



ASCENDER District and Campus Setup Guide for ASCENDER TeacherPortal

- **District Setup – Grade Reporting- TeacherPortal Options**
- **Campus Setup – Grade Reporting - TeacherPortal Options**
- **Campus Setup – Attendance - Gradebook Options**
- **Campus Setup - Discipline Referrals**
 - **Discipline Offense Codes**
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 - **Campus Administrators Discipline-Only**
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- **TeacherPortal and the New Year Process**

2022- 2023

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Introduction

The grade book application, TeacherPortal is an integrated classroom management system that allows instructors to maintain and post student data, including attendance, grades and discipline. This application also allows you to receive transfer students and produce Interim Progress Reports (IPRs). Various inquiry pages allow you to view student demographic data, contact information, attendance records, schedules, and test score information.

TeacherPortal's integration with the ASCENDER student system provides real-time data that is updated any time grades, attendance, or student/instructor schedules change. Data is written directly to the district database.

TeacherPortal may be accessed from anywhere with an internet connection (school or home) depending on the district's policy.

Terminology: ASCENDER refers to the student applications. TeacherPortal refers to the grade book applications.

Other notes:

- Who will be the point of contact at the district and/or campus when teachers have issues with TeacherPortal?
- The district and/or campus contact will then contact the IMS department to report the issue.
- The ASCENDER TeacherPortal URL is as follows. You will replace the **Your 6 digit Co-Dist#** your district's county district number.

TeacherPortal

<https://portals07.ascendertx.com/TeacherPortal/login?distid=Your 6 digit Co-Dist#>

District Setup

The district Options tab allows you to set district-wide options for TeacherPortal.

Grade Reporting > Maintenance > TeacherPortal Options > District > Options

Options Tab:

1. In the **TeacherPortal Use Flag** field, select to indicate if TeacherPortal is enabled or disabled for all campuses. When this field is set to disabled, a message is displayed on the TeacherPortal Login page indicating that TeacherPortal is unavailable, and the login fields are not displayed.
2. In the **Photo URL** field, type the Web address at which student photographs are stored. The TeacherPortal will use this location to allow instructors to view student photographs on the Student Information page. **Each hosted Region 7 LEA Photo URL is maintained by TCC Data Center staff when photo files are submitted for upload.**

NOTE:

- The picture files should be named using the six-digit student ID number with a .jpg file extension.
 - You will submit the photo file in the appropriated format to the ESC IMS department staff and a ticket will be created to have the photos applied to your database.
3. In the **District-wide Message** box, type a district-wide message that will appear on the Announcements page of the TeacherPortal application. This is the first page that instructors see after they have successfully logged on to TeacherPortal. The buttons on the formatting toolbar allow you to change the font, size of font, color, and other attributes as you type the message.
 4. Click **Save**.

The screenshot shows the ASCENDER TeacherPortal interface. The breadcrumb trail is Maintenance > TeacherPortal Options > District. The page title is Grade Reporting. The left sidebar shows the navigation menu with 'TeacherPortal Options' selected. The main content area has a 'Save' button and a 'Student Information' button. The 'Options' tab is active, showing the following fields:

- TeacherPortal Use Flag: TeacherPortal is enabled
- Photo URL: http://txeistrain.esc7.net/txGradebook/student_photos/888888/
- District-wide Message: A rich text editor with a toolbar (File, Edit, Insert, View, Format) and a message box containing:


Welcome to Anywhere ISD
TeacherPortal!
Let's make this a GREAT school year!

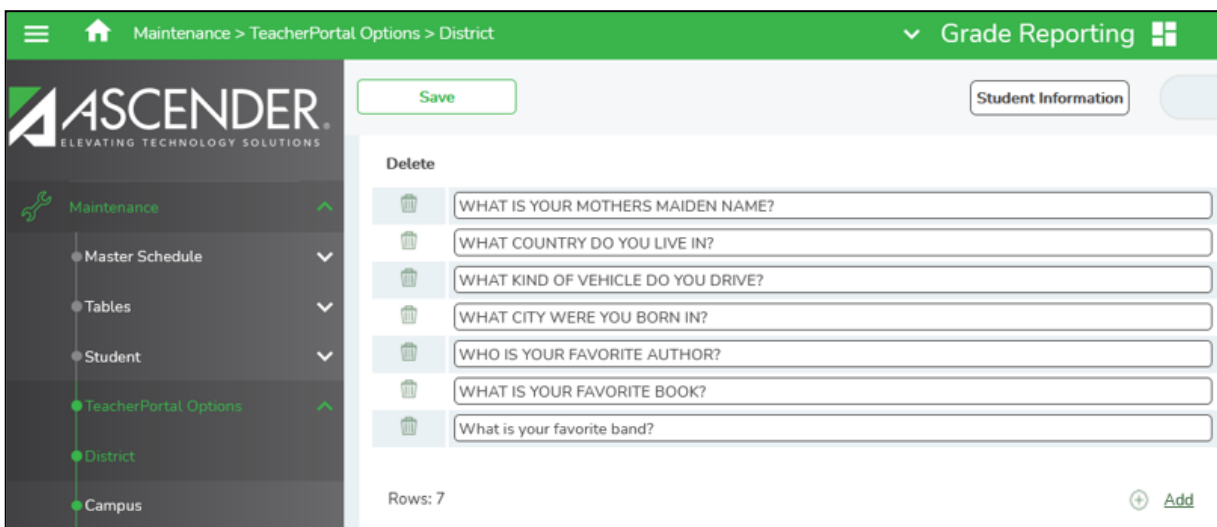
A callout box at the bottom right of the message editor states: **Remember to change this message frequently throughout the school year.**

Hint Questions Tab:

The Hint Questions tab allows you to create questions that are used in TeacherPortal for password recovery. When an instructor registers as a new user in TeacherPortal, he must provide answers to three of these questions. If the instructor needs to reset his password, he is asked one of the three questions to verify his identity.

Grade Reporting > Maintenance > TeacherPortal Options > District > Hint Questions

1. Click **+Add** to add a new row.
2. Type one question per row.
 - You must add at least three hint questions. It is recommended that you add several questions to provide instructors with many choices.
 - Duplicate questions are not allowed.
3. Click **Save**.
4. To delete a question, click . The row is shaded red to indicate that it will be deleted when the record is saved.
 - After a user has selected a hint question when creating their TeacherPortal account, you will no longer be able to edit or delete it from this screen.



Creating a Principal/Counselor Record for a TeacherPortal Administrative User:

If an employee will be an administrative user for TeacherPortal whether it is a district-level user or a campus-level user, they must be set up on the **Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor tab** first.

Various levels of administrative access can be set for TeacherPortal. Each district should designate appropriate staff members at the district and campus level to manage ASCENDER TeacherPortal and ASCENDER ParentPortal.

A single administrator account can give a user access to both TeacherPortal and ParentPortal admin pages.

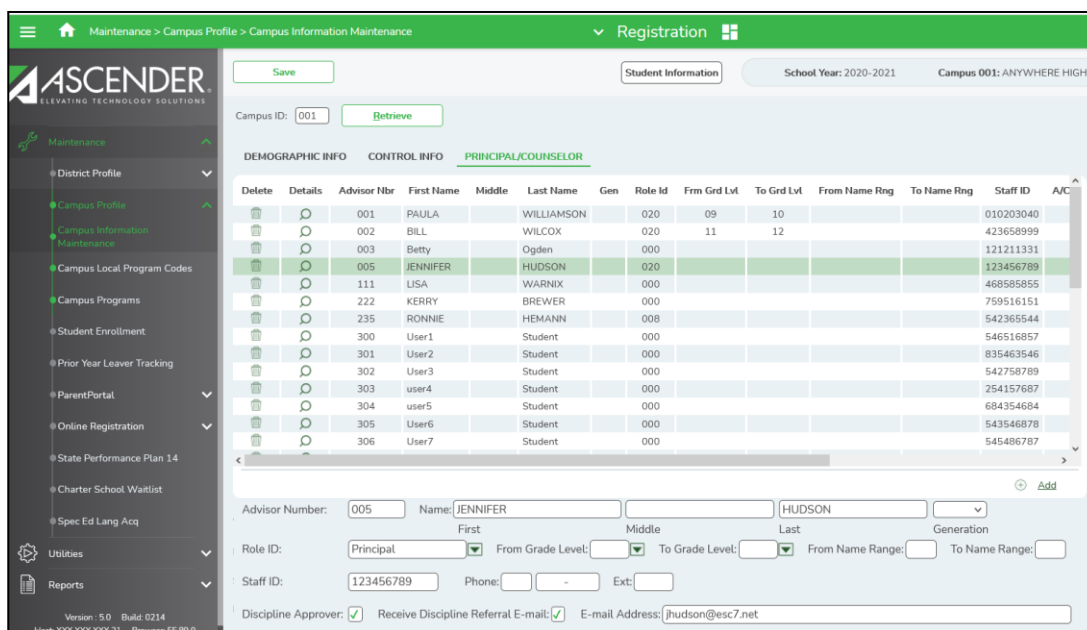
- Access to TeacherPortal is established on district and campus menus in Grade Reporting.
- Administrators can be given full maintenance access or read-only access, and they can be given access to one campus, several campuses, or all campuses.
- Campus-level administrators can also be assigned Discipline-only access.

NOTE:

ParentPortal administrative district-level access allows the user to:

- Search for, review, impersonate, and delete ParentPortal accounts.
- Active or inactivate TeacherPortal access by date.
- Allow student discipline data, immunization, and test score data to be displayed for parents.
- Manage online forms and online registration fields, and campus/district setup to use Online Registration.
- View overall usage statistics for ParentPortal.

The admin page of ParentPortal can be accessed by adding adminLogin before the ?distid=CCDD in the district's ParentPortal URL.



**Access Registration > Maintenance > Campus Profile > Campus Information
Maintenance > Principal/Counselor Tab:**

Administrative users will be set up on the Principal/Counselor table whether they have district-level access or a single campus access.

1. Click **+Add** to add a principal/counselor record.
2. **Advisor Number**, type the employee's three-digit advisor number, which is locally determined and assigned. The ID must be unique within the campus, but the same advisor number can be used across campuses.
3. **Name**, type the employee's first, middle, and last name. Select a generation code if applicable.
4. **Role ID**, select the employee's role at the campus.
 - Select 000 (*Other*) for an employee who is neither a principal nor a counselor, but is being set up as an administrative user of TeacherPortal.
 - If 000 is selected, **Staff ID** is required.
 - If 000 is selected and the employee has been set up as an administrative user with access to either one campus or all campuses, the record cannot be deleted after the information is saved.
5. **From\To Grade Level**, select the beginning and ending grade level for the range to which the employee is assigned, if applicable. If you select a **From Grade Level**, you must select a **To Grade Level**, and vice versa. You can select the same grade level for both fields.
6. **From\To Name Range**, Type the two-character alphabetical codes indicating the range of student last names assigned to the employee, if applicable.
7. **Phone**, type the area code and phone number for the employee. Type a phone extension if applicable, up to four digits.
8. **Discipline Approver**, select if the employee is a discipline approver. The field must be selected in order for the employee to view discipline referrals on Discipline > Maintenance > Referrals.
9. **Receive Discipline Referral E-mail**, select if the approver wants to receive email notification of new pending discipline referrals. If selected, you must enter the employee's address in the E-mail Address field.
10. **E-mail Address**, type a valid email address for the employee.
11. Click **Save**.
12. The next step is to access the **Grade Reporting > Maintenance > TeacherPortal Options District or Campus > Administrative Users** tab.
 - There should be at least one district-level administrative user at the district.
 - You can also set up multi-campus users who can access multiple campuses as an administrator, but do not have access to all campuses in the district.
 - An instructor can also have an administrative user login.

District Administrative User (Multi-Campus Access User) Tab:

The District Administrative Users tab is used to set up administrative users who can access, change, or inquire about instructor grade book data at any campus. You can also set up multi-campus users who can access multiple campuses as an administrator, but do not have access to all campuses in the district.

