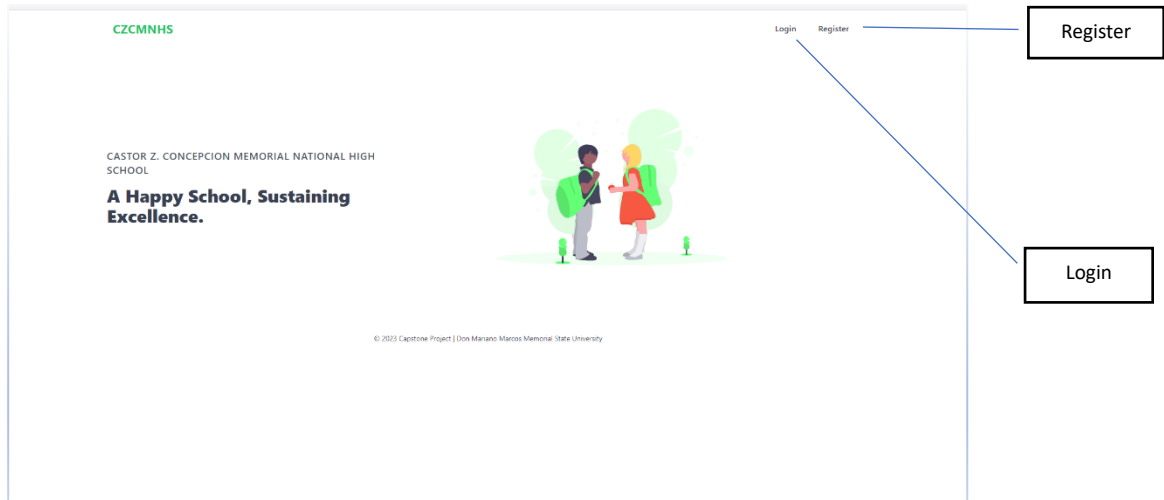


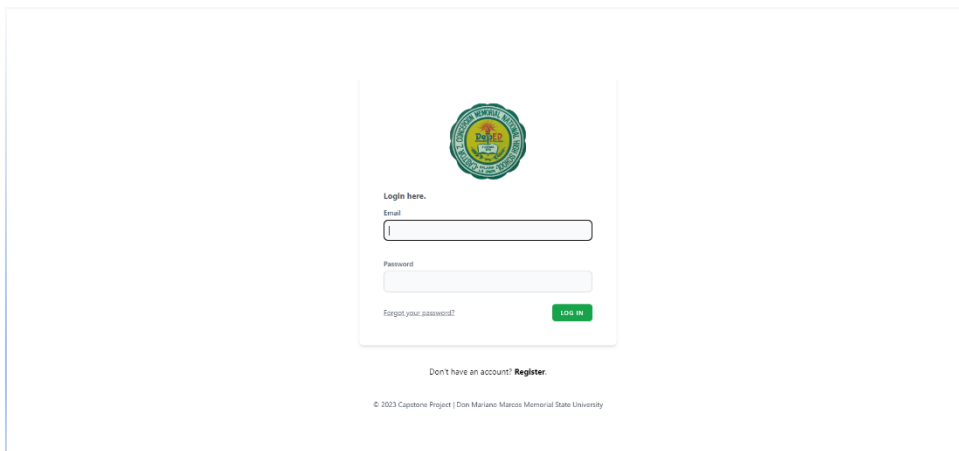
USER MANUAL

How can user/client's access the system?

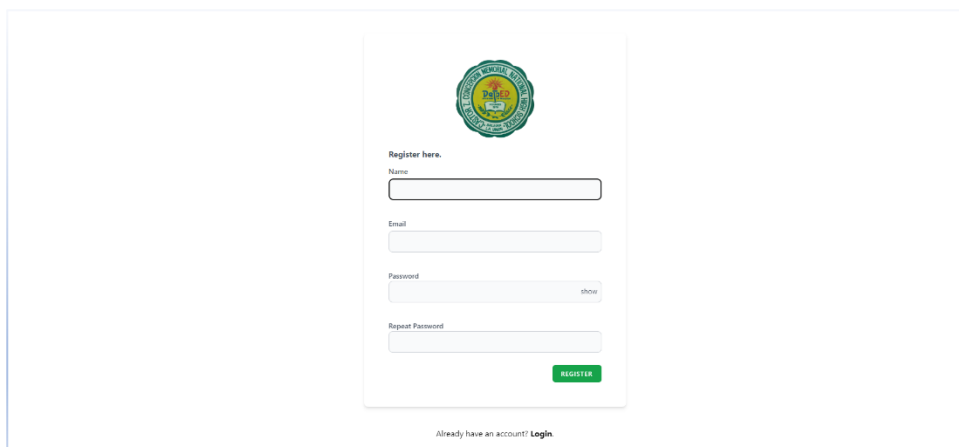
Step 1: Click the provided System link to access the “Student Case Web App System”



Step 2: If you already have an account, ‘Login’ your account here.



If you don't have an account yet, create your account from the register button.



How can user/adviser's report student?

Step 1: Type at least 3 letter to search the student name.

Search student name here.

REFER STUDENT
Student Name *
Type at least 3 words to search
Classroom*

CASE INFORMATION
Referred By *
User
Offense *
Choose from below

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
☐ Reseach/ Reinforce expectations
☐ Notify Parents
☐ Document Action Taken

SUBMIT

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

Click the student you want to report

REFER STUDENT
Student Name *
Joshua
Joshua C Ledda
Joshua D Reyes
Classroom*

CASE INFORMATION
Referred By *
User
Offense *
Choose from below

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

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.

REFER STUDENT
Student Name *
Joshua C Ledda
No cases found for Joshua C Ledda
Classroom*
Grade: 9 Quio dolor quia sed s

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

REFER STUDENT
Student Name *
Joshua C Ledda
Total offense: 2, Pending: 2, Ongoing: 0, Resolved: 0, FollowUp: 0, Referral: 0
Classroom*
Grade: 9 Quio dolor quia sed s

Step 3: Filling cases information.

Choose the student offenses here.

Report Student

User > Report Student

REFER STUDENT

Student Name *
Joshua C. Landa

Total offense: 2 Pending: 2 Ongoing: 0 Resolved: 0 FollowUp: 0 Referral: 0

CASE INFORMATION

Referred By *
User

Classroom *
Grade 9 Quezidor quia sed s

Offense *
Choose from below

Choose from below

- Cutting
- Smoking
- Cheating
- Bullying
- Tardiness
- Forgery
- Fighting
- Littering
- Disruptive Behavior
- Skipping School
- Disrespecting Teachers
- Stealing
- Harassment
- Dress Code Violation
- Disrupting Class

ADDITIONAL INFORMATION

Gravity of offense *
Choose from below

Story
Write the story behind the report here

ACTIONS TAKEN *

Step 4: Filling additional information.

Report Student

User > Report Student

REFER STUDENT

Student Name *
Joshua C. Landa

Total offense: 2 Pending: 2 Ongoing: 0 Resolved: 0 FollowUp: 0 Referral: 0

CASE INFORMATION

Referred By *
User

Classroom *
Grade 9 Quezidor quia sed s

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

SUBMIT

Your observation from that student

Your desired thing that you want to happen to that student

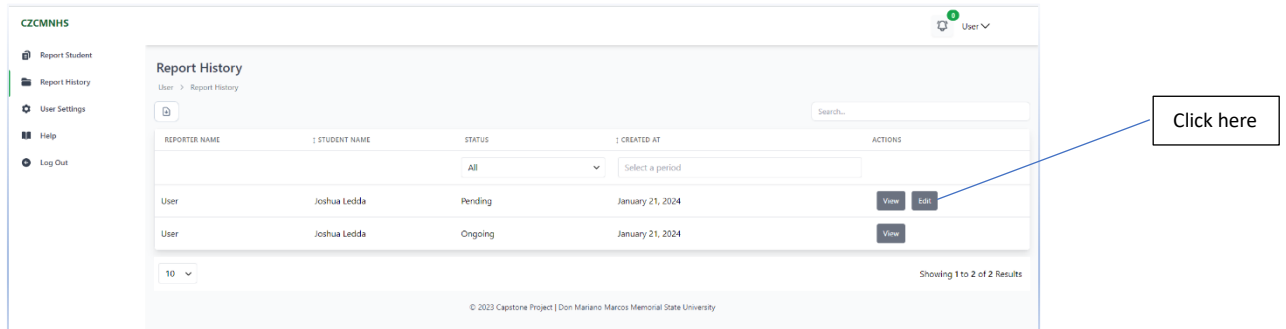
The outcome you want happen.

The story behind the case.

Things you do before you report the student.

How can user/adviser's 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.

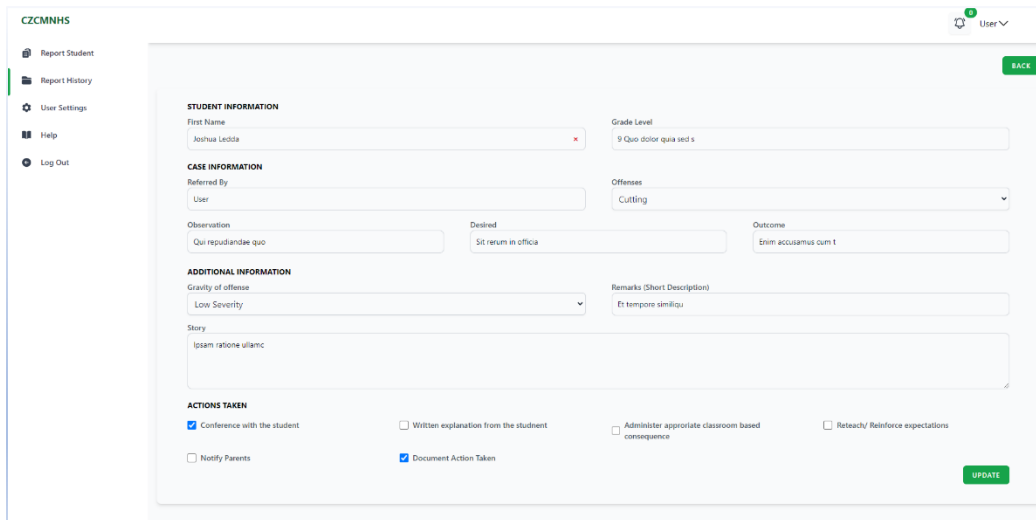


The screenshot shows the CZCMNHS Report History page. The left sidebar contains links for Report Student, Report History, User Settings, Help, and Log Out. The main content area is titled 'Report History' and includes a search bar and a table of reports. The table has columns for Reporter Name, Student Name, Status, Created At, and Actions. The first row shows a report by 'User' for 'Joshua Ledda' with a status of 'Pending', created on 'January 21, 2024'. The second row shows a report by 'User' for 'Joshua Ledda' with a status of 'Ongoing', also created on 'January 21, 2024'. An arrow points from a box labeled 'Click here' to the 'Edit' button in the 'ACTIONS' column of the first row.

REPORTER NAME	STUDENT NAME	STATUS	CREATED AT	ACTIONS
User	Joshua Ledda	Pending	January 21, 2024	View Edit
User	Joshua Ledda	Ongoing	January 21, 2024	View

Showing 1 to 2 of 2 Results

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



The screenshot shows the CZCMNHS Edit Report page. The left sidebar contains links for Report Student, Report History, User Settings, Help, and Log Out. The main content area is titled 'Edit Report' and includes a 'BACK' button. The form is divided into several sections: Student Information, Case Information, Additional Information, and Actions Taken. The 'Student Information' section includes fields for First Name (Joshua Ledda) and Grade Level (9 Quo dolor quia sed s). The 'Case Information' section includes fields for Referred By (User), Offenses (Cutting), Observation (Qui repudiandae quo), Desired (Sit rerum in officia), and Outcome (Enim accusamus cum t). The 'Additional Information' section includes fields for Gravity of offense (Low Severity), Remarks (Short Description) (Et tempore similiqu), and Story (Ipsam ratione ullamc). The 'Actions Taken' section includes checkboxes for Conference with the student, Written explanation from the student, Administer appropriate classroom based consequence, Reteach/ Reinforce expectations, Notify Parents, and Document Action Taken. An 'UPDATE' button is located at the bottom right of the form.

STUDENT INFORMATION

First Name: Joshua Ledda Grade Level: 9 Quo dolor quia sed s

CASE INFORMATION

Referred By: User Offenses: Cutting

Observation: Qui repudiandae quo Desired: Sit rerum in officia Outcome: Enim accusamus cum t

ADDITIONAL INFORMATION

Gravity of offense: Low Severity Remarks (Short Description): Et tempore similiqu

Story: Ipsam ratione ullamc

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](#)