



ASCENDER GUIDES



# Parent Guide to ASCENDER ParentPortal



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# Parent Guide to ASCENDER ParentPortal

## What would you like to do?

### Access ParentPortal

I. [Create an ASCENDER ParentPortal account and log on.](#)

**I. Create an ASCENDER ParentPortal account and log on.**

#### ***ASCENDER ParentPortal > Login***

Before enrolling a student, create a user account in ASCENDER ParentPortal in order to obtain a user name and password to access the system. When you access ParentPortal, the Login page is displayed.

Click **Create Account**.




The Create Account - User Information page opens.

## User Information

The screenshot shows a registration form with the following fields and values:

- User Name: User Name
- Password: Password
- Password Verification: Password Verification
- Email Address: Example\_01@exp.com
- Mobile Number (10 digits): Ex.(210)123-1234

Navigation buttons: Next (green), Cancel (red).

<p><b>User Name</b></p>	<p>Create a username to identify you in ASCENDER ParentPortal with a combination of letters from your first and last name.</p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• 6-25 alphanumeric characters</li> <li>• Unique (no one else in the district is using it)</li> <li>• Not case-sensitive</li> </ul>
<p><b>Password</b></p>	<p>Type a password that you will use when you log on to ASCENDER ParentPortal.</p> <p>A show/hide toggle  allows you to view or mask the characters you are typing.</p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• 16-46 alphanumeric characters</li> <li>• Three of the following: uppercase, lowercase, numeric and special characters</li> </ul> <p><b>Not allowed:</b> [space] ! ? * &amp; ^</p> <p><b>Allowed:</b> " # \$ % ' ( ) + , - . / : ; &lt; = &gt; @ [ \ ] _ ` {   } ~</p> <ul style="list-style-type: none"> <li>• Case-sensitive</li> </ul>
<p><b>Password Verification</b></p>	<p>Re-enter your password to verify that you typed it as intended.</p>

<b>Email Address</b>	(Required) Type your email address. You cannot enter an address that is already in use.  <b>NOTE:</b> If you have multiple students associated with your account, the email address listed for the guardian at your student's campus must match for ALL students associated with your ParentPortal account in order for Registration features to be activated, and the email address must be validated.
<b>Mobile Number</b>	Type your ten-digit mobile number. You cannot enter a number that is in use.

Click **Next**.

## Security Question



The screenshot shows a registration flow with three steps: User Information, Security Question, and Complete. The Security Question step is active, indicated by an orange dot. Below the progress bar, a message states: "This information will assist you in resetting a lost password." There are two input fields: "Select Question:" with a dropdown menu showing "What was the name of your first pet?" and "Answer:" with a text input field containing "Answer". At the bottom right, there are three buttons: "Back" (green), "Next" (green), and "Cancel" (white).

<b>Select Question</b>	Select a question. If you need to reset your password, you will be asked this question.
<b>Answer</b>	Type the answer to the question.  You will need to answer this question correctly to recover your password. Be sure to select a question for which you will remember the answer easily.  <b>IMPORTANT:</b> The answer is case-sensitive (always write it exactly as it appears here, including upper and lower case letters).

Click **Next**.



## Complete

Click **Finish**.

- The [My Account](#) page opens where you can add a student to your account and update your security and contact information.
- If you entered an email address or mobile number, you will receive a notification message containing a verification link.

**NOTE:** If you are not listed as a contact or as a guardian (i.e., student, step-parent, etc.), you will be a read-only user with limited access.

[II. Retrieve your user name, or update your password.](#)

## II. Retrieve your user name, or update your password.

If you have forgotten your password, you can reset it. You can also change your password at any time.

From the Login page, click the link below the login fields to go to the [Reset Password](#) page.

**MOBILE DEVICE USERS:** On a mobile device, tap **Login** to access this link.



← Return to Login

Recover User Name

**Email Address**

Recover User Name

Reset Password

**User Name**

Next

**Email Address**

Reset Password

## Reset Password

You have two options for resetting your password: By User Name and By Email Address.

### By User Name:

<b>User Name</b>	Type your User Name.
------------------	----------------------

Click **Next**.

You are prompted to enter the answer to one of your hint questions.

Type the answer and click **Next**.

<b>Password</b>	Type a password that you will use when you log on to ParentPortal. Requirements: • 16-46 alphanumeric characters • Three of the following: uppercase, lowercase, numeric and special characters <b>Not allowed:</b> [space] ! ? * & ^ <b>Allowed:</b> " # \$ % ' ( ) + , - . / : ; < = > @ [ \ ] _ ` {   } ~ • Case-sensitive
<b>Re-enter Password</b>	Re-type a new password.

Click **Finish**.

The My Account page opens.

### By Email Address:

<b>Email Address</b>	Type your email address.
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Click **Reset Password**.

A message is displayed indicating that instructions for resetting your password were sent to the email address entered.

Click **Close** to close the message.

Return to ParentPortal, and log on using your user name and password.

### III. [Change the language.](#)

### III. Change the language.

By default, ASCENDER ParentPortal is displayed in English. To access ParentPortal in Spanish, select *Spanish* from the drop-down field in the top-right corner of the Login page.



Your language selection will be retained for the current session.

Some content will only be displayed in Spanish if the district has provided Spanish content; otherwise, English content is displayed.

**MOBILE DEVICE USERS:** On a mobile device, tap the menu in the top-right corner to access the language field.

### IV. [Access public documents.](#)

### IV. Access public documents.



From the Login page under ***District Name Documents***, click **View/Download Documents** to go to the [Public Documents](#) page where you can access documents provided by the district or campus that do not require a login, such as a calendar or sports schedule.

#### V. Navigate ParentPortal.

### V. Navigate ParentPortal.

Navigation tools are located along the left side of the page, or in the top-right corner. Some tools function differently on mobile devices.

**MOBILE DEVICE USERS:** On a mobile device, tap  to access the side menu.

#### Selected Student

The currently selected student's name and photo are displayed in the top-left corner. The photo is only displayed if provided by the district.

If you have multiple students added to your ParentPortal account, click  next to **My Students** to select a another student.

#### Add a Student

Click **Add Student** to add a student to your ParentPortal account. A pop-up window opens.

## Campus

The campus attended by the selected student is displayed. If the student attends multiple campuses, you can select the campus.

## Navigation

You can access your student's data. Data is only available if enabled by the district.

**Summary** - Your student's schedule, current average for each class, and today's attendance are displayed.

**Attendance** - You can view your student's detailed attendance, as well as a calendar view and totals.

**Grades** - You can view your student's semester, cycle, and assignment grades. Click  to expand the grades menu.

**Discipline** - You can view your student's discipline incidents.

**Immunizations** - You can view your student's immunizations on file at the campus, as well as a list of immunizations due.

**Alerts** - You can view alert messages and set up customized alerts.

**Links** - Your district or campus may provide helpful links.

## Other Tools




- Click to hide the left-side navigation bar. Click again to display the navigation bar.



- Various sections throughout ParentPortal can be collapsed or expanded. Most data is collapsed by default. Click the arrow to show the section. Click it again to hide the section from view.



- Various pages throughout ParentPortal can be printed. Using the print icon instead of the browser's print option will ensure the best formatting of the content. Click  to print the content displayed.

## Top-right



- Click to view alerts for your student. The number of unread alerts (if any) is displayed in a red circle next to the icon.



- Click to view ASCENDER ParentPortal online Help.



- Click to change the language or log out of ASCENDER ParentPortal.

### Bottom-left



- Click to open the My Account page.



- Click to log out of ASCENDER ParentPortal.

## Update Your ParentPortal Account

[I. Access the My Account page.](#)

### I. Access the My Account page.

#### ***ASCENDER ParentPortal > My Account***

From most pages in ParentPortal, you can access the My Account page from the menu in the top-right corner.



## II. Update your parent contact information.

### II. Update your parent contact information.

#### **ASCENDER ParentPortal > My Account > Contact Information**

### Contact Information

Update and verify email address and mobile phone information.

### Email

You must provide and verify your email address before you can access features that require your email address. You can update your email address at any time.

<p><b>Current Email Address</b></p>	<p>This field is displayed if your email address has previously been entered.</p> <ul style="list-style-type: none"> <li>• The message “Verified” is displayed if the email address has been verified.</li> <li>• The message “Unverified” is displayed if the email address has not been verified.</li> </ul> <p>If no email address has been entered, type your current email address.</p> <p>Your email address must be entered in a valid format (e.g., name@domain.com).</p> <p>You cannot enter an email address that is already in use.</p>
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<b>New Email Address</b>	<p>If you have not verified your email address, type the address and click <b>Update Email</b>.</p> <p>A message is sent to your email inbox allowing you to verify your address. Until you verify your address, the message “Unverified” is displayed.</p> <p>Click <b>Remove Email</b> to clear the email address and prevent verification. If necessary, click <b>Re-send</b> to resend the message.</p>
<b>Confirm Email Address</b>	<p>Retype the email address to confirm that you typed it as intended.</p>

Click **Verify Email Address**.

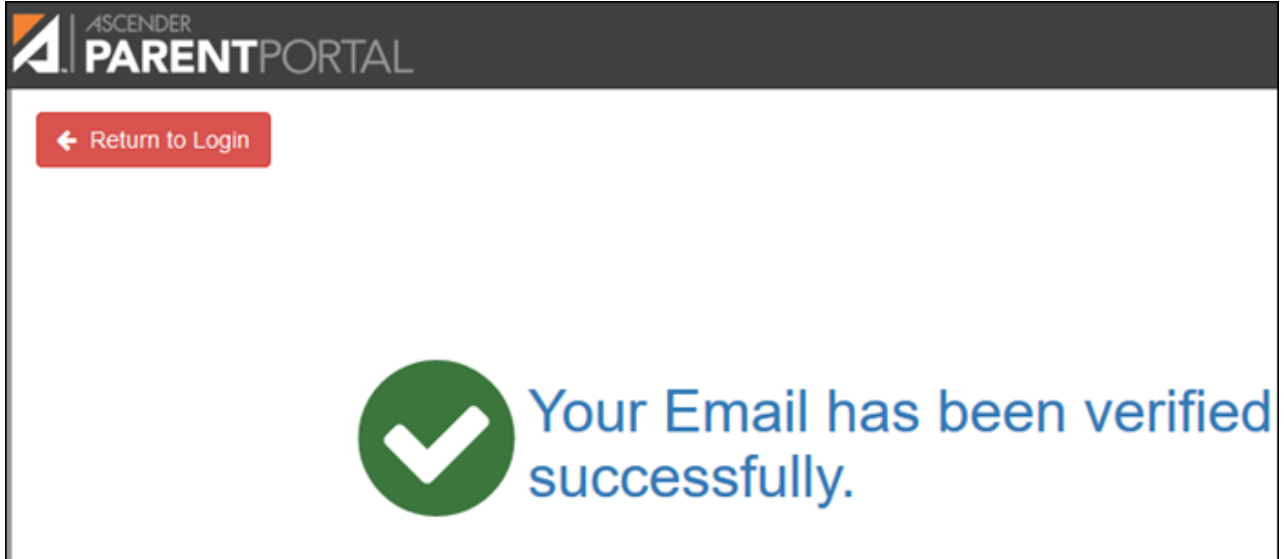
You will receive an email message at that address containing a verification link.

