ASCENDER TeacherPortal/ASCENDER ParentPortal Administrator & Office Guide

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2022 - 2023

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Introduction

The TeacherPortal application is an integrated classroom management system that allows teachers to maintain and post student data, including attendance and grades. This application also allows you to receive transfer students and produce IPRs. Various inquiry pages allow you to view student demographic data, contact information, attendance records, and schedules.

TeacherPortal's integration with the ASCENDER Student system makes it unnecessary to perform imports and exports of data in order to populate the records. Data is shared between the systems, thereby eliminating much of the work needed to maintain two systems. The application provides real-time data that is updated any time grades, attendance, or student/teacher schedules change. Data is written directly to the district database.

Teachers and administrators may access TeacherPortal from anywhere with an Internet connection (school or home) if the district allows.

The TeacherPortal application consists of the following processes:

- Self-Register and Log on
- Set up Categories, Assignments, and Courses
- Set up a Rubric Chart
- Set up Seating Charts
- Arrange Student Order
- Create Student Groups
- Group Courses
- Post and View Attendance
- Enter and Post Grades
- Produce Interim Progress Reports (IPRs)
- Produce Elementary Skills-Based Report Cards
- Accept Transfer Students
- View Student Information
- Print Reports
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- Administrator Access
  - Admin Discipline Referrals
  - Admin Long Term Subs
  - Elementary Skills-Based Report Card Set-Up
  - Print Elementary Skills-Based Report Cards for Campus
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  - Exchange Teacher Settings
  - Administrator only Reports

TeacherPortal is compatible with Apple mobile devices (i.e., iPad, iPad touch and iPhone).

Note about Copy/Paste from other documents: The program will not allow you to save text input that contains unrecognizable characters which 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 TeacherPortal.

Access Types

There are various levels of access that can be granted to TeacherPortal users. The districts control access to TeacherPortal through district and campus menus in the ASCENDER Student System.

Administrators

There are four levels of administrative access. Administrators can be given full maintenance access or read-only access, and they can be assigned access to a single campus (campus-level) or all campuses (district-level). Campus-level administrators can also be assigned Discipline-only access.

The access level is displayed on the Administrator Options page in TeacherPortal.
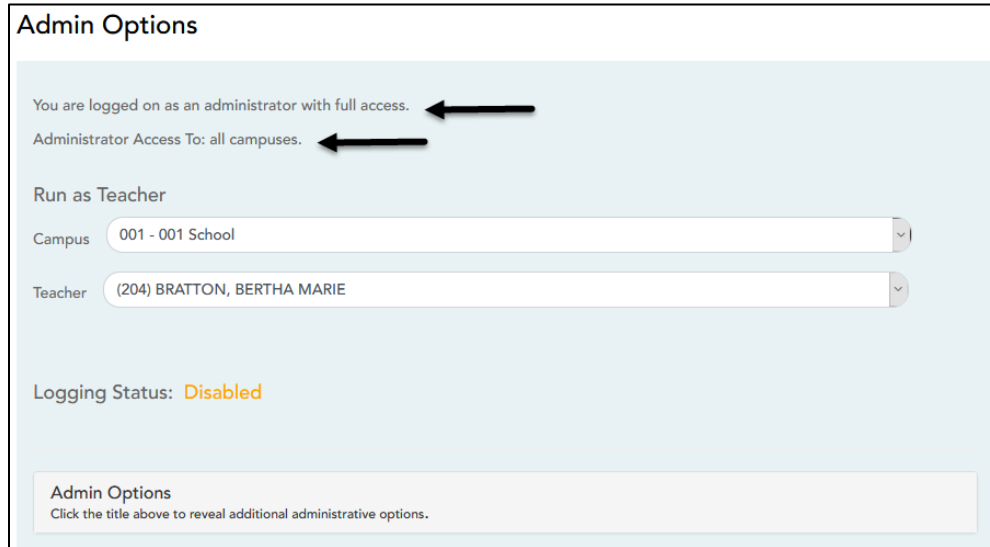
Teachers

Most teachers will have regular (non-administrative) access. Teachers who do not have administrative access are directed to the Announcements page when they log on. The Admin tab is not displayed in the main menu, and some reports that require administrative access will not be displayed in the Reports submenu.

- Teachers who teach courses for which students must meet UIL eligibility requirements (e.g., band or athletics) can be granted access to the UIL report in the Reports menu. The Student Grades Report (and UIL Eligibility) report allows a teacher to view his students' working cycle averages for all of their courses to determine UIL eligibility and locate students who may be at risk of losing eligibility.

- Teachers can be given permission to create campus-wide or course-wide groups of students in TeacherPortal. Special group reports are available that provide data for the student groups.

Long-Term Substitute Teachers

Long-term substitute teachers can be granted access to use TeacherPortal on behalf of a teacher who is out for an extended period of time. When the substitute logs in to TeacherPortal as the teacher, the substitute can select the teacher for whom he/she is substitute teaching. Then, the substitute teacher can proceed to use TeacherPortal as the teacher.

Registration and Login

Login Page

The Login page is the entry portal to TeacherPortal. If the district has specified hours of operation for TeacherPortal, the hours are displayed on the page. Also, special notices regarding system outages or other information may be displayed on the page, if applicable. Supported browsers are also listed.

NOTE:

Returning teachers will be required to re-register each year before logging on to TeacherPortal Teacher user accounts are deleted at the end of each school year with the Move to Grade Reporting process.

During the Move to Grade Reporting process if the option to clear Administrative TeacherPortal accounts is not selected to be cleared then the administrator login information will be retained for the upcoming school year. All administrative User Names and Passwords are retained as they were at the end of the previous school year. Administrative Users for TeacherPortal that were at the district in the previous school year but not in the current year will need to be deleted from the ASCENDER Grade Reporting > Maintenance > TeacherPortal Options > District or Campus > Administrative Users tab after the Move to Grade Reporting process is completed.
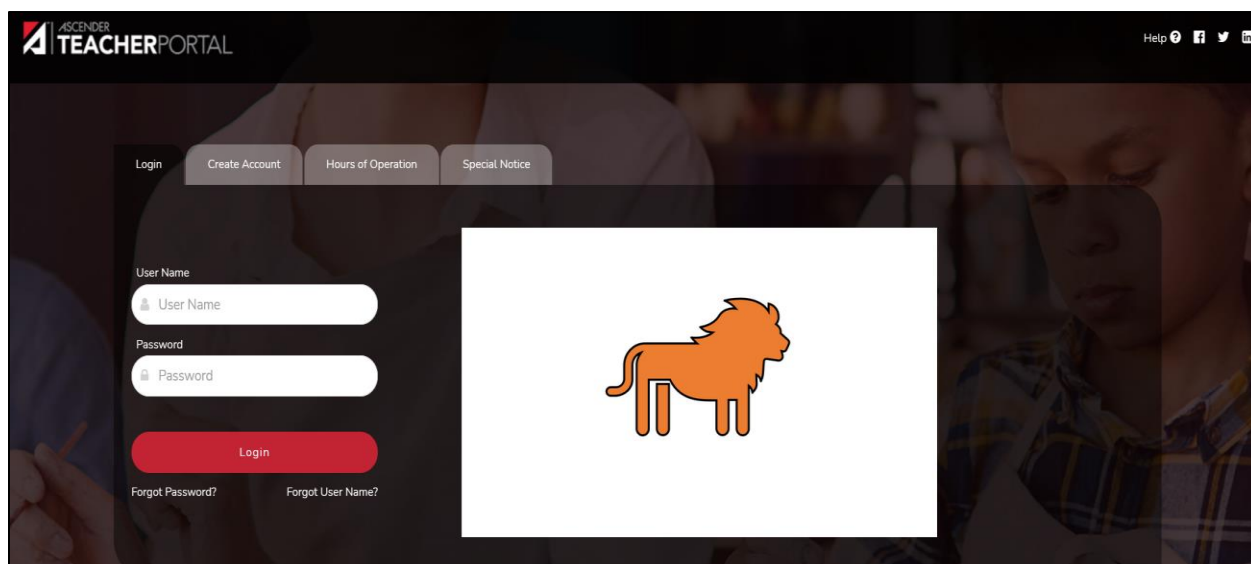
Each district will setup their TeacherPortal website for teachers and TeacherPortal administrators to access. The website information will be given to you by the TeacherPortal Administrator.

Supported Browsers

The supported browsers are located at the bottom of the login screen. The supported browsers are:
Mozilla Firefox (Current version)
Chrome (Current version)
Safari (Mac only)

NOTE: Some antivirus software block cookies and pop-up windows. In addition to the instructions below, check your antivirus software to ensure that it is not blocking cookies or pop-up windows from the ASCENDER applications.

TeacherPortal Administrator Login Account Setup

Please follow these directions to setup a **TeacherPortal District or Camus Administrator Login**.

If you will be a TeacherPortal <u>District</u> Administrator **do not** set yourself up as a TeacherPortal <u>Campus</u> Administrator. The District Administrator will have access to all campuses in TeacherPortal.

IMPORTANT: You must know if you will need to be set up as a District administrative user or if you will need to be set up as a Campus administrative user before you begin the process of setting up the administrative user account.

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

1. In the **Campus ID** field, type the campus ID number for the campus the user will work at. If the user will be a District administrator for TeacherPortal you <u>will not</u> add the user to every campus. Campus administrative users will only be added to the one campus they need administrative access for.

2. Click **Retrieve**.

3. **Click +Add** to add the administrative user. **Note**, only add the District Administrator user to one campus. It is not necessary to add the user to all campuses.

    Enter the Required Information:

    - **Advisor Number** This a three-digit number that is locally defined.
    - **First Name**
    - **Last Name**
    - **Role ID Select** 000 (Other) for an employee who is neither a principal or counselor, but is being set up as an administrative user of TeacherPortal.
    - **Staff ID** (social security number or employee ID number). The employee ID number will be used if the district has run the utility to convert the social security number to the employee ID number.

4. **Discipline Approver, Receive Discipline Referral E-mail, and E-mail Address** will only need to be filled out for administrators that will be a Discipline Approver for the TeacherPortal Discipline Referrals that teachers submit from their TeacherPortal. If your campus does not use the Discipline Referrals in TeacherPortal, you will not need to fill this information out.

5. Click **Save**.

6. The next step in setting up a TeacherPortal administrative user will require you to access ASCENDER Grade Reporting.

ASCENDER Grade Reporting

Access **Maintenance > TeacherPortal Options > District > Administrator Users Tab** for users that will need **access to ALL** campuses or an administrative user that needs administrative access to multiple campuses but do not need access to all campuses in the district.

OR

Access **Maintenance > TeacherPortal Options > Campus > Administrator Users Tab** for users that only need **access to ONE campus**. If a campus-level administrative user needs access to more than one campus they will can be given access to other campuses on the TeacherPortal DISTRICT Administrator tab.

1. **Click +Add to add an administrative user.**

2. Enter the following information:

   - Select **Multi Camus 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. Please refer to the ASCENDER District and Campus Setup Guide for TeacherPortal 2020 – 2021 for more details on setting up a multi-campus user.
   - **Run Group Report** – Select to give the user access to run group reports such as the UIL generic programs report in TeacherPortal.
   - **User Name** – Unique to district; 6 – 8 characters. (example; jhudson)
   - **Staff ID** – Type the user's staff ID number. (The Staff ID field must match the staff ID data on the Principal/Counselor tab in ASCENDER Registration)
   - **Type of User** – Select the level of access the user will have.
     - Read Only to allow read only access to all accounts.
     - Select Maintenance to allow administrator access to all accounts.
     - Select Discipline-Only (only available for campus administrative users). If you select Discipline Only, the user will have access to the Discipline Referral page only. No other TeacherPortal pages will be accessible to Discipline-only users.

> **Important** – Be sure to enter the exact same User Name from this screen in the TeacherPortal Basic Information step (User Name) when creating your TeacherPortal account.
>
> The Staff ID field must match the staff ID data on the Principal/Counselor tab in Registration.

3. Click **Save.**

4. The next step will require the user to access the TeacherPortal website.

TeacherPortal Website

If you are a new user who has not previously (current school year) registered for TeacherPortal, click the Create Account button on the Login to begin the registration process. If you already registered, you are not allowed to register again.

NOTE: Under certain conditions, the **User Name** and **Password** fields may not be displayed and you cannot log on, such as:

- The district has disabled TeacherPortal. The message "TeacherPortal is Unavailable" is displayed.
- The district is not fully set up to use TeacherPortal. A message is displayed indicating the information that is still needed for setup (e.g., hint questions have not been added).
- JavaScript support is disabled for your browser. A message is displayed indicating that JavaScript is disabled and notifying you that TeacherPortal cannot be used properly until JavaScript support is enabled.

IMPORTANT NOTE: If during the Annual Student Data Rollover (ASDR) process, the option to delete all TeacherPortal Administrative Users is selected, then all district-level and campus-level administrative user accounts will be cleared and new accounts will have to be set up after the Annual Student Data Rollover process has been completed.

If the option to deleted TeacherPortal Administrative accounts is **not** selected, then the district-level and campus-level accounts will remain and the administrative user will use the previous year's User Name and Password to access their administrative TeacherPortal account. In this case only new users will need to create their administrative TeacherPortal account after the Annual Student Data Rollover process has been completed.

Create Account

iMPORTANT: Upon initial account creation or log on to the portal, the End User License Agreement (EULA) for ASCENDER is displayed. User must accept the agreement in order to proceed. This agreement must be accepted on an annual basis.

1. On the TeacherPortal Login screen, click on the **Create Account** tab to go to the **Create Account– User Information** page.
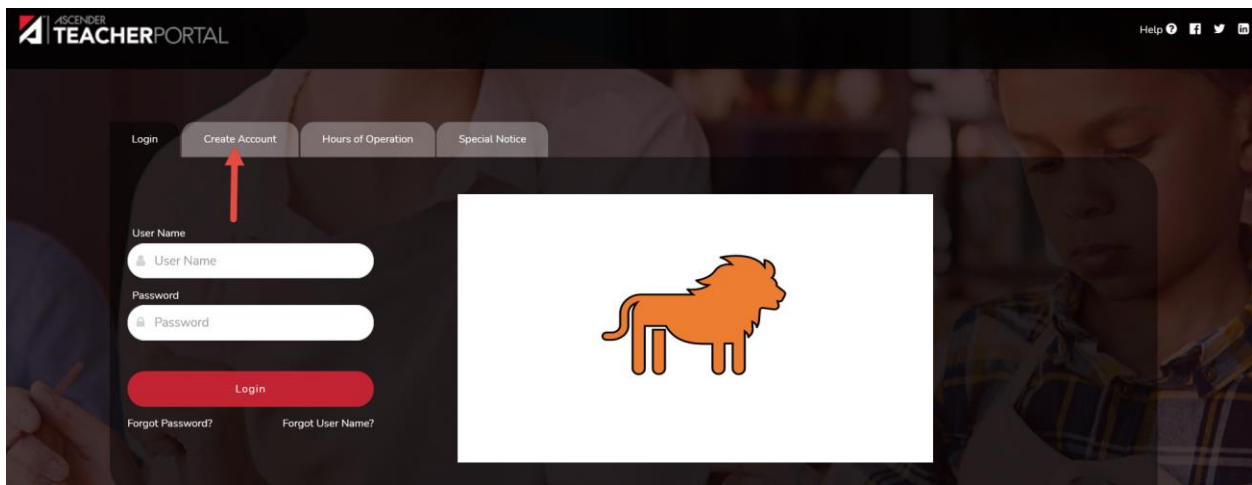
- The TeacherPortal Login page will also display two tabs for Hours of Operation and Special Notices if the district has entered information into the fields. If the fields are blank the tab does not display.

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User Information:

2. Enter a valid **Staff ID** (your 9-digit Social Security Number or 6-digit district-assigned employee ID number), **Last Name**, and **First Initial**.

Employee ID Number vs. Social Security Number:

Do one of the following depending on whether the district uses staff IDs or social security numbers (i.e., the setting for **Student Applications Staff ID** on **Registration > Maintenance > District Profile > District Maintenance > Control Info):**

• If the field is still set to *SSN*, type the instructor's social security number.

• If the field is set to *Employee Number*, but the employee demographic table does not exist in the Human Resources application, type the instructor's employee number.

• If the field is set to *Employee Number*, and the employee demographic table contains employee number information, you must click ⁝ to select an instructor's employee number.

In the ellipsis directory, instructors are retrieved from Human Resources for both the current year and next year.

Next year instructors are only listed in the ellipsis directory if the following conditions are met:

• The employee record contains a staff ID, date of birth, and gender.
• The employee exists in the next year Human Resources records and in a next year pay frequency.
• The employee is employed through at least the first day of the next school year.
• The employee is assigned a pay type and primary job code, and is contracted through at least the first day of the next school year.

If you change a staff ID on this page, the staff ID will be changed across all applications and campuses. Principal/counselors who are also instructors will only have one staff ID.

3. Click **Next**. If you entered the data correctly, the **Basic Information** step opens.

Basic Information:

1. Enter the **User Name** set up for you on the **ASCENDER > Grade Reporting > TeacherPortal Options > District or Campus Administrative Users tab. Do Not make up your own User Name if you are creating an administrator account. You must use the user name from the District or Campus Administrative Users tab, otherwise you will be set up as a teacher account.**

   - The User Name is **NOT** case sensitive.

     NOTE: Once established, a User Name cannot be changed or deleted.

2. Enter a **Password**.

   - The **password** must be **6 –46 alphanumeric characters. Use at least three of the following: uppercase, lowercase, numbers, and/or punctuation (e.g., Ascender7).** Your password **is** case sensitive.

3. Confirm **Password**. Retype the password exactly as you typed it above. This step confirms you typed your password as you intended.

4. Enter a four-digit **PIN** number.

   - The **PIN** must be **four numeric characters**. It is recommended that you do not choose 1234 or 4321, as these are common and easily guessed.

5. Click **Next**. The **Security Question** step opens.

Security Question

1. This page requires that you select and answer a set of three hint questions. If you forget your password in the future, you may reset your password if you successfully answer one of your hint questions. The district determines questions that you can select.

    NOTE: You will be required to answer the questions correctly in order to recover your registration information. **BE SURE** to select questions for which you will easily remember your answer. **Answers are case-sensitive**.

