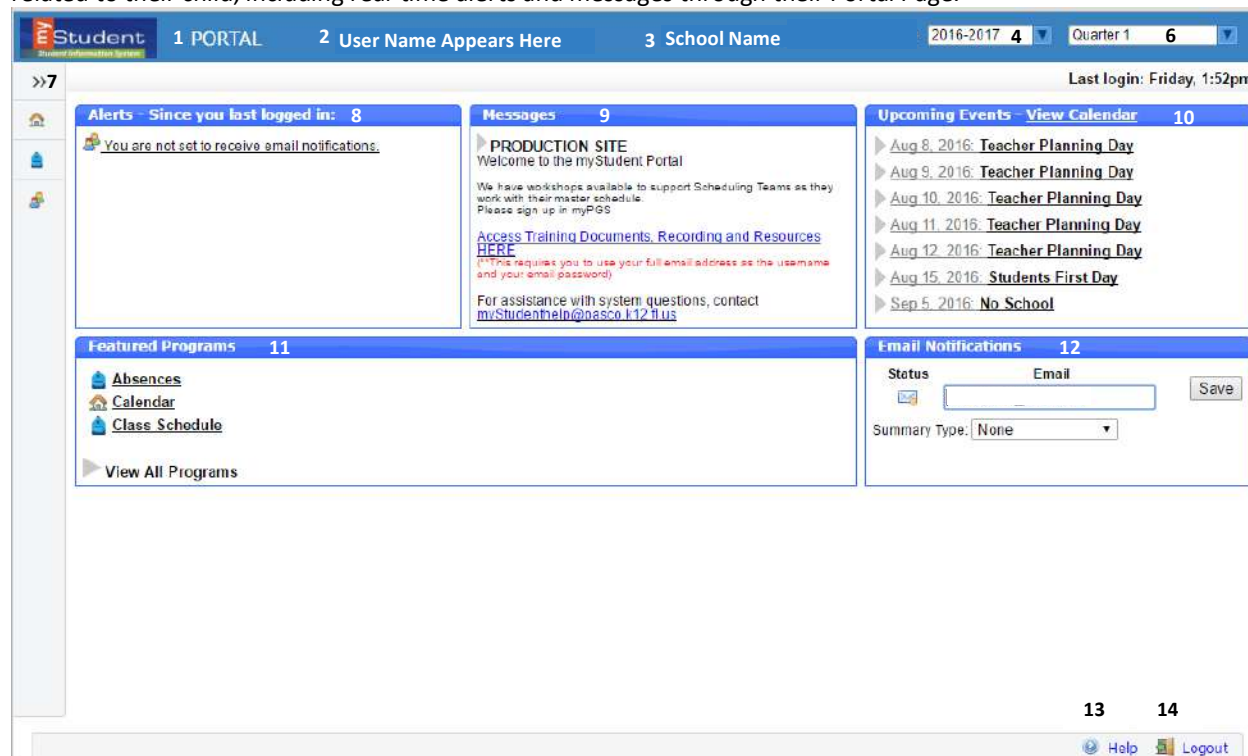


### Portal Page

Once a login is created, you will be signed in to Portal. Parents are able to view useful notifications and information related to their child, including real-time alerts and messages through their Portal Page.



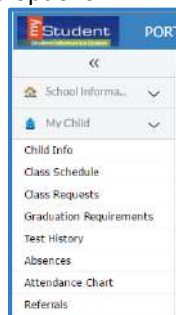
The screenshot shows the myStudent Portal interface. At the top, there is a navigation bar with the myStudent logo, a '1 PORTAL' label, a '2 User Name Appears Here' field, a '3 School Name' field, a '2016-2017 4' year selector, a 'Quarter 1 6' marking period selector, and a 'Last login: Friday, 1:52pm' timestamp. Below this, the main content area is divided into several sections: 'Alerts' (8) with a message about email notifications, 'Messages' (9) with a 'PRODUCTION SITE' welcome message and links to training documents, 'Upcoming Events' (10) with a list of events including 'Teacher Planning Day' and 'Students First Day', 'Featured Programs' (11) with links to 'Absences', 'Calendar', and 'Class Schedule', and 'Email Notifications' (12) with a form to set up email notifications. At the bottom right, there are '13 Help' and '14 Logout' links.

1. **myStudent Logo**– Click on the logo to return to the portal page
2. **User Name** – Displays your first and last name.
3. **School Name** – automatically switch to name the school your child is at.
4. **School year pull-down** –Navigates between the current year and prior/future years.
5. **Child box**- Parents with multiple students in the district can switch between their children by using this dropdown.
6. **Marking Period pull-down** – Displays a list of available marking periods during the school year. Defaults to the currently active marking period.
7. **Main Menu**- Drop down menus that allows users to navigate to different screens within Focus. This can expand or be minimized by clicking on the double arrows at the top.
8. **Alerts**-These are any alerts specific to the user's child such as: Absences, Referrals, or Unpaid Fees. These alerts are quick links and will take the user to more information about the subject.
9. **Messages**- Messages by the user's child's school or district.
10. **Upcoming Events**-District/school calendar of upcoming events the user can click on the View Calendar link to view the school's calendar for the entire year.
11. **Featured Programs**-Lists the user's child's/children's classes along with their current grade for secondary schools. Clicking the course or grade links will take the user to the Assignments & Grades screen for the student's class.
12. **Email Notifications**- Set up Email Notifications to keep up with your child(ren)'s portal information.
13. **Help**- Provides Contextual help for open page, links to Focus University, can be opened in a new window, allows users to sign up for a Focus University account and receive email notices
14. **Logout**- Closes the myStudent application, the system will time-out after 24 minutes of inactivity

