



Student Use

Table of Contents

Student Use 2

StudentPortal: Set up and Use StudentPortal

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.

Student Use

I. Create Account & Log On

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

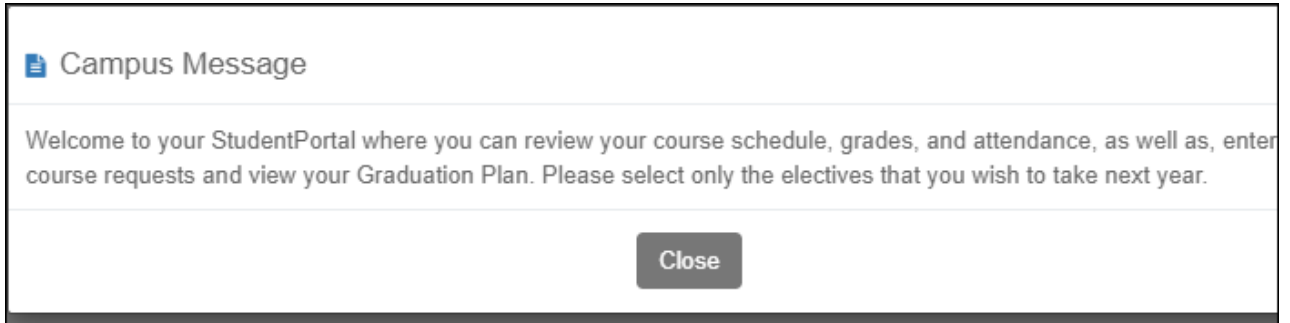
[Create an ASCENDER StudentPortal account and log on.](#)



| | |
|------------------|--|
| User Name | Type your user name. Your user name is not case-sensitive. |
| Password | 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.

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.

Attendance

Semester: 1

Detailed View

Calendar View

Totals View

Legend

U: Unexcused Absences

T: Tardies

E: Excused Absences

S: SCHOOL RELATED

Detailed View



All Attendance

| 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 | WOLFORD, YENI | | 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 | | | 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**.

| | |
|---|--|
| Instructor | <p>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.</p> <p>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.</p> |
|  | <p>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.</p> |

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 | |

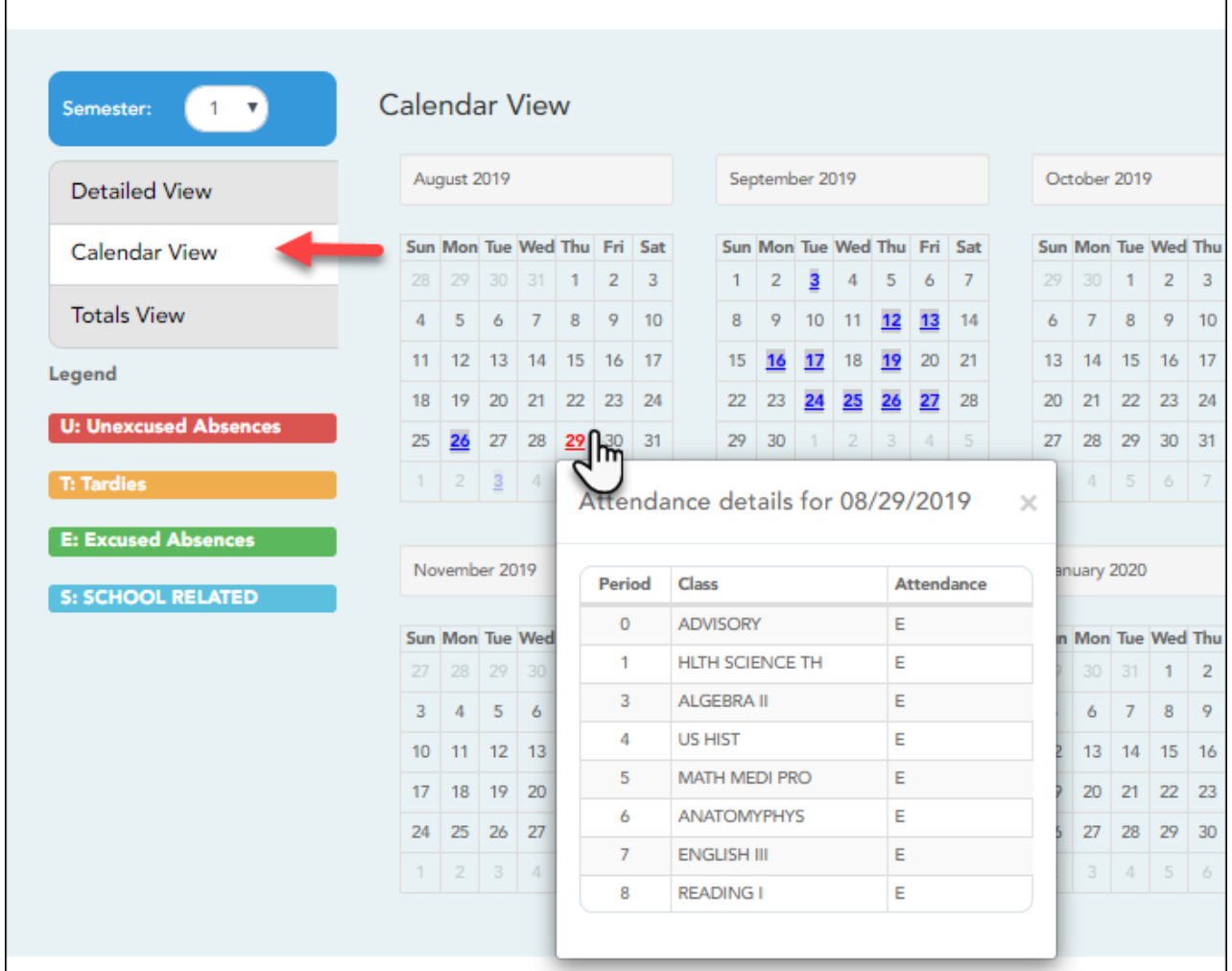
- Click or tap **Detailed** to return to **All Attendance** view.

