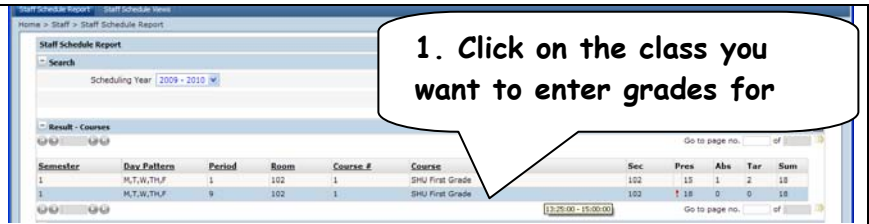
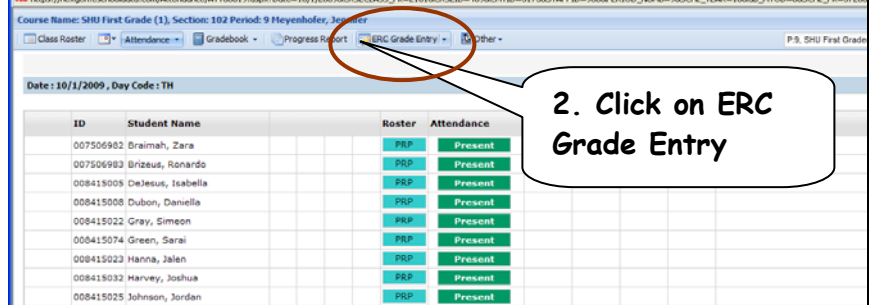


## ERC GRADE ENTRY QUICK REFERENCE GUIDE FOR TEACHERS

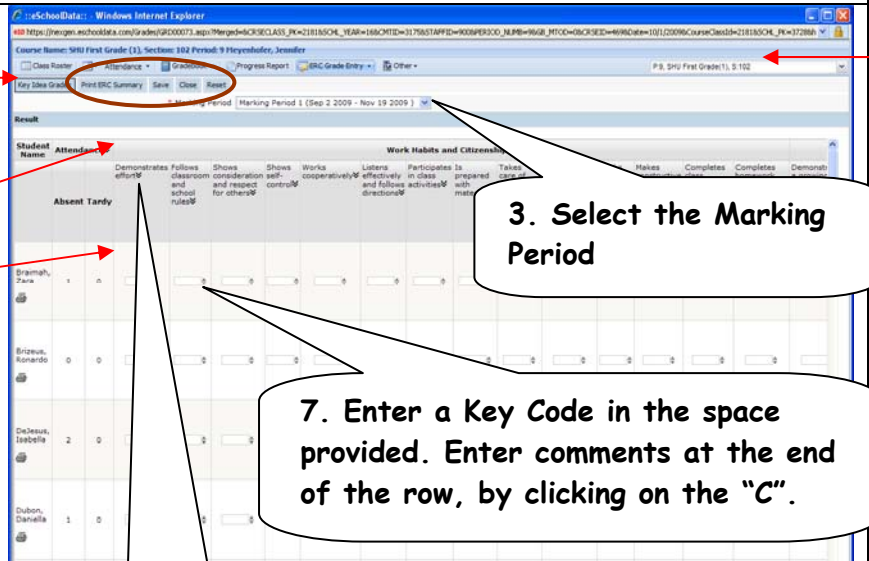
- Click on the class (**course code**) you want to enter Grades for
    - Today's attendance form will appear
- \*NOTE: if it is a non-attendance day, go to Semester View instead of Today's Personal Schedule to open your classes.



- Click on the **ERC Grade Entry** tab at the top of the screen



- Select the **Marking Period**
- Click on **Key Idea Grades** to review what is available
- Students are listed down the left side of the screen
- Subject Areas go across the top of the screen
- Enter a **Key Idea Code** in the 1st box. **Tab** to the next subject area
- You may add Comments from a drop down by clicking on the "C" icon at the end of the row
- Click on **Save** when you are finished with this class
- To print out a copy of your work, click on **Print ERC Summary**. This will be a snapshot of the codes & comments you have entered. This will **NOT** be the final report card format that will be sent out to parents.
- You may stay on this screen and select another class, by clicking on the down arrow on the **upper right side** of the screen
- Click on **Close** when finished



- Enter a **Key Code** in the space provided. Enter comments at the end of the row, by clicking on the "C".

Option: Click on the double arrows to collapse a column