CCPS
Collier County Public Schools

GRADE REPORTING CHECKLIST



QUARTER 1 - INTERIMS

SECONDARY

(2026-2027)

Steps to Success

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Training:

- Contact **Sheryl Priester** ext. 70417 or email priess@collierschools.com

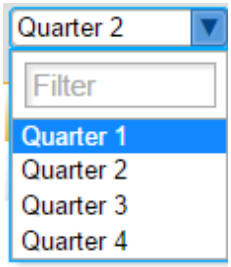
Support:

- Contact the **Help Desk** at ext. 70445 or email helpdesk@collierschools.com

Interim Report Processing Schedule – Quarter 1:

- Friday, September 11, 2026 – Interim Period Ends
- Friday, September 11, 2026 – Interim Posting Window Opens
- Tuesday, September 15, 2026 – Interim Posting Window Closes
  - High School window closes at 2:30pm
  - Middle School window closes at 4:30pm
- Thursday, September 17, 2026 – Online Publishing of Interim Reports

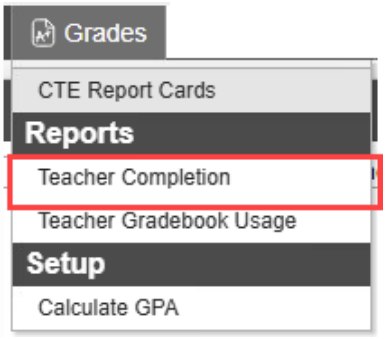
Make sure you are in the correct Quarter before proceeding.



Step 1 — Monitor Your Teacher Completion Report

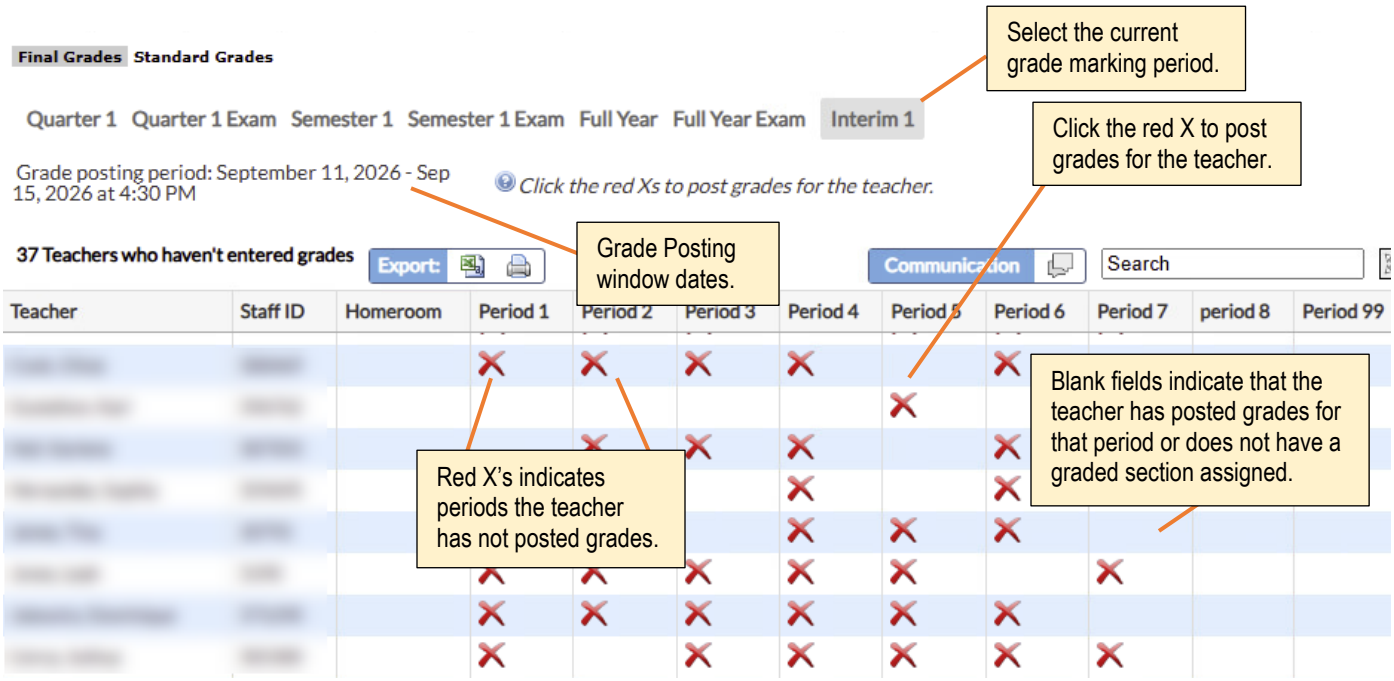
MAKE SURE YOU ARE IN THE CORRECT QUARTER

The **Teacher Completion Report** displays the teachers who have not posted their marking period grades yet and is broken down by Periods. In the event a teacher is absent or, for some other reason, is unable to post their own grades, this report can be used to post grades for the teacher.