### My Child Menu

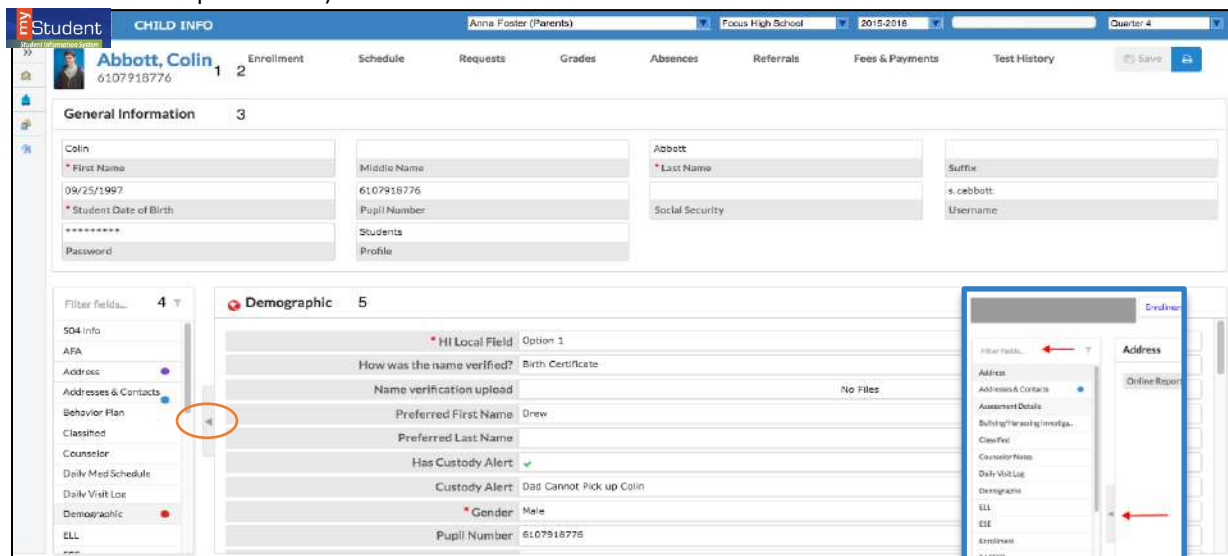
The myStudent Parent Portal is a tool designed to enhance parent's access to their child's education. Parents can review their student's information, course history, graduation requirements, attendance and more. The **My Child** menu shows each of the pieces the user, as the parent, can access.

The following section reviews the **My Child** menu options:



### Child Info

The **Child Info** screen lists demographic information regarding the user's child. Parents can review any of the information for accuracy and contact the school if changes should be made. Select a child from the top menu (if the user has multiple children).



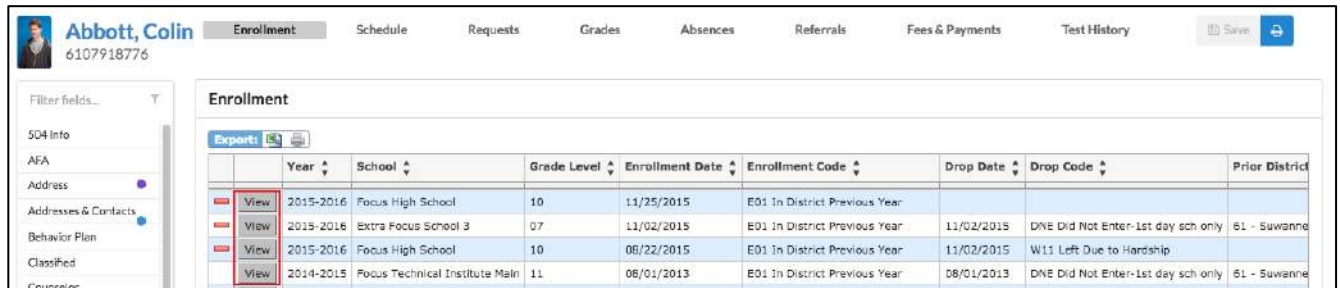
1. This is the student's name. By clicking on the name, a box will appear with the General Information of the student.
2. Click on the tabs across the top to view Student information. See below for more information.
3. This **General Information** area can collapse by clicking on the student's name.
4. The demographic menu allows the user to view demographic information for the student. The **Filter Fields** box can be used to search for a specific screen. The user can click the **arrow** to close the list of screens and expand the student information section of the screen.

*Note: Clicking on the arrow will reopen the list of screens.*

5. The main screen will display the information/screen selected.

### Enrollment

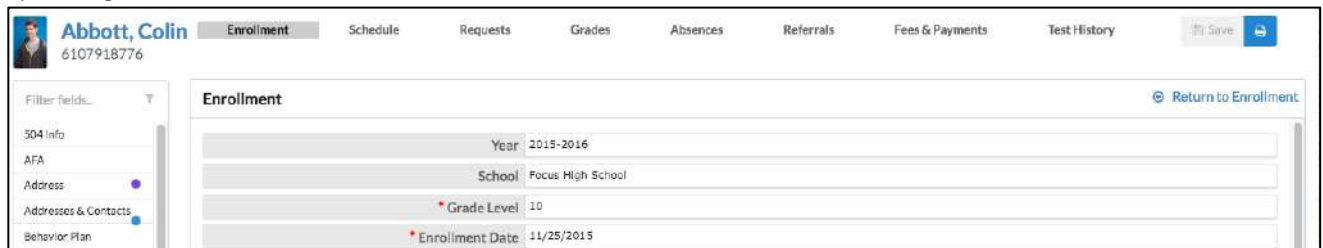
The **Enrollment** Sub-menu displays the student's enrollment records, Rolling/Retention option, and Graduation Requirement Program. The chart layout (default view) allows users to scroll horizontally. Clicking **Return to Enrollment** returns users to the horizontal chart view.



