

Student Use

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Student Guide: Grades & Attendance, Course Requests, and Graduation Plan

I. Create Account & Log On

Follow these steps to create a new student account and log on to ASCENDER StudentPortal.

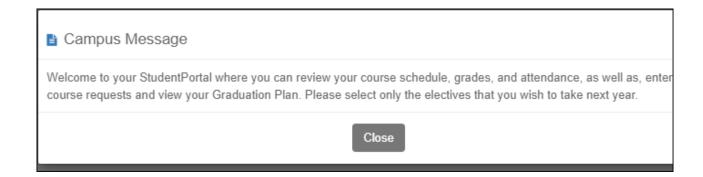
Create an ASCENDER StudentPortal account and log on.



User NameType your user name. Your user name is not case-sensitive.PasswordType 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.



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You can access this message a	gain 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.

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.

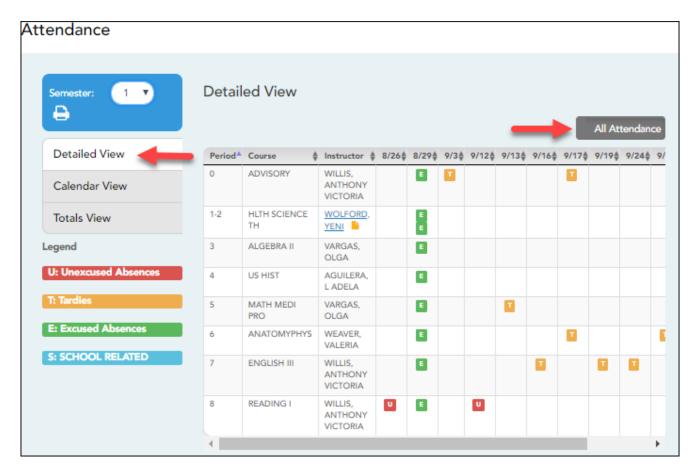
MOBILE DEVICE USERS: Your attendance data is *below* the legend. You may need to scroll down to view data.

Semester

Select the semester you want to view attendance for.

Detailed View

Detailed View (All Attendance) is the default view.



Your schedule is displayed. The date appears in the column heading <u>only</u> 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**.

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.
TIP: 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:

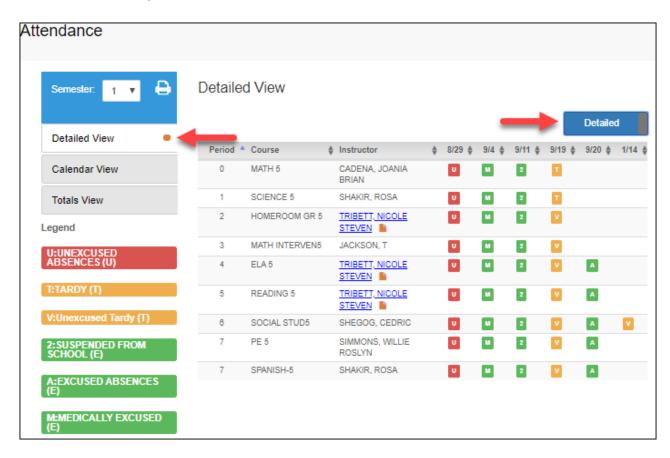
- Unexcused Absence (U)
- Tardy (T)
- Excused Absence (E)
- School Related (S)

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).

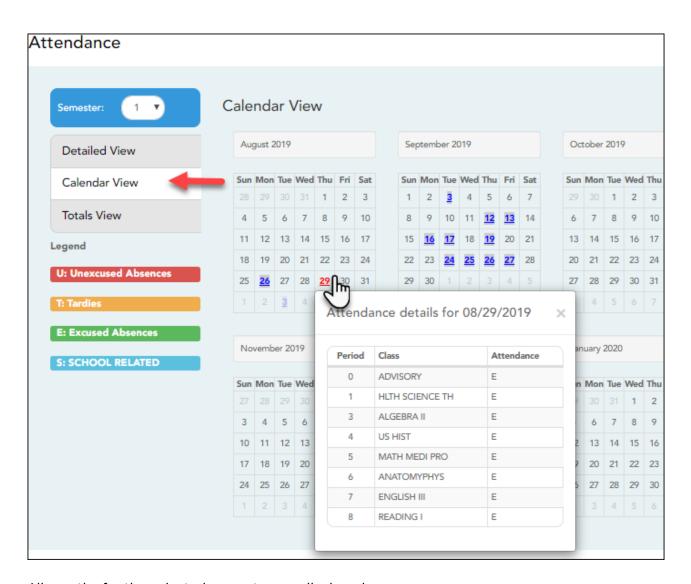


☐ Click or tap **Detailed** to return to **All Attendance** view.

