



FocalPoint[®]

Educator Quick Start Guide

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Logging In

Your Username & Password

How you log in to FocalPoint depends on your implementation. FocalPoint supports logins with multiple integrations such as Single Sign On (SSO). If you were given a username and password to access FocalPoint, you can use this login information at <https://lms.backpack.education/>

The screenshot shows the login interface with the following elements:

- Header: "Choose an Identity Provider to Login" with a sub-note "Please click on your Authentication Provider".
- Message: "FocalPointK12 now supports Google and Clever logins. (Please contact the FocalPointK12 help desk for more information)." and "Current users should choose the FocalPointK12 icon to log in with existing credentials."
- Form: A "Remember Selection" checkbox and three icons for "GOOGLE", "FOCALPOINTK12", and "CLEVER".
- Annotations:
 - A green box on the left says: "If you are **not** using a single sign-on service like Google or Clever, click on the FocalPoint icon". An arrow points from this box to the FocalPointK12 icon.
 - A green box at the bottom says: "If you are using a single sign-on service like Google or Clever, click on the appropriate icon". Arrows point from this box to the Google and Clever icons.
- Footer: "FOCALPOINTK12" logo on the left and "Contact Us : 866-377-4265, EMail : support@FocalPointK12.com" on the right.

If You Forget Your Username & Password

If you are having trouble logging in or forgot your login information, you can use the "Forgot Password" option on the FocalPoint login screen. At the Reset Login page, you'll fill in your username and email. You will receive a temporary password via email.

User name

Your unique username to app

Password

Your strong password

Sign In

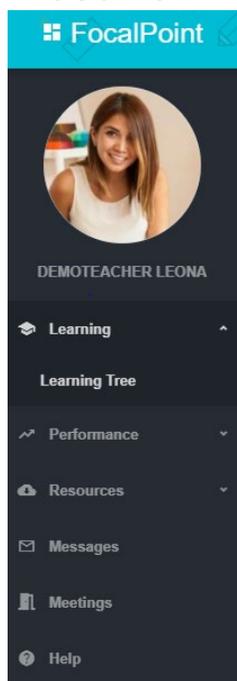
Forgot password

[Register Parent Account](#)

TIP: The temporary password will be coming from info@focalpointk12.com or sendgrid.net

Your Home Screen Toolbars

FocalPoint Toolbar Tabs



- Learning → Learning Tree and Course Designer
 - *Note: Course Designer is a permission given individually*
- Performance → Data Dashboard & LT Learners
- Resources → Tests, Questions, & Content
- Messages
- Meetings
- Help

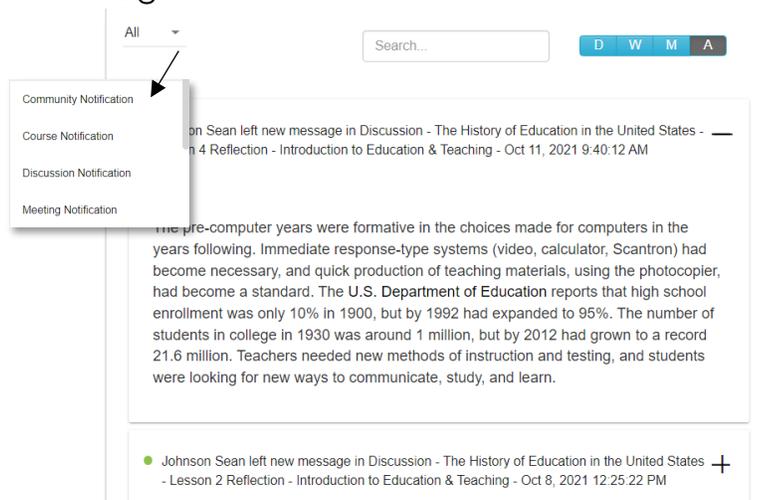
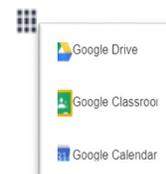
See below for more detailed navigation within each section



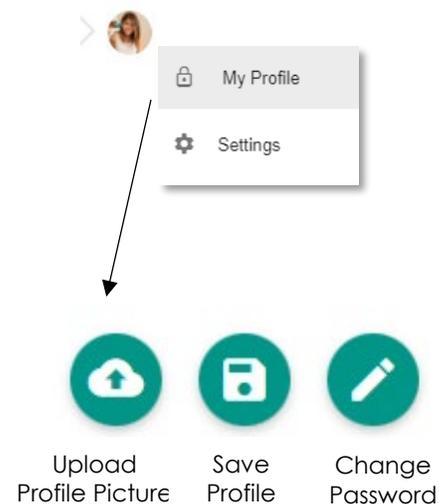
Menu Toolbar: Apps, Notifications, Logout

On the top right of your menu toolbar, you will see four icons: *Apps*, *Notifications*, *Logout*, and *Profile*.

- *Apps* will allow you to launch into 3rd party tools such as Google Drive, Google Classroom and Google Calendar.
- *My Notifications* will house alerts such as new messages, new courses, upcoming meetings, etc. Clicking 'All' in the upper left will allow you to filter notifications by community, course, discussion, meeting, message, reply, student classroom and training assignee. You can also search by keyword or by Day, Week, Month or All Time. The + by every notification will expand the notification message.



- *Logout* will log you out of FocalPoint.
- *Profile* will bring you to *My Profile and Settings*
 - *My Profile* allows you to create a bio, update login credentials, change your profile picture, add Zoom information and edit notification preferences.
 - *Settings* will allow you to customize your FocalPoint layout and color options.



**If your district is using Blockchain Credentialing, you will see your Blockchain Address here.

Learning Tree Landing Page

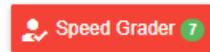
What Is a Community?

In FocalPoint, you'll see the word 'Community' in many places. Communities are a way of grouping enrollments and rosters to a specific course(s). Each community has its own settings and tools such as meetings, progress monitoring, messaging, announcements, etc. Each community is represented by a tile on the Learning Tree landing page. You can be an owner, co-owner or observer (view-only) of a community (you'll learn more about these roles in the section titled *Members*).

Learning Tree Landing Page

Overall Community Speed Grader

Speed Grader allows you to grade all activities throughout every community you have access to. You can filter by Community, Activity Type, Activity, Students, and Timeframe (Day, Week, Month, All Time).



