



Prerequisites

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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

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

Master Schedules Report Group

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

SGR1000 - Blank, Failing and Incomplete Grades

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Include Withdrawn Students (Y,N)	N	
Include Withdrawn Courses (Y,N)		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

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	* Withdrawn Student											
Instr	Instr Name	Grd	Course Number	Course Title	Slf Pod	Student Sec	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, Aleci 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	
		12	9500	Monitor	N	03	055293	Olvera Perez, Krista L	03	F	blank			0	
927	CASAS, CATHERINE	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  the to view a report for the course.

Student Name:		ALPAUGH, CHARLEE R	Student ID:	004821	Report Date:	As of Jan 23, 20
Period 01	Class 8303	01 HEALTH SCIENCE	Calculated Average:		86	
Posted Average 086	Teacher BOWLES, PATRICIA		Current Semester 1	Current Cycle 1		
Assignment		Due Date	Grade	Late	Redo	
Daily Weight(50%)						
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	
Daily Avg			85			
Test/Projects Weight(50%)						
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](#)

DEM	CRS	ASSIGN	GRD	UPDATE	GRD/CRS	MAINT	COURSE	CODES	SCHED	INQUIRY	GRADE	AVG	CRS/SEC	CHANGE	CTE	ASSIGNMENTS	PRIOR		
Include WD Courses?	<input type="checkbox"/>	Sem 1	<input checked="" type="radio"/>														Active Student		
		Sem 2	<input type="radio"/>														Semester 1		
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								
Stu Id	Name	Xfer	Cyc	Exa	Sem	Fin	Crdt	Citz	Cmt1	Cmt2	Cmt3	Cmt4	Cmt5
003262	AULDRIDGE,TREYN	<input type="checkbox"/>	078	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003267	CRUZ,ADRIAN.G	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003154	HILTON,NATALIE,A	<input type="checkbox"/>	088	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003122	MARIE,CALLIE,C	<input type="checkbox"/>	077	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
000143	NAVA,ISABELLA,J	<input type="checkbox"/>	088	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003258	OSSENKOPP,JULIE,L	<input type="checkbox"/>	I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003244	PIPKIN,CHEYENNE,D	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003967	STEWART,CALVIN,A	<input type="checkbox"/>	090	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
004036	VIZENA,MCKENZIE,R	<input type="checkbox"/>	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
003135	WALLACE,JAYDEN,V	<input type="checkbox"/>	089	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Date Run: 3/1/2020 8:51 AM Cnty-Dist: 007-906 Campus: 001	Attendance Percentage by Course Sch Year: 2020 Excused Absence Types: A 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.	Program ID: SGR0450 Page: 1 of 764 # Inactive Instructor
Crs: 08280 Sec: 02 Period: 02 - 02 Days: MTWThF	PRIN INFO TECH A [REDACTED] 803	Sem: 1 Sif Pod: N

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	77	100.00	0	77	100.00
							802 1 09 01 08/26/19	08/26/19	0	10	10	77	87.01	0	77	87.01
							403 1 09 01 08/26/19	08/26/19	0	1	1	77	98.70	0	77	98.70
							403 1 09 01 08/26/19	08/26/19	0	0	0	77	100.00	0	77	100.00
							403 1 09 01 08/26/19	08/26/19	1	0	1	77	98.70	0	77	98.70
							304 1 09 01 08/26/19	08/26/19	2	0	2	77	97.40	0	77	97.40
							201 1 09 01 08/26/19	09/03/19	1	0	1	72	98.61	5	77	92.20
							307 1 09 01 08/26/19	08/26/19	0	0	0	77	100.00	0	77	100.00
							307 1 09 01 08/26/19	08/26/19	1	2	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.

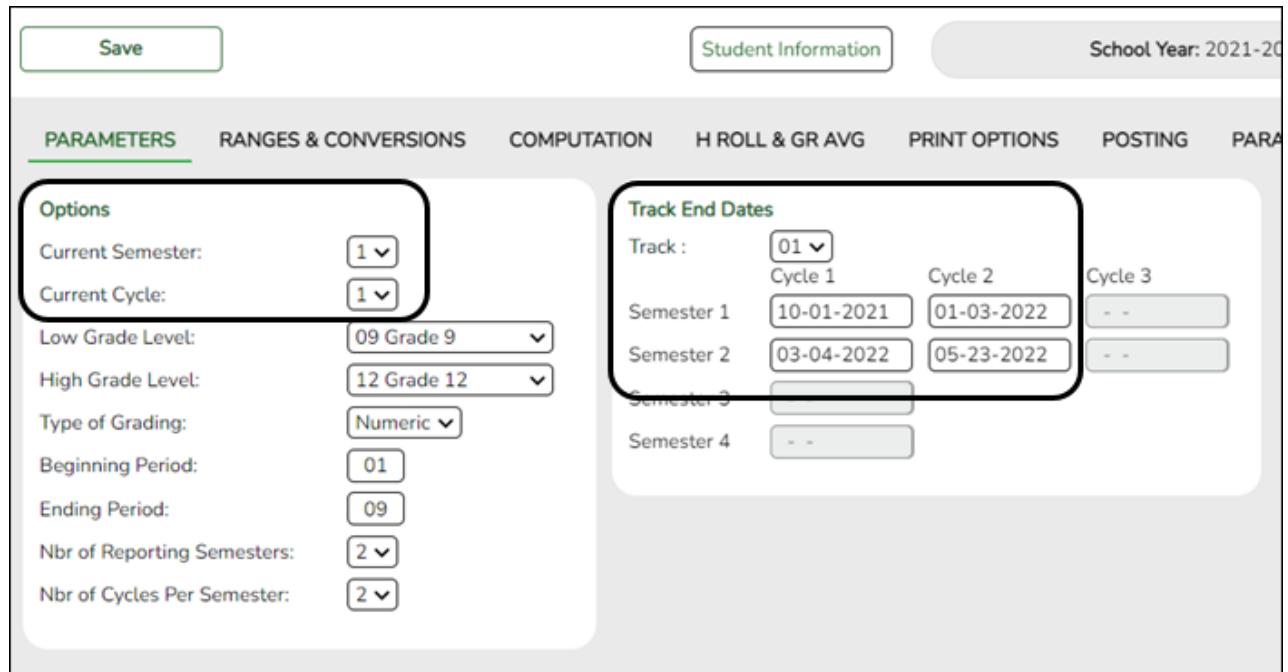
A. Review campus control option tables.

[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: <input type="text" value="100"/>	Grade Conversion Information					
Lowest Cycle Grade Allowed: <input type="text" value="000"/>	E: <input type="text" value="A"/>	S: <input type="text" value="B"/>	N: <input type="text" value="C"/>	U: <input type="text" value="D"/>	P: <input type="text" value="D"/>	
Highest Exam Grade Allowed: <input type="text" value="100"/>	A: <input type="text" value="090"/>	B: <input type="text" value="080"/>	C: <input type="text" value="075"/>	D: <input type="text" value="070"/>	F: <input type="text" value="069"/>	
Low Exam Grade Allowed: <input type="text" value="000"/>						
Highest Non-Passing Grade: <input type="text" value="069"/>						
Display Numeric Grades as Alpha: <input type="checkbox"/>						

- Review Highest/Lowest grade allowed.

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



The screenshot shows the 'Parameters' section of the Grade Reporting application. At the top, there are buttons for 'Save', 'Student Information', and 'School Year: 2021-20'. Below these are tabs for 'PARAMETERS', 'RANGES & CONVERSIONS', 'COMPUTATION', 'H ROLL & GR AVG', 'PRINT OPTIONS', 'POSTING', and 'PARA'. The 'PARAMETERS' tab is selected. The 'Options' section contains fields for '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), and 'Nbr of Cycles Per Semester' (2). The 'Track End Dates' section contains a table for Track 1, showing Cycle 1 (10-01-2021) and Cycle 2 (01-03-2022). The table also includes fields for Semester 1, Semester 2, Semester 3, and Semester 4, with some fields showing '-'.

