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.		
☐ Enter summer school grades.	Grade Reporting > Maintenance > Student > Individual Maint > Prior Yr Transfer	Summer
☐ 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)		
☐ Complete Annual Student Data Rollover (ASDR).	End-of-Year & Annual Student Data Rollover (ASDR)	Summer
OFFICE OF CIVIL RIGHTS (OCR) BIENNIAL SUBMISSION		
☐ 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	
❏ 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.	❏ Security Administration > Reports > List of Users by Permission ❏ Security Administration > Reports > List of Tasks Associated With Roles ❏ Security Administration > Reports > List of Security Users and Roles
❏ Delete accounts for users who retired or are not returning.	Security Administration > Manage Users > Create/Edit User
❏ Add accounts for new staff.	Security Administration > Manage Users > Create/Edit User
ASCENDER ParentPortal Admin	
❏ Set up online student enrollment and registration.	ASCENDER ParentPortal Admin: Enrollment & Registration
Attendance	
❏ Update attendance posting codes.	Attendance > Maintenance > District > Posting Codes
❏ Update campus attendance options for each campus.	Attendance > Maintenance > Campus > Campus Options
❏ Verify the attendance calendar and total yearly minutes for each track at the campus.	Attendance > Maintenance > Campus > Campus Calendar
❏ Run reports for verification.	❏ SAT1000 - Campus Recap Report ❏ SAT1100 - District Recap Report ❏ SRG0100 - Campus Information (see calendar on final pages)
❏ Create all attendance letters that will be needed for the school year.	QuickGuide - ASCENDER Attendance - Generate Attendance Letters
❏ If using Student Activation/First Day Counts, inactivate all students at the campus.	ASCENDER & TeacherPortal - Student Activation/First Day Attendance Counts (See *Enter Campus Settings & Inactivate Students*)
Grade Reporting	
❏ Update district master schedule.	Grade Reporting > Maintenance > Master Schedule > District Schedule
❏ Update campus master schedule.	Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section
❏ Update campus control options.	Grade Reporting > Maintenance > Tables > Campus Control Options

Task	Resource
❏ Verify that all track end dates are correct.	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters
❏ (Secondary campuses) Verify the GPA setup.	ASCENDER Grade Reporting - Run Grade Averaging & Class Ranking and Print AARs (See *Before You Begin*)
❏ (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
❏ 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)
❏ (Secondary campuses) Run CTE reports for verification.	❏ SGR0110 - Master Schedule PEIMS (Grd Rpting) (filter for CTE hours) ❏ SGR1600 - Career and Technology Code Verification ❏ SGR1650 - Career and Technology Audit
❏ Enter schedules for newly enrolled students.	Grade Reporting > Maintenance > Walk-in Scheduler > Scheduler
❏ Run reports for verification.	❏ SGR1930 - Student Schedules (Plain Paper) ❏ SGR2055 - Student Schedules
Graduation Plan	
❏ Create/update district-level graduation plans.	ASCENDER Graduation Plan (See Create Graduation Plans)
Registration	
❏ Enroll new students.	Registration > Maintenance > Student Enrollment
❏ Input Immunizations provided during Registration enrollment of new students (Immunization due dates are set by Department of Health).	xxx . xxx .
❏ Set ParentPortal IDs for new students.	Registration > Utilities > Set Parent Portal IDs
❏ Run reports for verification.	❏ SRG0100 - Campus Information ❏ SRG0600 - Student Special Program Listing ❏ SRG0800 - Registration Forms ❏ SRG1200 - Student Status Changes by Program ❏ SRG1300 - Student Bus Information ❏ SRG1500 - Student At Risk Listing ❏ SRG1800 - Enrollment by District of Residence ❏ SRG1900 - Local Program Enrollment Count ❏ SRG2000 - Student Contact Information
ParentPortal Settings in ASCENDER	
❏ Update ParentPortal district options.	Registration > Maintenance > Parent Portal > District
❏ Update ParentPortal campus options.	Registration > Maintenance > Parent Portal > Campus
TeacherPortal Settings in ASCENDER	
❏ Update TeacherPortal district options.	Grade Reporting > Maintenance > TeacherPortal Options > District > Options

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

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