



ASCENDER Campus Setup

Table of Contents

ASCENDER Campus Setup	1
Other functions and features:	8
Add a campus:	18
Create a new track:	18
Other functions and features:	30
Other functions and features:	64

ASCENDER Campus Setup

These steps allow you to set up a new campus in ASCENDER, including the profile, attendance calendar, master schedule, programs, code tables, and more.

Prerequisites:

- This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the [ASCENDER Student Overview guide](#).
- **Security Access:** Users who will be updating campus data must be set up in ASCENDER Security Administration to have access to the new campus and appropriate roles assigned.

I. Campus Profile

Enter campus demographic information.

[Registration](#) > [Maintenance](#) > [Campus Profile](#) > [Campus Information Maintenance](#) > [Demographic Info](#)

This tab allows you to maintain campus demographic data, such as the campus name, address, and phone number.



Campus ID	<p>The campus to which you are logged in is displayed. To view another campus or add a new campus, type the three-digit campus ID and click Retrieve.</p> <p>To enter a new campus, type an unused three-digit campus ID for the new campus and click Retrieve. The fields are cleared allowing you to enter and save data for the new campus.</p> <p>According to TEA guidelines:</p> <p>001-040 are used for high school campuses.</p> <p>041-100 are used for junior high and middle school campuses.</p> <p>101-698 are used for elementary school campuses.</p>
------------------	--

Existing demographic information for the campus is displayed.

Campus Name	Type the name of the campus, up to 34 characters.
--------------------	---

Street Nbr Street Name City State Zip Code +4	Enter the address for the campus, up to 60 characters.
Phone Fax	Type the area code and phone numbers for the campus.

The following fields only display if the **District Type** field is set to *Charter* on the Registration > Maintenance > District Profile > District Information > Demographic Info tab.

Participating Charter Admission Waitlist	For each charter school campus, select to indicate whether or not the campus will have a waitlist for admission.
Charter Enrollment Capacity	Type the maximum approved student enrollment number (up to four digits) for which the campus is able to provide instruction without exceeding staffing and facility limitations.
Begin Date	Type the begin date using the MMDDYYYY format. Or, click  to select the date from a calendar.
End Date	Type the end date using the MMDDYYYY format. Or, click  to select the date from a calendar.

☐ Click **Save**.

[Enter campus control settings \(including OCR\).](#)

[Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info](#)

This tab allows you to set up control options for the campus related to Registration and OCR.

NOTE: Changes made in Discipline will affect these totals.

Campus ID	The campus to which you are logged in is displayed. To view another campus or add a new campus, type the three-digit campus ID and click Retrieve .
------------------	--

Existing control information for the campus is displayed.

☐ Update as needed.

Low/High Grade Level	Select the lowest and highest grade levels taught at the campus.
Accreditation	Select the code for the organization(s) that accredit the campus.
College Board Campus Code Number	Type the six-character ID used by the educational testing service to identify the campus. This applies only to high schools.

Default Track	Select the attendance track you want to use as the default when enrolling students. For a new student campus with no attendance options, use 00. Business campuses can be created on District Admin .
Exclude from District Reporting	<p>Select to exclude the campus from district reports in all ASCENDER Student applications.</p> <p>This option can be used for students who are tracked in their home district for TEA reporting purposes but also need to be tracked at the district that serves them, such as through a special education program, DAEP, or JJAEP. The district that serves the students can track attendance, grades, and other data, and provide the information to the home district for TEA reporting. If this option is selected, the campus is excluded from district reports, the UID export, and PEIMS TSDS.</p> <p>Excluded campuses are excluded in the following reports, unless the report is generated specifically for that campus:</p> <p>Attendance: SAT0900, SAT0950, SAT1100, SAT1700, SAT2100, SAT2300, SAT2400, SAT2500, SAT5000, Create Attendance Report</p> <p>Discipline: SDS0100, SDS0200, SDS0300, SDS0500, SDS0700, SDS0800, SDS0900, SDS1000, SDS1100, SDS1200, SDS1300, Create Discipline Report</p> <p>Grade Reporting: SGR0110, SGR0120, SGR0130, SGR0140, SGR0200, SGR2046, SGR2060, SRG2081, SGR2091, SGR2500, SRG2550, Create Grade Reporting Report</p> <p>Health: SHS0110, SHS0295, SHS0296, SHS0297, SHS0298, Create Demo</p> <p>Registration: SDS0300, SGR1950, SRG0200, SRG0300, SRG0600, SRG1001, SRG1100, SRG1400, SRG1500, SRG1600, SRG1700, SRG1800, SRG1900, SRG2300, Create Registration Report</p> <p>Special Education: SDS0200, SEM0200, SEM0400, SEM0620, SEM0640, SEM0720, SEM0750, SEM0800, SEM0850, SEM0900, SEM0950, SEM1000, SEM1100, SEM1200, Create Special Ed CY, Create Special Ed NY</p>
School Type	<p>Select the code for the type of school, which is required for the TSDS Student Extractor. The drop-down list contains codes from the TSDS table DC111.</p> <p>Leave blank if the LEA is not using the Student Dashboard.</p>
Capped To Campus	<p>This field is only enabled if Enable Attendance Zones is selected on Registration > Maintenance > District Profile > District Information > District Maintenance > Attendance Zone Options, and is used to prevent over enrolling students at a particular campus.</p> <p>Select the campus at which a student will be enrolled if the campus you are logged onto is capped.</p> <p>For a student to be allowed to enrolled at the capped campus, the student's entry date must be later than the Capped Date, and that student's Transfer Factor must be 0 (CY/NY Xfer Factor on Registration > Maintenance > Student Enrollment > Demo1).</p>

Capped Date	If Capped To Campus is used, enter the date after which students can be enrolled at the capped campus. The date must be a valid school or working date.
Full Day PK Waiver	Select if the campus has received an exemption from offering a full-day PK program. TWEDS Data Element: PK-FULL-DAY-WAIVER-INDICATOR-CODE (E1646) Code table: C088
Additional Days Program	Select if the campus offers an Additional Days Program to students in PK - 5. TWEDS Data Element: ADDITIONAL-DAYS-PROGRAM-INDICATOR-CODE (E1671) Code table: C088
Participate in ELO	Select if the student participates in an Extended Learning Opportunity (ELO) program.
Nbr of Bullying Incidents	NUMBER-OF-BULLYING-INCIDENTS (E1727) indicates the number of reported incidents of bullying at each campus. Enter the number of Bullying incidents. NOTE: Any changes made on <i>Discipline > Student > Maintenance</i> to student incidents will automatically update totals.
Nbr of Cyberbullying Incidents	NUMBER-OF-CYBERBULLYING-INCIDENTS (E1728) indicates the number of reported incidents of cyberbullying at each campus. Enter the number of Cyberbullying incidents. NOTE: Any changes made on <i>Discipline > Student > Maintenance</i> to student incidents will automatically update totals.
Office of Civil Rights (OCR) Options	Select applicable fields for the campus. If selected, these selections are extracted to OCR. School has Students Participating in Single-Sex Interscholastic Athletics (School Part 2 > Exam, Staff, and Retention > ATHL-1) School has Students Enrolled in One or More Single-Sex Academic Classes (School Part I > COUR-12) School has Students who Receive Corporal Punishment for Disciplinary Purposes (School Part 2 > Discipline > DISC-3)
Campus-wide Residential Facility	Select if all students at the campus are residing in a residential facility.




☐ Under **Residential Facility Options**:

☐ Click **+Add** to add the residential facilities attended by students within the campus boundaries.

The following fields are displayed below the grid.

This list populates the **Residential Facility ID** field on [Registration > Maintenance > Student Enrollment > W/R Enroll](#) for students who reside in a residential facility.

NOTE: These settings are campus specific. If the same facility exists on multiple campuses, the information must be entered for each campus.

County/Dist	The county-district number you are logged on to is displayed and cannot be changed. TWEDS Data Element: DISTRICT-ID (E0212)
Res Fac ID	Type the six-digit residential facility ID. TWEDS Data Element: RESIDENTIAL-FACILITY-ID (E1627)
Facility Name	Type the name of the residential facility, up to 60 characters.
Inst Day Len	The field is automatically populated with the Instructional Daily Minutes as entered for the default campus-track on Attendance > Maintenance > Campus > Campus Options . If the number of minutes in the school day at the residential facility is different, this field can be modified. TWEDS Data Element: RESIDENTIAL-FACILITY-STUDENT-SCHOOL-DAY-LENGTH (E1637)
	Delete a facility. 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save . You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No . You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).
	Click to view modify the information. The data is displayed in fields below the grid allowing you to make changes.
County/Dist	The county-district number you are logged on to is displayed and cannot be changed.
Facility Name	Type the name of the residential facility, up to 60 characters.
Res Fac ID	Type the six-digit residential facility ID.
Inst Day Len	Type the number of minutes a residential facility student receives instruction based on their Individualized Education Plan (IEP).

☐ Click **Save**.



☐ Under **Campus Enrollment Type**:

☐ Click **+Add** to add the campus enrollment type.

The following fields are displayed below the grid.

This list populates the **XXX** field on [Registration > Maintenance > Student Enrollment > W/R Enroll](#)

NOTE: These settings are campus specific. If the same facility exists on multiple campuses, the information must be entered for each campus.

CEP Type	Select the type of campus where the student is enrolled.
Begin Date	Type the begin date using the MMDDYYYY format. Or, click  to select the date from a calendar.
End Date	Type the end date using the MMDDYYYY format. Or, click  to select the date from a calendar.

☐ Click **Save**.

[Enter principals and counselors.](#)

[Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor](#)

This tab allows you to add and update data for principals and counselors who work at the campus.


NOTE: If the **Advisor Number** or **First, Middle, or Last Name** is changed on this page, any corresponding Discipline records for the same school year and campus will have the **Administered by** or **Reported by ID** or name field (respectively) updated to match, as long as the original advisor number, first name, last name, school year, and campus from the principal/counselor record match existing **Administered by** or **Reported by** information (respectively) in the Discipline record.

Campus ID	The campus to which you are logged in is displayed. To view another campus or add a new campus, type the three-digit campus ID and click Retrieve .
------------------	--

Existing principals and counselors for the campus are displayed.

☐ Click **+Add** to add a principal/counselor record.




The fields below the grid are enabled allowing you to add data.

Advisor Number	Type the employee's three-digit advisor number, which is locally determined and assigned. The ID must be unique within the campus, but the same advisor number can be used across campuses.
Name	Type the employee's first, middle, and last name. Select a generation code if applicable.
Role ID	<p>Select the employee's role at the campus.</p> <p>Select 000 (<i>Other</i>) for an employee who is neither a principal nor a counselor, but is being set up as an administrative user of TeacherPortal.</p> <p>If 000 is selected, Staff ID is required.</p> <p>If 000 is selected and the employee has been set up as an administrative user with access to either one campus or all campuses, the record cannot be deleted after the information is saved.</p>
From\To Grade Level	<p>Select the beginning and ending grade levels for the range to which the employee is assigned, if applicable.</p> <p>If you select a From Grade Level, you must select To Grade Level, and vice versa. You can select the same grade level for both fields.</p>
From\To Name Range	Type the two-character alphabetical codes indicating the range of student last names assigned to the employee, if applicable (e.g., AA and MC).
Staff ID	<p>Type the employee's staff ID according to the setting of the Student Applications Staff ID field on Maintenance > District Profile > District Maintenance > Control Info:</p> <p>If Student Applications Staff ID is still set to <i>SSN</i>, type the social security number.</p> <p>If Student Applications Staff ID is set to <i>Employee Number</i>, but the employee demographic table does not exist in the Human Resources application, type the employee number.</p> <p>If Student Applications Staff ID is set to <i>Employee Number</i>, and the employee demographic table contains employee number information, click  to select the employee number.</p> <p>Principal/counselors who are also instructors will only have one staff ID.</p> <p>If you change a staff ID on this page, the staff ID will be changed across all applications and campuses.</p>
Phone	Type the area code and phone number for the employee. Type a phone extension if applicable, up to four digits.
Discipline Approver	Select if the employee is a discipline approver. The field must be selected in order for the employee to be able to view discipline referrals on Discipline > Maintenance > Referrals .

Receive Discipline Referral E-mail	Select if the discipline approver wants to receive email notification of new pending discipline referrals. If selected, you must enter the employee's email address in the E-mail Address field.
E-mail Address	Type a valid email address for the employee.

☐ Click **Save**.

Other functions and features:

	Edit a record. The data is displayed in the fields below the grid allowing you to make changes. Update the fields as needed, click OK , and then click Save . The changes are displayed in the grid. Or, click Cancel to close the window without making changes.
	Delete a row. <ol style="list-style-type: none"> Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <ul style="list-style-type: none"> • If the principal/counselor record is deleted, the program automatically checks for any TeacherPortal login records for the principal/counselor based on the staff ID. The appropriate records are inactivated. • If the principal/counselor works only at the campus from which he is being deleted, all TeacherPortal login records are inactivated. • If the principal/counselor works at more than one campus, only TeacherPortal login records specific to the campus from which he is being deleted are inactivated.

II. Attendance Calendar

A calendar must be created for each track at the new campus.

There are two options for creating a campus calendar. You can copy an existing calendar from another campus and track, or you can enter a new calendar from scratch.

[Set attendance posting options for each track at the campus.](#)

[Attendance > Maintenance > Campus > Campus Options](#)

This page allows you to set current year campus attendance options by track, including minutes of instruction as mandated by HB 2610. If the campus has multiple campus calendars, you must establish a separate set of attendance options for each attendance track.

Add a new track:

☐ Click **Add**.

The **Track** field is replaced by the **New Track** field.

☐ Type the new track number.

Or, click **Cancel** to return.

Valid track numbers are 00-99, and the number cannot already exist.

☐ Enter campus options and an optional description for the track as described below, and click **Save**.

Once entered, the new track number will be listed in **Track** drop-down fields throughout ASCENDER.

Update data:

Track	Select the attendance track. Only tracks established for the campus in the Attendance application are listed. If a description has been entered for the track on Maintenance > Campus > Campus Options , the description is also displayed in the drop-down list.
--------------	--

☐ Click **Retrieve**.

Existing data for the track is displayed. Update data as needed.

Description	<p>(Optional) Type a description of the track, up to 50 characters. This description will appear in the Track field drop-down list on most Attendance > Maintenance > Campus pages (current and next year).</p> <p>This functionality is available starting with the 2018-2019 school year.</p>
Instructional Program Type	<p>(Required) Select the type of attendance program associated with this calendar.</p> <p>This field is not displayed prior to 2018-2019.</p> <p>Do not use 16 Additional Days School Year Program.</p> <p>When creating an ADSY Program attendance track, it is suggested to use ADSY Options (Additional Days School Year) (Attendance > Maintenance > Addtnl Days Program > ADSY Options). The ADSY Options track will automatically be recognized with the Instructional Program Type - Code 16.</p>
Grading Cycle Type	Select the breakdown of semesters and cycles for the campus.
AM/PM Flag	Indicate when the Average Daily Attendance (ADA) posting period occurs.
ADA Posting Period	<p>Type the two-digit class period when the official ADA attendance is taken. A student posted absent for this period is considered absent for ADA purposes.</p> <p>If you use alternating schedules (e.g., A-Day and B-Day), you must use the same ADA posting period for both schedules, and for all tracks. This field should be set to the common ("extra") ADA period as described below for Alternate Days.</p>
1st Period Nbr	Type the two-digit first period of the school day for which attendance is recorded. The period is not necessarily the same as the ADA posting period.
Last Period Nbr	Type the two-digit last period of the school day for which attendance is recorded.
Nbr of Periods	The total number of periods is calculated and displayed when the record is saved. The 1st Period Nbr is subtracted from the Last Period Nbr , and the difference plus one is the total number of periods for which attendance records are maintained.

Special Programs	<p>Select the special programs offered at the campus.</p> <p>About Title I:</p> <p>Select Schoolwide Title I if the campus is a schoolwide Title I campus.</p> <p>Select Title I if the campus is a Title I targeted-assistance campus.</p> <ul style="list-style-type: none"> • If Schoolwide Title I is selected, a Title I record with code 6 is created for new, reentered, and transfer students. • If Schoolwide Title I and Title I are selected, the campus is a schoolwide Title I campus. • If Schoolwide Title I and Title I are <i>not</i> selected, the campus is a non-Title I campus. • If Schoolwide Title I is not selected, but Title I is selected, the campus is a Title I targeted-assistance campus. <p>NOTE: For a target-assisted campus, records are transferred for students with Title I Code 7, 8, 9, or A.</p> <p>For a campus that is neither schoolwide nor target-assisted, records are transferred for students with Title I Code 9 or A.</p>
Type Kindergarten	<p>Select the type of KG program offered at the campus. Leave blank if the campus does not offer a KG program.</p> <p>This field is used during ASDR to set ADA eligibility code.</p>
Optional Semester	<p>Select a semester to use as the default for the Semester field on Attendance > Maintenance > Student > Student Posting > By Individual.</p> <p>blank - No default semester is specified. The Semester field will default to blank.</p> <p>1 - Use semester 1.</p> <p>2 - Use semester 2.</p> <p>3 - Use semesters 1 and 2.</p> <p>H - Use the current semester, as determined by the system (i.e., current) date.</p>

☐ Under **Calendar Operational/Instructional Minutes:**

For 2018-2019 school year and later, the heading and fields displayed vary according to the **Instructional Program Type** associated with the selected **Track**:

- If the selected track is associated with **Instructional Program Type** 01-03, or 13-15, the heading is **Calendar Operational Minutes**.
- If the selected track is associated with **Instructional Program Type** 04-12, or blank, the heading is **Calendar Instructional Minutes**.

- Prior to the 2018-2019 school year, **Instructional Program Type** is not available. The heading is **Calendar Minutes**.

Refer to the [TEA Student Attendance Accounting Handbook \(SAAH\)](#) for assistance.

