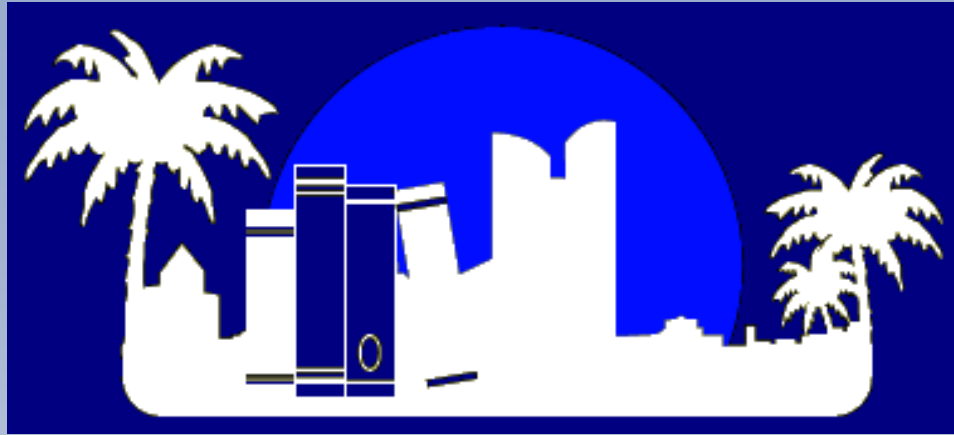




F O C U S

BACK TO SCHOOL

Community Schools & Adult Centers

BrowardFocus.com



Purpose of Today's Event:

- Introduction to Focus SIS
(Student Information System)
- Participating Sites
- Teacher Tasks

FOCUS will...

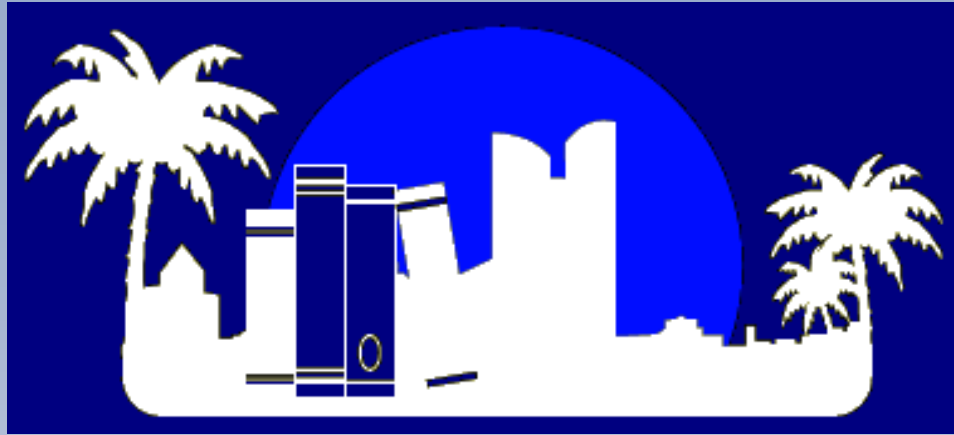
- Bring all postsecondary processes into one comprehensive data system
- Replace WDIS for:
 - Scheduling
 - Registration
 - Testing Data
 - State Reporting
- Replace Pinnacle for:
 - Gradebook (entering LCP's)
 - Attendance
- Replace Virtual Counselor for:
 - Access to Student Current and Historical Data

Participating Sites:

- Technical Colleges
- Adult Centers
- Community Schools
- Technical High Schools

Today's Phase I Training:

- Sign In & Log Out
- The Focus Teacher Portal
- Take Attendance
- Submitting LCP's
- Look Up Student Information



F O C U S

SIGN IN, THE PORTAL PAGE & LOG OUT

Community Schools & Adult Centers
BrowardFocus.com

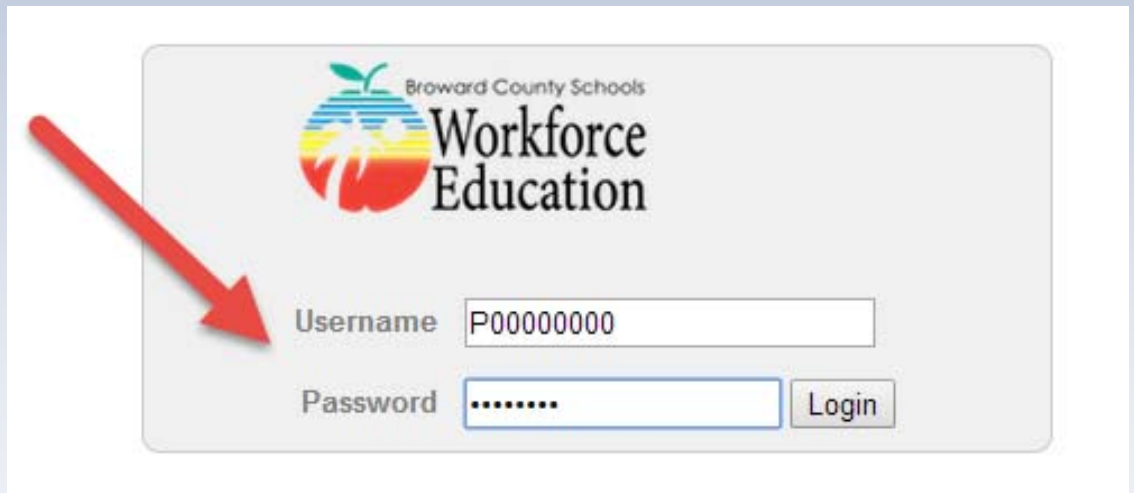


S I G N I N M O D U L E

Sign In

Step 1: Using **Fire Fox** or **Chrome**, navigate to the website:
browardfocus.com

Step 2: For "Username"
type ***your P-number***.
The password is 1234.
Then click Login.



The screenshot shows the login interface for Broward County Schools Workforce Education. At the top is the logo, which consists of a stylized apple with a sunburst inside, followed by the text "Broward County Schools" and "Workforce Education". Below the logo are two input fields: "Username" and "Password". The "Username" field contains the text "P00000000". The "Password" field contains seven dots. To the right of the "Password" field is a "Login" button. A large red arrow points from the left towards the "Username" field.



1

Teacher McTeacherson (Teacher)

Tequesta Trace CS

2014-2015

990000400 - 5FDA - ADULT ESOL

Term S

[Students](#) [Grades](#) [Lesson Planning](#) [Attendance](#) [Discipline](#) [School Information](#) [My Information](#) [Forms](#) [Reports](#)

2

3

4

5

6

Welcome, Teacher McTeacherson

Last login: Thursday, 06:19 PM

Alerts

There are no alerts.

7

Upcoming Events - [View Calendar](#)

▶ [Aug 8, 2014:](#)
▶ [Aug 11, 2014:](#)
▶ [Aug 12, 2014:](#)
▶ [Aug 13, 2014:](#)
▶ [Aug 14, 2014:](#)
▶ [Aug 15, 2014:](#)
▶ [Aug 16, 2014:](#)

8

Messages

▶ [Welcome Teachers!](#) (Jun 16, 2014)

9

Find a Student

- ☐ Search All Sections
☐ Include Inactive Students

10

Featured Programs

[Take Attendance](#) [Gradebook](#)▶ [View All Programs](#)

11

Links

[Employee Self Service \(ERP/ESS\)](#)
[BEEP](#)
[Curriculum Frameworks: Adult General Education](#)
[Curriculum Frameworks: Career & Technical Education](#)
[DOE Workforce Education](#)
[OptiView Web \(Internal Access Only\)](#)
[Workforce Education Information Management](#)

12

Broward Teacher Documents

www.browardschools.com

13

Focus University Courses

[Teacher Core](#)
[Teacher Attendance](#)
[Teacher Discipline](#)
[Teacher Gradebook](#)

14

15

16

17

18

19



Print



Create Report



Unlock

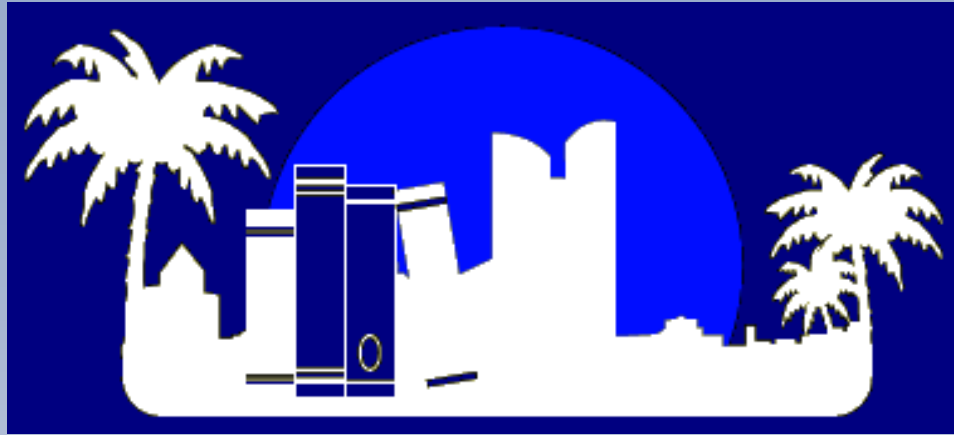


Help



Logout

1. The Broward Schools logo is where you click from any view to get back to the home portal page. Re-Focus.
2. Your name displays here. It will be a pull-down menu if you have more than one Focus profile.
3. Different schools will display in this pull-down menu if you have rights to multiple schools
4. This shows the active school year. You can view past school year's data by changing the school year in the drop-down menu.
5. This drop-down is where you select the course and section for which you want to view data or enter attendance.
6. This is where you can select the term for the data you want to view.
7. The ALERTS box provides information such as new or withdrawn students, attendance not taken, and any other data alerts requiring immediate attention.
8. The Upcoming Events box is a district calendar; all schools view the same upcoming events.
9. The Messages section provides district and school personnel a location to post messages to a group of users.
10. The Find a Student section allows users to search for students using either a partial name or student ID number.
11. Featured programs provides short-cuts to specific menu options.
12. The Links area provides internet links to various outside resources.
13. This section is where we will post our internal Broward Teacher Documents, including today's PowerPoint presentation.
14. The Focus University box has links to training videos on specific tasks.
15. At the bottom of any page, you can select PRINT to convert data into a PDF report & print it.
16. The Create Report link allows you to save a report you are currently viewing.
17. The UNLOCK link allows the TAB key to be used to navigate a page.
18. The HELP link takes you directly into the FOCUS manual.
19. Finally, this is where you officially log out of FOCUS.



F O C U S

ATTENDANCE MODULE

Community Schools & Adult Centers

BrowardFocus.com



NEW Attendance Tasks

- Attendance must reflect seat time
- Must Click SAVE button
- 'No Show' is a new attendance code; use this code until student enters your class for the first time each term

Attendance Features in Focus

No Shows (DNE)

- On the 5th No Show, IMS receives a Portal Alert to purge student from class

Absences

- Automatic withdrawal on 7th consecutive absence
 - If student attends on the 7th day, enter a P-code (not an RE-code)

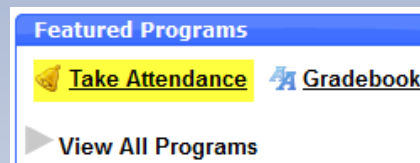
**No Change of Enrollment Form needed
for these two attendance issues!**

A T T E N D A N C E M O D U L E

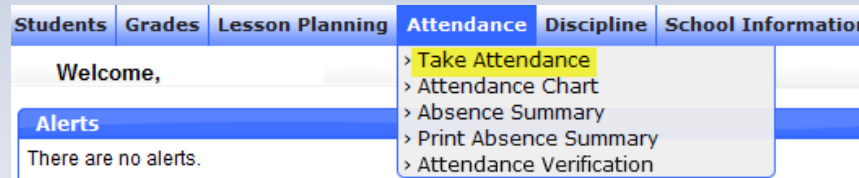
Accessing Attendance in FOCUS (3 ways to access attendance)

From your *Portal Page*:

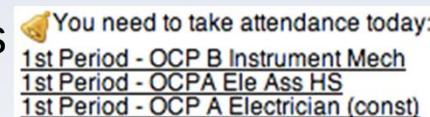
- Click on *Attendance*



- Open the *Attendance* menu and select *Take Attendance*



- Click on your *Attendance* portal alerts



A T T E N D A N C E M O D U L E

Attendance Codes in FOCUS

Student	Student ID	Grade	Scheduled Hours	ENTRY	ABSENT	PRESENT	TRANSFER	REENTRY	LEAVE OF ABSENCE	NON SCHOOL	NO SHOW
Student Name	123456789	31 DIPLOMA	06:00	☐	☐	06:00	☐	☐	☐	☐	☐
Student Name	123456789	31 DIPLOMA	06:00	☐	☐	06:00	☐	☐	☐	☐	☐
Student Name	123456789	31 DIPLOMA	06:00	☐	☐	06:00	☐	☐	☐	☐	☐

- ENTRY: First day present in a registration cycle – INCLUDE PRESENT HOURS
- ABSENT: Absent for entire class period
- PRESENT: Actual seat time during class period – defaults to Scheduled Hours
- TRANSFER: N/A – used for CTE programs only
- REENTRY: Re-entered in same course/section - INCLUDE PRESENT HOURS
- LEAVE OF ABSENCE: Absence authorized by administrator
- NON-SCHOOL: Used when class is cancelled by school or district
- NO SHOW: Used when student does not show at the beginning of a term

ATTENDANCE MODULE

Taking Attendance in FOCUS

- Select your class

Teacher McTeacherson (Teacher) Tequesta Trace CS 2013-2014

Attendance Discipline School Information My Information Reports

99000400 - 5C03 - Adult Esol - N/A
 99000400 - 5C03 - Adult Esol - N/A
 99000400 - 5C43 - Adult Esol - N/A
 99000400 - 5C42 - Adult Esol - N/A
 99000400 - 5C01 - Adult Esol - N/A
 99000400 - 5C24 - Adult Esol - N/A
 99000400 - 5C23 - Adult Esol - N/A
 99000400 - 5C22 - Adult Esol - N/A
 99000400 - 5C21 - Adult Esol - N/A
 99000400 - 5C41 - Adult Esol - N/A

Term 9

- On the *Take Attendance* screen, past attendance is displayed to the left of the student names and current attendance is displayed to the right of the student names

												Student Information				Jun 16, 2014									
9	5/30	6/2	6/3	6/4	6/5	6/6	6/9	6/10	6/11	6/12	6/13	Today's Attendance	Student	Student ID	Grade	Scheduled Hours	ENTRY	ABSENT	PRESENT	TRANSFER	REENTRY	LEAVE OF ABSENCE	NON SCHOOL	NO SHOW	
00	06:00	06:00	06:00	06:00	06:00	06:00	06:00	06:00	06:00	06:00	06:00	</													

Edit past attendance here

Take current attendance here

ATTENDANCE MODULE

Taking Attendance in FOCUS

					Student Information				Jun 30, 2014								
6/23	6/24	6/25	6/26	6/27	Today's Attendance	Student	Student ID	Grade	Scheduled Hours	ENTRY	ABSENT	PRESENT	TRANSFER	REENTRY	LEAVE OF ABSENCE	NON SCHOOL	NO SHOW
06:00	06:00	06:00	06:00	06:00		Benson, Robert C	00000000	31 DIPLOMA	06:00	☐	☐	06:00	☐	☐	☐	☐	☐
06:00	06:00	06:00	06:00	06:00		Benson, Robert	00000000	31 DIPLOMA	06:00	☐	☐	06:00	☐	☐	☐	☐	☐
06:00	06:00	06:00	06:00	06:00		Callahan, William C	00000000	31 DIPLOMA	06:00	☐	☐	5:30	☐	☐	☐	☐	☐
06:00	06:00	06:00	06:00	06:00		Ford, Christopher James	00000000	31 DIPLOMA	06:00	☐	☐	90	☐	☐	☐	☐	☐
06:00	06:00	06:00	06:00	06:00		Harris, David	00000000	31 DIPLOMA	06:00	☐	☐	2:30	☐	☐	☐	☐	☐
06:00	06:00	06:00	06:00	06:00		Kendall, William Christopher	00000000	31 DIPLOMA	06:00	☐	☒		☐	☐	☐	☐	☐
Edit past attendance here					Take current attendance here												

- Attendance is taken based on seat time.
- Maximum hours will prefill, you can edit the time present by clicking in the field for a student and entering hours:minutes or total minutes.
- You must use the colon (:) if you are entering hours**

Here are some examples:

4:00 = 4 hrs

90 minutes = 1 hr and 30 min

3:30 = 3 hrs and 30 min

2:30 = 2 hrs and 30 min

A T T E N D A N C E M O D U L E

Taking Attendance in FOCUS

Student	Student ID	Grade	Scheduled Hours	ENTRY	ABSENT	PRESENT	TRANSFER	REENTRY	LEAVE OF ABSENCE	NON SCHOOL	NO SHOW
Student 1	Student 1	31 DIPLOMA	06:00	☒	☐	06:00	☐	☐	☐	☐	☐
Student 2	Student 2	31 DIPLOMA	06:00	☒	☐	06:00	☐	☐	☐	☐	☐
Student 3	Student 3	31 DIPLOMA	06:00	☒	☐	5:30	☐	☐	☐	☐	☐
Student 4	Student 4	31 DIPLOMA	06:00	☐	☒		☐	☐	☐	☐	☐
Student 5	Student 5	31 DIPLOMA	06:00	☐	☐	2:30	☐	☒	☐	☐	☐
Student 6	Student 6	31 DIPLOMA	06:00	☐	☐		☐	☐	☐	☐	☒

Student 1 = Present 6 hrs

Student 2 = Present 6 hrs

Student 3 = Entry 5 hrs and 30 min

Student 4 = Absent (notice that PRESENT hours is blank)

Student 5 = Reentry 2 hrs and 30 min

Student 6 = No Show

When choosing *Entry* or *Reentry* for a student you must attach hours to it in the *Present* column

A T T E N D A N C E M O D U L E

Saving Attendance in FOCUS



IMPORTANT:

After entering or making changes to attendance, click the **SAVE** button in the upper right of the screen. Remember, you have not taken attendance until you click Save.