2. Click **Next**.

3. If you entered all required data, the Complete page opens.

4. Click **Finish**. You will be redirected to the appropriate page according to your access level.

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- If you log in with a district OR campus-level administrative user name and password, the Admin Options page opens.
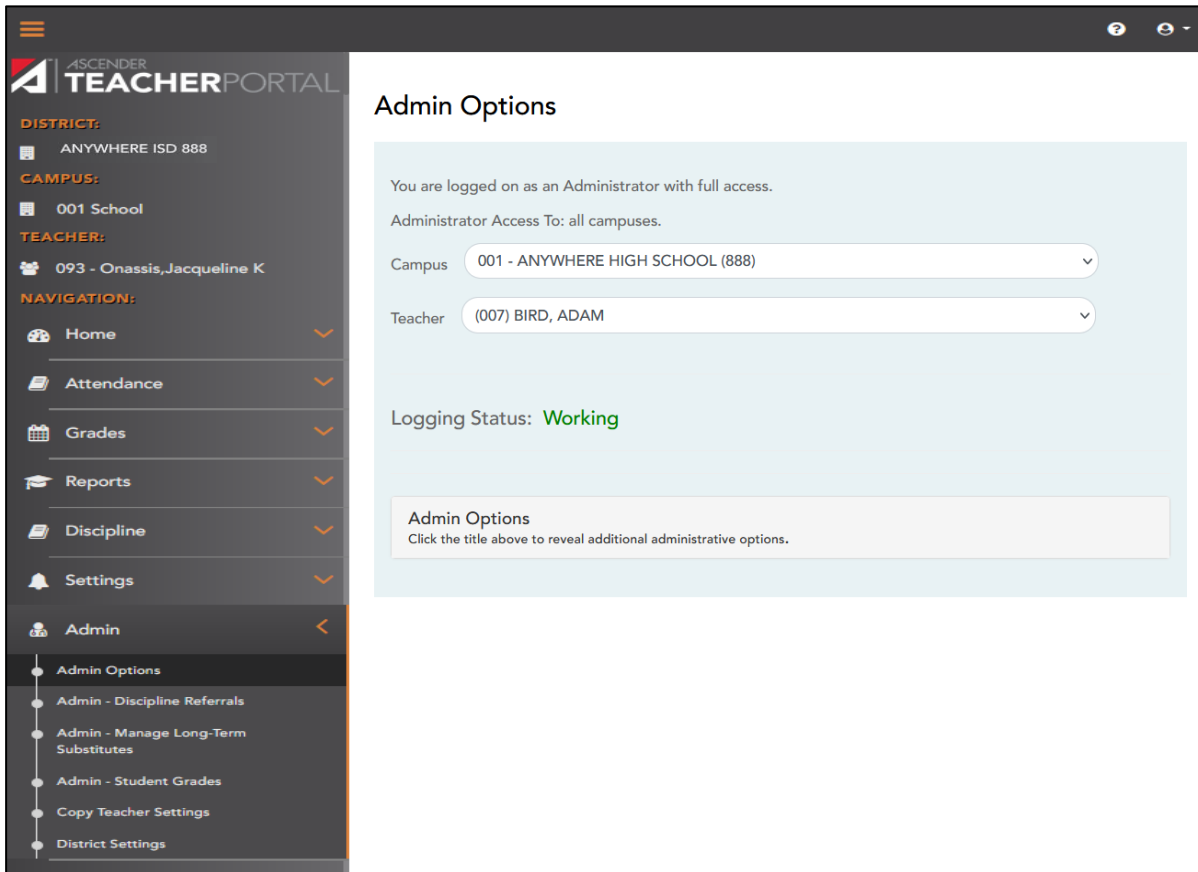
Reset Your Password?

The Reset Password wizard allows you to reset your password in the event that you forget your password and need to regain access to TeacherPortal. You can also change your password at any time.
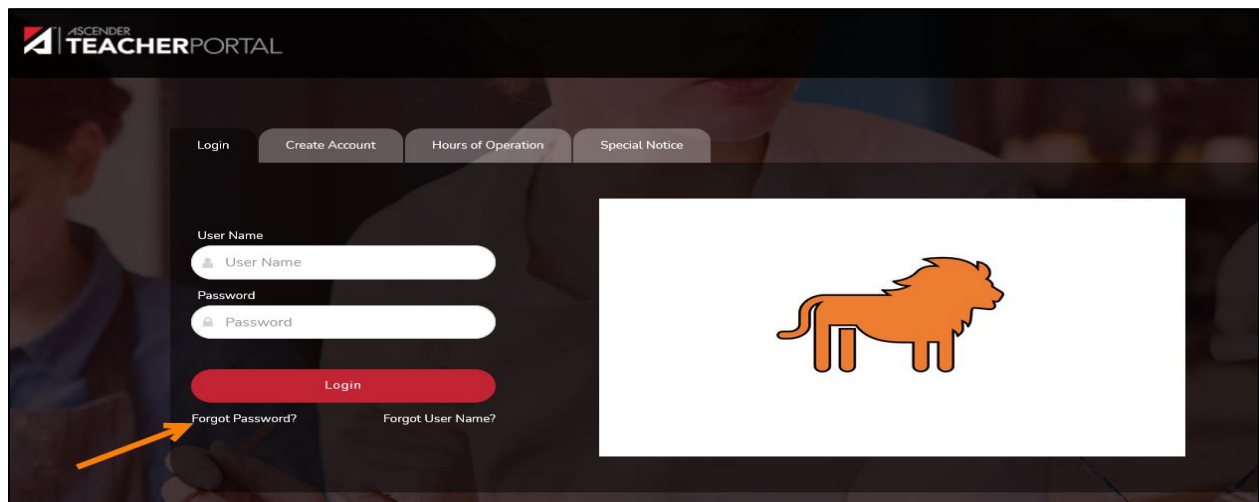
1. From the **Login** page, click the **Reset Password** link under the Login button.

2. Enter your **Staff ID** (social security number or employee ID number) without dashes and **User Name** and then click **Next**.

3. One of your hint questions will be randomly displayed. Enter the answer to the question exactly as you entered it during the registration process. Enter your answer, then click **Next**.

4. Enter a **NEW** password. Remember, the password must be **6 – 46 alphanumeric characters**. Use a combination of the following: **uppercase, lowercase, numbers, and/or punctuation**. Your password **is** case-sensitive.

   NOTE: You cannot reuse your last password.

5. Confirm **Password**.

6. Enter a **NEW PIN** number (optional). Entering a New PIN is optional when resetting the password. Only reset the PIN if you feel it has been compromised or you have forgotten it.

7. Confirm **PIN** number.

8. Click **Finish**. The Admin Options page is displayed.

Expired Password

For security purposes, your password will expire periodically. The amount of time that your password is valid is set by the district. If your password has expired, you will be redirected to the Password Expired page before the Administrator Options page is displayed.

1. Type your **current password**.
2. Type your **new password** and **confirm**.
3. Click **Submit**.
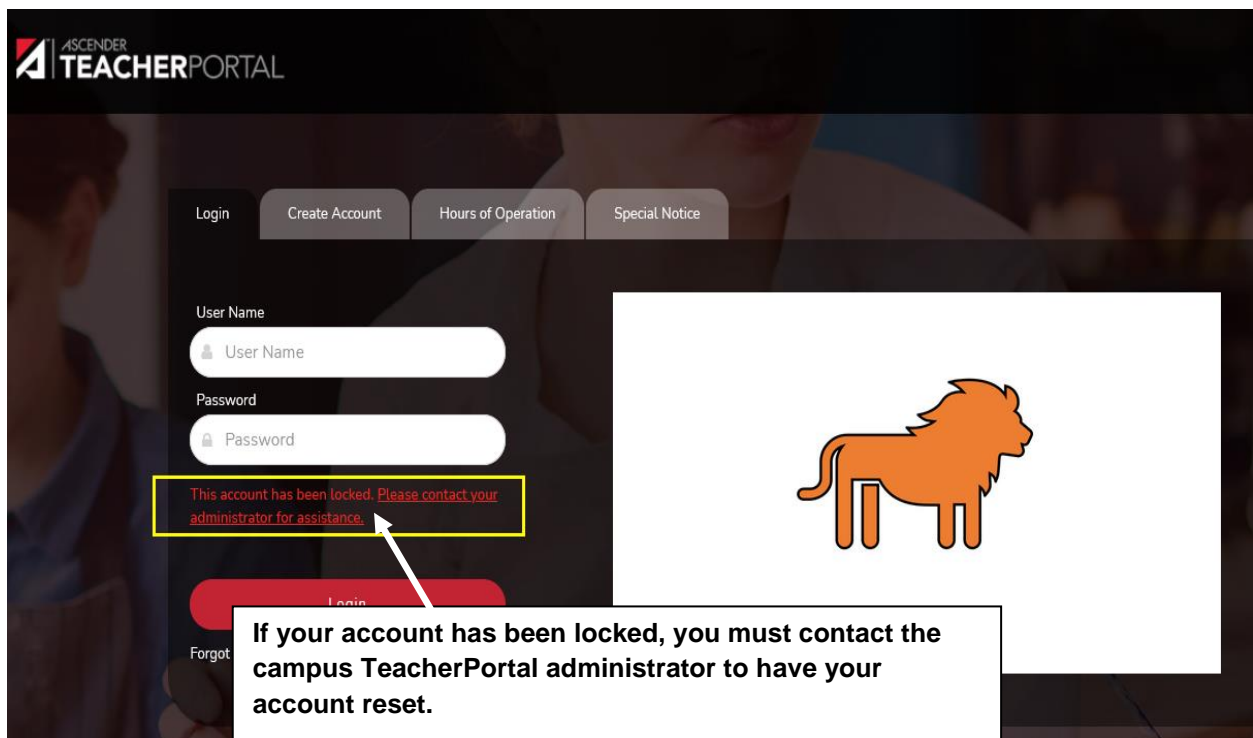
If you have entered the data correctly, your password will be changed, and the Announcements page will be displayed.

Other Account Maintenance

To recover a locked account:

If you have too many consecutive unsuccessful attempts at logging on, your account will be locked, and you must contact your campus TeacherPortal administrator to have your TeacherPortal account reset. Once your account is reset, you can use the Reset Password button under the Login button on the TeacherPortal Login page. Then follow the procedures described in this document to reset your password.

Tip: If you have had two consecutive unsuccessful attempts at logging in, access the Reset Password link. Accessing Reset Password before locking your account will eliminate the need to contact the campus TeacherPortal administrator to reset your account.

If your account has been locked, you must contact the campus TeacherPortal administrator to have your account reset.

The TeacherPortal administrator will go into ASCENDER Grade Reporting>Maintenance>TeacherPortal Options>District or Campus> Administrative Users tab. Highlight the users name with the spyglass, and set the Status from Lock to Reset, then Save. Then you may access the Reset Password link and go through the process to reset a new password.

Clicking on Please contact your administrator for assistance after becoming locked will display the system administrator contact information in a pop-up box.

Home Page

The following items appear on the Home Page:

- Your **district name** and **campus name** are displayed in left-side navigation bar.
- The **ID** and **name** of the teacher you are viewing are displayed.
- The **logout** link ⊙▾ is displayed in the top-right corner of the screen.
- The **help icon** ❓ is displayed in the top-right corner of the screen.
- **District** and **Campus Announcements** are displayed. These announcements, which may contain important deadlines and information that has been entered by your district and campus. Remember to update the announcements for each campus frequently.
- The **Menu Options** are displayed on the left-side navigation bar. **Submenus** are displayed below the main menu when you click on the ⌄ for a main menu item. The submenu provides links to the pages and functions within the main menu areas.
- To return to this page after you log on, select **Home** on the left-side navigation bar.

To access a page:

From the left-side navigation bar, click on the ⌄ (e.g., Attendance) to expand or collapse the contents of the menu. The submenu is displayed below the main menu.

From the **Submenu**, select the menu item. A page for the selected menu item will be displayed.

To return to the previous page:

You cannot return to a page by clicking your browser's Back button. To return to a page, you must reselect it from the left-side navigation bar.

To access Help:

On the right side of the submenu, click the ❓. The Help window opens.

In the Help window, the Help topic is displayed on the right. The Help topic is specific to the page you are viewing. The navigation pane is displayed on the left, which allows you to browse other Help topics from this Help window.

To keep your session active:

If your session has been idle for a specified amount of time (i.e., you are logged on but you have not made any changes that have hit the server), your session will become inactive. This is a security measure designed to limit access to the system if you are unexpectedly called away from your computer. The time limit for idle sessions is set by your district.

- Prior to becoming inactive, a warning message will appear to let you know that your session will be ending soon.
- To keep the session active, click **Reset Timeout**. The session timeout counter will start over, and you will not lose data on the page.
- To allow the session to expire, do not type or click on the page. A short time later, a message is displayed to inform you that your session timed out. The page is automatically redirected to the Login page.
- **Warning:** **Any data that has not been saved when the session expires will be lost.**

Admin Menu

The Administrator Options page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user name. The page allows you to select the teacher for whom you want to log in with administrator privileges. After you select a teacher from this page, you can access TeacherPortal as if you were that teacher; however, there are some differences:

- The Admin menu is displayed in the main menu. Click Admin to return to this page to select another instructor.
- In the Settings menu, the Update Admin Profile menu item appears instead of Update Profile.

If you have full maintenance access, you can perform all functions, including saving, posting, and printing. If you have read only access, you can view all pages, but all buttons (except **Print** buttons) are disabled. Even if you change data in a field, you cannot save changes, so all changes will be lost when you leave the page. Read Only users can print data.

Any changes you make while you are logged in as an administrator are logged with the administrator's user name. This allows you to distinguish between changes actually made by the instructor and changes made by an administrative user.

1. From the Login page, type your administrative user name and password, and then click **Login**. Instead of going to the Announcements page, you are redirected to the Admin Options page.

Admin > Admin Options

To access a teacher's grade book:

2. Under **Run as Teacher**, click ⌄ to select the teacher for whom you want to impersonate.
   - If you log in with a campus-level administrative logon, the drop-down list includes all teachers at the campus who currently have a user name for TeacherPortal. The list is sorted alphabetically by the teacher's last name and includes the instructor ID.
3. If you log in with a district-level administrative logon, you must select a campus from the **Select Campus** drop-down list. Then, select the teacher from the **Select Teacher** drop-down list. The list includes all teachers in the district who currently have a user name for TeacherPortal.
   - If a teacher teaches at more than one campus, his name is displayed in the **Select Teacher** list for each campus.
   - The **Select Teacher** list is sorted alphabetically by the teacher's last name and includes the instructor ID.
4. Once you select a campus and teacher, the campus name, teacher name and instructor ID are displayed in the left-side navigation bar. If a teacher teaches at more than one campus, the teacher's name is displayed for each campus.
5. Select a page from the main menu to access a page.
6. To return to this page to select a different teacher, select **Admin Options** from the Admin menu.

To mark ready to post:

Click the **Administrative Options** link to display the **Mark Ready to Post** button. The **Administrative Options** section expands, and the **Mark Ready to Post button is displayed.**

The **Mark Ready to Post** button allows you to mark all courses at the campus as ready to post, including any courses for which the instructor has not clicked **Mark grades as Ready to Post** on the Cycle Grades page. The button is only displayed for current cycles that are open for posting.
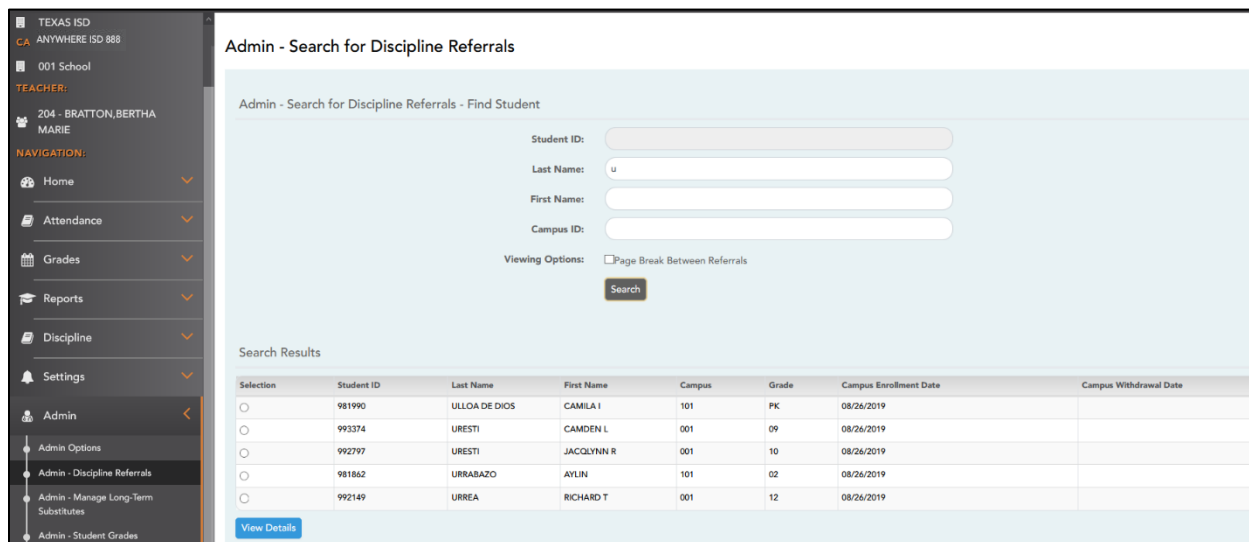
The following data is also displayed:

- The campus, semester, and cycle for which you will be marking courses as ready to post.
- The number of courses that have already been marked as ready to post (before clicking the button).
- The number of courses that have not yet been marked as ready to post (before clicking the button).
- Click **Mark Ready to Post**. A message is displayed prompting you to confirm that you want to mark all remaining courses as ready to post.
- Click **OK** to continue. The message "Mark Ready to Post Completed" is displayed.
- Click **View Courses Marked Ready to Post** to view a report of all courses that have been marked as ready to post. The report opens in a new window, and you can print the report from that window.
    - The page remains open on your desktop.
    - View the View Courses Marked Ready to Post Help page for information about the report.

- Click **Students with no Exam Grade** to view a report of all students who have a blank exam grade for the current cycle. The report opens in a new window, and you can print the report from that window.
    - The page remains open on your desktop.
    - View the Students with no exam grade Help page for information about the report.

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Admin – Discipline Referrals

The Admin Discipline page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user name. The page allows administrative users to view a student's discipline records. Before viewing this page, you must select a specific student at a specific campus on the **Discipline Referrals – Search for Discipline Referrals page.**

Admin > Admin - Discipline Referrals

1. From the Admin menu, select Admin Discipline Referrals.

   The Admin – Search for Discipline Referrals - Find Student page is displayed allowing you to search for and select the student for whom you want to view discipline data.

   ● In the **Student ID** autosuggest field, begin typing the student's ID. As you begin typing the ID, a drop-down list displays students whose student IDs match the numbers you have typed, From the drop-down list you can select the student.

   ● In the **Last Name**/**First Name** autosuggest fields, begin typing the student's last or first name. As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs. From the drop-down list you can select the student.

   ● In the **Campus ID** field, type the campus at which the student is currently enrolled. If you are logged on with a campus administrative ID, the campus ID is set to the campus for which you are logged on and cannot be changed.

   ● If you are logged on with a district administrative ID, the campus ID is not required.

   ● Under **Viewing Options**, select **Page break between incidents** if you want each incident to print on a separate page.

2. Click **Search**.

   ● A list of students who match the criteria entered above are listed, including the student's ID, name, campus, grade level, and entry/withdrawal dates for each campus. Students are sorted by last name, first name, and enrollment date.

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- Students are retrieved whether or not they have discipline records.

3. Click ○ to select the student record you want to view.

4. Click **View Details** to view the discipline records for the selected student. The Admin Discipline Referrals page is displayed.

5. The following data is displayed:

- At the top of the list, the campus is displayed, followed by a summary of referrals found by status and by severity.

