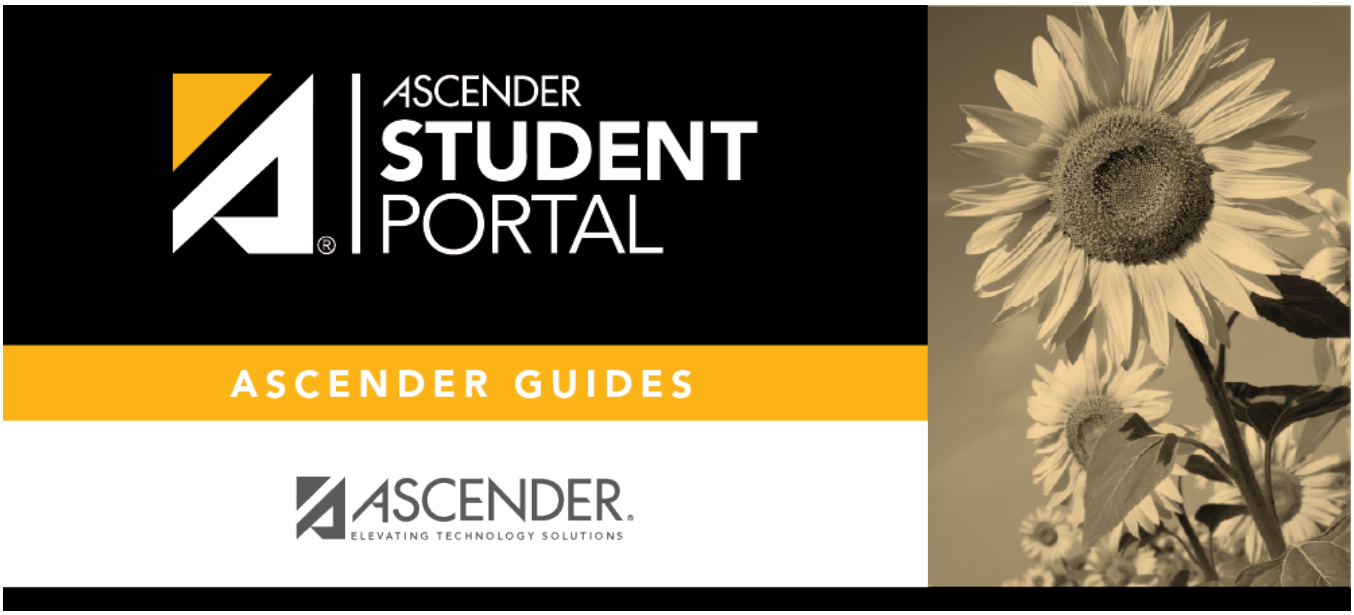

ASCENDER
STUDENT
PORTAL
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Admin Setup

Table of Contents

Admin Setup 1

StudentPortal: Set Up and Use StudentPortal

Welcome ASCENDER StudentPortal!

StudentPortal is a web-based system for students that provides the tools that will help you view your attendance, grades, and assignments, as well as organize and plan your schedule of classes. StudentPortal includes two applications, Student Course Requests and Student Graduation Plan.

Student Course Requests allows you to request courses for the next school year, including alternate courses. Once you submit your course requests, you cannot go back to change them. If you need to make changes, you will need to visit with your counselor.

Student Graduation Plan allows you to view and change your graduation plan, and view and print the summary and detail of your course credits. Graduation plans are for high school-level students only. Any coursework completed prior to the 9th grade will be reflected in the remaining credits needed, which can be viewed through the Credit Summary and Credit Detail pages of the StudentPortal Student Graduation Plan application.

Admin Setup

The following information will assist you in implementing ASCENDER StudentPortal at your campus.

I. Enable/Disable Access

Enable/disable Graduation Plan in StudentPortal.

Graduation Plan > Maintenance > StudentPortal > Campus Options

This page allows you to enable or disable access to Graduation Plan in ASCENDER StudentPortal for campuses that use Graduation Plan.

