HOW TO *OFFER SUBJECT* and *EDIT* the SCHEDULE of our STUDENT in our SFAC PORTAL.

SECTION 1: HOW TO OFFER SUBJECT.

Step 1. Go to this link (FOR BACOOR STUDENTS) ▢

https://stfrancisbacoor.com/sfac-bac/pages/login/sign-in.php

Go to this link (FOR LAS PIÑAS STUDENTS) ▢

https://stfrancislp.com/sfac-lp/pages/login/sign-in.php

Step 2. Login with your **registrar's** account.

Registrar   pd_Reg_Jophen

Registrar   pd_Reg_Rhia

Registrar   pd_Reg_Stef

Registrar   pd_Reg_Sharon

Welcome Franciscans

Enter your username and password
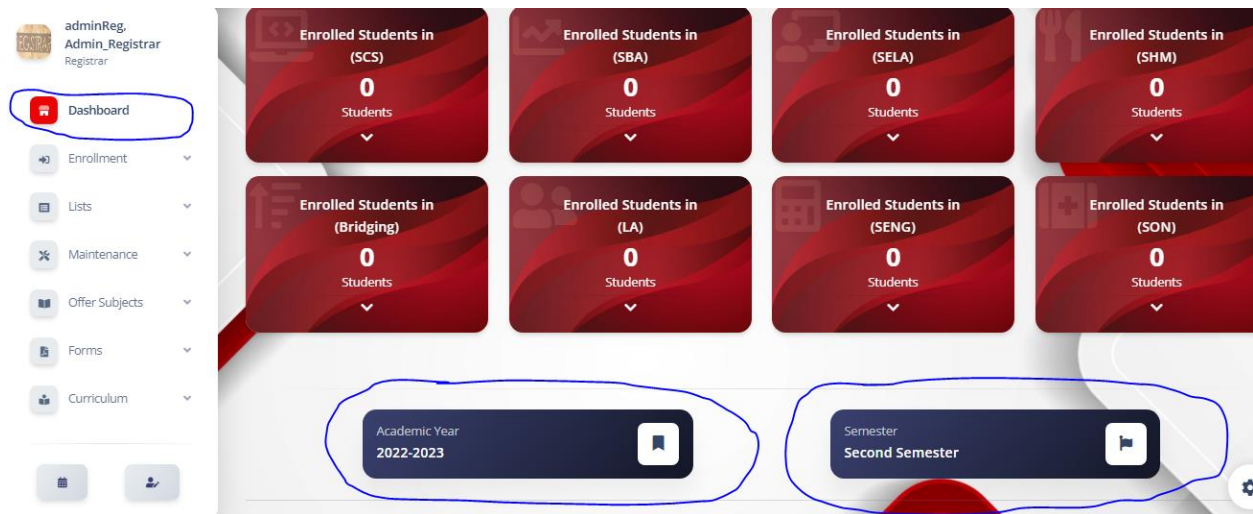sign in

Username

admin_reg

Password
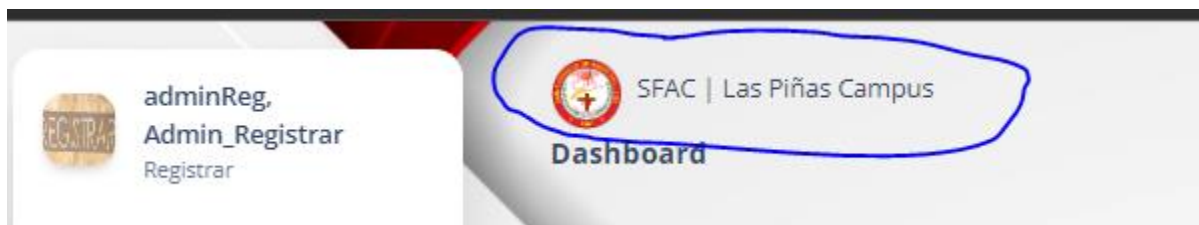
••••••••••••••••••

forgot password

First things first.