- For each record, the following information is displayed. This information is entered in TeacherPortal on the **Discipline > Discipline Referrals page:**

  - **Submitted By** - the name of the TeacherPortal user who submitted the referral.
  - **Severity** - the severity of the offense, such as Low, Medium, or High (High indicates a very severe offense).
  - **Offense Description** - the PEIMS offense code describing the offense.
  - **Referrer Comments** - comments related to the offense that were entered by the person who submitted the referral in TeacherPortal.
  - **Date/Time of Incident** - the date and time of the incident.
  - **Sent to Office** - whether or not the student was sent to the office as a result of the incident.
  - **Teacher's Course Section** - the course section in which the incident occurred, if applicable.

- **Status**

  - **Pending** - submitted referrals that are awaiting review and further action from an administrator.
  - **Reviewed** - submitted referrals that have been reviewed by an administrator, and for which the administrator is taking no further action.
  - **Completed** - submitted referrals that have been reviewed by an administrator, and for which further action was taken.

- **Incident Location -** the location the incident occurred.
- **Incident Number** - number assigned to a discipline record if a discipline record was entered in ASCENDER > Discipline.
- **Admin Number** - name of discipline approver that reviewed and/or completed the discipline referral.
- **Return Date** - date the referral was reviewed and/or completed the discipline referral.
- **Return Message** - message from discipline approver about the referral the teacher can view.

6. To select another student for whom to view data, click **Change Student**. The Discipline Referrals - Find Student page is displayed allowing you to search for another student.

7. To print the data displayed on the page, click **Print**. The Print dialog box opens allowing you to select your printer and settings. Click **Print** to continue, or click **Cancel** to cancel printing.

Admin – Manage Long-Term Substitutes

The Admin- Manage Long-Term Substitutes page allows you to maintain a list of long-term substitute teachers who are granted access to use TeacherPortal on behalf of a teacher who is out for an extended period of time.

When the substitute logs in to TeacherPortal as the teacher, the welcome page will display a field allowing the substitute to select the teacher for whom he is substitute teaching. Then, the substitute can proceed to use TeacherPortal as the teacher.

A TeacherPortal District or Campus administrator with maintenance rights may assign a long-term substitute for a teacher(s).

NOTES:

- A long-term substitute can be assigned to more than one teacher.
- A long-term substitute can be assigned to a teacher who teaches at more than one campus. In this case, the substitute will be able to select the campus, just as the regular teacher does.
- A teacher who teaches their own classes can also be assigned as a long-term substitute for another teacher.

Admin > Manage Long-Term Substitutes

NOTE: The long-term sub must be entered on the ASCENDER Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor tab on the campus they will be substituting at.

To add a long-term substitute teacher:

1. From the Admin menu, select Admin Long-Term Substitutes.
   - The Admin Manage Long-Term Substitutes page is displayed.
   - Any existing long-term substitute teachers are listed in the Manage Long-Term Substitutes grid.

2. By default, only current records (i.e., those that have already started and have not yet ended) are displayed. To view all records, including those that have ended or have not yet started, click **Show Non-Current Records**, and then click **Retrieve**. The complete list is displayed.

3. To add a long-term substitute, click **Add Substitute**. A pop-up window opens.
   - In the **Substitute** field, click ▼ to select the name of the substitute teacher. This name cannot be the same name as in the **Teacher** field; otherwise, an error message is displayed.

- In the **Teacher** field, click ▼ to select the name of the teacher for whom the long-term substitute will be teaching.
- In the **Beginning Date** field, type the first date the long-term substitute will be teaching. Use the MM/DD/YYYY format. Or, click 🗓 to select the date from a calendar.
  You can leave the date blank if the begin date is unknown.
- In the **Ending Date** field, type the last date the long-term substitute will be teaching. Use the MM/DD/YYYY format. Or, click 🗓 to select the date from a calendar.
  You can leave the date blank if the end date is unknown.
- Click **Save**. The long-term substitute teacher is added to the grid.

   NOTE: If you specified a future date for the begin date, the record will not be displayed in the grid unless you select **Show Non-Current Records** and then click **Retrieve**.

- The substitutes are listed with the Begin Dates in descending order. The headers on this window are sortable, so you can resort the retrieved records.

4. Click 🖊 to view and update information for an existing long-term substitute. A pop-up window opens allowing you to update the data as needed. Click **Save**.

   Update the data as needed and click **Save**.

5. Click ❌ to delete a long-term substitute from the grid.

Substitute Steps:

- The substitute will have to access TeacherPortal and click the Create Account button and set up their User Name and Password, etc.
- The substitute will log in to TeacherPortal using their created User Name and Password.
- The following page will be displayed when the substitute logs in to TeacherPortal.
    - **Before** the long-term substitute selects a teacher, the long-term substitute can set up their own profile page by selecting **Settings > Update Profile**.
    - Once a teacher is selected the Update Profile option will not display.
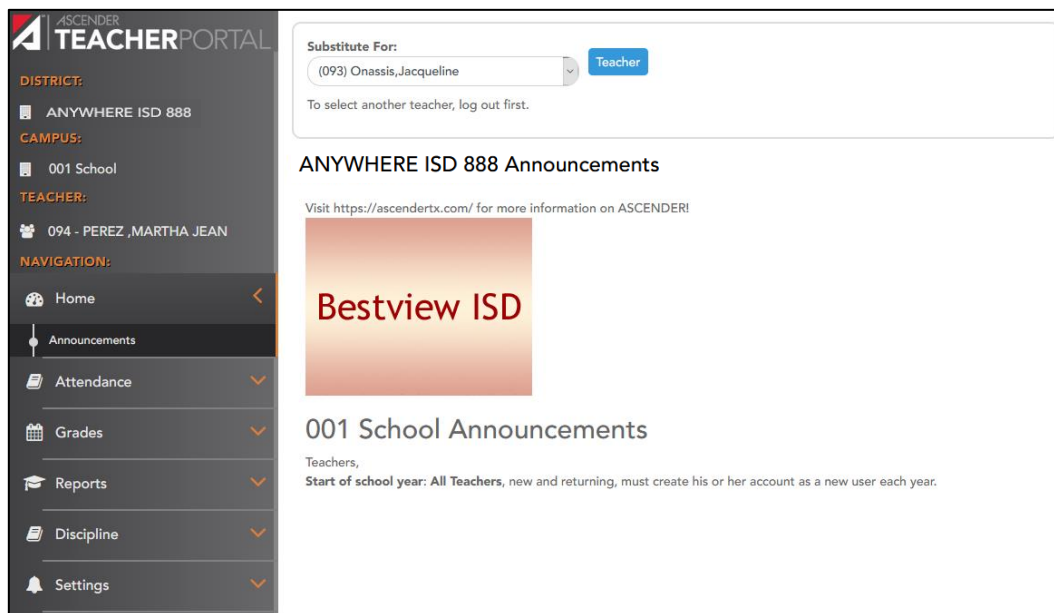
- The substitute will select the teacher that she is assigned to substitute for from the **Select a teacher to substitute for** drop down.
    1. Only the teachers that the administrator has assigned for this substitute will display in the drop down.
    2. The substitute beginning date also determines which teachers display in the drop down. If the beginning date is a future date, the teacher will not display in the drop down until the current date matches the beginning date.
    3. Once the current date is past the substitute's ending date, the teacher will not display in the drop down, since it is past the time that the substitute will teach for the teacher.
- When the substitute accesses the drop down and highlights the teacher, click the **Select Teacher** button. Then the substitute is set as the teacher selected.
    - Once the substitute has selected the teacher, then the Update Profile in the Settings menu is not an option for selection as this is the regular teacher's profile and the substitute may not change the teacher's profile settings.
- Each time the substitute logs in to TeacherPortal, the substitute will have to select the teacher they are a substitute for, and then the substitute can enter attendance or grades for the selected teacher.
    - The long-term substitute will be allowed to maintain or print any data that the teacher can access.
    - When grades are marked as ready to post, the teachers name is reflected.
    - When attendance is posted, the teachers name is reflected.
    - If the long-term substitute enters Discipline Referrals, then the substitute's name is used.

Admin Student Grades

The Admin Student Grades - Find Student page is the first step in viewing the Admin Student Grades page. You must select a specific student at a specific campus before viewing the Admin Student Grades page. The Admin Student Grades page allows administrative users to view semester and final averages, exam grades, and credits awarded for all of a student's courses, except courses that are excluded from grading.

The page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user name. However, the page can be used to run the Admin Student Grades report for a student group by any user who has existing groups. If you are running the group report, the page title is Admin Student Grades - Find Student From Group. Also, the **Student Groups** field is displayed instead of the student search options.

Admin > Admin - Student Grades

1. From the Admin menu, select Admin - Student Grades.
    The Admin – Search for Student Grades - Find Student page is displayed allowing you to search for and select the student for whom you wish to view grades.

    NOTE: You can search either by student ID or name; you cannot use both options at the same time.

    - In the **Student ID** field, begin typing the students ID. As you begin typing the ID, a drop-down list displays students whose student ID matches the numbers you have typed. From the drop-down list, select a student.

    - In the **Last/First Name** field, begin typing the students last or first name. As you begin typing the name, a drop-down list displays students whose name matches the letters you have typed. From the drop-down list, select a student.

    - In the **Campus ID** field, type the campus ID at which the student is currently enrolled. If you are logged on as a campus-level administrator, the campus ID is set to the campus you are logged on to and cannot be changed.

  - Click **Search**. The students who match the criteria entered are listed, including student ID, name, campus, grade level, and entry/withdrawal dates for each campus. Students are sorted by last name, first name, and enrollment date.

2. Click ○ to select the student record for whom you wish to view grades, and click **View Student.** The Admin Student Grades page is displayed allowing you to view semester exam grades, semester and final averages, and credits awarded for all of the student's courses, except courses that are excluded from grading, which allows administrator to determine UIL eligibility and locate students that may be as risk for losing eligibility.

3. The page defaults to a condensed view of the current semester and cycle. To view data for a previous semester, select the **Semester**.

4. By default, the page displays all of the student's courses for the semester, including courses from which he has withdrawn. To see only the student's current courses, select **Show Current Courses Only**.
   ● The student's working cycle average is displayed for the current cycle, unless a posted or override grade exists.
   ● The semester average is labeled as **Posted**, **Override**, or **Working**.
   ● If all courses are displayed and the student withdrew from a course, the message "withdrawn" and the withdrawal date are displayed next to the course title.

5. A condensed overview of the student's cycle grades for all of his courses is displayed by default. Click **Show All Details** to view all details for all courses for the current cycle

   ● The detailed view includes the student's assignment grades, working cycle average, override grade (if present), and posted grade.
   ● Assignment grades are sorted by due date, and then by assignment name within each category. For each assignment, the due date is displayed and an indication of whether the assignment was late or a re-do.
   ● Dropped grades display the message "(Dropped)" next to the grade.
   ● If the teacher is using points-based weighting, the points earned and possible points are displayed. For example, 9/10 is displayed if the student earned 9 points and the assignment is worth 10 points.
   ● If the teacher is using percentage-based weighting, the actual points and total possible points are displayed if the total possible points is less than 100 (e.g., 45/50).
   • For students who transferred into the class, the transfer date, transfer average, and transfer weight are displayed.

6. Click **Hide All Details** to return to the condensed view, or click **Close Details** for a particular course to condense the view for that course only. You can also click the current cycle grade to condense the view for that course.

7. To view details for **Previous Cycles** for a specific course for a previous cycle, click the grade average for the cycle. Click **Close Details** to close the view for that average.

8. Click the student ID to View the student's profile for the student.

9. To select another student for whom to view data, click **Change Student**. The Admin Student Grades – Search for Student Grades page is displayed allowing you to search for another student.

10. To print the data displayed on the page, click **Print**.

Admin - Copy Teacher Settings

The Copy Teacher Settings page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user name. The page allows you to move the group settings from one teacher to another, such as moving a student group from one teacher to another.

Admin > Copy Teacher Settings

To exchange teacher settings:

1. Under **Teachers with Course Groups**, select the teacher currently assigned to the group. The teacher's current groups are displayed under **Eligible Course Groups**. Below each group name are the courses associated with the group.

2. Under **Eligible Course Groups**, select a group.

    - If the selected teacher is the teacher for *all* of the courses listed in the selected group, the group cannot be moved to another teacher, and following message is displayed: "This group is already with the correct instructor. No teacher exchange necessary."

    - If the courses in the selected group are assigned to multiple teachers, the group cannot be moved to another teacher, and the following message is displayed: "Multiple instructors found. Cannot exchange this group."

        - In this case, an administrative user can remove a course from a group for a teacher on the Settings > Administer Courses page.

    - If the selected teacher is no longer the teacher for any of the courses listed in the selected group, and another teacher now teaches all of those courses, the new teacher for the courses is listed under **Move Group to this Teacher**, and the **Move** button is displayed next to the new teacher's name.

Copy Teacher Settings

Copy settings from one teacher to another

☰ Teachers with Course Groups

302 - KESKINEN, JUSTIN SUE

Eligible Course Groups

DC US History Semester: 1
(3112-34) US HISTORY DC
(3112-37) US HISTORY DC ○

DC GOVT Semester: 1
(3226-36) US GOVT DUAL CR
(3226-33) US GOVT DUAL CR ○

World Geography Semester: 1
(3001-45) WORLD GEOGRAPHY
(3001-38) WORLD GEOGRAPHY ○

DC Econ Semester: 2
(3225-33) ECO DUAL CREDIT
(3225-36) ECO DUAL CREDIT ◉

DC US History Semester: 2
(3112-34) US HISTORY DC
(3112-37) US HISTORY DC ○

Move Group to Teacher

303 - DAVIS, DAVID DAVID   Move

5.   To move a group to the teacher who is currently assigned to the courses, click **Move**.

6.   You are prompted to confirm that you want to move the data. Click **OK** to continue.

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Elementary Skills-Based Report Cards – Enable Campus Access

The following steps must be completed in ASCENDER Grade Reporting.

Before you can access the TeacherPortal pages for managing elementary skills-based grading and report cards, you must indicate in the ASCENDER Student system that you want to use elementary skills-based report cards. This step must be performed by an administrator with access to the Grade Reporting application in the ASCENDER Student system. The setting must be changed for each elementary campus that will be using skills-based grading and report cards.

In ASCENDER Grade Reporting, the Campus TeacherPortal Options page allows you to set campus settings that apply to all TeacherPortal users at the campus.

Access ASCENDER Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options tab
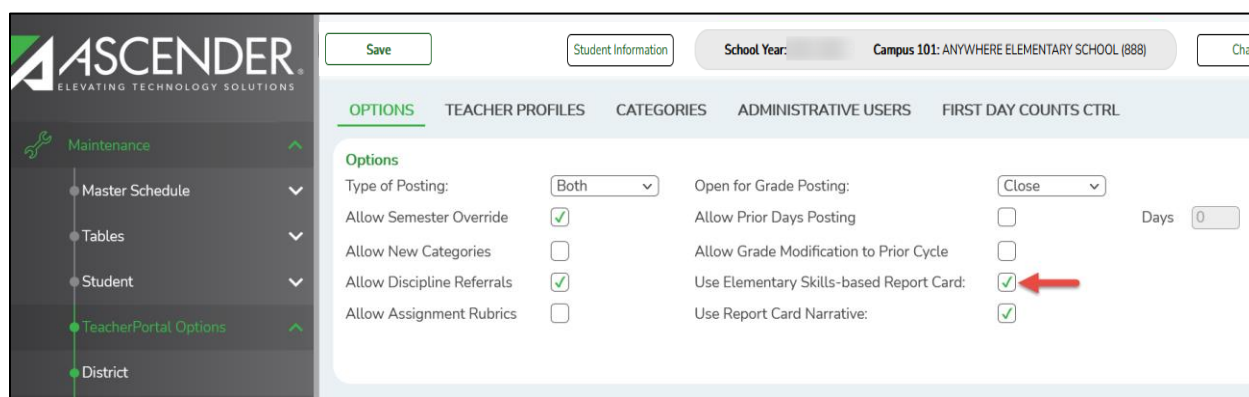
1. Ensure that the correct campus is selected in the **Campus** field at the top of the page.

2. Under **Options**, select **Use Elementary Skills-based Report Card** to allow teachers to create elementary skills-based report cards in TeacherPortal. If selected, the applicable pages are displayed in TeacherPortal. Otherwise, the pages are not available.

3. Click **Save**.

4. Repeat for all remaining elementary campuses that will use elementary skills-based report cards.

Admin – Elementary Report Cards - Manage Elementary Skills-Based Courses

You must be logged on to TeacherPortal with a district- or campus-level user name to proceed. You must have selected an elementary campus on the Administrator Options page. Any changes you make will apply to all elementary campuses in the district.

This page allows you to set up grading types, as well as skill sets and associated skills, for producing elementary skills-based report cards. A skill set is a name for a group of related skills. For example, the Work Habits skill set may include skills such as Follows Directions, Works Independently, Uses Time Wisely, and others.

NOTE: The **Skill Set Name**, **Skill Name**, and **Description** fields allow Spanish and other special characters such as ¿and ñ.

Admin - Elementary Report Cards - Manage Elementary Skills-Based Courses

To set up elementary skills:

1. From the Admin menu, select Manage Elementary Skills-Based Courses.

2. Under **Grade Type**, you can maintain a table of grading types that can be used for elementary skills-based report cards, such as E, S, U or +, -, or 1, 2, 3. The name represents the scores that will be used to evaluate the students.

   ● To add a new grade type, click **Add** below the **Grade Type** table. The **Enter Grades** fields are displayed.

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Enter Grades

1	E	2	S	3	N
4	U	5		6	
7		8		9	

Add   Cancel

- You can enter up to nine grade types, and each type can have up to three upper-case characters. Any lower-case characters will be converted to upper-case.

- The following characters are allowed: +, -, *, <, >, @, &, #, /, and \.

- Click **Add** under the **Enter Grades** fields to add the grade types to the **Grade Type** grid. Otherwise, click **Cancel**. The new grade type is listed under **Name**.

Grade Type
(Enter Grade Type Sets)

| Edit | Name |
| [×] | E,S,N,U |

Add Grade Type   Save

- Click **Save**. If your changes were saved successfully, a message is displayed indicating that the grade type changes were saved successfully.

- Click [×] to delete a grade type if needed.

    NOTE: You cannot delete or edit a grade type that is associated with a report card; the [×] button is not displayed.

3. Under **Available Skill Sets**, you can create skill sets for elementary skills-based report cards. For each skill set, you will be able to associate a list of specific skills.

Available Skill Sets
(Skill Sets are groups of skills)

Edit	Skill Set Name	Skill Count
[✎]	Color	5 Skills
[✎]	High-Frequency Word Lis	5 Skills
[✎]	Letters	2 Skills
[✎]	Letters (including Spanisł	2 Skills
[✎]	Numbers	2 Skills
[✎]	Rote Counting	3 Skills
[✎] [×]		0 Skills

Add Skill Set   Save

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- To add a new skill set, click **Add Skill Set**. A blank row appears in the table.
- In the **Skill Set Name** field, type the name of the skill set. You can type up to 50 characters.
- The **Skill Count** field displays the total number of skills currently associated with each skill set.
- Use the ✐ to add or edit the specific skills associated with the skill set. The **Available Skills for Skill Set** grid is displayed to the right and lists any skills currently associated with the skill set.

