ASCENDER TeacherPortal END OF CYCLE CHECKLIST FOR TEACHERS

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

- 1. It is recommended that you clear your browser cache before entering assignment and/or cycle grade data. If you are unsure on how to clear the cache for the browser you use to access TeacherPortal, please contact your technology staff.
 - a. If you are currently logged into TeacherPortal, clear the cache for the browser, use the logout link to properly log out of TeacherPortal, close any windows that are open in the browser and then relaunch TeacherPortal.
 - b. If you are not currently logged into TeacherPortal, clear the cache for the browser, close any windows open in the browser and then launch TeacherPortal.
- 2. Check your **Home** page frequently for any announcements concerning end of cycle grades and other important information the campus administrator may have posted.
- 3. Continue entering grades for assignments under Grades > Assignment Grades for each of your courses.
- 4. Run the Blank and Missing Grades report under Reports > Blank/Missing Grades

Run this report to find assignments that have:

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

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

6 20	Home	~ ^	Semester: 1 v Cycle: 1 v Course-Section 01 WILDLIFE (8134-01) v Retrieve
	Attendance	~	Blank/Missing Grades Report Selection
Ê	Grades	~	Grade Selection Options
18	Reports	<	
_ ∔	Assignment Grades		Show Blank Grades
_ ↓	Attendance Verification		Show Missing Grades
•	Blank/Missing Grades		Show incomplete Grades
•	Cycle Grade Range		
_ ↓	Class Roster		Viewing Options
┥	Missing Exam Grades		 Page break between students ✓ View Student Names
•	Percent Failing		View all assignments due ofter: 09/07/2022
_ ↓	Rubrics		view an assignments due arter: 07/07/2022
+	Seating Charts		View (Current O All) Course Section(s)
•	Special Programs		Generate
•	Grades and UIL Eligibility		

- Under Grade Selection Options:
 - Check the Select All box to locate blank, missing, or incomplete assignment grades.
- Under View Options:
 - Select View Student Names (selected by default)

- View **All** Course Sections(s). Selecting View All Course Sections will look for blank, missing, and incomplete grades for all course sections you are assigned to.
- 5. Click Generate. If you have assignments that meet the criteria entered, a report will display that resembles the following:

Blank/Missing Grades Report									
Instructor: TUNES , TOMMY									
Viewing: Semester 1, Cycle 1									
Generated: Tuesday, September 06, 2022 06:12 PM									
01 WILDLIFE (8134-01)									
000015 - COCKER, KAY E									
test 1 - INCOMPLETE									
000319 - MERCER, JENNIFER L									
daily 1 - MISSING									
000032 - SOUL, DANNY C									
daily 1 - BLANK									

• If you have blank, missing or incomplete grades, use the report to locate, verify and/or update the assignment grade on the Assignment Grades page.

Important Note:

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

Category	y: Assignme	Assignment:		Due Date:	Grade Properties	×
All Cat	egories All Assignment All Assignmen	gnments	7021-03) [Ready]		ANGLE, JESSICA -001837 Test 1 Exclude Redo Late Accommode	ited
Student ID	Student Name	Cycle Average	DAILY WORK Daily 1 Due:None Max:100	DAILY WORK Daily 2 Due:None Max:100	Print Comment	Cancel
001837	T ANGLE, JESSICA	88	87 _	85 1	90 1	
	Overall Averages:	88	87 Exclude All	85 Exclude All	90 Exclude All	
			Fill	Fill	Fill	
			Assignments per l	Page: All v << Pr	revious 1-3 Next>>	
Sort by D	Date Due in:(Ascending Desce	nding) or	der.			

Student ID	Student Name	Cycle Average	DAILY WORK Daily 1 Due:None Max:100	DAILY WORK Daily 2 Due:None Max:100	TEST Test 1 Due:None Max:100
001837	T 🖞 ANGLE, JESSICA	89	87 🖞	85 🛍 🛛	95 🖞
	Overall Averages:	88	87	0	90
			Exclude All	Exclude All	Exclude All
			Fill	Fill	Fill

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

For Secondary Grade Levels, your Cycle Grades page may look similar to the screen shot below, depending on options your campus has selected or entered in ASCENDER. For example, you may or may not have the Report Card Narrative field or comments in the Show Comments Legend.

