



# ASCENDER TeacherPortal - Teacher Guide



---

# Table of Contents

**ASCENDER TeacherPortal - Teacher Guide** ..... i

**Mid-Cycle Tasks** ..... 1

**End-of-Cycle Steps** ..... 15

**End-of-Semester/End-of-Year Steps** ..... 29

**Teacher Reports** ..... 42



---

# Teacher Guide to ASCENDER TeacherPortal

## Mid-Cycle Tasks

[Enter IPR comments.](#)

[Grades > IPR Comments](#)

This page allows you to enter IPR comments and notes that will be displayed on the printed IPRs.

- IPR comments are codes for preset descriptions that apply to all course-sections for the student.
- IPR notes are free-text notes that apply only to the student for the selected course-section.
- IPR comments also appear on any IPRs generated by the campus.

Course-Section 05 ENVIRONMENT SYS (4216-35) Retrieve

## IPR Comments

Course-Section 05 ENVIRONMENT SYS (4216-35)

PIN:

Save

[Clear All IPR Comments](#)

Student ID	Name	Average	IPR Comments	Note	Code	Description
992142	BAIN, TAYLOR S	87.0	<input type="text"/>		A	EXCELLENT WORK
981217	BIENEK, KYLEE L	80.0	<input type="text"/>		B	SHOWS IMPROVEMENT
993057	CARROLL, BAILEY M	92.0	<input type="text"/>		C	PLEASURE TO HAVE IN CLASS
992520	CEJA JR, GILBERTO F	85.0	<input type="text"/>		D	EVIDENCE OF EXTRA EFFORT
992153	DUBOSE, GILLIAN C	69.0	<input type="text"/>		E	NOT FOLLOWING CLASS RULES
981684	ESTRADA, HEAVEN L	63.0	<input type="text"/>		F	ABSENCES HAMPER PERFORMANCE
983091	KEENUM, CHRISTIAN J	73.0	<input type="text"/>		G	DOES NOT PAY ATTENTION
992449	KEITH, JAY J	79.0	<input type="text"/>		H	COMES TO CLASS UNPREPARED
					I	DOES NOT TURN IN HOMEWORK
					J	UNEX ABSENCE DUE TO TARDIES
					K	LOW TEST GRADES
					L	MISSING ASSIGNMENTS

Hide Comment Legend

Select the course:

**Course-Section** Select the course-section or group to enter IPR comments and notes for.

Click **Retrieve**.

The students in the course-section or group are displayed.

Students are sorted by last name, unless you have specified a custom sort order on [Settings > Arrange Student Order](#).

[The columns can be re-sorted.](#)

The columns can be sorted according to your preferences.

- An up arrow ▲ indicates the column and order by which the table is currently sorted.
- If a column can be sorted, a sort box ⇅ is displayed in the column heading.
- To resort the list by another column heading, click ⇅ in the column heading. The column is sorted in ascending order, as indicated by ▲ in the column heading.
- To sort the column in descending order, click ▼ again. The sort arrow changes direction ▼.

If you sort by the last name column, the table sorts by last name, then first name. If you sort by the first name column, the table sorts by first name, then last name.

**NOTE:** Sorting the columns overrides the custom sort order established on the Arrange Student Order page. However, if you leave this page and return, the students are displayed in your custom sort order. (This does not apply on the Post/View Attendance page.)

<b>Student ID</b>	The student's ID is displayed. Click the student ID to view the <a href="#">student's profile</a> .																						
<b>Average</b>	The student's working cycle average is displayed. For more information on calculating averages, view the online Help for <b>Weighting Type</b> on <a href="#">Settings &gt; Manage Categories</a> .																						
<b>IPR Comments</b>	Type up to five one-character comment codes to specify the comments you want to print on the IPR (e.g., "Conference requested").																						
<b>Show/Hide Comment Legend</b>	(located below the grid) Click to view a list of valid IPR comment codes and descriptions. These codes are created in the Student system. <b>NOTE:</b> If a description exists in Spanish, the Spanish description is displayed below the English description. If the student's report card is generated in Spanish, and a Spanish comment exists, the Spanish comment is printed on the report card. If a Spanish comment does not exist, the English comment is printed on the report card. These codes and descriptions are maintained at the campus level.																						
	<table border="1"> <thead> <tr> <th>Student ID</th> <th>Name</th> <th>Average</th> <th>IPR Comments</th> <th>Note</th> <th>Show Comment Legend</th> </tr> </thead> <tbody> <tr> <td>992142</td> <td>BAIN, TAYLOR S</td> <td>87.0</td> <td><input type="text"/></td> <td></td> <td rowspan="3"></td> </tr> <tr> <td>981217</td> <td>BIENEK, KYLEE L</td> <td>80.0</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>993057</td> <td>CARROLL, BAILEY M</td> <td>92.0</td> <td><input type="text"/></td> <td></td> </tr> </tbody> </table>	Student ID	Name	Average	IPR Comments	Note	Show Comment Legend	992142	BAIN, TAYLOR S	87.0	<input type="text"/>			981217	BIENEK, KYLEE L	80.0	<input type="text"/>		993057	CARROLL, BAILEY M	92.0	<input type="text"/>	
Student ID	Name	Average	IPR Comments	Note	Show Comment Legend																		
992142	BAIN, TAYLOR S	87.0	<input type="text"/>																				
981217	BIENEK, KYLEE L	80.0	<input type="text"/>																				
993057	CARROLL, BAILEY M	92.0	<input type="text"/>																				
<b>Note</b>	Click  to enter notes about the student that will appear on the printed IPR. Click <b>Ok</b> to save the note, or click <b>Clear</b> to clear the note. If a note is entered for the student, the yellow note icon  is displayed. <b>NOTE:</b> Your comments and notes are not actually saved until you type your PIN and click <b>Save</b> . When you click <b>Ok</b> , it only saves your notes until you save all data on the page.																						

<b>Clear All IPR Comments</b>	Click to clear all comments for all displayed students. Notes are not cleared. <b>NOTE:</b> Your comments are not actually cleared until you enter your PIN and click <b>Save</b> .
-------------------------------	--

---

**Save data:**

<b>PIN</b>	Type your four-digit personal identification number (PIN).
------------	--

Click **Save**.

If your changes were saved successfully, the page reloads, and a message is displayed indicating that the grades were saved successfully.

To print IPRs for the selected students, go to [Grades > Print IPR](#). Follow the instructions provided in the online Help for the page.

### [Print IPRs.](#)

#### [Grades > Print IPR](#)

This page allows you to select the students to print IPRs for. The IPR is generated for a specific point in time during the current semester-cycle to provide a report of a student's grades up to that point. You can run IPRs any time throughout the semester, including occasions when you are meeting with a student's parents and want to show them a detailed report of the student's grades. You can also print IPRs for previous semesters-cycles.

For each student, you can select the semester and cycle, the courses you want to print IPRs for, and the level of detail you want to include on the report.

Semester:  Cycle:  Course-Section:

## Print IPR

Semester: 2 Cycle: 1 Course-Section: 05 ENVIRONMENT SYS (4216-35)

Select Students with Average Below:    Show Withdrawn  Show Blank Grades

Student ID	Name	Average	This Class (Select All <input type="checkbox"/> )	All My Classes (Select All <input type="checkbox"/> )	Detailed View (Select All <input checked="" type="checkbox"/> )	Language
992142	BAIN, TAYLOR S	87.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English ▼
981217	BIENEK, KYLEE L	80.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English ▼
993057	CARROLL, BAILEY M	92.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English ▼
992520	CEJA JR, GILBERTO F	85.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English ▼
992153	DUBOSE, GILLIAN C	69.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English ▼
992800	MUELLER, MONTANA J	70.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English ▼
992811	NELSON, OLIVIA A	75.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English ▼
992801	RODRIGUEZ III, ROBERTO D	60.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English ▼

IPR-wide Note (optional)

Print Parent Signature Line

- Select the course-section you want to print IPRs for:

<b>Semester</b>	The current semester is displayed by default. You can select another semester.
<b>Cycle</b>	The current cycle is displayed by default. You can select another cycle.
<b>Course-Section</b>	Select the course-section you want to print IPRs for.  If the course is marked as ready to post on <a href="#">Grades &gt; Cycle Grades</a> , the message "[READY]" is displayed next to the course.  <b>NOTE:</b> IPRs cannot be produced for elementary skills-based courses.

- Click **Retrieve**.

The grid displays all students currently enrolled in the course-section. Students are sorted by last name, unless you have specified a custom sort order on [Settings > Arrange Student Order](#).

The columns can be re-sorted.

The columns can be sorted according to your preferences.

- An up arrow ▲ indicates the column and order by which the table is currently sorted.
- If a column can be sorted, a sort box ▼ is displayed in the column heading.
- To resort the list by another column heading, click ▼ in the column heading. The column is sorted in ascending order, as indicated by ▲ in the column heading.
- To sort the column in descending order, click ▼ again. The sort arrow changes direction ▼.

If you sort by the last name column, the table sorts by last name, then first name. If you sort by the first name column, the table sorts by first name, then last name.

**NOTE:** Sorting the columns overrides the custom sort order established on the Arrange Student Order page. However, if you leave this page and return, the students are displayed in your custom sort order. (This does not apply on the Post/View Attendance page.)

<b>Show Withdrawn</b>	Withdrawn students are displayed in a blue row, and the message "Withdrawn" and the withdrawal date are displayed by the student's name. The withdrawal date may be the student's withdrawal date from school or his withdrawal date from the class.
<b>Show Blank Grades</b>	Select to include all assignments on the IPR, including assignments with blank grades. This does not apply for courses that use standards-based grading.

<b>Student ID</b>	The student's ID is displayed. Click the student ID to view the <a href="#">student's profile</a> .
<b>Average</b>	The student's working cycle average is displayed. For more information on calculating averages, view the online Help for <b>Weighting Type</b> on <a href="#">Settings &gt; Manage Categories</a> .

Select the students and level of detail:

<b>Select Students with Average Below</b>	To print IPRs only for students with an average below a specific average for the course-section, type the average in this field and click <b>Select</b> . The students are selected for printing.
<b>This Class</b>	Select to print an IPR for the student for only the selected course-section. If selected, <b>Default View</b> is selected and cannot be changed.
<b>Select All</b>	Select to apply this option for all students in the selected course-section. If selected, you cannot select <b>All My Classes</b> for the students.

<b>All My Classes</b>	Select to print IPRs for the student for all classes you teach in which the student is enrolled. If selected, the default view for the IPR is the summary view.
	<b>Select All</b> Select to apply this option to all students in the selected course-section. If selected for any students, you cannot select <b>This Class</b> for the students.
<b>Detailed View</b>	Select to print the detailed IPR. If not selected, the summary IPR is printed.  The summary IPR only includes the course name, period, current average, and comments.  The detail IPR includes assignments and assignment grades, assignment due dates, posted and calculated average, previously posted cycle averages, comments, grading type, and more.
	<b>Select All</b> Select to print the detail IPR for all students in the selected course-section.
<b>Language</b>	For each student, select the language in which to print the IPR.  If you select a language other than <i>English</i> , the IPR headings and fields are converted to the selected language; however, the student and course comments are only printed in the selected language if they have been entered in that language in the Student system. User-defined fields are not converted.

<b>IPR-wide Note</b>	(Optional) Type a note to be displayed on all IPRs selected for printing. This note will be appended to any notes entered in the <b>Note</b> field on the <a href="#">IPR Comments</a> page. (Notes entered on the IPR Comments page are student-specific.)
<b>Print Parent Signature Line</b>	Select to print a parent signature line at the bottom of the IPR.

Click **Print Selected IPRs**.

The [Interim Progress Reports](#) page opens. Click **Return to IPR Selection** to return to this page.

[Print IPRs for students whose average is below specified number.](#)

[Grades > Print IPR by Average](#)

This page allows you to print IPRs for students in all of your courses who have a working cycle average below a specified average.

## Print IPR by Average

Select students from all my classes with any class average below:

Select students:

**Select students from all my classes with any class average below:**

Type the average. All of your students with a working cycle average below this average will be selected.

Click **Select**.

The Print IPR by Average page is displayed allowing you to indicate your printing preferences.

