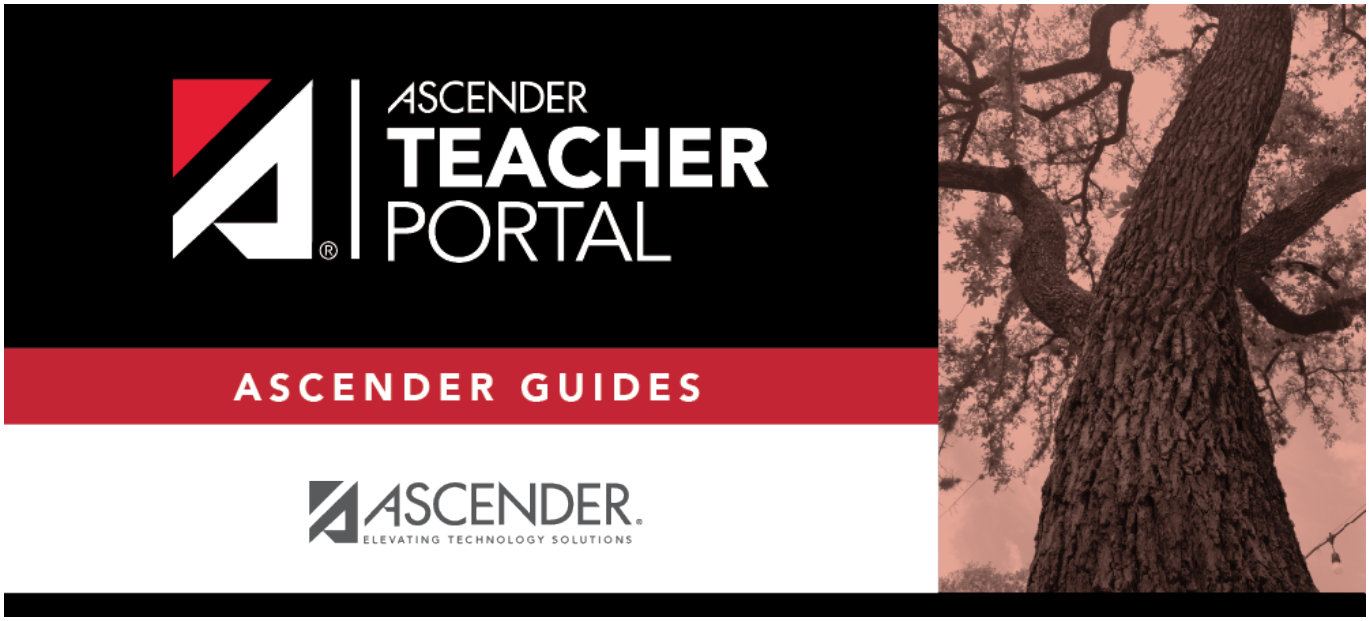


End-of-Cycle Tasks

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TeacherPortal Administrator Guide