Calendar Operational Minutes:

Daily Minutes	<p>Type the number of operational minutes per day for the campus. This is the minutes that a campus operated on a particular school day for the purpose of student instruction.</p> <p>This value is determined by the LEA. You must enter this value even if it is the same as the TEA requirement.</p> <p>TWEDS Data Element: SCHOOL-DAY-OPERATIONAL-MINUTES (E1571)</p>
Shortened Daily Minutes	<p>Type the number of minutes of instruction per day for the campus on a shortened school day.</p> <p>This value is determined by the LEA. You must enter this value even if it is the same as the TEA requirement.</p>

Calendar Instructional Minutes:

Daily Minutes	<p>Type the number of minutes of instruction per day, as required by the TEA.</p> <p>Refer to the TEA Student Attendance Accounting Handbook (SAAH) for TEA requirements and any applicable exceptions.</p>
Shortened Daily Minutes	<p>Type the minimum number of minutes per day for a shortened school day (e.g., early release/late arrival dates), as required by the TEA.</p> <p>Refer to the TEA Student Attendance Accounting Handbook (SAAH) for TEA requirements and any applicable exceptions.</p>

When these values are saved, the values are used to populate the campus calendar.

NOTE: The first time you select the **Instructional Program Type** (i.e., change from blank to a valid value) the following occurs on the Campus Calendar page for Type 99 Waivers only:

- If the existing calendar waiver minutes are *more* than the new value for **Shortened Daily Minutes** entered on the Campus Options tab, the program will set the waiver minutes to the new value for **Shortened Daily Minutes**.
- If the existing calendar daily minutes are *more* than the new value for **Daily Minutes** entered on the Campus Options tab, the program will set the daily minutes to the new value for **Daily Minutes** on the Campus Options tab.

This only applies the first time **Instructional Program Type** is set. Once set, the normal edits apply.

❑ Under **Alternate Days**:




This section is used if the campus has more than one period that is used for ADA period, such as for A-Day/B-Day schedules.

For example, the A-Day schedule may take ADA attendance during period 02, and the B-Day schedule may take ADA attendance during period 05.

For both days, an additional period must be created that is the same for both A-Day and B-Day. This must be a period when no students are scheduled. For example, if the campus has classes during periods 01-08, then period 09 could be used as the extra ADA period. This “extra” period must be the same for both A-Day and B-Day. Be sure this extra period is included in the **1st Period Nbr** and **Last Period Nbr** fields.

When attendance is posted to either ADA posting period (e.g., 02 or 05), it is *also* posted to the extra period (e.g., 09).

NOTE: All tracks at the same campus must have the same “extra” ADA posting period. For example, if the campus creates period 09 as the extra period, then period 09 must be used for all tracks.

Code	Click +Add or press ALT+1 to add a code. A blank row is added to the Code grid.	
	Code	Type the one-character code to use for the pattern. For example, type A or B if you use A-Day and B-Day schedules.
		You must create a code for each pattern. For example, create code A and code B.
		Click to select a code for which to add a pattern. A row is added to the Pattern grid allowing you to add a pattern for that code.
		Delete the code if needed.
Pattern	Click +Add or press ALT+1 to indicate the ADA period for the selected code. A blank row is added to the Pattern grid.	
	You must enter two pattern rows for each Code :	
	<ul style="list-style-type: none"> • Add a row with the ADA period when attendance is taken (e.g., 02 or 05). • Add a row with the “extra” ADA posting period (e.g., 09). 	
	IMPORTANT: The “extra” ADA posting period must be the same for all codes, and it must be the same for all tracks at the campus. This period must also be entered in the ADA Posting Period field.	
	Pattern	Type the two-digit ADA period.
		Delete the pattern for that code if needed.

NOTE: When using ALT+1 to add a row, you must press the 1 key on the keyboard, not the 1 key on the numeric keypad.

IMPORTANT! Be sure all tracks have the same ADA posting period for TeacherPortal:

On [Attendance > Maintenance > TeacherPortal Options > Campus Options](#), set the **A/B Day: Period ADA Attendance Taken** fields to the periods when attendance is posted (e.g., 02 and 05).

☐ Click **Save**.

[Copy an existing calendar.](#)


[Attendance > Maintenance > Campus > Copy Calendar](#)

This page allows you to copy a current year calendar to other campuses and tracks. You can also create new tracks.

Under **From Campus Track:**

☐ Select the campus-track *from* which to copy data:

Campus	Select the campus from which you want to copy the calendar.
---------------	---

Track	<p>Select the attendance track from which you want to copy the calendar. Only tracks that have calendars are listed.</p> <p>If a description has been entered for the track on Maintenance > Campus > Campus Options, the description is also displayed in the drop-down list.</p> <p>Any tracks that have the Instructional Program Type field on the Campus Options page set to <i>13: Juvenile Justice Alternative Education Program (JJAEP) TEC 37.011 (f)</i> are not listed.</p>
Description	<p>The description of the selected track is displayed if it has been entered on Maintenance > Campus > Campus Options.</p> <p>You can add or update the description that will be copied to the To Campus Tracks. Type a description of the track, up to 50 characters.</p> <p>NOTE: Changing the description here does NOT change the description at the From Campus Track.</p> <p>If you changed the description and wish to reset it to the original description, click .</p> <p>This functionality is available starting with the 2018-2019 school year.</p>

Cycle information is displayed for the selected campus-track:

Begin Dt	The first date of each cycle is displayed.
Mem Days	The number of membership days in each cycle is displayed.
Total Daily Min (DM)	The total number of minutes of instruction for the cycle is displayed.
Total Waiver Min (DM)	The total number of waiver minutes in the cycle is displayed.
Total (yearly)	The yearly total for each field is displayed.

Campus Options for the **From Campus Track** are displayed for your reference. The information is maintained on [Maintenance > Campus > Campus Options](#) unless otherwise indicated.

When you double click any value in that grid, all fields in that grid are enabled, allowing you to change what is copied to the **To Campus Tracks**.

NOTE: Changing the value here does NOT change the value at the **From Campus Track**.

☐ Before copying to the **To Campus Tracks**, update the values as needed:

Instr Pgm Type	The type of attendance program associated with this calendar is displayed. This field is not displayed prior to 2018-2019.
-----------------------	--

Grading Cycle Type	The grading cycle type is displayed.	
Last Day of School	The last day of school for the selected campus-track are displayed as entered on Maintenance > Campus > Campus Calendar .	
AM/PM or Both	The field indicates if ADA attendance is posted in the morning or afternoon.	
ADA Posting Prd	The field indicates the period when ADA attendance is posted.	
First/Last Prd Nbr	The first and last periods of the school day for which attendance is recorded are displayed.	
Nbr of Prds	The calculated total number of periods is displayed according to the First/Last Prd Nbr fields.	
Special Programs	The special programs offered at the campus are selected.	
Type KG	The type of KG program offered at the campus is displayed. The field is blank if a KG program is not offered.	
Optional Semester	The default semester for posting attendance by student is displayed.	
Calendar Instructional/Operational Minutes	For 2018-2019 school year and later, the heading and fields displayed change according to the Instr Pgm Type associated with the selected Track :	
	<ul style="list-style-type: none">• If the selected track is associated with Instr Pgm Type 01, 02, 03, or 13-15, the heading is Calendar Operational Minutes.• If the selected track is associated with Instr Pgm Type 04-12 or blank, the heading is Calendar Instructional Minutes.• Prior to the 2018-2019 school year, Instr Pgm Type is not available. The heading is Calendar Minutes.	
	Daily Mins	The daily minutes is displayed.
Shortened Daily Mins	The shortened daily minutes is displayed.	

NOTE: Press ESC to return to the display-only view of these Campus Option fields.

Under **To Campus Tracks**:

☐ Select the campus-tracks to copy the calendar and options to.

IMPORTANT:

If the calendar and/or options differ at the From and To campus-tracks, the calendar and/or options at the To campus-track will be overwritten according to your selections.

When changing the **Grading Cycle Type** for the To campus-track, you must also update **Track End Dates** on [Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters](#).

Check boxes are color coded as follows:

- Attendance options exist for the track, but not a calendar. The **Minimum Daily Mins, Daily Mins, Shortened Min Daily Mins**, and **Shortened Daily Min** values are all the same at both campus-tracks.

Attendance options exist for the track, but not a calendar. At least one of the **Minimum Daily Mins, Daily Mins, Shortened Min Daily Mins**, and **Shortened Daily Min** values are different at the From and To campus-tracks. Note that only the basic calendar will be copied to the To track calendar (Membership day, Begin School, Begin Cycle, End of School, Weekend, Holiday, and Inservice day). The special days (Weather Day, Waiver Day, Make-up Day and Adjust Membership) are not copied.

- Neither calendar nor attendance options exist for the track.

Calendar and attendance options exist for the track. The **Minimum Daily Mins, Daily Mins, Shortened Min Daily Mins**, and **Shortened Daily Min** values are all the same at both campus-tracks.

Calendar and attendance options exist for the track. At least one of the **Minimum Daily Mins, Daily Mins, Shortened Min Daily Mins**, and **Shortened Daily Min** values are different at the From and To campus-tracks. Note that only the basic calendar will be copied to the To track calendar (Membership day, Begin School, Begin Cycle, End of School, Weekend, Holiday, and Inservice day). The special days (Weather Day, Waiver Day, Make-up Day and Adjust Membership) are not copied.

The box is displayed for the **From Campus Track**. A campus-track cannot be copied to itself.

The check box is disabled because attendance has been posted on at least one date this school year for this campus-track.

A check box is not displayed if that track does not exist at the campus.

Add a campus:


If no tracks exist at the campus, a row is not initially displayed for the campus. You can add a campus and track if needed:

- ☐ Click **+Add**.

A row is added to the grid. Select the campus from the drop-down.

- ☐ Add at least one track, as described in the next section.

The campus is not saved until you copy a calendar to a track.

- ☐ To cancel adding the campus, click .

Create a new track:

If at least one track exists at the campus, a row is displayed for the campus. You can create new tracks if needed:

- ☐ Click **+Add** to add a new campus-track.

A text input field appears in place of the button, allowing you to type a new two-digit track.

NOTE: To cancel, double-click the input field, or press ESC, and the button is again displayed.

- ☐ **IMPORTANT:** After typing the track, press ENTER.

The track is added to the grid and is selected by default.

The new track is not saved until you click **Copy** with that track selected. Once saved, the new track will appear in **Track** drop-down fields across ASCENDER.

NOTE: If you added a new track to the grid by mistake, you can clear the check box in the grid. When you click **Copy**, that track will not be saved.

☐ Click **Copy**.

The **From Campus Track** calendar and options are copied to the selected tracks according to your selections. Any new tracks are created.

[Create a calendar from scratch, or modify a copied calendar.](#)

[Attendance > Maintenance > Campus > Campus Calendar](#)

This page allows you to create a current year calendar for each attendance track at each campus.

The page accommodates minutes of instruction as mandated by HB 2610.

A calendar cannot be built unless the current year campus options are saved on [Maintenance > Campus > Campus Options](#).

Calendar Operational Minutes

Track:

Instructional Program Type:

Daily Minutes:
 Shortened Daily Minutes:

August 2021							September 2021							October 2021							November 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	1	2	3	4				1	2						1	2	3	4	5	6	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
														31													

Legend		Day Type Selection	

Rptng Period	Mem Days	Shrtnd Mem Waiver Days	Non Mem Waiver Days	Daily Mins (DM)	Waiver Mins (WM)
Cycle 1	40	0	0	16,800	0
Cycle 2	20	0	0	8,400	0
Cycle 3	33	0	0	13,860	0
Cycle 4	30	0	0	12,600	0
Cycle 5	24	0	0	10,080	0
Cycle 6	41	0	0	17,220	0
Total:	188	0	0	78,960	0

Yearly Total Mins(DM+WM): 78,960
 Warning! Yearly Total Mins (DM+WM) must be at least 75,600 minutes.

Track Select the attendance track. Only tracks established for the campus in the Attendance application are listed.

If a description has been entered for the track on [Maintenance > Campus > Campus Options](#), the description is also displayed in the drop-down list.

☐ Click **Retrieve**.

- If a calendar exists for the campus, track, and school year, the data is displayed.
- If no data exists, a message indicates that a calendar was not found and that the starting and ending months of the calendar must be selected. Click **OK**.

Calendar Operational/Instructional Minutes

(Display only) The fields display the data entered for the selected track on [Maintenance > Campus > Campus Options](#).

For 2018-2019 school year and later, the heading and specific fields displayed change according to the **Instructional Program Type** associated with the selected **Track**:

- If the selected track is associated with **Instructional Program Type** 01, 02, or 13-15, the heading is **Calendar Operational Minutes**.

- If the selected track is associated with **Instructional Program Type** 04-12 or blank, the heading is **Calendar Instructional Minutes**.

- Prior to the 2018-2019 school year, **Instructional Program Type** is not available. The heading is **Calendar Minutes**.

The **Begin Month** and **End Month** are only displayed if you select a track that has campus options saved but no calendar data entered:

Begin Month	Select the first month of the school year.
End Month	Select the ending month of the school year. You can create a 13-month calendar by selecting the same beginning month and ending month. A 13-month calendar is used by campuses that begin and end school in the same month.












☐ Click a date on the calendar to select it.

The day is outlined in red. You can select multiple days.

(To unselect a date on the calendar, click the date again.)

LEGEND:

The legend has two sections:

Legend	Day Type Selection
	<u>Begin School</u>
	<u>Membership</u>
	<u>Begin Cycle</u>
	<u>Holiday</u>
	<u>Weekend</u>
	<u>End of School</u>
	<u>Inservice</u>
	Adjust Minutes
	Make-up Day
	Weather Day
	Waiver

The upper section is for designating Day Types, such as first and last day of school, holidays, cycle begin dates, etc.

The lower section is for adjusting school day minutes for weather days, waivers, make-up days, etc. The lower section is only enabled for saved calendars.

Day Type Selection	<p>Click a Day Type for the selected date(s). Click the description of the day, not the colored square.</p> <p>For example, if the selected date is the first day of a cycle, click Begin Cycle in the legend. The date changes to the color that corresponds to that Day Type.</p> <p>If you clicked an incorrect type of day, click the date on the calendar again, and then click the correct Day Type.</p> <p>To change a date back to a regular membership day, click the date on the calendar again, and then click the Membership Day Type.</p>
---------------------------	--

If you change the date for the end of semester 1, the corresponding grade reporting cycle end date is changed to match the new calendar date.

If you change the last day of school, the corresponding grade reporting cycle end date is changed to match the new calendar date. A message is displayed when you save.

If any of the previously set cycle end dates are no longer valid membership days, the cycle end date is changed to the last membership day before the original cycle end date. A message is displayed when you save.

You cannot change a membership day to a non-membership day (e.g., holiday) if absences are reported for that date. To verify dates on which attendance has been posted, run [SAT1800 - Attendance Audit Report](#), which lists absences by date.

MEMBERSHIP DAYS:

In the grid below the legend, data is calculated when the calendar data is saved:

Rptng Period	Mem Days	Shrtnd Mem Waiver Days	Non Mem Waiver Days	Daily Mins (DM)	Waiver Mins (WM)
Cycle 1	23	0	0	23	0
Cycle 2	43	0	0	43	0
Cycle 3	43	0	0	43	0
Cycle 4	22	0	0	22	0
Cycle 5	20	0	0	20	0
Cycle 6	67	0	0	67	0
Total:	218	0	0	218	0
Yearly Total Mins(DM+WM):					218
Warning! Yearly Total Mins (DM+WM) must meet TEA guideline about minutes of operation.					

Rptng Period	Reporting periods for the campus are listed.
Mem Days	The number of membership days for each cycle is calculated and displayed. TWEDS Data Element: NUMBER-DAYS-TAUGHT (E0935)
Shrtnd Mem Waiver Days	The number of shortened membership waiver days for each cycle is calculated and displayed.
Non Mem Waiver Days	The number of non-membership waiver days for each cycle is calculated and displayed.
Daily Mins (DM)	The total number of instructional minutes for the cycle is calculated and displayed.
Waiver Mins (WM)	The total number of waiver minutes for the cycle is calculated and displayed.
Yearly Total Mins (DM+WM):	The total is calculated by adding the total number of daily minutes plus the total number of waiver minutes for the year. This value cannot be less than the state-mandated requirement of 75,600, except in rare circumstances. Under no circumstances can the total minutes be less than 71,400.

As you adjust membership minutes, the **Daily Mins (DM)**, **Waiver Mins (WM)**, and **Yearly Total Mins (DM+WM)** fields (below the legend) change accordingly.

When you apply a Day Type requiring minute adjustments to a valid membership date, a pop-up window provides options for adjusting minutes. The pop-up windows vary according to the adjustment you clicked:

[Adjust Minutes](#)

The Adjust Minutes type can be used when the daily minutes need to be extended or shortened.

An Adjusted Minutes day is a membership day.

NOTE: For the 2020-2021 school year, use **Adjust Minutes** for early release because shortened waiver days are no longer applicable as waiver days.

☐ Select one or more dates on the calendar, and click **Adjust Minutes**.

Type of Min	The field is set to Daily Minutes and cannot be modified.
Min	The Daily Minutes value is displayed by default. Type over existing data with the adjusted number of minutes of instruction on that date.
Event	The field is set to <i>01:Instructional Day</i> and cannot be modified.

☐ Click **OK**.

☐ Click **Save**.

The **Daily Mins (DM)** (cycle total) and **Yearly Total Mins** are automatically adjusted according to the difference between the **Daily Minutes** and the **Min** value entered. Following the previous example, both totals are reduced by 30 minutes ($450 - 420 = 30$) for each adjusted date.

Note that the dates on the calendar are now shaded pink because they are adjusted minutes days. The numbers are black because they are membership days.

Make-up Day

The Make-up Day type can be used any time a Saturday or holiday is used as a make-up date.

A make-up day *is* a membership day.

The selected date must be a Saturday or holiday.

☐ Select one or more dates (weekend or holiday) on the calendar, and click **Make-up Day**.

Type of Min	The field is set to Daily Minutes and cannot be modified.
Min	Type the number of minutes of instruction provided on the make-up date. This number cannot be less than the TEA minimum of 420.
Event	The field is set to <i>04: Make-up day</i> and cannot be modified.

