

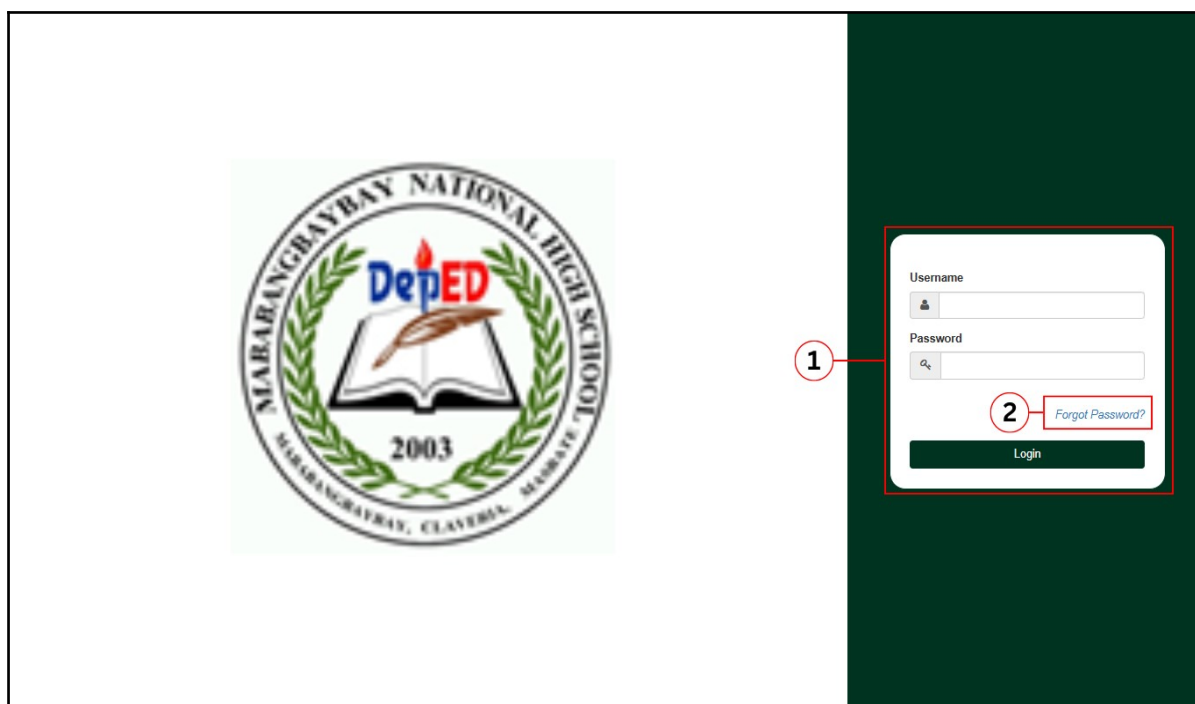
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USER'S GUIDE

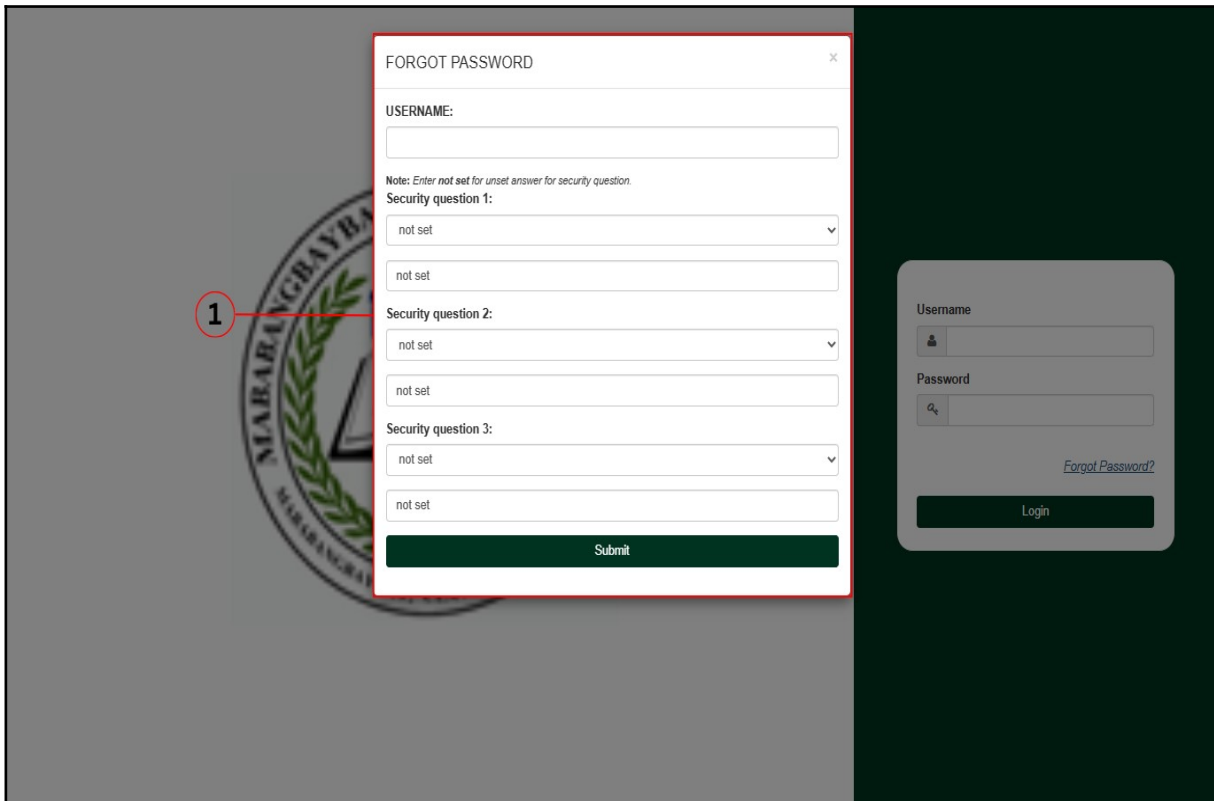
The purpose of this manual is to assist users in effectively utilizing the features available through the Academic Record Management System (ARMS), which is an essential resource providing digital access to relevant academic information such as academic records and reports. This guide provides comprehensive instructions for its intended users, including the procedures for logging in, resetting of passwords, accessing classes, managing and accessing academic records, and generating reports.

HOW TO LOGIN?



1. To login into the system, the user needs to provide their username and password into the designated text fields on the login page.
2. If the user has forgotten their password, they can reset their account password by clicking on the "Forgot Password?" link located below the password field.

HOW TO RESET FORGOTTEN PASSWORD?



The image shows a 'FORGOT PASSWORD' modal form overlaid on a login page. The modal form is titled 'FORGOT PASSWORD' and contains the following fields:

- USERNAME: A text input field.
- Note: Enter not set for unset answer for security question.
- Security question 1: A dropdown menu with 'not set' selected.
- Security question 2: A dropdown menu with 'not set' selected.
- Security question 3: A dropdown menu with 'not set' selected.
- Submit: A green button at the bottom of the modal.

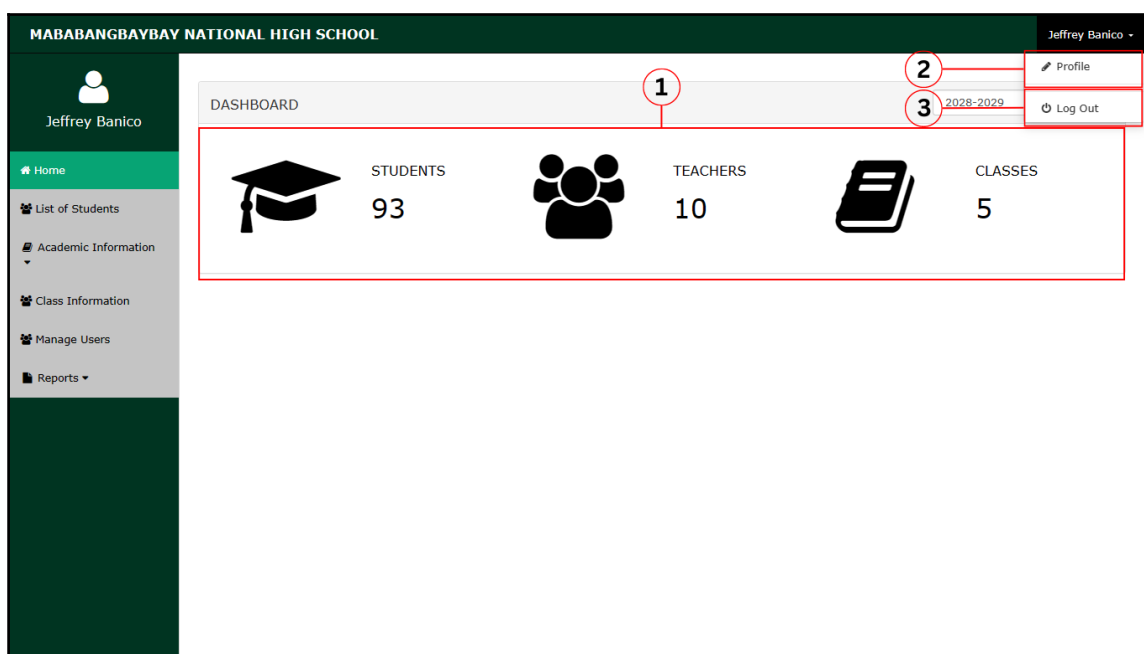
A red circle with the number '1' is placed next to the 'Security question 1' dropdown menu. In the background, the login page is visible, showing a 'Username' field, a 'Password' field, a 'Forgot Password?' link, and a 'Login' button.

1. To reset forgotten password, the user must click the “Forgot Password?” link found in the login page, wherein the user must provide the correct username and answers to a series of security questions associated with the account. Upon submission, the system will verify the provided details and redirect the user to a page where they can create and confirm a new password.

A. ADMINISTRATOR GUIDE

The administrator guide provides instructions on how to use the admin account. It includes information on how to manage students, academic information, classes, users, and reports.

1. ADMINISTRATOR HOME PAGE



1. **Dashboard.** This displays the basic statistics on the number of students, teachers, and classes in a specific school year.
2. **Profile.** This shows the administrator account, wherein the administrator can access and edit their basic information, login credentials, and security questions.
3. **Log Out.** Once “Log Out” is clicked, the administrator will be logged out of the system and will be redirected to the login page.

2. MANAGE STUDENT

The manage student module facilitates the management of the information and records of the students registered in the system.

STUDENT INFORMATION LIST

Showing 25 out of 25 entries

LRN	FIRST NAME	MIDDLE NAME	LAST NAME	ACTION
110000000005	Henry	Alvarado	Mays	view info view record
110000000006	Parker		Guzman	view info view record
110000000007	Lucille Rose	Noble	Reyes	view info view record
110000000008	Isalah Taylor	Montes	Bachiller	view info view record
110000000009	Dominique	Dela Torre	Ditan	view info view record
110000000010	Larissa	Miguel	Fajardo	view info view record
110000000011	Payton Derek	Wes	Ortega	view info view record
110000000012	Carsen	Zubiri	Evangelista	view info view record
110000000013	Josue	Moreno	Del Rosario	view info view record
110000000014	Annaliza	Esparza	Aguliar	view info view record
110000000015	Scarlett	Fuentes	Navarro	view info view record
110000000016	Brenna	Francisco	Dizon	view info view record
110000000017	Karissa Mae	Diaz	Gomez	view info view record
110000000018	Julie Ann	Cruz	Lopez	view info view record

1. **Student Information List.** This provides the list of all the students registered in the system.
2. **Registration.** The “Registration” button allows the administrator to register a student in the system and enroll them in a class.
3. **View Info.** The “view info” link allows the administrator to access the information of the student including their basic and enrollment eligibility information.
4. **View Record.** The “view record” link allows the administrator to access the record information and scholastic records of the student.
5. **Search.** The search bar and button allow the administrator to easily find a student within the system.

Register a New Student

MABABANGBAYBAY NATIONAL HIGH SCHOOL Jeffrey Banico

LEARNER'S INFORMATION

First name: * LRN: *

Middle name: Birthdate: *

Last name: * Sex: *

Extension name: Grade level: *

Section: *

ELIGIBILITY FOR JHS ENROLMENT

☐ ELEMENTARY GRADUATE

☐ PEPT PASSER

☐ ALS A&E PASSER

☐ OTHERS(Pls. specify)

DATE OF ASSESSMENT: *

RATING: *

RATING: *

RATING: *

NAME AND ADDRESS OF TESTING CENTER: *

- 1. Learner's Information.** To register a student in the system, the administrator must provide the learner's information such as their name, learner reference number, date of birth, etc.
- 2. Eligibility for Junior High School (JHS) Enrolment.** The administrator must input the student's eligibility for Junior High School enrolment. This information will be reflected on the permanent record (SF10) of the student.
- 3. Save or Cancel.** To complete the registration process, the administrator should click the "Save" button after entering all the needed information in the text fields provided. To discard the registration process, the administrator may opt to click the "Cancel" button and all information entered will not be saved.

Access Student Information

The screenshot displays the 'MABABANGBAYBAY NATIONAL HIGH SCHOOL' interface. On the left is a sidebar with a user profile for Jeffrey Banico and a menu including Home, List of Students, Academic Information, Class Information, Manage Users, and Reports. The main content area is titled 'LEARNER'S INFORMATION' and 'ELIGIBILITY FOR JHS ENROLMENT'. The 'LEARNER'S INFORMATION' section contains fields for First name (Henry), Middle name (Alvarado), Last name (Mays), Extension name, LRN (110000000005), Birthdate (2010-03-01), Sex (Male), Grade level (10), and Section (GARNET). The 'ELIGIBILITY FOR JHS ENROLMENT' section shows 'PEPT PASSER' status, 'DATE OF ASSESSMENT' (2022-02-10), 'RATING' (81), and 'NAME AND ADDRESS OF TESTING CENTER' (Claveria Complex, Masbate). At the top right, there are 'Edit information' and 'Delete' buttons. A 'Back' button is at the top left of the main content area. Red circles and lines highlight the 'Back' button (1), the 'Edit information' and 'Delete' buttons (3), and the 'ELIGIBILITY FOR JHS ENROLMENT' section (2).

