



Manage Elementary Skills Sets

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Elementary Skills-Based Setup (Admin)

Admin > Elementary Report Cards > Elementary Skills-Based Setup

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 set up grading types, skill sets, and associated skills for producing elementary skills-based report cards.

The **Skill Set Name**, **Skill Name**, and **Description** fields allow Spanish and other special characters such as ñ and ñ.

Update data:

Grade Type	<p>Maintain a table of grading types that can be used for elementary skills-based report cards, such as E,S,U or +,- or 1,2,3,4,5. The name represents the scores/grades that will be used to evaluate the students.</p> <p><input type="checkbox"/> To add a new grade type, click Add Grade Type. A pop-up window opens.</p>
	<p>Enter Grades</p> <p><input type="checkbox"/> Type up to nine grade types, each one having up to three upper-case characters. Any lower-case characters will be converted to upper-case. The following special characters are allowed: +, -, *, <, >, @, &, #, /, and \.</p> <p><input type="checkbox"/> Click Add (under the Enter Grades fields) to add the grade type to the Grade Type grid. The new grade type is listed under Name.</p> <p><input type="checkbox"/> Click Save.</p> <p><input checked="" type="checkbox"/> In the Grade Type grid, delete a grade type if needed. NOTE: You cannot delete or edit a grade type that is associated with a report card; the  button is not displayed.</p>

Available Skill Sets	<p>Create skill sets for elementary skills-based report cards. For each skill set, you will associate a list of specific skills.</p> <p><input type="checkbox"/> To add a new skill set, click Add Skill Set. A blank row is added to the grid.</p>
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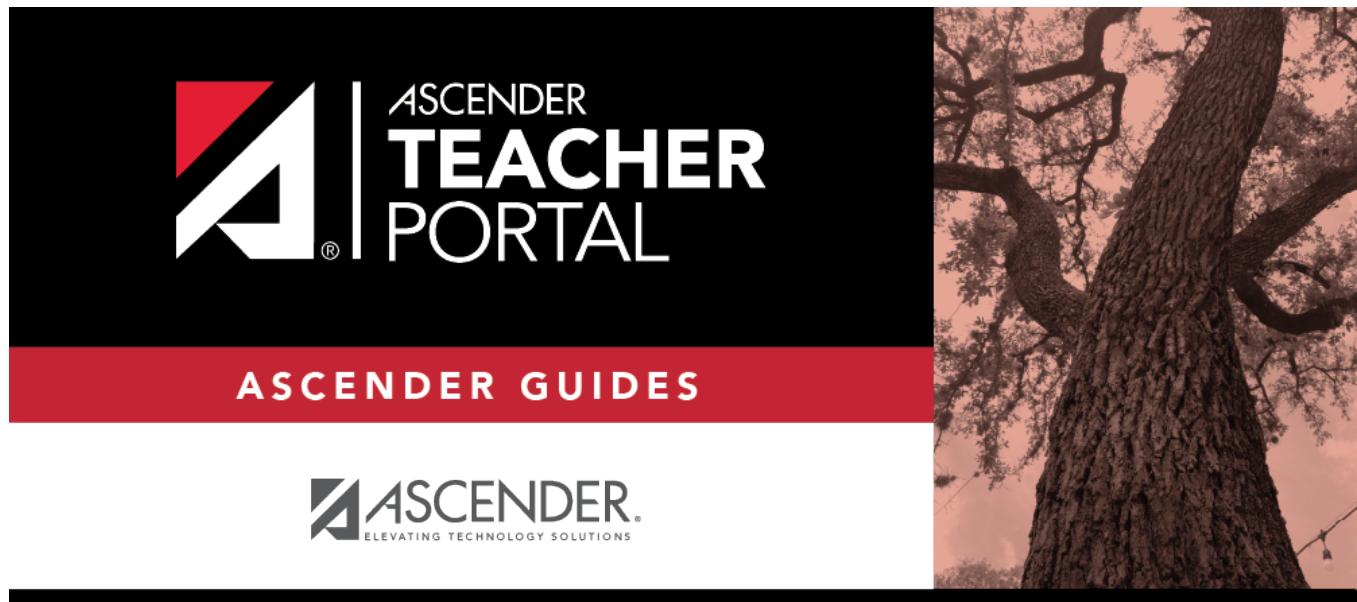
Available Skill Sets
(Skill Sets are groups of skills)

Edit	Skill Set Name	Skill Count
	Color	5 Skills
	High-Frequency Word List	5 Skills
	Letters	2 Skills
	Letters (including Spanish)	2 Skills
	Numbers	2 Skills
	Rote Counting	3 Skills
		0 Skills ←

Skill Set Name	Type the name of the skill set, up to 50 characters.
Skill Set Count	The total number of skills currently associated with each skill set is displayed.
	Add or edit the specific skills associated with the skill set. The Available Skills for Skill Set grid is displayed to the right and lists any skills currently associated with the skill set.
	<p>In the Available Skill Sets grid, delete a skill set if needed. Some skill sets are included automatically and cannot be deleted. They are shaded gray and the button is not displayed. However, you can click to add additional skills to the predefined list.</p> <p>The following skill sets are included automatically:</p> <ul style="list-style-type: none"> • Numbers • Letters • Letters (including Spanish) • High-Frequency Word List • Color Word Recognition • Rote Counting

Click **Save**.

