



ASCENDER Grade Reporting - End-of-Cycle Report Card Process

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ASCENDER Grade Reporting - End-of-Cycle Report Card Process

This guide covers the complete process for generating report cards at the end of a cycle.

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.

I. Review Previous Grades

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 and end-of-cycle/semester 1 grade processing.

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

Instructors Report Group

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

Master Schedules Report Group

SGR0050 - District Master List (Grd Rptng)
 SGR0100 - Master Schedule (Grd Rptng)

SGR1000 - Blank, Failing and Incomplete Grades

Parameter Description	Value	List
Ending School Year (YYYY)	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=Incmlt,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
 Cnty-Dist: 001-901
 Campus: 001

Blank, Incomplete and 'N/G' Grades
 Mockingbird High School
 Sch Year: 2020

Program ID: SGR1000
 Page: 2 of 9
 # Inactive Instructor
 * Withdrawn Student

Semester: 1 Cycle: 1 Type: Cycle

Instr	Instr Name	Grd	Course Number	Course Title	Sif	Pod	Sec	Student ID	Name	Trk	Sex	Cycle	Sem	Fin	CIT	ABS
905	BROWN-BUSTOS,	09	9500	Monitor	N	03	081774	Traver, Ivan E	01	M	blank					0
		11	9500	Monitor	N	03	023789	Bell, Ashley N	01	F	blank					0
		11	9500	Monitor	N	03	382201	Duron, Jasil M	01	F	blank					0
		11	9500	Monitor	N	03	017078	Montantes, Alec I	03	M	blank					0
		11	9500	Monitor	N	03	016815	Nunez, Annabelle M	01	F	blank					0
		12	9500	Monitor	N	03	075513	Faragoza, Caitlyn R	03	F	blank					0
927	CASAS, CATHERINE	12	9500	Monitor	N	03	055293	Olvera Perez, Krista L	03	F	blank					0
		09	9500	Monitor	N	14	092009	Aguilar, Emberlynn K	01	F	blank					0
		09	9500	Monitor	N	14	390205	Anderson, Allison F	01	F	blank					0
		09	9500	Monitor	N	14	091530	Brown, Celeste M	01	F	blank					0

Run this report for each posted cycle.


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

It is recommended that you distribute the report to the instructors for assistance in updating the incomplete, blanks, and No Grades, and set a deadline that allows time to enter the grade changes prior to posting grades for the final cycle-semester end date.

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

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

previous district.

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

DEMO CRS ASSIGN <u>GRD UPDATE</u> 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"/> Sem 2 <input type="radio"/>														Active Student
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 Cyc: 1 Track: ALL Include WD Students Retrieve

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

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

C. Run SGR1000 again.

C. Run SGR1000 again.

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

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

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

II. Review campus and district options

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

A. Review campus control option tables.

A. Review campus control option tables.

Grade Reporting > Maintenance > Tables > Campus Control Options > Ranges & Conversions

Save Student Information School Year: 2021-2022

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

Highest Cycle Grade Allowed: 100
 Lowest Cycle Grade Allowed: 000
 Highest Exam Grade Allowed: 100
 Low Exam Grade Allowed: 000
 Highest Non-Passing Grade: 069
 Display Numeric Grades as Alpha:

Grade Conversion Information
 E: A S: B N: C U: D P: D
 A: 090 B: 080 C: 075 D: 070 F: 069

Review Highest/Lowest grade allowed.

Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters

Save Student Information School Year: 2021-2022

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

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

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

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

IMPORTANT:

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

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

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

The screenshot shows a configuration interface for 'Posting' options. At the top, there are buttons for 'Save' and 'Student Information', and a header indicating 'School Year: 2023-2024' and 'Campus 001: 001 Sc'. Below the header, there are tabs for 'PARAMETERS', 'RANGES & CONVERSIONS', 'COMPUTATION', 'H ROLL & GR AVG', 'PRINT OPTIONS', and 'POSTING'. The 'POSTING' tab is active. Underneath, a 'Posting Options' section contains several checkboxes and a dropdown menu:

- Allow Cycle Grade:
- Allow Semester Grade:
- Expect Exam Grade:
- Allow Exempt Exam:
- Allow Alpha Exam:
- Allow Numeric Exam:
- Allow Final Grade:
- Auto Citizenship:
- Citizenship Grade:
- Allow Absence:
- Allow Tardy:
- Allow Credit:

- Verify that all fields are set correctly.

