



# **ASCENDER TeacherPortal - Publish Elementary Skills-Based Report Cards**



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# Teacher Guide to ASCENDER TeacherPortal

## Publish Elementary Skills-Based Report Cards

This guide provides the necessary steps to set up and publish elementary skills-based report cards.

### Prerequisites

Complete the prerequisites:

[ASCENDER > Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options](#)

- Select **Use Elementary Skills-based Report Card** to allow teachers to create elementary skills-based report cards.

[ASCENDER > Grade Reporting > Maintenance > Master Schedule > District Schedule](#)

- Select **Graded Crs** for all elementary skills-based courses to indicate that the courses will be graded.

[TeacherPortal > Admin > Elementary Report Cards > Manage Elementary Skills-Based Courses](#)

- Click **Add Grade Type** and enter a grade type. The grade type indicates the grades set up on a report card and enables an elementary skills-based teacher to grade students appropriately on the [TeacherPortal > Grades > Assignment Grades](#) page. Click **Add** and then **Save**.
- Click **Add Skill Set** to add a skill set and click **Save**.
- Click **Add Skill** to add skills to the skill set and click **Save**.

[TeacherPortal > Admin > Admin Options](#)

- Click **Mark Ready to Post** to mark all courses at the campus including elementary skills-based courses as ready to post.

Complete the following:

- [TeacherPortal Admin > Elementary Report Cards > Manage Elementary Skills-Based Report Cards \(Step 1\)](#)
- [TeacherPortal Admin > Elementary Report Cards > Manage Elementary Skills-Based Report Cards \(Step 2\)](#)

[TeacherPortal > Admin > Elementary Report Cards > Elementary Skills-Based Courses](#)

- Select the **Report Card Type** for the elementary skills-based course.

[TeacherPortal > Grades > Assignment Grades](#)

- Enter elementary skills-based grades.
- If set up for the course's report card, for each student, make selections on the following:
  - Elementary Letter Skills
  - Elementary Number Skills
  - Elementary Word Skills

### ☐ **TeacherPortal > Settings**

Verify the following:

- The teacher must not have any categories or assignments.
- The teacher must not group elementary skills-based courses.

## I. Publish Skills-Based Report Cards in TeacherPortal

### ☐ [TeacherPortal > Grades > Elementary Report Cards > Elementary Report Card Student Notes > Skill Set Notes](#)

- Add notes to students if needed.
- Enter PIN.
- Click **Save**.

Semester: 1 Cycle: 1 Course-Section: 01 LANG ARTS KG (0004-05) Retrieve

### Elementary Report Card Student Notes

PIN:  Save  Show Withdrawn Students

**Notice: District has limited the note size to 42 displayed characters**

Student ID	Student Name	Notes
700171	ALMENDAREZ, LIAM A	This is a student note.

### ☐ [TeacherPortal > Grades > Elementary Report Cards > Print Elementary Report Cards](#)

- Select students.
- Click **Print Selected Report Cards**.
- Confirm any notes that were added.
- If skills-based, the skills-based report card information is displayed.
- Click **Mark Ready to Post** to publish the report cards to ParentPortal.

Elementary Report Cards


[Mark Ready to Post](#) [Print](#)

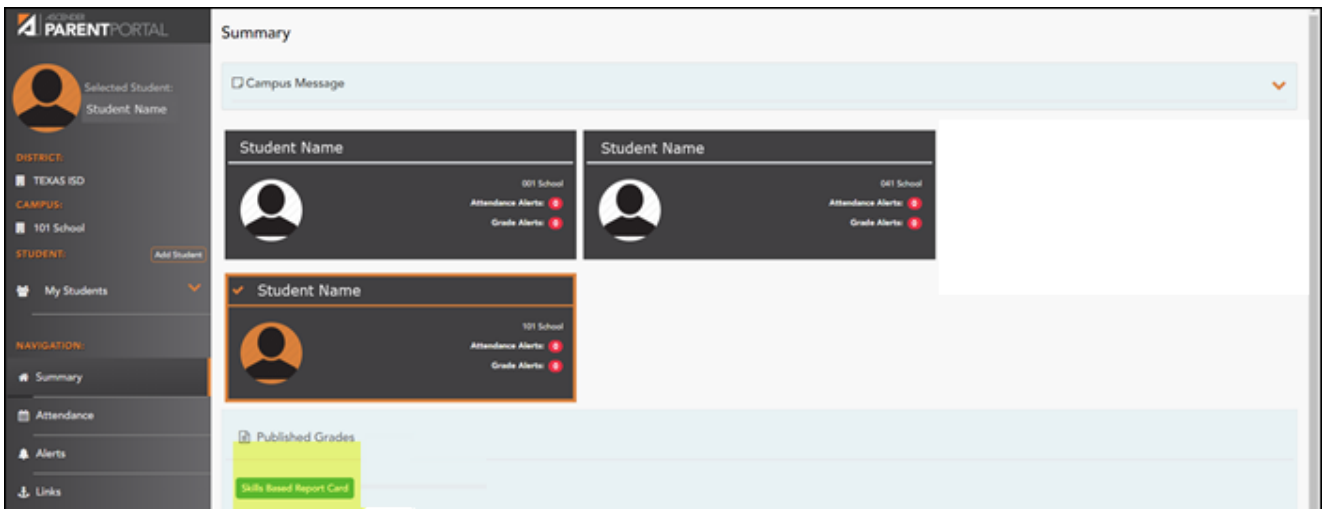
[Return to Elementary Report Card Selection](#)

Student ID:  
 Student:  
 Teacher:  
 Grade Level:  
 Subject:  
 Principal:

## II. View Skills-Based Report Cards in ParentPortal

### ☐ [ParentPortal > Summary](#)

- Select a student.
- If the student has a skills-based report card, the **Skills Based Report Card** button is displayed.



The screenshot shows the ParentPortal interface. On the left is a sidebar with the 'PARENT PORTAL' logo and navigation options: 'My Students', 'Summary', 'Attendance', 'Alerts', and 'Links'. The main content area is titled 'Summary' and includes a 'Campus Message' field. Below this, there are three student cards, each showing a profile picture, name, school, and alert status for Attendance and Grades. The third student card is selected, and a 'Skills Based Report Card' button is visible in the 'Published Grades' section.

- Click **Skills Based Report Card** to view the selected student's skills-based report card.

Skills Based Report Card

Print

Student ID:  
 Student:  
 Teacher:  
 Grade Level:  
 Subject:  
 Principal:

ELA-R(Semester:1)

A. Language Arts - 1st Grade	Semester 1			Semester 2		
	Cycle 1	Cycle 2	Cycle 3	Cycle 1	Cycle 2	Cycle 3
Identify and read 100 high frequency words (Word Wall Words) (1.3H)	E					
Segments spoken 1 syllable words into 3-5 individual phonemes(splint+s)/s/ie/0 (1.3F)	E					
Sequence letters of the alphabet (1.1C)	E					
Decode words with r-controlled vowel sounds in context and isolation (1.3Cv)	E					
Identify and read common compound words(e.g., football, popcorn, daydream)	E					
Identify and read contractions(e.g., isn't can't) (1.3 G)	E					
Decodes words with blends(bl,xt) in context and in isolation. (1.3AII)	S					
Orally generate a series of rhyming words using a variety of phonograms. (2.A)						
Alphabetize a series of words to the first and second letter.(1.6E)						
Identifies verbs and nouns (1.6A)						

- Click **Print** to print the skills-based report card.



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