If you entered an email address when you registered for this parent portal account, you should have received an email message in your inbox with a code allowing you to verify your email address.



Click **Validate email**.

A message is displayed indicating that your email was successfully verified.



Once you have verified your email address, you can click **Remove Email** at any time to remove and/or change the email address registered, or to remove the email address.

- If you click **Remove Email**, the current email address is removed.
- The email address field is displayed allowing you to verify another email address.

If you remove or change your email address, your alert notification options will be reset. To reset your alerts, go to Alerts > Subscribe to Alerts and set the **Alert Notification Type** field according to your preferences. The option to receive alerts by email will not be available unless you have an email address successfully verified.

## Mobile

Registering your mobile phone number enables you to receive alert notifications as text messages.

**IMPORTANT:** If you change cell phone carriers, you may stop receiving alert messages, and you may need to re-register the number.

<b>Mobile Number</b>	Type the cell phone number to be registered in the AAANNNNNNN format, where AAA is the area code, and NNNNNNN is the number. <b>Do not use hyphens.</b>
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☐ Click **Verify Mobile**.

You will receive a text message at the number entered which will contain a verification code.



The **Verification Code** field will appear.

**Contact Information**

Email Address:  Remove Email

Mobile Number:  Remove Mobile

A verification code was sent to . To verify your mobile number, type the code below and click Verify.

Verification Code:  Verify Re-send

<b>Verification Code</b>	Type the verification code that was sent in the text message.
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☐ Click **Verify**.

- If the code was entered accurately, a message is displayed indicating that you have successfully signed up to receive text messages.
- If the verification code is unsuccessful, click **Re-send** to send a new code.

## Change or remove your mobile number

Once you have verified your mobile number, you can click **Remove Mobile** at any time to remove and/or change the cell phone number registered.

- If you click **Remove Mobile**, the current number is removed.
- The mobile number fields are displayed allowing you to verify another number.

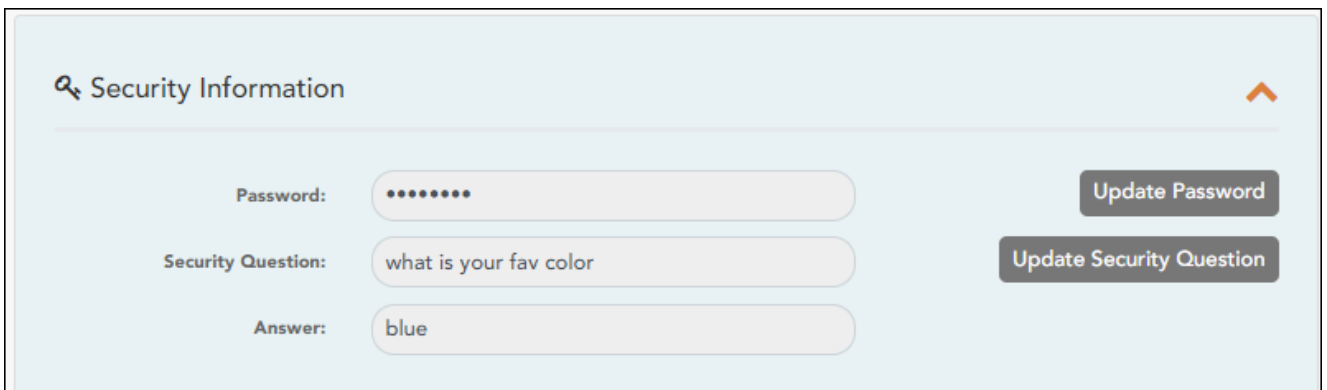
### III. Update your ParentPortal password.

### III. Update your ParentPortal password.

## *ASCENDER ParentPortal > My Account > Security Information*

### Password

You can update your ParentPortal account password at any time.



The screenshot shows the 'Security Information' page. At the top left, there is a search icon and the text 'Security Information'. On the right side, there is an orange upward-pointing arrow. Below this, there are three input fields: 'Password:' with a masked password '••••••••', 'Security Question:' with the text 'what is your fav color', and 'Answer:' with the text 'blue'. To the right of these fields are two buttons: 'Update Password' and 'Update Security Question'.

- Click **Update Password**.

A pop-up window opens:

The image shows a dialog box titled "Update Password" with a search icon and a close button (X) in the top right corner. Inside the dialog, there are three input fields labeled "Old Password:", "New Password:", and "Confirm Password:". At the bottom right of the dialog, there are two buttons: a grey "No" button and a blue "Save" button.

<b>Old Password</b>	Type your current password in order to verify your access.
<b>New Password</b>	Type a password that you will use when you log on to ParentPortal. Requirements: <ul style="list-style-type: none"> <li>• 16-46 alphanumeric characters</li> <li>• Three of the following: uppercase, lowercase, numeric and special characters</li> </ul> <b>Not allowed:</b> [space] ! ? * & ^ <b>Allowed:</b> " # \$ % ' ( ) + , - . / : ; < = > @ [ \ ] _ ` {   } ~ <ul style="list-style-type: none"> <li>• Case-sensitive</li> </ul>
<b>Confirm Password</b>	Retype your password exactly as it was typed above. This step confirms that you typed your password as you intended.

Click **Save**.

The password is changed.

[IV. Update your security information \(hint questions\).](#)

**IV. Update your security information (hint questions).**

## ASCENDER ParentPortal > My Account > Security Information

### Security Questions & Answers

Security questions and answers are used to verify your identity if you have forgotten your password. You can change the question, the answer, or both at any time.

The screenshot shows the 'Security Information' page. It features three input fields: 'Password' (masked with dots), 'Security Question' (containing 'what is your fav color'), and 'Answer' (containing 'blue'). To the right of each field is a corresponding 'Update' button: 'Update Password', 'Update Security Question', and 'Update Answer'.

□ Click **Update Security Question**.

A pop-up window opens.

The screenshot shows a pop-up window titled 'Update Security Question'. It contains a dropdown menu for the 'Question' field, currently set to 'what is your fav color', and a text input field for the 'Answer' field, containing 'blue'. At the bottom right, there are two buttons: 'No' and 'Save'.

<b>Question</b>	Select a question to which you will provide an answer. This question will be asked in the event that you lose your password.
<b>Answer</b>	Type the answer to the question.  You will be required to answer the question correctly in order to recover your password. Be sure to select a question for which you will easily remember your answer.  <b>IMPORTANT:</b> The answer is case-sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters).

Click **Save**.

## View Your Student's Information

I. [Link an enrolled student.](#)

**I. Link an enrolled student.**

***ASCENDER ParentPortal > My Account***



Click **Link an Enrolled Student**.

A pop-up window opens allowing you to add a student to your ParentPortal account.

<b>Student Portal ID</b>	Type the ParentPortal ID provided by the student's campus. If you do not have this ID, you must contact the campus to get the ID. You cannot add a student without entering a valid ParentPortal ID.  The ID is case sensitive and must be entered exactly as it appears (example: qbQgk3qAs2z).
<b>Birth Date</b>	Type the student's complete birth date. The date entered here must match the birth date in the student's record at the campus. You cannot continue without entering the correct birth date.

Click **Add**.

If your student was successfully added to your account, the student's name will appear on the page. You will now be able to access your student's data.

[II. View the Summary page and your student's information \(if available\).](#)

**II. View the Summary page and your student's information (if available).**

### ***ASCENDER ParentPortal > Summary***

The Summary page is the first page displayed when you successfully log on to ASCENDER

ParentPortal. This page provides your student's schedule, current average for each class, and attendance for the current date. You may also see a district or campus message if available.

If your student's report card or IPR is available, a link is provided.

## Mobile App Features

The ASCENDER ParentPortal uses a Responsive Design approach, which means the software detects the screen size and orientation of your device, and changes the layout accordingly so that you have the best viewing experience.

Some features you may experience as the screen gets narrower:

- The side menu will collapse (i.e., hide). Click  to view the side menu.
- Objects on the screen will shift from side-by-side to stacked vertically.
- Grids (such as the student's schedule) will adjust by hiding the columns, beginning with the column furthest to the right. Tap the row to view any hidden data.

Some features you may experience as the screen gets wider:

- Buttons will get wider but not taller.

Select Summary from the Navigation menu to access this page.

## Student Information

A student summary card is displayed for each student added to your account which displays the number of unread alerts for your student (according to your alert settings).



During the Online Registration period, additional information and tools are available on each student summary card.

## Online Registration

### During the annual online registration window:

You can easily see your student's progress in the registration process and access the page where you can complete the forms.

If your student's registration is in progress, a pop-up window opens from this page.



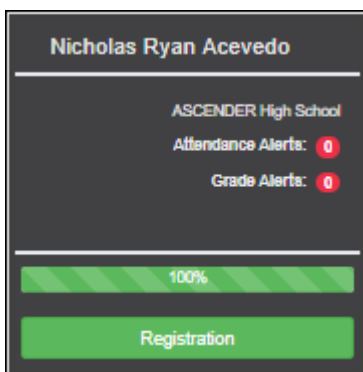
Click **Resume Registration** to continue the registration process.

Or, click  to close the pop-up window and continue registration later.

Once you have completed registration, the pop-up window will no longer appear.

**NOTE:** On the Summary page, the **Registration** button will be red, yellow, or green depending on how far along you are in the process.

- The information is green if all forms are completed (i.e., 100%).



- The information is yellow if most of the forms are completed (i.e., 50%-99%).



- The information is red if fewer than half of the forms are completed (i.e., 0%-49%).



- The card is highlighted and has a check mark for the selected student.



To begin or resume the registration process, click **Resume Registration** on the pop-up window, or click the **Registration** button on the student's card.

The [Registration](#) page opens.

## Campus Message

If campus notes have been entered, they are displayed.

