



**MIGRADE**

# ADVISER TEACHER MANUAL

Welcome to the Adviser Teacher Manual, your essential guide for using our educational platform effectively. Whether you're a new or experienced educator, this manual offers step-by-step instructions and best practices to help you optimize your teaching experience. Let's dive in and discover how to create engaging lessons and maximize student learning outcomes together.

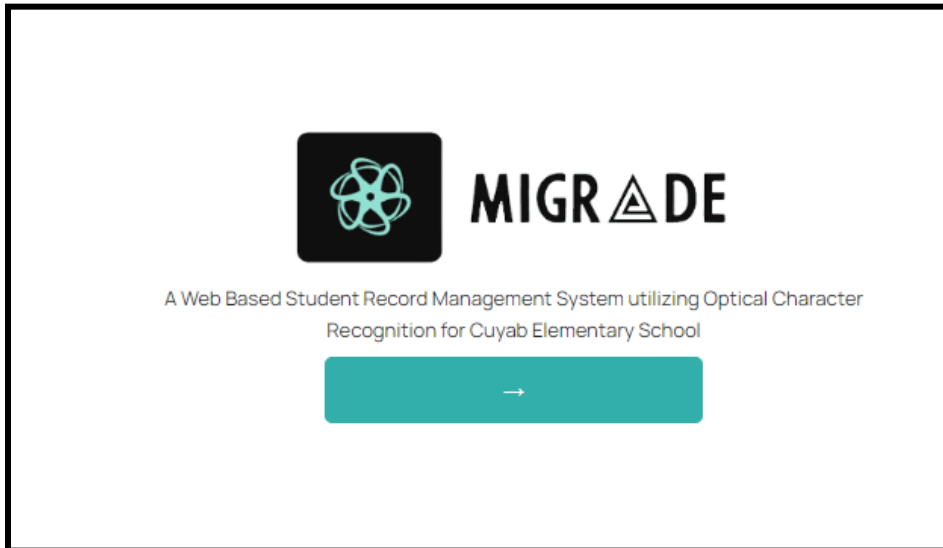
Prepared By:	John Michael C. Balajadia
Reviewed By:	
System title:	MiGrade

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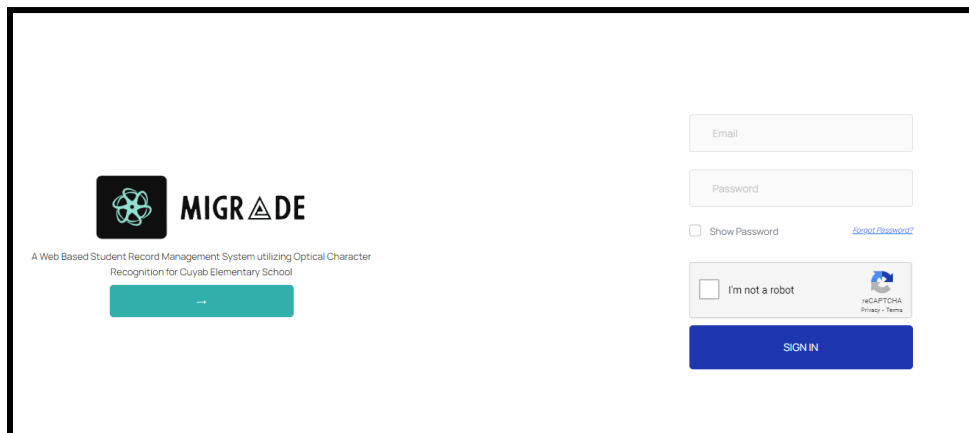
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## System Access and Login:

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



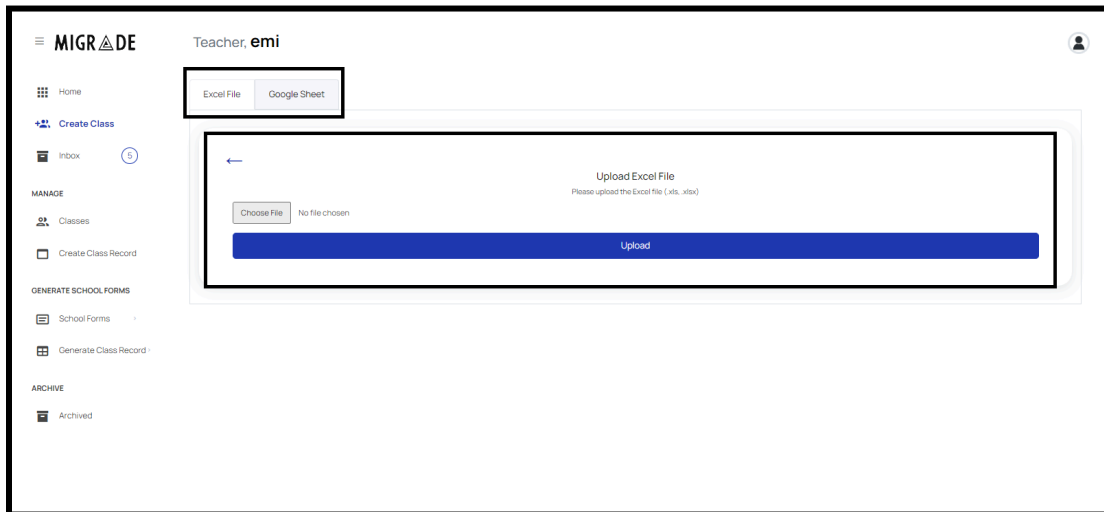
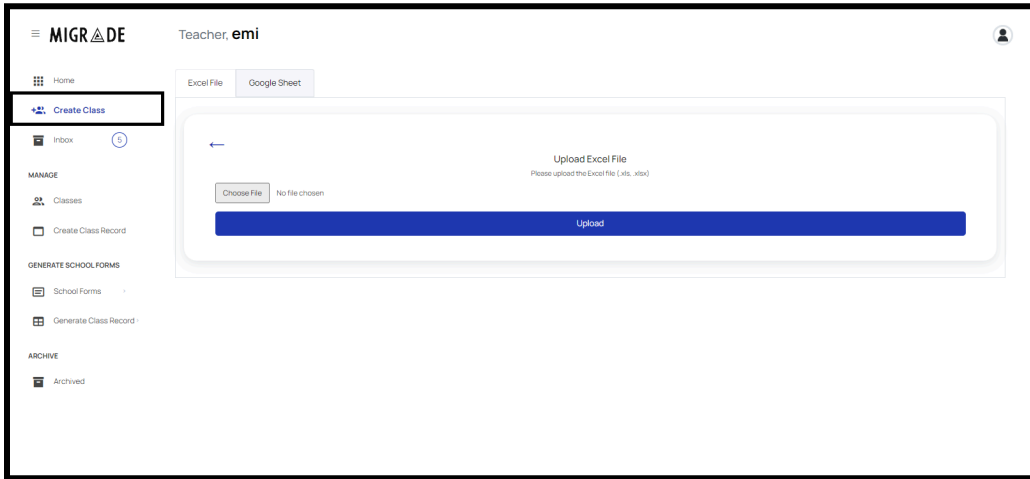
2. Click the arrow button.