1. **Learner's Information.** This provides the administrator the student's basic information.
2. **Eligibility for Junior High School (JHS) Enrolment.** This provides the administrator the student's enrolment eligibility.
3. **Edit Information or Delete.** The "Edit Information" button allows the administrator to update or modify the information of the student. The "Delete" button allows the administrator to remove the student in the system.

Access Student Record

The screenshot displays the 'MABABANGBAYBAY NATIONAL HIGH SCHOOL' interface. On the left is a sidebar with a user profile for Jeffrey Banico and a menu including Home, List of Students, Academic Information, Class Information, Manage Users, and Reports. The main content area is titled 'RECORD INFORMATION' and 'SCHOLASTIC RECORD'. The 'RECORD INFORMATION' section contains fields for LRN (110000000005), NAME (Henry Alvarado Mays), GENDER (Male), SCHOOL YEAR (2028-2029), GRADE LEVEL (10), SECTION (GARNET), and ADVISER (Kyree Salonga). The 'SCHOLASTIC RECORD' section shows a table of subjects and ratings. At the top right, there are 'Export SP9' and 'Export SP10' buttons. A 'Back' button is at the top left of the main content area. Red circles and lines highlight the 'Back' button (1), the 'Export SP9' and 'Export SP10' buttons (3), and the 'SCHOLASTIC RECORD' table (2).

SUBJECTS	1st	2nd	3rd	4th	FINAL RATING	REMARKS
Filipino	94	93	89	90	92	PASSED
English	94	93	89	90	92	PASSED
Mathematics	89	90	87	88	89	PASSED
Science	92	90	88	92	91	PASSED
Araling Panlipunan	89	90	89	90	90	PASSED
Edukasyon sa Paggapakatao	86	96	89	88	90	PASSED
Technology and Livelihood Education	93	93	94	89	92	PASSED
MAPEH	90	92	92	91	91	PASSED
MUSIC	93	94	94	94		
ARTS	86	90	90	88		

1. **Record Information.** This provides basic information about the owner of the record.
2. **Scholastic Record.** This provides details about the academic record of the student, including their grades, attendance, and observed values.
3. **Export School Form 9 (SF9) or Export School Form 10 (SF10).** The administrator can download and print the report card (SF9) as well as the permanent record (SF10) of the student by clicking the “Export SF9” button and “Export SF10” button, respectively. The downloaded files are in “.xlsx” format and can be viewed through Microsoft Excel or any similar software application (e.g., WPS, LibreOffice).

3. ACADEMIC INFORMATION

The academic information module enables the management of school year, section, subject, and Teacher in Charge. The administrator can add as well as edit or update necessary academic information.

Manage School Year

The screenshot displays the 'MABABANGBAYBAY NATIONAL HIGH SCHOOL' interface. On the left is a sidebar with navigation options: Home, List of Students, Academic Information, School Year (highlighted), Section, Subject, Teacher in charge, Class Information, Manage Users, and Reports. The main content area is titled 'List of School Year' and contains a table with columns 'School Year', 'Current', and 'Action'. The table lists school years from 2028-2029 down to 2020-2021, with 'Current' status being 'Active' for 2028-2029 and 'Inactive' for others. Each row has an 'Edit' button. A red box labeled '3' highlights one of these 'Edit' buttons. To the right of the table is a form titled 'Add New School Year' with a 'School Year' input field (placeholder '(From - To)') and 'Cancel' and 'Add' buttons. A red box labeled '2' highlights the 'Add' button. A red box labeled '1' highlights the 'List of School Year' table.

School Year	Current	Action
2028-2029	Active	Edit
2027-2028	Inactive	Edit
2026-2027	Inactive	Edit
2025-2026	Inactive	Edit
2024-2025	Inactive	Edit
2023-2024	Inactive	Edit
2022-2023	Inactive	Edit
2021-2022	Inactive	Edit
2020-2021	Inactive	Edit

1. **List of School Years.** This provides the list of school years.
2. **Add New School Year.** This enables the administrator to add a new school year.
3. **Edit School Year.** The “Edit” button allows the administrator to edit the school year by modifying the start year and/or end year.

Manage Section

MABABANGBAYBAY NATIONAL HIGH SCHOOL Jeffrey Banico

List of Sections

Name of Adviser	Grade level	Section	School Year	Action
Lia Mercadejas	7	MERCURY	2021-2022	
Jay Blascocho	8	AUBERGINE	2022-2023	
Jay Blascocho	9	CHRYSANTHEMUM	2023-2024	
Jay Blascocho	10	AMETHYST	2024-2025	
Kyree Salonga	7	VENUS	2025-2026	
Loretta Puyat	8	ORANGE	2026-2027	
Emilia Punzalan	7	EARTH	2027-2028	
Joshua Sevyn Oyco	9	TULIP	2027-2028	
Kyree Salonga	10	GARNET	2028-2029	Edit
Reyna Kekim	8	RED	2028-2029	Edit
Reagan Salazar	7	MARS	2028-2029	Edit
Emilia Punzalan	7	NEPTUNE	2028-2029	Edit
Emory Quiapo	7	SATURN	2028-2029	Edit

Add New Section

Grade level:

Name of Section:

Adviser:

[Cancel](#) [Add](#)

1. **List of Sections.** This provides the list of sections.
2. **Add New Section.** This enables the administrator to create a new section.
3. **Edit Section.** The “Edit” button allows the administrator to edit the section by changing the adviser assigned.

Manage Subject

MABABANGBAYBAY NATIONAL HIGH SCHOOL Jeffrey Banico

List of Subjects

Subjects	Curriculum	Grade level	Action
English	K-12	10	Edit
Filipino	K-12	10	Edit
MAPEH	K-12	10	Edit
Technology and Livelihood	K-12	10	Edit
Edukasyon sa Pagpapakata	K-12	10	Edit
Araling Panlipunan	K-12	10	Edit
Science	K-12	10	Edit
Mathematics	K-12	10	Edit
Filipino	K-12	7	Edit
Technology and Livelihood	K-12	7	Edit
English	K-12	7	Edit
Mathematics	K-12	7	Edit

Add New Subject

Curriculum:

Grade level:

Subject:

[Cancel](#) [Add](#)

1. **List of Subjects.** This provides the list of subjects along with the specific grade level it is assigned to.
2. **Add New Subject.** This allows the administrator to add a new subject.

3. **Edit Subject.** The “Edit” button enables the administrator to edit the subject by selecting another grade level and/or by updating the name of the subject.

4. CLASS INFORMATION

The class information enables the management of students and teachers within a particular class.

