

1. Introduction

1.1Purpose of this Manual

This user Manual provides instructional support and guidance to Authorized User who will use the EVSU COE OJT Monitoring and Online Grading System.

This manual focuses on access, navigation, use and management of the system.

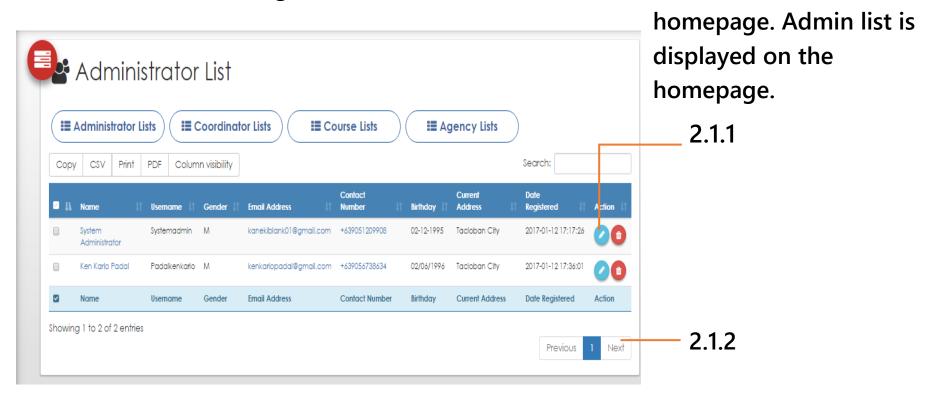
1.2About the System

The Eastern Visayas State University College of Engineering Onthe-Job Training Monitoring and Online Grading System is a web-based system through which users can use so that grading will be easy and hassle-free.

2. Administrator

2.1 Adminstrator's Homepage

-after a successful log in, the administrator can now view the admin's

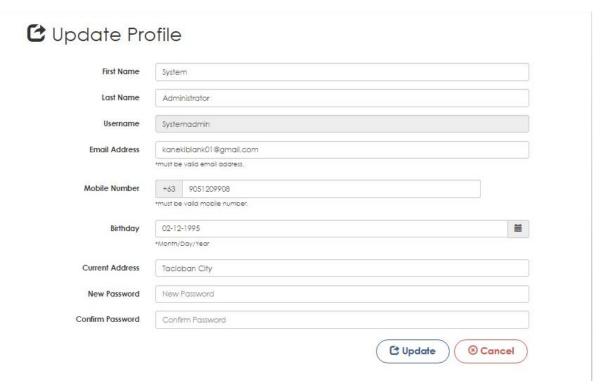


2.1.1 Update Administrator's Account.

-to edit administrator's profile, click the update form will be displayed. See picture below.



edit button. Then the



Once done, click "Update" button to save. And "Cancel" button to cancel.

2.1.2 Delete Administrator's Account.



- To delete admin's account, click will pop-up.

delete button. Then a message

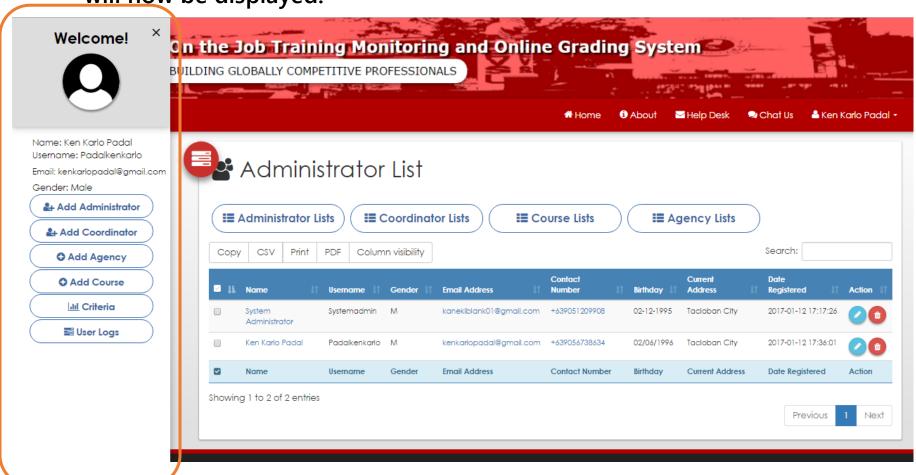


Then click "OK". Selected admin's account will now be deleted.

2.2 Admin's Side Navigation

-to open the side navigation click will now be displayed.

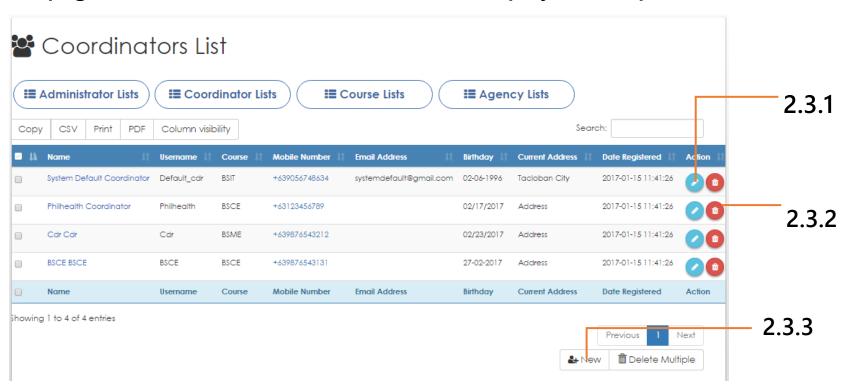
this button. Then the side navigation



≡ Coordinator Lists

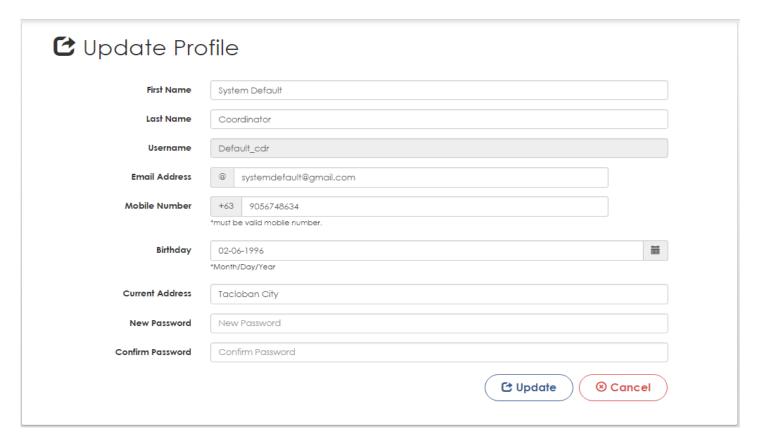
2.3 Coordinators List

-to view the coordinator's list click the button on the admin's homepage. Then the coordinators list will be displayed. See picture below.