Save

☐ Include Inactive Students

List

Seating Chart

Save



Jun 18, 2014

PRESENT

TRANSFER

REENTRY

LEAVE
OF
ABSENCE

NON
SCHOOL

NO
SHOW

06:00



ATTENDANCE MODULE

Edit Past Days' Attendance in FOCUS

6/10	6/11	6/12	6/13	6/16	6/17
-	-	-	-	-	-
06:00	06:00	06:00	06:00	06:00	06:00
-	-	-	-	-	-
06:00	06:00	06:00	06:00	06:00	06:00
-	-	-	-	-	-
06:00	06:00	06:00	06:00	06:00	06:00

6/13	6/16	6/17
-	-	P
06:00	06:00	E
-	-	A
06:00	06:00	P
-	-	T
06:00	06:00	R
-	-	E
06:00	06:00	L
-	-	N
06:00	06:00	S
-	-	-

6/17
P
06:00
P
06:00
P
06:00
P
06:00
P
06:00
P
06:00
P
06:00
P
06:00

- Attendance has not been taken when you see a **red dash**
- When you click on the **red dash**, the first attendance code will appear. Click the down arrow key to choose your attendance code for each student in the column
- If you select a positive attendance code for a student then the rest of the students will default to that code
- Modify the hours, if needed
- CLICK THE SAVE BUTTON

A T T E N D A N C E M O D U L E

Modifying Inactive Students' Attendance in FOCUS

Take Attendance

☒ Include Inactive Students **List** Seating Chart **Save**

10 Students **Attendance**

						Student Information				Jun 18, 2014							
11	6/12	6/13	6/16	6/17	Today's Attendance	Student	Student ID	Grade	Scheduled Hours	ENTRY	ABSENT	PRESENT	TRANSFER	REENTRY	LEAVE OF ABSENCE	NON SCHOOL	NO SHOW
3:00	06:00	06:00	06:00	06:00		Berwick, Kadeem E	607067037	31 DIPLOMA	06:00			06:00					
3:00	06:00	06:00	06:00	06:00		Brown, Clayton	610095697	31 DIPLOMA	06:00			06:00					
3:00	06:00	06:00	06:00	06:00		Fortham, Carlton A	613121892	31 DIPLOMA	06:00			06:00					

[Edit past attendance here](#) [Take current attendance here](#)

- If you need to change/view the attendance of withdrawn students, check the box to Include Inactive Students

ATTENDANCE MODULE

Saving Attendance in FOCUS

Take Attendance

☐ Include Inactive Students **List** Seating Chart **Save**

10 Students **Attendance**

						Student Information			Jun 18, 2014								
11	6/12	6/13	6/16	6/17	Today's Attendance	Student	Student ID	Grade	Scheduled Hours	ENTRY	ABSENT	PRESENT	TRANSFER	REENTRY	LEAVE OF ABSENCE	NON SCHOOL	NO SHOW
3:00	06:00	06:00	06:00	06:00		Berwick, Kadeem E	607067037	31 DIPLOMA	06:00	☐	☐	06:00	☐	☐	☐	☐	☐
3:00	06:00	06:00	06:00	06:00		Brown, Clayton	610095697	31 DIPLOMA	06:00	☐	☐	06:00	☐	☐	☐	☐	☐
3:00	06:00	06:00	06:00	06:00		Fortham, Carlton A	613121892	31 DIPLOMA	06:00	☐	☐	06:00	☐	☐	☐	☐	☐

Edit past attendance here **Take current attendance here**

- When you click on SAVE, you are saving your current attendance and past attendance
- If you modify past attendance, then click SAVE, you are saving your attendance that you just modified **AND** your current attendance
- Best practice: Enter current day's attendance first; then modify past attendance

A T T E N D A N C E M O D U L E

Saving Attendance in FOCUS

- Once you have saved attendance for the current day, you will receive a confirmation in the upper left of the *Take Attendance* screen.
- After receiving the confirmation, the portal alert for taking attendance will no longer display.



Take Attendance



You have taken attendance today for this period.

Click if you're not finished

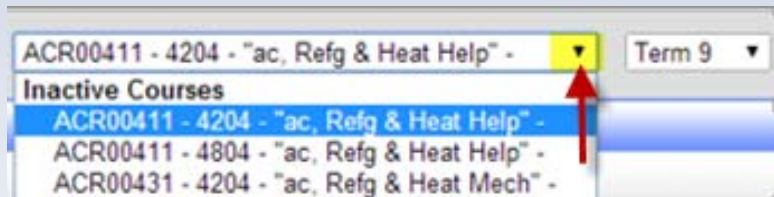
PLEASE IGNORE



Attendance Chart in FOCUS

Attendance	Discipline
> Take Attendance	
> Attendance Chart	
> Absence Summary	
> Print Absence Summary	
> Attendance Verification	

- Click on Attendance and select Attendance Chart on your portal page



- You can view attendance for any of your courses

A T T E N D A N C E M O D U L E

Attendance Chart in FOCUS

 **Attendance Chart**

Report Timeframe: June ▾ 1 ▾ 2014 ▾ - June ▾ 19 ▾ 2014 ▾ : Period 99 ▾

Search Screen **Simple List** Customized List

10 Students 

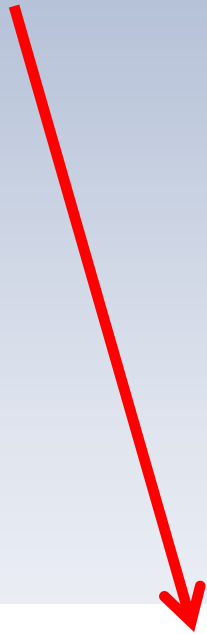
Student	Student ID	Grade	Daily Absences	6/2	6/3	6/4	6/5	6/6
Student Name	123456789	31 DIPLOMA	0	P00:00	P00:00	P00:00	P00:00	P00:00
Student Name	123456789	31 DIPLOMA	0	P00:00	P00:00	P00:00	P00:00	P00:00
Student Name	123456789	31 DIPLOMA	0	P00:00	P00:00	P00:00	P00:00	P00:00

- The attendance displayed will be for the days set in the **Report Timeframe**
The default Report Timeframe is the current month-to-date
- The Attendance Chart shows all students in the selected course
- To view attendance for a specific student, click on the student's name

A T T E N D A N C E M O D U L E

Printing the Attendance Chart in FOCUS

- You can print from any attendance screen, by clicking on the Print button on the bottom of each page



[Back to Student List](#)



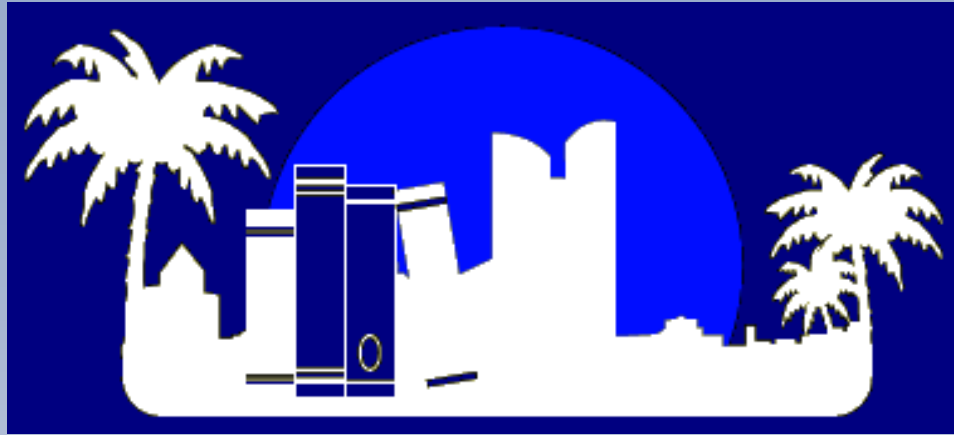
[Print](#)



