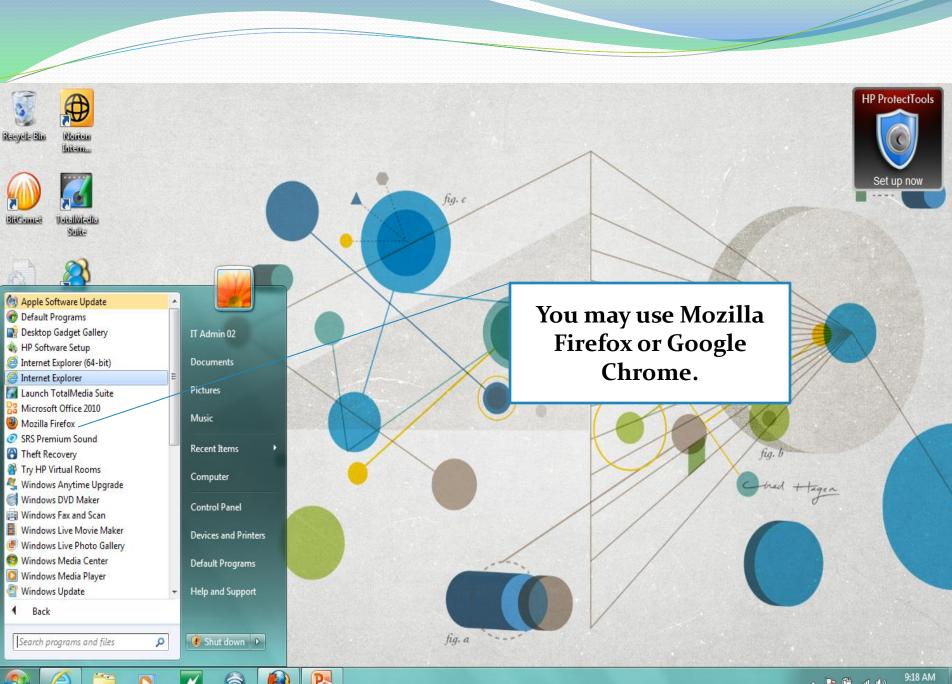# Accessing the FOCUS Student Information System

Updated: 2018-2019

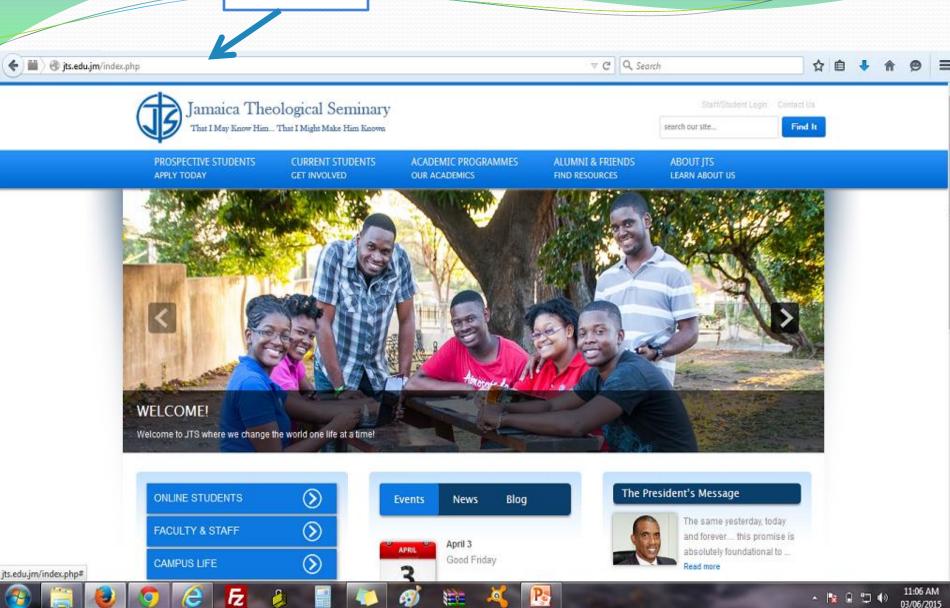# Step 1.

- Open your Internet Browser (Mozilla Firefox or Google Chrome)

- In the address bar enter the site address: jts.edu.jm

You may use Mozilla Firefox or Google Chrome.
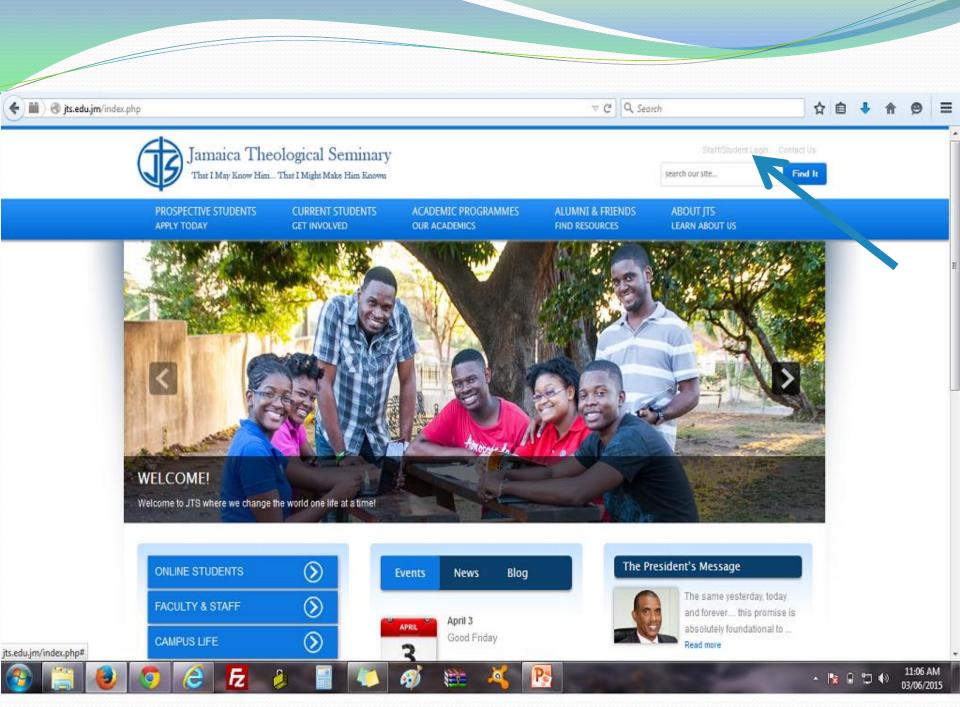
Step 2.

- Select the **Staff/Student** login link in the Right hand top corner of the page
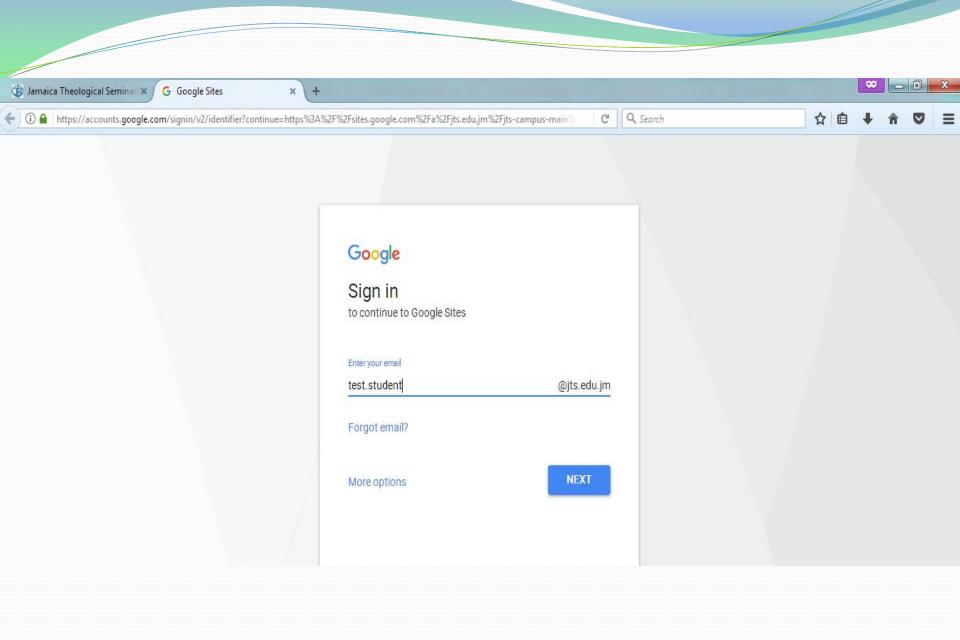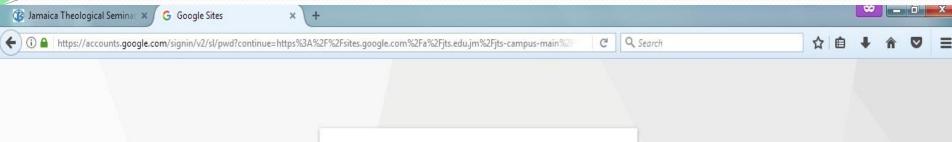
Step 3.
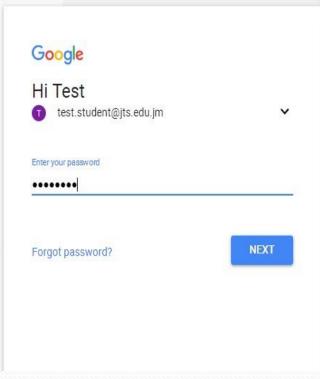
- Enter username and password (note the format for your **email's** username is firstname.lastname)
- The default password is STU1234!
- The system may present characters for confirmation of your account, if this happens it is pivotal that you enter the characters correctly to gain access.

- Upon entry you will be prompted to personalize your password.

- Passwords have a 8 character requirement- should include at least one number and one symbol.

Google
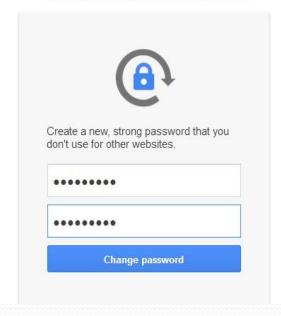
Change password for
test.student@jts.edu.jm

Find out more about choosing a smart password

Create a new, strong password that you
don't use for other websites.

