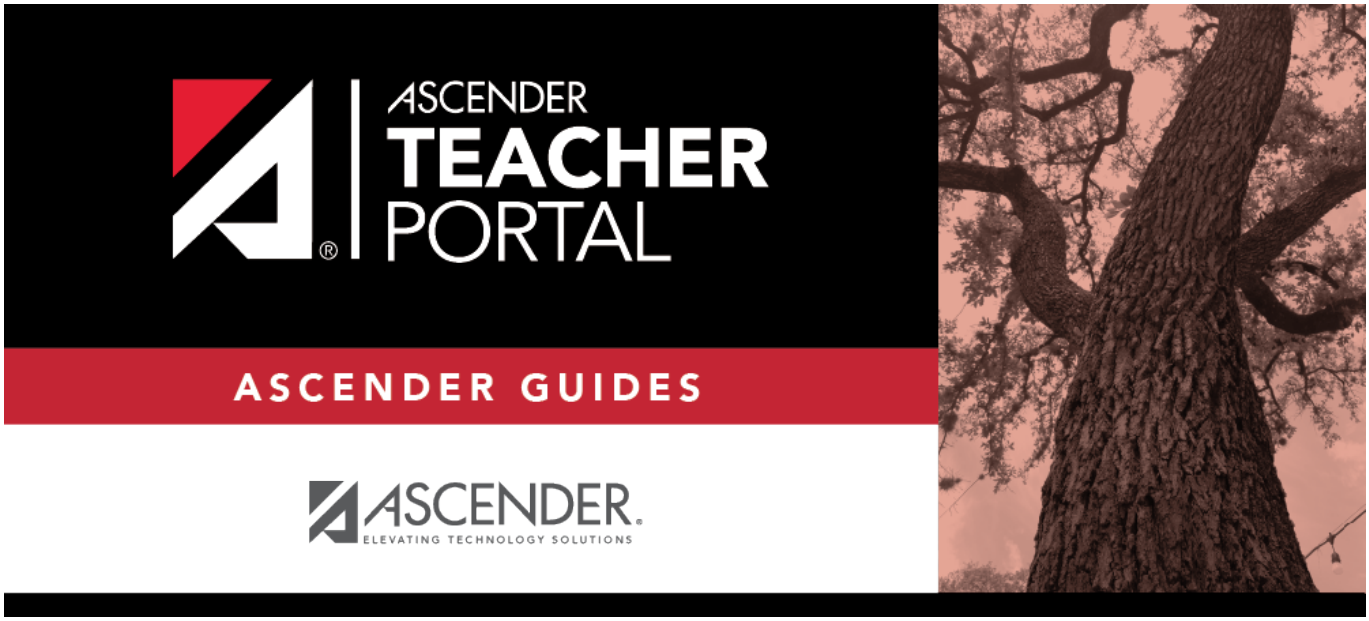


End-of-Cycle Tasks

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TeacherPortal Administrator Guide

End-of-Cycle Tasks

View students with no exam grade.

Admin > Admin Options

A TeacherPortal administrator can view a list of students who have a blank exam grade.

❑ Click the **Admin Options** link to expand the section.