The screenshot shows the Enrollment sub-menu for student Abbott, Colin (ID: 6107918776). The left sidebar contains a 'Filter fields...' dropdown and a list of categories: 504 Info, AFA, Address, Addresses & Contacts, Behavior Plan, Classified, and Counselor. The main area displays a table of enrollment records with columns: Year, School, Grade Level, Enrollment Date, Enrollment Code, Drop Date, Drop Code, and Prior District. A 'View' button is highlighted for the 2015-2016 record at Focus High School.

	Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Prior District
<a href="#">View</a>	2015-2016	Focus High School	10	11/25/2015	E01 In District Previous Year			
<a href="#">View</a>	2015-2016	Extra Focus School 3	07	11/02/2015	E01 In District Previous Year	11/02/2015	DNE Did Not Enter-1st day sch only	61 - Suwannee
<a href="#">View</a>	2015-2016	Focus High School	10	08/22/2015	E01 In District Previous Year	11/02/2015	W11 Left Due to Hardship	
<a href="#">View</a>	2014-2015	Focus Technical Institute Main	11	08/01/2013	E01 In District Previous Year	08/01/2013	DNE Did Not Enter-1st day sch only	61 - Suwannee

By clicking on **View**, the user will be able to view the details of the enrollment.



The screenshot shows the Enrollment details sub-menu for student Abbott, Colin (ID: 6107918776). The left sidebar is the same as the previous screenshot. The main area displays a form with fields for Year (2015-2016), School (Focus High School), Grade Level (10), and Enrollment Date (11/25/2015). A 'Return to Enrollment' link is visible in the top right corner.

### Schedule

The **Schedule** Sub-menu displays the student's current schedule.



The screenshot shows the Schedule sub-menu for student Abbott, Colin (ID: 6107918776). The left sidebar contains a 'Filter fields...' dropdown and a list of categories: 504 Info, AFA, Address, Addresses & Contacts, Behavior Plan, Classified, and Counselor. The main area displays a table of classes with columns: Course, Period - Teacher, Rotation Days, State Reporting Days, Room, Term, Enrolled, and Dropped. A 'Full Year' tab is selected.

Course	Period - Teacher	Rotation Days	State Reporting Days	Room	Term	Enrolled	Dropped
ENG 1	01 01 - ENG1 - Melissa Bright		MTWTF	140	Full Year	Aug 14, 2015	-
Alg 2	01 01 - ALGB1 - Koryon Dejesus		MTWTF	311	Full Year	Apr 6, 2016	-
Career Prep 0-12	02 02 - CARP2 - Jordan Mosso		MTWTF	09001	Full Year	Apr 6, 2016	-
AMH 2010 Amer History I	02 02 - DPM/H1 - Cain Soles		MTWTF	606	Full Year	May 3, 2016	-
(BUS OWNER) GEN MGR	04 04 - 001 - Suki Velez		MTWTF	V9017	Full Year	Aug 14, 2015	-
Algebra 1	04 04 - 099ALGB4 - Armand Dockar		MTWTF	310	* Semester 2	Jan 18, 2016	Jun 30, 2016
Econ Honors	04 04 - S1 - EONH4 - Tate Mack		MTWTF	VT02	Semester 1	Apr 6, 2016	-
AUTO COLL RIPR & REP2	05 05 - ACRRS - Philip Rogers		MTWTF	503	Full Year	Aug 14, 2015	-
Geometry	05 05 - 303 - Murphy B Durham		MTWTF	316	Full Year	Aug 14, 2015	-
Amer His Honors	05 05 - AMHHS - Iris A Leon		MTWTF	356	Full Year	Apr 6, 2016	-
Medical Sids Sens	05 05 - 806 - Glauille Potts		MTWTF	414	Full Year	Aug 14, 2015	-
Access Chemistry 1	06 06 - CHACC - Darius Moore		MTWTF	703A	Full Year	Apr 6, 2016	-
ADV ALG W/FIN APP	07 07 - 717 - Patricia Dunlap		MTWTF	316	Full Year	Aug 14, 2015	-
Adv Pl Macroecon	07 07 - S1 - ADME7 - Tate Mack		MTWTF	VT02	Semester 1	Apr 6, 2016	-



## Navigating the Portal

July, 2016

### Requests

The **Requests** Sub-menu allows a user to view a student's request. Requests are typically used for grades 6-12.

