



ASCENDER GUIDES



Verify

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Verify

Only Sections for summer courses in **Career and Technical Education (CTE)**, **Dual Credit**, **College Preparatory English Language Arts**, and **College Preparatory Mathematics** should be reported. **(REWORD THIS)**

Create the following report **in the applicable school year's data** to verify Summer Course Completion Data.

Grade Reporting > Reports > Create Grade Reporting Report

☐ Under Demo 1 select the fields to include in the report. The following fields are recommended:

- Sch Yr
- Campus ID
- Student ID
- Last Name
- First Name

☐ Under **Prior Year/Transfer Courses** select the fields to include in the report. It is recommended

that you include all fields.

☐ Click **Create Report**.

- Once the report opens users can:

	Column	Operator	Value	Logical
☐	School Yr	=	2026	AND
☐	CRS Special Consider	=	R	OR
☐	CRS Special Consider	=	DR	OR
☐	CRS Special Consider	=	RD	

- ☐ Select **Sort/Filter**
- ☐ Select **Filter Criteria**
- ☐ Click **Add Criterion**
 - From the **Column** dropdown select **School Yr**. **NOTE:** Be sure to select **School Yr** and not **Sch Yr**.
 - From the **Operator** dropdown select “=”
 - In the **Value** field enter the year of the submission.
- ☐ Click **Add Criterion**
 - From the **Column** dropdown select “**CRS Special Consider**”
 - From the **Operator** dropdown select “=”
 - In the **Value** field enter “**R**”
- ☐ Click **Add Criterion**
 - From the Logical dropdown on the previous row select “**OR**”
 - From the **Column** dropdown select “**CRS Special Consider**”
 - From the **Operator** dropdown select “=”
 - In the **Value** field enter “**DR**”.
 - Add another criterion using the same settings and enter “**RD**” in the **Value** field.
- ☐ Click **OK**

Users can use this list to verify course sections taken during the summer and identify which sections should be reported

Update

Use the following screens **in the applicable school year's data** to add or update this entity.

Grade Reporting > Maintenance > Student > Individual Maint > Prior Yr Transfer

Save

Student Information

School Year: 2026-2027

Campus 001: 001 School

Change



STUDENT:

TEXAS UNIQUE STU ID:

Retrieve

Directory

Comments

Documents

Free

Next

Grad Plan: PD - FOUNDATION

DEMO CRS ASSIGN GRID UPDATE GRIDCRS MAINT COURSE CODES SCHED INQUIRY GRADE AVG CRIS/SEC CHANGE CTE ASSIGNMENTS **PRIOR YR TRANSFER** CUMULATIVE COURSES EOC EXCEPTION

Active Student:
Recalculate GPA & Credit

School Ending Year	District ID	Campus ID	Grid Lvl	Crst Lvl	Num Nbr Crs	Num Total Points	Num Avg	Grid Pt Nbr Crs	Grid Pt Total Points	Grid Pt Avg	4 Point Nbr Crs	4 Point Total Points	4 Point Avg	Credits	Rank Gpa	Number of Students	Rank	Type	Ready To Recalc
																			☐

Add

Title	Sectr ID	Sectr Desc	Sectr ID Title	Sem 1	EOC Sem 1	Evi Abs 1	GP Use 1	Sem 2	EOC Sem 2	Evi Abs 2	GP Use 2	Sem 3	EOC Sem 3	Evi Abs 3	GP Use 3	Sem 4	EOC Sem 4	Evi Abs 4	GP Use 4	God Avg	Credits	Credit hrs	Pass/Fail	EOC Final	EOC Score	Loc Crs	Loc Sec	Crs Sec	AMU Use	Sess Crs	Gh Yr	Gh TM	Entry Date	End Date			

0 rows

Add



Back Cover