



# ASCENDER Grade Reporting - IPR Process



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# ASCENDER Grade Reporting - Interim Progress Report (IPR) Processes

This guide covers the complete process for generating Interim Progress Reports (IPRs), which is usually done at the midpoint of each cycle. Information printed on IPRs will reflect the grades posted in TeacherPortal at the time the IPR is generated.

## Prerequisites

- This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the [ASCENDER Student Overview guide](#).

### 1. Update teacher comments for IPRs.

[Grade Reporting](#) > [Maintenance](#) > [Tables](#) > [Grade Reporting Tables](#) > [Rpt Card Comments](#)

This tab allows you to set up instructor comments for student report cards and interim progress reports (IPRs). Instructors can select from these comment codes in TeacherPortal to assign codes to individual students. The comment descriptions are printed in the **Explanation of Comment Codes Used Below** section of the report card or IPR (or **Explicación de Código de Comentario Utilizado Debajo** if Spanish) when the corresponding code is selected for the report card/IPR.

**Comments should be set up in both English and Spanish.** If a comment code does not have a corresponding Spanish comment, the corresponding English comment will be printed on the Spanish language report.

**It is recommended that these be set up at the beginning of the year and not changed during the year.**

- Update the comments as needed.

**NOTE:** If a comment code does not have a corresponding Spanish comment, the corresponding English comment will be printed on the Spanish language IPR.

☐ Instructors should enter comment codes and notes for students in TeacherPortal on **Grades > IPR Comments**.

## 2. Update campus messages for IPRs.

There are different tabs for secondary and elementary IPR messages.

- Secondary: [Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages](#)
- Elementary: [Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary](#)

### Secondary:

[Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages](#)

This tab allows you to set up campus-level messages for secondary report cards ([SGR1300](#) and [SRG1350](#)) and interim progress reports ([SGR1160](#)). The messages are printed at the bottom of the report card or IPR.

- For two-semester campuses, 20 message lines and 1 failing message line can be printed on the report card/IPR.
- For four-semester campuses, 18 message lines and 1 failing message line can be printed.

Delete	Code	Message
	A	Have a great holiday break.
	B	Back to School is August.
	C	www.danburysd.org CLICK ON THE PARENT PAGE FROM THE DISD INFORMATION MENU.
	D	Reports are coming soon.

**Language** Click to [select the language](#) in which the messages will be entered.

If messages exist, they are displayed in the selected language.



☐ Click **+Add** to add a message.

A blank row is added to the grid.

<b>Code</b>	Select the code for the message.  Codes A-T are for standard messages.  To create a failing message, scroll to the bottom of the drop-down list to select <i>Failing Message</i> . If the option to print failing message is selected, and a student has a 69 or lower in any of his grades in the cycle specified for the report card/IPR being printed, the failing message prints on the report card/IPR. The failing message only prints for students with a failing grade for the cycle being printed.
<b>Message</b>	Type the message that corresponds to the code, up to 80 characters.

To edit a message, type over the existing data.

Click **Save**.

 <b>Delete a row.</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <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>
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## Elementary:

[Grade Reporting](#) > [Maintenance](#) > [Tables](#) > [Grade Reporting Tables](#) > [Rpt Card Msg Elementary](#)

This tab allows you to set up campus-level messages that will print on the Elementary Report Cards ([SGR1400](#)) and Interim Progress Report From Grade Book ([SGR1160](#)).

- SGR1400 displays up to 17 message lines and 1 failing message line.
- SGR1160 displays up to 14 message lines. The messages are printed at the bottom of the report card or IPR.

NUM GRADE AVG OPERATOR/VALUE    GRADE AVERAGING TABLE    HONOR ROLL TABLE    RPT CARD COMMENTS    RPT CARD MESSAGES    RPT CARD MSG ELEMENTARY

Language: 98 - English

Delete	Msg Nbr	Message Text
	01	Have a great holiday break.
	02	Back to school in August.
	03	www.thisisd.org CLICK ON THE PARENT PAGE FROM THE DISD INFORMATION MENU.

**Language** Click to [select the language](#) in which the messages will be entered.

If messages exist, they are displayed in the selected language.