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.

[B. 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.

[C. Review TeacherPortal options.](#)

C. Review TeacherPortal options.

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

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

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

Set **Open for Grade Posting** to *Open* so that instructors can post end-of-semester grades.

Select **Allow Semester Override** if you wish to include the **Semester Override** field on the TeacherPortal Cycle Grades page allowing an instructor to override a working semester average.

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

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

Be sure to check district policy about semester override grades.

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

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

Save
Student Information
School Year: 2021-2022

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

TeacherPortal Use Flag: TeacherPortal is enabled ▼

Photo URL:

District-wide Message:

File
Edit
Insert
View
Format

Font Family ▼
Font Sizes ▼
A ▼
A ▼
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TEXAS ISD celebrates our teachers!

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

III. Verify that instructors 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=Blnk,I=Incmplt,F=Failing,C=B&I,Blank=All)	C	
Include Withdrawn Students (Y,N)		
Include Withdrawn Courses (Y,N)		
Sort Order (A=Alpha,G=Grade Lvl,C=Control Nbr)	G	
Course Nbrs (Blank for All)		⋮
Print Auto Grades (Y,N)	Y	
Include Self Paced Courses (Y,N)	Y	
Include Non Graded Courses (Y,N)	N	

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

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

Program ID: SGR1155
 Page: 1 of 31

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

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

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

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

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

B. Instruct teachers to 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

ID	Name	Posted Sem 1	Avg	Average (Auto Grade)	Override	Citizenship	Report Card Comments	Working Semester Average	Working Final Grade
----	------	--------------	-----	----------------------	----------	-------------	----------------------	--------------------------	---------------------

Show Comm

The instructor does the following:

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

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

Mark grades as ready to post ×

Select which courses to mark ready to post.