Once you are login, make sure you are on the right **Semester** and right **Academic Year**
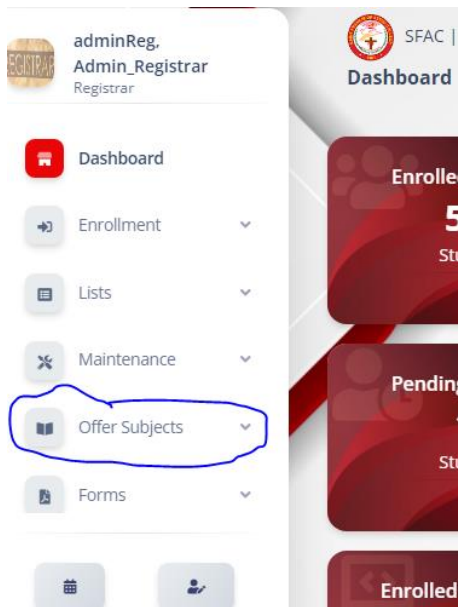
on the **Dashboard** located on the sidebar.

You must be in the correct **academic year** and **semester** otherwise you **will not see** all the changes you've made.
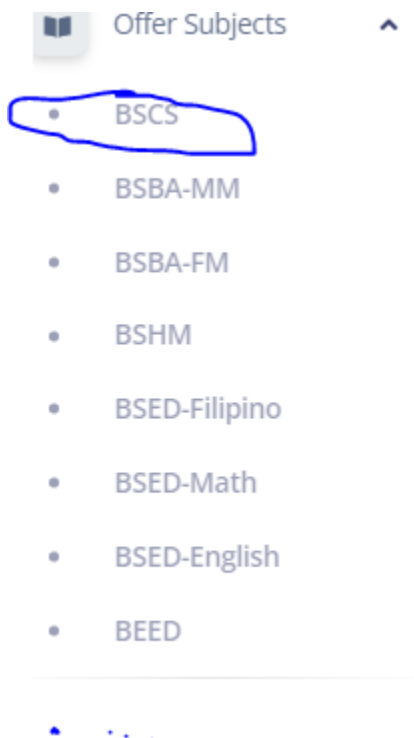
And also, you must be in the correct campus.

Step 3. Go to the **sidebar panel** and look for the **Offer Subjects** and **click** it.

Step 4. Look for the course you want to offer a subject. **(**In this **example** let say the **BSCS course)**

Step 5. Look for the "**Select a year**" dropdown UI and **click** it.

The "**Select a year**" dropdown corresponds to what **curriculum year** is to be offered (see image below for sample curriculum).

Step 6. In "**Select a year**" dropdown UI choose what curriculum year (in this example and **click** the "**SHOW**" button.

Offer Subjects

Subjects List
Offer/Open Subjects for Bachelor of Science in Computer Science

2020-2021 ⌄   👁 SHOW

click

Show 10 ⌄ entries   Search...

COURSE CODE	COURSE DESCRIPTION	ABBR	UNIT(S)	PREREQUISITES	LEVEL	SEMESTER	OPTION
			No data available in table				

Showing 0 to 0 of 0 entries   ‹ ›

This will show you the list of subjects to be offered (see image below).

Offer Subjects

Subjects List
Offer/Open Subjects for Bachelor of Science in Computer Science

2020-2021 ⌄   👁 SHOW

Show 10 ⌄ entries   Search...

COURSE CODE	COURSE DESCRIPTION	ABBR	UNIT(S)	PREREQUISITES	LEVEL	SEMESTER	OPTION
20CCGE 104	Mathematics in the Modern World	BSCS	3		1st Year	Second Semester	+ SCHEDULE
20CCGE 105	The Contemporary World	BSCS	3		1st Year	Second Semester	+ SCHEDULE
20ECGE 101	Living in the I.T. Era	BSCS	3	CCGE101	1st Year	Second Semester	+ SCHEDULE

Step 7. Click the "**+ SCHEDULE**" button to add schedule of the subject (in this example we are adding schedule for the subject "Mathematics in the Modern World"). This will show you a pop-up screen where you can add the schedule (see image below). Just fill up all the necessary data in the form.

Coding/Formatting convention for the **Section** field.

As of this writing we are on our Term **2nd Semester** Academic Year **2022-2023**

232SCS_MITMW = SECTION format (see below for other courses for sectioning format)

23 = year 2023 (as of this writing)

2S = 2nd Semester (as of this writing)

CS = for the course BSCS

MITMW = stands for Mathematics in the Modern World (we get the **1st letter** of every word of the name of the subject)

Section formatting for other courses:

(**232SHM_MITMW** for BSHM, **232SFM_MITMW** for BSBA-FM, **232SMM_MITMW** for BSBA-MM, **232SOM_MITMW** for BSBA-OM, **232SNURS_MITMW** for BSN, **232SSEPED_MITMW** for BPED,

232SSECED_MITMW for BECED, **232SSESCI_MITMW** for BSSCI, **232SBEED_MITMW** for Elem Education, **232SSESCI_MITMW** for BS Social Studies, **232SSEENGL_MITMW** for English major, **232SPSYCH_MITMW** for ABPSYCH, 232**SSEFIL_MITMW** for Filipino major, **232SSEMATH_MITMW** for math major.)
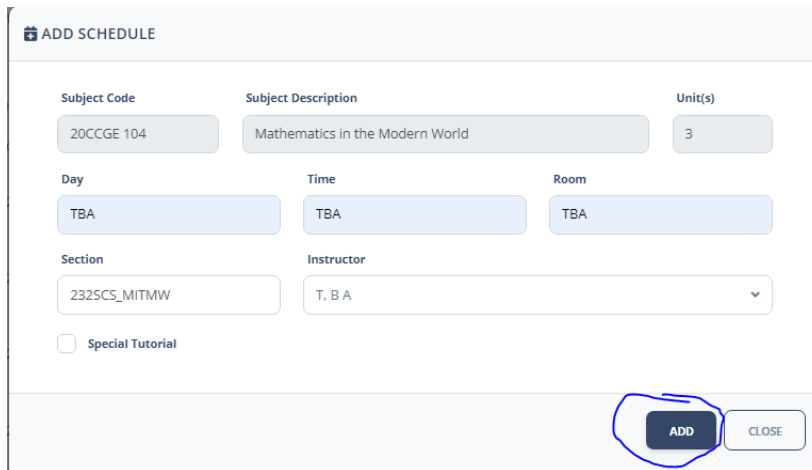

Note: Don't tick this **box** if the subject **is not** a Special Tutorial subject, because it will **disable** the **prelim term** field in the **online grade system** in our portal.

TBA = stands for To Be Announce, we use this acronym if we are still not sure of what to put in the field/s.

Step 8. Click the **Add** button (see image below) if you are **finished** with filling up all the fields.
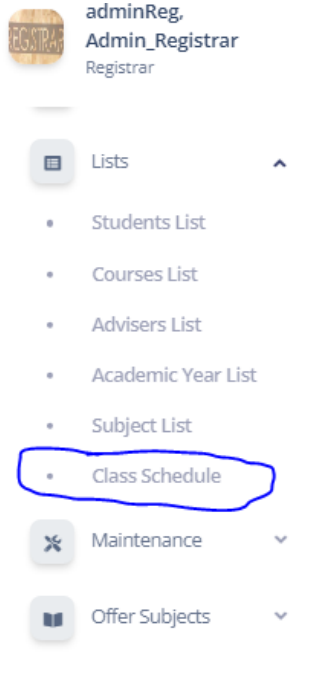

Step 9. To check if you have correctly inputted the schedule in your course go to the sidebar and look for the **List** tab. (follow the 9.1 up to 9.4 procedure image below)
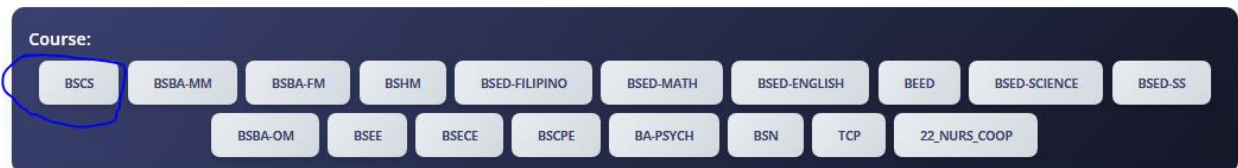
9.1 Click the **List** tab
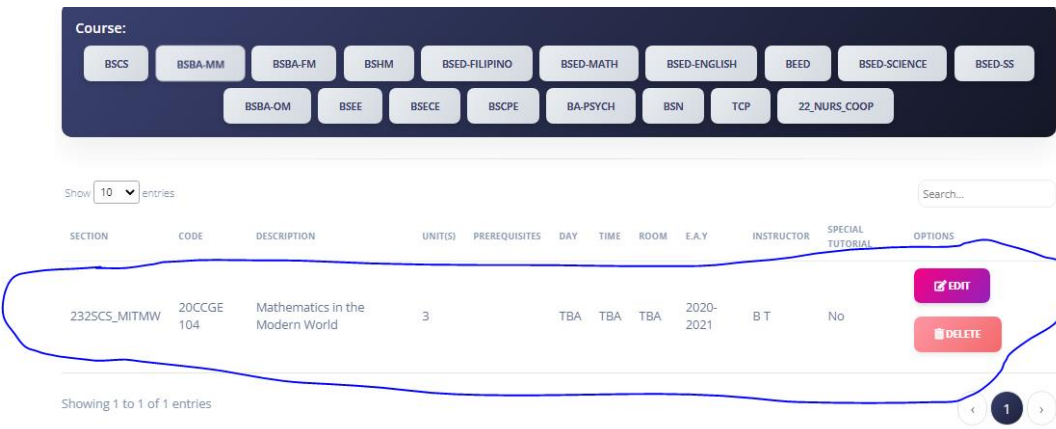
9.2 Click the **Class Schedule**