☐ Click **OK**.

☐ Click **Save**.

The **Daily Mins (DM)** (cycle total) and **Yearly Total Mins** are automatically increased by the number of minutes entered.

Note that the date on the calendar is now shaded gray because it is a make-up day. The number is black because it is now a membership day.

Also, a membership day is added to the count in the **Mem Days** column for the cycle in which the selected date occurs.

NOTE: If you need to undo a make-up date, click the date, and then click **Weekend** to re-set the date to a regular weekend day.

Weather Day

A Weather day can be used when the school day is canceled or shortened due to inclement weather.

A weather day is *not* a membership day (whether or not there are any minutes).

☐ Select one or more dates on the calendar, and click **Weather Day**.

Type of Min	The field is set to Daily Minutes and cannot be modified.
Min	The field is set to <i>000</i> and cannot be changed, whether or not any minutes of instruction occurred that day.
Event	The field is set to <i>05: Weather day</i> and cannot be modified.

☐ Click **OK**.

☐ Click **Save**.

The **Daily Mins (DM)** (cycle total) and **Yearly Total Mins** are automatically decreased by the LEA's **Daily Minutes**. LEAs can use a waiver to cover the minutes lost.

Note that the date on the calendar is now shaded green because it is a weather day. The number is orange because it is now a holiday.

Also, a membership day is removed from the count in the **Mem Days** column for the cycle in which the selected date occurs.

Waiver Days

Waivers are used to get credit for minutes lost to legitimate school closures. For example, if a campus closes for an emergency, the campus cannot count the lost minutes of instruction, but the campus can get a waiver to make up for those lost minutes of instruction. The **Daily Mins (DM)** for the cycle are decreased by the number of lost minutes, but the **Waiver Mins (WM)** for the cycle are increased for that number of minutes; therefore the **Yearly Total Mins** remains unchanged because it is a zero sum.

Total waiver minutes cannot exceed 4200 minutes (or 2100 minutes for half-day PK campuses.)

Waivers cover the following situations:

Staff Development Waiver Day

The Staff Development Waivers are used when staff has training. This could include days when students are in attendance.

NOTE: Effective as of the 2018-2019 school year:

Staff Development Waiver Days are not allowed before the first day of school or after the last day of school (Rules 10200-0037 and 10200-0038).

Staff Development Waiver Days are allowed on the first or last day of school, as long as there are some instructional minutes on that date.

For the 2017-2018 school year, a staff development waiver day is not a membership day.

For the 2018-2019 school year and beyond, a staff development waiver day may be a membership day if there are instructional minutes.

☐ Select one or more dates on the calendar, and click **Waiver**.

Event	Select 01: <i>Staff Development Waiver Day</i> . For the next year calendar, this is the only option available.		
Type of Min	Waiver Minutes	Type the number of waiver minutes needed.	
	Daily Minutes	Type the number of minutes of instruction that will occur on this date.	
	Attendance was taken	Indicate whether the day is operational/instructional or not:	

☐ Click **OK**.

☐ Click **Save**.

- The **Daily Mins (DM)** (cycle total) is decreased by the number of waiver minutes (i.e., **Minimum Daily Minutes**).
- The **Waiver Mins (WM)** (cycle total) is increased by the number of waiver minutes.
- The **Yearly Total Mins** remains the same.

Note that the date on the calendar is now shaded yellow because it is a waiver day. The number is green because it is now an in-service date.

Also, a membership day is removed from the count in the **Mem Days** column for the cycle in which the selected date occurs (if applicable).

Missed School Waiver Day

The Missed School Waiver Day is used for an all-day emergency closure for a reason other than weather, or on days where staff is present for a reason other than staff development, such as cleanup after a natural disaster. Missed School Waiver Days can be during the school year or before the school year begins. Missed School Waiver Days prior to the start of school are reported with Cycle 1.

A missed school waiver day is *not* a membership day.

☐ Select one or more dates on the calendar, and click **Waiver**.

Event	Select 02: <i>Missed School Waiver Day</i> .		
Type of Min	Waiver Minutes	The field is set to the Minimum Daily Minutes by default. Type over existing data with the number of waiver minutes on that date.	
	Daily Minutes	The field is set to 000 and cannot be changed.	

☐ Click **OK**.

☐ Click **Save**.

- The **Daily Mins (DM)** (cycle total) is decreased by the number of waiver minutes (i.e., **Minimum Daily Minutes**).

- The **Waiver Mins (WM)** (cycle total) is increased by the number of waiver minutes.
- The **Yearly Total Mins** remains the same.

Note that the date on the calendar is now shaded yellow because it is a waiver day. The number is orange because it is now a holiday.

Also, a membership day is removed from the count in the **Mem Days** column for the cycle in which the selected date occurs.

Low Attendance Waiver Day

The Low Attendance Waiver Day is used if a majority of students are not present. Example: a large number of students stay home one day due to safety concerns.

A low attendance waiver day is *not* a membership day.

☐ Select one or more dates on the calendar, and click **Waiver**.

Event	Select 04: Low Attendance Waiver Day.	
Type of Min	Waiver Minutes	The field is set to the Daily Minutes by default. Type over existing data with the number of waiver minutes on that date.
	Daily Minutes	The field is set to the maximum minutes allowed by default. Type the number of minutes of instruction that will occur on this date.

☐ Click **OK**.

☐ Click **Save**.

- The **Daily Mins (DM)** (cycle total) is decreased by the number of waiver minutes (i.e., Minimum Daily Minutes).
- The **Waiver Mins (WM)** (cycle total) is increased by the number of waiver minutes.
- The **Yearly Total Mins** remains the same.

Note that the date on the calendar is now shaded yellow because it is a waiver day. The number is orange because it is now a holiday.

Also, a membership day was removed from the count in the **Mem Days** column for the cycle in which the selected date occurs.

JJAEP School Day Waiver

The JJAEP is only available for campus-tracks where **Instructional Program Type** field on the [Campus Options](#) page is set to 13: *Juvenile Justice Alternative Education Program (JJAEP) TEC 37.011 (f)* (Rule #10200-0055).

A JJAEP waiver day is not a membership day.

☐ Select one or more dates on the calendar, and click **Waiver**.

Event	Select 05: JJAEP School Day Waiver issued by Texas Juvenile Justice Department (TJJD) NOTE: When Waiver Minutes are entered or modified for code 05, code 02 (<i>Missed School Waiver Day</i>) is saved in the database. When the the Education Organization Calendar interchange is created in ASCENDER State Reporting, code 02 will be extracted for E1582 SCHOOL-DAY-EVENT-CODE (XML code: TX-SchoolDayCode).		
Type of Min	Waiver Minutes	Type the number of waiver minutes needed. The number must be greater than 0.	
	Daily Minutes	This field is disabled for JJAEP waivers. The Attendance was taken field is not displayed.	

☐ Click **OK**.

☐ Click **Save**.

- The **Daily Mins (DM)** (cycle total) is decreased by the LEA's **Daily Minutes**.
- The **Waiver Mins (WM)** (cycle total) is increased by the number of waiver minutes.
- The **Yearly Total Mins** is decreased by (the LEA's **Daily Minutes** minus the number of waiver minutes).

Note that the date on the calendar is now shaded yellow because it is a waiver day. The number is orange because it is now a holiday.

Also, a membership day was removed from the count in the **Mem Days** column for the cycle in which the selected date occurs.

Other Waiver Day

The Other Waiver Day is used for any other attendance abnormality.

An Other waiver day may or may not be **a membership day**.

☐ Select one or more dates on the calendar, and click **Waiver**.

Event	Select 99: Other Waiver Day.		
Type of Min	NOTE: Effective for the 2018-2019 school year: Waiver Minutes for an Other Waiver Day must be greater than 0 (Rule 10200-0032).		
	Waiver Minutes	Type the number of minutes of instruction/operation that did <i>not</i> occur on this date.	
	Daily Minutes	Type the number of minutes of operation/instruction that occurred on this date. The value cannot be zero.	
		Attendance was taken	Indicate whether the day is operational/instructional or not:

☐ Click **OK**.

☐ Click **Save**.

- The **Daily Mins (DM)** (cycle total) is decreased by the number of minutes entered.
- The **Waiver Mins (WM)** (cycle total) is increased by the number of waiver minutes entered (for half-day PK campus only).
- The **Yearly Total Mins** adjustment depends on the **Daily Minutes** selections.

ABOUT FIRST AND LAST DAY OF SCHOOL:

Effective for the 2018-2019 school year and later:

Staff Development Waiver *is allowed* on the first or last day of school, as long as there are some instructional minutes on that date.

JJAP Waiver is *not* allowed on the first or last day of school.

Effective for the 2017-2018 school year:

First day of school:

- Only 99: *Other Waiver Day* are valid options.
- If 99: *Other Waiver Day* is selected, you must select **Attendance was taken**.

Last day of school:

- Only 01: *Staff Development Day* and 99: *Other Waiver Day* are valid options. If 99: *Other Waiver Day* is selected, you must select **Attendance was taken**.


☐ Click **Save**.


IMPORTANT: Be sure to enter the cycle end dates for the track on [Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters](#).


Other functions and features:


Print [Print the calendar.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

[Set attendance options for TeacherPortal.](#)

[Attendance > Maintenance > Gradebook Options > Campus Options](#)

This page allows you to set campus options that affect attendance posting in TeacherPortal. The page is disabled for prior school years.

A campus that uses A Day and B Day periods must use the same **ADA Posting Period** for all tracks on [Maintenance > Campus > Campus Options](#); otherwise an error message is displayed in TeacherPortal when you attempt to to post attendance.

**Default
Abs Cd**

Select the default absence code to be used when absences are posted in TeacherPortal. Only codes marked as **ADA Code** on [Maintenance > District > Posting Codes](#) are listed.

NOTE: If blank, TeacherPortal uses code A when posting a student's attendance. Therefore, the description set up by the district for posting code A is displayed in TeacherPortal. **This may be inaccurate for districts that do not use code A for excused absences.**

Default Tardy Cd	<p>Select the default tardy code to be used when tardies are posted in TeacherPortal. If blank, TeacherPortal will not display the Tardy field on the Post/View Attendance page; therefore, instructors will not be able to post the student tardy in TeacherPortal.</p> <p>If a default tardy code is selected, the Tardy field will be displayed in TeacherPortal on the Post/View Attendance page, and instructors will be able to post students tardy in TeacherPortal.</p> <p>NOTE: The descriptions set up by the districts for posting codes may vary. For example, T may not be used for tardies in all districts.</p>
-------------------------	---

The following fields are used if the campus uses alternate schedules (e.g., A-Day and B-Day):

A Day: Period ADA Attendance Taken	<p>Select the period that TeacherPortal will use to post ADA attendance for A days.</p> <p>NOTE: This period must match the period set up for Alternate Days - Code A on Attendance > Maintenance > Campus > Campus Options.</p>
B Day: Period ADA Attendance Taken	<p>Select the period that TeacherPortal will use to post ADA attendance for B days.</p> <p>NOTE: This period must match the period set up for Alternate Days - Code B on Attendance > Maintenance > Campus > Campus Options.</p>

☐ Click **Save**.

III. Grade Reporting Settings

[Enter campus grade reporting control settings.](#)

- [\(Optional\) Copy tables from an existing campus.](#)

[Grade Reporting > Utilities > Copy Control Options](#)

This utility copies campus control options from one campus to one or more campuses. The utility may be useful if you are creating a new campus.

NOTE: Before running the utility, ensure that the **To Campus** (i.e., receiving campus) has an attendance calendar.

From Campus	Select the campus whose data you want to copy.				
To Campus	<p>Select the campus(es) to which you want copy data.</p> <ul style="list-style-type: none"> • To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows. • To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected. 				
Campus Control Options	<p>Select the specific data to be copied. Or, select the group heading check box to copy all table data.</p> <p>NOTE: If the table you are copying already exists at the To Campus:</p> <p>If the table contains values at the To Campus, the table is not overwritten.</p> <p>If the table values are blank, the data is overwritten.</p> <p>NOTE:</p> <table> <tr> <td>Parameters</td><td> <p>The Parameters table contains the grade reporting track end dates. If the To Campus does not have an attendance calendar for a track at the From Campus, the track end dates are not copied.</p> <p>For a two-semester campus, if the same track attendance calendar exists at the From and To Campus, the utility will verify that the cycle end dates for semester 1 match.</p> <p>For a four-semester campus, the utility will verify that the cycle end date for semester 2 matches the end date of semester 1 in the To Campus attendance calendar.</p> <p>The track end date for the last semester will be matched to the last day of school in the To Campus track attendance calendar.</p> </td></tr> <tr> <td>Parameters NYR</td><td>The same verification occurs for the next year grade reporting track end dates as for the current year track end dates.</td></tr> </table>	Parameters	<p>The Parameters table contains the grade reporting track end dates. If the To Campus does not have an attendance calendar for a track at the From Campus, the track end dates are not copied.</p> <p>For a two-semester campus, if the same track attendance calendar exists at the From and To Campus, the utility will verify that the cycle end dates for semester 1 match.</p> <p>For a four-semester campus, the utility will verify that the cycle end date for semester 2 matches the end date of semester 1 in the To Campus attendance calendar.</p> <p>The track end date for the last semester will be matched to the last day of school in the To Campus track attendance calendar.</p>	Parameters NYR	The same verification occurs for the next year grade reporting track end dates as for the current year track end dates.
Parameters	<p>The Parameters table contains the grade reporting track end dates. If the To Campus does not have an attendance calendar for a track at the From Campus, the track end dates are not copied.</p> <p>For a two-semester campus, if the same track attendance calendar exists at the From and To Campus, the utility will verify that the cycle end dates for semester 1 match.</p> <p>For a four-semester campus, the utility will verify that the cycle end date for semester 2 matches the end date of semester 1 in the To Campus attendance calendar.</p> <p>The track end date for the last semester will be matched to the last day of school in the To Campus track attendance calendar.</p>				
Parameters NYR	The same verification occurs for the next year grade reporting track end dates as for the current year track end dates.				
Grade Reporting Tables	<p>Select the specific data to be copied. Or, select the group heading check box to copy all table data.</p> <p>NOTE: If the table you are copying already exists at the To Campus, the data is not overwritten.</p>				

Elementary Tables	<p>Select the specific data to be copied. Or, select the group heading check box to copy all table data.</p> <p>NOTE: If the table you are copying already exists at the To Campus, the data is not overwritten.</p> <p>NOTE:</p>	
	Elementary Grade	<p>If the grade levels taught at the To Campus cannot be determined, the table is not copied.</p> <p>If an elementary grade record is not within the grade levels taught at the To Campus (i.e., the Low Grade Level and High Grade Level fields on the Parameters tab), the record is not copied.</p>
	Elementary Courses	<p>If the grade levels taught at the To Campus cannot be determined, the table is not copied.</p> <p>If an elementary course record is not within the grade levels taught at the To Campus (i.e., the Low Grade Level and High Grade Level on the Parameters tab), the record is not copied.</p> <p>If there are no courses at the To Campus, the table is not copied.</p> <p>If an elementary course record exists at the To Campus (i.e., on Maintenance > Master Schedule > Campus Schedule > Course), the record is not copied.</p>

☐ Under **Master Schedule Campus**, select the specific data to be copied.








Or, select the group heading check box to copy all table data.

Courses	<p>Select to copy courses from one campus to the other. A course must exist in the district master schedule to be copied.</p> <ul style="list-style-type: none"> • If the number of semesters a course is taught exceeds the number of semesters offered at the To Campus (i.e., the Nbr of Reporting Semesters field on the Parameters tab), the course is not copied. • If Nbr of Reporting Semesters is selected on the Parameters tab for the To Campus, and Parameters is selected to copy, the number of semesters at the From Campus is used. • If the number of semesters offered at the To Campus cannot be determined, the courses are not copied. • If the courses table already exists at the To Campus, the table is not overwritten.
----------------	--

Section	<p>Select to copy sections from one campus to the other.</p> <p>Select one:</p> <table border="1" data-bbox="497 232 1481 636"> <tr> <td data-bbox="497 232 785 376">Active Meeting Times (Teacher of Record)</td><td data-bbox="791 232 1481 376">If selected, only the meeting times for the teacher of record without a withdraw date are copied. If all meeting times for the section are withdrawn, the sections are not copied.</td></tr> <tr> <td data-bbox="497 385 785 636">Include Withdrawn Meeting Times (Teacher of Record)</td><td data-bbox="791 385 1481 636">If selected, all meeting times for the teacher of record are copied. Additionally, program will verify that none of the withdrawal dates are on or before the meeting time entry date. If the withdrawal date is on or before the entry date, the withdrawal date is changed to the first membership day after the entry date.</td></tr> </table> <p>If the course semester code indicates a semester that is not taught at the To Campus, the section is not copied. The room, time begin, time end, and lockout code information are cleared from the To Campus.</p> <ul style="list-style-type: none"> • If the course is not taught at the To Campus, the section is not copied. • If the number of semesters offered at the To Campus cannot be determined, the section is not copied. • If the sections table already exists at the To Campus, the table is not overwritten. <p>The instructor's entry date for the section meeting time is validated against the To Campus attendance calendar.</p> <ul style="list-style-type: none"> • If the instructor's entry date on the meeting time row is before the earliest semester start date, the meeting time entry date is changed to the earliest semester start date in the To Campus calendar. • If Instructors is not selected, the instructor ID on the meeting time row is not copied to the To Campus. <p>The room, time begin, time end, and lockout code on the section meeting time row are not included when copied to the To Campus.</p>	Active Meeting Times (Teacher of Record)	If selected, only the meeting times for the teacher of record without a withdraw date are copied. If all meeting times for the section are withdrawn, the sections are not copied.	Include Withdrawn Meeting Times (Teacher of Record)	If selected, all meeting times for the teacher of record are copied. Additionally, program will verify that none of the withdrawal dates are on or before the meeting time entry date. If the withdrawal date is on or before the entry date, the withdrawal date is changed to the first membership day after the entry date.
Active Meeting Times (Teacher of Record)	If selected, only the meeting times for the teacher of record without a withdraw date are copied. If all meeting times for the section are withdrawn, the sections are not copied.				
Include Withdrawn Meeting Times (Teacher of Record)	If selected, all meeting times for the teacher of record are copied. Additionally, program will verify that none of the withdrawal dates are on or before the meeting time entry date. If the withdrawal date is on or before the entry date, the withdrawal date is changed to the first membership day after the entry date.				
Instructors (Needed for Section)	<p>Select to copy the instructor table.</p> <p>An error report is generated if at least one section entry date changed in a semester.</p> <p>Do not copy instructors for the section records unless the instructors at the From Campus are also teaching at the To Campus.</p> <ul style="list-style-type: none"> • If you copy sections but not instructors, the instructor in the meeting time will be blank at the To Campus. • The sections table is copied to the To Campus. • If the instructor table already exists at the To Campus, the table is not overwritten. • The home room is cleared at the To Campus. 				

