

Secondary Grade Reporting Checklist



2018 – 2019
Quarter 1 – Interims

FOCUS URL's:



PRODUCTION:

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

REPORTING SERVICES:

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

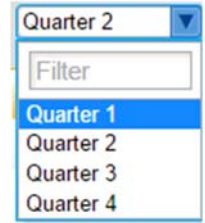
Agenda:

- Teacher Completion Report
- Missing Final Grades Report
- Grade Change Requests
- Posting Grades for Absent Teachers
- Grades Verification Sheets
- Generating and Publishing Interims

Grading Period (Grading Cycle)

Interim Report (Online)	Thursday, September 13, 2018	Quarter 1 Interim Period Ends / Interim Posting Window Opens
	Monday, September 17, 2018	Deadline to Post Grades
	Thursday, September 20, 2018	Distribution of Interim Reports

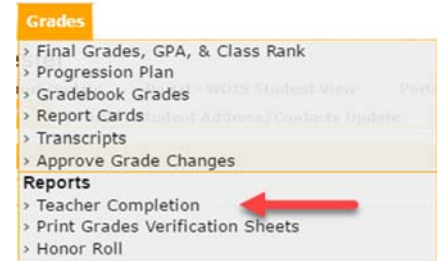
Make sure you are in the correct Quarter before proceeding.



Step 1 Monitor Your Teacher Comp

MAKE SURE YOU ARE IN THE CORRECT QUARTER

The **Teacher Completion Report** displays the teachers who have not posted their marking period grades yet, and is broken down by Periods. In the event a teacher is absent or for some other reason is unable to post their own grades, this report can be used to post grades for the teacher.



1. Click the **Grades** tab
2. Select **Teacher Completion**
3. The Teacher Completion Report will display.

Interpreting the Teacher Completion Report:

Teacher Completion

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

Grade posting period: Oct 4, 2016 - Oct 20, 2016 at 4:00 PM

43 Teachers who haven't entered grades

Teacher	Period 00	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07
Teacher 1	X	X				X		X
Teacher 2	X	X			X			X
Teacher 3	X			X	X	X		X
Teacher 4	X	X		X	X	X		X
Teacher 5	X	X	X	X	X	X		X
Teacher 6	X	X	X	X	X	X		X
Teacher 7	X	X	X	X	X	X		X
Teacher 8	X	X	X	X	X	X		X
Teacher 9	X	X	X	X	X	X		X
Teacher 10	X	X	X	X	X	X		X

Callout boxes:

- Select the current grade marking period.
- Grade Posting window dates.
- Click the red X to post grades for the teacher.
- Red X's indicates periods the teacher has not posted grades.
- Blank fields indicate that the teacher has posted grades for that period or does not have a graded section assigned.

Reminders:

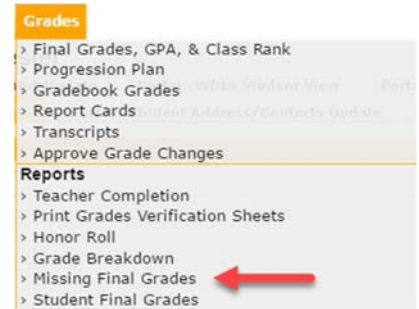
- Make sure the current quarter marking period is highlighted/selected.
- The Grade Posting window dates are indicated at the top of the report. Once the time indicated has passed, teachers will be locked out from posting grades.
- As teachers post grades, the red X's will fall off the report until there are no periods for which grades have not been posted. Note: If a teacher should happen to enter some grades and save, the red X will drop off the report although grades have not fully been submitted/posted.

