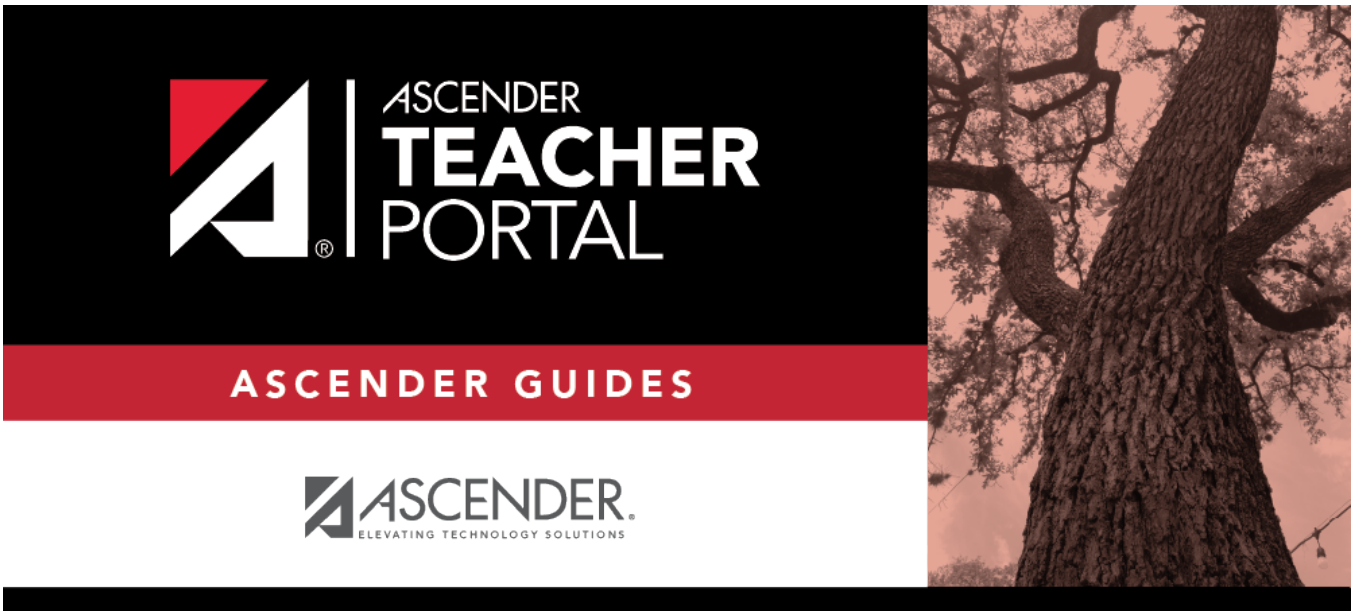


Mid-Cycle Tasks

Table of Contents

Teacher Guide to ASCENDER TeacherPortal

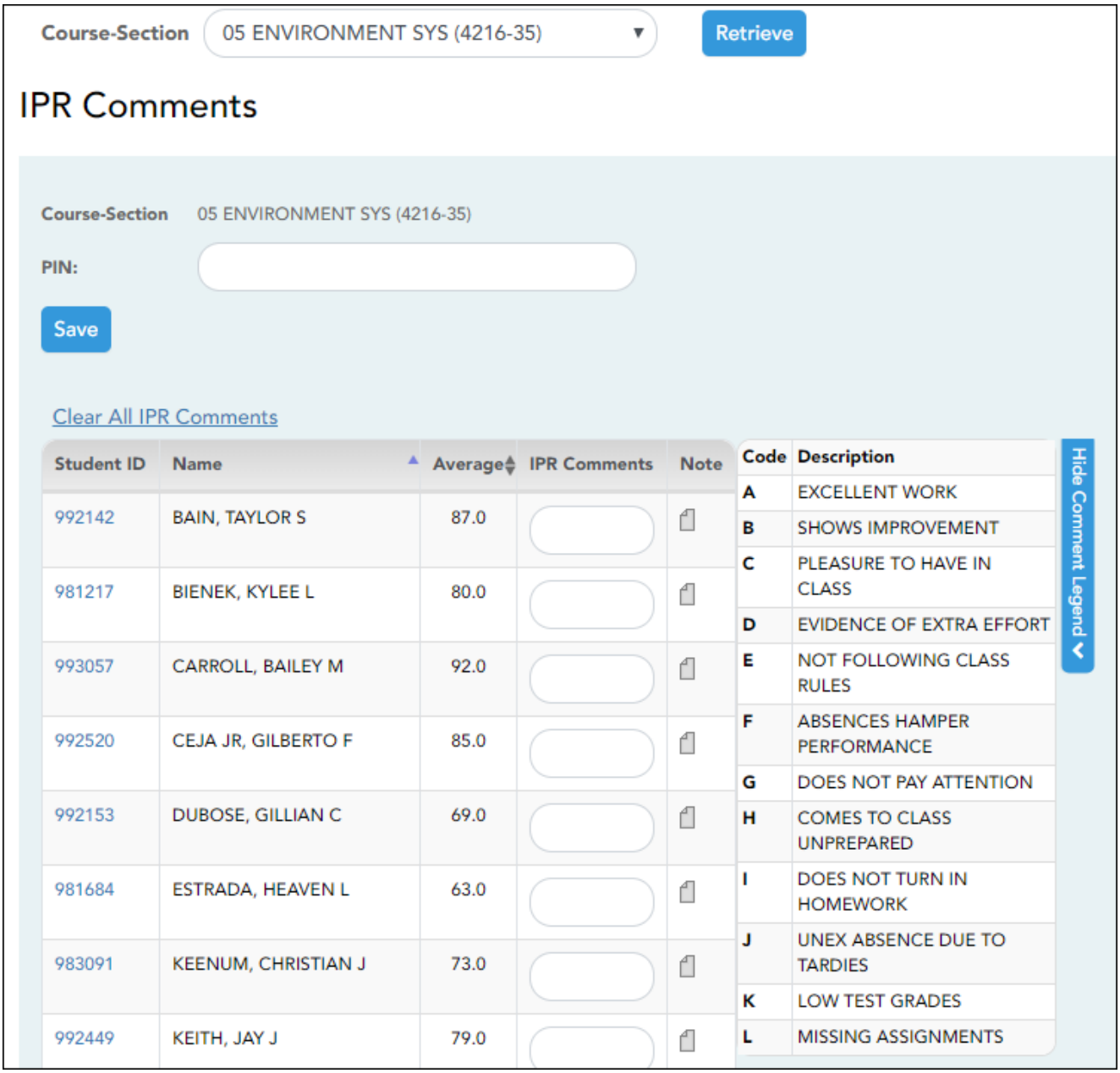
Mid-Cycle Tasks

Enter IPR comments.

Grades > IPR Comments

This page allows you to enter IPR comments and notes that will be displayed on the printed IPRs.

- IPR comments are codes for preset descriptions that apply to all course-sections for the student.
- IPR notes are free-text notes that apply only to the student for the selected course-section.
- IPR comments also appear on any IPRs generated by the campus.



❑ Select the course:

Course-Section	Select the course-section or group to enter IPR comments and notes for.

❑ Click **Retrieve**.

The students in the course-section or group are displayed.

Students are sorted by last name, unless you have specified a custom sort order on Settings > Arrange Student Order.

The columns can be re-sorted.

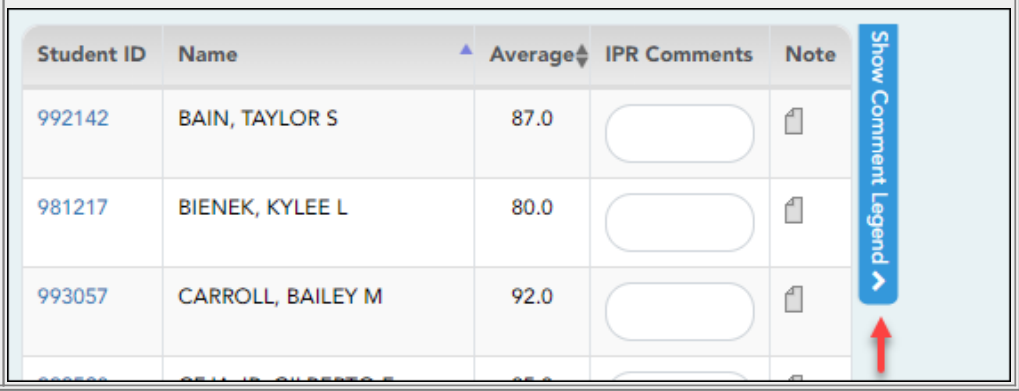
The columns can be sorted according to your preferences.

- An up arrow indicates the column and order by which the table is currently sorted.
- If a column can be sorted, a sort box is displayed in the column heading.
- To resort the list by another column heading, click in the column heading. The column is sorted in ascending order, as indicated by in the column heading.
- To sort the column in descending order, click again. The sort arrow changes direction .

If you sort by the last name column, the table sorts by last name, then first name. If you sort by the first name column, the table sorts by first name, then last name.

