

SYSTEM MANUAL



IntelleQSchool: School Information Management System for Quezon Memorial Academy

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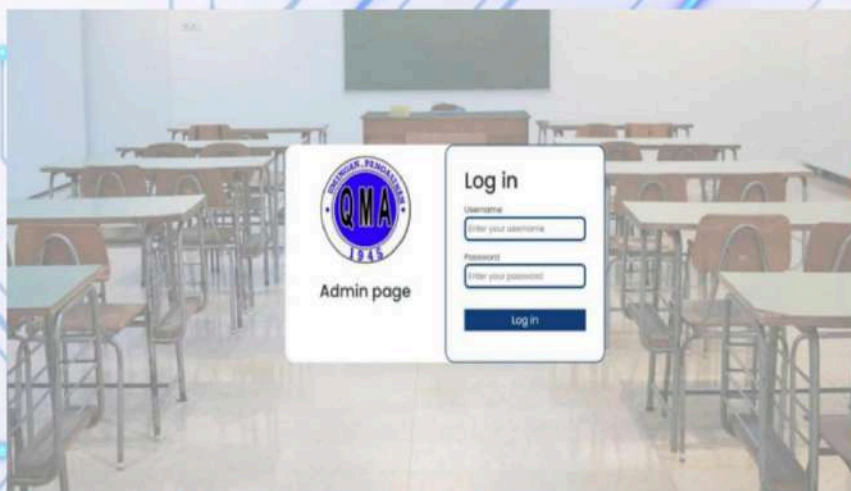
Table of Contents

Title.....	1
Team Envisioneers.....	2
Table of Contents.....	3
Admin Page.....	5
Admin Login.....	5
Admin Dashboard.....	6
Grade List Fee.....	7
Academic Year List.....	8
Student List.....	9
Employee List.....	10
Announcement Page.....	11
Employee List History.....	12
Audit trail.....	13
Profile Page.....	14
Registrar Page.....	15
Registrar Login.....	15
Registrar Dashboard.....	16
Enrollment Page.....	17
Enroll Old Student.....	18
Classroom List.....	19
Archive Academic Year List.....	20
Finance Page.....	21
Finance Login.....	21
Finance Dashboard.....	22
Student List.....	23
Student Fee Details.....	24
Principal Page.....	25
Principal Login.....	25
Principal Dashboard.....	26
Assigning Classroom.....	27
Subject Management.....	28
Announcement Page.....	29
Teacher List.....	30
Teacher Page.....	31
Teacher Login.....	31
Teacher Dashboard.....	32
Subject List.....	33
Advisory List.....	34
Subject List Archived.....	35
Student List.....	36
LMS.....	37
Adding Classwork.....	38
Assessment Page.....	39
Creating Assessment.....	40

Table of Contents

Student Page.....	41
Student Log in.....	41
Student Dashboard.....	42
Subjects.....	43
SOA.....	44
Student's Grade.....	45
Parent Page.....	46
Parent Login.....	46
Parent Dashboard.....	47
Student's Grade.....	48
Student's SOA.....	49

ADMIN PAGE



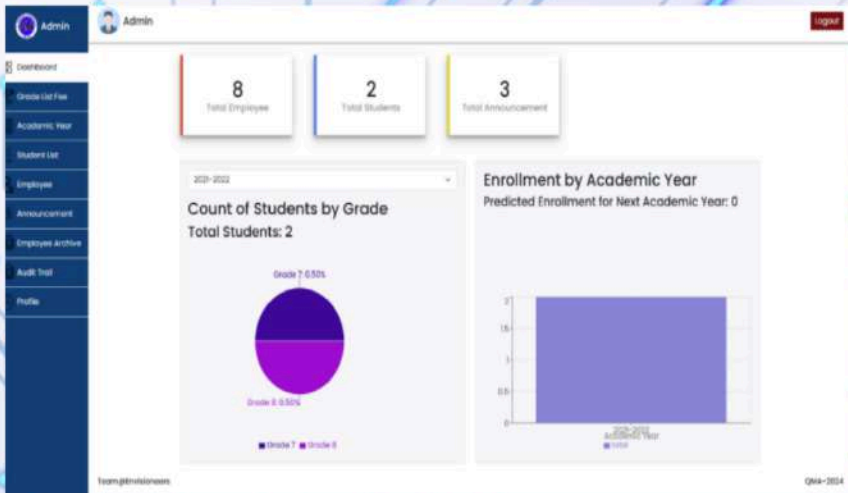
Log in

Step 1: Input your username

Step 2: Input your password

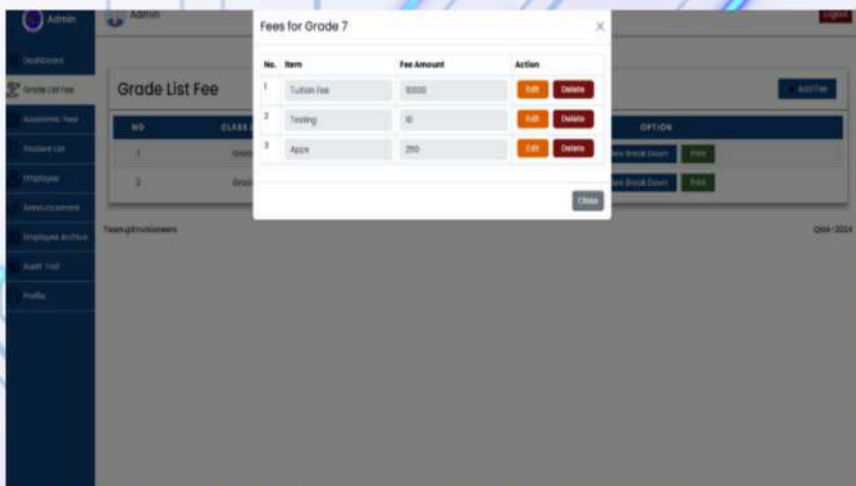
Step 3: Click “Login” to proceed in dashboard

Step 4: Click “Forgot Password” if you’ve forgotten your password



Administrative Dashboard

Once log in, the Admin can view the Total Number of Employees, Total Students, Total Announcement, count of students enrolled by grade and can predict the next enrollment by predictive analysis.



Grade List Fee

Step 1: To add fee click the “Add Fee” button

Step 2: Insert Information

Step 3: To edit the Fee Amount click the “Edit” button

Step 4: Click “Forgot Password” if you’ve forgotten your password

The screenshot shows a web application interface for managing academic years. The sidebar on the left contains the following links: Admin, Dashboard, Academic Year, Grade List Fee, Student List, Employee, Announcement, Audit Trail, Employee Archive, and Profile. The top header displays the user 'Admin' and a 'Logout' button. The main content area is titled 'Academic Year List' and includes a '+ New Academic Year' button. Below this is a table with the following data:

NO	ACADEMIC YEAR	STATUS	OPTION
1	2022-2023	Deactivated	Already processed
2	2023-2024	Deactivated	Already processed
3	2024-2025	Active	Already processed
4	2025-2026	Inactive	Activate Delete


At the bottom left of the main content area, the email 'Team@kivisioneers' is displayed, and at the bottom right, 'QMA-2024' is shown.


Academic Year List


Step 1: To navigate the “Academic Years” click the “New Academic Year”


Step 2: Review the list of academic years displayed, along with their statuses: Active, Deactivated, Already Processed, or Inactive.


Step 3: To activate an inactive academic year, click the "Activate" button next to it.


Admin


Dashboard


Academic Year


Grade List Fee


Student List

Employee

Announcement

Audit Trail




Employee Archive


Admin

Logout

Student List

Grade 7Grade 8Grade 9Grade 10Grade 11Grade 12

NO	LRN	NAME	GRADE LEVEL	GENDER	OPTION
1	102003080034	Gomez, Mena, D.	8	female	
2	102003080034	Parinas, Andrey, A.	8	male	
3	102272080041	Gomez, Joshua, C.	8	male	



Student List

This page display the list of students with details acquired when they enrolled. It also allows searching by name.

Admin

Search

AS

Employee List [Add Employee](#)

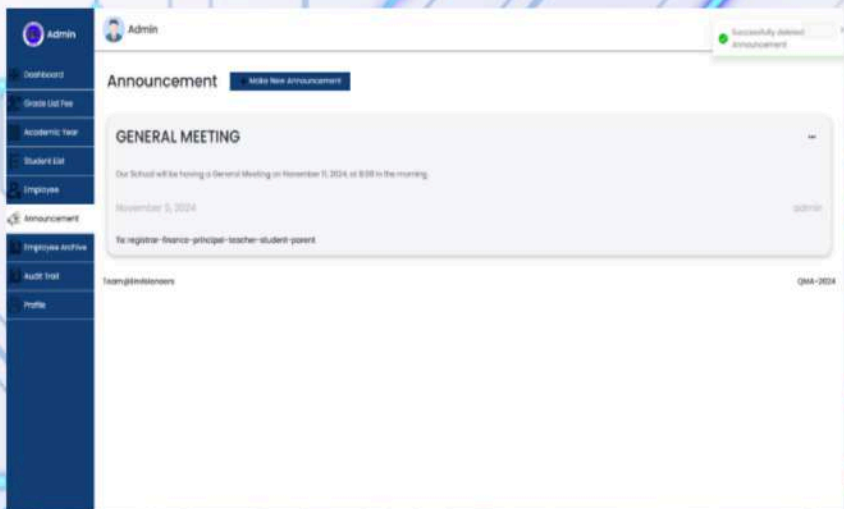
ID	NAME	ADDRESS	TYPE	OPTION
1	Muhammad, N.	Colapuan, Kington, Pangasinan	Registrar	Edit Delete
2	Aranda, Joyce	Umagin	Teacher	Edit Delete
3	Negronio, Adrian	Colapuan, Kington, Pangasinan	Finance	Edit Delete
4	Beta Cruz, Bianca	Colapuan, Kington, Pangasinan	Principal	Edit Delete
5	Rustillo, Leo T.	Home Umangan Pangasinan	Registrar	Edit Delete
6	Alan, Soake	Colapuan Umangan Pangasinan	Finance	Edit Delete
7	Kunawit, Lhigo, E.	Endaban Umangan Pangasinan	Principal	Edit Delete
8	Tampay, Rinau	Hamama, Umangan, Pangasinan	Teacher	Edit Delete

Employee List

Step 1: To add a new staff member, click the “Add Employee” button and fill out the required information, such as name, position, and contact details.

Step 2: To edit an existing staff member’s information, click the “Edit” button next to their name and update the necessary fields.

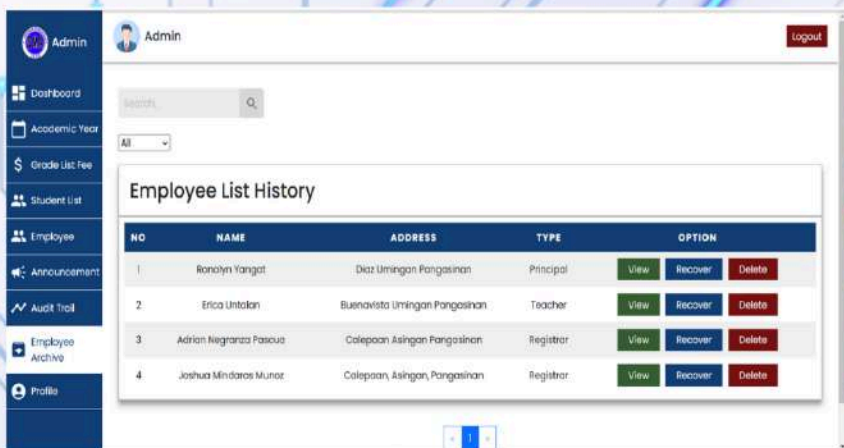
Step 3: Save any changes to ensure the directory remains up to date.



Announcement Page

Step 1: The admin can click the “+” button to add announcement for the students, teachers and parents

Step 2: Input the Information needed.



The screenshot shows an Admin dashboard with a sidebar menu on the left containing: Dashboard, Academic Year, Grade List Fee, Student List, Employee, Announcement, Audit Trail, Employee Archive, and Profile. The main content area is titled 'Employee List History' and contains a table with 4 rows of employee records. Each row has columns for NO, NAME, ADDRESS, TYPE, and OPTION. The OPTION column contains three buttons: View (green), Recover (blue), and Delete (red). A search bar and a dropdown menu are located above the table. A 'Logout' button is in the top right corner.

NO	NAME	ADDRESS	TYPE	OPTION
1	Ranahyn Yangat	Diaz Umangan Pangasinan	Principal	View Recover Delete
2	Erica Untalan	Buenavista Umangan Pangasinan	Teacher	View Recover Delete
3	Adrian Nieganza Pansuc	Colepaan Asingan Pangasinan	Registrar	View Recover Delete
4	Joshua Mindaras Munar	Colepaan, Asingan, Pangasinan	Registrar	View Recover Delete

Employee List History

Step 1: Browse the list of employee records, including historical actions such as date hired, date resigned, and other key events.

Step 2: To recover a deleted record, locate the record and click the "Recover" button.

Step 3: To delete an employee record, select the record and click the "Delete" button.

Admin

Dashboard

Grade List View

Academic Year

Student List

Employees

Attendance

Employee Archive

Audit Trail

Profile

Admin

Filter by user level:

All

From: To:

mm/dd/yyyy mm/dd/yyyy

Audit Trail

NO	DATE	USER	ACTION	USER LEVEL
1	2024-9-04 13:15:48	Admin	Admin created new Subject Fee with grade type: 7	Admin
2	2024-9-04 13:16:13	Admin	Admin created new MSG with grade type: 8	Admin
3	2024-9-04 13:16:44	Admin	Credits on Academic Year	Admin
4	2024-9-04 13:18:51	Admin	Activate on Academic Year	Admin
5	2024-9-04 13:19:31	Admin	Admin registered new employee Ivan Munoz	Admin
6	2024-9-04 13:19:34	Ivan N. Munoz	Login	Registrar
7	2024-9-04 13:34:50	Admin	Admins registered new employee Japson Aranda	Admin
8	2024-9-04 13:35:47	Japson Aranda	Login	Teacher
9	2024-9-04 13:38:40	Ivan N. Munoz	Login	Registrar
10	2024-9-04 13:45:18	Admin	Admin registered new employee Admin Registrar	Admin

1

2

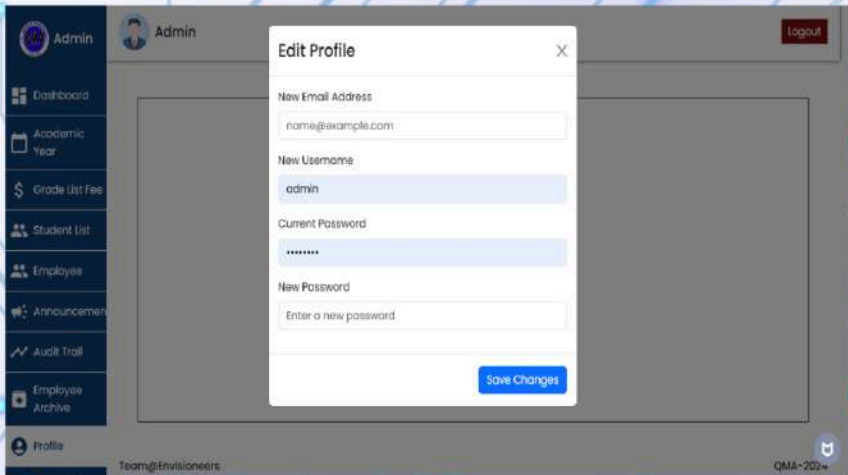
3

4

5

Audit Trail

In this page, the Admin can view the list of users and the actions they taken in the system.



Profile Page

In this page, the admin can view and manage their account information. Displays the user's name, profile picture, contact information (e.g., email, phone number), and any other personal details the user has entered.

REGISTRAR PAGE



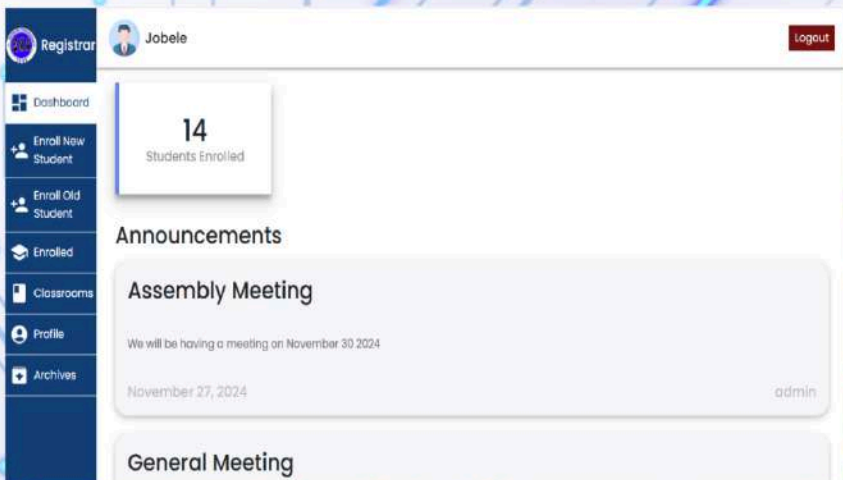
Log in

Step 1: Input your username

Step 2: Input your password

Step 3: Click “Login” to proceed in dashboard

Step 4: Click “Forgot Password” if you’ve forgotten your password



Registrar Dashboard

In this page, registrar can view the overall list of students who are currently enrolled in the institution. It is also a dedicated space to display important notifications or updates related to the institution.

Enrollment Page

Step 1: Click the “Enroll New Student” button to start the enrollment process.

Step 2: Fill out the required fields, including the student’s personal details, grade level, and any other necessary information.

Step 3: Review the entered details to ensure accuracy.

Step 4: Click the “Submit Form” button to complete the enrollment process.

The screenshot shows a web application interface for a Registrar. The top navigation bar includes a 'Registrar' logo, a user profile for 'Jobele', and a 'Logout' button. A left sidebar contains navigation links: 'Dashboard', 'Enroll New Student', 'Enroll Old Student' (highlighted), 'Enrolled', 'Classrooms', 'Profile', and 'Archives'. The main content area features six buttons for 'Grade 7' through 'Grade 12', each showing the number of students. Below these is a search bar with the text 'Search...' and a magnifying glass icon. The 'Old Students' section displays a list of students with tabs for 'Grade 7', 'Grade 8', 'Grade 9', 'Grade 10', and 'Grade 11'. The 'Grade 7' tab is active, showing a table with columns: 'NO', 'LRN', 'NAME', 'GRADE LEVEL', 'GENDER', and 'OPTION'. The table contains one row for a student with LRN 102009864934, named Dollente, Mary Jane, L., in Grade 7, female, with a 'Re-enroll' button. A pagination control at the bottom shows '1' of 1 results.

NO	LRN	NAME	GRADE LEVEL	GENDER	OPTION
1	102009864934	Dollente, Mary Jane, L.	7	female	Re-enroll

Enroll Old Student

Step 1: Select the desired student from the search results to open their profile.

Step 2: Review the student's profile, including past academic records, courses taken, grades, and prior enrollments.

Step 3: Once ready, click the “Re-Enroll” button and confirm the action to complete the re-enrollment process.

The screenshot displays a web application interface for a Registrar. On the left is a dark blue sidebar with navigation links: Registrar, Dashboard, Enroll New Student, Enroll Old Student, Enrolled, Classrooms, Profile, and Archives. The main content area has a header with a user profile (Jobele) and a Logout button. Below the header, there are six buttons for grade levels: Grade 7 (0 students), Grade 8 (3 students), Grade 9 (6 students), Grade 10 (3 students), Grade 11 (2 students), and Grade 12 (0 students). A search bar is located below these buttons. The 'Students' section features a 'Report' button and tabs for each grade level. A table with the following columns is shown: NO, LRN, NAME, GRADE LEVEL, GENDER, STATUS, and OPTION. The table is currently empty.

Registrar

Jobele Logout

Grade 7 0 students

Grade 8 3 students

Grade 9 6 students

Grade 10 3 students

Grade 11 2 students

Grade 12 0 students

Search

Students Report

Grade 7 Grade 8 Grade 9 Grade 10 Grade 11 Grade 12

NO	LRN	NAME	GRADE LEVEL	GENDER	STATUS	OPTION
----	-----	------	-------------	--------	--------	--------

Enrolled

The registrar can oversee the students who are currently enrolled in all grade level and given academic year.

Registrar

Jobele

Logout

Dashboard
Enroll New Student
Enroll Old Student
Enrolled
Classrooms
Profile
Archives

Grade 7
0 students without classroom

Grade 8
1 students without classroom

Grade 9
6 students without classroom

Grade 10
3 students without classroom

Grade 11
2 students without classroom

Grade 12
0 students without classroom

Classroom List

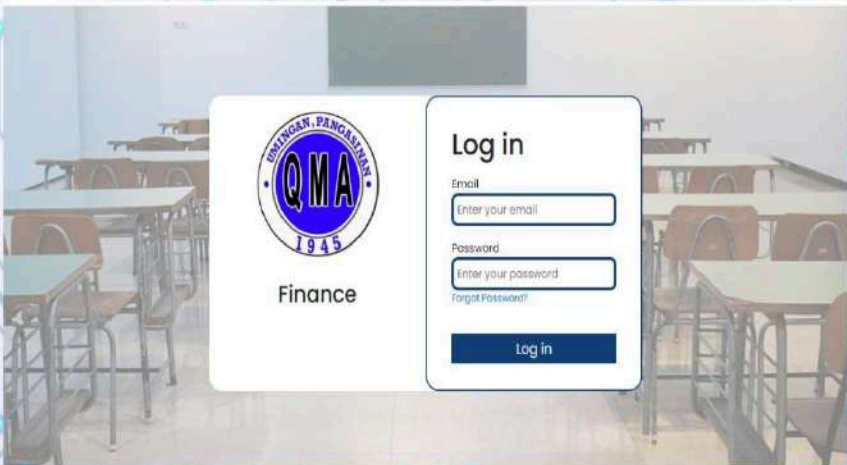
[Grade 7](#) [Grade 8](#) [Grade 9](#) [Grade 10](#) [Grade 11](#) [Grade 12](#)

NO	CLASS NAME	CLASS LEVEL	ADVISER	TOTAL	OPTION
1	Diamond	Grade 8	N/A	3	<input type="button" value="Add"/> <input type="button" value="Remove"/>

Classroom List

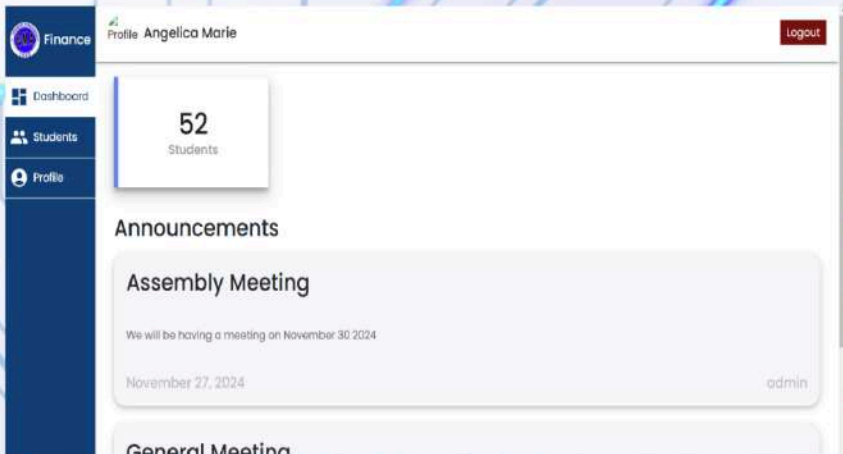
A comprehensive listing of available classrooms that includes the Class name, Class level, Adviser and Total of students.

FINANCE PAGE



Log in

- Step 1: Input your username**
- Step 2: Input your password**
- Step 3: Click “Login” to proceed in dashboard**
- Step 4: Click “Forgot Password” if you’ve forgotten your password**



Finance Dashboard

In this page, finance can view the overall list of students who are currently enrolled in the institution. It is also a dedicated space to display important notifications or updates related to the institution.

The screenshot shows a web application interface for a Finance system. On the left is a dark blue sidebar with a 'Finance' logo and navigation links for 'Dashboard', 'Students', and 'Profile'. The main content area is white and shows the profile of 'Angelica Marie' with a 'Logout' button. Below the profile are six buttons for different grade levels: Grade 7 (1 student), Grade 8 (12 students), Grade 9 (12 students), Grade 10 (10 students), Grade 11 (8 students), and Grade 12 (9 students). A search bar is present. The 'Students' section is active, displaying a table of students. The table has columns for NO, LRN, NAME, GRADE LEVEL, and GENDER. One student is listed: Mary Jane, L. with LRN 102009864934 and Grade Level 7. A 'Report' button is in the top right of the students section.

Finance

Profile: Angelica Marie

Logout

Dashboard

Students

Profile

Grade 7 1 students

Grade 8 12 students

Grade 9 12 students

Grade 10 10 students

Grade 11 8 students

Grade 12 9 students

Search

Students

Report

Grade 7 Grade 8 Grade 9 Grade 10 Grade 11 Grade 12

NO	LRN	NAME	GRADE LEVEL	GENDER	Actions
1	102009864934	Dollente, Mary Jane, L.	7	female	View Balance

Student List

This page display the list of students with details acquired when they enrolled. Allows searching by name.

Student Fee Details

Student LRN: 102009864934
Name: Dailente, Mary Jane, I.
Grade Level: 7
Remaining Balance: 13,439.01

Payment Amount

Description

[View Breakdown](#)

Student Fee Details

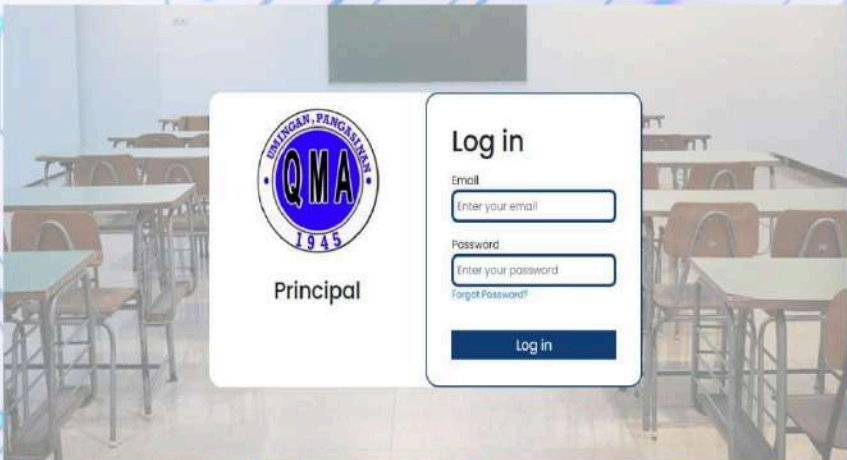
Step 1: Input a payment amount

Step 2: Input a payment description

Step 3: To view the breakdown click the “View Breakdown” button.

Step 4: To view the breakdown click the “View Breakdown” button.

PRINCIPAL PAGE



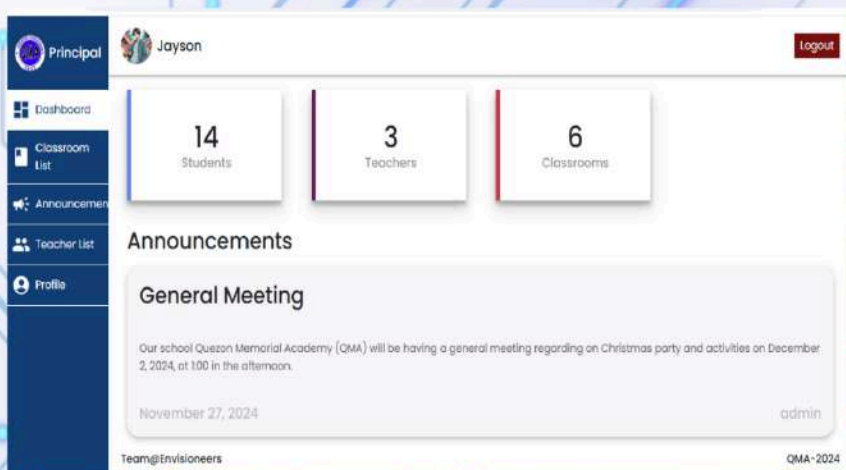
Log in

Step 1: Input your username

Step 2: Input your password

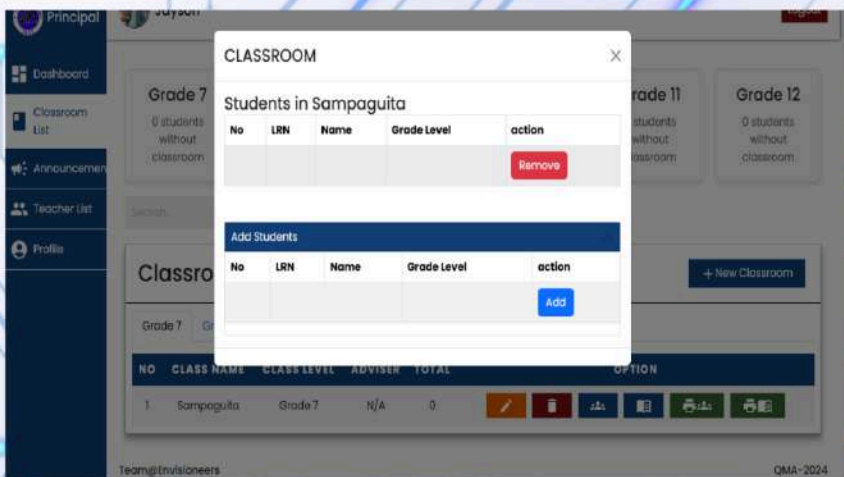
Step 3: Click “Login” to proceed in dashboard

Step 4: Click “Forgot Password” if you’ve forgotten your password



Principal Dashboard

A summary of the total number of students, teachers and classrooms. The principal can also view the general announcements made in the dashboard.

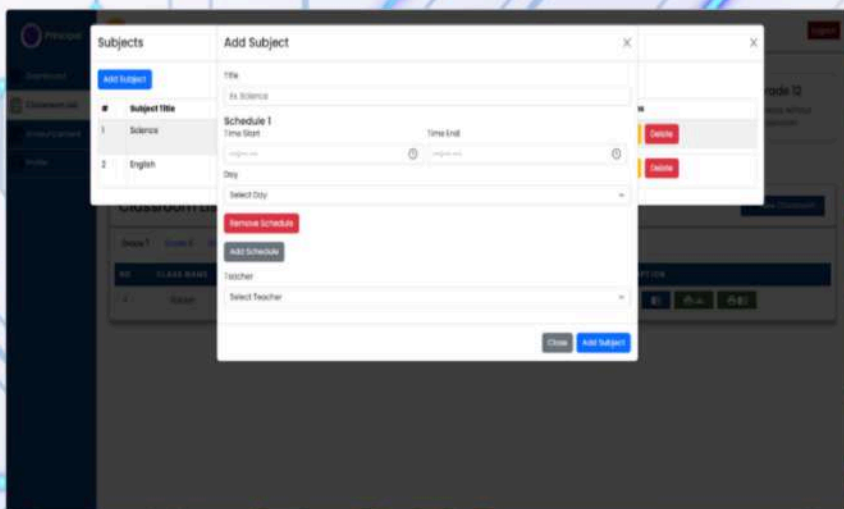


Assigning Classroom

Step 1: The principal create and manage new classrooms for the students.

Step 2: The principal manage classroom details.

Step 3: The principal assigned teachers in every grade level.



Subject Management

Step 1: Click the “Add Subject” button to create a new subject.

Step 2: Fill in the required details, including:

- Subject name
- Description
- Schedule (day and time)
- Assigned teacher

Step 3: Click the “Add Subject” button to finalize and add the subject to the system.



Announcement Page

Step 1: The principal can click the “+” button to add announcement for the students, teachers and parents

Step 2: Input the Information needed.

The screenshot displays a web application for school management. The top navigation bar includes a 'Principal' profile, a user profile for 'Jayson', and a 'Logout' button. A left sidebar contains menu items: 'Dashboard', 'Classroom List', 'Announcements', 'Teacher List', and 'Profile'. The main content area is titled 'Teacher List' and shows a table with three teachers. A modal window titled 'Subjects and Schedules' is open, showing a table with columns for 'Classroom', 'Subject', and 'Schedules'. The modal is currently displaying data for 'Grade 7 - Sampaguita' and 'Science'.

NO	TEACHER	SUBJECTS
1	Miniano	
2	Patacil, Jay	N/A
3	Munoz, Ivan	N/A

Classroom	Subject	Schedules
Grade 7 - Sampaguita	Science	Monday - 07:00:00 to 09:00:00 Tuesday - 13:00:00 to 15:00:00

Teacher List

This section will provide a detailed list of all teachers, their assigned subjects, and their schedules.

TEACHER PAGE



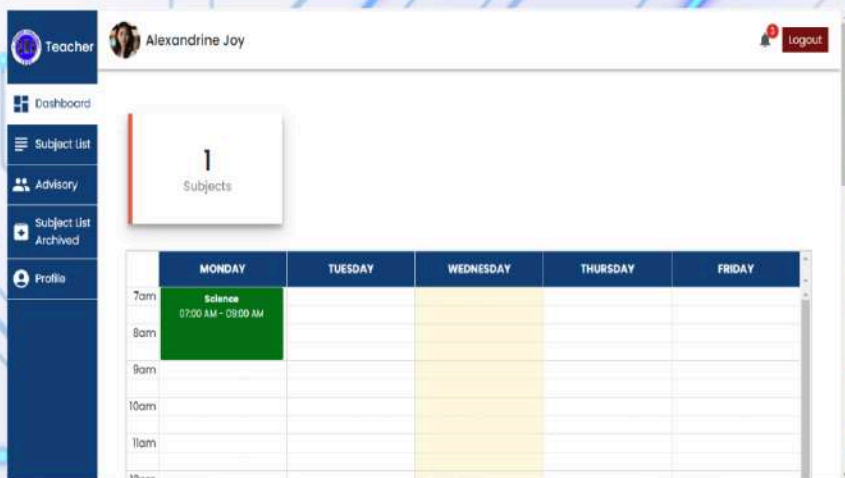
Log in

Step 1: Input your username

Step 2: Input your password

Step 3: Click “Login” to proceed in dashboard

Step 4: Click “Forgot Password” if you’ve forgotten your password



Teacher Dashboard

In this feature, provides the teachers with a personalized dashboard that gives them a comprehensive overview of their assigned subjects and class schedules of the entire week.

The screenshot shows a web application interface for a teacher. On the left is a dark blue sidebar with a vertical list of menu items: 'Teacher' (with a profile icon), 'Dashboard', 'Subject List', 'Advisory', 'Subject List Archived', and 'Profile'. The main content area has a white header with the teacher's name 'Alexandrine Joy' and a 'Logout' button. Below the header, there is a section for 'Grade 7 - Section Sampaguita' with a schedule: 'Monday, 07:00 AM - 08:00 AM' and 'Tuesday, 01:00 PM - 03:00 PM'. A prominent pink button labeled 'Science' is displayed. At the bottom of the main area, the email 'Team@Envisioneers' is on the left and 'QMA-2024' is on the right.

Teacher

Alexandrine Joy

Logout

Dashboard

Subject List

Advisory

Subject List Archived

Profile

Grade 7 - Section Sampaguita
Monday, 07:00 AM - 08:00 AM
Tuesday, 01:00 PM - 03:00 PM

Science

Team@Envisioneers

QMA-2024

Subject List

This page allows teachers to view all of the subjects they are responsible for teaching during the current academic period.

Teacher Alexandrine Joy Logout

Dashboard
Subject List
Advisory
Subject List Archived
Profile

Search...

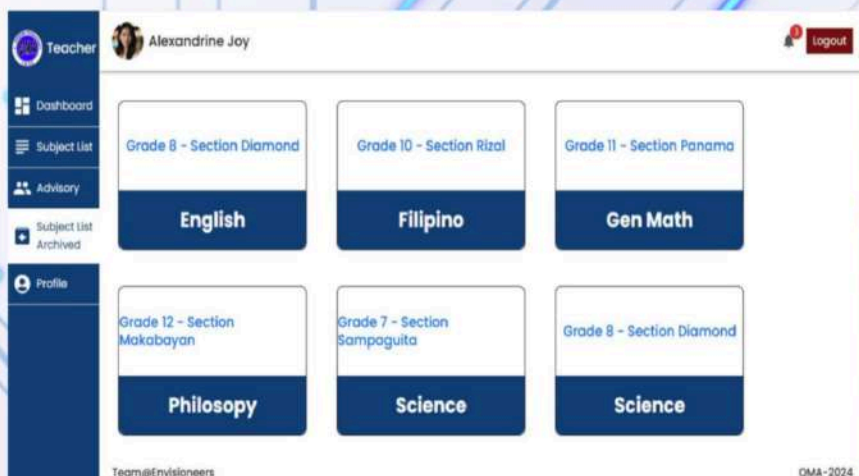
Advisory List

NO	NAME	LRN	GENDER	GRADE
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Team@Envisioneers QMA-2024

Advisory List

The list that shows all students assigned to the advisor, with important details such as Student Number, Name, LRN, Gender and Grade.



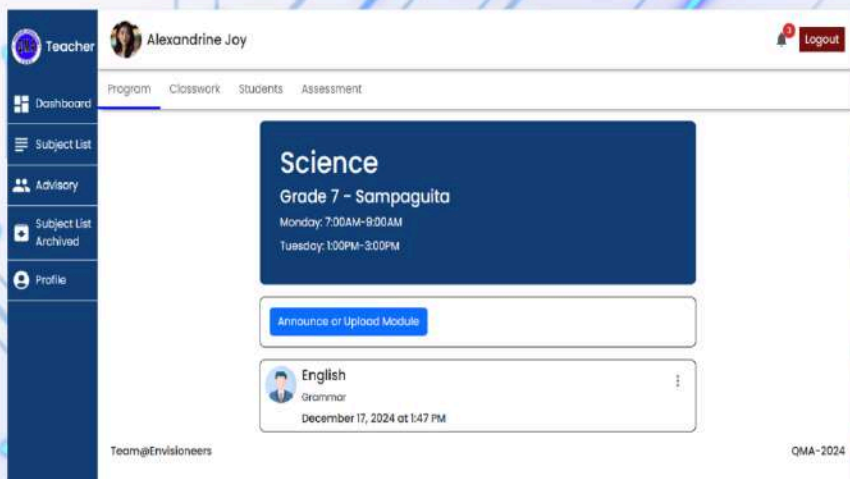
Subject List Archived

This allows Principal to view subjects that were offered in previous academic terms. This could include subjects taught by various teacher along with important historical data.

The screenshot shows a web application interface for a teacher. On the left is a dark blue sidebar with icons and labels for 'Dashboard', 'Subject List', 'Advisory', 'Subject List Archived', and 'Profile'. The main header area includes a user profile for 'Alexandrine Joy' with a 'Logout' button, and navigation tabs for 'Program', 'Classwork', 'Students' (which is active), and 'Assessment'. Below the header, the page title is 'Student List'. A table with five columns is visible: 'NO', 'LRN', 'NAME', 'GENDER', and 'GRADE'. The table is currently empty. At the bottom left of the main content area, it says 'Team@Envisioneers', and at the bottom right, it says 'QMA-2024'.

Student List

This page display the list of students with details acquired when they enrolled. It also allows searching by name.



The screenshot shows the Envision LMS Teacher Dashboard. At the top, the user is identified as 'Alexandrine Joy' with a profile picture and a 'Logout' button. Below this is a navigation bar with links for 'Program', 'Classwork', 'Students', and 'Assessment'. On the left is a sidebar with icons and labels for 'Dashboard', 'Subject List', 'Advisory', 'Subject List Archived', and 'Profile'. The main content area features a large blue box for 'Science Grade 7 - Sampaguita' with a schedule: 'Monday: 7:00AM-9:00AM' and 'Tuesday: 1:00PM-3:00PM'. Below this is a button labeled 'Announce or Upload Module'. Further down is a card for 'English' by 'Graham' dated 'December 17, 2024 at 1:47 PM'. The footer shows 'Team@Envisioneers' on the left and 'QMA-2024' on the right.

LMS

Step 1: Teachers can create lessons by clicking the “Announce or Upload Module” button and uploading relevant materials such as documents, announcements and quizzes.

Step 2: Assign lessons to specific classes or students using the assignment tool.

The screenshot shows a teacher's dashboard for Alexandrine Joy. The left sidebar contains navigation links: Dashboard, Subject List, Advisory, Subject List Archived, and Profile. The main area has tabs for Program, Classwork, and Student. The 'Classwork' tab is active, showing a table with one entry: 'Team@Envisioneers' with a score of 100 and status 'Status'. An 'Add Classwork' modal form is open in the center. The form fields are: Title (text input), Description (text input), Score (text input with '100' entered), Status (dropdown menu with 'Status' selected), and Deadline (calendar icon with 'mm/dd/yyyy --:-- --' placeholder). A 'Logout' button is in the top right corner.

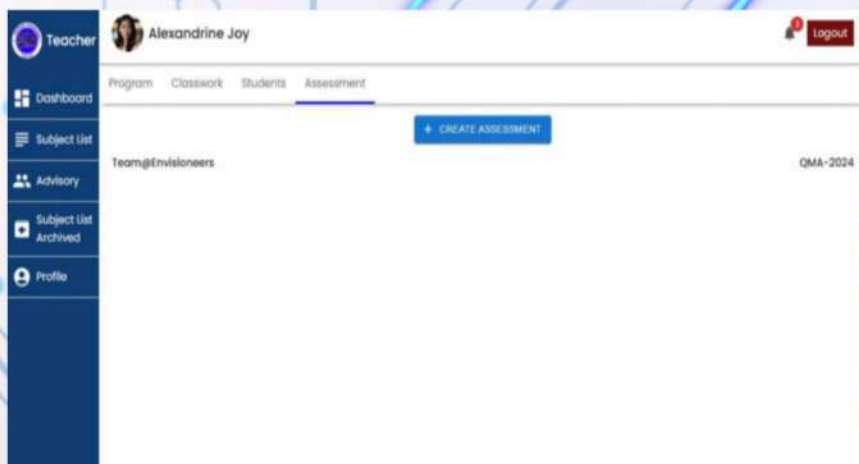
Adding Classwork

Step 1: Click the “Add Classwork” button to create a new assignment.

Step 2: Fill out the required fields:

- **Title:** Enter the title of the classwork.
- **Description:** Provide a brief description of the classwork task.
- **Deadline:** Set the due date for the classwork submission.

Step 3: Click the “Add Classwork” button to finalize and assign the classwork to students.



Assessment Page

This a dedicated section where the teacher can create assessment that students are required to complete and submit. It may include various types of assessments such as quizzes, exams, etc.

The screenshot shows a web application interface for a teacher. On the left is a dark blue sidebar with a 'Teacher' header and icons for 'Dashboard', 'Subject List', 'Advisory', 'Subject List Archived', and 'Profile'. The main area has a header with a user profile for 'Alexandrine Joy' and a 'Logout' button. Below the header, the section is titled 'Questions:'. It contains a form with the following fields: 'Title' (with 'Quiz 1' entered), 'Description' (with 'Answer this' entered), 'Status' (a dropdown menu), and 'Deadline' (a date picker set to 'dd/mm/yyyy --:-- --'). A blue 'Submit' button is at the bottom of the form. To the right of the form is a button labeled 'Create A Question +'.

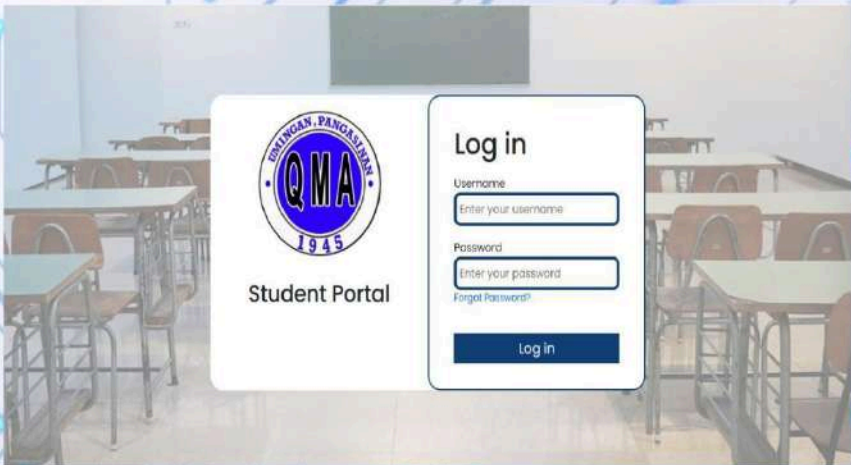
Creating Assessments

Step 1: Add questions by clicking the “Add Question” button, and input the question text, answer choices, and correct answer.

Step 2: Review the quiz details and questions for accuracy.

Step 3: Once satisfied, click “Submit” to finalize and make the quiz available to students.

STUDENT PAGE



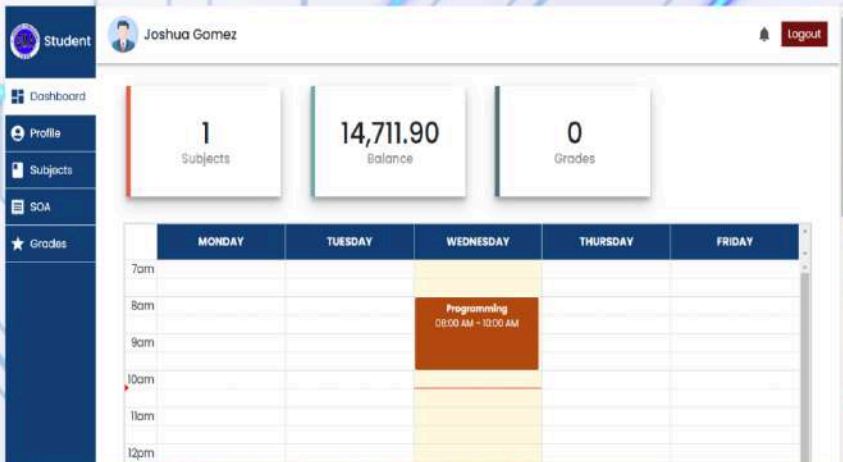
Log in

Step 1: Input your username

Step 2: Input your password

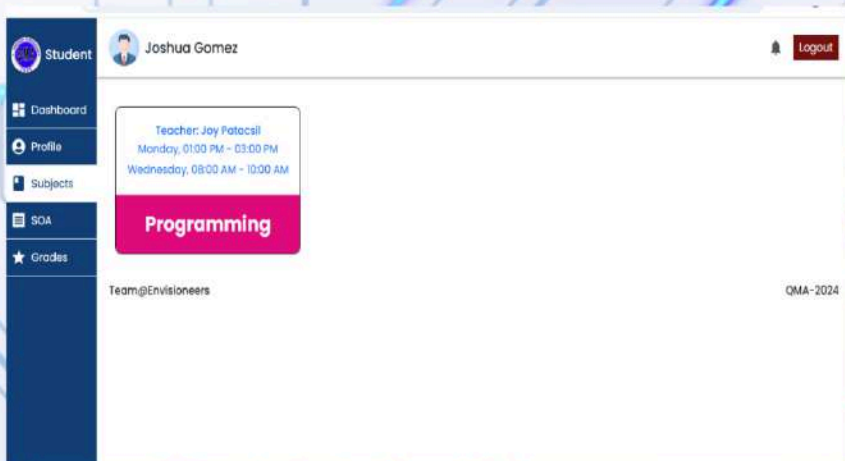
Step 3: Click “Login” to proceed in dashboard

Step 4: Click “Forgot Password” if you’ve forgotten your password



Student Dashboard

In this page, the student can view the overview his/her subjects, balance, grades, and timetable.



Subjects

This is where students can view a list of their enrolled subjects with their schedules.

Student

Dashboard

Profile

Subjects

SOA

Grades

Joshua Gomez

Logout

Remaining Balance:

P14,211.90

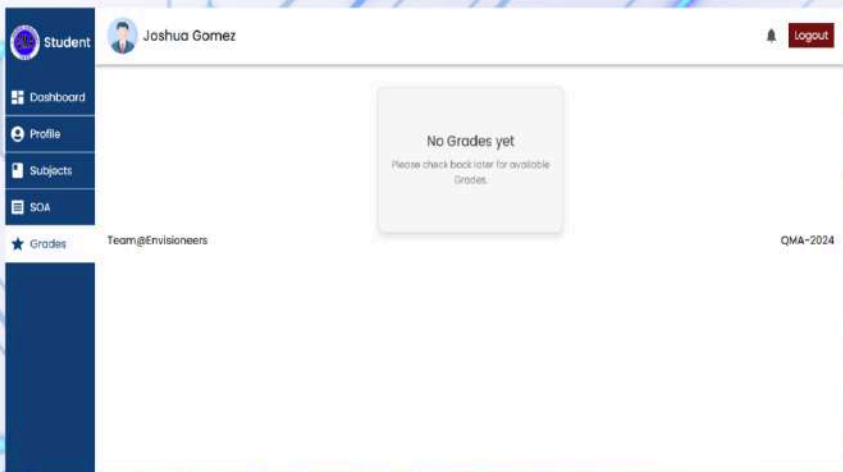
DATE	DESCRIPTION	AMOUNT	ENCODER	TR. NO.
Academic Year 2024-2025				
December 18, 2024	Registration Fee	P500.00	Angelica Marie Soni	TRX000086

Team@Envisioneers

QMA-2024

SOA

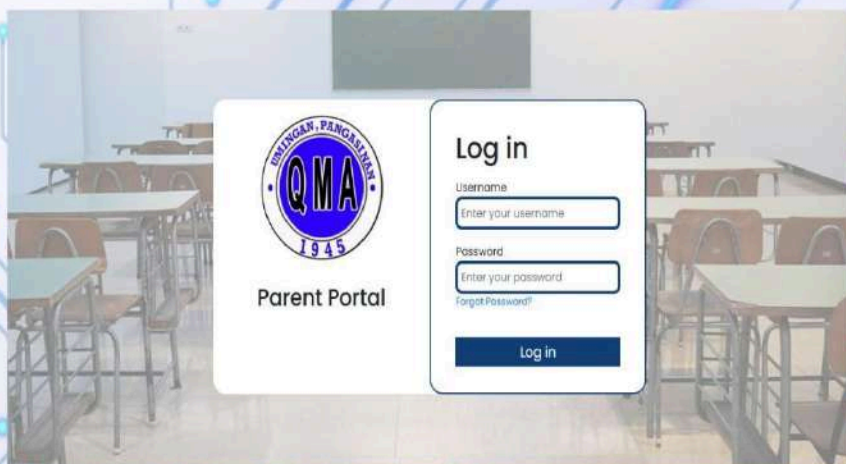
This feature provides the student a detailed summary of a student's financial transactions related to school fees.



Student's Grade

This page displays all the grades for the student's enrolled subjects. Each section is designed to help students track their academic progress easily.

PARENT'S PAGE



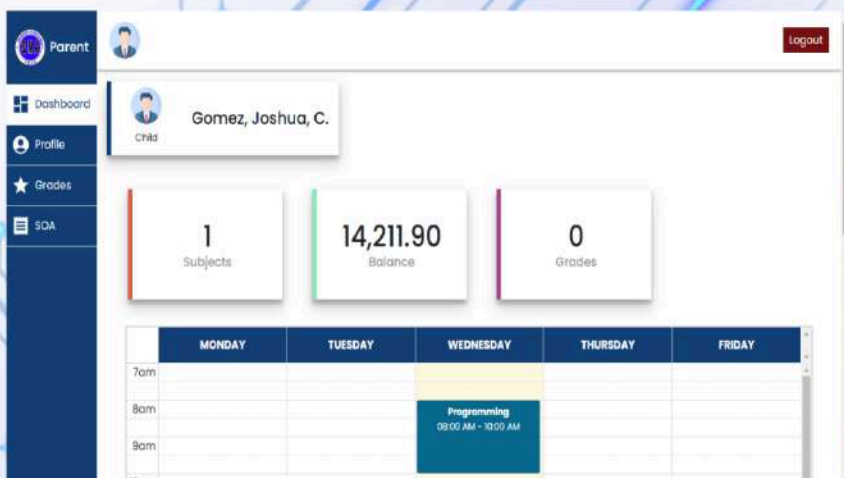
Log in

Step 1: Input your username

Step 2: Input your password

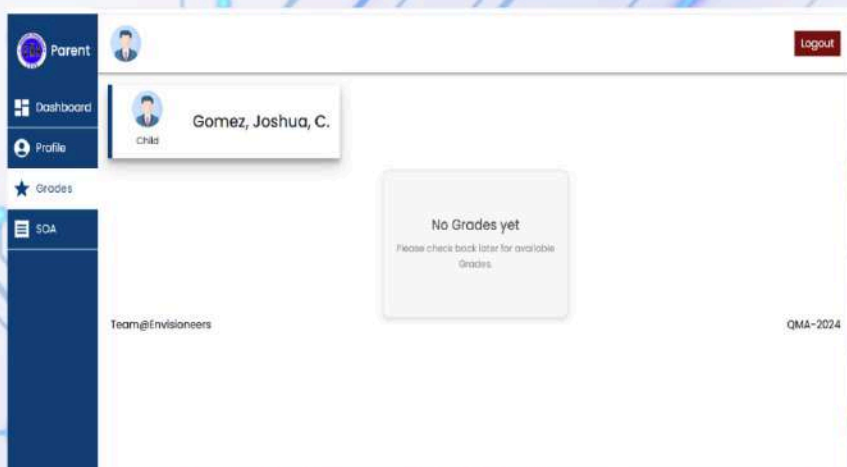
Step 3: Click “Login” to proceed in dashboard

Step 4: Click “Forgot Password” if you’ve forgotten your password



Parent Dashboard

On this features, parents can monitor their child's performance by tracking their child's grade and SOA. They are also updated by the school's announcements.



Student's Grade

On this features, parents can monitor their child's grade in each subject.

Parent

Dashboard
 Profile
 Grades
 SOA

Child
 Gomez, Joshua, C.

Remaining Balance:
 P14,211.90

DATE	DESCRIPTION	AMOUNT	ENCODER	TR. NO.
Academic Year 2024-2025				
December 18, 2024	Registration Fee	500.00	Angelica Marie Soni	TRX000088

Team@Envisioneers
 QMA-2024

Student's SOA

On this features, parents can monitor the detailed report or summary of the student's financial transactions and any outstanding balances related to their education.