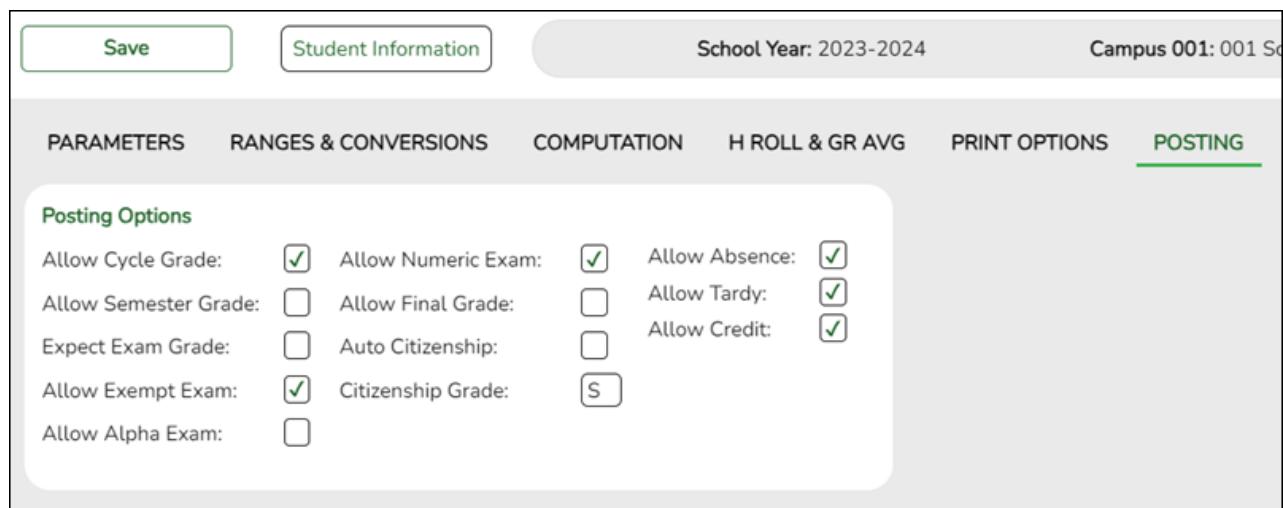
Confirm that the **Current Semester**, **Current Cycle**, and **Track End Dates** fields are correct.

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 > Posting](#)



Save Student Information School Year: 2023-2024 Campus 001: 001 So

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

Posting Options

Allow Cycle Grade:	<input checked="" type="checkbox"/>	Allow Numeric Exam:	<input checked="" type="checkbox"/>	Allow Absence:	<input checked="" type="checkbox"/>
Allow Semester Grade:	<input type="checkbox"/>	Allow Final Grade:	<input type="checkbox"/>	Allow Tardy:	<input checked="" type="checkbox"/>
Expect Exam Grade:	<input type="checkbox"/>	Auto Citizenship:	<input type="checkbox"/>	Allow Credit:	<input checked="" type="checkbox"/>
Allow Exempt Exam:	<input checked="" type="checkbox"/>	Citizenship Grade:	<input type="checkbox"/> S		
Allow Alpha Exam:	<input type="checkbox"/>				

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

Allow Semester Grade	Select if semester grades can be posted from TeacherPortal or external grade book files.
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NOTE: The following are only necessary for campuses that do not use TeacherPortal:

Allow Absence	Select if absences can be posted from external grade book files.
Allow Tardy	Select if tardies can be posted from external grade book files.
Allow Credit	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

Save
Student Information
S

ELEM GRADE
ELEM COURSES
CORE GRD CVSN
NONCORE GRD CVSN

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

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

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

Incl Exam	<p>Select if you want to include the exam grade in the semester average and display the Exam column in TeacherPortal. If selected, you must indicate the weight of the exam in the semester average in the Exam Wgt and Tot Wgt fields to calculate the weighing percentage.</p> <p>If not selected, the Exam column is disabled in TeacherPortal.</p> <p>If Incl Exam 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>IMPORTANT: If selected, you must also select Include Exam in Semester Average on Maintenance > Tables > Campus Control Options > Computation.</p>
Exam Wgt	<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 Incl Exam is not selected, type 0.</p>
Tot Wgt	<p>Type the three-digit number indicating the total weight to use to calculate the semester average.</p> <p>If Incl Exam is not selected, type 0.</p> <p>Examples:</p> <ul style="list-style-type: none"> • If the semester exam counts as 14% of the semester grade, the Exam Wgt = 7, and the Tot Wgt = 50. • If the semester exam counts as 15% of the semester grade, the Exam Wgt = 3, and the Tot Wgt = 20. • If the semester exam counts as 10% of the semester grade, the Exam Wgt = 1, and the Tot Wgt = 10.

C. Review report card comments.

B. 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.

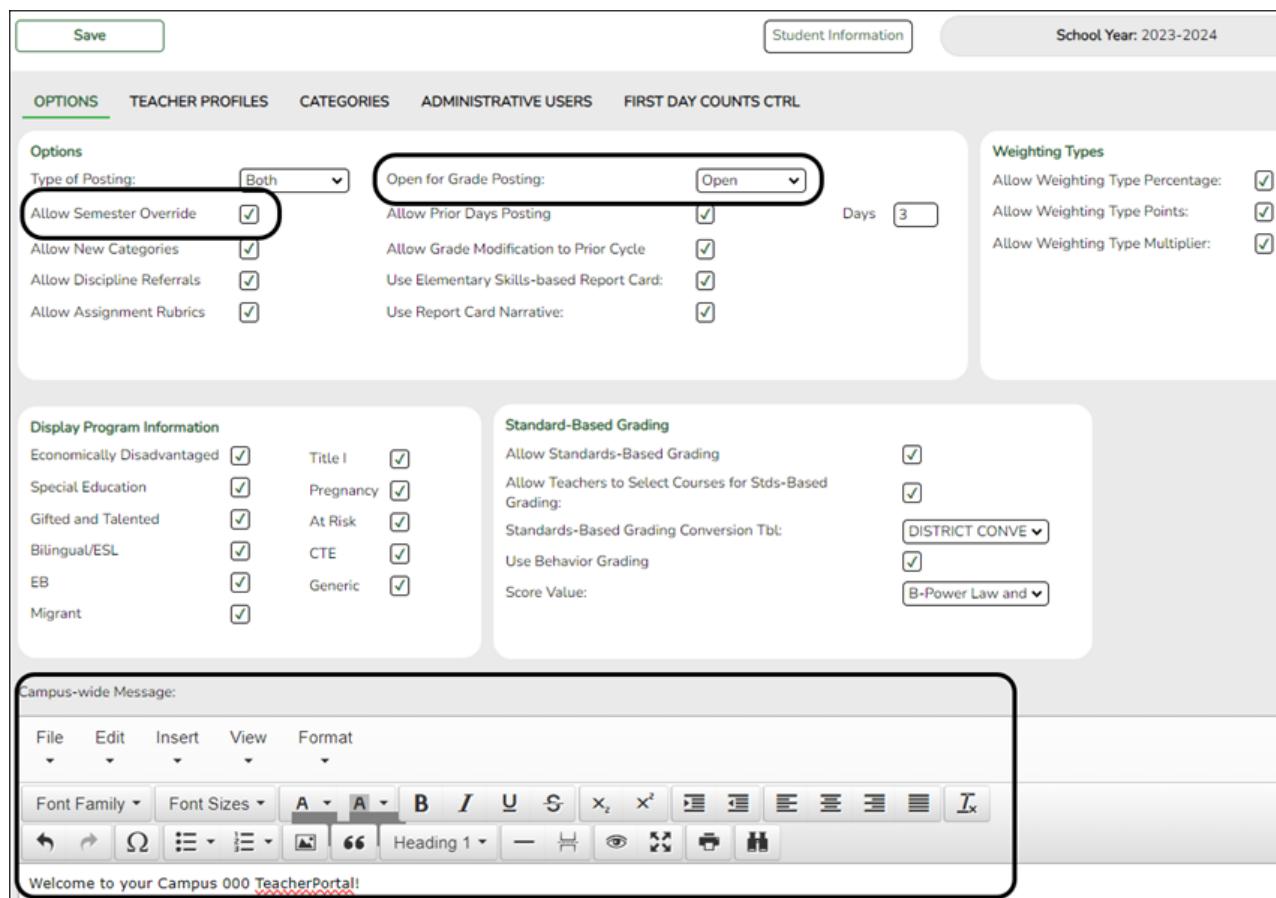
Secondary report cards ([SGR1300](#) and [SGR1350](#)) use only codes A-N.

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

- [D. Review TeacherPortal options.](#)

C. Review TeacherPortal options.

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



The screenshot shows the 'TeacherPortal Options' page with the 'District' tab selected. The 'Options' tab is active. Several settings are highlighted with red boxes:

- Allow Semester Override** (checkbox): Checked.
- Open for Grade Posting** (dropdown): Set to 'Open'.
- Allow Prior Days Posting** (checkbox): Checked.
- Days** (input field): Set to '3'.
- Weighting Types** (checkboxes):
 - Allow Weighting Type Percentage: Checked.
 - Allow Weighting Type Points: Checked.
 - Allow Weighting Type Multiplier: Checked.
- Display Program Information** (checkboxes):
 - Economically Disadvantaged: Checked.
 - Special Education: Checked.
 - Gifted and Talented: Checked.
 - Bilingual/ESL: Checked.
 - EB: Checked.
 - Migrant: Checked.
 - Title I: Checked.
 - Pregnancy: Checked.
 - At Risk: Checked.
 - CTE: Checked.
 - Generic: Checked.
- Standard-Based Grading** (checkboxes):
 - Allow Standards-Based Grading: Checked.
 - Allow Teachers to Select Courses for Stds-Based Grading: Checked.
 - Standards-Based Grading Conversion Tbl: Set to 'DISTRICT CONVE'.
 - Use Behavior Grading: Checked.
 - Score Value: Set to 'B-Power Law and'.
- Campus-wide Message** (Rich Text Editor):
 - Content: 'Welcome to your Campus 000 TeacherPortal!'
 - Toolbar: Standard rich text editor toolbar with buttons for File, Edit, Insert, View, Format, Font Family, Font Sizes, Bold, Italic, Underline, etc.

