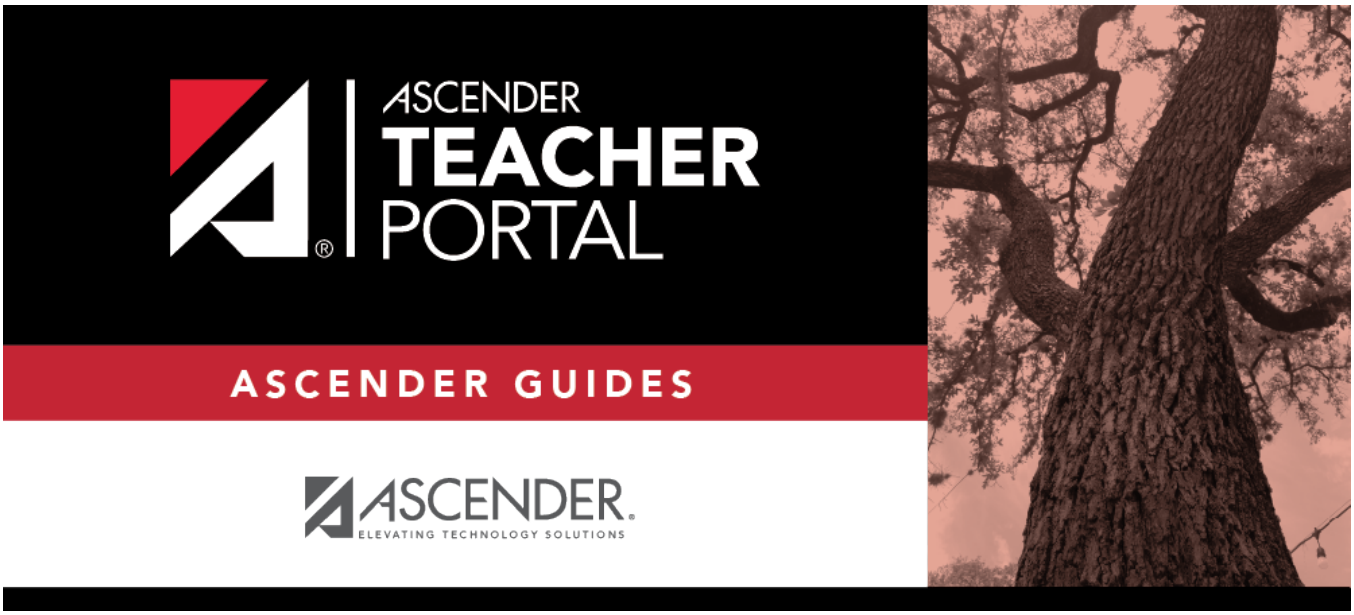

Manage Elementary Skills-Based Report Cards - Step 2

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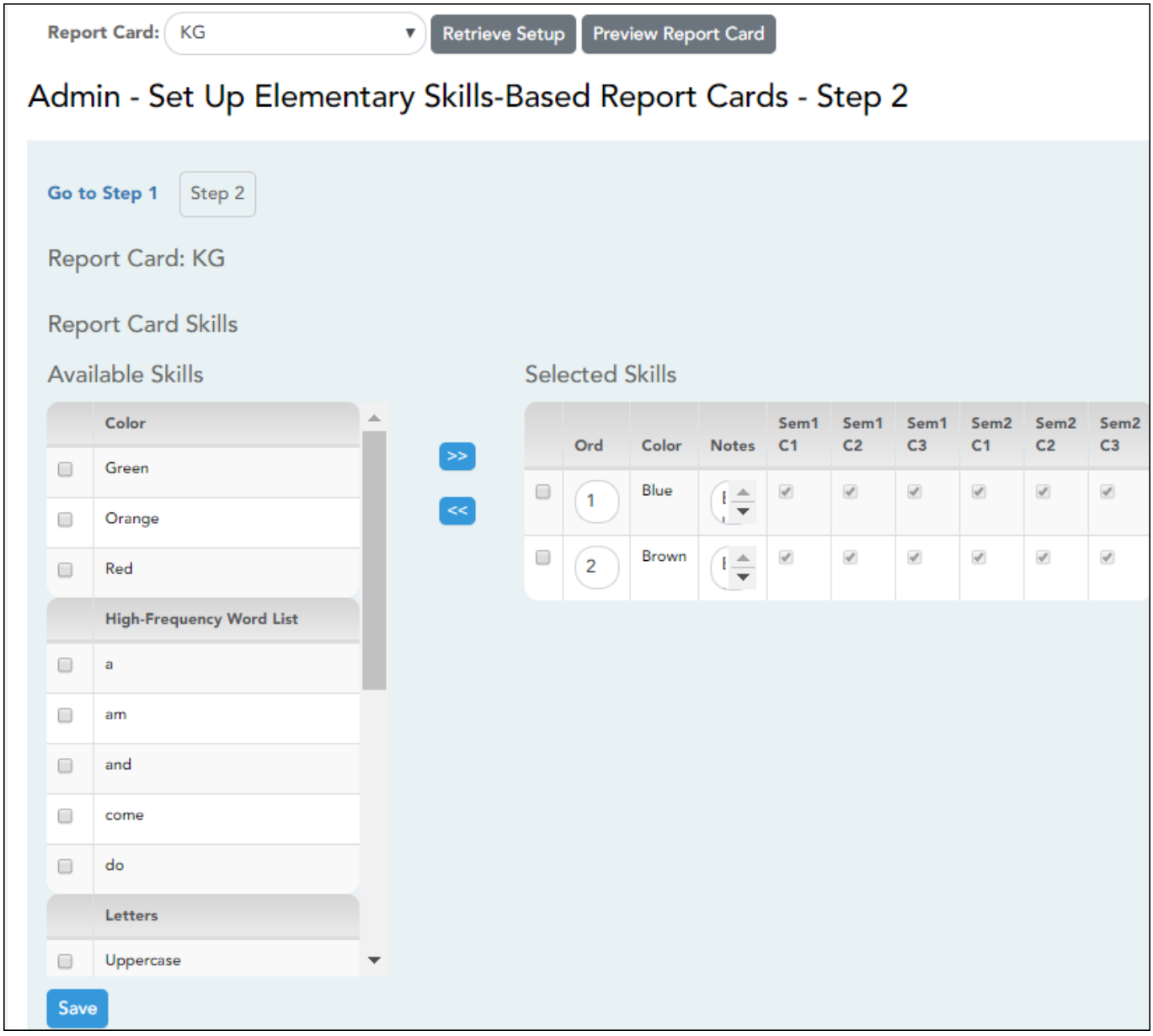
Manage Elementary Skills-Based Report Cards - Step 2

TeacherPortal Admin > Manage Elementary Skills-Based Report Cards

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This page allows you to select the skills that will be assessed on the report card.



Set options:

❑ Save any changes on the Step 1 page.

❑ Then click **Go to Step 2**.

❑ **IMPORTANT:** Click **Retrieve Setup**.

Report Card	Select the report card you are updating. This is a predefined list that cannot be changed.
Available Skills (left grid)	The skill sets and skills established on Admin > Manage Elementary Skills-Based Courses are listed. Select the skills to include on the report card.

❑ Click >> to add the selected skills to the report card.

The selected skills move to the **Selected Skills** grid and are no longer displayed under **Available Skills**.

❑ Under **Selected Skills** (right grid):

Selected skills are listed.

Ord	Indicate the order in which the skills will appear within each skill set on the report card. Type 1 to list the skill first, type 2 to list the skill second, and so on. You can also indicate the order in which the skill sets are listed on the report card. Each skill set has an **Ord** field allowing you to specify its position. For example, type 1 for the skill set to be listed first. This does not apply to the letter, number, and word skill sets which will appear in grid format on the report cards.
Notes	Type notes about the skill that will print on the report card. When you click in the field, the space expands to allow you to view more of the message you are typing. When you click out of the field, the space reverts to displaying only one row of the notes. Any notes entered here are also displayed for the teacher on the Assignment Grades page when hovering over the skill name.

Sem#C#	Specify the semester and cycle in which the skill should be assessed. For each skill, select the appropriate **Sem#C#** field. These fields are only displayed if all semester and cycle grade reporting headers are set to the same value. For example, all grade reporting headers must be set to two semesters per year and two cycles per semester. If even one campus is set to a different value (such as one track set to 2sem-3cyc, and one track set to 2sem-2cyc), the fields are not displayed, and a message is displayed indicating that cycle availability is unavailable. When these fields are in use, the report card will be shaded to indicate the skills being assessed in the semester-cycle for which the report card was printed. You must select at least one cycle for each skill. If all cycles are unselected, the program will automatically select all cycles when you save. For the **Letters**, **Numbers**, **Spanish Letters**, **Color Word Recognition**, **Rote Counting**, and **High Frequency Word** list skills, all **Sem#C#** fields are selected by default and cannot be changed. For **Rote Counting** only, an additional field is displayed below the **Sem#C#** field allowing you to type up to three alphanumeric characters. The field is optional and provides a place for you to further indicate the cycle expectations. For example, for the skill Backwards, you could type /10 for Sem1C1 to indicate that the student is expected to count backwards from 10 by semester 1 cycle 1. You could type /25 for Sem1C2 to indicate that the student is expected to count backwards from 25 by semester 1 cycle 2, and so on.

❑ If any skills need to be removed from the report card, select the skills and click << to remove the selected skills from the report card.

The removed skills are again listed under **Available Skills**.

❑ Click **Save**.

❑ Save any changes on the Step 1 page.

❑ Then click **Go to Step 2**.

Report Card
Available Skills (left grid)

❑ Click to add the selected skills to the report card.

The selected skills move to the **Selected Skills** grid and are no longer displayed under **Available Skills**.

