

# Comprehensive Assessment and Preparation System User Manual

## 1. REGISTRATION & LOG IN

The screenshot shows the login interface of the Comprehensive Assessment and Preparation System. On the left, a dark sidebar contains the system's name in large, bold, orange and white letters: 'COMPREHENSIVE ASSESSMENT AND PREPARATION SYSTEM'. Below this, a small paragraph describes the platform's purpose. On the right, the 'LOG IN ACCOUNT' section is displayed. It includes a welcome message, input fields for ID number (23-A-12347) and password (masked with dots), a 'Remember me' checkbox, a 'Forgot Password' link, and a prominent orange 'LOG IN' button. Below the button, there is a link that says 'Don't have an account? Register here'. An orange arrow points from the text 'Register Here' to this link.

Doesn't Have an Account? Register First by Clicking the 'Register here' highlighted text

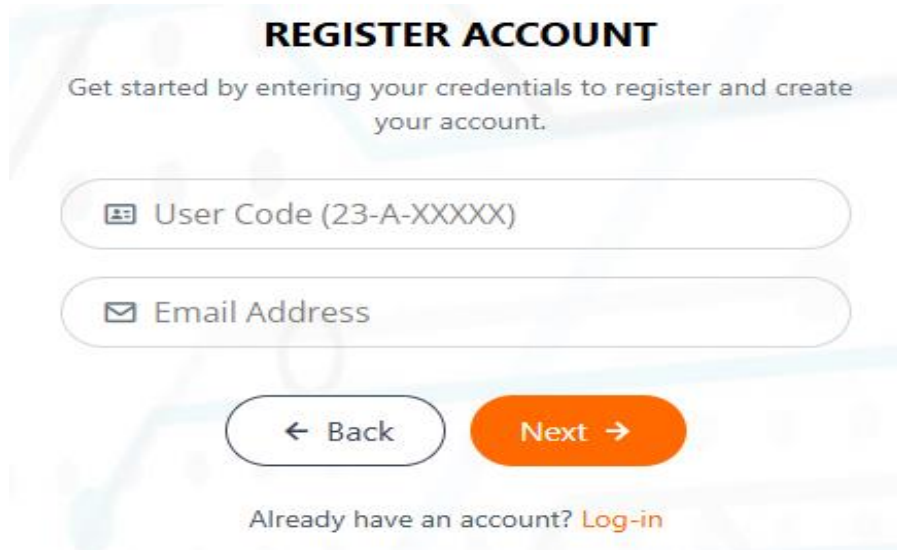
**Note: Your User Code and Password will be used to Log-in!**

### 1.1 Personal Information

The screenshot shows the 'REGISTER ACCOUNT' page. At the top, the title 'REGISTER ACCOUNT' is centered. Below it, a message says 'Get started by entering your credentials to register and create your account.' There are two input fields: 'First Name' and 'Last Name', each with a person icon on the left. Below these fields is an orange button with the text 'Next →'. At the bottom, there is a link that says 'Already have an account? Log-in'.

- Enter your First and Last Name to Proceed to the next part.