- 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-BASE

TeacherPortal Use Flag: **TeacherPortal is enabled**

Photo URL: <https://Photos/007902>

District-wide Message:

File Edit Insert View Format

Font Family Font Sizes **A** **A** **B** **I** **U** **S** **x** **x²** **E** **E** **E** **E** **E** **E**

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.

[Preview](#)[PDF](#)[CSV](#)[Clear Options](#)**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=Blank,I=Incomplete,F=Failing,C=Both,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		
				WORLD GEOGRAPHY	Blank		WEASLEY, FRED		
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		
				SPANISH 1	Blank		ABBOTT, HANNAH		
				WORLD GEOGRAPHY	Blank		WEASLEY, FRED		
004277	BARRETT, JOY G	09		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.

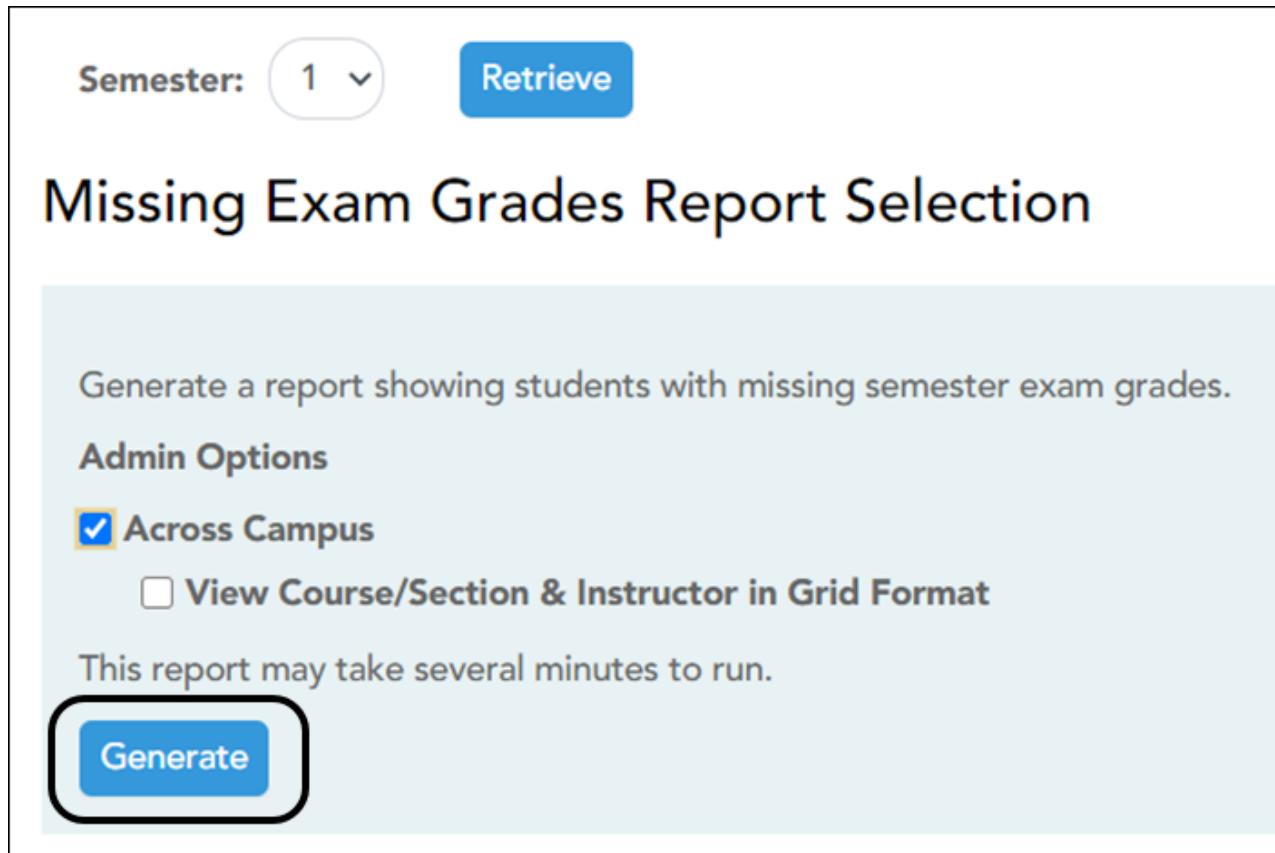
B. Instruct teachers to check for missing exam grades and enter missing grades.

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



The screenshot shows the 'Missing Exam Grades Report Selection' page. At the top, there is a 'Semester: 1' dropdown and a 'Retrieve' button. Below this, the title 'Missing Exam Grades Report Selection' is displayed. A descriptive text box states: 'Generate a report showing students with missing semester exam grades.' Under the title, there is an 'Admin Options' section with two checkboxes: 'Across Campus' (which is checked) and 'View Course/Section & Instructor in Grid Format' (which is unchecked). A note below the checkboxes says: 'This report may take several minutes to run.' At the bottom, there is a large blue 'Generate' button.

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 Pr

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	
000146	BAILEY, DAVID S	1									
003042	BAILEY, RYAN S										
003591	BROWN, DARYN M										
004351	FORD, CADE P										
003266	LEON, MATTHEW A										

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.

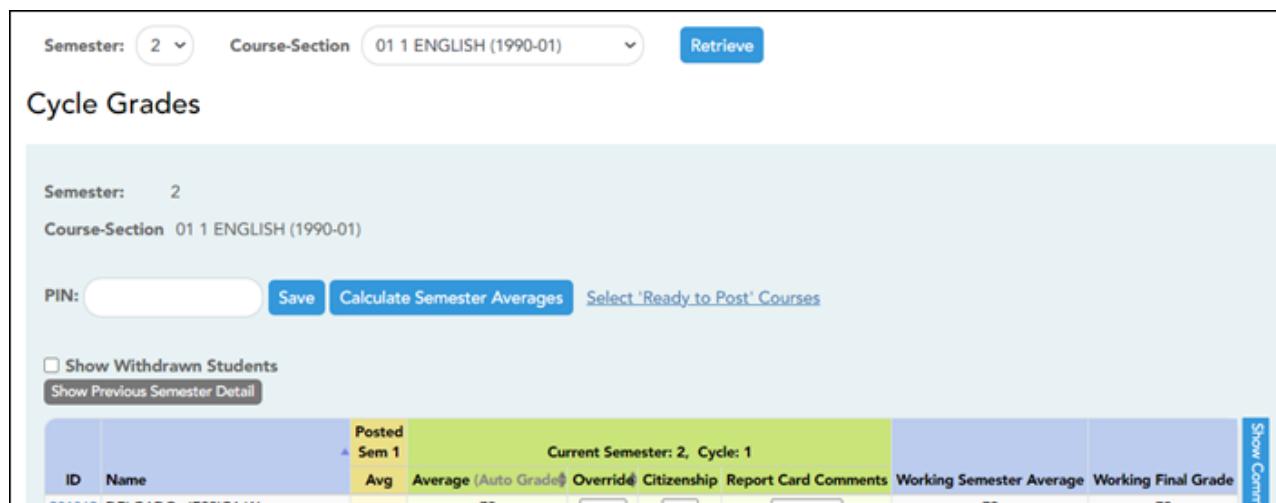
C. Instruct teachers to post grades.

B. 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

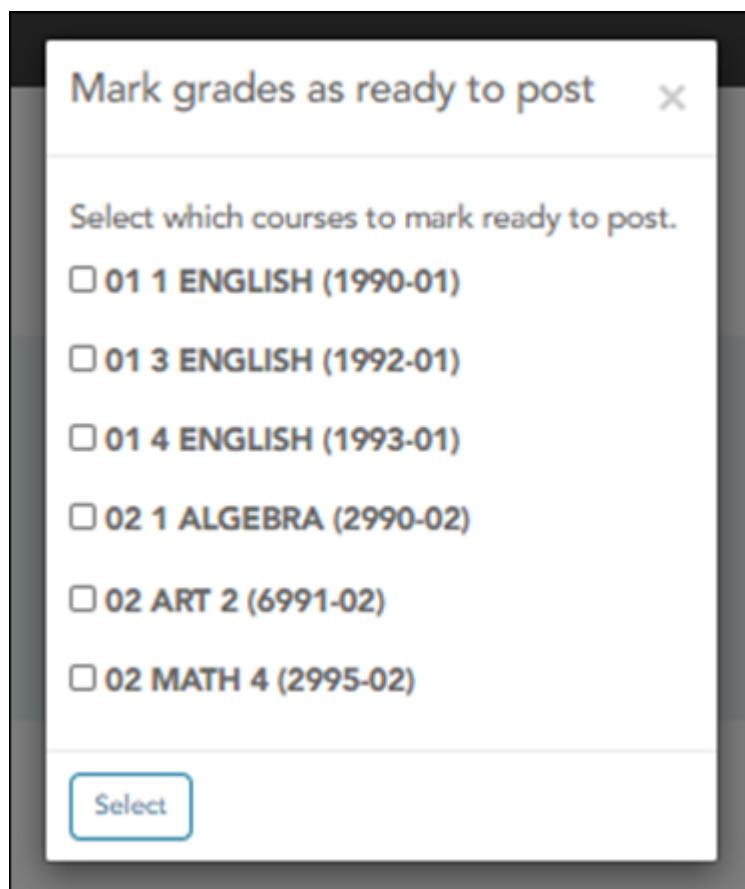
Show Withdrawn Students
Show Previous Semester Detail

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

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.



