

Navigating the Portal

July, 2016

🚱 Help 🛛 🗐 Logout

Portal Page

Once a login is created, you will be signed in to Portal. Parents are able to view useful notifications and information related to their child, including real-time alerts and messages through their Portal Page.

Student	tudent	1 PORTAL	2 User Name Ap	opears Here	3 School Name	2016-2017 4	Quarter 1	6	
» 7							Last login	: Friday	, 1:52pm
<u>≙</u> 		ince you last logg notsetto receive emai		PRODUCTION S Welcome to the myS We have workshops ava work with their master so Please sign up in myPG	udent Portal ilable to support Scheduling Teams as they hedule.	Upcoming Events - Aug 8, 2016: Teach Aug 9, 2016: Teach Aug 10, 2016: Teach Aug 10, 2016: Teach Aug 11, 2016: Teach Aug 12, 2016: Teach	er Planning Day er Planning Day her Planning Day her Planning Day	10 L	
	Featured	Programs <u>11</u>		(**This requires you to us and your email password	vstem questions, contact	Aug 12, 2016. Teach Aug 15, 2016: Stude Sep 5, 2016: No Sci Email Notifications	ents First Day hool	¥.	
	<u>≜ Absend</u> <u> </u>	ar				Status	Email T		Save
	View Al	riogiains] [
							13	14	

- 1. my*Student* Logo- Click on the logo to return to the portal page
- 2. User Name Displays your first and last name.
- 3. School Name automatically switch to name the school your child is at.
- 4. School year pull-down Navigates between the current year and prior/future years.
- 5. Child box- Parents with multiple students in the district can switch between their children by using this dropdown.
- 6. Marking Period pull-down Displays a list of available marking periods during the school year. Defaults to the currently active marking period.
- 7. Main Menu- Drop down menus that allows users to navigate to different screens within Focus. This can expand or be minimized by clicking on the double arrows at the top.
- 8. Alerts-These are any alerts specific to the user's child such as: Absences, Referrals, or Unpaid Fees. These alerts are quick links and will take the user to more information about the subject.
- 9. Messages- Messages by the user's child's school or district.
- **10.** Upcoming Events-District/school calendar of upcoming events the user can click on the View Calendar link to view the school's calendar for the entire year.
- **11.** Featured Programs-Lists the user's child's/children's classes along with their current grade for secondary schools. Clicking the course or grade links will take the user to the Assignments & Grades screen for the student's class.
- **12.** Email Notifications- Set up Email Notifications to keep up with your child(ren)'s portal information.
- **13. Help** Provides Contextual help for open page, links to Focus University, can be opened in a new window, allows users to sign up for a Focus University account and receive email notices
- 14. Logout- Closes the myStudent application, the system will time-out after 24 minutes of inactivity





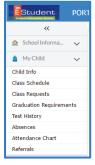
Navigating the Portal

July, 2016

My Child Menu

The my*Student* Parent Portal is a tool designed to enhance parent's access to their child's education. Parents can review their student's information, course history, graduation requirements, attendance and more. The **My Child** menu shows each of the pieces the user, as the parent, can access.

The following section reviews the My Child menu options:



Child Info

The **Child Info** screen lists demographic information regarding the user's child. Parents can review any of the information for accuracy and contact the school if changes should be made. Select a child from the top menu (if the user has multiple children).

Student	CHILD INFO			Anna Foster	(Parents)		Focus High School	2015-2016	(Colle Abbert	Quarter 4
Abb 61075	ott, Colin 918776	Enrollment 2	Schedule	Requests	Grades	Absences	Referrals	Fees & Payments	Test History	🖺 Save 🔒
General In	formation	3								
Colin						Abbott				
• First Name			Middle Name			• Last Name			Suffix	
09/25/1997			6107918776						s.cabbott	
• Student Dat	e of Birth		Pupil Number			Social Security			Username	
******			Students							
Password			Profile							
504 Info				HI Local Field	Option 1				Ellas folds	Address
AFA			How was the n	ame verified?	Birth Certificate				Filter fields T	Address
Address Addresses & Co	-		Name verifi	cation upload				No Files	Address Addresses & Contacts	Online Report
Behavior Plan				ed First Name)rew				Assessment Details	E E
Classified)		red Last Name					Bullying/Harassing Investiga	H E
Counselor									Classified Counselor Notes	LL E
Daily Med Sche	dule			Custody Alert					Daily Visit Log	
Daily Visit Log				Custody Alert	ad Cannot Pick up (Colin			Demographic	
	•			* Gender	fale				ELL ESE	· ←
Demographic									6./6	
Demographic ELL			1	Pupil Number	107918776				Enrollment	

- 1. This is the student's name. By clicking on the name, a box will appear with the General Information of the student.
- 2. Click on the tabs across the top to view Student information. See below for more information.
- 3. This General Information area can collapse by clicking on the student's name.
- 4. The demographic menu allows the user to view demographic information for the student. The Filter Fields box can be used to search for a specific screen. The user can click the arrow to close the list of screens and expand the student information section of the screen.

