

# ASCENDER

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.

**TEACHERPORTAL**

DISTRICT: NEW BRAUNFELS ISD  
CAMPUS: OAKRUN MIDDLE SCHOOL  
TEACHER: 408 - STANUSH, MEGAN ELIZABETH

NAVIGATION: Home, Attendance, Post/View Attendance, Attendance Rosters, Grades

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

Semester: 1 Cycle: 1 Course-Section: 01 MATH 7 (0731-01) Retrieve 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	Spiller Figures	Round Room Participation	Homework	Scale Drawings	Daily Grades	Spiller Figures	Round Room Participation	Daily Grades	Spiller Figures	Round Room Participation	Daily Grades	Spiller Figures	Round Room Participation
312837	LAUNDRE, JACKSON J	54	100	20	40	65	27	100	20	40	65	27	100	20	40	65
305900	MATJEKA, EMMA M	84	100	20	40	65	95	100	20	40	65	95	100	20	40	65
299562	MILLER, CADEN M	87	100	20	40	65	100	100	20	40	65	100	100	20	40	65
310086	PARROTT, MARKUS R	42	100	20	40	65	65	100	20	40	65	65	100	20	40	65
312756	QUINTEROS CORTEZ, LUZCLARITA	80	100	20	40	65	90	100	20	40	65	90	100	20	40	65
304052	ROBERTS, MARLI R	80	100	20	40	65	88	100	20	40	65	88	100	20	40	65
298300	ROGERS, ELIZABETH A	79	100	20	40	65	103	100	20	40	65	103	100	20	40	65
296538	VELAZQUEZ-SANCHEZ, EDUARDO E	96	100	20	40	65	94	100	20	40	65	94	100	20	40	65
312260	WRIGHT, GEORGIA B	42	100	20	40	65	92	100	20	40	65	92	100	20	40	65
Overall Averages:			74	100	69	46	69	90	0							

# 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.

Semester: 2 Cycle: 1 Course-Section: 01 MATH 7 (0731-01) Retrieve

Manage Assignments

Semester: 2 Cycle: 1 Course-Section: 01 MATH 7 (0731-01)

Add new assignment

PIN: Save

Delete	Assignment Name	Category	Date Assigned	Date Due	Total Points	Extra Credit	Do Not Drop	Notes
<input checked="" type="checkbox"/>	Two Step Equations DeltaMath	Homework Grades	Date: 10/07/2021	Date: 10/11/2021	100	<input type="checkbox"/>	<input type="checkbox"/>	

Add new assignment

PIN: Save

Copy Assignments to Another Course-Section-Cycle

3. Put in your 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.

Assignments to Copy

☐ All Assignments

☐ Classifying Rational Numbers Coloring Activity

☐ Signed Syllabus

☐ Expectations & Procedures Scavenger Hunt

☐ Exponent Stations

☐ Adding and Subtracting Rationals

☐ Multiplying & Dividing Rationals

☐ Spiral Review #1

☐ Test #1: Number Operations

☐ Spiral Review #2

☐ DeltaMath Proportional Relationships

☐ Unit Rates & Proportions

☐ Measurement Conversion

☐ Proportion Word Problems

☐ Spiral Review #3

☐ Quiz: Rates & Proportions

☐ Proportions Quizizz

☐ Test #2: Proportionality

☐ Similar Figures Around Room Participation

☐ Scale Drawings (paper)

☐ Spiral Review #4

☐ Similar Figures & Scale Drawings Quizizz

☐ Test #3: Similar Figures

☐ Spiral Review #5

PIN: Copy

Copy To Course-Section

Semester 1

Course	Period	Cycles	
		1	2
01 MATH 7 (0731-01)	01	<input type="checkbox"/>	<input type="checkbox"/>
02 MATH 7 (0731-12)	02	<input type="checkbox"/>	<input type="checkbox"/>
03 MATH 7 (0731-13)	03	<input type="checkbox"/>	<input type="checkbox"/>
04 ACC MATH 7 (0737-24)	04	<input type="checkbox"/>	<input type="checkbox"/>
05 ACC MATH 7 (0737-05)	05	<input type="checkbox"/>	<input type="checkbox"/>
08 MATH 7 (0731-08)	08	<input type="checkbox"/>	<input type="checkbox"/>

Semester 2

Course	Period	Cycles	
		1	2
01 MATH 7 (0731-01)	01	<input type="checkbox"/>	<input type="checkbox"/>
02 MATH 7 (0731-12)	02	<input type="checkbox"/>	<input type="checkbox"/>
03 MATH 7 (0731-13)	03	<input type="checkbox"/>	<input type="checkbox"/>
04 ACC MATH 7 (0737-24)	04	<input type="checkbox"/>	<input type="checkbox"/>
05 ACC MATH 7 (0737-05)	05	<input type="checkbox"/>	<input type="checkbox"/>
08 MATH 7 (0731-08)	08	<input type="checkbox"/>	<input type="checkbox"/>

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

## To make Missing Grades Report:

Reports → Blank/Missing Grades → click "show missing grades" → Generate