

FOCUS – Parent Guide

Accessing the CCPS Portal



1. Open your CHROME browser. Chrome is the preferred browser.
2. Visit <https://portal.collierschools.com/live/>

OR

1. Access the [CCPS District Website Parent Page](#) and click on the CCPS Portal icon

Logging In

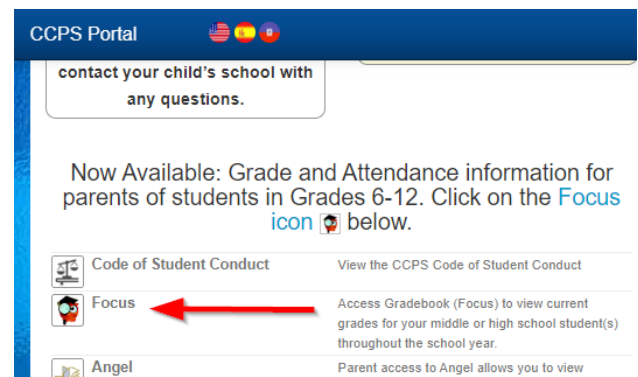
To login using your 10-digit CCPS User ID (Parent ID):

1. Username: Enter your 10-digit Parent ID.
Note: Collier County Public Schools provides each parent/guardian, with custody of a child in the District, with an individual 10-digit Parent ID number for each child.
2. Password: Enter the 6-digit Student ID.
Note: If you do not know your 10-digit Parent ID number, you may obtain this information by visiting your child's school and retrieving your Parent Portal login information at the main office.
3. Click Sign In.

Accessing FOCUS

From the CCPS Portal dashboard:

1. Click the FOCUS icon on the left under Parent/Guardian.
2. You will automatically be logged into FOCUS and the FOCUS portal page will display.

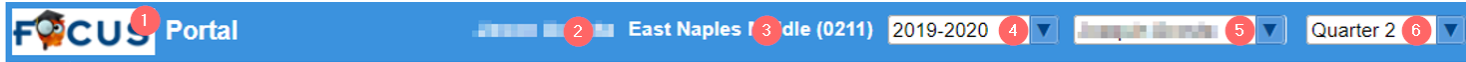


The information you see as a parent is similar to what your child sees when they log into the FOCUS Student Portal.

Course	Teacher	Grade
M/J CIVICS ADV	Melissa Kaye Roxberry	Not Graded
M/J GRADE 7 MATH ADV	Soraya Ahmed	106% A
M/J LIF SCI ADV	Quinetta Delores Ryal	Not Graded
CAR EXPERIENCES: 9-12	Carlton J Roth	Not Graded
TRAN PLAN: 9-12	Carlton J Roth	Not Graded

FOCUS – Parent Guide

Features at the top of the page



1. FOCUS Logo – Click to return to the FOCUS portal page.
2. Your name.
3. School – The school of the currently selected student.
4. School Year – Defaults to the current school year. Select previous school years to view information pertaining to that school year.
5. 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.
6. Marking Period – Defaults to the current quarter. Select the desired quarter from the drop-down menu. The page will update to display the data for the selected period.

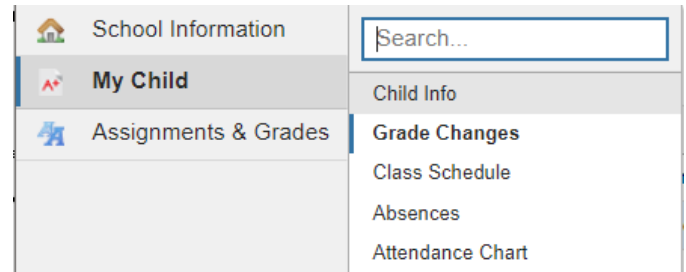
Sidebar Menu

School Information

- **Portal** – This takes you to the portal page which includes alerts, messages, a calendar, help, and more.

My Child

- **Child Info** – Displays a snapshot of the selected student’s final grades.
- **Grade Changes** – Allows parents to see recent grades entered as well as grade change requests made by teachers.
- **Class Schedule** – View the student’s current schedule. The students schedule can be viewed in a course list or weekly planner format.
- **Absences** – Allows parents to review absence summary for the selected student.
- **Attendance Chart** – Review student’s attendance data.



Assignments & Grades

- Displays the student’s current courses. Click on the course title to view gradebook assignments and grades for the selected course.

Click the course to view the assignments and grades.

Assessment	Assignments	Homework	Weighted Grade
Percent of Grade 40%	50%	10%	
Your Child's Score 75% C	112% A	86% B	95% A
Current grade in class: 95% A			

Assignment	Points	Grade	Comments	Assigned	Due	Category
Module 6 Lesson 1 Study Guide	20 / 20	100%		Oct 23, 2019 03:21 PM	Oct 23, 2019 04:21 PM	Assignments
Algebra Crossword	25 / 25	100%		Oct 23, 2019 03:19 PM	Oct 23, 2019 04:19 PM	Homework
Module 5 Scale Evaluation	10 / 10	100%		Oct 23, 2019 03:11 PM	Oct 23, 2019 04:11 PM	Assignments

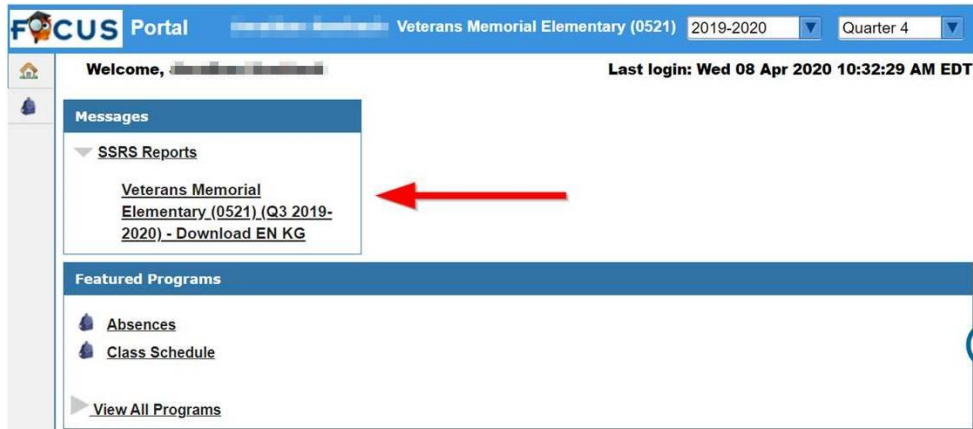
FOCUS – Parent Guide

Accessing Interims or Report Cards

Quarterly interims and report cards for Elementary, Middle, and High school grade levels are published to FOCUS Student/Parent portal. Interims and report cards are available on the distribution date and remain active on the focus portal page for 28 days.

From the FOCUS portal page:

1. In the Messages area, under SSRS Reports, Click the link to download a PDF version of the interim or report card.



2. The report card or interim will display in the PDF preview window.

QUICK SHEET

Access Portal Page

1. Click the Focus icon in the upper left corner of the screen.

Class Schedule (current)

Displays the schedule for the current term.

1. Displays on Portal page in the Featured Programs section.

Class Schedule (daily)

Displays the schedule for the current day.

1. Click My Child tab.
2. Select Class Schedule.

View Assignments & Grades

1. Click Assignments & Grades tab.
2. Select the course.
3. Assignments and grades will display.

Course Grades (history)

1. Click the My Child tab.
2. Select Child Info.
3. Select Final Grades/Student Snapshot on the left sidebar.

Course Grades (current)

From the Portal Page:

1. Current courses and grades (gradebook grades) will display in the featured programs section.

FOCUS – Parent Guide

Note: Click on the course title to view assignments & grades for the selected course.

Absence Summary (Absences Only)

1. Click the My Child tab.
2. Select Absences.
3. Absence Summary will display.

Attendance Chart (All Attendance)

1. Click the My Child tab.
2. Select Attendance Chart.

Send a Message to the Teacher

Displays on Portal page in the Featured Programs section.

From the Portal page:

1. Locate the Featured Programs section.
2. Click the checkbox to the left of the teachers name to message that teacher.
Note: You can select multiple teachers to receive the single message.
3. The message window will display.
4. Follow the prompts.
5. Check “receive personal copy” to have a copy of the correspondence sent to your email.
6. Enter you message.
7. Click Send.

Accessing Multiple Students (that are linked)

Locate the students name in the header. If you have linked parent accounts for multiple students, the students name will display in a pull-down allowing you to switch between students.

1. Click the drop-down.
2. Select the students name.

Accessing Interim or Report Cards

Only quarterly interims and report cards for Middle and High school grade levels are published to FOCUS portal.

From the Portal page:

1. Locate the Messages section.
2. Click the interim or report card link to view.
3. The document will open in another window.