Community Name	Module Name	Activity Name	Member Name	Submitted Date
Ms. White's Grade 3 Math	Module 01	Content4	demostudent01 leona	Oct 25 2021 20:14:39
Introduction to Education & Teaching	The History of Education in the United States	The History of Education in the United States - Lesson 4 Reflection	Johnson Sean	Oct 11 2021 13:40:15
Introduction to Education & Teaching	The History of Education in the United States	The History of Education in the United States - Lesson 2 Reflection	Johnson Sean	Oct 08 2021 16:25:24
Ms. White's Grade 3 Math	Module 03	Expanded Notation Lesson Notes	demostudent01 leona	Aug 12 2021 14:16:42

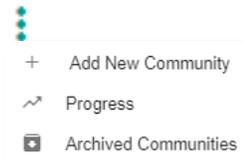


TIP: Speed Grader can also be accessed while in a community

Clicking on an activity will launch you to the activity where you can score, re-open, give the student notes, reset, edit the score. or excuse. You'll learn more about this later in the guide!

Overall Community Progress

In the upper right corner, you'll see a 3-dot menu. Progress will bring you to an interactive report that allows users to create custom reports focused on data points in an adaptable pivot table format.



Exports data

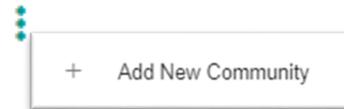
- Print
- PNG file
- PDF file
- JPEG file
- SVG file
- GIF file

Launches the Data Fields for you to customize your report

Course	Assessment	Assignment	Content	Discussion
21-22 ALG1 MS JONES	66	21	2	2
AP Calculus AB A		64	2	
AP Chemistry A		84	2	10
AP English Literature A		64	4	12
AP European History A	78	56	6	2
AP World History Modern A	70	58	4	2
Accounting	68	58	4	8
Adobe Illustrator Certification -		28		38

Add New Community

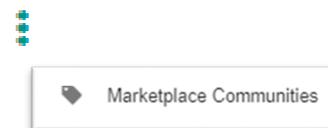
In the upper right corner, you'll see a 3-dot menu. Select *Add New Community* and fill out the community details. The name and description of the community are required and will be seen by everyone who has access to the community – educators and students.



Making Community a Marketplace (Student Self – Enroll)

After you have saved your community details, click on the pencil in the community file. Below the description, you'll see 'Mark as Marketplace Community.' Once you check that on, you'll see a token. If you provide this token to the student, the student can self-enroll to your community.

Students will self-enroll by clicking the 3-dot menu on their *Learning* landing page and selecting Marketplace Communities. They'll see a list of all marketplace communities and will select the community they'd like to self-enroll to. They'll type in the token you provided to them and then select 'Join Community.'



Enter Token



TIP:

The token will be the same for all students. It's a community-based token.

Archiving a Community

On the community file, click on the pencil. Below the description, check on Archive and then Save. You can also delete a community within the community by clicking on the trashcan in the *Settings* tab.



Understanding Your Community

To open up a community, select anywhere on the community file located on the Learning Tree landing page. Once your community is open, you'll see you community toolbar icons. Please note these tabs can be customized in the *Settings* tab and you may not see all of them. See below for more detailed navigation within each section.



1. Community Landing Page

Individual community Speed Grader (points to 'Speed Grader 2' icon)

Root Goal: Add new learning objective or switch between learning objectives (points to Root Goal icon)

Edit your bio for your community home page (points to bio edit icon)

Schedule for all activities given due dates. (points to 'Schedule' section)

Clickable list of activities that need grading (points to 'Activities To Grade' section)

Home section includes: Ms. Teacher Name, teacher.email, 123-456-7890

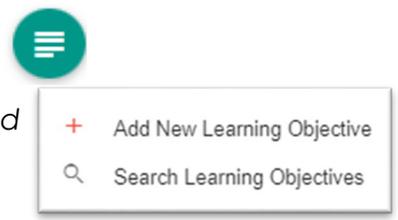
Schedule section includes: Introduction to Education & Teaching : Blended, Personalized, and Adaptive Learning; Blended, Personalized, and Adaptive Learning - Lesson 1 Concept Check; Blended, Personalized, and Adaptive Learning - Introduction; Blended, Personalized, and Adaptive Learning - Lesson 1; Blended, Personalized, and Adaptive Learning - Lesson 2

Activities To Grade section includes: The History of Education in the United States - Lesson 2 Reflection - Johnson Sean (Oct 08 2021 4:25 PM); The History of Education in the United States - Lesson 4 Reflection - Johnson Sean (Oct 11 2021 1:40 PM)

Adding a Learning Objective

In FocalPoint, learning objectives are your courses. You can add as many learning objects to a community as you'd like. To add a learning objective, you'll click on the Root Goal icon in the upper right. You have the option to *Add New Learning Objective* or *Search Learning Objectives*.

- Select *Add New Learning Objective* if you'd like to create a course from scratch
 - You'll fill out learning objective name, description, and tags (standards).
- Select *Search New Learning Objective* if you'd like to pull from courses your district has published or were created in Course Designer (permission is needed).
 - You can filter by the content provider or keyword. Select the course file you'd like to add to your community.



TIP: The Root Goal icon is also where you can switch to different learning objectives within your community

2. Learning

This tab is where you will do all course creation and editing. To view all units in a course, click 'All' in the number timeline.



When viewing the course outline, you'll notice some toggle icons at the course and individual activity level.



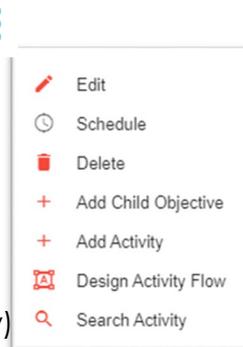
- **Required:** If turned on, the student will see an asterisk next to the activity signifying it's required.
- **Activate:** If turned on, the student can begin the activity.
- **Publish:** If turned on, students will have access to view activity. Activities unpublished are hidden from the student.

Unit: Blended, Personalized, and Adaptive Learning (14)

- Blended, Personalized, and Adaptive Learning - Introduction
- Blended, Personalized, and Adaptive Learning - Lesson 1

Child Objective (Unit) Content Menu

- **Edit:** Edit the title, description, tags and attachments of a unit
- **Schedule:** Schedule the unit dates with a start and end time
- **Delete:** Delete the unit
- **Add Child Objective:** Add an additional topic within the unit
 - Type in the topic name, description, and tags
- **Add Activity:** Add a custom activity
 - You'll have a variety of activity types. For example, Assessment, Assignment, Content, Discussion, etc. For more information on activity types, click [here](#)
- **Design Activity Flow:** Allows you to create infinite pathway options for students based on their level of learning. Refer to below for more information
- **Search Activity:** Search and add an activity from your district's resources (illustrated below)



Search Activities

ACT English Prep X

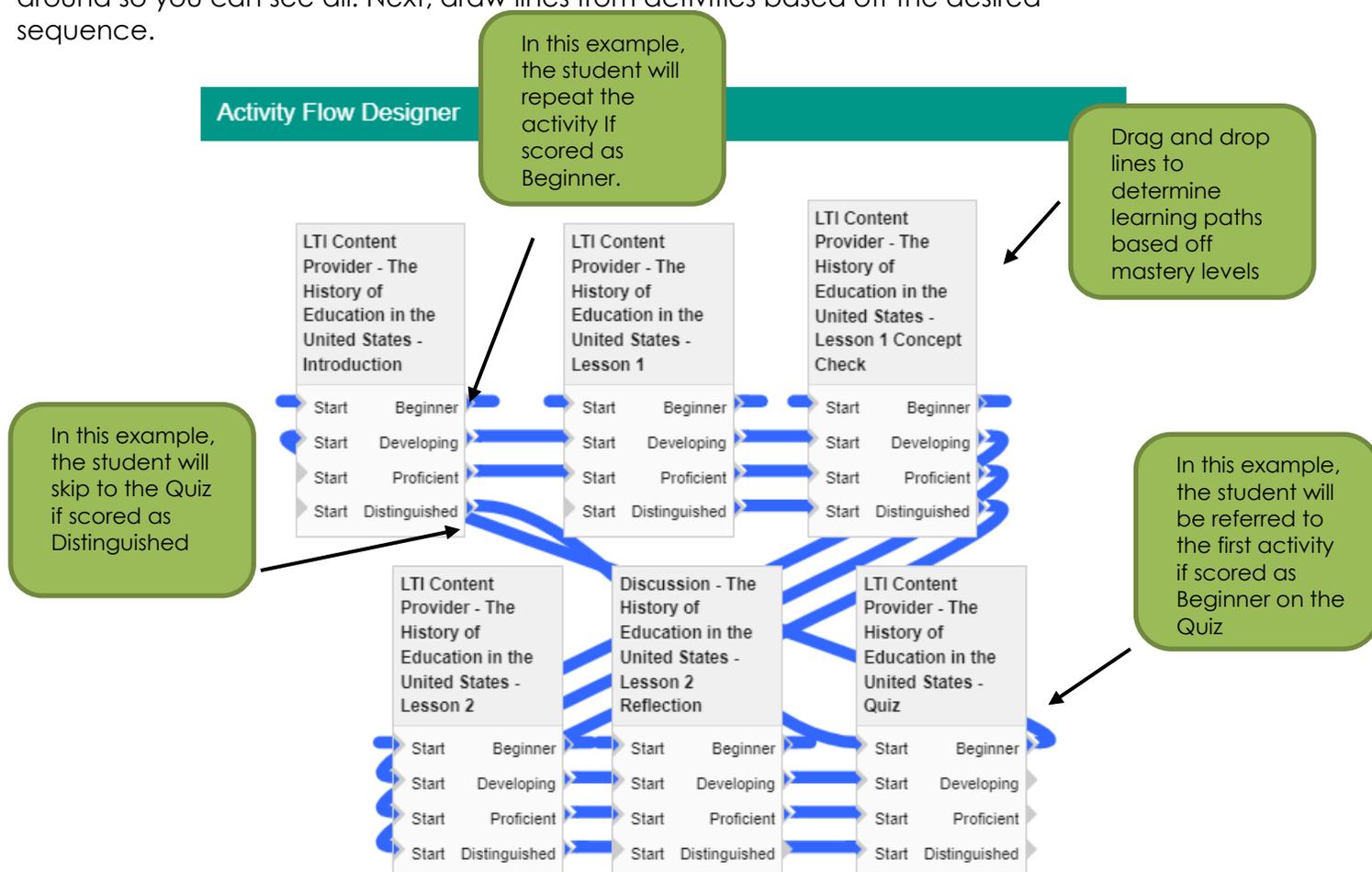
Enter text to search [Go] [Clear]

1 - 10 of 42 items

Course Name	Course Type	Objective	Objective Type	Activity Type	Activity	Owner
ACT English Prep - Word Choice	Virtual Course	Knowledge of Language (Intermediate)	Unit	Video	Word Choice	ActPrep Admin
ACT English Prep - Idioms	Virtual Course	Knowledge of Language (Intermediate)	Unit	Video	Idioms	ActPrep Admin
ACT English Prep - Knowledge of Language (Intermediate) -Quiz						

Activity Flow Designer

You can access the Activity Flow Designer by clicking on the Child Objective (Unit) Content Menu. The Activity Flow Designer allows educators to create infinite pathway options for students based on their level of learning. To begin, drag the activities around so you can see all. Next, draw lines from activities based off the desired sequence.



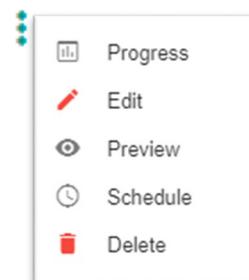
When a student is referred to an activity based off your Activity Flow, they will see a thumbs up icon next to the activity. This will act as a suggestion. Students are still able to complete activities even if they were able to skip them due to the Activity Flow.

League of Nations - Show It

TIP:
The mastery titles and scores (ie Beginner, Developing) are dependent on your district. You may see different titles than this example.

Activity Content Menu

- **Progress:** Will show you activity performance and grading details per student. Refer to the next section for more details
- **Edit:** Edit the activity
- **Preview:** Preview the activity
- **Schedule:** Schedule the targeted start and end date for the activity
- **Delete:** This option will only appear for custom content. Deleting the activity will remove it from the community



Activity Progress

Search Students...

demostudent01 leona

NOT STARTED

- Details
- Notes
- Reset
- Excuse
- Re-Open

Johnson Sean

BEGINNER (1/3)

- **Details:** Opens up the grading page. Refer to next section for more details
- **Notes:** Add a note to the activity. This will not be seen by the student.
- **Reset:** Reset the activity. Resetting will wipe out the current work from the student
- **Excuse:** This option will appear if the student has not submitted the activity. It excuses the student from the activity scoring. Please note the student will still see and begin the activity if excused.
- **Re-Open:** This option will appear if the student has submitted the activity. If re-opened, the activity will have a 'Re-Open' icon next to it for the student. All work from the previous attempt will remain.

Grading an Activity

The grading page can be accessed many places: Speed Grader, Activity Progress for a student, Activities to Grade on the community landing page, etc.

