

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

☐ TeacherPortal > Grades > Assignment Grades

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

- 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

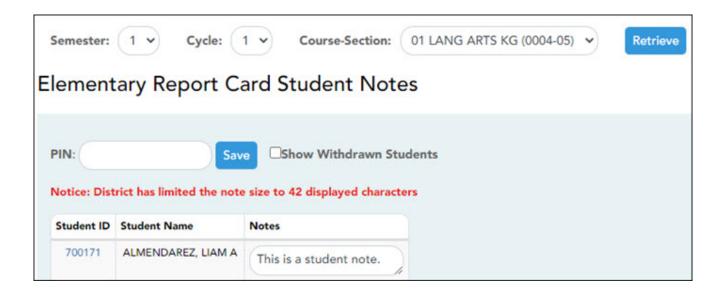
Verify the following:

- 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.



☐ TeacherPortal > Grades > Elementary Report Cards > Print Elementary Report Cards

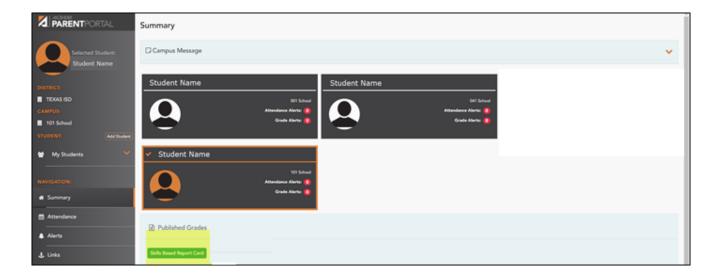
- Select students.
- Click Print Selected Report Cards.
- Confirm any notes that were added.
- If skills-based, the skills-based report card information is displayed.
- Click Mark Ready to Post to publish the report cards to ParentPortal.



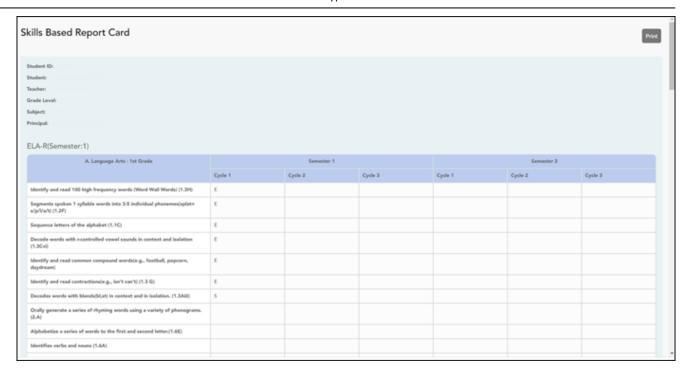
II. View Skills-Based Report Cards in ParentPortal

☐ ParentPortal > Summary

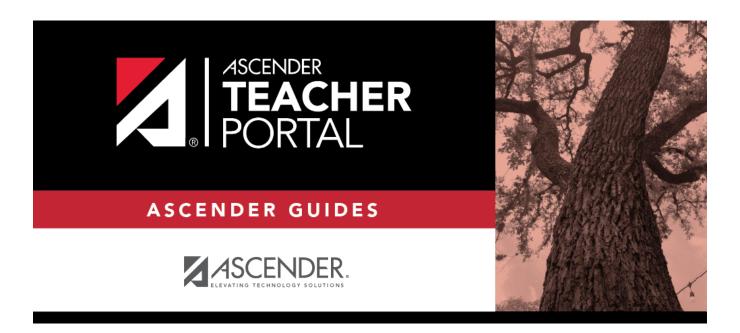
- Select a student.
- If the student has a skills-based report card, the **Skills Based Report Card** button is displayed.



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



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



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