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.

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

❑ 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*.

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

A blank row is added to the grid.

Grade	Select the grade level that is being assigned/denied access to StudentPortal. All grade levels at the campus must be added. Grade level rows will be sorted in ascending order when the page is saved.
Status	Select the status for the grade level. • Select *Open* if students can submit course requests through StudentPortal. • Select *Closed* if students cannot view or submit course requests through StudentPortal. • Select *View* if students can only view course requests through StudentPortal.
🗑	Delete the access status for a grade level. 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. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

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.

❑ Enter the message:

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

❑ Click **Save**.

III. Verify Data

Verify courses available for each grade level and that restrictions are set correctly.

Scheduling > Reports > Scheduling Reports > Master Schedules > SCH0133 - StudentPortal - Course List

This report lists next year course, restrictions, and period control information for a campus. The data can be used for StudentPortal to verify that restrictions and period control are set correctly and to show the courses available for each grade level.

If a course does not have a pre-grid grade restriction for each grade level at the campus, the course is displayed for all grade levels.

Excluded courses are omitted from this report (i.e., if **Excl Stu Crs Req** is selected on ***Scheduling > Maintenance > Master Schedule > Campus > Courses***.

Date Run:			StudentPortal - Course List				Program ID:	SCH0133
Cnty-Dist: 120-120			001 School				Page:	1 of 7
Campus: 001			Sch Year : 2020-2021				* Match Proxy Courses	

Crs Category	Grade Lvl	Course Number	Course Title	Pregrid Grd Restriction	Addl Pregrid Grd Restriction	Gender Restriction	Period Control
Language Arts							
	11	1200	CREATIVE WRITIN				01
	11	0115	ELA - DUAL				
	11	0100	ELA 1				
	11	0122	ELA 1				
	11	0121	ELA 1 DUAL				
	11	0200	ELA 2				

[Verify attendance posting codes.](#)

Attendance > Maintenance > District > Posting Codes

The district-level attendance posting codes for the four main absence types (E, S, U, and T) are used on ASCENDER StudentPortal > Attendance in the Detailed Attendance view.

E: EXCUSED
S: SCHOOL-RELATED
T: TARDY
U: UNEXCUSED

Verify units.

Scheduling > Maintenance > Master Schedule > District > Courses

Units is the number of units displayed for each course in StudentPortal Course Requests. In most cases, the number of units will match the number of semesters required for the course. For example, a year-long course spanning one period is worth two units, so period control is set to 2.

DISTRICT CONTROL   COURSES

| ENGLISH | Title ∨ | Retrieve |

Del	Detail	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from TeacherPortal	Slf Pcd
🗑	🔍	0610	ENGLISH GR 6	ELA&READ	03200510	ELA READ 6	Y	2			N
🗑	🔍	0611	ENGLISH GR 6 H	ELA&READ	03200510	ELA READ 6	Y	2			N
🗑	🔍	0612	ENGLISH GR 6 GT	ELA&READ	03200510	ELA READ 6	Y	2			N
🗑	🔍	0613	ENGLISH GR 6 IS	ELA&READ	03200510	ELA READ 6	Y	2			N
🗑	🔍	0614	ENGLISH GR 6ALT	ELA&READ	03200510	ELA READ 6	Y	2			N
🗑	🔍	0710	ENGLISH GR 7	ELA&READ	03200520	ELA/READ7	Y	2			N
🗑	🔍	0711	ENGLISH GR 7 H	ELA&READ	03200520	ELA/READ7	Y	2			N
🗑	🔍	0712	ENGLISH GR 7 GT	ELA&READ	03200520	ELA/READ7	Y	2			N
🗑	🔍	0713	ENGLISH GR 7 IS	ELA&READ	03200520	ELA/READ7	Y	2			N
🗑	🔍	0714	ENGLISH GR 7ALT	ELA&READ	03200520	ELA/READ7	Y	2			N
🗑	🔍	0810	ENGLISH GR 8	ELA&READ	03200530	ELA/READ8	Y	2			N

First ◀ 1 ∨ / 3 ▶ Last   ⊕ Add   Rows: 39

=> Crs Nbr: [   ] [   ]   Abbrev Name: [   ]   Service ID: [   ] ⋮   Graded Crs: ☑
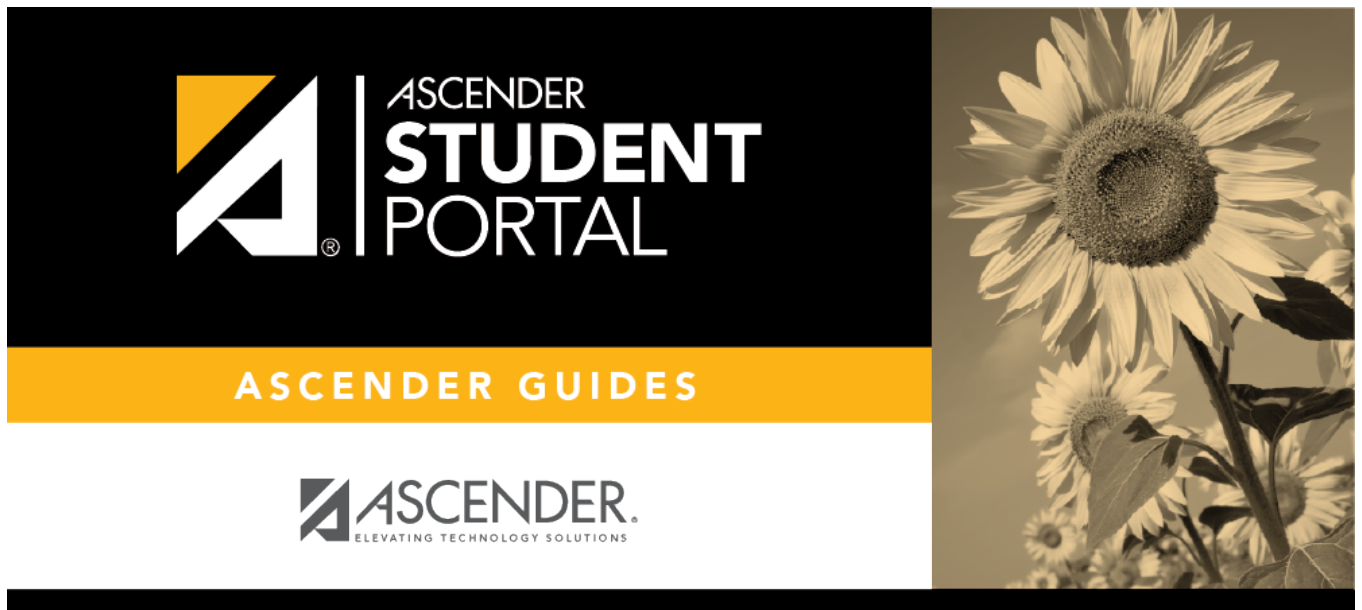
Nbr Sem: [1 ∨]   Textbook ISBN: [   ]   Exclude from TeacherPortal: [∨]   Self Paced: ☐

Scheduling

Per Ctrl: [0]

Department: [   ]

Gender Restr: [∨]

Required: ⦿

Elective: ○

Other Categ: [∨]

Course Codes and Credits

Tot Credits: [0.0]   Credit Seq: [4 ∨]

Part Credit: ☑   Credit Lvl: [∨]

AAR: [∨]   CPR: ☐

Grad Plan: [∨]   Speech: ☐

Spec Cons: [∨] [∨]

OnRamps: ☐

Elem/Misc

Core Crs: [∨]

ELA Wgt: [   ]

Auto Grd: [   ]

Incl UIL Elig: ☑

Exam/Sem Pat: [1 ∨]

PEIMS

CTE Hrs: [   ]

Pop Srvd: [01 ∨]

Instr Sett: [   ] ⋮

Class Type: [01 ∨]

Role ID: [087 ∨]

Crs Seq: [∨]

HR/GA

HRoll Wgt: [1]

HRoll Table: [R - REGULAR ∨]

HRoll Code: [∨]

GA Table: [R - REGULAR ∨]

GA Wgt: [1]

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