



ASCENDER Student - Overview Guide

Table of Contents

ASCENDER Student - Overview Guide 1

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The ASCENDER Student system is a group of web applications that allow you to interact with the database using an Internet browser such as Firefox, Google Chrome, or Safari (Mac only). As the ASCENDER System evolves, the browser versions are updated.

Here are a few tips:

- For adequate viewing, be sure to check your screen resolution settings. The recommended screen resolution setting is 1280×1024.
- It is recommended that you clear your Internet browser's cache each time a release is installed or updated.
- Be sure to access the ASCENDER Browser Settings document for the most current system browser settings information. This document can be found in the online Help.
- If you experience any issues or have questions, please contact your regional Education Service Center

About Release Notes & Known Issues:

As the ASCENDER software programs are modified, release notes are posted at resources.ascendertx.com. An ESC consultant login is required to access the ASCENDER Resources page.

If known issues are identified for a particular release or update, a Known Issues document is also posted.

System Requirements and Browser Settings:

Periodically ensure that your system and browser settings meet the minimum requirements.

For information about system requirements and recommended browser settings, see [ASCENDER Recommended Browser Settings](#).

A link to this document can also be found in the following places:

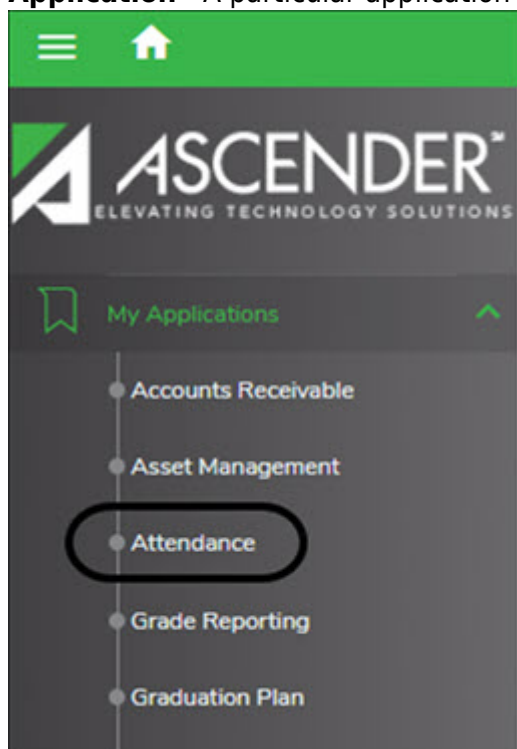
- Contents tab of the ASCENDER online Help system
- System login pages
- [ASCENDER Resources](#)

ASCENDER Software Terminology:

System - The group of applications supporting a broad area of LEA or campus management, or specific group of applications (e.g., Business, Student, State Reporting, OCR, District Administration,

System Administration).

Application - A particular application within a system (e.g., Attendance, Registration).



Page - Selected from a menu or submenu, a page may have multiple tabs, or it may stand alone. A page can have fields, buttons, grids, report parameters, and other features allowing you to accomplish one or more tasks.

Tab - Some pages have multiple tabs allowing you to accomplish tasks that can be logically grouped together.

Maintenance > Student > Individual Maint

Grade Reporting

Save

Student Information

School Year: 2021-2022

Retrieve

Directory

Comments

Documents

STUDENT: 003942 : BABB,RICKELYN ANDREW

TEXAS UNIQUE STU ID: 3577856647

Grad Plan: FPBIAGPOWS - Business & Industry AG Power Struct & Tech Sys FHSP: Pursuing Bt: Pursuing MDS: Pursuing

DEMO CRS ASSIGN GRD UPDATE GRD/CRS MAINT COURSE CODES SCHED INQUIRY GRADE AVG CRS/SEC CHANGE CTE ASSIGNMENTS PRIOR YR TRANSFER CUMULATIVE COURSES EOC EXCEPTION

Name: BABB, RICKELYN A. Grade: 12 Status: ACT Special Ed: LEP:

SSN: 3641 Orig Entry: 08-09-2021 Track: 01

Wd Date: Cntrl:

SSN Denied: Excl Cd: A Dt Enter 9th Grd: 08-20-2018

Field - A mechanism for inputting data, such as a text entry box, drop-down list, check box, or radio button. Each field has a label, such as Grade Level. Note that in ASCENDER online Help and other documentation, field names are displayed in bold font.

Student Indicators

Elig Code: 1

Campus ID Resid: - -

Star of Texas Award: ☐

Active Cd: 1 - Active

Cnty Residence:

Child Find: SPPI-11: ☐

Child Find: SPPI-12: ☐

Attribution Cd: 00

Rep Excl: A

Record Status: 1

NSLP:

As of Status Last Day October:

As of Status Last Day Enrollment:

Report Parameters - Fields that allow you to input criteria for running reports.

SAT1600 - Daily Attendance Report II

Parameter Description	Value
Ending School Year (YYYY)	2022
Campus ID	
Attendance Track	
Semester (1,2)	
Cycle (1,2,3)	
Report Type (M=Membership,E=Elig,B=Elig and Inelig)	

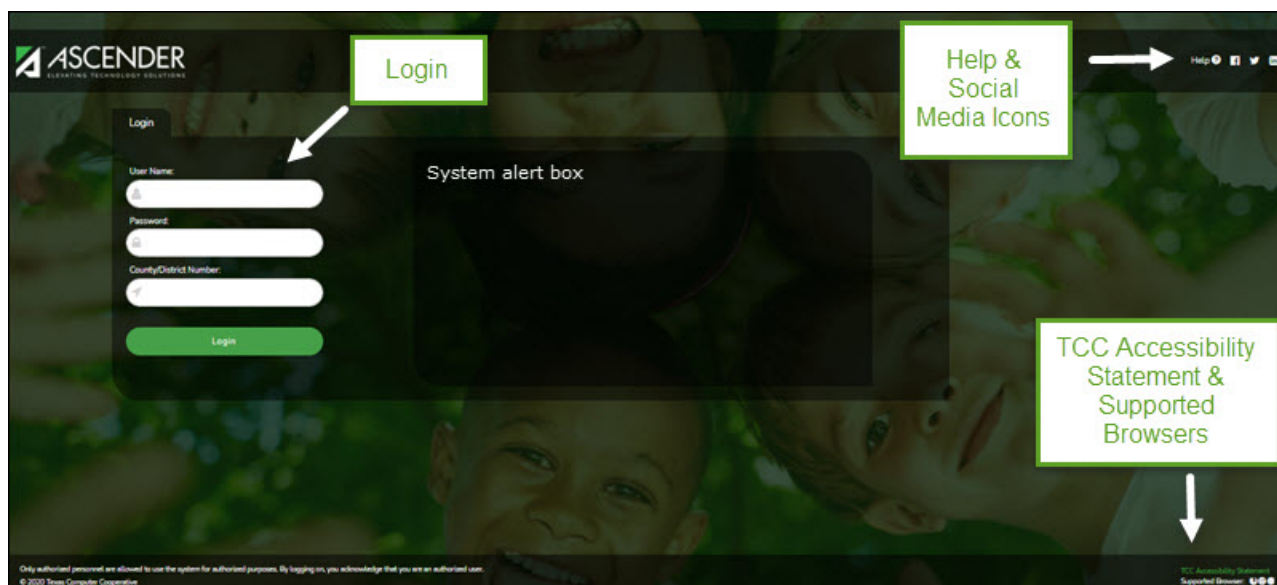
Grid - A group of records displayed in columns and rows, or empty columns and rows in which to add new records, such as a table maintenance page.

DEMO1	DEMO2	DEMO3	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	LOCAL PROGRAMS	PK ENROLL			
Delete	Details	Campus	Entry Date	Exit Date	Reason	Status	Exclusion	Grade	Elig Cd	Track	Attrib Cd	Camp Res	CTE Elig	Comnts	Res Fac
		001	08-09-2021	08-10-2021	44	1	A	12	1	01	00	--	<input checked="" type="checkbox"/>		<input type="checkbox"/>
		001	--	--		1	A	12	1	01	00	--	<input checked="" type="checkbox"/>		<input type="checkbox"/>

Login

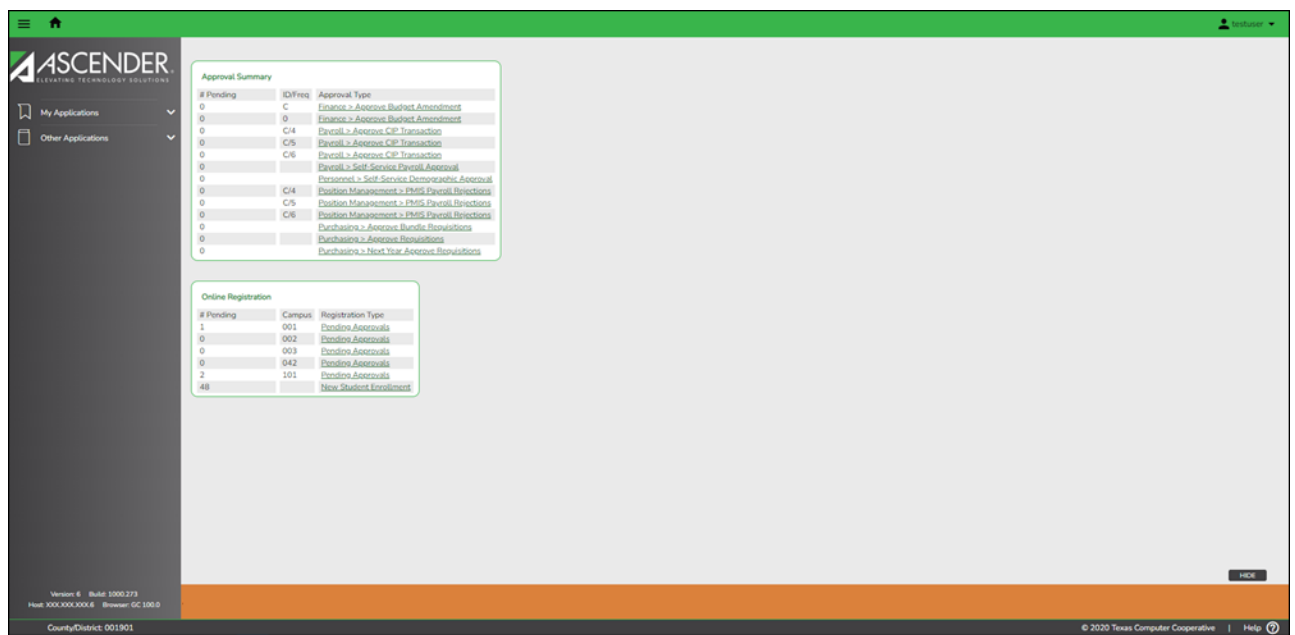
- [Login Page:](#)

Login




Field	Description
User Name	Type the user ID or name provided by the district.
Password	<p>Type your password. The text is displayed as black dots for privacy.</p> <p>Requirements:</p> <ul style="list-style-type: none"> • 8-46 alphanumeric characters • Three of the following: uppercase, lowercase, numeric, and special characters • Case-sensitive <p>Other password requirements such as the number of invalid password attempts, lockout period, and the number of password expiration days are set by your district administrator.</p>
County/District Number	Type the six-digit county-district number.
Browser Requirements	The currently supported browsers are listed.
Social Media Icons	Click to access various social media sites for ASCENDER.

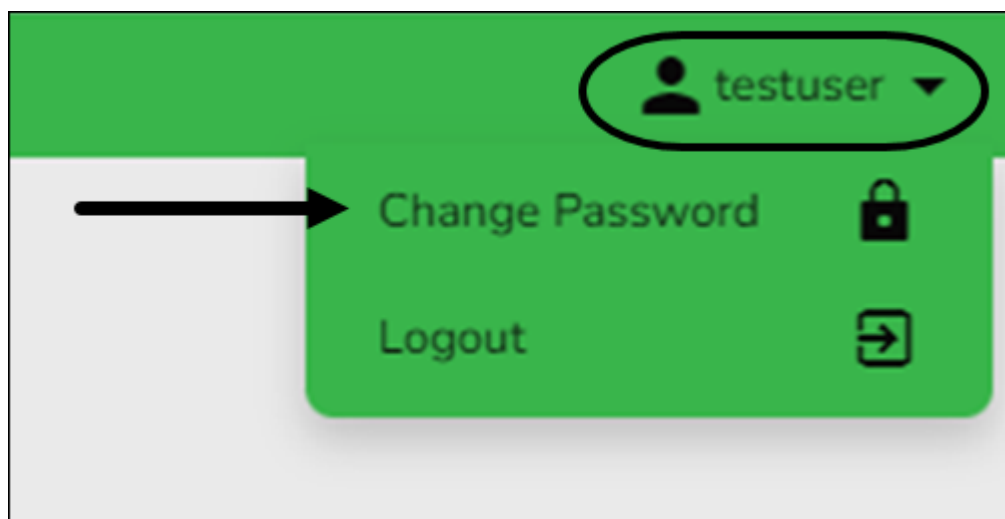
Click **Login** or press ENTER to complete the login process. The ASCENDER Home page is displayed.



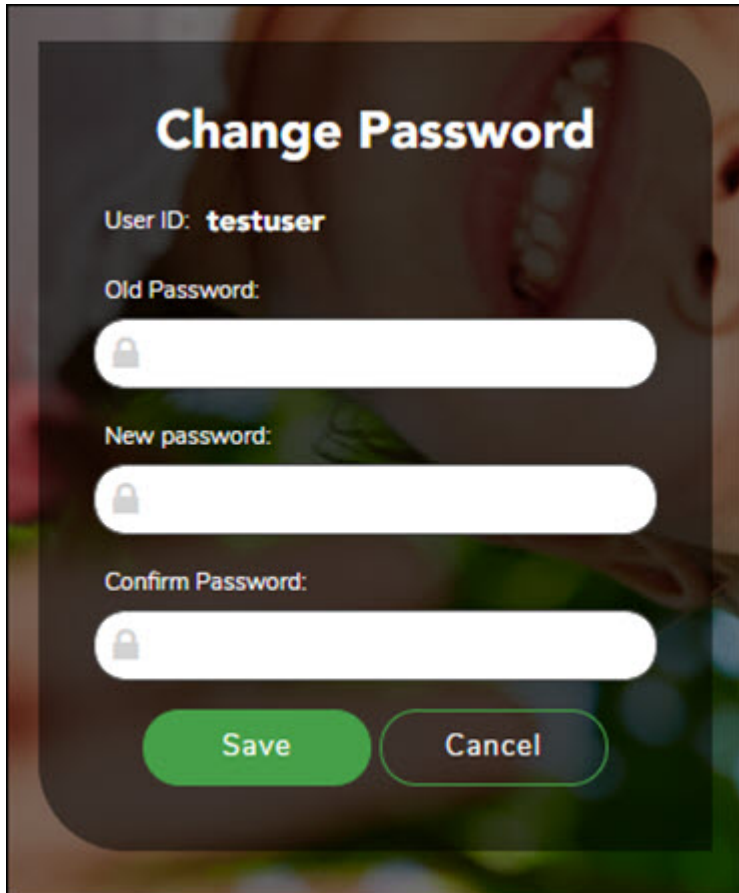
- [Change Password:](#)

Change Password

To change your password, from the ASCENDER homepage, click  next to your user name and then click **Change Password**.