Click **+Add** to add a message.

A blank row is added to the grid.

<b>Msg Nbr</b>	<p>Select the number of the message. This is a sequence number that determines the order in which messages are printed on the report cards/IPRs.</p> <p>To create a failing message, scroll to the bottom of the drop-down list to select <i>Failing Message</i>. You can create one failing message.</p> <p>If the option to print failing message is selected, and a student has a 69 or lower in any of his grades in the cycle specified for the report card/IPR being printed, the failing message prints on the report card/IPR. The failing message only prints for students with a failing grade for the cycle being printed.</p>
<b>Message Text</b>	Type the message that corresponds to the number, up to 80 characters.

To edit a message, type over the existing data.

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).

[3. Check for students who are missing grades.](#)

Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1155 - Current Cycle Averages From Grade Book

The report displays working cycle averages from TeacherPortal.

[Return to Reports](#)

Report ID: SGR1155  
User ID: TESTUSER

Enter Selection Criteria:

Parameter Description	Value	List
Campus ID	<input type="text" value="001"/>	<a href="#">...</a>
Rpt Type(B=Blnk,=Incmplt,F=Failing,C=B&I,Blank=All)	<input type="text" value="C"/>	
Include Withdrawn Students (Y,N)	<input type="text"/>	
Include Withdrawn Courses (Y,N)	<input type="text"/>	
Sort Order (A=Alpha,G=Grade Lvl,C=Control Nbr)	<input type="text" value="G"/>	
Course Nbrs (Blank for All)	<input type="text"/>	<a href="#">...</a>
Print Auto Grades (Y,N)	<input type="text" value="Y"/>	
Include Self Paced Courses (Y,N)	<input type="text" value="Y"/>	
Include Non Graded Courses (Y,N)	<input type="text" value="N"/>	

[Run Preview](#)  
[Clear Options](#)

Student ID	Student Name	Grd Lvl	Ctrl Nbr	Course	Grade	Override Grade	Instructor Name	Sif Pcd	Excl Grdbk
Date Run: 4/27/2022 3:48 PM      Current Cycle Averages From Grade Book      Program ID: SGR1155									
Cnty-Dist: 964-964      001 School      Page: 1 of 31									
Campus: 001      Semester: 1 Cycle: 2 Type: Cycle									
003774	ALDERETE, BRIGHID M	09		ALGEBRA 1	Blank		LOVEGOOD, LUNA		
				ATHLETICS 1	Blank		DIGGORY, CEDRIC		
				BAND 1	Blank		THOMAS, DEAN		
				BIOLOGY	Blank		Longbottom, Neville		
				SPANISH 1	Blank		ABBOTT, HANNAH		
				WORLD GEOGRAPHY	Blank		WEASLEY, FRED		
003232	BAGBY, JILLIAN A	09		ADVISORY	Blank		CLEARWATER,		
				ALGEBRA 1	Blank		FINNIGAN, SEAMUS		
				ATHLETICS 1	Blank		DIGGORY, CEDRIC		
				BAND 1	Blank		THOMAS, DEAN		
				BIOLOGY	Blank		Longbottom, Neville		
				SPANISH 1	Blank		ABBOTT, HANNAH		
				WORLD GEOGRAPHY	Blank		WEASLEY, FRED		
003795	BAILEY, MIA S	09		ADVISORY	Blank		GRANGER, HERMIONE		
				ALGEBRA 1	Blank		LOVEGOOD, LUNA		
				ATHLETICS 1	Blank		BROWN, LAVENDER		
				BAND 1	Blank		THOMAS, DEAN		
				BIOLOGY	Blank		Longbottom, Neville		
				PRIN OF BUS	Blank		GOYLE, GREGORY		
				SPANISH 1	Blank		ABBOTT, HANNAH		
				WORLD GEOGRAPHY	Blank		WEASLEY, FRED		
004277	BARRETT, JOY G	09		ADVISORY	Blank		CREEVEY, COLIN		
				ATHLETICS 1	Blank		BROWN, LAVENDER		
				BIOLOGY	Blank		Longbottom, Neville		
				WORLD GEOGRAPHY	Blank		WEASLEY, FRED		

Review the list to identify instructors who still have blank or incomplete working cycle averages.