MABABANGBAYBAY NATIONAL HIGH SCHOOL Jeffrey Banico

ADVISORY CLASS

1 3 4

School year Grade level Search section

SCHOOL YEAR	GRADE LEVEL	SECTION	ADVISER	ACTION
2021-2022	7	MERCURY	Lia Mercadejas	2 view
2022-2023	8	AUBERGINE	Jay Bischocho	view
2023-2024	9	CHRYSANTHEMUM	Jay Bischocho	view
2024-2025	10	AMETHYST	Jay Bischocho	view
2025-2026	7	VENUS	Kyree Salonga	view
2026-2027	8	ORANGE	Loretta Puyat	view
2027-2028	7	EARTH	Emilia Punzalan	view
2027-2028	9	TULIP	Joshua Sevyn Oyco	view
2028-2029	10	GARNET	Kyree Salonga	view
2028-2029	8	RED	Reyna Kekim	view
2028-2029	7	MARS	Reagan Salazar	view
2028-2029	7	NEPTUNE	Emilia Punzalan	view
2028-2029	7	SATURN	Emory Quiapo	view

Previous Next

1. **List of Classes.** This provides a list of previous and current classes.
2. **View Class.** The “view” link directs the administrator to the page that displays the enrolled students in a class, a list of subjects, and the name of the subject teacher.
3. **Filter by School Year and/or Grade level.** This allows the administrator to access a certain class by filtering the list of classes by school year and/or by grade level.
4. **Search.** The search bar allows the administrator to look for a specific class by typing the name of the class.

Access Class

MABABANGBAYBAY NATIONAL HIGH SCHOOL Jeffrey Banico

Jeffrey Banico

- Home
- List of Students
- Academic Information
- Class Information**
- Manage Users
- Reports

LRN	Name	Action
110000000096	Escayan, Eduardo Beltran	remove
110000000100	Estrella, Lauren Bartolome	remove
110000000097	Gallardo, Lucas Natividad	remove
110000000099	Gamboa, Regina Villa	remove
110000000102	Herrera, Addyson Labrador	remove
110000000103	Marasigan, Janet Latonio	remove
110000000093	Pangilinan, Cora Abella	remove
110000000092	Pineda, Russell Aquende	remove
110000000098	Ponce, Abbygail Manzano	remove
110000000101	Silva, Jovanni Cunanan	remove

SUBJECTS

SUBJECT TITLE	SUBJECT TEACHER	ACTION
Filipino	Punzalan, Emilia Olaguer	remove
English	Punzalan, Emilia Olaguer	remove
Mathematics	Punzalan, Emilia Olaguer	remove
Science	Punzalan, Emilia Olaguer	remove
Araling Panlipunan	Punzalan, Emilia Olaguer	remove
Edukasyon sa Pagpapakatao	Punzalan, Emilia Olaguer	remove
Technology and Livelihood Education	Punzalan, Emilia Olaguer	remove

- Class List.** This displays a list that includes the full names of all the students who are currently enrolled in a particular class, along with their Learners Reference Number (LRN).
- Remove Student.** The “remove” link in the class list allows the administrator to remove a student along with their record in a specific class.
- List of Subjects.** This shows the subjects in a specific class and the assigned subject teacher.
- Remove Subject Teacher.** The “remove” link in the subject section allows the administrator to replace the currently assigned subject teacher.

5. MANAGE USERS

MABABANGBAYBAY NATIONAL HIGH SCHOOL Jeffrey Banico

USER INFORMATION LIST

Showing 107 out of 25 entries

USER ID	FIRST NAME	MIDDLE NAME	LAST NAME	USER TYPE	ACTION
1234567	Jeffrey	Toledo	Banico	ADMINISTRATOR	view
2019492	Hannah Sophia	Del Rosario	Revoltar	ADMINISTRATOR	view
1004220	Mera	Gueta	Genovania	ADMINISTRATOR	view
1234133	Janus Ashley	Forte	Prado	ADMINISTRATOR	view
110000000002	Charles	Adams	Mueller	STUDENT	view
110000000001	Jennifer	Bird	Ayala	STUDENT	view
110000000000	Yuchen	Cao	Weng	STUDENT	view
110000000005	Henry	Alvarado	Mays	STUDENT	view
110000000003	Wade	Cruz	Berna	STUDENT	view
110000000004	Rangel Zion	Davila	Vasquez	STUDENT	view
110000000006	Parker		Guzman	STUDENT	view
110000000009	Dominique	Dela Torre	Ditan	STUDENT	view
110000000007	Lucille Rose	Noble	Reyes	STUDENT	view
110000000010	Larissa	Miguel	Fajardo	STUDENT	view
110000000011	Payton Derek	Wes	Ortega	STUDENT	view

1. **User Information List.** This displays all the registered user accounts in the system.
2. **View User Information.** The “view” link directs the administrator to a page that displays the basic information of a user account.
3. **Add New User.** The “Add new user” allows the administrator to create a new account for a new user.
4. **Search.** The search bar and button allow the administrator to easily find a user within the system.
5. **Filter by User Type.** By selecting a specific user type, the list of users will be filtered to show only the users who belong to the selected user type.

Add New User

MABABANGBAYBAY NATIONAL HIGH SCHOOL Jeffrey Banico

Jeffrey Banico

Home
List of Students
Academic Information
Class Information
Manage Users
Reports

BASIC INFORMATION

ID Number:

First name:

Middle name:

Last name:

Sex:

Contact number:

Email address:

User type:

1 2 Save Cancel

1. **User's Basic Information.** This allows the administrator to input the information of the user to be registered in the system.
2. **Save or Cancel.** The "Save" button allows saving the information inputted by the administrator. The "Cancel" button allows the cancellation of the registration of a new user.

Access User Information

MABABANGBAYBAY NATIONAL HIGH SCHOOL Jeffrey Banico

Jeffrey Banico

Home
List of Students
Academic Information
Class Information
Manage Users
Reports

Back

BASIC INFORMATION [edit]

ID Number: 1234567
First name: Jeffrey
Middle name: Toledo
Last name: Banico
Sex: Male
Email Address: jeffreybanico@email.com
Contact: 09123456789

CREDENTIALS [reset]

User type: ADMINISTRATOR
Username: 1234567
Password: Admin@123

1 2 3

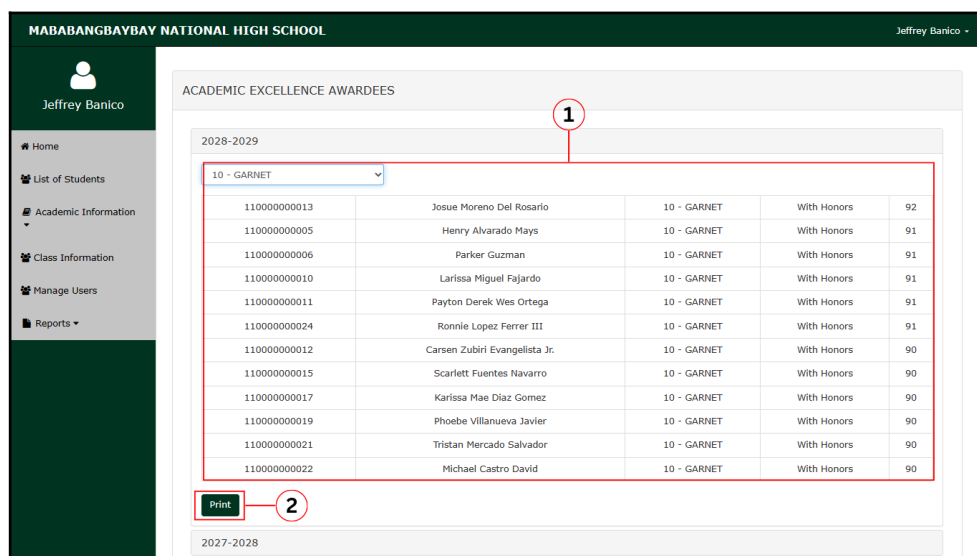
1. **User's Basic Information.** This displays the basic information of a specific user.
2. **Editing User's Basic Information.** The "edit" link allows the administrator to edit the basic information of a specific user.

