page:

1. In the student information block, Click the Reports tab.
2. Select the progress monitoring report you want to view.
3. The selected item will display in the PDF preview window.



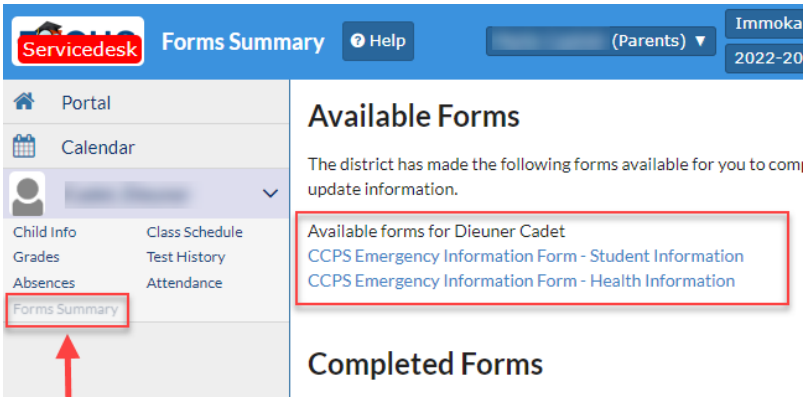
COMMUNICATION

Update Student Emergency/Health Information

From the left sidebar menu:

1. Click Forms Summary.
2. The Forms screen will appear.
3. Select the desired form and follow the prompts.

Note: A link is also located in the District & School Announcements section of the portal page.



Send a Message to the Teacher

From the Portal page:

1. In the student information block, on the Grades tab, locate the course and teacher you want to email.
2. In the Teacher column, click the teachers name in the Teacher column to email the teacher.
3. The message window will display.
4. Follow the prompts.
5. Check “Receive a personal copy” to have a copy of the correspondence sent to your email.
6. Click Send.