**NOTE:** If an assignment grade is I, the working cycle average will calculate as I.

#### 4. Disable grades in TeacherPortal.

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

Because grades are pulled from the TeacherPortal in real time, instructors need to be temporarily prevented from entering further grades in TeacherPortal until the IPRs process is complete.

The screenshot shows a software interface with a 'Save' button at the top left. Below it are several tabs: 'Options', 'Teacher Profiles', 'Categories', 'Administrative Users', and 'First Day Cou'. The 'Options' tab is selected, and its content is displayed below. The 'Options' section has a sub-tab 'Options' which is also selected. The main content area shows several settings:

- Type of Posting:** A dropdown menu is highlighted in yellow and set to 'Attendance'.
- Open for Grade Posting:** A checkbox that is currently unchecked.
- Allow Semester Override:** A checkbox that is checked.
- Allow Prior Days Posting:** A checkbox that is currently unchecked.
- Allow New Categories:** A checkbox that is unchecked.
- Allow Grade Modification to Prior Cycles:** A checkbox that is currently unchecked.

Set **Type of Posting** to *Attendance*, so that teachers can post attendance but not grades.

## 5. Compute attendance.

[Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1800 - Compute Attendance in Course Records](#)

For attendance to print on teacher class rolls, report cards, and IPRs, you must run the SGR1800, which computes attendance from the attendance application for the student grade-course records. The report should be run before printing report cards, IPRs, and SGR1000 - Blank, Failing and Incomplete Grades.

The following absence types are posted to the absence categories on the Grade Reporting reports.

- Excused: S, R, M, A, D, C, V, G, L
- Unexcused: U
- School-related: F, E
- Tardies: T

[Return to Reports](#)

Report ID: SGR1800  
User ID: TESTUSER

Enter Selection Criteria:

Parameter Description	Value	List
Campus ID	<input type="text" value="001"/>	<input type="button" value="..."/>
Semester (1,2,3,4)	<input type="text" value="1"/>	
Check Course Entry/WD Dates (Y,N)	<input type="text" value="Y"/>	
Period (A=All,S=ADA)	<input type="text" value="A"/>	
Include only ADA Codes in Absences (Y,N)	<input type="text" value="Y"/>	

[Run Preview](#)

[Clear Options](#)

## 6. Print IPRs.

[Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1160 - Interim Progress Report](#)

This report lists courses and working cycle averages from TeacherPortal for all students, only students with posted grades, or students with blank or failing grades. The report is for the current year only. It can be printed on plain paper with page breaks between each student.


The report has been designed to display the address in the window of a #10 standard window envelope.


A failure list is generated for students who have failing grades.


### NOTE:

- If **Display Numeric Grades as Alpha** is selected on [Maintenance > Tables > Campus Control Options > Ranges & Conversions](#), numeric grades are displayed as their equivalent alphabetical grade.
  - Elementary credit level courses use [Maintenance > Table > Elementary > Core Grd Cvsn](#) and [Noncore Grd Cvsn](#) to convert grades.

- High school credit level courses use the values under **Grade Conversion Information** on [Maintenance > Tables > Campus Control Options > Ranges & Conversions](#).
- The data in the **Comment Codes** and **Notes** columns for each course are entered by the instructor in TeacherPortal on Grades > IPR Comments. If **Comment Codes** are entered, a legend is included which decodes the specific codes selected for the student.
- If a posted grade exists in ASCENDER, it is used to select the students and is displayed in the **Curr Avg** column.
- If a posted grade does not exist in ASCENDER, the working cycle average in TeacherPortal is used to select the students and is displayed in the **Curr Avg** column.
- If neither a posted grade exists in ASCENDER nor a working cycle average in TeacherPortal, and if the course has an auto grade, the auto grade is used to select the students and is displayed in the **Curr Avg** column.
- IPRs are generated in the language (English or Spanish) specified for the parent/guardian in the **Language** field on [Registration > Maintenance > Student Enrollment > Contact](#).

