



## **Focus Gradebook**

### **Admin Quick Guide to FOCUS Reports**

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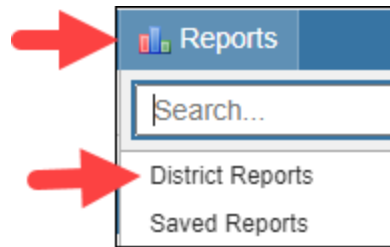
[Viewing a Student Grade and Assignment Grades <https://goo.gl/PBMCwx>](#)

### **D & F Report**

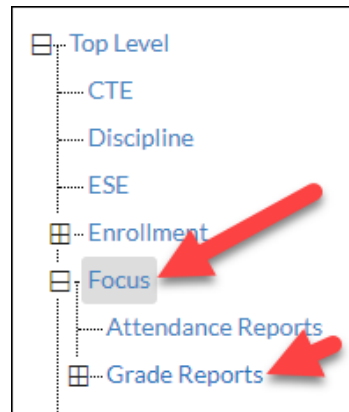
## D & F REPORT

### Navigating to Grade Check Reports











Click on **Reports > District Reports**



Click on **Focus > Grade Reports**

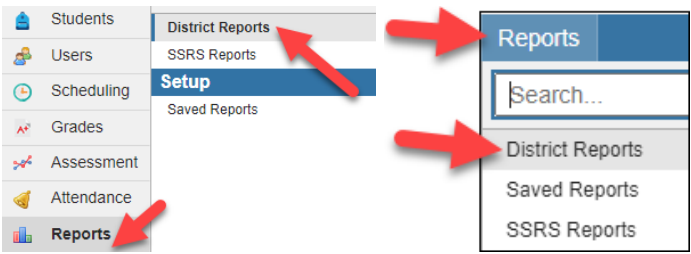
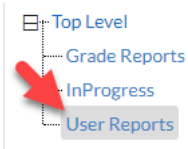
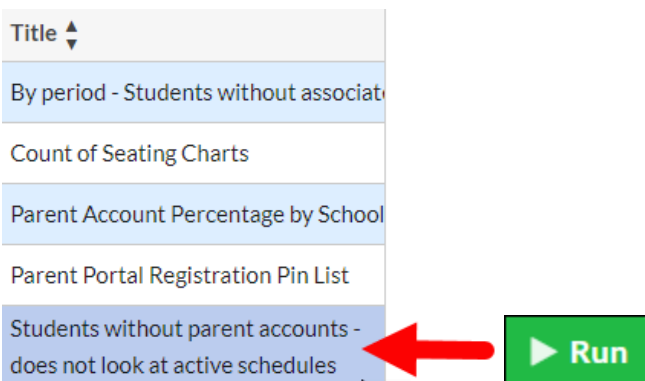
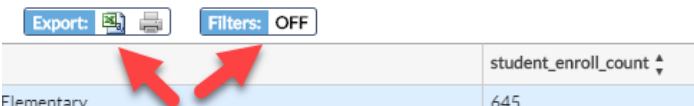


Select the report you want to run and click the green “run button”

Export:  		Filters: OFF		
Title ▲	Description ▲		Export/Run ▲	
Custom Grades Report	View running grade and assignment detail		 Export	 Run
Students Current Live Gradebook Gra	View current live gradebook grade		 Export	 Run
Students Posted Marking Period Grad	View POSTED grade		 Export	 Run
Total Assignments by Teacher and Cat	View number of assignments by teacher		 Export	 Run

## Students Without Associated Parent Portal Account

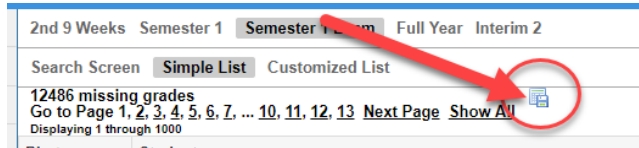
This report lists all students in a school who do not have any associated parent account attached.

Click on <b>Reports &gt; District Reports</b> .	
Click on <b>User Reports</b> .	
<p>Select the <b>Students without parent accounts</b> report.</p> <p>Click <b>Run</b>.</p>	
You can click on any of the column headers to sort results as well as filter the report by field.	
Download or print the report by clicking on the export button	

## Printing PIN Letters Only for Students Who Do Not Have an Associated Parent Account

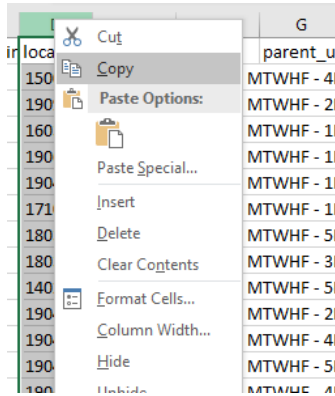
You will first need to run the report of **students without parent accounts** using the steps listed in this document under "[Students Without Associated Parent Portal Account](#)"

Download the **Students Without Associated Parent Portal Account** file by clicking on the export icon.