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 Cancel

Show Withdrawn Students Show Previous Semester Detail

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

'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.

C. 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.

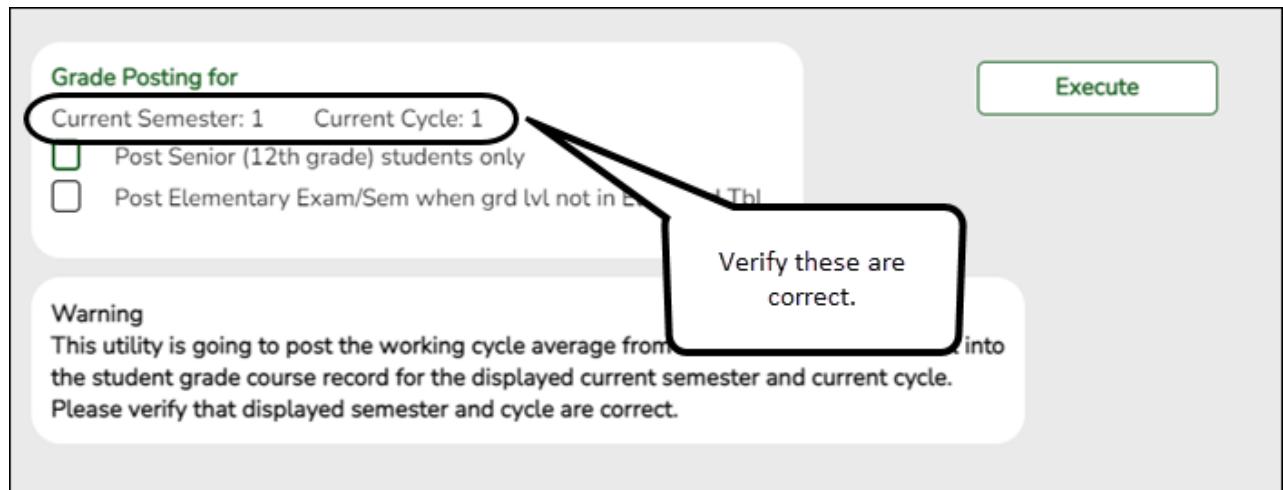
Status	<p>Select the posting status for the report:</p> <p>Not Ready to Post - View course-sections where the teacher has not indicated via TeacherPortal that the cycle grades, comments, or citizenship are 'Ready to Post.'</p> <ul style="list-style-type: none"> • If the teacher has entered comments and/or citizenship for at least one student in the course-section for the semester-cycle being run in TeacherPortal, the course-section is included. • Non-graded course-sections are not included unless the teacher has entered comments or citizenship in TeacherPortal. <p>Posted - View course-sections where cycle grades, comments, or citizenship have been posted (Grade Posting From ASCENDER TeacherPortal utility).</p> <ul style="list-style-type: none"> • 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 Posted, the course-section is included. • For a non-graded course, if the campus uses auto citizenship and the course-section has been posted, it is included. • 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. <p>Ready to Post - 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 Grade Posting From ASCENDER TeacherPortal utility is run.</p> <ul style="list-style-type: none"> • Teachers on this list may still change grades, save the changes, and mark grades as 'Ready to Post' again. • 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. • For a non-graded, if the campus uses auto citizenship and the course-section is marked as 'Ready to Post,' it is included. <p>NOTES: 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.

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.



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 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.

Campus	The campus to which you are logged on is displayed.
---------------	-----------------------------------------------------

Grade Posting for	Current Semester	Ensure that the semester to which grades should be posted is displayed.
	Current Cycle	Ensure that the cycle to which grades should be posted is displayed.
	Post Senior (12th grade) students only	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. 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.
	Post Elementary Exam/Sem when grd lvl not in Elem Grd Tbl	Select to post the elementary exam and semester average for a grade level that is not in the elementary grade table. If the course credit level is E, the program determines if the student's grade level is in the elementary grade table. If the grade level is in the elementary grade table, the data will post as elementary and use the Comp Sem Avg and Incl Exam fields on Maintenance > Tables > Elementary > Elem Grade to determine if the elementary exam and semester should be posted. If the grade level is not in the elementary grade table, the program will post as secondary, which means it will use the Allow Semester Grade and Expect Exam Grade fields on Maintenance > Tables > Campus Control Options > Posting to determine if the elementary exam and semester should be posted.

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."

View Error List	<p>Click to view the error list if errors are encountered.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
View Fail List	<p>Click to view the list of students with blank, failing, or incomplete grades, if applicable.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel 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																		
<p>Grades Report Group</p> <p>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</p> <p>Instructors Report Group</p> <p>SGR1800 - Compute Attendance in Course Records</p> <table border="1"> <thead> <tr> <th>Parameter Description</th> <th>Value</th> <th>List</th> </tr> </thead> <tbody> <tr> <td>Campus ID</td> <td>001</td> <td>⋮</td> </tr> <tr> <td>Semester (1,2,3,4)</td> <td>1</td> <td></td> </tr> <tr> <td>Check Course Entry/WD Dates (Y,N)</td> <td>Y</td> <td></td> </tr> <tr> <td>Period (A=All,S=ADA)</td> <td>A</td> <td></td> </tr> <tr> <td>Include only ADA Codes in Absences (Y,N)</td> <td>Y</td> <td></td> </tr> </tbody> </table>				Parameter Description	Value	List	Campus ID	001	⋮	Semester (1,2,3,4)	1		Check Course Entry/WD Dates (Y,N)	Y		Period (A=All,S=ADA)	A		Include only ADA Codes in Absences (Y,N)	Y	
Parameter Description	Value	List																			
Campus ID	001	⋮																			
Semester (1,2,3,4)	1																				
Check Course Entry/WD Dates (Y,N)	Y																				
Period (A=All,S=ADA)	A																				
Include only ADA Codes in Absences (Y,N)	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
<input type="button" value=""/>	2106	07	FINANCIAL MATH	<input type="checkbox"/>	090	095		080	X		N.C	
<input type="button" value=""/>	3110	03	A & P	<input type="checkbox"/>	073	079		077	065		N.C	
<input type="button" value=""/>	4400	04	GOVERNMENT	<input type="checkbox"/>	103	090		098	91		N.C	
<input type="button" value=""/>	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

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	16	15	2	4	0	S				
CYC2	095	1	1	0	0	0	S				
CYC3		0	0	0	0	0					

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.

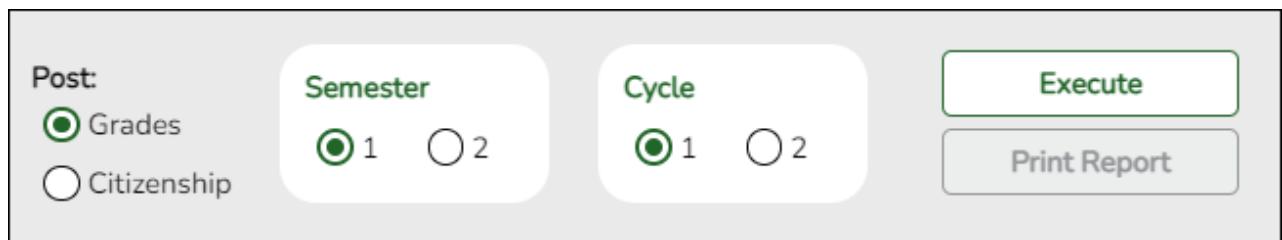
D. Assign auto grades.

[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.



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.
- Semester Average and Final Grades for Self-paced courses are excluded.

