

High School Grade Reporting Checklist



2019 – 2020 Quarter 1 – Report Cards

FOCUS URL's:



PRODUCTION:

FOCUS:

focus.collierschools.com

(use network username/password)

REPORTING SERVICES:

<https://report.focus.collierschools.com/reports/browse/>

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Grading Period (Grading Cycle):

1	Interim Report	Friday, September 13, 2019	Quarter 1 Interim Period Ends / Interim Posting Window Opens
		Tuesday, September 17, 2019	Deadline to Post Grades
		Thursday, September 19, 2019	Publishing of Interim Reports
	Report Card	Wednesday, October 16, 2019	Quarter 1 Ends / Grade Posting Window Opens
		Friday, October 18, 2019	Deadline to Post Grades
		Thursday, October 24, 2019	Distribution of Report Cards

Quarter 2

Filter

Quarter 1

Quarter 2

Quarter 3

Quarter 4

Make sure you are in the correct Quarter before proceeding.

Step 1

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.

Grades

- > Final Grades, GPA, & Class Rank
- > Progression Plan
- > Gradebook Grades
- > Report Cards
- > Transcripts
- > Approve Grade Changes

Reports

- > Teacher Completion
- > Print Grades Verification Sheets
- > Honor Roll
- > Grade Breakdown
- > Missing Final Grades
- > Student Final Grades

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.

FOCUS Missing Final Grades

SIS ERP Sheryl Priester 2019-2020 Quarter 1

Setup Students Users Scheduling Attendance Discipline Forms Billing Eligibility Florida Reports SSS Reports

Quarter 1 Quarter 1 Exam Semester 1

Search Screen Simple List Customized

3629 missing grades Go to Page 1, 2, 3, 4 Show All Displaying 1 through 1000

Select the current grade marking period

Click the header to sort by that column

Select to see all students that meet the criteria

Photo	Student	Student ID	Grade	Course	Course Num	Teacher	Period	Term	Start Date	End Date
		08	Alg 1 Hon	12003208	Baker, Alessandra Marie	Period 2	Full Year	Aug 13, 2019		
		08	ALG 1	1200310	Baker, Alessandra Marie	Period 3	Full Year	Aug 13, 2019		
		08	Alg 1 Hon	12003208	Baker, Alessandra Marie	Period 7	Full Year	Aug 13, 2019		

Grade Posting Window

MAKE SURE YOU ARE IN THE CORRECT QUARTER

Teachers can enter/edit grades as long as 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.

Quarter 1 Interim 1 | Quarter 3 | Quarter 4

✓ You have finished posting standard grades for this marking period. You can make changes until Oct 24, 2016 at 5:00 PM.

Consult with your Administrator prior to requesting a grade posting window extension.
DO NOT PROCEED until you receive direction 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 2

Post Grades for Absent Teachers

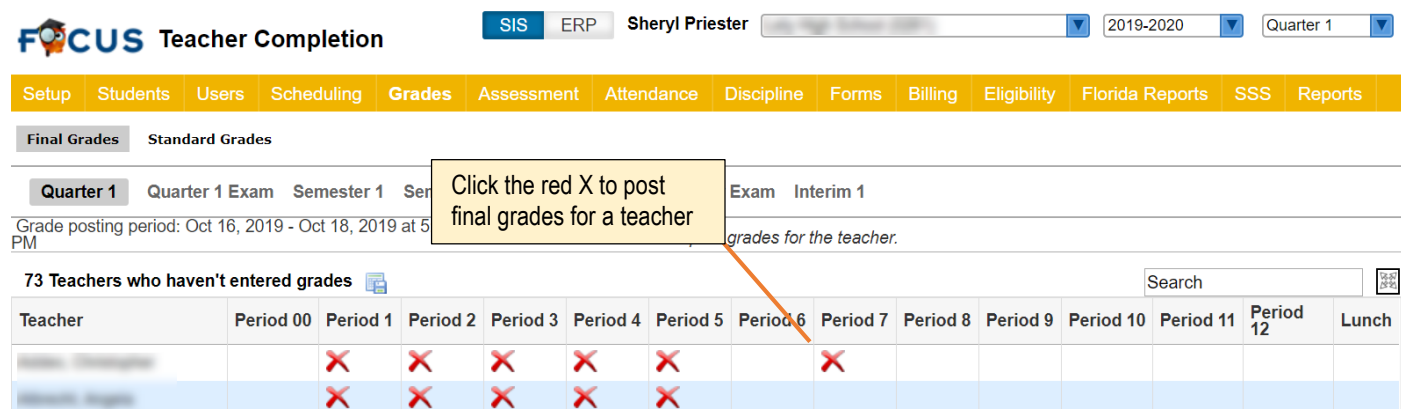
MAKE SURE YOU ARE IN THE CORRECT QUARTER

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 direction from your Administrator.**

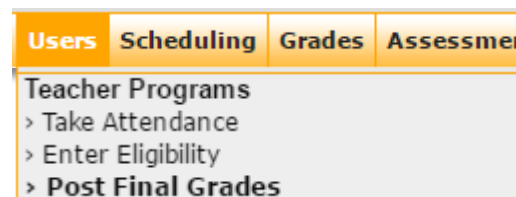
To post grades for a Teacher, from the Teacher Completion Report:

1. Click on a red "X" for the corresponding teacher/period.
2. The Post Final Grades screen will display in a pop-up window.



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.



From the Post Final Grades screen:

1. 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.
2. You can enter grades via "Use Gradebook Grades" or by entering them manually.
Note: Use Gradebook Grades will post grades for the entire class at one time, as long as no grades are missing when posting quarter grades.
3. Click the Save button to save the manually entered grades.
4. Choose another course from the pull-down if applicable and repeat the above steps.
5. Once you have finished entering grades, close the browser window to return to your original FOCUS session.

FOCUS Post Final Grades

SIS

ERP

Sheryl Priester

2019-2020

Quarter 1

Setup Students Users Scheduling Grades Assessment Attendance Discipline Forms Billing Eligibility Florida Reports SSS Reports

Teacher Program

01 - 004 - 2000310 BIO 1

Click to select another course section

Click to post grades for inactive students

Quarter 1 Semester 1 Exam Interim 1

You can post final grades for this marking period between Oct 16, 2019 & Oct 18, 2019 at 5:00 PM.

☐ Include Inactive Students

Use Gradebook

Click to post using gradebook grades for the entire class

☐ Letter Grades & Comment Codes

Copy comments from the previous quarter

Save

20 Students

Mass Update

Filters: OFF

Search

Student	Student ID	Start Date	End Date	Grade Level	Use Gradebook	Grade	Report Card Comments
		Aug 13, 2019		10	Use Gradebook (A)		
				10	Use Gradebook (E)		
				10	Use Gradebook (C)		

Click to post using gradebook grades for an individual student

Step 3

Calculate GPA / Class Rank

MAKE SURE YOU ARE IN THE CORRECT QUARTER

This program will compute and update the state unweighted cumulative GPA, the Collier Weighted GPA, the Extracurricular GPA, and Class Rank for students.

Note - If a student is not to be included in the Class Rank you must change 'Include in Class Rank' on the student enrollment to "No".

This step is only for HIGH SCHOOLS and must be run prior to printing report cards.

1. Click the Grades tab.
2. Select Calculate GPA.
3. The GPA/Class Rank screen will display.
4. Select All Grade Levels.
5. Select Course History as the Marking Period(s).
6. Select Base Class Rank on Collier Weighted GPA.
7. Select Today's Date as the Effective Date.
8. Select Weight GPA by Credits.
9. Click Calculate GPAs and Class Ranks.

PLEASE check that you have the options selected EXACTLY as shown below before you run this job. These options do not HOLD and each time you go in to run this job they must be re-selected. If the job is run with the wrong options, it could affect the GPA and rank for every student at your school.