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

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 ▾

Totals View

Detailed View

Calendar View

Totals View 

Legend

U: Unexcused Absences

T: Tardies

E: Excused Absences

S: SCHOOL RELATED

| 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.

| | |
|-------------------|--|
| 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.

Cycle & Semester Grades

Semester: 1 ▼

Cycle Grades ←

Semester Grades

Cycle 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 | 100 | |
| 2 | ART 1 | | TIMOTHY M. VILLALOBOS | 81 | |
| 3 | CHEMISTRY | | OCTAVIO A. RODRIGUEZ | 65 | |
| 4 | ENGLISH 2 | | Cory Adams | 70 | |
| 5 | GEOMETRY | | RITA D. SANCHEZ | 70 | |
| 6 | SPANISH 1 | | VANESSA WEST | 67 | |
| 7 | ALGEBRA 1 | | SEAN Z. SZABO | | |
| 8 | W HISTORY | | SARAH W. STETZ | 50 | |

- 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.

| 1 | PEFOUND | | LISA A. MORENO | 100 | |
|------------------------------------|---------|----------|-----------------------|----------------|------|
| 2 | ART 1 | | TIMOTHY M. VILLALOBOS | 81 | |
| SEC/DAILY WORK (Weight 25%) | | | | | |
| Assignment | | Due Date | Grade | Late | Redo |
| N0.2 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 week Thursday | | 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.

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

Cycle & Semester Grades

Semester: 2 ▼

Semester Grades

Cycle 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.

| | |
|-------------------------|--|
| 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. <ul style="list-style-type: none"> 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.**

The screenshot shows the 'Assignments' page interface. On the left is a blue 'Filter By' sidebar with dropdown menus for Course (All), Cycle (1), and View (All Assignments), a date picker for 'Due Before', and a checkbox for 'Include Blank Due Dates'. A 'Find Assignments' button is at the bottom of the sidebar. To the right, a table displays 10 entries with columns for Course, Assignment, Category, Due Date, and Grade. The table shows various assignments for ART I, such as 'attendance', 'Artsy Fartsy', and 'The Wiz wall'. A pagination bar at the bottom indicates 'Showing 1 - 10 of 20 entries' and includes 'Previous', '1', '2', and 'Next' buttons.

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. |
| Due Before | 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.

