ASCENDER TeacherPortal END OF SEMESTER 2 CHECKLIST

ELEMENTARY & SECONDARY

2021-2022

Important Information:

Note about Copy/Paste from other documents: The program will not allow you to save text input that contains unrecognizable characters that come from formatting in other documents, such as Microsoft Word. If you want to copy text from an external document, it is recommended that you copy the text from a document that does not contain hidden formatting such as a .txt file created in Notepad. You can copy/paste text from a Microsoft Word document into a .txt file, and then copy/paste the text from the .txt file into the notes or comments field in ASCENDER.

Spanish language comments and report card messages entered into ASCENDER should be checked by someone in the district that is familiar with the Spanish language for accuracy.

All screen shots in this document are for display only; your selections may be different.
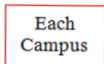
Each Campus   This icon means each campus will need to perform this step of the checklist.

Elementary   This icon means only the elementary grade levels will need to perform this step of the checklist.

Secondary   This icon means only the secondary grade levels will need to perform this step of the checklist.

Use the following steps to complete the end of semester 2 grade posting and report card printing for elementary and secondary grade levels. This checklist will be used for districts that have a two semester 6 six-week grading cycle or a two semester 2 nine-week grading cycles.

Each Campus

1. **Update Campus Report Card Comments.** Make any changes needed to the **Report Card Comments Table** for your campus. Comments should only be added and not deleted from the table after the close of Cycle 1.

   - Access **Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Comments.**

   Elementary
   - **Elementary Report Card SGR1400** uses only codes A – Z and 1-9.

   Secondary
   - **Secondary Report Card SGR1300** uses only codes A – N.

   - To add comments in Spanish, in the **Language** field, click [...] to select the language code. The Language Code dialog box is displayed allowing you to indicate the language in which the messages will be entered. If messages exist, they are displayed in the selected language.

   Note: If a report card comment code does not have a corresponding Spanish comment, then the corresponding English comment will be printed on the Spanish language report card. If the report card is run for the parent's address, a report card is printed for each parent/guardian who is selected to receive mailouts on the **Registration > Maintenance > Student Enrollment > Contact tab**. Report cards are printed in the language (English or Spanish) specified for the parent/guardian on the Contact tab. If the report is run for the student's address, only one English language report card is printed.

   - Click **+Add** to add a blank row. Select the code from the drop down, and then enter the text.

   - Click **Save** to save any changes to the data.
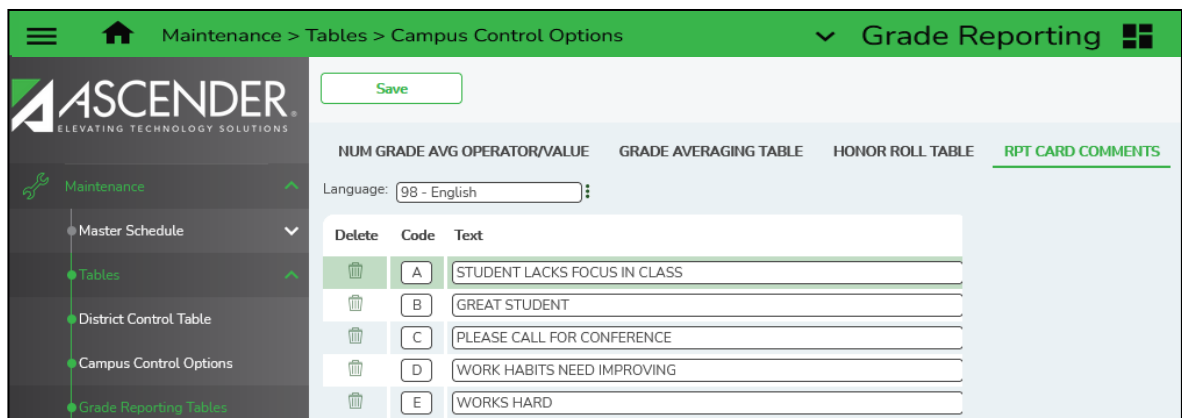
Each Campus

2. <u>**Update Campus Report Card Messages**</u> in table maintenance. Select the appropriate **Report Card Message** table according to the report card selected. Check the current messages to determine if they are current and applicable.

Elementary • Access **Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary** for the SGR1400 elementary report card**.** For 2-semester campuses, 17 message lines and 1 failing message will print on the elementary report card.

Secondary • Access **Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages** for secondary report cards SGR1300. For 2-semester campuses, 20 message lines and 1 failing message will print on the SGR1300 secondary report cards (2 semesters).

- In the **Language** field, click ⋯ to select the language code. The Language Code dialog box is displayed allowing you to indicate the language in which the messages will be entered. If messages exist, they are displayed in the selected language.

- Click **+Add** to add a blank row.

- Choose the **Message Number** from the drop down, and then enter the Message Text.

- If you want a **Failing Message** to print, under 'Msg Nbr', scroll to the bottom of the drop-down list, select Failing Message, then under 'Message Text', enter the failing message to be printed on the report card. Print Failing Msg must be selected on the **Maintenance > Tables > Campus Control Options > Print Options** tab for the message to print on the report card of students that are failing one or more courses.

- Click **Save** to save the data.
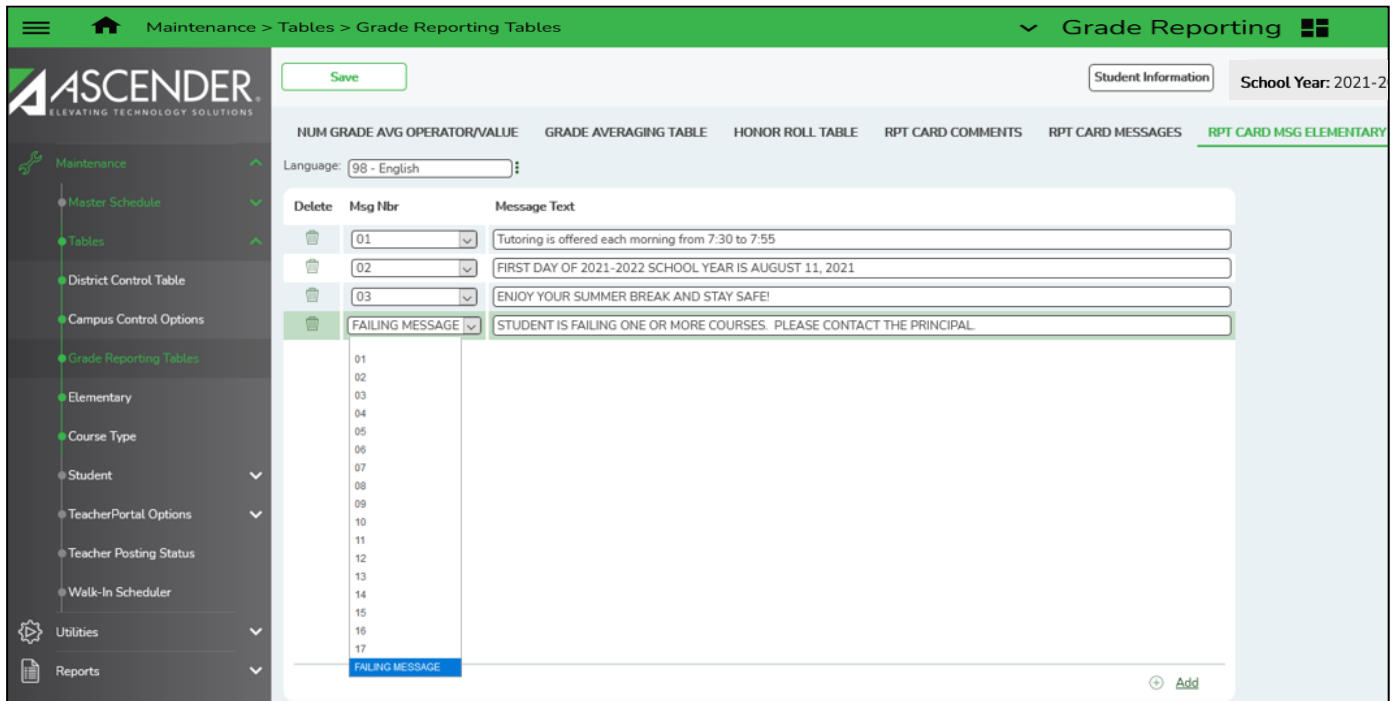
Each Campus

3. Allow Semester Average Override in TeacherPortal (Optional). If the campus will allow teachers to override the semester average for students, the **Allow Semester Override** field will need to be selected. If the field is not selected the semester override column does not display in TeacherPortal.

