




## **overview\_guide\_spyglass**



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Spyglass icons  are displayed throughout ASCENDER Student when additional data exists, or when additional information can be added, for the record displayed. Click the spyglass icon to view or add data.

Depending on the page, different events will occur when you click the icon:

- A pop-up window opens which displays additional fields
- A new page opens
- A new section of information opens on the same page

### Example 1:

[Discipline > Maintenance > Student > Inquiry](#)

Click the spyglass icon to go to [Discipline > Maintenance > Student > Maintenance](#) where you can add, modify, or delete the record.



Maintenance > Student > Inquiry

Student:

Texas Unique Stu ID:

Grade: 09 DOB: 04-20-2002 Sex: M Entry Date: 08-28-2017 Special Ed: 08 Ethnicity: Hispanic Control Nbr: Phone: (555)

Contact Name: Lucy Seth Aguilar Home Phone: Work Phone: Guardian: Mother Occupation: Educator

View	School Year	Time	Date	Offense Description	Multi	Incident Nbr	Report
	2017-2018	08:31:47 AM	10-26-2017	Possess, Sell, or Use Alcoholic Beverage - TEC 37.007 (b)		000002	2
	2017-2018	11:50:15 AM	11-27-2017	Fighting / Mutual Combat	M	000007	3

### Example 2:

[Grade Reporting > Maintenance > Master Schedule > District Schedule](#)

To edit a course record, click the spyglass icon. The fields below the grid are enabled allowing you to make changes to the grid data. Click **Save**, and the changes are displayed in the grid.

Maintenance > Master Schedule > District Schedule

Save

Available Courses

Course Number Retrieve Stds-Based Crs Setup

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from txGradeBook	Sif Pcd
		0004	Reading LS	Reading/	85000000	LOC_OTHER	<input type="checkbox"/>	2		Incl Both(Alt Grds)	<input type="checkbox"/>
		0005	Math/LS	Math/LS	02640005	MATH K	<input checked="" type="checkbox"/>	2		Incl Both(Alt Grds)	<input type="checkbox"/>
		0006	Science/LS	Science/	02650000	SCI, K	<input checked="" type="checkbox"/>	2		Incl Both(Alt Grds)	<input type="checkbox"/>
		0007	Soc Studies/LS	Soc Stud	02660009	SOCST K	<input checked="" type="checkbox"/>	2		Incl Both(Alt Grds)	<input type="checkbox"/>
		0008	Lang Arts/LS	Lang Art	02630001	ELA K	<input checked="" type="checkbox"/>	2		Incl Both(Alt Grds)	<input type="checkbox"/>
		0009	Kinder Tech	Kinder T	02670000	TECAP, K	<input checked="" type="checkbox"/>	2		Incl Both(Alt Grds)	<input type="checkbox"/>
		0010	English K	English	02630001	ELA K	<input checked="" type="checkbox"/>	2		Incl Both(Alt Grds)	<input type="checkbox"/>
		0011	Math K	Math K	02640005	MATH K	<input checked="" type="checkbox"/>	2		Incl Both(Alt Grds)	<input type="checkbox"/>
		0012	Science K	Science	02650000	SCI, K	<input checked="" type="checkbox"/>	2		Incl Both(Alt Grds)	<input type="checkbox"/>
		0013	Soc St K	Soc St K	02660009	SOCST K	<input checked="" type="checkbox"/>	2		Incl Both(Alt Grds)	<input type="checkbox"/>
		0014	Reading K	Reading	02620001	READING	<input checked="" type="checkbox"/>	2		Incl Both(Alt Grds)	<input type="checkbox"/>
		0015	PE/ Kinder	PE/ Kind	02530002	PE, K	<input checked="" type="checkbox"/>	2		Incl Both(Alt Grds)	<input type="checkbox"/>
		0016	Music K	Music K	02520004	MUS K	<input checked="" type="checkbox"/>	2		Incl Both(Alt Grds)	<input type="checkbox"/>
		0017	Span Lang ArtsK	Lang Art	02561005	SPLATS KG	<input checked="" type="checkbox"/>	2		Incl Both(Alt Grds)	<input type="checkbox"/>
		0018	Art Kinder	Art Kind	02510001	ART K	<input checked="" type="checkbox"/>	2		Incl Both(Alt Grds)	<input type="checkbox"/>
		0019	Health Kinder	Health K	02550020	HEA.KIND	<input checked="" type="checkbox"/>	2		Incl Both(Alt Grds)	<input type="checkbox"/>

