SUBJECT TEACHER MANUAL

Welcome to the Subject 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.

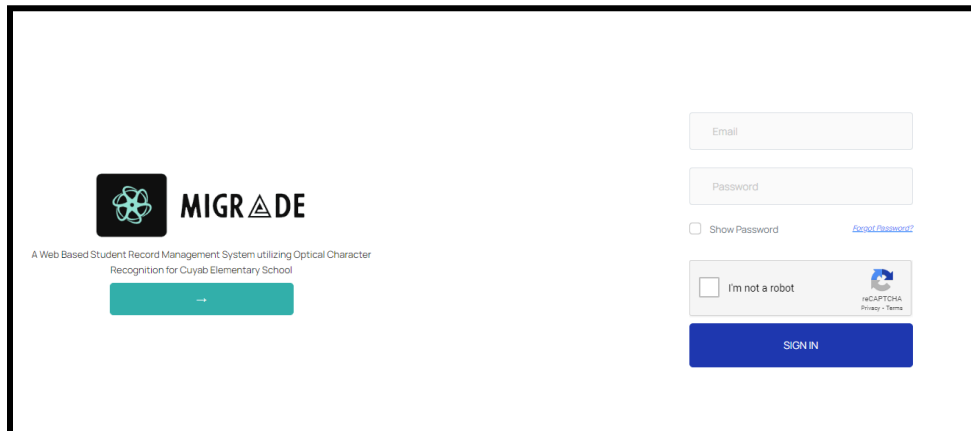|	
Prepared By:	John Michael C. Balajadia
Reviewed By:	
System title:	MiGrade

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System Access and Login:

1. To login, enter your credentials as a teacher.
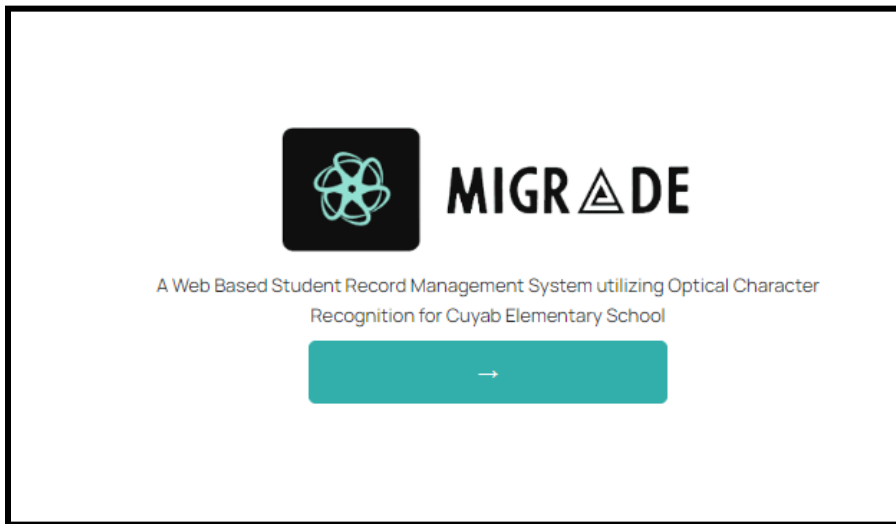
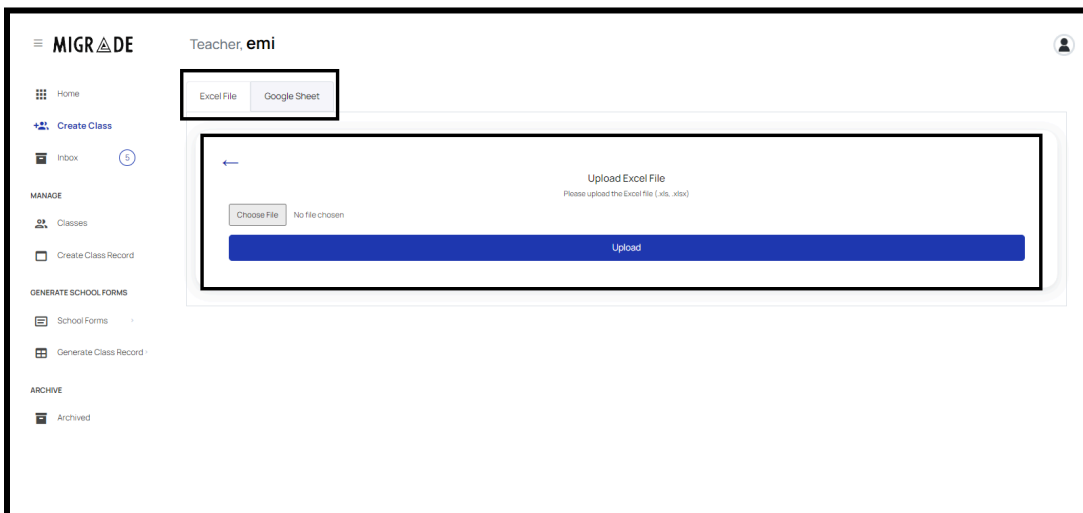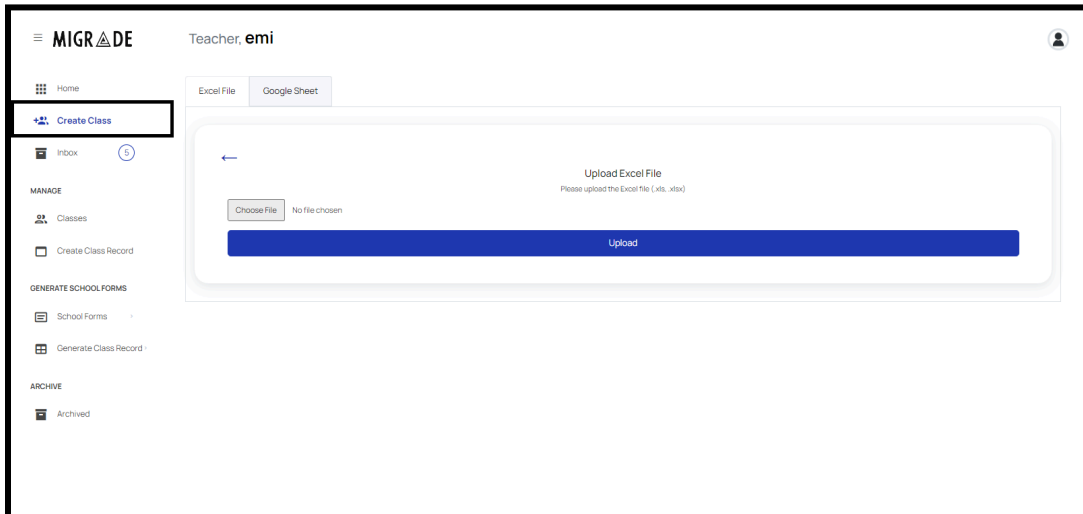
2. Click the arrow button.

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.

