

# High School Grade Reporting Checklist



**2018 – 2019**  
**Quarter 4 – Report Cards**  
**\*\* Seniors Only \*\***

**FOCUS URL's:**



**PRODUCTION:**

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

REPORTING SERVICES:

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

Completed by the **SCHOOL**:

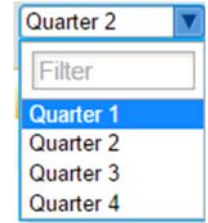
| Check items completed | Step | Description                                    |
|-----------------------|------|--|
|                       | 1    | Review and Record Credit Withheld              |
|                       | 1a   | Run your Absences by Course and Student Report |
|                       | 1b   | Flag Courses for Credit Denial                 |
|                       | 1c   | Review Your Credit Withheld Report             |
|                       | 2    | Check your FOCUS Missing Final Grades Report   |
|                       | 3    | Post Grades for Absent Teachers                |
|                       | 4    | Add Your Report Card Message (APC's Only)      |
|                       | 5    | Review your RS Missing Final Grades Report     |

**Once you have confirmed that all items are complete, notify the Help Desk via email [helpdesk@collierschools.com](mailto:helpdesk@collierschools.com) stating that you are ready for your grades to be processed.**

Completed by the **DISTRICT**:

The District will pull grades for report cards, average pass/fail grades, update credit withheld, calculate GPA class rank, and load report card data. Technology will notify the schools APC once all district run processes are complete.

### Grading Period (Grading Cycle):



|   |                         |                           |  |
|---|-------------------------|---------------------------|--|
| 4 | Interim Report (Online) | Wednesday, April 24, 2019 | Quarter 4 Interim Period Ends / Interim Posting Window Opens |
|   |                         | Friday, April 26, 2019    | Deadline to Post Grades                                      |
|   |                         | Wednesday, May 1, 2019    | Distribution of Interim Reports                              |
|   | Grades 6-11 Report Card | Thursday, May 23, 2019    | Grade Posting Window Opens                                   |
|   |                         | Thursday, May 30, 2019    | Quarter 4 Ends   |
|   |                         | Friday, May 31, 2019      | Deadline to Post Grades                                      |
|   |                         | Summer 2019               | Report Cards Mailed Home                                     |
|   | Grade 12 Report Card    | Wednesday, May 15, 2019   | Grade Posting Window Opens                                   |
|   |                         | Tuesday, May 21, 2019     | Deadline to Post Grades                                      |
|   |                         | Friday, May 24, 2019      | High School Graduation                                       |
|   |                         | Summer 2019               | Report Cards Mailed Home                                     |

**MAKE SURE YOU ARE IN THE CORRECT QUARTER BEFORE PROCEEDING**

### Step 1

### Review and Record Credit Withheld

**MAKE SURE YOU ARE IN THE CORRECT QUARTER**

At the high school level and for high school courses taken at middle school, credit is earned by attaining a passing average for the semester and by accumulating NO MORE THAN NINE (9) days absent for the semester. No distinction will be made between excused, validated, and unexcused absences when calculating absences for earning of credit. Refer to the attendance policy for details.

### Step 1a

### Run your Absences by Course and Student Report

**MAKE SURE YOU ARE IN THE CORRECT QUARTER**

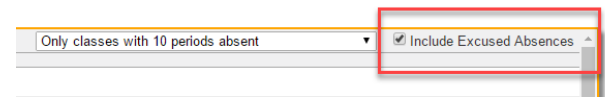
The Absences by Course and Student report shows a total number of absences, sorted by either students or courses, and the calculated percentage of total absences per class days for the given timeframe. When the totals are 10% or higher, they are displayed in red.

1. Click the Attendance tab.
2. Select Absences by Course and Student.
3. The student search screen will display.
4. There are two tabs on the Absences by Course and Student search screen. The By Student by Course sorts the report by students and The By Course by Student sorts the report by courses.
5. Select the By Student by Course tab.
6. Enter or Select your search criteria.
7. Click Search.
8. Your list of students will display with a breakdown of their enrolled courses and attendance data for each course.



#### Adjust the Report Timeframe:

The report timeframe will default with the from date (first day of school) and To Date (current date). You will need to change the date to the proper semester term.