Semest	ter: 1 - Course-See	otion 01 PRAC	BM (7023-01)	✓ Retrieve					
Cycle	Grades								
Semest	ter: 1								
Course-	-Section 01 PRACBM (7023	3-01)							
PIN	Save	Calculate Sem	ester Averages	Select 'Ready to Po	ost' Courses				
	Jave	Calculate Sem	Averages	Select Ready to Fe	Sit Courses				
Shov	w Withdrawn Students								
				+					
		t t		Current Semester: 1,	, Cycle: 1	Working		Code	Description
ID	Name	Average (Auto Grade)	Override Citizenshi	Current Semester: 1, Report Card p Comments	, Cycle: 1 Report Card Narrative (5000 characters maximum)	Working Semester Average	Working Final Grade	Code A	Description Outstanding Student Estudiante destacado
ID 000178	Name BRADY, MARSHA L	Average (Auto Grade) 85	Override Citizenshi	Current Semester: 1, Report Card Comments	, Cycle: 1 Report Card Narrative (5000 characters maximum)	Working Semester Average	Working Final Grade	Code A B	Description Outstanding Student Estudiante destacado Actively Participates in Clas Participa en la clase
ID 000178 000298	Name BRADY, MARSHA L COUNTS, JOSEPH W	Average (Auto Grade) 85 93	Override Citizenshi	Current Semester: 1, Report Card Comments	, Cycle: 1 Report Card Narrative (5000 characters maximum) .d: .d:	Working Semester Average	Working Final Grade	Code A B C	Description Outstanding Student Estudiante destacado Actively Participates in Class Participa en la clase Shows Improvement
ID 000178 000298 000308	Name BRADY, MARSHA L COUNTS, JOSEPH W DIAZ, MIGUEL E	Average (Auto Grade) 85 93 91	Override Citizenshi	Current Semester: 1, Report Card Comments	, Cycle: 1 Report Card Narrative (5000 characters maximum) .:: .:	Working Semester Average	Working Final Grade	Code A B C	Description Outstanding Student Estudiante destacado Actively Participates in Class Participa en la clase Shows Improvement Muestra mejoramiento
ID 000178 000298 000308 101001	Name BRADY, MARSHA L COUNTS, JOSEPH W DIAZ, MIGUEL E GARCIA, PENELOPE A	Average (Auto Grade) 85 93 91 91 90	Override Citizenshi	Current Semester: 1, Report Card Comments	, Cycle: 1 Report Card Narrative (5000 characters maximum) .cl .cl .cl .cl	Working Semester Average	Working Final Grade	Code A B C D	Description Outstanding Student Estudiante destacado Actively Participates in Clas Participae en la clase Shows Improvement Muestra mejoramiento Participates in GT Program Programazidotados y talente
ID 000178 000298 000308 101001 099922	Name BRADY, MARSHA L COUNTS, JOSEPH W DIAZ, MIGUEL E GARCIA, PENELOPE A KOSTANZA, GEORGE H	Average (Auto Grado) 93 91 90 91	Override Citizenshi Citizensh	Current Semester: 1, Report Card Comments	, Cycle: 1 Report Card Narrative (5000 characters maximum) 	Working Semester Average	Working Final Grade	Code A B C D E	Description Outstanding Student Estudiante destacado Actively Participates in Class Participa en la clase Shows Improvement Muestra mejoramiento Participates in GT Program Programa:dotados y talentos Differentiated GT Instructio Tareas: Dotados y talentos

Secondary Cycle Grades Page

For Elementary Grade Levels, your Cycle Grades page may look similar to the screen shot below, depending on options your campus has selected or entered in ASCENDER. For example, you may or may not have one or more of the following fields, the Report Card Narrative field, the Reading Level field, or comments in the Show Comments Legend.

	Seme	ster: 1 - Course-Section	03 RE/	AD 2 (E2	00-01) 🗸	Retriev	e					
Elei	Cycle	Grades										
mentary Cycle (Seme Cours PIN:	ster: 1 e-Section 03 READ 2 (E200-01) Save 0 ww Withdrawn Students	Calculate Se	emester	Averages	Select 'Read	dy to Post' Courses 🗲					I
Grades			Average (Auto	ļ	↓ ↓	Current S Report Card	emester: 1, Cycle: 1	Reading	Working Semester	Working Final	Code A	Description Utstanding Student Estudiante destacado
P	ID	Name	Grade)	Override	e Citizenship	Comments	(5000 characters maximum)	Level	Average	Grade	в	Actively Participates in Class
ag	00041	5 AYERS, JOJO	80					Select 🗸				Participa en la clase
ē	00033	BIBS, DANIEL J	80					Select 🗸			c	Shows Improvement Muestra mejoramiento
	01616	GARDNER, MESSIAH J	84					i Select 🗸			D	Participates in GT Program Programa:dotados y talentosos
	00033	5 HARDIN, RAY L	78					Select 🗸			E	Differentiated GT Instruction
	00056	JAMES, MCKENZIE L	99					Select 🗸				Tareas: Dotados y talentosos

- 7. On the Cycle Grades page for each course section, verify the grades in the Current Semester/Cycle Average field. Auto Grades are displayed in parentheses in a lighter shade than a working cycle average. The auto grade is not displayed if the student has a working cycle average (if the student has assignment grades). Auto grades still have to be marked ready to post.
- 8. If necessary, enter an **Override** grade for the <u>cycle grade</u>.
- **9.** If necessary, enter a **Citizenship** grade. If the campus is using a default citizenship grade you may change the default grade to the grade the student earned. Valid grades are E, S, N, U, A, B, C, D and F.
- **10.** You may enter **Report Card Comments** if the campus has entered the codes in ASCENDER Grade Reporting.
 - You may enter up to five one-character report card comment codes in the field. Do not use spaces or commas to separate the codes.
 - If you do not know what the codes are, click the **Show Comments Legend** tab at the end of the table to display the code and description.
- **11.** If your campus has turned on the option for you to enter a **Report Card Narrative**, you may enter up to 5000 characters for each student. If the field is not displayed on the screen, your campus is not allowing the use of the report card narrative.
- 12. If your campus has elementary courses using an ELLA service ID and the campus has set up the Reading Levels table in ASCENDER Grade Reporting, you may use the drop down to select a reading level code for each student. If the field is not displayed, the campus is not allowing the use of the Reading Levels field.

- 13. After you enter cycle grade data for the course section, review your input carefully, enter your PIN number and click Save on the left side of the page to save all changes. Entering your PIN number and clicking Save on the left side of the page allows you to stop reviewing and then return to the course section if you are interrupted reviewing the page. The PIN number on the left side of the page does not notify the campus office the course section is ready to be posted to student grade course records for report cards.
- 14. When you are satisfied with your input, notify the system that you are ready to post.



- **15.** Click the **Select 'Ready to Post' Courses** link. This link is only displayed for current cycles that are open for posting. The campus determines when the cycle is open and closed for posting.
- **16.** A dialog box opens allowing you to select the course sections that are ready to post. All eligible courses are listed. Select the course(s), and then click **Select**.

Note: Best Practice is to review each course section individually and then mark the course section 'Ready to Post' rather than marking all courses 'Ready to Post' at one time.



- 17. The dialog box closes, and the selected course(s) are listed above the PIN field on the left side of the page. To change the selected courses, click Cancel, and click on the Select 'Ready to Post' Courses link again to reselect the course(s).
- **18.** In the second **PIN** field on the left side of the page, type your four-digit PIN number. The field is disabled for inquiry-only users.
- **19.** Click **Continue** to indicate that your grades for the selected course(s) are ready to post, or click **Cancel** to cancel the action.

Semester: 1 - Course-Section	01 PRACBM (7023-01) [Ready] V Retriev	9								
Cycle Grades	T T										
Semester: 1 Course-Section 01 PRACBM (7023-01) Grades Ready for Posting PIN: Save C	[Ready] Calculate Semester Averages Se	lect 'Ready to Pos	<u>' Courses</u>								
ID Name (Auto Grade) Override Citizenship Comments (5000 characters maximum) Average Final Grade Or											
000178 BRADY, MARSHA L 000298 COUNTS, JOSEPH W	85 9 3		11. 14.		iment Leger						

- 20. If your changes were saved successfully, the page reloads, and a message is displayed indicating that the cycle grades for the course section were successfully sent to be posted. The message "[READY]" is displayed in the **Course Section** drop-down list next to the course.
- **21.** If you typed your PIN incorrectly, the system notifies you that you provided an invalid PIN. You must provide the correct PIN to continue.
- 22. You can submit your grades more than one time if you make a change shortly after you have marked the grades as ready to post (as long as the Select 'Ready to Post' Courses link is displayed on the page you can make changes and post grades). Once the data is posted by the campus administrator, you cannot repost any data on the Cycle Grades page. The link to Select 'Ready to Post' Courses is no longer displayed on the page after the campus administrator has posted the grade data.
- **23.** If you discover an error after grades are posted, you must contact the campus administrator to correct any errors. Corrections made in ASCENDER Grade Reporting to cycle or semester grades will be reflected on the cycle grades page in TeacherPortal.

NOTES