The Change Password page is displayed.



Change Password

User ID: **testuser**

Old Password:

New password:

Confirm Password:

Save **Cancel**

User ID	Displays your LEA-issued user ID.
Old Password	Type your old (current) password.
New Password	Type a new password. Requirements: <ul style="list-style-type: none"> • 8-46 alphanumeric characters • Three of the following: uppercase, lowercase, numeric, and special characters • Case-sensitive
Confirm Password	Retype your new password to confirm.

Click **Save** to save your new password. Click **Cancel** to cancel the request and return to the ASCENDER homepage.

Note: The ASCENDER password requirements are defined by the LEA on the Utilities > Set ASCENDER Preferences page in DBA Assistant.

If your password expires, the following Change Password page is displayed.



Change Password

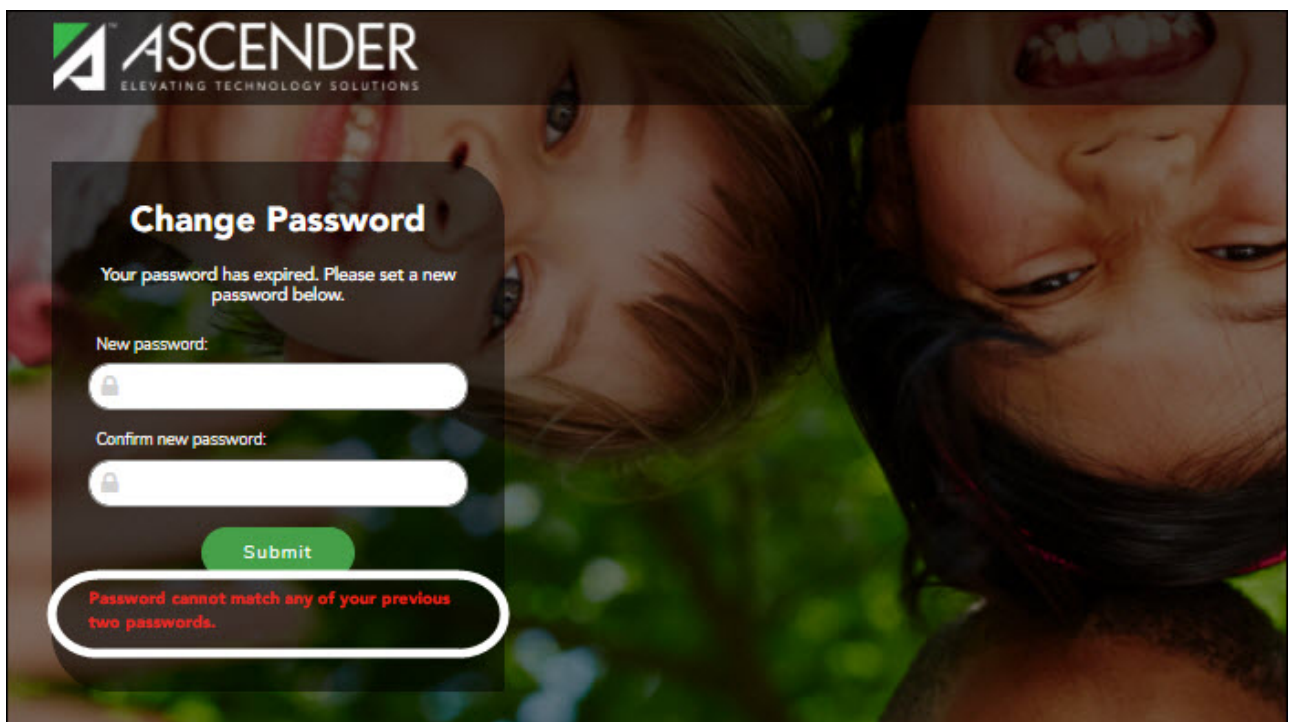
Your password has expired. Please set a new password below.

New password:

Confirm new password:

Submit

You will be prevented from reusing a previous password.



Change Password

Your password has expired. Please set a new password below.

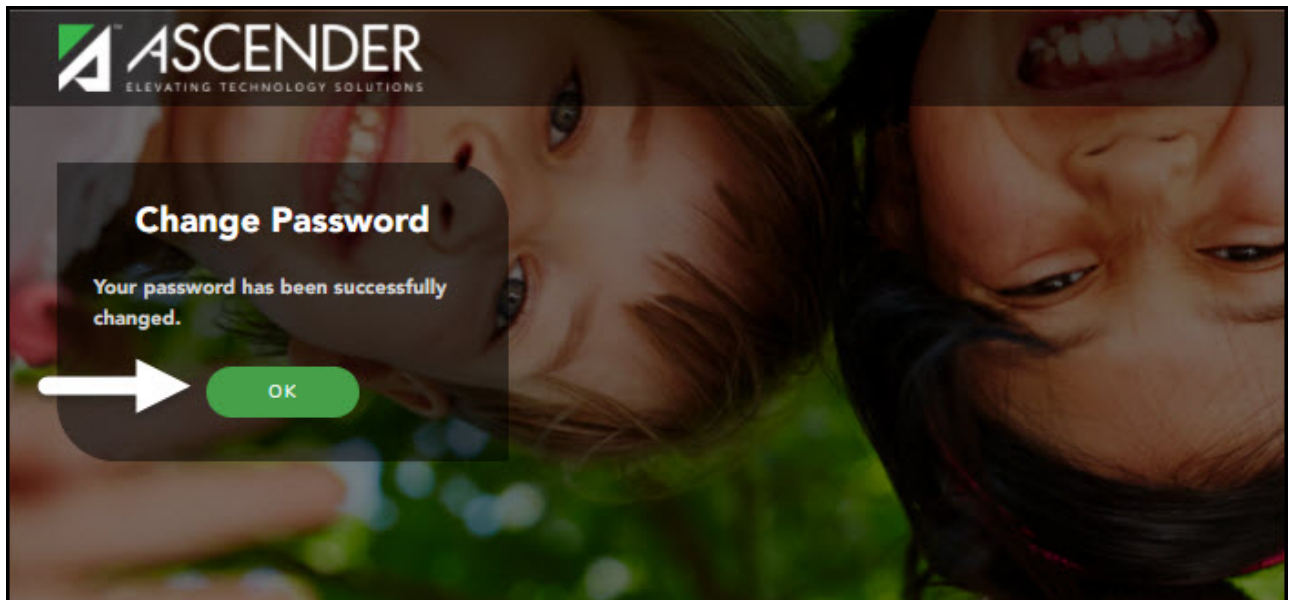
New password:

Confirm new password:

Submit

Password cannot match any of your previous two passwords.


The following page is displayed upon successfully changing your password.

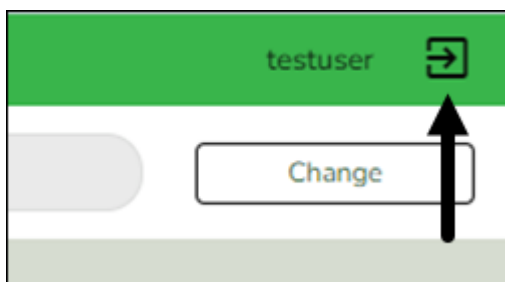


- [Exit & Logout:](#)

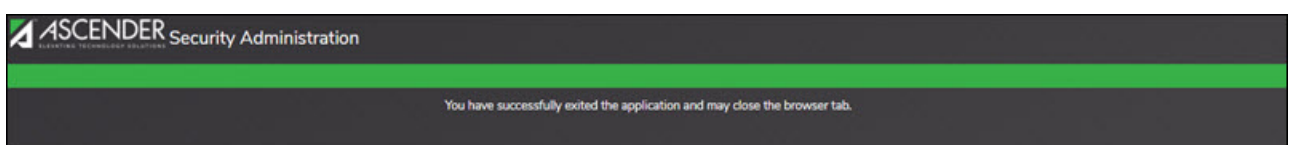
It is important to exit and log out properly to ensure that the software functions properly.

Exit Application


To exit any open application, in the top-right corner of each application next to your user name, click .

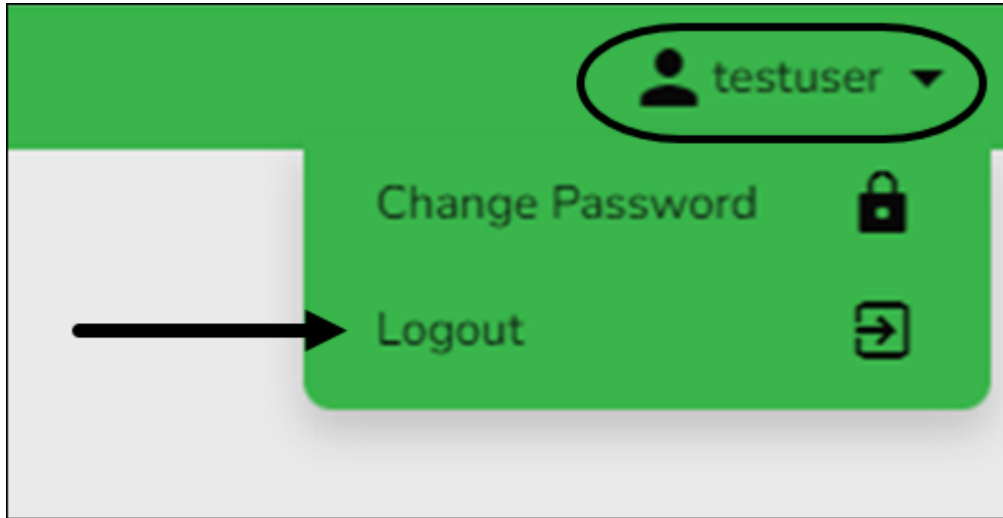


An exit application page is displayed with a message indicating that you have logged out successfully and you may close the browser tab.

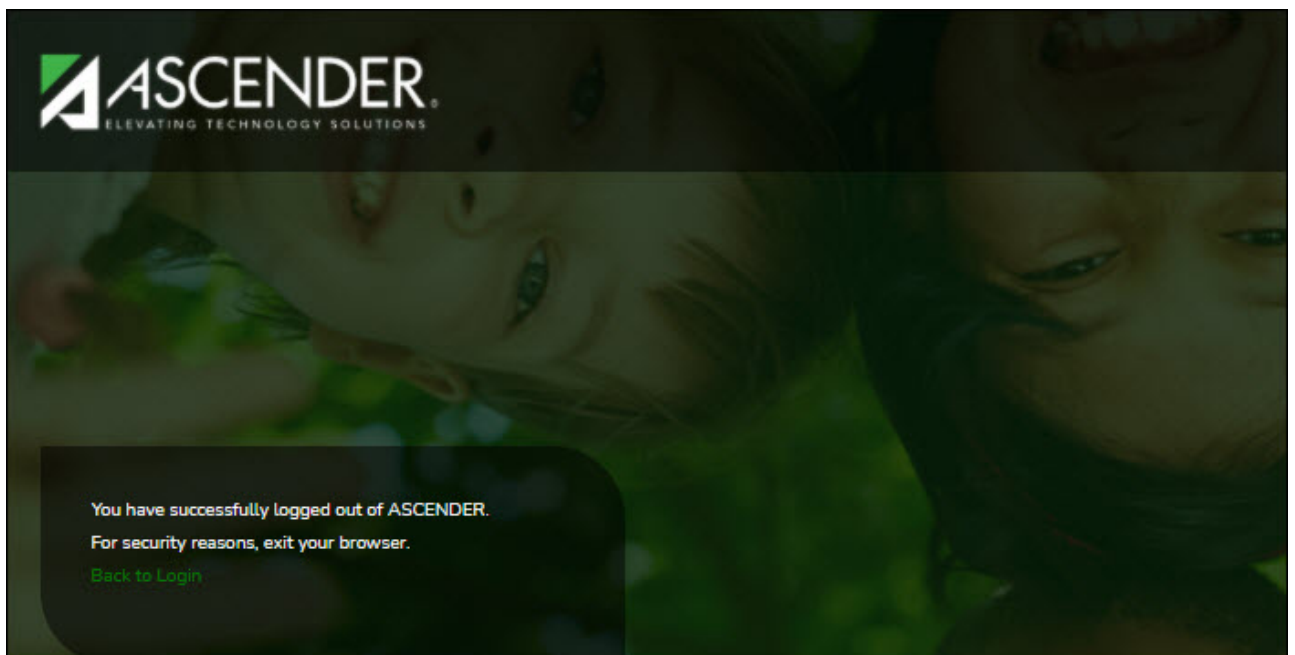


Logout

From the ASCENDER homepage, in the top-right corner of the page next to your user name, click  and then click **Logout**.



The Logout page is displayed confirming that you have successfully logged out of ASCENDER.



Click **Back to Login** to return to the ASCENDER Login page.

Incorrect Logout Method

It is important to remember that if you click X on your browser to exit an application or log out of ASCENDER, various issues including table locks in the system can occur. You must contact your technical department for further assistance, which may include disconnecting the connection in Sybase to clear the table locks.

