

# INTRODUCING FOCUS

## OUR STUDENT INFORMATION SYSTEM

Parents requested it and now you've got it. Yes, you have access to information about your child, including assignments they've been given and how they did on them, as well as any referrals they've received.

This step for our school is to provide additional ways for us to communicate with you and students. Teachers will update assignments and grades in FOCUS at least by 5:00 on the final Monday of every month. Please read the section on [How to look at assignments and grades](#) before you contact us with questions – try your best to follow along first.

### HOW TO LOG IN

Go to the following URL: <http://focus.fourriverscharter.org>

Your username is:                      parent.(student's last name)                      for example: parent.smith

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 at least 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 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, contact Susan Durkee.

CLASS REQUESTS – function not in use currently.

## FINAL GRADES, GPA, AND CLASS RANK

Final grades are what appears on a Four Rivers transcript for the outside world. We do calculate at term GPA and a cumulative GPA for students years 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 refers to days.

## 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 the display colors, and the date format.

BILLING We are not yet using this section

FEES

PAYMENTS

DAILY TRANSACTIONS REPORT

PRINT STATEMENTS

## ASSIGNMENTS AND GRADES

This sections lists each course that your student is enrolled in. Click on a course to view assignments and grades for that course.

## 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. We have tried to make our assignment titles understandable while sometimes abbreviating.
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 indicate in this description whether an assignment is revisable or not.
4. Some teachers have included initials or short phrases to indicate which standard each assignment is linked to.
5. The points indicate the relative weight of an assignment. Most day to day assignments are worth 10 points. More significant tests and products are worth 30 or 50 or 100 points.