

ASCENDER TeacherPortal Administrator Guide: Administrator Reports

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TeacherPortal Administrator Guide

Reports

Reports > Assignment Grades Last Updated

Reports > Assignment Grades Last Updated

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 the last date and time each teacher saved assignment grades in TeacherPortal, sorted by teacher, course, and section.

NOTE: 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. For more information, click here.

Assignment Grades Last Updated Report								
Viewing: Se	mester 2, Cycle 2, As	s of Date 05/13/2020						
Generated: We	ednesday, May 13, 20	020 11:14 AM						
Campus: 00	1							
* if c	over 3 days							
Instructor	r : (204) BR	RATTON , BE	ERTHA N	ARIE				
Course Section	Course Name	First Updated	Last Upda	ted	Last Updated By	Total Students	Students Wit	h Grades
(2101-31)	GEOMETRY	03/24/2020 10:32:15	AM 03/24/202	0 10:32:15 AM *	david07	18	1	
(2101-33)	GEOMETRY		*			15	0	
(2101-35)	GEOMETRY		*			18	0	
(2101-36)	GEOMETRY		*			10	0	
(2101-37)	GEOMETRY		*			22	0	
(2111-34)	GEOMETRY PAP		*			20	0	
(2111-38)	GEOMETRY PAP		*			25	0	
Instructor : (304) BROGDON , BEVERLY								
Course Section	Course Name	First Updated	Last Updated	Last Updated B	By Total Students	Students With	Grades	
(3001-32)	WORLD GEOGRA	РНҮ	*		22	0		
(3212-21)	ECONOMICS		*		24	0		
(3212-23)	ECONOMICS		*		27	0		
(3212-26)	ECONOMICS		*		19	0		
(3212-27)	ECONOMICS		*		22	0		

□ Specify report options:

Campus	Select the campus to print the report for.
Semester	he current semester is displayed. You can select a different semester.
Cycle	The current cycle is displayed. You can select a different cycle.
Days Since Last Updated	Indicate the time frame for the report data. The semester and cycle begin and end dates are displayed for your information.
As of Date	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.

Include All Teachers	If 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 not selected, the report only lists teachers who have not entered assignment grades during the specified time frame.
Include Withdrawn Students	Select to include withdrawn students in the student counts.

□ 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.

Reports > Final Grade Range

Reports > Final Grade Range

The report displays final grades that fall within a specified range according to options entered.

Semester	The current semester is displayed. You can select a different semester.
Cycle	The current cycle is displayed. You can select a different cycle.
Course-Section	Select the course-section for which to print the report. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.

□ Specify report options:

Under **Grade Selection Options**, select the range of grades to include in the report:

Grade Level	Specify the grade level to run the report for, or leave blank to run the report for all grade levels.
Show all Final Grades	Select to include all final grades. Blank and incomplete grades are excluded unless you select Show Blank Grades and/or Show Incomplete Grades .
Show all Final Grades between	Select to narrow the report to a specific range of grades, and type a maximum and minimum grade in the Maximum grade and Minimum grade fields.
	A note below the Maximum grade and Minimum grade fields indicates the highest failing final grade at the campus for your reference.
Show Blank Grades	Select to include blank grades on the report, regardless of the settings of the Maximum grade and Minimum grade fields.

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

□ Under Viewing Options:

View Student Names	Select to display the student names on the report. Otherwise, the names are not printed on the report, and students can only be identified by their student IDs. The student IDs are always displayed on the report.				
View Current or All	Select one:				
Course Section(s) Current Select to narrow grades to only course-sections for semester-cycle.					
	All	Select to print grades for all course-sections.			
View Current Cycle Grade	Ie This field is only displayed for standards-based courses.				

Under Admin Options:

These fields are only displayed if you are logged on as an administrative user.

Campus	Select to view grades course-section or for NOTE: If you are imp is displayed at the bo the message is remo View Course/Section & Instructor in Grid Format	s for all courses across the campus. Otherwise, grades are only displayed for the selected the impersonated teacher's courses. ersonating a teacher for whom no courses are defined, the message "No courses defined" ottom of the page, and the fields are disabled. However, once you select Across Campus , oved because it may not apply to all instructors at the campus, and the fields are enabled. This field is enabled when Across Campus is selected. If selected: If View Course/Section & Instructor in Grid Format is selected, the report data is displayed in a grid format, and the course-section and teacher are listed in grid columns. The grid can be sorted by student name, course-section, teacher name, or cycle grade. <i>Sample:</i>							
		Stu ID	Student Name	Period Course (Course Nbr-S (Room #)	Name ec)	Teacher	Grade	Citizensh	ip Comments
		If not selected: If View Course/Section & Instructor in Grid Format is not selected, the report data is grouped by course-section. The report is similar to the report for non-administrative users; however, the teacher is listed for each course-section. For non-administrative users, the teacher is listed once at the top of the report. <i>Sample:</i>							
		Period Course Name (Course Nbr-Sec) (Room #) Teacher Name							
		Stu II	D Studen	t Name	Grade	Citize	nsnip	Com	
		Perio Teach	d Course Nam Ier Name	ne (Course Nbr	-Sec) (Ro	oom #)			
		Stu II	D Studen	t Name	Grade	Citize	nship	Com	ments

□ 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.

Reports > Graded Assignment Count

Reports > Graded Assignment Count

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

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

IMPORTANT: The **Date Assigned** field on Settings > Manage 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 when generating this report, the assignment will not be included. However, if you do not specify a date range, assignments with blank **Date Assigned** fields will be included.

□ Specify report options:

Semester	The current semester is displayed. You can select a different semester.				
Cycle	The current cycle is displayed. You can select a different cycle.				
Use Date Select to specify a date range. You must select this field in order to use Assigned Date and To Date fields.					
	From DateEnter the beginning and ending dates. Both dates must be within th selected semester-cycle.				

ThresholdSelect the data you want to view, and enter the corresponding threshold number(s), up to two digits:Total Graded Assignments Per Course - View the total number of graded									
Total Graded Assignments Per Course - View the total number of graded	Select the data you want to view, and enter the corresponding threshold number(s), up to two digits:								
assignments for each of the instructor's courses.	<i>Total Graded Assignments Per Course</i> - View the total number of graded assignments for each of the instructor's courses.								
lessType the threshold number for the course. For example, type 10 tthana list of courses that have fewer than 10 graded assignments. Leadblank to view counts for all courses.	to view ave								
<i>Total Graded Assignments Per Category</i> - View the total number of graded assignments for each category within each course.									
less thanType the threshold number for the category. For example, type 8 a list of categories that have fewer than 8 graded assignments. Le blank to view counts for all categories.	to view eave								
Graded Assignment Threshold by Category - Specify a threshold for a speci category. For example, you can view a list of instructors who have fewer th graded assignments in the homework category. If selected, the Categorie s Teacher/Campus section appears.	Graded Assignment Threshold by Category - Specify a threshold for a specific category. For example, you can view a list of instructors who have fewer than five graded assignments in the homework category. If selected, the Categories for								
Categories for Teachers/CampusA list of categories for the instructor or campus displayed depending on your selection in the R Report for field.	A list of categories for the instructor or campus is displayed depending on your selection in the Run Report for field.								
Use For each category, selected to include the category report.	ect Use in the								
Graded Assignment Threshold - less than	nber for								
Run Report Select one:									
for Campus If selected, the report is generated for all teachers at the campus logged on to, and sorted by teacher name.	you are								
Teacher Select to run the report for a specific teacher at the campus you a logged on to.	are								
If selected, the Teacher Options section appears:									
If selected, the Teacher Options section appears: Show Students' Grade Count Select to view a breakdown of graded assignr by student. Otherwise, the total count is displ for the course or category.	nents ayed								
If selected, the Teacher Options section appears:Show Students' Grade CountSelect to view a breakdown of graded assign by student. Otherwise, the total count is displ for the course or category.TeacherSelect the teacher to run the report for	nents ayed								

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.

Reports > Missing Averages

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

This campus report lists teachers who have students with no working cycle average. You can run the report with or without listing the 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-sections.

Students in non-graded courses, and courses with zero max seats are not included.

□ Specify report options:

Semester	The current semester is displayed. You can select a different semester.
Cycle	The current cycle is displayed. You can select a different cycle.
Campus ID	If you are logged on with a district-level administrative ID, you can select another campus. Otherwise, you can only run the report for the campus displayed.
Show Self-Paced Courses	Select to include self-paced courses. If selected, students in both regular and self-paced courses are included. Otherwise, only students in regular courses are included.
Show Student Names & ID's	Select to include the list of students (name and student ID) in each course- section who are missing averages.

□ 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.

Reports > Teacher's Weighting Type

Reports > Teacher's Weighting Type

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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 all teachers who are using a weighting type that is not allowed by the campus. The report includes the teacher number, teacher name, the weighting type, and the coursesections using the disallowed weighting type.

□ Specify report options:

Campus	Select the campus to print the report for.
Semester	The current semester is displayed. You can select a different semester.
Allowed weighting types	The weighting type(s) allowed at the selected campus are listed.

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.

Reports > User Log

Reports > User Log Report

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

The User Log Report provides a district-level report of all TeacherPortal user actions according to your specified criteria.

User logging must be turned ON by unselecting the **Logging Off** option on *Admin > District Settings*.

□ Specify report options:

Primary Data Selection	Page	Select the TeacherPortal page to view user activity for, or select ALL to view activity for all pages.
Options	User	Select the user to view user activity for, or select <i>ALL</i> to view activity for all users in the district.
	lf you user fo	make a selection in both fields, the results will include user actions for the or the selected page only. You cannot select <i>ALL</i> for both fields.

Filtering Options	From To	To limit your search to a particular date range, type the beginning and ending dates.
	Limit data by a specific action - Action	To limit your search to a particular user action (e.g., save), select the action.
	Limit data by a keyword in the action detail - Action	(Optional) To further limit your search, type an action. This is a free-form search that will return any matches that occur in the Action Detail column in the TeacherPortal Log table, which is where all user actions are stored. For example, type a student ID to locate records referencing the student ID during a specified data range. 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.
Separate data by user session	Select to group the time stamp). Other Note that a user se data from a server. timeout occurs.	e report data by session (i.e., user ID or page, and then date- wise, the report data will be sorted by date-time stamp. ession is created each time you open a browser and request A user session ends when you close the browser or when a

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.

Reports > Semester Grade Range

Reports > Semester Grade Range

The report displays semester grades that fall within a specified range according to options entered.

□ Specify report options:

Semester	The current semester is displayed. You can select a different semester.
Cycle	The current cycle is displayed. You can select a different cycle.

Course-Section	Select the course-section for which to print the report. The drop down lists the
	two-digit period and course name. The course number and section number are
	in parentheses.

□ Under **Grade Selection Options**, select the range of grades to include in the report:

Grade Level	Specify the grade level to run the report for, or leave blank to run the report for all grade levels.
Show all Semester Grades	Select to include all semester grades. Blank and incomplete grades are excluded unless you select Show Blank Grades and/or Show Incomplete Grades .
Show all Semester Grades between	Select to narrow the report to a specific range of grades, and type a maximum and minimum grade in the Maximum grade and Minimum grade fields.
	indicates the highest failing semester grade at the campus for your reference.
Show Blank Grades	Select to include blank grades on the report, regardless of the settings of the Maximum grade and Minimum grade fields.
Show Incomplete Grades	Select to include incomplete grades on the report, regardless of the settings of the Maximum grade and Minimum grade fields.

Under Viewing Options:

View Student Names	Select to display the student names on the report. Otherwise, the names are not printed on the report, and students can only be identified by their student IDs. The student IDs are always displayed on the report.					
View Current or All	Select one:					
Course Section(s)	Current	Select to narrow grades to only course-sections for the current semester-cycle.				
	All Select to print grades for all course-sections.					
View Current Cycle Grade	This field	is only displayed for standards-based courses.				

□ Under **Admin Options**:

These fields are only displayed if you are logged on as an administrative user.

Across Campus	Select to view gra displayed for the s NOTE: If you are in message "No coun disabled. However it may not apply to View Course/Section & Instructor in Grid Format	Ides for all courses across the campus. Otherwise, grades are only selected course-section or for the impersonated teacher's courses. mpersonating a teacher for whom no courses are defined, the rses defined" is displayed at the bottom of the page, and the fields are r, once you select Across Campus , the message is removed because o all instructors at the campus, and the fields are enabled. This field is enabled when Across Campus is selected. If selected: If View Course/Section & Instructor in Grid Format is selected, the report data is displayed in a grid format, and the course-section and teacher are listed in grid columns. The grid can be sorted by student name, course-section, teacher name, or cycle grade.						
		Samı Stu ID	ole: Student Name	Period Course Name (Course Nbr-Sec) (Room #)	Teacher	Grade	Citizenship	Comments
		If not If Vie selec simila teach users <i>Samp</i>	ew Course ted, the rear to the r her is liste the teac ble:	e/Section & eport data is eport for non d for each co her is listed o	Instructor grouped k a-administ ourse-sectionce at th	or in G by cours rative u on. For e top of	rid Format se-section. Tl isers; howeve non-adminis f the report.	is not he report is er, the trative
		Perio Teac	od Course her Nam	e Name (Co e	urse Nbr	-Sec) (Room #)	
		Stu Perio Teac	ID Stude od Course her Nam	nt Name e Name (Co e	urse Nbr	Grade -Sec) (Citizenship Room #)	Comments
		Stu	ID Stude	nt Name		Grade	Citizenship	Comments

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.

Reports > Blank/Missing Grades by Grade Level

Reports > Blank/Missing Grades by Grade Level

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 this page.

□ Specify report options:

Semester	The current semester is displayed. You can select a different semester.
Cycle	The current cycle is displayed. You can select a different cycle.
Grade Level	Type a grade level to view data for a specific grade level. Leave blank to view all grade levels.
Campus ID	Type a three-digit campus ID to view data for a specific campus. Leave blank to view all campuses in the district.

Grade Selection Options	Select the items you want to instudent assignment grades for Blank Grades . To include all it	elect the items you want to include in the report. For example, to include all tudent assignment grades for which no grade has been entered, select Show Blank Grades . To include all items, select Select All .			
Viewing Options	Page break between students	Select to print one student per page. Otherwise, the data will print continuously.			
	View all assignments due after	Select to narrow assignments by date, and enter a valid school date.			

□ 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.

Reports > Missing Exam Grades

Reports > Missing Exam Grades

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This report lists 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.

□ Specify report options:

Semester The current semester is displayed. You can select a different semester.

□ Under Admin Options:

These fields are only displayed if you are logged on as an administrative user.

	1	Stu ID	Student Name				
		Course Nbr-Sec Co Teacher Name	urse Name (period)				
		Stu ID	Student Name				
		Teacher Name	uise Name (periou)				
		Course Nhr-Sec Course Name (noried)					
		Sample:					
		report.					
		however, the teacher is listed for each course-section. For non- administrative users, the teacher is listed once at the top of the					
		report is similar to the report for non-administrative users;					
		If View Course/Section & Instructor in Grid Format is not					
		If not selected:					
				1			
		Stu ID Student Na	me Course Nbr-Sec Course Name (period)	Teacher			
		Sample:					
		name.					
		can be sorted by stu	dent name, course-section, or in	structor			
		selected, the report	data is displayed in a grid format	t, and the			
	Format	If View Course/Sec	tion & Instructor in Grid Form	nat is			
	Course/Section &	If selected:					
Campus	View	This field is enabled	when Across Campus is selected	ed.			
Across	Select to view missing	J exam grades for all courses across the campus. Otherwise, aved for the impersonated teacher's courses					

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.

Administrator Options > View Courses Marked Ready to Post

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

This page allows you to view and print a report of courses marked as ready to post for the cycle from the Administrator Options page. The page can only be accessed through the Administrator Options page after all courses are marked as ready to post. The **View Courses Marked Ready to Post** button is displayed.

The report heading includes the campus ID, semester, cycle, and date the report was generated. All courses-sections-periods ready to post are listed by teacher.

Generate the report:

□ From the Administrator Options page, click **View Courses Marked Ready to Post**.

The report opens in a new window.

Print the report:

Click **Print**.

The Print window opens allowing you to select your printer and settings. Click **Print** to continue.

□ To close the report, click **Close Window** in the report window.

The report selection page remains open on your desktop.

This report produces a report of classes by cycle that indicates if the teacher's cycle grade posting status is Posted, Ready to Post, or Not Ready to Post.

			14 A	► H			
Date: Campus: 101 Semester: 1	Date: 13:28:46 List of Classes Where Cycle Grade Status is Not Ready to Post Campus: 101 DANBURY ELEMENTARY Date/Time of Inquiry: 01:28:46 PM Semester: 1 Cycle: 2						
Instr ID	Instructor Name		Crs Nbr	Sec Nbr	Title		
495	AUER, BROOK	495	0321	01	MATH G-3		
495			0321	02	MATH G-3		
495			0321	03	MATH G-3		
395	COPELAND, SAMANTHA	395	0431	01	SCIENCE G-4		
395			0431	02	SCIENCE G-4		
395			0431	03	SCIENCE G-4		
395			0441	01	SOC.STUDIES G-4		
395			0441	02	SOC.STUDIES G-4		
395			0441	03	SOC.STUDIES G-4		
445	DAVISON, ERICA R	445	0111	03	ELAR G-1		
445			0121	03	MATH G-1		
445			0131	03	SCIENCE G-1		
445			0141	03	SOC.STUDIES G-1		
375	DORRELL, AMANDA	375	0111	01	ELAR G-1		
375			0121	01	MATH G-1		
375			0131	01	SCIENCE G-1		
375			0141	01	SOC.STUDIES G-1		
485	FITZGERALD, JULIE	485	0521	01	MATH G-5		
485			0521	02	MATH G-5		
485			0521	03	MATH G-5		
335	HAWKINS, MARY J	335	0231	01	SCIENCE G-2		
335			0231	02	SCIENCE G-2		
335			0231	03	SCIENCE G-2		
335			0241	01	SOC.STUDIES G-2		
335			0241	02	SOC.STUDIES G-2		
995			0241	03	SOC STUDIES C-2		

Grade Reporting Reports > Grades > SGR4500 - TeacherPortal Assignment Audit Reports

This report displays assignment and grade data from TeacherPortal, including categories, assignments, assignment grades, cycle and semester averages, and override grades. The report only lists students who have at least one assignment grade. The report is for the current or prior school year only. It is recommended that you generate and retain a copy of this report at the end of each school year.

If you enter values for course number, section number, instructor ID, student ID, or both semester and cycle, the report runs without checking the record count. If either the semester or cycle is blank and the student assignment record count is greater than 350,000 for the selected campus, the program will require a value for semester and/or cycle.

Date Run: 7/21/2023 12:12 PM Cnty-Dist: 888-888 Campus: 001	txGradebook Assig School Yea Semester: A	nment Audit Report r 2022 - 2023 II Cycle: All		Program ID: SGR4500 Page: 1 of 5 # Inactive Instructor * Withdrawn Student
Instructor: 001 BROWN, FRANK	Subject: SPEECH	1010-03		
Student: CRICKET J. ABLES ID: 0	00127 Wd Date:	Semester1: 98 Override Exam 97 Crs Wd	2 : 94 X	
Sem: 1 Cyc: 1 Cyc Avg: 75 Override Cyc Avg:				
Category/Assignment	Nbr Due Dat	e Grade Late Redo	Excl	Ex Crd
Daily work/Homework (Weight 50%)				
Multi-Step Equations	0	90		
Multi-Step Equations: Variables on Both Sides	1	90		
Literal Equations	3	75		
Multi-Step Equation and Variables Review	5	70		
Solving Proportions Practice	6	85		
Solving Proportions and Word Problems	7	24		
One Step and Multi Step Inequalities	9	100		
Compound Inequalities	10	75		
Quiz: One and Multi-Step and Compound Inequ.	11	50		
Graphs to Relate Two Quantities	12	100		
Exams / Quizzes (Weight 50%)				
Multi-Step Equation and Variables on Both Sides	2	75		
Test: One & Multi-Step Equ, Literal Equ and Prop	8	75		
Sem: 1 Cyc: 2 Cyc Avg: 69 0	Dverride Cyc Avg: 70			
Category/Assignment	Nbr Due Dat	e Grade Late Redo	Excl	Ex Crd
Daily work/Homework (Weight 50%)				
Using Graphs To Relate Two Quantities	0	80		
Graphing Linear and Nonlinear Functions	1	73		
Relations and Functions	2	84		
Patterns of Linear and Nonlinear Functions	3	93		
Finding Slope Of Two Points	5	77		