

FOCUS –NAVIGATING TIPS for STUDENTS and PARENTS

UPDATED 3/30/20

Upon logging into the Student/Parent Portal, NEW NAVIGATION CHOICES ON LEFT

LOOK RIGHT----START at **GRADES TAB** to find class name which links to teacher web page.

IF TEACHER has lesson materials on a FOCUS WEBPAGE, the class name is BLUE.

- **CLICK the BLUE Course Name** links to the teacher's Web Page on the Grades tab. THIS COURSE NAME is linked and takes you to the webpage.

The screenshot shows the Student/Parent Portal interface. On the left, there are tabs for 'News' and 'Events'. Below these are sections for 'Alerts' (with a notification icon and text: 'You are not set to receive email notifications.') and 'School Closures' (dated 03/16 8:13 AM). The main content area on the right shows a header for 'Chiles High-1141' and navigation tabs for 'Grades', 'News', 'Planner', and 'Reports'. The 'Grades' tab is active, displaying a table with columns for 'Pd', 'Course', 'Ex', 'Unx', 'Tardy', and 'Grade'. The table lists six courses, with 'SPANISH 2' and 'CHEM 1 HON' highlighted in blue. The date range '03/24 - 05/29' is also visible.

| Q1 | Q2 | Q3 | Q4 | 03/24 - 05/29 | | |
|----|---------------------|----|-----|---------------|-------|--|
| Pd | Course | Ex | Unx | Tardy | Grade | |
| 01 | ALG 2 HON | 0 | 0 | 0 | NG | |
| 02 | ENG HON 2 | 0 | 0 | 0 | NG | |
| 03 | SPANISH 2 | 0 | 0 | 0 | NG | |
| 04 | CHEM 1 HON | 0 | 0 | 0 | NG | |
| 05 | DRIVER ED CLASS/LAB | 0 | 0 | 0 | NG | |
| 05 | WEIGHT TRAIN 1 | 0 | 0 | 0 | NG | |
| 06 | AP EURO HIST | 0 | 0 | 0 | NG | |

WEBPAGES

Upon clicking the Course Name link, the user will see the **Web Page** screen.

- **SEE messages on News**
- Units & Lessons- not using this yet.
- **SEE class resources on Resources**

The screenshot shows the 'The Mockingbird Magazine' webpage. The header includes a home icon and the title 'The Mockingbird Magazine'. Below the header are tabs for 'News' and 'Resources'. The 'News' tab is active, displaying a post dated '2/19 9:06pm'. The post content includes: 'The Trial is coming up on Feb.28.', 'New Resource Available--Watch Now.', and 'See me with questions!'. On the left side, there is a sidebar with a list of topics: 'The Trial', 'Pre-Trial', 'The Witness', 'Evidence', and 'Racism'. 'The Trial' is highlighted in yellow.

- Posts published from teacher Web Pages display on the **News** tab of the student information block looks like this:

The screenshot shows a user profile for Emma at Owl High School - 0041. Below the profile are tabs for Grades, News, Planner, and Reports. The News tab is selected, showing a post dated Wednesday - 02/19/2020 at 9:06 PM. The post title is 'The Mockingbird Magazine' and the content includes: 'The Trial is coming up on Feb.28.', 'New Resource Available--Watch Now.', and 'See me with questions!'.

UPLOADING FILES to be graded – Student Accounts ONLY

(StudentNumber@edu.leonschools.net)

NOTE: CLICKING the **NG** (at far right on the class name row) under “**GRADE**” column is the first step before student can upload their work to gradebook.

| Grades | | News | Planner | Reports | | | |
|--------|----------------------|-------------|---------|---------------|-------|-------|--|
| Q1 | Q2 | Q3 | Q4 | 03/24 - 05/29 | | | |
| Pd | Course | Teacher | Ex | Unx | Tardy | Grade | |
| 01 | BIO 1 HON | Hoffman, H | 0 | 0 | 0 | NG | |
| 02 | WORLD HIST | Phillips, M | 0 | 0 | 0 | NG | |
| 03 | ALG 2 | Alday, N | 0 | 0 | 0 | NG | |
| 04 | DIG MEDIA/MM FOUND 2 | Christie, C | 0 | 0 | 0 | NG | |
| 05 | TECH THEA DES&PROD 2 | O'Bryan, S | 0 | 0 | 0 | NG | |
| 06 | ENG 2 | McKinnon, D | 0 | 0 | 0 | NG | |

CLICK **EDIT /UPLOAD** BUTTON on far right under “Student Files”.

