

NLPS Electronic Report Card (ERC) – Elementary

Secretaries User Guide

First Draft - 24 January 2017

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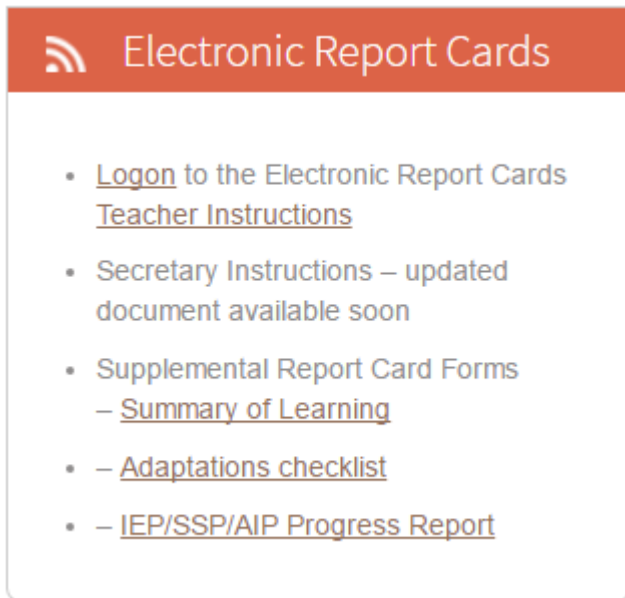
Please be aware School secretaries have full access to marks and term comments. Instructions have not been provided for mark entry and term comment entry as the intent is for teachers and/or administrators to enter or edit this information.

ERC = Electronic Report Card System.

Logging into the Electronic Report Card System

Please head to the following website to Login: www.sd68.bc.ca

Scroll down the webpage and locate the “Electronic Report Cards” area on the bottom right...



Click on “Logon”... you will be redirected to the following login screen...

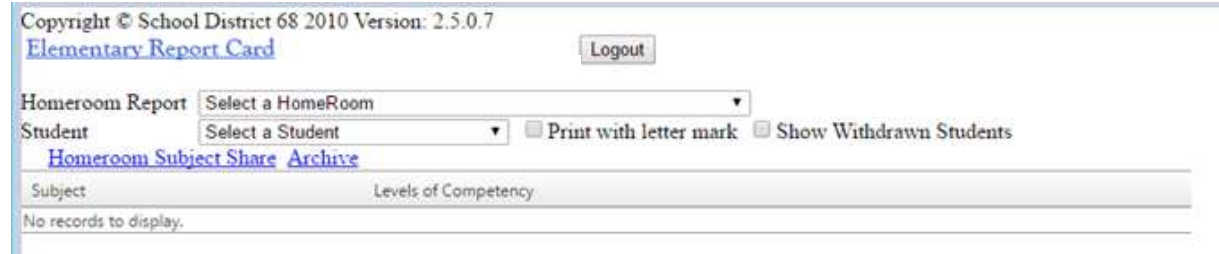


Enter your usual SD credentials (username and password)...



Please ensure you 'click' on "Sign in"... do not press the Enter key.

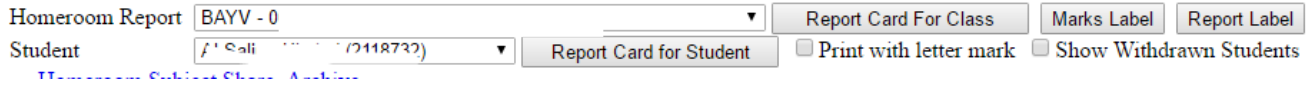
You will be redirected to the Main Login page of the ERC System...



Selecting Home Room and Initial Screen for Data Entry

Select a class from the Drop Down menu...

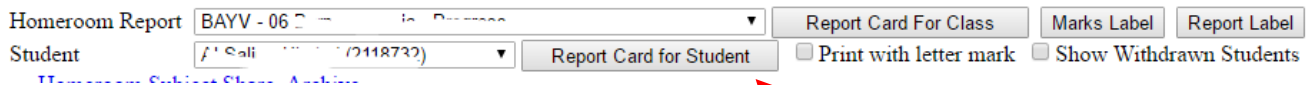
You will see students populate the drop down list below your class...



Homeroom Report
Student Print with letter mark Show Withdrawn Students

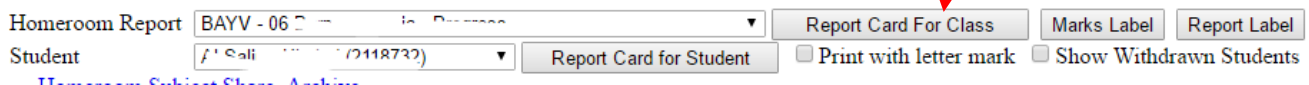
Print One Student

After Selecting a student, you can print just the Students Report Card



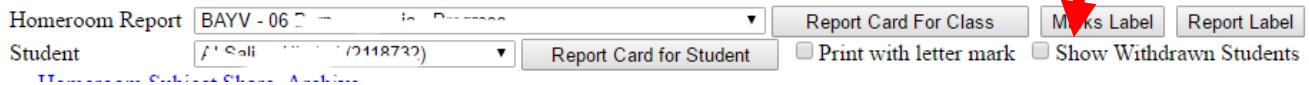
Homeroom Report
Student Print with letter mark Show Withdrawn Students

Print Whole Class



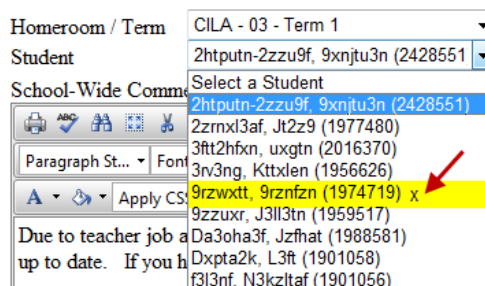
Homeroom Report
Student Print with letter mark Show Withdrawn Students

You can show withdrawn students



Homeroom Report
Student Print with letter mark Show Withdrawn Students

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

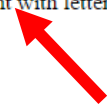


Homeroom / Term
Student
School-Wide Comm
2zrnxl3af, Jt2z9 (1977480)
3ftt2hfxn, uxgtn (2016370)
3rv3ng, Kttxlen (1956626)
9rzwxtt, 9rznfzn (1974719) x
9zzuxr, J3ll3tn (1959517)
Due to teacher job a Da3oha3f, Jzfhat (1988581)
up to date. If you h Dxpta2k, L3ft (1901058)
f3l3nf, N3kzltaf (1901056)

for withdrawn students.

You can print with a letter grade superimposed on the slider bar.

Homeroom Report
Student Print with letter mark Show Withdrawn Students



Navigating Through Student Reports

You can navigate through students by using this drop down list or by using the “Previous Student” or “Next Student” links on the right hand side of the page...



[Previous Student](#) [Next Student](#)
IEP/SSP/AIP

Previewing / Printing Reports

To view and/or print an individual student’s written progress report, teachers can click on the “Report Card for Student” button...



Homeroom Report
Student Print with letter mark Show Withdrawn Students Print legal name

There are 3 pages to the written progress report:

- Page 1 includes Student Demographic information and Descriptive Written Feedback on Student Achievement...

WRITTEN PROGRESS REPORT



McGirr Elementary School
6199 McGirr Rd, Nanaimo, V9V 1C7
Phone: 2507588946
Principal: _____

Student Name: _____
Grade: 04 School Year: 2016/2017

Teacher: _____

This report is a summary of student's progress, according to widely held grade level expectations, in relation to the learning standards of the BC Curriculum. The student's level of learning has been assessed through a variety of learning opportunities to determine what the student knows, understands, and is able to do.

Descriptive Written Comments

Student Strengths

Test.

Areas for Improvement



Test.

Ways to Support Learning

Test.

- Page 2 includes the Student Competency Scale bar...

Student Competency Scale

Student Name:	Grade: 04			
 NANAIMO LADYSMITH PUBLIC SCHOOLS	LEVELS OF COMPETENCY (in relation to grade level standards)			
		Beginning to acquire knowledge, skills, strategies and processes.	Developing the ability to apply knowledge, skills, strategies and processes.	Applying knowledge, skills, strategies and processes consistently.
ENGLISH LANGUAGE ARTS				
Reading, Listening and Viewing		SSP		
Writing, Speaking and Representing	SSP			
MATHEMATICS				
SCIENCE				
SOCIAL STUDIES				
ARTS EDUCATION	PLEASE SEE COMMENTS			
PHYSICAL AND HEALTH EDUCATION				
CAREER EDUCATION				
APPLIED DESIGN, SKILLS & TECHNOLOGY				
SUPPORT				
<input checked="" type="checkbox"/> Adaptations have been provided. See attached IEP/SSP/AIP progress report.				
<input type="checkbox"/> Additional report attached				

- Page 3 includes the Records of OCSL...



**Record of Ongoing
Communications of Student Learning**

Student Name: _____

Grade: 04

Teacher: _____

Date	Description	Method	LA	Math	Science	SS	Other	Notes
2016-12-21	Science Fair Presentation	Student Led Conference	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Save Report Cards

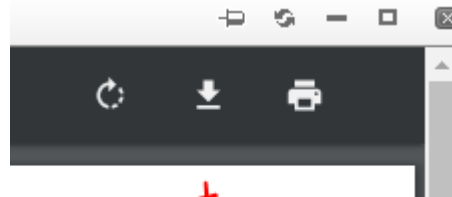
- Save student report cards to the school's S drive in a sub-folder of Officedata (i.e. Officedata > Report Cards > yyyy-yyyy; Term 1; Term 2, Final).
- ERC is available during the school year up to and including the end of the first week of July.

To save an individual or class set of report cards:

1. Click Save button on floating or traditional tool bar

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**



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/er/>
 - If prompted for your username and password:
 - Just enter your username such as John.Smith. Do not include @sd68.bc.ca
 - If your SD68 password matches your school logon password, one must be different
 - Ask your ERC school contact for assistance
- Remember: MyEDBC 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**