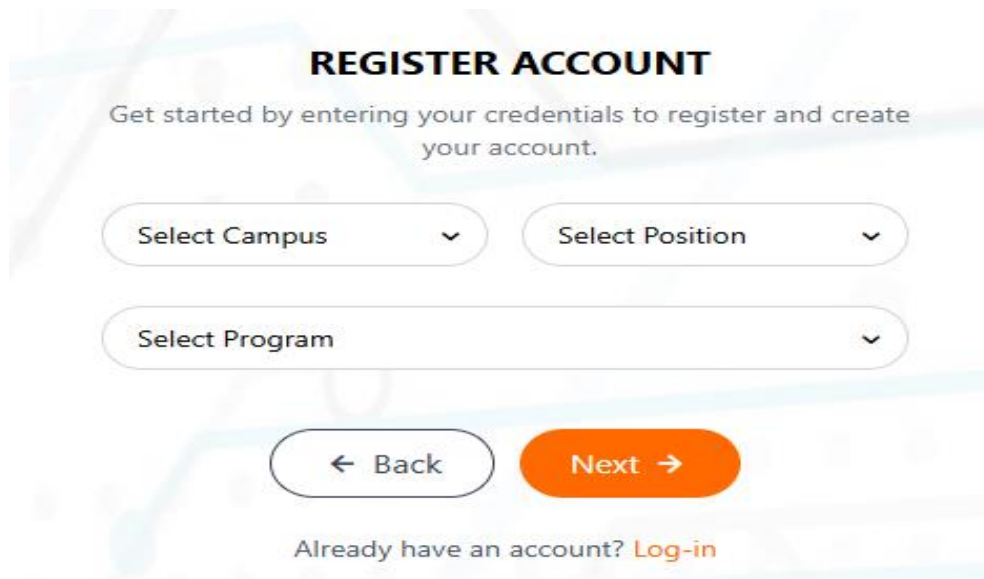
## 1.2 User Code and Email



The screenshot shows a registration form titled "REGISTER ACCOUNT". Below the title is a subtitle: "Get started by entering your credentials to register and create your account." There are two input fields: "User Code (23-A-XXXXX)" with a user icon and "Email Address" with an envelope icon. Below these fields are two buttons: "Back" with a left arrow and "Next" with a right arrow. At the bottom, there is a link: "Already have an account? Log-in".

- Enter your School's Unique User Code & Email
- **Note: Your User Code and Password will be used to Log-in**

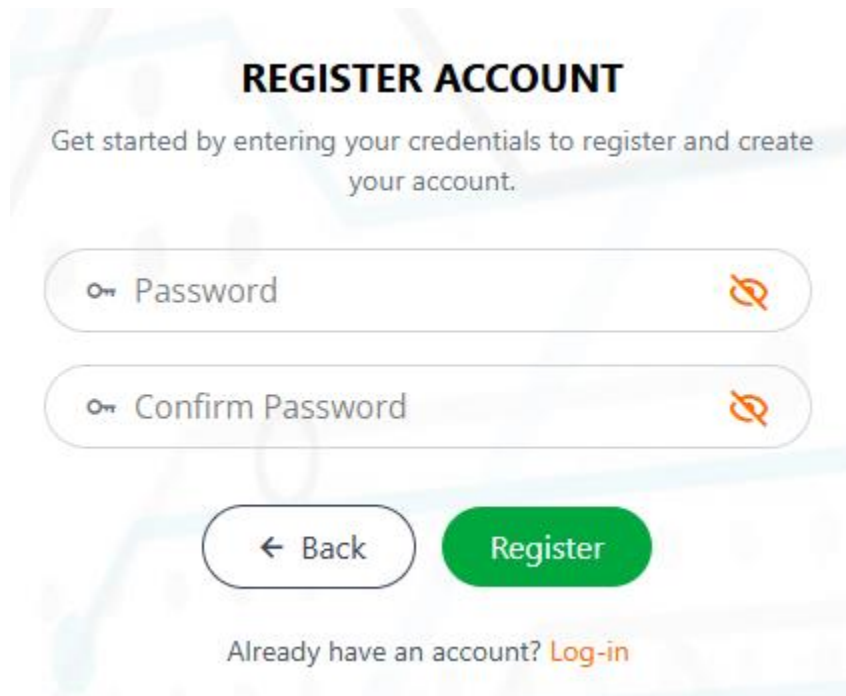
## 1.3 Campus, Position, and Program



The screenshot shows a registration form titled "REGISTER ACCOUNT". Below the title is a subtitle: "Get started by entering your credentials to register and create your account." There are three dropdown menus: "Select Campus", "Select Position", and "Select Program". Below these dropdowns are two buttons: "Back" with a left arrow and "Next" with a right arrow. At the bottom, there is a link: "Already have an account? Log-in".


- Select where is your School Campus
- Select Your Position (e.g. Dean, Program Chair, Faculty, or Student)
- Select Your Program


## 1.4 Password



**REGISTER ACCOUNT**

Get started by entering your credentials to register and create your account.

