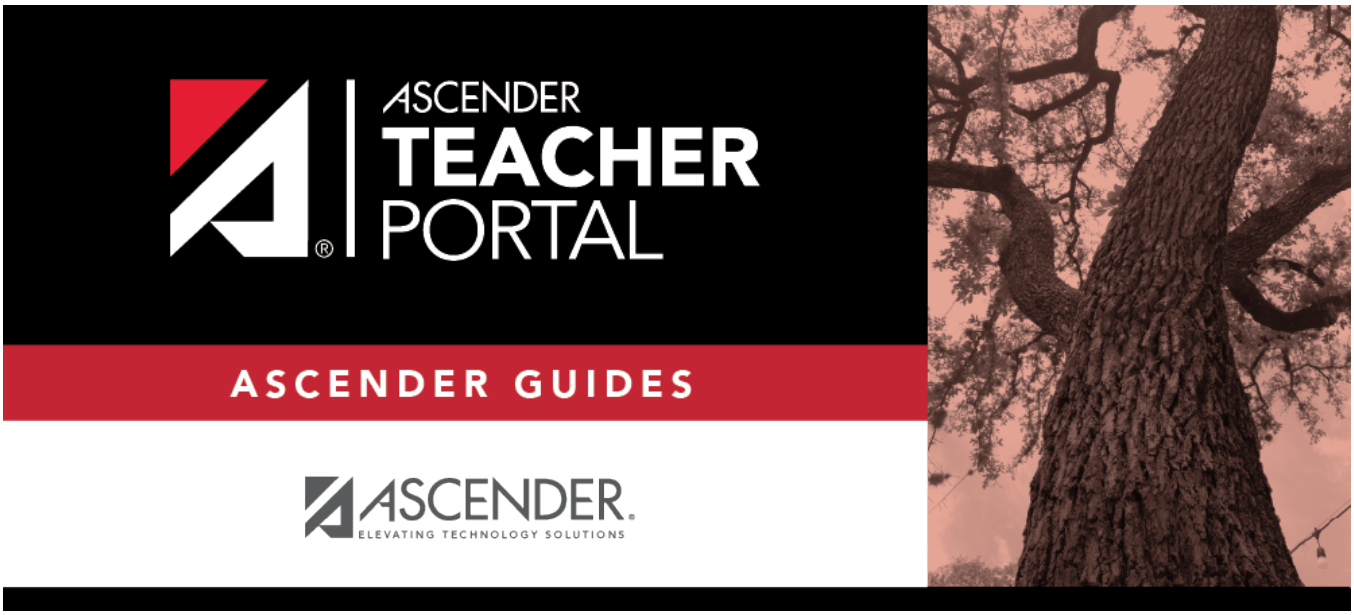

ASCENDER
TEACHER
PORTAL
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Overview

Table of Contents

Overview 1
Access TeacherPortal 2
End-of-Cycle Steps 17
End-of-Semester/End-of-Year Steps 31
Teacher Reports 44
Update Your TeacherPortal Account 67

Teacher Guide to ASCENDER TeacherPortal

Overview

Welcome to ASCENDER TeacherPortal!

- Teachers must re-register each year before logging on, as all TeacherPortal non-administrative user accounts are deleted at the end of each school year. **Administrative user accounts are retained.**
- To register, you must provide your staff ID and name. You must be associated with the district for the current school year. Upon registering, you will create your user name, password, and PIN.
- A staff ID can be associated with multiple user accounts, which allows you to have both a teacher account and one or more administrator accounts. The user name must be different for each account.

IMPORTANT: Upon initial account creation or log on to the portal, the End User License Agreement (EULA) for ASCENDER is displayed. Users must accept the agreement in order to proceed.

NOTE:

- If you forgot your password or PIN, click **Forgot Password** on the Login page to go to the Reset Password page where you can reset your password using an automated process.
- If you forgot your user name, click **Forgot User Name**.

Teachers who do not have administrative access are directed to the Announcements page upon logging on. The Admin menu is not displayed in the main menu, and some reports that require administrative access are not displayed in the Reports submenu.

- Teachers of courses where students must meet UIL eligibility requirements (e.g., band or athletics) can be granted access to the UIL report in the Reports menu. The UIL report allows a teacher to view the students' working cycle averages for all of their courses to determine UIL eligibility and locate students who may be at risk of losing eligibility.

- Teachers can be given permission to create campus-wide or course-wide groups of students in TeacherPortal. Special group reports are available that provide data for the student groups.

Teacher Guide to ASCENDER TeacherPortal

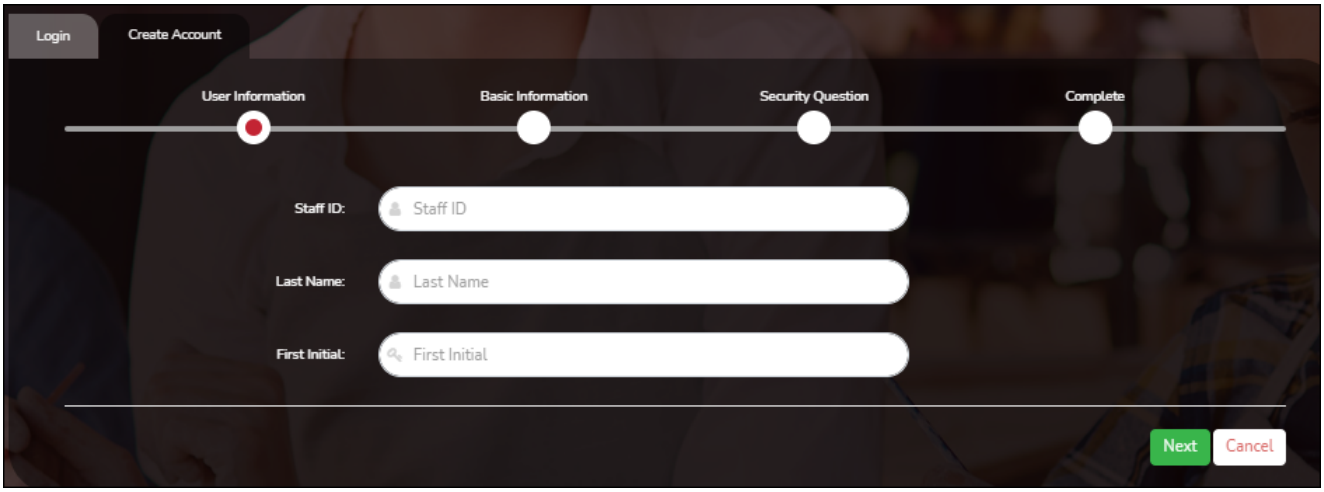
Access TeacherPortal

Create an ASCENDER TeacherPortal account.

❑ From the Login page, click **Create Account**. The User Information page is displayed.

To exit without saving any changes, click **Return to Login**.

User Information:

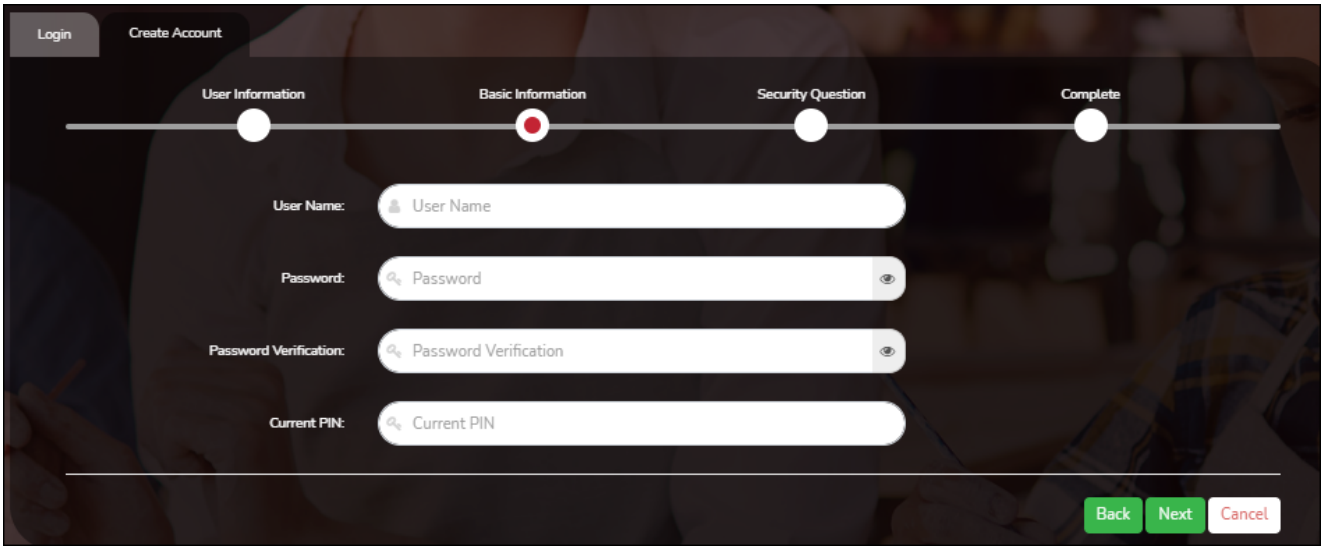


Staff ID	Type your staff ID number.
Last Name	Type your last name
First Initial	Type the first letter of your first name.

❑ Click **Next**.

If you entered the data correctly, the Basic Information step opens.

Basic Information:

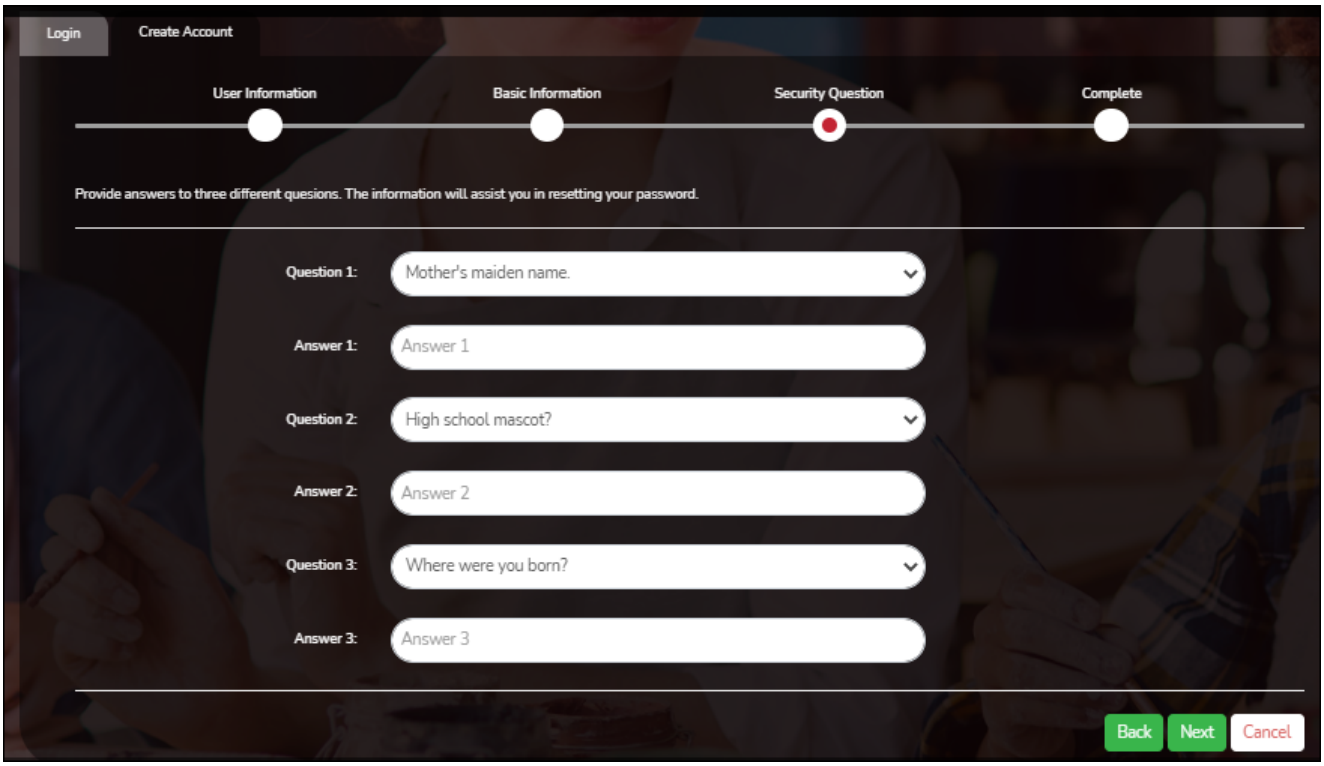


User Name	Type a unique user name that will identify you when you log on to the system, such as a combination of letters from your first and last name. • Your user name must be 6-25 alphanumeric characters and must be unique within the district. • Your user name is not case-sensitive. • If you type a name that is already used, available alternatives are suggested.
Password	Type a password that you will use when you log on to TeacherPortal. • The password must be 16-46 characters using three of the following: uppercase letters, lowercase letters, numbers, and special characters • Your password is case sensitive.
Password Verification	Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended.
PIN	Type a four-digit numeric personal identification number (PIN) that you will use when you post data in TeacherPortal. **Avoid using 1234, 4321, or all the same number, as these are common and easily guessed.**

❑ Click **Next**.

If you entered all required data correctly, the Security Question step opens.

Security Question:



Question	Select three questions to which you will provide an answer. The questions are asked in the event that you forget your password. You must select three different questions. You cannot repeat any questions/answers.
Answer	Type the answer to each question. If you forget your password, you will be required to answer the question correctly in order to recover your account. Be sure to select questions for which you will easily remember your answer. Answers are case sensitive.

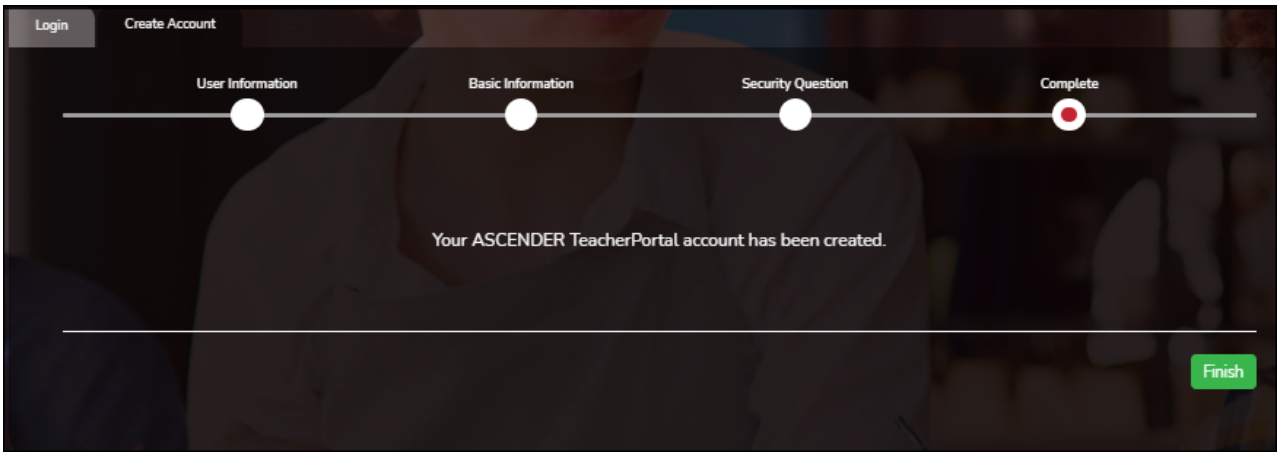
License Agreement

Review and accept the End User License Agreement (EULA) for ASCENDER. This agreement must be accepted in order to proceed.

❑ Select **Accept**.

❑ Click **Next**.

If you entered all required data, the Complete page opens.



❑ Click **Finish**.

The Announcements page opens.

Log on to TeacherPortal.

To access TeacherPortal, you must log on. If you are a new user and do not have a user name, you must create a user name.

Returning teachers must re-register each year before logging on, as all TeacherPortal non-administrative user accounts are deleted at the end of each school year. Administrative user accounts are retained.

WARNING: If you have three unsuccessful attempts to log on (invalid user name/password combinations), the system locks out your account. If your account is locked out, please contact your campus administrator to have your account reset.

If the district has disabled TeacherPortal, the message “TeacherPortal is Unavailable” is displayed.

