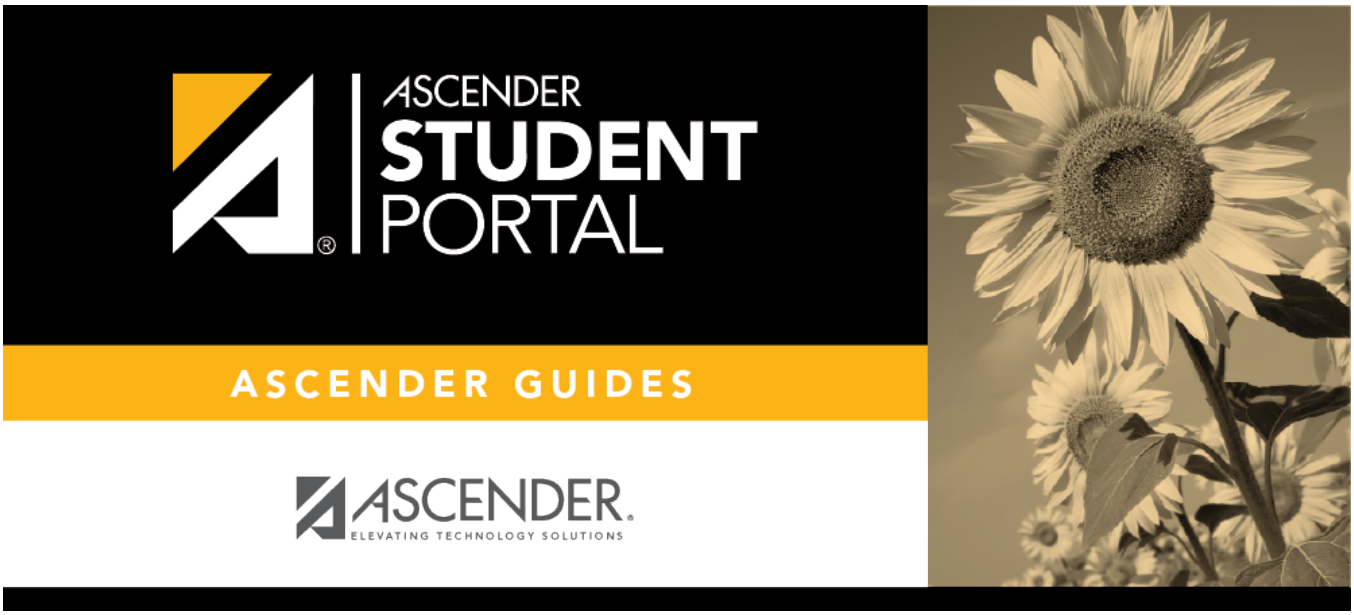

Course Request

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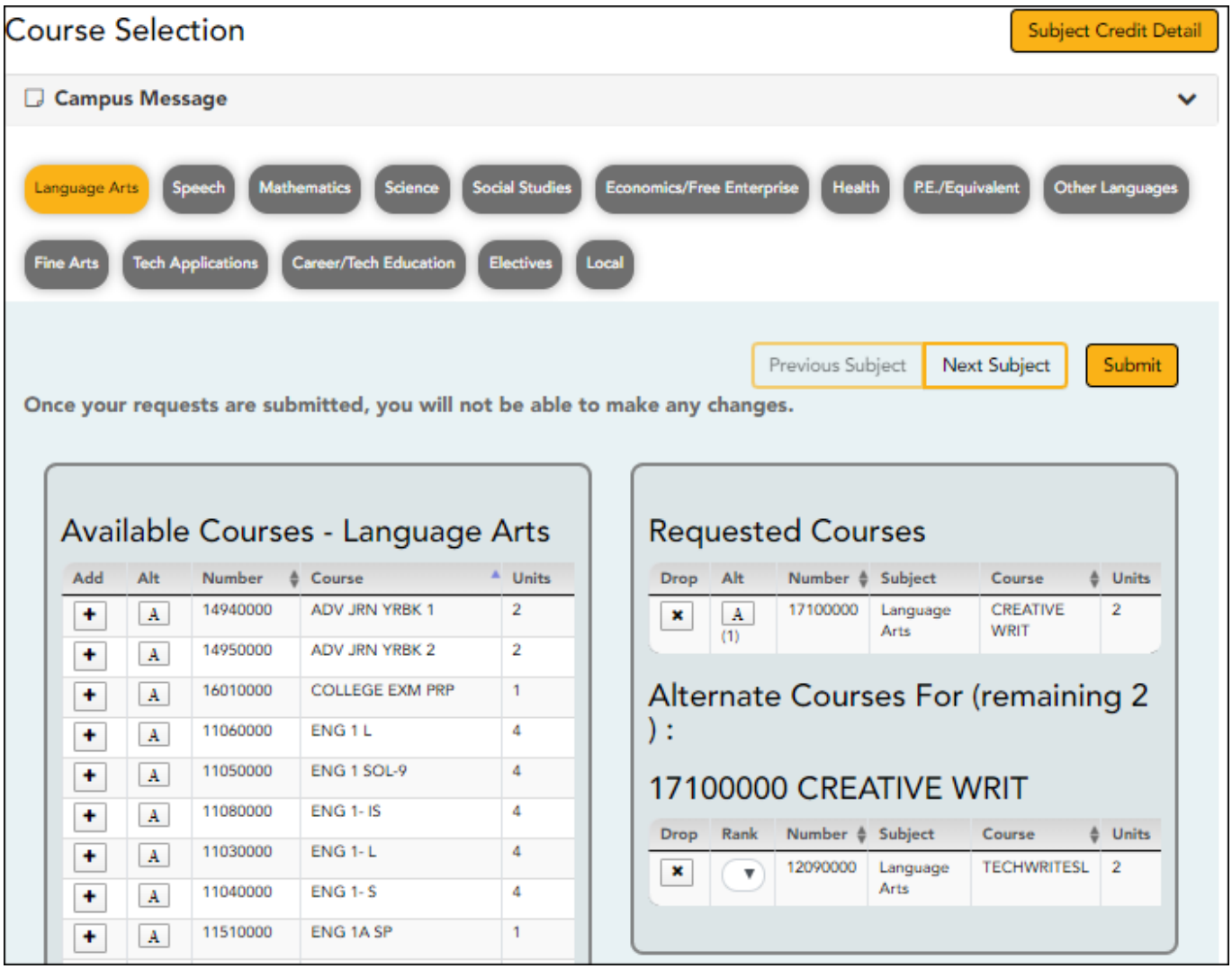
Course Request 1

Course Request

ASCENDER StudentPortal > Course Request

The Course Selection page allows you to select and submit course requests for your next year school schedule.



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.