## Print IPR by Average

Select students from all my classes with any class average below:

Show Blank Grades

Student ID	Name	Courses	All My Classes (Select All <input checked="" type="checkbox"/> )	Detailed View (Select All <input type="checkbox"/> )	Language
992770	ANZUA, CRYSTAL F	ENVIRONMENT SYS: 38.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English ▼
993103	BRANDON JR, MARIO N	ENVIRONMENT SYS: 65.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English ▼
993929	CASTILLO JR, ALAN H	ENVIRONMENT SYS: 37.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English ▼

992800	MUELLER, MONTANA J	70.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English ▼
992811	NELSON, OLIVIA A	75.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English ▼
992801	RODRIGUEZ III, ROBERTO D	60.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English ▼

IPR-wide Note (optional)

Print Parent Signature Line

<b>All My Classes</b>	<p>Select to print IPRs for the student for all classes you teach in which the student is enrolled. If selected, the default view for the IPR is the summary view.</p> <table border="1" data-bbox="367 197 1481 315"> <tr> <td data-bbox="367 197 518 315"><b>Select All</b></td> <td data-bbox="521 197 1481 315">Select to apply this option to all students in the selected course-section. If selected for any students, you cannot select <b>This Class</b> for the students.</td> </tr> </table>	<b>Select All</b>	Select to apply this option to all students in the selected course-section. If selected for any students, you cannot select <b>This Class</b> for the students.
<b>Select All</b>	Select to apply this option to all students in the selected course-section. If selected for any students, you cannot select <b>This Class</b> for the students.		
<b>Detailed View</b>	<p>Select to print the detailed IPR. If not selected, the summary IPR is printed.</p> <p>The summary IPR only includes the course name, period, current average, and comments.</p> <p>The detail IPR includes assignments and assignment grades, assignment due dates, posted and calculated average, previously posted cycle averages, comments, grading type, and more.</p> <table border="1" data-bbox="367 604 1481 683"> <tr> <td data-bbox="367 604 518 683"><b>Select All</b></td> <td data-bbox="521 604 1481 683">Select to print the detail IPR for all students in the selected course-section.</td> </tr> </table>	<b>Select All</b>	Select to print the detail IPR for all students in the selected course-section.
<b>Select All</b>	Select to print the detail IPR for all students in the selected course-section.		
<b>Language</b>	<p>For each student, select the language in which to print the IPR.</p> <p>If you select a language other than <i>English</i>, the IPR headings and fields are converted to the selected language; however, the student and course comments are only printed in the selected language if they have been entered in that language in the Student system. User-defined fields are not converted.</p>		

<b>IPR Wide Note</b>	(Optional) Type a note to be displayed on all IPRs selected for printing. This note will be appended to any notes entered in the <b>Note</b> field on the <a href="#">IPR Comments</a> page. (Notes entered on the IPR Comments page are student-specific.)
<b>Print Parent Signature Line</b>	Select to print a parent signature line at the bottom of the IPR.

Click **Print Selected IPRs**.

The [Interim Progress Reports](#) page opens. Click **Return to IPR Selection** to return to this page.

## Reports:

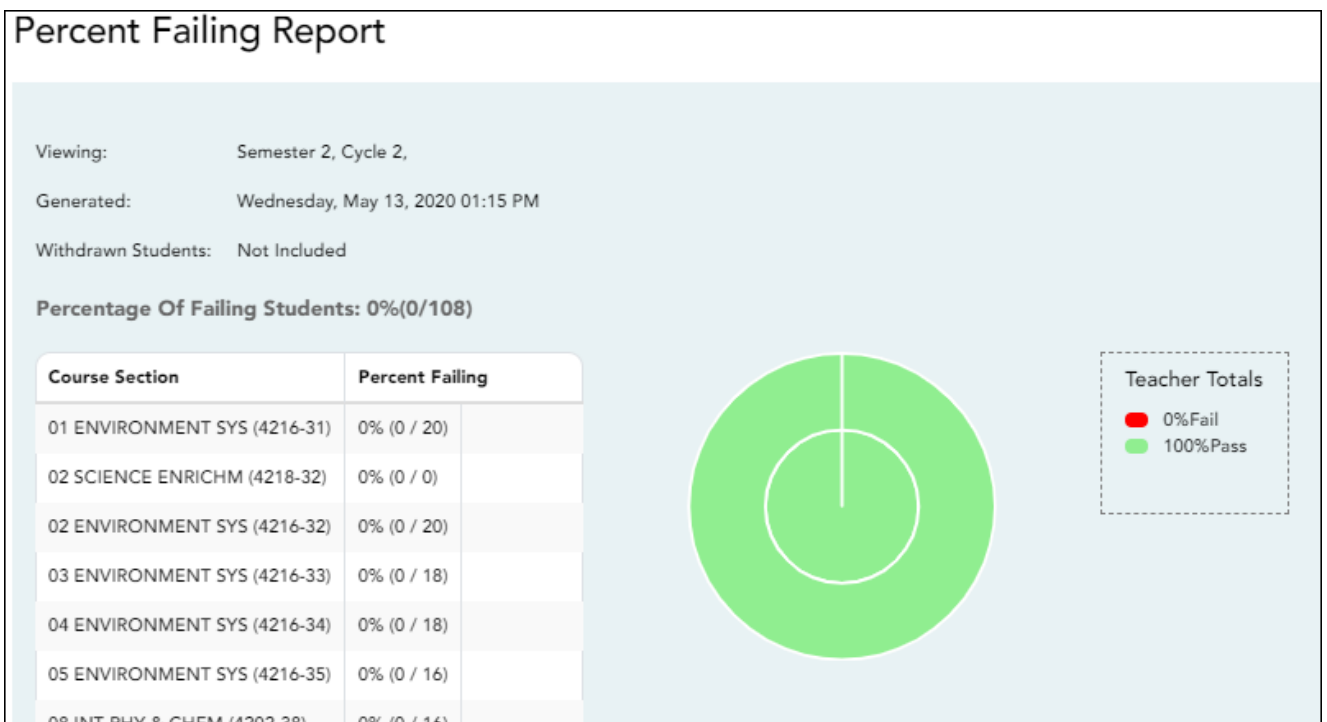
[Generate percent failing report.](#)

[Reports > Percent Failing](#)

This report provides the percentage of a teacher's students who have a failing working cycle average for each class, as well as a total for all of the teacher's classes. The data can be displayed in a pie chart or grid format. Non-graded courses are not included.

Administrative users have the option to view the data for all teachers across the campus.

**NOTE:** Background colors may not automatically print, depending on your browser settings. For more information, [click here](#).



Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester.
<b>Cycle</b>	The current cycle is displayed. You can select a different cycle.

<b>Viewing Options</b>	<b>Include Withdrawn Students</b>	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.	
	<b>View Chart</b>	<p>Select to view the data in a pie chart as well as the grid format. If not selected, only the grid is displayed.</p> <p>The pie chart outer circle displays the data for all of the teacher's classes.</p> <p>If any of the teacher's students have failing averages, the pie chart inner circle displays a breakdown of failing students by class.</p>	
<b>Admin Options</b>	These fields are only displayed if you are logged on as an administrative user.		
	<b>Across Campus</b>	Select to view data for all teachers across the campus. Otherwise, grades are only displayed for the impersonated teacher's courses.	
	<b>Force page break between instructors</b>	<p>This field is enabled when <b>Across Campus</b> is selected.</p> <p>Select to include a page break between teachers.</p>	

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 student grade report \(and UIL Eligibility\) \(if granted access\).](#)

[Reports > Student Grades Report \(and UIL Eligibility\)](#)

[Reports > Student Group Reports > Student Grades Report](#)

[Settings > Student Group Manager > Group Reports > Student Grades Report](#)

This report lists student working cycle averages for all of their courses. Courses in which the student has failing grades are shaded pink.

- If a posted grade exists for the semester and cycle, the posted grade is displayed.
- If an override grade exists, the override grade is displayed.

The report is available to users who log on to TeacherPortal with a district- or campus-level administrative ID, teachers who have access to run the student groups report, or teachers who have UIL access. However, the report can also be run for a student group by any user who has existing groups.

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester.
<b>Cycle</b>	The current cycle is displayed. You can select a different cycle.
<b>Course-Section</b>	Select the course for which to produce the report, or select <i>NO SELECTION</i> to run the report for all course-sections. You must specify either a course-section or special program, or both.
<b>Student Groups</b>	If you are running the group report, <b>Student Groups</b> is displayed instead of <b>Course-Section</b> . Select the student group for which to run the report.

<b>Special Programs</b>	<p>This field is only displayed if you have been granted access to run group reports. Select the group for which to produce the report. If a program is selected, the report only includes students enrolled in that special program.</p> <p>You can select both a course-section and a special program. If you make selections in both fields, the report includes only students enrolled in the course-section who are also enrolled in the special program.</p> <p>If you select <i>Generic</i>, the generic program field appears allowing you to select a specific generic program. Only generic programs for the campus are listed. If a local program is selected, the report only includes students enrolled in that program.</p>
<b>Show only students with at least one grade below</b>	Select to limit the report to students who have at least one course with a working cycle average below a specific grade (e.g., below 70), and type a grade in the field.
<b>Show only students and courses that are UIL Eligible</b>	<p>Select to display only the UIL eligible courses in order to check for UIL eligibility.</p> <p>If selected, the courses listed are determined by campus and district settings.</p> <ul style="list-style-type: none"> <li>• If the field contains a value in the campus section record, that value is used.</li> <li>• If the field is blank in the campus section record, the field on the district course record is used.</li> <li>• If both fields are blank, the course is not included on the UIL report.</li> </ul>

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 student group reports.](#)

[Settings > Manage Student Groups](#)

<b>Group Manager (left grid)</b>	Your existing groups are listed. Otherwise, the message “No Student Groups were found” is displayed.
----------------------------------	--

<b>Group Reports (right grid)</b>	<p>The available student group reports are listed; they are linked to the reports in the <a href="#">Reports &gt; Student Group Reports</a> submenu. Some of the group reports mirror other reports available in the Reports menu.</p> <p>If no groups exist, the message “No Student Groups Exist” is displayed in place of any reports.</p>
<b>Group Reports (left grid)</b>	<p>Click a report title to run the report for a student group:</p> <ul style="list-style-type: none"> <li>• The group <a href="#">Admin Student Grades</a> page allows you to run the Admin Student Grades report for a student group.</li> <li>• The <a href="#">Attendance Summary</a> report generates a summary report of student attendance for a specified student group.</li> <li>• The <a href="#">Student Grades Report (and UIL Eligibility) Report</a> lists student working cycle averages for all of their courses, which allows you to determine UIL eligibility and locate students who may be at risk of losing eligibility. Courses in which the student has failing grades are shaded pink.</li> </ul>

[Generate student notes report.](#)

[Reports > Student Notes](#)

This report displays any of the following notes for one or all courses, and for one or all students.

- **Course Notes:** Notes entered in the **Course Notes** field on [Settings > Manage Courses](#). These are comments and notes entered by teachers about their courses, such as reminders, announcements, and other course-specific information. These notes are displayed to parents in ParentPortal.
- **Student Course Notes:** Notes entered by clicking the note icon next to the student's name on [Grades > Assignment Grades](#). These are course-specific notes entered by teachers about the student, and the notes are associated with specific categories. These notes are note displayed to parents in ParentPortal.
- **Course Assignment Notes:** Notes entered in the **Notes** field on [Settings > Manage Assignments](#). These are notes entered by teachers about their assignments. The notes are displayed to parents in ParentPortal.
- **Student Assignment Notes:** Notes entered by clicking the note icon next to the student's assignment grade on [Grades > Assignment Grades](#). These are assignment-specific notes entered by teachers about the student. The teacher has the option to display the note to parents in ParentPortal.
- **IPR Notes:** Notes entered in the **Note** field on [Grades > IPR Comments](#). These are student-specific notes entered by the teacher about the student relative to the IPR. These notes are printed on the IPR that is distributed to parents.

Semester: 2 Cycle: 2 Course-Section ALL

### Student Notes Report Selection

**Notes Selection Options**

Student ID: ALL Enter a specific numeric student ID or ALL to include all students.:

Select Note Type: (select one or more)

- Course Notes
- Student Course Notes
- Course Assignment Notes
- Student Assignment Notes
- IPR Notes

**Viewing Options**

- Include Withdrawn Students
- Page break between courses

Generate

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester. The selected semester affects the courses listed in the <b>Course-Section</b> drop-down list, but it does not affect the notes displayed; the notes are not semester-specific. For example, for a two-semester course, the notes are displayed for the entire year.
<b>Cycle</b>	The current cycle is displayed. You can select a different cycle.
<b>Course-Section</b>	Select the course-section for which to print the report. Or, select <i>ALL</i> to produce the report for all of your course-sections. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.

