

The Electronic Class Record User Manual



For Grades 7 - 10

The E-Class Record consists all learning areas in the secondary level (Grades 7-10).

Learning Areas in Grades 7 – 10

Filipino, English, Math, Science, Araling Panlipunan, TLE, Music, Arts, P.E, Health, and EsP.

How to Use the E-Class Record

- 1. The subject teachers must secure a soft copy of SF1 (downloaded from LIS) or get a list of learners from the class adviser.
- 2. After downloading the subject, make copies of the subject depending upon the number of sections you are handling and place them in one folder; then, rename each file according to the name of each section. Afterwards, click the file of the section you are going to work on.

Grades 7 - 10

	→ GRADE 7-10 ENGLISH			
	View Tools Help			
•	▼ Open ▼ Share with ▼	Print	E-mail Burn	New folder
	Name		Date modified	Туре
	GRADE 10 ENGLISH (Section A).xlsx		06/06/2015 4:09 PM	Microsoft Office
	GRADE 10 ENGLISH (Section B).xlsx		06/06/2015 4:09 PM	Microsoft Office
<u> </u>	GRADE 10 ENGLISH (Section C).xlsx		06/06/2015 4:09 PM	Microsoft Office
	GRADE 10 ENGLISH (Section D).xlsx		06/06/2015 4:09 PM	Microsoft Office

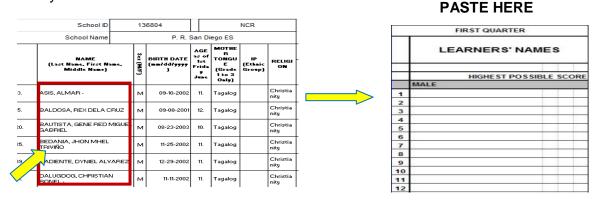
3. Click on the "INPUT DATA" sheet.

INPUT DATA ENGLISH Q1 ENGLISH Q2 ENGLISH Q3 ENGLISH Q4 SUMMARY OF QUARTERLY GRAD

4. In the **INPUT DATA** sheet, fill out the boxes with the correct information.

BRAN NG FOLLY		Official E-Class Re	ecord in K to 12 Curricul	um	DenFD
RE	GION	DIVISION	DISTRICT		DEPARTMENT OF EDUCATION
SCHOOL N	NAME	1	SCHOOL ID	SCHOOL YEAR	

5. **Copy** first the names of the male learners from the SF1 and **paste** them under MALE LEARNERS' NAME column. Afterwards, copy the names of female learners from the SF1 and **paste** them under FEMALE LEARNERS' NAME column. If the SF1 is not yet available, manually encode the names of learners.



6. After completing the **INPUT DATA** sheet, click on the grading period you are working on. For example, if you are an English teacher and you are working on first quarter e-class record, simply click the sheet of ENGLISH_Q1 as shown below:

Ex. ENGLISH_Q1 = ENGLISH FIRST QUARTER



7. Input first the **HIGHEST POSSIBLE SCORES** in each component to avoid errors.

	FIRST QUARTER	G	RAD	E & 5	SECT	ION:		-					TEAC	HER:												
	LEARNERS' NAMES	WRITTEN WORKS (30%)												PERFORMANCE TASKS (50%)								6)				
		1	2	3	4	5	6	7	8	9	10	Total	PS	WS	1	2	3	4	5	6	7	8	9	10	Total	PS
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	MALE	\angle												ĺ.	<i>y </i>											
1								2						4	√									(6)		
2								8	Encod	le																
3		0				0			learne		w			1							9			(-)		
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5								0//05													8			-0		
6																										
7										(0)							0 -				9			- 0		
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8. Proceed encoding the raw scores of the learners in the Written Works, Performance Tasks and Quarterly Assessment.

	FIRST QUARTER	G	GRAD	E & 5	SECT	ION:							TEAC	CHER:													SUE	BJECT:		E
	LEARNERS' NAMES				1	WRI	TTE	EN \	NOI	RKS	3 (3)	0%)					ı	PER	RFO	RM	ANG	E	TAS	KS	(50%	%)		25565	IARTE SESSN (20%	MENT
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	HIGHEST POSSIBLE SCORE	10	10	10	10	10	10	10	10	10	10	100	100.00	30%	10	10	10	10	10	10	10	10	10	10	100	100.00	50%	100	100.00	20%
	MALE																													
1	Learner A	8	9	7	4	6	3	5	6	8	9	65	65.00	19.50	8	3	5	9	5	6	8	7	5	9	65	65.00	32.50	75	75.00	15.00
2		5					V-		- 0				0		7	0	8-3			2				(6) (c)				7		
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9. Upon successfully completing all the data needed, the **Initial Grade** is automatically transmuted to give you the **Quarterly Grade**. The **Quarterly Grade** is the grade to be encoded on the Report Card (Form 138) and Student's Permanent Record (Form 137).

| FIRST QUARTER | G | RAD | E& 9 | SECT | ION: | | | | | | | TEAC | HER: | | | |
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 | SUE | BJECT: | | E | NGLISH | |
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| LEARNERS' NAMES | | | | ١ | WRI | TTE | N۱ | NO | RKS | 3 (3) | 0%) | | | | | | PEF
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 | RM | ANG
 | CE '
 | TAS | KS | (50% | 6)
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 | 5
 | 6 | 7
 | 8
 | 9 | 10 | Total | PS
 | WS | PT | PS | WS | Grade | Grade |
| HIGHEST POSSIBLE SCORE | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 100 | 100.00 | 30% | 10 | 10 | 10 | 10
 | 10
 | 10 | 10
 | 10
 | 10 | 10 | 100 | 100.00
 | 50% | 100 | 100.00 | 20% | | |
| MALE | | | | | | | | | | | | | | | | |
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| Learner A | 8 | 9 | 7 | 4 | 6 | 3 | 5 | 6 | 8 | 9 | 65 | 65.00 | 19.50 | 8 | 3 | 5 | 9
 | 5
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 | 7
 | 5 | 9 | 65 | 65.00
 | 32.50 | 75 | 75.00 | 15.00 | 67.00 | 79 |
| | | | | - 6 | | | | | | | | 9 | | | h | |
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 | | | | | 77 | 5 |
| | LEARNERS' NAMES HIGHEST POSSIBLE SCORE | LEARNERS' NAMES 1 HIGHEST POSSIBLE SCORE 10 MALE | LEARNERS' NAMES 1 2 HIGHEST POSSIBLE SCORE 10 10 MALE | LEARNERS' NAMES 1 2 3 HIGHEST POSSIBLE SCORE 10 10 10 MALE | LEARNERS' NAMES 1 2 3 4 HIGHEST POSSIBLE SCORE 10 10 10 10 MALE | LEARNERS' NAMES WRI 1 2 3 4 5 HIGHEST POSSIBLE SCORE 10 10 10 10 10 MALE | LEARNERS' NAMES WRITTE | LEARNERS' NAMES WRITTEN | LEARNERS' NAMES WRITTEN WORLD 1 2 3 4 5 6 7 8 | LEARNERS' NAMES WRITTEN WORKS 1 2 3 4 5 6 7 8 9 HIGHEST POSSIBLE SCORE 10 10 10 10 10 10 10 1 | LEARNERS' NAMES WRITTEN WORKS (30 1 2 3 4 5 6 7 8 9 10 | LEARNERS' NAMES WRITTEN WORKS (30%) 1 2 3 4 5 6 7 8 9 10 Total HIGHEST POSSIBLE SCORE 10 10 10 10 10 10 10 10 10 10 MALE | LEARNERS' NAMES WRITTEN WORKS (30%) 1 2 3 4 5 6 7 8 9 10 Total PS HIGHEST POSSIBLE SCORE 10 10 10 10 10 10 10 10 10 10 10 10000 MALE | LEARNERS' NAMES WRITTEN WORKS (30%) 1 2 3 4 5 6 7 8 9 10 Total PS WS HIGHEST POSSIBLE SCORE 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 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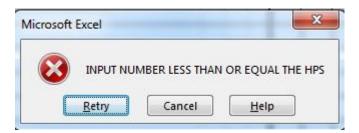
10. You may now print the **SUMMARY OF QUARTERLY GRADES** sheet and give it to the class adviser for consolidation.

	NO SOUTH STORY	Summary	y of Quart	erly Grad	les	De	PED
	\ • \	ON NCR	DIVISI	ON MANILA	DISTRIC	т	rwo
	SCHOOL NA	ME F.G	CALDERON HIG	SH SCHOOL	SCHOOL	D 30	5293
	50 70 70	GRADE & SECT	ION:		SCHOOL YEAR	₹:	
	LEARNERS' NAMES	TEACHER:			SUBJECT:	EN	IGLISH
	LETATILITY TO THE	ENGLISH 1st Quarter	ENGLISH 2nd Quarter	ENGLISH 3rd Quarter	ENGLISH 4th Quarter	FINAL RATING	REMARK
0 0	MALE	Ī	Ĵ	Ī	j j		
1	Learner A	80	84	87	89	85	Passed
2	Learner B	75	77	80	81	78	Passed
3	Learner C	70	70	71	72	71	Failed

^{***} End of User Manual ***

IMPORTANT REMINDERS

- 1. Keep learners' name from first quarter to fourth quarter in the input data sheet. Do not delete the names of learners who are transferred out/dropped out.
- 2. There is no need to encode the learners' names in each quarter sheet and summary of grades sheet because the learners' names will automatically appear in them right after encoding the learners' names in the input data sheet.
- 3. Hide unused rows but keep two rows at the end of the last learner's name in each male and female rows to give way for names of possible transferred-in students within the school year.
- 4. The names of transferred in learners, after the first quarter and the succeeding quarters, must be placed after the last learner's name in the male/female column.
- 5. A warning shown below, will appear in the e-class record when you encode a raw score higher than the highest possible score. Just click retry or cancel to continue and encode the correct raw score.



- 6. The standard printing size is A4.
- 7. In case of technical problems that you may encounter while using the Official E-Class Record, please ask assistance first from your fellow computer-skilled teachers.
- 8. For further inquiries and concerns on Official E-Class Record, please join the facebook group "K to 12 E-Class Record Official Help Desk":

Click this link: https://www.facebook.com/groups/797902553650752/