NOTES: Some skill sets are included automatically and cannot be deleted. They appear dimmed in the table, and the ✖ is not displayed. However, you can click ✐ to add additional skills to the predefined list.

The following skill sets are included automatically:
- Numbers
- Letters
- Letters (including Spanish)
- High-Frequency Word list
- Color Word Recognition
- Rote Counting

These skill sets are used for tracking a student's ability to recognize letters, numbers, and words. Instead of entering a grade for these skills, the instructor will add a check mark for each skill accomplished by the student. For example, as a student is learning to count to 20, the instructor will check off each number the student can count to. On report cards and IPRs, as well as ParentPortal, the student's progress for these skills is displayed in a grid with check marks.

- Click **Save**.

4. Under **Available Skills for Skill Set**, you can create a list of specific skills to be associated with a skill set.

- Click ✎ in the Available Kills Sets grid to select a specific skill set. The **Available Skills for Skill Set** grid opens on the right.
- In the **Skill Name** field, type the name of the skill, up to 50 characters.
- In the **Description** field, type a description of the skill as you want it to be displayed on the report card. The field is required and can be up to 300 characters.
  The description entered here is displayed for the teacher on the Assignment Grades page when he moves the cursor over the skill name.
- Click **Save**. If your changes were saved successfully, a message is displayed indicating that the skill changes were saved successfully.

- Continue adding skills to the skill set as needed.

- Click ✖ to delete a skill from the skill set if needed. Some skill sets have skills that are included by default and cannot be deleted.

Admin – Manage Elementary Skills-Based Report Cards

The **Admin Skills-Based Report Card Setup - Step 1** page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user name. The page allows you to set up report cards that teachers can print from the Grades menu. You can create multiple report cards. For each report card, you select and enter data for the components that you want to print on the report card, and you select the skill that will be assessed.

Elementary skills-based courses are graded according to the report card associated with the course. Options enabled for the course's report card determine how grading occurs in the course. These options will apply to every course in the district using this report card. Each course is associated with a report card, so the report card options are applied to the course.

This is the first of two pages. On the Step 2 page, you will select the skills that will be assessed on the report card.

NOTE: You must specify a logo in the **Choose District Logo** field. Otherwise, the message "No logo files found" is displayed, and the changes to the page are not saved.

Admin – Set Up Elementary Skills-Based Report Cards - Step 1

Set Options:

1. From the Admin menu, **select Elementary Report Cards > Manage Elementary Skills-Based Report Cards Setup.** The Admin Skills-Based Report Card Setup - Step 1 page is displayed allowing you to set up report cards.

2. In the **Report Card** field, click ⌄ to select the report card you are updating. This list is predefined and cannot be changed.

3. Under **Print Options**, select the report card components you want to include:

   - Select **Print Parent Signature Line** if you want to include a place for parents to sign the report card.
   - Select **Non-Mailing Report Card** if you want to print a version of the report card that will not be mailed out. The white space at the top of the page will be reduced to allow more data to print on one page.
   - Select **Conference Requested Line** if you want to print a message on the report card requesting that the parent/guardian contact the teacher to schedule a conference.
   - Select **Promoted/Retained Message on last report card of the year** if you want to print the "Promoted" or "Retained" message on the report card for the last cycle of the last semester. The message will only print for the final cycle/semester, even if it is selected for an earlier cycle/semester.

     The message displayed ("Promoted" or "Retained") depends on the student's year-end-status code. For example, if a student's end-of-year status code indicates that he is retained pending completion of summer school, the message will indicate that status.

     End-of-year status codes:

Year-End-Status Code	Message on Report Card
01	Promoted to *nth* grade
02	Retained in *nth* grade
03	Placed in *nth* grade
04	Placed in transitional program
06	Promoted from trans. prgm. to reg. grd.
21	Status pending summer school
22	Status pending other reason
23	Left district before end of school
blank	Promoted

   - Select **User Quarterly Display** if you use nine-week grading cycles and want the report card to print quarters 1 thru 4 (instead of cycles 1-4) and do not want to display semester numbers.

   - Select the letter, number, and word recognition skill sets to include:

     - Select **Print Letter Grid** if you want to include the letter grid for indicating the student's recognition skills related to alphabet letters, such as recognizing upper- and lower-case letters.
     - Select **Print Number Grid** if you want to include the number grid for indicating the student's recognition and ability to write numbers.
     - Select **Print High Frequency Word List** to include the high frequency word grid, which indicates the student's recognition of common words.

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- Select **Print Color Word Recognition** to include the color word recognition grid, which indicates the student's recognition of color words.
- Select **Print Rote Counting** to include the rote counting skill set grid, which indicates the student's rote counting abilities.

- Select **Print Attendance** if you want the student's attendance data to be printed on the report card. If you select **Print Attendance**, if selected, two additional fields are displayed:

  ☑ **Print Attendance**

  Attendance Period: ADA Period ⌄   **Tardy Period:** Report Card Period ⌄

  - In the **Attendance Period** field; click ⌄ to indicate which period to use for reporting attendance on the report card.

    - If you select **Report Card Period**, attendance will be calculated based on the period for which the report card is being printed. For example, if the report card is printed for a fifth period reading class, attendance will be pulled for fifth period only. This is the default setting.

    - If you select **ADA Period**, when the report card prints, the program will determine what the ADA period is for the particular student's attendance track and only count absences incurred during that period.

  - In the **Tardy Period** field; click ⌄ to indicate which period to use for reporting tardies on the report card.

    - If you select **Report Card Period**, tardies will be calculated based on the period for which the report card is being printed. For example, if the report card is printed for a fifth period reading class, tardies will be pulled for fifth period only. This is the default setting.
    - If you select **ADA Period**, when the report card prints, the program will determine what the ADA period is for the particular student's attendance track and only count tardies incurred during that period.
    - If a particular period is used for reporting tardies at the elementary level, you can select the period. This may or may not be the ADA period.

- Select **Use Fixed-Size Box for Student Note** if you want to specify the number of lines allowed for a teacher note, in order to restrict the note to a specific size on the report card. If this field is selected, the **Number of Lines** field is displayed allowing you to select the number of lines allowed.

  ☑ **Use Fixed-size Student Note**   **Number of Lines:** 1 ⌄

  - **Number of Lines:** Select the number of lines allowed (1-5 lines). Each line will allow up to 41 characters. When a teacher enters a note on the **Grades > Elementary Report Card > Elementary Report Card Student Notes > Cycle Notes**, the teacher will be alerted if the note exceeds the space allowed.

- Select **Use Fixed-Size Box for Student Skillset Notes** if you want to specify the number of lines allowed for a student skillset note, in order to restrict the note to a specific size on the report card. If this field is selected, the **Number of Lines** field is displayed allowing you to select the number of lines allowed.

- **Number of Lines:** Select the number of lines allowed (1-5 lines). Each line will allow up to 41 characters. When a teacher enters a note on the **Grades > Elementary Report Card > Elementary Report Card Student Notes > Skillset Notes**, the teacher will be alerted if the note exceeds the space allowed.

  If this field is not selected, the teacher can type unlimited notes for each skill.

  NOTE: If the space allowed is reduced after a teacher has entered a note, the previously entered note(s) will be shortened to the new limit.

- Select **Force Page Break After Skills Grid** to insert a page break after the main skills grid.

- Under **Page break after which skill sets**, section is displayed once there are skills selected for the report card. You can indicate if a page break should be inserted after one or more particular skill sets.

4. Under **Quarterly/Cycle Expectations**, you can indicate any expectations for students for the quarter or cycle. These expectations apply specifically to the letter, number, and word recognition skill sets.
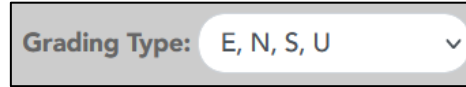
- To specify expectations for alphabet letters, select **Letter**. In the adjacent text box, type expectations for the students. For example, you could type "*Q1 - The student is expected to recognize at least 7 letters. Q2 - The student is expected to recognized at least 14 characters*" and so on.
- To specify expectations for numbers, select **Number**. In the adjacent text box, type expectations for the students. For example, you could type "*Q1 - The student should be able to identify numbers and count to 10. Q2 - The student should be able to identify numbers and count to 20*" and so on.
- Continue by specifying expectations for **Word**, **Color**, and **Rote** skills as needed.

  If the check box is selected, the expectations will appear for teachers on the Grades > Elementary Report Cards > Elementary Letter Skills and Elementary Number Skills pages, as

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well as on the Grades > Elementary Report Cards > Elementary Word Skills page, and on student report cards.

> **Warning:** If the text is entered, but the check box is not selected, the text is cleared when you save.
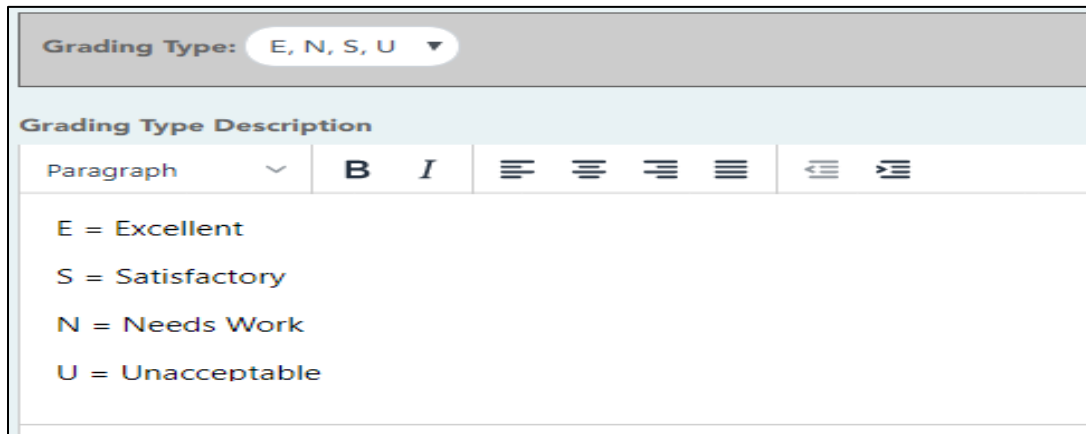
5. In the **Choose District Logo** field is required. You must select a logo to be included at the top of the report card. The drop down lists all images that have been copied to the correct location on the district server.

> Grading Type: (E, N, S, U   ⌄)

NOTES:
- This field is required. You cannot save the changes if the logo is not selected.
  The logo must be set up at the district level in order to be displayed in the drop down in order to be displayed in the drop-down. Contact your district administrator for assistance.
- The logo file names will have "_elem_logo" somewhere in the file name (e.g., bestview_elem_logo.gif and bestview_elem_logo_new.gif).
- The default logo for the district will always appear in the drop down, regardless of how the file is named. This is the image file for the log that appears on the TeacherPortal Login page; it can also be used for the report cards.

Grading Type: (E, N, S, U   ▼)

Grading Type Description

Paragraph   ⌄ | **B** *I* | ☰ ☰ ☰ ☰ | ⬅ ➡

E = Excellent

S = Satisfactory

N = Needs Work

U = Unacceptable

6. For **Grading Type**, click ⌄ to select the grading type to be used on the report card. The drop down lists all grading types set up on the Admin > Elementary Skills-Based Setup page.

7. Under **Grading Type Description**, a blank letter editor and formatting toolbar are displayed. The buttons on the toolbar allow you to change the font, size of font, attributes (bold, italic, underline), alignment, spacing, and other formatting of the text.

Type a detailed explanation of the grading type. The explanations can be entered in a language other than English, such as Spanish or Vietnamese.

For example, if the grading type is E,S,U, the description could be as follows:
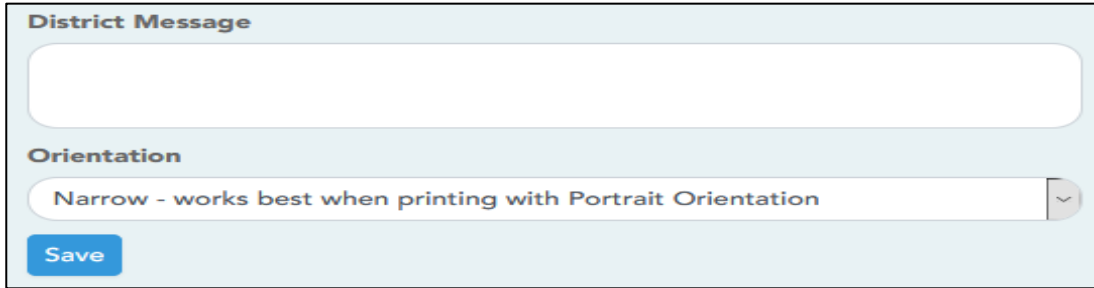
E - Excellent
S - Satisfactory
U - Unsatisfactory

English description with Spanish translation description could be as follows:

E = Excellent/Excelente

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N = Needs Improvement/Necesita Mejorar
S = Satisfactory/Satisfactorie
U = Unsatisfactory/Insatisfactorio

This description will print on the report card under **Grading Guide**. It also appears on the Assignment Grades (skills-based) page when the teacher hovers the pointer over the **Grade Types** field.
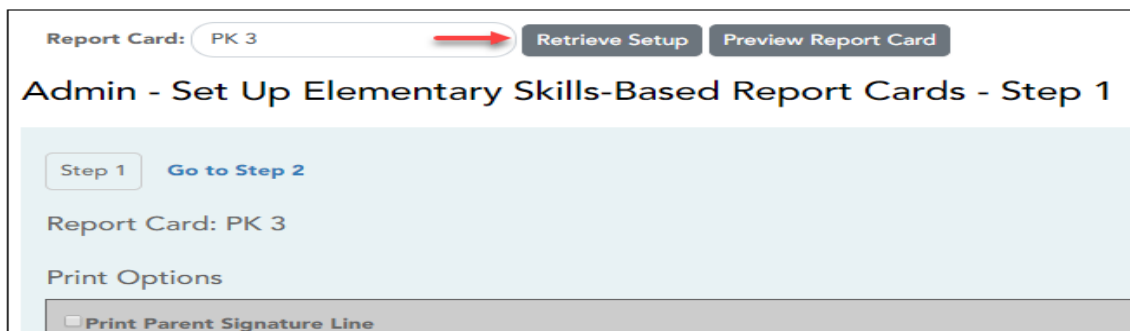
8. For **District Message**, you can type a message that will be displayed on the report card for all students. The explanations can be entered in a language other than English, such as Spanish or Vietnamese.

    NOTE: The program will not allow you to save text input that contains unrecognizable characters which 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 TeacherPortal.

9. For **Orientation**, indicate if you want to use the narrow or wide orientation depending on your printer orientation setting.

10. Click **Save**. If your changes were saved successfully, a message is displayed indicating that the save was successful.

11. Click **Retrieve Setup** in order to reload the page when you select a different report card.

- **Preview Report Card**, click to view the selected report card. The preview window opens prompting you to make additional selections.

    IMPORTANT: Click **Save** before previewing the report card. Otherwise your selections will not be displayed in the preview.

Preview Elementary Report CardPK 3

☐ Preview Elementary Report Card as IPR

Report Card Note (optional)

[ ]

Preview Report Card

- For **Preview Elementary Report Card as an IPR**, select to view the IPR preview. If selected, the heading changes form "Preview Elementary Report Card" to "Preview Interim Progress Report Card".

- For **Report Card Note** (Optional), type a note that will print in the preview above the **Teacher Notes** section.

  NOTE: When you print the report card preview, you are not printing any student data; the preview only allows you to view the layout. If you enter a Report Card Note, it allows you to simulate a note that would be entered when report cards are actually printed with student data; however, your note will not appear on a report card printed by another teacher or administrator. This note field is for layout testing purposes only.

- For **Preview Report Card**, click to view the report card or IPR according to the criteria specified.

- For **Print**, click to print the report card or IPR preview. Only the preview is printed, not the actual report cards.

12. Click **Go to Step 2** to go to the next page for setting up elementary skills-based report cards.

Admin – Set Up Skills-Based Report Card Setup - Step 2

The **Admin – Manage Skills-Based Report Card Setup - Step 2** page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user name. The page allows you to **select the skills that will be assessed on the report card**.

This is the second of two pages.

Admin > Elementary Report Cards > Manage Elementary Skills-Based Report Cards (Step 2)

Set Options:

1. Save any changes on Step 1. Page.

   IMPORTANT: Click **Retrieve Setup.**

2. In the **Report Card** field, click ⌄ to select the report card you are updating. The list is predefined and cannot be change.

3. Under **Available Skills** (left grid), the skill sets and skills established on Admin > Manage Elementary Skills-Based Sets are listed. Select the skills to be included on the report card.

   Click 🔹 to add the selected skills on the report card. The selected skills move to the **Selected Skills** grid, and are no longer displayed under **Available Skills**.

4. Under **Selected Skills (right grid)**, selected skills are listed.

- For **Ord**, indicate the order in which the skills will appear within each skill set on the report card. Type 1 to list the skill first, type 2 to list the skill second and so on.

  You can also indicate the order in which the skill sets are listed on the report card. Each skill set has an **Ord** field allowing you to specify its position. For example, type 1 to list the skill first. This does not apply to letter, number, and word skill sets which will appear in grid format on the report cards.

- For **Notes**, type notes about the skill that will print on the report card.

  When you click in the field, the space expands to allow you to view more of the message you are typing. When you click out of the field, the space reverts to displaying only one row of the notes.

  Any notes entered here are also displayed for the teacher on the Assignment Grades page when hovering over the skill name.

- For **Sem#C#,** specify the semester and cycle in which the skill should be assessed. For each skill, select the appropriate **Sem#C#** field.

  These fields are only displayed if all semester and cycle grade reporting headers are set to the same value. For example, all grade reporting headers must be set to two semesters per year and two cycles per semester. If even one campus is set to a different value, the fields are not displayed, and a message is displayed indicating that cycle availability is unavailable.

  When these fields are in use, the report card will be shaded to indicate the skills being assessed in the semester/cycle for which the report card was printed.

- You must select at least one cycle for each skill. If all cycles are left unselected, the program will automatically select all cycles when you click **Save**.

- For the **Letters, Numbers, Spanish Letters, Color Word Recognition, Rote Counting**, and **High-Frequency Word** list skills, all **Sem#C#** fields are selected by default and cannot be changed.

- For **Rote Counting** only, an additional field is displayed below the Sem#C# field allowing you to type up to three alsphnumeric characters.

  The field is optional and provides a place for you to further indicate the cyle expectations. For example, for the skill Backwards, you could type /10 for **Sem1C1** to indicate that the student is expected to count backwards from 10 by semester 1 cycle 1. You could type /25 for **Sem1C2** to indicate that the student is expected to count backwards from 25 by semester 1 cycle 2, and so on.

9. If any skills need to be removed from the report card, select the skills and click << to remove the selected skills from the report card.

   The removed skills are again listed under **Available Skills**.

10. Click **Save**. If your changes were saved successfully, a message is displayed indicating that the save was successful.

11. Click **Go to Step 1** to return to the Admin Skills-Based Report Card Setup - Step 1 page and repeat the steps for the next report card.

Admin - Elementary Skills-Based Courses

The Admin - Elementary Skills-Based Courses page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user name. **The page allows you to associate a course (and all of its sections) with a specific elementary skills-based report card**. The settings for the report card determine how grading is handled for the course. You can create a course that includes attendance using the grade level specific service ID for the Elementary Skills-Based course. All of the subjects can be added as skill sets.

NOTE: If a section is added to a course after the course is selected for elementary skills-based grading, the new section will not have elementary skills-based grading associated with it.

Admin > Elementary Report Cards > Elementary Skills-Based Courses

Update data:

1. Courses that are eligible to be set up to use elementary skills-based grading report cards are listed.

    NOTE: Courses that are being used as category- or skill-referenced courses (e.g., a category-based course that has one or more categories assigned) are not to be used as elementary skills-based course.

2. For Course Name, to narrow the list of courses, type all or part of a course name in the Course Name and then click **Search**. The list is filtered according to the data you entered.

3. For **Report Card Type** for each course, click ⌄ to select the report card type. The types list is pre-set. You can customize each type on Admin > Elementary Report Cards > Manage Elementary Skills-Based Report Cards.

4. Click **Save**.

Admin - Elementary Report Cards - Print Elementary Report Cards for Campus

Teachers are able to print report cards and IPRs (Interim Progress Reports) for their courses from the TeacherPortal Grades menu. However, if you are logged on as a district-level administrator, you can print each report card type for the entire campus. The Print Elementary Report Cards by Campus page allows you to select the elementary report card to print and printing options. The selected report card determines the students whose report cards are printed. Reference TeacherPortal Help for Printing Tips.

These report cards can also be used as interim progress reports if needed. You can change the heading from "Report Card" to "Interim Progress Report" by selecting **Print Elementary Report Card as an IPR.**

IMPORTANT: Use the Firefox or Chrome browser when printing report cards as an administrator. Do not use Internet Explorer or Edge.

The report cards display data according to options set on the Admin Manage Elementary Skills-Based Report Cards pages. The following components may be included:

- Letter Recognition skills grid *
- Number Recognition skills grid *
- Spanish Letter Recognition skills grid *
- High-Frequency Word Recognition skills grid *
- Color Word Recognition skills grid *
- Rote Counting skills grid *
- Parent/guardian signature line
- Attendance data, including excused absences, unexcused absences, and tardies by semester-cycle
- The description of the grading type as entered on Manage Elementary Skills-Based Report Cards - Page 1 under **Grading Type Description**. On report cards, this is displayed under the **Grading Guide** heading.

* Expectations for the cycle or quarter may also be displayed.

The following may also be included:

- A description of a specific skill is displayed in italic font below the skill name, as entered by an administrator on Admin > Manage Elementary Skills Sets. This description is unique to the skill.

- A skill note may be displayed below the skill name with a bullet if it was entered by an administrator on the Admin > Manage Elementary Skills-Based Report Cards page. The skill note is unique to the skill and the report card.

- A student-specific skillset note may be displayed below the skillset if it was entered by the teacher on Grades > Elementary Report Cards > Elementary Report Cards Student Notes > Skillset Notes.

- Under **Teacher Notes**, the notes entered on the Elementary Report Card Student Notes page by semester-cycle are displayed.

- If the report card is set up to assess only certain skills during a semester-cycle, the report card is shaded to indicate the skills being assessed in the semester-cycle for which the report card was printed. The table cells for skills that are not being assessed are shaded gray. Note that background printing must be enabled in order for the shading to appear on the printed report cards.

- Quarters 1-4 may be displayed instead of semesters-cycles, depending on the setting entered on Admin > Manage Elementary Skills-Based Report Cards.

Select Printing Options:

- For **Semester**, click ⌄ to select the semester for which you want to print report cards.
- For **Cycle**, click ⌄ to select the cycle for which you want to print report cards.
- For **Report Card**, click ⌄ to select the particular report card type you want to print.
- For **Print Elementary Report Card as an IPR** if you are printing the report card(s) to be used as an interim progress report. If selected, the heading "Interim Progress Report" will appear at the top of the report instead of "Report Card."

  With Print Elementary Report Card as an IPR selected:

  With **Print Elementary Report Card as an IPR** *not* selected:

  Warning: Ensure that the **Print Elementary Report Card as an IPR** field is not selected if you are producing actual report cards.

- For **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.

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- For **Print Prior Year's Data** if you want to print the report card with prior year data, instead of current year data, according to the **Semester** and **Cycle** selections.
- For **Report Card Note** (optional), 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.
- For **Print a Blank Page Between Teachers,** to insert a blank page between each teacher. It is recommended that you select this option if the report card or IPR has an odd number of pages and is being printed double sided.
- 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.
- For **Blank Page Between Students** field only appears if you selected **Double Sided Printing**, select this field to print a blank page between students.

- For **Print selected student report cards**, the report cards or IPRs are displayed in a new window where you can view them before printing. The report card for the first student is displayed, followed by the report cards for the remaining students.

   Remember, this page prints report cards for *all* teachers and student in the selected grade level. The first student displayed may not be a student of the instructor displayed in navigation bar on the left-side of the page.

- From the report window, click **Print** to print the report cards.

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Copy Skills-Based Report Card Grades

The Copy Skills-Based Grades page allows you to copy skills-based grades from one cycle to the next, as long as grades do not already exist for the next cycle. This allows skills that have already been accomplished to appear on IPRs and report cards for subsequent cycle, giving parents an overall view of the student's progress for the year to date.

NOTE:

- Copying grades should occur at the end of each cycle, after all grades have been entered for the current cycle, but before any grades are entered for the next cycle.

- The next-cycle grade fields on Grades > Assignment Grades page will be populated with the copied grades.

- District-level users must select a campus; campus-level administrators can only copy for the campus you are logged on to.

- Copying grades occurs for all teachers at the campus.

Admin - Elementary Report Cards - Copy Elementary Skills-Based Report Card Grades

For each semester and cycle of the school year, a summary is displayed indicating the number of courses that have grades, and the options available for copying grades from one cycle to the next. In the following example, we are at the end of semester 1 cycle 2.

- If cycle grades already exist for the semester/cycle, the message "Courses Already Have Grades This Cycle" is displayed, and the option to copy is not available for that semester/cycle.

- If grades do not exist for the semester and cycle, a button is displayed allowing you to copy grades from the previous semester-cycle.

NOTE: You cannot copy any data to semester 1 cycle 1. The message "No Previous Data to Copy From" is displayed, and the option to copy is not available.

1. To copy grades from on cycle to the next, click the appropriate button. You will receive a confirmation message asking "Are you sure you wish to copy grades at this time?"

   For example, to copy grades from semester 1 cycle 2 to semester 1 cycle 3, click the **Copy Grades from Semester 1 Cycle 2** button, which appears under **Semester 1 Cycle 3 Summary**.

   A message is displayed indicating that grades were copied from semester 1 to cycle 1 to semester 1 cycle 2.

   At the end of the next cycle, repeat the steps.

Report card components:

Each skills-based course is associated with a particular report card, and the report card prints according to district-level settings specified for the report card. You can also use a report card as an IPR by changing the heading from "Report Card for yyyy - yyyy" to "Interim Progress Report."

The following sample three-page report card shows various components that may appear on an elementary skills-based report card or IPR, depending on district-level settings for the course.

Page 1:

Page 2:

Page 3:

A: If you selected the **Print Elementary Report Card as an IPR** option, the title "Interim Progress Report" is displayed. Otherwise, the title "Report Card for *yyyy - yyyy*" is displayed.

B: The **Non-Mailing Report Card** field on Manage Elementary Skills-Based Report Cards determines whether the mailing address is printed. If the non-mailing option is selected, the address is omitted to allow more data to print on one page. Otherwise, the address is positioned so that it appears in the window of a standard envelope if the paper is folded into thirds.

C: If a message has been entered in the **District Message** field on Manage Elementary Skills-Based Report Cards for the report card you are printing, it is displayed at the top of the report card. If there is no district message for the report card, the heading is also not displayed.

D: If **Use Quarterly Display** is selected on Manage Elementary Skills-Based Report Cards for the report card you are printing, quarters are displayed instead of semesters.

District Message
Friday, October 24 is a student holiday and teacher in-service date.

1st Academics and Levels	Quarter			Quarter		
	1st	2nd	3rd	4th	5th	6th
Spelling	PRO					
Handwriting *Students are learning Zaner-Bloser style.*	BAS					

E and **F**: Only the skill sets and skills selected on Elementary Skills-Based Report Card Setup - Page 2 for the report card you are printing are displayed.

G: If a description of the skill has been entered in the **Description** field on Manage Elementary Skills-Based Report Cards, the description is displayed in italic font below the skill name. This description is entered at the skill level and appears on report cards for all courses for which that skill is selected.

H: If a report card-specific description has been entered for the skill in the **Notes** field on Manage Elementary Skills-Based Report Cards - Page 2, it is displayed with a bullet below the skill description. This description only appears on the report card for this course.

I: **Grades** for the cycle are displayed as entered by the teacher on Grades > Assignment Grades.

J: The **Letter Recognition** skill set grids are displayed if **Print Letter Grid** is selected for the report card on Manage Elementary Skills-Based Report Cards - Page 1. Check marks are entered by the teacher on *Grades > Elementary Report Cards > Elementary Letter Skills*.

K: Expectations for the skill set are displayed if entered in the **Quarterly/Cycle Expectations** fields on Manage Elementary Skills-Based Report Cards.

L: The **Number Recognition** and/or **Rote Counting** skill set grids are displayed if **Print Number Grid** and/or **Print Rote Counting** are selected for the report card on Manage Elementary Skills-Based Report Cards - Page 1. Check marks are entered by the teacher on *Grades > Elementary Report Cards > Elementary Number Skills*.

M: The **High-Frequency Word List** and/or **Color Word Recognition** skill set grids are displayed if **Print High Frequency Word List** and/or **Print Color Word Recognition** are selected for the report card on Manage Elementary Skills-Based Report Cards- Page 1. Check marks are entered on by the teacher on *Grades > Elementary Report Cards > Elementary Word Skills*. Expectations for the skill for the quarter or cycle may also be displayed if entered in the **Quarterly/Cycle Expectations** fields on Manage Elementary Skills-Based Report Cards.

N: The report card note is entered in the **Report Card Note** field on Print Elementary Report Cards for Campus. If a note is not entered, the heading is also not displayed.

O: Under **Teacher Notes**, any notes for the cycle entered by the teacher on *Grades > Elementary Report Cards > Elementary Report Card Student Notes* are displayed. The **Teacher Notes** grid is displayed, even if no notes are entered.

Teacher Notes	
Sem 1/Cyc 1	
Sem 1/Cyc 2	
Sem 1/Cyc 3	
Sem 2/Cyc 1	
Sem 2/Cyc 2	
Sem 2/Cyc 3	

P: If **Print Attendance** is selected on Manage Elementary Skills-Based Report Cards, attendance for the cycle is displayed, including the total number of excused absences, unexcused absences, and tardies, as recorded by the teacher on Attendance > Post/View Attendance.

Q: Under **Attendance**, a message indicates the period in which students are recorded tardy or absent, as specified by report card in the **Attendance Period** and **Tardy Period** fields on Manage Elementary Skills-Based Report Cards.

R: Under **Grading Scale**, a description of the grading scale used for the course is displayed, as

entered in the **Grading Type Description** field on Manage Elementary Skills-Based Report Cards. The **Grading Scale** heading is displayed even if a description is not entered.

S: If **Print Parent Signature Line** is selected on Manage Elementary Skills-Based Report Cards, a parent/guardian signature and date line is displayed at the end of the report card.

T: If **Conference Requested Line** is selected on Manage Elementary Skills-Based Report Cards, a check box is displayed on the report card, after the parent signature line, allowing the parent/guardian to request a conference.

The following may also be included on the report card:

- If the report card is set up to assess only certain skills during a semester-cycle, as indicated in the **Sem#C#** fields on Manage Elementary Skills-Based Report Cards, the grid is shaded gray to indicate the skills not being assessed.

In this example, the handwriting skill is not assessed until semester 2 cycle 1:

1st Academics and Levels	Semester 1			Semester 2		
	Cycle 1	Cycle 2	Cycle 3	Cycle 1	Cycle 2	Cycle 3
Spelling *Ten new words per week.* • Weekly spelling test	PRO					
Handwriting *Students are learning Zaner-Bloser style.*						
Reading Level	ADV					

- For the **Rote Counting** skill set only, an additional three-character (max) code may be displayed for each semester-cycle, next to the check mark, with further indication of the cycle expectations, if entered on Manage Elementary Skills-Based Report Cards.

Rote Counting*(Check mark indicates mastery)*	Sem1 C1
By 10's (100)	✔ /50
Backwards(20)	✔ /8

- For the final cycle of the school year, a promoted/retained message will print on the report card if **Promoted/Retained Message** is selected on Manage Elementary Skills-Based Report Cards.

- Page breaks may be inserted after the main skills grid or after one or more particular skill sets, according to the settings of the **Force Page Break After Skills Grid** and/or **Page break after which skill sets** fields on Manage Elementary Skills-Based Report Cards.

Admin - District Settings

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID. This page allows you to set several district-level configuration settings.

When you first log in to TeacherPortal as an administrator, you are required to complete the minimum of the following fields in order to use TeacherPortal.

- **Administrator Name**
- **Administrator Email**
- **Administrator Phone**

Update data:

Under **Special Notice and Hours of Operation**:

- For **Special Notice**, use the text editor to type the special notice which is displayed on the TeacherPortal Login page. If blank, the notice is not displayed on the Login page.
- For **Hours of Operation**, Use the text editor to type the hours of operation which is displayed on the TeacherPortal Login page. If blank, the hours of operation are not displayed on the Login page.

Under **Session:**

- For **Session Timeout**, type the number of minutes before an inactive session expires (e.g., 30).
- For **Session Warning**, type the number of minutes before a session expires that a warning message will be displayed. For example, if the warning message should be displayed two minutes before an inactive session expires, type 2.

Under **Administrator Contact Information:**

- For **Administrator Name**, type the TeacherPortal administrator's name.
- For **Administrator Email**, type the TeacherPortal administrator's email.
- For **Administrator Phone**, type the TeacherPortal administrator's phone number.

Under **Other**:

- For **Logging Off**, select this field if logging to the TeacherPortal log table should be turned off. Deselect it to turn it on. This setting is shown on the Admin > Admin Options page as Disabled if logging is turned off and Working if it's turned on.

The following actions are logged to the database when logging is turned on:

- Successful and failed login attempts by users or admins including incorrect user name or password, expired password, or locked account.
- Accessing the Manage Categories page (under Settings).
- Adding a category type under **Available Categories** on the Manage Categories page.
- Saving changes to **Selected Categories** on the Manage Categories page.
- Saving cycle grades on the Cycle Grades page.

- For **Limit Class Role**, Select True if access to TeacherPortal should be limited to teachers whose Class Role = 1 (Teacher of Record).

Under **Email Authentication Verification:**

- For **Email Address**, type the email address to verify the SMTP settings.
- For **Send**, Click **Send** to send a verification email to the email address you supplied.

Logos for TeacherPortal, ParentPortal, and StudentPortal login pages are now maintained in **ASCENDER > District Administration > Tables > District Logos > Upload LEA logo.**

The LEA logo is used in the following portals: EmployeePortal, ParentPortal, Student Portal, and TeacherPortal. If a file is not uploaded, a logo is not displayed. At this time the uploaded logo displays on the login page for each of the above Portals.

Settings

Update Admin Profile

The Update Admin Profile page is for users who log on to TeacherPortal with a district- or campus-level administrative ID. The page allows you to view and update your administrative registration information, including your password, PIN, and hint questions. For added protection of this information, you must provide your current password to update data on this page, even though you have already logged on to the system.

NOTE: If you have three unsuccessful attempts to access the page (invalid password), the system locks out your account. If this occurs, contact your campus administrator to have your account reset.

To exit the Update Admin Profile pages without saving any changes, click Home or any other menu item to go to another page.

Settings > Update Admin Profile

To update your profile:

From the Settings menu, select **Update Admin Profile**. The Update Profile page is displayed.

- For **Current Password**, type your current password. You must type your current password correctly in order to update any data in your profile.

- For **New Password**, type a new password.

  - The new password must be six to nine alphanumeric characters.
  - At least three characters must be one of the following: uppercase, lowercase, numeric, or punctuation.
  - Your password is case-sensitive.

- For **Confirm Password**, retype your new password exactly as you typed it above.

- For **New PIN,** type a new four-digit number that you will use when you post data in TeacherPortal. It is recommended that you do not choose 1234 or 4321, as these are common and easily guessed. This is optional.

- If you want to update your hint questions, select **Update Hint Questions**. Leave blank to skip this step.

- Click **Next**.

  - If you entered all required data correctly, either the Security Question or Complete step opens.

Security Question

- If you entered data in all the **Answer** fields, the Complet step opens.

Complete

- Click **Finish.**

Manage Courses

If you are logged on as a campus- or district-level administrative user impersonating a teacher, you can remove the course from the teacher's group if necessary. Removing the course does not delete the group; it only removes the course from the group. Once the course is removed from the teacher's group, it can be added to a group for another teacher, if the course meets all other criteria for course grouping.

Under **Course Group**, the teacher's course groups are listed. This section is only displayed if the selected course is associated with a course group.

- Under **Remove From Group**, click [X]. A message is displayed prompting you to confirm that you want to delete the course from the group.

- Click **OK**, and the course is removed from the group.

Manage Student Groups – Teacher Access

The Manage Student Groups page allows you to create and maintain groups of students for reporting purposes. The student groups can be campus-wide and are not limited to a particular course section. Special group reports are available to provide data for the student groups.

Access **ASCENDER > Grade Reporting > Maintenance > TeacherPortal Options > Campus > Teacher Profiles tab**

Click the spyglass of the teacher you need to update, use the drop down for Create Groups to allow teachers access to create student groups as follows:

- **No access** – The Student Group Manager page is not listed in the menu.

- **Course-wide Access** – You can create student groups that include only students enrolled in your courses. By default, teachers are set to course-wide.

- **Campus-wide Access** – You can create student groups that include all students at the campus.

Users can run group reports for their own groups, regardless of who created the group.

Read Only users cannot delete a group.

Administrators can set up Student Groups for teachers. For example, the teacher may have only course-wide access for student groups; but may need access to student grade information for students that are not in any of her courses. An administrator can create a group for the teacher with students from across the campus.

The following steps include how to set up a group for a teacher and how to copy a course group from one teacher to another.