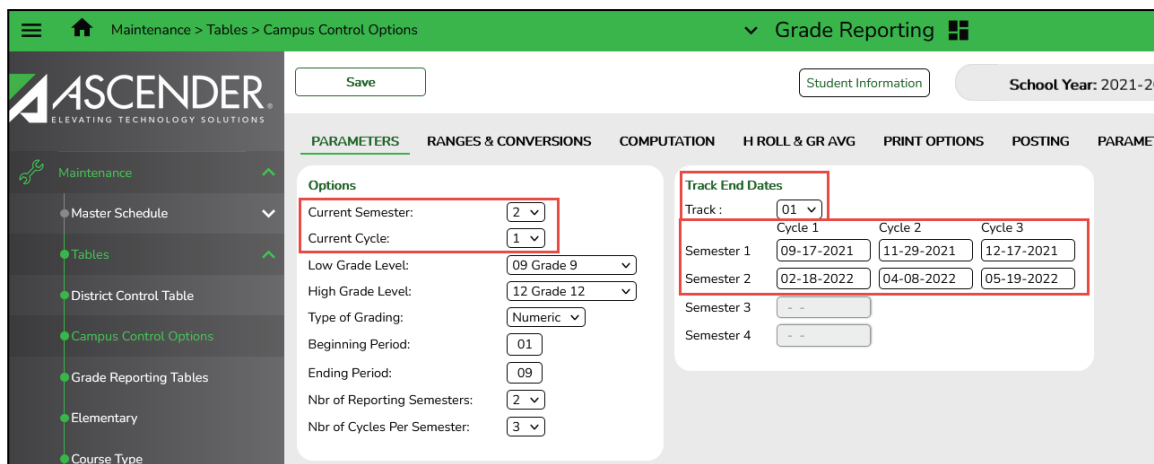Access **Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options tab**
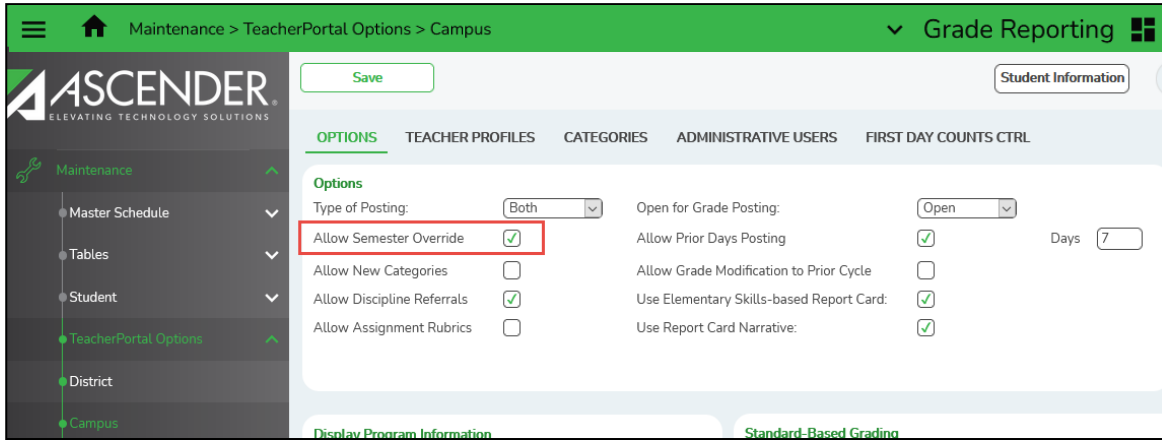
- Click **Save** to save any changes made on the tab.

Each Campus

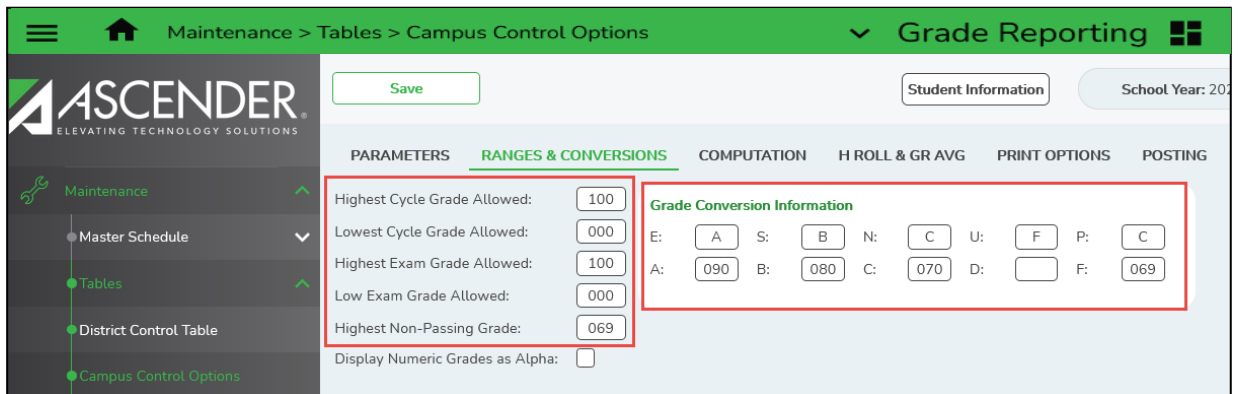**4. Verify Settings on the Campus Control Options Parameters tab.**

- Access **Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters tab.**

  - Verify the **Current Semester** and **Current Cycle** fields are set correctly.

  - Verify that the *End of Cycle Dates* are set correctly for **each** track.

  - Click **Save** to save any changes.

Each Campus

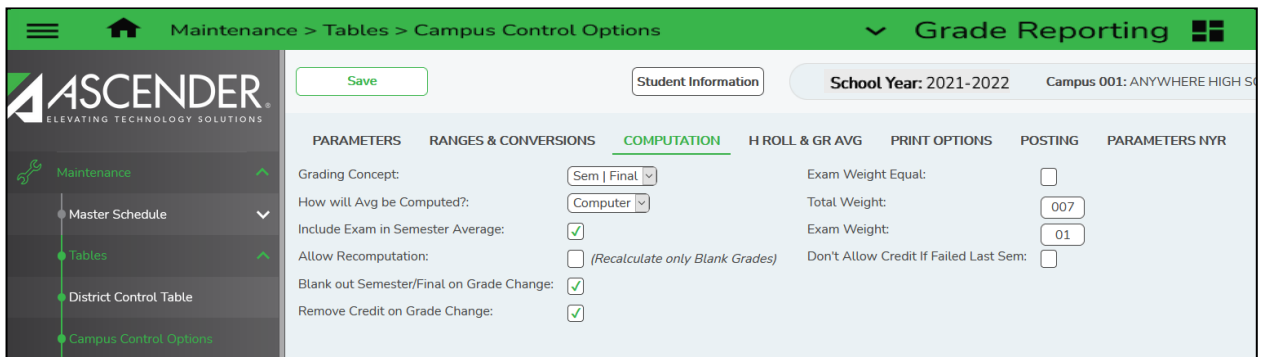_____ 5. **Verify Settings on the Campus Control Options Ranges and Conversions tab**.

- Access **Grade Reporting > Maintenance > Tables > Campus Control Options > Ranges & Conversions tab.**

  - Verify the following data entered for the campus:

    - Highest Cycle Grade Allowed – If a grade can be higher than 100, this field must reflect that.
    - Lowest Cycle Grade Allowed – This field must be set to 000 as mandated by the state per Texas Education Code 28.0215.
    - Highest Exam Grade Allowed
    - Low Exam Grade Allowed
    - Highest Non-Passing Grade

  - Verify the data for the **Grade Conversion Information** for the campus. The equivalent grades are used in determining which students are on the honor roll. These fields also work in conjunction with the Grade Reporting utilities and reports and also TeacherPortal.

  - Click **Save** to save any changes.

Each Campus

_____ 6. **Verify Settings on the Campus Control Options Computation tab** for your campus.

- Access **Grade Reporting > Maintenance > Tables > Campus Control Options > Computation tab.**

- Verify settings on the Computation tab for the campus are appropriate.

- In the **Grading Concept** field select the code indicating how students are awarded credit for a class.

- In the **How will Avg be Computed** field select who (i.e., computer or school) calculates the semester averages. For the Grade Computation and Credit Assignment utility, the field must be set to Computer.

- Select **Include Exam in Semester Average** to include the semester exam grade when computing the semester average. The field is used by the Grade Computation and Credit Assignment utility. *If you give exams at the elementary campus for any grade level listed in the Elementary Table, you must select this field.*

  NOTE: *The Exam Weight Equal, Total Weight, and Exam Weight fields on the Computation tab are for* **secondary grade levels**.

  Elementary exam weighting is entered on the Elementary table on the Elem Grade tab. This is covered in a later step in the document.

- Select **Exam Weight Equal** if the semester exam should be weighted equally with the cycle grades when the system computes semester averages. The field is used by the Grade Computation and Credit Assignment utility.

- In the **Total Weight** field, type the total weight. The field is two digits.

  - The **Total Weight** and **Exam Weight** fields are used together to indicate the percentage the semester exam should count toward the total semester grade. The **Total Weight** field is used by the Grade Computation and Credit Assignment utility.

    - The **Total Weight** field is used only if all of the following are true:
      - The **How will Avg be Computed** field is set to Computer.
      - The **Include Exam in Semester Average** field is selected.
      - The **Exam Weight Equal** field is blank.

- In the **Exam Weight** field, type the exam weight. The field is one digit.

  - This number, divided by the total weight, indicates the percentage the semester exam should count toward the total semester grade. The **Exam Weight** field is used by the Grade Computation and Credit Assignment utility.

    - The **Exam Weight** field is used only if all of the following are true:
    - The **How will Avg be Computed** field is set to Computer.
    - The **Include Exam in Semester Average** field is selected.
    - The **Exam Weight Equal** field is blank.

Commonly Used Semester Exam Percentage Examples:

Semester Exam Percentage of Semester Grade	Total Weight	Exam Weight
10%	050	05
14%	050	07
15%	020	03
20%	005	01
25%	004	01
no semester exam	000	00

- Select **Allow Recomputation** if records are updated when you run the Grade Computation and Credit Assignment utility. ***This field should be left blank when using TeacherPortal.***

  - If the field is selected, all grades and credits are recalculated depending on the options selected when running the Grade Computation and Credit Assignment utility (i.e., the **Compute Sem Avg**, **Compute Final Grades**, and **Award Credits** fields).
  - If the field is not selected, only students with blank semester grades, blank final grades, or blank or zero credits are updated depending on the options selected when running the Grade Computation and Credit Assignment utility.

- Select **Blank out Semester/Final on Grade Change** if semester and final grades will be blanked out if a cycle or exam grade is changed. If the field is selected, and a semester grade is changed on the **Maintenance > Student > Individual Maint > Cumulative Courses tab**, the final grade is deleted when you save the change.