Access **Grade Reporting > Maintenance > TeacherPortal Options > District.**

Delete	Detail	Name	Date Grades Updated	Status	Password Expires	Password Last Changed	Run Group Report	Campus Access
		BREWER, KERRY	05/11/2021	Active	04/25/2023	07/30/2020	Yes	All
		BROWN, FARMER	//	Active	07/02/2019	10/06/2016	Yes	2
		Edney, Melissa	01/30/2019	Active	10/20/2021	01/25/2019	Yes	All
		HEMANN, RONNIE	07/16/2020	Active	12/21/2022	03/27/2020	Yes	All
		MCCOY, Sue L.	//	Active	11/04/2023	02/08/2021	No	8
		NASHER, MOLLY	//	Active	04/25/2023	07/30/2020	No	1
		NEWMAN, HAROLD	//	Active	07/03/2019	10/07/2016	Yes	1
		OGDEN, BETTY	//	Active	11/04/2023	02/08/2021	Yes	3
		Owens, Susie	03/02/2021	Active	10/03/2023	01/07/2021	Yes	All
		SPRINGER, NED E.	//	Reset	07/30/2020	07/30/2020	Yes	All
		Student, User1	//	Active	04/27/2022	08/02/2019	Yes	All
		Student 11ear10	//	Active	12/28/2020	04/04/2018	Yes	All

Access	Campus	Type of User
<input checked="" type="checkbox"/>	001-ANYWHERE HIGH SCHOOL (888)	Maintenance
<input checked="" type="checkbox"/>	002-ANYWHERE 9-WEEK	Maintenance
<input checked="" type="checkbox"/>	003-Three Mile High School	Read Only
<input type="checkbox"/>	004-ANYWHERE BLOCK CAMPUS	Read Only
<input type="checkbox"/>	041-ANYWHERE MIDDLE SCHOOL (888)	Read Only
<input type="checkbox"/>	045-Test	Read Only

1. Click on the **Administrative Users** tab.
2. To locate a specific user, in the **Search By Name** field, begin typing the last name of the user. A drop-down list displays users whose name match the characters you have typed. The drop-down list also displays the user name. From the drop-down list you can select the user.
3. Click **+Add** to add an administrative user. A blank row is displayed in the grid, and the fields in the free form area below the grid are enabled.
4. Select **Multi Campus User** only if the user is **NOT** a district-level user. The field should only be selected for a campus-level user who needs administrative access to multiple campuses.
 - When a multi-campus user logs on to TeacherPortal, he will be prompted to select a campus from list of campuses he has been given access to.
 - When a multi-campus user logs on to ASCENDER ParentPortal Admin, he will be able to impersonate only users at the campuses he has been given access to. Multi-campus users will have access to limited statistics that are displayed on ASCENDER ParentPortal Admin > Admin Settings > Site Statistics.

When you select the field, a campus grid is displayed allowing you to select the campuses and levels of access for the user.

- Select **Access** for each campus you want to grant the user access to.
- In the **Type of User** field, select the access level for the campus.
 - Select **Read Only** to allow inquiry-only access to all accounts at the campus. These users can view data for any instructor in order to verify information.
 - Select **Maintenance** to allow administrative access to all user accounts at the campus. These users can change grades, post attendance, or make other changes for any instructor at their campus. An administrative user cannot make changes to a teacher's profile.
 - Select **Discipline Only** to allow access to the Discipline Referral page only. No other TeacherPortal pages will be accessible to Discipline-only users. Also, the **Allow Discipline Referrals** field must be selected for the campus on Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options; otherwise, the campus will not be accessible to the user when she logs on to TeacherPortal.

When you click **Save**, note that the **Campus Access** column in the grid will display the number of campuses the user has access to.

IMPORTANT: If you clear the **Multi Campus User** field for a user, he will be given district-wide access.

5. Select **Run Group Report** to give the user access to the student groups UIL report in TeacherPortal. If selected, the **Special Programs** field is displayed on the UIL Report Selection page in TeacherPortal allowing him to produce the report for a selected group of students, including students in local programs.
6. The **Name** field displays the full name is displayed for existing employees.
7. In the **User Name** field, type the user name for the employee. For security reasons, the user name is only displayed in the free-form area so that only one user name is visible at a time.
 - The user name must be **unique** across the district.
 - The user name must be **6-8 alphanumeric characters** in length.
 - The user name is **not** case-sensitive.
 - Make note of the User Name to give to the user to enter in the USER NAME field during the Basic Information step when setting up their TeacherPortal Administrative User account.


NOTE: Once a user name has been created and the TeacherPortal account has been set up, it **CANNOT** be edited or deleted.

The screenshot shows a form with the following fields:

- Multi Campus User:
- Run Group Report:
- Name: _____
- User Name:
- Staff ID:
- Type of User:

 A callout box on the right contains the text: "The Staff ID field data must match the data that is in the Staff ID field on the Principal/ Counselor's tab in Registration." An arrow points from this callout box to the Staff ID input field.

8. In the **Staff ID** field, type social security number or employee number, depending on the district's setting for **Student Applications Staff ID** on **Registration > Maintenance > District Profile > District Maintenance > Control Info**.

If the employee number is used at the district, you can click  to select a principal/counselor or instructor.

The administrative user must have a record in the campus principal/counselor table, the campus instructor table, or the employee demographic table (employee or non-employee). The user's information is verified against the data in one of the tables.

NOTE: A staff ID can be set up as a district administrator or a campus administrator, but not both. However, the same staff ID with a unique User Name can also be used for creating an instructor login.

IMPORTANT: If you are setting up an instructor and a district administrator using the same **staff ID**, you must add the instructor first, and then add the administrator.

9. The **Status** field is displayed in place of the **Staff ID** field (below the grid) once the record is saved, it is set to Reset by default. Click the **Change Status** button to change the status. The options are as follows:

- If the user's status is **ACTIVE**, you may change the value to **Inactive** or **Reset**.
- If the user's status is **INACTIVE**, you may change the value to **Reset**. Inactive prevents a user from logging on to TeacherPortal.
- If the user's status is **LOCK**, you may change the value to **Reset**.
- If the user's status is **RESET**, the field is display-only and cannot be changed. Once the user has reset his password in TeacherPortal, the status will change to **Active**.

NOTE: When an administrative user is first added, his status is automatically set to Reset. His status will remain Reset until he registers in TeacherPortal and establishes a password and PIN.



10. In the **Type of User** field, select the access that the user will have in TeacherPortal. The default is Inquiry. This field only applies to district-level users; the field is disabled if the **Multi Campus User** field is selected.

- **Maintenance** – Administrative access to all user accounts. An administrative user cannot make changes to an instructor's profile.
- **Read Only** – inquiry-only access to all user accounts.

11. In the grid the following fields are displayed:

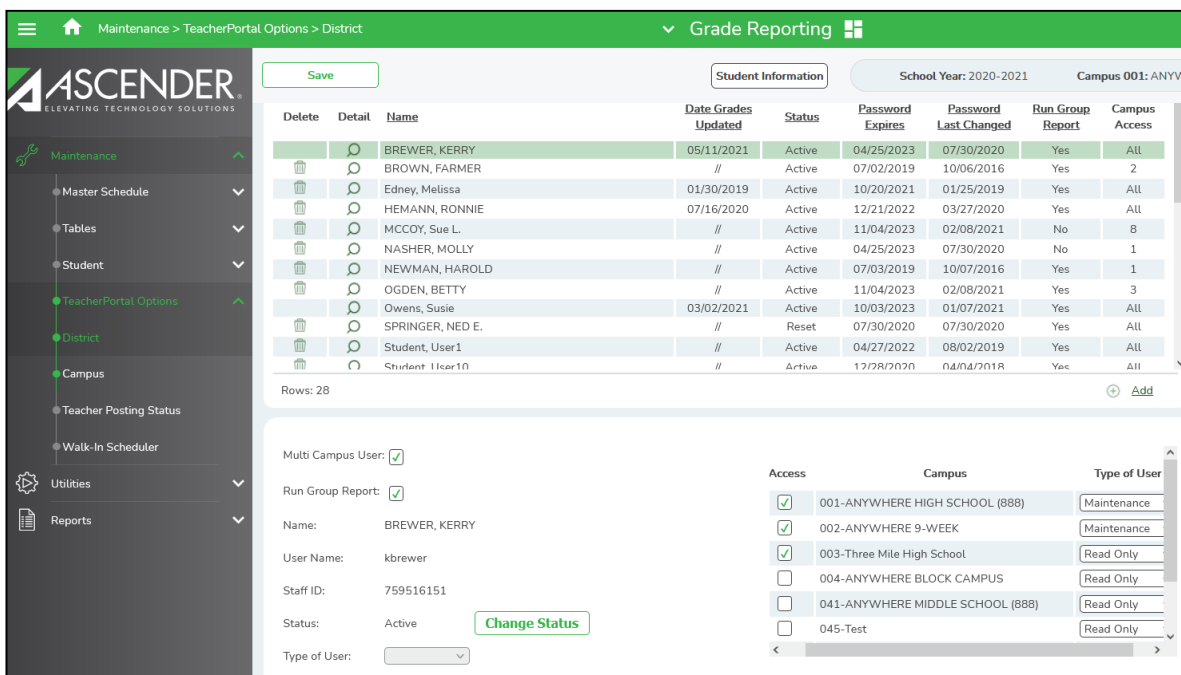
- The **Date Grades Updated** field displays the date on which the user last updated grades in TeacherPortal.
- The **Password Expires** field displays the date that the user's current password will expire. The user will be required to change his password the first time he attempts to sign on after the password has expired.
- The **Password Last Changed** field displays the date the user last changed his password, either voluntarily or because it expired.
- The **Campus Access** field displays All for a user that has access to all campuses or a count of how many campuses the user has access to.

12. Click **Save**. Data will appear in the display-only fields when the record is saved.

13. To update a record, click . The fields are displayed below the grid in the free-form area where you can change the information.
14. Update the fields, and then click **Save** to save the changes. The changes are displayed in the grid.
15. To delete a record, click . The row is shaded red to indicate that it will be deleted when the record is saved.
 - You can select multiple rows to be deleted at the same time.
 - Click **Save**. The selected rows are deleted.

NOTE: A row can only be deleted if the user has no attendance, grade, or assignment records in the following tables: sr_att_post, sr_crs_grd, and sr_crs_assgn.

16. Once a user has been entered on the District Administrative Users tab, the user needs to access TeacherPortal Create Account tab to set a password and PIN number. The User Name on the Administrative Users tab will be used for the USER NAME field during the Basic Information step when setting up the TeacherPortal Administrative User account.



The screenshot shows the 'Grade Reporting' section of the ASCENDER TeacherPortal. The interface includes a sidebar with navigation options like Maintenance, Tables, Student, and District. The main area displays a table of users with columns for Name, Date Grades Updated, Status, Password Expires, Password Last Changed, Run Group Report, and Campus Access. Below the table, there is a form for editing a user's details, including fields for Name, User Name, Staff ID, Status, and Type of User. A 'Change Status' button is visible next to the Status field. To the right, there is a table for 'Access' with columns for Access, Campus, and Type of User, showing various school and test access levels.