NOTE: Sorting the columns overrides the custom sort order established on the Arrange Student Order page. However, if you leave this page and return, the students are displayed in your custom sort order. (This does not apply on the Post/View Attendance page.)

Student ID	The student's ID is displayed. Click the student ID to view the student's profile.
Average	The student's working cycle average is displayed. For more information on calculating averages, view the online Help for **Weighting Type** on Settings > Manage Categories.
IPR Comments	Type up to five one-character comment codes to specify the comments you want to print on the IPR (e.g., “Conference requested”).
Show/Hide Comment Legend	(located below the grid) Click to view a list of valid IPR comment codes and descriptions. These codes are created in the Student system. **NOTE:** If a description exists in Spanish, the Spanish description is displayed below the English description. If the student's report card is generated in Spanish, and a Spanish comment exists, the Spanish comment is printed on the report card. If a Spanish comment does not exist, the English comment is printed on the report card. These codes and descriptions are maintained at the campus level.
Note	Click to enter notes about the student that will appear on the printed IPR. Click **Ok** to save the note, or click **Clear** to clear the note. If a note is entered for the student, the yellow note icon is displayed. **NOTE:** Your comments and notes are not actually saved until you type your PIN and click **Save**. When you click **Ok**, it only saves your notes until you save all data on the page.



Clear All IPR Comments	Click to clear all comments for all displayed students. Notes are not cleared. **NOTE:** Your comments are not actually cleared until you enter your PIN and click **Save**.