Use Graduation Plan	Enable or disable access to StudentPortal: *Closed* - Disable graduation plan data in StudentPortal. Students will not see the option. *Open* - Enable graduation plan data in StudentPortal. Students will be able to update their graduation plan. *Read Only* - Allow students and parents to view graduation plans in StudentPortal but not make changes.

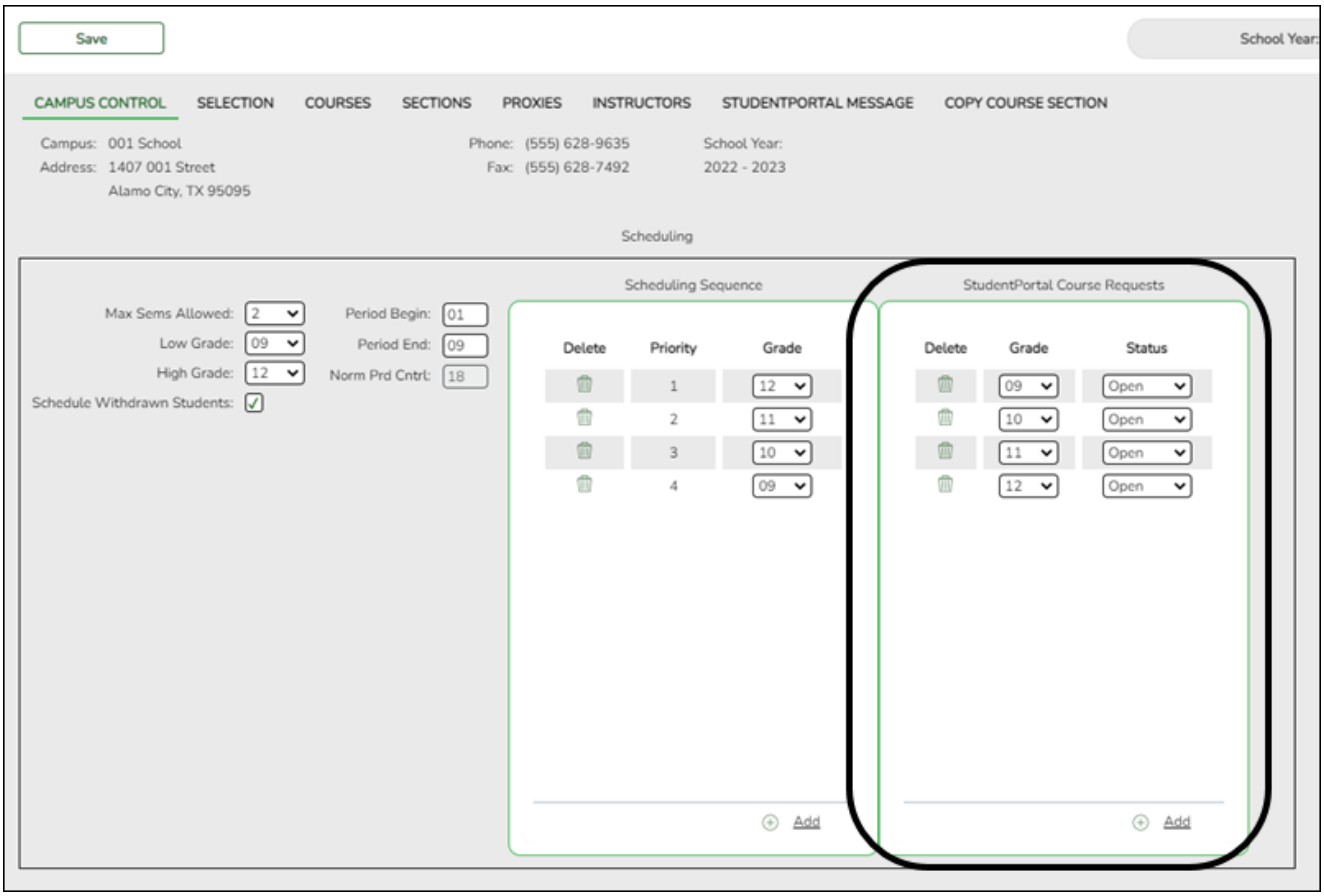
❑ Click **Save**.