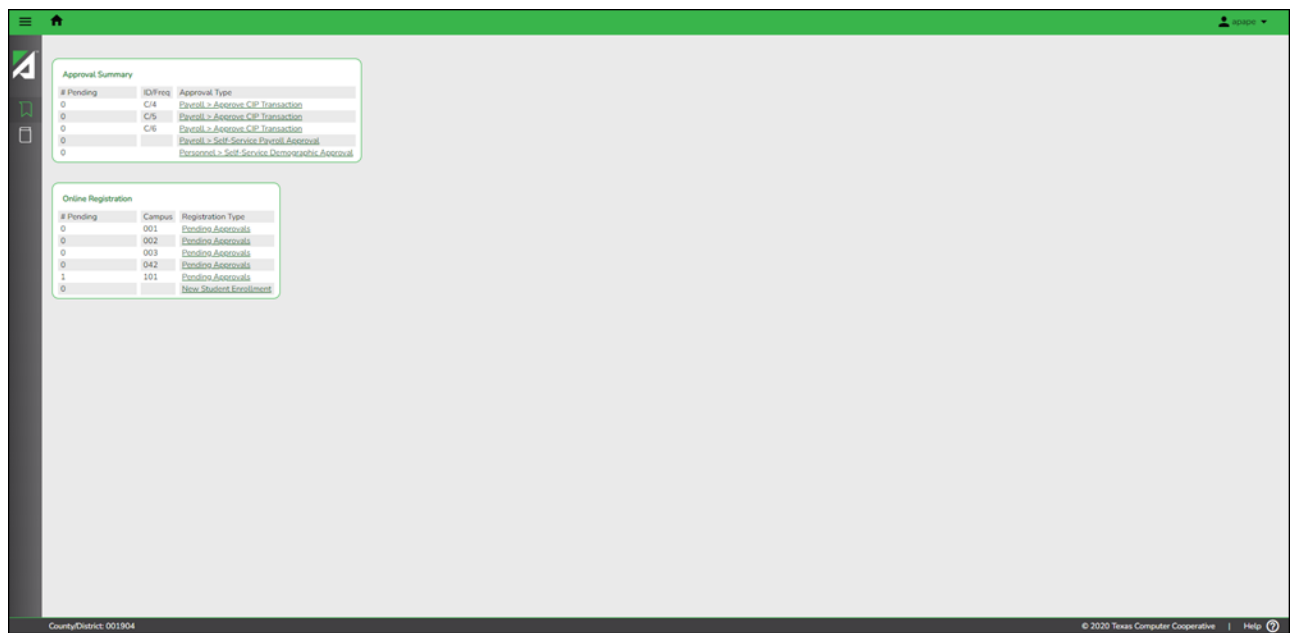
Navigation

- **Applications:**

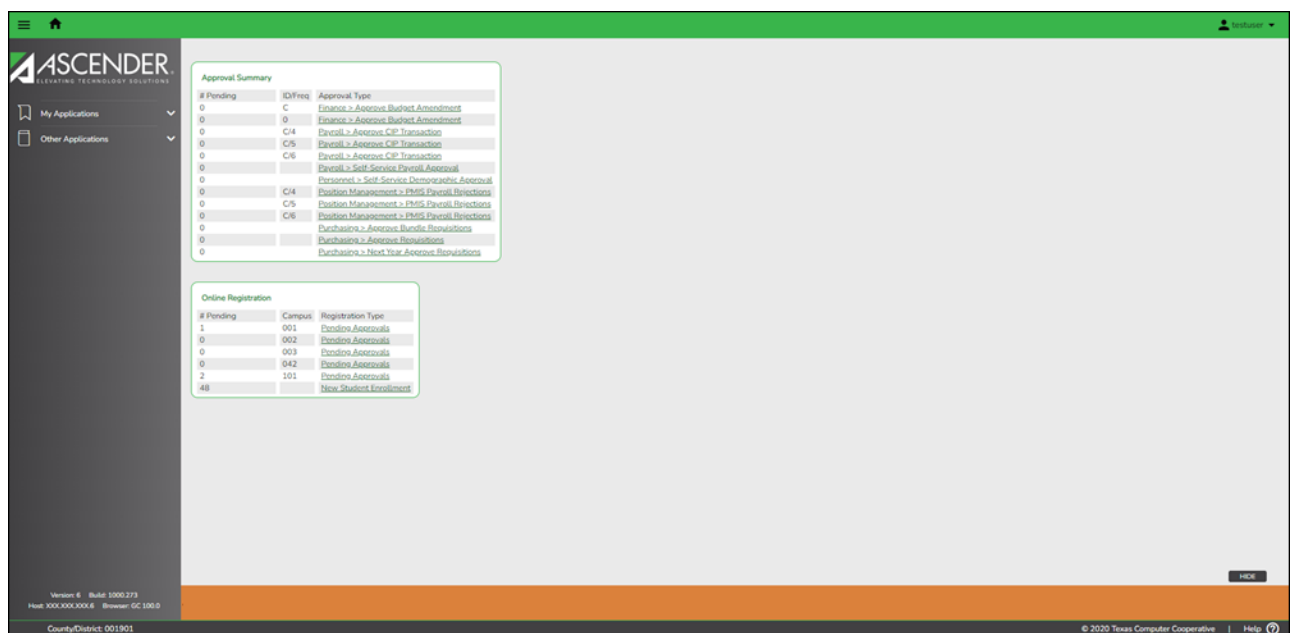
The ASCENDER Home page serves as a personalized dashboard and displays links to all ASCENDER applications that are tied to your user profile.

The main menu is located on the left side of the page. In the upper-left corner, click Change View Icon to collapse the main menu or expand the main menu. This functionality is available on all pages in all applications. And, on some pages must be used for a more favorable view of the actual page.

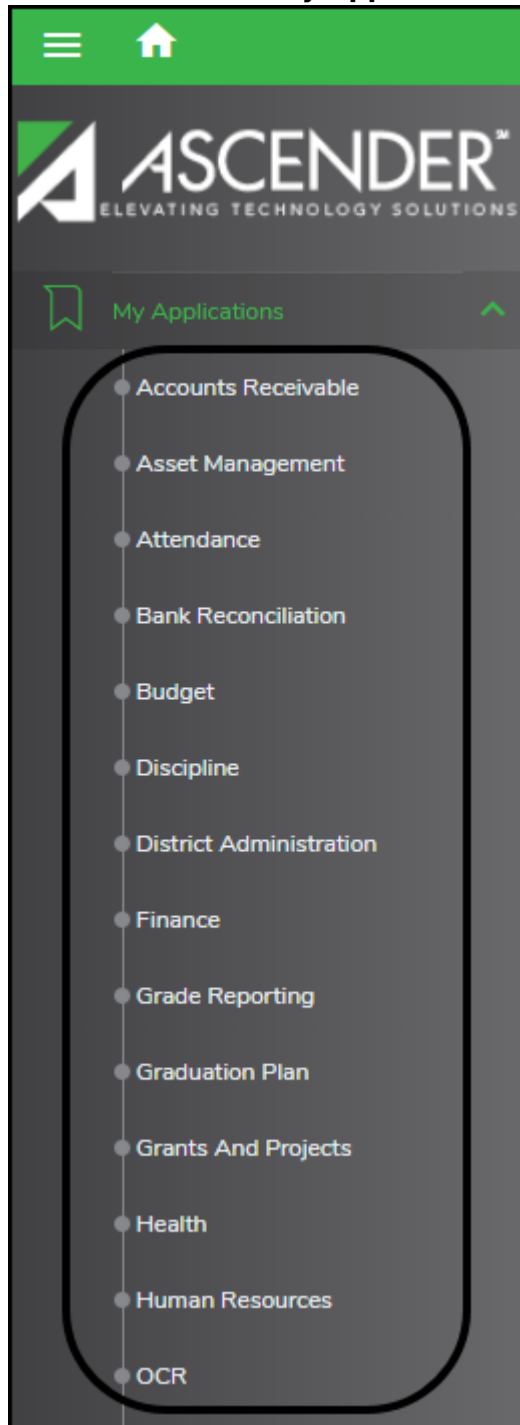
Collapsed view - The main menu is hidden.



Expanded view - The main menu is open.



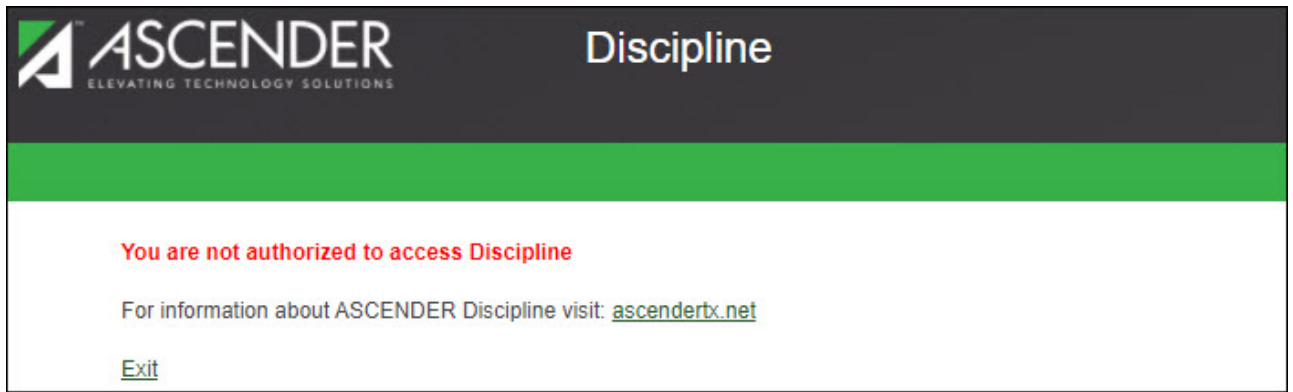
Depending on your view, click  or **My Applications** to view a list of applications to which



you have rights.

All other applications are listed under **Other Applications**. Click  to view a list of other applications to which you do not have rights.

Access rights for each application must be set in Security Administration by a user with access to that system. If you attempt to open an application you do not have rights to, the following page is displayed:

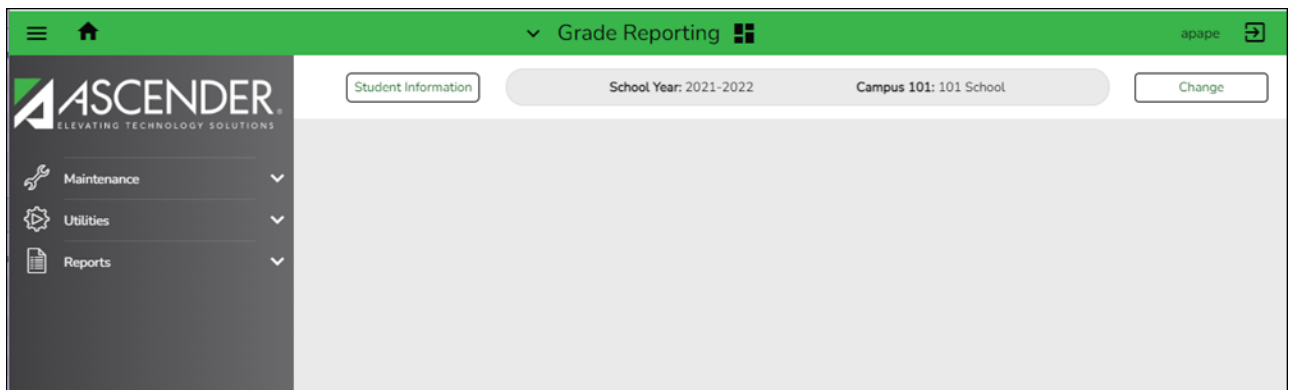


Click **Exit** to return to the ASCENDER Home page.

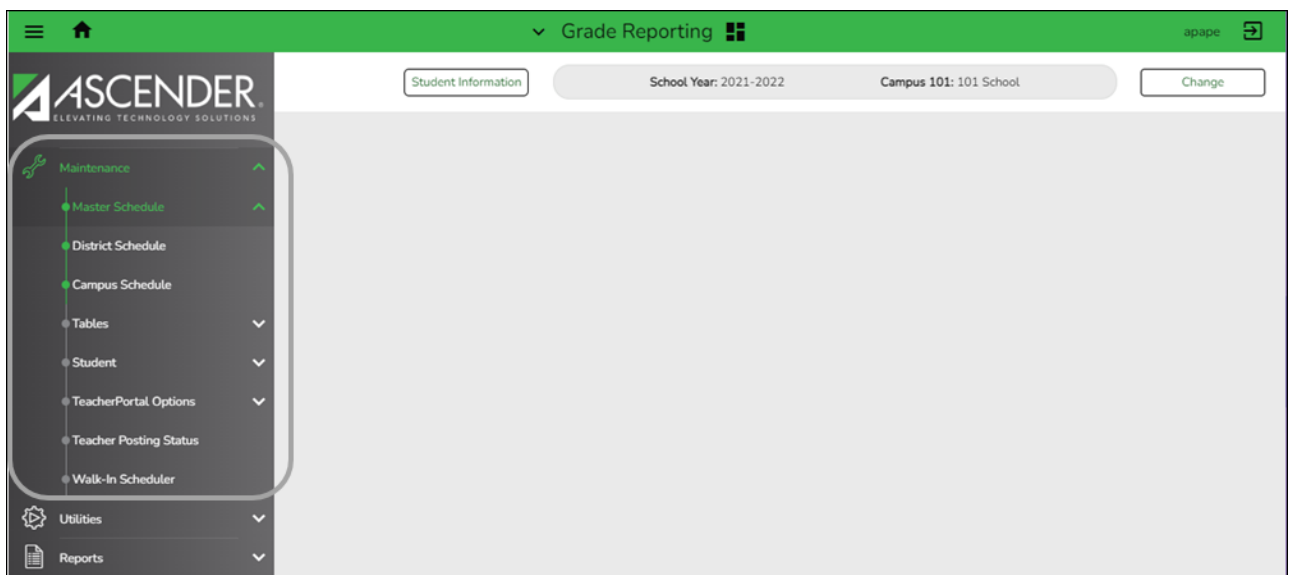
- Menu & Tabs:

Menu and Tabs

After you select an application from the ASCENDER homepage, the application homepage is displayed. In the below example, the Grade Reporting application is selected.