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 | 14940000 | ADV JRN YRBK 1 | 2 |
| + | A | 14950000 | ADV JRN YRBK 2 | 2 |
| + | A | 16010000 | COLLEGE EXM PRP | 1 |
| + | A | 11060000 | ENG 1 L | 4 |
| + | A | 11050000 | ENG 1 SOL-9 | 4 |
| + | A | 11080000 | ENG 1- IS | 4 |
| + | A | 11030000 | ENG 1- L | 4 |
| + | A | 11040000 | ENG 1- S | 4 |
| + | A | 11510000 | ENG 1A SP | 1 |

Requested Courses

| Drop | Alt | Number | Subject | Course | Units |
|------|----------|----------|---------------|---------------|-------|
| ✖ | A (1) | 17100000 | Language Arts | CREATIVE WRIT | 2 |

Alternate Courses For (remaining 2) :

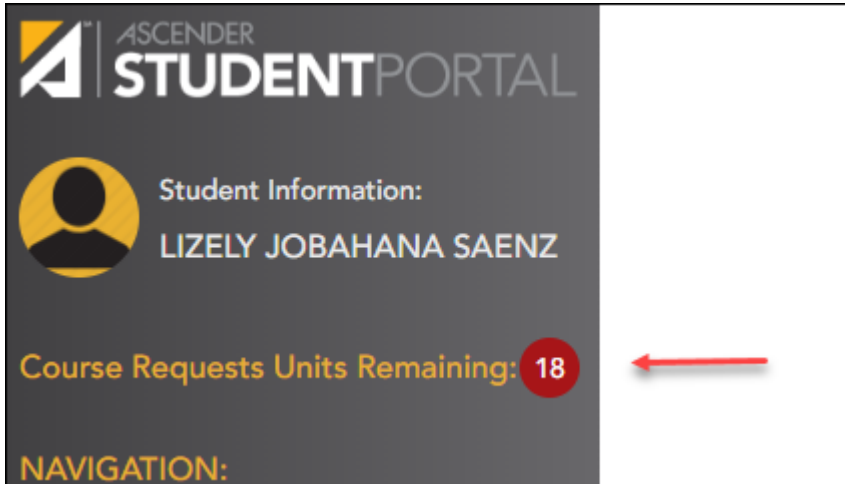
17100000 CREATIVE WRIT

| Drop | Rank | Number | Subject | Course | Units |
|------|------|----------|---------------|-------------|-------|
| ✖ | ▼ | 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 |
| <input type="checkbox"/> | <input type="text" value="A"/> | 0115 | ELA - DUAL | 0 | <input type="checkbox"/> | <input type="text" value="A"/> | 1200 | Language Arts | CREATIVE WRITIN | 1 |
| <input type="checkbox"/> | <input type="text" value="A"/> | 0100 | ELA 1 | 0 | Alternate Courses For (remaining 2) : | | | | | |
| <input type="checkbox"/> | <input type="text" value="A"/> | 0122 | ELA 1 | 0 | 1200 CREATIVE WRITIN | | | | | |
| <input type="checkbox"/> | <input type="text" value="A"/> | 0121 | ELA 1 DUAL | 0 | <input type="checkbox"/> | <input type="text" value="1"/> | 1051 | Language Arts | TECH WRITING | 0 |
| <input type="checkbox"/> | <input type="text" value="A"/> | 0200 | ELA 2 | 0 | | | | | | |
| <input type="checkbox"/> | <input type="text" value="A"/> | 0215 | ELA 2 DUAL | 0 | | | | | | |
| <input type="checkbox"/> | <input type="text" value="A"/> | 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:

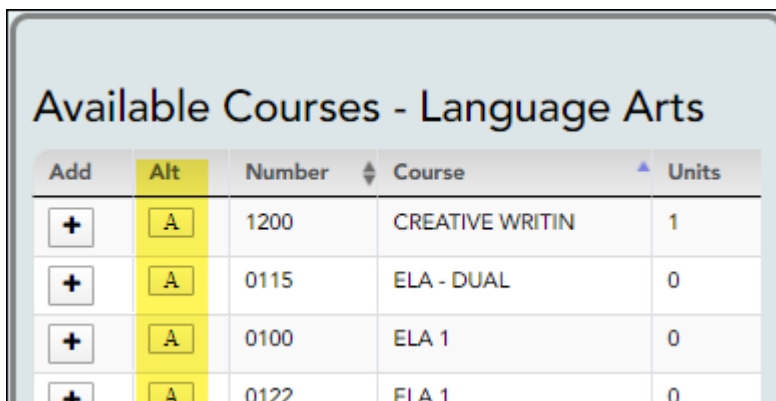
To remove a course from the **Requested Courses** list, click in the **Drop** column.

