

# 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.

<b>Prerequisites</b>
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Complete the prerequisites:
☐ ASCENDER > Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options
<ul> <li>Select Use Elementary Skills-based Report Card to allow teachers to create elementary skills-based report cards.</li> </ul>
☐ ASCENDER > Grade Reporting > Maintenance > Master Schedule > District Schedule
<ul> <li>Select Graded Crs for all elementary skills-based courses to indicate that the courses will be graded.</li> </ul>
☐ TeacherPortal > Admin > Elementary Report Cards > Manage Elementary Skills-Based Courses
<ul> <li>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 &gt; Grades &gt; Assignment Grades page. Click Add and then Save.</li> <li>Click Add Skill Set to add a skill set and click Save.</li> <li>Click Add Skill to add skills to the skill set and click Save.</li> </ul>
☐ TeacherPortal > Admin > Admin Options
<ul> <li>Click Mark Ready to Post to mark all courses at the campus including elementary skills-based courses as ready to post.</li> </ul>
☐ Complete the following:
<ul> <li>TeacherPortal Admin &gt; Elementary Report Cards &gt; Manage Elementary Skills-Based Report Cards (Step 1)</li> <li>TeacherPortal Admin &gt; Elementary Report Cards &gt; Manage Elementary Skills-Based Report Cards (Step 2)</li> </ul>
☐ 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

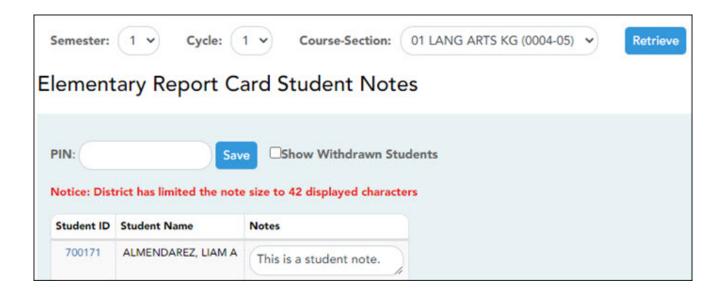
Verify the following:

- 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.



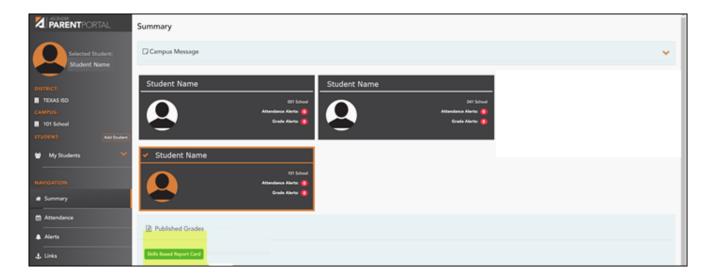
- ☐ TeacherPortal > Grades > Elementary Report Cards > Print Elementary Report Cards
  - Select students.
  - Click Print Selected Report Cards.
  - Confirm any notes that were added.
  - If skills-based, the skills-based report card information is displayed.
  - Click Mark Ready to Post to publish the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



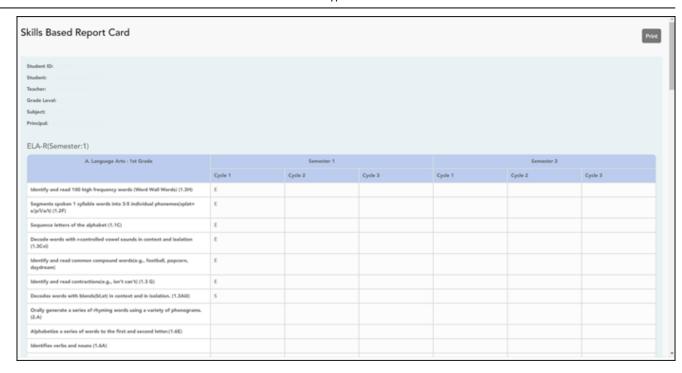
## II. View Skills-Based Report Cards in ParentPortal

### ☐ ParentPortal > Summary

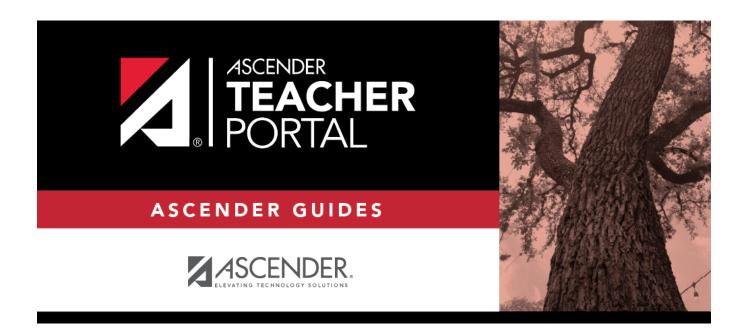
- Select a student.
- If the student has a skills-based report card, the **Skills Based Report Card** button is displayed.



• 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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