



# ASCENDER StudentPortal



---

# Table of Contents

|                                                              |           |
|--------------------------------------------------------------|-----------|
| <b>Admin Setup</b>                                           | <b>1</b>  |
| <b><i>I. Enable/Disable Access</i></b>                       | <b>1</b>  |
| <b><i>II. Create StudentPortal Messages</i></b>              | <b>4</b>  |
| <b><i>III. Verify Data</i></b>                               | <b>5</b>  |
| <b>Student Use</b>                                           | <b>9</b>  |
| <b><i>I. Log On</i></b>                                      | <b>11</b> |
| <b><i>II. View Attendance, Grades, &amp; Assignments</i></b> | <b>13</b> |
| <b><i>III. Request Courses</i></b>                           | <b>22</b> |
| <b><i>IV. View &amp; Update Graduation Plan</i></b>          | <b>33</b> |



# 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

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*.

Save School Year:

**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.

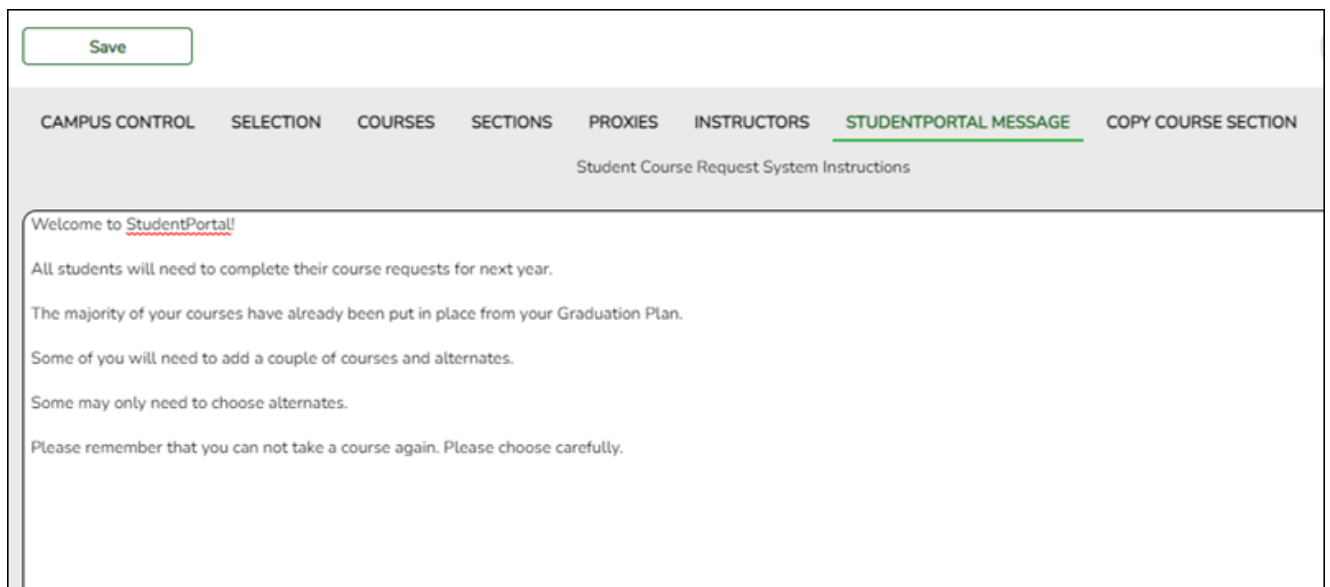
|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Grade</b>  | <p>Select the grade level that is being assigned/denied access to StudentPortal. All grade levels at the campus must be added.</p> <p>Grade level rows will be sorted in ascending order when the page is saved.</p>                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Status</b> | <p>Select the status for the grade level.</p> <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> <ol style="list-style-type: none"> <li>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.</li> <li>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>.</li> </ol> <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 Messages

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.



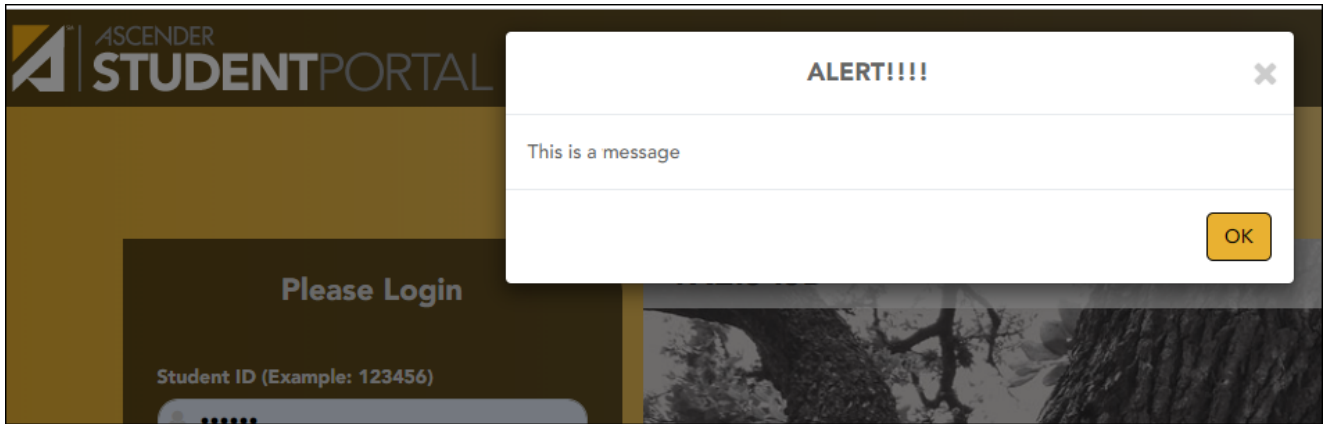
☐ Enter the message:

|                                                   |                                                                                                                                      |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <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**.

Create the alert message.

An optional alert message can be displayed on the Login page. This message is displayed in a pop-up window, and the user must click **OK** to close the window.



The message file (alert.txt) is located on the application server. Contact your technical administrator to enable, disable, or update the message.

### III. Verify Data

Verify courses by each grade level, restrictions, and period control.

***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: <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 1em;"></span> |           | 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        | 0100                        | ELA 1           |                         |                              |                    |                |

[Verify normal period control.](#)

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

The **Course Requests Units Remaining** (which is displayed for students in StudentPortal) is the current number of units available to the student for all subjects. The student must select courses according to the units available.

**Course Requests Units Remaining** is established according to the **Norm Prd Cntrl** field. This number is automatically calculated, and is equal to number of periods in the school day multiplied by the number of semesters. For example, at a two-semester campus that has eight periods per day, the normal period control is 16.

Save

CAMPUS CONTROL

SELECTION

COURSES

SECTIONS

F

Campus: 001 School

Address: 1407 001 Street

Alamo City, TX 95095

Phone

Fax

Max Sems Allowed: 2

Low Grade: 09

High Grade: 12

Schedule Withdrawn Students: ☒

Period Begin: 01

Period End: 09

Norm Prd Cntrl: 18

Verify course units and category.

***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 | Stf 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:  Textbook ISBN:  Exclude from TeacherPortal:  Self Paced: ☐

**Scheduling**

Per Ctrl:

Department:

Gender Restr:

Required: ☒

Elective: ☐

Other Categ:

**Course Codes and Credits**

Tot Credits:

Part Credit: ☒

AAR:

Grad Plan:

Spec Cons:

OnRamps: ☐

Credit Seq:

Credit Lvl:

CPR: ☐

Speech: ☐

**Elem/Misc**

Core Crs:

ELA Wgt:

Auto Grd:

Incl UIL Elig: ☒

Exam/Sem Pat:

**PEIMS**

CTE Hrs:

Pop Srvid:

Instr Sett:

Class Type:

Role ID:

Crs Seq:

**HR/GA**

HRoll Wgt:

HRoll Table:

HRoll Code:

GA Table:

GA Wgt:

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

Save
Print

| Delete | Posting Code | Description                   | ADA Code                            | Prepost                             | Absence Type |
|--------|--------------|-------------------------------|-------------------------------------|-------------------------------------|--------------|
|        | 1            | Another unexcused absence typ | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | U            |
|        | 2            | Medical Appointment           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | M            |
|        | 4            | Suspension                    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | A            |
|        | A            | EXCUSED ABSENCE               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | A            |
|        | B            | CITIZENSHIP PAPERWRK/CEREMONY | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | I            |
|        | C            | SCHOOL RELATED NON UIL AB     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | F            |
|        | D            | DR NOTE - NO ADA - OUT ALL DA | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | A            |
|        | E            | SCHOOL RELATED UIL ABSENCE    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | E            |
|        | F            | FIELD TRIP                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | F            |

## 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.

## Student Use

[ASCENDER StudentPortal Navigation Features](#)

Navigation tools are located along the left side of the page, or in the top-right corner. Some tools function differently on mobile devices.