○ Password 

○ Confirm Password 

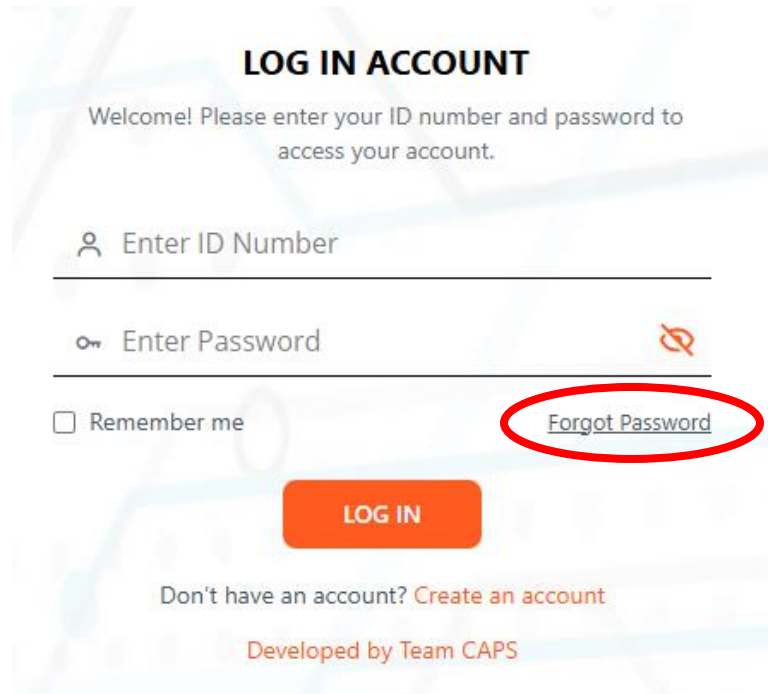
[← Back](#) [Register](#)

Already have an account? [Log-in](#)

The image shows a registration form titled 'REGISTER ACCOUNT'. It includes a subtitle 'Get started by entering your credentials to register and create your account.' There are two password input fields, 'Password' and 'Confirm Password', each with a toggle icon to the right. Below the fields are two buttons: '← Back' and 'Register'. At the bottom, there is a link 'Already have an account? Log-in'.


- Enter a Strong Password
- Confirm your Password
- Register
- Wait for the Authorized Person to Approve your request.



## 1.5 Forgot Password



**LOG IN ACCOUNT**

Welcome! Please enter your ID number and password to access your account.

 Enter ID Number

 Enter Password 

☐ Remember me [Forgot Password](#)

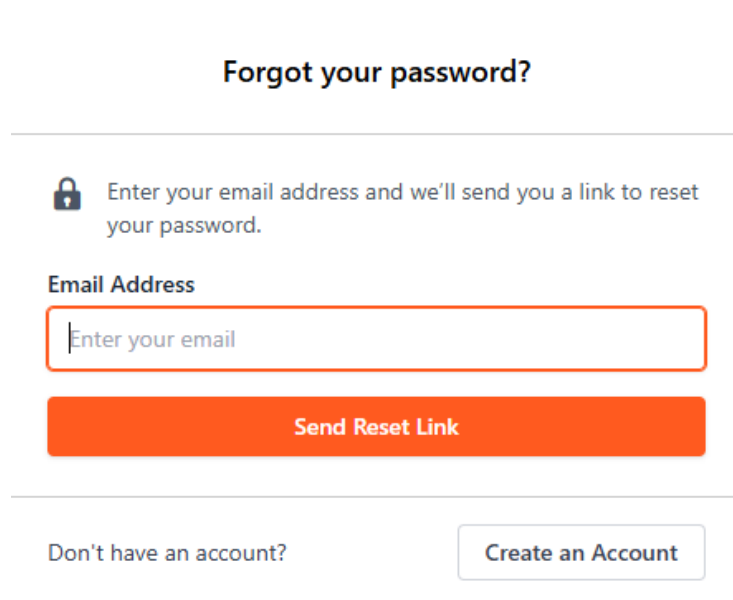
**LOG IN**

Don't have an account? [Create an account](#)


Developed by Team CAPS

- Click Forgot Password

### 1.5.1 Email



**Forgot your password?**

 Enter your email address and we'll send you a link to reset your password.

