



Admin Setup

Table of Contents

Admin Setup	2
--------------------------	----------

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.

ASCENDER StudentPortal Navigation Features

Navigation tools are located along the left side of the page, or in the top-right corner. Some tools function differently on mobile devices.

MOBILE DEVICE USERS: On a mobile device, tap  to access the side menu.

Selected Student

Your name and photo are displayed in the top-left corner. The photo is only displayed if provided by the district.

Course Requests Units Remaining

The number of units available for you for course requests is displayed.

Navigation

You can access your data if enabled by the district.

About Me - Your name and current, campus, grade level, and team are displayed. Verify that this information is correct.

Attendance - You can view your detailed attendance, as well as a calendar view and totals.

Grades - You can view your semester, cycle, and assignment grades. Click  to expand the grades menu.

Other Tools

 - Click to hide the left-side navigation bar. Click again to display the navigation bar.

 - Various sections throughout StudentPortal can be collapsed or expanded. Most data is expanded by default. Click  to hide the section from view. Click  to show the section.

Top-right



- Click to view ASCENDER StudentPortal online Help.



- Click to log out of ASCENDER StudentPortal.

Bottom-left



- Click to log out of ASCENDER StudentPortal.

Admin Setup

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

I. Enable/Disable Graduation Plan

[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.

Save

CAMPUS

Use Graduation Plan: Open ▼

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

☐ Click **Save**.

II. Create StudentPortal Message

[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.

Save

CAMPUS CONTROLSELECTIONCOURSESSECTIONSPROXIESINSTRUCTORSSTUDENTPORTAL MESSAGECOPY COURSE SECTION

Student Course Request System Instructions

Welcome to StudentPortal!

All students will need to complete their course requests for next year.

The majority of your courses have already been put in place from your Graduation Plan.

Some of you will need to add a couple of courses and alternates.

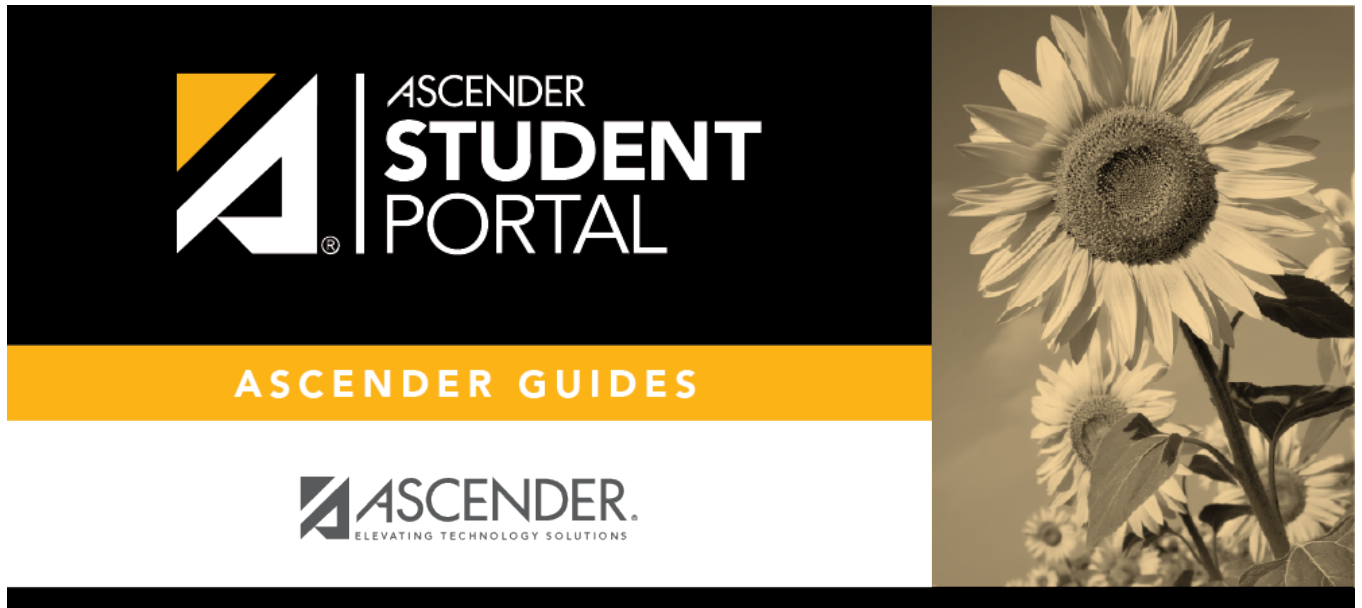
Some may only need to choose alternates.

Please remember that you can not take a course again. Please choose carefully.

☐ 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**.



Back Cover