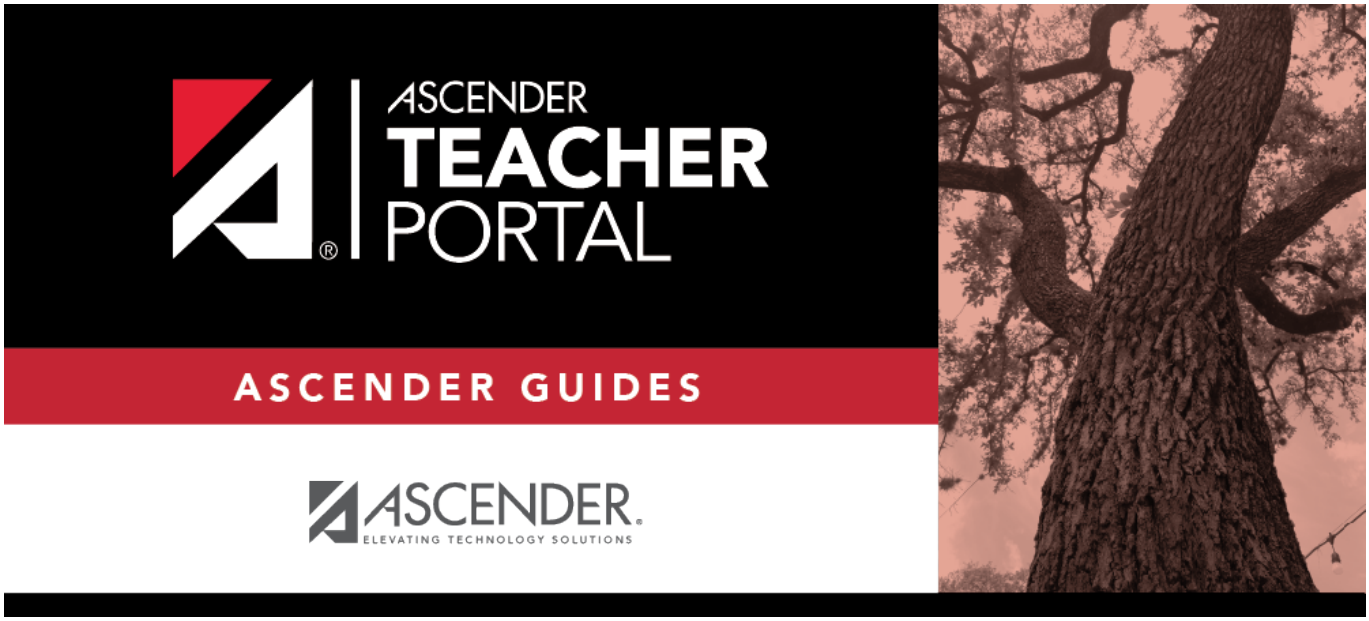


Manage Elementary Skills-Based Report Cards

Table of Contents

Manage Elementary Skills-Based Report Cards i
Manage Elementary Skills-Based Report Cards - Step 1 1