**MOBILE DEVICE USERS:** On a mobile device, tap **View Campus Notes** to view any notes provided by the campus.

## Published Grades

If your student's report card or interim progress report (IPR) is available, a button is displayed.



Click the **Report Cards** button to view the student's report card. If a skills-based report card is available, the **Skills Based Report Cards** button is displayed.



Click the **Interim Progress Report** button to view the student's IPR.

**Interim Progress Report**

Selected Student: Emily Michelle Adcock

DISTRICT: SIEXT ISD  
 CAMPUS: 041 School 2 sem campus 6th-8th

STUDENT: Add Student  
 My Students

NAVIGATION: Summary, Attendance

Course Number	Course Title	Period	Teacher Name	Curr Avg	Overall Avg	Cycle Abs			Comment Codes	Notes
						Exc	Un	Sch		
9005	I.E. Period	00 - 00	JOHNSON, JOSEPHINE			0	2	0		
9006	Advisory A - MS	00 - 00	BARDEN, ANNA	100		0	2	0		
ACA2	SCI 8B SP **	00 - 00	JOHNSON, JOSEPHINE	004		0	2	0		
FB14	Band 8 Wind Ens	01 - 01	ARRONDONO, ANA	100		0	2	0		
S002	Social Stud 8	02 - 02	AUSTRIA, ANDRES	009		0	2	0	A	IPR Comment is an A for Outstanding Student.
2111	Algebra 1 MS	03 - 03	WARNER, VICTORIA	095		0	2	0		
C002	Science 8	04 - 04	ARRONDONO, ANA	000		0	2	0		
LS23	PACS 1	05 - 05	POWLEDGE, MONIQUE	000		0	0	0		
LS27	SOAR	05 - 05	GUTIERREZ, JANETH	090		0	2	0		
E002	ELAR 8	06 - 06	GONZALES, HENRIETTA	092		0	2	0		
PA00	Athletics 8-G	07 - 07	APPERLEY, AMANDA	100		0	2	0		

\*\* Self Paced Course

Explanation of Comment Codes Used

A-Outstanding Student

Grading System: A: 100-90, B: 89-80 C: 79-75 D:74-70 F: 69-0  
 Please visit our district website at <http://www.travisled.net>

The report is displayed. Click **Print Screen** to print the screen as it appears on the page.  
**NOTE:** Print screen dimension can be no greater than 992 pixels.

Only the most current report card or IPR is provided.

If your student's Texas Assessments are available, a button is displayed.

Published Grades

Texas Assessment Report Card Interim Progress Report

Class Schedule

☐ Click the **Texas Assessment** button to be directed to the [Family Portal login page](#) to login and view the student's available assessments, or [click here](#) to view information for ASCENDER ParentPortal Single Sign-on.

[En español](#)

**TEA** | Family Portal  
Texas Education Agency

Unique Student Access Code (Código de acceso único del estudiante):

6-Character Unique Code

Date of Birth:

Month  Day  Year

Legal First Name:

Legal First Name

**SIGN ON**

**More Login Information**  
[Where can I find my access code?](#)  
[How do I look up my access code?](#)  
[Having trouble logging in?](#)

**More Support**  
[Contact your school](#)  
[Supported Browsers](#)

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TEAS ASSESSMENT | Family Portal [Subscribe](#) [En español](#) [Print](#) [Sign Out](#)

Welcome, Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Scores for 2021–2022 School Year -** [Guide](#) [Resources](#)

Sorted by: [Most Recent Test](#)

Subjects: [All](#) Show All Tests from School Year:

Currently Viewing: **The most recent test in all subjects for the 2021–2022 school year**



<b>STAAR Reading</b> <span style="float: right;"><a href="#">View all STAAR Reading tests</a></span>		
Your Child's Most Recent Test Test Window: Spring 2022	<b>Did Not Meet Grade Level</b>	<a href="#">View Detailed Report</a> <a href="#">Download Detailed Report</a>
<b>STAAR Mathematics</b> <span style="float: right;"><a href="#">View all STAAR Mathematics tests</a></span>		
Your Child's Most Recent Test Test Window: Spring 2022	<b>Did Not Meet Grade Level</b>	<a href="#">View Detailed Report</a> <a href="#">Download Detailed Report</a>
<b>STAAR Science</b> <span style="float: right;"><a href="#">View all STAAR Science tests</a></span>		
Your Child's Most Recent Test Test Window: Spring 2022	<b>Did Not Meet Grade Level</b>	<a href="#">View Detailed Report</a> <a href="#">Download Detailed Report</a>

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## Class Schedule

The student's class schedule is displayed if enabled by the district, including period, course title, teacher name, room number, current attendance and current grade average for each class.

**MOBILE DEVICE USERS:** On a mobile device, only the period, course, and current average are visible initially. Tap a row to view the complete details for each class.

<b>Instructor</b>	If the teacher has provided an email address, the teacher's name is displayed as a link to that email address. If you click the name, the default email client (as specified in your Internet Options settings) opens with the teacher's address in the To field.  <b>TIP:</b> If you use web-based email (e.g., Gmail or Yahoo! Mail), you can copy the email address from the default email client to a web-based email message.
	If the teacher has provided additional notes, click  to view the notes. The notes open in a pop-up window. Click anywhere on the page to close the pop-up window.
<b>Last Updated</b>	The date when the teacher last updated grades or attendance is displayed.
<b>Current Average</b>	The student's current grade average for each class is displayed.  If the course is set up to post letter grades, letter grades are displayed.  If the course is not graded, the message "Non-graded Course" is displayed in place of a grade.
<b>Today's Attendance</b>	Attendance for the current date is displayed for each class if it has been posted. Otherwise, it is blank.  If the student is enrolled in an elementary campus which has only one period, one attendance status is displayed for the entire day.

[III. View your student's attendance.](#)

### III. View your student's attendance.

#### **ASCENDER ParentPortal > Attendance**

The Attendance page displays your student's daily attendance and semester totals.

- **Detailed View** - Displays attendance details in a table view.
- **Calendar View** - Displays attendance details in a calendar view instead of a table view.
- **Totals View** - Displays tardies and attendance totals for the semester.

Attendance data is current as of the date and time you logged in. To refresh the attendance data displayed, you must log out and log in again.

**MOBILE DEVICE USERS:** Your student's attendance data is *below* the legend. You may need to scroll down to view data.

<b>Semester</b>	Select the semester you want to view attendance for.
-----------------	--

## Detailed View

Detailed View (All Attendance) is the default view.

### Attendance

Semester: 1 ▼ 🖨️

#### Detailed View

Detailed View ●

Calendar View

Totals View

**Legend**

U: UNEXCUSED ABSENCES

T: TARDIES

E: EXCUSED ABSENCES



S: SCHOOL RELATED

Period	Course	Instructor	8/29	8/30	9/5	9/7
1	Political Sci 1	SOLIS, EDWARD SARA	E	U	S	T
2	Algebra 1	BEATTIE, ANNA ARACELY	E	U	S	T
2	Spanish 3	HERNANDEZ, G JEREMIAH	E	U	S	T
3	Edgenuity	UVIEDO, ANN TAYLOR	E	U	S	
4	Eng4 DC Lit	MCLAUGHLIN, SUSAN LYNN	E	U	S	
5	Pre Calculus	DUENEZ, R DIEGO	E	U	S	

Your student's schedule is displayed. The date appears in the column heading only if your student was marked absent or tardy for any period during that day.

If your student was present and on time for the entire day, nothing appears for the date.

If your student was not present for the entire class, a code appears for the period and date. A description of each code is displayed in the **Legend**.

<b>Instructor</b>	<p>If the teacher has provided an email address, the teacher's name is displayed as a link to that email address. If you click the name, the default email client (as specified in your Internet Options settings) opens with the teacher's address in the To field.</p> <p><b>TIP:</b> If you use web-based email (e.g., Gmail or Yahoo! Mail), you can copy the email address from the default email client to a web-based email message.</p>
	<p>If the teacher has provided additional notes, click  to view the notes. The notes open in a pop-up window. Click anywhere on the page to close the pop-up window.</p>

## All Attendance/Detailed Toggle

### All Attendance:

The **All Attendance** view is selected by default, which displays the four main absence types:

- Unexcused Absence (U)
- Tardy (T)
- Excused Absence (E)
- School Related (S)

### Detailed:

Click or tap **All Attendance** to toggle to the **Detailed** view where you can see more specific information for an absence, such as whether a doctor note or field trip notice is on file for that absence.

All applicable codes are listed in the **Legend**.

The codes are color coded according to the main absence types (Unexcused, Tardy, Excused, and School Related).

## Attendance

Semester: 1

Detailed View

Detailed View

Calendar View

Totals View

Legend

- U:Unexcused (U)
- T:Tardy (T)
- A:Excused absence (E)
- F:Non UIL activity/present (S)

Period	Course	Instructor	8/29	8/30	9/5	9/7
1	Political Sci 1	SOLIS, EDWARD SARA	A	U	F	T
2	Algebra 1	BEATTIE, ANNA ARACELY	A	U	F	T
2	Spanish 3	HERNANDEZ, G JEREMIAH	A	U	F	T
3	Edgenuity	UVIEDO, ANN TAYLOR	A	U	F	
4	Eng4 DC Lit	MCLAUGHLIN, SUSAN LYNN	A	U	F	
5	Pre Calculus	DUENEZ, R DIEGO	A	U	F	

- ☐ Click or tap **Detailed** to return to **All Attendance** view.

**MOBILE DEVICE USERS:** On a mobile device, if you have numerous absences, you may need to tap a row to open the Details view in order to see all absences for a particular class.

## Calendar View

- ☐ Click or tap **Calendar View**.

## Attendance

Semester: 1

Calendar View

Detailed View

Calendar View

Totals View

Legend

- U: UNEXCUSED ABSENCES
- T: TARDIES
- E: EXCUSED ABSENCES
- S: SCHOOL RELATED

Attendance details for 08/30/2018

Period	Class	Attendance
1	Political Sci 1	U
2	Algebra 1, Spanish 3	U
3	Edgenuity	U
4	Eng4 DC Lit	U
5	Pre Calculus	U

All months for the selected semester are displayed. If the student was not present for the entire class for any period of the day, the date is shaded.

- Click the date to view the attendance details for each period.

The period is only listed if your student was marked absent or tardy for that period.

## Totals View

- Click or tap **Totals View**.

