

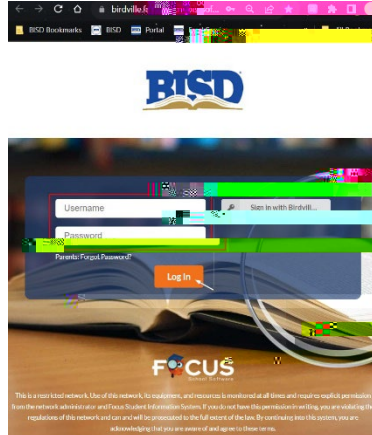


How to View Report Cards & Progress Reports as a Parent/Guardian

Viewing from a computer: _____

| Instructions | Screenshots |
|--------------|-------------|
|--------------|-------------|

1. Navigate to the **Focus** website & enter in your **Username & Password** select

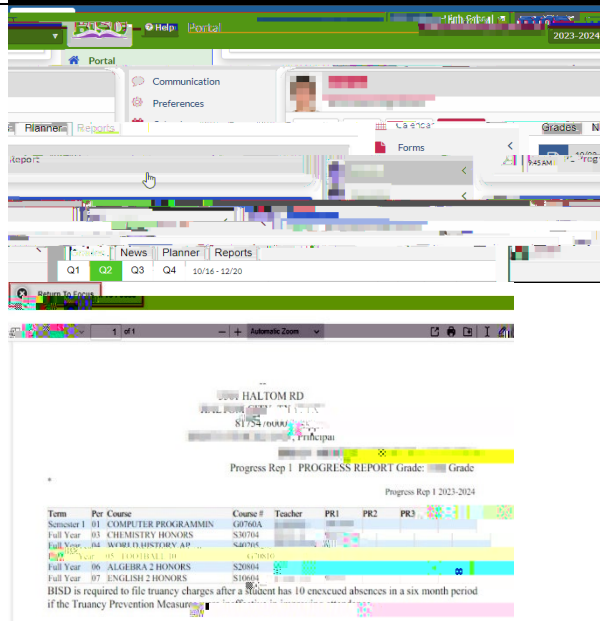


“Reports” in the _____, under your student’s picture.



3. Last, *click* the desired **Report Card**. This will generate a printable copy of the student’s report card/progress report.

Click **“Return to Focus”** to go back to the Parent Portal.



Viewing from a Mobile Device

| Instructions | Screenshots |
|--|-------------|
| <p>1. Open the BISD Focus App on your device.</p> <p>Next, enter your Username & Password. Click “Log In”</p> | |
| <p>2. Once logged in, click “More Info” next to the student’s name in the upper right-hand corner.</p> | |
| <p>3. Next, select “Reports” in the upper</p> | |