



## Mid-Cycle Tasks



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# 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.

Course-Section
05 ENVIRONMENT SYS (4216-35)
▼
Retrieve

## IPR Comments

Course-Section
05 ENVIRONMENT SYS (4216-35)

PIN:

[Save](#)
[Clear All IPR Comments](#)

[Hide Comment Legend](#)

Student ID	Name	▲ Average	IPR Comments	Note
992142	BAIN, TAYLOR S	87.0		
981217	BIENEK, KYLEE L	80.0		
993057	CARROLL, BAILEY M	92.0		
992520	CEJA JR, GILBERTO F	85.0		
992153	DUBOSE, GILLIAN C	69.0		
981684	ESTRADA, HEAVEN L	63.0		
983091	KEENUM, CHRISTIAN J	73.0		
992449	KEITH, JAY J	79.0		

[Code](#)
[Description](#)

**A**
EXCELLENT WORK

**B**
SHOWS IMPROVEMENT

**C**
PLEASURE TO HAVE IN CLASS

**D**
EVIDENCE OF EXTRA EFFORT

**E**
NOT FOLLOWING CLASS RULES

**F**
ABSENCES HAMPER PERFORMANCE

**G**
DOES NOT PAY ATTENTION

**H**
COMES TO CLASS UNPREPARED

**I**
DOES NOT TURN IN HOMEWORK

**J**
UNEX ABSENCE DUE TO TARDIES

**K**
LOW TEST GRADES

**L**
MISSING ASSIGNMENTS

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](#).

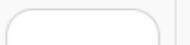
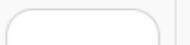
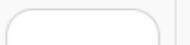
[The columns can be re-sorted.](#)

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.)

<b>Student ID</b>	The student's ID is displayed. Click the student ID to view the <a href="#">student's profile</a> .																								
<b>Average</b>	The student's working cycle average is displayed. For more information on calculating averages, view the online Help for <b>Weighting Type</b> on <a href="#">Settings &gt; Manage Categories</a> .																								
<b>IPR Comments</b>	Type up to five one-character comment codes to specify the comments you want to print on the IPR (e.g., "Conference requested").																								
	<b>Show/Hide Comment Legend</b>	<p>(located below the grid) Click to view a list of valid IPR comment codes and descriptions. These codes are created in the Student system.</p> <p><b>NOTE:</b> 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.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Student ID</th> <th style="text-align: left;">Name</th> <th style="text-align: center;">▲ Average</th> <th style="text-align: left;">IPR Comments</th> <th style="text-align: left;">Note</th> </tr> </thead> <tbody> <tr> <td>992142</td> <td>BAIN, TAYLOR S</td> <td style="text-align: center;">87.0</td> <td></td> <td></td> </tr> <tr> <td>981217</td> <td>BIENEK, KYLEE L</td> <td style="text-align: center;">80.0</td> <td></td> <td></td> </tr> <tr> <td>993057</td> <td>CARROLL, BAILEY M</td> <td style="text-align: center;">92.0</td> <td></td> <td></td> </tr> </tbody> </table> </div>				Student ID	Name	▲ Average	IPR Comments	Note	992142	BAIN, TAYLOR S	87.0			981217	BIENEK, KYLEE L	80.0			993057	CARROLL, BAILEY M	92.0		
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<b>Note</b>	<p>Click  to enter notes about the student that will appear on the printed IPR. Click <b>Ok</b> to save the note, or click <b>Clear</b> to clear the note. If a note is entered for the student, the yellow note icon  is displayed.</p> <p><b>NOTE:</b> Your comments and notes are not actually saved until you type your PIN and click <b>Save</b>. When you click <b>Ok</b>, it only saves your notes until you save all data on the page.</p>																								
<b>Clear All IPR Comments</b>	<p>Click to clear all comments for all displayed students. Notes are not cleared.</p> <p><b>NOTE:</b> Your comments are not actually cleared until you enter your PIN and click <b>Save</b>.</p>																								

**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.

Semester: 2	Cycle: 1	Course-Section: 05 ENVIRONMENT SYS (4216-35)	Retrieve
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## Print IPR

Semester: 2 Cycle: 1 Course-Section: 05 ENVIRONMENT SYS (4216-35)						
<input type="checkbox"/> <b>Select Students with Average Below:</b> <input type="button" value="Select"/> <input type="checkbox"/> Show Withdrawn <input type="checkbox"/> Show Blank Grades						
Student ID	Name	Average	This Class (Select All <input type="checkbox"/> )	All My Classes (Select All <input type="checkbox"/> )	Detailed View (Select All <input checked="" type="checkbox"/> )	Language
992142	BAIN, TAYLOR S	87.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="English"/>
981217	BIENEK, KYLEE L	80.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="English"/>
993057	CARROLL, BAILEY M	92.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="English"/>
992520	CEJA JR, GILBERTO F	85.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="English"/>
992153	DUBOSE, GILLIAN C	69.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="English"/>
992800	MOELLER, MONTANNA J	70.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="English"/>
992811	NELSON, OLIVIA A	75.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="English"/>
992801	RODRIGUEZ III, ROBERTO D	60.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="English"/>
IPR-wide Note (optional) <div style="border: 1px solid #ccc; height: 40px; margin-top: 10px;"></div>						
<input type="checkbox"/> Print Parent Signature Line				<input type="button" value="Print Selected IPRs"/>		

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

<b>Semester</b>	The current semester is displayed by default. You can select another semester.
<b>Cycle</b>	The current cycle is displayed by default. You can select another cycle.
<b>Course-Section</b>	Select the course-section you want to print IPRs for.  If the course is marked as ready to post on <a href="#">Grades &gt; Cycle Grades</a> , the message "[READY]" is displayed next to the course.  <b>NOTE:</b> 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.)

<b>Show Withdrawn</b>	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.
<b>Show Blank Grades</b>	Select to include all assignments on the IPR, including assignments with blank grades. This does not apply for courses that use standards-based grading.

<b>Student ID</b>	The student's ID is displayed. Click the student ID to view the <a href="#">student's profile</a> .
<b>Average</b>	The student's working cycle average is displayed. For more information on calculating averages, view the online Help for <b>Weighting Type</b> on <a href="#">Settings &gt; Manage Categories</a> .

Select the students and level of detail:

<b>Select Students with Average Below</b>	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 <b>Select</b> . The students are selected for printing.
<b>This Class</b>	Select to print an IPR for the student for only the selected course-section. If selected, <b>Default View</b> is selected and cannot be changed.
	<b>Select All</b> Select to apply this option for all students in the selected course-section. If selected, you cannot select <b>All My Classes</b> for the students.
<b>All My Classes</b>	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.
	<b>Select All</b> Select to apply this option to all students in the selected course-section. If selected for any students, you cannot select <b>This Class</b> for the students.

<b>Detailed View</b>	<p>Select to print the detailed IPR. If not selected, the summary IPR is printed.</p> <p>The summary IPR only includes the course name, period, current average, and comments.</p> <p>The detail IPR includes assignments and assignment grades, assignment due dates, posted and calculated average, previously posted cycle averages, comments, grading type, and more.</p> <p><b>Select All</b> Select to print the detail IPR for all students in the selected course-section.</p>
<b>Language</b>	<p>For each student, select the language in which to print the IPR.</p> <p>If you select a language other than <i>English</i>, 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.</p>

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

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.

### Print IPR by Average

Select students from all my classes with any class average below:

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.

## Print IPR by Average

Select students from all my classes with any class average below:

Show Blank Grades

Student ID	Name	Courses	All My Classes (Select All <input checked="" type="checkbox"/> )	Detailed View (Select All <input type="checkbox"/> )	Language
992770	ANZUA, CRYSTAL F	ENVIRONMENT SYS: 38.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English ▾
993103	BRANDON JR, MARIO N	ENVIRONMENT SYS: 65.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English ▾
993929	CASTILLO JR, ALAN H	ENVIRONMENT SYS: 37.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English ▾

992800	MULLER, MONTANAJ	70.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English ▾
992811	NELSON, OLIVIA A	75.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English ▾
992801	RODRIGUEZ III, ROBERTO D	60.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English ▾

IPR-wide Note (optional)

Print Parent Signature Line

**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.

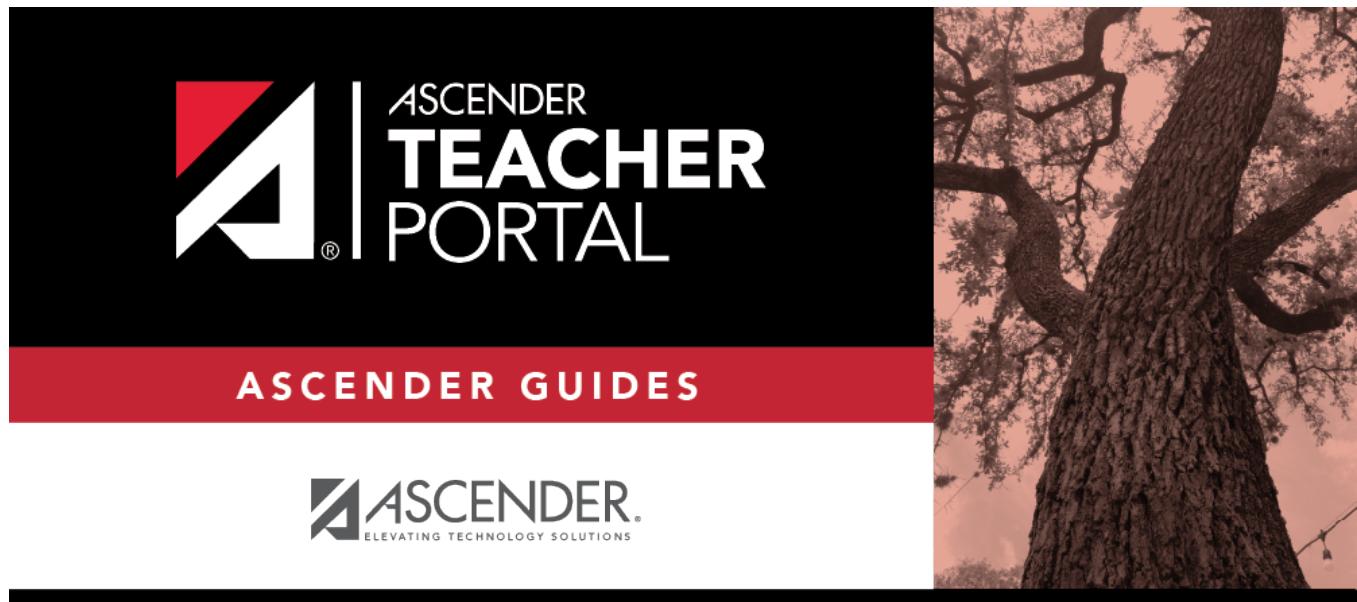
<b>Detailed View</b>	<p>Select to print the detailed IPR. If not selected, the summary IPR is printed.</p> <p>The summary IPR only includes the course name, period, current average, and comments.</p> <p>The detail IPR includes assignments and assignment grades, assignment due dates, posted and calculated average, previously posted cycle averages, comments, grading type, and more.</p> <table border="1" data-bbox="330 422 1457 489"> <tr> <td data-bbox="330 422 457 489"><b>Select All</b></td><td data-bbox="457 422 1457 489">Select to print the detail IPR for all students in the selected course-section.</td></tr> </table>	<b>Select All</b>	Select to print the detail IPR for all students in the selected course-section.
<b>Select All</b>	Select to print the detail IPR for all students in the selected course-section.		
<b>Language</b>	<p>For each student, select the language in which to print the IPR.</p> <p>If you select a language other than <i>English</i>, 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.</p>		

<b>IPR Wide Note</b>	(Optional) Type a note to be displayed on all IPRs selected for printing. This note will be appended to any notes entered in the <b>Note</b> field on the <a href="#">IPR Comments</a> page. (Notes entered on the IPR Comments page are student-specific.)
<b>Print Parent Signature Line</b>	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



## Back Cover