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# admin-manage-skill-sets-body

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## Grade 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 Type students. ☐ To add a new grade type, click **Add Grade Type**. A pop-up window opens. **Enter Grades** 2 3 5 6 8 **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 $\backslash$ . ☐ 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**.

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

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

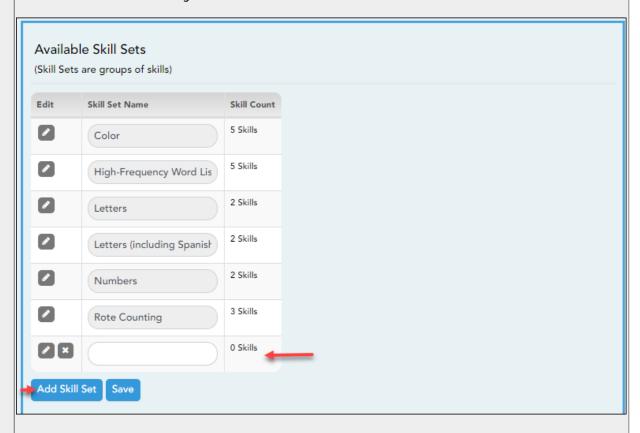
is not displayed.

#### Skill Sets

Available 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 <b>Available Skills for Skil 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.
	The following skill sets are included automatically:
	<ul> <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** Create a list of specific skills to be associated with a skill set. Skills for 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 Available Skill Sets Available Skills for Color (Skill Sets are groups of skills) (Skills are items you wish to see accomplished on a report Skill Set Name Skill Count Skill Name Description 5 Skills Color Red Red 5 Skills High-Frequency Word Lis Orange Orange 2 Skills Letters Green Green 2 Skills Letters (including Spanish Brown Brown 2 Skills Numbers Blue Blue 3 Skills Rote Counting Add Skill Add Skill Set ☐ 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**.