



# **ASCENDER Grade Reporting - Change a Student's Schedule**



# Table of Contents

**ASCENDER Grade Reporting - Change a Student's Schedule ..... 1**



# ASCENDER Grade Reporting - Change a Student's Schedule

Follow these steps to change a student's current year schedule. These steps apply to students who are already enrolled in course-sections at the campus.

## Select a student

To retrieve a student's records, select the student in one of the following ways:

<b>Student</b>	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Last name, comma, first name (smith, john)</li> <li>• Last name initial, comma, first name initial (s,j)</li> <li>• Comma, first name (,j)</li> </ul>
<b>Texas Unique Student ID</b>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>
<b>Directory</b>	<p>Click to select a student from the <a href="#">Directory</a>.</p>
<b>(photo)</b>	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

1. [Review the student's current schedule.](#)

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

This tab allows you to view a student's current course assignments.

**NOTE:** If it is early in the school year and the student does not yet have course information such as grades, you can modify a student's schedule or delete a course that was added accidentally. Otherwise, it is recommended that all schedule changes be completed on the [Course/Section Change](#) tab where course information such as grades can also be moved.

The screenshot displays a software interface for managing student schedules. At the top, it shows student information: STUDENT: 003942 : BABB,RICKELYN ANDREW and TEXAS UNIQUE STU ID: 35,77856647. Below this are navigation buttons like 'Retrieve', 'Directory', and 'Comments'. A 'Grad Plan' section lists 'FPBIAGPOWS - Business & Industry AG Power Struct & Tech Sys', 'FHSP:Pursuing', 'BI:Pursuing', and 'MDS:Pursuing'. A menu bar includes options like 'DEMO', 'CRS ASSIGN', 'GRD UPDATE', 'GRD/CRS MAINT', 'COURSE CODES', 'SCHED INQUIRY', 'GRADE AVG', 'CRS/SEC CHANGE', 'CTE', 'ASSIGNMENTS', 'PRIOR YR TRANSFER', 'CUMULATIVE COURSES', and 'EOC EXCEPTION'. Below the menu, there are filters for 'Include All WD Courses?' and 'Current Entry Date: 08-09-2021'. Two tables show course assignments for Semester 1 (Current Sem 1: 08-09-2021) and Semester 2 (Current Sem 2: 01-04-2022). Each table has columns for Del, Act Crs, Course, Sec, Title, Per, Entry Date, WD Date, Xfr Crs, and Sif Pcd. The Semester 1 table lists courses like BAND 4, PRIN OF BUS, A & P, GOVERNMENT, PRACT GD 1 2H, FINANCIAL MATH, and ATHLETICS 4. The Semester 2 table lists the same courses with updated entry dates.

You can also view a student's schedule on the [Walk-in Scheduler Inquiry](#) tab or on [Maintenance > Student > Individual Maint > Sched Inquiry](#)

## 2. Change the student's current schedule.

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

This tab allows you to transfer a student from one course-section to another. You can also move course information such as grades, attendance, etc.

The old course and the new course must be in the same semester.

### [About gender restrictions](#)

Gender restriction is set at the [Section](#) and [District](#) master schedule page. The program looks at the [Section](#) tab first. If a gender restriction exists on the [Section](#) tab, it checks if the student meets that restriction.

- If the student does not meet the gender restriction, the course-section cannot be added.
- If there is no gender restriction on the [Section](#) tab, the program looks for a gender restriction on the [District](#) page and validates the student's gender. If the student does not meet the gender restriction, the course-section cannot be added.
- The **Typ Rstrctn** on the [Section](#) tab indicates if you can override the restriction:
  - If *Selectable* is selected - You can override the restriction and enroll a student in the course-section.
  - If *Fixed* is selected - The course-section cannot be added if the student does not meet the restriction.

### About grade restrictions

Grade restrictions are set on the [Section](#) and [Course](#) tabs at the campus level. The program looks at the [Section](#) tab first. If a grade restriction exists on the [Section](#) tab, it checks if the student meets that restriction.

