



ELEMENTARY REPORT CARD (Web)

Administrator 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.10). 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



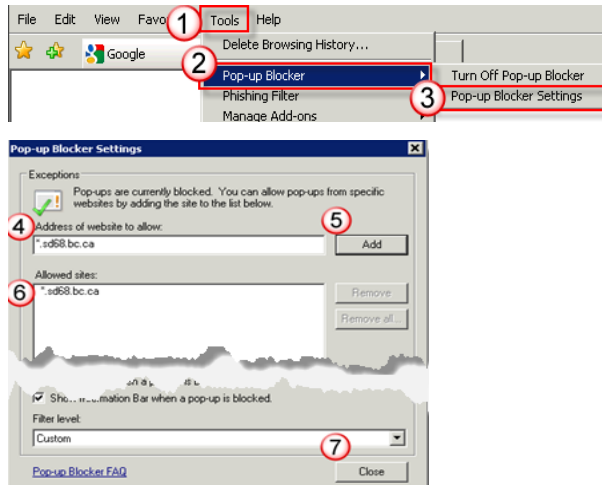
1. The school administrator or designated ERC school contact person can provide assistance. The administrator or designate will send a request to Information Systems via **SDesk** or **email to Help Desk**
2. Provide a detailed description of the issue, and depending on the problem, provide any or all 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 on *page 11* have been taken?
 - 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) and then access ERC from there. <http://www.sd68.bc.ca/Staff/teachers.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.

Pop-Up Blocker Settings (for home use)

In Internet Explorer, add SD68 to your Allowed sites in the Pop-Up Blocker settings so you can see the windows when you click on links in the program.

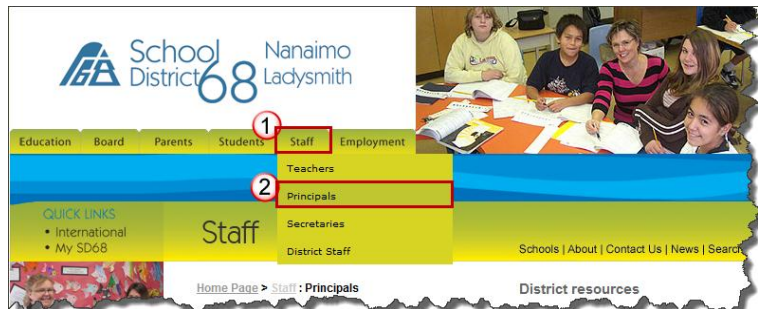
1. In Internet Explorer click on **Tools**.
2. Click on **Pop-up Blocker**.
3. Click on **Pop-up Blocker Settings**.
4. Add ***.sd68.bc.ca** in the **Address of website to allow box**.
5. Click on **Add**.
6. The *.sd68.bc.ca entry is now in the **Allowed sites**.
7. Click on **Close**.



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 **Principals**
3. At the centre left of the page click on **Log on** to Elementary Report Cards
4. ERC Administrator instructions are also posted just below the log on link

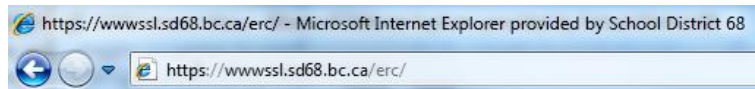


Alternate Methods to Access ERC

Option #1: when logged onto the SD68 domain go to SD68 Intranet menu <http://www2/intranet/> and click on **Elementary Report Cards (Web)** link



Option #2: open Internet browser, type in <https://wwwssl.sd68.bc.ca/erc/> in the Address bar 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

IMPORTANT!

When prompted, enter your full SD68 email account username.

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

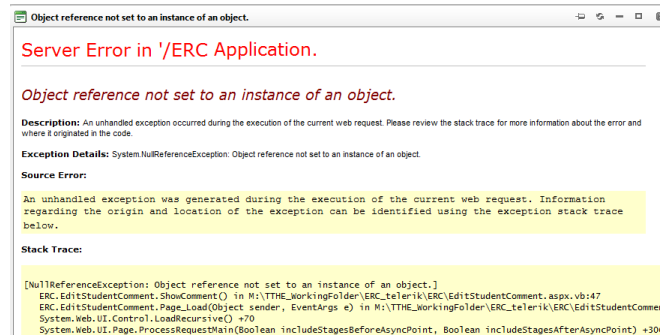
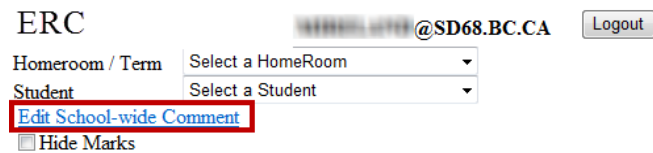
The password is your **SD68 email password**.

After successful log on, ERC main page displays. Only Administrators will see and be able to access the **Edit School-Wide Comment** link. See page 4 for more details on how to use this feature.

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, enter your SD68 credentials

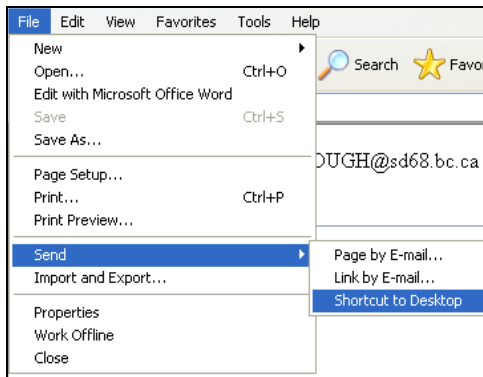


Create Desktop Shortcut (for home use)

This is an optional step.

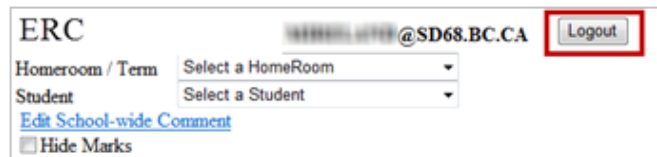
When logged onto ERC:

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



Logging Out of ERC

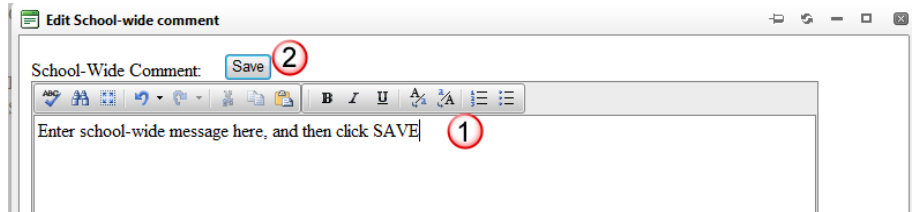
Select **Logout** button to leave the program.



Edit School-Wide Comment (optional)

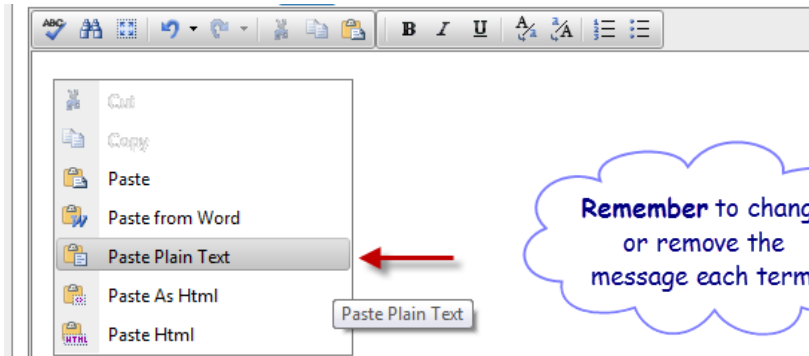
Click [Edit School-wide Comment](#) to open pop-up window.

- School-wide message displays on **all** student report cards.
1. Type or paste a message
 2. SAVE



Pasting Text:

- a) Place cursor in the correct position
- b) *Right-click* and select **Paste Plain Text**.
- c) Do not use any other paste option.
- d) Run a report card to check message is displaying correctly



Accessing Homeroom & Students

Homeroom / Term: click on the drop-down arrow to select a Homeroom/Term from the list. If administering more than one school, all classes will appear in the list.

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.

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

Withdrawn Students: are listed with an 'x' beside their name

Click on the **Hide Marks** checkbox to hide the Subject Marks area so Term Comment area located below is easily accessed. Uncheck to return to regular view.

Hide Marks

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

Previous Student Next Student

Subject Marks: After selecting a homeroom/term and student, the Marks area is displayed:

- Only the Term identified for the selected Homeroom is available for mark entry. In this example, Term 1 is active.

Example – Intermediate

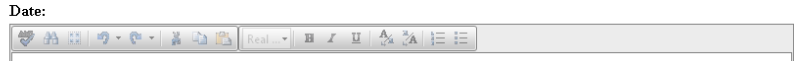
Subject	Term 1	IEP	ADP	Term 2	IEP	ADP	Term 3	IEP	ADP	Final	IEP	ADP
LANGUAGE ARTS	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
MATHEMATICS	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
SCIENCE	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
SOCIAL STUDIES	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
PHYSICAL EDUCATION	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
PERSONAL CARE	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
PSAID - Demonstrates appropriate behaviour	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
PSAID - 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	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼

Edit Term Comments

Click on **Edit Comments**.
Term Comment pop-up window opens and is available for editing.

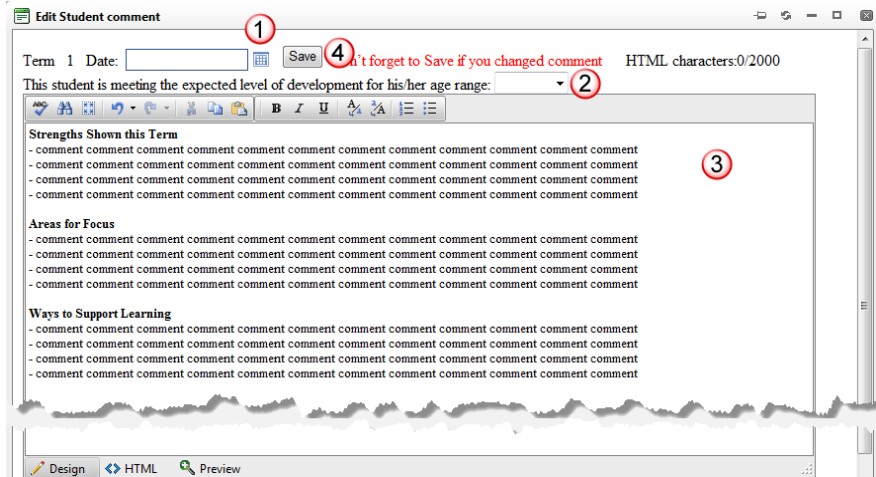


This student is meeting the expected level of development for his/her age range:



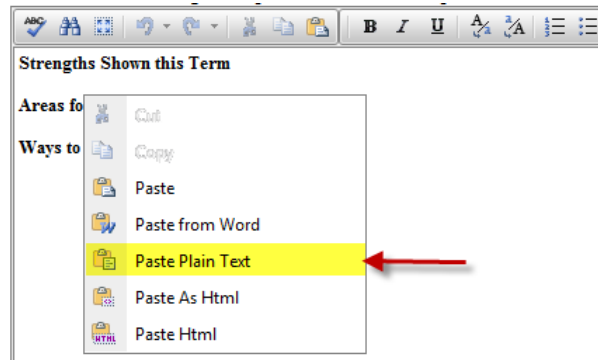
Three headings appear by default in the text box.

1. **Term Date:** select date by clicking on calendar button. **NEW!** The date selected will auto-fill for all students in the selected homeroom.
2. **“This student is meeting the expected level...”:** Select Yes or No
3. Type or paste comments
4. **SAVE**






Pasting Text:

- a) Place cursor in the correct position
- b) **Right-click** and select **Paste Plain Text**. Do not use any other paste option.
- c) Formatting tool bar is available to bold, underline and italicize text. See more tips below



Edit Tips:

- **Keep text as condensed as possible.** An individual report card is 2 pages long
- **Due to space limitations avoid using bulleted list buttons.** Use a dash (-) instead
- Quick Keys: CTRL+C to Copy text; then right-click and select **Paste Plain Text**
- Point to tool bar buttons to view button names
-  **Spell Check** is available
-  Undo / Redo
-  select all text to view number of HTML characters at top of window

Promotion Information

In final term, the promotion field becomes active at the bottom of the web page, below Term Comments.

- Enter the grade the student will be in next school year
- The final Report Card displays this information

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.

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 - 01 - Term1 - Teachername
Student	2htputn-2zzu9f, 9xnjtu3n (2428551)
School-Wide Comm	Select a Student
	2htputn-2zzu9f, 9xnjtu3n (2428551)
	2zrmx13af, Jt2z9 (1977480)
	3ft2hfxn, uxgtn (2016370)
	3rv3ng, Kttxlen (1956626)
	9rzwxtt, 9rznfzn (1974719) x
	9zzuxr, J3ll3tn (1959517)
	Da3oha3f, Jzfhat (1988581)
	Dxpta2k, L3ft (1901058)
	f3l3nf, N3kzltaf (1901056)

Report Cards – Generate, Print, Save

- The administrator and school secretary can access all homeroom report cards via ERC
- It is **not** necessary for teachers using ERC 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

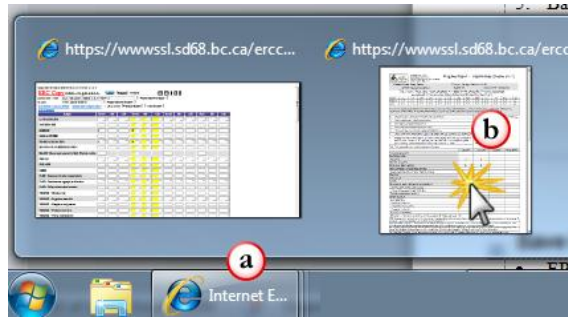
Homeroom / Term	CILA - 02H Teacher, Name - Term 1	Report Card For Class
Student	Pupil Name (456669)	Report Card for Student

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

Print Report Card(s)

1. 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:

- a. Point to task bar and *hover* over the Internet Explorer icon
- b. 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** on the tool bar

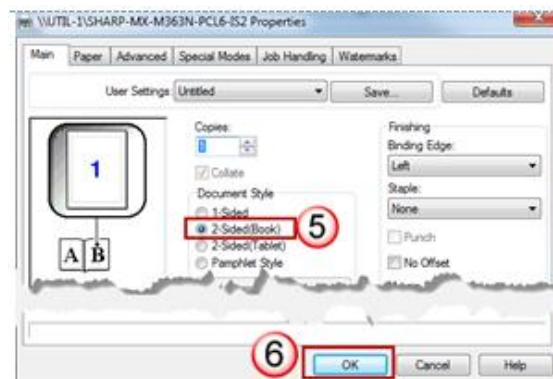


The Print dialog box opens. In the example, a Sharp photocopier, similar to a school photocopier, is the selected printer.



4. Click on **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. On the Print dialog window, click **OK** to print



Save Report Cards

- It is highly recommended, for each reporting term, all student report cards are saved 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 the entire school year up to and including the end of the first week of July.



To save an individual or class set of report cards:

- Click Save button on floating or traditional tool bar

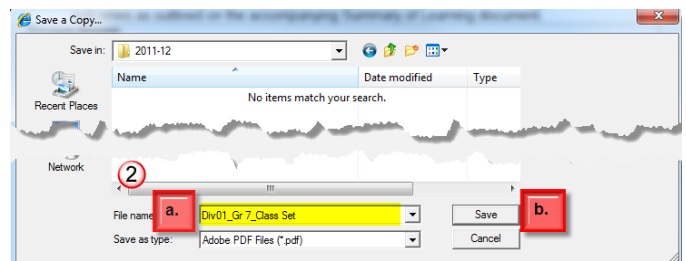


Note: Save to an SD68 network drive, if possible. Network drives are backed up regularly by the district.



Quick Keys: SHIFT +CTRL+S

- Save a Copy...** window opens. Navigate to the folder that was created ahead of time (i.e. Term folder):
 - In the **File Name** field type in a meaningful name for each individual or class set of Report Cards (i.e. Div01_Gr7_ClassSet)
 - Click **Save**



How to Request Access for Non-Homeroom Teacher

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

- Check with the secretary to ensure the Non-Homeroom Teacher Name has been added to BCSIS Staff Maintenance screen
- Provide the following information in your request:
 - Email Subject line: **'ERC – add non-homeroom teacher'**
 - Name of non-Homeroom teacher requiring access
 - List homeroom division number(s)
 - Subject(s): list subject name(s) for each homeroom

Troubleshooting Tips for ERC – PLEASE READ

- If there are problems **logging on to ERC**:
 - 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 at home (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**