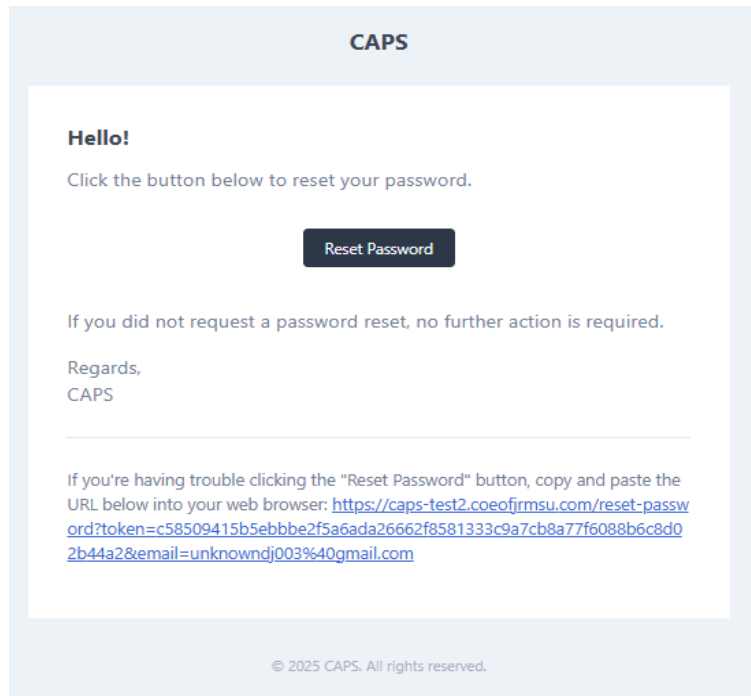
**Email Address**

**Send Reset Link**

Don't have an account? [Create an Account](#)

- Enter your Registered Email
- Click Send Reset Link


### 1.5.2 Message via Mail




- Check Email Inbox or Spam message from **coeofjrmsucaps@gmail.com**
- Click Reset Password

### 1.5.3 Reset Your Password


#### Reset your password?

 Enter your new password below to update your account credentials and complete the reset process.

**New Password**



**Confirm Password**



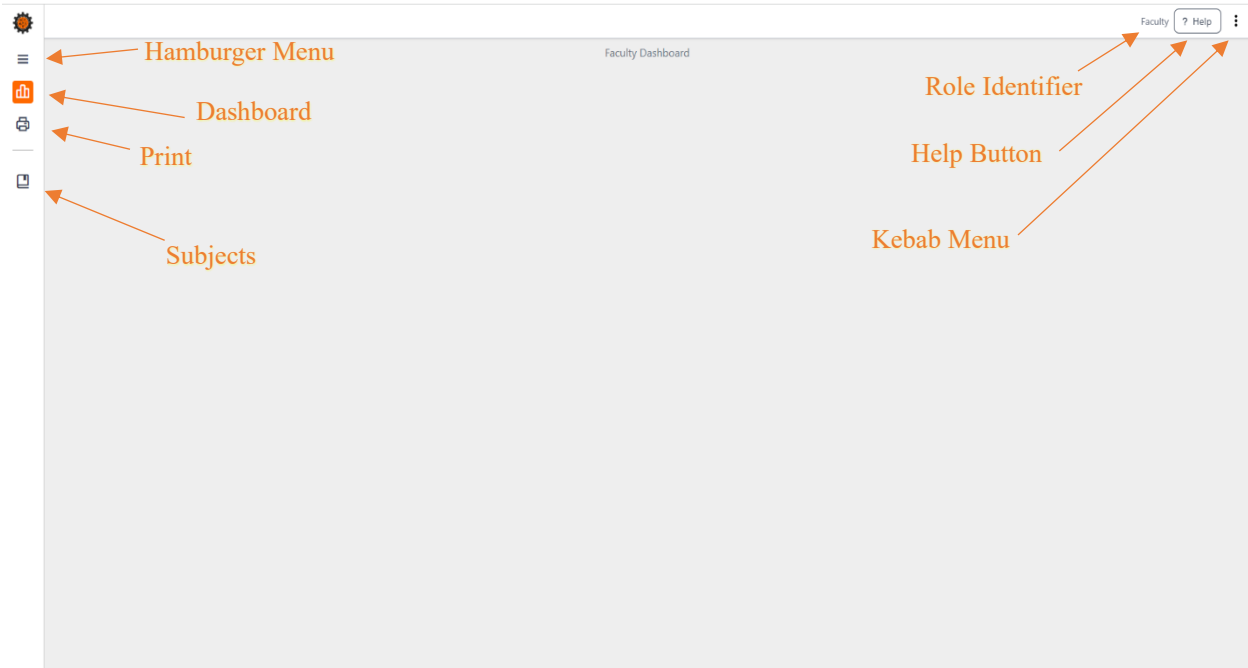
**Save**

Don't have an account?