Note: Clicking on the arrow will reopen the list of screens.

5. The main screen will display the information/screen selected.





July, 2016

Enrollment

The **Enrollment** Sub-menu displays the student's enrollment records, Rolling/Retention option, and Graduation Requirement Program. The chart layout (default view) allows users to scroll horizontally. Clicking **Return to Enrollment** returns users to the horizontal chart view.

Abbott, Colin 6107918776		Enrollme	nt	Schedule Requests	Grade	s Absences	Referrals Fees	& Payments	Test History	Save 🖨
Filter fields T	Enro	ollmen	t							
504 Info	Exp	ort: 萬	-							
AFA			Year 🛔	School 🛓	Grade Level 🛔	Enrollment Date 🛓	Enrollment Code 🛔	Drop Date 🛔	Drop Code 🛔	Prior District
Address •										
Addresses & Contacts	-	View	2015-2016	Focus High School	10	11/25/2015	E01 In District Previous Year			
Behavior Plan	-	View	2015-2016	Extra Focus School 3	07	11/02/2015	E01 In District Previous Year	11/02/2015	DNE Did Not Enter-1st day sch only	61 - Suwanne
	-	View	2015-2016	Focus High School	10	08/22/2015	E01 In District Previous Year	11/02/2015	W11 Left Due to Hardship	
Classified		View	2014-2015	Focus Technical Institute Main	11	08/01/2013	E01 In District Previous Year	08/01/2013	DNE Did Not Enter-1st day sch only	61 - Suwanne

By clicking on View, the user will be able to view the details of the enrollment.

Abbott, Colin 6107918776	Enrollment	Schedule Req	uests	Grades	Absences	Referrals	Fees & Payments	Test History	🖺 Save 🔒
Filter fields T	Enrollment								Return to Enrollment
504 Info			Year 201	15-2016					
AFA Address			School Foo	us High School					
Addresses & Contacts		* Grade	e Level 10						
Behavior Plan		* Enrollmen	t Date 11/	25/2015					

Schedule

The Schedule Sub-menu displays the student's current schedule.

14 Classes 🙀	Full Year	Semester 1 Semester 2					
Course	Period - Teacher	Rotation Days	State Reporting Days	Room	Term	Enrolled	Dropped
ENG 1	01 01 - ENG1 - Melissa Bright		MTWHF	149	Full Year	Aug 14, 2015	
Alg 2	01 01 - ALGB1 - Kenyon Dejesus		MTWHF	311	Full Year	Apr 6, 2016	
Career Prep 9-12	02 02 - CARP2 - Jorden Moses		MTWHF	09001	Full Year	Apr 6, 2016	•
AMH 2010 Amer History I	02 02 - DPAMH1 - Cain Solis		MTWHF	606	Full Year	May 3, 2016	
(BUS OWNER) GEN MGR	04 04 - 001 - Suki Velez		MTWHF	VB017	Full Year	Aug 14, 2015	
Algebra 1	04 04 - 099ALGB4 - Armand Decker		MTWHF	310	* Semester 2	Jan 16, 2016	Jun 30, 2016
Econ Honors	04 04 - S1 - ECNH4 - Tate Mack		MTWHF	VT02	Semester 1	Apr 6, 2016	÷
AUTO COLL RPR & REF2	05 05 - ACRR5 - Phillip Rogers		MTWHF	503	Full Year	Aug 14, 2015	
Geometry	05 05 - 303 - Murphy B Durham		MTWHF	318	Full Year	Aug 14, 2015	
Amer His Honors	05 05 - AMHH5 - Iris A Leon		MTWHF	356	Full Year	Apr 6, 2016	
Medical Skis Sers	06 06 - 606 - Giselle Potts		MTWHF	414	Full Year	Aug 14, 2015	
Access Chemistry 1	06 06 - CHACC - Darius Moore		MTWHF	703A	Full Year	Apr 6, 2016	
ADV ALG W/FIN APP	07 07 - 717 - Patricia Dunlap		MTWHF	316	Full Year	Aug 14, 2015	-
Adv PI Macroecon	07 07 - S1 - ADME7 - Tate Mack		MTWHF	VT02	Semester 1	Apr 6, 2016	-



Requests

The **Requests** Sub-menu allows a user to view a student's request. Requests are typically used for grades 6-12.

