



# **ASCENDER Grade Reporting - End-of-Semester and End-of-Year Processes**



# Table of Contents

- Prerequisites** ..... 1
- I. Before you begin** ..... 1
  - A. Run the SGR1000 - Blank, Failing and Incomplete Grades report ..... 1
  - B. Update blank, incomplete, and N/G cycle grades for students. .... 4
  - C. Run SGR1000 again. .... 5
  - D. Run the SGR0450 - Attendance Percentage by Course report. .... 5
- II. Review campus and district options** ..... 7
  - A. Review campus control option tables. .... 7
  - B. Review tables for elementary campuses. .... 13
  - C. Review report card comments. .... 14
  - D. Review TeacherPortal options. .... 15
- III. Verify that teachers are ready to post** ..... 17
  - A. Check current cycle averages. .... 17
  - B. Instruct teachers to check for missing exam grades and enter missing grades. .... 19
  - C. Instruct teachers to post grades. .... 21
  - D. Monitor teacher posting status. .... 24
- IV. Post grades, compute attendance, and assign credit** ..... 25
  - A. Post grades from TeacherPortal to ASCENDER Grade Reporting. .... 26
  - B. (If needed) Reset a teacher's posting status. .... 30
  - C. Compute attendance. .... 31
  - D. Assign No Credit due to absences if needed. .... 32
  - E. Assign auto grades. .... 34
  - F. Compute grades and assign credit. .... 36
- V. Verify grades** ..... 42
  - A. Print class rolls and get signed by teachers. .... 42
  - B. (If needed) Change verified grades. .... 44
  - C. Print/save final verification for teacher to approve (if grades were changed). .... 46
- VI. Print report cards** ..... 46
  - A. Do a final review of grades before printing ..... 46
  - B. Update report card messages. .... 47
  - C. Verify campus printing options. .... 50
  - D. Assign control numbers (if printing report cards by control number). .... 51
  - E. Print secondary report cards. .... 54
  - F. Print elementary report cards. .... 56
- VII. Complete final steps** ..... 59
  - A. Print recommended reports. .... 59
  - B. Reset semester and cycle. .... 60
  - C. Additional follow-up items. .... 61
  - D. Complete grade averaging and class ranking and print transcripts. .... 61
- VIII. End-of-year steps and ASDR preparation** ..... 62
  - A. Verify or update graduation type code and graduation date. .... 62
  - B. Set next year campus and transfer students to the next year campus. .... 66
  - C. Update end-of-year status codes. .... 69
  - D. Update pass/fail indicators. .... 70
  - E. Print final Academic Achievement Record (AAR). .... 73
  - F. Print all attendance audit reports. .... 75



# ASCENDER Grade Reporting - End-of-Semester and End-of-Year Processes

This guide covers the complete process for the end of a semester and end of the school year.

**IMPORTANT:** Each LEA will have unique situations. Some of the images and examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

## Prerequisites

- This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the [ASCENDER Student Overview guide](#).

**NOTE:** Your pages may look different depending on your grading cycle setup. Years shown may not represent current year and may be for example only.

## I. Before you begin

**IMPORTANT:** For semester averages to calculate accurately, ALL previous/closed cycle grade fields must be reviewed for blank, incomplete, and N/G grades. Accurate working semester averages are essential for assuring a successful import of semester grades.

[A. Run the SGR1000 - Blank, Failing and Incomplete Grades report.](#)

### A. Run the SGR1000 - Blank, Failing and Incomplete Grades report

[Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades](#)

This report provides a list of students with blank, failing, or incomplete grades, and No Grade. Self-paced courses can be included. The report should be run for each previous cycle to check student grade fields in ASCENDER Grade Reporting for blanks, incompletes (I), and No Grade (N/G). Posted blank or incomplete cycle grades MUST be updated prior to posting semester grades from the TeacherPortal in order to post accurate working semester averages.

Preview
PDF
CSV
Clear Options

**Grades Report Group**

- [SGR2001 - A/B Honor Roll](#)
- [SGR2010 - Numeric Honor Roll](#)
- [SGR2020 - Grade Point Honor Roll](#)
- [SGR2047 - AAR Multi-Year](#)
- [SGR2048 - Summary of Student Credits by Sch Yr](#)
- [SGR2060 - Grd Avg & Class Rnk- Info ONLY no Update](#)
- [SGR2070 - Grd Avg Info - By Student \(Info Only\)](#)
- [SGR2075 - Cumulative Grd Avg Info By Student \(Info Only\)](#)
- [SGR2081 - Student Grade Labels](#)
- [SGR2091 - Elementary Grade Labels](#)
- [SGR4500 - TeacherPortal Assignment Audit Report](#)

**Instructors Report Group**

- [SGR0140 - In...](#)
- [SGR0280 - Gr...](#)
- [SGR0300 - St...](#)
- [SGR0350 - St...](#)
- [SGR0400 - Cl...](#)
- [SGR0900 - Cl...](#)
- [SGR2500 - Schedule of Classes \(Grd Rptng\)](#)
- [SGR2550 - Teaching Assignments](#)
- [SGR5000 - Count of Special Ed Students per Teacher](#)

**Master Schedules Report Group**

- [SGR0050 - District Master List \(Grd Rptng\)](#)
- [SGR0100 - Master Schedule \(Grd Rptng\)](#)

**SGR1000 - Blank, Failing and Incomplete Grades**

Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text" value="2022"/>	
Campus ID	<input type="text" value="001"/>	⋮
Semester (1,2,3,4)	<input type="text" value="1"/>	
Cycle (1,2,3)	<input type="text" value="1"/>	
Type of Grade (C=Cycle,S=Semester,F=Final)	<input type="text" value="C"/>	
Rpt Type(B=Blnk,I=Incmplt,F=Failing,N=N/G,C=B&I&N,A=All)	<input type="text" value="C"/>	
Sort Order (S=Student,I=Instructor)	<input type="text" value="I"/>	
Include Self Paced Courses (Y,N)	<input type="text" value="N"/>	
Include Withdrawn Students (Y,N)	<input type="text" value="N"/>	
Include Withdrawn Courses (Y,N)	<input type="text"/>	
Attendance Track (Blank for All)	<input type="text"/>	
Check Student Entry/WD Dates for Blank Grades (Y,N)	<input type="text"/>	
Print Only Transfer Courses (Y,N)	<input type="text"/>	

Run for each previously posted cycle.

Date Run: 1/23/2020 11:12		Blank, Incomplete and 'N/G' Grades					Program ID: SGR1000							
Cnty-Dist: 001-901		Mockingbird High School					Page: 2 of 9							
Campus: 001		Sch Year: 2020					# Inactive Instructor							
		Semester: 1		Cycle: 1		Type: Cycle								
							* Withdrawn Student							
Instr	Instr Name	Grd	Course Number	Course Title	Sif	Student ID	Name	Trk	Sex	Cycle	Sem	Fin	CIT	ABS
905	BROWN-BUSTOS,	09	9500	Monitor	N	03 081774	Traver, Ivan E	01	M	blank				0
		11	9500	Monitor	N	03 023789	Bell, Ashley N	01	F	blank				0
		11	9500	Monitor	N	03 382201	Duron, Jasil M	01	F	blank				0
		11	9500	Monitor	N	03 017078	Montantes, Alec I	03	M	blank				0
		11	9500	Monitor	N	03 016815	Nunez, Annabelle M	01	F	blank				0
		12	9500	Monitor	N	03 075513	Faragoza, Caitlyn R	03	F	blank				0
927	CASAS, CATHERINE	12	9500	Monitor	N	03 055293	Olvera Perez, Krista L	03	F	blank				0
		09	9500	Monitor	N	14 092009	Aguilar, Emberlynn K	01	F	blank				0
		09	9500	Monitor	N	14 390205	Anderson, Allison F	01	F	blank				0
		09	9500	Monitor	N	14 091530	Brown, Celeste M	01	F	blank				0

Run this report for each posted cycle.

Set **Rpt Typ** to C to get only the blank, incomplete, and N/G grades.

It is recommended that you distribute the report to the instructors for assistance in updating

the incomplete, blanks, and No Grades, and set a deadline that allows time to enter the grade changes prior to posting grades for the final cycle-semester end date.

**NOTE:** You can also run [SGR0900 - Class Rolls \(Student Grade Information\)](#) for a prior cycle (by instructor or course) which will help identify students who have cycle grades that need to be calculated by the instructor in TeacherPortal. You can print and distribute this report as a verification sheet for instructors to update and sign.

Note that the report may also include students who are waiting on cycle grades from a previous district.

**TIP:** For an individual student report of current assignment grades that have been entered in TeacherPortal, use [Grade Reporting > Maintenance > Student > Individual Maint > Assignments](#) and click  to view a report for the course.

<b>Student Name:</b>	ALPAUGH, CHARLEE R	<b>Student ID:</b>	004821	<b>Report Date:</b>	As of Jan 23, 20
<b>Period</b>	01	<b>Class</b>	8303 01 HEALTH SCIENCE	<b>Calculated Average:</b>	86
<b>Posted Average</b>	086	<b>Teacher</b>	BOWLES, PATRICIA	<b>Current Semester</b>	1
				<b>Current Cycle</b>	1
	<b>Assignment</b>	<b>Due Date</b>	<b>Grade</b>	<b>Late</b>	<b>Redo</b>
<b>Daily Weight(50%)</b>					
	Historical Contributions to Healthcare	08/21/2019	100	N	N
	Understanding Healthcare Terms	08/26/2019	80	N	N
	Intro into healthcare systems review	08/27/2019	97	N	N
	Matching Healthcare careers	09/03/2019	87	N	N
	Understanding Healthcare Careers	09/06/2019	70	N	N
	Law VS Ethics	09/11/2019	90	N	N
	Understanding Legal Principles inn healthcare	09/11/2019	90	N	N
	Safety and Quality improvement	09/19/2019	90	N	N
	Understanding infection control	09/20/2019	90	N	N
	Career Pathways	09/05/2019	70	N	N
	Exploring healthcare careers review	09/06/2019	87	N	N
	Laws and Ethics Review	09/13/2019	86	N	N
	Ethics vocab Terms	09/13/2019	80	N	N
	Infection Terms Quiz	09/23/2019	70	N	N
	Cumulative review	10/01/2019	88	N	N
	<b>Daily Avg</b>		<b>85</b>		
<b>Test/Projects Weight(50%)</b>					
	Healthcare Systems	08/28/2019	95	N	N

B. Update blank, incomplete, and N/G cycle grades for students.

**B. Update blank, incomplete, and N/G cycle grades for students.**

Grades can be updated for students individually or as a group (same instructor-course).

- Individual: [Grade Reporting > Maintenance > Student > Individual Maint > Grd Update](#)
- Group: [Grade Reporting > Maintenance > Student > Group Maint > Post Grades](#)

**Individual Students:**

[Grade Reporting > Maintenance > Student > Individual Maint > Grd Update](#)

Detail	Course	Sec	Title	Self Pcd	Cyc1	Cyc2	Cyc3	Exam	Sem	Final	Crdt	Citz 1	Citz 2	Citz 3
<input type="checkbox"/>	1000	07	ADVISORY	<input type="checkbox"/>	095						.			
<input type="checkbox"/>	1100	02	ENGLISH 1	<input type="checkbox"/>	083	097					.			
<input type="checkbox"/>	2100	03	ALGEBRA 1	<input type="checkbox"/>				X	093		0.5			
<input type="checkbox"/>	3100	04	BIOLOGY	<input type="checkbox"/>	088	I					.			
<input type="checkbox"/>	4100	07	WORLD GEOGRAPHY	<input type="checkbox"/>	089	093					0.5			
<input type="checkbox"/>	5100	09	ATHLETICS 1	<input type="checkbox"/>		082		097	097		0.5			
<input type="checkbox"/>	6100	01	BAND 1	<input type="checkbox"/>							.			

- Update blank, incomplete, and N/G grades with information provided by the instructor.

The updated cycle grade field will then be posted in TeacherPortal, which allows the system to calculate a current working semester average in TeacherPortal system prior to running the [Grade Posting From ASCENDER TeacherPortal utility](#).

- Verify these updated fields are displayed and calculating correctly in TeacherPortal.

**Group of Students:**

[Grade Reporting > Maintenance > Student > Group Maint > Post Grades](#)

POST GRADES    GROUP COURSE CHANGE    ADD/DELETE COURSES

Instructor: 472 BELL

Course: 8508.05 LIFE NUT & WELL (BELL)    Sem: 1    Cyc: 1    Track: ALL     Include WD Students    Retrieve

Stu Id	Name	Xfer	Cyc	Exa	Sem	Fin	Crdt	Citz	Cmt1	Cmt2	Cmt3	Cmt4	Cmt5
003262	AULDRIDGE,TREY,N	<input type="checkbox"/>	078				.						
003267	CRUZ,ADRIAN,G	<input type="checkbox"/>					.						
003154	HILTON,NATALIE,A	<input type="checkbox"/>	088				.						
003122	MARIE,CALLIE,C	<input type="checkbox"/>	077				.						
000143	NAVA,ISABELLA,J	<input type="checkbox"/>	088				.						
003258	OSSENKOPP,JULIE,L	<input type="checkbox"/>	I				.						
003244	PIPKIN,CHEYENNE,D	<input type="checkbox"/>					.						
003967	STEWART,CALVIN,A	<input type="checkbox"/>	090				.						
004036	VIZENA,MCKENZIE,R	<input type="checkbox"/>	100				.						
003135	WALLACE,JAYDEN,V	<input type="checkbox"/>	089				.						

Update blank, incomplete, and N/G grades with information provided by the instructor.

C. Run SGR1000 again.

### C. Run SGR1000 again.

[Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades](#)

The report should have no data if all blanks, incompletes, and N/G grades have been corrected.

**NOTE:** There are some situations where you may not be able to correct all grades. For example, a student may be sick for an extended period at the end of a cycle. You will need to follow up for that student. It is recommended that you retain a list of any blank, incomplete, or N/G grades that could not be updated before posting end-of-semester grades.

D. Run the SGR0450 - Attendance Percentage by Course report.

### D. Run the SGR0450 - Attendance Percentage by Course report.

[Grade Reporting > Reports > Grade Reporting Reports > Student Verification > SGR0450 -](#)

## Attendance Percentage by Course

This report is used to determine if a student meets the 90% attendance rule for awarding or denying credit. For each period, the report displays course, instructor, and attendance information, including the course number and section, total absences, percentage the student was present for the course based on the course entry date, and percentage the student was present for the entire course based on days the course was taught.

The absences listed are for the days the class meets. If not correct, verify in the section record that the days of the week the class meets are accurate.

**TIP:** This report can be used by teachers who choose to exempt students from taking exams if they meet a certain attendance requirement.

**Be sure to review district policy regarding Absence Types.**

Preview
PDF
CSV
Clear Options

**Student Verification Report Group**

- [SGR0420 - Assignment Grade Entry Verification](#)
- [SGR0425 - Graded Assignments by Teacher](#)
- [SGR0450 - Attendance Percentage by Course](#)
- [SGR1100 - Students At Risk for Promotion](#)
- [SGR1600 - Career and Technology Code Verification](#)
- [SGR1650 - Career and Technology Audit](#)
- [SGR1920 - Pass/Fail Verification List](#)
- [SGR2600 - Student Grd/Crs Override Proof List](#)
- [SGR3500 - Transfer Course Discrepancy Report](#)

**SGR0450 - Attendance Percentage by Course**

Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text" value="2022"/>	
Campus ID	<input type="text" value="001"/>	⋮
Semester (1,2,3,4,Blank for All)	<input type="text"/>	
Course Nbr (Blank for All)	<input type="text"/>	⋮
Section Nbr (Blank for All)	<input type="text"/>	
Attendance Track (Blank for All)	<input type="text"/>	
Include Withdrawn Students (Y,N)	<input type="text" value="N"/>	
Include Withdrawn Courses (Y,N)	<input type="text" value="N"/>	
Absence Types (Blank for All)	<input type="text" value="A,U"/>	⋮
Count Tardies as Absences (# Tardies = 1 Abs,Blank = No)	<input type="text"/>	
Divide Absences and Membership in Half (Y,N)	<input type="text" value="N"/>	
Control Nbrs (Blank for All)	<input type="text"/>	⋮

Date Run: 3/1/2020 8:51 AM		Attendance Percentage by Course				Program ID: SGR0450	
Cnty-Dist: 007-906		Sch Year: 2020				Page: 1 of 764	
Campus: 001		Excused Absence Types: A				# Inactive Instructor	
This report helps identify students who may not be eligible for credit because of excessive absences. Before denying a student course credit, user should always double-check the student's attendance information.							
CRS: 08280				PRIN INFO TECH		Sem: 1 SIF Pod: N	
Sec: 02		Period: 02 - 02		Days: MTWThF		A: 803	

Student Name	Stud ID	Ctrl Nbr	Act Cd	Grd Lvl	Att Trk	Orig Entry	Crs Entry	Stu WD/ Crs WD	Exc Abs	UnEx Abs	Tot Abs	Student			Course	
												Mem Days	% Pres Mem	Non Mem Days	Tot Crs Days	% Pres Crs
		307	1	09	01	08/26/19	08/26/19	0	0	0	0	77	100.00	0	77	100.00
		802	1	09	01	08/26/19	08/26/19	0	10	0	10	77	87.01	0	77	87.01
		403	1	09	01	08/26/19	08/26/19	0	1	0	1	77	98.70	0	77	98.70
		403	1	09	01	08/26/19	08/26/19	0	0	0	0	77	100.00	0	77	100.00
		403	1	09	01	08/26/19	08/26/19	1	0	0	1	77	98.70	0	77	98.70
		304	1	09	01	08/26/19	08/26/19	2	0	0	2	77	97.40	0	77	97.40
		201	1	09	01	08/26/19	09/03/19	1	0	0	1	72	98.61	5	77	92.20
		307	1	09	01	08/26/19	08/26/19	0	0	0	0	77	100.00	0	77	100.00
		307	1	09	01	08/26/19	08/26/19	1	2	0	3	77	96.10	0	77	96.10

## II. Review campus and district options

The following fields are likely already set correctly, but a quick check is recommended.