- Select **Remove Credit on Grade Change** if the academic credits awarded for the course should be blanked out if a cycle or exam grade is changed.

- Select **Don't Allow Credit If Failed Last Sem** if students who failed the last semester of a course will not receive credit. This field overrides courses set up to allow partial credit. This field is only considered if the Grading Concept field is set to Semester. It is not used with the Final or Sem/Final grading concepts.

- Click **Save** to save any changes.

Each Campus

7. <u>Verify Settings on the Campus Control Options Posting tab</u> for your campus.

- Access **Grade Reporting > Maintenance > Tables > Campus Control Options > Posting tab.**

 - Verify settings on the Posting tab are appropriate for the campus.
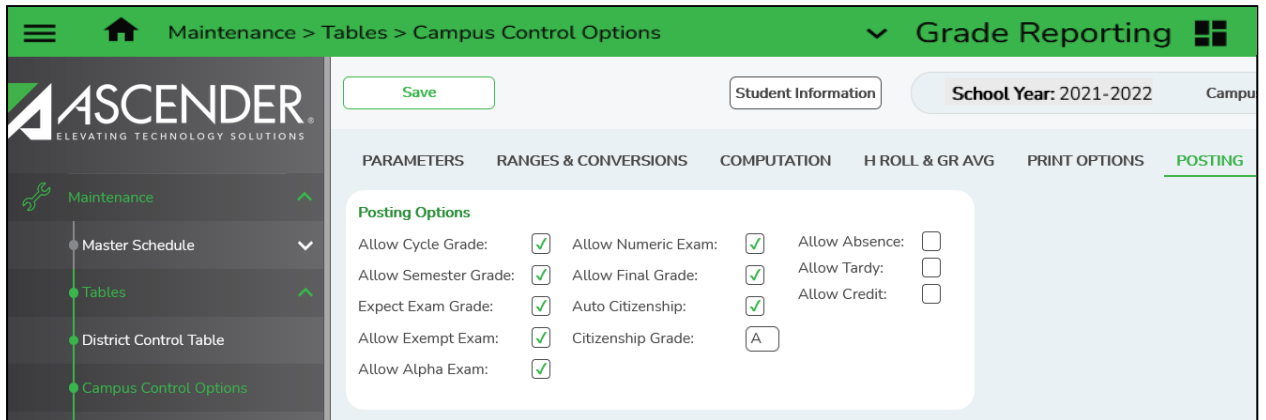
- Select **Allow Cycle Grade** to post cycle grades from TeacherPortal. This field must be selected for elementary campuses that want to include the exam grade in the semester average and display the Exam column in TeacherPortal.

- The **Allow Semester Grade** box must be selected to post a semester grades from TeacherPortal, and must be selected for elementary campuses that want to include the exam grade in the semester average and display the Exam column in TeacherPortal.

- The **Expect Exam Grade** should be selected if exam grades should be expected from TeacherPortal. If selected, exam grades are expected, and an error message is displayed if no exam grades are found. If the field is blank, an error message is not displayed because no exam grades are expected. If any grade level on the **Grade Reporting > Maintenance > Table > Elementary > Grade Level tab** will take exams, this field must be checked.

- **Allow Exempt Exam –** Select if X is a valid grade for the semester exam for students who are exempt from taking the exam. The field is used by the Grade Computation and Credit Assignment utility to calculate semester grades. The field is also used to indicate if X is accepted from TeacherPortal.

- Select **Allow Alpha Exam** if alpha semester exam grades can be posted from TeacherPortal.

- Select **Allow Numeric Exam** if numeric semester exam grades can be posted from TeacherPortal.

- Select **Allow Final Grade** – This field must be selected in order for the **Working Final Grade** column to be displayed on the **TeacherPortal > Cycle Grades** page.

- If you use **Auto Citizenship**, check that box, and in the **Citizenship Grade** box, enter the auto citizenship grade to assign to all students (citizenship grades must be E, S, N, U or A, B, C, D, F). The teacher may change the auto citizenship grade for a student when verifying data on the grade book cycle grades page.

- Click **Save** to save the data.

Each Campus

____ 8. <u>**Verify Settings on the Campus Control Print Options tab**</u> are selected before printing report cards at your campus.

- Access **Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options tab.**
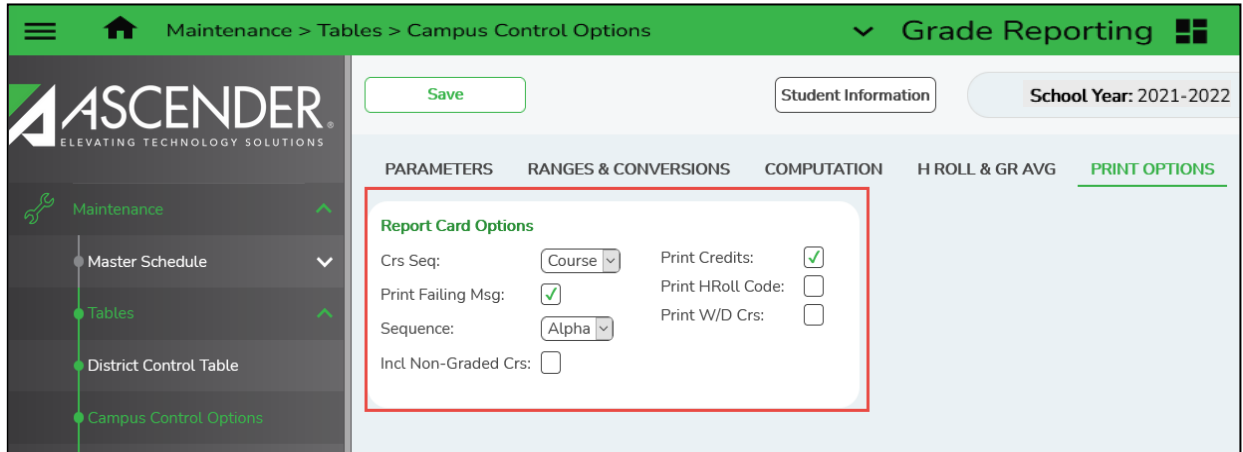
- In the **Crs Seq** field, select the sequence in which courses are printed on report cards. Courses can be listed by course or by period.

- Select **Print Failing Msg** if you want to print report card messages for students who are failing one or more courses. The failing message only prints for students with a failing grade for the cycle being printed.

- In the **Sequence** field, select the sequence in which report cards are printed.

- Select **Incl Non-Graded Crs** if you want to include non-graded courses on report cards.

- Select **Print Credits** if you want to print academic credits on report cards.

- Select **Print HRoll Code** if you want honor roll codes to print next to courses on report cards.

   Note: Print HRoll Code is used with a grade point honor roll. Most districts use straight A/B Honor Roll. If you use a straight A/B Honor Roll it is not necessary to select this field.

- Select **Print W/D Crs** if you want withdrawn courses to print on report cards or grading labels.

- Complete the Report Card Options section and click **Save** to save any changes.

Elementary

_____ **9. Check the Elementary Grade Tables.** For grade levels set up on the elementary table, the system will check these options for decisions regarding semester grades and final grades. Only grade levels that have Credit Level E courses should exist on this table.

- Access Grade **Reporting > Maintenance > Tables > Elementary > Elem Grade tab.**
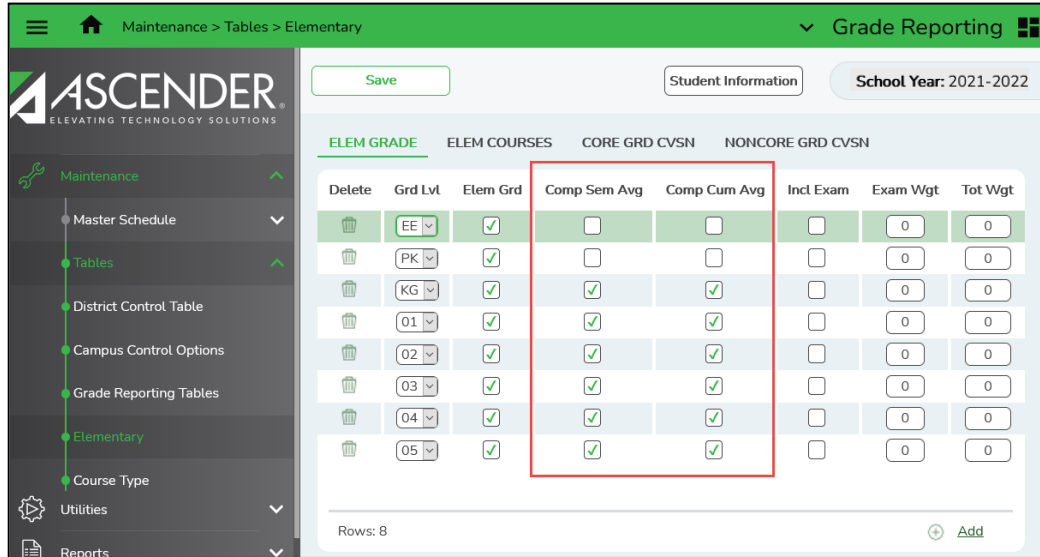
- The elementary grade levels with a check mark in the **Elem Grd** field will be included in elementary grade reporting. Grade levels without a check mark in the **Elem Grd** field will be excluded from elementary grade reporting.

- If the grade level will have a semester average posted from TeacherPortal, select the **Comp Sem Avg** field.

- If the grade level will have a cumulative (final) grade, select the **Comp Cum Avg** field.

  NOTE: Both of the following fields should be checked if your campus is pulling across semester grades from TeacherPortal and you want the program to average those semester grades to create a final grade. Only the Comp Cum Avg should be checked if you want an on-going "cumulative average".

