



SUBJECT TEACHER MANUAL

Prepared By:	John Michael C. Balajadia
Reviewed By:	
System title:	MiGrade

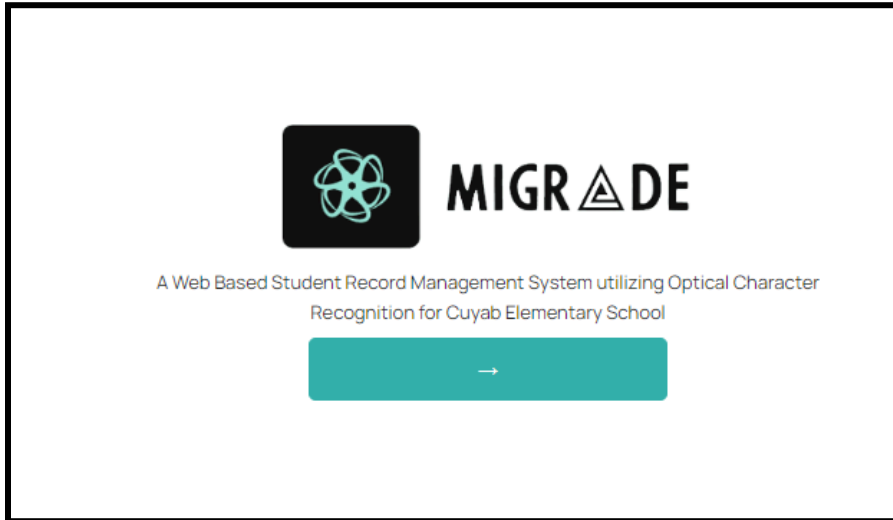


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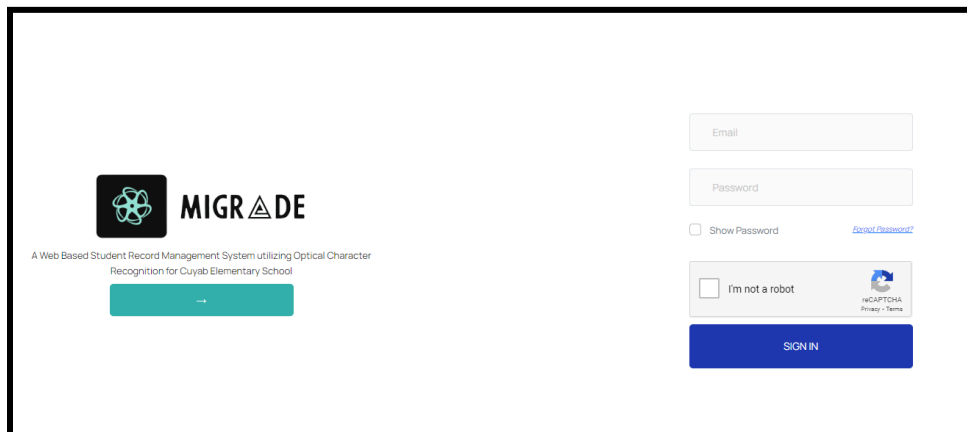
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System Access and Login:

1. To login, enter your credentials as a teacher.



2. Click the arrow button.

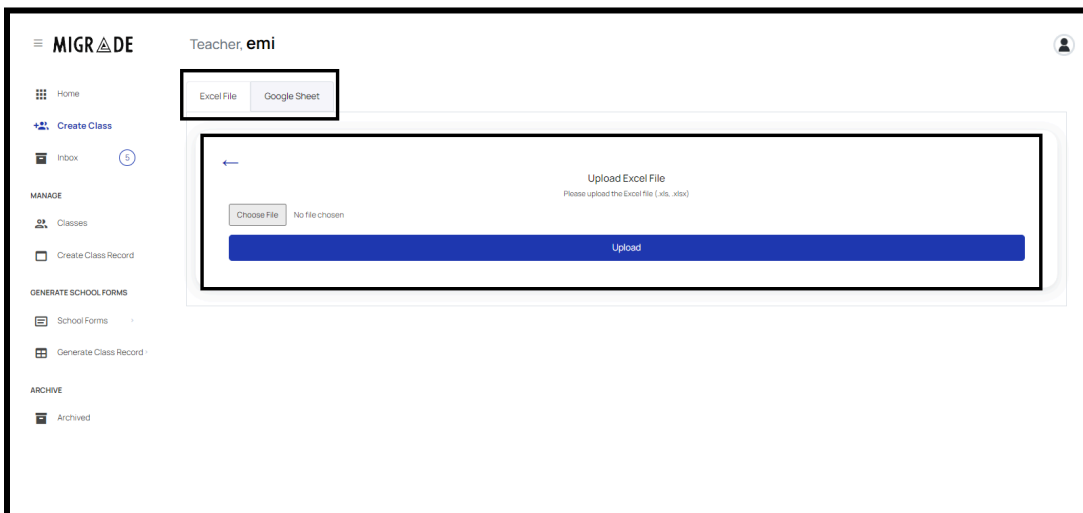
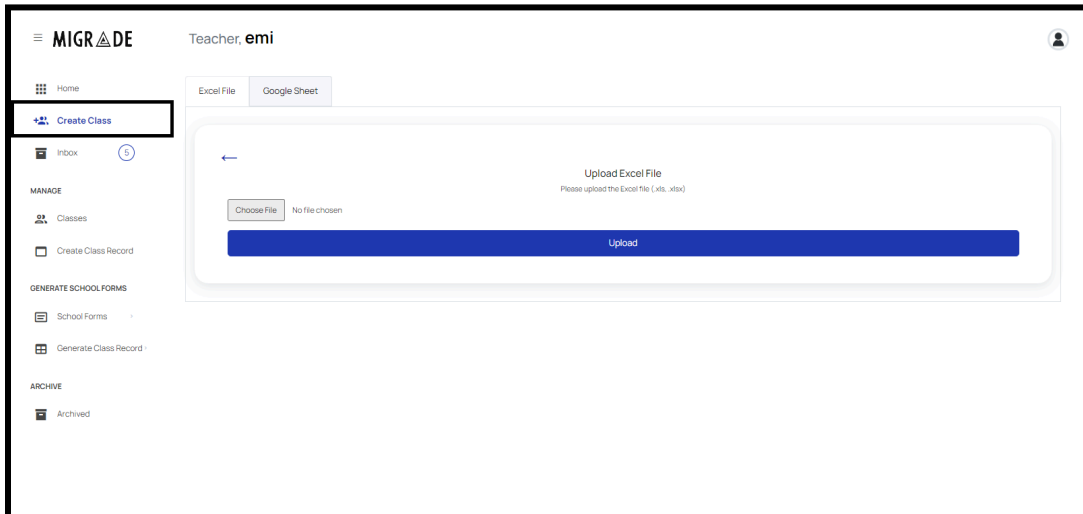


3. Enter your teacher credentials provided by the system administrator.
4. Click on the "Login" button to access the system (Make sure to click "I'm not a robot" for validation).



Create Class:

1. Click the "Create Class" menu on the left side of the screen.
2. You may Create Class using Excel file or Google sheet by Uploading it.



3. The SF1 you will upload will be the class you will make a class record and grades with.
4. Select class type as subject class to make yourself their subject teacher.
5. Click Save.

Class Type

What type of class is this? Advisory or Subject Class

☐ Advisory and Subject Class
(Grade 1 to Grade 3)

☐ Advisory and Subject Class
(Grade 4 to Grade 6)

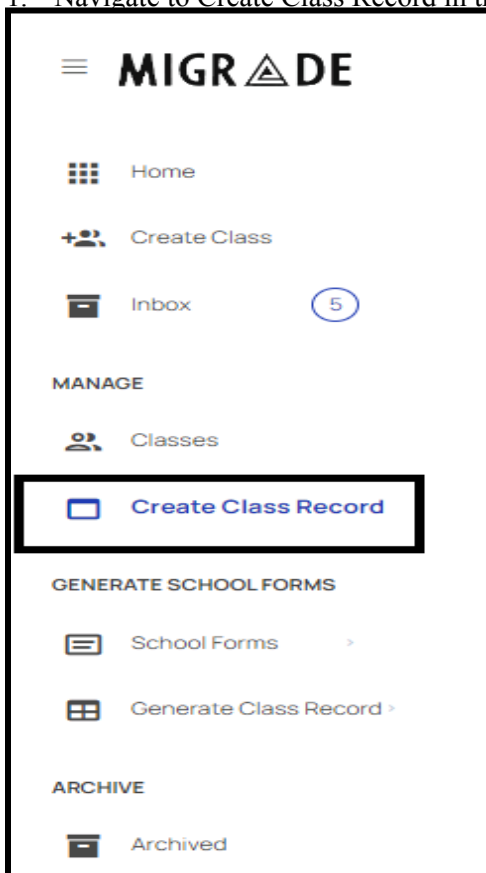
☐ Advisory Class
(Grade 4 to Grade 6)

