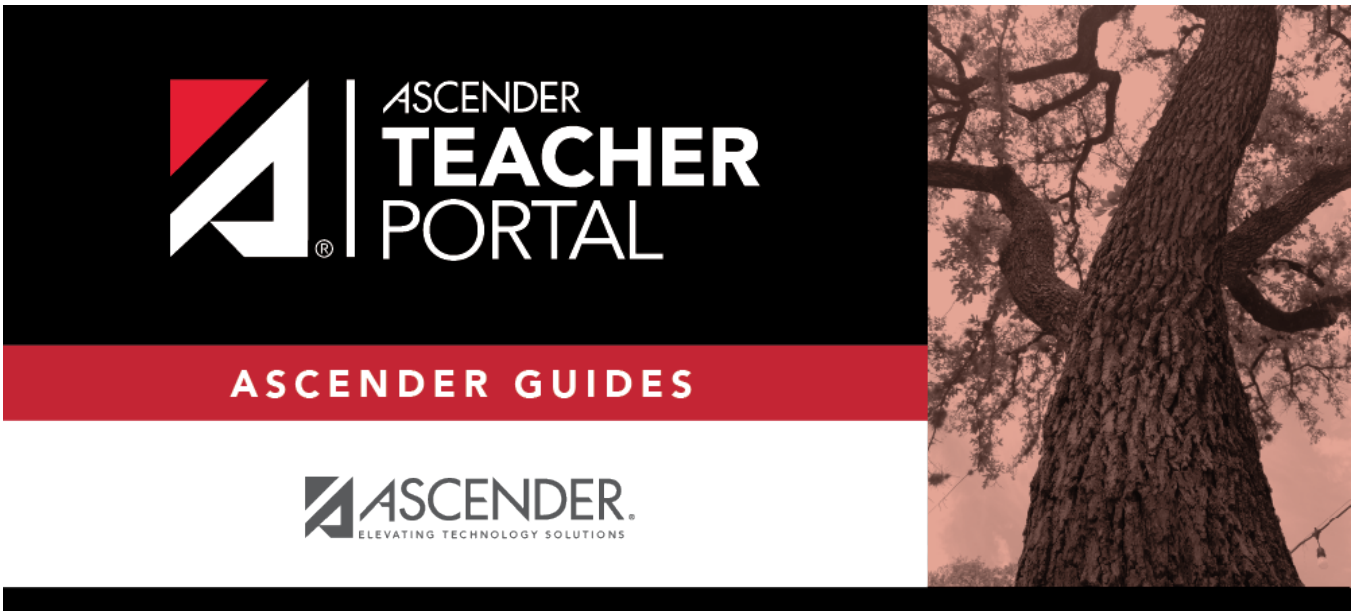

Manage Elementary Skills Sets

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Elementary Skills-Based Setup (Admin) 1

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.

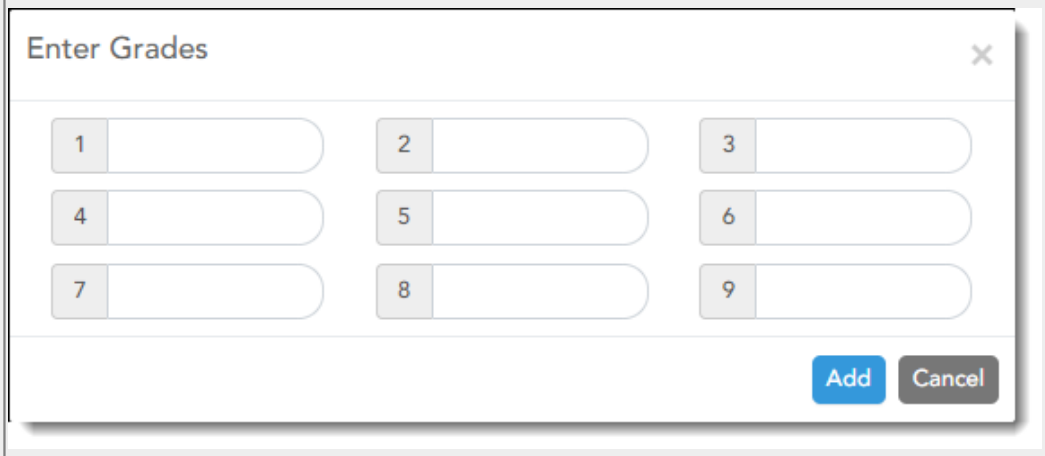
> The **Skill Set Name**, **Skill Name**, and **Description** fields allow Spanish and other special characters such as ¿and ñ.