Manage Elementary Skills-Based Report Cards - Step 1

Admin > Manage Elementary Skills-Based Report Cards

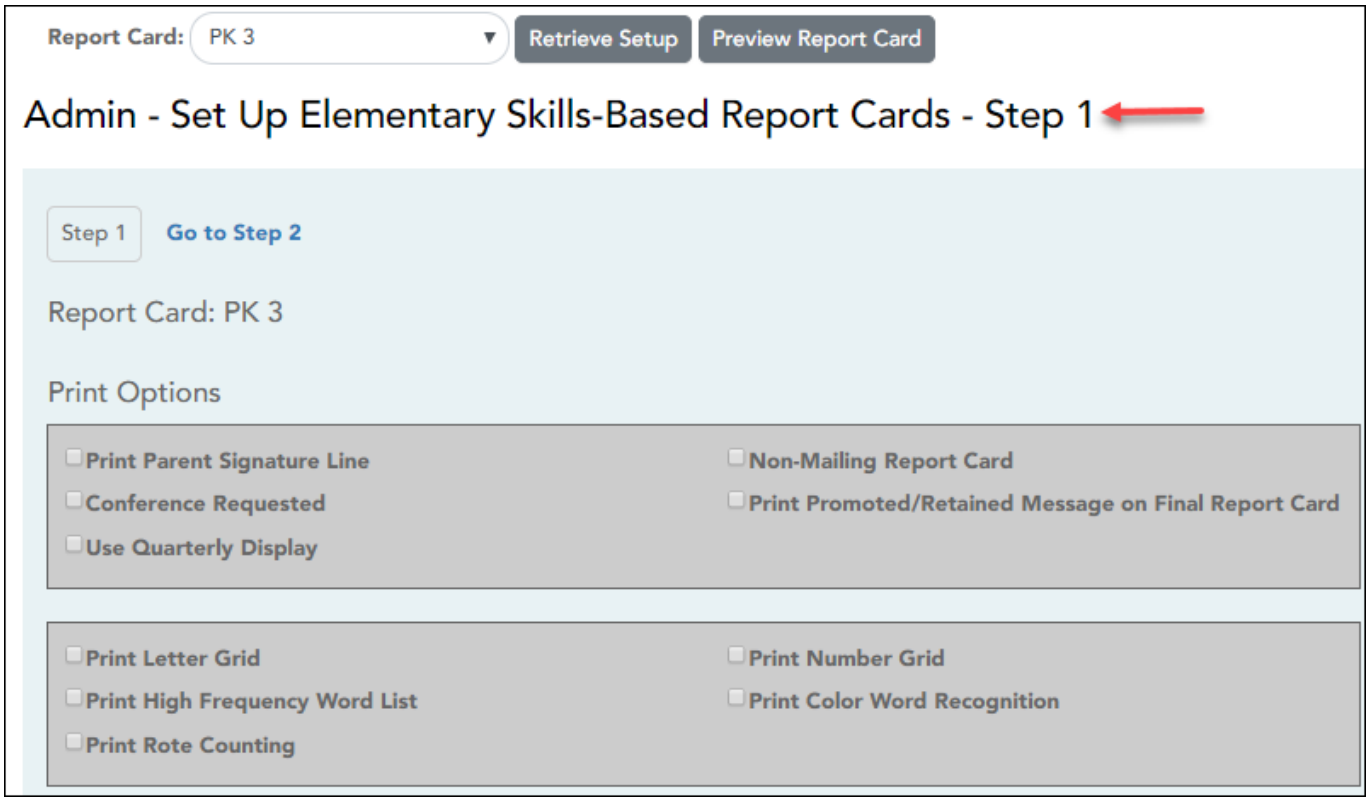
This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This page allows you to 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.



Set options:

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

❑ Under **Print Options**:

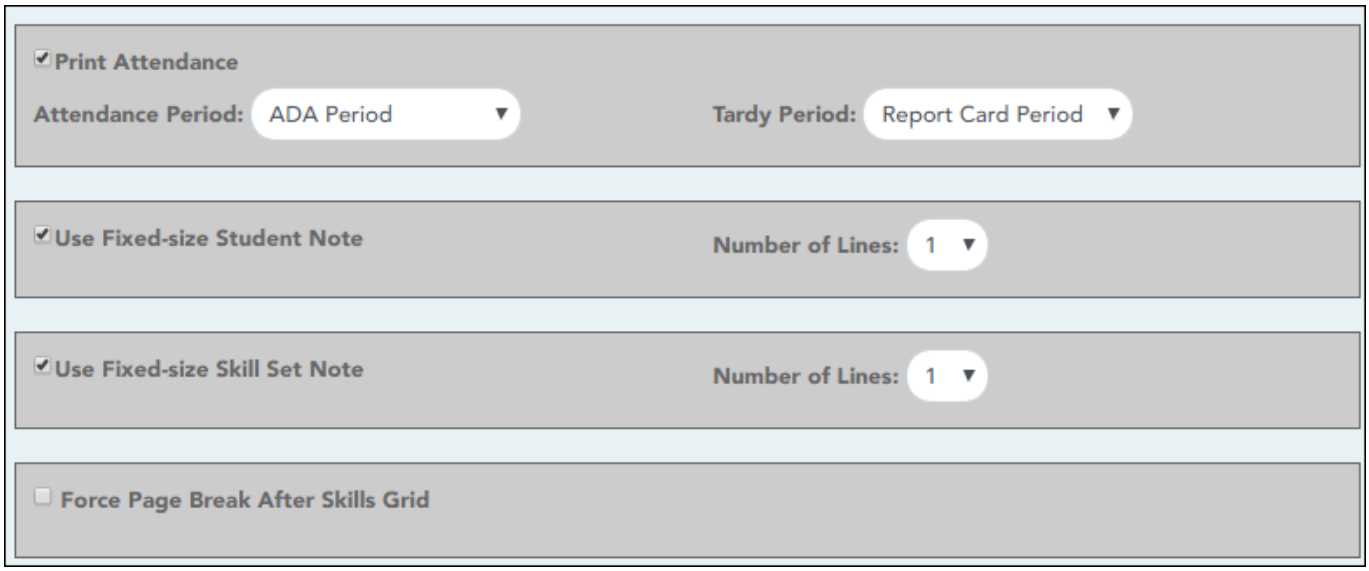
Select Print Parent Signature Line	Select to include a place for parents to sign and date the report card.
Non-Mailing Report Card	Select to print a version of the report card that will not be mailed out. The student's mailing address is omitted to allow more data to print on one page.
Conference Requested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

<table>
<tr><td>Promoted/Retained Message on last report card of the year</td><td>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:
<table>
<tr><th>Year-End-Status Code</th><th>Message on Report Card</th></tr>
<tr><td>01</td><td>Promoted to Nth grade</td></tr>
<tr><td>02</td><td>Retained in Nth grade</td></tr>
<tr><td>03</td><td>Placed in Nth grade</td></tr>
<tr><td>04</td><td>Placed in transitional program</td></tr>
<tr><td>06</td><td>Promoted from trans. prgm. to reg. grd.</td></tr>
<tr><td>21</td><td>Status pending summer school</td></tr>
<tr><td>22</td><td>Status pending other reason</td></tr>
<tr><td>23</td><td>Left district before end of school</td></tr>
<tr><td>blank</td><td>Promoted</td></tr>
</table>
</td></tr>
<tr><td>Use Quarterly Display</td><td>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.</td></tr>
</table>

❑ 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.

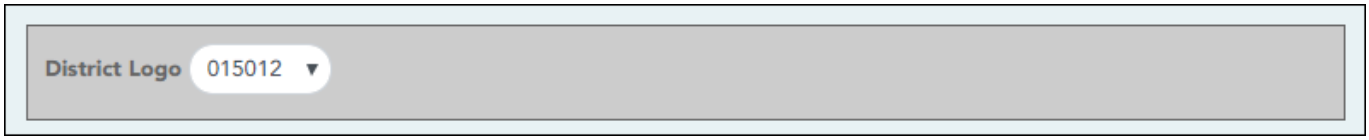
Force Page Break After Skills Grid	Select to insert a page break after the main skills grid.
Page break after which skill sets	This section is displayed once there are skills selected for the report card. You can indicate if a page break should be inserted after one or more particular skill sets. These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