Save data:

PIN	Type your four-digit personal identification number (PIN).

❑ Click **Save**.

If your changes were saved successfully, the page reloads, and a message is displayed indicating that the grades were saved successfully.

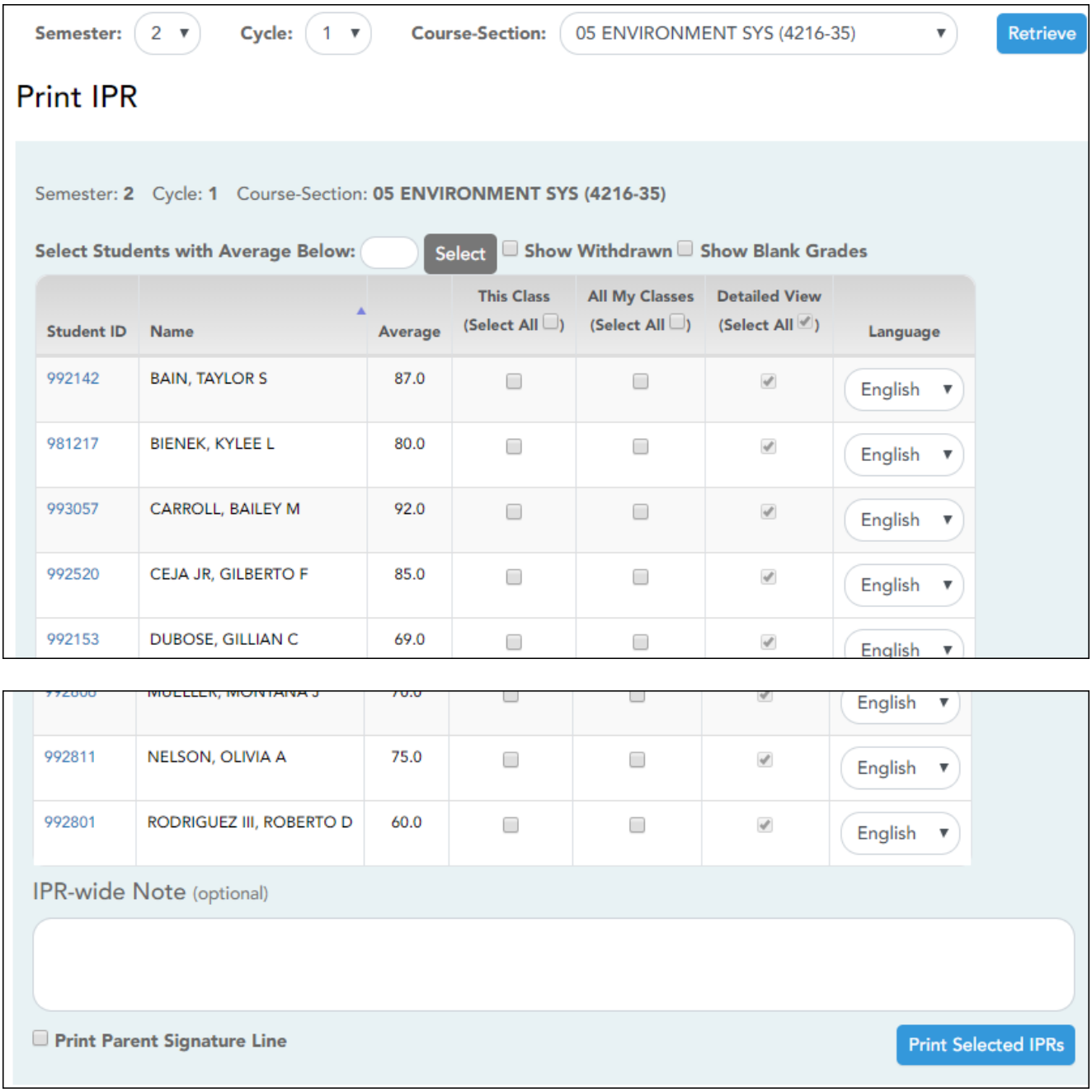
To print IPRs for the selected students, go to Grades > Print IPR. Follow the instructions provided in the online Help for the page.

Print IPRs.

Grades > Print IPR

This page allows you to select the students to print IPRs for. The IPR is generated for a specific point in time during the current semester-cycle to provide a report of a student's grades up to that point. You can run IPRs any time throughout the semester, including occasions when you are meeting with a student's parents and want to show them a detailed report of the student's grades. You can also print IPRs for previous semesters-cycles.

For each student, you can select the semester and cycle, the courses you want to print IPRs for, and the level of detail you want to include on the report.



❑ Select the course-section you want to print IPRs for:

Semester	The current semester is displayed by default. You can select another semester.
Cycle	The current cycle is displayed by default. You can select another cycle.
Course-Section	Select the course-section you want to print IPRs for. If the course is marked as ready to post on Grades > Cycle Grades, the message "[READY]" is displayed next to the course. **NOTE:** IPRs cannot be produced for elementary skills-based courses.

❑ Click **Retrieve**.

The grid displays all students currently enrolled in the course-section. Students are sorted by last name, unless you have specified a custom sort order on Settings > Arrange Student Order.

The columns can be re-sorted.

The columns can be sorted according to your preferences.