adminReg,
Admin_Registrar
Registrar

Lists   ^

• Students List

• Courses List

• Advisers List

• Academic Year List

• Subject List

• Class Schedule

Maintenance   v

Offer Subjects   v

9.3 Click the course (in our example the BSCS)

Note: Select Course to show Class Schedules List

Course:

| BSCS | BSBA-MM | BSBA-FM | BSHM | BSED-FILIPINO | BSED-MATH | BSED-ENGLISH | BEED | BSED-SCIENCE | BSED-SS |

| BSBA-OM | BSEE | BSECE | BSCPE | BA-PSYCH | BSN | TCP | 22_NURS_COOP |

9.4 It will show your inputted schedule in our previous steps.

Course:

| BSCS | BSBA-MM | BSBA-FM | BSHM | BSED-FILIPINO | BSED-MATH | BSED-ENGLISH | BEED | BSED-SCIENCE | BSED-SS |

| BSBA-OM | BSEE | BSECE | BSCPE | BA-PSYCH | BSN | TCP | 22_NURS_COOP |

Show 10 entries   Search...

SECTION	CODE	DESCRIPTION	UNIT(S)	PREREQUISITES	DAY	TIME	ROOM	E.A.Y	INSTRUCTOR	SPECIAL TUTORIAL	OPTIONS
232SCS_MITMW	20CCGE 104	Mathematics in the Modern World	3		TBA	TBA	TBA	2020-2021	B T	No	✏ EDIT / 🗑 DELETE

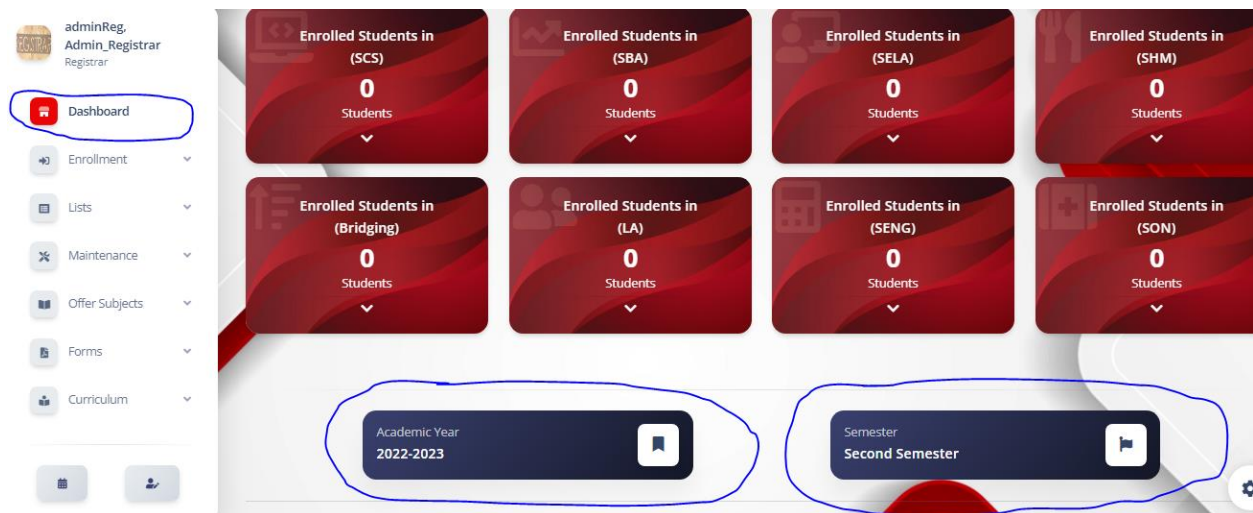Showing 1 to 1 of 1 entries   < 1 >

NOTE: if you need tech support for example **subject is not in existence**, please ask for assistance with yours truly. Thank you.