3. **Reset Password.** The “reset” link gives privilege to the administrator to reset the user’s password back to its default password.

6. REPORTS

Within this module, the admin can generate various reports. These reports comprise a list of awardees as well as lists of individuals who are candidates for promotion and completion.

List of Academic Excellence Awardees



MABABANGBAYBAY NATIONAL HIGH SCHOOL Jeffrey Banico

ACADEMIC EXCELLENCE AWARDEES

2028-2029

10 - GARNET

110000000013	Josue Moreno Del Rosario	10 - GARNET	With Honors	92
110000000005	Henry Alvarado Mays	10 - GARNET	With Honors	91
110000000006	Parker Guzman	10 - GARNET	With Honors	91
110000000010	Larissa Miguel Fajardo	10 - GARNET	With Honors	91
110000000011	Payton Derek Wes Ortega	10 - GARNET	With Honors	91
110000000024	Ronnie Lopez Ferrer III	10 - GARNET	With Honors	91
110000000012	Carsen Zubiri Evangelista Jr.	10 - GARNET	With Honors	90
110000000015	Scarlett Fuentes Navarro	10 - GARNET	With Honors	90
110000000017	Karlissa Mae Diaz Gomez	10 - GARNET	With Honors	90
110000000019	Phoebe Villanueva Javier	10 - GARNET	With Honors	90
110000000021	Tristan Mercado Salvador	10 - GARNET	With Honors	90
110000000022	Michael Castro David	10 - GARNET	With Honors	90

Print

2027-2028

1. **List of Academic Excellence Awardees.** This provides the administrator the list of all the qualified students for the academic excellence award.
2. **Print List.** This enables the administrator to print and save the official list of academic excellence awardees.

List of Outstanding Performance in Specific Discipline Awardees

MABABANGBAYBAY NATIONAL HIGH SCHOOL Jeffrey Banico

OUTSTANDING AWARDEES

2028-2029

7

110000000066	Lorenzo Andrez Allanza	7	MARS	Best in English	95
110000000063	Wilford Rowe Sloan	7	MARS	Best in English	95
110000000064	Gwen Solis Peralta	7	MARS	Best in English	95
110000000062	Rusty Gordon Delos Reyes	7	MARS	Best in Arts	93
110000000070	Ismael Galang Serrano	7	MARS	Best in Arts	93
110000000067	Maria Teresa Gabriel Sison	7	MARS	Best in Athletics	88
110000000067	Maria Teresa Gabriel Sison	7	MARS	Best in Science	92
110000000061	Bob Shepherd Dela Cruz	7	MARS	Best in Mathematics	93
110000000057	Lily Potter Garrizon	7	MARS	Best in Araling Panlipunan	91
110000000056	Terri Hurst Rodriguez	7	MARS	Best in Araling Panlipunan	91
110000000061	Bob Shepherd Dela Cruz	7	MARS	Best in Technology and Livelihood Education	95

Print

2027-2028

2026-2027

1. **List of Outstanding Awardees.** This provides the administrator the list of all the qualified students for the outstanding performance award.
2. **Print List.** This enables the administrator to print and save the official list of outstanding awardees for specific disciplines.

List of Students to Promote

MABABANGBAYBAY NATIONAL HIGH SCHOOL Jeffrey Banico

List of Students to Promote

<input type="checkbox"/>	110000000046	James Raid Greene	8 - RED	90
<input type="checkbox"/>	110000000047	Felipe Ayers Ortiz	8 - RED	89
<input type="checkbox"/>	110000000048	Imelda Gardner Roman	8 - RED	89
<input type="checkbox"/>	110000000049	Audrey Kline Ortiz	8 - RED	89
<input type="checkbox"/>	110000000038	Arriane Shane Reyes Agustin	8 - RED	90
<input type="checkbox"/>	110000000037	Katie Flores Cortez	8 - RED	88
<input type="checkbox"/>	110000000027	Daphne delos Santos Ocampo	8 - RED	89
<input type="checkbox"/>	110000000028	Madeleine Tan Enriquez	8 - RED	91
<input type="checkbox"/>	110000000029	Alonzo Harper Aguilar Pascua	8 - RED	90
<input type="checkbox"/>	110000000030	Heather Ramirez Alcantara	8 - RED	90
<input type="checkbox"/>	110000000033	Sidney Aquino Mariano	8 - RED	90
<input type="checkbox"/>	110000000034	Julio Castillo Antonio	8 - RED	87
<input type="checkbox"/>	110000000035	Mia Serenity Santiago Lim	8 - RED	89
<input type="checkbox"/>	110000000036	Lola Gonzales Jimenez	8 - RED	88
<input type="checkbox"/>	110000000050	Adolf Veles Haller	8 - RED	90

Promote

GRADE 9

1. **List of Students to Promote.** This displays a list of students who are being considered for promotion in each grade level.
2. **Promote.** The “Promote” button allows the administrator to promote student to the next grade level.

List of Completers

MABABANGBAYBAY NATIONAL HIGH SCHOOL Jeffrey Banico

Jeffrey Banico

- Home
- List of Students
- Academic Information
- Class Information
- Manage Users
- Reports

<input type="checkbox"/>	110000000019	Phoebe Villanueva Javier	10 - GARNET	90
<input type="checkbox"/>	110000000020	Denise Tolentino Corpuz	10 - GARNET	89
<input type="checkbox"/>	110000000021	Tristan Mercado Salvador	10 - GARNET	90
<input type="checkbox"/>	110000000022	Michael Castro David	10 - GARNET	90
<input type="checkbox"/>	110000000023	Fernanda Rivera Miranda	10 - GARNET	89
<input type="checkbox"/>	110000000015	Scarlett Fuentes Navarro	10 - GARNET	90
<input type="checkbox"/>	110000000014	Annaliza Esparza Aguilar	10 - GARNET	89
<input type="checkbox"/>	110000000006	Parker Guzman	10 - GARNET	91
<input type="checkbox"/>	110000000007	Lucille Rose Noble Reyes	10 - GARNET	85
<input type="checkbox"/>	110000000008	Isalah Taylor Montes Bachiller	10 - GARNET	88
<input type="checkbox"/>	110000000009	Dominique Dela Torre Ditan	10 - GARNET	89
<input type="checkbox"/>	110000000010	Larissa Miguel Fajardo	10 - GARNET	91
<input type="checkbox"/>	110000000011	Payton Derek Wes Ortega	10 - GARNET	91
<input type="checkbox"/>	110000000012	Carsen Zubiri Evangelista	10 - GARNET	90
<input type="checkbox"/>	110000000013	Josue Moreno Del Rosario	10 - GARNET	92
<input type="checkbox"/>	110000000024	Ronnie Lopez Ferrer	10 - GARNET	91

