



## Grade/Course Maintenance



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# Grade/Course Maintenance

**Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint**

This tab allows you to update a student's attendance and grades for a specific course-section.

If you have been granted historical update access in Security Administration, you can update data in the prior year. When the data is saved, your user ID and a date-time stamp are recorded.

## Update data:

[Select a student](#)

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

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Student</b>             | <p>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 <i>begins with</i> 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.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Last name, comma, first name (smith, john)</li> <li>• Last name initial, comma, first name initial (s,j)</li> <li>• Comma, first name (,j)</li> </ul>                                                                                                                     |
| <b>Texas Unique Stu ID</b> | <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>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> 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 <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>                                                                                                                                                                                                                   |
| <b>Directory</b>           | Click to select a student from the <a href="#">Directory</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>(photo)</b>             | <p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <p>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.</p> |

Click **Retrieve**.

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

|                 |                                                                                                                                                               |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course</b>   | Select the course you want to update.<br><br><b>NOTE:</b> Self-paced courses are included in the <b>Course</b> drop down even if they have a withdrawal date. |
| <b>Section</b>  | Select the section you want to update.                                                                                                                        |
| <b>Semester</b> | Select the semester.                                                                                                                                          |

Click **Retrieve**. The course data is displayed.

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                      |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <b>Per</b>      | The class period is displayed for the selected course-section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                      |
| <b>Grade</b>    | For each cycle, type the cycle grade.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                      |
| <b>Absences</b> | <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Type the student's total number of absences for each cycle.          |
|                 | <b>Unexc</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Type the student's number of unexcused absences for each cycle.      |
|                 | <b>Exc</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Type the student's number of excused absences for each cycle.        |
|                 | <b>Sch Rel</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Type the student's number of school-related absences for each cycle. |
|                 | <b>Tardy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Type the student's number of tardies for each cycle.                 |
| <b>Citz</b>     | Type the student's citizenship grade for each cycle.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                      |
| <b>Comments</b> | For each cycle, select codes for up to five comments codes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                      |
| <b>Exam</b>     | Type the final exam grade for the course.<br>If the campus allows exempt exam grades (i.e., <b>Allow Exempt Exam</b> is selected on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; Posting</a> ), you can type X if the student was exempt from taking the exam.                                                                                                                                                                                                                                                                                  |                                                                      |
| <b>Sem</b>      | Type the student's semester average.<br><br>If <b>Blank out Semester/Final on Grade Change</b> is selected on the Computation tab, when manually updating the <b>Sem</b> field, you must first save the cycle or exam grade change to prevent them from being cleared by the initial save.                                                                                                                                                                                                                                                                              |                                                                      |
| <b>Final</b>    | Type the student's final average for the course.<br><br>If <b>Blank out Semester/Final on Grade Change</b> is selected on the Computation tab, when manually updating the <b>Final</b> field, you must first save the cycle or exam grade change to prevent them from being cleared by the initial save.                                                                                                                                                                                                                                                                |                                                                      |
| <b>Credit</b>   | Type the student's credit earned for the course using one whole number and one decimal (e.g., 1.0).<br><br>Do not type the period. For example, type 05 to enter 0.5 credit.<br><br>If no credit was awarded, type NC. This only applies if the student passed the course but is not receiving credit due to attendance.<br><br>If <b>Remove Credit on Grade Change</b> is selected on the Computation tab, when manually updating <b>Credit</b> field, you must first save the cycle or exam grade change to prevent the field from being cleared by the initial save. |                                                                      |

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pass/Fail</b>                           | <p>Indicate the student's academic outcome for the course.</p> <p>TWEDS Data Elements:<br/> CourseCompletionIndicator (E1068)<br/> CourseAttemptResult (E0949) (Code table: C136)</p> <p>Edits:</p> <ul style="list-style-type: none"> <li>• Code 00 is only allowed if there is no semester average for any grade level or credit level.</li> <li>• Codes 00, 13, and 14 are only allowed for grade levels 1-8, and only for courses that are not high school-level credit.</li> <li>• Codes 00-12 are only allowed for high school-level credit courses.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>GPA Override</b>                        | <p>Select the table to be used for this student, course, and semester. This field overrides the grade averaging tables.</p> <p>You can also use this field to exclude the student's course and semester from grade averaging.</p> <p>If this adjustment applies to both semesters of a two-semester course, update the field for both semesters.</p> <p>Grade averaging calculations are prioritized as follows when running the <a href="#">Grade Averaging and Class Ranking utility</a>:</p> <ul style="list-style-type: none"> <li>• If the student's <b>GPA Override</b> field contains a code, the program uses the table specified in this field for the course and student.</li> <li>• If the student's <b>GPA Override</b> field is blank, the program uses the table specified in the <b>GA Table</b> field on <a href="#">Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; District Schedule</a>.</li> <li>• If the students <b>GPA Override</b> field is set to <i>&amp; Exclude from Grd Avg &amp; Class Rank</i>, the course for the selected semester is excluded.</li> </ul> |
| <b>EOC Score<br/>EOC Sem<br/>EOC Final</b> | <p>The student's end-of-course assessment score, semester grade, and final grade are displayed only if the course you retrieved has a service ID that has been identified as an end-of-course subject in the EOC table. The fields are display only.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>AAR Use</b>                             | <p>The code is used to determine where the course will print on the AAR. The field is only used if the code is different from the designated area for printing; otherwise, leave blank.</p> <ul style="list-style-type: none"> <li>• If there are AAR use codes on the student record, the student codes are used even if there are AAR use codes on the section or district course records.</li> <li>• If the AAR use codes are blank on the student record, but the section has AAR use codes, the section codes are used even if there are AAR use codes on the district course.</li> <li>• If the use codes are blank on the student and section records, but there are AAR use codes on the district course, the district course codes are used.</li> </ul>                                                                                                                                                                                                                                                                                                                                       |