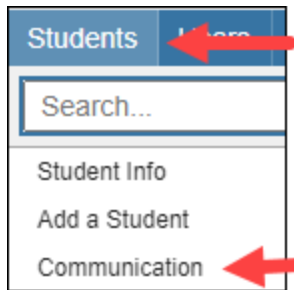


Now that you have your file of students, you can print the associated PIN letters.

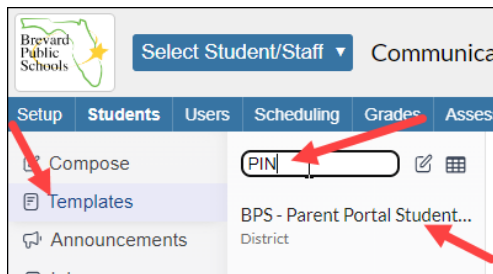
1. Open the excel file you downloaded.
2. Locate the column **local\_id**.
3. Click in the first cell below the column header, scroll to the bottom of the file, hold the shift key and click the last student ID to highlight all student IDs. (Note: Only select the actual numbers...if you select the column header, the report won't run).
4. Right click over the highlighted column and choose **Copy**.



5. In FOCUS, click on **Students > Communications**.



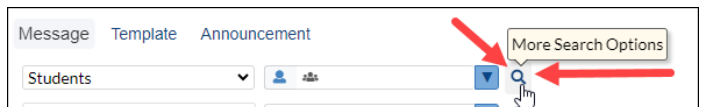
6. Click **Templates**, type **PIN** in the search box and then click on **BPS - Parent Portal Student PIN**



7. On the far right top of the page, click **Use this template**.



8. Click the **More Search Options** magnifying lens to open the *More Search Options* page.



9. Paste all of the student ID's you copied in the student search (you can paste them all at once) -- FOCUS will now search for all of the ID's listed, but it may take a few minutes to process all of the records. Click **Search**.

10. When the search is complete, click the top checkbox to select all.

11. Click **Done**.

12. Check/uncheck any other options you wish.

13. To print the letter, click **Print**. The letters will open up in pdf format for you to either download or print to a physical printer.

14. To email the letter, click **Send**.

**NOTE:** This letter will print/email in the communication language set in Focus. If the communication language is incorrect in Focus, use these directions to change it

<https://bit.ly/Commlangpreference>

To print in English, under *Print Options*, check the box for **Print Original**.

**Student Search**

Student

Search Screen Simple List Customized List

Student: 2213916 2206900 2306959 2325277 2324696

5 Students 5 Selected

<input checked="" type="checkbox"/>	Student
<input checked="" type="checkbox"/>	Garibay, Stephen A
<input checked="" type="checkbox"/>	Grant, Tiffany Joseph
<input checked="" type="checkbox"/>	Luong, Gerald River
<input checked="" type="checkbox"/>	Paez, Harold
<input checked="" type="checkbox"/>	Topp, Craig Eli

**Done**

Secure Email ☒ Add Log Record ☒ Copy Self ☐ Allow Student/Parent Reply ☐

**Print Options**

☐ Include Student's or User's Name/ID on Each PDF Page

☐ Redirect to print Avery Labels for students upon closing modal?

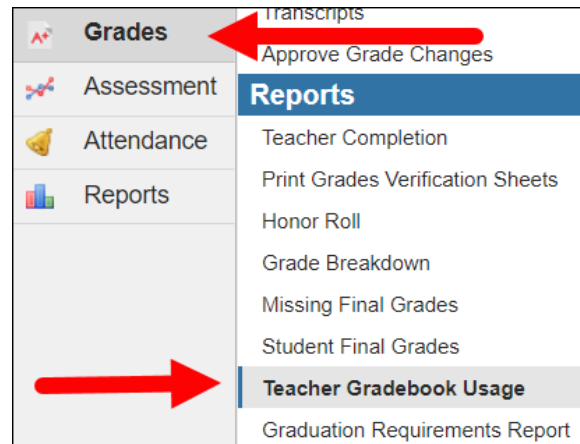
☒ Print Original

☐ Print in Primary Contacts Language

**Generate Letter**

## Teacher Gradebook Usage report

Click on **Grades > Teacher Gradebook Usage**.





