



ASCENDER GUIDES



Overview

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Student Year-at-a-Glance

Overview

This Student Year-at-a-Glance document is as a suggested timeline for ASCENDER Student and State Reporting processes and tasks that occur throughout the school year.

Task	Resource	Season
SUMMER SCHOOL		
Grade Reporting		
If Annual Student Data Rollover has occurred, and ASCENDER is already set up for the next school year, any courses taken during the summer must be entered for the prior school year. Summer school courses are typically entered as prior year transfer courses. After summer school courses are completed, update the grades for those students.		
<input type="checkbox"/> Enter summer school grades.	Grade Reporting > Maintenance > Student > Individual Maint > Prior Yr Transfer	Summer
<input type="checkbox"/> Recalculate averages.	Grade Reporting > Utilities > Historical Grd Avg and Class Ranking or Grade Reporting > Maintenance > Student > Individual Maint > Cumulative Courses See ASCENDER Grade Reporting - Recalculate Historical Grade Averages	Summer
SCHEDULING		
Grade Reporting		
Create schedules for elementary students.	ASCENDER Grade Reporting - Complete Scheduling for Elementary Campuses (After ASDR)	Summer
Scheduling		
Complete scheduling for secondary campuses (or elementary campuses that create schedules before running ASDR).	ASCENDER Scheduling Guide: Manual, Automated, or Combination	Spring
ANNUAL STUDENT DATA ROLLOVER (ASDR)		
<input type="checkbox"/> Complete Annual Student Data Rollover (ASDR).	End-of-Year & Annual Student Data Rollover (ASDR)	Summer
OFFICE OF CIVIL RIGHTS (OCR) BIENNIAL SUBMISSION		
<input type="checkbox"/> Complete OCR Submission.	ASCENDER OCR Submission	Biennial

Student Year-at-a-Glance

Before the School Year Begins

The following tasks must be done before the first day of school.

Task	Resource
ASCENDER Security Admin	
<input type="checkbox"/> Review users and roles. NOTE: Use AskTED to search by school (set Information Type to Personnel). Changes must be made by the district's AskTED administrator.	<input type="checkbox"/> Security Administration > Reports > List of Users by Permission <input type="checkbox"/> Security Administration > Reports > List of Tasks Associated With Roles <input type="checkbox"/> Security Administration > Reports > List of Security Users and Roles
<input type="checkbox"/> Delete accounts for users who retired or are not returning.	Security Administration > Manage Users > Create/Edit User
<input type="checkbox"/> Add accounts for new staff.	Security Administration > Manage Users > Create/Edit User
ASCENDER ParentPortal Admin	
<input type="checkbox"/> Set up online student enrollment and registration.	ASCENDER ParentPortal Admin: Enrollment & Registration
Attendance	
<input type="checkbox"/> Update attendance posting codes.	Attendance > Maintenance > District > Posting Codes
<input type="checkbox"/> Update campus attendance options for each campus.	Attendance > Maintenance > Campus > Campus Options
<input type="checkbox"/> Verify the attendance calendar and total yearly minutes for each track at the campus.	Attendance > Maintenance > Campus > Campus Calendar
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> SAT1000 - Campus Recap Report <input type="checkbox"/> SAT1100 - District Recap Report <input type="checkbox"/> SRG0100 - Campus Information (see calendar on final pages)
<input type="checkbox"/> Create all attendance letters that will be needed for the school year.	QuickGuide - ASCENDER Attendance - Generate Attendance Letters
<input type="checkbox"/> If using Student Activation/First Day Counts, inactivate all students at the campus.	ASCENDER & TeacherPortal - Student Activation/First Day Attendance Counts (See <i>Enter Campus Settings & Inactivate Students</i>)
Grade Reporting	
<input type="checkbox"/> Update district master schedule.	Grade Reporting > Maintenance > Master Schedule > District Schedule
<input type="checkbox"/> Update campus master schedule.	Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section
<input type="checkbox"/> Update campus control options.	Grade Reporting > Maintenance > Tables > Campus Control Options

Task	Resource
<input type="checkbox"/> Verify that all track end dates are correct.	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters
<input type="checkbox"/> (Secondary campuses) Verify the GPA setup.	ASCENDER Grade Reporting - Run Grade Averaging & Class Ranking and Print AARs (See <i>Before You Begin</i>)
<input type="checkbox"/> (Elementary campuses) Set up numeric grade conversions for alpha grades in core and non-core courses.	Core: Grade Reporting > Maintenance > Tables > Elementary > Core Grd Cvsn Non-core: Grade Reporting > Maintenance > Tables > Elementary > Noncore Grd Cvsn
<input type="checkbox"/> Select the type of grade that should appear on the report card for each course.	Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course (Rpt Card Grd Type field)
<input type="checkbox"/> (Secondary campuses) Run CTE reports for verification.	<input type="checkbox"/> SGR0110 - Master Schedule PEIMS (Grd Rptng) (filter for CTE hours) <input type="checkbox"/> SGR1600 - Career and Technology Code Verification <input type="checkbox"/> SGR1650 - Career and Technology Audit
<input type="checkbox"/> Enter schedules for newly enrolled students.	Grade Reporting > Maintenance > Walk-in Scheduler > Scheduler
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> SGR1930 - Student Schedules (Plain Paper) <input type="checkbox"/> SGR2055 - Student Schedules
Graduation Plan	
<input type="checkbox"/> Create/update district-level graduation plans.	ASCENDER Graduation Plan (See Create Graduation Plans)
Registration	
<input type="checkbox"/> Enroll new students.	Registration > Maintenance > Student Enrollment
<input type="checkbox"/> Input Immunizations provided during Registration enrollment of new students (Immunization due dates are set by Department of Health).	xxx . xxx .
<input type="checkbox"/> Set ParentPortal IDs for new students.	Registration > Utilities > Set Parent Portal IDs
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> SRG0100 - Campus Information <input type="checkbox"/> SRG0600 - Student Special Program Listing <input type="checkbox"/> SRG0800 - Registration Forms <input type="checkbox"/> SRG1200 - Student Status Changes by Program <input type="checkbox"/> SRG1300 - Student Bus Information <input type="checkbox"/> SRG1500 - Student At Risk Listing <input type="checkbox"/> SRG1800 - Enrollment by District of Residence <input type="checkbox"/> SRG1900 - Local Program Enrollment Count <input type="checkbox"/> SRG2000 - Student Contact Information
ParentPortal Settings in ASCENDER	
<input type="checkbox"/> Update ParentPortal district options.	Registration > Maintenance > Parent Portal > District
<input type="checkbox"/> Update ParentPortal campus options.	Registration > Maintenance > Parent Portal > Campus
TeacherPortal Settings in ASCENDER	
<input type="checkbox"/> Update TeacherPortal district options.	Grade Reporting > Maintenance > TeacherPortal Options > District > Options

Task	Resource
<input type="checkbox"/> Update TeacherPortal campus options.	Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options
<input type="checkbox"/> Update hint questions.	Grade Reporting > Maintenance > TeacherPortal Options > District > Hint Questions
<input type="checkbox"/> Update TeacherPortal categories and weights.	Grade Reporting > Maintenance > TeacherPortal Options > Campus > Categories
<input type="checkbox"/> Remove previous year admin users.	Grade Reporting > Maintenance > TeacherPortal Options > Campus > Administrative Users
<input type="checkbox"/> Create new TeacherPortal admin accounts.	<p>District: Grade Reporting > Maintenance > TeacherPortal Options > District > Administrative Users</p> <p>Campus: Grade Reporting > Maintenance > TeacherPortal Options > Campus > Administrative Users</p> <p>Discipline Approvers: Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor</p>
<input type="checkbox"/> Enable TeacherPortal at all campuses.	Grade Reporting > Maintenance > TeacherPortal Options > District > Options (set TeacherPortal Use Flag to Enabled)
TeacherPortal	
<input type="checkbox"/> Teachers must create a new TeacherPortal account.	
<p>NOTE: Teachers must know their Staff ID to create an account (Grade Reporting > Maintenance > Master Schedule > Campus > Instructor (to obtain Staff ID).</p>	
<input type="checkbox"/> Teachers must set up TeacherPortal courses, assignments, etc.	



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