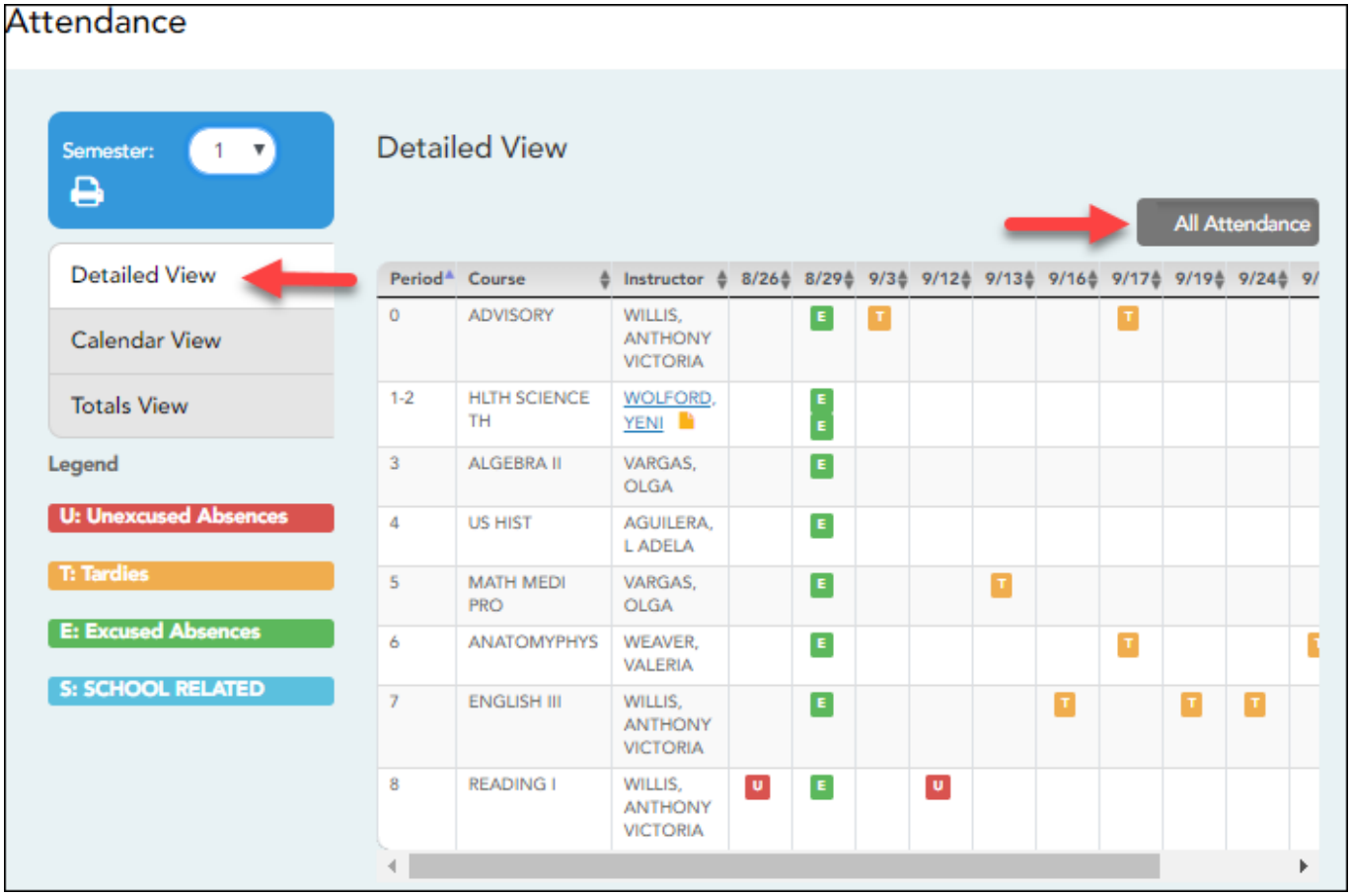
Bottom-left

- Click to log out of ASCENDER StudentPortal.

Semester	Select the semester you want to view attendance for.

Detailed View

Detailed View (All Attendance) is the default view.



Your schedule is displayed. The date appears in the column heading only if you were marked absent or tardy for any period during that day.

If you were present and on time for the entire day, nothing appears for the date.

If you were not present for the entire class, a code appears for the period and date. A description of each code is displayed in the **Legend**.

Instructor	If the teacher has provided an email address, the teacher's name is displayed as a link to that email address. If you click the name, the default email client (as specified in his Internet Options settings) opens with the teacher's address in the To field. **TIP:** If you use web-based email (e.g., Gmail or Yahoo! Mail), you can copy the email address from the default email client to a web-based email message.

	If the teacher has provided additional notes, click to view the notes. The notes open in a pop-up window. Click anywhere on the page to close the pop-up window.