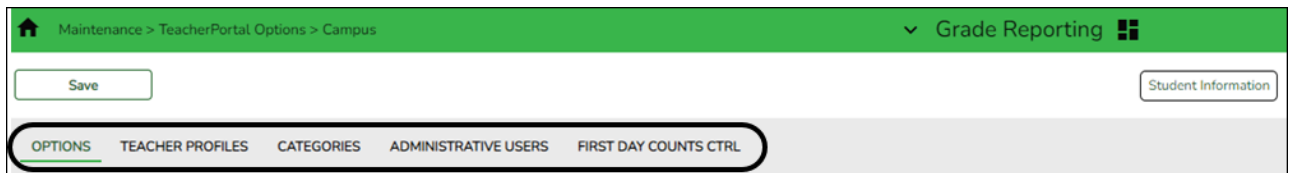


Select a main menu item (e.g., Maintenance, Utilities, etc.). The available submenu options are displayed. Use the gray scroll bar to scroll up and down and view any additional submenu options.



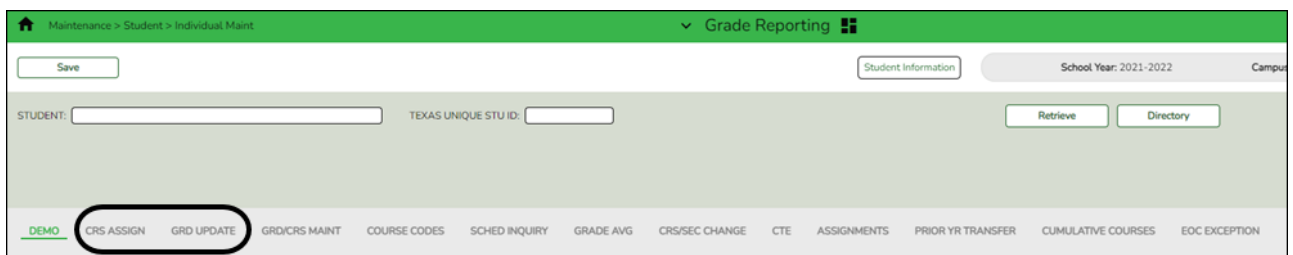
Select the menu or submenu options for the page you want to display.

Many pages consist of multiple tabs. Click the tab to be displayed. You will notice a difference in font color. The tab that is currently open on the page displays in green font and is underlined. All other tab names are black with no underline. Click another tab name to view data on a different tab.




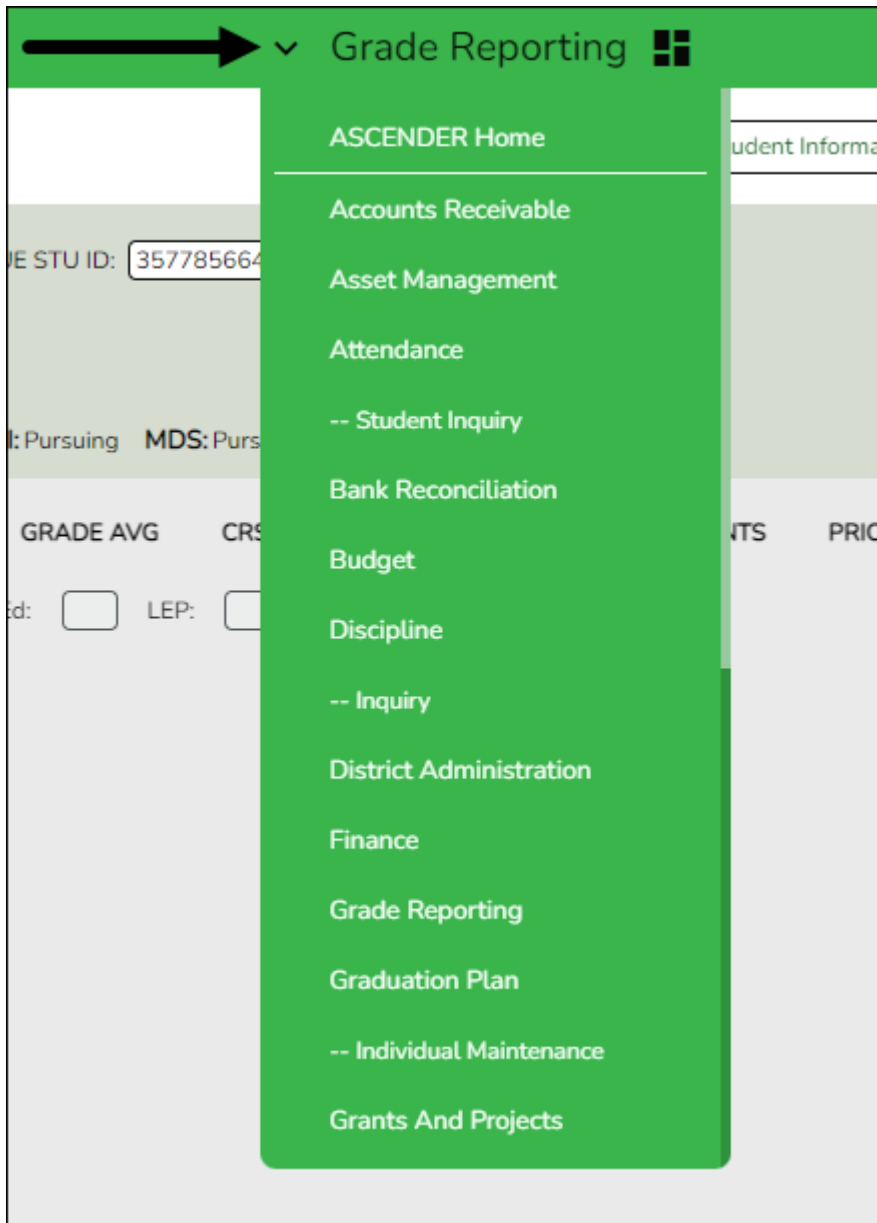
If a tab is disabled (grayed out), you may not have security permission to access the tab, the tab may not be available in the setting to which you are logged on, or a process on another tab may need to be performed before the tab is enabled.

For example, the Crs Assign and Grd Update tabs are disabled.



Change Application

From any application page, you can open a new application. At the top of the page next to the open application name (in this case Grade Reporting), click . A list of all ASCENDER applications is displayed in alphabetical order. Select the application you want to open. A separate browser tab opens with the newly selected application home page.



Application Tabs

Open applications are set up to display as separate browser tabs so you can easily navigate from one application to another.



If you have multiple applications open, you can navigate to an open application without exiting from any one application by selecting the associated browser tab located at the top of the page.

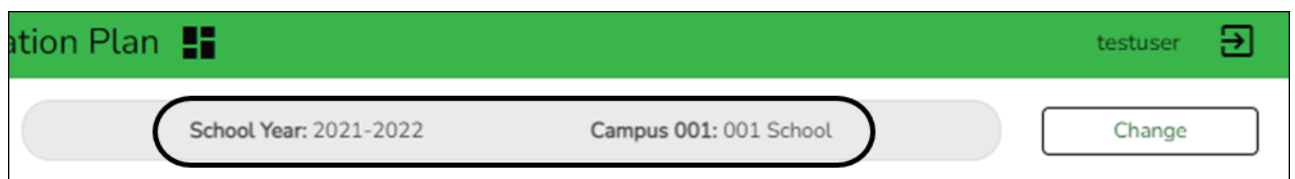
Note: The session timer operates separately for each application, which may cause you to

receive a session timeout message from one application while you are in another application.
Review the Session Timers section for more information about setting up session timers.

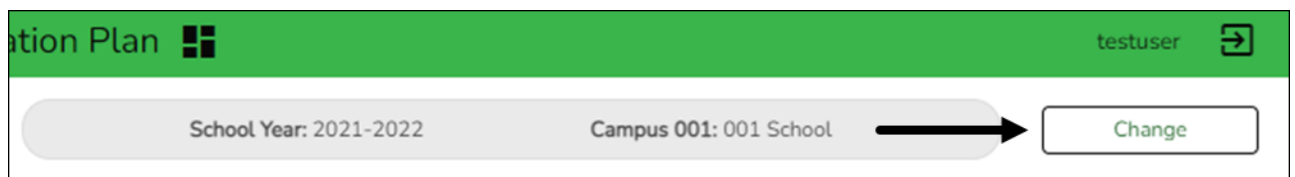
Multiple pages (i.e., menu items) cannot be displayed within an application. When a new menu selection is made, the current page is no longer displayed. If data modifications are made on the page and the changes are not saved, an unsaved data warning message is displayed. You can select to leave the page without saving the changes or remain on the page to continue making changes or save the changes on the page.

- [Change School Year or Campus:](#)

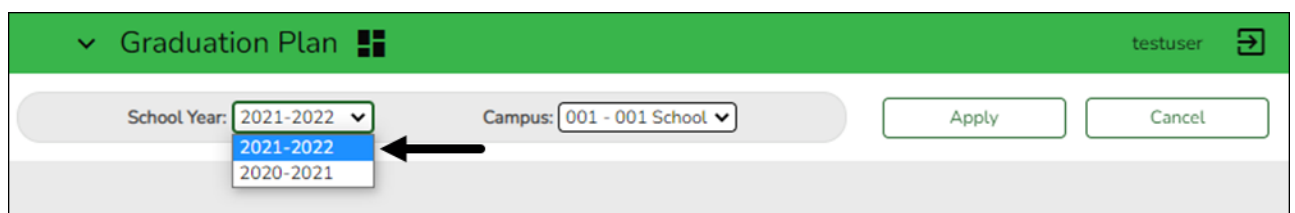
The selected **School Year** and **Campus** fields are displayed in the top-right corner of each application page.



Depending on the application to which you are logged on, click **Change** to enable the applicable change fields. Both school year and/or campus fields are enabled.



Depending on the application, the drop-down field(s) are enabled. Click ▼ to view a list of the applicable school years or campuses. Select the desired option(s) and click **Apply**. The application data changes to match your selection.

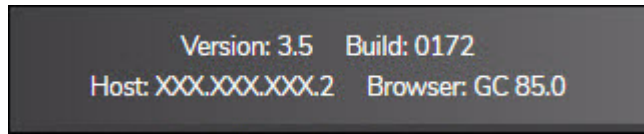


Click **Cancel** to return to the previous page without making changes.

- [Software Version:](#)

Software Version

The following information is displayed at the lower-left corner of the page under the main menu.

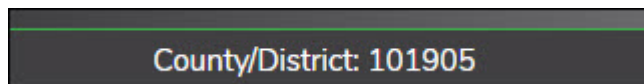


Version	Displays the ASCENDER software version.
Build	Displays the ASCENDER software build number.
Host	Displays the software server host information.
Browser	Displays the browser and version details (e.g., Google Chrome Version 85.0).

- [County District:](#)

County District

The following information is displayed at the lower-left corner of the page under the software version details.



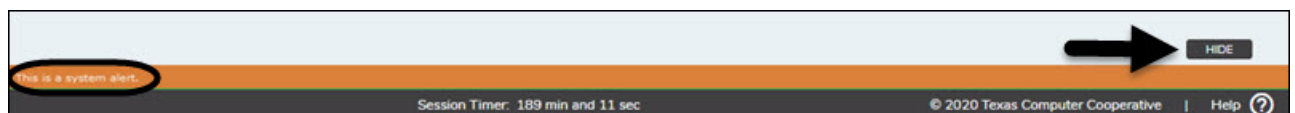
County/District	Displays the county district number to which you are logged on. To change this number, log out and log back in with a different number.
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- [System Alerts & Feedback:](#)

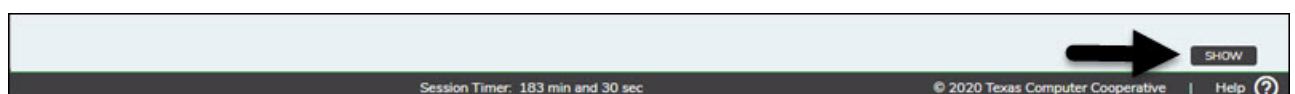
System Alerts

At the bottom of each page, there is an orange message line that displays any system alerts.

Click **Hide** to hide the message line.



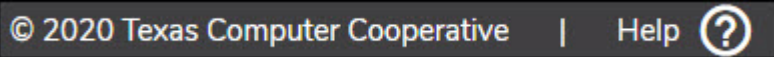
Click **Show** to show the message line.



- [Online Help:](#)

Online Help

Access ASCENDER online Help by clicking the **Help** button in the lower-right corner of the page.




The Help topic is specific to the application page. You can browse other Help topics from the Help window. Online Help is available for all applications and is page sensitive. Additionally, you can access a variety of process-specific guides and checklists in the Online Help.

Review the [ASCENDER Online Help page](#) for more information.

- [Session Timers:](#)

Session Timers

Across the bottom of each application page, a session timer is displayed. As each page is displayed, the timer resets.

A dark horizontal bar with a thin orange border. Inside, the text 'Session Timer: 188 min and 43 sec' is displayed in white.

Review the [Session Timers](#) Help page in District Administration for more information about session timers.

Retrieve & Maintain Data

From each page or tab, data can be retrieved, viewed, added, deleted, and modified using the following tools:

- [Autosuggest Feature:](#)

Autosuggest

The autosuggest feature allows you to type in specific data, as you type the data, a drop-down list of corresponding data is displayed. You can make a selection from the drop-down list, scroll through the drop-down list, or type new data in the field.

Save

STUDENT: sm

003758 : SMITH, BRANDI ALLEN (12)

555667 : SMITH, Daphne (10)

TEXAS UNIQUE STU ID:

Grade Level: 9th Grd Entry Dt: Cohort

PGP

Graduation Plan: PEIMS Grad Type:

GRADE LEVEL COURSE DETAIL CREDIT SUMMARY CREDIT DETAIL PGP PERFORMANCE ACKNOWLEDGMENT

Depending on the field and page, press the SPACEBAR to view a list (in some cases limited) of available options for the field.

- [Student Directory:](#)

Student Directory

The Student Directory allows you to search for a student and retrieve the student's record to the page from which you accessed the directory. You can search for a student by last and/or first name. Other options allow you to narrow the search further.

On pages where student data is retrieved, click **Directory** to open the Student Directory.