☐ Click **Copy**.

A message is displayed when the process is complete.

Print Errors	<p>If errors occur, click to view the error report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
---------------------	---

- [Enter campus grade reporting parameters.](#)

[Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters](#)

This tab allows you to set campus grade reporting options for the current school year.

☐ Under **Options**:

The following settings apply to the entire campus (all tracks):

Current Semester	Select the current semester.
Current Cycle	Select the current grading cycle in the current semester.
Low Grade Level	Select the low grade level for grade reporting.
High Grade Level	Select the high grade level for grade reporting.
Type of Grading	Indicate if the campus uses alpha or numeric grades in computing grade averages. If both are used, select <i>Numeric</i> .
Beginning Period	Type the first period of the day for grade reporting using two digits (e.g., 01).

Ending Period	Type the last period of the day for grade reporting, using two digits (e.g., 08).
Nbr of Reporting Semesters	Select the number of semesters the campus uses for grade reporting. The number cannot exceed the district maximum (i.e., Reporting Semesters on Grade Reporting > Maintenance > Tables > District Control Table). This setting applies to every track at the campus, and determines which Semester # Cycle # end date fields are enabled below in the Track End Dates section.
Nbr of Cycles Per Semester	Select the number of grade reporting cycles per semester. This setting applies to every track at the campus, and determines which Semester # Cycle # end date fields are enabled below in the Track End Dates section.
Date School Started COVID-19	Enter the first date that the campus was closed due to COVID-19. <ul style="list-style-type: none"> • The date must be valid membership date. It cannot be the first/last day of school, inservice, weekend, or holiday. • If the start date contains a value, additional COVID-19 Options field are displayed. <p>NOTE: The semester-cycle that COVID-19 starts is calculated by using the Track End Dates. The field is only displayed for the 2019-2020 school year.</p>

NOTE: ParentPortal alerts are sent out based on the **Current Semester** and **Current Cycle** set on this page.

☐ Under **Track End Dates**:

Track	Select an attendance track to set up grade reporting cycle end dates for that track.
--------------	--

Semester # Cycle #	<p>In the Cycle # fields for each Semester, type the end dates for each grading cycle in the MMDDYYYY format.</p> <p>Edits:</p> <p>Two-semester, two-cycle campus:</p> <ul style="list-style-type: none"> • End date for semester 1-cycle 2 must match the last membership day in semester 1 in the attendance calendar for that track. • End date for semester 2-cycle 2 must match the last day of school for that track. <p>Two-semester, three-cycle campus:</p> <ul style="list-style-type: none"> • End date for semester 1-cycle 3 must match the last membership day in semester 1 in the attendance calendar for that track. • End date for semester 2-cycle 3 must match the last day of school for that track. <p>Four-semester, one-cycle campus:</p> <ul style="list-style-type: none"> • End date for semester 2-cycle 1 must match the last membership day in semester 1 in the attendance calendar for that track. • End date for semester 4-cycle 1 must match the last day of school for that track. <p>WARNING: If you change a cycle date and it no longer matches the Grade Reporting calendar, TeacherPortal 's working semester averages could be adversely affected.</p>
-------------------------------	---

☐ Click **Save**.

- [Enter grade reporting ranges and conversions.](#)

[Grade Reporting > Maintenance > Tables > Campus Control Options > Ranges & Conversions](#)

This tab allows you to set campus options for ranges and conversions.

Highest Cycle Grade Allowed	Type the highest cycle grade allowed. If a grade can be higher than 100, this field must reflect that.
Lowest Cycle Grade Allowed	This field must be set to 000 as mandated by the state, per Texas Education Code 28.0216 .
Highest Exam Grade Allowed	Type the highest final exam grade allowed.

Low Exam Grade Allowed	Type the lowest final exam grade allowed.
Highest Non-Passing Grade	Type the highest numeric grade a student can earn and still not receive academic credit for a course. The value is used to determine whether credit is assigned by the Grade Computation and Credit Assignment utility. It is also used by the Assign Pass Fail Indicators utility. The value cannot be higher than the F value.
Display Numeric Grades as Alpha	Select if numeric grades should be displayed as alpha grades. The Grade Conversion Information fields change according to this selection.

Grade Conversion Information

These fields work in conjunction with the Grade Reporting utilities and reports and TeacherPortal. They are also used to calculate the college 4.0 GPA (see additional information below).

If **Display Numeric Grades as Alpha** is *not* selected:

Type the equivalent grades for the **ESNU** and **P** fields, and the **ABCD F** fields. The equivalent grades are used in determining which students are on the honor roll.

- The first row indicates which A-F grades correspond to E-P (excellent-pass) grades.
- The second row indicates the lowest numeric grade that corresponds to each of the A-D grades.
- The **F** field is used for the highest failing grade.
- The **D** field can be blank if the campus does not use the D grade. If the value for **D** is *not* blank, it must be between and not equal to the values for **C** and **F**.
- If the value for **D** is blank, the value for **F** must be one less than the value for **C**. There cannot be a gap between the values for **C** and **F**.

If **Display Numeric Grades as Alpha** is selected:

Type the equivalent grades for the **ESNU** and **P** fields, and the **ABCD F** fields, including the + and - for each letter. Duplicate numerical values are not allowed in any two fields. The letters (and + or -) will be displayed instead of their numerical equivalents in TeacherPortal and ASCENDER ParentPortal, and print on the Interim Progress Report (SGR1160). This field is only applicable to courses with middle or high school credit levels.

The first row indicates which A+-F grades correspond to E+-P (excellent-pass) grades.

- If any grade exists in one of the **ESNU** fields, they all must have a value.
- If any **E+-P** field has a letter equivalent, that letter grade must have numerical value.

The second row indicates the lowest numeric grade that corresponds to each of the A+-D grades.

You can leave + and - fields blank, but there must have equivalent grades in at least A, B, C, F, E, S, N, U, and P.

- The **F** field is used for the highest failing grade.
- The **D** field can be blank if the campus does not use the D grade. If the value for **D** is *not* blank, it must be between and not equal to the values for **C-** and **F**.

If the value for **D** is blank, the value for **F** must be one less than the value for **C-**. There cannot be a gap between the values for **C-** and **F**.

College 4.0 scale:

A student's college 4.0 scale is calculated based on the course grades earned by the student and the settings on this page.

The student's numeric grade is compared to the numeric grades entered for A, B, C, D, and F. The letter grades are then assigned as follows:

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

The GA Tables and service IDs are not considered; however, the course's GA Weight is considered.

☐ Click **Save**.

- [Enter grade reporting computation settings.](#)

[Grade Reporting > Maintenance > Tables > Campus Control Options > Computation](#)

This tab allows you to enter grade average computation settings for the campus.

Grading Concept	<p>Indicate how students are awarded credit for a course-section. The selection should be based on your district grading policy.</p> <p><i>Final</i> - Award credits based on the final grade.</p> <p><i>Sem/Final</i> - Award credits based on a combination of semester and final grades. If used, the Credit Seq field on Maintenance > District Schedule is also considered when you run the Grade Computation and Credit Assignment utility and the Assign Pass Fail Indicators utility.</p> <p><i>Semester</i> - Award credits based on the semester grade. The field is also used by the Assign Pass Fail Indicators utility.</p>
How will Avg be Computed	<p><i>Computer</i> - Semester averages are automatically calculated. This option must be selected if you are using the Grade Computation and Credit Assignment or Grade Computation Elementary utility.</p> <p><i>School</i> - Semester averages are manually calculated.</p>
Include Exam in Semester Average	<p>Select to include the semester exam grade when computing the semester average. The field is used by the Grade Computation and Credit Assignment utility.</p> <p>NOTE: Most elementary campuses do not use exam grades. However, for elementary campuses that want to include the exam grade in the semester average and display the Exam column in TeacherPortal, the Include Exam in Semester Average field must be selected.</p>

☐ If **Include Exam in Semester Average** is selected, indicate how much weight the exam has in the semester average:

Exam Weight Equal	<p>Select if the semester exam should be weighted equally with the cycle grades when semester averages are computed. If selected, the exam grade is given the same weight as the cycle averages when calculating the semester average. For example, if there are three cycles in the semester, the student's cycle averages are 80, 85, and 90, and the student earned 100 on the semester exam, the semester average calculation is as follows: $(80 + 85 + 90 + 100) / 4$</p> <p>If Exam Weight Equal is not selected, the Total Weight and Exam Weight fields are used together to indicate the percentage the semester exam should count toward the total semester grade.</p>
--------------------------	--

Exam Weight
Total Weight

These fields are used only if all of the following are true:

- **Exam Weight Equal** is not selected.
- **How will Avg be Computed** is set to *Computer*.
- **Include Exam in Semester Average** is selected.

The semester average calculation for a three-cycle semester is as follows:

$$\left(\left(\text{Cycle 1} + \text{Cycle 2} + \text{Cycle 3} \right) / 3 \times (\text{Total Weight} - \text{Exam Weight}) \right) + (\text{Exam Grade} \times \text{Exam Weight}) / \text{Total Weight}$$

For example, if there are three cycles in the semester, the student's cycle averages are 80, 80, and 80; the student earned 90 on the semester exam; the **Total Weight** is 050; and the **Exam Weight** is 07, the semester average calculation is as follows:

$$(80 + 80 + 80) / 3 \times (50 - 7) + (90 \times 7) / 50 = 81.4$$

Commonly used semester exam percentage examples:

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

Allow Recomputation	<p>If selected, all grades and credits are recalculated according to the settings of the Compute Sem Avg, Compute Final Grades, and Award Credits fields when running the Grade Computation and Credit Assignment or Grade Computation - Elementary utility.</p> <p>If not selected, only students with blank semester grades, blank final grades, or blank or zero credits are updated, depending on the options selected when running the grade computation utilities.</p>			
	Allow Recomputation	Blank out Semester/Final on Grade Change	Remove Credit on Grade Change	What happens?
	Blank	Selected	Selected	This allows the grade computation utilities (secondary or elementary) to recalculate <u>only blank</u> grades.
	Selected	Blank	Blank	This allows the grade computation utilities to recalculate <u>all</u> grades.
	Blank	Blank	Blank	This allows the grade computation utilities (secondary or elementary) to recalculate <u>only blank</u> grades.
	Selected	Selected	Selected	Not recommended.
Blank out Semester/Final on Grade Change	<p>Select to clear the Sem and Final grades on Grade Reporting > Maintenance > Student > Individual Maint > Grd Update upon saving when a cycle or exam grade is changed. When manually updating Sem and Final grade fields, you must first save the cycle or exam grade change to prevent them from being cleared by the initial save.</p> <p>The Sem and Final grades will be populated next time the Grade Computation and Credit Assignment utility is run.</p>			
Remove Credit on Grade Change	<p>Select to clear the Credit field on Grade Reporting > Maintenance > Student > Individual Maint > Grd Update upon saving when a cycle or exam grade is changed. When manually updating Credit field, you must first save the cycle or exam grade change to prevent the field from being cleared by the initial save.</p> <p>The Credit field will be populated next time the Grade Computation and Credit Assignment utility is run.</p>			

Don't Allow Credit If Failed Last Sem	<p>Select if students who failed the last semester of a course will not receive credit.</p> <p>If selected, and a student fails the last semester of a course, the student will not receive credit for the course. This field overrides courses set up to allow partial credit.</p> <p>For the Grade Computation and Credit Assignment utility, the field is considered only if the Grading Concept field is set to <i>Semester</i>. It is not used with the <i>Final</i> or <i>Sem/Final</i> grading concepts.</p>
--	--

☐ Click **Save**.

- [Enter grade reporting honor roll and grade averaging settings.](#)

[Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#)

This tab allows you to enter honor roll and grade averaging information.

☐ Under **Honor Roll Information:**

Exclude Citizenship Grade	<p>Type the alpha grade (A, B, C, D, F or E, S, N, U) that indicates the point at which the student's citizenship grade excludes him from honor roll consideration.</p> <p>If a student has a citizenship grade equal to or lower than this grade, he is excluded from honor roll consideration.</p> <p>If blank, students are considered for the honor roll regardless of their citizenship grades.</p>
Honor Roll Class Load	Type the minimum number of graded courses a student must take to be considered for the honor roll.
Honor Roll Cutoff Levels	<p>Type up to four numbers indicating the lowest numeric grade averages a student can have and still be eligible for one of the honor rolls. Type only numbers with no decimal.</p> <p>When you save, the program will zero-fill each numeric grade to four digits, with two digits on either side of the included decimal (e.g. if you type 90, the program saves 90.00).</p> <p>This information is required if you are running Numeric Honor Roll - SGR2010.</p>

Grade Point H/R Exclude Message Print Option	Indicate if you want to print the student's name on the honor roll report, and whether the course should be excluded from the course count. The field works in conjunction with the HRoll Cd field on Maintenance > Master Schedule > District Schedule as follows:		
	Grade Point H/R Exclude Message Print Option field	HRoll CD field	Results
	Print Name	Exclude Student	The student name is printed on the honor roll report. Course Count excludes the course.
	Print Name	Exclude Course	The student name is printed on the honor roll report. Course Count excludes the course.
	Don't Print Name	Exclude Student	The student name is printed on the honor roll report. Course Count excludes the course.
	Don't Print Name	Exclude Course	The student name is <i>not</i> printed on the honor roll report.
	Print Name & Exclusion Msg	Exclude Student	The student name is printed on the honor roll report with the message "Student not eligible for Honor Roll". Course Count excludes the course.
	Print name & Exclusion Msg	Exclude Course	The student name is printed on the honor roll report. Course Count excludes the course. The message "Student not eligible for Honor Roll" is <i>not</i> printed.

☐ Under **Grade Averaging Information:**

Grds Used for Grade Avg	<p>Type the code indicating how grade average and class rank are calculated:</p> <p>C - By averaging all cycle grades F - By using final grade entered by user S - By averaging semester grades (most common for high school campuses)</p> <p>NOTE: This setting of this field affects the grade number used in assigning the point scale entered on Ranges & Conversions. This will, in turn, affect college 4.0 scale grades.</p>
--------------------------------	--

Low Grade For Average	<p>Type the lowest numeric grade that is considered during grade averaging.</p> <p>This is the lowest grade a student can receive to be used in the grade average calculations. If a student's grade is lower than this grade, the Grade Averaging and Class Ranking utility will use the grade in this field as the student's grade. For example, if this field is set to 50, and the student receives a grade of 45, the utility will use 50 for the student's grade.</p> <p>Most campuses set this field to 50 or 00.</p>
------------------------------	--

☐ In the **College 4pt Scale** field, indicate if you want to compute 4-point grade averaging information when the [Grade Averaging and Class Ranking utility](#) is run.

You can select to calculate with/without zero-weighted courses, or to not compute 4-point grade averaging information. This is often referred to as the College Grade Point Average. If used, the student's grades are converted according to the [Ranges and Conversions tab](#).

This is an additional method for calculating grade average, and it will not match other grade point averaging methods.

Most high school campuses use the 4-point scale.

Some colleges require grades that do not include zero-weighted courses.

NOTE:

If you select *0 - Don't compute*, a student's existing 4-point average will not be overwritten.

If you select *2 - Compute & incl 0 wgt crs*, zero-weight courses are treated as if the weight is 1. For example, if you have three course records with weight 1, and you have one course with weight 0, the program adds the four scores and divides by 4.

4-point Scale Example:

The Ranges and Conversions tab values are set as follows:

The following points are awarded:

Grade Ranges	Points Awarded
A: 100 - 090	4.0
B: 089 - 080	3.0
C: 079 - 075	2.0
D: 074 - 070	1.0
F: 069 - 000	0.0

These are sample grade conversions for a student's un-weighted 4-point average using semester 1 grades:

Semester 1 Grades	Points Awarded
92	4.0
89	3.0
77	2.0
74	1.0
65	0.0
95	4.0
80	3.0
# Courses = 7	Total Points = 17

The student's un-weighted 4-point average is calculated as follows:

$$\text{Total Grade Points} / \text{Number of Courses} = 17/7 = 2.4$$

Four-point average is calculated according to the **College 4pt Scale** field on [Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#). The 4-point average may be calculated with or without weighting. Points are assigned according to the values for the **Grade Conversion Information A, B, C, D, and F** fields on [Maintenance > Tables > Campus Control Options > Ranges & Conversions](#).

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point (if using Ds)
- F = 0 points

Low grade for average:

If a student's grade is lower than the **Low Grade for Average** value on [Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#), the **Low Grade for Average** value is used in place of the student's grade.

If final grades are used for grade average:

A partial record is used if the following conditions occur:

- The student is enrolled in part of a course, and no other section exists that

would make the course complete.

- The course allows partial credit.
- A final grade exists.

If a student is enrolled in part of a course, and there is another section that would make the course complete, the final from the other section is used.

If a student is enrolled in the complete course, but in two sections, both records are used.

Nbr of Decimal Points	Type the number of places to the right of the decimal point to which grade averages are computed (0-5). Many campuses set this field to 5.
Incl Wdrawn Stu in Avg	Select if you want to compute grade averages for students who withdrew after the first cycle. Normally, withdrawn students are <i>not</i> included.
Incl Wdrawn Stu in Rank	Select if you want to include withdrawn students in class rank. Normally, withdrawn students are <i>not</i> included in the rank.
Incl Wd Crs in Rank	Indicate how withdrawn courses should be handled with grade average for class rank. A - Include withdrawn courses in calculations. G - Include withdrawn courses if there is a grade for the course. N - Do not include withdrawn courses. (most common option) NOTE: Withdrawn self-paced courses with a semester grade are included, regardless of this field, if they are eligible courses.

NOTE: These options also affect how college 4.0 scale grades are calculated.

☐ Click **Save**.

- Enter settings for printing report cards and AARs.

[Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options](#)

This tab allows you to set campus options for printing report cards. These settings also apply when printing Academic Achievement Records (AARs).

Save

PARAMETERS
RANGES & CONVERSIONS
COMPUTATION
H ROLL & GR AVG
PRINT OPTIONS

Report Card Options

Crs Seq: Period ▼

Print Failing Msg: ☒

Sequence: Alpha ▼

Incl Non-Graded Crs: ☐

Print Credits: ☒

Print HRoll Code: ☒

Print W/D Crs: ☐

- ☐ Under **Report Card Options**:

Crs Seq	Select the sequence in which courses are printed on report cards - either by course number or by period.
Print Failing Msg	<p>Select if you want to print report card messages for students who are failing one or more courses.</p> <p>This field works with the Code field on Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages and the Msg Nbr field on Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary.</p> <p>If Print Failing Msg is selected, and a student has a grade of 69 or lower in the cycle specified for the report card being printed, the failing message prints on the report card. The failing message only prints for students with a failing grade for the cycle being printed.</p>
Sequence	Select the sequence in which report cards are printed.
Incl Non-Graded Crs	Select to include non-graded courses on report cards.
Print Credits	Select to print academic credits on report cards.
Print HRoll Code	Select to print honor roll codes next to courses on report cards.
Print W/D Crs	Select to print withdrawn courses on report cards or grading labels.

- ☐ Click **Save**.

- [Enter settings for posting grades.](#)

[Grade Reporting > Maintenance > Tables > Campus Control Options > Posting](#)

This tab allows you to set campus options indicating what can be posted from TeacherPortal or external grade book files.

Allow Cycle Grade	Select if cycle grades can be posted from TeacherPortal or external grade book files. This field must be selected for elementary campuses that want to include the exam grade in the semester average and display the Exam column in TeacherPortal.
Allow Semester Grade	Select if semester grades can be posted from TeacherPortal or external grade book files.
Expect Exam Grade	Select if exam grades are expected from TeacherPortal or external grade book files. If selected, an error message is displayed if no exam grades are found.
Allow Exempt Exam	Select if X is a valid grade for the semester exam for students who are exempt from taking the exam. It also allows X to be accepted from TeacherPortal or external grade book files. The field is used by the Grade Computation and Credit Assignment utility to calculate semester grades. For elementary grade reporting, if this field is <i>not</i> selected and a student has X for an exam grade, an error is generated when you run the Grade Posting from ASCENDER Grade Book utility.
Allow Alpha Exam	Select if alpha semester exam grades can be posted from TeacherPortal or external grade book files.
Allow Numeric Exam	Select if numeric semester exam grades can be posted from TeacherPortal or external grade book files.
Allow Final Grade	Select if final course grades can be posted from external grade book files. NOTE: This field must be selected in order for the Working Final Grade column to be displayed on the TeacherPortal > Cycle page.
Auto Citizenship	Select if students with a blank citizenship grade will receive an autograde. If selected, the Citizenship Grade field is required.
Citizenship Grade	Type the citizenship grade that will automatically be assigned to students who have a blank.
Allow Absence	Select if absences can be posted from external grade book files.
Allow Tardy	Select if tardies can be posted from external grade book files.
Allow Credit	Select if credits can be posted from external grade book files.

☐ Click **Save**.

Enter elementary grade reporting settings.

- Enter elementary grade calculation tables by grade level.

Grade Reporting > Maintenance > Tables > Elementary > Elem Grade

This tab allows you to set grade calculation options by grade level.

- Semester grade calculations

If you are including the exam grade, the following formula is used to calculate the semester average:

$$\left(\left(\text{Cycle 1} + \text{Cycle 2} + \text{Cycle 3} \right) / 3 \times \left(\text{Total Weight} - \text{Exam Weight} \right) \right) + \left(\text{Exam Grade} \times \text{Exam Weight} \right) / \text{Total Weight}$$

If you are not including the exam grade, the following formula is used to calculate the semester average:

$$\left(\text{Cycle 1} + \text{Cycle 2} + \text{Cycle 3} \right) / 3$$

- Final grade calculations

- If you are not computing the semester average, the following formula is used to calculate the final grade:

$$\left(\text{Cycle 1} + \text{Cycle 2} + \text{Cycle 3} + \text{Cycle 4} + \text{Cycle 5} + \text{Cycle 6} \right) / 6$$

- If you are computing the semester average, the following formula is used to calculate the final grade:

$$\left(\text{Semester 1} + \text{Semester 2} \right) / 2$$

If grade calculation data already exists, the data is displayed.



☐ Click **+Add** to add grade calculation data.

A blank row is added to the grid.

Grd Lvl	Select the grade level to which the grade calculation settings apply.
Elem Grd	Select if elementary grade reporting is used for the selected grade level. If blank, grade averaging and class ranking is used for elementary students.
Comp Sem Avg	<p>Select if the system computes the semester average for the grade level.</p> <p>If selected, Allow Semester Grade must be selected on Grade Reporting > Maintenance > Tables > Campus Control Options > Posting.</p>
Comp Cum Avg	<p>Select if the system computes the cumulative year-to-date (YTD) average for students.</p> <p>If blank, the cumulative average is not calculated.</p> <p>Campuses that use semester grades should only select this field at the end of the school year.</p> <p>If selected, the YTD average is calculated with cycle grades until the end of the school year. At the end of the school year, the final grade can be calculated in one of two ways:</p> <ul style="list-style-type: none"> • If you are not computing the semester average, the following formula is used to calculate the final grade: $(\text{Cycle 1} + \text{Cycle 2} + \text{Cycle 3} + \text{Cycle 4} + \text{Cycle 5} + \text{Cycle 6}) / 6$ • If you are computing the semester average, the following formula is used to calculate the final grade: $(\text{Semester 1} + \text{Semester 2}) / 2$ <p>• If there is only one cycle grade and the Grade Computation - Elementary utility is run, no calculations are performed.</p> <p>• If only one cycle grade exists when elementary report cards (SGR1400) are run, the cycle grade is reprinted in the Cumulative Average column on the report card; however, it is not considered a final grade in Student Maintenance.</p> <p>• If there is no second semester schedule, the Comp Cum Avg field cannot be used; however, you can use the Comp Sem Avg field.</p>
Incl Exam	<p>Select if you want to include the exam grade in the semester average and display the Exam column in TeacherPortal. If selected, you must indicate the weight of the exam in the semester average in the Exam Wgt and Tot Wgt fields to calculate the weighing percentage.</p> <p>If not selected, the Exam column is disabled in TeacherPortal.</p> <p>If Incl Exam is selected for a grade level, exam grades must be entered for the entire grade level. If a student is exempt from taking the semester exam, the instructor can type X in place of the grade.</p> <p>IMPORTANT: If selected, you must also select Include Exam in Semester Average on Maintenance > Tables > Campus Control Options > Computation.</p>

Exam Wgt	Type the two-digit number indicating the weight assigned to the exam grade when calculating the semester average for the grade level. If Incl Exam is not selected, type 0.
Tot Wgt	Type the three-digit number indicating the total weight to use to calculate the semester average. If Incl Exam is not selected, type 0. Examples: <ul style="list-style-type: none"> • If the semester exam counts as 14% of the semester grade, the Exam Wgt = 7, and the Tot Wgt = 50. • If the semester exam counts as 15% of the semester grade, the Exam Wgt = 3, and the Tot Wgt = 20. • If the semester exam counts as 10% of the semester grade, the Exam Wgt = 1, and the Tot Wgt = 10.

☐ Click **Save**.

	<p>Delete a row.</p> <ol style="list-style-type: none"> 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
--	---

- [Set up elementary courses by grade level.](#)

[Grade Reporting > Maintenance > Tables > Elementary > Elem Courses](#)

This tab allows you to set up elementary courses by grade level.



The grade level must be defined on the [Elem Grade](#) tab before you can add course information on this tab.

IMPORTANT: Do not include one-semester courses when setting up courses by grade level. Instead, add one-semester courses as needed using [Maintenance > Student > Group Maint > Add/Delete Courses](#). You can verify the number of semesters for the course using **Nbr Sem** on [Grade Reporting > Maintenance > Master Schedule > District Schedule](#).

Grade Level	Select a grade level for which to add courses. Only grade levels established on the Elem Grade tab are listed.
--------------------	--

- If data exists for the grade level, the data is displayed.
- [The list can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.



☐ Click **+Add** to add data to the table.

A blank row is added to the grid.

Or, click **+Add 10** to add ten blank rows.

Course	Select the elementary course for the grade level. Only courses where Credit Lvl = E (elementary) in the district master schedule are listed.
Title	The course title is displayed.
Core	The core course code is displayed if the course represents a core area. This code set in the Elem/Misc - Core Crs field on Maintenance > Master Schedule > District Schedule .
Period	Select the period when the class meets.
Days	Select the days of the week on which the class meets.

☐ Click **Save**.

	<p>Delete a row.</p> <ol style="list-style-type: none"> 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
---	---

- [Enter elementary grade conversion tables for core courses.](#)

[Grade Reporting > Maintenance > Tables > Elementary > Core Grd Cvsn](#)

This tab allows you to set up core course alpha grades with their equivalent numeric grades. The table is used to convert all grades (including exam grades) posted to core courses.

Existing data is displayed.


- ☐ Click **+Add** to add data to the table.


A blank row is added to the grid.

Or, click **+Add 10** to add ten blank rows.

Alpha Grade	Type the alpha grade to be converted (e.g., A+).
High Grade	Type the highest value of the numeric grade range for the alpha grade. This value is used when computing grade averages.
Low Grade	Type the lowest value of the numeric grade range for the alpha grade.

- ☐ Click **Save**.

 **Delete a row.**

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

- [Enter elementary grade conversion tables for non-core courses.](#)

[Grade Reporting > Maintenance > Tables > Elementary > Noncore Grd Cvsn](#)

This tab allows you to set up non-core course alpha grades with their equivalent numeric grades. The table is used to convert all grades (including exam grades) posted to non-

core courses.

The application averages grades based on their numerical values, not the median value of the letter grade.

Example : E is set to be between a 90 and 100, and a student has a grade of 99. The student's grade is averaged using the numeric value of 99 instead of the median value of E (which would be 95). One option to narrow the range of numbers is to add pluses and minuses to all letter grades (e.g., set E- from 90 to 93, E from 94 to 96, and E+ from 97 to 100).

Existing data is displayed.


☐ Click **+Add** to add data to the table.


A blank row is added to the grid.

Or, click **+Add 10** to add ten blank rows.

Alpha Grade	Type the alpha grade to be converted (e.g., E+).
High Grade	Type the highest value of the numeric grade range for the alpha grade. This value is used when computing grade averages.
Low Grade	Type the lowest value of the numeric grade range for the alpha grade.

☐ Click **Save**.

 **Delete a row.**

- Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
- Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

IV. Campus Master Schedule

Select campus courses from district master schedule.

This tab allows you to select district course records to be added to the campus master schedule.

The campus master schedule contains all the courses and sections offered at the campus. The campus course records are built by selecting district courses; the information from the district course record is automatically copied to the campus course record.

You must establish the campus course records before you can create campus section records.

Credit Level	Select the credit level for which you want to add course records.
---------------------	---

☐ Click **Retrieve**.

(left grid) District Courses to Add	<p>The courses in the district master schedule are listed. Courses that have already been selected for the campus master schedule are <i>not</i> listed.</p> <p>To add district courses to the campus master schedule:</p> <ol style="list-style-type: none"> 1. Select one or more courses in the left grid. 2. Click → to move the selected course(s) from the left grid to the right grid. 3. Or, click →→ to move all courses from the left grid to the right grid. This overrides any selected courses.
(right grid) Campus Courses to Delete	<p>All courses selected for the campus master schedule are listed. The campus courses (displayed on the right) are the only campus courses that can be deleted. These courses do not yet have any sections assigned.</p> <p>To remove courses from the campus master schedule:</p> <ol style="list-style-type: none"> 1. Select one or more courses in the right grid. 2. Click ← to move the selected course(s) from the right grid to the left grid. 3. Or, click «← to move all courses from the right grid to the left grid. This overrides any selected courses. <p>Courses that have course sections or enrolled students cannot be removed. You cannot delete a course that is requested by a student as an alternate.</p>

- If there are multiple pages, [page through the list](#).

☐ Click **Save**.

Modify campus course records.

[Grade Reporting](#) > [Maintenance](#) > [Master Schedule](#) > [Campus Schedule](#) > [Course](#)

This tab allows you to maintain course records in the campus master schedule. Data in the campus course records is copied from the district master schedule, and only the fields listed on this Help page can be modified in the campus master schedule. All other fields are maintained in the district master schedule.

You cannot add or delete a course from this tab. Courses can be added or deleted on the [Course Selection](#) tab.

search drop-down	Select the field by which you want to search for courses.
search	<p>Type all or part of the search phrase.</p> <p>The search retrieves courses that <i>begin with</i> the characters or numbers you typed. For example, if you select <i>Title</i>, type 'eng' to retrieve all courses with a title that start with Eng.</p> <p>For <i>Course Number</i>, you must include leading zeros.</p> <p>Leave blank to retrieve all courses.</p>

☐ Click **Retrieve**.

- A list of courses that meet the specified criteria is displayed. The list [can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- If there are multiple pages, [page through the list](#).

Change the grid view:

The default view in the grid is basic course information indicated by ⇒ **Crs Nbr** in the area below the grid. You can modify the view in the grid by clicking an underlined header in that area.

For example, if you click the **Scheduling** header, only restrictions information is displayed in the grid. The Scheduling header is displayed as ⇒ **Scheduling** indicating that it is the current view.

Elem Skills Based	<p>NOTE: The Elem Skills Based column indicates that a course is selected in TeacherPortal as an elementary skills-based course. Three things must occur in order for the field to be set to Y:</p> <ul style="list-style-type: none"> • Use Elementary Skills-based Report Card must be set to Y on Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options. • In TeacherPortal, the following must be completed for the course(s) on the report card: <ul style="list-style-type: none"> • Admin > Elementary Report Cards > Elementary Skills-Based Setup • Admin > Elementary Report Cards > Elementary Skills-Based Report Card Setup • In TeacherPortal, on Admin > Elementary Report Cards > Elementary Skills-Based Courses, select the Report Card Type for the course(s) and click Save.
--------------------------	---

☐ Click  for a record in the grid. The fields below the grid are enabled.

Grd Restr	<p>If there are grade level restrictions for the course, select the lowest grade level allowed.</p> <p>In the adjacent + field, type the number of additional grade levels that are eligible to take the course.</p> <p>For example, if the course is for 7th and 8th grade students, select 07 in the Grd Restr field, and type 1 in the + field.</p>
Pregrid Grd Restr	<p>If there are grade level restrictions that should restrict the course from being scheduling pregrids, select the lowest grade level allowed for the course.</p> <p>In the adjacent + field, type the number of additional grade levels that are eligible to take the course. When the scheduling pregrids are printed, the course only prints in the subject area for students in the grade levels indicated.</p> <p>For example, if the course is for 7th and 8th grade students, select 07 in the Pregrid Grd Restr field, and type 1 in the + field.</p>

Options	Excl Conflict Matrix	Select if the course should be excluded from the conflict matrix reports.
	Can Split Opt	<p>Type Y or N to indicate if the course can be split into different semesters (i.e., assign a student a full year course with different course sections for first and second semesters).</p> <p>Y- The course can be split.</p> <p>N or blank - Do not use this option.</p>
	Rpt Card Grd Typ	<p>Select the type of grades that should appear on the report cards for the course. The field is used by TeacherPortal when determining the working cycle average.</p> <p>Edits:</p> <p>If Core Course = L, M, S, or X, when Rpt Card Grd Typ is set to A, B, C, D, F, then the elementary core grade conversion table on <i>Grade Reporting > Maintenance > Tables > Elementary > Core Grd CVSN</i> must be set to A, B, C, D, F.</p> <p>If Core Course = blank or Z, when Rpt Card Grd Typ is set to A, B, C, D, F, then the elementary noncore grade conversion table on <i>Grade Reporting > Maintenance > Tables > Elementary > NonCore Grd CVSN</i> must be set to A, B, C, D, F.</p> <p>If Core Course = L, M, S, or X, when Rpt Card Grd Typ is set to E, S, N, U, then the elementary core grade conversion table on <i>Grade Reporting > Maintenance > Tables > Elementary > Core Grd CVSN</i> must be set to E, S, N, U.</p> <p>If Core Course = blank or Z, when Rpt Card Grd Typ is set to E, S, N, U, then the elementary noncore grade conversion table on <i>Grade Reporting > Maintenance > Tables > Elementary > NonCore Grd CVSN</i> must be set to E, S, N, U.</p> <p>You cannot select <i>Pass/Fail</i> if Credit Level = E.</p> <p>You cannot select E, S, N, U or A, B, C, D, F if Credit Level = H. Only Numeric and Pass/Fail grade types are allowed.</p> <p>You must select <i>Numeric</i> for a course that uses standards-based grading, or is self-paced.</p> <p>An error message is displayed if there is no match.</p> <p>The options are stored in the database as follows: blank = <i>Numeric</i> A = A, B, C, D, F E = E, S, N, U P = <i>Pass/Fail</i></p>

☐ Click **Save**.

Maintain instructor records.



Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor

This tab allows you to add and update information for instructors in the campus master schedule.

Existing instructors are displayed in order by instructor ID.

- The grid [can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.


A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- If there are multiple pages, [page through the list](#).

☐ Click **+Add** to add an instructor.

The fields below the grid are enabled.