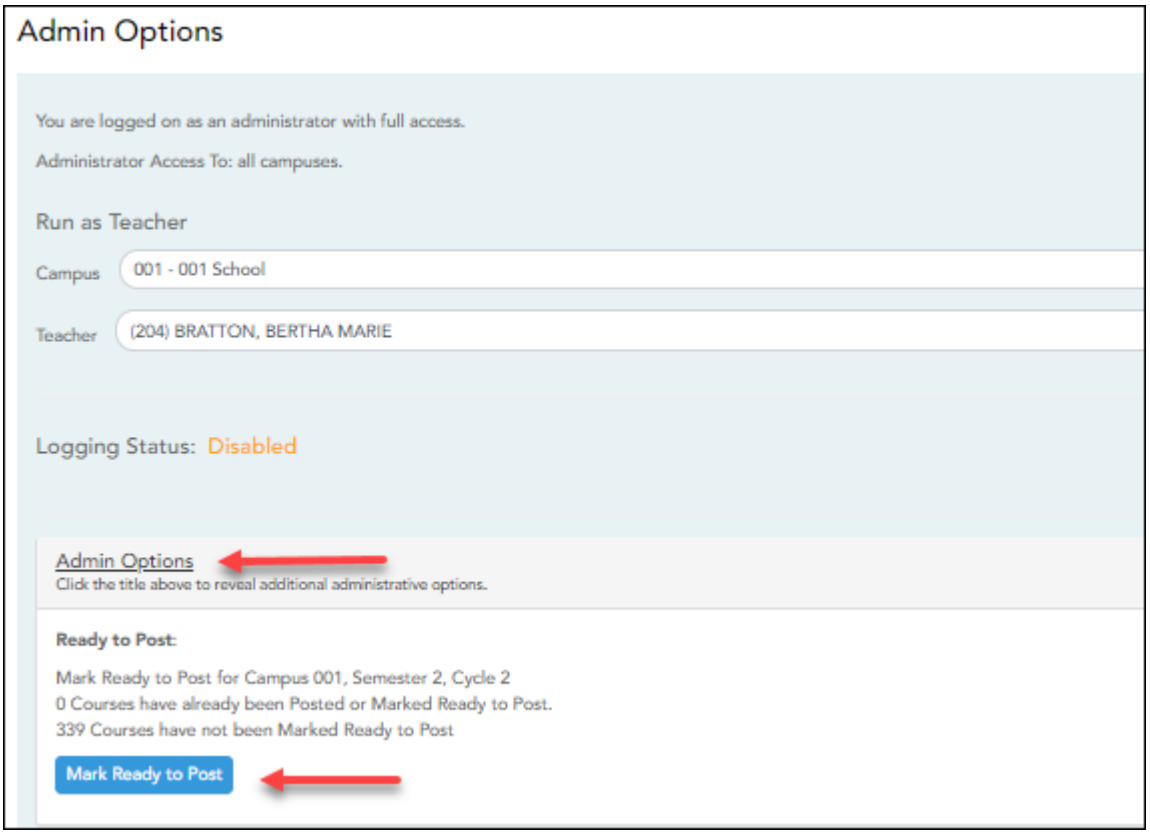
Students with no Exam Grade	Click to view a report of all students who have a blank exam grade for the current cycle. No Show and withdrawn students are not included. The report opens in a new window.

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.

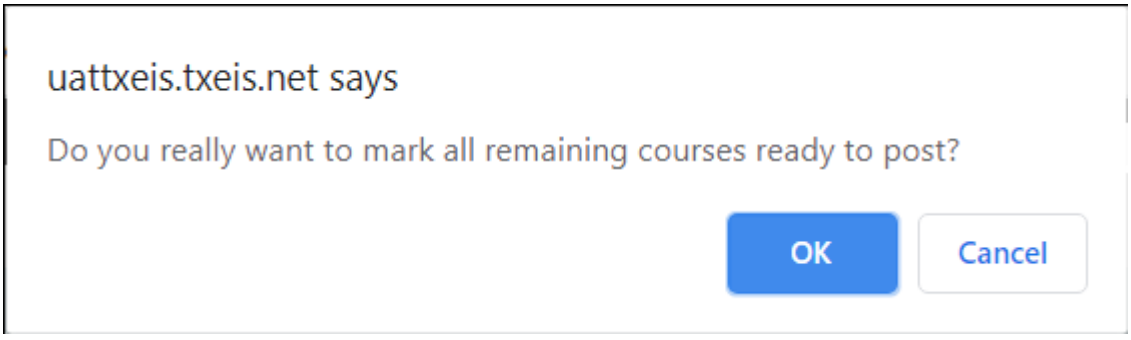


Click **Mark Ready to Post** to mark all courses at the campus as ready to post, including any courses where the teacher has not clicked **Mark grades as Ready to Post** on the Cycle Grades page. The button is only displayed for current cycles that are open for posting.