Rows: 1322

Crs Nbr: 0006 Science/LS Abbrev Name: Science/ Service ID: 02650000 SCI, K Graded Crs:   
 Nbr Sem: 2 Textbook ISBN: Exclude from txGradebook: Incl Both(Alt Grds) Self Paced:

**GridRating**  
 Per Ctrl: 2 Department: 123 Gender Restr: Required:  Elective:

**Course Codes and Credits**  
 Tot Credits: 0.0 Part Credit:  AAR: Grad Plan: Spec Cons: OnRamps:

**Credit Seq:** 4 **Credit Lvl:** E **CPR:**  **Speech:**

**Elem/Misc**  
 Core Crs: 2 ELA Wgt: Auto Grd: Incl UIL Elig:  Exam/Sem Pat: 1

**PEIMS**  
 CTE Hrs: Pop Srvd: 06 Instr Set: Class Type: 02 Role ID: 087 Crs Seq:

**HR/GA**  
 HRoll Wgt: 1 HRoll Table: R Regular HRoll Cdt: GA Table: R Regular GA Wgt: 1

**Example 3:**

[Discipline > Maintenance > Tables > District Level > Action Codes](#)

Click spyglass icon to edit a user action code. A pop-up window opens allowing you to add or change data. Update the fields, click **OK**, and the window closes. Click **Save**, and the changes are displayed in the grid.

Maintenance > Tables > District Level

Save Print

Offense Codes Offense Level Action Codes Location Codes Reported By Group Court Order

**System Codes**

Delete	Edit	Action	PEIMS	Description
		00		***** PEIMS CODES *****
		01	01	Expulsion (Without Placement)
		02	02	Expulsion (Place in JJAEP)
		03	03	Expulsion (Place at On-Campus DAEP)
		04	04	Expulsion (Place at Off-Campus DAEP)
		05	05	Out-of-School Suspension (3 Day Limit)
		06	06	In-School Suspension (B)
		07	07	DAEP Placement (Student Not Expelled)
		08	08	Continue Other District DAEP
		09	09	Continue Other District Expulsion
		10	10	Continue Prior Year DAEP
		11	11	Continue Prior Year Expulsion
		12	12	Continue Prior Year JJAEP
		13	13	Court Ordered JJAEP Placement

**User Codes**

Delete	Edit	Action	PEIMS	Description
		F1		Lunch Detention
		F2		Overnight Suspension
		F3		Investigated--not a Harassment/Bullying incident

**Edit Action Code**

Action:

PEIMS:

Description:

OK Cancel

**Example 4:**

[Health > Maintenance > Student Health > Emergency](#)

Click the spyglass icon to view the details for the student's contacts. A read-only popup window opens displaying the contact information.

The screenshot shows a web-based interface for managing student records. A central form overlay is open, containing three sections: Contact Information, Address, and Phone. The Contact Information section includes fields for Contact Type (Father), Employer/Title (Educator), First Name (Richard), Middle Name (Anthony), and Last Name (De La Rosa). The Address section includes Street Number (51457), Street Name (Blazar Way), Apartment Number, City (Alamo City), State (TX), ZIP Code (47764), and +4 ZIP. The Phone section includes Phone Preference (Cell), Cell Phone Number (147-478-4033), Home Phone Number (555), Business Phone Number (555), and Other Phone Number (555). An OK button is at the bottom of the form. A red arrow points to a spyglass icon in the bottom right corner of the form overlay. The background shows a student profile for Erik Anthony De La Rosa, with fields for Student ID (024010), Texas Unique Student ID, Grade (09), and DOB (03-10-2003). A table at the bottom lists contact types: Father (Richard Anth), Mother (Monica Anth), and Aunt (Gloria Anthony De La Rosa).

Delete	Contact Type	Name
	Father	Richard Anth
	Mother	Monica Anth
	Aunt	Gloria Anthony De La Rosa

Other variations of the spyglass icon may exist. View the online Help for an explanation of the spyglass icon usage on the page you are viewing.



## Back Cover