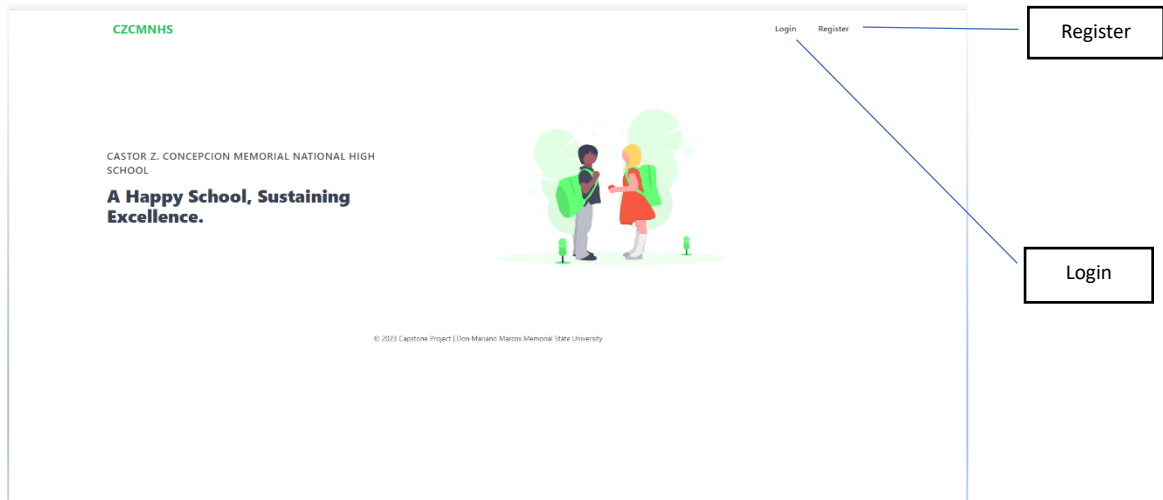


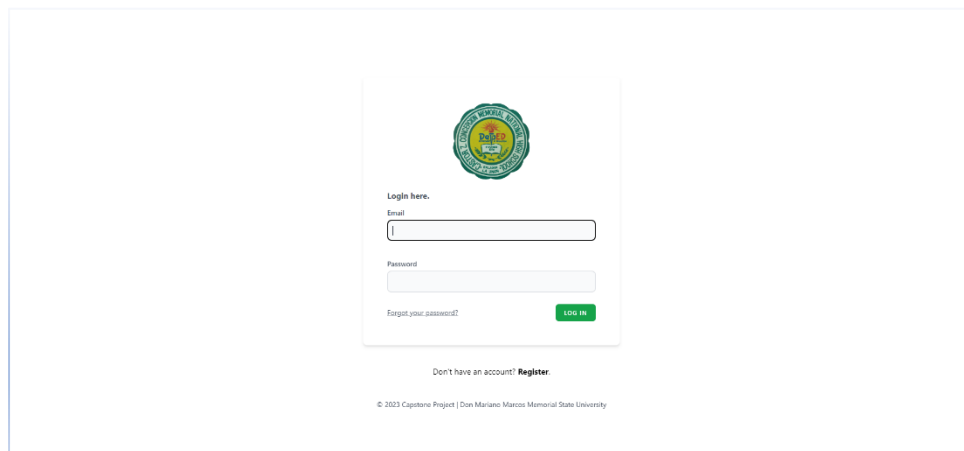
USER MANUAL

How can admin access the system?

Step 1: Click the provided System link to access the “Student Case Web App System”

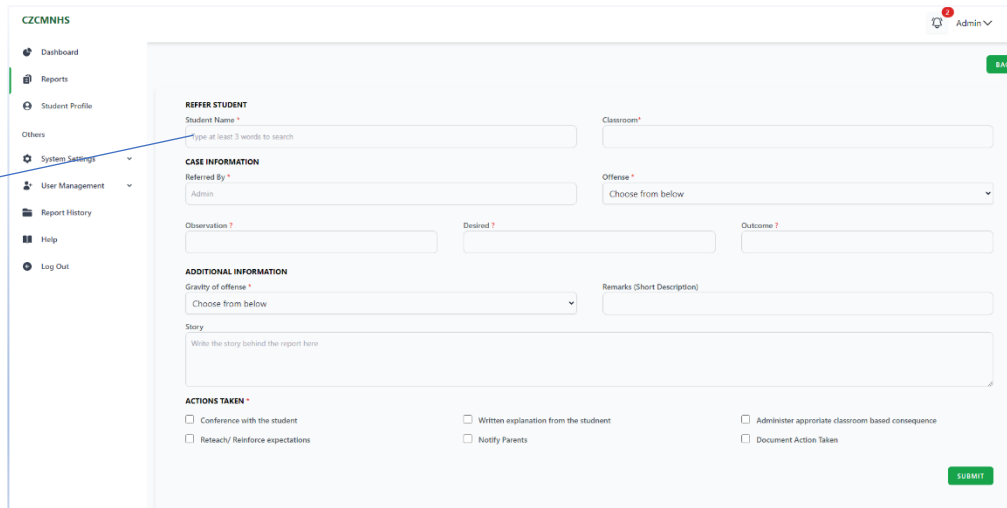


Step: 2: Use the admin account credentials provided by the system to log in



How can admin report student?

Step 1: Navigate to “Report Student”. Type at least 3 letter to search the student name.



CZCMNHS Admin

REFER STUDENT

Student Name *
Type at least 3 words to search

Classroom*

CASE INFORMATION

Referred By *
Admin

Offense *
Choose from below

Observation ?
Desired ?
Outcome ?

ADDITIONAL INFORMATION

Gravity of offense *
Choose from below

Remarks (Short Description)

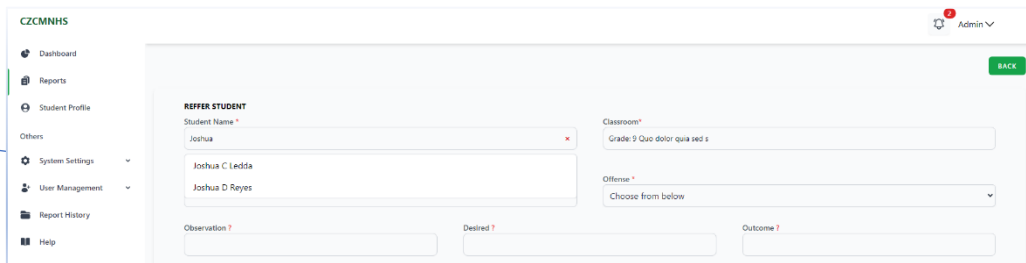
Story
Write the story behind the report here

ACTIONS TAKEN *

☐ Conference with the student
☐ Written explanation from the student
☐ Administer appropriate classroom based consequence
☐ Reteach/ Reinforce expectations
☐ Notify Parents
☐ Document Action Taken

BACK **SUBMIT**

Step 2: After typing at least three (3) letters, the available names will be displayed.



CZCMNHS Admin

REFER STUDENT

Student Name *
Joshua

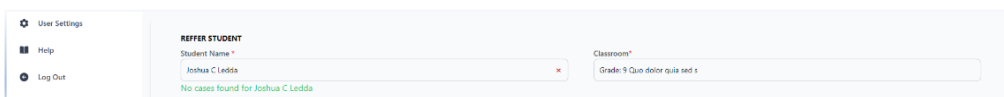
Classroom*
Grade 9 Quo dolor quia sed s

Offense *
Choose from below

Observation ?
Desired ?
Outcome ?

Click the student you want to report

After clicking the student's name, the recent cases, current grade level, and section for that student will be displayed. If the selected student has no cases, this will be indicated.



CZCMNHS Admin

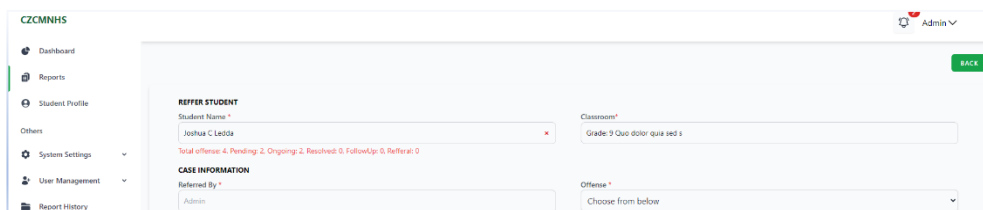
REFER STUDENT

Student Name *
Joshua C Ledda

Classroom*
Grade 9 Quo dolor quia sed s

No cases found for Joshua C Ledda

If the student has cases, they will also be indicated.



CZCMNHS Admin

REFER STUDENT

Student Name *
Joshua C Ledda

Classroom*
Grade 9 Quo dolor quia sed s

Total offense: 4, Pending: 2, Ongoing: 2, Resolved: 6, FollowUp: 6, Referral: 0

CASE INFORMATION

Referred By *
Admin

Offense *
Choose from below

Step 3: Filling cases information.

Choose the student offenses here.

The screenshot shows a web form titled 'REFER STUDENT'. On the left is a sidebar with navigation links: Dashboard, Reports, Student Profile, Others, System Settings, User Management, Report History, Help, and Log Out. The main form area has several sections: 'REFER STUDENT' with a 'Student Name' field (filled with 'Joshua C Ladda') and a 'Classroom' field (filled with 'Grade 9 Quo dolo quo sed s'); 'CASE INFORMATION' with a 'Referred By' field (filled with 'Admin') and an 'Offense' dropdown menu; 'ADDITIONAL INFORMATION' with a 'Gravity of offense' dropdown (filled with 'Choose from below') and a 'Story' text area; and 'ACTIONS TAKEN' with several checkboxes. An arrow points from the text 'Choose the student offenses here.' to the 'Offense' dropdown menu, which is open and shows a list of offenses: Cutting, Smoking, Cheating, Bullying, Tardiness, Forgery, Fighting, Littering, Disruptive Behavior, Skipping School, Disrespecting Teachers, Stealing, Harassment, Dress Code Violation, and Disrupting Class.

Step 4: Filling additional information.

The screenshot shows the same 'REFER STUDENT' form, but now with annotations explaining the fields. The 'Offense' dropdown is now filled with 'Cutting'. The 'Outcome' field is empty. The 'Gravity of offense' dropdown is filled with 'Choose from below'. The 'Story' text area is empty. The 'ACTIONS TAKEN' section has several checkboxes. Annotations with arrows point to the following fields: 'Your observation from that student' points to the 'Observation' field; 'Your desired thing that you want to happen to that student' points to the 'Desired' field; 'The story behind the case.' points to the 'Story' text area; 'Things you do before you report the student.' points to the 'ACTIONS TAKEN' section; and 'The outcome you want happen.' points to the 'Outcome' field.

Your observation from that student

Your desired thing that you want to happen to that student

The story behind the case.

Things you do before you report the student.

The outcome you want happen.

How can admin accept student case?

Step 1: Navigate to “Reports” tab, and click Edit.

The screenshot shows the CZCMNHS Reports page. The left sidebar contains navigation links: Dashboard, Reports, Student Profile, Others, System Settings, User Management, Report History, Help, and Log Out. The main content area is titled 'Reports' and shows a table of student cases. A callout box labeled 'Click Edit' points to the 'Edit' button for the first case.

| NAME | GRADE LEVEL | OFFENSES | SERIOUSNESS | SUBMITTED AT | STATUS | ACTIONS |
|--------------|------------------------|----------|-------------------|------------------|---------|---|
| Name | All | All | All | All | All | |
| Joshua Ledda | 9 Quo dolor quia sed s | Cutting | High Severity | January 21, 2024 | Pending | Edit View |
| Joshua Ledda | 9 Quo dolor quia sed s | Cutting | Moderate Severity | January 21, 2024 | Ongoing | Edit View |
| Joshua Ledda | 9 Quo dolor quia sed s | Bullying | Critical Severity | January 21, 2024 | Ongoing | Edit View |

Step 2: After clicking 'Edit,' you will be redirected to this page.

The screenshot shows the 'Edit Case' form. The left sidebar contains navigation links: Dashboard, Reports, Student Profile, Others, System Settings, User Management, Report History, Help, and Log Out. The main content area is titled 'STUDENT INFORMATION' and contains several sections: Student Name, Grade Level, CASE INFORMATION, Referred By, Offenses, Observation, Desired, Outcome, ADDITIONAL INFORMATION, Gravity of offense, Remarks (Short Description), Date, Story, and ACTIONS TAKEN. A callout box labeled 'Click Edit' points to the 'Accept' button.

STUDENT INFORMATION

Student Name: Joshua

Grade Level: Grade: 9 Quo dolor quia sed s

CASE INFORMATION

Referred By: Adviser

Offenses: Cutting

Offense type: Minor

Observation: Pag wala ng teacher nag sikap na ng klase

Desired: Tumuno

Outcome: Madisipinahan para d na matulit

ADDITIONAL INFORMATION

Gravity of offense: High Severity

Remarks (Short Description): D na madisipinahan

Date: January 21, 2024

Story: None

ACTIONS TAKEN

☒ Document Action Taken

Case Status: Pending [ACCEPT](#)

Step 3: After clicking the 'Accept' button, a new form will be displayed where you can enter information about the case.

The screenshot shows the 'MEETING OUTCOME UPDATE' form. The left sidebar contains navigation links: Help, Log Out. The main content area is titled 'MEETING OUTCOME UPDATE' and contains several sections: Meeting Outcome*, Remarks (Short Description), Action Taken *, Reminder to this case, Promissory Note, and Letter. A callout box labeled 'Click Edit' points to the 'Accept' button.

MEETING OUTCOME UPDATE

Meeting Outcome*: Choose from below

Remarks (Short Description):

Action Taken *: Choose from below

Reminder to this case: mm/dd/yyyy

Promissory Note: Choose Files No file chosen

Accepted file types: Images (JPEG, PNG)

No Uploads Image Yet.

Case Status: Ongoing [SUBMIT](#)

Step 4: After entering information about the case, you can click 'Submit,' and the report will no longer be editable.

The screenshot shows the 'MEETING OUTCOME UPDATE' form after submission. The left sidebar contains navigation links: Help, Log Out. The main content area is titled 'MEETING OUTCOME UPDATE' and contains several sections: Meeting Outcome*, Remarks (Short Description), Action Taken *, Letter, and a status message. A callout box labeled 'Click Edit' points to the 'Accept' button.

MEETING OUTCOME UPDATE

Meeting Outcome*: Follow-up

Remarks (Short Description): Need more observation

Action Taken *: Parent Guidance Meeting

Letter: Choose File No file chosen

Accepted file types: Images (JPEG, PNG)

No Uploads Image Yet.

The case is still under follow-up, and the meeting occurred on January 21, 2024

How can admin edit the reported student?

Step 1: Navigate to 'Report History' and click 'Edit.' You can edit the report as long as the student's case status is still pending.

CZCMNHS Admin

Dashboard
Reports
Student Profile
Others
System Settings
User Management
Report History
Help
Log Out

Report History

Admin > Report History

Search...

| REPORTER NAME | STUDENT NAME | STATUS | CREATED AT | ACTIONS |
|---------------|----------------|----------|------------------|---|
| Admin | Aki Lowe | Pending | January 4, 2024 | View Edit |
| Admin | JoshuaL Hinton | Resolved | January 6, 2024 | View |
| Admin | Maki Farrell | Pending | January 6, 2024 | View Edit |
| Admin | Aki Lowe | Pending | January 15, 2024 | View Edit |
| Admin | Aki Lowe | Pending | January 17, 2024 | View Edit |

After clicking the 'Edit' button, you will be redirected to a page where you can update the case information.

CZCMNHS Admin

Dashboard
Reports
Student Profile
Others
System Settings
User Management
Report History
Help
Log Out

STUDENT INFORMATION

First Name: Joshua Ledda Grade Level: 12 Sun

CASE INFORMATION

Referred By: Admin Offenses: Smoking

Observation: Smoking inside the school Desired: To Be disciplined Outcome: N/A

ADDITIONAL INFORMATION

Gravity of offense: High Severity Remarks (Short Description):

Story: Hindi **matris**

ACTIONS TAKEN

☒ Conference with the student ☒ Written explanation from the student ☒ Administer appropriate classroom based consequence ☐ Reteach/ Reinforce expectations

☒ Notify Parents ☒ Document Action Taken

[UPDATE](#)

How can admin update his/her personal information?

Step 1: Navigate to “Account Information”. Then update your personal information.

CZCMNHS Admin

Account Information
Adviser > Account Information

Personal Details
Please fill out all the fields.

Name: Admin

Email Address: admin@gmail.com

Password
Update your password here.

Current Password: [Field] show

New Password: [Field]

Repeat Password: [Field]

UPDATE

How can admin add Users Account?

Step 1: Navigate to “User Accounts”

CZCMNHS Admin

Users
Admin > Settings > User Accounts

ADD

Search...

| NAME | EMAIL | ROLE | CLASSROOM | STATUS | ACTIONS |
|-------------|----------------------|---------------------|---------------|--------|---------|
| Admin | admin@gmail.com | Administrator | | Active | Edit |
| Adviser | adviser@gmail.com | Adviser | Grade: 12 Sun | Active | Edit |
| Shay | xowub@mailinator.com | Adviser W/O advisee | | Active | Edit |
| Upton Stout | cywyb@mailinator.com | Adviser W/O advisee | | Active | Edit |
| User | lytig@mailinator.com | Adviser W/O advisee | | Active | Edit |

Step 2: Enter the credentials and click 'Add User'.

CZCMNHS Admin

Personal Details
Please fill out all the fields.

Name: [Field]

Email Address: [Field]

Password: [Field] show

User Type: Choose from below

Status: Choose from below

ADD USER

How can admin refer student to another grade level?

Step 1: Navigate to the 'Classrooms' tab and click the 'Refer' button.

CZCMNHS Admin

Dashboard
Reports
Student Profile
Others
System Settings
User Management
Report History
Help
Log Out

Classrooms
Admin > Settings > Classrooms

ADD

Search...

| ADVISER | GRADE LEVEL | SECTION | TOTAL OFFENSE | STATUS | ACTIONS |
|-----------------|-------------|-----------|---------------|----------|-----------|
| John Reyes | 11 | Sun | 7 | Active | Edit View |
| Regine Osca | 7 | Jupiter | 0 | Active | Edit View |
| Lhester Orfia | 9 | Rizal | 0 | Inactive | Edit View |
| John Reyes | 7 | Earth | 0 | Inactive | Edit View |
| Joshua Ledda | 8 | Venus | 0 | Inactive | Edit View |
| John Reyes | 10 | Pluto | 0 | Inactive | Edit View |
| Kimberly Fernan | 11 | Bonifacio | 1 | Inactive | Edit View |
| Joshua Ledda | 12 | Mars | 0 | Inactive | Edit View |
| Regine Osca | 9 | Kepler | 4 | Inactive | Edit View |

Step 2: Choose the student for grade level referral, click 'Submit,' and double-check before reloading the page.

CZCMNHS Admin

Dashboard
Reports
Student Profile
Others
System Settings
User Management
Report History
Help
Log Out

REFERR STUDENTS

| | | |
|---------------------------------|---|--|
| Student Name Aki Lowe | Total Cases Pending: 6, Ongoing: 0, Resolved: 0, Follow-Up: 0, Referr: 0 | Referred to Classroom Grade: 11 Sun |
| Student Name Maki Farrell | Total Cases Pending: 1, Ongoing: 0, Resolved: 0, Follow-Up: 0, Referr: 0 | Referred to Classroom Grade: 11 Sun |
| Student Name Kimberly Curtis | Total Cases Pending: 0, Ongoing: 0, Resolved: 0, Follow-Up: 0, Referr: 0 | Referred to Classroom Grade: 11 Sun |
| Student Name John Doe | Total Cases Pending: 0, Ongoing: 0, Resolved: 0, Follow-Up: 0, Referr: 0 | Referred to Classroom Grade: 11 Sun |
| Student Name Adele Hinton | Total Cases Pending: 0, Ongoing: 0, Resolved: 0, Follow-Up: 0, Referr: 0 | Referred to Classroom Grade: 11 Sun |
| Student Name Jennifer Ball | Total Cases Pending: 0, Ongoing: 0, Resolved: 0, Follow-Up: 0, Referr: 0 | Referred to Classroom Grade: 11 Sun |
| Student Name Yvette Barker | Total Cases Pending: 0, Ongoing: 0, Resolved: 0, Follow-Up: 0, Referr: 0 | Referred to Classroom Grade: 11 Sun |
| Student Name Amity Bell | Total Cases Pending: 0, Ongoing: 0, Resolved: 0, Follow-Up: 0, Referr: 0 | Referred to Classroom Grade: 11 Sun |
| Student Name Latifah Ayala | Total Cases Pending: 0, Ongoing: 0, Resolved: 0, Follow-Up: 0, Referr: 0 | Referred to Classroom Grade: 11 Sun |
| Student Name Felix Wright | Total Cases Pending: 0, Ongoing: 0, Resolved: 0, Follow-Up: 0, Referr: 0 | Referred to Classroom Grade: 11 Sun |

Please review the referred student before reloading the page

SUBMIT

How can admin add Student Profile?

Step 1: Navigate to “Students Profile” and click Add.

The screenshot shows the CZCMNHS Admin interface. The left sidebar contains navigation links: Dashboard, Reports, Student Profile, Others, System Settings, User Management, Report History, Help, and Log Out. The main content area is titled 'Students Profile' and includes a search bar and a table of student profiles. A green 'ADD' button is located in the top right corner of the main content area, with a callout box pointing to it that says 'Click Add'.

| NAME | CLASSROOM | SEX | CONTACT | BARANGAY | MUNICIPAL | ACTIONS |
|-----------------|--------------|--------|---------|---------------|-----------|---------------|
| Joshua Hinton | 11 Bonifacio | Female | 27 | Pa-o | Balaoan | Edit View Pdf |
| Maki Farrell | 11 Sun | Male | 85 | Ar-arampang | Balaoan | Edit View Pdf |
| Joshua Ledda | 9 Kepler | Female | 29 | Apatut | Balaoan | Edit View Pdf |
| John Doe | 11 Sun | Female | 13 | Apatut | Balaoan | Edit View Pdf |
| Felix Wright | 11 Sun | Male | 45 | Ar-arampang | Balaoan | Edit View Pdf |
| Kimberly Curtis | 11 Sun | Male | 11 | Baracbac Este | Balaoan | Edit View Pdf |

Step 2: After clicking, you will be redirected to a page where you can create the student's profile.

The screenshot shows the CZCMNHS Admin interface with the Student Profile form. A callout box points to the search bar with the text 'Search student name here.' The form is titled 'PERSONAL INFORMATION' and contains various input fields for student details. A green 'BACK' button is located in the top right corner.

PERSONAL INFORMATION

First Name *
Type at least 3 words to search

Last Name *

Middle Name *

Suffix

Nickname

Age *

Sex *
Choose from below

Birthdate *
mm/dd/yyyy

Contact Number *

Birth Order *
Choose from below

Number of Siblings *

Religion *

4Ps Recipient *
Choose from below

Mother Tongue *

Place of birth *

If the selected student already has a profile, you will be notified, and you won't be able to submit the form.

The screenshot shows the CZCMNHS Admin interface with the Student Profile form. The form is titled 'PERSONAL INFORMATION' and contains various input fields. The 'First Name' field contains the text 'Joshua' and has a red error message below it that says 'Student Already Has A Profile'. The 'Last Name' field contains the text 'Ledda'. A green 'BACK' button is located in the top right corner.

PERSONAL INFORMATION

First Name *
Joshua

Last Name *
Ledda

Middle Name *
C

Student Already Has A Profile