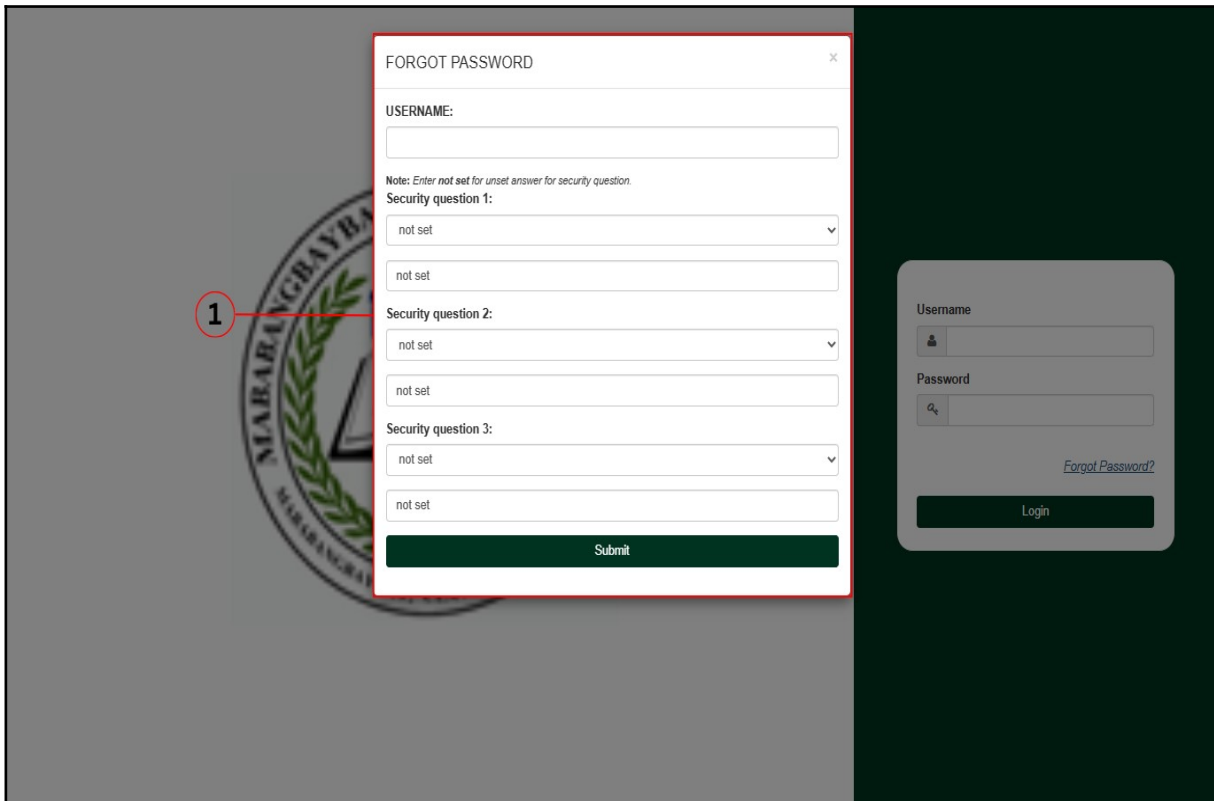# Table of Content

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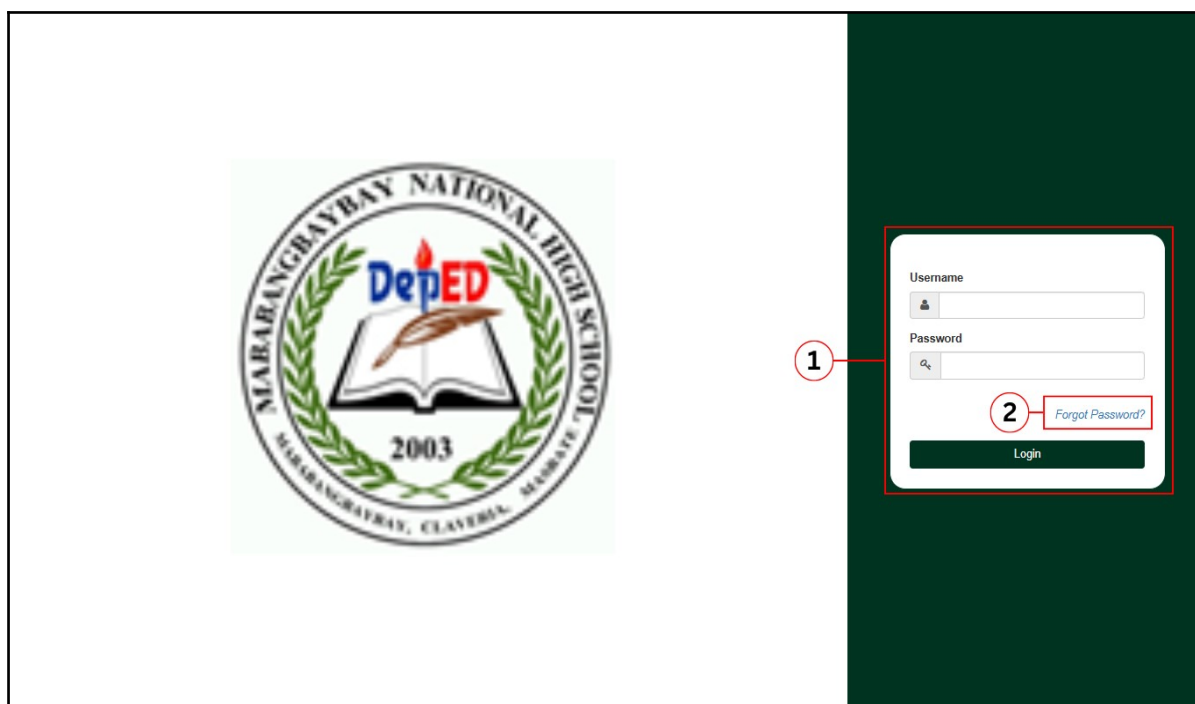
1. To login into the system, the user needs to provide their username and password into the designated text fields on the login page.
2. If the user has forgotten their password, they can reset their