



Before the School Year Begins

Table of Contents

Before the School Year Begins 1

Student Year-at-a-Glance

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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 <i>Enter Campus Settings & Inactivate Students</i>)
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 (Rpt Card Grd Type field)
☐ (Secondary campuses) Run CTE reports for verification.	☐ SGR0110 - Master Schedule PEIMS (Grd Rptng) (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
☐ 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

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 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.	



Back Cover