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 either “advisory and subject class” or “Advisory class”.
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

## Creating Attendance

1. Save the records sent by the subject teacher of your advisory class in the inbox menu.



Teacher, eric



- Home
- Create Class
- Inbox
- MANAGE
- Classes
- Create Class Record
- GENERATE SCHOOL FORMS
- School Forms
- Generate Class Record
- ARCHIVE
- Archived

Inbox
History

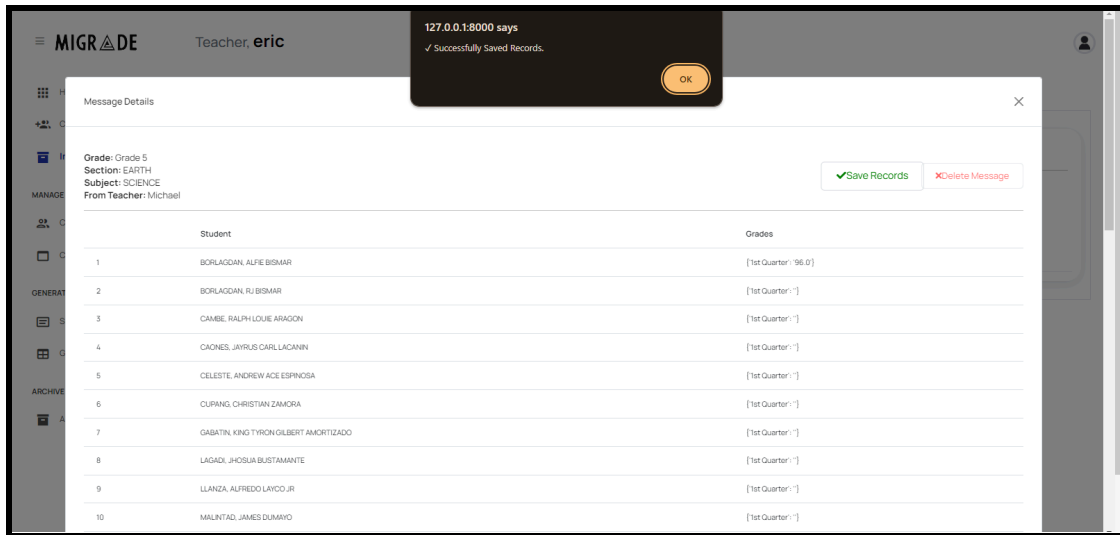
#### Inbox Messages

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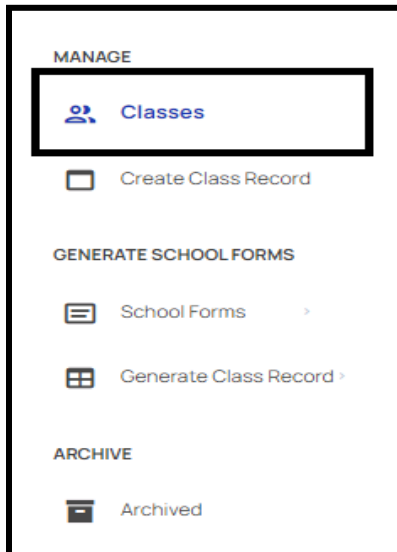
\* Grade 5 EARTH 1st Quarter SCIENCE

From Teacher: Michael

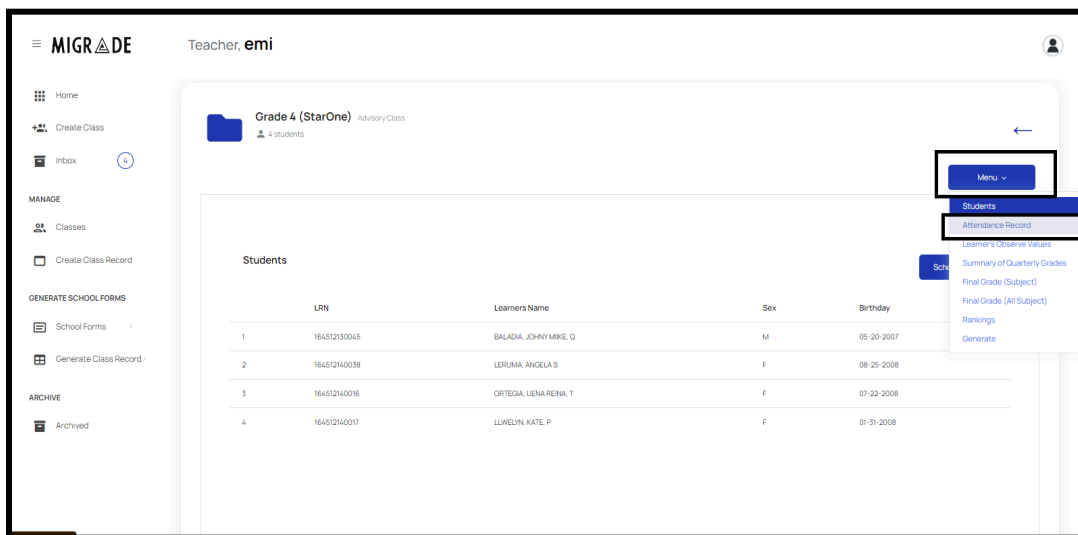
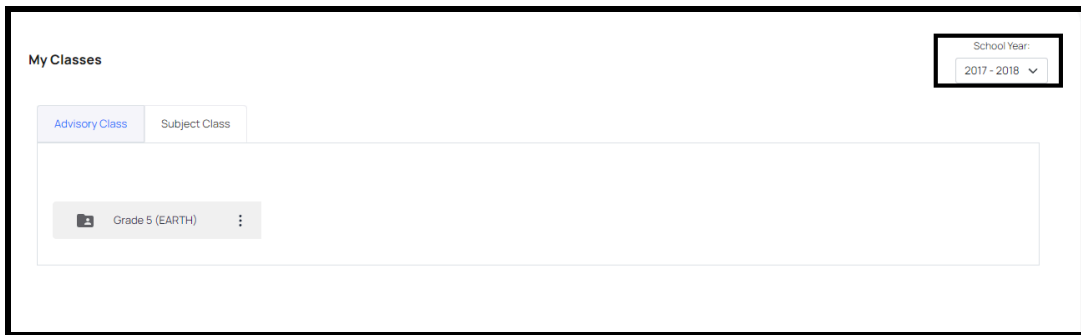
Date: March 24, 2024, 8:22 p.m.