All Attendance/Detailed Toggle

All Attendance:

The **All Attendance** view is selected by default, which displays the four main absence types:

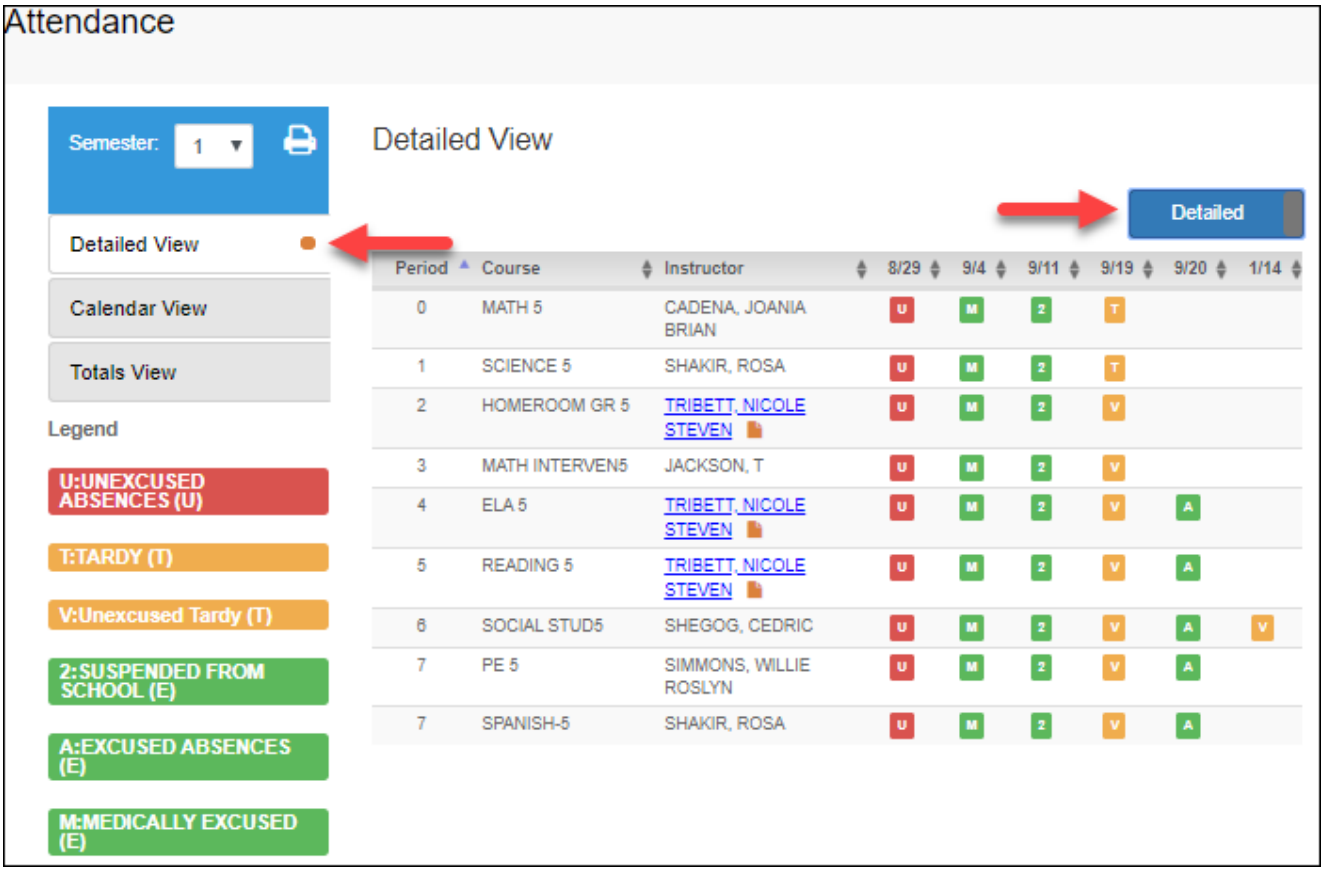
- Unexcused Absence (U)
- Tardy (T)
- Excused Absence (E)
- School Related (S)

Detailed:

❑ Click or tap **All Attendance** to toggle to the **Detailed** view where you can see more specific information for an absence.

All applicable codes are listed in the **Legend**.

The codes are color coded according to the main absence types (Unexcused, Tardy, Excused, and School Related).

