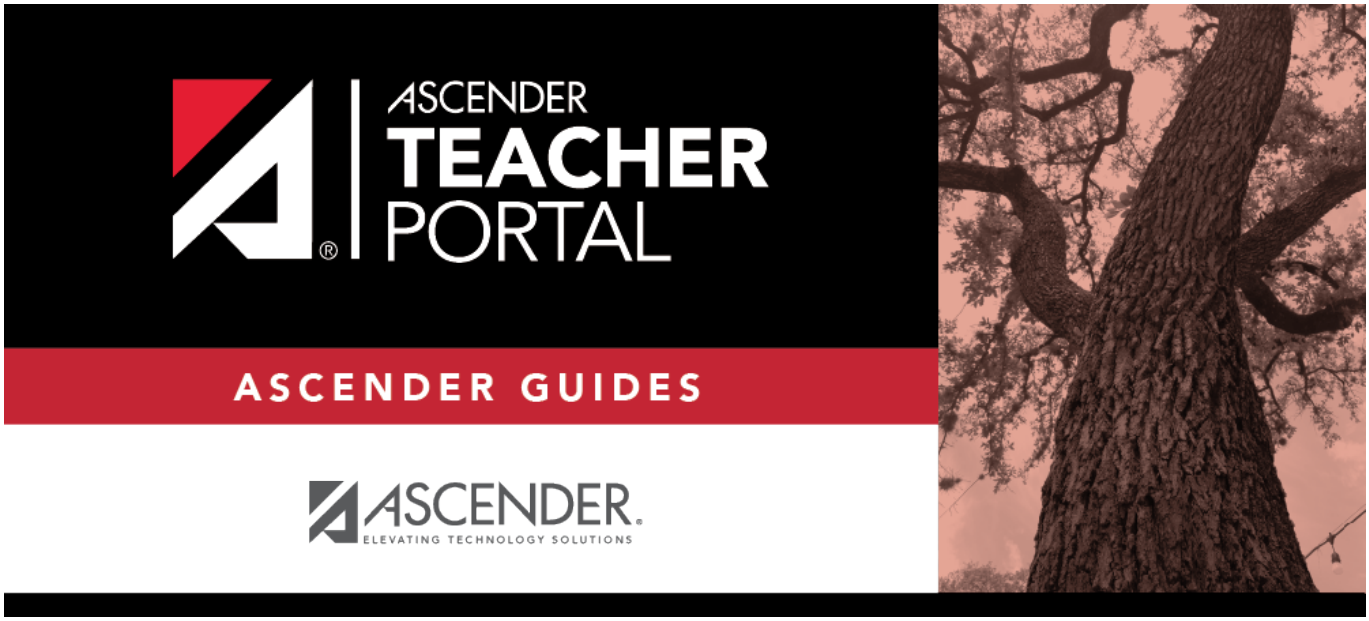

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TeacherPortal Administrator Guide

TeacherPortal Admin Overview

Welcome to ASCENDER TeacherPortal!

The following information will assist you in using the administration pages associated with TeacherPortal.

Access Types

There are various levels of access that can be granted to TeacherPortal users. The districts control access to TeacherPortal through district and campus menus in the Student system.

Administrators

There are four levels of administrative access.

- Administrators can be given full maintenance access or inquiry-only access, and they can be given access to one campus or all campuses.
- Campus-level administrators can also be assigned Discipline-only access.

The access level is displayed on the Administrator Options page.

Teachers

Most teachers will have regular (non-administrative) access. Teachers who do not have administrative access are directed to the Announcements page when they log on. The Admin tab is not displayed in the main menu, and some reports that require administrative access are not displayed in the Reports submenu.

- Teachers who teach courses for which students must meet UIL eligibility requirements (e.g., band or athletics) can be granted access to the UIL report in the Reports menu. The UIL report allows a teacher to view their students' working cycle averages for all of their courses to determine UIL eligibility and locate students who may be at risk of losing eligibility.
- A teacher can be given permission to create campus-wide or course-wide groups of students in TeacherPortal. Special group reports are available that provide data for the student groups.

Long-Term Substitute Teachers

Long-term substitute teachers can be granted access to use TeacherPortal on behalf of a teacher who is out for an extended period of time. When the substitute logs in to TeacherPortal as the teacher, the substitute can select the teacher for whom she/he is substitute teaching. Then, the substitute teacher can proceed to use TeacherPortal as the teacher.