The screenshot shows a navigation menu with the following items:

- Grades** (highlighted with a red arrow pointing to it from the left)
- Assessment
- Attendance
- Reports

When the **Grades** item is clicked, a sub-menu appears with the following items:

- Transcripts
- Approve Grade Changes
- Reports** (highlighted with a blue bar)
- Teacher Completion
- Print Grades Verification Sheets
- Honor Roll
- Grade Breakdown
- Missing Final Grades
- Student Final Grades
- Teacher Gradebook Usage** (highlighted with a red arrow pointing to it from the left)
- Graduation Requirements Report

53 Teachers 					Filter	Search	
Teacher	Number of Assignments	Most Recent Assignment Due	Most Recent Assignment Assigned	Most Recent Grade Change			
Mr. [Name]	56	May 23, 2019	May 13, 2019	May 30, 2019 03:06 PM			
Mr. [Name]	150	May 29, 2019	May 29, 2019	May 30, 2019 02:08 PM			
Mr. [Name]	0	-	-	-			
Mr. [Name]	102	May 17, 2019	May 23, 2019	May 26, 2019 08:42 AM			
Mr. [Name]	121	May 30, 2019	May 30, 2019	May 31, 2019 11:16 AM			
Mr. [Name]	120	May 28, 2019	May 28, 2019	May 30, 2019 02:56 PM			
Mr. [Name]	81	May 31, 2019	May 30, 2019	May 30, 2019 12:39 PM			
Mr. [Name]	35	May 17, 2019	May 17, 2019	May 22, 2019 10:16 AM			
Mr. [Name]	83	May 31, 2019	May 21, 2019	May 30, 2019 02:44 PM			
Mr. [Name]	9	May 23, 2019	Apr 25, 2019	May 22, 2019 03:39 PM			

## Accessing Q1 Grades

1. Click on **Grades**
2. Click on **Student Final Grades**
3. Select the options you want to see on the report

For this report, we suggest selecting “Letter Grade”, Percent, and in the middle area, select Q1 to see the Q1 grades we have imported.

*Note: Clicking Q1 (Gradebook) pulls the current live gradebook grade, so be sure you select only Q1.*

Include on Report Card

<input checked="" type="checkbox"/> Letter Grade	<input checked="" type="checkbox"/> Percent
<input checked="" type="checkbox"/> Teacher	<input type="checkbox"/> Period
<input type="checkbox"/> Credits Attempted	<input type="checkbox"/> Credits Earned
<input checked="" type="checkbox"/> Course Number	<input checked="" type="checkbox"/> Term
<input type="checkbox"/> Comments	<input type="checkbox"/> Explanation of Comment Codes
<input type="checkbox"/> Pull-Down Comments	
<input type="checkbox"/> Period-by-Period Tardies	<input type="checkbox"/> Period-by-Period Absences
<input type="checkbox"/> Long Comments	<input type="checkbox"/> Grades from Concurrent Schools
<input type="checkbox"/> State Fields	

Display marking period names using:

Marking Period from which to pull data:

Marking Periods: ☐ 1 ☒ Q1 ☐ Q1 (Gradebook) ☐ I2 ☐ Q2 ☐ Q2 (Gradebook) ☐ 1 Exam ☐ 1 ☐ I3 ☐ Q3 ☐ Q3 (Gradebook) ☐ I4 ☐ Q4 ☐ Q4 (Gradebook) ☐ 2 Exam ☐ 2

Sort Report Cards:

Grade Row Grouping: ☒ Course Number ☐ Teacher ☐ Course Period

☐ Abbreviate Column Names  
☒ Abbreviate Teacher & Course Name  
☒ Hide percent symbol

Effective Date:

☐ Include Inactive Students

### This is the report you will see

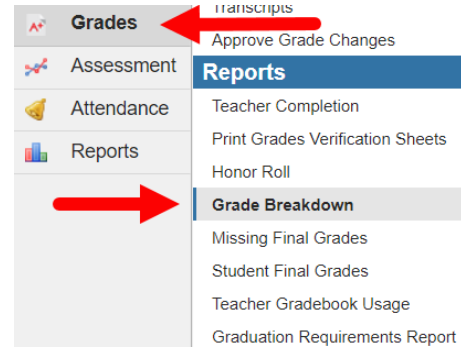
11678 grades  
Go to Page 1, 2, 3, 4, 5, 6, 7, ... 9, 10, 11, 12 Next Page Show All  
Displaying 1 through 1000

Student	Student ID	Course Num	Course	Section	Period	1st 9 Weeks
		0102300X	CERAMPOT 1	0002	Period 2	97.9% A
		0102300X	CERAMPOT 1	0005	Period 7	93.3% A
		0102300X	CERAMPOT 1	0002	Period 2	79% C
		0102300X	CERAMPOT 1	0005	Period 7	89.6% A
		0102300X	CERAMPOT 1	0002	Period 2	80.7% B

