

INTRODUCING FOCUS OUR STUDENT INFORMATION SYSTEM

Below are instructions for accessing, navigating, and interpreting information about your student in FOCUS.

If you have any difficulties logging in, contact tech@fourriverscharter.org. If you have questions about particular assignments, contact the teacher directly. If you have any other questions or concerns, contact Leslie Taylor (ltaylor@fourriverscharter.org) and she will find the right person to deal with your issue.

HOW TO LOG IN

You can access FOCUS from any computer that has an internet connection, including the public library if you don't have internet at home.

Go to the following URL: [**http://focus.fourriverscharter.org**](http://focus.fourriverscharter.org)

Your username is: **parent.(student's last name)** for example: parent.smith
If the student's last name is hyphenated, use the hyphen. Use the last name you expect is in our system.

The default password is: **123456**
You will be prompted immediately to set a new password. Please note that there is not a separate login for students, and we will be encouraging them to access all of this information through your access. Set a password and share it with your student.

MENU SECTIONS AND WHAT YOU'LL FIND THERE

SCHOOL INFORMATION

PORTAL

In this section, you may view any alerts, messages, or upcoming events that have been posted. We will update these messages about weekly.

SCHOOL INFORMATION

This section presents basic information on the school.

CALENDAR

This section presents all events recorded on our school calendar, including sports.

MY CHILD

CHILD INFO

This section presents demographic information we have in our system. You may view this, but not make any changes. If you notice mistakes, please notify the School Secretary (cwood@fourriverscharter.org) of any changes needed.

The tab for "Massachusetts" shows all the information that we report to the state for your child.

The tab for "Course Description" is not in use currently.

The tab for "Letter Logging" indicates any communications with your family that have been recorded here, though this is not widely used currently.

CLASS SCHEDULE

This section presents your child's current schedule. If you have questions about what you see or if you think there is a mistake, contact Susan Durkee (sdurkee@fourriverscharter.org).

CLASS REQUESTS – function not currently in use.

FINAL GRADES, GPA, AND CLASS RANK

Final grades are what appears on a Four Rivers transcript for the outside world. We do calculate a term GPA and a cumulative GPA for students in the High School. We do not calculate a class rank, nor do we record credits and GPA for the Middle School.

To view final grades, click on the tab for “All Quarters”.

GRADUATION REQUIREMENTS

This section presents your student’s progress towards graduation. Much of this information is currently being updated. Contact your student’s advisor if you need updated information.

ABSENCES

This section presents a summary and a day by day record of your child’s attendance. In the summary, wherever it says periods (i.e. “42 periods” for Present), that means the days they have been present in school. This section also shows tardies to school.

REFERRALS

This section presents records of any disciplinary incidents involving your child. If you click on the name, you get any details that have been recorded on the incident.

MY INFORMATION

PREFERENCES – Here you may set the language to Spanish, change display colors, and the date format.

BILLING This section is not currently in use.

ASSIGNMENTS AND GRADES

This section lists each course a student is enrolled in. Click on a course to view assignments and grades.

HOW TO LOOK AT ASSIGNMENTS AND GRADES

Please note that some classes may not have assignments listed, especially for Crew, Wellness, and Tributaries which rely heavily on participation.

1. When you click on a class, a grid will appear with assignments listed, the points each assignment is worth, the grade for the assignment, when it was assigned and when it was due.
2. In assignment titles, teachers may have indicated which standard that assignment is part of (in parentheses and in CAPS at the end of the title or with initials in front of the title).
3. If a teacher has entered a description of the assignment, you can see that description by hovering your cursor over the assignment title. A box will appear with a brief description. Teachers may also have indicated in this description whether an assignment is revisable or not.
4. For assignments that are entered but don’t have a grade, there are three possibilities for this situation:
 - a. * is entered when that assignment is exempt for that student.
 - b. WNA (Work Not Accomplished) when that assignment was due but not handed in.
 - c. NYA (Work Not Yet Assessed) when that assignment was turned in but not assessed yet.
5. Points indicate the relative weight of an assignment. Most day to day assignments are worth 10 points. More significant tests and products are worth more, perhaps 30 or 50 or 100 points.
6. How do you know if a student is not passing? At present, we are not able to update you on the overall grade for a standard. You should look especially at the major assignments (those worth 30 points or more). If that grade is less than Ap+, then your student needs to find out whether that assignment is revisable and you might inquire whether there will be more opportunities to work on that standard.