The following is also displayed:

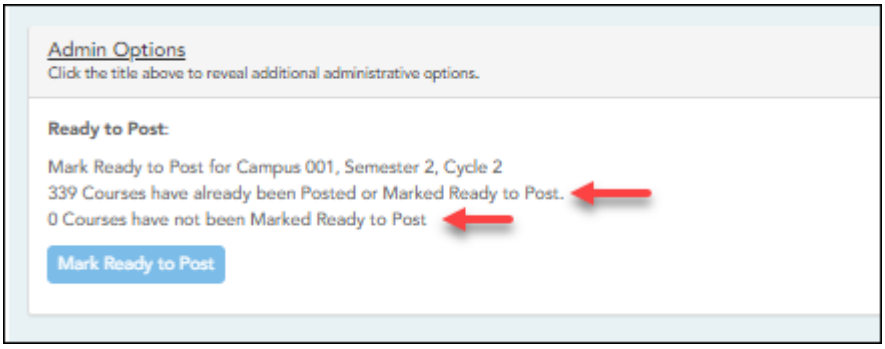
- The campus, semester, and cycle for which you will be marking courses as ready to post.
- The number of courses that have already been marked as ready to post (before clicking the button).
- The number of courses that have not yet been marked as ready to post (before clicking the button).

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

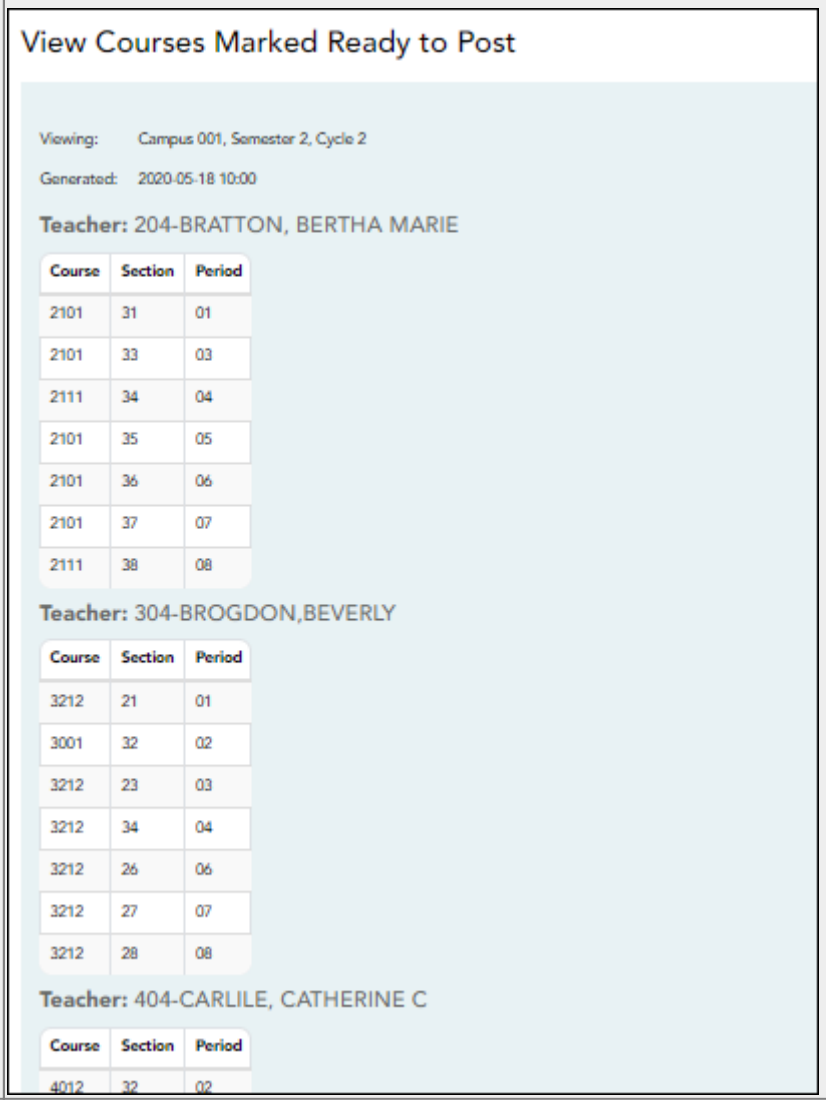


Click **OK**.

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 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.