Delete	Detail	Name	Date Grades Updated	Status	Password Expires	Password Last Changed	Run Group Report	Campus Access
		BREWER, KERRY	05/11/2021	Active	04/25/2023	07/30/2020	Yes	All
		BROWN, FARMER	//	Active	07/02/2019	10/06/2016	Yes	2
		Edney, Melissa	01/30/2019	Active	10/20/2021	01/25/2019	Yes	All
		HEMANN, RONNIE	07/16/2020	Active	12/21/2022	03/27/2020	Yes	All
		MCCOY, Sue L.	//	Active	11/04/2023	02/08/2021	No	8
		NASHER, MOLLY	//	Active	04/25/2023	07/30/2020	No	1
		NEWMAN, HAROLD	//	Active	07/03/2019	10/07/2016	Yes	1
		OGDEN, BETTY	//	Active	11/04/2023	02/08/2021	Yes	3
		Owens, Susie	03/02/2021	Active	10/03/2023	01/07/2021	Yes	All
		SPRINGER, NED E.	//	Reset	07/30/2020	07/30/2020	Yes	All
		Student, User1	//	Active	04/27/2022	08/02/2019	Yes	All
		Student, User10	//	Active	12/28/2020	04/04/2018	Yes	All

Rows: 28 + Add

Multi Campus User:

Run Group Report:

Name: BREWER, KERRY

User Name: kbrewer

Staff ID: 759516151

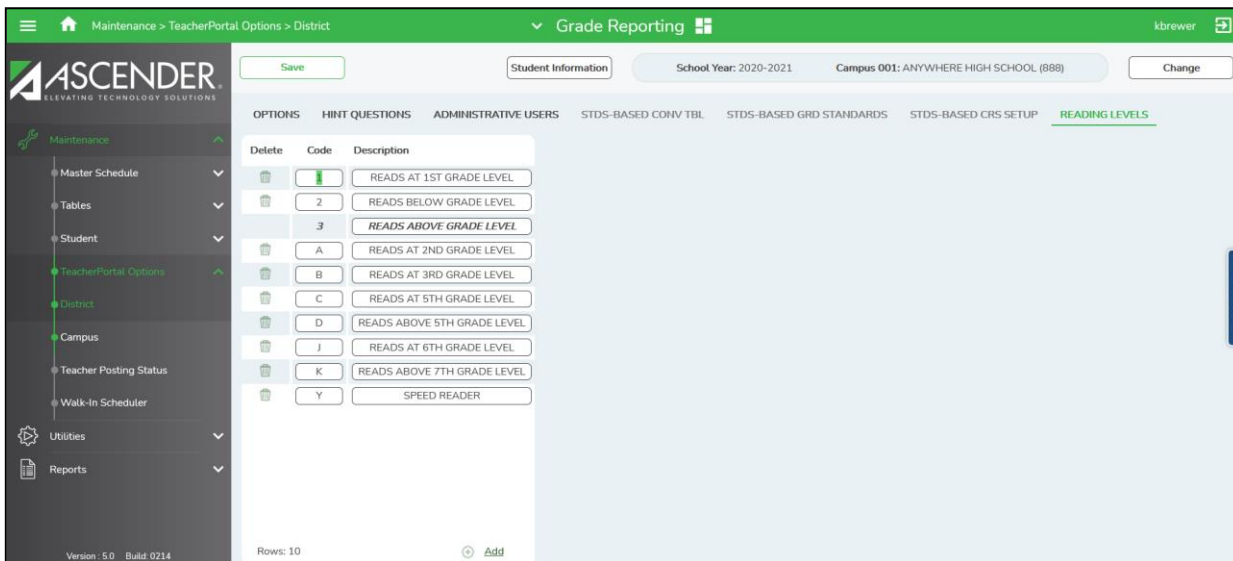
Status: Active Change Status

Type of User:

Access	Campus	Type of User
<input checked="" type="checkbox"/>	001-ANYWHERE HIGH SCHOOL (888)	Maintenance
<input checked="" type="checkbox"/>	002-ANYWHERE 9-WEEK	Maintenance
<input checked="" type="checkbox"/>	003-Three Mile High School	Read Only
<input type="checkbox"/>	004-ANYWHERE BLOCK CAMPUS	Read Only
<input type="checkbox"/>	041-ANYWHERE MIDDLE SCHOOL (888)	Read Only
<input type="checkbox"/>	045-Test	Read Only

Reading Levels Tab:

The Reading Levels tab allows you to create a list of district-defined reading levels. Teachers can select a reading level on the Cycle Grades page in TeacherPortal in order to set custom reading levels for students in elementary English language arts courses (i.e., courses that have an ELLA or ENGL service ID type).



To set up reading level codes:

1. Access **Grade Reporting > Maintenance > TeacherPortal Options > District**. The District page is displayed with Options as the default tab.
2. Click the **Reading Levels** tab. If reading level data already exists, the data is displayed.
3. Click **+Add** to add reading level data. A blank row is displayed at the bottom of the grid.
4. In the **Code** field, type reading level code. The field is one character.

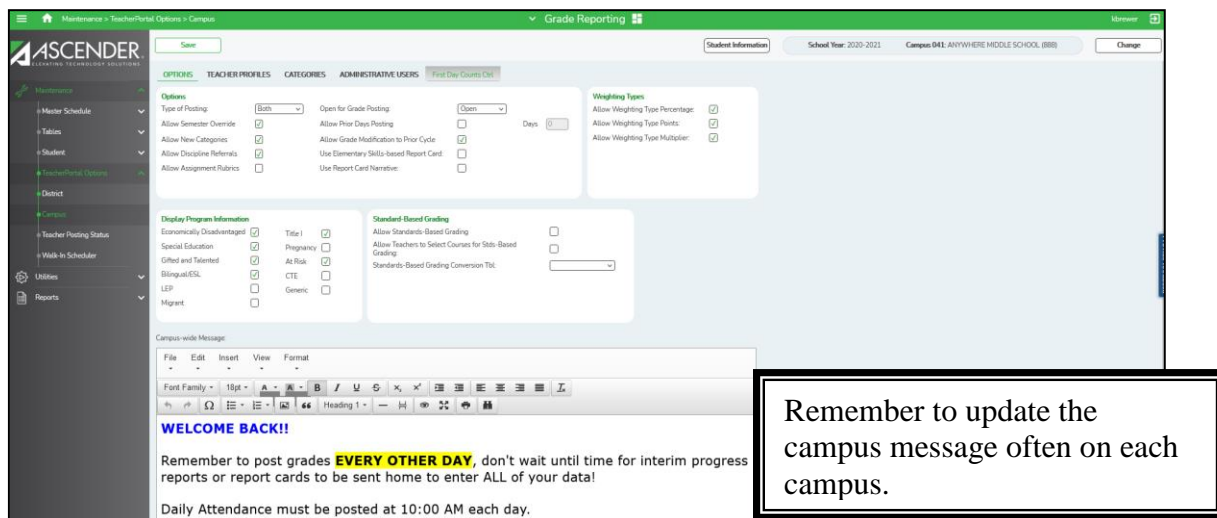
NOTE: You cannot edit a reading level code that is being used in TeacherPortal; however, you can edit the description.

5. In the **Description** field, type the description of the reading level code. The field can be up to 30 characters.
6. Click **Save** to save the information.
7. To edit a description, type over the existing data and click **Save**.
8. To delete a row, click . The row is shaded red to indicate that it will be deleted when the record is saved.
 - You can select multiple rows to be deleted at the same time.
 - Click **Save**. A message is displayed asking you to confirm that you want to delete the row(s).
 - Click **Yes** to continue. The selected rows are deleted.

Campus Setup

The campus Options tab allows you to set campus-wide options for TeacherPortal.

Grade Reporting > TeacherPortal Options > Campus > Options Tab:



1. In the **Type of Posting** field, select the type of posting allowed in TeacherPortal.
 - If the field is set to **Attendance**, instructors will be allowed to post attendance only.
 - If the field is set to **Grades**, instructors will be allowed to post grades only.
 - If the field is set to **Both**, instructors will be allowed to post both attendance and grades.
2. The **Allow Semester Override** field allows you to indicate if you wish to allow instructors to override a student's semester average. If you select the check box, instructors will be able to enter a final semester average grade that will replace the student's working semester average. Once grades have been posted from TeacherPortal, the override grade will be stored in the student's grade course record.
3. Select **Allow New Categories** to allow instructors to add new assignment categories on the Administer Categories page in TeacherPortal. This field is defaulted to checked, it is recommended this field be left blank.
4. Select **Allow Discipline Referrals** to allow instructors and other TeacherPortal users to submit discipline referrals through TeacherPortal.
 - If this field is selected, the Discipline menu is displayed in TeacherPortal.
 - See [pages 31-39](#) for detailed instructions on Discipline Referrals.
5. Select **Allow Assignment Rubrics** to allow instructors to create rubrics charts in TeacherPortal and use them for grading assignments. If selected, all instructors at the campus will have access to use rubric charts.

6. In the **Open for Grade Posting** field, select if the cycle is open for grade posting in the TeacherPortal.
 - If the field is set to **Open**, the cycle is open, and instructors will be allowed to post grades.
 - If the field is set to **Close**, the cycle is closed, and instructors will not be allowed to post grades.
7. Select the **Allow Prior Days Posting** check box to allow instructors to post absences for a date prior to the system date. Otherwise, leave blank. (It is recommended this field be left blank)
8. In the **Days** field, enter a value of 1-15 if the **Allow Prior Days Posting** field is selected.
9. Select **Allow Grade Modification to Prior Cycle** to allow instructors to change an assignment grade from a prior cycle in TeacherPortal. If selected, an instructor can change a grade from a prior cycle, which may affect the cycle average. When the field is not selected the PIN and Save Grades button is disabled, stopping the user from saving any changes to a closed cycle on the Assignment Grades page in TeacherPortal.
10. Select **Use Elementary Skills-based Report Card** to allow instructors to create elementary skills-based report cards in TeacherPortal. If selected, the applicable pages are displayed in TeacherPortal.
11. Select **Use Report Card Narrative** to allow instructors to add narratives to report cards on the Cycle Grades page in TeacherPortal. If used, a report displaying the Report Card Narrative comments from TeacherPortal will print on a separate page for each student who has at least one comment for the selected semester and cycle. Only comments for selected course sections are printed. The **Report Card Narrative** will only be visible for current cycles previous narratives will not be displayed for posted cycles in TeacherPortal. The narratives print on a separate page of the following report cards:
 - SGR1300 - Secondary Report Cards (2 Semester)
 - SGR1400 - Elementary Report Cards
12. Under **Weighting Types**, indicate the weighting types allowed at the campus. You must select at least one weighting type. When a weighting type is not selected it does not display in TeacherPortal on the Settings >Administer Categories page.
 - Select **Allow Weighting Type Percentage** to allow percentage-weighting type at the campus. When using this type, percentages are assigned to each category, and the percentages must total 100%.
 - Select **Allow Weighting Type Points** to allow point-based weighting type at the campus. When using this type, a point value is not assigned to each category; instead, point values are determined when the assignment is created. Point values for each category accumulate as assignments are added. When using point-based weighting, the categories are only used for grouping similar assignments. The calculation is based on the total points, not weighting.
 - Select **Allow Weighting Type Multiplier** to allow multiplier-based weighting type at the campus. When using this type, multiplier number (between 1-9) are provided for each category. For multipliers greater than one, the individual assignment grades are counted multiple times. Multiplier based weighting is often used in elementary schools.

NOTE: Once a weighting type is used on the Categories tab in TeacherPortal, the field becomes locked, and you cannot unselect that weighting type in Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options.

13. Under **Display Program Information**, select the special program information that instructors may view in the TeacherPortal from the following:

Economically Disadvantaged
Special Education
Gifted and Talented
Bilingual/ESL
LEP
Migrant

Title I
Pregnancy
At Risk
CTE
Generic

If selected, the most current information for the program is displayed on the Student Information page in TeacherPortal. Selecting programs only list the special program(s) the student is in, it does not display any details about the program for the students.

14. In the **Campus-wide Message** box, type a campus-wide message that will appear on the Announcements page of the TeacherPortal application. This is the first page that instructors will see after they have successfully logged on to TeacherPortal. Remember to update the message often on each campus.

The buttons on the formatting toolbar allow you to change the font, size of font, color, and other attributes as you type the message.

15. Click **Save**.

Teacher Profiles Tab:

The Teacher Profiles tab allows you to view TeacherPortal instructor information. The tab is populated when an instructor logs on to TeacherPortal for the campus.

Grade Reporting > Maintenance > TeacherPortal Options > Campus > Teacher Profiles

The screenshot shows the ASCENDER TeacherPortal interface. The top navigation bar indicates the path: Maintenance > TeacherPortal Options > Campus. The main content area is titled 'TEACHER PROFILES' and contains a table of instructor information. Below the table is a details form for Mickey Moser.