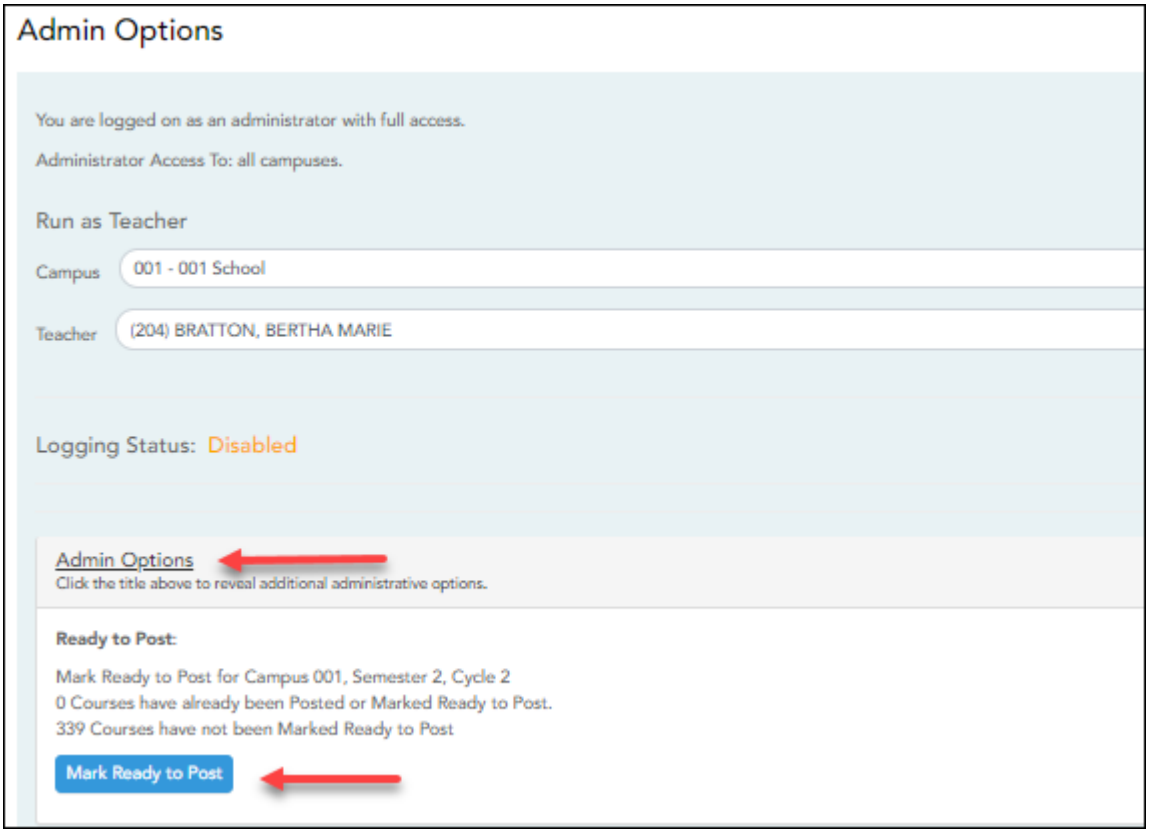
End-of-Cycle Tasks

Mark grades ready to post.

Admin > Admin Options

A TeacherPortal administrator can mark courses as 'Ready to Post' for the entire campus, or for teachers who have not marked their own courses as 'Ready to Post'.

❑ Click the **Admin Options** link to expand the section. The **Mark Ready to Post** button is displayed.

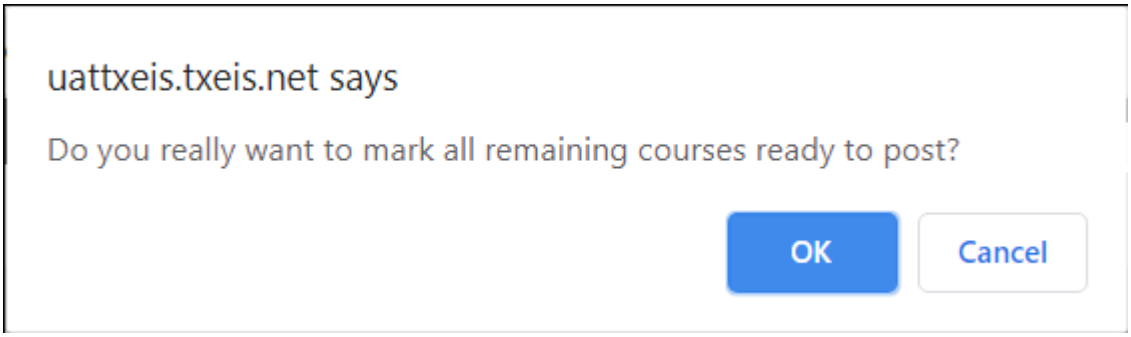


Click **Mark Ready to Post** to mark all courses at the campus as ready to post, including any courses where the teacher has not clicked **Mark grades as Ready to Post** on the Cycle Grades page. The button is only displayed for current cycles that are open for posting.