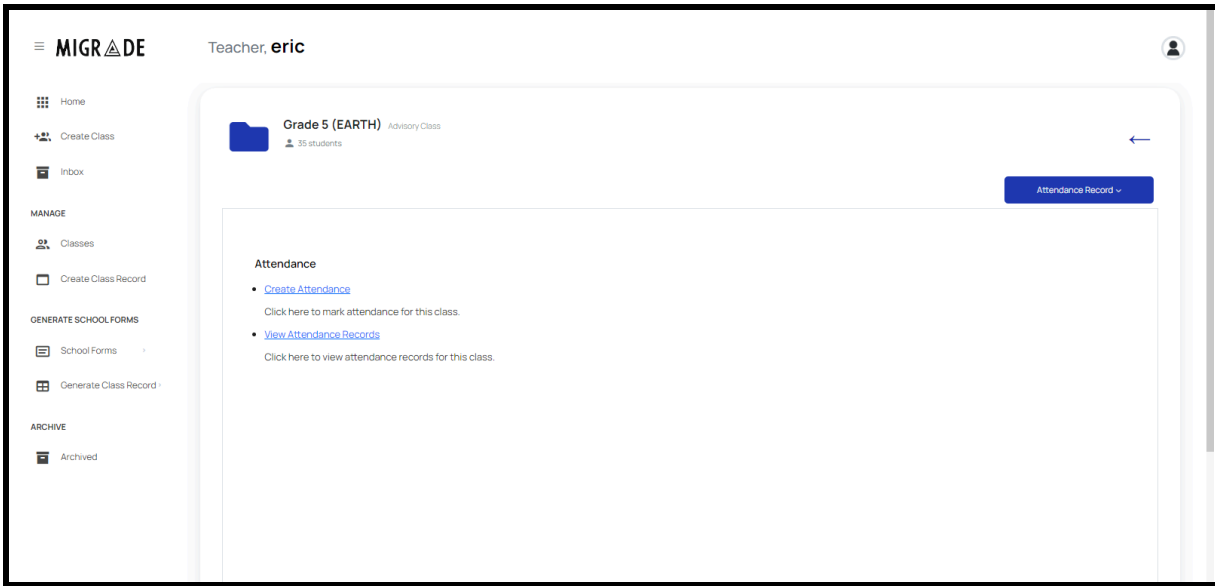
2. Navigate to classes in the Side Bar Menu.



3. Select the school year of your advisory class.
4. Select your advisory class and select Menu > Attendance Record

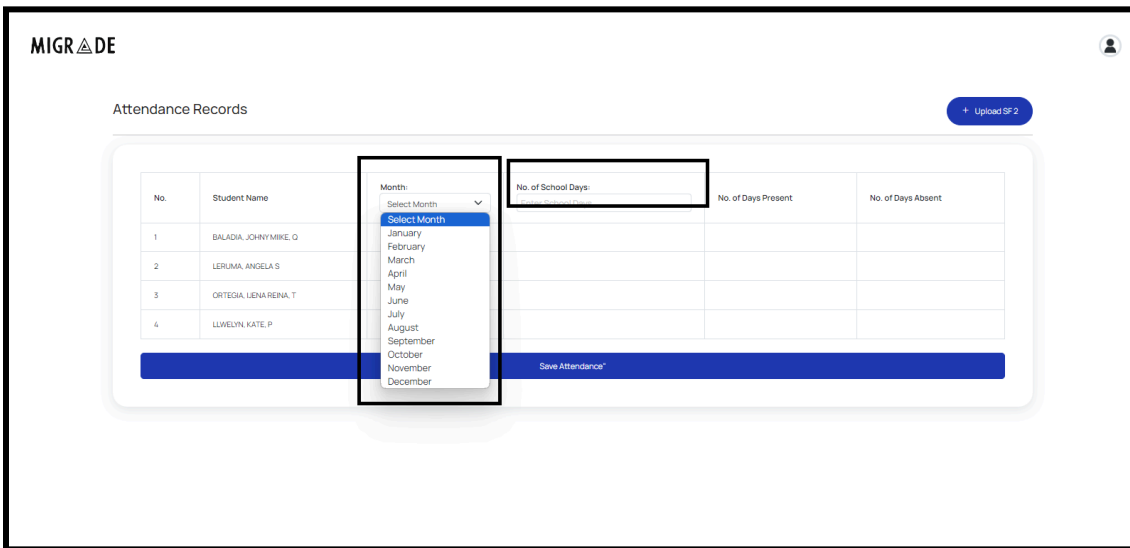


5. Select Create Attendance Record to Create new Attendance or View Attendance Record to see existing Attendance Records.



### Create Attendance

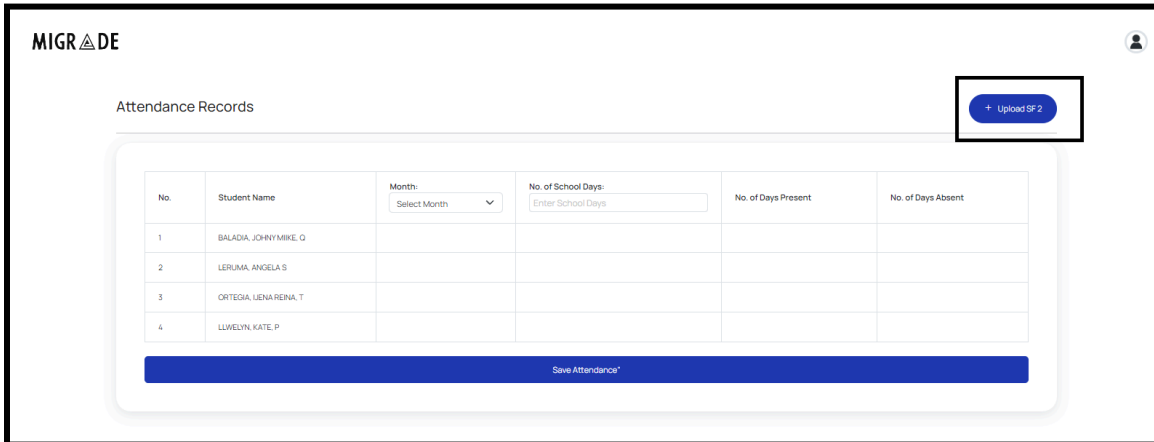
1. Select the month you are currently making an attendance by clicking the dropdown in the “Month Column” and enter the no. of school days within that month in the “No. of School Days Column” then you can perform now the making of attendance.



No.	Student Name	Month	No. of School Days	No. of Days Present	No. of Days Absent
1	BALADIA, JOHNYMIKE, Q	Select Month			
2	LERUMA, ANGELA S	Select Month			
3	ORTEGA, LENA RENAI, T	Select Month			
4	LLIWELYN, KATE, P	Select Month			

2. You can also upload class records using SF2 and your attendance will be automatically transferred to the MiGrade system using OCR.





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Attendance Records

+ Upload SP 2

No.	Student Name	Month: Select Month	No. of School Days: Enter School Days	No. of Days Present	No. of Days Absent
1	BALADIA, JOHNNYMIKE, Q				
2	LERUMA, ANGELA S				
3	ORTEGA, LIDIA REINA, T				
4	LUWELYN, KATE, P				

Save Attendance

- After Inputting the attendance make sure to save your work.

MIGRADE

Attendance Records of Grade 6 GALILEO

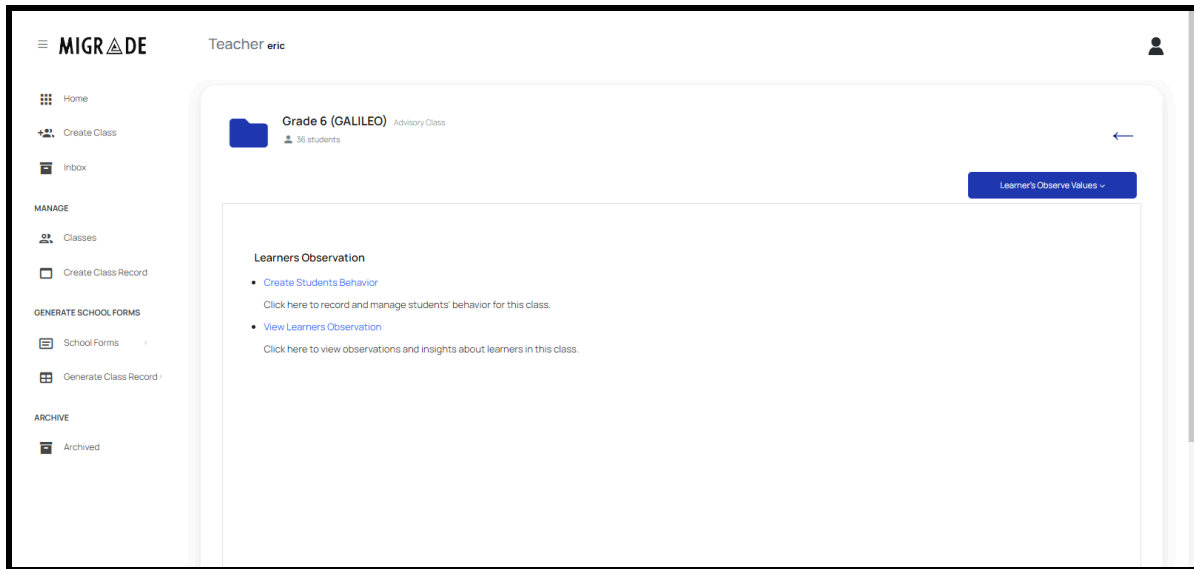
Months

No.	Student Name	Attendance Record												
1	ANIBALLEO, JELLY TINAPAY	<table><tr><th>Month</th><th>No. of School Days</th><th>No. of Days Present</th><th>No. of Days Absent</th></tr><tr><td>SEPTEMBER</td><td>21</td><td>21</td><td>0</td></tr><tr><td>TOTAL</td><td>21</td><td>21</td><td>0</td></tr></table>	Month	No. of School Days	No. of Days Present	No. of Days Absent	SEPTEMBER	21	21	0	TOTAL	21	21	0
		Month	No. of School Days	No. of Days Present	No. of Days Absent									
		SEPTEMBER	21	21	0									
TOTAL	21	21	0											
2	ASLO, RAN JUSTINE, MERCADO	<table><tr><th>Month</th><th>No. of School Days</th><th>No. of Days Present</th><th>No. of Days Absent</th></tr><tr><td>SEPTEMBER</td><td>21</td><td>21</td><td>0</td></tr><tr><td>TOTAL</td><td>21</td><td>21</td><td>0</td></tr></table>	Month	No. of School Days	No. of Days Present	No. of Days Absent	SEPTEMBER	21	21	0	TOTAL	21	21	0
		Month	No. of School Days	No. of Days Present	No. of Days Absent									
		SEPTEMBER	21	21	0									
TOTAL	21	21	0											
3	CAMIE, SEAN DAVID, ARAOON	<table><tr><th>Month</th><th>No. of School Days</th><th>No. of Days Present</th><th>No. of Days Absent</th></tr><tr><td>SEPTEMBER</td><td>21</td><td>21</td><td>0</td></tr><tr><td>TOTAL</td><td>21</td><td>21</td><td>0</td></tr></table>	Month	No. of School Days	No. of Days Present	No. of Days Absent	SEPTEMBER	21	21	0	TOTAL	21	21	0
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		SEPTEMBER	21	21	0									
TOTAL	21	21	0											

### View Attendance

- If you want to see the attendance you've made, navigate to the **View Attendance Records** in the **Attendance Record** page.

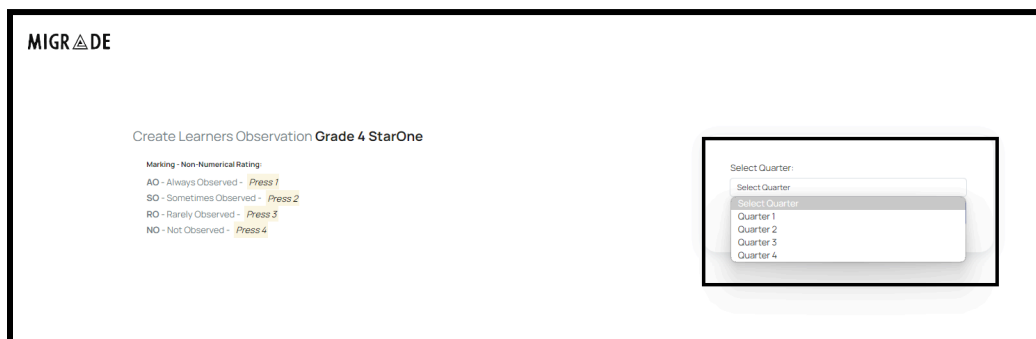
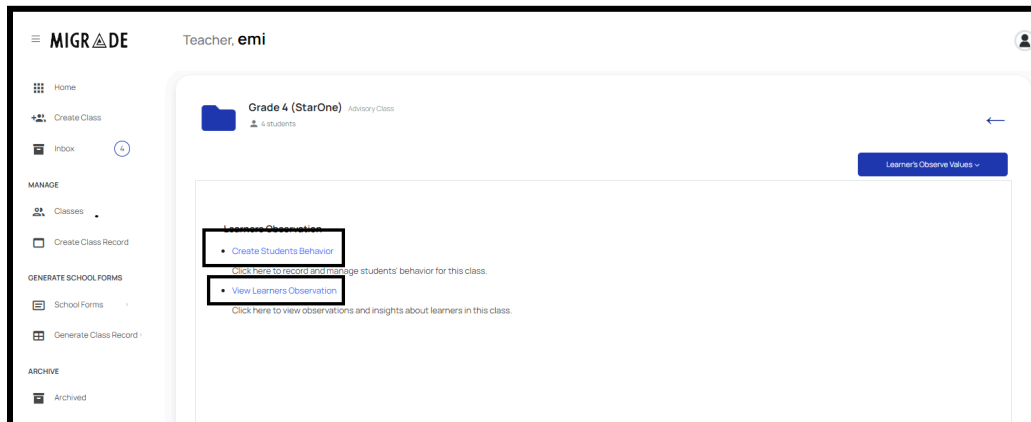
**Note:** You can still edit the attendance you've made here. You can also delete a month of attendance by clicking the months button at the top-right corner of the View Attendance Record page.



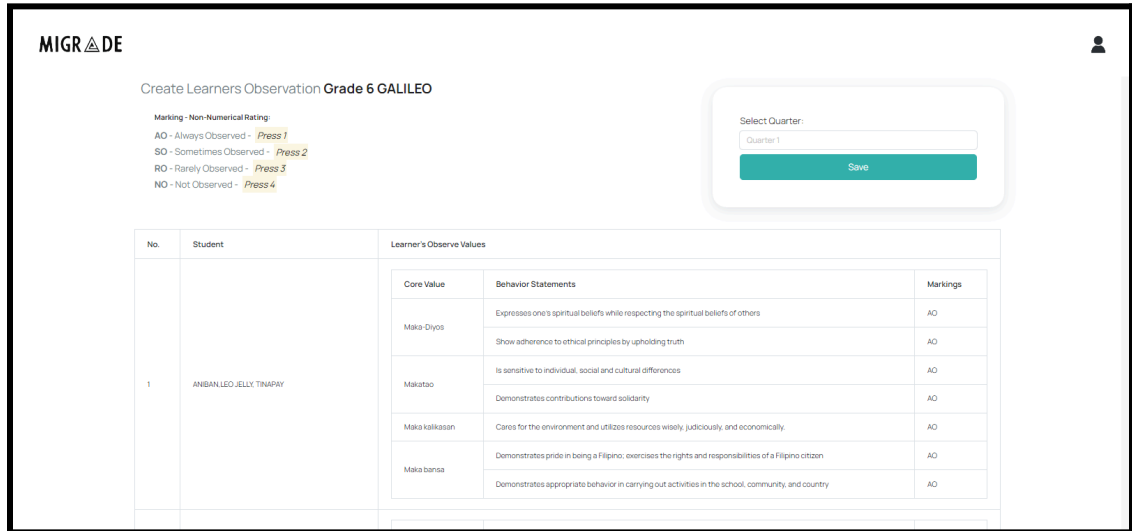
### Learner's Observe Values

**On the Learner's Observe Values you can see an option to Create Students Behavior and View Learner Observations.**

**If you want to Create Students Behavior click the "Create Students Behavior" and you will be redirected to a new tab.**



1. First select a quarter on the right side of the page for which you want to Create Learners Observation for your class and then click the create button.



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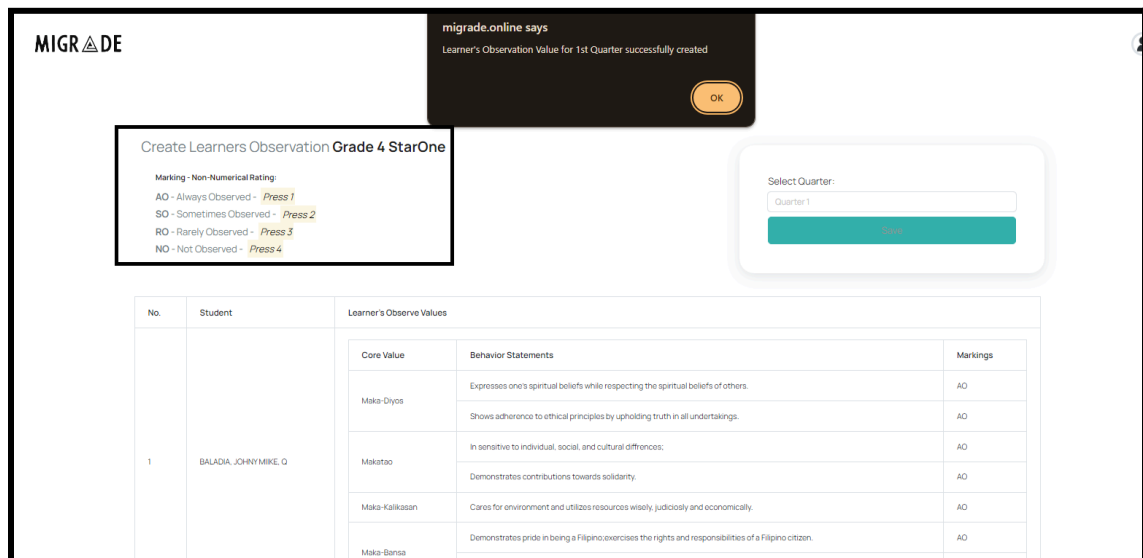
Create Learners Observation **Grade 6 GALILEO**

Marking - Non-Numerical Rating:  
 AO - Always Observed - **Press 1**  
 SO - Sometimes Observed - **Press 2**  
 RO - Rarely Observed - **Press 3**  
 NO - Not Observed - **Press 4**

Select Quarter:  
 Quarter 1  
 Save

No.	Student	Learner's Observe Values																					
1	ANIBAN LEO JELLY TNAPAY	<table border="1"> <thead> <tr> <th>Core Value</th> <th>Behavior Statements</th> <th>Markings</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Maka-Diyos</td> <td>Expresses one's spiritual beliefs while respecting the spiritual beliefs of others</td> <td>AO</td> </tr> <tr> <td>Show adherence to ethical principles by upholding truth</td> <td>AO</td> </tr> <tr> <td rowspan="2">Makatao</td> <td>Is sensitive to individual, social, and cultural differences</td> <td>AO</td> </tr> <tr> <td>Demonstrates contributions toward solidarity</td> <td>AO</td> </tr> <tr> <td>Maka-kakaisan</td> <td>Cares for the environment and utilizes resources wisely, judiciously, and economically</td> <td>AO</td> </tr> <tr> <td rowspan="2">Maka-bansa</td> <td>Demonstrates pride in being a Filipino; exercises the rights and responsibilities of a Filipino citizen</td> <td>AO</td> </tr> <tr> <td>Demonstrates appropriate behavior in carrying out activities in the school, community, and country</td> <td>AO</td> </tr> </tbody> </table>	Core Value	Behavior Statements	Markings	Maka-Diyos	Expresses one's spiritual beliefs while respecting the spiritual beliefs of others	AO	Show adherence to ethical principles by upholding truth	AO	Makatao	Is sensitive to individual, social, and cultural differences	AO	Demonstrates contributions toward solidarity	AO	Maka-kakaisan	Cares for the environment and utilizes resources wisely, judiciously, and economically	AO	Maka-bansa	Demonstrates pride in being a Filipino; exercises the rights and responsibilities of a Filipino citizen	AO	Demonstrates appropriate behavior in carrying out activities in the school, community, and country	AO
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2. After clicking the create button the page reloads showing the name of the students and corresponding Learners Observation Values, the default Markings are AO(Always Observe). And if you want to change it just follow the instructions on the top left corner of the page.



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migrate.online says  
Learner's Observation Value for 1st Quarter successfully created  
OK

Create Learners Observation **Grade 4 StarOne**

Marking - Non-Numerical Rating:  
 AO - Always Observed - **Press 1**  
 SO - Sometimes Observed - **Press 2**  
 RO - Rarely Observed - **Press 3**  
 NO - Not Observed - **Press 4**

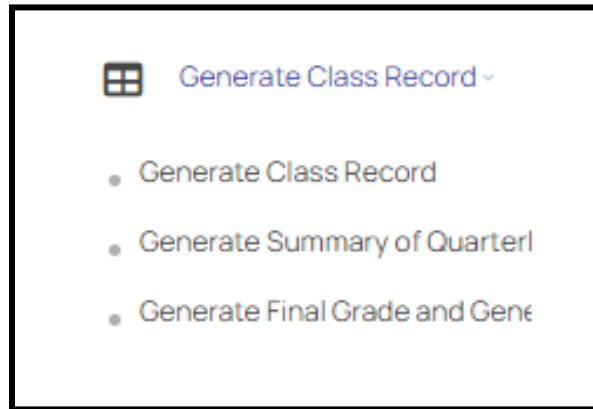
Select Quarter:  
 Quarter 1  
 Save

No.	Student	Learner's Observe Values																			
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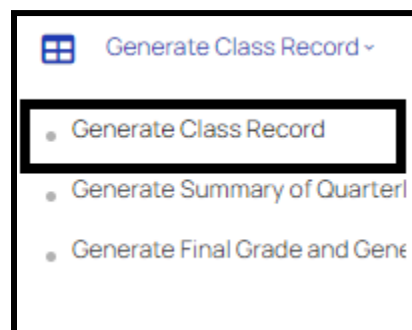
3. Click save and a prompt will show saying that the Learners Observation Values you made is successfully created.

## Generate Class Record, Summary of Quarterly Grades, and Generate Final Grade and General Average

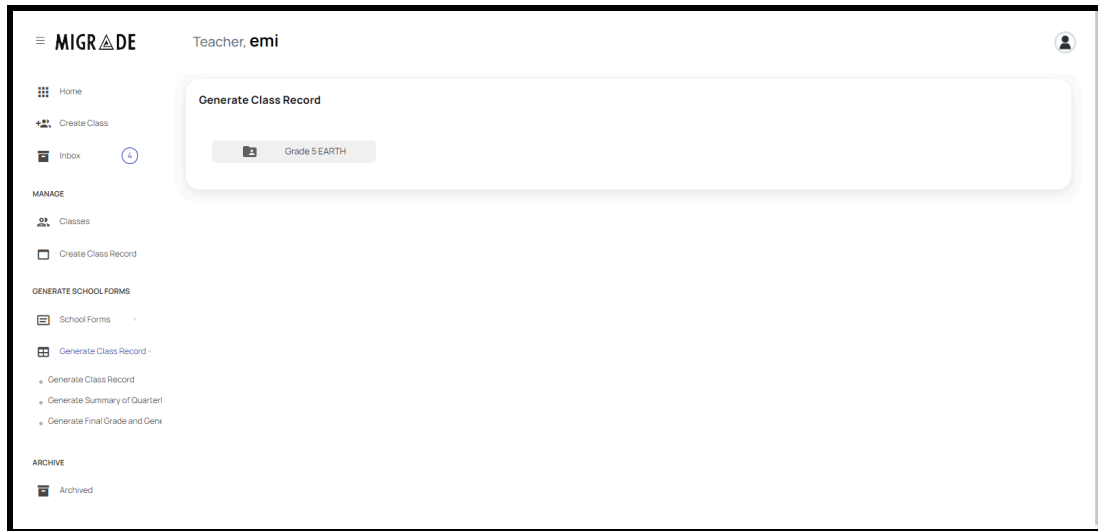
1. Navigate to Generate Class Record in the Side Bar Menu.



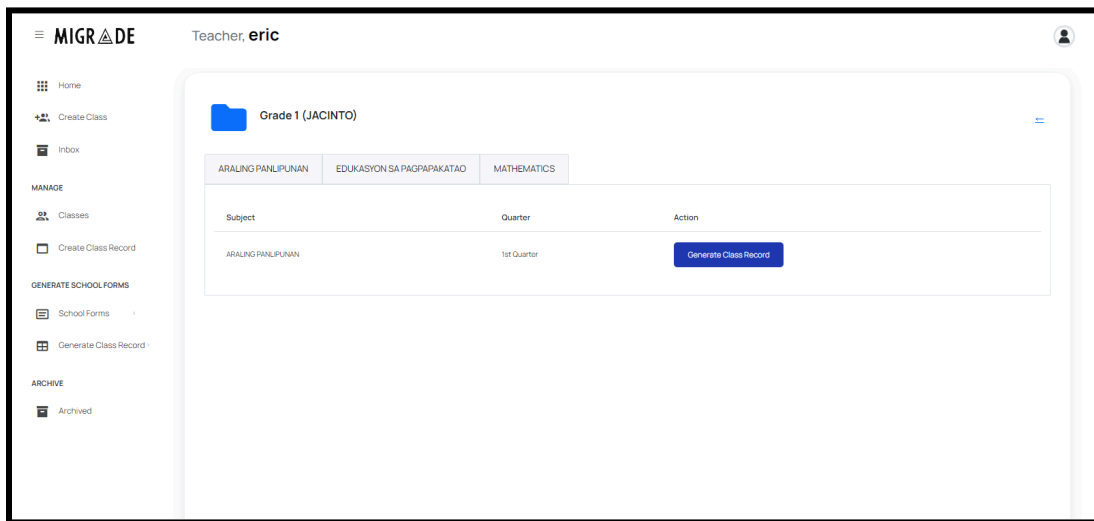
2. Select Generate Class Record if you want to generate class records.



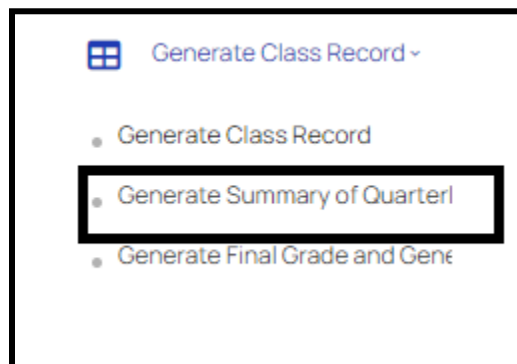
3. Select your advisory class.



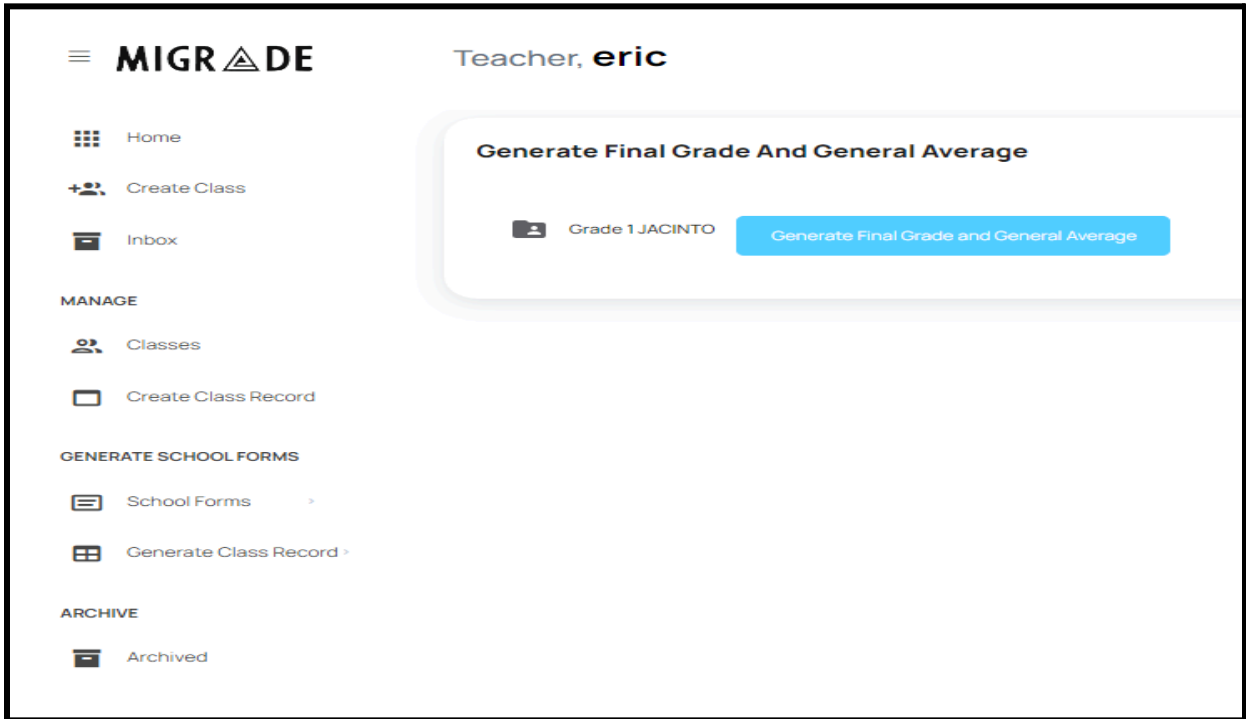
4. Click Generate Class Record.



5. For generating Summary of quarterly grades select Generate Summary Of Quarterly Grades.

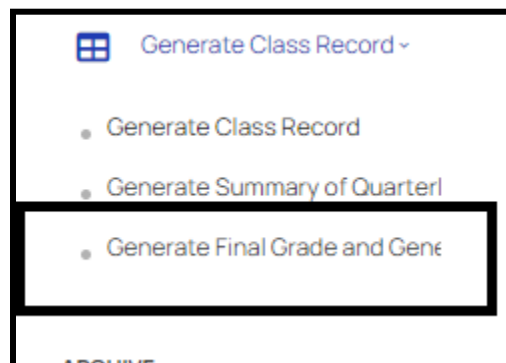


6. Click Generate Summary Of Quarterly Grades.

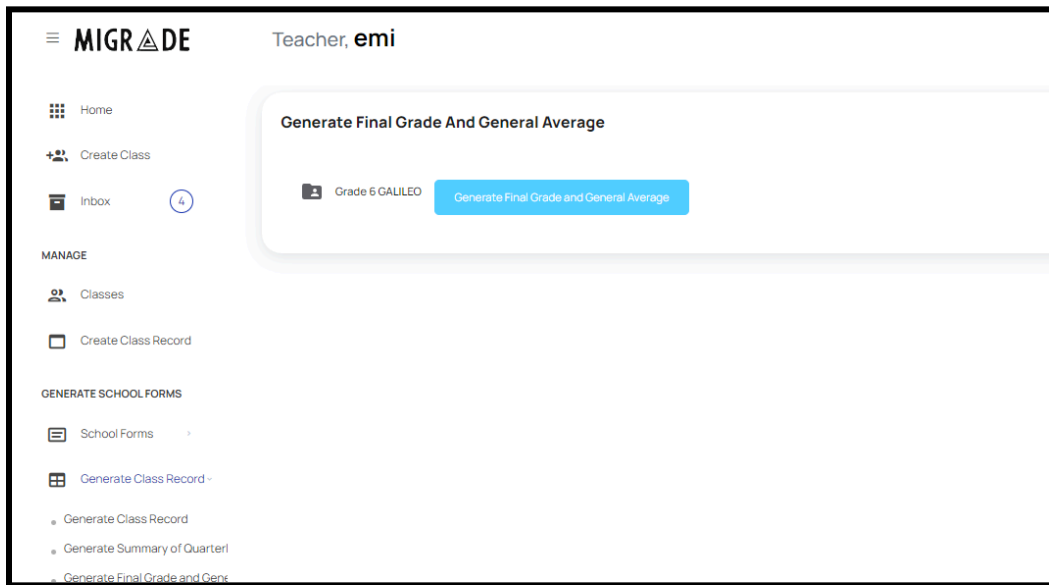


For generating Final Grade And General Average select Generate Final Grade And General Average.

7. Click Generate Final Grade And General Average.



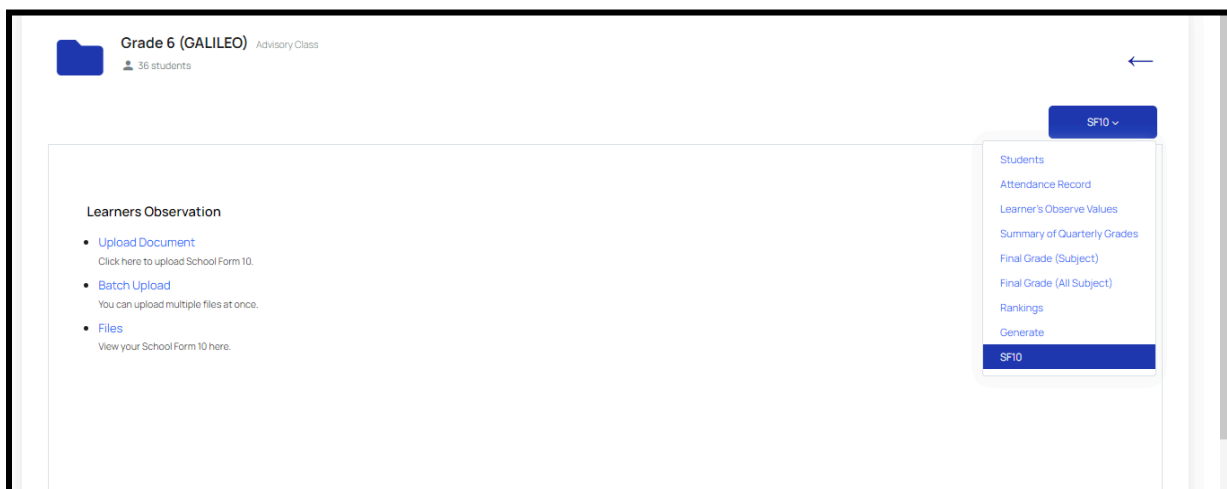
- Click “General Final Grade and General average”.



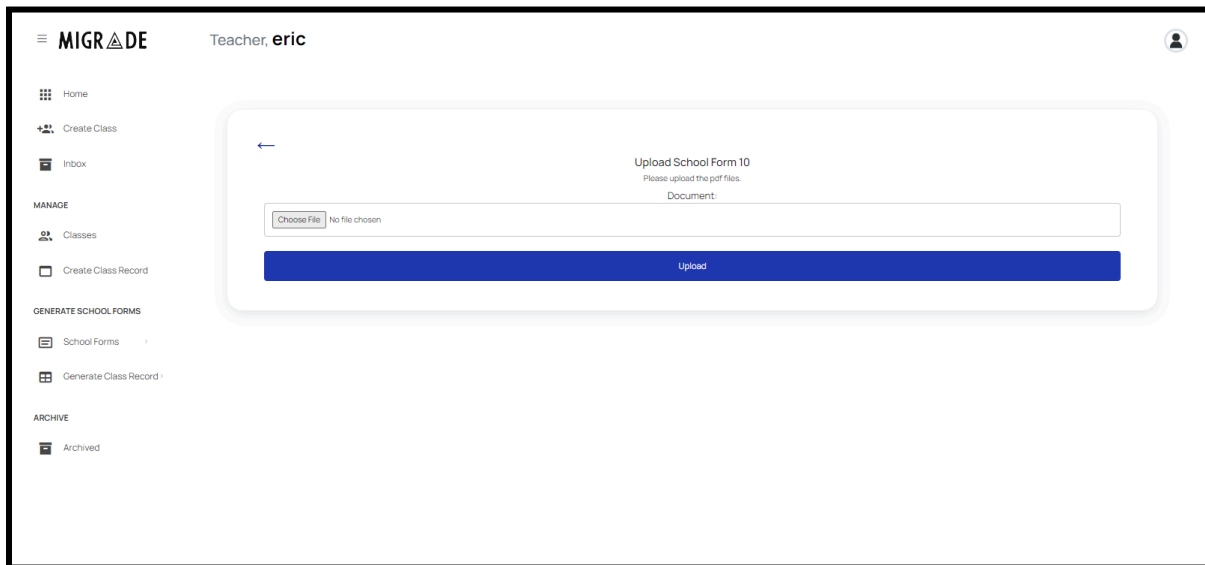
**Note: If you are a subject teacher and adviser teacher of the same class. The procedure is the same, it's just that there is no sending of files from another teacher because you're the one who will make the class record.**

### Generating Sf10 for Grade 6 classes.

- Select your class in the classes on the Side Bar Menu.
- Click menu and click SF10

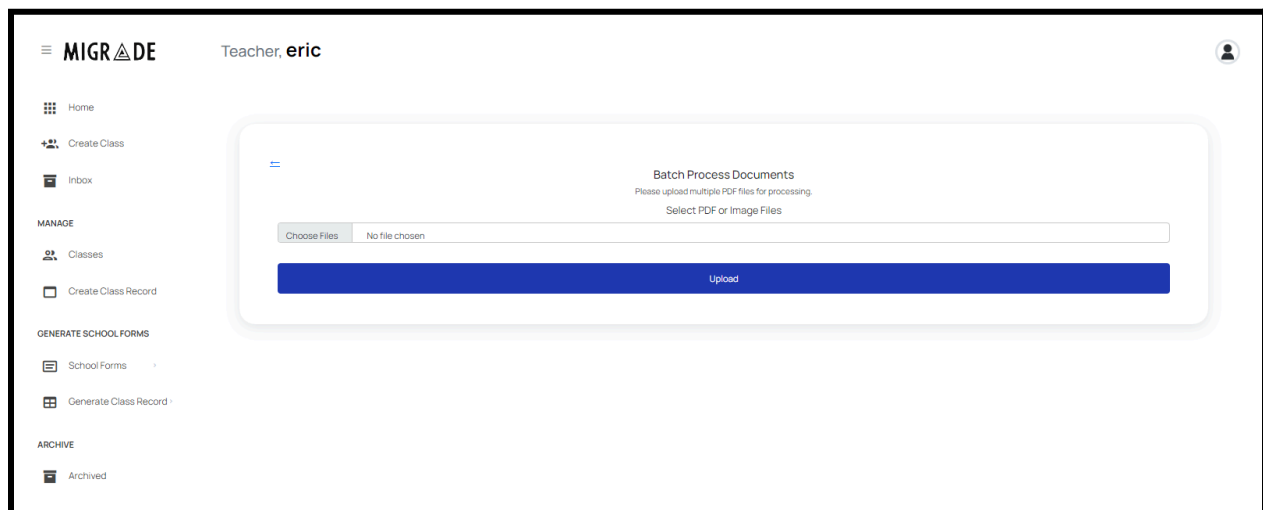


- Now you can choose to upload or batch upload Sf10/s and view existing SF10 in the Migrate system for your advisory class.



The screenshot displays the MIGRADE web application interface. On the left is a sidebar menu with categories: Home, Create Class, Inbox, MANAGE (Classes, Create Class Record), GENERATE SCHOOL FORMS (School Forms, Generate Class Record), and ARCHIVE (Archived). The main header shows 'Teacher, eric' and a user profile icon. The central content area is titled 'Upload School Form 10' with the instruction 'Please upload the pdf files.' Below this is a file selection interface with a 'Choose File' button and the text 'No file chosen'. At the bottom of this section is a prominent blue 'Upload' button.

Upload SF10




This screenshot shows the 'Batch Process Documents' section of the MIGRADE application. The layout is consistent with the previous one, featuring the same sidebar and header. The main content area is titled 'Batch Process Documents' with the instruction 'Please upload multiple PDF files for processing.' and 'Select PDF or Image Files'. The file selection interface includes a 'Choose Files' button and the text 'No file chosen'. A large blue 'Upload' button is positioned at the bottom of the main content area.

Batch upload SF10



MIGRADE

Teacher: **eric**



Home

Create Class

Inbox

MANAGE

Classes

Create Class Record

GENERATE SCHOOL FORMS

School Forms

Generate Class Record


ARCHIVE

Archived

School Form 10

Upload

Batch Upload



No.	Last Name	First Name	Middle Name	Sex	BirthDate	LRN	School Year	Grade	School	General Average	Actions
No extracted data available											

View existing SF10 in the system