❑ Under **Selected Skills** (right grid):

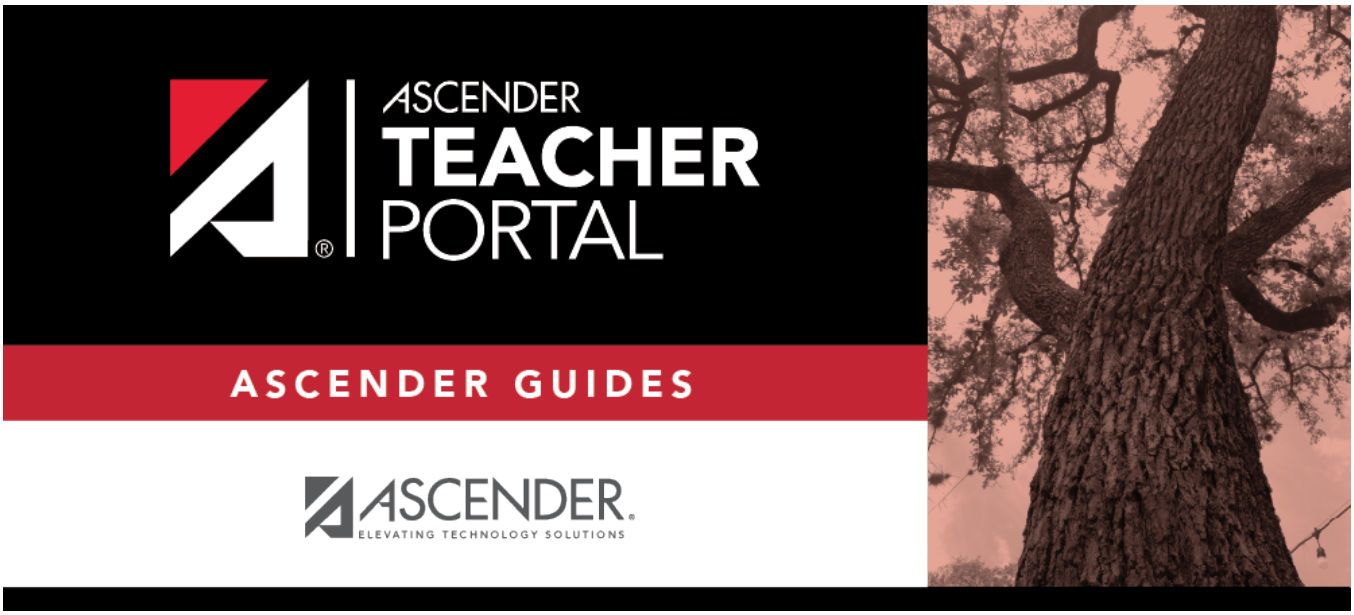
Selected skills are listed.

Ord	Indicate the order in which the skills will appear within each skill set on the report card. Type 1 to list the skill first, type 2 to list the skill second, and so on. You can also indicate the order in which the skill sets are listed on the report card. Each skill set has an **Ord** field allowing you to specify its position. For example, type 1 for the skill set to be listed first. This does not apply to the letter, number, and word skill sets which will appear in grid format on the report cards.
Notes	Type notes about the skill that will print on the report card. When you click in the field, the space expands to allow you to view more of the message you are typing. When you click out of the field, the space reverts to displaying only one row of the notes. Any notes entered here are also displayed for the teacher on the Assignment Grades page when hovering over the skill name.
Sem#C#	Specify the semester and cycle in which the skill should be assessed. For each skill, select the appropriate **Sem#C#** field. These fields are only displayed if all semester and cycle grade reporting headers are set to the same value. For example, all grade reporting headers must be set to two semesters per year and two cycles per semester. If even one campus is set to a different value (such as one track set to 2sem-3cyc, and one track set to 2sem-2cyc), the fields are not displayed, and a message is displayed indicating that cycle availability is unavailable. When these fields are in use, the report card will be shaded to indicate the skills being assessed in the semester-cycle for which the report card was printed. You must select at least one cycle for each skill. If all cycles are unselected, the program will automatically select all cycles when you save. For the **Letters**, **Numbers**, **Spanish Letters**, **Color Word Recognition**, **Rote Counting**, and **High Frequency Word** list skills, all **Sem#C#** fields are selected by default and cannot be changed. For **Rote Counting** only, an additional field is displayed below the **Sem#C#** field allowing you to type up to three alphanumeric characters. The field is optional and provides a place for you to further indicate the cycle expectations. For example, for the skill Backwards, you could type /10 for Sem1C1 to indicate that the student is expected to count backwards from 10 by semester 1 cycle 1. You could type /25 for Sem1C2 to indicate that the student is expected to count backwards from 25 by semester 1 cycle 2, and so on.

❑ If any skills need to be removed from the report card, select the skills and click  to remove the selected skills from the report card.

The removed skills are again listed under **Available Skills**.

❑ Click **Save**.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