ASCENDER TeacherPortal

Course Grouping

Is the teacher eligible? → **Yes** → **Is the group eligible?**

Is the teacher eligible?
- Are you the Class Role 01 teacher for the class (i.e. Teacher of Record)?
  - **No** → Is the Class Role 01 teacher unavailable (e.g., long-term leave)?
    - **Yes** → Administrator removes courses from existing group.
    - **No** → Teacher removes courses from existing group.

Is the group eligible?
- Does the group have categories already set up?
  - **Yes** → The course cannot be added to a group. It is listed as "Ineligible."

Select the semester.
- **Is the course eligible?**
  - Does it exist in the selected semester.
    - **No** → Create the course. → Is it elementary skills-based?
    - **Yes** → Is it elementary skills-based?
      - **Yes** → The course cannot be added to a group. It is listed as "Ineligible."
      - **No** → Does it use standards-based grading?
        - **Yes** → The course cannot be added to a group. It is listed as "Ineligible."
        - **No** → Is it self-paced?
          - **Yes** → The course cannot be added to a group. It is listed as "Ineligible."
          - **No** → Does it already have categories?
            - **Yes** → Remove existing categories from course.
            - **No** → Has it been added to another group?
              - **Yes** → Remove the course from the other group.
              - **No** → Does it have any students who are in a different course that is already added to the group?
                - **No** → Create the group.

Create the group.
→ Add the courses to the group.
→ **Courses are not grouped.**
- Grades > Assignment Grades
- Grades > IPR Comments
- Grades > Print IPRs
- Settings > Manage Assignments
- Settings > Manage Categories
→ Add categories to the group.