

# Student FOCUS Tips-Uploading

Tip #1- START by logging on your your launchpad account.

Tip #2- IF you have trouble logging in, make sure you are using your user ID [student#@brevardschools.org](mailto:student#@brevardschools.org) and your school password.

The screenshot shows the FOCUS Portal interface. At the top, there's a navigation bar with 'School Information', 'My Information', and 'Assignments & Grades'. Below this, there's a 'Welcome' message and a 'Last login' timestamp. The main content area is divided into several sections: 'Alerts' (with a notification about email settings), 'Upcoming Assignments' (listing tasks like 'Independent Reading Project' and 'Chapter 13 Test'), 'Messages' (with a message about downloading a report card), 'Upcoming Events' (listing 'Spring Break' and 'Teacher Planning'), 'Featured Programs' (listing courses like 'PRE-CALCULUS HON', 'ENG 3', 'CULINARY ARTS 2', etc.), and 'Earned Badges' (showing 'No badges yet').

Click on the class name then scroll over to right side of the screen to see posted directions/ assignment resources to click and view.

Complete assignment and **SAVE** with your Last First Teacher Name P#.

**For ease of posting, create a new folder on desktop and save files there.**

Click the gray **EDIT / UPLOAD** button to **SELECT** file-It helps to save finished work to desktop OR download and find in computer "downloads folder."

After upload, a green icon appears left of your file—Green means SUCCESS!

The screenshot shows the FOCUS Portal assignment page for 'RESEARCH 2 - 05 05 - 005 - Melissa C Ingram'. The page displays a table of assignments with columns for 'Assignment', 'Points', 'Grade', 'Comments', 'Assigned', 'Due', 'Category', 'Assignment Files', 'Date Last Modified', and 'Student Files'. A blue circle highlights the 'Assignment Files' column, and a yellow star highlights the 'Edit/Upload' button.

| Assignment               | Points   | Grade      | Comments | Assigned              | Due                   | Category   | Assignment Files                         | Date Last Modified         | Student Files           |
|--------------------------|----------|------------|----------|-----------------------|-----------------------|------------|--|----------------------------|-------------------------|
| Attendance/Participation | NG / 100 | Not Graded |          | Feb 5, 2020 12:27 PM  | Mar 13, 2020 12:27 PM | Attendance | Rubric for Attendance participation.docx |                            | [Edit/Upload]           |
| Attendance/Participation | 90 / 100 | 90%        |          | Jan 7, 2020 08:55 AM  | Jan 31, 2020 08:55 AM | Attendance | Rubric for Attendance participation.docx | February 4, 2020, 10:06 am | No Assignment Uploading |
| Event promotions         | 60 / 60  | 100%       |          | Jan 16, 2020 10:54 AM | Jan 24, 2020 10:54 AM | Displays   | Event Displays.docx                      | January 27, 2020, 12:10 pm | No Assignment Uploading |