Parameter	Description
<b>Campus ID</b>	Type the three-digit campus ID, or click  to <a href="#">select the campus</a> .
<b>Semester (1, 2, 3, 4)</b>	Type the one-digit semester.  Valid semesters are 1 and 2.  For a four-semester campus, valid semesters are 1, 2, 3, and 4.
<b>Cycle (1, 2, 3)</b>	Type the one-digit cycle code.

Parameter	Description
<b>Students (A=All, G=Only w/Grds, F=Failing, B=F&amp;Blnk, I=Incmlpt)</b>	<p>A (all) - Select all students, including those with blank courses and grades.</p> <p>G (only with grades) - Select only students with a grade in the <b>Curr Avg</b> column, (including 0 and I (incomplete)).</p> <p>F (failing) - Select students who have at least one failing course grade, including grade 0. If a grade exists in the <b>Curr Avg</b> column, it is used to calculate if the course is failing. Failing grades displayed in a bold font.</p> <p>B (failing and blank) - Select students who have at least one failing or blank grade, including grade 0. If a grade exists in the <b>Curr Avg</b> column, it is used to calculate if the course is failing. The grade is considered blank if the <b>Curr Avg</b> column is blank. Failing grades are displayed in a bold font.</p> <p>I (incomplete) - Select only students with a course grade of I in the <b>Curr Avg</b> column.</p>
<b>Grade Level (Blank for All)</b>	Type the two-character grade level, click  to <a href="#">select the grade level</a> , or leave blank to select all grade levels.
<b>Sort Order (A=Alpha,G=Grade Lvl,C=Control Nbr,Period Nbr=Period)</b>	<p>A - Sort alphabetically.</p> <p>G - Sort by grade level.</p> <p>C - Sort by control number. If sorting by control number, the control numbers must already be assigned to all students. They can be assigned using the <a href="#">Assign Control Numbers &gt; Cntrl by Grd Lvl</a> or <a href="#">Cntrl by Period</a> utility.</p> <p>Period Nbr - Sort by period. Sorting by period sorts by the name of the instructor teaching the class in which the student is enrolled for the designated period.</p>
<b>Address (S=Student,P=Parent)</b>	<p>S - Print the student's address from <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo1</a>. If the report is run for the student's address, only one English language IPR/report card is printed.</p> <p>P - Print the address for the guardian contact who has the lowest relationship code (e.g., 1). If the parent address is blank or no guardian contact exists, the student address is used.</p> <p>If you select P, an IPR/report card is printed for each parent/guardian who is selected to receive mailouts on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Contact</a>. IPRs/report cards are printed in the language (English or Spanish) specified for the parent/guardian in the <b>Language</b> field on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Contact</a>.</p>

Parameter	Description
<b>Attendance Track (Blank for All)</b>	Type the two-digit attendance track. Leave blank to select all tracks.
<b>Print Report Card Msg (Y, N)</b>	<p>Y - Print the report card messages. The first 14 lines from the report card message table are displayed at the bottom of the report.</p> <p>N - Do not print report card messages.</p> <p>For elementary students, report card messages are printed from <a href="#">Rpt Card Msg Elementary</a>.</p> <p>For secondary students, report card messages will be printed from <a href="#">Rpt Card Msg</a>.</p>
<b>Print Auto Grades (Y, N)</b>	<p>Y - Print the value in the <b>Auto Grd</b> field in the <a href="#">district master schedule</a> if a working cycle average does not exist for the course in TeacherPortal.</p> <p>N - Do not print the auto grade.</p>
<b>Include Self Paced Courses (Y, N)</b>	<p>Y - Include self-paced courses.</p> <p>N - Do not include self-paced courses.</p> <p>A self-paced course is included on the report if a semester average has not been posted for the course.</p> <ul style="list-style-type: none"> <li>• If the self-paced course has a working cycle average in TeacherPortal, the current average is displayed on the report.</li> <li>• If the self-paced course does <i>not</i> have a working cycle average or semester average, the course is included on the report with a blank current average.</li> </ul>
<b>Include Non Graded Courses (Y, N)</b>	<p>Y - Include non-graded courses.</p> <p>N - Include only graded courses.</p>
<b>Print Course Attendance (Y, N)</b>	<p>Y - Print course attendance for the selected semester-cycle.</p> <p>N - Do not print attendance.</p>
<b>Include only ADA Codes in Course Absences (Y, N)</b>	<p>Y - Include only ADA codes.</p> <p>N - Include all absence codes.</p>
<b>Print Signature Line (Y, N)</b>	<p>Y - Print a line for the parent/guardian signature at the bottom of the report.</p> <p>N - Do not print the signature line</p>
<b>Student IDs (Blank for All)</b>	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to <a href="#">select the students</a> . Leave blank to select all students.
<b>Print ADA Attendance Summary (Y, N)</b>	<p>Y - Print the <b>ADA Attendance</b> section on the IPR, which provides the student's attendance counts based on the number of membership days in the grade reporting cycle.</p> <p>N - Do not print the <b>ADA Attendance</b> section.</p>

