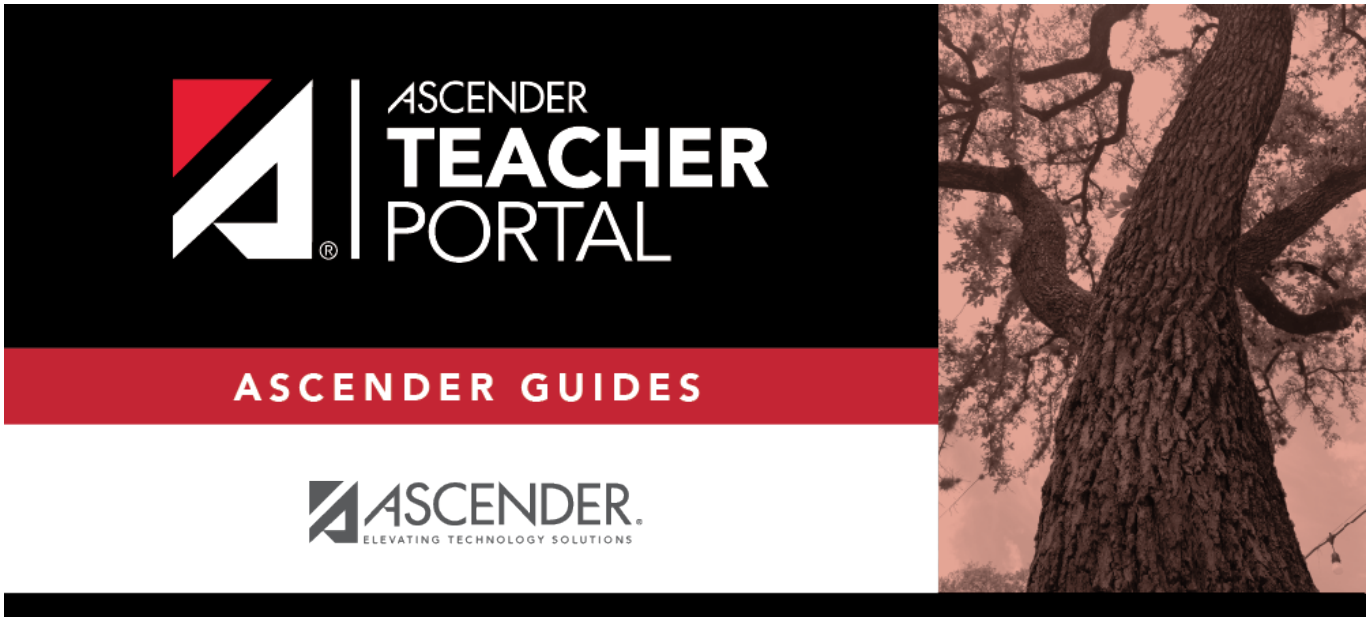


Skills-Based (Elementary) Report Cards

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TeacherPortal Administrator Guide

Skills-Based (Elementary) Report Cards

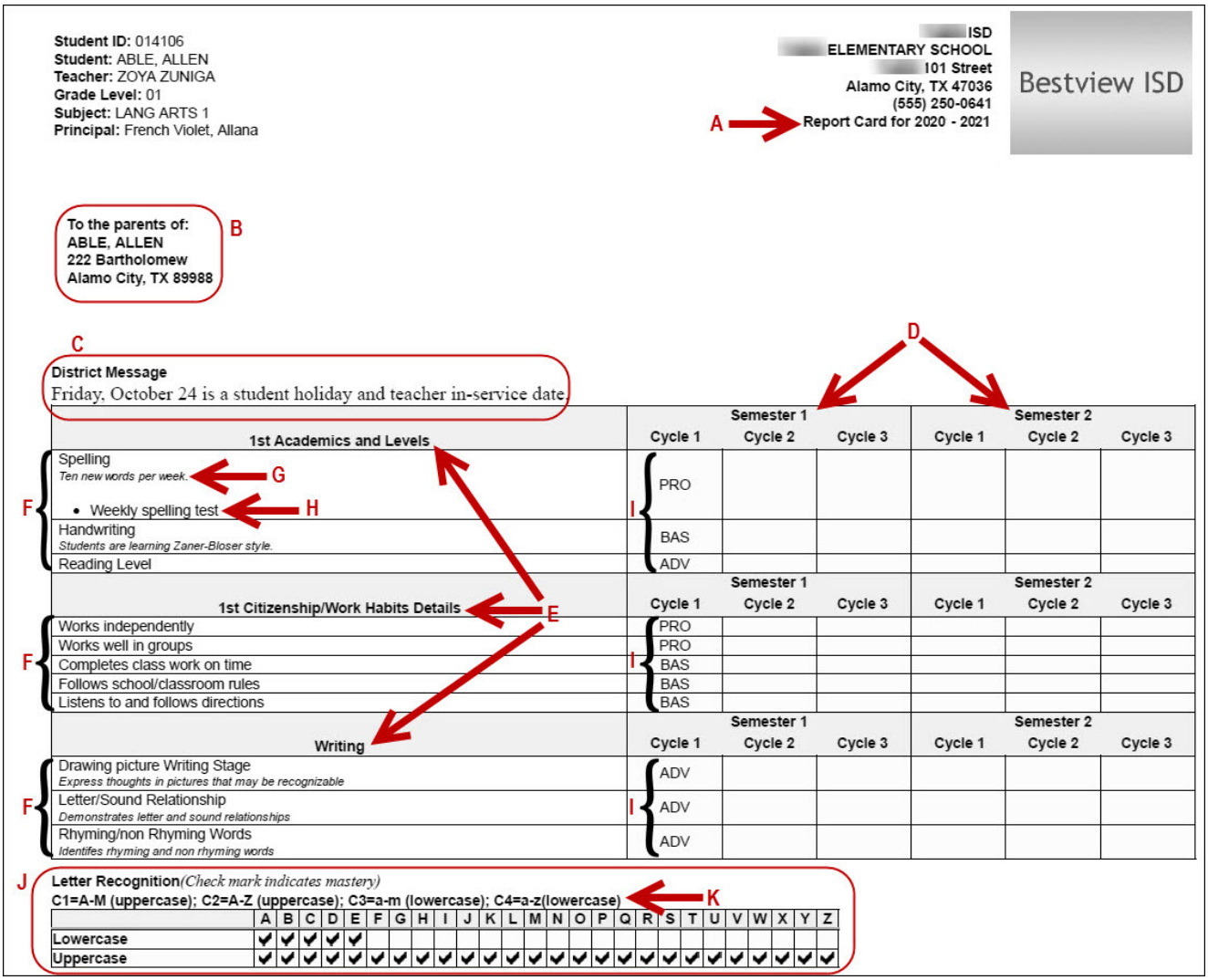
Flow Chart

Report card components

Each skills-based course is associated with a particular report card, and the report card prints according to district-level settings specified for the report card. You can also use a report card as an IPR by changing the heading from “Report Card for yyyy - yyyy” to “Interim Progress Report.”

The following sample three-page report card shows various components that may appear on an elementary skills-based report card or IPR, depending on district-level settings for the course.

Page 1:



Student ID: 014106
Student: ABLE, ALLEN
Teacher: ZOYA ZUNIGA
Grade Level: 01
Subject: LANG ARTS 1
Principal: French Violet, Allana

[redacted] ISD
[redacted] ELEMENTARY SCHOOL
[redacted] 101 Street
Alamo City, TX 47036
(555) 250-0641
A → Report Card for 2020 - 2021

Bestview ISD

To the parents of:
ABLE, ALLEN
222 Bartholomew
Alamo City, TX 89988
B

C
District Message
Friday, October 24 is a student holiday and teacher in-service date.

D

1st Academics and Levels		Semester 1 Cycle 1	Semester 1 Cycle 2	Semester 1 Cycle 3	Semester 2 Cycle 1	Semester 2 Cycle 2	Semester 2 Cycle 3
Spelling *Ten new words per week.* G • Weekly spelling test H	PRO						
Handwriting *Students are learning Zaner-Bloser style.*	BAS						
Reading Level	ADV						

F I

1st Citizenship/Work Habits Details		Semester 1 Cycle 1	Semester 1 Cycle 2	Semester 1 Cycle 3	Semester 2 Cycle 1	Semester 2 Cycle 2	Semester 2 Cycle 3
Works independently	PRO						
Works well in groups	PRO						
Completes class work on time	BAS						
Follows school/classroom rules	BAS						
Listens to and follows directions	BAS						

E

F I

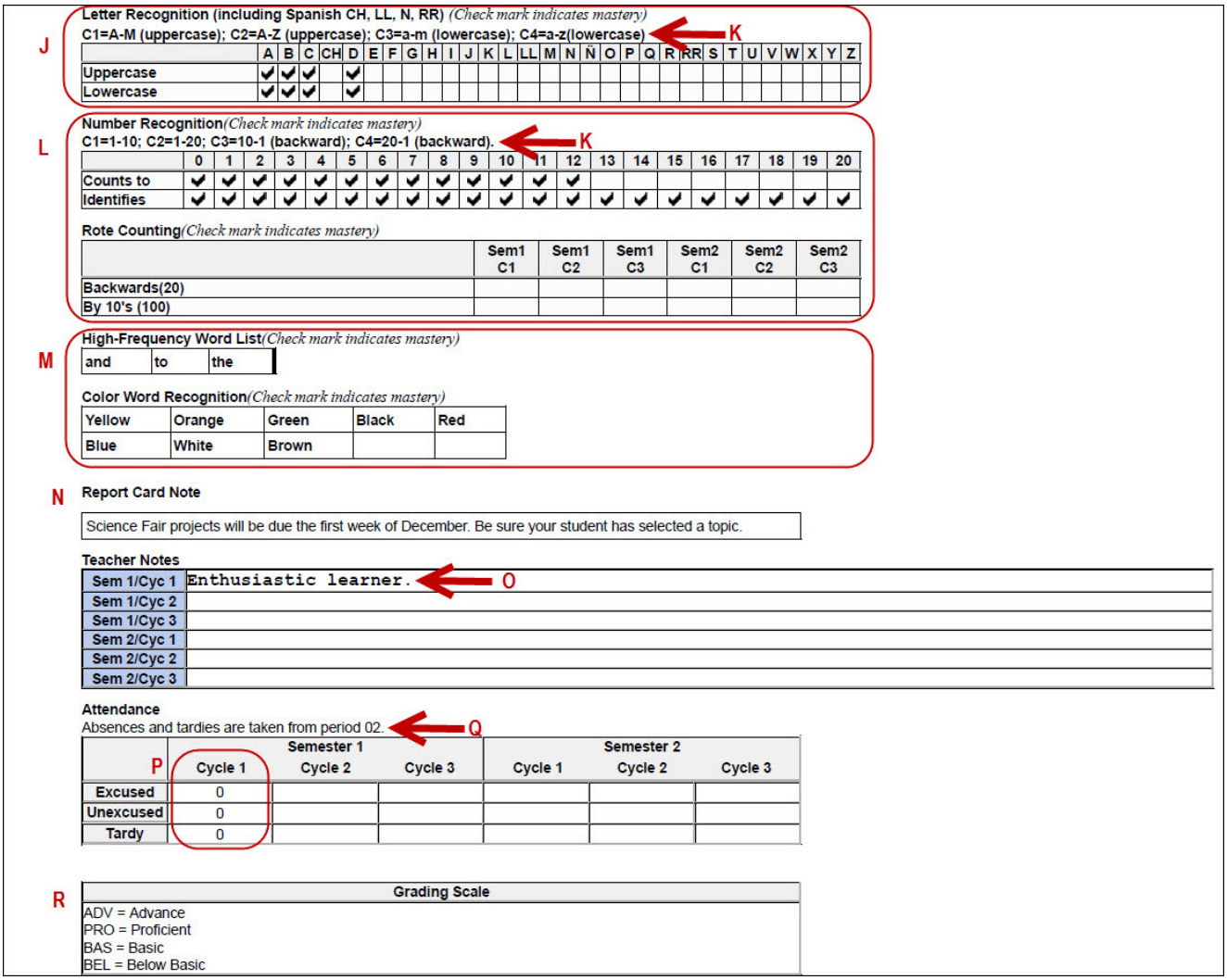
Writing		Semester 1 Cycle 1	Semester 1 Cycle 2	Semester 1 Cycle 3	Semester 2 Cycle 1	Semester 2 Cycle 2	Semester 2 Cycle 3
Drawing picture Writing Stage *Express thoughts in pictures that may be recognizable*	ADV						
Letter/Sound Relationship *Demonstrates letter and sound relationships*	ADV						
Rhyming/non Rhyming Words *Identifes rhyming and non rhyming words*	ADV						

