



Rev 4.0.1  
1-Jan-2009

# Chapter

# 6

## Elementary ERC

## Grade Entry

*This chapter provides on Elementary Report Card Grade Entry for Elementary Teachers*

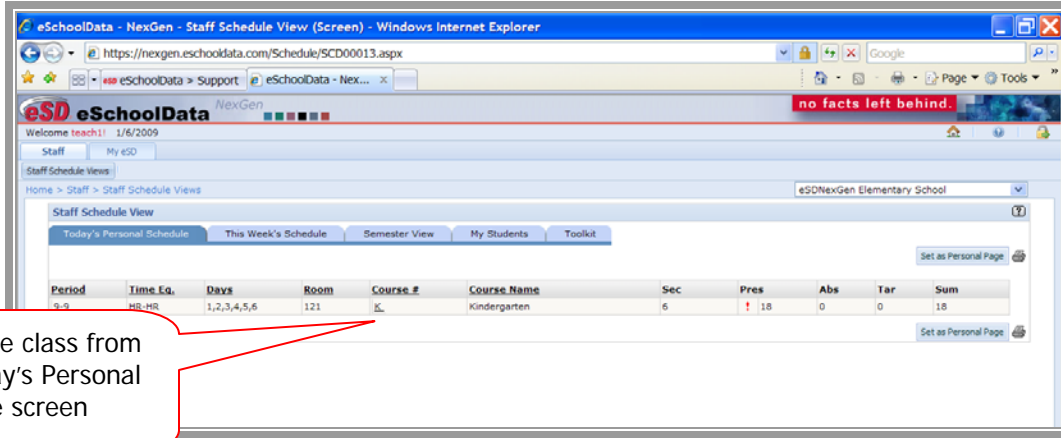
**T**his chapter outlines the steps for entering Elementary Report Card Grades into the eSD® NexGen™ system.

### CHAPTER CONTENTS

Accessing the ERC Grade Entry Screen.....	2
Grade Entry.....	3
ERC Summary.....	4

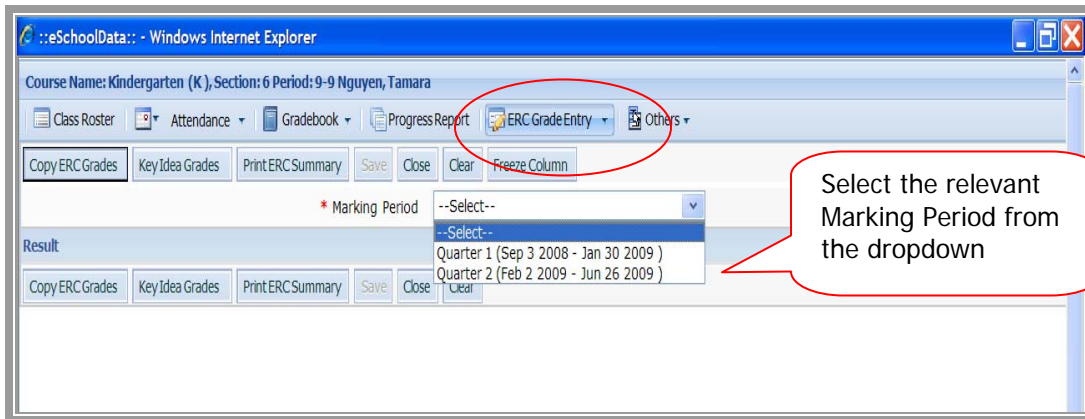
# Accessing the ERC Grade Entry Screen

On the menu select Staff > Staff Schedule Views > Today's Personal Schedule



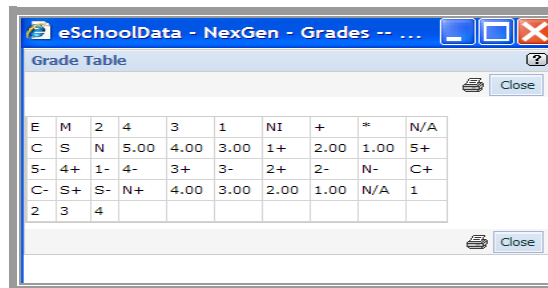
Select the class from the Today's Personal Schedule screen

Click on the **ERC Grade Entry** tab and select the relevant Marking Period.




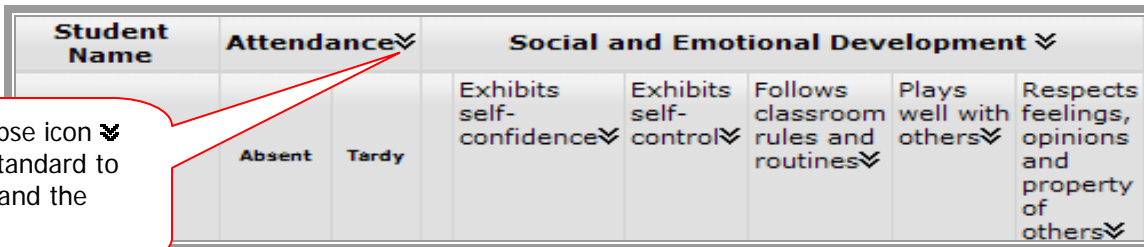
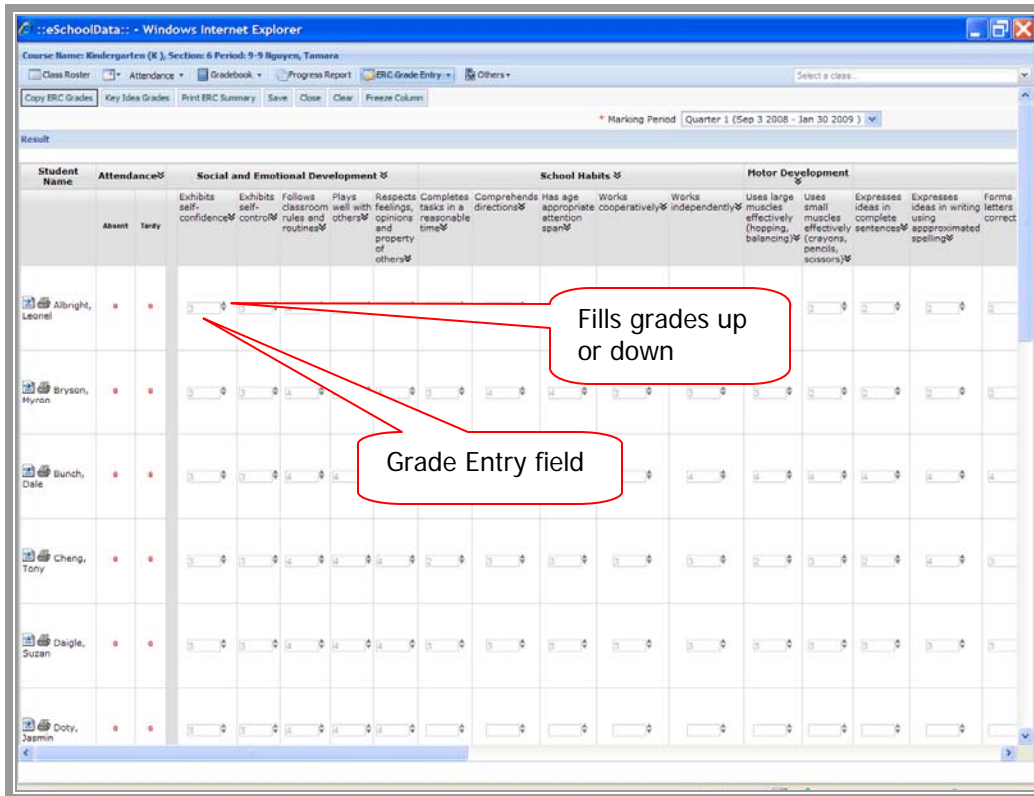
Select the relevant Marking Period from the dropdown


Choosing the **Key Idea Grades** button will bring up all allowable Key Idea Grades.



# Grade Entry

Click in the Grade Entry field in the relevant Standard Key Idea to enter the student's grade. Use the  to fill grades up or down



Use the collapse icon  next to the Standard to shrink or expand the columns

# ERC Summary

Selecting the **Print ERC Summary** button will allow users to view an unofficial copy of the Elementary Report Card for all students in the class.

Class: Kindergarten(Crs#K)  
Staff: Tamara Nguyen

**Print Summary**  
Quarter 1(09/03/2008-01/30/2009)  
Template Name: Kindergarten

Period/Day: 9-9/1,2,3,4,5,6  
Date Printed: 1/6/2009  
Grade:KA

Albright, Leonel

	Absent	Tardy
Quarter 1	0	0
Quarter 2	0	0
Total	0	0

KnowledgArea	Standards/KeyIdea/Comments	Quarter 1	Quarter 2
<b>ART</b>	<b>Elementary</b>		
	Participates with a positive attitude		
	Understands Concepts		
<b>Social and Emotional Development</b>	<b>Kindergarten</b>		
	Adjusts to new situations	3	
	Exhibits self-confidence	3	
	Exhibits self-control	3	
	Follows classroom rules and routines	4	
	Plays well with others	4	
	Respects feelings, opinions and property of others	4	
<b>School Habits</b>	<b>Kindergarten</b>		
	Completes tasks in a reasonable time	3	
	Comprehends directions	4	
	Has age appropriate attention span	4	
	Works cooperatively	4	
	Works independently	4	
<b>Motor Development</b>	<b>Kindergarten</b>		
	Uses large muscles effectively (hopping, balancing)	4	
	Uses small muscles effectively (crayons, pencils, scissors)	2	
<b>Language Arts</b>	<b>Kindergarten</b>		
	Expresses ideas in complete sentences	2	
	Expresses ideas in writing using approximated spelling	2	
	Forms letters correctly	2	
	Identifies consonant sounds (in random order)	2	
	Identifies lower case letters (in random order)	2	
	Identifies upper case letters (in random order)	2	
	Identifies vowel sounds	2	
	Independent Reading Level	3	
	Is willing to share ideas	3	
	Shows awareness of rhyming words	3	
	Shows effort	3	