- If the student does not meet the restriction, the course-section cannot be added.
- If there is no grade restriction on the [Section](#) tab, the program looks for a grade restriction on the [Course](#) tab and validates the student's grade level. If the student does not meet the grade restriction, the course-section cannot be added.
- The **Typ Rstrctn** on the [Section](#) tab indicates if you can override the restriction:
  - If *Selectable* is selected - You can override the restriction and enroll a student in the course-section.
  - If *Fixed* is selected - The course-section cannot be added if the student does not meet the restriction.

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

Include WD Courses?

Old Course: 2106 FINANCIAL MATH Section: 07 07 - 07 (216 - FINNIGAN, SEAMUS) Sem: 1 Title: FINANCIAL MATH

New Course: 2106 FINANCIAL MATH Section: 02 02 - 02 3/2\* (371 - LOVEGOOD, LUNA) Sem: 1 Title: FINANCIAL MATH

Move Course Information

**Method**

Add new Crs/Sec and Delete Existing Crs/Sec

Withdraw from Crs/Sec and Enter another Crs/Sec

**WD and Entry Dates**

WD Date for Original Course: 12-07-2021

Entry Date for New Course: 12-10-2021

**Fields to Move**

Grades

Attendance

Credit

Comments

AAR Use Code

Special Crs Consideration

GPA Override

Pass/Fail Indicator

Transfer Flag

Grad Plan Use Cd

Execute

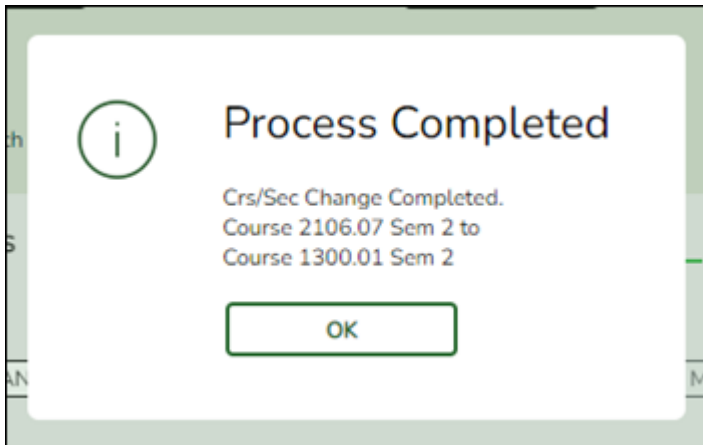
Click **Retrieve**.

- The student's demographic data is displayed.
- The **Status** field displays ACT (active) or W/D (withdrawn) according to the student's current enrollment status.

<b>Old</b>	Indicate the class <u>from</u> which the student is being transferred:	
	<b>Course</b>	Select the course. The drop-down list displays courses from the Crs Assign tab.
	<b>Section</b>	Select the course-section.
	<b>Sem</b>	Select the semester of the course-section in which the student is currently enrolled.
	<b>Title</b>	The course title is displayed.
<b>New</b>	Indicate the class <u>to</u> which the student is being transferred:	
	<b>Course</b>	Select the course. The drop-down list displays courses from the campus master schedule.
	<b>Section</b>	Select the course-section.
		The drop down lists sections for the selected course with following information in this order:  Section number Beginning and ending periods Seats assigned and maximum seats available (e.g., 13/25):
		<ul style="list-style-type: none"> <li>• An asterisk (*) is displayed next to the seat count if a section has met or exceeded the maximum number of seats.</li> <li>• Seats are calculated based on the semester selected for the new course. If you have not selected a semester, seats are calculated based on the semester selected for the old course. If a different semester is selected, the seat count may be different in the <b>Section</b> drop down.</li> </ul>
Instructor ID and name in parentheses		
Only unlocked sections of the course are listed. Course-sections are locked in the campus master schedule.  If all sections of the course are locked, the course is not displayed in the <b>Course</b> drop-down list.		
<b>Sem</b>	Select the semester of the course-section in which the student is currently enrolled.	
<b>Title</b>	The course title is displayed.	
<b>Move Course Information</b>	<p>Select if you want to move old course information to the new course-section. If selected, the <b>Fields to Move</b> options are enabled allowing you to select the information you want to move from the old course to the new course.</p> <p>If <b>Grades</b> is selected, only the cycle grades are copied.</p> <p>In TeacherPortal, if the student is transferring to a different section of the same course, the program moves the working cycle average to the new section.</p>	








<b>Withdraw from Crs/Sec and Enter another Crs/Sec</b>	Select this <b>Method</b> , then enter the following under <b>WD and Entry Dates</b> :	
	<b>WD Date for Original Course</b>	Type the withdrawal date for the original course in the MMDDYYYY format. If this date is set to the first day of the semester, the row is deleted.
	<b>Entry Date for New Course</b>	Type the entry date for the new course in the MMDDYYYY format.
<p><b>In most cases, the same date should be entered in both fields.</b></p> <p>If a working cycle average exists for the old course for the same semester and cycle as the entry date for the new course, a transfer record is created for the new course with the working cycle average as the transfer grade.</p> <p>If the working cycle average is I, the transfer record is still created in TeacherPortal, but the transfer grade is left blank.</p>		

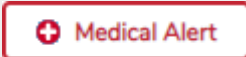
Click **Execute**. A message indicates when the process is completed.



Click **OK**.

The **Save** button is not used on this page. The change is made when you click **Execute**.

<p><b>View Add/Drop Lists</b></p>	<p>The <b>View Add/Drop List</b> link appears in the top-right corner.</p> <p>Click the link to view the report which lists the courses dropped and added in the order in which the changes were made.</p> <p><a href="#">Review, save, and/or print the report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.          Click  to go back one page.          Click  to go forward one page.          Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.          Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.          Click  to close the report window. Some reports may have a <b>Close Report, Exit, or Cancel</b> button instead.</p> <p><b>IMPORTANT:</b> If there are more changes to make for the student, do not exit this <u>page</u> until all changes are made. This allows all changes to print on one report.</p> <p>If you leave the <u>page</u>, the link will not appear when you return.</p> <p>You CAN change <u>tabs</u> on this page without losing the link.</p> <p>Click <b>Close Add/Drop List</b> to close the report view.</p>
-----------------------------------	---

<p><b>Comments</b></p>	<p><a href="#">View comments.</a></p> <p>If comments exist for the student, the <b>Comments</b> button displays an exclamation mark and is outlined in red. These comments are entered on Registration &gt; Maintenance &gt; Student Enrollment and cannot be updated from this page.</p>
<p></p>	<p><a href="#">View medical alert.</a></p> <p>The button is displayed if a medical warning exists for the student and <b>Consent to Display Alert</b> is selected on <a href="#">Health &gt; Maintenance &gt; Student Health &gt; Emergency</a>.</p> <p>Click to view the student's medical alert information.</p>
<p><b>Documents</b></p>	<p><a href="#">View or attach supporting documentation.</a></p>

3. [Review the change to the student's schedule.](#)

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

After changing the student's schedule, return to the Crs Assign tab to view the revised schedule.

**NOTE:** You must select **Include All WD Courses** in order to see the course that was dropped from the student's schedule.

DEMO CRS ASSIGN GRD UPDATE GRD/CRS MAINT COURSE CODES SCHED INQUIRY GRADE AVG CP

Include All WD Courses? Current Entry Date: 08-09-2021 Semester of Entry: 1 Copy Courses Schedule Audit

Semester 1

Current Track:  Current Sem 1:

Del	Act Crs	Course	Sec	Title	Per	Entry Date	WD Date	Xfr Crs	Sif Pcd
	<input type="checkbox"/>	6400	01	BAND 4	01	08-09-2021	08-10-2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	8200	02	PRIN OF BUS	02	08-09-2021	- -	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	3110	03	A & P	03	08-09-2021	12-13-2021	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	4400	04	GOVERNMENT	04	08-09-2021	- -	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	8303	55	PRACT GD 1 2H	05	08-09-2021	- -	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	2106	07	FINANCIAL MATH	07	08-09-2021	- -	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	5400	09	ATHLETICS 4	09	08-09-2021	- -	<input type="checkbox"/>	<input type="checkbox"/>

4. [Verify that the student's grades and/or attendance transferred as expected.](#)

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

This tab allows you to view and update a student's attendance and grades by cycle. Verify that the grades, attendance, credits, and any other data transferred as you expected. Modify as needed.

