

# **Before the School Year Begins**

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## **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	
☐ Verify that all track end dates are correct.	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters	

Task	Resource
☐ (Secondary campuses) Verify the GPA setup.	ASCENDER Grade Reporting - Run Grade Averaging & Class Ranking and Print AARs (See <i>Before You Begin</i> )
☐ (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 ( <b>Rpt Card Grd Type</b> field)
☐ (Secondary campuses) Run CTE reports for verification.	<ul> <li>□ SGR0110 - Master Schedule PEIMS (Grd Rpting)</li> <li>(filter for CTE hours)</li> <li>□ SGR1600 - Career and Technology Code Verification</li> <li>□ SGR1650 - Career and Technology Audit</li> </ul>
☐ Enter schedules for newly enrolled students.	Grade Reporting > Maintenance > Walk-in Scheduler > Scheduler
☐ Run reports for verification.	<ul><li>☐ SGR1930 - Student Schedules (Plain Paper)</li><li>☐ SGR2055 - Student Schedules</li></ul>
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	Crade Benerting > Maintenance > TeacherDentel
☐ Update TeacherPortal district options.	Grade Reporting > Maintenance > TeacherPortal Options > District > Options
☐ 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

#### Student

Task	Resource
☐ 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 <b>TeacherPortal Use Flag</b> 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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