  Comp Sem Avg-

  Comp Cum Avg-

Final Grade Calculations

- If you are not computing the semester average, the following formula is used to calculate the final grade: (Cycle 1 + Cycle 2 + Cycle 3 + Cycle 4 + Cycle 5 + Cycle 6) / 6

- If you are computing the semester average, the following formula is used to calculate the final grade:

 (Semester 1 + Semester 2) / 2

NOTE: If you will be posting alpha grades for any elementary (credit level E) courses make sure the Core Grd Cvsn and Noncore Grd Cvsn tables have been set up. Elementary courses that are considered as Core Courses must be coded as such on the **ASCENDER Grade Reporting > Maintenance > Master Schedule > Elem/Misc > Core Crs field.**

- Access **Grade Reporting > Maintenance > Tables > Elementary > Core Grd Cvsn**

  o This tab allows you to set up core course alpha grades with their equivalent numeric grades. The table is used to convert all grades (including exam grades) posted to core courses.

  o The value for <u>High Grade is used when computing grade averages</u>.
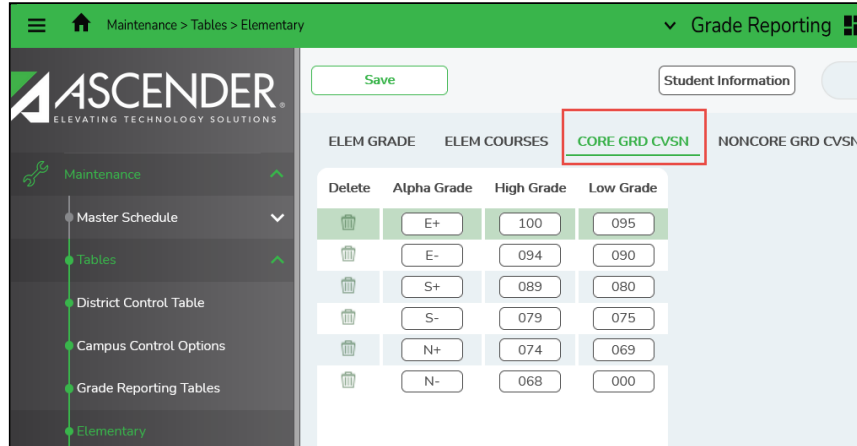
  ▪ The alpha grades in this table cannot be the same as the grades on the **noncore grade conversion table.**

- Access **Grade Reporting > Maintenance > Tables > Elementary > Core Grd Cvsn**

  o This tab allows you to set up non-core course alpha grades with their equivalent numeric grades. The table is used to convert all grades (including exam grades) posted to non-core courses.
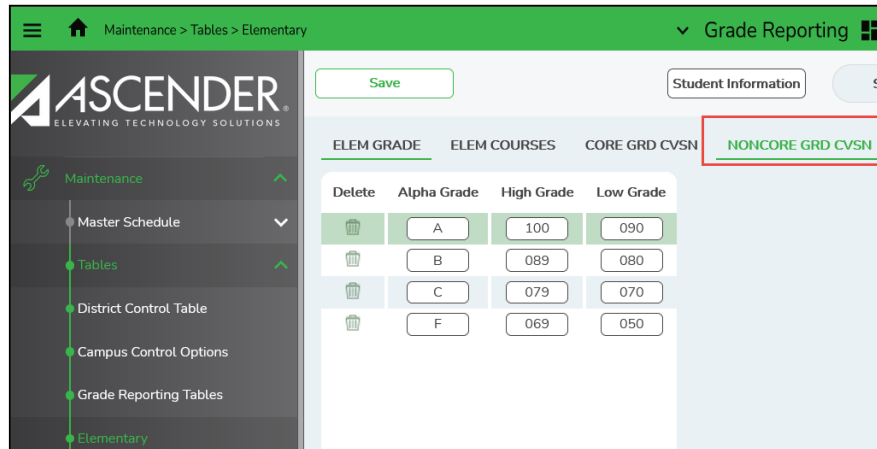
  ▪ The alpha grades in the table cannot be the same as the grades on the **core grade conversion table.**

  ▪ The application averages grades based on their numerical values, not the median value of the letter grade.

Elementary

_____ **10. Exams for Elementary Grade Levels (Optional).** For grade levels set up on the elementary table, the system will check to see if any grade level will include an exam in the semester average and the value for the Exam Wgt and the Total Wgt. Only grade levels that have Credit Level E courses should exist on this table. ***If exams are not given to any grade levels listed on the Elem Grade table you may skip this step.

- Access **Grade Reporting > Maintenance > Tables > Elementary > Elem Grade tab.**

- The elementary grade levels with a check mark in the **Elem Grd** field will be included in elementary grade reporting. Grade levels without a check mark in the **Elem Grd** field will be excluded from elementary grade reporting.

- For **Incl Exam**, select the field if the grade level will be given an exam. If this field is selected you must indicate the weight of the exam in the semester average in the Exam Wgt and Tot Wgt fields to calculate the weighting percentages. You must also select the Include Exam in Semester Average on the **Maintenance > Tables > Campus Control Options > Computation tab.**

- For **Exam Wgt, and Tot Wgt, Only** <u>fill in these fields only If you choose</u> **Incl Exam.**

Elementary

_____ **11. Reading Levels for English Language Arts Courses (Optional).** The **Reading Level** column will display in TeacherPortal for teachers on the Grades > Cycle Grades page for elementary English Language Arts courses that have a Service ID for ELLA. If the district does not have the Reading Levels table setup the column does not display in TeacherPortal for teachers.

To set up the Reading Levels table, access **ASCENDER Grade Reporting > Maintenance > TeacherPortal Options > District > Reading Levels tab.**

Each Campus

_____ **12. Use Report Card Narrative (Optional).** Select this field to allow teachers to add narratives on the Cycle Grades page in TeacherPortal. The **Report Card Narrative** column will only be visible for current cycles (previous narratives will not be displayed for posted cycles in TeacherPortal).

The narratives will print on a separate page of the Secondary Report Cards (2 Semester) (SGR1300), and Elementary Report Cards (SGR1400).

- Access **Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options tab.**

- The field is located in the Options box; select the field **Use Report Card Narrative** to make the column visible in TeacherPortal. Otherwise, you can leave it blank. The field is optional to use.

- Click **Save** to save any changes to the page.

Each Campus

_____ **13. Set Deadlines for Teachers**. Give teachers a due date and time line for the end of cycle/semester report card procedures. A message can be posted by the campus to display on the TeacherPortal Home Page.

- Access **Grade Reporting > Maintenance > TeacherPortal Options >Campus > Options tab.**

  - Scroll to the bottom of the screen to enter a campus-wide message.

  - Click **Save** to save the data.

Each Campus

_____ **14. Open TeacherPortal for Posting.** Set the **Open for Grade Posting** field to **'Open'.**

- Access **Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options tab.**

  - Click **Save** to save the change.

Each Campus

15. **Check the Teacher Posting Status Report**. The campus office should print the teacher posting status report from ASCENDER to make sure all teachers have marked their courses as ready to post.

- Access **Grade Reporting > Maintenance >Teacher Posting Status.**
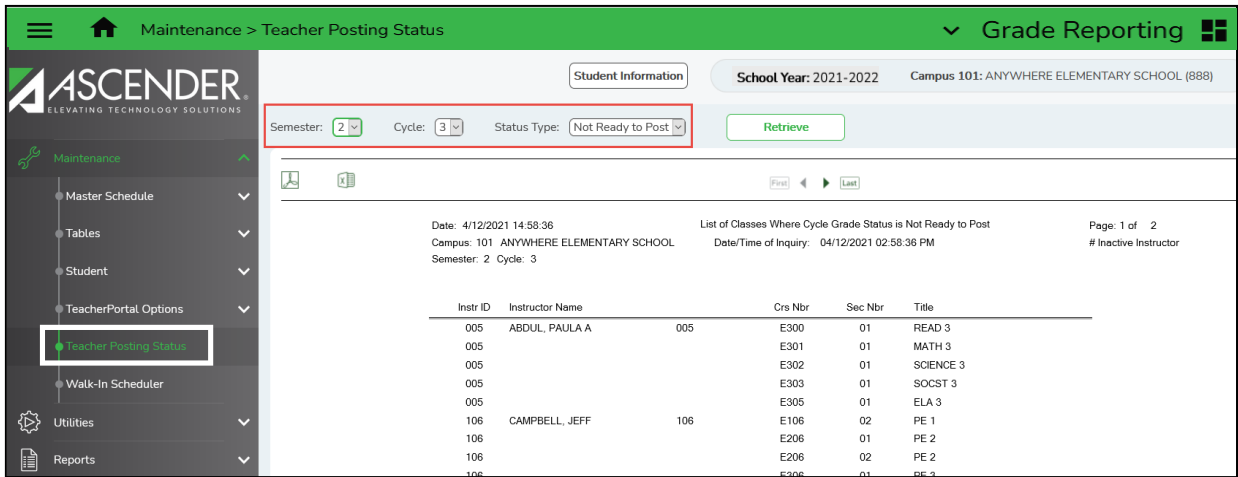
- Set the **Status Type** to **'Not Ready to Post'** the system will generate a report of teachers and their course sections that have not been marked as 'Ready to Post' in TeacherPortal.

  - You may run this report as many times as you need. The report should be blank or you should know why a teacher/course is still listed on the report.

Each Campus

16. **TeacherPortal Administrator will Run the Missing Exam Grades Report from TeacherPortal, if applicable to the campus.** For each campus that expects an exam grade, the TeacherPortal administrator will run the TeacherPortal Missing Exam Grades Report across the campus to check for courses that have students with a missing exam grade on the cycle grades page.

- Access **TeacherPortal with an administrative login > Reports > Missing Exam Grades.**

  - Under **Admin Options**, select **Across Campus**.
  - Click the **Generate** button.

  - If any student names display on the report, print the report and contact each teacher and have the teacher go back to the Grades > Cycle Grades page in the grade book and update the Exam column with the appropriate grade for the course. If the student was exempt from taking the exam in the course the teacher must enter an X in the exam column.
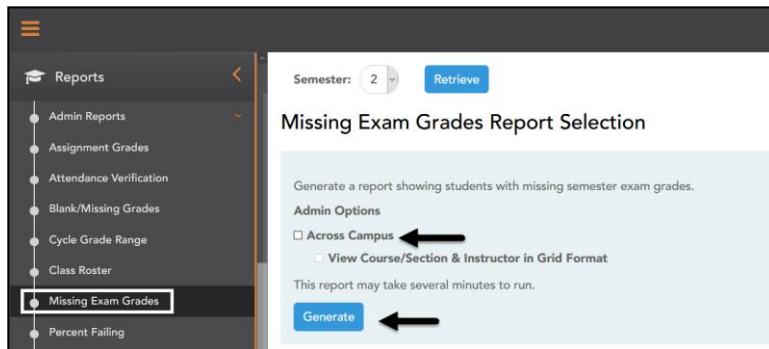
NOTE: The Run Group Report option must be selected on the **ASCENDER Grade Reporting > Maintenance > TeacherPortal Options District or Campus > Administrative Users tab** in order for the TeacherPortal administrator to run the report for the campus.

Each Campus

_____ **17. Run ASCENDER Grade Reporting Report SGR1000 – Blank, Failing and Incomplete Grades.** Run this report to check for **BLANK Cycle Averages** for each previous cycle in semester 2. Enter the missing cycle grades before posting current grades from TeacherPortal, otherwise the semester average will not post to the student's record for semester 2 from TeacherPortal.
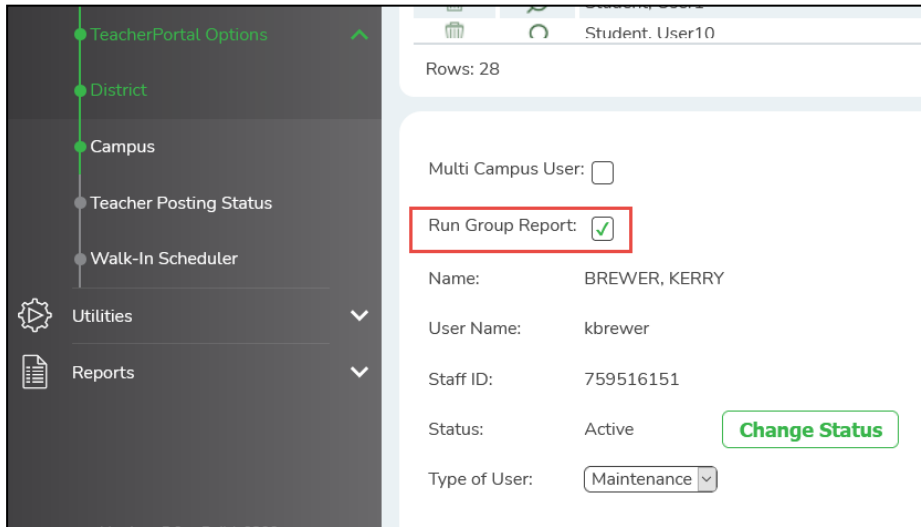
Important! Please read #17 carefully

It is strongly recommended that you run the SGR1000 report to check for blank Semester 1 averages. Blank semester 1 averages need be cleared up before running the Grade Computation and Credit Assignment utility. Otherwise, the final average will not calculate and post to the student's record and credits will not be awarded where needed.

- Access **ASCENDER > Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 – Blank, Failing and Incomplete Grades Report**

    The report lists students with blank grades, failing grades, grade I (incomplete), or grade N/G (no grade). You can include self-paced courses.

    Set the parameter **Check Student Entry/WD Dates for Blank Grades? (Y, N) to N** to include students who were not withdrawn from a course as of the grade reporting cycle end date of the specified semester/cycle, whether or not the student was enrolled at the campus during the semester/cycle for which the report was run.

Notes: When the Rpt Type parameter is set to F=Failing, or A=All, courses with a failing grade have the ampersand symbol next to them when the student was not enrolled in the course section during the semester and cycle for which the report was run. This will include failing grades for students who changed course sections, bringing the course grade to the new section when the original course section does not meet the criteria for the report.

A course is not considered withdrawn (parameter Include Withdrawn Courses) and will be included on the report if the course withdrawal date is after the track end date for the semester and cycle for which the report is run.

Each Campus

_____18. **Post Grades to Student Grade Course Records.** After all teachers are marked as 'ready', select the option to post grades from ASCENDER TeacherPortal on the ASCENDER Grade Reporting utilities menu. **Before** running the utility to post grades from TeacherPortal, make sure you have cleared up any blank cycle averages by running SGR1000 to check for missing cycle averages for **previously closed cycles**.

If exams grades are expected at the campus for any grade level, ask your teachers to run the Missing Exam Grades report in TeacherPortal. Or, have a TeacherPortal administrator run the Missing Exam Grades report with the "Across Campus" field selected to make sure there are no blank exam grade fields regardless if an exam is given for a course or not. If the exam field is blank and the campus expects an exam grade the semester average will not post to the student's record.

After all teachers are marked as 'ready', select the option to post grades from TeacherPortal on the ASCENDER Grade Reporting utilities menu.

- Access **Grade Reporting > Utilities > Grade Posting From ASCENDER TeacherPortal.**
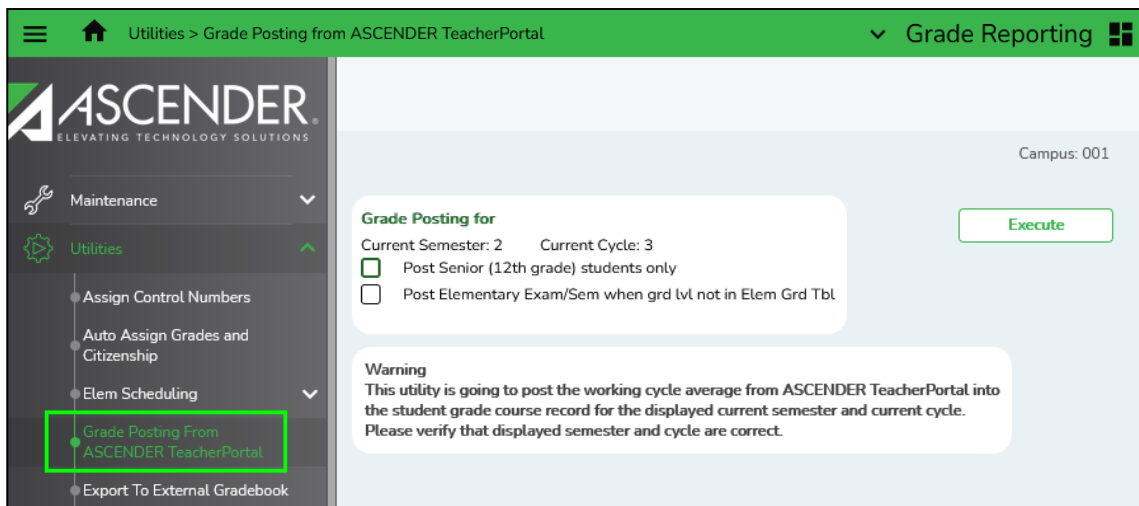
- Verify the **Current Semester** and **Current Cycle**.
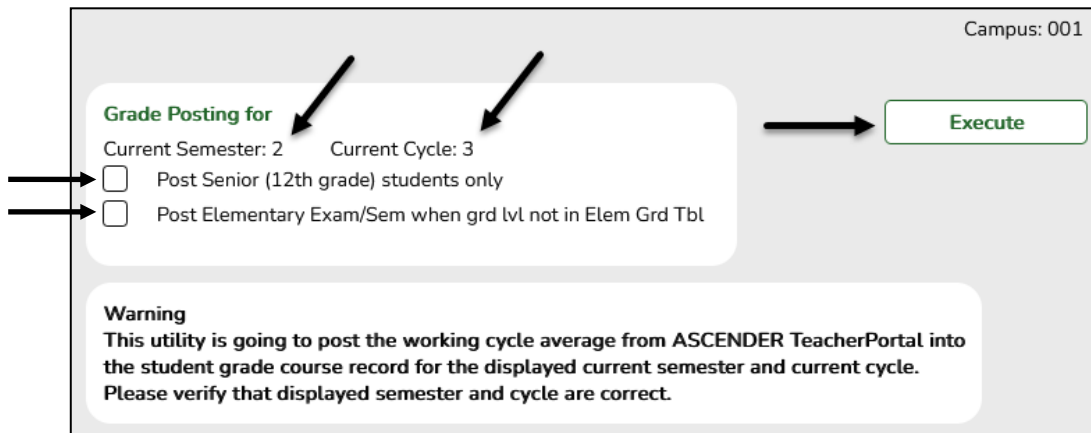
Secondary • Select **Post Senior (12th grade) students only** if you want to run the utility to post cycle and semester grades for seniors only. This will allow teachers to continue to update grades and mark courses ready to post for 9th, 10th, and 11th grade students at a later date. This is optional.

Elementary • Select **Post Elementary Exam/Sem when grd lvl not on Elem Grd Tbl**, if you want to post the elementary exam and semester average for a grade level that is not in the elementary grade table.