☒ Subject Class
(Grade 4 to Grade 6)

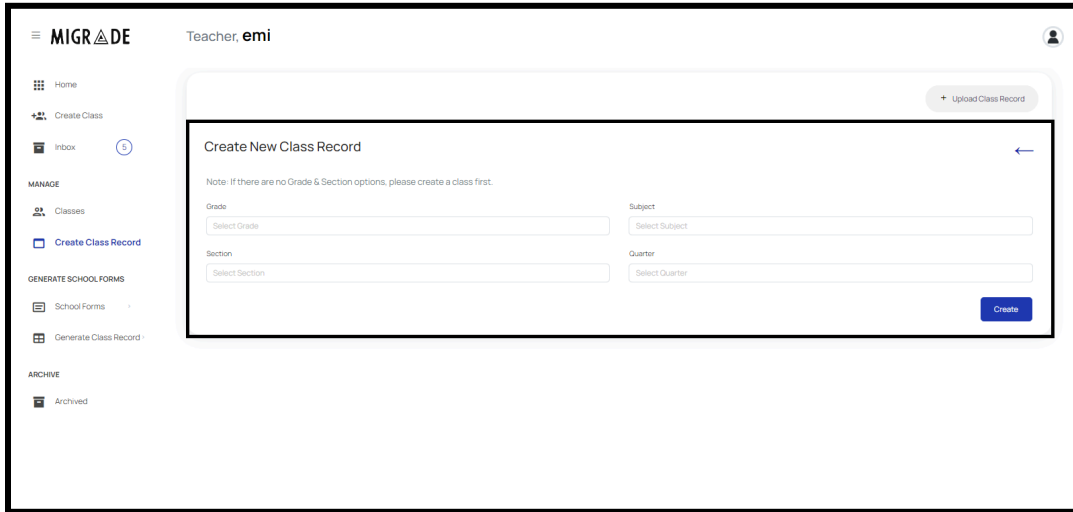
[Previous](#) [Save](#)

To create a Class Record

1. Navigate to Create Class Record in the side bar menu.



2. Once in the Create New Class Record page, select “Grade, Section, Subject and Quarter” you want to make a class record with.



MIGRADE Teacher: **emi**

Create New Class Record

Note: If there are no Grade & Section options, please create a class first.

Grade:

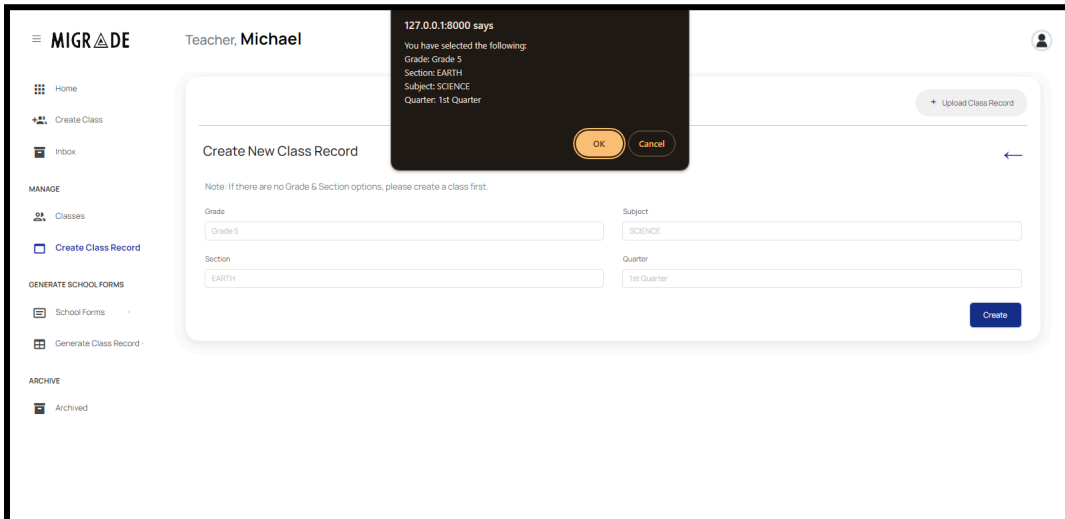
Subject:

Section:

Quarter:

Create

- After selecting “Grade, Section, Subject and Quarter” a prompt will appear confirming what you’ve selected.



