



# navigate



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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.

## District & Campus

The district and campus you are logged onto are listed at the top of the navigation bar. If you currently teach courses at more than one campus, select which campus to view.

## Teacher

Your name is displayed as it is entered at the district's Human Resources department.

## Navigation

Some pages and information are only available if enabled by the district.

**Attendance** - You can post and view attendance.

**Grades** - You can enter assignment grades, as well as cycle and semester grades.


**Reports** - You can access a variety of teacher reports.




**Discipline** - You can enter discipline referrals and view the status of existing referrals.

**Settings** - You can manage your user profile, class settings, and more.

**Admin** - If you are logged on with a district- or campus-level administrator account, you can access additional administrator pages.

## Other Tools

 - Click to hide the left-side navigation bar. Click again to display the navigation bar.

 - Various sections throughout TeacherPortal can be collapsed or expanded. Most data is expanded by default. Click  to hide the section from view. Click  to show the section.

**Print** button - Various pages throughout TeacherPortal can be printed. Use the print button instead of the browser's print option to ensure the best formatting of the content.

### Top-right



- Click to view ASCENDER TeacherPortal online Help.



- Click to log out of ASCENDER TeacherPortal.



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