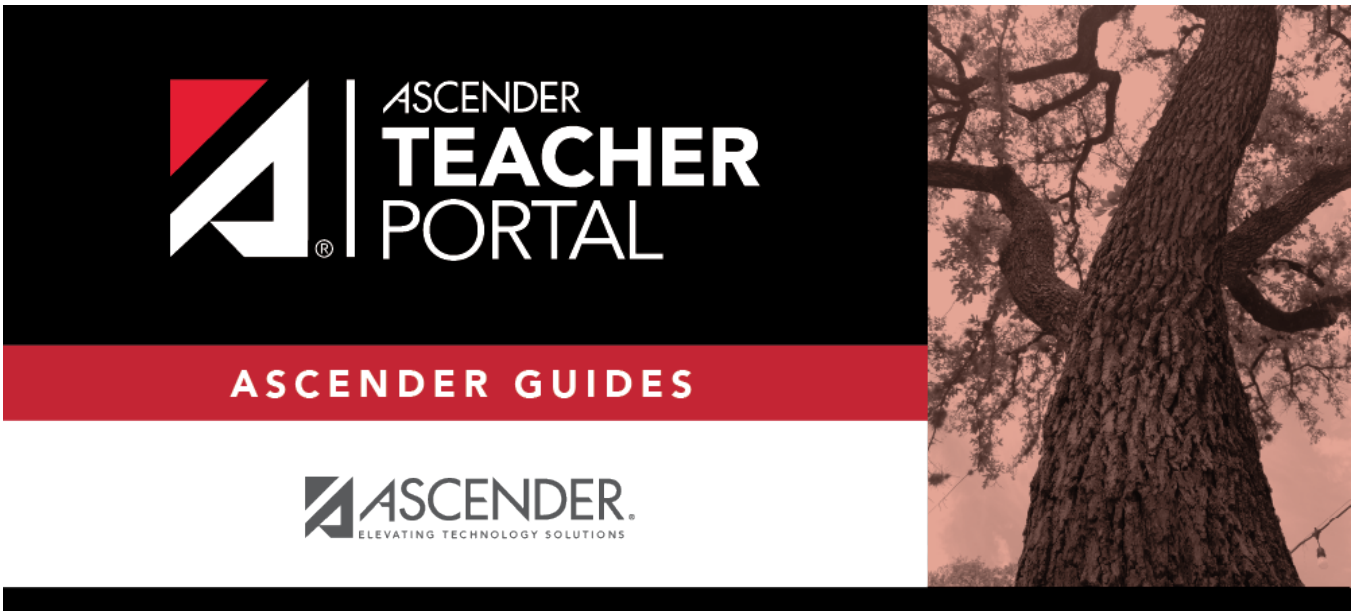


Mid-Cycle Tasks

Table of Contents

Teacher Guide to ASCENDER TeacherPortal 1

Teacher Guide to ASCENDER TeacherPortal

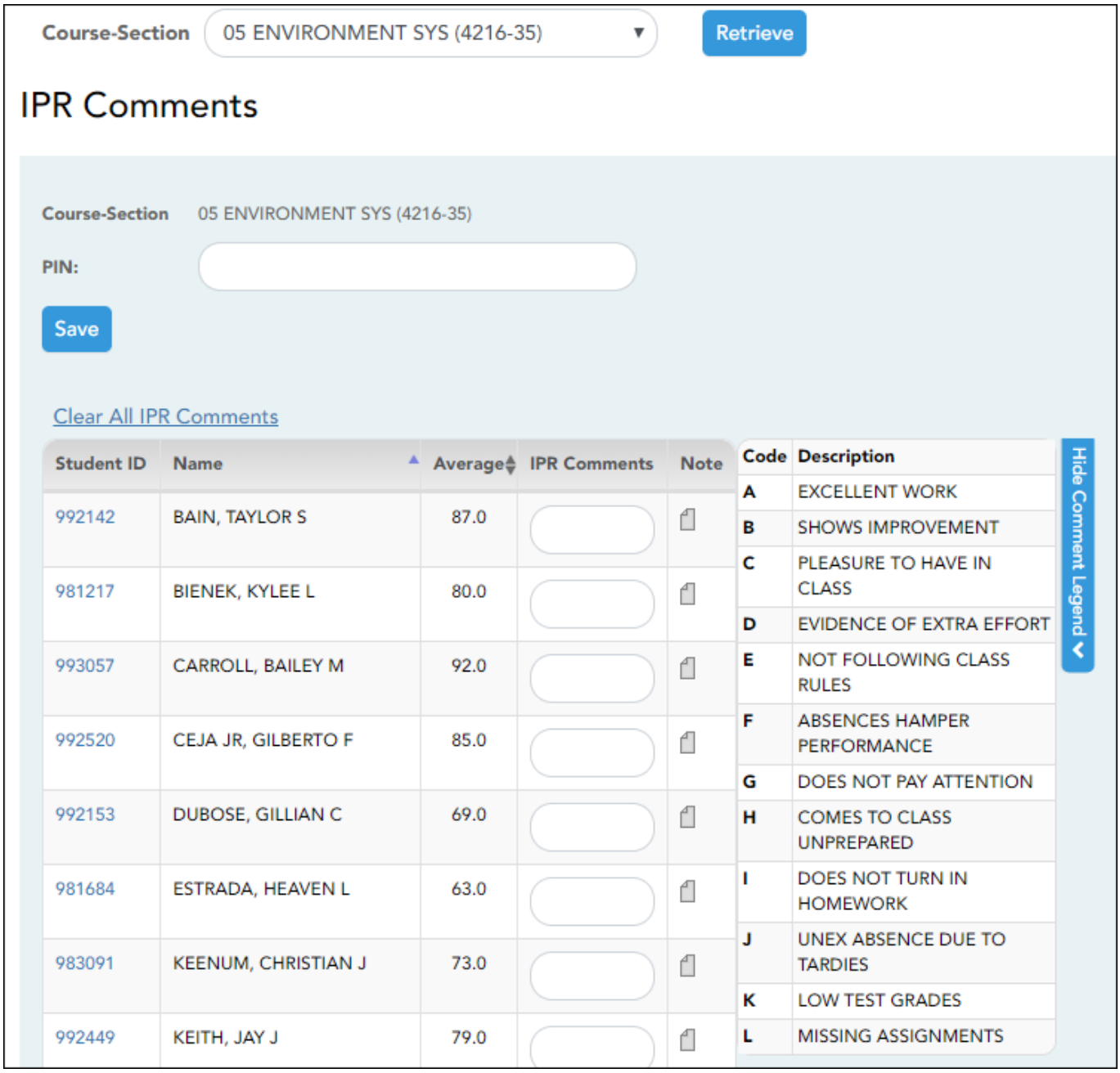
Mid-Cycle Tasks

I. 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.

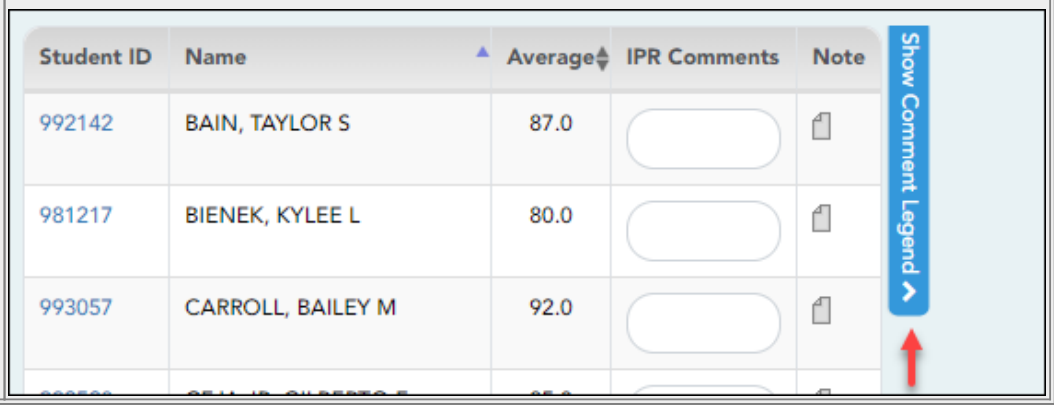
The columns can be sorted according to your preferences.

- 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.

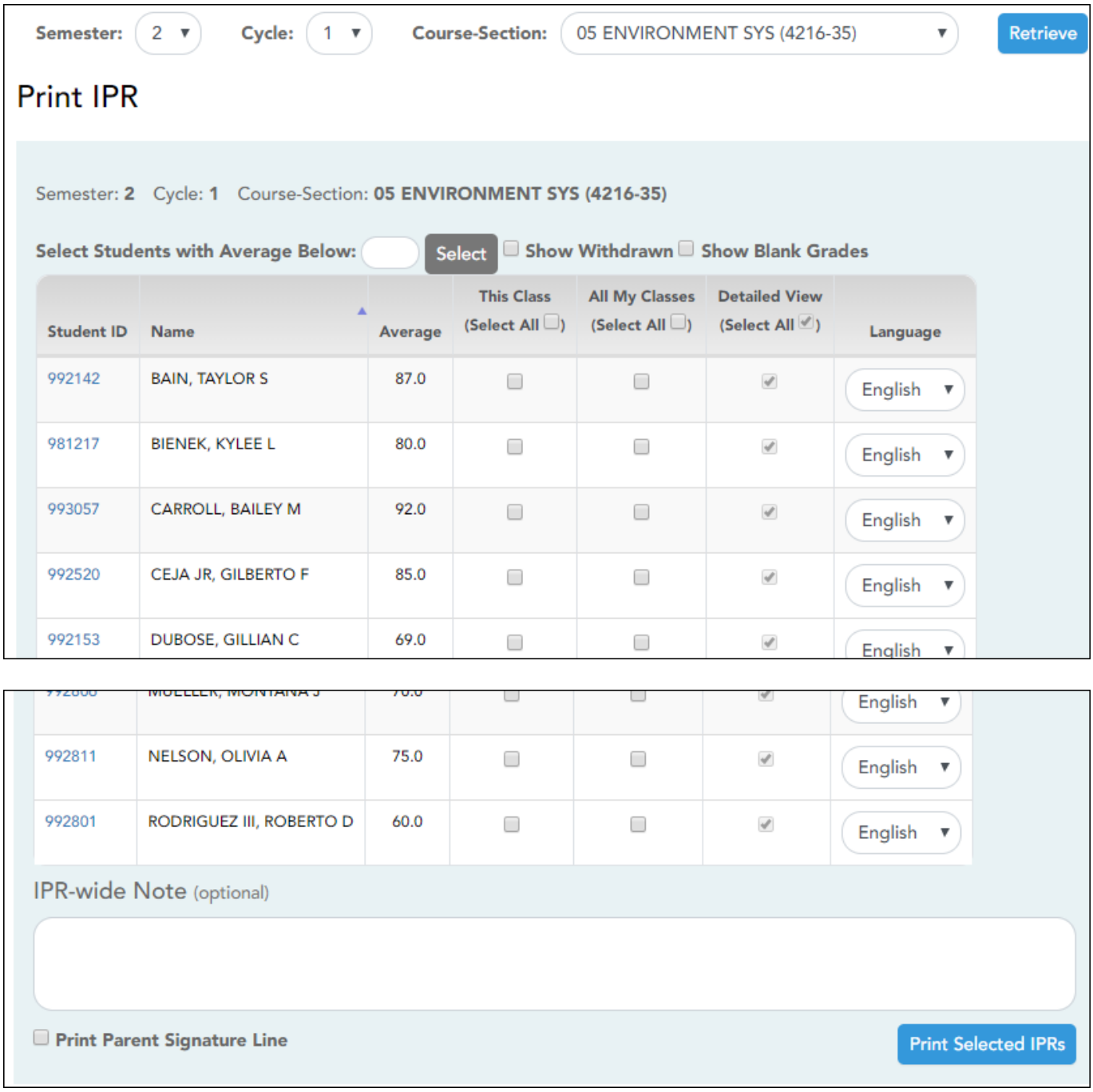
To print IPRs for the selected students, go to Grades > Print IPR. Follow the instructions provided in the online Help for the page.

II. 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.

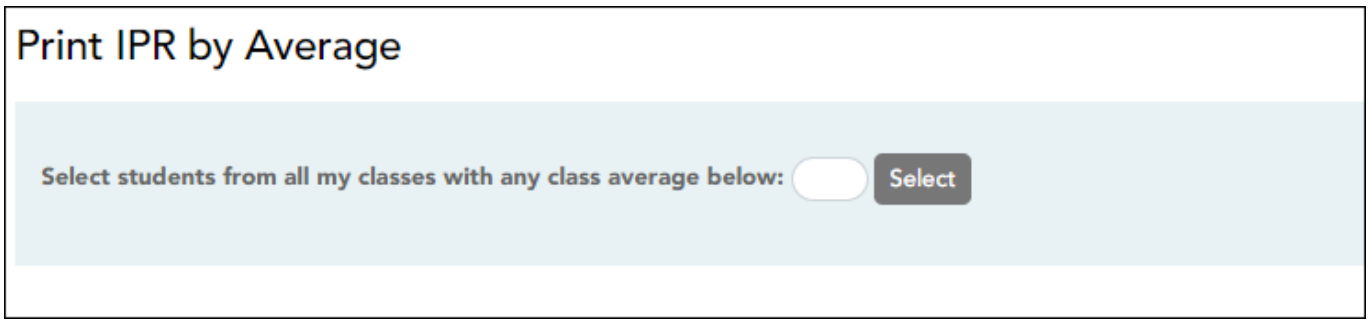
❑ Click **Print Selected IPRs**.

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

III. 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.

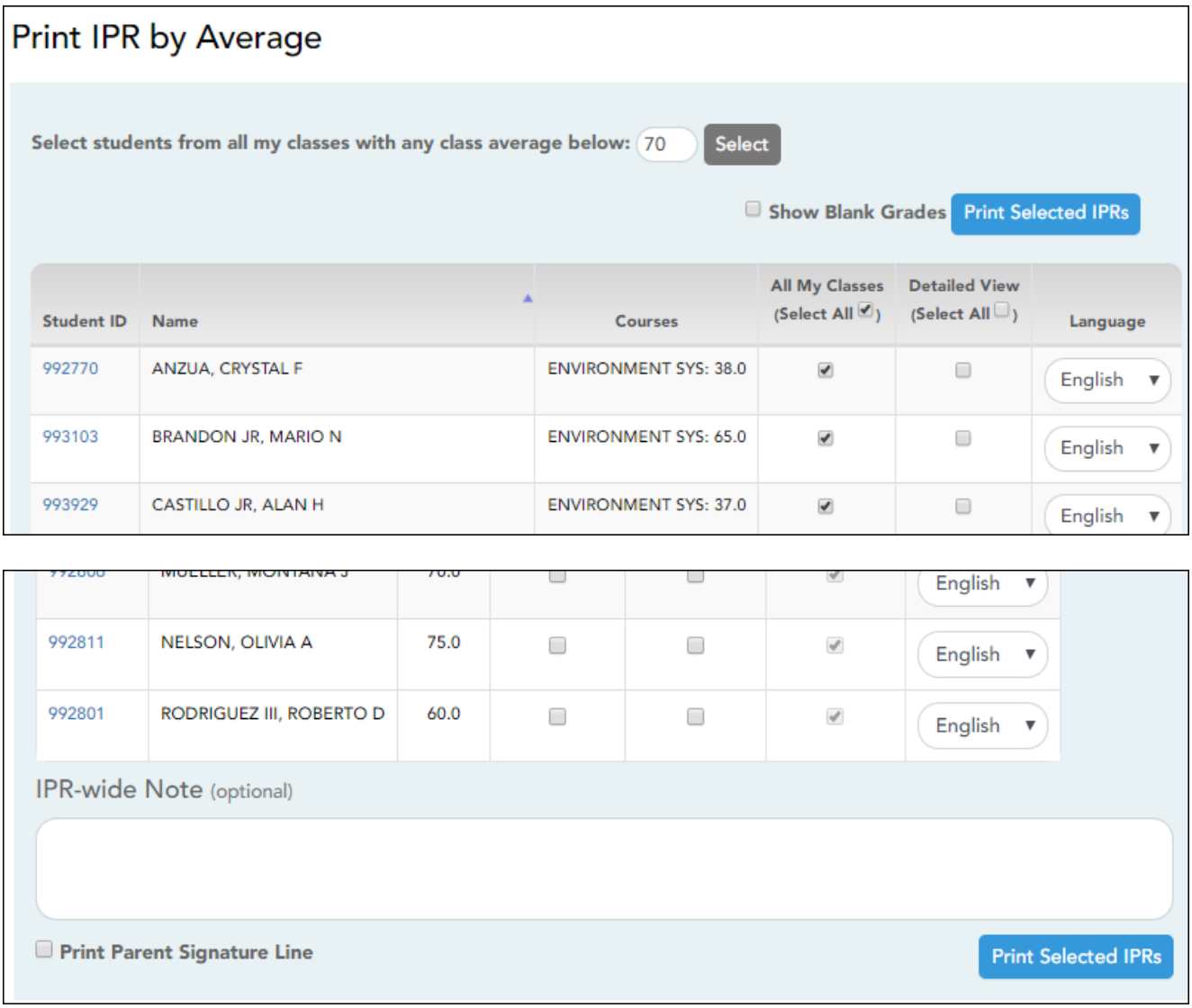


❑ Select students:

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.

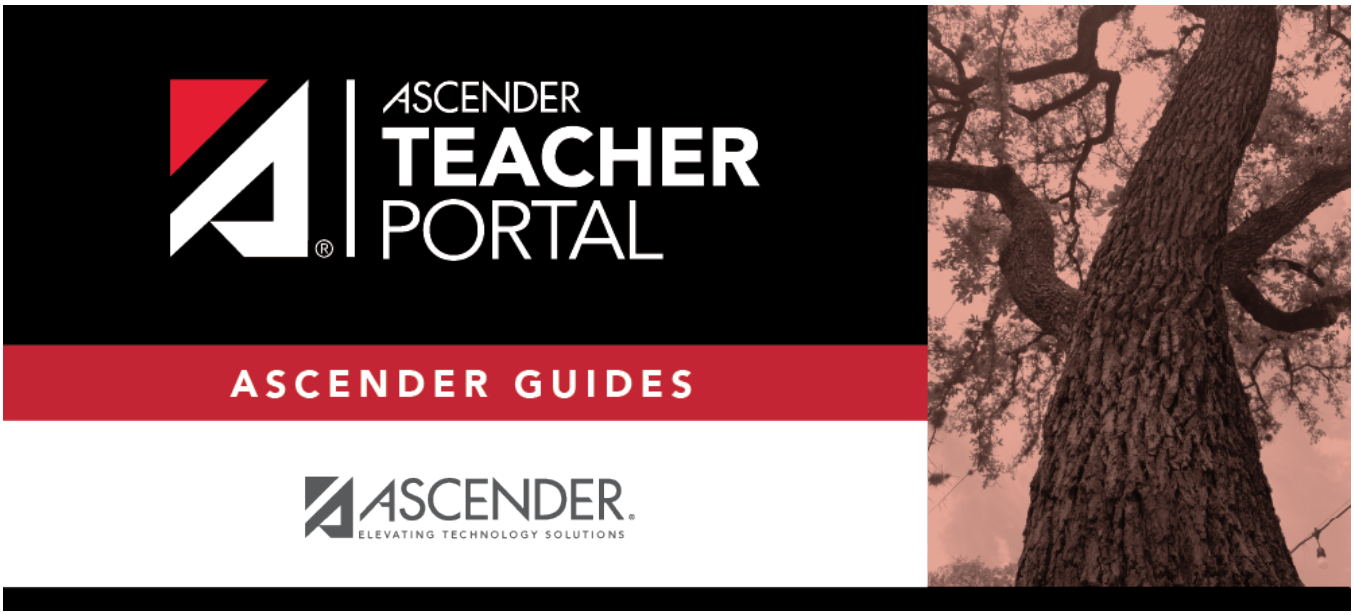
Detailed View	Select to print the detailed IPR. If not selected, the summary IPR is printed. The summary IPR only includes the course name, period, current average, and comments. The detail IPR includes assignments and assignment grades, assignment due dates, posted and calculated average, previously 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.

Percent Failing Report - end of progress, end of cycle, end of semester tabs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Back Cover