1

2

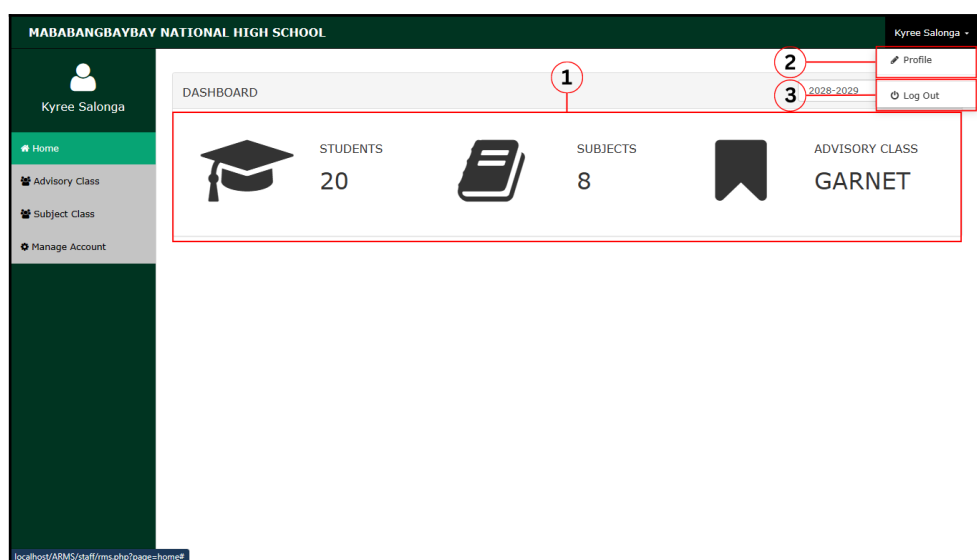
Print Promote

1. **List of Completers.** This provides the administrator the list of students in Grade 10 who have completed the Junior High School requirements.
2. **Print and Promote.** The "Print" button allows the administrator to print and save the official list of completers. The "Promote" button archives the completers in the system.

B. TEACHER GUIDE

The teacher manual provides detailed instructions on how to use the teacher account. It includes information on how to manage the advisory class and subject class.

1. TEACHER HOME PAGE



1. **Dashboard.** This displays the basic statistics on the number of students in the advisory class and the number of subject classes for the selected school year.
2. **Profile.** This shows the teacher account, wherein the teacher can access and edit their basic information, login credentials, and security questions.
3. **Log Out.** Clicking on the “Log Out” button will log the user out of the system and redirect them to the login page.

2. ADVISORY CLASS

In the advisory class module, teachers can view and manage their advisory class.

MABABANGBAYBAY NATIONAL HIGH SCHOOL Kyree Salonga

SCHOOL YEAR: 2028-2029 GRADE LEVEL: 10 SECTION: GARNET

STUDENTS

Search student

LRN	NAME	ACTION			
11000000014	Aguilar, Annaliza Esparza	view info	edit attendance	edit values	view record
11000000008	Bachiller, Isalah Taylor Montes	view info	edit attendance	edit values	view record
11000000020	Corpuz, Denise Tolentino	view info	edit attendance	edit values	view record
11000000022	David, Michael Castro	view info	edit attendance	edit values	view record
11000000013	Del Rosario, Josue Moreno	view info	edit attendance	edit values	view record
11000000009	Ditan, Dominique Dela Torre	view info	edit attendance	edit values	view record
11000000016	Dizon, Brenna Francisco	view info	edit attendance	edit values	view record
11000000012	Evangelista, Carsen Zubiri	view info	edit attendance	edit values	view record
11000000010	Fajardo, Larissa Miguel	view info	edit attendance	edit values	view record
11000000024	Ferrer, Ronnie Lopez	view info	edit attendance	edit values	view record
11000000017	Gomez, Karissa Mae Diaz	view info	edit attendance	edit values	view record
11000000006	Guzman, Parker	view info	edit attendance	edit values	view record

1. **Advisory Class Information.** This displays current advisory class information.
2. **Class List.** This displays the list of students in the advisory class.
3. **View Info.** This displays the basic information of a specific student.
4. **Edit Attendance.** This will direct the teacher to the attendance of the student.
5. **Edit Values.** This will direct the teacher to the observed values of the student.
6. **View Record.** This will direct the teacher to the academic records of the student.

Input Student Attendance

MABABANGBAYBAY NATIONAL HIGH SCHOOL Kyree Salonga

SCHOOL YEAR: 2028-2029 **GRADE LEVEL:** 10
STUDENT: Annaliza Aguilar **SECTION:** GARNET

	NO. OF SCHOOL DAYS	NO. OF DAYS PRESENT	NO. OF DAYS ABSENT
AUGUST	20	20	0
SEPTEMBER	20	20	0
OCTOBER	20	19	1
NOVEMBER	20	20	0
DECEMBER	20	20	0
JANUARY	20	20	0
FEBRUARY	20	20	0
MARCH	20	19	1
APRIL	20	20	0
MAY	20	19	1

Save **Cancel**

1. **Advisory Class Information.** This displays the student's name, grade level, section, and school for whom the attendance record is being marked.
2. **Attendance.** The fields enable the adviser to input the attendance details of the student.
3. **Save or Cancel.** To ensure that the attendance record is saved, the user must click on the "Save" button. If the user wishes to discard any changes made, they can click on the "Cancel" button.

Input Student Observed Values

MABABANGBAYBAY NATIONAL HIGH SCHOOL Kyree Salonga

QUARTER: choose... (1)

MAKA-DIYOS
 Expresses one's spiritual beliefs while respecting the spiritual beliefs of others.
 Shows adherence to ethical principles by upholding truth in all undertakings.

MAKA-TAO
 In sensitive to individual, social, and cultural differences.
 Demonstrates contributions towards solidarity.

MAKA-KALIKASAN
 Cares for environment and utilizes resources wisely, judiciously and economically.

MAKA-BANSA
 Demonstrates pride in being a Filipino; exercises the rights and responsibilities of a Filipino citizen.
 Demonstrate appropriate behavior in carrying out activities in school, community and country.

Submit (3)

1. **Quarter.** The teacher must select the quarter from the dropdown menu before assessing the student.

2. **Observed Values Rating.** The teacher can easily assess the student's values using the dropdown menu.
3. **Submit.** The submit button allows the teacher to save the rating for the student.

Access Student Scholastic Record

MABABANGBAYBAY NATIONAL HIGH SCHOOL Kyree Salonga

Back Export SF9 Export SF10

RECORD INFORMATION

LRN: 110000000014 SCHOOL YEAR: 2028-2029
 NAME: Annaliza Esparza Aguilar GRADE LEVEL: 10
 GENDER: Female SECTION: GARNET

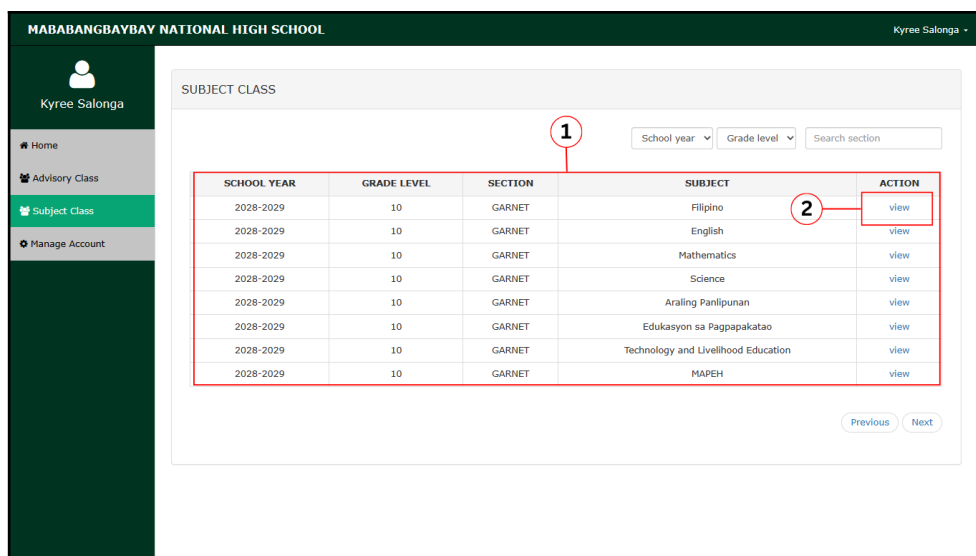
SCHOLASTIC RECORD

SUBJECTS	1st	2nd	3rd	4th	FINAL RATING	REMARKS
Filipino	88	84	90	78	85	PASSED
English	88	84	90	78	85	PASSED
Mathematics	90	92	89	88	90	PASSED
Science	90	89	93	90	91	PASSED
Araling Panlipunan	90	89	90	78	87	PASSED
Edukasyon sa Pagpapakatao	86	85	90	88	87	PASSED
Technology and Livelihood Education	94	91	87	92	91	PASSED
MAPEH	91	92	92	92	92	PASSED
MUSIC	94	94	94	94		
ARTS	85	90	90	89		

1. **Record Information.** This displays the details of the student record in the advisory class.
2. **Scholastic Record.** This displays the scholastic record of the student.
3. **Export SF9 and Export SF10.** This enables the teacher to export the permanent record (SF10) and report card (SF9) of the student.

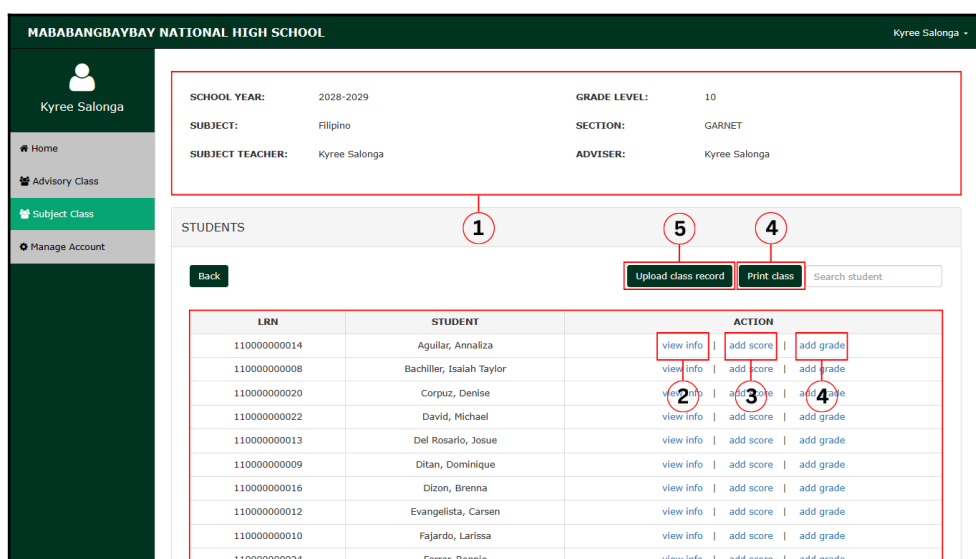
3. SUBJECT CLASS

In the Subject Class module, teachers can view and manage their subject classes.



1. **List of Subject Classes.** This shows the list of subject classes assigned to the teacher
2. **View Subject Class.** The “view” link directs the teacher to their specific subject classes.

Access Subject Class



1. **Subject Class Information.** This displays the subject class information of the teacher.
2. **Class List.** This displays the list of students in a subject class.
3. **View Info.** This displays the basic information of the student.

4. **Add score.** This link will direct the user to the page where they can manage the student's score.
5. **Add grade.** This link directs the user to the page where they can manage the student's grades.
6. **Print Class.** This allows the teachers to download the e-class record for their assigned subject class.
7. **Upload Class Record.** This allows the teacher to upload the e-class record to the system, which then saves the scores and grades of the students.

Add Student Scores

MABABANGBAYBAY NATIONAL HIGH SCHOOL Kyree Salonga

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1

2 Add score

WRITTEN WORKS

1ST QUARTER

COMPONENTS	RAW SCORE	HIGHEST POSSIBLE SCORE	PERCENTAGE SCORE	DATE
1	19	20	95%	2023-04-11
2	21	30	70%	2023-04-11

2ND QUARTER

3RD QUARTER

4TH QUARTER

PERFORMANCE TASK

1ST QUARTER

2ND QUARTER

3RD QUARTER

4TH QUARTER

1. **Scores.** This shows the scores of the students per component and quarter.
2. **Add Score.** The “Add Score” button allows the teacher to input scores.

Add Student Grades

MABABANGBAYBAY NATIONAL HIGH SCHOOL Kyree Salonga

Kyree Salonga

- Home
- Advisory Class
- Subject Class**
- Manage Account

SCHOOL YEAR: 2028-2029 GRADE LEVEL: 10

SUBJECT: Filipino SECTION: GARNET

STUDENT: Annaliza Aguilar ADVISER: Kyree Salonga

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1ST	2ND	3RD	4TH	FINAL GRADE
88	84	90	78	85

[Add grade](#)

1. **Grades.** This shows the quarterly grades and final rating of the student in a particular subject.
2. **Add grade.** The “Add grade” button allows the teacher to input grades.