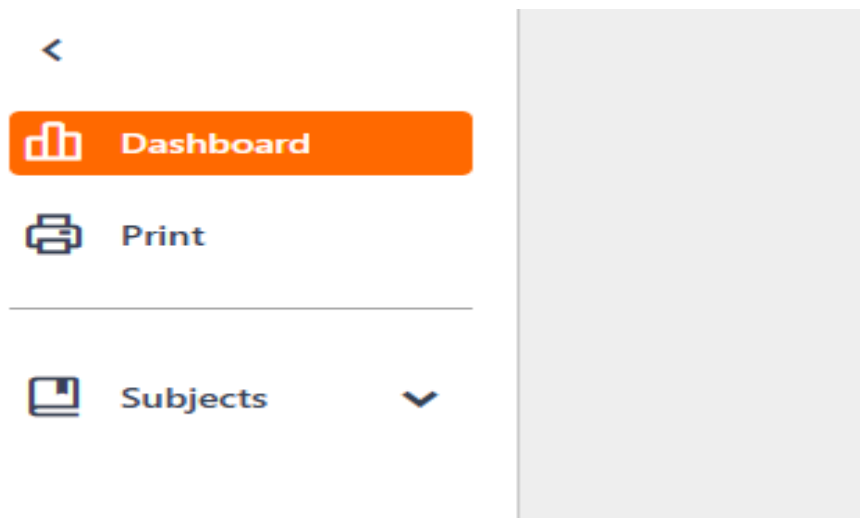
Create an Account

- Set your New Password
- Confirm your New Password and SAVE.

## 2. FACULTY

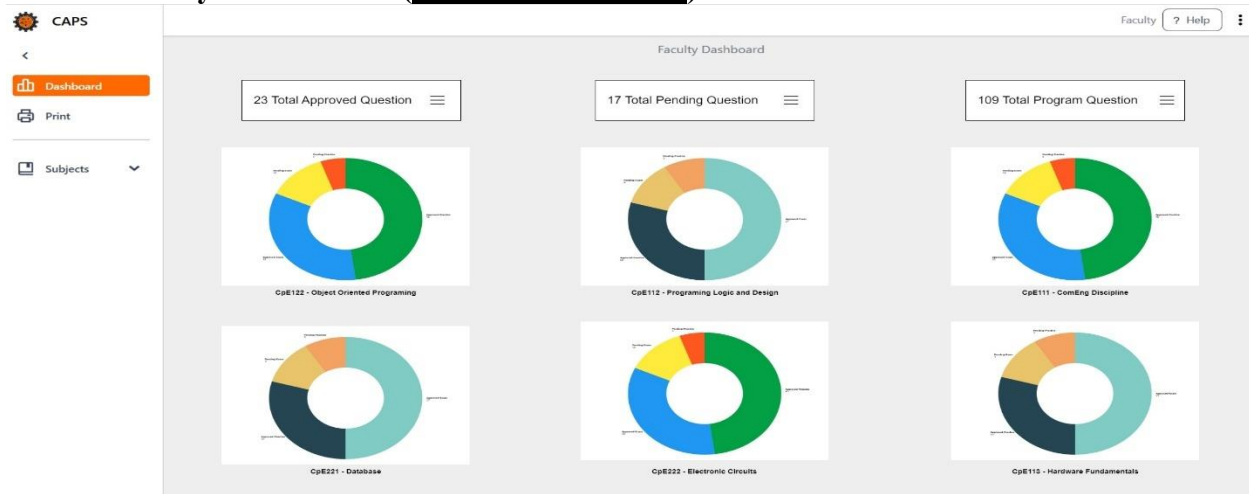


### 2.1 Hamburger Menu



- Maximize and Minimize side bar

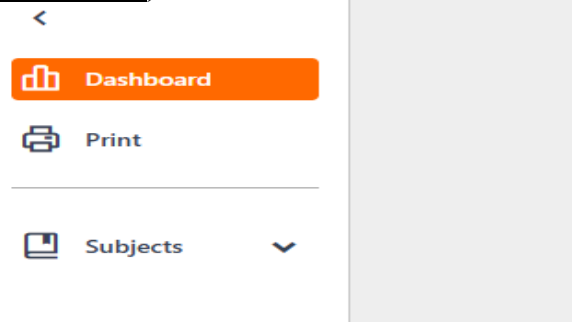
## 2.2 Faculty's Dashboard (Under Development)



In Faculty's Dashboard, the faculty will be able to see:

- List of Faculty's Approved Questions Separated by Subjects
- List of Faculty's Pending Questions Separated by Subjects
- Number of All Approved Questions from Specific Program by Subjects
- Graphs from each Subjects of how many Questions from the faculty are approved and pending.

## 2.3 PRINT (Under Development)

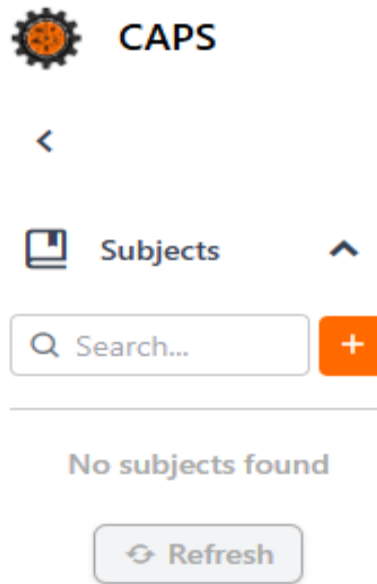


Faculty Will Choose the Options:

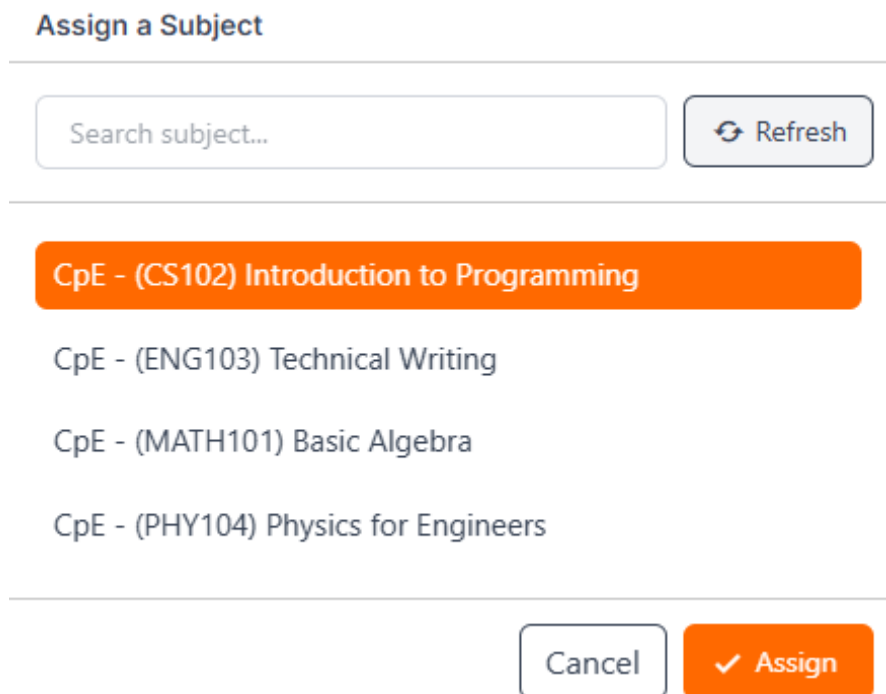
- Subject (Ex. CpE122 – Object Oriented Programming)
- Number of Items it wants (Ex. 100 items)
- Percentage on Difficulty (e.g. 20% – Easy, 50% Moderate, 30% - Hard)
- And Coverage (e.g. Midterm or Finals)