Under **Notes Selection Options**:

<b>Student ID</b>	Begin typing the student's ID. As you begin typing the ID, a drop-down list displays students whose student ID matches the numbers you have typed. From the drop-down list, select a student.
-------------------	---

<b>Select Note Type</b>	Select one or more note types to be printed. The descriptions for each note type are listed above.	
	If you select <b>Student Course Notes</b> , the following fields appear:	
	<b>Note Category</b>	Select the category of notes you want to view. Or, select <i>ALL</i> to include all categories.
	<b>Notes Created By</b>	Select a user name to see only notes entered by that user. Or, select <i>ALL</i> to include notes from all users.
	<b>Sort Order</b>	Indicate if you want these notes sorted by note category or user name on the report.

Under **Viewing Options**:

<b>Include withdrawn students</b>	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.
<b>Page break between courses</b>	Select to print one course per page. Otherwise, the data will print continuously.

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.

## Teacher Guide to ASCENDER TeacherPortal

### End-of-Cycle Steps

[Manage cycle grades information.](#)

[Grades > Cycle Grades](#)

This page allows you to manage end-of-cycle and end-of-semester grade data, including cycle and semester averages, working final grade, override grades, exams, citizenship grades, and comments. When all data has been entered correctly and is ready to post, you must submit the cycle and/or semester grades to the campus administrator.

No data is displayed for future cycles.

For self-paced courses, see the **Self-paced Courses** section below.

Semester: 2 Course-Section 05 ENVIRONMENT SYS (4216-35) Retrieve

### Cycle Grades

Semester: 2  
Course-Section 05 ENVIRONMENT SYS (4216-35)  
PIN:   
Save Calculate Semester Averages

Show Withdrawn Students Show Previous Semester Detail

ID	Name	Posted Sem 1	Current Semester: 2, Cycle: 1				Working Semester Average	Working Final Grade
		Avg	Average (Auto Grade)	Override	Citizenship	Report Card Comments		
992142	BAIN, TAYLOR S	86	87	87.0	<input type="checkbox"/>	<input type="text"/>	87	
981217	BIENEK, KYLEE L	94	80	80.0	<input type="checkbox"/>	<input type="text"/>	80	
993057	CARROLL, BAILEY M	93	92	92.0	<input type="checkbox"/>	<input type="text"/>	92	
992520	CEJA JR, GILBERTO F	87	85	85.0	<input type="checkbox"/>	<input type="text"/>	85	
992153	DUBOSE, GILLIAN C	74	69	69.0	<input type="checkbox"/>	<input type="text"/>	69	
981684	ESTRADA, HEAVEN L	77	63	63.0	<input type="checkbox"/>	<input type="text"/>	63	
983091	KEENUM, CHRISTIAN J		73	73.0	<input type="checkbox"/>	<input type="text"/>	73	
992449	KEITH, JAY J	57	79	79.0	<input type="checkbox"/>	<input type="text"/>	79	
980432	KRAMER, AUSTIN	88	90	90.0	<input type="checkbox"/>	<input type="text"/>	90	

Show Comment Legend

Select the course-section you want to enter end-of-cycle grades for:

<b>Semester</b>	The semester of the selected date is displayed by default.
<b>Course-Section</b>	Select the course-section you want to enter cycle grades for. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.
<b>Show Withdrawn Students</b>	<p>Withdrawn students are not automatically displayed. Select the field to include withdrawn students in the list.</p> <p>For withdrawn students, the message "Withdrawn" and the withdrawal date are displayed by the student's name. The withdrawal date may be the student's withdrawal date from school or his withdrawal date from the class. No Show students are not included.</p> <p>To hide withdrawn students, clear the field.</p>

Click **Retrieve**.

The grid displays all students currently enrolled in the course-section. Students are sorted by last name, unless you have specified a custom sort order on [Settings > Arrange Student Order](#).

- The columns can be [re-sorted](#)

The columns can be sorted according to your preferences.

- An up arrow ▲ indicates the column and order by which the table is currently sorted.
- If a column can be sorted, a sort box ▼ is displayed in the column heading.
- To resort the list by another column heading, click ▼ in the column heading. The column is sorted in ascending order, as indicated by ▲ in the column heading.
- To sort the column in descending order, click ▲ again. The sort arrow changes direction ▼.

If you sort by the last name column, the table sorts by last name, then first name. If you sort by the first name column, the table sorts by first name, then last name.

**NOTE:** Sorting the columns overrides the custom sort order established on the Arrange Student Order page. However, if you leave this page and return, the students are displayed in your custom sort order. (This does not apply on the Post/View Attendance page.)

- If the course is set up to post alphabetical grades, and **Show averages as alpha** is selected on [Grades > Assignment Grades](#), alphabetical cycle grades are displayed. Otherwise, numeric cycle grades are displayed.
- You can navigate through the grade fields [using the keyboard](#)

Press ENTER after you type each grade to move down the list to the next student. You can press SHIFT+ENTER to move up the list. You can also press the up and down arrow keys to move up and down the list.

Press TAB to move across the list to the next assignment. You can press SHIFT+TAB to move back to the left.

<b>ID</b>	The student's ID is displayed. Click the student ID to view the <a href="#">student's profile</a> .
<b>CURRENT CYCLE</b>	
Under <b>Current Semester: N, Cycle: N</b>	
Current cycle information appears under the <b>Current Semester: N, Cycle: N</b> heading, where N is the semester and cycle numbers.	
Current cycle information includes the following:	

<b>CURRENT CYCLE</b>			
<b>Average/(Auto Grade)</b>	<p>The student's working cycle average is displayed, which is based on the data entered up to this point on <a href="#">Grades &gt; Assignment Grades</a>. This value is recalculated as assignment grade data is entered or changed for the student.</p> <p>The average becomes the student's cycle average, unless the cycle grade is pre-posted or an override grade is entered in the <b>Override</b> field (either by the teacher or an administrator).</p> <p>If the grade in this field is an auto grade, the grade is displayed in parentheses in a lighter shade than a working cycle average. The auto grade is not displayed if the student has a working cycle average.</p> <p>For more information on calculating averages, view the online Help for <b>Weighting Type</b> on <a href="#">Settings &gt; Manage Categories</a>.</p>		
<b>Override</b>	<p>You can use this field to override a student's working cycle average with a different grade (e.g., if the student's working cycle average is 69, you may give the student a cycle grade of 70). You can also type N/G to assign an override grade of no grade.</p> <ul style="list-style-type: none"> <li>• If the student's cycle grade is pre-posted, the pre-posted grade is displayed in this field. You cannot override a pre-posted cycle grade.</li> <li>• If you post an override grade for a student, and there are no categories for the course, the weighting type is automatically set to percentage.</li> </ul>		
<b>Citizenship</b>	<p>Type the student's citizenship grade for the current cycle. Valid grades are E, S, N, U, A, B, C, D, and F.</p> <p>The campus may have the citizenship grade set to automatically give all students a default grade. If so, you only need to enter a grade for students whose citizenship grade differs from the default.</p>		
<b>Report Card Comments</b>	<p>Type up to five one-character comment codes to specify the comments you want to print on the report card (e.g., "Conference Requested" or "Puts forth good effort").</p> <table border="1" data-bbox="352 1048 1476 1144"> <tr> <td><b>Show/Hide Comment Legend</b></td> <td>(located below the grid) Click to view or hide a list of valid report card comment codes and descriptions. The legend opens on the right side of the page.</td> </tr> </table>	<b>Show/Hide Comment Legend</b>	(located below the grid) Click to view or hide a list of valid report card comment codes and descriptions. The legend opens on the right side of the page.
<b>Show/Hide Comment Legend</b>	(located below the grid) Click to view or hide a list of valid report card comment codes and descriptions. The legend opens on the right side of the page.		
<b>Report Card Narrative</b>	<p>This field is displayed if enabled at the campus level, and only for the current cycle. You can type up to 5000 characters which will appear on the student's report card.</p>		
<b>Reading Level</b>	<p>The field is only displayed for credit level E courses that have a service ID with ELLA or ENGL (i.e., Elementary English Language Arts courses at elementary campuses), and only if the table is setup in Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; District &gt; Reading Levels.</p> <p>Select the student's reading level.</p>		
<b>CLOSED CYCLES &amp; SEMESTERS</b>			

**CURRENT CYCLE**

**Posted Sem: #** For closed semesters, the posted semester grades are displayed under the **Posted Sem: #** heading, where # is the closed semester. If you are currently in the first semester, the **Posted Sem #** heading is not displayed.

**Cycle Grades**

Semester: 2  
 Course-Section 04 ENVIRONMENT SYS (4216-34)  
 PIN:  Save Calculate Semester Averages

Show Withdrawn Students

ID	Name	Posted Sem 1					Posted Cycles		Current Semester: 2, Cycle: 3				Semester Grades			Working Final Grade		
		Cyc 1	Cyc 2	Cyc 3	Exam	Avg	1	2	Average (Auto Grade)	Override	Citizenship	Report Card Comments	Report Card Narrative (5000 characters maximum)	Exam	Working Average		Override	Posted Average
993125	ALANIS, CARLOS J	74	76	86	62	76	85	83						83			83	80
993357	COTTLE, ANALISA G	77	72	72	64	72	70	71						71			71	72
992794	CRABTREE, AARON I	85	91	86	85	84	85	91						94			94	89
992145	GALLEGOS, MASON A	81	88	75	52	77	77	73						73			73	75

**Show/Hide Previous Semester Detail**

Click to view or hide all data for the closed semesters, including the cycle grades, semester exam grades, and semester averages.

Semester averages may or may not be displayed depending on your semester exam pattern and number of semesters:

- A previous semester average is not displayed for one-semester courses or two-semester courses that use semester exam pattern 2.
- For four-semester courses that use semester exam pattern 2, the previous semester average is displayed.
- For four-semester courses that use semester exam pattern 1, the three previous semester averages are displayed.

**Posted Cycles** Posted cycle grades for the current semester are displayed by cycle. If you are currently in the first cycle of a semester, the **Posted Cycles** heading and cycle numbers are not displayed.

**Cycle Grades**

Semester: 2  
 Course-Section 04 ENVIRONMENT SYS (4216-34)  
 PIN:  Save Calculate Semester Averages

Show Withdrawn Students

ID	Name	Posted Sem 1					Posted Cycles		Current Semester: 2, Cycle: 3				Semester Grades			Working Final Grade		
		Cyc 1	Cyc 2	Cyc 3	Exam	Avg	1	2	Average (Auto Grade)	Override	Citizenship	Report Card Comments	Report Card Narrative (5000 characters maximum)	Exam	Working Average		Override	Posted Average
993125	ALANIS, CARLOS J	74	76	86	62	76	85	83						83			83	80
993357	COTTLE, ANALISA G	77	72	72	64	72	70	71						71			71	72
992794	CRABTREE, AARON I	85	91	86	85	84	85	91						94			94	89
992145	GALLEGOS, MASON A	81	88	75	52	77	77	73						73			73	75

If a cycle or semester is closed, the average is pulled from the grade course record and is display only. If an override grade was entered for the cycle or semester grade, the override grade is displayed.

Click the cycle average to view additional information on a posted cycle. A window opens to display the posted cycle average, calculated cycle average, citizenship grade, and report card comments for the cycle. Click **close** to close the window.

**NOTE:** For transfer students, the prior cycle grades are entered at the campus level.

**SELF-PACED COURSES**

<b>CURRENT CYCLE</b>	
For self-paced courses, a modified version of the Cycle Grades page is displayed to accommodate cycle grade data for self-paced courses.	
<b>Cycle Average</b>	If assignment grades are recorded for the self-paced course, the average (based on the assignment grades) appears under <b>Cycle Average</b> . The use of assignment grades is optional for self-paced courses.
<b>Override</b>	The final grade for a self-paced course must be manually entered in the <b>Override</b> field, regardless of the data in the other fields.
The semester grades for self-paced courses are automatically posted when they are saved.	

Once saved, failing grades are highlighted in pink.

### Save and print:

You must save your grades before you exit this page. Otherwise, your changes will be lost.

**IMPORTANT:** Saving grades is different from posting grades. You can only post your grades once at the end of the cycle, as described below; however, you must save any changes every time you visit this page. This allows you to leave this page and return as you enter cycle grade data.

<b>PIN</b>	Type your four-digit personal identification number (PIN).
------------	--

Click **Save**.

- If your changes were saved successfully, the page reloads, and a message is displayed indicating that the grades were saved successfully.
- If you enter an invalid grade, the grade is highlighted in red, and an error message is displayed at the top of the page. You must correct the error before you can save any changes.

<b>Print</b>	Click to print the cycle grades displayed on the page.
--------------	--

### Post cycle grades:

After you enter cycle grades data for the course, review your input carefully, and save all changes.