Details	Name	Date Grades Updated	Status	Password Expires	Password Last Changed	Type of User	Create Groups
	MOSER, MICKEY	09/18/2020	Active	07/09/2023	10/13/2020		2 - Course Wide
	SUB, LIZZY S.	//	Active	06/18/2023	09/22/2020		2 - Course Wide
	Test, Substitute	02/08/2021	Active	11/04/2023	02/08/2021		2 - Course Wide
	TUNES, TOMMY	12/01/2020	Active	11/09/2021	05/13/2021	UIL	2 - Course Wide
	WILCOX, BILL	//	Active	07/09/2023	10/13/2020		2 - Course Wide
	WILSON, TRAVIS	11/10/2020	Active	07/09/2023	10/13/2020		2 - Course Wide

The details form for Mickey Moser shows the following information:

- Name: MOSER, MICKEY
- User Name: MMOSER
- Staff ID: 363636666
- Date Grades Updated: 09/18/2020
- Status: Active (dropdown menu)
- Type of User: (dropdown menu)
- Password Expires: 07/09/2023
- Password Last Changed: 10/13/2020
- Create Groups: 2 - Course Wide (dropdown menu)

To view teacher profiles:

1. A list of instructors at the campus is displayed. You can re-sort the grid by clicking on an underlined column heading (ascending or descending).
2. To **Edit** the instructor's profile, click the **Spyglass**.
3. The **Name** field displays the last name and first name of the instructor.
4. The **User Name** field is only displayed in the free-form area so that only one user name is visible at a time. This is an extra security measure. The field displays the user name created by the instructor.
5. For **Staff ID** the employee's social security number or employee number is displayed, depending on the district's setting for **Student Applications Staff ID on Registration > Maintenance > District Profile > District Maintenance > Control Info**.
6. The **Date Grades Updated** field displays the date on which the instructor last updated grades in TeacherPortal.
7. In the free-form area, in the **Status** field, click to change the status of the instructor's security profile.
 - **Active** – Active is the default setting when an instructor logs on to TeacherPortal. The Active setting can be changed to *Inactive* or *Reset*.
 - **Inactive** - select to prevent an instructor from logging on to TeacherPortal; The Inactive setting can only be changed to *Reset*.
 - **Lock** – Lock is displayed when an instructor has unsuccessfully tried to log on three times. The Lock setting can be changed to *Reset*.
 - **Reset** - select to reset an instructor's account if the **Status** field is set to *Lock*. The instructor will then have the ability to use the **Forget your password** link on the TeacherPortal Login page to reset his password. Once the user has reset the password in TeacherPortal, the status changes to *Active*.

8. **Type of User** allows the campus office to modify the instructor's access level for TeacherPortal as needed.
 - **UIL** – The instructor has full maintenance access and can view the UIL report (i.e., Student Grades Report) in TeacherPortal which displays working cycle averages for all of the instructor's students for all of their courses, which allow the instructor to determine a student's UIL eligibility.
 - **Blank** – The user does not have access to UIL reporting.
9. The **Password Expires** field displays the date on which the instructor's password will expire. It is calculated using the district password expiration option and the date on which the instructor's password was created or reset.
10. The **Password Last Changed** field displays the date on which the instructor last updated his password. This field is not updated if the instructor does not change his password.
11. In the **Create Groups** field, click the pull-down menu to select the type of access you want to give the instructor for creating student groups in TeacherPortal.
 - **0 No Access** – Instructor cannot create student groups. A campus or district level administrator user (impersonating the instructor) can create groups for the instructor.
 - **1 Campus Wide** – Instructor can create student groups that include any students at the campus.
 - **2 Course Wide** – Instructor can create student groups that include only students enrolled in his courses. By default, instructors are set to Course Wide access.
12. Click **Save**.

To Reset an Instructors Locked TeacherPortal Account:

Grade Reporting > Maintenance > TeacherPortal Options > Campus > Teacher Profiles

The screenshot shows the 'TEACHER PROFILES' section of the Teacher Portal. At the top, there is a 'Save' button and a 'Student Info' link. Below are tabs for 'OPTIONS', 'TEACHER PROFILES', 'CATEGORIES', 'ADMINISTRATIVE USERS', and 'First Day Counts Ctrl'. A table lists teacher profiles with columns for 'Details', 'Name', 'Date Grades Updated', 'Status', 'Password Expires', 'Password Last Changed', 'Type of User', and 'Create Groups'. The first row, Mickey Moser, is highlighted in green and has a magnifying glass icon in the 'Details' column. Below the table is a detailed view for Mickey Moser, including fields for Name, User Name, Staff ID, Date Grades Updated, Status (with a dropdown menu), Type of User, Password Expires, Password Last Changed, and Create Groups. A red arrow points from the 'Lock' status in the table to the 'Lock' option in the dropdown menu.

Details	Name	Date Grades Updated	Status	Password Expires	Password Last Changed	Type of User	Create Groups
	MOSER, MICKEY	09/18/2020	Lock	07/09/2023	10/13/2020		2 - Course Wide
	SUB, LIZZY S.	//	Active	06/18/2023	09/22/2020		2 - Course Wide
	Test, Substitute	02/08/2021	Active	11/04/2023	02/08/2021		2 - Course Wide
	TUNES, TOMMY	12/01/2020	Active	11/09/2021	05/13/2021	UIL	2 - Course Wide
	WILCOX, BILL	//	Active	07/09/2023	10/13/2020		2 - Course Wide
	WILSON, TRAVIS	11/17/2020	Active	07/09/2023	10/13/2020		2 - Course Wide

Teacher Profile Details for Mickey Moser:

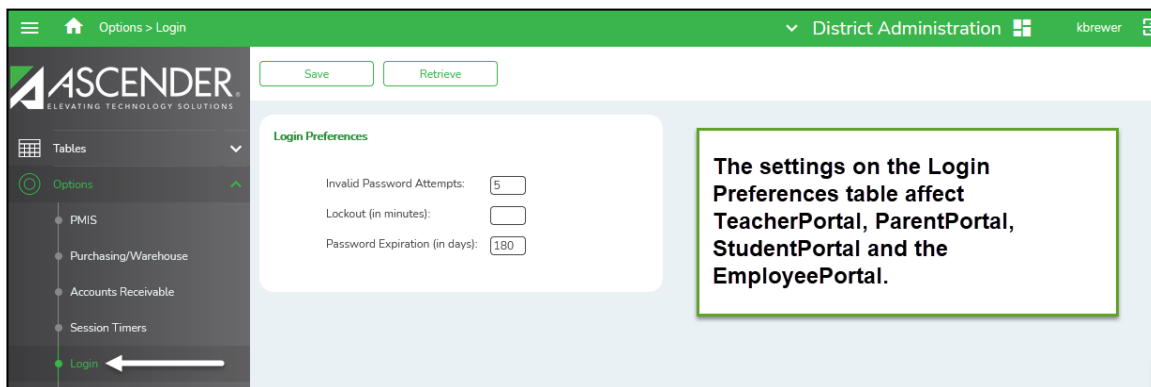
- Name: MOSER, MICKEY
- User Name: MMOSER
- Staff ID: 363636666
- Date Grades Updated: 09/18/2020
- Status: Lock (dropdown menu)
- Type of User: Inactive (dropdown menu)
- Password Expires: [blank]
- Password Last Changed: 10/13/2020
- Create Groups: 2 - Course Wide (dropdown menu)

1. Locate the instructor in the grid area that is reporting they are locked out of their TeacherPortal account.
2. Click the icon to edit the instructors profile.
3. In the free-form area for Status, **Lock** is displayed when an instructor has unsuccessfully tried to log on three times to their TeacherPortal account.
4. Select **Reset** to reset an instructor's account if the instructor contacts the campus administrators because he forgot his password. This forces the instructor to change his password.
5. Click **Save**.
6. The instructor will access the TeacherPortal Login page and select the **Forget your password? link** in TeacherPortal and follow the online steps to reset their password.

Set ASCENDER Login Preferences

This page allows you to maintain ASCENDER user login preferences. These user login preferences apply to all ASCENDER Enterprise applications and the following portals: EmployeePortal, ParentPortal, StudentPortal, and TeacherPortal.

Access **ASCENDER > District Administration > Options > Login**



- Under **Login Preferences**:
 - Click **Retrieve** to display information from the last save. If you make changes and then click Retrieve, any unsaved changes will be lost.
 - **Invalid Password Attempts** – Set the maximum number of times a user can incorrectly type the password before the ASCENDER system locks the user out. This number must be less than or equal to 5. If the field is set to zero, there is no limit to the number of attempts.
 - **Lockout (in minutes)** – Set the length, in minutes, for which a user’s account will remain locked after exceeding the maximum number of incorrect log on attempts. The user can attempt to log on again after the lockout period. This number must be greater than or equal to 15. If the field is set to blank, a lockout period will not occur.
NOTE: For TeacherPortal, the user will not be able successfully log in to TeacherPortal for the time that is in the Lockout (in minutes) even after the account is set to Reset on the Teacher Profiles tab and successfully changing the password on the account.
 - **Password Expiration (in days)** – Set the number of days before the password expires. This number must be less than or equal to 180. If the field is set to zero, the user must reset the password at each log-in.
- Click **Save**.

Categories Tab:

The Categories tab allows you to establish a list of categories that instructors can use when adding assignments in ASCENDER TeacherPortal. The categories describe the types of assignments the instructors will use during a cycle/course (e.g., Tests, Homework, and Lab

For each category, you can assign a default weight. The weight is the percentage of the student's cycle/course grade for which the category average counts. Instructors can override the default weights if they want to use different weights for their courses, unless the weight is locked.

You can use this tab to establish a master list of categories for each campus. If an instructor has an assignment that falls under a category that is not included in this list, he can create a new category using the Administer Categories page in TeacherPortal if the campus has selected the field to Allow New Categories in Grade Reporting >Maintenance > TeacherPortal Options >Campus >Options tab page. The category he creates is added to the master list and becomes available for all instructors at his campus to use. The list of categories continues to grow as instructors add categories.



NOTE: Categories should be reviewed each new school year for accuracy after the Annual Student Data Rollover has been processed, but before instructors begin accessing TeacherPortal.

Grade Reporting > Maintenance > TeacherPortal Options > Campus > Categories

To set up categories:

Delete	Description	Lock Weight	Default Weight	Weight Type
<input type="checkbox"/>	DAILY WORK	<input type="checkbox"/>	50	Percentage
<input type="checkbox"/>	JOURNALS	<input type="checkbox"/>	10	Percentage
<input type="checkbox"/>	PARTICIPATION	<input type="checkbox"/>	100	Percentage
<input type="checkbox"/>	Project	<input type="checkbox"/>	10	
<input type="checkbox"/>	SCIENCE LABS	<input type="checkbox"/>	15	Percentage
<input type="checkbox"/>	TEST	<input type="checkbox"/>	50	
<input type="checkbox"/>	VOCABULARY	<input type="checkbox"/>	0	Percentage

1. Click the **Categories** tab. Existing categories are displayed in alphabetical order. If more categories are retrieved than can be displayed on one page, you can page through the list.
2. Click **+Add** to add a new category. A blank row is displayed in the grid.
3. In the **Description** field, type a 25-character maximum description for the category (e.g., Homework). You can change the description for a category that has already been added to a course. When a category is in use by a course, is not available, and the **Lock Weight, Default Weight, and Weight Type** columns are disabled.

4. Select the **Lock Weight** if you want to prevent instructors from changing the category default weights in TeacherPortal that were set by campus administration. Otherwise, leave blank.
5. In the **Default Weight** field, type the default percent weight that the category will have when first added to a course. The field can be up to three digits (0-100) and is set to 0 by default.
6. In the **Weight Type** field, click  to select the weighting type to be used for the category.
7. Click **Save** to save the information.
8. To delete a category, click . The row is shaded red to indicate that it will be deleted when the record is saved.
 - You can select multiple rows to be deleted at the same time.
 - Click **Save**. A message is displayed asking you to confirm that you want to delete the row.
 - Click **Yes** to continue. The selected rows are deleted. Otherwise, click no.

NOTES:

- The category cannot be deleted if it is used by a course. You must remove it from all courses before it can be deleted.
- A category name can be changed, even if the category has already been selected for a course (e.g., to correct a misspelling).