2.3.1 Edit Coordinators Profile

-to edit coordinator's profile, click the edit button. Then the update form will be displayed. See picture below.



You can now edit profile information of the coordinator. If done click "Update" button to save.

EVSU COE OJT Monitoring and Online Grading System

- 2.3.2 Delete Coordinator's Account.
 - To delete coordinator's account, click message will pop-up.



delete button. Then a

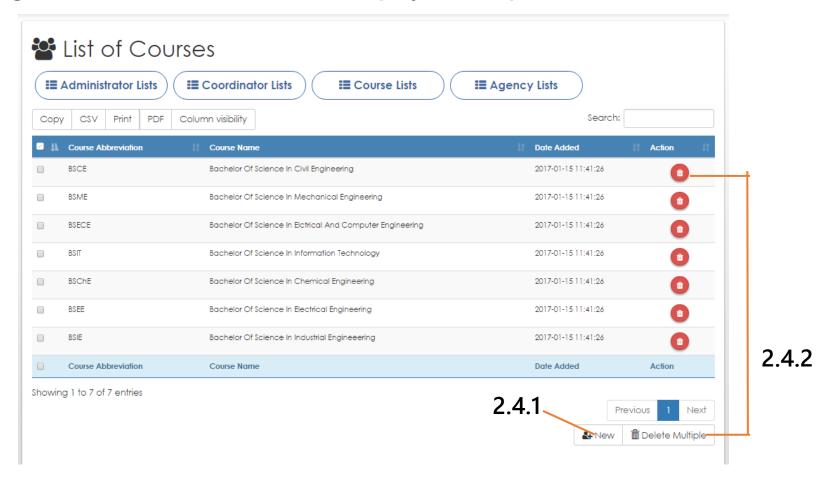


Then click "OK". Selected coordinator's account will now be deleted.

Ⅲ Course Lists

2.4 Course List

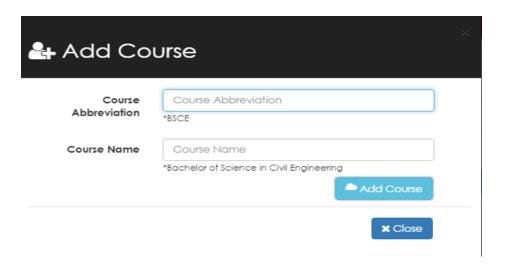
-to view the course list click the button on the admin's homepage. Then the course list will be displayed. See picture below.



2.4.1 Add New Course

-to add new course, click the button. Then the picture below.

Add Form will be displayed. See



Once done, click the "Add Course" button to save. Or "Close" button to exit or cancel.

2.4.2 Delete Multiple or Single Course

-to delete multiple courses. On the Course list, click the check box

near the course.



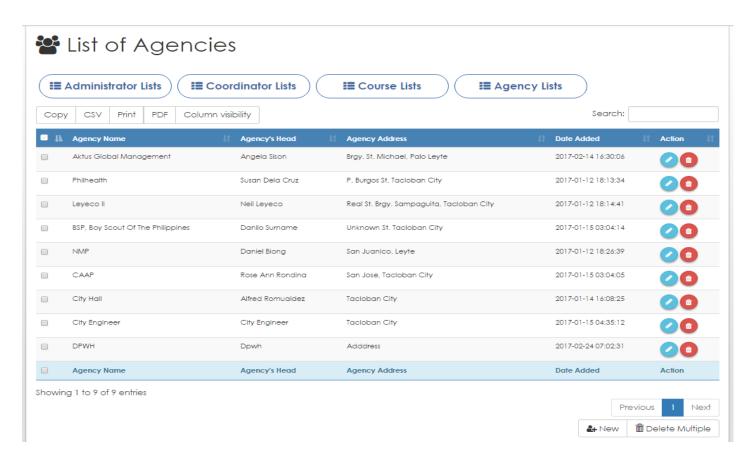
You can check multiple courses. Then click the button. Multiple courses will now be deleted from the list. If you only want to delete single course, then button. A message will appear, click "Yes" to delete.

Ⅲ Agency Lists

2.5 Agency List

-to view agency list, click the Then the course list will be displayed. button on the admin's homepage.

See picture below.

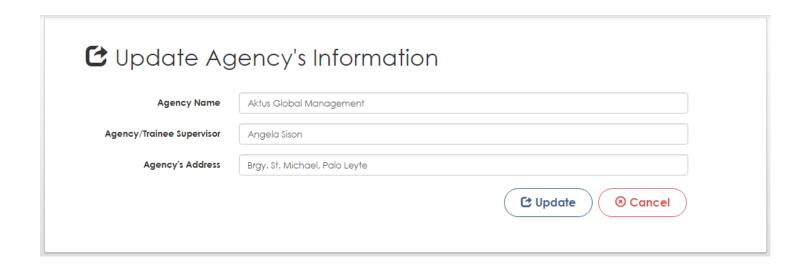


2.5.1 Edit Agency

-edit agency, click the edit be displayed. See picture below.



button. Then the update form will



You can now edit agency information. Then click "Update" button to save or "Cancel" button to cancel.

2.5.2 Delete Multiple or Single Course

-to delete multiple courses. On the Agency list, click the check box near the agency.

Aktus Global Management Angela Sison Brgy. St. Michael, Palo Leyte 2017-02-14 16:30:06

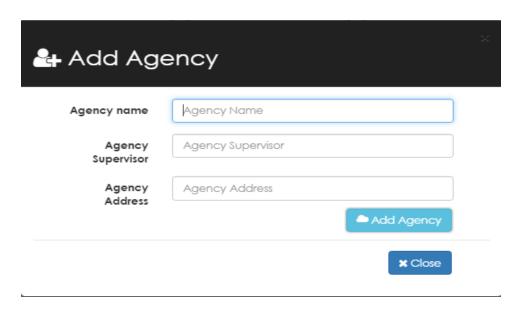
You can check multiple agencies. Then click the button. Multiple agencies will now be deleted from the list. If you only want to delete single agency, then click the button. A message will appear, click "Yes" to delete.