DIG MEDIA/MM FOUND 2 - 04 04 - 001 - Cheryl Christie (Not Graded) [View Grades Summary](#)

| | Classwork | Online Assignments | Projects | Requirements | Weekend Projects | Weighted Grade |
|------------------|-----------|--------------------|----------|--------------|------------------|----------------|
| Percent of Grade | 25% | 5% | 60% | 0% | 10% | |
| Your Score | NG | NG | NG | 100% A | NG | Not Graded |

Current grade in class: Not Graded

3 Assignments

| Assignment | Points | Grade | Comments | Assigned | Due | Category | Assignment Files | Date Last Modified | Student Files |
|-----------------|---------|------------|--|-----------------------|-----------------------|--------------|--|--------------------------|-----------------------------|
| Weekend Prompt | NG / 70 | Not Graded | | Mar 30, 2020 08:04 PM | Apr 15, 2020 09:04 PM | Classwork | TV 2 Weekend Prompt with RUBRIC.docx | | Edit/Upload |
| Week 1 Check-in | 1 / 1 | 100% | EMAIL 3/30 I have a laptop and a phone to use for the project. No Adobe. | Mar 30, 2020 07:11 PM | Apr 3, 2020 08:11 PM | Requirements | Welcome Back Newsletter.pdf | March 30, 2020, 12:11 pm | No Assignment Uploading |
| Internet Access | | | | Mar 30, 2020 07:06 PM | Mar 30, 2020 08:06 PM | Requirements | | March 30, 2020, 12:11 pm | No Assignment Uploading |

Click **SELECT**-search for class work file and open from your saved location.

DIG MEDIA/MM FOUND 2 - 04 04 - 001 - Cheryl Christie (Not Graded) [View Grades Summary](#)

| | Classwork | Online Assignments | Projects | Requirements | Weekend Projects | Weighted Grade |
|------------------|-----------|--------------------|----------|--------------|------------------|----------------|
| Percent of Grade | 25% | 5% | 60% | 0% | 10% | |
| Your Score | NG | NG | NG | 100% A | NG | Not Graded |

Current grade in class: Not Graded

3 Assignments

Upload Files ✕

(Drag files to upload) [Select](#)

[Close](#)

| Assignment | Points | Grade | Comments | Assigned | Due | Category | Assignment Files | Date Last Modified | Student Files |
|-----------------|---------|------------|--|-----------------------|-----------------------|--------------|--|--------------------------|-----------------------------|
| Weekend Prompt | NG / 70 | Not Graded | | Mar 30, 2020 08:04 PM | Apr 15, 2020 09:04 PM | Classwork | TV 2 Weekend Prompt with RUBRIC.docx | | Edit/Upload |
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RED BAR means upload complete-CLOSE screen.

DIG MEDIA/MM FOUND 2 - 04 04 - 001 - Cheryl Christie (Not Graded) [View Grades Summary](#)

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|------------------|-----------|--------------------|----------|--------------|------------------|----------------|
| Percent of Grade | 25% | 5% | 60% | 0% | 10% | |
| Your Score | NG | NG | NG | 100% A | NG | Not Graded |

Current grade in class: Not Graded

3 Assignments

Upload Files ✕

(Drag files to upload) [Select](#)

My Real project.docx (0.0

[Close](#)

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|-----------------|---------|------------|--|-----------------------|-----------------------|--------------|--|--------------------------|-----------------------------|
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If you want to **DELETE** a file here, simply **click the red minus symbol** next to the file and add the correct one.