



# navigate



# Table of Contents



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

If you teach at multiple campuses, and if your name happens to be entered differently at each campus (e.g., if your first name is entered as James at one campus and Jim at another campus), your name is displayed as it is entered at the campus you are currently viewing. In most cases, your name should be entered the same at all campuses.

## Navigation

You can access your student's data. Data is 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. Using the print icon instead of the browser's print option will ensure the best formatting of the content. Click **Print** to print the content displayed.

### Top-right



- Click to view ASCENDER TeacherPortal online Help.



✓ - Click to log out of ASCENDER TeacherPortal.



# Back Cover