The following is also displayed:

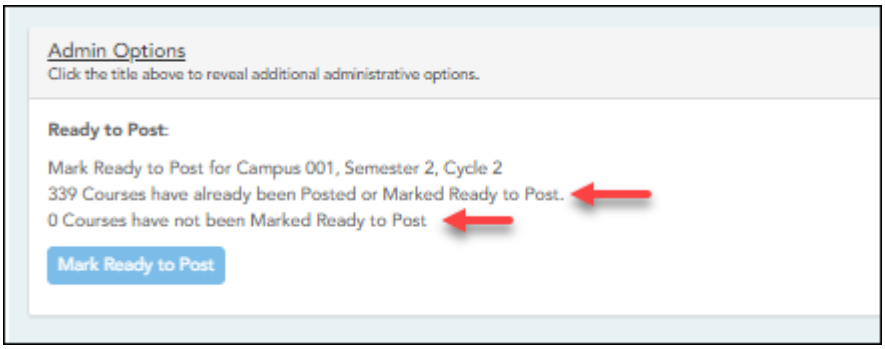
- The campus, semester, and cycle for which you will be marking courses as ready to post.
- The number of courses that have already been marked as ready to post (before clicking the button).
- The number of courses that have not yet been marked as ready to post (before clicking the button).

You are prompted to confirm that you want to mark all remaining courses as ready to post.

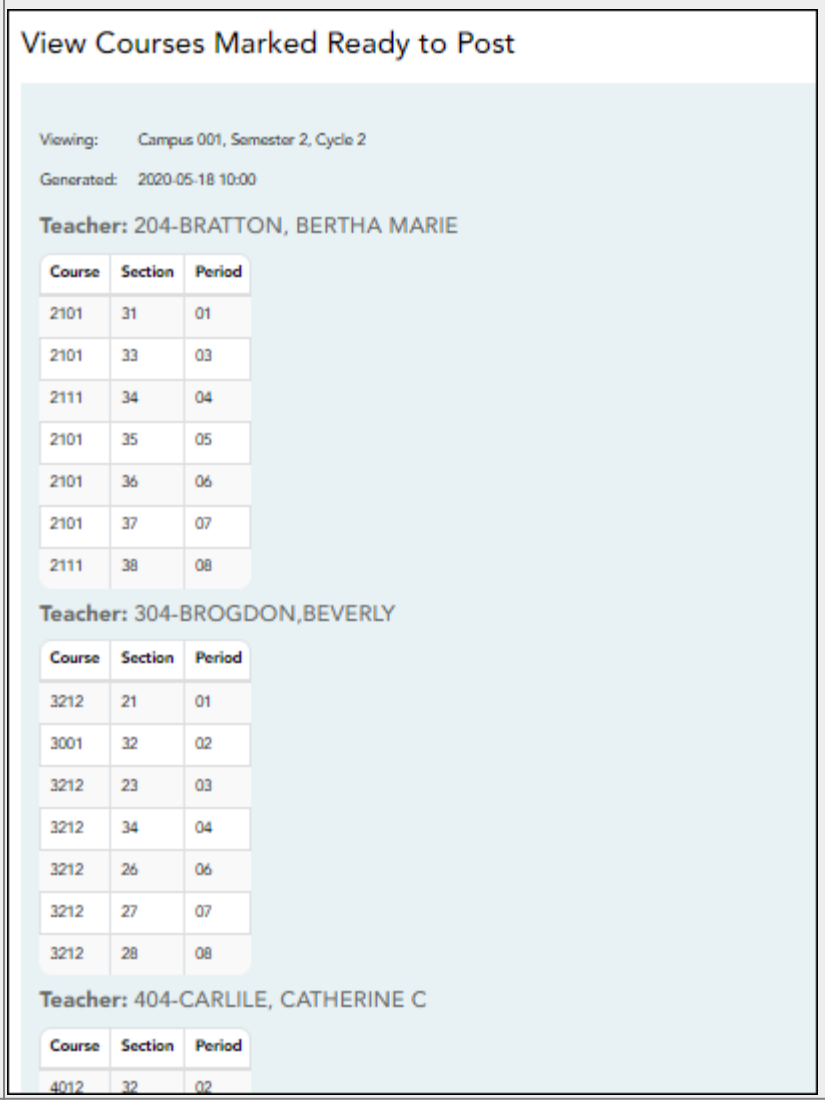


Click **OK**.

A message is displayed indicating that courses were posted.



View Courses Marked Ready to Post	Click to view a report of all courses that have been marked as 'Ready to Post.' The report opens in a new window.



View Courses Marked Ready to Post

Viewing: Campus 001, Semester 2, Cycle 2

Generated: 2020-05-18 10:00

Teacher: 204-BRATTON, BERTHA MARIE

Course	Section	Period
2101	31	01
2101	33	03
2111	34	04
2101	35	05
2101	36	06
2101	37	07
2111	38	08

Teacher: 304-BROGDON,BEVERLY

Course	Section	Period
3212	21	01
3001	32	02
3212	23	03
3212	34	04
3212	26	06
3212	27	07
3212	28	08

Teacher: 404-CARLILE, CATHERINE C

Course	Section	Period
4012	32	02

Reports

Reports > Missing Exam Grades

Reports > Missing Exam Grades

This report lists students who are missing semester exam grades. The report can only be run for campuses that require exams and have enabled the option for exams for high school courses. Otherwise, the message “Report not applicable to this campus” is displayed.

District and campus administrative users have the option to view the grades for all courses across the campus.

❑ Specify report options:

Semester	The current semester is displayed. You can select a different semester.

❑ Under **Admin Options:**
These fields are only displayed if you are logged on as an administrative user.

Across Campus	Select to view missing exam grades for all courses across the campus. Otherwise, grades are only displayed for the impersonated teacher's courses.	
	View Course/Section & Instructor in Grid Format	This field is enabled when **Across Campus** is selected. If selected: If **View Course/Section & Instructor in Grid Format** is selected, the report data is displayed in a grid format, and the course-section and teacher are listed in grid columns. The grid can be sorted by student name, course-section, or instructor name. *Sample:* **Stu ID** | **Student Name** | **Course Nbr-Sec Course Name (period)** | **Teacher** If not selected: If **View Course/Section & Instructor in Grid Format** is not selected, the report data is grouped by course-section. The report is similar to the report for non-administrative users; however, the teacher is listed for each course-section. For non-administrative users, the teacher is listed once at the top of the report. *Sample:* **Course Nbr-Sec Course Name (period)** **Teacher Name** **Stu ID** | **Student Name** **Course Nbr-Sec Course Name (period)** **Teacher Name** **Stu ID** | **Student Name**

❑ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.

- The report selection page remains open on your desktop.

Reports > Missing Averages

Reports > Missing Averages

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This campus report lists teachers who have students with no working cycle average. You can run the report with or without listing the students who are missing averages. The data is sorted by teacher, course, and section, and includes the total number of students who do not have averages, and the teacher's course-sections.

Students in non-graded courses, and courses with zero max seats are not included.

❑ Specify report options:

Semester	The current semester is displayed. You can select a different semester.
Cycle	The current cycle is displayed. You can select a different cycle.
Campus ID	If you are logged on with a district-level administrative ID, you can select another campus. Otherwise, you can only run the report for the campus displayed.
Show Self-Paced Courses	Select to include self-paced courses. If selected, students in both regular and self-paced courses are included. Otherwise, only students in regular courses are included.
Show Student Names & ID's	Select to include the list of students (name and student ID) in each course-section who are missing averages.

❑ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.

Reports > Blank/Missing Grades by Grade Level

Reports > Blank/Missing Grades by Grade Level

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This report lists blank, missing, and incomplete assignment grades sorted by grade level, student, course, and period according to options entered on this page.

❑ Specify report options:

Semester	The current semester is displayed. You can select a different semester.
Cycle	The current cycle is displayed. You can select a different cycle.
Grade Level	Type a grade level to view data for a specific grade level. Leave blank to view all grade levels.
Campus ID	Type a three-digit campus ID to view data for a specific campus. Leave blank to view all campuses in the district.

Grade Selection Options	Select the items you want to include in the report. For example, to include all student assignment grades for which no grade has been entered, select **Show Blank Grades**. To include all items, select **Select All**.	
Viewing Options	**Page break between students**	Select to print one student per page. Otherwise, the data will print continuously.
	View all assignments due after	Select to narrow assignments by date, and enter a valid school date.

❑ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.

Administrator Options > View Courses Marked Ready to Post

This page is only available to users who log on to TeacherPortal with a district-level security administrator user ID.

This page allows you to view and print a report of courses marked as ready to post for the cycle

from the Administrator Options page. The page can only be accessed through the Administrator Options page after all courses are marked as ready to post. The **View Courses Marked Ready to Post** button is displayed.

The report heading includes the campus ID, semester, cycle, and date the report was generated. All courses-sections-periods ready to post are listed by teacher.

Generate the report:

❑ From the Administrator Options page, click **View Courses Marked Ready to Post**.

The report opens in a new window.

Print the report:

❑ Click **Print**.

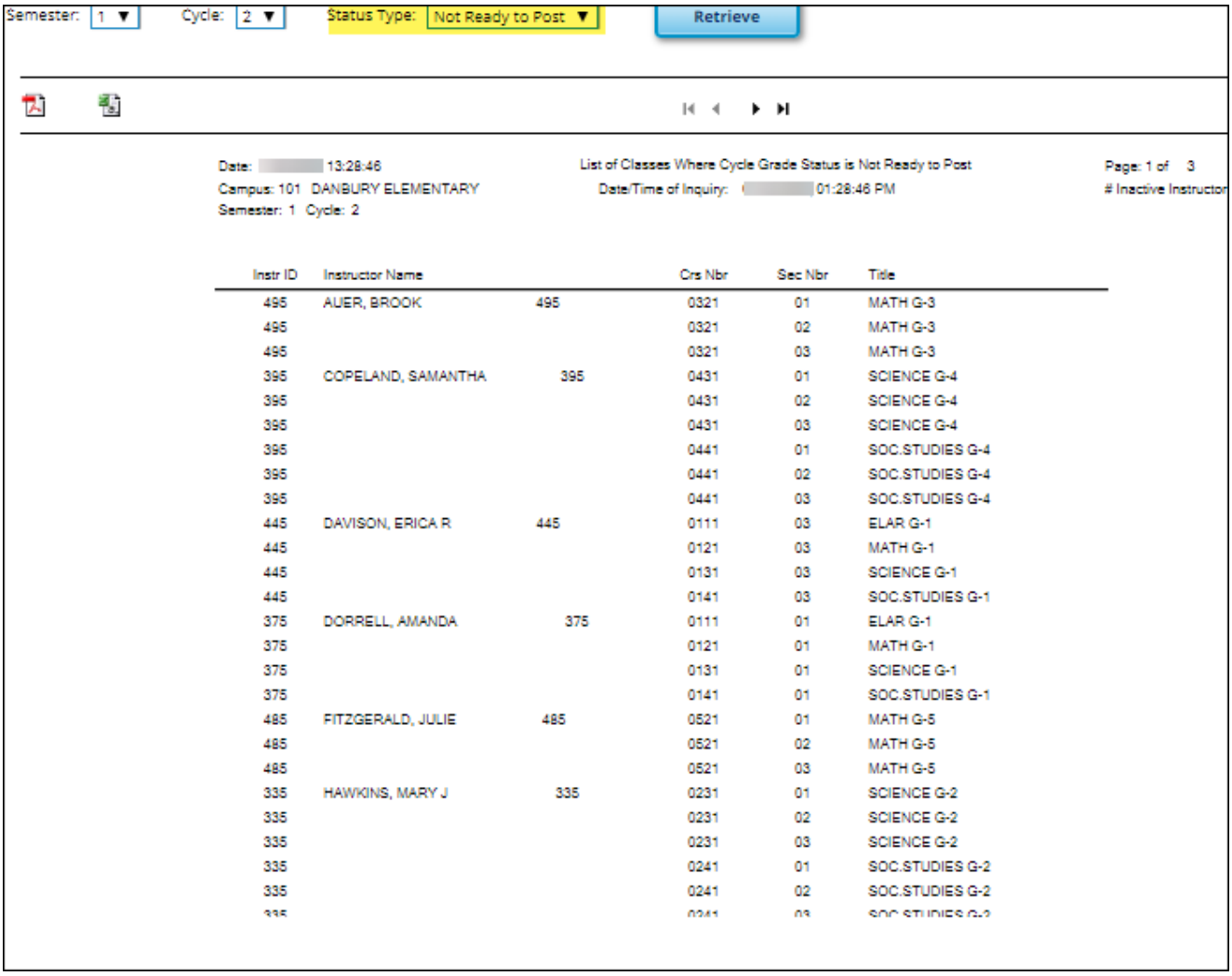
The Print window opens allowing you to select your printer and settings. Click **Print** to continue.

