# ASCENDER TeacherPortal END OF SEMESTER 2 CHECKLIST FOR TEACHERS

This checklist is for teachers that <u>are not</u> using the elementary skills-based or standards-based grading concept. This checklist assumes that teachers are familiar with setting up categories for each of your course sections, entering assignments for each of your course sections and entering grades for assignments. If you are not familiar with setting up categories and entering assignments, please contact your campus TeacherPortal administrator.

1. **It is recommended that you clear your browser cache before entering assignment and/or cycle grade data. If you are unsure on how to clear the cache for the browser you use to access TeacherPortal, please contact your technology staff.**
    a. **If you are currently logged into your gradebook, clear the cache for the browser, use the logout link to properly log out of TeacherPortal, close any windows that are open in the browser and then relaunch TeacherPortal.**
    b. **If you are not currently logged into your gradebook, clear the cache for the browser, close any windows open in the browser and then launch TeacherPortal.**
    c. **Supported browsers are up-to-date versions of Chrome or Firefox for a PC and Safari on a Mac.**

2. Check your **Home** page frequently for any announcements concerning end of cycle/semester grades the campus administrator may have posted.

3. Continue entering grades for assignments under **Grades > Assignment Grades** for each of your courses.

4. Run the Blank and Missing Grades report under **Reports > Blank/Missing Grades**

    Run this report to find assignments that have:

    - A blank assignment grade (assignments with a blank grade do not count in the calculation of the cycle average)
    - An assignment graded with an M (assignments graded with an M counts as a zero in the calculation of the cycle average)
    - An assignment graded with an I for incomplete (when an assignment is graded with an I for incomplete the cycle average is incomplete)

    When the report selection page opens, you will see the following screen:

    

    - Under **Grade Selection Options:**
        - Check the **Select All** box to locate blank, missing, or incomplete assignment grades.

    - Under **View Options:**
        - Select **View Student Names** (selected by default)
        - View **All** Course Sections(s). Selecting View All Course Sections will look for blank, missing, and incomplete grades for all course sections you are assigned to.
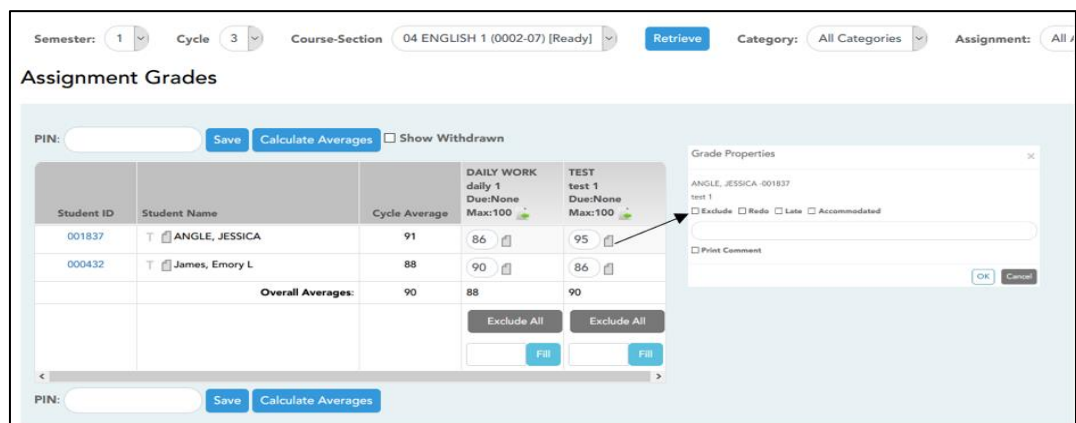
**5.** Click **Generate**. If you have assignments that meet the criteria entered you will get a report that lists the course section, the students name, and any assignments that meet the criteria entered on the report selection page for the report:

**Blank/Missing Grades Report**

Instructor: WILSON , TRAVIS

Viewing: Semester 2, Cycle 3

Generated: Monday, May 02, 2022 01:31 PM

**03 MONEY MATTERS (7113-03)**
**000323 - BAUSISTA, OSCAR H**
    daily 2 - MISSING  ←

**000260 - BAUTISTA, ZELDA M**
    Test 1 - BLANK  ←
    daily 2 - INCOMPLETE  ←
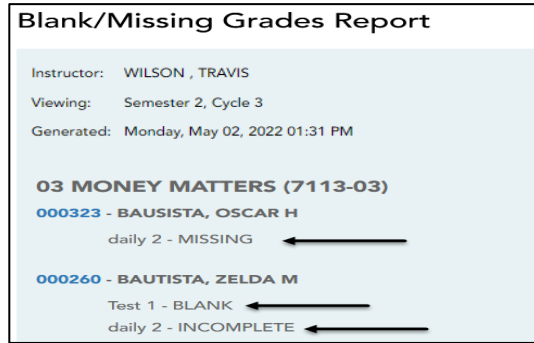
- If you have blank, missing or incomplete grades, use the report to locate, verify and/or update the assignment grade on the Assignment Grades page.

## Important Note:

- **Excluding Assignments:**
  - Assignments graded with an E to exclude an assignment will be calculated as a numeric grade according to the E,S,N,U scale in Grade Reporting Ranges and Conversions Grade Conversion Information table.
  - To exclude an assignment, you should enter an "X" in the grade field or use the note paper next to the grade field and select Exclude from the options then click OK in the Grades Property box. When an X is entered or Exclude is selected from the Grade Properties box the note paper will be red in color and a red box with an X will be displayed to indicate the assignment has been excluded from the calculation. You must enter your PIN number and click Save Grades for the data to save to the page.
  - Assignments that are properly coded to be excluded will not calculate in the student's cycle average.

6.  After all assignment grades have been entered/updated as needed, access the **Grades > Cycle Grades** page from the menu options.  Use the **Course Section** drop-down to select a different course section.

    **For Secondary Grade Levels**, your Cycle Grades page may look similar to the screen shot below, depending on what options your campus has selected in Grade Reporting TeacherPortal Campus Options.  For example, you may or may not have one or more of the following fields, the Report Card Narrative field, Exam field, or the Override field under Semester Grades.



Secondary Cycle Grades Page

    **For Elementary Grade Levels**, your Cycle Grades page may look similar to the screen shot below, depending on what options your campus has selected in Grade Reporting TeacherPortal Camus Options.  For example, you may or may not have one or more of the following fields, the Reading Levels field, the Report Card Narrative field, the Exam field, or the Override field under Semester Grades.



Elementary Cycle Grades Page

7.  On the **Cycle Grades** page for each course section, verify the grades in the Current Semester/Cycle **Average** field.  Auto Grades are displayed in parentheses in a lighter shade than a working cycle average.  The auto grade is not displayed if the student has a working cycle average.

8.  If necessary, enter an **Override** grade for the cycle grade.

9.  If necessary, enter a **Citizenship** grade.  If the campus is using a default citizenship grade you may change the default grade to the grade the student earned.  Valid grades are E, S, N, U, A, B, C, D and F.

10. You may enter **Report Card Comments** if the campus has entered the codes in Grade Reporting.
   - You may enter up to five one-character report card comment codes in the field. Do not use spaces or commas to separate the codes.
   - If you do not know what the codes are, click the **Show Comments Legend** tab at the end of the table to display the code and description.

11. If your campus has turned on the option for you to enter a **Report Card Narrative**, you may enter up to 5000 characters for each student.

   - The report card narrative will print on a second page for the report card. If the field is not displayed on the screen, your campus is not allowing the use of the report card narrative.

12. If your campus has elementary courses using an ELLA service ID and the campus has set up the **Reading Levels** table in Grade Reporting you may use the drop down to select a reading level code for each student. If there are no courses with an ELLA service ID at the campus, the field is not displayed.

