



The Electronic Class Record User Manual



For Grades 4 – 6

The **E-Class Record** consists of all the learning areas in the elementary level (Grades 4-6).

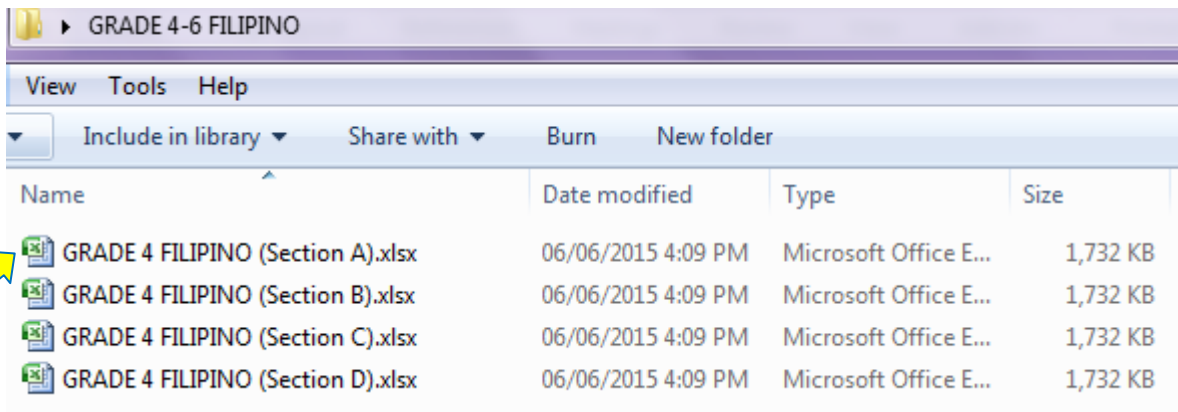
Learning Areas in Grades 4 – 6

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

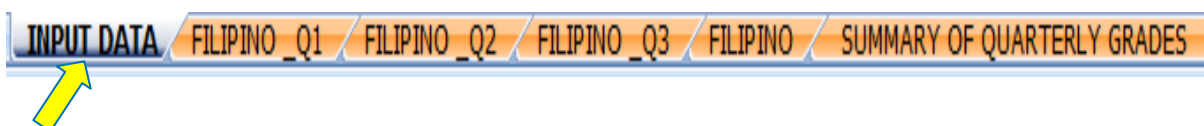
How to Use the E-Class Record

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 4 - 6



3. Click on the **“INPUT DATA”** sheet.



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

	Official E-Class Record in K to 12 Curriculum				
	REGION	DIVISION	DISTRICT		
SCHOOL NAME	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.

PASTE HERE

School ID	136804	NCR				
School Name	P. R. San Diego ES					
NAME (Last Name, First Name, Middle Name)	SEX	BIRTH DATE (mm/dd/yyyy)	AGE as of 1st Frids & Junc	MOTHE R TONGU E (Grade 1 to 3 Only)	IP (Basic Group)	RELIGI ON
3. ASIS, ALMAR	M	09-10-2002	11	Tagalog		Christia nity
5. BALDOSA, REX DELA CRUZ	M	09-08-2001	12	Tagalog		Christia nity
20. BAUTISTA, GENE RED MIGUEL GABRIEL	M	08-23-2003	10	Tagalog		Christia nity
26. BEDANIA, JHON MHEL TRIVIÑO	M	11-26-2002	11	Tagalog		Christia nity
39. MADIENTE, DYNIEL ALVAREZ	M	12-29-2002	11	Tagalog		Christia nity
DALUGDOG, CHRISTIAN SOMEL	M	11-11-2002	11	Tagalog		Christia nity

FIRST QUARTER											
LEARNERS' NAMES											
HIGHEST POSSIBLE SCORE											
MALE											
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											

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

INPUT DATA	ENGLISH_Q1	ENGLISH_Q2	ENGLISH_Q3	ENGLISH_Q4	SUMMARY OF QUARTERLY GRADES
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7. Input first the **HIGHEST POSSIBLE SCORES** in each component to avoid errors.

FIRST QUARTER			GRADE & SECTION:										TEACHER:															
LEARNERS' NAMES			WRITTEN WORKS (30%)										PERFORMANCE TASKS (50%)															
			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	
HIGHEST POSSIBLE SCORE														100.00	30%												100.00	
MALE																												
1																												
2																												
3																												
4																												
5																												
6																												
7																												
8																												

8. Proceed encoding the raw scores of the pupils in the Written Works, Performance Tasks and Quarterly Assessment.

FIRST QUARTER			GRADE & SECTION:										TEACHER:			SUBJECT: E															
LEARNERS' NAMES			WRITTEN WORKS (30%)										PERFORMANCE TASKS (50%)						QUARTERLY ASSESSMENT (20%)												
			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	WS	PT	PS	WS
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																															

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		GRADE & SECTION:										TEACHER:										SUBJECT: ENGLISH										
LEARNERS' NAMES		WRITTEN WORKS (30%)										PERFORMANCE TASKS (50%)										QUARTERLY ASSESSMENT (20%)			Initial	Quarterly						
		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	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																																
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	67.00	79
2																																

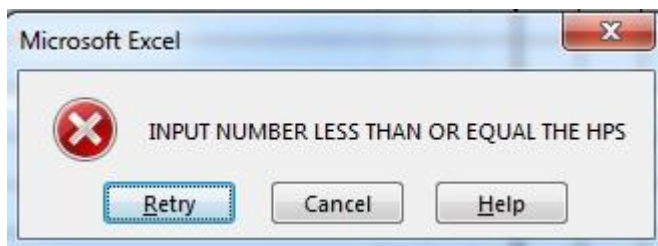
10. You may now print the **SUMMARY OF QUARTERLY GRADES** sheet and give it to the class adviser for consolidation.

KAGAMARAN NG EDUKASYON REPUBLIKA NG PILIPINAS		Summary of Quarterly Grades										DepED DEPARTMENT OF EDUCATION					
REGION		NCR			DIVISION			MANILA			DISTRICT			TWO			
SCHOOL NAME		F.G. CALDERON HIGH SCHOOL										SCHOOL ID			305293		
LEARNERS' NAMES		GRADE & SECTION:										SCHOOL YEAR:					
		TEACHER:										SUBJECT: ENGLISH					
		ENGLISH 1st Quarter		ENGLISH 2nd Quarter		ENGLISH 3rd Quarter		ENGLISH 4th Quarter		FINAL RATING		REMARK					
MALE																	
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/>