Campus Administrative Users (Single Campus Access):

The Campus Administrative Users tab allows you to set up employees as campus administrative users who can access, change, or inquire about instructor TeacherPortal data at their campus.

IMPORTANT - Staff must be entered on the **Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor Tab BEFORE** you can enter an administrative user on the Campus Administrative Users tab. Please see pages 8-9 in this document on how to add staff to the Registration > Principal Counselor table.

Grade Reporting > Maintenance > TeacherPortal Options > Campus > Administrative Users

1. A list of TeacherPortal administrative users is displayed. The list can be re-sorted.
Multi-campus administrators who were set up on the district Administrative Users tab are listed too, but only if they were granted access to the campus to which you are logged on.
2. To locate a specific user, in the **Search By Name** field, begin typing the last name of the user. A drop-down list displays users whose names match the characters you have typed. The drop-down list also displays the user name. From the drop-down list, you can select the user.
3. Click **+Add** to add a Campus Administrative user.
4. In the **User Name** field, type the user name for the employee. The user name is only displayed in the free-form area so that only one user name is visible at a time.
 - The user name must be **unique** across the district.
 - The user name must be **6-8 alphanumeric characters** in length.
 - The user name is **not** case-sensitive.


NOTE: Once a user name has been created and the TeacherPortal account has been set up, it **CANNOT** be edited or deleted.

The screenshot shows a form with the following fields:

- Name: (empty)
- User Name: jHUDSON
- Staff ID: 123456789
- Type of User: Maintenance (dropdown menu)
- Run Group Report:

 A callout box on the right side of the form points to the Staff ID field with the text: "The Staff ID field data must match the data that is in the Staff ID field on the Principal/Counselor's tab in Registration".

5. **Staff ID** – Type the employee’s social security number or employee number, depending on the districts setting for Student Applications Staff ID on Registration > Maintenance > District Profile > District Maintenance > Control Info.

If the employee number is used at the district, you can click  to select a principal/counselor or instructor.

The administrative user must have a record in the campus principal/counselor table, the campus instructor table, or the employee demographic table (employee or non-employee). The user's information is verified against the data in one of the tables.

NOTE: A staff ID can be set up as a district administrator or a campus administrator, but not both. However, the same staff ID with a unique user ID can also be used for creating an instructor login.

6. The **Status** field is displayed in place of the **Staff ID** field (below the grid) once the record is saved, and it is set to *Reset* by default. Click the **Change Status** button to change the status. The options are as follows:

Inactive - Prevent a user from logging on to TeacherPortal.

Reset - Reset a user's account allowing him to register using the **New User** link on the TeacherPortal Login page.

7. The **Name** field displays the employee's last and first names and middle initial.
8. The **Status** field displays the code indicating the administrative user's current status. The Status field displays after you have clicked Save.
- If the user's status is **ACTIVE**, you may change the value to **Inactive** or **Reset**.
 - If the user's status is **INACTIVE**, you may change the value to **Reset**.
 - If the user's status is **LOCK**, you may change the value to **Reset**.
 - If the user's status is **RESET**, the field is display-only and cannot be changed. Once the user has reset his password in TeacherPortal, the status will change to **Active**.

NOTE: When an administrative user is first added, his status is automatically set to Reset. His status will remain Reset until he registers in TeacherPortal and establishes a password and PIN.

9. In the **Type of User** field, select the access that the user will have in TeacherPortal. The default is Read Only.

- **Maintenance** – Administrative access to all user accounts.
- **Read Only** – Inquiry-only access to all user accounts.
- **Discipline Only** - The user will have access to the Discipline Referral page only. No other TeacherPortal pages will be accessible to Discipline-only users.

10. Select **Run Group Report** to allow the user to run group reports such as the UIL generic programs report in TeacherPortal.


11. Click **Save** to save the information.

12. In the grid the following fields are displayed:

- The **Date Grades Updated** field displays the date on which the user last updated grades in TeacherPortal
- The **Password Expires** field displays the date that the user's current password will expire. The user will be required to change his password the first time he attempts to sign on after the password has expired.
- The **Password Last Change** field displays the date the user last changed his password, either voluntarily or because it expired.

13. To edit the administrative user's profile, click . The fields are displayed below the grid in a free-form format allowing you to update data.

Update the fields, and then click **Save** to save the changes. The changes are displayed in the grid.

To delete a record, click . The row is shaded red to indicate that it will be deleted when the record is saved.

- You can select multiple rows to be deleted at the same time.
- Click **Save**. The selected rows are deleted.

NOTES:

- A row can only be deleted if the user has no attendance, grade, or assignment records in the following tables: sr_att_post, sr_crs_grd, and sr_crs_assgn.
- If you delete a row for a multi-campus administrator, the district Administrative User page will also reflect that the user no longer has access to the campus.

14. Once a user has been entered on the Campus Administrative Users tab, the user needs to access TeacherPortal Create Account to set a password and PIN number. The User Name on the Administrative Users tab will be used for the USER NAME field during the Basic Information step when setting up the TeacherPortal Administrative User account.

The screenshot displays the 'ADMINISTRATIVE USERS' section of the ASCENDER TeacherPortal. The interface includes a navigation sidebar on the left with categories like Maintenance, Student, District, and Campus. The main content area shows a table of administrative users. The user 'WHITLEY, ADAM' is highlighted in green, indicating selection. Below the table, a form provides details for the selected user, including their name, user name, staff ID, status (Reset), type of user (Read Only), and a checked 'Run Group Report' option.

Delete	Detail	Name	Date Grades Updated	Status	Type of User	Password Expires	Password Last Changed	Run Group Report
		BROWN, FARMER	//	Active	Read Only	07/02/2019	10/06/2016	Yes
		MCCOY, Sue L.	//	Active	Read Only	11/04/2023	02/08/2021	No
		OGDEN, BETTY	//	Active	Read Only	11/04/2023	02/08/2021	Yes
		WHITLEY, ADAM	//	Reset	Read Only	06/18/2021	06/18/2021	Yes

Rows: 4 Add

Name: WHITLEY, ADAM
 User Name: AWHITLEY
 Staff ID: 456545655
 Status: Reset Change Status
 Type of User: Read Only
 Run Group Report:

Excluding Courses from TeacherPortal:

A course may be excluded from displaying in TeacherPortal. You can exclude a course from Attendance, Grades, or Both Attendance and Grades.

The screenshot shows the course setup page for CHOIR 3. The 'Exclude from txGradebook' dropdown is highlighted with a red box. The dropdown menu is open, showing the following options: 'Incl Both(Att Grds)', 'A Attendance', 'G Grades', and 'B Both (Att Grades)'. An arrow points from a callout box below to the 'Incl Both(Att Grds)' option.

- A Attendance
- G Grades
- B Both (Att Grades)
- Incl Both(Att Grds)

Grade Reporting > Maintenance > Master Schedule > District Schedule

1. From the Maintenance menu, select Master Schedule, then select District Schedule.
2. Enter a course number or title and click Retrieve.
3. Click the spyglass for the course you want to exclude from either attendance, grades or both attendance & grade pages in TeacherPortal.
 1. Data for the selected course will display in the free-form area at the bottom of the screen.
 2. Click the drop-down for the **Exclude from TeacherPortal** to make your selection where the course needs to be excluded from in TeacherPortal.
 3. The default for the field is Include Both (Att Grds). This means the course will show up for instructors in Attendance and Grade pages.
4. Click **Save**.

Attendance - Campus Setup

The Attendance Campus Options page allows you to set the default absence code and the default tardy code for TeacherPortal. When an instructor posts a student absent or tardy in TeacherPortal, the default absence or tardy code specified on this page will be posted to the student's record in the ascender database. If your campus has a modified alternating block schedule, then you can also set the ADA default period for A day and B day on this window.

Attendance > Maintenance > Gradebook Options > Campus Options

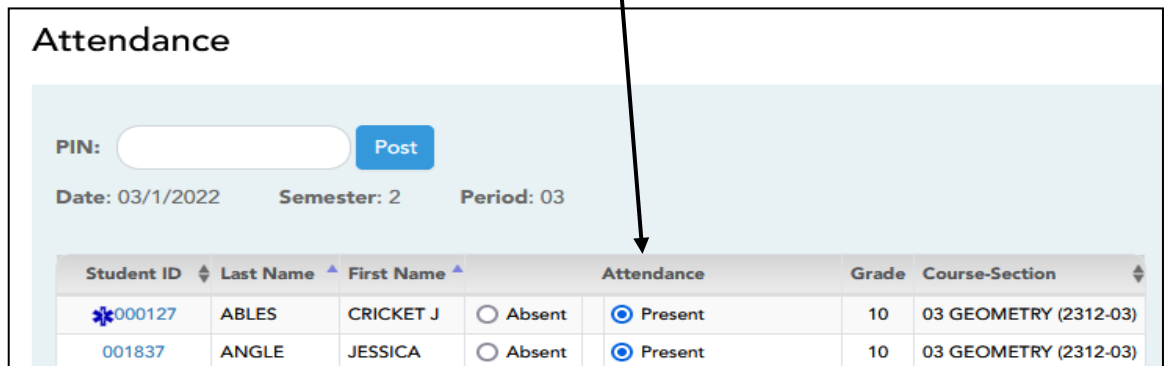
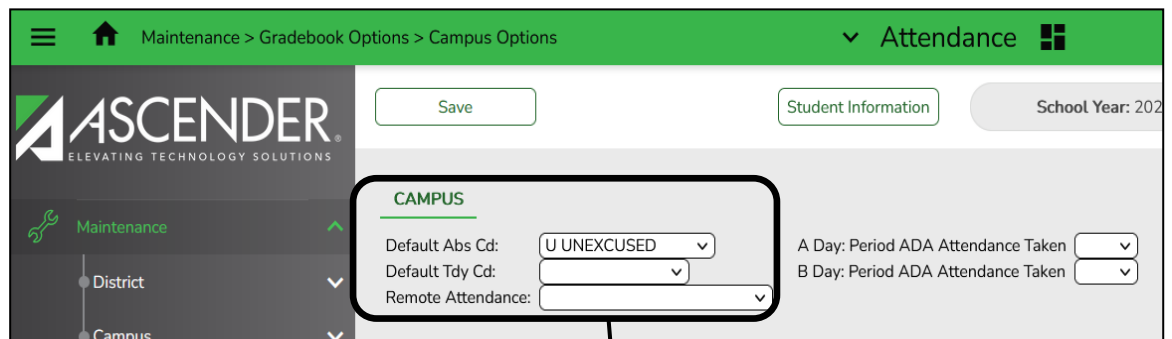
1. From the **Maintenance** menu, select **Gradebook Options**, then select **Campus Options**.
2. In the **Default Abs Cd** field, select the default absence code to be used when absences are posted in TeacherPortal. Only codes marked as ADA codes on the Maintenance > District > Posting Codes page are listed in the drop down.

NOTE: If you do not select the default absence code, TeacherPortal uses the default posting code A when posting a student's attendance. Therefore, the description set up by the district for posting code A is displayed in TeacherPortal. This may be inaccurate for districts that do not use A for excused absences.

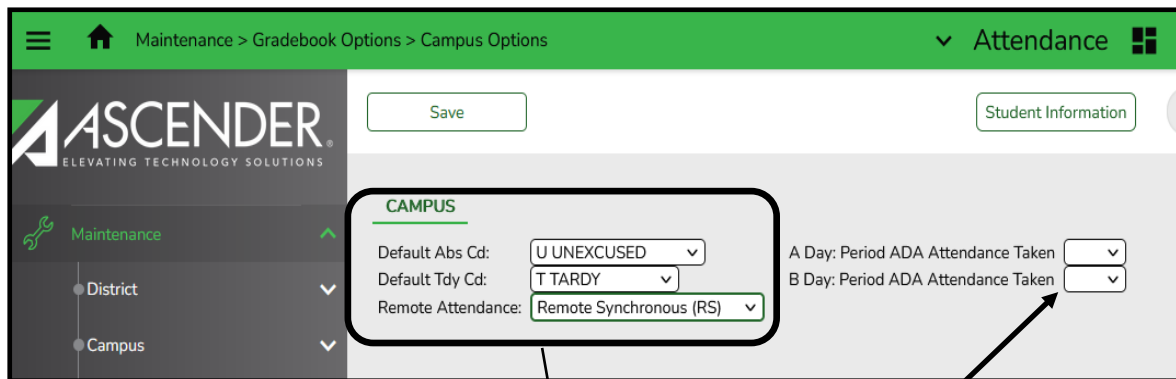
3. In the **Default Tdy Cd** field, select the default tardy code to be used when tardies are posted in TeacherPortal. Only codes with absence type T are listed in the drop down.