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Special Crs Consid</b> | <p>Select up to two special course considerations. You cannot select the same code for both fields.</p> <p>The codes are printed on the AAR when you run SGR2047.</p> <ul style="list-style-type: none"> <li>• If there are special course consideration codes on the student record, the student codes are displayed on the AAR even if there are special course consideration codes on the section or district course records.</li> <li>• If there are no special course consideration codes on the student record, but the section has special course consideration codes, the section codes are displayed on the AAR even if there are special course consideration codes on the district course.</li> <li>• If there are no special course consideration codes on the student and section records, but there are special course consideration codes on the district course, the district course codes are displayed on the AAR.</li> </ul> |
| <b>Grad Plan Use Cd</b>   | <p>Select the code indicating the academic area in which the course will appear on a student's graduation plan, if the academic area is different than what would be on the student's AAR.</p> <p>This field is usually used for courses such as band or PE where the student may be required to take only one year to fulfill a particular requirement, but may take subsequent courses after the first year. For example, if a student takes Band 1, the Band 1 course fulfills his Fine Arts credit. If that student continues to Band 2, 3, and 4, these courses are not needed for Fine Arts credit, so they can be considered electives on the student's graduation plan. For Band 2, 3, and 4, set the field to <i>ELEC</i> (i.e., elective). Note that Band 2, 3, and 4 will still appear as Fine Arts courses on the student's AAR.</p> <p>The selected code will be set for all semesters of the course.</p>                          |
| <b>Transferred</b>        | Select if the student took the course at a different district or campus in the same school year. If selected, PEIMS will not extract the course.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Self Paced</b>         | The field indicates if the course is self paced, per the district master schedule.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>CPR</b>                | The field is selected if the course allows a student to meet the requirement for cardiopulmonary resuscitation (CPR) instruction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Speech</b>             | The field is selected if the course allows a student to meet the Foundation High School Program (FHSP) requirement for speech skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>OnRamps</b>            | The field is selected if the course is an OnRamps dual enrollment course coordinated by The University of Texas at Austin, as indicated by the <b>OnRamps</b> field on <a href="#">Maintenance &gt; Master Schedule &gt; Campus Schedule &gt; Section</a> . If the field is blank at the campus level, the setting is determined by the <b>OnRamps</b> field on <a href="#">Maintenance &gt; Master Schedule &gt; District Schedule</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

Click **Save**.

If you are viewing data for a prior school year, the following fields are displayed:

|                  |                                                              |
|------------------|--------------------------------------------------------------|
| <b>User ID</b>   | The user ID of the person who entered the date is displayed. |
| <b>Date/Time</b> | The date-time stamp of the entry is displayed.               |

|                                                                                                          |                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Comments</b>                                                                                          | <a href="#">View comments.</a><br>If comments exist for the student, the <b>Comments</b> 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.                             |
|  <b>Medical Alert</b> | <a href="#">View medical alert.</a><br>The button is displayed if a medical warning exists for the student and <b>Consent to Display Alert</b> is selected on <a href="#">Health &gt; Maintenance &gt; Student Health &gt; Emergency</a> .<br>Click to view the student's medical alert information. |



## Documents

[View or attach supporting documentation.](#)

**Document Attachments**

The Document Attachments feature allows you to upload and view documents by application, school year, folder, and document type. **This feature is not available in all districts.**

If you are logged on as a user assigned to a Document Attachments-enabled role, the **Documents** button is displayed on various pages in the ASCENDER Student system. If a document is attached, the **Documents** button displays a note icon.

If you have full access, you can upload and download files. If you have read-only access, you can download existing files, but you cannot upload files.

If you are logged on with a role that does *not* have security access to Document Attachments, the **Documents** button is *not* displayed on any pages.