[Create Report](#)



[Unlock](#)



F O C U S

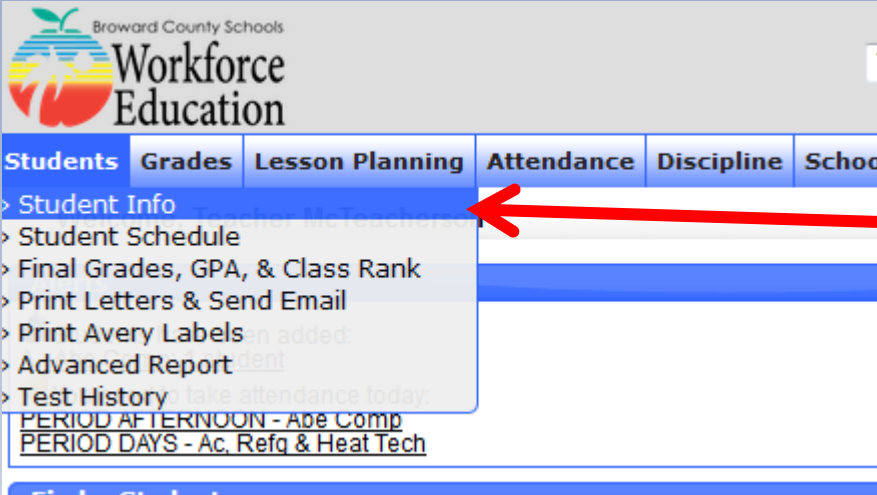
LCP FORM

Community Schools & Adult Centers

BrowardFocus.com

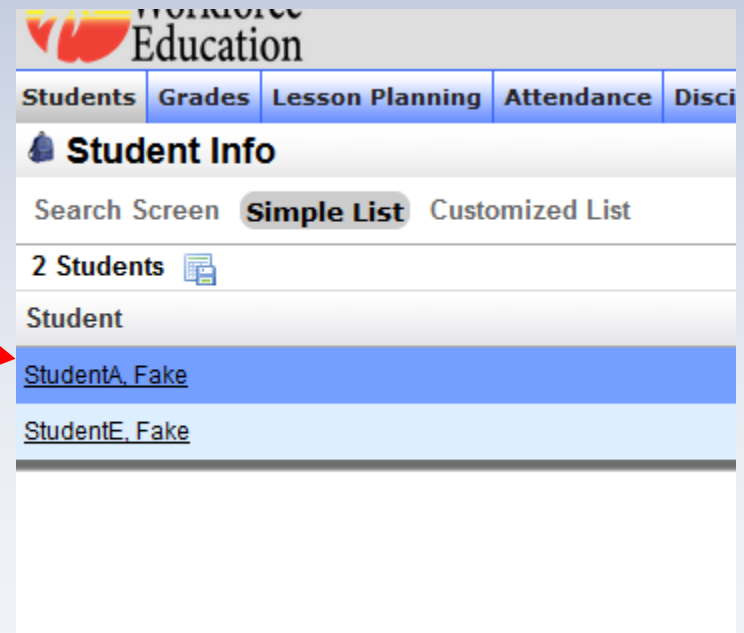


L C P F O R M M O D U L E



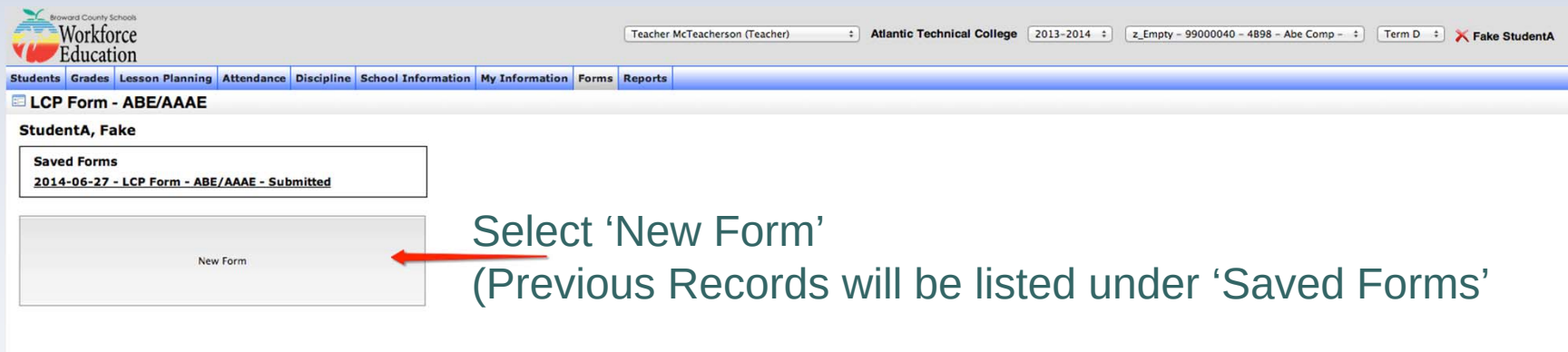
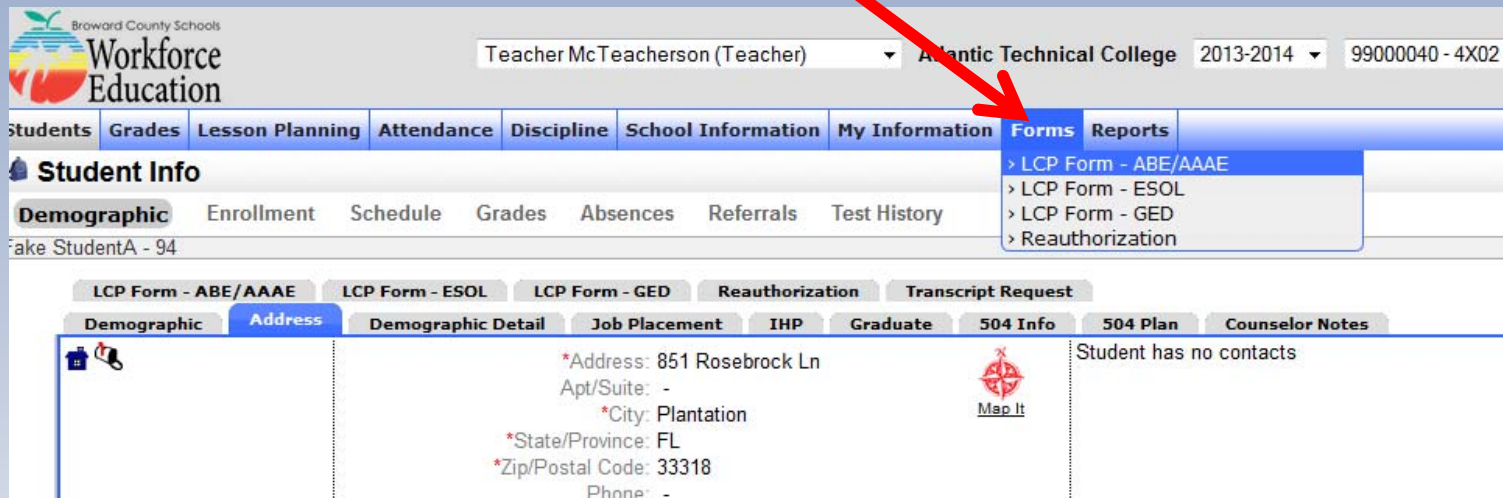
Click on Student Info