Max score listed with a blank text box for you to type in student score. After, click 'Save Score'

Launches the next activity that needs grading

Provide feedback for students to view

View text entry student has submitted. Students can also submit graphs, pictures, links, etc. here

Activity details and instructions for the student

- **Re-Open:** If re-opened, the activity will have a 'Re-Open' icon next to it for the student. All work from the previous attempt will remain.
- **Notes:** Optional ability to add a note to the activity. This will not be seen by the student.
- **Reset:** Send back to the student and wipe out the current work
- **Edit Score:** If you have already saved score, you can edit it here
- **Excuse:** excuses the student from the activity scoring. Please note the student will still see and begin the activity if excused.

Download attachment if student uploaded a document

3. Report Card

The community report card has color-coded reports related to student work. By student, you can see *Overall Performance Band*, *Overall Percentage*, *Overall Total*, and *Overall Completion*. *Overall Performance Bands* are customized at the district level. For this guide, we'll use our default settings: Beginner (red), Developing (yellow), Proficient (green), Distinguished (blue).

Report Card [Beginner] [Developing] [Proficient] [Distinguished] Search Students...

Activities	Johnson Sean	Student McKinley
Overall Performance Band	Proficient	Distinguished
Overall Percentage	88.33 %	100.00 %
Overall Total	123.00 / 130.00	100.00 / 100.00
Overall Completion	10 / 115	1 / 115

Export Report Card
Track Time on Tasks
Refresh

Overall Performance Bands legend

Filter to view just one student

Activity grade by student color-coded with performance band color. Clicking the circle will launch the activity and grading options

NS will appear for all activities not started. The NS is clickable and will launch the activity and grading options

- Export Report Card: Download Report Card into excel
- Track Time on Tasks: Download time on tasks per student and per activity into excel
- Refresh: Refresh to allow new data to populate

The *Time on Task* excel download will show:

- *Student Name*, *Goal Name (Learning Objective)*, *Activity Name*
- *Total Duration*: Total duration accessing the course in hours: minutes: seconds
- *Avg Per Day Duration*: Average duration accessing the course in hours: minutes: seconds
- *Total Visits*: Number of visits total and per day
- *Last Visited*: Last date the student accessed the course

Photoshop								
Student Name	Goal Name	Activity Name	Total Duration	Avg Per Day Duration	Total Visits	Avg Per Day Visits	Last Visited	
Stella May	Module 0 - Start Here	Module 0 - Start Here	01:06:00	00:22:00	6	2	10/27/2021	
Stella May	Module 0 - Start Here	Module 0 - Start Here	00:05:00	00:05:00	3	3	9/7/2021	
Stella May	Organizing Documents Part I	Organizing Documents Part I - Project	00:00:00	00:00:00	1	1	10/28/2021	
Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Introduction	00:09:00	00:04:00	6	3	10/29/2021	
Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 1	00:20:00	00:10:00	5	2	10/29/2021	
Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 1 Concept Check	00:03:00	00:03:00	1	1	10/29/2021	
Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 2	00:05:00	00:05:00	2	2	10/29/2021	
Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 2 Concept Check	00:03:00	00:03:00	2	2	10/29/2021	
Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 3	00:09:00	00:09:00	1	1	10/29/2021	
Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 3 Concept Check	00:03:00	00:03:00	1	1	10/29/2021	
Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 4	00:03:00	00:03:00	1	1	10/29/2021	
Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 4 Reflection	00:01:00	00:01:00	2	2	10/29/2021	

4. Progress

The community Progress tab is a dashboard for teachers to organize and analyze student data. Teachers can create custom reports focused on data points in an adaptable pivot table format.

Using the 'Show Field Chooser' icon you can drag and drop filter fields into the Row, Column and Data Fields sections. The filter icon will allow you to filter within the field.

Progress

Exports data

- Print
- PNG file
- PDF file
- JPEG file
- SVG file
- GIF file

Field Chooser

All Fields

- Activity
- Activity Type
- Count
- Course
- Member
- Objective
- Objective Type
- Performance
- Status

Row Fields

- Member ↑▼
- Objective ↑▼

Column Fields

- Status ↑▼
- Performance ↑▼

Filter Fields

Data Fields

- Count

Launches the Data Fields for you to customize your report

	Completed	InProgress	Not Started	Grand Total
Johnson Sean	12	2		
Student McKinley	1			
Grand Total	13	2		

5. Announcements

Announcements will be seen by all members of a community. Clicking on [+ Add New Announcement](#) will allow you to add a title, event date, published date, and announcement content. Event date will determine when the announcement will be seen by the community members in the Day, Week, Month, All sections - **D W M A**

Create New Announcement

Title * Select a event date Select a Published date

B I U

(inherited fo... (inherited si...

Please submit the 'All About Me' form by the end of this week.

TIP If announcement is saved with an event date more than a month away, it can be seen in the 'All' section

6. Meetings

In the Meetings tab, you can create a meeting for all community members to join. Clicking

+ Add New Meeting

will allow you to title your meeting, list the start/end time, agenda, and whether you'd like users to be automatically approved when joining. If your district is using a 3rd party meeting tool, it'll automatically connect and launch within FocalPoint when the meeting begins.

- Once you have saved the meeting, clicking on the 3-dot menu will allow you to host, edit or delete.
- After the meeting is complete, the 3-dot menu will allow you to view the Meeting Report.

#	Member	Meeting Duration (minutes)	Status	Host	Re-Joins
1	demostudent01 leona	8			0
2	demoteacher leona	3			0

7. Documents

Under Documents, you can upload and organize documents by folders and sub-folders. Clicking

+ Add Root Folder

will allow you to name your folder and provide a description. Within each folder, you have options to add sub-folders, edit the folder name/description, delete, and upload. To upload a document, you'll select from your computer.

8. Members

The Members tab will allow you to add/edit members, view a list of all members, view progress circles per student, and navigate to the student *Profile*, *Goals*, and *Report Card & Activity*. Clicking [Manage Members](#) will allow you to search, add, and remove members. To add a member, click 'Add' next to the name under Search Users. To remove a member, click 'Remove' next to the name under Current Members.

While viewing members to add/edit, you'll see two icons: = Students ; = Educator/Admin

The screenshot shows two panels. The left panel, titled 'Search Users', has a search bar and a list of users: ctestudent01 demo, ctestudent02 demo, ctestudent03 demo, ctestudent04 demo, ctestudent05 demo, and cteacher01 demo. Each user has an 'Add' button. The right panel, titled 'Current Members', lists: demostudent01 leona, demoteacher leona, Johnson Sean, and teacher mckinley. Each has a 'Remove' button.

