ASCENDER PARENTPORTAL

How to Navigate the New Parent Portal Site

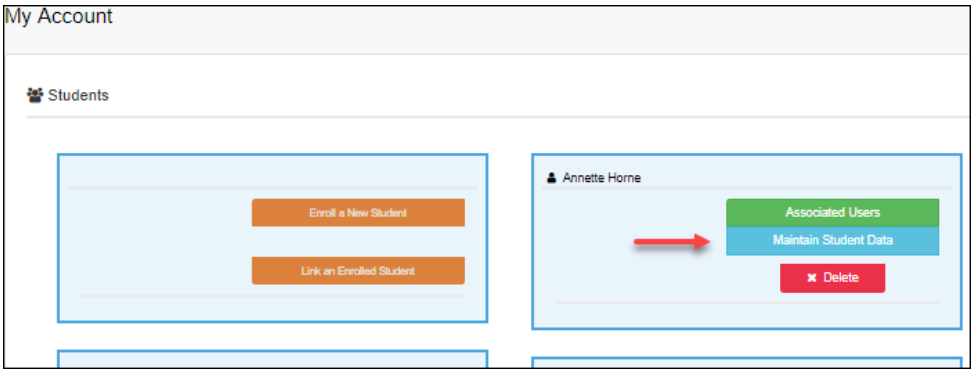
Student Data Maintenance

(Mantenimiento de los datos del estudiante)

Disclaimer: Please be mindful that this feature is controlled by the district and is turned off and on at their discretion.

ASCENDER ParentPortal > My Account > Student Data Maintenance

❏ From the My Account page, click **Maintain Student Data**.



❏ In the left-side navigation bar, click **Existing Year Student Maintenance** to expand and view the forms that can be updated.

❏ Click the form name, and the form opens on the right.

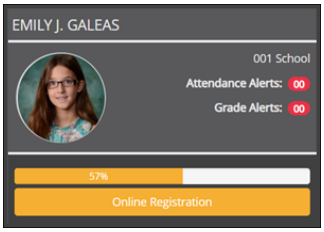
❏ Type over existing text with new information.

Summary (Resumen)

The Summary page is the first page displayed when you successfully log on to ASCENDER ParentPortal. This page provides your student's schedule, current average for each class, and attendance for the current date. You may also see a district or campus message if available.
To access this page, select Summary from the Navigation menu.

Student Information

A student summary card is displayed for each student added to your account which displays the number of unread alerts for your student (according to your alert settings).



Attendance

(Asistencia)

ASCENDER ParentPortal > Attendance

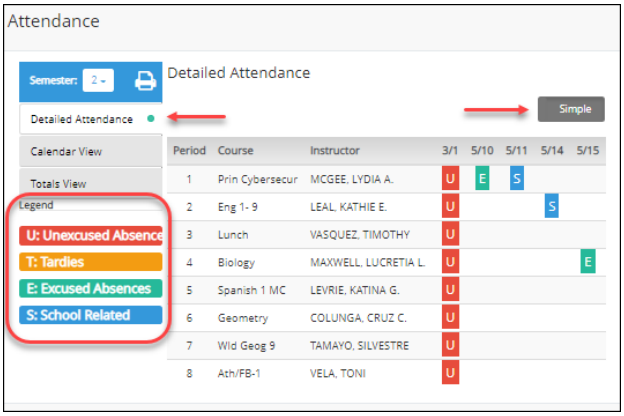
The Attendance page displays your student's daily attendance and semester totals.

- **Detailed Attendance** - 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.

Detailed Attendance

Detailed Attendance (Simple View) is the default view.



Your student's schedule is displayed. The date appears in the column heading *only* 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.

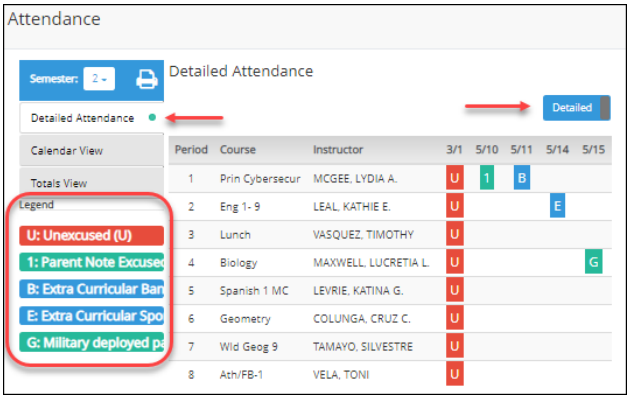
If your student was *not* present for the entire class, a code appears for the period and date. A description of each code is displayed in the **Legend**.

Simple/Detailed View

The **Simple** view is selected by default, which displays the four main absence types:

- Unexcused Absence (U)
- Tardy (T)
- Excused Absence (E)
- School Related (S)

Click or tap the **Simple** button to toggle to **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**.



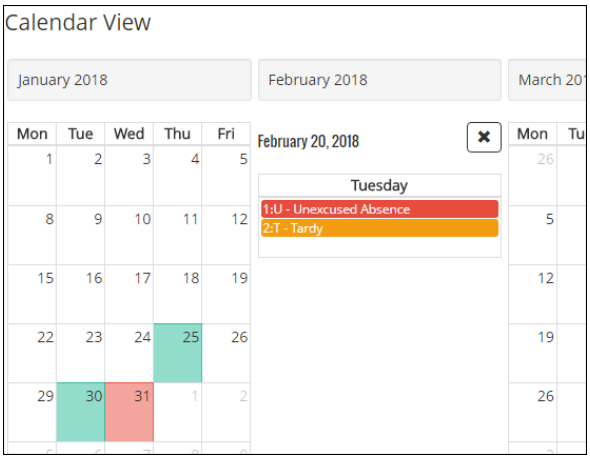
Calendar View

Click or tap **Calendar View**.

All months for the selected semester are displayed.
If your student was not present for the entire class for any period of the day, the day is shaded on the calendar according to the legend.

NOTE: If your student had multiple types of absences on the same date (such as a tardy and an unexcused absence), the date will be shaded according to the most severe absence type. For example, “Unexcused Absence” is the most severe (red), and “School Related” is the least severe (blue).

Click or tap the date to view details for that date. The detailed date view opens in place of the month.



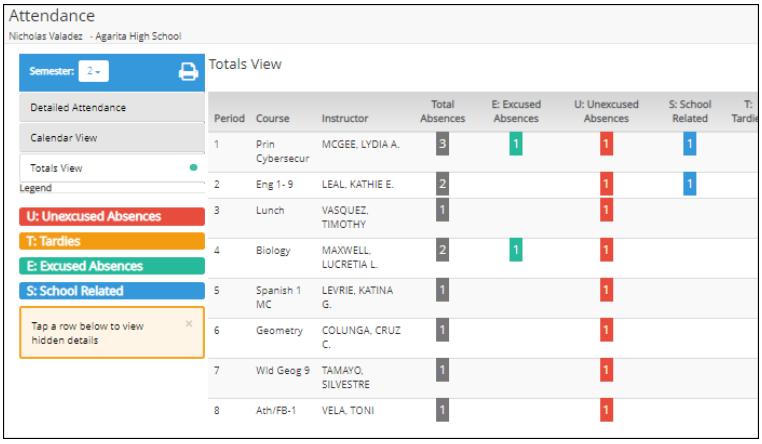
For each period your student was absent or tardy, the attendance code and description are displayed and color coded according to severity of the absence. The period is only listed if your student was marked absent or tardy for that period.

Click [X] to close the detail view. The full month is again displayed.

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.



Grades

(Calificación)

ASCENDER ParentPortal > Grades > Cycle and Semester Grades

The Cycle and Semester Grades page displays your student's 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 student's posted semester and final averages. This data is only available for closed semesters. For the current semester, no data is displayed.

Assignments: **ASCENDER ParentPortal > Grades > Assignments**

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

Immunizations

(Inmunizaciones)

ASCENDER Parent Portal > Immunizations

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

Alerts

(Alertas)

ASCENDER Parent Portal > 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.

If any of your students have alerts, the number of alerts is displayed next to the alert icon in the top-right corner of every page in ParentPortal.

On any page in ParentPortal, click the alert icon in the top-right corner. You can see the two most recent alerts for the student. To view all alerts, you must go to the Alerts page.

View Alerts

View Alerts is the default view.

The number of new, unread alerts is displayed in a red circle.

The complete alert message is displayed under **Description**.

If the student has more than one alert, the alerts are displayed in the order received, with the most recent alert at the top of the list.

Tips:

- New, unread alerts are bold.
- Once you have read an alert, you can select **Read**. The alert will be no longer be bold.
- Clear the **Read** check box to change the alert back to unread.
- You can adjust the page to show or hide any alerts you have already read:
  - To see only new, unread alerts, set **View Read Alerts** to **No**.
  - To see all alerts, set **View Read Alerts** to **Yes**.

Links

(Hiperenlaces)

ASCENDER ParentPortal > Links

The Links page displays any external website links provided by the district. Click the icon to go to the websites.