2.5.3 Add New Agency

-to add new agency, click the be displayed. See picture below.



button. Then the Add Form will

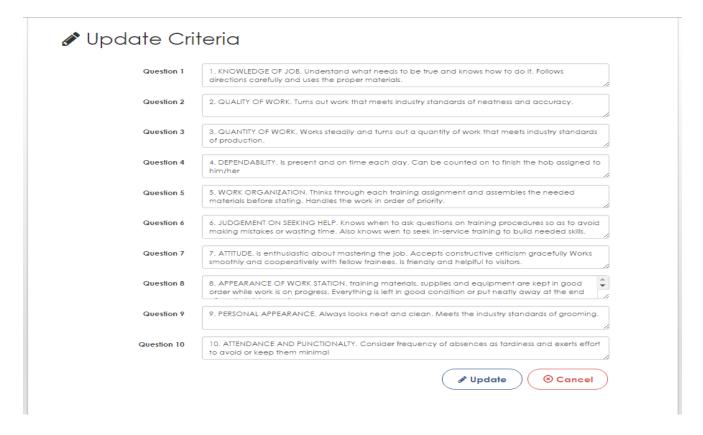


Once done, click the "Add Course" button to save. Or "Close" button to exit or cancel.

2.6 Update Criteria

-to update criteria, open the side navigation on the homepage (see 2.2). Then click the "Update" button. Then Update criteria form will be displayed. See picture

below.



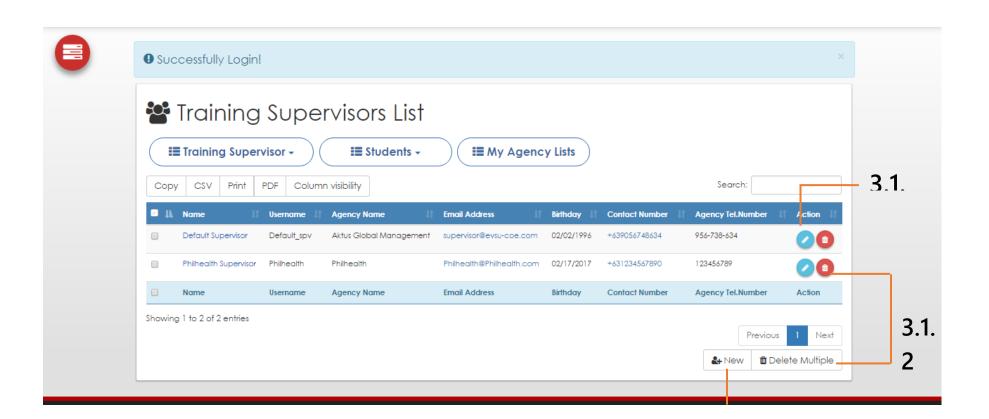
Once done, click the "Update" button to save. If you want to cancel, click the "Cancel" button.

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3. Coordinator

3.1 Coordinator's Homepage

-after a successful log in, the coordinator can now view the coordinator's homepage. Supervisors list is displayed on the homepage.



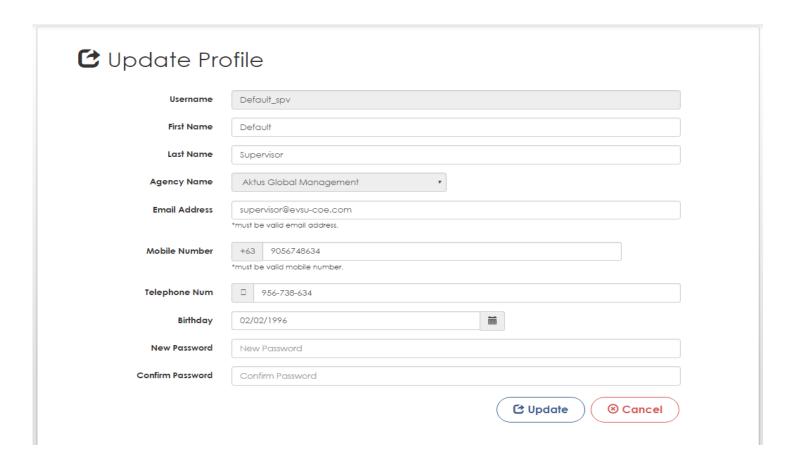
3.1.

3.1.1 Update Supervisor's Account

-to edit supervisor's profile, click the form will be displayed. See picture below.



edit button. Then the update



You can now edit profile information of the supervisor. Then click "Update" button to save.

EVSU COE OJT Monitoring and Online Grading System

3.1.2 Delete Multiple or Supervisor's Account

-to delete multiple supervisor accounts. On the Supervisors list, click

		•	-			•		
the check box (Default Supervisor	Default_spv	Aktus Global Management	supervisor@evsu-coe.com	02/02/1996	+639056748634	956-738-634	

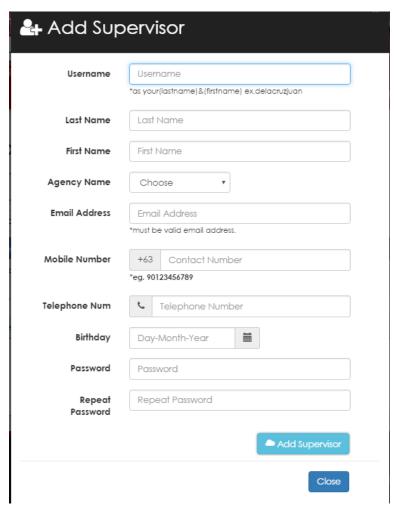
You can check multiple supervisor. Then click the button. Multiple supervisors will now be deleted from the list. If you only want to delete single course, then click the button. A message will appear, see picture below.



Then click "OK". Selected supervisor's account will now be deleted.

3.1.3 Add New Supervisor

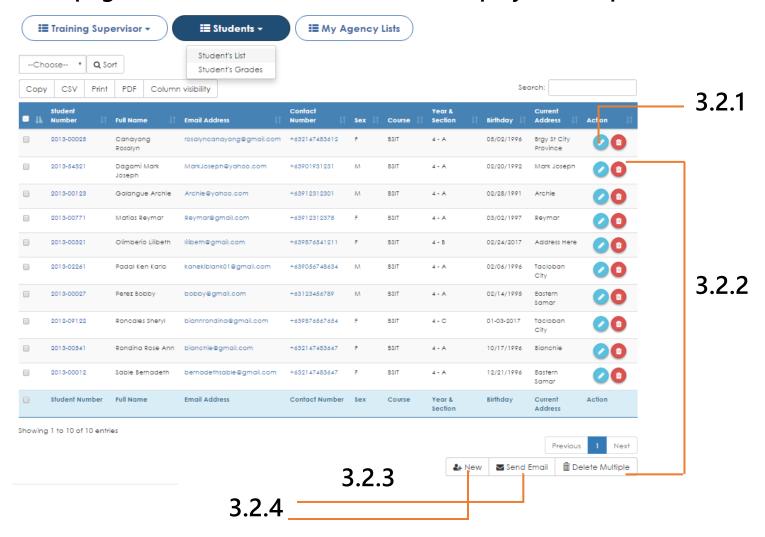
-to add new supervisor, click the button. Then the Add Form will be displayed. See picture below.



