

Grade Posting from ASCENDER TeacherPortal

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Grade Reporting > Utilities > Grade Posting From ASCENDER TeacherPortal

This utility posts the working cycle average, citizenship grade, and report card comments from TeacherPortal, as well as the exam and semester grades when applicable, to the student grade-course record in ASCENDER. Students who were not enrolled in the course or campus on the grade reporting cycle end date are excluded.

NOTE:

- Citizenship grades used by most campuses are E, S, N, and U.
- Comments are maintained on Maintenance > Tables > Grade Reporting Tables > Rpt Card Comments when **Language** is *English*.
- If a student is actively enrolled at the campus and in the course-section for the semestercycle on the grade reporting cycle end date, the report card comments and citizenship will post to ASCENDER even if the cycle grade is blank.
- The utility can be re-run as needed. When re-run, only blank grades are posted; grades that were already posted or manually written are not overwritten.

Processes performed by the utility

- Any numeric cycle and exam grades that are higher than the highest grade allowed are converted to the highest grade allowed.
- Any numeric cycle and exam grades that are lower than the lowest grade allowed are converted to the lowest grade allowed. Blank grades are bypassed (i.e., not converted nor posted).

NOTE: Numeric semester grades are not converted based on the highest or lowest grade allowed.

• If an exam grade is X, and the campus does not allow exempt exam grades, the exam grade and the semester average are not posted.

- If the campus allows exempt exams, and if an auto-graded course has a semester grade posted and a blank exam grade, an X (exempt) is posted for exam grades if an exam grade is required.
- Grades from TeacherPortal are converted according to the **Rpt Card Grd Typ** field in the campus master schedule.
- The exam, semester, and cycle grades are posted if the cycle selected is the highest cycle offered for the semester (e.g., cycle 2 for a two-semester nine-week campus), and the exam-semester pattern indicates an exam-semester grade is given this semester.
- If the cycle grade is blank, the utility only posts the exam grade (if applicable) and the semester grade if an override semester grade exists.

For secondary courses (i.e., credit level is not E):

- Grades are converted according to the campus options.
- The utility does not convert a P or F if posted for a course with a numeric report card grade type. A warning message is displayed on the error report.
- If the exam grade is blank from TeacherPortal, the exam grade and semester average are not posted if either Include Exam in Semester Average or Expect Exam Grade is selected on the Maintenance > Tables > Campus Control Options tabs.
- The semester average is posted if **How will Avg be Computed** is set to *Computer* on Maintenance > Tables > Campus Control Options > Computation.
- If Allow Semester Override is selected on Grade Reporting > Maintenance >
 TeacherPortal Options > Campus > Options, and the override semester grade is not blank,
 the override semester grade is used.

For elementary courses:

- Grades are converted according to the core course code and the elementary conversion tables.
- The exam grade and semester average are posted if Incl Exam and Comp Sem Avg are selected on Maintenance > Tables > Elementary > Elem Grade. If Incl Exam is not selected, an exam grade is not posted.
- If **Comp Sem Avg** is not selected, the semester average is not posted.

- If the exam grade is blank for an auto-graded course that require an exam grade, the semester grade is posted.
- If a citizenship grade is blank for a course-cycle posted from TeacherPortal, and Auto
 Citizenship is selected on Maintenance > Tables > Campus Control Options > Posting, the
 citizenship grade is posted according to the campus options.
- If the cycle grade is blank for a course-cycle posted from TeacherPortal, the grade from the **Auto Grd** field in the district master schedule is posted.

NOTE:

- Semester grades are never posted with an auto grade.
- Even if all students will receive the auto grade, the course must still be marked as "Ready to Post" in TeacherPortal.
- If the working semester average or override semester average is an I (incomplete) and the campus expects an exam grade, the correct semester average is posted if the campus allows semester grades, even if the exam grade is blank.
- The citizenship from TeacherPortal is not posted if citizenship grade already exists in ASCENDER for the cycle being posted.

Update data:

Campus The campus to which you are logged on is displayed.

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Current Semester	Ensure that the semester to which grades should be posted is displayed.
Current Cycle	Ensure that the cycle to which grades should be posted is displayed.
Post Senior (12th grade) students only	Select if you want to run the utility for seniors only. If you select to post for Senior (12th grade) students only, the utility will look through all course-sections marked <i>Ready to Post</i> in TeacherPortal and will only process students in grade level 12. The utility will then reset the <i>Ready to Post</i> flag. This resets an instructor's course-section so that the instructor can mark grades as <i>Ready to Post</i> again, AFTER the course-section grades have been posted for grade level 12 students.
Post Elementary Exam/Sem when grd Ivi not in Elem Grd Tbi	Select to post the elementary exam and semester average for a grade level that is not in the elementary grade table. If the course credit level is E, the program determines if the student's grade level is in the elementary grade table. If the grade level is in the elementary grade table, the data will post as elementary and use the Comp Sem Avg and Incl Exam fields on Maintenance > Tables > Elementary > Elem Grade to determine if the elementary exam and semester should be posted. If the grade level is not in the elementary grade table, the program will post as secondary, which means it will use the Allow Semester Grade and Expect Exam Grade fields on Maintenance > Tables > Campus Control Options > Posting to determine if the elementary exam and semester should be posted.

☐ Click **Execute**.

- A message is displayed indicating that the posting is successfully completed.
- Grades are posted to the student grade-course record.
- The **Grade Ready** column is reset from "Ready to Post" to "Posted."

List

View Error Click to view the error list if errors are encountered.

Review the report using the following buttons:

Click first page of the report.

Click 1 to go back one page.

Click to go forward one page.

Click to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.

Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click It to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.

View Fail List

Click to view the list of students with blank, failing, or incomplete grades, if applicable.

Review the report using the following buttons:

Click first page of the report.

Click 1 to go back one page.

Click to go forward one page.

Click to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.

Click at to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click It to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.



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