

High School Grade Reporting Checklist



**2018 – 2019
Quarter 3 – Report Cards**

FOCUS URL's:



PRODUCTION:

FOCUS:
focus.collierschools.com
(use network username/password)

REPORTING SERVICES:

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

Grading Period (Grading Cycle):

3	Interim Report (Online)	Monday, February 4, 2019	Quarter 3 Interim Period Ends / Interim Posting Window Opens
		Wednesday, February 6, 2019	Deadline to Post Grades
		Monday, February 11, 2019	Distribution of Interim Reports
	Report Card	Thursday, March 7, 2019	Quarter 3 Ends / Grade Posting Window Opens
		Monday, March 18, 2019	Deadline to Post Grades
		Friday, March 22, 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.

Setup Students Users Scheduling Grades Assessment Attendance Discipline Billing Reports Reports

Missing Final Grades

Quarter 1 Semester 1 Semester 2

Search Screen Simple List Customized List

Select to see all students that meet the criteria

Select the current grade marking period

Student Search

Missing Final Grades

Quarter 2 Semester 1 Semester 1 Exam Full Year Full Year Exam Interim 2

Search Screen Simple List Customized List

745 missing grades

Student	Student ID	Grade	Course	Teacher	Period	Start Date	End I
		11	CHORUS 3	Buonamici, Tara Lynn	Period 6	Dec 15, 2016	
		12	Composition 1	Evans, Sherrie Dawn	Period 1	Aug 15, 2016	
		12	Composition 1	Evans, Sherrie Dawn	Period 1	Aug 15, 2016	
		12	Composition 1	Evans, Sherrie Dawn	Period 3	Aug 15, 2016	
		12	Composition 1	Evans, Sherrie Dawn	Period 1	Aug 15, 2016	
		12	Composition 1	Evans, Sherrie Dawn	Period 1	Aug 15, 2016	

Click the header to sort by that column

Important

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.
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 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.
5. Click the Save button to save the manually entered grades.
6. Choose another course from the pull-down if applicable and repeat the above steps.
7. Once you have finished entering grades, close the browser window to return to your original FOCUS session.

The screenshot shows the 'Post Final Grades - Teacher Program' window. At the top, there is a course selection dropdown menu with a callout: 'Click to select another course section'. Below this, there are tabs for 'Semester 1 Exam', 'Quarter 2', 'Interim 2', 'Semester 2 Exam', 'Quarter 3', and 'Quarter 4'. A message states: 'You have finished posting final grades for this marking period. You can't currently post final grades for Quarter 2. Grade posting for this marking period is already closed. You can post final grades of senior graded students for this marking period between Dec 14, 2016 & Jan 5, 2017 at 5:00 PM.' There are checkboxes for 'Include Inactive Students' and 'Letter Grades & Comment Codes'. Below this is a table with columns for 'Student', 'Use Gradebook', 'Grade', and 'Report Card Comments'. A callout points to the 'Use Gradebook' column: 'Click to post using gradebook grades for the entire class'. Another callout points to a 'Use Gradebook Grades (NG)' option: 'Click to post using gradebook grades for an individual student'. A third callout points to a red 'X' in the 'Period 04' column: 'Click the red X to post final grades for a teacher'. A 'Save' button is located at the top right of the table area.

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.

The screenshot shows a navigation menu with four main tabs: 'Users', 'Scheduling', 'Grades', and 'Assessment'. Under the 'Grades' tab, there is a list of options: 'Teacher Programs', '> Take Attendance', '> Enter Eligibility', and '> Post Final Grades'. The 'Post Final Grades' option is highlighted.

Step 3

Calculate GPA / Class Rank

MAKE SURE YOU ARE IN THE CORRECT QUARTER

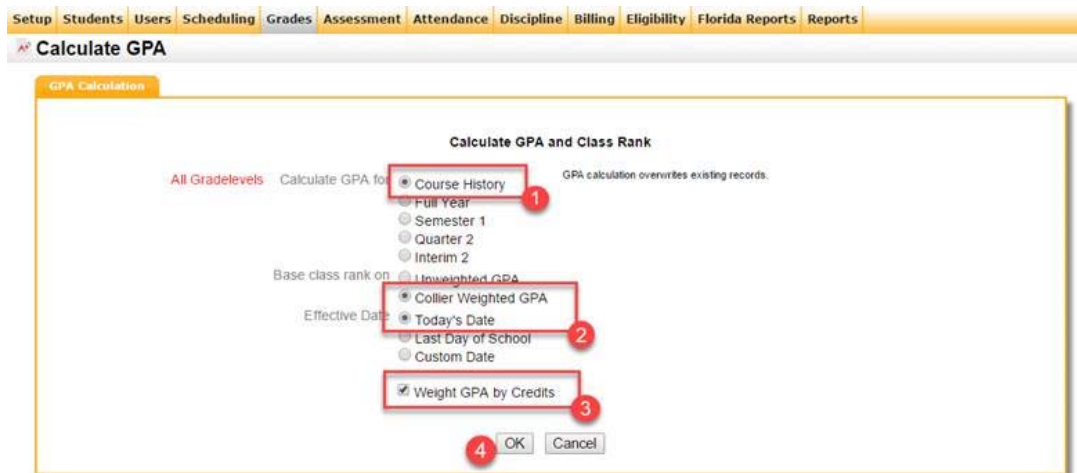
This program will compute and update the state unweighted cumulative GPA, the Collier Weighted GPA, the Extracurricular GPA, and Class Rank for students.

