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.

Elementary Depart Cattings	۵	7
Liementary Report Setungs	Save Print Close	
ustom ERC Options		
Print District Name	C Yes 🖲 No	
Print Marking Period Details	C Yes No	
Insert Page Break	C Yes • No	
' Print Parent/Guardian Signature Line	C Yes No	
Ittendance Options		Schools often use thi
Attendance	Show All Show Unexcused Only	Schools often use th
Display Excused?		feature to define the
Display Unexcused?		
Teacher's Comments	Print Selected Marking Period Comments Only C Print All Marking Period Comments	grading key.
' Print Footer	Press Press the Enter key to start a new line of text. Blease limit the number of lines to 10 or less to avoid possible formation issues.	
Footer Alignment	Left C Center C Right	
Print Copies Include	Household Guardians Only Out-of-Household Guardians Only Both	
RC Grade Entry Options		
General Comments Length No. of Characters: 500-1500)		
	Save Print Close	

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

ERC	Wizard				2
School Year	2012 - 2013 🔻				
Last Name) >>>	Course	Select 🔻	>>>> Section	
Student Status	Select	Program Status	Select		•
Group	Select 🔻	Counselor	Select 🔻		
Grades		5 6 6	7 🗆 8		
Calendar Event	MP3 (03/04/2013 - 06/11/2013) V	Staff	Select	•	
Print	No Marks Report 2 Reports for Students only	Display	Attendance		
-				Searc	n Clear
		Cus	tom ERC Report	Options Run	Final Run

1										
			Print							
	PRINT SUMMARY - NO MARKS REPORT									
Class:TestKHR (Crs #: TestKHR)	1	MP4 (04/15/2013-08/31/2013)	Period/Day:1-1/M,T,W,R,F							
Staff:Abrams, Kirsten		Template Name: Test Main K	Date Printed:07/19/2013							
Student Name	ID Number	Gender	Grade							
Coughlin , Luisa	13300189	Female	к							
	Generated using eSchoolData (eSD⊛) Copyright © 2002-2013 eSchoolData, LLC. All rights reserved.									
PRINT SUMMARY - NO MARKS REPORT										
Class:TestKArt (Crs #: TestKArt)	1	MP4 (04/15/2013-08/31/2013)	Period/Day:1-1/M,T,W,R,F							
Staff:Abrams, Kirsten		Template Name: Test ArtK	Date Printed:07/19/2013							
Student Name	ID Number	Gender	Grade							
Coughlin , Luisa	13300189 Female		к							
	Generated using eSchoolData (eSD⊚) Copyright © 2002-2013 eSchoolData, LLC. All rights reserved.									
	PRIN	SUMMARY - NO MARKS REPORT								
Class:TestKELA (Crs #: TestKELA)	1	MP4 (04/15/2013-08/31/2013)	Period/Day:1-1/M,T,W,R,F							
Staff:Abrams, Kirsten	Template Name: Test ELAK Date		Date Printed:07/19/2013							
Student Name	ID Number	Gender	Grade							
Coughlin , Luisa	13300189	Female	к							
1		and a second second second second								

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.

🗏 ERC Wizard				(?	
School Year Last Name	Course	Select ▼	>>>> Section		Click Final Run after you have printed the ERCs.
StatusSelect	 Program Status 	Select		• /	The final run is a copy of
GroupSelect 💌	Counselor	Select 🔻			the report card stored as
Grades All PK PKF PKH K 1 2 3	4 🗆 5 🗆 6 🗆	7 🗖 8			
Calendar Event MP3 (03/04/2013 - 06/11/2013) 🔻	Staff	Select	•		an XIVIL WITHIN ESD.
Print 🔽 No Marks Report 🏵 🔽 Reports for Students onl	ly ? 🔽 Display	Attendance			
			Search C	Clea/	
	Cus	stom ERC Report	Options Run Final	Run	

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.