FOCUS Calculate GPA SIS ERP Sheryl Priestner Lely High School (0261) 2019-2020 Quarter 1

Setup Students Users Scheduling **Grades** Assessment Attendance Discipline Forms Billing Eligibility Florida Reports SSS Reports

School(s):
Grade Level(s):
Marking Period(s):
Course History

Base class rank on
☐ Unweighted GPA
☐ Weighted GPA
☒ Collier Weighted GPA
☐ Use each School's System Preference

Effective Date
☒ Today's Date
☐ Last Day of School
☐ Custom Date

Weight GPA by Credits
☐ Do not Weight GPA by Credits
☒ Weight GPA by Credits
☐ Use each School's System Preference

Calculate GPAs and Class Ranks

Step 4

Add Your Report Card Message

Schools have the option to add an overall message to report cards. This message will print on the bottom of every report card generated for your school and cannot exceed 330 characters.

Only your schools APC can enter the report card message.

Add a Message:

1. Click the Setup tab.
2. Select School Information.
3. Select Report Card Message.
4. Enter your report card message in the field provided.
5. Click Save.

Edit the Message

1. Make changes as needed.
2. Click Save.

Remove Message Content

1. Select the report card message content.
2. Press the delete key on the keyboard, to remove the message content from the field.
3. Click Save.

FOCUS School Information SIS ERP Sheryl Priestner Lely High School (0261) 2019-2020 Quarter 1

Setup **Students** Users Scheduling Grades Assessment Attendance Discipline Forms Billing Eligibility Florida Reports SSS Reports

Lely High School (0261)
School Number: 0261

Save

Filter fields...
 General Info
 Report Card Message
 Scheduling Info
 School Administration

Report Card Message

Please Enter Rep... It's been an outstanding Quarter 1.

Step 5

Load Report Card Data

MAKE SURE YOU ARE IN THE CORRECT QUARTER

After posting is complete, grade reports checked, and messages entered, you can proceed with loading your report card data.

Reports

> District Reports
My Reports

Although the District loads report card data nightly, it is best to refresh your data prior to printing your report cards.

1. Click the Reports tab.
2. Select District Reports.
3. The district reports window will display.
4. Select the Report Cards folder in the left navigation area.
5. Select Load ?? Rpt Cards
 - Middle = Select Load **MS** Rpt Cards
 - High = Select Load **HS** Rpt Cards

If your school has both Elementary and Middle school grade levels, you would need to load report card data for both Elementary and Middle.

6. Select the Quarter to process.
7. Click Run Report.
8. Total Records loaded will display.

If the incorrect grade category is loaded the result for total records will be 0.

The screenshot displays the FOCUS School Software interface for loading report card data. The top navigation bar includes tabs for Setup, Students, Users, Scheduling, Grades, Assessment, Attendance, Discipline, Billing, Eligibility, Florida Reports, and Reports. The 'Reports' tab is selected, leading to the 'District Reports' section. Within this section, the 'Run' sub-tab is active. The left-hand navigation pane shows a tree structure with 'Report Cards' expanded, and 'Load ES Rpt Cards' is highlighted. The main content area for 'Load ES Rpt Cards' features a 'Quarter to process' dropdown menu currently set to 'Q1'. To the right of this menu is a 'Run Report' button. Below the menu, it indicates '1 Record found'. At the bottom, there is an 'Export' button, a 'Filters: OFF' indicator, and a table showing 'TOTALRECORDS' with a value of 131. Several yellow callout boxes with arrows provide instructions: one points to the 'Quarter to process' dropdown with the text 'Click to select the grading quarter'; another points to the 'Run Report' button with the text 'Click to run the report'; a third points to the 'Load ES Rpt Cards' item in the left navigation pane with the text 'Click to refresh data'; and a fourth points to the 'TOTALRECORDS' value in the table with the text 'Total records loaded'.

Step 6

Print Report Cards

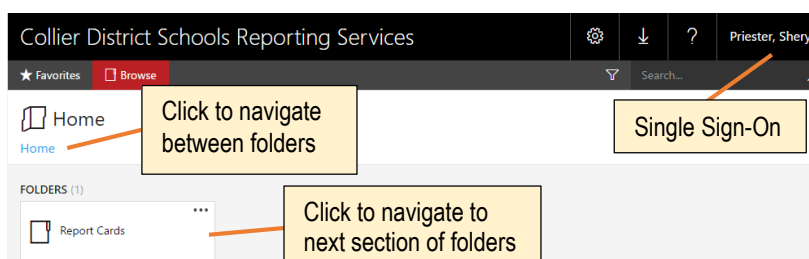
Report cards will be published by the District to the FOCUS portal on the specified report card distribution date. Parents/Students will be able to view report cards online via FOCUS, therefore, there is no need to print unless requested.

CCPS Reporting Services application will be used to print report cards. This is where your report cards are stored. Make sure report card data has loaded (either manually or with the nightly process) prior to printing.

This application is single sign-on and dependent upon whomever is logged in on the computer.

Accessing Reporting Services:

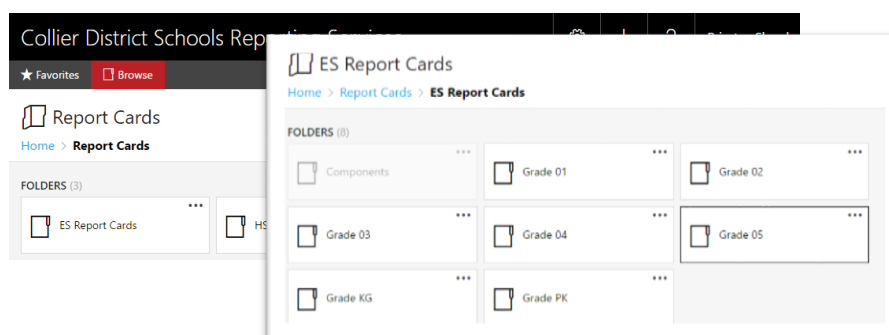
1. Click the FOCUS Report Cards link on your desktop.
Note: If the Report Cards link is not present, use the following URL:
<https://report.focus.collierschools.com/reports/browse/>
2. The Reporting Services application window will display.



This application is single sign-on and dependent upon whomever is logged in on the computer.

Accessing Report Cards:

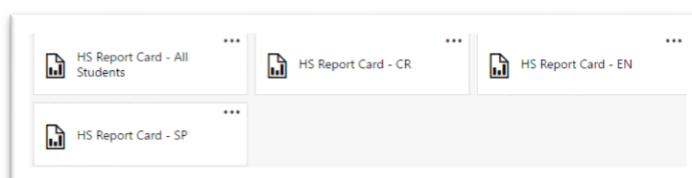
1. Click the Report Cards icon.
2. Select the grade category (HS, MS) folder.
3. Grade specific sub-folders will display.
Note: Your sub-folders will differ depending on the grade category selected.



Each folder will contain four sets of report cards – All Students, Spanish, Creole, and English.

- All Students – Report Cards in English for all students regardless of contact language.
- CR (Creole) – Creole translation
- EN (English) – English
- SP (Spanish) – Spanish translation

Report Card languages are based on the students contact language in FOCUS.



For example, High School Report Cards

Generating Report Cards:

Middle and High school report cards are split up into category and language.

1. If a Middle or High school folder is selected, four sets of report cards, based on language, will display.
2. Select each language folder and print accordingly.
3. Select your school from the drop-down.
4. Select the period sort order.
5. Let the Enter a List of Student ID's field default to All. This feature will allow you to print a single report card by entering a single student ID number or a comma delineated list regardless of enrollment status (active/inactive).
6. Click view report.
7. The set of report cards will generate and display at the bottom of the screen.

Collier District Schools Reporting Services

Home > Report Cards > HS Report Card > HS Report Card - EN

School: Barron Collier High (0311) Select a period to sort by, or choose zip code: 07 View Report

Select a date to display: 10/25/2016

1 of 1268

School District Of Collier County High School Grade Report www.collierschools.com

Barron Collier High (0311) October 25, 2016
6600 CORDON RD
MADISON, FL 34105
2393771200
School Year: 2016-2017
School Counselor: Sanchez, Melissa

Courses	Teacher	Comment Codes Not seen for key	Quarter 1 Oct 11	Quarter 2 Dec 21	Exam Grade	Sem Grade	Quarter 3 Mar 10	Quarter 4 Jun 01	Exam Grade	Final Grade	Credit
2001310 EARTH/SPA SCI	Swats, William		A	0							0

DO NOT PRINT from the PDF viewer. Print from the downloaded file.

Downloading Report Cards:

1. Click the Export icon.
2. Select PDF.
3. The save as window will display.
4. Choose a location, name the document.
5. Click save.
6. The PDF file will download and appear in the bottom left corner of the screen.
7. Click on the file to open.

Collier District Schools Reporting Services

Home > Report Cards > HS Report Card > HS Report Card - EN

School: Barron Collier High (0311) Select a period to sort by, or choose zip code: 07 View Report

Select a date to display: 10/25/2016

1 of 1200

Word Excel PowerPoint PDF TIFF file MHTML (web archive) CSV (comma delimited)

File name: HS Report Card - EN Save as type: Adobe Acrobat Document

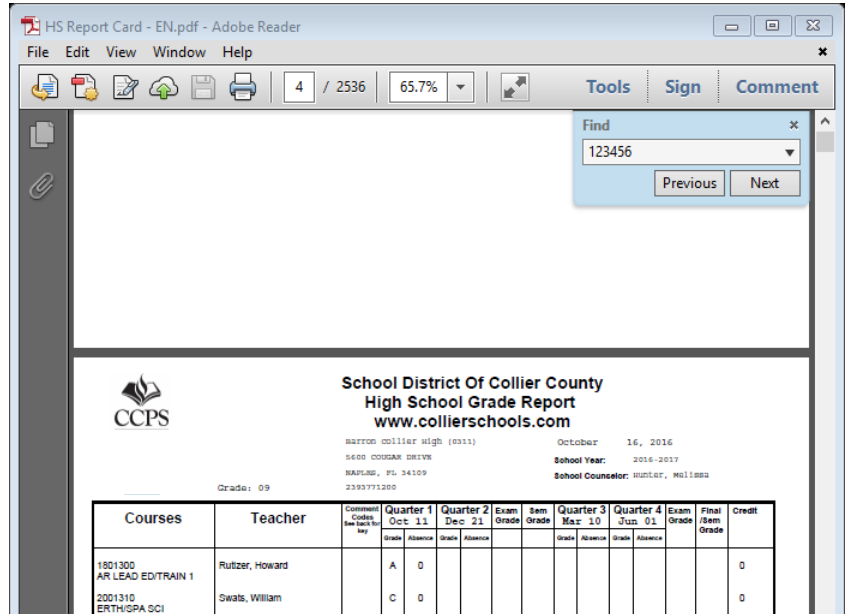
Save Cancel

HS Report Card - E...pdf

Searching Document Content:

A quick way to locate a specific report card (i.e. student, teacher, etc.) is by searching the PDF document content.

1. Press the Ctrl + F key on your keyboard simultaneously. A search box will display in the upper right corner of the screen.
2. Type the student ID number or teacher name (last name, first name) you want to search for in the search box.
3. Press Enter. Use the small left and right arrows in the blue search box to skip to the previous or next instance of the specified keyword/phrase.




HS Report Card - EN.pdf - Adobe Reader

File Edit View Window Help

4 / 2536 65.7%

Tools Sign Comment

Find 123456 Previous Next


School District Of Collier County
High School Grade Report
www.collierschools.com

HATTON collier high (0311) October 16, 2016
 5600 COUSAR DRIVE
 NAPLES, FL 34109
 2393771200

School Year: 2016-2017
 School Counselor: HUNTER, MALLISS

Grade: 09

Courses	Teacher	Comment Click See Back to Key	Quarter 1 Oct 11		Quarter 2 Dec 21		Exam Grade	Sem Grade	Quarter 3 Mar 10		Quarter 4 Jun 01		Exam Grade	Final Sem Grade	Credit
			Grade	Absence	Grade	Absence			Grade	Absence	Grade	Absence			
1801300 AR LEAD ED/TRAIN 1	Rutizer, Howard		A	0											0
2001310 ERTH/SPA SCI	Swals, William		C	0											0