



StudentPortal Guide

February 2022

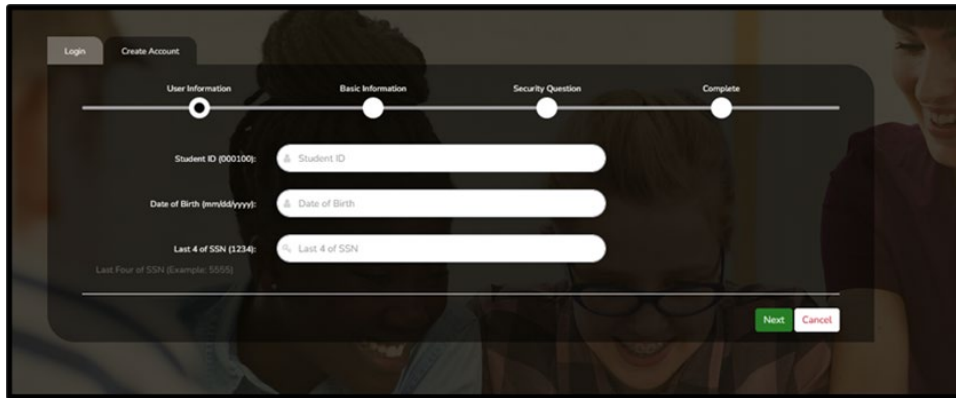


Education Service Center Region 11
1451 S. Cherry Lane
White Settlement, TX 76108

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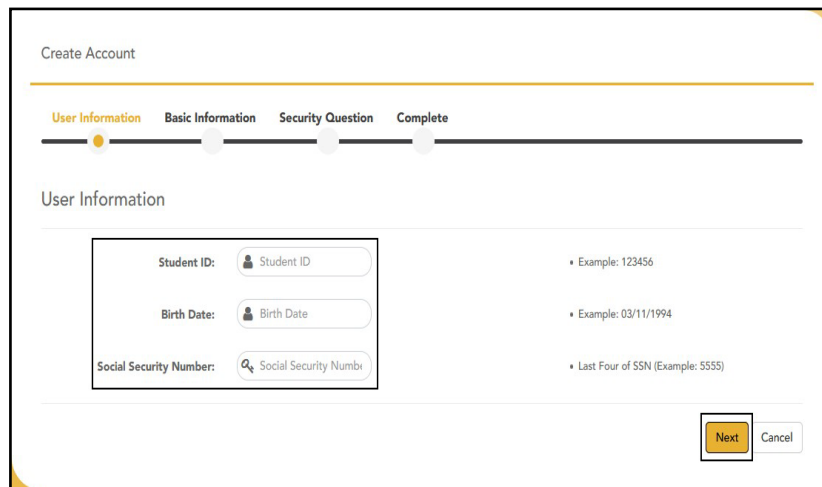
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Create an Account



Select **Create Account**.

User Information



Enter the following:

Student ID	Your 6-digit student ID number.
Date of Birth	Your date of birth (mm/dd/yyyy).
Last 4 of SSN	The last four digits of your Social Security or TX UID.

Select **Next**.

Basic Information

Create Account

User Information **Basic Information** Security Question Complete

Basic Information

User Name:

• 6-25 alphanumeric characters (e.g., Abc1234)

Password:

• 8-46 characters using 3 of the following:

- UPPERCASE letters
- Lowercase letters
- Numbers (0-9)
- Special characters

Confirm Password:

• Password must match entry in password field exactly (case sensitive)

Back **Next** Cancel

Enter the following:

User Name	Must be 6-25 alphanumeric characters.
Password	<p>Case sensitive, 8-46 characters using 3 of the following:</p> <ul style="list-style-type: none"> • Capital letters • Lowercase letters • Numbers (0-9) • Special Characters <p>Confirm password when prompted and select Next.</p>

Security Question

Select three questions from the dropdown list and provide an answer that you will remember in case you forget your password. **Answers are case sensitive.** Select **Next**.

Create Account

User Information Basic Information **Security Question** Complete

Security Question

Provide answers to three different questions. The information will assist you in resetting your password.

Question 1: What year were you born?

Answer 1:

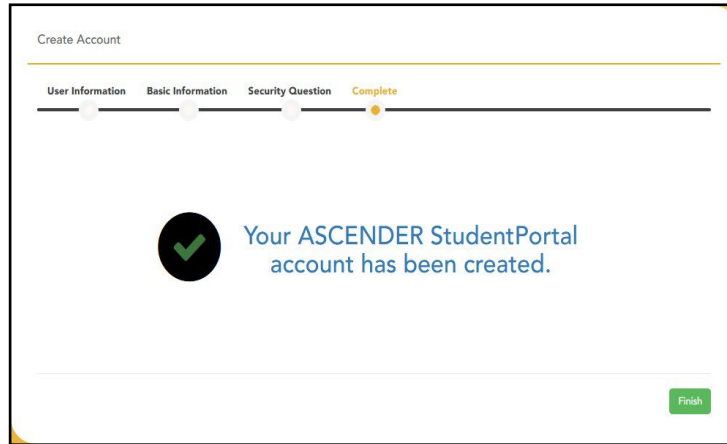
Question 2: What is your mother's maiden name?

Answer 2:

Question 3: What is your pet's name?

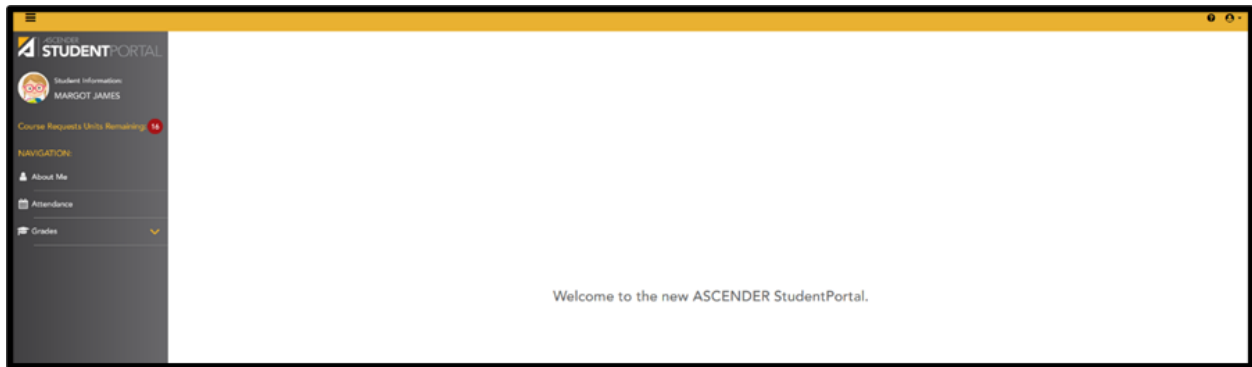
Answer 3:

Back **Next** Cancel

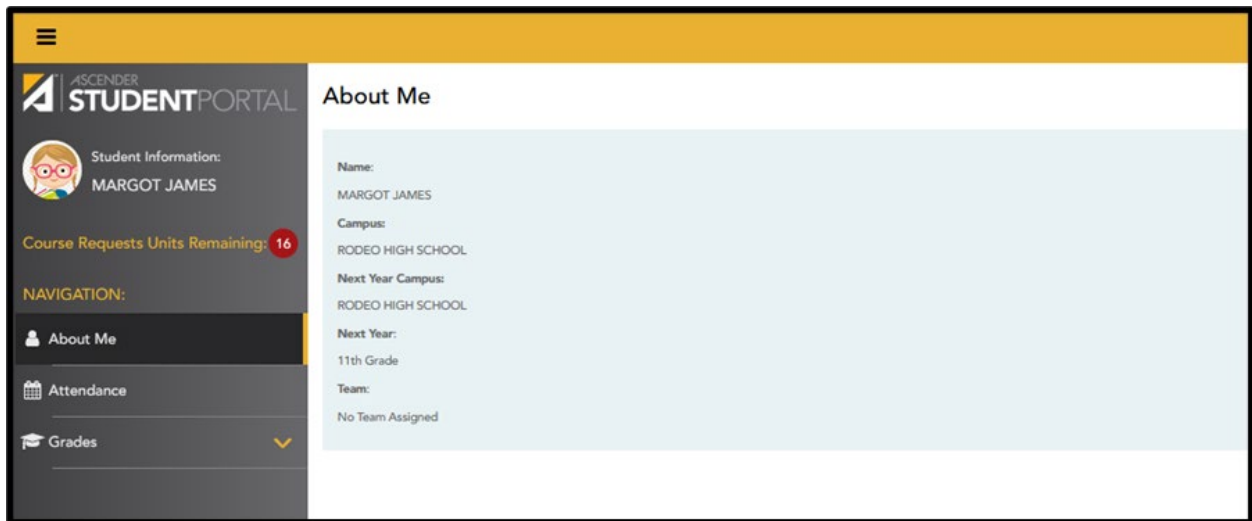


Select **Finish**.

Navigating the Portal



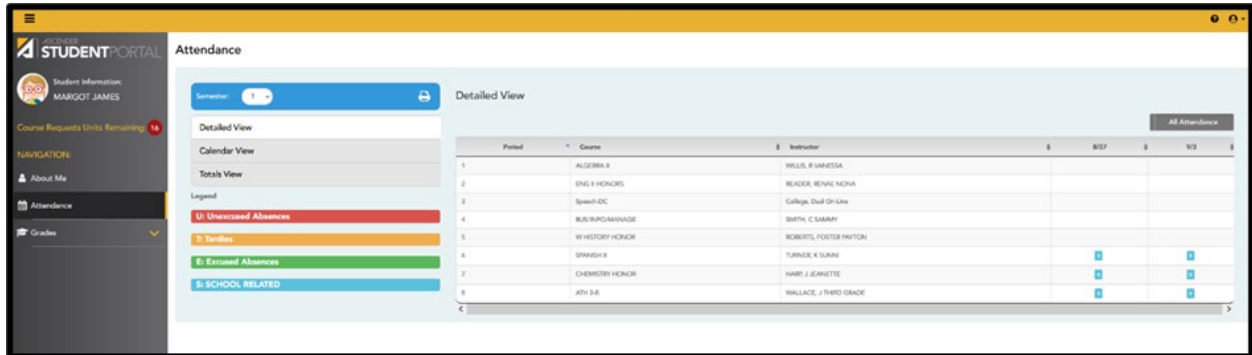
About Me



Your name, campus, next year campus, next year grade level, course requests units remaining, team, and graduation plan are displayed. Verify all information is correct.

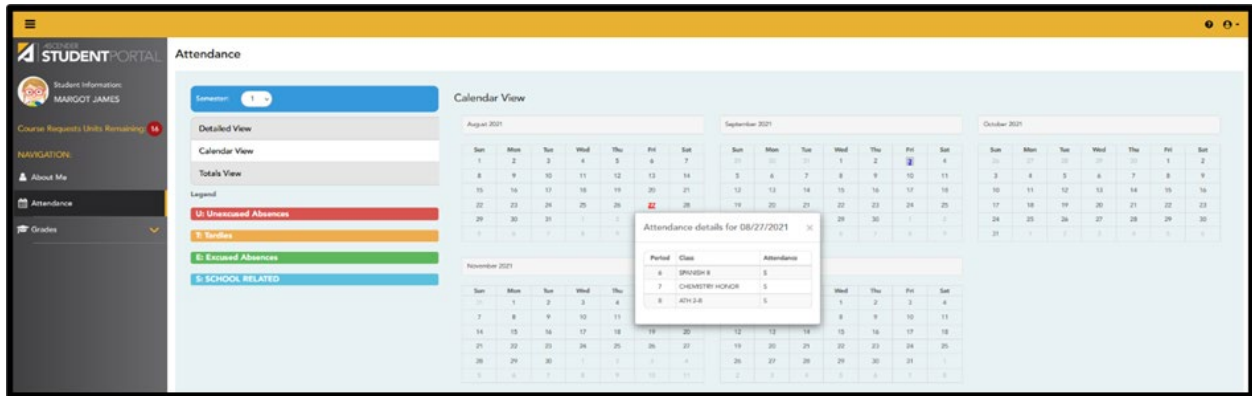
Attendance

The Attendance page displays your daily attendance and semester totals. Attendance data is current as of the date and time you logged in. To refresh the attendance data displayed, log out and login again.

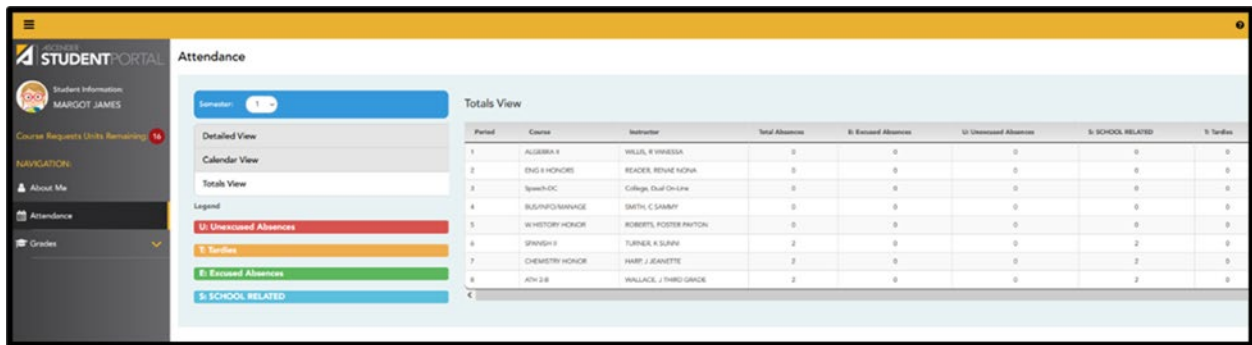


If you were not present for an entire class, a code displays for the period and date. A description of each code can be found in the **Legend**.

If the instructor has provided an email address, the instructor's name is displayed as a link. If you click the name, the default email client opens with the instructor's address in the **To** field.



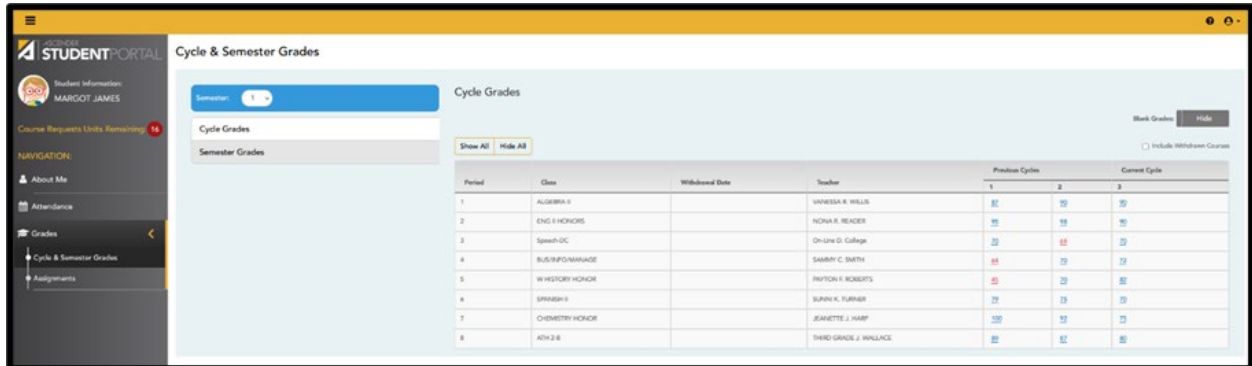
If you were not present for an entire class for **any** period of the day, the date is shaded. Click the date to view the attendance details for each period. The period is only listed if you were marked absent or tardy for that period.



Classes are listed by period, and the total number of excused, unexcused, and school-related absences (e.g., UIL events or field trips), and tardies for the selected semester are shown. The **Total Absences** column displays semester totals for all absence types, excluding tardies.

Grades

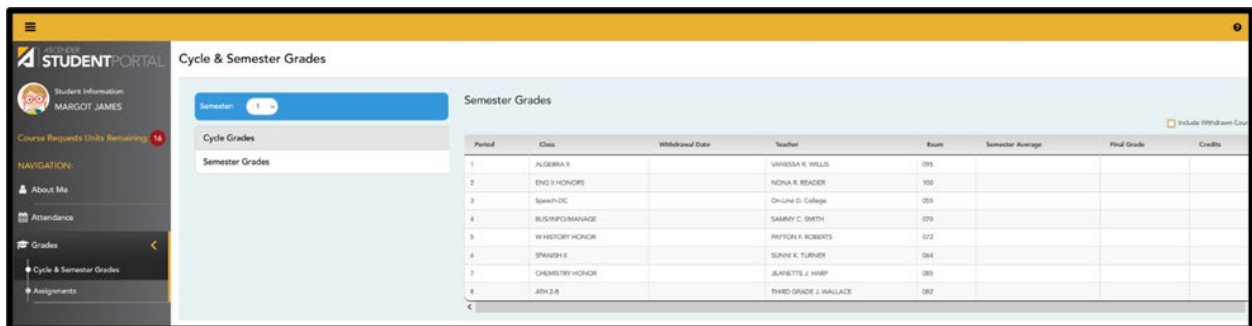
Cycle & Semester Grades displays your cycle and semester grade averages. You can also view assignment grades for the current semester.



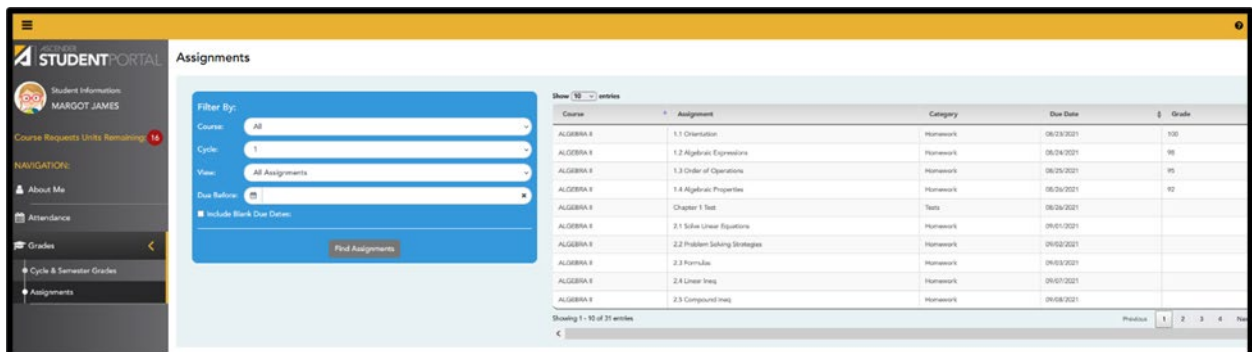
Cycle Grades – Click to view the assignment grade details for that cycle.

- Click the underlined grades to view the assignment grade details for the course/cycle.
- **Show All** - Click to show assignment grade details for the cycle for **all courses**.
- **Hide All** - Click to hide the expanded assignment grade details for all courses.

Semester Grades - View your posted exam, semester, final grade, and credits. This data is only available for closed semesters. For the current semester, no data is displayed.



Assignments - View your class assignments for all courses and cycles, including graded, ungraded, dropped, missing, etc. **You can only view assignments for the current semester**



Course Request

The **Course Selection** page allows you to select and submit course requests for next year.

Course Selection

Campus Message

Language Arts
Speech
Mathematics
Science
Social Studies
Economics/Free Enterprise
Health
P.E./Equivalent
Other Languages
Fine Arts
Tech Applications
Career/Tech Education
Electives
Local

Once your requests are submitted, you will not be able to make any changes.

Available Courses - Language Arts

Add	Alt	Number	Course	Units
+	A	8551	ACT/SAT	1
+	A	0109	ENG III HONORS	2
+	A	0103	ENGLISH III	2
+	A	0114	YEARBOOK 1	2
+	A	0115	YEARBOOK 2	2
+	A	0116	YEARBOOK 3	2

Requested Courses

Drop	Alt	Number

Alternate Courses For (remaining N/A)

Drop	Rank	Number

If you are only able to view the **Confirmation** page (below), you have either already submitted your course requests, or your campus has changed the application settings to **View Only**.

If no courses are listed, you have not requested courses for next year and will need to meet with your counselor.

ASCENDER STUDENT PORTAL

Student Information:
MARGOT JAMES

Course Requests Units Remaining: **1**

NAVIGATION:

- About Me
- Attendance
- Grades
- Course Request

Requested Courses

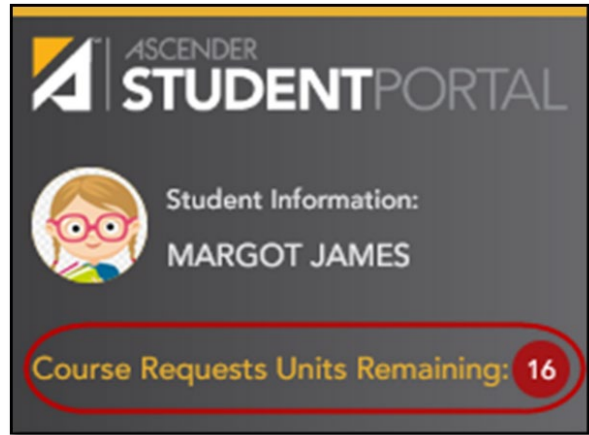
Number	Subject	Course
0403	Science	CHEMISTRY
0122	Speech	DEBATE 3
0103	Language Arts	ENGLISH III
0616	Tech Applications	FUND COMP SCI
0203	Mathematics	MATH/MOD/APP
0734	Fine Arts	MUSIC THEORY 1
D301	Social Studies	PSYCHOLOGY
0521	P.E./Equivalent	SOFTBALL 3

Units Remaining

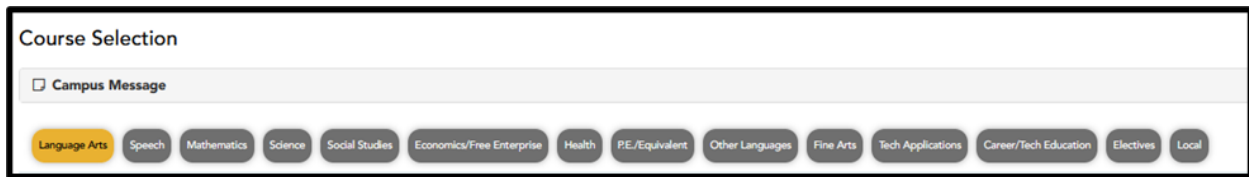
This number updates as you add or remove course requests. One unit equals one period in one semester. Once **Units Remaining** is at **ZERO**, you cannot select additional courses unless you remove a previously selected course from **Requested Courses**.

If you exit the page before submitting requests, changes are not saved!

Do not submit requests until you have completed all sections. Once submitted, you are only able to view the courses selected.




Course Selection



Click a subject area to view and the list of **Available Courses** changes to correspond with the subject selected.


Add	Alt	Number	Course	Units
+	A	D701	ART APPRECIATIO	1
+	A	0702	ART I	2
+	A	0703	ART II-DRAW	2
+	A	0706	ART III	2
+	A	0715	BAND 1	2
+	A	0717	BAND 2	2
+	A	J888	BAND 2	2
+	A	0719	BAND 3	2
+	A	0730	CHOIR 1	2
+	A	0731	CHOIR II	2
+	A	0732	CHOIR III	2
+	A	0733	CHOIR IV	2
+	A	D702	MUSIC APPREC	1
+	A	0734	MUSIC THEORY 1	2
+	A	0710	THEATRE I	2
+	A	0711	THEATRE II	2
+	A	0712	THEATRE III	2

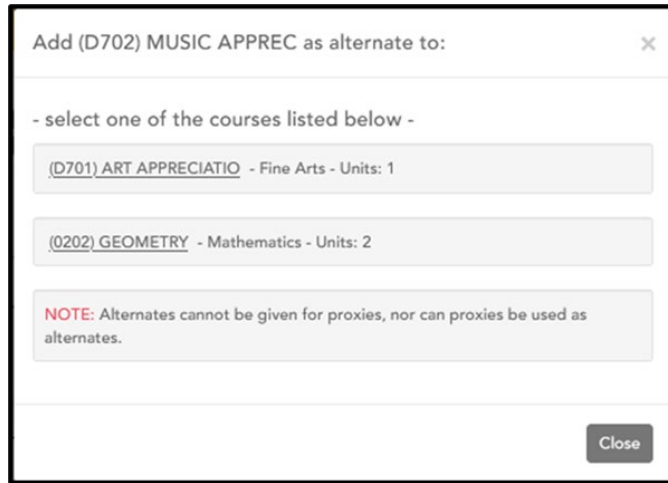
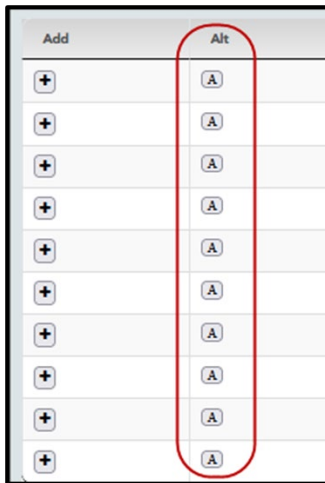
Add a Course Request

Select  in the list of **Available Courses**. The course will move to the **Requested Courses** on the right.

Requested Courses					
Drop	Alt	Number	Subject	Course	Units
<input checked="" type="checkbox"/>	<input type="text" value="A (0)"/>	D701	Fine Arts	ART APPRECIATIO	1
<input checked="" type="checkbox"/>	<input type="text" value="A (0)"/>	0202	Mathematics	GEOMETRY	2

Alternate Courses

Any course listed under Available Courses can be selected as an alternative for a requested course. From the **Available Courses** list, click  to add an alternate course.

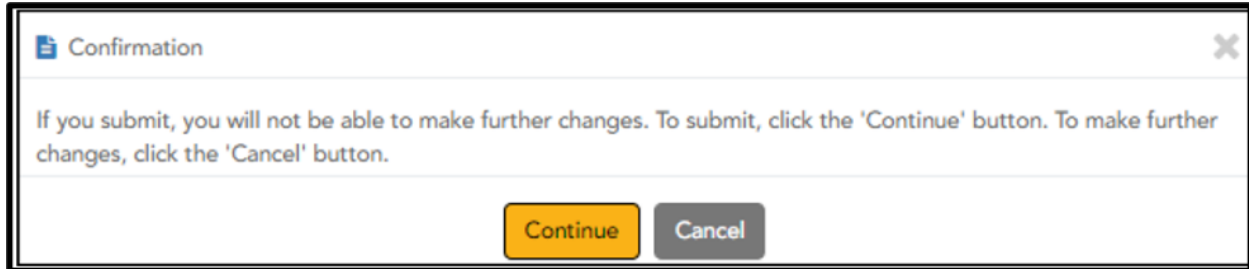
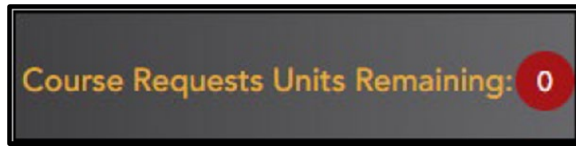


In the pop-up select the appropriate course for that alternate. Only three alternate courses may be selected per course.

To rank the alternates (first choice, second choice, third choice), click the drop-arrow and change to the desired rank.

Alternate Courses For (remaining 0) :					
3107 WILD/ECO/MGMNT					
Drop	Rank	Number	Subject	Course	Units
<input checked="" type="checkbox"/>	1	0702	Fine Arts	ART I	2
<input checked="" type="checkbox"/>	2	3125	Career/Tech Education	CAREER 1/EXT	2
<input checked="" type="checkbox"/>	3	0120	Speech	DEBATE 1	2

Continue making selections until the **Units Remaining** area displays **0**. Select **Submit Courses**.

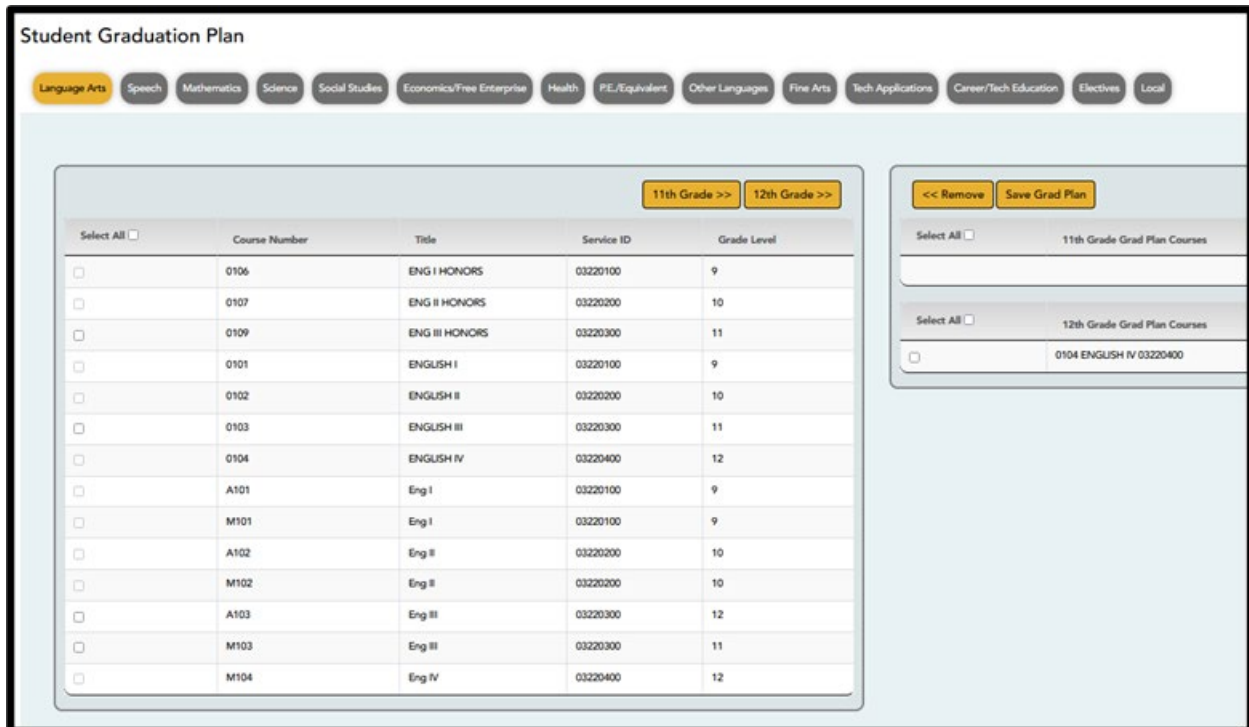


Select **Continue** to submit. If changes need to be made after submitting, see your Counselor.

Select **Print** in the top right corner to print the Requested Courses and Alternates.

Graduation Plan

View your current graduation plan. Changes may only be made if your campus has allowed that option.



Credit Summary

View a report of your total credits needed, credits earned, courses/credits in progress, requested/scheduled courses/credits, and planned courses/credits. If you are lacking any credits for graduation in one or more subject areas, this information is displayed as well.

Credit Summary			
Subject Area	Credits Needed	Credits Earned	Credits in Progress
Language Arts	4.0	1.0	1.0
Speech	0.5	0.5	0.5
Mathematics	4.0	2.0	1.0
Science	4.0	1.0	1.0
Social Studies	3.5	1.0	1.5
Economics/Free Enterprise	0.5	0.0	0.0
Health	0.0	0.0	0.0
P.E./Equivalent	1.0	0.0	1.0
Other Languages	2.0	1.0	1.0
Fine Arts	1.0	1.0	0.0
Tech Applications	0.0	0.0	0.0
Career/Tech Education	1.5	0.0	1.0
Electives	4.0	0.0	0.0
Local	0.0	0.5	0.0
Total	26.0	8.0	8.0

Credit Detail

View expanded details of your credit summary information. In addition to the credit summary data, the specific courses, service IDs, school years, and grades are displayed.

Credit Detail								
Subject Area	Service ID	School Year	Credits Needed	Credits Earned	Semester 1 Grade	Semester 2 Grade	Final Grade	Credits in Progress
Language Arts								
ENG 1	03220100	2020/2021		1.0	094	090	092	0.0
ENG II HONORS	03220200	2021/2022		0.0				1.0
Total			4.0	1.0				1.0
Speech								
DEBATE	03240600	2020/2021		0.5	097		097	0.0
Speech-DC	03241200	2021/2022		0.0				0.5
Total			0.5	0.5				0.5
Mathematics								
ALGEBRA 1	03100500	2019/2020		1.0	081	092	087	0.0
GEOMETRY	03100700	2020/2021		1.0	075	080	078	0.0
ALGEBRA II	03100600	2021/2022		0.0				1.0
Total			4.0	2.0				1.0
Science								
BIOLOGY	03010200	2020/2021		1.0	087	082	085	0.0
CHEMISTRY HONOR	03040000	2021/2022		0.0				1.0
Total			4.0	1.0				1.0

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