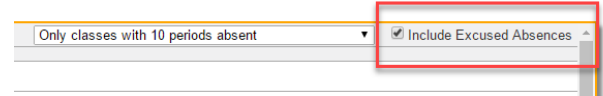
The timeframe would be based on semester dates (i.e. 2018-2019S1=8/15/2018-12/21/2018; 2018-2019S2=1/3/2019-5/30/2019).

1. Using the drop-down, Adjust the report timeframe from and to dates to the proper semester dates.
2. Click Go.

#### Include Excused Absences:

By default, this report only includes unexcused absences. Make sure to include EXCUSED absences.

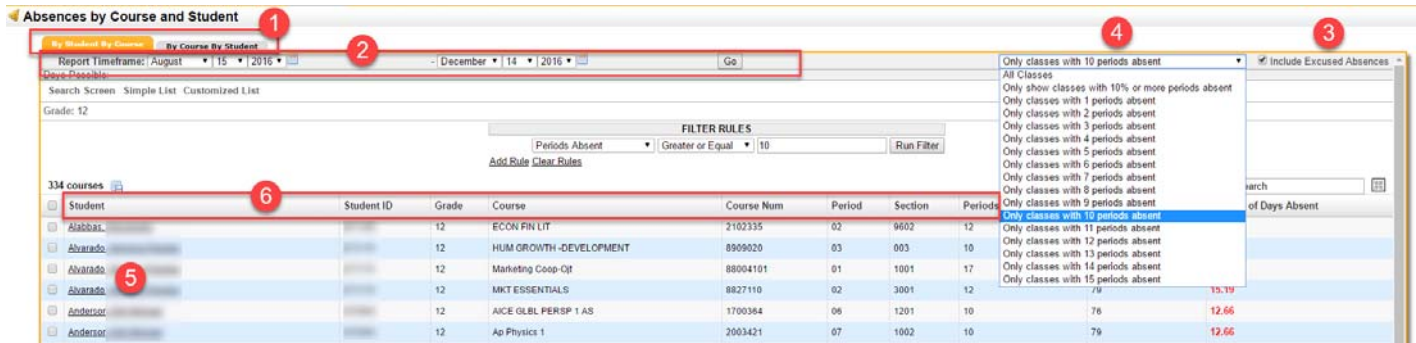
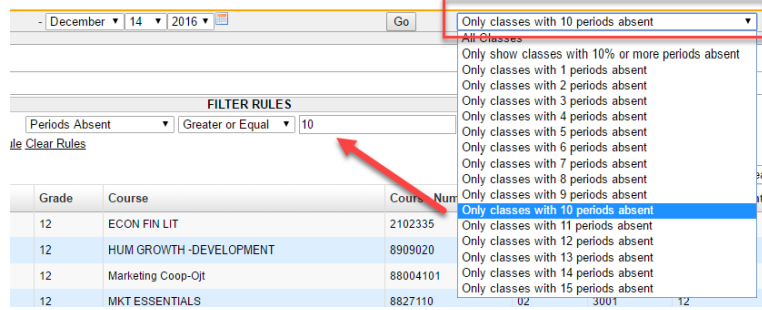
1. Select the Include Excused Absences checkbox.
2. The report will recalculate absences including both unexcused and excused.



**Select a Specific Number of Absences:**

The report will default to "All Classes" and you will need to change it to reflect 10 or more periods absent.

1. Click the All Classes drop-down menu located in the upper-right corner of the window.
2. Select Only classes with 10 periods absent.
3. The report will refresh and display the results based on the selected criteria.



**Export the Report to Excel:**

Because the report takes a while to generate, it is recommended that you export the report to excel and work from the excel spreadsheet.

1. Click the computer disc icon to export the report to excel. Don't forget to save your report as an excel workbook. Remember you are only capturing data as of the moment of export.

**Distribute the report to the Attendance Office for review / validation.**

**Step 1b**

**Flag Courses for Credit Denial**

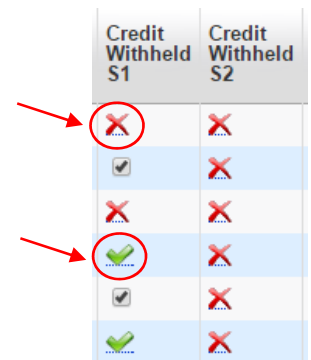
**MAKE SURE YOU ARE IN THE CORRECT QUARTER**

Once the Attendance Office provides you with a list of students which will be denied, you can proceed with flagging courses for credit denial.

**Do Not flag courses without getting validation from the Attendance Office.**

From the Students Schedule:

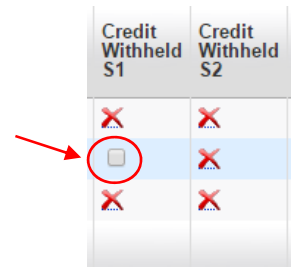
1. Make sure that the Show Florida Fields checkbox is checked.
2. Select the Semester tab.
3. Locate the course in which credit will be withheld.
4. Locate the Credit Withheld S1 or S2 column.
5. Flag the course by clicking the red "X" twice. A checkmark will appear. Note: You can flag more than one course for a student prior to saving.
6. Click Save. Note: A red "X" = No, credit withheld and a green checkmark = Yes, credit withheld



Don't forget you can use the search box in the upper right corner to quickly access another students schedule.

To remove the Credit Withheld flag:

1. Locate the course in which the credit withheld flag was placed.
2. Locate the Credit Withheld S1 or S2 column.
3. Remove the flag on the course by clicking the green "checkmark" twice. The unchecked checkbox will appear.
4. Click Save.  
Note: A red "X" = No, credit withheld and a green checkmark = Yes, credit withheld



## Step 1c

## Review Your Credit Withheld Report

**MAKE SURE YOU ARE IN THE CORRECT QUARTER**

The **Credit Withheld Report** displays courses that have been flagged for credit denial for semester 1 and/or semester 2. Review the report for accuracy and make edits as needed.

> GRD\_A's only Report  
> GRD\_Credit Withheld Report - S1/S2

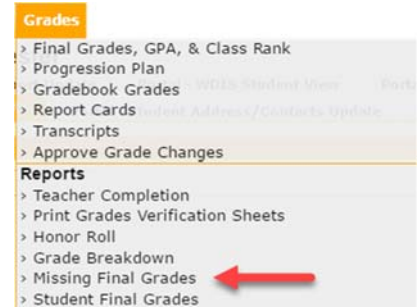
1. Click Reports tab.
2. Select District Reports.
3. Select the Report Cards folder.
4. Select Credit Withheld Report – S1/S2
5. The report will display courses that have been flagged for credit denial for semester 1 and/or semester 2.

## Step 2

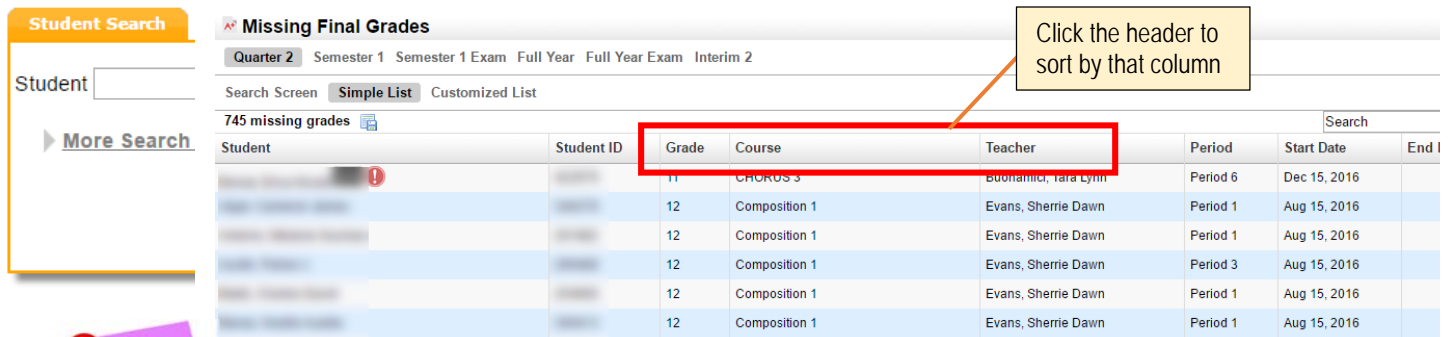
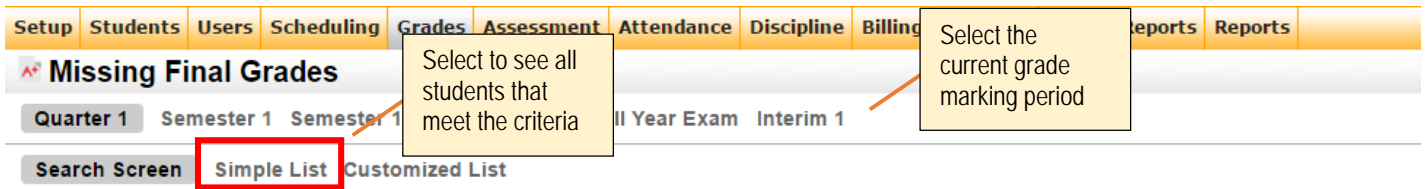
## Check your FOCUS Missing Final Grades Report

**MAKE SURE YOU ARE IN THE CORRECT QUARTER**  
**Check both Quarter and Semester Exam grades.**

The Missing Final Grades Report in FOCUS 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.



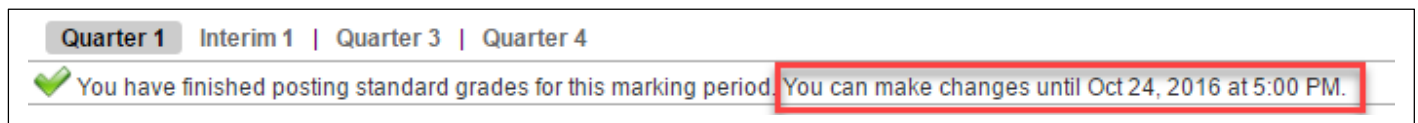
1. Click the Grades tab.
2. Select Missing Final Grades.
3. The student search screen will display from which missing grades for a specific student or group of students can be viewed.
4. Make sure the proper marking period is selected.
5. Click Simple List to view all missing grades for the selected 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.



## 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.



**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](mailto: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**

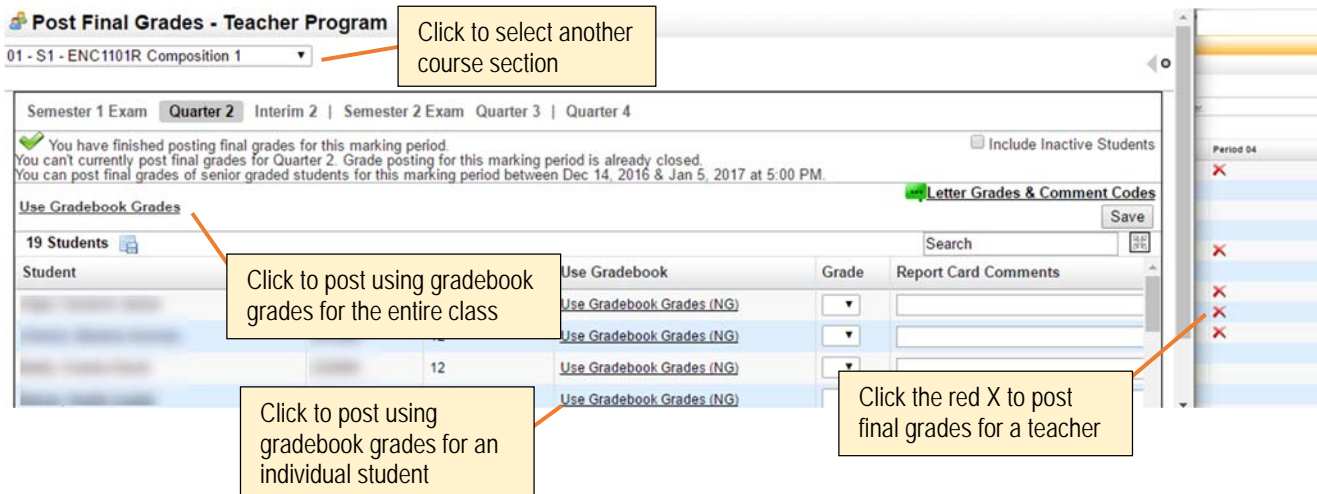
In the event a teacher is absent or for some other reason is unable to post their own grades, the Teacher Completion Report can be used to post grades for the teacher.

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

**Post both Quarter and Semester Exam grades. (LWH/MIA post Quarter and Quarter Exam grades only).**

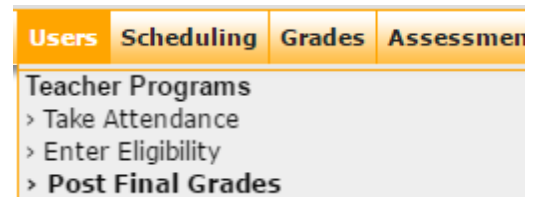
To post grades for a Teacher, from the Teacher Completion Report:

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.



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**

**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. Locate Report Card Message.
5. Click Run.
6. Enter your report card message in the field provided.
7. Click Run.

Edit the Message:

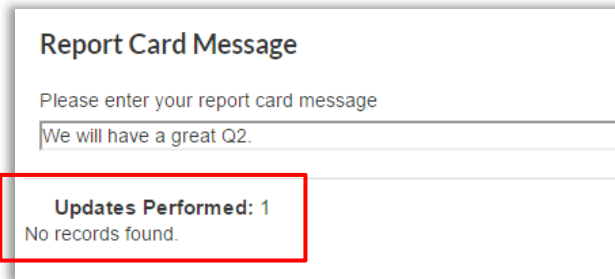
1. Enter the new message.
2. Click Run.

Remove Message Content:

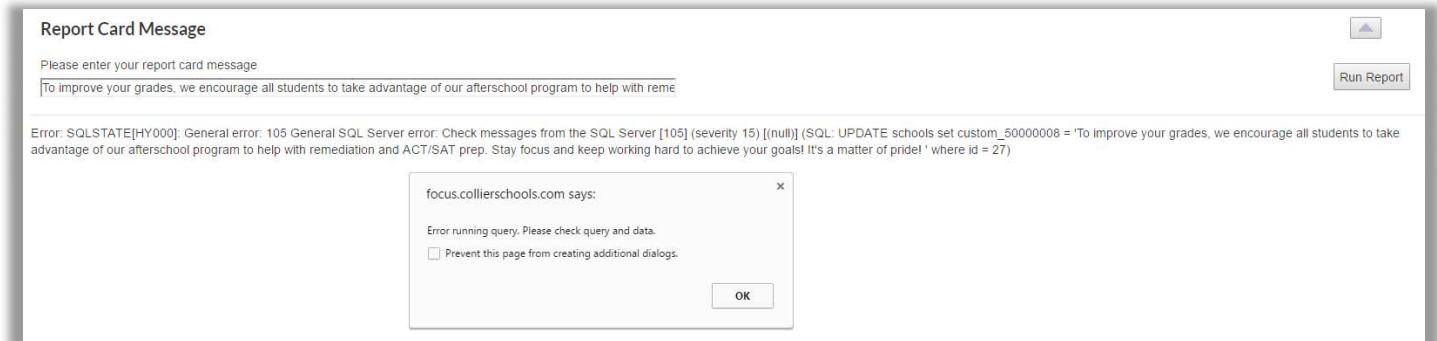
1. Make sure the report card message field is blank.
2. Click Run.

View the Message:

1. Click the Setup tab.
2. Select School Information.
3. Select Report Card Message sub-section on the left.



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





## Step 5

## Review your RS Missing Final Grades Report

**MAKE SURE YOU ARE IN THE CORRECT QUARTER**

The Reporting Services (RS) Missing Final Grades Report is accessed via the CCPS Reporting Services application; and displays a list of active students who were enrolled in a course through the end of the grade-posting period and do not have a quarter/semester posted for either the current or previous grading term.

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.
3. Select the FOCUS folder.
4. Select the Grades folder.
5. Select the Missing Final Grades Report.
6. The Select Year field will default to the current school year.
7. Select your school from the drop-down.
8. Select the Quarter.
9. Click view report.
10. The report will display at the bottom of the screen.

Review to see if previous or current quarter or semester grades are missing.

| Student Id | Last Name | First Name | MI | Grade | Course Name      | Course   | Teacher Name      | Per | Start Date | Q1 | Q2 | S1EX | Q3 | Q4 | S2EX |
|------------|-----------|------------|----|-------|------------------|----------|-------------------|-----|------------|----|----|------|----|----|------|
|            |           |            |    | 11    | Eng 3            | 1001370J | Laughton-Green, L | 03  | 11/7/16    | A  | B  |      |    |    |      |
|            |           |            |    | 11    | INTENS MATH      | 1200400A | Padin, Esimodi    | 01  | 11/7/16    | A  | A  |      |    |    |      |
|            |           |            |    | 11    | INTENS READ      | 1000410J | Laughton-Green, L | 04  | 11/7/16    | A  | B  |      |    |    |      |
|            |           |            |    | 11    | LIB ARTS MATH 1  | 1207300  | Padin, Esimodi    | 07  | 11/7/16    | A  | A  |      |    |    |      |
|            |           |            |    | 11    | Volleyball 1     | 1505500  | Ogden, Clint      | 06  | 11/7/16    | B  | D  |      |    |    |      |
|            |           |            |    | 10    | AVIATION SCIENCE | ASC1000  | Davis, Stephen    | 01  | 8/15/16    | A  | A  |      |    |    |      |
|            |           |            |    | 10    | AVIATION SCIENCE | ASC1000  | Davis, Stephen    | 04  | 8/15/16    | B  | A  |      |    |    |      |
|            |           |            |    | 11    | AVIATION SCIENCE | ASC1000  | Davis, Stephen    | 04  | 8/18/16    | B  | D  |      |    |    |      |
|            |           |            |    | 10    | AVIATION SCIENCE | ASC1000  | Davis, Stephen    | 01  | 8/17/16    | A  | A  |      |    |    |      |
|            |           |            |    | 09    | 2-D STUDIO ART 1 | 0101300  | Octave, Morame    | 03  | 10/18/16   | F  | F  |      |    |    |      |

### Interpreting the Report

Q2 looks at Q1, Q2, and S1EX and Q4 looks at Q3, Q4, and S2EX. So if a student is missing a quarter or semester exam grade, then the student will display on the report. Q1 and Q3 only looks at the grades for that specific quarter.

### Example

|   | Student Id | Last Name | First Name | MI | Grade | Course Name          | Course  | Teacher Name      | Per | Start Date | Q1 | Q2 | S1EX |
|---|------------|-----------|------------|----|-------|----------------------|---------|-------------------|-----|------------|----|----|------|
| 1 | xxxxx1     | Roberts   | Emily      | R  | 11    | ANAT PHYSIO HON      | 2000360 | Randall, Claudine | 04  | 8/15/2016  | A  | A  |      |
| 2 | xxxxx2     | Smith     | Megan      | R  | 11    | EARLY CHILD 3 NEW    | 8405130 | Miller, Janis     | 07  | 8/15/2016  |    | A  |      |
| 3 | xxxxx4     | Peters    | Tomath     | R  | 11    | Prob, Stat W/appls H | 1210300 | Ezagui, Loretta   | 01  | 10/25/2016 |    | B  | B    |

1. No semester 1 exam grade.

- 2. No quarter 1 grade and no semester 1 exam grade.
- 3. No quarter 1 grade because of the start date.

The Missing Final Grades Report must be reviewed by your Administrator before proceeding. DO NOT PROCEED until you receive direction from your Administrator.



Review the Checklist to make sure you have completed all items below.

**Ask Yourself one more time ....**

- 1. Did you review and record credit withheld?
- 2. Did you run your absences by course and student report?
- 3. Did you flag courses for credit denial?
- 4. Did you review your credit withheld report?
- 5. Did you check your FOCUS missing final grades report?
- 6. Did you post grades for absent teachers?
- 7. Did you add your report card message (APCs only)?
- 8. Did you review your RS missing final grades report?

Once you have confirmed that all items are complete, notify the Help Desk via email [helpdesk@collierschools.com](mailto:helpdesk@collierschools.com) stating that you are ready for your grades to be processed.

Completed by the **DISTRICT**:

The District will pull grades for report cards, average pass/fail grades, update credit withheld, calculate GPA class rank, and load report card data. Technology will notify the schools APC once all district run processes are complete.



**Step 12**

**EOY Report Cards**

**ALL (Elementary, Middle, and High) Q4 End-of-Year Report Cards will be printed and mailed by the District Office. Schools ARE NOT printing report cards.**