When looking at the members in your community, you'll see a few icons:

- : Student
- : Instructor
- : Instructor & Community Owner
 - Community Owner is the educator who creates the community
- Observer Co Owner : All added educators are listed as co-owners automatically. With this permission, they have the same right to the community as the community owner. If Observer is also checked on, the educator will only have view-only access to the community.

The screenshot shows a 'Members' list with a 'Manage Members' button. The list includes: demostudent01 leona, demoteacher leona, Johnson Sean, and teacher mckinley. A dropdown menu is open for the first user, showing options: View Profile, View Goals, and Report Card & Activity. At the bottom, there are checkboxes for 'Observer' and 'Co Owner'.

TIP: To learn more about the 3-dot menu options, view the section titled LT Learner in this guide.

9. Settings

In the Settings tab, you'll be able to turn off/on tabs you have access to in your community. If you turn a feature off, it'll disappear from your community toolbar. If the toggle is blue, it's turned on.

Settings	
Meetings	
Self Goals	
Documents	
Members	

TIP:  The trashcan icon here will delete the community. You can also delete a community on the Learning Tree landing page.

Course Designer

Course Designer is a permission that can be given to admin and educators. If turned on, users can create courses that can be used in all communities throughout the tenant. To learn more about this feature, click [here](#)

Data Dashboards

Data Dashboards can be accessed under the Performance tab. Dashboards are customized and dependent on data and district set up. Please note you may not see all dashboards we discuss in this guide. For details on all dashboards, click [here](#)

The image displays a grid of nine data dashboards, each with a title, a subtitle, and a callout box:

- Mastery Standards Mastery** (4 Subjects, 648 data points): Callout: "Data points and colors are determined at the district level"
- Assessment Formatives** (8 Assessments, 238 data points)
- Assessment State Assessment** (16 State Assessments, 844 data points): Callout: "Selecting the + by School Year will allow you to filter by year"
- Assessment Screeners** (1 Screener, 330 data points)
- Progress Monitoring Course Performance** (3 Course Performances, 453 data points)
- Progress Monitoring Attendance** (8 Attendances, 1,400 data points)
- Progress Monitoring Withdrawal** (8 Withdrawals, 187 data points)
- Progress Monitoring Course Progress** (2 Course Progresses, 246 data points)
- Progress Monitoring Graduation** (1 Graduation, 210 data points): Callout: "To view data within a dashboard, click on the file or ... icon"

Data Dashboard Reporting Toolbar

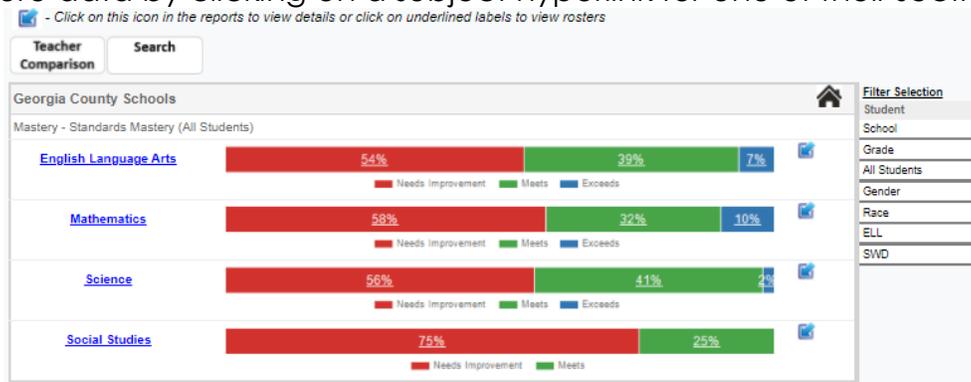
At the top of each dashboard/report, you will find a report toolbar. This provides navigation and export features for the dashboards/report.

The image shows a close-up of the reporting toolbar with the following callouts:

- Page Navigation Controls:** These will be accessible when the report is a multi-page report, and allow you to navigate through the pages of the report.
- Refresh the report:** Will allow you to navigate back to the prior report or data dashboards landing page.
- Zoom option:** Allows adjusting the view (e.g., 100%).
- Export report:** Opens a menu with the following options: Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, and Data Feed.

Data Dashboard Example: Standards Mastery

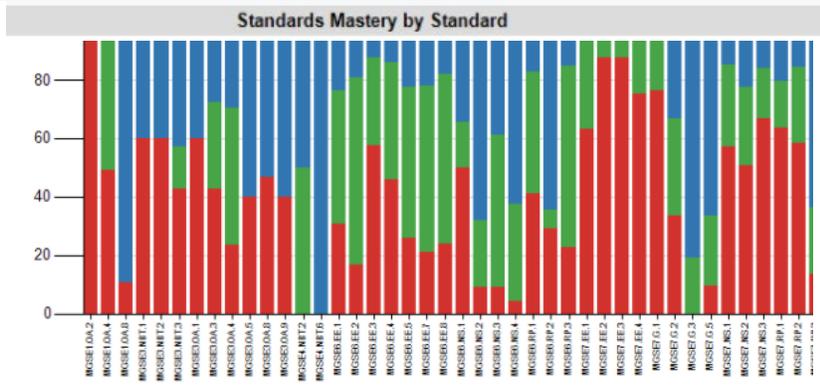
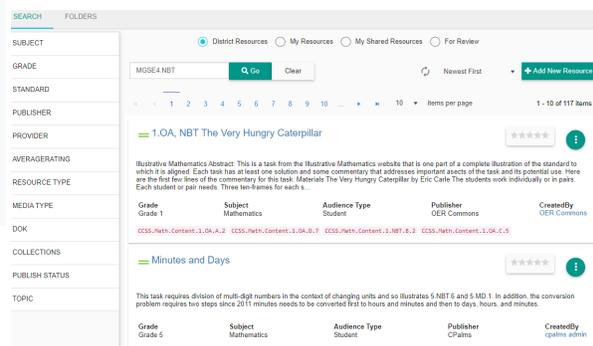
Let's take a closer look at the *Standards Mastery* dashboard. When drilling down, you will see all data organized by sections. For every section, you will see color-coded student performance by subject (colors and color titles can be customized). Data can be filtered by School, Grade, Students, Gender, Race, ELL and SWD. Clicking on the filter will expand the data accordingly. You can view more data by clicking on a subject hyperlink for one of their sections.