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

Select

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

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

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

Cycle Grades

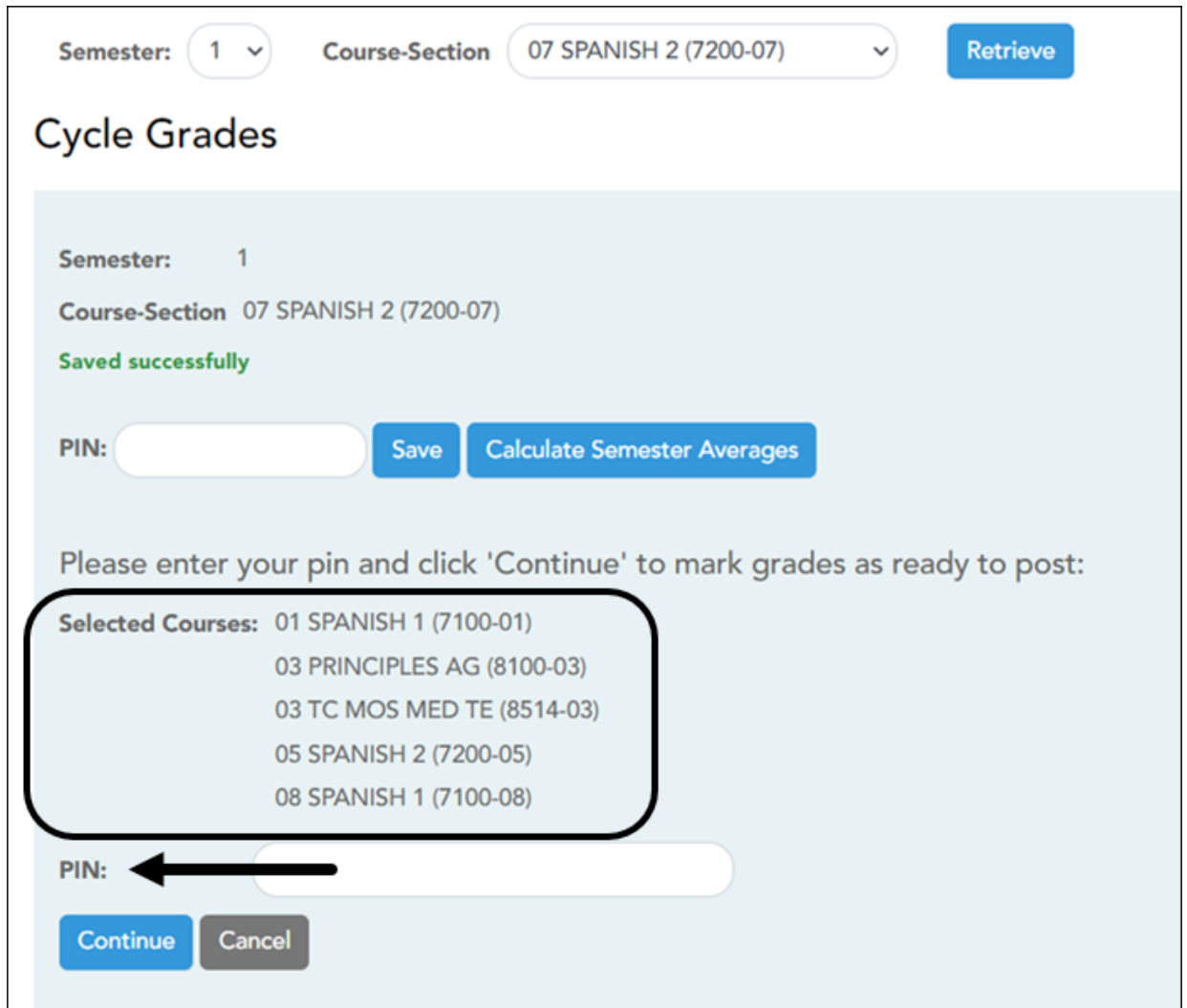
Semester: 1
Course-Section 07 SPANISH 2 (7200-07)
Saved successfully

PIN: Save Calculate Semester Averages

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

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

PIN: Continue Cancel



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

The page reloads, and a message is displayed indicating that the cycle grades were successfully sent to be posted. The message “[Ready]” is displayed in the **Course Section** drop-down list next to the course.

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

Cycle Grades

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

Saved successfully

PIN: Save Ca

Show Withdrawn Students
Show Previous Semester Detail

Ready to Post Courses

Cycle: 1

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

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.

C. Monitor instructor 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.

A. Post grades from TeacherPortal to ASCENDER Grade Reporting.

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

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

Grade Posting for Execute

Current Semester: 1 Current Cycle: 1

Post Senior (12th grade) students only

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

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

Processes performed by the utility

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

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

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

exam grade and the semester average are not posted.

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

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

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

For elementary courses:

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

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

NOTE:

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















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

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

Click **Execute**.

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

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. Click  to go back one page. Click  to go forward one page. 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. 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.</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. Click  to go back one page. Click  to go forward one page. 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. 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.</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 an instructor's posting status.](#)

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

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

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

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

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

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

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

C. Compute attendance.

C. Compute attendance.

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

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

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

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

Preview
PDF
CSV
Clear Options

Grades Report Group

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

Instructors Report Group

SGR1800 - Compute Attendance in Course Records

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

D. Assign 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.

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

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.