Instr ID	Type the three-digit instructor number to add to the campus master schedule.
----------	--


Staff ID	<p>Do one of the following depending on whether the district uses staff IDs or social security numbers (i.e., the setting for Student Applications Staff ID on Registration > Maintenance > District Profile > District Maintenance > Control Info):</p> <p>NOTE: Employees are only included in the directory if they have an employment date (original employment date or latest re-employment date) in Personnel. If an employee does not have an employment date in Personnel or if the employee has a termination date that is greater than their latest employment date, then the employee is not included in the directory.</p> <ul style="list-style-type: none"> • If the field is still set to <i>SSN</i>, type the instructor's social security number. • If the field is set to <i>Employee Number</i>, but the employee demographic table does not exist in the Personnel application, type the instructor's employee number. • If the field is set to <i>Employee Number</i>, and the employee demographic table contains employee number information, you must click  to select an instructor's employee number. <p>In the ellipsis directory, instructors are retrieved from Personnel for both the current year and next year.</p> <p>Next year instructors are only listed in the ellipsis directory if the following conditions are met:</p> <ul style="list-style-type: none"> • The employee record contains a staff ID, date of birth, and gender. • The employee exists in the next year Personnel records and in a next year pay frequency. • The employee is employed through at least the first day of the next school year. • The employee is assigned a pay type and primary job code, and is contracted through at least the first day of the next school year. <p>If you change a staff ID on this page, the staff ID will be changed across all applications and campuses. Principal/counselors who are also instructors will only have one staff ID.</p> <p>If you have run the Set Staff ID to Employee Number utility, and an employee needs to have a temporary login (e.g., for TeacherPortal), you can assign him a temporary staff ID by selecting the Create Temp Staff ID field and clicking Search. The next available temporary staff ID (T followed by five digits) is displayed. Click the number to assign it to the employee.</p>
Home Room	Type the instructor's home room number, up to four characters.
Instructor Status	<i>Active</i> is displayed if the instructor is currently assigned to any course-sections, whether or not students are assigned to the sections. Otherwise, <i>Inactive</i> is displayed.










Name	<p>Type the employee's first, middle, and last names and generation code. Name Edits In Registration, you can enter up to 60 characters each for the first, middle, and last name. The full name is displayed, up to 60 characters, on the Registration Demo pages.</p> <p>In all other student applications, the name is truncated as follows: First: 17 characters, middle: 14 characters, last: 25 characters.</p> <p>Characters used can be a-z, A-Z, hyphen (-), apostrophe ('), or 0-9. However, the last character cannot be a hyphen (-), apostrophe ('), or 0-9.</p> <p>NOTE: If the first or last name is changed on this tab, any corresponding Discipline records for the same school year and campus will have the Reported by Name field updated to match, as long as the instructor ID, original first name, original last name, school year, and campus from the instructor record match the existing Reported by Name information in the Discipline record.</p>	
Texas Unique ID	<p>Type the 10-digit TEA Unique ID of the student or staff. NOTE: This feature will available at a later date.</p>	
ESC/SSA	<p>Select whether the ESC staff responsibility being reported is part of a shared services arrangement (SSA) for which the ESC is the fiscal agent. This is reported by ESCs only; the field is not valid for school districts.</p> <p>ESC-SSA-STAFF-INDICATOR-CODE ESC/SSA (E1015) Code Table: C169</p>	
Maximum Values	Study Halls/Day	Type the maximum number of study halls per day that can be assigned to the instructor.
	Periods/Day	Type the maximum number of periods per day the instructor can teach. Type 0 or leave blank if the instructor is not assigned to any classes.
	Sections/Sem	Type the maximum number of sections per semester that can be assigned to the instructor. Type 0 or leave blank if the instructor is not assigned to any classes.
	Preps/Sem	Type the maximum number of unique courses (preparations) per semester that can be assigned to the instructor. Unique courses usually require the instructor to do a separate preparation. Type 0 or leave blank if the instructor is not assigned to any classes.
	Contact Periods/Year	<p>Type the maximum total contact periods the instructor can be assigned for the year, up to four digits. Type 0 or leave blank if the instructor is not assigned to any classes.</p> <p>A contact period is defined as a single class on a single day during one semester.</p> <p>Total contact periods = semesters x days x periods</p>

Restrictions	Department	Type the code indicating the academic department with which the instructor is associated, up to three characters.
	Subject Area	Type the one-character code indicating the academic area with which the instructor is associated.
	Rsrvd Room	Type a room number if the instructor has a reserved classroom, up to four characters. If used, the instructor is assigned only to this room.
Designators	(Optional) Enter one-digit codes for up to three designators for the instructor. Designators may be characteristics or equipment (e.g., C = computers available). They can also designate an instructor's skills or characteristics (e.g., S = sign language).	
Elementary	These fields are only used for Scheduling after Move to Grade Reporting.	
	Grade	Type or select the grade level the homeroom instructor teaches.
	Section	Type the two-digit section number the homeroom instructor teaches. Each homeroom instructor must have a unique section number. The section number must be unique to each grade level.
Exclude from PEIMS	NOTE: These fields may be left blank for PE, elective teachers, and for instructors of grade levels scheduled prior to this process.	
	Select if you want to exclude the instructor from PEIMS reporting. If blank and the instructor is active, the instructor is extracted for fall PEIMS reporting.	
	<p>NOTE: If this field is blank, the instructor will have a Staff Data - Responsibilities record created in PEIMS if all of the following conditions are met:</p> <ul style="list-style-type: none"> • The instructor was active on the PEIMS as-of date (even if he is inactive after that date). • Classroom Responsibilities from Master Schedule is selected on State Reporting > Extracts > Fall > Staff. • At least one of the instructor's courses had at least one student enrolled. <p>Or, if the instructor is active on the PEIMS as-of date (even if he is inactive after that date), and Use Max Seats if No Students Enrolled is selected on State Reporting > Extracts > Fall > Staff, he will have a Staff Data - Responsibilities record created.</p> <p>Selecting this field does not exclude the instructor from Classroom Link.</p>	

☐ Click **Save**.

Other functions and features:

	<p>Edit a record.</p> <p>The data is displayed in fields below the grid allowing you to make changes.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid.</p>
---	---

	<p>Delete a row.</p> <ol style="list-style-type: none"> 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). The following instructors cannot be deleted:</p> <ul style="list-style-type: none"> • Active instructors (i.e., instructors assigned to any sections, whether or not students are assigned. If no students are assigned to the section, you can delete the section, and then delete the instructor. Once all sections are removed, the Instructor Status field changes to <i>Inactive</i>, and the instructor can be deleted. • Any instructor who has ever been assigned to students. If the instructor is deleted, the program automatically checks for any TeacherPortal login records for the instructor based on the staff ID. The appropriate records are inactivated. • If the instructor teaches only at the campus from which he is being deleted, all TeacherPortal login records are inactivated. • If the instructor teaches at more than one campus, only TeacherPortal login records for the campus(es) from which he is being deleted are inactivated.
Instructor Schedule	<p>View instructor's schedule.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p> <p>NOTE: If the campus section information does not exist, the district information is used and displayed in bold type.</p>

[Add course sections.](#)

[Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section](#)

This tab allows you to add or edit section records in the campus master schedule.

COURSE SELECTION COURSE **SECTION** INSTRUCTOR COPY COURSE SECTION

0004 : ENGLISH 4 Title Retrieve

Del	Details	Course	Title	Sec	Max Seats	Stu Enroll Sem 1	Stu W/D Sem 1	Stu Enroll Sem 2	Stu W/D Sem 2	Multi Svc Ind	Incl UIL Elig	Lock	Dst Lrng	Non Campus Based
		0004	ENGLISH 4	01	020	10	0	10	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
		0004	ENGLISH 4	02	010	2	0	2	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00

Add

⇒ Crs Nbr: 0004 ENGLISH 4 Svc ID: 03220400 Multi Svc Ind: ☐ Lock: ☐ Include UIL Elig: N

Section: 01 Max Seats: 020 Enrolled Students Sem 1: 10 Sem 2: 10 Non Campus Based: 00 Dst Lrng:

Section Information

Pop Srvd: ☐ Crs Seq: ☐

Instruct Set: ☐ Wks/Mnth: ☐

Class Type: ☐ PK Curricula: ☐

High Qual PK Prog: ☐ Stu Instr: ☐

PK Sch Type: ☐ Home Room Ind: ☐

Include WD Meeting Times: ☒

Restrictions

Type Rstrctn: ☐

Team Code: ☐

Gender Rstrctn: ☐

Grade Rstrctn: ☐

Child Care Partnership

Delete Operation Number

Add

Course Codes and Credits

Dual Crdt: ☐

Adv Tech Crdt: ☐

AAR Use: ☐

Grad Plan Use: ☐

Special Consid: ☐

College Credit Hrs

Sem 1:

Sem 2:

OnRamps: ☐

District Information

Crs Seq: ☐ Exam/Sem Pat: 1 Gender Rstrctn: ☐

Instruct Set: ☐ AAR Use: E Self Paced: ☐

Pop Srvd: 01 Grad Plan Use: ☐ Class Type: 01

Role ID: 087 Special Consid: ☐ CPR: N

Nbr Sem: 2 Incl UIL Elig: ☒ Speech: N

OnRamps: ☐

Campus Information

Grade Rstrctn: ☐ Rstrctn Addl:

Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date	ADSY
	01	3	05	03	4300				228		01		<input type="checkbox"/>	07-17-2023	--	<input type="checkbox"/>

Add

search drop-down

Select the field by which you want to search for courses.

search

Type all or part of the search phrase. The search retrieves courses that *begin with* the characters or numbers you typed. For example, if you selected *Course Number*, type 101 to retrieve all course numbers that start with 101.

- For course number, you must include leading zeros.
- For period, if you type a one-digit period, it is zero padded to two digits. The search retrieves courses with section meeting times that fall within the specified **Per Begin/End** fields.
- For instructor, begin typing the instructor's last name or control number. A drop-down list displays instructors whose last name *begins with* the characters you typed. Select the instructor.
TIP: You can also type the first characters of the first and last name, separated by a comma, to retrieve an instructor. For example, type j,s to retrieve Jane Smith.
- Leave blank to retrieve all courses.

☐ Click **Retrieve**.


A list of courses that meet the specified criteria is displayed in the upper grid.

Courses that do not have any sections (i.e., new courses) are not listed.

Change the grid view:


The default view in the grid is basic course information indicated by ⇒ **Crs Nbr** in the area below the grid. You can modify the view in the grid by clicking an underlined header in that area.

For example, if you click the **Scheduling** header, only restrictions information is displayed in the grid. The Scheduling header is displayed as ⇒ **Scheduling** indicating that it is the current view.

☐ Click  for a course in the upper grid to edit a section.


☐ Or, click **+Add** to add a section, including for a course that does not have any sections.

The fields below the grid are enabled.

Crs Nbr	If you are adding a section for a course that is not listed (i.e., has no existing sections), click  to select the course . The course title and service ID are displayed.
Multi Svc Ind	Select if the instructor of the course must perform more than one service during the class. (This field is no longer in use. The data element MULTI-SERVICE-INDICATOR-CODE was deleted in the 2009-2010 Data Standards.)
Lock	Select if you want to lock the course section so it cannot be added to more student schedules.
Include UIL Elig	<p>Select if the course is used in determining six-week eligibility for extracurricular activities. University Interscholastic League (UIL) rules allow some courses to be exempt in determining six-week eligibility.</p> <p>This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section). If the campus section record has a value, that value is used. Otherwise, the district value is used.</p> <p>Both fields affect the Student Grades (UIL Eligibility) Report in TeacherPortal.</p>
Section	Type the two-digit section number you want to add. The number must be unique for the course.
Max Seats	<p>Type the number of seats available for the class.</p> <p>NOTE: Course-sections with Max Seats set to 000 will not appear in TeacherPortal.</p>

Enrolled Students Sem #	<p>The number of students actively enrolled at the campus and in the course-section for each semester are displayed.</p> <p>This value is also displayed in the grid in the Stu Enroll Sem # fields. In the grid, the number of students is displayed as a hyperlink if it is greater than 0. Click the link to open a pop-up window which lists the students.</p> <p>From the pop-up window, you can click the student ID to retrieve that student to Maintenance > Student > Individual Maint > Demo. When you click the link, the pop-up window closes, and the Demo tab opens with that student's data retrieved.</p> <p>TWEDS Data Element: NUMBER-STUDENTS-IN-CLASS (E0170)</p>
Stu W/D Sem # (grid)	<p>This value is displayed in the grid only, and indicates the number of students <i>not</i> actively enrolled in the course-section either due to withdrawing from the course-section or withdrawing from the campus, including No Show students. If the value is greater than 0, the value is displayed as a hyperlink. Click the link to open a pop-up window which lists the students included in the count.</p> <p>From the pop-up window, you can click the student ID to retrieve that student to Maintenance > Student > Individual Maint > Demo. When you click the link, the pop-up window closes, and the Demo tab opens with that student's data retrieved.</p>
Non Campus Based	<p>Select the code indicating if the course taught off campus (e.g., college campus-based and web-based courses).</p> <p>TWEDS Data Element: NON-CAMPUS-BASED-INSTRUCTION-CODE (E1072) (Code table C182)</p> <p>NOTE: Sections not taught by a district employee or contracted instructor cannot be set to 00. Be aware that leaving the field set to blank causes this field to have a default value of 00.</p> <p>If this field is set to 09 (i.e., <i>Out of District DAEP Program</i>), the campus ID must be registered in the Texas School Directory as a DAEP campus type.</p> <p>If this field is set to 10 (i.e., <i>Non-District PE Substitution Program</i>), the service ID must be PES00008, PES00009, PES00010, or PES00011.</p>
Dst Lrng	Select the code indicating if the course is taken through distance learning technology.

☐ Under **Section Information:**

Pop Srvd	<p>Select the code indicating the student population primarily targeted for the section.</p> <p>TWEDS Data Element: POPULATION-SERVED-CODE (E0747) (Code table C030)</p> <p>This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section). If the campus section record has a value, that value is used. Otherwise, the district value is used.</p>
Instruct Sett	click  to select the instructional setting used when providing instruction to the students in the section.

Class Type	<p>Select the code indicating if the section class type is regular or non-regular.</p> <p>Examples of non-regular class types are in-school suspension, school-community guidance center, alternative education school program for discipline, televised instruction, non-disciplinary alternative education, special education setting, or residential care and treatment facility.</p> <p>TWEDS Data Element: CLASS-TYPE-CODE (E1055) (Code table C179)</p>
High Qual PK Prog	<p>Indicate if the campus-course-section participates in the High Quality PK Program consistent with requirements in TEC 29.167-29.171.</p> <p>TWEDS Data Element: HIGH-QUALITY-PK-PROGRAM-INDICATOR (E1580) (Code table C088)</p>
PK Sch Type	<p>Select the PK program offered at the campus for that course-section.</p> <p>TWEDS Data Element: PK-SCHOOL-TYPE (E1555) (Code table DC152)</p>

Crs Seq

The code is used when extracting course completion data for PEIMS and during end-of-course precoding.

In most cases, this field should be left blank.

The field should only be used if the course, or part of the course, is taught out of sequence such as a credit recovery or self-paced course (e.g., the second semester of English I is taught during the first semester).

Leave this field blank if the course is not taught out of sequence. The PEIMS Classroom Link extract will extract the proper course sequence code.

TWEDS Data Element: COURSE-SEQUENCE-CODE (E0948) (Code table: C135)

This field exists on the district-level course record ([Maintenance > Master Schedule > District Schedule](#)) and the campus section record ([Maintenance > Master Schedule > Campus Schedule > Section](#)). If the campus section record has a value, that value is used. Otherwise, the district value is used.

When the field is blank on both the campus and district records, the default values are used, which are based on the **Nbr Sem** field on the district course record, as follows:

- If **Nbr Sem** is 1, the default value for course sequence is 0 (i.e., one-semester course).
- If **Nbr Sem** is 2, the default value considers the student's course assignments. For example, if the student is taking a two-semester course, the default course sequence for the first semester of the course is 1 (i.e., first half of a two-semester course), and the default course sequence for the second semester of the course is 2 (i.e., second half of a two-semester course).
- For a four-semester course, if the exam/semester pattern is 2, this field must be set to 1 or blank. However, if the exam/semester pattern is not 2, this field must be set to 6 or blank.

•

An error message is displayed if you select a code that does not match the [course sequence code table](#).

The table shows the course sequence codes allowed when campus and district options are selected.

Campus Sem	District Nbr Sem	Crs Seq Cd Allowed
1	1	Any
2	1	Any
3	2	1, 3, 4, 6, 7, 8
4	1	Any
5	2	1, 3, 4, 6, 7, 8
6	2	1, 3, 4, 6, 7, 8
7	3	3, 6, and 7
8	1	Any
9	2	1, 3, 4, 6, 7, 8
A	2	1, 3, 4, 6, 7, 8
B	3	3, 6, and 7
C	2	1, 3, 4, 6, 7, 8
D	3	3, 6, and 7
E	3	3, 6, and 7
F	4	6



Wks/Mnth	Select the code indicating the weeks of the month the section meets. For most sections, select option 04 (<i>Week 1, 2, 3, and 4</i>).
PK Curricula	Select the curricula used in the district's prekindergarten program section. TWEDS Data Element: PK-CURRICULA (E1579) (Code table C206)
Stu Instr	Indicate if the student attends full day, half day morning, or half day afternoon. This only applies to course-sections that use the Pre-Kindergarten Service ID (01010000). TWEDS Data Element: STUDENT-INSTRUCTION (E1558) (Code table C210)
Home Room Ind	Select if this section of the course is the student's home room. The home room period may be the convention for taking daily attendance. TWEDS Data Element: HOMEROOM-INDICATOR (E1440)

☐ Under **Restrictions:**

Type Rstrctn	This field applies to the other restriction fields for this course section (gender, team, and grade level). F-Fixed - The restrictions always apply. S-Selectable - The restrictions can be overridden by the user.
Team Code	Select a team code if you want to restrict section membership to a certain group or team of students.
Gender Rstrctn	Select a gender if the section is restricted to one gender. This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section). If the campus section record has a value, that value is used. Otherwise, the district value is used.
Grade Rstrctn	If there are grade level restrictions for the course, select the lowest grade level allowed. In the adjacent + field, type the number of additional grade levels that are eligible to take the course. For example, if the course is for 7th and 8th grade students, select 07 in the Grd Restr field, and type 1 in the + field. If this field is blank, but there is a restriction code on the campus course record, the campus course code is used when adding the course to a student's schedule.

☐ Under **Child-Care Partnership:**

☐ Click **+Add** to add a record.

	<p>Delete a row.</p> <ol style="list-style-type: none"> 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
Operation Number	<p>Enter the number of the childcare facility.</p> <p>CHILD-CARE-OPERATION-NUMBER (E1726) identifies the operation number of the childcare facility which participates in a partnership with a Local Education Agency.</p>

☐ Under **Course Codes and Credits:**

Dual Crdt	<p>Select the code indicating if students are eligible to receive both high school and college credit for the course.</p> <p>TWEDS Data Element: DUAL-CREDIT-INDICATOR-CODE (E1011) (Code table C088)</p>
Adv Tech Crdt	<p>Select the code indicating if this is a high school course for which college credit may be awarded by a post-secondary institution under a local articulation agreement or the statewide Advanced Technical Credit (ATC) program agreement.</p> <ul style="list-style-type: none"> • A course can be reported as either dual credit or ATC, but not both. • For ATC courses, one of the Special Consider fields must be set to A, which indicates on the AAR that it is an articulated course. When the student graduates and attends a college in the statewide, articulated course network, he can receive credit for the course. <p>TWEDS Data Element: ATC-INDICATOR-CODE (E1058) (Code table C088)</p>
AAR Use	<p>Select the code indicating the academic area in which the course is a requirement. This code determines where the course is displayed on the AAR Multi-Year (SGR2047) report.</p> <p>The code is used to determine where the course will print on the AAR. The field is only used if the code is different from the designated area for printing; otherwise, leave blank.</p> <ul style="list-style-type: none"> • If there are AAR use codes on the student record, the student codes are used even if there are AAR use codes on the section or district course records. • If the AAR use codes are blank on the student record, but the section has AAR use codes, the section codes are used even if there are AAR use codes on the district course. • If the use codes are blank on the student and section records, but there are AAR use codes on the district course, the district course codes are used.
Grad Plan Use	<p>Select the subject area to which the course should be applied on a graduation plan, if other than the course's service ID type.</p>

Special Consid	<p>Select up to two codes indicating special considerations for the course. The codes cannot be the same for both fields. Special considerations are printed on the student's AAR (SGR2047).</p> <ul style="list-style-type: none"> • If there are special course consideration codes on the student record, the student codes are displayed on the AAR even if there are special course consideration codes on the section or district course records. • If the special course consideration codes are blank on the student record, but the section has special course consideration codes, the section codes are displayed on the AAR even if there are special course consideration codes on the district course. • If the special course consideration codes are blank on the student and section records, but there are special course consideration codes on the district course, the district course codes are displayed on the AAR.
College Credit Hrs	<p>For each semester (up to four semesters), type the number of college credit hours the student will earn for the course. Per TWEDS 8.3.4 COLLEGE-CREDIT-HOURS (E1081), the value must be between 0-9.</p> <p>Values greater than 0 are only valid if Dual Crdt is 1.</p> <p>If Dual Crdt is 1, at least one College Credit Hrs field is required.</p> <p>TWEDS Data Element: COLLEGE-CREDIT-HOURS (E1081)</p>
OnRamps	<p>Select Y if this course is an OnRamps dual enrollment course coordinated by The University of Texas at Austin.</p> <p>TWEDS Data Element: ONRAMPS-DUAL-ENROLLMENT-INDICATOR-CODE (E1597) (Code table C088)</p> <p>Edits:</p> <ul style="list-style-type: none"> • The field can only be set to Y for high school credit courses. • College Credit Hrs cannot be 0. <p>NOTE: If blank, the district-level setting is used.</p> <p>The campus-level setting (Y/N) overrides the district-level setting.</p>


District Information	Fields from the district master schedule are displayed for your reference.
Campus Information	The Grade Rstrctn fields from the campus course record (Maintenance > Master Schedule > Campus Schedule > Course) are displayed.

☐ To add a meeting time for the section, click **+Add** in the lower grid.

A blank row is added to the grid.

You must set up at least one meeting time for each section.


Include WD Meeting Times	Select to display all withdrawn meeting times (i.e., all entry and withdrawal dates for meeting times that have withdrawn instructors) for the current year in the lower grid.
---------------------------------	--





#	A sequential number is displayed for each meeting time you add.
Sem	<p>Select the code indicating the semester(s) the class meets.</p> <p>1 - Semester 1 2 - Semester 2 3 - Semesters 1 & 2 4 - Semester 3 5 - Semesters 1 & 3 6 - Semesters 2 & 3 7 - Semesters 1, 2, & 3 8 - Semester 4 9 - Semesters 1 & 4 A - Semesters 2 & 4 B - Semesters 1, 2, & 4 C - Semesters 3 & 4 D - Semesters 1, 3, & 4 E - Semesters 2, 3, & 4 F - Semesters 1, 2, 3, & 4</p>
Days	Select the code indicating the day(s) the class meets.
Per Begin Per End	(Required) Select the beginning and ending periods when the class begins and ends.
Room	Type the room number in which the class meets, up to four characters.
Time Begin Time End	Type the times when the class begins and ends. Use the <i>HH:MM A</i> format, where <i>HH</i> is the hour, <i>MM</i> is the minute, and <i>A</i> is a.m. or p.m.
Lckout	Type the one-character code (Y or N) indicating if there is a lunch break after the scheduled class meeting.
Instr ID	Click  to select an instructor .

Class Role	<p>Select the code indicating the role served by an instructor for the class.</p> <p>For campus-based courses (i.e., the Non Campus Based field is set to 00), at least one meeting time record with the Class Role field set to 01 (<i>Teacher of Record</i>) is required.</p> <p>For non-campus-based courses (i.e., the Non Campus Based field is <i>not</i> 00), a teacher of record is not required. You can enter a teacher of record, but it is not extracted, and it does not create an instructor assignment record for PEIMS.</p> <p>There can be only one active teacher of record per section for each Time Begin/End range.</p> <p>01 Teacher of Record - Indicates that the teacher is responsible for the classroom, making the final decisions about the instruction delivered and the final outcomes for the students assigned to the class (Role IDs 047 and 087 only).</p> <p>02 Assistant Teacher - Indicates that the teacher is assigned to the class and works with the Teacher of Record providing instruction and/or other instructional services to the students in the class (Role IDs 047 and 087 only).</p> <p>03 Support Teacher - Indicates that the teacher provides specialized instructional services on a regular or irregular basis to students in the class (Role IDs 047 and 087 only).</p> <p>04 Substitute Teacher - Indicates that the substitute teacher serves in a classroom in the absence of a teacher certified for that assignment where the teacher has quit, died, or been terminated.</p> <p>05 PK Classroom Aide - Indicates that the Classroom Aide (Role ID 033) serves the Teacher of Record on a regular or irregular basis in the PK classroom (valid for Submission 3 only).</p> <p>NOTE: Class Roles 01, 02, and 03 will have the same access in TeacherPortal, unless modified on TeacherPortal Admin > Admin > District Settings > Other (at the bottom.)</p> <p><i>True</i> allows only class Role 01 (Teacher of Record) to have access. <i>False</i> allows anyone with a teacher role identified on the section to have access.</p> <p>If the Role ID is 033-Educational Aide, the Class Role must be 05-PK Classroom Aide, and vice versa.</p> <p>TWEDS Data Element: CLASS-ROLE (E1067) (Code table: C180)</p>
Role ID	<p>Select the code indicating the capacity in which the instructor serves the students during the section.</p> <p>TWEDS Data Element: ROLE-ID (E0721) (Code table: C021)</p> <p>Rule: If the Role ID is 033-Educational Aide, the Class Role must be 05-PK Classroom Aide, and vice versa.</p> <p>This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section). If the campus section record has a value, that value is used. Otherwise, the district value is used.</p>

CTE	Select only if this section is taught by a Career & Technical Education (CTE)-certified teacher, or meets the exceptions described in the Student Attendance Accounting Handbook , Section 5.2.	
	CTE attendance will only be extracted for summer PEIMS if the student is enrolled in a course-section in which the teacher of record is flagged as CTE.	
Entry Date Withdraw Date	Entry Date	Type the first date the instructor was assigned or reassigned to the class in the current school year in the MMDDYYYY format.
		TWEDS Data Element: ASSIGNMENT-BEGIN-DATE (E1065)
	Withdraw Date	Type the last date the instructor was assigned to the class in the current school year in the MMDDYYYY format.
		TWEDS Data Element: ASSIGNMENT-END-DATE (E1066)
	<p>For instructors with Class Role 01 (<i>Teacher of Record</i>), the following edits apply:</p> <ul style="list-style-type: none">• The Withdraw Date on a previous row and Entry Date on a new row can be the same date, even if the instructors are the same on both rows.• An instructor's Entry Date cannot fall within another withdrawn instructor's Entry and Withdraw Dates, if the periods are the same for both rows.• Two or more instructors can have the same Entry Date on different rows, if both instructors are active and the period for each instructor is different.• Although the Instructor field is not required, the instructor's Entry Date cannot be blank. This situation could occur if you do not know which instructor will be teaching the class at the time of entry. Enter the instructor as soon as you have the information available.• The Entry Date for a one-semester course must fall within the calendar dates for the semester in which it is taught.	
ADSY	Select fields were the ADSY option for the 2011-2012 school year. They do not appear for prior school years. If selected, the user may add an ADSY course section to the student's schedule in the prior year on <i>Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign</i> .	

☐ Click **Save**.

	<p>Edit a record.</p> <p>The data is displayed in fields below the grid allowing you to make changes.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid.</p>
---	---

 (upper grid)	<p>Delete a course-section.</p> <ol style="list-style-type: none"> 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <ul style="list-style-type: none"> • If you attempt to delete a section before the last Friday in October (i.e., the PEIMS snapshot date) for the current school year, you are prompted to confirm that you want to continue. Click OK. • Sections can be deleted after the PEIMS snapshot date, as long as there are no students assigned to the course section.
 (lower grid)	<p>Delete a meeting time for the course-section.</p> <ol style="list-style-type: none"> 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <ul style="list-style-type: none"> • If you attempt to delete a meeting time before the last Friday in October (i.e., the PEIMS snapshot date) for the current school year, you are prompted to confirm that you want to continue. Click OK. • You must delete an instructor's most recent meeting time record before deleting an older record. For example, if an instructor has two meeting time records, you must delete the most recent record before you can delete the older record. • If you type over the instructor ID or select to delete a meeting time row on or after the PEIMS snapshot date, a warning message is displayed indicating that you should not delete the row if an instructor taught the course at any time. Do not click OK unless you intend to continue. You should only delete a row after the snapshot date if the row was entered by mistake. Otherwise, if you delete valid data, you will need to reenter the information. • If you delete a meeting time row, a TeacherPortal administrative user will still be able to access the instructor's attendance and grades in TeacherPortal.

(Optional) [Create new sections of a course by copying an existing section.](#)

[Grade Reporting](#) > [Maintenance](#) > [Master Schedule](#) > [Campus Schedule](#) > [Copy Course Section](#)

This tab allows you to create new sections for a course in the campus master schedule by

copying an existing section of that course. Once the sections are created, they can be updated on the [Section](#) tab.

Course	Select the course from which to copy data.
Section	Select the section from which to copy data. The drop-down list includes the section number, begin and end periods, instructor ID, and instructor name.
Create Section	Type the new two-digit section number(s) to be created. Separate multiple section numbers with a comma (e.g., 04,05,06).

☐ Click **Create**.

The grid is populated with the data for the new section(s). Update the data for the new section(s) as needed.

Sem	Select the code indicating the semester(s) the class meets.
Days	Select the code indicating the day(s) the class meets.
Per Begin Per End	Select the beginning and ending periods when the class begins and ends.
Room	Type the room number in which the class meets, up to four characters.
Time Begin Time End	Type the times when the class begins and ends. Use the HH:MM A format, where HH is the hour, MM is the minute, and A is a.m. or p.m.
Lckout	Type the one-character code (Y or N) indicating if there is a lunch break after the scheduled class meeting.
Instructor	Click to select an instructor .
Class Role	The code indicating the role served by an instructor for the class is displayed.
Role ID	Select the code indicating the capacity in which the instructor serves the students during the section.
CTE	Select if this is a Career & Technical Education (CTE) course.
Entry	Type the date on which the instructor was assigned or reassigned to the class in the current school year.
ADSY	Select to indicate the ADSY option for the selected instructor. If selected, the user may add an ADSY course section to the student's schedule in the prior year on <i>Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign</i> .

☐ Click **Save**.

Cancel

Clear unsaved changes and start over.

V. Local Programs

[Enter local campus programs.](#)

[Registration > Maintenance > Campus Profile > Campus Local Program Codes](#)

This page allows you to set up campus-level local program codes. At the campus level, the codes are chosen from the codes set up at the [district level](#). You cannot add program codes that are not set up at the district level.

[TSDS Data Elements for local programs:](#)

TWEDS Data Elements:

DYSLEXIA-INDICATOR-CODE (E1530)

SECTION-504-INDICATOR-CODE (E1603)

INTERVENTION-STRATEGY-INDICATOR-CODE (E1602)

ECHS-INDICATOR-CODE (E1560)

T-STEM-INDICATOR-CODE (E1559)

P-TECH-INDICATOR-CODE (E1612)

NEW-TECH-INDICATOR-CODE (E1647)

ADDITIONAL-DAYS-PROGRAM-INDICATOR-CODE (E1671)

Code table: C088

INDIVIDUAL-GRADUATION-COMMITTEE-REVIEW-CODE (E1563)

Code table: C201

CRISIS-CODE (E1054)

Code table: C178

Existing codes are displayed in order by code.



☐ Click **+Add**.

A blank row is displayed added to grid.

Program Code	Select the district program code. These codes are established by the district on Maintenance > District Profile > Local Program Codes .
Program Title	The program title for the selected code is displayed.
Move Program to Next Year	<p>Select the code indicating how Annual Student Data Rollover (ASDR) handles local programs. This field only applies if the district-level Move Program to Next Year field is set to Y on Maintenance > District Profile > Local Program Codes. Otherwise, this field is ignored.</p> <p>You can drop the program for next year, keep the program but drop all students from the program, or keep the program and re-enroll all students.</p>

☐ Click **Save**.

Other functions and features:

	<p>Delete a row.</p> <ol style="list-style-type: none"> 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
---	--

VI. Move to Grade Reporting (MTGR) Settings

[Add campus to MTGR options.](#)

[District Administration > Utilities > Annual Student Data Rollover](#)

This tab allows the district to set options that apply only to a specified range of campuses and tracks during ASDR.

For more information on running ASDR, refer to the [End-of-Year & Annual Student Data Rollover \(ASDR\)](#).

Order for record status codes

Record status codes are processed in the following order:

- Record status 2 (currently enrolled at this campus, will return next year)
- Record status 4 (enrolled at another campus, will attend this campus next year)
- Record status 1 (currently enrolled at this campus)
- Record status 5 (not currently enrolled in this district, will attend next year)
- Record status 3 (currently enrolled at this campus, will attend new campus next year)

Existing campus options are displayed and can be modified.

☐ Click **+Add** to add a campus or range of campuses and tracks.

A blank row is added to the grid.

Campus From Campus To	<p>Specify a campus or range of campuses. The options selected on each row apply only to the campuses in the range specified in these fields.</p> <ul style="list-style-type: none"> • You must account for all campuses in the district. Every campus in the district must be included in a range. • If there is only one campus in the range, type the same campus ID in both fields. • If a campus has multiple tracks, the campus must be listed in the Campus From and Campus Thru fields for each track. • Some campus IDs within the range might not be valid campus IDs; they are bypassed. <p>IMPORTANT! If you include more than one campus in a range, be sure that the selected options are appropriate for all campuses in the range.</p>
Campus Track	<p>Type the track for which the options apply.</p> <p>Options must be set for every track at the campus.</p> <ul style="list-style-type: none"> • A set of next year attendance options must already be built for every track at every campus. • Include each track at each campus, unless Exclude Campus is selected for the campus. Students whose next year track does not exist will be dropped in the next school year and will be included on the Dropped Stu List report but not written to the leaver table. • Campuses included in the range on the same row must have the same first day of school for the track specified. <p>NOTE: If the district has multiple half-day tracks, PK students should be pre-registered to the track they will be on for the next school year.</p>

Set to Campus Track	<p>Use the two fields to move students from one track to another during ASDR.</p> <p>Select the check box and type a track in the input field if all students at the original campus and track will be moved to the entered track when ASDR is run. For example, this could be used to transfer students to a track with an extended year calendar.</p> <ul style="list-style-type: none"> • The next year calendar must already be set up for the track. • The track input field is enabled only when the check box is selected. • If the check box is selected, the track input field cannot be blank. • If you type a value in the track input field, the First Day Of School field is disabled and populated with the correct first day of the school for the entered track when you save. It will remain disabled after you save; you must clear the check box if you need to reset First Day Of School for any reason (e.g., to change or correct data). <p>It is recommended that you do <i>not</i> use this option to move students from a half-day track to a full-day track.</p>
Exclude Campus	<p>Select to exclude the campus from ASDR. This option is used for a campus that will not be active or used in the next school year. If the campus is excluded, no next year records are created for the campus.</p> <p>Because historical information is saved, a campus must be excluded instead of deleted so that the data is saved in the historical records.</p> <ul style="list-style-type: none"> • If a campus will not be used next year, but it still has student records (such as leaver records), do not exclude the campus. Instead, set ASDR options to drop the student records when ASDR is run by selecting Drop Wd Stu New Sch Yr, Drop Status =1 New Sch Yr, and Drop Unsched Stu New Sch Yr on the Campus ASDR Options tab). When the campus is accessed in the next school year, there will be no student records for the next school year (except for the leaver records). • If you exclude a campus with enrolled students, the students are not rolled over during ASDR. Their records are written to the historical tables for the excluded campus. If the student does not have a valid next year campus, he will be dropped in the next school year.
First Day of School	<p>This date is automatically set to the first day of school for all next year campuses when next year attendance calendars are created. This date will be used as the campus entry date, original campus entry date, and course entry date for all students is displayed.</p> <p>The date may also be used for the entry date for special programs. Be sure this date is the same date is displayed on Attendance > Maintenance > Campus > Next Year Campus Calendar.</p>

Move Ctrl Nbrs	<p>Select to move next year student control numbers (Scheduling > Maintenance > Control Number) to the current year and clear the next year control number field. For high school campuses, this field is typically <i>not</i> selected.</p> <p>IMPORTANT!</p> <p>Be sure to check with the elementary campus to see if the are using the next year control number option in Scheduling.</p> <p>Next year control numbers must already be set for students. If you select this option and next year control numbers are not set, all student control numbers will be cleared.</p>
Drop Wd Stu New Sch Yr	<p>This option uses the withdrawal date to determine if the student will be dropped.</p> <p>Select to <i>not</i> create next year records for students who withdrew before the end of the current year.</p> <p>It is recommended that you select this field. If selected, you will be able to re-enroll withdrawn students from Historical Directory.</p> <p>If <i>not</i> selected, and the student has a withdrawal date and meets other criteria (e.g., the student has courses scheduled for the new school year, or the campus did not also select Drop Unsched Stu New Sch Yr), No Show (record status 6) records are created for the withdrawn students for the new school year. Creating No Show records for withdrawn students at any campus is <i>not</i> recommended.</p> <p>NOTES:</p> <p>If a Withdraw Cutoff Date is entered on the Annual Student Data Rollover tab, you cannot also select Drop Wd Stu New Sch Yr; only one of the fields can be selected.</p> <p>If Drop Wd Stu New Sch Yr is selected for a campus, it supersedes the Withdraw Cutoff Date on the District Move Options tab, whether or not a withdraw cutoff date is entered.</p> <p>If Drop Wd Stu New Sch Yr is selected for a campus, this setting overrides the Activate Withdrawn Sched Student setting. In this case, withdrawn students will be dropped even if they have scheduled courses.</p>
Drop Status = 1 New Sch Yr	<p>This option uses the status code to determine if the student will be dropped.</p> <p>Select to <i>not</i> create next year records for record status 1 students (<i>currently enrolled at this campus</i>).</p> <p>This option is for campuses that use a scheduling application. Campuses that do not use a scheduling application should <i>not</i> select this option, because no student records would be created for the next school year.</p> <p>If selected:</p> <ul style="list-style-type: none"> • Students with record status 1 are <i>not</i> created. • Students with record status 2 are created for the next school year.

Drop Unsched Stu New Sch Yr	<p>This options looks at the student's course requests to determine if the student will be dropped.</p> <p>Select to <i>not</i> create next year records for students who do not have scheduling course requests at their next year campus, regardless of their record status. This applies to both active and withdrawn students.</p> <p>If selected, even students who withdrew after the Withdraw Cutoff Date on the [registration:maintenance:districtprofile:asdr:campusmoveoptions District ASDR Options]] tab (if used) are dropped if they do not have a next year schedule.</p>
Activate Withdrawn Sched Student	<p>This options looks at the student's course requests to determine if the student will be dropped.</p> <p>Select to re-activate withdrawn students who have courses requested or assigned in Scheduling at their next year campus.</p> <p>The withdrawal date is deleted from the enrollment records of students who have course requests, whether or not the requests are scheduled.</p> <p>NOTE: If Drop Wd Stu New Sch Yr is selected for a campus, that setting overrides the Activate Withdrawn Sched Student setting. In this case, withdrawn students will be dropped even if they have scheduled courses.</p>
Clear Eco Disadvan	<p>Indicate how to clear the Eco Disadvan field on Maintenance > Student Enrollment > Demo1 for all students.</p> <p><i>Do not clear</i> - The current value is carried over to the new school year.</p> <p><i>Clear all except 99</i> - The value is carried over to the new school year for students with code 99. For all others, the value is set to 00 in the new school year.</p> <p><i>Clear ALL</i> - The value is set to 00-Not Economically Disadvantaged for all students in the new school year.</p> <p><i>Clear only code 01</i> - For students with code 01-Eligible for Free Meals, the value is set to 00 in the new school year. For all others, the value carried over.</p> <p><i>Clear only code 02</i> - For students with code 02-Eligible for Reduced-price Meals, the value is set to 00 in the new school year. For all others, the value carried over.</p> <p><i>Clear only code 99</i> - For students with code 99-Other Economic Disadvantage, the value is set to 00 in the new school year. For all others, the value carried over.</p>
Clear Locker	Select to clear the Locker field on Maintenance > Student Enrollment > Demo2 in the next year records for all students.
Clear Categories	Select to clear the categories from the courses for the new school year.

☐ Click **Save**.

VII. Campus Scheduling Options

If you are building the campus for the next school year before running Move to Grade Reporting, and before completing Summer PEIMS, you must also set up Scheduling options. Otherwise, this step is not necessary because the fields are populated during Move to Grade Reporting.

[Set up Scheduling options if needed.](#)

[Scheduling > Maintenance > Master Schedule > Campus > Campus Control](#)

This tab allows you to set up scheduling options for a campus. These options apply to the upcoming school year and must be set before you can access the campus master schedule. The Master Schedule > Campus tabs are disabled until these settings are saved.

☐ A warning message is displayed if campus control options have not been set. Click **OK**.

☐ Enter the following:



Max Sems Allowed	Select the number of semesters to be scheduled at the campus for the next school year.
Low Grade	Select the lowest grade level at the campus.
High Grade	Select the highest grade.
Schedule Withdrawn Students	Select if students who withdraw from the campus in the current school year should be scheduled for next year.
Period Begin	Type the first class period that can be scheduled using two digits.
Period End	Type the last class period that can be scheduled using two digits.
Norm Prd Cntrl	The normal period control for the campus is displayed, which is usually equal to number of periods in the school day multiplied by the number of semesters. For example, at a two-semester campus that has 8 periods per day, the normal period control is 16. This number is used to flag students whose course requests vary from what is expected.

Under **Scheduling Sequence**:

Indicate the order in which grade levels should be scheduled:

☐ Click **+Add** to add a grade level to the scheduling sequence.

A row is displayed in the **Scheduling Sequence** grid.



Priority	The order in which the grade levels are scheduled is displayed in order from highest (i.e., 1) to lowest priority.
Grade	<p>Select the grade level that should be scheduled according to the corresponding Priority field. For example, if you want to schedule 12th grade students first, the Priority field should be set to 1, and the Grade field should be set to 12.</p> <p>All grade levels must be listed.</p>
	<p>Delete a grade level from the sequence.</p> <ol style="list-style-type: none"> 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>

Under **ASCENDER StudentPortal Course Requests**:

Grant or deny access by grade level to the StudentPortal Student Course Requests system:

☐ Click **+Add** to add the access status for a grade level.

A blank row is displayed in the **ASCENDER StudentPortal Course Requests** grid.

Grade	<p>Select the grade level that is being assigned/denied access to StudentPortal. All grade levels must be added.</p> <p>Grade levels will be sorted in ascending order when the page is saved.</p>
Status	<p>Select the status for the grade level.</p> <ul style="list-style-type: none"> • Select <i>Open</i> if students can submit course requests through StudentPortal. • Select <i>Closed</i> if students cannot view or submit course requests through StudentPortal. If set to <i>Closed</i>, students will not be able to login to StudentPortal to view grades and attendance. • Select <i>View</i> if students can only view course requests through StudentPortal. When set to <i>View</i>, students are able to login and view grades, attendance, and course requests.
	<p>Delete the access status for a grade level.</p> <ol style="list-style-type: none"> 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>

☐ Click **Save**.

All other Master Schedule > Campus tabs are enabled.

VIII. Campus TeacherPortal TeacherPortal Settings

Enter TeacherPortal TeacherPortal options.

[Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options](#)

This tab allows you to set campus-wide options for ASCENDER TeacherPortal.

☐ Under **Options**:

Type of Posting	<p>Select the type of posting allowed in TeacherPortal:</p> <p><i>Attendance</i> - Instructors can post attendance only.</p> <p><i>Grades</i> - Instructors can post grades only.</p> <p><i>Both</i> - Instructors can post both attendance and grades.</p>
Open for Grade Posting	<p>Indicate if the cycle is currently open for grade posting in TeacherPortal.</p> <p><i>Open</i> - The cycle is open, and instructors are allowed to post cycle grades.</p> <p><i>Close</i> - The cycle is closed, and instructors cannot post cycle grades.</p>
Allow Semester Override	<p>Select to allow the Grade Posting From ASCENDER TeacherPortal utility to post the override semester average from TeacherPortal, instead of allowing TeacherPortal to calculate the semester average.</p> <p>If selected, the Semester Override field will be included on the TeacherPortal Cycle Grades page allowing an instructor to override a working semester average. For example, if a student's working semester average is 69, the instructor will be able to enter 70 in the Semester Override field. When the Grade Posting From ASCENDER TeacherPortal utility is run, the override grade from TeacherPortal will be posted as the student's semester grade in Grade Reporting (rather than calculated).</p> <p>Clear the field if instructors are not allowed to override a semester grade.</p>
Allow Prior Days Posting	<p>Select to allow instructors to post attendance for a date that has passed. Otherwise, instructors can only post attendance for the current date.</p>
Days	<p>Enter a value of 1-15 if Allow Prior Days Posting field is selected.</p>
Allow New Categories	<p>Select to allow instructors to add new assignment categories on the Administer Categories page in TeacherPortal.</p>

Allow Grade Modification to Prior Cycle	Select to allow instructors to change an assignment grade from a prior cycle in TeacherPortal. Otherwise, the fields for prior cycles are disabled in TeacherPortal. Note that changing a grade in a prior cycle may affect the cycle average, but it will not change the posted cycle average on the TeacherPortal Cycle Grades page.
Allow Discipline Referrals	Select to allow instructors and other designated TeacherPortal discipline users to submit discipline referrals through TeacherPortal. If selected, the Discipline menu is displayed in TeacherPortal, and the Discipline Referrals page is available. Otherwise, the Discipline menu is not displayed in TeacherPortal, and the Discipline Referrals page is not available.
Use Elementary Skills-based Report Card	Select to allow instructors to create elementary skills-based report cards in TeacherPortal. If selected, the applicable pages are displayed in TeacherPortal. Otherwise, the pages are not available.
Allow Assignment Rubrics	Select to allow instructors access to use rubrics for grading assignments in TeacherPortal.
Use Report Card Narrative	Select to allow teachers to add narratives to report cards on the Cycle Grades page in TeacherPortal. If used, a report displaying the Report Card Narrative comments from TeacherPortal will print on a separate page for each student who has at least one comment for the selected semester and cycle. Only comments for selected course-sections are printed. The Report Card Narrative will only be visible for current cycles; previous narratives will not be displayed for posted cycles in TeacherPortal. The narratives print on a separate page of the following report cards: SGR1300 - Secondary Report Cards (2 Semesters) SGR1350 - Secondary Report Cards (4 Semesters) SGR1400 - Elementary Report Cards

Weighting Types	Indicate the weighting types allowed at the campus. You must select at least one type.	
	Allow Weighting Type Percentage	Select if you want to allow percentage weighting type at the campus. When using this type, percentages are assigned to each category, and the percentages must total 100%.
	Allow Weighting Type Points	Select if you want to allow point-based weighting type at the campus. When using this type, point values are provided for each category, and the point values must equal the total number of points for the cycle. The calculation is based on the total points, not weighting.
	Allow Weighting Type Multiplier	Select if you want to allow multiplier-based weighting type at the campus. When using this type, multiplier number (between 1-9) are provided for each category. For multipliers greater than one, the individual assignment grades are counted multiple times. Multiplier-based weighting is often used in elementary schools.
Only selected weighting types are available to instructors in TeacherPortal on the Settings > Administer Categories page or on the Categories tab. Once a weighting type is used on the Categories tab or used by an instructor on the Categories tab in TeacherPortal, the field becomes locked, and you cannot unselect that weighting type.		

Display Program Information	Select the special program information to be displayed for instructors in TeacherPortal. If a program is selected, the student's most current information for the program is displayed on the Student Information page in TeacherPortal.
Campus-wide Message	Using the text editor, type a campus-wide message to be displayed on the TeacherPortal Announcements page. The Announcements page is the first page the instructor sees after he successfully logs on to TeacherPortal.

☐ Click **Save**.

Create TeacherPortal TeacherPortal campus administrative accounts.

[Grade Reporting](#) > [Maintenance](#) > [TeacherPortal Options](#) > [Campus](#) > [Administrative Users](#)

This tab allows you to set up employees as campus administrative users who can view or edit instructor TeacherPortal data at their campus.

Any existing TeacherPortal administrative users are listed.

- The list [can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.


- Multi-campus administrators who were set up on the district Administrative Users tab are listed too, but only if they have been granted access to the campus to which you are logged on.

Search By Name	To locate a specific user, begin typing the user's last name. As you begin typing, a drop-down list displays users whose name matches the characters you have typed. The drop-down list also displays the user ID. Select the user.
-----------------------	---

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

The fields below the grid are enabled.

Name	For existing records, the employee's full name is displayed.
-------------	--




User Name	<p>Type the employee's user name. The user name must meet the following criteria:</p> <p>Unique in the district. 6-8 alphanumeric characters</p> <p>It is not case-sensitive. For security reasons, the user name is only displayed below the grid so that only one user name is visible at a time.</p>
Staff ID	<p>Type the employee's social security number or employee number, depending on the district's setting for Student Applications Staff ID on Registration > Maintenance > District Profile > District Maintenance > Control Info.</p> <p>If the employee number is used at the district, you can click  to select a principal/counselor or instructor.</p> <p>The administrative user must have a record in the campus principal/counselor table, the campus instructor table, or the employee demographic table (employee or non-employee). The user's information is verified against the data in one of the tables.</p> <p>NOTE: A staff ID can be set up as a district administrator or a campus administrator, but not both. However, the same staff ID with a unique user ID can also be used for creating an instructor login.</p> <p>The Status field is displayed in place of the Staff ID field (below the grid) once the record is saved, and it is set to <i>Reset</i> by default. Click the Change Status button to change the status. The options are as follows:</p> <p><i>Inactive</i> - Prevent a user from logging on to TeacherPortal.</p> <p><i>Reset</i> - Reset a user's account allowing him to register using the New User link on the TeacherPortal Login page.</p>
Type of User	<p>Select the access level the user will have in TeacherPortal.</p> <ul style="list-style-type: none"> • <i>Read Only</i> - Allow inquiry-only access to all accounts. The user can view data for any instructor in order to verify information. • <i>Maintenance</i> - Allow administrative access to all user accounts. The user can change grades, post attendance, and make other changes for any instructor at a campus. • <i>Discipline Only</i> - Allow access to the Discipline Referral page only. No other TeacherPortal pages will be accessible. IMPORTANT: The Allow Discipline Referrals field must be selected for the campus on Maintenance > TeacherPortal Options > Campus > Options; otherwise, the campus will not be accessible to the user when she logs on to TeacherPortal. <p>NOTE: If you modify this field for a multi-campus administrator, the change will also be reflected on the district Administrative Users tab for the campus to which you are logged on.</p>
Run Group Report	<p>Select to allow the user to run group reports in TeacherPortal.</p>

☐ Click **Save**.

You are prompted to confirm that you want to add the new user. Click **Yes**.

In the grid, the following fields are displayed:

Date Grades Updated	The date on which the user last updated grades in TeacherPortal is displayed.
Password Expires	The date on which the user's password will expire is displayed. It is calculated using the district password expiration option and the date on which the user's password was created or reset.
Password Last Changed	The date on which the user last updated his password is displayed.

	<p>Edit a record.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p>
	<p>Delete a row.</p> <ol style="list-style-type: none"> Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>A row can only be deleted if the user has no attendance, grade, or assignment records in the following tables: sr_att_post, sr_crs_grd, and sr_crs_assgn. If you delete a row for a multi-campus administrator, the district Administrative User page will also reflect that the user no longer has access to the campus.</p>

[Create assignment categories.](#)

[Grade Reporting > Maintenance > TeacherPortal Options > Campus > Categories](#)

This tab allows you to establish a list of categories that instructors can use when adding assignments in ASCENDER TeacherPortal. The categories describe the types of assignments the instructors will use in their courses (e.g., Tests, Homework, and Labs).

For each category, you can assign a default weight. The weight is the percentage of the student's cycle-course grade for which the category average counts. Instructors can override the default weights if they want to use different weights for their courses, unless the weight is locked. The types of weights allowed for categories is set up on the Options tab.

You can use this tab to establish a master list of categories for each campus. If an instructor has an assignment that falls under a category that is not included in this list, he can create a new category using the Administer Categories page in TeacherPortal. The category he creates is added to the master list and becomes available for all instructors at his campus to use. The list of categories continues to grow as instructors add categories.

NOTE: The **Allow New Categories** field on the [Options](#) tab allows you to indicate if instructors are allowed to add new categories in TeacherPortal.

Existing categories are displayed in alphabetical order.

- If there are multiple pages, [page through the list](#).

☐ Click **+Add** to add a new category.


A blank row is added to the grid.

Description	Type a description for the category (e.g., Homework), up to 25 characters. Do not use special characters.
Lock Weight	Select in order to prevent instructors from changing the category default percent weights in TeacherPortal that were set by campus administration (i.e., the Default Weight field on this page).
Default Weight	Type the default percent weight that the category will have when first added to a course. If Lock Weight is selected, instructors will be prevented from changing this weight in TeacherPortal.
Weight Type	Select the weighting type to be used for the category.


☐ To edit a record, type over the existing data.

NOTE: If a category is in use by a course, only the description can be modified; the category cannot be deleted, and all other fields are disabled.

☐ Click **Save**.



A category cannot be deleted if it is used by a course. You must remove it from all courses before it can be deleted.
[Delete a record.](#)

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).



Back Cover