



Before the School Year Begins

Table of Contents

Before the School Year Begins 1

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 |
| <input type="checkbox"/> Verify that all track end dates are correct. | Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters |

| Task | Resource |
|--|---|
| ASCENDER Security Admin | |
| <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"/> 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 |
| <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 |

| Task | Resource |
|--|---|
| ASCENDER Security Admin | |
| <input type="checkbox"/> 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 |
| <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. NOTE: Teachers must know their Staff ID to create an account (Grade Reporting > Maintenance > Master Schedule > Campus > Instructor (to obtain Staff ID)). | |
| <input type="checkbox"/> Teachers must set up TeacherPortal courses, assignments, etc. | |



Back Cover