

INSTRUCTIONS FOR SCORING FOCCUS QUESTIONAIRES

For those parishes wishing to score their own paper versions of inventories at the FOCCUS website, we hope this step-by-step instruction will help you with the process.

In order to begin scoring inventories for your couples, you must contact Foccus to get a user ID and password. You can call Foccus at toll free 1.877.883.5422.

Another way to contact them is to email Foccus at foccus@foccusinc.com to register for a user ID and password. I should mention here that you can purchase coupons in advance for scoring or use a credit card each time you need to score a Foccus.

It may even be easier for you to register for a user ID and password by going to their website at www.foccusinc.com.

On their home page, click the **For Online Scoring Click Here** button.

The next screen will have a box on the right side entitled **Scoring Log In**.

You can select "**Register to Score Online**" to visit the **contact us** page where you can register for a user ID.

Click to place a check mark next to **Do you wish to obtain a User ID.....**fill in all the information and then click **send**.

After you have your user ID and password you can enter your **user ID** and your **password** in the **Scoring Login Box** and then click "**Log In**"

This next screen will show YOUR account information. Click **Purchase a session** if you have not set up a pre-paid account. Or, if you have pre-paid for a scoring session, click **Create session**.

Enter your **coupon number** and **password** on this new screen. You will receive a new coupon number and password each time you purchase a block of coupons from Foccus.

If you are entering the couple's answers, it is important to place a dot next to the option that begins with "**Quick score: enter couples responses from completed response sheets**".

The next screen will prompt you to fill in the general information taken from the Foccus answer sheets. The date taken can either be entered manually or if you click on the calendar icon on the right, you can click on the date that the Foccus was taken. For all the questions, click the downward pointing arrow and choose the appropriate selection from the drop down list.

After completing this section, you will get a new screen asking you to enter the couple information for each person. Please note that there are 2 columns of questions – one for each individual. Be sure to enter the information for both individuals. Then, click the "Continue" button. I might add at this point that I found it easier to always enter the female as individual 1 and the male as individual 2 so to always coordinate their answers the same way.

The next screen will prompt you to answer "special section questions".

If the facilitator asked the couple to answer questions regarding Interfaith, Remarriage or Cohabiting, it is important for you to click to place a dot next to yes for the appropriate specific sections so that Foccus will include these questions in your scoring!!! When finished, click the **Continue** button.

You will now come to the part of the scoring sheet that asks you to verify the information you submitted for "**Individual 1**". The web page will allow you to go back at this point and correct any errors. If everything is correct, click the **Continue** button.

It will then bring you to the screen where you enter responses for “**Individual 1**”. To input the response for the first question, use the mouse to click the downward pointing arrow and select the response from the drop down list.

Choose 1 for Agree; 2 for Disagree; 3 for Uncertain and 4 for no answer.

After entering the response for question one, the easiest way to enter the rest of the responses is to use your left hand to tab from answer to answer and your right hand on your keyboard’s number pad to enter the individual’s responses.

When you have completed all the answers, click the **Continue** button.

The next screen displays the information for the second individual.

After you verify that you have entered their correct information, click the **Continue** button.

The next screen allows you to enter responses for “**individual 2**”. Use the same methods you used before.

When finished, click the **Continue** button.

After you have scored both male and female responses, the couple’s ID number will appear. Record this number in the event that you ever need to go back and print their report again.

You will then want to find the box marked “click here” to view the scoring results.

A printable version of the scoring report will appear. Click the small print icon in the upper left and corner.

The print options screen will appear. Click to place a dot next to **All**, then click the **OK** button.

The Foccus inventory report will then be on your screen. Look for the print icon in the upper left hand corner, and click on it.

The print options screen will appear allowing you to do things like select a printer, choose the number of copies to print and other printer-specific actions.

In most cases, you would simply click the OK button to begin printing your report. After the report prints, you can exit the program or go on to score another couple.