

Middle School Grade Reporting Checklist



2018 – 2019
Quarter 4 – Report Cards

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	Check your FOCUS Missing Final Grades Report
	2	Post Grades for Absent Teachers
	3	Add Your Report Card Message (APC's Only)
	4	Review your RS Missing Final Grades Report

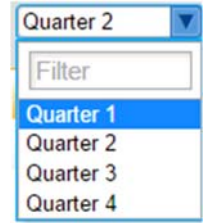
Once you have confirmed that all items are complete, notify the Help Desk via email helpdesk@collierschools.com stating that you are ready for your grades to be processed.

Completed by the **DISTRICT**:

The District will pull grades for report cards 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

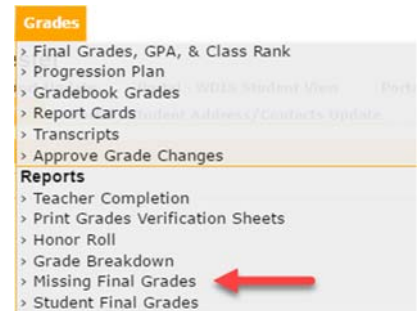
Step 1

Check your FOCUS Missing Final Grades Report

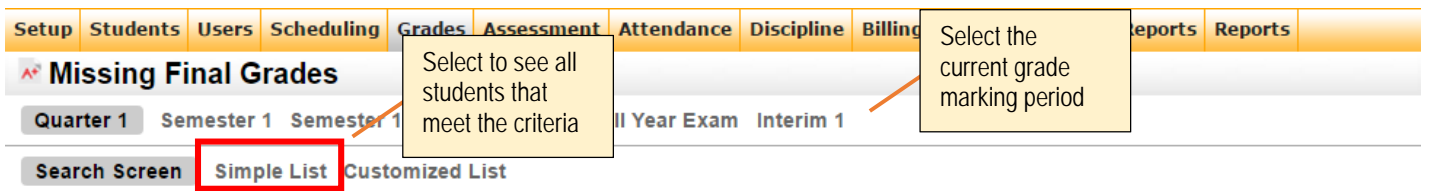
MAKE SURE YOU ARE IN THE CORRECT QUARTER

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.



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 Date
[Redacted]	[Redacted]	11	CHORUS 3	Buonamici, Tara Lynn	Period 6	Dec 15, 2016	
[Redacted]	[Redacted]	12	Composition 1	Evans, Sherrie Dawn	Period 1	Aug 15, 2016	
[Redacted]	[Redacted]	12	Composition 1	Evans, Sherrie Dawn	Period 1	Aug 15, 2016	
[Redacted]	[Redacted]	12	Composition 1	Evans, Sherrie Dawn	Period 3	Aug 15, 2016	
[Redacted]	[Redacted]	12	Composition 1	Evans, Sherrie Dawn	Period 1	Aug 15, 2016	
[Redacted]	[Redacted]	12	Composition 1	Evans, Sherrie Dawn	Period 1	Aug 15, 2016	

Callout: Click the header to sort by that column (pointing to the 'Teacher' header)



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.

**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.

Post Final Grades - Teacher Program

01 - S1 - ENC1101R Composition 1

Semester 1 Exam | **Quarter 2** | Interim 2 | Semester 2 Exam | Quarter 3 | Quarter 4

✔ 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 grades for Dec 14, 2016 & Jan 5, 2017 at 5:00 PM.

Use Gradebook Grades | Letter Grades & Comment Codes

19 Students

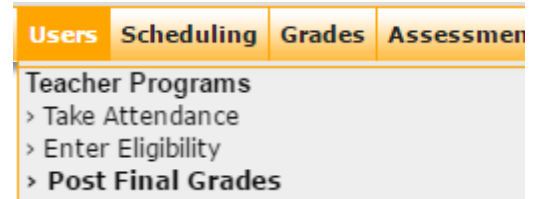
Student	Student ID	Grade Level	Use Gradebook	Grade	Report Card Comments
		12	Use Gradebook Grades (NG)		
			Use Gradebook Grades (NG)		
			Use Gradebook Grades (NG)		
			Use Gradebook Grades (NG)		

Callout boxes in the screenshot:

- Click to select another course section (points to the course dropdown)
- Click the red X to post final grades for a teacher (points to a red X in the right margin)
- Click to post using gradebook grades for the entire class (points to the 'Use Gradebook Grades' button)
- Click to post using gradebook grades for an individual student (points to a 'Use Gradebook Grades (NG)' row)

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 3

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:

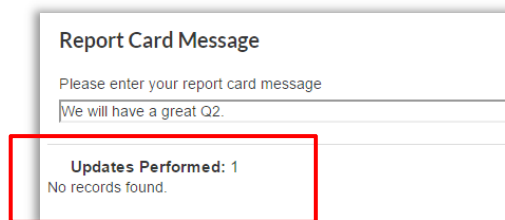
1. Enter the new message.
2. Click Run.

Remove Message Content:

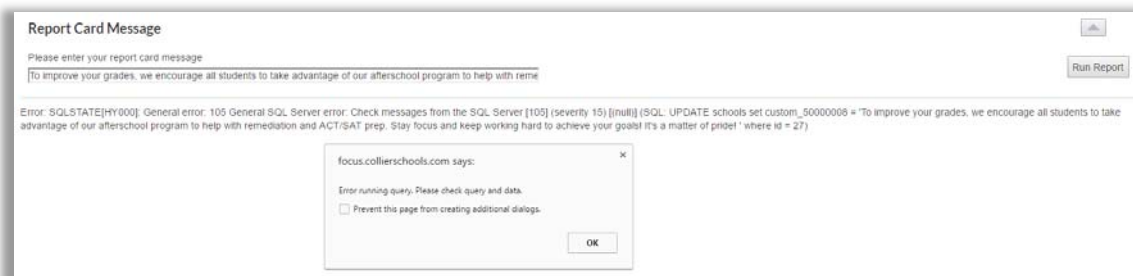
1. Make sure the report card message field is blank.
2. Click Run.

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 4

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, Erlandi	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, Erlandi	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 Q3 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 check your FOCUS missing final grades report?
2. Did you post grades for absent teachers?
3. Did you add your report card message (APCs only)?
4. 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 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.