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 Gradelevels.
5. Select Calculate GPA for Course History.
6. Select Base Class Rank on Collier Weighted GPA.
7. Select Today's Date as the Effective Date.
8. Select the check box for Weight GPA by Credits.
9. Click OK.

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.



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:

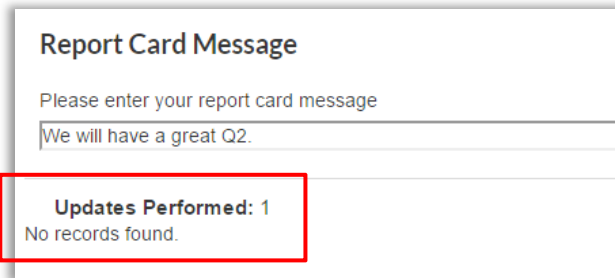
1. Click the Reports tab.
2. Select District Reports.
3. Select the Report Cards folder.
4. Select Report Card Message.
5. Enter your report card message in the field provided.
6. Click Run Report.
7. The "Updates Performed: 1" message will display. Disregard the message "No records found."

Edit the Message

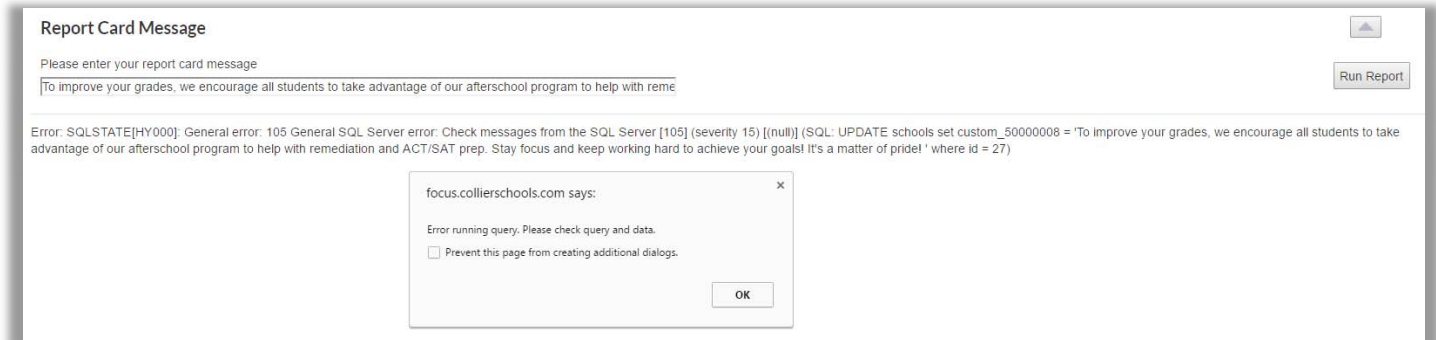
1. Make changes as needed.
2. Click Run Report.

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 Run Report.



Note: The use of certain punctuation (apostrophe) may cause the following error message to appear.

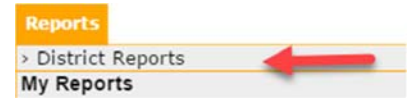


Step 5

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.



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.

Step 6

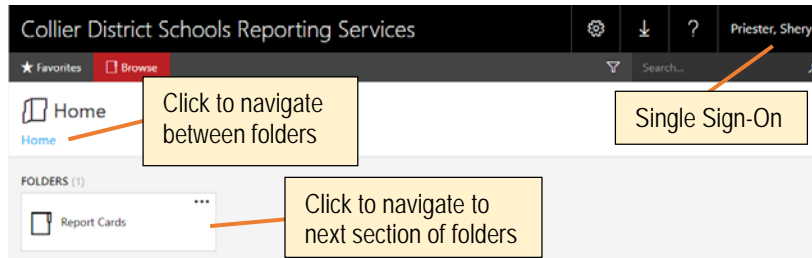
Print Report Cards

Once you have loaded your report card data, you can begin the printing process. CCPS Reporting Services application will be used to print report cards. This is where your report cards are stored.