Once done, click the "Add Supervisor" button to save. Or "Close" button to exit or cancel.

3.2 Student List

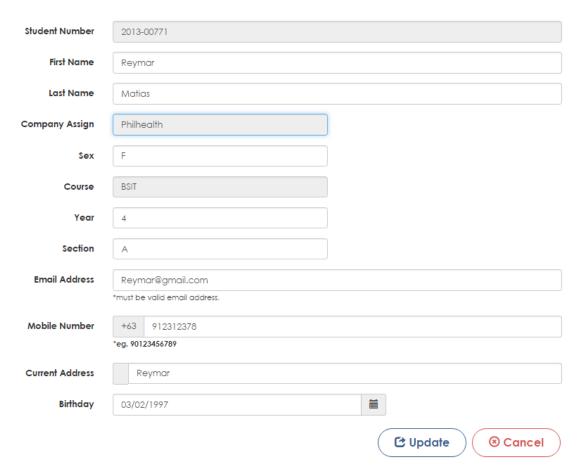
-to view the student list click the button on the coordinator's homepage. Then the student list will be displayed. See picture below.



3.2.1 Update Student's Account

-to edit student's profile, click the edit button. Then the update form will be displayed. See picture below.

C Update Profile



You can now edit profile information of the student.

Then click "Update" button to save.

3.2.2 Delete Multiple or Single Student

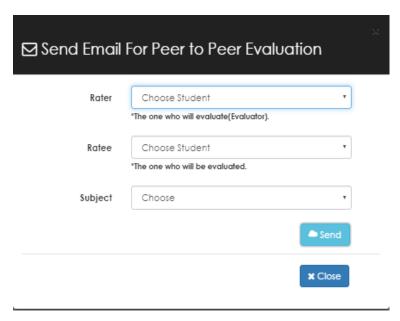
-to delete multiple student, go to the Student list, click the check box near the student name.

| Student list, click the check box | Student list, click the check box | Student name. | Student list, click the check box | Student list, click the

You can check multiple students. Then click the button. Multiple courses will now be deleted from the list. If you only want to delete single course, then click the button. A message will appear, click "Yes" to delete.

3.2.3 Send Email (Peer-to-peer Grading)

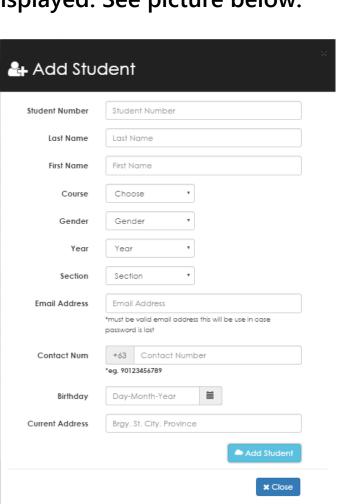
-coordinator will seed assign specific student to be graded by his or her co trainee. To send email, click button. Then a form will be displayed. See picture below.



If successful, the student (Rater) will receive an email so that he or she can grade his or her cotrainee that was assigned by the coordinator.

3.2.4 Add New Student

-to add new student, click the displayed. See picture below.



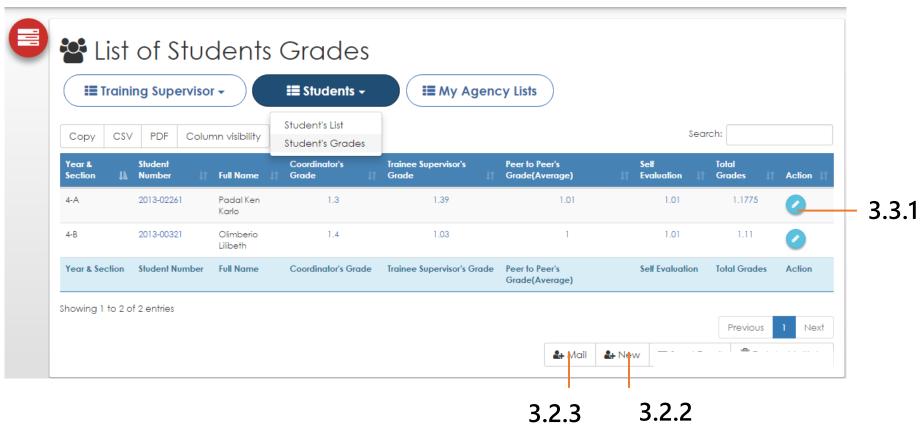
button. Then the Add Form will be

Once done, click the "Add Student" button to save.

Or "Close" button to exit or cancel.

3.3 Student Grades

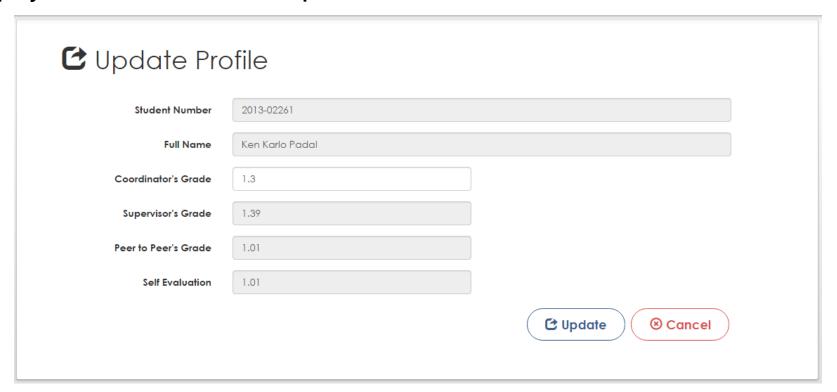
-to view the student grade click the button on the coordinator's homepage. Then choose student's grades. The student's Grades will be displayed. See picture below.



(See previous page)

3.3.1 Edit Student Grades

-to edit student grades, click button. Then Update form will be displayed. When done, click "Update" button to save and "cancel" button to cancel.



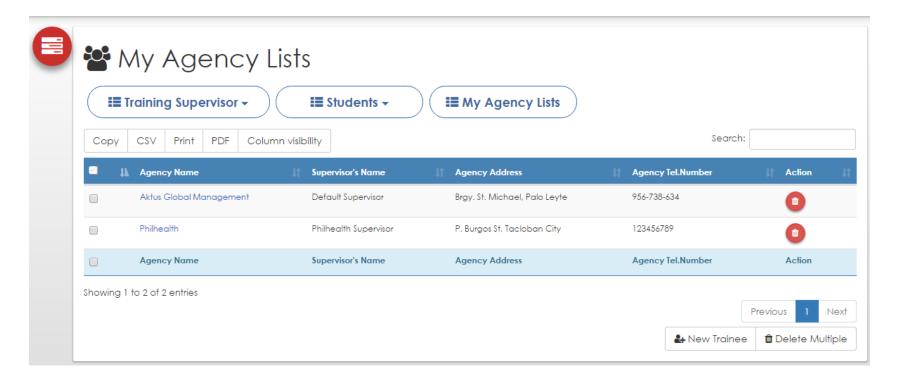
Remember!

Coordinator can only edit/update the grade he or she gave to a trainee. The coordinator cannot modify other grades (e.g. grades given by the supervisor).

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3.4 Agency List

-to view the agency list click the ☐ My Agency Lists button on the coordinator's homepage. Then the agency list will be displayed. See picture below.



3.4.1 Delete Multiple or Single Student

Aktus Global Management

-to delete multiple student, go to the Student list, click the check box

Default Supervisor

Bray, St. Michael, Palo Leyte

near the student name.



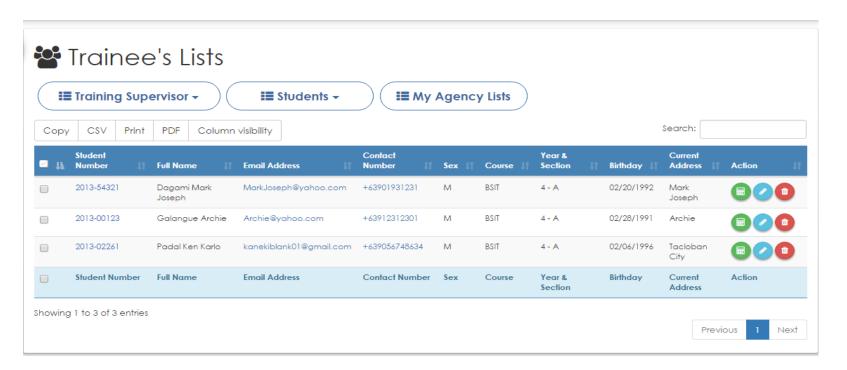
3.5 Give grade to a Trainee.

-the coordinator can grade a trainee by going to the My Agency List.

↓ Agency Name	↓† Supervisor's Name	↓↑ Agency Address	11 Agency Tel.Number	↓† Action ↓†
Aktus Global Management	Default Supervisor	Brgy. St. Michael, Palo Le	syte 956-738-634	
Philheaith	Philhealth Supervisor	P. Burgos St, Tacloban Ci	ity 123456789	
Agency Name	Supervisor's Name	Agency Address	Agency Tel.Number	Action

Then the Students that were assigned to that chosen agency will be displayed. See picture on the next page.

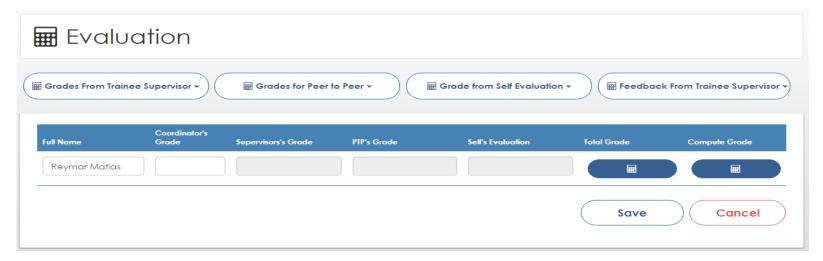
EVSU COE OJT Monitoring and Online Grading System



grade to the



Click the button. Then there is an input box provided for the coordinator's trainee. See picture below.



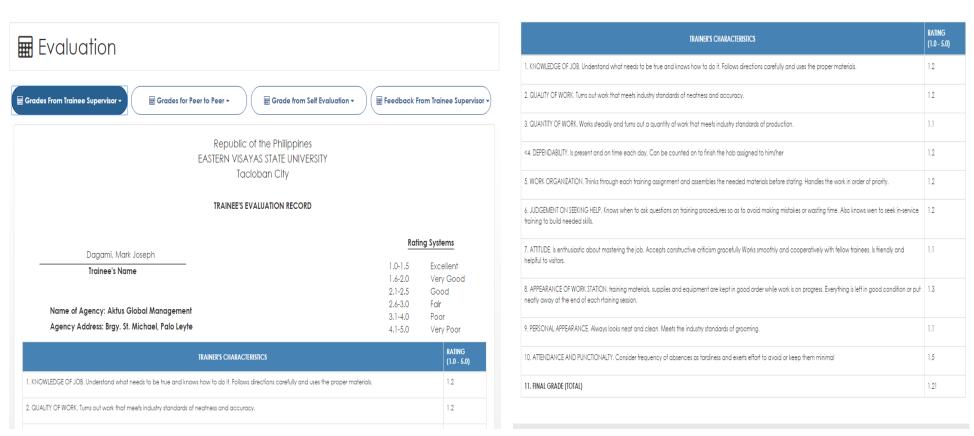
EVSU COE OJT Monitoring and Online Grading System

Grades will be automatically computed. Click the "Save" button to save. And "Cancel" button to cancel.

Remember!

Coordinator will base the grade on the OJT Journal and on the Feedback of the supervisor. To see the Feedback of the Supervisor, see 3.5.4.

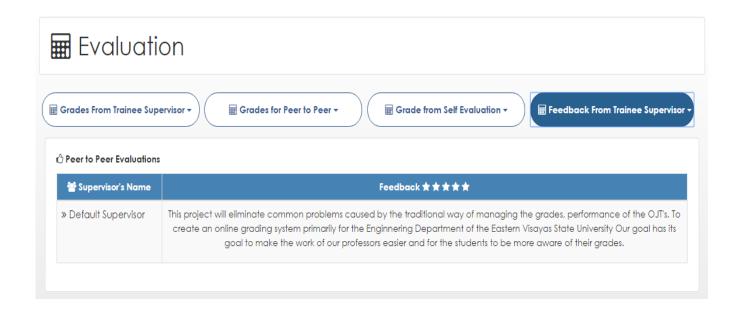
- 3.5.1 View Training Supervisor's Feedback to a Trainee
- -to view supervisor's grade. See 3.5. Once the "Grade from the Supervisor"



button is clicked, the grade form will be displayed. See picture below.

3.5.4 View Training Supervisor's Feedback to a Trainee

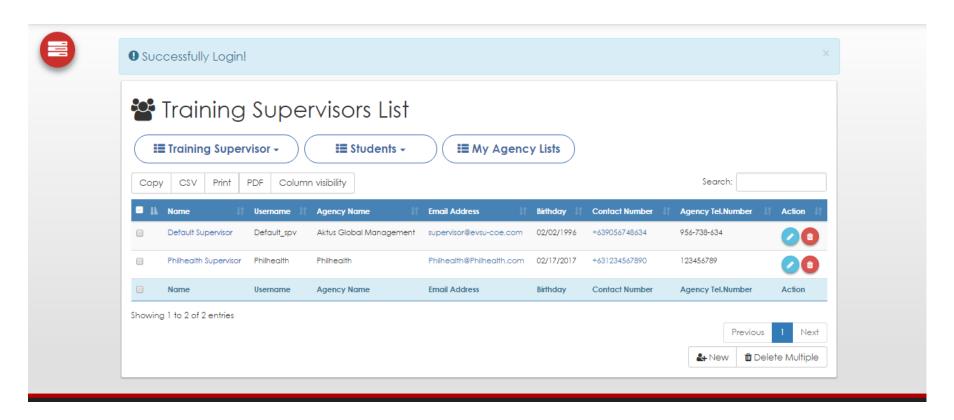
-to view supervisor's grade. See 3.5. Once the "Feedback from the Training Supervisor" is clicked, the form will be displayed. See picture below,



4. Supervisor

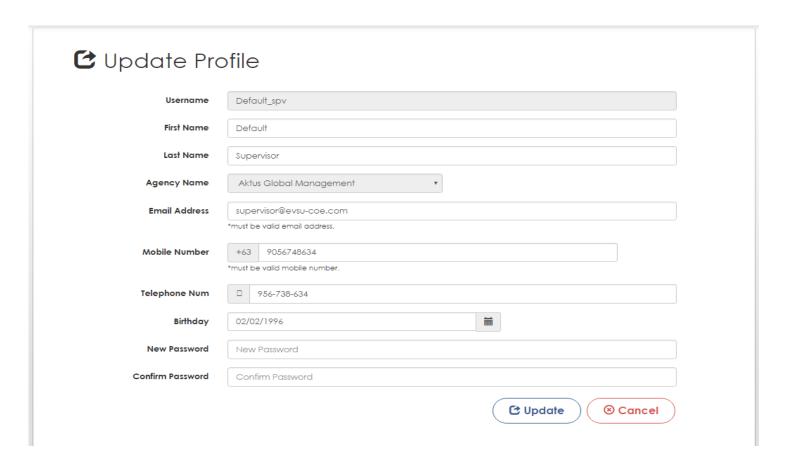
3.1 Supervisor's Homepage

-after a successful log in, the supervisor can now view the coordinator's homepage. Supervisors list is displayed on the homepage.



4.1.1 Update Supervisor's Account

-to edit supervisor's profile, click the edit button. Then the update form will be displayed. See picture below.



You can now edit profile information of the supervisor. Then click "Update" button to save.

EVSU COE OJT Monitoring and Online Grading System

4.1.2 Delete Multiple or Supervisor's Account

-to delete multiple supervisor accounts. On the Supervisors list, click

	to delete multiple supervisor accounts. On the sup							SI VISOIS IIST, CITCK		
the check box (Default Supervisor	Default_spv	Aktus Global Management	supervisor@evsu-coe.com	02/02/1996	+639056748634	956-738-634		

You can check multiple supervisor. Then click the fine button. Multiple supervisors will now be deleted from the list. If you only want to delete single course, then click the button. A message will appear, see picture below.



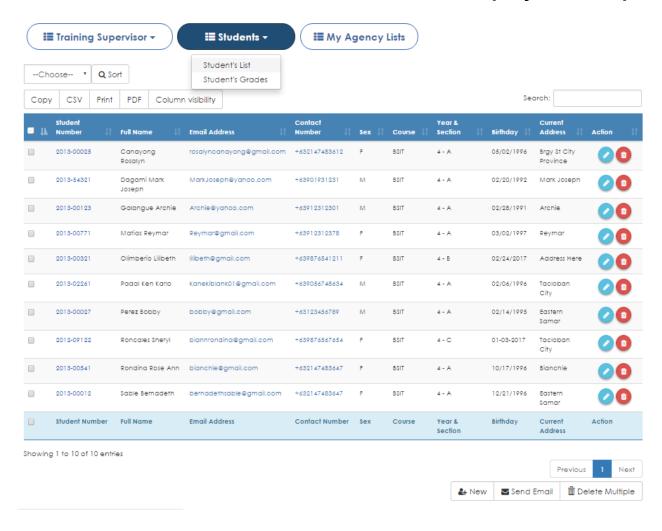
Then click "OK". Selected supervisor's account will now be deleted.

4.2 Student List

-to view the student list click homepage. Then the student list will be

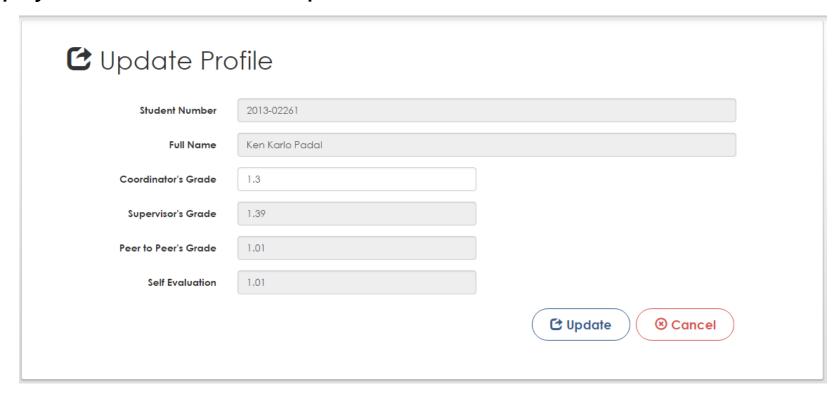


the button on the coordinator's displayed. See picture below.



4.3 Edit Student Grades

-to edit student grades, click button. Then Update form will be displayed. When done, click "Update" button to save and "cancel" button to cancel.



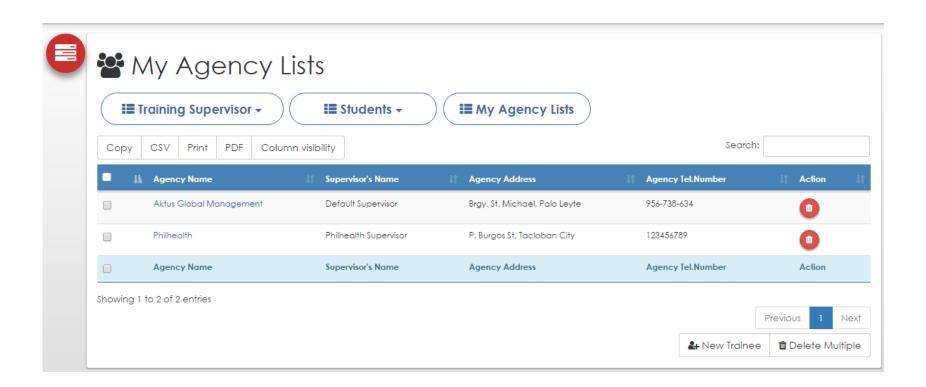
Remember!

Coordinator can only edit/update the grade he or she gave to a trainee. The coordinator cannot modify other grades (e.g. grades given by the supervisor).

EVSU COE OJT Monitoring and Online Grading System

4.4 Agency List

-to view the agency list click the button on the coordinator's homepage. Then the agency list will be displayed. See picture below.



3.4.1 Delete Multiple or Single Student

-to delete multiple student, go to the Student list, click the check box

near the student name.

Aktus Global Management

Default Supervisor

Brgy. St. Michael, Palo Leyte

956-738-634

O

You can check multiple students. Then click

the button. Multiple courses will now be deleted from the list. If you only want to delete single course, then click the button. A message will appear, click "Yes" to delete.

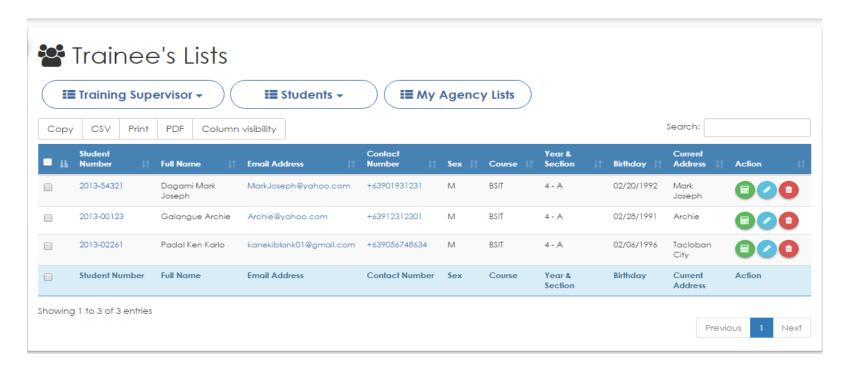
3.5 Give grade to a Trainee.

-the coordinator can grade a trainee by going to the My Agency List. Click

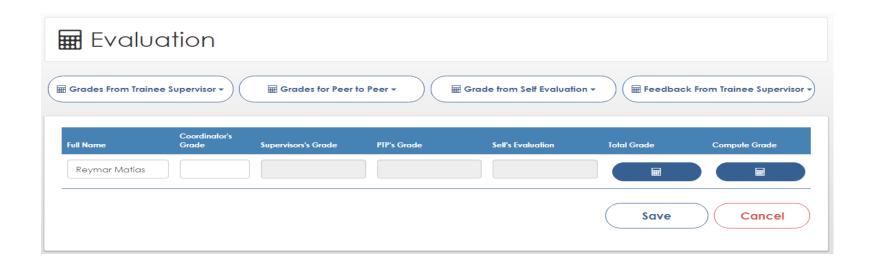
■ My Agency Lists Button then choose an agency (click the chosen agency).



Then the Students that were assigned to that chosen agency will be displayed. See picture on the next page.



Click the button. Then there is an input box provided for the coordinator's grade to the trainee. See picture below.



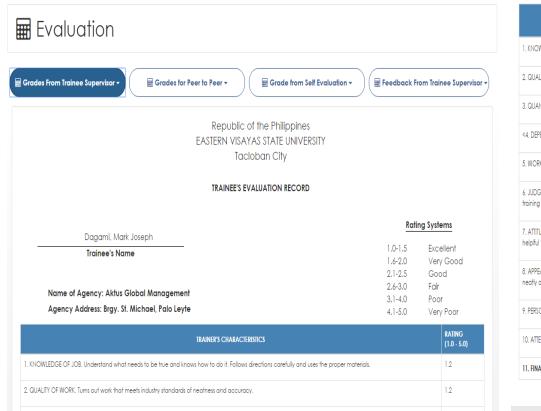
Grades will be automatically computed. Click the "Save" button to save. And "Cancel" button to cancel.

Remember!

Coordinator will base the grade on the OJT Journal and on the Feedback of the supervisor. To see the Feedback of the Supervisor, see 3.5.4.

3.5.1 View Training Supervisor's Feedback to a Trainee

-to view supervisor's grade. See 3.5. Once the "Grade from the Supervisor"

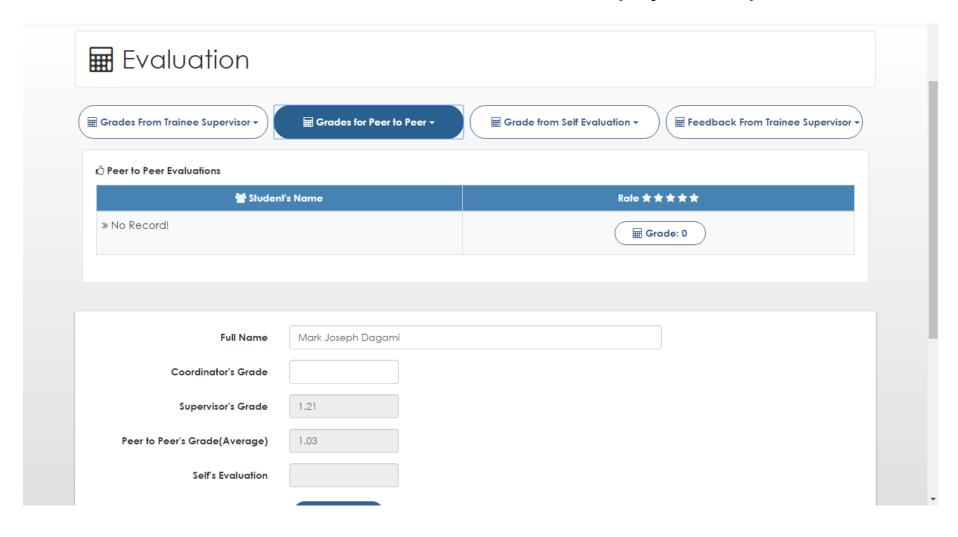


TRAINER'S CHARACTERISTICS	RATING (1.0 - 5.0)
1. KNOWLEDGE OF JOB. Understand what needs to be true and knows how to do it. Follows directions carefully and uses the proper materials.	1.2
2. QUALITY OF WORK, Turns out work that meets industry standards of neatness and accuracy.	1.2
3. QUANTITY OF WORK. Works steadily and turns out a quantity of work that meets industry standards of production.	1.1
<4. DEPENDABILITY. Is present and on time each day. Can be counted on to finish the hob assigned to him/her	1.2
5. WORK ORGANIZATION. Thinks through each training assignment and assembles the needed materials before stating. Handles the work in order of priority.	1.2
6. JUDGEMENT ON SEEKING HELP. Knows when to ask questions on training procedures so as to avoid making mistakes or wasting time. Also knows wen to seek in-service training to build needed skills.	1.2
7. ATTITUDE, is enthusiastic about mastering the job. Accepts constructive criticism gracefully Works smoothly and cooperatively with fellow trainees. Is friendly and helpflul to visitors.	1.1
8. APPEARANCE OF WORK STATION, training materials, supplies and equipment are kept in good order while work is on progress. Everything is left in good condition or put- neatly away at the end of each training session.	1.3
P. PERSONAL APPEARANCE. Always looks neat and clean. Meets the industry standards of grooming.	1.1
10. ATTENDANCE AND PUNCTIONALTY. Consider frequency of absences as tardiness and exerts effort to avoid or keep them minimal	1.5
11. FINAL GRADE (TOTAL)	1.21

button is clicked, the grade form will be displayed. See picture below.

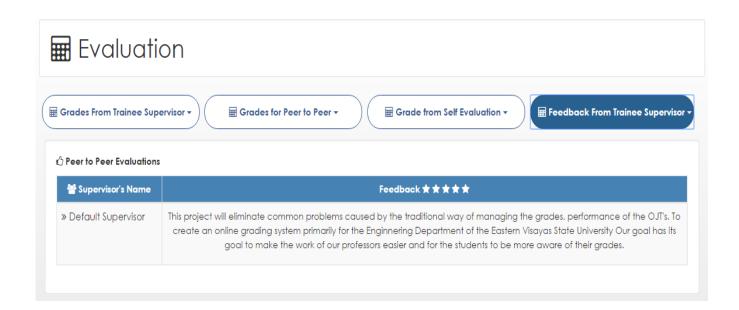
3.5.2 View Self-Evaluation grade

-to view self-evaluation grade. See 3.5. Once the "View Self-Evaluation Grade" button is clicked, the Self-evaluation form will be displayed. See picture below.



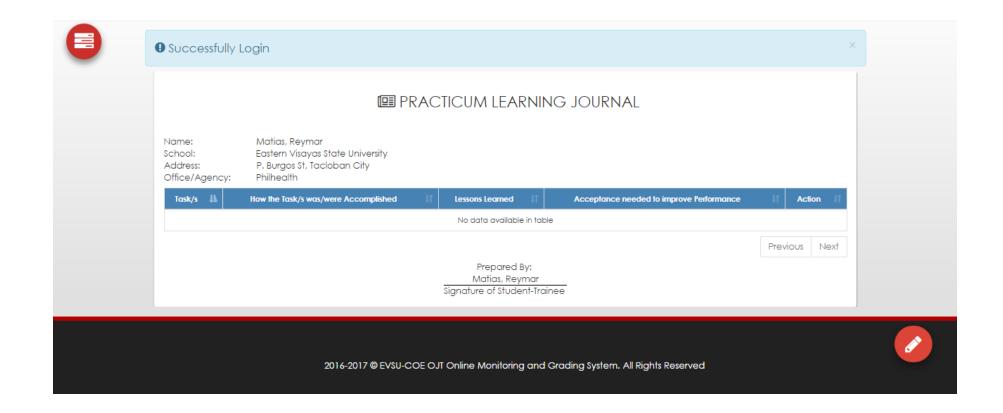
3.5.4 View Training Supervisor's Feedback to a Trainee

-to view supervisor's grade. See 3.5. Once the "Feedback from the Training Supervisor" is clicked, the form will be displayed. See picture below,



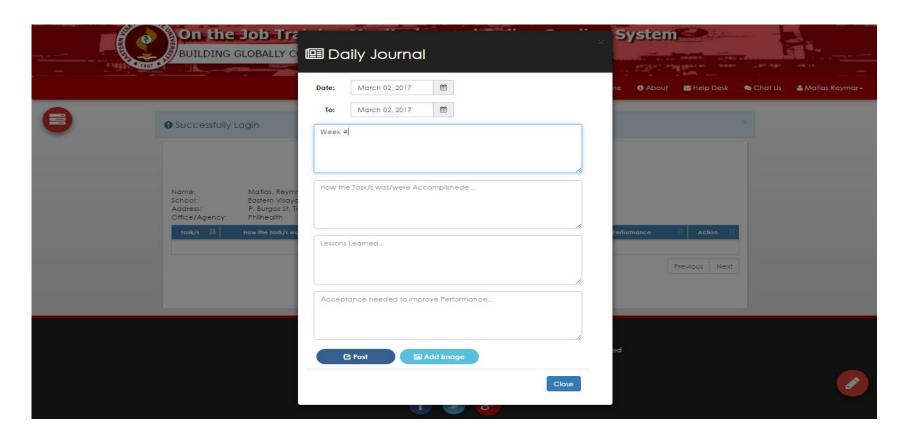
5. Student/Trainee

5.1 Student/Trainee's Homepage



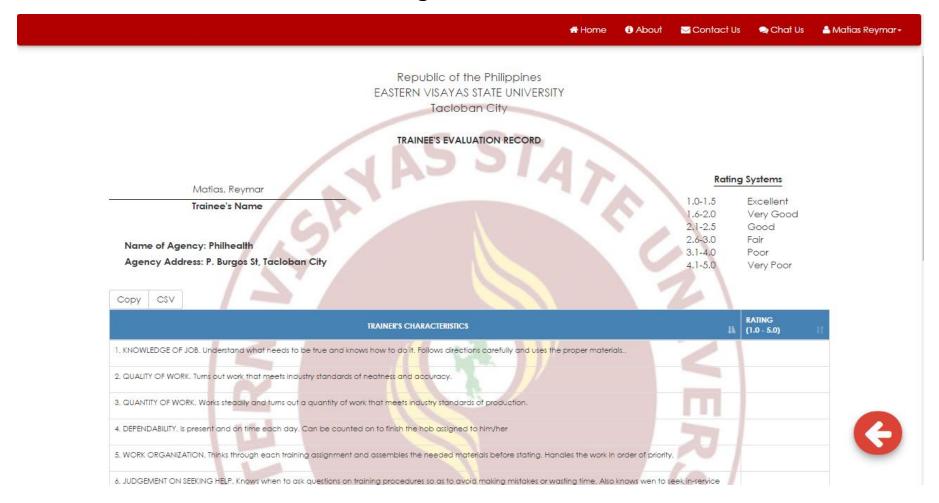
5.2 How to Create Daily Journal

-fill out all the given details. Then Click "Post".



5.3 View Grades

-Go to "Grades" on the side navigation.



6. Logout (All users)

Logout – when the user wants to logout, just click this and a drop-down list will appear, then click logout.

Proponents:

Padal, Ken Karlo E.

Matias, Reymar L.

Rondina, Rose Ann T.