User Name	Type your user name. Your user name is not case-sensitive.
Password	Type your password. The typed text is hidden. Your password is case sensitive.

❑ Click **Login**.

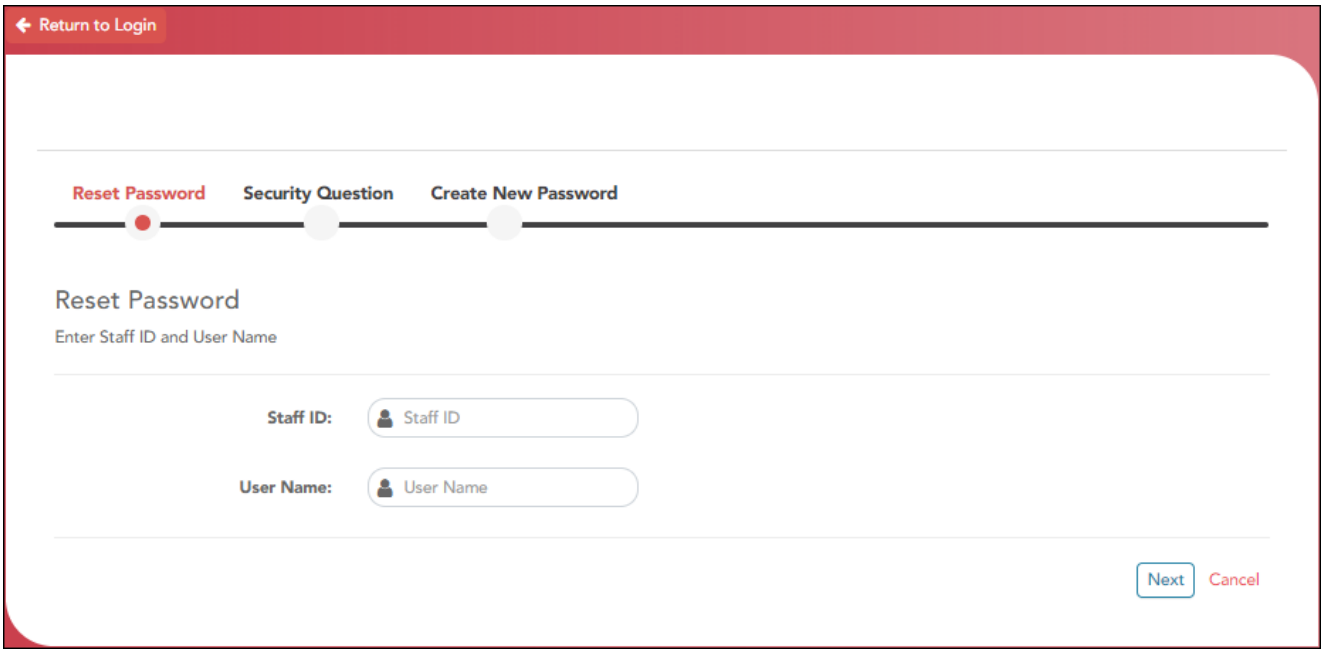
The Announcements page is displayed.

For security purposes, your password will expire periodically. If your password is expired, you are redirected to the Password Expired page before the Announcements page is displayed. Follow the instructions provided in the online Help for the Password Expired page.

Reset your password.

Login Page > Reset Password

The Reset Password page allows you to reset a forgotten password or change your password. To reset your password, you must know your staff ID, user ID, and the correct answer to one of your password hint questions; otherwise, you must contact your campus administrator to have your account reset.



❑ From the Login page, click **Reset Password**.

The Reset Password page opens.

❑ To exit the Reset Password function without saving any changes, click **Return to Login**.

Reset Password

Staff ID	Type your six-digit district-assigned staff ID number.
User Name	Type the user name you created when you registered for TeacherPortal.

❑ Click **Next**.

If you entered the data correctly, the Security Question step opens.

Security Question:

Answer	One of your hint questions is displayed, as established in your User Profile. Type the answer to your hint question exactly as it appears in your profile.

❑ Click **Next**.

If you entered the data correctly, the Create New Password step opens.

Create New Password:

Password	Type a new password. You cannot reuse your last password. • The password must be 16-46 characters using three of the following: uppercase letters, lowercase letters, numbers, and special characters • Your password is case sensitive.
Confirm Password	Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended.

❑ Click **Finish**.

Navigate TeacherPortal.

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.

Teacher Guide to ASCENDER TeacherPortal

End-of-Cycle Steps

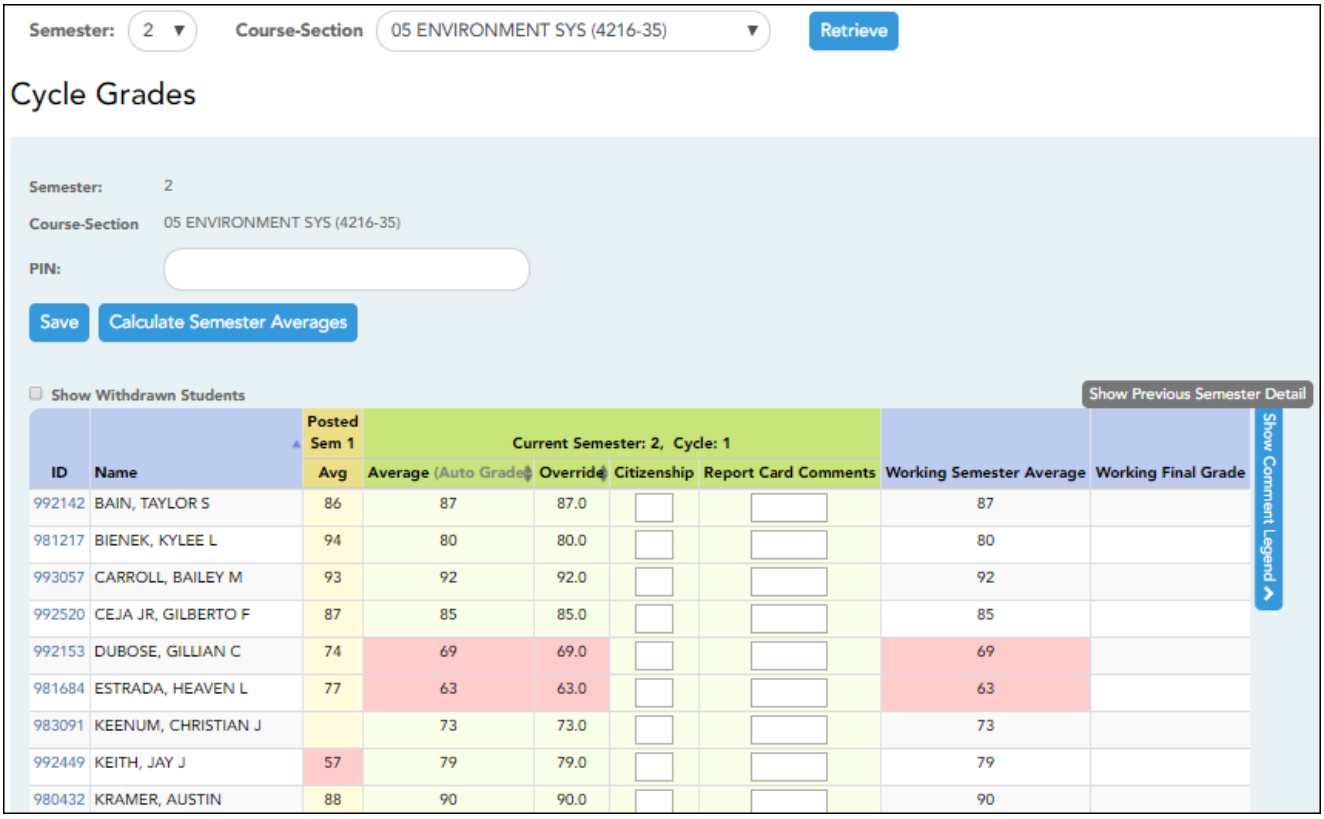
Manage cycle grades information.

Grades > Cycle Grades

This page allows you to manage end-of-cycle and end-of-semester grade data, including cycle and semester averages, working final grade, override grades, exams, citizenship grades, and comments. When all data has been entered correctly and is ready to post, you must submit the cycle and/or semester grades to the campus administrator.

No data is displayed for future cycles.

For self-paced courses, see the **Self-paced Courses** section below.



❑ Select the course-section you want to enter end-of-cycle grades for:

Semester	The semester of the selected date is displayed by default.
Course-Section	Select the course-section you want to enter cycle grades for. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.
Show Withdrawn Students	Withdrawn students are not automatically displayed. Select the field to include withdrawn students in the list. For withdrawn students, 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. No Show students are not included. To hide withdrawn students, clear the field.

❑ 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.)

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- If the course is set up to post alphabetical grades, and **Show averages as alpha** is selected on Grades > Assignment Grades, alphabetical cycle grades are displayed. Otherwise, numeric cycle grades are displayed.
- You can navigate through the grade fields using the keyboard

Press ENTER after you type each grade to move down the list to the next student. You can press SHIFT+ENTER to move up the list. You can also press the up and down arrow keys to move up and down the list.

Press TAB to move across the list to the next assignment. You can press SHIFT+TAB to move back to the left.

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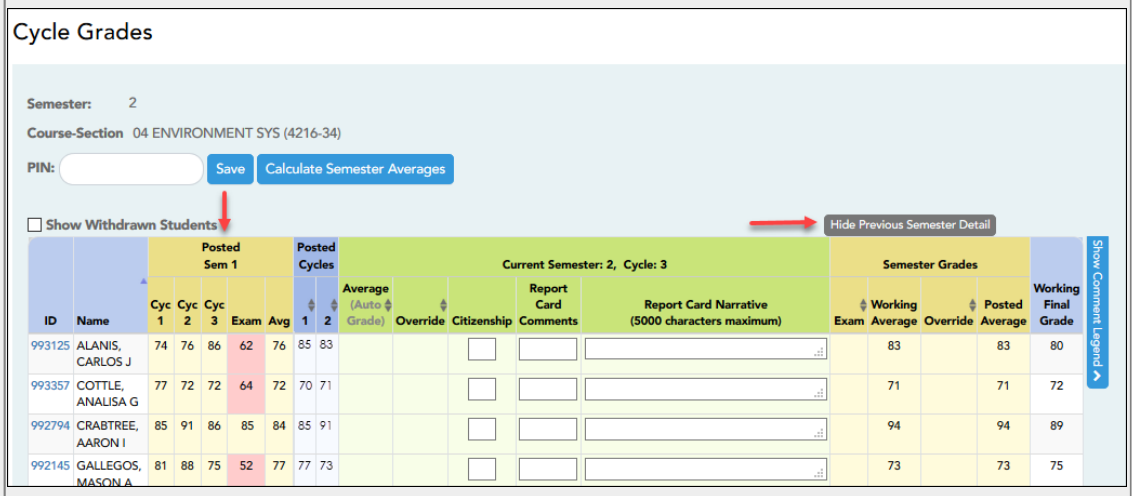
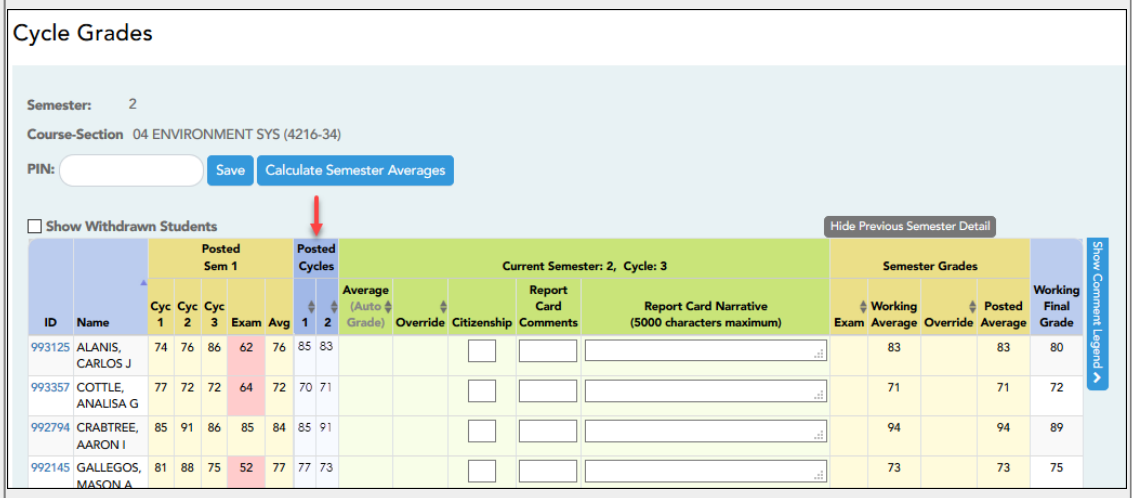
ID	The student's ID is displayed. Click the student ID to view the student's profile.
CURRENT CYCLE	
Under **Current Semester: N, Cycle: N** Current cycle information appears under the **Current Semester: N, Cycle: N** heading, where N is the semester and cycle numbers. Current cycle information includes the following:	
Average/(Auto Grade)	The student's working cycle average is displayed, which is based on the data entered up to this point on Grades > Assignment Grades. This value is recalculated as assignment grade data is entered or changed for the student. The average becomes the student's cycle average, unless the cycle grade is pre-posted or an override grade is entered in the **Override** field (either by the teacher or an administrator). If the grade in this field is an auto grade, the grade is displayed in parentheses in a lighter shade than a working cycle average. The auto grade is not displayed if the student has a working cycle average. For more information on calculating averages, view the online Help for **Weighting Type** on Settings > Manage Categories.
Override	You can use this field to override a student's working cycle average with a different grade (e.g., if the student's working cycle average is 69, you may give the student a cycle grade of 70). You can also type N/G to assign an override grade of no grade. • If the student's cycle grade is pre-posted, the pre-posted grade is displayed in this field. You cannot override a pre-posted cycle grade. • If you post an override grade for a student, and there are no categories for the course, the weighting type is automatically set to percentage.
Citizenship	Type the student's citizenship grade for the current cycle. Valid grades are E, S, N, U, A, B, C, D, and F. The campus may have the citizenship grade set to automatically give all students a default grade. If so, you only need to enter a grade for students whose citizenship grade differs from the default.
Report Card Comments	Type up to five one-character comment codes to specify the comments you want to print on the report card (e.g., “Conference Requested” or “Puts forth good effort”). **Show/Hide Comment Legend** — (located below the grid) Click to view or hide a list of valid report card comment codes and descriptions. The legend opens on the right side of the page.
Report Card Narrative	This field is displayed if enabled at the campus level, and only for the current cycle. You can type up to 5000 characters which will appear on the student's report card.

CURRENT CYCLE	
Reading Level	The field is only displayed for credit level E courses that have a service ID with ELLA or ENGL (i.e., Elementary English Language Arts courses at elementary campuses), and only if the table is setup in Grade Reporting > Maintenance > TeacherPortal Options > District > Reading Levels. Select the student's reading level.
CLOSED CYCLES & SEMESTERS	
Posted Sem: #	For closed semesters, the posted semester grades are displayed under the **Posted Sem: #** heading, where # is the closed semester. If you are currently in the first semester, the **Posted Sem #** heading is not displayed.



Show/Hide Previous Semester Detail	Click to view or hide all data for the closed semesters, including the cycle grades, semester exam grades, and semester averages. Semester averages may or may not be displayed depending on your semester exam pattern and number of semesters: • A previous semester average is not displayed for one-semester courses or two-semester courses that use semester exam pattern 2. • For four-semester courses that use semester exam pattern 2, the previous semester average is displayed. • For four-semester courses that use semester exam pattern 1, the three previous semester averages are displayed.

CURRENT CYCLE	
Posted Cycles	Posted cycle grades for the current semester are displayed by cycle. If you are currently in the first cycle of a semester, the **Posted Cycles** heading and cycle numbers are not displayed.



If a cycle or semester is closed, the average is pulled from the grade course record and is display only. If an override grade was entered for the cycle or semester grade, the override grade is displayed.

Click the cycle average to view additional information on a posted cycle. A window opens to display the posted cycle average, calculated cycle average, citizenship grade, and report card comments for the cycle. Click **close** to close the window.
NOTE: For transfer students, the prior cycle grades are entered at the campus level.

SELF-PACED COURSES	
For self-paced courses, a modified version of the Cycle Grades page is displayed to accommodate cycle grade data for self-paced courses.	
Cycle Average	If assignment grades are recorded for the self-paced course, the average (based on the assignment grades) appears under **Cycle Average**. The use of assignment grades is optional for self-paced courses.
Override	The final grade for a self-paced course must be manually entered in the **Override** field, regardless of the data in the other fields.
The semester grades for self-paced courses are automatically posted when they are saved.	

Once saved, failing grades are highlighted in pink.

Save and print:

You must save your grades before you exit this page. Otherwise, your changes will be lost.

> **IMPORTANT:** Saving grades is different from posting grades. You can only post your grades once at the end of the cycle, as described below; however, you must save any changes every time you visit this page. This allows you to leave this page and return as you enter cycle grade 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.
- If you enter an invalid grade, the grade is highlighted in red, and an error message is displayed at the top of the page. You must correct the error before you can save any changes.

Print	Click to print the cycle grades displayed on the page.

Post cycle grades:

❑ After you enter cycle grades data for the course, review your input carefully, and save all changes.

Once the data is posted by the campus administrator, you cannot change any data. If you discover an error after grades are posted, you must contact the campus administrator to correct any errors.

❑ When you are satisfied with your input for one or more of the cycle grades, notify the system that you are ready to post:

Select courses to mark grades as Ready to Post	Click the link. This link is only displayed for current cycles that are open for posting. The campus determines when the cycle is open and closed for posting. A window opens allowing you to select the course-sections that are ready to post. All eligible courses are listed. ❑ Select the course(s), and then click **Select**. The window closes, and the selected course(s) are listed below the **PIN** field. ❑ To change the selected courses, click **Cancel**. The window opens allowing you to re-select the course(s).
PIN	Type your four-digit personal identification number (PIN).

❑ Click **Continue**.

The page reloads, and a message is displayed indicating that the cycle grades were

successfully sent to be posted. The message “[READY]” is displayed in the **Course-Section** drop-down list next to the course.

You can submit your grades more than one time if you make a change shortly after mark the grades as ready to post; however, once the data is posted by the campus administrator, you cannot change any data.

After grades are posted and the cycle is closed, you can make changes to the grades and view the working cycle average (e.g., for a student who missed the last few days of a cycle due to illness); however, you cannot post any changes. Instead, print your changes and submit your printout to the campus administrator.

> **NOTE:** The campus administrator can run a report to determine which teachers have posted their grades and which teachers have not.

Reports:

Generate the cycle grade range report.

Reports > Cycle Grade Range

The report displays cycle grades that fall within a specified range according to options entered.

- If a posted grade exists, the posted grade is used.
- If no posted grade exists, the override grade is used.
- If no override grade exists, the working cycle average is used.
- If no working cycle average exists, the auto grade is used.
- If no grade exists, the grade is blank.
- Administrative users have the option to view the grades for all courses across the campus.

❑ 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.

❑ Under **Grade Selection Options**, select the range of grades to include in the report.

Grade Level	Specify the grade level to run the report for, or leave blank to run the report for all grade levels.
Show all Cycle Grades	Select to include all cycle grades. Blank and incomplete grades are excluded unless you select **Show Blank Grades** and/or **Show Incomplete Grades**.
Show all Cycle Grades between	Select to narrow the report to a specific range of grades, and type a maximum and minimum grade in the **Maximum grade** and **Minimum grade** fields. A note below the **Maximum grade** and **Minimum grade** fields indicates the highest failing cycle grade at the campus for your reference.
Show Blank Grades	Select to include blank grades on the report, regardless of the settings of the **Maximum grade** and **Minimum grade** fields.
Show Incomplete Grades	Select to include incomplete grades on the report, regardless of the settings of the **Maximum grade** and **Minimum grade** fields.

❑ Under **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 Current or All Course Section(s)	Select one: **Current** — Select to narrow grades to only course-sections for the current semester-cycle. **All** — Select to print grades for all course-sections.
View Current Cycle Grade	This field is only displayed for standards-based courses. For the Cycle Grade Range report, select this option to display the student's cycle average. If selected, the **Current Cycle Grade** column is printed on the report and displays a cycle average for the student that is not cumulative (as the **Cycle Grade** column is), and only takes into account the grades for the selected cycle. This is for informational purposes only.

❑ Under **Admin Options**:

These fields are only displayed if you are logged on as an administrative user.

Across Campus	Select to view grades for all courses across the campus. Otherwise, grades are only displayed for the selected course-section or for the impersonated teacher's courses. **NOTE:**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 instructors at the campus, and the fields are enabled.
View Course/Section & Instructor in Grid Format	This field is enabled when **Across Campus** is selected. If selected: If **View Course/Section & Instructor in Grid Format** is selected, the report data is displayed in a grid format, and the course-section and teacher are listed in grid columns. The grid can be sorted by student name, course-section, teacher name, or cycle grade. *Sample:*

Stu ID	Student Name	Period Course Name (Course Nbr-Sec) (Room #)	Teacher	Grade	Citizenship	Comments

If not selected:

If **View Course/Section & Instructor in Grid Format** is not selected, the report data 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:

Period Course Name (Course Nbr-Sec) (Room #)
Teacher Name

Stu ID	Student Name	Grade	Citizenship	Comments

Period Course Name (Course Nbr-Sec) (Room #)
Teacher Name

Stu ID	Student Name	Grade	Citizenship	Comments

❑ 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.

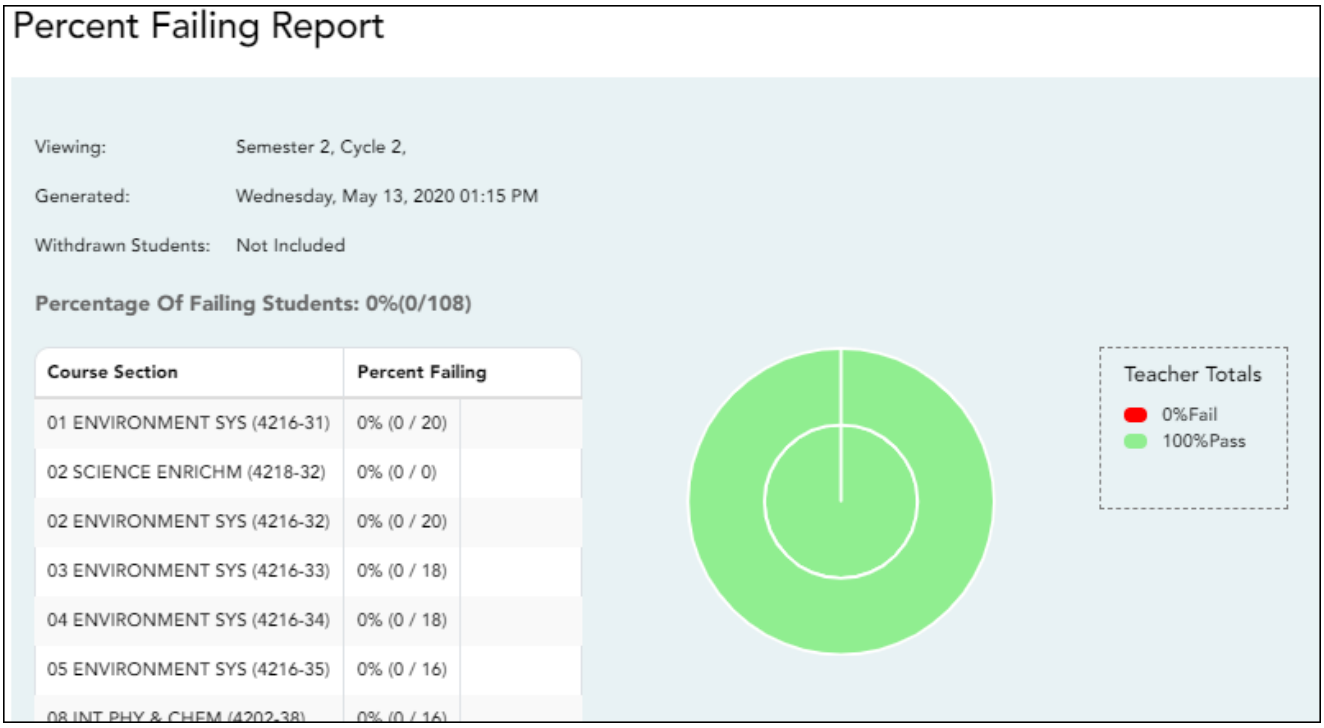
Generate percent failing report.

Reports > Percent Failing

This report provides the percentage of a teacher's students who have a failing working cycle average for each class, as well as a total for all of the teacher's classes. The data can be displayed in a pie chart or grid format. Non-graded courses are not included.

Administrative users have the option to view the data for all teachers across the campus.

NOTE: Background colors may not automatically print, depending on your browser settings. For more information, click here.



❑ 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.

Viewing Options	**Include Withdrawn Students**	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.
	View Chart	Select to view the data in a pie chart as well as the grid format. If not selected, only the grid is displayed. The pie chart outer circle displays the data for all of the teacher's classes. If any of the teacher's students have failing averages, the pie chart inner circle displays a breakdown of failing students by class.
Admin Options	These fields are only displayed if you are logged on as an administrative user.	
	Across Campus	Select to view data for all teachers across the campus. Otherwise, grades are only displayed for the impersonated teacher’s courses.
	Force page break between instructors	This field is enabled when **Across Campus** is selected. Select to include a page break between teachers.

❑ 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 grade report (and UIL Eligibility) (if granted access).

Reports > Student Grades Report (and UIL Eligibility)
Reports > Student Group Reports > Student Grades Report
Settings > Student Group Manager > Group Reports > Student Grades Report

This report lists student working cycle averages for all of their courses. Courses in which the student has failing grades are shaded pink.

- If a posted grade exists for the semester and cycle, the posted grade is displayed.
- If an override grade exists, the override grade is displayed.

The report is available to users who log on to TeacherPortal with a district- or campus-level administrative ID, teachers who have access to run the student groups report, or teachers who have UIL access. However, the report can also be run for a student group by any user who has existing groups.

❑ 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 **Student Groups**	Select the course for which to produce the report, or select *NO SELECTION* to run the report for all course-sections. You must specify either a course-section or special program, or both. If you are running the group report, **Student Groups** is displayed instead of **Course-Section**. Select the student group for which to run the report.

Special Programs	This field is only displayed if you have been granted access to run group reports. Select the group for which to produce the report. If a program is selected, the report only includes students enrolled in that special program. You can select both a course-section and a special program. If you make selections in both fields, the report includes only students enrolled in the course-section who are also enrolled in the special program. If you select *Generic*, the generic program field appears allowing you to select a specific generic program. Only generic programs for the campus are listed. If a local program is selected, the report only includes students enrolled in that program.
Show only students with at least one grade below	Select to limit the report to students who have at least one course with a working cycle average below a specific grade (e.g., below 70), and type a grade in the field.
Show only students and courses that are UIL Eligible	Select to display only the UIL eligible courses in order to check for UIL eligibility. If selected, the courses listed are determined by campus and district settings. • If the field contains a value in the campus section record, that value is used. • If the field is blank in the campus section record, the field on the district course record is used. • If both fields are blank, the course is not included on the UIL report.

❑ 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 group reports.

Settings > Manage Student Groups

Group Manager (left grid)	Your existing groups are listed. Otherwise, the message “No Student Groups were found” is displayed.

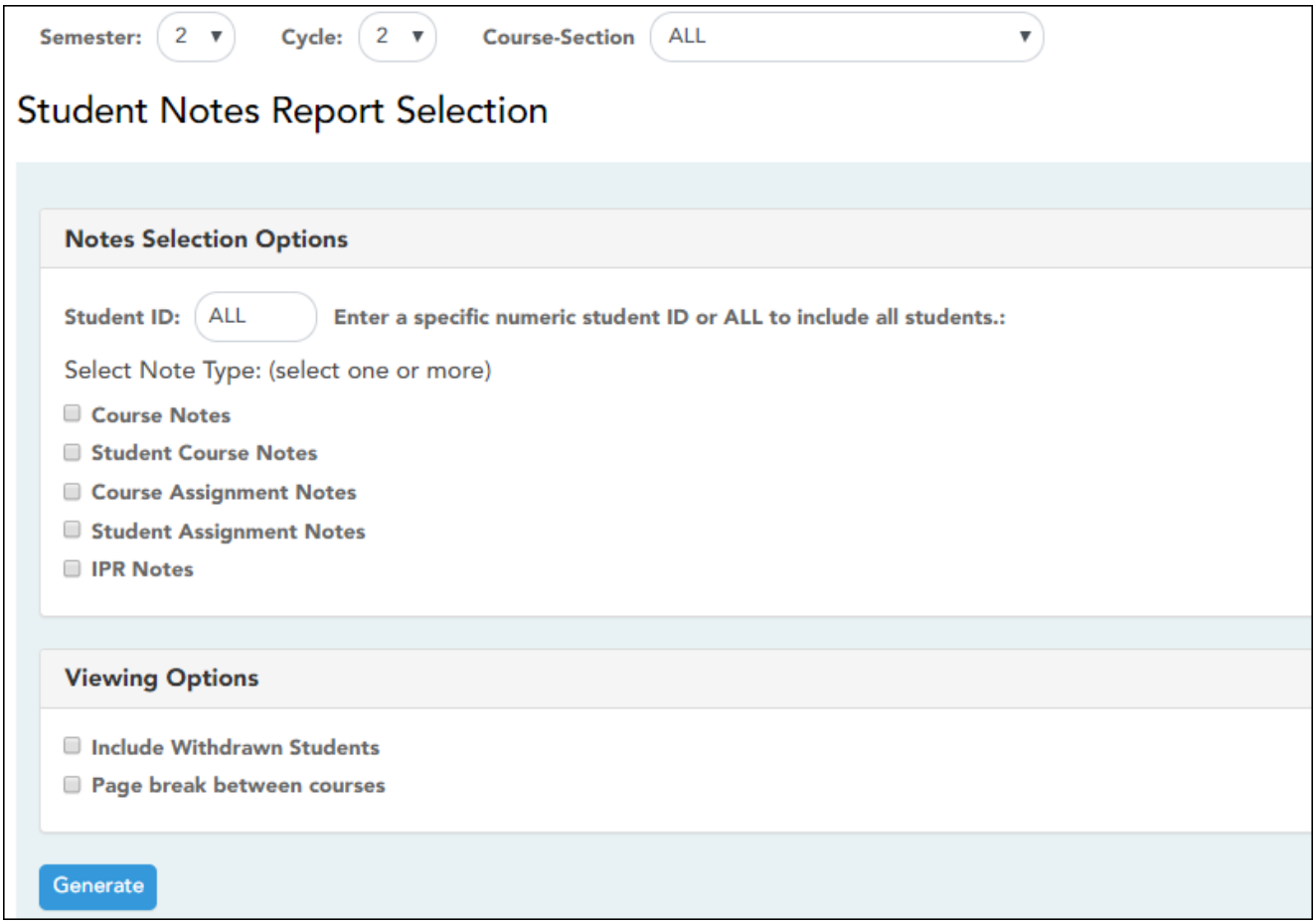
Group Reports (right grid)	The available student group reports are listed; they are linked to the reports in the Reports > Student Group Reports submenu. Some of the group reports mirror other reports available in the Reports menu. If no groups exist, the message “No Student Groups Exist” is displayed 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.

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.

Teacher Guide to ASCENDER TeacherPortal

End-of-Semester/End-of-Year Steps

Complete all end-of-cycle steps, plus the following:

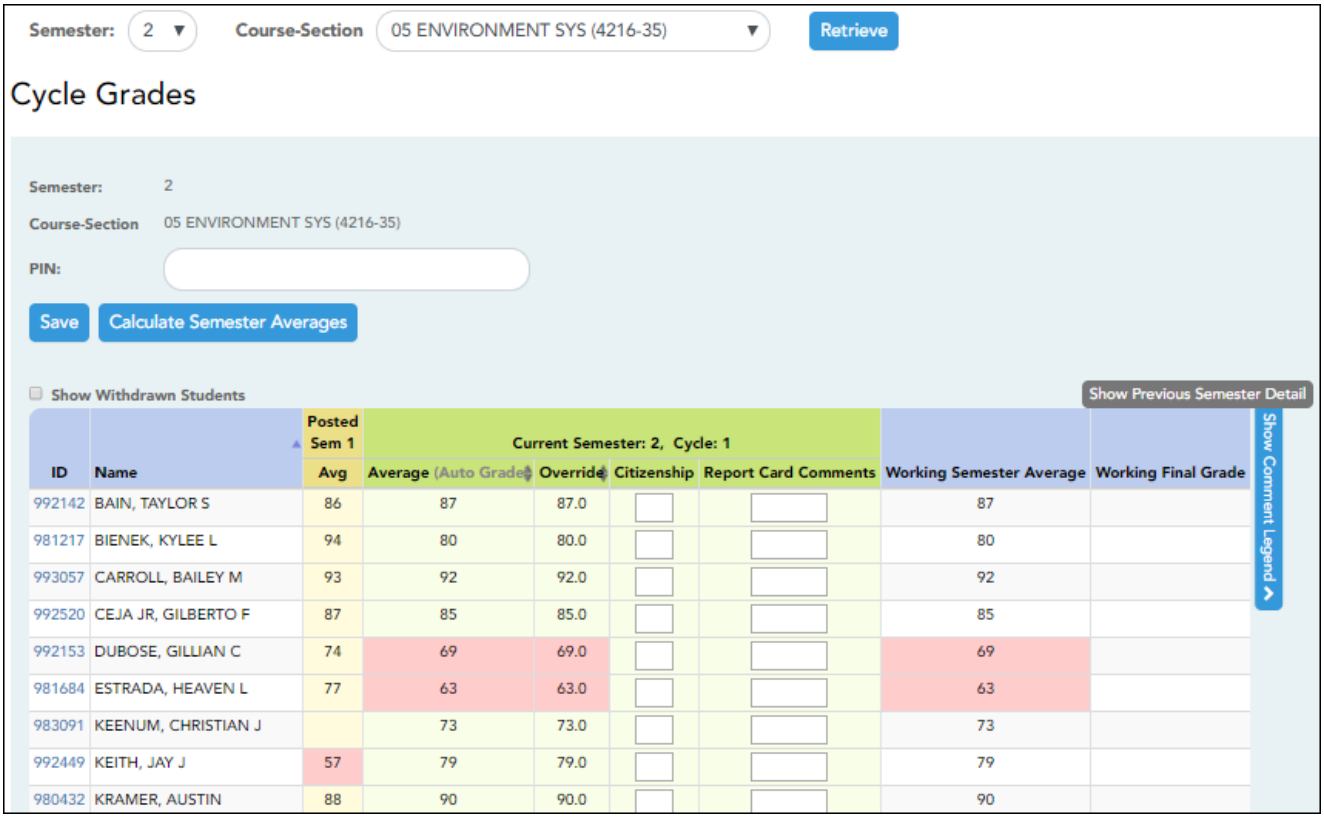
Manage semester grades information.

Grades > Cycle Grades

This page allows you to manage end-of-cycle and end-of-semester grade data, including cycle and semester averages, working final grade, override grades, exams, citizenship grades, and comments. When all data has been entered correctly and is ready to post, you must submit the cycle and/or semester grades to the campus administrator.

No data is displayed for future cycles.

For self-paced courses, see the **Self-paced Courses** section below.



❑ Select the course-section you want to enter assignment grades for:

Semester	The semester of the selected date is displayed by default.
Course-Section	Select the course-section you want to enter semester grades for. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.
Show Withdrawn Students	Withdrawn students are not automatically displayed. Select the field to include withdrawn students in the list. For withdrawn students, 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. No Show students are not included. To hide withdrawn students, clear the field.

❑ 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.)

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- If the course is set up to post alphabetical grades, and **Show averages as alpha** is selected on Grades > Assignment Grades, alphabetical cycle grades are displayed. Otherwise, numeric cycle grades are displayed.
- You can navigate through the grade fields using the keyboard

Press ENTER after you type each grade to move down the list to the next student. You can press SHIFT+ENTER to move up the list. You can also press the up and down arrow keys to move up and down the list.

Press TAB to move across the list to the next assignment. You can press SHIFT+TAB to move back to the left.

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ID	The student's ID is displayed. Click the student ID to view the student's profile.
LAST CYCLE/END OF SEMESTER	
Under **Semester Grades**: End-of-semester information includes the following:	

LAST CYCLE/END OF SEMESTER	
Exam	Enter the student's semester exam grade. If the student has a pre-posted exam grade, it is displayed and cannot be changed. • Incomplete exam - Type I if the exam grade is incomplete. If an I is saved and posted for either a cycle average or exam grade, the semester grade will be I. • Exempt exam - Type X if the student is exempt from the exam. • You cannot enter a semester exam grade for a standards-based course. • If the campus option is set to include exam grades in the semester average, a warning message is displayed when you post grades if you do not enter an exam grade. **Fill Exempt Exams**: Click to fill all blank exam grades with X (exempt). All blank grades for the exam are changed to X. If you enter an **Exam** grade, click **Calculate Semester Averages** to see the impact of the change on the semester average before saving.
Working Average	The student's working semester average is displayed, based on the data entered up to this point. The value is recalculated every time you access the page, click **Calculate Semester Averages**, or save grades. **NOTE:** If a cycle grade is blank, the semester grade is not calculated.
Override	This field allows you to override a student's working semester average with a different grade (e.g., if the student's working cycle average is 69, you may give the student a cycle grade of 70, depending on district policy). If you enter an **Override** grade, click **Calculate Semester Averages** to see the impact of the change on the semester average before saving. You can also type N/G to assign an override grade of no grade.
Posted Average	The field is blank until a semester grade is posted. Then, the posted semester grade is displayed.

LAST CYCLE/END OF SEMESTER

For campuses that do not have semester exams every semester (e.g., a four-semester campus that has semester exams at the end of the second and fourth semesters), the semester averages are only calculated if there is a semester exam for the current semester.

During semesters that have semester exams:
• The **Exam** field is displayed.

• The **Working Average** field displays the average of the cycles since the last semester that had an exam. The semester exam is included in the calculation according to campus settings.

• If the current cycle is the last cycle of the semester, the **Exam** and **Working Average** fields are displayed under the heading **Semester Grades**. Otherwise, the working semester average is displayed under the heading **Semester Average**.

• When you view a previous semester that has a semester exam, the **Exam** and **Working Average** fields display the posted grades.

During semesters that do not have semester exams:
• The **Exam** field is *not* displayed.

• The **Working Average** field displays the average of the cycles since the last semester that had an exam. When you view a previous semester that does not have a semester exam, neither the exam nor the semester average is displayed.

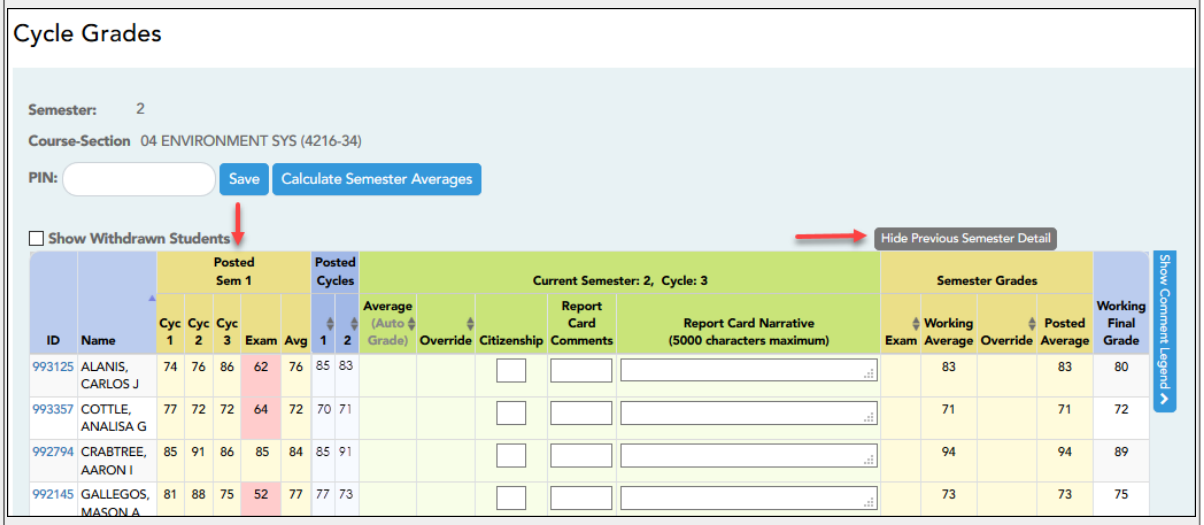
• If a final grade has been posted for the course, the grade is displayed under the **Working Final Grade** heading.

• If the semester is closed, the **Posted Average** field displays the average from the grade course record.

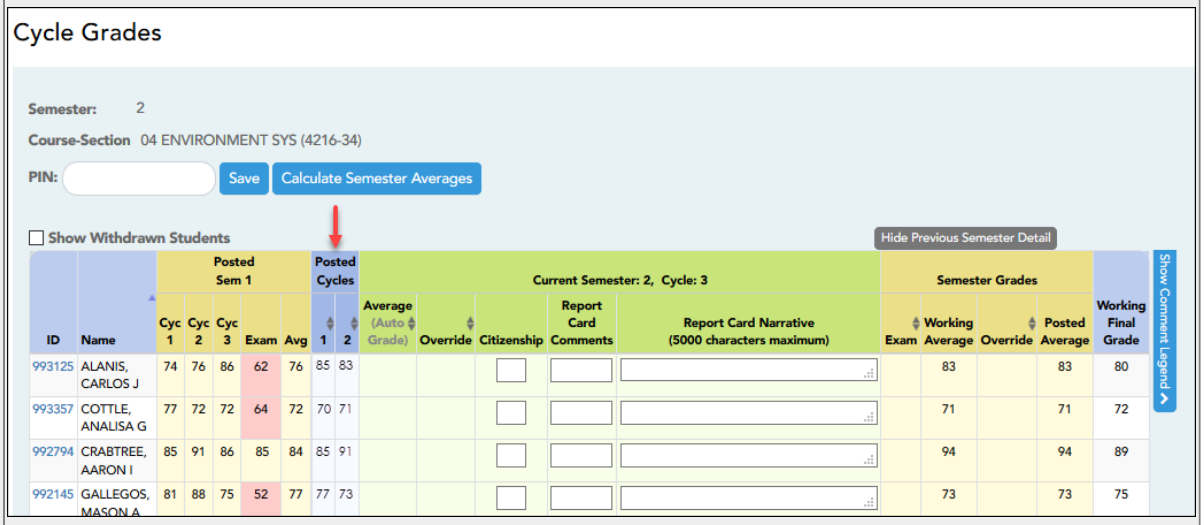
Working Final Grade	The working final grade includes the posted semester average for any previous semesters and the working semester average for the current semester. The working final grade is not displayed for campuses that use the semester grading concept. The working final grade is recalculated when a semester exam or an override grade is entered for the current semester. If a posted semester average exists for the current semester, the posted semester average is used in the final grade calculation. If there is no posted semester average for the current semester, but an override semester grade exists, the override grade is used in the final grade calculation. If the student was enrolled in one section of a course during semester one, and another section of the same course in semester two, the average for each semester is used to calculate the working final grade. For situations where a student has been enrolled in more than one section of the same course during the first semester, and another section of the course during the second semester, the following applies: **NOTE:** For alpha grades, it is possible that the student's working cycle average from the Assignment Grades page will differ from the **Working Average** and **Working Final Grade** on the Cycle Grades page. The Cycle Grades page uses the highest grade in the range from the corresponding grade conversion table to determine the working average. For example, if the teacher posted a cycle average of 83, it will be converted to a B in the campus records. The Cycle Grades page reads the posted grade B and uses the grade conversion table to determine the **Working Average** and **Working Final Grade**. If the highest grade in the range in the grade conversion table is 89, the grade 89 is displayed on the Cycle Grades page. • If a semester average exists for only one of the first semester course sections, the semester one average is used to calculate the working final grade. • If a semester average exists for both of the first semester course sections, the system does not determine which average to use for the first semester. In this case, a question mark (?) is displayed for the semester one average and the working final grade. For an elementary course that is set to calculate grades using the cumulative year-to-date average (which does not use semester grades), the working final grade will include each posted cycle grade. Example 1: (Cycle 1 + Cycle 2) / 2 = working final grade for cycle 2. Example 2: (Cycle 1 + Cycle 2 + Cycle 3) / 3 = working final grade for semester 1. Example 3: (Cycle 1 + Cycle 2 + Cycle 3 + Cycle 4 + Cycle 5 + Cycle 6) / 6 = working final grade for semester 2. For students who were enrolled in a different section of the same course during a previous semester, the working final grade includes the posted semester average for the other section.
CLOSED CYCLES & SEMESTERS	

Posted Sem: #

For closed semesters, the posted semester grades are displayed under the **Posted Sem: #** heading, where # is the closed semester. If you are currently in the first semester, the **Posted Sem #** heading is not displayed.



Show/Hide Previous Semester Detail	Click to view or hide all data for the closed semesters, including the cycle grades, semester exam grades, and semester averages. Semester averages may or may not be displayed depending on your semester exam pattern and number of semesters: • A previous semester average is not displayed for one-semester courses or two-semester courses that use semester exam pattern 2. • For four-semester courses that use semester exam pattern 2, the previous semester average is displayed. • For four-semester courses that use semester exam pattern 1, the three previous semester averages are displayed.

Posted Cycles	Posted cycle grades for the current semester are displayed by cycle. If you are currently in the first cycle of a semester, the **Posted Cycles** heading and cycle numbers are not displayed.  If a cycle or semester is closed, the average is pulled from the grade course record and is display only. If an override grade was entered for the cycle or semester grade, the override grade is displayed. Click the cycle average to view additional information on a posted cycle. A window opens to display the posted cycle average, calculated cycle average, citizenship grade, and report card comments for the cycle. Click **close** to close the window. **NOTE:** For transfer students, the prior cycle grades are entered at the campus level.

Cycle Grades

Semester: 2

Course-Section 04 ENVIRONMENT SYS (4216-34)

PIN: Save Calculate Semester Averages

Show Withdrawn Students

Hide Previous Semester Detail

Show Comment Legend

		Posted Sem 1					Posted Cycles		Current Semester: 2, Cycle: 3					Semester Grades				
ID	Name	Cyc 1	Cyc 2	Cyc 3	Exam	Avg	1	2	Average (Auto Grade)	Override	Citizenship	Report Card Comments	Report Card Narrative (5000 characters maximum)	Exam	Working Average	Override	Posted Average	Working Final Grade
993125	ALANIS, CARLOS J	74	76	86	62	76	85	83							83		83	80
993357	COTTLE, ANALISA G	77	72	72	64	72	70	71							71		71	72
992794	CRABTREE, AARON I	85	91	86	85	84	85	91							94		94	89
992145	GALLEGOS, MASON A	81	88	75	52	77	77	73							73		73	75

SELF-PACED COURSES

For self-paced courses, a modified version of the Cycle Grades page is displayed to accommodate cycle grade data for self-paced courses.

Cycle Average	If assignment grades are recorded for the self-paced course, the average (based on the assignment grades) appears under **Cycle Average**. The use of assignment grades is optional for self-paced courses.
Override	The final grade for a self-paced course must be manually entered in the **Override** field, regardless of the data in the other fields.

The semester grades for self-paced courses are automatically posted when they are saved.

Once saved, failing grades are highlighted in pink.

Save and print:

You must save your grades before you exit this page. Otherwise, your changes will be lost.

> **IMPORTANT:** Saving grades is different from posting grades. You can only post your grades once at the end of the cycle, as described below; however, you must save any changes every time you visit this page. This allows you to leave this page and return as you enter cycle grade 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.
- If you enter an invalid grade, the grade is highlighted in red, and an error message is displayed at the top of the page. You must correct the error before you can save any changes.

Print	Click to print the cycle grades displayed on the page.

Post semester grades:

❑ After you enter semester grades data for the course, review your input carefully, and save all changes.

Once the data is posted by the campus administrator, you cannot change any data. If you discover an error after grades are posted, you must contact the campus administrator to correct any errors.

❑ When you are satisfied with your input for one or more of the cycle grades, notify the system that you are ready to post:

Select courses to mark grades as Ready to Post	Click the link. This link is only displayed for current cycles that are open for posting. The campus determines when the cycle is open and closed for posting. A window opens allowing you to select the course-sections that are ready to post. All eligible courses are listed. ❑ Select the course(s), and then click **Select**. The window closes, and the selected course(s) are listed below the **PIN** field. ❑ To change the selected courses, click **Cancel**. The window opens allowing you to re-select the course(s).
PIN	Type your four-digit personal identification number (PIN).

❑ Click **Continue**.

The page reloads, and a message is displayed indicating that the cycle grades were successfully sent to be posted. The message “[READY]” is displayed in the **Course-Section** drop-down list next to the course.

You can submit your grades more than one time if you make a change shortly after mark the grades as ready to post; however, once the data is posted by the campus administrator, you cannot change any data.

After grades are posted and the cycle is closed, you can make changes to the grades and view the working cycle average (e.g., for a student who missed the last few days of a cycle due to illness); however, you cannot post any changes. Instead, print your changes and submit your printout to the campus administrator.

NOTE: The campus administrator can run a report to determine which teachers have posted their grades and which teachers have not yet posted their grades.

Reports:

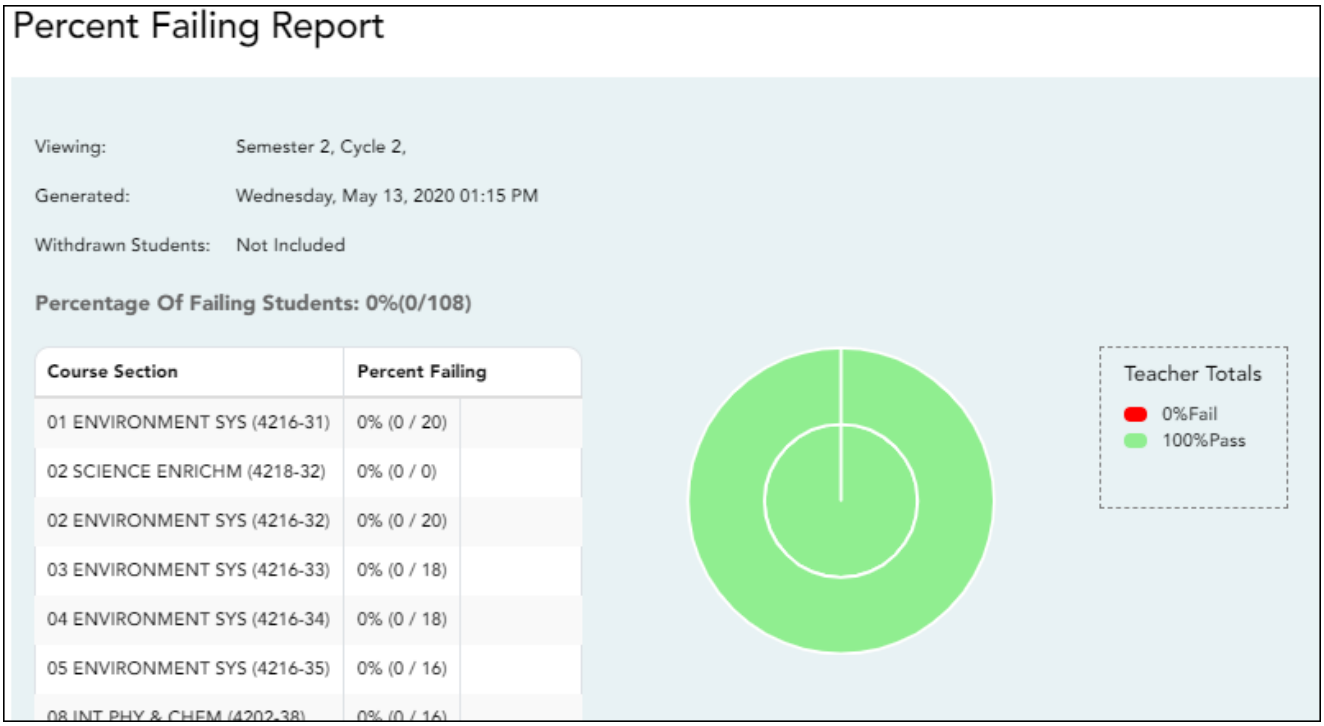
Generate percent failing report.

Reports > Percent Failing

This report provides the percentage of a teacher's students who have a failing working cycle average for each class, as well as a total for all of the teacher's classes. The data can be displayed in a pie chart or grid format. Non-graded courses are not included.

Administrative users have the option to view the data for all teachers across the campus.

NOTE: Background colors may not automatically print, depending on your browser settings. For more information, click here.



❑ 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.	
Viewing Options	**Include Withdrawn Students**	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.
	View Chart	Select to view the data in a pie chart as well as the grid format. If not selected, only the grid is displayed. The pie chart outer circle displays the data for all of the teacher's classes. If any of the teacher's students have failing averages, the pie chart inner circle displays a breakdown of failing students by class.
Admin Options	These fields are only displayed if you are logged on as an administrative user.	
	Across Campus	Select to view data for all teachers across the campus. Otherwise, grades are only displayed for the impersonated teacher’s courses.
		Force page break between instructors — This field is enabled when **Across Campus** is selected. Select to include a page break between teachers.

❑ 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 missing exam grades report.

Reports > Missing Exam Grades

This report lists students who are missing semester exam grades. The report can only be run for campuses that require exams and have enabled the option for exams for high school courses. Otherwise, the message “Report not applicable to this campus” is displayed.

District and campus administrative users have the option to view the grades for all courses across the campus.

❑ Specify report options:

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

❑ Under **Admin Options:**
These fields are only displayed if you are logged on as an administrative user.

Across Campus Select to view missing exam grades for all courses across the campus. Otherwise, grades are only displayed for the impersonated teacher's courses.

View Course/Section & Instructor in Grid Format This field is enabled when **Across Campus** is selected.

If selected:

If **View Course/Section & Instructor in Grid Format** is selected, the report data is displayed in a grid format, and the course-section and teacher are listed in grid columns. The grid can be sorted by student name, course-section, or instructor name.

Sample:

Stu ID	Student Name	Course Nbr-Sec Course Name (period)	Teacher

If not selected:

If **View Course/Section & Instructor in Grid Format** is not selected, the report data 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 Course Name (period)
Teacher Name

Stu ID	Student Name

Course Nbr-Sec Course Name (period)
Teacher Name

Stu ID	Student 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.

Teacher Guide to ASCENDER TeacherPortal

Teacher Reports

Attendance Reports:

Attendance > Attendance Rosters

Attendance > Attendance Rosters

This page allows you to print attendance rosters for one course or all of your courses at one time. A signature line is provided at the bottom of each period-course.

Date	Type a date in the MMDDYYYY format, or click to select a date from the calendar.
Semester	The current semester is displayed by default. You can select another semester.
Period	Select the period-course for which you want to print the roster. Or, select *ALL CLASSES* to print rosters for all periods.
Sorting Options	Indicate if you want to sort the rosters by student ID, last name, first name, or 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.

Reports > Attendance Verification

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**.

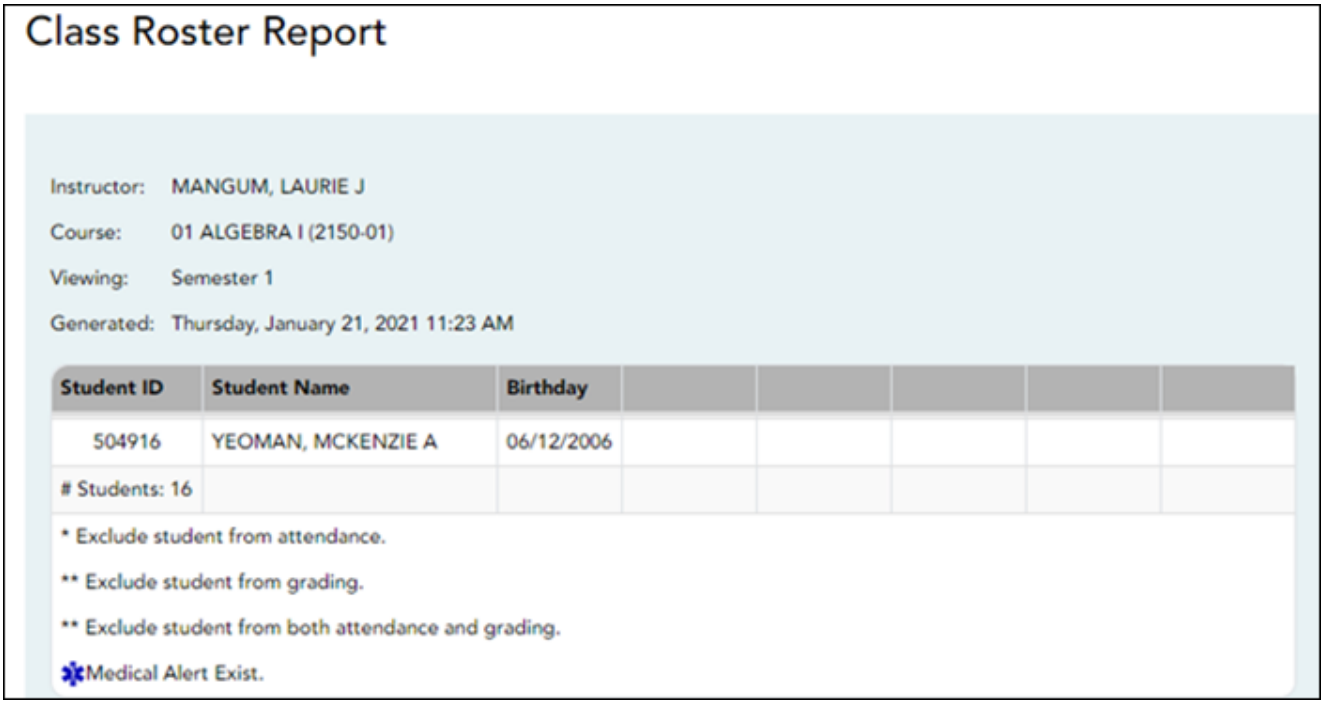
- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.

Reports > Class Roster

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.

Reports > Seating Chart

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:

Reports > Student Grade Report (and UIL Eligibility) (if granted access)

Reports > Student Grades Report (and UIL Eligibility)
Reports > Student Group Reports > Student Grades Report
Settings > Student Group Manager > Group Reports > Student Grades Report

This report lists student working cycle averages for all of their courses. Courses in which the student has failing grades are shaded pink.

- If a posted grade exists for the semester and cycle, the posted grade is displayed.
- If an override grade exists, the override grade is displayed.

The report is available to users who log on to TeacherPortal with a district- or campus-level administrative ID, teachers who have access to run the student groups report, or teachers who have UIL access. However, the report can also be run for a student group by any user who has existing groups.

❑ 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 **Student Groups**	Select the course for which to produce the report, or select *NO SELECTION* to run the report for all course-sections. You must specify either a course-section or special program, or both. If you are running the group report, **Student Groups** is displayed instead of **Course-Section**. Select the student group for which to run the report.

Special Programs	This field is only displayed if you have been granted access to run group reports. Select the group for which to produce the report. If a program is selected, the report only includes students enrolled in that special program. You can select both a course-section and a special program. If you make selections in both fields, the report includes only students enrolled in the course-section who are also enrolled in the special program. If you select *Generic*, the generic program field appears allowing you to select a specific generic program. Only generic programs for the campus are listed. If a local program is selected, the report only includes students enrolled in that program.
Show only students with at least one grade below	Select to limit the report to students who have at least one course with a working cycle average below a specific grade (e.g., below 70), and type a grade in the field.

Show only students and courses that are UIL Eligible	Select to display only the UIL eligible courses in order to check for UIL eligibility. If selected, the courses listed are determined by campus and district settings. • If the field contains a value in the campus section record, that value is used. • If the field is blank in the campus section record, the field on the district course record is used. • If both fields are blank, the course is not included on the UIL report.

❑ 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.

Reports > Assignment Grades

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.

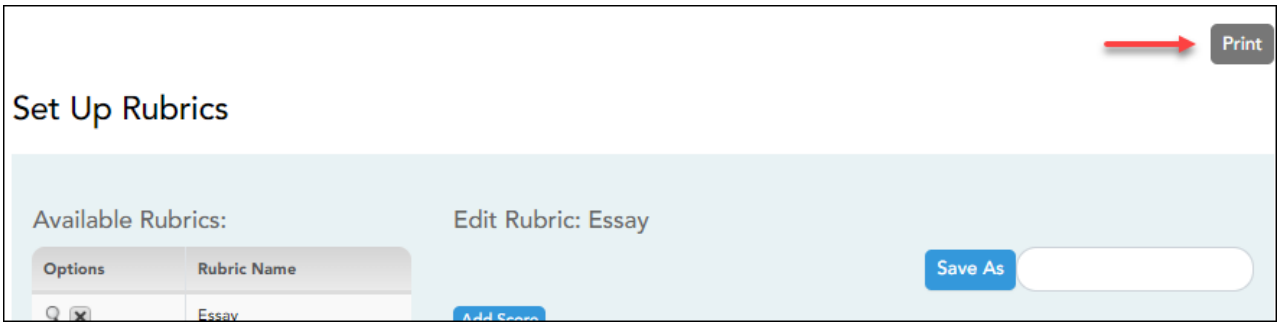
Reports > Rubrics (if enabled for campus)

There are two ways to access the rubric printing options:

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

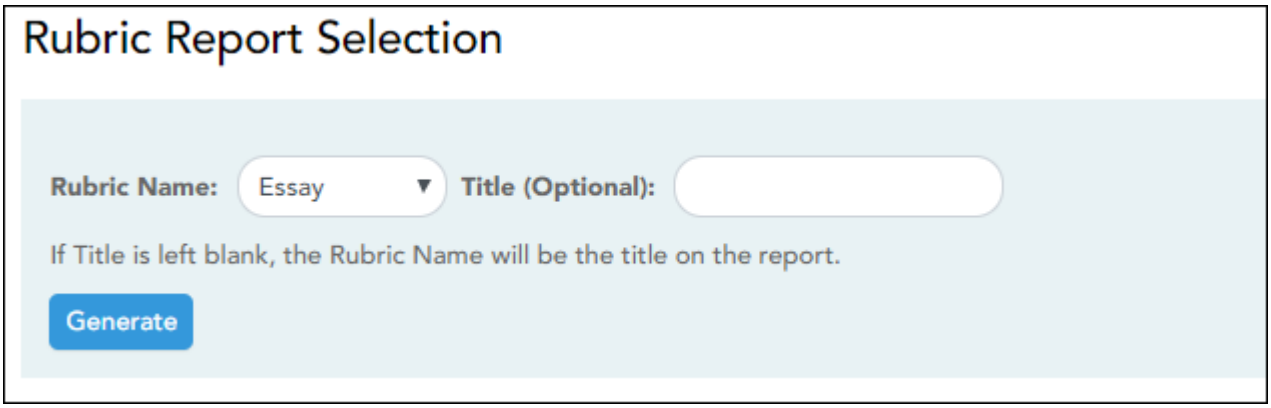
Print the rubric chart:

❑ 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.

Grades Reports (Standards-Based):

Reports > Assignment Grades (Standards-Based)

Reports > Assignment Grades Standards-Based

This report lists assignment grades (i.e., scores) and class averages for all students in a standards-based course according to options entered on this page. The overall class average is also displayed. The report can be exported as a spreadsheet.

Printing the scores is optional; you can also print the report with just the students' class averages.

NOTE: If the report is too large to fit on one page, you must export the report in order to print the complete report. The **Export** button is available on the report. If you click **Print**, only the first page is printed.

X - indicates the assignment grade is excluded.
L - indicates the assignment grade is marked as late (but not excluded).
R - indicates the assignment grade is marked as re-do (but not excluded).
I - indicates the assignment is incomplete.
M - indicates the assignment is missing.

❑ 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.

Viewing Options	**View Assignments**	Select to print the individual assignments and current class average on the report. Otherwise, only the student's current class average is displayed.
	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.	

❑ 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.

Reports > Score Trend

Reports > Score Trend Report

This report displays a student's standard assignment grades in a line chart format, which allows you to see the student's grade progression for each standard. This report only applies to course-sections that are set up to use standards-based grading.

The rubric score grid lines are displayed according to the scale used by the campus.

- The vertical line represents the rubric scores as established by the district.
- The horizontal line represents the assignments that are associated with the selected standard.

❑ 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. Or, select *All* to generate the report for all cycles to date in the current semester.
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.
Standard	Select the standard for which to print the report. Or, select *All Standards* to print the report for all standards, where one chart is displayed per standard.
Student	Select the student to print the report for.

❑ 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:

Reports > Blank/Missing Grades

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**.

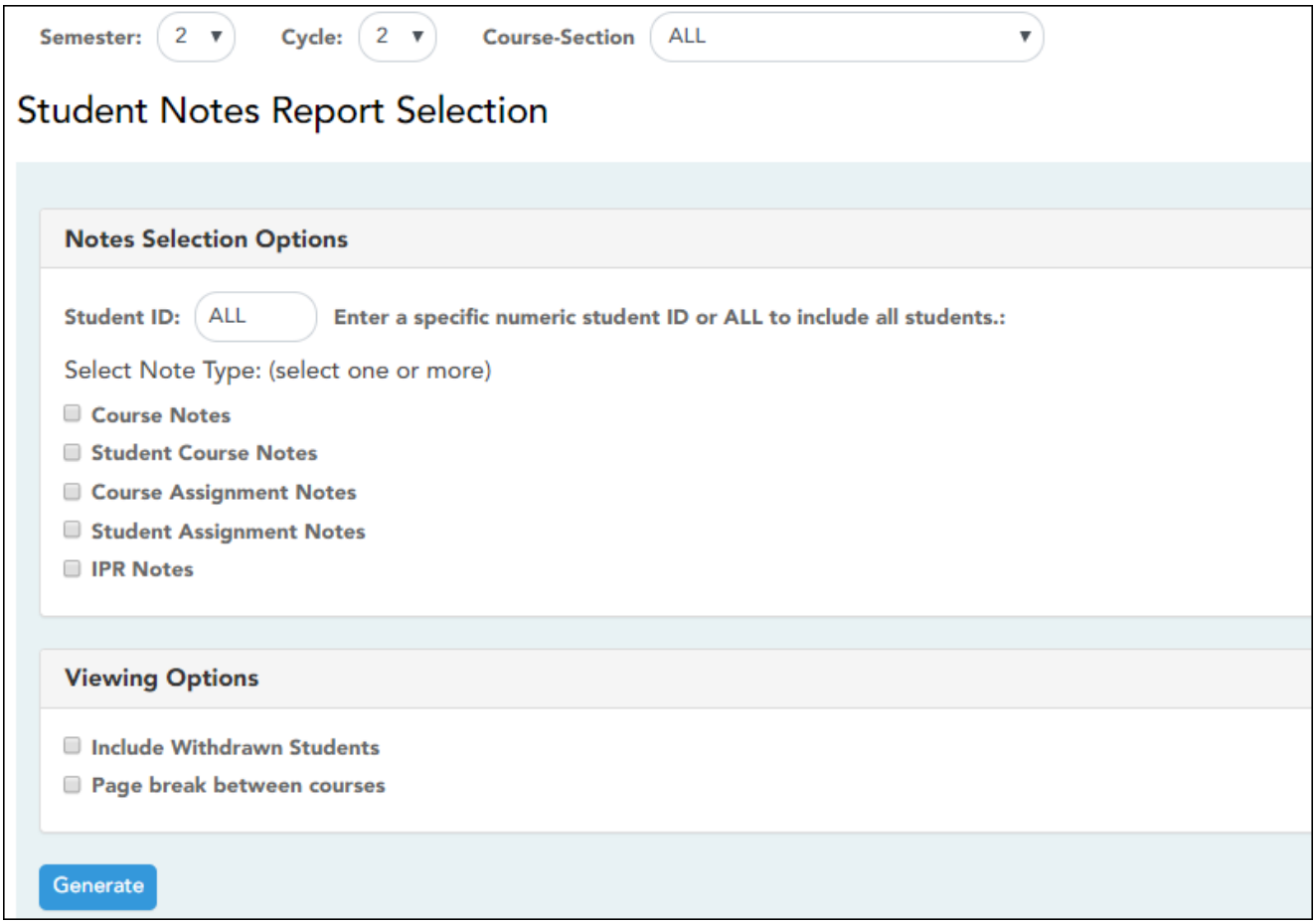
- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.

Reports > Student Notes

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.

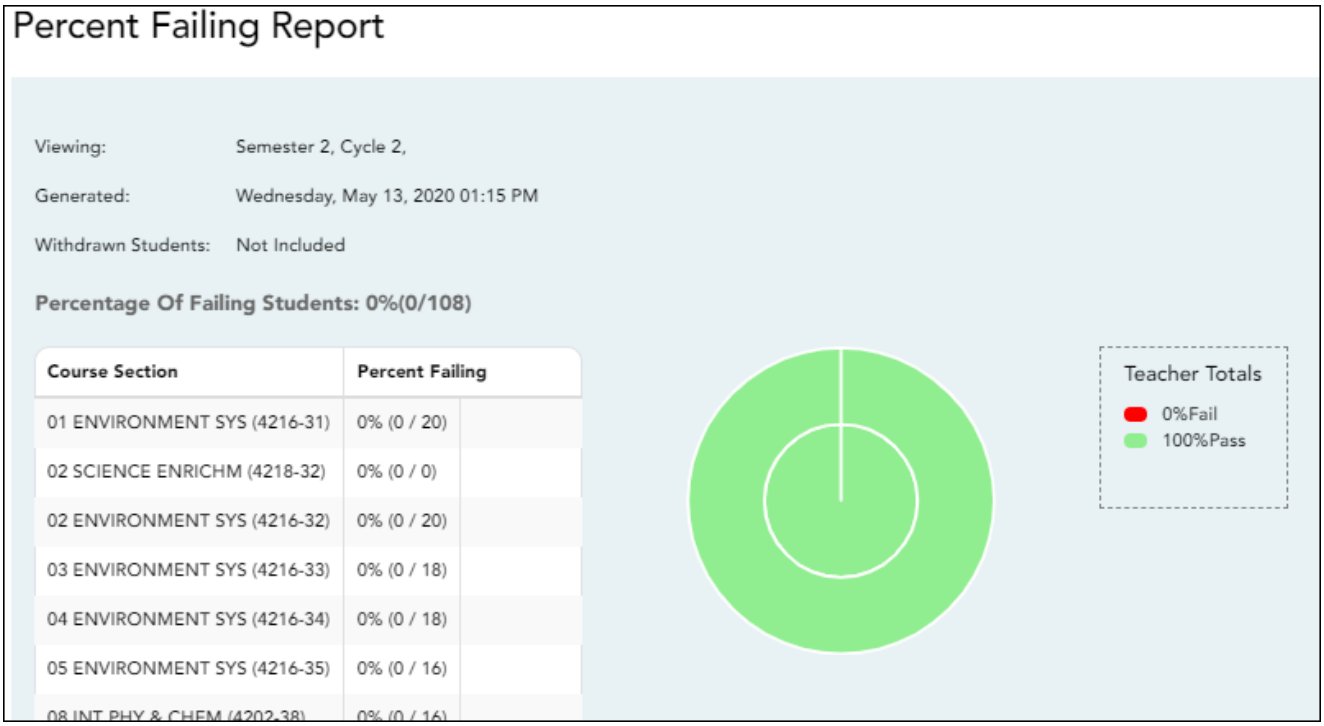
Reports > Percent Failing

Reports > Percent Failing

This report provides the percentage of a teacher's students who have a failing working cycle average for each class, as well as a total for all of the teacher's classes. The data can be displayed in a pie chart or grid format. Non-graded courses are not included.

Administrative users have the option to view the data for all teachers across the campus.

NOTE: Background colors may not automatically print, depending on your browser settings. For more information, click here.



❑ 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.	
Viewing Options	**Include Withdrawn Students**	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.
	View Chart	Select to view the data in a pie chart as well as the grid format. If not selected, only the grid is displayed. The pie chart outer circle displays the data for all of the teacher's classes. If any of the teacher's students have failing averages, the pie chart inner circle displays a breakdown of failing students by class.
Admin Options	These fields are only displayed if you are logged on as an administrative user.	
	Across Campus	Select to view data for all teachers across the campus. Otherwise, grades are only displayed for the impersonated teacher’s courses.
		Force page break between instructors — This field is enabled when **Across Campus** is selected. Select to include a page break between teachers.

❑ 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.

Reports > Missing Exam Grades

Reports > Missing Exam Grades

This report lists students who are missing semester exam grades. The report can only be run for campuses that require exams and have enabled the option for exams for high school courses. Otherwise, the message “Report not applicable to this campus” is displayed.

District and campus administrative users have the option to view the grades for all courses across the campus.

❑ Specify report options:

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

❑ Under **Admin Options:**
These fields are only displayed if you are logged on as an administrative user.

Across Campus

Select to view missing exam grades for all courses across the campus. Otherwise, grades are only displayed for the impersonated teacher's courses.

View Course/Section & Instructor in Grid Format

This field is enabled when **Across Campus** is selected.

If selected:

If **View Course/Section & Instructor in Grid Format** is selected, the report data is displayed in a grid format, and the course-section and teacher are listed in grid columns. The grid can be sorted by student name, course-section, or instructor name.

Sample:

Stu ID	Student Name	Course Nbr-Sec Course Name (period)	Teacher

If not selected:

If **View Course/Section & Instructor in Grid Format** is not selected, the report data 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 Course Name (period)
Teacher Name

Stu ID	Student Name

Course Nbr-Sec Course Name (period)
Teacher Name

Stu ID	Student 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.

Reports > Cycle Grade Range

Reports > Cycle Grade Range

The report displays cycle grades that fall within a specified range according to options entered.

- If a posted grade exists, the posted grade is used.
- If no posted grade exists, the override grade is used.
- If no override grade exists, the working cycle average is used.
- If no working cycle average exists, the auto grade is used.
- If no grade exists, the grade is blank.
- Administrative users have the option to view the grades for all courses across the campus.

❑ 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.

❑ Under **Grade Selection Options**, select the range of grades to include in the report.

Grade Level	Specify the grade level to run the report for, or leave blank to run the report for all grade levels.
Show all Cycle Grades	Select to include all cycle grades. Blank and incomplete grades are excluded unless you select **Show Blank Grades** and/or **Show Incomplete Grades**.
Show all Cycle Grades between	Select to narrow the report to a specific range of grades, and type a maximum and minimum grade in the **Maximum grade** and **Minimum grade** fields. A note below the **Maximum grade** and **Minimum grade** fields indicates the highest failing cycle grade at the campus for your reference.
Show Blank Grades	Select to include blank grades on the report, regardless of the settings of the **Maximum grade** and **Minimum grade** fields.
Show Incomplete Grades	Select to include incomplete grades on the report, regardless of the settings of the **Maximum grade** and **Minimum grade** fields.

❑ Under **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 Current or All Course Section(s)	Select one: **Current** — Select to narrow grades to only course-sections for the current semester-cycle. **All** — Select to print grades for all course-sections.
View Current Cycle Grade	This field is only displayed for standards-based courses. For the Cycle Grade Range report, select this option to display the student's cycle average. If selected, the **Current Cycle Grade** column is printed on the report and displays a cycle average for the student that is not cumulative (as the **Cycle Grade** column is), and only takes into account the grades for the selected cycle. This is for informational purposes only.

❑ Under **Admin Options**:

These fields are only displayed if you are logged on as an administrative user.

Across Campus	Select to view grades for all courses across the campus. Otherwise, grades are only displayed for the selected course-section or for the impersonated teacher's courses. **NOTE:**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 instructors at the campus, and the fields are enabled.

View Course/Section & Instructor in Grid Format	This field is enabled when **Across Campus** is selected. If selected: If **View Course/Section & Instructor in Grid Format** is selected, the report data is displayed in a grid format, and the course-section and teacher are listed in grid columns. The grid can be sorted by student name, course-section, teacher name, or cycle grade. *Sample:*

Stu ID	Student Name	Period Course Name (Course Nbr-Sec) (Room #)	Teacher	Grade	Citizenship	Comments

If not selected:

If **View Course/Section & Instructor in Grid Format** is not selected, the report data 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:

Period Course Name (Course Nbr-Sec) (Room #)
Teacher Name

Stu ID	Student Name	Grade	Citizenship	Comments

Period Course Name (Course Nbr-Sec) (Room #)
Teacher Name

Stu ID	Student Name	Grade	Citizenship	Comments

❑ 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:

Reports > Special Programs

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.		
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.		
As Of Date	Type a date in the MMDDYYYY format. Or, or click to select a date from the calendar.		
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 Current or All Course Section(s)	Select one:	
		Current	Select to narrow student data to only course-sections for the current semester-cycle.
		All	Select to print student data for all course-sections.
	These options are disabled if you are logged on as an administrative user and select **Across Campus** under **Admin Options**.		

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 teacher 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.

Reports > Student Groups Reports

Settings > Manage Student Groups

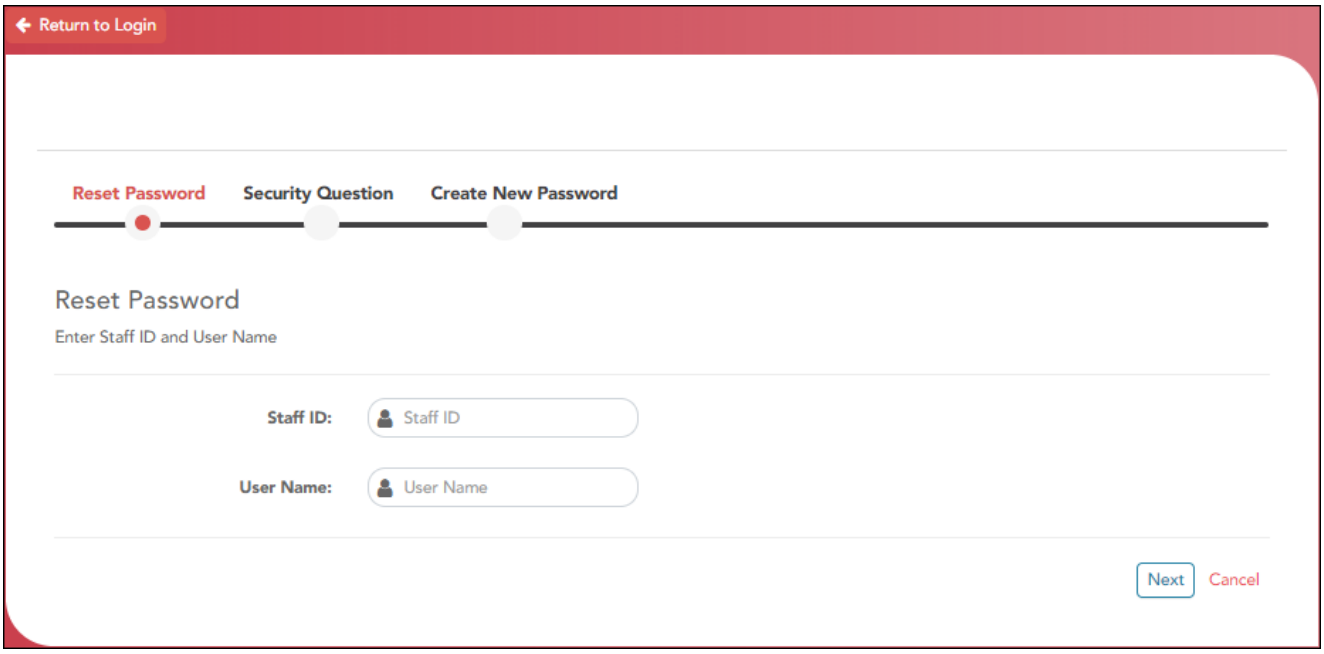
Group Manager (left grid)	Your existing groups are listed. Otherwise, the message “No Student Groups were found” is displayed.
Group Reports (right grid)	The available student group reports are listed; they are linked to the reports in the Reports > Student Group Reports submenu. Some of the group reports 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.

Teacher Guide to ASCENDER TeacherPortal

Update Your TeacherPortal Account

Reset forgotten password.

The Reset Password page allows you to reset a forgotten password or change your password. To reset your password, you must know your staff ID, user ID, and the correct answer to one of your password hint questions; otherwise, you must contact your campus administrator to have your account reset.



❑ From the Login page, click **Reset Password**.

The Reset Password page opens.

❑ To exit the Reset Password function without saving any changes, click **Return to Login**.

Reset Password

Staff ID	Type your six-digit district-assigned staff ID number.
User Name	Type the user name you created when you registered for TeacherPortal.

❑ Click **Next**.

If you entered the data correctly, the Security Question step opens.

Security Question:

Answer	One of your hint questions is displayed, as established in your User Profile. Type the answer to your hint question exactly as it appears in your profile.

❑ Click **Next**.

If you entered the data correctly, the Create New Password step opens.

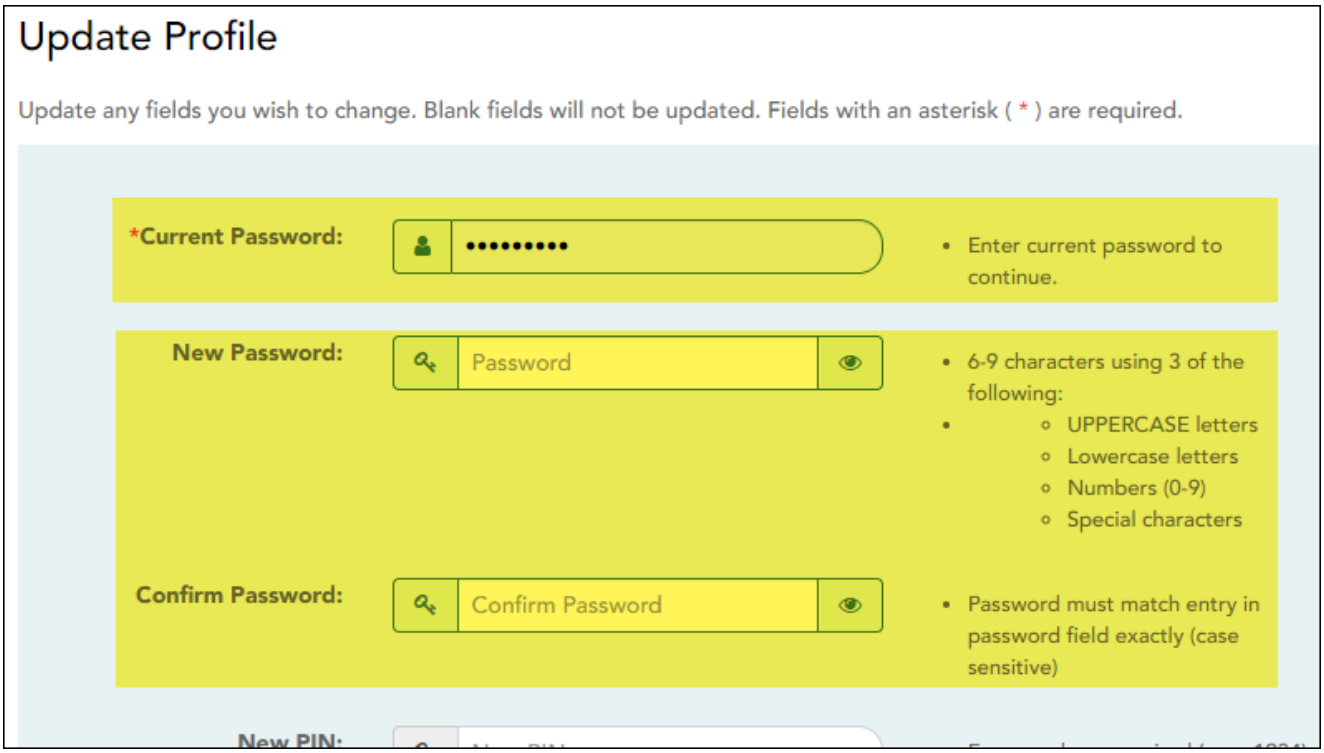
Create New Password:

Password	Type a new password. You cannot reuse your last password. • The password must be 16-46 characters using three of the following: uppercase letters, lowercase letters, numbers, and special characters • Your password is case sensitive.
Confirm Password	Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended.

❑ Click **Finish**.

Change password.

Settings > Update Profile

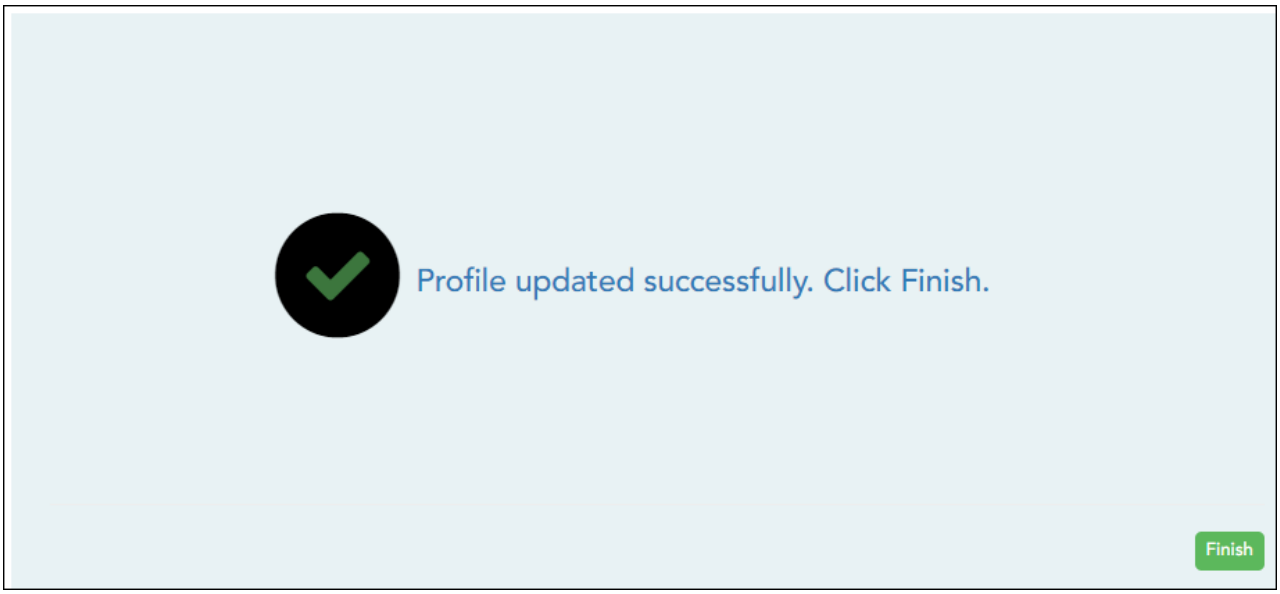


Current Password	For added protection of this information, you must type your current password to update data on the Update Profile, even though you have already logged on to TeacherPortal. **IMPORTANT:** If you have three unsuccessful attempts to access the page (invalid password), you will be logged out of your account. If this occurs, contact your campus administrator to have your account reset. To exit without saving any changes, click Home or any other menu item to go to another page.
New Password	To change your password, type a new password. • The password must be 16-46 characters using three of the following: uppercase letters, lowercase letters, numbers, and special characters • Your password is case sensitive.

Confirm Password	Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended.

❑ Click **Next**.

If you did not select **Update Hint Questions**, the Success page is displayed.

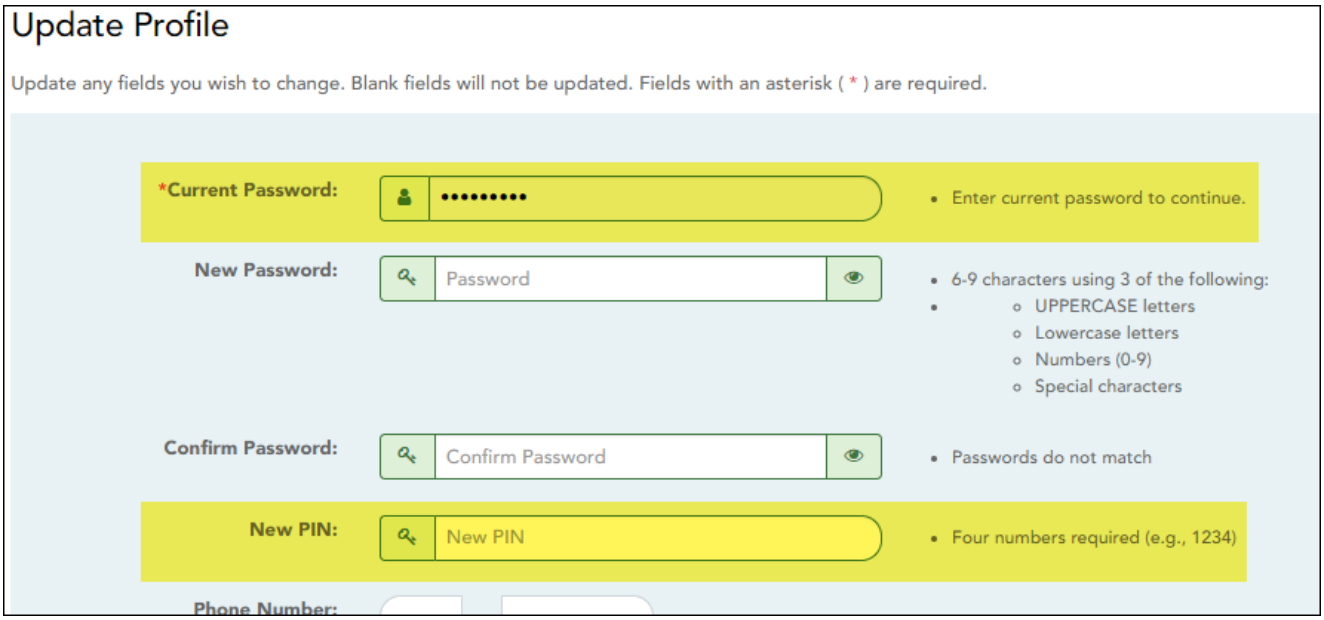


❑ Click **Finish**.

You are redirected to the Announcements page.

Update PIN.

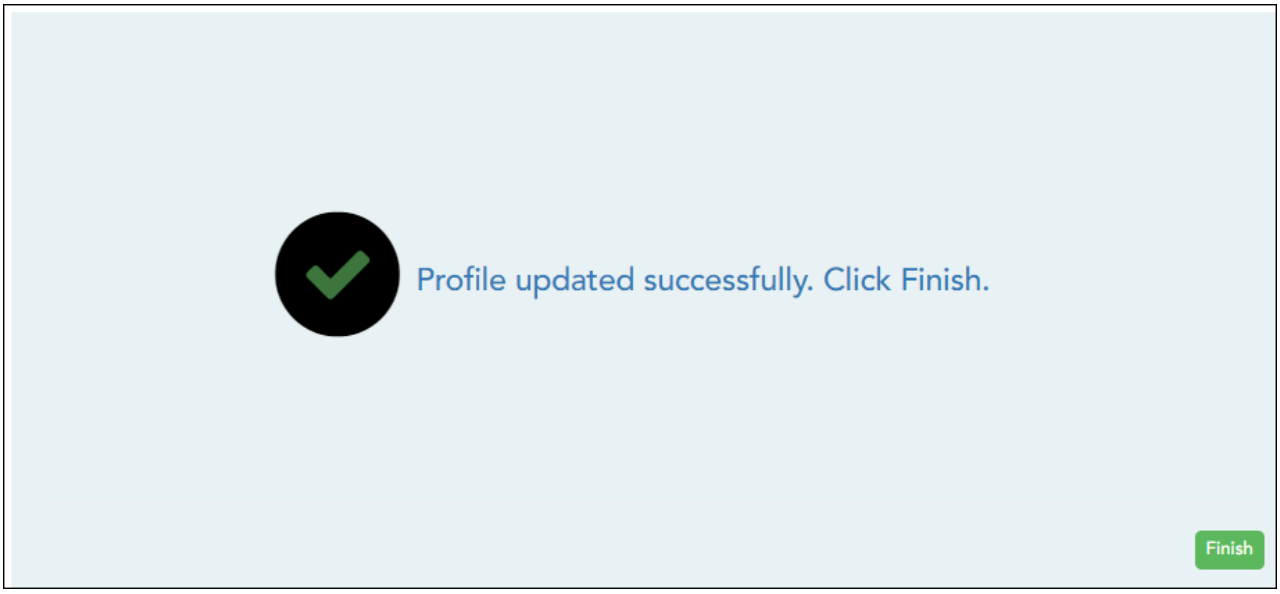
Settings > Update Profile



Current Password	For added protection of this information, you must type your current password to update data on the Update Profile, even though you have already logged on to TeacherPortal. **IMPORTANT:** If you have three unsuccessful attempts to access the page (invalid password), you will be logged out of your account. If this occurs, contact your campus administrator to have your account reset. To exit without saving any changes, click Home or any other menu item to go to another page.
New PIN	To change your PIN, type a new four-digit number. It is recommended that you do not choose 1234 or 4321, as these are common and easily guessed.

❑ Click **Next**.

If you did not select **Update Hint Questions**, the Success page is displayed.

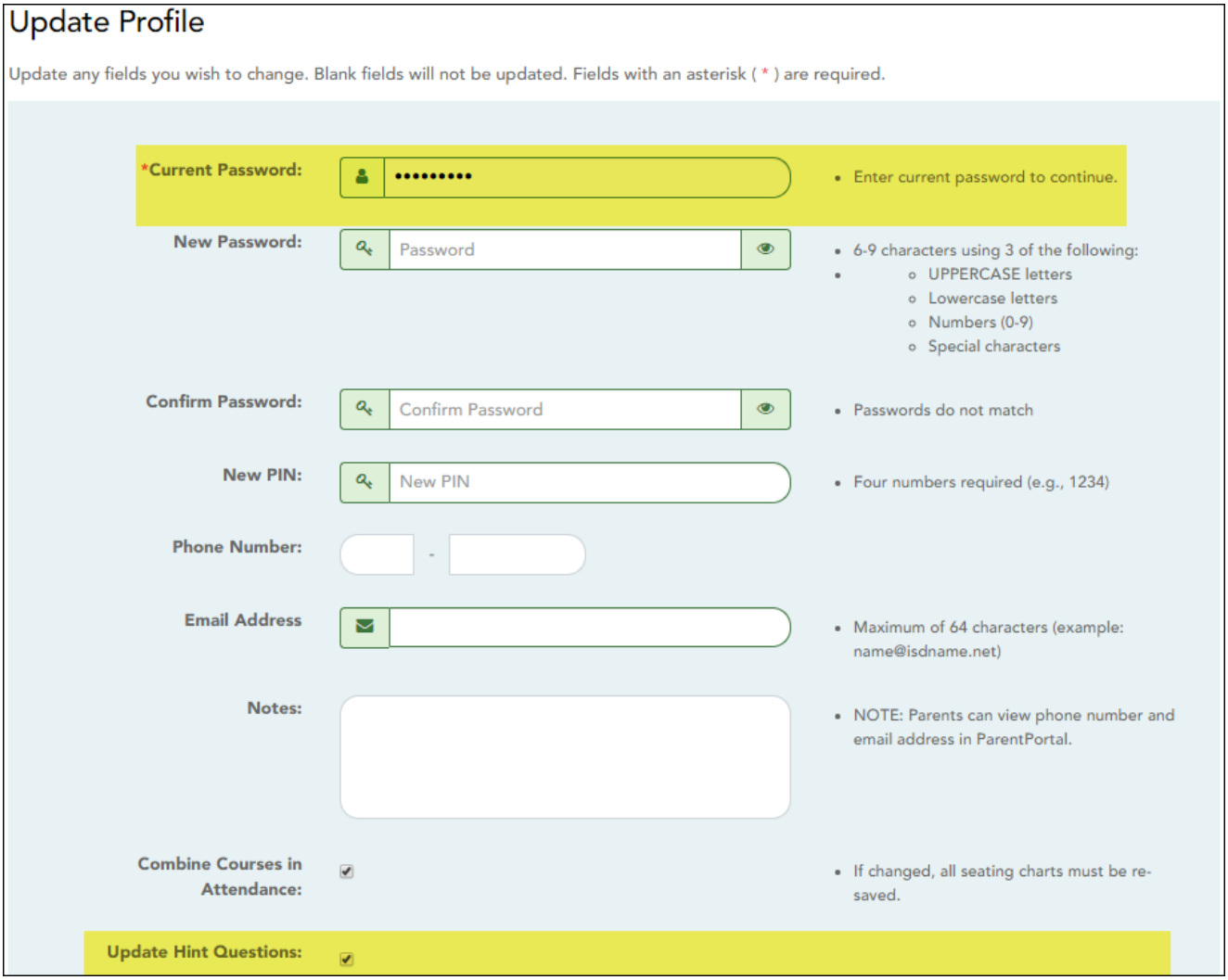


❑ Click **Finish**.

You are redirected to the Announcements page.

Update hint questions.

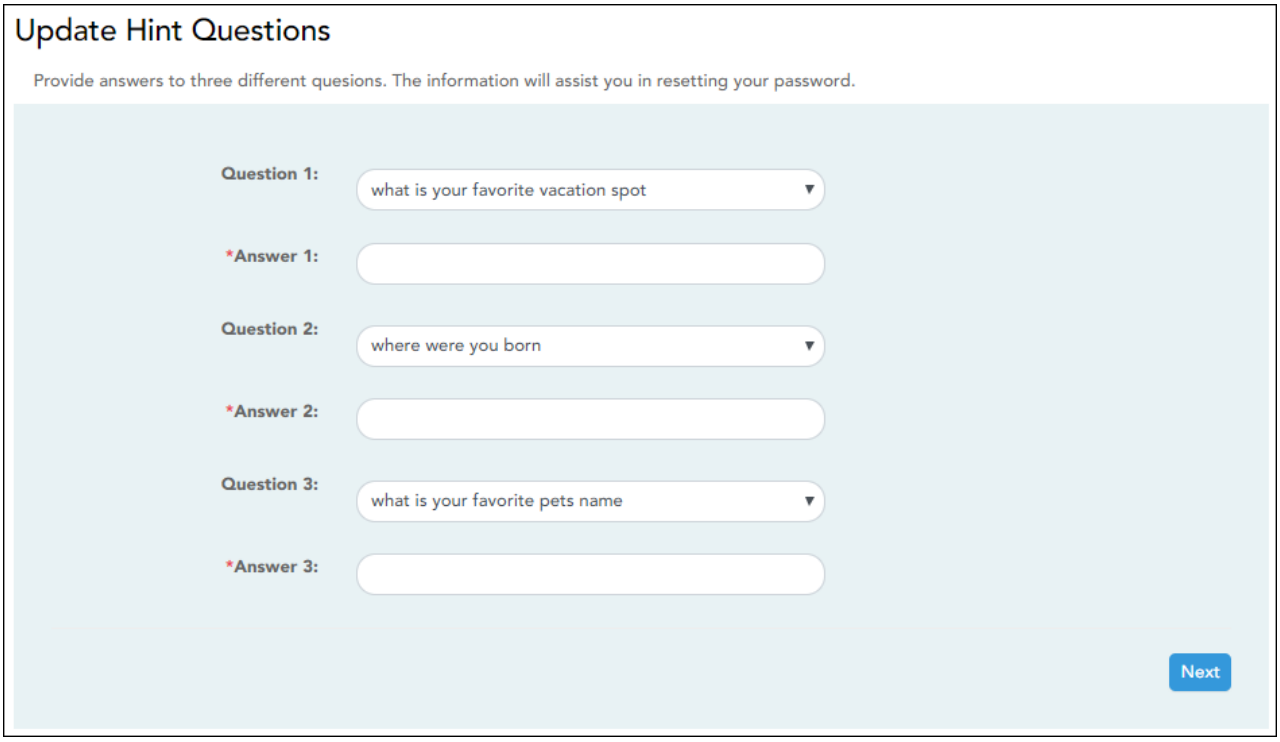
Settings > Update Profile



Current Password	For added protection of this information, you must type your current password to update data on the Update Profile, even though you have already logged on to TeacherPortal. **IMPORTANT:** If you have three unsuccessful attempts to access the page (invalid password), you will be logged out of your account. If this occurs, contact your campus administrator to have your account reset. To exit without saving any changes, click Home or any other menu item to go to another page.
Update Hint Questions	Select if you want to update your hint questions. The questions are updated on the next page when you click **Next**.

❑ Click **Next**.

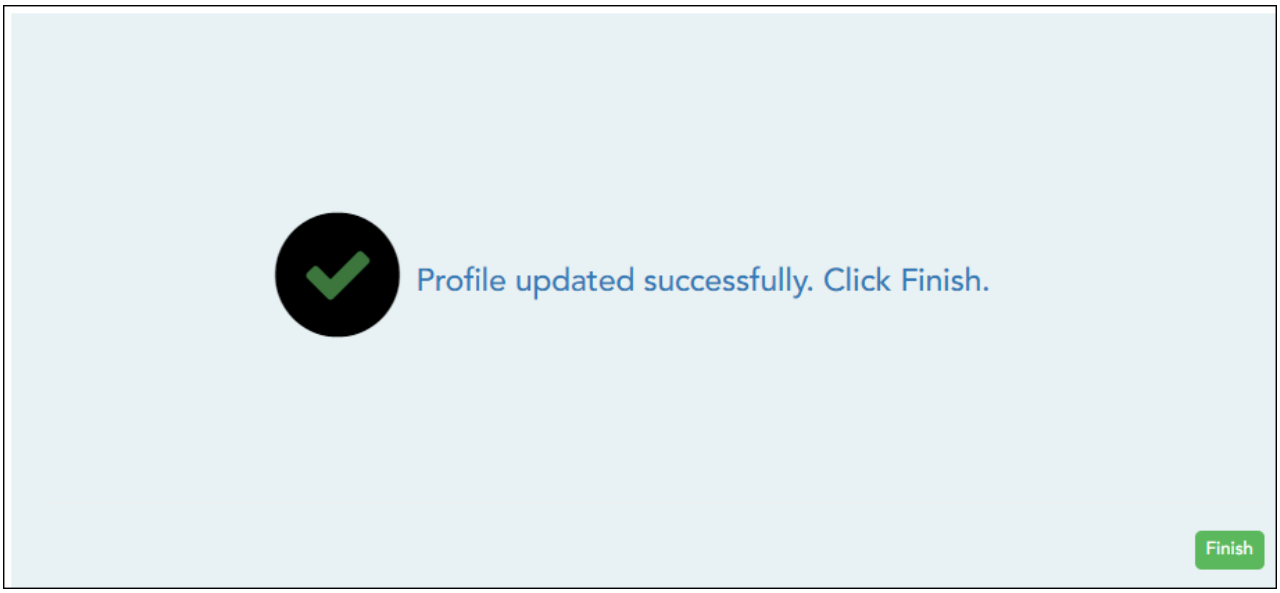
If you selected **Update Hint Questions**, the next page allows you to update your hint questions.



Question #	Select one of the hint questions for each field. You must select three different questions.
Answer #	Type the answer to the question you selected. You cannot repeat any questions/answers.

❑ Click **Next**.

The Success page is displayed.

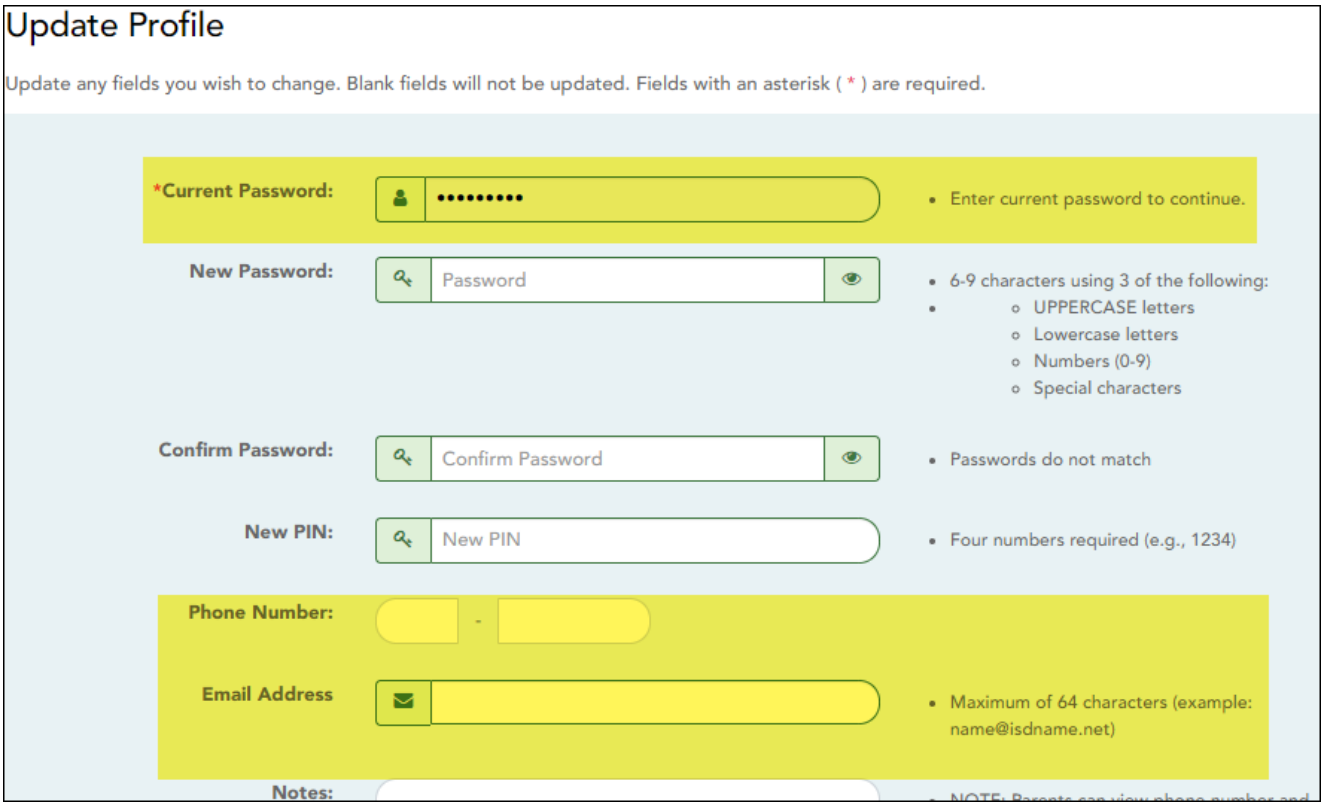


❑ Click **Finish**.

You are redirected to the Announcements page.

Update phone and email address.

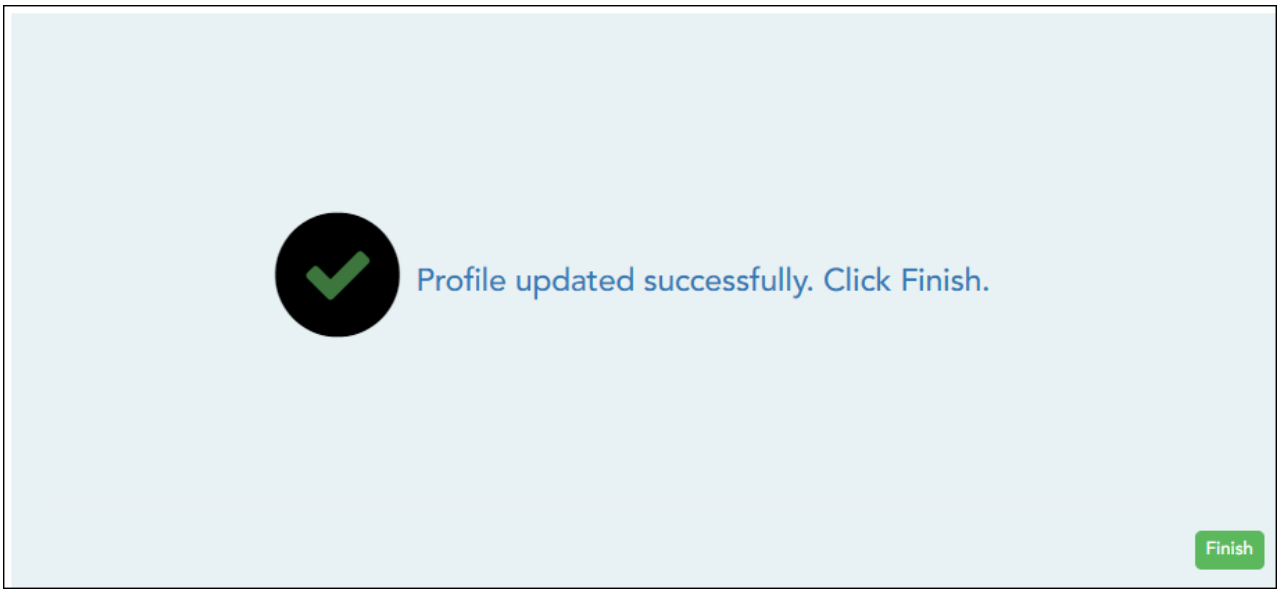
Settings > Update Profile



Current Password	For added protection of this information, you must type your current password to update data on the Update Profile, even though you have already logged on to TeacherPortal. **IMPORTANT:** If you have three unsuccessful attempts to access the page (invalid password), you will be logged out of your account. If this occurs, contact your campus administrator to have your account reset. To exit without saving any changes, click Home or any other menu item to go to another page.
Phone Number	To provide your telephone number to parents in ParentPortal, type the number in the NNN-NNNNNNN format. If blank, your phone number will not be provided in ParentPortal.
Email Address	To provide your email address to parents in ParentPortal, type the address (e.g., someone@example.net). If blank, your email address will not be provided in ParentPortal.

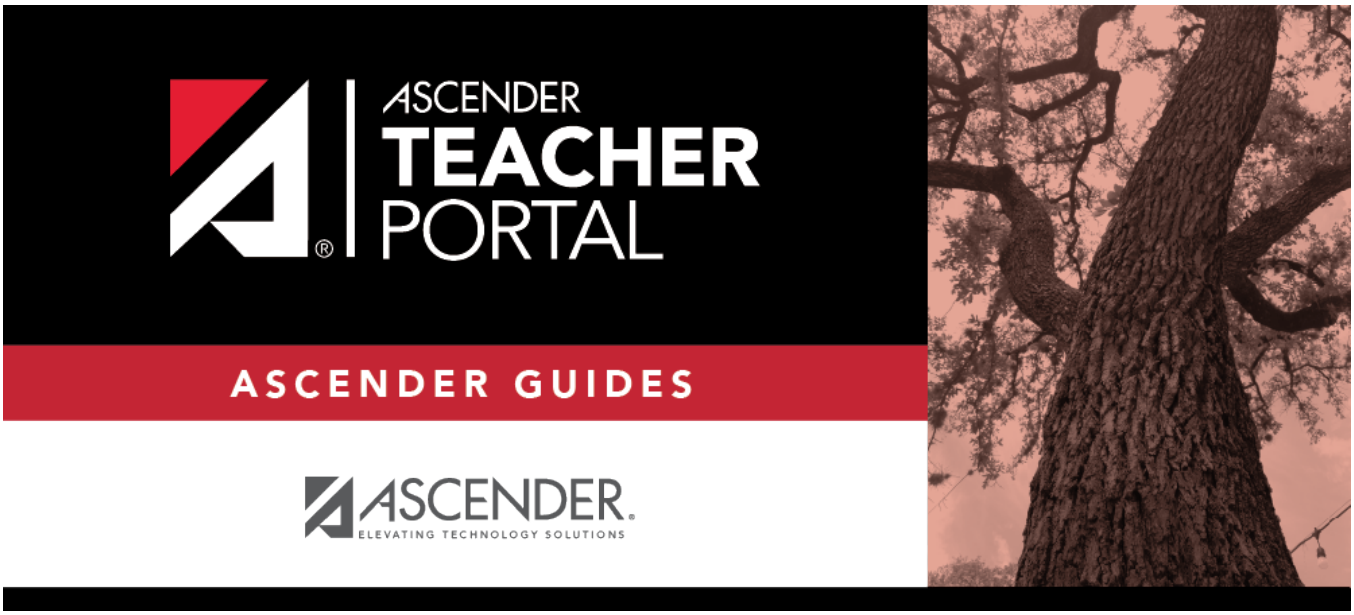
❑ Click **Next**.

If you did not select **Update Hint Questions**, the Success page is displayed.



❑ Click **Finish**.

You are redirected to the Announcements page.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Back Cover