DEMO	CRS ASSIGN	<u>GRD UPDATE</u>	GRD/CRS MAINT	COURSE CODES	SCHED INQUIRY	GRADE AVG	CRS/SEC CHANGE	CTE							
Include WD Courses? <input checked="" type="checkbox"/> Sem 1 <input type="radio"/>								Active Student							
Sem 2 <input checked="" type="radio"/>								Semester 2							
Detail	Course	Sec	Title	Self Pcd	Cyc1	Cyc2	Cyc3	Exam	Sem	Final	Crdt	Citz 1	Citz 2	Citz 3	Abs 1
<input type="checkbox"/>	1300	01	ENGLISH 3	<input type="checkbox"/>	086	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<input type="checkbox"/>	2106	07	FINANCIAL MATH	<input type="checkbox"/>	89	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<input type="checkbox"/>	3110	03	A & P	<input type="checkbox"/>	77	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<input type="checkbox"/>	4401	04	ECONOMICS	<input type="checkbox"/>	93	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<input type="checkbox"/>	5400	09	ATHLETICS 4	<input type="checkbox"/>	96	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<input type="checkbox"/>	6400	01	BAND 4	<input type="checkbox"/>	89	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<input type="checkbox"/>	8200	02	PRIN OF BUS	<input type="checkbox"/>	88	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<input type="checkbox"/>	8303	55	PRACT GD 1 2H	<input type="checkbox"/>	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0

<b>Include WD Courses</b>	Select to display the student's withdrawn courses.  The grid displays only data that applies to the the semester selected.  Rows with withdrawn courses are shaded gray and bolded. Exception: Withdrawn self-paced courses are not shaded gray and bolded; instead, a check mark is displayed under <b>Self Pcd</b> .
<b>Sem #</b>	Select the semester to view.

5. (Optional) Print the student's new schedule.

[Grade Reporting > Reports > Grade Reporting Reports > Student Schedules > SGR1930 - Student Schedules \(Plain Paper\)](#)

This report prints semester schedules for one or more students at a campus, one student per page, including self-paced courses. The report is for the current year only.

Student

Date Run: 4/19/2022 9:07 AM  
 Campus: 001

Student Schedule  
 001 School  
 Sch Year: 2022  
 (Sort by Alpha)

Program ID: SGR1930  
 Page: 10 of 239

# Inactive Instructor

Name: **BABB, RICKELYN, A**  
 Address: 14077 Lucy Loop Alamo City TX 95095  
 Phone: (555) 462-5786  
 Parent Phone: (555) 162-5786 Cell Phone

Stu ID: 003942 Sex: Male  
 Ctrl:  
 Birthday: 03/02/2004 Active: Yes

Locker:  
 Grade: 12

Per	Crs Nbr	Sec	Sem Title	Sif Pcd	Room	Day Met	Instructor Name	Crs Entry	Crs WD
01-01	1300	01	2 ENGLISH 3	N	207	MTWThF	GRANGER	02/04/2022	
01-01	6400	01	2 BAND 4	N	BAND	MTWThF	THOMAS	01/04/2022	
02-02	8200	02	2 PRIN OF BUS	N	101	MTWThF	GOYLE	01/04/2022	
03-03	3110	03	2 A & P	N	305	MTWThF	Longbottom	01/04/2022	
04-04	4401	04	2 ECONOMICS	N	212	MTWThF	WEASLEY	01/04/2022	
05-05	8303	55	2 PRACT GD 1 2H	N	603	MTWThF	PATIL	01/04/2022	
07-07	2106	07	2 FINANCIAL MATH	N	108	MTWThF	FINNIGAN	01/04/2022	02/04/2022
08-08	8303	55	2 PRACT GD 1 2H	N	603	MTWThF	PATIL	01/04/2022	
09-09	5400	09	2 ATHLETICS 4	N	FH	MTWThF	DIGGORY	01/04/2022	



## Back Cover