Update data:

Grade Type

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.

❑ To add a new grade type, click **Add Grade Type**.
A pop-up window opens.



Enter Grades

❑ 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 \.

❑ 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**.

❑ Click **Save**.

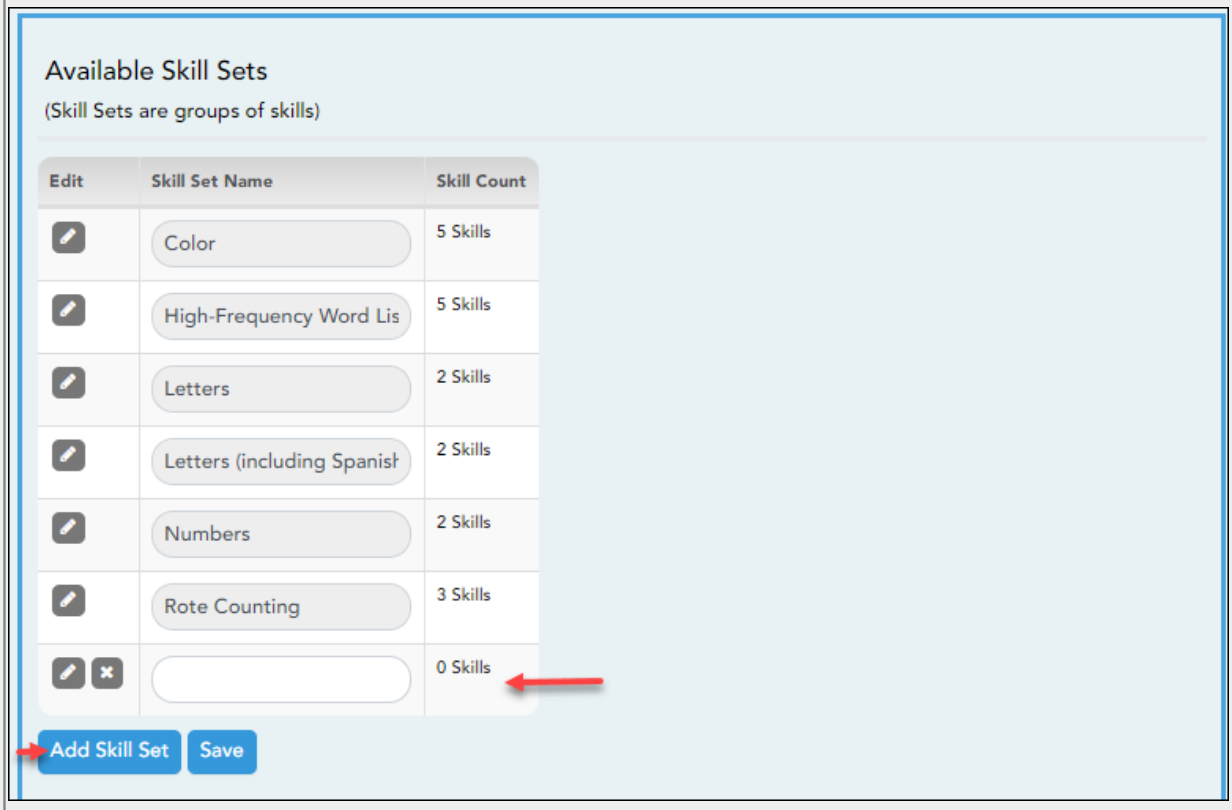
In the **Grade Type** grid, delete a grade type if needed.

NOTE: You cannot delete or edit a grade type that is associated with a report card; the button is not displayed.

Available Skill Sets

Create skill sets for elementary skills-based report cards. For each skill set, you will associate a list of specific skills.

❑ To add a new skill set, click **Add Skill Set**.
A blank row is added to the grid.



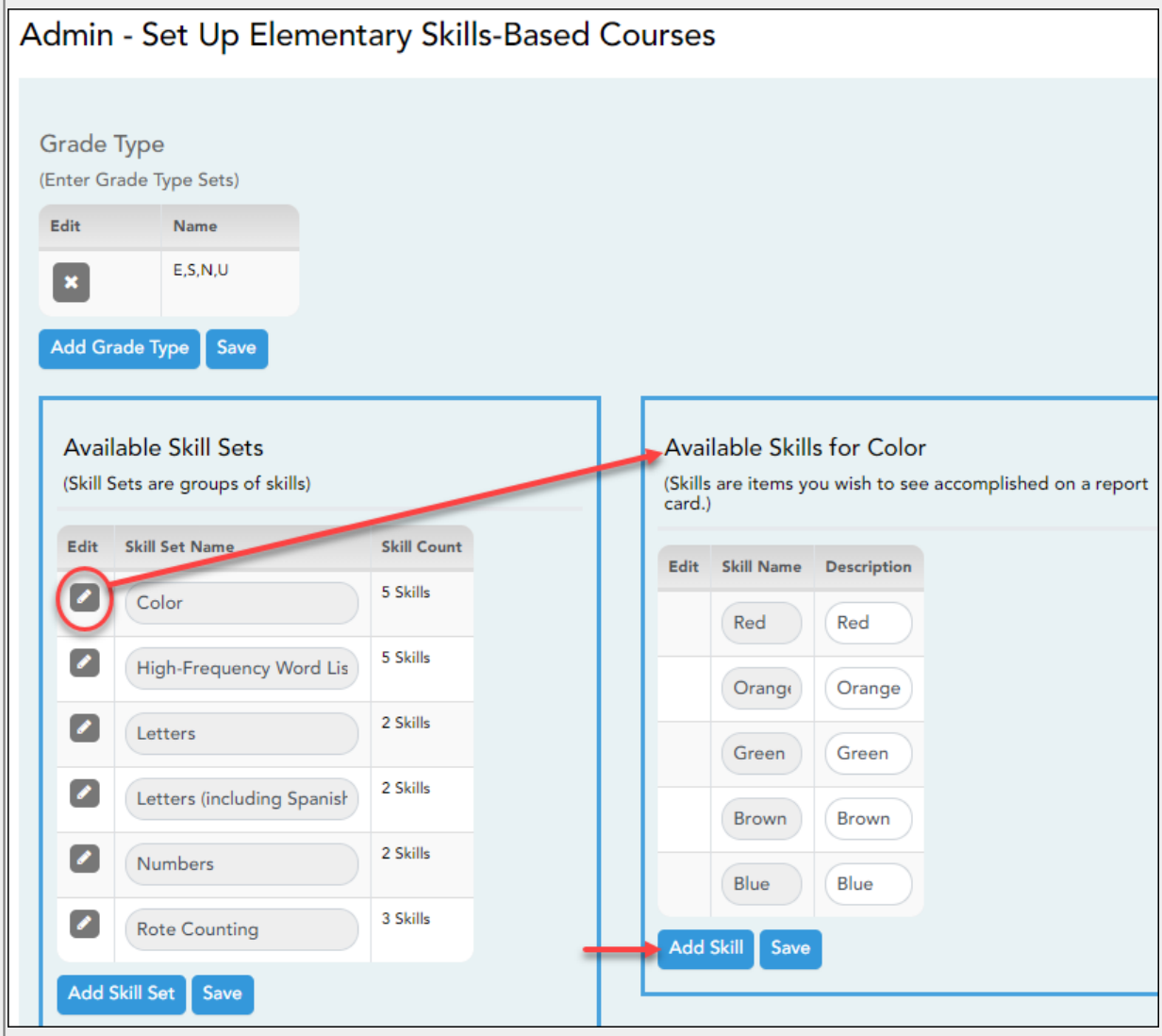
Skill Set Name	Type the name of the skill set, up to 50 characters.
Skill Set Count	The total number of skills currently associated with each skill set is displayed.
	Add or edit the specific skills associated with the skill set. The **Available Skills for Skill Set** grid is displayed to the right and lists any skills currently associated with the skill set.
	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. The following skill sets are included automatically: • Numbers • Letters • Letters (including Spanish) • High-Frequency Word List • Color Word Recognition • Rote Counting

