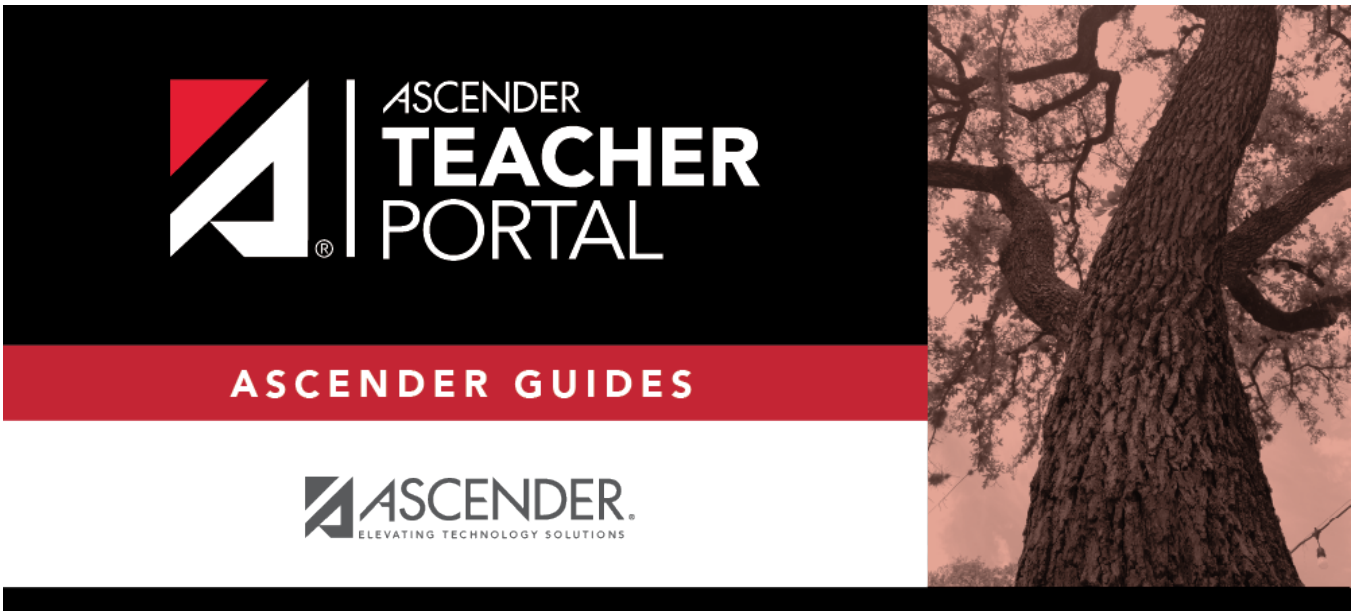

Teacher Reports

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Teacher Guide to ASCENDER TeacherPortal

Teacher Reports

Attendance Reports:

Generate Attendance Verification report.

Reports > Attendance Verification

This report displays attendance for all of your students for a selected course-section and date range. You can view data for up to one semester. You can also generate a summary report that displays only totals for the selected date range.

The following codes are used:

- A - Excused absence
- S - School-related absences
- T - Tardy
- X - Truant

An asterisk next to the attendance code indicates that the absence or tardy occurred in a course other than the course the student is currently enrolled in (e.g., if he transferred from one course to another during the school year).

NOTES:

- Inservice work days are indicated with an I in the column heading.
- Saturday may be a valid attendance date, even if the course does not meet on Saturday. This may be used for bad weather makeup days.
- If you are printing the report for more than three weeks, you should set the printer orientation setting to landscape or the **Page Scaling** field to *Shrink to Printable Area*. If the *Shrink to Printable Area* setting is not enabled, the landscape orientation will accommodate up to six weeks plus the **Total** column per page. Additional weeks (up to one semester) can be generated by entering the appropriate dates in the **From Date** and **To Date** fields; however, the report will print on multiple sheets of paper with a **Total** column on each page.