Approved by Counselor: No Locked for Students: No											
Export: 🗟 👼 Filters: OFF											
Course \$	Course # 🛊	Elective Priority 🛊	Term 🛊	With Teacher	Without Teacher	With Period \$	Without Period \$	Last Modified By \$	ACR 🛊		
Access Chemistry 1 (7920011)	7920011							Administrator, Admin			
Adv PI Macroecon (2102370)	2102370							Administrator, Admin			
Alg 2 (1200330) - Math	1200330							Administrator, Admin			
Amer His Honors (2100320)	2100320							Administrator, Admin			
Art History: Renaiss to Modern (ARH2051)	ARH2051							Administrator, Admin			
Car Placement (7980130) - ESE Part-Time	7980130	2						Administrator, Admin			
Career Prep 9-12 (7980110)	7980110							Administrator, Admin			
Ceramics 2 (ART1751C)	ART1751C	5						Administrator, Admin			
Econ Honors (2102320)	2102320							Administrator, Admin			

Grades

The **Grades** Sub-menu allows users to view a student's grade history, final grades, GPA, and class rank. Grade information can be viewed by marking periods, semesters, year, or full academic history.

Course Histor Cumulative Cumulative Weighter	e GPA:3.2759 Clas	ss Rank:52/235 Quality Points:47.50 As of:2014-10-07 Cohort Year:2897-28					Quarter 4 Semester 2	Met Reading A	ssessment Requir		OC Requirement: Onl	All Years All Year I ne Course Requirement:	
Custo	m GPA 85, 1724 Total Credits n Rank 56 Total Credits Att	Earned: 15,50	98					Met Math A	ssessment Requir	ement: Met Geometry E	OC Requirement:		
23 Grades	interiorenterior	onipies. [0.00									Comment Code	Show Florida	fields
< Prev	Page: 1 / 2 Next	t> Export: 🛐 🚔 File	ters: OFF Togg	le Columns	Page	Size: 20				-			
Year 🛊	Marking Period 🖨	Course 🛊	Course Number 🛊	Percent 🛊	Grade 🖨	Grade Scale 🖨	Cred. Attempted \$	Cred. Earned 🖨	GPA PTS 🖨	Weighted GPA 🖨	Affects GPA 🖨	Teacher 🛊	Gra
2015-2016	Quarter 4	MKT MCH & PARTS OPS M812031	M812031	99	Α	Unweighted	0.5	0.5	4	4	1		Car
2015-2016	Semester 1	Driver Ed Class 1900300	1900300	80	В	Unweighted	0.5	0.5	3	3	¥.	Heslam, Bethany	Elec
2015-2016	Semester 1	World Hist 2109310	2109310	91	A	Unweighted	0.50	0.50	4	4	V	Albert, Ronald	Wor
2015-2016	Semester 1	ENG 2 1001340	1001340	71	С	Unweighted	0.50	0.50	2	2	1	Heslam, Bethany	Eng
2015-2016	Semester 1	Medical Skls Sers 8400320	8400320	66	D	Unweighted	0.50	0.50	1.00	1.00	V	Heslam, Bethany	VoT
2015-2016	Semester 1	INTENS READ 1000410	1000410	93	Α	Unweighted	0.5	0.5	4	4	×.	Heslam, Bethany	Elec
2015-2016	Semester 1	Bio 1 2000310	2000310	93	Α	Unweighted	0.50	0.50	4	4	1	Heslam, Bethany	Scie
2015-2016	Semester 1	ENG 1 1001310	1001310	90	Α	Unweighted	0.50	0.50	4.00	4.00	×.	Athletics, OCPS	Eng
2015-2016	Semester 1	ENG 4 1001400	1001400	99	Α	Unweighted	1	1	4	4	1		Eng
2015-2016	Semester 1	ALG 1 1200310	1200310	98	Α	Unweighted	0.5	0.5	4	4	¥.		Alge
2015-2016	Semester 2	ENG 1 1002300	1002300		A	Unweighted	0.5	0.5	4	4	*	Bright, Melissa	Eng
2014-2015	Quarter 4	ENG 1 10013109	10013109	55	F	Unweighted	0.5	1	0	0		Durham, Murphy	Eng
2014-2015	Semester 1	CRIT THINK ST SKLS 17003701	17003701	78	С	Unweighted	0.5	0.5	2	2	1	Heslam, Bethany	Elec
2014-2015	Semester 2	CAR RESA&DECI MAK 17003802	17003802	85	В	Unweighted	0.5	0.5	3	3	¥.	Heslam, Bethany	Elec
2014-2015	Semester 2	ERTH/SPA SCI 20013102	20013102	76	С	Unweighted	1.0	1.0	2	2	1	Heslam, Bethany	Scie
2014-2015	Semester 2	HOPE 30260102	30260102	70	С	Unweighted	1.00	1.00	2.00	2.00	×.	Salazar, Axel	HO
2013-2014	Semester 1	ALG 1 1200310	1200310	56	Α	Unweighted	1.0	1.0	4	0	1	Heslam, Bethany	Mat
2013-2014	Semester 1	BIO 1 2000310	2000310	88	В	Unweighted	1.0	1.0	3	3	V	Heslam, Bethany	Scie
2013-2014	Semester 2	ALG 1 12003109	12003109	99	Α	AP/IB/DC	1.00	1.00	4.00	6.00	Ý	Albert, Geoffrey	Mat
2012-2013	Semester 2	Algebra 1 1200310	1200310	95	Α	Unweighted	1	1	4	4	V	Alton, Bob	Alg
< Prev	Page: 1 / 2 Next	>											

Absences

The **Absences** Sub-menu displays an Absence Summary of the student's attendance. Users can view the data in a specified timeframe.

Local - 1-15 Min Local - 1-15 Min L El Local - Early Rei Local - Late Bus	: O periods di O penods t: O penods sentano: O penods di O penods di O penods Late Unaxcusad: O penods Late Unaxcusad: O penods dato O penods							
Total Full Days Possible: 217 Total Full Days Attended: 199 (91.71%) Total Full Days Absent: 18 (8.29%) Enrollment Dates: Nov 25, 2015								
23 Days 🙀							Search	
Date	Daily	01	02	03	04	05	06	07
Apr 8, 2016	Present							
Apr 7, 2016	Present							
Feb 23, 2016	Absent - Unexcused	· · ·						
Jan 27, 2016	Suspended							
Jan 26, 2016	Suspended	100 C				· · · · ·		
Jan 25, 2016	Suspended	· · ·						
Nov 30, 2015	Absent - Unexcused	· · ·						
Nov 30, 2015								
Nev 30, 2015 Sep 18, 2015	Present							



Referrals

The **Referrals** Sub-menu allows users to view a list of referrals the student has received. A user can also opt to view referrals from other schools the student has attended, as well as previous year referrals on the student.

chool supervision:6 chool Suspensino:7 Parent called: tudent suspended:1 :3 d Filters: OFF	7.0												
Parent called: tudent suspended:1 :3 d Filters: OFF	14.0												
d Filters: OFF													
d Filters: OFF													
d Filters: OFF	3.0												
Filters: OFF													
Filters: OFF													
Filters: OFF													
			Export: 🛐 🚍 🛛 Filters: OFF										
udent ID 🛊 🛛 Grad	de 🔷 Reporter 🖨	Entry Date 🛊	Processed \$	Incidents 🛊	Time Incident 🛊	Location \$	Situation of incident \$	Interventions p					
07918776	Bailey,Vielka	01/19/2013	Yes	Repeated violation of rules (M)	8:00 - 9:00	Assembly/auditorium		,Checked student					
07918776	Avery,Alfreda	08/09/2013	Yes	Inappropriate/profane/abusive language (K)	Before School	Classroom							
07918776	Alton,Bob	08/25/2013	Yes	Indecency (O)	8:00 - 9:00	Classroom	During class						
07918776		09/24/2013	Yes	Stealing (C)	Before School	Classroom	During class	,Conference with					
07918776		05/28/2014	Yes		8:00 - 9:00	Classroom	Before school						
07918776		05/29/2014	Yes		8:00 - 9:00	Classroom	During class						
07918776 10	Hebert,Keaton	09/15/2015	Yes	Bus conduct (P)	After school (3:00 - 6:00)	Bus	After school day	,Changed student					
07918776		11/11/2015	Yes		8:00 - 9:00	Classroom	During class	,Checked student					
07918776 🥔	Albert,Geoffrey	11/09/2015	Yes	Fighting (D)	10:00 - 11:00	Classroom	During class	,Held conference					
079 079 079 079 079 079 079	018776 018776 018776 018776 018776 018776 018776 018776 10 018776 018777	118776 Avery,Alfreda 118776 Alton,Bob 118776 118776 118776 10 Hebert,Keaton 118776 10 Hebert,Keaton	118776 Avery,Alfreda 08/09/2013 118776 Alton,Bob 08/25/2013 118776 09/24/2013 118776 09/24/2013 118776 05/28/2014 118776 05/28/2014 118776 05/28/2014 118776 05/28/2014 118776 10 Hebert,Keaton 05/29/2014 118776 11/11/2015	113776 Avery,Alfreda 08/09/2013 Yes 113776 Alton,Bob 08/25/2013 Yes 113776 09/24/2013 Yes 113776 09/24/2013 Yes 113776 05/28/2014 Yes 113776 05/28/2014 Yes 113776 05/29/2014 Yes 113776 11/11/2015 Yes	118776 Avery,Alfreda 08/09/2013 Yes Inappropriate/profane/abusive language (K) 118776 Alton,Bob 08/25/2013 Yes Indecency (O) 118776 09/24/2013 Yes Stealing (C) 118776 05/28/2014 Yes Stealing (C) 118776 05/28/2014 Yes Yes 118776 05/29/2014 Yes Yes 118776 05/29/2014 Yes Yes 118776 11/11/2015 Yes Yes	113776 Avery Alfreda 08/09/2013 Yes Inappropriate/profane/abusive language (K) Before School 118776 Aton,Bob 08/25/2013 Yes Indecency (O) 8:00 - 9:00 118776 09/24/2013 Yes Stealing (C) Before School 118776 05/28/2014 Yes Stealing (C) 8:00 - 9:00 118776 05/28/2014 Yes 8:00 - 9:00 9:00 118776 05/29/2014 Yes 8:00 - 9:00 9:00 118776 01 Hebert,Keaton 09/5/2015 Yes 8:00 - 9:00 118776 01 11/11/2015 Yes 8:00 - 9:00 4:00 - 9:00	N18776 Avery,Alfreda 08/09/2013 Yes Inappropriate/profane/abusive language (K) Before School Classroom 118776 Alton,Bob 08/25/2013 Yes Indecency (O) 8:00 - 9:00 Classroom 118776 09/24/2013 Yes Indecency (O) 8:00 - 9:00 Classroom 118776 05/28/2014 Yes Stealing (C) 8:00 - 9:00 Classroom 118776 05/28/2014 Yes Stealing (C) 8:00 - 9:00 Classroom 118776 05/28/2014 Yes Before School Classroom Classroom 118776 05/28/2014 Yes Betore School Classroom Classroom 118776 05/28/2014 Yes Betore School Classroom Classroom 118776 04 Hebert,Keaton 9/21/2015 Yes Bios conduct (P) After school (3:00 - 0:00) Bus 118776 11/11/2015 Yes 8:00 - 9:00 Classroom Classroom	N18776 Avery.Alfreda 08/09/2013 Yes Inappropriate/profane/abusive language (K) Before School Classroom During class 118776 Aton,Bob 08/25/2013 Yes Indecency (O) 8:00 - 9:00 Classroom During class 118776 09/24/2013 Yes Stealing (C) Before School Classroom During class 118776 05/28/2014 Yes Stealing (C) Before School Classroom During class 118776 05/28/2014 Yes Stealing (C) 8:00 - 9:00 Classroom During class 118776 05/28/2014 Yes stealing (C) 8:00 - 9:00 Classroom During class 118776 05/28/2014 Yes stealing (C) 8:00 - 9:00 Classroom During class 118776 11/11/2015 Yes Bus conduct (P) After school (3:00 - 6:00) Bus conduct (P) After school (3:00 - 6:00) Bus conduct (P) Bit (P) After school (P) Bus conduct (P) After school (P) Bus conduct (P) Bit (P) Bit (P) Bit					

By clicking on the student name next to the referral that needs to be viewed, it will open the referral form to view.

							Previous Nex
							Student Documentat
Referral Colin A ReporterBailey, Incident Date "Jan 19, Reviewed by an AdministratorYes	Vielka W						
Referral							
interventions prior to this referral 💿							
Time Incident 8:00	- 9:00						
Incidents Repe	eated violation of rules (M)						
Location Asse	mbly/auditorium						
Situation of incident -							
Student statement fsldkj	jfa;lsdkjflasd						
1 Present action and recommendation	ions Entry						
Action	Date Decided	Date Begins	Date Ends	Length of Action	Attendance Code	Administered by	Notes
Out of School Suspensino	Apr 1, 2014	Apr 2, 2014	Apr 2, 2014	1			
Agreement or plan -							

Test History

The **Test History** Sub-menu displays a list of all imported tests the student has taken. It also displays the administration date, the school year, and grade level for each test.

25 Test Administrations											Filter
Test	Administration Date	School Year	Gradelevel	Form	LEP Info	DJJ Info	Test Level	Include in Transcript	District Administered	School Administered	Test Publication Year
Language Assessment Scales (LAS)	Aug 28, 2016	2015-2016	10		-	-		No			
IPT (IPT)	Aug 20, 2016	2015-2016	-	•	-	÷	•	No	•	•	•
SAT Reasoning (SA3)	Aug 1, 2016	2015-2016	10	•	÷	÷		Yes	61	•	
Local Assessment (LC2)	Nov 10, 2015	2015-2016	-	•	-	-		No		•	•
Local Assessment (LC2)	Oct 9, 2015	2015-2016	-		-	-		No			
Duval Reads (DRLA)	Nov 14, 2014	2014-2015	10					No			•





My Information MENU

From the **My Information** menu, Parents can change passwords, configure preferences for language, notifications and more.

My Profile

Allows you to view information about themselves to verify that everything is correct.

Preferences

Allows you to edit personal preferences.



Display Options Tab

Allows you to change the language, menu locations, color, and date format of the focus portal.

Password Tab

Allows you to change their user password.

Display Options	Password	Notifications
Password expired! Yo	ou need to cha	inge your password!
Current Password	t i i i i i i i i i i i i i i i i i i i	
New Password	Ł	
Verify New Password	ł	

Notifications

Allows the user to set the notifications they want to receive.

1 Parent							
Status	Name	Email	Frequency	Summaries			
N.	Foster, Anna	Anna@yahoo.com Resend Verification	 Never Daily Weekly 	 Attendance Billing Fees Grades Link 	 Discipline Upcoming Assignments Events and Messages 		

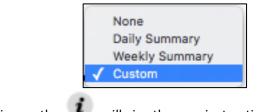
If **Custom** is selected, there are options to set thresholds for when notifications are sent about grades, attendance and discipline.



Navigating the Portal

Email Notification	\$
2 🖂 🗌	end Verification
Summary Type: Custo Notification 5 6 Grades	Threshold Course Average drops below OR Course Grade becomes C, D, F
7 <i>i</i> Absences 8 <i>i</i> Discipline 9	Assignment scores below a 70% 2 days absent in a 5 day period
i Billing	

- 1. The email that will receive notifications. This can be changed by clicking on it.
- 2. Once a verification email is sent, parents can check the status of the verification.
- 3. Parents can resend the verification if needed.
- 4. Parents can decide how often they would like to receive notifications.



- 5. Hovering or clicking on the
- will give the user instructions.

		لكت	
Choose to receive an email if a student has	s a specified	amount of absenses	s in a specified amount of days
<i>i</i> Absences days absent in a	day period		

- #6 and #7 Viewable for Secondary Students ONLY
- 6. Receive a notification if the Course Average or Grade gets below the specified amount.
 - 7. Receive a notification if the assignment scores go below the specified amount.
 - 8. Receive a notification if the student is absent for the specified number of days or more.
 - 9. Receive a notification if the student receives a referral.
 - 10. Click **SAVE** to ensure all changes are saved.

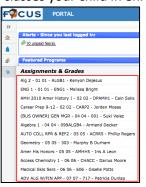
July, 2016



Assignments & Grades (SECONDARY Students ONLY)

The my*Student* Parent Portal is a tool designed to enhance parent's access to their child's education. The portal allows parents to monitor their child's progress in school by providing timely access to both assignments and grades that are entered by the teacher throughout the school year.

The **Assignments & Grades** menu allows parents to view their student's grades for each class. The **Assignments & Grades** menu lists all the classes your child in enrolled in.



... or by clicking on the class name or grade link in the Featured Programs block:

🚰 Algebra 1 - 01 01 - 146ALGB1 - Jennifer Cunningham

Not Graded

Once the user selects a class, a detailed view of your child's performance appears. From this screen, the parent can see a detailed breakdown of the classroom assignments. Listed at the top of the screen is a breakdown of the classroom assignment categories and their percentage towards final grade. Under the Percent of Grade, your child's score in each category is listed. The assignments section lists all of the tests, classwork, homework, projects etc. for the class. Each assignment's grade, possible points, assigned dates, due date, teacher comments and related files are viewable.



Navigating the Portal

			July, 201
Student	Anna Foster (Parents)	Focus High School 🚺 2015-2016 M Colin Abbott	Quarter 4
Student Information System on 🚔 My Child 🛃 My Information 🧳	Assignments & Grades		
Welcome, Anna Foster		L	ast login: Tuesday, 11:43am
Alerts - Since you last logged in:	Messages	Upcoming Events - <u>View Calendar</u>	
<u>10 unpaid fee(s).</u>		There are no upcoming events.	
Featured Programs		Parent Links	
		Middle School PE Waiver	
A ENG 1 - 01 01 - ENG1 - Willow Burton	B4% B Grades are in.	Florida Kidcare	
MAIgebra 1 - 04 04 - 099ALGB4 - Armand Decker	Not Graded Grades are being entered.	FL PTA	
M (BUS OWNER) GEN MGR - 04 04 - 001 - Suki Velez	Not Graded		
Geometry - 05 05 - 303 - Murphy B Durham	<u>66% D</u>		
AUTO COLL RPR & REF2 - 05 05 - ACRR5 - Phillip Rogers			
Medical Skis Sers - 06 06 - 606 - Giselle Potts	Not Graded		
ADV ALG W/FIN APP - 07 07 - 717 - Patricia Dunlap	Not Graded		
Absences Final Grades & GPA			
Calendar Class Schedule			
View All Programs			
Email Notifications			
Status Email Anna@yahoo.com			
Resend Verification	Save		
Summary Type: Daily Summary \$			
1 Parent			
Summaries			
✓ Attendance ✓ Discipline			
Billing Fees Upcoming Assignments			
Grades Link Svents and Messages			

Viewing Final Grades (ELEMENTARY and SECONDARY Students)

At the end of a marking period, parents can log in to see final grades. These are updated throughout the marking period. Once the marking period is over, parents will notice the grades will reset to "**Not Graded**."

FREQUENTLY ASKED QUESTIONS:

• WHO SHOULD USE myStudent Parent Portal?

my*Student* Parent Portal is available to all parents or guardians of Pasco County School District for students PK-12.

• HOW TO I CREATE AN ACCOUNT?

Please contact your student's school to receive log-in information or visit the Pasco County Schools Website and select the Parents link. If you have students in multiple grade levels or schools, you only need to contact one school. The my*Student* Parent Portal will link families automatically.

• WHAT HAPPENS WHEN MY CHILD MOVES TO ANOTHER SCHOOL?

myStudent Parent Portal accounts roll over from year to year, so when your child moves from middle to high school, you do not have to create a new account. Also, if your student moves to another school within Pasco County, your account will be updated with the new school information.

• I CAN'T REMEMBER MY PASSWORD?

If you have forgotten your username or password, please reset the password from the entry screen. You will be emailed with a replacement password that you can use to login, then reset the password to a selection of your choice after re-entry.

HAVING PROBLEMS?

If you are experiencing problems with logging in, or navigating the site or if you have a question about your student's information, such as grades, attendance, discipline, or addresses and contacts,





July, 2016

please contact your student's school.

Student Portal

The student portal page is similar to what teachers see, with a few differing links. The my*Student* Student Portal will display (alert) upcoming events and assignments to help students stay organized. In addition to reviewing important information including current grades, GPA, and attendance students can email their teachers directly from the Portal.

St	udent 1 portal		Colin Abbott (Student)	2 Focus High School 2015-2016 4 Cuarter 4 5
»6	formation System			Last login: Friday, 1:24pm
<u>≙</u>	Alerts 7	Messages	8	Upcoming Events - <u>View Calendar</u> 9 There are no upcoming events.
A	Festured Programs 10 Image: Align 2 - 01 01 - ALGB1 - Kenyon Dejesus Image: Align 2 - 01 01 - ENG1 - Melissa Bright Image: Align 2 - 01 01 - ENG1 - Melissa Bright Image: Align 2 - 01 01 - ENG1 - Melissa Bright Image: Align 2 - 01 01 - ENG1 - Melissa Bright Image: Align 2 - 01 01 - ENG1 - Melissa Bright Image: Align 2 - 01 01 - ENG1 - Melissa Bright Image: Align 2 - 01 01 - ENG1 - Melissa Bright Image: Align 2 - 01 01 - ENG1 - Melissa Bright Image: Align 2 - 01 01 - ENG1 - Melissa Bright Image: Align 2 - 01 01 - ENG1 - Melissa Bright Image: Align 2 - 01 01 - ENG1 - Melissa Bright Image: Align 2 - 01 01 - ENG1 - Melissa Bright Image: Align 2 - 01 01 - ENG1 - Melissa Bright Image: Align 2 - 01 01 - ENG1 - Melissa Bright Image: Align 2 - 01 01 - ENG1 - Melissa Bright Image: Align 2 - 01 01 - ENG1 - Melissa Bright Image: Align 2 - 01 01 - ENG1 - Melissa Bright Image: Align 2 - 01 01 - ENG1 - Melissa Bright Image: Align 2 - 01 01 - 10 01 - 10 01 - 10 01 01 01 01 01 01 01 01 01 01 01 01	Posted Grade KDejesus @focusemail.com (Webpace) 80% (NG) JMoses@focusemail.com DOckor@focusemail.com PRogers@focusemail.com Mourham@focusemail.com DMoore@focusemail.com OMoore@focusemail.com PDunlap@focusemail.com	Select teachers to Message: mbright⊜yahoo.com	Email Notifications 11 Status Email colin.abbott@yahoo.com save Summary Type: Custom Notification Threshold Course Grade becomes 0R QR O% If Absences 1 days absent in a6 day period If Discipline Received Referral If Billing Owes more than S1
				12 13 @ Help 💐 Logout

Some notable features:

- 1. Click the myStudent Logo in the top left corner from any screen to return to the main Portal Page.
- 2. This area display's the student's name.
- **3.** This is the school the student is registered at.
- **4.** School Year Pull-Down: Students can access information from past and current school years. When the student is in any year other than the current year, the menu background turns from grey to blue.
- 5. Marking Period Pull-Down: Students can select a specific grading period to view information.
- 6. Menu: students can access all features of myStudent within the Menu options.
- 7. Alerts: upcoming assignments will be displayed.
- 8. Messages: contain reminders from the school.
- **9.** Upcoming Events Calendar: provides a direct link to the 30-day school calendar; displays the next seven calendar events set by the school. Click on Event Name or View Calendar to see details.
- **10.** Featured Programs: Specific links (shortcuts) to features used most often. Clicking a course link will bring the student to Assignments & Grades for a specific course at the SECONDARY level ONLY. Other links will direct students to specific information about absences, GPA, etc.
- 11. Email Notifications: Allows students to setup email notifications for their grades, absences, and discipline.
- **12.** Help- Provides Contextual help for open page, Links to Focus University, can be opened in a new window, allows users to sign up for a Focus University account and receive email notices
- **13.** Logout- Closes the myStudent application, myStudent time-out is after 24 minutes of inactivity



My Information

Students will have access to their own demographic information, course history, schedule, and grades as well. From the **My Information** Menu, the student can access a wealth of information applicable to their coursework, current schedule, and any existing student records housed in my*Student*.



Assignments & Grades

Secondary students can access the gradebook for each course from the course links on the portal page or by using the **Assignments & Grades** Menu and selecting a course. Upon selecting a course, the student will see a breakdown of all the assignments from the gradebook, the score received on each assignment, whether it has been graded or not, and any comments that have been made public by the teacher for any of the assignments.

Assignments 🗟 Grades	
Economics - Period 2 - S2 - TWF - 001 - Rebecca Patterson	
Advanced Biology - Period 3 - MWH - 001 - Andrea K. Rebovich	
Writing for the Real World - Period 6 - TWF - 002 - Patricia Ann Sockey	
Advanced Literature & Composition - Period 7 - MWH - 001 - Patricia Ann Sockey	

🗅 School Information 🚊 My Information 🥷 Assignments & Grades									
🖪 Advanced Literature & Composition - Period 7 - MWH - 001 - Patricia Ann Sockey									
Formative: Classwork/Homework/Writing Process Summative: Tests/Projects/Essays Vocabulary Weighted Grade									
Percent of Grade 20% 70% 10% Click to download									
Your Score 90% A-	Your Score 90% A- NG NG 90% A-								
Current grade in class: 90% A-	<──	Curr	rent G	rade		T	eacher	File	
10 Assignments 📷									1255
Assignment	Points	Grade	Comments	Assigned	Due	Category	Standards	Assignment Files	Date Last Modified
finish reading dystopian novel	×			Mon May 16, 2016 12:00 AM	Thu May 19, 2016 12:00 Al	Formative: Classwork/Homework/Writing Process		•	
Macbeth Final Assessment Essay	NG / 100	Not Graded		Wed May 4, 2016 12:00 AM	Thu May 5, 2016 12:00 AM	Summative: Tests/Projects/Essays		Macbeth Final Essay.docx	
Macbeth ActIV questions/quotes	9.5 / 10	95% A		Thu Apr 14, 2016 12:00 AM	Mon Apr 18, 2016 12:00 AM	Formative: Classwork/Homework/Writing Process			May 3, 2016, 10:22 am
Macbeth Act III essay	NG/0	Not Graded		Mon Apr 11, 2016 12:00 AM	Thu Apr 14, 2016 12:00 AN	Summative: Tests/Projects/Essays			

School Information & View Calendar

Students can access **School Information** to look at upcoming school wide events and individual assignments by selecting **Calendar** and/or **View Calendar**.

