

Using Focus for PCS Parents: Logging in, Viewing Grades and Attendance, and Editing Notifications



Establishing your parent account in Focus

Step 1: Open an internet browser and go to <http://focus.pcsb.org>. For best results, please use the Google Chrome browser.



Step 2: Log in with your parent username and password. If you don't have credentials to log in or if you don't see your child's information when you do, bring your Photo ID (i.e., Driver's License, State ID Card, or passport) to the PCS front office, and they can get you set up. You might need to have your student's school ID, your student's birth certificate with your name on it, or a utility bill in your name matching the student address) to have your account linked to your student.

Navigating the Focus Portal Page:

After you log in, you will come to the Focus Portal Page. You can see lots of information and ways to communicate with your child's teacher(s).

View your child's report period.

The screenshot shows the Focus Portal interface for Pinellas County Schools. The page is titled "PINELLAS COUNTY SCHOOLS Portal" and includes a navigation bar with "School Information", "My Child", and "My Information". A "Welcome" message is displayed. The main content area is divided into several sections:

- Featured Programs:** A list of subjects with corresponding grades and percentages. Callout boxes explain that clicking on these links provides a quick glance at the current grade for each subject and the actual gradebook for that class.
- Messages:** A section for viewing messages from the school. A callout box explains that this is where parents can view messages the school wishes to share.
- Parent Programs:** Includes a link for the Student Reservation System (SRS). A callout box explains that clicking on SRS allows parents to register their student for the first time, enter their information for a district application program, or update their resident address.
- Alerts - Since you last logged in:** Displays upcoming assignments with due dates. A callout box explains that parents can view their child's upcoming assignments.
- Send Message:** A section for sending messages to teachers. Callout boxes explain that clicking on the "Send Message" link sends an email to the teacher, and that parents can also send instant messages via a Messenger chat feature at the bottom of the page.

Additional callout boxes provide instructions on how to change the display language and notification types/frequency by clicking on "My Information".

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Viewing an individual Gradebook in Focus

If you want to see more than just the percentage or letter grade for your child, click on the grade itself from the Portal page. That will open the gradebook for that class.

School Information My Child My Information **Assignments & Grades**

Assessments Homework/Classwork Weighted Grade

Percent of Grade 65% ← 65%

Your Child's Score 100% A 100% A 100% A

Current grade in class: 100% A

The information at the top shows how each type of assignment effects the final grade. In this example, you can see that Assessments are worth 65% of the overall grade. Some teachers might not use this method and will have all assignments worth the same amount.

13 Assignments

Assignment	Points	Grade	Comments	Assigned	Due	Category	Standards	Assignment Files	Date Last Modified	Student Files	Answered Questions
Chapter 1 Study Guide	* / 0	Exc.		Tue, Aug 27, 2019 12:49 PM	Fri, Aug 30, 2019 12:49 PM	Homework/Classwork		Ch 1 Study Guide Answer Key.pdf Chapter 1 Study Guide.pdf	August 28, 2019, 2:58 pm	No Assignment Uploading	
Ch 1 Test (Obj A)	100 / 100	100% A		Fri, Aug 30, 2019 08:05 AM	Fri, Aug 30, 2019 08:05 AM	Assessments			September 4, 2019, 8:55 am	No Assignment Uploading	
Ch 1 Test (Obj B)	100 / 100	100% A		Fri, Aug 30, 2019 08:05 AM	Fri, Aug 30, 2019 08:05 AM	Assessments			September 4, 2019, 8:55 am	No Assignment Uploading	
Ch 1 Test (Obj C)	100 / 100	100% A		Fri, Aug 30, 2019 08:03 AM	Fri, Aug 30, 2019 08:03 AM	Assessments			September 4, 2019, 8:54 am	No Assignment Uploading	
Proofs Wksht (Day 1)	8 / 8	100% A		Tue, Aug 27, 2019 09:59 AM	Wed, Aug 28, 2019 09:59 AM	Homework/Classwork		Proofs Wksht.pdf	September 4, 2019, 1:08 pm	No Assignment Uploading	
Linear Pairs Wksht	8 / 8	100% A		Mon, Aug 26, 2019 07:20 AM	Tue, Aug 27, 2019 07:20 AM	Homework/Classwork		Linear Pairs.jpg	August 27, 2019, 1:14 pm	No Assignment Uploading	
Midpoint & Distance Worksheet	8 / 8	100% A		Fri, Aug 23, 2019 07:16 AM	Mon, Aug 26, 2019 07:16 AM	Homework/Classwork		Midpoint & Distance.jpg	August 26, 2019, 1:20 pm	No Assignment Uploading	
1-3 (Day 1) HW	9 / 9	100% A		Thu, Aug 22, 2019 07:27 AM	Fri, Aug 23, 2019 07:27 AM	Homework/Classwork		1-3 day 1.jpg	August 23, 2019, 1:15 pm	No Assignment Uploading	
1-1 (Day 2) HW	7 / 7	100% A		Wed, Aug 21, 2019 07:24 AM	Thu, Aug 22, 2019 07:24 AM	Homework/Classwork		1-1 day 2.jpg	August 22, 2019, 1:20 pm	No Assignment Uploading	
1-1 (Day 1) HW	9 / 9	100% A		Tue, Aug 20, 2019 07:17 AM	Wed, Aug 21, 2019 07:17 AM	Homework/Classwork		1-1 day 1.jpg	August 27, 2019, 12:49 pm	No Assignment Uploading	
Multi-Step Equation Maze	10 / 10	100% A		Thu, Aug 15, 2019 01:39 PM	Mon, Aug 19, 2019 01:39 PM	Homework/Classwork		Equations Maze.pdf	August 19, 2019, 1:52 pm	No Assignment Uploading	
...	...	Not		Wed, Aug 14, 2019 11:54 AM	Mon, Aug 19, 2019 11:54 AM	...				No Assignment	