NOTES:

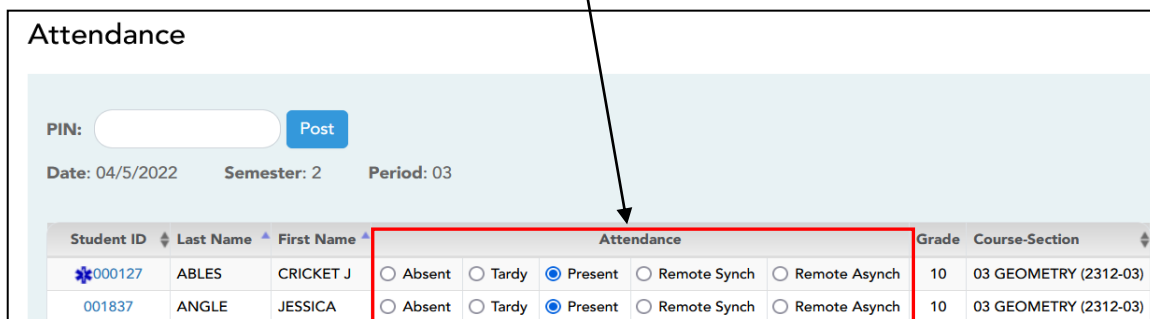
- If you do not select the default tardy code (i.e., leave the **Default Tdy Cd** field blank), TeacherPortal will not display the **Tardy** field on the Post/View Attendance page; therefore, instructors will not be able to post the student tardy in TeacherPortal. If the Remote Attendance field is left blank, the teacher will not be able to select a remote attendance code on the Post/View Attendance page in Teacher Portal.



- If you select a default tardy code, TeacherPortal will display the **Tardy** field on the Post/View Attendance page, and instructors will be able to post students tardy in TeacherPortal.
- Remote Attendance will allow the Remote Asynchronous (RA), Remote Synchronous (RS), or both RA and RS display in TeacherPortal if you have students attending class remotely.



Leave these fields blank unless you have modified A/B block schedules



4. In the **A Day: Period ADA Attendance Taken** field, select the period that TeacherPortal will use to post ADA attendance for A days.
5. In the **B Day: Period ADA Attendance Taken** field, select the period that TeacherPortal will use to post ADA attendance for B days.
 - The Period entered in the A Day Period or B Day Period on this screen should never match the ADA period on the attendance campus option screen.
 - If you do not have modified A/B block schedules you will leave this field blank.
6. Click **Save** to save the information.

TeacherPortal Unposted Absences

This window allows you to produce a report of instructors who have not yet posted absences for a specified date and period. This report needs to be run daily for every period that attendance should be posted for at the campus.

Attendance > Maintenance > Gradebook Options > Unposted Absences

UNPOSTED ABSENCES



Date Run: 6/21/2022 2:22 PM
 Campus: 001 ANYWHERE HIGH SCHOOL

List of Classes Where Attendance Has NOT Been Posted
 Inquiry Date/Time: 6/21/2022 2:22:33 PM
 For: 4/5/2022 Period: 02

Instr ID	Instr Name	Period	Crs Nbr	Sec Nbr	Title
001	BROWN, FRANK	02-02	2311	01	ALGEBRA 1
002	FLOWERS, SUSIE	02-02	0003	02	ENGLISH 2
002		02-02	0005	06	ENGLISH 4
110	LANGFORD, LACIE	02-02	3312	02	BIOLOGY 1
555	MALLOR, TOOTSIE	02-02	6114	02	SPANISH 3
005	MARTINEZ, MARIA	02-02	0004	03	ENGLISH 3
745	SNOW, WALLY	02-02	0005	02	ENGLISH 4
138	WILCOX, BILL	02-02	2313	03	ALGEBRA 2
003	WILSON, TRAVIS	02-02	4115	01	W GEOGRAPHY

Total Courses NOT Posted: 9

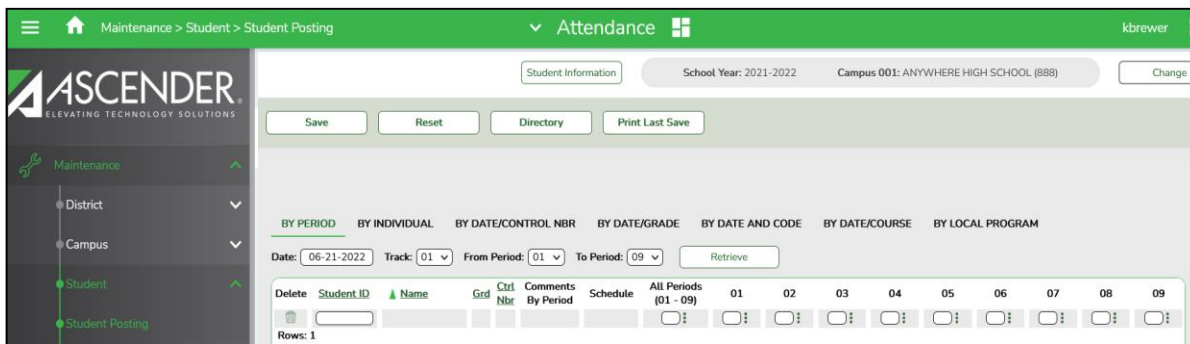
To view unposted absences:

1. From the **Maintenance** menu, select **Grade Book Options > Unposted Absences**. The Date field defaults to the current date. Type the membership date for which you wish to view instructors who have unposted absences or click to select a date from the calendar.
2. In the **Period** field, click to select the period for which you wish to view instructors who have unposted absences. The listed periods are valid periods for the campus to which you are signed on.
3. Click **Retrieve**.
 - A report is displayed.
 - The date and time of inquiry, membership date, and period are displayed in the header.
 - The instructor number and name, course number, section number, and course title are displayed.
 - A total of courses not posted is displayed at the bottom.
4. Click  to save and print the report in **PDF** format.
5. Click  to save and print the report in **CSV** format.

Making Corrections and Pre-Posting Attendance in the ASCENDER Attendance Application

Office staff can make a correction to a student's attendance when the teacher has incorrectly marked a student's attendance in TeacherPortal. Attendance can also be pre-posted for a student if you have prior knowledge of a student that will not be in class for a school function or a parent/guardian has called to let the campus know the student will not be attending school that day.

Access ASCENDER Attendance > Maintenance > Student > Student Posting with Comments



There are seven tabs to choose from to post or correct attendance.

- **By Period** allows you to post a group of students absent by period. All students must have the same absence date and track.
- **By Individual** allows you to post or change an absence for a student, as well as view the student's existing absences by semester or date.
- **By Date/Control Number** will allow you to post a group of students absent by date and control number (i.e., instructor ID). All students must have the same absence date, control number, track, and period(s). You can select a different absence code for each student.
- **By Date/Grade** allows you to post a group of students absent by date and grade level. All students must have the same absence date, grade level, track, and period(s). You can select a different absence code for each student.
- **By Date/Code** will allow you to post a group of students absent by date and absence code. All selected students must have the same absence date, track, and period(s). You can select a different absence code for each student.
- **By Date/Course** allows you to post a group of students absent by date and course. All students must have the same absence date, instructor, course, section, semester, and track. You can select a different absence code for each student.
- **By Local Program** allows you to post attendance for a group of students in the same local program. All students must have the same absence date and posting code.

NOTE: If you post or change an absence, your user ID and the date/time stamp are saved in the attendance posting table, and an audit record is created in an audit table.

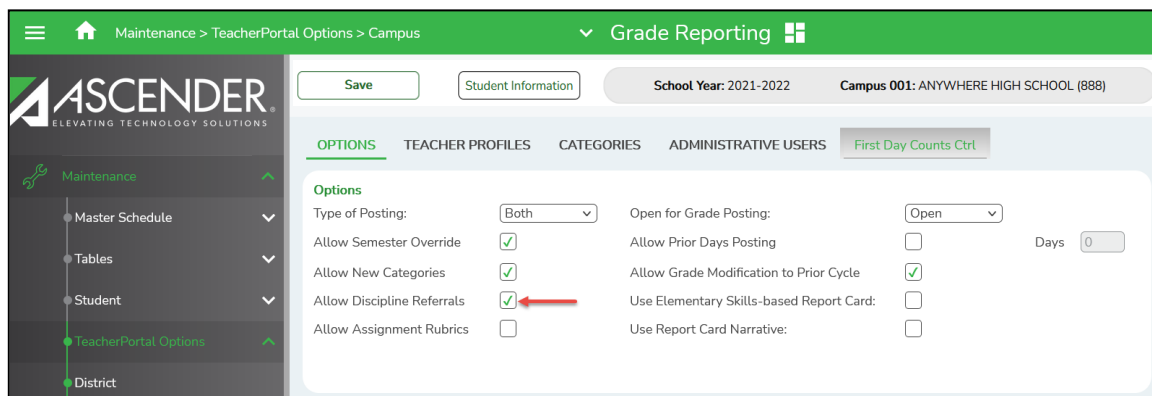
Discipline Referrals

The Discipline Referrals page allows instructors and non-instructional staff to enter discipline referrals through TeacherPortal. This page is only available if the campus allows instructors to enter referrals in TeacherPortal; otherwise, the Discipline menu is not displayed. Inquiry-only users cannot submit referrals. Non-instructional staff can be added to submit only discipline referrals through TeacherPortal. After the referral has been submitted in TeacherPortal the referral is submitted to an administrator for review or further action.

District administrative staff that are designated as discipline approvers in Registration on the Principal/Counselor table will be able to access submitted referrals to view or complete the referral.

Allowing Campuses Access to Discipline Referrals in TeacherPortal

Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options Tab



1. To allow instructors to submit discipline referrals in TeacherPortal, you must select the **Allow Discipline Referrals** in Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options tab for each campus that will be submitting discipline referrals from TeacherPortal.
2. Click **Save**.
 - You can select which offense codes are available for instructors to use for discipline referrals in the ASCENDER Discipline application.