To create a Class Record

1. Navigate to Create Class Record in the side bar menu.
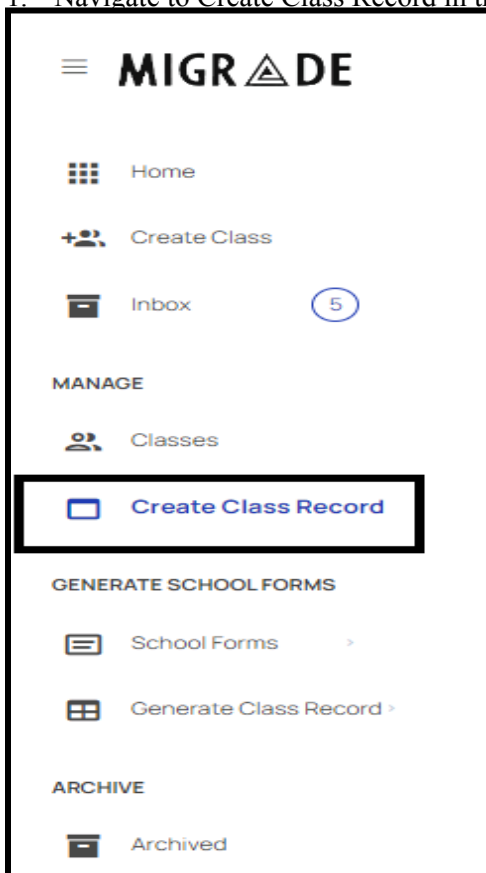
2. Once in the Create New Class Record page, select "Grade, Section, Subject and Quarter" you want to make a class record with.
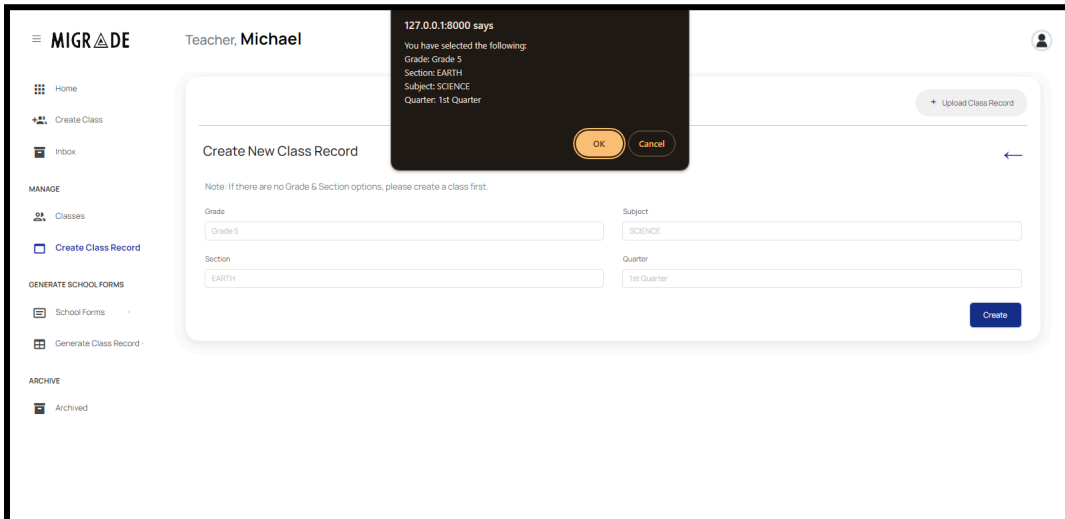
3. After selecting "Grade, Section, Subject and Quarter" a prompt will appear confirming what you've selected.

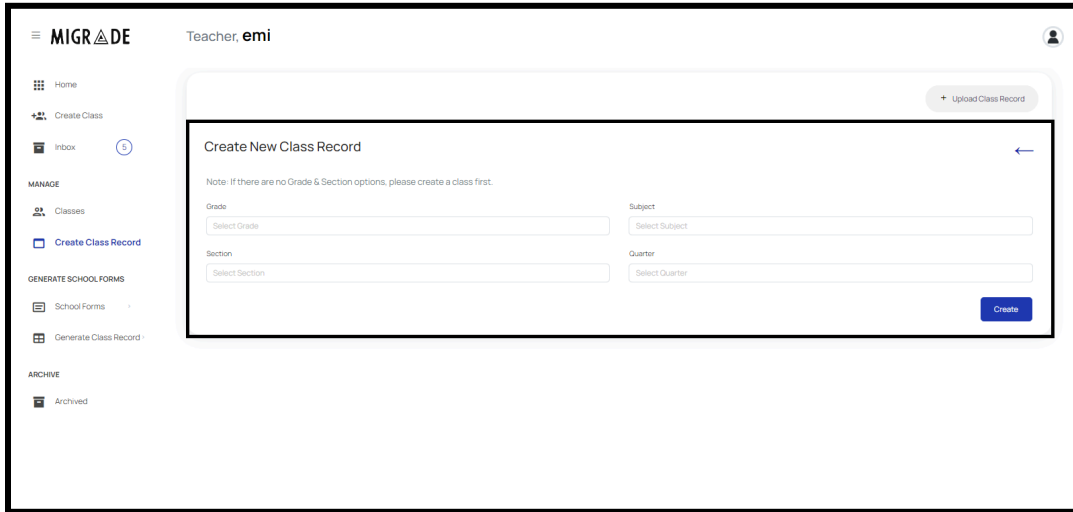4. After Creating you can now input scores for Written Works, Performance Task, and Quarterly Assessment to your chosen "Grade, Section, Subject and Quarter". And also Initial Grade and Transmuted Grade will be automatically computed per students.

Class Record Information

Grade: Grade 5   Section: EARTH   Subject: MUSIC   Quarters: 1st Quarter

| Name | Written-Works | | | | | | | | | | | | | | Performance-Task | | | | | | | | | | | | | | Quarterly-Assessment | | | | | | | | | | | | | | Initial Grade | Transmuted Grade |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 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** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BORLAGDAN, ALFIE BISMAR | 5 | 5 | | | | | | | | | 10.00 | 100.00 | 20.00 | 20 | | | | | | | | | | 20.00 | 100.00 | 60.00 | 30 | | | | | | | | | | 30.00 | 100.00 | 20.00 | 100.00 | 0 |
| 2 BORLAGDAN, YU BISMAR | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 3 CAMBE, RALPH LOUIE ARAGON | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 4 CAONES, JAYRUS CARL LACANIN | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 5 CELESTE, ANDREW ACE ESPINOSA | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 6 CUPANG, CHRISTIAN ZAMORA | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 7 GABATIN, KING TYRON GILBERT AMORTIZADO | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 8 LAGADI, JHOSUA BUSTAMANTE | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 9 LLANZA, ALFREDO LAYCO JR | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 10 MALINTAD, JAMES DUMAYO | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 11 MATULA, JOHN GABRIEL ZAVALLA | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 12 OLIVEROS, JHONUEL BISMAR | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 13 QUILLOSA, MERICK MASAREDO | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 14 SANGYAHON, JUSTINE MAGTAGAD | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 15 SANTOS, ANGELO GALLARDO | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 16 TABING, RANDEL ABELLA | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 17 VALENCIA, RIN WINZHEL AGUADO | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| **FEMALE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 ACILO, CHARLENE DAGUMAN | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 19 BETITO, EURICE ROSACEÑA | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 20 CAFINO, JASMIN CLAIRE CANTIGA | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 21 CLARION, MARY QUEEN MARIEL RAMISO | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 22 DIONISO, JHAMAICA ALEGRE | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |
| 23 ESPINOSA, MIAH JUMAO-AS | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | | | | | | | | | | 0.00 | 0.00 | 0.00 | | |

Generate Class Record

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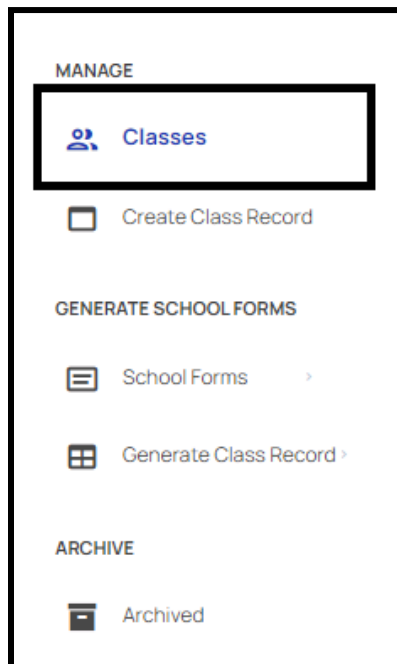