Under **Options**:

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

Select the process(es) to be performed:

Compute Semester Average	Select if you are not using TeacherPortal, or if you are calculating blank semester grades when Allow Recomputation is <u>not</u> selected on Maintenance > Tables > Campus Control Options > Computation . 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.
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Compute Final Grades	Select to calculate final grades. If selected, the fields under Exclude Final Grade Computations are enabled.
Award Credits	Select to award credits.
Award Credits Self Paced	Select to award credits to self-paced courses. If selected, credits are assigned if the course has a semester grade.
Track	(Required) Select a track number, or select A to calculate grades and assign credits for all tracks.
Reset Non-Graded Courses	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.
Semesters	Select the semesters to be updated. You must select at least one semester. IMPORTANT! Select all semesters that should be updated; semesters are considered when awarding grades or credits.
Grade Levels	Select one or more specific grade levels to be updated (e.g., 12th grade only). Or, click All Grade Levels to update all grade levels. <ul style="list-style-type: none"> • To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows. • 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.

Campus Control Information	Settings from several Maintenance > Tables > Campus Control Options tabs are used when the utility is run. The settings are displayed for your reference. The Allow Partial Credit and Credit Sequence fields in the district master schedule are also considered in processing.
Exclude Final Grade Computations	The section is enabled only if Compute Final Grades 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.

Print Excl List	<p>If students and courses were excluded from final grade computation, click to print the Exclusion list.Review, save, and/or print the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
Print Partial	<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. Review, save, and/or print the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel 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.

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

Campus Control Information	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"> If the campus uses TeacherPortal, Allow Recomputation cannot be selected on Maintenance > Tables > Campus Control Options > Computation. If the campus does not use TeacherPortal, and Allow Recomputation is selected, you will be prompted to confirm that you want to continue when you execute the utility.
Elementary Grade Level Table Information	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.

Include WD Students	Select to include withdrawn students in the process.
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Include WD Courses	Select to include withdrawn courses in the process.
Track	(Required) Select a track number, or select A to calculate grades for all tracks.
Grade Lvl	Select the grade level, or select AL to computer grades for all grade levels.
Reset Non-Grd Courses	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.
Semesters	Select the semesters to be computed. If you select 2, both semesters 1 and 2 are computed.
Cycle	<p>Select the cycle to be updated.</p> <p>If you select cycle 3, semester grades are automatically calculated only if the Comp Sem Avg box is checked for the grade level on <i>Grade Reporting > Maintenance > Tables > 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"> • If a grade level is set to compute cumulative averages (i.e., Comp Cum Avg is selected for the grade level on Maintenance > Tables > Elementary > Elem Grade), the final grade is calculated as the average of the two semester grades. • 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. • Comp Cum Avg has to be <i>checked</i> and the Semester Average has to be <i>unchecked</i> for the utility to average the six cycle grades.

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.

Preview Errors	<p>Click to view the error list if errors are encountered.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel 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)	20XX	...
Campus ID	001	...
Semester (1,2,3,4)	1	...
Cycle (1,2,3, Blank for All)	2	...
Attendance Track (Blank for All)		...
Period (Blank for All)		...
Include Non Graded Courses (Y,N)	N	...
Course Nbrs (Blank for All)		...
Include Self Paced Courses (Y,N)	Y	...
Control Nbrs (Blank for All)		...
Include Withdrawn Students (Y,N)	N	...
Include Withdrawn Courses (Y,N)	N	...
Double-Space Landscape (Y,N)	Y	...
Cumulative Course Grades (Y,N)		...
Grade Level (Blank for All)		...
Non-Campus Based Instruction Code (00-10,99)		...
Print Only Active Instructors (Y,N)		...
Print Signature Line (Y,N)		...

Date Run: City-Dist: 020-904 Campus: 001 Semester: 1 Cycle: 2 Track: All	Class Rolls DANBURY HIGH SCHOOL Sch Year: 2020	Program ID: SGR0900 Page: 1 of 173 * Withdrawn Student
Course: 1121 - 02 ENGLISH 1 PAP	Sif Pcd :N	Period :01
Instr Nbr: 201		Instr Name: BOWLES, MATTHEW
Student Name AHART, MASON K BARMETTLER, CAMRON G BRACKEN, GRACE D CACERES, ANGELIQUE C CHODZINSKI, DRAMM	Grd Lvl Trk 004816 09 01 004807 09 01 005288 09 01 005027 09 01 004508 09 01	Cyc 1 2 3 092 092 092 087 003
	GPA Exc 0 0 0 0 0 0 0 0 0 0 1 1 0 2 0 0 0 0 0 0 0 1 0 1 0	UnEx SchR Td Abs Abs 0 0 0 0 1 1 0 0 0 0
	Cmt 1 2 3 4 5 Cmt Crs Wd 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 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 - 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](#)

DEM0	CRS ASSIGN	GRD UPDATE	GRD/CRS MAINT	COURSE CODES	SCHED INQUIRY	GRADE AVG	CRS/SEC CHANGE	CTE	ASSIGNMENTS	PRIOR YR TRANSFER	CL
Include WD Courses? <input type="checkbox"/>	Sem 1 <input checked="" type="radio"/>	Sem 2 <input type="radio"/>									

Active Student

Semester 1

Detail	Course	Sec	Title	Self Pd	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
<input type="checkbox"/>	4400	04	GOVERNMENT	<input type="checkbox"/>	091	092		X	81		0.5	S	S		0	0	0	0	0	0	
<input type="checkbox"/>	5400	09	ATHLETICS 4	<input type="checkbox"/>	103	100			100		0.5	S	S		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	
<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	
<input type="checkbox"/>	8303	55	PRACT GD 1 2H	<input type="checkbox"/>	095	095		X	95		0.5	S	S		0	0	0	0	0	0	

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

DEM0	CRS ASSIGN	GRD UPDATE	GRD/CRS MAINT	COURSE CODES	SCHED INQUIRY	GRADE AVG	CRS/SEC CHANGE	CTE																																																															
Course: <input type="text" value="2106 FINANCIAL MATH"/>	Section: <input type="text" value="07 07 - 07 (216 - FINNIGAN, SEAMUS)"/>	Semester: <input type="text" value="1"/>	<input type="button" value="Retrieve"/>																																																																				
Per: <input type="text" value="07"/>	Active Student																																																																						
<table border="1"> <tr> <td colspan="5">Absences</td> <td colspan="7">Comments</td> </tr> <tr> <td>Grade</td> <td>Total</td> <td>Unexc</td> <td>Exc</td> <td>Sch Rel</td> <td>Tardy</td> <td>Citz</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CYC1 <input type="text" value="090"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="2"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td>S</td> <td><input type="text" value=""/></td> </tr> <tr> <td>CYC2 <input type="text" value="095"/></td> <td><input type="text" value="1"/></td> <td><input type="text" value="1"/></td> <td><input type="text" value="1"/></td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> <td>S</td> <td><input type="text" value=""/></td> </tr> <tr> <td>CYC3 <input type="text" value=""/></td> <td><input type="text" value="0"/></td> <td><input type="text" value=""/></td> </tr> </table>												Absences					Comments							Grade	Total	Unexc	Exc	Sch Rel	Tardy	Citz						CYC1 <input type="text" value="090"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	S	<input type="text" value=""/>	CYC2 <input type="text" value="095"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	S	<input type="text" value=""/>	CYC3 <input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value=""/>																	
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Exam: <input type="text" value="X"/>	Credit: <input type="text" value="0.5"/>	AAR use: <input type="text" value=""/>	<input type="checkbox"/> Transferred	<input type="checkbox"/> Self Paced																																																																			
Sem: <input type="text" value="087"/>	Pass/Fail: <input type="text" value="01"/>	Special Crs Consid: <input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>	CPR: <input type="checkbox"/>	Speech: <input type="checkbox"/>	OnRamps: <input type="checkbox"/>																																																																
Final: <input type="text" value=""/>	GPA Override: <input type="text" value=""/>	Grad Plan Use Cd: <input type="text" value="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										
				<input type="button" value="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	<input type="checkbox"/>	0.5	S	<input type="checkbox"/>	0				
003157	DAVIS,ROSALINDA,A	<input type="checkbox"/>	080	X	093	<input type="checkbox"/>	0.5	S	<input type="checkbox"/>	0				
003377	GOLA,JOSEPH,L	<input type="checkbox"/>	085	X	082	<input type="checkbox"/>	0.5	S	<input type="checkbox"/>	0				
000010	HONOMICHL,ANDREW,R	<input type="checkbox"/>	086	X	085	<input type="checkbox"/>	0.5	S	<input type="checkbox"/>	0				
003570	JONAS,ISOM,T	<input type="checkbox"/>	080	X	80	<input type="checkbox"/>	0.5	S	<input type="checkbox"/>	0				
000143	NAVA,ISABELLA,J	<input type="checkbox"/>	094	X	90	<input type="checkbox"/>	0.5	S	<input type="checkbox"/>	0				
003413	PIERRITZ,GABRIELLA,J	<input type="checkbox"/>	093	X	90	<input type="checkbox"/>	0.5	S	<input type="checkbox"/>	0				
003307	RODRIGUEZ,TYLER	<input type="checkbox"/>	079	X	83	<input type="checkbox"/>	0.5	S	<input type="checkbox"/>	0				
003112	STEPHENS,ALYSSA,G	<input type="checkbox"/>	095	X	92	<input type="checkbox"/>	0.5	S	<input type="checkbox"/>	0				
003898	TIMMERMAN,ADDISON,B	<input type="checkbox"/>	100	X	100	<input type="checkbox"/>	0.5	S	<input type="checkbox"/>	0				
003380	ZUCKNICK,JESSICA,J	<input type="checkbox"/>	85	X	82	<input type="checkbox"/>	0.5	S	<input type="checkbox"/>	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.