Save Student Information School Year: 2022-2023 Campus 001: 2Sem/3Cyc High School Change

STUDENT: TEXAS UNIQUE STU ID:

Retrieve **Directory** Hist Directory

DEMO1 DEMO2 DEMO3 GRADUATION AT RISK CONTACT W/R ENROLL SPEC ED G/T BI/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL FORMS

The Student Directory opens in a pop-up window.

Save Student Information School Year: 2021-2022 Campus 101: 101 School Change

STUDENT: TEXAS UNIQUE STU ID:

Retrieve **Directory** Hist Directory

TEA Unique ID TEA Census Block

DEMO1 DEMO2 DEMO3 AT R

Students

Last Name First Name Campus ID Next Year Students ☐ Texas Unique Stdu ID Grade Level Active Cd

☒ All Students ☐ At Risk ☐ BI/ESL ☐ Eco Disadv ☐ G/T ☐ Migrant ☐ PRS ☐ Special Ed ☐ Title 1 ☐ Local Program

Search Close

You can search for a student by last and/or first name. Other options allow you to narrow the search further. Enter data in any or all of the following fields:

Enter data in one or more of the following fields. **Not all fields are displayed in all**

applications.

Last Name	Type all or part of the student's last name to retrieve students whose last name <i>begins with</i> the letters you have typed.
First Name	Type all or part of the student's first name to retrieve students whose first name <i>begins with</i> the letters you have typed.
Campus	Type the three-digit campus ID to select students at a particular campus. Leave blank to select from students at all campuses.
Track	This field is only displayed on Attendance Posting pages where the Directory is available. The field displays the track selected on the posting tab and cannot be modified.
Texas Unique Stu ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Next Year Students	Select to identify which Next Year Students to retrieve.
Sex	Type M or F to limit the search results to male or female students only.
Grade	Type or select the grade level to retrieve students in a specific grade level.
Active Cd	Select students with a specific status (i.e., <i>Active</i> or <i>Inactive</i>). Select <i>All</i> to retrieve active and inactive students.

NOTE: Some applications allow you to filter students by certain criteria:

- **Attendance, Discipline, Grade Reporting, Health, Registration and Test Scores** - You can select one or more special or local programs to retrieve only students who participate in the selected program(s).
- **Registration** - On the Maintenance > Student Maintenance tabs, the **Next Year Students** field allows the option to retrieve students with record status 5 (i.e., *not currently enrolled in this district, will attend next year*) in the search results. When you select a record-status-code 5 student to be retrieved, a warning message is displayed to inform you that the student is not enrolled in the current year.
- **Test Scores** - You can select one or more specific tests to retrieve only students who have a record for the selected test(s).

Click **Search**. The students who meet the criteria entered are displayed.

Students X

Last Name First Name Campus ID ☐ Next Year Students Texas Unique Stu ID Grade Level Active Cd Search

☒ All Students ☐ At Risk ☐ BI/ESL ☐ Eco Disadv ☐ G/T ☐ Migrant ☐ PRS ☐ Special Ed ☐ Title 1 ☐ Local Program Save Filter For Prev Next

Stu ID	Last Name	First Name	MI	Campus	Grd	SSN	Unique Stu ID	Orig Entry	Entry Date	WD Date
004195	ABEE	KELSON	E	101	PK	●●●●●●-1695	3592829845	08-09-2021	08-09-2021	
004001	ACOSTA RIOS	TANNER	N	101	03	●●●●●●-2542	2889287485	08-09-2021	08-09-2021	
004144	ACOSTA-RIOS	EVERETT	H	101	02	●●●●●●-9490	7326978388	08-09-2021	08-09-2021	
004474	ADAMS	BRADLEY	P	101	03	●●●●●●-8309	7593428667	08-09-2021	08-09-2021	
004197	ADERHOLD	KATELYN	A	101	02	●●●●●●-7347	2196218269	08-09-2021	08-09-2021	
004180	ALEMAN	COLLIN	W	101	02	●●●●●●-3985	5842334861	08-09-2021	08-09-2021	
004224	ARNOLD	SHAYLYNN	P	101	01	●●●●●●-3447	2152774285	08-09-2021	08-09-2021	
003959	ARRIZOLA	BRAYDEN	A	101	03	●●●●●●-4325	6762725368	08-09-2021	08-09-2021	
003592	BACHMEYER	SHELBY	L	101	04	●●●●●●-6743	7253235832	08-09-2021	08-09-2021	
004264	BAILEY	ADDISON	S	101	KG	●●●●●●-5555	7232669985	08-09-2021	08-09-2021	
004317	BAILEY	LANE	S	101	01	●●●●●●-1111	2622958183	08-09-2021	08-09-2021	
004275	BALDREE	WELDON	A	101	KG	●●●●●●-6998	2118734228	08-09-2021	08-09-2021	
004230	BALUSEK	JORDYN	L	101	KG	●●●●●●-2333	3573724223	08-09-2021	08-09-2021	
004273	BARRINGTON	ALLYSON	M	101	01	●●●●●●-2557	7427826897	08-09-2021	08-09-2021	
004383	BECKERMANN	VALERIE	B	101	KG	●●●●●●-8769	7827349571	08-09-2021	08-09-2021	
004169	BEHRENDT	ETHAN	R	101	PK	●●●●●●-1372	7447524591	08-09-2021	08-09-2021	
004288	BLANKENSHIP	BRYCE	N	101	PK	●●●●●●-2333	1741216381	08-09-2021	08-09-2021	
003985	BOECKER	JEFFREY	L	101	01	●●●●●●-2537	6241843859	08-09-2021	08-09-2021	
003837	BRAVO	GENESIS	A	101	03	●●●●●●-8294	7841427432	08-09-2021	08-09-2021	
003791	BREDER	MARIA	C	101	02	●●●●●●-6011	7364281657	08-09-2021	08-09-2021	

First / 12 Last Total Students: 239

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

In most applications, the **Total Students** field in the bottom-right corner of the directory displays the total number of students retrieved.

Save Filter For Prev Next	<p>In Grade Reporting and Registration, this field is displayed once you click Search.</p> <p>Select to save any criteria you have selected and apply the criteria as you scroll through this students on the page from which you clicked Directory. This saved information is only for the session.</p>
----------------------------------	--

Click the student ID for the student you want to retrieve. The directory closes, and the student's information is displayed on the page from which you accessed the directory.

Click **Cancel** or **Close** to return to the previous page without selecting a student.

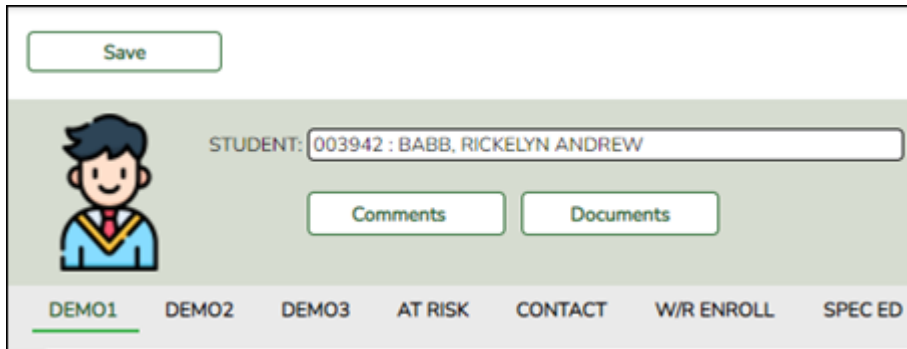
- [Student Photo:](#)

Student Photo

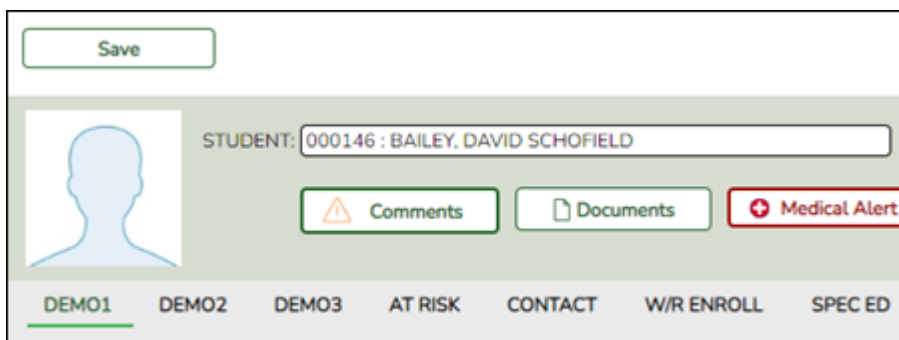
If set up by the LEA, student photos are displayed on all maintenance pages on which individual student records are retrieved. The photo is displayed once you click **Retrieve**.

Use the students' ID numbers to name each image file.

- The six digit code must match the student ID from ASCENDER (e.g., 081818.jpg or 123456.gif).
- The picture file extension formats that are supported are .jpg, .jpeg, .png, .bmp, or .gif.
- Aspect ratios of the images are preserved in ASCENDER.
- Files should be less than 1MB and preferably under 100K.
- You can upload individual student pictures on the Student Enrollment page of the Registration application.



If a photo is not available, no image is displayed:

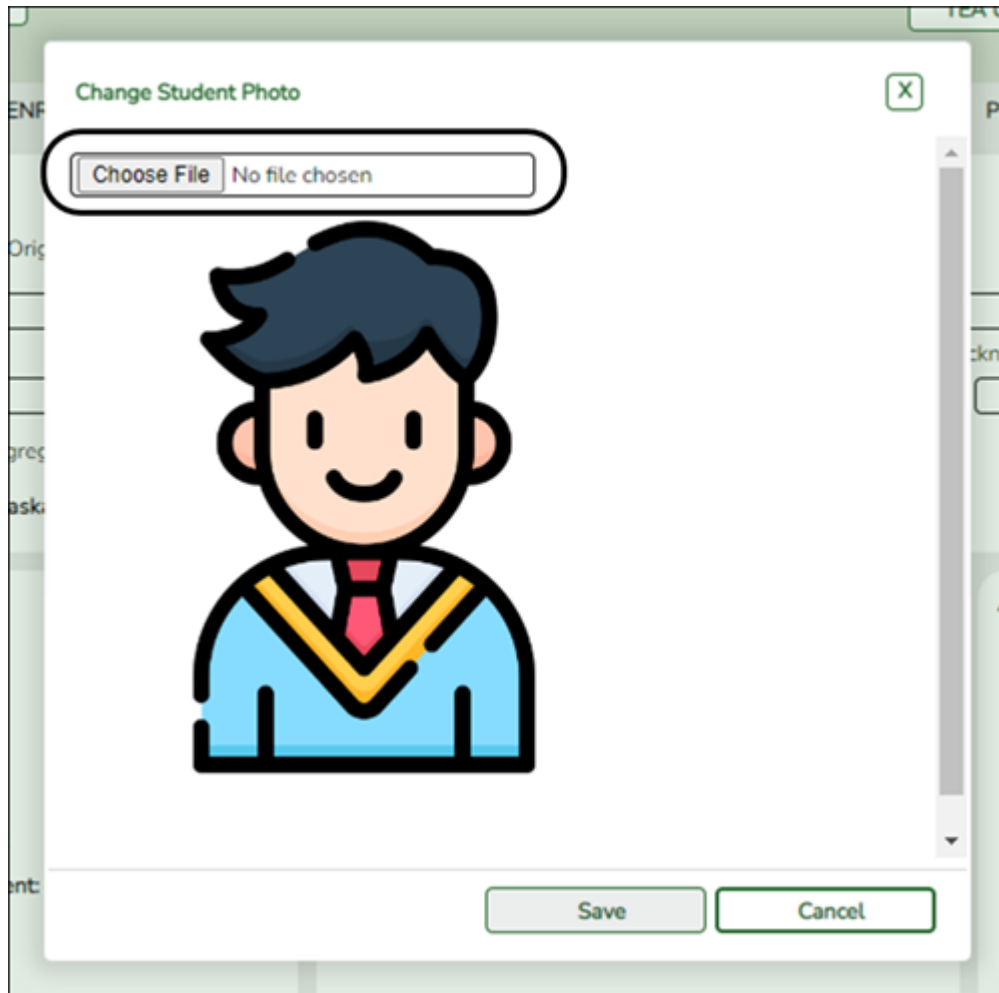
**Change Student Photo**

From the Registration > Maintenance > Student Enrollment page, you can upload a different photo for the student if an image file is available on your local PC.

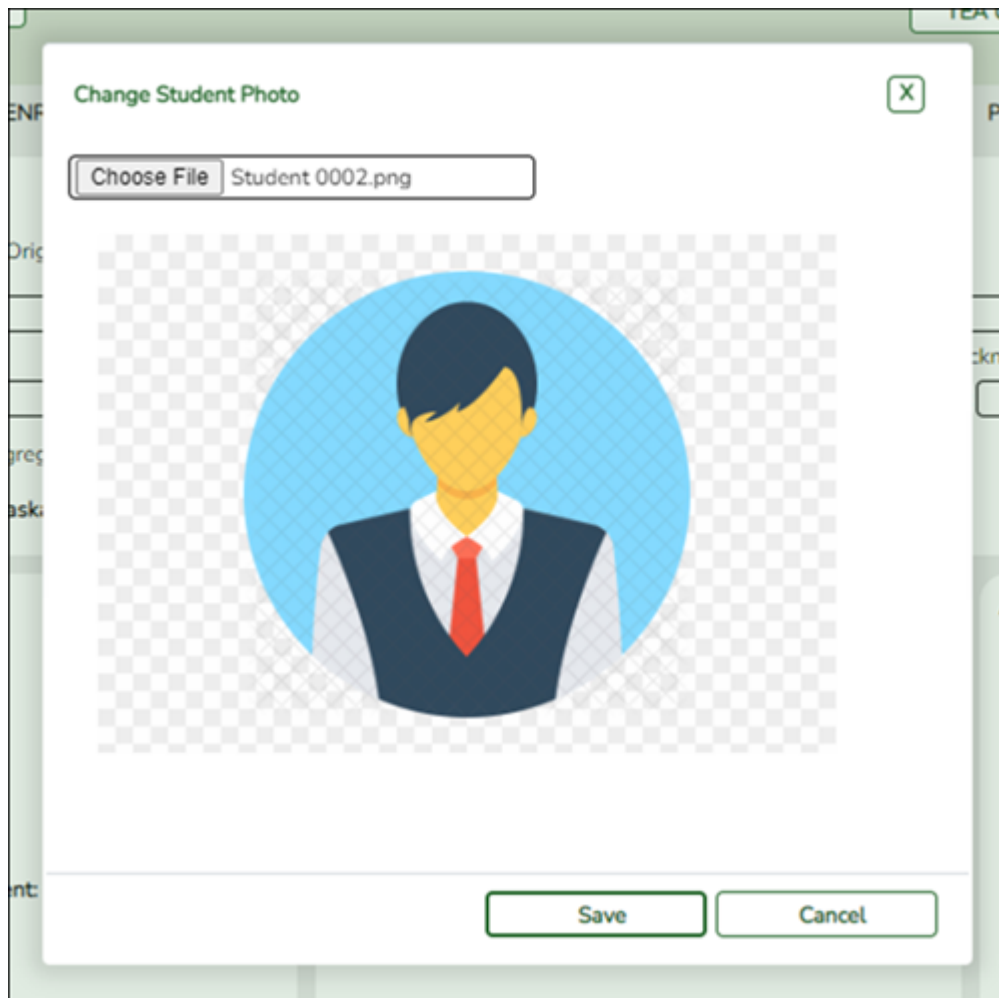
Hover over the existing photo or silhouette, and the word "Change" appears on the image.