••••••••••

••••••••••

Change password

Google

Welcome to your new account

Welcome to your new account: patrick.ellis@jts.edu.jm. Your account is compatible with many Google services, but your jts.edu.jm administrator decides which services you may access using your account. For tips about using your new account, visit the Google Help Centre.
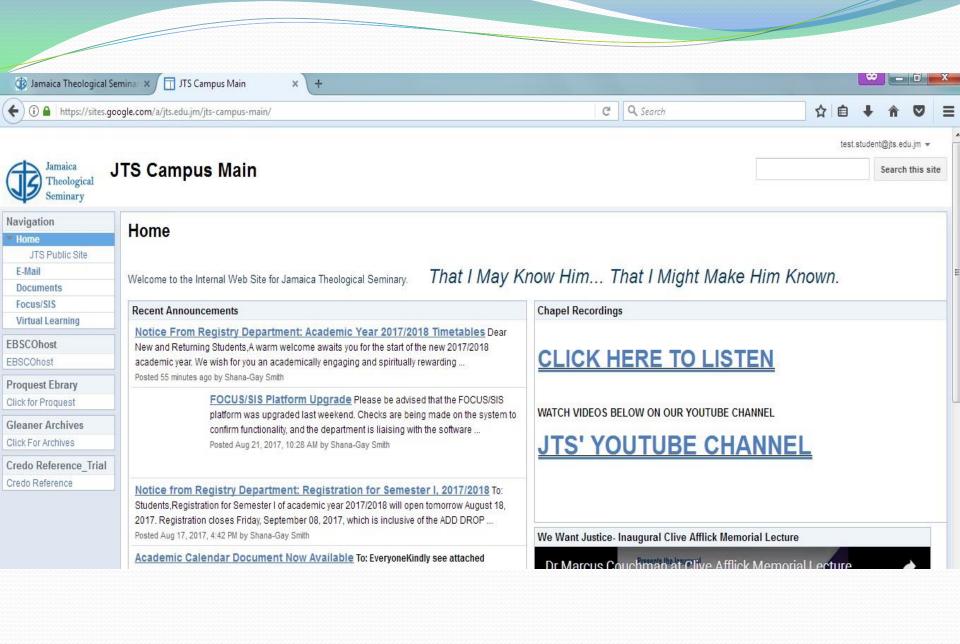
When you use Google services, your domain administrator will have access to your patrick.ellis@jts.edu.jm account information, including any data that you store with this account in Google services. You can learn more here, or by consulting your organisation's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can manage which account you use with Google services and switch between them whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organisation provides you access to the G Suite core services, your use of those services is governed by your organisation's G Suite agreement. Any other Google services that your administrator enables ("Additional Services") are available to you under the Google Terms of Service and the Google Privacy Policy. Certain Additional Services may also have service-specific terms. Your use of any services that your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your patrick.ellis@jts.edu.jm account works and agree to the Google Terms of Service and the Google Privacy Policy.
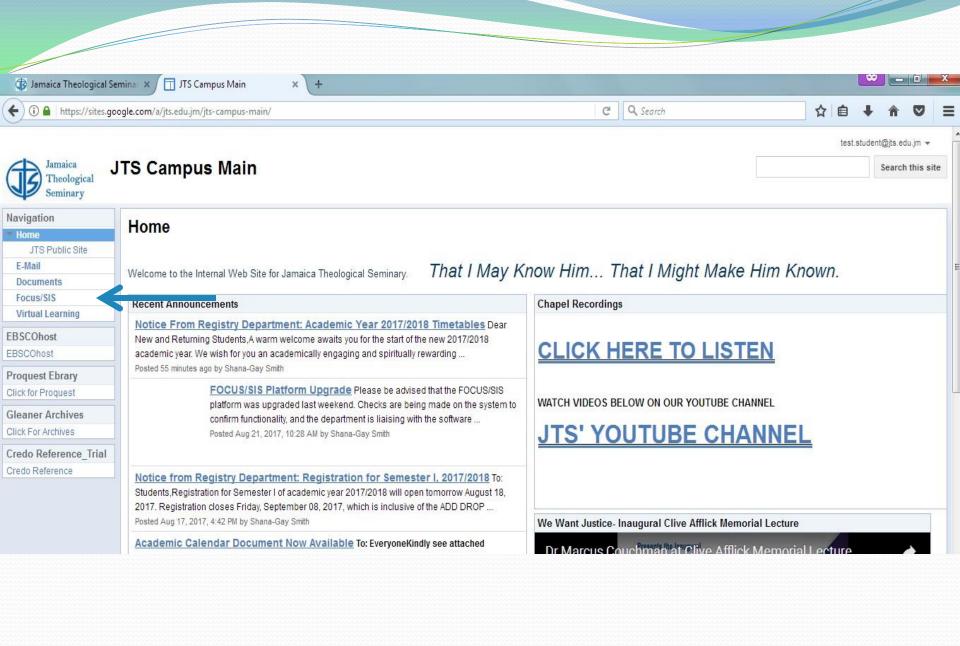
Accept
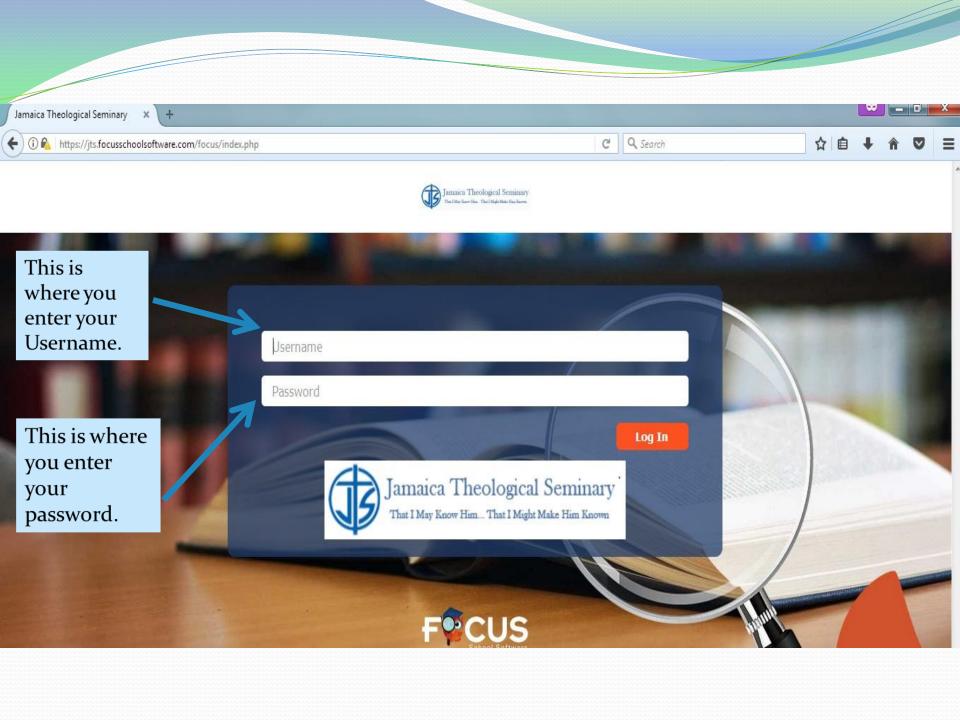
Step 4.