Step 2

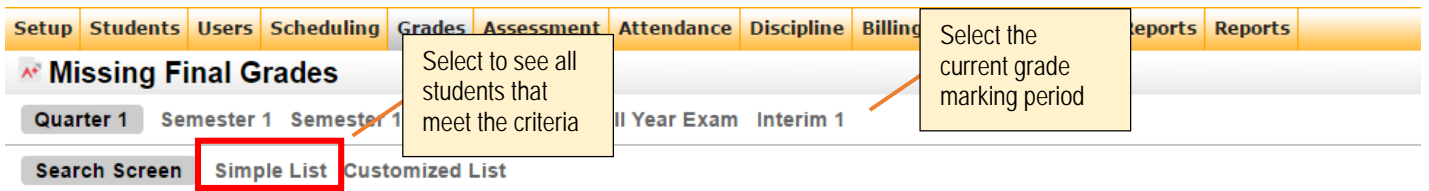
Check your Missing Final Grades Report

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.



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.



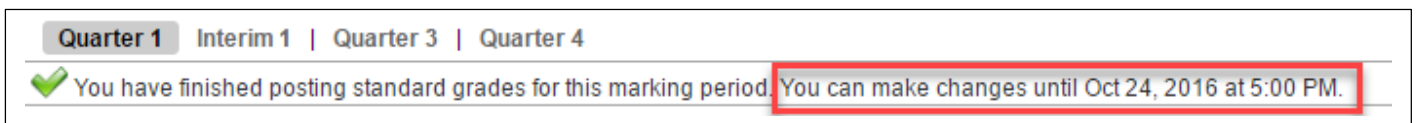
Student	Student ID	Grade	Course	Teacher	Period	Start Date	End Date
[Redacted]	[Redacted]	11	CHORUS 3	Buonamici, Tara Lynn	Period 6	Dec 15, 2016	
[Redacted]	[Redacted]	12	Composition 1	Evans, Sherrie Dawn	Period 1	Aug 15, 2016	
[Redacted]	[Redacted]	12	Composition 1	Evans, Sherrie Dawn	Period 1	Aug 15,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

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. **To avoid re-opening the grade posting window, teachers can submit grade change request.**



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 3

Post Grades for Absent Teachers

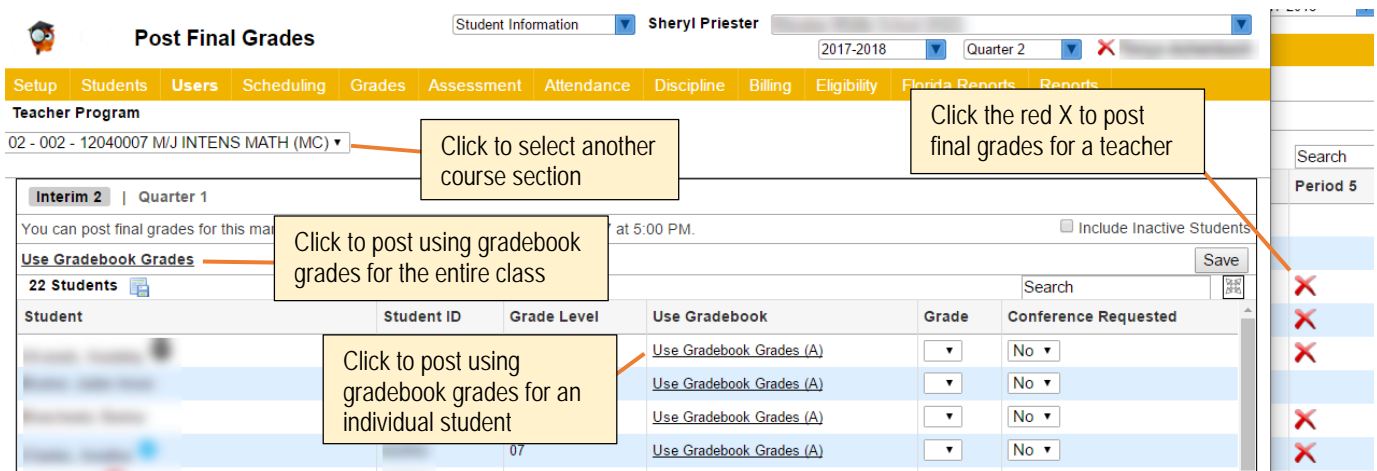
MAKE SURE YOU ARE IN THE CORRECT QUARTER

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.

