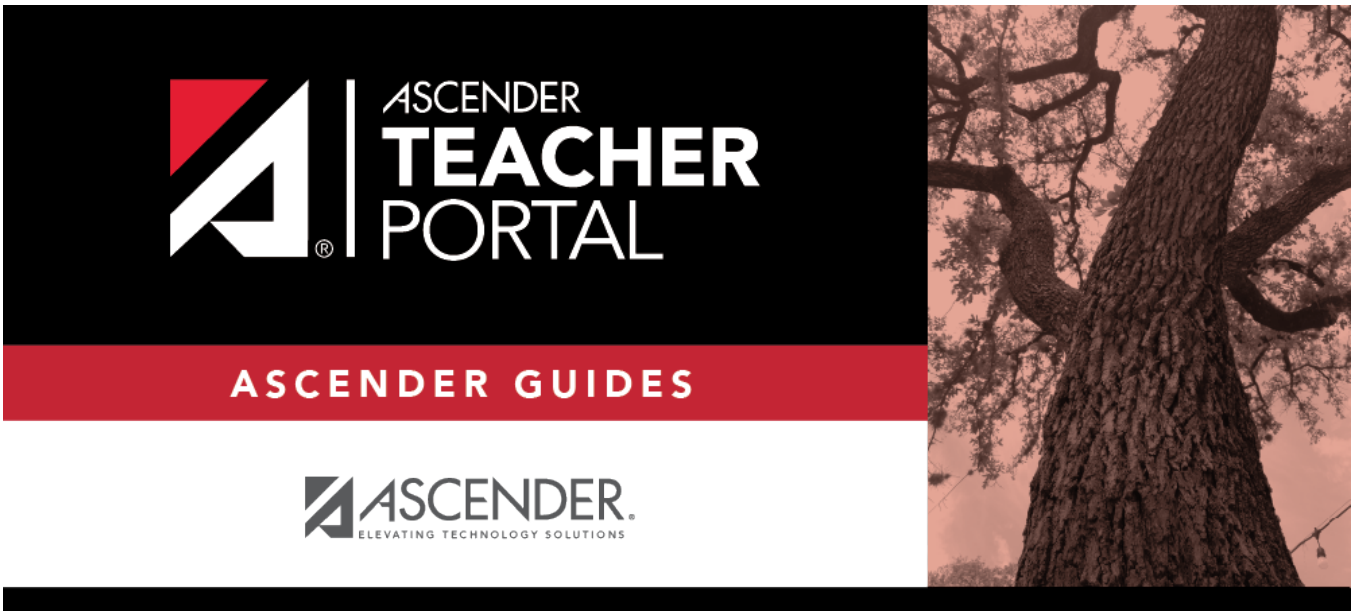

Publish Elementary Skills-Based Report Cards

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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***

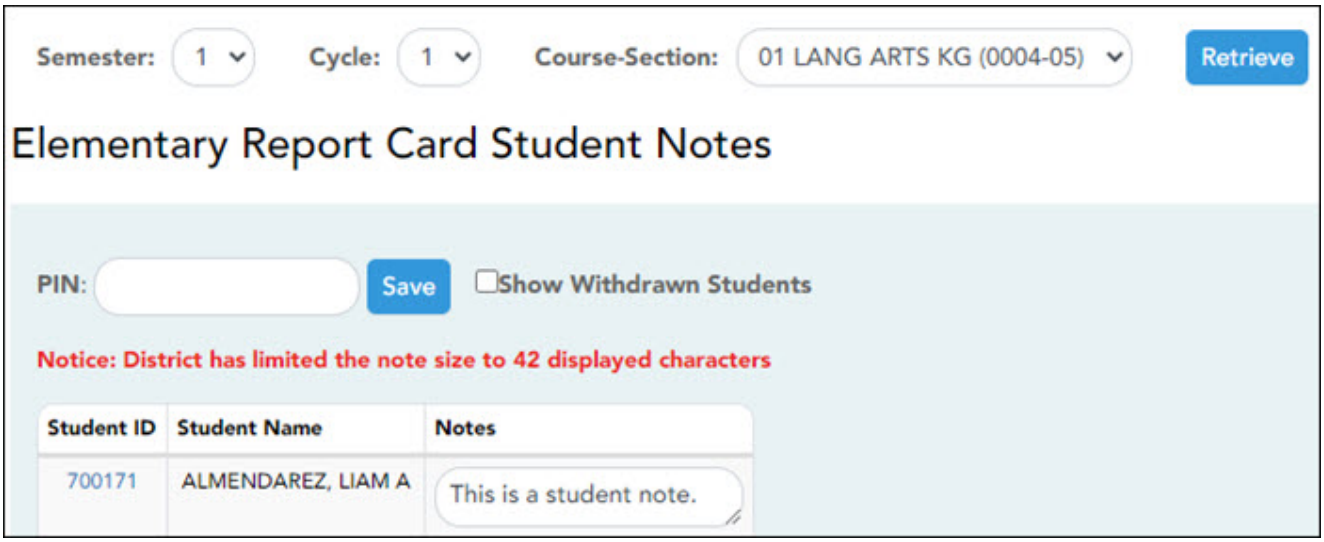
Verify the following:

- 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**.



❑ TeacherPortal > Grades > Elementary Report Cards > Print Elementary Report Cards

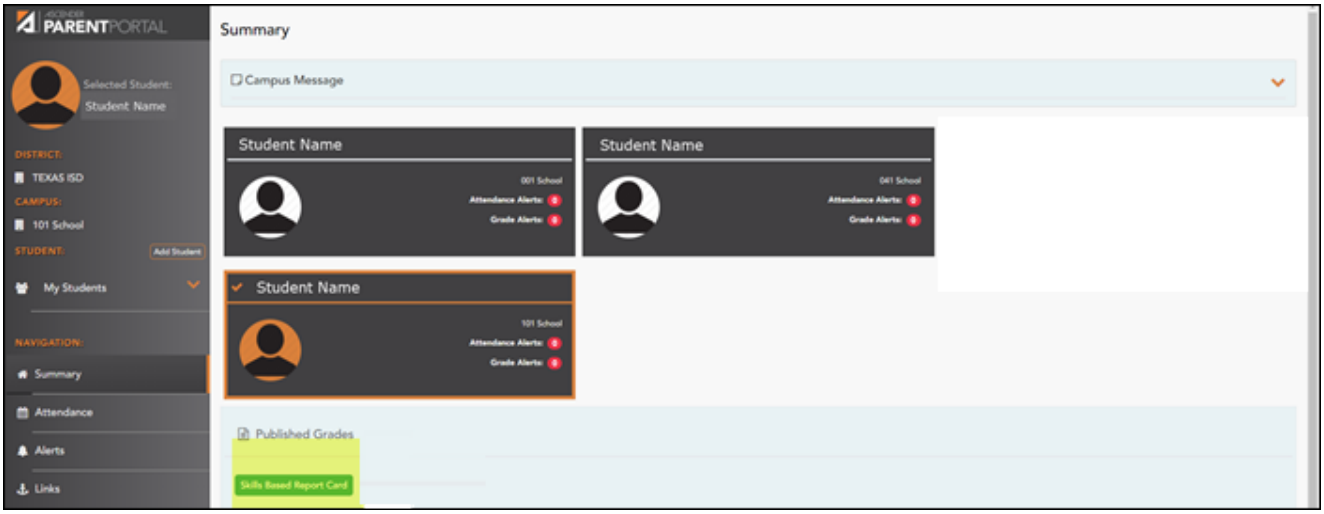
- Select students.
- Click **Print Selected Report Cards**.
- Confirm any notes that were added.
- If skills-based, the skills-based report card information is displayed.
- Click **Mark Ready to Post** to publish the report cards to ParentPortal.



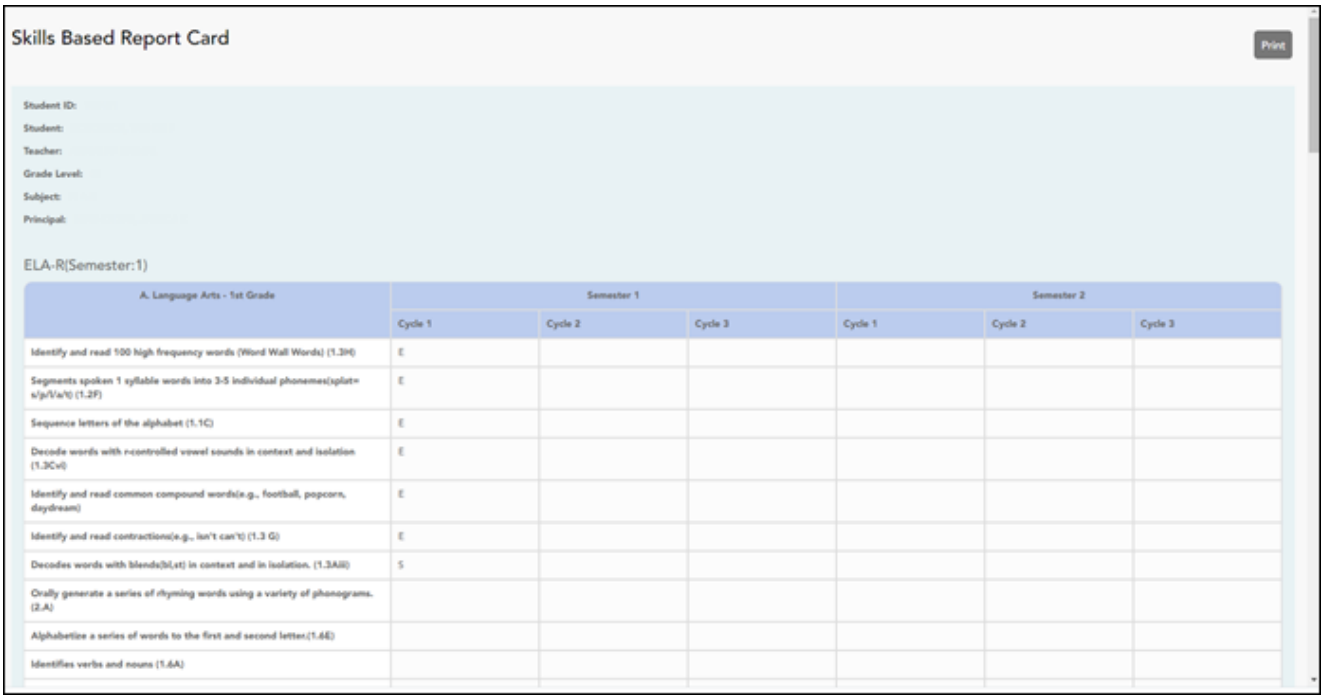
II. View Skills-Based Report Cards in ParentPortal

❑ ParentPortal > Summary

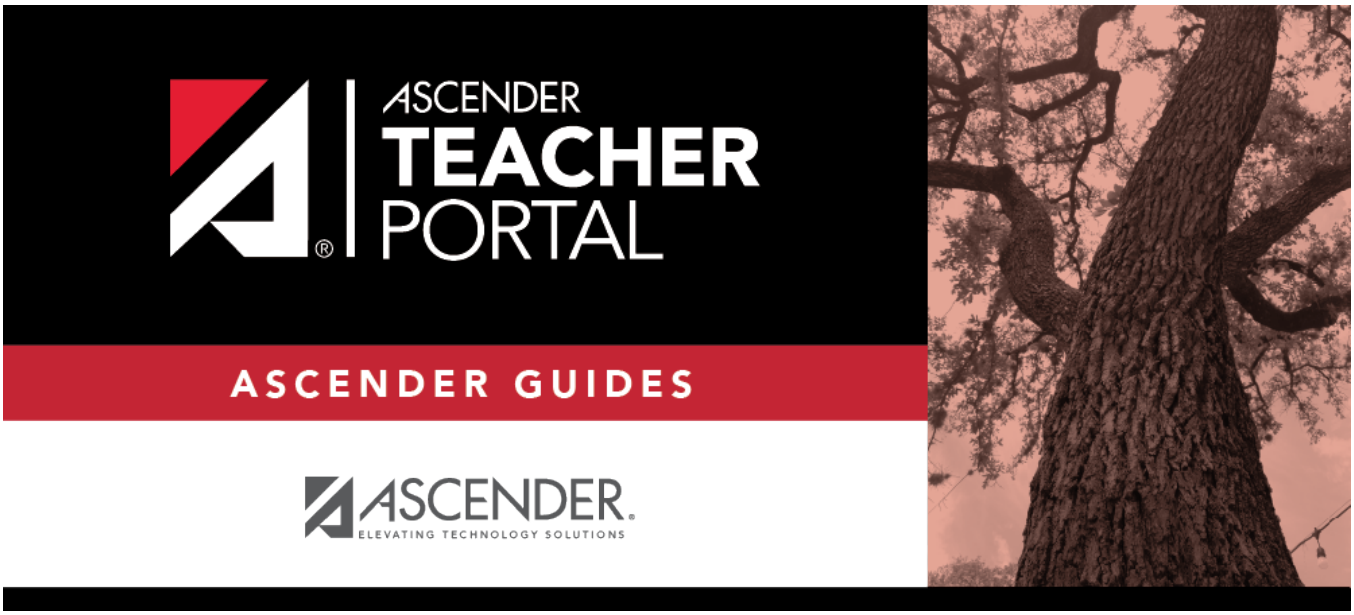
- Select a student.
- If the student has a skills-based report card, the **Skills Based Report Card** button is displayed.



- 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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