Manage Student Groups

Create a group:

- Under **Group Manager**, your existing groups are listed here. Otherwise, the message "No Student Groups were found" is displayed.
- For **Group Name**, enter a unique group name in the field next to the **Add Group** button, then click **Add group**.
    - The flowing Special Characters are allowed:
        - Upper-case and lower-case alphabetical letters and numbers
        - & (ampersand)
        - # (number sign)
        - () (parentheses)
        - . (period)
        - _ (underscore)
        - -(hyphen/en dash (shorter)

The program will not allow you to save text input that contains unrecognizable characters which come from formatting in other documents, such as Microsoft Word.

- The group is listed in the **Group Manager** (left grid) with a student count of 0.
- Click to add or delete students in the group. The **Manage My Group** page opens.

    From that page, add students to your group, save, and then click **Return to Student Group Manager** to return to this page. The **Count** column is updated to reflect the number of students selected.

- Click to delete a group. You are prompted to confirm that you want to delete the group. Click **OK**.

Manage My Group:

- To search for a student to add to the group, make the following selection user **Search Options.**

  - In the **Within Grade Level** field, click ⌄ to select a grade level if you want to narrow the search to one grade level. Otherwise, select all.
  - Select **Last Name** or **First Name** to search for the student by last name or first name, or select **Student ID** to search for the student by student ID.
  - Type all or part of the student's first name, last name, or student ID, then click Search. The student who meet the criteria are listed under **Student Found**. The number of students retrieved is displayed. The number of students retrieved is displayed in parentheses.
    - For teachers and administrative users who have access to create campus-wide groups, the search retrieves students from across the campus.
    - For all other users the search retrieves only students in any of their classes.

  - Click the page numbers at the bottom of the grid to view additional students.

- Under **Student Found**, select the student(s) to add to your group.

  - You can select the checkbox (left grid) next to the Student ID column to select all visible students on the page. Clear the checkbox next to the Student ID column to unselect all selected students.
  - You can select to add individual students by only selecting the specific student's checkbox (left grid) next to their student ID.
  - Click Add » to add the selected students to your group. The students are displayed in the right grid under the name of the group.

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- Under the group name (right grid), select any students to remove from your group.
  - Select «Delete to remove the selected students from your group.

- When the correct students are listed under the group name, click **Save**.

- Click Back to **Manage Student Group** to return to **Manage Student Group** page.

TeacherPortal Administrator Copy a Student Group to Another Teacher

Once a teacher has established groups using the Manage Student Group, a TeacherPortal administrator can copy the teacher's groups (and the students in the group) to another teacher. This page is only accessible from the Student Group Manager page. The page is only available for campus- and district-level administrative users.
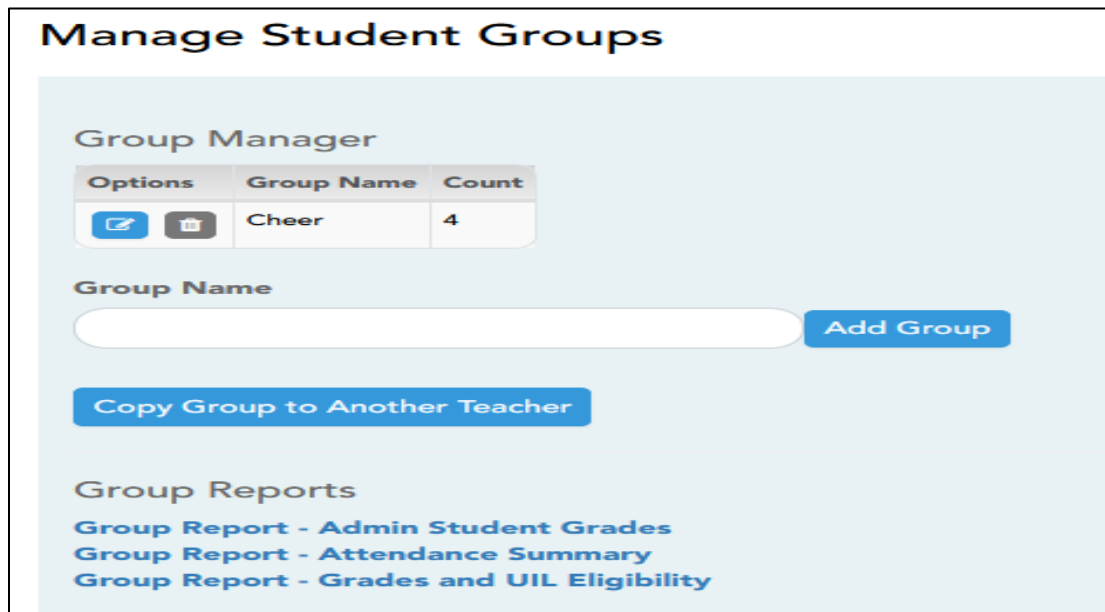
To copy assignments:

- Once you are logged in as an administrator, access **Settings > Manage Student Groups** page, click **Copy group to Another Teacher**.

- The **Copy Student Groups** page opens.
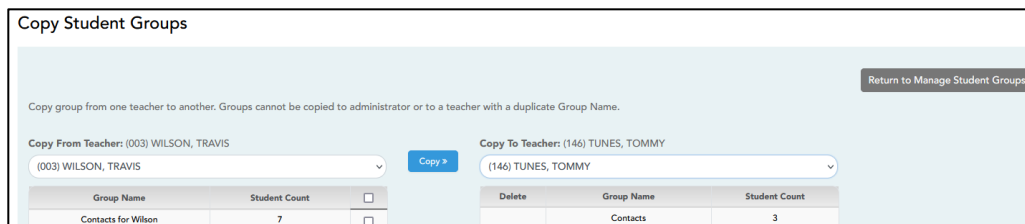
- Under **Copy From Teacher** (left grid), the teacher you are impersonating (i.e., the teacher you selected in the **Run as Teacher** field on the Administrator Options page) is selected by default. You can select another teacher if you have administrative access to that teacher.

  The selected teacher's groups are listed.

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- For **Student Count,** the number of students added to the group is displayed.

- For **Copy**, select for the group(s) you want to copy from this teacher to another teacher.

  You can only copy groups that do not already exist for the other teacher, and the other teacher must have an active TeacherPortal account.

TIP: If you hover over a disabled **Copy** field, a pop-up message displays the reason the group cannot be copied (e.g., "Exists in destination").

- Under **Copy To Teacher** (right grid), the teacher you are impersonating is selected by default. Select another teacher to copy the group to.

  The selected teacher's existing group is displayed.
  - For Student Count, the number of students added to the group is displayed.

- Click to delete the group from the instructor's list of groups.

  WARNING: You can only delete a group that has been copied to another teacher immediately after it has been copied (i.e., if it was copied by mistake). Once you select another teacher under **Copy To Teacher** or leave the page, the is no longer available.

- Click **Copy**. The selected group(s) is moved to the Copy To Teacher list.
- Click **Return to Manage Student Groups** to return to the Manage Student Groups page.

Reports

Several reports are available in TeacherPortal. The reports are accessed by clicking **Reports** on the main menu.

Administrative users have access to run all reports a teacher can run. Reports listed on the **Reports > Admin Reports** menu are available only to users that have logged on to TeacherPortal with a district- or campus-level security administrative user name.

If you logged on to TeacherPortal with a district- or campus-level security administrative user name, some reports allow you to run the report **Across the Campus** instead of running the report by individual course section.

Assignment Grades Last Updated Report (administrative users only)

Reports > Admin Reports > Assignment Grades Last Updated

The Assignment Grades Last Updated Report Selection page is only available to users who log on to TeacherPortal with a district- or campus-level security administrative user name. The page allows you to produce a report showing the last date and time teachers saved assignment grades in TeacherPortal. The report is sorted by teacher, course, and then section.

The report may take several minutes to run.

The **Last Updated** column on the report is shaded red for teachers who have not updated assignment grades during the time frame specified. In order for the red shading to appear on the printed report, you must set your printer settings to enable background printing.

1. From the Reports menu, select Assignment Grades Last Updated.
   The Assignment Grades Last Updated Report Selection page is displayed allowing you to enter options for generating the report.
2. In the **Campus ID** field, click ⌄ to select the campus for which you want to print the report.
3. The **Semester** field displays the current semester by default. Click ⌄ to select another semester for which you want to print the report.
4. The **Cycle** field displays the current cycle by default. Click ⌄ to select another cycle for which you want to print the report.
5. In the **Days Since Last Updated** and **As of Date** fields, indicate the time frame for the report data.
   The semester and cycle begin and end dates are displayed for your information.
   Examples:

   ● To see data for teachers who have not entered assignment grades in the past two weeks, type 14 in the **Days Since Last Updated** field, and type today's date in the **As of Date** field.
   ● To see data for teachers who did not enter assignment grades during the first cycle, type the number of days in the cycle in the **Days Since Last Updated** field, and type the ending cycle date in the **As of Date** field.

6. Select **Include All Teachers** if you want the report to list all teachers. If this option is selected, all teachers at the campus are listed, and the **Last Updated** column on the report is shaded red for the teachers who have not entered assignment grades during the specified time frame.
   If **Include All Teachers** is not selected, the report will only list teachers who have not entered assignment grades during the specified time frame.
7. Select **Include Withdrawn Students** to include withdrawn students in the student counts.
8. To produce the report, click **Generate**. The report opens in a new window, and you can print the report from that window.

Graded Assignment Count Report (administrative users only)

Reports > Admin Reports > Grade Assignment Count

The Graded Assignment Count Report Selection page is only available to users who log on to TeacherPortal with a district- or campus-level security administrative user name. The page allows you to view a teacher's number of graded assignments for a specified date range by course or by category. You can also specify a threshold for a specific course or category (e.g., teachers who have fewer than 10 graded assignments in the homework category).

Graded assignments for self-paced and pass/fail courses are not included.

The report can be run for one teacher or for the entire campus.

IMPORTANT: The **Date Assigned** field on Settings > Administer Assignments is critical for running this report. If the field is blank for an assignment, and you are using the **From Date** and **To Date** fields to specify a date range, the assignment is not included in the report. However, if you do not specify a date range, assignments with blank **Date Assigned** fields are included in the report.

1. The **Semester** field displays the current semester by default. Click ⌄ to select another semester for which you want to print the report.

2. The **Cycle** field displays the current cycle by default. Click ⌄ to select another cycle for which you want to print the report.

3. Select **Use Date Assigned** if you want to specify a date range. You must select this field in order to use the **From Date** and **To Date** fields.

4. In the **From Date** and **To Date** fields, type the beginning and ending dates in the MM/DD/YYYY format for the date range you want to view. Or, click 🗓 to select the dates from the calendar. Both dates must be within the selected semester/cycle. You must select **Use Date Assigned** to use the **From Date** and **To Date** fields.

   To close the calendar, you must click a valid date on the calendar, or click the calendar icon.

5. In the **Threshold** field, click ⌄ to indicate the count threshold for the report:

   ● Select *Total Graded Assignments Per Course* to view the total number of graded assignments for each of the teacher's courses.

      In the two-digit **less than** field next to the **Threshold** field, you can type the threshold number for the course. For example, type 10 if you want to view a list of courses that have fewer than 10 graded assignments. Leave the field blank to view counts for all courses.

   ● Select *Total Graded Assignments Per Category* to view the total number of graded assignments for each category within each course.

      In the two-digit **less than** field next to the **Threshold** field, you can type the threshold number for the category. For example, type 8 if you want to view a list of categories that have fewer than 8 graded assignments. Leave the field blank to view counts for all categories.

   ● Select *Graded Assignment Threshold by Category* to specify a threshold for a specific category. For example, you can view a list of teachers who have fewer than five graded assignments in the homework category. A list of categories for the teacher or campus (depending on your selection in the **Run Report for** field) is displayed.

      For each category, select **Use** if you want the category included in the report, and then type the two-digit threshold number in the **Graded Assignment Threshold** - **less than** field.

6. In the **Run Report for** field, select **Campus** to run the report for the campus to which you are logged in, or select **Teacher** to run the report for a specific teacher at the campus to which you are logged in.

    ● If you select **Campus**, the report is generated for all teachers at the campus and is sorted by teacher name.

    ● If you select **Teacher**, the following fields are displayed under Teacher Options allowing you to specify additional criteria.

        o Select **Show Students' Grade Count** if you want to view a breakdown of graded assignments by student. Otherwise, the total count is displayed for the course or category.

        o In the **Teacher** field, click ˅ to select the teacher for whom you want to run the report.

        o The **Course** field displays the courses for the selected teacher. You can run the report for all of the teacher's courses, or click ˅ to select a specific course.

7. To produce the report, click **Generate**. The report opens in a new window, and you can print the report from that window.

    ● The report selection page remains open on your desktop.

    ● View the Graded Assignment Count Report Help page for information about the report.

Blank/Missing Grades by Grade Level (administrative users only)

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This report lists blank, missing, and incomplete assignment grades sorted by grade level, student, course, and period according to options entered on the report selection page.

The current semester and cycle are displayed, but you can select a different cycle and/or semester. Type the grade level to view data for a specific grade level. Leave the field blank to view all grade levels.

Type a three-digit campus ID to view data for a specific campus. Leave the field blank to view all campuses in the district.

Select the items you want to include in the report. For example, to include all student assignment grades for which no grade has been entered, select **Show Blank Grades**. To include all items, select **Select All**.

Under **Viewing Options**, you can select to one student per page with a page break between students. Otherwise, the data will print continuously.

Under **View all assignments due after**, you can select to narrow assignments by date, and enter a valid school date.

Missing Averages Report (administrative users only)

The Missing Averages Report Selection page is only available to users who log on to TeacherPortal with a district- or campus-level security administrative user name. The page allows you to produce a report by campus of teachers who have students with no working cycle averages.

- Students in nongraded courses are not included.
- Courses for which the max seats is zero are not included.

The data is sorted by teacher and includes the total number of students who do not have averages and the teacher's course sections.

Reports > Admin Reports > Missing Averages

To produce a report:
1. From the Reports menu, select Missing Averages.
   The Missing Averages Report Selection page is displayed allowing you to enter options for generating the report.
2. The **Semester** field displays the current semester by default. Click ⌄ to select another semester for which you want to print the report.
3. The **Cycle** field displays the current cycle by default. Click ⌄ to select another cycle for which you want to print the report.
4. If you are logged on to TeacherPortal with a district-level security administrative ID, you can click ⌄ to select another campus. Otherwise, you can only run the report for the campus displayed.
5. Select **Show Self-Paced Courses** to include self-paced courses on the report.

   ● If the field is selected, students in both regular and self-paced courses are displayed.
   ● If the field is not selected, only students in regular courses are displayed.

6. To produce the report, click **Generate**. The report opens in a new window, and you can print the report from the window.

Semester Grade Range Report (administrative users only)

The Semester Grade Range Report allows you to view semester grades that fall within a specified range according to the options entered on the page. Administrative users can run the report to view the grades for all courses across the campus.

Reports > Admin Reports > Semester Grade Range

To select report options:

1. Select the semester, cycle, and course section for which you want to print the report.

2. Under **Grade Selection Options**, select the range of grades you want to include in the report.

- To include all semester grades, select **Show all Semester Grades**.
- To narrow the report to a specific range of grades, select **Show all Semester Grades between**, and type a maximum grade in the **Maximum grade** field, and type a minimum grade in the **Minimum grade** field.
  A note below the **Maximum grade** and **Minimum grade** fields, the highest failing semester grade at the campus is displayed for your information.

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- Select **Show Blank Grades** to include blank grades on the report, regardless of the settings of the **Maximum grade** and **Minimum grade** fields.
- Select **Show Incomplete Grades** to include incomplete grades on the report, regardless of the settings of the **Maximum grade** and **Minimum grades** fields.

3. Under **Viewing Options**, select the data that will be displayed on the report.

- If you want the student names to be displayed on the report, select **View Student Names**. Otherwise, the names are not displayed on the report, and students can only be identified by their student IDs. The student ID is always displayed on the report.
- If you want to narrow grades to only course sections for the current semester-cycle, set the **View Course Section(s)** option to **Current**. Otherwise, select **All** to show cycle grades for all course sections.

4. Under **Admin Options**, make the following selections.

- Select **Across Campus** if you want to view grades for all courses across the campus. Otherwise, grades are only displayed for the selected course section or for the impersonated teacher's courses.
- **NOTE:** If you are impersonating a teacher for whom no courses are defined, the message "No courses defined" is displayed at the bottom of the page, and the fields are disabled. However, once you select **Across Campus**, the message is removed because it may not apply to all teachers at the campus, and the fields are enabled.
- If **Across Campus** is selected, the **View Course/Section & Instructor in Grid Format** field is enabled.

  - If you do *not* select **View Course/Section & Instructor in Grid Format**, the report is grouped by course-section. The report is similar to the report for non-administrative users; however, the instructor is listed for each course-section. For non-administrative users, the instructor is listed once at the top of the report.

  - If you select **View Course/Section & Instructor in Grid Format**, the report data is displayed in a grid format, and the course-section and instructor are listed in grid columns. The grid can be sorted by student name, course-section, instructor name, or cycle grade.

To print the report:

5. Once you have selected your options, click **Generate**. The report opens in a new window.
6. From the report window, click **Print** to print the report.

Final Grade Range Report (administrative users only)

The Final Grade Range Report allows you to view final grades that fall within a specified range according to options entered on the page. Administrative users can run the report to view the grades for all courses across the campus.

Reports > Admin Reports > Final Grade Range

To select report options:

1. Select the semester, cycle, and course section for which you want to print the report.

2. Under **Grade Selection Options**, select the range of grades you want to include in the report.

- To include all final grades, select **Show all Final Grades**.
- To narrow the report to a specific range of grades, select **Show all Final Grades between**, and type a maximum grade in the **Maximum grade** field, and type a minimum grade in the **Minimum grade** field.

- Below the **Maximum grade** and **Minimum grade** fields, the highest failing final grade at the campus is displayed for your information.
- Select **Show Blank Grades** to include blank grades on the report, regardless of settings of the **Maximum grade** and **Minimum grade** fields.

- Select **Show Incomplete Grades** to include blank grades on the report, regardless of the settings of the **Maximum grade** and **Minimum grades** fields.

3. Under **Viewing Options**, select the data that will be displayed on the report.

- If you want the student names to be displayed on the report, select **View Student Names**. Otherwise, the names are not displayed on the report, and students can only be identified by their student IDs. The student ID is always displayed on the report.
- If you want to narrow grades to only course sections for the current semester-cycle, set the **View Course Section(s)** option to **Current**. Otherwise, select **All** to show cycle grades for all course sections.

4. Under **Admin Options**, make the following selections.

- Select **Across Campus** if you want to view grades for all courses across the campus. Otherwise, grades are only displayed for the selected course section or for the impersonated teacher's courses.
- **NOTE:** If you are impersonating a teacher for whom no courses are defined, the message "No courses defined" is displayed at the bottom of the page, and the fields are disabled. However, once you select **Across Campus**, the message is removed because it may not apply to all teachers at the campus, and the fields are enabled.
- If **Across Campus** is selected, the **View Course/Section & Instructor in Grid Format** field is enabled.

  - If you do *not* select **View Course/Section & Instructor in Grid Format**, the report is grouped by course-section. The report is similar to the report for non-administrative users; however, the instructor is listed for each course-section. For non-administrative users, the instructor is listed once at the top of the report.