account password by clicking on the "Forgot Password?" link located below the password field.

HOW TO RESET FORGOTTEN PASSWORD?

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
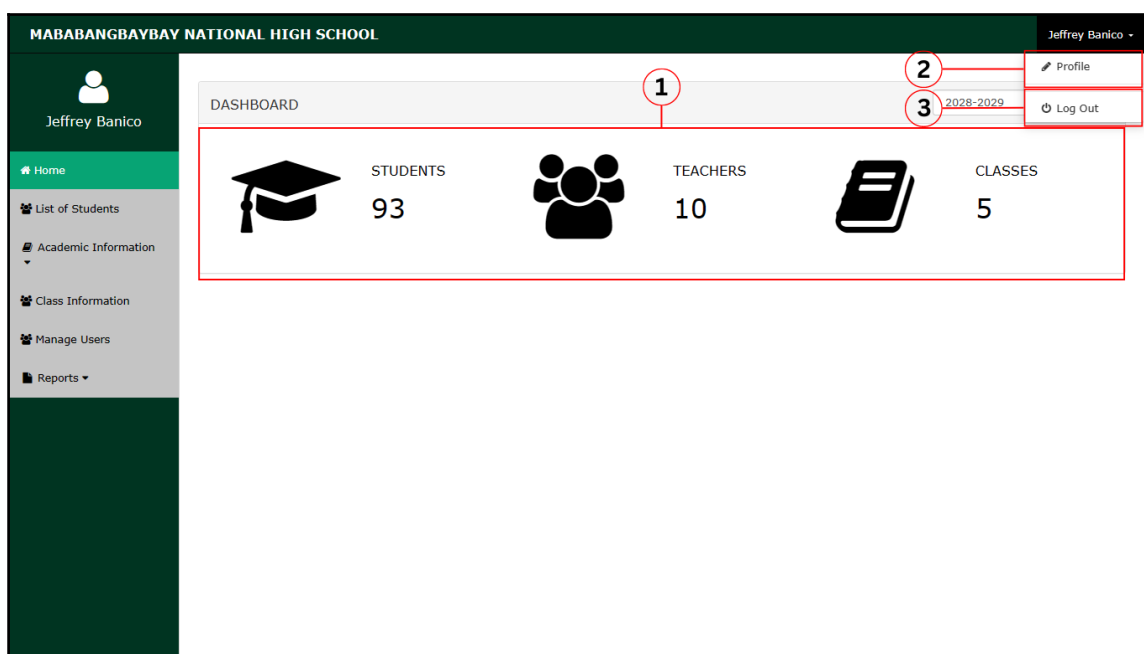
1. **Dashboard.** This displays the basic statistics on the number of students, teachers, and classes in a specific school year.