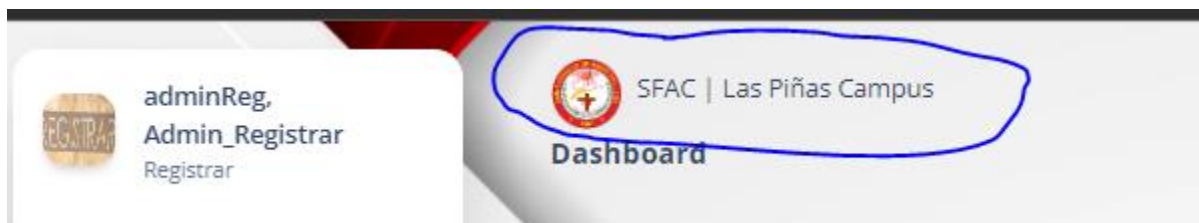*SECTION 2: HOW TO EDIT SCHEDULE of a SUBJECT.*

First things first.

Once you are login, make sure you are on the right **Semester** and right **Academic Year**
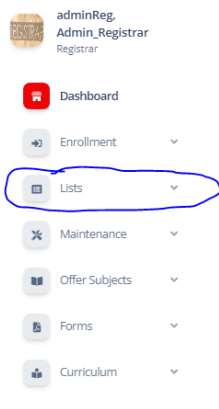
on the **Dashboard** located on the sidebar.

You must be in the correct **academic year** and **semester** otherwise you **will not see** all the changes you've made.
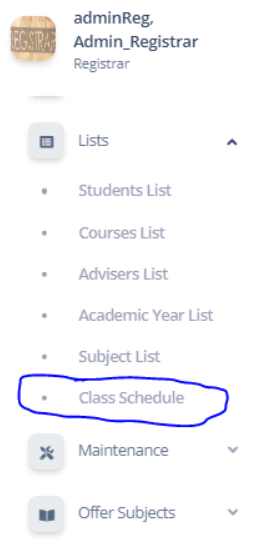
And also, you must be in the correct campus.

Step 1. To check if you have correctly inputted the schedule in your course go to the sidebar and look for the **List** tab.

Step 2. Click the **Class Schedule**

Step 3. Click the course (in our example the BSCS)

Note: Select Course to show Class Schedules List

Course:

| BSCS | BSBA-MM | BSBA-FM | BSHM | BSED-FILIPINO | BSED-MATH | BSED-ENGLISH | BEED | BSED-SCIENCE | BSED-SS |

| BSBA-OM | BSEE | BSECE | BSCPE | BA-PSYCH | BSN | TCP | 22_NURS_COOP |

Step 4. Click the **EDIT** button (in our example the BSCS)

Show 10 entries   Search...

SECTION	CODE	DESCRIPTION	UNIT(S)	PREREQUISITES	DAY	TIME	ROOM	E.A.Y	INSTRUCTOR	SPECIAL TUTORIAL	OPTIONS
232SCS_MITMW	20CCGE 104	Mathematics in the Modern World	3		TBA	TBA	TBA	2020-2021	B T	No	✏ EDIT 🗑 DELETE

This will pop-up a screen (see images below) where you can **edit** each field on all the **TBA** inputs in our previous example.

✏ EDIT SCHEDULE

Subject Code

20CCGE 104

Subject Description

Mathematics in the Modern World

Unit(s)

3

Day

TBA

Time

TBA

Room

TBA

Section

232SCS_MITMW

Instructor

T, B A

☐ **Special Tutorial**

UPDATE   CLOSE

☑ **EDIT SCHEDULE**

Subject Code	Subject Description	Unit(s)
20CCGE 104	Mathematics in the Modern World	3

Day	Time	Room
TBA	TBA	TBA

Section	Instructor
232SCS_MITMW	T, B A

☐ **Special Tutorial**

UPDATE CLOSE

If you are finished with the editing of the schedule, click the **UPDATE** button. This will **save** the updated schedule.

TBA	TBA	TBA

Section **Instructor**

232SCS_MITMW	T, B A

☐ **Special Tutorial**

UPDATE CLOSE

Step 4. Repeat **steps 1 up to step 3** to see if the changes have been made in the system.

Some important links.

For **Online Grades (Bacoor** Campus only) ⬚ https://stfrancisbacoor.com/sfac-bac-ongrade (same login information with the enrollment portal link above)

For **Online Grades (Las Piñas** Campus only) ⬚ https://stfrancisbacoor.com/sfac-lp-ongrade (same login information with the enrollment portal link above)

For our LMS (Schoology) ⬚ http://stfrancis.schoology.com (the registrar office will email you your login information.)

Official Website ⬚ https://stfrancis.edu.ph