> **NOTE:** If you do not have this situation then do not check the **Post Elementary Exam/Sem when grd lvl not on Elem Grd Tbl**

- If the course credit level is E, the program determines if the student's grade level is in the elementary grade table.
- If the grade level is in the elementary grade table, the data will post as elementary and use the Comp Sem Avg and Incl Exam fields on the **Maintenance > Tables > Elementary > Elem Grade** to determine if the elementary exam and semester should be posted.
- If the grade level is not in the elementary grade table, the program will post as secondary, which means it will use the Allow Semester Grade and Expect Exam Grade fields on the Maintenance > Tables > Campus Control Options > Posting page to determine if the elementary exam and semester should be posted.

- Click **Execute**.

_____ 19. **View Errors and make Corrections as needed.** Print any error or failure reports that may have generated after running the utility to post grades from TeacherPortal. The reports **will not** be available to view or print after you leave the page. Review each report carefully. The reports will indicate why a grade was not posted to the students Grd Update screen in ASCENDER Grade Reporting. Make any necessary corrections as needed.

- Grade corrections can be made by group maintenance or individual student maintenance:

    - Access **Grade Reporting > Maintenance > Student > Group Maintenance >Post Grades tab** for corrections for a _class of students_.

    - Access **Grade Reporting > Maintenance > Student > Individual Maintenance >Grd Update tab** to make corrections for an _individual student_.

        - Click **Save** to save changes to the data.

Make sure you click on the View Fail List and/or View Error List and print the report or save the report to PDF. These reports will let you know why something posted the way it did or why the data was not posted from TeacherPortal to a student's Grade Update screen. When you navigate away from the page, the reports will no longer be available.

Each Campus

_____**20.** **Close TeacherPortal for Posting.** Change the **'Open'** for grade postings field to **'Close'**.

- Access **Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options tab.**

  - Click **Save** to save the data.
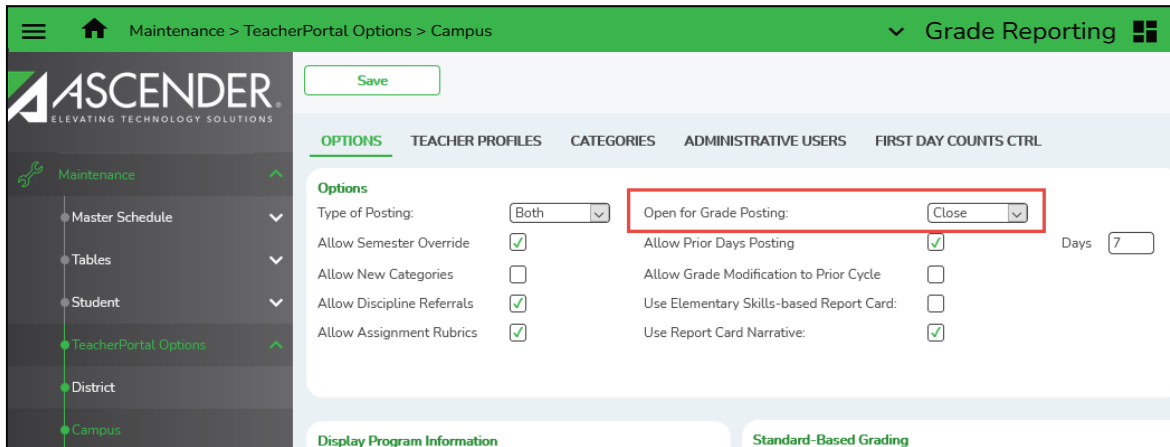
Elementary

_____**21.** **End of Year, Compute Final (cumulative) Averages, if needed.** If your campus does not report final grades, you may skip this step.

- Access **Grade Reporting > Utilities > Grade Computation Elementary**
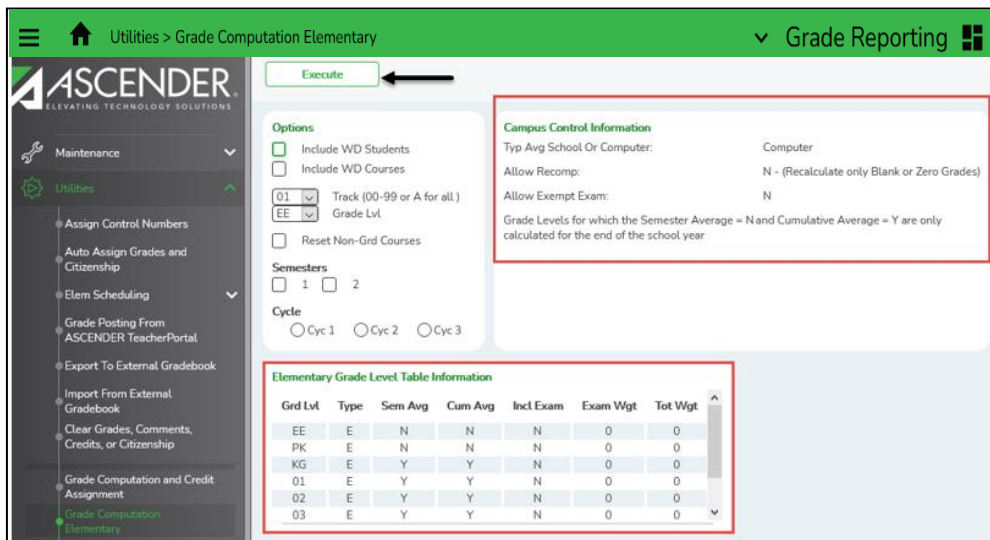
- Verify the **Campus Control Information** is accurate for your campus. If information needs to be updated, access **Grade Reporting > Maintenance > Tables > Campus Control Options > Computation tab.**

- Verify the **Elementary Grade Level Table Information** is accurate for your campus. If information needs to be updated, access **Grade Reporting > Maintenance > Tables > Elementary > Elem Grade tab.**

For the Options section:

- **Include WD Students or WD Courses:** Determine if you want to include withdrawn students and withdrawn courses in grade computation.
- **Track:** Select the track you want to compute grades for or select A to compute the grades for all tracks at one time.
- **Grade Lvl:** Select a specific grade level or AL all grades levels.
- **Reset Non-Grd Courses:** Checking this box will remove a grade from a non-graded course if a grade were accidentally transferred to a non-graded course when making a Course Section Change, for example Art to Study Hall.
- **Semesters:** Select the semester to be updated. If you select semester 2 then semesters 1 and 2 will be updated.
- **Cycle:** Select the last cycle for the semester.
- Click **Execute** to run the computation.
- An error report will be generated if there are errors. **Print the error report**, make corrections, and rerun Elementary Grade Computation if necessary.

Each Campus

22. **Code Students as Promoted or Retained.** Mark all students as promoted or retained. If you want the promotion/retention message to print at the bottom of the elementary report card (SGR1400) according to their year-end-status code. Move to Grade Reporting uses the year-end-status code to move students to the new school year.

Elementary You must answer 'Y' to the report card parameter Print Promoted/Retained Msg? for the message to print on the elementary report card (SGR1400).

Secondary Secondary Report Card SGR1300 does not print a promotion or retention code.

- Access **Grade Reporting > Utilities > Assign or Clear Year-End-Status Codes.**

  - Clear the year-end-status codes first and then run the utility again to mass assign year-end-status codes. This utility marks all students as promoted; the user must go back and change those who have not been promoted to a retained status.

YEAR END STATUS CODES (Grades KG - 08)

01	Promoted Next Grade
*02	Retained Same Grade
03	Placed in the Next Grade
*04	Placed in a Transitional Program
06	Promoted from a Trans Prg to Reg Grade
21	Status pending complete Summer School
22	Status Pending - Other
23	Left District before End. No Status

* RETENTION REASON CODES (optional)
(Use only for students with Year End Status Codes of 02 or 04. Up to 3 reasons may be listed)

01	Composite grade averages for the entire school year was less than a 70 on a scale of 100
02	Failure to meet promotion requirements due to poor performance in a subject or subjects
03	Poor performance on a criterion-reference and/or norm-reference assessment instrument
04	Agreement between the student's parents and teachers
06	Excessive absenteeism
99	Other factors the district considers important

YEAR END STATUS CODES (Grades 09-12 only)

10	Not advanced Next Grade
11	Advanced Next Grade
12	Graduated
13	Obtained GED
14	Met Reqmnt/Not Pass STARR/TAKS
15	Grade 12: Not Enough Credits to Graduate
21	Status Pending Complete Summer School
22	Status Pending - Other
23	Left District before End. No Status

- For all active students in grade levels K-8, the utility assigns code *01* (*promoted*).
- For students in grade levels 9-11, the utility assigns code *11* (*promoted*).
- For students in grade level 12, the utility assigns code *12* (*graduated*).

- To change the students from promoted to retained, change them one at a time in **Registration > Maintenance > Individual Maintenance > Demo 3. The Year End Status code is located in the Promotion box.**

Secondary

23. Compute Attendance in Student Grade Course Records. This will allow the student's attendance to print on report cards if required by your campus. (SGR1300 Secondary Report Cards (2 Semesters)).

- Access **Grade Reporting> Reports> Report Cards > SGR1800 Compute Attendance in Course Records.**

  - Complete the Report Parameters and click **Run Preview**.

Note: For Report Card SGR1400 – Elementary Report Card it is not necessary to compute the attendance for the student grade course records. The attendance is automatically printed on the report card. It is however, necessary to compute the attendance for other reports such as the SGR1160-Interim Progress Report and the SRG0900-Withdrawal Transfer Form.

Each Campus

24. Assign Control Numbers, if needed. If you selected to print report cards by control number for a specific period of the day, you may need to assign control numbers to the students.

- Access **Grade Reporting > Utilities > Assign Control Numbers**
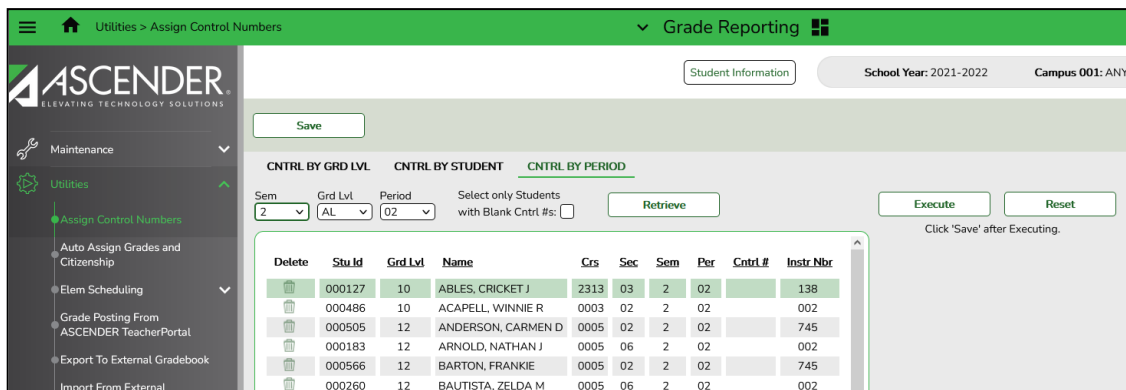
- Select the way in which you want to assign control numbers. (**Cntrl by Period** is displayed above).

- Select the appropriate semester, Grade Level, and Period. Click **Retrieve**, and then click **Execute**.

- Click **Save** to save the data.

Secondary

_____ **25. Verify Credit, Partial Credit and the Credit Sequence are Accurate for Each Course.** The Credit Sequence and Allow Partial Credit fields from District Course Maintenance are also considered when performing Grade Computation and Credit Assignment. You can verify the Partial Credit, Credit Sequence and Credit fields by running the **Grade Reporting report SGR0050 - District Master List (Grd Rpting)**. You can set the Credit Level parameter so that the report only generates for one specified credit level at a time to make it easier to check the report.

- Access **Grade Reporting > Reports > Grade Reporting Reports > Master Schedules > SGR0050 - District Master List (Grd Rpting)**

- Corrections to credit, partial credit, credit level, and credit sequence fields will be made on the **Grade Reporting > Maintenance > Master Schedule > District Schedule in the Course Codes and Credits information box** for each course.

Secondary

_____ **26. Compute Final Averages and Award Credit at the End of Semester 2.**

Note: If the grading concept on the Campus control table is Sem/Final then final grades must be computed if credits will be awarded.

- **Perform Grade Computation and Credit Assignment**

  - Access **Grade Reporting > Utilities > Grade Computation and Credit Assignment**
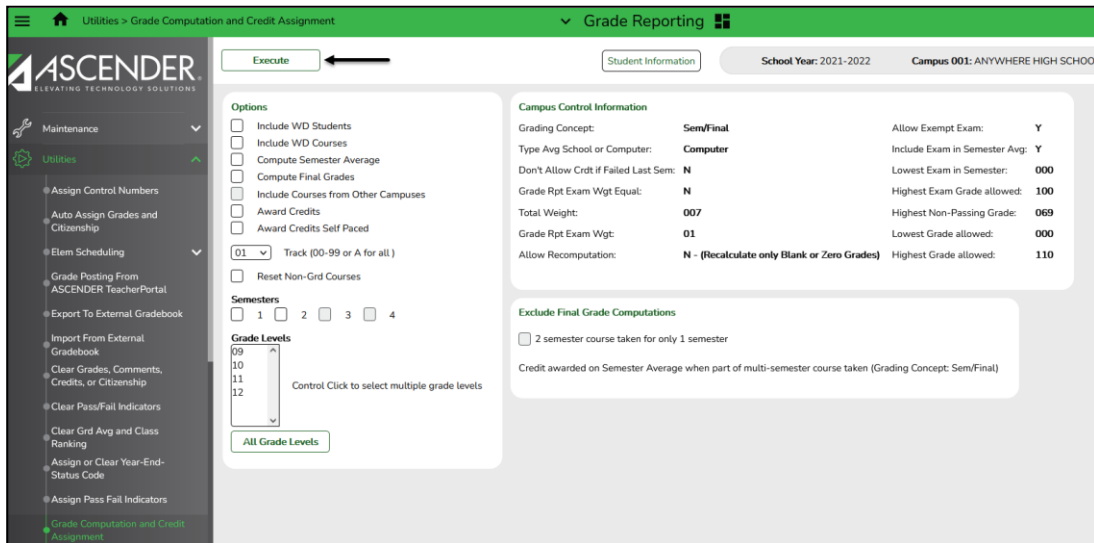
- Check the display of Campus Control Information for accuracy. If you need to make changes to the table access **Grade Reporting > Maintenance > Campus Control Options > Computation.**
- Select **Include Withdrawn Students** to include withdrawn students in the process.
- Select **Include Withdrawn Courses** to include withdrawn courses in the process.
- **Compute Semester Average**, <u>leave this field blank</u>, TeacherPortal will post the semester average.
- Select **Compute Final Grades** to calculate final grades. If selected, the fields under **Exclude Final Grade Computations** are enabled.
- Select **Award Credits** to award credits.
- Select **Award Credits Self Paced** if you want to award credits to self-paced courses. If the field is selected, credits are assigned if the course has a semester grade.
- In the **Track** field, you may select a single track or select A to calculate grades and assign credits for all tracks. The field is required.
- Select **Reset Non-Graded Courses** to reset non-graded courses. If the field is selected, and a course with grades assigned is changed to a non-graded course, the grades are deleted in ASCENDER only, not in TeacherPortal.
- Under **Semesters**, select the semesters to be updated. It is important to select all semesters that should be updated, since semesters are considered when awarding grades or credits. You must select at least one semester.
- Under **Grade Levels**, select one or more specific grades levels to be updated. Or, Click **All Grade Levels** to update all grade levels.
- The **Exclude Final Grade Computations** options are enabled only if **Compute Final Grades** is selected.

    - The options only apply to courses that were not taken for all semesters of the course.
    - If any options (exclusions) are selected, a list of the students and courses excluded from final grade computation is produced.
    - If no courses qualify for exclusion, a message is displayed indicating that no courses were found to exclude from final grade computation.

- Click **Execute**. A progress bar displays the progress.

If the following conditions exist, the process is stopped, and a message is displayed:

    - **Compute Semester Average** is selected.
    - **Allow Recomputation** is selected on Grade Reporting > Maintenance > Tables > Campus Control Options > Computation (recalculate all grades).
    - The campus is using TeacherPortal.

    You must clear either **Compute Semester Average** or **Allow Recomputation**.

- If errors are encountered, errors and warnings will be displayed in the error listing at the bottom of the page. Print and review the errors, make corrections where necessary and rerun the utility.

NOTE: Warnings may indicate that semester records were bypassed for students who retook failed courses.

Secondary

27. Mark NC (no credit) for Excessive Absences at the End of the Semester. Students who have accrued too many absences and should not receive credit must now have their credit removed and replaced by the letters **NC** in the blank where credit would normally be placed.

The **ASCENDER Grade Reporting Report SGR0450 Attendance Percentage by Course** can be run to determine if any students do not meet the 90% rule for awarding credit (ASCENDER > Grade Reporting > Reports > Student Verification > SGR0450 Attendance Percentage by Course).

- Access **Grade Reporting > Maintenance > Student > Individual Maintenance > Grade Update**.

Each Campus

28. Print Report Cards for the appropriate Semester and Cycle.

- Access **Grade Reporting> Reports> Grade Reporting Reports.**

Elementary

Report Cards – Elementary

- SGR1400 – Elementary Report Cards

- SGR1300 - Secondary 8 ½ x 11 Report Card (2 Semester). This report card will be run for elementary grade levels not included on the Elementary Grade Table.

Secondary

Report Cards - Secondary

- SGR1300 – Secondary 81/2 by 11 Secondary Report Cards (2 Semester)

Note: A promoted or retained message does not print on the SGR1300 Secondary Report Card.

- Complete the Report Parameters screen and click **Run Preview**.

**Note:** If the report card is run for the parent's address, a report card is printed for each parent/guardian who is selected to receive mailouts on the **Registration > Maintenance > Student Enrollment > Contact tab**. Report cards are printed in the language (English or Spanish) specified for the parent/guardian on the Contact tab. If the report is run for the student's address, only one English language report card is printed.

Each Campus

_____ **29**. **Assign Pass/Fail Indicators.** This utility populates the Pass/Fail field on the Maintenance > Student > Individual Maint > Grd/Crs Maint for students in grades 1 through 12. Additionally, if a student passed and received full credit for course(s) that meet the speech and/or CPR requirements in the current school year, the utility sets the corresponding completion dates as the last day of the course.
Courses previously assigned pass/fail indicators are not processed. Pre-existing speech and CPR completion dates are not overwritten.

Please refer to ASCENDER Help for full details about this utility.