7 Requests And 2 Alternates Approved by Counselor: No Locked for Students: No

Exports:   Filters: OFF

Course #	Course #	Elective Priority	Term	With Teacher	Without Teacher	With Period	Without Period	Last Modified By	ACR
Access Chemistry 1 (7920011)	7920011							Administrator, Admin	
Adv PI Macroecon (2102370)	2102370							Administrator, Admin	
Alg 2 (1200330) - Math	1200330							Administrator, Admin	
Amer His Honors (2100320)	2100320							Administrator, Admin	
Art History: Renaissance to Modern (ARH2051)	ARH2051							Administrator, Admin	
Car Placement (7980130) - ESE Part-Time	7980130	2						Administrator, Admin	
Career Prep 9-12 (7980110)	7980110							Administrator, Admin	
Ceramics 2 (ART1751C)	ART1751C	5						Administrator, Admin	
Econ Honors (2102320)	2102320							Administrator, Admin	

### Grades



The **Grades** Sub-menu allows users to view a student's grade history, final grades, GPA, and class rank. Grade information can be viewed by marking periods, semesters, year, or full academic history.

**Courses History** Quarter 4 Semester 2 Full 2015 Year Full 2015 Year Exams All Quarters All Semesters All Years All Year Exams

Cumulative GPA: 3.7759 Class Rank: 52/295 Qualify Points: 47.50  
 Cumulative Weighted GPA: 3.1079 As of: 2014-10-07 Cohort Year: 2897-2898  
 Custom GPA: 1724 Total Credits Earned: 15.00  
 Custom Rank: 55 Total Credits Attempted: 15.00

Met Reading Assessment Requirement: Met Algebra I EOC Requirement: Met Biology I EOC Requirement: Met US History EOC Requirement: Met Math Assessment Requirement: Met Geometry EOC Requirement:

23 Grades Comment Codes Show Florida Fields

Prev Page: 1 / 2 Next Exports:   Filters: OFF Toggle Columns Page Size: 20

Year	Marking Period	Course	Course Number	Percent	Grade	Grade Scale	Cred. Attempted	Cred. Earned	GPA PTS	Weighted GPA	Affects GPA	Teacher	Grade
2015-2016	Quarter 4	MKT MCH & PARTS OPS M812031	M812031	99	A	Unweighted	0.5	0.5	4	4			Car
2015-2016	Semester 1	Driver Ed Class 1900300	1900300	80	B	Unweighted	0.5	0.5	3	3		Heslam, Bethany	Elec
2015-2016	Semester 1	World Hist 2109310	2109310	91	A	Unweighted	0.50	0.50	4	4		Albert, Ronald	Wor
2015-2016	Semester 1	ENG 2 1001340	1001340	71	C	Unweighted	0.50	0.50	2	2		Heslam, Bethany	Eng
2015-2016	Semester 1	Medical Skills Sers 8400320	8400320	66	D	Unweighted	0.50	0.50	1.00	1.00		Heslam, Bethany	VoT
2015-2016	Semester 1	INTENS READ 1000410	1000410	93	A	Unweighted	0.5	0.5	4	4		Heslam, Bethany	Elec
2015-2016	Semester 1	Bio 1 2000310	2000310	93	A	Unweighted	0.50	0.50	4	4		Heslam, Bethany	Scie
2015-2016	Semester 1	ENG 1 1001310	1001310	90	A	Unweighted	0.50	0.50	4.00	4.00		Athletics, OCPS	Eng
2015-2016	Semester 1	ENG 4 1001400	1001400	99	A	Unweighted	1	1	4	4			Eng
2015-2016	Semester 1	ALG 1 1200310	1200310	98	A	Unweighted	0.5	0.5	4	4			Alge
2015-2016	Semester 2	ENG 1 1002300	1002300		A	Unweighted	0.5	0.5	4	4		Bright, Melissa	Eng
2014-2015	Quarter 4	ENG 1 1001310	1001310	55	F	Unweighted	0.5	1	0	0		Durham, Murphy	Eng
2014-2015	Semester 1	CRIT THINK ST SKLS 17003701	17003701	78	C	Unweighted	0.5	0.5	2	2		Heslam, Bethany	Elec
2014-2015	Semester 2	CAR RES&DECI MAK 17003802	17003802	85	B	Unweighted	0.5	0.5	3	3		Heslam, Bethany	Elec
2014-2015	Semester 2	ERTH/SPA SCI 20013102	20013102	76	C	Unweighted	1.0	1.0	2	2		Heslam, Bethany	Scie
2014-2015	Semester 2	HOPE 30260102	30260102	70	C	Unweighted	1.00	1.00	2.00	2.00		Salazar, Axel	HOPE
2013-2014	Semester 1	ALG 1 1200310	1200310	56	A	Unweighted	1.0	1.0	4	0		Heslam, Bethany	Mat
2013-2014	Semester 1	BIO 2 2000310	2000310	88	B	Unweighted	1.0	1.0	3	3		Heslam, Bethany	Scie
2013-2014	Semester 2	ALG 1 12003109	12003109	99	A	AP/IB/DC	1.00	1.00	4.00	6.00		Albert, Geoffrey	Mat
2012-2013	Semester 2	Algebra 1 1200310	1200310	95	A	Unweighted	1	1	4	4		Aiton, Bob	Alge

Prev Page: 1 / 2 Next

### Absences

The **Absences** Sub-menu displays an Absence Summary of the student's attendance. Users can view the data in a specified timeframe.

Absent: 109 periods (during 18 days)  
 Excused: 0 periods  
 Suspended: 10 periods - 3 days  
 Local: 0 periods  
 Other: 0 periods  
 Total Full Days Possible: 117  
 Total Full Days Absent: 18 (15.34%)  
 Current Date: Sun 2/6/2016

Other Marks: 09 periods (during 9 days)  
 Early: 0 periods  
 Late: 0 periods  
 Absence 5th-10th: 0 periods  
 Absence 11th-15th: 0 periods  
 Absence 16th-20th: 0 periods  
 Absence 21st-25th: 0 periods  
 Absence 26th-30th: 0 periods  
 Absence 31st: 0 periods  
 Local: 1-15 Min Late: 0 periods  
 Local: 15-30 Min Late: 0 periods  
 Local: 30-45 Min Late: 0 periods  
 Local: 45-60 Min Late: 0 periods


30 Days

Date	Day	01	02	03	04	05	06	07
Jan 8, 2016	Friday							
Jan 9, 2016	Saturday							
Jan 10, 2016	Sunday							
Jan 11, 2016	Monday							
Jan 12, 2016	Tuesday							
Jan 13, 2016	Wednesday							
Jan 14, 2016	Thursday							
Jan 15, 2016	Friday							
Jan 16, 2016	Saturday							
Jan 17, 2016	Sunday							
Jan 18, 2016	Monday							
Jan 19, 2016	Tuesday							
Jan 20, 2016	Wednesday							
Jan 21, 2016	Thursday							
Jan 22, 2016	Friday							
Jan 23, 2016	Saturday							
Jan 24, 2016	Sunday							
Jan 25, 2016	Monday							
Jan 26, 2016	Tuesday							
Jan 27, 2016	Wednesday							
Jan 28, 2016	Thursday							
Jan 29, 2016	Friday							
Jan 30, 2016	Saturday							
Jan 31, 2016	Sunday							



### Referrals

The **Referrals** Sub-menu allows users to view a list of referrals the student has received. A user can also opt to view referrals from other schools the student has attended, as well as previous year referrals on the student.

Total Days of Discipline:34 Before school or after school detention:4.0 In-school supervision:6.0 Out of School Suspension:7.0 Parent called:2 Student suspended:14.0 IS.0										
9 Referrals Found										
Experts:   Filters: OFF										
Student #	Student ID #	Grade #	Reporter #	Entry Date #	Processed #	Incidents #	Time Incident #	Location #	Situation of Incident #	Interventions prior
Abbott, Colin	6107918776		Bailey,Vielka	01/19/2013	Yes	Repeated violation of rules (M)	8:00 - 9:00	Assembly/auditorium		,Checked student's fo
Abbott, Colin	6107918776		Avery,Alfreda	08/09/2013	Yes	Inappropriate/profane/abusive language (K)	Before School	Classroom		
Abbott, Colin	6107918776		Alton,Bob	08/25/2013	Yes	Indecency (O)	8:00 - 9:00	Classroom	During class	
Abbott, Colin	6107918776			09/24/2013	Yes	Stealing (C)	Before School	Classroom	During class	,Conference with stud
Abbott, Colin	6107918776			05/28/2014	Yes		8:00 - 9:00	Classroom	Before school	
Abbott, Colin	6107918776			05/29/2014	Yes		8:00 - 9:00	Classroom	During class	
Abbott, Colin	6107918776	10	Hebert,Keston	09/15/2015	Yes	Bus conduct (P)	After school (3:00 - 6:00)	Bus	After school day	,Changed student's se
Abbott, Colin	6107918776			11/11/2015	Yes		8:00 - 9:00	Classroom	During class	,Checked student's fo
Abbott, Colin	6107918776		Albert,Geoffrey	11/09/2015	Yes	Fighting (D)	10:00 - 11:00	Classroom	During class	,Held conference with

By clicking on the student name next to the referral that needs to be viewed, it will open the referral form to view.

Previous

Next

Student Documentation

Referral

Colin Abbott  
 Reporter:Bailey, Vielka W  
 Incident Date :Jan 19, 2013  
 Reviewed by an Administrator:Yes

Referral

Interventions prior to this referral:
 

Time Incident: 8:00 - 9:00

Incidents: Repeated violation of rules (M)

Location: Assembly/auditorium

Situation of incident: -

Student statement: lskdkjla;sdkfjascd

1 Present action and recommendations Entry

Action	Date Decided	Date Begins	Date Ends	Length of Action	Attendance Code	Administered by	Notes
Out of School Suspension	Apr 1, 2014	Apr 2, 2014	Apr 2, 2014	1			

Agreement or plan: -

### Test History

The **Test History** Sub-menu displays a list of all imported tests the student has taken. It also displays the administration date, the school year, and grade level for each test.

25 Test Administrations											
Test	Administration Date	School Year	Grade/level	Form	LEP Info	DJJ Info	Test Level	Include in Transcript	District Administered	School Administered	Test Publication Year
Lunguag Assessment Scales (LAS)	Aug 28, 2016	2015-2016	10	-	-	-	-	No	-	-	-
IPT (IPT)	Aug 20, 2016	2015-2016	-	-	-	-	-	No	-	-	-
SAT Reasoning (SA3)	Aug 1, 2016	2015-2016	10	-	-	-	-	Yes	61	-	-
Local Assessment (LC2)	Nov 10, 2015	2015-2016	-	-	-	-	-	No	-	-	-
Local Assessment (LC2)	Oct 9, 2015	2015-2016	-	-	-	-	-	No	-	-	-
Duval Reads (DRLA)	Nov 14, 2014	2014-2015	10	-	-	-	-	No	-	-	-

### My Information MENU

From the **My Information** menu, Parents can change passwords, configure preferences for language, notifications and more.

