



ASCENDER TeacherPortal **END OF SEMESTER 1
CHECKLIST**

ELEMENTARY & SECONDARY

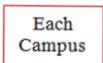
2022-2023

Important Information:

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 ASCENDER.

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

All screen shots in this document are for display only; your selections may be different.



This icon means each campus will need to perform this step of the checklist.

Elementary

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

Secondary

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

WARNING!!! WARNING!!! WARNING!!!

Please be aware of the following:

For the End of the Semester 1, if a student will have a course section change for Semester 2 before Semester 2 begins, you can make the change on the Crs Assign screen for the student because you have not yet started Semester 2.

Once you have started Semester 2 you will have to use the Course Section Change tab for course section changes.

ASCENDER TeacherPortal End of Semester 1 Checklist - Elementary & Secondary

Use the following steps to complete the end of semester 1 grade posting and report card printing for elementary and secondary grade levels. This checklist will be used for districts that have a two semester 6 six-week grading cycle or a two semester 2 nine-week grading cycle.

2 semester/6 weeks			2 semester/9 weeks		
Six Weeks 1 =	Semester 1	Cycle 1	Nine Weeks 1 =	Semester 1	Cycle 1
Six Weeks 2 =	Semester 1	Cycle 2	Nine Weeks 2 =	Semester 1	Cycle 2
Six Weeks 3 =	Semester 1	Cycle 3	Nine Weeks 3 =	Semester 2	Cycle 1
Six Weeks 4 =	Semester 2	Cycle 1	Nine Weeks 4 =	Semester 2	Cycle 2
Six Weeks 5 =	Semester 2	Cycle 2			
Six Weeks 6 =	Semester 2	Cycle 3			

Each Campus

1. Update Campus Report Card Comments. Add additional comments to the **Report Card Comments** table for your campus. Comments should only be added and not deleted from the table after the first Interim Progress Report of the year has been generated.

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

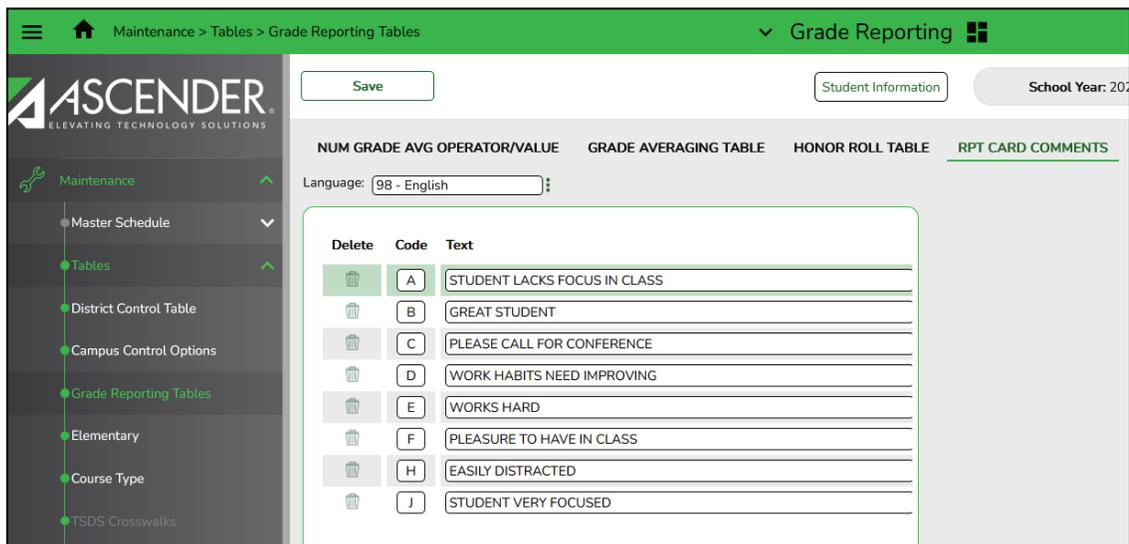
Elementary • **Elementary Report Card SGR1400** use only codes A – Z and 1-9.

Secondary • **Secondary Report Cards SGR1300** use only codes A – N.

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

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

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



Each Campus

2. **Update Campus Report Card Messages.** Select the appropriate **Report Card Message** table according to the report card to be run. Check the existing messages to determine if they are current and applicable for the report cards to be run.

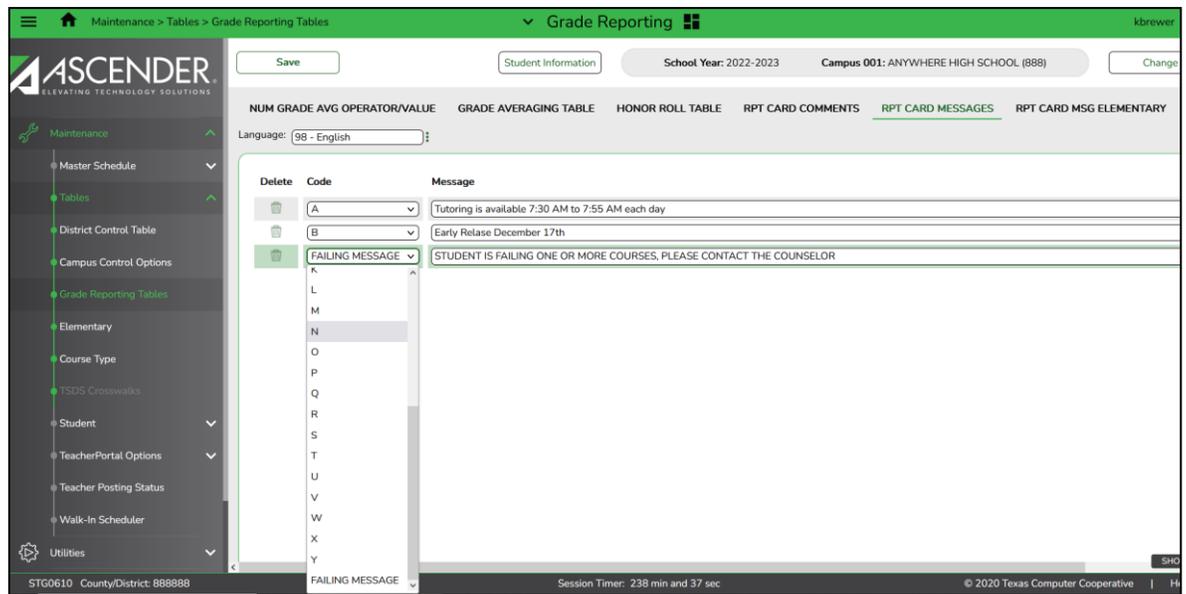
Elementary

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

Secondary

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

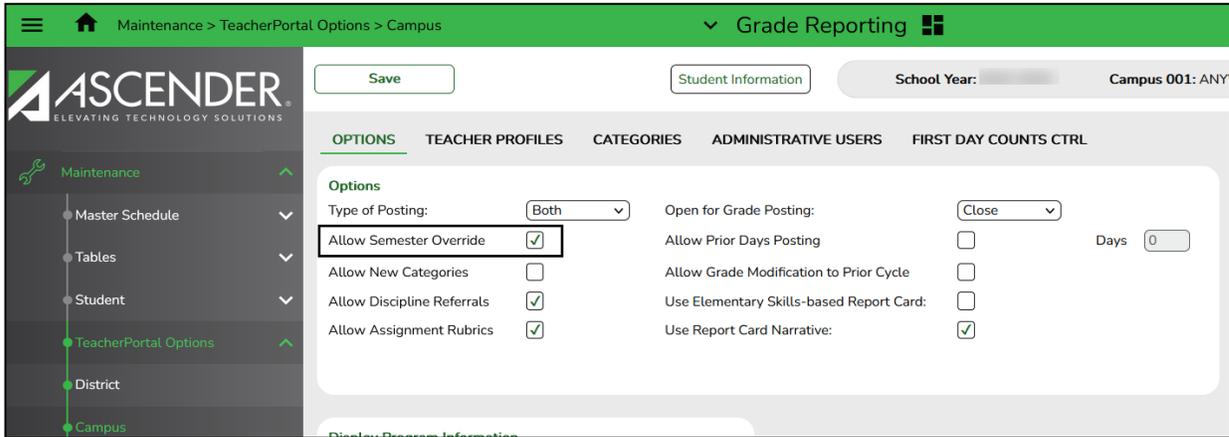
- In the **Language** field, click  to select the language code. The Language Code dialog box is displayed allowing you to indicate the language in which the messages will be entered. If messages exist, they are displayed in the selected language.
- Click **+Add** to add a blank row.
- Choose the **Message Number** from the drop down, and then enter the Message Text.
- If you want a **Failing Message** to print, under 'Msg Nbr', scroll to the bottom of the drop-down list, select Failing Message, then under 'Message Text', enter the failing message to be printed on the report card. Print Failing Msg must be selected on the **Maintenance > Tables > Campus Control Options > Print Options** tab for the message to print on the report card of students that are failing one or more courses.
- Click **Save** to save the data.