Click **Change**. The Change Student Photo window opens.



Click **Choose File**. Locate and select an alternate photo on your local PC. The new image is displayed.



Click **Save**. The new image now appears on the student maintenance pages.



Photos are not displayed in all applications. They are displayed in Attendance (Student Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Education or Test Scores.

NOTE: The initial student photo image files must be copied to a folder in a ASCENDER directory. (Note that directory will vary by server.) Within the ASCENDER directory, place files in a Pictures folder, and in a district folder (e.g., ASCENDER Directory\Pictures\ccdd\NNNNNN.jpg, where NNNNNN is the student's 6-digit student ID). If a Pictures folder does not exist, or if the district folder does not exist, photos will not be enabled on any pages. The ASCENDER Getting Started Guide (available with ASCENDER

technical documents) provides additional information.

- [Student Information:](#)

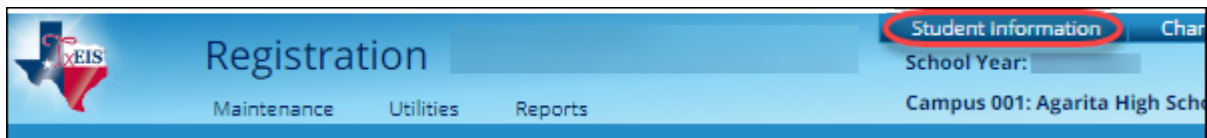
Student Information

This report provides demographic information, contact information, discipline records, at-risk criteria, attendance records, special program enrollment information, schedules and health information (Medical Alert) from the Attendance, Discipline, Grade Reporting, Health, and Registration applications depending on your security rights.

NOTE: When the report is run, and the student is not At Risk, the At Risk column will appear on the report, but will show N for every row.

This is the same report as [Registration > Reports > Registration Reports > Student > SRG0400 - Student Information Sheets](#).

From any of these applications, click **Student Information** in the top-right corner to view the report.



If a student was already retrieved, data for the selected student is displayed. Otherwise, the page is blank and you can use the fields at the top of the report page to retrieve a student.

School Year: 2020 - 2021 Campus ID: 001 Grade: Student: 504115 : ADAME, DAKOTA LYNN Retrieve Directory Exit

Date Run: 11/19/2020 11:41 AM Student Information Program ID: SRG0400
 Cnty-Dist: 031-775 001 School Page: 1 of 5
 Campus: 001 Sch Year: 2021

Student ID: 504115 DAKOTA L. ADAME Active

Demographic Information
 Grade: 10 Entry Date: 08-17-2020 Track: 01 Orig Entry: 08-17-2020 Sex: F DOB: 07-31-2005
 Hispanic/Latino: Y White: Y Black/African American: N Asian: N American Indian/Alaskan Native: N Hawaiian/Pacific Isl: N

Student Indicators
 Elig Code: 1 Attribution Cd: 00 Campus ID Resid: Eco Disadvan: 00
 Military Connected: 0 Foster Care: 0 Star of Texas Award: N Rep Excl: Record Status: 1

Phone/Address
 Addr/Tel Rest: Both Listed Phone Nbr: (555) 447-4129 Cell Ph Nbr: E-mail: 504115@TEXAS.com
 Address Num Street Dir Apt City State Zip
 Mailing 2870 MAGNOLIA Alamo City TX 46182 +
 Physical 2870 MAGNOLIA Alamo City TX 46182 +

Counselor Information
 Counselor: 006 JOSHUA A. JOHNS Dt Entry 9th Grd: 08-15-2019 District Entry Date: 08-24-2009 Cohort Yr: 2023

Miscellaneous
 Primary Language: English Student Language: English HLS Admin Dt:

Local Use
 Local Use Code 1 : Local Use Code 2 : Local Use Code 3 : Local Use Code 4 :
 Function 1 : Function 2 : Undefined Pgm :

Career Technology
 Transport CTE Support Service: N Displaced Homemaker: N
 Single Parent/Pregnant Teen: Career and Technology Ind: 2 Coherent Sequence of Courses

Accessing Test Scores data


- To view a student's STAAR 3-8 and/or EOC test scores data, you must have security access to [Test Scores > Maintenance > Individual Maintenance > EOC](#) and/or [STAAR 3-8](#).
- To view the STAAR Assessment data, select grade level 3-8.
- To view the EOC Assessment data, select grade level 9-12.
- The information is printed on the report below the **Semester # Crs Info** section.


School Year	The year to which you are logged on is displayed. Select a different school year if necessary.
Campus ID	The campus to which you are logged on is displayed. Select another campus if necessary. Only campuses to which you have access are listed in the drop down.
Grade	Select the grade level for which to view a list of students.
Student	<p>Begin typing the student's name or ID (including leading zeros). As you begin typing the number, a drop-down list displays students whose name or ID <i>begins with</i> the characters you have typed. The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show. From the drop-down list, select the student.</p> <p>If you do not know the student ID, click Directory to search for a student.</p>

Click **Retrieve**. The report is generated.


[View, print, or save the report.](#)

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.

Other functions and features:














Exit	Close the report.
-------------	-------------------


- [Add and Delete Rows:](#)

Add a Row


In a table or grid, click **+Add** to add a new data entry row. A new row is added to the bottom of the grid or list.


Save
Print Local Programs by Campus

Delete	Program Code	Program Title	TEA Crisis Code	Move Program to Next Year
	504	504		<input type="checkbox"/> Y
	10A	Enrolled, nt member 01142022	10A	<input type="checkbox"/> Y
	10B	Enrolled, nt member 05132022	10B	<input type="checkbox"/> Y
	10C	Test	10C	<input type="checkbox"/> Y
	H5A	HURRICANE HARVEY 5A	5A	<input type="checkbox"/> Y
	ADP	ADDITIONAL DAYS PROGRAM	03	<input type="checkbox"/> Y
	DYS	DYSLEXIA		<input type="checkbox"/> Y
	GEH	GENERAL ED HOMEBOUND		<input type="checkbox"/> Y
	HAR	HURRICANE HARVEY	05	<input type="checkbox"/> N
	HUR	HURRICANE KATRINA OR RITA		<input type="checkbox"/> N
	IGC	INDIVIDUAL GRADUATION COMMITTEE		<input type="checkbox"/> Y
	INT	INTERVENTION STRATEGY		<input type="checkbox"/> Y
	PBT	PANDEMIC ELECTRONIC BENEFIT		<input type="checkbox"/> Y

 Add

Delete a Row

Click  to delete a row. This icon is displayed next to any row that can be deleted. The row is shaded red to indicate that it will be deleted when the record is saved.

If you do not want to delete the selected row, click  again to unselect the row for deletion.

Save
Print Local Programs by Campus

Delete	Program Code	Program Title	TEA Crisis Code	Move Program to Next Year
	504	504		Y
	10A	Enrolled, nt member 01142022	10A	Y
	10B	Enrolled, nt member 05132022	10B	Y
	10C	Test	10C	Y
	H5A	HURRICANE HARVEY 5A	5A	Y
	ADP	ADDITIONAL DAYS PROGRAM	03	Y
	DYS	DYSLEXIA		Y
	GEH	GENERAL ED HOMEBOUND		Y
	HAR	HURRICANE HARVEY	05	N
	HUR	HURRICANE KATRINA OR RITA		N
	IGC	INDIVIDUAL GRADUATION COMMITTEE		Y
	INT	INTERVENTION STRATEGY		Y
	IRM	DISPLACED BY HURRICANE IRMA	06	N
	MIG	Test		Y
	PBT	PANDEMIC ELECTRONIC BENEFIT		Y

Add

If restrictions exist, a message is displayed indicating the reason.

- Column Sort:

Column Sort

In many grids, you can sort the displayed data in order to more easily locate a specific record. When a column heading is underlined, the data in the grid can be sorted by that column.

Employees

Last Name: Emp Nbr: Texas Unique Staff ID: 6 - Monthly CYR

First Name: Staff ID:

<u>Freq</u>	<u>Emp Nbr</u>	<u>Emp Name</u>	<u>Pay Type</u>	<u>Pay Campus</u>	<u>Primary Campus</u>	<u>Job Code</u>
6	<u>000025</u>	ANNIS, ALLISON J	2 - Non-contracted emp	702 - 702 School	702 - 702 School	0134 - DIRECTOR, MAINTENANCE
6	<u>000034</u>	Auditor, AMANDA W	2 - Non-contracted emp	706 - 706 School	706 - 706 School	0260 - TRANSPORTATION
6	<u>000036</u>	AYALA, AMANDA K	2 - Non-contracted emp	001 - 001 School	001 - 001 School	0421 - ATTENDANCE CLERK
6	<u>000043</u>	BAKER, AMY ANN	4 - Substitute	701 - 701 School	701 - 701 School	0900 - TEACHER SUBSTITUTE
6	<u>000045</u>	BALASZI, AMY ANN	2 - Non-contracted emp	101 - 101 School	101 - 101 School	0188 - 187-TEACHER AIDES
6	<u>000059</u>	BELFER, ANGELITA A	1 - Contracted employee	101 - 101 School	101 - 101 School	0310 - ELEMENTARY COUNSELOR
6	<u>000068</u>	BERRY, ANNAVEL L	1 - Contracted employee	101 - 101 School	101 - 101 School	0187 - 187 - TEACHER
6	<u>000088</u>	BOLLINGER, BABATUNDE LEE	1 - Contracted employee	101 - 101 School	101 - 101 School	0187 - 187 - TEACHER

Click the column to sort the data in ascending order.

Save Student Information School Year: 2021-22

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

Del	Details	Instr Id	Staff ID	Grade Lvl	Section	Name L	Name F	Name M	Gen Cd	Dept Nbr	Homeroom	Reserved Room	Excl From Fall PEIMS
		025	000025			DARCY	FITZWILLIAM						<input type="checkbox"/>
		077	000077	03	09	CRANE	ICHABOD						<input type="checkbox"/>
		165	000165	03	10	EVERDEEN	KATNISS						<input type="checkbox"/>
		334	000334	PK	01	BLACK	JACOB						<input type="checkbox"/>
		373	000373	PK	02	SAWYER	TOM						<input type="checkbox"/>
		394	000394			MONTAGUE	ROMEO						<input type="checkbox"/>
		425	000425			CAPULET	JULIET						<input type="checkbox"/>
		441	000441	04	11	BENNET	ELIZABETH						<input type="checkbox"/>
		468	000468	KG	03	HOLMES	SHERLOCK						<input type="checkbox"/>
		497	000497	01	05	SWAN	ISABELLA						<input type="checkbox"/>
		531	000531	02	07	FINN	HUCKLEBERRY						<input type="checkbox"/>
		533	000533	01	06	SALT	VERUCA						<input type="checkbox"/>

First 1 / 2 Last Add

Click the column again to sort the data in descending order.

Save Student Information School Year: 2021-22

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

Del	Details	Instr Id	Staff ID	Grade Lvl	Section	Name L	Name F	Name M	Gen Cd	Dept Nbr	Homeroom	Reserved Room	Excl From Fall PEIMS
		441	000441	04	11	BENNET	ELIZABETH						<input type="checkbox"/>
		334	000334	PK	01	BLACK	JACOB						<input type="checkbox"/>
		425	000425			CAPULET	JULIET						<input type="checkbox"/>
		077	000077	03	09	CRANE	ICHABOD						<input type="checkbox"/>
		569	000569	KG	04	CRUSOE	ROBINSON						<input type="checkbox"/>
		025	000025			DARCY	FITZWILLIAM						<input type="checkbox"/>
		568	000568			DOOLITTLE	ELIZA						<input type="checkbox"/>
		165	000165	03	10	EVERDEEN	KATNISS						<input type="checkbox"/>
		531	000531	02	07	FINN	HUCKLEBERRY						<input type="checkbox"/>
		589	000589			HART	ROXIE						<input type="checkbox"/>
		585	000585			HIGGINS	HENRY						<input type="checkbox"/>
		468	000468	KG	03	HOLMES	SHERLOCK						<input type="checkbox"/>

First 1 / 2 Last Add

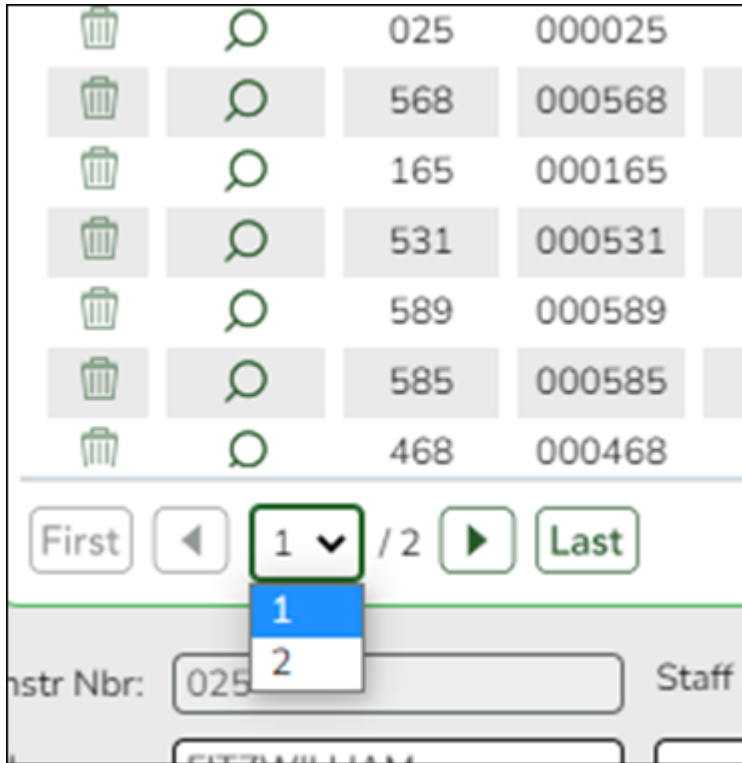
On some pages, a green arrow next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

- ▲ - indicates that the column is sorted in ascending order
- ▼ - indicates that the column is sorted in descending order

- **Pagination:**

Pagination

Some grids and pages display approximately 30 rows of data. If the data exceeds the number of rows that can be displayed on the page, pagination arrows will be available at the bottom-left side page allowing you to go to the previous or next page, or to the first or last page.



