



The Electronic Class Record User Manual



For Grades 1-3

The E-Class Record consists of all the learning areas in the elementary level.

Grade 1 – First Quarter

MTB, Mathematics, Araling Panlipunan, EsP, Music, Arts, P.E. and Health

-Second Quarter

MTB, Filipino, Mathematics, Araling Panlipunan, EsP, Music, Arts, P.E and Health

-Third Quarter

MTB, Filipino, English, Mathematics, Araling Panlipunan, EsP, Music, Arts, P.E and Health

-Fourth Quarter

MTB, Filipino, English, Mathematics, Araling Panlipunan, EsP, Music, Arts, P.E and Health

Grade II

MTB, Filipino, English, Mathematics, Araling Panlipunan, EsP, Music, Arts, P.E and Health

Grade III

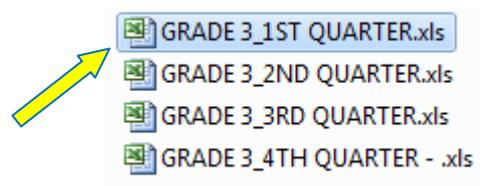
MTB, Filipino, English, Mathematics, Science, Araling Panlipunan, EsP, Music, Arts, P.E and Health

How to Use the E-Class Record

For Grades I, II, III (Self-contained Class)

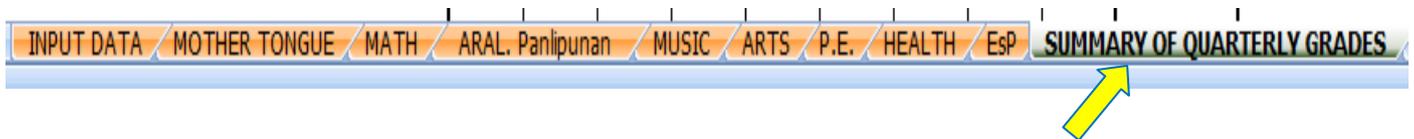
1. Advisers must have a soft copy of the School Form I (downloaded from LIS).
2. From your downloaded E-Class Record files, open the file of the Grading period you want to work on.

Example:



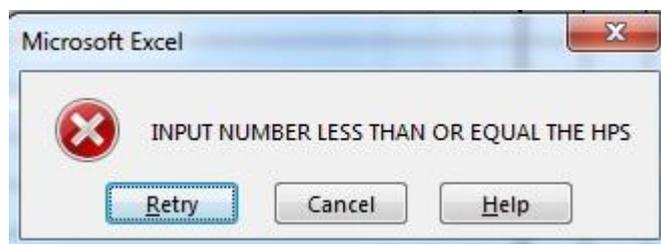
7. Upon successfully completing all the data needed, **Initial Grade** is automatically transmuted to give you the **Quarterly Grade**. **Quarterly Grade** is the one reflected on the Report Card.

8. If you are done with all the subjects, click the **SUMMARY of QUARTERLY GRADE** sheet to view the consolidated quarterly grades.



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. 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 learners within the school year.
3. 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.
4. 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.



5. The standard printing size is A4.

6. 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.

7. 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/>