Set Discipline Offense Codes to Display in TeacherPortal Discipline Referrals

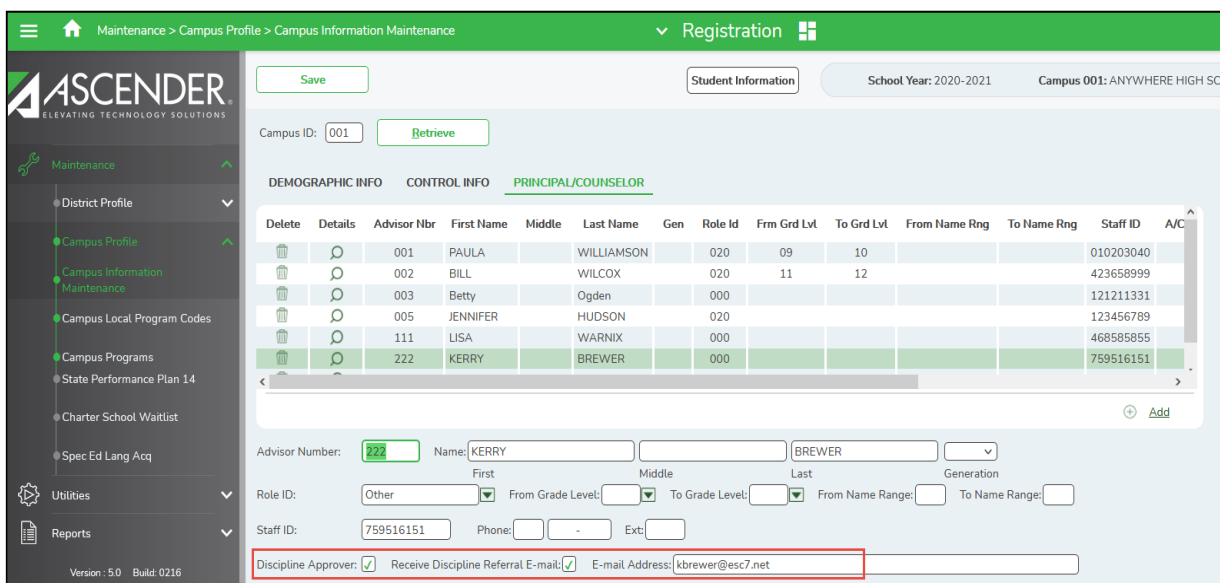
Discipline > Maintenance > Tables > District Level > Offense Codes


OFFENSE CODES	OFFENSE LEVEL	ACTION CODES	LOCATION CODES	REPORTED BY GROUP	COURT ORDER
Delete	Edit	Code	PEIMS	Description	Include in TeacherPortal
***** SYSTEM CODES *****					
***** PEIMS CODES *****					
		0001	01	Permanent Removal by a Teacher from Class	<input type="checkbox"/>
		0002	02	Conduct Punishable as a Felony - TEC 37.006 (a) (1)	<input type="checkbox"/>
		0004	04	Possess, Sell, or Use Marihuana/Other Controlled Substance	<input type="checkbox"/>
		0005	05	Possess, Sell, or Use Alcoholic Beverage - TEC 37.007 (b)	<input type="checkbox"/>
		0006	06	Abuse of Volatile Chemical - TEC 37.006 (a)(5)	<input type="checkbox"/>
		0007	07	Public Lewdness or Indecent Exposure - TEC 37.006 (a)(6)	<input type="checkbox"/>
		0008	08	Retaliation Against School Employee - TEC 37.006 (b)	<input type="checkbox"/>
		0009	09	Felony Offense (Title 5), Off Campus/Not School Related.	<input checked="" type="checkbox"/>
		0010	10	Felony Offense (Not Title 5), Off Campus/Not School Related.	<input checked="" type="checkbox"/>
		0011	11	Brought a firearm to school	<input checked="" type="checkbox"/>
		0012	12	Unlawful Carrying of a Location-Restricted Knife	<input type="checkbox"/>
		0021	21	Violation of Student Code of Conduct Not Covered Under TEC	<input checked="" type="checkbox"/>
		0022	22	Criminal Mischief - TEC 37.007 (f)	<input type="checkbox"/>
		0023	23	Emergency Placement / Expulsion - TEC 37.019	<input type="checkbox"/>
		0026	26	Terroristic Threat - TEC 37.006 (a) (2)	<input type="checkbox"/>

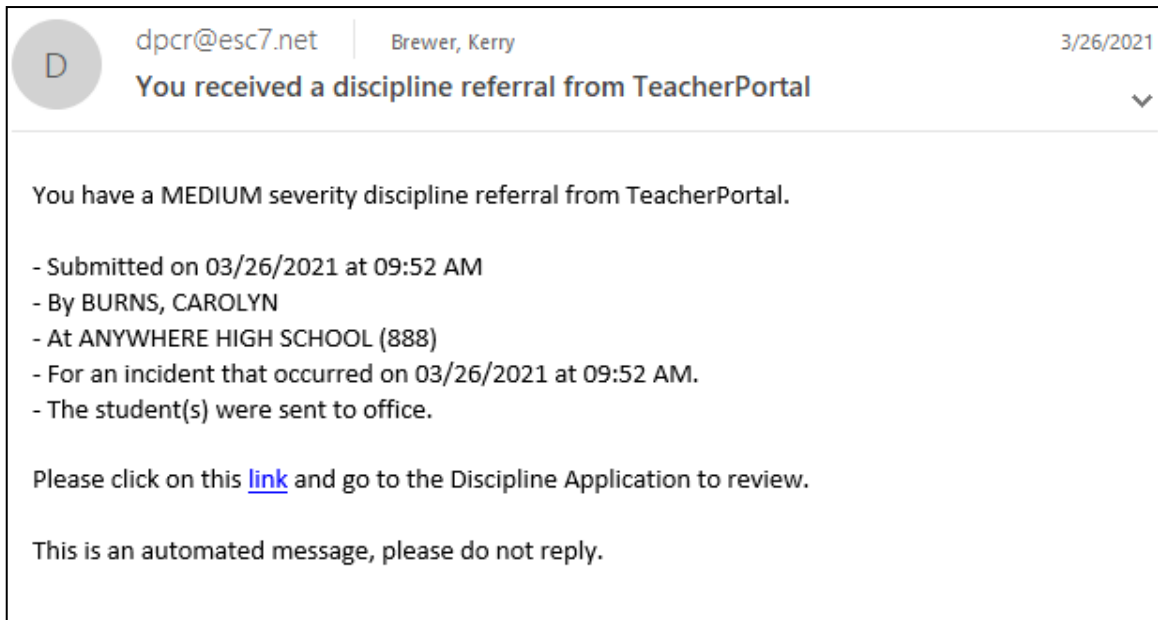
1. Access ASCENDER > **Discipline** > **Maintenance** > **Tables** > **District** > **Offense Codes**.
2. Select **Include in TeacherPortal** if you want the offense code to be available to instructors in TeacherPortal on the Discipline Referral page.
 - If the field is selected, instructors will be allowed to select the offense code when entering a discipline referral in TeacherPortal.
 - If the field is unselected, the code is not available for selection in TeacherPortal. This field must be selected for at least one code in order for discipline referrals to be available in TeacherPortal.
3. Click **Save** to save the changes.
4. An administrator must be set up as a **Discipline Approver** to review or complete a discipline referral submitted from TeacherPortal.

Setting a Discipline Approver

Access **Registration > Campus Profile > Campus Information > Maintenance > Principal/Counselor Tab**



1. Click the  icon for an administrator that will receive discipline referrals.
2. Specify the referrals that will be received by the administrator by updating the following grade level and name range fields if applicable.
 - **From Grade Level:** If the administrator is responsible for a certain grade range, enter the low grade level from the grade levels on the campus.
 - **To Grade Level:** Enter the high grade level from the grade levels on the campus. (The From Grade Level and the To Grade Level can be the same grade level, for example, From 09 to 09. The **From/To Grade Level** fields are optional.)
 - **From Name Range:** Enter the beginning two alpha characters.
 - **To Name Range:** Enter the ending two alpha characters; for example, from AA to MC. (the **From/To Name Range** fields are optional.)
3. Check the **Discipline Approver** field so the administrator will be able to access the submitted referrals.
4. Check the **Receive Discipline Referral Email** field if the administrator wants notification that a discipline referral has been submitted. The administrator will only receive e-mail messages for students that meet the grade level range and/or the name range if specified.
5. Enter the **Email Address** if the administrator wants to receive e-mail notification of submitted discipline referrals. The following is an example of a discipline referral email notification.
6. Click **Save**.



7. After a Discipline Approver receives an email notification of a discipline referral, he will then access ASCENDER Discipline to review or complete the discipline referral. Please see the next section for instructions on reviewing or completing the discipline referral.

ASCENDER Discipline - Discipline Approver Reviews or Completes Discipline Referrals from TeacherPortal

Administrators can only review referrals if they are designated as a Discipline Approver in Registration on the campus Principal/Counselor tab. Only the administrators that are designated as discipline approvers should have access through ASCENDER Security to the Referrals page (**Discipline > Maintenance > Referrals**.)

Discipline > Maintenance > Referrals

Details	Status	Student ID	Students	Teachers	Grade Level	Offense Code	Referrer Comment	Loc	Severity	Incident Date	Sent to Office	Last Updated Date
<input type="radio"/>	Pending	000181	Warnix, Randy M.	TUNES, TOMMY	10	0402	student was disrespectful to	LIB	L	09-15-2020	<input type="checkbox"/>	09-15-2020
<input type="radio"/>	Pending	000189	MARKS, JONI L.	TUNES, TOMMY	11	0506	cussing in class	RGC	L	09-15-2020	<input type="checkbox"/>	09-15-2020
<input type="radio"/>	Pending	000404	ACAPELL, KEVIN L.	TUNES, TOMMY	10	0101		RES	L	09-17-2020	<input type="checkbox"/>	09-17-2020
<input type="radio"/>	Pending	000412	Jones, Bridget M.	TUNES, TOMMY	12	0101	this is a test	CLR	L	11-19-2020	<input type="checkbox"/>	11-19-2020

- Use the autosuggest **Admin Number** or **Admin Name** fields to select the administrator from the drop-down list. Click **Retrieve** to retrieve the referrals for the selected administrator.
 - The administrator can limit the referrals that are retrieved by using the following fields to filter the referrals.
 - The administrator can type a **From Grade Level** and a **To Grade Level** and click Retrieve to pull referrals for certain grade level(s).
 - The administrator can type a **From Name Range** and a **To Name Range** and click Retrieve to pull referrals for students with last names in the alpha range.
 - The administrator can type a **From Incident Date** and a **To Incident Date** and click Retrieve to pull referrals within the date range specified.
 - The administrator can also pull referrals by status. Click **Pending** and click Retrieve to only pull referrals with a status of pending. Click **Reviewed** and click Retrieve to only pull referrals with a status of reviewed. Click **Completed** and click Retrieve to only pull referrals with a status of completed. The administrator can use a combination of statuses; if he checked Reviewed and Completed, he would pull the referrals with a status of Reviewed and Completed.
 - The **Status** is assigned to the referrals by the system and it displays the current status of the referral. The following are the three statuses that are assigned:
 - Pending** status is assigned to referrals submitted from TeacherPortal where the administrator has not reviewed or taken further action.
 - Reviewed** status is assigned to referrals where the administrator has reviewed the referral and will take no further action.
 - Completed** status is assigned to referrals where the administrator created a discipline incident from the referral.

The fields in the grid may be sorted by clicking the header to sort in ascending or descending order.

Referral Details Form X

Referral Detail

MARKS, JONI L. 11

Severity: OffenseCode:

Location: Referrer Comments:

Incident Date: Course/Sec:

Teacher Name: Sent to Office:


Review: Create Incident:

Return Message

Character Count: 0/2000

Reviewed/Returned Date:

Click the Review or Create Incident checkboxes to enable the Save button.

2. Click the  icon under the **Details** column in the grid, and the **Referral Details Form** is displayed. The referral information submitted from TeacherPortal is populated in the form.
3. The administrator should review the information submitted and decide if the offense warrants creating a discipline incident.
 - If the offense does not warrant creating a discipline incident, the administrator should click **Reviewed** and use the **Return Message** section to write a message informing the submitter that an incident was not created.
4. Click Save in the Referral Details Form. The dialog box closes, and the Discipline Referral page remains displayed. The referral status is changed is Reviewed.
5. If the administrator reviews the referral and determines an incident needs to be created, he should click the **Create Incident** checkbox.
6. The administrator should look closely at the comment submitted with the referral, as that comment is saved as the comment for the incident record. If the comment contains inappropriate verbiage, the comment should be modified by the administrator in the **Comments** box on the Student >Maintenance> Student page in Discipline.
7. The administrator should note if the form contains more than one student name, as he would need to create a multi-student incident.
8. The Discipline Approver can write a **Return Message** letting the submitter know what actions he is taking and click **Save**. After clicking on the Save button the Maintenance > Student > Maintenance page is displayed.

