

Manage Elementary Skills Sets

i.

i



Table of Contents

Manage Elementary Skills Sets	 i
Manage Elementary Skills Sets	 1

iv

Manage Elementary Skills Sets

This page should be renamed to Manage Elementary Skill Sets



Admin	- Set Up Element	ary Skills-Bas	ed Courses	5	
	_				
Grade	Туре				
(Enter Gr	rade Type Sets)				
Edit	Name				
×	E,S,N,U				
Add Gra Avail (Skill S	ade Type Save lable Skill Sets Sets are groups of skills)		Avai (Skills card.)	lable Skill	s for Color ou wish to see accomplished on a repo
Edit	Skill Set Name	Skill Count	Edit	Skill Name	Description
	Color	5 Skills		Red	Red
	High-Frequency Word Lis	5 Skills		Orange	Orange
	Letters	2 Skills		Green	Green
	Letters (including Spanish	2 Skills		Brown	Brown
	Numbers	2 Skills		Blue	Blue
	Rote Counting	3 Skills	Add	Skill Save	
Add 9	Skill Set Save				

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 grading types, skill sets, and associated skills for producing elementary skills-based report cards.

The **Skill Set Name**, **Skill Name**, and **Description** fields allow Spanish and other special characters such as $\frac{1}{2}$ and \tilde{n} .

Update data:

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.								
	A pop-up window opens.								
	Enter Grades ×								
	1 2 3								
	4 5 6								
	7 8 9								
	Add Cancel								
	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.								

To add a A blank row	ls. new skill set, click Add <i>i</i> is added to the grid.	Skill Set.			
Available (Skill Sets a	e 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 Spanisł	2 Skills			
	Numbers	2 Skills			
	Rote Counting	3 Skills			
		0 Skills	_		
Add Skill S	Set Save	0 Skills	-		
Add Skill S Skill Set Name	Set Save	o Skills	p to 50 characte	ers.	
Skill Set Skill Set Skill Set Count	Set Save Type the name of the The total number of s	o Skills	p to 50 characte tly associated w	ers. /ith each skill s	set is displayed.
Add Skill Set Name Skill Set Count	Set Save Type the name of the The total number of s Add or edit the specif Set grid is displayed set.	o skills e skill set, u skills currer fic skills ass to the righ	p to 50 characte tly associated w ociated with the and lists any sk	ers. /ith each skill s e skill set. The kills currently a	set is displayed. Available Skills for associated with the sk
Add Skill Set Name Skill Set Count	Set Save Type the name of the The total number of s Add or edit the specif Set grid is displayed set. In the Available Skil Some skill sets are in	o skills e skill set, u skills currer fic skills ass to the righ II Sets grid cluded aut	p to 50 characte tly associated w ociated with the and lists any sk , delete a skill s omatically and c	ers. /ith each skill s e skill set. The kills currently a et if needed. annot be dele	set is displayed. Available Skills for associated with the sk ted. They are shaded
Add Skill Set Name Skill Set Count	Set Save Type the name of the The total number of s Add or edit the specif Set grid is displayed set. In the Available Skill Some skill sets are in and the Sutton is the predefined list.	o Skills e skill set, u skills currer fic skills ass to the righ Il Sets grid cluded aut not display	p to 50 characte tly associated w ociated with the and lists any sk , delete a skill s omatically and c ed. However, yc	ers. /ith each skill s e skill set. The kills currently a et if needed. annot be dele ou can click	set is displayed. Available Skills for associated with the sk ted. They are shaded to add additional skil
Add Skill Set Name Skill Set Count	Set Save Type the name of the The total number of s Add or edit the specif Set grid is displayed set. In the Available Skil Some skill sets are in and the Sutton is the predefined list. The following skill set	^{0 Skills} e skill set, u skills currer fic skills ass to the righ II Sets grid icluded aut not display ts are inclu	p to 50 characted tly associated w ociated with the and lists any sk delete a skill s omatically and c ed. However, yc ded automatical	ers. /ith each skill s e skill set. The kills currently a et if needed. annot be dele ou can click ly:	set is displayed. Available Skills for associated with the sk ted. They are shaded to add additional skil
Add Skill Set Name Skill Set Count	Set Save Type the name of the The total number of s Add or edit the specif Set grid is displayed set. In the Available Skil Some skill sets are in and the Sutton is the predefined list. The following skill set • Numbers	^{0 Skills} e skill set, u skills currer fic skills ass to the righ II Sets grid icluded aut not display ts are inclu	p to 50 characte tly associated w ociated with the and lists any sk , delete a skill s omatically and c ed. However, yc ded automatical	ers. vith each skill s e skill set. The kills currently a et if needed. annot be dele bu can click ly:	set is displayed. Available Skills for associated with the sk ted. They are shaded to add additional skil
Add Skill Set Name Skill Set Count	Set Save Type the name of the The total number of s Add or edit the specif Set grid is displayed set. In the Available Skil Some skill sets are in and the Sutton is the predefined list. The following skill set • Numbers • Letters • Letters (including S	^{0 Skills} e skill set, u skills currer fic skills ass to the righ II Sets grid icluded aut not display ts are inclu	p to 50 characted tly associated w ociated with the and lists any sk , delete a skill s omatically and c ed. However, yc ded automatical	ers. vith each skill s e skill set. The kills currently a et if needed. annot be dele bu can click ly:	set is displayed. Available Skills for associated with the sk ted. They are shaded to add additional skil
Add Skill Set Name Skill Set Count	Set Save Type the name of the The total number of s Add or edit the specif Set grid is displayed set. In the Available Skil Some skill sets are in and the button is the predefined list. The following skill set • Numbers • Letters • Letters • Letters (including S • High-Frequency Wo • Color Word Recogn	o Skills	p to 50 characte tly associated w ociated with the and lists any sk delete a skill s omatically and c ed. However, yc ded automatical	ers. vith each skill s e skill set. The kills currently a et if needed. annot be deleo bu can click ly:	set is displayed. Available Skills for associated with the sk ted. They are shaded to add additional skil

3

Available	e Create a list of specific skills to be associated with a skill set.							
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 - S	Set Up Elementa	ary Skills-Based Co	urses	;			
	Grade Typ (Enter Grade	e Type Sets)						
	Edit 🗙	Name E,S,N,U						
	Add Grade	Type Save						
	Available (Skill Sets a	e Skill Sets are groups of skills)		Avai (Skills card.)	lable Skill are items yo	s for Color ou wish to see accomplished on a report		
	Edit Skill Set Name	l Set Name	Skill Count 5 Skills	Edit	Skill Name	Description		
		igh-Frequency Word Lis	5 Skills 2 Skills		Orange	Orange		
		etters (including Spanisł	2 Skills		Brown Brown	Green Brown		
		umbers ote Counting	3 Skills	Add	Blue Skill Save	Blue		
	Add Skill S	Set Save						
	Click Add	Skill to add a skill to sadded to the grid.	o the selected skill set.	tore				
	Description	Type a description 300 characters. Th Grades page when	of the skill as you want i is description is also disp hovering the cursor ove	it to be blayed of the second	e displaye for the to skill name	ed on the report card, up to eacher on the Assignment e.		
	×	From the Availabl Some skill sets hav	e Skills for Skill Set gr ve skills that are included	id, de d by de	lete a skil efault and	l from the skill set if needed. I cannot be deleted.		
	Click Save	9.						

4