## Attendance

Semester: 1 ▾

Detailed View

Calendar View

Totals View ● ←

**Legend**

**U: UNEXCUSED ABSENCES**

**T: TARDIES**

**E: EXCUSED ABSENCES**

**S: SCHOOL RELATED**

### Totals View

Period	Course	Instructor	Total Absences	E: EXCUSED ABSENCES	U: UNEXCUSED ABSENCES	S: SCHOOL RELATED	T: TARDIES
1	Political Sci 1	SOLIS, EDWARD SARA	3	1	1	1	1
2	Algebra 1	BEATTIE, ANNA ARACELY	3	1	1	1	1
2	Spanish 3	HERNANDEZ, G JEREMIAH	3	1	1	1	1
3	Edgenuity	UVIEDO, ANN TAYLOR	3	1	1	1	0
4	Eng4 DC Lit	MCLAUGHLIN, SUSAN LYNN	3	1	1	1	0
5	Pre Calculus	DUENEZ, R DIEGO	3	1	1	1	0

Your student's classes are listed by period, and the total number of excused absences, unexcused absences, school-related absences (e.g., UIL events or field trips), and tardies for the selected semester are listed.

The **Total Absences** column displays semester totals for all absence types, excluding tardies.

<b>Instructor</b>	If the teacher has provided an email address, the teacher's name is displayed as a link to that email address. If you click the name, the default email client (as specified in your Internet Options settings) opens with the teacher's address in the To field.  <b>TIP:</b> If you use web-based email (e.g., Gmail or Yahoo! Mail), you can copy the email address from the default email client to a web-based email message.
	If the teacher has provided additional notes, click  to view the notes. The notes open in a pop-up window. Click anywhere on the page to close the pop-up window.

**MOBILE DEVICE USERS:** Tap a row to view semester totals for the class.

IV. View your student's cycle grades.

**IV. View your student's cycle grades.**

**ASCENDER ParentPortal > Grades > Cycle and Semester Grades**

## Cycle Grades

The Cycle Grades page displays current grade averages for the current cycle, and posted grade averages for previous cycles. For the current semester, you can view the assignment grades for each class. For previous semesters, only the posted average is available.

### Cycle & Semester Grades

**Semester:** 1 ▾

Cycle Grades ●

Semester Grades

#### Cycle Grades

Blank Grades: Hide

Include Withdrawn Courses

Show All
Hide All

Period	Class	Withdrawal Date	Teacher	Previous Cycles
				1
1	Mariachi 3		MARINA F. MORENO	<a href="#">90</a>
3	US Hist EOC		MARYANN A. ORTEGA	<a href="#">70</a>
4	Physics		MARY M. OLSON	<a href="#">70</a>
5	Eng 3 L		VIOLA WELCH	<a href="#">51</a>
5	Algebra 2		ANALISA L. ARTHUR	<a href="#">65</a>

<b>Semester</b>	Select the semester you want to view grades for.
<b>Include Withdrawn Courses</b>	Select if you wish to include withdrawn courses.

Cycle Grades is the default view.

<b>Blank Grades</b>	Choose whether to show or hide blank grades from the view.
---------------------	--

Click the cycle grade to view the assignment grade details for that course-cycle.

The section expands to display all assignments, due dates, and assignment grades, as well as the weight and average for each assignment category in that course.

0	ELA 8		MONICAA. PEREZ	88																									
1	SCIENCE 8		CHRISTOPHER C. CHIVERTON	88																									
<b>Assesments (Weight 20%)</b>																													
<table border="1"> <thead> <tr> <th>Assignment</th> <th>Due Date</th> <th>Grade</th> <th>Late</th> <th>Redo</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">Assesments average</td> </tr> </tbody> </table>					Assignment	Due Date	Grade	Late	Redo	Assesments average																			
Assignment	Due Date	Grade	Late	Redo																									
Assesments average																													
<b>Daily Work (Weight 20%)</b>																													
<table border="1"> <thead> <tr> <th>Assignment</th> <th>Due Date</th> <th>Grade</th> <th>Late</th> <th>Redo</th> </tr> </thead> <tbody> <tr> <td>safety lab quiz</td> <td>No Due Date</td> <td>85</td> <td></td> <td></td> </tr> <tr> <td>Atoms notes</td> <td>No Due Date</td> <td>85</td> <td></td> <td></td> </tr> <tr> <td>protons, electrons, neutrons tri folds</td> <td>No Due Date</td> <td>90</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Daily Work average</td> <td>87</td> <td></td> </tr> </tbody> </table>					Assignment	Due Date	Grade	Late	Redo	safety lab quiz	No Due Date	85			Atoms notes	No Due Date	85			protons, electrons, neutrons tri folds	No Due Date	90					Daily Work average	87	
Assignment	Due Date	Grade	Late	Redo																									
safety lab quiz	No Due Date	85																											
Atoms notes	No Due Date	85																											
protons, electrons, neutrons tri folds	No Due Date	90																											
		Daily Work average	87																										
<b>Homework (Weight 10%)</b>																													
<table border="1"> <thead> <tr> <th>Assignment</th> <th>Due Date</th> <th>Grade</th> <th>Late</th> <th>Redo</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">Homework average</td> </tr> </tbody> </table>					Assignment	Due Date	Grade	Late	Redo	Homework average																			
Assignment	Due Date	Grade	Late	Redo																									
Homework average																													
<b>Participation (Weight 15%)</b>																													
<table border="1"> <thead> <tr> <th>Assignment</th> <th>Due Date</th> <th>Grade</th> <th>Late</th> <th>Redo</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">Participation average</td> </tr> </tbody> </table>					Assignment	Due Date	Grade	Late	Redo	Participation average																			
Assignment	Due Date	Grade	Late	Redo																									
Participation average																													
<b>Quizzes (Weight 15%)</b>																													
<table border="1"> <thead> <tr> <th>Assignment</th> <th>Due Date</th> <th>Grade</th> <th>Late</th> <th>Redo</th> </tr> </thead> <tbody> <tr> <td>counting atoms packet</td> <td>No Due Date</td> <td>90</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Quizzes average</td> <td>90</td> <td></td> </tr> </tbody> </table>					Assignment	Due Date	Grade	Late	Redo	counting atoms packet	No Due Date	90					Quizzes average	90											
Assignment	Due Date	Grade	Late	Redo																									
counting atoms packet	No Due Date	90																											
		Quizzes average	90																										
<b>test (Weight 20%)</b>																													
<table border="1"> <thead> <tr> <th>Assignment</th> <th>Due Date</th> <th>Grade</th> <th>Late</th> <th>Redo</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">test average</td> </tr> <tr> <td colspan="4"></td> <td>Citizenship S</td> </tr> <tr> <td colspan="4"></td> <td>Calculated Average 88</td> </tr> </tbody> </table>					Assignment	Due Date	Grade	Late	Redo	test average									Citizenship S					Calculated Average 88					
Assignment	Due Date	Grade	Late	Redo																									
test average																													
				Citizenship S																									
				Calculated Average 88																									

The **Citizenship** grade, **Calculated Average**, and **Posted Average** are also displayed.

Click the close icon  to collapse the expanded view for for a particular course-cycle.

<b>Show All</b>	Click to show assignment grade details for the cycle for all courses.
<b>Hide All</b>	Click to hide the expanded assignment grade details for all courses.

V. View your student's semester grades.

**V. View your student's semester grades.**

**ASCENDER ParentPortal > Grades > Cycle and Semester Grades**

**Semester Grades**

The Semester Grades page displays your student's posted semester and final averages. This data is only available for closed semesters. For the current semester, no data is displayed.

### Cycle & Semester Grades

**Semester:** 1 ▾

Cycle Grades

Semester Grades ●

#### Semester Grades

Include Withdrawn Courses

Period	Class	Withdrawal Date	Teacher	Exam	Semester Average	Final Grade	Credits
1	Mariachi 3		MARINA F. MORENO	X	90		0.0
3	US Hist EOC		MARYANN A. ORTEGA	X	70		0.0
4	Physics		MARY M. OLSON	100	76		0.5
5	Eng 3 L		VIOLA WELCH	060	60		0.0
5	Algebra 2		ANALISA L. ARTHUR	050	67		0.0

<b>Semester</b>	Select the semester you want to view grades for.
<b>Include Withdrawn Courses</b>	Select if you wish to include withdrawn courses.

Click or tap **Semester Grades**.

Your student's posted semester and final averages are displayed. This data is only available for closed semesters. For the current semester, no data is displayed.

<b>Exam</b>	The student's semester exam grade for the course is displayed.
-------------	--

<b>Semester Average</b>	The student's posted semester average for the course is displayed.
<b>Final Grade</b>	<p>The student's posted final grade for the course is displayed.</p> <ul style="list-style-type: none"> <li>• For one-semester courses, this grade is posted after the semester is closed.</li> <li>• For year-long courses, this grade is only posted after the final semester of the school year is closed.</li> </ul>
<b>Credits</b>	The number of credits received for the course that count toward graduation requirements is displayed.
<b>(note icon)</b>	<p>Click the icon to view a note entered by the teacher.</p> <p>If the teacher has provided contact information, office hours, and/or other notes, an icon is next to the teacher's name.</p> <p>If the teacher has provided course notes or assignment notes, an icon is next to the course and/or assignment.</p>

[VI. View your student's assignments.](#)

## **VI. View your student's assignments.**

### ***ASCENDER ParentPortal > Grades > Assignments***

The Assignments page allows you to view your student's assignments for all courses and all cycles, including graded, ungraded, dropped, missing, etc. This data is only available for the current semester.

## Assignments

**Filter By:**

Course:

Cycle:

View:

Due Before:

Include Blank Due Dates:

Find Assignments

Show  entries

Course	Assignment	Category	Due Date	Grade
LIBRARY AIDE	Week 1	participation/completion	No Due Date	
LIBRARY AIDE	Week 2	participation/completion	No Due Date	
LIBRARY AIDE	Week 3	participation/completion	No Due Date	
LIBRARY AIDE	Week 4	participation/completion	No Due Date	
LIBRARY AIDE	Week 5	participation/completion	No Due Date	
LIBRARY AIDE	Week 6	participation/completion	No Due Date	
PHYSICS	Poster Newton's Laws	Daily work/Homework	No Due Date	
PHYSICS	Vocabulary Quiz	Quiz/labs	No Due Date	
PHYSICS	Weight, Friction, Equilibrium Wksht	Daily work/Homework	No Due Date	
PHYSICS	F ma Wksht	Daily work/Homework	No Due Date	

Showing 1 - 10 of 11 entries

Previous   Next

### Filter by:

<b>Course</b>	Select a specific course, or click <b>All</b> to view assignments in all courses.
<b>Cycle</b>	Select a specific cycle, or click <b>All</b> to view assignments for all cycles in a current semester.
<b>View</b>	Select which assignments to view:  <b>All Assignments</b> - View all assignments. <b>Only Graded Assignments</b> - View only pending assignments that have been graded. <b>Only Pending Assignments</b> - View only pending assignments that have been assigned but not yet graded.
<b>Due Before</b>	Enter a date in MM/DD/YYYY format or click on the calendar icon to select a date.  The Due Before date depends on how the teacher has set up the assignment's due date in TeacherPortal.
<b>Include Blank Due Dates</b>	Check the box to include assignments that have no due date entered by the teacher in TeacherPortal.  <b>NOTE:</b> Teachers may not have entered an assignment due date.