- Select the **Focus/SIS** link in the left side panel.

https://jts.focusschoolsoftware.com/focus/index.php

Jamaica Theological Seminary

This is where you enter your Username.

Username

Password

This is where you enter your password.

Log In

Jamaica Theological Seminary

That I May Know Him... That I Might Make Him Known

FOCUS
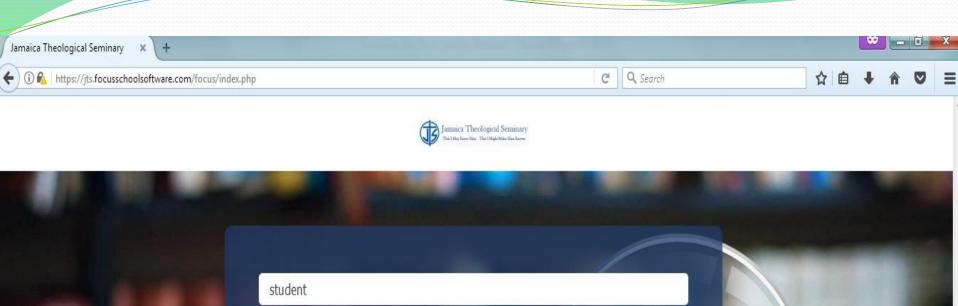
Step 5.

- Enter username and password (note the username for your **FOCUS/SIS** account is your student identification number eg. ID#: 2012-0001 your username would be 20120001)

- The default password is STU1234!

- Upon entry you will be prompted to personalize your password.

- **For ease in remembering your passwords, it is recommended that you use the same password for your email and FOCUS accounts**.

- **Here is an example of a Password:**
  !R@cqu3l

Step 6.
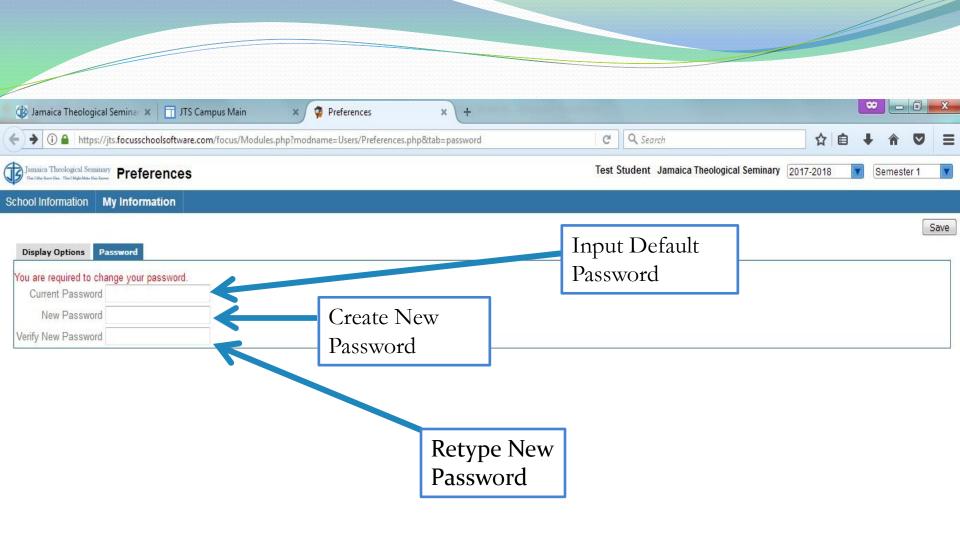
Now you will be taken to your FOCUS/SIS homepage. You will need to personalise your password in order to do so. Carefully do the following:
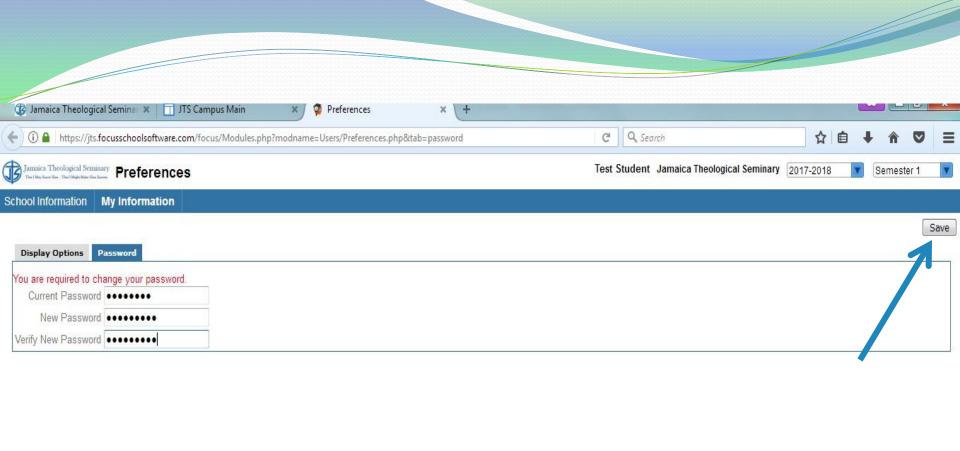
- Input Default Password in Current Password Field
- Create a Password in New Password Field
- Retype New Password in Verify New Password Field

Step 7.

- Click on "Save", after retyping the New Password

- Click on Focus Home Button to access Home Page

Please see screen shot on next slide showing how to personalise your FOCUS/SIS password.

Jamaica Theological Seminary **Preferences**

Test Student Jamaica Theological Seminary 2017-2018 ▼ Semester 1 ▼

School Information **My Information**

Save

Display Options **Password**

You are required to change your password.

Current Password	••••••••
New Password	•••••••••
Verify New Password	•••••••••

Focus Home Button

https://jts.focusschoolsoftware.com/focus/Modules.php?modname=misc/Portal.php

Jamaica Theological Seminary **Portal**

Training Student Jamaica Theological Seminary 2017-2018 Semester 1

School Information   My Information   Assignments & Grades

Welcome, Training Student

Last login: Monday, 11:45am

Alerts

There are no alerts.

Messages

▶ **Course Registration Instructions**

To: All Students,

To register for your courses please do the following:

1. Click on link which says: "Class Schedule / Registration" (Under Featured Prorames toward bottom left of your FOCUS account homepage)
2. On next page under "Course Registration" tab select "Search". The list of available courses will then appear from which you are to select
3. Click on the desired course
4. On next page select "OK" to complete course addition
5. Click on JTS logo at top left hand corner of page to go back to your homepage
6. Repeat steps for all desired courses.

Some courses have a pre-requisite in order for you to enrol. Additionally, if a desired course in not listed, please contact the Registry Department for more information.

To: Blocked Students,

In order to have your account unblocked, please contact the Accounts Department. The IT Department's helpdesk is unable to assist with this process. Kindly be advised.

▶ **Querying Missing Grade(s)**
To: All Students,

In the event that you are not seeing a grade for any of your courses, please contact the lecturer of the course or the Registry Department. The IT Department's helpdesk does not handle uploading of grades to the system. Kindly be advised.

Upcoming Events – View Calendar

There are no upcoming events.

Featured Programs

⚓ **Reading the Bible as Literature** Reading the Bible as Literature (Online) David Pearson Not Graded

⚓ Absences

Messenger   Help   Logout

Your Course listing is found here

Accessing Grades on the FOCUS Student Information System

- *On your Focus home page, select "Final Grades and GPA"*

- *The screen that follows will show your grades for the semester*

① ⚠ https://jts.focusschoolsoftware.com/focus/Modules.php?modname=Grades/StudentRCGrades.php   ⟳   🔍 Search

Jamaica Theological Seminary **Final Grades & GPA**   **Training Student Jamaica Theological Seminary** 2017-2018 ▼   Semester 1 ▼

School Information	**My Information**	Assignments & Grades

Course History   Semester 1 | Semester 1 Exams | Winter Semester | All Quarters | All Quarter Exams | All Semesters

Cumulative GPA: 4.000   Total Credits Earned: 4
Cumulative Weighted GPA: 4.000
Class Rank: 1/49
As of: 2017-08-15

2 Grades   💬 Comment Codes

Export: 📊 🖨   Filters: OFF   Toggle Columns   Page Size: 20

Year ⇅	Marking Period ⇅	Course Number ⇅	Course Title ⇅	Percent ⇅	Grade ⇅	Grade Scale ⇅	Cred. Attempted ⇅	Cred. Earned ⇅	GPA PTS ⇅	Weighted GPA ⇅	Affects GPA ⇅	Te
2013-2014	Full Year	PSYC1010	Introduction to Psychology	97	A	Semester Grading Scale	3	3	4	4	☑	
2013-2014	Full Year	DEV3PSYC	Developmental Psych	98	A	Semester Grading Scale	1	1	4	4	☑	

🔍

Messenger ❓ Help 🔌 Logout

Submission of Assignments Via FOCUS/SIS

Step 1

Here are the steps to follow to submit an assignment in FOCUS:

- Sign into your FOCUS/SIS account.

- Select the Course for Assignment Submission.

Step 2

Now you will be taken to the Assignment page. At this point you will now be able to select the assignment to upload.

- Click on the Edit/Upload button

What pops up is the Upload Files Window. You can do any one of the following:

- Drag and Drop the Assignment into the Window

or

- Click the Select Button
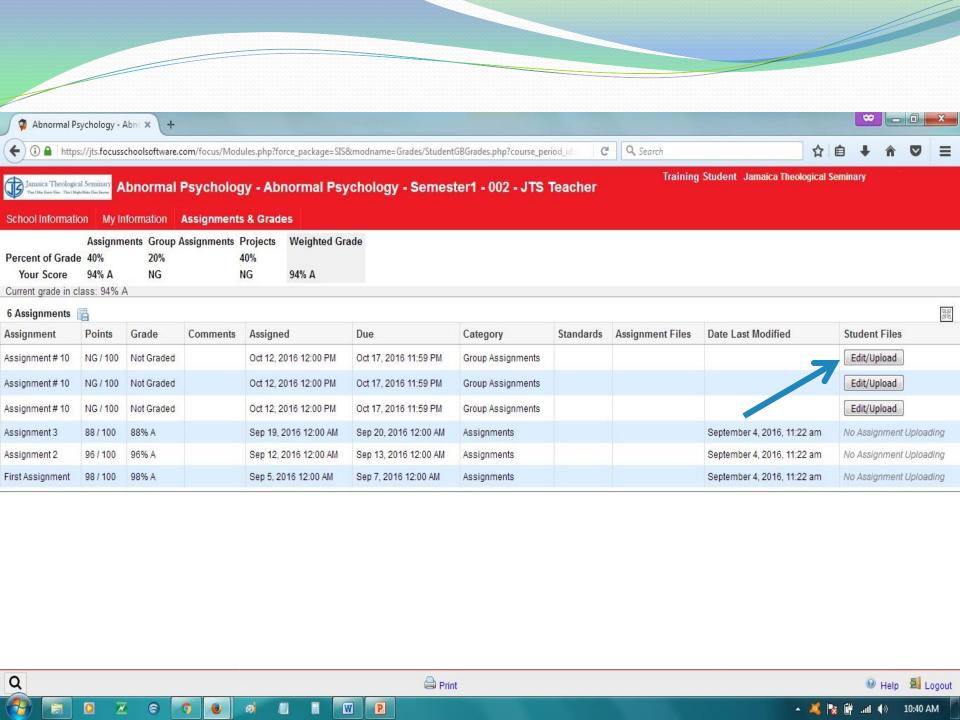
After you click the Select Button, kindly do the following:
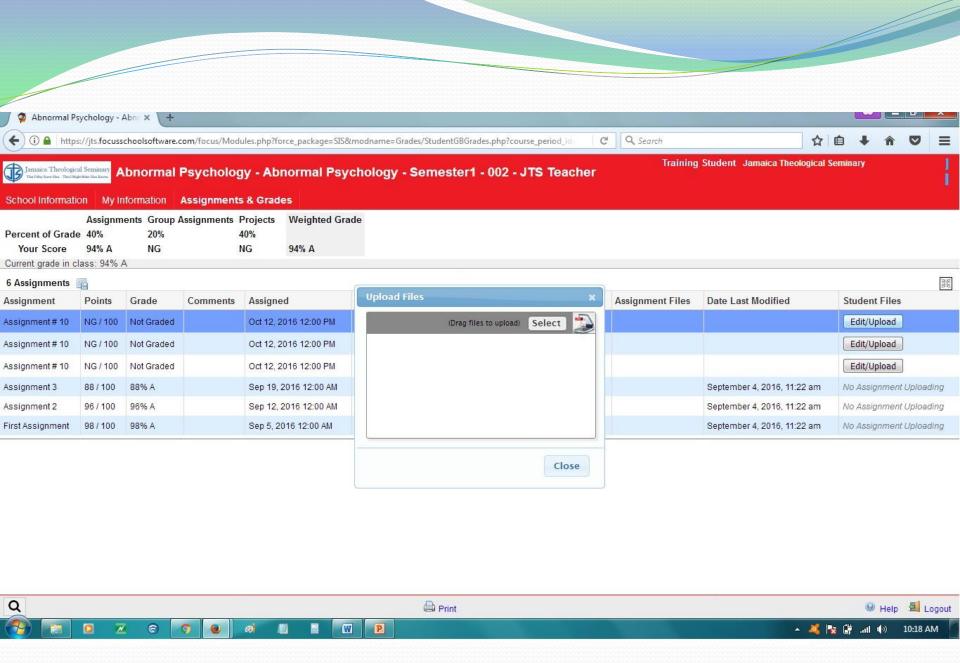
- Locate where the assignment is saved
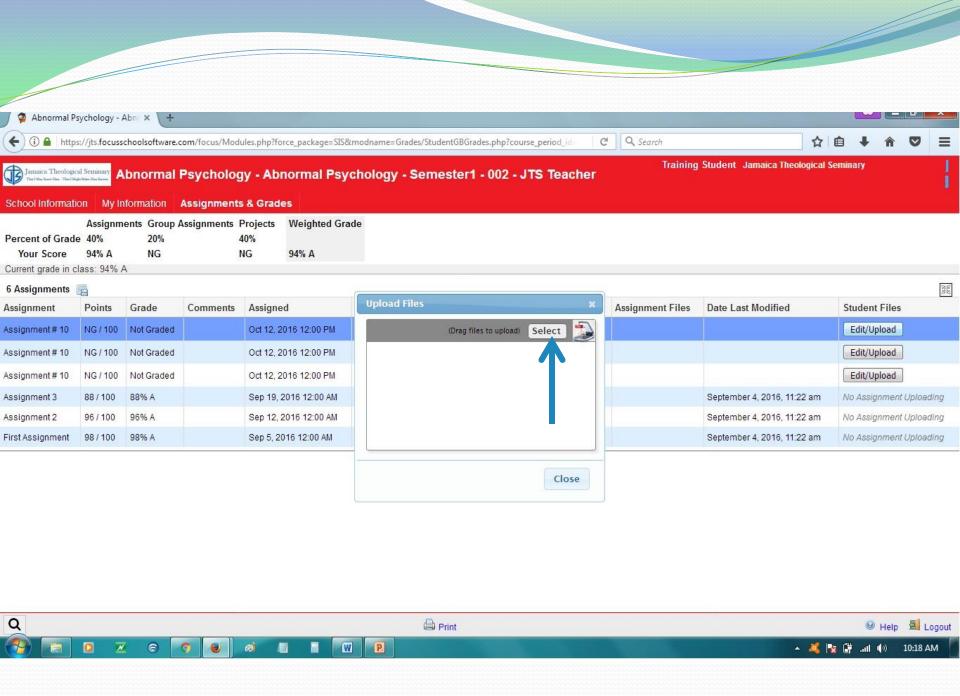
- Select the assignment and then click Open
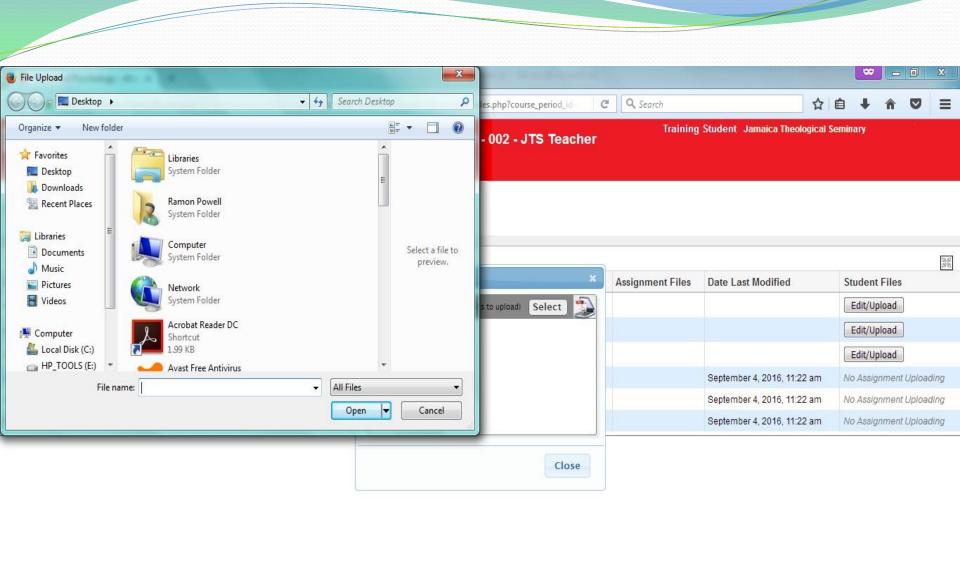
- Once Uploaded, click on the Close button

