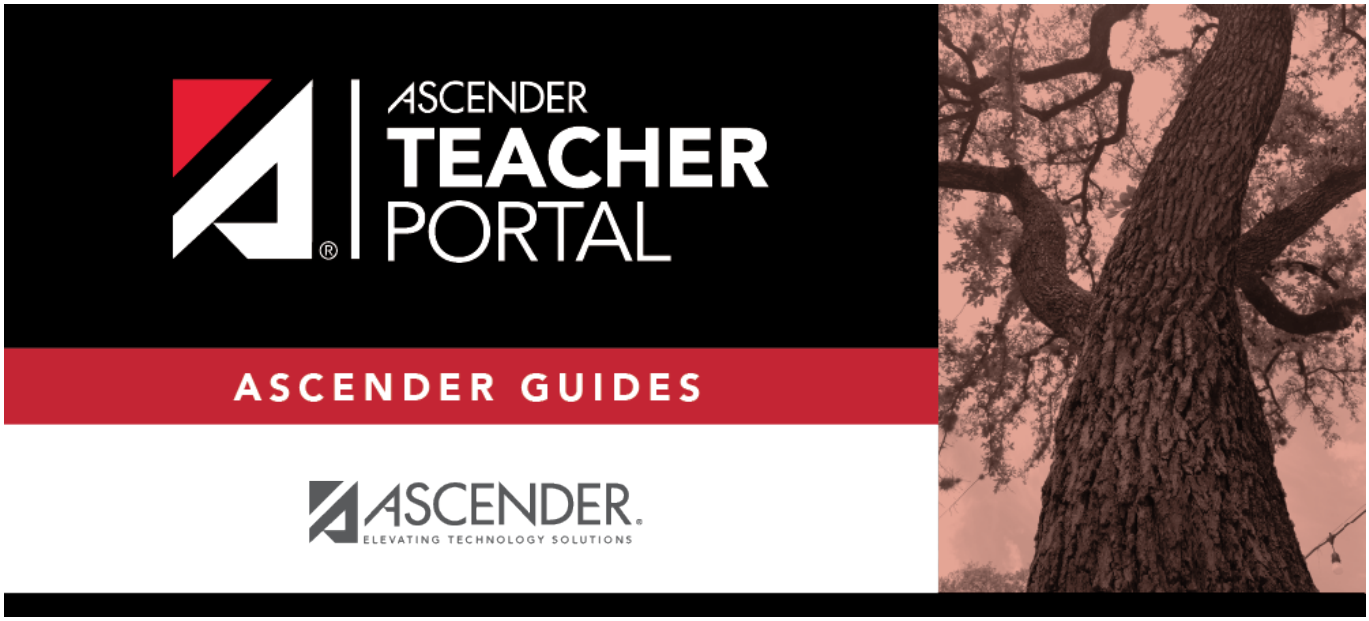


Elementary Skills-Based Grading

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Teacher Guide to ASCENDER TeacherPortal

Elementary Skills-Based Grading

Elementary Report Cards:

Elementary Report Cards

Grades > Elementary Report Cards > Print Elementary Report Cards

This page allows you to print elementary skills-based report cards for the students selected on the Print Elementary Report Cards page. The page can only be accessed through the Print Elementary Report Cards page.

> **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.

Print report cards:

After you enter and save any notes for the report cards and select the type of report card you want to print, click **Print selected student report cards**. The page displays report cards for all students selected on the Print Elementary Report Cards for Campus page.

❑ From Print Elementary Report Cards, select the report card and options, and click **Print selected student report cards**.

❑ Click **Print**.

Although the report cards are displayed on the screen without page breaks, each report card prints individually with page breaks between each report card.

❑ Click **Return to Elementary Report Card selection page** to return.

Print Elementary Report Cards:

Print Elementary Report Cards

Grades > Elementary Report Cards > Print Elementary Report Card

This page allows you to select the elementary students for whom you want to print report cards. The report cards display data as set up on the Admin - Manage Skills-Based Report Cards pages.

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**.

NOTE: Administrative users can use the Admin > Print Elementary Report Cards for Campus page (which is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID) to print all elementary report cards for a particular report card type.

Print data:

❑ Select the course-section you want to print report cards for:

Semester	Select the semester you want to print report cards for.
Cycle	Select the cycle you want to print report cards for.
Course-Section	Select the course-section you want to print report card for. If the course is marked as ready to post on the Cycle Grades page, the message "[READY]" is displayed next to the course.

❑ Click **Retrieve Data**.

The grid displays all students currently enrolled in the course-section. Students are sorted by last name, unless you have specified a custom sort order on Settings > Arrange Student Order.

The columns can be re-sorted.

The columns can be sorted according to your preferences.

- An up arrow indicates the column and order by which the table is currently sorted.
- If a column can be sorted, a sort box is displayed in the column heading.
- To resort the list by another column heading, click in the column heading. The column is sorted in ascending order, as indicated by in the column heading.
- To sort the column in descending order, click again. The sort arrow changes direction .

If you sort by the last name column, the table sorts by last name, then first name. If you sort by the first name column, the table sorts by first name, then last name.

NOTE: Sorting the columns overrides the custom sort order established on the Arrange Student Order page. However, if you leave this page and return, the students are displayed in your custom sort order. (This does not apply on the Post/View Attendance page.)

Show withdrawn	Withdrawn students are displayed in a blue row, and the message “Withdrawn” and the withdrawal date are displayed by the student's name. The withdrawal date may be the student's withdrawal date from school or his withdrawal date from the class.
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 appear at the top of the report instead of “Report Card.” **Ensure that this field is not selected if you are producing actual report cards.**

Student ID	The student's ID is displayed. Click the student ID to view the student's profile.

❑ Select the students:

This Class	Select to print a report card for the student for only the selected course-section. If selected, **Default View** is selected and cannot be changed.	
	Check All	Select to apply this option for all students in the selected course-section. If selected, you cannot select **All My Classes** for the students.
Report Card Note	(Optional) Type a note that will be displayed on all report cards selected for printing. If entered, it will appear on the report card above the **Teacher Notes** section.	
Print a Blank Page Between Students	Select to insert a blank page between each student. It is recommended that you select this option if the report card has an odd number of pages and is being printed double sided.	

Print Report Cards (or IPRs):

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.

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

The report cards are displayed on the Elementary Report Cards page where you can view the report cards before printing them.

Elementary Letter Skills & Elementary Number Skills:

Elementary Letter Skills & Elementary Number Skills

Grades > Elementary Report Cards > Elementary Letter Skills
Grades > Elementary Report Cards > Elementary Number Skills

These pages allow you to record whether the student has achieved certain skills related to alphabet letters and numbers. The pages are only available if the letter skills and number skills grids have been selected for inclusion on the report card on the Admin Skills-Based Report Card Setup - Step 2 page.

Letter and number skills are a cumulative assessment; they are not stored by semester-cycle.

Update data:

❑ Select the student:

Course-Section	Select the course-section for which you want to assess a student.
Student	Select a student in the selected course. The student's name is displayed.

❑ Click **Retrieve Data**.

❑ Enter grades:

<table>
<tr><td>Letters</td><td>On the Letters page:

Under each letter, select the skill (such as Lowercase) if the selected student has achieved this skill for the letter. You can select Select All if the student has achieved the skill for all letters. A description of the student expectations for the quarter or cycle may also be displayed, if available.
NOTE:

Administrative users can add additional skills by editing the Letters skill set on Admin > Elementary Skills-Based Setup.

For courses that are using the Letters (including Spanish) skills set, the Spanish alphabet letters are displayed below the English alphabet letters.</td></tr>
<tr><td>Numbers</td><td>On the Numbers page:<table><tr><td>Numbers</td><td>For each number, select the skill (such as Identifies) if the selected student has achieved this skill for the number. You can click Select All if the student has achieved the skill for all displayed numbers. A description of the student expectations for the quarter or cycle may also be displayed, if available.</td></tr><tr><td>Rote Counting</td><td>Select the skill (such as Backwards) if the selected student has achieved this skill. A description of the student expectations for the quarter or cycle may also be displayed, if available.</td></tr></table>NOTE: Administrative users can add additional skills by editing the Numbers and/or Rote Counting skill sets on Admin > Elementary Report Cards > Manage Elementary Skills-Based Courses.</td></tr>
</table>

Save data:

PIN	Type your four-digit personal identification number (PIN).

❑ Click **Save**.

Elementary Word Skills:

Elementary Word Skills

Grades > Elementary Report Cards > Elementary Word Skills

This page allows you to record whether the student has achieved certain skills related to high-frequency word recognition and color word recognition. The page is only available if the High-Frequency Word List or Color Word Recognition skills have been selected for inclusion on the report card on the Admin Skills-Based Report Card Setup - Step 1 page.

Word skills are a cumulative assessment; they are not stored by semester-cycle.

Update data:

❑ Select the student:

Course-Section	Select the course-section for which you want to assess a student.
Student	Select a student in the selected course. The student's name is displayed.

❑ Click **Retrieve Data**.

❑ Enter grades:

High Frequency Word List	Select the skill if the selected student has achieved this skill. A description of the student expectations for the quarter or cycle may also be displayed, if available.
Color Word Recognition	Select the color if the selected student has achieved this skill. A description of the student expectations for the quarter or cycle may also be displayed, if available.

NOTE: Administrative users can add additional skills by editing the High-Frequency Work Skills or Color Word Recognition skill sets on Admin > Elementary Skills-Based Setup.

Save data:

PIN	Type your four-digit personal identification number (PIN).

❑ Click **Save**.