  - If you select **View Course/Section & Instructor in Grid Format**, the report data is displayed in a grid format, and the course-section and instructor are listed in grid columns. The grid can be sorted by student name, course-section, instructor name, or cycle grade.

To print the report:

1. Once you have selected your options, click **Generate**. The report opens in a new window.

2. From the report window, click **Print** to print the report.

User Log Report (administrative users only)

The User Log Report provides a report of all TeacherPortal user actions according to your specified criteria. You can run the report by user, by page, or both. This report can only be run by users logged on at the district administrative level.

Reports > Admin Reports > User Log Report

To produce a report:

1. Under **Primary Data Selection Options**, make selections in one or both of the following fields:

- In the **Page** field, select the page for which you want to view user activity.
- In the **User** field, select the user for whom you want to view user activity.

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Note that if you make a selection in both fields, the results will include user actions for the user for the selected page only. You cannot select *All* for both fields.

2. Under **Filtering Options**, make selections in one or more of the following optional fields:

- To limit your search to a particular date range, type the beginning and ending dates in the **To** and **From** date fields.
- To limit your search to a particular user action, select the action in the **Action** field.
- To limit your search further, you can type an action in the detail **Action** field. This is a free-form search that will return any matches that occur in the action detail column in the TeacherPortal Log table which stores records of all user actions. For example, you could type a student user name to locate records referencing the student ID.

  Because of the wide range of data included in this column, it may be helpful to generate the report once without entering data in this field, and then review the data first. Upon reviewing the data contained in the **Action Detail** column of the report, you may identify search strings that will help you further limit the report data if needed, and then you can re-run the report with a value typed in the **Action** field.

3. Select **Separate data by user session** if you want to group the report data by session (i.e., user name or page, and then date-time stamp). Otherwise, the report data will be sorted by date-time stamp.

Note that a session is created each time you open a browser and request data from a server. A session ends when you close the browser or when a timeout occurs.

To print the report:

1. Once you have selected your options, click **Generate**. The report opens in a new window.
2. From the report window, click **Print** to print the report.

Cycle Grade Range (administrators can run this report across the campus)

The Cycle Grade Range Report Selection page allows you to produce a report showing cycle grades that fall within a specified range according to options entered on the page.

- If a posted grade exists, the posted grade is used.
- If no posted grade exists, the override grade is used.
- If no override grade exists, the working cycle average is used.
- If no working cycle average exists, the auto grade is used.
- If no grades exist, a blank is displayed.

Reports > Admin Reports > Grade Assignment Count

To select report options:

3. Select the semester, cycle, and course section for which you want to print the report.

4. Under **Grade Selection Options**, select the range of grades you want to include in the report.

- To include all semester grades, select **Show all Semester Grades**.
- To narrow the report to a specific range of grades, select **Show all Semester Grades between**, and type a maximum grade in the **Maximum grade** field, and type a minimum grade in the **Minimum grade** field.
  A note below the **Maximum grade** and **Minimum grade** fields, the highest failing semester grade at the campus is displayed for your information.

- Select **Show Blank Grades** to include blank grades on the report, regardless of the settings of the **Maximum grade** and **Minimum grade** fields.
- Select **Show Incomplete Grades** to include blank grades on the report, regardless of the settings of the **Maximum grade** and **Minimum grades** fields.

5. Under **Viewing Options**, select the data that will be displayed on the report.

- If you want the student names to be displayed on the report, select **View Student Names**. Otherwise, the names are not displayed on the report, and students can only be identified by their student IDs. The student ID is always displayed on the report.
- If you want to narrow grades to only course sections for the current semester-cycle, set the **View Course Section(s)** option to **Current**. Otherwise, select **All** to show cycle grades for all course sections.

6. Under **Admin Options**, make the following selections.

- Select **Across Campus** if you want to view grades for all courses across the campus. Otherwise, grades are only displayed for the selected course section or for the impersonated teacher's courses.
- **NOTE:** If you are impersonating a teacher for whom no courses are defined, the message "No courses defined" is displayed at the bottom of the page, and the fields are disabled. However, once you select **Across Campus**, the message is removed because it may not apply to all teachers at the campus, and the fields are enabled.
- If **Across Campus** is selected, the **View Course/Section & Instructor in Grid Format** field is enabled.
  - If you do *not* select **View Course/Section & Instructor in Grid Format**, the report is grouped by course-section. The report is similar to the report for non-administrative users; however, the instructor is listed for each course-section. For non-administrative users, the instructor is listed once at the top of the report.
  - If you select **View Course/Section & Instructor in Grid Format**, the report data is displayed in a grid format, and the course-section and instructor are listed in grid columns. The grid can be sorted by student name, course-section, instructor name, or cycle grade.

To print the report:

7. Once you have selected your options, click **Generate**. The report opens in a new window.
8. From the report window, click **Print** to print the report.

Missing Exam Grades (administrators can run this report across the campus)

The Missing Exam Grades Report Selection page allows you to produce a report of students who are missing semester exam grades. The report can only be run for campuses that require exams and have enabled the option for exams for high school courses. Otherwise, the message "Report not applicable to this campus" is displayed.

District and campus administrative users have the option to view the grades for all courses across the campus.

Reports > Missing Exam Grades

Produce *a* report*:*

1. The **Semester** field displays the current semester by default. Click ▼ to select another semester for which you want to print the report.

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2. The fields under **Admin Options** are only displayed if you are logged on as an administrative user.

- Select **Across Campus** if you want to view missing exam grades for all courses across the campus. Otherwise, grades are only displayed for the impersonated teacher's courses.

- If **Across Campus** is selected, the **View Course/Section & Instructor in Grid Format** field is enabled.

    o If you do *not* select **View Course/Section & Instructor in Grid Format**, the report is grouped by course-section. The report is similar to the report for non-administrative users.

    o If you select **View Course/Section & Instructor in Grid Format**, the report data is displayed in a grid format, and the course-section and instructor are listed in grid columns. The grid can be sorted by student name, course-section, and instructor name.

3. To produce the report, click **Generate**. The report opens in a new window, and you can print the report from the window.

- The report selection page remains open on your desktop.
- View the Missing Exam Grades Report Help page for information about the report.

Percent Failing (administrators can run this report across the campus)

The Percent Failing Report Selection page allows you to produce a report of the percentage of a teacher's students who have a failing working cycle average. The report provides the percentage of failing students for each class as well as a total for all of the teacher's classes. The data can be displayed in a pie chart as well as a grid format. Nongraded courses are not included in the report.

Reports > Percent Failing

Produce a report:

1. The Percent Failing Report Selection page is displayed allowing you to generate the report.

2. The **Semester** field displays the current semester by default. Click ▼ to select another semester for which you want to print the report.

3. The **Cycle** field displays the current cycle by default. Click ▼ to select another cycle for which you want to print the report.

4. Under **Viewing Options**, make the following selections:

- Withdrawn students are not automatically included in the report. To include withdrawn students, select **Include Withdrawn Students**.
- Select **View Chart** to view the data in a pie chart as well as the grid format.

    o The pie chart outer circle displays the data for all of the teacher's classes.
    o If any of the teacher's students have failing averages, the pie chart inner circle displays a breakdown of failing students by class.

5. The **Admin Options** section is displayed if you are logged on as an administrative user. Under **Admin Options**, select **Across Campus** if you want to view data for all courses across the campus. Otherwise, grades are only displayed for the impersonated teacher's courses.

If you select **Across Campus**, the **Force page break between teachers** field is displayed allowing you to indicate if you want to include a page break between teachers. Select the field to include the page break.

6. To produce the report, click **Generate**. The report opens in a new window, and you can print the report from the window.
    ● The report selection page remains open on your desktop.
    ● View the Percent Failing Report Help page for information about the report.

Special Program Report (administrators can run this report across the campus)

The Special Programs Report is only available to users who log on to TeacherPortal with a district- or campus-level administrative ID, or teachers who have access to run the special programs report. The report provides a listing of the special populations for each student in the class.

Only the special programs selected on the Campus TeacherPortal Options tab in Grade Reporting. If generic programs is selected, the Generic column appears in the report and displays generic program information.

Reports > Special Programs

To produce a report:

1. From the Reports menu, select Special Programs.
    The Special Program Report Selection page is displayed allowing you to enter options for generating the report.
2. The **Semester** field displays the current semester by default. Click ⌄ to select another semester for which you want to print the report.
3. In the **Course Section** field, click ⌄ to select the course section for which you want to print the report.
4. In the **As Of Date** field, type the date in the MM/DD/YYYY format. Or, click 🗓 to select the date from the calendar.
    To close the calendar, you must click a valid date on the calendar, or click the calendar icon.

5. Under **Viewing Options**, make the following selections:

    ● If you want the student names to be displayed on the report, select **View Student Names**. Otherwise, the names are not printed on the report, and students can only be identified by their student IDs. The student ID is always displayed on the report.
    ● If you want to narrow the student data to only course sections for the current semester/cycle, set the **View Course Section(s)** option to **Current**. Otherwise, select **All** to show data for all course sections.

       These options are disabled if you are logged on as an administrative user and select **Across Campus** under **Admin Options**.

6. The fields under **Admin Options** are only displayed if you are logged on as an administrative user.

    ● Select **Across Campus** if you want to view data for all courses across the campus. Otherwise, data is only displayed for the selected course section or for the impersonated teacher's courses.

       NOTE: If you logged on as a teacher for whom no courses are defined, the message "No courses defined" is displayed at the bottom of the page, and the fields are disabled. However,

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once you select **Across Campus**, the message is removed because it may not apply to all teachers at the campus, and the fields are enabled.

- If **Across Campus** is selected, the **View Without Course/Section & Instructor in Grid Format** field is enabled.

  o If you do *not* select **View Without Course/Section & Instructor in Grid Format**, the report is grouped by course/section. The report is similar to the report for non-administrative users; however, the instructor is listed for each course/section. For non-administrative users, the instructor is listed once at the top of the report.
  o If you select **View Without Course/Section & Instructor in Grid Format**, the report data is displayed in a grid format, and the course/section and instructor are not displayed. The default sort is by student name; however, the grid can be re-sorted.

7. To produce the report, click **Generate**. The report opens in a new window, and you can print the report from the window.

Grades and UIL Eligibility Report (with special programs options)

The Student Grades Report provides a list of students' working cycle averages for all of their courses, which allows you to determine UIL eligibility and locate students who may be at risk of losing eligibility. Students are sorted by last name.

- If a posted grade exists for the semester and cycle, the posted grade is displayed.
- If an override grade exists, the override grade is displayed.

The report is only available to users who log on to TeacherPortal with a district- or campus-level administrative ID, or teachers who have access to run the UIL report. However, the report can be run for a student group by any user who has existing groups. If you are running the group report, the **Student Groups** field is displayed instead of the **Course Section** field.

NOTE: If you select **Show only students and courses that are UIL Eligible**, the courses listed on this report are determined by the setting of the UIL eligibility field in the Student system, which exists on the district course record and the campus section record.

- If the field contains a value in the campus section record, that value is used.
- If the field is blank in the campus section record, the field on the district course record is used.
- If both fields are blank, the course is not included on the UIL report.

Teachers with access to run the Student Grades report can only run reports for their classes. Teachers cannot run the report by special programs.

Reports > Student Grades Report (and UIL Eligibility)

Produce a report:

1. The **Semester** field displays the current semester by default. Click ⌄ to select another semester for which you want to print the report.

2. The **Cycle** field displays the current cycle by default. Click ⌄ to select another cycle for which you want to print the report.

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3. In the **Course Section** field, click ⌄ to select the course for which you want to produce the report. This field is not displayed if you are running the group report.

4. If you are running the group report, the **Student Groups** field is displayed instead of the **Course Section** field. In the **Student Groups** field, click ⌄ to select the student group for which you want to run the report.

5. In the **Student Groups** field, click ⌄ to select the student group for which you want to run the report.

6. If you have been granted access to run group reports in ASCENDER, the **Special Programs** field is displayed. Click ⌄ to select the group for which you want to produce the report, if applicable. If a program is selected, the report only includes students enrolled in the special program.

    ● You can select a course section and a special program. If you make selections in both fields, the report includes only students enrolled in the course section who are also enrolled in the special program.

    ● If you select *Generic*, the generic program field is displayed allowing you to select a specific generic program. In the generic program field, click ⌄ to select the generic program for which you want to produce the report, if applicable. Only generic programs for the campus are listed. If a generic program is selected, the report only includes students enrolled in the generic program.

7. To limit the report to students who have at least one course with a working cycle average below a specific grade (e.g., below 70), select **Show only students with at least one grade below**, and type a grade in the field.

8. Select **Show only students and courses that are UIL Eligible** to view only these courses in order to check for UIL eligibility.

9. To produce the report, click **Generate**. The report opens in a new window, and you can print the report from the window.

    ● The report selection page remains open on your desktop.
    ● View the Student Grades Report Help page for information about the report.

ASCENDER Student System Reports for TeacherPortal

This section will cover ASCENDER student reports for TeacherPortal that can be generated and printed in the ASCENDER Student system.

This section will include:

- Student Assignments tab (ASCENDER Grade Reporting)
- SGR1155 - Current Cycle Averages From Grade Book tab (ASCENDER Grade Reporting Report)
- SGR1160 - Interim Progress Report (ASCENDER Grade Reporting Report)
- SGR4500 - TeacherPortal Assignment Audit Report (ASCENDER Grade Reporting Report)
- SRG0900 – Withdrawal Transfer Form (ASCENDER Registration Report)
- SAT3800 – TeacherPortal Attendance Posting Verification (ASCENDER Attendance Report)

ASCENDER Grade Reporting - Assignments Tab - Displaying Assignment Grades from TeacherPortal for an Individual Student

The Assignments tab allows you to view a student's assignment grade information from TeacherPortal.

- Posted grades are displayed from the SR_CRS_GRD table.
- If posted grades do not exist, working cycle averages from TeacherPortal are displayed from the SR_GRADEBK_SEC table.

NOTE: If you selected a prior school year, the tab is disabled.

ASCENDER Grade Reporting > Student > Individual Maintenance > Assignments

To display course assignments for a student:

1. In Grade Reporting, from the Maintenance menu, select Student, and then select Individual Maint. The Individual Maint page is displayed with Demo as the default tab.

2. Retrieve the student for which you want to view data by entering the student ID number or by student name in the Student: field.

3. Click the **Assignments** tab.

4. Under **Semester**, select the semester for which you want to view assignments.

5. Under **Cycle**, select the cycle for which you want to view assignments.

6. Click **Retrieve**. The student's course information is displayed for the selected semester/cycle, including the period, course/section, course title, cycle grade, and instructor for each course.

7. The **Cyc Grade** field displays the posted grade or working cycle average.

8. Click 🔍 to view a single course. The report opens in a new window.

9. Click **Print All Courses** to print a grade/assignment profile report for the student. The report only includes the information displayed on the page.

10. Review, save, or print the report.

TeacherPortal Reports Generated in ASCENDER

ASCENDER Grade Reporting Reports

1. In Grade Reporting, from the Reports menu, select Grade Reporting Reports. Select a group of reports to view.

- All available report are displayed on the left side of the page. The list of available reports remains displayed on the page after you select a report name, which allows you to select another report without exiting the selected reports menu.
- Click a report name to select it. The report parameters are displayed on the right side of the page. **Parameters in bold are required.**

Grades Report Group

SGR2001 - A/B Honor Roll
SGR2010 - Numeric Honor Roll
SGR2020 - Grade Point Honor Roll
SGR2047 - AAR Multi-Year
SGR2048 - Summary of Student Credits by Sch Yr
SGR2060 - Grd Avg & Class Rnk- Info ONLY no Update
SGR2070 - Grd Avg Info - By Student (Info Only)
SGR2075 - Cumulative Grd Avg Info By Student (Info Only)
SGR2081 - Student Grade Labels
SGR2091 - Elementary Grade Labels
SGR4500 - TeacherPortal Assignment Audit Report ◀━━

Report Cards Report Group

SGR1000 - Blank, Failing and Incomplete Grades
SGR1155 - Current Cycle Averages From Grade Book ◀━━
SGR1160 - Interim Progress Report ◀━━
SGR1175 - Report Card Proof List
SGR1300 - Secondary Report Cards (2 Semesters)
SGR1350 - Secondary Report Cards (4 Semesters)
SGR1400 - Elementary Report Cards
SGR1401 - Elementary Principal's Proof List
SGR1800 - Compute Attendance in Course Records
SGR1910 - Extra Curricular Report

- Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the CSV button will be disabled if that report is selected.

  - **Preview** - Click to generate the HTML view of the report. Review, save and/or print the report.
    - The PDF and CSV icons 🄿 🄲 are available when you generate the report with the Preview button.
  - **PDF** - Click to generate a PDF file of the report.
  - **CSV** - This option is not available for this report.
  - **Clear Options** - Click to clear data from all parameter fields.
  -

4. Click **Clear Options** to clear data from the parameter fields.
5. Click **Return** to Reports to return to the list of available reports.
6. Some reports may or may not provide the sort and/or filter option.

SGR1155 - Current Cycle Averages From Grade Book

The report prints working cycle averages from TeacherPortal. The report is for the current year only.

ASCENDER Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1155 – Current Cycle Averages from Grade Book

NOTES:

- If a posted grade exists in ASCENDER, it is used to select the students to include and is displayed in the **Grade** column.
- If a posted grade does not exist in ASCENDER, the working cycle average in TeacherPortal is used to select the students to include and is displayed in the **Grade** column. If an override grades exists in TeacherPortal, it is used in place of the working cycle average to select the students to include. The working cycle average is displayed in the Grade column, and the override grade is displayed in the Override Grade column.
- If neither a posted grade exists in ASCENDER nor a working cycle average in TeacherPortal, the program checks if an override grade exists. If an override grade exists in TeacherPortal, it is used to select the students and is displayed in the **Override Grade** column. If the course has an auto grade, the auto grade is displayed in the **Grade** column.
- If neither a posted grade exists in ASCENDER nor a working cycle average in TeacherPortal, the program checks if the course is an auto-graded course. If the course has an auto grade, the auto grade is used to select the students to include on the report and is displayed in the **Grade** column.

- **Campus ID -** Select the campus ID for which you want to run the report for.
- **Rpt Type (B=Blank, I=Incomplete, F=Failing, C=B&I, Blank=All) -**

  - If Rpt Type is **B** (Blank), only courses with a blank grade in the Grade column will print.
  - If Rpt Type is **I** (Incomplete), only courses with grade I in the Grade column will print.
  - If Rpt Type is **F** (Failing) and a grade exists in the Grade column, it will be used to calculate if the course is failing. Only failing courses will print.
  - If Rpt Type is **C** (Blank & Incomplete), only courses with a blank grade or grade I in the Grade column will print. Courses with grade N/G in the Grade column will be included also.
  - If Rpt Type is **Blank** (All) and course numbers are entered, a message asks if you want to include all students in the selected courses.

    - If you click **Yes**, all students in the selected courses are included (similar to the Class Roll Report).
    - If you click **No**, all students in the selected courses are included with their other courses and grades (similar to the Extra Curricular Report).