Then select a student



L C P F O R M M O D U L E

Choose the Appropriate Form



Select 'New Form'
(Previous Records will be listed under 'Saved Forms')

L C P F O R M M O D U L E

Broward County Schools
Workforce Education

Teacher McTeacherson (Teacher) Atlantic Technical College 2013-2014 990000040 - 4898 - Abe Comp Term D Fake StudentA

Students Grades Lesson Planning Attendance Discipline School Information My Information Forms Reports

LCP Form - ABE/AAAE

StudentA, Fake

Broward Workforce Education

LCP Reporting Form - ABE/AAAE

Please complete all applicable fields
Use the table below for reference

Subject	LCP Range	LCP
Math	0.0 - 1.8	A
Math	1.9 - 3.8	B
Math	3.9 - 5.8	C
Math	5.9 - 8.8	D
Reading	0.0 - 1.8	E
Reading	1.9 - 3.8	F
Reading	3.9 - 5.8	G
Reading	5.9 - 8.8	H
Language	0.0 - 1.8	J
Language	1.9 - 3.8	K
Language	3.9 - 5.8	M
Language	5.9 - 8.8	N

Program of Study* ABE

Course - Section* PERIOD 99 - 4898 - Teacher McTeacherson

New LCPs Awarded*

☐ A	☒ B
☒ C	☐ D
☐ E	☐ F
☐ G	☐ H
☐ J	☐ K
☐ M	☐ N
☐ NONE	

Extenuating Circumstances (if applicable) N/A

Certifying Individual (Your Name)* Teacher McTeacherson

Previous Page Next Page

Save

Finalize and Submit

Back to Student List Print Create Report Unlock Help Logout

Complete Form According To Instructions
(Be sure to click "Finalize and Submit")

L C P F O R M M O D U L E

Newly Created Form Record Will Appear in the List

The screenshot shows the 'Workforce Education' interface for Broward County Schools. At the top, there is a header with the school's logo and name. Below this is a navigation bar with tabs for 'Students', 'Grades', 'Lesson Planning', 'Attendance', 'Discipline', 'School Information', 'My Information', 'Forms', and 'Reports'. The 'Forms' tab is currently selected. The main content area is titled 'LCP Form - ABE/AAAE' and shows a list of 'Saved Forms'. The list contains two entries: '2014-06-27 - LCP Form - ABE/AAAE - Submitted' and '2014-06-27 - LCP Form - ABE/AAAE - Submitted'. A red arrow points to the second entry. Below the list is a 'New Form' button. The interface also includes a search bar and a 'Fake StudentA' button.

Broward County Schools
Workforce Education

Teacher McTeacherson (Teacher) Atlantic Technical College 2013-2014 z_Empty - 99000040 - 4898 - Abe Comp - Term D X Fake StudentA

Students Grades Lesson Planning Attendance Discipline School Information My Information Forms Reports