MIGRADE Teacher: **Michael**

Create New Class Record

Note: If there are no Grade & Section options, please create a class first.

Grade:

Subject:

Section:

Quarter:

Create

127.0.0.1:8000 says
You have selected the following:
Grade: Grade 5
Section: EARTH
Subject: SCIENCE
Quarter: 1st Quarter

OK **Cancel**

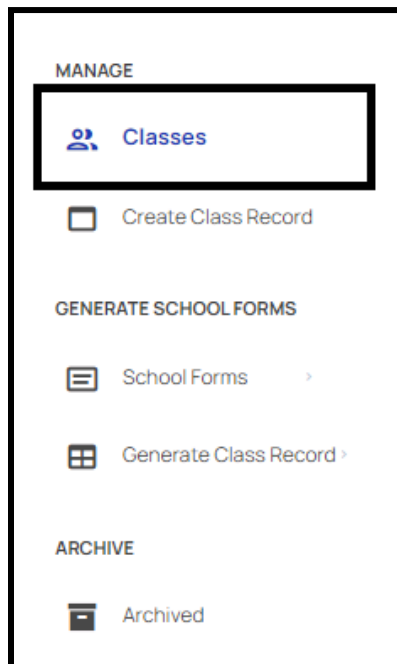
- After Creating you can now input scores for Written Works, Performance Task, and Quarterly Assessment to your chosen “Grade, Section, Subject and Quarter”. And also Initial Grade and Transmuted Grade will be automatically computed per students.



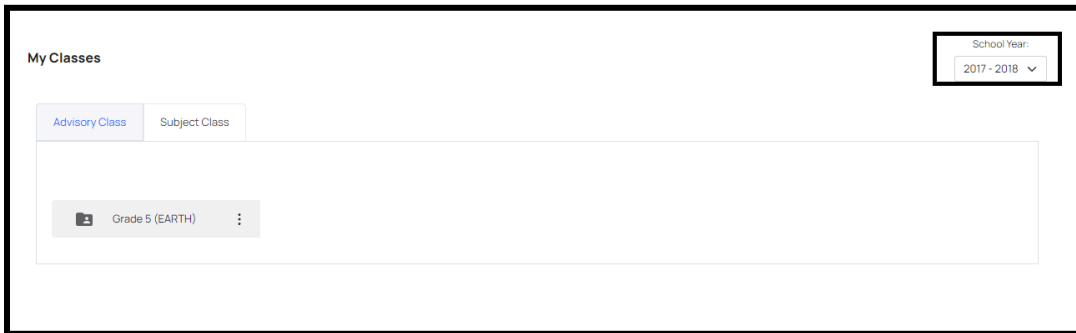
Class Record Information																																									
Grade: Grade 5										Section: C8770										Subject: MISC										Quarters: 1st Quarter											
		Written-Works										Performance-Task										Quarterly-Assessment										Initial Grade		Transmuted Grade							
Name		1	2	3	4	5	6	7	8	9	10	Total	PS	WS	1	2	3	4	5	6	7	8	9	10	Total	PS	WS	1	2	3	4	5	6	7	8	9	10	Total	PS	WS	
HIGHEST POSSIBLE SCORE		5	5									10.00	100	20	20										20.00	100	60	30									30.00	100	20		
MALE																																									
BURLAGDAN, ALFIE BISMAI		5	5									10.00	100.00	20.00	20										20.00	100.00	60.00	30	30								30.00	100.00	20.00	100.00	0
BORLAGDAN, YVES												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
CHAMBE, RALPH LOUIE ARAGON												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
CHONES, JAYRUS CARL LACANAN												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
CELESTE, ANDREW ACE ESPINOSA												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
CUPANG, CHRISTIAN ZAMORA												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
GABATIN, KING TYRON GILBERT AMORTIZADO												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
LAGARDI, JOSHUA BUSTAMANTE												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
LIANZA, ALFREDO LAYCO JR												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
MAINTAG, JAMES DUMAYO												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
MATULLA, JOHN GABRIEL ZAVALLA												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
OLIVEROS, JHONUEL BISMAI												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
QUILLOSA, MERICK MASAREDO												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
SANDRANON, JUSTINE MATAGAD												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
SANTOS, ANGELO GALLARDO												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
TABING, RANDELABELLA												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
VALENCIA, RIN WINDEL AGUADO												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
FEMALE																																									
ACILO, CHARLENE DAGUMAN												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
BETTO, EURLICE ROSACENA												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
CAFINO, JASMIN CLARE CANTIGA												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
CLARION, MARY QUEEN MARIEL RAMISO												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
DIONISO, JHAMICA ALIGORE												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				
ESPINOSA, MAH JUMAO AS												0.00	0.00	0.00										0.00	0.00	0.00									0.00	0.00	0.00				

