



ASCENDER
TEACHER
PORTAL

ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS



Teacher Reports

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Teacher Reports

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Multipurpose Reports:

Generate Seating Chart report.

Reports > Seating Charts

This report prints a teacher's seating charts for all periods or one period. For each period, the seating chart is displayed followed by a list of students who are not assigned to seats. The seating chart lists the student name, gender, and ID.

If printed for all periods, each period prints on a separate page.

NOTE: If that field has been changed, and the seating charts have not been re-saved on [Settings > Manage Charts](#) since the setting was changed, a warning message is displayed when the report is generated indicating that the reports will not be accurate until the Manage

Seating Charts page has been re-saved. You must review the seating chart for each period on the Manage Seating Charts page, make any necessary changes, and then re-save each chart.

Specify report options:

Semester	The current semester is displayed. You can select a different semester.					
Period	Select the period-course(s) to print the seating chart for, or select ALL CLASSES to print seating charts for all periods. If Combine Courses in Attendance is selected on your Settings > Update Profile page, the courses are combined by period.					
width	Select the width setting for the report. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Fixed Seat Width</td> <td style="width: 75%; padding: 5px;">Select to print a report in which all seats are the same width. This setting works for small and average-size classes. For larger classes, some seats may not print on the page.</td> </tr> <tr> <td style="width: 25%; padding: 5px;">Auto-Adjusted Seat Width</td> <td style="width: 75%; padding: 5px;">Select to print a report in which each column is adjusted to the student name. Each column is only wide enough to accommodate the longest name in the column; therefore, some columns are wider than others. This setting is a better option for larger classes.</td> </tr> </table> For either width setting, you can adjust the orientation when you print. Select Landscape to increase the number of students that fit on the page.		Fixed Seat Width	Select to print a report in which all seats are the same width. This setting works for small and average-size classes. For larger classes, some seats may not print on the page.	Auto-Adjusted Seat Width	Select to print a report in which each column is adjusted to the student name. Each column is only wide enough to accommodate the longest name in the column; therefore, some columns are wider than others. This setting is a better option for larger classes.
Fixed Seat Width	Select to print a report in which all seats are the same width. This setting works for small and average-size classes. For larger classes, some seats may not print on the page.					
Auto-Adjusted Seat Width	Select to print a report in which each column is adjusted to the student name. Each column is only wide enough to accommodate the longest name in the column; therefore, some columns are wider than others. This setting is a better option for larger classes.					
Show Pictures	Select to display student photos in the seating chart. Photos are only available if they have been added by the district.					

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.

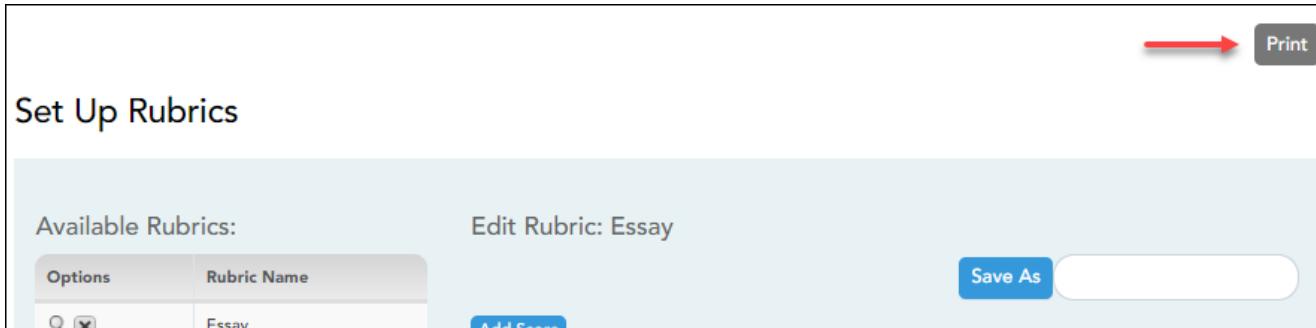
[Generate Rubric report \(if enabled for campus\).](#)

There are two ways to access the rubric printing options:

- From the Manage Rubric Charts page, click **Print**.
- From the Reports menu, select **Rubrics**.

Print the rubric chart:

Click **Print** to print a report of the displayed rubric chart.



The screenshot shows a 'Set Up Rubrics' page. At the top right is a 'Print' button with a red arrow pointing to it. Below the button is a section titled 'Available Rubrics' with a table. The table has columns for 'Options' and 'Rubric Name'. One row in the table is highlighted with a blue background and shows 'Essay' in the 'Rubric Name' column. To the right of the table is an 'Edit Rubric: Essay' link and a 'Save As' button. A 'Add Score' button is also visible at the bottom of the table.

The [Rubric Report Selection](#) page opens allowing you to make selections for printing the report.

This report prints a rubric chart which has been set up on [Settings > Manage Rubric Charts](#). You can print only the rubric chart (i.e., blank), or you can print the rubric chart with student grades for a particular assignment.



The screenshot shows the 'Rubric Report Selection' page. At the top is a title 'Rubric Report Selection'. Below the title are two input fields: 'Rubric Name' with a dropdown menu showing 'Essay' and a '▼' icon, and 'Title (Optional)' with an empty text input field. Below these fields is a note: 'If Title is left blank, the Rubric Name will be the title on the report.' At the bottom is a blue 'Generate' button.

Specify report options:

Rubric Name	Select the rubric chart you want to print. Only rubric charts that have skills and scores already set up are listed.
Title	(Optional) Type a title for the report, up to 50 characters. If blank, the rubric chart name is used as the title.

Print with grades	<p>Select to print the report with student grades. This field is only displayed if the selected rubric chart has already been used to grade an assignment.</p> <p>If selected, an additional field is displayed allowing you to select a course-section. Only course-sections that have a rubric chart set up are listed.</p> <table border="1" data-bbox="271 316 1472 649"> <tr> <td data-bbox="271 316 493 649"> course-section </td><td data-bbox="493 316 1472 649"> Once you select a course-section, another field is displayed allowing you to select the assignment that was graded with a rubric chart. </td></tr> <tr> <td data-bbox="493 384 684 649"> assignment </td><td data-bbox="684 384 1472 649"> Once you select an assignment, a list of students in the course-section is displayed, along with their grade for the assignment. </td></tr> <tr> <td data-bbox="684 496 811 649"> This Student </td><td data-bbox="811 496 1472 649"> Select for the students you want to print the rubric for. You can select Check all at the top of the column to select all students in the course-section. </td></tr> </table>	course-section	Once you select a course-section, another field is displayed allowing you to select the assignment that was graded with a rubric chart.	assignment	Once you select an assignment, a list of students in the course-section is displayed, along with their grade for the assignment.	This Student	Select for the students you want to print the rubric for. You can select Check all at the top of the column to select all students in the course-section.
course-section	Once you select a course-section, another field is displayed allowing you to select the assignment that was graded with a rubric chart.						
assignment	Once you select an assignment, a list of students in the course-section is displayed, along with their grade for the assignment.						
This Student	Select for the students you want to print the rubric for. You can select Check all at the top of the column to select all students in the course-section.						

Click **Generate**.

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