

## Generating ERCs

- ERCs are generated by grade level and marking period.
- Final Run v Run. eSD uses the term Final Run to indicate an *official copy that is being generated at a specific point in time*. This official copy is stored as an XML file within the database and can be accessed even after students change grade levels, school buildings, or transfer out of the district entirely.
- Final Runs can be posted to the Parent and Student Portals.

## ERC Options

1. Go to Reports > Grade Reporting > ERC and click the Options button.
2. Select the options you wish to print on the ERC.
3. Click Save.

Schools often use this feature to define the grading key.

## ERC No Marks Report

The No Marks Report is used to generate a list of teachers who have not entered grades or comments.

1. Reports > Grade Reporting > ERC
2. Select the Grade and Calendar Event
3. Check No Marks Report
4. Click Run

PRINT SUMMARY - NO MARKS REPORT					
Class	Staff	Student Name	ID Number	Gender	Grade
TestKHR	Abrams, Kirsten	Coughlin, Luisa	13300189	Female	K
TestKArt	Abrams, Kirsten	Coughlin, Luisa	13300189	Female	K
TestKELA	Abrams, Kirsten	Coughlin, Luisa	13300189	Female	K

## Generating ERCs

1. Reports > Grade Reporting > ERC
2. Select the grade and calendar event
3. Click Custom ERC Report to generate reports.

Choose Reports for Student Only if running just one copy of an ERC to hand out to the students.

The screenshot shows the 'ERC Wizard' interface. It includes fields for School Year (2012 - 2013), Last Name, Course, Student Status, Program Status, Group, Counselor, Grades (All, PK, PKF, PKH, K, 1-8), Calendar Event (MP3 (03/04/2013 - 06/11/2013)), Staff, and Print options (No Marks Report, Reports for Students only, Display Attendance). At the bottom, there are buttons for 'Custom ERC Report', 'Options', 'Run', and 'Final Run'. The 'Custom ERC Report' button is highlighted with a red box. A red arrow points from the text on the right to the 'Final Run' button.

Click Final Run after you have printed the ERCs. The final run is a copy of the report card stored as an XML within eSD.

**IMPORTANT:** The “Reports for Students Only and Custom ERC Report” version of the ERC do not save in eSD. To save a copy of the ERC you send home, create a folder on your computer or server and save each ERC in the folder.