1. Click the **Grades** tab
2. Select **Teacher Completion**
3. The Teacher Completion Report will display.

Interpreting the Teacher Completion Report:



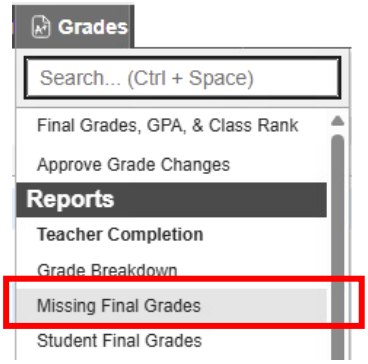
Reminders:

- Make sure the current quarter marking period is highlighted/selected.
- The Grade Posting window dates are indicated at the top of the report. Once the time indicated has passed, teachers will be locked out from posting grades.
- As teachers post grades, the red X's will fall off the report until there are no periods for which grades have not been posted. Note: If a teacher should happen to enter some grades and save, the red X will drop off the report although grades have not fully been submitted/posted.

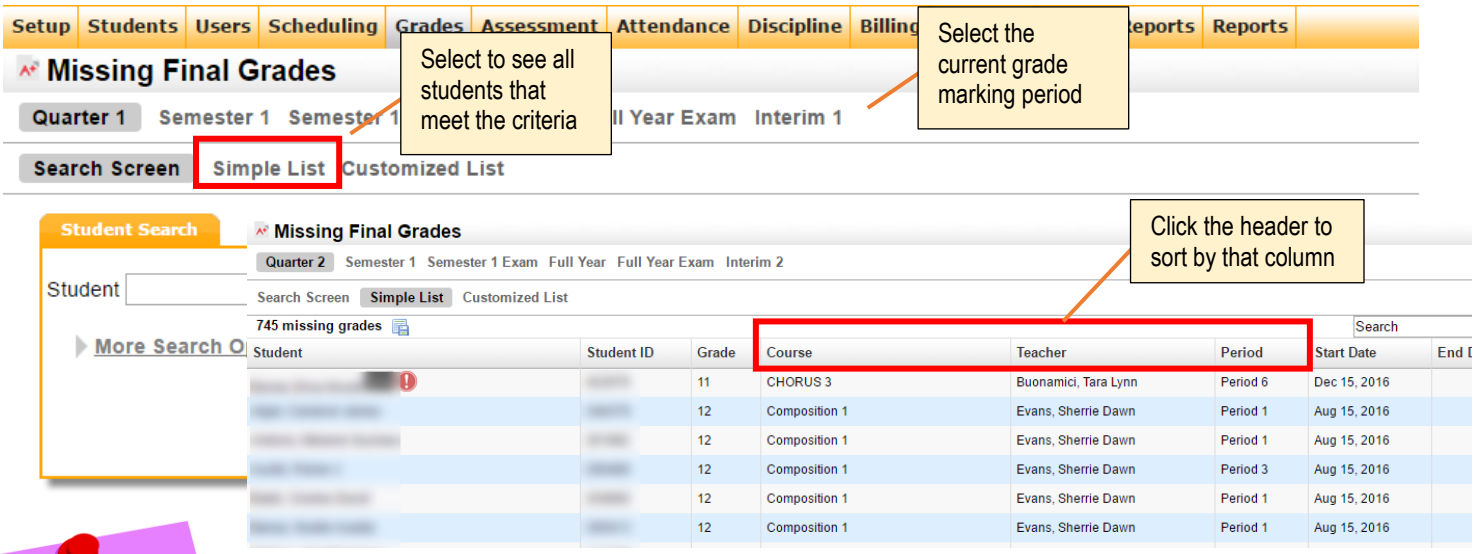
Step 2 — Check your Missing Final Grades Report

MAKE SURE YOU ARE IN THE CORRECT QUARTER

The Missing Final Grades Report displays a list of students who were enrolled in a course through the end of the grade-posting period and do not have a grade posted for that course. If the student withdrew from the course, an end date will appear for the dropped course.



1. Click the Grades tab.
2. Select Missing Final Grades.
3. The student search screen will display from which missing grades for a specific student or group of students can be viewed.
4. Make sure the proper marking period is selected.
5. Click Simple List to view all missing grades for the selected marking period.
6. The report displays alphabetically by student.
7. Click on any column header to sort by that column. For example, click on the Teacher column header to sort the list by teacher.

