

NLPS Electronic Report Card (ERC)

Elementary Teacher User Guide

Revised: June 2024

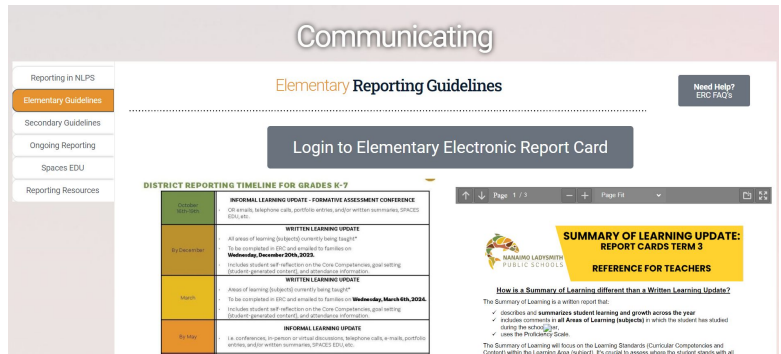
In this document, you will find instructions on:

1. How to Log into the Electronic Report Card (ERC) System
2. Previewing Report Cards
3. Emailing Report Cards

For additional support, review the following tutorials:

- [Key components of ERC](#)
- [Emailing reports](#)

More information can be found at [NLPS Learns](#).

Reporting Period	Update Type	Details
October 2024 - February 2025	INFORMAL LEARNING UPDATE - FORMATIVE ASSESSMENT CONFERENCE	Oral email, telephone calls, portfolio entries, and/or written summaries, SPACES EDU, etc.
February 2025	WRITTEN LEARNING UPDATE	All areas of learning (to be met) currently being taught? To be completed in ERC and emailed to teachers on Wednesday, December 20th, 2024 . Includes student self-reflection on the Core Competencies, goal setting (to date), general comments, and other relevant information.
March 2025	WRITTEN LEARNING UPDATE	Areas of learning (to be met) currently being taught? To be completed in ERC and emailed to teachers on Wednesday, March 6th, 2025 . Includes student self-reflection on the Core Competencies, goal setting (to date), general comments, and other relevant information.
By 11:00	INFORMAL LEARNING UPDATE	1:1 conferences, in-person or virtual discussions, telephone calls, in-class, portfolio entries, and/or written summaries, SPACES EDU, etc.



Email questions to thelearningline@sd68.bc.ca.

Logging into the ERC

1. Logging into the ERC.

Find the link at:

a. Intranet

b. NLPS Learns



Icon	Menu Items	Icon	Menu Items
	BMO Spend Dynamic Purchasing Card		Nanaimo Weather
	Computer and Printer Purchases		Outlook Web App
	Destiny Library and Textbook Management		Outlook Web App - Online Accounts
	e-Assess		Purchasing Department
	e-Assess COPY		Reset, Unlock, or change your SD68 password
	Electronic Report Cards (Web)		School Locator
	Electronic Report Cards COPY		SchoolDude
	English Language Learning Management System (ELLMS)		SD68 Home Page
	ERC History		SD68 Phonelist
	Financial Reports (SD68reporter)		SD68
	FIPPA Information & Quiz		SD3 Online Usage
	Google (Search Engine)		Service Manager Portal
	IT Help Pages		Service Manager Portal Instructions
	MyEducation BC		
	MySD68 (retrieveERP), Powerschool		

Communicating

Elementary Reporting Guidelines

Login to Elementary Electronic Report Card



NANAIMO LADYSMITH
PUBLIC SCHOOLS

User name:

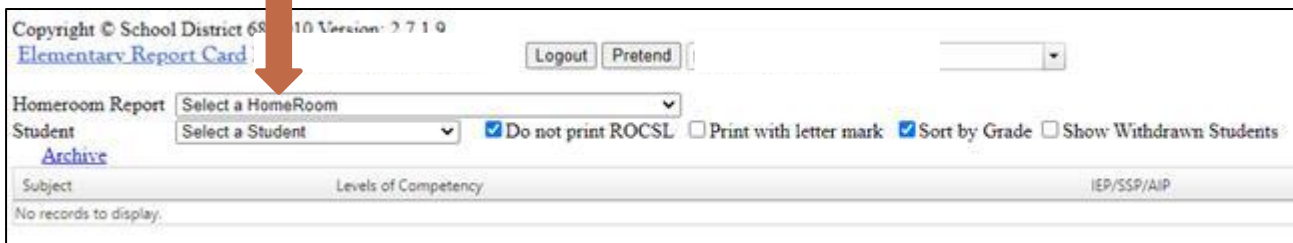
Password:

Enter your NLPS credentials username and password (same as sd68 email)

Use the "Sign In" button.

Select a Home Room

To see student names, select a homeroom.



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[Elementary Report Card](#)

Homeroom Report

Student Do not print ROCSL Print with letter mark Sort by Grade Show Withdrawn Students

[Archive](#)

Subject	Levels of Competency	IEP/SSP/AIP
No records to display.		

Previewing / Emailing Report Cards

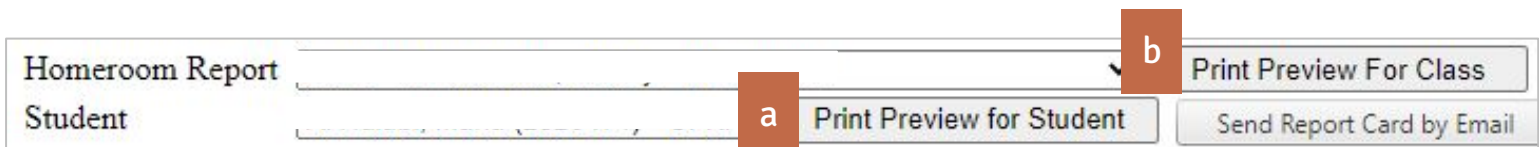
2. Previewing Report Cards

Choose:

a.) Print Preview for Student

OR

b.) Print Preview for Class

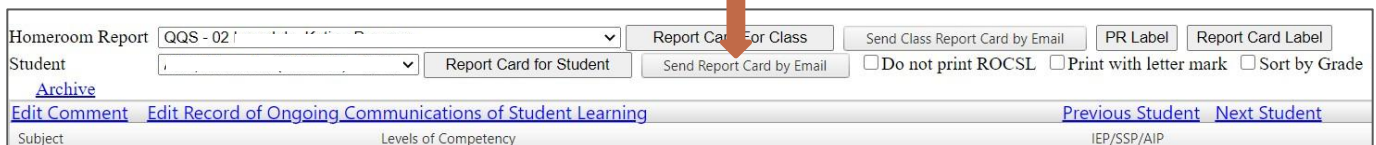


The screenshot shows a web interface for previewing report cards. It features two dropdown menus: 'Homeroom Report' and 'Student'. Below these are three buttons: 'Print Preview For Class' (with callout 'b'), 'Print Preview for Student' (with callout 'a'), and 'Send Report Card by Email'.

3. Emailing Report Cards

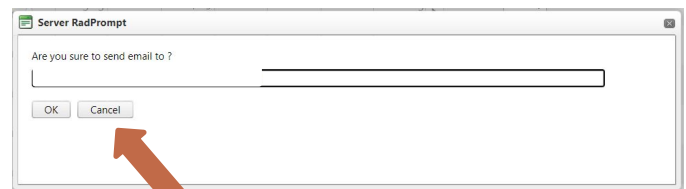
a.) Confirm the parents'/guardians' email

- Confirm the email address by clicking on "Send Report Card by Email" to view



This screenshot shows the same interface as above, but with an arrow pointing to the 'Send Report Card by Email' button. Below the buttons are several checkboxes: 'Do not print ROCSL', 'Print with letter mark', and 'Sort by Grade'. At the bottom, there are links for 'Archive', 'Edit Record of Ongoing Communications of Student Learning', 'Previous Student', and 'Next Student'. The footer includes 'Subject', 'Levels of Competency', and 'IEP/SSP/AIP'.

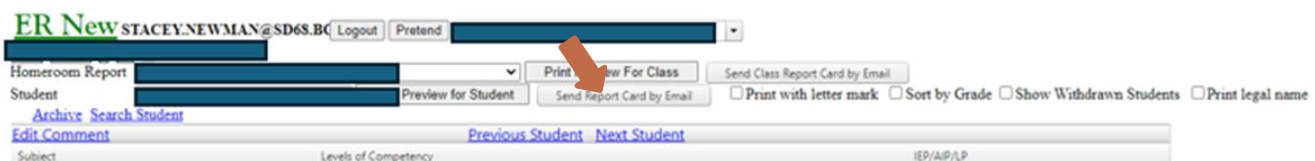
- Then click cancel to exit. **CLICK "CANCEL"**
- Repeat for all students.



The screenshot shows a 'Server RadPrompt' dialog box with the text 'Are you sure to send email to ?' and an empty input field. Below the input field are 'OK' and 'Cancel' buttons. An arrow points to the 'Cancel' button.

b.) Emailing Report Cards to the Whole Class

- Click on "Send Class Report Card by Email."
- Check with your principal to find out when you will be emailing the report card.



This screenshot shows the report card interface with an arrow pointing to the 'Send Class Report Card by Email' button. The 'Homeroom Report' dropdown is set to 'QQS - 02'. The 'Student' dropdown is also visible. The footer includes 'Subject', 'Levels of Competency', and 'IEP/AIP/LP'.