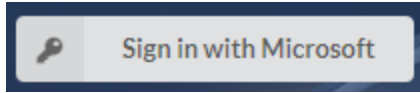# Focus University Instructional Guide
Topic: Student Portal: View Report Cards

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.

3. The student's report card will display.

4. The report card can be downloaded to your computer or print a PDF.