

HOW TO OFFER SUBJECT and EDIT the SCHEDULE of our STUDENT in our SFAC PORTAL.

SECTION 1: HOW TO OFFER SUBJECT.

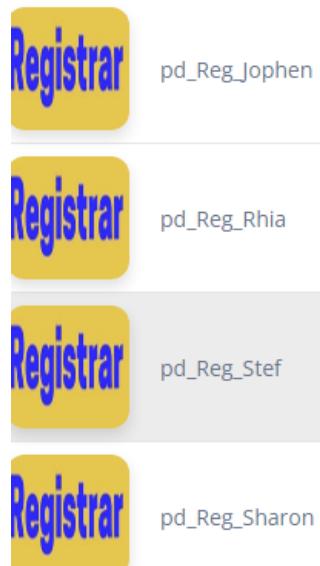
Step 1. Go to this link (FOR BACOOR STUDENTS) ↗

<https://stfrancisbacoor.com/sfac-bac/pages/login/sign-in.php>

Go to this link (FOR LAS PIÑAS STUDENTS) ↗

<https://stfrancislp.com/sfac-lp/pages/login/sign-in.php>

Step 2. Login with your **registrar's** account.



Welcome Franciscans

Enter your username and password
sign in

Username

admin_reg

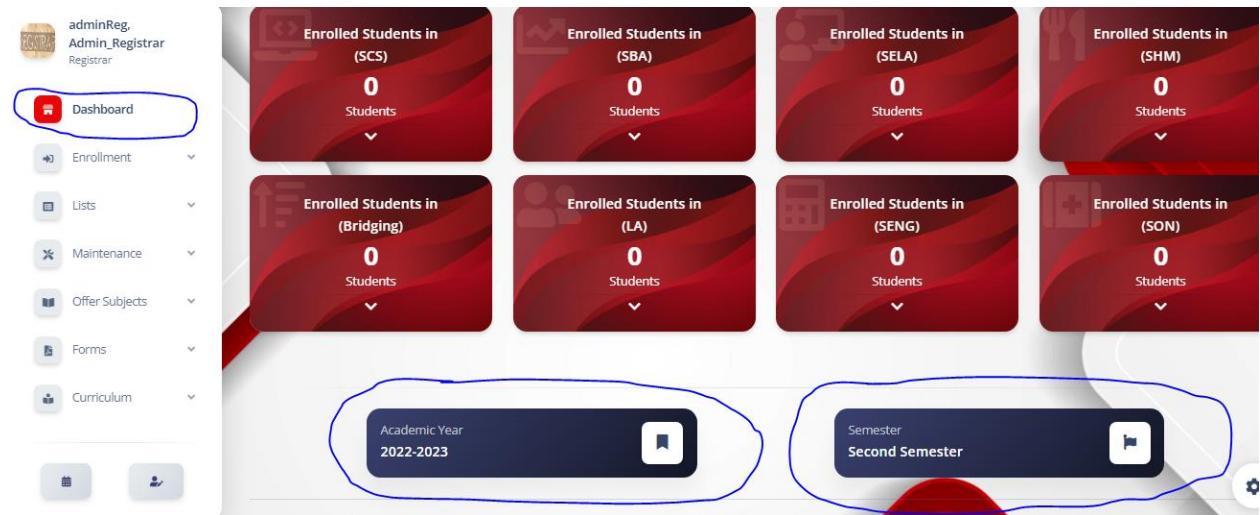
Password

.....

[forgot password](#)

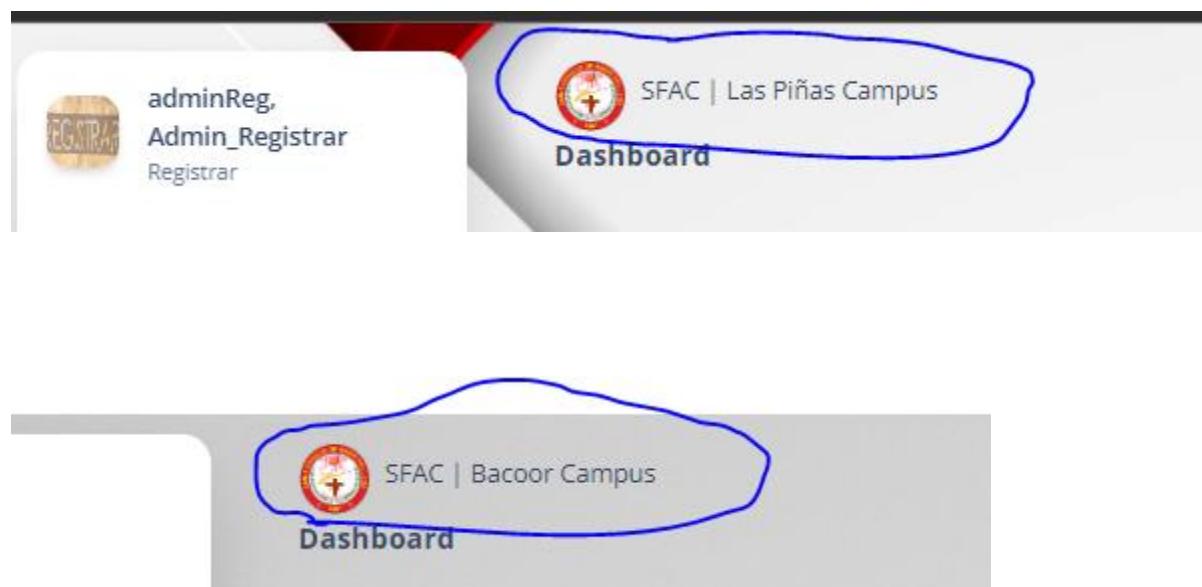
First things first.

Once you are login, make sure you are on the right **Semester** and right **Academic Year** on the **Dashboard** located on the sidebar.



You must be in the **Correct** academic year and semester otherwise you **will not see** all the changes you've made.

And also, you must be in the **Correct** campus.



Step 3. Go to the sidebar panel and look for the **Offer Subjects** and click it.

The screenshot shows the SFAC Dashboard interface. On the left, there is a sidebar with the following menu items:

- Dashboard
- Enrollment
- Lists
- Maintenance
- Offer Subjects** (This item is highlighted with a blue oval and a blue arrow pointing to it from the text above.)
- Forms

The main dashboard area has three cards:

- Enrolled**: Shows 5 Students
- Pending**: Shows 1 Student
- Enrolled**: Shows 1 Student

Step 4. Look for the course you want to offer a subject. (In this **example** let say the **BSCS** course)

The screenshot shows a list of courses under the "Offer Subjects" section. The "BSCS" course is highlighted with a blue oval.

- BSCS
- BSBA-MM
- BSBA-FM
- BSHM
- BSED-Filipino
- BSED-Math
- BSED-English
- BEED
- ...

Step 5. Look for the “Select a year” dropdown UI and click it.

SFAC | Las Piñas Campus

Offer Subjects

Subjects List

Offer/Open Subjects for Bachelor of Science in Computer Science

Select a year

Show

Search...

Showing 0 to 0 of 0 entries

COURSE CODE	COURSE DESCRIPTION	ABBR	UNIT(S)	PREREQUISITES	LEVEL	SEMESTER	OPTION
No data available in table							

The “Select a year” dropdown corresponds to what **curriculum year** is to be offered (see image below for sample curriculum).



FOUR-YEAR CURRICULUM FOR BACHELOR OF ELEMENTARY EDUCATION

(Effective Academic Year 2020-2021)

CODE	Description	UNITS			Pre-Requisites
		Lec	Lab	Total	
First Year, First Semester					
CCGE 101	Science, Technology and Society	3	0	3	
CCGE 102	Readings in Philippine History	3	0	3	
CCGE 103	Understanding the Self	3	0	3	
CHCL 101	Franciscan Orientation	1	0	1	
TCED 101	The Child and Adolescent Learners and Learning Principles	3	0	3	
MCEE 101	Teaching Science in the Elementary Grades (Biology and Chemistry)	3	1	4	
MCEE 102	Teaching Science in the Elementary Grades (Physics, Earth and Space Science)				

Step 6. In “Select a year” dropdown UI choose what curriculum year (in this example and click the “SHOW” button.

Offer Subjects

Subjects List

Offer/Open Subjects for Bachelor of Science in Computer Science

2020-2021

Show 10 entries

COURSE CODE COURSE DESCRIPTION ABBR UNIT(S) PREREQUISITES LEVEL SEMESTER OPTION

No data available in table

Showing 0 to 0 of 0 entries

Search...

This will show you the list of subjects to be offered (see image below).

Offer Subjects

Subjects List

Offer/Open Subjects for Bachelor of Science in Computer Science

2020-2021

Show 10 entries

COURSE CODE COURSE DESCRIPTION ABBR UNIT(S) PREREQUISITES LEVEL SEMESTER OPTION

20CCGE 104	Mathematics in the Modern World	BSCS	3		1st Year	Second Semester	+ SCHEDULE
20CCGE 105	The Contemporary World	BSCS	3		1st Year	Second Semester	+ SCHEDULE
20ECGE 101	Living in the I.T. Era	BSCS	3	CCGE101	1st Year	Second Semester	+ SCHEDULE

Search...

**+
SCHEDULE**

Step 7. Click the “+ SCHEDULE” button to add schedule of the subject (in this example we are adding schedule for the subject “Mathematics in the Modern World”). This will show you a pop-up screen where you can add the schedule (see image below). Just fill up all the necessary data in the form.

The screenshot shows a modal window titled "ADD SCHEDULE". The form contains the following fields:

- Subject Code:** 20CCGE 104
- Subject Description:** Mathematics in the Modern World
- Unit(s):** 3
- Day:** (M/T/W/TH/F)
- Time:** (hh:mm am/pm)
- Room:** Enter Room
- Section:** Enter a Section
- Instructor:** Select Instructor
- Special Tutorial:**

At the bottom right are two buttons: **ADD** (dark blue) and **CLOSE** (light blue).

Coding/Formatting convention for the **Section** field.

As of this writing we are on our Term **2nd Semester** Academic Year **2022-2023**

232SCS_MITMW = SECTION format (see below for other courses for sectioning format)

23 = year 2023 (as of this writing)

2S = 2nd Semester (as of this writing)

CS = for the course BSCS

MITMW = stands for Mathematics in the Modern World (we get the **1st letter** of every word of the name of the subject)

Section formatting for other courses:

(**232SHM_MITMW** for BSHM, **232SFM_MITMW** for BSBA-FM, **232SMM_MITMW** for BSBA-MM, **232SOM_MITMW** for BSBA-OM, **232SNURS_MITMW** for BSN, **232SSEPED_MITMW** for BPED,

232SSECED_MITMW for BECED, **232SSESCI_MITMW** for BSSCI, **232SBEED_MITMW** for Elem Education, **232SSESCI_MITMW** for BS Social Studies, **232SSEENGL_MITMW** for English major, **232SPSYCH_MITMW** for ABPSYCH, **232SSEFIL_MITMW** for Filipino major, **232SSEMATH_MITMW** for math major.)

ADD SCHEDULE

Subject Code	Subject Description	Unit(s)
20CCGE 104	Mathematics in the Modern World	3
Day	Time	Room
TBA	TBA	TBA
Section	Instructor	
232SCS_MITMW	T, B A	
<input type="checkbox"/> Special Tutorial		
NOTE		
ADD		CLOSE

Note: Don't tick this **box** if the subject **is not** a Special Tutorial subject, because it will **disable** the **prelim term** field in the **online grade system** in our portal.

TBA = stands for To Be Announce, we use this acronym if we are still not sure of what to put in the field/s.

Step 8. Click the **Add** button (see image below) if you are **finished** with filling up all the fields.

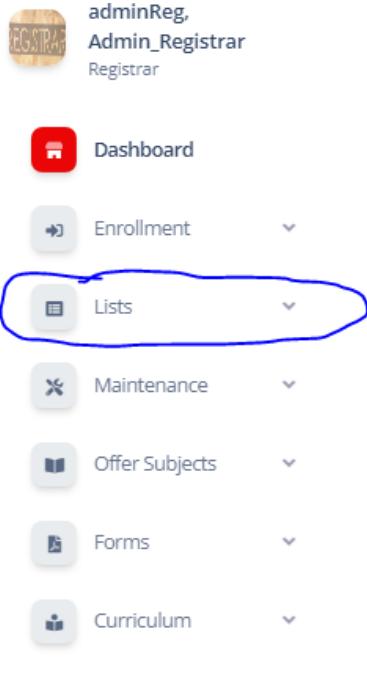
The screenshot shows a form titled "ADD SCHEDULE". It contains the following fields:

- Subject Code: 20CCGE 104
- Subject Description: Mathematics in the Modern World
- Unit(s): 3
- Day: TBA
- Time: TBA
- Room: TBA
- Section: 232SCSMITMW
- Instructor: T. B A
- Special Tutorial

At the bottom right, there are two buttons: "ADD" (circled in blue) and "CLOSE".

Step 9. To check if you have correctly inputted the schedule in your course go to the sidebar and look for the **List** tab. (follow the 9.1 up to 9.4 procedure image below)

9.1 Click the **List** tab



9.2 Click the Class Schedule

The screenshot shows a user profile at the top left with the name "adminReg, Admin_Registrar, Registrar". Below the profile is a sidebar with several options: "Lists" (with "Students List", "Courses List", "Advisers List", "Academic Year List", "Subject List", and "Class Schedule" highlighted with a blue oval), "Maintenance" (with "Offer Subjects" below it), and "Offer Subjects".

9.3 Click the course (in our example the BSCS)

Note: Select Course to show Class Schedules List

The screenshot shows a "Course:" section with various course buttons arranged in a grid. The "BSCS" button is highlighted with a blue oval.

9.4 It will show your inputted schedule in our previous steps.

The screenshot shows a table of class schedules. The first row, corresponding to the "BSCS" course from the previous step, is highlighted with a large blue oval. Within this row, the "EDIT" and "DELETE" buttons are also highlighted with smaller blue ovals. The table includes columns for SECTION, CODE, DESCRIPTION, UNIT(S), PREREQUISITES, DAY, TIME, ROOM, E.A.Y., INSTRUCTOR, SPECIAL TUTORIAL, and OPTIONS.

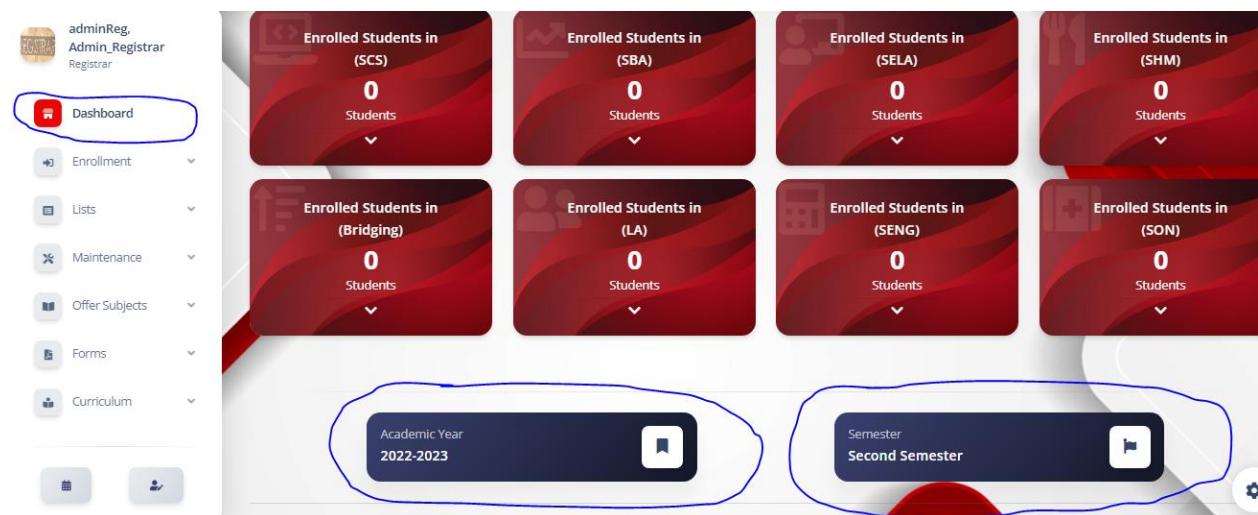
SECTION	CODE	DESCRIPTION	UNIT(S)	PREREQUISITES	DAY	TIME	ROOM	E.A.Y.	INSTRUCTOR	SPECIAL TUTORIAL	OPTIONS
2325CS_MITMW	20CCGE 104	Mathematics in the Modern World	3		TBA	TBA	TBA	2020-2021	B T	No	EDIT DELETE

NOTE: if you need tech support for example **subject is not in existence**, please ask for assistance with yours truly. Thank you.

SECTION 2: HOW TO EDIT SCHEDULE of a SUBJECT.

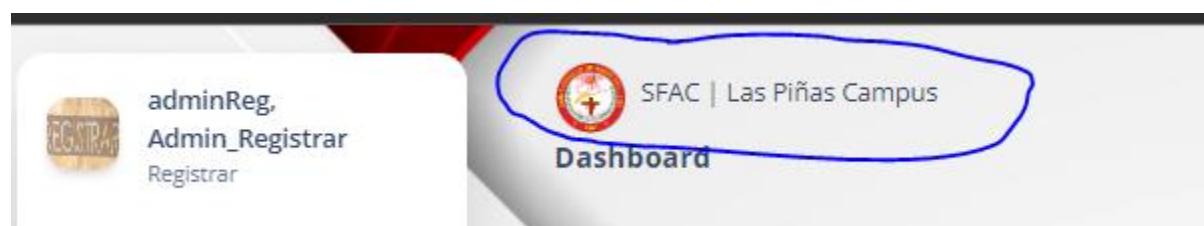
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You must be in the **CORRECT** academic year and semester otherwise you **will not see** all the changes you've made.

And also, you must be in the **CORRECT** campus.





Step 1. To check if you have correctly inputted the schedule in your course go to the sidebar and look for the **List** tab.

adminReg,
Admin_Registrar
Registrar

- Dashboard
- Enrollment
- Lists**
- Maintenance
- Offer Subjects
- Forms
- Curriculum

Step 2. Click the Class Schedule

adminReg,
Admin_Registrar
Registrar

- Lists
 - Students List
 - Courses List
 - Advisers List
 - Academic Year List
 - Subject List
 - Class Schedule**
- Maintenance
- Offer Subjects

Step 3. Click the course (in our example the BSCS)

Note: Select Course to show Class Schedules List



Step 4. Click the EDIT button (in our example the BSCS)

Class Schedules List									Search...		
SECTION	CODE	DESCRIPTION	UNIT(S)	PREREQUISITES	DAY	TIME	ROOM	E.A.Y	INSTRUCTOR	SPECIAL TUTORIAL	OPTIONS
2325CSMITMW	20CCGE 104	Mathematics in the Modern World	3		TBA	TBA	TBA	2020-2021	B T	No	EDIT

This will pop-up a screen (see images below) where you can edit each field on all the **TBA** inputs in our previous example.

A screenshot of an "EDIT SCHEDULE" dialog box. It contains fields for Subject Code (20CCGE 104), Subject Description (Mathematics in the Modern World), Unit(s) (3), Day (TBA), Time (TBA), Room (TBA), Section (2325CSMITMW), Instructor (T, B A), and a Special Tutorial checkbox (unchecked). At the bottom right are "UPDATE" and "CLOSE" buttons.

Edit Schedule		
Subject Code	Subject Description	Unit(s)
20CCGE 104	Mathematics in the Modern World	3
Day	Time	Room
TBA	TBA	TBA
Section	Instructor	
2325CSMITMW	T, B A	
<input type="checkbox"/> Special Tutorial		

EDIT SCHEDULE

Subject Code	Subject Description	Unit(s)
20CCGE 104	Mathematics in the Modern World	3
Day	Time	Room
TBA	TBA	TBA
Section	Instructor	
232SCS_MITMW	T, B A	
<input type="checkbox"/> Special Tutorial		

UPDATE **CLOSE**

If you are finished with the editing of the schedule, click the **UPDATE** button. This will **save** the updated schedule.

TBA	TBA	TBA
Section	Instructor	
232SCS_MITMW	T, B A	
<input type="checkbox"/> Special Tutorial		

UPDATE **CLOSE**

Step 4. Repeat **steps 1 up to step 3** to see if the changes have been made in the system.

Some important links.

For **Online Grades (Bacoor** Campus only) <https://stfrancisbacoor.com/sfac-bac-ongrade> (same login information with the enrollment portal link above)

For **Online Grades (Las Piñas** Campus only) <https://stfrancislp.com/sfac-lp-ongrade> (same login information with the enrollment portal link above)

For our LMS (Schoology) <http://stfrancis.schoology.com> (the registrar office will email you your login information.)

Official Website <https://stfrancis.edu.ph>