You can view and select which pages to display from the drop down. Or, you can click the arrow icons on either side of the page numbers to move between pages.

The pagination feature on some pages includes the range of data per page. In the image below, the student directory provides a drop-down list showing the student last name ranges on each page so you can find last names Ace - Bianco on page 1 and so on.

Students

Last Name First Name Campus ID

☒ All Students
 ☐ At Risk
 ☐ Bi/ESL
 ☐ Eco Disadv
 ☐ G/T
 ☐

Stu ID	Last Name	First Name
002893	ACE	REBECCA
004412	ALastName	AFirstName
003774	ALDERETE	BRIGHID
003020	ALDERETE	PETE
003052	1 : ACE - BIANCO	ARRETT
003387	2 : BIRCHARD - CHAVANA	ESTINIE
003055	3 : CHAVEZ DIAZ - DOEGE	ANDY
004068	4 : DOMINGUEZ - Garcia	ATIANA
003262	5 : GARCIA - HERNANDEZ	REY
003942	6 : HERRERA CRUZ - JOHLE	CKELYN
000146	7 : JOHLE - last	DAVID
002890	8 : Last - Last28	AYDEN
003795	9 : Last29 - Liddell	IA
003042	10 : LIDDELL - McKINLEY	YAN
003116	11 : MCNEIL - NameL22	EBASTIAN
004498	12 : NameL23 - PIPKIN	nnny
004277	13 : PITTMAN - RHOADES	Y
000503	14 : RICHEY - sdfsd	abc
004452	15 : SEGGERN - Student	arbo
004119	16 : STUDENT3 - Test	HEENNE
	17 : test - TIMMERMAN	
	18 : TORRES - YANEZ	
	19 : YANEZ - ZYCHA	

1 : ACE - BIANCO / 19

You can navigate between pages by using the buttons below:

Click to go to the first page.

Click to go back page.

Click to go forward page.

Click to go to the last page.

Pagination arrows are also displayed at the top of multi-page reports.

<input type="button" value="First"/> <input type="button" value="◀"/> <input type="button" value="▶"/> <input type="button" value="Last"/>	
Student Counts by Course and Section 001 School Sch Year: 2021	Program ID: SGR0300 Page: 1 of 21 # Inactive Instructor

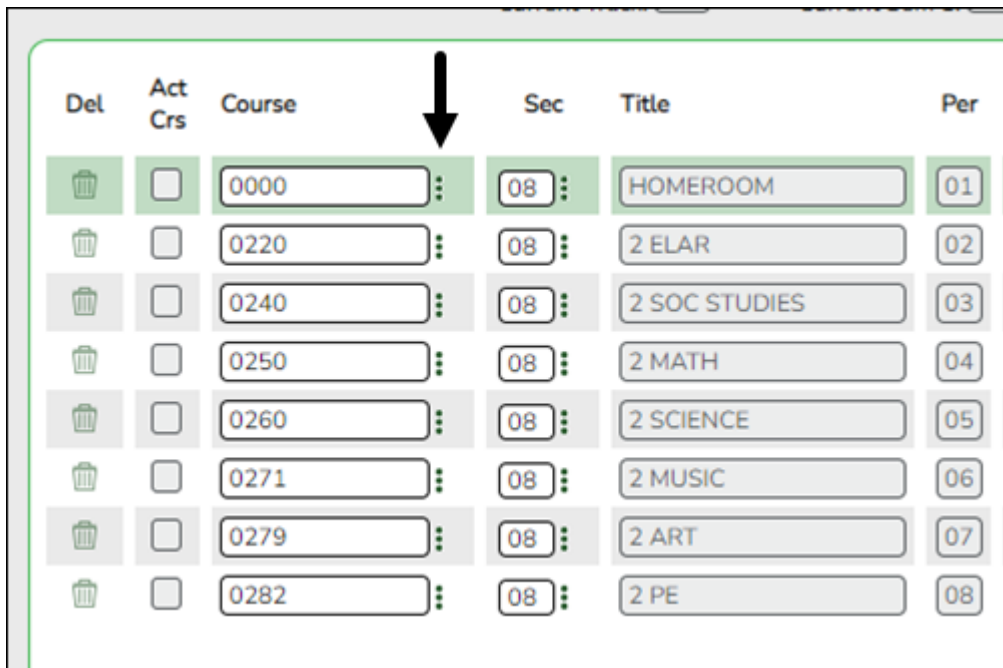
- Ellipsis Icon:

Ellipsis Icon

The ellipsis icon is displayed next to a field and remains on the page at all times. You do not have to tab into the field for it to be displayed.

Click  to display a pop-up window with data that corresponds to the field.

Click the link of the option to be populated in the field.




Del	Act Crs	Course	Sec	Title	Per
	<input type="checkbox"/>	0000	08	HOMEROOM	01
	<input type="checkbox"/>	0220	08	2 ELAR	02
	<input type="checkbox"/>	0240	08	2 SOC STUDIES	03
	<input type="checkbox"/>	0250	08	2 MATH	04
	<input type="checkbox"/>	0260	08	2 SCIENCE	05
	<input type="checkbox"/>	0271	08	2 MUSIC	06
	<input type="checkbox"/>	0279	08	2 ART	07
	<input type="checkbox"/>	0282	08	2 PE	08

Otherwise, click **Cancel** or **X** to close the pop-up window without making a selection.

- Spyglass Icon:

Spyglass Icon

The spyglass icon is used on several pages to view additional details for a record.

Click  to view additional details. The details are displayed in various ways depending on the application page. On some pages, a pop-up window is displayed with the corresponding details, and on other pages, additional details might be displayed in a different grid as seen in the below example.

Requisition Information

Details	Req Nbr	PO Nbr	Requestor	Date Requested	Campus/Dept	Vendor Nbr	Vendor Name	Bid Category	Amount	Status
	011889	180000							2,500.00	Approved
	011890	180001							200.00	Approved
	011891	180002							300.00	Approved
	011892	180160							23,500.00	Approved
	011893	180007							6,000.00	Approved
	011894	180008							800.00	Approved
	011895	180009							365.88	Approved
	011896	180066							7,859.00	Approved
	011897	180003							3,075.00	Approved
	011898	180004							1,700.00	Approved
	011900	180006							2,586.09	Approved

First 1 / 150 Last

Requisition Nbr: 011892

Note	Accounts	Item	Item Apprvl Stat	Item Recv Stat	Catalog Nbr	Description	Unit of Issue	Unit Price	Quantity	Sub Total	Discount %
	Accounts	001	Approved	N/A	FOOD	FOOD	EA - Each	18,000.00000	1.00	18,000.00	0.00%
	Accounts	002	Approved	N/A	PAPPER	PAPPER	EA - Each	2,500.00000	1.00	2,500.00	0.00%
	Accounts	003	Approved	N/A	NON PROGRAM	NON PROGRAM	EA - Each	3,000.00000	1.00	3,000.00	0.00%

Approval Path

Sequence	Approval User	Title	Alternate User

- [Save Changes:](#)

Save Changes

To save changes on a page, click the **Save** button. You can also press ENTER on your keyboard to retrieve or save, depending where you are on the page.

If you are in a search area of the page, the retrieve feature is the default setting when you press ENTER.

If you are in the body of the page, the save feature is the default setting when you press ENTER.

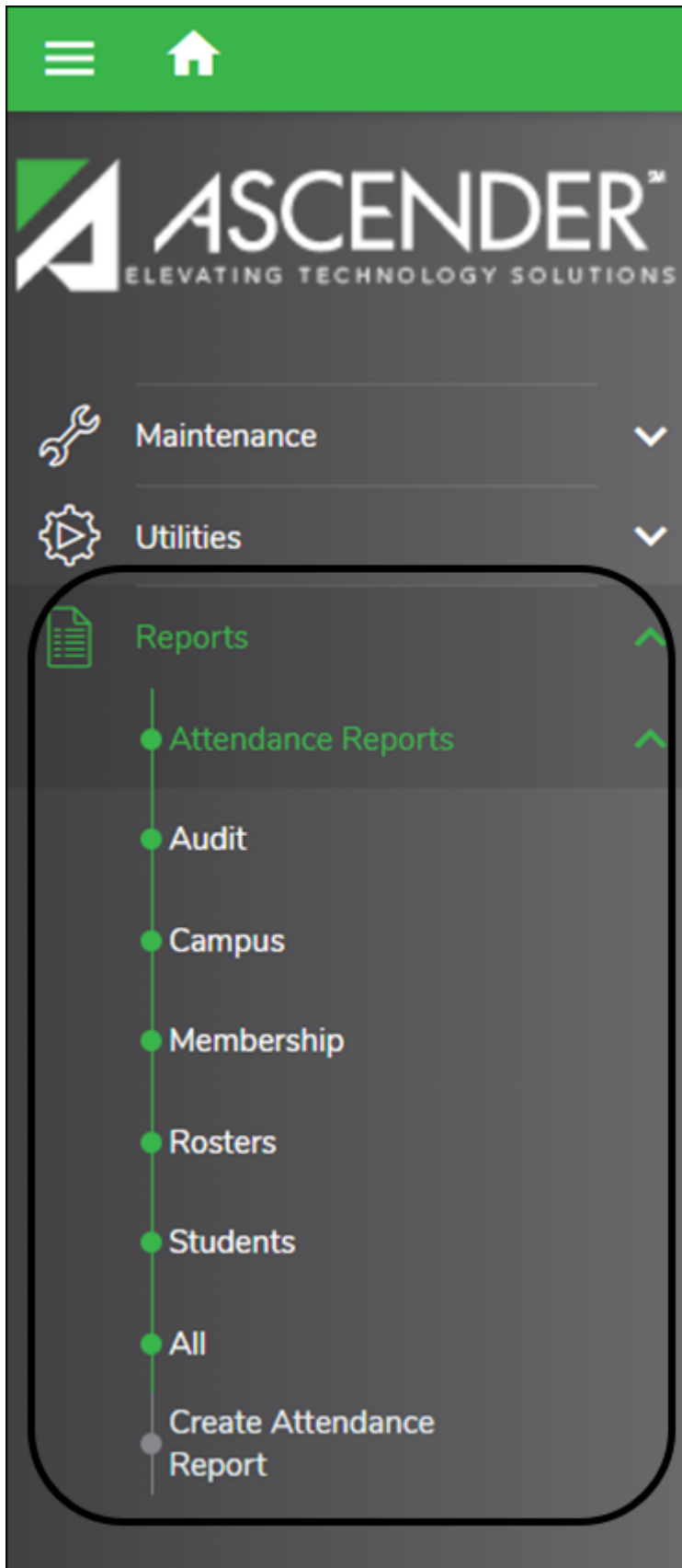
Reports

Numerous reports are available in ASCENDER. Most applications also offer a Create Report page allowing you to create customized reports.

- [Report Menu & Breadcrumb:](#)

Report Menu & Breadcrumb

Reports are specific to each application, and are accessed from the Reports menu in each application. Most reports menus have sub-menus that group reports by type.



When you select a Reports sub-menu, a report selection page opens that lists the available forms. The breadcrumbs below the menu show the path for the selected list of reports.

Reports > Attendance Reports > Students > SAT0000 Absence Transaction List

Preview PDF CSV Clear Options

Students Report Group

- [SAT0000 - Absence Transaction List](#)
- [SAT0250 - Attendance Labels](#)
- [SAT0300 - Attendance Proof List](#)
- [SAT0400 - Daily Attendance Summary](#)
- [SAT0700 - Student Attendance Summary](#)
- [SAT1200 - Excessive Absence Report](#)

SAT0000 - Absence Transaction List

Parameter Description	Value
Ending School Year (YYYY)	2022
Campus ID	

Click a report to view the report parameter page. Report parameters are the fields that allow you to specify options for running the report.

- [Report Parameters Page:](#)

Report Parameters

Preview PDF CSV Clear Options

Students Report Group

- [SAT0000 - Absence Transaction List](#)
- [SAT0250 - Attendance Labels](#)
- [SAT0300 - Attendance Proof List](#)
- [SAT0400 - Daily Attendance Summary](#)
- [SAT0700 - Student Attendance Summary](#)
- [SAT1200 - Excessive Absence Report](#)
- [SAT1500 - Daily Attendance Report I](#)
- [SAT1800 - Attendance Audit Report](#)
- [SAT1900 - Perfect Attendance Report](#)
- [SAT2021 - Virtual Attendance Verification](#)
- [SAT2300 - Average Daily Attendance](#)
- [SAT2500 - Truancy Report](#)
- [SAT2600 - Activity Attendance Report](#)
- [SAT3000 - ADSY Student Attendance Report](#)
- [SAT3600 - Detail Attendance Audit by Student](#)
- [SAT3650 - Detail Attendance Audit by Course](#)
- [SDS1700 - Discipline Suspension Attendance Verification](#)

SAT0000 - Absence Transaction List

Parameter Description	Value
Ending School Year (YYYY)	2022
Campus ID	
Absence Type (Blank for All)	
Period	
From Date (MMDDYYYY)	
To Date (MMDDYYYY)	

All available report names are displayed on the left side of the page. The list of available reports remains displayed on the page even after you select a report name. This allows you to select another report within the selected reports menu without exiting the report page. The first three characters generally refer to the application. For example, SAT refers to Student Attendance, SGR refers to Grade Reporting, and so on.

