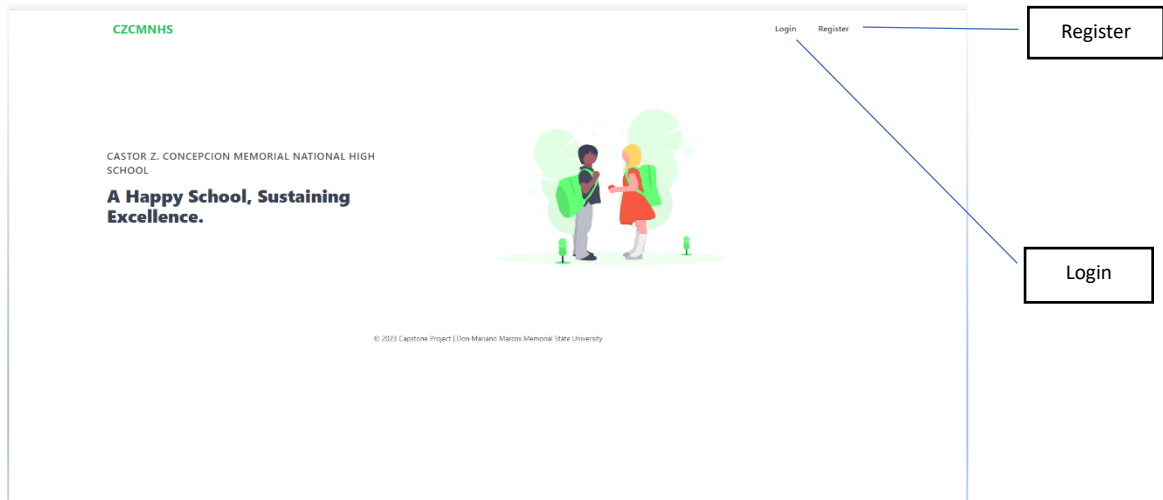


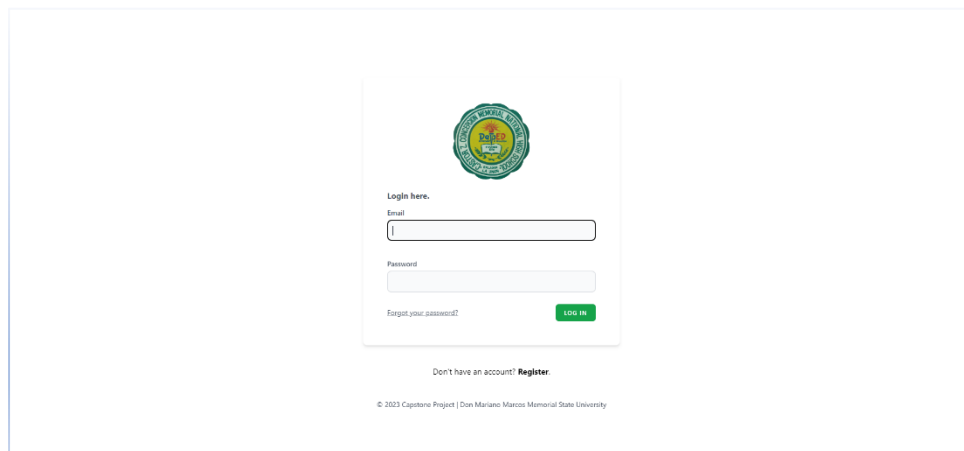
USER MANUAL

How can user/adviser access the system?

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



Step: 2: If an account has already been created for you by the admin and assigned to a classroom, please 'Login' here.



How can user/adviser report student?

Step 1: Navigate to “Report Student”. 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
Refused By *
Adviser
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
☐ Reinforce/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*
Offense *
Choose from below
Observation ?
Desired ?
Outcome ?

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

SUBMIT

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 Quo dolor quia sed s
Offense *
Choose from below
Observation ?
Desired ?
Outcome ?

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

SUBMIT

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

Report Student
User > Report Student
REFER STUDENT
Student Name *
Joshua C Ledda
Total offense: 2, Pending: 2, Ongoing: 0, Resolved: 0, FollowUp: 0, Referral: 0
Classroom*
Grade 9 Quo dolor quia sed s
Offense *
Choose from below
Observation ?
Desired ?
Outcome ?

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

SUBMIT

Step 3: Filling cases information.

Choose the student offenses here.

Reports
Advisor > Reports

REFER STUDENT
Student Name *
Joshua C. Ladda
Total offense: 2, Pending: 1, Ongoing: 1, Resolved: 0, FollowUp: 0, Referral: 0

CASE INFORMATION
Referred By *
Advisor
Observation ?
Desired ?
Offense *
Choose from below
Choose from below
Cutting
Smoking
Cheating
Bullying
Swearing
Fiercely
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.

CZCMNHS
Advisor > Reports

REFER STUDENT
Student Name *
Joshua C. Ladda
Total offense: 2, Pending: 1, Ongoing: 1, Resolved: 0, FollowUp: 0, Referral: 0

CASE INFORMATION
Referred By *
Advisor
Observation ?
Desired ?
Offense *
Cutting
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

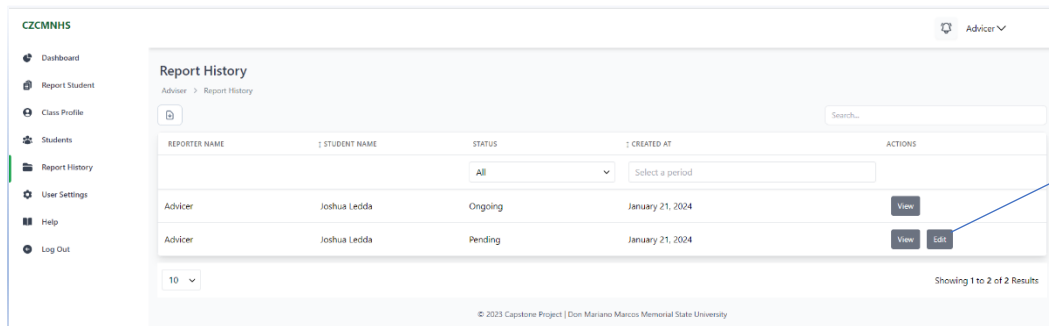
The outcome you want happen.

The story behind the case.

Things you do before you report the student.

How can user/adviser 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 Adviser

Report History

Adviser > Report History

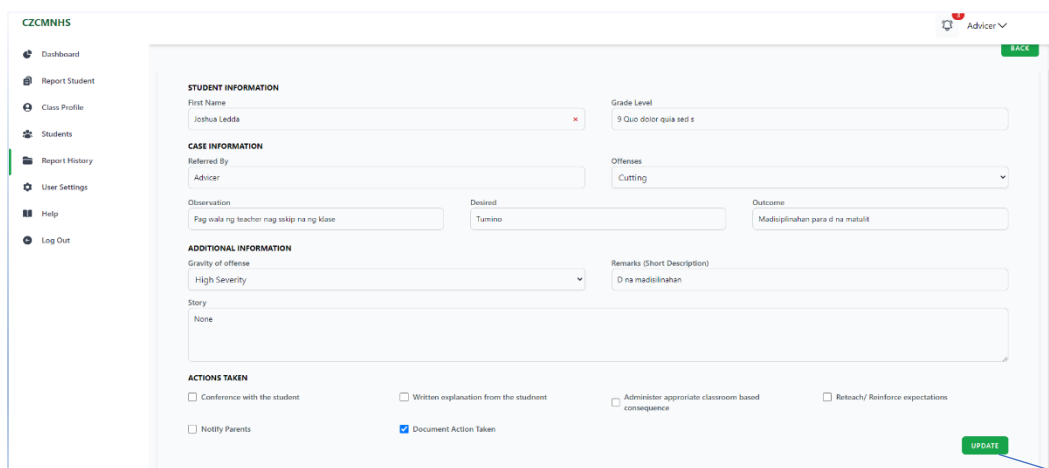
Search...

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

Showing 1 to 2 of 2 Results

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



CZCMNHS Adviser

STUDENT INFORMATION

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

CASE INFORMATION

Referred By: Adviser Offenses: Cutting

Observation: Pag mala ng teacher nag iskip na ng klase Desired: Tumino Outcome: Madisiplinahan para d na mutalit

ADDITIONAL INFORMATION

Gravity of offense: High Severity Remarks (Short Description): D na madisiplinahan

Story: None

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 user/adviser update their personal information?

Step 1: Navigate to “User Settings”. Then update your personal information.

Account Information
Adviser > Account Information

Personal Details
Please fill out all the fields.

Name
Adviser

Email Address
adviser@gmail.com

Current Password

New Password

Repeat Password

UPDATE

How can user/adviser refer student to another grade level?

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

Students
Adviser > Students

REFER

1 FIRST NAME	1 LAST NAME	1 IDN	STATUS	ACTIONS
First name	Last name		All	
Aki	Lowe	27	Active	Edit View Pdf
Maki	Fanrell	56	Active	Edit View Pdf
Tanner	Curtis	44	Active	Edit View Pdf
John	Doe		Active	Edit View Pdf
Adelle	Hinton	8	Active	Edit View Pdf
Jennifer	Bail	94	Inactive	Edit View Pdf

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

Refer Student
Adviser > Refer Student

Submit

Student Name	Total Cases	Referred to Classroom
Aki Lowe	Pending: 6, Ongoing: 0, Resolved: 0, Follow-Up: 0, Reffer: 0	Grade: 12 Sun
Maki Fanrell	Pending: 1, Ongoing: 0, Resolved: 0, Follow-Up: 0, Reffer: 0	Grade: 12 Sun
Tanner Curtis	Pending: 0, Ongoing: 0, Resolved: 0, Follow-Up: 0, Reffer: 0	Grade: 12 Sun
John Doe	Pending: 0, Ongoing: 0, Resolved: 0, Follow-Up: 0, Reffer: 0	Grade: 12 Sun
Adelle Hinton	Pending: 0, Ongoing: 0, Resolved: 0, Follow-Up: 0, Reffer: 0	Grade: 12 Sun
Jennifer Bail	Pending: 0, Ongoing: 0, Resolved: 0, Follow-Up: 0, Reffer: 0	Grade: 12 Sun
Yvette Barker	Pending: 0, Ongoing: 0, Resolved: 0, Follow-Up: 0, Reffer: 0	Grade: 12 Sun
Amity Bell	Pending: 0, Ongoing: 0, Resolved: 0, Follow-Up: 0, Reffer: 0	Grade: 12 Sun
Latifah Ayala	Pending: 0, Ongoing: 0, Resolved: 0, Follow-Up: 0, Reffer: 0	Grade: 12 Sun
Felix Wright	Pending: 0, Ongoing: 0, Resolved: 0, Follow-Up: 0, Reffer: 0	Grade: 12 Sun

Please review the referred student before reloading the page

How can user/adviser add Student Profile?

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

Students Profile

Adviser > Student Profile

ADD

1 FIRST NAME	1 LAST NAME	1 SEX	1 CONTACT	1 STATUS	ACTIONS
First Name	Last Name	All			
Maki	Farrell	Male	85	Active	View Edit Add
John	Doe	Female	13	Active	View Edit Add
Felix	Wright	Male	45	Active	View Edit Add
Kimberly	Curtis	Male	11	Active	View Edit Add

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

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 *

AP's Receipt *

Choose from below

Mother Tongue *

Place of birth *

ADDRESS

Province *

Choose from below

Municipality *

Choose from below

Barangay *

Choose from below

FAMILY BACKGROUND

FATHER

Name *

Age

Occupation *

Contact No.

Office Contact No.

Monthly Income

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

PERSONAL INFORMATION

First Name *
Joshua

Last Name *

Ledda

Middle Name *

C

Student Already Has A Profile