



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

Elementary Report Card Student Notes

PIN: 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:

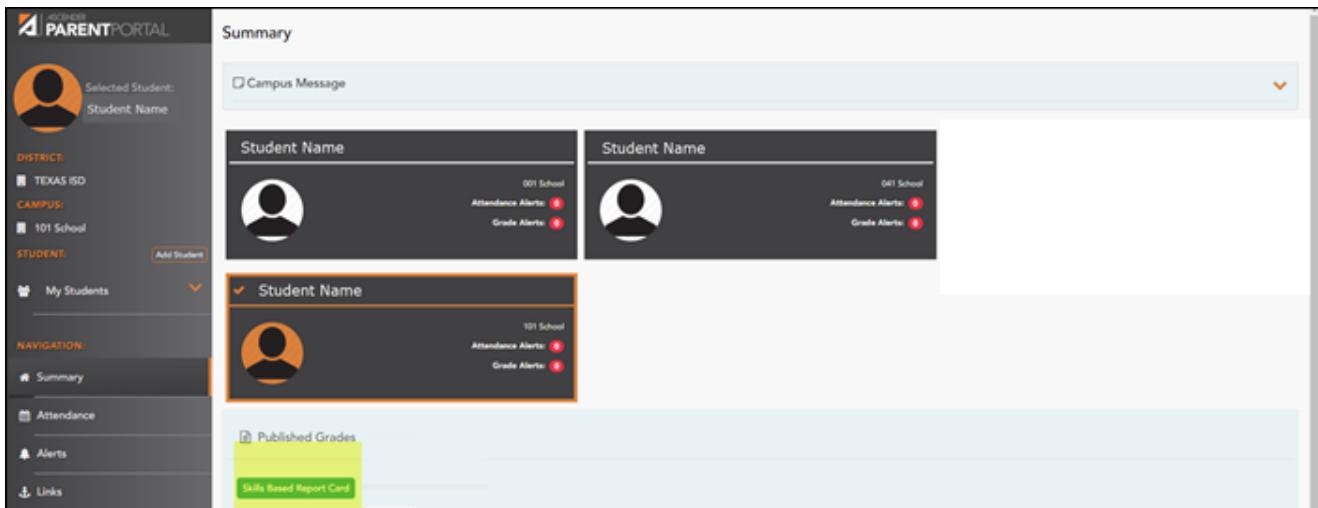
Subject:

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 Ascender ParentPortal interface. The left sidebar includes a student profile, district and campus selection, and a 'My Students' section with an 'Add Student' button. The main 'Summary' page displays student cards for '001 School' and '041 School', each showing a student icon, name, and alert counts for attendance and grades. Below this, a list of students is shown, with the first student highlighted. At the bottom of the page are buttons for 'Published Grades' and 'Skills Based Report Card'.

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

Skills Based Report Card

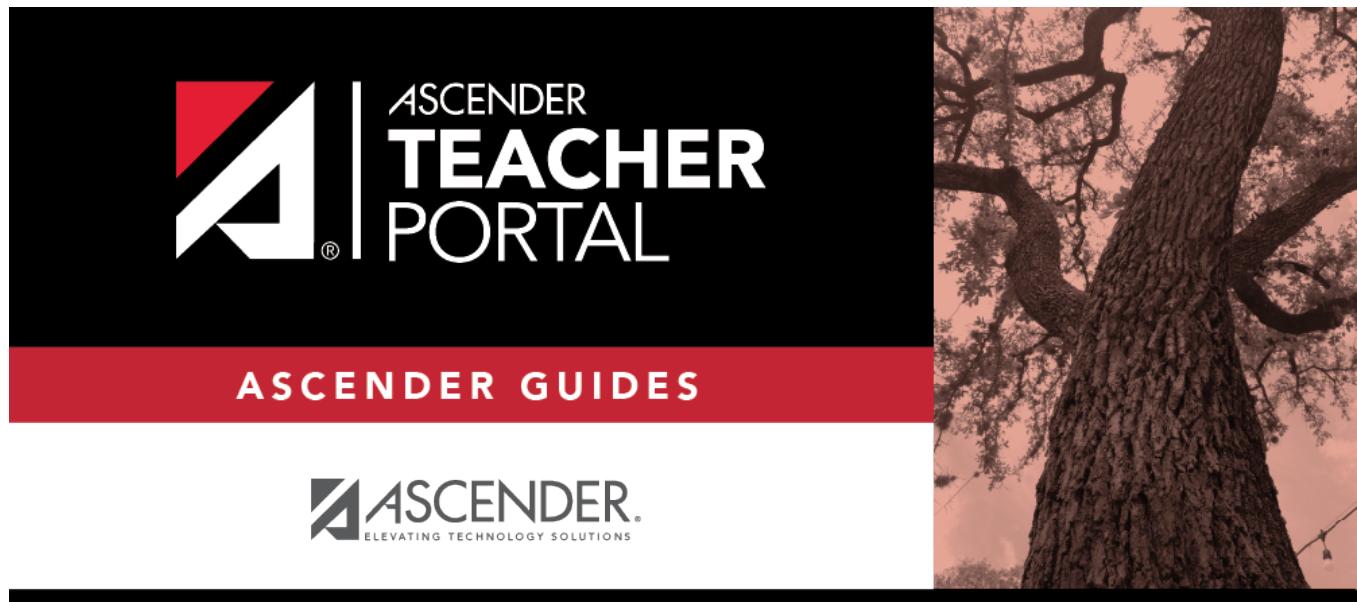
[Print](#)

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(split= s/p/l/a/t) (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(l/s/t) 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.(1.4E)						
Identifies verbs and nouns (1.6A)						

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



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