#### My Profile


Allows you to view information about themselves to verify that everything is correct.

#### Preferences

Allows you to edit personal preferences.



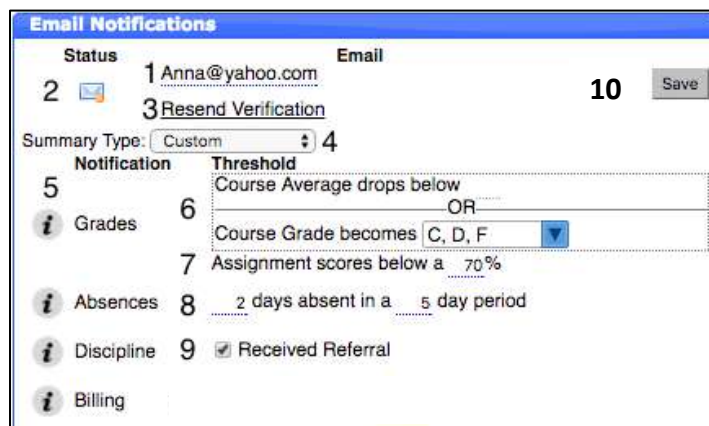
- **Display Options Tab**  
Allows you to change the language, menu locations, color, and date format of the focus portal.
- **Password Tab**  
Allows you to change their user password.



- **Notifications**  
Allows the user to set the notifications they want to receive.

1 Parent					
Status	Name	Email	Frequency	Summaries	
	Foster, Anna	Anna@yahoo.com <a href="#">Resend Verification</a>	<input type="radio"/> Never <input checked="" type="radio"/> Daily <input type="radio"/> Weekly	<input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Billing Fees <input checked="" type="checkbox"/> Grades Link	<input checked="" type="checkbox"/> Discipline <input checked="" type="checkbox"/> Upcoming Assignments <input checked="" type="checkbox"/> Events and Messages

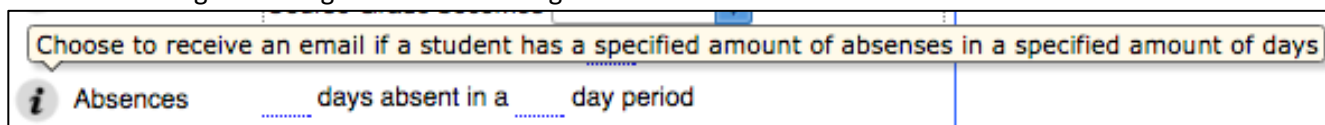
If **Custom** is selected, there are options to set thresholds for when notifications are sent about grades, attendance and discipline.



1. The email that will receive notifications. This can be changed by clicking on it.
2. Once a verification email is sent, parents can check the status of the verification.
3. Parents can resend the verification if needed.
4. Parents can decide how often they would like to receive notifications.



5. Hovering or clicking on the  will give the user instructions.



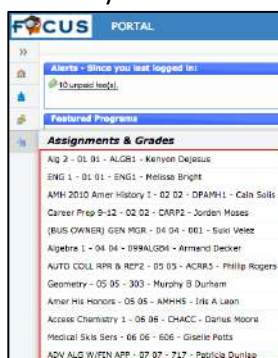
6. Receive a notification if the Course Average or Grade gets below the specified amount.
7. Receive a notification if the assignment scores go below the specified amount.
8. Receive a notification if the student is absent for the specified number of days or more.
9. Receive a notification if the student receives a referral.
10. Click **SAVE** to ensure all changes are saved.

#6 and #7  
Viewable for  
Secondary  
Students  
ONLY

### Assignments & Grades (SECONDARY Students ONLY)

The myStudent Parent Portal is a tool designed to enhance parent's access to their child's education. The portal allows parents to monitor their child's progress in school by providing timely access to both assignments and grades that are entered by the teacher throughout the school year.

The **Assignments & Grades** menu allows parents to view their student's grades for each class. The **Assignments & Grades** menu lists all the classes your child is enrolled in.

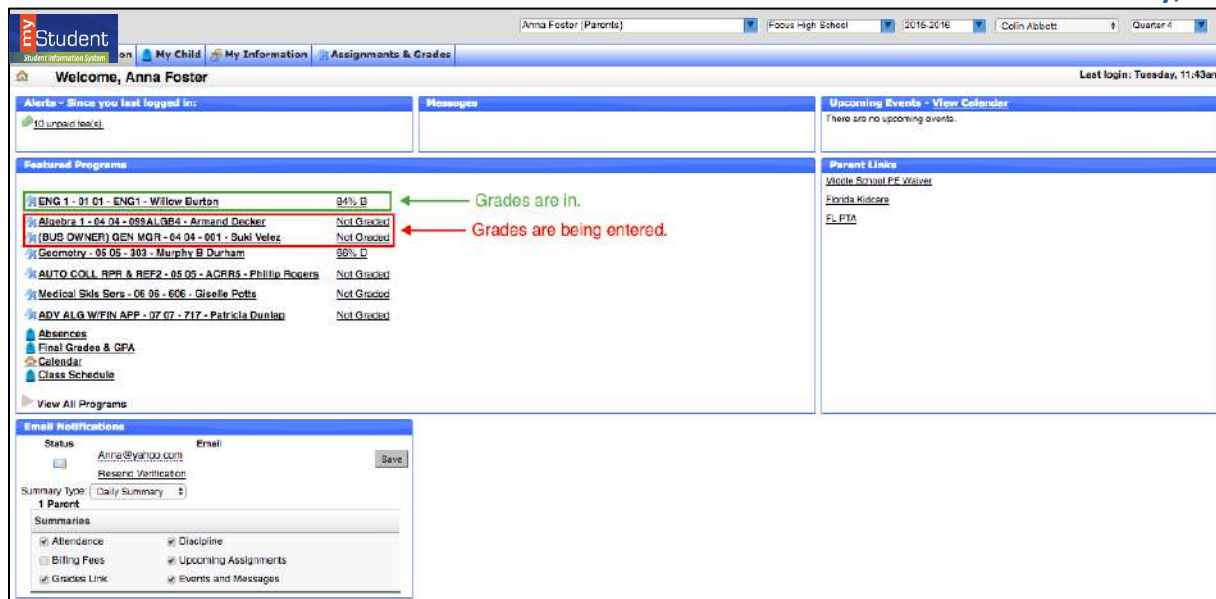


...or by clicking on the class name or grade link in the **Featured Programs** block:



Once the user selects a class, a detailed view of your child's performance appears. From this screen, the parent can see a detailed breakdown of the classroom assignments. Listed at the top of the screen is a breakdown of the classroom assignment categories and their percentage towards final grade. Under the Percent of Grade, your child's score in each category is listed. The assignments section lists all of the tests, classwork, homework, projects etc. for the class. Each assignment's grade, possible points, assigned dates, due date, teacher comments and related files are viewable.





The screenshot shows the myStudent Parent Portal interface. At the top, there's a navigation bar with links like 'My Child', 'My Information', and 'Assignments & Grades'. Below this, a 'Welcome, Anna Foster' message is displayed. The main content area is divided into several sections: 'Alerts', 'Messages', 'Upcoming Events', 'Featured Programs', and 'Parent Links'. The 'Featured Programs' section lists various courses and their corresponding grades. Annotations with arrows point to specific rows: a green arrow points to 'ENG 1 - 01 01 - ENG1 - Willow Burton' with a grade of '94% B', and a red arrow points to 'Algebra 1 - 04 04 - 000AL 004 - Armand Decker' with a grade of 'Not Graded'. A red box highlights the 'Not Graded' status for several programs, with a red arrow pointing to it and the text 'Grades are being entered.'.

Program	Grade
ENG 1 - 01 01 - ENG1 - Willow Burton	94% B
Algebra 1 - 04 04 - 000AL 004 - Armand Decker	Not Graded
(BUS OWNER) GEN MGR - 04 04 - 001 - Buki Velez	Not Graded
Geometry - 05 05 - 303 - Murphy B Durham	90% D
AUTO COLL RPR & RFP2 - 05 05 - ACRR5 - Phillip Rogers	Not Graded
Medical Skills Sers - 06 05 - 606 - Giselle Potts	Not Graded
ADV ALG W/FIN APP - 07 07 - 717 - Patricia Dunlap	Not Graded

### Viewing Final Grades (ELEMENTARY and SECONDARY Students)

At the end of a marking period, parents can log in to see final grades. These are updated throughout the marking period. Once the marking period is over, parents will notice the grades will reset to **"Not Graded."**

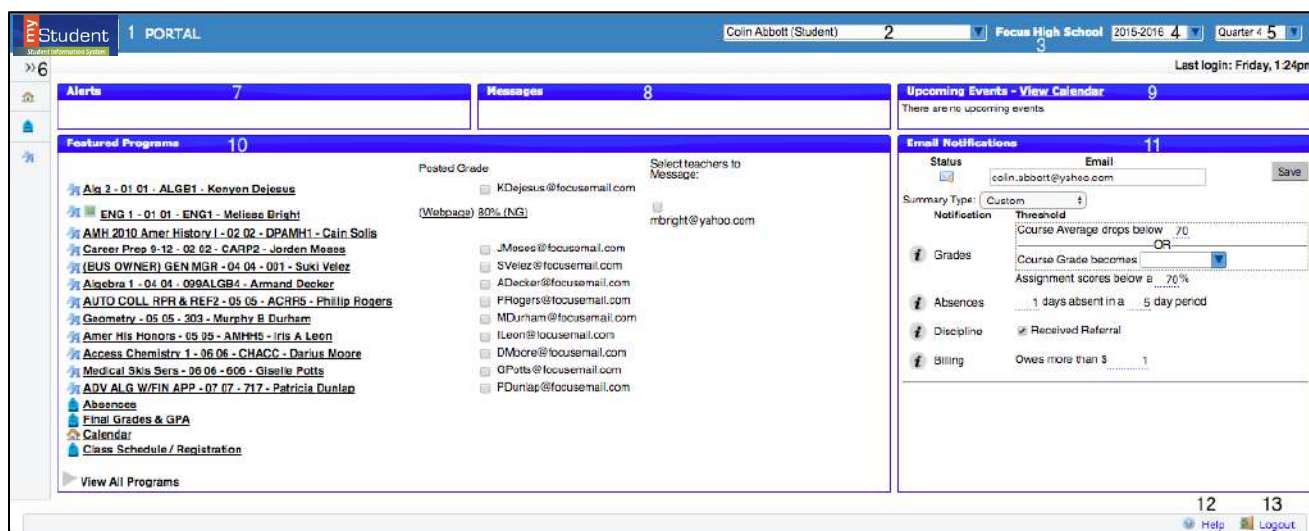
### FREQUENTLY ASKED QUESTIONS:

- **WHO SHOULD USE myStudent Parent Portal?**  
myStudent Parent Portal is available to all parents or guardians of Pasco County School District for students PK-12.
- **HOW TO I CREATE AN ACCOUNT?**  
Please contact your student's school to receive log-in information or visit the Pasco County Schools Website and select the Parents link. If you have students in multiple grade levels or schools, you only need to contact one school. The myStudent Parent Portal will link families automatically.
- **WHAT HAPPENS WHEN MY CHILD MOVES TO ANOTHER SCHOOL?**  
myStudent Parent Portal accounts roll over from year to year, so when your child moves from middle to high school, you do not have to create a new account. Also, if your student moves to another school within Pasco County, your account will be updated with the new school information.
- **I CAN'T REMEMBER MY PASSWORD?**  
If you have forgotten your username or password, please reset the password from the entry screen. You will be emailed with a replacement password that you can use to login, then reset the password to a selection of your choice after re-entry.
- **HAVING PROBLEMS?**  
If you are experiencing problems with logging in, or navigating the site or if you have a question about your student's information, such as grades, attendance, discipline, or addresses and contacts,

please contact your student's school.

### Student Portal

The student portal page is similar to what teachers see, with a few differing links. The myStudent Student Portal will display (alert) upcoming events and assignments to help students stay organized. In addition to reviewing important information including current grades, GPA, and attendance students can email their teachers directly from the Portal.

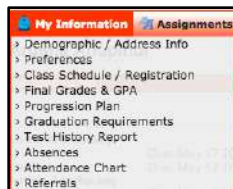


Some notable features:

1. Click the **myStudent Logo** in the top left corner from any screen to return to the main Portal Page.
2. This area display's the student's name.
3. This is the school the student is registered at.
4. **School Year Pull-Down:** Students can access information from past and current school years. When the student is in any year other than the current year, the menu background turns from grey to blue.
5. **Marking Period Pull-Down:** Students can select a specific grading period to view information.
6. **Menu:** students can access all features of myStudent within the Menu options.
7. **Alerts:** upcoming assignments will be displayed.
8. **Messages:** contain reminders from the school.
9. **Upcoming Events - Calendar:** provides a direct link to the 30-day school calendar; displays the next seven calendar events set by the school. Click on Event Name or View Calendar to see details.
10. **Featured Programs:** Specific links (shortcuts) to features used most often. Clicking a course link will bring the student to Assignments & Grades for a specific course at the SECONDARY level ONLY. Other links will direct students to specific information about absences, GPA, etc.
11. **Email Notifications:** Allows students to setup email notifications for their grades, absences, and discipline.
12. **Help-** Provides Contextual help for open page, Links to Focus University, can be opened in a new window, allows users to sign up for a Focus University account and receive email notices
13. **Logout-** Closes the myStudent application, myStudent time-out is after 24 minutes of inactivity

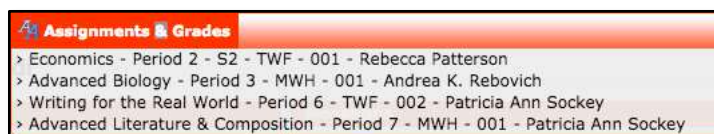
### My Information

Students will have access to their own demographic information, course history, schedule, and grades as well. From the **My Information** Menu, the student can access a wealth of information applicable to their coursework, current schedule, and any existing student records housed in myStudent.



### Assignments & Grades

Secondary students can access the gradebook for each course from the course links on the portal page or by using the **Assignments & Grades** Menu and selecting a course. Upon selecting a course, the student will see a breakdown of all the assignments from the gradebook, the score received on each assignment, whether it has been graded or not, and any comments that have been made public by the teacher for any of the assignments.



School Information										My Information										Assignments & Grades																							
Advanced Literature & Composition - Period 7 - MWH - 001 - Patricia Ann Sockey																																											
Formative: Classwork/Homework/Writing Process										Summative: Tests/Projects/Essays										Vocabulary										Weighted Grade													
Percent of Grade: 20%										70%										10%																							
Your Score: 90% A-										NG										NG										99% A-													
Current grade in class: 90% A-										<b>Current Grade</b>																																	
10 Assignments																																											
Assignment					Points		Grade		Comments					Assigned					Due					Category					Standards					Assignment Files					Date Last Modified				
finish reading dysonian novel					✗									Mon May 16, 2016 12:00 AM					Thu May 19, 2016 12:00 AM					Formative: Classwork/Homework/Writing Process																			
Macbeth Final Assessment Essay					NG / 100		Not Graded							Wed May 4, 2016 12:00 AM					Thu May 5, 2016 12:00 AM					Summative: Tests/Projects/Essays										<a href="#">Macbeth Final Essay.docx</a>									
Macbeth Act IV questions/quotes					9.5 / 10		99% A							Thu Apr 14, 2016 12:00 AM					Mon Apr 18, 2016 12:00 AM					Formative: Classwork/Homework/Writing Process															May 3, 2016, 10:22 am				
Macbeth Act III essay					NG / 0		Not Graded							Mon Apr 11, 2016 12:00 AM					Thu Apr 14, 2016 12:00 AM					Summative: Tests/Projects/Essays																			

### School Information & View Calendar

Students can access **School Information** to look at upcoming school wide events and individual assignments by selecting **Calendar** and/or **View Calendar**.