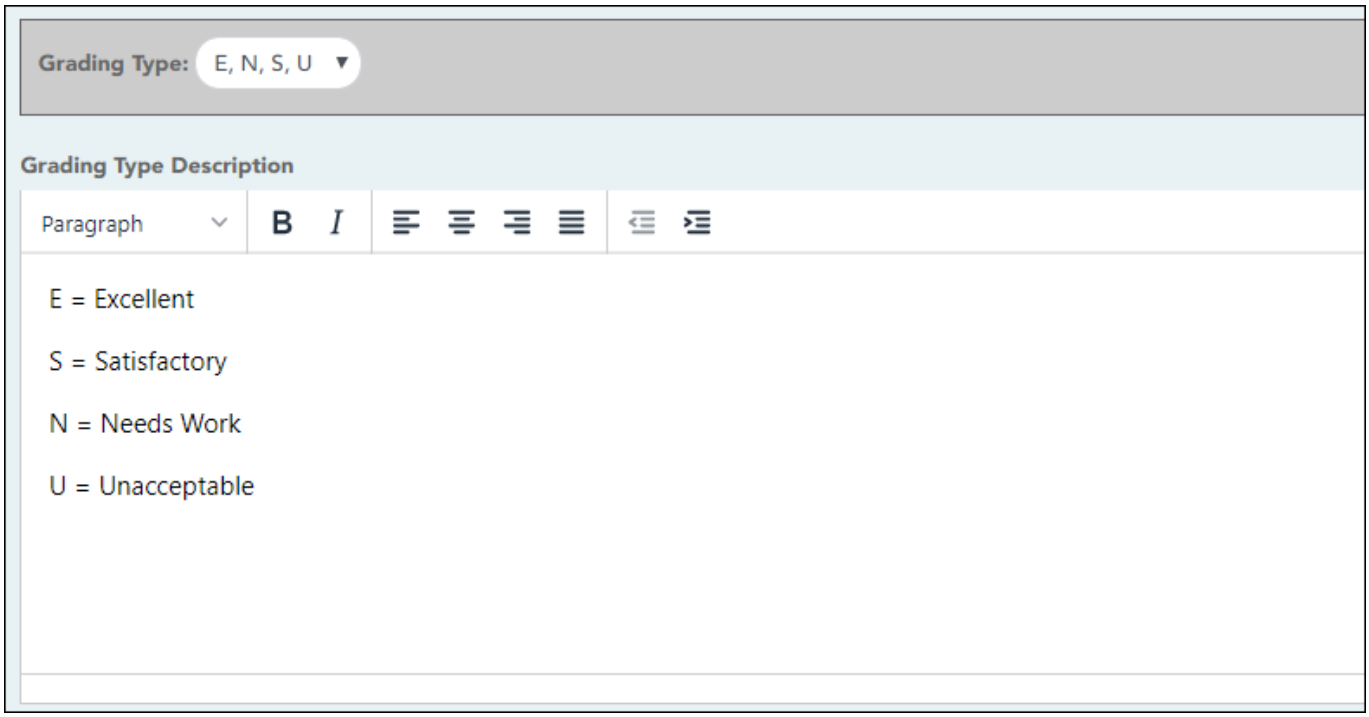
<table>
<tr><td>Quarterly/Cycle Expectations</td><td>Indicate expectations for students for the quarter or cycle. These expectations apply specifically to the letter, number, and word recognition skill sets.
<table>
<tr><td>Letter</td><td>Select to specify expectations for alphabet letters. In the adjacent 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.</td></tr>
<tr><td>Number</td><td>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.</td></tr>
</table>

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.</td></tr>
</table>

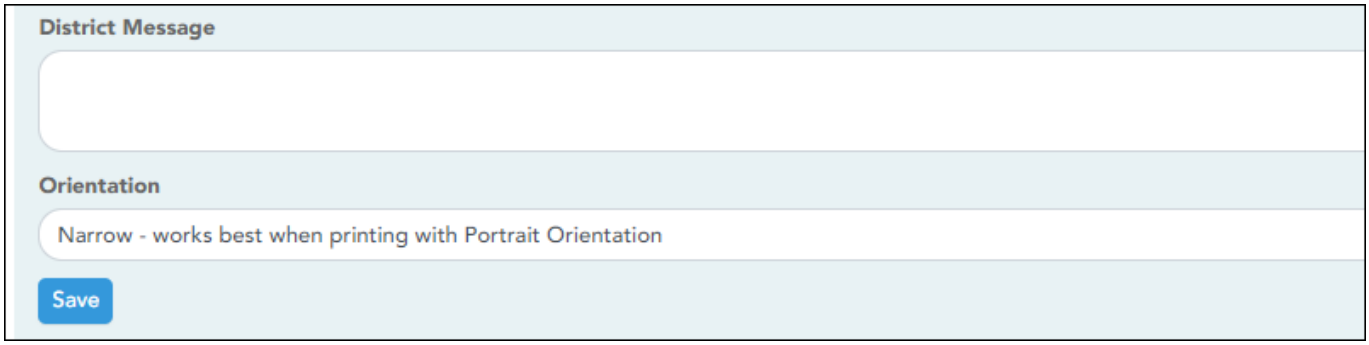


Choose District Logo	(Required) Select a logo to be included at the top of the report card. All images are listed that have been copied to the correct location on the district server. **NOTE:** This field is required. You cannot save the changes to the report card if the logo is not selected. The logo 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.



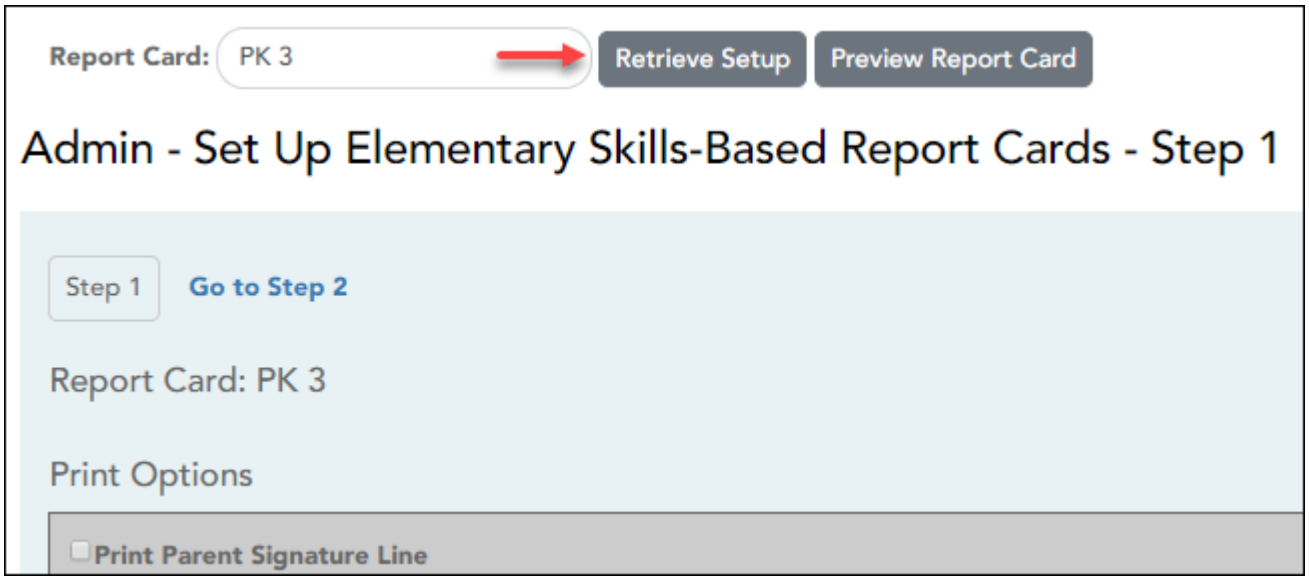
Grading Type	Select the grading type to be used on the report card. All grading types are listed that have been set up on Admin > Manage Elementary Skills-Based Report Cards.

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.

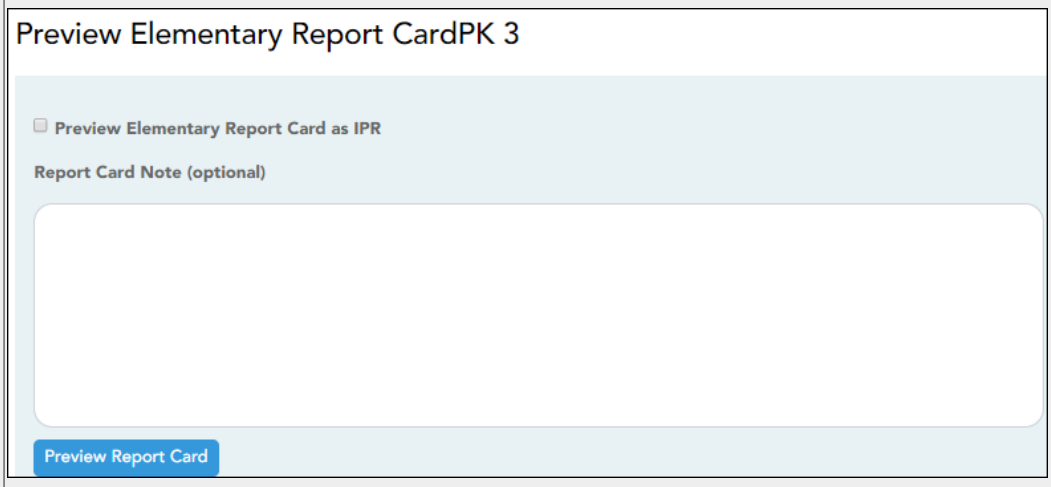
❑ Click **Save**.



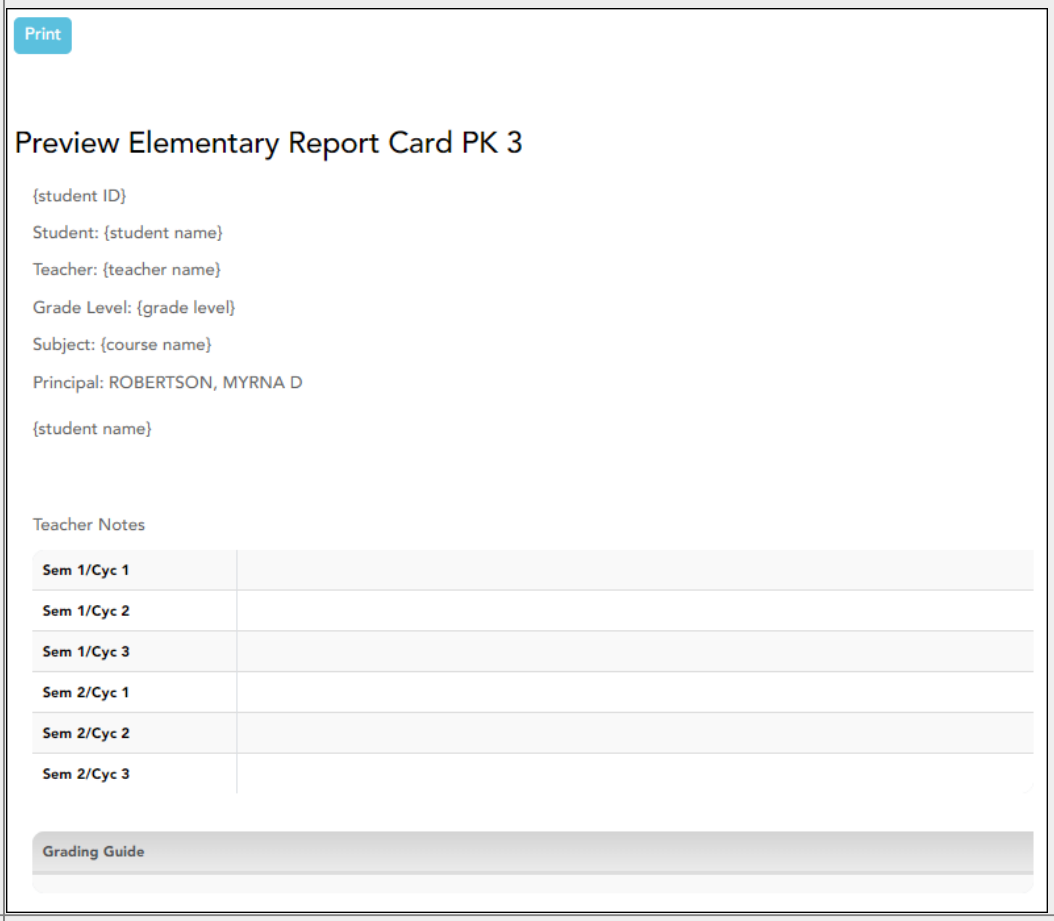
Retrieve Setup	Click **Retrieve Setup** in order to reload the page when you select a different report card.

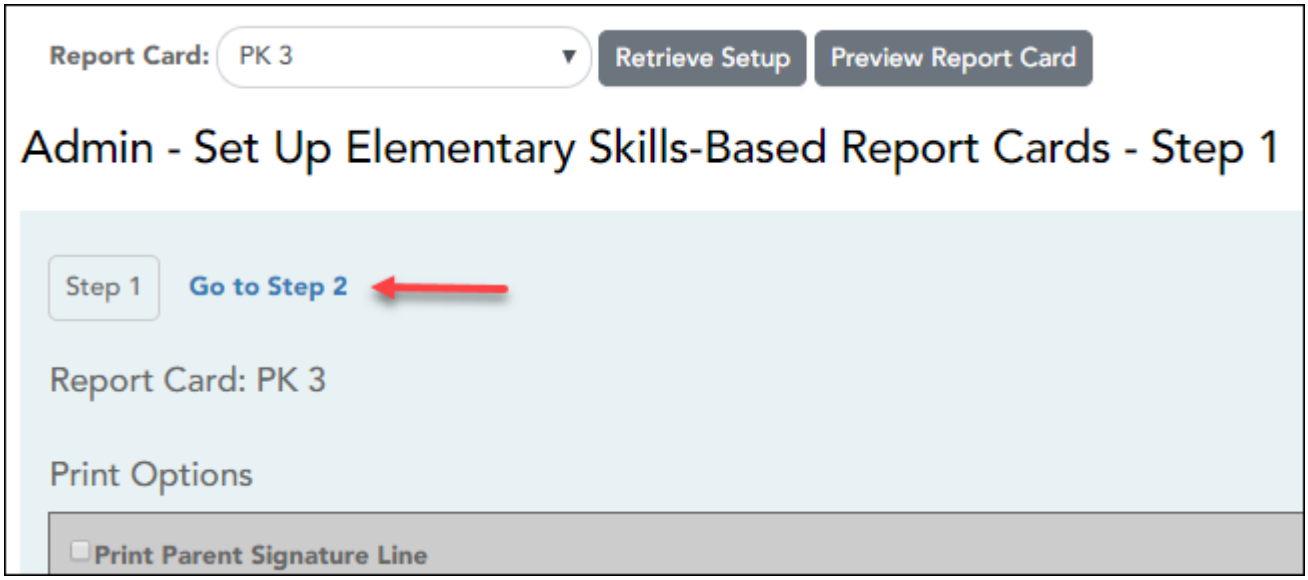
Preview Report Card

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.

Report Card

❑ Under **Print Options**:

Select Print Parent Signature Line	
Non-Mailing Report Card	
Conference Requested Line	
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:
Use Quarterly Display	

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

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

Print Letter Grid
Print Number Grid
Print High Frequency Word List
Print Color Word Recognition
Print Rote Counting

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
Page break after which skill sets

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

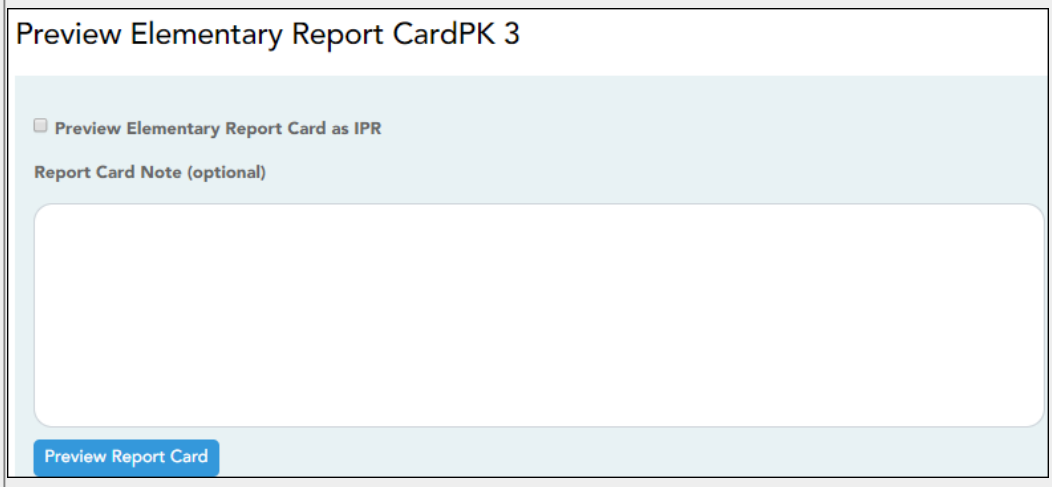
Grading Type Description	A blank letter editor and formatting toolbar are displayed. The buttons on the toolbar allow you to change the font, size of font, attributes (bold, italic, underline), spacing, and other formatting of the text. Type a detailed explanation of the grading type. For example, if 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	
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**.

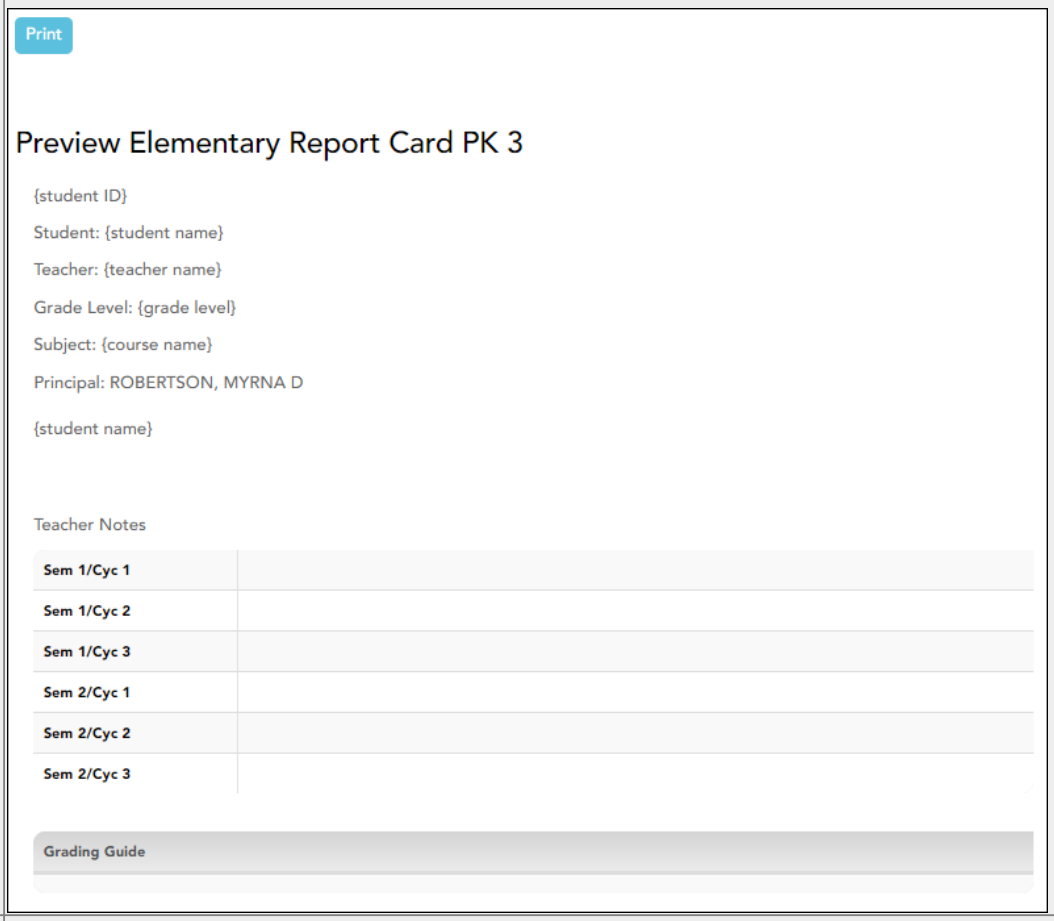
Retrieve Setup	

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.