Here, teachers will see color-coded performance by *domain* and by *standard*. Selecting the [MGSE9-12.A.APR](#) hyperlink standard [MGSE9-12.A.CED](#) will bring you to *Resources* for that standard. Selecting a color on the color-coded performance bar will you bring you to a roster of all students performing in that band. Selecting a student from the roster will bring up all data dashboards for that specific student.



Clicking on the standard hyperlink will launch resources for that standard



LT Learners

In LT Learners, you will see all users you have access to throughout all communities. You can search by name to view a specific student. Per student, you can view enrollments along with their color-coded course progress and course grade. The 3-dot menu will bring you to the student's *Profile*, *Goals* and *Report Card & Activity*.

The screenshot shows the 'Members' section of the LT Learners interface. On the left, there is a search filter labeled 'Learner Filter text' with the letter 'j' entered. Below the filter are three search results: 'Johnny.S1 Demo (demo.student.s1.450)', 'Johns Adree (Adree.Johns.450)', and 'Johnson Sean (sean.johnson.450)'. A pagination bar shows '1' selected. The main 'Members' list contains four entries, each with a color-coded progress circle and a 3-dot menu:

- Demo Credentials**: Blue circle, 3-dot menu. A callout box shows options: View Profile, View Goals, Report Card & Activity.
- Blockchain Session with FocalPoint**: Blue circle, 3-dot menu.
- Introduction to Education & Teaching**: Green circle, 3-dot menu.
- GED Science Test Prep**: Progress bar showing 72.00% (Developing). A callout box points to the progress bar with the text: 'Course Progress and Course Grade in color-coded circles. Hovering over the circle will show you the grade/progress'.

Viewing A Student's Profile, Goals and Report Card & Activity

In LT Learners and in the Members tab within a community, you'll see a 3-dot menu next to a student or course with the options *View Profile*, *View Goals*, *Report Card & Activity*.

- View Profile
- View Goals
- Report Card & Activity

Viewing A Student's Profile

A student's profile will show the student's *About Me*, *Credentials*, *Portfolio*, *Career* and *Notification Preferences*.

At the top of the profile, you can view the student's picture, first name, last name, and email. Here, you can impersonate a student. Impersonating the student will allow you to login as the student. Please note anything you do while impersonating a student will be logged as the student.

Member Information			
	First Name leona	Last Name demoteacher	Email leona.demoteacher@focalpointk12.net
			Impersonate

About Me will show features a student has filled out in his profile. Features include strengths, weaknesses, interests, etc. Clicking + next to the feature will expand the student's answer.

ABOUT ME | CREDENTIALS | PORTFOLIO | CAREER | NOTIFICATION PREFERENCES

- Strengths +
- Weakness +

Credentials will show all credentials the student has earned if your district is utilizing Blockchain Credentialing.

ABOUT ME | CREDENTIALS | PORTFOLIO | CAREER | NOTIFICATION PREFERENCES

Capstone Completion

Learning Objective 1:
Student earned this badge by completing the CTE capstone project.

on 08/27/2021
Status: Active

Portfolio will show all portfolio posts a student has created. The + will expand the post.

ABOUT ME | CREDENTIALS | PORTFOLIO | CAREER | NOTIFICATION PREFERENCES

- REFLECTION FROM COMMUNITY SERVICE GHANA +
- Today I Did This! +
- Cambridge Literature Essay -

Uploaded File: Cambridge Essay (2).docx

Description:
In the play Our Town, Thornton Wilder uses the character Stage Manager to guide the audience through the story being told in Grover's Corners, New Hampshire in 1904. In the beginning,

Career will show all career fields the student has filled out. The + will expand the career field.

ABOUT ME | CREDENTIALS | PORTFOLIO | CAREER | NOTIFICATION PREFERENCES

- My Careers +
- My Course Map +

Notification Preferences will show you all notification settings the student has chosen.

ABOUT ME | CREDENTIALS | PORTFOLIO | CAREER | NOTIFICATION PREFERENCES

Notification Settings

- Community Notification X
- Course Notification ✓
- Discussion Notification ✓
- Meeting Notification ✓
- Message Notification ✓
- Reply Notification X
- Student Classroom Notification X
- Training Assignee Notification X
- User Activity Notification X

Viewing A Student's Goals

Students have the ability to create goals within their communities. Students can mark goals as completed or pending. To expand the goal, click the +.

Member Goals

Get an A in this course

Viewing A Student's Report Card & Activity

The Report Card will provide activity name, type, status, score, out of %, and performance band. If the teacher has given due dates, these dates will appear here as well. Additionally, the Report card will include the student's overall grade and overall performance band. Keep in mind performance bands and colors are customized.

Report Card

REPORT CARD COURSE USAGE

Beginner Developing Proficient Distinguished

Social Studies 3a

Student Name: demostudent01 leona

Overall Percentage: Beginner (54.80%)

Activity Name	Activity Type	Unit	Due Date	Status	Score	Out Of	Performance
Social Studies Lesson 1 Assignment	Assignment	Module 1		Completed	12	100	Beginner
Social Studies Lesson 2 Assignment	Assignment	Module 1		Completed	34	100	Beginner
Social Studies Lesson 3 Assignment	Assignment	Module 1		Completed	56	100	Beginner
Social Studies Lesson 2 Assignment	Assignment	Module 1		Completed	45	100	Beginner
Social Studies Lesson 3 Assignment	Assignment	Module 1		Completed	90	100	Distinguished
Social Studies Lesson 4 Assignment	Assignment	Module 2		Completed	46	100	Beginner
Social Studies Lesson 5 Assignment	Assignment	Module 2		Completed	58	100	Beginner
Social Studies Lesson 6 Assignment	Assignment	Module 2		Completed	89	100	Proficient

Export Report Card

The Course Usage will provide overall course usage and monthly course usage by duration or # of visits. The overall summary will include avg duration per day, number of visits average per day, week-to-week visit duration, total duration, total number of visits and last visit. The 3-dot menu will allow you to export to PDF or download the Time on Tasks excel. We covered this excel earlier in the guide.

Report Card

REPORT CARD COURSE USAGE

Student Name: demostudent01 leona

Summary (Dec-2021)

Average duration per day: 00:00:00

Number of visits average per day: 0

Week-to-week visit duration: 0%

Total duration: 00:00:00

Total number of visits: 0

Last visit: Jun 03

Days of the Month

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT

NOV DEC

Duration Visits

Export to PDF

Track Time on Tasks

Resources

Resources are a repository of all tests, questions and content within FocalPoint. You can view, create and modify resources within each tab.

Please note all resources will remain in these tabs. If you'd like to add them to your community, you'll need to navigate to your community's *Learning* tab and add the resource there.