LCP Form - ABE/AAAE

StudentA, Fake

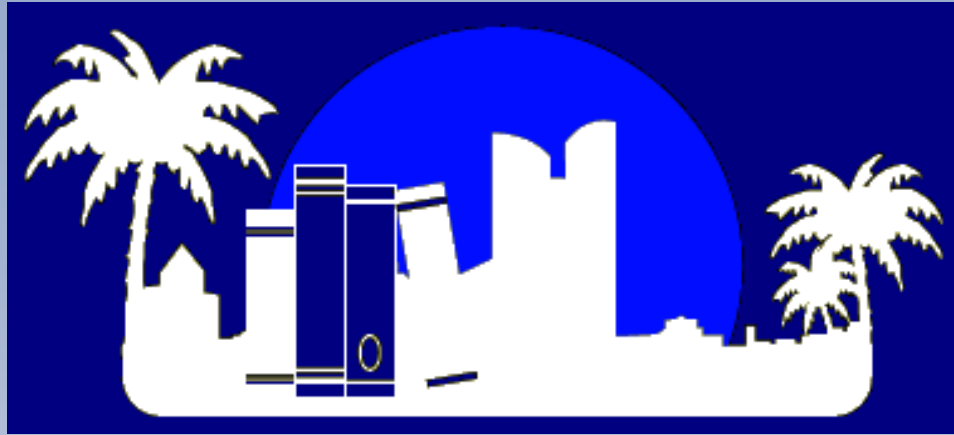
Saved Forms

2014-06-27 - LCP Form - ABE/AAAE - Submitted

2014-06-27 - LCP Form - ABE/AAAE - Submitted

New Form

IMS will receive a portal alert informing them that a new LCP has been reported



F O C U S

STUDENT INFORMATION

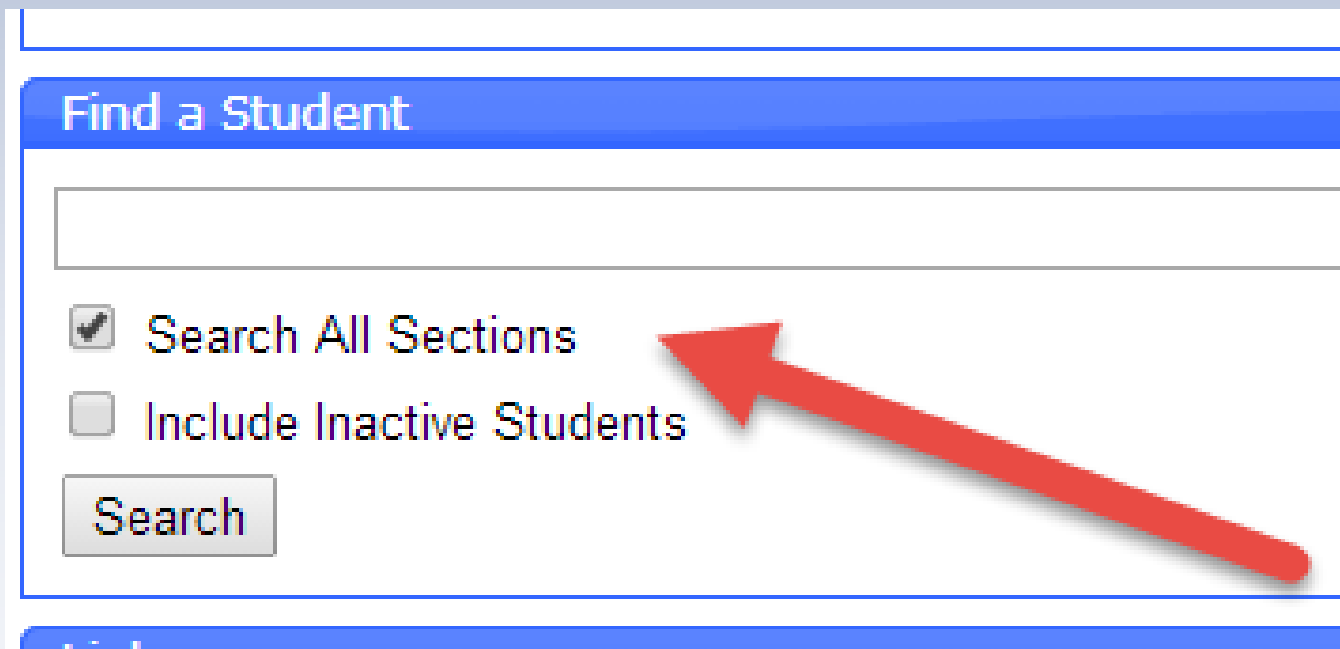
Community Schools & Adult Centers

BrowardFocus.com



Home Portal Page

- Use the 'FIND A STUDENT' box on the Home Portal Page.
 - To list all students assigned to you, click the 'SEARCH ALL SECTIONS' box



The screenshot shows a web interface for finding students. It features a search box with the title "Find a Student". Below the search box are two checkboxes: "Search All Sections" (which is checked) and "Include Inactive Students" (which is unchecked). A red arrow points to the "Search All Sections" checkbox. Below the checkboxes is a "Search" button.

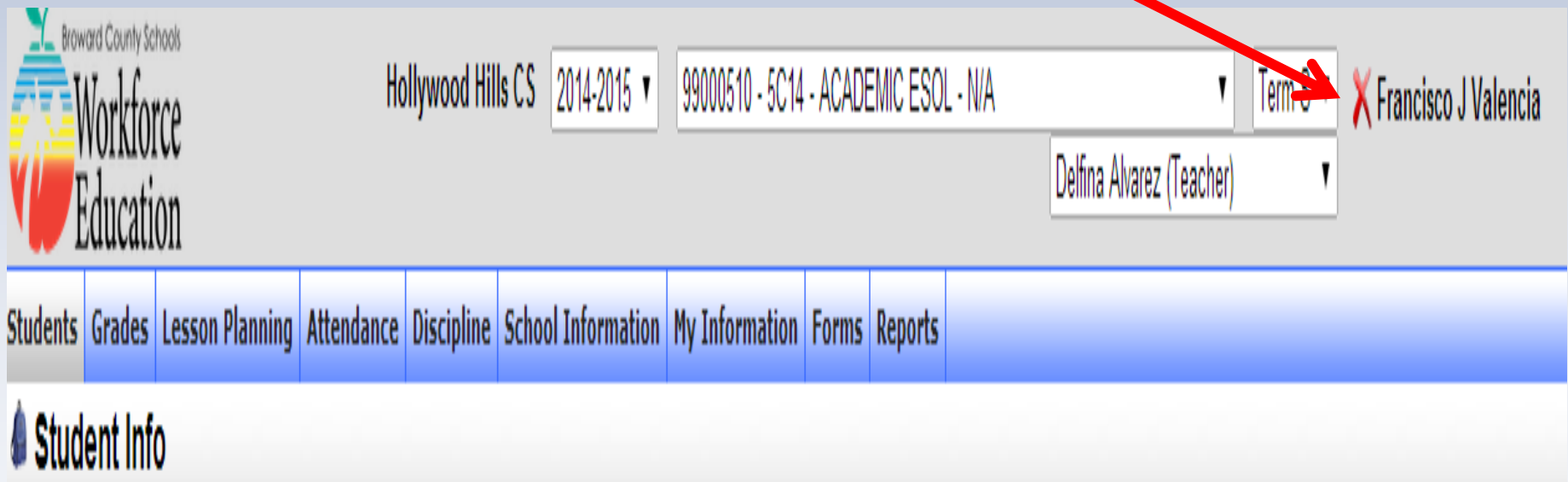
Student Information

- Next, select a student from the list of students
 - This list of students is based on the students assigned to you.

Student Info		
Search Screen Simple List Customized List		
14 Students	Search 	
Student	Student ID	Grade
Allen, Deziva A	101102000	31 DIPLOMA
Clecidor, Judna	100007100	31 DIPLOMA
Escoffrey, Jessica Ann Marie	100102000	31 DIPLOMA
Green, Sandra A	101010000	31 DIPLOMA
Hernandez, Adriana	100000700	31 DIPLOMA
Jagroop, Fiona Y	101000510	31 DIPLOMA
Lugar, Amanda L	101000000	31 DIPLOMA
Morris, Clevevezha Nguavezha	101000000	31 DIPLOMA
Nieto, Nicolas Joseph	101000000	31 DIPLOMA
Pasqualini, Ghisela G	101010000	31 DIPLOMA
Reaves, Roseann	101000000	31 DIPLOMA
Welch, Keiva Tranise	101000000	31 DIPLOMA
Williams, Jimiris Elaine	101010000	31 DIPLOMA
Yager, Stephen	101010000	31 DIPLOMA

STUDENT INFORMATION MODULE

- The student's name will appear in the upper-right corner of the window with a red **X** next to it.
 - Consider this the same as having the student's paper file open in front of you.



