

FOCUS –NAVIGATING TIPS for STUDENTS and PARENTS

UPDATED 3.30.2020

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.

1. **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 for Emma Abel at Owl High School. The 'Grades' tab is selected, displaying a table of courses. The course 'AP ENG COMPO' is highlighted in blue, indicating it is the selected course. The table includes columns for Pd, Course, Teacher, Ex, Unx, Tardy, and Grade.

Pd	Course	Teacher	Ex	Unx	Tardy	Grade
01	AP ENG COMPO	Fr...	0	1	0	99% A
02	CHEM 1 HON	Rehr...	0	0	0	NG
03	SPANISH 2	Gonz...	0	1	1	98% A
04	ALG 2	Knu...	0	1	0	84% B
05	US HIST	Fr...	0	1	0	NG
06	MUSIC THEATRE 3	Gag...	0	1	0	100% A
07	BAND 3	Gag...	0	1	0	100% A

UPLOADING FILES to be graded

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.

This close-up screenshot shows the 'Grades' tab with a table of courses. The 'Grade' column for each course contains 'NG', indicating that no grade has been entered for these courses.

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/AM FOUND 2	Christie, C	0	0	0	NG
05	TECH THEA DES&PROD 2	O'Bryan, B	0	0	0	NG
06	ENG 2	McKinnon, D	0	0	0	NG

CLICK **EDIT /UPLOAD** BUTTON on far right.

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%	50%	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.pdf PUBLIC.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%	50%	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.pdf PUBLIC.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

Upload Files dialog box: (Drag files to upload) [Select](#) [Close](#)

RED BAR means upload complete-CLOSE screen.

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%	50%	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.pdf PUBLIC.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

Upload Files dialog box: (Drag files to upload) [Select](#)
 My Real and not at all fake project.docx (0.0) [Close](#)

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

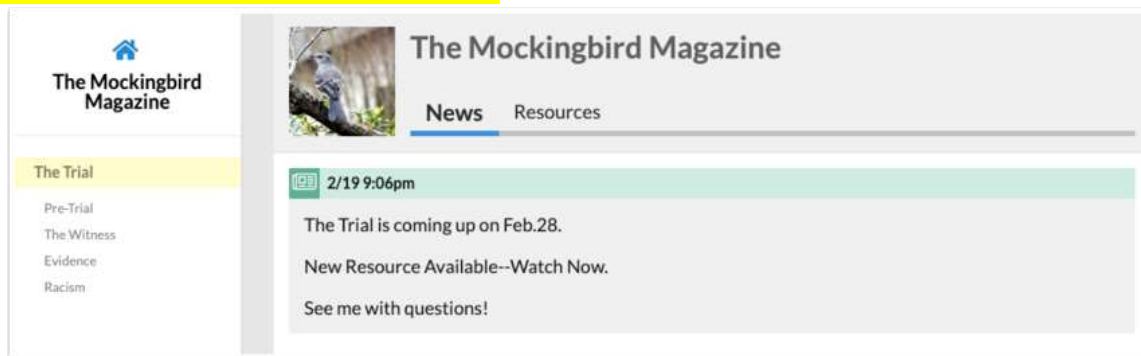
WEBPAGES

Upon clicking the Course Name link, the user will see the **web page** screen.

SEE messages on News

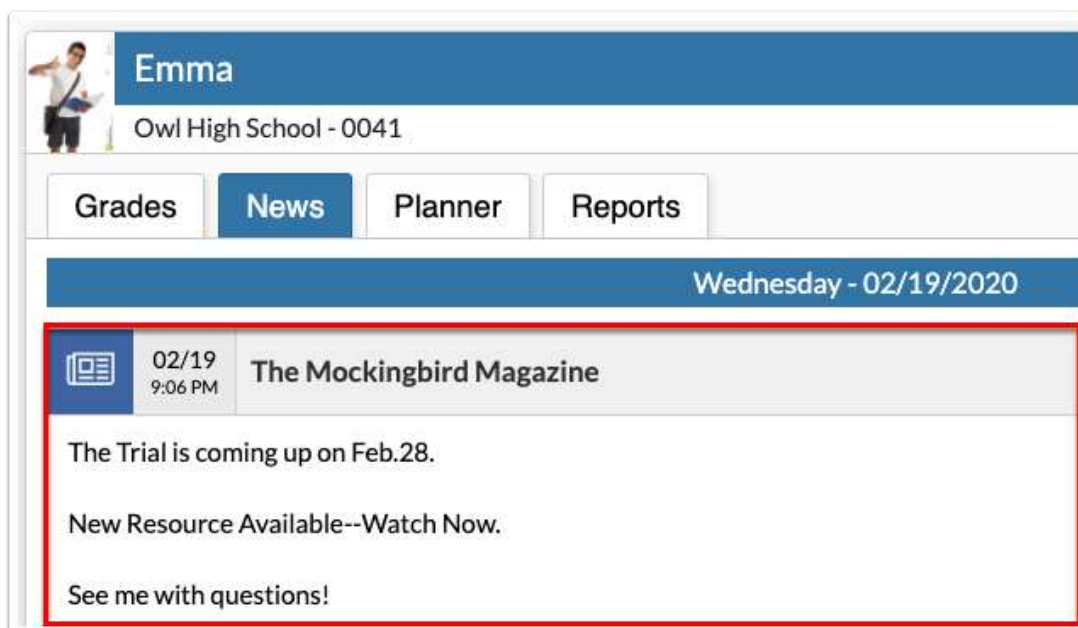
Units & Lessons- not using this yet.

SEE class resources on Resources



The screenshot shows a web page for 'The Mockingbird Magazine'. On the left is a navigation menu with 'The Trial' highlighted. The main content area has a 'News' tab selected, displaying a post from 2/19 9:06pm with the text: 'The Trial is coming up on Feb.28.', 'New Resource Available--Watch Now.', and 'See me with questions!'.

2. Posts published from teacher Web Pages display on the **News tab** of the student information block look like this.



The screenshot shows a student information block for 'Emma' at 'Owl High School - 0041'. It features tabs for 'Grades', 'News', 'Planner', and 'Reports', with 'News' selected. Below the tabs is a date bar for 'Wednesday - 02/19/2020'. A post from 'The Mockingbird Magazine' is displayed, dated '02/19 9:06 PM', with the text: 'The Trial is coming up on Feb.28.', 'New Resource Available--Watch Now.', and 'See me with questions!'.