Once the data is posted by the campus administrator, you cannot change any data. If you discover an error after grades are posted, you must contact the campus administrator to correct any errors.

When you are satisfied with your input for one or more of the cycle grades, notify the system that you are ready to post:

<p><b>Select courses to mark grades as Ready to Post</b></p>	<p>Click the link.</p> <p>This link is only displayed for current cycles that are open for posting. The campus determines when the cycle is open and closed for posting.</p> <p>A window opens allowing you to select the course-sections that are ready to post. All eligible courses are listed.</p> <p><input type="checkbox"/> Select the course(s), and then click <b>Select</b>. The window closes, and the selected course(s) are listed below the <b>PIN</b> field.</p> <p><input type="checkbox"/> To change the selected courses, click <b>Cancel</b>. The window opens allowing you to re-select the course(s).</p>
<p><b>PIN</b></p>	<p>Type your four-digit personal identification number (PIN).</p>

Click **Continue**.

The page reloads, and a message is displayed indicating that the cycle grades were successfully sent to be posted. The message “[READY]” is displayed in the **Course-Section** drop-down list next to the course.

You can submit your grades more than one time if you make a change shortly after mark the grades as ready to post; however, once the data is posted by the campus administrator, you cannot change any data.

After grades are posted and the cycle is closed, you can make changes to the grades and view the working cycle average (e.g., for a student who missed the last few days of a cycle due to illness); however, you cannot post any changes. Instead, print your changes and submit your printout to the campus administrator.

**NOTE:** The campus administrator can run a report to determine which teachers have posted their grades and which teachers have not.

## Reports:

Generate the cycle grade range report.

[Reports > Cycle Grade Range](#)

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

- If a posted grade exists, the posted grade is used.
- If no posted grade exists, the override grade is used.
- If no override grade exists, the working cycle average is used.
- If no working cycle average exists, the auto grade is used.
- If no grade exists, the grade is blank.
- Administrative users have the option to view the grades for all courses across the campus.

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester.
<b>Cycle</b>	The current cycle is displayed. You can select a different cycle.
<b>Course-Section</b>	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.

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

Under **Viewing Options**:

<b>View Student Names</b>	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.			
<b>View Current or All Course Section(s)</b>	Select one:			
	<table border="1"> <tr> <td><b>Current</b></td> <td>Select to narrow grades to only course-sections for the current semester-cycle.</td> </tr> <tr> <td><b>All</b></td> <td>Select to print grades for all course-sections.</td> </tr> </table>	<b>Current</b>	Select to narrow grades to only course-sections for the current semester-cycle.	<b>All</b>
<b>Current</b>	Select to narrow grades to only course-sections for the current semester-cycle.			
<b>All</b>	Select to print grades for all course-sections.			
<b>View Current Cycle Grade</b>	<p>This field is only displayed for standards-based courses.</p> <p>For the Cycle Grade Range report, select this option to display the student's cycle average. If selected, the <b>Current Cycle Grade</b> column is printed on the report and displays a cycle average for the student that is not cumulative (as the <b>Cycle Grade</b> column is), and only takes into account the grades for the selected cycle. This is for informational purposes only.</p>			

Under **Admin Options**:

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

<b>Across Campus</b>	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. <b>NOTE:</b> 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 <b>Across Campus</b> , the message is removed because it may not apply to all instructors at the campus, and the fields are enabled.																																					
	<p><b>View Course/Section &amp; Instructor in Grid Format</b></p> <p>This field is enabled when <b>Across Campus</b> is selected.</p> <p>If selected:</p> <p>If <b>View Course/Section &amp; Instructor in Grid Format</b> 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>Sample:</p> <table border="1"> <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> </tbody> </table> <p>If not selected:</p> <p>If <b>View Course/Section &amp; Instructor in Grid Format</b> 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>Sample:</p> <table border="1"> <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> </tbody> </table> <p>Period Course Name (Course Nbr-Sec) (Room #)</p> <p>Teacher Name</p> <table border="1"> <thead> <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> </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						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																																		
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.

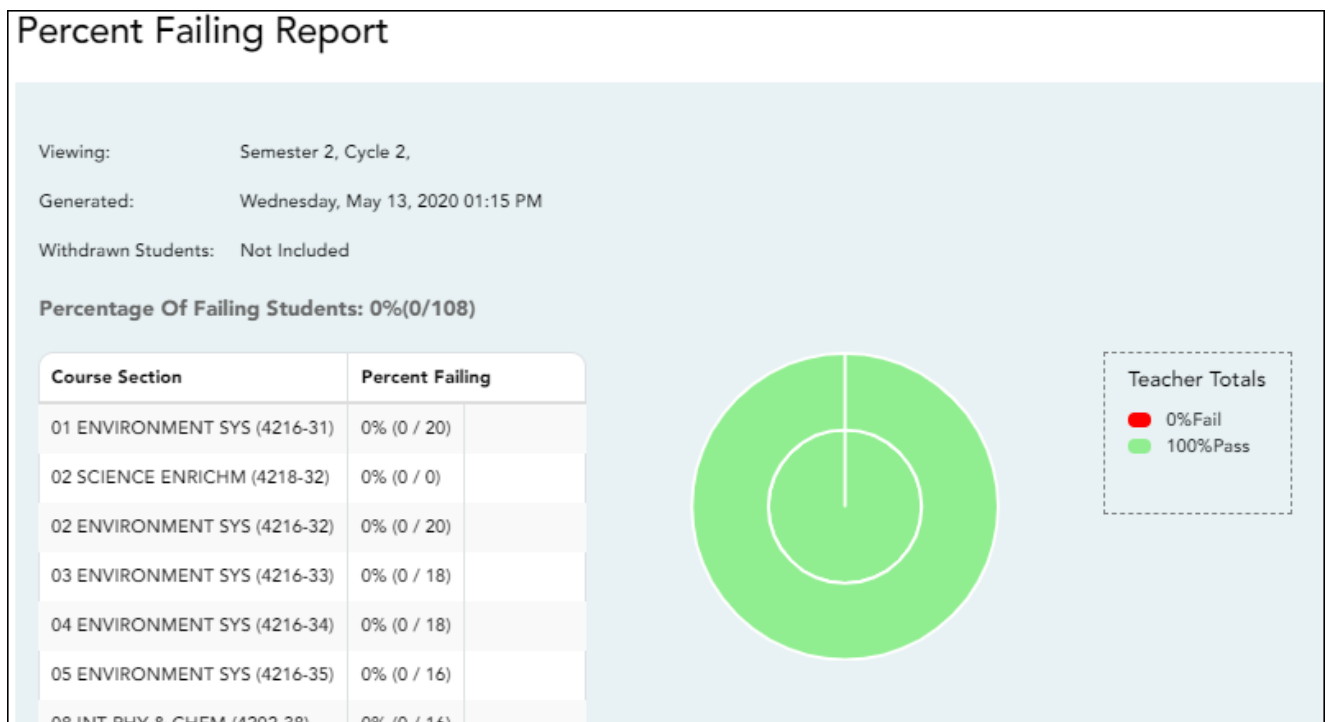
Generate percent failing report.

Reports > Percent Failing

This report provides the percentage of a teacher's students who have a failing working cycle average for each class, as well as a total for all of the teacher's classes. The data can be displayed in a pie chart or grid format. Non-graded courses are not included.

Administrative users have the option to view the data for all teachers across the campus.

**NOTE:** Background colors may not automatically print, depending on your browser settings. For more information, [click here](#).



Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester.	
<b>Cycle</b>	The current cycle is displayed. You can select a different cycle.	
<b>Viewing Options</b>	<b>Include Withdrawn Students</b>	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.
	<b>View Chart</b>	Select to view the data in a pie chart as well as the grid format. If not selected, only the grid is displayed.  The pie chart outer circle displays the data for all of the teacher's classes.  If any of the teacher's students have failing averages, the pie chart inner circle displays a breakdown of failing students by class.
<b>Admin Options</b>	These fields are only displayed if you are logged on as an administrative user.	
	<b>Across Campus</b>	Select to view data for all teachers across the campus. Otherwise, grades are only displayed for the impersonated teacher's courses.  <b>Force page break between instructors</b>  This field is enabled when <b>Across Campus</b> is selected.  Select to include a page break between teachers.

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 student grade report \(and UIL Eligibility\) \(if granted access\).](#)

[Reports > Student Grades Report \(and UIL Eligibility\)](#)

[Reports > Student Group Reports > Student Grades Report](#)

[Settings > Student Group Manager > Group Reports > Student Grades Report](#)

This report lists student working cycle averages for all of their courses. Courses in which the student has failing grades are shaded pink.

- If a posted grade exists for the semester and cycle, the posted grade is displayed.
- If an override grade exists, the override grade is displayed.

The report is available to users who log on to TeacherPortal with a district- or campus-level administrative ID, teachers who have access to run the student groups report, or teachers who have UIL access. However, the report can also be run for a student group by any user who has existing groups.

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester.
<b>Cycle</b>	The current cycle is displayed. You can select a different cycle.
<b>Course-Section</b> <b>Student Groups</b>	Select the course for which to produce the report, or select <i>NO SELECTION</i> to run the report for all course-sections. You must specify either a course-section or special program, or both.  If you are running the group report, <b>Student Groups</b> is displayed instead of <b>Course-Section</b> . Select the student group for which to run the report.

<b>Special Programs</b>	<p>This field is only displayed if you have been granted access to run group reports. Select the group for which to produce the report. If a program is selected, the report only includes students enrolled in that special program.</p> <p>You can select both a course-section and a special program. If you make selections in both fields, the report includes only students enrolled in the course-section who are also enrolled in the special program.</p> <p>If you select <i>Generic</i>, the generic program field appears allowing you to select a specific generic program. Only generic programs for the campus are listed. If a local program is selected, the report only includes students enrolled in that program.</p>
<b>Show only students with at least one grade below</b>	Select to limit the report to students who have at least one course with a working cycle average below a specific grade (e.g., below 70), and type a grade in the field.
<b>Show only students and courses that are UIL Eligible</b>	<p>Select to display only the UIL eligible courses in order to check for UIL eligibility.</p> <p>If selected, the courses listed are determined by campus and district settings.</p> <ul style="list-style-type: none"> <li>• If the field contains a value in the campus section record, that value is used.</li> <li>• If the field is blank in the campus section record, the field on the district course record is used.</li> <li>• If both fields are blank, the course is not included on the UIL report.</li> </ul>

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 student group reports.](#)

[Settings > Manage Student Groups](#)

<b>Group Manager (left grid)</b>	Your existing groups are listed. Otherwise, the message “No Student Groups were found” is displayed.
<b>Group Reports (right grid)</b>	The available student group reports are listed; they are linked to the reports in the <a href="#">Reports &gt; Student Group Reports</a> submenu. Some of the group reports mirror other reports available in the Reports menu.  If no groups exist, the message “No Student Groups Exist” is displayed in place of any reports.
<b>Group Reports (left grid)</b>	Click a report title to run the report for a student group: <ul style="list-style-type: none"> <li>• The group <a href="#">Admin Student Grades</a> page allows you to run the Admin Student Grades report for a student group.</li> <li>• The <a href="#">Attendance Summary</a> report generates a summary report of student attendance for a specified student group.</li> <li>• The <a href="#">Student Grades Report (and UIL Eligibility) Report</a> lists student working cycle averages for all of their courses, which allows you to determine UIL eligibility and locate students who may be at risk of losing eligibility. Courses in which the student has failing grades are shaded pink.</li> </ul>

[Generate student notes report.](#)

## [Reports > Student Notes](#)

This report displays any of the following notes for one or all courses, and for one or all students.

- **Course Notes:** Notes entered in the **Course Notes** field on [Settings > Manage Courses](#). These are comments and notes entered by teachers about their courses, such as reminders, announcements, and other course-specific information. These notes are displayed to parents in ParentPortal.
- **Student Course Notes:** Notes entered by clicking the note icon next to the student's name on [Grades > Assignment Grades](#). These are course-specific notes entered by teachers about the student, and the notes are associated with specific categories. These notes are note displayed to parents in ParentPortal.
- **Course Assignment Notes:** Notes entered in the **Notes** field on [Settings > Manage Assignments](#). These are notes entered by teachers about their assignments. The notes are displayed to parents in ParentPortal.
- **Student Assignment Notes:** Notes entered by clicking the note icon next to the student's assignment grade on [Grades > Assignment Grades](#). These are assignment-specific notes entered by teachers about the student. The teacher has the option to display the note to parents in ParentPortal.
- **IPR Notes:** Notes entered in the **Note** field on [Grades > IPR Comments](#). These are student-specific notes entered by the teacher about the student relative to the IPR. These notes are printed on the IPR that is distributed to parents.

Semester: 2 ▼ Cycle: 2 ▼ Course-Section ALL ▼

## Student Notes Report Selection

### Notes Selection Options

Student ID: ALL Enter a specific numeric student ID or ALL to include all students.:

Select Note Type: (select one or more)

- Course Notes
- Student Course Notes
- Course Assignment Notes
- Student Assignment Notes
- IPR Notes

### Viewing Options

- Include Withdrawn Students
- Page break between courses

[Generate](#)

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester. The selected semester affects the courses listed in the <b>Course-Section</b> drop-down list, but it does not affect the notes displayed; the notes are not semester-specific. For example, for a two-semester course, the notes are displayed for the entire year.
<b>Cycle</b>	The current cycle is displayed. You can select a different cycle.
<b>Course-Section</b>	Select the course-section for which to print the report. Or, select <i>ALL</i> to produce the report for all of your course-sections. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.

Under **Notes Selection Options**:

<b>Student ID</b>	Begin typing the student's ID. As you begin typing the ID, a drop-down list displays students whose student ID matches the numbers you have typed. From the drop-down list, select a student.
-------------------	---

<b>Select Note Type</b>	Select one or more note types to be printed. The descriptions for each note type are listed above.	
	If you select <b>Student Course Notes</b> , the following fields appear:	
	<b>Note Category</b>	Select the category of notes you want to view. Or, select <i>ALL</i> to include all categories.
	<b>Notes Created By</b>	Select a user name to see only notes entered by that user. Or, select <i>ALL</i> to include notes from all users.
	<b>Sort Order</b>	Indicate if you want these notes sorted by note category or user name on the report.

Under **Viewing Options**:

<b>Include withdrawn students</b>	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.
<b>Page break between courses</b>	Select to print one course per page. Otherwise, the data will print continuously.

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.

# Teacher Guide to ASCENDER TeacherPortal

## End-of-Semester/End-of-Year Steps

Complete all end-of-cycle steps, plus the following:

[Manage semester grades information.](#)

[Grades > Cycle Grades](#)

This page allows you to manage end-of-cycle and end-of-semester grade data, including cycle and semester averages, working final grade, override grades, exams, citizenship grades, and comments. When all data has been entered correctly and is ready to post, you must submit the cycle and/or semester grades to the campus administrator.

No data is displayed for future cycles.

For self-paced courses, see the **Self-paced Courses** section below.

Semester: 2 Course-Section 05 ENVIRONMENT SYS (4216-35) Retrieve

### Cycle Grades

Semester: 2  
Course-Section 05 ENVIRONMENT SYS (4216-35)  
PIN:   
Save Calculate Semester Averages

Show Withdrawn Students Show Previous Semester Detail

ID	Name	Posted Sem 1	Current Semester: 2, Cycle: 1				Working Semester Average	Working Final Grade
		Avg	Average (Auto Grade)	Override	Citizenship	Report Card Comments		
992142	BAIN, TAYLOR S	86	87	87.0	<input type="checkbox"/>	<input type="text"/>	87	
981217	BIENEK, KYLEE L	94	80	80.0	<input type="checkbox"/>	<input type="text"/>	80	
993057	CARROLL, BAILEY M	93	92	92.0	<input type="checkbox"/>	<input type="text"/>	92	
992520	CEJA JR, GILBERTO F	87	85	85.0	<input type="checkbox"/>	<input type="text"/>	85	
992153	DUBOSE, GILLIAN C	74	69	69.0	<input type="checkbox"/>	<input type="text"/>	69	
981684	ESTRADA, HEAVEN L	77	63	63.0	<input type="checkbox"/>	<input type="text"/>	63	
983091	KEENUM, CHRISTIAN J		73	73.0	<input type="checkbox"/>	<input type="text"/>	73	
992449	KEITH, JAY J	57	79	79.0	<input type="checkbox"/>	<input type="text"/>	79	
980432	KRAMER, AUSTIN	88	90	90.0	<input type="checkbox"/>	<input type="text"/>	90	

Show Comment Legend

Select the course-section you want to enter assignment grades for:

<b>Semester</b>	The semester of the selected date is displayed by default.
<b>Course-Section</b>	Select the course-section you want to enter semester grades for. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.
<b>Show Withdrawn Students</b>	<p>Withdrawn students are not automatically displayed. Select the field to include withdrawn students in the list.</p> <p>For withdrawn students, the message "Withdrawn" and the withdrawal date are displayed by the student's name. The withdrawal date may be the student's withdrawal date from school or his withdrawal date from the class. No Show students are not included.</p> <p>To hide withdrawn students, clear the field.</p>

Click **Retrieve**.

The grid displays all students currently enrolled in the course-section. Students are sorted by last name, unless you have specified a custom sort order on [Settings > Arrange Student Order](#).

- The columns can be [re-sorted](#)

The columns can be sorted according to your preferences.

- An up arrow ▲ indicates the column and order by which the table is currently sorted.
- If a column can be sorted, a sort box ▼ is displayed in the column heading.
- To resort the list by another column heading, click ▼ in the column heading. The column is sorted in ascending order, as indicated by ▲ in the column heading.
- To sort the column in descending order, click ▲ again. The sort arrow changes direction ▼.

If you sort by the last name column, the table sorts by last name, then first name. If you sort by the first name column, the table sorts by first name, then last name.

**NOTE:** Sorting the columns overrides the custom sort order established on the Arrange Student Order page. However, if you leave this page and return, the students are displayed in your custom sort order. (This does not apply on the Post/View Attendance page.)

- If the course is set up to post alphabetical grades, and **Show averages as alpha** is selected on [Grades > Assignment Grades](#), alphabetical cycle grades are displayed. Otherwise, numeric cycle grades are displayed.
- You can navigate through the grade fields [using the keyboard](#)

Press ENTER after you type each grade to move down the list to the next student. You can press SHIFT+ENTER to move up the list. You can also press the up and down arrow keys to move up and down the list.

Press TAB to move across the list to the next assignment. You can press SHIFT+TAB to move back to the left.

<b>ID</b>	The student's ID is displayed. Click the student ID to view the <a href="#">student's profile</a> .
-----------	---

<b>LAST CYCLE/END OF SEMESTER</b>
-----------------------------------

Under <b>Semester Grades</b> :
--------------------------------

End-of-semester information includes the following:
---

<b>LAST CYCLE/END OF SEMESTER</b>			
<b>Exam</b>	<p>Enter the student's semester exam grade. If the student has a pre-posted exam grade, it is displayed and cannot be changed.</p> <ul style="list-style-type: none"> <li>• Incomplete exam - Type I if the exam grade is incomplete. If an I is saved and posted for either a cycle average or exam grade, the semester grade will be I.</li> <li>• Exempt exam - Type X if the student is exempt from the exam.</li> <li>• You cannot enter a semester exam grade for a standards-based course.</li> <li>• If the campus option is set to include exam grades in the semester average, a warning message is displayed when you post grades if you do not enter an exam grade.</li> </ul> <table border="1"> <tr> <td><b>Fill Exempt Exams</b></td> <td>Click to fill all blank exam grades with X (exempt). All blank grades for the exam are changed to X.</td> </tr> </table> <p>If you enter an <b>Exam</b> grade, click <b>Calculate Semester Averages</b> to see the impact of the change on the semester average before saving.</p>	<b>Fill Exempt Exams</b>	Click to fill all blank exam grades with X (exempt). All blank grades for the exam are changed to X.
<b>Fill Exempt Exams</b>	Click to fill all blank exam grades with X (exempt). All blank grades for the exam are changed to X.		
<b>Working Average</b>	<p>The student's working semester average is displayed, based on the data entered up to this point. The value is recalculated every time you access the page, click <b>Calculate Semester Averages</b>, or save grades.</p> <p><b>NOTE:</b> If a cycle grade is blank, the semester grade is not calculated.</p>		
<b>Override</b>	<p>This field allows you to override a student's working semester average with a different grade (e.g., if the student's working cycle average is 69, you may give the student a cycle grade of 70, depending on district policy).</p> <p>If you enter an <b>Override</b> grade, click <b>Calculate Semester Averages</b> to see the impact of the change on the semester average before saving. You can also type N/G to assign an override grade of no grade.</p>		
<b>Posted Average</b>	<p>The field is blank until a semester grade is posted. Then, the posted semester grade is displayed.</p>		

**LAST CYCLE/END OF SEMESTER**

For campuses that do not have semester exams every semester (e.g., a four-semester campus that has semester exams at the end of the second and fourth semesters), the semester averages are only calculated if there is a semester exam for the current semester.

**During semesters that have semester exams:**

- The **Exam** field is displayed.
- The **Working Average** field displays the average of the cycles since the last semester that had an exam. The semester exam is included in the calculation according to campus settings.
- If the current cycle is the last cycle of the semester, the **Exam** and **Working Average** fields are displayed under the heading **Semester Grades**. Otherwise, the working semester average is displayed under the heading **Semester Average**.
- When you view a previous semester that has a semester exam, the **Exam** and **Working Average** fields display the posted grades.

**During semesters that do not have semester exams:**

- The **Exam** field is *not* displayed.
- The **Working Average** field displays the average of the cycles since the last semester that had an exam. When you view a previous semester that does not have a semester exam, neither the exam nor the semester average is displayed.
- If a final grade has been posted for the course, the grade is displayed under the **Working Final Grade** heading.
- If the semester is closed, the **Posted Average** field displays the average from the grade course record.

<b>Working Final Grade</b>	<p>The working final grade includes the posted semester average for any previous semesters and the working semester average for the current semester.</p> <p>The working final grade is not displayed for campuses that use the semester grading concept.</p> <p>The working final grade is recalculated when a semester exam or an override grade is entered for the current semester.</p> <p>If a posted semester average exists for the current semester, the posted semester average is used in the final grade calculation. If there is no posted semester average for the current semester, but an override semester grade exists, the override grade is used in the final grade calculation.</p> <p>If the student was enrolled in one section of a course during semester one, and another section of the same course in semester two, the average for each semester is used to calculate the working final grade.</p> <p>For situations where a student has been enrolled in more than one section of the same course during the first semester, and another section of the course during the second semester, the following applies:</p> <p><b>NOTE:</b> For alpha grades, it is possible that the student's working cycle average from the Assignment Grades page will differ from the <b>Working Average</b> and <b>Working Final Grade</b> on the Cycle Grades page. The Cycle Grades page uses the highest grade in the range from the corresponding grade conversion table to determine the working average. For example, if the teacher posted a cycle average of 83, it will be converted to a B in the campus records. The Cycle Grades page reads the posted grade B and uses the grade conversion table to determine the <b>Working Average</b> and <b>Working Final Grade</b>. If the highest grade in the range in the grade conversion table is 89, the grade 89 is displayed on the Cycle Grades page.</p> <ul style="list-style-type: none"> <li>• If a semester average exists for only one of the first semester course sections, the semester one average is used to calculate the working final grade.</li> <li>• If a semester average exists for both of the first semester course sections, the system does not determine which average to use for the first semester. In this case, a question mark (?) is displayed for the semester one average and the working final grade.</li> </ul> <p>For an elementary course that is set to calculate grades using the cumulative year-to-date average (which does not use semester grades), the working final grade will include each posted cycle grade.</p> <p>Example 1: <math>(\text{Cycle 1} + \text{Cycle 2}) / 2 = \text{working final grade for cycle 2}</math>.  Example 2: <math>(\text{Cycle 1} + \text{Cycle 2} + \text{Cycle 3}) / 3 = \text{working final grade for semester 1}</math>.  Example 3: <math>(\text{Cycle 1} + \text{Cycle 2} + \text{Cycle 3} + \text{Cycle 4} + \text{Cycle 5} + \text{Cycle 6}) / 6 = \text{working final grade for semester 2}</math>.</p> <p>For students who were enrolled in a different section of the same course during a previous semester, the working final grade includes the posted semester average for the other section.</p>
<b>CLOSED CYCLES &amp; SEMESTERS</b>	

**Posted Sem: #**

For closed semesters, the posted semester grades are displayed under the **Posted Sem: #** heading, where # is the closed semester. If you are currently in the first semester, the **Posted Sem #** heading is not displayed.

**Cycle Grades**

Semester: 2  
 Course-Section 04 ENVIRONMENT SYS (4216-34)  
 PIN:  Save Calculate Semester Averages

Show Withdrawn Students Hide Previous Semester Detail

ID	Name	Posted Sem 1					Posted Cycles					Current Semester: 2, Cycle: 3				Semester Grades			
		Cyc 1	Cyc 2	Cyc 3	Exam	Avg	1	2	Average (Auto Grade)	Override	Citizenship	Report Card Comments	Report Card Narrative (5000 characters maximum)	Working Exam	Working Average	Override	Posted Average	Working Final Grade	
993125	ALANIS, CARLOS J	74	76	86	62	76	85	83			<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	83			83	80	
993357	COTTLE, ANALISA G	77	72	72	64	72	70	71			<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	71			71	72	
992794	CRABTREE, AARON I	85	91	86	85	84	85	91			<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	94			94	89	
992145	GALLEGOS, MASON A	81	88	75	52	77	77	73			<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	73			73	75	

**Show/Hide Previous Semester Detail**

Click to view or hide all data for the closed semesters, including the cycle grades, semester exam grades, and semester averages.

Semester averages may or may not be displayed depending on your semester exam pattern and number of semesters:

- A previous semester average is not displayed for one-semester courses or two-semester courses that use semester exam pattern 2.
- For four-semester courses that use semester exam pattern 2, the previous semester average is displayed.
- For four-semester courses that use semester exam pattern 1, the three previous semester averages are displayed.

**Posted Cycles**

Posted cycle grades for the current semester are displayed by cycle. If you are currently in the first cycle of a semester, the **Posted Cycles** heading and cycle numbers are not displayed.

**Cycle Grades**

Semester: 2  
 Course-Section 04 ENVIRONMENT SYS (4216-34)  
 PIN:  Save Calculate Semester Averages

Show Withdrawn Students Hide Previous Semester Detail

ID	Name	Posted Sem 1				Posted Cycles				Current Semester: 2, Cycle: 3				Semester Grades			Working Final Grade
		Cyc 1	Cyc 2	Cyc 3	Exam	Avg	1	2	Average (Auto Grade)	Override	Citizenship	Report Card Comments	Report Card Narrative (5000 characters maximum)	Working Exam	Working Average	Posted Average	
993125	ALANIS, CARLOS J	74	76	86	62	76	85	83		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		83		83	80
993357	COTTLE, ANALISA G	77	72	72	64	72	70	71		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		71		71	72
992794	CRABTREE, AARON I	85	91	86	85	84	85	91		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		94		94	89
992145	GALLEGOS, MASON A	81	88	75	52	77	77	73		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		73		73	75

If a cycle or semester is closed, the average is pulled from the grade course record and is display only. If an override grade was entered for the cycle or semester grade, the override grade is displayed.

Click the cycle average to view additional information on a posted cycle. A window opens to display the posted cycle average, calculated cycle average, citizenship grade, and report card comments for the cycle. Click **close** to close the window.

**NOTE:** For transfer students, the prior cycle grades are entered at the campus level.

**SELF-PACED COURSES**

For self-paced courses, a modified version of the Cycle Grades page is displayed to accommodate cycle grade data for self-paced courses.

<b>Cycle Average</b>	If assignment grades are recorded for the self-paced course, the average (based on the assignment grades) appears under <b>Cycle Average</b> . The use of assignment grades is optional for self-paced courses.
<b>Override</b>	The final grade for a self-paced course must be manually entered in the <b>Override</b> field, regardless of the data in the other fields.

The semester grades for self-paced courses are automatically posted when they are saved.

Once saved, failing grades are highlighted in pink.

**Save and print:**

You must save your grades before you exit this page. Otherwise, your changes will be lost.

**IMPORTANT:** Saving grades is different from posting grades. You can only post your grades once at the end of the cycle, as described below; however, you must save any changes every time you visit this page. This allows you to leave this page and return as you enter cycle grade data.

<b>PIN</b>	Type your four-digit personal identification number (PIN).
------------	--

Click **Save**.

- If your changes were saved successfully, the page reloads, and a message is displayed indicating that the grades were saved successfully.
- If you enter an invalid grade, the grade is highlighted in red, and an error message is displayed at the top of the page. You must correct the error before you can save any changes.

<b>Print</b>	Click to print the cycle grades displayed on the page.
--------------	--

### Post semester grades:

After you enter semester grades data for the course, review your input carefully, and save all changes.

Once the data is posted by the campus administrator, you cannot change any data. If you discover an error after grades are posted, you must contact the campus administrator to correct any errors.

When you are satisfied with your input for one or more of the cycle grades, notify the system that you are ready to post:

<p><b>Select courses to mark grades as Ready to Post</b></p>	<p>Click the link.</p> <p>This link is only displayed for current cycles that are open for posting. The campus determines when the cycle is open and closed for posting.</p> <p>A window opens allowing you to select the course-sections that are ready to post. All eligible courses are listed.</p> <p><input type="checkbox"/> Select the course(s), and then click <b>Select</b>. The window closes, and the selected course(s) are listed below the <b>PIN</b> field.</p> <p><input type="checkbox"/> To change the selected courses, click <b>Cancel</b>. The window opens allowing you to re-select the course(s).</p>
<p><b>PIN</b></p>	<p>Type your four-digit personal identification number (PIN).</p>

☐ Click **Continue**.

The page reloads, and a message is displayed indicating that the cycle grades were successfully sent to be posted. The message “[READY]” is displayed in the **Course-Section** drop-down list next to the course.

You can submit your grades more than one time if you make a change shortly after mark the grades as ready to post; however, once the data is posted by the campus administrator, you cannot change any data.

After grades are posted and the cycle is closed, you can make changes to the grades and view the working cycle average (e.g., for a student who missed the last few days of a cycle due to illness); however, you cannot post any changes. Instead, print your changes and submit your printout to the campus administrator.

**NOTE:** The campus administrator can run a report to determine which teachers have posted their grades and which teachers have not yet posted their grades.

## Reports:

[Generate percent failing report.](#)

[Reports > Percent Failing](#)

This report provides the percentage of a teacher's students who have a failing working cycle average for each class, as well as a total for all of the teacher's classes. The data can be displayed in a pie chart or grid format. Non-graded courses are not included.

Administrative users have the option to view the data for all teachers across the campus.

**NOTE:** Background colors may not automatically print, depending on your browser settings. For more information, [click here](#).

## Percent Failing Report

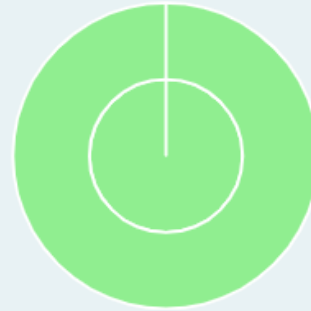
Viewing: Semester 2, Cycle 2,

Generated: Wednesday, May 13, 2020 01:15 PM

Withdrawn Students: Not Included

Percentage Of Failing Students: 0%(0/108)

Course Section	Percent Failing
01 ENVIRONMENT SYS (4216-31)	0% (0 / 20)
02 SCIENCE ENRICHM (4218-32)	0% (0 / 0)
02 ENVIRONMENT SYS (4216-32)	0% (0 / 20)
03 ENVIRONMENT SYS (4216-33)	0% (0 / 18)
04 ENVIRONMENT SYS (4216-34)	0% (0 / 18)
05 ENVIRONMENT SYS (4216-35)	0% (0 / 16)
08 INT PHY & CHEM (4202-38)	0% (0 / 16)



Teacher Totals

- 0%Fail
- 100%Pass

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester.	
<b>Cycle</b>	The current cycle is displayed. You can select a different cycle.	
<b>Viewing Options</b>	<b>Include Withdrawn Students</b>	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.
	<b>View Chart</b>	Select to view the data in a pie chart as well as the grid format. If not selected, only the grid is displayed.  The pie chart outer circle displays the data for all of the teacher's classes.  If any of the teacher's students have failing averages, the pie chart inner circle displays a breakdown of failing students by class.
<b>Admin Options</b>	These fields are only displayed if you are logged on as an administrative user.	
	<b>Across Campus</b>	Select to view data for all teachers across the campus. Otherwise, grades are only displayed for the impersonated teacher's courses.
	<b>Force page break between instructors</b>	This field is enabled when <b>Across Campus</b> is selected.  Select to include a page break between teachers.

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 missing exam grades report.

### 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:

<b>Semester</b>	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.

**Format**

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 (period)	Course Name	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.

# Teacher Guide to ASCENDER TeacherPortal


## Teacher Reports

### Attendance Reports:

[Attendance > Attendance Rosters](#)

[Attendance > Attendance Rosters](#)

This page allows you to print attendance rosters for one course or all of your courses at one time. A signature line is provided at the bottom of each period-course.

<b>Date</b>	Type a date in the MMDDYYYY format, or click  to <a href="#">select a date from the calendar</a> .
<b>Semester</b>	The current semester is displayed by default. You can select another semester.
<b>Period</b>	Select the period-course for which you want to print the roster. Or, select <i>ALL CLASSES</i> to print rosters for all periods.
<b>Sorting Options</b>	Indicate if you want to sort the rosters by student ID, last name, first name, or course-section.

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 > Attendance Verification](#)

[Reports > Attendance Verification](#)

This report displays attendance for all of your students for a selected course-section and date range. You can view data for up to one semester. You can also generate a summary report that displays only totals for the selected date range.

The following codes are used:

- A - Excused absence
- S - School-related absences
- T - Tardy
- X - Truant

An asterisk next to the attendance code indicates that the absence or tardy occurred in a course other than the course the student is currently enrolled in (e.g., if he transferred from one course to another during the school year).

#### NOTES:

- Inservice work days are indicated with an I in the column heading.
- Saturday may be a valid attendance date, even if the course does not meet on Saturday. This may be used for bad weather makeup days.
- If you are printing the report for more than three weeks, you should set the printer orientation setting to landscape or the **Page Scaling** field to *Shrink to Printable Area*. If the *Shrink to Printable Area* setting is not enabled, the landscape orientation will accommodate up to six weeks plus the **Total** column per page. Additional weeks (up to one semester) can be generated by entering the appropriate dates in the **From Date** and **To Date** fields; however, the report will print on multiple sheets of paper with a **Total** column on each page.

## Attendance Verification Report

Teacher: Onassis , Jacqueline K

Per: 01

Crs: ENVIRONMENT SYS (4216-31)

Student Count: 20

ADA Reporting Period: 02

Campus: 001 - 001 School

Sem: 2

From: 04/27/2020

To: 05/01/2020

Student Name	Student ID	Grade	1st Week					Total		
			27 M	28 T	29 W	30 T	1 F	A	S	T
BALDERRAMA, DANNA P.	994254	11						0	0	0
BURFORD-ZAWAHREH, BURFORD-ZAWAHREH	993037	11						0	0	0
CADDELL, RILEY D.	981173	12						0	0	0
CASTILLO JR, ALAN H.	993929	10						0	0	0
CORTEZ, ZAYLEE B.	994450	12						0	0	0
DELEON, HUNTER J.	981029	11						0	0	0
DUBOSE, RUBY A.	993384	11						0	0	0
DYE, CANDACE R.	993033	11						0	0	0
EDWARDS, MALVIN E.	992457	12						0	0	0
ENGLISH, ANGEL S.	991798	12						0	0	0
GAMEZ, GUADALUPE T.	993281	11						0	0	0
MACIAS, EMILIANO X.	980063	11						0	0	0
MATA, MATA	982160	12						0	0	0
PEREZ, GABRIEL A.	992158	11						0	0	0
RADFORD, MEGHAN A.	992528	11						0	0	0
RANGEL, QUINTIN M.	992704	12						0	0	0
RODRIGUEZ, COLT G.	981030	11						0	0	0
SULLIVAN, MICHAEL G.	993478	12						0	0	0
VAQUERA, JACOB D.	993746	11						0	0	0
VAZQUEZ, CHRISTIAN R.	992709	12						0	0	0

**Attendance Code Legend**

\*: Outside current course enrollment

TEACHER'S SIGNATURE

## Attendance Verification Report

Teacher: Onassis , Jacqueline K

Per: 01

Crs: ENVIRONMENT SYS (4216-31)

Student Count: 20

ADA Reporting Period: 02

Campus: 001 - 001 School

From: 04/27/2020

To: 05/01/2020

Student Name	Student ID	Grade	Totals		
			A	S	T
BALDERRAMA, DANNA P.	994254	11	0	0	0
BURFORD-ZAWAHREH, BURFORD-ZAWAHREH	993037	11	0	0	0
CADDELL, RILEY D.	981173	12	0	0	0
CASTILLO JR, ALAN H.	993929	10	0	0	0
CORTEZ, ZAYLEE B.	994450	12	0	0	0
DELEON, HUNTER J.	981029	11	0	0	0
DUBOSE, RUBY A.	993384	11	0	0	0
DYE, CANDACE R.	993033	11	0	0	0
EDWARDS, MALVIN E.	992457	12	0	0	0
ENGLISH, ANGEL S.	991798	12	0	0	0
GAMEZ, GUADALUPE T.	993281	11	0	0	0
MACIAS, EMILIANO X.	980063	11	0	0	0
MATA, MATA	982160	12	0	0	0
PEREZ, GABRIEL A.	992158	11	0	0	0
RADFORD, MEGHAN A.	992528	11	0	0	0
RANGEL, QUINTIN M.	992704	12	0	0	0
RODRIGUEZ, COLT G.	981030	11	0	0	0
SULLIVAN, MICHAEL G.	993478	12	0	0	0
VAQUERA, JACOB D.	993746	11	0	0	0
VAZQUEZ, CHRISTIAN R.	992709	12	0	0	0

**Attendance Totals Legend**

A: ABSENCES

S: SCHOOL-RELATED ABSENCES

T: TARDIES

TEACHER'S SIGNATURE

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester.
<b>Course-Section</b>	Select the course-section and period for which to print the report.

<b>From Date To Date</b>	Enter the beginning and ending dates. Both dates must fall within the selected semester.
<b>Include Withdrawn Students</b>	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.
<b>Summary Only</b>	Select to display only totals for the selected date range. If not selected, the report lists all absences for the selected date range.

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 > Class Roster](#)

[Reports > Class Roster](#)

This report provides a blank class roster by semester and course, including a list of students enrolled in the course and up to 50 blank columns. You can choose the sort order and whether to include the student's birth date and contact information. The report can be exported in CSV format.

If you print the report for a course group, the **Course Section** column is included allowing you to identify the course-section in which the student is enrolled.

Class Roster Report						
Instructor: MANGUM, LAURIE J						
Course: 01 ALGEBRA I (2150-01)						
Viewing: Semester 1						
Generated: Thursday, January 21, 2021 11:23 AM						
Student ID	Student Name	Birthdate				
504916	YEOMAN, MCKENZIE A	06/12/2006				
# Students: 16						
* Exclude student from attendance.						
** Exclude student from grading.						
** Exclude student from both attendance and grading.						
* Medical Alert Exist.						

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester.	
<b>Course-Section</b>	Select the course-section and period 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.  If course groups have been created on the Course Grouping page, the groups are listed as well as the individual courses.	
<b>Columns</b>	Type the number of blank columns to display on the report, up to 50.	
<b>Display Options</b>	<b>Birthday</b>	Select to include the student's birth date. The <b>Birthday</b> column will be included in the report.
	<b>Student Email</b>	Select to include the student's email address.
	<b>Contact Information</b>	Select to include the student's contact information. The <b>Contact Information</b> columns will be included in the report, and all of the student's contacts are listed.  The contact's name, relationship, cell phone, home phone, business phone, other phone, mailing address, and e-mail address are listed.
	<b>Guardian Last Viewed IPR/Report Card Date</b>	Select to include the date on which a parent/guardian last viewed the student's interim progress report (IPR) or report card online.
<b>Sorting Options</b>	Indicate the order in which to sort the report data. You can sort by student name (last name), Student ID, course-section (for course groups), birth date (if included), or custom student order.  Custom student order is the order specified for the course-section on <a href="#">Settings &gt; Arrange Student Order</a> .	

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 > Seating Chart](#)

[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:

<b>Semester</b>	The current semester is displayed. You can select a different semester.	
<b>Period</b>	Select the period-course(s) to print the seating chart for, or select <i>ALL CLASSES</i> to print seating charts for all periods.  If <b>Combine Courses in Attendance</b> is selected on your <a href="#">Settings &gt; Update Profile</a> page, the courses are combined by period.	
<b>width</b>	Select the width setting for the report.	
	<b>Fixed Seat Width</b>	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.
	<b>Auto-Adjusted Seat Width</b>	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.
	For either width setting, you can adjust the orientation when you print. Select <b>Landscape</b> to increase the number of students that fit on the page.	
<b>Show Pictures</b>	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.

## Grades Reports:

[Reports > Student Grade Report \(and UIL Eligibility\) \(if granted access\)](#)

[Reports > Student Grades Report \(and UIL Eligibility\)](#)

This report lists student working cycle averages for all of their courses. Courses in which the student has failing grades are shaded pink.

- If a posted grade exists for the semester and cycle, the posted grade is displayed.
- If an override grade exists, the override grade is displayed.

The report is available to users who log on to TeacherPortal with a district- or campus-level administrative ID, teachers who have access to run the student groups report, or teachers who have UIL access. However, the report can also be run for a student group by any user who has existing groups.

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester.
<b>Cycle</b>	The current cycle is displayed. You can select a different cycle.
<b>Course-Section</b>	Select the course for which to produce the report, or select <i>NO SELECTION</i> to run the report for all course-sections. You must specify either a course-section or special program, or both.
<b>Student Groups</b>	If you are running the group report, <b>Student Groups</b> is displayed instead of <b>Course-Section</b> . Select the student group for which to run the report.

<b>Special Programs</b>	<p>This field is only displayed if you have been granted access to run group reports. Select the group for which to produce the report. If a program is selected, the report only includes students enrolled in that special program.</p> <p>You can select both a course-section and a special program. If you make selections in both fields, the report includes only students enrolled in the course-section who are also enrolled in the special program.</p> <p>If you select <i>Generic</i>, the generic program field appears allowing you to select a specific generic program. Only generic programs for the campus are listed. If a local program is selected, the report only includes students enrolled in that program.</p>
<b>Show only students with at least one grade below</b>	Select to limit the report to students who have at least one course with a working cycle average below a specific grade (e.g., below 70), and type a grade in the field.

<p><b>Show only students and courses that are UIL Eligible</b></p>	<p>Select to display only the UIL eligible courses in order to check for UIL eligibility.</p> <p>If selected, the courses listed are determined by campus and district settings.</p> <ul style="list-style-type: none"> <li>• If the field contains a value in the campus section record, that value is used.</li> <li>• If the field is blank in the campus section record, the field on the district course record is used.</li> <li>• If both fields are blank, the course is not included on the UIL report.</li> </ul>
--	---

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 > Assignment Grades](#)

[Reports > Assignment Grades](#)

This report lists assignment grades for all students in a course according to options entered on this page. The overall assignment average and class average are also displayed.

- Excluded grades are indicated by Ex in place of the grade.
- Dropped grades are indicated by D next to the grade.

**NOTE:** The **Category Legend** as it appears on the report matches the **Cat ID** (category ID) column (in the **Assignment Legend**) to the corresponding category name and category weight. The **Assignment Legend** matches the assignment ID heading to the corresponding assignment name, total points, and **Cat ID**.

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester.
<b>Cycle</b>	The current cycle is displayed. You can select a different cycle.

<b>Course-Section</b>	Select the course-section for which to print the report. Or, select <i>All</i> to produce the report for all of your course-sections. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.
-----------------------	--

<b>Viewing Options</b>	<b>View Student Names</b>	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.
	<b>View Withdrawn Students</b>	Withdrawn students are not automatically displayed. Select the field to display them. The message “W/D” and the withdrawal date or “Dropped” are displayed by the student's name. The withdrawal date may be the student's withdrawal date from school or his withdrawal date from the class.
<b>Sorting Options</b>	Indicate the field to sort the report by.	
	<b>Custom Student Order</b>	<p>This option is only displayed if <b>Student Order</b> on the Update Profile page is set to add new students to the top of the list or bottom of the list.</p> <p>Select <b>Custom Student Order</b> to sort the report in your custom sort order.</p> <p>If you have not specified a custom sort order for a particular class, the students are sorted by name.</p>

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.

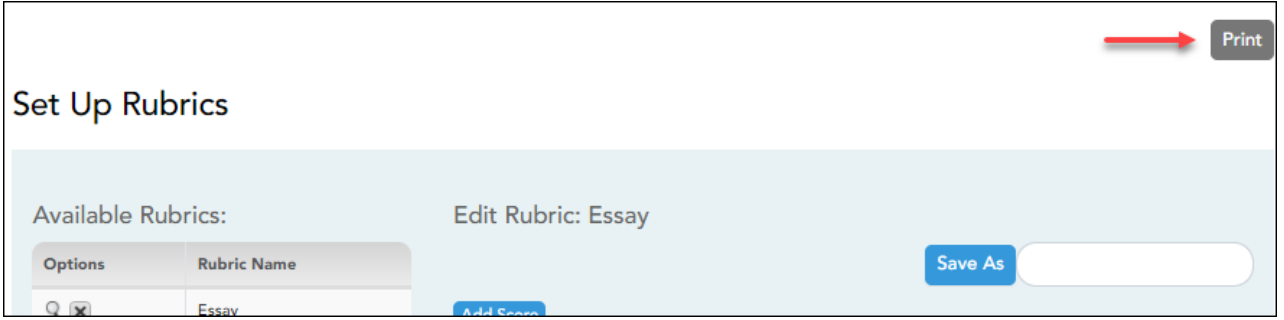
[Reports > Rubrics \(if enabled for campus\)](#)

There are two ways to access the rubric printing options:

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

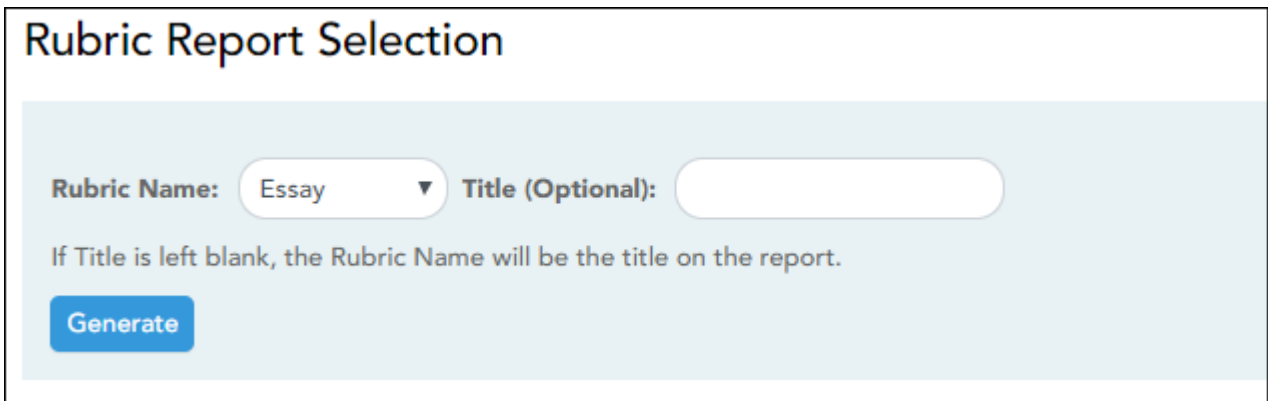
### Print the rubric chart:

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



The [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.



Specify report options:

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

<b>Print with grades</b>	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.		
	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.		
	<b>course-section</b>	Once you select a course-section, another field is displayed allowing you to select the assignment that was graded with a rubric chart.	
	<b>assignment</b>	Once you select an assignment, a list of students in the course-section is displayed, along with their grade for the assignment.	
	<b>This Student</b>	Select for the students you want to print the rubric for. You can select <b>Check all</b> 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.
- The report selection page remains open on your desktop.

## Grades Reports (Standards-Based):






[Reports > Assignment Grades \(Standards-Based\)](#)

[Reports > Assignment Grades Standards-Based](#)

This report lists assignment grades (i.e., scores) and class averages for all students in a standards-based course according to options entered on this page. The overall class average is also displayed. The report can be exported as a spreadsheet.

Printing the scores is optional; you can also print the report with just the students' class averages.

**NOTE:** If the report is too large to fit on one page, you must export the report in order to print the complete report. The **Export** button is available on the report. If you click **Print**, only the first page is printed.

-  - indicates the assignment grade is excluded.
-  - indicates the assignment grade is marked as late (but not excluded).
-  - indicates the assignment grade is marked as re-do (but not excluded).
-  - indicates the assignment is incomplete.
-  - indicates the assignment is missing.

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester.
<b>Cycle</b>	The current cycle is displayed. You can select a different cycle.
<b>Course-Section</b>	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.

<b>Viewing Options</b>	<b>View Assignments</b>	Select to print the individual assignments and current class average on the report. Otherwise, only the student's current class average is displayed.
	<b>View Student Names</b>	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.
	<b>View Withdrawn Students</b>	Withdrawn students are not automatically displayed. Select the field to display them. The message "W/D" and the withdrawal date or "Dropped" are displayed by the student's name. The withdrawal date may be the student's withdrawal date from school or his withdrawal date from the class.
<b>Sorting Options</b>	Indicate the field to sort the report by.	

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 > Score Trend](#)

[Reports > Score Trend Report](#)

This report displays a student's standard assignment grades in a line chart format, which allows you to see the student's grade progression for each standard. This report only applies to course-sections that are set up to use standards-based grading.

The rubric score grid lines are displayed according to the scale used by the campus.

- The vertical line represents the rubric scores as established by the district.
- The horizontal line represents the assignments that are associated with the selected standard.

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester.
<b>Cycle</b>	The current cycle is displayed. You can select a different cycle. Or, select <i>All</i> to generate the report for all cycles to date in the current semester.
<b>Course-Section</b>	Select the course-section for which to print the report. Or, select <i>All</i> to produce the report for all of your course-sections. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.
<b>Standard</b>	Select the standard for which to print the report. Or, select <i>All Standards</i> to print the report for all standards, where one chart is displayed per standard.
<b>Student</b>	Select the student to print the report for.

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.

## End-of-Cycle/Semester Reports:

[Reports > Blank/Missing Grades](#)

[Reports > Blank/Missing Grades](#)

This report lists blank, missing, and incomplete assignment grades according to options entered on this page.

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester.
<b>Cycle</b>	The current cycle is displayed. You can select a different cycle.
<b>Course-Section</b>	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.

<b>Grade Selection Options</b>	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 <b>Show Blank Grades</b> . To include all items, select <b>Select All</b> .	
<b>Viewing Options</b>	<b>Page break between students</b>	Select to print one student per page. Otherwise, the data will print continuously.
	<b>View Student Names</b>	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.
	<b>View all assignments due after</b>	Select to narrow assignments by date, and <a href="#">enter a valid school date</a> .
	<b>View Current or All Course Sections</b>	<b>Current</b>
<b>All</b>		Select to show assignments for all course-sections.

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 > Student Notes](#)

[Reports > Student Notes](#)

This report displays any of the following notes for one or all courses, and for one or all students.

- **Course Notes:** Notes entered in the **Course Notes** field on [Settings > Manage Courses](#). These are comments and notes entered by teachers about their courses, such as reminders, announcements, and other course-specific information. These notes are displayed to parents in ParentPortal.
- **Student Course Notes:** Notes entered by clicking the note icon next to the student's name on [Grades > Assignment Grades](#). These are course-specific notes entered by teachers about the student, and the notes are associated with specific categories. These notes are note displayed to parents in ParentPortal.
- **Course Assignment Notes:** Notes entered in the **Notes** field on [Settings > Manage Assignments](#). These are notes entered by teachers about their assignments. The notes are displayed to parents in ParentPortal.
- **Student Assignment Notes:** Notes entered by clicking the note icon next to the student's assignment grade on [Grades > Assignment Grades](#). These are assignment-specific notes entered by teachers about the student. The teacher has the option to

display the note to parents in ParentPortal.

- **IPR Notes:** Notes entered in the **Note** field on [Grades > IPR Comments](#). These are student-specific notes entered by the teacher about the student relative to the IPR. These notes are printed on the IPR that is distributed to parents.

Semester: 2 ▼ Cycle: 2 ▼ Course-Section ALL ▼

## Student Notes Report Selection

### Notes Selection Options

Student ID: ALL Enter a specific numeric student ID or ALL to include all students.:

Select Note Type: (select one or more)

- Course Notes
- Student Course Notes
- Course Assignment Notes
- Student Assignment Notes
- IPR Notes

### Viewing Options

- Include Withdrawn Students
- Page break between courses

Generate

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester. The selected semester affects the courses listed in the <b>Course-Section</b> drop-down list, but it does not affect the notes displayed; the notes are not semester-specific. For example, for a two-semester course, the notes are displayed for the entire year.
<b>Cycle</b>	The current cycle is displayed. You can select a different cycle.
<b>Course-Section</b>	Select the course-section for which to print the report. Or, select <i>ALL</i> to produce the report for all of your course-sections. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.

Under **Notes Selection Options:**

<b>Student ID</b>	Begin typing the student's ID. As you begin typing the ID, a drop-down list displays students whose student ID matches the numbers you have typed. From the drop-down list, select a student.	
<b>Select Note Type</b>	Select one or more note types to be printed. The descriptions for each note type are listed above.	
	If you select <b>Student Course Notes</b> , the following fields appear:	
	<b>Note Category</b>	Select the category of notes you want to view. Or, select <i>ALL</i> to include all categories.
	<b>Notes Created By</b>	Select a user name to see only notes entered by that user. Or, select <i>ALL</i> to include notes from all users.
	<b>Sort Order</b>	Indicate if you want these notes sorted by note category or user name on the report.

Under **Viewing Options:**

<b>Include withdrawn students</b>	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.
<b>Page break between courses</b>	Select to print one course per page. Otherwise, the data will print continuously.

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 > Percent Failing](#)

[Reports > Percent Failing](#)

This report provides the percentage of a teacher's students who have a failing working cycle average for each class, as well as a total for all of the teacher's classes. The data can be displayed in a pie chart or grid format. Non-graded courses are not included.

Administrative users have the option to view the data for all teachers across the campus.

**NOTE:** Background colors may not automatically print, depending on your browser settings. For more information, [click here](#).

## Percent Failing Report

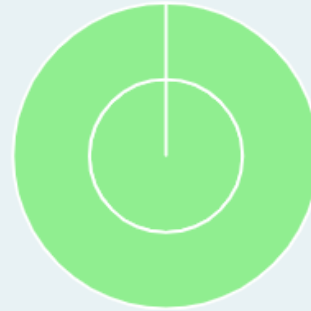
Viewing: Semester 2, Cycle 2,

Generated: Wednesday, May 13, 2020 01:15 PM

Withdrawn Students: Not Included

Percentage Of Failing Students: 0%(0/108)

Course Section	Percent Failing
01 ENVIRONMENT SYS (4216-31)	0% (0 / 20)
02 SCIENCE ENRICHM (4218-32)	0% (0 / 0)
02 ENVIRONMENT SYS (4216-32)	0% (0 / 20)
03 ENVIRONMENT SYS (4216-33)	0% (0 / 18)
04 ENVIRONMENT SYS (4216-34)	0% (0 / 18)
05 ENVIRONMENT SYS (4216-35)	0% (0 / 16)
08 INT PHY & CHEM (4202-38)	0% (0 / 16)



Teacher Totals

0% Fail  
100% Pass

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester.	
<b>Cycle</b>	The current cycle is displayed. You can select a different cycle.	
<b>Viewing Options</b>	<b>Include Withdrawn Students</b>	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.
	<b>View Chart</b>	Select to view the data in a pie chart as well as the grid format. If not selected, only the grid is displayed.  The pie chart outer circle displays the data for all of the teacher's classes.  If any of the teacher's students have failing averages, the pie chart inner circle displays a breakdown of failing students by class.
<b>Admin Options</b>	These fields are only displayed if you are logged on as an administrative user.	
	<b>Across Campus</b>	Select to view data for all teachers across the campus. Otherwise, grades are only displayed for the impersonated teacher's courses.
	<b>Force page break between instructors</b>	This field is enabled when <b>Across Campus</b> is selected.  Select to include a page break between teachers.

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.

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:

<b>Semester</b>	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 (period)	Course Name	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 > Cycle Grade Range](#)

[Reports > Cycle Grade Range](#)

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

- If a posted grade exists, the posted grade is used.
- If no posted grade exists, the override grade is used.
- If no override grade exists, the working cycle average is used.
- If no working cycle average exists, the auto grade is used.
- If no grade exists, the grade is blank.
- Administrative users have the option to view the grades for all courses across the campus.

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester.
<b>Cycle</b>	The current cycle is displayed. You can select a different cycle.
<b>Course-Section</b>	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.

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

Under **Viewing Options:**

<b>View Student Names</b>	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.			
<b>View Current or All Course Section(s)</b>	Select one:			
	<table border="1"> <tr> <td><b>Current</b></td> <td>Select to narrow grades to only course-sections for the current semester-cycle.</td> </tr> <tr> <td><b>All</b></td> <td>Select to print grades for all course-sections.</td> </tr> </table>	<b>Current</b>	Select to narrow grades to only course-sections for the current semester-cycle.	<b>All</b>
<b>Current</b>	Select to narrow grades to only course-sections for the current semester-cycle.			
<b>All</b>	Select to print grades for all course-sections.			
<b>View Current Cycle Grade</b>	<p>This field is only displayed for standards-based courses.</p> <p>For the Cycle Grade Range report, select this option to display the student's cycle average. If selected, the <b>Current Cycle Grade</b> column is printed on the report and displays a cycle average for the student that is not cumulative (as the <b>Cycle Grade</b> column is), and only takes into account the grades for the selected cycle. This is for informational purposes only.</p>			

Under **Admin Options:**

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

<b>Across Campus</b>	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. <b>NOTE:</b> 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 <b>Across Campus</b> , the message is removed because it may not apply to all instructors at the campus, and the fields are enabled.																																					
	<p><b>View Course/Section &amp; Instructor in Grid Format</b></p> <p>This field is enabled when <b>Across Campus</b> is selected.</p> <p>If selected:</p> <p>If <b>View Course/Section &amp; Instructor in Grid Format</b> 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"> <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> </tbody> </table> <p>If not selected:</p> <p>If <b>View Course/Section &amp; Instructor in Grid Format</b> 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"> <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> </tbody> </table> <p><b>Period Course Name (Course Nbr-Sec) (Room #)</b> <b>Teacher Name</b></p> <table border="1"> <thead> <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> </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						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																																		
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.

**Multipurpose Reports:**

[Reports > Special Programs](#)


[Reports > Special Programs](#)

**This report is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID, or to teachers who have access to run the special programs report.**

This report lists of the special programs for each student in the class.

Only the special programs selected by the campus are included. If enabled, the **Generic** column appears in the report and displays program information.

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester.		
<b>Course-Section</b>	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.		
<b>As Of Date</b>	Type a date in the MMDDYYYY format. Or, or click  to <a href="#">select a date from the calendar</a> .		
<b>Viewing Options</b>	<b>View Student Names</b>	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.	
	<b>View Current or All Course Section(s)</b>	Select one:	
		<b>Current</b>	Select to narrow student data to only course-sections for the current semester-cycle.
		<b>All</b>	Select to print student data for all course-sections.
These options are disabled if you are logged on as an administrative user and select <b>Across Campus</b> under <b>Admin Options</b> .			

**Admin Options**

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

**Across Campus** Select to view data for all courses across the campus. Otherwise, data is only displayed for the selected course-section or for the impersonated teacher's courses.  
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 teachers at the campus, and the fields are enabled.

**View Without Course/Section & Instructor in Grid Format** This field is enabled when **Across Campus** is selected.  
If selected:  
**If View Without Course/Section & Instructor in Grid Format** is selected, the report data is displayed in a grid format, and the course-section and teacher are not displayed. The default sort is by student name; however, the grid can be re-sorted.  
*Sample:*

Student ID	Student Name	Grade	Special Program

If not selected:  
**If View Without Course/Section & Instructor in Grid Format** is not selected, the report 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  
Teacher Name**

Student ID	Student Name	Grade	Special Program

**Course Nbr-Sec  
Teacher Name**

Student ID	Student Name	Grade	Special Program

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 > Student Groups Reports](#)

### [Settings > Manage Student Groups](#)

<b>Group Manager (left grid)</b>	Your existing groups are listed. Otherwise, the message “No Student Groups were found” is displayed.
<b>Group Reports (right grid)</b>	<p>The available student group reports are listed; they are linked to the reports in the <a href="#">Reports &gt; Student Group Reports</a> submenu. Some of the group reports mirror other reports available in the Reports menu.</p> <p>If no groups exist, the message “No Student Groups Exist” is displayed in place of any reports.</p>
<b>Group Reports (left grid)</b>	<p>Click a report title to run the report for a student group:</p> <ul style="list-style-type: none"> <li>• The group <a href="#">Admin Student Grades</a> page allows you to run the Admin Student Grades report for a student group.</li> <li>• The <a href="#">Attendance Summary</a> report generates a summary report of student attendance for a specified student group.</li> <li>• The <a href="#">Student Grades Report (and UIL Eligibility) Report</a> lists student working cycle averages for all of their courses, which allows you to determine UIL eligibility and locate students who may be at risk of losing eligibility. Courses in which the student has failing grades are shaded pink.</li> </ul>