# Grade Breakdown Report

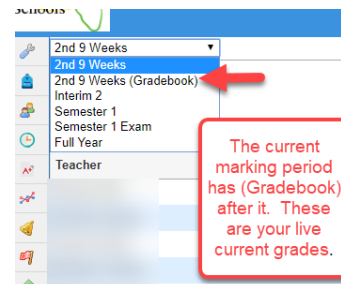
Use this report to view breakdown of grades by teacher and customizable options like section

1. Click on **Grades**
2. Click on **Grade Breakdown**
3. Click on **Search**



Select the time period you want to look at

Remember that the term *Gradebook Grades* refers to current live grades.



Columns can be filtered. Under each grade, you will see the # of students who have that grade. The percent refers to what percent of the teacher's total students have that grade. You can also list this report by section.

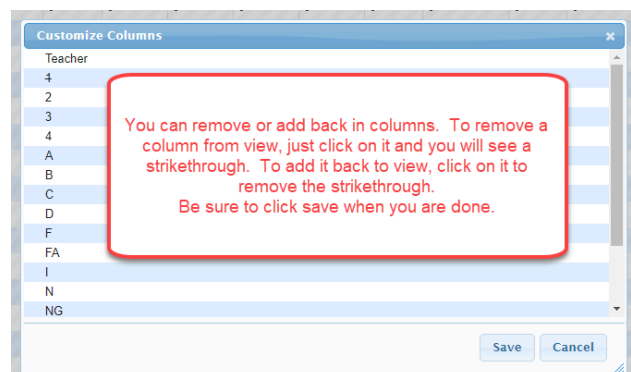
Teachers are listed alphabetically

Teacher	1	2	3	4	A	B	C	D	F	FA	I	N	NG	O	S	U	Total
Teacher	0	0	0	0	288 - 73.7%	77 - 19.7%	3 - 0.8%	10 - 2.6%	13 - 3.3%	0	0	0	0	0	0	0	391
	0	0	0	0	77 - 52%	50 - 33.8%	19 - 12.8%	1 - 0.7%	0	0	0	0	1 - 0.7%	0	0	0	148
	0	0	0	0	9 - 6%	30 - 20%	27 - 18%	29 - 19.3%	55 - 36.7%	0	0	0	0	0	0	0	150
	0	0	0	0	173 - 71.2%	38 - 15.6%	14 - 5.8%	8 - 3.3%	10 - 4.1%	0	0	0	0	0	0	0	243
	0	0	0	0	65 - 50.8%	17 - 13.3%	27 - 21.1%	15 - 11.7%	4 - 3.1%	0	0	0	0	0	0	0	128
	0	0	0	0	57 - 40.4%	45 - 31.9%	21 - 14.9%	11 - 7.8%	7 - 5%	0	0	0	0	0	0	0	141
	0	0	0	0	72 - 55.4%	27 - 20.8%	20 - 15.4%	8 - 6.2%	3 - 2.3%	0	0	0	0	0	0	0	130
	0	0	0	0	80 - 54.4%	54 - 36.7%	11 - 7.5%	1 - 0.7%	1 - 0.7%	0	0	0	0	0	0	0	147
	0	0	0	0	53 - 34.2%	50 - 32.3%	28 - 18.1%	15 - 9.7%	9 - 5.8%	0	0	0	0	0	0	0	155
	0	0	0	0	64 - 64.7%	47 - 50.3%	44 - 46%	3 - 4.0%	7 - 4.6%	0	0	0	0	0	0	0	166

## Customize column view

You can remove columns you don't want to see. The 1-4 columns for example won't apply to most secondary.

1. Click on "Customize Columns"
2. To remove a column from view, click on it. This will place a strikethrough on the column.
3. You can add back a column by clicking on the column and removing the strikethrough.



## View

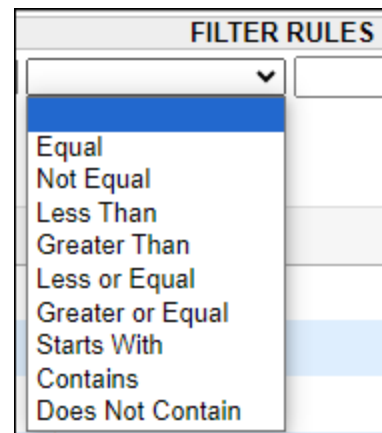
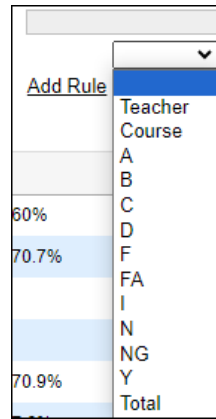
You can choose to view by **Teacher**, **Teacher & Course**, or **Section**.





