



# **Publish Elementary Skills-Based Report Cards**



# Table of Contents



# 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](#)

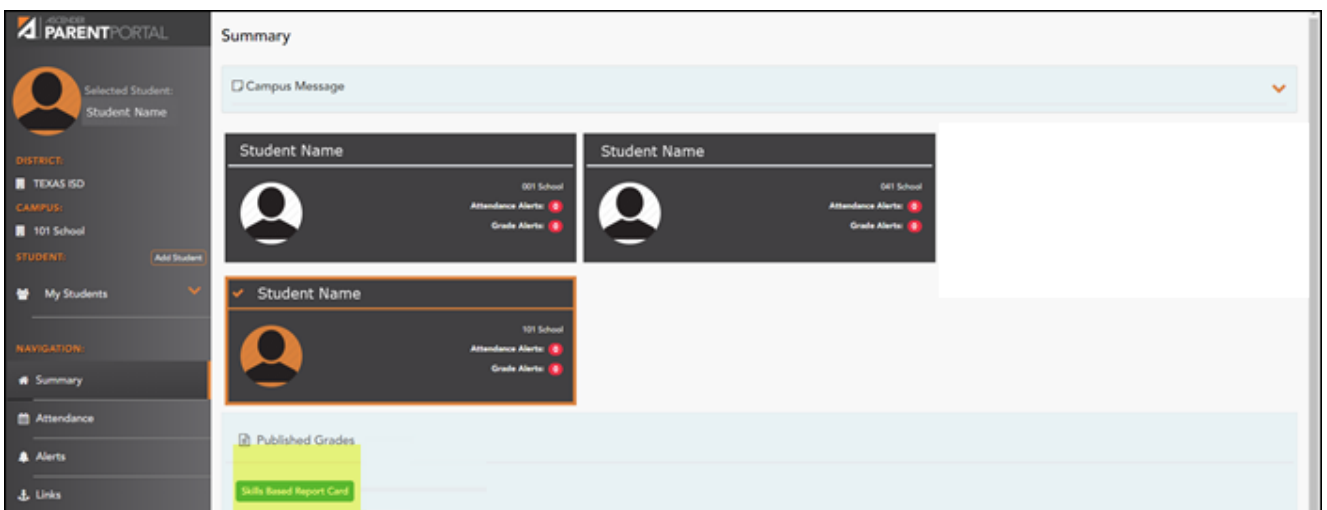
[Return to Elementary Report Card Selection](#)

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 sidebar with navigation options: My Students, Summary, Attendance, Alerts, and Links. The main content area is titled 'Summary' and includes a 'Campus Message' dropdown. Below this, there are three student cards. The first two are for '001 School' and the third is for '101 School'. The '101 School' card is selected and highlighted in orange, and it features a green 'Skills Based Report Card' button. Below the student cards, there is a 'Published Grades' section with a green 'Skills Based Report Card' button.

- 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+ s)/p/ie/0 (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(bl,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.(1.4E)						
Identifies verbs and nouns (1.6A)						

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



## Back Cover