

ASCENDER

You should be receiving your own username and password to Ascender, but if not, mine is on the username and password page. PLEASE ASK TAMMY TO GET YOU STARTED ON THIS.

Ascender is where you will insert grades and take attendance.

TO TAKE ATTENDANCE

1. Log in
2. Click "Attendance" → "Post/View Attendance"

3. Choose the period you need to take attendance on. Sometimes you need to click the "retrieve" button to get it to go to that period. However, there should be a drop down for each period.

DATE: 10/11/2021 Semester: 1 Period: 01

Attendance

DATE: 10/11/2021 Semester: 1 Period: 01

Student ID	Last Name	First Name	Attendance	Grade	Course-Section
312837	LAUNDRE	JACKSON J	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	07	01 MATH 7 (0731-01)
305900	MATJEKA	EMMA M	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	07	01 MATH 7 (0731-01)
299562	MILLER	CADEN M	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	07	01 MATH 7 (0731-01)
310086	PARROTT	MARKUS R	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	07	01 MATH 7 (0731-01)
312756	QUINTEROS CORTEZ	LUZCLARITA	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	07	01 MATH 7 (0731-01)
304052	ROBERTS	MARLI R	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	07	01 MATH 7 (0731-01)
298300	ROGERS	ELIZABETH A	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	07	01 MATH 7 (0731-01)
296538	VELAZQUEZ-SANCHEZ	EDUARDO E	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	07	01 MATH 7 (0731-01)
312260	WRIGHT	GEORGIA B	<input type="radio"/> Absent <input type="radio"/> Tardy <input checked="" type="radio"/> Present	07	01 MATH 7 (0731-01)

Students: 9

4. The students automatically are shown as present so all you must do is change it if a student is ABSENT or TARDY. Then type in my pin "1786" and click save. You have to **click save**, not just hit enter on the keyboard or else it will not save.

TO PLUG IN GRADES

1. Log in
2. Click "Grades" → "Assignment Grades"
3. Choose the period you need to take attendance on. Sometimes you need to click the "retrieve" button to get it to go to that period. However, there should be a drop down for each period.
4. Type in the grades for each student. If they are missing a grade put an "M." To drop or exclude a grade from a student, you can put an "x."

Semester: 1 Cycle: 1 Course-Section: 01 MATH 7 (0731-01) Assignments per page: 5

Category: All Categories Assignment: All Assignments Student: All Students

Assignment Grades

Semester: 1 Cycle: 1 Course-Section: 01 MATH 7 (0731-01)

PIN: [] Save Calculate Averages Show Withdrawn

Student ID	Student Name	Cycle Average	Daily Grades	Homework	Daily Grades	Daily Grades	Daily Grades	Daily Grades	Daily Grades
312837	LAUNDRE, JACKSON J	84	100	30	40	65	77	88	95
305900	MATJEKA, EMMA M	84	100	70	63	65	95	104	104
299562	MILLER, CADEN M	87	100	100	69	70	104	104	104
310086	PARROTT, MARKUS R	42	100	30	41	45	65	88	95
312756	QUINTEROS CORTEZ, LUZCLARITA	80	100	90	65	65	90	90	90
304052	ROBERTS, MARLI R	80	100	90	65	65	90	90	90
298300	ROGERS, ELIZABETH A	79	100	70	45	65	103	103	103
296538	VELAZQUEZ-SANCHEZ, EDUARDO E	96	100	100	73	95	94	94	94
312260	WRIGHT, GEORGIA B	62	100	40	61	61	92	92	92

Overall Averages: 74 100 69 46 69 90 0

5. Be sure to type in the pin "1786" to and CLICK SAVE for the grade to save.

TO MAKE AN ASSIGNMENT SHOW UP IN THE GRADEBOOK

1. Click "Settings" and the "Manage Assignments"

2. Add the assignment name that you would like to add. Then tell it whether it is a HW, Daily or Test grade. Put the date assignment and due date.

3. Put in 1786 as the pin and click save.

4. You can copy this information to other classes after you have saved it by pressing the "Copy assignments to another course" link.

5. After you have clicked on this link it will take you to a page like the one shown below. Click on the assignment you would like to copy and then click the periods you would like it to copy to. Then push in the pin and click copy.

To make Math Grade Reports:

Grade → Print IPR → Click this class select all button → Print Selected IPRs
I normally make these each test day or every couple of weeks, so they know what their grade is.

To make Missing Grades Report:

Reports → Blank/Missing Grades → click "show missing grades" → Generate
I normally make at least once a week and post it on the missing board.