V. Verify grades

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

A. Print class rolls and get signed by teachers.

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

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

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

Preview
PDF
CSV
Clear Options

Grades Report Group

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

Instructors Report Group

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

Master Schedules Report Group

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

Report Cards Report Group

SGR0900 - Class Rolls (Student Grade Information)

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

Date Run:		Class Rolls				Program ID: SGR0900																
Cnty-Dist: 020-904		DANBURY HIGH SCHOOL				Page: 1 of 173																
Campus: 001		Sch Year: 2020				* Withdrawn Student																
Semester: 1 Cycle: 2 Track: All																						
Course: 1121 - 02 ENGLISH 1 PAP		SIF Pcd :N		Period :01		Instr Nbr:201		Instr Name: BOWLES, MATTHEW														
Student Name	Stu ID	Grd Lvl	Trk	Xfr	Cyc 1	Cyc 2	Cyc 3	Exam Sem	Final Credit	GPA	Exc	UnEx Abs	SchR Abs	Ttl Abs	Tdy	Citz	Omt 1	Omt 2	Omt 3	Omt 4	Omt 5	Crs Wd
AHART, MASON K	004616	09	01		092						0	0	0	0	0							
BARMETTLER, CAMRON G	004607	09	01		092						0	0	0	0	0							
BRACKEN, GRACE D	005288	09	01		092						1	1	0	2	0							
CACERES, ANGELIQUE C	005027	09	01		087						0	0	0	0	0							
CHRISTIANSEN, DRAMM W	004508	09	01		092						0	1	0	1	0							

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

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

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

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

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

Per: 07 Active Student

Absences

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

Comments

Citz	1	2	3	4	5
S					
S					

Exam: X Credit: 0.5 AAR use: Special Crs Consid: Transferred: Self Paced:

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

Final: GPA Override: Grad Plan Use Cd: MATH

Group of Students:

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

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

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

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

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

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

VI. Print report cards

A. Do a final review of grades before printing.

A. Do a final review of grades before printing

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

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

B. Update report card messages.

B. Update report card messages.

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

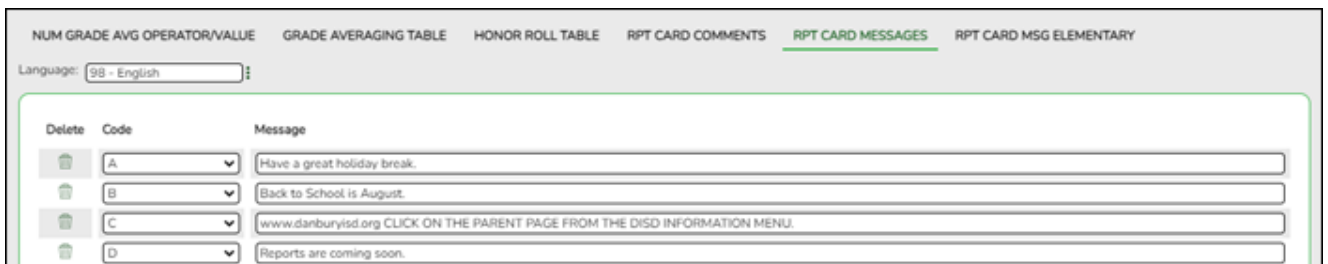
- Secondary: [Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages](#)
- Elementary: [Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary](#)

Secondary:

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

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

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



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

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



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

A blank row is added to the grid.

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.	<ol style="list-style-type: none"> 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. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
--	--

Elementary:

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

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

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

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

Language: 98 - English

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

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

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

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

A blank row is added to the grid.

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

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

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

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

C. Verify campus printing options.

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

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

Save

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

Report Card Options

Crs Seq: Period Print Credits:

Print Failing Msg: Print HRoll Code:

Sequence: Alpha Print W/D Crs:

Incl Non-Graded Crs:

Under **Report Card Options**:

Crs Seq	Select the sequence in which courses are printed on report cards - either by course number or by period.
Print Failing Msg	Select if you want to print report card messages for students who are failing one or more courses. 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 . 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.
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](#)

Instructors Report Group

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

SGR1300 - Secondary Report Cards (2 Semesters)

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

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ASCENDER Grade Reporting - End-of-Cycle Report Card Process

