



## **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 navigation sidebar with sections: DISTRICT (TEXAS ISD), CAMPUS (101 School), STUDENT (Add Student), My Students, and NAVIGATION (Summary, Attendance, Alerts, Links). The main content area is titled 'Summary' and includes a 'Campus Message' section. Below this, there are three student cards. The first two are for '001 School' and '041 School', both showing 'Attendance Alerts: 1' and 'Grade Alerts: 1'. The third card, for '101 School', is highlighted with an orange border and shows 'Attendance Alerts: 1' and 'Grade Alerts: 1'. Below the student cards, there is a 'Published Grades' section with a green button labeled 'Skills Based Report Card'.

- 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<br>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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