Enable/disable access to Student Course Requests in StudentPortal.

Scheduling > Maintenance > Master Schedule > Campus > Campus Control

This page allows you to grant or deny access by grade level to the Student Course Requests system.

NOTE: In order for students to be able to log in, all grade levels at the campus must have a row in the StudentPortal Course Requests section and the status must be either *View* or *Open*.



❑ Under **StudentPortal Course Requests** click **+Add** to add the access status for a grade level.

A blank row is added to the grid.

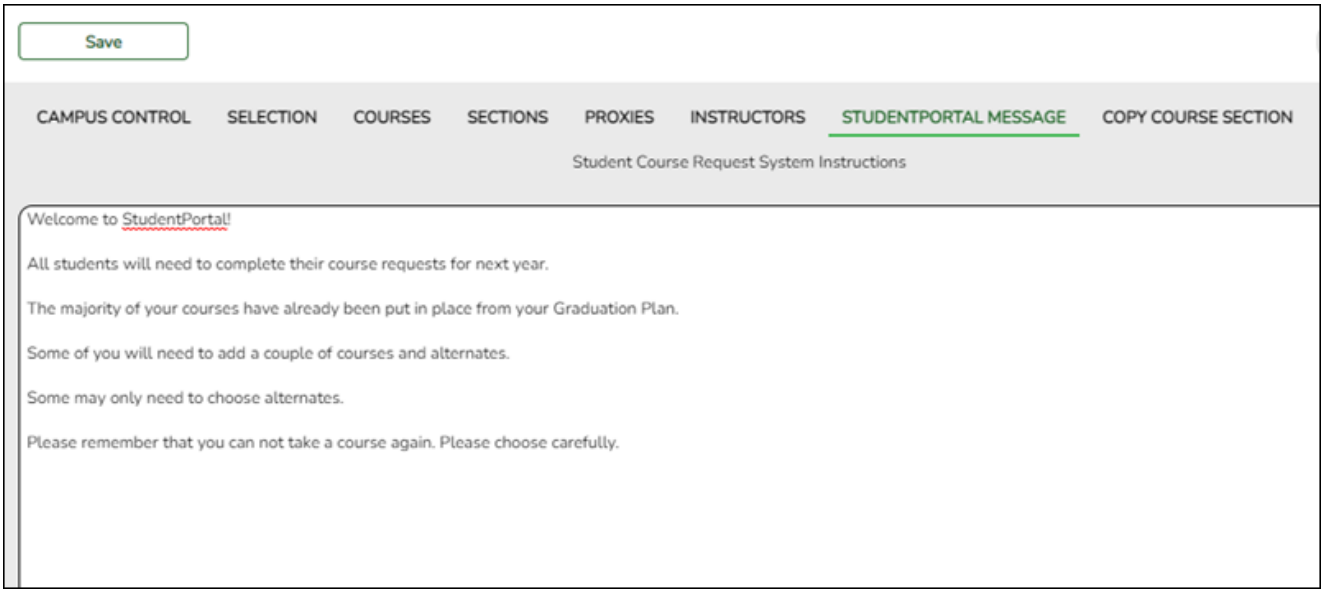
Grade	Select the grade level that is being assigned/denied access to StudentPortal. All grade levels at the campus must be added. Grade level rows will be sorted in ascending order when the page is saved.
Status	Select the status for the grade level. • Select *Open* if students can submit course requests through StudentPortal. • Select *Closed* if students cannot view or submit course requests through StudentPortal. • Select *View* if students can only view course requests through StudentPortal.
	Delete the access status for a grade level. 1. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

II. Create StudentPortal Messages

Create the campus welcome message.

Scheduling > Maintenance > Master Schedule > Campus > StudentPortal Message

This tab allows you to type instructions to assist students who are using the ASCENDER StudentPortal Student Course Requests system. The instructions entered here are displayed as the **Campus Message**, which is displayed as soon as the student logs on to StudentPortal.