Please see screen shot on next slide showing how to Upload Assignments.

Abnormal Psychology - Abnormal Psychology - Semester1 - 002 - JTS Teacher

Training Student Jamaica Theological Seminary

Jamaica Theological Seminary
That I May Know Him... That I Might Make Him Known

School Information | My Information | **Assignments & Grades**

	Assignments	Group Assignments	Projects	Weighted Grade
Percent of Grade	40%	20%	40%	
Your Score	94% A	NG	NG	94% A

Current grade in class: 94% A

6 Assignments

Assignment	Points	Grade	Comments	Assigned	Due	Category	Standards	Assignment Files	Date Last Modified	Student Files
Assignment # 10	NG / 100	Not Graded		Oct 12, 2016 12:00 PM	Oct 17, 2016 11:59 PM	Group Assignments				Edit/Upload
Assignment # 10	NG / 100	Not Graded		Oct 12, 2016 12:00 PM	Oct 17, 2016 11:59 PM	Group Assignments				Edit/Upload
Assignment # 10	NG / 100	Not Graded		Oct 12, 2016 12:00 PM	Oct 17, 2016 11:59 PM	Group Assignments				Edit/Upload
Assignment 3	88 / 100	88% A		Sep 19, 2016 12:00 AM	Sep 20, 2016 12:00 AM	Assignments			September 4, 2016, 11:22 am	No Assignment Uploading
Assignment 2	96 / 100	96% A		Sep 12, 2016 12:00 AM	Sep 13, 2016 12:00 AM	Assignments			September 4, 2016, 11:22 am	No Assignment Uploading
First Assignment	98 / 100	98% A		Sep 5, 2016 12:00 AM	Sep 7, 2016 12:00 AM	Assignments			September 4, 2016, 11:22 am	No Assignment Uploading

https://jts.focusschoolsoftware.com/focus/Modules.php?force_package=SIS&modname=Grades/StudentGBGrades.php?course_period_id

Q Search

Abnormal Psychology - Abnormal Psychology - Semester1 - 002 - JTS Teacher

Training Student   Jamaica Theological Seminary

Jamaica Theological Seminary

School Information   My Information   **Assignments & Grades**

	Assignments	Group Assignments	Projects	Weighted Grade
Percent of Grade	40%	20%	40%	
Your Score	94% A	NG	NG	94% A

Current grade in class: 94% A

6 Assignments

Assignment	Points	Grade	Comments	Assigned		Assignment Files	Date Last Modified	Student Files
Assignment # 10	NG / 100	Not Graded		Oct 12, 2016 12:00 PM				Edit/Upload
Assignment # 10	NG / 100	Not Graded		Oct 12, 2016 12:00 PM				Edit/Upload
Assignment # 10	NG / 100	Not Graded		Oct 12, 2016 12:00 PM				Edit/Upload
Assignment 3	88 / 100	88% A		Sep 19, 2016 12:00 AM			September 4, 2016, 11:22 am	No Assignment Uploading
Assignment 2	96 / 100	96% A		Sep 12, 2016 12:00 AM			September 4, 2016, 11:22 am	No Assignment Uploading
First Assignment	98 / 100	98% A		Sep 5, 2016 12:00 AM			September 4, 2016, 11:22 am	No Assignment Uploading

Upload Files   ✕

(Drag files to upload)   **Select**

Close

Print   Help   Logout
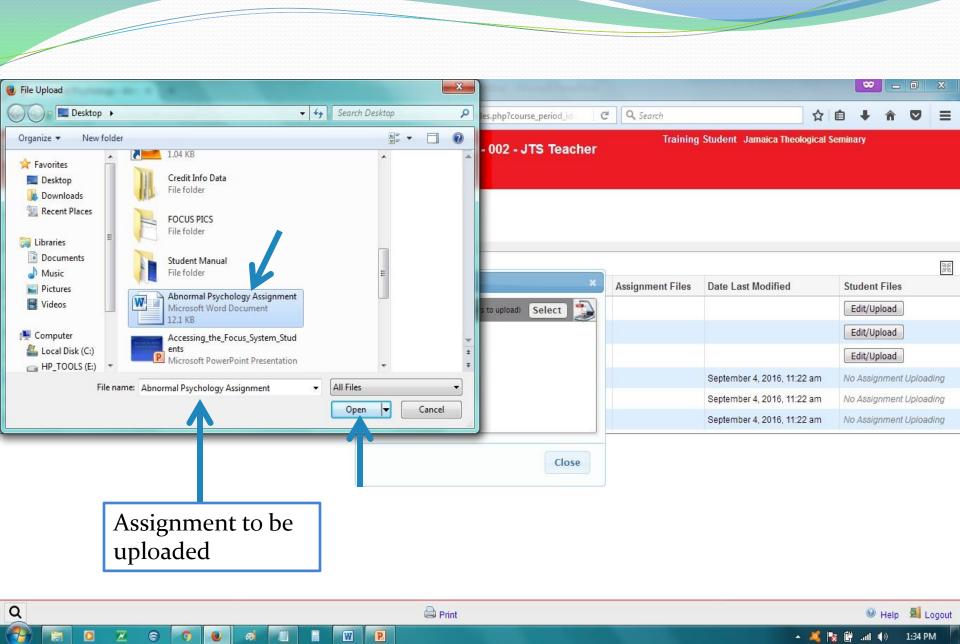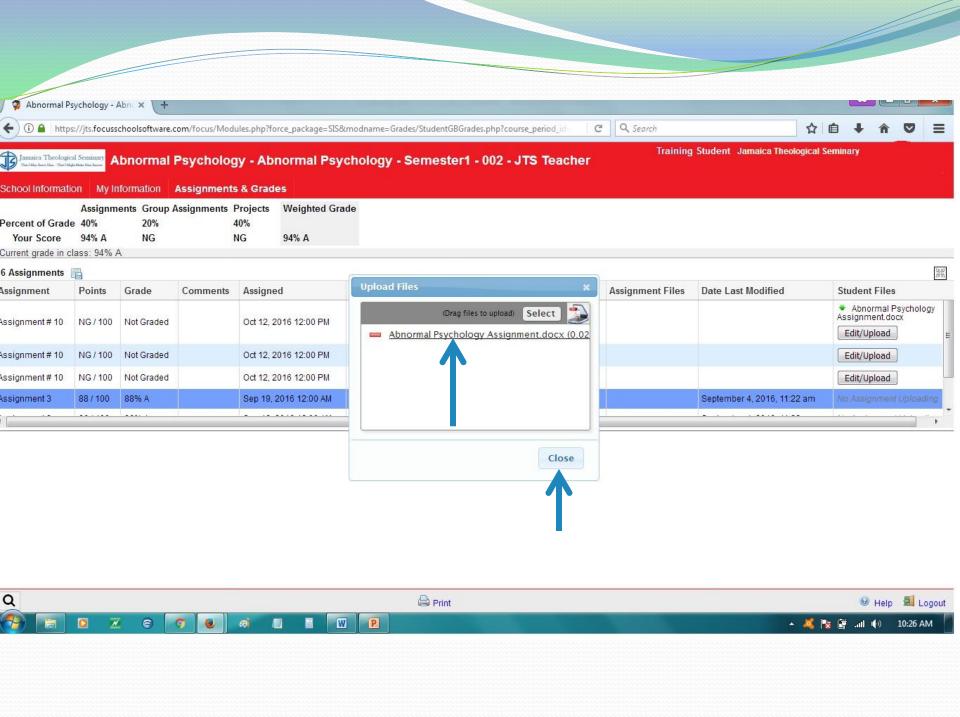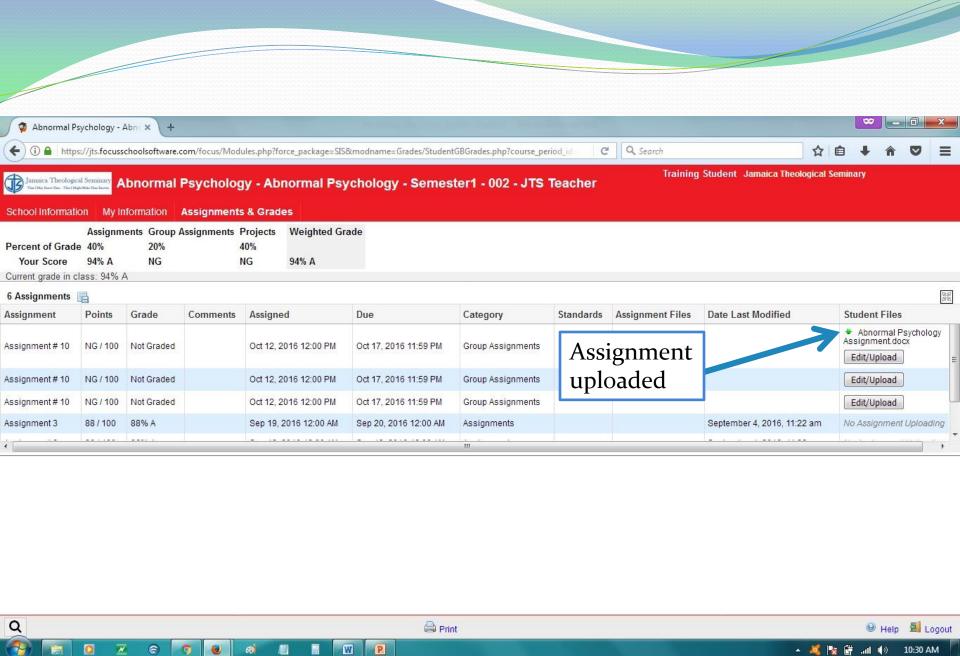
10:18 AM

Assignment to be uploaded

- All queries are to be mailed to the IT Department @ helpdesk@jts.edu.jm