Student

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

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

Preview
PDF
CSV
Clear Options

Grades Report Group

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

Instructors Report Group

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

SGR1350 - Secondary Report Cards (4 Semesters)

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

F. Print elementary report cards

F. Print elementary report cards.

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

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

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ASCENDER Grade Reporting - End-of-Cycle Report Card Process

Preview
PDF
CSV
Clear Options

Grades Report Group

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

Instructors Report Group

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

Master Schedules Report Group

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

SGR1400 - Elementary Report Cards

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

Student

Student Name	Student ID	Grade	Control	Semester	Cycle	Year	Date							
ALLEN, DEQUINTIN TRAYELYN	085268	03		1	3	18-19	11/28/2018							
<p>To the Parents/Guardians of: ALLEN, DEQUINTIN TRAYELYN 4270 CIRCLE DRIVE Alamo City, TX 31517</p>				School										
				101 School										
				School Address										
				1309 101 Street Alamo City, TX 31517										
				Principal Name				Telephone						
PHYLLIS RODRIQUEZ				555-488-7506										
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										JONES, KATHLEEN
SOC STUDIES-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						
Times Tardy		0	0	0	0	0	0	0						
<p>Note: A student having excessive abs, defined by Texas Attendance Laws, may not receive credit, nor be promoted.</p>														
Campus Message Block														

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

Print Promoted/Retained Msg (Y, N)

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](#).

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

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.

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

If this parameter is set to Y, the promoted/retained message will only print if the report card is run for the final grade reporting cycle and semester of the school year.

VII. (OPTIONAL) Publish report cards to ParentPortal

- For complete instructions for creating and printing Interim Progress Reports (IPRs) and report cards for students that will be available to parents/guardians electronically via ASCENDER ParentPortal, click [Create IPRs and Report Cards for ASCENDER ParentPortal](#).

VIII. 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															
<p>Options</p> <p>Current Semester: <input type="text" value="1"/></p> <p>Current Cycle: <input type="text" value="1"/></p> <p>Low Grade Level: <input type="text" value="09 Grade 9"/></p> <p>High Grade Level: <input type="text" value="12 Grade 12"/></p> <p>Type of Grading: <input type="text" value="Alpha"/></p> <p>Beginning Period: <input type="text" value="01"/></p> <p>Ending Period: <input type="text" value="08"/></p> <p>Nbr of Reporting Semesters: <input type="text" value="2"/></p> <p>Nbr of Cycles Per Semester: <input type="text" value="2"/></p>																			
<p>Track End Dates</p> <p>Track: <input type="text" value="01"/></p> <table border="1"> <thead> <tr> <th></th> <th>Cycle 1</th> <th>Cycle 2</th> </tr> </thead> <tbody> <tr> <td>Semester 1</td> <td><input type="text" value="10-01-2021"/></td> <td><input type="text" value="01-03-2022"/></td> </tr> <tr> <td>Semester 2</td> <td><input type="text" value="03-04-2022"/></td> <td><input type="text" value="05-23-2022"/></td> </tr> <tr> <td>Semester 3</td> <td><input type="text" value="- -"/></td> <td></td> </tr> <tr> <td>Semester 4</td> <td><input type="text" value="- -"/></td> <td></td> </tr> </tbody> </table>						Cycle 1	Cycle 2	Semester 1	<input type="text" value="10-01-2021"/>	<input type="text" value="01-03-2022"/>	Semester 2	<input type="text" value="03-04-2022"/>	<input type="text" value="05-23-2022"/>	Semester 3	<input type="text" value="- -"/>		Semester 4	<input type="text" value="- -"/>	
	Cycle 1	Cycle 2																	
Semester 1	<input type="text" value="10-01-2021"/>	<input type="text" value="01-03-2022"/>																	
Semester 2	<input type="text" value="03-04-2022"/>	<input type="text" value="05-23-2022"/>																	
Semester 3	<input type="text" value="- -"/>																		
Semester 4	<input type="text" 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.



Back Cover