[Document Attachment-enabled pages:](#)

| Application     | Menu                                                                                                                  |
|-----------------|-----------------------------------------------------------------------------------------------------------------------|
| Attendance      | Maintenance > Student > Student Inquiry (read-only access)<br>Maintenance > Student > Student Posting > By Individual |
| Discipline      | Maintenance > Student > Inquiry (read-only access)<br>Maintenance > Student > Maintenance > Maintenance               |
| Grade Reporting | Maintenance > Student > Individual Maint                                                                              |
| Health          | Maintenance > Student Health                                                                                          |
| Registration    | Maintenance > Student Enrollment                                                                                      |
| Test Scores     | Maintenance > Individual Maintenance                                                                                  |

[Document types by folder and application:](#)

| File Extension  | Folder            | Document Type                |
|-----------------|-------------------|------------------------------|
| Attendance      | Attendance        | Notes                        |
| Attendance      | Attendance        | Other                        |
| Discipline      | Incidents         | Other                        |
| Grade Reporting | Grade Reporting   | IPR                          |
| Grade Reporting | Grade Reporting   | Report Card                  |
| Grade Reporting | Grade Reporting   | Transcript                   |
| Health          | Student Health    | Acanthosis                   |
| Health          | Student Health    | Food and Allergy             |
| Health          | Student Health    | Hearing                      |
| Health          | Student Health    | Immunization                 |
| Health          | Student Health    | Other                        |
| Health          | Student Health    | Physical Exam                |
| Health          | Student Health    | Spinal                       |
| Health          | Student Health    | TB                           |
| Health          | Student Health    | Vision                       |
| Registration    | Demographic       | Birth Certificate            |
| Registration    | Demographic       | Chemical Abuse Participation |
| Registration    | Demographic       | Directory Form               |
| Registration    | Demographic       | Employment Survey            |
| Registration    | Demographic       | Entry/Withdrawal             |
| Registration    | Demographic       | McKinney-Vento               |
| Registration    | Demographic       | Other                        |
| Registration    | Demographic       | Proof of Residence           |
| Registration    | Demographic       | SSN Card                     |
| Registration    | Bilingual/ESL     | Other                        |
| Registration    | Local Programs    | Other                        |
| Registration    | PRS               | Other                        |
| Registration    | Special Education | Other                        |
| Test Scores     | Test Scores       | College Assessments          |
| Test Scores     | Test Scores       | Other                        |
| Test Scores     | Test Scores       | State Assessments            |

[List of permissible file types:](#)

Maximum file size: 10MB

| File Extension | Folder                                                                    |
|----------------|---------------------------------------------------------------------------|
| .doc           | application/msword                                                        |
| .docx          | application/vnd.openxmlformats-officedocument.wordprocessingml.document   |
| .gif           | image/gif                                                                 |
| .jpeg          | image/jpeg                                                                |
| .jpg           | image/jpeg                                                                |
| .pdf           | application/pdf                                                           |
| .png           | image/png                                                                 |
| .pps           | application/vnd.ms-powerpoint                                             |
| .ppt           | application/vnd.ms-powerpoint                                             |
| .pptx          | application/vnd.openxmlformats-officedocument.presentationml.presentation |
| .tif           | image/tiff                                                                |
| .tiff          | image/tiff                                                                |
| .txt           | text/plain                                                                |
| .xls           | application/vnd.ms-excel                                                  |
| .xlsx          | application/vnd.openxmlformats-officedocument.spreadsheetml.sheet         |

**Upload or view documents:**

☐ Under **Document List:**

|                           |                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Application</b>        | The application you are currently logged on to is displayed (e.g., Test Scores).                                                                                                                                                                                                                                                                                                                 |
| <b>Folder</b>             | In some applications, you must select the folder for which you want to view or attach a document: <ul style="list-style-type: none"> <li>Different types of documents must be uploaded to specific folders.</li> <li>Changing the folder will change the document type options in the <b>Select Type</b> field.</li> </ul> Some applications only have one folder, so no selection is necessary. |
| <b>Select School Year</b> | Select the school year for which you want to view documents. Student documents are stored by year.                                                                                                                                                                                                                                                                                               |

Existing documents are displayed according to specified criteria.

☐ Under **Document Upload:**

|                              |                                                                                                                                                                                                           |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Select File to Upload</b> | Click <b>Choose File</b> . Locate and select the document on your computer or network. The file name is displayed next to <b>Choose File</b> .<br><b>Note:</b> Files cannot be larger than 10MB or empty. |
| <b>School Year</b>           | Select the school year for which you want to view documents. Student documents are stored by year.                                                                                                        |
| <b>Select Type</b>           | Select the type of document you are uploading. The list varies according to your selection in the <b>Folder</b> field.                                                                                    |
| <b>Description</b>           | Type an optional description of the document.<br><b>Note:</b> The description cannot be longer than 255 characters.                                                                                       |

|                    |                                                                                                                                             |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Upload File</b> | Click to upload the file for the student.                                                                                                   |
|                    | The document is listed in the <b>Document List</b> section.                                                                                 |
|                    | The date-time stamp and user ID display the date and time the document was uploaded, and the user ID of the user who uploaded the document. |

Any changes made in the Document Options window are saved when you close the window.

|                                                                                     |                                                                                                                           |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Type</b>                                                                         | Click the link in the <b>Type</b> column to download the file to your PC to view it.                                      |
| <b>Choose File</b>                                                                  | Click again to add another document, and repeat the steps for uploading a document.                                       |
|  | Click to delete the document from the student's record. You are prompted to confirm that you want to delete the document. |

**NOTES** Deleted documents are not actually deleted from the Document Attachments server. You can retrieve deleted files using the Document Attachments File Recovery utility in District Administration.



## Back Cover