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.

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

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

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

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

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

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

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.

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

1. **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).
2. **Remove Student.** The "remove" link in the class list allows the administrator to remove a student along with their record in a specific class.
3. **List of Subjects.** This shows the subjects in a specific class and the assigned subject teacher.
4. **Remove Subject Teacher.** The "remove" link in the subject section allows the administrator to replace the currently assigned subject teacher.

5. MANAGE USERS

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

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.
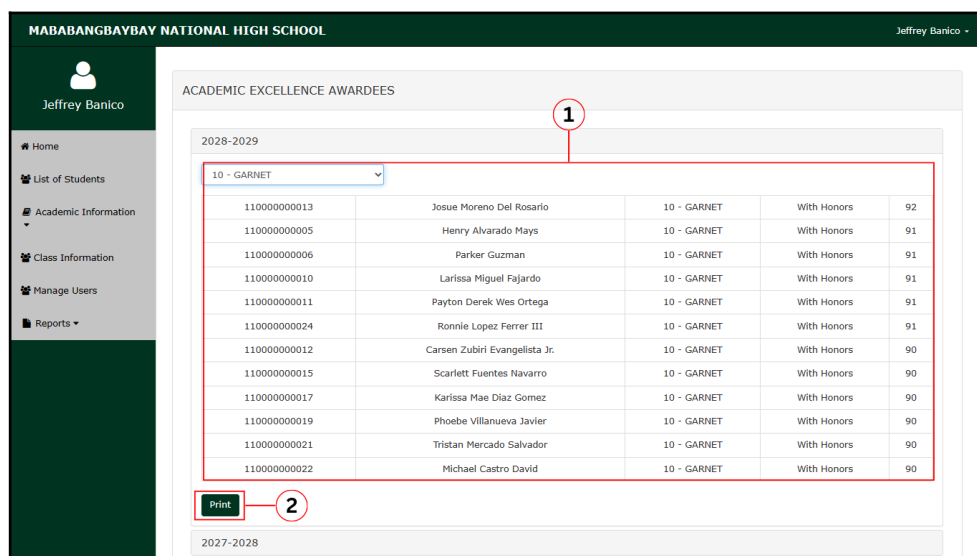
Access User Information

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

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

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

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


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**
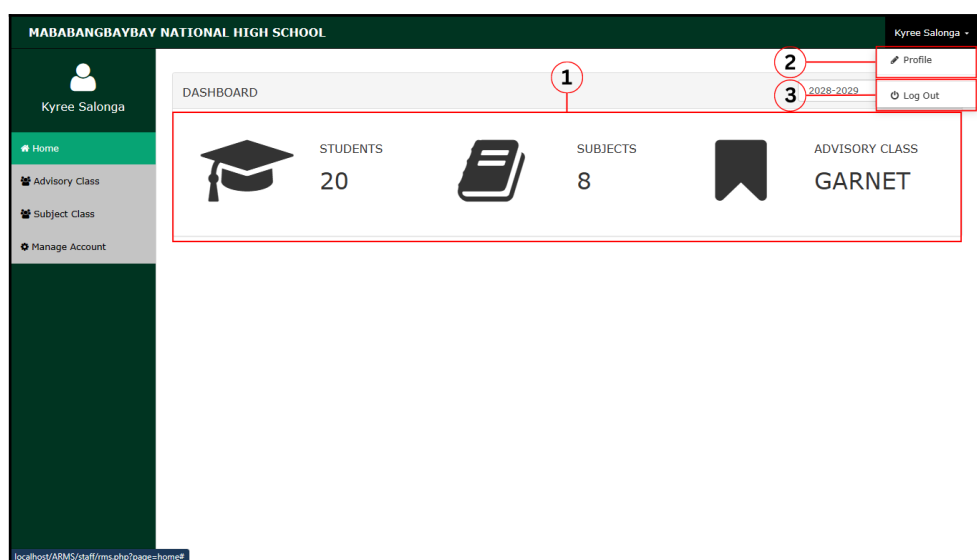
1. **Dashboard.** This displays the basic statistics on the number of students in the advisory class and the number of subject classes for the selected school year.

