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ELEVATING TECHNOLOGY SOLUTIONS



## Manage Elementary Skills Sets



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# Manage Elementary Skills Sets

This page should be renamed to Manage Elementary Skill Sets

**Admin > Manage Elementary Skills-Based Courses**

**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 Lists	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

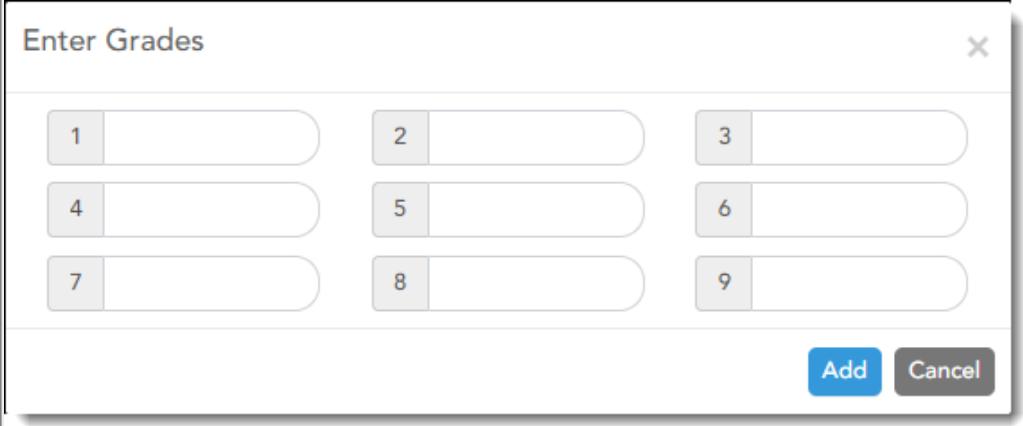
**Add Skill** **Save**

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 *í* and *ñ*.

## Update data:

<b>Grade Type</b>	<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>
	
<b>Enter Grades</b>	<p><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>
<input type="checkbox"/> Click <b>Save</b> .	<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  button is not displayed.</p>

<b>Available Skill Sets</b>	<p>Create skill sets for elementary skills-based report cards. For each skill set, you will associate a list of specific skills.</p> <p><input type="checkbox"/> To add a new skill set, click <b>Add Skill Set</b>. A blank row is added to the grid.</p>																							
<div data-bbox="244 316 1465 1114"> <p><b>Available Skill Sets</b> (Skill Sets are groups of skills)</p> <table border="1" data-bbox="282 467 774 1028"> <thead> <tr> <th data-bbox="282 467 377 512">Edit</th> <th data-bbox="377 467 711 512">Skill Set Name</th> <th data-bbox="711 467 774 512">Skill Count</th> </tr> </thead> <tbody> <tr> <td data-bbox="282 512 377 601"></td> <td data-bbox="377 512 711 601">Color</td> <td data-bbox="711 512 774 601">5 Skills</td> </tr> <tr> <td data-bbox="282 601 377 691"></td> <td data-bbox="377 601 711 691">High-Frequency Word List</td> <td data-bbox="711 601 774 691">5 Skills</td> </tr> <tr> <td data-bbox="282 691 377 781"></td> <td data-bbox="377 691 711 781">Letters</td> <td data-bbox="711 691 774 781">2 Skills</td> </tr> <tr> <td data-bbox="282 781 377 871"></td> <td data-bbox="377 781 711 871">Letters (including Spanish)</td> <td data-bbox="711 781 774 871">2 Skills</td> </tr> <tr> <td data-bbox="282 871 377 961"></td> <td data-bbox="377 871 711 961">Numbers</td> <td data-bbox="711 871 774 961">2 Skills</td> </tr> <tr> <td data-bbox="282 961 377 1028"></td> <td data-bbox="377 961 711 1028">Rote Counting</td> <td data-bbox="711 961 774 1028">3 Skills</td> </tr> <tr> <td data-bbox="282 1028 377 1114"> </td> <td data-bbox="377 1028 711 1114"></td> <td data-bbox="711 1028 774 1114">0 Skills</td> </tr> </tbody> </table> <p> <b>Add Skill Set</b> <b>Save</b></p> </div>	Edit	Skill Set Name	Skill Count		Color	5 Skills		High-Frequency Word List	5 Skills		Letters	2 Skills		Letters (including Spanish)	2 Skills		Numbers	2 Skills		Rote Counting	3 Skills			0 Skills
Edit	Skill Set Name	Skill Count																						
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	Numbers	2 Skills																						
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		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.
	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>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
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	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**.