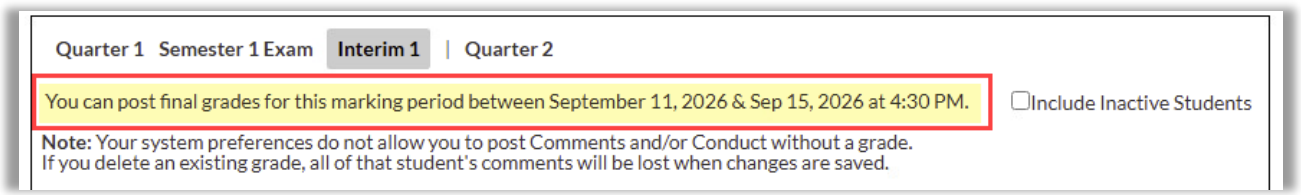


Important

Grade Posting Window

MAKE SURE YOU ARE IN THE CORRECT QUARTER

Teachers can enter/edit grades if the grade posting window is open. Once the grade posting window closes, a teacher can no longer access grades for the grade posting term. Administrators and Data Entry continue to have access after the grade posting window closes. A school can request the grade posting window to be re-opened. To avoid re-opening the grade posting window, teachers can submit grade change request.



Consult with your Administrator prior to requesting a grade posting window extension.
DO NOT PROCEED until you receive directions from your Administrator.

If the grade posting window has closed and you need it to be re-opened so teachers can continue to enter/edit grades for the grading term, your Administrator will need to submit a request via email to grades@collierschools.com requesting the grade posting window for your school to be re-opened. In the request, make sure to note the new date and time you want your grade posting window to close. Once the date is changed, teachers can resume entering/editing as needed.

Step 3 — Post Grades for Absent Teachers

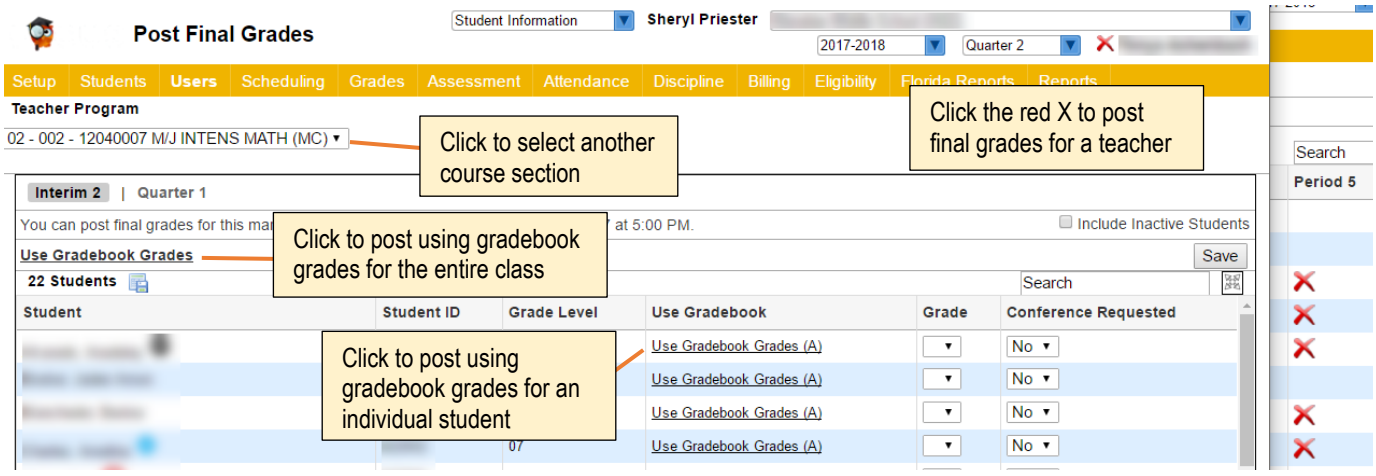
MAKE SURE YOU ARE IN THE CORRECT QUARTER

In the event a teacher is absent or for some other reason is unable to post their own grades, the Teacher Completion Report can be used to post grades for the teacher.

Consult with your Administrator prior to posting grades in the absence of a teacher. DO NOT PROCEED until you receive directions from your Administrator.

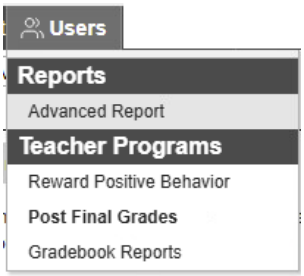
To post grades for a Teacher, from the Teacher Completion Report:

1. Click on a red "X" for the corresponding teacher/period.
2. The Post Final Grades screen will display in a pop-up window.
3. Use the Course pull-down under "Post Final Grades-Teacher Program" to select the course. It defaults to the course connected to the period column from which the red X was clicked.
4. You can enter grades via "Use Gradebook Grades" or manually enter them.
   Note: Use Gradebook Grades to post grades for the entire class at once, as long as no grades are missing when posting quarter grades.
5. Click the Save button to save the manually entered grades.
6. If applicable, choose another course from the pull-down and repeat the above steps.
7. After entering grades, close the browser window to return to your original FOCUS session.