Attendance Verification Report

Teacher: Onassis , Jacqueline K | Per: 01 | Crs: ENVIRONMENT SYS (4216-31)

Student Count: 20 | ADA Reporting Period: 02 | Campus: 001 - 001 School

Sem: 2 | From: 04/27/2020 | To: 05/01/2020

			1st Week					Total		
			27	28	29	30	1			
Student Name	Student ID	Grade	M	T	W	T	F	A	S	T
BALDERRAMA, DANNA P.	994254	11						0	0	0
BURFORD-ZAWAHREH, BURFORD-ZAWAHREH	993037	11						0	0	0
CADDELL, RILEY D.	981173	12						0	0	0
CASTILLO JR, ALAN H.	993929	10						0	0	0
CORTEZ, ZAYLEE B.	994450	12						0	0	0
DELEON, HUNTER J.	981029	11						0	0	0
DUBOSE, RUBY A.	993384	11						0	0	0
DYE, CANDACE R.	993033	11						0	0	0
EDWARDS, MALVIN E.	992457	12						0	0	0
ENGLISH, ANGEL S.	991798	12						0	0	0
GAMEZ, GUADALUPE T.	993281	11						0	0	0
MACIAS, EMILIANO X.	980063	11						0	0	0
MATA, MATA	982160	12						0	0	0
PEREZ, GABRIEL A.	992158	11						0	0	0
RADFORD, MEGHAN A.	992528	11						0	0	0
RANGEL, QUINTIN M.	992704	12						0	0	0
RODRIGUEZ, COLT G.	981030	11						0	0	0
SULLIVAN, MICHAEL G.	993478	12						0	0	0
VAQUERA, JACOB D.	993746	11						0	0	0
VAZQUEZ, CHRISTIAN R.	992709	12						0	0	0

Attendance Code Legend

*: Outside current course enrollment

_____ TEACHER'S SIGNATURE

Attendance Verification Report

Teacher: Onassis , Jacqueline K | Per: 01 | Crs: ENVIRONMENT SYS (4216-31)

Student Count: 20 | ADA Reporting Period: 02 | Campus: 001 - 001 School

From: 04/27/2020 | To: 05/01/2020

			Totals		
Student Name	Student ID	Grade	A	S	T
BALDERRAMA, DANNA P.	994254	11	0	0	0
BURFORD-ZAWAHREH, BURFORD-ZAWAHREH	993037	11	0	0	0
CADDELL, RILEY D.	981173	12	0	0	0
CASTILLO JR, ALAN H.	993929	10	0	0	0
CORTEZ, ZAYLEE B.	994450	12	0	0	0
DELEON, HUNTER J.	981029	11	0	0	0
DUBOSE, RUBY A.	993384	11	0	0	0
DYE, CANDACE R.	993033	11	0	0	0
EDWARDS, MALVIN E.	992457	12	0	0	0
ENGLISH, ANGEL S.	991798	12	0	0	0
GAMEZ, GUADALUPE T.	993281	11	0	0	0
MACIAS, EMILIANO X.	980063	11	0	0	0
MATA, MATA	982160	12	0	0	0
PEREZ, GABRIEL A.	992158	11	0	0	0
RADFORD, MEGHAN A.	992528	11	0	0	0
RANGEL, QUINTIN M.	992704	12	0	0	0
RODRIGUEZ, COLT G.	981030	11	0	0	0
SULLIVAN, MICHAEL G.	993478	12	0	0	0
VAQUERA, JACOB D.	993746	11	0	0	0
VAZQUEZ, CHRISTIAN R.	992709	12	0	0	0

Attendance Totals Legend

A: ABSENCES **S: SCHOOL-RELATED ABSENCES** **T: TARDIES**

_____ TEACHER'S SIGNATURE

❑ Specify report options:

Semester	The current semester is displayed. You can select a different semester.

Course-Section	Select the course-section and period for which to print the report.

From Date **To Date**	Enter the beginning and ending dates. Both dates must fall within the selected semester.
Include Withdrawn Students	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.
Summary Only	Select to display only totals for the selected date range. If not selected, the report lists all absences for the selected date range.

❑ Click **Generate**.

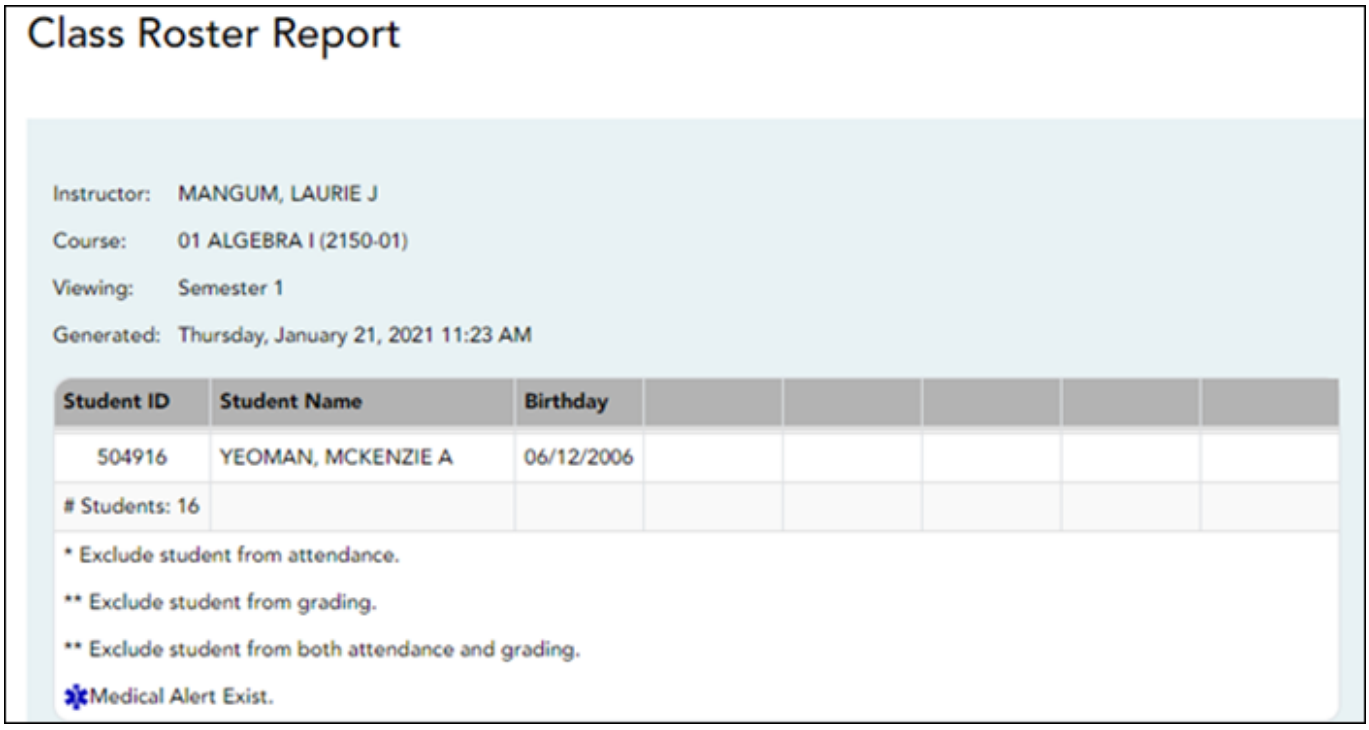
- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.

Generate Class Roster report.

Reports > Class Roster

This report provides a blank class roster by semester and course, including a list of students enrolled in the course and up to 50 blank columns. You can choose the sort order and whether to include the student's birth date and contact information. The report can be exported in CSV format.

If you print the report for a course group, the **Course Section** column is included allowing you to identify the course-section in which the student is enrolled.



Class Roster Report

Instructor: MANGUM, LAURIE J
Course: 01 ALGEBRA I (2150-01)
Viewing: Semester 1
Generated: Thursday, January 21, 2021 11:23 AM

Student ID	Student Name	Birthday					
504916	YEOMAN, MCKENZIE A	06/12/2006					
# Students: 16							

* Exclude student from attendance.
** Exclude student from grading.
** Exclude student from both attendance and grading.
Medical Alert Exist.

❑ Specify report options:

Semester	The current semester is displayed. You can select a different semester.	
Course-Section	Select the course-section and period for which to print the report. The drop down lists the two-digit period and course name. The course number and section number are in parentheses. If course groups have been created on the Course Grouping page, the groups are listed as well as the individual courses.	
Columns	Type the number of blank columns to display on the report, up to 50.	
Display Options	**Birthday**	Select to include the student's birth date. The **Birthday** column will be included in the report.
	Student Email	Select to include the student's email address.
	Contact Information	Select to include the student's contact information. The **Contact Information** columns will be included in the report, and all of the student's contacts are listed. The contact's name, relationship, cell phone, home phone, business phone, other phone, mailing address, and e-mail address are listed.
	Guardian Last Viewed IPR/Report Card Date	Select to include the date on which a parent/guardian last viewed the student's interim progress report (IPR) or report card online.
Sorting Options	Indicate the order in which to sort the report data. You can sort by student name (last name), Student ID, course-section (for course groups), birth date (if included), or custom student order. Custom student order is the order specified for the course-section on Settings > Arrange Student Order.	

❑ 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 Seating Chart report.

Reports > Seating Charts

This report prints a teacher's seating charts for all periods or one period. For each period, the seating chart is displayed followed by a list of students who are not assigned to seats. The seating chart lists the student name, gender, and ID.

If printed for all periods, each period prints on a separate page.

NOTE: If that field has been changed, and the seating charts have not been re-saved on Settings > Manage Charts since the setting was changed, a warning message is displayed

when the report is generated indicating that the reports will not be accurate until the Manage Seating Charts page has been re-saved. You must review the seating chart for each period on the Manage Seating Charts page, make any necessary changes, and then re-save each chart.

❑ Specify report options:

Semester	The current semester is displayed. You can select a different semester.
Period	Select the period-course(s) to print the seating chart for, or select *ALL CLASSES* to print seating charts for all periods. If **Combine Courses in Attendance** is selected on your Settings > Update Profile page, the courses are combined by period.
width	Select the width setting for the report.
	Fixed Seat Width: Select to print a report in which all seats are the same width. This setting works for small and average-size classes. For larger classes, some seats may not print on the page.
	Auto-Adjusted Seat Width: Select to print a report in which each column is adjusted to the student name. Each column is only wide enough to accommodate the longest name in the column; therefore, some columns are wider than others. This setting is a better option for larger classes.
	For either width setting, you can adjust the orientation when you print. Select **Landscape** to increase the number of students that fit on the page.
Show Pictures	Select to display student photos in the seating chart. Photos are only available if they have been added by the district.

❑ 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.

Grades Reports:

Generate Assignment Grades report.

Reports > Assignment Grades

This report lists assignment grades for all students in a course according to options entered on this

page. The overall assignment average and class average are also displayed.

- Excluded grades are indicated by Ex in place of the grade.
- Dropped grades are indicated by D next to the grade.

NOTE: The **Category Legend** as it appears on the report matches the **Cat ID** (category ID) column (in the **Assignment Legend**) to the corresponding category name and category weight. The **Assignment Legend** matches the assignment ID heading to the corresponding assignment name, total points, and **Cat ID**.

❑ 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	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.

Viewing Options	**View Student Names**	Select to display the student names on the report. Otherwise, the names are not printed on the report, and students can only be identified by their student IDs. The student IDs are always displayed on the report.
	View Withdrawn Students	Withdrawn students are not automatically displayed. Select the field to display them. The message “W/D” and the withdrawal date or “Dropped” 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.
Sorting Options	Indicate the field to sort the report by.	
	Custom Student Order	This option is only displayed if **Student Order** on the Update Profile page is set to add new students to the top of the list or bottom of the list. Select **Custom Student Order** to sort the report in your custom sort order. If you have not specified a custom sort order for a particular class, the students are sorted by name.

❑ 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.

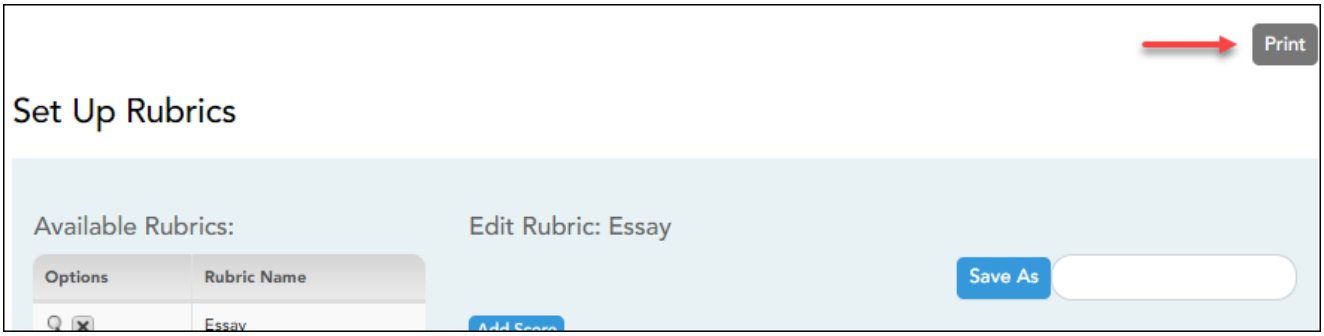
Generate Rubric report (if enabled for campus).

There are two ways to access the rubric printing options:

- From the Manage Rubric Charts page, click **Print**.
- From the Reports menu, select **Rubrics**.

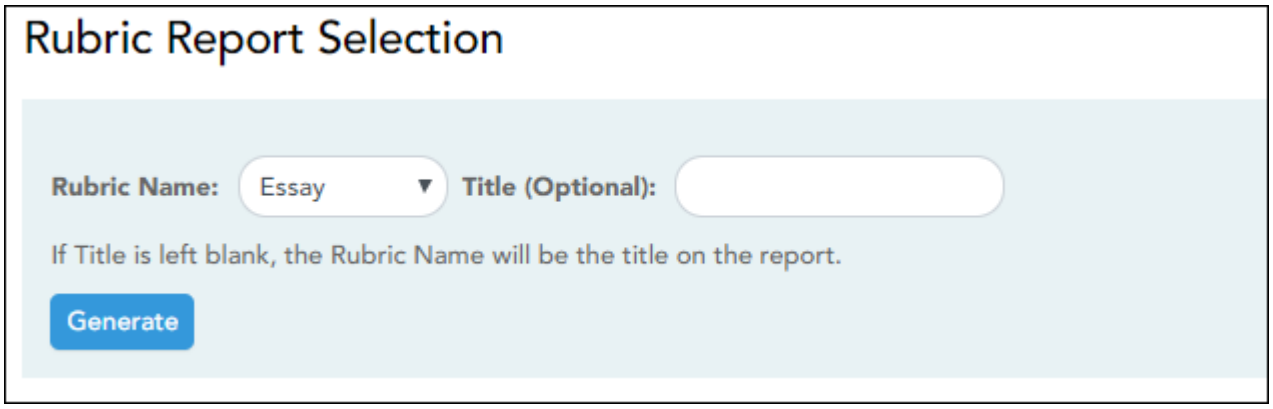
Print the rubric chart:

❑ Click **Print** to print a report of the displayed rubric chart.



The Rubric Report Selection page opens allowing you to make selections for printing the report.

This report prints a rubric chart which has been set up on Settings > Manage Rubric Charts. You can print only the rubric chart (i.e., blank), or you can print the rubric chart with student grades for a particular assignment.



❑ Specify report options:

Rubric Name	Select the rubric chart you want to print. Only rubric charts that have skills and scores already set up are listed.

Title	(Optional) Type a title for the report, up to 50 characters. If blank, the rubric chart name is used as the title.
Print with grades	Select to print the report with student grades. This field is only displayed if the selected rubric chart has already been used to grade an assignment. If selected, an additional field is displayed allowing you to select a course-section. Only course-sections that have a rubric chart set up are listed.
course-section	Once you select a course-section, another field is displayed allowing you to select the assignment that was graded with a rubric chart.
assignment	Once you select an assignment, a list of students in the course-section is displayed, along with their grade for the assignment.
This Student	Select for the students you want to print the rubric for. You can select **Check all** at the top of the column to select all students in the course-section.

❑ 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.

End-of-Cycle/Semester Reports:

Generate Blank/Missing Grades report.

Reports > Blank/Missing Grades

This report lists blank, missing, and incomplete assignment grades according to options entered on this page.

❑ 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	Select the course-section for which to print the report. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.

Grade Selection Options	Select the items you want to include in the report. For example, to include all student assignment grades for which no grade has been entered, select **Show Blank Grades**. To include all items, select **Select All**.		
Viewing Options	**Page break between students**	Select to print one student per page. Otherwise, the data will print continuously.	
	View Student Names	Select to display the student names on the report. Otherwise, the names are not printed on the report, and students can only be identified by their student IDs. The student IDs are always displayed on the report.	
	View all assignments due after	Select to narrow assignments by date, and enter a valid school date.	
	View Current or All Course Sections	**Current**	Select to narrow assignments to only course-sections for the current semester-cycle.
		All	Select to show assignments for all course-sections.

❑ 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.

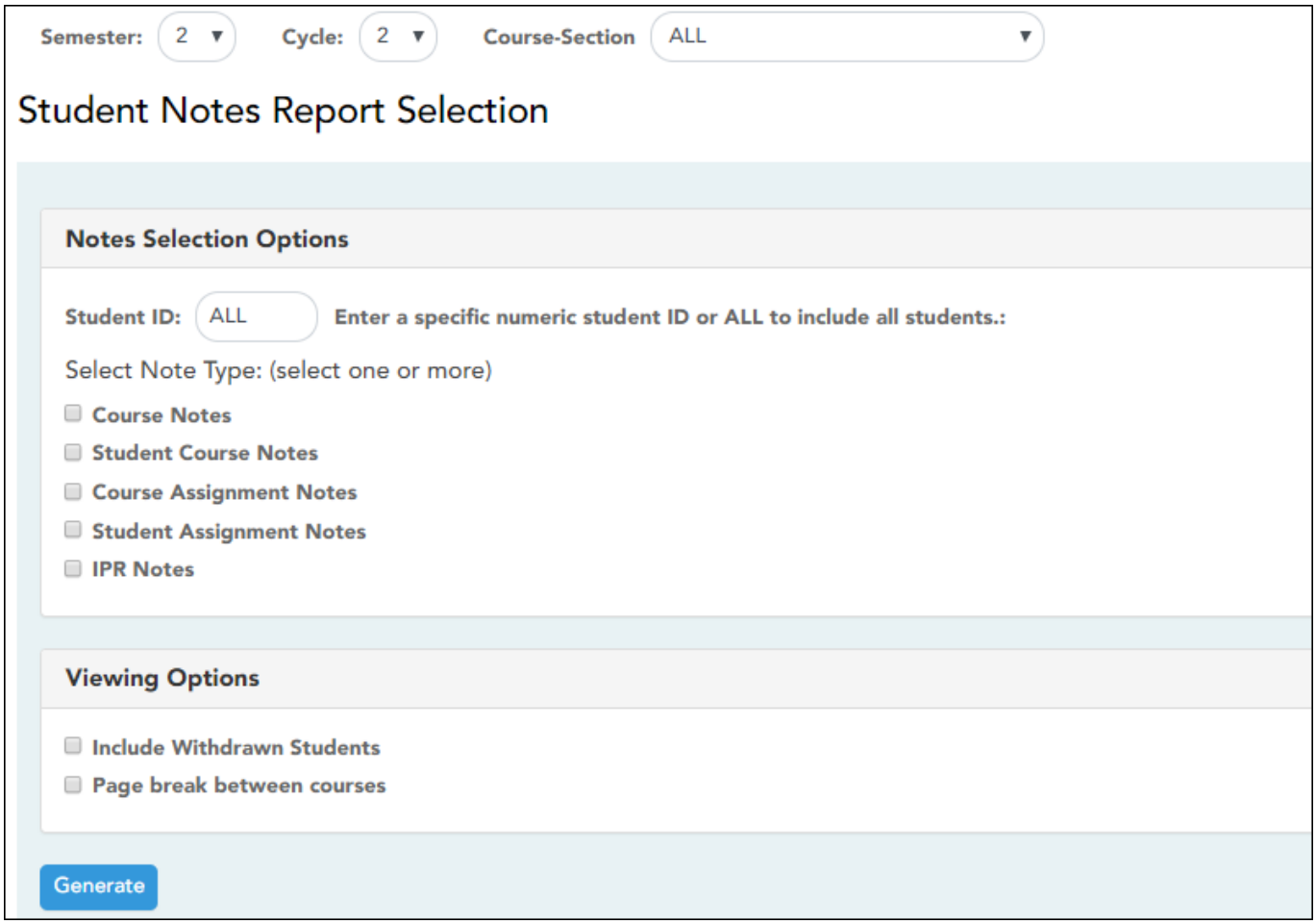
Generate Student Notes report.

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.

Multipurpose Reports:

Generate Special Programs report.

Reports > Special Programs

This report is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID, or to teachers who have access to run the special programs report.

This report lists of the special programs for each student in the class.

Only the special programs selected by the campus are included. If enabled, the **Generic** column appears in the report and displays program information.

❑ Specify report options:

Semester	The current semester is displayed. You can select a different semester.

<table>
<tr><td>Course-Section</td><td>Select the course-section for which to print the report. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.</td></tr>
<tr><td>As Of Date</td><td>Type a date in the MMDDYYYY format. Or, or click  to select a date from the calendar.</td></tr>
<tr><td>Viewing Options</td><td>
<table>
<tr><td>View Student Names</td><td>Select to display the student names on the report. Otherwise, the names are not printed on the report, and students can only be identified by their student IDs. The student IDs are always displayed on the report.</td></tr>
<tr><td>View Current or All Course Section(s)</td><td>Select one:
<table>
<tr><td>Current</td><td>Select to narrow student data to only course-sections for the current semester-cycle.</td></tr>
<tr><td>All</td><td>Select to print student data for all course-sections.</td></tr>
</table>
</td></tr>
<tr><td colspan="2">These options are disabled if you are logged on as an administrative user and select Across Campus under Admin Options.</td></tr>
</table>
</td></tr>
</table>

Admin Options — These fields are only displayed if you are logged on as an administrative user:

Across Campus — Select to view data for all courses across the campus. Otherwise, data is only displayed for the selected course-section or for the impersonated teacher's courses.
If you are impersonating a teacher for whom no courses are defined, the message "No courses defined" is displayed at the bottom of the page, and the fields are disabled. However, once you select **Across Campus**, the message is removed because it may not apply to all teachers at the campus, and the fields are enabled.

View Without Course/Section & Instructor in Grid Format — This field is enabled when **Across Campus** is selected.

If selected:

If **View Without Course/Section & Instructor in Grid Format** is selected, the report data is displayed in a grid format, and the course-section and teacher are not displayed. The default sort is by student name; however, the grid can be re-sorted.

Sample:

Student ID	Student Name	Grade	Special Program

If not selected:

If **View Without Course/Section & Instructor in Grid Format** is not selected, the report is grouped by course-section. The report is similar to the report for non-administrative users; however, the teacher is listed for each course-section. For non-administrative users, the teacher is listed once at the top of the report.

Sample:

Course Nbr-Sec
Teacher Name

Student ID	Student Name	Grade	Special Program

Course Nbr-Sec
Teacher Name

Student ID	Student Name	Grade	Special Program

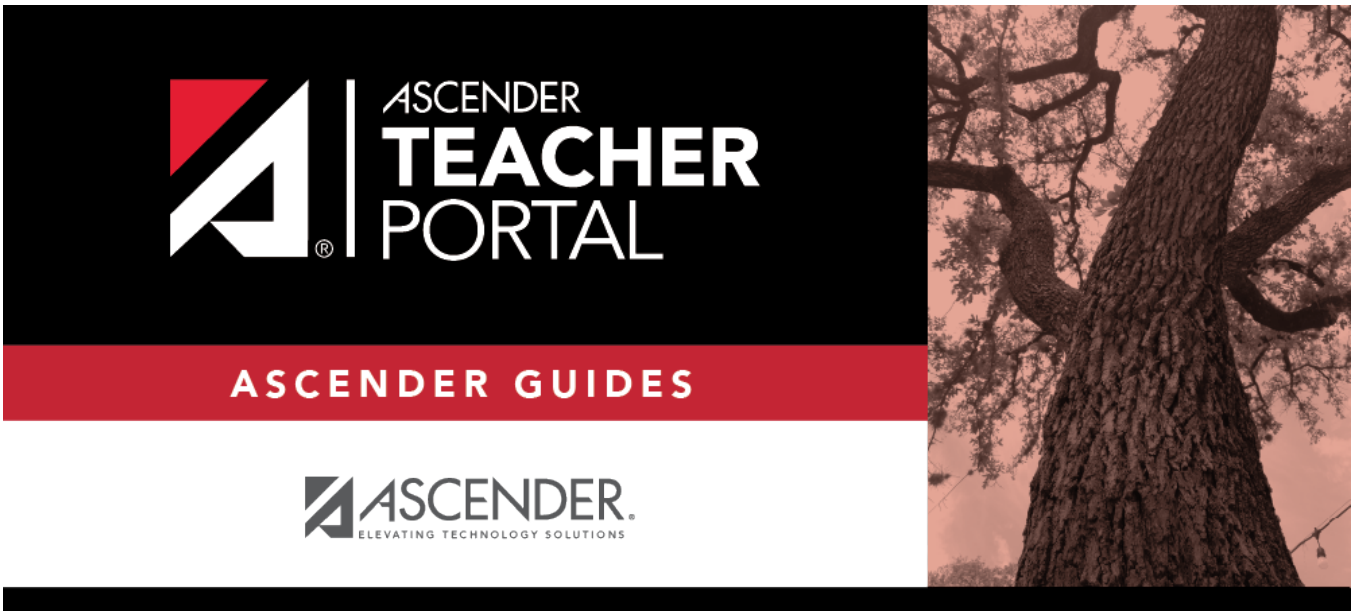
❑ Click **Generate**.

- 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 Groups 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.


ASCENDER
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ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover