Legend
Occurs in TxEIS/ASCENDER
Occurs in TeacherPortal Admin
Occurs in TeacherPortal

District Setup

District admin uploads district logo.

Campus Setup

Campus admin enables skills-based grading at the campus.

TeacherPortal Admin Report Card Setup

TeacherPortal admin adds grade types.

TeacherPortal admin adds skill sets.

TeacherPortal admin adds skills to skill sets.

TeacherPortal admin sets up report cards by grade level.

What will print on the report card?

- Signature lines
- Letter, number, color, word skills and/or rote counting grids
- Attendance/tardies
- Expectations
- District message and grading description

How much space will teachers have to enter notes?

TeacherPortal admin selects whether to have fixed notes size.

How will report cards be printed and distributed?

TeacherPortal admin specifies orientation, page breaks, and mailing address.

TeacherPortal admin selects the skills to print on the report card.

TeacherPortal Admin Course Setup

TeacherPortal admin associates each course with a report card.

Teacher Daily Steps

Teacher enters skills-based grades throughout cycle.

Teacher assesses letter, number, and word skills.

Mid-Cycle Steps

Teacher enters IPR notes.

Do you want to print previously accomplished skill grades on IPRs for subsequent cycles?

Yes

Campus admin copies grades from one cycle to the next.

Who will print IPRs?

Campus admin prints IPRs.

Teacher prints IPRs.

End-of-Cycle Steps

Teacher enters report card notes.

If final cycle of semester, print Promoted/Retained mesage?

Yes

Campus admin selects to print message.

Do you want to print previously accomplished skill grades on report cards or subsequent cycles?

Yes

Who will print report cards?

Campus admin prints report cards.

Teacher prints report cards.