❑ Click **Save**.

Available Skills for *Skill Set*

Create a list of specific skills to be associated with a skill set.

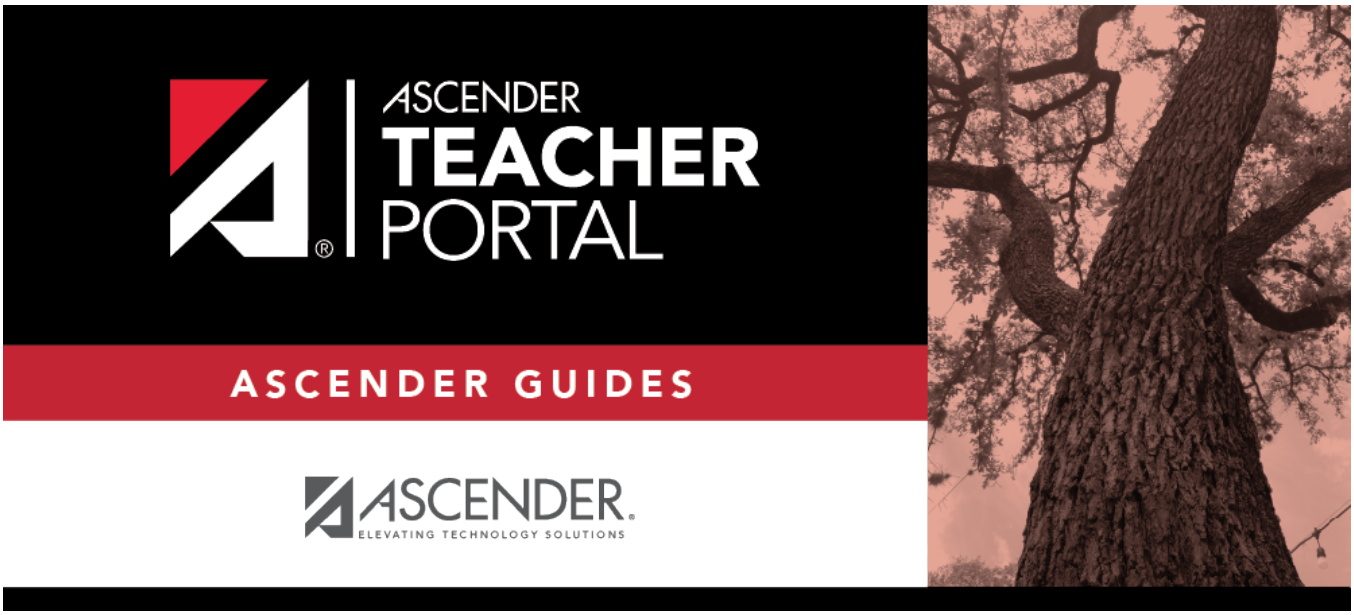
❑ Click in the **Available Skill Sets** grid to select a specific skill set.
The **Available Skills for *Skill Set*** grid opens on the right.



❑ Click **Add Skill** to add a skill to the selected skill set.
A blank row is added to the grid.

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.

❑ Click **Save**.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