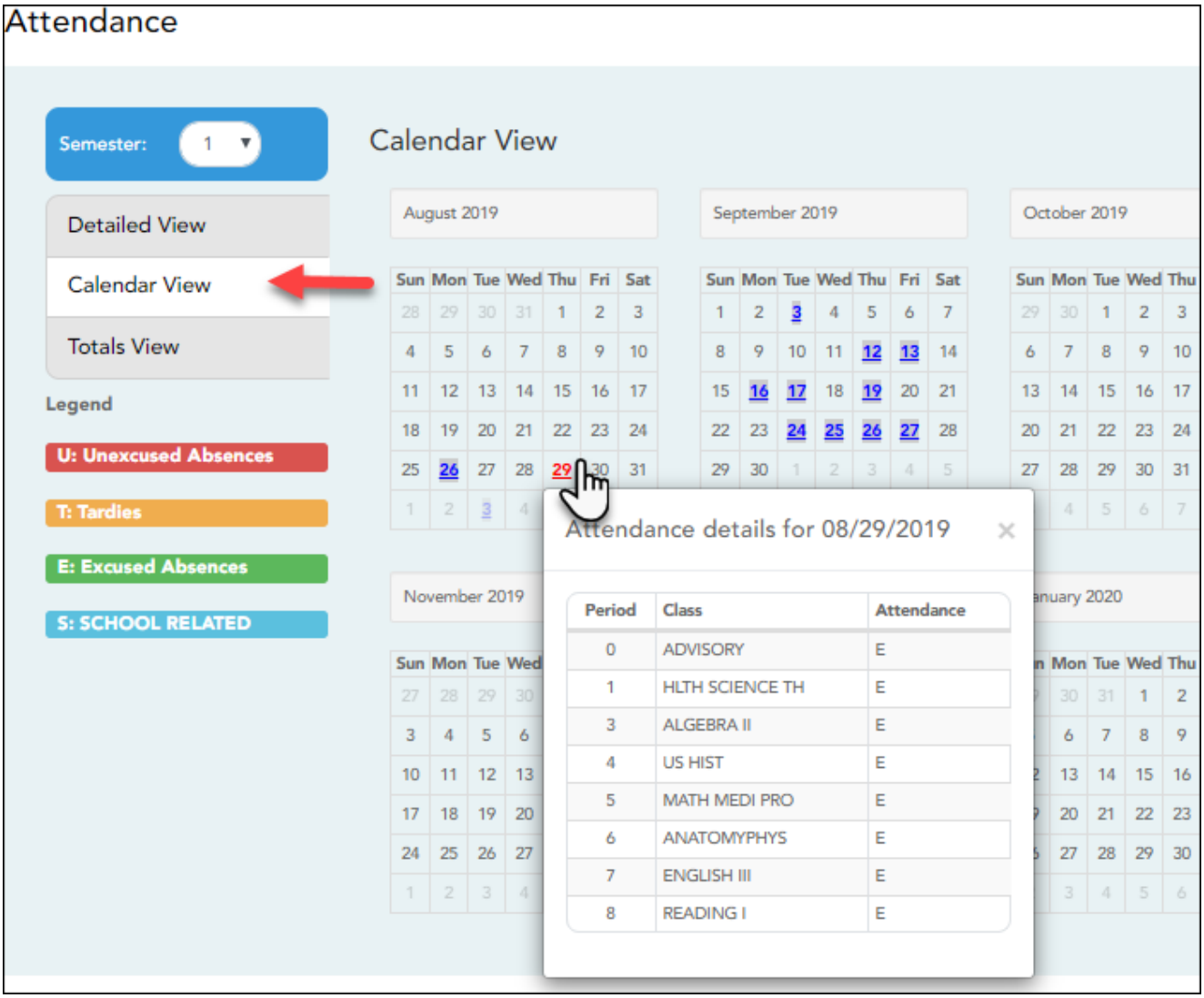


❑ Click or tap **Detailed** to return to **All Attendance** view.

MOBILE DEVICE USERS: On a mobile device, if you have numerous absences, you may need to tap a row to open the Details view in order to see all absences for a particular class.

Calendar View

❑ Click or tap **Calendar View**.