- An up arrow indicates the column and order by which the table is currently sorted.
- If a column can be sorted, a sort box is displayed in the column heading.
- To resort the list by another column heading, click in the column heading. The column is sorted in ascending order, as indicated by in the column heading.
- To sort the column in descending order, click again. The sort arrow changes direction .

If you sort by the last name column, the table sorts by last name, then first name. If you sort by the first name column, the table sorts by first name, then last name.

NOTE: Sorting the columns overrides the custom sort order established on the Arrange Student Order page. However, if you leave this page and return, the students are displayed in your custom sort order. (This does not apply on the Post/View Attendance page.)

Show Withdrawn	Withdrawn students are displayed in a blue row, and the message “Withdrawn” and the withdrawal date are displayed by the student's name. The withdrawal date may be the student's withdrawal date from school or his withdrawal date from the class.
Show Blank Grades	Select to include all assignments on the IPR, including assignments with blank grades. This does not apply for courses that use standards-based grading.

Student ID	The student's ID is displayed. Click the student ID to view the student's profile.
Average	The student's working cycle average is displayed. For more information on calculating averages, view the online Help for **Weighting Type** on Settings > Manage Categories.

❑ Select the students and level of detail:

Select Students with Average Below	To print IPRs only for students with an average below a specific average for the course-section, type the average in this field and click **Select**. The students are selected for printing.	
This Class	Select to print an IPR for the student for only the selected course-section. If selected, **Default View** is selected and cannot be changed.	
	Select All	Select to apply this option for all students in the selected course-section. If selected, you cannot select **All My Classes** for the students.

All My Classes	Select to print IPRs for the student for all classes you teach in which the student is enrolled. If selected, the default view for the IPR is the summary view. **Select All** — Select to apply this option to all students in the selected course-section. If selected for any students, you cannot select **This Class** for the students.
Detailed View	Select to print the detailed IPR. If not selected, the summary IPR is printed. The summary IPR only includes the course name, period, current average, and comments. The detail IPR includes assignments and assignment grades, assignment due dates, posted and calculated average, previously posted cycle averages, comments, grading type, and more. **Select All** — Select to print the detail IPR for all students in the selected course-section.
Language	For each student, select the language in which to print the IPR. If you select a language other than *English*, the IPR headings and fields are converted to the selected language; however, the student and course comments are only printed in the selected language if they have been entered in that language in the Student system. User-defined fields are not converted.

IPR-wide Note	(Optional) Type a note to be displayed on all IPRs selected for printing. This note will be appended to any notes entered in the **Note** field on the IPR Comments page. (Notes entered on the IPR Comments page are student-specific.)
Print Parent Signature Line	Select to print a parent signature line at the bottom of the IPR.

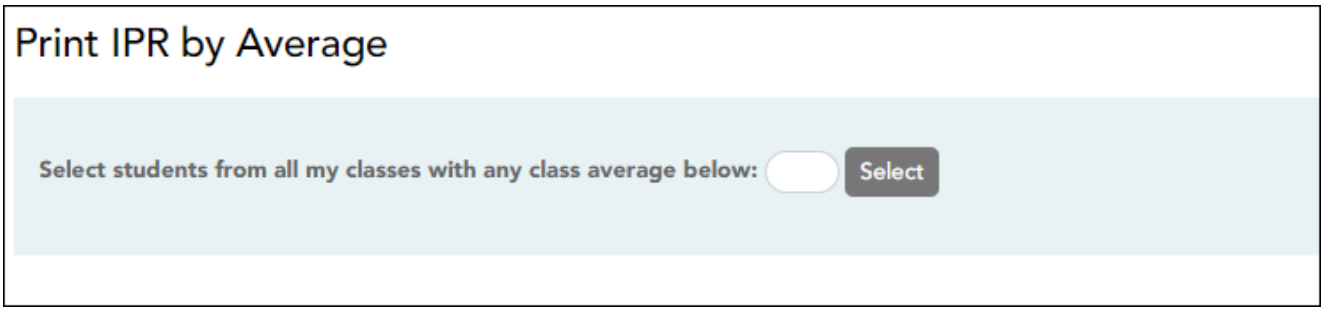
❑ Click **Print Selected IPRs**.

The Interim Progress Reports page opens. Click **Return to IPR Selection** to return to this page.

Print IPRs for students whose average is below specified number.

Grades > Print IPR by Average

This page allows you to print IPRs for students in all of your courses who have a working cycle average below a specified average.

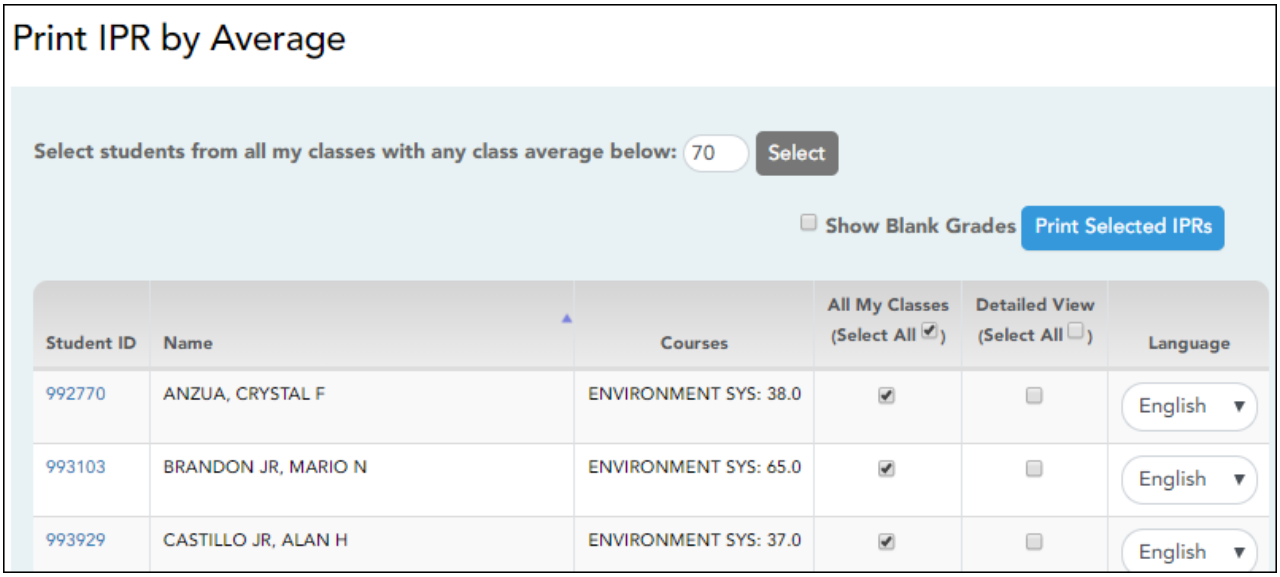


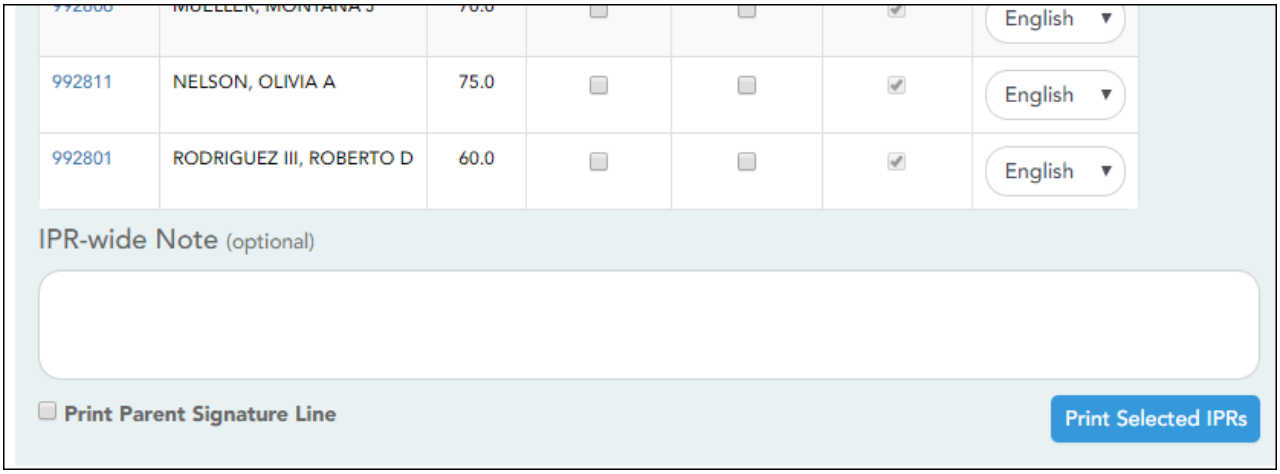
❑ Select students:

Select students from all my classes with any class average below:	Type the average. All of your students with a working cycle average below this average will be selected.

❑ Click **Select**.

The Print IPR by Average page is displayed allowing you to indicate your printing preferences.





All My Classes	Select to print IPRs for the student for all classes you teach in which the student is enrolled. If selected, the default view for the IPR is the summary view. **Select All** — Select to apply this option to all students in the selected course-section. If selected for any students, you cannot select **This Class** for the students.
Detailed View	Select to print the detailed IPR. If not selected, the summary IPR is printed. The summary IPR only includes the course name, period, current average, and comments. The detail IPR includes assignments and assignment grades, assignment due dates, posted and calculated average, previously posted cycle averages, comments, grading type, and more. **Select All** — Select to print the detail IPR for all students in the selected course-section.
Language	For each student, select the language in which to print the IPR. If you select a language other than *English*, the IPR headings and fields are converted to the selected language; however, the student and course comments are only printed in the selected language if they have been entered in that language in the Student system. User-defined fields are not converted.

IPR Wide Note	(Optional) Type a note to be displayed on all IPRs selected for printing. This note will be appended to any notes entered in the **Note** field on the IPR Comments page. (Notes entered on the IPR Comments page are student-specific.)
Print Parent Signature Line	Select to print a parent signature line at the bottom of the IPR.

❑ Click **Print Selected IPRs**.

The Interim Progress Reports page opens. Click **Return to IPR Selection** to return to this page.

Reports:

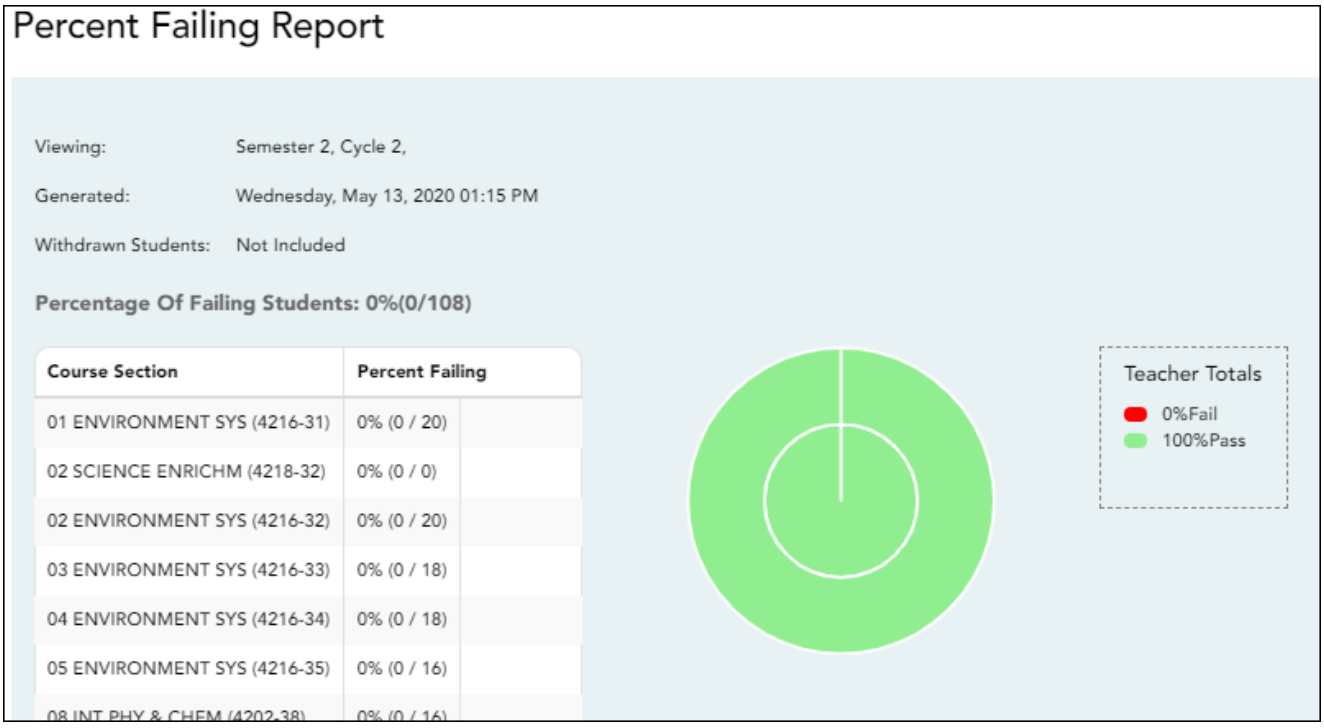
Generate percent failing report.

Reports > Percent Failing

This report provides the percentage of a teacher's students who have a failing working cycle average for each class, as well as a total for all of the teacher's classes. The data can be displayed in a pie chart or grid format. Non-graded courses are not included.

Administrative users have the option to view the data for all teachers across the campus.

NOTE: Background colors may not automatically print, depending on your browser settings. For more information, click here.



❑ Specify report options:

Semester	The current semester is displayed. You can select a different semester.	
Cycle	The current cycle is displayed. You can select a different cycle.	
Viewing Options	**Include Withdrawn Students**	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.
	View Chart	Select to view the data in a pie chart as well as the grid format. If not selected, only the grid is displayed. The pie chart outer circle displays the data for all of the teacher's classes. If any of the teacher's students have failing averages, the pie chart inner circle displays a breakdown of failing students by class.

Admin Options	These fields are only displayed if you are logged on as an administrative user.		
	Across Campus	Select to view data for all teachers across the campus. Otherwise, grades are only displayed for the impersonated teacher's courses.	
		Force page break between instructors	This field is enabled when **Across Campus** is selected. Select to include a page break between teachers.

❑ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.

Generate student grade report (and UIL Eligibility) (if granted access).

Reports > Student Grades Report (and UIL Eligibility)
Reports > Student Group Reports > Student Grades Report
Settings > Student Group Manager > Group Reports > Student Grades Report

This report lists student working cycle averages for all of their courses. Courses in which the student has failing grades are shaded pink.

- If a posted grade exists for the semester and cycle, the posted grade is displayed.
- If an override grade exists, the override grade is displayed.

The report is available to users who log on to TeacherPortal with a district- or campus-level administrative ID, teachers who have access to run the student groups report, or teachers who have UIL access. However, the report can also be run for a student group by any user who has existing groups.

❑ Specify report options:

Semester	The current semester is displayed. You can select a different semester.
Cycle	The current cycle is displayed. You can select a different cycle.
Course-Section **Student Groups**	Select the course for which to produce the report, or select *NO SELECTION* to run the report for all course-sections. You must specify either a course-section or special program, or both. If you are running the group report, **Student Groups** is displayed instead of **Course-Section**. Select the student group for which to run the report.

Special Programs	This field is only displayed if you have been granted access to run group reports. Select the group for which to produce the report. If a program is selected, the report only includes students enrolled in that special program. You can select both a course-section and a special program. If you make selections in both fields, the report includes only students enrolled in the course-section who are also enrolled in the special program. If you select *Generic*, the generic program field appears allowing you to select a specific generic program. Only generic programs for the campus are listed. If a local program is selected, the report only includes students enrolled in that program.
Show only students with at least one grade below	Select to limit the report to students who have at least one course with a working cycle average below a specific grade (e.g., below 70), and type a grade in the field.
Show only students and courses that are UIL Eligible	Select to display only the UIL eligible courses in order to check for UIL eligibility. If selected, the courses listed are determined by campus and district settings. • If the field contains a value in the campus section record, that value is used. • If the field is blank in the campus section record, the field on the district course record is used. • If both fields are blank, the course is not included on the UIL report.

❑ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.

Generate student group reports.

Settings > Manage Student Groups

Group Manager (left grid)	Your existing groups are listed. Otherwise, the message “No Student Groups were found” is displayed.
Group Reports (right grid)	The available student group reports are listed; they are linked to the reports in the Reports > Student Group Reports submenu. Some of the group reports mirror other reports available in the Reports menu. If no groups exist, the message “No Student Groups Exist” is displayed in place of any reports.

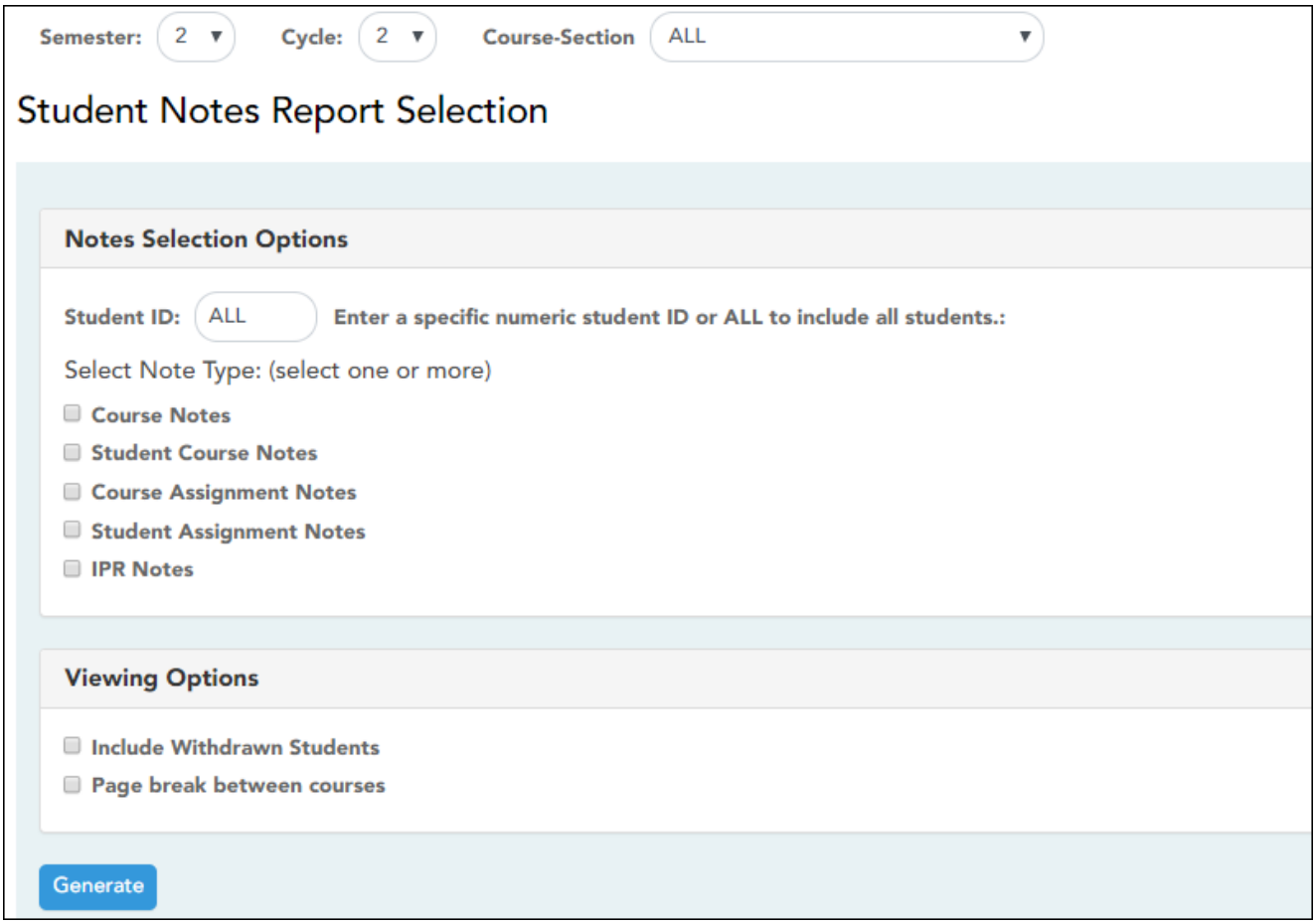
Group Reports (left grid)	Click a report title to run the report for a student group: • The group Admin Student Grades page allows you to run the Admin Student Grades report for a student group. • The Attendance Summary report generates a summary report of student attendance for a specified student group. • The Student Grades Report (and UIL Eligibility) Report lists student working cycle averages for all of their courses, which allows you to determine UIL eligibility and locate students who may be at risk of losing eligibility. Courses in which the student has failing grades are shaded pink.

Generate student notes report.

Reports > Student Notes

This report displays any of the following notes for one or all courses, and for one or all students.

- **Course Notes:** Notes entered in the **Course Notes** field on Settings > Manage Courses. These are comments and notes entered by teachers about their courses, such as reminders, announcements, and other course-specific information. These notes are displayed to parents in ParentPortal.
- **Student Course Notes:** Notes entered by clicking the note icon next to the student's name on Grades > Assignment Grades. These are course-specific notes entered by teachers about the student, and the notes are associated with specific categories. These notes are note displayed to parents in ParentPortal.
- **Course Assignment Notes:** Notes entered in the **Notes** field on Settings > Manage Assignments. These are notes entered by teachers about their assignments. The notes are displayed to parents in ParentPortal.
- **Student Assignment Notes:** Notes entered by clicking the note icon next to the student's assignment grade on Grades > Assignment Grades. These are assignment-specific notes entered by teachers about the student. The teacher has the option to display the note to parents in ParentPortal.
- **IPR Notes:** Notes entered in the **Note** field on Grades > IPR Comments. These are student-specific notes entered by the teacher about the student relative to the IPR. These notes are printed on the IPR that is distributed to parents.



❑ Specify report options:

Semester	The current semester is displayed. You can select a different semester. The selected semester affects the courses listed in the **Course-Section** drop-down list, but it does not affect the notes displayed; the notes are not semester-specific. For example, for a two-semester course, the notes are displayed for the entire year.
Cycle	The current cycle is displayed. You can select a different cycle.
Course-Section	Select the course-section for which to print the report. Or, select *ALL* to produce the report for all of your course-sections. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.

❑ Under **Notes Selection Options:**

Student ID	Begin typing the student's ID. As you begin typing the ID, a drop-down list displays students whose student ID matches the numbers you have typed. From the drop-down list, select a student.

Select Note Type	Select one or more note types to be printed. The descriptions for each note type are listed above. If you select **Student Course Notes**, the following fields appear:

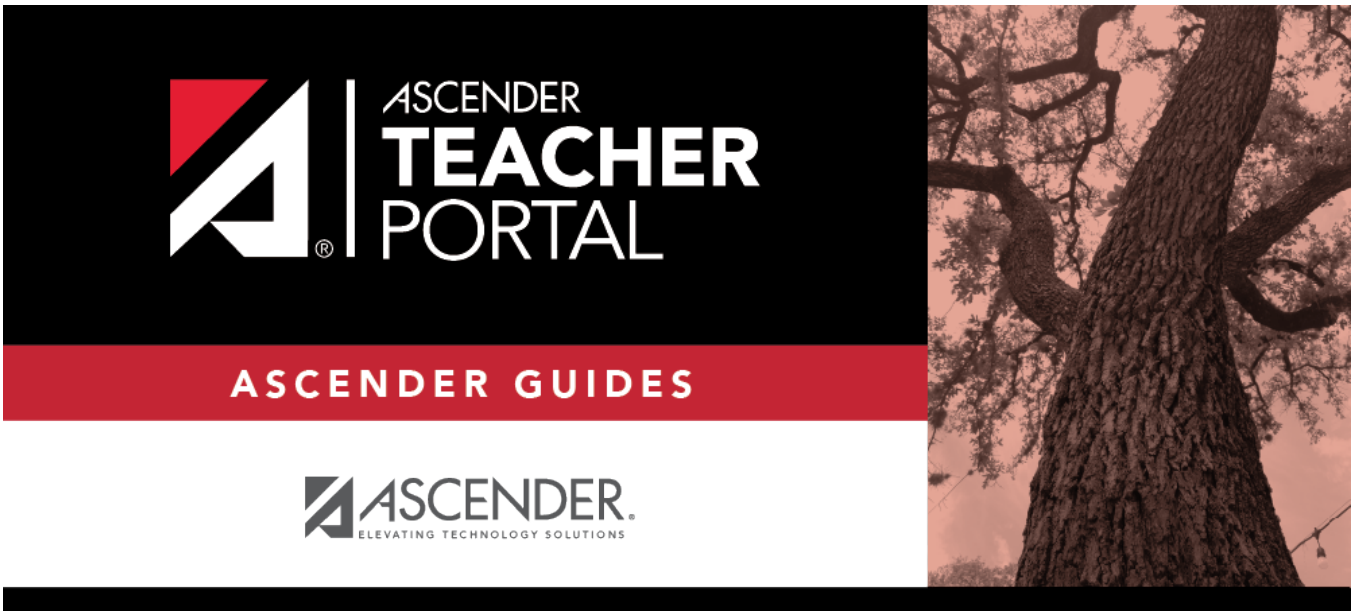
Note Category	Select the category of notes you want to view. Or, select *ALL* to include all categories.
Notes Created By	Select a user name to see only notes entered by that user. Or, select *ALL* to include notes from all users.
Sort Order	Indicate if you want these notes sorted by note category or user name on the report.

❑ Under **Viewing Options**:

Include withdrawn students	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.
Page break between courses	Select to print one course per page. Otherwise, the data will print continuously.

❑ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.


ASCENDER
TEACHER
PORTAL
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover