



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:



3. Click on the "INPUT DATA" sheet . Fill in the boxes with the correct information.



4. **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.



5. After completing the "INPUT DATA" sheet, click on the subject you want to work on.

INPUT DATA MTB MATH AP MUSIC ARTS PE HEALTH ESP SUMMARY OF QUARTERLY GRADES

6. Encode first the **HIGHEST POSSIBLE SCORES** before encoding the learners' raw scores in the Written Works, Performance Tasks and Quarterly Assessment.

Note: There are 10 columns under Written Works and Performance Tasks, if you got only seven written works or performance task in a quarter, just fill in the seven columns and leave the rest blank. No need to delete columns.

If you have more than 10 written works and performance tasks, combine two or more scores to fit in the 10 columns.

	LEARNERS' NAMES		WRITTEN WORKS (30%)													
				1	2	3	4	5	6	7	8	9	10	Total	PS	WS
	HIGHEST POSSIBL	ES	CORE	25	25	25	25	20						120	100.00	30%
	MALE		<													
1	ASIS, ALMAR														0.00	0.00
2	BALDOSA, REX DELA CRUZ															
3	BAUTISTA, GENE RED MIGUEL (GAB	RIEL													
4	BEDANIA, JHON MHEL TRIVIÑ	io i														

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.

	I I I			
INPUT DATA MOTHER TONGUE MATH	ARAL. Panlipunan	MUSIC ARTS	P.E. HEALTH ESP	SUMMARY OF OUARTERLY GRADES
^	^	^		<u> </u>
				\checkmark

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.

Microsoft Excel			x
	IUMBER LESS THAN	OR EQUAL THE	HPS
<u>R</u> etry	Cancel	Help	

- 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/