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	Code	Message			
	A	Have a great holiday break.			
	B	Back to School is August.			
	C	www.danburyisd.org CLICK ON THE PARENT PAGE FROM THE DISD INFORMATION MENU.			
	D	Reports are coming soon.			

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.

Code	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.
Message	Type the message that corresponds to the code, up to 80 characters.

To edit a message, type over the existing data.

Click **Save**.



Delete a row.

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.
2. 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).

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.

Msg Nbr	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. 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. 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.
Message Text	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.

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.
2. 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 <input type="button" value="▼"/>	Print Credits:	<input checked="" type="checkbox"/>
Print Failing Msg:	<input checked="" type="checkbox"/>	Print HRoll Code:	<input checked="" type="checkbox"/>
Sequence:	Alpha <input type="button" value="▼"/>	Print W/D Crs:	<input type="checkbox"/>
Incl Non-Graded Crs:	<input type="checkbox"/>		

□ Under **Report Card Options**:

Crs Seq	Select the sequence in which courses are printed on report cards - either by course number or by period.
Print Failing Msg	<p>Select if you want to print report card messages for students who are failing one or more courses.</p> <p>This field works with the Code field on Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages and the Msg Nbr field on Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary.</p> <p>If Print Failing Msg 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.</p>
Sequence	Select the sequence in which report cards are printed.
Incl Non-Graded Crs	Select to include non-graded courses on report cards.
Print Credits	Select to print academic credits on report cards.
Print HRoll Code	Select to print honor roll codes next to courses on report cards.
Print W/D Crs	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.

Instr ID	Select the instructor (i.e., control number) that will be assigned to the selected students. Only instructors who have a grade level selected in Elementary - Grade on Maintenance > Master Schedule > Campus Schedule > Instructor can be retrieved.
Grd Lvl	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:

Update	Select to select a student. Clear to unselect a student. TIP: 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.

Cntrl #	The new control number is displayed for the selected students.
----------------	----------------------------------------------------------------

Click **Save**.

Reset	Clear unsaved changes and start over.
--------------	---------------------------------------

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.

Sem	(Required) Select the semester.
Grd Lvl	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.
Period	(Required) Select the period in which the students meet.
Select only Students with Blank Cntrl #s	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](#).

Ctrl #	The student's current control number is displayed.
Instr #	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**.

Reset	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																																							
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Student

Student Name							Student ID	Grade	Semester	Cycle	Year	Control							
ADKINS, DAKOTA RAIN							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 RODRIGUEZ				555-488-7689															
							Explanation of Comment Codes Used Below												
<p>To the Parents/Guardians of:</p> <p>ADKINS, DAKOTA RAIN 1715 BARROW DR Alamo City, TX 31517</p>																			
Course		Semester One							Semester Two							Final Grade	Units of Credits		
Title	P er t y p e r	Cycle 1		Cycle 2		Cycle 3		Exam	Grade Avg	Cycle 1		Cycle 2		Cycle 3		Exam	Grade Avg	Final Grade	Units of Credits
		Grade	Clt	Grade	Clt	Grade	Clt			Grade	Clt	Grade	Clt	Grade	Clt				
PRE-CALCULUS AB	02	100	100	100	100	100	100										0.0		
HIST 1301	03	90	90	90	90												0.0		
AQUATIC SCIENCE	04	95	95	95	95												0.0		
EXT CARE PREP2	05	80	80	80	80												0.0		
Course		Excused Abs				Unexcused Abs				School Related Abs				Tardies					
Title	P er t y p e r	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	GRISOM, JANICE																	
HIST 1301	03	TAPIA, STARLING																	
AQUATIC SCIENCE	04	DEFEE, DAVID																	
EXT CARE PREP2	05	VAUGHAN, TAMMY																	
Note: A student having excessive absences, defined by Texas Attendance Laws, may not receive credit, nor be promoted.																			
AUGUST 27TH FIRST DAY OF SCHOOL HAVE A GREAT SUMMER!																			

Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1350 - Secondary Report Cards (4 Semesters)

Preview	PDF	CSV	Clear Options																																				
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F. Print elementary report cards.

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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](#)

[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](#)

SGR1400 - Elementary Report Cards

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

Student Name		Student ID	Grade	Control	Semester	Cycle	Year	Date
ALLEN, DEQUINTIN TRAYELYN		085268	03		1	3	18-19	11/28/2018
		School						
		101 School						
		School Address						
		1309 101 Street Alamo City, TX 31517						
		Principal Name						Telephone
PHYLLIS RODRIGUEZ						555-488-7506		

To the Parents/Guardians of:

**ALLEN, DEQUINTIN TRAYELYN
4270 CIRCLE DRIVE
Alamo City, TX 31517**

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

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
1 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
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

*****Excessive absenteeism*****

Please sign and return

Date

Print Promoted/Retained Msg (Y, N)	<p>If Y, a message will print at the bottom of the report card according to the student's setting in the first Promotion - Retained Reason # field on Registration > Maintenance > Student Enrollment > Demo3.</p> <table border="1" data-bbox="595 258 1468 572"> <thead> <tr> <th data-bbox="595 258 1056 303">Retained Reason</th><th data-bbox="1056 258 1468 303">Message on Report Card</th></tr> </thead> <tbody> <tr> <td data-bbox="595 303 1056 348">01 Grade avg. less than 70</td><td data-bbox="1056 303 1468 348">Grade avg. less than 70</td></tr> <tr> <td data-bbox="595 348 1056 393">02 Poor performance subject(s)</td><td data-bbox="1056 348 1468 393">Poor performance subject(s)</td></tr> <tr> <td data-bbox="595 393 1056 437">03 Poor performance assessment</td><td data-bbox="1056 393 1468 437">Poor performance assessment</td></tr> <tr> <td data-bbox="595 437 1056 482">04 By agreement parent/teachers</td><td data-bbox="1056 437 1468 482">By agreement parent/teachers</td></tr> <tr> <td data-bbox="595 482 1056 527">06 Excessive absenteeism</td><td data-bbox="1056 482 1468 527">Excessive absenteeism</td></tr> <tr> <td data-bbox="595 527 1056 572">99 Other factors</td><td data-bbox="1056 527 1468 572">Other factors</td></tr> </tbody> </table> <p>If none of the Retained Reason # fields on the Demo3 tab contains a value, the student's year-end-status code (i.e., the Promotion - Year End Status field on the Demo3 tab) determines the message that prints on the report card.</p> <table border="1" data-bbox="595 774 1468 1111"> <thead> <tr> <th data-bbox="595 774 976 819">Year-End-Status Code</th><th data-bbox="976 774 1468 819">Message on Report Card</th></tr> </thead> <tbody> <tr> <td data-bbox="595 819 976 864">01 Promoted next grade</td><td data-bbox="976 819 1468 864">Promoted</td></tr> <tr> <td data-bbox="595 864 976 909">02 Retained same grade</td><td data-bbox="976 864 1468 909">Retained</td></tr> <tr> <td data-bbox="595 909 976 954">03 Placed in next grade</td><td data-bbox="976 909 1468 954">Placed</td></tr> <tr> <td data-bbox="595 954 976 999">21 Pending Summer School</td><td data-bbox="976 954 1468 999">Pending Summer School</td></tr> <tr> <td data-bbox="595 999 976 1044">22 Pending Other</td><td data-bbox="976 999 1468 1044">Pending Other</td></tr> <tr> <td data-bbox="595 1044 976 1089">23 Left District-No Status</td><td data-bbox="976 1044 1468 1089">Left District-No Status</td></tr> <tr> <td data-bbox="595 1089 976 1134">blank</td><td data-bbox="976 1089 1468 1134">Promoted</td></tr> </tbody> </table> <p>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.</p>	Retained Reason	Message on Report Card	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	Year-End-Status Code	Message on Report Card	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
Retained Reason	Message on Report Card																														
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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																														