Broward County Schools
Workforce Education

Hollywood Hills CS 2014-2015 ▼ 99000510 - 5C14 - ACADEMIC ESOL - N/A ▼ Term 3 ▼ **X** Francisco J Valencia

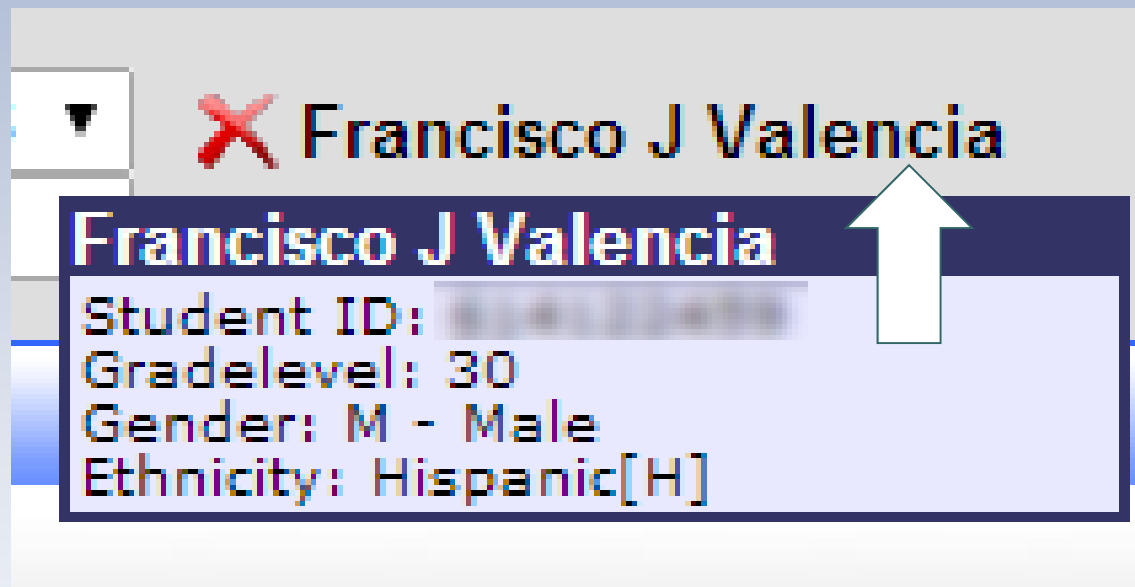
Delfina Alvarez (Teacher) ▼

Students	Grades	Lesson Planning	Attendance	Discipline	School Information	My Information	Forms	Reports
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 Student Info

STUDENT INFORMATION MODULE

- For Quick Information: Hover over students' name in upper-right corner to see a quick snap-shot of student details.



Student Info

Demographic

Enrollment

Schedule

Grades

Absences

Referrals

Test History

Francisco J Valencia - 614122459

LCP Form - ABE/AAAE

LCP Form - ESOL

Misc

Reauthorization

Student Handbook

Transcript Request

Demographic

Address

Demographic Detail

Job Placement

IHP

Graduate

504 Info

504 Plan

Counselor Notes

No Contacts



Dania Beach, FL
33004

Emergency Contact

No Address

*Address: 705 ne 7th st

Apt/Suite: -

*City: Dania Beach

*State/Province: FL

*Zip/Postal Code: 33004

Phone: (954) 880-6038



Map It

Student has no contacts

✓ Primary

✗ Mailing Address

Contact(s) at this Address:

This student doesn't have any contacts at this address.

There are no parents attached to Francisco Valencia.

Student Email Address franciscopsevalencia@hotmail.com

Cell Phone 9548805038

Work/Additional Phone

S T U D E N T I N F O R M A T I O N M O D U L E

- Demographic Tab:
 - *demographic detail*
 - *504 information*
 - *LCPs*
- Enrollment Tab:
 - *historical enrollment data*
- Schedule Tab:
 - *current & upcoming classes*
- Grades Tab:
 - *view program information and earned LCPs*
- Absences Tab:
 - *summary of attendance codes*
- Referrals Tab:
 - *Discipline incidents/actions*
- Test History Tab:
 - *CASAS/TABE data*

Test History:

click gray arrow to drop down test data

Test History

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals **Test History** Standard Grades

4 Test Administrations

Test	Administration Date	School Year	Gradelevel	Form	LEP Info
Comprehensive Adult Student Assessment System (CASAS) (CAS)	01/14/2010	2009-2010	Adult, High School Grad	-	-
Comprehensive Adult Student Assessment System (CASAS) (CAS)	02/16/2010	2009-2010	Adult, High School Grad	-	-
Comprehensive Adult Student Assessment System (CASAS) (CAS)	02/02/2013	2012-2013	Adult, High School Grad	-	-
Comprehensive Adult Student Assessment System (CASAS) (CAS)	04/24/2014	2014-2015	Adult, High School Grad	-	-

2 Test Parts

	Title	Scale Score (Expanded Standard Score) (SS)	FL Alt Assessment Growth Level (GL)	Accommodations Used (AU)	Accommodations (A)	CASAS Form (CF)	CASAS Level (CL)
-	Listening	198		-	-	83L	B
-	Reading	205		-	-	83R	B
	N/A ▼			N/A ▼		N/A ▼	N/A ▼

*****REMEMBER*****

CLOSE

THE STUDENT'S FOLDER



X Francisco J Valencia

Future Phase II Training:

- Review the Focus Teacher Portal
- Review The Basics
- Printing Built-In Reports
- The Student Portal

Future Advanced Training:

- Develop Teacher Web Pages
- On-Line Discussion Groups
- Upload Documents for Students
- Creating Custom Reports
- Learning Management System (LMS)

Support Materials:

- Can be accessed from your Portal Page
- Step-by-Step Instructions/Handouts include:
 - Logging In / Logging Out
 - Portal Page
 - Attendance
 - Completing LCP Forms
 - Finding Student Information
 - Student Portal Page

Support Staff:

- Focus Managers
(please contact via email)
 - Cathy Covalleski (CSS)
 - Jessica Rust-Gayle (CSN)
- Teacher Assistants
 - Inquire at your site