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

Accessing Reporting Services:

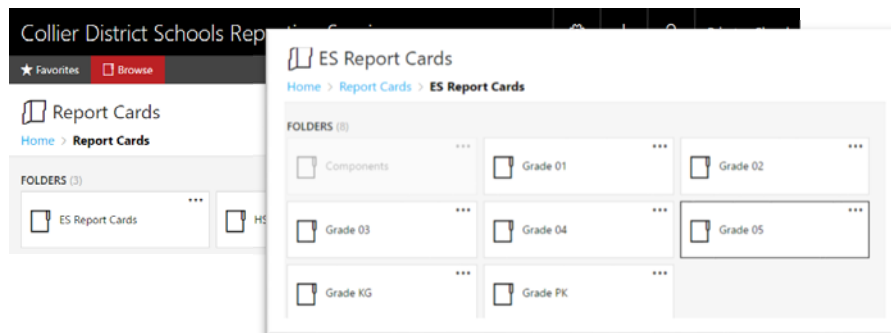
1. Click the FOCUS Report Cards link on your desktop.
 Note: If the Report Cards link is not present, use the following URL:
<https://report.focus.collierschools.com/reports/browse/>
2. The Reporting Services application window will display.



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

Accessing Report Cards:

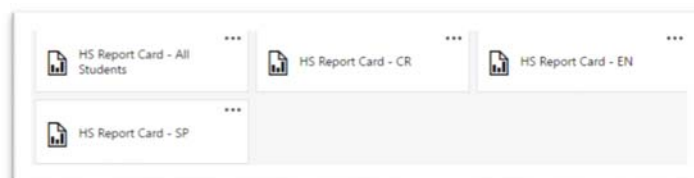
1. Click the Report Cards icon.
2. Select the grade category (HS, MS) folder.
3. Grade specific sub-folders will display.
 Note: Your sub-folders will differ depending on the grade category selected.



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.

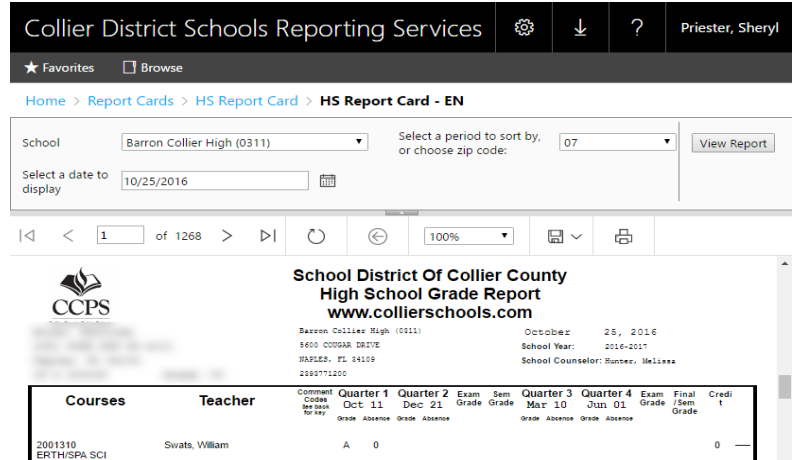


For example, High School Report Cards

Generating Report Cards:

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

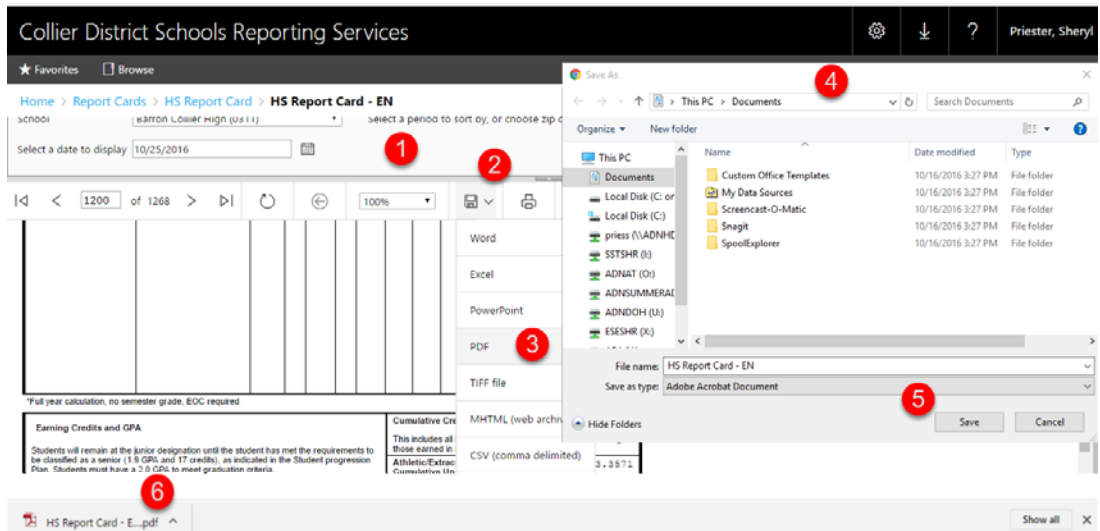
1. If a Middle or High school folder is selected, four sets of report cards, based on language, will display.
2. Select each language folder and print accordingly.
3. Select your school from the drop-down.
4. Select the period sort order.
5. Let the Enter a List of Student ID's field default to All. 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.



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.



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.