❑ To close the report, click **Close Window** in the report window.

The report selection page remains open on your desktop.

Grade Reporting > Maintenance > Teacher Posting Status

This report 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.



Instr ID	Instructor Name		Crs Nbr	Sec Nbr	Title
495	AUER, BROOK	495	0321	01	MATH G-3
495			0321	02	MATH G-3
495			0321	03	MATH G-3
395	COPELAND, SAMANTHA	395	0431	01	SCIENCE G-4
395			0431	02	SCIENCE G-4
395			0431	03	SCIENCE G-4
395			0441	01	SOC.STUDIES G-4
395			0441	02	SOC.STUDIES G-4
395			0441	03	SOC.STUDIES G-4
445	DAVISON, ERICA R	445	0111	03	ELAR G-1
445			0121	03	MATH G-1
445			0131	03	SCIENCE G-1
445			0141	03	SOC.STUDIES G-1
375	DORRELL, AMANDA	375	0111	01	ELAR G-1
375			0121	01	MATH G-1
375			0131	01	SCIENCE G-1
375			0141	01	SOC.STUDIES G-1
485	FITZGERALD, JULIE	485	0521	01	MATH G-5
485			0521	02	MATH G-5
485			0521	03	MATH G-5
335	HAWKINS, MARY J	335	0231	01	SCIENCE G-2
335			0231	02	SCIENCE G-2
335			0231	03	SCIENCE G-2
335			0241	01	SOC.STUDIES G-2
335			0241	02	SOC.STUDIES G-2

Grade Reporting Reports > Grades > SGR4500 - Assignment Audit Reports

This report displays assignment and grade data from TeacherPortal, including categories, assignments, assignment grades, cycle and semester averages, and override grades. The report only lists students who have at least one assignment grade. The report is for the current or prior school year only. **It is recommended that you generate and retain a copy of this report at the end of each school year.**

If you enter values for course number, section number, instructor ID, student ID, or both semester and cycle, the report runs without checking the record count. If either the semester or cycle is blank and the student assignment record count is greater than 350,000 for the selected campus, the program will require a value for semester and/or cycle.

Date Run: [redacted]
Cnty-Dist: 925-925
Campus: 001

txGradebook Assignment Audit Report
School Year 2019 - 2020
Semester: All Cycle: All

Program ID: SGR4500
Page: 1 of 7507
Inactive Instructor
* Withdrawn Student

Instructor: 202 ADAMS, CORY
Subject: ALGEBRA 1 2001-32

Student: BRAYDEN J. ALLEN ID: 993782 Wd Date: 1: 75 2: 30
Override Exam 90
Crs Wd

Sem: 1 Cyc: 1 Cyc Avg: 75 Override Cyc Avg:

Category/Assignment	Nbr	Due Date	Grade	Late	Redo	Excl	Ex Crd
Daily work/Homework (Weight 50%)							
Multi-Step Equations	0		90				
Multi-Step Equations: Variables on Both Sides	1		90				
Literal Equations	3		75				
Multi-Step Equation and Variables Review	5		70				
Solving Proportions Practice	6		85				
Solving Proportions and Word Problems	7		24				
One Step and Multi Step Inequalities	9		100				
Compound Inequalities	10		75				
Quiz: One and Multi-Step and Compound Inequ.	11		50				
Graphs to Relate Two Quantities	12		100				
Exams / Quizzes (Weight 50%)							
Multi-Step Equation and Variables on Both Sides	2		75				
Test: One & Multi-Step Equ, Literal Equ and Prop	8		75				

Sem: 1 Cyc: 2 Cyc Avg: 69 Override Cyc Avg: 70

Category/Assignment	Nbr	Due Date	Grade	Late	Redo	Excl	Ex Crd
Daily work/Homework (Weight 50%)							
Using Graphs To Relate Two Quantities	0		80				
Graphing Linear and Nonlinear Functions	1		73				
Relations and Functions	2		84				
Patterns of Linear and Nonlinear Functions	3		93				
Finding Slope Of Two Points	5		77				