
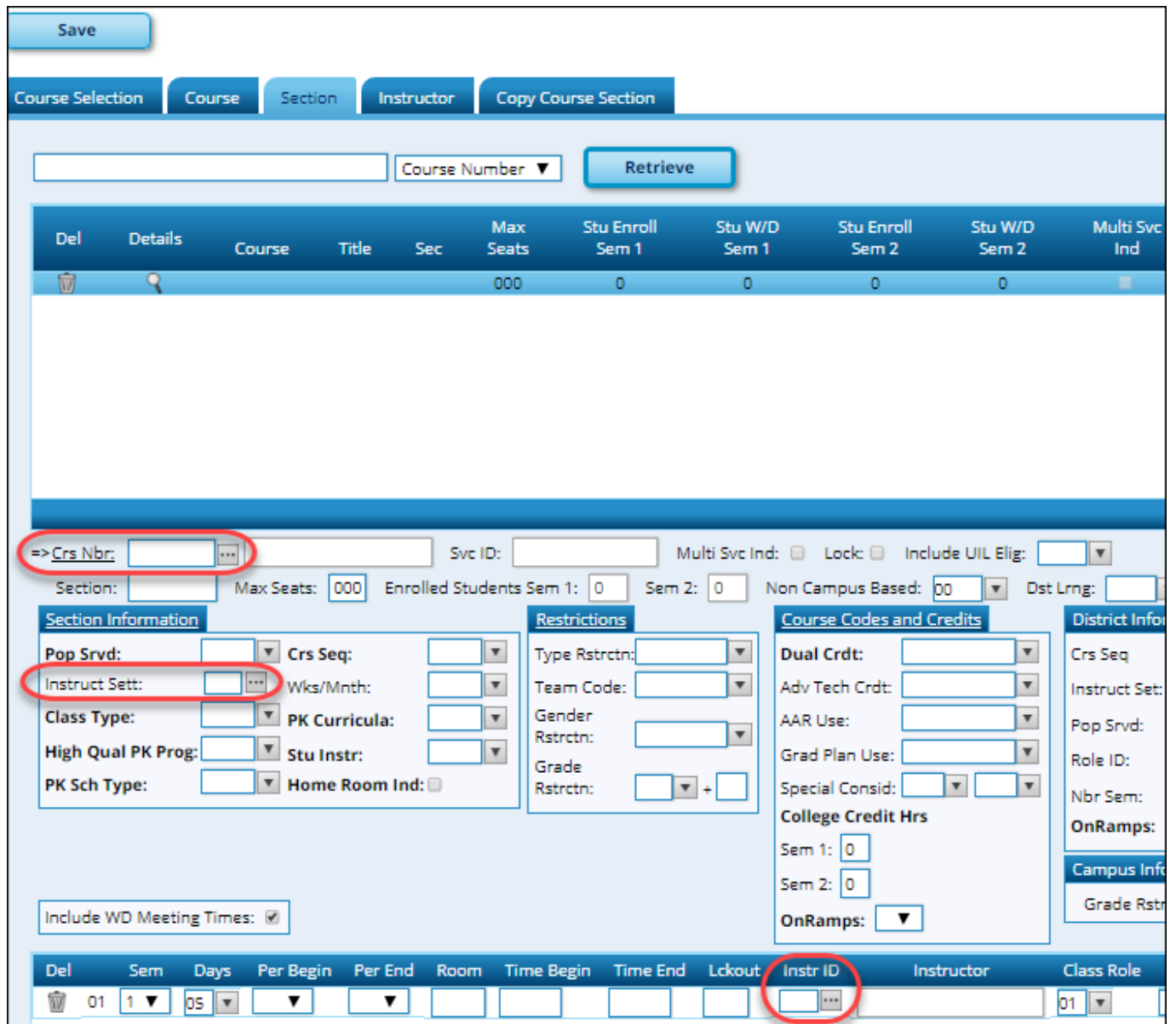




overview_guide_ellipsis_lookups_directories

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Throughout all ASCENDER applications, some fields have a small square ellipsis icon  allowing you to search for and retrieve a value for the corresponding field.



The screenshot displays the ASCENDER application interface. At the top, there is a 'Save' button and a tabbed menu with 'Course Selection', 'Course', 'Section', 'Instructor', and 'Copy Course Section'. Below the tabs, there is a search bar with a 'Course Number' dropdown and a 'Retrieve' button. A table with columns: Del, Details, Course, Title, Sec, Max Seats, Stu Enroll Sem 1, Stu W/D Sem 1, Stu Enroll Sem 2, Stu W/D Sem 2, and Multi Svc Ind is shown. Below the table, there are several input fields and sections:

- Course Information:** Includes 'Crs Nbr' (with an ellipsis icon), 'Svc ID', 'Multi Svc Ind', 'Lock', 'Include UIL Elig', 'Section', 'Max Seats', 'Enrolled Students Sem 1', 'Sem 2', 'Non Campus Based', and 'Dst Lrng'.
- Section Information:** Includes 'Pop Srvd', 'Crs Seq', 'Instruct Sett' (with an ellipsis icon), 'Wks/Mnth', 'Class Type', 'PK Curricula', 'High Qual PK Prog', 'Stu Instr', 'PK Sch Type', and 'Home Room Ind'.
- Restrictions:** Includes 'Type Rstrctn', 'Team Code', 'Gender Rstrctn', and 'Grade Rstrctn'.
- Course Codes and Credits:** Includes 'Dual Crdt', 'Adv Tech Crdt', 'AAR Use', 'Grad Plan Use', 'Special Consid', 'College Credit Hrs' (Sem 1, Sem 2), and 'OnRamps'.
- District Information:** Includes 'Crs Seq', 'Instruct Sett', 'Pop Srvd', 'Role ID', 'Nbr Sem', and 'OnRamps'.
- Campus Information:** Includes 'Grade Rstr'.
- Table:** A table with columns: Del, Sem, Days, Per Begin, Per End, Room, Time Begin, Time End, Lckout, Instr ID (with an ellipsis icon), Instructor, and Class Role.

