

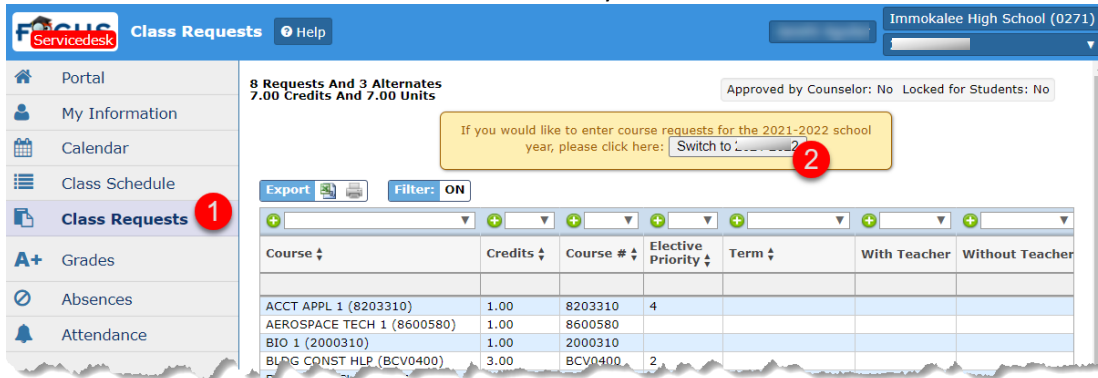
FOCUS – Student Instructions for Entering Course Requests

To LOGIN to FOCUS

1. Access <https://focus.collierschools.com/focus/>
2. Enter your student ID.
3. Enter your DOB (MMDD).

To ACCESS Class Requests:

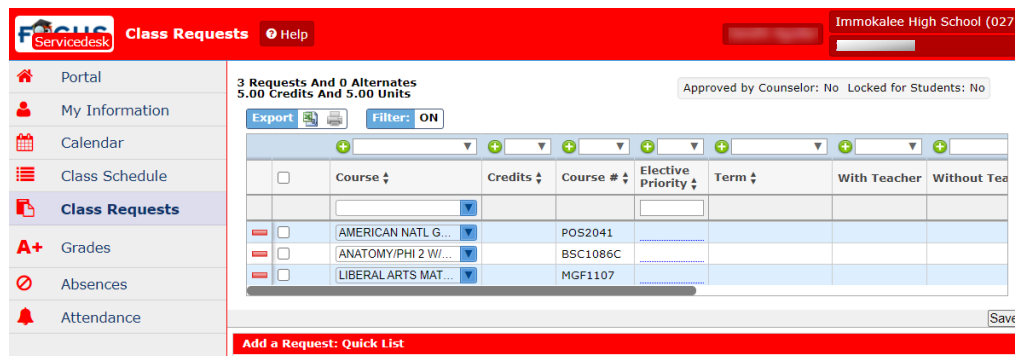
1. Click Class Requests on the left sidebar.
2. Click Switch to **2023-2024** to switch to the next school year.



The header will turn red indicating that you are in a school year other than the current.

Requests which have already been entered by administrative staff will be displayed at the top of the screen.

DO NOT ENTER THEM A SECOND TIME.

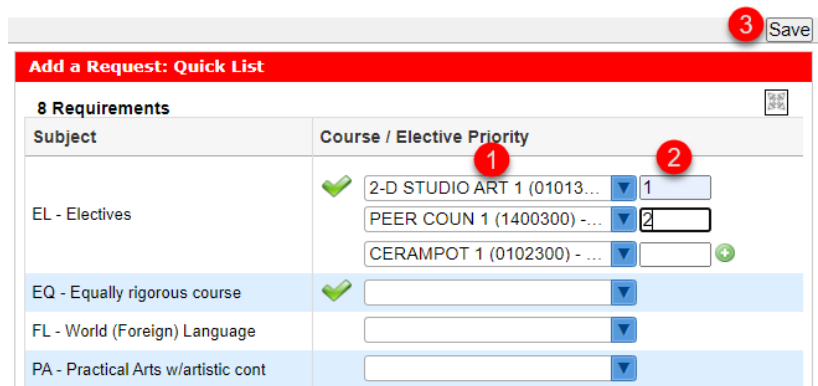


To ENTER requests:

Students can enter requests in the table at the top of the screen or by using the Quick List at the bottom of the screen. The Quick List is organized by Graduation subject.