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.

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

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

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

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.
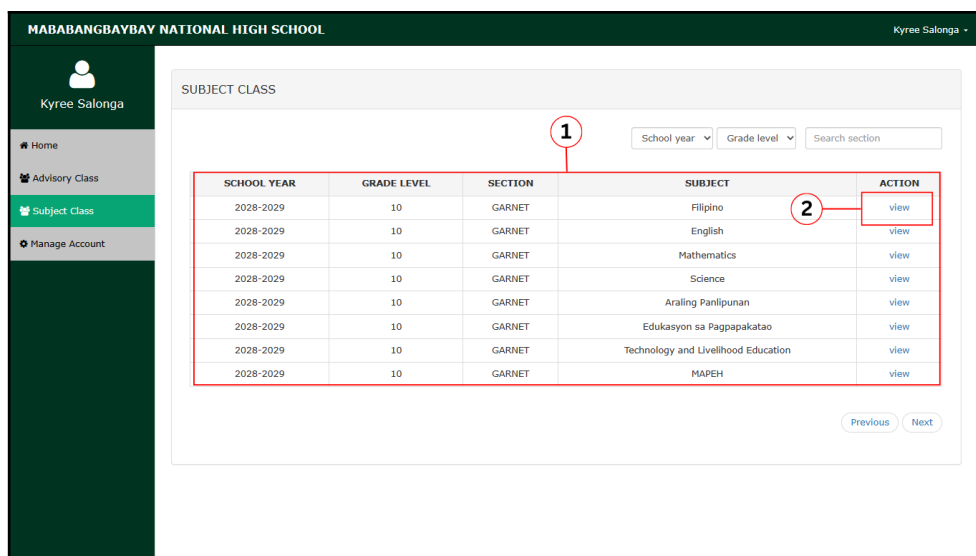
1. **List of Subject Classes.** This shows the list of subject classes assigned to the teacher

2. **View Subject Class.** The "view" link directs the teacher to their specific subject classes.

Access Subject Class
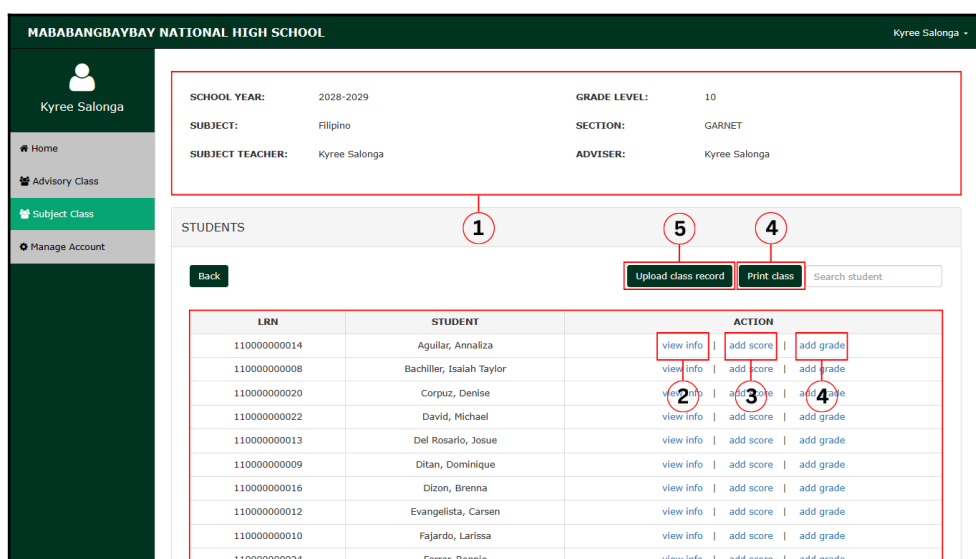
1. **Subject Class Information.** This displays the subject class information of the teacher.

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

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

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

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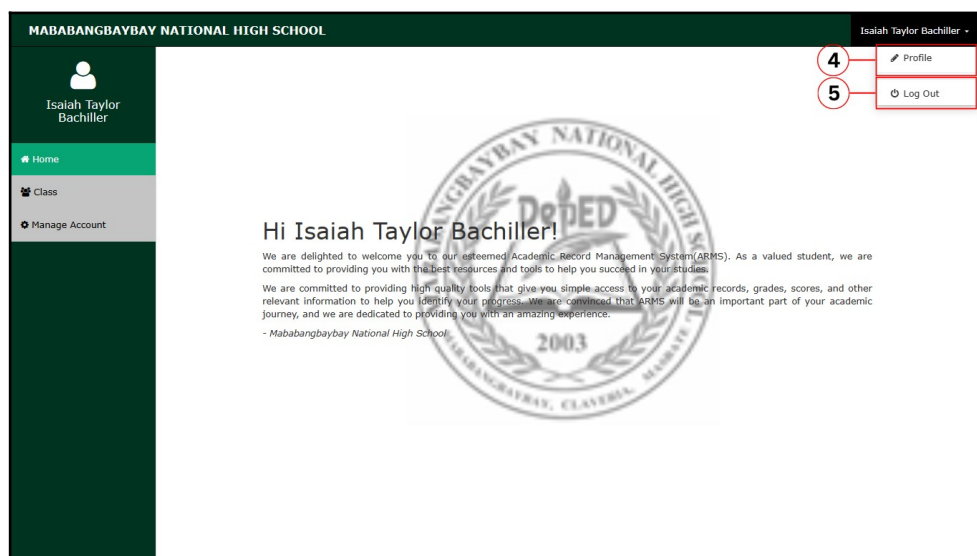
1. **Home**. This displays the message of the institution for the student.
2. **Profile**. The profile displays the basic information of the student.
3. **Log Out**. Once "Log Out" is clicked, the student will be logged out of the system and will be redirected to the login page.

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.

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

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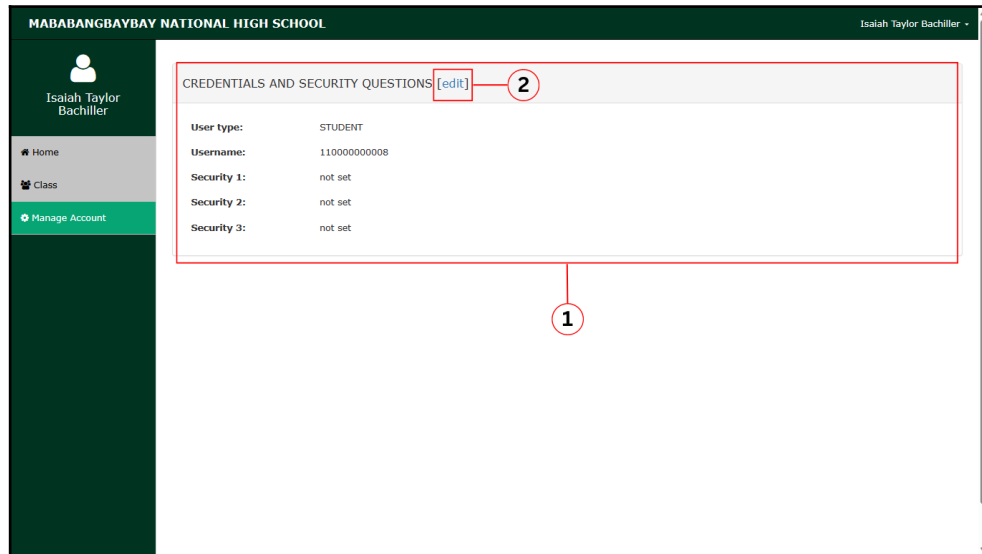
1. **Credentials and Security Questions.** This displays the account credentials of the student.
2. **Edit Credentials.** The "edit" link allows the student to edit their credentials including their password and answers to security questions.