

# admin-manage-skill-sets-body

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### Grade 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 Type students. ☐ To add a new grade type, click **Add Grade Type**. A pop-up window opens. **Enter Grades** 2 3 5 6 8 **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 $\backslash$ . ☐ 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

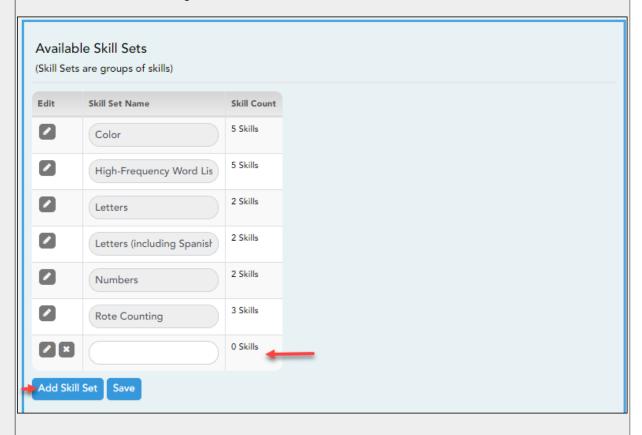
is not displayed.

#### Skill Sets

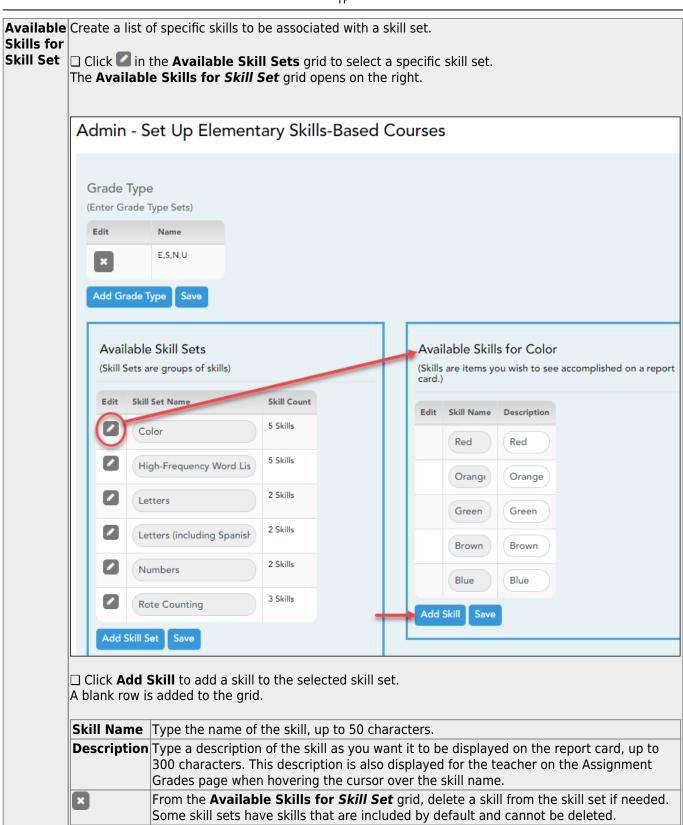
**Available** Create skill sets for elementary skills-based report cards. For each skill set, you will associate a list of specific skills.

☐ To add a new skill set, click **Add Skill Set**.

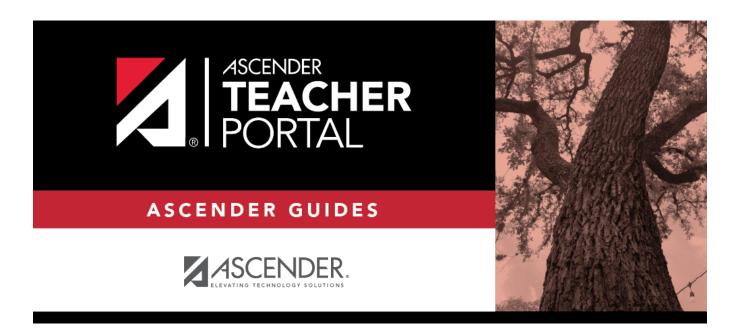
A blank row is added to the grid.



| Skill Set<br>Name  | Type the name of the skill set, up to 50 characters.                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Skill Set<br>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 <b>Available Skills for Skil Set</b> grid is displayed to the right and lists any skills currently associated with the skill set.                                                                                                                                                                                                                                                           |
| X                  | In the <b>Available Skill Sets</b> 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 • Letters (including Spanish) • High-Frequency Word List • Color Word Recognition • Rote Counting |



☐ Click **Save**.



### **Back Cover**