Available Skills for Skill Set	<p>Create a list of specific skills to be associated with a skill set.</p> <p><input type="checkbox"/> Click  in the Available Skill Sets grid to select a specific skill set. The Available Skills for Skill Set grid opens on the right.</p>																																																	
<p>Admin - Set Up Elementary Skills-Based Courses</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Grade Type (Enter Grade Type Sets)</p> <table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="background-color: #f2f2f2;">Edit</th> <th style="background-color: #f2f2f2;">Name</th> </tr> </thead> <tbody> <tr> <td></td> <td>E,S,N,U</td> </tr> </tbody> </table> <p>Add Grade Type Save</p> </div> <div style="width: 50%;"> <table border="1" style="border-collapse: collapse; width: 100%; border: 1px solid #ccc;"> <thead> <tr> <th colspan="3" style="background-color: #f2f2f2; padding: 5px;">Available Skill Sets</th> </tr> <tr> <th colspan="3" style="background-color: #f2f2f2; padding: 5px;">(Skill Sets are groups of skills)</th> </tr> <tr> <th style="background-color: #f2f2f2;">Edit</th> <th style="background-color: #f2f2f2;">Skill Set Name</th> <th style="background-color: #f2f2f2;">Skill Count</th> </tr> </thead> <tbody> <tr> <td></td> <td>Color</td> <td>5 Skills</td> </tr> <tr> <td></td> <td>High-Frequency Word List</td> <td>5 Skills</td> </tr> <tr> <td></td> <td>Letters</td> <td>2 Skills</td> </tr> <tr> <td></td> <td>Letters (including Spanish)</td> <td>2 Skills</td> </tr> <tr> <td></td> <td>Numbers</td> <td>2 Skills</td> </tr> <tr> <td></td> <td>Rote Counting</td> <td>3 Skills</td> </tr> </tbody> </table> <p>Add Skill Set Save</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Available Skills for Color (Skills are items you wish to see accomplished on a report card.)</p> <table border="1" style="border-collapse: collapse; width: 100%; border: 1px solid #ccc;"> <thead> <tr> <th style="background-color: #f2f2f2;">Edit</th> <th style="background-color: #f2f2f2;">Skill Name</th> <th style="background-color: #f2f2f2;">Description</th> </tr> </thead> <tbody> <tr> <td></td> <td>Red</td> <td>Red</td> </tr> <tr> <td></td> <td>Orange</td> <td>Orange</td> </tr> <tr> <td></td> <td>Green</td> <td>Green</td> </tr> <tr> <td></td> <td>Brown</td> <td>Brown</td> </tr> <tr> <td></td> <td>Blue</td> <td>Blue</td> </tr> </tbody> </table> <p>Add Skill Save</p> </div> </div> </div>		Edit	Name		E,S,N,U	Available Skill Sets			(Skill Sets are groups of skills)			Edit	Skill Set Name	Skill Count		Color	5 Skills		High-Frequency Word List	5 Skills		Letters	2 Skills		Letters (including Spanish)	2 Skills		Numbers	2 Skills		Rote Counting	3 Skills	Edit	Skill Name	Description		Red	Red		Orange	Orange		Green	Green		Brown	Brown		Blue	Blue
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<p><input type="checkbox"/> Click Add Skill to add a skill to the selected skill set. A blank row is added to the grid.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center; padding: 5px;">Skill Name</td> <td>Type the name of the skill, up to 50 characters.</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Description</td> <td>Type a description of the skill as you want it to be displayed on the report card, up to 300 characters. This description is also displayed for the teacher on the Assignment Grades page when hovering the cursor over the skill name.</td> </tr> <tr> <td style="text-align: center; padding: 5px;"></td> <td>From the Available Skills for Skill Set grid, delete a skill from the skill set if needed. Some skill sets have skills that are included by default and cannot be deleted.</td> </tr> </table> <p><input type="checkbox"/> Click Save.</p>		Skill Name	Type the name of the skill, up to 50 characters.	Description	Type a description of the skill as you want it to be displayed on the report card, up to 300 characters. This description is also displayed for the teacher on the Assignment Grades page when hovering the cursor over the skill name.		From the Available Skills for Skill Set grid, delete a skill from the skill set if needed. Some skill sets have skills that are included by default and cannot be deleted.																																											
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