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

PARAMETERS	RANGES & CONVERSIONS	COMPUTATION	H ROLL & GR AVG	PRINT OPTIONS																				
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Options</p> <p>Current Semester: <input type="button" value="1"/></p> <p>Current Cycle: <input type="button" value="1"/></p> <p>Low Grade Level: <input type="button" value="09 Grade 9"/></p> <p>High Grade Level: <input type="button" value="12 Grade 12"/></p> <p>Type of Grading: <input type="button" value="Alpha"/></p> <p>Beginning Period: <input type="button" value="01"/></p> <p>Ending Period: <input type="button" value="08"/></p> <p>Nbr of Reporting Semesters: <input type="button" value="2"/></p> <p>Nbr of Cycles Per Semester: <input type="button" value="2"/></p> </div> <div style="width: 45%;"> <p>Track End Dates</p> <table border="1"> <tr> <td>Track :</td> <td><input type="button" value="01"/></td> <td>Cycle 1</td> <td>Cycle 2</td> </tr> <tr> <td>Semester 1</td> <td><input type="button" value="10-01-2021"/></td> <td><input type="button" value="01-03-2022"/></td> <td></td> </tr> <tr> <td>Semester 2</td> <td><input type="button" value="03-04-2022"/></td> <td><input type="button" value="05-23-2022"/></td> <td></td> </tr> <tr> <td>Semester 3</td> <td><input type="button" value="--"/></td> <td><input type="button" value="--"/></td> <td></td> </tr> <tr> <td>Semester 4</td> <td><input type="button" value="--"/></td> <td><input type="button" value="--"/></td> <td></td> </tr> </table> </div> </div>					Track :	<input type="button" value="01"/>	Cycle 1	Cycle 2	Semester 1	<input type="button" value="10-01-2021"/>	<input type="button" value="01-03-2022"/>		Semester 2	<input type="button" value="03-04-2022"/>	<input type="button" value="05-23-2022"/>		Semester 3	<input type="button" value="--"/>	<input type="button" value="--"/>		Semester 4	<input type="button" value="--"/>	<input type="button" value="--"/>	
Track :	<input type="button" value="01"/>	Cycle 1	Cycle 2																					
Semester 1	<input type="button" value="10-01-2021"/>	<input type="button" value="01-03-2022"/>																						
Semester 2	<input type="button" value="03-04-2022"/>	<input type="button" value="05-23-2022"/>																						
Semester 3	<input type="button" value="--"/>	<input type="button" value="--"/>																						
Semester 4	<input type="button" value="--"/>	<input type="button" value="--"/>																						

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

- 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

- 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

Campus (Unchecked=All) Campus ID:

 Grade Level (Unchecked=All) Grd Level:

 Track (Unchecked=All) Track:

 Active Students

Inactive Students

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

- 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:

 Grade Level (Unchecked=All) Grd Level:

 Track (Unchecked=All) Track:

 Active Students

 Inactive Students

Item to Reset

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 Type** for a group of students.

Individual:

Registration > Maintenance > Student Enrollment > 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:

Graduation

Graduation Type: Graduation Date: Financial Aid Application

AAR Grad Plan: Status:

Cert of CrsWrk Date Completed: College Entry:

CPR Date Completed: Speech Date Completed:

Peace Officer Intract Date Completed: 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](#)

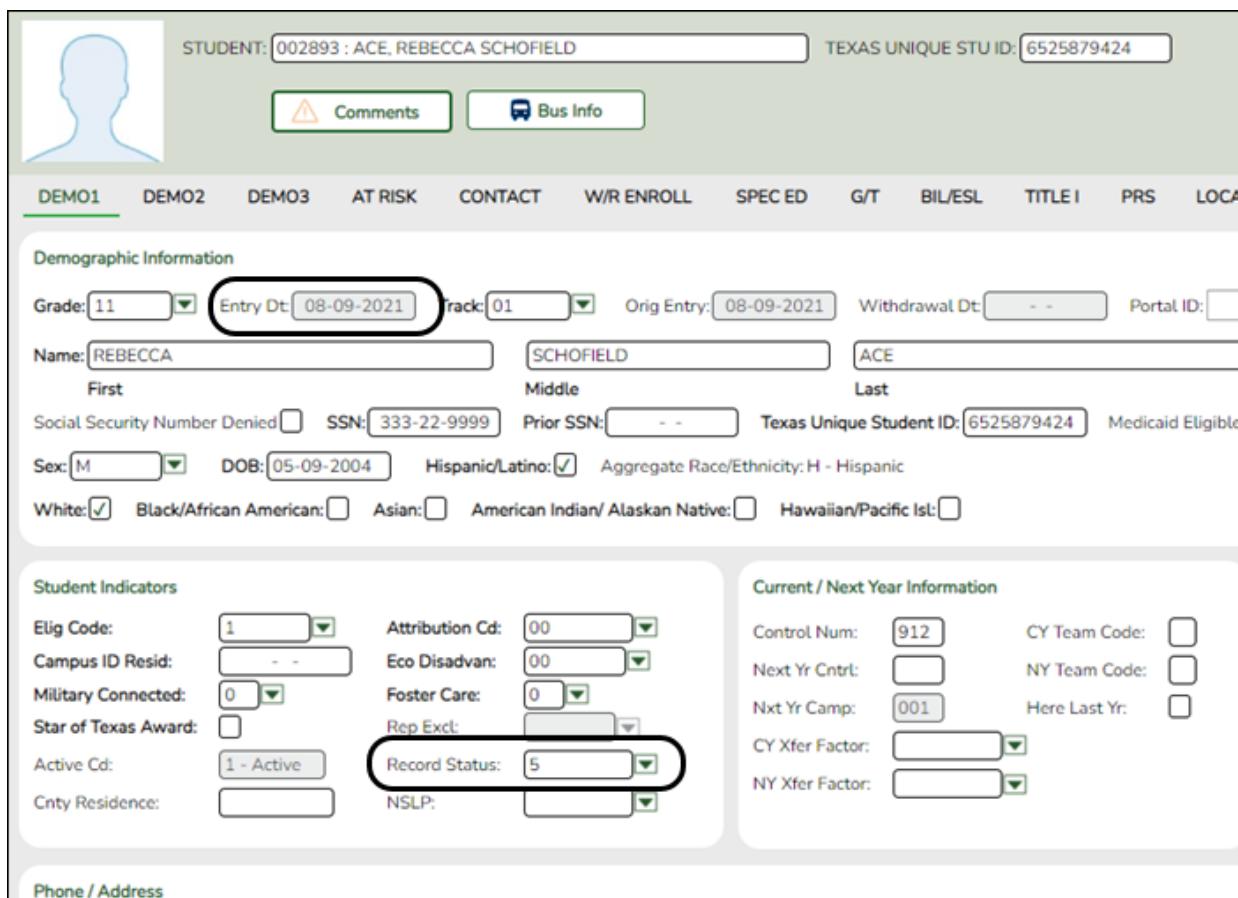
Sending Campus: 001	Receiving Campus: 042 042 School <input type="button" value="▼"/>	<input style="border: 1px solid green; padding: 2px; border-radius: 5px;" type="button" value="Start"/>
Choose Grades: <input checked="" type="checkbox"/> 09 <input checked="" type="checkbox"/> 10 <input type="checkbox"/> 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: 002893 : ACE, REBECCA SCHOFIELD TEXAS UNIQUE STU ID: 6525879424

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: 11 Entry Dt: 08-09-2021 Track: 01 Orig Entry: 08-09-2021 Withdrawal Dt: -- Portal ID: --

Name: REBECCA SCHOFIELD ACE
First Middle Last

Social Security Number Denied: SSN: 333-22-9999 Prior SSN: -- Texas Unique Student ID: 6525879424 Medicaid Eligible

Sex: M DOB: 05-09-2004 Hispanic/Latino: Aggregate Race/Ethnicity: H - Hispanic

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

Student Indicators

Elig Code: 1 Attribution Cd: 00
Campus ID Resid: -- Eco Disadvan: 00
Military Connected: 0 Foster Care: 0
Star of Texas Award: Rep Excl:
Active Cd: 1 - Active Record Status: 5
Cnty Residence: NSLP:

Current / Next Year Information

Control Num: 912 CY Team Code:
Next Yr Cntrl: NY Team Code:
Nxt Yr Camp: 001 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.

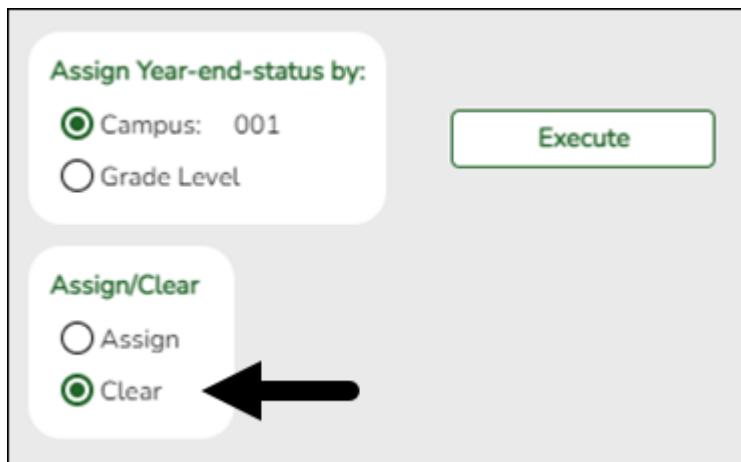
C. Update end-of-year status codes.

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.