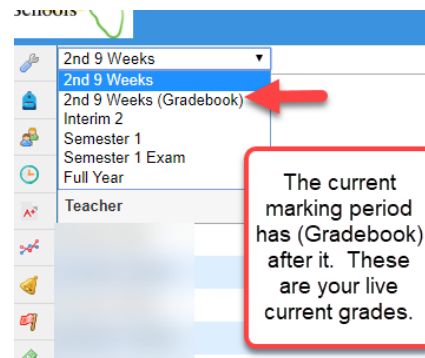
4. Filter

Click on **Filter** and select the grade and parameters you wish to filter. Click on Run Filter when you are done.



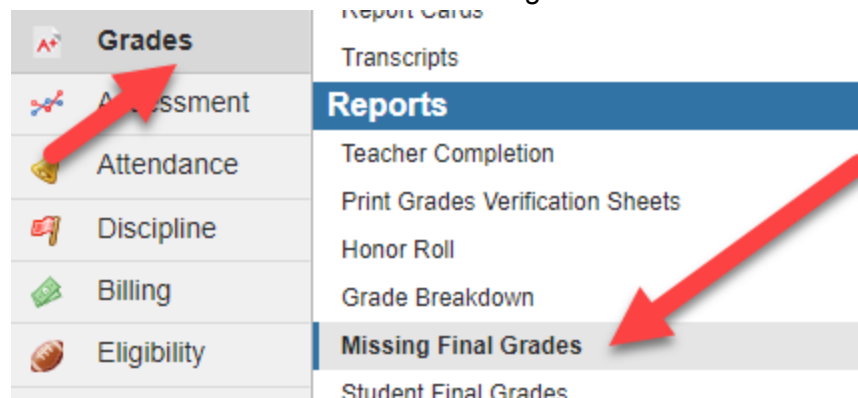
5. Changing marking period

select upper left hand corner - anytime you see gradebook, it refers to current live grades.



## Missing Final or Semester Exam Grades

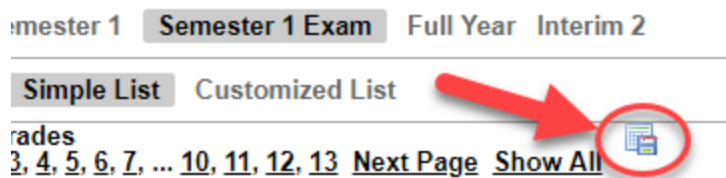
1. Click on Grades and then Missing Final Grades.



2. Click on the appropriate tab for the missing grades you want to view. In this example, I want to look for missing Semester 1 Exam.
3. You can now search by student OR just search all students. To search all students, just click search. This might take a few minutes to process every class for all of your students.
4. Sort the list by clicking on a column heading OR

Photo	Student	Student ID	Grade	Course
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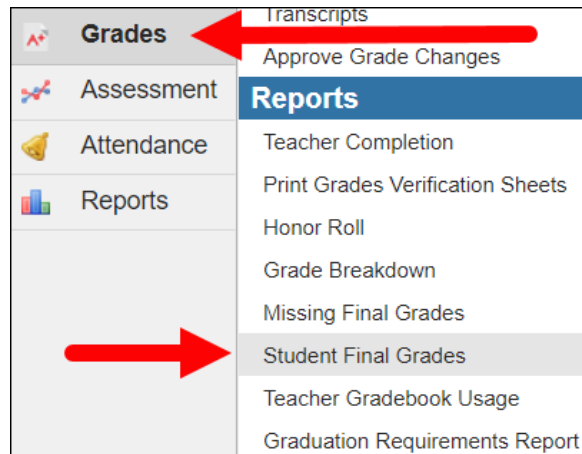
5. Download an Excel spreadsheet of the search results by clicking on the little icon above the "show all" link.



## Admin - How to View Posted Final Grades for All Students in Every Course

<https://goo.gl/6gZvKL>

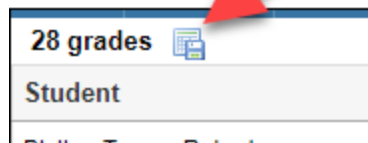
Click **Grades > Student Final Grades**.



