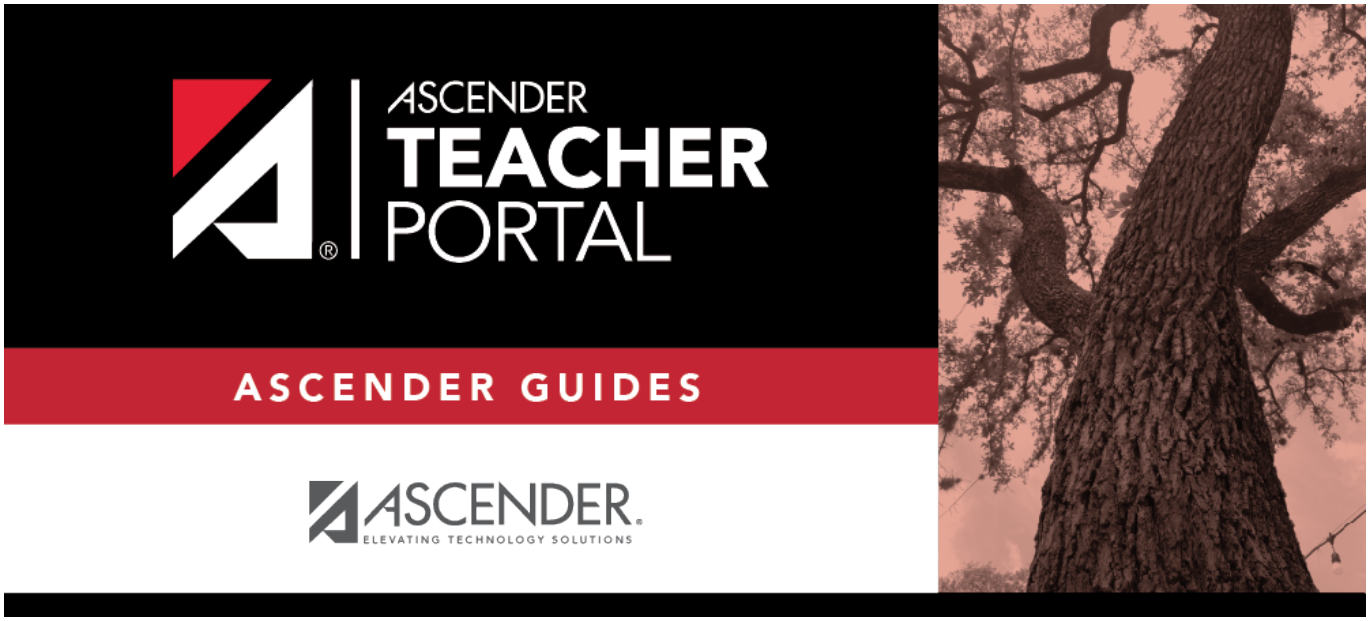


ASCENDER TeacherPortal - Teacher Guide

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Teacher Guide to ASCENDER TeacherPortal

Overview

Welcome to ASCENDER TeacherPortal!

- Teachers must re-register each year before logging on, as all TeacherPortal non-administrative user accounts are deleted at the end of each school year. **Administrative user accounts are retained.**
- To register, you must provide your staff ID and name. You must be associated with the district for the current school year. Upon registering, you will create your user name, password, and PIN.
- A staff ID can be associated with multiple user accounts, which allows you to have both a teacher account and one or more administrator accounts. The user name must be different for each account.

IMPORTANT: Upon initial account creation or log on to the portal, the End User License Agreement (EULA) for ASCENDER is displayed. Users must accept the agreement in order to proceed.

NOTE:

- If you forgot your password or PIN, click **Forgot Password** on the Login page to go to the Reset Password page where you can reset your password using an automated process.
- If you forgot your user name, click **Forgot User Name**.

Teachers who do not have administrative access are directed to the Announcements page upon logging on. The Admin menu is not displayed in the main menu, and some reports that require administrative access are not displayed in the Reports submenu.

- Teachers of courses where students must meet UIL eligibility requirements (e.g., band or athletics) can be granted access to the UIL report in the Reports menu. The UIL report allows a teacher to view the students' working cycle averages for all of their courses to determine UIL

eligibility and locate students who may be at risk of losing eligibility.

- Teachers can be given permission to create campus-wide or course-wide groups of students in TeacherPortal. Special group reports are available that provide data for the student groups.