Tests

All FocalPoint, district and teacher created tests are housed in this tab. Here, you can view existing tests, create a new test or modify a test. Tests can be filtered by subject, grade, topic, standard, test type and created by. Once you have found a test you want to view, select this icon 3-dot menu icon located on the test box. Options will include printing, previewing and making a copy. When creating a test, questions can be filtered multiple ways, including grade, topic, standard, DOK, difficulty, item type, etc. Once a test is completed, a teacher can add it to a community under Learning Tree.

The screenshot shows the 'Tests' interface with the following callouts:

- Filter options:** Points to the left sidebar with categories: SUBJECT, GRADE, TOPIC, STANDARD, TESTTYPE, and CREATEDBY.
- Test creation tabs:** Five tabs at the top: District Tests (selected), My Tests, My District Shared, My Shared Tests, and Tests Shared to me.
- Create a test from scratch:** Points to the '+ Add New Test' button.
- Standards attached to test:** Points to the list of standards in the first test entry.
- Test details (can be customized if you make a copy):** Points to the first test entry.
- Actions:** A dropdown menu for the first test showing 'Preview', 'Print', and 'Make a Copy'.

Test Entry 1:

CCSS Gr. 03 Measurement and Data - Single Standard: Find Area on a Grid
Grade 2, Grade 3 **Subject ELA, Mathematics** **Createdby Certica** **Type Formative** **Organization Shared Yes** **Max Time 60** **Max Attempts 1**

Standards: 2.RL.CS.4, 2.RL.CS.5, 2.RL.CS.6, 2.RL.IKI.7, 2.RL.KID.1, 2.RL.KID.2, 2.RL.KID.3, 3.MD.C.6

Test Entry 2:

CCSS Gr. 03 Measurement and Data - Single Standard: Find Areas of Compound Shapes
Createdby Certica **Type Formative** **Organization Shared Yes** **Max Time 60** **Max Attempts 1**

Creating a Test

To create a test, click on the '+Add New Test' Tab located at the top right-hand side of the Tests tab. Once you are done creating your test, click 'Save' in the top right-hand side.



Details

- Title:** Please enter test name
- Maximum Time(min):** 60
- No Time Limit:**
- Organization Share:** No
- Description:** Please enter description

Performance Rubric

- Customize the performance rubric grades
- Save test

TESTTYPE

- Select the type of test – Test Prep, Diagnostic, Formative, or Summative

Questions

- Number of questions you have added
- Remove: Remove a question you have added to your test
- Usage: Number of tests the question has appeared in throughout tenant
- View all questions you have added to your test

Ordering

- Drag and drop questions to rearrange order

Adding Questions to a Test

To add questions to a test, click on **+ Find Questions** under Test type. Here, you can filter multiple ways and preview questions by clicking the 3-dot menu icon **⋮** next to each question. The **+** icon next to each question will allow you to add to the test. Once you have selected your question(s), click the **Continue & Save** button to navigate back to your test.

Questions

SEARCH FOLDERS

Continue & Save →

0 selected

SEARCH: Enter text to search [Go] [Clear]

Filter: District Questions | My Questions | My Shared Questions

Sort: Oldest First

1 - 10 of 253830 items

Question [+] [⋮]

Read the Venn diagram.

Frogs **Toads**

moist skin	tailless	dry skin
smooth skin	eat bugs	rough skin
long back legs		short back legs

Which words from the diagram tell one way frogs and toads are alike?

Grade	Subject	Provider	DOK	Item Style	Created By	Blooms Level	Difficulty
Grade 3	ELA	Curios Solutions	DOK:3	Multiple Choice, single correct response	GTI Package Loader Utility	Analyzing	3

Language: English | Publisher: Navigate Item Bank

Question [+] [⋮]

Check all of the sayings that tell people to be patient.

Grade	Subject	Provider	DOK	Item Style	Created By	Blooms Level
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Modifying (Copying) a Test

To modify an existing test, you'll make a copy of it. Copying the test will allow you to edit the test details, performance rubric, questions, and question order.

To make a copy, click the 3-dot menu icon  next to the desired test and then choose 'Make a Copy' from the options.

Next, you'll name your new test and save. To edit, you'll find your test in District Tests or My Tests  . Click the 

icon next to the test and then  from the options. Follow the above section titled, 'Creating a Test' to review how you can edit the test. Once completed, click 'Save' at the top right.

Questions

All FocalPoint, district and teacher created questions are housed in this tab. Here, you can view existing questions, create a new question, or modify a question. Questions can be filtered by subject, grade, topic, standard, Item Style, DOK, Lexile, etc.

The screenshot shows the 'Questions' interface with several callouts:

- All provider and district-approved questions:** Points to the 'District Questions' radio button.
- Questions you have authored:** Points to the 'My Questions' radio button.
- Questions you have shared to other users:** Points to the 'My Shared Questions' radio button.
- Create question from scratch:** Points to the '+ Add New Question' button.
- Filter options:** Points to the left-hand filter sidebar.
- Question menu options. Menu options explained below:** Points to the dropdown menu for a question.

The interface includes a search bar, a filter sidebar, a list of questions, and a detailed view of a question. The detailed view shows a Venn diagram comparing Frogs and Toads, and a question asking for words that tell one way frogs and toads are alike. Below the question is a table with metadata:

Grade	Subject	Provider	DOK	Item Style	Created By
Grade 3	ELA	Certica Solutions	DOK-3	Multiple Choice, single correct response	QTI Package Loader Utility
Blooms Level	Difficulty	Language	Publisher		
Analyzing	3	English	Navigate Item Bank		

Question Menu Options:

- **Preview:** launches the question for you to view
- **Edit:** This will allow you to edit the question, answer choices, etc.
 - Will only appear on questions you created or copied
- **Add to Folder:** Add to a folder you created or was shared with you. Folders help you organize your questions.
- **Delete:** This will allow you to delete the question from FocalPoint
 - Will only appear for questions you created or copied.
- **Question Usage:** Number of tests the question has appeared in throughout tenant
- **Report a Problem:** Report an issue with the question to FocalPoint
- **Make a Copy:** Copy question to make your own. Please refer below for more details

Creating a Question

To create a question, click **+ Add New Question** in located at the top right-hand side of the Questions tab. Once you are done creating your question, click **Save**.

Public will allow others to use the question. **Private** will make the question only viewable by you.

Question option details. Details explained below

Filter options

This option will only appear for multiple choice and match questions.

Textbox for you to add your question. The toolbar allows you to add pictures, links, embed codes, etc.

Answer options will differ based on the question type you choose.

Question Option Details:

- Type: Question type options are Extended Text, EBSR, Fill in the blank, Match, and Order
- Allow Calculator: Scientific, basic or no calculator options
- Shuffle Choice: If turned on, the question answers will be randomized
 - Not available for written response type questions
- Multiple Response: If turned on, the question can have multiple answer options
- Points: The point value you'd like a student to receive for a correct response
- Negative Mark: The point value you'd like to be taken away from student if incorrect answer
 - Leave as 0 if you don't want to include negative marks

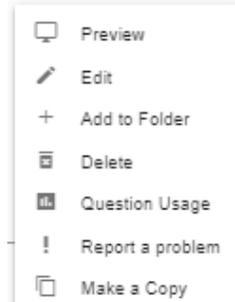
The 'Type' dropdown menu is open, showing options: Choice, Extended Text, EBSR, Fill in the blank, Match, and Order. The 'Choice' option is currently selected.

Modifying (Copying) a Question

To modify an existing question, you'll make a copy of it. Copying the question will allow you to edit the details, answer options, question content, etc. You can only copy questions you have authored.

To make a copy, click the 3-dot menu icon  next to the desired question and then choose 'Make a Copy' from the options. Next, find your question under 'My Questions' and click the 3-dot menu icon  and then 'Edit.'

Editing the new copied question will be the same as editing a new question. Please refer to the above section for more details.



Content

The *Content* tab houses all Open Educational Resources (OERs), district and teacher created resources. Here, you can view existing resources and create new resources.

The screenshot shows the 'Content' tab interface with several callouts:

- All provider and district-approved resources:** Points to the 'District Resources' radio button.
- Resources you have authored:** Points to the 'My Resources' radio button.
- Resources you have shared to other users:** Points to the 'My Shared Resources' radio button.
- Create resource from scratch:** Points to the '+ Add New Resource' button.
- Filter options:** Points to the left-hand sidebar with categories like SUBJECT, GRADE, STANDARD, PUBLISHER, PROVIDER, AVERAGERATING, RESOURCE TYPE, MEDIA TYPE, DOK, COLLECTIONS, PUBLISH STATUS, and TOPIC.
- Resource tags:** Points to the metadata for the 'Reverse Engineering Project' resource, including Grade (Grades 9-12), Subject (Science), Audience Type (Student), Publisher (OER Commons), and CreatedBy (OER Commons).
- Overall average rating given by other teachers:** Points to the star rating (5 stars) for the 'Reverse Engineering Project' resource.
- Content options:** Points to the context menu for a resource, showing options: Preview resource or add to a folder. Folders allow you to save and organize resources.

Add New Resources

To create a new resource, click **+ Add New Resource** in the top right-hand side of the *Content* tab. Here, you can add external resources and share across the tenant.

Public will allow others to use the resource. Private will make the question only viewable by you.

Save resource

The screenshot shows the 'Add/Edit Resource' interface. On the left is a sidebar with options: URL, Content, Media, SCORM, Document, and HTML. The main form includes:

- Media Type:** A dropdown menu currently set to 'URL'.
- Title *:** A text input field.
- Url *:** A text input field for the resource URL.
- Verify Uri:** A checkbox.
- Description:** A rich text editor with a toolbar containing bold, italic, underline, link, unlink, list, and image icons.
- Save:** A green button to save the resource.
- Privacy:** Radio buttons for 'Public' and 'Private' (selected).
- Provider:** 'Partners Training School' and **Publisher:** 'demoteacher leona'.
- AUDIENCE TYPE:** A list including Informal Education, Librarian, Student, Teacher, and Vocational/Professional Development Education.
- SUBJECT:** A list including ELA, Mathematics, Science, and Social Studies.
- GRADE:** A section for selecting a grade level.
- STANDARDS:** A section for selecting standards.

 Callouts provide additional context:

- 'Resource description/instructions' points to the description field.
- 'Paste URL if you are created a URL resource' points to the 'Url *' field.
- 'Resource Tags that will be seen on resource for others to view while searching resources.' points to the SUBJECT and GRADE sections.

TIP: Adding resources here allows you to share to the public and students can view in Resources. Adding an activity in a community will only house it within the community.

Folders

Throughout the *Resources* tab, you'll see a *Folders* tab. When you are viewing resources, you can save questions or content in a folder. Folders can be private or shared to others. For each folder, you can save, share to specific users, publish as collection for all to view, or delete.

The screenshot shows the 'FOLDERS' tab in the interface. On the left, under 'MY FOLDERS', there is a folder named '8th Grade Assignments(1)'. The main area shows a resource titled 'Reverse Engineering Project' with a description field. At the top right of the resource view, there are four icons: a pencil (edit), a share icon, a document icon, and a delete icon. Below the resource title, there is a star rating and a menu icon.

Messages

As a teacher, you're able to message any student you have access to, other teachers at your school, and your school admin.

To compose a new message, click the icon. You can search the username and then select from the dropdown box. There is no max for users you can add to your message.

Once you are done adding users, type your subject and body of the message. Once you're ready to send, click 'Post' at the bottom right.

On the left side of the Messages tab, you can view all sent and received messages. Clicking anywhere on the message tab will allow you to view the message, view replies, and reply. You can delete a message by opening the message and clicking 'Delete.'

You can check on multiple messages and then select the 3-dot menu icon to mark all as read or unread.

Meetings

In the *Meetings* tab, you'll see a complete list of all future and completed meetings throughout your communities. You can host, edit, and pull a meeting report from here by clicking the 3-dot menu icon  next to the meeting details.

You can also add meetings here by click on 'Add New Meeting' in the upper-righthand side.

Once you have provided meeting details and saved, click on the 3-dot menu icon  next to the meeting to Manage Invitees. Here, you can add users throughout all communities.

My Meetings

Meetings
+ Add New Meeting

Topic:	Agenda:	Number:	Password:	Start Time:	End Time:	Status 
Introductions	Quick introductions of teacher and classmates	98676613951	U229N	08/12/2021 10:35:AM	08/12/2021 10:40:AM	Completed 
Introduction to Education & Teaching Meet & Greet	Join to meet your teacher and classmates!	89606101351	XQFXC	12/22/2021 1:25:PM	12/22/2021 2:25:PM	NotStarted 
Meet & Greet		87049676824	T8WX5	12/30/2021 6:30:AM	12/30/2021 7:30:AM	NotStarted 

Host

Edit

Manage Invitees

Delete



Help

The *Help* tab will launch you to our help center. The direct link for Learning Tree resources can be found [here](#).