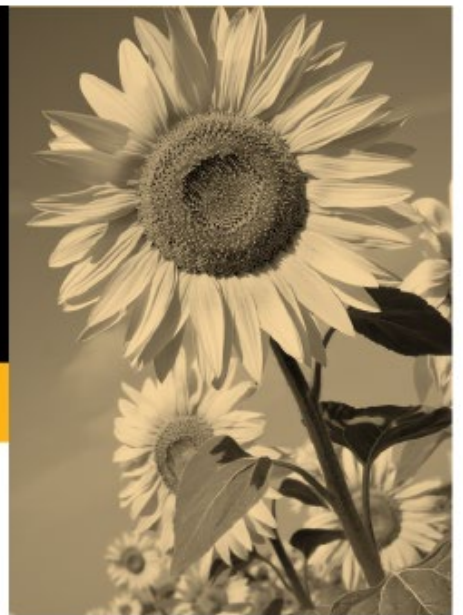




ASCENDER GUIDES



ASCENDER STUDENT TEAM  
806-281-5740

ASCENDER STUDENT PORTAL



# StudentPortal: Set Up and Use StudentPortal

## Welcome ASCENDER StudentPortal!

StudentPortal is a web-based system for students that provides the tools that will help you view your attendance, grades, and assignments, as well as organize and plan your schedule of classes. StudentPortal includes two applications, Student Course Requests and Student Graduation Plan.

**Student Course Requests** allows you to request courses for the next school year, including alternate courses. Once you submit your course requests, you cannot go back to change them. If you need to make changes, you will need to visit with your counselor.

**Student Graduation Plan** allows you to view and change your graduation plan, and to view and print the summary and detail of your course credits. Graduation plans are for high school-level students only. Any coursework completed prior to the 9th grade will be reflected in the remaining credits needed, which can be viewed through the Credit Summary and Credit Detail pages of the StudentPortal Student Graduation Plan application.

## Admin Setup

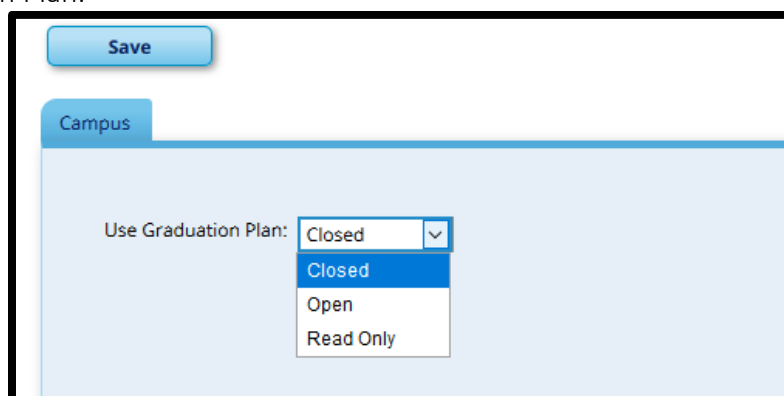
The following information will assist you in implementing ASCENDER StudentPortal at your campus.

### Enable/Disable Access

- ☒ Enable/disable Graduation Plan in StudentPortal.

### Graduation Plan > Maintenance > StudentPortal > Campus Options

This page allows you to enable or disable access to Graduation Plan in ASCENDER StudentPortal for campuses that use TxEIS Graduation Plan.



The screenshot shows a web interface for the 'Campus' section. At the top is a 'Save' button. Below it is a 'Campus' tab. The main area is titled 'Use Graduation Plan:' and contains a dropdown menu. The dropdown menu is currently set to 'Closed' and is open, showing three options: 'Closed', 'Open', and 'Read Only'.

Update data:

|                     |   |
|---------------------|---|
| Use Graduation Plan | Enable or disable access to StudentPortal:  |
|                     | <input type="checkbox"/> <b>Closed</b> - Disable graduation plan data in StudentPortal.<br><input type="checkbox"/> <b>Open</b> - Enable graduation plan data in StudentPortal.<br><input type="checkbox"/> <b>Read Only</b> - Allow students and parents to view graduation plans in StudentPortal but not make changes. |

☐ Click **Save**.

☒ Enable/disable access to Student Course Requests in StudentPortal.

Scheduling > Maintenance > Master Schedule > Campus > Campus Control

This page allows you to grant or deny access by grade level to the Student Course Requests System.

Under StudentPortal Course Requests:

- ☐ Click +Add to add the access status for a grade level.
  - o A blank row is displayed in the StudentPortal Course Requests grid.

|        |  |
|--------|--|
| Grade  | <input type="checkbox"/> Select the grade level that is being assigned/denied access to StudentPortal. All grade levels must be added.<br>Grade levels will be sorted in ascending order when the page is saved.   |
| Status | Select the status for the grade level. <ul style="list-style-type: none"> <li><input type="checkbox"/> Select <b>Open</b> if students can submit course requests through StudentPortal.</li> <li><input type="checkbox"/> Select <b>Closed</b> if students cannot view or submit course requests through StudentPortal.</li> <li><input type="checkbox"/> Select <b>View</b> if students can only view course requests through StudentPortal.</li> </ul> |
|        | Delete the access status for a grade level.  |

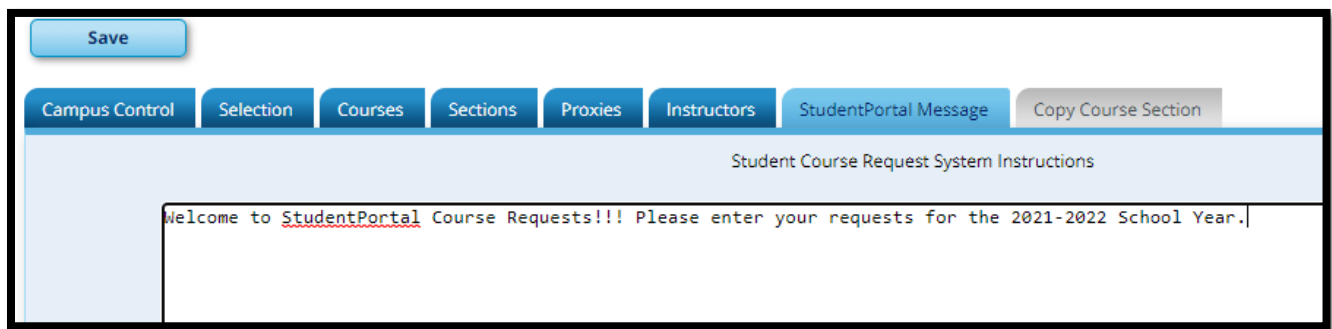
☐ Click **Save**.

## Create StudentPortal Message

Scheduling > Maintenance > Master Schedule > Campus > StudentPortal Message

This tab allows you to type instructions to assist students who are using StudentPortal. The instructions entered here are displayed as the Campus Message, which is displayed as soon as the student logs on to StudentPortal.

**IMPORTANT:** StudentPortal will not be available unless a message is entered.



The screenshot shows a web interface with a top navigation bar containing tabs: Campus Control, Selection, Courses, Sections, Proxies, Instructors, StudentPortal Message (highlighted), and Copy Course Section. Below the tabs is a header area labeled "Student Course Request System Instructions". The main content area contains a text input field with the text: "Welcome to StudentPortal Course Requests!!! Please enter your requests for the 2021-2022 School Year." A "Save" button is located at the top left of the interface.

☒ Add a message:

☐ Enter the message

|   |  |
|---|--|
| <b>Student Course Request System Instructions</b> | Type the instructions, up to 3270 characters. If you type more than 3270 characters, the message will be truncated in StudentPortal. |
|---|--|

☐ Click **Save**.

## Verify Data

☒ Verify courses available for each grade level and that restrictions are set correctly.

Scheduling > Reports > Scheduling Reports > Master Schedules > SCH0133 – StudentPortal Course List

This report lists next year course, pre-grid grade restriction, and gender restriction information for a campus. The data can be used for StudentPortal to verify that restrictions are set correctly and to show the courses available for each grade level.

If a course does not have a pre-grid grade restriction for each grade level at the campus, the course is displayed for all grade levels.

Date Run: 3/3/2021 8:56 AM  
 Cnty-Dist: 111-111  
 Campus: 001

StudentPortal - Course List  
 001 School  
 Sch Year : 2021-2022

Program ID: SCH0133  
 Page: 1 of 15  
 \* Match Proxy Courses

| Crs Category   | Grade Lvl | Course Number | Course Title    | Pregrid Grd Restriction | Addl Pregrid Grd Restriction | Gender Restriction | Period Control |
|----------------|-----------|---------------|-----------------|-------------------------|------------------------------|--------------------|----------------|
| Language Arts  | 09        | 1030          | 8TH YEARBOOK    | 09                      | 3                            |                    | 02             |
|                | 09        | 1031          | AJ: Yearbook1   | 09                      | 3                            |                    | 02             |
|                | 09        | 1011          | DC Eng 1302 J   |                         |                              |                    |                |
|                | 09        | 1012          | DC Eng 2333     |                         |                              |                    |                |
|                | 09        | 6027          | DC Humanities   |                         |                              |                    |                |
|                | 09        | 6028          | DC Humanities 2 |                         |                              |                    |                |
|                | 09        | 1001          | Eng 1 Honors    | 09                      | 3                            |                    | 02             |
|                | 09        | 1000          | English 1       | 09                      | 3                            |                    | 02             |
|                | 09        | 1099          | English 1       |                         |                              |                    | 02             |
|                | 09        | 1002          | English 2       | 09                      | 2                            |                    | 02             |
|                | 09        | 1004          | English 3       |                         |                              |                    | 02             |
|                | 09        | 1029          | Journalism/Yrbk |                         |                              |                    |                |
| Speech         | 09        | 6010          | Comm Apps       | 09                      | 3                            |                    | 01             |
|                | 09        | 8002          | DC Speech       |                         |                              |                    |                |
| Mathematics    | 09        | 2404          | Alg 1 Honors    |                         |                              |                    | 02             |
|                | 09        | 2000          | Algebra 1       | 09                      | 3                            |                    | 02             |
|                | 09        | 2006          | Algebra 2       |                         |                              |                    | 02             |
|                | 09        | 2009          | CollegePrepMath |                         |                              |                    | 02             |
|                | 09        | 2028          | DC 1332         |                         |                              |                    |                |
|                | 09        | 2023          | DC MATH 1342    |                         |                              |                    | 02             |
|                | 09        | 2018          | Discrete Math   |                         |                              |                    | 02             |
|                | 09        | 2001          | Geometry        | 09                      | 3                            |                    | 02             |
|                | 09        | 2005          | Geometry        |                         |                              |                    |                |
|                | 09        | 2002          | Geometry Honors | 09                      | 3                            |                    | 02             |
| Science        | 09        | 3014          | AP EnvironSci   |                         |                              |                    |                |
|                | 09        | 3050          | Biology         |                         |                              |                    |                |
|                | 09        | 3004          | Chem Honors     | 09                      | 3                            |                    | 02             |
|                | 09        | 3003          | Chemistry       | 09                      | 3                            |                    | 02             |
|                | 09        | 3012          | Environ Science |                         |                              |                    | 02             |
|                | 09        | 4081          | Environmental S |                         |                              |                    | 02             |
|                | 09        | 3000          | IPC             | 09                      | 3                            |                    | 02             |
|                | 09        | 3009          | IPC Honors      | 09                      | 3                            |                    | 02             |
|                |           |               |                 |                         |                              |                    |                |
| Social Studies | 09        | 4011          | Apex Sociology  |                         |                              |                    | 01             |
|                | 09        | 4012          | DC Psy 2301     |                         |                              |                    | 01             |
|                | 09        | 4015          | DC Psy 2314     |                         |                              |                    |                |
|                | 09        | 4013          | DC Soc 1301     | 09                      | 3                            |                    | 01             |
|                | 09        | 4004          | DC Spectopicss1 |                         |                              |                    | 02             |

Date Run: 3/3/2021 8:56 AM  
 Cnty-Dist: 111-111  
 Campus: 001

StudentPortal - Course List  
 001 School  
 Sch Year : 2021-2022

Program ID: SCH0133  
 Page: 5 of 15  
 \* Match Proxy Courses

| Crs Category      | Grade Lvl | Course Number | Course Title    | Pregrid Grd Restriction | Addl Pregrid Grd Restriction | Gender Restriction | Period Control |
|-------------------|-----------|---------------|-----------------|-------------------------|------------------------------|--------------------|----------------|
|                   | 10        | 4011          | Apex Sociology  |                         |                              |                    | 01             |
|                   | 10        | 4012          | DC Psy 2301     |                         |                              |                    | 01             |
|                   | 10        | 4015          | DC Psy 2314     |                         |                              |                    |                |
|                   | 10        | 4013          | DC Soc 1301     | 09                      | 3                            |                    | 01             |
|                   | 10        | 4004          | DC Spectopicss1 |                         |                              |                    | 02             |
|                   | 10        | 4020          | DC Spectopicss2 |                         |                              |                    |                |
|                   | 10        | 4003          | Per Fin Lit     |                         |                              |                    |                |
|                   | 10        | 4005          | US Govt         | 10                      | 2                            |                    | 01             |
|                   | 10        | 4002          | US History      | 09                      | 2                            |                    | 02             |
|                   | 10        | 4050          | US History      |                         |                              |                    |                |
|                   | 10        | 4001          | World Geography | 09                      | 3                            |                    | 02             |
|                   | 10        | 4000          | World History   | 10                      | 1                            |                    | 02             |
| Econ/Free Ent     |           |               |                 |                         |                              |                    |                |
|                   | 10        | 4008          | DC Econ 2301    | 09                      | 3                            |                    | 01             |
|                   | 10        | 4007          | Economics       | 10                      | 2                            |                    | 01             |
| Health            |           |               |                 |                         |                              |                    |                |
|                   | 10        | 5000          | Health          |                         |                              |                    | 01             |
| P.E./Equivalent   |           |               |                 |                         |                              |                    |                |
|                   | 10        | 5001          | Athletics 1     | 09                      | 3                            | M                  | 02             |
|                   | 10        | 5003          | Athletics 3     |                         |                              | M                  | 02             |
|                   | 10        | 5002          | Athletics2      | 10                      | 2                            |                    | 02             |
|                   | 10        | 5013          | DC Kline 1304   |                         |                              |                    |                |
|                   | 10        | 6030          | Marching Band 1 | 09                      | 3                            |                    | 01             |
|                   | 10        | 6031          | Marching Band 2 | 10                      | 2                            |                    | 01             |
|                   | 10        | 5413          | MS BOYS PE      |                         |                              | M                  |                |
|                   | 10        | 5010          | PE-A:AA         | 09                      | 3                            |                    | 02             |
| Other Languages   |           |               |                 |                         |                              |                    |                |
|                   | 10        | 6001          | Spanish 2       | 09                      | 3                            |                    | 02             |
|                   | 10        | 6000          | Spanish I       | 09                      | 3                            |                    | 02             |
| Fine Arts         |           |               |                 |                         |                              |                    |                |
|                   | 10        | 6038          | APPLIED MUSIC   |                         |                              |                    |                |
|                   | 10        | 6020          | Art 1           | 09                      | 3                            |                    | 02             |
|                   | 10        | 6021          | Art 2           |                         |                              |                    | 02             |
|                   | 10        | 6022          | Art 3 Painting  |                         |                              |                    |                |
|                   | 10        | 6033          | Band 1          | 09                      | 3                            |                    | 02             |
|                   | 10        | 6032          | Band 1 - Sem    | 09                      | 3                            |                    | 01             |
|                   | 10        | 6035          | Band 2          | 10                      | 2                            |                    | 02             |
|                   | 10        | 6034          | Band 2 - Sem    | 10                      | 2                            |                    | 01             |
|                   | 10        | 4016          | DC Art App      |                         |                              |                    |                |
|                   | 10        | 6041          | DC Music App    | 09                      | 3                            |                    | 02             |
|                   | 10        | 6050          | Theatre Arts 1  | 09                      | 3                            |                    | 02             |
| Tech Applications |           |               |                 |                         |                              |                    |                |
|                   | 10        | 7012          | AP COM SCI PRIN |                         |                              |                    |                |

## Student Login Demographic Information

Each Student will need to know the following IF they are creating a new StudentPortal Account.

- ☐ Six-digit Student ID number
- ☐ Student's date of birth
- ☐ Last for digit of the student's social security number

Printing report SRG0500 Student Birthday Listing for the above information is recommended.

Reports > Registration Reports > Student > SRG0500 Student Birthday Listing

When printing this report, the parameters should be as shown:

**Enter Selection Criteria:**

| Parameter Description                  | Value                | List                               |
|--|----------------------|------------------------------------|
| Ending School Year (YYYY)              | 2021                 |                                    |
| Campus ID                              | <input type="text"/> | <input type="button" value="..."/> |
| Grade Level (Blank for All)            | <input type="text"/> | <input type="button" value="..."/> |
| Sort Order (Blank=Alpha,B=Birth Month) | <input type="text"/> |                                    |
| Print Student SSN (Y,N,M)              | <input type="text"/> |                                    |

- ☐ Ending School Year: 2020
- ☐ Campus ID Number: enter your campus number
- ☐ Grade Level: leave blank for all or select a grade level
- ☐ Sort Order: leave blank for Alpha
- ☐ Print Student SSN: enter **M**; this will print the last four digits of SSN on the report

| Date Run: 3/3/2021 09:50 AM |          |       | Student Birthday Listing |       |            |     | Program ID: SRG0500 |             |           |               |
|-----------------------------|----------|-------|--------------------------|-------|------------|-----|---------------------|-------------|-----------|---------------|
| Cnty-Dist: 111-111          |          |       | 001 School               |       |            |     | Page: 1 of 4        |             |           |               |
| Campus: 001                 |          |       | Sch Year: 2021           |       |            |     |                     |             |           |               |
| Student Name                | Age      | Grade | Student ID               | Track | D.O.B.     | Sex | Phone               | SSN         | Prior SSN | Denied Active |
| Albas, Morgan               | 15 years | 09    | 110612                   | 01    | 12/22/2005 | M   | (555) 553-6626      | XXX-XX-2768 |           | Active        |
| Amina, Isaac                | 14 years | 09    | 110232                   | 01    | 06/21/2006 | F   | (555) 381-2973      | XXX-XX-6006 |           | Inactive      |
| Avalos, Samantha            | 14 years | 09    | 111215                   | 01    | 06/03/2006 | F   |                     | XXX-XX-1750 |           | Active        |
| Calvillo, Kelsi             | 14 years | 09    | 110263                   | 01    | 04/22/2006 | M   | (555) 140-7161      | XXX-XX-2572 |           | Inactive      |
| Calzoncit, Eleah            | 15 years | 09    | 110775                   | 01    | 07/12/2005 | M   | (555) 207-4587      | XXX-XX-9364 |           | Active        |



# StudentPortal: Set Up and Use StudentPortal

Welcome ASCENDER StudentPortal!

StudentPortal is a web-based system for students that provides the tools that will help you view your attendance, grades, and assignments, as well as organize and plan your schedule of classes. StudentPortal includes two applications, Student Course Requests and Student Graduation Plan

**Student Course Requests** allows you to request courses for the next school year, including alternate courses. Once you submit your course requests, you cannot go back to change them. If you need to make changes, you will need to visit with your counselor.

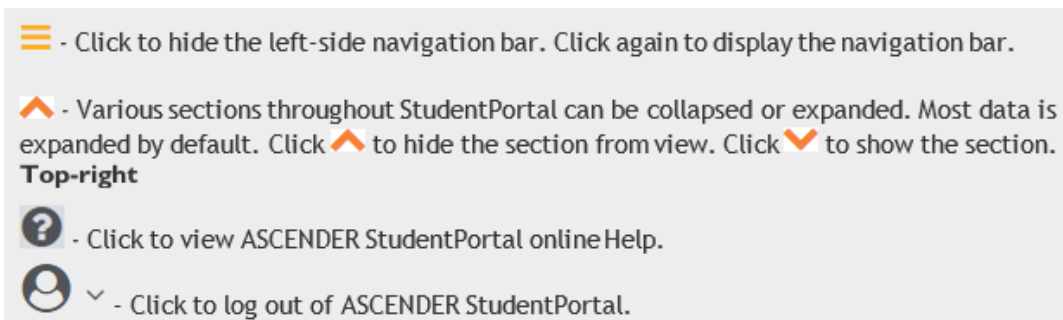
**Student Graduation Plan** allows you to view and change your graduation plan, and to view and print the summary and detail of your course credits. Graduation plans are for high school-level students only. Any coursework completed prior to the 9th grade will be reflected in the remaining credits needed, which can be viewed through the Credit Summary and Credit Detail pages of the StudentPortal Student Graduation Plan application.

## Student Use

Navigation tools are located along the left side of the page, or in the top-right corner. Some tools function differently on mobile devices.

- \* Select Student
  - o Your name and photo are displayed in the top-left corner. The photo is only displayed if provided by district
- \* Units Remaining
  - o The number of units available for you for course requests is displayed
- \* Navigation – you can access data if enabled by the district
  - o About ME
  - o Attendance
  - o Grades

Other Tools:



## Student Log On/Create Account

The screenshot shows the Texas ISD Student Portal Login page. On the left, there is a dark brown sidebar with the 'Login' title. It contains input fields for 'User Name' and 'Password', a 'Login' button, and links for 'Create Account', 'Reset Password', and 'Recover User Name'. The main area features a large background image of a tree trunk with the Texas ISD logo (a stylized 'A' with a yellow triangle) overlaid. The text 'TEXAS ISD' is visible in the top left of the main area.

If you have created an ASCENDER StudentPortal account, enter your User Name and Password.  
If you have not created your account, click on **Create Account** and enter the following information:

- Student ID** ☐ Type your six-digit student ID. Type all six digits even if your ID begins with a zero.
- Birth Date** ☐ Type your birth date in the MMDDYYYY (month/day/year) format. For example, if your birthday is January 25, 2009, type 01252009.
- Social Security Number** ☐ Type the last four digits of your social security number.

The screenshot shows the 'Create Account' page. At the top left, there is a red button labeled 'Return to Login'. Below it, the title 'Create Account' is displayed. A progress bar with four steps is shown: 'User Information' (highlighted with a yellow dot), 'Basic Information', 'Security Question', and 'Complete'. The 'User Information' section contains three input fields: 'Student ID' (with an example of 123456), 'Birth Date' (with an example of 03/11/1994), and 'Social Security Number' (with an example of the last four digits 5555). At the bottom right, there are 'Next' and 'Cancel' buttons.

- ❑ Enter your basic information:  
\*User Name    \*Password    \*Verify Password

This screenshot shows the 'Basic Information' step of the account creation process. At the top, a progress bar indicates the current step. Below it, the 'Basic Information' section contains three input fields: 'User Name', 'Password', and 'Confirm Password'. The 'Password' and 'Confirm Password' fields have toggle icons for visibility. To the right of these fields, there are three bullet points detailing password requirements: 6-25 alphanumeric characters, 8-46 characters using a mix of uppercase, lowercase, numbers, and special characters, and a requirement for the password to match the confirmation field exactly. At the bottom right, there are 'Back', 'Next', and 'Cancel' buttons.

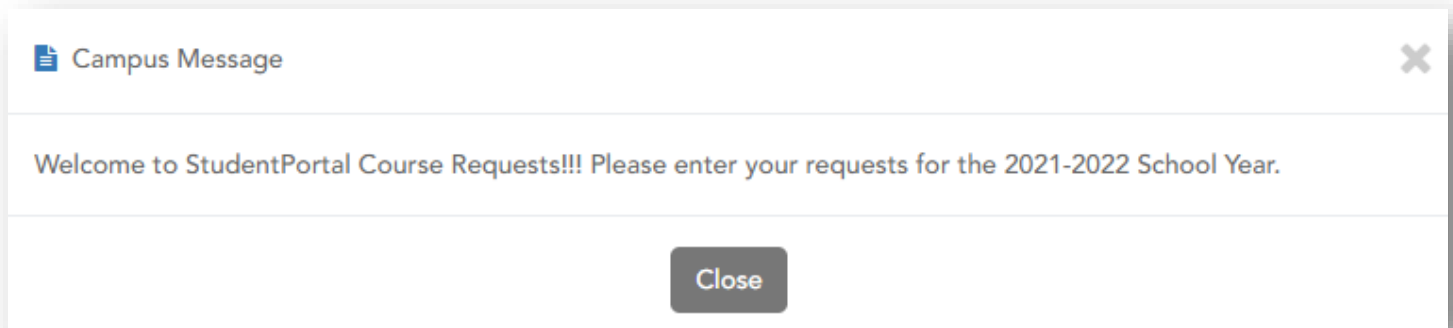
- ❑ Select and answer three Security Questions

This screenshot shows the 'Security Question' step. It features a progress bar at the top. The main section is titled 'Security Question' and includes a sub-instruction: 'Provide answers to three different questions. The information will assist you in resetting your password.' Below this, there are three question-and-answer pairs. Each question is selected from a dropdown menu, and the answer is entered in a text field. The questions are: 'How many fingers do you have on your left hand?', 'What was your high school mascot?', and 'What is your mother's maiden name?'. At the bottom right, there are 'Back', 'Next', and 'Cancel' buttons.

- ❑ Click Finish.

This screenshot shows the 'Complete' step, indicating that the account has been successfully created. The progress bar at the top shows the 'Complete' step as the final one. The main area features a large green checkmark icon and the text 'Your ASCENDER StudentPortal account has been created.' At the bottom right, there is a green 'Finish' button.

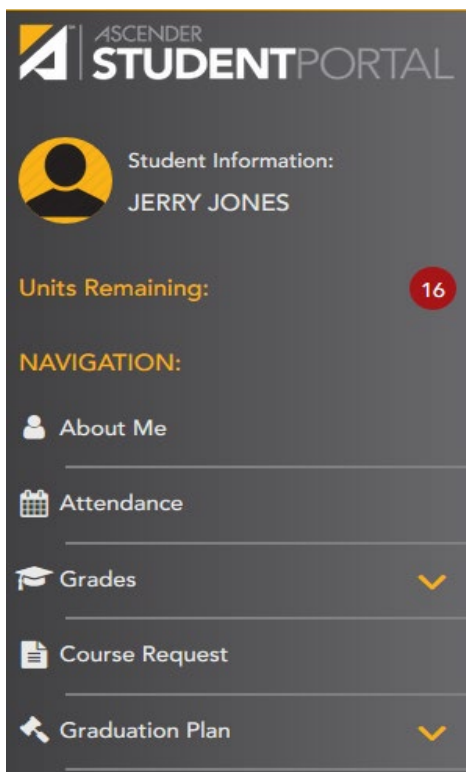
The Campus Message opens in a pop-up window. Read the message, and then click **Close** to close the window.



**Note:**

After 20 minutes of inactivity, you will be logged off from the system and will return to login page.

Use the left-side menu to access the StudentPortal pages:



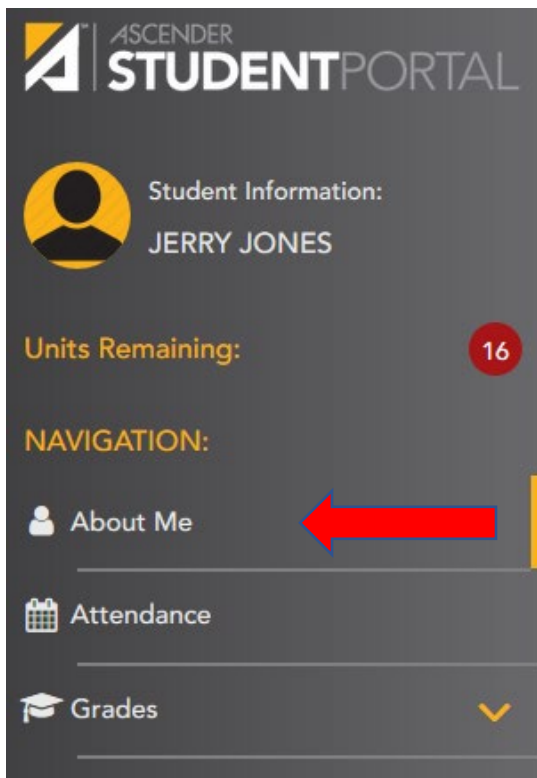
## ASCENDER StudentPortal Menu:

Navigation – you can access data if enabled by the district

- About ME
- Attendance
- Grades
- Course Request
  - If district allows this option
- Graduation Plan
  - If district allows this option

Once logged on, the student can view attendance, semester & cycle grades, and assignments.

## About ME



## About Me

### Name:

JERRY JONES

### Campus:

001 SCHOOL

### Next Year:

10th Grade

### Units Remaining:

16

### Team:

No Team Assigned

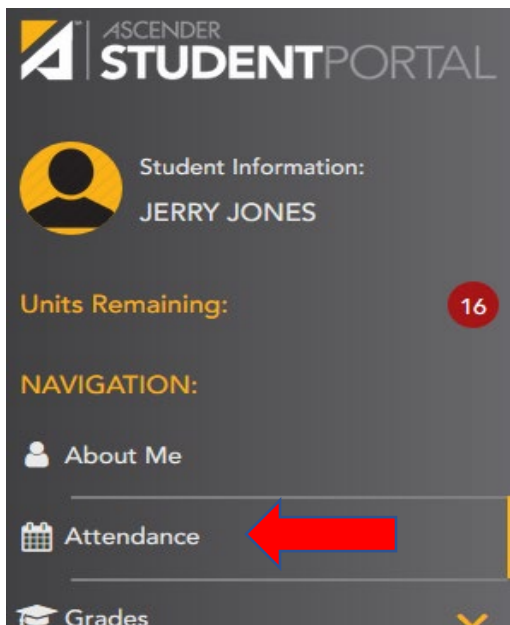
### Graduation Plan:

FHSP Multi Disciplinary General Studies

Your name, campus, next year grade level, team, and graduation plan are displayed.

Be sure all information is correct.

## Attendance



The Attendance page displays your daily attendance and semester totals.

- ❑ **Detailed View** - Displays attendance details in a table view.
- ❑ **Calendar View** - Displays attendance details in a calendar view instead of a table view.
- ❑ **Totals View** - Displays tardies and attendance totals for the semester.

Attendance data is current as of the date and time you logged in.



To refresh the attendance data displayed, you must log out and log in again

Your schedule is displayed. The date appears in the column heading only if you were marked absent or tardy for any period during that day.

If you were present and on time for the entire day, nothing appears for the date.

|                       |  |                |                 |                          |     |     |     |      |      |      |      |
|-----------------------|--|----------------|-----------------|--------------------------|-----|-----|-----|------|------|------|------|
| Attendance            |  |                |                 |                          |     |     |     |      |      |      |      |
| Semester: 2           |  | Detailed View  |                 |                          |     |     |     |      |      |      |      |
| Detailed View         |  | All Attendance |                 |                          |     |     |     |      |      |      |      |
| Calendar View         |  |                |                 |                          |     |     |     |      |      |      |      |
| Totals View           |  |                |                 |                          |     |     |     |      |      |      |      |
| Legend                |  |                |                 |                          |     |     |     |      |      |      |      |
| U: Unexcused Absences |  |                |                 |                          |     |     |     |      |      |      |      |
| T: Tardies            |  |                |                 |                          |     |     |     |      |      |      |      |
| E: Excused Absences   |  |                |                 |                          |     |     |     |      |      |      |      |
| S: SCHOOL RELATED     |  |                |                 |                          |     |     |     |      |      |      |      |
|                       |  | Period         | Course          | Instructor               | 1/7 | 1/9 | 2/4 | 2/14 | 2/18 | 2/21 | 2/24 |
|                       |  | 1              | BIOLOGY I       | WERNETTE, TRISHA         |     | E   |     | E    |      |      | E    |
|                       |  | 2              | PRIN OF HUM SER | URIBE, KORREY SUSIE      |     | E   |     | E    |      |      | E    |
|                       |  | 3              | THEATRE ARTS 1  | SORENSEN, A SALLIE       |     | E   |     | E    |      |      | E    |
|                       |  | 4              | ENGLISH 1       | URRABAZO, E SUZANNA      |     | E   |     | E    |      |      | E    |
|                       |  | 5              | SUBATH1BB       | COUSER, J CONNIE         |     | E   |     | E    |      |      | E    |
|                       |  | 6              | WORLD GEOGRAPHY | WIEDEMANN, MARIE VANESSA |     | E   |     | E    |      |      | E    |
|                       |  | 7              | SPANISH I       | COUSER, J CONNIE         |     | E   | S   | E    |      | S    | E    |
|                       |  | 8              | ALGEBRA 1       | WILLIAMS, LISA VICI      | S   | E   | S   | E    | S    | S    | E    |

If you were not present for the entire class, a code appears for the period and date. A description of each code is displayed in the **Legend**.

|  |  |
|--|--|
| Instructor   | <p>If the instructor has provided an email address, the instructor's name is displayed as a link to that email address. If you click the name, the default email client (as specified in his Internet Options settings) opens with the instructor’s address in the To field.</p> <p>* TIP: If you use web-based email (e.g., Gmail or Yahoo! Mail), you can copy the email address from the default email client to a web-based email message.</p> |
|  | <p>If the instructor has provided additional notes, click  to view the notes. The notes open in a pop-up window. Click anywhere on the page to close the pop-up window</p>   |

Attendance – All Attendance/Detailed Toggle

- ☒
**All Attendance:**
- The **All Attendance** view is selected by default, which displays the four main absence types:
- Unexcused Absence (U)
  - Tardy (T)
  - Excused Absence (E)
  - School Related (S)

|                       |  |               |                 |                          |     |     |     |  |  |  |  |
|-----------------------|--|---------------|-----------------|--------------------------|-----|-----|-----|--|--|--|--|
| Semester: 2           |  | Detailed View |                 |                          |     |     |     |  |  |  |  |
| Detailed View         |  |               |                 |                          |     |     |     |  |  |  |  |
| Calendar View         |  |               |                 |                          |     |     |     |  |  |  |  |
| Totals View           |  |               |                 |                          |     |     |     |  |  |  |  |
| Legend                |  |               |                 |                          |     |     |     |  |  |  |  |
| U: Unexcused Absences |  |               |                 |                          |     |     |     |  |  |  |  |
| T: Tardies            |  |               |                 |                          |     |     |     |  |  |  |  |
| E: Excused Absences   |  |               |                 |                          |     |     |     |  |  |  |  |
| S: SCHOOL RELATED     |  |               |                 |                          |     |     |     |  |  |  |  |
|                       |  | Period        | Course          | Instructor               | 1/7 | 1/9 | 2/4 |  |  |  |  |
|                       |  | 1             | BIOLOGY I       | WERNETTE, TRISHA         |     | E   |     |  |  |  |  |
|                       |  | 2             | PRIN OF HUM SER | URIBE, KORREY SUSIE      |     | E   |     |  |  |  |  |
|                       |  | 3             | THEATRE ARTS 1  | SORENSEN, A SALLIE       |     | E   |     |  |  |  |  |
|                       |  | 4             | ENGLISH 1       | URRABAZO, E SUZANNA      |     | E   |     |  |  |  |  |
|                       |  | 5             | SUBATH1BB       | COUSER, J CONNIE         |     | E   |     |  |  |  |  |
|                       |  | 6             | WORLD GEOGRAPHY | WIEDEMANN, MARIE VANESSA |     | E   |     |  |  |  |  |
|                       |  | 7             | SPANISH I       | COUSER, J CONNIE         |     | E   | S   |  |  |  |  |
|                       |  | 8             | ALGEBRA 1       | WILLIAMS, LISA VICI      | S   | E   | S   |  |  |  |  |

☒ **Detailed:**

Click or tap **All Attendance** to toggle to the **Detailed** view where you can see more specific information for an absence.

All applicable codes are listed in the **Legend**.

Semester: 2

Detailed View

Detailed View

Calendar View

Totals View

Legend

U:UNEXCUSED (U)

T:TARDY (T)

| Period | Course          | Instructor               | 1/14 | 1/16 | 1/23 | 2/3 | 2/4 | 2/6 | 2/10 | 2/14 |
|--------|-----------------|--------------------------|------|------|------|-----|-----|-----|------|------|
| 1      | SPANISH I       | COUSER, J CONNIE         |      | U    |      | T   |     |     |      |      |
| 2      | ENGLISH 1       | POTTER, MARIE MEAGAN     |      | U    |      |     |     |     |      |      |
| 3      | PRIN OF HUM SER | URIBE, KORREY SUSIE      |      | U    | U    |     | T   |     | T    |      |
| 4      | PERFOUND1GB     | STACY, JOSEPH SANDRA     |      | U    | U    |     |     |     |      |      |
| 5      | BIOLOGY I       | WERNETTE, TRISHA         | T    | U    | U    |     |     |     |      |      |
| 6      | WORLD GEOGRAPHY | WIEDEMANN, MARIE VANESSA |      | U    |      |     |     |     |      | U    |
| 7      | ALGEBRA 1       | VILLARREAL, SHAE TEDDY   |      | U    |      |     |     |     |      | U    |
| 8      | JOURN 1         | FELTNER, L ELIZABETH     |      | U    |      |     |     | T   |      | U    |

The codes are color coded according to the main absence types (Unexcused, Tardy, Excused, and School Related).

## Calendar View

All months for the selected semester are displayed.

If the student was not present for the entire class for any period of the day, the date is shaded.

- ❑ Click the date to view the attendance details for each period.
  - The period is only listed if your student was marked absent or tardy for that period.
  -

Semester: 2

Detailed View

Calendar View

Totals View

Legend

- U: Unexcused Absences
- T: Tardies
- E: Excused Absences
- S: SCHOOL RELATED

Calendar View

December 2020

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 29  | 30  | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 31  | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |

January 2021

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 27  | 28  | 29  | 30  | 31  | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |
| 31  | 1   | 2   | 3   | 4   | 5   | 6   |

February 2021

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 31  | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |

March 2021

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 28  | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  | 31  | 1   | 2   | 3   |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |

April 2021

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 28  | 29  | 30  | 31  | 1   | 2   | 3   |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  | 29  | 30  | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |

May 2021

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 25  | 26  | 27  | 28  | 29  | 30  | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  | 1   | 2   | 3   | 4   | 5   |

MonTueWedThuFriSatSunMon

1234562829

Attendance details for 03/01/2021

| Period | Class          | Attendance |
|--------|----------------|------------|
| 1      | Economics      | E          |
| 2      | Algebra 2      | E          |
| 3      | English 4      | E          |
| 4      | Anatomy & Phys | E          |
| 5      | Ag Practicum   | E          |



Total View

Your classes are listed by period, and the total number of excused absences, unexcused absences, school-related absences (e.g., UIL events or field trips), and tardies for the selected semester are listed.

The **Total Absences** column displays semester totals for all absence types, excluding tardies.

Semester: 1 ▼

Detailed View

Calendar View

Totals View ←

Legend

U: Unexcused Absences

T: Tardies

E: Excused Absences

S: SCHOOL RELATED

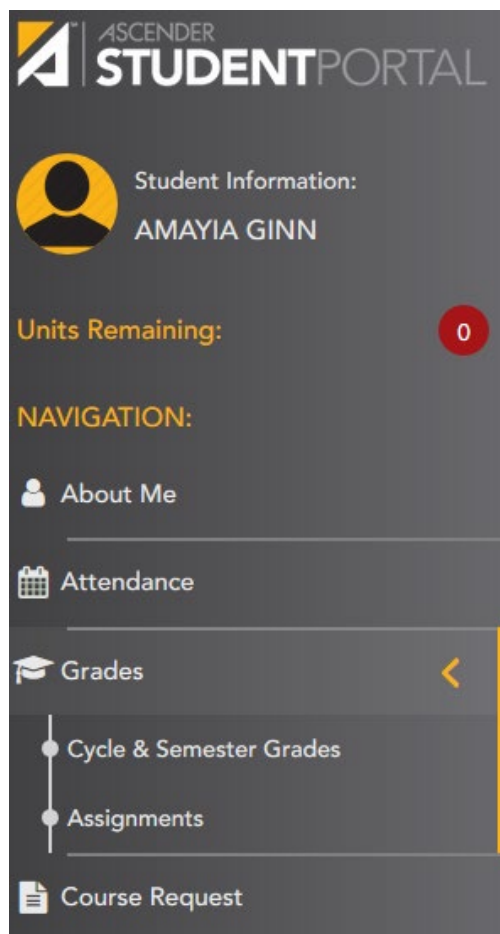
Totals View

| Period | Course          | Instructor               | Total Absences | E: Excused Absences | U: Unexcused Absences | S: SCHOOL RELATED | T: Tardies |
|--------|-----------------|--------------------------|----------------|---------------------|-----------------------|-------------------|------------|
| 0      | ADVISORY        | WILLIS, ANTHONY VICTORIA | 1              | 1                   | 0                     | 0                 | 2          |
| 1-2    | HLTH SCIENCE TH | WOLFORD, YENI            | 2              | 2                   | 0                     | 0                 | 0          |
| 3      | ALGEBRA II      | VARGAS, OLGA             | 1              | 1                   | 0                     | 0                 | 0          |
| 4      | US HIST         | AGUILERA, LADELA         | 1              | 1                   | 0                     | 0                 | 1          |
| 5      | MATH MEDI PRO   | VARGAS, OLGA             | 1              | 1                   | 0                     | 0                 | 2          |
| 6      | ANATOMYPHYS     | WEAVER, VALERIA          | 1              | 1                   | 0                     | 0                 | 2          |
| 7      | ENGLISH III     | WILLIS, ANTHONY VICTORIA | 1              | 1                   | 0                     | 0                 | 3          |
| 8      | READING I       | WILLIS, ANTHONY          | 3              | 1                   | 2                     | 0                 | 0          |

|            |  |
|------------|--|
| Instructor | If the instructor has provided an email address, his name is displayed as a link to his email address. |
|------------|--|

# View Grades

## Cycle & Semester Grades



The Cycle & Semester Grades page displays your cycle and semester grade averages. You can also view assignment grades for the current semester.

- \* **Cycle Grades** - Displays current grade averages for the current cycle, and posted grade averages for previous cycles. For the current semester, you can view the assignment grades for each class. For previous semesters, only the posted average is available.
- \* **Semester Grades** - Displays your posted semester and final averages. This data is only available for closed semesters. For the current semester, no data is displayed.

|          |  |
|----------|--|
| Semester | Select the semester you want to view grades for. |
|----------|--|

☒ View Cycle Grades (this is the default view)

| Cycle Grades    |                 |                 |                    |                    |
|-----------------|-----------------|-----------------|--------------------|--------------------|
| Semester: 1 ▼   |                 |                 |                    |                    |
| Cycle Grades ←  |                 |                 |                    |                    |
| Semester Grades |                 |                 |                    |                    |
| Period          | Class           | Withdrawal Date | Teacher            | Current Cycle      |
| 0               | ADVISORY        |                 | VICTORIA A. WILLIS | 1                  |
| 1-2             | HLTH SCIENCE TH |                 | YENI WOLFORD       | <a href="#">93</a> |
| 3               | ALGEBRA II      |                 | OLGA VARGAS        | <a href="#">87</a> |
| 4               | US HIST         |                 | ADELA L. AGUILERA  | <a href="#">72</a> |
| 5               | MATH MEDI PRO   |                 | OLGA VARGAS        | <a href="#">89</a> |
| 6               | ANATOMYPHYS     |                 | VALERIA WEAVER     | <a href="#">93</a> |
| 7               | ENGLISH III     |                 | VICTORIA A. WILLIS | <a href="#">75</a> |
| 8               | READING I       |                 | VICTORIA A. WILLIS | <a href="#">78</a> |

- For the **Current Cycle**,
  - click the cycle grade to view the assignment grade details for that cycle

A pop-up window opens that lists all assignments, due dates, and assignment grades, as well as the weight and average for each assignment category

| Period                                   | Class     | Withdrawal Date | Teacher          | Current Cycle      |      |
|--|-----------|-----------------|------------------|--------------------|------|
| 1  | SPANISH I |                 | CONNIE J. COUSER | 1                  | 85   |
| Daily/Homework (Weight 50%)              |           |                 |                  |                    |      |
| Assignment                               |           | Due Date        | Grade            | Late               | Redo |
| Ch.2 Vocabulario 1 Translates Pgs 58-59  |           | 01/09/20        | 100              |                    |      |
| Ch.2 Pg.60-61 Sections 2,3,4             |           | 01/10/20        | 100              |                    |      |
| Ch.2 Vocabulario 2 Translates Pgs.62-63  |           | 01/14/20        | 100              |                    |      |
| Vocabulario 1 Worksheet 2.3-2.4          |           | 01/15/20        | 100              |                    |      |
| Ch.2 Pg.64 Sections 2&3                  |           | 01/16/20        | 70               |                    |      |
| Ch.2 Pg.65 Sections 4&5                  |           | 01/17/20        | 90               |                    |      |
| Vocabulario 2 Worksheet 2.5-2.6          |           | 01/20/20        | 100              |                    |      |
| Vocabulario 2 Wordsearch                 |           | 01/21/20        | 100              |                    |      |
| Vocabulario 2 Worksheet 2.7              |           | 01/22/20        | 100              |                    |      |
| Ch.2 pg. 66 section 1 & Pg.67 section 3  |           | 01/27/20        | 100              |                    |      |
| Ch.2 pg. 67 Section 4 & pg. 68 Section 5 |           | 01/28/20        | 50               |                    |      |
| Ch.2 pg. 69 sections 7 & 8               |           | 01/30/20        | 100              |                    |      |
| Ch.2 pg. 71 section 9 & 11               |           | 02/03/20        | 0                |                    |      |
| Ch.2 pg. 72 section 12 & 14              |           | 02/04/20        | 0                |                    |      |
| Ch.2 Worksheet Gramatica 2.-8-2.9        |           | 02/06/20        | 100              |                    |      |
| Ch.2 Worksheet Gramatica 2.20-2.11       |           | 02/07/20        | 100              |                    |      |
| Daily/Homework average                   |           |                 | 82               |                    |      |
| Major Tests/Projects (Weight 50%)        |           |                 |                  |                    |      |
| Assignment                               |           | Due Date        | Grade            | Late               | Redo |
| Ch.2 Vocabulary Test                     |           | 01/24/20        | 88               |                    |      |
| Major Tests/Projects average             |           |                 | 88               |                    |      |
|  |           |                 |                  | Citizenship        | S    |
|  |           |                 |                  | Calculated Average | 85   |

You can choose to show or hide blank grades from the view.

Cycle Grades

Blank Grades: 

Hide

The **Citizenship** grade, **Calculated Average**, and **Posted Average** are also displayed.

Citizenship S

Calculated Average 85

Click  to close the Cycle Grades Detail view.

☒ [View Semester Grades](#)

- Click or tap Semester Grades.

Your posted semester and final averages are displayed.

Semester: 1

Cycle Grades

Semester Grades

| Period | Class           | Withdrawal Date | Teacher              | Exam | Semester Average | Final Grade | Credits |
|--------|-----------------|-----------------|----------------------|------|------------------|-------------|---------|
| 1      | BIOLOGY I       |                 | TRISHA WERNETTE      | 076  | 91               |             | 0.5     |
| 2      | PRIN OF HUM SER |                 | SUSIE K. URIBE       | 085  | 95               |             | 0.5     |
| 3      | THEATRE ARTS 1  |                 | SALLIE A. SORENSEN   | 081  | 93               |             | 0.5     |
| 4      | ENGLISH 1       |                 | SUZANNA E. URRABAZO  | 080  | 90               |             | 0.5     |
| 5      | SUBATH 1BA      |                 | CONNIE J. COUSER     | X    | 100              | 100         | 0.5     |
| 6      | WORLD GEOGRAPHY |                 | VANESSA M. WIEDEMANN | 100  | 93               |             | 0.5     |
| 7      | SPANISH I       |                 | CONNIE J. COUSER     | 090  | 96               |             | 0.5     |
| 8      | ALGEBRA 1       |                 | VICI L. WILLIAMS     | 098  | 97               |             | 0.5     |

This data is only available for closed semesters. For the current semester, no data is displayed.

|                  |  |
|------------------|--|
| Exam             | Your semester exam grade for the course is displayed.  |
| Semester Average | Your posted semester average for the course is displayed.  |
| Final Grade      | Your posted final grade for the course is displayed. <ul style="list-style-type: none"> <li>• For one-semester courses, this grade is posted after the semester is closed.</li> <li>• For year-long courses, this grade is only posted after the final semester of the school year is closed.</li> </ul> |
| Credits          | The number of credits received for the course that count toward graduation requirements is displayed.  |

☒ [View Assignments](#)

The Assignments page allows you to view your class assignments for all courses and all cycles, including graded, ungraded, dropped, missing, etc.

|                         |   |
|-------------------------|---|
| Course                  | Select a specific course, or click All to view assignments in all courses.  |
| Cycle                   | Select a specific cycle, or click All to view assignments for all cycles.   |
| View                    | Select which assignments to view: <ul style="list-style-type: none"> <li>○ All - View all assignments.</li> <li>○ Only Graded - View only assignments that have been graded.</li> <li>○ Only Pending - View only assignments that have been assigned but not yet graded.</li> </ul> |
| Due Before              | Select a date to view only assignments due before a particular date. Leave blank to view all assignments.   |
| Include Blank Due Dates | Select if you wish to include assignments that do not have a specified due date.  |

Click Find Assignments

- The assignments are displayed according to your selection

| Course | Assignment           | Category                  | Due Date | Grade |
|--------|----------------------|---------------------------|----------|-------|
| ART I  | attendance           | Class work/Participation  |          |       |
| ART I  | Artsy Fartsy         | Current Events            |          |       |
| ART I  | The Wiz wall         | Team Work/Projects        |          |       |
| ART I  | principles of design | Major Test/Project        |          |       |
| ART I  | behavior             | Class work/Participation  |          |       |
| ART I  | design a shoe        | Projects/Test             |          |       |
| ART I  | meet my artist       | Group Discussion/Projects |          |       |
| ART I  | participation        | Daily Work                |          |       |
| ART I  | Quick Quiz           | Projects/Test             |          |       |
| ART I  | paint my mood        | Class work/Participation  |          |       |

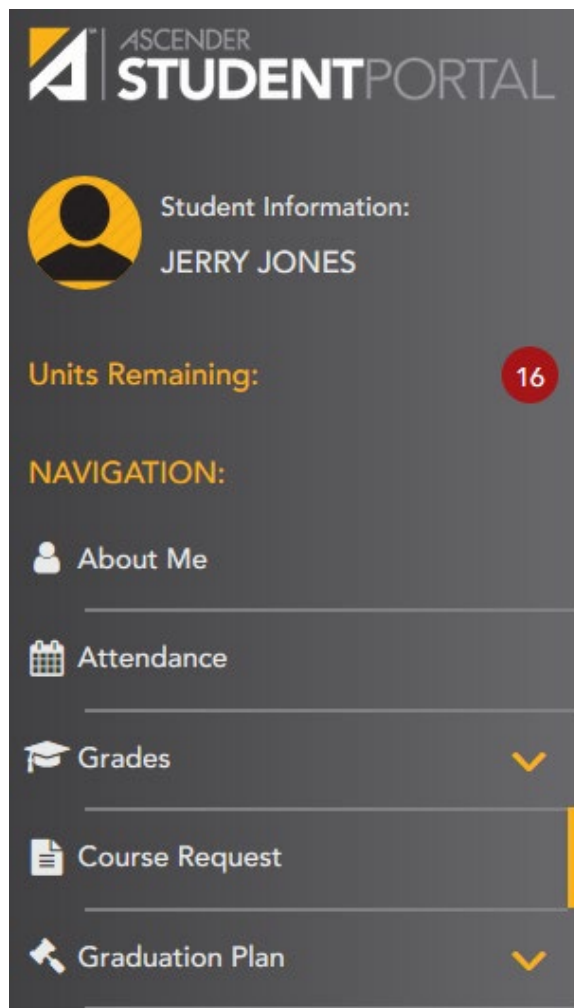
**TIP:**

- ☒ Click a column heading to sort the assignments by that heading in ascending order.
- ☒ Click the column heading again to sort in descending order.

- \* If an assignment grade has been dropped, the message “dropped” is displayed *next to* the grade.
- \* If an assignment grade has been excluded, the message “excluded” is displayed *in place of* the grade.
- \* If an assignment is missing, the message “missing” is displayed *in place of* the grade.
- \* If an assignment is incomplete, the message “incomplete” is displayed *in place of* the grade.
- \* If the student is withdrawn from the course, the message “(withdrawn)” is displayed *next to* the course title.

# Course Request

The Course Selection page allows you to select and submit course requests for your next year school schedule.



To begin selecting courses, you must have the appropriate number of **Units Remaining** available.

The **Units Remaining** field is located in the left-side navigation bar.

**Units Remaining** is the number of units available for you to select from the **Available Courses** section.

- Most courses are worth two units because the course is two semesters long. The units depend on your campus and the number of semesters required for the course.
- The number of units required for each course is displayed in the **Units** column of the **Available Courses** section.
- Once **Units Remaining** is zero, a warning message is displayed notifying you that you will not be able to select additional courses unless you remove a previously selected course from the **Requested Courses** section.
  - **Units Remaining** will decrease as you add courses.
  - **Units Remaining** will increase as you remove courses.

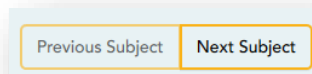
**NOTE:** If you log on to the application and you are only able to view the [Confirmation](#) page, you have either already submitted your course requests, or your campus has changed the application settings to view only. If no courses are listed on the Confirmation page, you have not requested courses for the next school year and will need to meet with your counselor.

## Select Courses:

### ❖ Subject Area Menu Bar



### ❖ Previous Subject/Next Subject Toggle



❑ Click the subject area you want to view.

Language Arts Speech Mathematics Science Social Studies Economics/Free Enterprise Health P.E./Equivalent Other Languages Fine Arts Tech Applications Career/Tech Education Electives Local

Once your requests are submitted, you will not be able to make any changes.

Previous Subject Next Subject Submit

### Available Courses - Language Arts

| Add | Alt | Number | Course        | Units |
|-----|-----|--------|---------------|-------|
|     | A   | 1002   | ENGLISH 2     | 2     |
|     | A   | 1012   | ENGLISH 2 PAP | 2     |

### Requested Courses

| Drop    | Alt | Number | Subject | Course | Units |
|---------|-----|--------|---------|--------|-------|
| No data |     |        |         |        |       |

Alternate Courses For (remaining N/A) :

| Drop    | Rank | Number | Subject | Course | Units |
|---------|------|--------|---------|--------|-------|
| No data |      |        |         |        |       |

When you click a subject area, the list of courses under the **Available Courses** section will change to correspond with the subject selected.

- \* For example, when you click **Science**, all courses in the **Available Courses** section will change to science classes available at your campus

You can click the **Number** or **Course** column heading to sort the columns in ascending order by course number and course name.

Left grid:

### Available Courses - Language Arts


| Add | Alt | Number | Course        | Units |
|-----|-----|--------|---------------|-------|
|     | A   | 1002   | ENGLISH 2     | 2     |
|     | A   | 1012   | ENGLISH 2 PAP | 2     |

Under **Available Courses**, click to add a course.

- The course is moved to the **Requested Courses** list (right grid) and is no longer displayed under **Available Courses**.
- The **Units Remaining** field decreases by the appropriate number of units.

Right grid:

Requested Courses

| Drop  | Alt   | Number | Subject       | Course    | Units |
|---|-------|--------|---------------|-----------|-------|
|  | A (0) | 1002   | Language Arts | ENGLISH 2 | 2     |

Alternate Courses For (remaining N/A) :

| Drop    | Rank | Number | Subject | Course | Units |
|---------|------|--------|---------|--------|-------|
| No data |      |        |         |        |       |

To remove a course from the **Requested Courses** list, click  in the **Drop** column.

The course moves back to the **Available Courses** list (left grid) and is no longer displayed under **Requested Courses**.

**Units Remaining** increases by the appropriate number of units.

- NOTE: If a course is displayed in the **Requested Courses** list and you do not have the ability to remove it, it was added by your campus, and you will need to meet with a counselor to discuss it.

Course Selection

☐ Campus Message

Subject Credit Detail

Language Arts

Speech

Mathematics

Science

Social Studies

Economics/Free Enterprise

Health

P.E./Equivalent

Other Languages

Fine Arts

Tech Applications

Career/Tech Education

Electives

Local

Subject Credit Detail

- Click to view the history of courses you have taken for the selected subject area.

The Subject Credit Detail window opens, listing each course you have taken in the subject area, including the credits earned, the semester and final grades, and important credit detail.

Continue to select course until the Remaining Units is “0”

+ Subject Credit Detail













| Language Arts | School Year | Credits Needed | Credits Earned | Semester 1 Grade | Semester 2 Grade | Final Grade | Credits in Progress | Credits Scheduled/Requested | Remaining Plan Credits | Credits Lacking |
|---------------|-------------|----------------|----------------|------------------|------------------|-------------|---------------------|-----------------------------|------------------------|-----------------|
| ENGLISH 1     | 2019/2020   |                | 0.5            | 090              |                  |             | 0.5                 | 0.0                         |                        |                 |
| ENGLISH 2     | 10th Grade  |                | 0.0            |                  |                  |             | 0.0                 | 0.0                         | 1.0                    |                 |
| ENGLISH 3     | 11th Grade  |                | 0.0            |                  |                  |             | 0.0                 | 0.0                         | 1.0                    |                 |
| ENGLISH 4     | 12th Grade  |                | 0.0            |                  |                  |             | 0.0                 | 0.0                         | 1.0                    |                 |
| Total         |             | 4.0            | 0.5            |                  |                  |             | 0.5                 | 0.0                         | 3.0                    | 0.0             |

OK



## Adding Alternate Courses:

From the **Available Courses** list, click  to add an alternate course.

| Available Courses - Career/Tech Education   |   |        |                 |       |
|---|---|--------|-----------------|-------|
| Add   | Alt   | Number | Course          | Units |
|  |  | 8104   | ACCOUNTING      | 2     |
|  |  | 8003   | AG MECHANICS    | 2     |
|  |  | 8025   | AG. TEAMS       | 2     |
|  |  | 1301   | BROADCAST JOUR  | 2     |
|  |  | 8102   | BUSIN INFO MGT  | 2     |
|  |  | 8211   | CHILD DEVELOPME | 2     |

A pop-up window opens allowing you to select the course for which you want to add this alternate course.

Add (8104) ACCOUNTING as alternate to: ×

- select one of the courses listed below -

(2012) ALGEBRA 2 PAP - Mathematics - Units: 2

(4101) CHEMISTRY - Science - Units: 2

(8105) DIGTART/ANIMATI - Tech Applications - Units: 2

(1002) ENGLISH 2 - Language Arts - Units: 2

(8001) PRIN OF AG. - Career/Tech Education - Units: 2

(6002) SPANISH 2 - Other Languages - Units: 2

(5007) SUBATH2BA - P.E./Equivalent - Units: 1

(5017) SUBATH2BB - P.E./Equivalent - Units: 1

(3101) WORLD HISTORY - Social Studies - Units: 2

NOTE: Alternates cannot be given for proxies, nor can proxies be used as alternates.

Close

The window lists your requested courses.





-  Click a course to select it.


When you click the course, the window closes, and the selected alternate course is displayed in the **Alternate Courses For** list and is no longer displayed in the **Available Courses** list.


### NOTE:


- Only courses with an assigned course number are available.
- Only three alternate courses may be selected per course.
- A proxy course (i.e., a group of courses that are scheduled together) cannot be added as an alternate.

Under **Requested Courses**, the **Alt** column displays in parentheses the number of alternate courses added for the course.

| Requested Courses   |       |        |                   |                 |       |
|---|-------|--------|-------------------|-----------------|-------|
| Drop  | Alt   | Number | Subject           | Course          | Units |
|  | A (0) | 2012   | Mathematics       | ALGEBRA 2 PAP   | 2     |
|  | A (0) | 4101   | Science           | CHEMISTRY       | 2     |
|  | A (1) | 8105   | Tech Applications | DIGTART/ANIMATI | 2     |
|  | A (0) | 1002   | Language Arts     | ENGLISH 2       | 2     |

- Click  to view the alternate courses.
  - The alternate courses are displayed in the Alternate Courses For list.

| Alternate Courses For (remaining 2 ) :  |      |        |                       |            |       |
|---|------|--------|-----------------------|------------|-------|
| 8105 DIGTART/ANIMATI  |      |        |                       |            |       |
| Drop  | Rank | Number | Subject               | Course     | Units |
|  | 1    | 8104   | Career/Tech Education | ACCOUNTING | 2     |

- \* To remove an alternate course from the Alternate Courses For list, click  in the Drop column next to the appropriate course.
- \* Under Alternate Courses for in the Rank field, you can rank the order in which you want the alternate courses to be applied to your course requests.

Before submitting your course requests, confirm each of the following:

- ☐ All information on the About Me page is correct.
- ☐ You are satisfied with your selections.
  - No changes can be made once you click Submit.
- ☐ Units Remaining is equal to zero.

Units Remaining: 0

- If **Units Remaining** is *not* zero when the request is submitted, a warning message will notify you that you still have units remaining, and you will need to meet with your campus counselor at a later date to complete your schedule. Click **Continue** if you wish to proceed.

Warning

You still have units available. If you choose to continue, you may have empty periods in your schedule. You will need to meet with a counselor at a later date to correct this issue. If you submit, you will not be able to make further changes. To submit, click the 'Continue' button. To make further changes, click the 'Cancel' button.

Continue

Cancel

- ☐ Click **Submit** to submit your list.

Language Arts

Speech

Mathematics

Science

Social Studies

Economics/Free Enterprise

Health

P.E./Equivalent

Other Languages

Fine Arts

Tech Applications

Career/Tech Education

Electives

Local

Previous Subject

Next Subject

Submit

Once your requests are submitted, you will not be able to make any changes.

The Confirmation page allows you to view and print the submitted course requests.

Once you have submitted your course requests, you will no longer be able to make changes. If you would like to add or remove any courses, you will need to contact the counselor or principal.

AUSTIN KRAMER

Next Year:12th Grade

001 001 SCHOOL

No Team Assigned

Requested Courses

| Number | Subject                   | Course          | Units |
|--------|---------------------------|-----------------|-------|
| 8104   | Career/Tech Education     | ACCOUNTING      | 2     |
| 2802   | Mathematics               | ALGEBRA 2       | 2     |
| 3225   | Economics/Free Enterprise | ECO DUAL CREDIT | 1     |
| 1014   | Language Arts             | ENG 4 DUAL/CR   | 2     |
| 7104   | Fine Arts                 | MUSIC BAND 4    | 2     |
| 5003   | P.E./Equivalent           | PERFOUND18A     | 1     |
| 5013   | P.E./Equivalent           | PERFOUND18B     | 1     |
| 4201   | Science                   | PHYSICS         | 2     |
| 6002   | Other Languages           | SPANISH 2       | 2     |
| 3226   | Social Studies            | US GOVT DUAL CR | 1     |

Alternate Courses

Alternate Courses For 8104 - ACCOUNTING

| Rank | Number | Subject               | Course          | Units |
|------|--------|-----------------------|-----------------|-------|
| 1    | 8211   | Career/Tech Education | CHILD DEVELOPME | 2     |

Alternate Courses For 1014 - ENG 4 DUAL/CR

| Rank | Number | Subject       | Course    | Units |
|------|--------|---------------|-----------|-------|
| 1    | 1004   | Language Arts | ENGLISH 4 | 2     |

Parent Signature:

To Print Course Request:

- ❑ Click the Print button on the right-side corner.
  - A parent signature line is available for district use

Print

AUSTIN KRAMER  
Next Year:12th Grade  
001 001 SCHOOL  
No Team Assigned

Requested Courses

| Number | Subject | Course | Units |
|--------|---------|--------|-------|
|--------|---------|--------|-------|

Report will look like this:

AUSTIN KRAMER  
Next Year:12th Grade  
001 001 SCHOOL  
No Team Assigned

Requested Courses

| Number | Subject                   | Course          | Units |
|--------|---------------------------|-----------------|-------|
| 8104   | Career/Tech Education     | ACCOUNTING      | 2     |
| 2002   | Mathematics               | ALGEBRA 2       | 2     |
| 3225   | Economics/Free Enterprise | ECO DUAL CREDIT | 1     |
| 1014   | Language Arts             | ENG 4 DUAL/CR   | 2     |
| 7104   | Fine Arts                 | MUSIC BAND 4    | 2     |
| 5003   | P.E./Equivalent           | PEFOUND1BA      | 1     |
| 5013   | P.E./Equivalent           | PERFOUND1BB     | 1     |
| 4201   | Science                   | PHYSICS         | 2     |
| 6002   | Other Languages           | SPANISH 2       | 2     |
| 3226   | Social Studies            | US GOVT DUAL CR | 1     |

Alternate Courses

Alternate Courses For 8104 - ACCOUNTING

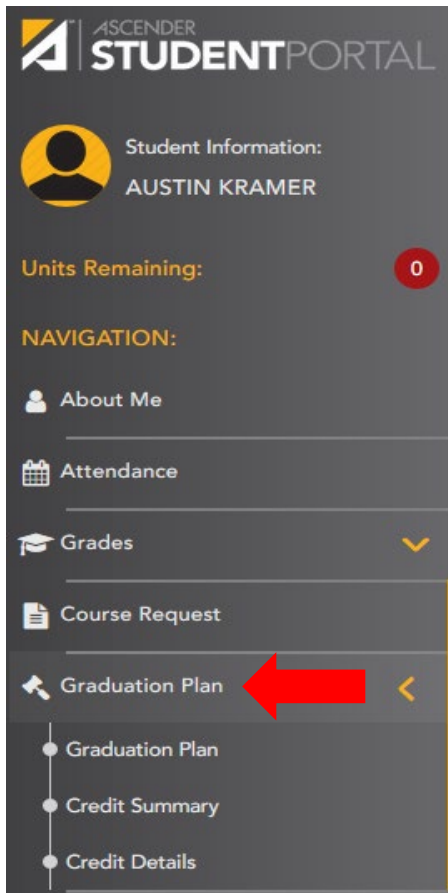
| Rank | Number | Subject               | Course          | Units |
|------|--------|-----------------------|-----------------|-------|
| 1    | 8211   | Career/Tech Education | CHILD DEVELOPME | 2     |

Alternate Courses For 1014 - ENG 4 DUAL/CR

| Rank | Number | Subject       | Course    | Units |
|------|--------|---------------|-----------|-------|
| 1    | 1004   | Language Arts | ENGLISH 4 | 2     |

Parent Signature:

# Graduation Plan



Graduation Plan StudentPortal has three pages

- **Graduation Plan**
  - This page allows the student to view or change his graduation plan
- **Credit Summary**
  - This page allows the student to view a report of total credits needed, credits earned, courses/credits in progress, requested/scheduled courses/credits, and planned courses/credits.
- **Credit Details**
  - This page allows the student to view expanded detail of credit summary information. In addition to the credit summary data, the specific courses, service IDs, school years, and grades are displayed.

The next few pages of this handout will explain in detail each page.

## ☒ Student Graduation Plan

Language Arts
Speech
Mathematics
Science
Social Studies
Economics/Free Enterprise
Health
PE/Equivalent
Other Languages
Fine Arts
Tech Applications
Career/Tech Education
Electives
Local

11th Grade >>
12th Grade >>

| Select All <input type="checkbox"/> | Course Number | Title           | Service ID | Grade Level |
|-------------------------------------|---------------|-----------------|------------|-------------|
| <input type="checkbox"/>            | 1014          | ENG 4 DUAL/CR   | 03220400   | 12          |
| <input type="checkbox"/>            | 1015          | ENGL CO. READIN | CP110100   | 12          |
| <input type="checkbox"/>            | 1001          | ENGLISH 1       | 03220100   | 9           |
| <input type="checkbox"/>            | 1002          | ENGLISH 2       | 03220200   | 10          |
| <input type="checkbox"/>            | 1012          | ENGLISH 2 PAP   | 03220200   | 10          |
| <input type="checkbox"/>            | 1003          | ENGLISH 3       | 03220300   | 11          |
| <input type="checkbox"/>            | 1013          | ENGLISH 3 DC    | 03220300   | 11          |
| <input type="checkbox"/>            | 1004          | ENGLISH 4       | 03220400   | 12          |
| <input type="checkbox"/>            | 1011          | ENGLISH I PAP   | 03220100   | 9           |
| <input type="checkbox"/>            | 1103          | LIT GENRES      | 03221500   | 12          |

<< Remove
Save Grad Plan

11th Grade Grad Plan Courses
Credits
Meets Req.
Default

|                          |                         |     |                          |                                     |
|--------------------------|-------------------------|-----|--------------------------|-------------------------------------|
| <input type="checkbox"/> | 1003 ENGLISH 3 03220300 | 1.0 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------|-----|--------------------------|-------------------------------------|

12th Grade Grad Plan Courses
Credits
Meets Req.
Default

|                          |                         |     |                          |                                     |
|--------------------------|-------------------------|-----|--------------------------|-------------------------------------|
| <input type="checkbox"/> | 1004 ENGLISH 4 03220400 | 1.0 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------|-----|--------------------------|-------------------------------------|

Cumulative Coursework and Credits

| Subject Area  | Service ID | School Year | Credits Needed | Credits Earned | Semester 1 Grade | Semester 2 Grade | Final Grade | Credits in Progress | Credits Scheduled/Requested | Remaining Plan Credits | Credits Lacking |
|---------------|------------|-------------|----------------|----------------|------------------|------------------|-------------|---------------------|-----------------------------|------------------------|-----------------|
| Language Arts |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| ENGLISH 1     | 03220100   | 2019/2020   |                | 0.5            | 088              |                  |             | 0.5                 | 0.0                         |                        |                 |
| ENGLISH 2 PAP | 03220200   | 2020/2021   |                | 0.0            |                  |                  |             | 0.0                 | 1.0                         |                        |                 |
| Total         |            |             | 4.0            | 0.5            |                  |                  |             | 0.5                 | 1.0                         | 2.0                    | 0.0             |

### View the Graduation Plan:

The different subjects available at your campus are displayed across the top.

- ☐ Click a subject to display courses for that subject area.
  - ☐ Left grid:
    - The available courses for the selected subject are displayed in the left grid, including course number, course title, service ID, and suggested grade level.
    - Click a different subject to see different courses.
  - ☐ Right grid:
    - The courses already assigned to you are displayed in the right grid in order by grade level. You can add or remove courses for each grade level displayed.
    - Courses are only displayed for your future grade levels, not your current grade level.
    - The listed courses include:
      - Courses you previously selected as a part of your graduation plan
      - Courses assigned to you automatically by your counselor
    - When a course is already included in your graduation plan, or if you have already taken a course, the course is disabled in this list.

Change the Graduation Plan:

- From the left grid, select the individual course(s) you want to add to your graduation plan. Or, click **Select All** to select all courses in that grid.
- Click **11th Grade >>** (or the appropriate grade level button) to move the course(s) from the left grid to the right grid. The course is moved to below the corresponding grade level in the right grid.
- To remove any courses from your graduation plan, select the course(s) in the right grid, and then click **«Remove**.
- Click **Save Grad Plan** to save your graduation plan.

Cumulative Coursework and Credits:

This section displays credit details for the selected subject area, including your completed coursework and projected credits in the subject area. This information can help you make decisions for the upcoming years.

- This is the same information that is displayed on the Credit Detail page.
- Any middle school courses taken for high school-level credit are included.

☒ Credit Summary

| Subject Area              | Credits Needed | Credits Earned | Credits In Progress | Credits Scheduled/Requested | Remaining Plan Credits | Credits Lacking |
|---------------------------|----------------|----------------|---------------------|-----------------------------|------------------------|-----------------|
| Language Arts             | 4.0            | 0.5            | 0.5                 | 1.0                         | 2.0                    | 0.0             |
| Speech                    | 0.5            | 0.5            | 0.0                 | 0.0                         | 0.0                    | 0.0             |
| Mathematics               | 3.0            | 0.5            | 0.5                 | 1.0                         | 1.0                    | 0.0             |
| Science                   | 3.0            | 0.5            | 0.5                 | 1.0                         | 1.0                    | 0.0             |
| Social Studies            | 2.5            | 0.5            | 0.5                 | 1.0                         | 1.5                    | +1.0            |
| Economics/Free Enterprise | 0.5            | 0.0            | 0.0                 | 0.0                         | 0.5                    | 0.0             |
| Health                    | 0.0            | 0.5            | 0.0                 | 0.0                         | 0.0                    | +0.5            |
| P.E./Equivalent           | 1.0            | 0.5            | 0.5                 | 1.0                         | 2.0                    | +3.0            |
| Other Languages           | 2.0            | 0.5            | 0.5                 | 1.0                         | 1.0                    | +1.0            |
| Fine Arts                 | 1.0            | 0.0            | 0.0                 | 1.0                         | 0.0                    | 0.0             |
| Tech Applications         | 0.0            | 0.0            | 0.0                 | 1.0                         | 0.0                    | +1.0            |
| Career/Tech Education     | 0.0            | 0.0            | 0.0                 | 0.0                         | 1.5                    | +1.5            |
| Electives                 | 8.5            | 1.0            | 1.0                 | 0.0                         | 3.0                    | 3.5             |
| Local                     | 0.0            | 0.0            | 0.0                 | 0.0                         | 0.0                    | 0.0             |
| Total                     | 26.0           | 5.0            | 4.0                 | 8.0                         | 13.5                   | 3.5             |

View the Credit Summary:

|                |  |
|----------------|--|
| Subject Area   | The subject areas covered by your assigned graduation plan are listed.   |
| Credits Needed | The total number of credits required for the subject area is displayed. This is the total for the plan, not the grade level. |
| Credits Earned | The number of credits you have earned to date in the subject area is displayed. This number includes all grade levels.       |

|                             |  |
|-----------------------------|--|
| Credits in Progress         | The number of credits you will earn in the subject area is displayed. The number of credits is only correct once you successfully complete the courses that you are currently enrolled in.   |
| Credits Scheduled/Requested | The number of credits you are scheduled for or have requested for the upcoming school year is displayed. These courses have not yet been attempted.  |
| Remaining Plan Credits      | <p>The number of credits included in future years of your graduation plan is displayed. This number also considers any scheduled credits for the upcoming school year.</p> <ul style="list-style-type: none"> <li>* For example, a 10th grade student who has successfully taken English I and English II in 9th and 10th grades respectively, and has scheduled English III for 11th grade, will have one remaining plan credit for English IV.</li> </ul>                    |
| Credits Lacking             | <p>Includes credits earned, in progress, scheduled/requested, and remaining, and compares them to the credits required for the entire graduation plan. Any difference is displayed in this column.</p> <ul style="list-style-type: none"> <li>* If all required credits have been accounted for in the subject area, a zero is displayed. Otherwise, the number is displayed.</li> <li>* A total is displayed at the bottom of each column in the <b>Total</b> row.</li> </ul> |

#### Print the Credit Summary

- ❖ To preview your credit summary, select the print preview option from your browser menu.
- ❖ To print your credit summary, click **Print**.



☒ Credit Details

| Subject Area              | Service ID | School Year | Credits Needed | Credits Earned | Semester 1 Grade | Semester 2 Grade | Final Grade | Credits in Progress | Credits Scheduled/Requested | Remaining Plan Credits | Credits Lacking |
|---------------------------|------------|-------------|----------------|----------------|------------------|------------------|-------------|---------------------|-----------------------------|------------------------|-----------------|
| Language Arts             |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| ENGLISH 1                 | 03220100   | 2019/2020   |                | 0.5            | 088              |                  |             | 0.5                 | 0.0                         |                        |                 |
| ENGLISH 2 PAP             | 03220200   | 2020/2021   |                | 0.0            |                  |                  |             | 0.0                 | 1.0                         |                        |                 |
| Total                     |            |             | 4.0            | 0.5            |                  |                  |             | 0.5                 | 1.0                         | 2.0                    | 0.0             |
| Speech                    |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| COMM APP                  | 03241400   | 2018/2019   |                | 0.5            | 090              |                  | 090         | 0.0                 | 0.0                         |                        |                 |
| Total                     |            |             | 0.5            | 0.5            |                  |                  |             | 0.0                 | 0.0                         | 0.0                    | 0.0             |
| Mathematics               |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| ALGEBRA 1                 | 03100500   | 2019/2020   |                | 0.5            | 088              |                  |             | 0.5                 | 0.0                         |                        |                 |
| ALGEBRA 2 PAP             | 03100600   | 2020/2021   |                | 0.0            |                  |                  |             | 0.0                 | 1.0                         |                        |                 |
| Total                     |            |             | 3.0            | 0.5            |                  |                  |             | 0.5                 | 1.0                         | 1.0                    | 0.0             |
| Science                   |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| BIOLOGY I                 | 03010200   | 2019/2020   |                | 0.5            | 080              |                  |             | 0.5                 | 0.0                         |                        |                 |
| CHEMISTRY                 | 03040000   | 2020/2021   |                | 0.0            |                  |                  |             | 0.0                 | 1.0                         |                        |                 |
| Total                     |            |             | 3.0            | 0.5            |                  |                  |             | 0.5                 | 1.0                         | 1.0                    | 0.0             |
| Social Studies            |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| WORLD GEOGRAPHY           | 03320100   | 2019/2020   |                | 0.5            | 088              |                  |             | 0.5                 | 0.0                         |                        |                 |
| APWORLDHISTORY            | 03340400   | 2020/2021   |                | 0.0            |                  |                  |             | 0.0                 | 1.0                         |                        |                 |
| Total                     |            |             | 2.5            | 0.5            |                  |                  |             | 0.5                 | 1.0                         | 1.5                    | +1.0            |
| Economics/Free Enterprise |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| Total                     |            |             | 0.5            | 0.0            |                  |                  |             | 0.0                 | 0.0                         | 0.5                    | 0.0             |
| Health                    |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| HEALTH                    | 03810100   | 2018/2019   |                | 0.5            |                  | 095              | 095         | 0.0                 | 0.0                         |                        |                 |
| Total                     |            |             | 0.0            | 0.5            |                  |                  |             | 0.0                 | 0.0                         | 0.0                    | +0.5            |
| P.E./Equivalent           |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| PERFOUND1GB               | PE500052   | 2019/2020   |                | 0.0            |                  |                  |             | 0.5                 | 0.0                         |                        |                 |
| SUBATH1GA                 | PE500000   | 2019/2020   |                | 0.5            | 100              |                  | 100         | 0.0                 | 0.0                         |                        |                 |
| SUBATH2GA                 | PE500001   | 2020/2021   |                | 0.0            |                  |                  |             | 0.0                 | 0.5                         |                        |                 |
| SUBATH2GB                 | PE500001   | 2020/2021   |                | 0.0            |                  |                  |             | 0.0                 | 0.5                         |                        |                 |

View the Credit Details:

|                     |  |
|---------------------|--|
| Subject Area        | The subject areas covered by your assigned graduation plan are listed. Below each subject, the specific courses you have taken are also listed. The same course may be listed twice if you took the course twice (i.e., failed or did not receive credit the first time).                    |
| Service ID          | The service ID for each course is displayed.   |
| School Year         | The school year in which you took the course is displayed.   |
| Credits Needed      | The total number of credits required for the subject area is displayed on the <b>Total</b> row for the subject area.   |
| Credits Earned      | If you have earned credit for the course, the number of credits is displayed by school year. The total credits earned for the subject area is displayed on the subject <b>Total</b> row.   |
| Semester # Grade    | Your semester grade for each course is displayed by school year.   |
| Final Grade         | If your final grade has been posted for the course, the final grade is displayed by school year.   |
| Credits in Progress | The number of credits you will earn in the subject area is displayed. The number of credits is only correct once you successfully complete the courses that you are currently enrolled in. The total credits in progress for the subject area are displayed on the subject <b>Total</b> row. |

| Subject Area  | Service ID | School Year | Credits Needed | Credits Earned | Semester 1 Grade | Semester 2 Grade | Final Grade | Credits in Progress | Credits Scheduled/Requested | Remaining Plan Credits | Credits Lacking |
|---------------|------------|-------------|----------------|----------------|------------------|------------------|-------------|---------------------|-----------------------------|------------------------|-----------------|
| Language Arts |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| ENGLISH 1     | 03220100   | 2019/2020   |                | 0.5            | 088              |                  |             | 0.5                 | 0.0                         |                        |                 |
| ENGLISH 2 PAP | 03220200   | 2020/2021   |                | 0.0            |                  |                  |             | 0.0                 | 1.0                         |                        |                 |
| Total         |            |             | 4.0            | 0.5            |                  |                  |             | 0.5                 | 1.0                         | 2.0                    | 0.0             |
| Speech        |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| COMM APP      | 03241400   | 2018/2019   |                | 0.5            | 090              |                  | 090         | 0.0                 | 0.0                         |                        |                 |
| Total         |            |             | 0.5            | 0.5            |                  |                  |             | 0.0                 | 0.0                         | 0.0                    | 0.0             |
| Mathematics   |            |             |                |                |                  |                  |             |                     |                             |                        |                 |
| ALGEBRA 1     | 03100500   | 2019/2020   |                | 0.5            | 088              |                  |             | 0.5                 | 0.0                         |                        |                 |
| ALGEBRA 2 PAP | 03100600   | 2020/2021   |                | 0.0            |                  |                  |             | 0.0                 | 1.0                         |                        |                 |
| Total         |            |             | 3.0            | 0.5            |                  |                  |             | 0.5                 | 1.0                         | 1.0                    | 0.0             |

|                             |   |
|-----------------------------|---|
| Credits Scheduled/Requested | The number of credits you are scheduled for or have requested for the upcoming school year is displayed. These courses have not yet been attempted. The total credits scheduled and requested for the subject area is displayed on the subject <b>Total</b> row.  |
| Remaining Plan Credits      | The number of credits included in future years of your graduation plan is displayed on the subject Total row.   |
| Credits Lacking             | Includes credits earned, in progress, scheduled/requested, and remaining, and compares them to the credits required for the entire graduation plan. Any difference is displayed in this column. <ul style="list-style-type: none"> <li>• If all required credits have been accounted for in the subject area, a zero is displayed.</li> <li>• If credits are missing for the subject area, the number is displayed.</li> <li>• If there are more credits than needed for a subject area, the number is displayed with the PLUS SIGN (+).</li> </ul> |

## Print the Credit Detail

- ❖ To preview your credit detail, select the print preview option from your browser menu.
- ❖ To print your credit detail, click **Print**.

## ASCENDER Student Contact information:

|                  |              |
|------------------|--------------|
| Carissa Nevill   | 806-281-5834 |
| Chris Vera       | 806-281-5843 |
| Cindy Mills      | 806-281-5824 |
| Melinda Martinez | 806-281-5813 |
| Rachel Moreno    | 806-281-5838 |

ASCENDER Student Helpline 806-281-5740