F I

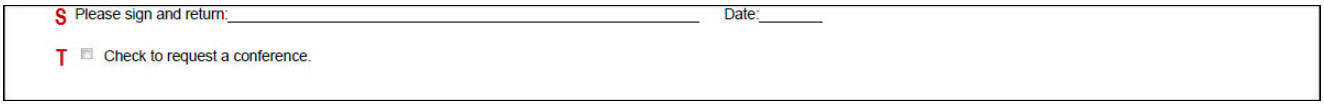
J **Letter Recognition** *(Check mark indicates mastery)*
C1=A-M (uppercase); C2=A-Z (uppercase); C3=a-m (lowercase); C4=a-z(lowercase) K

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Lowercase	✔	✔	✔	✔	✔																					
Uppercase	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔

Page 2:



Page 3:

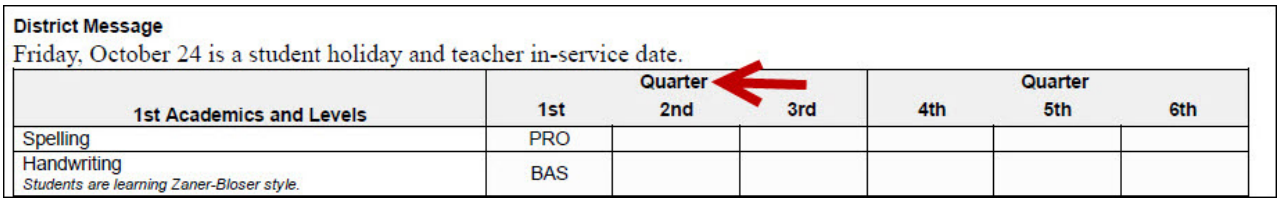


A: If you selected the **Print Elementary Report Card as an IPR** option, the title “Interim Progress Report” is displayed. Otherwise, the title “Report Card for *yyyy* - *yyyy*” is displayed.

B: The **Non-Mailing Report Card** field on Manage Elementary Skills-Based Report Cards determines whether the mailing address is printed. If the non-mailing option is selected, the address is omitted to allow more data to print on one page. Otherwise, the address is positioned so that it appears in the window of a standard envelope if the paper is folded into thirds.

C: If a message has been entered in the **District Message** field on Manage Elementary Skills-Based Report Cards for the report card you are printing, it is displayed at the top of the report card. If there is no district message for the report card, the heading is also not displayed.

D: If **Use Quarterly Display** is selected on Manage Elementary Skills-Based Report Cards for the report card you are printing, quarters are displayed instead of semesters.



District Message
Friday, October 24 is a student holiday and teacher in-service date.

1st Academics and Levels	Quarter 1st	2nd	3rd	Quarter 4th	5th	6th
Spelling	PRO					
Handwriting *Students are learning Zaner-Bloser style.*	BAS					

E and **F**: Only the skill sets and skills selected on Elementary Skills-Based Report Card Setup - Page 2 for the report card you are printing are displayed.

G: If a description of the skill has been entered in the **Description** field on Manage Elementary Skills-Based Report Cards, the description is displayed in italic font below the skill name. This description is entered at the skill level and appears on report cards for all courses for which that skill is selected.

H: If a report card-specific description has been entered for the skill in the **Notes** field on Manage Elementary Skills-Based Report Cards - Page 2, it is displayed with a bullet below the skill description. This description only appears on the report card for this course.

I: **Grades** for the cycle are displayed as entered by the teacher on Grades > Assignment Grades.

J: The **Letter Recognition** skill set grids are displayed if **Print Letter Grid** is selected for the report card on Manage Elementary Skills-Based Report Cards - Page 1. Check marks are entered by the teacher on ***Grades > Elementary Report Cards > Elementary Letter Skills***.

K: Expectations for the skill set are displayed if entered in the **Quarterly/Cycle Expectations** fields on Manage Elementary Skills-Based Report Cards.

L: The **Number Recognition** and/or **Rote Counting** skill set grids are displayed if **Print Number Grid** and/or **Print Rote Counting** are selected for the report card on Manage Elementary Skills-Based Report Cards - Page 1. Check marks are entered by the teacher on ***Grades > Elementary Report Cards > Elementary Number Skills***.

M: The **High-Frequency Word List** and/or **Color Word Recognition** skill set grids are displayed if **Print High Frequency Word List** and/or **Print Color Word Recognition** are selected for the report card on Manage Elementary Skills-Based Report Cards- Page 1. Check marks are entered on by the teacher on ***Grades > Elementary Report Cards > Elementary Word Skills***. Expectations for the skill for the quarter or cycle may also be displayed if entered in the **Quarterly/Cycle Expectations** fields on Manage Elementary Skills-Based Report Cards.

N: The report card note is entered in the **Report Card Note** field on Print Elementary Report Cards for Campus. If a note is not entered, the heading is also not displayed.

O: Under **Teacher Notes**, any notes for the cycle entered by the teacher on ***Grades > Elementary Report Cards > Elementary Report Card Student Notes*** are displayed. The **Teacher Notes** grid is displayed, even if no notes are entered.

Teacher Notes	
Sem 1/Cyc 1	
Sem 1/Cyc 2	
Sem 1/Cyc 3	
Sem 2/Cyc 1	
Sem 2/Cyc 2	
Sem 2/Cyc 3	

P: If **Print Attendance** is selected on Manage Elementary Skills-Based Report Cards, attendance for the cycle is displayed, including the total number of excused absences, unexcused absences, and tardies, as recorded by the teacher on Attendance > Post/View Attendance.

Q: Under **Attendance**, a message indicates the period in which students are recorded tardy or absent, as specified by report card in the **Attendance Period** and **Tardy Period** fields on Manage Elementary Skills-Based Report Cards.

R: Under **Grading Scale**, a description of the grading scale used for the course is displayed, as entered in the **Grading Type Description** field on Manage Elementary Skills-Based Report Cards. The **Grading Scale** heading is displayed even if a description is not entered.

S: If **Print Parent Signature Line** is selected on Manage Elementary Skills-Based Report Cards, a parent/guardian signature and date line is displayed at the end of the report card.

T: If **Conference Requested Line** is selected on Manage Elementary Skills-Based Report Cards, a check box is displayed on the report card, after the parent signature line, allowing the parent/guardian to request a conference.

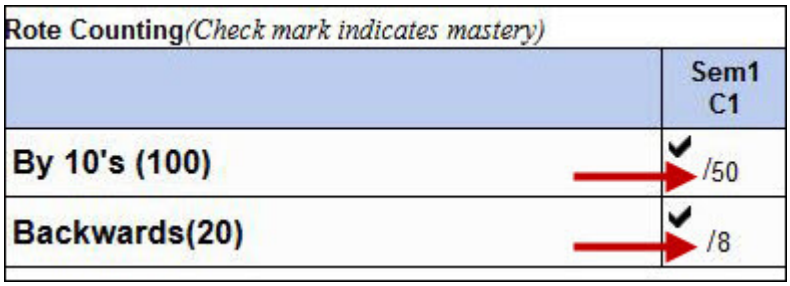
The following may also be included on the report card:

- If the report card is set up to assess only certain skills during a semester-cycle, as indicated in the **Sem#C#** fields on Manage Elementary Skills-Based Report Cards, the grid is shaded gray to indicate the skills not being assessed.

  In this example, the handwriting skill is not assessed until semester 2 cycle 1:

1st Academics and Levels	Semester 1			Semester 2		
	Cycle 1	Cycle 2	Cycle 3	Cycle 1	Cycle 2	Cycle 3
Spelling *Ten new words per week.* • Weekly spelling test	PRO					
Handwriting *Students are learning Zaner-Bloser style.*						
Reading Level	ADV					

- For the **Rote Counting** skill set only, an additional three-character (max) code may be displayed for each semester-cycle, next to the check mark, with further indication of the cycle expectations, if entered on Manage Elementary Skills-Based Report Cards.

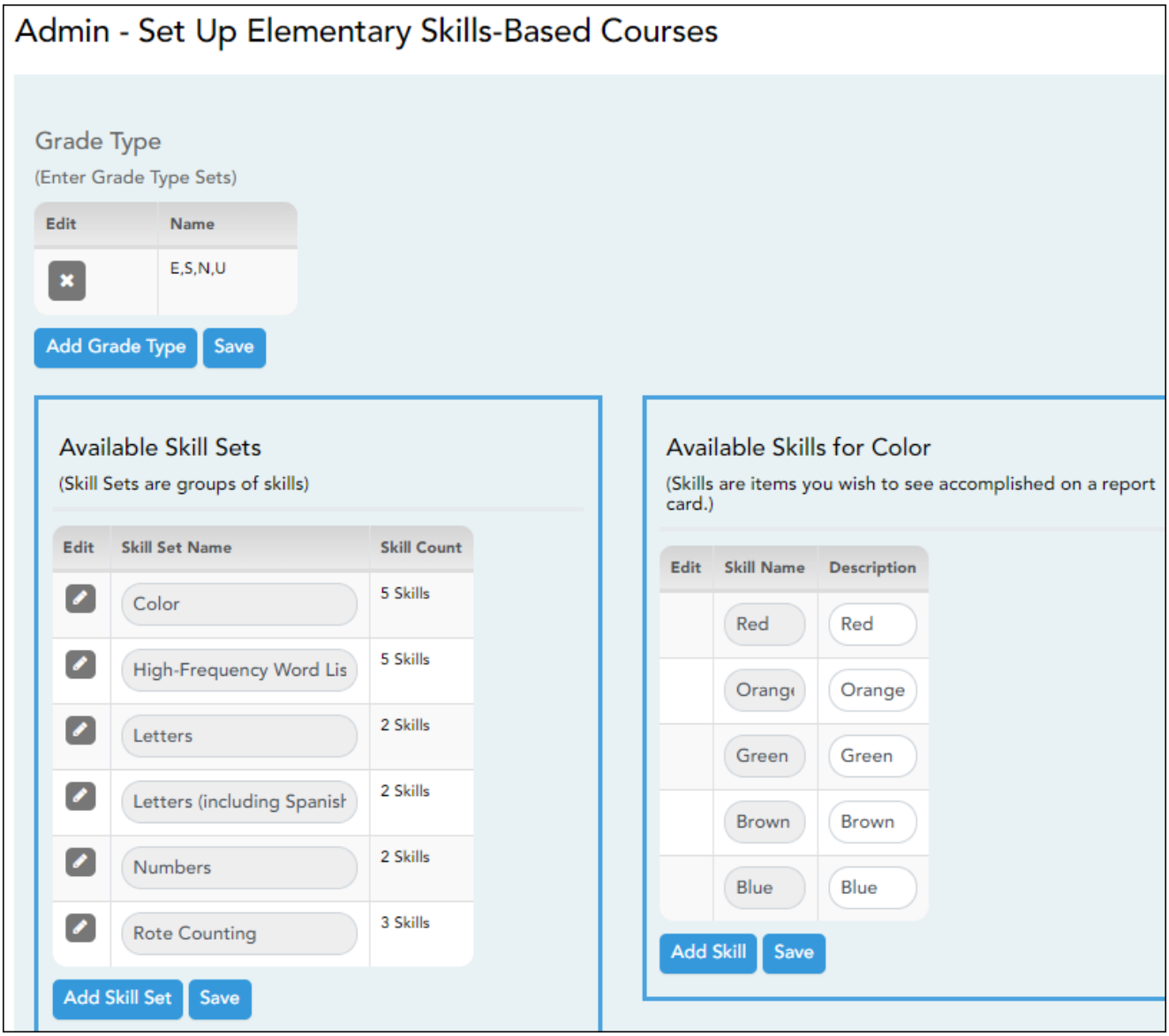


- For the final cycle of the school year, a promoted/retained message will print on the report card if **Promoted/Retained Message** is selected on Manage Elementary Skills-Based Report Cards.

- Page breaks may be inserted after the main skills grid or after one or more particular skill sets, according to the settings of the **Force Page Break After Skills Grid** and/or **Page break after which skill sets** fields on Manage Elementary Skills-Based Report Cards.

Set up skills-based grading.

Admin > Elementary Report Cards > Manage Elementary Skills-Based Courses



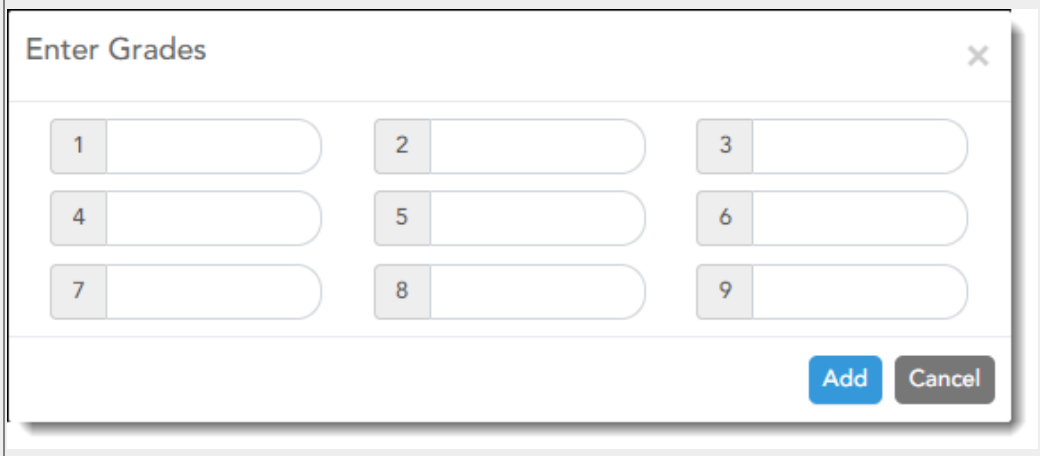
You must be logged on to TeacherPortal with a district- or campus-level user ID to proceed. You must have selected an elementary campus on the Administrator Options page. Any changes you make will apply to all elementary campuses in the district.

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.

Grade Type

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.

❑ To add a new grade type, click **Add Grade Type**.
A pop-up window opens.



Enter Grades

❑ 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: +, -, *, <, >, @, &, #, /, and \.

❑ Click **Add** (under the **Enter Grades** fields) to add the grade type to the **Grade Type** grid.
The new grade type is listed under **Name**.

❑ Click **Save**.

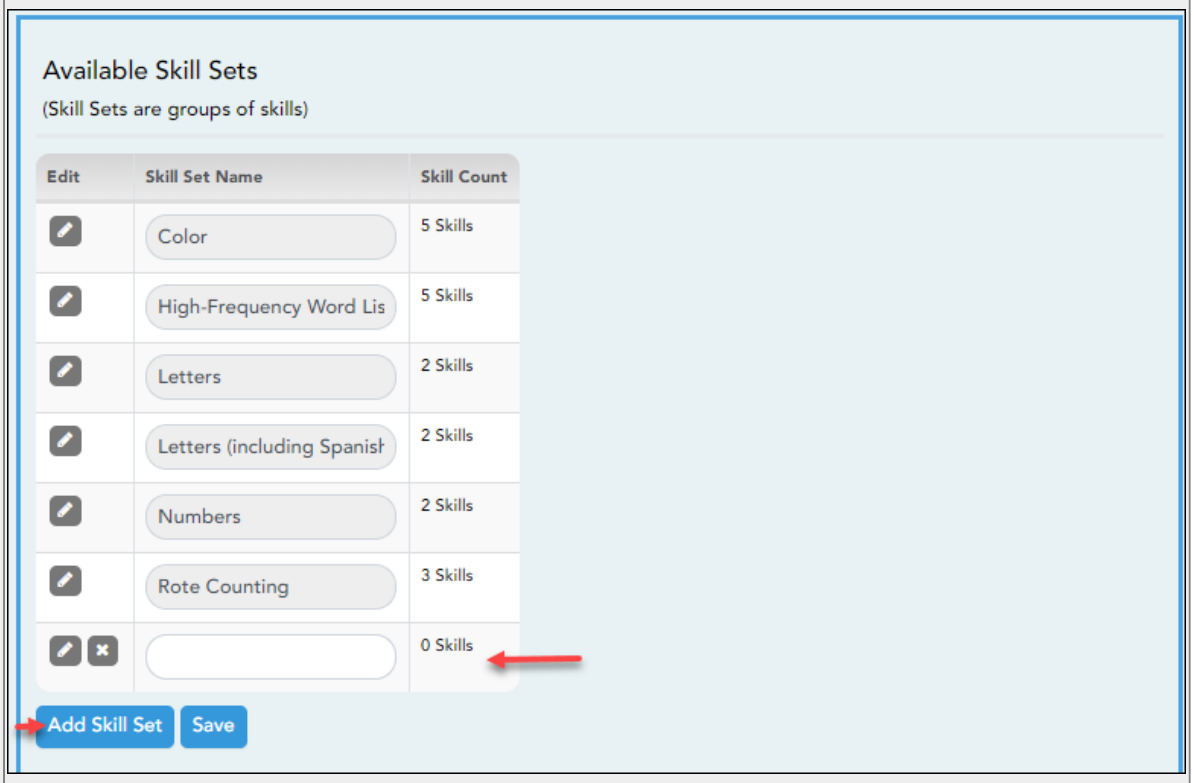
In the **Grade Type** grid, delete a grade type if needed.

NOTE: You cannot delete or edit a grade type that is associated with a report card; the button is not displayed.

Available Skill Sets

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

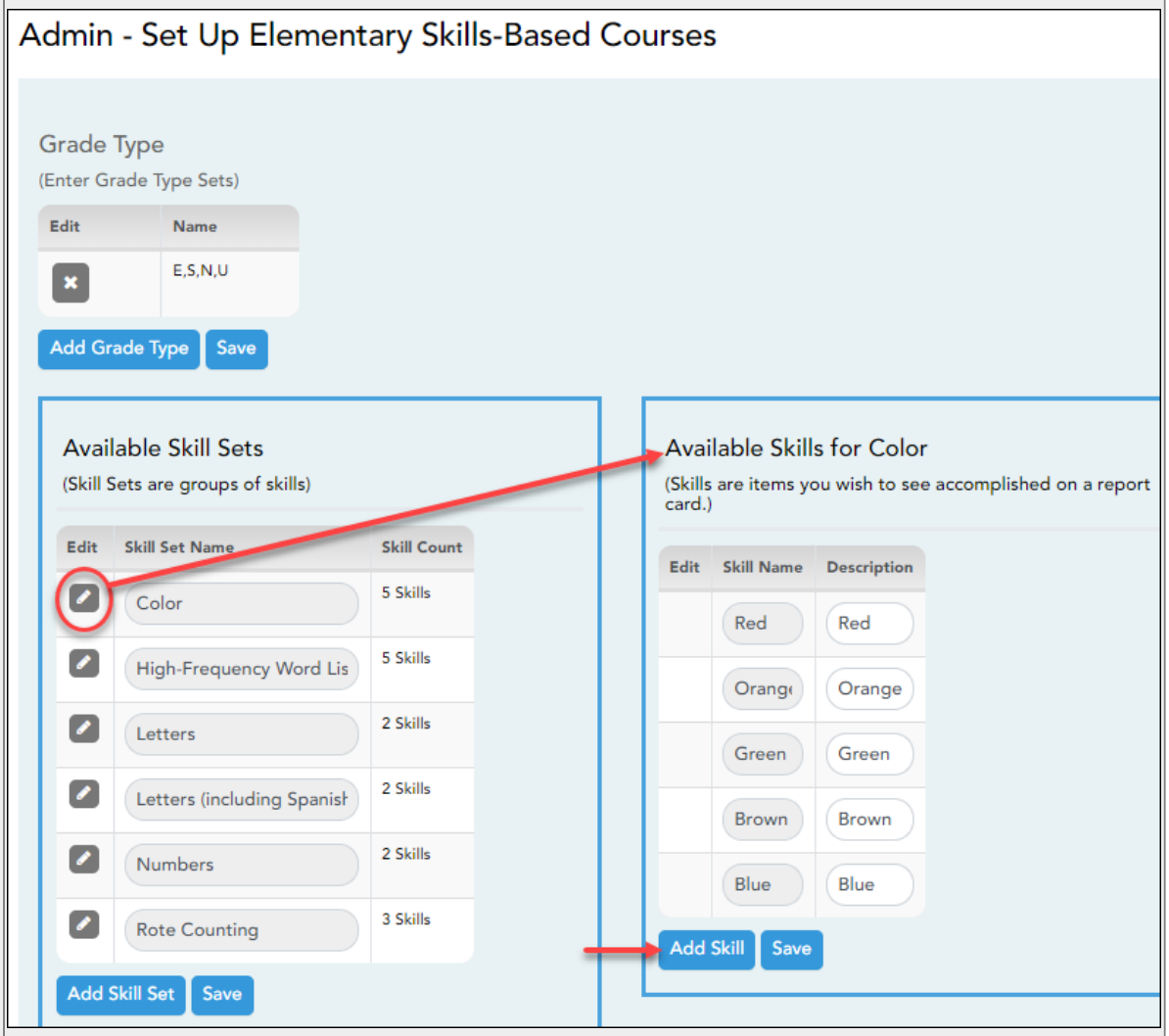
❑ To add a new skill set, click **Add Skill Set**.
A blank row is added to the grid.



Skill Set Name	Type the name of the skill set, up to 50 characters.
Skill Set Count	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 **Available Skills for Skill Set** grid is displayed to the right and lists any skills currently associated with the skill set.
	In the **Available Skill Sets** 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. The following skill sets are included automatically: • Numbers • Letters • Letters (including Spanish) • High-Frequency Word List • Color Word Recognition • Rote Counting

❑ 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.



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

Skill Name	Type the name of the skill, up to 50 characters.
Description	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 **Available Skills for *Skill Set*** 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**.

Set up skills-based report cards.

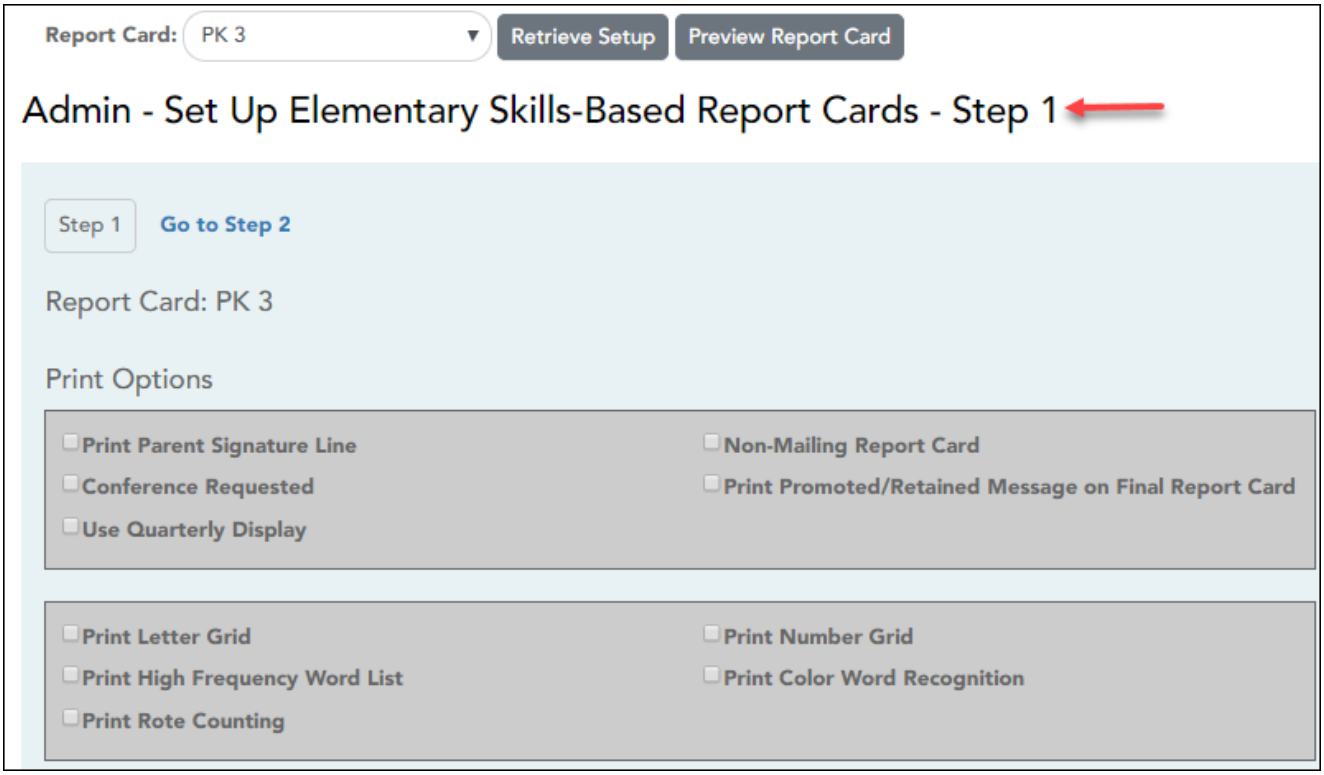
Admin > Manage Elementary Skills-Based Report Cards (Step 1)

This page allows you to set up report cards that teachers can print from the Grades menu. For each report card, you select the components that you want to print on the report card.

Each course is associated with a report card, so the report card options are applied to the course.

This is the first of two pages. On the Step 2 page, you will select the skills that will be assessed on the report card.

NOTE: You must specify a logo in the **Choose District Logo** field. Otherwise, the message "No logo files found" is displayed, and the changes to the page are not saved.



Report Card	Select the report card you are updating. This is a predefined list that cannot be changed.

❑ Under **Print Options**:

Select Print Parent Signature Line	Select to include a place for parents to sign and date the report card.
Non-Mailing Report Card	Select to print a version of the report card that will not be mailed out. The student's mailing address is omitted to allow more data to print on one page.

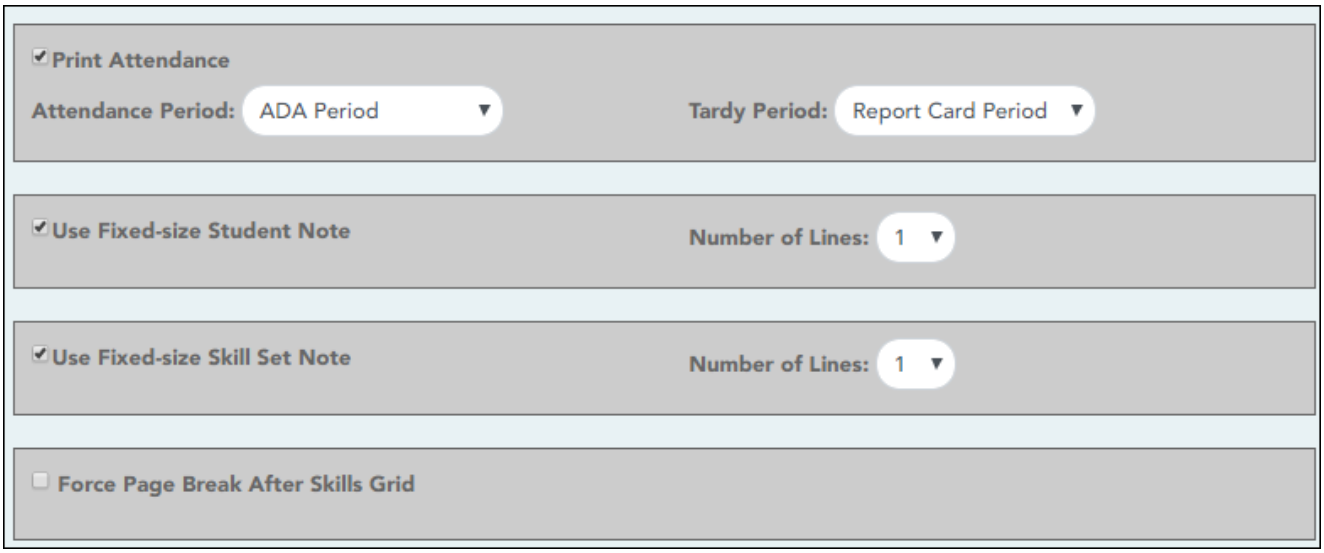
Conference Requested Line	Select to print a check box on the report card to allow the parent to indicate that he wishes to schedule a conference. If selected, the check box prints below the signature with the message “check to request conference.”
Promoted/Retained Message on last report card of the year	Select to print the “Promoted” or “Retained” message on the report card for the last cycle of the last semester. The message will only print for the final semester-cycle, even if it is selected for an earlier semester-cycle. The message displayed depends on the student's year-end-status code. For example, if a student's end-of-year status code indicates that he is retained pending completion of summer school, the message will indicate that status. Codes and corresponding message:

Year-End-Status Code	Message on Report Card
01	Promoted to Nth grade
02	Retained in Nth grade
03	Placed in Nth grade
04	Placed in transitional program
06	Promoted from trans. prgm. to reg. grd.
21	Status pending summer school
22	Status pending other reason
23	Left district before end of school
blank	Promoted

Use Quarterly Display	Select if you use nine-week grading cycles and want the report card to print quarters 1-4 (instead of cycles 1-4) and do not want to display semester numbers.

❑ Select the letter, number, and word recognition skill sets to include:

Print Letter Grid	Select to include the letter grid, which indicates the student’s alphabet letter recognition skills, such as recognizing upper- and lower-case letters. If selected, teachers will use ***Grades > Elementary Report Cards > Elementary Letter Skills*** to track the student’s progress.
Print Number Grid	Select to include the number grid, which indicates the student’s recognition of and ability to write numbers. If selected, teachers will use ***Grades > Elementary Report Cards > Elementary Number Skills*** to track the student’s progress.
Print High Frequency Word List	Select to include the high frequency word grid, which indicates the student’s recognition of common words. If selected, teachers will use ***Grades > Elementary Report Cards > Elementary Word Skills*** to track the student’s progress.
Print Color Word Recognition	Select to include the color word recognition grid, which indicates the student’s recognition of color words. If selected, teachers will use ***Grades > Elementary Report Cards > Elementary Word Skills*** to track the student’s progress.
Print Rote Counting	Select to include the rote counting skill set grid, which indicates the student’s rote counting abilities. If selected, teachers will use ***Grades > Elementary Report Cards > Elementary Number Skills***) to track the student’s progress.



Print Attendance	Select to print the student's attendance data on the report card. If selected, two additional fields are displayed:	
	Attendance Period	Select the period to use for reporting attendance on the report card: • *Report Card Period* - Attendance will be calculated based on the period for which the report card is being printed. For example, if the report card is printed for a fifth period reading class, attendance will be pulled for fifth period only. This is the default setting. • *ADA Period* - When the report card is printed, the program will determine what the ADA period is for each student's attendance track and only count absences incurred during that period.
	Tardy Period	Select the period to use for reporting tardies on the report card. • *Report Card Period* - Tardies will be calculated based on the period for which the report card is being printed. For example, if the report card is printed for a fifth period reading class, tardies will be pulled for fifth period only. This is the default setting. • *ADA Period* - When the report card is printed, the program will determine what the ADA period is for each student's attendance track and only count tardies incurred during that period. If a particular period is used for reporting tardies at the elementary level, you can select the period. This may or may not be the ADA period.

Use Fixed-Size Box for Student Note	Select to specify the number of lines allowed for a student note, in order to restrict the note to a specific size on the report card. If selected, the **Number of Lines** field is displayed. **Number of Lines**: Select the number of lines allowed (1-5 lines). Each line will allow up to 41 characters. When a teacher enters a note on ***Grades > Elementary Report Cards > Elementary Report Card Student Notes > Cycle Notes***, the teacher will be alerted if the note exceeds the space allowed. If this field is not selected, the teacher can type up to 500 characters.
Use Fixed-Size Box for Student Skillset Notes	Select to specify the number of lines allowed for a student skillset note, in order to restrict the note to a specific size on the report card. If selected, the **Number of Lines** field is displayed. **Number of Lines**: Select the number of lines allowed (1-5 lines). Each line will allow up to 41 characters. When a teacher enters a note on ***Grades > Elementary Report Cards > Elementary Report Card Student Notes > Skillset Notes***, the teacher will be alerted if the note exceeds the space allowed. If this field is not selected, the teacher can type unlimited notes for each skill. **NOTE:** If the space allowed is reduced after a teacher has entered a note, the previously entered note(s) are shortened to the new limit. For example, if five lines were allowed in cycle 1, and the teacher entered a five-line note, all lines appeared on the cycle 1 report card. If the space allowed is reduced to three lines for cycle 2, the teacher must enter a three-line note for cycle 2. Additionally, the cycle 1 note will be shortened to three lines, which will cause part of the cycle 1 message to be cut off on the cycle 2 report card.

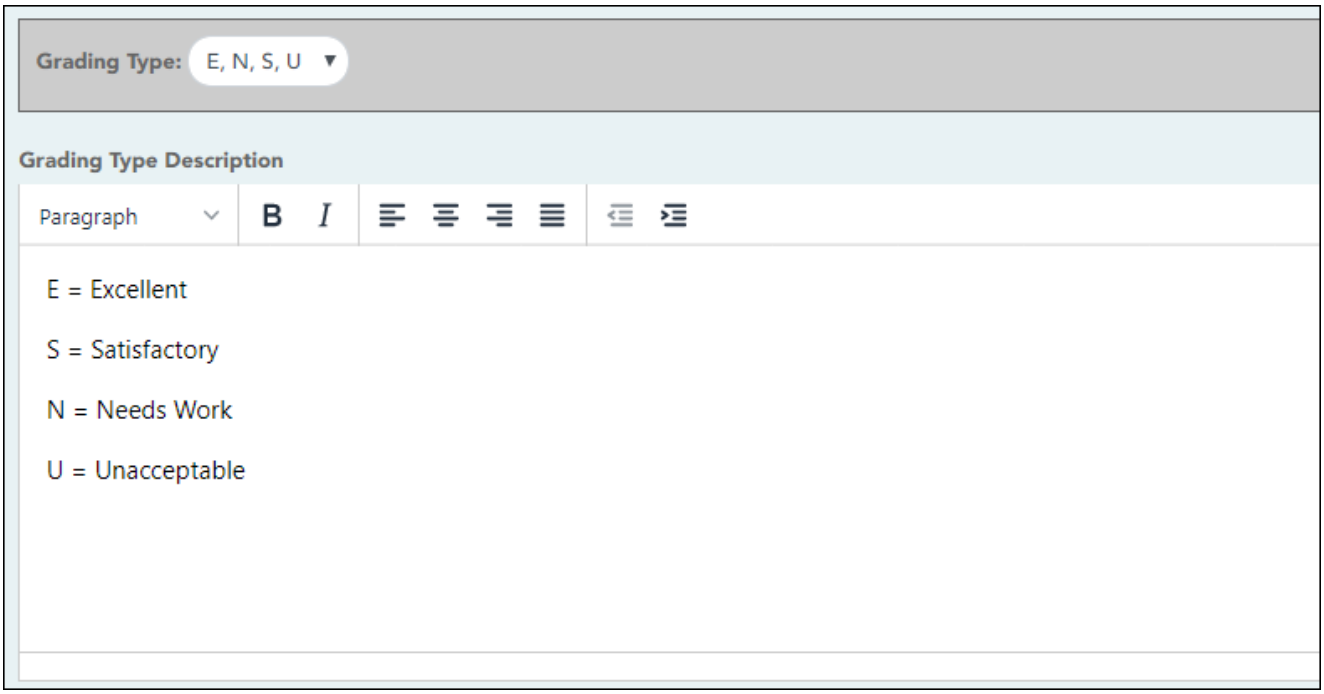
Force Page Break After Skills Grid	Select to insert a page break after the main skills grid.
Page break after which skill sets	This section is displayed once there are skills selected for the report card. You can indicate if a page break should be inserted after one or more particular skill sets. These fields do not appear until skills have been selected for the report card.



Quarterly/Cycle Expectations	Indicate expectations for students for the quarter or cycle. These expectations apply specifically to the letter, number, and word recognition skill sets. **Letter** — Select to specify expectations for alphabet letters. In the adjacent text box, type expectations for the students. For example, you could type “C1 - The student is expected to recognize at least 7 letters. C2 - The student is expected to recognized at least 14 characters” and so on. **Number** — Select to specify expectations for numbers. In the adjacent text box, type expectations for the students. For example, you could type “C1 - The student should be able to identify numbers and count to 10. C2 - The student should be able to identify numbers and count to 20” and so on. Continue by specifying expectations for **Word**, **Color**, and **Rote** skills as needed. If the check box is selected, the expectations will appear for teachers on ***Grades > Elementary Report Cards > Elementary Letter Skills*** and ***Elementary Number Skills***, as well as on ***Grades > Elementary Report Cards > Elementary Word Skills***, and on student report cards. **WARNING:** If the text is entered, but the check box is not selected, the text is cleared when you save.

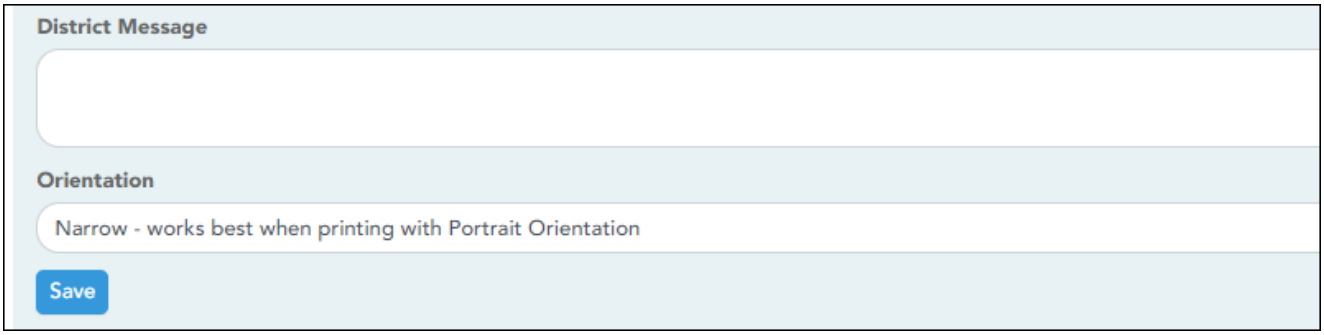


Choose District Logo	(Required) Select a logo to be included at the top of the report card. All images are listed that have been copied to the correct location on the district server. **NOTE:** This field is required. You cannot save the changes to the report card if the logo is not selected. The logo must be set up at the district level in order to be displayed in the drop down. Contact your district administrator for assistance. The logo file names will have “_elem_logo” somewhere in the file name (e.g., bestview_elem_logo.gif and bestview_elem_logo_new.gif). The default logo for the district will always appear in the drop-down list, regardless of how the file is named. This is the image file for the logo that appears on the TeacherPortal Login page; it can also be used for the report cards.



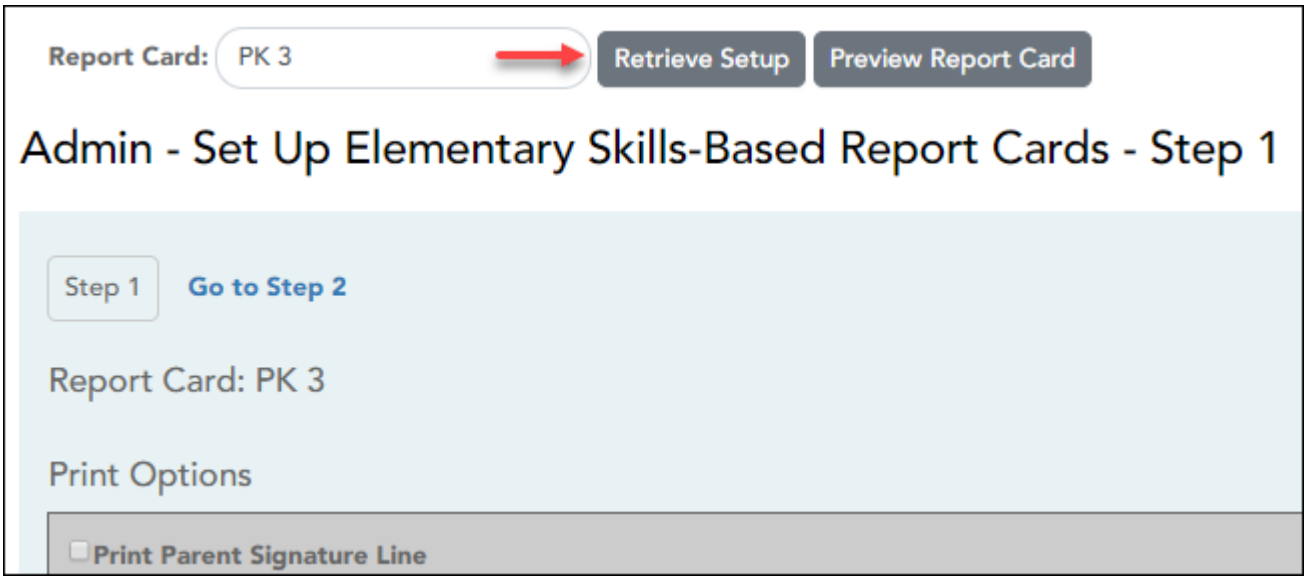
Grading Type	Select the grading type to be used on the report card. All grading types are listed that have been set up on Admin > Manage Elementary Skills-Based Report Cards.

Grading Type Description	A blank letter editor and formatting toolbar are displayed. The buttons on the toolbar allow you to change the font, size of font, attributes (bold, italic, underline), spacing, and other formatting of the text. Type a detailed explanation of the grading type. For example, if the grading type is E,S,U, the description could be as follows: E = Excellent S = Satisfactory U = Unsatisfactory This description will print on the report card under **Grading Guide** as it appears here. It will also appear for teachers on the Assignment Grades (skills-based) page when they hover over the **Grade Types** field.



District Message	Type a message that will be displayed on the report card for all students.
Orientation	Indicate if you want to use the narrow or wide orientation depending on your printer orientation setting. • *Narrow* is best for portrait orientation. • *Wide* is best for landscape orientation.

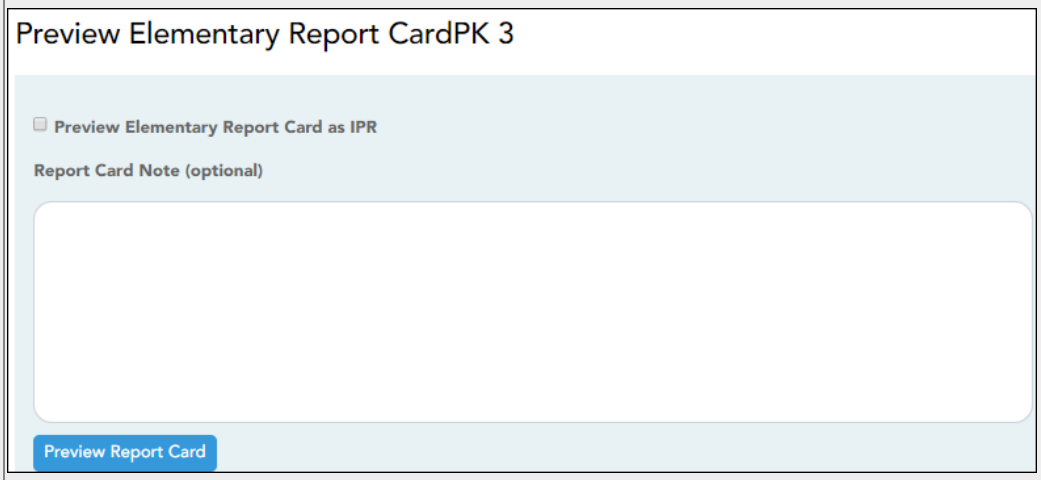
❑ Click **Save**.



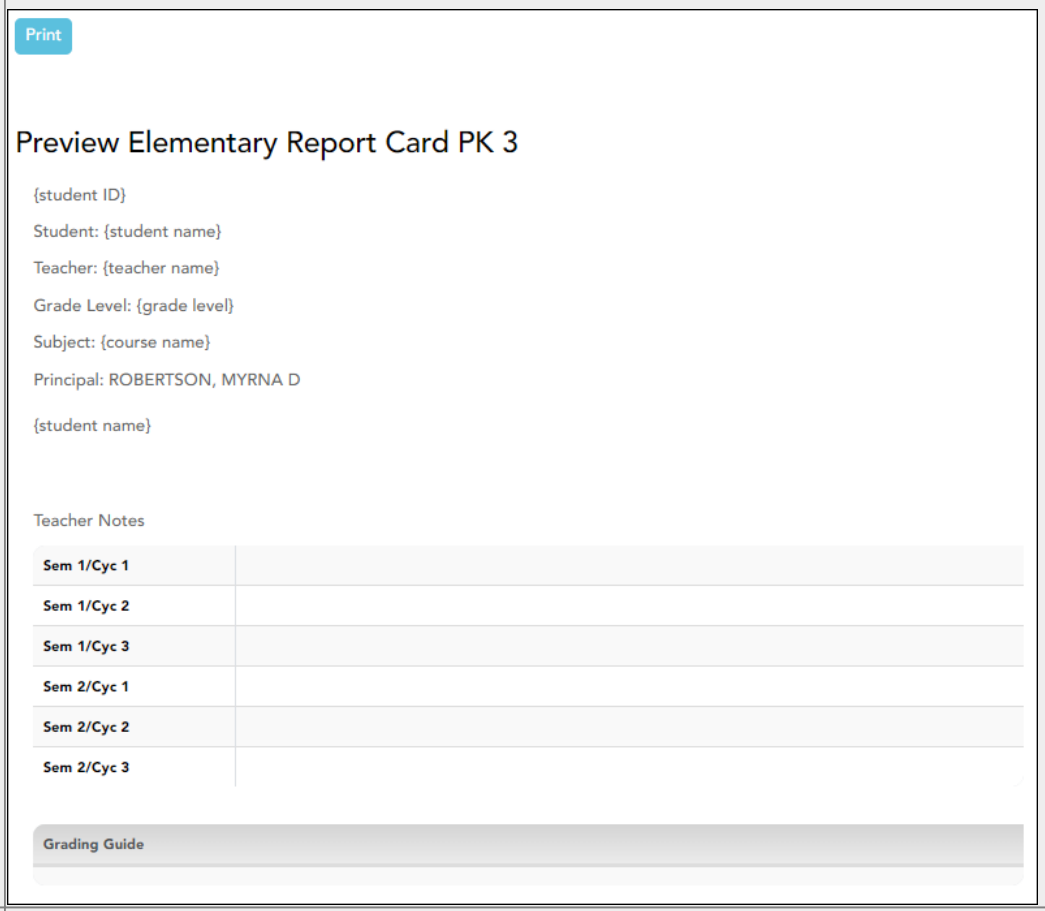
Retrieve Setup	Click **Retrieve Setup** in order to reload the page when you select a different report card.

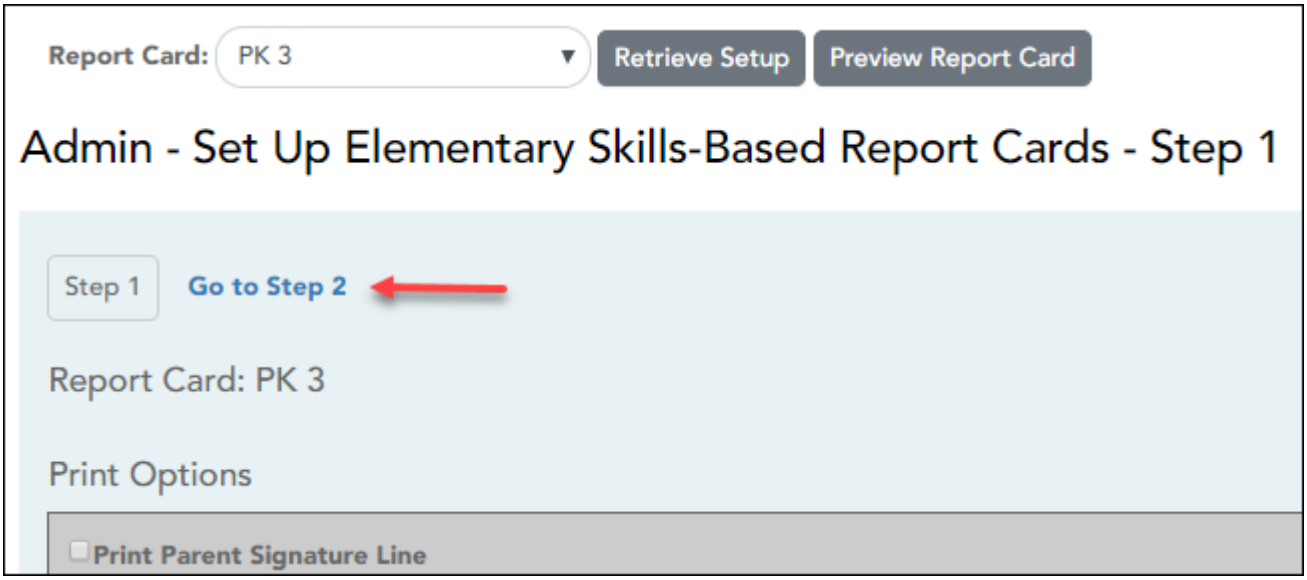
Preview Report Card

Click to view the selected report card.
The preview window opens prompting you to make additional selections:



IMPORTANT: Click **Save** before previewing the report card. Otherwise your selections will not be displayed in the preview.

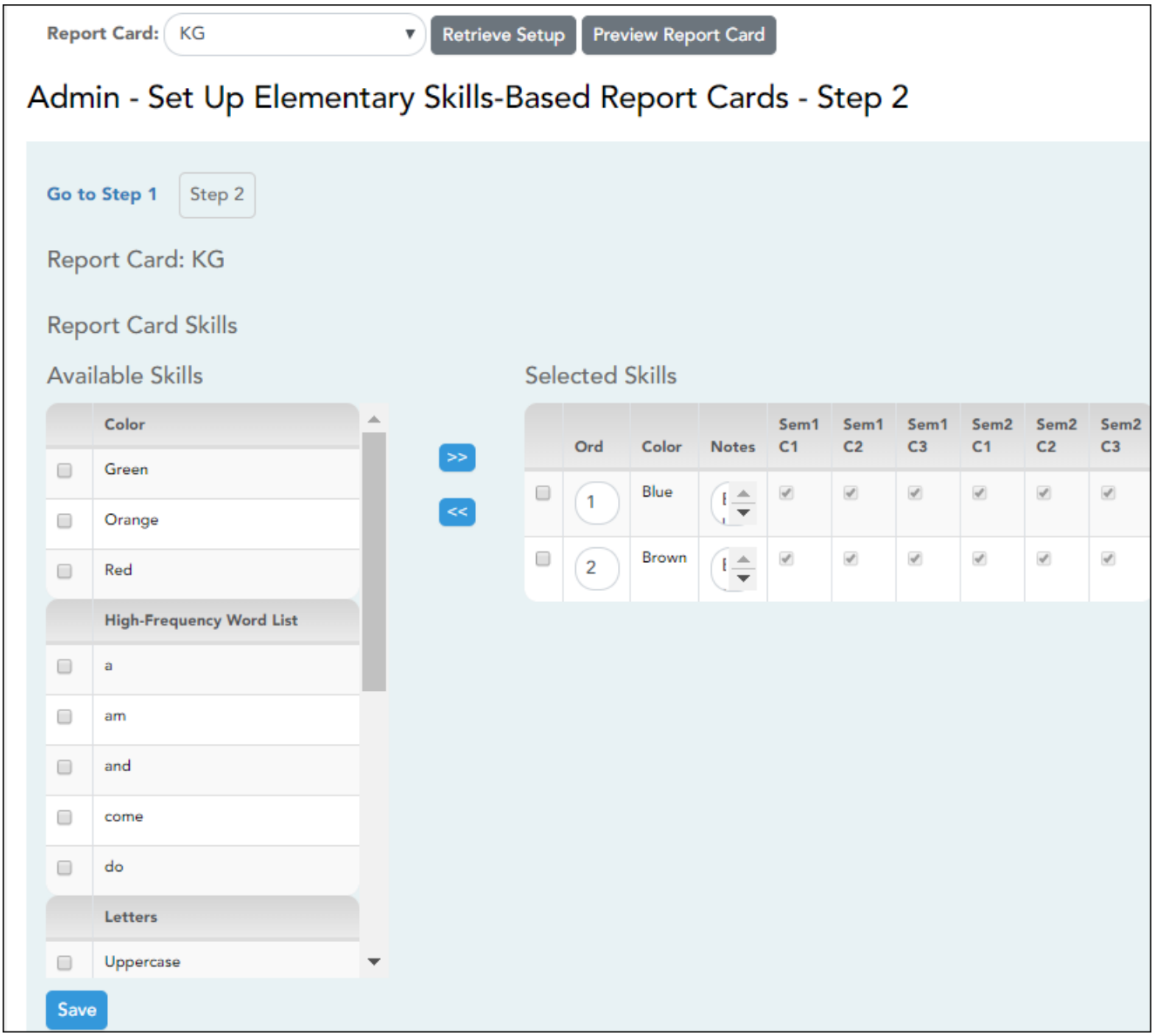
Preview Elementary Report Card as an IPR	Select to view the IPR preview. If selected, the heading changes from “Preview Elementary Report Card” to “Preview Interim Progress Report Card.”
Report Card Note	(Optional) Type a note that will print in the preview above the **Teacher Notes** section. **NOTE:** When you print the report card preview, you are not printing any student data; the preview only allows you to view the layout. If you enter a **Report Card Note**, it allows you to simulate a note that would be entered when report cards are actually printed with student data; however, your note will not appear on a report card printed by another teacher or administrator. This note field is essentially for layout testing purposes only.
Preview Report Card	Click to view the report card or IPR according to the criteria specified. 
Print	Click to print the report card or IPR preview. Only the preview is printed, not the actual report cards.



❑ Click **Go to Step 2** to go to the next page for setting up elementary skills-based report cards.

Admin > Manage Elementary Skills-Based Report Cards (Step 2)

This page allows you to select the skills that will be assessed on the report card.



❑ Save any changes on the Step 1 page.

❑ Then click **Go to Step 2**.

❑ **IMPORTANT:** Click **Retrieve Setup**.

Report Card	Select the report card you are updating. This is a predefined list that cannot be changed.
Available Skills (left grid)	The skill sets and skills established on Admin > Manage Elementary Skills-Based Courses are listed. Select the skills to include on the report card.

❑ Click >> to add the selected skills to the report card.

The selected skills move to the **Selected Skills** grid and are no longer displayed under **Available Skills**.

❑ Under **Selected Skills** (right grid):

Selected skills are listed.

Ord	Indicate the order in which the skills will appear within each skill set on the report card. Type 1 to list the skill first, type 2 to list the skill second, and so on. You can also indicate the order in which the skill sets are listed on the report card. Each skill set has an **Ord** field allowing you to specify its position. For example, type 1 for the skill set to be listed first. This does not apply to the letter, number, and word skill sets which will appear in grid format on the report cards.
Notes	Type notes about the skill that will print on the report card. When you click in the field, the space expands to allow you to view more of the message you are typing. When you click out of the field, the space reverts to displaying only one row of the notes. Any notes entered here are also displayed for the teacher on the Assignment Grades page when hovering over the skill name.
Sem#C#	Specify the semester and cycle in which the skill should be assessed. For each skill, select the appropriate **Sem#C#** field. These fields are only displayed if all semester and cycle grade reporting headers are set to the same value. For example, all grade reporting headers must be set to two semesters per year and two cycles per semester. If even one campus is set to a different value (such as one track set to 2sem-3cyc, and one track set to 2sem-2cyc), the fields are not displayed, and a message is displayed indicating that cycle availability is unavailable. When these fields are in use, the report card will be shaded to indicate the skills being assessed in the semester-cycle for which the report card was printed. You must select at least one cycle for each skill. If all cycles are unselected, the program will automatically select all cycles when you save. For the **Letters**, **Numbers**, **Spanish Letters**, **Color Word Recognition**, **Rote Counting**, and **High Frequency Word** list skills, all **Sem#C#** fields are selected by default and cannot be changed. For **Rote Counting** only, an additional field is displayed below the **Sem#C#** field allowing you to type up to three alphanumeric characters. The field is optional and provides a place for you to further indicate the cycle expectations. For example, for the skill Backwards, you could type /10 for Sem1C1 to indicate that the student is expected to count backwards from 10 by semester 1 cycle 1. You could type /25 for Sem1C2 to indicate that the student is expected to count backwards from 25 by semester 1 cycle 2, and so on.

❑ If any skills need to be removed from the report card, select the skills and click  to remove the selected skills from the report card.

The removed skills are again listed under **Available Skills**.

❑ Click **Save**.

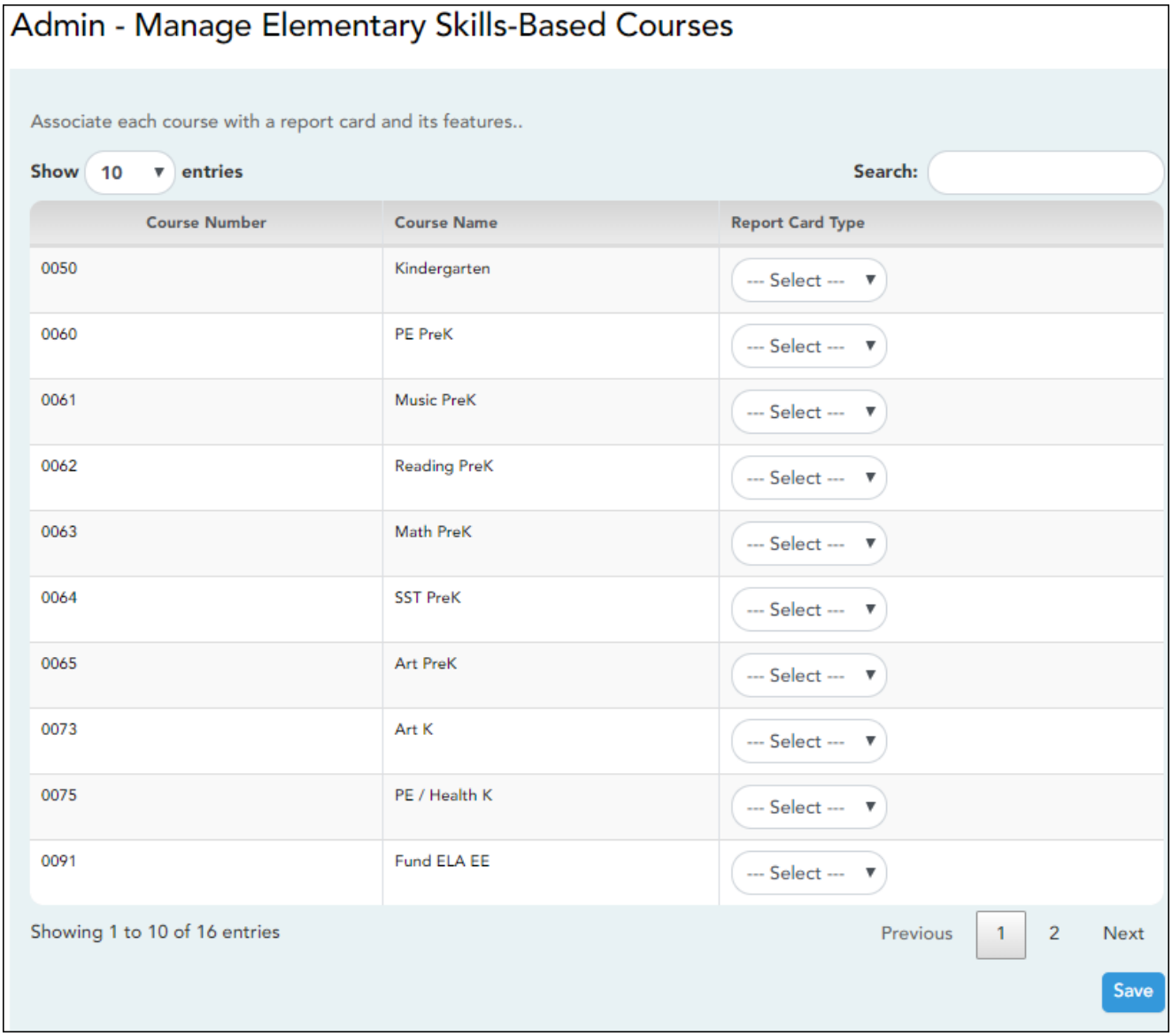
Associate courses with report cards.

TeacherPortal Admin > Elementary Report Cards > Manage Elementary Skills-Based Courses

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This page allows you to associate a course (and all of its sections) with a specific elementary skills-based report card. The settings for the report card determine how grading is handled for the course.

NOTE: If a section is added to a course after the course is selected for elementary skills-based grading, the new section will not have elementary skills-based grading associated with it.



Courses that are eligible to be set up to use elementary skills-based grading report cards are listed.

> Courses that are being used as category- or standards-based/skill-referenced courses (e.g., a category-based course that has one or more categories assigned) are not eligible to be used as an elementary skills-based course.

Course Name	To narrow the list of courses, type all or part of a course name and click **Search**. The list is filtered according to the data you entered.
Report Card Type	For each course, select the report card type. The types list is pre-set. You can customize each type on Admin > Elementary Report Cards > Manage Elementary Skills-Based Report Cards.

❑ Click **Save**.

Print report cards & IPRS by campus.

TeacherPortal Admin > Elementary Report Cards > Print Elementary Report Cards by Campus

This page allows you to select the elementary report card to print and printing options. The selected report card determines the students whose report cards are printed.

These report cards can also be used as interim progress reports if needed. You can change the heading from “Report Card” to “Interim Progress Report” by selecting **Print Elementary Report Card as an IPR**.

> **IMPORTANT:** Use the Firefox or Chrome browser when printing report cards as an administrator. Do not use Internet Explorer.

The report cards display data according to options set on the Admin Manage Elementary Skills-Based Report Cards pages. The following components may be included:

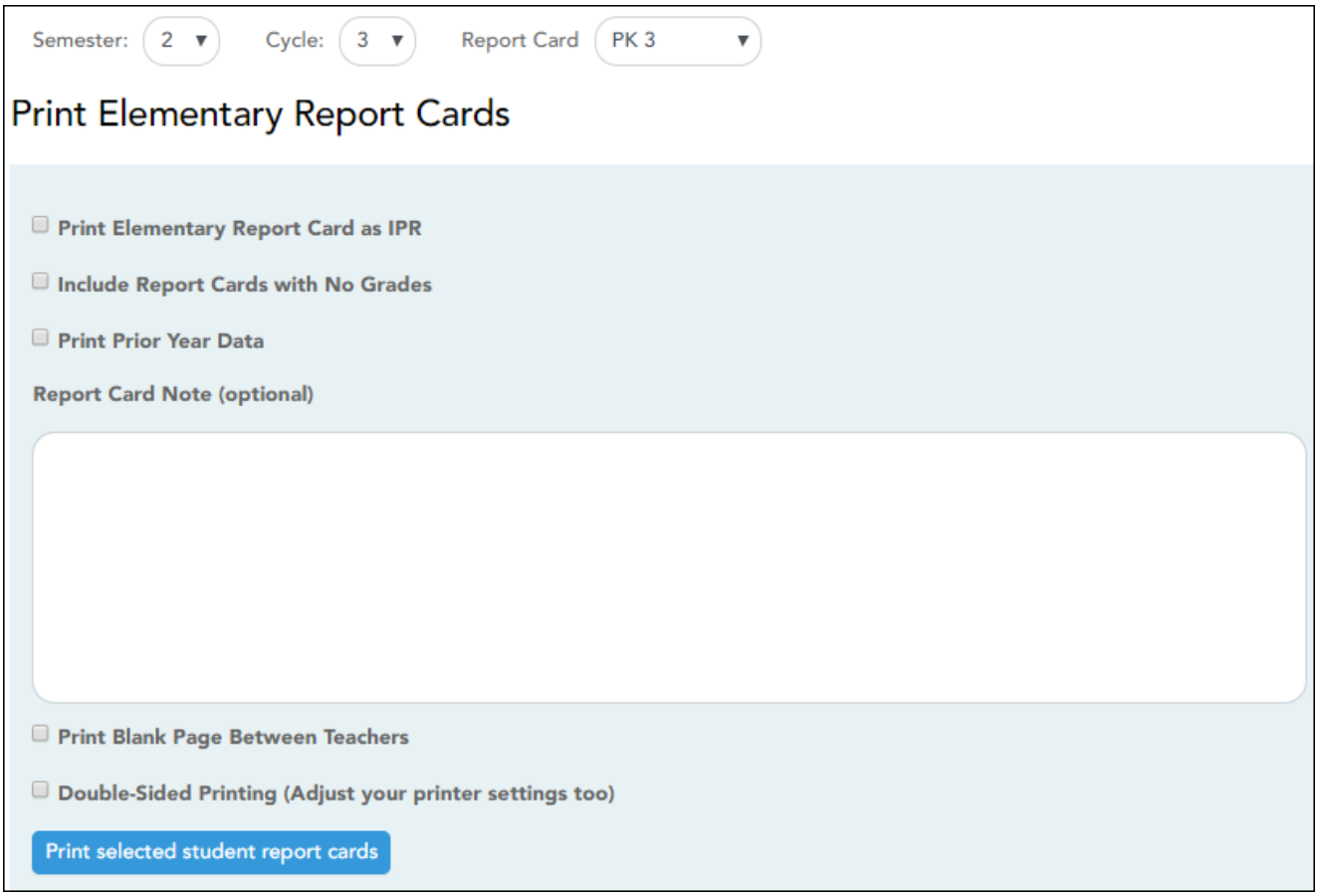
- Letter Recognition skills grid *
- Number Recognition skills grid *
- Spanish Letter Recognition skills grid *
- High-Frequency Word Recognition skills grid *
- Color Word Recognition skills grid *
- Rote Counting skills grid *
- Parent/guardian signature line
- Attendance data, including excused absences, unexcused absences, and tardies by semester-cycle
- The description of the grading type as entered on Manage Elementary Skills-Based Report Cards - Page 1 under **Grading Type Description**. On report cards, this is displayed under the **Grading Guide** heading.

* Expectations for the cycle or quarter may also be displayed.

The following may also be included:

- A description of a specific skill is displayed in italic font below the skill name, as entered by an administrator on Admin > Manage Elementary Skills Sets. This description is unique to the skill.

- A skill note may be displayed below the skill name with a bullet if it was entered by an administrator on the Admin > Manage Elementary Skills-Based Report Cards page. The skill note is unique to the skill and the report card.
- A student-specific skillset note may be displayed below the skillset if it was entered by the teacher on Grades > Elementary Report Cards > Elementary Report Cards Student Notes > Skillset Notes.
- Under **Teacher Notes**, the notes entered on the Elementary Report Card Student Notes page by semester-cycle are displayed.
- If the report card is set up to assess only certain skills during a semester-cycle, the report card is shaded to indicate the skills being assessed in the semester-cycle for which the report card was printed. The table cells for skills that are not being assessed are shaded gray. Note that background printing must be enabled in order for the shading to appear on the printed report cards.
- Quarters 1-4 may be displayed instead of semesters-cycles, depending on the setting entered on Admin > Manage Elementary Skills-Based Report Cards.



Printing tips

Report cards are designed to print with the parent/guardian address positioned so that it appears in the window of a standard envelope if the paper is folded into thirds. (This also applies to elementary skills-based IPRs printed via Grades > Elementary Report Cards > Print Elementary Report Card.)

Background colors may not automatically print, depending on your browser settings. For more information, click here.

Before printing report cards or IPRs, you may want to change the Page Setup options to enable or disable printing of headers and footers. **Be aware** that if the headers and footers are disabled, page numbers are not printed, and there is a risk of the report pages (i.e., the actual papers) getting out of order inadvertently. This could potentially result in a student receiving the wrong subsequent pages of the report card or IPR if there are multiple pages. However, you may want the headers and footers disabled for a neater appearance.

- In the browser from the File menu, select Page Setup.
- Under **Headers and Footers**, ensure that one of the **Headers** or **Footers** fields is set to display the page number. Or, clear all **Headers** and **Footers** fields to print report cards without this data.

  IMPORTANT: Make note of any data that you are deleting so you can reset the headers and footers after you print the report cards or IPRs.

- Click **OK** to save the settings and close the Page Setup dialog box.

Semester	Select the semester for which you want to print report cards.
Cycle	Select the cycle for which you want to print report cards.
Report Card	Select the particular report card type you want to print. This determines the students whose report cards will be printed.

Print Elementary Report Card as an IPR	Select if you are printing the report card(s) to be used as an interim progress report. If selected, the heading “Interim Progress Report” will print at the top of the report instead of “Report Card.” **IMPORTANT:** Ensure that this field is not selected if you are producing actual report cards.
Include Report Cards with no Grades	Select to include report cards for which there are no grades. Otherwise, report cards with no grades are not printed.
Print Prior Year's Data	Select to print the report card with prior year data, instead of current year data, according to the **Semester** and **Cycle** selections.
Report Card Note	Select to print the report card with prior year data, instead of current year data, according to the **Semester** and **Cycle** selections.

Print a Blank Page Between Teachers	Select to insert a blank page between each teacher. **NOTE:** If **Double-Sided Printing** is selected, the program will insert two blank pages between each teacher.
Double-Sided Printing	Select to use double-sided printing. You must adjust your printer to do double-sided printing. If this field is selected, and you selected **Print a Blank Page Between Teachers**, the program will generate two blank pages between teachers. **Blank Page Between Students**: This field only appears if you select **Double Sided Printing**. Select to print a blank page between students.

❑ Click **Print selected student report cards**.

The Elementary Report Cards by Campus page opens.

Copy skills-based grades.

TeacherPortal Admin > Elementary Report Cards > Copy Elementary Skills-Based Report Card Grades

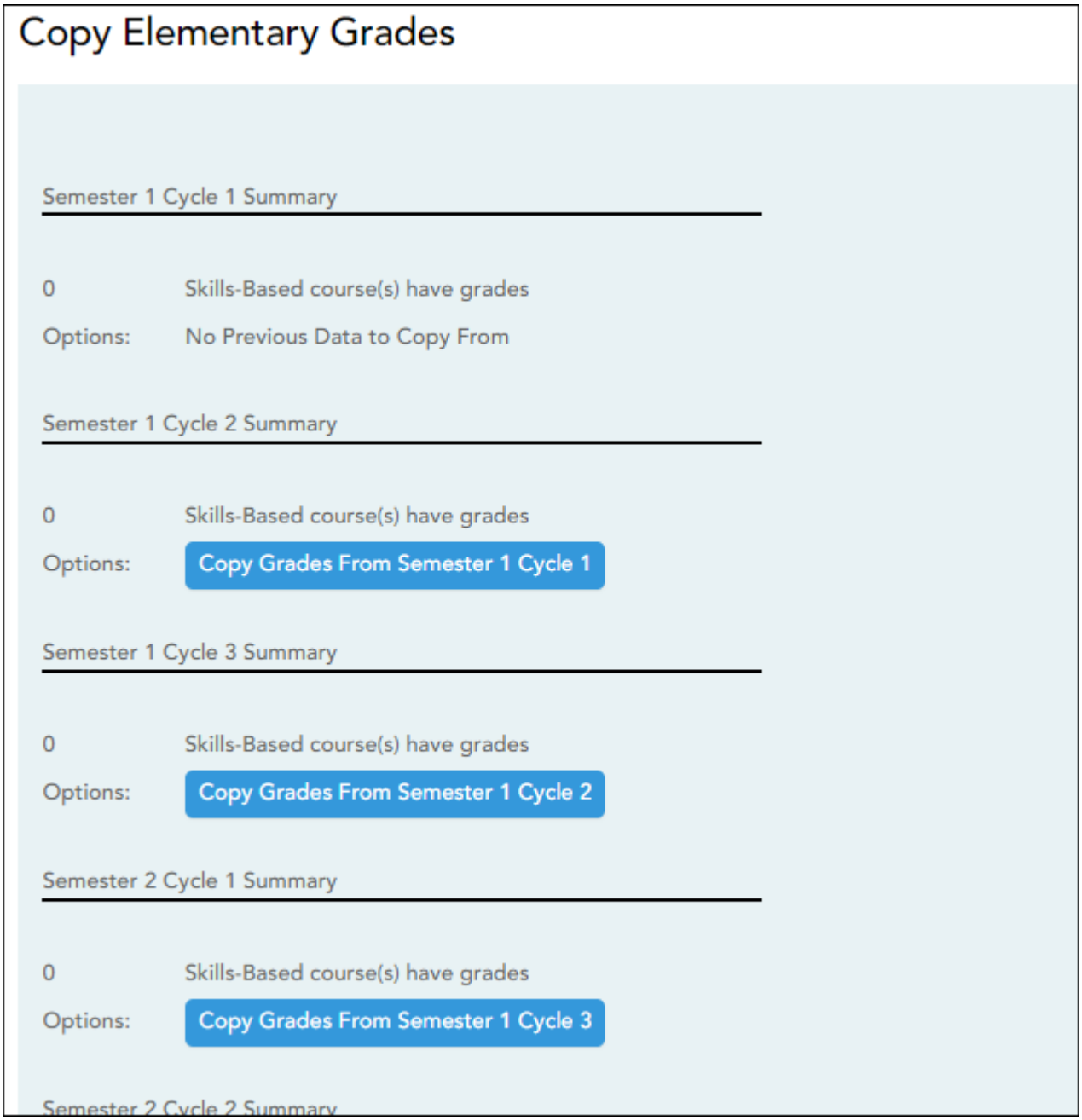
This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This page allows you to copy elementary skills-based grades from one cycle to the next, as long as grades do not already exist for the next cycle. This allows skills that have already been accomplished to appear on IPRs and report cards for subsequent cycles, giving parents an overall view of the student's progress for the year to date.

NOTE:

- Copying grades should occur at the end of each cycle, after all grades have been entered for the current cycle, but before any grades are entered for the next cycle.
- The next-cycle grade fields on Grades > Assignment Grades page will be populated with the copied grades.

- District-level users must select a campus; campus-level administrators can only copy for the campus you are logged on to.
- Copying grades occurs for all teachers at the campus.



For each semester and cycle of the school year, a summary is displayed indicating the number of courses that have grades, and the options available for copying grades from one cycle to the next.

- If grades already exist for the semester-cycle, the message “Courses Already Have Grades This Cycle” is displayed, and the option to copy is not available for that semester-cycle.
- If grades do not exist for the semester and cycle, a button is displayed allowing you to copy grades from the previous semester-cycle.

NOTE: You cannot copy any data to semester 1 cycle 1. The message“ No Previous Data to Copy From” is displayed, and the option to copy is not available.

❑ To copy grades from one cycle to the next, click the appropriate button.

For example, to copy grades from semester 1 cycle 1 to semester 1 cycle 2, click the **Copy Grades from Semester 1 Cycle 1** button, which appears under **Semester 1 Cycle 2 Summary**.

A message is displayed indicating that grades were copied from semester 1 cycle 1 to semester 1 cycle 2.

❑ At the end of the next cycle, repeat the steps.