



ERC – ELEMENTARY REPORT CARD

School Secretary Instructions

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SD68 Elementary Report Card web version was developed with input and feedback from the SD68 Elementary Report Card Committee.

In this document 'ERC' will be used to identify Elementary Report Card web version.

ERC can be accessed on-line wherever there is access to an internet connection. All elementary administrators, teachers assigned to homeroom classes, and school secretaries automatically have access to the program. If non-homeroom teachers require access, a request can be made (see p.8). It is not necessary for teachers to send report card email attachments to the school principal or secretary.

The appropriate report card according to grade level and program (English or French Immersion) are automatically assigned to homerooms. The following SD68 Report Cards can be generated from ERC:

- Kindergarten
 - Primary
 - Intermediate
 - French Immersion Kindergarten
 - French Immersion Grades 1-2
 - French Immersion Grade 3
 - French Immersion Grade 4-7
-

ERC Issues - Requesting Assistance – PLEASE READ



1. Contact the school administrator or designated ERC school contact person and provide details of the issue. The administrator or designate will send a request to Information Systems by sending an email to Help Desk
2. Provide a detailed description of the issue, and depending on the problem, provide any or all of the following items:
 - a. What action took place at the time the problem occurred?
 - b. If this is a log on issue, what troubleshooting steps listed above have been tried?
 - c. Was there an error message? If so, provide message details.
 - d. Identify the homeroom class or student affected
 - e. Identify the computer (i.e. room and computer name or number)
3. When accessing ERC via a non-SD68 internet connection it is recommended to logon to **SD68 VPN** (virtual private network) to access ERC. <http://www.sd68.bc.ca/Staff/secretaries.asp> contains a link and instructions for logging onto SD68 VPN

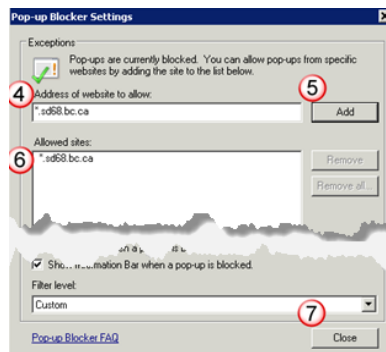
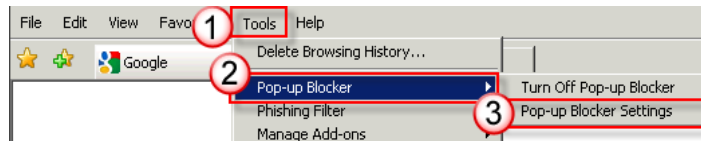
Important Note: ERC program was developed for **Windows operating system** which makes it difficult to troubleshoot issues for different operating systems. Please use SD68 VPN.

Accessing the ERC Program

Pop-Up Blocker Settings (for home use)

In Internet Explorer, add SD68 to your Allowed sites in the Pop-Up Blocker settings.

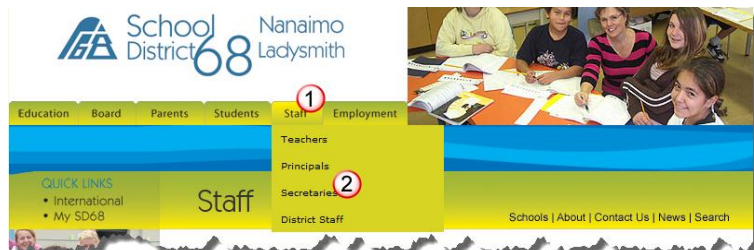
1. In Internet Explorer click on **Tools**.
2. Click on **Pop-up Blocker**.
3. Click on **Pop-up Blocker Settings**.
4. Add ***.sd68.bc.ca** in the **Address of website to allow box**.
5. Click on **Add**.
6. The *.sd68.bc.ca entry is now in the **Allowed sites**.
7. Click on **Close**.



Navigate to ERC

In your browser go to the SD68 homepage at www.sd68.bc.ca.

1. Click on the **Staff** tab
2. Click on **Secretaries**
3. At the centre left of the page click on **Log on** to Elementary Report Cards
4. ERC Secretary instructions are also posted just below the log on link

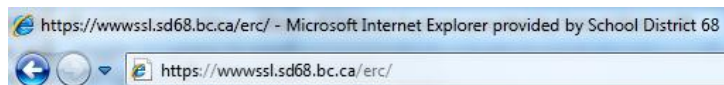


Alternate Methods to Access ERC

When logged onto the SD68 domain go to SD68 Intranet menu <http://www2/intranet/> and click on **Elementary Report Cards (Web)**



Open Internet browser, type in <https://wwwssl.sd68.bc.ca/erc/> in the Address field at the top of the window, and then click on Go or Arrow button; or press the Enter key



Log On to ERC

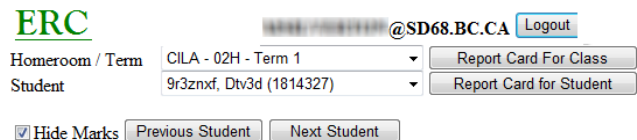
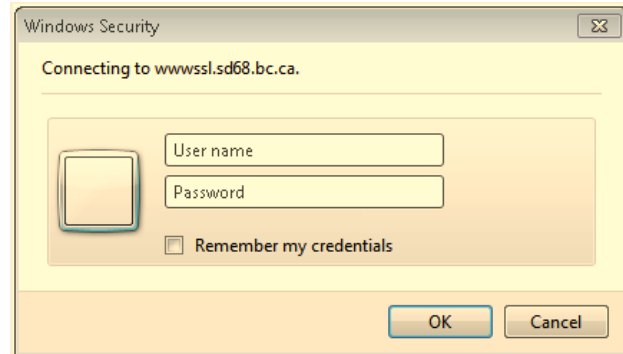
- If logged onto the SD68 domain at your site or from home (SD68 VPN connection) with your SD68 username and password, ERC will open automatically, in most cases
- If logged onto a school domain or via an external internet provider you will be prompted to enter your SD68 username and password (see example at right)

IMPORTANT! When prompted, ensure the username entered is your **full SD68 email account username**.

Examples: **username@sd68.bc.ca**
user.name@sd68.bc.ca

The password is your **SD68 email password**.

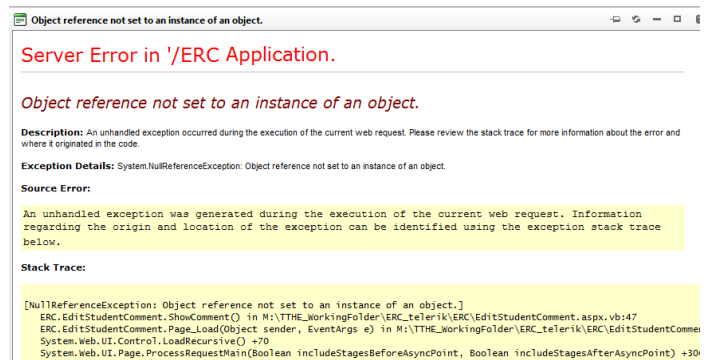
After successful log on, ERC main page displays.



Time Out

ERC will time-out after **60 minutes of inactivity**. When the program times out and work in the program is to continue you will need to log out/back into the program:

1. Click Logout button to close the window
2. The browser may display a server error message. Close browser window.
3. ALL browser windows must be closed
4. Open new browser window for ERC
5. If prompted, log back in

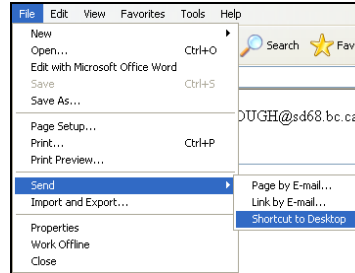


Create Desktop Shortcut (for home use)

This is an optional step.

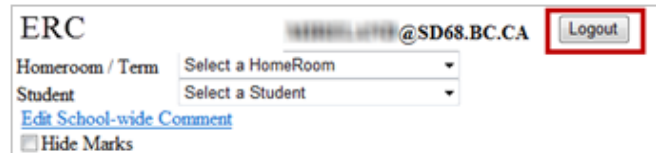
When logged onto ERC:

1. Go to the File menu
2. Click on Send
3. Select: Shortcut to Desktop.



Logging Out of ERC

Select **Logout** button to leave the program.



Accessing Homeroom & Students

Homeroom / Term: click on the drop-down arrow to select a class from the list. The Term is also indicated. If working at more than one school homerooms for each school worksite will appear in the list.

Homeroom / Term	CILA - 02H Teacher, Name - Term 1 ▼
Student	Pupil Name (456669) ▼

Student: once homeroom is selected this field auto-populates with the first student in the class (A-Z alpha order). Use the drop-down arrow to select any student in the class.

Click on the **Hide Marks** checkbox to enable this feature which hides the Subject Marks area so Term Comment area located below is easily viewed. Uncheck to return to regular view.

Hide Marks

Select the **previous student** or **next student** in the alpha list.



Please be aware School secretaries have full access to marks and term comments. Instructions have not been provided for mark entry and term comment entry as the intent is for teachers and/or administrators to enter or edit this information.

Example – Intermediate

Subject	Term 1	IEP	ADP	Term 2	IEP	ADP	Term 3	IEP	ADP	Final	IEP	ADP
LANGUAGE ARTS	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
MATHEMATICS	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
SCIENCE	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
SOCIAL STUDIES	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
PHYSICAL EDUCATION	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
P.A.S.D. - Demonstrates appropriate behaviour	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
P.A.S.D. - Follows class/school routines	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
WORK H. - Manages time	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
WORK H. - Organizes materials	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
WORK H. - Completes assignments	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
WORK H. - Produces neat work	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
WORK H. - Works independently	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼

Term Comments

View Term Comments

View Comments area by:

- Scrolling down the page; or
- Click on the **Hide Marks** checkbox to hide Subject Marks area.



Please be aware School secretaries have full access to marks and term comments. Instructions have not been provided for mark entry and term comment entry as the intent is for teachers and/or administrators to enter or edit this information.

[Edit School-wide Comments](#) | [Hide Marks](#) | [Previous Student](#) | [Next Student](#)
[Edit Comments](#) 701

This student is meeting the expected level of development for his/her age range:

Date:

Term 1 Comment

Promotion Information

The promotion field is located at the bottom of the web page, below Term Comments area.

- The Report Card displays this information in June

Assigned to Grade for the 2012-2013 School Year

Withdrawn Students

When a student withdraws the name will appear with an 'x' in the student list. The report card will still print for withdrawn students.

Notes:

- **BCeSIS data** is extracted at the end of each school day and ERC data is refreshed the next morning. **Homeroom student lists are up to date as of the previous school day.**

Homeroom / Term: CILA - 03 - Term 1

Student: 2htputn-2zzu9f, 9xnjtu3n (2428551)

School-Wide Comments: Select a Student

- 2htputn-2zzu9f, 9xnjtu3n (2428551)
- 2zmxl3af, Jt2z9 (1977480)
- 3ft2hfxn, ugxtn (2016370)
- 3rv3ng, Kittxlen (1956626)
- 9rzwxtt, 9rznfzn (1974719) **x**
- 9zzuxr, J3ll3tn (1959517)
- Da3oha3f, Jzfhaf (1988581)
- Dxpta2k, L3ft (1901058)
- f3l3nf, N3kzltaf (1901056)

Due to teacher job a up to date. If you h

Printing Report Cards

- The administrator and school secretary can access all homeroom report cards via ERC.
- It is **not** necessary for teachers to send report cards as an email attachment to the school administrator or secretary.



Generate Report Card(s)

At the top of the web page select one of the two buttons for generating/viewing report cards:

- **Report Cards For Class:** click to generate a homeroom set of report cards
- **Report Card for Student:** click to generate a report card for a selected student

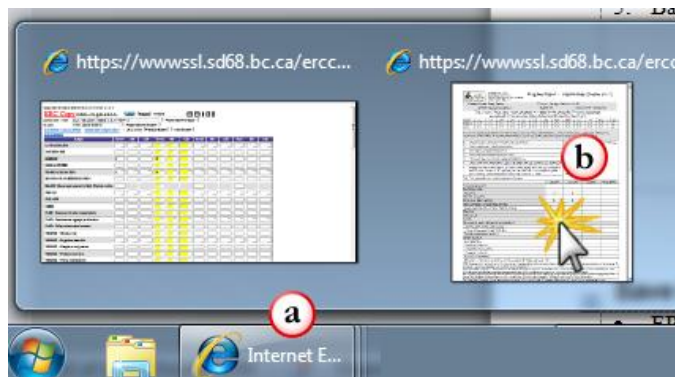
Report cards are 8” x 11” Adobe PDF documents, and should be **no more than 2 pages in length**.

Homeroom / Term	CILA - 02H Teacher, Name - Term 1	Report Card For Class
Student	Pupil Name (456669)	Report Card for Student

IMPORTANT NOTE: review the entire report to ensure each report card is no more than 2 pages long. If there are 3 page report cards, it will not be possible to print an entire class set as double-sided.

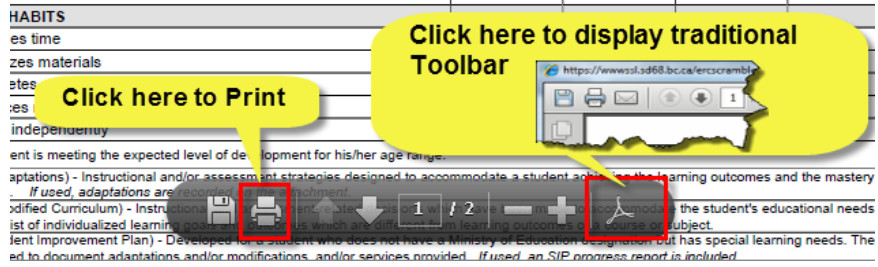
Print Report Card(s)

- Individual and class set report cards will take time to process and open. If the report card is not visible, go to the taskbar at the bottom of your screen. With your mouse cursor:
 - Point to task bar and hover over the Internet Explorer icon
 - Click on the report card image to bring it in front of the other open windows



2. Depending on the version of Adobe installed on the machine report card reports will display toolbar buttons in one of two ways:

- Floating Toolbar: located at bottom of screen. Hover over and select button
- Traditional Toolbar: located at top of report page



3. Click on the Print button

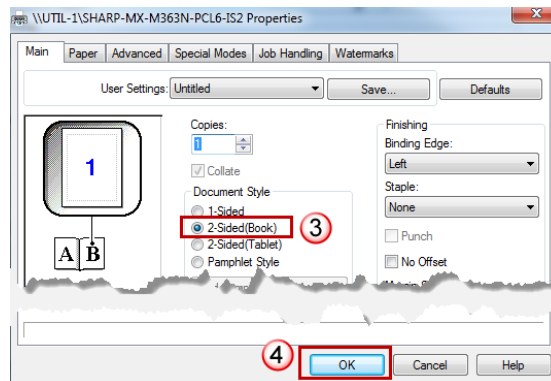


The Print dialog box opens. In the example, a Sharp photocopier, similar to a school photocopier, is the selected printer.

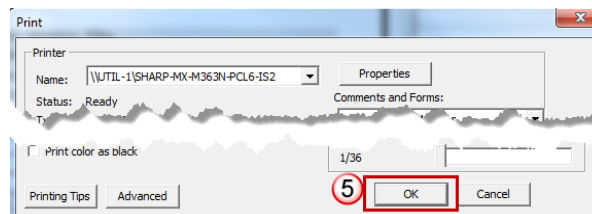


4. Select double-sided printing by clicking on the Properties button
5. On the Main tab, under Document Style, select **2-sided(Book)**
6. Click **OK**

Note: Printer properties vary between various printer makes/models which affects how double-sided option is selected. Generally, it is located in the properties, and may appear differently from the example shown.



7. Back at the Print dialog box, click **OK** to print



Save Report Cards

- Save student report cards to the school’s S drive in a sub-folder of Officedata (i.e. Officedata > Report Cards > yyyy-yyyy; Term 1; Term 2, Final).
- ERC is available during the school year up to and including the end of the first week of July.

To save an individual or class set of report cards:

1. Click Save button on floating or traditional tool bar

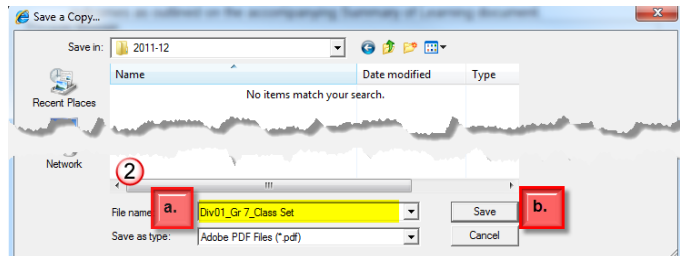


Quick Keys: SHIFT+CTRL+S



Note: S Drive folders should be created before saving report cards. Network drives are backed up regularly at the district level.

2. **Save a Copy...** window opens. Navigate to the location where the document is to be saved:
 - a. In the **File Name** field type in a meaningful name for each individual or class set of Report Cards (i.e. Div01_Gr7_ClassSet)
 - b. Click **Save**



How to Request Access for Non-Homeroom Teacher

Send an SDesk to I.S. Dept. or e-mail Help Desk (cc Principal) to request to a non-homeroom teacher be provided with access to one or more homerooms and subject(s) in ERC.

1. Non-Homeroom Teacher Name must be listed as a teacher in BCeSIS Staff Maintenance screen
2. Provide the following information in your request:
 - a. Email Subject line: ‘ERC – add non-homeroom teacher’
 - b. List homeroom division number(s)
 - c. Subject(s): list subject name(s)
 - d. Non-Homeroom teacher name requiring access

Troubleshooting Tips for ERC – PLEASE READ

- If there are problems logging on to ERC:
 - Start again, but first **close all browser windows**
 - Open a new browser window
 - The ERC web address is <https://wwwssl.sd68.bc.ca/erc/>
 - If prompted for your username and password:
 - Ensure your full SD68 email address is entered, including @sd68.bc.ca
 - If your SD68 password matches your school logon password, one must be different
 - If repeated attempts to log on have failed, **try a different computer**
 - Ask your ERC school contact for assistance
- Pop-up Blocker settings outside of SD68 (see p. 1): *sd68.bc.ca must be an **allowed** website address
- Remember: BCeSIS data is extracted at the end of each school day and ERC program is refreshed with this data for the next school day. **Homeroom student lists are up to date as of the previous school day**