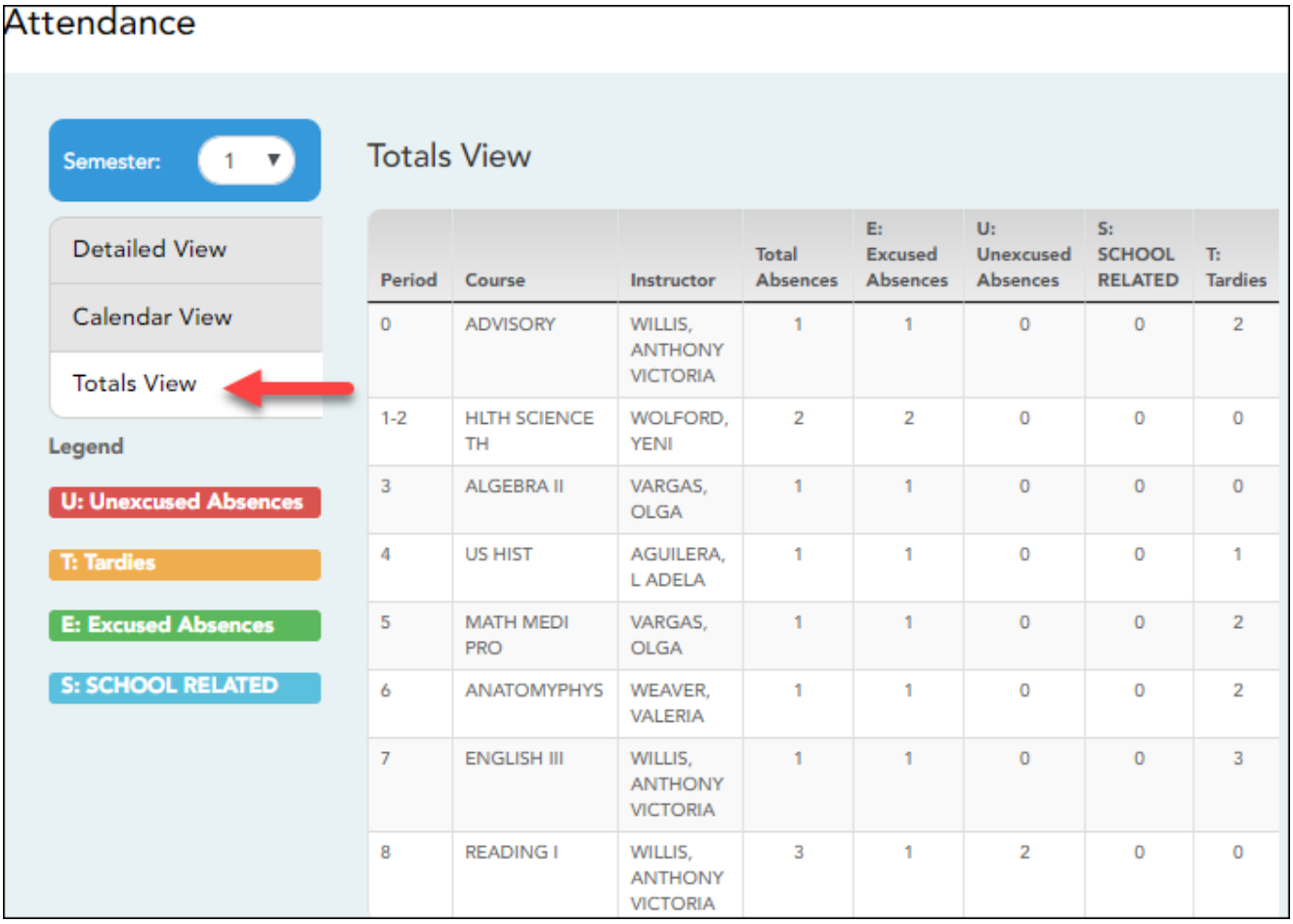


All months for the selected semester are displayed.

If the student was not present for the entire class for any period of the day, the date is shaded. Click the date to view the attendance details for each period. The period is only listed if your student was marked absent or tardy for that period.

