# ASCENDER HOW TO's

Select the area you would like to view

## GRADES

1. How to quickly see my child's grades for all classes:
   a. Log into Ascender Parent Portal
   b. Select your child from the summary page (it will be outlined in orange and your child's name and picture will be on the top left side of the screen)
   c. Scroll down on the navigation side (left side of screen)
   d. Click drop down Grades > Cycle and Semester Grades
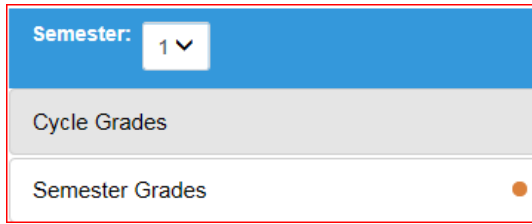   e. Make sure you are on the correct semester
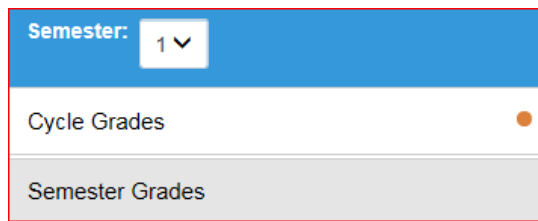


2. How to view category weighting for a class:
   a. Log into Ascender Parent Portal
   b. Select your child from the summary page (it will be outlined in orange and your child's name and picture will be on the top left side of the screen)
   c. Scroll down on the navigation side (left side of screen)
   d. Click drop down Grades > Cycle and Semester Grades
   e. Select Cycle/Class average grade and click grade number
   f. The weighting will be listed in the pop up screen with a blue background



3. How to view semester grades:

a. Log into Ascender Parent Portal
b. Select your child from the summary page (it will be outlined in orange and your child's name and picture will be on the top left side of the screen)
c. Scroll down on the navigation side (left side of screen)
d. Click drop down Grades > Cycle and Semester Grades
e. Select Semester Grades
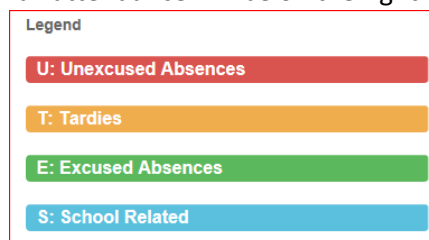


4. How to view assignments for your child:
   a. Log into Ascender Parent Portal
   b. Select your child from the summary page (it will be outlined in orange and your child's name and picture will be on the top left side of the screen)
   c. Scroll down on the navigation side (left side of screen)
   d. Click drop down Grades > Assignments
   e. You will see all assignments and grades your child has received for all subjects. To narrow the search for a specific subject, cycle etc., simply use the filter in the blue section to the left of the assignments listed
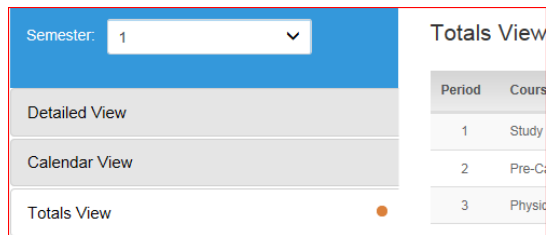   f. Click Find Assignments and you will see
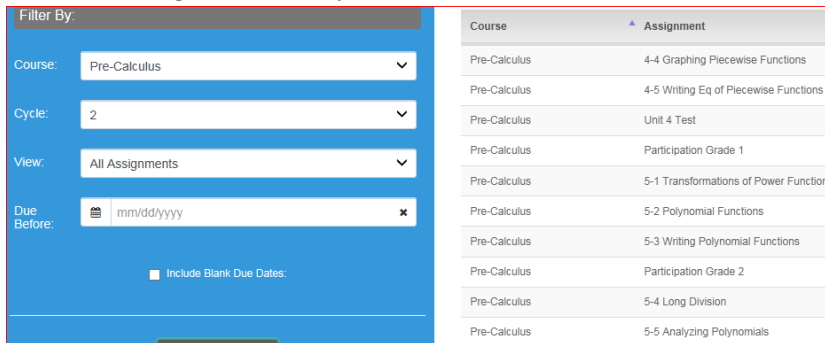


## ATTENDANCE

1. How to view your child's attendance:
   a. Log into Ascender Parent Portal
   b. Select your child from the summary page (it will be outlined in orange and your child's name and picture will be on the top left side of the screen)
   c. Scroll down on the navigation side (left side of screen)
   d. Select Attendance
   e. The detailed view of all attendance will be on the right for your child color coded with a legend



   f. You may also view attendance by calendar and by total view
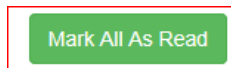
## ALERTS

1.  How to view alerts:
    a.  Log into Ascender Parent Portal
    b.  Select your child from the summary page (it will be outlined in orange and your child's name and picture will be on the top left side of the screen)
    c.  Scroll down on the navigation side (left side of screen)
    d.  Select Alerts
    e.  Make sure orange dot is on View Alerts.  The Number in red indicates alerts you have not read or marked as read
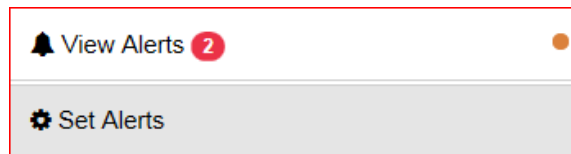
    

    f.  Once read, you can check Read on the right of the alert
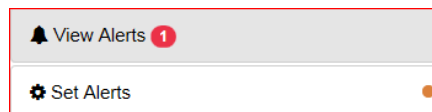
    

    g.  Or you can Mark All As Read above the alerts

    

2.  How to Set Alerts:
    a.  Log into Ascender Parent Portal
    b.  Select your child from the summary page (it will be outlined in orange and your child's name and picture will be on the top left side of the screen)
    c.  Scroll down on the navigation side (left side of screen)
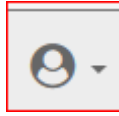    d.  Select Alerts
    e.  Select Set Alerts

    

    f.  Select your Notification Type, Attendance Alerts, Class Average Alerts and Assignment Grades Alerts to your preferences by child.

## MANAGE YOUR ACCOUNT

1.  How to manage your account:
    a.  Log into Ascender Parent Portal
    b.  From the Summary page, select the Person icon at the top right of the screen

c. On this screen, you can update your email address, mobile number, password and or your security question and answer. You can also add another student to your account using their PORTAL ID and date of birth.

## ADD A STUDENT TO YOUR ACCOUNT

**\*\*\* NOTE – The Portal ID is a 10 character alphanumeric code created for your child on the day your child enrolled in Salado ISD. _It is not your student's ID number_. You may retrieve the portal ID by clicking the link, https://www.saladoisd.org/251585_4 . Simply complete the form and allowing 3 working days for your information to be verified. It is recommended that upon receiving the portal ID, you copy and paste it from the email to the Ascender screen to ensure successful completion.**

1. How to add a student to your account may be done 3 ways. The 1st method is:
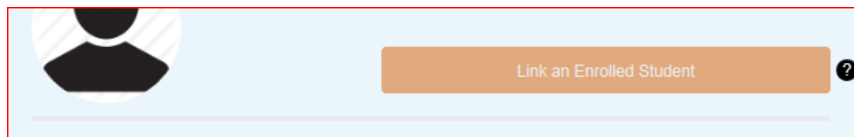   a. Log in, select Add student
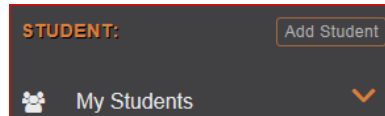
   

   b. Enter the PORTAL ID and your child's date of birth and click Add

   

2. The 2nd method is:
   a. Log in, click on your profile picture at the top right screen
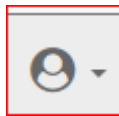
   

   b. Select the link and Enrolled Student

   

   c. Enter PORTAL ID and your child's date of birth and click Add
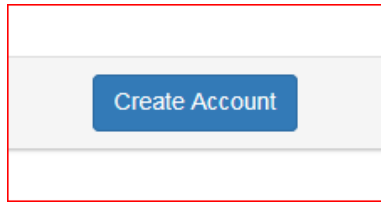
**\*\*\* NOTE-The Enroll a New Student button will be available later.**

3. The third method is to add your child while you create your Ascender account.

# CREATE AN ASCENDER PORTAL ACCOUNT

**\*\*\* NOTE-Please ensure you create your account with a supported web browser.  Otherwise, your will not be able to create your account.**

1. From the Ascender Portal Page, Select Create Account



2. Create a user name (6-25 alphanumeric characters)
3. Create your password.  Follow password requirements listed to side of password field.
4. Re-enter the password.
5. Enter your email address
6. If you prefer, enter your 10 digit phone number (254)123-1234 and select next
7. Select a security question and enter the answer.  Select next again.
8. Click finish
9. You should receive a verification email and if you entered a cell number, a verification code
10. You will need the verification code to ensure full functionality
11. Click Link an Enrolled Student