Assignments

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Assignments

Grade Reporting > Maintenance > Student > Individual Maint > Assignments

This tab allows you to view a student's assignment grade information from TeacherPortal. The tab is disabled for prior school years.

Display data:

Select a student

❏ To retrieve a student's records, select the student in one of the following ways:

Student	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Stu ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* the characters you typed. TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523) 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. Review the Assign a TSDS Unique ID guide for additional information.
Directory	Click to select a student from the Directory.
(photo)	If a photo exists for the student, the student photo is displayed. From Registration > Maintenance > Student Enrollment, you can change the student photo: 1. Hover over the image, and click **Change**. The Change Student Photo window opens. 2. Click **Choose File**. Locate and open the file for the new image. 3. Click **Save**. The window closes, and the new image is displayed. Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.

❏ Click **Retrieve**.

- The student's demographic data is displayed.

- Graduation Plan information is displayed if available. If a student has a Graduation Plan and is pursuing or has completed Foundation High School Program (FHSP), is pursuing or has completed the Distinguished plan, and/or is pursuing or has completed any of the five endorsements, that information is displayed below the student ID.

- The **Status** field displays ACT (active) or W/D (withdrawn) according to the student's current enrollment status.

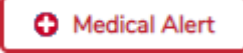| **Semester**	Select the semester for which you want to view assignments.
Cycle	Select the cycle for which you want to view assignments.

❏ Click **Retrieve**.

The student's schedule is displayed for the selected semester/cycle.

Cyc Grade	The posted grade or working cycle average is displayed. Posted grades are displayed from the SR_CRS_GRD table. If posted grades do not exist, working cycle averages from TeacherPortal are displayed from the SR_GRADEBK_SEC table.
Category/Assignment	Categories and assignments from TeacherPortal are displayed. The following weight types are displayed in parentheses next to the categories: Percentage (e.g., Weight 34%) Total Points (e.g., Weight 50 Points) Multiplier (e.g., Weight 1 X) A **+** to the left of the category indicates that the category has assignments. Click **+** to expand the category and view the assignments. Click **-** to return to the category view.
Grade	The student's grade for the assignment is displayed.
Due Date	The date the assignment is due is displayed if entered by the instructor in TeacherPortal.
Late Redo Excl Comment	Data from the Grade Properties window on **TeacherPortal Grades > Assignment Grades** is displayed indicating if the assignment was turned in late, redone, or excluded, or if comments exist for the assignment.

🔍	Print data for the course.
	Review the report using the following buttons:
	Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last 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.
Print All Courses	Print data for all of the student's courses.
	Review the report using the following buttons:
	Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last 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.
Comments	View comments. If comments exist for the student, the **Comments** button displays an exclamation mark and is outlined in red. These comments are entered on Registration > Maintenance > Student Enrollment and cannot be updated from this page.
➕ Medical Alert	View medical alert. The button is displayed if a medical warning exists for the student and **Consent to Display Alert** is selected on Health > Maintenance > Student Health > Emergency. Click to view the student's medical alert information.
Documents	View or attach supporting documentation.

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