Totals View

❑ Click or tap **Totals View**.



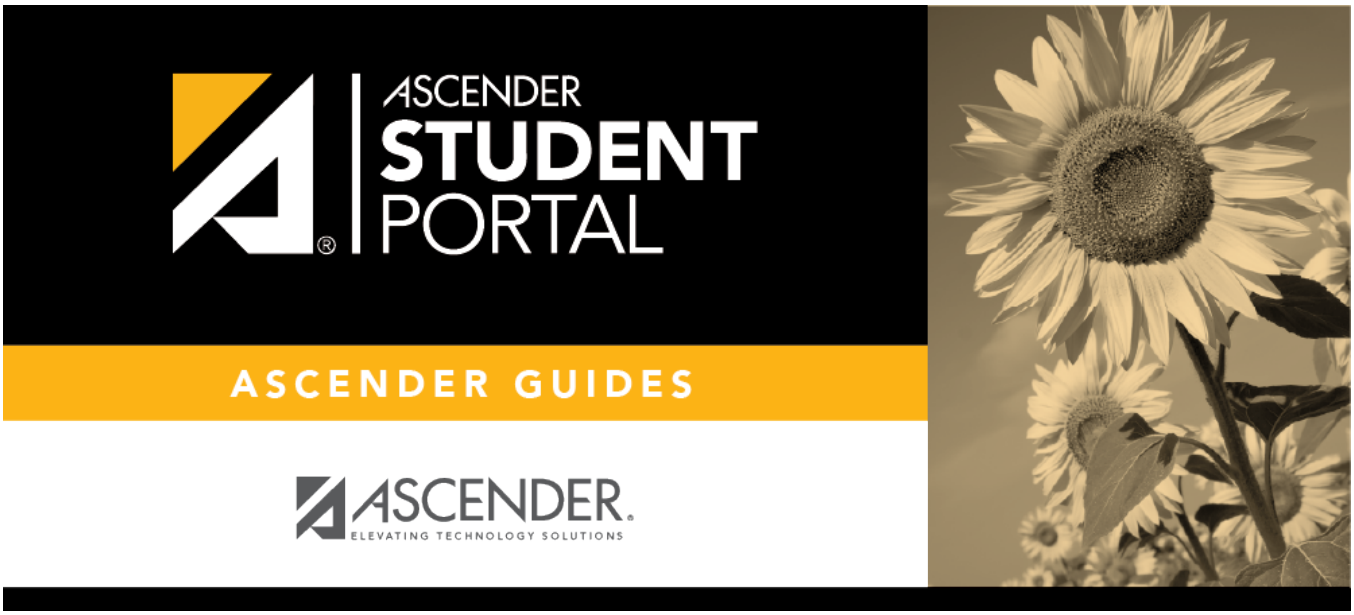
Period	Course	Instructor	Total Absences	E: Excused Absences	U: Unexcused Absences	S: SCHOOL RELATED	T: Tardies
0	ADVISORY	WILLIS, ANTHONY VICTORIA	1	1	0	0	2
1-2	HLTH SCIENCE TH	WOLFORD, YENI	2	2	0	0	0
3	ALGEBRA II	VARGAS, OLGA	1	1	0	0	0
4	US HIST	AGUILERA, L ADELA	1	1	0	0	1
5	MATH MEDI PRO	VARGAS, OLGA	1	1	0	0	2
6	ANATOMYPHYS	WEAVER, VALERIA	1	1	0	0	2
7	ENGLISH III	WILLIS, ANTHONY VICTORIA	1	1	0	0	3
8	READING I	WILLIS, ANTHONY VICTORIA	3	1	2	0	0

Your classes are listed by period, and the total number of excused absences, unexcused absences, school-related absences (e.g., UIL events or field trips), and tardies for the selected semester are listed.

The **Total Absences** column displays semester totals for all absence types, excluding tardies.

Instructor	If the teacher has provided an email address, the teacher's name is displayed as a link to that email address.

MOBILE DEVICE USERS: Tap a row to view semester totals for the class.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