In absence of the red X, you can also access the Post Final Grades window by:

1. Click the Users Tab.
2. Select Post Final Grades.
3. Search for the teacher.
4. Click Search.
5. Select the teacher from the list, and the post final grades window will display.



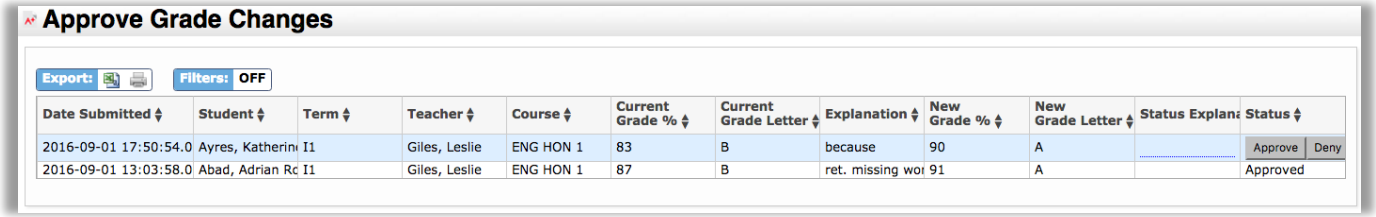
Step 4 — Approving Grade Change Requests

MAKE SURE YOU ARE IN THE CORRECT QUARTER

After the grade-posting window has closed, the Approve Grade Changes screen allows administrators or designated staff to approve teacher requests to change Interim progress report grades. Administrators or the designated staff will receive a *Portal Alert* stating how many grade change requests are awaiting review. Once the request is approved, the grade (and GPA for high school students) is updated in the Focus database and reflected on the student's Interim progress report and the appropriate Course History Interim tab.

1. Click on the Portal Alert
   OR
1. Click the Grades tab and Select Approve Grade Changes.

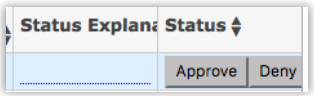
2. The Approve Grade Changes screen will display. New requests pending review are listed at the top of the table. *Any previously reviewed requests are listed but cannot be edited*.

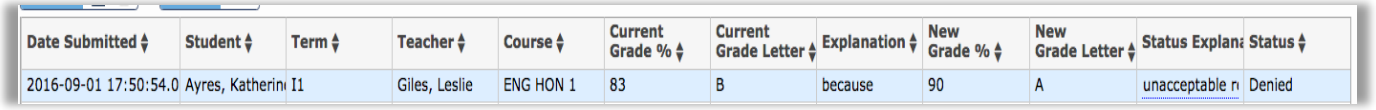


3. Review the date submitted, student, term, teacher, course, current grade percentage and letter grade, explanation for the change and the new grade percentage and letter grade.

4. In the **Status Explanation** field, type in an explanation for the approval or denial of the request, if desired or required.

5. Click the **Approve** or **Deny** button. The changes are auto-saved, and the teacher can then view the status of the request on their Request Grade Change screen.





Publishing of Interims

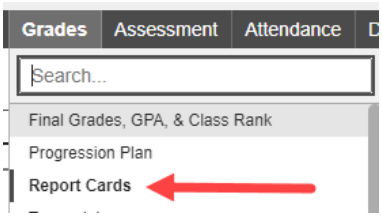
Interims will be published *by the District* to the FOCUS portal on the specified report card distribution date. Parents/Students will be able to view interims online via FOCUS.

