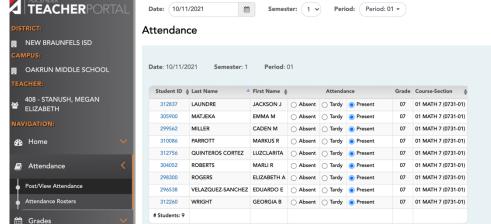# Ascender

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.

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.
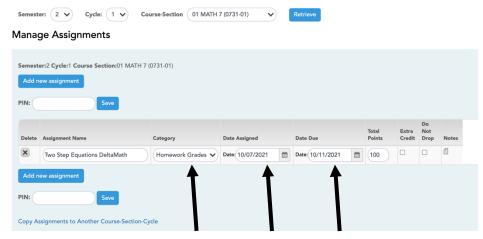
To Plug in grades

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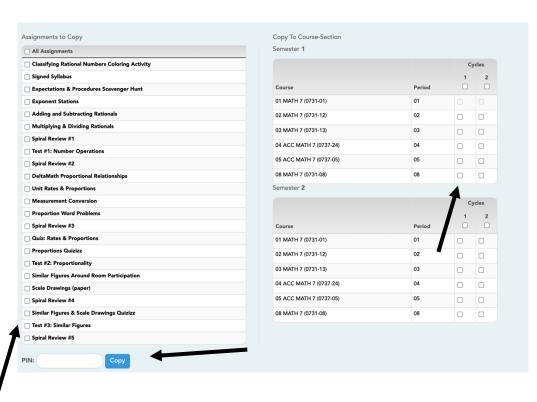
5. Be sure to type in the pin "1786" to and CLICK SAVE for the grade to save.

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.