### A. Review campus control option tables.

#### A. Review campus control option tables.

[Grade Reporting](#) > [Maintenance](#) > [Tables](#) > [Campus Control Options](#) > [Ranges & Conversions](#)

Save
Student Information
School Year: 2021-2022

---

PARAMETERS
RANGES & CONVERSIONS
COMPUTATION
H ROLL & GR AVG
PRINT OPTIONS
POSTING
PARAMETERS NYR

Highest Cycle Grade Allowed:

Lowest Cycle Grade Allowed:

Highest Exam Grade Allowed:

Low Exam Grade Allowed:

Highest Non-Passing Grade:

Display Numeric Grades as Alpha:

Grade Conversion Information

E:  S:  N:  U:  P:

A:  B:  C:  D:  F:

Review Highest/Lowest grade allowed.

[Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters](#)

**Save** **Student Information** School Year: 2021-2022

**PARAMETERS** RANGES & CONVERSIONS COMPUTATION H ROLL & GR AVG PRINT OPTIONS POSTING PARA

**Options**

Current Semester: 1  
 Current Cycle: 1  
 Low Grade Level: 09 Grade 9  
 High Grade Level: 12 Grade 12  
 Type of Grading: Numeric  
 Beginning Period: 01  
 Ending Period: 09  
 Nbr of Reporting Semesters: 2  
 Nbr of Cycles Per Semester: 2

**Track End Dates**

Track :	Cycle 1	Cycle 2	Cycle 3
Semester 1	10-01-2021	01-03-2022	- -
Semester 2	03-04-2022	05-23-2022	- -
Semester 3			
Semester 4	- -		

Confirm that the **Current Semester**, **Current Cycle**, and **Track End Dates** fields are correct.

**IMPORTANT:**

Pay particular attention to **Track End Dates** if you have had any unplanned campus closure dates.

Be sure to verify that track end dates are correct for each track.

[Grade Reporting > Maintenance > Tables > Campus Control Options > Computation](#)

**Save** **Student Information** School Year: 2021-2022

PARAMETERS RANGES & CONVERSIONS **COMPUTATION** H ROLL & GR AVG PRINT OPTIONS POSTING PARAMETERS NYR

Grading Concept: Sem | Final  
 How will Avg be Computed?: Computer  
 Include Exam in Semester Average:   
 Allow Recomputation:  (Recalculate only Blank Grades)  
 Blank out Semester/Final on Grade Change:   
 Remove Credit on Grade Change:   
 Exam Weight Equal:   
 Total Weight: 007  
 Exam Weight: 01  
 Don't Allow Credit If Failed Last Sem:

Verify that the following are set correctly:

<b>Grading Concept</b>	<p>Indicate how students are awarded credit for a course-section. <b>The selection should be based on your district grading policy.</b></p> <p><i>Final</i> - Award credits based on the final grade.  <i>Sem/Final</i> - Award credits based on a combination of semester and final grades. If used, the <b>Credit Seq</b> field on <a href="#">Maintenance &gt; District Schedule</a> is also considered when you run the <a href="#">Grade Computation and Credit Assignment utility</a> and the <a href="#">Assign Pass Fail Indicators utility</a>.  <i>Semester</i> - Award credits based on the semester grade.                      The field is also used by the <a href="#">Assign Pass Fail Indicators utility</a>.</p>
<b>How will Avg be Computed</b>	<p><i>Computer</i> - Semester averages are automatically calculated. This option must be selected if you are using the <a href="#">Grade Computation and Credit Assignment</a> or <a href="#">Grade Computation Elementary</a> utility.</p> <p><i>School</i> - Semester averages are manually calculated.</p>
<b>Include Exam in Semester Average</b>	<p>Select to include the semester exam grade when computing the semester average. The field is used by the <a href="#">Grade Computation and Credit Assignment utility</a>.</p> <p><b>NOTE:</b> Most elementary campuses do not use exam grades. However, for elementary campuses that want to include the exam grade in the semester average and display the <b>Exam</b> column in TeacherPortal, the <b>Include Exam in Semester Average</b> field must be selected.</p>

If **Include Exam in Semester Average** is selected, indicate how much weight the exam has in the semester average:

<b>Exam Weight Equal</b>	<p>Select if the semester exam should be weighted equally with the cycle grades when semester averages are computed. If selected, the exam grade is given the same weight as the cycle averages when calculating the semester average. For example, if there are three cycles in the semester, the student's cycle averages are 80, 85, and 90, and the student earned 100 on the semester exam, the semester average calculation is as follows:  <math>(80 + 85 + 90 + 100) / 4</math></p> <p>If <b>Exam Weight Equal</b> is not selected, the <b>Total Weight</b> and <b>Exam Weight</b> fields are used together to indicate the percentage the semester exam should count toward the total semester grade.</p>
--------------------------	--

**Exam Weight  
Total Weight**

These fields are used only if all of the following are true:

- **Exam Weight Equal** is not selected.
- **How will Avg be Computed** is set to *Computer*.
- **Include Exam in Semester Average** is selected.

The semester average calculation for a three-cycle semester is as follows:

$$\left( \left( \text{Cycle 1} + \text{Cycle 2} + \text{Cycle 3} \right) / 3 \times \left( \text{Total Weight} - \text{Exam Weight} \right) \right) + \left( \text{Exam Grade} \times \text{Exam Weight} \right) / \text{Total Weight}$$

For example, if there are three cycles in the semester, the student's cycle averages are 80, 80, and 80; the student earned 90 on the semester exam; the **Total Weight** is 050; and the **Exam Weight** is 07, the semester average calculation is as follows:

$$(80 + 80 + 80) / 3 \times (50 - 7) + (90 \times 7) / 50 = 81.4$$

Commonly used semester exam percentage examples:

<b>Semester Exam Percentage of Semester Grade</b>	<b>Total Weight</b>	<b>Exam Weight</b>
10%	050	05
14%	050	07
15%	020	03
20%	005	01
25%	004	01
no semester exam	000	00

<p><b>Allow Recomputation</b></p>	<p>If selected, all grades and credits are recalculated according to the settings of the <b>Compute Sem Avg</b>, <b>Compute Final Grades</b>, and <b>Award Credits</b> fields when running the <a href="#">Grade Computation and Credit Assignment</a> or <a href="#">Grade Computation - Elementary</a> utility.</p> <p>If not selected, only students with blank semester grades, blank final grades, or blank or zero credits are updated, depending on the options selected when running the grade computation utilities.</p> <table border="1" data-bbox="464 412 1474 1153"> <thead> <tr> <th data-bbox="464 412 721 560"><b>Allow Recomputation</b></th> <th data-bbox="721 412 986 560"><b>Blank out Semester/Final on Grade Change</b></th> <th data-bbox="986 412 1142 560"><b>Remove Credit on Grade Change</b></th> <th data-bbox="1142 412 1474 560"><b>What happens?</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="464 560 721 779">Blank</td> <td data-bbox="721 560 986 779">Selected</td> <td data-bbox="986 560 1142 779">Selected</td> <td data-bbox="1142 560 1474 779">This allows the grade computation utilities (secondary or elementary) to recalculate <u>only blank grades</u>.</td> </tr> <tr> <td data-bbox="464 779 721 891">Selected</td> <td data-bbox="721 779 986 891">Blank</td> <td data-bbox="986 779 1142 891">Blank</td> <td data-bbox="1142 779 1474 891">This allows the grade computation utilities to recalculate <u>all grades</u>.</td> </tr> <tr> <td data-bbox="464 891 721 1111">Blank</td> <td data-bbox="721 891 986 1111">Blank</td> <td data-bbox="986 891 1142 1111">Blank</td> <td data-bbox="1142 891 1474 1111">This allows the grade computation utilities (secondary or elementary) to recalculate <u>only blank grades</u>.</td> </tr> <tr> <td data-bbox="464 1111 721 1153">Selected</td> <td data-bbox="721 1111 986 1153">Selected</td> <td data-bbox="986 1111 1142 1153">Selected</td> <td data-bbox="1142 1111 1474 1153">Not recommended.</td> </tr> </tbody> </table>	<b>Allow Recomputation</b>	<b>Blank out Semester/Final on Grade Change</b>	<b>Remove Credit on Grade Change</b>	<b>What happens?</b>	Blank	Selected	Selected	This allows the grade computation utilities (secondary or elementary) to recalculate <u>only blank grades</u> .	Selected	Blank	Blank	This allows the grade computation utilities to recalculate <u>all grades</u> .	Blank	Blank	Blank	This allows the grade computation utilities (secondary or elementary) to recalculate <u>only blank grades</u> .	Selected	Selected	Selected	Not recommended.
<b>Allow Recomputation</b>	<b>Blank out Semester/Final on Grade Change</b>	<b>Remove Credit on Grade Change</b>	<b>What happens?</b>																		
Blank	Selected	Selected	This allows the grade computation utilities (secondary or elementary) to recalculate <u>only blank grades</u> .																		
Selected	Blank	Blank	This allows the grade computation utilities to recalculate <u>all grades</u> .																		
Blank	Blank	Blank	This allows the grade computation utilities (secondary or elementary) to recalculate <u>only blank grades</u> .																		
Selected	Selected	Selected	Not recommended.																		
<p><b>Blank out Semester/Final on Grade Change</b></p>	<p>Select to clear the <b>Sem</b> and <b>Final</b> grades on <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grd Update</a> upon saving when a cycle or exam grade is changed. When manually updating <b>Sem</b> and <b>Final</b> grade fields, you must first save the cycle or exam grade change to prevent them from being cleared by the initial save.</p> <p>The <b>Sem</b> and <b>Final</b> grades will be populated next time the <a href="#">Grade Computation and Credit Assignment utility</a> is run.</p>																				
<p><b>Remove Credit on Grade Change</b></p>	<p>Select to clear the <b>Credit</b> field on <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grd Update</a> upon saving when a cycle or exam grade is changed. When manually updating <b>Credit</b> field, you must first save the cycle or exam grade change to prevent the field from being cleared by the initial save.</p> <p>The <b>Credit</b> field will be populated next time the <a href="#">Grade Computation and Credit Assignment utility</a> is run.</p>																				
<p><b>Don't Allow Credit If Failed Last Sem</b></p>	<p>Select if students who failed the last semester of a course will not receive credit.</p> <p>If selected, and a student fails the last semester of a course, the student will not receive credit for the course. This field overrides courses set up to allow partial credit.</p> <p>For the <a href="#">Grade Computation and Credit Assignment utility</a>, the field is considered only if the <b>Grading Concept</b> field is set to <i>Semester</i>. It is not used with the <i>Final</i> or <i>Sem/Final</i> grading concepts.</p>																				

Click **Save**.

[Grade Reporting](#) > [Maintenance](#) > [Tables](#) > [Campus Control Options](#) > [Posting](#)

The screenshot shows a web interface for configuring 'Posting' options. At the top, there is a 'Save' button and a 'Student Information' tab. Below this is a navigation bar with tabs for 'PARAMETERS', 'RANGES & CONVERSIONS', 'COMPUTATION', 'H ROLL & GR AVG', 'PRINT OPTIONS', and 'POSTING'. The 'POSTING' tab is active. Underneath, the 'Posting Options' section contains several settings:

- Allow Cycle Grade:
- Allow Semester Grade:  (circled in red)
- Expect Exam Grade:
- Allow Exempt Exam:
- Allow Alpha Exam:
- Allow Numeric Exam:
- Allow Final Grade:
- Auto Citizenship:
- Citizenship Grade:
- Allow Absence:
- Allow Tardy:
- Allow Credit:

Verify that all fields are set correctly. Pay particular attention to the following:

<b>Allow Semester Grade</b>	Select if semester grades can be posted from TeacherPortal or external grade book files.
-----------------------------	--

**NOTE:** The following are only necessary for campuses that do not use TeacherPortal:

<b>Allow Absence</b>	Select if absences can be posted from external grade book files.
<b>Allow Tardy</b>	Select if tardies can be posted from external grade book files.
<b>Allow Credit</b>	Select if credits can be posted from external grade book files.

**NOTE:** The semester grade will come from TeacherPortal (as long as previous cycles are not blank) and semester exam grades will be calculated according to the settings in ASCENDER.

**The final grade, if applicable, will be calculated when the [Grade Computation and Credit Assignment](#) or [Grade Computation - Elementary](#) utility is run.**

B. Review tables for elementary campuses.

**B. Review tables for elementary campuses.**

Grade Reporting > Maintenance > Tables > Elementary > Elem Grade

Delete	Grd Lvl	Elem Grd	Comp Sem Avg	Comp Cum Avg	Incl Exam	Exam Wgt	Tot Wgt
	PK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
	KG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
	01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
	02	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
	03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
	04	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0

☐ Verify that all fields are set correctly. Pay particular attention to the following:

<b>Comp Cum Avg</b>	<p>Select if the system computes the cumulative year-to-date (YTD) average for students. If blank, the cumulative average is not calculated.</p> <p><b>Campuses that use semester grades should only select this field at the end of the school year.</b></p> <p>If selected, the YTD average is calculated with cycle grades until the end of the school year. At the end of the school year, the final grade can be calculated in one of two ways:</p> <ul style="list-style-type: none"> <li>• If you are not computing the semester average, the following formula is used to calculate the final grade:  <math>(\text{Cycle 1} + \text{Cycle 2} + \text{Cycle 3} + \text{Cycle 4} + \text{Cycle 5} + \text{Cycle 6}) / 6</math></li> <li>• If you are computing the semester average, the following formula is used to calculate the final grade:  <math>(\text{Semester 1} + \text{Semester 2}) / 2</math></li> </ul> <hr/> <ul style="list-style-type: none"> <li>• If there is only one cycle grade and the <a href="#">Grade Computation - Elementary utility</a> is run, no calculations are performed.</li> <li>• If only one cycle grade exists when elementary report cards (SGR1400) are run, the cycle grade is reprinted in the <b>Cumulative Average</b> column on the report card; however, it is not considered a final grade in Student Maintenance.</li> <li>• If there is no second semester schedule, the <b>Comp Cum Avg</b> field cannot be used; however, you can use the <b>Comp Sem Avg</b> field.</li> </ul>
---------------------	---

If using exam grades for any grade level:

<b>Incl Exam</b>	<p>Select if you want to include the exam grade in the semester average and display the <b>Exam</b> column in TeacherPortal. If selected, you must indicate the weight of the exam in the semester average in the <b>Exam Wgt</b> and <b>Tot Wgt</b> fields to calculate the weighing percentage.</p> <p>If not selected, the <b>Exam</b> column is disabled in TeacherPortal.</p> <p>If <b>Incl Exam</b> is selected for a grade level, exam grades must be entered for the entire grade level. If a student is exempt from taking the semester exam, the instructor can type X in place of the grade.</p> <p><b>IMPORTANT:</b> If selected, you must also select <b>Include Exam in Semester Average</b> on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; Computation</a>.</p>
<b>Exam Wgt</b>	<p>Type the two-digit number indicating the weight assigned to the exam grade when calculating the semester average for the grade level.</p> <p>If <b>Incl Exam</b> is not selected, type 0.</p>
<b>Tot Wgt</b>	<p>Type the three-digit number indicating the total weight to use to calculate the semester average.</p> <p>If <b>Incl Exam</b> is not selected, type 0.</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• If the semester exam counts as 14% of the semester grade, the <b>Exam Wgt</b> = 7, and the <b>Tot Wgt</b> = 50.</li> <li>• If the semester exam counts as 15% of the semester grade, the <b>Exam Wgt</b> = 3, and the <b>Tot Wgt</b> = 20.</li> <li>• If the semester exam counts as 10% of the semester grade, the <b>Exam Wgt</b> = 1, and the <b>Tot Wgt</b> = 10.</li> </ul>

[C. Review report card comments.](#)

## C. Review report card comments.

[Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Comments](#)

This tab allows you to set up instructor comments for student report cards and interim progress reports (IPRs). Instructors can select from these comment codes in TeacherPortal to assign codes to individual students. The comment descriptions are printed in the **Explanation of Comment Codes Used Below** section of the report card or IPR (or **Explicación de Código de Comentario Utilizado Debajo** if Spanish) when the corresponding code is selected for the report card/IPR.

**Comments should be set up in both English and Spanish.** If a comment code does not have a corresponding Spanish comment, the corresponding English comment will be printed on the Spanish language report.

**It is recommended that these be set up at the beginning of the year and not changed during the year.**

Update the comments as needed.

**NOTE:** If a report card comment code does not have a corresponding Spanish comment, the corresponding English comment will be printed on the Spanish language report card.

Secondary report cards ([SGR1300](#) and [SGR1350](#)) use only codes A-N.

Elementary report cards ([SGR1400](#)) use codes A-Z and 1-9.

[D. Review TeacherPortal options.](#)

## **D. Review TeacherPortal options.**

[Grade Reporting](#) > [Maintenance](#) > [TeacherPortal Options](#) > [Campus](#) > [Options](#)

The screenshot shows the 'Options' page in the TeacherPortal. At the top, there is a 'Save' button and a 'Student Information' tab. The school year is set to '2023-2024'. The main navigation bar includes 'OPTIONS', 'TEACHER PROFILES', 'CATEGORIES', 'ADMINISTRATIVE USERS', and 'FIRST DAY COUNTS CTRL'. The 'Options' section is highlighted and contains several settings:

- Options:**
  - Type of Posting: Both (dropdown)
  - Open for Grade Posting: Open (dropdown)
  - Allow Semester Override:
  - Allow New Categories:
  - Allow Discipline Referrals:
  - Allow Assignment Rubrics:
  - Allow Prior Days Posting:  Days: 3
  - Allow Grade Modification to Prior Cycle:
  - Use Elementary Skills-based Report Card:
  - Use Report Card Narrative:
- Weighting Types:**
  - Allow Weighting Type Percentage:
  - Allow Weighting Type Points:
  - Allow Weighting Type Multiplier:
- Display Program Information:**
  - Economically Disadvantaged:
  - Special Education:
  - Gifted and Talented:
  - Bilingual/ESL:
  - EB:
  - Migrant:
  - Title I:
  - Pregnancy:
  - At Risk:
  - CTE:
  - Generic:
- Standard-Based Grading:**
  - Allow Standards-Based Grading:
  - Allow Teachers to Select Courses for Stds-Based Grading:
  - Standards-Based Grading Conversion Tbl: DISTRICT CONVE (dropdown)
  - Use Behavior Grading:
  - Score Value: B-Power Law and (dropdown)
- Campus-wide Message:** A rich text editor with a menu (File, Edit, Insert, View, Format) and a toolbar containing various formatting and editing tools. The message text reads: "Welcome to your Campus 000 TeacherPortal!"

- Set **Open for Grade Posting** to *Open* so that instructors can post end-of-semester grades.
- Select **Allow Semester Override** if you wish to include the **Semester Override** field on the TeacherPortal Cycle Grades page allowing an instructor to override a working semester average.

For example, if a student's working semester average is 69, the instructor will be able to enter 70 in the **Semester Override** field. When the [Grade Posting From ASCENDER TeacherPortal utility](#) is run, the override grade from TeacherPortal will be posted as the student's semester grade in Grade Reporting (rather than calculated).

Clear the field if instructors are not allowed to override a semester grade.

Be sure to check district policy about semester override grades.

- Update the **Campus-wide Message** as needed.

[Grade Reporting](#) > [Maintenance](#) > [TeacherPortal Options](#) > [District](#) > [Options](#)

Save
Student Information
School Year: 2021-2022

---

OPTIONS
HINT QUESTIONS
ADMINISTRATIVE USERS
STDS-BASED CONV TBL
STDS-BASED GRD STANDARDS
STDS-BASED

TeacherPortal Use Flag: TeacherPortal is enabled ▾

Photo URL:

District-wide Message:

File
Edit
Insert
View
Format

Font Family ▾
Font Sizes ▾
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TEXAS ISD celebrates our teachers!

- Update the **District-wide Message** as needed.

### III. Verify that teachers are ready to post

A. Check current cycle averages.

#### A. Check current cycle averages.

[Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1155 - Current Cycle Averages From Grade Book](#)

The report displays working cycle averages from TeacherPortal.

**Report Cards Report Group**

SGR1000 - Blank, Failing and Incomplete Grades  
 SGR1155 - Current Cycle Averages From Grade Book  
 SGR1160 - Interim Progress Report  
 SGR1175 - Report Card Proof List  
 SGR1300 - Secondary Report Cards (2 Semesters)  
 SGR1350 - Secondary Report Cards (4 Semesters)  
 SGR1400 - Elementary Report Cards  
 SGR1401 - Elementary Principal's Proof List  
 SGR1800 - Compute Attendance in Course Records  
 SGR1910 - Extra Curricular Report

**SGR1155 - Current Cycle Averages From Grade Book**

Parameter Description	Value	List
Campus ID	001	⋮
Rpt Type(B=Blnk,I=Incmplt,F=Failing,C=B&I,Blank=All)	C	
Include Withdrawn Students (Y,N)		
Include Withdrawn Courses (Y,N)		
Sort Order (A=Alpha,G=Grade Lvl,C=Control Nbr)	G	
Course Nbrs (Blank for All)		⋮
Print Auto Grades (Y,N)	Y	
Include Self Paced Courses (Y,N)	Y	
Include Non Graded Courses (Y,N)	N	

Date Run: 4/27/2022 3:48 PM  
 Cnty-Dist: 964-964  
 Campus: 001

Current Cycle Averages From Grade Book  
 001 School  
 Semester: 1 Cycle: 2 Type: Cycle

Program ID: SGR1155  
 Page: 1 of 31

Student ID	Student Name	Grd Lvl	Ctrl Nbr	Course	Grade	Override Grade	Instructor Name	Sif Pcd	Excl Grdbk
003774	ALDERETE, BRIGHID M	09		ALGEBRA 1	Blank		LOVEGOOD, LUNA		
				ATHLETICS 1	Blank		DIGGORY, CEDRIC		
				BAND 1	Blank		THOMAS, DEAN		
				BIOLOGY	Blank		Longbottom, Neville		
				SPANISH 1	Blank		ABBOTT, HANNAH		
				WORLD GEOGRAPHY	Blank		WEASLEY, FRED		
003232	BAGBY, JILLIAN A	09		ADVISORY	Blank		CLEARWATER,		
				ALGEBRA 1	Blank		FINNIGAN, SEAMUS		
				ATHLETICS 1	Blank		DIGGORY, CEDRIC		
				BAND 1	Blank		THOMAS, DEAN		
				BIOLOGY	Blank		Longbottom, Neville		
				SPANISH 1	Blank		ABBOTT, HANNAH		
003795	BAILEY, MIA S	09		ADVISORY	Blank		GRANGER, HERMIONE		
				ALGEBRA 1	Blank		LOVEGOOD, LUNA		
				ATHLETICS 1	Blank		BROWN, LAVENDER		
				BAND 1	Blank		THOMAS, DEAN		
				BIOLOGY	Blank		Longbottom, Neville		
				PRIN OF BUS	Blank		GOYLE, GREGORY		
004277	BARRETT, JOY G	09		SPANISH 1	Blank		ABBOTT, HANNAH		
				WORLD GEOGRAPHY	Blank		WEASLEY, FRED		
				ADVISORY	Blank		CREEVEY, COLIN		
				ATHLETICS 1	Blank		BROWN, LAVENDER		
				BIOLOGY	Blank		Longbottom, Neville		
				WORLD GEOGRAPHY	Blank		WEASLEY, FRED		

Review the list to identify instructors who still have blank or incomplete working cycle averages.

**NOTE:** If an assignment grade is I, the working cycle average will calculate as I.

As an alternative to running SGR1155, TeacherPortal administrators can run **TeacherPortal**

> **Admin Reports > Missing Averages**, which lists instructors who have students with no working cycle average, and can be sorted by teacher and course-section.

B. Instruct teachers to check for missing exam grades and enter missing grades.

## B. Instruct teachers to check for missing exam grades and enter missing grades.

If exam grades are calculated and imported, as specified on [Grade Reporting > Maintenance > Tables > Campus Control Options > Computation](#) and [Posting](#) tabs, the exam grades cannot be blank in TeacherPortal.

The following steps should be completed by teachers using TeacherPortal to ensure that there are no blank exam grades in TeacherPortal.

**NOTE:** This can be completed by a TeacherPortal administrator by selecting the **Across Campus** report option. The **Run Group Report** option must be selected for the user on [Grade Reporting > Maintenance > TeacherPortal Options > Campus > Administrative Users](#) (or on the [District > Administrative Users](#) tab).

### **TeacherPortal > Reports > Missing Exam Grades**

Semester: 1 ▼ Retrieve

## Missing Exam Grades Report Selection

Generate a report showing students with missing semester exam grades.

**Admin Options**

**Across Campus**

**View Course/Section & Instructor in Grid Format**

This report may take several minutes to run.

Generate

## Missing Exam Grades Report

Instructor: PACHECO, MATTHEW L

Viewing: Semester 1

Generated: Friday, March 26, 2021 11:59 AM

### 1990-01 1 ENGLISH(01)

Student ID	Name
301063	DELGADO, JESSICA W

### 1992-01 3 ENGLISH(01)

Student ID	Name
503769	CORONADO, SHELBEE
504993	RUHL, STEPHEN A

### 1993-01 4 ENGLISH(01)

Student ID	Name
502881	LUNA, GRACIE R

Each teacher should run the TeacherPortal Missing Exam Grades Report and ensure that there are no missing exam grades. If any exam grades are missing, the grades should be updated as described next.

**TeacherPortal > Grades > Cycle Grades**

Semester: 1 Course-Section 05 SPANISH 2 (7200-05) Retrieve

### Cycle Grades

Semester: 1  
Course-Section 05 SPANISH 2 (7200-05)

PIN:  Save Calculate Semester Averages Select 'Ready to Post' Courses

Show Withdrawn Students

ID	Name	Posted Cycles	Current Semester: 1, Cycle: 2				Semester Grades				Working Final Grade	
			Average (Auto Grade)	Override	Citizenship	Report Card Comments	Report Card Narrative (5000 characters maximum)	Exam	Working Average	Override		Posted Average
000146	BAILEY, DAVID S			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>		
003042	BAILEY, RYAN S			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>		
003591	BROWN, DARYN M			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>		
004351	FORD, CADE P			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>		
003266	LEON, MATTHEW A			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>		

Teachers must enter an exam grade for each student (or X for an exempt exam grade); otherwise, the semester average will not post from TeacherPortal.

C. Instruct teachers to post grades.

### C. Instruct teachers to post grades.

**TeacherPortal > Grades > Cycle Grades**

Instructors should mark grades as ready to post.

In TeacherPortal on the Cycle Grades page, the **Select courses to mark grades as Ready to Post** link is displayed for current cycles that are open for posting, as determined by the campus.

Semester: 2 Course-Section 01 1 ENGLISH (1990-01) Retrieve

### Cycle Grades

Semester: 2  
Course-Section 01 1 ENGLISH (1990-01)

PIN:  Save Calculate Semester Averages Select 'Ready to Post' Courses

Show Withdrawn Students  
 Show Previous Semester Detail

ID	Name	Posted Sem 1	Avg	Average (Auto Grade)	Override	Citizenship	Report Card Comments	Working Semester Average	Working Final Grade
Current Semester: 2, Cycle: 1									

The instructor does the following:

- Enter all semester grades for the course, review the grades carefully, and save all changes.
- Click **Select courses to mark grades as Ready to Post.**

A pop-up window opens allowing the instructor to select the course-sections that are ready to post.

Mark grades as ready to post ×

Select which courses to mark ready to post.

- 01 1 ENGLISH (1990-01)
- 01 3 ENGLISH (1992-01)
- 01 4 ENGLISH (1993-01)
- 02 1 ALGEBRA (2990-02)
- 02 ART 2 (6991-02)
- 02 MATH 4 (2995-02)

All eligible courses are listed. Select the course(s), and then click **Select**.

The window closes, and the selected course(s) are listed below the **PIN** field.

Semester: 1 Course-Section 07 SPANISH 2 (7200-07) Retrieve

## Cycle Grades

Semester: 1  
Course-Section 07 SPANISH 2 (7200-07)  
Saved successfully

PIN:  Save Calculate Semester Averages

Please enter your pin and click 'Continue' to mark grades as ready to post:

**Selected Courses:** 01 SPANISH 1 (7100-01)  
03 PRINCIPLES AG (8100-03)  
03 TC MOS MED TE (8514-03)  
05 SPANISH 2 (7200-05)  
08 SPANISH 1 (7100-08)

PIN:

Continue Cancel

- Type the four-digit personal identification number (PIN) in the right-most **PIN** field and 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.

Semester: 2 Course-Section 01 1 ENGLISH (1990-01) Retrieve

## Cycle Grades

Semester: 2  
Course-Section 01 1 ENGLISH (1990-01)

**Saved successfully**

PIN:  Save Ca

Show Withdrawn Students  
Show Previous Semester Detail

ID	Name	Avg	(Auto Grade)	Override	Citizenship	Report Card Comments	Wc	Sen	Av
301063	DELGADO, JESSICA W	72							

01 1 ENGLISH (1990-01)  
01 3 ENGLISH (1992-01)  
01 4 ENGLISH (1993-01)  
02 1 ALGEBRA (2990-02)  
02 ART 2 (6991-02)  
02 MATH 4 (2995-02)  
02 MATH MODELS (2994-02)  
03 BIOLOGY (3990-03)  
03 CHEMISTRY (3991-03)  
03 IPC (3992-03)  
03 PRIN AG (8401-03)  
03 SCIENCE 4 (3993-03)  
04 US HISTORY (4992-04)  
04 W HISTORY (4991-04)  
05 INTRO CUL ARTS (8402-05)  
05 SPANISH 1 (7880-05)  
05 SPANISH 2 (7881-05)  
06 AGMECH (8403-06)  
06 DAILY LIVING 1 (9814-06)  
06 JOB 2 (9822-06)

Ready to Post Courses

Cycle: 1

**NOTE:** Instructors can submit grades more than one time if they make a change shortly after marking the grades as ready to post; however, once the data is posted on Grade Reporting > Utilities > Grade Posting From ASCENDER TeacherPortal, the teacher can't change data and mark ready to post again.

[D. Monitor teacher posting status.](#)

## D. Monitor teacher posting status.

[Grade Reporting > Maintenance > Teacher Posting Status](#)

This page produces a report of classes by cycle that indicates if the teacher's cycle grade posting status is Posted, Ready to Post, or Not Ready to Post.

Run all three reports.

<b>Status</b>	<p>Select the posting status for the report:</p> <p><b>Not Ready to Post</b> - View course-sections where the teacher has not indicated via TeacherPortal that the cycle grades, comments, or citizenship are 'Ready to Post.'</p> <ul style="list-style-type: none"> <li>• If the teacher has entered comments and/or citizenship for at least one student in the course-section for the semester-cycle being run in TeacherPortal, the course-section is included.</li> <li>• Non-graded course-sections are not included unless the teacher has entered comments or citizenship in TeacherPortal.</li> </ul> <p><b>Posted</b> - View course-sections where cycle grades, comments, or citizenship have been posted (<a href="#">Grade Posting From ASCENDER TeacherPortal utility</a>).</p> <ul style="list-style-type: none"> <li>• If the teacher has entered comments and/or citizenship for at least one student in the course-section for the semester-cycle being run in TeacherPortal, and the course-section is marked <b>Posted</b>, the course-section is included.</li> <li>• For a non-graded course, if the campus uses auto citizenship and the course-section has been posted, it is included.</li> <li>• If a teacher on the Posted list needs to change grades, that teacher must be re-set and will need to mark grades as 'Ready to Post' again.</li> </ul> <p><b>Ready to Post</b> - View course-sections where the instructor has indicated via TeacherPortal that the cycle grades, comments, or citizenship are marked as 'Ready to Post.' These grades will be post in Grade Reporting the next time the <a href="#">Grade Posting From ASCENDER TeacherPortal utility</a> is run.</p> <ul style="list-style-type: none"> <li>• Teachers on this list may still change grades, save the changes, and mark grades as 'Ready to Post' again.</li> <li>• If the teacher has entered comments and/or citizenship for at least one student in the course-section for the semester-cycle being run in TeacherPortal and the course-section is marked as 'Ready to Post,' the course-section is included.</li> <li>• For a non-graded, if the campus uses auto citizenship and the course-section is marked as 'Ready to Post,' it is included.</li> </ul> <p><b>NOTES:</b> A teacher may be listed on more than one list.</p> <p>For non-graded courses, citizenship and report card comments from TeacherPortal are included even if the cycle grade is blank, including auto-posting citizenship for non-graded courses.</p>
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## IV. Post grades, compute attendance, and assign credit

## A. Post grades from TeacherPortal to ASCENDER Grade Reporting.

### A. Post grades from TeacherPortal to ASCENDER Grade Reporting.

[Grade Reporting](#) > [Utilities](#) > [Grade Posting From ASCENDER TeacherPortal](#)

This utility posts the working cycle average, citizenship grade, and report card comments from TeacherPortal, as well as the exam and semester grades when applicable, to the student grade-course record in ASCENDER. Students who were not enrolled in the course or campus on the grade reporting cycle end date are excluded.

**Grade Posting for** Execute

Current Semester: 1    Current Cycle: 1

Post Senior (12th grade) students only

Post Elementary Exam/Sem when grd lvl not in E... (Thl)

**Warning**  
This utility is going to post the working cycle average from... into the student grade course record for the displayed current semester and current cycle. Please verify that displayed semester and cycle are correct.

Verify these are correct.

#### Processes performed by the utility

- Any numeric cycle and exam grades that are higher than the highest grade allowed are converted to the highest grade allowed.
- Any numeric cycle and exam grades that are lower than the lowest grade allowed are converted to the lowest grade allowed. Blank grades are bypassed (i.e., not converted nor posted).

**NOTE:** Numeric semester grades are not converted based on the highest or lowest grade allowed.

- If an exam grade is X, and the campus does not allow exempt exam grades, the

exam grade and the semester average are not posted.

- If the campus allows exempt exams, and if an auto-graded course has a semester grade posted and a blank exam grade, an X (exempt) is posted for exam grades if an exam grade is required.
- Grades from TeacherPortal are converted according to the **Rpt Card Grd Typ** field in the campus master schedule.
- The exam, semester, and cycle grades are posted if the cycle selected is the highest cycle offered for the semester (e.g., cycle 2 for a two-semester nine-week campus), and the exam-semester pattern indicates an exam-semester grade is given this semester.
- If the cycle grade is blank, the utility only posts the exam grade (if applicable) and the semester grade if an override semester grade exists.

#### **For secondary courses (i.e., credit level is not E):**

- Grades are converted according to the campus options.
- The utility does not convert a P or F if posted for a course with a numeric report card grade type. A warning message is displayed on the error report.
- If the exam grade is blank from TeacherPortal, the exam grade and semester average are not posted if either **Include Exam in Semester Average** or **Expect Exam Grade** is selected on the Maintenance > Tables > Campus Control Options tabs.
- The semester average is posted if **How will Avg be Computed** is set to *Computer* on [Maintenance > Tables > Campus Control Options > Computation](#).
- If **Allow Semester Override** is selected on [Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options](#), and the override semester grade is not blank, the override semester grade is used.

#### **For elementary courses:**

- Grades are converted according to the core course code and the elementary conversion tables.
- The exam grade and semester average are posted if **Incl Exam** and **Comp Sem Avg** are selected on [Maintenance > Tables > Elementary > Elem Grade](#). If **Incl Exam** is not selected, an exam grade is not posted.
- If **Comp Sem Avg** is not selected, the semester average is not posted.

- The override semester grade is only posted if it has a value and if **Allow Semester Override** is selected on [Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options](#).
- If the exam grade is blank for an auto-graded course that require an exam grade, the semester grade is posted.
- If a citizenship grade is blank for a course-cycle posted from TeacherPortal, and **Auto Citizenship** is selected on [Maintenance > Tables > Campus Control Options > Posting](#), the citizenship grade is posted according to the campus options.
- If the cycle grade is blank for a course-cycle posted from TeacherPortal, the grade from the **Auto Grd** field in the district master schedule is posted.

**NOTE:**

- Semester grades are never posted with an auto grade.
- Even if all students will receive the auto grade, the course must still be marked as "Ready to Post" in TeacherPortal.
- If the working semester average or override semester average is an I (incomplete) and the campus expects an exam grade, the correct semester average is posted if the campus allows semester grades, even if the exam grade is blank.
- The citizenship from TeacherPortal is not posted if citizenship grade already exists in ASCENDER for the cycle being posted.

**NOTE:** This utility can be run more than once; however, only grades that have not already been posted to ASCENDER Grade Reporting, and are marked as 'Ready to Post' are posted.

<b>Campus</b>	The campus to which you are logged on is displayed.
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<b>Grade Posting for</b>	<b>Current Semester</b>	Ensure that the semester to which grades should be posted is displayed.
	<b>Current Cycle</b>	Ensure that the cycle to which grades should be posted is displayed.
	<b>Post Senior (12th grade) students only</b>	<p>Select if you want to run the utility for seniors only. If you select to post for Senior (12th grade) students only, the utility will look through all course-sections marked <i>Ready to Post</i> in TeacherPortal and will only process students in grade level 12.</p> <p>The utility will then reset the <i>Ready to Post</i> flag. This resets an instructor's course-section so that the instructor can mark grades as <i>Ready to Post</i> again, AFTER the course-section grades have been posted for grade level 12 students.</p>
	<b>Post Elementary Exam/Sem when grade level not in Elementary Grade Table</b>	<p>Select to post the elementary exam and semester average for a grade level that is not in the elementary grade table.</p> <p>If the course credit level is E, the program determines if the student's grade level is in the elementary grade table.</p> <p>If the grade level is in the elementary grade table, the data will post as elementary and use the <b>Comp Sem Avg</b> and <b>Incl Exam</b> fields on <a href="#">Maintenance &gt; Tables &gt; Elementary &gt; Elem Grade</a> to determine if the elementary exam and semester should be posted.</p> <p>If the grade level is not in the elementary grade table, the program will post as secondary, which means it will use the <b>Allow Semester Grade</b> and <b>Expect Exam Grade</b> fields on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; Posting</a> to determine if the elementary exam and semester should be posted.</p>

Click **Execute**.

- A message is displayed indicating that the posting is successfully completed.
- Grades are posted to the student grade-course record.
- The **Grade Ready** column is reset from "Ready to Post" to "Posted."

<b>View Error List</b>	<p><a href="#">Click to view the error list if errors are encountered.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.  Click  to go back one page.  Click  to go forward one page.  Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.  Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.  Click  to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p>
<b>View Fail List</b>	<p><a href="#">Click to view the list of students with blank, failing, or incomplete grades, if applicable.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.  Click  to go back one page.  Click  to go forward one page.  Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.  Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.  Click  to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p>

Print both reports before exiting the page.

The Error Report will reflect only errors generated for a particular grade posting, as well as the details of any Override cycle grades entered by the instructor.

[B. \(If needed\) Reset a teacher's posting status.](#)

**B. (If needed) Reset a teacher's posting status.**

[Grade Reporting > Utilities > Clear Grades, Comments, Credits, or Citizenship](#)

This utility allows you to reset an instructor's course-section so that instructor can mark grades as 'Ready to Post' again, AFTER the course-section grades have been posted. **Rarely will you reset the entire campus.**

**CAUTION:** Use this utility carefully. If in doubt, contact your regional service center for assistance.

- Select to **Clear by Course.**
- Select to **Clear Cycle Grades.**

Remember to clear all fields that need to be re-posted from TeacherPortal. You can only clear one field at a time. For example, if you need to clear both cycle grades and comments, you must run the utility twice.

- Select **Reset Teacher Gradebook 'Ready to Post' Flag.**
- Specify the **Course, Section, Sem,** and **Cyc.**
- Click **Execute.**

### C. [Compute attendance.](#)

### C. **Compute attendance.**

[Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1800 - Compute Attendance in Course Records](#)

For attendance to print on teacher class rolls, report cards, and IPRs, you must run the SGR1800, which computes attendance from the attendance application for the student grade-course records. The report should be run before printing report cards, IPRs, and SGR1000 - Blank, Failing and Incomplete Grades.

The following absence types are posted to the absence categories on the Grade Reporting reports.

- Excused: S, R, M, A, D, C, V, G, L
- Unexcused: U
- School-related: F, E
- Tardies: T

Preview
PDF
CSV
Clear Options

**Grades Report Group**

[SGR2001 - A/B Honor Roll](#)

[SGR2010 - Numeric Honor Roll](#)

[SGR2020 - Grade Point Honor Roll](#)

[SGR2047 - AAR Multi-Year](#)

[SGR2048 - Summary of Student Credits by Sch Yr](#)

[SGR2060 - Grd Avg & Class Rnk- Info ONLY no Update](#)

[SGR2070 - Grd Avg Info - By Student \(Info Only\)](#)

[SGR2075 - Cumulative Grd Avg Info By Student \(Info Only\)](#)

[SGR2081 - Student Grade Labels](#)

[SGR2091 - Elementary Grade Labels](#)

[SGR4500 - TeacherPortal Assignment Audit Report](#)

**Instructors Report Group**

**SGR1800 - Compute Attendance in Course Records**

Parameter Description	Value	List
Campus ID	<input type="text" value="001"/>	⋮
Semester (1,2,3,4)	<input type="text" value="1"/>	
Check Course Entry/WD Dates (Y,N)	<input type="text" value="Y"/>	
Period (A=All,S=ADA)	<input type="text" value="A"/>	
Include only ADA Codes in Absences (Y,N)	<input type="text" value="Y"/>	

D. Assign No Credit due to absences if needed.

## D. Assign No Credit due to absences if needed.

Before running the [Grade Computation and Credit Assignment utility](#) which assigns credit to courses, you must update the credit field for any students who should not receive credit for a **high school credit level course** due to excessive absences.

When the [Grade Computation and Credit Assignment utility](#) is run, any student with **Crdt/Credit** set to NC will not receive credit for the course.

If the student makes up the absences at a later date, you can then remove the NC from the **Crdt** field and update that field with the credit earned.

There are two options for assigning NC (No Credit) to a course:

- Option 1: [Grade Reporting > Maintenance > Student > Individual Maint > Grd Update](#)

- Option 2: [Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint](#)

**Option 1:**

[Grade Reporting > Maintenance > Student > Individual Maint > Grd Update](#)

Detail	Course	Sec	Title	Self Pcd	Cyc1	Cyc2	Cyc3	Exam	Sem	Final	Crdt	Citz 1
	2106	07	FINANCIAL MATH	<input type="checkbox"/>	090	095		080	X		N.C	
	3110	03	A & P	<input type="checkbox"/>	073	079		077	065		N.C	
	4400	04	GOVERNMENT	<input type="checkbox"/>	103	090		098	91		N.C	
	5400	09	ATHLETICS 4	<input type="checkbox"/>								

- Retrieve the student.
- Select **Sem 1**.
- In the **Crdt** (Credit) field for all applicable courses, type NC.

The period is automatically inserted between the two characters.

**Option 2:**

[Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint](#)

DEMO CRS ASSIGN GRD UPDATE GRD/CRS MAINT COURSE CODES SCHED INQUIRY GRADE AVG CRS/SEC CHANGE CTE

Course: 2106 FINANCIAL MATH Section: 07 07 - 07 (216 - FINNIGAN, SEAMUS) Semester: 1 Retrieve

Per: 07 Active Student

Grade	Total	Unexc	Exc	Sch Rel	Tardy
CYC1 090	16	15	2	4	0
CYC2 095	1	1	0	0	0
CYC3	0	0	0	0	0

Citz: S S

Exam: X Credit: N.C. AAR use: Transferred Self Paced

Sem: 087 Pass/Fail: Special Crs Consid: CPR Speech OnRamps

Final: GPA Override: Grad Plan Use Cd: MATH

- Retrieve the student.
- Select the **Course**, **Section**, and **Semester**.
- In the **Credit** field type NC.

The period is automatically inserted between the two characters.

#### NOTE:

TREx uses the Pass/Fail indicator to show credit removal. If a student has been denied credit due to excessive absences, when that student's transcript is sent through TREx, it does not pick up the asterisk from the transcript which indicates that credit was denied due to excessive absences.

Any students who lose credit due to excessive absences should have their Pass/Fail indicator updated manually at the time NC is entered.

[E. Assign auto grades.](#)

### E. Assign auto grades.

[Grade Reporting > Utilities > Auto Assign Grades and Citizenship](#)

Only districts with courses that have an **Auto Grd** set in the [district master schedule](#) or **Auto Citizenship** grade set on the [Posting](#) tab should run this utility.

The utility assigns course or citizenship grades for all active students enrolled in courses with no withdrawal date. The same grade is assigned to every student taking the course.

**NOTE:** In TeacherPortal, auto grades are automatically displayed on the **Grades > Cycle Grades** page, even if the utility is not run. If the instructor marks grades as 'Ready to Post' for a course-section, the auto grade will be imported when the [Grade Posting from ASCENDER Gradebook utility](#) is run. If these grades are not imported from the ASCENDER Gradebook utility because the instructor does not mark grades as 'Ready to Post', you must run the Auto Assign Grades and Citizenship utility to assign auto grades and/or auto citizenship for the course-section.

The screenshot shows a control panel for the utility. On the left, under 'Post:', there are two radio buttons: 'Grades' (which is selected) and 'Citizenship'. In the center, there are two rounded rectangular boxes. The first is labeled 'Semester' and contains two radio buttons, '1' (selected) and '2'. The second is labeled 'Cycle' and contains two radio buttons, '1' (selected) and '2'. On the right, there are two buttons: 'Execute' (highlighted in green) and 'Print Report' (disabled).

Select to post **Grades** or **Citizenship**.

- If you select to post **Grades**, the **Auto Grd** field in the [district master schedule](#) is automatically used. The grade-course record for students enrolled in courses with an auto grade are updated, if the grade field is blank for the specified semester-cycle.

- If you select to post **Citizenship**, the **Auto Citizenship** and **Citizenship Grade** on [Grade Reporting > Maintenance > Tables > Campus Control Options > Posting](#) are used. If **Auto Citizenship** is selected and a valid **Citizenship Grade** exists, all blank citizenship grades for the selected semester-cycle are updated for all students.

Select the **Semester** to be updated. The **Cycle** fields appear.

Select the **Cycle** to be updated. The **Execute** button is enabled.

Click **Execute**. The **Print Report** button is enabled once the utility is executed.

F. Compute grades and assign credit.

**F. Compute grades and assign credit.**

Different utilities are for secondary and elementary campuses.

- Secondary campuses: [Grade Reporting > Utilities > Grade Computation and Credit Assignment](#)
- Elementary campuses: [Grade Reporting > Utilities > Grade Computation Elementary](#)

**Secondary campuses:**

[Grade Reporting > Utilities > Grade Computation and Credit Assignment](#)

This utility calculates and assigns semester grades, final grades, and course credits for secondary grade levels. Numeric grades and pass/fail grades (i.e., report card grade type P) are calculated. Students in elementary grade levels are excluded.

Under **Options:**

<p><b>Include Withdrawn Students</b></p>	<p>Select to include withdrawn students in the process.</p> <p>The utility does not consider the withdrawal date, only if the student is withdrawn.</p> <p>If selected, and if <b>Include Withdrawn Courses</b> is not selected, withdrawn courses are computed only if they match the withdrawn student's withdrawal date.</p>
<p><b>Include Withdrawn Courses</b></p>	<p>Select to include withdrawn courses in the process.</p>

Select the process(es) to be performed:

<p><b>Compute Semester Average</b></p>	<p>Select if you are not using TeacherPortal, or if you are calculating blank semester grades when <b>Allow Recomputation</b> is <u>not</u> selected on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; Computation</a>.</p> <p>If selected and if the campus does not use TeacherPortal, you will be prompted to confirm that you want to continue when you execute the utility.</p>
<p><b>Compute Final Grades</b></p>	<p>Select to calculate final grades. If selected, the fields under <b>Exclude Final Grade Computations</b> are enabled.</p>
<p><b>Award Credits</b></p>	<p>Select to award credits.</p>

<b>Award Credits Self Paced</b>	Select to award credits to self-paced courses. If selected, credits are assigned if the course has a semester grade.
<b>Track</b>	(Required) Select a track number, or select A to calculate grades and assign credits for all tracks.
<b>Reset Non-Graded Courses</b>	Select to clear any grades that have been entered or posted for a student in a non-graded course, or if a graded course is changed to a non-graded course and at least one grade exists for this course.  If selected, and a course with grades assigned is changed to a non-graded course, the grades are deleted in ASCENDER only, not in TeacherPortal.
<b>Semesters</b>	Select the semesters to be updated. You must select at least one semester.  <b>IMPORTANT!</b> Select all semesters that should be updated; semesters are considered when awarding grades or credits.
<b>Grade Levels</b>	Select one or more specific grade levels to be updated (e.g., 12th grade only). Or, click <b>All Grade Levels</b> to update all grade levels.  <ul style="list-style-type: none"> <li>• To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows.</li> <li>• To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.</li> </ul>

<b>Campus Control Information</b>	Settings from several Maintenance > Tables > Campus Control Options tabs are used when the utility is run. The settings are displayed for your reference.  The <b>Allow Partial Credit</b> and <b>Credit Sequence</b> fields in the district master schedule are also considered in processing.
<b>Exclude Final Grade Computations</b>	The section is enabled only if <b>Compute Final Grades</b> is selected. Select any options to be excluded from final grade computation. The options only apply to courses that were not taken for all semesters of the course.  If you select to exclude one or more, a list of the students and courses excluded from final grade computation is produced.  If applicable, a message is displayed indicating that no courses qualify for exclusion.

Click **Execute**.

A progress bar displays the progress of the student IDs being processed.

If the following conditions exist, the process is stopped, and a message is displayed:

- **Compute Semester Average** is selected.
- **Allow Recomputation** is selected on [Grade Reporting > Maintenance > Tables >](#)

[Campus Control Options > Computation](#) (recalculate all grades).

- The campus is using TeacherPortal.

You must clear either **Compute Semester Average** or **Allow Recomputation**.

If the following conditions exist, the process is interrupted, and a message is displayed:

- **Compute Semester Average** is selected.
- **Allow Recomputation** is selected on [Grade Reporting > Maintenance > Tables > Campus Control Options > Computation](#) (recalculate all grades).
- The campus is not using TeacherPortal.

You are prompted to continue the process. Click **Yes** to recalculate all grades, or click **No** to stop the process.

- If errors are encountered, an error report is generated at the bottom of the page.

[Review, save, and/or print the report.](#)

#### Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

#### The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report, Exit,** or **Cancel** button instead.

**NOTE:** Warnings may indicate that semester records were bypassed for students who retook failed courses.

<p><b>Print Excl List</b></p>	<p>If students and courses were excluded from final grade computation, click to print the Exclusion list. <a href="#">Review, save, and/or print the report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.  Click  to go back one page.  Click  to go forward one page.  Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.  Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.  Click  to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p>
<p><b>Print Partial</b></p>	<p>If any course was not taken for all semesters of the course, but was included in final grade computation, print a list of students who only took part of the course. <a href="#">Review, save, and/or print the report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.  Click  to go back one page.  Click  to go forward one page.  Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.  Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.  Click  to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p>

### Elementary campuses:

[Grade Reporting > Utilities > Grade Computation Elementary](#)

This utility calculates and assigns semester grades and final (year-to-date cumulative) grades for all elementary grade levels set up on the [Grade Reporting > Maintenance > Tables >](#)

[Elementary > Elem Grade](#). The process calculates alphabetic and numeric grades.

If there are blank semester grades or if a cumulative average must be calculated, run this utility.

Execute
Student Information
School Year: 2021-2022

**Options**

Include WD Students

Include WD Courses

Track (00-99 or A for all )

Grade Lvl

Reset Non-Grd Courses

**Semesters**

1  2

**Cycle**

Cyc 1  Cyc 2  Cyc 3

**Campus Control Information**

Typ Avg School Or Computer: Computer

Allow Recomp: N - (Recalculate only Blank or Zero Grades)

Allow Exempt Exam: N

Grade Levels for which the Semester Average = N and Cumulative Average = Y are only calculated for the end of the school year

**Elementary Grade Level Table Information**

Grd Lvl	Type	Sem Avg	Cum Avg	Incl Exam	Exam Wgt	Tot Wgt
PK	N	N	N	N	0	0
KG	N	N	N	N	0	0
01	E	Y	Y	N	0	0
02	E	Y	Y	N	0	0
03	E	Y	Y	N	0	0
04	E	Y	Y	N	0	0

<b>Campus Control Information</b>	Settings from the Maintenance > Tables > Campus Control Options tabs are used when the utilities (secondary and elementary) are run. The settings are displayed for your reference. <ul style="list-style-type: none"> <li>• If the campus uses TeacherPortal, <b>Allow Recomputation</b> cannot be selected on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; Computation</a>.</li> <li>• If the campus does not use TeacherPortal, and <b>Allow Recomputation</b> is selected, you will be prompted to confirm that you want to continue when you execute the utility.</li> </ul>
<b>Elementary Grade Level Table Information</b>	Settings from the Grade Reporting > Maintenance > Tables > Elementary > Elem Grade tab are used when the elementary utility is run. The settings are displayed for your reference.

<b>Include WD Students</b>	Select to include withdrawn students in the process.
<b>Include WD Courses</b>	Select to include withdrawn courses in the process.

<b>Track</b>	(Required) Select a track number, or select A to calculate grades for all tracks.
<b>Grade Lvl</b>	Select the grade level, or select AL to compute grades for all grade levels.
<b>Reset Non-Grd Courses</b>	Select to clear any grades that have been entered or posted for a student in a non-graded course, or if a graded course is changed to a non-graded course and at least one grade exists for this course.
<b>Semesters</b>	Select the semesters to be computed. If you select 2, both semesters 1 and 2 are computed.
<b>Cycle</b>	<p>Select the cycle to be updated.</p> <p>If you select cycle 3, semester grades are automatically calculated only if the <b>Comp Sem Avg</b> box is checked for the grade level on <i>Grade Reporting &gt; Maintenance &gt; Tables &gt; Elementary</i>.</p> <p>The cycle 3 option is disabled for two-semester-nine-week campuses. If you select cycle 2, semester grades are automatically calculated for all grade levels.</p> <p>If semester 2 and cycle 3 are selected:</p> <ul style="list-style-type: none"> <li>• If a grade level is set to compute cumulative averages (i.e., <b>Comp Cum Avg</b> is selected for the grade level on <a href="#">Maintenance &gt; Tables &gt; Elementary &gt; Elem Grade</a>), the final grade is calculated as the average of the two semester grades.</li> <li>• If a grade level is set to compute both semester average and cumulative average the final grade is calculated as the average of the two semester grades.</li> <li>• <b>Comp Cum Avg</b> has to be <i>checked</i> and the <b>Semester Average</b> has to be <i>unchecked</i> for the utility to average the six cycle grades.</li> </ul>

Click **Execute**.

A progress bar displays the progress of the student IDs being processed.

If the following conditions exist, the process is stopped, and a message is displayed:

- **Comp Sem Avg** is selected on [Grade Reporting > Maintenance > Tables > Elementary > Elem Grade](#).
- **Allow Recomputation** is selected on [Grade Reporting > Maintenance > Tables > Campus Control Options > Computation](#) (recalculate all grades).
- The campus is using TeacherPortal.

You must clear either **Compute Sem Avg** or **Allow Recomputation**.

If the following conditions exist, the process is interrupted, and a message is displayed:

- **Comp Sem Avg** is selected on [Grade Reporting > Maintenance > Tables > Elementary > Elem Grade](#).
- **Allow Recomputation** is selected on [Grade Reporting > Maintenance > Tables >](#)

- [Campus Control Options > Computation](#) (recalculate all grades).
- The campus is not using TeacherPortal.

You are prompted to continue the process. Click **Yes** to recalculate all grades, or click **No** to stop the process.

<p><b>Preview Errors</b></p>	<p><a href="#">Click to view the error list if errors are encountered.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.  Click  to go back one page.  Click  to go forward one page.  Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.  Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.  Click  to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p>
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## V. Verify grades

[A. Print class rolls and get signed by teachers.](#)

### A. Print class rolls and get signed by teachers.

[Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0900 - Class Rolls \(Student Grade Information\)](#)

It is recommended that you distribute the class rolls to instructors as proof sheets for grade verification. If an instructor makes any changes, the instructor should initial or sign next to the grade change. All instructors should sign and date these forms, and the forms can be filed as the official grade sheets for the reporting period.

**REMINDER:** If an instructor updates an incomplete grade or changes a cycle grade for a student, the instructor should also provide a semester average if possible; otherwise, semester/final averages will need to be computed again.

Preview
PDF
CSV
Clear Options

**Grades Report Group**

[SGR2001 - A/B Honor Roll](#)  
[SGR2010 - Numeric Honor Roll](#)  
[SGR2020 - Grade Point Honor Roll](#)  
[SGR2047 - AAR Multi-Year](#)  
[SGR2048 - Summary of Student Credits by Sch Yr](#)  
[SGR2060 - Grd Avg & Class Rnk- Info ONLY no Update](#)  
[SGR2070 - Grd Avg Info - By Student \(Info Only\)](#)  
[SGR2075 - Cumulative Grd Avg Info By Student \(Info Only\)](#)  
[SGR2081 - Student Grade Labels](#)  
[SGR2091 - Elementary Grade Labels](#)  
[SGR4500 - TeacherPortal Assignment Audit Report](#)

**Instructors Report Group**

[SGR0140 - Instructor List \(Grd Rptng\)](#)  
[SGR0280 - Grade Distribution Report](#)  
[SGR0300 - Student Counts by Section](#)  
[SGR0350 - Student Counts by Teacher](#)  
[SGR0400 - Class List \(Student Demo Info\)](#)  
[SGR0900 - Class Rolls \(Student Grade Information\)](#)  
[SGR2500 - Schedule of Classes \(Grd Rptng\)](#)  
[SGR2550 - Teaching Assignments](#)  
[SGR5000 - Count of Special Ed Students per Teacher](#)

**Master Schedules Report Group**

[SGR0050 - District Master List \(Grd Rptng\)](#)  
[SGR0100 - Master Schedule \(Grd Rptng\)](#)  
[SGR0110 - Master Schedule PEIMS \(Grd Rptng\)](#)  
[SGR0120 - Master Schedule Sched Info \(Grd Rptng\)](#)  
[SGR0130 - Master Sched Section & Grd Rptng Info](#)  
[SGR0200 - Course Verification Listing \(Grd Rptng\)](#)  
[SGR0220 - Invalid Service ID](#)  
[SGR2046 - Invalid Course Sequence Codes](#)  
[SGR4600 - TeacherPortal Disallowed Weight Type](#)

**Report Cards Report Group**

**SGR0900 - Class Rolls (Student Grade Information)**

Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text" value="20XX"/>	
Campus ID	<input type="text" value="001"/>	⋮
Semester (1,2,3,4)	<input type="text" value="1"/>	
Cycle (1,2,3, Blank for All)	<input type="text" value="2"/>	
Attendance Track (Blank for All)	<input type="text"/>	
Period (Blank for All)	<input type="text"/>	
Include Non Graded Courses (Y,N)	<input type="text" value="N"/>	
Course Nbrs (Blank for All)	<input type="text"/>	⋮
Include Self Paced Courses (Y,N)	<input type="text" value="Y"/>	
Control Nbrs (Blank for All)	<input type="text"/>	⋮
Include Withdrawn Students (Y,N)	<input type="text" value="N"/>	
Include Withdrawn Courses (Y,N)	<input type="text" value="N"/>	
Double-Space Landscape (Y,N)	<input type="text" value="Y"/>	
Cumulative Course Grades (Y,N)	<input type="text"/>	
Grade Level (Blank for All)	<input type="text"/>	⋮
Non-Campus Based Instruction Code (00-10,99)	<input type="text"/>	
Print Only Active Instructors (Y,N)	<input type="text"/>	
Print Signature Line (Y,N)	<input type="text"/>	

<b>Date Run:</b> [REDACTED]	<b>Class Rolls</b>	<b>Program ID: SGR0900</b>
<b>Cnty-Dist:</b> 020-904	<b>DANBURY HIGH SCHOOL</b>	<b>Page: 1 of 173</b>
<b>Campus:</b> 001	<b>Sch Year: 2020</b>	<b>* Withdrawn Student</b>
<b>Semester:</b> 1 <b>Cycle:</b> 2 <b>Track:</b> All		
<b>Course:</b> 1121 - 02   ENGLISH 1 PAP	<b>SIF Pcd :N   Period :01   Instr Nbr: 201   Instr Name: BOWLES, MATTHEW</b>	
<b>Student Name</b>	<b>Stu ID   Lvl   Trk   Xfr   Cyc 1   Cyc 2   Cyc 3   Exam Sem   Final Credit   GPA Exc   UnEx Abs   SchR Abs   Ttl Abs   Tdy Citz   Omt 1   Omt 2   Omt 3   Omt 4   Omt 5   Crs Wtd</b>	
AHART, MASON K	004616 09 01 092	0 0 0 0 0
BARMETTLER, CAMRON G	004607 09 01 092	0 0 0 0 0
BRACKEN, GRACE D	005288 09 01 092	1 1 0 2 0
CACERES, ANGELIQUE C	005027 09 01 087	0 0 0 0 0
DWIGHTSON, DRAMMY	004598 09 01 092	0 1 0 1 0

The following reports can be used as a check-off list for instructors:

- [Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0140 - Instructor List \(Grd Rptng\)](#)
- [Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0350 -](#)

2024/07/04 18:22

43

ASCENDER Grade Reporting - End-of-Semester and End-of-Year Processes

## Student Counts by Teacher

This report provides more details.

B. (If needed) Change verified grades.

### B. (If needed) Change verified grades.

Grades can be updated for students individually or as a group (same instructor-course) using information from the instructor's class rolls.

- Individually: [Grade Reporting > Maintenance > Student > Individual Maint > Grd Update](#)
- Group: [Grade Reporting > Maintenance > Student > Group Maint > Post Grades](#)

**NOTE:** If any grades are changed, the **Sem** and/or **Final** and **Credit** field must also be updated; otherwise, you will need to re-run the grade computation utilities (secondary or elementary).

**REMINDER:** When you update grades in ASCENDER Grade Reporting, the corrected grades will appear in the instructor's TeacherPortal as an **Override** grade for that cycle.

#### Individual Students:

You can make grade corrections for an individual student on either of the following tabs.

[Grade Reporting > Maintenance > Student > Individual Maint > Grd Update](#)

DEMO CRS ASSIGN GRD UPDATE GRD/CRS MAINT COURSE CODES SCHED INQUIRY GRADE AVG CRS/SEC CHANGE CTE ASSIGNMENTS PRIOR YR TRANSFER CU

Include WD Courses?  Sem 1  Sem 2  Active Student

Semester 1

Detail	Course	Sec	Title	Self Ped	Cyc1	Cyc2	Cyc3	Exam	Sem	Final	Crdt	Citz 1	Citz 2	Citz 3	Abs 1	Abs 2	Abs 3	Exc 1	Exc 2	Exc 3	Un 1
<input type="checkbox"/>	2106	07	FINANCIAL MATH	<input type="checkbox"/>	090	095		X	087		0.5	S	S		2	0	0	1	1	0	0
<input type="checkbox"/>	3110	03	A & P	<input type="checkbox"/>	079	073		065	074		0.5	S	S		1	1	0	0	0	0	0
<input type="checkbox"/>	4400	04	GOVERNMENT	<input type="checkbox"/>	091	092		X	81		0.5	S	S		0	0	0	0	0	0	0
<input type="checkbox"/>	5400	09	ATHLETICS 4	<input type="checkbox"/>	103	100		X	100		0.5	S	S		0	0	0	0	0	0	0
<input type="checkbox"/>	6400	01	BAND 4	<input type="checkbox"/>	095	090		X	85		0.5	S	S		0	0	0	0	0	0	0
<input type="checkbox"/>	8200	02	PRIN OF BUS	<input type="checkbox"/>	099	093		X	89		0.5	S	S		0	0	0	0	0	0	0
<input checked="" type="checkbox"/>	8303	55	PRACT GD 1 2H	<input checked="" type="checkbox"/>	095	095		X	95		0.5	S	S		0	0	0	0	0	0	0

[Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint](#)

DEMO CRS ASSIGN GRD UPDATE GRD/CRS MAINT COURSE CODES SCHED INQUIRY GRADE AVG CRS/SEC CHANGE CTE

Course: 2106 FINANCIAL MATH Section: 07 07 - 07 (216 - FINNIGAN, SEAMUS) Semester: 1

Per: 07 Active Student

Absences						Comments				
Grade	Total	Unexc	Exc	Sch Rel	Tardy	Citz				
CYC1 090	0	0	2	0	0	S				
CYC2 095	1	1	1	0	0	S				
CYC3	0	0	0	0	0					

Exam: X Credit: 0.5 AAR use:  Transferred  Self Paced

Sem: 087 Pass/Fail: 01 Special Crs Consid:  CPR  Speech  OnRamps

Final:  GPA Override:  Grad Plan Use Cd: MATH

**Group of Students:**

[Grade Reporting > Maintenance > Student > Group Maint > Post Grades](#)

POST GRADES			GROUP COURSE CHANGE			ADD/DELETE COURSES									
Instructor: 108 CHANG			Course: 8107.07 EQUINE SCIENCE (CHANG)			Sem: 2	Cyc: 1	Track: ALL	<input type="checkbox"/> Include WD Students	Retrieve					
Stu Id	Name	Xfer	Cyc	Exa	Sem	Fin	Crdt	Citz	Cmt1	Cmt2	Cmt3	Cmt4	Cmt5	Abs	
003414	BURLISON,BRITTNEY,L	<input type="checkbox"/>	094	X	085		0.5	S						0	
003157	DAVIS,ROSALINDA,A	<input type="checkbox"/>	080	X	093		0.5	S						0	
003377	GOLA,JOSEPH,L	<input type="checkbox"/>	085	X	082		0.5	S						0	
000010	HONOMICHL,ANDREW,R	<input type="checkbox"/>	086	X	085		0.5	S						0	
003570	JONAS,ISOM,T	<input type="checkbox"/>	080	X	80		0.5	S	E					0	
000143	NAVA,ISABELLA,J	<input type="checkbox"/>	094	X	90		0.5	S						0	
003413	PIERRITZ,GABRIELLA,J	<input type="checkbox"/>	093	X	90		0.5	S						0	
003307	RODRIGUEZ,TYLER	<input type="checkbox"/>	079	X	83		0.5	S	C					0	
003112	STEPHENS,ALYSSA,G	<input type="checkbox"/>	095	X	92		0.5	S						0	
003898	TIMMERMAN,ADDISON,B	<input type="checkbox"/>	100	X	100		0.5	S	A					0	
003380	ZUCKNICK,JESSICA,J	<input type="checkbox"/>	85	X	82		0.5	S						0	

C. Print/save final verification for teacher to approve (if grades were changed).

**C. Print/save final verification for teacher to approve (if grades were changed).**

[Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0900 - Class Rolls \(Student Grade Information\)](#)

If any grades were changed, it is recommended that you print/save the final version. Some districts may choose to print the final version and have it signed by the instructor.

**VI. Print report cards**

A. Do a final review of grades before printing.

**A. Do a final review of grades before printing**

[Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades](#)

- Before printing report cards, re-run SGR1000 and check for blank, failing, and incomplete grades.

B. Update report card messages.

**B. Update report card messages.**

There are different tabs for secondary and elementary report card messages.

- Secondary: [Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages](#)
- Elementary: [Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary](#)

**Secondary:**

[Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages](#)

This tab allows you to set up campus-level messages for secondary report cards ([SGR1300](#) and [SRG1350](#)) and interim progress reports ([SGR1160](#)). The messages are printed at the bottom of the report card or IPR.

- For two-semester campuses, 20 message lines and 1 failing message line can be printed on the report card/IPR.
- For four-semester campuses, 18 message lines and 1 failing message line can be printed.



**Language** Click to [select the language](#) in which the messages will be entered.

If messages exist, they are displayed in the selected language.

- Click **+Add** to add a message.

A blank row is added to the grid.

<b>Code</b>	Select the code for the message.  Codes A-T are for standard messages.  To create a failing message, scroll to the bottom of the drop-down list to select <i>Failing Message</i> . If the option to print failing message is selected, and a student has a 69 or lower in any of his grades in the cycle specified for the report card/IPR being printed, the failing message prints on the report card/IPR. The failing message only prints for students with a failing grade for the cycle being printed.
<b>Message</b>	Type the message that corresponds to the code, up to 80 characters.

To edit a message, type over the existing data.

Click **Save**.

 <b>Delete a row.</b>	<ol style="list-style-type: none"> <li>1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
--	--

## Elementary:

[Grade Reporting](#) > [Maintenance](#) > [Tables](#) > [Grade Reporting Tables](#) > [Rpt Card Msg Elementary](#)

This tab allows you to set up campus-level messages that will print on the Elementary Report Cards ([SGR1400](#)) and Interim Progress Report From Grade Book ([SGR1160](#)).

- SGR1400 displays up to 17 message lines and 1 failing message line.
- SGR1160 displays up to 14 message lines. The messages are printed at the bottom of the report card or IPR.

NUM GRADE AVG OPERATOR/VALUE    GRADE AVERAGING TABLE    HONOR ROLL TABLE    RPT CARD COMMENTS    RPT CARD MESSAGES    RPT CARD MSG ELEMENTARY

Language: 98 - English

Delete	Msg Nbr	Message Text
	01	Have a great holiday break.
	02	Back to school in August.
	03	www.thisisd.org CLICK ON THE PARENT PAGE FROM THE DISD INFORMATION MENU.

**Language** Click to [select the language](#) in which the messages will be entered.

If messages exist, they are displayed in the selected language.

Click **+Add** to add a message.

A blank row is added to the grid.

<b>Msg Nbr</b>	<p>Select the number of the message. This is a sequence number that determines the order in which messages are printed on the report cards/IPRs.</p> <p>To create a failing message, scroll to the bottom of the drop-down list to select <i>Failing Message</i>. You can create one failing message.</p> <p>If the option to print failing message is selected, and a student has a 69 or lower in any of his grades in the cycle specified for the report card/IPR being printed, the failing message prints on the report card/IPR. The failing message only prints for students with a failing grade for the cycle being printed.</p>
<b>Message Text</b>	Type the message that corresponds to the number, up to 80 characters.

To edit a message, type over the existing data.

Click **Save**.

**Delete a row.**

- Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
- Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

[C. Verify campus printing options.](#)

### C. Verify campus printing options.

[Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options](#)

This tab allows you to set campus options for printing report cards. These settings also apply when printing Academic Achievement Records (AARs).

Save

PARAMETERS
RANGES & CONVERSIONS
COMPUTATION
H ROLL & GR AVG
PRINT OPTIONS

**Report Card Options**

Crs Seq: Period ▼      Print Credits:

Print Failing Msg:       Print HRoll Code:

Sequence: Alpha ▼      Print W/D Crs:

Incl Non-Graded Crs:

☐ Under **Report Card Options**:

<b>Crs Seq</b>	Select the sequence in which courses are printed on report cards - either by course number or by period.
<b>Print Failing Msg</b>	Select if you want to print report card messages for students who are failing one or more courses.  This field works with the <b>Code</b> field on <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Messages</a> and the <b>Msg Nbr</b> field on <a href="#">Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Msg Elementary</a> .  If <b>Print Failing Msg</b> is selected, and a student has a grade of 69 or lower in the cycle specified for the report card being printed, the failing message prints on the report card. The failing message only prints for students with a failing grade for the cycle being printed.
<b>Sequence</b>	Select the sequence in which report cards are printed.
<b>Incl Non-Graded Crs</b>	Select to include non-graded courses on report cards.
<b>Print Credits</b>	Select to print academic credits on report cards.
<b>Print HRoll Code</b>	Select to print honor roll codes next to courses on report cards.
<b>Print W/D Crs</b>	Select to print withdrawn courses on report cards or grading labels.

☐ Click **Save**.

D. Assign control numbers (if printing report cards by control number).

**D. Assign control numbers (if printing report cards by control number).**

If printing report cards by control number (i.e., **Sequence** is *Cntrl#* on [Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options](#)), you must add or update control numbers for students with blanks or course-section changes. Control numbers can be updated by grade level or period, or for individual students.

[Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Grd Lvl](#)

This utility assigns control numbers by grade level.

Student control numbers are stored and can also be maintained on [Registration > Maintenance > Student Enrollment > Demo1](#) in the **Control Num** field under **Current/Next Year Information**. When this utility is executed, the student's control number is updated on that tab.

<b>Instr ID</b>	Select the instructor (i.e., control number) that will be assigned to the selected students. Only instructors who have a grade level selected in <b>Elementary - Grade</b> on <a href="#">Maintenance &gt; Master Schedule &gt; Campus Schedule &gt; Instructor</a> can be retrieved.
<b>Grd Lvl</b>	The grade level associated with the selected instructor is displayed.

A list of students in the grade level is displayed.

- The **Cntrl #** field displays the student's control number from the prior school year. Newly enrolled students will not have a control number.
- The list [can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- If there are multiple pages, you can [page through the list](#).

Select the students whose control number you want to change:

<b>Update</b>	Select to select a student.  Clear to unselect a student.  <b>TIP:</b> If you need to select or unselect numerous students, you can press TAB to move down the list of check boxes, and use the spacebar to toggle the check box from selected to unselected.
---------------	---

Click **Execute**.

Only the selected students are listed (including students selected on subsequent pages), and the **Cntrl #** field for all selected students now displays the new control number.

<b>Cntrl #</b>	The new control number is displayed for the selected students.
----------------	--

Click **Save**.

<b>Reset</b>	Clear unsaved changes and start over.
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[Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Period](#)

This utility assigns control numbers by period. For the retrieved students, the control number will be updated to the control number for the teacher of record for the course-section.

Student control numbers are stored and can also be maintained on [Registration > Maintenance > Student Enrollment > Demo1](#) in the **Control Num** field under **Current/Next Year Information**. When this utility is executed, the student's control number is updated on that tab.

<b>Sem</b>	(Required) Select the semester.
<b>Grd Lvl</b>	Select the student's grade level, or select AL to retrieve students in all grade levels. If blank, students in all grade levels are retrieved.
<b>Period</b>	(Required) Select the period in which the students meet.
<b>Select only Students with Blank Cntrl #s</b>	Select to change only blank control numbers.

Click **Retrieve**.

A list of students who meet the specified criteria is displayed, including the course-section for each semester and period.

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

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- If there are multiple pages, [page through the list](#).

<b>Ctrl #</b>	The student's current control number is displayed.
<b>Instr #</b>	The control number to which the student will be updated is displayed.
	Delete any students from the list whose control number you do <i>not</i> want to change.

 Click **Execute**.

The control number for all listed students is changed. The **Ctrl #** and **Instr #** fields are now the same.

 Click **Save**.

<b>Reset</b>	Clear unsaved changes and start over.
--------------	---------------------------------------

### E. [Print secondary report cards](#).

## E. Print secondary report cards.

There are two reports for printing secondary report cards:

- Secondary Two-semester Campuses: [SGR1300 - Secondary \(2 Semesters\)](#)
- Secondary Four-semester Campuses: [SGR1350 - Secondary \(4 Semesters\)](#)

**Review all parameters carefully, especially Semester and Cycle.**

[Grade Reporting](#) > [Reports](#) > [Grade Reporting Reports](#) > [Report Cards](#) > [SGR1300 - Secondary Report Cards \(2 Semesters\)](#)

Preview
PDF
CSV
Clear Options

**Grades Report Group**

- [SGR2001 - A/B Honor Roll](#)
- [SGR2010 - Numeric Honor Roll](#)
- [SGR2020 - Grade Point Honor Roll](#)
- [SGR2047 - AAR Multi-Year](#)
- [SGR2048 - Summary of Student Credits by Sch Yr](#)
- [SGR2060 - Grd Avg & Class Rnk- Info ONLY no Update](#)
- [SGR2070 - Grd Avg Info - By Student \(Info Only\)](#)
- [SGR2075 - Cumulative Grd Avg Info By Student \(Info Only\)](#)
- [SGR2081 - Student Grade Labels](#)
- [SGR2091 - Elementary Grade Labels](#)
- [SGR4500 - TeacherPortal Assignment Audit Report](#)

**Instructors Report Group**

- [SGR0140 - Instructor List \(Grd Rptng\)](#)
- [SGR0280 - Grade Distribution Report](#)
- [SGR0300 - Student Counts by Section](#)
- [SGR0350 - Student Counts by Teacher](#)
- [SGR0400 - Class List \(Student Demo Info\)](#)
- [SGR0900 - Class Rolls \(Student Grade Information\)](#)
- [SGR2500 - Schedule of Classes \(Grd Rptng\)](#)
- [SGR2550 - Teaching Assignments](#)
- [SGR5000 - Count of Special Ed Students per Teacher](#)

**SGR1300 - Secondary Report Cards (2 Semesters)**

Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text" value="20XX"/>	
Campus ID	<input type="text" value="001"/>	⋮
Semester (1,2=Both)	<input type="text" value="1"/>	
Cycle (1,2,3)	<input type="text" value="2"/>	
Attendance Track (Blank for All)	<input type="text"/>	
Grade Level (Blank for All)	<input type="text"/>	⋮
Print Signature Line (Y,N)	<input type="text" value="Y"/>	
Address (S=Student,P=Parent)	<input type="text" value="P"/>	
IPR Only Students with Grades (Y,N)	<input type="text" value="N"/>	
Include Withdrawn Students (Y,N)	<input type="text" value="N"/>	
Student IDs (Blank for All)	<input type="text"/>	⋮

2024/07/04 18:22

54

ASCENDER Grade Reporting - End-of-Semester and End-of-Year Processes

Student

Student Name					Student ID	Grade	Semester	Cycle	Year	Control											
ADKINS, DAKOTA RAINE					083540	11	1	3	18-19												
School					School Address																
001 School					1309 001 Street Alamo City, TX 31517																
Principal Name					Telephone	Counselor/Homeroom Teacher Name				Telephone											
PHYLLIS RODRIQUEZ					555-488-7689																
<p>To the Parents/Guardians of:  <b>ADKINS, DAKOTA RAINE</b>  <b>1715 BARROW DR</b>  <b>Alamo City, TX 31517</b></p>					Explanation of Comment Codes Used Below																
Course		Semester One						Semester Two						Final Grade	Units of Credits						
Title	I T Y P E	P R E P	Cycle 1		Cycle 2		Cycle 3		Exam	Grade Avg	Cycle 1		Cycle 2		Cycle 3		Exam	Grade Avg			
			Grade	Cit	Grade	Cit	Grade	Cit			Grade	Cit	Grade	Cit	Grade	Cit					
PRE-CALCULUS AB		02	100		100		100		100	100											0.0
HIST 1301		03	90		90		90		90												0.0
AQUATIC SCIENCE		04	95		95		95		95	95											0.0
EXT CARE PREP2		05	80		80		80		80	80											0.0
Course		Teacher		Comment Codes(s)		Excused Abs			Unexcused Abs			School Related Abs			Tardies						
Title	P R E P	Teacher	Comment Codes(s)	c y c	Semester		y t d	c y c	Semester		y t d	c y c	Semester		y t d	c y c	Semester		y t d		
					1	2			1	2			1	2			1	2			
PRE-CALCULUS AB		02 GRISSOM, JANICE																			
HIST 1301		03 TAPIA, STARLING																			
AQUATIC SCIENCE		04 DEFEE, DAVID																			
EXT CARE PREP2		05 VAUGHAN, TAMMY																			
<p>Note: A student having excessive absences, defined by Texas Attendance Laws, may not receive credit, nor be promoted.</p>																					
<p>AUGUST 27TH FIRST DAY OF SCHOOL                  HAVE A GREAT SUMMER!</p>																					

[Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1350 - Secondary Report Cards \(4 Semesters\)](#)

Preview
PDF
CSV
Clear Options

**Grades Report Group**

- [SGR2001 - A/B Honor Roll](#)
- [SGR2010 - Numeric Honor Roll](#)
- [SGR2020 - Grade Point Honor Roll](#)
- [SGR2047 - AAR Multi-Year](#)
- [SGR2048 - Summary of Student Credits by Sch Yr](#)
- [SGR2060 - Grd Avg & Class Rnk- Info ONLY no Update](#)
- [SGR2070 - Grd Avg Info - By Student \(Info Only\)](#)
- [SGR2075 - Cumulative Grd Avg Info By Student \(Info Only\)](#)
- [SGR2081 - Student Grade Labels](#)
- [SGR2091 - Elementary Grade Labels](#)
- [SGR4500 - TeacherPortal Assignment Audit Report](#)

**Instructors Report Group**

- [SGR0140 - Instructor List \(Grd Rptng\)](#)
- [SGR0280 - Grade Distribution Report](#)
- [SGR0300 - Student Counts by Section](#)
- [SGR0350 - Student Counts by Teacher](#)
- [SGR0400 - Class List \(Student Demo Info\)](#)
- [SGR0900 - Class Rolls \(Student Grade Information\)](#)
- [SGR2500 - Schedule of Classes \(Grd Rptng\)](#)
- [SGR2550 - Teaching Assignments](#)
- [SGR5000 - Count of Special Ed Students per Teacher](#)

**SGR1350 - Secondary Report Cards (4 Semesters)**

Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text" value="20XX"/>	
Campus ID	<input type="text" value="001"/>	⋮
Attendance Track (Blank for All)	<input type="text"/>	
Grade Level (Blank for All)	<input type="text"/>	⋮
Semester (1, 2, 3,4)	<input type="text" value="1,2"/>	
Print Signature Line (Y,N)	<input type="text" value="Y"/>	
Address (S=Student,P=Parent)	<input type="text" value="P"/>	
Sort by Semester (Y,N)	<input type="text" value="Y"/>	
IPR Only Students with Grades (Y,N)	<input type="text" value="N"/>	
Include Withdrawn Students (Y,N)	<input type="text" value="N"/>	
Student IDs (Blank for All)	<input type="text"/>	⋮

F. Print elementary report cards.

## F. Print elementary report cards.

**IMPORTANT:** Before printing end-of-year report cards for elementary campuses, be sure each student's **Promotion - Year End Status** and **Promotion - Retained Reason #** fields are set correctly on [Registration > Maintenance > Student Enrollment > Demo3](#).

[Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1400 - Elementary Report Cards](#)

2024/07/04 18:22

56

ASCENDER Grade Reporting - End-of-Semester and End-of-Year Processes

Preview
PDF
CSV
Clear Options

**Grades Report Group**

- [SGR2001 - A/B Honor Roll](#)
- [SGR2010 - Numeric Honor Roll](#)
- [SGR2020 - Grade Point Honor Roll](#)
- [SGR2047 - AAR Multi-Year](#)
- [SGR2048 - Summary of Student Credits by Sch Yr](#)
- [SGR2060 - Grd Avg & Class Rnk- Info ONLY no Update](#)
- [SGR2070 - Grd Avg Info - By Student \(Info Only\)](#)
- [SGR2075 - Cumulative Grd Avg Info By Student \(Info Only\)](#)
- [SGR2081 - Student Grade Labels](#)
- [SGR2091 - Elementary Grade Labels](#)
- [SGR4500 - TeacherPortal Assignment Audit Report](#)

**Instructors Report Group**

- [SGR0140 - Instructor List \(Grd Rptng\)](#)
- [SGR0280 - Grade Distribution Report](#)
- [SGR0300 - Student Counts by Section](#)
- [SGR0350 - Student Counts by Teacher](#)
- [SGR0400 - Class List \(Student Demo Info\)](#)
- [SGR0900 - Class Rols \(Student Grade Information\)](#)
- [SGR2500 - Schedule of Classes \(Grd Rptng\)](#)
- [SGR2550 - Teaching Assignments](#)
- [SGR5000 - Count of Special Ed Students per Teacher](#)

**Master Schedules Report Group**

- [SGR0050 - District Master List \(Grd Rptng\)](#)
- [SGR0100 - Master Schedule \(Grd Rptng\)](#)
- [SGR0110 - Master Schedule PEIMS \(Grd Rptng\)](#)
- [SGR0120 - Master Schedule Sched Info \(Grd Rptng\)](#)
- [SGR0130 - Master Sched Section & Grd Rptng Info](#)
- [SGR0200 - Course Verification Listing \(Grd Rptng\)](#)
- [SGR0220 - Invalid Service ID](#)
- [SGR2046 - Invalid Course Sequence Codes](#)

**SGR1400 - Elementary Report Cards**

Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text" value="20XX"/>	
Campus ID	<input type="text" value="101"/>	⋮
Attendance Track (Blank for All)	<input type="text"/>	
Semester (1,2)	<input type="text" value="1"/>	
Cycle (1,2,3)	<input type="text" value="1,2"/>	
Grade Level (Blank for All)	<input type="text"/>	⋮
Print Signature Line (Y,N)	<input type="text" value="Y"/>	
Address (S=Student,P=Parent)	<input type="text" value="P"/>	
Control Nbr (Blank for All)	<input type="text"/>	⋮
Print Exam Grade (Y,N)	<input type="text" value="N"/>	
Print Semester Average (Y,N)	<input type="text" value="Y"/>	
Print Lang Arts and Core Avg Line (Y,N)	<input type="text" value="Y"/>	
Print Promoted/Retained Msg (Y,N)	<input type="text" value="Y"/>	
Tardy Period (Blank for All)	<input type="text"/>	
Include Withdrawn Students (Y,N)	<input type="text" value="N"/>	
Student IDs (Blank for All)	<input type="text"/>	⋮

Student Name	Student ID	Grade	Control	Semester	Cycle	Year	Date
ALLEN, DEQUINTIN TRAYELYN	085268	03		1	3	18-19	11/28/2018
<p><b>To the Parents/Guardians of:</b>  <b>ALLEN, DEQUINTIN TRAYELYN</b>  <b>4270 CIRCLE DRIVE</b>  <b>Alamo City, TX 31517</b></p>				School			
				101 School			
				School Address			
				1309 101 Street Alamo City, TX 31517			
				Principal Name		Telephone	
PHYLLIS RODRIQUEZ		555-488-7506					

Course Title	Semester 1			Semester 2			Conduct	Cum Yearly Avg	Comments	Teacher Name
	1st 6 wks Grade	2nd 6 wks Grade	3rd 6 wks Grade	Avg	4th 6 wks Grade	5th 6 wks Grade				
ELA 3RD	90	90	90	90						COFTY, CHASE
LANG ARTS AVG	90	90	90	90						
MATH-3RD	80	80	80	80						TEACHER, NEW
SOC STUDIES-3RD	70	70	70	70						JONES, KATHLEEN
SCI/HEALTH-3RD	90	90	90	90						GRANGER, JAMES
CORE AVG	83	83	83	83						
RTI 3RD	70	70	70	70						MATHEWS, LAURA
ART 3	80	80	80	80						SPEIGHT, SHANNON
PE - 3RD	100	100	100	100						WELCH, TOKOIA

								Explanation of Comments Codes			

Attendance	1st 6 wks	2nd 6 wks	3rd 6 wks	4th 6 wks	5th 6 wks	6th 6 wks	Yearly Total
Days Present	24	30	21	0	0	0	75
Days Absent	0	0	0	0	0	0	0
Excused	0	0	0	0	0	0	0
Unexcused	0	0	0	0	0	0	0
Times Tardy	0	0	0	0	0	0	0

Note: A student having excessive abs, defined by Texas Attendance Laws, may not receive credit, nor be promoted.

Campus Message Block

Campus Message Block
<p>March 4th- Kinder and 1st grade Field Day                  March 5th- 2nd and 3rd grade Field Day                  March 6th- Early Release @ 12:30pm                  March 9th-13th- Spring Break                  March 17th-31st- Spring Fundraiser                  March 24th- Spring Pictures                  April 2nd-6th- Student Holiday                  April 10th- Student Holiday</p> <p style="background-color: yellow;">*****Excessive absenteeism*****</p>
Please sign and return <span style="float: right;">Date</span>

<b>Print Promoted/Retained Msg (Y, N)</b>	If Y, a message will print at the bottom of the report card according to the student’s setting in the first <b>Promotion - Retained Reason #</b> field on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo3</a> .	
	<b>Retained Reason</b>	<b>Message on Report Card</b>
	01 Grade avg. less than 70	Grade avg. less than 70
	02 Poor performance subject(s)	Poor performance subject(s)
	03 Poor performance assessment	Poor performance assessment
	04 By agreement parent/teachers	By agreement parent/teachers
	06 Excessive absenteeism	Excessive absenteeism
	99 Other factors	Other factors
	If none of the <b>Retained Reason #</b> fields on the Demo3 tab contains a value, the student's year-end-status code (i.e., the <b>Promotion - Year End Status</b> field on the Demo3 tab) determines the message that prints on the report card.	
	<b>Year-End-Status Code</b>	<b>Message on Report Card</b>
01 Promoted next grade	Promoted	
02 Retained same grade	Retained	
03 Placed in next grade	Placed	
21 Pending Summer School	Pending Summer School	
22 Pending Other	Pending Other	
23 Left District-No Status	Left District-No Status	
blank	Promoted	
If this parameter is set to Y, the promoted/retained message will only print if the report card is run for the final grade reporting cycle and semester of the school year.		

## VII. Complete final steps

### A. Print recommended reports.

#### A. Print recommended reports.

The following end-of-semester reports should be generated and saved.

- [Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR2001 - A/B Honor Roll](#)
- [Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0280 - Grade](#)

Distribution Report

- [Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades](#)
- [Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1175 - Report Card Proof List](#)
- [Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1401 - Elementary Principal's Proof List](#)

**NOTE:** For audit purposes, all attendance reconciliation reports for the end of cycle and semester should be printed.

B. Reset semester and cycle.

**B. Reset semester and cycle.**

[Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters](#)

Track End Dates		
Track :	01 ▼	
	Cycle 1	Cycle 2
Semester 1	10-01-2021	01-03-2022
Semester 2	03-04-2022	05-23-2022
Semester 3	- -	
Semester 4	- -	

Update **Current Semester** and **Current Cycle** with the upcoming semester-cycle numbers.

---

## C. Additional follow-up items.

### C. Additional follow-up items.

#### REMINDERS:

- It may be necessary to run the [Assign Pass/Fail Indicator utility](#) at the end of the first semester, due to TReX using the Pass/Fail indicator to identify credit removal due to excessive absences. This is only applicable if the student has withdrawn. If a student has been denied credit due to excessive absences, when that student's transcript is sent through TReX, it does not pick up the asterisk from the transcript which indicates that credit was denied due to excessive absences.
- Follow up on any students who still have blank, incomplete, or N/G grades after closing out the semester.

**NOTE:** If you change any grades for a student after publishing a report card, you must republish the report card to ParentPortal for the individual student.

- Follow up on any students who were denied credit due to excessive absences who may have regained credit.
- Semester 1 must be completely finished before final grades are assigned at the end of the final semester, and before assigning pass/fail indicators for PEIMS Submission 3.
- Run the [SAT0670](#) or [SAT0671](#) report for semester 1 and require instructors to sign and return the form. These must be reconciled and saved for audit purposes. This is required at the end of the first and fourth attendance cycle.

## D. Complete grade averaging and class ranking and print transcripts.

### D. Complete grade averaging and class ranking and print transcripts.

See [ASCENDER Grade Reporting - Run Grade Averaging & Class Ranking and Print AARs](#). (opens and prints separately)

## VIII. End-of-year steps and ASDR preparation

A. Verify or update graduation type code and graduation date.

### A. Verify or update graduation type code and graduation date.

Registration > Maintenance > Student Enrollment > Demo3

The screenshot shows a web form for a student named DEMO3. The 'Graduation' section is highlighted with a red box. It contains the following fields:
 

- Graduation Type: 34 (dropdown menu)
- Graduation Date: 06-01-2022 (text input)
- AAR Grad Plan: (dropdown menu)
- Texas Grant Eligibility: (checkbox)
- Cert of CrsWrk Date Completed: (text input)
- College Entry: (checkbox, checked)
- CPR Date Completed: (text input)
- Speech Date Completed: (text input)
- Peace Officer Interact Date Completed: 05-23-2019 (text input)
- Financial Aid Application Status: (dropdown menu)
- Met Date: (text input)

- Verify graduation type code and graduation date.

**Graduation Type** and **Graduation Date** can be verified by running the following report.

Registration > Reports > Create Registration Report

The screenshot shows the 'Create Registration Report' form. The 'Graduation' section is highlighted with a red box. It contains the following fields:
 

- Local Use: (checkbox)
- Local Use Code 1, 2, 3, 4: (checkboxes)
- Function 1, 2: (checkboxes)
- Undefined Pgm: (checkbox)
- Demo3: (checkbox)
- Career Technology: (checkbox)
- Day Care CTE Support Service, Sgl Parent/Sgl Preg Woman, Transport CTE Support Service, Career and Technology Ind: (checkboxes)
- Out of Wkforce Individual: (checkbox)
- Promotion: (checkbox)
- Year End Status, SSI Promotion, Retained Reason 1, 2, 3, Parent Request Retention: (checkboxes)
- Dyslexia Services: (checkbox)
- Section 504 Services, SBEC/Trained Staff, Section 39.023 Mods: (checkboxes)
- Status Indicators: (checkbox)
- Campus of Account, Migrant, Immigrant, Asylee/Refugee, Homeless Status: (checkboxes)
- Unaccomp Youth Status, Early Reading, Summer School Bil/ESL, Student Parent, Even Start: (checkboxes)
- Neglected/Delinquent, Military Enlistment, Dyslexia Risk, Adult Prev Att, Gen. Ed. Homebound: (checkboxes)
- Graduation: (checkbox)
- Graduation Type, Graduation Date: (checkboxes, both checked)
- AAR Grad Plan, Texas Grant Eligibility: (checkboxes)
- Cert of CrsWrk Dt Completed, College Entry: (checkboxes)
- CPR Date Completed, Speech Date Completed: (checkboxes)
- Peace Officer Interact Date Completed, College Career Instruction: (checkboxes)
- Foundation Coursework, Distinguished Coursework: (checkboxes)

- Assign graduation date.

**Graduation Date** can be assigned to a group of students or to an individual student.

- Group: [Registration > Utilities > Reset Values](#)
- Individual: [Registration > Maintenance > Student Enrollment > Demo3](#)

**Group:**

[Registration > Utilities > Reset Values](#)

**Parameters For Reset**

<input checked="" type="checkbox"/> Campus (Unchecked=All)	Campus ID: <input type="text" value="001"/>
<input checked="" type="checkbox"/> Grade Level (Unchecked=All)	Grd Level: <input type="text" value="12"/>
<input type="checkbox"/> Track (Unchecked=All)	Track: <input type="text"/>
<input checked="" type="checkbox"/> Active Students	
<input type="checkbox"/> Inactive Students	

Reset Values

Clear

**Item to Reset**

Graduation Date
▼

**Values to Reset**

**From**

Specific   
  All   
  Blank   

**To**

Specific   
  Blank

**Warning!! Any changes made from this Screen are permanent. Please make sure you have a Backup of your database before continuing.**

You can update **Graduation Date** for a group of students.

**Individual:**

[Registration > Maintenance > Student Enrollment > Demo3](#)

The screenshot shows a web application interface for student enrollment. At the top, there are navigation tabs: DEMO1, DEMO2, DEMO3 (selected), AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, PK ENROLL, and FORMS. Below the tabs, there are several sections:
 

- Career Technology:** Includes checkboxes for 'Day Care CTE Support Service', 'Transport CTE Support Service', and 'Out of Workforce Individual'. It also has dropdown menus for 'Sgl Parent/Sgl Preg Woman' (set to 1) and 'Career and Technology Ind.' (set to 2).
- Graduation:** This section is the focus. It includes a 'Graduation Type' dropdown set to '34'. The 'Graduation Date' field is circled in red and contains '06-01-2022'. Other fields include 'AAR Grad Plan' (set to 'FHS Program'), 'Cert of CrsWk Date Completed', 'CPR Date Completed', 'Peace Officer Interact Date Completed' (set to '05-23-2019'), 'College Entry' (checkbox), 'Speech Date Completed', and 'Financial Aid Application' (checkbox).
- Promotion:** Includes a 'Year End Status' dropdown.
- Status Indicators:** Includes a 'Campus of Account' dropdown.

 The bottom of the page shows 'Foundation High School Program'.

You can update a student's **Graduation Date** individually.

- [Assign graduation type](#)

**Graduation Type** can be assigned to a group of students or to an individual student.

- Group: [Registration > Utilities > Reset Values](#)
- Individual: [Registration > Maintenance > Student Enrollment > Demo3](#)

**NOTE:** For students who have been assigned a graduation plan, **Graduation Type** should only be updated in the Graduation Plan application, not by using **Reset Values** in [Registration > Utilities > Reset Values](#).

**Group:**

[Registration > Utilities > Reset Values](#)

**Parameters For Reset**

Campus (Unchecked=All)      Campus ID: 001 ▼

Grade Level (Unchecked=All)      Grd Level: 12 ▼

Track (Unchecked=All)      Track: ▼

Active Students

Inactive Students

**Reset Values**

**Clear**

**Item to Reset**

Graduation Type ▼

**Values to Reset**

**From**

Specific     All     Blank

**To**

Specific     Blank

32 Distinguished (9th GR 12-13 Thru 13-14) ▼

**Warning!! Any changes made from this Screen are permanent. Please make sure you have a Backup of your database before continuing.**

You can update **Graduation Type** for a group of students.

**Individual:**

[Registration > Maintenance > Student Enrollment > Demo3](#)

DEMO1 DEMO2 DEMO3 AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCAL PROGRAMS PK ENROLL FORMS

Career Technology

Day Care CTE Support Service:  Sgl Parent/Sgl Preg Woman: ▼

Transport CTE Support Service:  Career and Technology Ind: 2 ▼

Out of Workforce Individual:

Promotion

Year End Status: ▼

Status Indicators

Campus of Account: ▼

Graduation

Graduation Type: 34 ▼      Graduation Date: 06-01-2022

AAR Grad Plan: FHS Program

Cert of CrsWrk Date Completed: -- College Entry:       Financial Aid Application Status: ▼

CPR Date Completed: --      Speech Date Completed: --      Met Date: --

Peace Officer Interact Date Completed: 05-23-2019

Foundation High School Program

You can update a student's **Graduation Type** individually.

## B. Set next year campus and transfer students to the next year campus.

### B. Set next year campus and transfer students to the next year campus.

The *sending* campus assigns the next year campus and transfers the students.

**IMPORTANT:** All campuses must complete this step, including one-campus districts because this affects Graduation Plan and grade averaging and class ranking.

#### 1. Assign next year campus to students.

Registration > Utilities > Set NY Campus

1. Select the grade level to assign.
2. Select the next year campus for these students.
3. Make other selections as needed.
4. Click **Retrieve**. The selected students are listed in the left grid.
5. Select the students who will be assigned to the next year campus.
6. Use the arrow buttons to move the students to the right grid.
7. Click **Save**.
8. If your campus feeds into multiple campuses, re-run the utility for each receiving campus.

**NOTE:** If new students enroll during the school year, run the utility again to include all new students with the **Only Blank NYC** field selected.

#### 2. Transfer the students.

[Registration > Utilities > Transfer > Scheduling Transfer](#)

Sending Campus: 001	Receiving Campus: 042 042 School ▼	<input type="button" value="Start"/>
Choose Grades: <input checked="" type="checkbox"/> 09	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 11
Match Next Year Campus: <input type="checkbox"/>	Transfer Withdrawn Students: <input type="checkbox"/>	Transfer Residential Facility Information: <input type="checkbox"/>

1. Select the campus where the students will be transferred (**Receiving Campus**).
2. Select the grade level to be transferred.
3. Select **Match Next Year Campus** if there are multiple next year campuses to which students are being transferred.
4. Click **Start**.
5. Repeat until all students have been transferred.

**IMPORTANT:**[About pre-registering students:](#)

If you need to set up a student who is not currently attending the campus/district but will attend next year, you must register the student in current year registration. The student should be pre-registered in the campus they will attend in the new school year.

[Registration > Maintenance > Student Enrollment](#)



STUDENT:

TEXAS UNIQUE STU ID:

Comments

Bus Info

DEMO1
DEMO2
DEMO3
AT RISK
CONTACT
W/R ENROLL
SPEC ED
G/T
BIL/ESL
TITLE I
PRS
LOCA

**Demographic Information**

Grade:  Entry Dt:  Track:  Orig Entry:  Withdrawal Dt:  Portal ID:

Name:     
First Middle Last

Social Security Number Denied:  SSN:  Prior SSN:  Texas Unique Student ID:  Medicaid Eligible:

Sex:  DOB:  Hispanic/Latino:  Aggregate Race/Ethnicity: H - Hispanic

White:  Black/African American:  Asian:  American Indian/ Alaskan Native:  Hawaiian/Pacific Isl:

**Student Indicators**

Elig Code:  Attribution Cd:

Campus ID Resid:  Eco Disadvan:

Military Connected:  Foster Care:

Star of Texas Award:  Rep Excl:

Active Cd:  Record Status:

Cnty Residence:  NSLP:

**Current / Next Year Information**

Control Num:  CY Team Code:

Next Yr Cntrl:  NY Team Code:

Nxt Yr Camp:  Here Last Yr:

CY Xfer Factor:

NY Xfer Factor:

Phone / Address

- Use the grade level the student will be in next year.
- Use the last day of the current year as the Date of Entry (WR Enroll tab).
- Use Record Status 5 (not enrolled this year but will attend next year).

**WARNING:** Do not use Record Status 4, or the program will not let you edit or delete the student until after Annual Student Data Rollover is done.

**Returning current year student:** If you have a current year student who has withdrawn, but intends to come back next year, do not use these steps to pre-register them or current year data will be skipped during PEIMS. This student will need to be registered after ASDR is done in the summer.

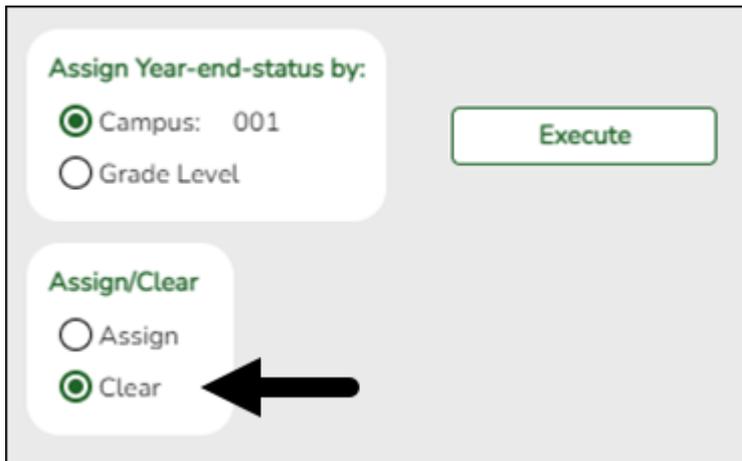
### C. Update end-of-year status codes.

## C. Update end-of-year status codes.

Skip this step if year-end-status codes have been assigned for the current year.

1. [Clear existing year-end-status codes.](#)

[Grade Reporting > Utilities > Assign or Clear Year-End-Status Code](#)

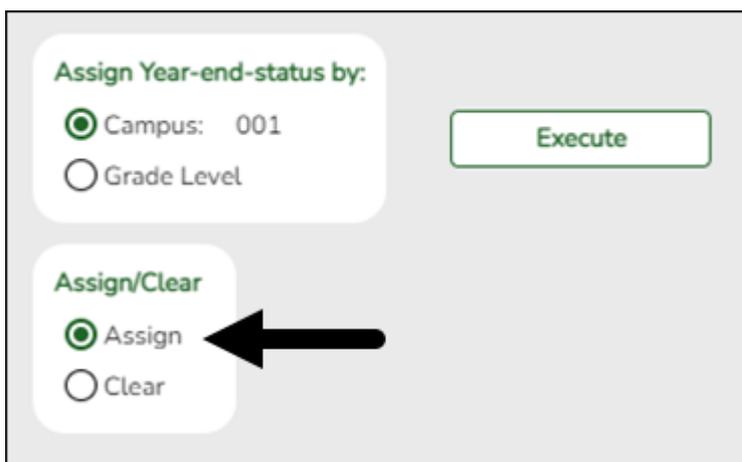


The screenshot shows a web interface for assigning or clearing year-end status codes. It features two main sections: 'Assign Year-end-status by:' and 'Assign/Clear'. In the first section, 'Campus: 001' is selected with a radio button, and 'Grade Level' is unselected. An 'Execute' button is visible to the right. In the second section, 'Clear' is selected with a radio button, and 'Assign' is unselected. A black arrow points to the 'Clear' radio button.

1. Under **Assign/Clear**, select **Clear**.
2. Click **Execute**.

2. [Assign year-end-status codes.](#)

[Grade Reporting > Utilities > Assign or Clear Year-End-Status Code](#)



The screenshot shows the same web interface as above. In the 'Assign/Clear' section, 'Assign' is now selected with a radio button, and 'Clear' is unselected. A black arrow points to the 'Assign' radio button.

1. Under **Assign/Clear**, select **Assign**.

If selected, only blank year-end-status codes are updated, and retained reason codes are cleared.

Blank year-end-status codes are updated as follows:

- Grade levels KG and 1-8 are updated to code *01 (Promoted next grade)*.
- Grade levels 9-11 are updated to code *11 (Advanced next grade)*.
- Grade level 12 is updated to code *12 (Graduated)*.

2. Click **Execute**.

**IMPORTANT:** This step marks *all* students as promoted. You must individually change all students who were not promoted on *Registration > Maintenance > Student Enrollment > Demo3*.

3. (Optional) Create a report to confirm that codes were updated.

[Registration > Reports > Create Registration Report](#)

The screenshot shows a web interface for creating a registration report. At the top, there are three buttons: 'Save', 'Create Report', and 'Delete'. Below these are several sections of checkboxes. The 'Promotion' section is expanded, and the 'Year End Status' checkbox is checked and circled in red. Other checkboxes include 'Demo3', 'Career Technology', 'Day Care CTE Support Service', 'Sgl Parent/Sgl Preg Woman', 'Transport CTE Support Service', 'Career and Technology Ind', 'Out of Wkforce Individual', 'SSI Promotion', 'Retained Reason 1', 'Retained Reason 2', 'Retained Reason 3', and 'Parent Request Retention'.

1. Select the **Year End Status** field and any other necessary demographic fields, including **Active** and **Record Status**.
2. Click **Create Report**.
3. Once the report is generated, filter the report by the *Active* and *Record Status* columns.

[D. Update pass/fail indicators.](#)

**D. Update pass/fail indicators.**

Follow these steps to properly assign pass/fail indicators for all students.

1. [Clear existing pass/fail indicators.](#)

Grade Reporting > Utilities > Clear Pass/Fail Indicators

Clear PF Indicators by  
 Campus  Grade Level  Student  Course

Clear PF for Self Paced Crs  
 No  Yes

Semester  
 1  2  3  4

Campus: 001 - 001 School

This utility clears the **Pass/Fail** field on [Maintenance > Student > Individual Maint > Grd/Crs Maint](#).

Select the criteria and click **Execute**.

2. [Assign pass/fail indicators to individuals.](#)

Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint

DEMO CRS ASSIGN GRD UPDATE GRD/CRS MAINT COURSE CODES SCHED INQUIRY GRADE AVG CRS/SEC CHANGE CTE

Course: 2106 FINANCIAL MATH Section: 07 07 - 07 (216 - FINNIGAN, SEAMUS) Semester: 1

Per: 07 Active Student

Absences						Citz	Comments				
Grade	Total	Unexc	Exc	Sch Rel	Tardy						
CYC1 090	0	0	0	0	0	S					
CYC2	0	0	0	0	0						
CYC3	0	0	0	0	0						

Exam:  Credit:  AAR use:  Transferred:  Self Paced:

Se:  **Pass/Fail:**  Special Crs Consid:  CPR:  Speech:  OnRamps:

Final:  GPA Override:

01 : Pass Course. Credit Received.  
 02 : Fail Course. No Credit. 1st Occur  
 03 : Fail Course. No Credit. 2nd Occur  
 04 : Pass Course. No Credit. Excess Ab

<b>Pass/Fail</b>	<p>Indicate the student’s academic outcome for the course.</p> <p>TWEDS Data Elements:                  COURSE-COMPLETION-INDICATOR (E1068) (Code table: C088)                  PASS/FAIL-CREDIT-INDICATOR-CODE (E0949) (Code table: C136)</p> <p>Edits:</p> <ul style="list-style-type: none"> <li>• Code 00 is only allowed if there is no semester average for any grade level or credit level.</li> <li>• Codes 00, 13, and 14 are only allowed for grade levels 1-8, and only for courses that are not high school-level credit.</li> <li>• Codes 00-12 are only allowed for high school-level credit courses.</li> </ul>
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3. Mass assign pass/fail indicators.

Grade Reporting > Utilities > Assign Pass Fail Indicators

**Campus Control Information**

Grading Concept: Sem/Final  
 Don't Allow Crdt if Failed Last Sem: N  
 Highest Non-Passing Grade: 069

Execute

Campus: 001

**Other Information Considered in this Process**

1. Grade Levels 01-12.
2. Partial Credit indicator on District Course.
3. If Grading Concept = Sem/Final, Credit Sequence on the District Course record is considered for grades 09-12 and 06-08 for high school level courses.

The utility populates the **Pass/Fail** field on [Maintenance > Student > Individual Maint > Grd/Crs Maint](#)

1. Click **Execute**.
2. If errors are encountered, review the error list and correct errors.
3. Run the utility again until all students have a correct pass/fail indicator.

4. Run a report to verify that pass/fail indicators are assigned correctly.

SGR1920 - Pass/Fail Verification List

Date Run:		Pass/Fail Verification List										Program ID:						
Cnty-Dist: 020-020		001-School 09-12										Page: 1 715						
Campus: 001		Sch Year:																
Abasta, Daniel		000001		Grd: 10		Ctrl #:												
Sem 1	Course Title	Crs Nbr	Sec	Teacher	PD	Svc ID	'A' Abs	'U' Abs	'E' Abs	Ttl Abs	Cyc1	Cyc2	Cyc3	Exam	Sem Gr	Final	Units	P/F
Eng 2		1201	36	BEYER	06	03220200	0	0	0	0	090	090	090	090	090	05	*	
Algebra 2		2301	03	CHANDLER	03	03100600	0	0	1	1	085	085	085	085	085	05	*	
Biology		3121	21	MAXWELL	01	03010200	0	0	1	1	083	083	083	083	083	05	*	
Wild Hist		4201	02	HERNANDEZ	02	03340400	0	0	1	1	095	095	095	095	095	05	*	
Sem 2	Course Title	Crs Nbr	Sec	Teacher	PD	Svc ID	'A' Abs	'U' Abs	'E' Abs	Ttl Abs	Cyc1	Cyc2	Cyc3	Exam	Sem Gr	Final	Units	P/F
Eng 2		1201	36	BEYER	06	03220200	0	0	0	0							*	
Algebra 2		2301	03	CHANDLER	03	03100600	0	0	0	0							*	
Biology		3121	21	MAXWELL	01	03010200	0	0	0	0							*	
Wild Hist		4201	02	HERNANDEZ	02	03340400	0	0	0	0							*	
Abate, Edward M		082019		Grd: 09		Ctrl #:												
Sem 1	Course Title	Crs Nbr	Sec	Teacher	PD	Svc ID	'A' Abs	'U' Abs	'E' Abs	Ttl Abs	Cyc1	Cyc2	Cyc3	Exam	Sem Gr	Final	Units	P/F
Eng1PAP-9		1100	18	ROMERO	08	03220100	1	0	0	1	085	075	085		087		*	
Geom P-AP		2200	02	RICHTER	02	03100700	1	0	0	1							*	
Bio 1 PAP-9		3110	03	REAGOR	03	03010200	1	0	0	1							*	
Human Geog AP		4122	11	CRUZ	01	A3360100	2	0	0	2							*	
Spanish 2 MC		5202	14	TELLES	04	03440200	1	0	0	1							*	

Print and review the report.

E. Print final Academic Achievement Record (AAR).

## E. Print final Academic Achievement Record (AAR).

AARs can be printed for a group of students or for an individual student.

- Group: [Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR2047 - AAR Multi-Year](#)
- Individual: [Grade Reporting > Maintenance > Student > Individual Maint > Cumulative Courses](#)

### Group:

[Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR2047 - AAR Multi-Year](#)

**State of Texas  
Academic Achievement Record**

Name: \_\_\_\_\_  
 Student ID: 011004 SSN: XXX-XX-XXXX  
 Birth Date: 04/25/2003 Gender: Male  
 Hispanic/Latino Race: White  
 Par/Guard: \_\_\_\_\_

District: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Sch Addr: \_\_\_\_\_  
 Sch Phone: \_\_\_\_\_ CBCC: \_\_\_\_\_

TEXAS Grant Ind:	Exit Level Assessment	EOC Assessments	Schools Awarding Credit
Eng Lang Arts:	Science:	15-2019 Algebra 1	Approaches 2018 007906 041 2019 007906 001
Mathematics:	Social Studies:	13-2019 English 1	DidNotMeet 2020 007906 001

	Svc ID	SE	Sem 1	Sem 2	Avg	Cr		Svc ID	SE	Sem 1	Sem 2	Avg	Cr
<b>Language Arts</b>													
2018/2019 ENG 1	03220100		075	068	072	1.0							
2019/2020 ENG 2	03220200		081			0.5							
2019/2020 READ1	03270700		071			0.5							
<b>Mathematics</b>													
2018/2019 ALG 1	03100500		082	084	083	1.0							
2019/2020 GEOM	03100700		088			0.5							
<b>Science</b>													
2018/2019 IPC	03060201		079	074	077	1.0							
2019/2020 BIO	03010200	Q	085			0.5							
<b>Social Studies</b>													
2018/2019 W GEO	03320100		088	081	085	1.0							
2019/2020 W HIST	03340400		089			0.5							
<b>P.E./Equivalent</b>													
2018/2019 SUBATH1	PES00000		100	100	100	1.0							
2019/2020 PEFOUND	PES00052		100			0.5							
<b>Other Languages</b>													
2018/2019 SPAN 1	03440100		081	069	075	1.0							
2019/2020 SPAN 2	03440200		070			0.5							
<b>Career/Tech Ed</b>													
2017/2018 PRINAAVTC	13008200	J	086	086	086	1.0							
2018/2019 PRINAFNR	13000200		086	090	088	1.0							
2018/2019 PRINIT	13027200		083	079	081	1.0							
2019/2020 AUTOBASC	13039550		083			0.0							
Credit Totals(State): 12.5													
State: 12.5													
Local: 0.0													

Date of Class Rank: 06/05/2019	Quartile: 4	Date of Certificate of Coursework Completion:
Rank: 87	Class Size: 110	Date of Graduation:
GPA: 1.80000	College 4 point: 2.00000	Graduation Program Type: FHS Program Distinguished(Pursuing)
CPR Dt Completed:	Signature and Title of School Official:	Endorsements: Business and Industry(Pursuing), Multi Disciplinary Studies(Pursuing).
Speech Dt Completed:		
POII Dt Completed:		

Notes: A passing grade is 70 or above. P=Pass F=Fail; # = 3rd or 4th part of the course; \* = No credit awarded due to excessive absences; Texas Grant Indicator 1,2 & 5 = Eligible; SE = Special Explanation Code; A=AdvTechCr; C=Correspondence Course; D=Dual Credit; E=Credit By Exam (80%); G=Gifted/Talented; H=Honors; I=IB Course; J=Course Completed Prior to Grade 9; K=Pre IB Course; L=Local Credit; M=Magnet Course; P=AP Course; Q=Pre AP Course; R=Summer School, Night School, or other instructional arrangement; T=Credit Awarded by Examination (70%); V=Modified Content; X=Innovative Course; Z=Distance Learning; 1=PE equivalency or PE waiver; 2=Part of a coherent sequence of CTE courses; 3=Transfer credit from non-Texas public school; 4=CTE course that satisfy another graduation requirement; 7=TEKS-based; 8=Course to satisfy LOTE reqmnts; 9=To satisfy 4th science reqmnts FHSP; 10= FHSP course; DNR=Does Not Rank; POII=Peace Officer Interaction Instruction. Refer to current Minimum Standards for Appropriate Use.

**Individual:**

Grade Reporting > Maintenance > Student > Individual Maint > Cumulative Courses (Click **Print AAR**)

F. Print all attendance audit reports.

**F. Print all attendance audit reports.**

Verify that all required attendance audit reports have been generated from ASCENDER and stored for your records, as well as other reports required for the district. **Review the TEA Student Attendance Accounting Handbook (SAAH), Section 2.3 for specific rules.**

**IMPORTANT:** The following attendance reports *must* be generated throughout the year and retained for auditing purposes. They can be saved as a PDF.

**These reports are *not* available in Historical.**

Attendance Reports > Audit > SAT0600 - Student Detail Report

Verify that individual student membership information is correct, and that the totals on the summary page match the totals on the SAT0900 Principal/Superintendent semester report.

Attendance Reports > Audit > SAT0900 - Campus/District Summary Report

Verify eligible attendance days present/absent and special programs contact hours, by campus and by district. Verify that the report is balanced against the SAT0600 - Student Detail Report

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report.

[Attendance Reports > Audit > SAT0900C - Campus/District Summary Report \(COVID\)](#)

Verify eligible attendance days present/absent and special programs contact hours, by campus and by district. For the 2020-2021 school year, school districts should also run SAT900C if they participated in remote instruction.

[Attendance Reports > Audit > SAT0920 - Campus/District Multi-Track Summary Report](#)

This report is the same as SAT0900, except it provides information for multiple tracks.

[Attendance Reports > Audit > SAT0670 - Teacher Membership Roster by Control Num](#)

or [Attendance Reports > Audit > SAT0671 - Teacher Membership Roster by Period](#)

Verify that first and fourth six weeks campus membership is balanced against district enrollment totals on SAT1000.

[Attendance Reports > Students > SAT0400 - Daily Attendance Summary](#)

Verify that daily attendance summaries have been balanced daily.

[Attendance > Reports > Attendance Reports > Rosters > SAT1370 - Class Attendance Verification](#)

Print current year class attendance by instructor name or control number. Use for attendance verification for all attendance or grade reporting cycles.



## Back Cover