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**.

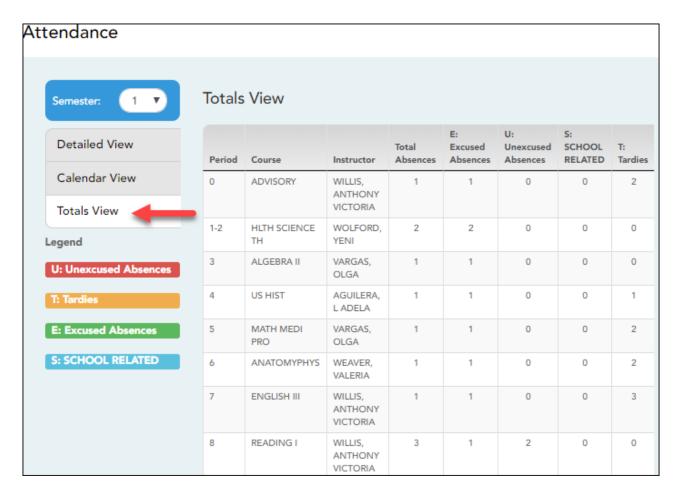


All months for the selected semester are displayed.

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**.



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.

Instructor 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

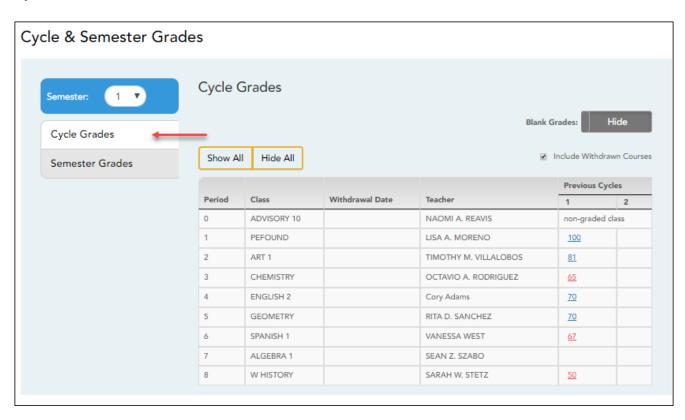
The Cycle & Semester Grades page displays your cycle and semester grade averages. You can also view assignment grades for the current semester.

- **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.

Semester	Select the semester you want to view grades for.
Include Withdrawn Courses	Select if you wish to include withdrawn courses.

Cycle Grades

Cycle Grades is the default view.



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

Blank Grades 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.



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

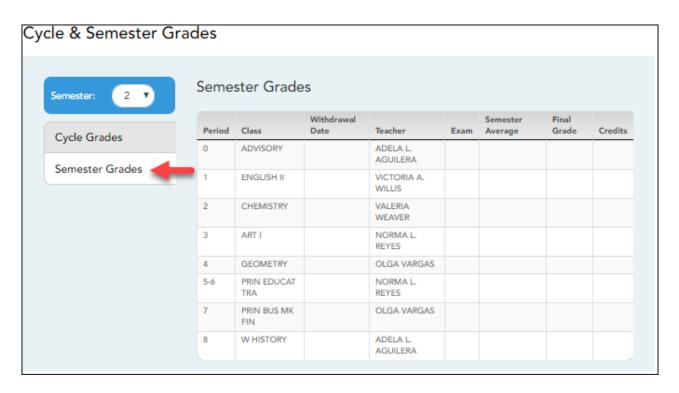
Click the close icon \triangle to collapse the expanded view for for a particular course-cycle.

Show All Click to show assignment grade details for the cycle for all courses.

Hide All Click to hide the expanded assignment grade details for all courses.

Semester Grades

☐ Click or tap **Semester Grades**.



Your posted semester and final averages are displayed.