- 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 |
|--|--|--------|-----------------|-------|
| <input data-bbox="320 1189 368 1234" type="button" value="+"/> | <input data-bbox="416 1189 464 1234" type="button" value="A"/> | 1200 | CREATIVE WRITIN | 1 |
| <input data-bbox="320 1245 368 1290" type="button" value="+"/> | <input data-bbox="416 1245 464 1290" type="button" value="A"/> | 0115 | ELA - DUAL | 0 |
| <input data-bbox="320 1301 368 1346" type="button" value="+"/> | <input data-bbox="416 1301 464 1346" type="button" value="A"/> | 0100 | ELA 1 | 0 |
| <input data-bbox="320 1357 368 1402" type="button" value="+"/> | <input data-bbox="416 1357 464 1402" type="button" value="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 |
|------|-------|--------|---------------|--------------|-------|
| ✕ | 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 |

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 |
|---|---|--------|---------------|--------------|-------|
|  |  (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.

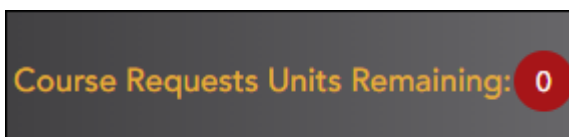
Before submitting your course requests, confirm each of the following:

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

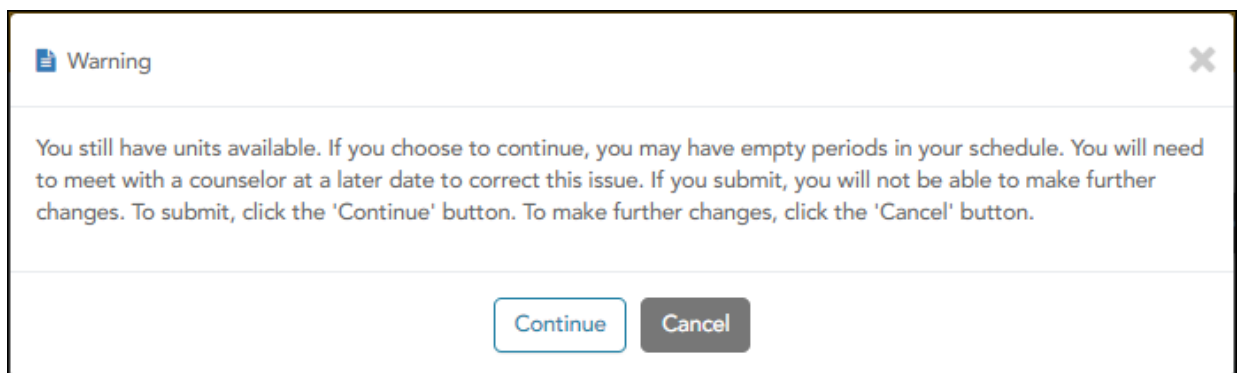
You are satisfied with your selections.

No changes can be made once you click Submit.

Course Requests Units Remaining is equal to zero.