**MOBILE DEVICE USERS:** On a mobile device, tap  to access the side menu.

## Selected Student

Your name and photo are displayed in the top-left corner. The photo is only displayed if provided by the district.

## Course Requests Units Remaining

The number of units available for you for course requests is displayed.

## Navigation

You can access your data if enabled by the district.

**About Me** - Your name and current, campus, grade level, and team are displayed. Verify that this information is correct.

**Attendance** - You can view your detailed attendance, as well as a calendar view and totals.

**Grades** - You can view your semester, cycle, and assignment grades. Click  to expand the grades menu.

## Other Tools

 - Click to hide the left-side navigation bar. Click again to display the navigation bar.

 - Various sections throughout StudentPortal can be collapsed or expanded. Most data is expanded by default. Click  to hide the section from view. Click  to show the section.

## Top-right

 - Click to view ASCENDER StudentPortal online Help.

  - Click to log out of ASCENDER StudentPortal.

## Bottom-left



- Click to log out of ASCENDER StudentPortal.

## I. Log On

Log on to ASCENDER StudentPortal.

|                  |                                                                                |
|------------------|--------------------------------------------------------------------------------|
| <b>User Name</b> | Type your user name. Your user name is not case-sensitive.                     |
| <b>Password</b>  | Type your password. The typed text is hidden. Your password is case sensitive. |

☐ Click **Login**.

The Campus Message opens in a pop-up window. Read the message, and then click **Close** to close the window.

You can access this message again any time by expanding the **Campus Message** section at

the top of the Course Request page.

- ☐ Use the left-side menu to access the StudentPortal pages.

**NOTE:** After 20 minutes of inactivity, you will be logged off from the system and will return to the Login page.

Verify that your student data is correct.

[ASCENDER StudentPortal > About Me](#)

Your name, campus, next year grade level, team, and graduation plan are displayed. Be sure all information is correct.

**ASCENDER STUDENTPORTAL**

**Student Information:**  
LIZELY JOBAHANA SAENZ

**Course Requests Units Remaining:** 18

**NAVIGATION:**

- About Me
- Attendance
- Grades
- Course Request

**About Me**

**Name:**  
LIZELY JOBAHANA SAENZ

**Campus:**  
001 SCHOOL PK-12

**Next Year:**  
11th Grade

**Course Requests Units Remaining:**  
18

**Team:**  
No Team Assigned

**Graduation Plan:**  
HB 5 Foundations w/ Public Services Endorsement

## II. View Attendance, Grades, & Assignments

Once logged on, the student can view attendance, semester & cycle grades, and assignments.

[View attendance.](#)

[ASCENDER StudentPortal > Attendance](#)

The Attendance page displays your daily attendance and semester totals.

- **Detailed View** - Displays attendance details in a table view.
- **Calendar View** - Displays attendance details in a calendar view instead of a table view.
- **Totals View** - Displays tardies and attendance totals for the semester.

Attendance data is current as of the date and time you logged in. To refresh the attendance data displayed, you must log out and log in again.

**MOBILE DEVICE USERS:** Your attendance data is *below* the legend. You may need to scroll down to view data.

|                 |                                                      |
|-----------------|------------------------------------------------------|
| <b>Semester</b> | Select the semester you want to view attendance for. |
|-----------------|------------------------------------------------------|

### Detailed View

Detailed View (All Attendance) is the default view.

## Attendance

Semester: 1

Detailed View

Detailed View

Calendar View

Totals View

Legend

U: Unexcused Absences

T: Tardies

E: Excused Absences

S: SCHOOL RELATED

| Period | Course          | Instructor                    | 8/26 | 8/29 | 9/3 | 9/12 | 9/13 | 9/16 | 9/17 | 9/19 | 9/24 | 9/27 |
|--------|-----------------|-------------------------------|------|------|-----|------|------|------|------|------|------|------|
| 0      | ADVISORY        | WILLIS, ANTHONY VICTORIA      |      | E    | T   |      |      |      | T    |      |      |      |
| 1-2    | HLTH SCIENCE TH | <a href="#">WOLFORD, YENI</a> |      | E    |     |      |      |      |      |      |      |      |
| 3      | ALGEBRA II      | VARGAS, OLGA                  |      | E    |     |      |      |      |      |      |      |      |
| 4      | US HIST         | AGUILERA, LADELA              |      | E    |     |      |      |      |      |      |      |      |
| 5      | MATH MEDI PRO   | VARGAS, OLGA                  |      | E    |     |      | T    |      |      |      |      |      |
| 6      | ANATOMYPHYS     | WEAVER, VALERIA               |      | E    |     |      |      |      | T    |      |      |      |
| 7      | ENGLISH III     | WILLIS, ANTHONY VICTORIA      |      | E    |     |      |      | T    |      | T    | T    |      |
| 8      | READING I       | WILLIS, ANTHONY VICTORIA      | U    | E    |     | U    |      |      |      |      |      |      |

Your schedule is displayed. The date appears in the column heading only if you were marked absent or tardy for any period during that day.

If you were present and on time for the entire day, nothing appears for the date.

If you were not present for the entire class, a code appears for the period and date. A description of each code is displayed in the **Legend**.

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Instructor</b> | If the teacher has provided an email address, the teacher's name is displayed as a link to that email address. If you click the name, the default email client (as specified in his Internet Options settings) opens with the teacher's address in the To field.<br><br><b>TIP:</b> If you use web-based email (e.g., Gmail or Yahoo! Mail), you can copy the email address from the default email client to a web-based email message. |
|                   | If the teacher has provided additional notes, click  to view the notes. The notes open in a pop-up window. Click anywhere on the page to close the pop-up window.                                                                                                                                                                                                                                                                       |

## All Attendance/Detailed Toggle

### All Attendance:

The **All Attendance** view is selected by default, which displays the four main absence types:

- Unexcused Absence (U)
- Tardy (T)
- Excused Absence (E)
- School Related (S)

### Detailed:

☐ Click or tap **All Attendance** to toggle to the **Detailed** view where you can see more specific information for an absence.

All applicable codes are listed in the **Legend**.

The codes are color coded according to the main absence types (Unexcused, Tardy, Excused, and School Related).

**Attendance**

Semester: 1

**Detailed View**

**Detailed View** **Detailed**

**Calendar View**

**Totals View**

**Legend**

- U: UNEXCUSED ABSENCES (U)**
- T: TARDY (T)**
- V: Unexcused Tardy (T)**
- 2: SUSPENDED FROM SCHOOL (E)**
- A: EXCUSED ABSENCES (E)**
- M: MEDICALLY EXCUSED (E)**

| Period | Course         | Instructor             | 8/29 | 9/4 | 9/11 | 9/19 | 9/20 | 1/14 |
|--------|----------------|------------------------|------|-----|------|------|------|------|
| 0      | MATH 5         | CADENA, JOANIA BRIAN   | U    | M   | 2    | T    |      |      |
| 1      | SCIENCE 5      | SHAKIR, ROSA           | U    | M   | 2    | T    |      |      |
| 2      | HOMEROOM GR 5  | TRIBETT, NICOLE STEVEN | U    | M   | 2    | V    |      |      |
| 3      | MATH INTERVEN5 | JACKSON, T             | U    | M   | 2    | V    |      |      |
| 4      | ELA 5          | TRIBETT, NICOLE STEVEN | U    | M   | 2    | V    | A    |      |
| 5      | READING 5      | TRIBETT, NICOLE STEVEN | U    | M   | 2    | V    | A    |      |
| 6      | SOCIAL STUD5   | SHEGOG, CEDRIC         | U    | M   | 2    | V    | A    | V    |
| 7      | PE 5           | SIMMONS, WILLIE ROSLYN | U    | M   | 2    | V    | A    |      |
| 7      | SPANISH-5      | SHAKIR, ROSA           | U    | M   | 2    | V    | A    |      |

☐ Click or tap **Detailed** to return to **All Attendance** view.

**MOBILE DEVICE USERS:** On a mobile device, if you have numerous absences, you may need to tap a row to open the Details view in order to see all absences for a particular class.

## Calendar View

□ Click or tap **Calendar View**.