On the next screen, customize your options and click **“Continue”**

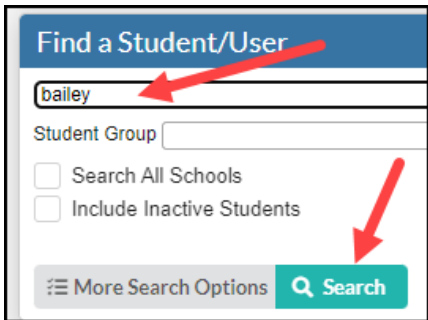
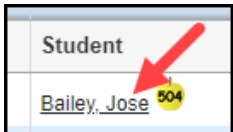
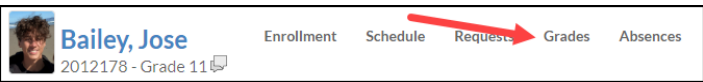
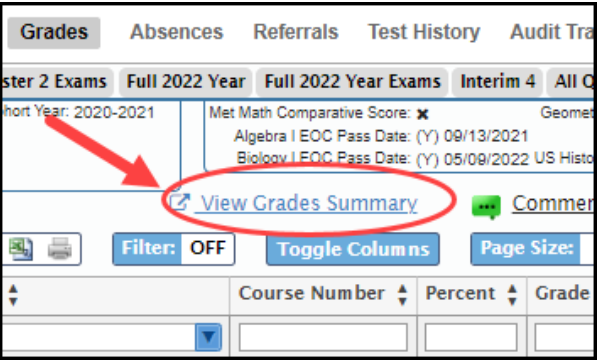
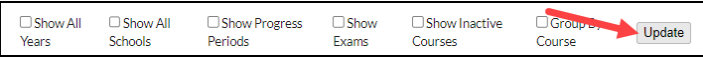
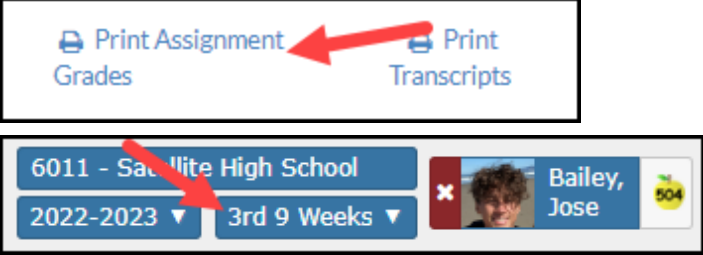
A screenshot of the 'Student Final Grades' configuration screen. The screen has a blue header with the title 'Student Final Grades'. Below the header, there are several sections for configuring the report. Annotations in red boxes provide instructions: 1. A box on the left says 'Select the options you want to view on the report. Percentages aren't shown as a default, so be sure to select it if you want to see it.' with an arrow pointing to the 'Include on Report Card' section. 2. A box in the middle says 'Select the marking period you want to view. If you select something with (gradebook), that will pull up current live grades. The others will pull up posted final grades for that grading period (for example, Q1 will pull up final grades from Quarter 1). I=Interim, Q=Quarter. For semesters, click the appropriate number (1, 2, etc.). Exams-select the appropriate' with an arrow pointing to the 'Marking Periods' section. 3. A box on the right says 'In this example, clicking 1 brings up Semester 1' with an arrow pointing to the 'Marking period from which to pull data' dropdown. 4. A box at the bottom right says 'You can select more than one grading period in this report!' with an arrow pointing to the 'Marking period from which to pull data' dropdown. The configuration options include checkboxes for 'Letter Grade', 'Teacher', 'Credits Attempted', 'Course Number', 'Comments', 'Pull-Down Comments', 'Period-by-Period Tardies', 'Long Comments', 'Include a Page Break before Long Comments', 'State Fields', 'Percent', 'Period', 'Credits Earned', 'Term', 'Explanation of Comment Code', 'Period-by-Period Absences', 'Grades from Concurrent School', 'Display marking period names using: Short Name (e.g. Q1, Q2)', 'Marking period from which to pull data' (dropdown), 'Marking Periods' (checkboxes for I1, Q1, Q1 (Gradebook), I2, Q2, Q2 (Gradebook), I3, Q3, Q3 (Gradebook), I4, Q4, Q4 (Gradebook), 1 Exam, 2 Exam, 3 Exam), 'Sort Report Cards' (dropdown), 'Grade Row Grouping' (checkboxes for Course Number, Teacher, Course Period), 'Abbreviate Column Names', 'Abbreviate Teacher & Course Name', 'Hide percent symbol', 'Effective Date' (calendar), and 'Include Inactive Students'. At the bottom are 'Continue' and 'Reset' buttons.

On the next screen, click the little icon with the disk if you'd like to download a sortable Excel File.

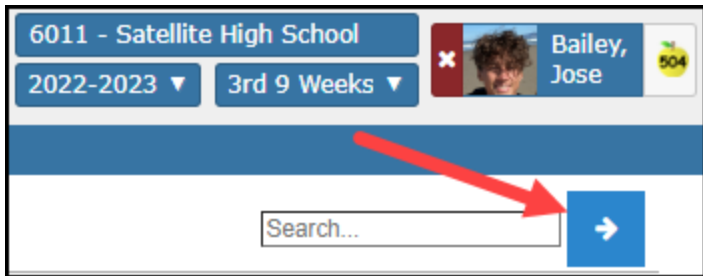


## Viewing a Student Grade and Assignment Grades <https://goo.gl/PBMCwx>

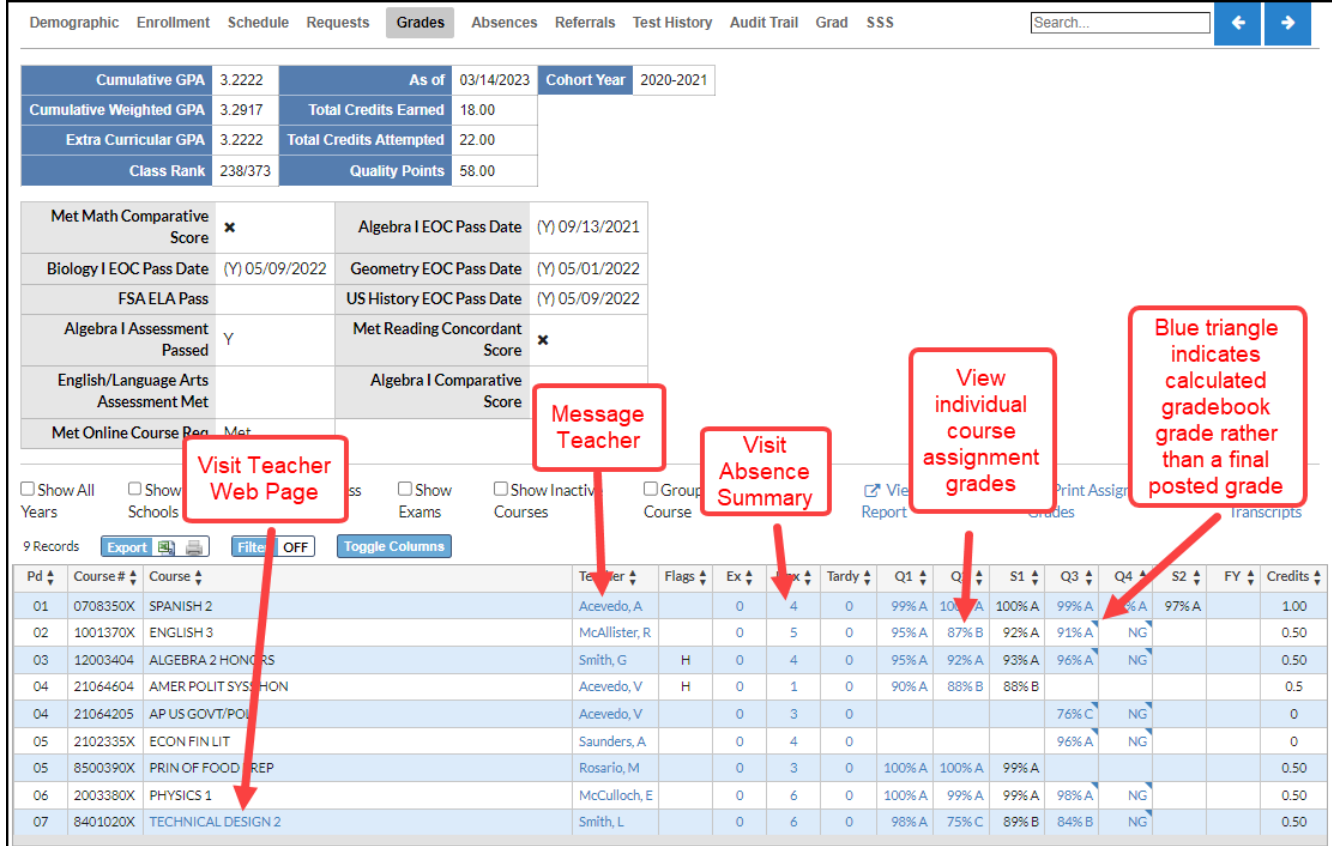
### View Individual Students

1.	Type the student number or name into the <b>Find a Student/User</b> field on the portal dashboard. Or click on <b>Students</b> > <b>Student Info</b> to search for the student.  Click <b>Search</b> .	
2.	Click on the name of the student.	
3.	Click the <b>Grades</b> tab.	
4.	If your current view is the Detail Grades screen, click the link in the top center of the page, <b>View Grades Summary</b> .	
5.	The Grades Summary view will display grades based on your choices. Select any other fields you wish to view and then click <b>Update</b> .	
6.	To print all assignment grades for all courses, click the link in the middle of the page, <b>Print Assignment Grades</b> . Use the 9 week dropdown at the top of the page to choose which 9 weeks assignments to print.	

7. Use the blue arrows at the top of the page to navigate to the next/previous student.



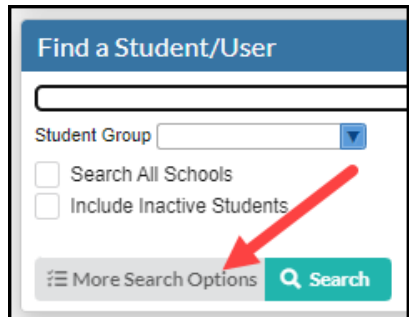
8. Click any of the blue text to visit another page quickly.

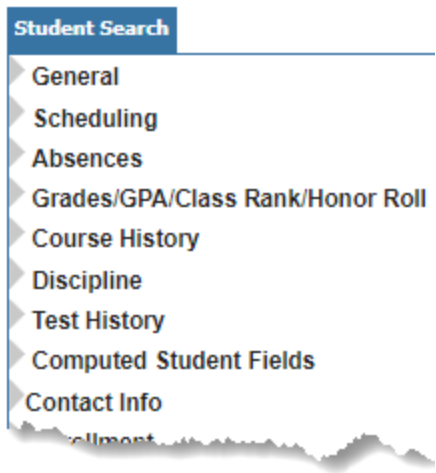
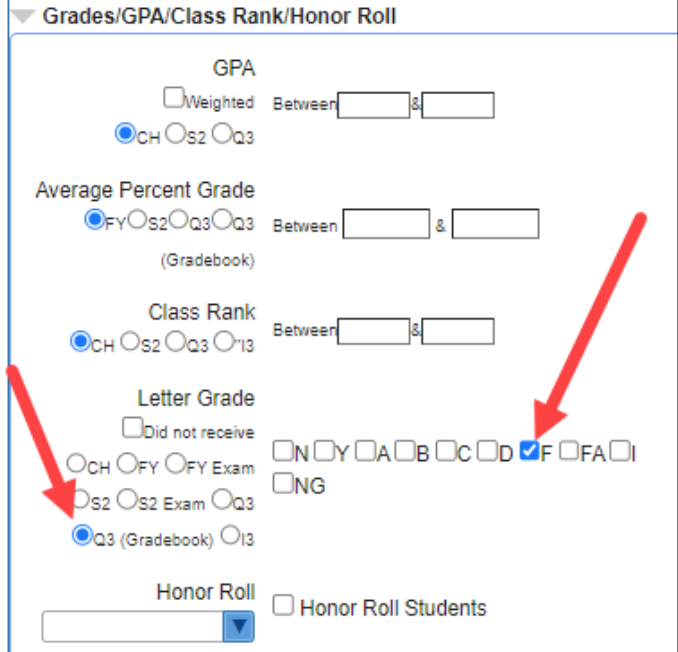


## Searching for a Group of Students

If you have a certain group of students that you want to review, you can search for the group and then view each student individually by easily toggling to the next student in the group without having to conduct the search all over again.

9. Click the **More Search Options** either on the *Find a Student/User* block on your portal dashboard or on the *Student > Student Info* page.



10	Use the fields to parse student enrollment.	 <p>The screenshot shows a 'Student Search' menu with several options: General, Scheduling, Absences, Grades/GPA/Class Rank/Honor Roll, Course History, Discipline, Test History, Computed Student Fields, and Contact Info. The 'Enrollment' option is highlighted at the bottom of the list.</p>
11	<p>For example, if you want to search for students that currently have an F as the Q3 gradebook grade, use the <b>Grades/GPA/Class Rank/Honor Roll</b> field and select the appropriate options.</p> <p>Then click <b>Search</b>.</p> <p>A list of students will display. Click on the first student to view their Info. Click Grades to view their grades and print assignment grades. Use the blue arrows to toggle between students from this search query.</p>	 <p>The screenshot shows the 'Grades/GPA/Class Rank/Honor Roll' search form. It includes sections for GPA (Weighted, CH, S2, Q3), Average Percent Grade (FY, S2, Q3, Q3), Class Rank (CH, S2, Q3, Q3), Letter Grade (Did not receive, N, Y, A, B, C, D, F, FA, I, S2, S2 Exam, Q3, Q3 (Gradebook), Q3), and Honor Roll. Red arrows point to the 'Q3 (Gradebook)' radio button and the 'F' grade option.</p>