Save Save And Add Delete Incident School Year: 2020-2021 Campus 001: ANYWHERE HIGH SCHOOL (888) Change

MAINTENANCE VICTIM INFORMATION RESTRAINT INFORMATION

STUDENT: 000181 : Warnix, Randie May TEXAS UNIQUE STU ID: 4443331111

Grade: 10 DOB: 08-29-2006 Sex: F

Incident Date: 09-15-2020 Time: 08:51:56 AM Incident No: 000007 Reporting Period: 1 Location of Incident: (00) Library Witnessed:

Parent Contacted: Contact Date: Conference Requested: Conference Date: Informal Hearing: Appeal Expected:

Reported by: TUNES, TOMMY (146) Administered by: BREWER, KERRY (001-222) Bully Reason:

Multi Student Incident

Delete	Offense	Level	Extract	PEIMS	Offense Description
<input type="checkbox"/>	0021		<input type="checkbox"/>	21	Violation of Student Code of Conduct Not Covered Under TEC

Delete	Act	PEIMS	Description	Campus Resp	Discp Actn Date	From Date	To Date	Official Length	Actual Length	Diff Code	Campus Assignment	Amount	Action Hbr	Inconsistent
<input type="checkbox"/>	06	06	In-School Suspension	001	09-15-2020	09-16-2020	09-17-2020	002	002		001			<input type="checkbox"/>

- The information from the Referral Details Form is populated on the Maintenance page.
- An incident number is automatically assigned for this incident. The administrator should complete the fields required for the incident.

Multi Student Incident:

Maintenance > Student > Maintenance Discipline

Save Save And Add Delete Incident School Year: 2020-2021 Campus 001: ANYWHERE HIGH SCHOOL (888) Change

MAINTENANCE VICTIM INFORMATION RESTRAINT INFORMATION

STUDENT: 000178 : BRADY, MARSHA LEIGH TEXAS UNIQUE STU ID: 6879846879

Grade: 12 DOB: 05-04-2003 Sex: F

Incident Date: 04-26-2021 Time: 03:00:54 PM Incident No: 000008 Reporting Period: 6 Location of Incident: (00) Gymnasium Witnessed:

Parent Contacted: N No Contact Date: Conference Requested: Conference Date: Informal Hearing: Appeal Expected:

Reported by: Administered by: Bully Reason:

Multi Student Incident

Delete	Offense	Level	Extract	PEIMS	Offense Description
<input type="checkbox"/>	0021		<input type="checkbox"/>	21	Violation of Student Code of Conduct Not Covered Under TEC

Delete	Act	PEIMS	Description	Campus Resp	Discp Actn Date	From Date	To Date	Official Length	Actual Length	Diff Code	Campus Assignment	Amount	Action Hbr	Inconsistent
<input type="checkbox"/>	06	06	In-School Suspension	001	04-26-2021	04-26-2021	04-27-2021	002	002		001			<input type="checkbox"/>

- If this is a multi-student incident, assign the action(s) for the first student and click **Save**.
- In the Multi Student Incident box, select the next student for this same incident, complete the required fields and click **Save**.

- This student will be assigned the same incident number as the first student. The status for this referral will be assigned as completed.

Discipline-Only User Setup

A campus administrator or non-instructional staff can be set up to submit discipline referrals in TeacherPortal. On the Grade Reporting > Maintenance > TeacherPortal Options > Campus > Administrative Users tab, if you select Discipline Only, the user will have access to the Discipline Referral page in TeacherPortal only. No other TeacherPortal pages will be accessible to Discipline-only users.

If the campus wants non-instructional staff members such as classroom aides or security guards to submit discipline referrals, **enter this type of staff member on the Principal/Counselor tab in Registration, then enter the user on the Campus Administrative Users tab in ASCENDER Grade Reporting.**

Registration > Campus > Campus Profile > Campus Information Maintenance.

The screenshot shows the 'Principal/Counselor' tab selected. The table below lists existing staff members:

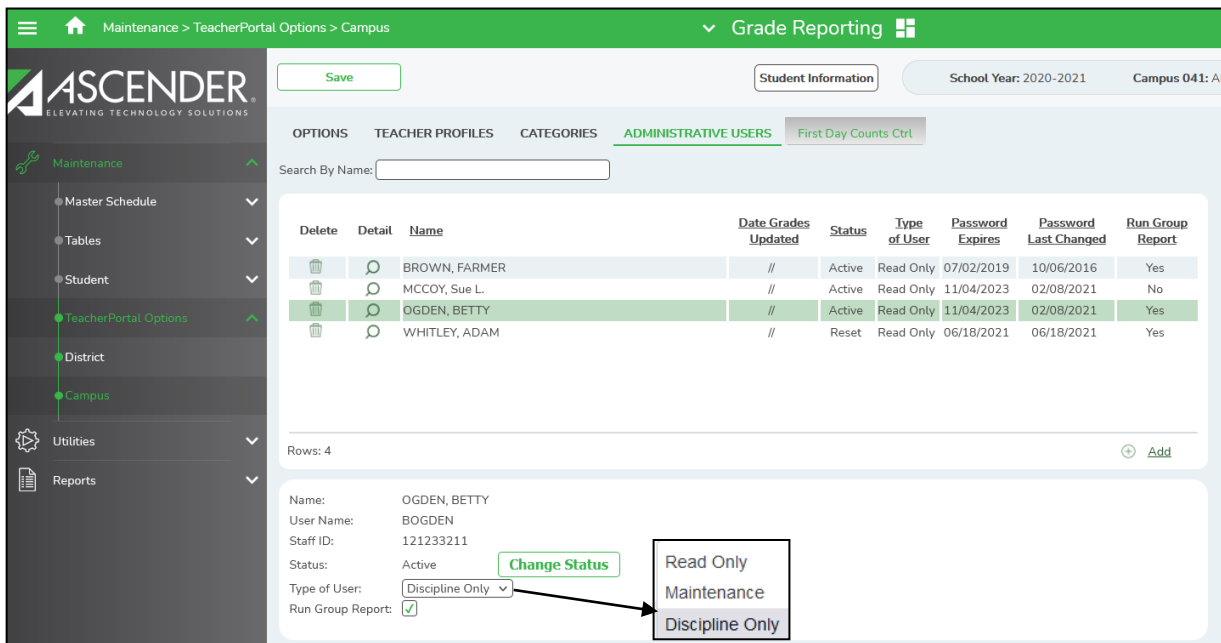
Delete	Details	Advisor Nbr	First Name	Middle	Last Name	Gen	Role Id	Frm Grd Lvl	To Grd Lvl	From Name Rng	To Name Rng	Staff ID	A/C
		008	Connie	B	Goodman		008						
		305	User6		Student		000					543546878	
		306	User7		Student		000					545486787	
		307	User8		Student		000					455457787	
		308	User9		Student		000					755654768	
		309	User10		Student		000					549687984	

The form below the table includes the following fields:

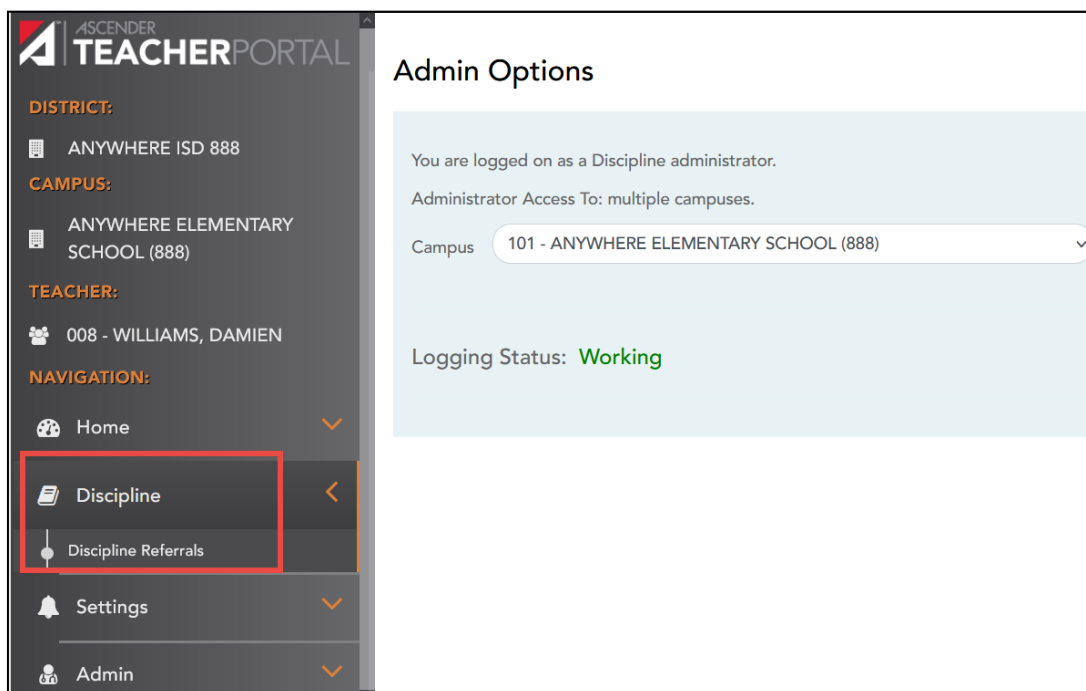
- Advisor Number:
- Name: (with sub-fields for First, Middle, Last) and (with sub-field for Generation)
- Role ID: (with a dropdown menu)
- From Grade Level: To Grade Level:
- From Name Range: To Name Range:
- Staff ID: Phone: - Ext:
- Discipline Approver: Receive Discipline Referral E-mail: E-mail Address:

1. Enter the Campus ID number and click **Retrieve**.
2. Click on the **Principal/Counselor** tab.
3. Click **+Add** at the bottom of the grid to add the non-instructional staff to enter his information in the free form area.
4. In the **Advisor Number** field, type a unique three-digit advisor number for the staff member.
5. In the **Name** field enter the First and Last name of the staff.
6. In the **Role ID** field, select from the drop-down the 000: Other for this type of staff member.
7. **Do not complete** the discipline administrator fields for this type of staff member.
8. Click **Save** to save the information.

Grade Reporting > Maintenance > TeacherPortal Options > Campus > Administrative Users Tab



9. During the Basic Information step of the new user registration process, the non-instructional staff will enter the User Name that was created for them in ASCENDER Grade Reporting on the Maintenance > TeacherPortal Options > Campus > Administrative Users tab. Staff on the Administrative Users tab will not create their own User Name for TeacherPortal, but will create their own information for all other registration fields.
10. The user will only have access to the Discipline Referrals in TeacherPortal.



ASCENDER Registration -- ASCENDER TeacherPortal and the New Year Process

'Annual Student Data Rollover' (ASDR) is the process used in ASCENDER to set up and roll over student data for the new year. Student schedules are moved from the scheduling application to the grade reporting application. Users are provided options that apply to treatment of special program and other data during the process.

TeacherPortal

During the Annual Student Data Rollover, the TeacherPortal tables will be archived. The archived TeacherPortal has the year (for example 2022) added to the table name and a new table is created for each TeacherPortal table for the new school year.

⇒ **Before** running the Annual Student Data Rollover, the campus should run **SGR4500 TeacherPortal Assignment Audit Report**. This report will print the categories, assignments, and assignment grades that have been entered in TeacherPortal and it includes the cycle and semester averages that were posted to ASCENDER. Since it is the end of year audit report for TeacherPortal in the Sort Order parameter, the campus will probably want to print this report by Instructor. (It is recommended this report be generated in pdf format and saved electronically in two different locations.)

⇒ After running the Annual Student Data Rollover, course categories and assignments will be removed from TeacherPortal. The Elementary Skills-Based Report Card setup information is cleared when ASDR is run; this information must be re-entered again for the new school year.

⇒ After running the Annual Student Data Rollover, instructors User Names and Password are removed from TeacherPortal. The User Names and Passwords are removed for security reasons. **Instructors will have to access the Login page and click the Create Account tab to add their login and password for the new school year.**

NOTE: TeacherPortal Administrative Use accounts are deleted/retained according to the setting of **the Delete TeacherPortal Administrative Users** field on Registration > Maintenance > District Profile > Annual Student Data Rollover > District Move Options. If accounts are deleted, campus- and district-level administrators will need to register again for the next school year.

Ascender ParentPortal

⇒ The Parents' User Name and Password will remain the same after the Annual Student Data Rollover is run; the Ascender ParentPortal User Names and Passwords are **not** removed.

After running the Annual Student Data Rollover, the students' ParentPortal IDs will remain the same with a few exceptions. Students that graduate from school and students that withdrew and are not created in the new school year, these students' ParentPortal IDs will be deleted on the student records. When the parent logs in to Ascender ParentPortal any students that fit the above criteria will no longer be listed on the parent's account.

NOTES