You can see the name of the assignment, the points it was worth, the grade, when it was assigned, and when it was due.

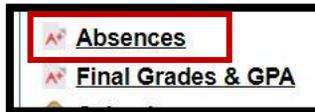
Sometimes the teacher may attach a file or image to the assignment, so students or parents can download it. You can see in this example the teacher has several of those under the 'Assignment Files' column. You won't hurt the assignment or your child's access to these if you click on them and download them from your view.

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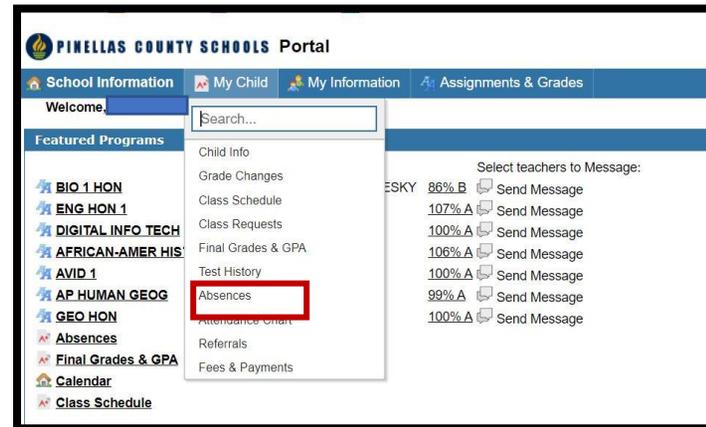


Viewing Attendance in Focus

You can see your child's attendance by clicking on the **Absences** link on the Focus Portal Page



or by clicking on the **My Child** drop-down menu on the top of the Focus Portal Page and scrolling down to Absences.



PINELLAS COUNTY SCHOOLS Absences 2019-2020 Report Period 1

Demographic Enrollment Schedule Requests Grades **Absences** Referrals Fees & Payments Test History

Absent: 0 periods (during 0 days)
Reason Pending: 0 periods
Skipping: 0 periods
Family Activity: 0 periods
Employment: 0 periods
Transportation: 0 periods
Medical Unexcused: 0 periods
Medical Excused: 0 periods
Family Emergency: 0 periods
Legal or Judicial Requirement: 0 periods
Non-school Activity Excused: 0 periods
Religious Observance: 0 periods
Discipline: 0 periods

Other Marks: 9 periods (during 3 days)
Present/Absent: 0 periods
School Function: 9 periods
Rel/Cot: 0 periods
Intervention: 0 periods
Exempt Exam: 0 periods
Made up Class: 0 periods
Tardy: 0 periods
Bus Tardy: 0 periods
Excused Tardy: 0 periods
Extreme Tardy: 0 periods
Unexcused Tardy: 0 periods
NovaNet: 0 periods

Total Full Days Possible: 15
Total Full Days Attended: 15 (100%)
Total Full Days Absent: 0 (0%)
Enrollment Dates: Wed, Aug 14, 2019 - ...

Date	Daily	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
Wed, Sep 4, 2019	Present		SCP	SCP	SCP											
Wed, Aug 28, 2019	Present					SCP	SCP	SCP								
Wed, Aug 21, 2019	Present		SCP	SCP	SCP											
ABSENCES:																
Unexcused Absences		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Excused Absences		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Absences		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TARDIES:																
Unexcused Tardies		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Excused Tardies		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Tardies		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Marks		0	2	2	2	1	1	1	0	0	0	0	0	0	0	0

You can see all the dates your child was absent listed. If they missed a class due to a school function it shows in green, if they were tardy or absent it will show in red. You can see what each of the 'codes' mean at the top of the page.

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Registering for parent email notifications in Focus

You can subscribe to email notifications and determine the frequency and information to be included in the email notifications.

Step 1: Go to My Information.

PINELLAS COUNTY SCHOOLS Portal 2019-2020 Report Period 1

Welcome, Sheri Nash Last login: Thursday, 1:43pm

My Information

Featured Programs

BIO 1 HON	01 01 ANDREW WILLIAM KARLESKY
ENG HON 1	02 02 KATHRYN C SEITZ
DIGITAL INFO TECH	03 03 ANA POE
AFRICAN-AMER HIST	04 04 GARIUS D GOSHAY
AVID 1	05 05 STEPHEN P BECK
AP HUMAN GEOG	06 06 SCOTT D KAPLAN
GEO HON	07 07 BETHANY K PETZ

Absences
Final Grades & GPA
Calendar
Class Schedule
View All Programs

Alerts - Since you last logged in:

You are not set to receive email notifications.

Upcoming Assignments:

06 06 - 003 - SCOTT D KAPLAN Ch. 1 Study Guide	Due: Sep 05 2019 4:24 pm
03 03 - 003 - ANA POE Quiz 1	Due: Sep 10 2019 12:44 pm
Quiz 2	Due: Sep 12 2019 12:45 pm
Introduction to Office	Due: Sep 12 2019 12:45 pm
01 01 - 003 - ANDREW WILLIAM KARLESKY Foundations Workbook Unit 1	Due: Sep 10 2019 11:04 pm

New Messenger Alerts

ANDREW KARLESKY
Message

Upcoming Events - View Calendar

There are no upcoming events.

Parent Programs

Student Reservation System (SRS)

Learning Resources

There are currently no programs available.

Search Messenger (1) Help Logout

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Step 2: Select the notifications tab.

Step 3. Click on the status section.

Step 4. Confirm the email address that should receive notifications. Once confirmed, click save. An email will be sent to verify your email account.

Step 5. Go to your email and find the email verification from Focus. If you do not see an email from Focus, check your Spam or Junk folders. Click to verify. You will find a pop up that says your email has been verified successfully.

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Step 6: Go back to Focus. Refresh your page.

Step 7: Set up you're the frequency of notifications and information type you wish to receive. If you select the custom frequency, you can receive notification if an assignment drops below a certain score, if your child was absent in a specific period, and more.

Email	Frequency	Summaries
	Daily Filter Never Daily Weekly Custom	<input type="checkbox"/> Attendance <input type="checkbox"/> Discipline <input type="checkbox"/> Upcoming Assignments <input type="checkbox"/> Grades Link <input type="checkbox"/> Events and Messages

Step 8: After your notifications are set up, **click save**.

Linked Accounts		
Email	Frequency	Summaries
	Daily Filter Never Daily Weekly Custom	<input type="checkbox"/> Attendance <input type="checkbox"/> Discipline <input type="checkbox"/> Upcoming Assignments <input type="checkbox"/> Grades Link <input type="checkbox"/> Events and Messages

Save

Resources

Focus Student Information System Parent Tutorial, PCS Teaching YouTube Channel <https://www.youtube.com/watch?v=Uenk8MVcy34>