Generate and View Interims

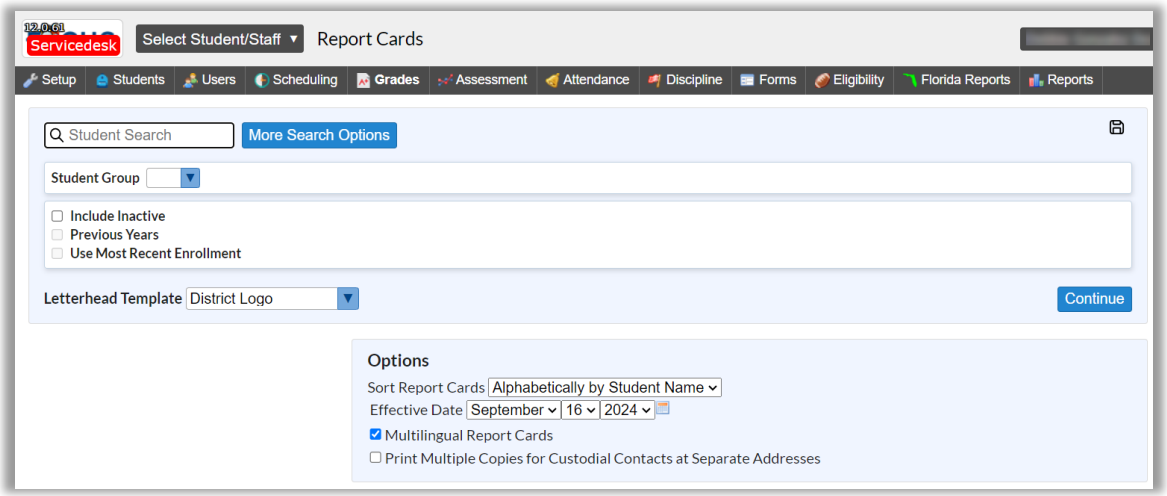
MAKE SURE YOU ARE IN THE CORRECT QUARTER

Parents/Students will be able to view interims online via FOCUS, therefore, there is no need to print unless requested.

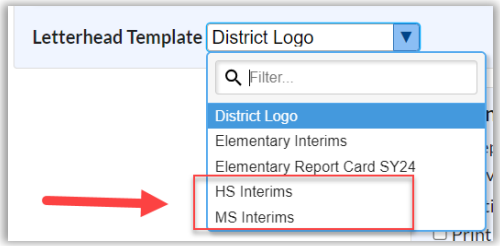
After posting is complete, grade reports checked, and grade changes entered/approved, you can generate and view your interims.

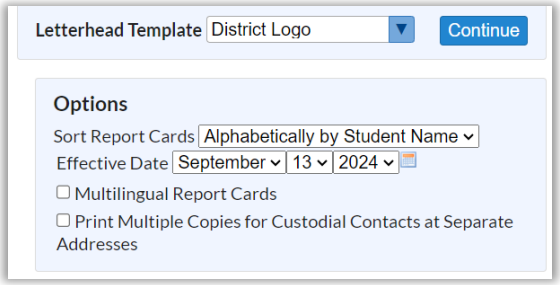


1. Click the Grades tab.
2. Select Report Cards.
3. The report cards screen will display.

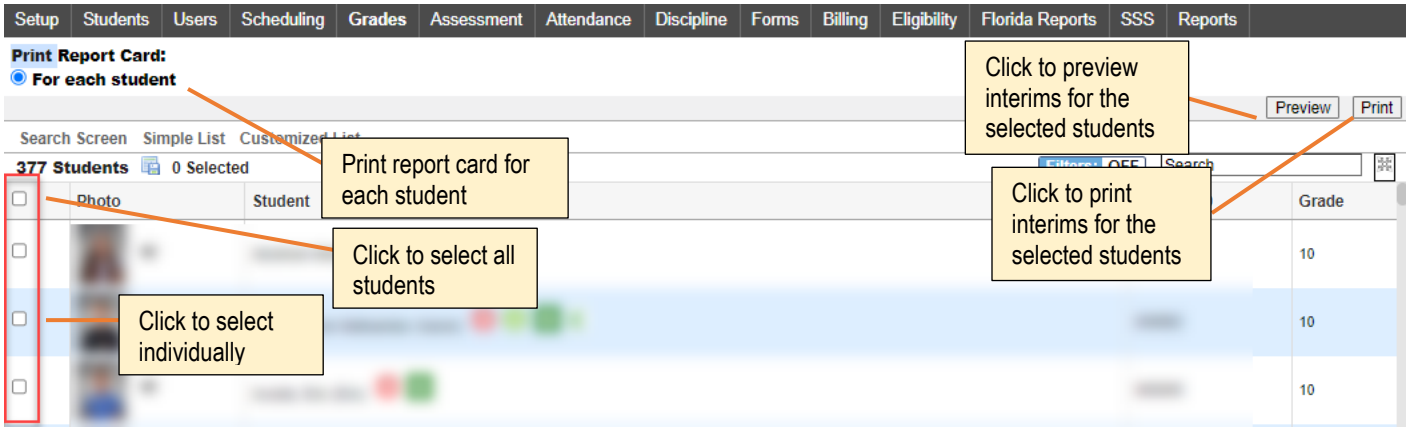


4. Select the appropriate Letterhead Template –
   HS Interims for High School or MS Interims for Middle School.





5. Sort Order: Select the desired sort.
6. The Effective Date will default to the current date. Change it to the Interim Period end date in which you are generating interims for.
7. Click Continue.
8. The Report Cards screen will display.