**Attendance**

Semester: 1 ▼

**Calendar View**

Detailed View

**Calendar View** ←

Totals View

**Legend**

- U: Unexcused Absences
- T: Tardies
- E: Excused Absences
- S: SCHOOL RELATED

August 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 28  | 29  | 30  | 31  | 1   | 2   | 3   |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  | 29  | 30  | 31  |
| 1   | 2   | 3   | 4   |     |     |     |

September 2019

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   | 6   | 7   |
| 8   | 9   | 10  | 11  | 12  | 13  | 14  |
| 15  | 16  | 17  | 18  | 19  | 20  | 21  |
| 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 29  | 30  | 1   | 2   | 3   | 4   | 5   |

October 2019

| Sun | Mon | Tue | Wed | Thu |
|-----|-----|-----|-----|-----|
| 29  | 30  | 1   | 2   | 3   |
| 6   | 7   | 8   | 9   | 10  |
| 13  | 14  | 15  | 16  | 17  |
| 20  | 21  | 22  | 23  | 24  |
| 27  | 28  | 29  | 30  | 31  |
| 4   | 5   | 6   | 7   |     |

November 2019

| Sun | Mon | Tue | Wed |
|-----|-----|-----|-----|
| 27  | 28  | 29  | 30  |
| 3   | 4   | 5   | 6   |
| 10  | 11  | 12  | 13  |
| 17  | 18  | 19  | 20  |
| 24  | 25  | 26  | 27  |
| 1   | 2   | 3   | 4   |

Attendance details for 08/29/2019

| Period | Class           | Attendance |
|--------|-----------------|------------|
| 0      | ADVISORY        | E          |
| 1      | HLTH SCIENCE TH | E          |
| 3      | ALGEBRA II      | E          |
| 4      | US HIST         | E          |
| 5      | MATH MEDI PRO   | E          |
| 6      | ANATOMYPHYS     | E          |
| 7      | ENGLISH III     | E          |
| 8      | READING I       | E          |

All months for the selected semester are displayed.

If the student was not present for the entire class for any period of the day, the date is shaded. Click the date to view the attendance details for each period. The period is only listed if your student was marked absent or tardy for that period.

## Totals View

□ Click or tap **Totals View**.

## Attendance

Semester: 1 ▼

Detailed View  
Calendar View  
**Totals View**

**Legend**  
U: Unexcused Absences  
T: Tardies  
E: Excused Absences  
S: SCHOOL RELATED

### Totals View

| Period | Course          | Instructor               | Total Absences | E: Excused Absences | U: Unexcused Absences | S: SCHOOL RELATED | T: Tardies |
|--------|-----------------|--------------------------|----------------|---------------------|-----------------------|-------------------|------------|
| 0      | ADVISORY        | WILLIS, ANTHONY VICTORIA | 1              | 1                   | 0                     | 0                 | 2          |
| 1-2    | HLTH SCIENCE TH | WOLFORD, YENI            | 2              | 2                   | 0                     | 0                 | 0          |
| 3      | ALGEBRA II      | VARGAS, OLGA             | 1              | 1                   | 0                     | 0                 | 0          |
| 4      | US HIST         | AGUILERA, LADELA         | 1              | 1                   | 0                     | 0                 | 1          |
| 5      | MATH MEDI PRO   | VARGAS, OLGA             | 1              | 1                   | 0                     | 0                 | 2          |
| 6      | ANATOMYPHYS     | WEAVER, VALERIA          | 1              | 1                   | 0                     | 0                 | 2          |
| 7      | ENGLISH III     | WILLIS, ANTHONY VICTORIA | 1              | 1                   | 0                     | 0                 | 3          |
| 8      | READING I       | WILLIS, ANTHONY VICTORIA | 3              | 1                   | 2                     | 0                 | 0          |

Your classes are listed by period, and the total number of excused absences, unexcused absences, school-related absences (e.g., UIL events or field trips), and tardies for the selected semester are listed.

The **Total Absences** column displays semester totals for all absence types, excluding tardies.

|                   |                                                                                                                |
|-------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Instructor</b> | If the teacher has provided an email address, the teacher's name is displayed as a link to that email address. |
|-------------------|----------------------------------------------------------------------------------------------------------------|

**MOBILE DEVICE USERS:** Tap a row to view semester totals for the class.

[View grades.](#)

[ASCENDER StudentPortal > Grades > Cycle & Semester Grades](#)

The Cycle & Semester Grades page displays your cycle and semester grade averages. You can also view assignment grades for the current semester.

- **Cycle Grades** - Displays current grade averages for the current cycle, and posted grade

averages for previous cycles. For the current semester, you can view the assignment grades for each class. For previous semesters, only the posted average is available.

- **Semester Grades** - Displays your posted semester and final averages. This data is only available for closed semesters. For the current semester, no data is displayed.

|                                  |                                                  |
|----------------------------------|--------------------------------------------------|
| <b>Semester</b>                  | Select the semester you want to view grades for. |
| <b>Include Withdrawn Courses</b> | Select if you wish to include withdrawn courses. |

## Cycle Grades

Cycle Grades is the default view.

### Cycle & Semester Grades

Semester: 1 ▼

Cycle Grades
Semester Grades

Show All Hide All

Blank Grades: Hide

☒ Include Withdrawn Courses

| Period | Class       | Withdrawal Date | Teacher               | Previous Cycles     |   |
|--------|-------------|-----------------|-----------------------|---------------------|---|
|        |             |                 |                       | 1                   | 2 |
| 0      | ADVISORY 10 |                 | NAOMI A. REAVIS       | non-graded class    |   |
| 1      | PEFOUND     |                 | LISA A. MORENO        | <a href="#">100</a> |   |
| 2      | ART 1       |                 | TIMOTHY M. VILLALOBOS | <a href="#">81</a>  |   |
| 3      | CHEMISTRY   |                 | OCTAVIO A. RODRIGUEZ  | <a href="#">65</a>  |   |
| 4      | ENGLISH 2   |                 | Cory Adams            | <a href="#">70</a>  |   |
| 5      | GEOMETRY    |                 | RITA D. SANCHEZ       | <a href="#">70</a>  |   |
| 6      | SPANISH 1   |                 | VANESSA WEST          | <a href="#">67</a>  |   |
| 7      | ALGEBRA 1   |                 | SEAN Z. SZABO         |                     |   |
| 8      | W HISTORY   |                 | SARAH W. STETZ        | <a href="#">50</a>  |   |

- Click the cycle grade to view the assignment grade details for that cycle.

|                     |                                                            |
|---------------------|------------------------------------------------------------|
| <b>Blank Grades</b> | Choose whether to show or hide blank grades from the view. |
|---------------------|------------------------------------------------------------|

- Click the cycle grade to view the assignment grade details for that course-cycle.

The section expands to display all assignments, due dates, and assignment grades, as well as the weight and average for each assignment category in that course.

| 1                                                                                                   | PEFOUND |          | LISA A. MORENO        | 100            |      |
|-----------------------------------------------------------------------------------------------------|---------|----------|-----------------------|----------------|------|
| 2                                                                                                   | ART 1   |          | TIMOTHY M. VILLALOBOS | 81             |      |
| SEC/DAILY WORK (Weight 25%)                                                                         |         |          |                       |                |      |
| Assignment                                                                                          |         | Due Date | Grade                 | Late           | Redo |
| NO.2 inspired                                                                                       |         | 08/16/19 | (Excluded)            |                |      |
| Measuring heads                                                                                     |         | 08/19/19 | (Excluded)            |                |      |
| Fixed length                                                                                        |         | 08/23/19 | (Excluded)            |                |      |
| China intro                                                                                         |         | 08/26/19 | (Excluded)            |                |      |
| China project                                                                                       |         | 08/28/19 | (Excluded)            |                |      |
| China project 2 week                                                                                |         | 09/03/19 | (Excluded)            |                |      |
| China project 2nd weeknThursday                                                                     |         | 09/05/19 | (Excluded)            |                |      |
| China project 3rd week                                                                              |         | 09/09/19 | (Excluded)            |                |      |
| Hispanic heritage                                                                                   |         | 09/16/19 | (Excluded)            |                |      |
| Hispanic heritage 2nd week                                                                          |         | 09/18/19 | (Excluded)            |                |      |
| Hispanic heritage 3rd week                                                                          |         | 09/25/19 | (Excluded)            |                |      |
| Icon, word, symbol                                                                                  |         | 09/27/19 | (Excluded)            |                |      |
| Icon, word, symbol 2nd week                                                                         |         | 09/30/19 | 85                    |                |      |
| Sculpture                                                                                           |         | 10/07/19 | 70                    |                |      |
| Sculpture 2nd day                                                                                   |         | 10/08/19 | 70                    |                |      |
| SEC/DAILY WORK average                                                                              |         |          | 75                    |                |      |
| SEC/FORMATIVE (Weight 35%)                                                                          |         |          |                       |                |      |
| Assignment                                                                                          |         | Due Date | Grade                 | Late           | Redo |
| SEC/FORMATIVE average                                                                               |         |          |                       |                |      |
| SEC/SUMMATIVE (Weight 40%)                                                                          |         |          |                       |                |      |
| Assignment                                                                                          |         | Due Date | Grade                 | Late           | Redo |
| Self assignment  |         | 08/16/19 | (Excluded)            |                |      |
| China project/ Hispanic heritage                                                                    |         | 09/11/19 | (Excluded)            |                |      |
| Icon, word, symbol 3rd week                                                                         |         | 10/02/19 | 85                    |                |      |
| SEC/SUMMATIVE average                                                                               |         |          | 85                    |                |      |
|                                                                                                     |         |          |                       | Citizenship    | 5    |
|                                                                                                     |         |          |                       | Posted Average | 81   |

The **Citizenship** grade, **Calculated Average**, and **Posted Average** are also displayed.

