End of Semester

Table of Contents

Student Year-at-a-Glance

End of Cycle/Semester

End of Semester

> The following tasks must be done at the end of the semester.

IMPORTANT: For additional information, reference the TeacherPortal End-of-Semester and TeacherPortal End-of-Year reminders from the TeacherPortal guide https://help.ascendertx.com/teacherportal/doku.php/academy/eos

❏ Complete all End of Cycle tasks, plus the following:

Task	Resource
Attendance	

Task	Resource
❏ Verify that all required attendance audit reports have been generated from ASCENDER and stored for your records, as well as other reports required for the district. **Review the TEA Student Attendance Accounting Handbook (SAAH), Section 2.3 for specific rules.**	**IMPORTANT:** The following attendance reports *must* be generated throughout the year and retained for auditing purposes. They can be saved as a PDF. **These reports are not available in Historical.** ❏ Attendance Reports > Audit > SAT0600 - Student Detail Report Verify that individual student membership information is correct, and that the totals on the summary page match the totals on the SAT0900 Principal/Superintendent semester report. ❏ Attendance Reports > Audit > SAT0900 - Campus/District Summary Report Verify eligible attendance days present/absent and special programs contact hours, by campus and by district. Verify that the report is balanced against the SAT0600 - Student Detail Report report. ❏ Attendance Reports > Audit > SAT0900C - Campus/District Summary Report (COVID) Verify eligible attendance days present/absent and special programs contact hours, by campus and by district. For the 2020-2021 school year, school districts should also run SAT900C if they participated in remote instruction. ❏ Attendance Reports > Audit > SAT0920 - Campus/District Multi-Track Summary Report This report is the same as SAT0900, except it provides information for multiple tracks. ❏ Attendance Reports > Audit > SAT0670 - Teacher Membership Roster by Control Num or Attendance Reports > Audit > SAT0671 - Teacher Membership Roster by Period Verify that first and fourth six weeks campus membership is balanced against district enrollment totals on SAT1000. ❏ Attendance Reports > Students > SAT0400 - Daily Attendance Summary Verify that daily attendance summaries have been balanced daily. ❏ Attendance > Reports > Attendance Reports > Rosters > SAT1370 - Class Attendance Verification Print current year class attendance by instructor name or control number. Use for attendance verification for all attendance or grade reporting cycles.

Task	Resource
Grade Reporting	
❏ Set campus control option parameters correctly for the end of the semester.	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters ❏ **Current Semester** = 1. ❏ **Current Cycle** = 2 (for 9-week cycles) or 3 (for 6-week cycles). ❏ Verify **Track End Dates**.
❏ Verify that the campus control posting options are set correctly for the end of the semester.	Grade Reporting > Maintenance > Tables > Campus Control Options > Posting ❏ **Allow Cycle Grade** ❏ **Allow Semester Grade** ❏ **Expect Exam Grade** ❏ **Allow Exempt Exam** (if X is a valid semester exam grade for exempt students) ❏ **Allow Alpha Exam** ❏ **Allow Numeric Exam** ❏ **Auto Citizenship** ❏ **Citizenship Grade**
❏ Indicate if semester exams are included in the semester average.	Grade Reporting > Maintenance > Tables > Campus Control Options > Computation (**Include Exam in Semester Average** field)
❏ (Elementary campuses) Verify that all fields are set correctly for the end of the semester.	Grade Reporting > Maintenance > Tables > Elementary > Elem Grade
❏ (Secondary campuses) (Optional) Determine whether students meet the 90% attendance rule for awarding or denying credit.	❏ SGR0450 - Attendance Percentage by Course
❏ (Secondary campuses) Perform grade computation and credit assignment, if the campus awards credit (including middle school courses with credits that apply toward graduation).	QuickGuide: Compute Grades and Assign Credit
❏ (Secondary campuses) Calculate grade averages and class ranking according to district policy. Some campuses may do beginning-of-the-year calculations at the end of semester 1.	ASCENDER Grade Reporting - Run Grade Averaging & Class Ranking and Print AARs
❏ (Secondary campuses) Print transcripts.	❏ SGR2047 - AAR Multi-Year
❏ Print grade labels for all students.	Secondary campuses: ❏ SGR2081 - Student Grade Labels Elementary campuses: ❏ SGR2091 - Elementary Grade Labels
❏ Print and save recommended reports.	❏ SGR0450 - Attendance Percentage by Course ❏ SGR1650 - Career and Technology Audit ❏ SGR2048 - Summary of Student Credits by Sch Yr ❏ SGR2060 - Grd Avg and Class Rnk - Info ONLY no Update ❏ SGR2070 - Grd Avg Info - By Student (Info Only) ❏ SGR2600 - Student Grd/Crs Override Proof List
❏ Make midterm schedule changes.	Grade Reporting > Maintenance > Student > Individual Maint > Crs/Sec Change

Back Cover