Generate Class Record

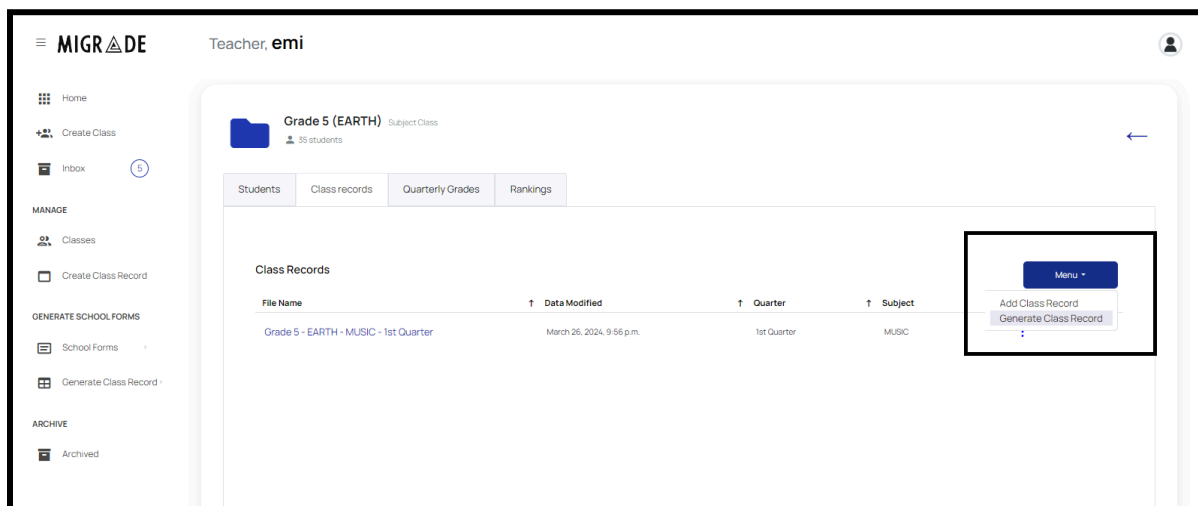
- To generate a class record you may navigate to classes in the side bar menu.



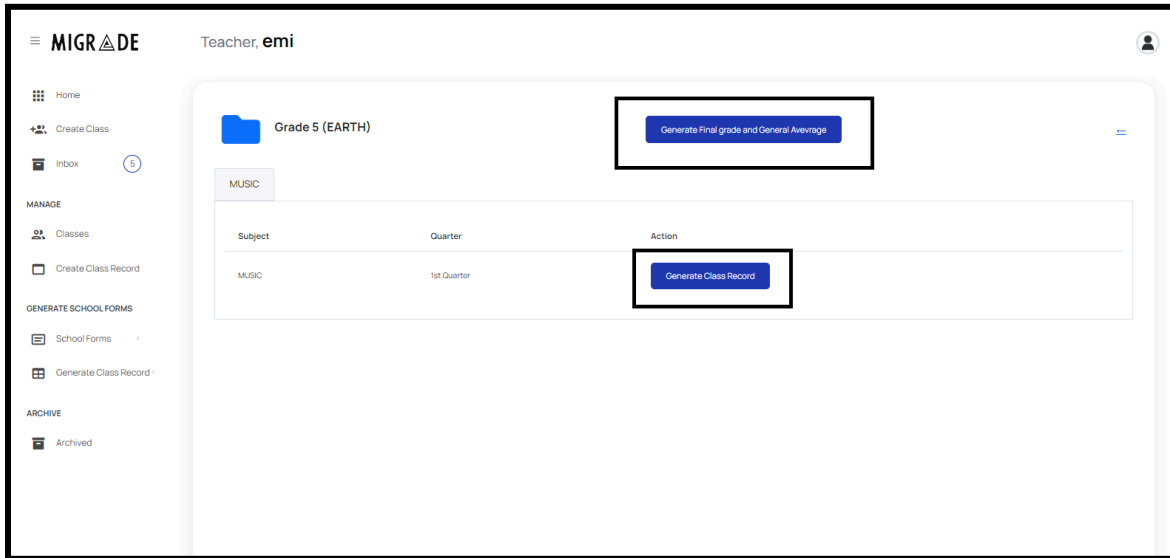
- Choose the appropriate school year you are making.



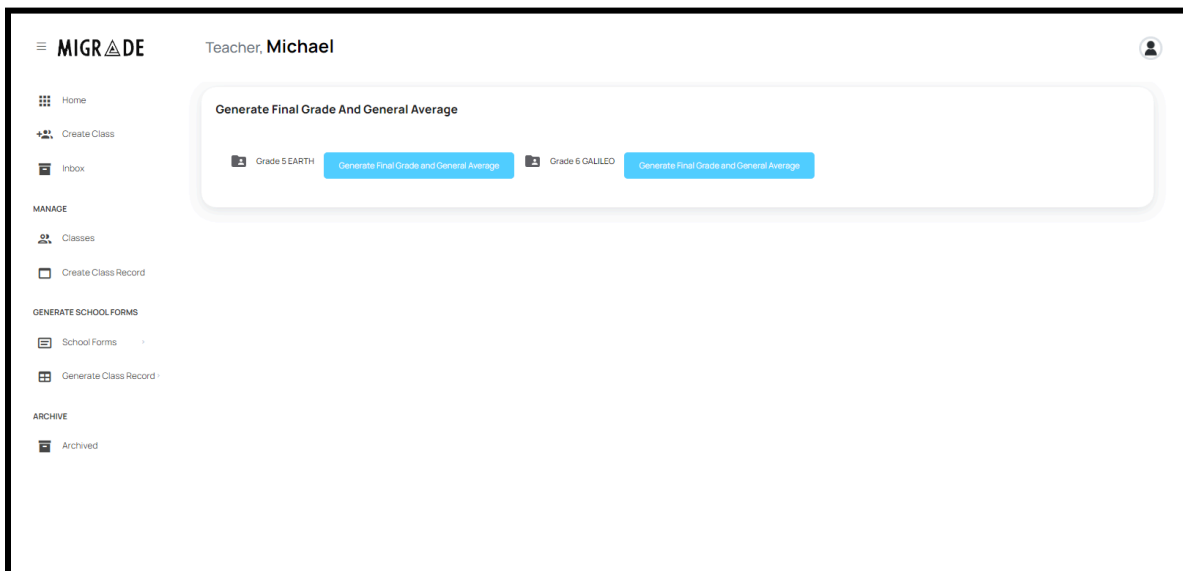
3. Then click subject class. (Because you are the subject teacher of that class)
4. Then click the Section of your subject class.
5. Click the Class Records Tab.



6. Click the “menu” on the top right side of the Class Records tab and select “generate class record”.
7. You will be redirected to a page that shows class record/s you made with that specific class.
8. Click “Generate Class Record”.



9. You can also generate Final Grade and General Average for each class just click the Generate Final grade and General average button at the top.

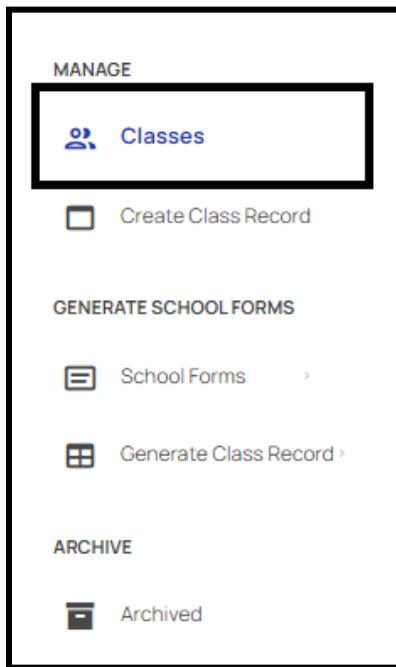


Note: All generated documents are downloaded to your pc inserted to the appropriate template issued by DepEd.

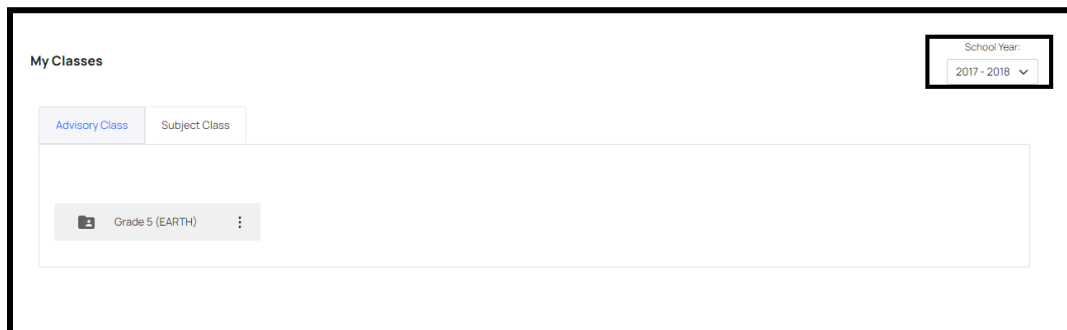


Sending Quarterly Grades to Adviser Teacher

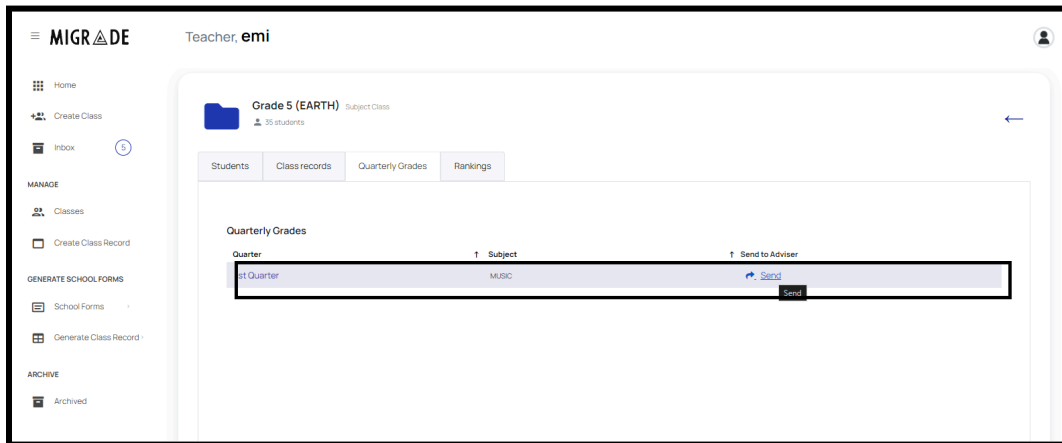
1. Navigate to classes in the Side Bar Menu.



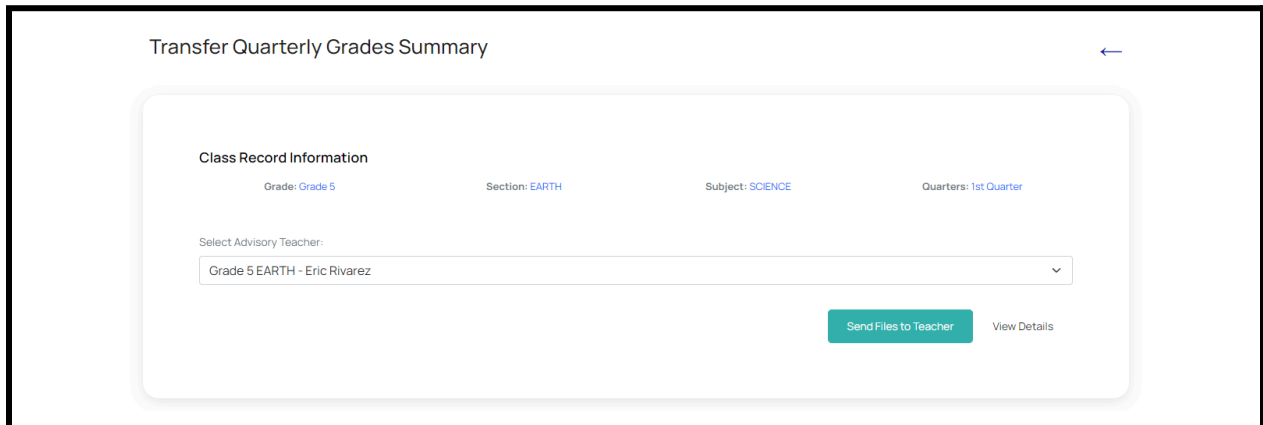
2. Choose the school year of the class you want to send the Quarterly Grades.
3. Select subject class.



4. Select the class you want to send their Quarterly Grades to their adviser.
5. Navigate to the Quarterly Grades tab.



6. Click “send”.
7. Then select the Advisory Teacher.



Note: You can also click “View Details” to see the students grade summary.

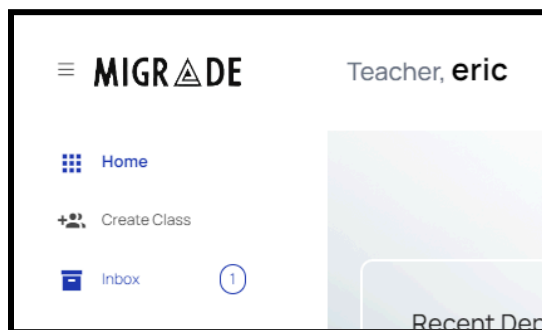
Select Adviser Teacher
Grade 5 EARTH - Eric Rivarez

Send Files to Teacher View Details

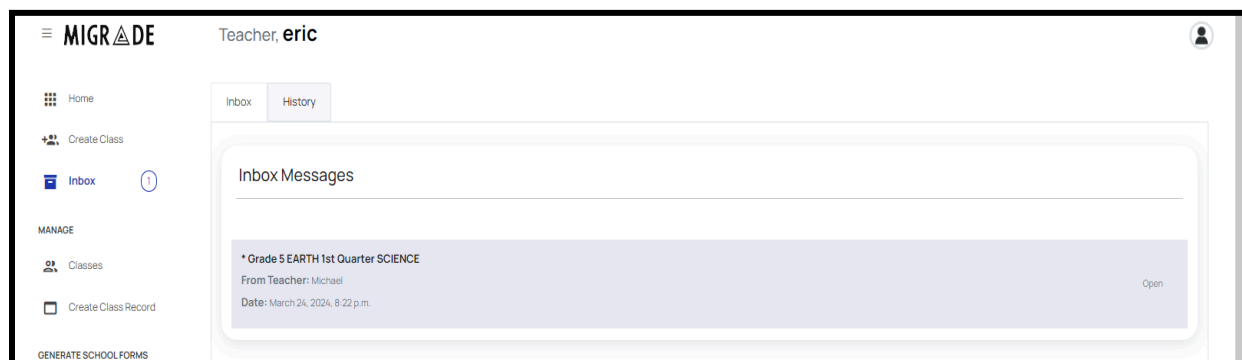
Student Grades Summary

Student Name	Initial Grades	Transmuted Grades
BORLAGDAN, ALFIE BISMAR	94.5	96.0
BORLAGDAN, RJ BISMAR	None	
CAMBE, RALPH LOUIE ARAGON	None	
CAONES, JAYRUS CARL LACANIN	None	
CELESTE, ANDREW ACE ESPINOSA	None	
CUPANG, CHRISTIAN ZAMORA	None	
GABATIN, KING TYRON GILBERT AMORTIZADO	None	
LAGADI, JHOSUA BUSTAMANTE	None	
LIAMZA, ALFREDO LAYCO JR	None	

8. Click “Send Files to teacher”.



The adviser teacher’s inbox will show that there are files that have been sent to him/her. Now the adviser can open it and save it to his/her record and perform his duty.





MIGRADE

Teacher, eric

Message Details

Grade: Grade 5
Section: EARTH
Subject: SCIENCE
From Teacher: Michael

✓ Save Records

✗ Delete Message

	Student	Grades
1	BORLACDAN, ALFIE BISMAR	[1st Quarter: 96.0]
2	BORLACDAN, RU BISMAR	[1st Quarter: -]
3	CAMBE, RALPH LOUIE ARAGON	[1st Quarter: -]
4	CAONES, JAYRUS CARL LACANIN	[1st Quarter: -]
5	CELESTE, ANDREW ACE ESPINOSA	[1st Quarter: -]
6	CUPANG, CHRISTIAN ZAMORA	[1st Quarter: -]
7	GABATIN, KING TYRON GILBERT AMORTIZADO	[1st Quarter: -]
8	LAGADI, JHOSUA BUSTAMANTE	[1st Quarter: -]
9	LLANZA, ALFREDO LAYCO JR	[1st Quarter: -]
10	MAUNTAO, JAMES DE BAYO	[1st Quarter: -]

Note: To see the adviser manual kindly click to this [ADVISER TEACHER MANUAL - Google Docs](#).