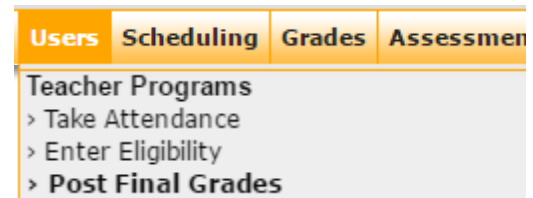
To post grades for a Teacher, from the Teacher Completion Report:

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

Approving Grade Change Requests

MAKE SURE YOU ARE IN THE CORRECT QUARTER

The **Approve Grade Changes** screen allows administrators or designated staff, to approve teacher requests to have Interim progress report grades changed after the grade-posting window has closed. Administrators or the designated staff will receive a *Portal Alert* stating how many grade change requests are awaiting review. Once the request is approved, the grade (and GPA for high school students) is updated in the Focus database and is reflected on the student's Interim progress report as well as the appropriate Course History Interim tab.

1. Click on the Portal Alert
OR
1. Click the Grades tab and Select Approve Grade Changes.
2. The Approve Grade Changes screen will display. New requests pending review are listed at the top of the table. *Any previously reviewed requests are listed but cannot be edited.*

Date Submitted	Student	Term	Teacher	Course	Current Grade %	Current Grade Letter	Explanation	New Grade %	New Grade Letter	Status Explanation	Status
2016-09-01 17:50:54.0	Ayres, Katherin I1		Giles, Leslie	ENG HON 1	83	B	because	90	A		Approve Deny
2016-09-01 13:03:58.0	Abad, Adrian Rc I1		Giles, Leslie	ENG HON 1	87	B	ret. missing wor	91	A		Approved

3. Review the date submitted, student, term, teacher, course, current grade percentage and letter grade, explanation for the change and the new grade percentage and letter grade.
4. In the **Status Explanation** field, type in an explanation for the approval or denial of the request, if desired or required.
5. Click the **Approve** or **Deny** button. Changes are auto-saved and the teacher can then view the status of the request on their Request Grade Change screen.

Status Explanation: Status

Approve Deny

Date Submitted	Student	Term	Teacher	Course	Current Grade %	Current Grade Letter	Explanation	New Grade %	New Grade Letter	Status Explanation	Status
2016-09-01 17:50:54.0	Ayres, Katherin I1		Giles, Leslie	ENG HON 1	83	B	because	90	A	unacceptable r	Denied

Step 5

Print Grades Verification Sheets

MAKE SURE YOU ARE IN THE CORRECT QUARTER

The Grades Verification Sheets compares teachers' posted grades to the Gradebook grades and can be printed for teachers to sign, verifying that the posted grades are correct. This report will show any Gradebook Grades that are different from what is posted for interim progress reports. These grade discrepancies will be highlighted in red.

1. Click the Grades Tab.
2. Select Print Grades Verification Sheets.
3. The Print Grades Verification Sheets screen will display.

Grades Assessment Attendance

Search...

Final Grades, GPA, & Class Rank

Print Grades Verification Sheets

The Print Grades Verification Sheets screen will display options to select Teachers, Terms, Comments, Directions to teachers, and whether to include or exclude specific course numbers.

4. Teacher:

- Select the teacher’s name from the drop-down to print for an individual teacher.
- Select the “All Teachers” option to print for all teachers at your school.

5. Terms:

- Select the Interim Marking Period (i.e. Q1=I1, Q2=I2, Q3=I3, Q4=I4) to identify which marking period grades to print on the sheets. Check all that apply.
- Check “Show Gradebook Grades” to display both Gradebook Grades and Posted Grades.