13. If exams are given at your campus an **Exam** column will be displayed. If an exam grade field is displayed the field cannot be blank. If the exam grade field is blank the student's semester average will not post to their grade course record and will not print on the report card. If the campus does not give exams the exam field is not displayed. **Please read the following important information about exam grades and exempt exam grades.**

   A. If you have students that are required to take the exam, you must enter the exam grade for each student that took the exam in the Exam field.

   B. If you have students that are exempt from taking the exam, you must enter an **"X"** in the Exam field.

"E" is no longer be used to indicate that a student is exempt from taking an exam. If an exam grades of E is entered the E will be calculated as a numeric grade according to the E,S,N,U scale on the Ranges and Conversions Grade Conversion Information table in Grade Reporting.



   C. If you have courses that you will not be giving exams, such as Band, PE, Athletics, you will enter an **"X"** in the Exam field. If the Exam column is displayed on the Cycle Grades page the field cannot be left blank.

   D. For courses that do not give an exam or where the majority of students are exempt from the exam, you can use the **Fill Exempt Exams** button to populate a blank Exam field with an **"X"** then change the "X" to a grade for students that were required to take the exam.

14. If allowed by the campus, an override semester average can be entered in the **Override** field under **Semester Grades**. If the campus does not allow override grades for the semester average the field is not displayed.

15. After you enter cycle and/or semester grade data for the course, review your input carefully, on the left side of the page, enter your PIN number and click **Save** to save all changes.

16. When you are satisfied with your input, notify the system that you are ready to post.



17. Click the **Select courses to mark grades as Ready to Post** link. This link is only displayed for current cycles that are open for posting. The campus determines when the cycle is open and closed for posting.

18. A dialog box opens allowing you to select the course sections that are ready to post. All eligible courses are listed. Select the course(s), and then click **Select**.

    **Best Practice** is to review a course section them mark the course section as ready to post rather than selecting multiple course sections to post at one time.

19. The dialog box closes, and the selected course(s) are listed below the **PIN** field. To change the selected courses, click **Cancel**, and click on the Select courses to mark grades as Ready to Post link again to reselect the course(s).

**20.** In the second **PIN** field on the left-side of the page, type your four-digit PIN. The field is disabled for inquiry-only users.

**21.** Click **Continue** below the second PIN field to indicate that your grades for the selected course(s) are ready to post, or click **Cancel** to cancel the action.

**22.** If you have any missing exam grades for courses you are selecting to mark as ready to post, you will receive the message: **Exam Grades are missing**. If you do not receive the message Exam Grades are missing, continue to step #25.



**23.** If you receive the message for missing exam grades, stop marking courses ready to post and run the TeacherPortal report, Missing Exam Grades from step #13. Use the report to locate and update blank exam fields for students to a grade or an X in the Exam column.

**24.** After updating the blank exam fields, make sure to enter your PIN and click the Save button from the top PIN field on the Cycle Grades page.  When all blank exam fields have been updated, then you may continue selecting courses to mark 'Ready to Post'.

**25.** If your changes were saved successfully, the page reloads, and a message is displayed indicating that the cycle grades were successfully sent to be posted. The message "[READY]" is displayed in the **Course Section** drop-down list next to the course.



**26.** If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN to continue.

**27.** You can submit your grades more than one time if you make a change shortly after mark the grades as ready to post (as long as the Select 'Ready to Post' Courses link is displayed on the page you can make changes and post grades); however, once the data is posted by the campus administrator, you cannot repost any data.  The link to Select 'Ready to Post' Courses is no longer displayed on the page after the campus administrator has posted the grade data.

**28.** If you discover an error after grades are posted by the office, you must contact the campus administrator to correct any errors.  Corrections made in Grade Reporting to cycle or semester grades will be reflected on the cycle grades page in TeacherPortal.