

NLPS Electronic Report Card (ERC) – Secondary

First Draft - 24 January 2017

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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...



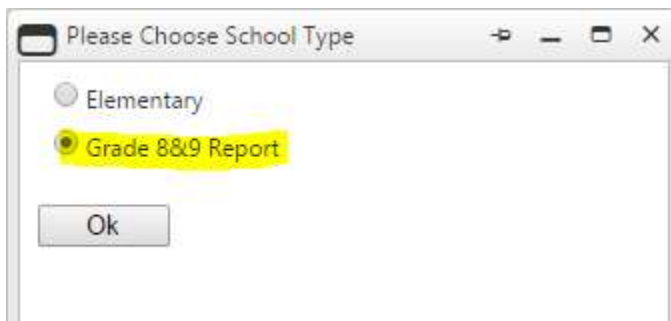
**NANAIMO LADYSMITH
PUBLIC SCHOOLS**

User name:

Password:

ER - Copyright © School District 68 2010 Version: 2.5.0.4

2 - You might get a choice if you work in Elementary and Secondary schools



Please Choose School Type

Elementary

Grade 8&9 Report

3 – Select Criteria



Grade 8 & 9 Reporting

Which Report:

Grade:


Filter by first letter of last name:

School:

Specific Student ID:

3a – If you want just one student enter it here.

SCHOOL DOVE
Specific Student ID



If not leave blank or enter a 0 for all students that meet the other criteria.

4 – View the Anomalies Report

Anomalies/Error

Anomalies Report

| Item | Item2 |
|-------------------------------------|--|
| Anomaly Report Criteria Report = | 1 |
| Anomaly Report Criteria School = | DOVE |
| Anomaly Report Criteria Grade = | All |
| Anomaly Report Criteria StudentID = | 0 |
| Anomaly Report Criteria Letter = | A |
| No of Students | 13 |
| No of Courses | 79 |
| No of Invalid Courses | 79 |
| Invalid Courses | Missing Competency= / MADFS09--S-06 / 482638 |
| Invalid Courses | Missing Competency= / MADFS09--S-06 / 515369 |

5 – If the anomalies are empty or non-critical print the report cards

Report Card

The Report Will Eventually appear (Depending on how many Students)

WRITTEN REPORT(8-9)



Dover Bay Secondary - SD68
 6135 McGirr Road, Nanaimo, V9V 1M1
 Phone: (250)756-4595
 Principal: Robyn Gray

Student Name: [REDACTED]
 Grade: 08
 Division: 01

| Month | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
|--------|------|------|------|------|------|------|------|------|------|------|------|------|
| Absent | 0.00 | 0.00 | 0.50 | 0.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Late | 0.00 | 0.00 | 0.00 | 0.25 | 0.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Student Competency Scale

LEVELS OF COMPETENCY

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 set of Report
 - b. Click **Save**

