



# admin-set-up-skills-based



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## Admin > Elementary Skills-Based Setup

You must be logged on to TeacherPortal with a district-level user ID to proceed. You must have selected an elementary campus on the Administrator Options page. Any changes you make will apply to all elementary campuses in the district.

This page allows you to set up grading types, as well as skill sets and associated skills, for producing elementary skills-based report cards. A skill set is a name for a group of related skills. For example, the Work Habits skill set may include skills such as Follows Directions, Works Independently, and Uses Time Wisely.

<p><b>Grade Type</b></p>	<p>Maintain a table of grading types that can be used for elementary skills-based report cards, such as E,S,U or +,- or 1,2,3,4,5. The name represents the scores/grades that will be used to evaluate the students.</p> <p><input type="checkbox"/> To add a new grade type, click <b>Add Grade Type</b>. A pop-up window opens.</p> <div data-bbox="248 1010 1286 1447" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>Enter Grades</b> <span style="float: right;">✕</span></p> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;">1 <input style="width: 80%;" type="text"/></td> <td style="width: 33%;">2 <input style="width: 80%;" type="text"/></td> <td style="width: 33%;">3 <input style="width: 80%;" type="text"/></td> </tr> <tr> <td>4 <input style="width: 80%;" type="text"/></td> <td>5 <input style="width: 80%;" type="text"/></td> <td>6 <input style="width: 80%;" type="text"/></td> </tr> <tr> <td>7 <input style="width: 80%;" type="text"/></td> <td>8 <input style="width: 80%;" type="text"/></td> <td>9 <input style="width: 80%;" type="text"/></td> </tr> </table> <p style="text-align: right;"><input type="button" value="Add"/> <input type="button" value="Cancel"/></p> </div>	1 <input style="width: 80%;" type="text"/>	2 <input style="width: 80%;" type="text"/>	3 <input style="width: 80%;" type="text"/>	4 <input style="width: 80%;" type="text"/>	5 <input style="width: 80%;" type="text"/>	6 <input style="width: 80%;" type="text"/>	7 <input style="width: 80%;" type="text"/>	8 <input style="width: 80%;" type="text"/>	9 <input style="width: 80%;" type="text"/>
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	<p><b>Enter Grades</b> <input type="checkbox"/> Type up to nine grade types, each one having up to three upper-case characters. Any lower-case characters will be converted to upper-case. The following special characters are allowed: +, -, *, &lt;, &gt;, @, &amp;, #, /, and \.</p> <p><input type="checkbox"/> Click <b>Add</b> (under the <b>Enter Grades</b> fields) to add the grade type to the <b>Grade Type</b> grid. The new grade type is listed under <b>Name</b>.</p>									
	<p><input type="checkbox"/> Click <b>Save</b>.</p>									
	<p><input checked="" type="checkbox"/> In the <b>Grade Type</b> grid, delete a grade type if needed.</p> <p><b>NOTE:</b> You cannot delete or edit a grade type that is associated with a report card; the <input checked="" type="checkbox"/> button is not displayed.</p>									

**Available Skill Sets**

Create skill sets for elementary skills-based report cards. For each skill set, you will associate a list of specific skills.

To add a new skill set, click **Add Skill Set**. A blank row is added to the grid.

**Available Skill Sets**  
(Skill Sets are groups of skills)

Edit	Skill Set Name	Skill Count
	Color	5 Skills
	High-Frequency Word Lis	5 Skills
	Letters	2 Skills
	Letters (including Spanish	2 Skills
	Numbers	2 Skills
	Rote Counting	3 Skills
	<input type="text"/>	0 Skills

<b>Skill Set Name</b>	Type the name of the skill set, up to 50 characters.
<b>Skill Set Count</b>	The total number of skills currently associated with each skill set is displayed.
	Add or edit the specific skills associated with the skill set. The <b>Available Skills for Skill Set</b> grid is displayed to the right and lists any skills currently associated with the skill set.
	<p>In the <b>Available Skill Sets</b> grid, delete a skill set if needed. Some skill sets are included automatically and cannot be deleted. They are shaded gray and the  button is not displayed. However, you can click  to add additional skills to the predefined list.</p> <p>The following skill sets are included automatically:</p> <ul style="list-style-type: none"> <li>• Numbers</li> <li>• Letters</li> <li>• Letters (including Spanish)</li> <li>• High-Frequency Word List</li> <li>• Color Word Recognition</li> <li>• Rote Counting</li> </ul>

Click **Save**.


**Available Skills for Skill Set**

Create a list of specific skills to be associated with a skill set.

- Click  in the **Available Skill Sets** grid to select a specific skill set. The **Available Skills for Skill Set** grid opens on the right.







## Admin - Set Up Elementary Skills-Based Courses

Grade Type  
(Enter Grade Type Sets)

Edit	Name
	E,S,N,U

**Add Grade Type** **Save**

**Available Skill Sets**  
(Skill Sets are groups of skills)

Edit	Skill Set Name	Skill Count
	Color	5 Skills
	High-Frequency Word Lis	5 Skills
	Letters	2 Skills
	Letters (including Spanish	2 Skills
	Numbers	2 Skills
	Rote Counting	3 Skills


**Add Skill Set** **Save**

**Available Skills for Color**  
(Skills are items you wish to see accomplished on a report card.)

Edit	Skill Name	Description
	Red	Red
	Orange	Orange
	Green	Green
	Brown	Brown
	Blue	Blue

**Add Skill** **Save**

- Click **Add Skill** to add a skill to the selected skill set. A blank row is added to the grid.

<b>Skill Name</b>	Type the name of the skill, up to 50 characters.
<b>Description</b>	Type a description of the skill as you want it to be displayed on the report card, up to 300 characters. This description is also displayed for the teacher on the Assignment Grades page when hovering the cursor over the skill name.
	From the <b>Available Skills for Skill Set</b> grid, delete a skill from the skill set if needed. Some skill sets have skills that are included by default and cannot be deleted.

- Click **Save**.