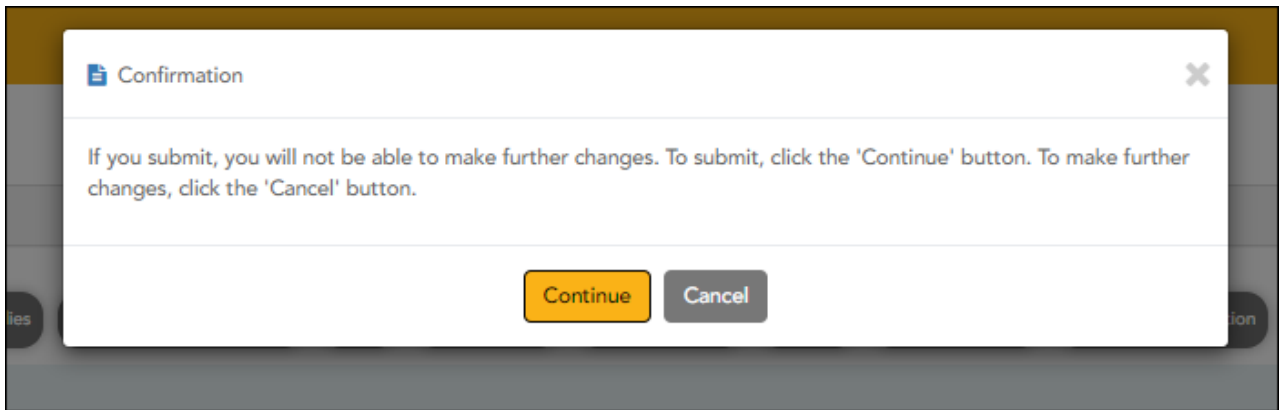


If **Course Requests Units Remaining** is not zero when the request is submitted, a warning message will notify you that you still have units remaining, and you will need to meet with your campus counselor at a later date to complete your schedule. Click **Continue** if you wish to proceed.



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)

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.

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.



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.

Student Graduation Plan

-
-

| 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 |

| 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.

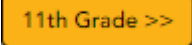
Right grid:

- 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.

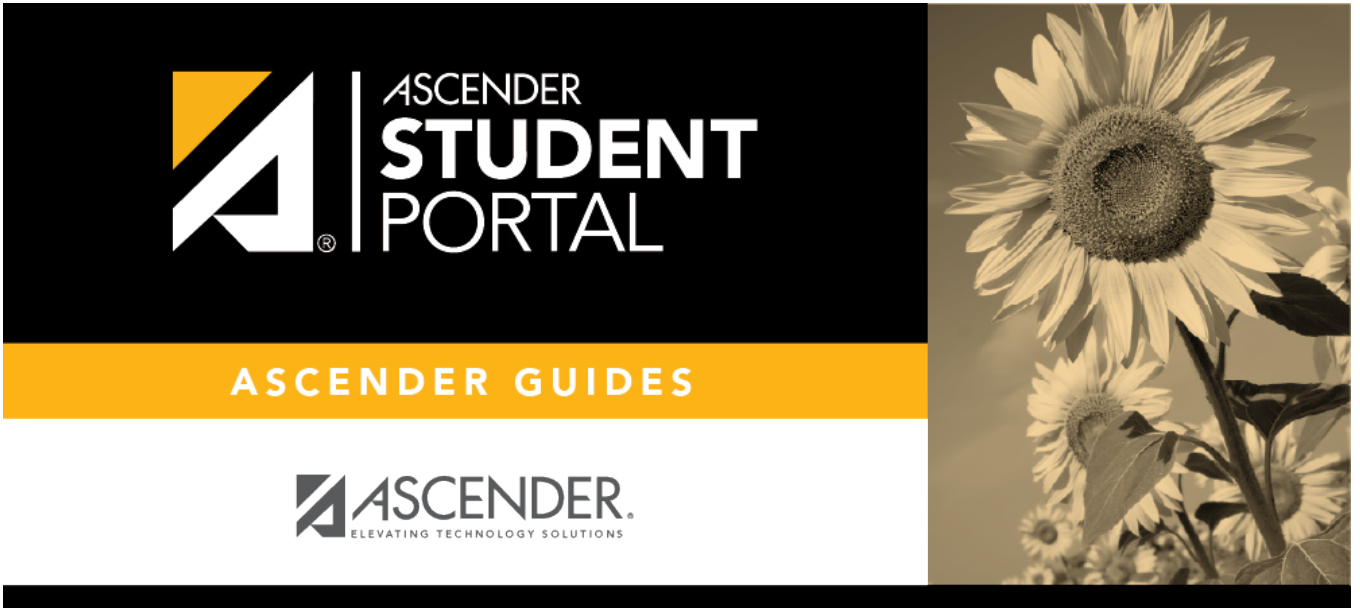
To remove any courses from your graduation plan, select the course(s) in the right grid, and then click **Remove**.

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.



Back Cover