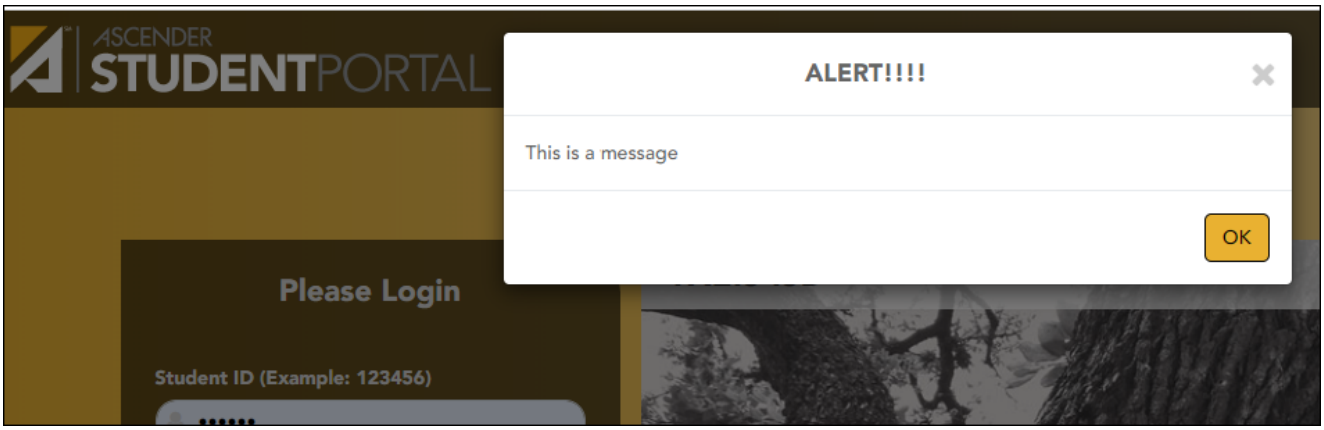
❑ Enter the message:

Student Course Request System Instructions	Type the instructions, up to 3270 characters. If you type more than 3270 characters, the message will be truncated in StudentPortal.

❑ Click **Save**.

Create the alert message.

An optional alert message can be displayed on the Login page. This message is displayed in a pop-up window, and the user must click **OK** to close the window.



The message file (alert.txt) is located on the application server. Contact your technical administrator to enable, disable, or update the message.

III. Verify Data

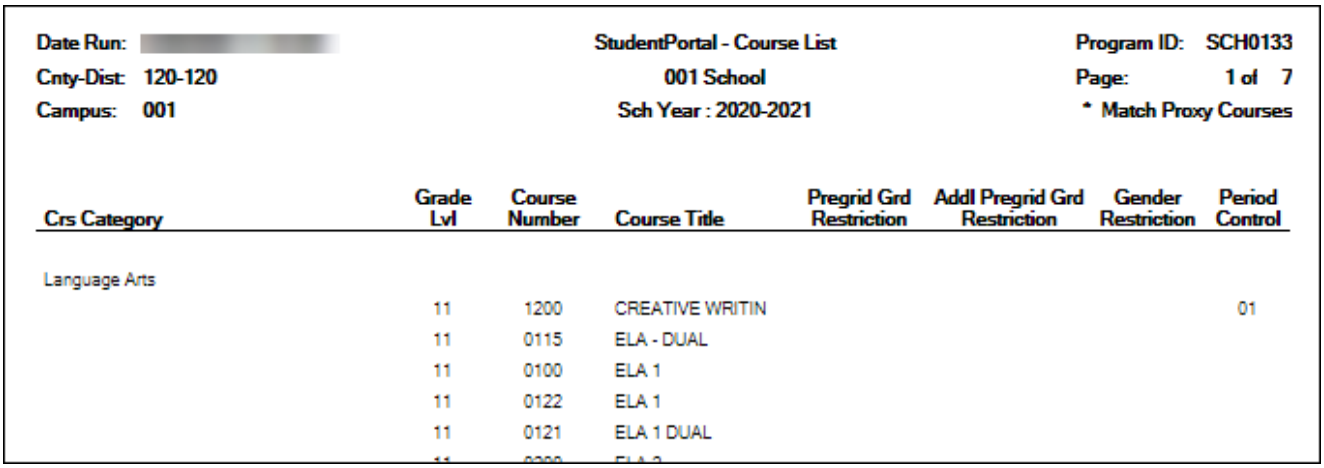
Verify courses by each grade level, restrictions, and period control.

