

# **Teacher Posting Status**

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# **Teacher Posting Status**

### Grade Reporting > Maintenance > Teacher Posting Status

This page produces a report of classes by cycle that indicates if the teacher's cycle grade posting status is Posted, Ready to Post, or Not Ready to Post.

## View data:

A blank report page is displayed allowing you to make selections.

| Semester | Select the semester for the report. |  |
|----------|-------------------------------------|--|
| Cycle    | Select the cycle for the report.    |  |

| Status Type | Select the posting status for the report:   |
|-------------|---|
|             | <b>Not Ready to Post</b> - View course-sections where the teacher has not indicated via TeacherPortal that the cycle grades, comments, or citizenship are 'Ready to Post.'  |
|             | • If the teacher has entered comments and/or citizenship for at least one student in the course-section for the semester-cycle being run in TeacherPortal, the course-section is included.  |
|             | <ul> <li>Non-graded course-sections are not included unless the teacher has entered<br/>comments or citizenship in TeacherPortal.</li> </ul>  |
|             | <b>Posted</b> - View course-sections where cycle grades, comments, or citizenship have been posted (Grade Posting From ASCENDER TeacherPortal utility).   |
|             | • If the teacher has entered comments and/or citizenship for at least one student in the course-section for the semester-cycle being run in TeacherPortal, and the course-section is marked <b>Posted</b> , the course-section is included.   |
|             | • For a non-graded course, if the campus uses auto citizenship and the course-section has been posted, it is included.  |
|             | <ul> <li>If a teacher on the Posted list needs to change grades, that teacher must be re-set<br/>and will need to mark grades as 'Ready to Post' again.</li> </ul>  |
|             | <b>Ready to Post</b> - View course-sections where the instructor has indicated via<br>TeacherPortal that the cycle grades, comments, or citizenship are marked as 'Ready to<br>Post.' These grades will be post in Grade Reporting the next time the Grade Posting<br>From ASCENDER TeacherPortal utility is run. |
|             | • Teachers on this list may still change grades, save the changes, and mark grades as 'Ready to Post' again.  |
|             | • If the teacher has entered comments and/or citizenship for at least one student in the course-section for the semester-cycle being run in TeacherPortal and the course-section is marked as 'Ready to Post,' the course-section is included.  |
|             | <ul> <li>For a non-graded, if the campus uses auto citizenship and the course-section is<br/>marked as 'Ready to Post,' it is included.</li> </ul>  |
|             | NOTES: A teacher may be listed on more than one list.   |
|             | For non-graded courses, citizenship and report card comments from TeacherPortal are included even if the cycle grade is blank, including auto-posting citizenship for non-graded courses.   |

### Click **Retrieve**.

The report is displayed.

- The instructor ID and name, course number, section number, and course title are displayed for each class.
- Review, save, and print the report.

#### Review the report using the following buttons:

Click  $\stackrel{\mbox{\tiny First}}{=}$  to go to the first page of the report.

Click 🔨 to go back one page.

Click I to go forward one page.

Click Less 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 (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 it to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.



# **Back Cover**