Click the close icon  to collapse the expanded view for for a particular course-cycle.

|                 |                                                                       |
|-----------------|-----------------------------------------------------------------------|
| <b>Show All</b> | Click to show assignment grade details for the cycle for all courses. |
| <b>Hide All</b> | Click to hide the expanded assignment grade details for all courses.  |

## Semester Grades

□ Click or tap **Semester Grades**.

**Cycle & Semester Grades**

Semester: 2 ▼

Cycle Grades

Semester Grades 

**Semester Grades**

| Period | Class           | Withdrawal Date | Teacher            | Exam | Semester Average | Final Grade | Credits |
|--------|-----------------|-----------------|--------------------|------|------------------|-------------|---------|
| 0      | ADVISORY        |                 | ADELA L. AGUILERA  |      |                  |             |         |
| 1      | ENGLISH II      |                 | VICTORIA A. WILLIS |      |                  |             |         |
| 2      | CHEMISTRY       |                 | VALERIA WEAVER     |      |                  |             |         |
| 3      | ART I           |                 | NORMA L. REYES     |      |                  |             |         |
| 4      | GEOMETRY        |                 | OLGA VARGAS        |      |                  |             |         |
| 5-6    | PRIN EDUCAT TRA |                 | NORMA L. REYES     |      |                  |             |         |
| 7      | PRIN BUS MK FIN |                 | OLGA VARGAS        |      |                  |             |         |
| 8      | W HISTORY       |                 | ADELA L. AGUILERA  |      |                  |             |         |

Your posted semester and final averages are displayed.

This data is only available for closed semesters. For the current semester, no data is displayed.

|                         |                                                                                                                                                                                                                                                                                                              |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Exam</b>             | Your semester exam grade for the course is displayed.                                                                                                                                                                                                                                                        |
| <b>Semester Average</b> | Your posted semester average for the course is displayed.                                                                                                                                                                                                                                                    |
| <b>Final Grade</b>      | Your posted final grade for the course is displayed. <ul style="list-style-type: none"> <li>• For one-semester courses, this grade is posted after the semester is closed.</li> <li>• For year-long courses, this grade is only posted after the final semester of the school year is closed.</li> </ul>     |
| <b>Credits</b>          | The number of credits received for the course that count toward graduation requirements is displayed.                                                                                                                                                                                                        |
| <b>(note icon)</b>      | Click the icon to view a note entered by the teacher.<br><br>If the teacher has provided contact information, office hours, and/or other notes, an icon is next to the teacher's name.<br><br>If the teacher has provided course notes or assignment notes, an icon is next to the course and/or assignment. |

[View assignments.](#)

[ASCENDER StudentPortal > Grades > Assignments](#)

The Assignments page allows you to view your class assignments for all courses and all cycles, including graded, ungraded, dropped, missing, etc. **You can only view assignments for the current semester.**

### Assignments

**Filter By:**

Course:

Cycle:

View:

Due Before:

☐ Include Blank Due Dates:

**Find Assignments**

Show  entries

| Course | Assignment           | Category                  | Due Date | Grade |
|--------|----------------------|---------------------------|----------|-------|
| ART I  | attendance           | Class work/Participation  |          |       |
| ART I  | Artsy Fartsy         | Current Events            |          |       |
| ART I  | The Wiz wall         | Team Work/Projects        |          |       |
| ART I  | principles of design | Major Test/Project        |          |       |
| ART I  | behavior             | Class work/Participation  |          |       |
| ART I  | design a shoe        | Projects/Test             |          |       |
| ART I  | meet my artist       | Group Discussion/Projects |          |       |
| ART I  | participation        | Daily Work                |          |       |
| ART I  | Quick Quiz           | Projects/Test             |          |       |
| ART I  | paint my mood        | Class work/Participation  |          |       |

Showing 1 - 10 of 20 entries

Previous  2 Next

### Filter By:

|                                |                                                                                                                                                                                                                                         |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course</b>                  | Select a specific course, or click <b>All</b> to view assignments in all courses.                                                                                                                                                       |
| <b>Cycle</b>                   | Select a specific cycle, or click <b>All</b> to view assignments for all cycles.                                                                                                                                                        |
| <b>View</b>                    | Select which assignments to view:<br><b>All</b> - View all assignments.<br><b>Only Graded</b> - View only assignments that have been graded.<br><b>Only Pending</b> - View only assignments that have been assigned but not yet graded. |
| <b>Due Before</b>              | Select a date to view only assignments due before a particular date. Leave blank to view all assignments.                                                                                                                               |
| <b>Include Blank Due Dates</b> | Select if you wish to include assignments that do not have a specified due date.                                                                                                                                                        |

☐ Click **Find Assignments**.

The assignments are displayed according to your selections. Only assignments for the current semester are listed.

**MOBILE DEVICE USERS:** Your assignments are listed *below* the filters. You may need to scroll down to view data.

**TIP:** Click a column heading to sort the assignments by that heading in ascending order. Click the column heading again to sort in descending order.

- If an assignment grade has been dropped, the message “dropped” is displayed *next to* the grade.
- If an assignment grade has been excluded, the message “excluded” is displayed *in place of* the grade.
- If an assignment is missing, the message “missing” is displayed *in place of* the grade.
- If an assignment is incomplete, the message “incomplete” is displayed *in place of* the grade.
- If the student is withdrawn from the course, the message “(withdrawn)” is displayed *next to* the course title.

**STANDARDS-BASED GRADING:** If the course uses the standards-based type of grading, assignments are associated with specific standards. For these courses, the **Standard Scores** heading is displayed in the table. For each assignment, all associated standards and grades are displayed. Note that assignments may have multiple standards. Also, an assignment may be associated with more than one standard, so you may see the same standard for multiple assignments. The grade for the course is calculated from the scores for the standards, not the assignments.

Some districts use the name **SKILLS-REFERENCED GRADING** to refer to this grading type.

### III. Request Courses

If allowed by the campus, the student can request courses for the upcoming school year.

[Enter and submit course requests.](#)

## ASCENDER StudentPortal > Course Request

The Course Selection page allows you to select and submit course requests for your next year school schedule.

### Course Selection

[Subject Credit Detail](#)

☐ Campus Message

[Language Arts](#)
[Speech](#)
[Mathematics](#)
[Science](#)
[Social Studies](#)
[Economics/Free Enterprise](#)
[Health](#)
[P.E./Equivalent](#)
[Other Languages](#)

[Fine Arts](#)
[Tech Applications](#)
[Career/Tech Education](#)
[Electives](#)
[Local](#)

[Previous Subject](#)
[Next Subject](#)
[Submit](#)

Once your requests are submitted, you will not be able to make any changes.

#### Available Courses - Language Arts

| Add               | Alt               | Number   | Course          | Units |
|-------------------|-------------------|----------|-----------------|-------|
| <a href="#">+</a> | <a href="#">A</a> | 14940000 | ADV JRN YRBK 1  | 2     |
| <a href="#">+</a> | <a href="#">A</a> | 14950000 | ADV JRN YRBK 2  | 2     |
| <a href="#">+</a> | <a href="#">A</a> | 16010000 | COLLEGE EXM PRP | 1     |
| <a href="#">+</a> | <a href="#">A</a> | 11060000 | ENG 1 L         | 4     |
| <a href="#">+</a> | <a href="#">A</a> | 11050000 | ENG 1 SOL-9     | 4     |
| <a href="#">+</a> | <a href="#">A</a> | 11080000 | ENG 1- IS       | 4     |
| <a href="#">+</a> | <a href="#">A</a> | 11030000 | ENG 1- L        | 4     |
| <a href="#">+</a> | <a href="#">A</a> | 11040000 | ENG 1- S        | 4     |
| <a href="#">+</a> | <a href="#">A</a> | 11510000 | ENG 1A SP       | 1     |

#### Requested Courses

| Drop              | Alt                      | Number   | Subject       | Course        | Units |
|-------------------|--------------------------|----------|---------------|---------------|-------|
| <a href="#">x</a> | <a href="#">A</a><br>(1) | 17100000 | Language Arts | CREATIVE WRIT | 2     |

Alternate Courses For (remaining 2 ) :

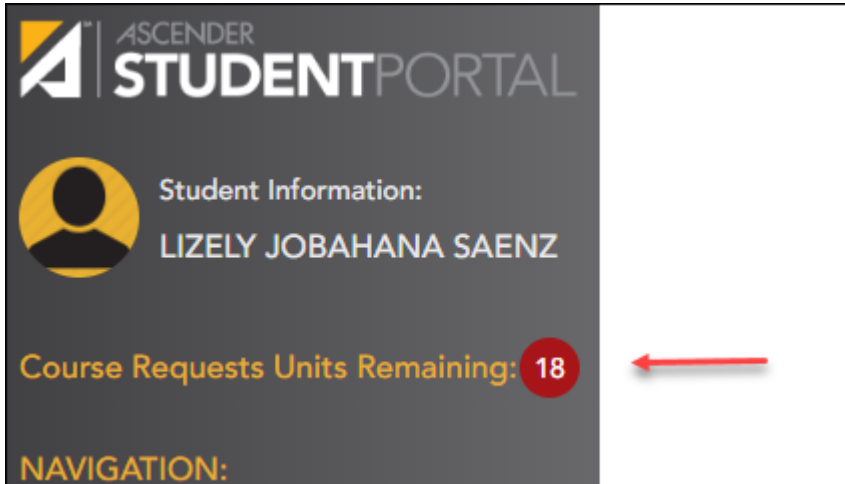
17100000 CREATIVE WRIT

| Drop              | Rank              | Number   | Subject       | Course      | Units |
|-------------------|-------------------|----------|---------------|-------------|-------|
| <a href="#">x</a> | <a href="#">v</a> | 12090000 | Language Arts | TECHWRITESL | 2     |

**NOTE:** If you log on to the application and you are only able to view the [Confirmation](#) page, you have either already submitted your course requests, or your campus has changed the application settings to view only. If no courses are listed on the Confirmation page, you have not requested courses for the next school year and will need to meet with your counselor.