View or Print Interims

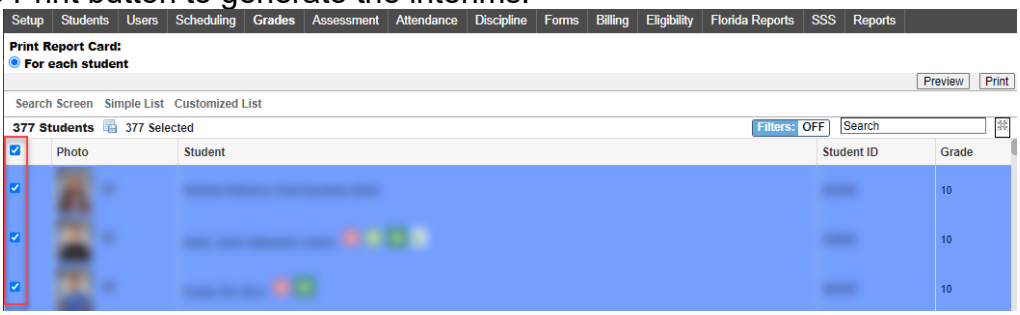
Parents/Students will be able to view interims online via FOCUS on the specified distribution date.

Reminders:

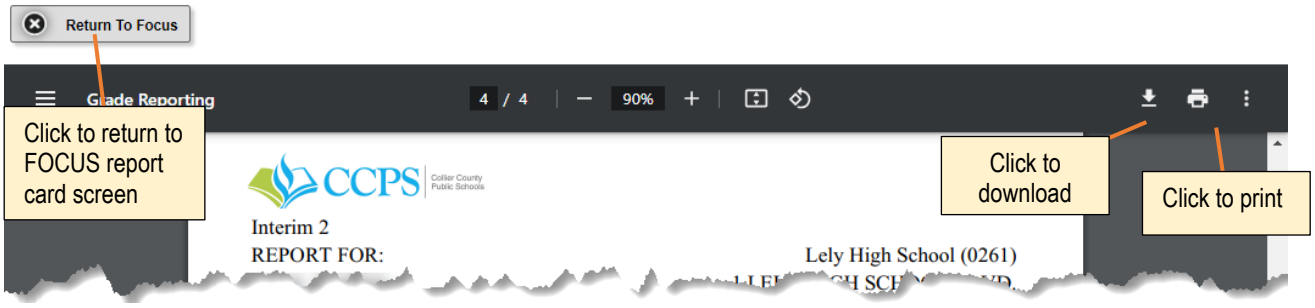
- All grade level interims will be available online.
- The parent/student can only view the interim on or after the scheduled distribution date.
- The link on the parent/student portal will be accessible for 28 days after being published.

From the Report Cards screen:

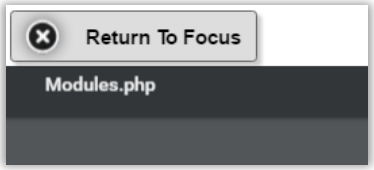
1. Select all students on the list or check students individually.
2. Click the Print button to generate the interims.



3. A PDF file will display showing the interim for the students you previously selected.



4. You can download or print the file from the browser. You should download the file and print it from the PDF document.
5. Select the print button in the upper right corner of the focus PDF screen to print the PDF file OR select the download icon in the upper right to download the PDF.
6. Click the "Return to FOCUS" button in the upper left corner of the screen to return to the Report Cards screen.

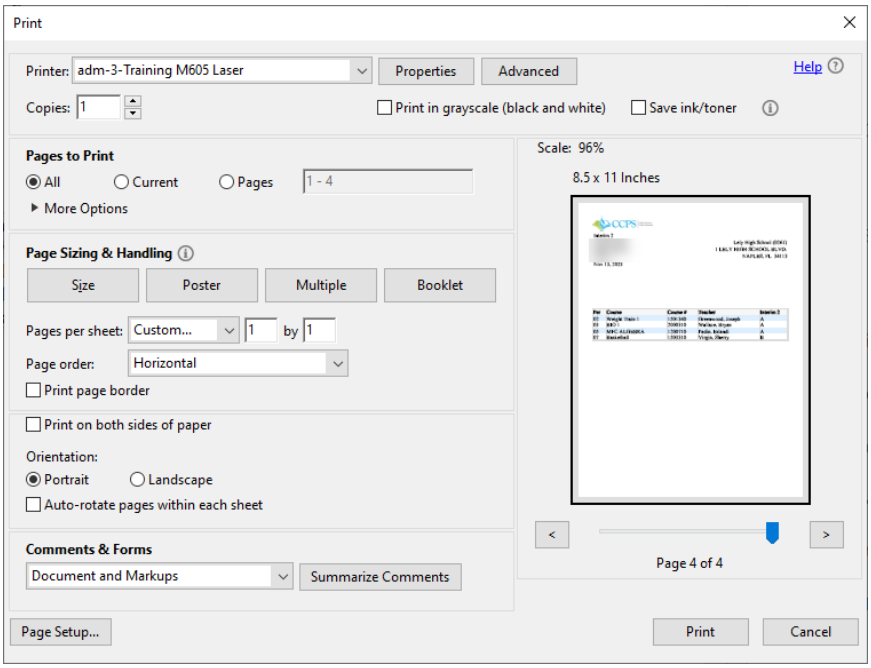


It is recommended that you download the PDF and review the interims prior to printing.

Printer Settings

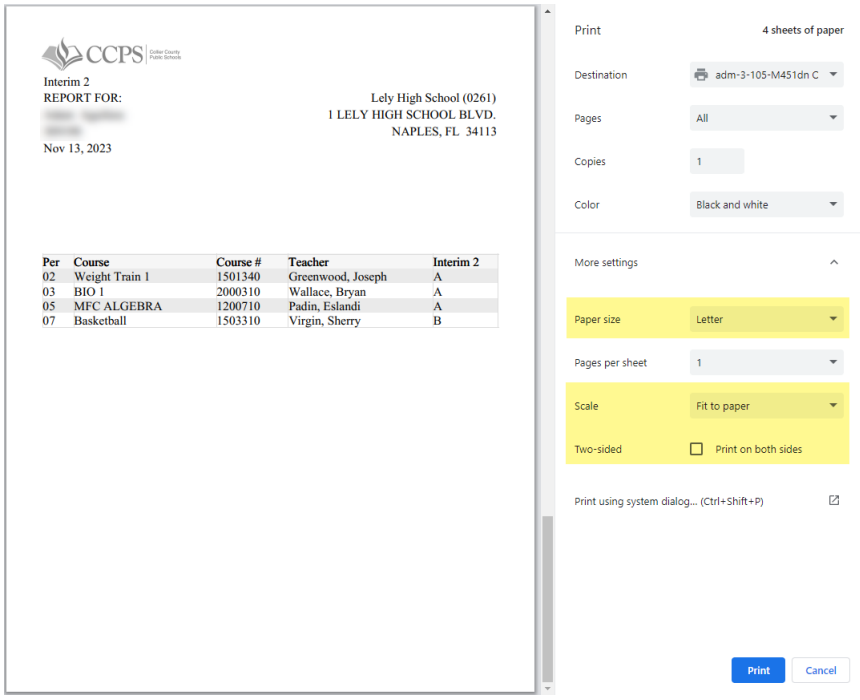
Printing **from the PDF file**:

1. Paper Size: Letter (8.5”x11”)
2. Orientation: Portrait
3. Scale: Fit to paper
4. Print on both sides of the paper
    a. Unchecked



Printing **from the BROWSER**:

1. Paper Size: Letter (8.5”x11”)
2. Orientation: Portrait
3. Scale: Fit to paper
4. Two-sided: Unchecked



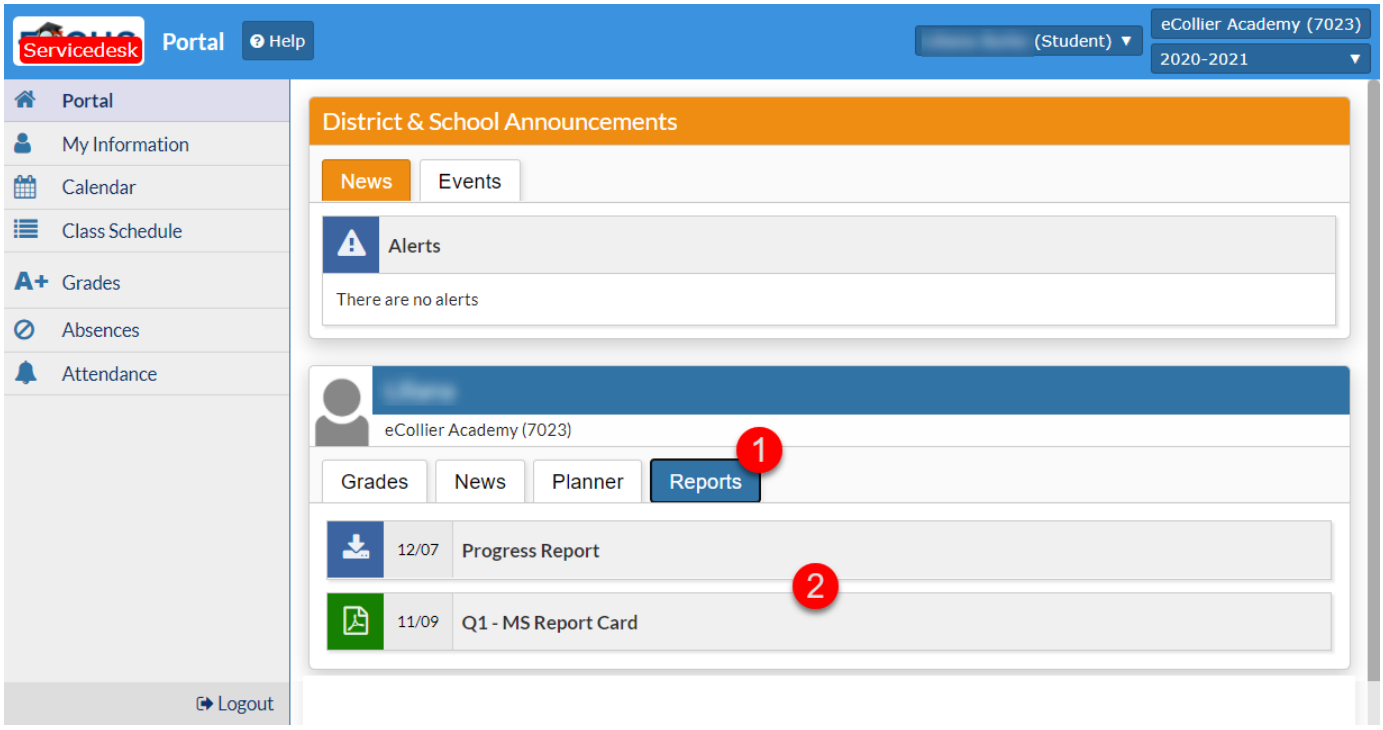
Parents/Students Accessing Interims and Report Cards

Quarterly interims and report cards for Elementary, Middle, and High school grade levels are published to FOCUS Student/Parent portal.

Logging in as the STUDENT

1. Open your Chrome browser.
2. Visit https://focus.collierschools.com/focus/
3. Enter the students 6-digit ID number (lunch number) as the username.
4. Enter the students password (grade specific).
   - For students in Kindergarten through Grade 2, enter 1
   - For students in Grades 3-12, enter your student's birthday month and day as four digits (for example, September 7, 2011 would be 0907)

   Note: Consult with your school if do not know your child's student ID number.
5. In the Student Information section, Click the Reports tab.
6. Click the link to download a PDF version of the interim or report card.



Acceso a los Reportes de Calificaciones preliminares y definitivas para Padres/Estudiantes
Los informes trimestrales preliminares y los boletines de notas de los niveles de primaria, intermedia y superior se publican en el portal FOCUS para estudiantes y padres.

Ingresar como ESTUDIANTE

1. Abra el navegador Chrome.
2. Visite https://focus.collierschools.com/focus/
3. Introduzca los 6 dígitos del ID de su estudiante (número de almuerzo) como nombre de usuario.
4. Escriba la contraseña del estudiante (específico para su grado).
    - Para estudiantes de Kindergarten hasta 2° Grado, ingrese 1
    - Para estudiantes de 3°-12° grado, introduzca el mes y el día del cumpleaños de su estudiante en cuatro dígitos (por ejemplo, septiembre 7 de 2011, sería 0907)

    Nota: consulte con su escuela si no sabe el número de estudiante de su hijo(a).
5. En la sección de información del estudiante, haga clic a la pestaña de Reportes.
6. Haga clic en el enlace para descargar la versión en PDF en el reporte preliminar o el definitivo.

Direksyon pou Paran/Elèv Jwenn Aksè a Kanè Enterimè e Kanè Final
Yo pibliye kanè enterimè chak ka nan ane lekòl la ansanm ak kanè final pou elèv ki nan nivo klas Elemantè, Mwayen, ak Segondè nan pòtal FOCUS Elèv/Paran yo.

Pou antre nan sistèm nan antan ke ELÈV

1. Ouvè paj navigatè Chrome ou a.
2. Vizite https://focus.collierschools.com/focus/
3. Antre nimewo idantifikasyon 6 chif elèv ou a (nimewo lunch la) kòm idantifyan (username).
4. Antre modpas (password) elèv ou a (klas espesifik).
    - Pou elèv ki nan klas Kindergarten pou rive nan klas 2èm ane, antre 1
    - Pou elèv ki nan klas 3èm pou rive 12èm ane, antre mwa ak jou nan dat nesans elèv la ki ap fòme kat chif (pa egzanp, 7 septanm 2011 ta dwe devni 0907)

    Nòt: Konsilte lekòl pitit ou a si ou pa konnen nimewo idantifikasyon pitit ou a.
5. Nan seksyon ki make Enfòmasyon Elèv yo, ou ap klike sou tab “Reports” la.
6. Klike lyen an pou w ka telechaje yon vèsyon PDF kanè enterimè oswa kanè final la.