Click **Find Assignments**. The assignments are displayed according to your **Filter By** selections.

**MOBILE DEVICE USERS:** Your student's assignments are listed *below* the filters. You may need to scroll down to view data.

**TIP:** Click a column heading to sort the assignments by that heading in ascending order. Click

the column heading again to sort in descending order.

- If an assignment grade has been dropped, the message “dropped” is displayed *next to* the grade.
- If an assignment grade has been excluded, the message “excluded” is displayed *in place of* the grade.
- If an assignment is missing, the message “missing” is displayed *in place of* the grade.
- If an assignment is incomplete, the message “incomplete” is displayed *in place of* the grade.
- If the student is withdrawn from the course, the message “(withdrawn)” is displayed *next to* the course title.

**STANDARDS-BASED GRADING:** If the course uses the standards-based type of grading, assignments are associated with specific standards. For these courses, the **Standard Scores** heading is displayed in the table. For each assignment, all associated standards and grades are displayed. Note that assignments may have multiple standards. Also, an assignment may be associated with more than one standard, so you may see the same standard for multiple assignments. The grade for the course is calculated from the scores for the standards, not the assignments.

Some districts use the name **SKILLS-REFERENCED GRADING** to refer to this grading type.

[VII. View your student's immunization information.](#)

## **VII. View your student's immunization information.**

### ***ASCENDER Parent Portal > Immunizations***

The Immunizations page displays your student's immunization (vaccination) data on file at the campus.

**This is not available at all districts.**

## Immunizations

### Student Immunization Record

Date	Description	Series Description	Reaction	Exemption	Affidavit Date
02/03/2003	DTP	3rd in Series	N		
02/03/2003	Hib (TITER Series of 3/Booster)	3rd in Series	N		
02/03/2003	Hepatitis B	3rd in Series	N		
03/02/2005	Hepatitis A	2nd in Series	N		
05/21/2003	Polio	3rd in Series	N		
07/05/2007	Varicella (chickenpox)	2nd in Series	N		

VIII. View your student's discipline information.

### VIII. View your student's discipline information.

#### **ASCENDER Parent Portal > Discipline**

The Discipline page displays your student's discipline records for the semester. You can also view records for a particular date.

**This is not available at all districts.**

If court-ordered restriction exists for a particular discipline incident, that data is restricted.

### Discipline

**Filter By:**

Semester:

Cycle:

[Find Discipline](#)

Date	Infraction	Disciplinary Action	Reported By	Administrator	Comment
05/04/2020 03:45 PM	Violation of established rules/procedures	In-School Suspension	Onassis, Jacqueline	Duncan, Tim	Student cut class and was found to be at the soccer field during class.

By default, all of the student's discipline records for the semester are displayed.

<b>Filter by</b>	To view discipline records for a particular date, type the date...
<b>Date</b>	The date and time of the discipline incident are displayed.
<b>Infraction</b>	The specific violation is displayed.
<b>Disciplinary Action</b>	A description of the action taken by campus officials in response to the discipline incident is displayed.
<b>Reported by</b>	The name of the staff member who reported the incident is displayed.
<b>Administrator</b>	The name of the campus administrator who is handling the incident and taking action is displayed.

Additional comments about the discipline incident may be displayed in italic font below the fields, if entered by campus administrators.

## Set Up and View Alerts

### I. What are alerts?

#### I. What are alerts?

Alerts are messages notifying you if the student has any grades or attendance information you should be aware of, such as an absence, tardy, or low grade.

- **View Alerts** - View alert messages that have been generated according to your alert subscription.
- **Set Alerts** - Change your alerts subscription at any time so that you only receive the alert messages you want to see.

By default, you are automatically subscribed to two alerts:

- Unexcused absence alerts, first occurrence of the day
- Failing grade alerts

You can change your alerts subscription at any time.

**NOTE:** To set up and receive alerts:

- Your email address must be verified on the [My Account](#) page.
- The same email address must be entered in your student's contact information record at the campus.

- You must set up alerts in ASCENDER ParentPortal.

If any of your students have alerts, the number of alerts is displayed next to the alert icon in the top-right corner of every page in ParentPortal.



On any page in ParentPortal, click the alert icon  in the top-right corner. You can see the two most recent alerts for the student. To view all alerts, you must go to the Alerts page.

## II. View alerts.

### II. View alerts.

#### ***ASCENDER Parent Portal > Alerts***

View Alerts is the default view.

The number of new, unread alerts is displayed in a red circle.

The complete alert message is displayed under **Description**.

If the student has more than one alert, the alerts are displayed in the order received, with the most recent alert at the top of the list.

#### **Tips:**

- New, unread alerts are bold.
- Once you have read an alert, you can select **Read**. The alert will be no longer be bold.
- Clear the **Read** check box to change the alert back to unread.
- You can adjust the page to show or hide any alerts you have already read:
  - To see only new, unread alerts, set **View Read Alerts** to **No**.
  - To see all alerts, set **View Read Alerts** to **Yes**.

III. Set up attendance and/or grade alerts.

**III. Set up attendance and/or grade alerts.**

**ASCENDER Parent Portal > Alerts**

□ Click or tap **Set Alerts**.

Alert preferences must be set for each student on your account.

**Notification Type**



<p><b>How would you like to receive alerts?</b></p>	<p>Indicate if you want to receive alert notices at your email address, sent as text messages to your cell phone, or not sent. This field is only displayed if the district has set up notification services.</p> <p><b>Email</b> - Receive alert notices by email. This option is only available if you have successfully registered your email address on the <a href="#">My Account</a> page.</p> <p><b>Text</b> - Receive alert notices as text messages. This option is only available if you have successfully registered your cell phone number on the <a href="#">My Account</a> page.</p> <p><b>No alert</b> - Do not receive alert notifications. You will still be able to view alerts once you have logged on to ParentPortal.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• Text alert notices will not contain the full information contained in the alert. The notice will simply inform you that you have one or more unread alerts in your account. You must log on to ParentPortal to view the alert message.</li> <li>• If you were receiving email alert notices, and you removed or changed your email address on the <a href="#">My Account</a> page, you will stop receiving alerts until you reset your <b>Alert Notification Type</b>.</li> </ul>
---	--

There are three categories of alerts: attendance, class average, and assignment grades.

## Attendance Alerts

Attendance alerts allow you to be notified if your student is marked late or absent.

### Attendance Alerts

Allow up to one hour for changes to take effect.

Unexcused Absences:	First occurrence only ▾
Excused Absences:	No alert ▾
Tardies:	No alert ▾

For each type of absence (Excused, Unexcused, and Tardy), indicate when you want to be notified:

**No alert** - Select if you do not want to be notified of your student's absences.

**First occurrence only** - Select if you only want to be notified of an absence for the first period the student is absent.

**All occurrences** - Select if you want to be notified of all absences for all periods of the day.

---

## Class Average Alerts

Class Average alerts allow you to be notified if the student's grade average in a class falls below a specified grade. By default, you will receive an alert any time the student's grade average in a class falls below failing. You can change the alert by specifying another grade.

### Class Average Alerts

An alert will be sent each time the student's average in any class falls below the threshold.

Set Class Average Threshold:  Yes

Class Average Threshold:

<b>Set Custom Average Threshold?</b>	<b>Yes</b> - Change the grade average that triggers an alert. <b>No</b> - Leave the setting as it is ( <b>Current Selection</b> ).
<b>Custom Average Threshold</b>	If you selected <b>Yes</b> , type a numeric grade (0-110). Any time your student's average falls below this grade, you will receive an alert.

### Assignment Grade Alerts

Assignment Grade alerts allow you to be notified if the student receives an assignment grade below a specified grade in any class. By default, you will receive an alert any time the student receives a failing assignment grade in any class. You can change the alert by specifying another grade.

### Assignment Grade Alerts

An alert will be sent each time the student receives an assignment grade that falls below the threshold.

Set Assignment Grade Threshold:  Yes

Assignment Grade Threshold:

Incomplete Assignments:  Yes

Missing Assignments:  Yes

<b>Set Custom Assignment Threshold</b>	<b>Yes</b> - Change the assignment grade that triggers an alert. <b>No</b> - Leave the setting as it is ( <b>Current Selection</b> ).
<b>Custom Assignment Grade Threshold</b>	If you selected <b>Yes</b> , type a numeric grade (0-110). Any time your student receives an assignment grade below this grade in any class, you will receive an alert.
<b>Incomplete Assignments</b>	<b>Yes</b> - Receive an alert when the student's assignment is marked as incomplete. <b>No</b> - Do not receive an alert for incomplete assignments.
<b>Missing Assignments</b>	<b>Yes</b> - Receive an alert when the student's assignment is marked as missing. <b>No</b> - Do not receive an alert for missing assignments.

## Did you know?

### You can also:

- **Enroll new students \***
- **Register returning students \***
- **Update your student's information \***

See the [Parent Guide: New Student Enrollment, Online Registration, & Data Updates](#).

\* If enabled at your district.

