

Navigating to Grades, Attendance and eMail

1. Launch Firefox.



2. Log into Focus:

<http://focus.manateeschools.net/>.

If you forget your password, go to:

<http://focus.manateeschools.net/auth>.

Click Forgot Password and follow the directions.

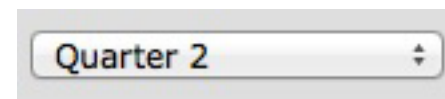


3. Important Tips.

To return to the Portal's home page, click on the District logo at the top of the page.



To view a different quarter, click the grading period drop down at the top of the portal.



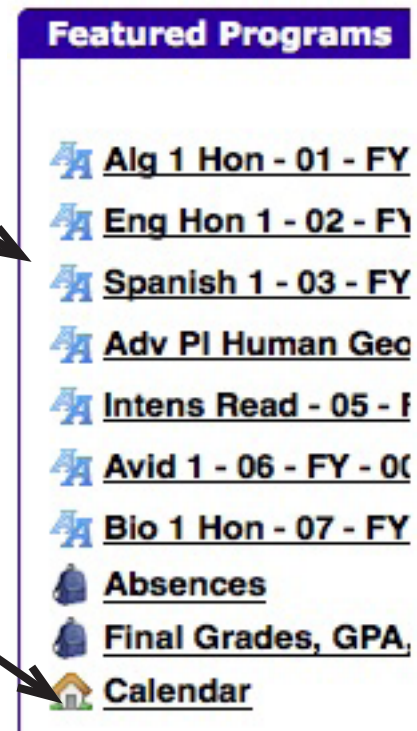
Navigating to Grades, Attendance and eMail

4. To view grades, click on the course names.

5. To view assignments and events, click on the Calendar.

Select the month and year you want to view from the drop down at the top of the page.

When you look at the calendar, *red dots are for District events and blue dots are student assignments.*



Navigating to Grades, Attendance and eMail

6. To email a course teacher, click the teacher's checkbox.

Select teachers to email:

- @manateeschools.net
- @manateeschools.net
- @manateeschools.net
- @manateeschools.net
- @manateeschools.net
- @manateeschools.net

Type your message and click send.

Saved Email Addresses

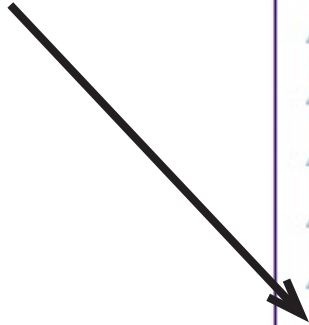
Your Email Address

CC:

Receive Personal Copy

Navigating to Grades, Attendance and eMail

7. To see your student's attendance, click Absences.



- [Alg 1 Hon - \(](#)
- [Eng Hon 1 -](#)
- [Spanish 1 - \(](#)
- [Adv PI Hum](#)
- [Intens Read](#)
- [Avid 1 - 06 -](#)
- [Bio 1 Hon - \(](#)
- [Absences](#)
- [Final Grades](#)
- [Calendar](#)

Use the legend codes at the top of the page to interpret the assigned student codes.

School Information My Child My Information Assignments & Grades

Absences

Absent: 8 periods (during 2 days)	Other Marks: 0 periods (during 0 days)
Unexcused Absence: 0 periods	Discipline Office: 0 periods
Documented Absence: 0 periods	Clinic: 0 periods
Excused Absence: 8 periods	Field Trip: 0 periods
Skipped Class: 0 periods	In-School Suspension: 0 periods
Lice, Excused Absence: 0 periods	Tardy-Excused: 0 periods
Skipped-All Day: 0 periods	Office: 0 periods
Need Doctors Note: 0 periods	Testing: 0 periods
Signed Out-Excused: 0 periods	Unexcused Tardy: 0 periods
Out of School Suspension: 0 periods	Unexcused Absence-Half Day: 0 periods
Signed Out-Unexcused: 0 periods	Work Duty: 0 periods
Personal: 0 periods	Time Out Discipline: 0 periods
Run Away: 0 periods	Unexcused AM Tardy & Early Departure: 0 periods
Dress Code: 0 periods	Unexcused Early Departure: 0 periods
Missed Bus: 0 periods	With/Another Class/Teacher: 0 periods
Illness Influenza-Like: 0 periods	Late Bus: 0 periods
Illness Non Influenza-Like: 0 periods	Time Out-Tardy: 0 periods

Total Full Days Possible: 48
Total Full Days Attended: 46 (95.83%)
Total Full Days Absent: 2 (4.17%)
Enrollment Dates: Aug 22, 2011 - ...

2 Days

Date	Present	01
Sep 21, 2011	None	
Sep 20, 2011	None	1
Total Absences		1
Total Tardies		0