Each Campus

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

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

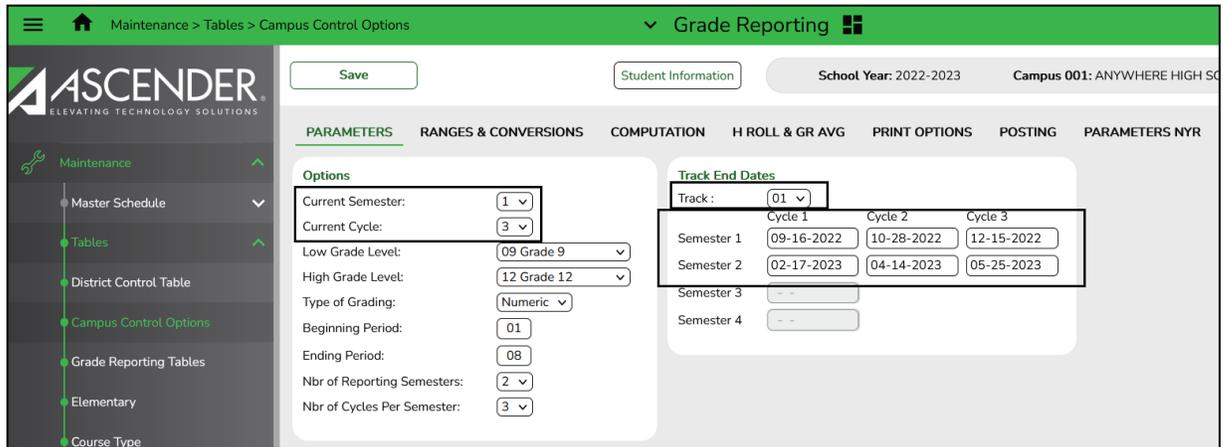


- Click **Save** to save any changes made on the tab.

Each Campus

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

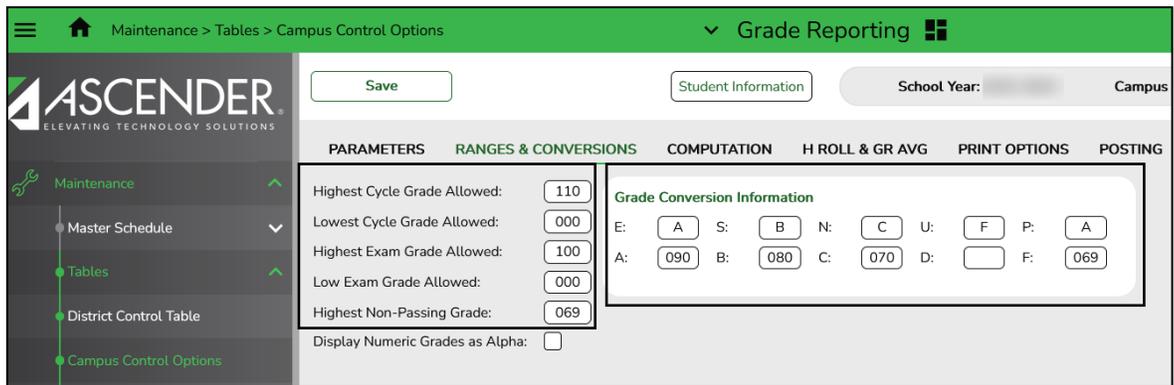
- Access **Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters tab.**
- Verify the **Current Semester** and **Current Cycle** fields are set correctly.
- Verify that the **End of Cycle Dates** are set correctly for **each** track.
- Click **Save** to save any changes.



Each Campus

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

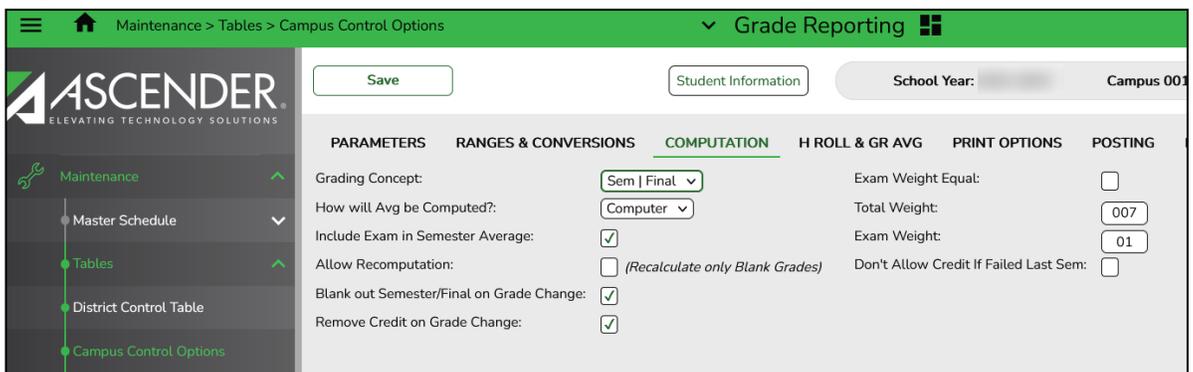
- Access **Grade Reporting > Maintenance > Tables > Campus Control Options > Ranges & Conversions tab.**
- Verify the following data entered for the campus:
 - Highest Cycle Grade Allowed – If a grade can be higher than 100, this field must reflect that.
 - Lowest Cycle Grade Allowed – This field **must be set to 000** as mandated by the state per Texas Education Code 28.0215.
 - Highest Exam Grade Allowed
 - Low Exam Grade Allowed
 - Highest Non-Passing Grade
- Verify the data for the **Grade Conversion Information** for the campus. The equivalent grades are used in determining which students are on the honor roll. These fields also work in conjunction with the Grade Reporting utilities and reports and TeacherPortal.
- Click **Save** to save any changes.



Each Campus

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

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



- Verify settings on the Computation tab for the campus are appropriate.
- In the **Grading Concept** field select the code indicating how students are awarded credit for a class.

ASCENDER TeacherPortal End of Semester 1 Checklist - Elementary & Secondary

- In the **How will Avg be Computed** field select who (i.e., computer or school) calculates the semester averages. For the Grade Computation and Credit Assignment utility, the field must be set to Computer if you are using the Grade Computation and Credit Assignment utility.
- Select **Include Exam in Semester Average** to include the semester exam grade when computing the semester average. The field is used by the Grade Computation and Credit Assignment utility. **If you give exams at the elementary campus for any grade level listed in the Elementary Table, you must select this field.**

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

Elementary exam weighting is entered on the Elementary table on the Elem Grade tab. This is covered in step 10 of this document.

- Select **Exam Weight Equal** if the semester exam should be weighted equally with the cycle grades when the system computes semester averages. The field is used by the Grade Computation and Credit Assignment utility.
- In the **Total Weight** field, type the total weight. The field is two digits.
 - The **Total Weight** and **Exam Weight** fields are used together to indicate the percentage the semester exam should count toward the total semester grade. The **Total Weight** field is used by the Grade Computation and Credit Assignment utility.
 - The **Total Weight** field is used only if all of the following are true:
 - The **How will Avg be Computed** field is set to Computer.
 - The **Include Exam in Semester Average** field is selected.
 - The **Exam Weight Equal** field is blank.
- In the **Exam Weight** field, type the exam weight. The field is one digit.
 - This number, divided by the total weight, indicates the percentage the semester exam should count toward the total semester grade. The **Exam Weight** field is used by the Grade Computation and Credit Assignment utility.
 - The **Exam Weight** field is used only if all of the following are true:
 - The **How will Avg be Computed** field is set to Computer.
 - The **Include Exam in Semester Average** field is selected.
 - The **Exam Weight Equal** field is blank.

Commonly Used Semester Exam Percentage Examples:

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

- Select **Allow Recomputation** if records are updated when you run the Grade Computation and Credit Assignment utility.

ASCENDER TeacherPortal End of Semester 1 Checklist - Elementary & Secondary

- If the field is selected, all grades and credits are recalculated according to the settings of the **Compute Sem Avg**, **Compute Final Grades**, and **Award Credits** fields when running the *Grade Computation and Credit Assignment* or *Grade Computation-Elementary* utility.
- If the field is not selected, only students with blank semester grades, blank final grades, or blank or zero credits are updated depending on the options selected when running the grade computation utilities.
- Select **Blank out Semester/Final on Grade Change** to clear the **Sem** and **Final** grades on the **Grade Reporting > Maintenance > Student Individual Maint > Grd Update** upon saving when a cycle or exam grade is changed. When manually updating Sem and Final grade fields, you must first save the cycle or exam grade change to prevent them from being cleared by the initial save.

The **Sem** and **Final** grades will be populated next time the *Grade Computation and Credit Assignment* utility is run.

- Select **Remove Credit on Grade Change** to clear the **Credit** field on Grade Reporting > Maintenance > Student > Individual Maint > Grd Update upon saving when a cycle or exam grade is changed. When manually updating **Credit** field, you must first save the cycle or exam grade change to prevent the field from being cleared by the initial save.

The **Credit** field will be populated next time the Grade Computation and Credit Assignment utility is run.

- Select **Don't Allow Credit If Failed Last Sem** if students who failed the last semester of a course will not receive credit. If selected, and a student fails the last semester of a course, the student will not receive credit for the course. This field overrides courses set up to allow partial credit.

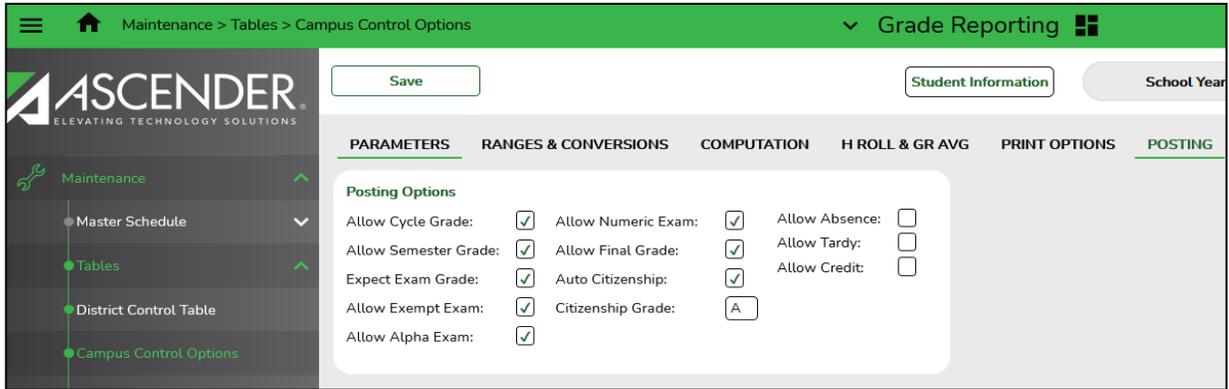
For the Grade Computation and Credit Assignment utility, the field is considered only if the **Grading Concept** field is set to *Semester*. It is not used with the *Final* or *Sem/Final* grading concepts.

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

Each Campus

7. Verify Settings on the Campus Control Options Posting tab for your campus.

- Access **Grade Reporting > Maintenance > Tables > Campus Control Options > Posting tab**.
- Verify settings on the Posting tab are appropriate for the campus.



- Select **Allow Cycle Grade** to post cycle grades from TeacherPortal. This field must be selected for elementary campuses that want to include the exam grade in the semester average and display the Exam column in TeacherPortal.
- The **Allow Semester Grade** box must be selected to post a semester grades from TeacherPortal, and must be selected for elementary campuses that want to include the exam grade in the semester average and display the Exam column in TeacherPortal.
- The **Expect Exam Grade** should be selected if exam grades should be expected from TeacherPortal. If selected, an error message is displayed if no exam grades are found. If the field is blank, an error message is not displayed because no exam grades are expected. If any grade level on the **Grade Reporting > Maintenance > Table > Elementary > Grade Level tab** will take exams, this field must be checked.
- **Allow Exempt Exam** – Select this field if X is a valid grade for the semester exam for students who are exempt from taking the exam. It also allows X to be accepted from TeacherPortal. The field is used by the Grade Computation and Credit Assignment utility to calculate semester grades.

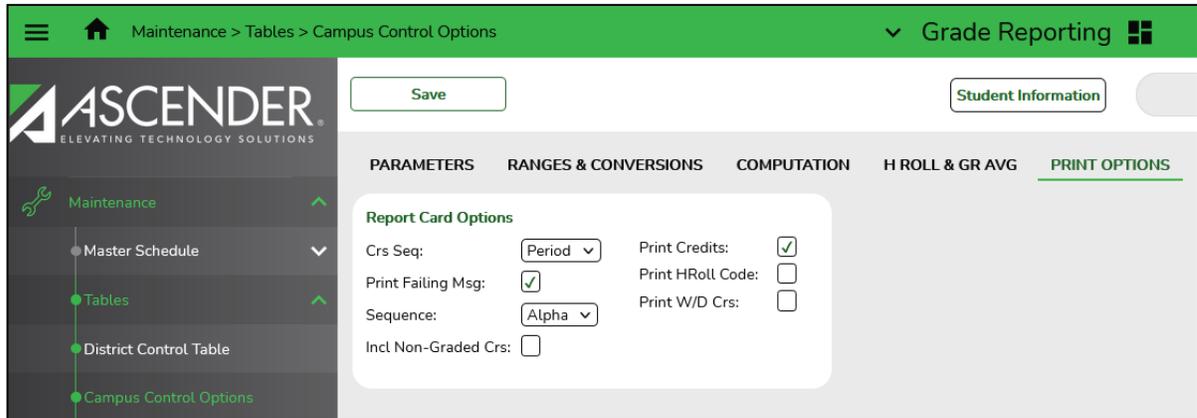
For elementary grade reporting, if this field is not selected and a student has X for an exam grades, an error is generated when you run the ASCENDER Grade Reporting Utility Grade Posting from ASCENDER TeacherPortal.

- Select **Allow Alpha Exam** if alpha semester exam grades can be posted from TeacherPortal.
- Select **Allow Numeric Exam** if numeric semester exam grades can be posted from TeacherPortal.
- Allow **Final Grade** must be selected in order for the **Working Final Grade** column to be displayed on the **TeacherPortal > Cycle Grades** page.
- If you use **Auto Citizenship**, select the field if student with a blank citizenship grade will receive an auto grade. If selected, the Citizenship Grade field is required.
- Type the **Citizenship Grade** that will automatically be assigned to all students that have a blank citizenship field. Citizenship grades must be E, S, N, U or A, B, C, D, F. The teacher may change the auto citizenship grade for a student when verifying data on the grade book cycle grades page.
- Click **Save** to save the data.

Each Campus

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

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



- In the **Crs Seq** field, select the sequence in which courses are printed on report cards. Courses can be listed by course or by period.
- Select **Print Failing Msg** if you want to print report card messages for students who are failing one or more courses.

This field works with the **Code** field on Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages and the **Msg Nbr** field on Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary.

If **Print Failing Msg** is selected, and a student has a grade of 69 or lower in the cycle specified for the report card being printed, the failing message prints on the report card. The failing message only prints for students with a failing grade for the cycle being printed.

- In the **Sequence** field select the sequence in which report cards are printed.
- Select **Incl Non-Graded Crs** if you want to include non-graded courses on report cards.
- Select **Print Credits** if you want to print academic credits on report cards.
- Select **Print HRoll Code** if you want honor roll codes to print next to courses on report cards.

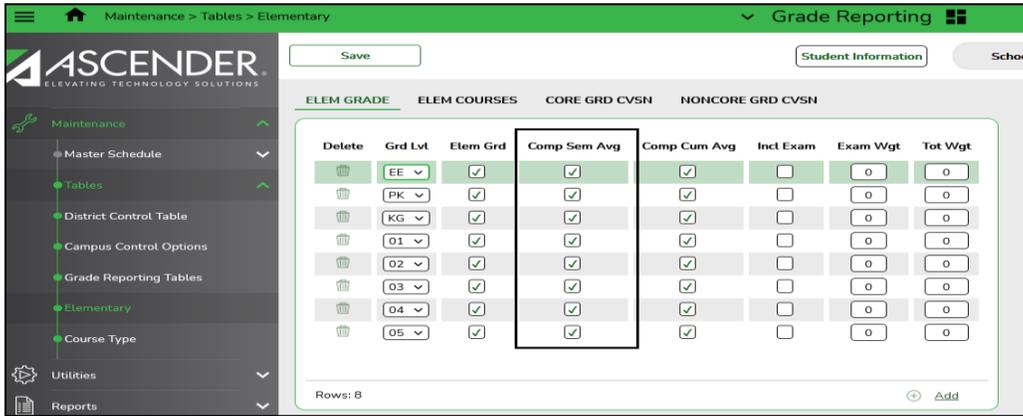
Note: Print HRoll Code is used with a grade point honor roll. Most districts use straight A/B Honor Roll. If you use a straight A/B Honor Roll it is not necessary to select this field.

- Select **Print W/D Crs** if you want withdrawn courses to print on report cards or grading labels.
- Select the Report Card Options and click **Save** to save any changes.

Elementary

9. **Check the Elementary Grade tables.** For grade levels set up on the elementary table, the system will check these options for decisions regarding semester grade and final grade calculations.

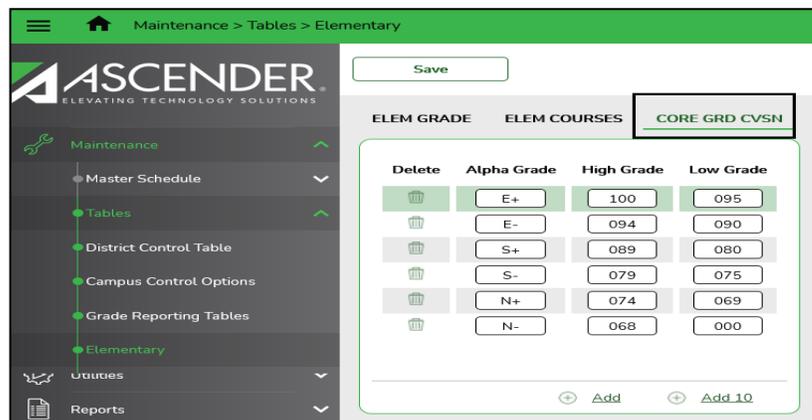
Access **Grade Reporting > Maintenance > Tables > Elementary > Elem Grade tab.**



- The elementary grade levels with a check mark in the **Elem Grd** field will be included in elementary grade reporting. Grade levels without a check mark in the **Elem Grd** field will be excluded from elementary grade reporting.
- If the grade level will have a semester average posted from TeacherPortal, select the **Comp Sem Avg** field.

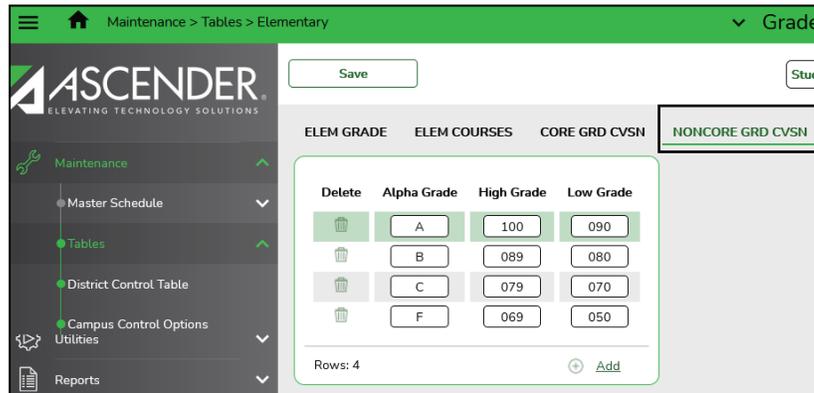
NOTE: If you will be posting alpha grades for any elementary (credit level E) courses make sure the Core Grd Cvsn and Noncore Grd Cvsn tables have been set up. Elementary courses that are considered as Core Courses must be coded as such on the **ASCENDER Grade Reporting > Maintenance > Master Schedule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

- Access **Grade Reporting > Maintenance > Tables > Elementary > Core Grd Cvsn**
 - This tab allows you to set up core course alpha grades with their equivalent numeric grades. The table is used to convert all grades (including exam grades) posted to core courses.
 - The value for High Grade is used when computing grade averages.



- The alpha grades in this table cannot be the same as the grades on the **noncore grade conversion table.**

- Access **Grade Reporting > Maintenance > Tables > Elementary > Core Grd Cvsn**
 - This tab allows you to set up non-core course alpha grades with their equivalent numeric grades. The table is used to convert all grades (including exam grades) posted to non-core courses.

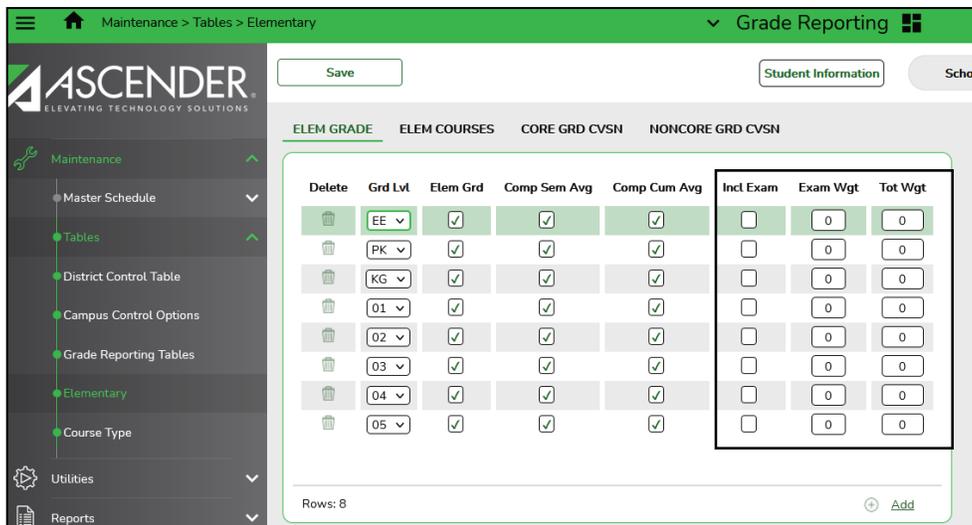


- The alpha grades in the table cannot be the same as the grades on the **core grade conversion table**.
- The application averages grades based on their numerical values, not the median value of the letter grade.

Elementary

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

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



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

ASCENDER TeacherPortal End of Semester 1 Checklist - Elementary & Secondary

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

The screenshot shows the 'Campus Control Options' page in the ASCENDER TeacherPortal. The 'COMPUTATION' tab is active. The 'Include Exam in Semester Average' checkbox is highlighted with a red box. Other visible options include 'Grading Concept' (Semester), 'How will Avg be Computed?' (Computer), 'Exam Weight Equal' (checkbox), 'Total Weight' (000), 'Exam Weight' (00), 'Allow Recomputation' (checkbox), 'Blank out Semester/Final on Grade Change' (checked), and 'Remove Credit on Grade Change' (checked).

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

Elementary

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

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

Each Campus

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

The narratives will print on a separate page of the Secondary Report Cards (2 Semester) (SGR1300), and Elementary Report Cards (SGR1400) for students who have at least one comment for the selected semester.

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

The screenshot shows the 'TeacherPortal Options' page in the ASCENDER TeacherPortal. The 'Options' tab is active. The 'Use Report Card Narrative' checkbox is highlighted with a red box. Other visible options include 'Type of Posting' (Both), 'Open for Grade Posting' (Close), 'Allow Semester Override' (checked), 'Allow Prior Days Posting' (checkbox), 'Allow New Categories' (checkbox), 'Allow Grade Modification to Prior Cycle' (checkbox), 'Allow Discipline Referrals' (checked), 'Use Elementary Skills-based Report Card' (checkbox), and 'Allow Assignment Rubrics' (checked).

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



Please see **WARNING** message at the bottom of page 2 of this document before proceeding.

Each Campus

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

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

Campus-wide Message:

File Edit Insert View Format

Font Family 18pt A A B I U S x₂ x² [List Icons] [Link Icon]

[Navigation Icons] [Image Icon] [Quote Icon] Heading 1 [List Icons] [Print Icon]

TEACHERS:

End of Semester 1 Grades are due before you leave for the break.

Run the Blank/Missing Grades Report to check for any blank, missing, or incomplete assignments.

The campus expects an exam grade. There should be an X entered in the Exam column on the Cycle/Semester Grades page for every student that is exempt from taking an exam. If a student is not exempt from taking an exam for your class, please enter the grade.

Run the Missing Exam Grades report and review it carefully. Use the report to locate students that are missing a grade or an X in the Exam column.

Review your Cycle Grades page data carefully before you mark the course Ready to Post.

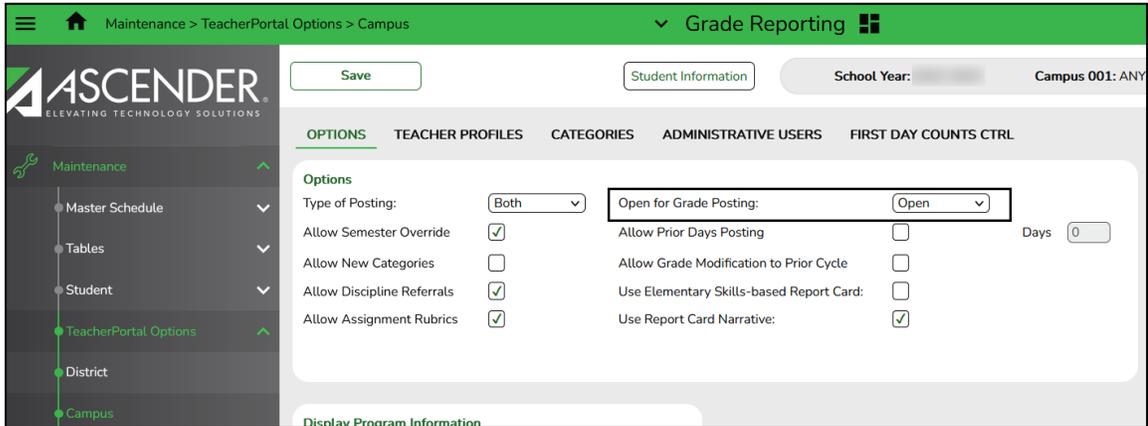
Words: 108

- Scroll to the bottom of the screen to enter a campus-wide message.
- Click **Save** to save the data.

Each Campus

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

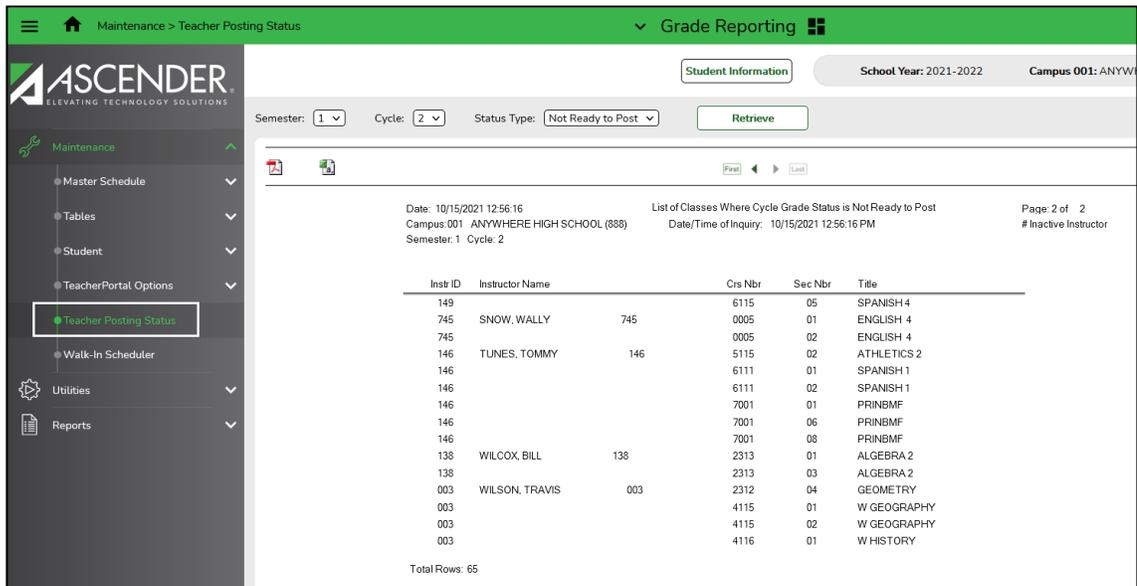
- Access **Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options** tab.
- Click **Save** to save the change.



Each Campus

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

- Access **Grade Reporting > Maintenance > Teacher Posting Status.**

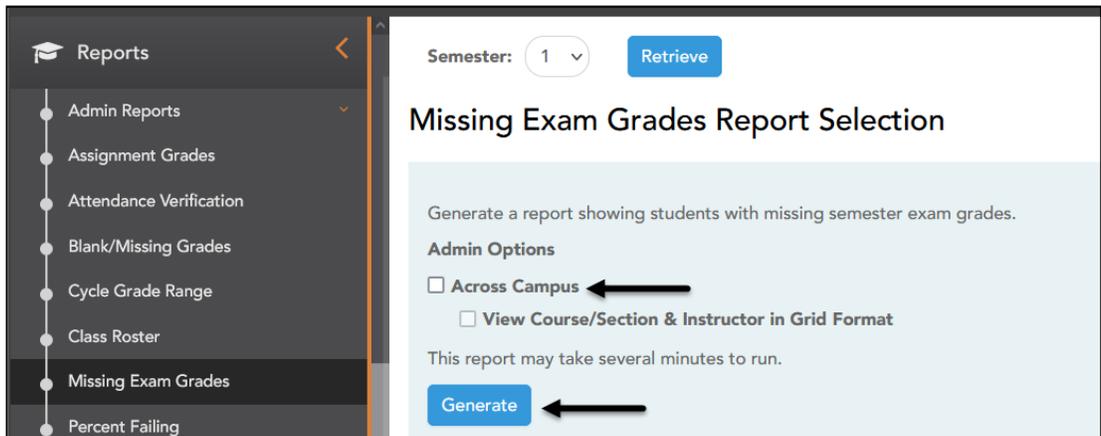


- Set the **Status Type** to 'Not Ready to Post' the system will generate a report of teachers and their course sections that have not been marked as 'Ready to Post' in TeacherPortal.
- You may run this report as many times as you need. The report should be blank or you should know why a teacher/course is still listed on the report.

Each Campus

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

- Access **TeacherPortal with an administrative login > Reports > Missing Exam Grades.**
 - Under **Admin Options**, select **Across Campus.**
 - Click the **Generate** button.
 - If any student names display on the report, print the report and contact each teacher and have them go back to the **Grade > Cycle Grades** page in their grade book and update the Exam column with the appropriate grade for the course or if the student was exempt from taking the exam, an X will be entered in the exam column.



NOTE: The **Run Group Report** option must be selected on the **ASCENDER Grade Reporting > Maintenance > TeacherPortal Options > District or Campus > Administrative Users** tab in order for the TeacherPortal administrator to run the report for the campus.

Multi Campus User:	<input type="checkbox"/>
Run Group Report:	<input checked="" type="checkbox"/> ←
Name:	BREWER, KERRY
User Name:	kbrewer
Staff ID:	759516151
Status:	Active Change Status
Type of User:	Maintenance ▾

Each
Campus

17. **TeacherPortal Admin Reports to Run (Optional).** The following reports may be run prior to posting grades to student grade course records to check for missing cycle averages or blank, missing or incomplete grades.
- **TeacherPortal Reports > Admin Reports > Blank/Missing Grades by Grade Level.** This report lists blank, missing, and incomplete assignment grades according to options entered on the report selection page.
 - **TeacherPortal Reports > Admin Reports > Missing Averages Report.** This campus report lists teachers who have students with no working cycle average. You can run the report with or without listing students who are missing averages. The data is sorted by teacher, course, and section, and includes the total number of students who do not have averages, and the teacher's course-section.

Each
Campus

18. **Run ASCENDER Grade Reporting Report SGR1000 – Blank, Failing and Incomplete Grades.** Run this report to check for **BLANK Cycle Averages for each previous cycle.** Enter the missing cycle grades on the **Grd Update** tab in **Grade Reporting > Maintenance > Student Individual** before posting current cycle grades from TeacherPortal, otherwise the semester average will not post to the student's record for semester 1 from TeacherPortal.

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

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

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

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

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

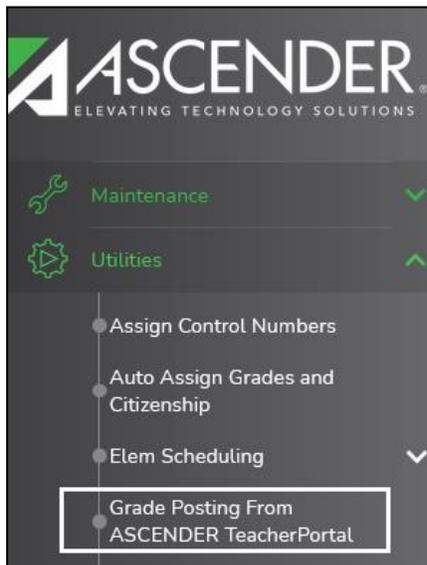
Each Campus

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

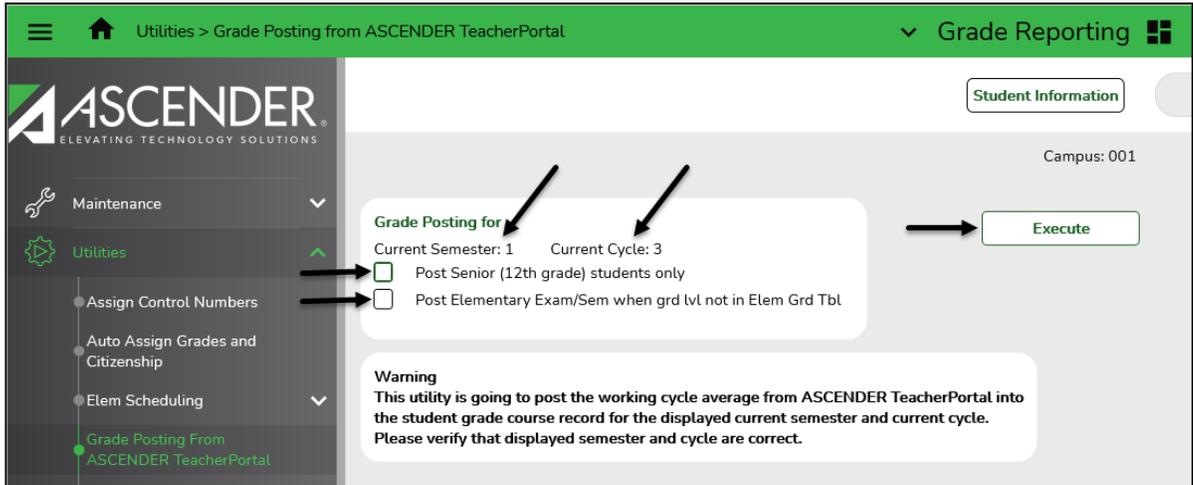
If exams grades are expected at the campus for any grade level, ask your teachers to run the Missing Exam Grades report in TeacherPortal to make sure they have no blank exam grade fields regardless if the teacher gives an exam or not. If the exam field is blank and the campus expects an exam grade the semester average will not post to the student's record. A TeacherPortal administrator can also run the Missing Exam Grades report across the campus as long as the administrator has the rights to Run Group Reports.

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

- Access **Grade Reporting > Utilities > Grade Posting from ASCENDER TeacherPortal.**



- Verify the **Current Semester** and **Current Cycle**.



Secondary • Select **Post Senior (12th grade) students only** if you want to run the utility to post cycle and semester grades for seniors only. This will allow teachers to continue to update grades and mark courses ready to post for 9th, 10th, and 11th grade students at a later date. **This is optional.**

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

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

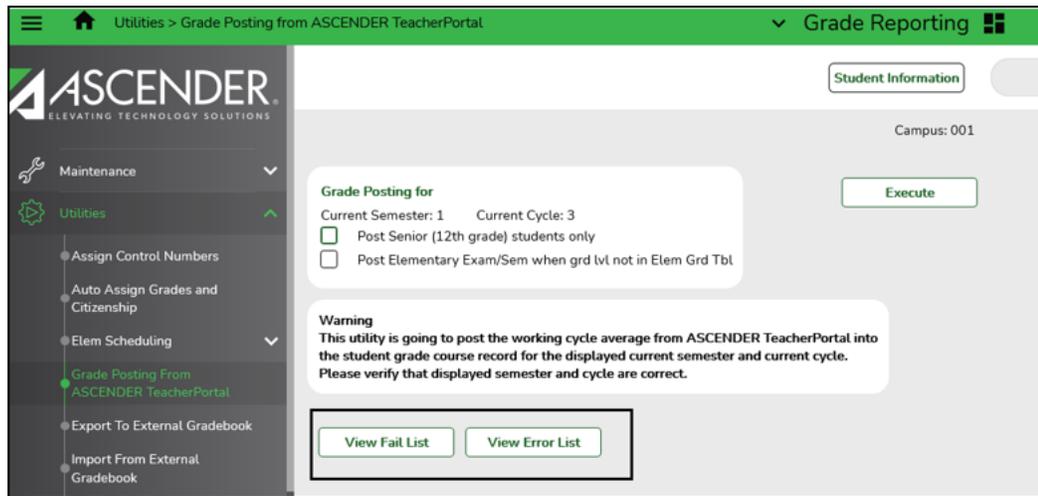
- If the course credit level is E, the program determines if the student's grade level is in the elementary grade table.
- If the grade level is in the elementary grade table, the data will post as elementary and use the Comp Sem Avg and Incl Exam fields on the **Maintenance > Tables > Elementary > Elem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

- Click **Execute**.

Each Campus

20. **View Errors and Make Corrections as needed.** Print any error or failure reports that may have generated after running the utility to post grades from TeacherPortal. The reports **will not** be available to view or print after you leave the page.

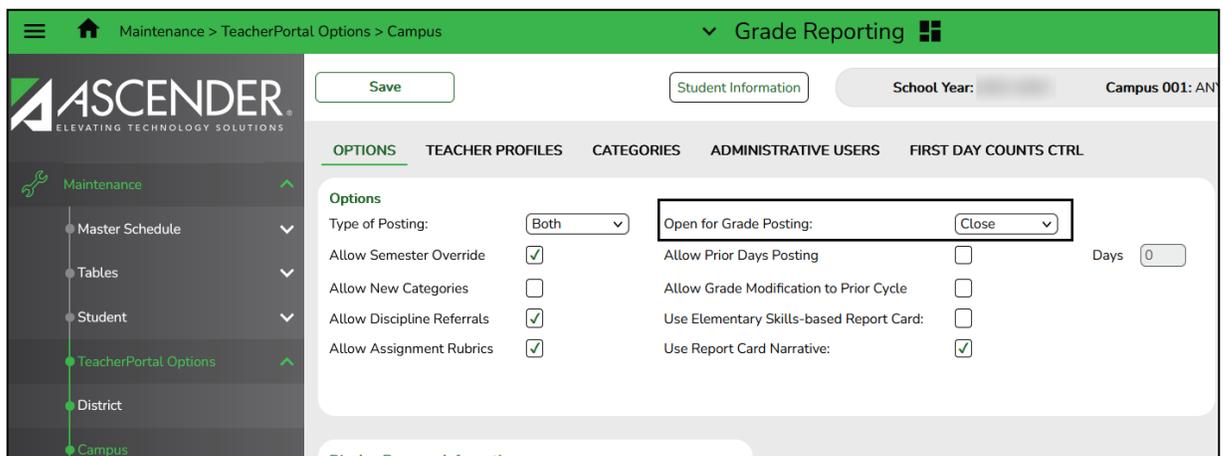
- Grade corrections can be made by group maintenance or individual student maintenance:
 - Access **Grade Reporting > Maintenance > Student > Group Maintenance > Post Grades** tab for corrections for a *class of students*.
 - Access **Grade Reporting > Maintenance > Student > Individual Maintenance > Grd Update** tab to make corrections for an *individual student*.
 - Click **Save** to save changes to the data.



Each Campus

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

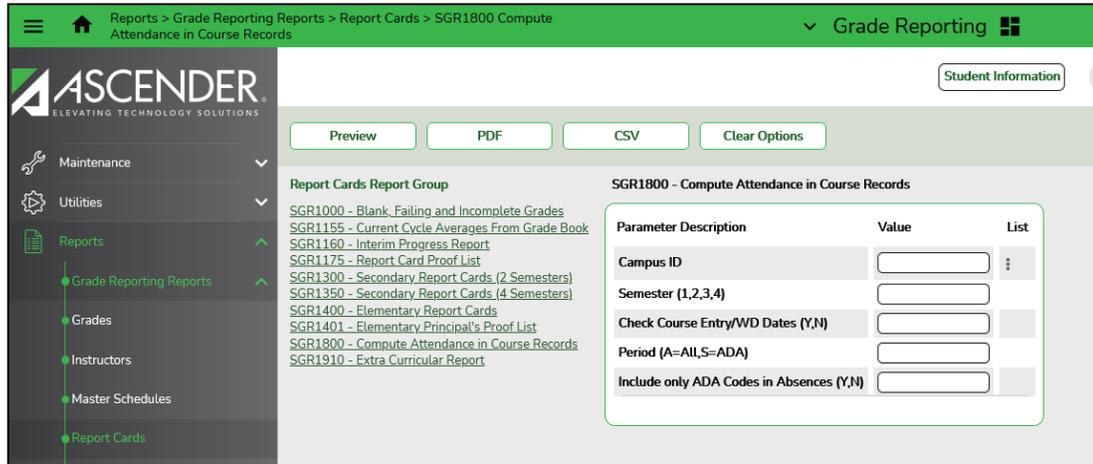
- Access **Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options** tab.
- Click **Save** to save the data.



Secondary

22. **Compute Attendance in Student Grade Course Records.** This will allow the student's attendance to print on report cards if required by your campus. (SGR1300)

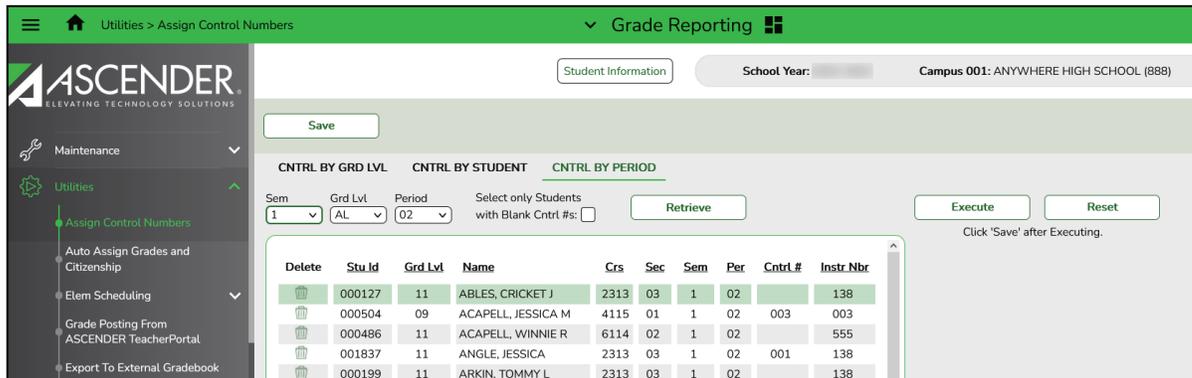
- Access **Grade Reporting > Reports > Report Cards > SGR1800 Compute Attendance in Course Records.**
- Complete the Report Parameters and click **Run Preview.**



Each Campus

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

- Access **Grade Reporting > Utilities > Assign Control Numbers**



- Select the way in which you want to assign control numbers. (**Cntrl by Period** is displayed above).
- Select the appropriate semester, Grade Level, and Period. Click **Retrieve**, and then click **Execute**.
- Click **Save** to save the data.

Secondary

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

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

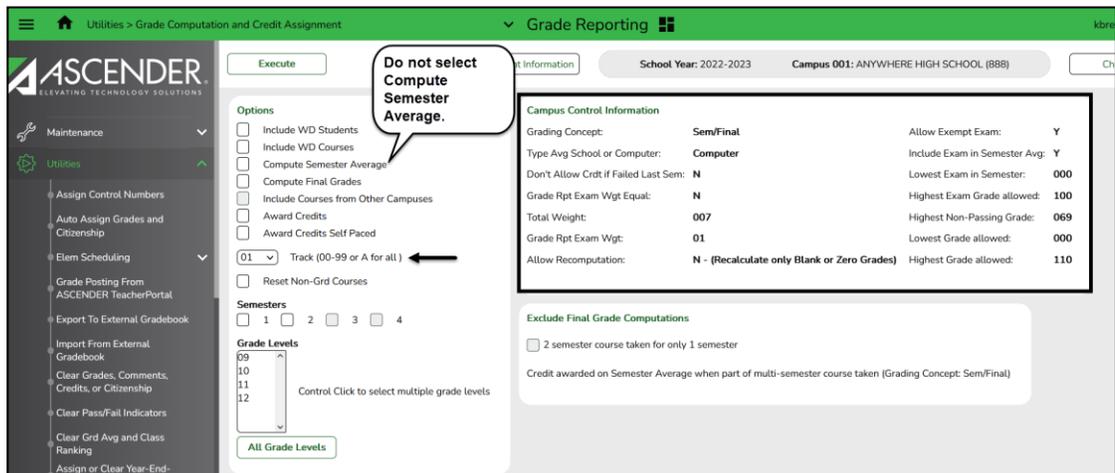
Date Run: 10/23/2022 5:41 PM		District Master List (Grade Reporting)		Program ID: SGR0050																		
Cnty-Dist: 888-888		ANYWHERE ISD 888		Page: 1 of 6																		
Sch Year: 2023																						
Course Number	Title	Abbrev Name	Sif Pcd	Nbr Sem	Exm Sem	Prd Ctr	Core Crs	ELA Wgt	Auto Grade	Cr Lvl	Prtl Crdt	Credit	Crtd Seq	Grd Crs	Gender	HR Cd	HR Tbl	HR Wgt	GA Tbl	GA Wgt	Service ID	Service ID Description
0001	CHOIR 3	CHOIR 3	N	2	1	2				H	Y	1.0	4	Y		R	1	R	1	03150900	MUS1CHOR	
0002	ENGLISH 1	ENG 1	N	2	1	2				H	Y	1.0	4	Y		R	1	R	1	03220100	ENG 1	
0003	ENGLISH 2	ENG 2	N	2	1	2	L			H	Y	1.0	4	Y		R	1	A	1	03220200	ENG 2	
0004	ENGLISH 3	ENG 3	N	2	1	2				H	Y	1.0	4	Y		R	1	H	1	03220300	ENG 3	
0005	ENGLISH 4	ENG 4	N	2	1	2				H	Y	1.0	4	Y		R	1	R	1	03220400	ENG 4	

Secondary

25. Compute Final Averages and Award Credit for the End of Semester 1.

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

- **Perform Grade Computation and Credit Assignment**
 - Access **Grade Reporting > Utilities > Grade Computation and Credit Assignment**
 - Check the display of Campus Control Information for accuracy. If you need to make changes to the table access **Grade Reporting > Maintenance > Campus Control Options > Computation.**



ASCENDER TeacherPortal End of Semester 1 Checklist - Elementary & Secondary

- Select **Include Withdrawn Students** to include withdrawn students in the process. This utility does not consider the withdrawal date, only if the student is withdrawn. If selected, and if Include Withdrawn Courses is not selected, withdrawn courses are computed only if they match the withdrawn student's withdrawal date.
- Select **Include Withdrawn Courses** to include withdrawn courses in the process.
- **Compute Semester Average**, leave this field blank, TeacherPortal will post the semester average when all cycle grades are present for the semester.
- Select **Compute Final Grades** to calculate final grades. If selected, the fields under **Exclude Final Grade Computations** are enabled.
- Select **Award Credits** to award credits.
- Select **Award Credits Self Paced** if you want to award credits to self-paced courses. If the field is selected, credits are assigned if the course has a semester grade.
- In the **Track** field, you may select a single track or select A to calculate grades and assign credits for all tracks. **The field is required.**
- Select **Reset Non-Graded Courses** to reset non-graded courses. If the field is selected, and a course with grades assigned is changed to a non-graded course, the grades are deleted in ASCENDER only, not in TeacherPortal.
- Under **Semesters**, select the semesters to be updated. It is important to select all semesters that should be updated, since semesters are considered when awarding grades or credits. You must select at least one semester.
- **Grade Levels**, select one or more specific grade levels to be updated. Or, click **All Grade Levels** to update all grade levels.
- The **Exclude Final Grade Computations** options are enabled only if **Compute Final Grades** is selected.
 - The options only apply to courses that were not taken for all semesters of the course.
 - If any options (exclusions) are selected, a list of the students and courses excluded from final grade computation is produced.
 - If no courses qualify for exclusion, a message is displayed indicating that no courses were found to exclude from final grade computation.
- Click **Execute**. A progress bar displays the progress of the student IDs being processed.
- If errors are encountered, errors and warnings will be displayed in the error listing at the bottom of the page. Print and review the errors, make corrections where necessary and rerun the utility.
- **Print Partial**, if any course was not taken for all semesters of the course, but was included in final grade computation, you can print a list of students who only took part of the course.

Warning: If Compute Sem Avg is selected and Allow Recomputation in Grade Reporting > Maintenance > Campus Options > Computation tab is selected, and the campus is using TeacherPortal, a message is displayed, and the process is stopped. You will need to clear either Compute Sem Avg or Allow Recomputation.

Secondary

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

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

Detail	Course	Sec	Title	Self Pcd	Cyc1	Cyc2	Cyc3	Exam	Sem	Final	Crdt	Citz 1	Citz 2	Citz 3
	0005	01	ENGLISH 4	<input type="checkbox"/>	087	098	088	085	090		NC	A	A	
	1214	01	BAND 4	<input type="checkbox"/>	100	100	085	084	093		0.5	A	A	
	3317	01	PHYSICS	<input type="checkbox"/>	093	088	090	077	088		0.5	A	A	
	4113	01	GOVERNMENT	<input type="checkbox"/>	080	092	095	078	087	087	0.5	A	A	
	6115	05	SPANISH 4	<input type="checkbox"/>	088	081	096	099	090		0.5	A	A	
	7001	01	PRINBMF	<input type="checkbox"/>	092	082	099	095	092		0.5	A	A	
	7113	03	MONEY MATTERS	<input type="checkbox"/>	080	081	097	096	087		0.5	B	A	

- Enter **NC** in the Crdt field. You do not need to enter the (.) period, it is already in the field.
- Click **Save** to save the data.

Each Campus

27. **Print Report Cards** for the appropriate Semester and Cycle.

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

Elementary

Report Cards – Elementary

- SGR1400 – Elementary Report Cards
- SGR1300 - Secondary 8 ½ x 11 Report Card (2 Semester). This report card will be run for elementary grade levels not included on the Elementary Grade Table.

Secondary

Report Cards - Secondary

- SGR1300 – Secondary 8 1/2 by 11 Secondary Report Cards (2 Semester)
- Complete the Report Parameters screen and click **Run Preview.**

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

Elementary

28. Print Elementary Skills-Based Report Cards, if used at the Campus.**Teachers:**

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

TeacherPortal Administrative Users:

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

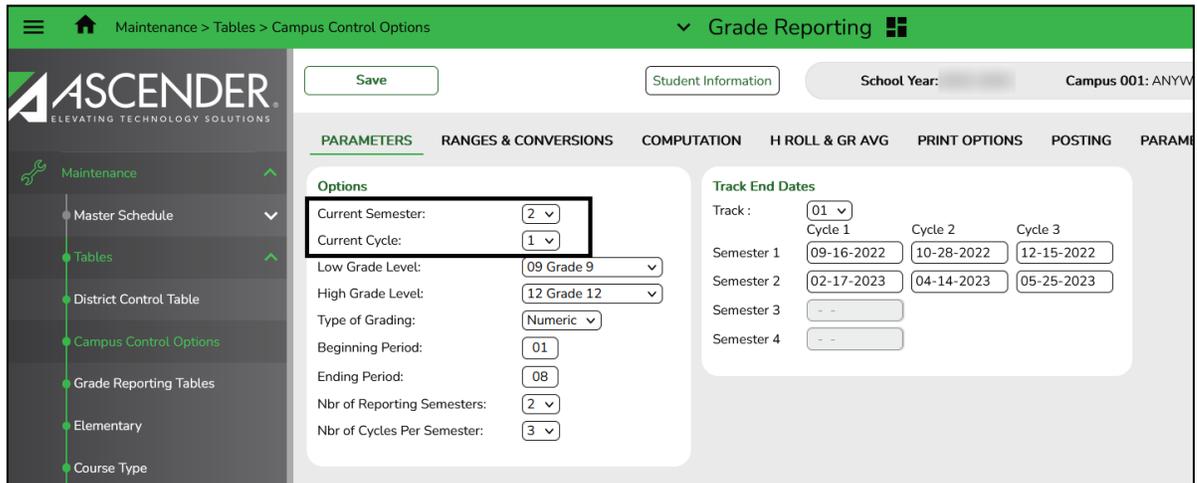
To print the Elementary Skills-Based Report Card as an Administrator for the Campus, do the following:

1. From the **Admin menu**, select **Elementary Report Cards**, and then select **Print Elementary Report Cards for Campus**. The Print Elementary Report Cards for Campus page is displayed allowing you to select the report card type you want to print.
2. In the **Semester** field, click ▼ to select the semester for which you want to print report cards.
3. In the **Cycle** field, click ▼ to select the cycle for which you want to print report cards.
4. In the **Report Card** field, click ▼ to select the particular report card type you want to print.
5. Select **Include Report Cards with no Grades** if you want to include report cards for which there are no grades. Otherwise, report cards with no grades are not printed.
6. In the optional **Report Card Note** field, you can enter a note that will be displayed on all report cards selected for printing. If entered, it will appear on the report card above the **Teacher Notes** section.
7. Select **Print a Blank Page Between Teachers** to insert a blank page between each teacher. Note that if **Double-Sided Printing** is selected, the program will insert two blank pages between each teacher.
8. Select **Double-Sided Printing** if you will use double-sided printing. Note that you must adjust your printer to do double-sided printing. If this field is selected, and you selected **Print a Blank Page Between Teachers**, the program will generate two blank pages between teachers.
9. The **Blank Page Between Students** field only appears if you selected **Double Sided Printing**, select this field to print a blank page between students.
10. Click **Print selected student report cards**. The report cards will be displayed on the screen.
11. Click on the **Print** button at the top of the screen to print the report cards.

Each Campus

29. Update the Current Semester and Current Cycle on the Campus Control Options Parameters tab.

- Access **Grade Reporting > Maintenance > Tables > Campus Control Option Options** tab.
- Use the drop-down to change the **Current Semester** and **Current Cycle** fields to the next grading cycle.
- Click **Save** to save the data.



Each Campus

30. Print other Grade Reporting Reports as needed.

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

- Optional End of Cycle Reports**
- SGR0280 Grade Distribution Report**
 - SGR0900 Class Rolls (Student Grade Information)**
 - SGR1000 Blank, Failing, and Incomplete Grades**
 - SGR1175 Report Card Proof List**
 - SGR1401 Elementary Principal's Proof List**
 - SGR1910 Extra Curricular Report**
 - SGR2001 A/B Honor Roll**
 - SGR4500 TeacherPortal Assignment Audit Report**

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

Secondary

31. **REMINDER: Running Grade Averaging and Class Rank at Mid-Term.** Most high schools will run the grade averaging and class ranking at mid-term for semester 1 grades. **Please refer to your district's policy on grade averaging and class ranking procedures.**

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

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

ATTENDANCE REMINDERS!!

Each Campus

32. **Are teacher attendance postings being monitored on a daily basis?**

- Please make sure someone is accessing the Unposted Absences option in ASCENDER **Attendance > Maintenance > TeacherPortal Options > Unposted Absences.**
- The Unposted Absences Report should be run every day for every period teachers should be posting attendance at the campus. If teachers are listed on the report they should be contacted and reminded to post their attendance in TeacherPortal.

Each Campus

33. **Are Auditable Attendance Reports being printed?**

- You should have an Attendance Systems Procedures Manual that outlines your district's timeline for running attendance audit reports.
- **Section 2 - Audit Requirements** of the Student Attendance Accounting Handbook should be referenced for full details for Audit Requirements.
- ASCENDER attendance reports are located in **ASCENDER Attendance > Reports.**

Auditable Attendance Report

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

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

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

Note: Leave the **From Date** blank to select the first day of school.

Leave the **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.

ASCENDER TeacherPortal End of Semester 1 Checklist Summary

Which Campus	Step #	Description
Each Campus	1	Update the Campus Report Card Comments
Each Campus	2	Update the Campus Report Card Messages
Each Campus	3	Allow Semester Average Override in TeacherPortal (Optional)
Each Campus	4	Verify settings on the Campus Control Options Parameters tab
Each Campus	5	Verify settings on the Campus Control Options Ranges and Conversions tab
Each Campus	6	Verify settings on the Campus Control Options Computation tab
Each Campus	7	Verify settings on the Campus Control Options Posting tab
Each Campus	8	Verify settings on the Campus Control Options Print Options tab
Elementary	9	Check the Elementary Grade tables
Elementary	10	Exams for Elementary Grade Levels (Optional)
Elementary	11	Reading Levels for English Language Arts Courses (Optional)
Each Campus	12	Use Report Card Narrative (Optional)
Each Campus	13	Set Deadlines for Teachers
Each Campus	14	Open TeacherPortal for Posting
Each Campus	15	Check the Teacher Posting Status Report
Each Campus	16	TeacherPortal Administrator will Run the Missing Exam Grade Report from TeacherPortal
Each Campus	17	TeacherPortal Admin Reports to Run (Optional)
Each Campus	18	Run ASCENDER Grade Reporting Report SGR1000 – Blank, Failing, and Incomplete Grades
Each Campus	19	Post Grades to Student Grade Course Records
Each Campus	20	View Errors and Make Corrections as needed
Each Campus	21	Close TeacherPortal for Posting
Secondary	22	Compute Attendance to Student Grade Course Records
Each Campus	23	Assign Control Numbers if needed
Secondary	24	Verify Credit, Partial Credit, Credit Level, and the Credit Sequence for each course for accuracy
Secondary	25	Compute Final Grades and Award Credit at the End of the Semester
Secondary	26	Mark NC (no credit) for Excessive Absences at the End of the Semester
Each Campus	27	Print Report Cards
Elementary	28	Print Elementary Skills-Based Report Cards, if used at the Campus
Each Campus	29	Update the Current Semester & Current Cycle fields on the Campus Control Options Parameters tab
Each Campus	30	Print other Grade Reporting Reports as needed
Secondary	31	REMINDER: Running Grade Averaging and Class Rank at Mid-Term
Each Campus	32	REMINDER: Are teacher’s attendance postings being monitored on a daily basis?
Each Campus	33	REMINDER: Are Auditable Attendance Reports being printed?

NOTES: