



# Admin Setup



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# StudentPortal: Set Up and Use StudentPortal

Welcome ASCENDER StudentPortal!

StudentPortal is a web-based system for students that provides the tools that will help you view your attendance, grades, and assignments, as well as organize and plan your schedule of classes. StudentPortal includes two applications, Student Course Requests and Student Graduation Plan.

**Student Course Requests** allows you to request courses for the next school year, including alternate courses. Once you submit your course requests, you cannot go back to change them. If you need to make changes, you will need to visit with your counselor.

**Student Graduation Plan** allows you to view and change your graduation plan, and view and print the summary and detail of your course credits. Graduation plans are for high school-level students only. Any coursework completed prior to the 9th grade will be reflected in the remaining credits needed, which can be viewed through the Credit Summary and Credit Detail pages of the StudentPortal Student Graduation Plan application.

## Admin Setup

The following information will assist you in implementing ASCENDER StudentPortal at your campus.

### I. Enable/Disable Access

[Enable/disable Graduation Plan in StudentPortal.](#)

***Graduation Plan > Maintenance > StudentPortal > Campus Options***

This page allows you to enable or disable access to Graduation Plan in ASCENDER StudentPortal for campuses that use Graduation Plan.

Save

**CAMPUS**

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Use Graduation Plan: Open ▼

|                            |  |
|----------------------------|--|
| <b>Use Graduation Plan</b> | <p>Enable or disable access to StudentPortal:</p> <p><i>Closed</i> - Disable graduation plan data in StudentPortal. Students will not see the option.</p> <p><i>Open</i> - Enable graduation plan data in StudentPortal. Students will be able to update their graduation plan.</p> <p><i>Read Only</i> - Allow students and parents to view graduation plans in StudentPortal but not make changes.</p> |
|----------------------------|--|

Click **Save**.

[Enable/disable access to Student Course Requests in StudentPortal.](#)

**Scheduling > Maintenance > Master Schedule > Campus > Campus Control**

This page allows you to grant or deny access by grade level to the Student Course Requests system.



**NOTE:** In order for students to be able to log in, all grade levels at the campus must have a row in the StudentPortal Course Requests section and the status must be either *View* or *Open*.

School Year: 2022 - 2023

**Save**

**CAMPUS CONTROL**   SELECTION   COURSES   SECTIONS   PROXIES   INSTRUCTORS   STUDENTPORTAL MESSAGE   COPY COURSE SECTION

Campus: 001 School   Phone: (555) 628-9635   School Year: 2022 - 2023  
 Address: 1407 001 Street   Fax: (555) 628-7492  
 Alamo City, TX 95095

Scheduling

Max Sems Allowed:    Period Begin:   
 Low Grade:    Period End:   
 High Grade:    Norm Prd Cntrl:   
 Schedule Withdrawn Students:

Scheduling Sequence

| Delete | Priority | Grade                           |
|--------|----------|---------------------------------|
|        | 1        | <input type="text" value="12"/> |
|        | 2        | <input type="text" value="11"/> |
|        | 3        | <input type="text" value="10"/> |
|        | 4        | <input type="text" value="09"/> |

[+ Add](#)

StudentPortal Course Requests

| Delete | Grade                           | Status                            |
|--------|---------------------------------|-----------------------------------|
|        | <input type="text" value="09"/> | <input type="text" value="Open"/> |
|        | <input type="text" value="10"/> | <input type="text" value="Open"/> |
|        | <input type="text" value="11"/> | <input type="text" value="Open"/> |
|        | <input type="text" value="12"/> | <input type="text" value="Open"/> |

[+ Add](#)

□ Under **StudentPortal Course Requests** click **+Add** to add the access status for a grade level.

A blank row is added to the grid.

|               |   |
|---------------|---|
| <b>Grade</b>  | Select the grade level that is being assigned/denied access to StudentPortal. All grade levels at the campus must be added.<br><br>Grade level rows will be sorted in ascending order when the page is saved.   |
| <b>Status</b> | Select the status for the grade level. <ul style="list-style-type: none"> <li>• Select <i>Open</i> if students can submit course requests through StudentPortal.</li> <li>• Select <i>Closed</i> if students cannot view or submit course requests through StudentPortal.</li> <li>• Select <i>View</i> if students can only view course requests through StudentPortal.</li> </ul>   |
|               | <p><a href="#">Delete the access status for a grade level.</a></p> <p>1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.</p> <p>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</p> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> |

## II. Create StudentPortal Message

Create the campus welcome message.

**Scheduling > Maintenance > Master Schedule > Campus > StudentPortal Message**

This tab allows you to type instructions to assist students who are using the ASCENDER StudentPortal Student Course Requests system. The instructions entered here are displayed as the **Campus Message**, which is displayed as soon as the student logs on to StudentPortal.

Save

CAMPUS CONTROL
SELECTION
COURSES
SECTIONS
PROXIES
INSTRUCTORS
STUDENTPORTAL MESSAGE
COPY COURSE SECTION

Student Course Request System Instructions

Welcome to StudentPortal!

All students will need to complete their course requests for next year.

The majority of your courses have already been put in place from your Graduation Plan.

Some of you will need to add a couple of courses and alternates.

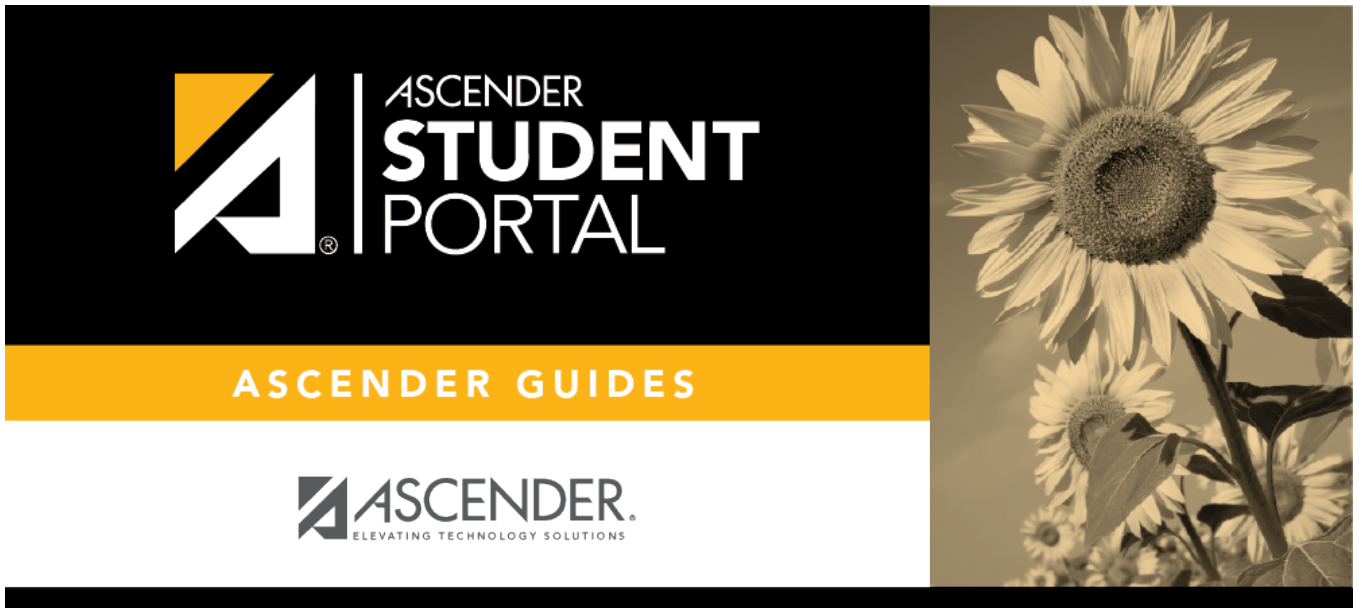
Some may only need to choose alternates.

Please remember that you can not take a course again. Please choose carefully.

Enter the message:

|   |  |
|---|--|
| <b>Student Course Request System Instructions</b> | Type the instructions, up to 3270 characters. If you type more than 3270 characters, the message will be truncated in StudentPortal. |
|---|--|

Click **Save**.



## Back Cover