# Guía para padres de ASCENDER ParentPortal

# ¿Qué le gustaría hacer?

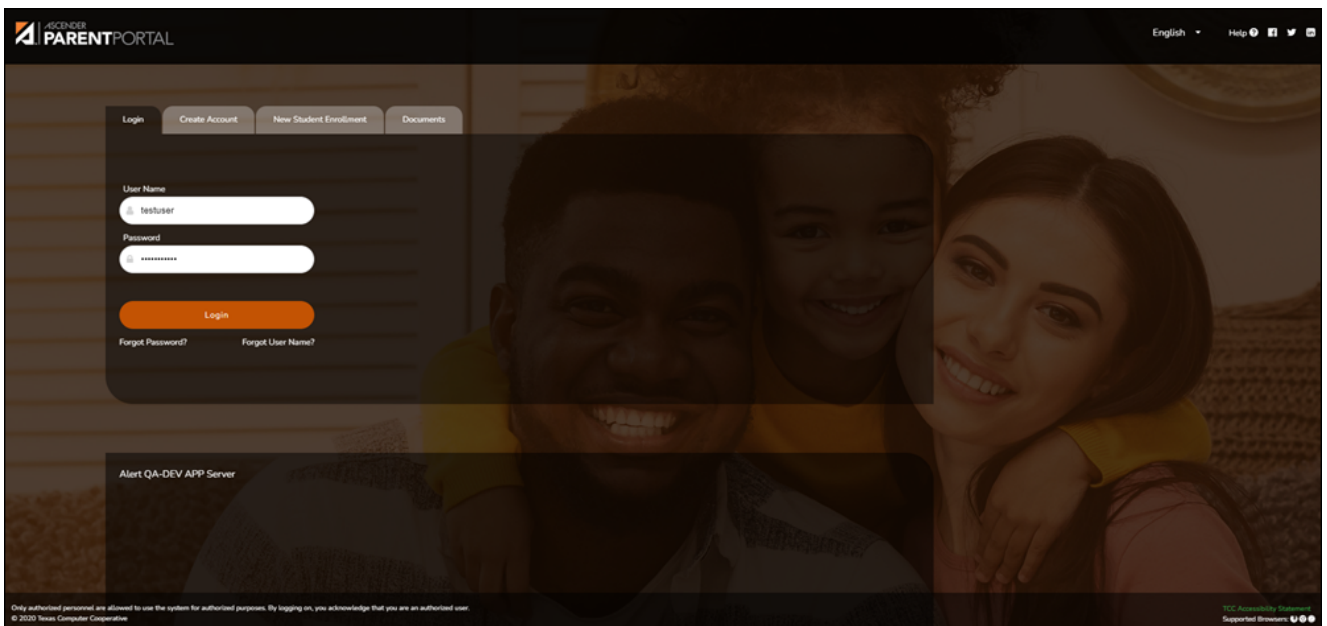
## Obtener acceso a ParentPortal

### I. Cree una cuenta de ASCENDER ParentPortal e inicie sesión.

#### ASCENDER ParentPortal > Login

Antes de inscribir a un estudiante, cree una cuenta de usuario en ASCENDER ParentPortal para recibir un nombre de usuario y una contraseña para obtener acceso al sistema. Cuando obtiene acceso a ParentPortal, aparece la página de inicio de sesión.

Haga clic en **Crear cuenta**.



Se abre la página Crear cuenta - Información del usuario.

### Información del usuario

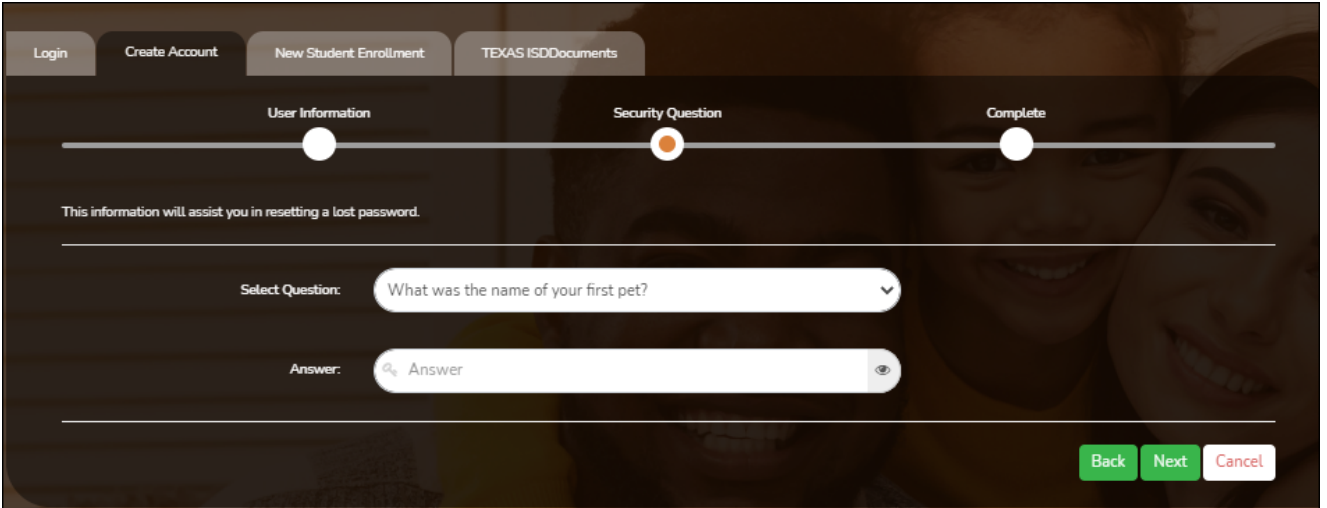
<p><b>Nombre de usuario</b></p>	<p>Escriba un nombre de usuario para identificarse en ASCENDER ParentPortal con una combinación de letras de su nombre y apellido.</p> <p>Requisitos:</p> <ul style="list-style-type: none"> <li>• De 6 a 25 caracteres alfanuméricos</li> <li>• Único (que nadie más lo esté usando en el distrito)</li> <li>• No distingue entre mayúsculas y minúsculas</li> </ul>
<p><b>Contraseña</b></p>	<p>Escriba la contraseña que utilizará para iniciar sesión en ASCENDER ParentPortal.</p> <p>Un interruptor para mostrar/ocultar ___ le permitirá ver o esconder los caracteres que está escribiendo.</p> <p>Requisitos:</p> <ul style="list-style-type: none"> <li>• De 8 a 46 caracteres alfanuméricos</li> <li>• Tres de los siguientes tipos de caracteres: letras mayúsculas, letras minúsculas, números y caracteres especiales</li> <li>• Distingue entre mayúsculas y minúsculas</li> </ul>
<p><b>Verificación de contraseña</b></p>	<p>Vuelva a capturar la contraseña para verificar que la escribió correctamente.</p>

<p><b>Dirección de correo electrónico</b></p>	<p>(Obligatoria) Escriba su dirección de correo electrónico. No puede escribir una dirección que ya se esté usando.</p> <p><b>NOTA:</b> Si tiene varios estudiantes asociados a su cuenta, la dirección de correo electrónico que aparece para el tutor del plantel de su estudiante debe ser la misma para TODOS los estudiantes asociados con su cuenta de ParentPortal a fin de activar las funciones de Registro, y la cuenta de correo electrónico debe ser validada.</p>
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<b>Número de teléfono celular</b>	Escriba los diez dígitos de su número de teléfono celular. No puede escribir un número que ya se esté usando.
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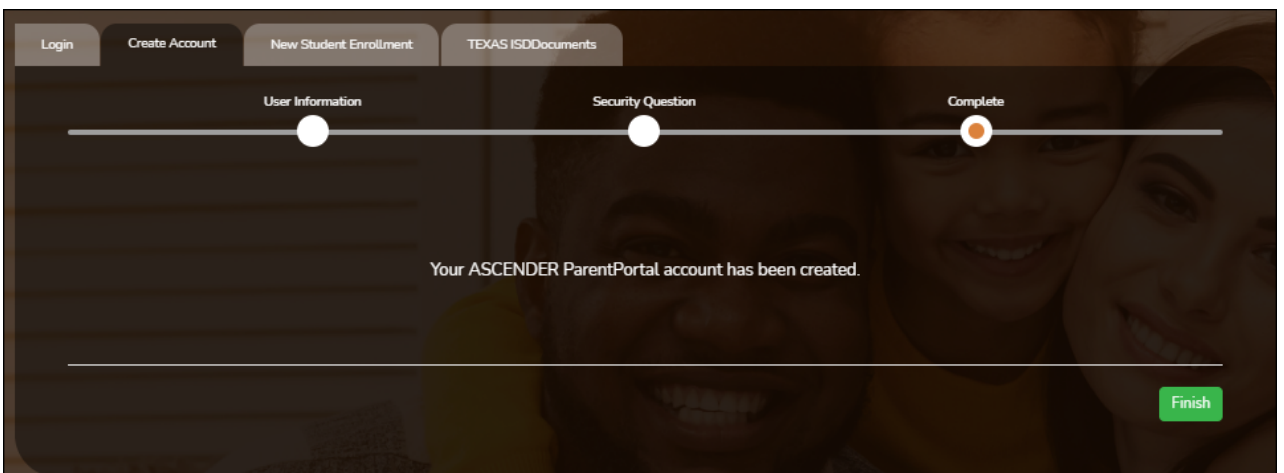
Haga clic en **Siguiente**.

**Pregunta de seguridad**



<b>Seleccionar pregunta</b>	Seleccione una pregunta. Si necesita restablecer su contraseña, se le hará esta pregunta.
<b>Respuesta</b>	<p>Escriba la respuesta a la pregunta.</p> <p>Debe contestar esta pregunta correctamente para recuperar su contraseña. Asegúrese de seleccionar una pregunta cuya respuesta recordará con facilidad.</p> <p><b>IMPORTANTE:</b> La respuesta distingue entre mayúsculas y minúsculas (siempre escríbala exactamente como aparece aquí, incluyendo las letras mayúsculas y minúsculas).</p>

Haga clic en **Siguiente**.



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**Completar**  Haga clic en **Terminar**.

- Se abre la página Mi Cuenta, en donde puede añadir un estudiante a su cuenta y actualizar su información de contacto y de seguridad.
- Si escribió una dirección de correo electrónico o un número de teléfono celular, recibirá un mensaje de confirmación con un enlace de verificación.

**NOTA:** Si usted no aparece como un contacto o tutor (es decir, estudiante, padraastro, etc.) será un usuario con acceso limitado y solo podrá ver información sin modificarla.

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## II. Recuperar su nombre de usuario o cambiar su contraseña.

Si ha olvidado su contraseña, puede restablecerla. También puede cambiar su contraseña en cualquier momento.

Desde la página de inicio de sesión, haga clic en el enlace debajo de los campos de inicio de sesión para ir a la página de Restablecer contraseña.

**USUARIOS DE DISPOSITIVOS MÓVILES:** En un dispositivo móvil, toque **Inicio de session** para acceder a este enlace.



[Return to Login](#)

### Recover User Name

**Email Address**

[Recover User Name](#)

### Reset Password

**User Name**

[Next](#)

**Email Address**

[Reset Password](#)

## Restablecer contraseña

Tiene dos opciones para restablecer su contraseña: Por nombre de usuario y por dirección de correo electrónico.

### Por nombre de usuario:

<b>Nombre de usuario</b>	Escriba su nombre de usuario.
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Haga clic en **Siguiente**.

Se le pedirá que escriba la respuesta a una de sus preguntas de seguridad.

Escriba la respuesta y haga clic en **Siguiente**.

<b>Contraseña</b>	Escriba una contraseña nueva.
<b>Repetir contraseña</b>	Vuelva a escribir una contraseña nueva.

Haga clic en **Terminar**.

Se abre la página Mi Cuenta.

### Con la dirección de correo electrónico:

<b>Dirección de correo electrónico</b>	Escriba su dirección de correo electrónico.
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Haga clic en **Restablecer contraseña**.

Aparece un mensaje que indica que se enviaron instrucciones para restablecer su contraseña a la dirección de correo electrónico capturada.

Haga clic en **Cerrar** para cerrar el mensaje.

Regrese a ParentPortal e inicie sesión con su nombre de usuario y contraseña.

### III. Cambiar el idioma.

Por defecto, ASCENDER ParentPortal aparece en inglés. Para acceder a ParentPortal en español, seleccione *Español* en la lista desplegable en la esquina superior derecha de la página de inicio de sesión.

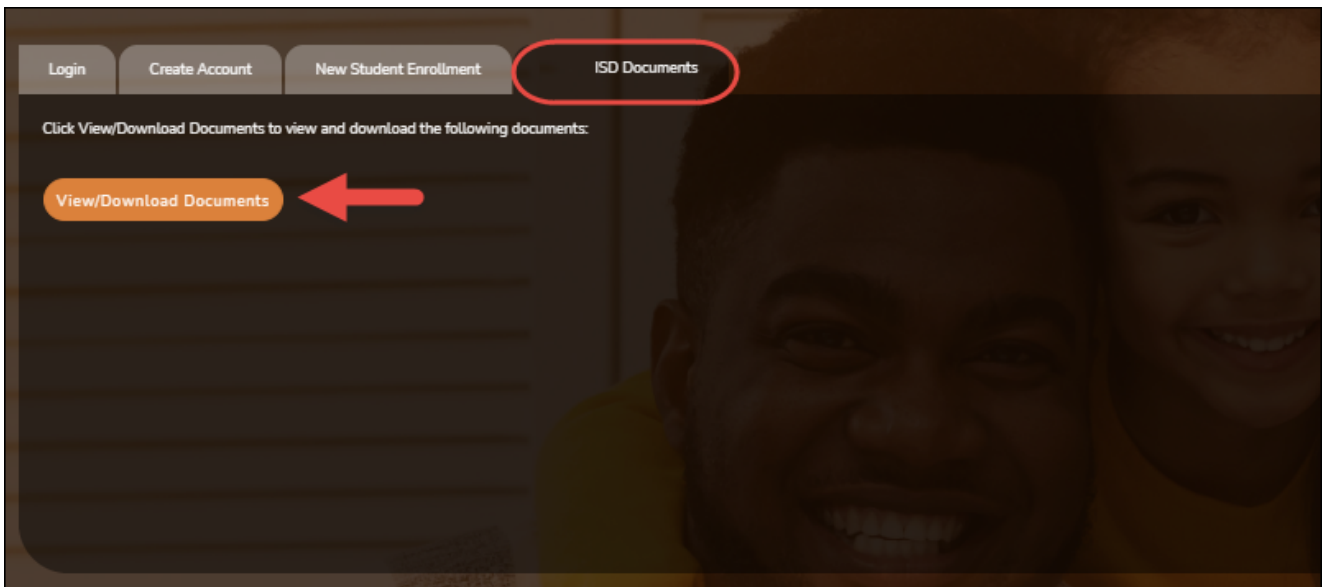


El lenguaje seleccionado se usará durante toda la sesión.

Parte del contenido solamente aparecerá en español si el distrito ha proporcionado contenido en español; de no ser así solamente aparecerá contenido en inglés.

**USUARIOS DE DISPOSITIVOS MÓVILES:** En un dispositivo móvil, toque el menú en la esquina superior derecha para acceder al campo de idioma.


#### IV. Acceder a documentos públicos.



Desde la página de Inicio de sesión, bajo Documentos del distrito, haga clic en **Ver/Descargar documentos** para ir a la página de Documentos públicos, en donde puede obtener acceso a documentos proporcionados por el distrito o el plantel y para los que no se requiere iniciar sesión, como el calendario o los programas de deportes.


## V. Desplazarse en ParentPortal.

Las herramientas de navegación se encuentran en el lado izquierdo de la página, o en la esquina superior derecha. Algunas herramientas funcionan de manera diferente en los dispositivos móviles.

**USUARIOS DE DISPOSITIVOS MÓVILES:** En un dispositivo móvil, toque  para acceder al menú lateral.

### Estudiante seleccionado

El nombre y la fotografía del estudiante seleccionado aparecen en la esquina superior izquierda. La fotografía solamente aparece si el distrito la ha proporcionado.

Si tiene varios estudiantes añadidos a su cuenta de ParentPortal, haga clic  en junto a **Mis estudiantes** para seleccionar a otro estudiante.

### Añadir un estudiante

Haga clic en **Añadir estudiante** para añadir un estudiante a su cuenta de ParentPortal. Se abre una ventana emergente.

### Plantel

Se muestra el plantel al que asiste el estudiante seleccionado. Si el estudiante asiste a varios planteles, usted puede seleccionar el plantel.

### Navegación

Puede obtener acceso a los datos de su estudiante. Los datos solo están disponibles si el distrito habilita la opción.

**Resumen** - Se muestra el horario de su estudiante, su promedio actual en cada clase, y su asistencia del día en curso.

**Asistencia** - Puede ver la asistencia detallada de su estudiante, así como una vista de calendario y datos totales.

**Calificaciones** - Puede ver las calificaciones del semestre, el ciclo y las tareas de su

estudiante. Haga clic en la flecha  para expandir el menú de calificaciones.

**Disciplina** - Puede ver los incidentes disciplinarios de su estudiante.

**Vacunas** - Puede ver las vacunas que su expediente tiene documentadas en el plantel, así como una lista de vacunas pendientes.

**Alertas** - Puede ver mensajes de alerta y configurar alertas personalizadas.

**Enlaces** - Su distrito o plantel pueden ofrecer enlaces útiles.

## Otras herramientas




- Haga clic para ocultar la barra de navegación del lado izquierdo. Haga clic de nuevo para mostrar la barra de navegación.



- Varias secciones de ParentPortal pueden ocultarse o ampliarse. La mayoría de los datos están ocultos por defecto. Oprima la flecha para mostrar la sección. Vuelva a oprimirla para ocultar la sección.



- Varias páginas de ParentPortal pueden imprimirse. Al usar el ícono de impresora en lugar de la opción Imprimir del navegador garantizará un mejor formato del contenido. Haga clic en el ícono de la impresora  para imprimir el contenido de la pantalla.

## Parte superior derecha



- Haga clic para ver las alertas referentes a su estudiante. La cantidad de alertas no leídas (de haberlas) se muestra en un círculo rojo al lado del ícono.



- Haga clic para ver la ayuda en línea de ASCENDER ParentPortal.



- Haga clic para cambiar el idioma o cerrar la sesión en ASCENDER ParentPortal.

## Parte inferior izquierda



- Haga clic para abrir la página Mi cuenta.



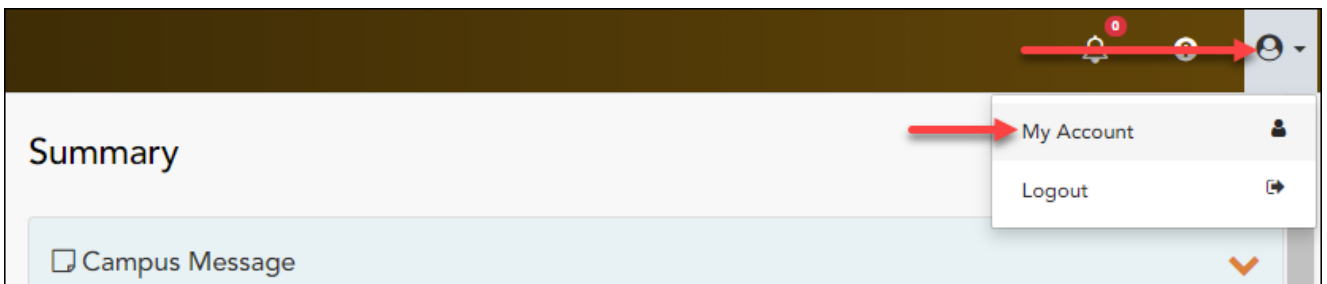
- Haga clic para cerrar la sesión en ASCENDER ParentPortal.

# Actualizar su cuenta de ParentPortal

## I. Acceder a la página Mi cuenta.

### ASCENDER ParentPortal > Mi cuenta

Desde la mayoría de las páginas en ParentPortal, puede acceder a la página Mi cuenta desde el menú de la esquina superior derecha.



## II. Actualizar su información de contacto de padre o madre.

### ASCENDER ParentPortal > Mi cuenta > Información de contacto

#### Información de contacto

Actualizar y verificar su dirección de correo electrónico y su teléfono celular.

A screenshot of the 'Contact Information' form in the ASCENDER ParentPortal. The form has a light blue background. At the top left, there is a header 'Contact Information' with a person icon and an upward arrow on the right. Below the header, there are two input fields: 'Email Address:' and 'Mobile Number:'. To the right of the 'Email Address' field is a red button with a trash icon and the text 'Remove Email'. Below the 'Mobile Number' field is a grey button with the text 'Verify Mobile'.

## Correo electrónico

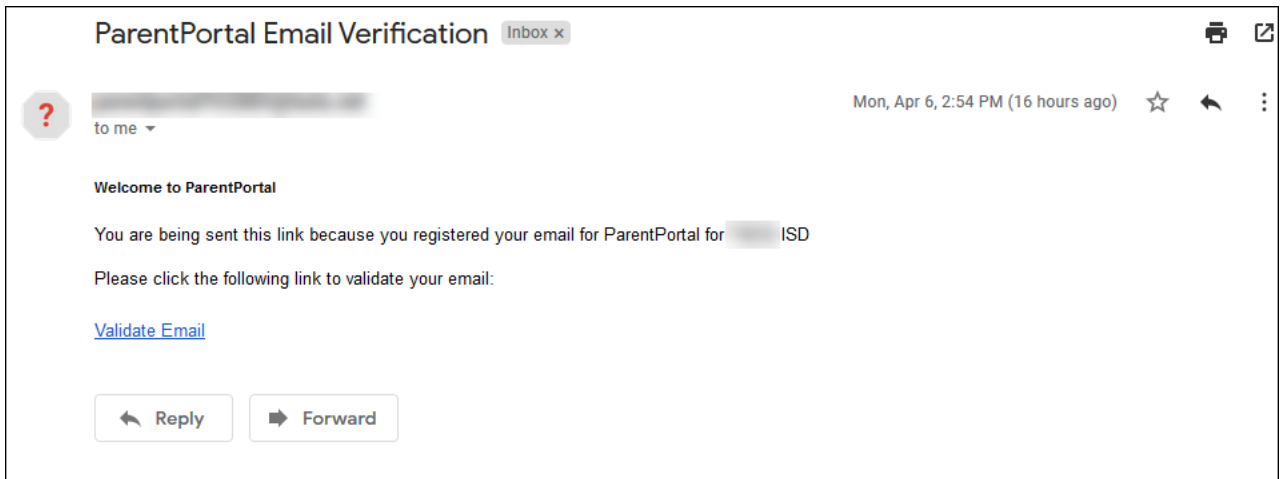
Debe proporcionar y verificar su dirección de correo electrónico para poder obtener acceso a funciones que la requieren. Puede actualizar su dirección de correo electrónico en cualquier momento.

<p><b>Dirección de correo electrónico actual</b></p>	<p>Este campo aparece si ya ha proporcionado su dirección de correo electrónico.</p> <ul style="list-style-type: none"> <li>• Aparece el mensaje “Verificada” si la dirección de correo electrónico ya ha sido verificada.</li> <li>• Aparece el mensaje “No verificada” si la dirección de correo electrónico no ha sido verificada.</li> </ul> <p>Si no ha capturado una dirección de correo electrónico, escriba su correo electrónico actual.</p> <p>Su dirección de correo electrónico debe tener un formato válido (por ejemplo, nombre@dominio.com).</p> <p>No puede capturar una dirección de correo electrónico que ya se esté usando en otra cuenta.</p>
<p><b>Dirección de correo electrónico nueva</b></p>	<p>Si no ha verificado su dirección de correo electrónico, escríbala y haga clic en <b>Actualizar correo electrónico</b>.</p> <p>Se enviará un mensaje a su correo electrónico para que pueda verificar su dirección. Hasta que verifique su dirección, aparecerá el mensaje “No verificada”.</p> <p>Haga clic en <b>Eliminar correo electrónico</b> para quitar la dirección de correo electrónico y evitar la verificación. Si es necesario, haga clic en <b>Reenviar</b> para volver a enviar el mensaje.</p>
<p><b>Confirmar dirección de correo electrónico</b></p>	<p>Vuelva a escribir la dirección de correo electrónico para confirmar que la escribió sin errores.</p>

Haga clic en **Verificar dirección de correo electrónico**

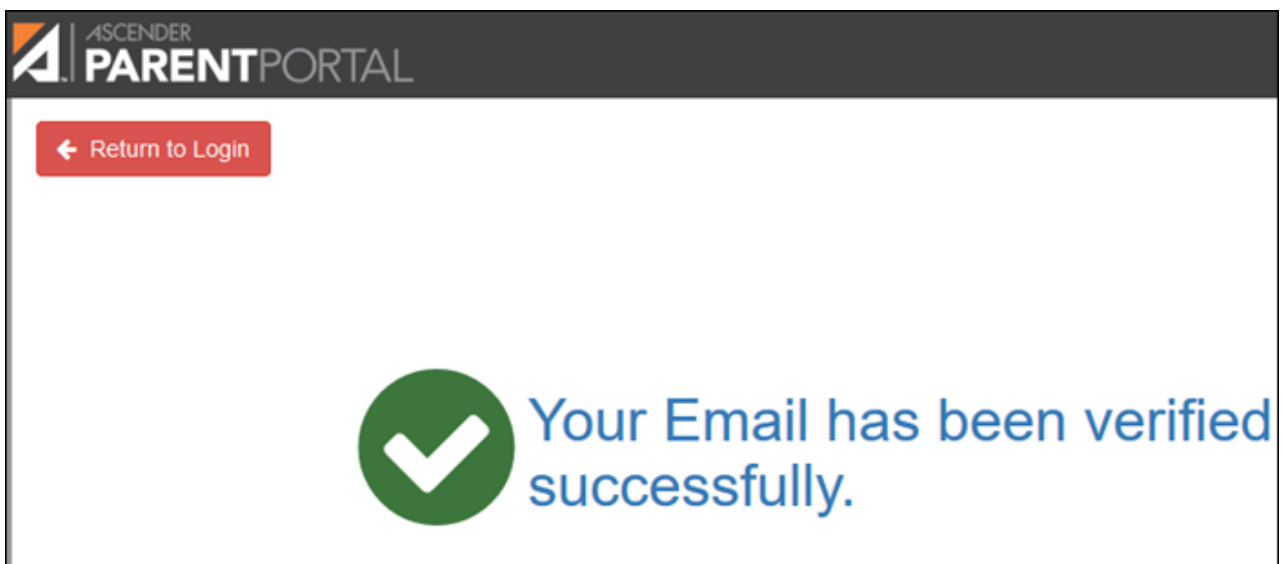
Recibirá un mensaje de correo electrónico en esa dirección, que tendrá un enlace para verificación.

Si capturó una dirección de correo electrónico cuando se registró para esta cuenta de ParentPortal, debe haber recibido un correo electrónico en su bandeja de entrada con un código para verificar su dirección de correo electrónico.



☐ Haga clic en **Validar correo electrónico**.

Aparece un mensaje que indica que su correo electrónico se verificó con éxito.



Una vez que verifique su dirección de correo electrónico, puede hacer clic en **Eliminar correo electrónico** en cualquier momento para eliminar o cambiar la dirección de correo electrónico registrada o para eliminar la dirección de correo electrónico.

- Si hace clic en **Eliminar correo electrónico**, se elimina la dirección de correo electrónico actual.
- Se muestra el campo de dirección de correo electrónico, lo que le permite verificar otra dirección.

Si elimina o cambia su dirección de correo electrónico, se reiniciarán sus opciones de notificación. Para volver a configurar sus alertas, vaya a Alertas > Suscripciones y configure el campo Tipo de notificación de alerta de acuerdo a sus preferencias. La opción para recibir

alertas por correo electrónico no estará disponible si no ha confirmado exitosamente una dirección de correo electrónico.

## Celular

Registrar su número de teléfono celular le permite recibir notificaciones por mensaje de texto.

**IMPORTANTE:** Si cambia su compañía de telefonía celular podría dejar de recibir mensajes de alerta y es posible que tenga que volver a registrar el número.

<b>Número de teléfono celular</b>	Escriba el número de teléfono celular a registrar en el formato AAANNNNNNN, donde AAA es el código de área, y NNNNNNN es el número. No use guiones.
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Haga clic en **Verificar celular**.

Recibirá un mensaje de texto al número capturado, que contendrá un código de verificación.



Aparecerá el campo **Código de verificación**.

**Contact Information**

Email Address:  Remove Email

Mobile Number:  Remove Mobile

A verification code was sent to [redacted]. To verify your mobile number, type the code below and click Verify.

Verification Code:  Verify Re-send

<b>Código de verificación.</b>	Capture el código de verificación que se le envió en el mensaje de texto.
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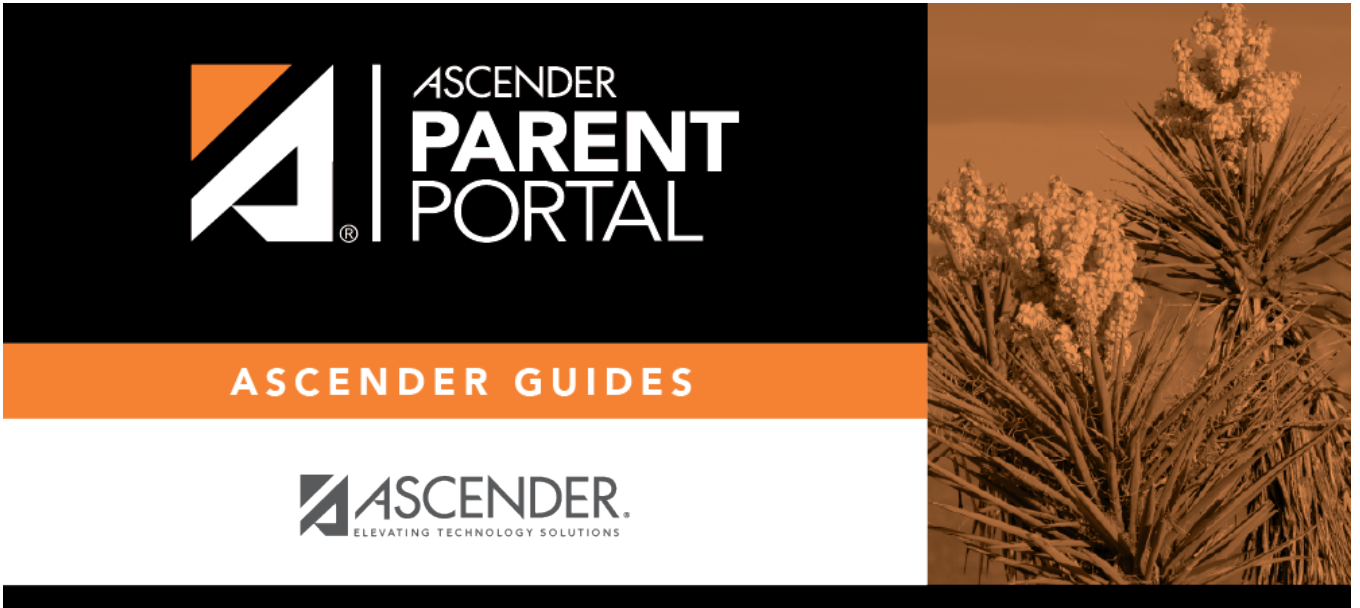
Haga clic en **Verificar**.

- Si el código se capturó correctamente, aparece un mensaje que indica que se ha inscrito con éxito para recibir mensajes de texto.
- Si el código de verificación no fue exitoso, haga clic en Reenviar para enviar un nuevo código.

## Cambiar o eliminar su número de teléfono celular

Una vez que verifique su número de teléfono celular, puede hacer clic en Eliminar número de celular cualquier momento para eliminar o cambiar el numero de teléfono celular registrado.

- Si hace clic en **Eliminar número de celular**, se elimina el número actual.
- Se muestran los campos de número telefónico, lo que le permite verificar otro número.



## Back Cover