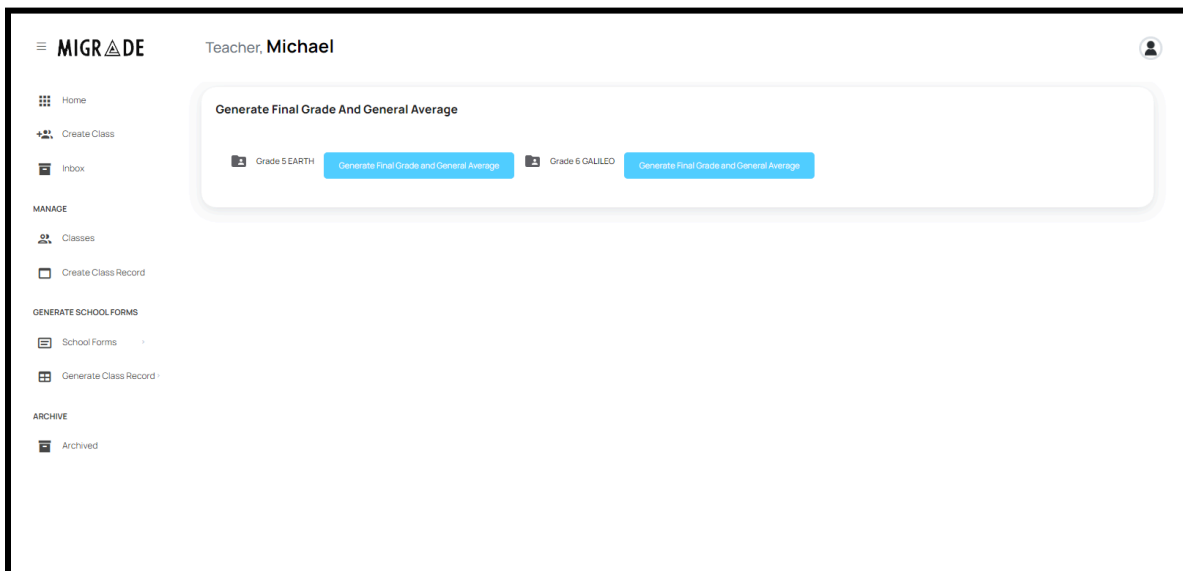2. Choose the appropriate school year you are making.
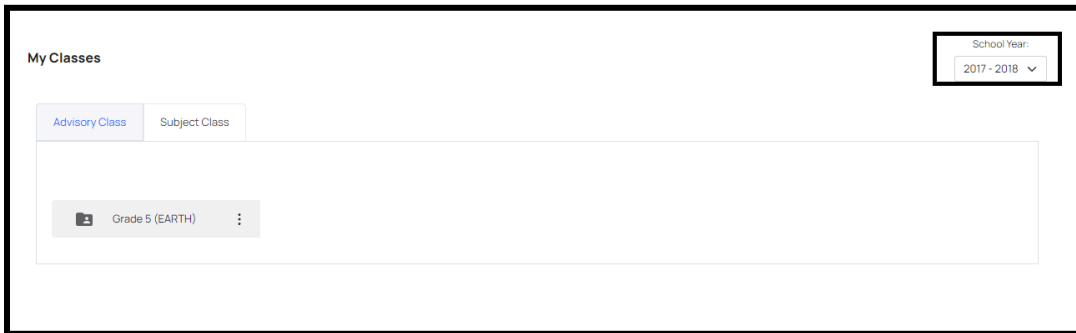
3. Then click subject class. (Because you are the subject teacher of that class)
4. Then click the Section of your subject class.
5. Click the Class Records Tab.
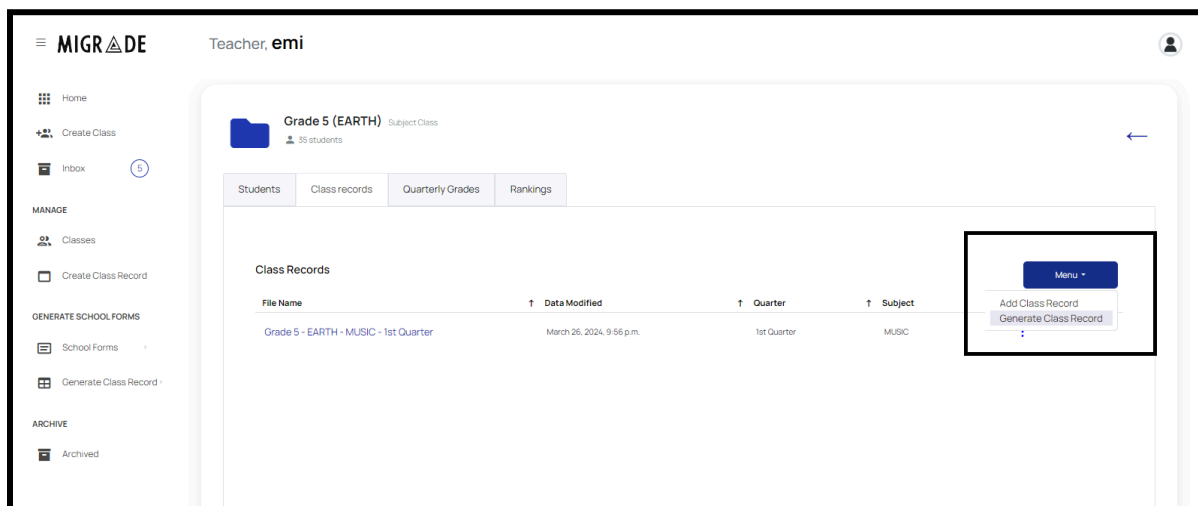
6. Click the "menu" on the top right side of the Class Records tab and select "generate class record".
7. You will be redirected to a page that shows class record/s you made with that specific class.
8. Click "Generate Class Record".
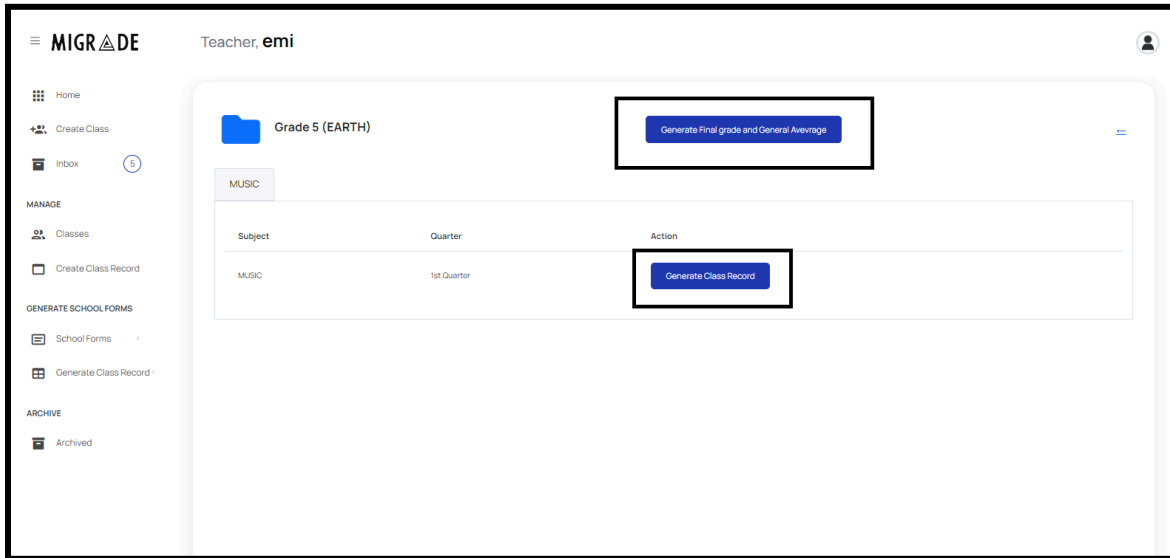
9. You can also generate Final Grade and General Average for each class just click the Generate Final grade and General average button at the top.

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

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Sending Quarterly Grades to Adviser Teacher
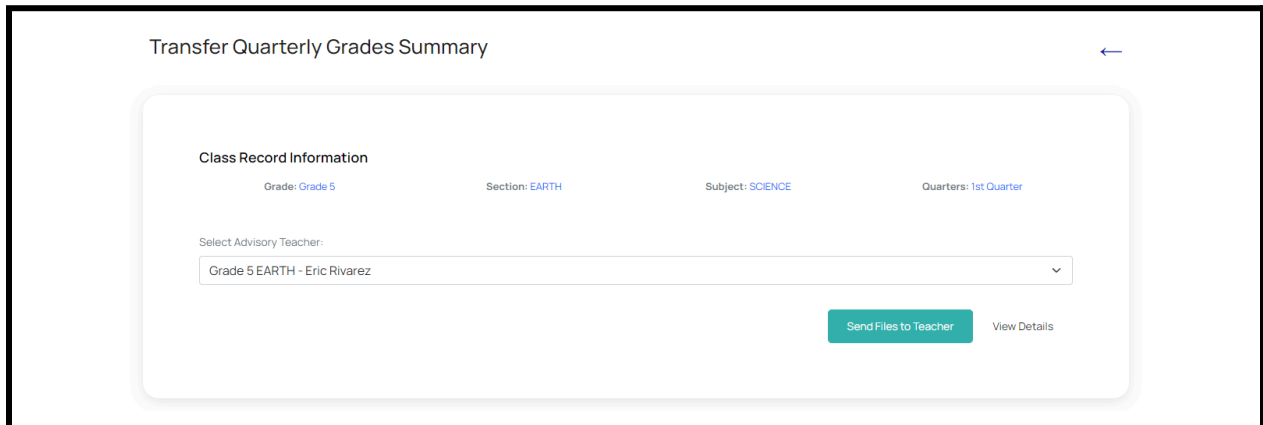
1. Navigate to classes in the Side Bar Menu.

MANAGE

👥 Classes

▢ Create Class Record

GENERATE SCHOOL FORMS

▤ School Forms ›

⊞ Generate Class Record ›

ARCHIVE

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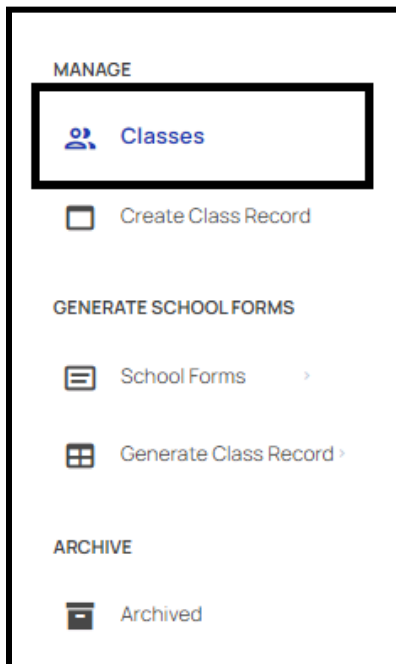
2. Choose the school year of the class you want to send the Quarterly Grades.
3. Select subject class.

My Classes

School Year:
2017 - 2018 ⌄

Advisory Class   Subject Class

👤 Grade 5 (EARTH)   ⋮
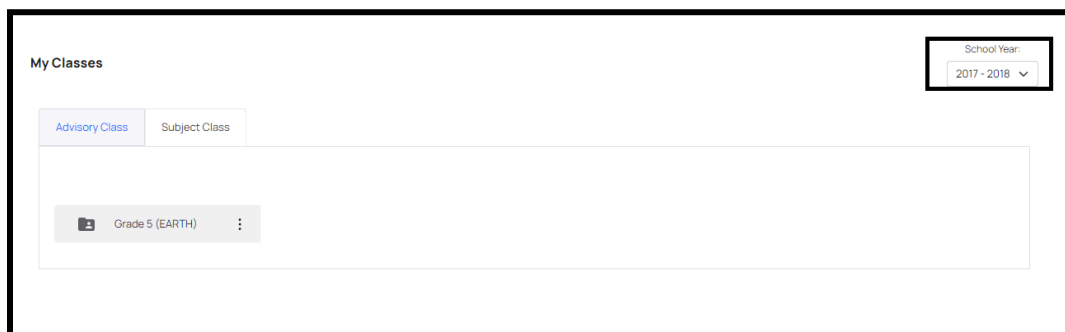
4. Select the class you want to send their Quarterly Grades to their adviser.
5. Navigate to the Quarterly Grades tab.
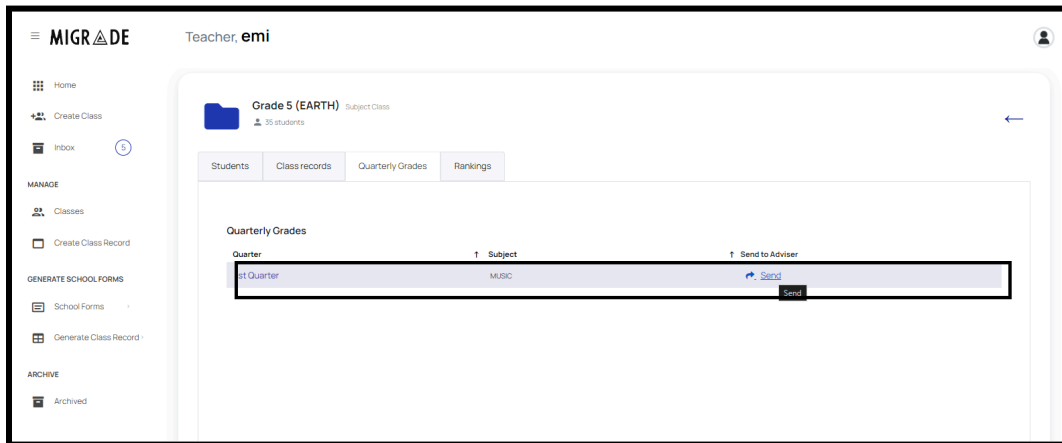
6. Click "send".
7. Then select the Advisory Teacher.

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

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.

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