Scheduling > Reports > Scheduling Reports > Master Schedules > SCH0133 - StudentPortal - Course List

This report lists next year course, restrictions, and period control information for a campus. The data can be used for StudentPortal to verify that restrictions and period control are set correctly and to show the courses available for each grade level.

If a course does not have a pre-grid grade restriction for each grade level at the campus, the course is displayed for all grade levels.

Excluded courses are omitted from this report (i.e., if **Excl Stu Crs Req** is selected on ***Scheduling > Maintenance > Master Schedule > Campus > Courses***.



Date Run: [redacted] StudentPortal - Course List Program ID: SCH0133
Cnty-Dist: 120-120 001 School Page: 1 of 7
Campus: 001 Sch Year : 2020-2021 * Match Proxy Courses

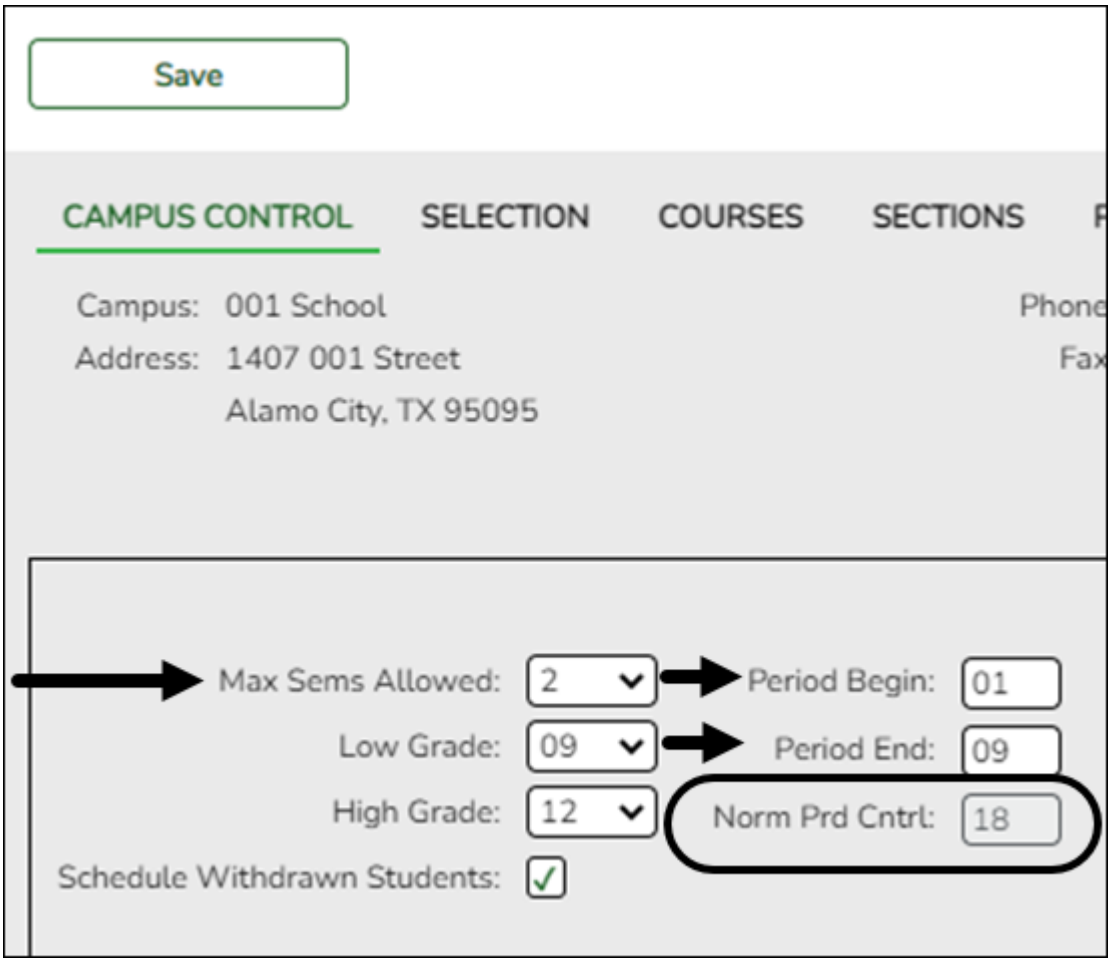
Crs Category	Grade Lvl	Course Number	Course Title	Pregrid Grd Restriction	Addl Pregrid Grd Restriction	Gender Restriction	Period Control
Language Arts							
	11	1200	CREATIVE WRITIN				01
	11	0115	ELA - DUAL				
	11	0100	ELA 1				
	11	0122	ELA 1				
	11	0121	ELA 1 DUAL				

Verify normal period control.

Scheduling > Maintenance > Master Schedule > Campus > Campus Control

The **Course Requests Units Remaining** (which is displayed for students in StudentPortal) is the current number of units available to the student for all subjects. The student must select courses according to the units available.

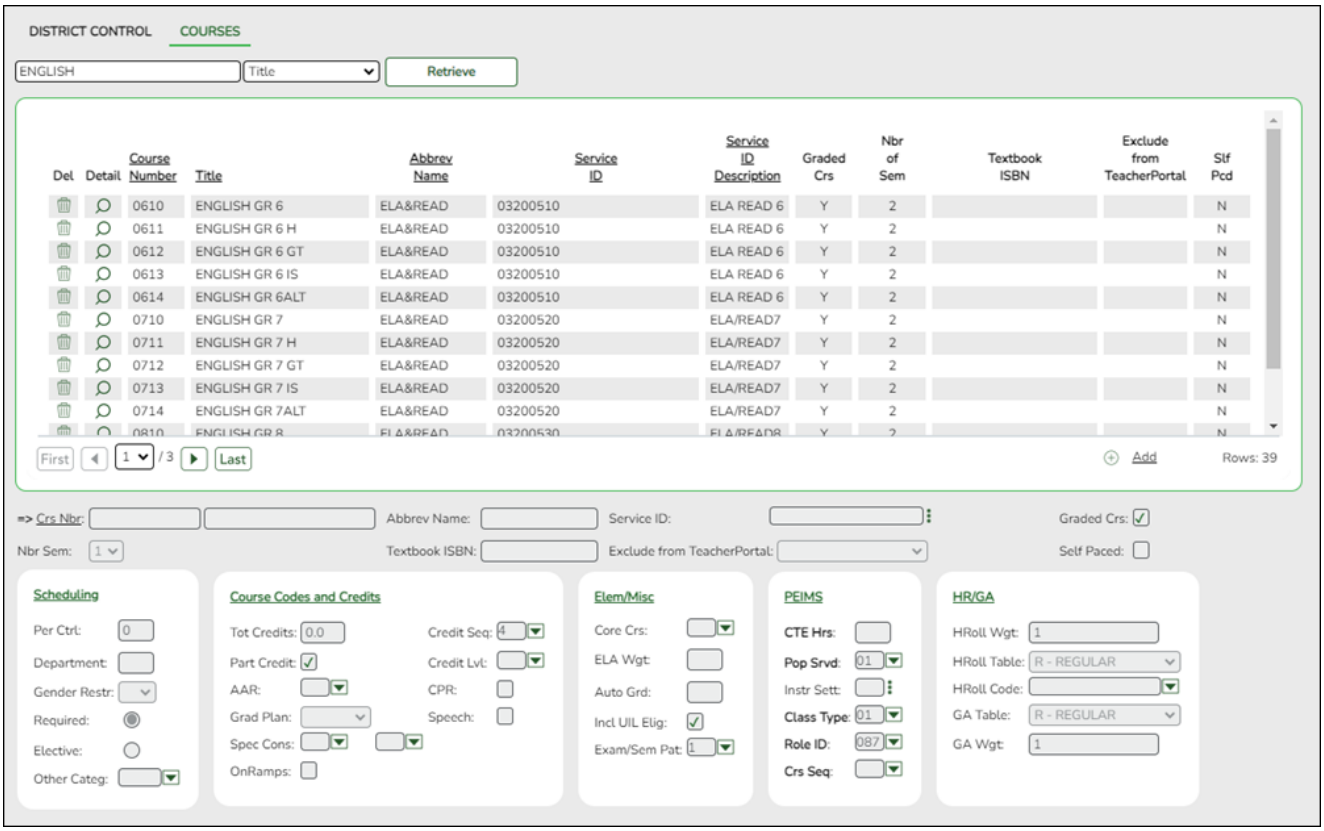
Course Requests Units Remaining is established according to the **Norm Prd Cntrl** field. This number is automatically calculated, and is equal to number of periods in the school day multiplied by the number of semesters. For example, at a two-semester campus that has eight periods per day, the normal period control is 16.



Verify course units and category.

Scheduling > Maintenance > Master Schedule > District > Courses

Units is the number of units displayed for each course in StudentPortal Course Requests. In most cases, the number of units will match the number of semesters required for the course. For example, a year-long course spanning one period is worth two units, so period control is set to 2.

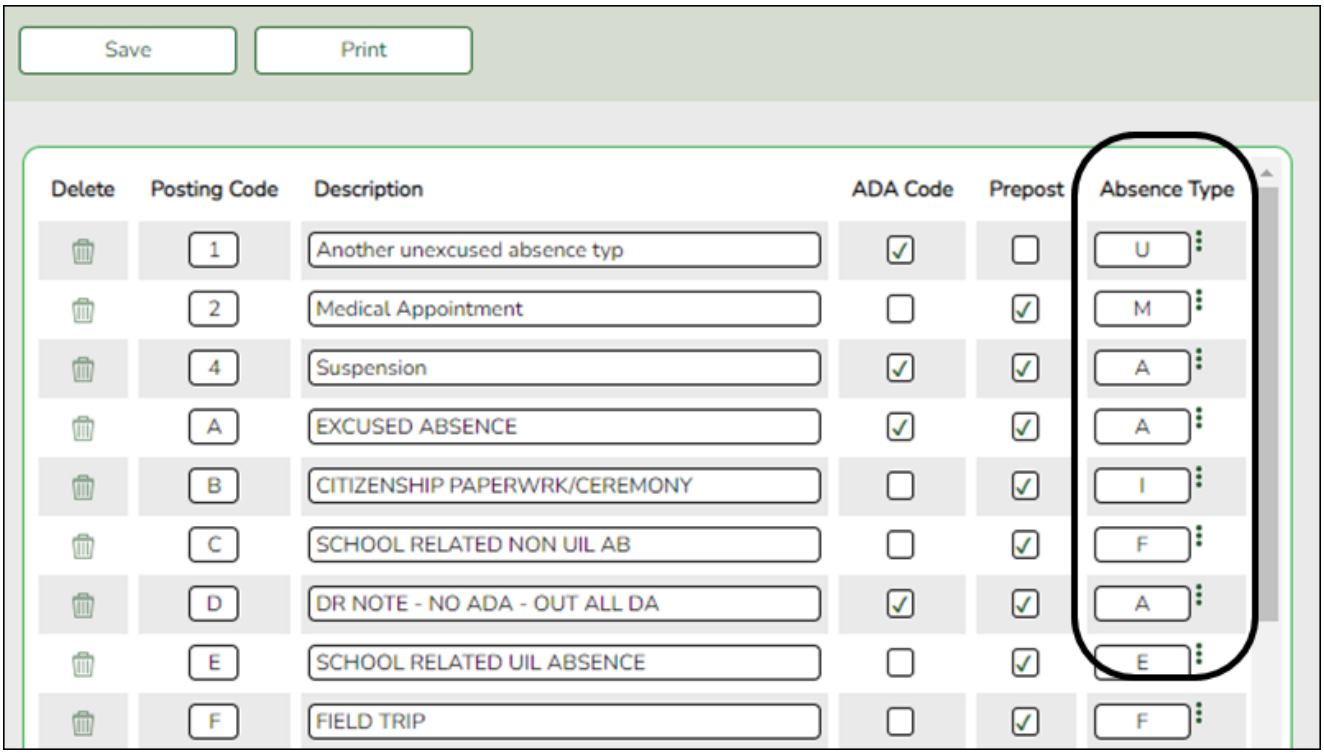


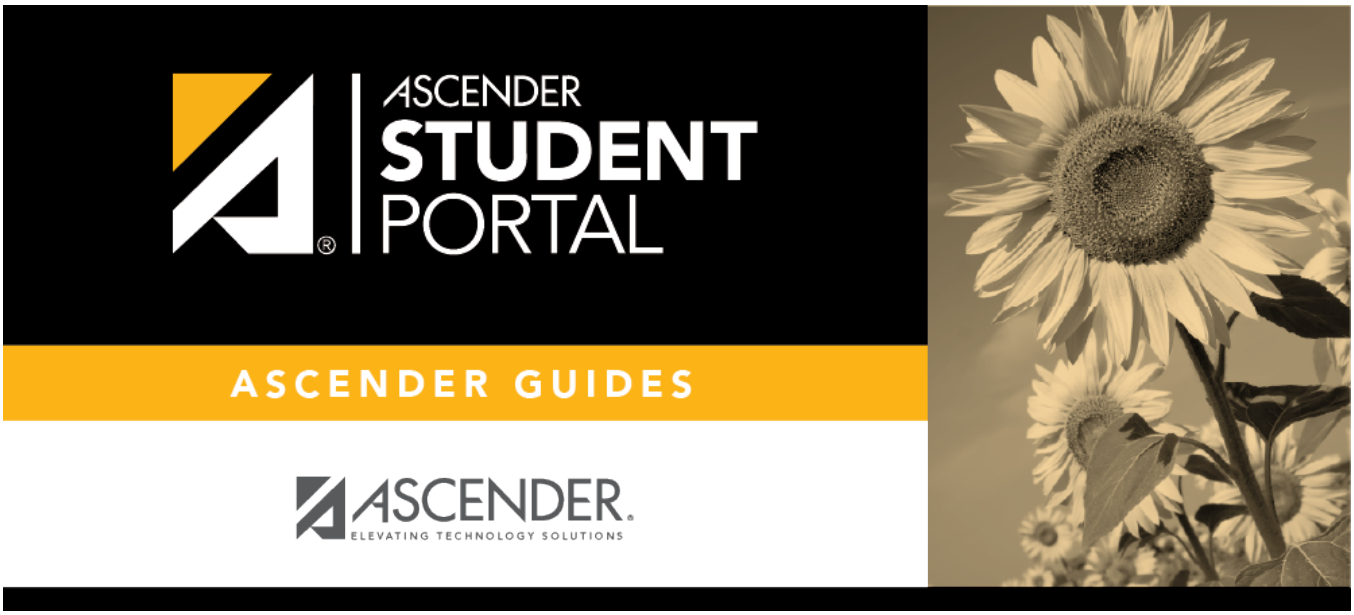
Verify attendance posting codes.

Attendance > Maintenance > District > Posting Codes

The district-level attendance posting codes for the four main absence types (E, S, U, and T) are used on ASCENDER StudentPortal > Attendance in the Detailed Attendance view.

E: EXCUSED
S: SCHOOL-RELATED
T: TARDY
U: UNEXCUSED


Save
Print
Delete
Posting Code
Description
ADA Code
Prepost
Absence Type
1
Another unexcused absence typ
U
2
Medical Appointment
M
4
Suspension
A
A
EXCUSED ABSENCE
A
B
CITIZENSHIP PAPERWRK/CEREMONY
I
C
SCHOOL RELATED NON UIL AB
F
D
DR NOTE - NO ADA - OUT ALL DA
A
E
SCHOOL RELATED UIL ABSENCE
E
F
FIELD TRIP
F


ASCENDER
STUDENT
PORTAL
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover