your password. You can change the question, the answer, or both at any time.

❏ Click **Update Security Question**.

A pop-up window opens.

Question	Select a question to which you will provide an answer. This question will be asked in the event that you lose your password.
Answer	Type the answer to the question. You will be required to answer the question correctly in order to recover your password. Be sure to select a question for which you will easily remember your answer. **IMPORTANT:** The answer is case-sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters).

❏ Click **Save**.

View Your Student's Information

I. View your student's attendance.

ASCENDER ParentPortal > Attendance

The Attendance page displays your student's 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.

MOBILE DEVICE USERS: Your student's attendance data is *below* the legend. You may need to scroll down to view data.

Semester	Select the semester you want to view attendance for.

Detailed View

Detailed View (All Attendance) is the default view.

Your student's schedule is displayed. The date appears in the column heading <u>only</u> if your student

was marked absent or tardy for any period during that day.

If your student was present and on time for the entire day, nothing appears for the date.

If your student was 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	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. **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.
📄	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.

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)

Detailed:

❑ Click or tap **All Attendance** to toggle to the **Detailed** view where you can see more specific information for an absence, such as whether a doctor note or field trip notice is on file for that absence.

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

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

❑ Click or tap **Detailed** to return to **All Attendance** view.

MOBILE DEVICE USERS: On a mobile device, if you have numerous absences, you may need to tap a row to open the Details view in order to see all absences for a particular class.

Calendar View

❑ Click or tap **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.

Totals View

❑ Click or tap **Totals View**.

Your student's 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.

Instructor	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. **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.
📄	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.

MOBILE DEVICE USERS: Tap a row to view semester totals for the class.

[II. View your student's cycle grades.](#)

ASCENDER ParentPortal > Grades > Cycle and Semester Grades

Cycle Grades

The Cycle Grades page 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	Select the semester you want to view grades for.
Include Withdrawn Courses	Select if you wish to include withdrawn courses.

Cycle Grades is the default view.

❑ 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.

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

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

❑ Click ✕ to close the Cycle Grades Detail view.

ASCENDER ParentPortal > Grades > Cycle and Semester Grades

Semester Grades

The Semester Grades page displays your student's 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.
Include Withdrawn Courses	Select if you wish to include withdrawn courses.

❏ Click or tap **Semester Grades**.

Your student's posted semester and final averages are displayed. This data is only available for closed semesters. For the current semester, no data is displayed.

Exam	The student's semester exam grade for the course is displayed.
Semester Average	The student's posted semester average for the course is displayed.
Final Grade	The student's posted final grade for the course is displayed. • For one-semester courses, this grade is posted after the semester is closed. • For year-long courses, this grade is only posted after the final semester of the school year is closed.
Credits	The number of credits received for the course that count toward graduation requirements is displayed.
(note icon)	Click the icon to view a note entered by the teacher. If the teacher has provided contact information, office hours, and/or other notes, an icon is next to the teacher's name. If the teacher has provided course notes or assignment notes, an icon is next to the course and/or assignment.

ASCENDER ParentPortal > Grades > Assignments

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

Filter by:

Course	Select a specific course, or click **All** to view assignments in all courses.
Semester	Select a specific semester, or click **All** to view assignments for all semesters.
Cycle	Select a specific cycle, or click **All** to view assignments for all cycles.
Grade	Select which assignments to view: **All** - View all assignments. **Only Graded** - View only assignments that have been graded. **Only Pending** - View only assignments that have been assigned but not yet graded. **Only Dropped** - View only assignments that the instructor has dropped (i.e., not included in cycle average). **Only Excluded** - View only assignments that the instructor has excluded (i.e., not included in cycle average). **Only Missing** - View only assignments that the instructor has marked as missing for the student. **Only Incomplete** - View only assignments that the instructor has marked as incomplete for the student. **Only Failing** - View only assignments that the student has a failing grade for. **Only Late** - View only assignments that the instructor has marked as turned in late. **Only Redo's** - View only assignments that the instructor has allowed the student to redo.
Category	The categories depend on how the instructor has set up the course. Select a specific category, or click **All** to view assignments in all categories.

As you select filters, the assignments are displayed according to your selections.

MOBILE DEVICE USERS: Your student's assignments are listed *below* the filters. You may need to scroll down to view data.

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.

STANDARDS-BASED GRADING: If the course uses the standards-based type of grading, assignments are associated with specific standards. For these courses, the **Standard Scores** heading is displayed in the table. For each assignment, all associated standards and grades are displayed. Note that assignments may have multiple standards. Also, an assignment may be associated with more than one standard, so you may see the same standard for multiple assignments. The grade for the course is calculated from the scores for the standards, not the assignments.

Some districts use the name **SKILLS-REFERENCED GRADING** to refer to this grading type.

ASCENDER Parent Portal > Immunizations

The Immunizations page displays your student's immunization (vaccination) data on file at the campus.

This is not available at all districts.

ASCENDER Parent Portal > Discipline

The Discipline page displays your student's discipline records for the semester. You can also view records for a particular date.

This is not available at all districts.

If court-ordered restriction exists for a particular discipline incident, that data is restricted.

By default, all of the student's discipline records for the semester are displayed.

Filter by	To view discipline records for a particular date, type the date…
Date	The date and time of the discipline incident are displayed.
Infraction	The specific violation is displayed.
Disciplinary Action	A description of the action taken by campus officials in response to the discipline incident is displayed.
Reported by	The name of the staff member who reported the incident is displayed.
Administrator	The name of the campus administrator who is handling the incident and taking action is displayed.

Additional comments about the discipline incident may be displayed in italic font below the fields, if entered by campus administrators.

Set Up and View Alerts

I. What are alerts?

Alerts are messages notifying you if the student has any grades or attendance information you should be aware of, such as an absence, tardy, or low grade.

- **View Alerts** - View alert messages that have been generated according to your alert subscription.
- **Set Alerts** - Change your alerts subscription at any time so that you only receive the alert messages you want to see.

By default, you are automatically subscribed to two alerts:

- Unexcused absence alerts, first occurrence of the day
- Failing grade alerts

You can change your alerts subscription at any time.

NOTE: To set up and receive alerts:

- Your email address must be verified on the My Account page.
- The same email address must be entered in your student's contact information record at the campus.
- You must set up alerts in ASCENDER ParentPortal.