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

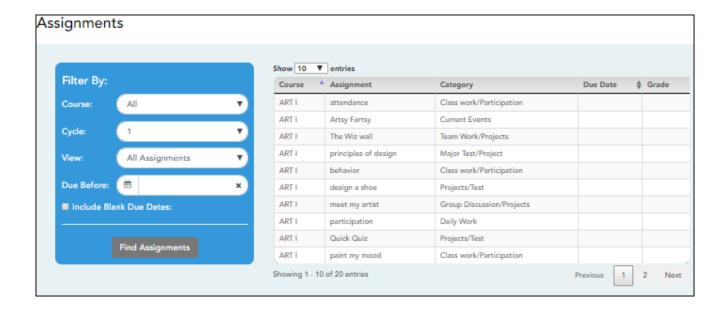
Exam	Your semester exam grade for the course is displayed.		
Semester Average	Your posted semester average for the course is displayed.		
Final Grade	Your posted final grade for the course is displayed. • For one-semester courses, this grade is posted after the semester is closed. • For year-long courses, this grade is only posted after the final semester of the school year is closed.		
Credits	The number of credits received for the course that count toward graduation requirements is displayed.		

(note icon)	Click the icon to view a note entered by the teacher.
	If the teacher has provided contact information, office hours, and/or other notes, an icon is next to the teacher's name.
	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.**



Filter By:

Course	Select a specific course, or click All to view assignments in all courses.
Cycle	Select a specific cycle, or click All to view assignments for all cycles.
View	Select which assignments to view: All - View all assignments. Only Graded - View only assignments that have been graded. Only Pending - View only assignments that have been assigned but not yet graded.

	Select a date to view only assignments due before a particular date. Leave blank to view all assignments.
Include Blank Due Dates	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.

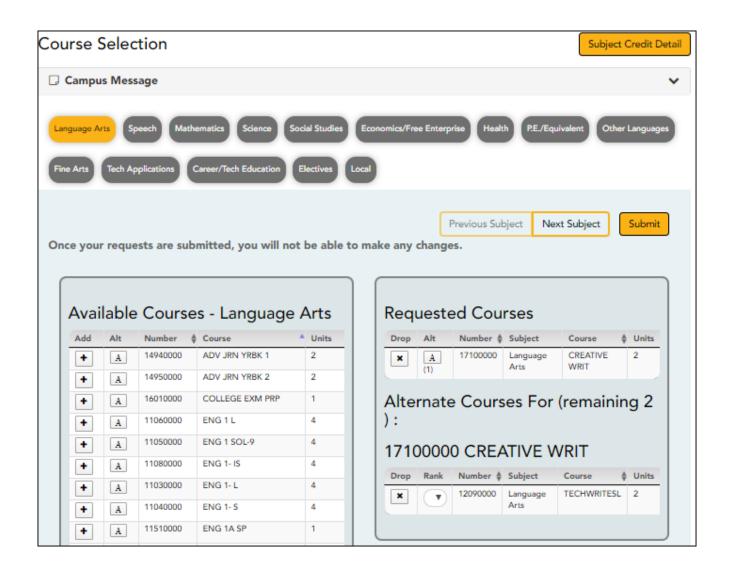
III. Request Courses

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

Enter and submit course requests.

ASCENDER StudentPortal > Course Request

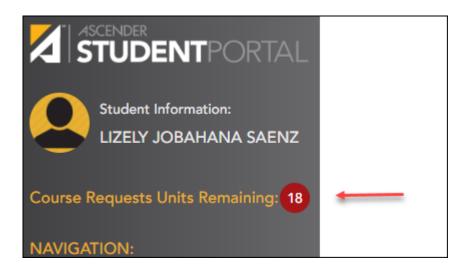
The Course Selection page allows you to select and submit course requests for your next year school schedule.



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.

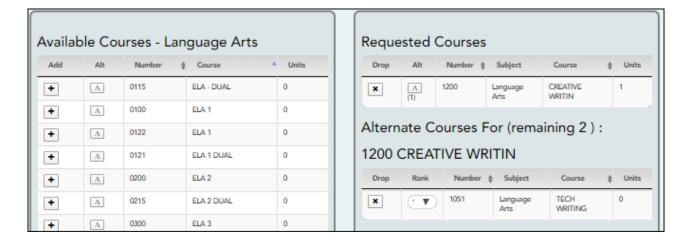
Select courses:

Subjects are listed across the top of the page.



☐ 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.



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.

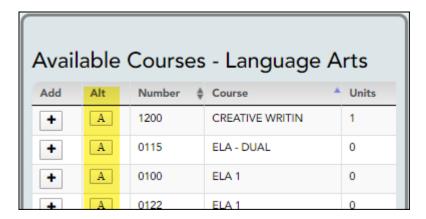
Right grid:

- ☐ 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.

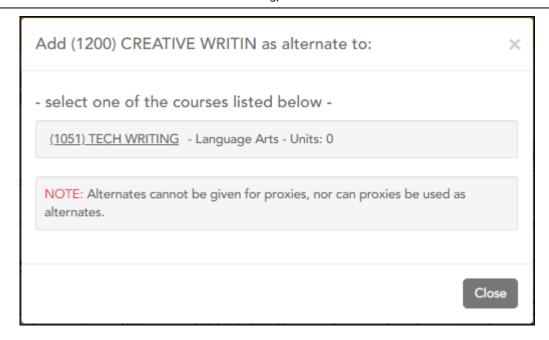
NOTE: If a course is displayed in the **Requested Courses** list and you do not have the ability to remove it, it was added by your campus, and you will need to meet with a counselor to discuss it.

Select alternate courses:

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



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



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

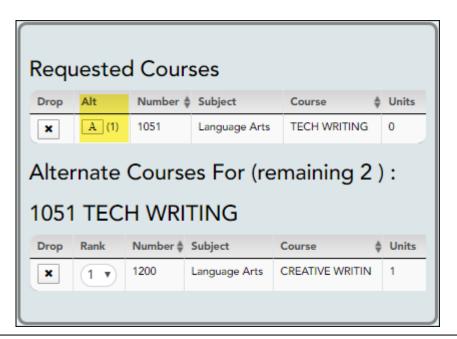
In the example above, if the TECH WRITING course is not available, the CREATIVE WRIT course will be substituted.

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:

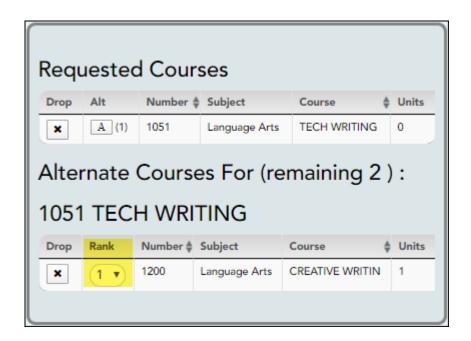
- Only courses with an assigned course number are available.
- Only three alternate courses may be selected per course.
- A proxy course (i.e., a group of courses that are scheduled together) cannot be added as an alternate.

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



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.



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.

\square Before submitting your course requests, confirm each of the fo	ollowing:
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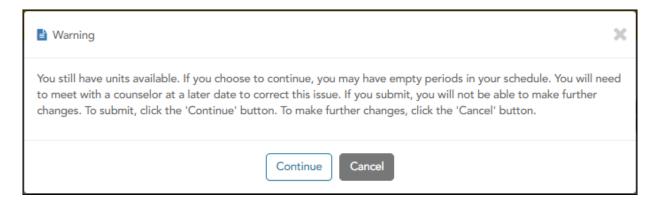
- ☐ All information on the About Me page is correct.
- ☐ You are satisfied with your selections.

No changes can be made once you click Submit.

☐ Course Requests Units Remaining is equal to zero.

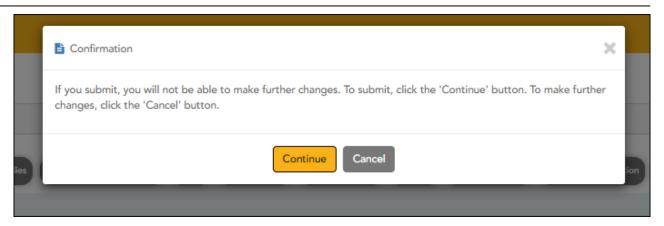


If **Course Requests Units Remaining** is <u>not</u> zero when the request is submitted, a warning message will notify you that you still have units remaining, and you will need to meet with your campus counselor at a later date to complete your schedule. Click **Continue** if you wish to proceed.

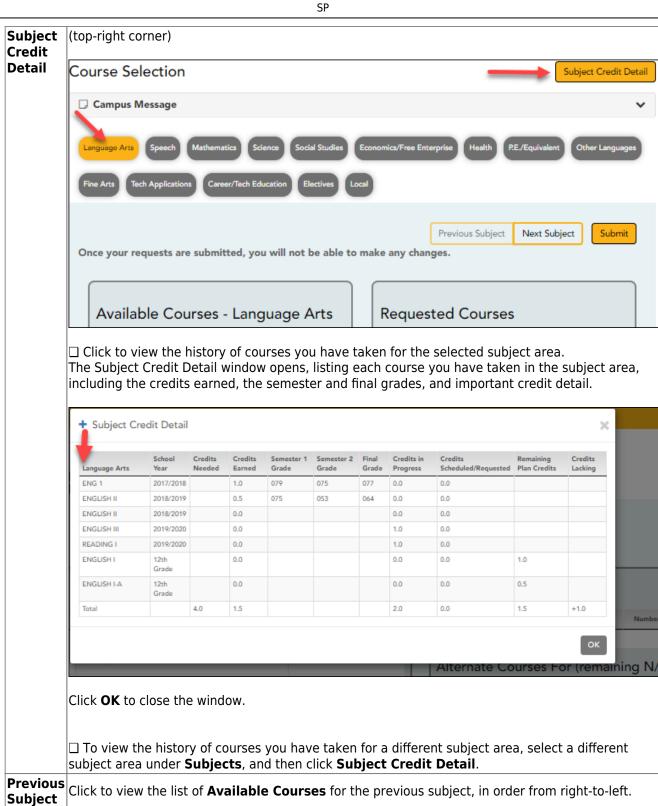


☐ Click **Submit** to submit your list.

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.



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

Next

Subject

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.

Click to view the list of Available Courses for the next subject, in order from left-to-right.

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:

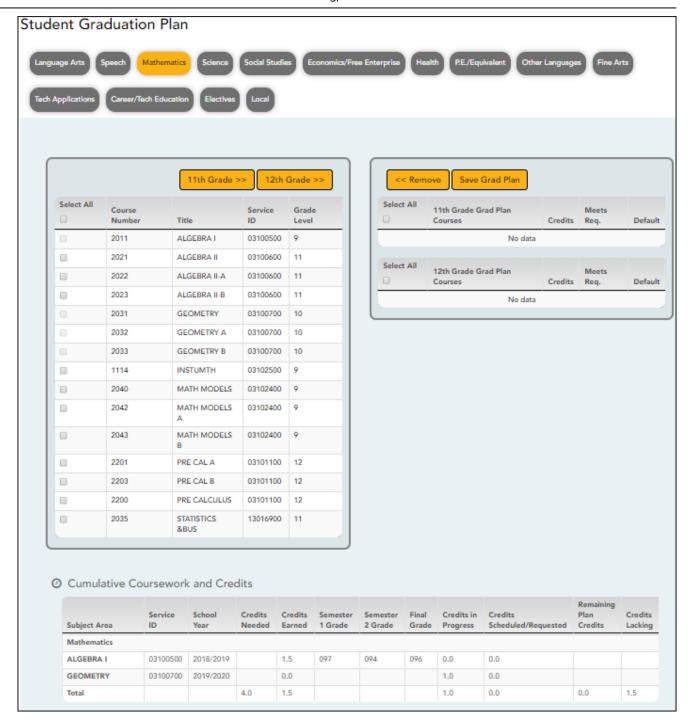
IV. View & Update Graduation Plan

If allowed by the district, 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.



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.

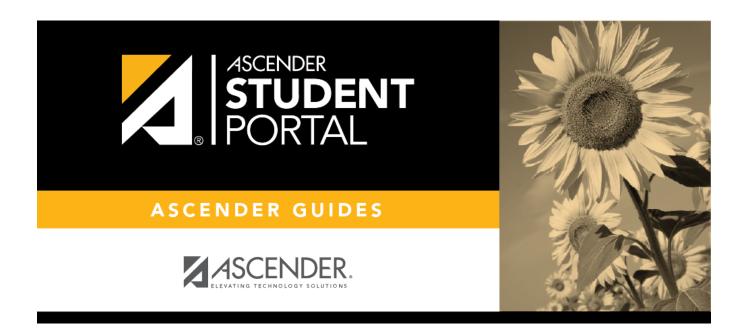
Change the Graduation Plan:

☐ 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.



Back Cover