6. Directions:

- Use the Directions box to enter directions to the teachers, which will be print on the verification sheets.

7. Course Numbers to Include/Exclude:

- To only include grades for specific courses, or to exclude certain courses, enter the course numbers in the corresponding boxes. These boxes will default to “All” or “None”.

8. Click Run.

Interims are sorted by course-teacher-section. Each course will be on its own sheet when printed. If there are any discrepancies between Gradebook and the Posted Grades, they will highlight in red.

A signature line is provided at the bottom of each sheet for the teacher to sign and verify their grades.

English Skills 1 1001300 01 01 - ENSK1 - Bertha Sullivan

Gradebook Grades and Calculated Semester grades are highlighted in red if they are different from what is posted for report cards.

Please review all grades for accuracy and return this sheet to the office.

4 Students

Student Info	Student ID	Grade Level	S1 Posted	Calculated
Bullock, Caleb	6140000313	12	71% C	(53% F)
Clark, Elijah	6107912362	11		(0% F)
Conway, Daquan	6107901201	11	77% C	(51% F)
Pate, Preston	6107920115	09	30% F	(51% F)

Teacher's Signature: _____ Date: _____

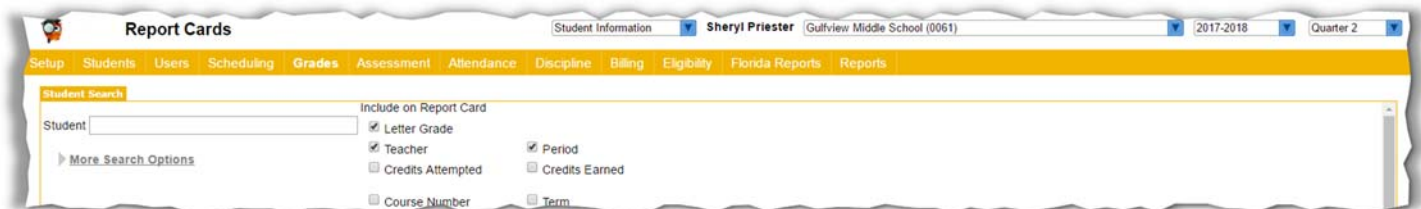
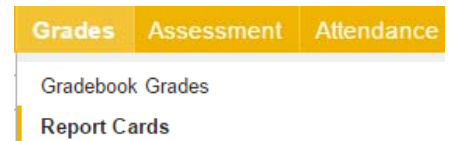
Step 6

Generate and Publish Interims

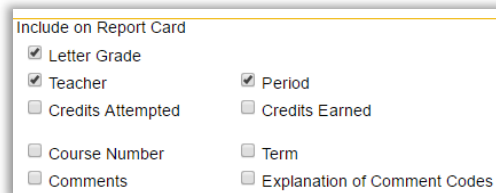
MAKE SURE YOU ARE IN THE CORRECT QUARTER

After posting is complete, grade reports checked, and grade changes entered/approved, you can proceed with generating and publishing your interim progress reports.

1. Click the Grades tab.
2. Select Report Cards.
3. The report cards screen will display.

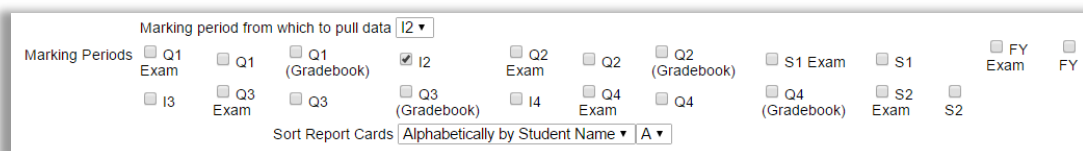


4. Select Letter Grade, Teacher, and Period to include on the Interim Report.



Note: You may have to uncheck Course Number, Term, and Comments.