When you click the icon, a lookup or directory opens depending on the field.

Lookup

A lookup (i.e., list) provides one data element, such as a code/description. A search field is provided.

The screenshot shows a software interface with a main form and a pop-up 'Instructor ID' window. The main form has tabs for 'Section', 'Course', 'Section', 'Instructor', and 'Copy Course Section'. Below these is a 'Course Number' field and a 'Retrieve' button. A table with columns 'Details', 'Course', 'Title', 'Sec', 'Max Seats', 'Stu Enroll Sem 1', 'Stu W/D Sem 1', and 'Stu Enroll Sem 2' is visible. Below the table are various input fields for 'Information' and 'Restrictions'. The 'Instructor ID' window is open, showing a 'Search' field and a list of instructors with columns 'Code' and 'Name'. A red arrow points to the 'Search' field, and a red circle highlights the 'Instructor' field in the main form.

| Code | Name |
|------|----------------------------|
| 101 | BEYER, BARBARA YNCLAN |
| 102 | ROMERO, REBECCA MARIE |
| 103 | TEAGUE-LOFTON, SONIA |
| 104 | CRISP, DANIEL CARL |
| 105 | RAMIREZ, NEREA VICTORIA |
| 106 | CABELLO, CAITLIN |
| 107 | CHAVEZ, CLAUDIA MICHAEL |
| 108 | CADENA, CALLIE |
| 109 | ZAMORA, YOLANDA MENDEZ |
| 110 | MORENO, MARIE SUSAN |
| 111 | PACHECO, MELINDA LORENA |
| 112 | SERNA, ROSIE KATHERINE |
| 113 | SWITZER, SHIRLEY HAUSER |
| 114 | LEAL, KATHIE EDWARD |
| 115 | ZENDEJO, YVONNE K |
| 116 | SWENEY, SHERYL MARIE |
| 117 | TERRAZAS, STACEY MICHELLE |
| 118 | ZAMBRANO, YOLANDA |
| 119 | ZEPEDA, YVONNE BROOKE |
| 201 | BLOSCHE, BELINDA |
| 202 | RODRIGUEZ, PETRA ELIZABETH |
| 203 | ESPARZA, EDWARD R |
| 204 | JIMENEZ, JOSEPH W |
| 205 | CHANDLER, CHRISTY MENDEZ |
| 206 | BERNAL, BALDOMERO |
| 207 | COLUMA, CRUZ CHARLES |
| 208 | LESHIN, KATHY M |
| 209 | BERNAL, ARMANDO ROBERTO |

1. To search for a specific value, begin typing the description, code, or ID in the **Search** field. The list is automatically filtered to display the records where the description, code, or ID *contains* the characters you have typed.
2. Click the link for the value you want to select. The lookup closes, and the field is populated with the selected value.

Directory

A directory returns multiple fields of information and usually has multiple search fields. See the Student Directory section of this guide for an explanation of directory usage.

Employee Numbers

Employee Number Last Name First Name Create Temp Staff ID ☐ Search Cancel

| Employee Number | Last Name | First Name | Middle Name | Job Description |
|-----------------|------------|-------------|-------------|---------------------------|
| 000028 | ADAIR | ADAM | HEIDI | MIDDLE SCHOOL TEACHER |
| 000033 | ADAMS | ADAM | | DEP PRINCIPAL |
| 100012 | AGUILAR | ADRIAN | LINDA | UNDEFINED |
| 000150 | ALLISON | ALEXANDRA | ANN | NURSE |
| 100042 | ARNOLD | ALYSSA | | UNDEFINED |
| 100061 | BALL | ANA | LYNNE | UNDEFINED |
| 100064 | BANDA | ANDREA | ANN | UNDEFINED |
| 100099 | BRADEN | BEN | | UNDEFINED |
| 000798 | BROWN | BRANDON | ENRIQUEZ | PEACE OFFICER |
| 100115 | BRYANT | BRANDI | R | UNDEFINED |
| 000887 | CALDERON | CALVIN | | HIGH SCHOOL TEACHER |
| 100149 | CARR | CATHERINE | M | CUSTODIAL STAFF |
| 100150 | CARRANZA | CATRINA | ALFREDO | CUSTODIAL STAFF |
| 100159 | CARRIZALES | CHRISLDA | M | UNDEFINED |
| 100167 | CASTILLO | CHRISTOPHER | KIRBY | GROUPS STAFF |
| 001182 | CHAHAL | CHRISTOPHER | R | TRANSPORTATION SUPERVISOR |
| 100193 | CLARK | CRISTINA | | MAINT STAFF |
| 100225 | DARNELL | DAVID | | GROUPS STAFF |
| 001516 | DAVILA | DAVID | LUIS | FULL TIME CUSTODIAN |
| 100232 | DE HOYOS | DAVID | G. | UNDEFINED |
| 001573 | DE LEON | DEBORAH | DOLORES | HEAD CUSTODIAN |
| 001606 | DEL RIO | DEBRA | BAUTISTA | GENERAL MAINT CERTIFIED |
| 001621 | DELGADO | DELIA | | CARPENTER |
| 001630 | DELGADO | DELILIAH | | PAINTER |
| 001652 | DIAZ | DENISE | L | FULL TIME CUSTODIAN |

Staff ID: 000659

Restrictions

99 Department: 1: Grade:

1: ADAIR - DIAZ / 22 Rows: 544



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