Using the Quick List:

1. Select a course from the pull-down next to the graduation requirement.
Note: You can use the drop down, scroll through the list and select OR click the drop down, type the course name/number in the filter field and select.
2. For electives, enter the elective priority in the field next to the course pull-down.
3. Priority '1' is considered as your main choice. Any number(s) higher than '1' are



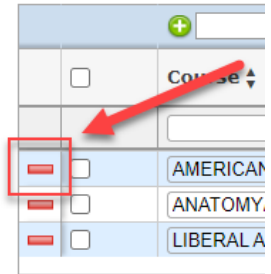
FOCUS – Student Instructions for Entering Course Requests

alternates. If the priority field is left blank, it will be considered as priority '1'.

- If an additional elective needs to be requested beyond the three spaces provided, Click the green plus icon.
- Select the course from the pull-down and enter the Elective Priority.
- After entering the requests in the Quick List. Click Save.

To **MODIFY** your request:

- Make changes to the existing line.
- Once you click off of the field, your changes will autosave.



To **DELETE** a request:

Students cannot modify or delete requests entered by Administrative Staff.

(Individual)

- Click the red minus sign next to the course.
- In the confirmation message, Click OK.

(multiple)

- Select the checkbox next to the each request you want to delete.
- Click Delete Selected Requests at the top-right upper portion of the screen.
- In the confirmation message, Click OK.

3 Requests And 0 Alternates
5.00 Credits And 5.00 Units



Delete Selected Requests

Approved by Counselor: No Locked for Students: No

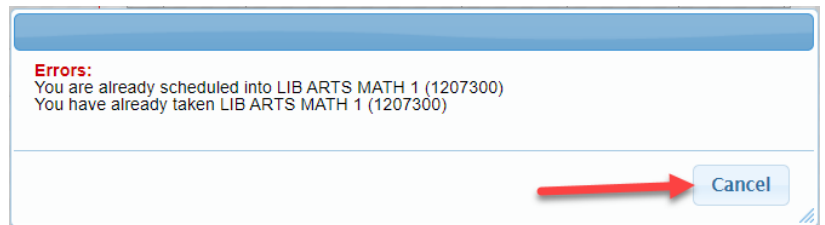
Export Filter: ON

	Course	Credits	Course #	Elective Priority
<input checked="" type="checkbox"/>	AMERICAN NATL G...		POS2041	
<input type="checkbox"/>	ANATOMY/PHI 2 W/...		BSC1086C	
<input checked="" type="checkbox"/>	LIBERAL ARTS MAT...		MGF1107	

Request **ERRORS**:

If an error is encountered, such as prerequisites for a requested course have not been taken, a pop-up window will display with the error.

- Review the error.
- Click Cancel to close the message.
- Change the request that caused the error.
- Press Enter.



Once there are no errors, the requests are added to the table at the top of the screen.

FOCUS Servicedesk Class Requests Help Immokalee High School (0271)

4 Requests And 2 Alternates
0.00 Credits And 1.50 Units

Approved by Counselor: No Locked for Students: No

Export Filter: ON

	Course	Credits	Course #	Elective Priority	Term
<input type="checkbox"/>	ACTING 1 (TPP1110)		TPP1110	2	
<input type="checkbox"/>	2-D Studio Art 1 (010...		0101300	3	
<input type="checkbox"/>	BLDG CONST HLP (...)		BCV0400	1	
<input type="checkbox"/>	AMERICAN NATL G...	0.00	POS2041		
<input type="checkbox"/>	ANATOMY/PHI 2 W/...	0.00	BSC1086C		
<input type="checkbox"/>	LIBERAL ARTS MAT...	0.00	MGF1107		