

**ASCENDER GUIDES** 





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## V. Navigate ParentPortal.

Navigation tools are located along the left side of the page, or in the top-right corner. Some tools function differently on mobile devices.

**MOBILE DEVICE USERS:** On a mobile device, tap to access the side menu.

### **Selected Student**

The currently selected student's name and photo are displayed in the top-left corner. The photo is only displayed if provided by the district.

If you have multiple students added to your ParentPortal account, click mext to My Students to select a another student.

#### Add a Student

Click **Add Student** to add a student to your ParentPortal account. A pop-up window opens.

## **Campus**

The campus attended by the selected student is displayed. If the student attends multiple campuses, you can select the campus.

## **Navigation**

You can access your student's data. Data is only available if enabled by the district.

**Summary** - Your student's schedule, current average for each class, and today's attendance are displayed.

**Attendance** - You can view your student's detailed attendance, as well as a calendar view and totals.

**Grades** - You can view your student's semester, cycle, and assignment grades. Click  $\bowtie$  to expand the grades menu.

**Discipline** - You can view your student's discipline incidents.

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**Immunizations** - You can view your student's immunizations on file at the campus, as well as a list of immunizations due.

Alerts - You can view alert messages and set up customized alerts.

**Links** - Your district or campus may provide helpful links.

#### **Other Tools**



- Various sections throughout ParentPortal can be collapsed or expanded. Most data is collapsed by default. Click the arrow to show the section. Click it again to hide the section from view.

- Various pages throughout ParentPortal can be printed. Using the print icon instead of the browser's print option will ensure the best formatting of the content. Click to print the content displayed.

### **Top-right**

- Click to view alerts for your student. The number of unread alerts (if any) is displayed in a red circle next to the icon.

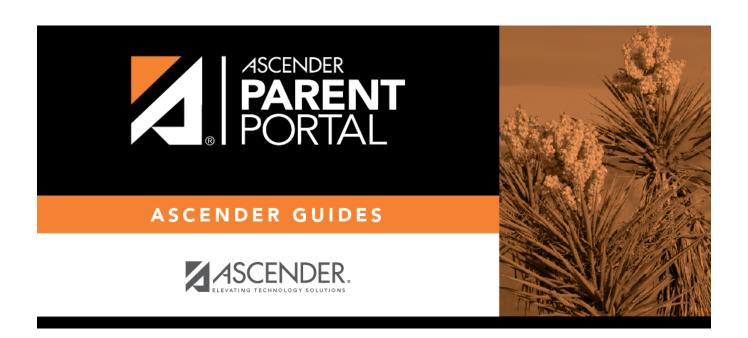


#### **Bottom-left**

- Click to open the My Account page.

- Click to log out of ASCENDER ParentPortal.

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# **Back Cover**

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