5. Select the Interim Marking Period (i.e. Q1=I1, Q2=I2, Q3=I3, Q4=I4).



6. Select Sort Order (if applicable).
Note: This field will default to "Alphabetically by Student Name" but can be changed to period/teacher if you are distributing them during a specific period.

7. Select the appropriate Letterhead Template for the school level – MS Interims (middle school) or HS Interims (high school).

8. Click Continue.

- Class List w/Signature
 - Collier High School Transcript
 - CTE Transcript
 - Dental Screening Results ENG/SPN/CRE
 - Dental Sealant Program CRE
 - Dental Sealant Program ENG
 - Dental Sealant Program SPN
 - Elementary Interims
 - ES-MS Permanent Record
 - ESOL Educational Student Form LH
 - FOCUS HS Trans Setup
 - HS Interims**
 - Landscape Tch Schedule Printing
 - MS Immunization 7th Grade Non-Compliance CRE
 - MS Immunization 7th Grade Non-Compliance ENG
 - MS Immunization 7th Grade Non-Compliance SPN
 - MS Interims**
 - Postsecondary Progress Report
 - Postsecondary Transcript
 - Print FTE Detail
- Letterhead Template: Class List w/Signature

9. The Report Cards screen will display.

Publish Interims to the FOCUS Portal

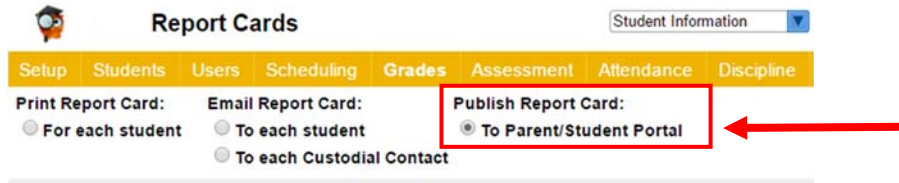
Once interims have been finalized, you will need to publish them to the FOCUS portal. Secondary grade level Parents and Students will be able to view interims online via the FOCUS portal on the scheduled interim distribution date.

Reminders:

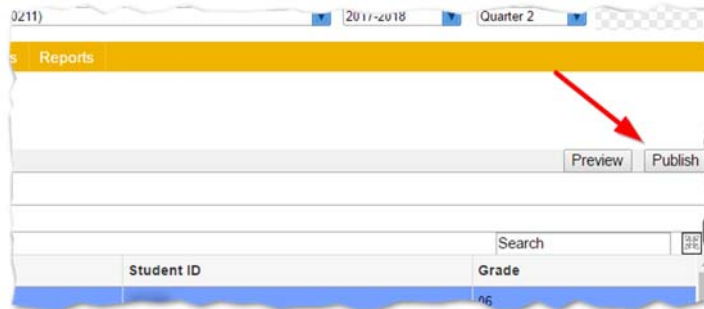
- Only Secondary grade level interims will be available online.
- Interims must be published so they are accessible via the portal.
- You can publish interims multiple times.
- The parent/student can only view the interim on or after the scheduled interim distribution date.
- The link on the parent/student portal will be accessible for 28 days after being published.

From the Report Cards screen:

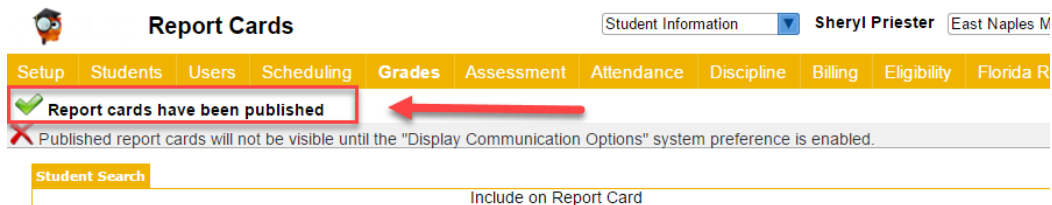
1. Select all students in the list or check students individually.
2. Under Publish Report Card, Select "To Parent/Student Portal".



3. Click the Publish button to publish the interim progress reports to the FOCUS portal.



4. You will return to the Report Cards screen and the "Report Cards have been published" confirmation message will display.

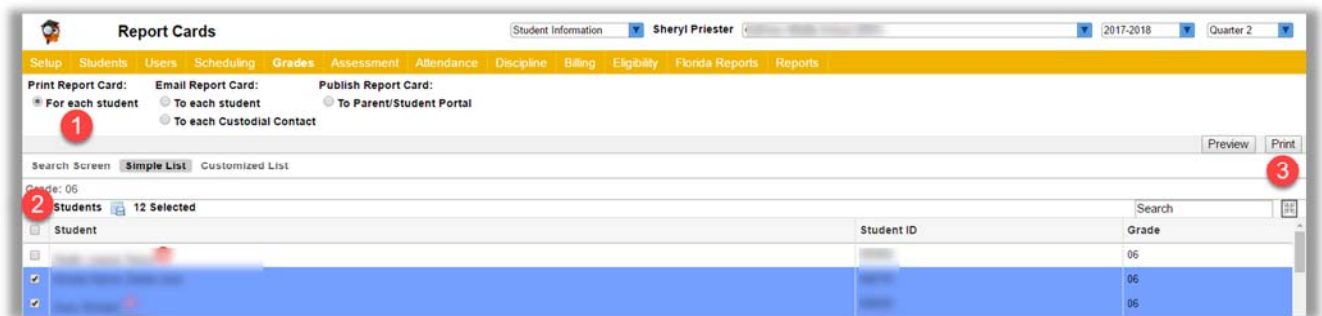


Print Interims

Parents/Students will be able to view interims online via FOCUS, therefore there is no need to print unless requested.

From the Report Cards screen:

1. Select all students in the list or check students individually.
2. Click the Print button to generate the interim progress reports.



- A PDF file will display showing an interim for the students you previously selected.
- Select the print button in the upper right corner of the focus PDF screen to print the pdf file. DO NOT select the print button at the bottom of the page.

Return To Focus

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REPORT FOR: Adrian Ahad 316498

Barron Collier High (0311)
5600 COUGAR DRIVE
NAPLES, FL 34109

Period	Course	Teacher	Interim 1	Comments
Period 1	ENG 1 HON 1	Giles, Leslie	B	Sara is testing Barron Collier
Period 2	PRE-ALICE GLBLPERS	Giles, Leslie	A	test
Period 3	ALG 1 HON	Tiberio, Robert	A	test
Period 4	TECHNICAL DESIGN 1	Kearyman, Howard	A	test
Period 5	MKT ESSENTIALS	Diegel, Sandra	A	test
Period 6	JOURN 1	Johnston, Christina	A	test
Period 7	BIO 1 HON	Nelson, Matthew	A	test

Signature: _____ Date: _____

Grade Legend

Code	Comment	Code	Comment	Code	Comment
B	Incomplete				

Comments Legend

Code	Comment	Code	Comment	Code	Comment
1	has positive and pleasant attitude	7	improve low test/quiz grades	D	improve effort - achievement is below apparent ability
2	is punctual, responsible and show initiative	8	improve homework grades	E	make up missed tests or other work
3	uses class time effectively	9	follow instructions	F	stay after school for help
4	is prepared for and participates in class activities	A	complete assignments	G	parent conference requested by teacher
5	is improving in this class	B	improve use of class time		
6	improve behavior and/or attitude				

Memo Section: Schools have the ability reports

Back to Student List Print Help Logout

- Click the "Return to FOCUS" button in the upper left corner of the screen to return to the Report Cards screen.

Return To Focus

Modules.php