



ASCENDER GUIDES



Elementary Letter Skills & Elementary Number Skills

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Grades > Elementary Report Cards > Elementary Letter Skills

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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:

Letters	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.
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Numbers	On the Numbers page:	
	Numbers	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.
	Rote Counting	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.
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.		

Save data:

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

☐ Click **Save**.