Parameter	Description
<b>Tardy Period (Blank for All)</b>	Type the two-digit period to use for calculating tardies. If blank, all periods are considered when calculating tardies.

<b>View Fail List</b>	<p>Click to view a list of students who have one or more failing grades for a cycle. The report displays the total number of courses failed. The Fail List report can be sorted or filtered.</p> <p>Click <b>Return to Main Report</b> to return.</p>
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Print an IPR for each student.

It is recommended that you save IPRs for future reference, because you will not be able to re-generate an IPR with the same results once new grades are entered in TeacherPortal.

View the Fail List Report.

**NOTE:** Alternatively, instructors can print IPRs from TeacherPortal.

## 7. Determine UIL eligibility status for students who failed previous cycle.

[Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1155 - Current Cycle Averages From Grade Book](#)

This report can be run to identify students who are failing at the cycle midpoint.

If a student was failing at the end of the previous cycle (i.e., listed on [SGR1000 - Blank, Failing and Incomplete Grades](#)), and therefore ineligible for UIL activities, you can run SGR1155 and compare the list to the end-of-cycle SGR1000 report.

- If the student failed the previous cycle but is not listed on the current SGR1155 report, that student can be reinstated for UIL eligibility.
- If the student failed the previous cycle and is listed on the current SGR1155 report, that student remains ineligible for UIL activities.

[Return to Reports](#)

Report ID: SGR1155  
 User ID: TESTUSER

Enter Selection Criteria:

Parameter Description	Value	List
Campus ID	001	...
Rpt Type(B=Blnk,I=Incmplt,F=Failing,C=B&I,Blank=All)	F	
Include Withdrawn Students (Y,N)	N	
Include Withdrawn Courses (Y,N)	N	
Sort Order (A=Alpha,G=Grade Lvl,C=Control Nbr)	A	
Course Nbrs (Blank for All)		...
Print Auto Grades (Y,N)	Y	
Include Self Paced Courses (Y,N)	Y	
Include Non Graded Courses (Y,N)	N	

[Run Preview](#)  
[Clear Options](#)

Date Run:                           Current Cycle Averages From Grade Book  
 Cnty-Dist: 120-120      001 School PK-12  
 Campus: 001      Semester: 2 Cycle: 1 Type: Failing

Student ID	Student Name	Grd Lvl	Ctrl Nbr	Course	Grade	Override Grade	Instructor Name
007901	BADILLO, TREASE N	06		ELA 5	55		SHAKIR, ROSA
004533	YOUSIF, CASSIDY A	10		PRIN HLTH SCI	60		WOLFORD, YENI

- Run the report with the **Rpt Type** set to F.
- Compare the report to the SGR1000 report that was run at the end of the previous cycle. Identify students who are still failing, and those who are no longer failing.
- Notify coaches, counselors, etc. of the students' UIL eligibility status.

8. Enable grades in TeacherPortal.

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

Save

Options Teacher Profiles Categories Administrative Users First Day Cou

Options

Type of Posting:	Both	Open for Grade Posting:
Allow Semester Override	<input checked="" type="checkbox"/>	Allow Prior Days Posting
Allow New Categories	<input type="checkbox"/>	Allow Grade Modification to Prior Cycles

□ Once all IPRs are printed, re-set **Type of Posting** to *Both*.



## Back Cover