



ASCENDER GUIDES



Reports

Table of Contents

Reports i

Reports 1

TeacherPortal Administrator Guide

Reports

[Reports > Assignment Grades Last Updated](#)

[Reports > Assignment Grades Last Updated](#)

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 the last date and time each teacher saved assignment grades in TeacherPortal, sorted by teacher, course, and section.

NOTE: The **Last Updated** column on the report is shaded red for teachers who have not updated assignment grades during the time frame specified. In order for the red shading to appear on the printed report, you must set your printer settings to enable background printing. For more information, [click here](#).

Assignment Grades Last Updated Report

Viewing: Semester 2, Cycle 2, As of Date 05/13/2020

Generated: Wednesday, May 13, 2020 11:14 AM

Campus: 001

* : if over 3 days

Instructor : (204) BRATTON , BERTHA MARIE

Course Section	Course Name	First Updated	Last Updated	Last Updated By	Total Students	Students With Grades
(2101-31)	GEOMETRY	03/24/2020 10:32:15 AM	03/24/2020 10:32:15 AM *	david07	18	1
(2101-33)	GEOMETRY		*		15	0
(2101-35)	GEOMETRY		*		18	0
(2101-36)	GEOMETRY		*		10	0
(2101-37)	GEOMETRY		*		22	0
(2111-34)	GEOMETRY PAP		*		20	0
(2111-38)	GEOMETRY PAP		*		25	0

Instructor : (304) BROGDON , BEVERLY

Course Section	Course Name	First Updated	Last Updated	Last Updated By	Total Students	Students With Grades
(3001-32)	WORLD GEOGRAPHY		*		22	0
(3212-21)	ECONOMICS		*		24	0
(3212-23)	ECONOMICS		*		27	0
(3212-26)	ECONOMICS		*		19	0
(3212-27)	ECONOMICS		*		22	0

☐ Specify report options:

Campus	Select the campus to print the report for.
Semester	he current semester is displayed. You can select a different semester.
Cycle	The current cycle is displayed. You can select a different cycle.
Days Since Last Updated	Indicate the time frame for the report data. The semester and cycle begin and end dates are displayed for your information.
As of Date	Examples: <ul style="list-style-type: none"> • To see data for teachers who have not entered assignment grades in the past two weeks, type 14 in the Days Since Last Updated field, and type today's date in the As of Date field. • To see data for teachers who did not enter assignment grades during the first cycle, type the number of days in the cycle in the Days Since Last Updated field, and type the ending cycle date in the As of Date field.

Include All Teachers	<p>If selected, all teachers at the campus are listed, and the Last Updated column on the report is shaded red for the teachers who have not entered assignment grades during the specified time frame.</p> <p>If not selected, the report only lists teachers who have not entered assignment grades during the specified time frame.</p>
Include Withdrawn Students	Select to include withdrawn students in the student counts.

☐ 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 > Final Grade Range](#)

[Reports > Final Grade Range](#)

The report displays final grades that fall within a specified range according to options entered.

☐ 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.
Course-Section	Select the course-section for which to print the report. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.

☐ Under **Grade Selection Options**, select the range of grades to include in the report:

Grade Level	Specify the grade level to run the report for, or leave blank to run the report for all grade levels.
Show all Final Grades	Select to include all final grades. Blank and incomplete grades are excluded unless you select Show Blank Grades and/or Show Incomplete Grades .
Show all Final Grades between	<p>Select to narrow the report to a specific range of grades, and type a maximum and minimum grade in the Maximum grade and Minimum grade fields.</p> <p>A note below the Maximum grade and Minimum grade fields indicates the highest failing final grade at the campus for your reference.</p>
Show Blank Grades	Select to include blank grades on the report, regardless of the settings of the Maximum grade and Minimum grade fields.

Show Incomplete Grades	Select to include incomplete grades on the report, regardless of the settings of the Maximum grade and Minimum grade fields.
-------------------------------	--

☐ Under **Viewing Options**:

View Student Names	Select to display the student names on the report. Otherwise, the names are not printed on the report, and students can only be identified by their student IDs. The student IDs are always displayed on the report.				
View Current or All Course Section(s)	Select one: <table> <tr> <td>Current</td><td>Select to narrow grades to only course-sections for the current semester-cycle.</td></tr> <tr> <td>All</td><td>Select to print grades for all course-sections.</td></tr> </table>	Current	Select to narrow grades to only course-sections for the current semester-cycle.	All	Select to print grades for all course-sections.
Current	Select to narrow grades to only course-sections for the current semester-cycle.				
All	Select to print grades for all course-sections.				
View Current Cycle Grade	This field is only displayed for standards-based courses.				

☐ Under **Admin Options**:

These fields are only displayed if you are logged on as an administrative user.

Across Campus

Select to view grades for all courses across the campus. Otherwise, grades are only displayed for the selected course-section or for the impersonated teacher's courses.

NOTE:If you are impersonating a teacher for whom no courses are defined, the message "No courses defined" is displayed at the bottom of the page, and the fields are disabled. However, once you select **Across Campus**, the message is removed because it may not apply to all instructors at the campus, and the fields are enabled.

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, teacher name, or cycle grade.

Sample:

Stu ID	Student Name	Period Course Name (Course Nbr-Sec) (Room #)	Teacher	Grade	Citizenship	Comments

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:

Period Course Name (Course Nbr-Sec) (Room #)

Teacher Name

Stu ID	Student Name	Grade	Citizenship	Comments

Period Course Name (Course Nbr-Sec) (Room #)

Teacher Name

Stu ID	Student Name	Grade	Citizenship	Comments

☐ 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 > Graded Assignment Count](#)

[Reports > Graded Assignment Count](#)

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 a teacher's number of graded assignments for a specified date range by course or by category. You can also specify a threshold for a specific course or category (e.g., teachers who have fewer than 10 graded assignments in the Homework category). The report can be run for one teacher or for the entire campus.

Graded assignments for self-paced and pass/fail courses are not included.

IMPORTANT: The **Date Assigned** field on [Settings > Manage Assignments](#) is critical for running this report. If the field is blank for an assignment, and you are using the **From Date** and **To Date** fields when generating this report, the assignment will not be included. However, if you do not specify a date range, assignments with blank **Date Assigned** fields will be 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.	
Use Date Assigned	Select to specify a date range. You must select this field in order to use the From Date and To Date fields.	
	From Date	Enter the beginning and ending dates . Both dates must be within the selected semester-cycle.
	To Date	

Threshold	<p>Select the data you want to view, and enter the corresponding threshold number(s), up to two digits:</p> <p><i>Total Graded Assignments Per Course</i> - View the total number of graded assignments for each of the instructor's courses.</p> <table border="1"> <tr> <td data-bbox="316 309 443 421">less than</td><td data-bbox="451 309 1479 421">Type the threshold number for the course. For example, type 10 to view a list of courses that have fewer than 10 graded assignments. Leave blank to view counts for all courses.</td></tr> </table> <p><i>Total Graded Assignments Per Category</i> - View the total number of graded assignments for each category within each course.</p> <table border="1"> <tr> <td data-bbox="316 539 443 651">less than</td><td data-bbox="451 539 1479 651">Type the threshold number for the category. For example, type 8 to view a list of categories that have fewer than 8 graded assignments. Leave blank to view counts for all categories.</td></tr> </table> <p><i>Graded Assignment Threshold by Category</i> - Specify a threshold for a specific category. For example, you can view a list of instructors who have fewer than five graded assignments in the homework category. If selected, the Categories for Teacher/Campus section appears.</p> <table border="1"> <tr> <td data-bbox="316 846 691 1120" rowspan="3">Categories for Teachers/Campus</td><td colspan="2" data-bbox="699 846 1479 958">A list of categories for the instructor or campus is displayed depending on your selection in the Run Report for field.</td></tr> <tr> <td data-bbox="699 958 1018 1070">Use</td><td data-bbox="1026 958 1479 1070">For each category, select Use to include the category in the report.</td></tr> <tr> <td data-bbox="699 1070 1018 1120">Graded Assignment Threshold - less than</td><td data-bbox="1026 1070 1479 1120">Type the threshold number for the category.</td></tr> </table>	less than	Type the threshold number for the course. For example, type 10 to view a list of courses that have fewer than 10 graded assignments. Leave blank to view counts for all courses.	less than	Type the threshold number for the category. For example, type 8 to view a list of categories that have fewer than 8 graded assignments. Leave blank to view counts for all categories.	Categories for Teachers/Campus	A list of categories for the instructor or campus is displayed depending on your selection in the Run Report for field.		Use	For each category, select Use to include the category in the report.	Graded Assignment Threshold - less than	Type the threshold number for the category.		
less than	Type the threshold number for the course. For example, type 10 to view a list of courses that have fewer than 10 graded assignments. Leave blank to view counts for all courses.													
less than	Type the threshold number for the category. For example, type 8 to view a list of categories that have fewer than 8 graded assignments. Leave blank to view counts for all categories.													
Categories for Teachers/Campus	A list of categories for the instructor or campus is displayed depending on your selection in the Run Report for field.													
	Use	For each category, select Use to include the category in the report.												
	Graded Assignment Threshold - less than	Type the threshold number for the category.												
Run Report for	<p>Select one:</p> <table border="1"> <tr> <td data-bbox="316 1171 443 1249">Campus</td><td data-bbox="451 1171 1479 1249">If selected, the report is generated for all teachers at the campus you are logged on to, and sorted by teacher name.</td></tr> <tr> <td data-bbox="316 1261 443 1628" rowspan="5">Teacher</td><td colspan="2" data-bbox="451 1261 1479 1328">Select to run the report for a specific teacher at the campus you are logged on to.</td></tr> <tr> <td colspan="2" data-bbox="451 1350 1479 1395">If selected, the Teacher Options section appears:</td></tr> <tr> <td data-bbox="451 1395 707 1507">Show Students' Grade Count</td><td data-bbox="715 1395 1479 1507">Select to view a breakdown of graded assignments by student. Otherwise, the total count is displayed for the course or category.</td></tr> <tr> <td data-bbox="451 1507 707 1552">Teacher</td><td data-bbox="715 1507 1479 1552">Select the teacher to run the report for.</td></tr> <tr> <td data-bbox="451 1552 707 1628">Course</td><td data-bbox="715 1552 1479 1628">The courses for the selected instructor are listed. Select a specific course, or select <i>All</i>.</td></tr> </table>	Campus	If selected, the report is generated for all teachers at the campus you are logged on to, and sorted by teacher name.	Teacher	Select to run the report for a specific teacher at the campus you are logged on to.		If selected, the Teacher Options section appears:		Show Students' Grade Count	Select to view a breakdown of graded assignments by student. Otherwise, the total count is displayed for the course or category.	Teacher	Select the teacher to run the report for.	Course	The courses for the selected instructor are listed. Select a specific course, or select <i>All</i> .
Campus	If selected, the report is generated for all teachers at the campus you are logged on to, and sorted by teacher name.													
Teacher	Select to run the report for a specific teacher at the campus you are logged on to.													
	If selected, the Teacher Options section appears:													
	Show Students' Grade Count	Select to view a breakdown of graded assignments by student. Otherwise, the total count is displayed for the course or category.												
	Teacher	Select the teacher to run the report for.												
	Course	The courses for the selected instructor are listed. Select a specific course, or select <i>All</i> .												

☐ 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 > Semester Grade Range](#)

Reports > Semester Grade Range

The report displays semester grades that fall within a specified range according to options entered.

☐ 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.
Course-Section	Select the course-section for which to print the report. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.

☐ Under **Grade Selection Options**, select the range of grades to include in the report:

Grade Level	Specify the grade level to run the report for, or leave blank to run the report for all grade levels.
Show all Semester Grades	Select to include all semester grades. Blank and incomplete grades are excluded unless you select Show Blank Grades and/or Show Incomplete Grades .
Show all Semester Grades between	Select to narrow the report to a specific range of grades, and type a maximum and minimum grade in the Maximum grade and Minimum grade fields. A note below the Maximum grade and Minimum grade fields indicates the highest failing semester grade at the campus for your reference.
Show Blank Grades	Select to include blank grades on the report, regardless of the settings of the Maximum grade and Minimum grade fields.
Show Incomplete Grades	Select to include incomplete grades on the report, regardless of the settings of the Maximum grade and Minimum grade fields.

☐ Under **Viewing Options**:

View Student Names	Select to display the student names on the report. Otherwise, the names are not printed on the report, and students can only be identified by their student IDs. The student IDs are always displayed on the report.
View Current or All Course Section(s)	Select one:
	Current Select to narrow grades to only course-sections for the current semester-cycle.
	All Select to print grades for all course-sections.
View Current Cycle Grade	This field is only displayed for standards-based courses.

☐ Under **Admin Options**:

These fields are only displayed if you are logged on as an administrative user.

Across Campus	<p>Select to view grades for all courses across the campus. Otherwise, grades are only displayed for the selected course-section or for the impersonated teacher's courses.</p> <p>NOTE: If you are impersonating a teacher for whom no courses are defined, the message "No courses defined" is displayed at the bottom of the page, and the fields are disabled. However, once you select Across Campus, the message is removed because it may not apply to all instructors at the campus, and the fields are enabled.</p>																																																																	
View Course/Section & Instructor in Grid Format	<p>This field is enabled when Across Campus is selected.</p> <p>If selected:</p> <p>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, teacher name, or cycle grade.</p> <p><i>Sample:</i></p> <table border="1" data-bbox="499 779 1469 1014"> <thead> <tr> <th>Stu ID</th> <th>Student Name</th> <th>Period Course Name (Course Nbr-Sec) (Room #)</th> <th>Teacher</th> <th>Grade</th> <th>Citizenship</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>If not selected:</p> <p>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.</p> <p><i>Sample:</i></p> <table border="1" data-bbox="499 1462 1259 1603"> <thead> <tr> <th colspan="2">Period Course Name (Course Nbr-Sec) (Room #)</th> <th colspan="2">Teacher Name</th> </tr> <tr> <th>Stu ID</th> <th>Student Name</th> <th>Grade</th> <th>Citizenship</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <table border="1" data-bbox="499 1641 1259 1783"> <thead> <tr> <th colspan="2">Period Course Name (Course Nbr-Sec) (Room #)</th> <th colspan="2">Teacher Name</th> </tr> <tr> <th>Stu ID</th> <th>Student Name</th> <th>Grade</th> <th>Citizenship</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>							Stu ID	Student Name	Period Course Name (Course Nbr-Sec) (Room #)	Teacher	Grade	Citizenship	Comments															Period Course Name (Course Nbr-Sec) (Room #)		Teacher Name		Stu ID	Student Name	Grade	Citizenship	Comments											Period Course Name (Course Nbr-Sec) (Room #)		Teacher Name		Stu ID	Student Name	Grade	Citizenship	Comments										
Stu ID	Student Name	Period Course Name (Course Nbr-Sec) (Room #)	Teacher	Grade	Citizenship	Comments																																																												
Period Course Name (Course Nbr-Sec) (Room #)		Teacher Name																																																																
Stu ID	Student Name	Grade	Citizenship	Comments																																																														
Period Course Name (Course Nbr-Sec) (Room #)		Teacher Name																																																																
Stu ID	Student Name	Grade	Citizenship	Comments																																																														

☐ 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.

User Log Report

Teacher's Weighting Type

Missing Averages Report

Blank/Missing Grades by Grade Level Report

Teacher's Disallowed Weighting Type Report

Students With No Exam Grade

View Courses Marked Ready to Post