



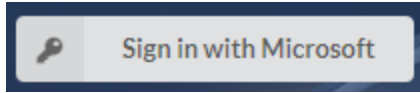
# Focus University Instructional Guide

## Topic: Student Portal: View Report Cards

February 2021

**Purpose:** To show students and parents how to view student report card(s) through the Student Portal.

1. Log into **Focus Student Portal** (<https://baltimore.focusschoolsoftware.com/focus/>). Click the gray Sign in with



Microsoft button. Enter BCPS credentials.

2. Click the Reports tab on the right side of the screen.

The screenshot shows the Focus Student Portal interface. On the left is a navigation menu with options like 'Portal', 'School Information', 'My Information', 'Class Schedule', and 'Class Requests'. The main content area is titled 'District & School Announcements' and includes sections for 'News', 'Events', and 'Alerts'. On the right, a user profile for 'Laura' at 'Catonsville High' is shown. Below the profile are tabs for 'Grades', 'News', and 'Reports'. The 'Reports' tab is active, displaying a table of course performance data.

MP1	MP2	MP3	MP4	11/16 - 02/04				
Pd	Course	Teacher	Ex	Unx	Tardy	Grade		
01	ENGLISH 10 HON	Laferriere, K	8	0	0	NG		
01	CHAMBER CHOIR GT/AA	Whitcomb, J	0	0	0	NG		
02	LIVING SYS/BIO HON	Morris, C	7	0	0	NG		
02	SPANISH 4 HON	Gardner, N	0	0	0	NG		
03	ALGEBRA 2 HON	Forsyth, D	7	0	0	NG		
03	CHILD DEVELOPMENT 1 HON	Blanchard, C	0	0	0	NG		
04	WORLD HISTORY HON	Byrne, B	7	0	0	NG		
04	GITAR	Newhouse, B	0	0	0	NG		

This close-up shows the 'Reports' tab highlighted with a red box. Below the tabs, there is a 'Report Card' section with a download icon and the date '01/19 11:01 AM'.

3. The student's report card will display.
4. The report card can be downloaded to your computer or print a PDF.

The screenshot shows a detailed report card for 'Abrams, Laura Marie' from Baltimore County Public Schools. The report card includes a table of course performance with columns for Inst Level, UNX, EXC, MP1-4, Final Exam, Final Grade, Cr, Conduct, Work Completion, Working with Adults, Working with Students, Conf, and Deatd. Below the table are sections for Achievement Grades, Grade Point Average (GPA), Instructional Level, Credits, and High School Assessments.

Course	Course #	Teacher	Inst Level	UNX	EXC	MP1	MP2	MP3	MP4	Final Exam	Final Grade	Cr	Conduct	Work Completion	Working with Adults	Working with Students	Conf	Deatd
ENGLISH 10 HON	1010004	Laferriere, Kathy	ST	0	8	A	C			0.00	3	3	3	3	3	3		Y
LIVING SYS/BIO HON	2532004	Po	ST	0	7	A	B			0.00	3	3	3	3	3	3		
ALGEBRA 2 HON	2022004	Slo	ST	0	7	C	B			0.00	3	3	3	3	3	3		
WORLD HISTORY HON	1510004	Ke	ST	0	7	B	A			0.00	3	3	3	3	3	3		