- Click a report to select it. The parameters for the selected report are displayed on the right side of the page.

- ☐ Type or select the report options. **Parameter Descriptions in bold are required.**
- ☐ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the CSV button will be disabled when that report is selected.

Preview - Click to generate the HTML view of the report.

PDF - Click to generate a PDF of the report.

CSV - Click to generate a CSV file of the report.

Clear Options - Click to clear all data in the **Value** fields if necessary.

Parameter Description

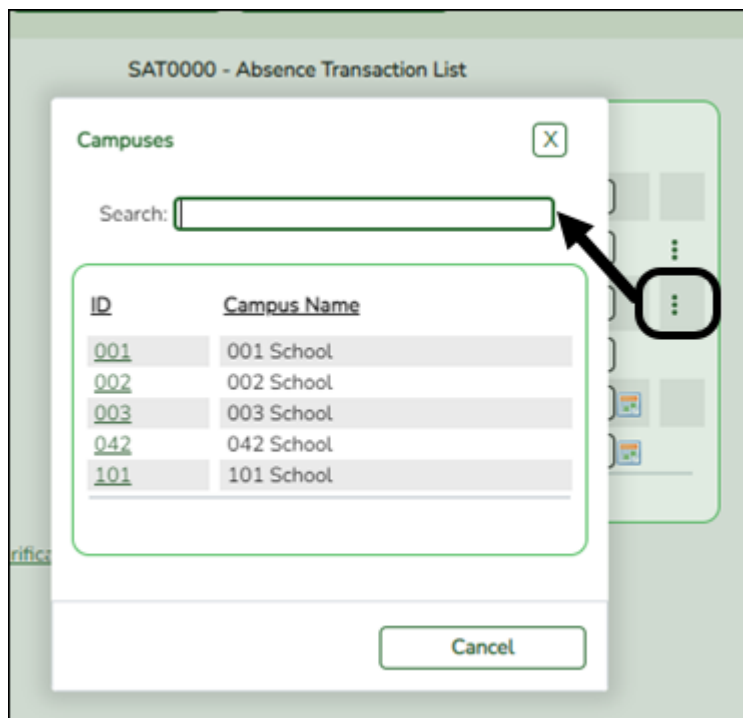
For each row, enter data in the **Value** field as needed. **Parameter Descriptions in bold are required.**

If the parameter has an ellipsis button, you can type data in the **Value** field, or you can click the button to select a value from a lookup or directory.

If the parameter has an calendar icon, you can type a date in the **Value** field, or you can click the icon to select a date from a calendar.

Ellipsis Button

When you click the ellipsis button on a report parameter page, a lookup or directory opens. See the **Ellipsis Icon** section of this guide for more information.



For reports, it is common for Lookups and Directories to allow you to select multiple values. When multiple values can be selected, check boxes are displayed for each value, and you can select one or more check boxes.

The 'Courses' dialog box is shown with the following parameters: School Year: 2021, Course Title: (blank), Campus ID: 001. The 'Attendance' column has checkboxes for each course. A black oval highlights the checkboxes for courses 1111 through 1127.

Attendance	Course Number	Title	Service ID	Nbr Of Sem
<input type="checkbox"/>	0100	SEE COUNSELOR	8EXCLUDE	2
<input type="checkbox"/>	1111	PAP ENG 1	03220100	2
<input type="checkbox"/>	1112	PAP ENG 2	03220200	2
<input type="checkbox"/>	1113	PAP ENG 3	03220300	2
<input type="checkbox"/>	1114	PAP ENG 4	03220400	2
<input type="checkbox"/>	1121	ENGLISH 1	03220100	2
<input type="checkbox"/>	1122	ENGLISH 2	03220200	2
<input type="checkbox"/>	1123	ENGLISH 3	03220300	2
<input type="checkbox"/>	1124	ENGLISH 4	03220400	2
<input type="checkbox"/>	1126	ENGL 1301	03220300	1
<input type="checkbox"/>	1127	ENGL 1302	03220300	1

Many parameter descriptions will also state that you can leave the **Value** field blank to select all available values. For example, leave the **Period** parameter blank to select all periods at the campus.




The 'SAT0202 - Attendance Tear Strips (#6185)' report parameters are shown. A black oval highlights the 'Period', 'Control Nbrs', and 'Course Nbrs' parameters, which have blank value fields.


Parameter Description	Value
Print Sequence (A=Alpha,N=Numeric)	
Campus ID	
Attendance Track	
Beginning Date (MMDDYYYY)	
Period (Blank for All,Not used by Cntrl Nbr)	
Control Nbrs (Blank for All)	
Course Nbrs (Blank for All,Not used by Cntrl Nbr)	
Print Spacing (S=Single,D=Double)	
Sort Order (C=Teacher/Crs,P=Teacher/Prd,N=Control Nbr)	

Calendar Icon

For date parameters, you can type the date in the MMDDYYYY format, or you can click the calendar icon to select a date from a calendar.

SAT0202 - Attendance Tear Strips (#6185)

Parameter Description	Value
Print Sequence (A=Alpha,N=Numeric)	<input type="text"/>
Campus ID	<input type="text"/>
Attendance Track	<input type="text"/>
Beginning Date (MMDDYYYY)	<input type="text"/> 
Period (Blank for All, Not used by Cntrl Nbr)	 May 2022 
Control Nbrs (Blank for All)	
Course Nbrs (Blank for All, Not used by Cntrl Nbr)	
Print Spacing (S=Single,D=Double)	
Sort Order (C=Teacher/Crs,P=Teacher/Prd,N=Control Nbr)	



Arrows on either side of the month name allow you to view previous and future months.

When you click a date on the calendar, the calendar closes, and the **Value** field is populated with the selected date.

If you click outside the calendar, the calendar closes with no date selected.

- [Report Preview:](#)

Report Preview

When parameter values are set, click **Preview**. The report preview opens allowing you to review the report.

All reports can be exported as PDF files, and you can save or print the PDF file. Many files can also be exported as CSV (spreadsheet) files.

First

◀

▶

Last

Date Run:

Cnty-Dist: 031-775

Campus: 001

Daily Class Attendance Roster

001 School

Sem: 1 Cyc: 2 Instr: 185 COATS, CHRISTINA D.

Program ID: SAT3500

Page: 1 of 209

For: 10/01/2020

Room: SHOP

Period: 01

Student Name	Student ID	Grd Lvl	Crs - Sec	Title	Absent/Tardy	Self Paced	Exclusion Code
BAZAN, FREDDY A	504185	10	8891-01	PRIN CONSTRUCT	A T	N	
BOWSER, JONATHAN R	504139	09	8890-01	PRIN ARCH	A T	N	
EDWARDS, BRADLEY S	504193	10	8891-01	PRIN CONSTRUCT	A T	N	
GONZALEZ, EVAN B	503957	10	8891-01	PRIN CONSTRUCT	A T	N	

Click the PDF or CSV icon to export the report in a PDF or spreadsheet format. Exported files are

opened or saved according to your browser settings. The report data may be reformatted to accommodate the selected file type.

For example, when a report is exported to CSV format, data is displayed in columns and rows; header and footing data is not included. You can re-sort and reformat the data as needed using your spreadsheet program (e.g., Microsoft Excel).

	A	B	C	D	E	F	G	H	I	J
1	Student Name	Student ID	Grd Lvl	Crs - Sec	Title	Absent /	Self Paced	Exclusion Code		
2	BAZAN, FREDDY	504185	10	8891-01	PRIN CON: A	T	N			
3	BOWSER, JONAT	504139	09	8890-01	PRIN ARCH: A	T	N			
4	EDWARDS, BRAI	504193	10	8891-01	PRIN CON: A	T	N			
5	GONZALEZ, EVAI	503957	10	8891-01	PRIN CON: A	T	N			
6	GUERRA, MICHA	300998	10	8891-01	PRIN CON: A	T	N			
7	LOPEZ, JASIAH	504288	09	8890-01	PRIN ARCH: A	T	N			
8	SAENZ, TREY L	504199	10	8891-01	PRIN CON: A	T	N			
9	BIDDLE, JOANTH	301061	10	8891-02	PRIN CON: A	T	N			
10	DAVIS, DIEGO J	504558	10	8890-02	PRIN ARCH: A	T	N			

When you click **Preview**, if you have entered invalid data, or if required data has not been entered, an error message is displayed at the bottom-left of the parameters page, and the affected parameters are highlighted. You must correct the issue before the report can be generated.

Preview

PDF

CSV

Clear Options

Rosters Report Group

[SAT0202 - Attendance Tear Strips \(#6185\)](#)
[SAT1365 - Class Attendance Roster](#)
[SAT1370 - Class Attendance Verification](#)
[SAT3500 - Daily Class Attendance Roster](#)

SAT0202 - Attendance Tear Strips (#6185)

Parameter Description	Value
Print Sequence (A=Alpha,N=Numeric)	<input type="text"/>
Campus ID	<input type="text"/>
Attendance Track	<input type="text"/>
Beginning Date (MMDDYYYY)	<input type="text"/>
Period (Blank for All,Not used by Cntrl Nbr)	<input type="text"/>
Control Nbrs (Blank for All)	<input type="text"/>
Course Nbrs (Blank for All,Not used by Cntrl Nbr)	<input type="text"/>
Print Spacing (S=Single,D=Double)	<input type="text"/>
Sort Order (C=Teacher/Crs,P=Teacher/Prd,N=Control Nbr)	<input type="text"/>

↓

This field is required - Please reenter.

- [User Created Reports & Templates:](#)

User Created Reports & Templates

Most ASCENDER Student applications provide the ability to create a customized application-level report for students at one campus or all campuses. Student information is pulled from the most current student record for the selected school year.

Graduation Plan and Scheduling do not offer user created reports.



The screenshot shows the 'Create Report' form. At the top are three buttons: 'Save', 'Create Report', and 'Delete'. Below these are three main sections. The first section, 'Report Template', contains a 'Public' checkbox, a dropdown menu, and a 'Directory' button. The second section, 'Report Title', contains a text input field. The third section, 'Campus Options', contains two radio buttons: 'Campus 001' (selected) and 'All Campuses'. A black arrow points to the 'Campus 001' radio button. At the bottom, there is a 'Demographic Information' section with checkboxes for 'Sch Yr', 'Campus ID', 'Student ID', 'Grade', and 'Entry Dt'.

Report Title	Type a title for the report, up to 35 characters.
---------------------	---

Campus Options	<p>Select Campus to print information for the campus to which you are logged on.</p> <p>Or, select All Campuses to print information for all campuses in the district to which you have access (according to your security settings).</p>
-----------------------	---

The fields are grouped by student table. Select the fields for which you want to print information. You can select an entire group of fields by selecting the group name (e.g., **Demographic Information**).

Click **Create Report** to generate the report. The report displays the selected data. Review, save, or print the report.

Templates

You can create and reuse templates for reports that are run frequently. You can also create and use public reports, which are shared district wide.

Create and save a new template:

Report Template	<p>Type the name of a new report template.</p> <p>Only alphanumeric characters are allowed.</p> <p>WARNING: If you type a name that is already used, it will overwrite the previous template.</p>
Public	Select to make the report accessible to other users. All users in the district who have access to this page will be able to use the template.

Report Title	Type a title for the report, up to 35 characters. This title may or may not be the same as the report template name.
---------------------	---

Select the fields to be included. You can select individual fields, or you can select an entire group of fields by selecting the group name.

Click **Save**.

Run a report from an existing template:

Report Template	Begin typing all or part of the name of an existing report template, or press the space bar to view all the templates. As you begin to type, a drop-down list displays report templates with titles that match the letters you have typed. From the drop-down list you can select the template. Only templates you created are listed in the drop-down list.
Report Template Directory	If you do not know the name of the report template, or if you are looking for a public report template, click Directory to select a report template from the directory. From the directory, you can select templates you created as well as public templates.

From the directory, you can search for a template by the report title, report template, or user ID of the person who created a template.

Report Template	Type all or any part of the report template name.
Report Title	Type all or any part of the report title.
User ID	Type all or any part of the user ID that created the template.
Public	Select to include both private (i.e., your templates) and public (i.e., district-wide) reports in your search results. NOTE: Any changes you make to a public template will be saved under your user ID as a private template. If you want to save the template as public, you must change the name. Public templates cannot have the same names.

Click **Search**. Templates meeting the criteria entered are listed.

When you locate the report template you want to retrieve, click the report template name. The directory closes.

IMPORTANT: Once the template is selected on the Create Report page, press ENTER to populate the selections.

Click **Create Report** to generate the report. The report opens in a new window.

Review, save, or print the report as described in the Report Preview section of this guide.

NOTE: You can save a public template as your own, or as a different public template, by saving the template with a different name. You cannot have two public templates with the same name.



- [Sorting & Filtering Reports:](#)

Sorting & Filtering Reports

Some reports can be sorted and/or filtered once they are generated. The **Sort/Filter** button is displayed at the top of the report if the feature is available for the report.

A **Reset** button will be displayed next to the **Sort/Filter** button.

Some reports may only have a **Sort** button. Other reports may only have a **Filter** button.

(Left grid) Columns Available for Sorting	Click the field by which you want to sort, and then click  . The field moves to the right grid. Continue moving fields to the right grid as needed.
(Right grid) Sort Columns	<p>You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.</p> <ul style="list-style-type: none"> • In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. • To remove a field from the sort, select the field, and then click  to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

To restore the report to the original view, click **Reset** on the report page.

Filter

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

Discipline/Attendance Suspension Discrepancies Program ID: SDS1700

Sort/Filter

☐ Sort Criteria

☒ Filter Criteria

Add Criterion Delete Selected

	Column	Operator	Value	Logical
<input type="checkbox"/>	Attendance Date (YYYYMMDD) ▼	= ▼		AND ▼
<input type="checkbox"/>	Campus ID ▼	= ▼		

OK Cancel

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YMMM format.

Add Criterion	Add another row. Select the logical connector (<i>AND</i> or <i>OR</i>) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select *1* in the **Value** field, the At Risk data is displayed.

To restore the report to the original view, click **Reset** on the report page.



Back Cover