- Access **Grade Reporting > Utilities > Assign Pass/Fail Indicators**
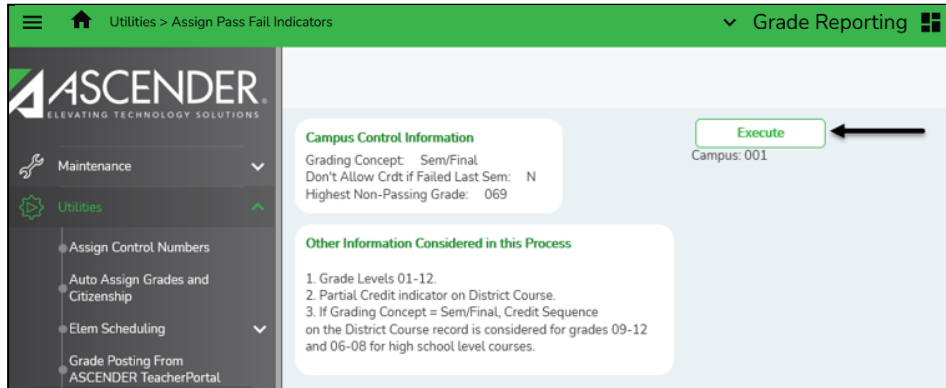
- Ensure the following fields are set correctly before running the utility:

    - The **Grading Concept** and **Don't Allow Credit if Failed Last Sem** fields on the *Grade Reporting > Maintenance > Tables > Campus Control Options > Computation tab.*

    - The **Highest Non-Passing Grade** field on the *Grade Reporting > Maintenance > Tables > Campus Control Options > Computation tab.*

    - The **Allow Partial Credit** and **Credit Sequence** fields on the *Grade Reporting > Maintenance > Master Schedule District Schedule.*

- For middle school courses that assign credit for high school-level courses, pass/fail indicators are 01-12 are used (same as high school).

- For grade levels 1-8 for regular middle and elementary school courses, courses with blank or local service IDs and nongraded courses are not processed. The semester average is used to set the pass/fail indicator as follows:

    - 13 – if the student passed the semester.
    - 14 – if the student failed the semester.
    - 00 – if the student did not complete the semester.

    - For elementary campuses that use cumulative year-to-date averaging, the program looks as the final average to determine the indicator that will be assigned.

    - The utility accommodates self-paced courses. Self-paced courses must be one-semester and marked as self-paced. They are included only if the student has a semester grade, whether or not there is a withdrawal date.

- Click **Execute**.

- Errors are displayed at the bottom of the screen. Review the errors and make corrections as needed and rerun the utility.

Elementary _____ **30.** **Print Elementary Skills-Based Report Cards, if used at the campus.**

Teachers:

Teachers that have courses that are associated with an Elementary Skills-Based Report Card will enter their assignment grades, elementary number skills, elementary letter skills and elementary report card student notes for each student, then access the Print Elementary Report Cards menu option to print student report cards out of TeacherPortal. Please reference **TeacherPortal Help > Teacher Guide > Elementary Skills-Based Grading** for more information on grading skills and printing the Elementary Skills-Based Report Cards from TeacherPortal.

TeacherPortal Administrative Users:

TeacherPortal administrative users also have the option to print the Elementary Skills-Based Report Card for the campus.

NOTE: If you want the Promoted/Retained Message to print on the Elementary Skills-Based Report Cards, do the following:

- An administrative user to TeacherPortal will access **TeacherPortal > Admin > Elementary Report Cards > Elementary Skills-Based Report Card Setup – Step 1**.
- Select the **Report Card Type** you want to update.
- Selected the **Promoted/Retained Message on the last report card of the year** check box.
- Click **Save**.

To print the Elementary Skills-Based Report Card as an Administrator for the Campus, do the following:

1. From the **Admin menu**, select **Elementary Report Cards**, and then select **Print Elementary Report Cards for Campus**. The Print Elementary Report Cards for Campus page is displayed allowing you to select the report card type you want to print.

2. In the **Semester** field, click ▼ to select the semester for which you want to print report cards.

3. In the **Cycle** field, click ▼ to select the cycle for which you want to print report cards.

4. In the **Report Card** field, click ▼ to select the particular report card type you want to print.

5. Select **Include Report Cards with no Grades** if you want to include report cards for which there are no grades. Otherwise, report cards with no grades are not printed.

6. In the optional **Report Card Note** field, you can enter a note that will be displayed on all report cards selected for printing. The field is optional. If entered, it will appear on the report card above the **Teacher Notes** section.

7. Select **Print a Blank Page Between Teachers** to insert a blank page between each teacher. Note that if **Double-Sided Printing** is selected, the program will insert two blank pages between each teacher.

8. Select **Double-Sided Printing** if you will use double-sided printing. Note that you must adjust your printer to do double-sided printing. If this field is selected, and you selected **Print a Blank Page Between Teachers**, the program will generate two blank pages between teachers.

9. The **Blank Page Between Students** field only appears if you selected **Double Sided Printing**, select this field to print a blank page between students.

10. Click **Print selected student report cards**.

Each Campus

_____ **31**. <u>**Print other Grade Reporting Reports**</u> as needed.

- Access **Grade Reporting > Reports > Grade Reporting Reports**

  <u>**End of Semester Reports**</u>
  SGR0280 Grade Distribution Report
  SGR0900 Class Rolls (Student Grade Information)
  SGR1000 Blank, Failing, and Incomplete Grades
  SGR1175 Report Card Proof List
  SGR1401 Elementary Principal's Proof List
  SGR1920 Pass/Fail Verification List
  SGR2001 A/B Honor Roll
  SGR2047 AAR Multi-Year
  SGR2081 Student Grade Labels (#6195 or Avery 5164)
  SGR2091 Elementary Grade Labels (#6193 or Avery 6878)
  SGR4500 TeacherPortal Assignment Audit Report This report should be run at the end of the year for all semesters and cycles and saved as a PDF file on a thumb drive or disk.

- Complete the Report Parameters screen and click **Run Preview**.

Secondary

_____ **32**. **REMINDERS**: <u>**Running Grade Averaging and Class Rank at the End of Semester 2.**</u>

- Most high schools will run the grade averaging and class ranking at mid-term for semester 1 grades for grades 9-12, then run the grade averaging and class ranking for early ranking for grade 12 before the end of semester 2.

- Remember that grades 9-11 will need to have the grade averaging and class ranking utility run after you have posted semester 2 grades.

- **Please refer to your district's policy on grade averaging and class ranking procedures.**

  - Tea provides no guidelines for ranking students.
  - GPA policy is determined by the district's local policy.
  - Running grade averaging can vary greatly between districts.

Please reference the **ASCENDER Grade Averaging & Class Ranking Checklist for High School & Middle School Campuses** when running your grade averaging and class ranking utilities.

Secondary

_____ **33**. **REMINDER**: <u>**Set the Graduation Date for Seniors.**</u> Use the **Registration > Utilities > Reset Values** to mass assign the graduation date for students if you have not already. See Registration Online Help for Reset Values for full details on how to use Reset Values. You may also retrieve each student individually in **Registration > Student Enrollment > Demo 3** to set the graduation date.

ATTENDANCE REMINDER!!

Each Campus

_____ 34. __Are Auditable Attendance Reports being Printed?__

- You should have an Attendance Systems Procedures Manual that outlines your district's timeline for running attendance audit reports.

- **Section 2 - Audit Requirements** of the Student Attendance Accounting Handbook should be referenced for full details for Audit Requirements.

- ASCENDER attendance reports are located in **ASCENDER Attendance > Reports**.

Auditable Attendance Report

There is a report in ASCENDER Attendance, **SAT3800 TeacherPortal Attendance Posting Verification**.

This report provides a list of the dates and times instructors posted attendance at a particular campus. This report may be requested by auditors who visit the district.

This report can be run for the current year. Starting with 2015-2016, the report can be run for prior years.

ASCENDER TeacherPortal End of Semester 2 Checklist Summary

Which Campus		Step #	Description
Each Campus		1	Update Campus Report Card Comments
Each Campus		2	Update Campus Report Card Messages
Each Campus		3	Allow Semester Average Override in TeacherPortal (Optional)
Each Campus		4	Verify Settings on the Campus Control Options Parameters tab
Each Campus		5	Verify Settings on the Campus Control Options Ranges and Conversions tab
Each Campus		6	Verify Settings on the Campus Control Options Computation tab
Each Campus		7	Verify Settings on the Campus Control Options Posting tab
Each Campus		8	Verify Settings on the Campus Control Options Print Options tab
Elementary		9	Check the Elementary Grade Tables
Elementary		10	Exams for Elementary Grade Levels (Optional)
Elementary		11	Reading Levels for English Language Arts courses (Optional)
Each Campus		12	Use Report Card Narrative (Optional)
Each Campus		13	Set Deadlines for Teachers
Each Campus		14	Open TeacherPortal for Posting
Each Campus		15	Check the Teacher Posting Status Report
Each Campus		16	TeacherPortal Administrator will Run the Missing Exam Grade Report from TeacherPortal, if applicable to the campus
Each Campus		17	Run ASCENDER Grade Reporting Report SGR1000 before Posting Grades from TeacherPortal
Each Campus		18	Post Grades to Student Grade Course Records
Each Campus		19	View Errors and make Corrections as needed
Each Campus		20	Close TeacherPortal for Posting
Elementary		21	End of Year, Compute Final (cumulative) Averages, if needed
Each Campus		22	Code Students Promoted or Retained
Secondary		23	Compute Attendance in Student Grade Course Records
Each Campus		24	Assign Control Numbers, if needed
Secondary		25	Verify Credit, Partial Credit, and the Credit Sequence for Each Course for Accuracy
Secondary		26	Compute Final Averages and Award Credit at the end of Semester 2
Secondary		27	Mark NC (no credit) for Excessive Absences at the End of Semester 2
Each Campus		28	Print Report Cards
Each Campus		29	Assign Pass/Fail Indicators
Elementary		30	Print Elementary Skills-Based Report Cards, if used at the campus
Each Campus		31	Print other Grade Reporting Reports as needed
Secondary		32	REMINDER: Run Grade Averaging and Class Rank at the End of Semester 2
Secondary		33	REMINDER: Set the Graduation Date for Seniors
Each Campus		34	REMINDER: Are Auditable Attendance Reports being Printed?

NOTES: