



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.

☐ ParentPortal > Summary

- The screenshot shows the Parent Portal interface. On the left is a dark sidebar with navigation links: My Students, Attendance, Alerts, and Links. The main area has a light blue header with a 'Summary' title. Below the header is a section titled 'Campus Message'. The central part of the page displays three student cards. Each card shows a student's name, profile picture, school, and two alert indicators (Attendance Alerts and Grade Alerts) with red exclamation marks. A fourth card is partially visible at the bottom, showing a checkmark icon and the student's name.

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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 n/s/p/V/a/Y) (1.2F)	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(b,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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