- **Include Withdrawn Courses (Y, N) –**
  - **Y -** Include courses with a withdrawal date before the end date of the specified semester-cycle.
  - **N -** Exclude courses that have a withdrawal date before the end date of the specified semester-cycle.
    - A course is not considered withdrawn and is included on the report if the course withdrawal date is after the track end date for the semester-cycle for which the report is run.

- **Sort Order (A=Alpha, G=Grade Lvl, C=Control Nbr) –**

  - A - Sort alphabetically.
  - G - Sort by grade level.
  - C - Sort by control number.

- **Course Nbrs (Blank for All) -** Type the course number(s), including all leading zeros and separating multiple courses with a comma (e.g., 0100,0110). Or, click ⋮ to select the course(s). Leave blank to select all courses in the district.

- **Print Auto Grades (Y, N) –**

  - **Y** - Print the value in the **Auto Grd** field in the district master schedule if a working cycle average does not exist for the course in TeacherPortal.
  - **N** – Do not print the auto grade

- **Include Self Paced Courses (Y, N) -**

  - **Y** - Include self-paced courses.
  - **N** - Do not include self-paced courses.

A self-paced course is included on the report if a semester average has not been posted for the course.

  - If the self-paced course has a working cycle average in TeacherPortal, the current average   is displayed on the report.
  - If the self-paced course does not have a working cycle average or semester average, the course is included on the report with a blank current average.

- **Include Non Graded Courses (Y, N) –**

  - *Y* - Include non-graded courses.
  - *N* – Include only graded courses.

- Click **Preview, PDF, or CSV** to generate the report.

Date Run:	6/29/2021 12:43 PM		Current Cycle Averages From Grade Book			Program ID:	SGR1155
Cnty-Dist:	888-888		ANYWHERE HIGH SCHOOL (888)			Page:	1 of 11
Campus:	001		Semester: 2 Cycle: 3 Type: Cycle				

Student ID	Student Name	Grd Lvl	Ctrl Nbr	Course	Grade	Override Grade	Instructor Name	Slf Pcd	Excl Grdbk
000117	AARON, ALLISON L	11		ALGEBRA 2	87		MCCOY, SUELEE		
				ENGLISH 3	86		LEAPER, LEO		
				EQUINSCI	85		TUNES, TOMMY		
				GLOBBUS	95		WILCOX, BILL		
				HRMGT	91		WILCOX, BILL		
				IPC	90		LANGFORD, LACIE		
				LIVEPROD	88		TUNES, TOMMY		
000127	ABLES, CRICKET J	09		ALGEBRA 1	Blank		MCCOY, SUELEE		
				ART3 PAINT	91		COWELL, SIMON		
				BIOLOGY 1	Blank		LANGFORD, LACIE		
				BUSIM1	Blank		VAN METER, JAMIE		
				CHOIR 1	Blank		BEAR, TEDDY		

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SGR1160 - Interim Progress Report

The report lists courses and working cycle averages from TeacherPortal for all students, only students with posted grades, or students with blank or failing grades. The report is for the current year only. It prints on plain paper with page breaks between each student.

ASCENDER Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1160 – Interim Progress Report

A failure list is generated for students who have failing grades.

NOTE:

- If **Display Numeric Grades as Alpha** is selected on **Maintenance > Tables > Campus Control Options > Ranges & Conversions**, numeric grades are displayed as their equivalent alphabetical grade.
    - Elementary credit level courses use **Maintenance > Table > Elementary > Core Grd Cvsn** and **Noncore Grd Cvsn** to convert grades.
    - High school credit level courses use the values under **Grade Conversion Information** on **Maintenance > Tables > Campus Control Options > Ranges & Conversions.**
- The data in the **Comment Codes** and **Notes** columns for each course are entered by the instructor in TeacherPortal on Grades > IPR Comments.
- If a posted grade exists in ASCENDER, it is used to select the students and is displayed in the **Curr Avg** column.
- If a posted grade does not exist in ASCENDER, the working cycle average in TeacherPortal is used to select the students and is displayed in the **Curr Avg** column.
- If neither a posted grade exists in ASCENDER nor a working cycle average in TeacherPortal, and if the course has an auto grade, the auto grade is used to select the students and is displayed in the **Curr Avg** column.

Warning: If you need to know what IPR grades went home with students you must print 2 copies. IPR grades are NOT stored in ASCENDER or TeacherPortal. When the next assignment graded is entered and saved for a student's course the working cycle average will change.

ANYWHERE ISD 888
ANYWHERE HIGH SCHOOL (888)
Interim Progress Report
As of June 29, 2021   12:46

Student Name	Student ID	Grade Level	Semester	Cycle	School Year	Control Nbr	Track
ACAPELL, WEBSTER J	000130	09	2	2	2015-2016		1

To the Parents/Guardians of:
WEBSTER J. ACAPELL
100 LONGVIEW STREET
KILGORE TX 75662

Course	Period	Teacher	Curr Avg	Ovr Avg	Cycle Abs Exc	Un	Sch	Comment Codes	Notes
0002 ENGLISH 1	01 - 01	LEAPER, LEO	084		0	0	0		
2311 ALGEBRA 1	02 - 02	MCCOY, SUELEE	083		0	0	0		
3312 BIOLOGY 1	03 - 03	LANGFORD, LACIE	085		0	0	0		
4115 W GEOGRAPHY	04 - 04	JONES, GRACE	088		0	0	0	B E	
6111 SPANISH 1	05 - 05	LUNDEN, CATHERINE	088		0	0	0		
4701 HEALTH	06 - 06	WILCOX, BILL	089		0	0	0		
5114 ATHLETICS 1	07 - 07	LEAPER, LEO	100		0	0	0		
1211 BAND 1	08 - 08	WILCOX, BILL	100		0	0	0		

Explanation of Comment Codes Used
B-GREAT STUDENT
E-WORKS HARD

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- Select the **Campus ID** for the campus you want to print Interim Progress Reports for.
- Select the **Semester** you want to print Interim Progress Reports for.
- Select the **Cycle** you want to print Interim Progress Reports for.
- **Students (A=All, G=Only w/Grds, F=Failing, B=F and Blnk, I=Incomplete)**

    - **A** (All) - Select all students, including those with blank courses and grades.
    - **G** (only w/grades) – Select only students with a grade in the **Curr Avg** column, including 0 and I (Incomplete)).
    - **F** (failing) - Select students who have at least one failing course grade, including grade 0. If a grade exists in the **Curr Avg** column, it is used to calculate if the course is failing. Failing grades are displayed in a bold font.
    - **B** (failing & blank) - Select students who have at least one failing or blank grade, including grade 0. If a grade exists in the Curr Avg column, it will be used to calculate if the course is failing. The grade will be considered blank if the Curr Avg column is blank. A grade of 0 counts as failing/blank. The grade is considered blank if the Curr Avg column is blank. Failing grades are displayed in a bold font.
    - **I** (incomplete) – Select only students with a course grade of I in the Curr Avg column.

- **Grade Level (Blank for All)** - Select a grade level or leave blank for all grade levels.

- **Sort Order** (A=Alpha, G=Grade Lvl, C=Control Nbr)

    - **A** – Sort alphabetically.
    - **G** – Sort by grade level.
    - **C** – Sort by control number.

- **Address (S=Student, P=Parent)**

    - **S** – Print the student's address from Registration > Maintenance > Student Enrollment > Demo 1. If the report is run for the student's address, only one English language IPR is printed.
    - **P** – Print the address for the guardian contact who has the lowest relationship code (e.g., 1). If the parent address is blank or no guardian contact exists, the student address is used. If you select P, and IPR is printed for each parent/guardian who is selected to receive mailouts on Registration > Maintenance > Student Enrollment > Contact. IPRs are printed in the language (English or Spanish) specified for the parent/guardian on the Contact tab.

- **Attendance Track (Blank for All) -** Type the two-digit attendance track. Leave blank to select all tracks.
- **Print Report Card Mesg (Y, N)**
    - **Y** – Print the report card messages. The first 14 lines from the report card message table are displayed at the bottom of the report.
    - **N** – Don not print report card messages.

        NOTE: For elementary students, report card messages are printed from Rpt Card Msg Elementary. For secondary students, report card messages will be printed from Rpt Card Msg.

- **Print Auto Grades (Y, N)**
    - **Y –** Print the value in the Auto Grd field in the district master schedule if a working cycle average does not exist for the course in TeacherPortal.
    - **N –** Do not print the auto grade.

- **Include Self Paced Courses (Y, N)**
  - **Y** – Include self-paced courses.
  - **N –** Do not include self-paced courses.

  A self-paced course is included on the report if a semester average has not been posted for the course.

    - If the self-paced course has a working cycle average in TeacherPortal, the current average is displayed on the report.
    - If the self-paced course does not have a working cycle average, the course is included on the report with a blank current average.

- **Include Non Graded Courses (Y, N)**
  - **Y** – Include non-graded courses.
  - **N** – Include only graded courses.

- **Print Course Attendance (Y, N)**
  - **Y** – Print course attendance for the selected semester-cycle.
  - **N** – Do not print attendance.

- **Include only ADA Codes in Course Absences (Y, N)**
  - **Y** – Include only ADA codes.
  - **N**- Include all absence codes.

- **Print Signature Line (Y, N)**
  - **Y** – Print a line for the parent/guardian signature at the bottom of the report.
  - **N** – Do not print the signature line.

- **Student IDs (Blank for All)** – Type the six-digit ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321, 096476). Or, click to select the students. Leave blank to select all students.

- **Print ADA Attendance Summary (Y, N)**
  - **Y** – Print the attendance summary.
  - **N** – Do not print the attendance summary.

- **Tardy Period (Blank for All)** – Type the two-digit period to use for calculating tardies. If blank, all periods are considered when calculating tardies.

- Click **Preview or PDF** to generate the report.

Other functions and features:

- **View Fail List** – Click to view a list of students who have one or more failing grades for a cycle. The report displays the total number of courses failed. The Fail List report can be sorted or filtered.
- **Exit** – Exit the Report.

SGR4500 – ASCENDER TeacherPortal Assignment Audit Report

The report displays data from TeacherPortal, including categories, assignments, assignment grades, cycle and semesters averages, and override grades. The report only lists students who have at least one assignment grade. The report is for the current year or prior school year only.

ASCENDER Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR4500 – TeacherPortal Assignment Audit Report

NOTES:

- If you have already typed in a value for course number, section number, instructor ID, student ID or both semester and cycle, the report will run without checking the record count.
- If either the cycle or semester parameter is blank and the student assignment record count is greater than 350,000 for the selected campus, the program will require a value for the semester and/or cycle parameter.

- **Campus ID –** Type the three-digit campus ID, or click to select the campus.

- **Course Nbrs (Blank for All) -** Type the course number(s), including all leading zeros and

    separating multiple courses with a comma (e.g., 0100,0110). Or, click to select the course(s). Leave blank to select all courses in the district.

- **Section Nbr (Blank for All) -** Type a specific section number, or leave blank to select all sections.

- **Instructor IDs (Blank for All) -** Type the three-digit instructor IDs (control numbers), separating

    multiple IDs with a comma (e.g., 112,131). Or, click to select the instructor IDs. Leave blank to select all instructor IDs.

- **Semester (1, 2, 3, 4, Blank for All) -** Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4. Leave blank to select all semesters.

- **Cycle (1, 2, 3, Blank for All)** - Type the one-digit cycle code. Valid cycle codes are 1, 2, or 3. Leave blank to include all cycles.
- **Include Withdrawn Students (Y, N)** –

  - **Y** - Include withdrawn students.
  - **N** – Do not include withdrawn students.

- **Include Withdrawn Courses (Y, N)** –

  - **Y** - Include withdrawn courses.
  - **N** – Do not include withdrawn courses.

- **Print for the Prior School Year (Y, N)** –

  - **Y-** Print data for the prior school year. Only the school year prior to the current school year available.
  - **N –** Do not print prior year data.

- **Student IDs (Blank for All)** – Type the six-digit student ID number, including all leading zeros.

  Separate multiple IDs with a comma (e.g., 098321,096476). Or, click ⋮ to select the students. Leave blank to select all students.

  - You can select up to 300 students.

- **Sort Order (S=Student, I=By Instructor)** –

  - **S -** Sort by student.
  - **I -** Sort by instructor ID (control number). This option is recommended when running this report at the end of the year.

- **Page Break on Student (Y, N)** –

  - **Y –** Insert a page break after each student record.
  - **N or blank –** Do not insert page breaks.

Date Run: 6/29/2021 2:46 PM	txGradebook Assignment Audit Report	Program ID: SGR4500
Cnty-Dist: 888-888	School Year 2020 - 2021	Page: 1 of 7
Campus: 001	Semester: All Cycle: All	# Inactive Instructor
		* Withdrawn Student

Instructor: 151 BEAR, TEDDY   Subject: MATHAFNR 2404-01

Student: BRANDON D. BANKS   ID: 000014 Wd Date: Semester1: 95 2: 77 ← Semester Information

Override

Exam   30

Crs Wd

Sem: 1 Cyc: 1 Cyc Avg: I Override Cyc Avg:

Category/Assignment	Nbr	Due Date	Grade	Late	Redo	Excl	Ex Crd
DAILY WORK (Weight 50%)							
daily 1	0		90				
TEST (Weight 50%)							
test 1	1		89				
Daily Work	2		I				

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ASCENDER Registration Report -- SRG0900 - Withdrawal Transfer Form

Registration report SRG0900 Withdrawal Transfer Form, prints the TeacherPortal working cycle average in the W/D Grade column of the Current Grades section on the form. If a working cycle average does not exist, the column will be blank.

NOTE: You should check with teachers before a student withdraws to ensure all assignment grades have been entered in TeacherPortal for an accurate withdrawal grade. Currently there is not a setting to keep the working cycle average from TeacherPortal from printing on the withdrawal form.

ASCENDER Registration > Reports > Registration Reports > SRG0900 - Withdrawal Transfer Form

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Texas Education Agency
Student Withdrawal / Record Transfer Form
Sch Year: 2021 - Confidential

ANYWHERE ISD	WEBSTER JAMES MICHEAL ACAPELL	546-87-5468
District Name	Student Name Gen	SSN
ANYWHERE HIGH SCHOOL	01/15/2001 Male	
Campus Name	Date of Birth Gender	Prior SSN
Cnty-Dist-Camp Num: 888-888-001	Hispanic : Yes	000130
Campus Phone Num: (903) 999-1000	White: Yes Black:____ Asian: ____	Local ID
Campus Fax Num: (903) 999-2222	American Indian/Alaskan Native: ____	9638527411
	Hawaiian/Pacific Islander: ____	Texas Unique Student ID
	Home Language:	

Original Entry Date: 08/22/2016 Last Withdrawal Date: _____   Grade of Retention (PK-4): _____ Grade(s) of Retention (5-8): _____

Last Entry Date: 08/22/2016   Suspension / Removal: _____   Emergency / Removal: _____

Withdrawal Reason: Out of School / Suspension: _____ Alternative Program: _____

Current Grd Lvl: 10   Placed in Grade: ____ Promoted to Grade: ____   Expulsion: _____

SPECIAL PROGRAM INFORMATION	IMMUNIZATION
	NOTE: (Attach the most recent copy of the immunization record to this form.)
Special Education: Yes LEP: Yes Bilingual: No	HEALTH PROBLEMS: _____
Speech Therapy: No ESL: No Migrant Status: No	_____
Gifted/Talented: No Eco Dis: Yes Other Eco Dis: No	_____
At Risk: Yes Foster Care: No Mil Connected: No	_____
Spec Ed Instr Set: 41 Dyslexia: No 504: Yes	_____
Title I: Attends Schoolwide Title I Program School	

CURRENT GRADES
(Please attach most recent report card, also.)   Semester: 2

Period Fr To	Course	Teacher	Special Consid	Num Sem	Cyc 3 Abs Ex.	Cyc 3 Abs Unex.	Sem: 2 Abs Ex.	Sem: 2 Abs Unex.	Total Abs Ex.	Total Abs Unex.	W/D Grade	Tchr Initial
01-01	BUSLAW	TUNES T.		2					2	1	086	
02-02	ENGLISH 2	LEAPER L		2					0	0	090	
03-03	GEOMETRY	MCCOY S.		2					0	0	094	
04-04	CHEMISTRY	LANGFORD L		2					0	0	085	
05-05	W HISTORY	JONES G.		2					0	0	070	
06-06	SPANISH 2	SANDERSON H.		2					0	0	092	
07-07	ATHLETICS 2	TUNES T.		2					0	0	100	
08-08	ACCOUNTING I	VAN METER J.	A	2					0	0	093	

SIGNATURES

Principal _____   Date(MM/DD/YYYY) _____

Registrar _____   Date(MM/DD/YYYY) _____

Parent/Guardian/Qualified Student _____   Date(MM/DD/YYYY) _____   Student Clearance Please Initial:

_____ Band   _____ Cafeteria   _____ Counselor   _____ Library   _____ Locker

_____ Nurse   _____ Textbooks

If students record not clear, indicate items due: _____

_____

I, _____ , am requesting this information for the student enrollment in_____ .

     parent, guardian or adult student   city, state, or district

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ASCENDER Attendance Report – SAT3800 – TeacherPortal Attendance Posting Verification

This report provides a list of the dates and times teachers posted attendance at a particular campus. The report may be requested by auditors who visit the district. The report can be run for the current year. Starting with 2015-2016, the report can be run for prior years.

Report field descriptions ▼

Att Date	The date for which attendance was posted for the period, course, and section is displayed.
Posted Date/Time	The date-time stamp indicating when attendance was posted for the attendance date is displayed.
All Present	The field indicates if the instructor marked that all students were present on the attendance date.
User ID	The user ID of the person who posted attendance is displayed.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2021-2022 school year, type 2022.
Campus ID	Type the three-digit campus ID, or click ⋮ to select the campus.
Control Nbrs (Blank for All)	Type the three-digit instructor IDs (control numbers), separating multiple IDs with a comma (e.g., 112,131). Or, click ⋮ to select the instructor IDs. Leave blank to select all instructor IDs.
From/To Date (MMDDYYYY)	Type the date, or click 🗓 to select the date from a calendar. This should be the Fall Snapshot Date. • Leave **From Date** blank to select the first day of school. • Leave **To Date** blank to select the last day of school. If you are running the report for all instructors at the campus, leave **To Date** blank. The **From Date** is used. If the report is run for all instructors, you can only run the report for one date at a time.

Date Run: 6/29/2021 2:55 PM	TeacherPortal Attendance Posting Verification	Program ID: SAT3800
Cnty Dist: 888-888	ANYWHERE HIGH SCHOOL (888)	Page: 1 of 1
Campus: 001	Sch Year: 2021	
	For: 03/30/2021	

Instructor: 146 TUNES, TOMMY

Att Date	Period	Course	Section	All Present Flag	User ID	Posted Date/Time
03/30/2021	01	7001	01	Yes	TTUNES	3/30/2021 8:45:27 AM
03/30/2021	01	7023	01	Yes	TTUNES	3/30/2021 8:45:27 AM