4. MANAGE ACCOUNT

MABABANGBAYBAY NATIONAL HIGH SCHOOL Kyree Salonga

Kyree Salonga

- Home
- Advisory Class
- Subject Class
- Manage Account**

CREDENTIALS AND SECURITY QUESTIONS [\[edit\]](#)

User type: TEACHER

Username: 1010102

Security 1: not set

Security 2: not set

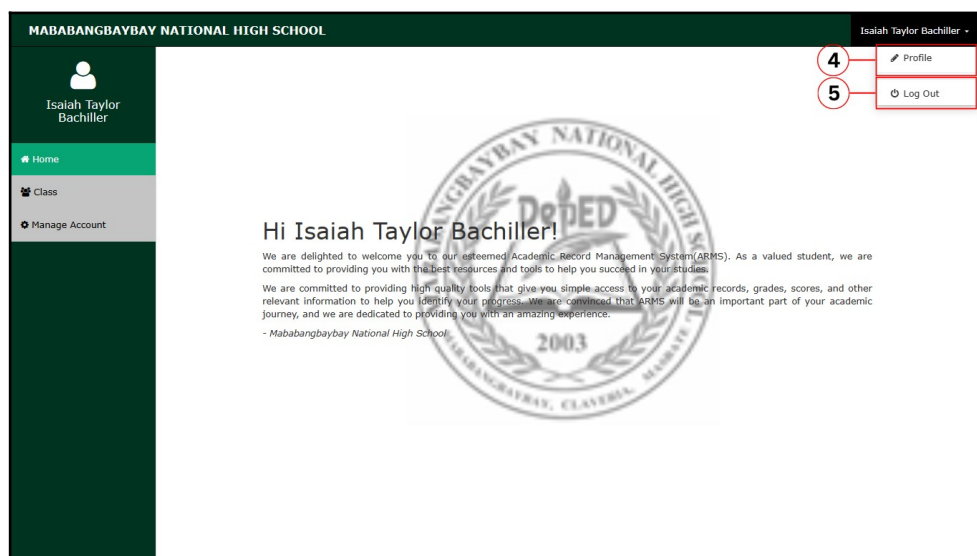
Security 3: not set

The "edit" link allows the teacher to edit their credentials, such as their password and security questions.

C. STUDENT GUIDE

The student manual provides detailed instructions on how to use the student account. It includes information on how to access classes, academic ratings, and manage own credentials.

1. STUDENT HOME PAGE



1. **Home.** This displays the message of the institution for the student.
2. **Profile.** The profile displays the basic information of the student.
3. **Log Out.** Once “Log Out” is clicked, the student will be logged out of the system and will be redirected to the login page.

2. CLASS

The class module enables students to access information related to their classes, including details on specific subjects and corresponding performance metrics such as scores and grades.

The screenshot shows the student portal for Isabel Taylor Bachiller. The header includes the school name and the student's name. The left sidebar has links for Home, Class, and Manage Account. The main content area is divided into two sections:

1. Class Information: This section displays the current class details:

SCHOOL YEAR:	2028-2029	GRADE LEVEL:	10
ADVISER:	Kyree Salonga	SECTION:	GARNET

2. List of Classes: This section displays a table of classes for Grade 10 - GARNET:

SUBJECT	SUBJECT TEACHER	ACTION
Filipino	Salonga, Kyree Ocfemia	view
English	Salonga, Kyree Ocfemia	view
Mathematics	Salonga, Kyree Ocfemia	view
Science	Salonga, Kyree Ocfemia	view
Araling Panlipunan	Salonga, Kyree Ocfemia	view
Edukasyon sa Pagpapakatao	Salonga, Kyree Ocfemia	view
Technology and Livelihood Education	Salonga, Kyree Ocfemia	view
MAPEH	Salonga, Kyree Ocfemia	view

Below the table, there are links for Grade 9 - TULIP and Grade 8 - ORANGE.

- 1. Class Information.** This presents the details regarding the current class that a student has enrolled in.
- 2. List of Classes.** This displays the list of classes the student has attended from grade 7 to 10.
- 3. View Academic Record.** The “view” link allows the student to access their corresponding academic record within a specific subject.

Access Academic Record

The screenshot shows the student portal for Isabel Taylor Bachiller. The header includes the school name and the student's name. The left sidebar has links for Home, Class, and Manage Account. The main content area displays the academic record for the 1st quarter:

1ST QUARTER

COMPONENTS	RAW SCORE	HIGHEST POSSIBLE SCORE	PERCENTAGE SCORE	DATE
WRITTEN WORK				
1	18	20	90%	2023-04-11
2	23	30	77%	2023-04-11
PERFORMANCE TASK				
1	16	20	80%	2023-04-11
2	29	30	97%	2023-04-11
QUARTERLY ASSESSMENT				
1	89	100	89%	2023-04-11

Below the 1st quarter record, there are links for 2ND QUARTER, 3RD QUARTER, and 4TH QUARTER.

2. GRADES

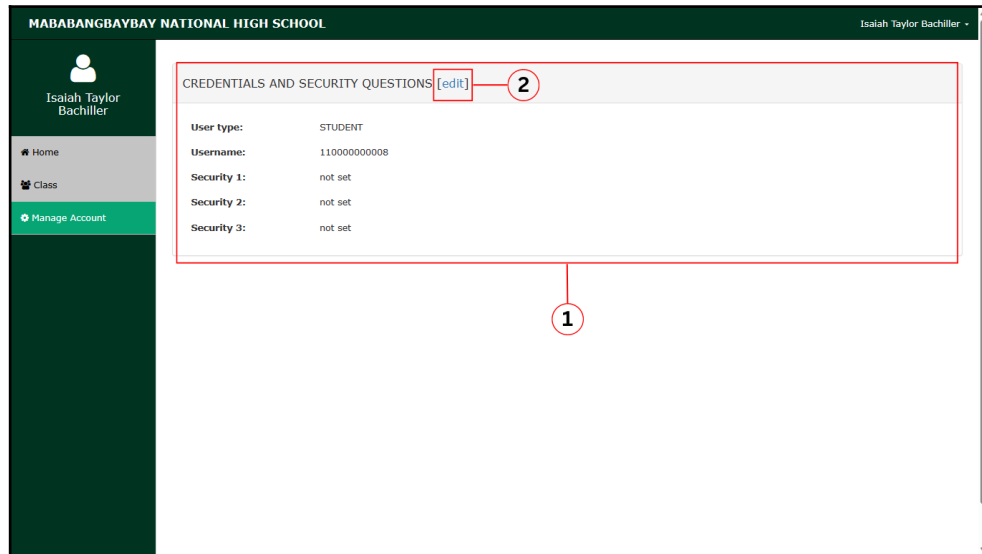
1ST	2ND	3RD	4TH	FINAL GRADE
92	81	83	80	84

- 1. Scores.** This displays the student's marks in a particular subject, categorized by term and components.

2. **Grades.** This displays the grades of the student for each quarter, along with the final grade obtained for a particular subject.

3. MANAGE ACCOUNT

To manage student credentials, the student needs to access the manage account module, which allows them to modify their login credentials.



1. **Credentials and Security Questions.** This displays the account credentials of the student.
2. **Edit Credentials.** The “edit” link allows the student to edit their credentials including their password and answers to security questions.