

NLPS Electronic Report Card (ERC) – Elementary
Secretaries User Guide
Revised – 10 Sept 2018

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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

Teachers will NOT have access to the ERC system until Sept 1st. However, it is recommended that teachers log on to ERC as soon as possible after Sept. 1st in order for teachers to have the ability to view withdrawn students later in the year.

Please login at www.sd68.bc.ca. Scroll down the webpage and locate the “Electronic Report Cards” area on the bottom right...

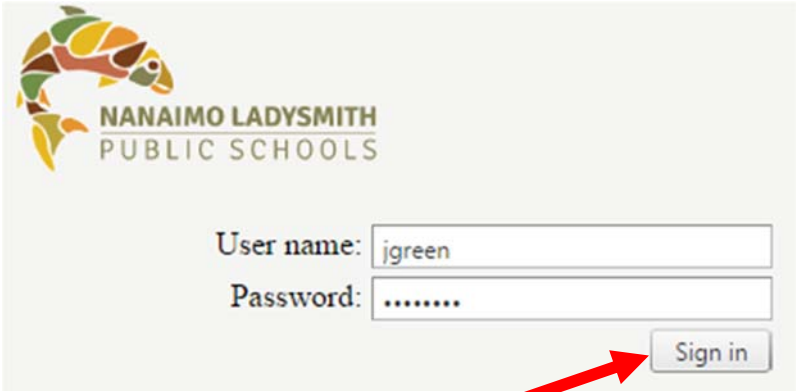
A screenshot of a webpage menu titled "Electronic Report Cards" in a red header bar. The menu contains a list of links: "Logon to the Electronic Report Cards Teacher Instructions", "Secretary Instructions – updated document available soon", "Supplemental Report Card Forms – Summary of Learning", "– Adaptations checklist", and "– IEP/SSP/AIP Progress Report".

- [Logon to the Electronic Report Cards Teacher Instructions](#)
- Secretary Instructions – updated document available soon
- Supplemental Report Card Forms – [Summary of Learning](#)
- – [Adaptations checklist](#)
- – [IEP/SSP/AIP Progress Report](#)

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

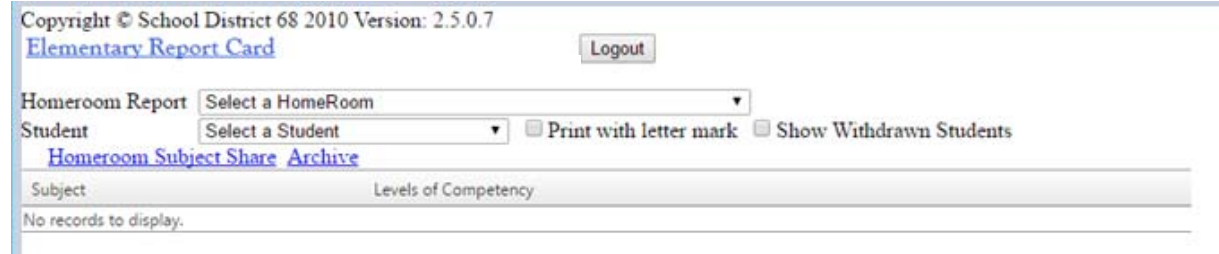


Enter your usual SD credentials (username and password)...



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

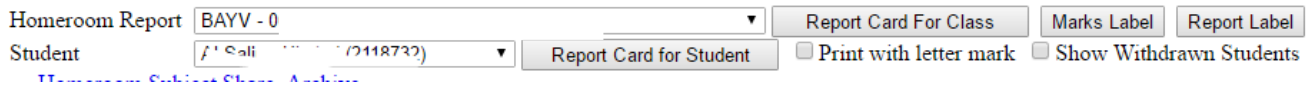
You will be redirected to the Main Login page of the ERC System...



Selecting Home Room and Initial Screen for Data Entry

Select a class from the Drop Down menu...

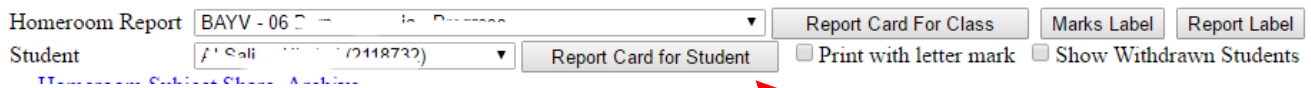
You will see students populate the drop down list below your class...



Homeroom Report
Student Print with letter mark Show Withdrawn Students

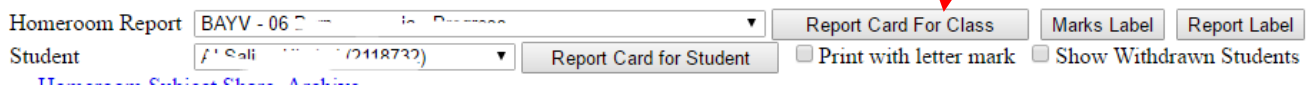
Print One Student

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

Print PR Card Labels – Grade 4-7

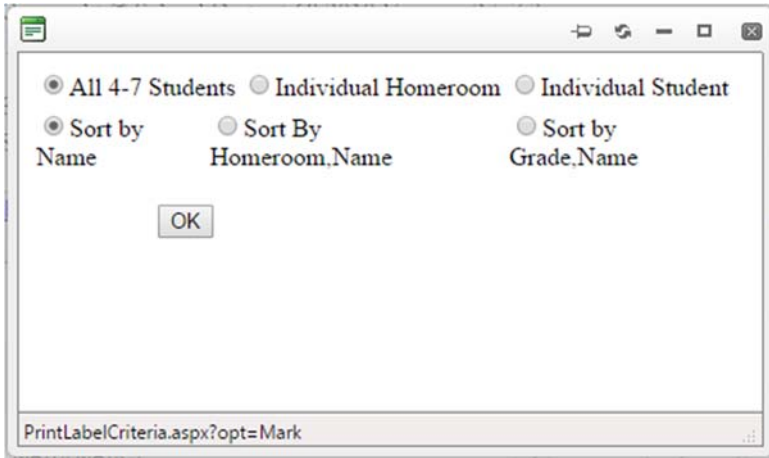
Copyright © School District 68 2010 Version: 2.5.7.3

[Elementary Report Card](#)

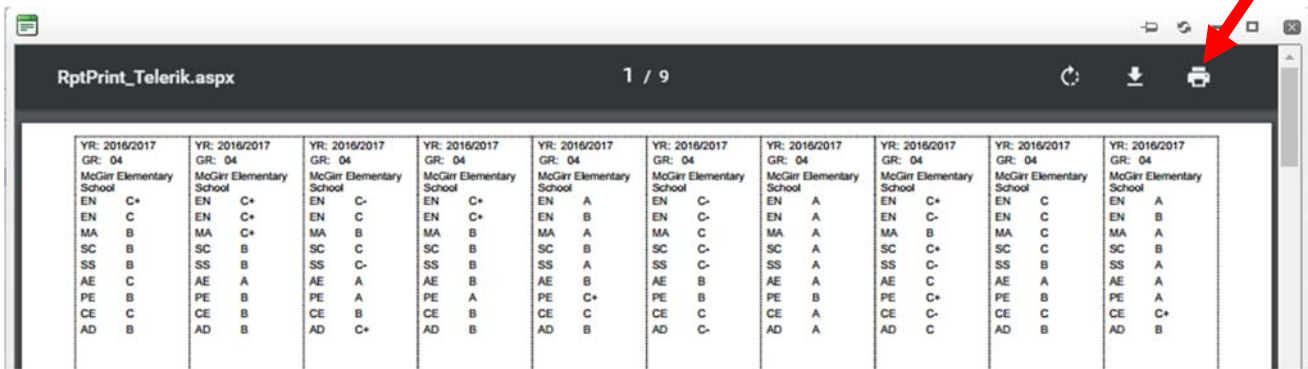


Homeroom Report
Student Print with letter mark Show Withdrawn Students Print legal name

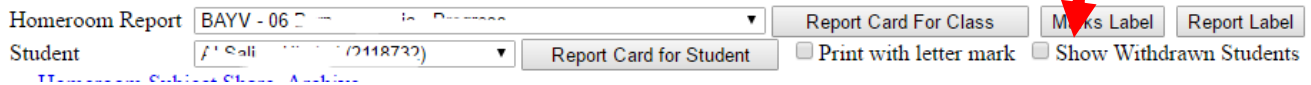
Select the appropriate filters. Click "Ok" when ready...



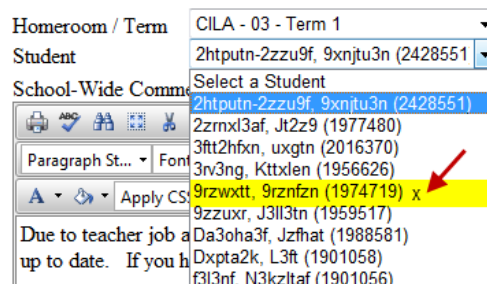
A printable pdf document will be created that will be formatted to the labels in use in previous years. Click the print icon when ready...



You can show 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.




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...



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
- Please Note – New Language

Student Competency Scale

Student Name:	Grade: 04			
 NANAIMO LADYSMITH PUBLIC SCHOOLS	LEVELS OF COMPETENCY (in relation to grade level standards)			
	Emerging	Developing	Proficient	Extending
	to acquire knowledge, skills, strategies and processes.	the ability to apply knowledge, skills, strategies and processes.	knowledge, skills, strategies and processes consistently.	knowledge, skills, strategies and processes creatively and strategically.
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

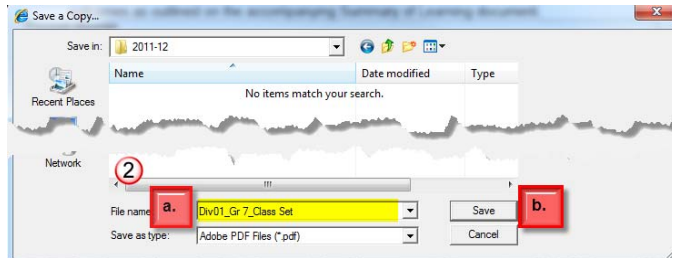
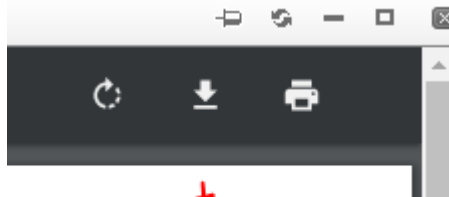
- Save student report cards to the school's S drive in a sub-folder of Officedata (i.e. Officedata > Report Cards > yyyy-yyyy; Term 1; Term 2, Final).
- ERC is available during the school year up to and including the end of the first week of July.

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**



Amendments

Please use **Google Chrome** to log into ERC and follow the steps below to print labels.

1. select the **KM bizhub** printer
2. click on **More settings**
3. un-check '**Fit to page**'
4. set Scale to **100**
5. un-check '**Two-sided**'
6. click **Print**

The image displays two side-by-side screenshots of a printer settings dialog box for a KM bizhub printer. The left screenshot shows the initial state with 'Fit to page' checked and 'More settings' expanded. The right screenshot shows the settings after amendments: 'Fit to page' is unchecked, 'Scale' is set to 100, and 'Two-sided' is unchecked. The 'Print' button is highlighted in red in the right screenshot.

Print
Total: 5 sheets of paper

1 **Print** Cancel

Destination KM bizhub C364 PCL (A...
Konica-Minolta Bizhub C3...
Change...

Pages All
 e.g. 1-5, 8, 11-13

Copies

Color

Scale Fit to page

Options Two-sided

+ More settings 2

Print using system dialog... (Ctrl+Shift+P)

1. select the **KM bizhub** printer
2. click on **More settings**
3. un-check '**Fit to page**'
4. set Scale to **100**
5. un-check '**Two-sided**'
6. click **Print**

Print
Total: 5 sheets of paper

6 **Print** Cancel

Destination KM bizhub C364 PCL (A...
Konica-Minolta Bizhub C3...
Change...

Pages All
 e.g. 1-5, 8, 11-13

Copies

Color

Paper size

Quality

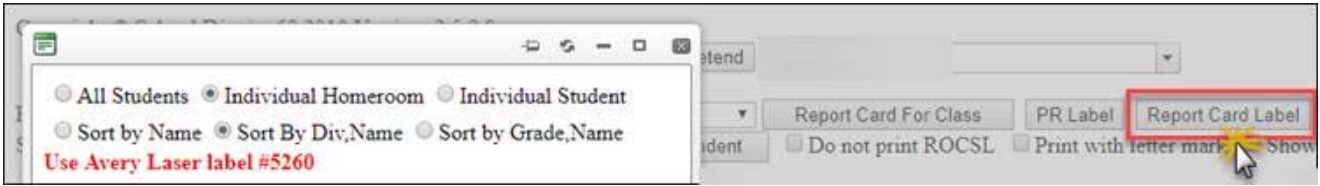
Scale Fit to page

Options Two-sided

- Fewer settings

Print using system dialog... (Ctrl+Shift+P)

Please use **Google Chrome** to log into ERC to print the ERC **Report Card labels**, and check 'Fit to page' box before printing.



1. select the **KM bizhub** (Office Laser) printer
2. check '**Fit to page**'
3. un-check '**Two-sided**'
4. click **Print**