## Course Requests Units Remaining:

To begin selecting courses, you must have the appropriate number of **Course Requests Units Remaining** available. The **Course Requests Units Remaining** field is located in the left-side navigation bar.



**Course Requests Units Remaining** is the number of units available for you to select from the **Available Courses** section.

- Most courses are worth two units because the course is two semesters long. The units depend on your campus and the number of semesters required for the course.
- The number of units required for each course is displayed in the **Units** column of the **Available Courses** section.
- Once **Course Requests Units Remaining** is zero, a warning message is displayed notifying you that you will not be able to select additional courses unless you remove a previously selected course from the **Requested Courses** section.
  - **Course Requests Units Remaining** will decrease as you add courses.
  - **Course Requests Units Remaining** will increase as you remove courses.

## Select courses:

Subjects are listed across the top of the page.

## Course Selection

Language Arts

Speech

Mathematics

Science

Social Studies

Economics/Free Enterprise

Health

P.E./Equivalent

Other

☐ Click the subject area you want to view.

When you click a subject area, the list of courses under the **Available Courses** section will change to correspond with the subject selected. For example, when you click **Science**, all courses in the **Available Courses** section will change to science classes available at your campus.

| Available Courses - Language Arts |     |        |            |       | Requested Courses                      |     |        |               |                 |       |
|-----------------------------------|-----|--------|------------|-------|----------------------------------------|-----|--------|---------------|-----------------|-------|
| Add                               | Alt | Number | Course     | Units | Drop                                   | Alt | Number | Subject       | Course          | Units |
|                                   |     | 0115   | ELA - DUAL | 0     |                                        |     | 1200   | Language Arts | CREATIVE WRITIN | 1     |
|                                   |     | 0100   | ELA 1      | 0     | Alternate Courses For (remaining 2 ) : |     |        |               |                 |       |
|                                   |     | 0122   | ELA 1      | 0     | 1200 CREATIVE WRITIN                   |     |        |               |                 |       |
|                                   |     | 0121   | ELA 1 DUAL | 0     |                                        |     | 1051   | Language Arts | TECH WRITING    | 0     |
|                                   |     | 0200   | ELA 2      | 0     |                                        |     |        |               |                 |       |
|                                   |     | 0215   | ELA 2 DUAL | 0     |                                        |     |        |               |                 |       |
|                                   |     | 0300   | ELA 3      | 0     |                                        |     |        |               |                 |       |

You can click the **Number** or **Course** column heading to sort the columns in ascending order by course number and course name.

### Left grid:

☐ Under **Available Courses**, click to add a course.

- The course is moved to the **Requested Courses** list (right grid) and is no longer displayed under **Available Courses**.

- The **Course Requests Units Remaining** field decreases by the appropriate number of units.

### Right grid:

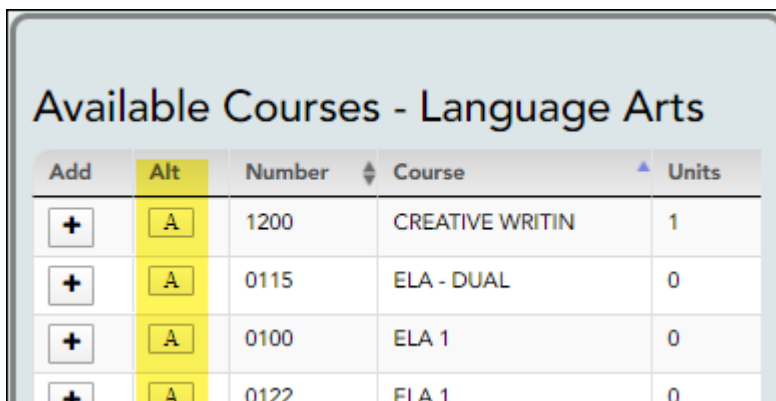
☐ To remove a course from the **Requested Courses** list, click in the **Drop** column.

- The course moves back to the **Available Courses** list (left grid) and is no longer displayed under **Requested Courses**.
- **Course Requests Units Remaining** increases by the appropriate number of units.

**NOTE:** If a course is displayed in the **Requested Courses** list and you do not have the ability to remove it, it was added by your campus, and you will need to meet with a counselor to discuss it.

## Select alternate courses:

- From the **Available Courses** list, click  to add an alternate course.



| Add | Alt | Number | Course          | Units |
|-----|-----|--------|-----------------|-------|
| +   | A   | 1200   | CREATIVE WRITIN | 1     |
| +   | A   | 0115   | ELA - DUAL      | 0     |
| +   | A   | 0100   | ELA 1           | 0     |
| +   | A   | 0122   | ELA 1           | 0     |

A pop-up window opens allowing you to select the course for which you want to add this alternate course.

Add (1200) CREATIVE WRITIN as alternate to:

- select one of the courses listed below -

(1051) TECH WRITING - Language Arts - Units: 0

**NOTE:** Alternates cannot be given for proxies, nor can proxies be used as alternates.

Close

The window lists your requested courses. Click a course to select it.

In the example above, if the TECH WRITING course is not available, the CREATIVE WRIT course will be substituted.

When you click the course, the window closes, and the selected alternate course is displayed in the **Alternate Courses For** list and is no longer displayed in the **Available Courses** list.

**NOTE:**

- Only courses with an assigned course number are available.
- Only three alternate courses may be selected per course.
- A proxy course (i.e., a group of courses that are scheduled together) cannot be added as an alternate.

Under **Requested Courses**, the **Alt** column displays in parentheses the number of alternate courses added for the course.

Requested Courses

| Drop                     | Alt                          | Number | Subject       | Course       | Units |
|--------------------------|------------------------------|--------|---------------|--------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> (1) | 1051   | Language Arts | TECH WRITING | 0     |

Alternate Courses For (remaining 2 ) :

1051 TECH WRITING

| Drop                     | Rank | Number | Subject       | Course          | Units |
|--------------------------|------|--------|---------------|-----------------|-------|
| <input type="checkbox"/> | 1    | 1200   | Language Arts | CREATIVE WRITIN | 1     |

☐ Click  to view the alternate courses.

The alternate courses are displayed in the **Alternate Courses For** list.

☐ To remove an alternate course from the **Alternate Courses For** list, click  in the **Drop** column next to the appropriate course.

- The course is displayed in the **Available Courses** list and is no longer displayed in the **Alternate Courses For** list.
- If a course is displayed in the **Alternate Courses For** list and you do not have the ability to remove it, it was added by your campus, and you will need to meet with a counselor to discuss it.

☐ Under **Alternate Courses For** in the **Rank** field, you can rank the order in which you want the alternate courses to be applied to your course requests.

### Requested Courses

| Drop                                                                                | Alt   | Number | Subject       | Course       | Units |
|-------------------------------------------------------------------------------------|-------|--------|---------------|--------------|-------|
|  | A (1) | 1051   | Language Arts | TECH WRITING | 0     |

### Alternate Courses For (remaining 2 ) :

### 1051 TECH WRITING

| Drop                                                                                | Rank | Number | Subject       | Course          | Units |
|-------------------------------------------------------------------------------------|------|--------|---------------|-----------------|-------|
|  | 1 ▼  | 1200   | Language Arts | CREATIVE WRITIN | 1     |

For example, if a course is not available, the alternate course with a rank of 1 will be the first alternate course attempted to replace it. If that course cannot be applied, the course with a rank of 2 will be attempted, and so on.

**NOTE:** If the counselor has specified the rank order, it cannot be changed.

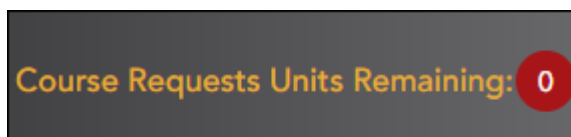
☐ Before submitting your course requests, confirm each of the following:

☐ All information on the [About Me](#) page is correct.

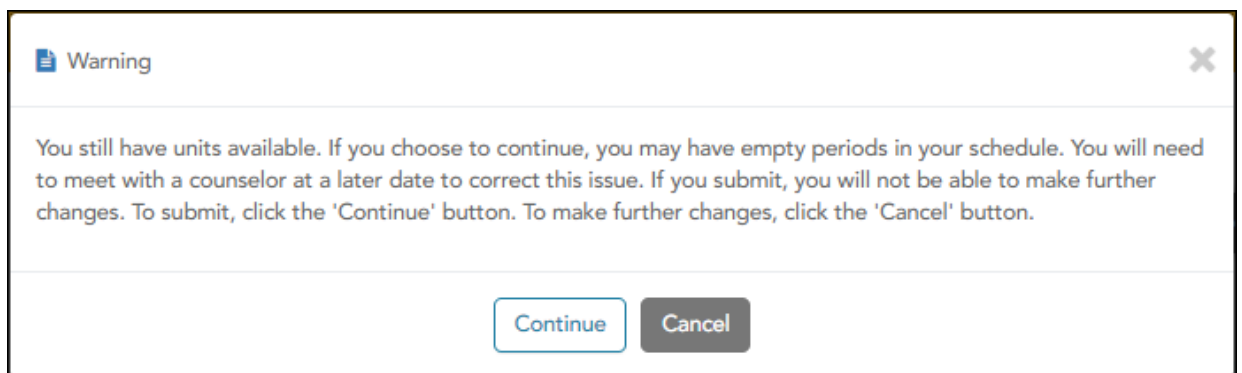
☐ You are satisfied with your selections.

**No changes can be made once you click Submit.**

☐ **Course Requests Units Remaining** is equal to zero.

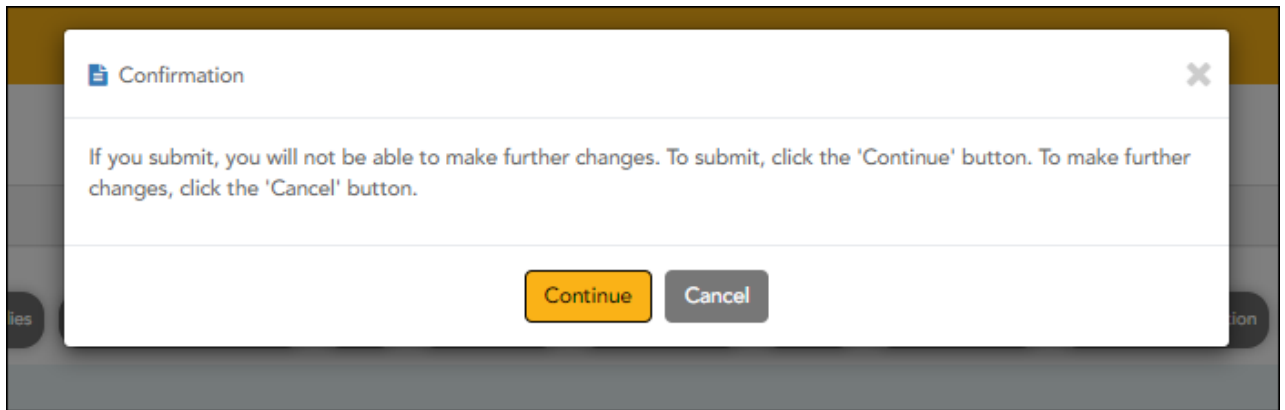


If **Course Requests Units Remaining** is not zero when the request is submitted, a warning message will notify you that you still have units remaining, and you will need to meet with your campus counselor at a later date to complete your schedule. Click **Continue** if you wish to proceed.



☐ Click **Submit** to submit your list.

A message is displayed confirming your choice to submit your request.



- Click **Continue** to view the [Confirmation page](#).
- Or, click **Cancel** to continue adding or removing courses.

**Subject Credit Detail**

(top-right corner)

**Course Selection****Subject Credit Detail**☐ Campus Message

Language Arts

Speech

Mathematics

Science

Social Studies

Economics/Free Enterprise

Health

P.E./Equivalent

Other Languages

Fine Arts

Tech Applications

Career/Tech Education

Electives

Local

Previous Subject

Next Subject

Submit

Once your requests are submitted, you will not be able to make any changes.

Available Courses - Language Arts

Requested Courses

☐ Click to view the history of courses you have taken for the selected subject area. The Subject Credit Detail window opens, listing each course you have taken in the subject area, including the credits earned, the semester and final grades, and important credit detail.

**Subject Credit Detail**

| Language Arts | School Year | Credits Needed | Credits Earned | Semester 1 Grade | Semester 2 Grade | Final Grade | Credits in Progress | Credits Scheduled/Requested | Remaining Plan Credits | Credits Lacking |
|---------------|-------------|----------------|----------------|------------------|------------------|-------------|---------------------|-----------------------------|------------------------|-----------------|
| ENG 1         | 2017/2018   |                | 1.0            | 079              | 075              | 077         | 0.0                 | 0.0                         |                        |                 |
| ENGLISH II    | 2018/2019   |                | 0.5            | 075              | 053              | 064         | 0.0                 | 0.0                         |                        |                 |
| ENGLISH II    | 2018/2019   |                | 0.0            |                  |                  |             | 0.0                 | 0.0                         |                        |                 |
| ENGLISH III   | 2019/2020   |                | 0.0            |                  |                  |             | 1.0                 | 0.0                         |                        |                 |
| READING I     | 2019/2020   |                | 0.0            |                  |                  |             | 1.0                 | 0.0                         |                        |                 |
| ENGLISH I     | 12th Grade  |                | 0.0            |                  |                  |             | 0.0                 | 0.0                         | 1.0                    |                 |
| ENGLISH I-A   | 12th Grade  |                | 0.0            |                  |                  |             | 0.0                 | 0.0                         | 0.5                    |                 |
| Total         |             | 4.0            | 1.5            |                  |                  |             | 2.0                 | 0.0                         | 1.5                    | +1.0            |

OK

Click **OK** to close the window.

☐ To view the history of courses you have taken for a different subject area, select a different subject area under **Subjects**, and then click **Subject Credit Detail**.

**Previous Subject**Click to view the list of **Available Courses** for the previous subject, in order from right-to-left.**Next Subject**Click to view the list of **Available Courses** for the next subject, in order from left-to-right.

The Confirmation page allows you to view and print your submitted course requests.

Once you have submitted your course requests, you will no longer be able to make changes. If you would like to add or remove any courses, you will need to meet with a counselor.

At any time, you can log on to the Student Course Requests application to view and print this information.

[Print](#)

ILIANA AMORY SAENZ

Next Year:12th Grade

001 001 SCHOOL PK-12

No Team Assigned

**You have successfully submitted your course requests. Should you need to make any changes, you will need to meet with a counselor**

## Requested Courses

| Number | Subject         | Course          | Units |
|--------|-----------------|-----------------|-------|
| 3612   | Language Arts   | AD BROAD JOURNI | 2     |
| 2011   | Mathematics     | ALGEBRA 1       | 2     |
| 4410   | Social Studies  | AP PSYCH        | 1     |
| 3515   | Science         | AP-ENVIR        | 2     |
| 0262   | Fine Arts       | ART 2           | 2     |
| 5121   | P.E./Equivalent | ATHLETICS 2     | 2     |
| 1111   | Speech          | COMM APP        | 1     |
| 5315   | Health          | HEALTH ED       | 2     |
| 0695   | Electives       | HLTH & WELL 6   | 2     |
| 3212   | Science         | P-AP BIOLOGY    | 2     |

## Alternate Courses

### Alternate Courses For 5315 - HEALTH ED

| Rank | Number | Subject         | Course    | Units |
|------|--------|-----------------|-----------|-------|
| 1    | 0150   | P.E./Equivalent | PE/HLTH 1 | 1     |

Parent Signature:

---

## IV. View & Update Graduation Plan

If allowed by the campus, students can view and update their graduation plan.

[View and update graduation plan.](#)

[ASCENDER StudentPortal > Graduation Plan > Graduation Plan](#)

The Graduation Plan tab allows you to view and change your current graduation plan.

## Student Graduation Plan

Language Arts
Speech
**Mathematics**
Science
Social Studies
Economics/Free Enterprise
Health
P.E./Equivalent
Other Languages
Fine Arts

Tech Applications
Career/Tech Education
Electives
Local

11th Grade >> 12th Grade >>

| Select All               | Course Number | Title            | Service ID | Grade Level |
|--------------------------|---------------|------------------|------------|-------------|
| <input type="checkbox"/> | 2011          | ALGEBRA I        | 03100500   | 9           |
| <input type="checkbox"/> | 2021          | ALGEBRA II       | 03100600   | 11          |
| <input type="checkbox"/> | 2022          | ALGEBRA II-A     | 03100600   | 11          |
| <input type="checkbox"/> | 2023          | ALGEBRA II-B     | 03100600   | 11          |
| <input type="checkbox"/> | 2031          | GEOMETRY         | 03100700   | 10          |
| <input type="checkbox"/> | 2032          | GEOMETRY A       | 03100700   | 10          |
| <input type="checkbox"/> | 2033          | GEOMETRY B       | 03100700   | 10          |
| <input type="checkbox"/> | 1114          | INSTUMTH         | 03102500   | 9           |
| <input type="checkbox"/> | 2040          | MATH MODELS      | 03102400   | 9           |
| <input type="checkbox"/> | 2042          | MATH MODELS A    | 03102400   | 9           |
| <input type="checkbox"/> | 2043          | MATH MODELS B    | 03102400   | 9           |
| <input type="checkbox"/> | 2201          | PRE CAL A        | 03101100   | 12          |
| <input type="checkbox"/> | 2203          | PRE CAL B        | 03101100   | 12          |
| <input type="checkbox"/> | 2200          | PRE CALCULUS     | 03101100   | 12          |
| <input type="checkbox"/> | 2035          | STATISTICS & BUS | 13016900   | 11          |

<< Remove

Save Grad Plan

| Select All               | 11th Grade Grad Plan Courses | Credits | Meets Req. | Default |
|--------------------------|------------------------------|---------|------------|---------|
| <input type="checkbox"/> | No data                      |         |            |         |

| Select All               | 12th Grade Grad Plan Courses | Credits | Meets Req. | Default |
|--------------------------|------------------------------|---------|------------|---------|
| <input type="checkbox"/> | No data                      |         |            |         |

### Cumulative Coursework and Credits

| Subject Area | Service ID | School Year | Credits Needed | Credits Earned | Semester 1 Grade | Semester 2 Grade | Final Grade | Credits in Progress | Credits Scheduled/Requested | Remaining Plan Credits | Credits Lacking |
|--------------|------------|-------------|----------------|----------------|------------------|------------------|-------------|---------------------|-----------------------------|------------------------|-----------------|
| Mathematics  |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| ALGEBRA I    | 03100500   | 2018/2019   |                | 1.5            | 097              | 094              | 096         | 0.0                 | 0.0                         |                        |                 |
| GEOMETRY     | 03100700   | 2019/2020   |                | 0.0            |                  |                  |             | 1.0                 | 0.0                         |                        |                 |
| Total        |            |             | 4.0            | 1.5            |                  |                  |             | 1.0                 | 0.0                         | 0.0                    | 1.5             |

The different subjects available at your campus are displayed across the top.

□ Click a subject to display courses for that subject area.

### Left grid:

The available courses for the selected subject are displayed in the left grid, including course number, course title, service ID, and suggested grade level. Click a different subject to see different courses.

### Right grid:

- The courses already assigned to you are displayed in the right grid in order by grade level. You can add or remove courses for each grade level displayed.

- Courses are only displayed for your future grade levels, not your current grade level.
- The listed courses include:
  - Courses you previously selected as a part of your graduation plan
  - Courses assigned to you automatically by your counselor
- When a course is already included in your graduation plan, or if you have already taken a course, the course is disabled in this list.

## Change the Graduation Plan:

☐ From the left grid, select the individual course(s) you want to add to your graduation plan. Or, click **Select All** to select all courses in that grid.

☐ Click  (or the appropriate grade level button) to move the course(s) from the left grid to the right grid. The course is moved to below the corresponding grade level in the right grid.

☐ To remove any courses from your graduation plan, select the course(s) in the right grid, and then click «**Remove**».

☐ Click **Save Grad Plan** to save your graduation plan.

### Cumulative Coursework and Credits:

This section displays credit details for the selected subject area, including your completed coursework and projected credits in the subject area. This information can help you make decisions for the upcoming years.

- This is the same information that is displayed on the [Credit Detail](#) page.
- Any middle school courses taken for high school-level credit are included.

[View credit summary.](#)

[ASCENDER StudentPortal > Graduation Plan > Credit Summary](#)

The Credit Summary page allows you to view a report of your total credits needed, credits earned, courses/credits in progress, requested/scheduled courses/credits, and planned

courses/credits. If you are lacking any credits for graduation in one or more subject areas, this information is displayed as well.

## Credit Summary

| Subject Area              | Credits Needed | Credits Earned | Credits in Progress | Credits Scheduled/Requested | Remaining Plan Credits | Credits Lacking |
|---------------------------|----------------|----------------|---------------------|-----------------------------|------------------------|-----------------|
| Language Arts             | 4.0            | 1.5            | 1.0                 | 0.0                         | 1.0                    | 0.5             |
| Speech                    | 0.0            | 0.0            | 0.0                 | 0.0                         | 0.0                    | 0.0             |
| Mathematics               | 4.0            | 1.5            | 1.0                 | 0.0                         | 0.0                    | 1.5             |
| Science                   | 4.0            | 0.5            | 1.0                 | 0.0                         | 0.0                    | 2.5             |
| Social Studies            | 4.0            | 0.5            | 1.0                 | 0.0                         | 0.0                    | 2.5             |
| Economics/Free Enterprise | 0.5            | 0.0            | 0.0                 | 0.0                         | 0.0                    | 0.5             |
| Health                    | 0.5            | 0.0            | 0.0                 | 0.0                         | 0.0                    | 0.5             |
| P.E./Equivalent           | 2.0            | 0.5            | 0.0                 | 0.0                         | 0.0                    | 1.5             |
| Other Languages           | 2.0            | 0.0            | 0.0                 | 0.0                         | 0.0                    | 2.0             |
| Fine Arts                 | 3.0            | 0.0            | 1.0                 | 0.0                         | 0.0                    | 2.0             |
| Tech Applications         | 0.0            | 0.0            | 0.0                 | 0.0                         | 0.0                    | 0.0             |
| Career/Tech Education     | 0.0            | 2.0            | 2.0                 | 0.0                         | 0.0                    | +4.0            |
| Electives                 | 0.0            | 0.0            | 0.0                 | 0.0                         | 0.0                    | 0.0             |
| Local                     | 0.0            | 0.0            | 0.0                 | 0.0                         | 0.0                    | 0.0             |
| <b>Total</b>              | <b>24.0</b>    | <b>6.5</b>     | <b>7.0</b>          | <b>0.0</b>                  | <b>1.0</b>             | <b>13.5</b>     |

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Subject Area</b>                | The subject areas covered by your assigned graduation plan are listed.                                                                                                                                                                                                                                                                                                                                    |
| <b>Credits Needed</b>              | The total number of credits required for the subject area is displayed. This is the total for the plan, not the grade level.                                                                                                                                                                                                                                                                              |
| <b>Credits Earned</b>              | The number of credits you have earned to date in the subject area is displayed. This number includes all grade levels.                                                                                                                                                                                                                                                                                    |
| <b>Credits in Progress</b>         | The number of credits you will earn in the subject area is displayed. The number of credits is only correct once you successfully complete the courses that you are currently enrolled in.                                                                                                                                                                                                                |
| <b>Credits Scheduled/Requested</b> | The number of credits you are scheduled for or have requested for the upcoming school year is displayed. These courses have not yet been attempted.                                                                                                                                                                                                                                                       |
| <b>Remaining Plan Credits</b>      | The number of credits included in future years of your graduation plan is displayed. This number also takes into account any scheduled credits for the upcoming school year. For example, a 10th grade student who has successfully taken English I and English II in 9th and 10th grades respectively, and has scheduled English III for 11th grade, will have one remaining plan credit for English IV. |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Credits Lacking</b> | Includes credits earned, in progress, scheduled/requested, and remaining, and compares them to the credits required for the entire graduation plan. Any difference is displayed in this column. <ul style="list-style-type: none"><li>• If all required credits have been accounted for in the subject area, a zero is displayed. Otherwise, the number is displayed.</li><li>• A total is displayed at the bottom of each column in the <b>Total</b> row.</li></ul> |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Print the Credit Summary

- ☐ To preview your credit summary, select the print preview option from your browser menu.
- ☐ To print your credit summary, click **Print**.

[View credit detail.](#)

[ASCENDER StudentPortal > Graduation Plan > Credit Detail](#)

The Credit Detail tab allows you to view expanded detail of your credit summary information. In addition to the credit summary data, the specific courses, service IDs, school years, and grades are displayed.

## Credit Detail

| Subject Area              | Service ID | School Year | Credits Needed | Credits Earned | Semester 1 Grade | Semester 2 Grade | Final Grade | Credits in Progress | Credits Scheduled/Requested | Remaining Plan Credits | Credits Lacking |
|---------------------------|------------|-------------|----------------|----------------|------------------|------------------|-------------|---------------------|-----------------------------|------------------------|-----------------|
| Language Arts             |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| ENGLISH I                 | 03220100   | 2018/2019   |                | 1.5            | 081              | 065              | 073         | 0.0                 | 0.0                         |                        |                 |
| ENGLISH II                | 03220200   | 2019/2020   |                | 0.0            |                  |                  |             | 1.0                 | 0.0                         |                        |                 |
| Total                     |            |             | 4.0            | 1.5            |                  |                  |             | 1.0                 | 0.0                         | 1.0                    | 0.5             |
| Speech                    |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| Total                     |            |             | 0.0            | 0.0            |                  |                  |             | 0.0                 | 0.0                         | 0.0                    | 0.0             |
| Mathematics               |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| ALGEBRA I                 | 03100500   | 2018/2019   |                | 1.5            | 097              | 094              | 096         | 0.0                 | 0.0                         |                        |                 |
| GEOMETRY                  | 03100700   | 2019/2020   |                | 0.0            |                  |                  |             | 1.0                 | 0.0                         |                        |                 |
| Total                     |            |             | 4.0            | 1.5            |                  |                  |             | 1.0                 | 0.0                         | 0.0                    | 1.5             |
| Science                   |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| BIOLOGY                   | 03010200   | 2018/2019   |                | 0.5            | 075              |                  | 075         | 0.0                 | 0.0                         |                        |                 |
| CHEMISTRY                 | 03040000   | 2019/2020   |                | 0.0            |                  |                  |             | 1.0                 | 0.0                         |                        |                 |
| Total                     |            |             | 4.0            | 0.5            |                  |                  |             | 1.0                 | 0.0                         | 0.0                    | 2.5             |
| Social Studies            |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| W GEOGRAPHY               | 03320100   | 2018/2019   |                | 0.5            | 081              |                  |             | 0.0                 | 0.0                         |                        |                 |
| W HISTORY                 | 03340400   | 2019/2020   |                | 0.0            |                  |                  |             | 1.0                 | 0.0                         |                        |                 |
| Total                     |            |             | 4.0            | 0.5            |                  |                  |             | 1.0                 | 0.0                         | 0.0                    | 2.5             |
| Economics/Free Enterprise |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| Total                     |            |             | 0.5            | 0.0            |                  |                  |             | 0.0                 | 0.0                         | 0.0                    | 0.5             |
| Health                    |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| Total                     |            |             | 0.5            | 0.0            |                  |                  |             | 0.0                 | 0.0                         | 0.0                    | 0.5             |
| P.E./Equivalent           |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| PE                        | PES00052   | 2018/2019   |                | 0.5            | 083              |                  |             | 0.0                 | 0.0                         |                        |                 |
| Total                     |            |             | 2.0            | 0.5            |                  |                  |             | 0.0                 | 0.0                         | 0.0                    | 1.5             |
| Other Languages           |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| Total                     |            |             | 2.0            | 0.0            |                  |                  |             | 0.0                 | 0.0                         | 0.0                    | 2.0             |
| Fine Arts                 |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| ART I                     | 03500100   | 2019/2020   |                | 0.0            |                  |                  |             | 1.0                 | 0.0                         |                        |                 |
| Total                     |            |             | 3.0            | 0.0            |                  |                  |             | 1.0                 | 0.0                         | 0.0                    | 2.0             |
| Tech Applications         |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| Total                     |            |             | 0.0            | 0.0            |                  |                  |             | 0.0                 | 0.0                         | 0.0                    | 0.0             |
| Career/Tech Education     |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| MED TERM                  | 13020300   | 2018/2019   |                | 1.0            | 094              | 094              | 094         | 0.0                 | 0.0                         |                        |                 |
| PRIN HLTH SCI             | 13020200   | 2018/2019   |                | 1.0            | 090              | 093              | 092         | 0.0                 | 0.0                         |                        |                 |
| PRIN BUS MK FIN           | 13011200   | 2019/2020   |                | 0.0            |                  |                  |             | 1.0                 | 0.0                         |                        |                 |
| PRIN EDUCAT TRA           | 13014200   | 2019/2020   |                | 0.0            |                  |                  |             | 1.0                 | 0.0                         |                        |                 |
| Total                     |            |             | 0.0            | 2.0            |                  |                  |             | 2.0                 | 0.0                         | 0.0                    | +4.0            |
| Electives                 |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| Total                     |            |             | 0.0            | 0.0            |                  |                  |             | 0.0                 | 0.0                         | 0.0                    | 0.0             |

|                       |                                                                                                                                                                                                                                                                           |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Subject Area</b>   | The subject areas covered by your assigned graduation plan are listed. Below each subject, the specific courses you have taken are also listed. The same course may be listed twice if you took the course twice (i.e., failed or did not receive credit the first time). |
| <b>Service ID</b>     | The service ID for each course is displayed.                                                                                                                                                                                                                              |
| <b>School Year</b>    | The school year in which you took the course is displayed.                                                                                                                                                                                                                |
| <b>Credits Needed</b> | The total number of credits required for the subject area is displayed on the <b>Total</b> row for the subject area.                                                                                                                                                      |
| <b>Credits Earned</b> | If you have earned credit for the course, the number of credits is displayed by school year. The total credits earned for the subject area is displayed on the subject <b>Total</b> row.                                                                                  |

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Semester # Grade</b>            | Your semester grade for each course is displayed by school year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Final Grade</b>                 | If your final grade has been posted for the course, the final grade is displayed by school year.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Credits in Progress</b>         | The number of credits you will earn in the subject area is displayed. The number of credits is only correct once you successfully complete the courses that you are currently enrolled in. The total credits in progress for the subject area are displayed on the subject <b>Total</b> row.                                                                                                                                                                                                                                                        |
| <b>Credits Scheduled/Requested</b> | The number of credits you are scheduled for or have requested for the upcoming school year is displayed. These courses have not yet been attempted. The total credits scheduled and requested for the subject area is displayed on the subject <b>Total</b> row.                                                                                                                                                                                                                                                                                    |
| <b>Remaining Plan Credits</b>      | The number of credits included in future years of your graduation plan is displayed on the subject Total row.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Credits Lacking</b>             | Includes credits earned, in progress, scheduled/requested, and remaining, and compares them to the credits required for the entire graduation plan. Any difference is displayed in this column. <ul style="list-style-type: none"> <li>• If all required credits have been accounted for in the subject area, a zero is displayed.</li> <li>• If credits are missing for the subject area, the number is displayed.</li> <li>• If there are more credits than needed for a subject area, the number is displayed with the PLUS SIGN (+).</li> </ul> |

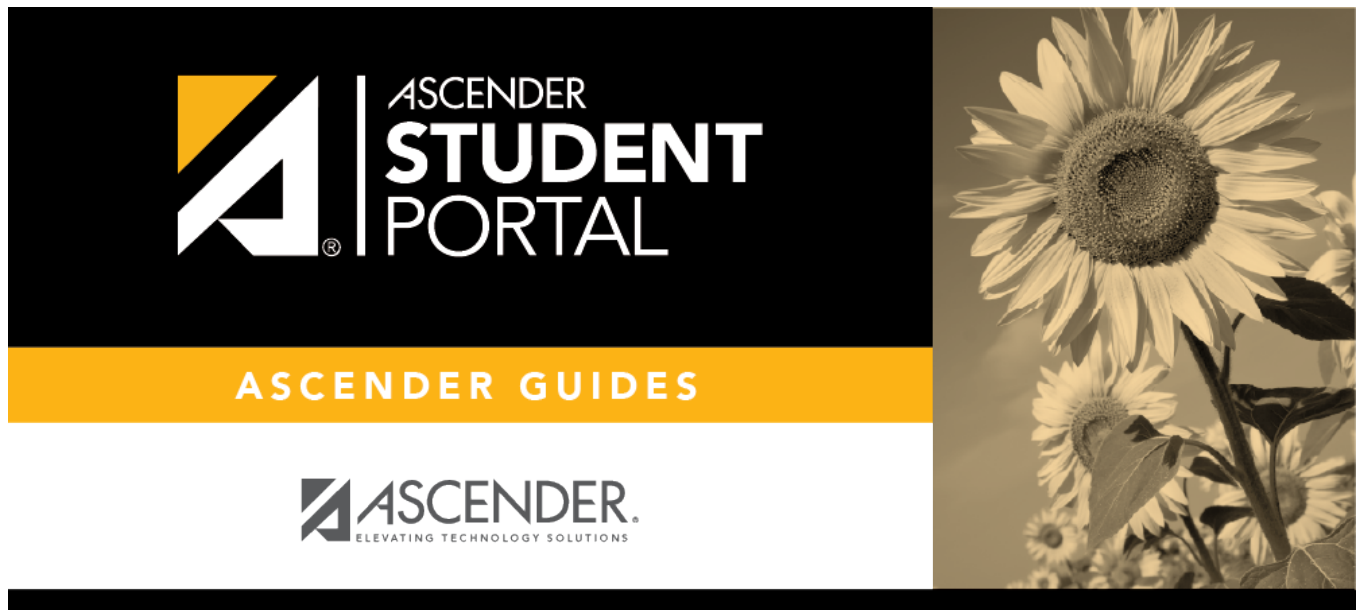
## Print the Credit Details

- ☐ To preview your credit detail, select the print preview option from your browser menu.
- ☐ To print your credit detail, click **Print**.









## Back Cover