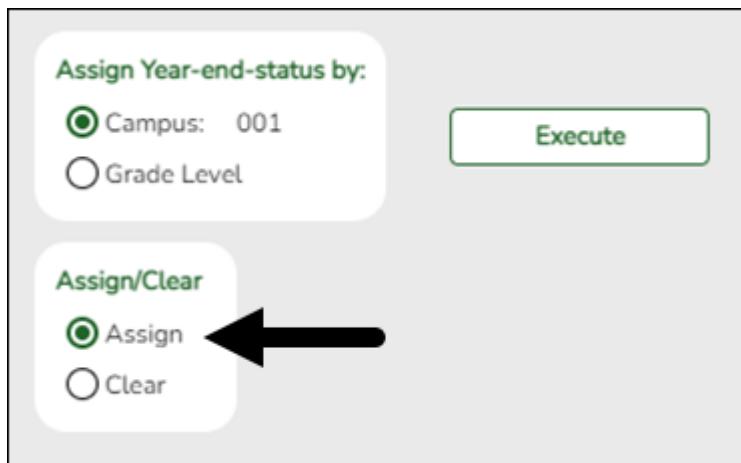
Grade Reporting > Utilities > Assign or Clear Year-End-Status Code



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



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](#)

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	Clear PF for Self Paced Crs	Semester	Execute
<input checked="" type="radio"/> Campus <input type="radio"/> Grade Level <input type="radio"/> Student <input type="radio"/> Course	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 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	<u>GRD/CRS MAINT</u>	COURSE CODES	SCHED INQUIRY	GRADE AVG	CRS/SEC CHANGE	C																																																																		
Course: 1436 ENGLISH 4		Section: 40 04 - 04 (100 - SANTIAGO, ROSALINDA)	Semester: 1	Retrieve																																																																						
Per: <input type="text"/>																																																																										
<table border="1"> <tr> <td colspan="6">Absences</td> </tr> <tr> <td>Grade</td> <td>Total</td> <td>Unexc</td> <td>Exc</td> <td>Sch Rel</td> <td>Tardy</td> </tr> <tr> <td>CYC1</td> <td>90</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CYC2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CYC3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>					Absences						Grade	Total	Unexc	Exc	Sch Rel	Tardy	CYC1	90					CYC2						CYC3						<table border="1"> <tr> <td colspan="6">Comments</td> </tr> <tr> <td>Citz</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>S</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Comments						Citz						S																							
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Grade	Total	Unexc	Exc	Sch Rel	Tardy																																																																					
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CYC2																																																																										
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S																																																																										
Exam:	Credit:	Pass/Fail:	Special Crs Consid:	Transferred:	Self Paced:																																																																					
Sem:		<input type="text"/> →	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																					
Final:	GPA Override:		AAP Use:																																																																							
<table border="1"> <tr> <td>01 : Pass Course. Credit Received.</td> </tr> <tr> <td>02 : Fail Course. No Credit. 1st Occur</td> </tr> <tr> <td>03 : Fail Course. No Credit. 2nd Occur</td> </tr> <tr> <td>04 : Pass Course. No Credit. Excess Ab</td> </tr> </table>									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																																																														
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02 : Fail Course. No Credit. 1st Occur																																																																										
03 : Fail Course. No Credit. 2nd Occur																																																																										
04 : Pass Course. No Credit. Excess Ab																																																																										
<table border="1"> <tr> <td>Transferred:</td> <td><input type="checkbox"/></td> <td>Self Paced:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>CPR:</td> <td><input type="checkbox"/></td> <td>Speech:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>OnRamps:</td> <td><input type="checkbox"/></td> <td colspan="3">Dropout Recovery Crs Completion:</td> </tr> </table>									Transferred:	<input type="checkbox"/>	Self Paced:	<input type="checkbox"/>	CPR:	<input type="checkbox"/>	Speech:	<input type="checkbox"/>	OnRamps:	<input type="checkbox"/>	Dropout Recovery Crs Completion:																																																							
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Pass/Fail Indicate the student's academic outcome for the course.

TWEDS Data Elements:
 CourseCompletionIndicator (E1068)
 CourseAttemptResult (E0949) (Code table: C136)

Edits:

- Code 00 is only allowed if there is no semester average for any grade level or credit level.
- Codes 00, 13, and 14 are only allowed for grade levels 1-8, and only for courses that are not high school-level credit.
- Codes 00-12 are only allowed for high school-level credit courses.

3. Mass assign pass/fail indicators.

Grade Reporting > Utilities > Assign Pass Fail Indicators

<p>Campus Control Information</p> <p>Grading Concept: Sem/Final Don't Allow Crdt if Failed Last Sem: N Highest Non-Passing Grade: 069</p>	<p>Execute</p> <p>Campus: 001</p>
<p>Other Information Considered in this Process</p> <ol style="list-style-type: none"> 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](#).

If the course is Dual Credit, the utility will also populate the **College Credit Hrs** field.

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

Print and review the report.

E. Run Set Student CTE Indicators Utility

E. Set Student CTE Indicators utility.

Registration > Utilities > Set Student CTE Indicators

This utility assigns CTE code 1 (i.e., *enrolled*) to all students in grade levels 6-12 who are taking at least one CTE course (i.e., the C022 service ID type is VOED). This utility should be run for Fall and Summer PEIMS.

NOTE: Students with CTE code 2 (i.e., participant in a coherent sequence of courses) are *not* reset to 1. This utility does not change codes for these students.

Users must run the Set Student CTE Indicators utility before generating the following reports, extracts or logic that rely on this utility to produce correct CTE Counts:

- SAT0900
- SAT0600
- SAT0900C
- SAT920
- SAT950
- SAT2100
- SGR2500
- PEIMS Attendance Extract

Update data:

Campus	Select the campus for which to set student CTE indicators.
--------	------------------------------------------------------------

Select one:

Set CTE Indicators for Fall PEIMS	Select to set CTE Indicators for fall PEIMS.	
	As-of Date (MMDDYYYY)	The PEIMS as-of date is displayed by default. Type a different as-of date if necessary. The CTE code will be set to 1 for all students enrolled in a CTE course on this date.

Set CTE Indicators for Summer PEIMS	<p>Select to set CTE Indicators for summer PEIMS.</p> <p>The as-of date is the date you run the utility. The CTE code is set to 1 for students who completed a CTE course (or are expected to) during the school year.</p> <p>For one-semester courses, the student must have a semester average or currently be enrolled in the course.</p> <p>For two-semester courses, the student must have an average for the first and second semester, or currently be enrolled in the course and have a first semester average (okay to have a blank second semester average).</p> <p>For four-semester courses, the student must have an average for the first, second, third, and fourth-semester, or currently be enrolled in the course and have a first, second, and third-semester average (okay to have a blank fourth semester average).</p>
--------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Click **Execute**.

Preview Errors	<p>Click to view the list of students with updated codes.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
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[F. 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										Page 1 of 1																																																																																																																																																																																																																																																																																																															
Name: [REDACTED] Student ID: 011004 SSN: XXX-XX-XXXX Birth Date: 04/25/2003 Gender: Male Hispanic/Latino: Race: White Par/Guard: [REDACTED]					District: [REDACTED] School: [REDACTED] Sch Addr: [REDACTED] Sch Phone: [REDACTED] CBCC: [REDACTED]																																																																																																																																																																																																																																																																																																																				
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Individual:

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

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

TEXAS Grant Ind : Cumulative GPA : 84.9565 Schools Awarding Credit : -----

Credit : College 4 Point : 3.0000 2019 964964 001 2020 964964 001

Credit : Class Rank : 48 2021 964964 001

State: 24.0 Class Size : 66

Local: Quartile : 3

EOC Assessments Admin Dt Test Type Level

15-2019 Algebra 1 Masters

15-2019 Biology 1 Meets

15-2019 English 1 Meets

15-2020 English 2 Waived

15-2020 U.S. History Waived

Include Withdrawn Courses Local crs in Credit Totals

Transcript Test Scores

Display Rank & GPA Rank Only GPA Only

College 4pt Quartile

Test Scores Date Scores Best

TAKS

ACT

SAT

EOC

AP

TSIA

Click Retrieve to refresh the screen when making changes.

Print AAR Print Screen

Cumulative Courses Grid (Sample Data):

Sch Yr	Course Title	Crs Nbr	Trans	Sem 1	Sem 2	Final	Credit	Crs Seq	Service ID	AAR Use	Spec Crs 1	Spec Crs 2	Self Paced
Language Arts	2018/2019 ENG	1010		084	084	084	1.0		03220100				N
1	2019/2020 ENG	1011		082	080	081	1.0		03220200				N
2	2020/2021 ENG	1300		078	063	071	1.0		03220300	E			N
3	Mathematics												
1	2018/2019 ALG	2013		094	094	094	1.0		03100500				N
2	2019/2020 GEOM	2015		094	094	094	1.0		03100700				N
2	2020/2021 ALG	2104		086	082	084	1.0		03100600	M			N
Science													

G. 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 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