Before the School Year Begins

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Student Year-at-a-Glance

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The following tasks must be done before the first day of school.

Task	Resource
ASCENDER Security Admin	
❏ Review users and roles. **NOTE:** Use AskTED to search by school (set **Information Type** to Personnel). Changes must be made by the district's AskTED administrator.	❏ Security Administration > Reports > List of Users by Permission ❏ Security Administration > Reports > List of Tasks Associated With Roles ❏ Security Administration > Reports > List of Security Users and Roles
❏ Delete accounts for users who retired or are not returning.	Security Administration > Manage Users > Create/Edit User
❏ Add accounts for new staff.	Security Administration > Manage Users > Create/Edit User
ASCENDER ParentPortal Admin	
❏ Set up online student enrollment and registration.	ASCENDER ParentPortal Admin: Enrollment & Registration
Attendance	
❏ Update attendance posting codes.	Attendance > Maintenance > District > Posting Codes
❏ Update campus attendance options for each campus.	Attendance > Maintenance > Campus > Campus Options
❏ Verify the attendance calendar and total yearly minutes for each track at the campus.	Attendance > Maintenance > Campus > Campus Calendar
❏ Run reports for verification.	❏ SAT1000 - Campus Recap Report ❏ SAT1100 - District Recap Report ❏ SRG0100 - Campus Information (see calendar on final pages)
❏ Create all attendance letters that will be needed for the school year.	QuickGuide - ASCENDER Attendance - Generate Attendance Letters
❏ If using Student Activation/First Day Counts, inactivate all students at the campus.	ASCENDER & TeacherPortal - Student Activation/First Day Attendance Counts (See *Enter Campus Settings & Inactivate Students*)
Grade Reporting	
❏ Update district master schedule.	Grade Reporting > Maintenance > Master Schedule > District Schedule
❏ Update campus master schedule.	Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section
❏ Update campus control options.	Grade Reporting > Maintenance > Tables > Campus Control Options
❏ Verify that all track end dates are correct.	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters

Task	Resource
❏ (Secondary campuses) Verify the GPA setup.	ASCENDER Grade Reporting - Run Grade Averaging & Class Ranking and Print AARs (See *Before You Begin*)
❏ (Elementary campuses) Set up numeric grade conversions for alpha grades in core and non-core courses.	Core: Grade Reporting > Maintenance > Tables > Elementary > Core Grd Cvsn Non-core: Grade Reporting > Maintenance > Tables > Elementary > Noncore Grd Cvsn
❏ Select the type of grade that should appear on the report card for each course.	Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course (**Rpt Card Grd Type** field)
❏ (Secondary campuses) Run CTE reports for verification.	❏ SGR0110 - Master Schedule PEIMS (Grd Rpting) (filter for CTE hours) ❏ SGR1600 - Career and Technology Code Verification ❏ SGR1650 - Career and Technology Audit
❏ Enter schedules for newly enrolled students.	Grade Reporting > Maintenance > Walk-in Scheduler > Scheduler
❏ Run reports for verification.	❏ SGR1930 - Student Schedules (Plain Paper) ❏ SGR2055 - Student Schedules
Graduation Plan	
❏ Create/update district-level graduation plans.	ASCENDER Graduation Plan (See Create Graduation Plans)
Registration	
❏ Enroll new students.	Registration > Maintenance > Student Enrollment
❏ Input Immunizations provided during Registration enrollment of new students (Immunization due dates are set by Department of Health).	xxx . xxx .
❏ Set ParentPortal IDs for new students.	Registration > Utilities > Set Parent Portal IDs
❏ Run reports for verification.	❏ SRG0100 - Campus Information ❏ SRG0600 - Student Special Program Listing ❏ SRG0800 - Registration Forms ❏ SRG1200 - Student Status Changes by Program ❏ SRG1300 - Student Bus Information ❏ SRG1500 - Student At Risk Listing ❏ SRG1800 - Enrollment by District of Residence ❏ SRG1900 - Local Program Enrollment Count ❏ SRG2000 - Student Contact Information
ParentPortal Settings in ASCENDER	
❏ Update ParentPortal district options.	Registration > Maintenance > Parent Portal > District
❏ Update ParentPortal campus options.	Registration > Maintenance > Parent Portal > Campus
TeacherPortal Settings in ASCENDER	
❏ Update TeacherPortal district options.	Grade Reporting > Maintenance > TeacherPortal Options > District > Options
❏ Update TeacherPortal campus options.	Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options
❏ Update hint questions.	Grade Reporting > Maintenance > TeacherPortal Options > District > Hint Questions

Task	Resource
❑ Update TeacherPortal categories and weights.	Grade Reporting > Maintenance > TeacherPortal Options > Campus > Categories
❑ Remove previous year admin users.	Grade Reporting > Maintenance > TeacherPortal Options > Campus > Administrative Users
❑ Create new TeacherPortal admin accounts.	District: Grade Reporting > Maintenance > TeacherPortal Options > District > Administrative Users Campus: Grade Reporting > Maintenance > TeacherPortal Options > Campus > Administrative Users Discipline Approvers: Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor
❑ Enable TeacherPortal at all campuses.	Grade Reporting > Maintenance > TeacherPortal Options > District > Options (set **TeacherPortal Use Flag** to Enabled)
TeacherPortal	
❑ Teachers must create a new TeacherPortal account. **NOTE:** Teachers must know their Staff ID to create an account (Grade Reporting > Maintenance > Master Schedule > Campus > Instructor (to obtain Staff ID).	
❑ Teachers must set up TeacherPortal courses, assignments, etc.	

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