Print them and use in School Purposes (Minor or Major Exams)

## 2.4 Subjects



### 2.4.1 Click the “+” button to Choose subject from you Specific Program

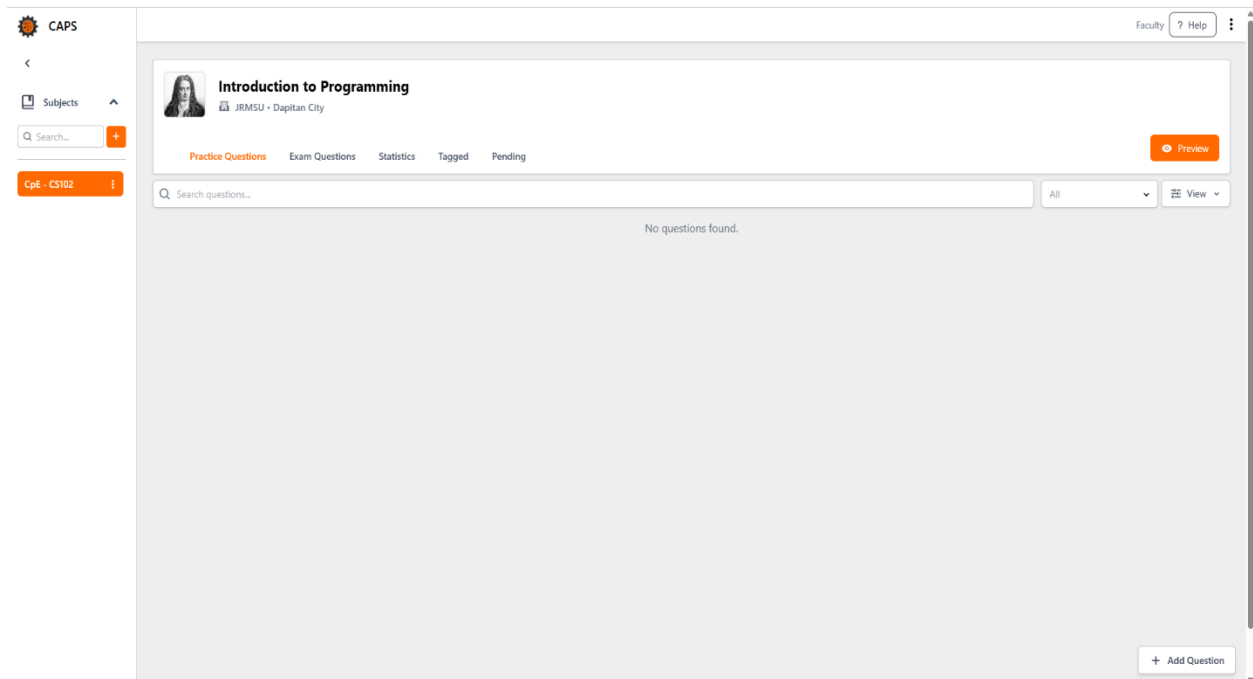


### 2.4.2 Choose and Assign a Subject

- You can only see subjects of your program
- You can select multiple subjects just repeat the process



## 2.5 Add Question



- Click a Subject you want to Add a Question
- Select Between Practice Question (Practice Exam for Students) or Exam Question (Qualifying Exam or Major/Minor Exams)
- Click Add a Question in the lower right corner

### 2.5.1 Adding Question

**Add Question**

Multiple Choice Moderate • Finals 1 pt

Type question here...

**B** **I** U

Score:  Difficulty:  Coverage:

- Enter Question (Text or Picture)
- Fill up and select Score, Difficulty, and Coverage
- Submit Question

## 2.5.2 Choices

**Add Choices**

1+1=

\*

☐ 1


☐ 6

☐ 4

☐ 3

☐ 5

☒ 2



[Cancel](#) [Submit](#)

- Add 6 Choices (Text or Picture)
- Fill the Circle for the Correct Answer
- Submit Question

## 2.5.3 Pending Question

JRMSU - Dapitan City

Practice Questions Exam Questions Statistics Tagged **Pending** [Preview](#)

Search questions... All Types All View [List View](#) [Detailed View](#)

1 QUESTIONS Show Answer Options ☒

1. Multiple Choice Moderate Finals 1 pt

1+1=

☐ 1

☐ 6

☐ 4

☐ 3

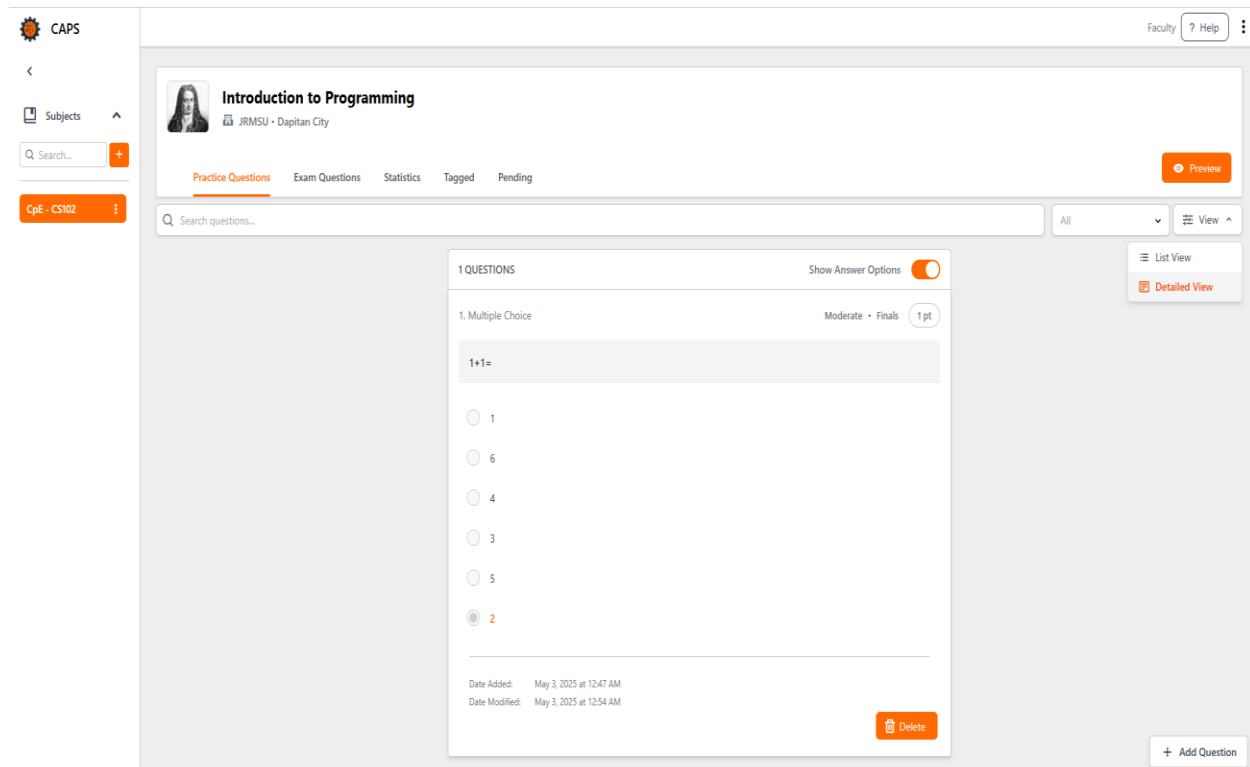
☐ 5

☒ 2

Date Added: May 3, 2025 at 12:47 AM  
Date Modified: May 3, 2025 at 12:47 AM [Delete](#)

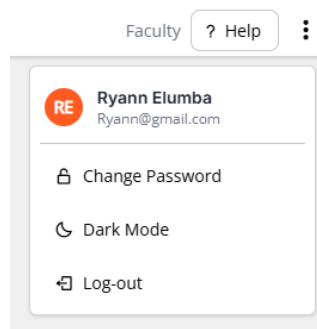
- You can only see your own Question
- It Goes to Pending section and You can't Approve your own Question
- Wait for the Program Chair or Dean to Approve your Question

## 2.5.4 Approved Question



- Note: You can only see your own Question
- When Question got Approved by Program Chair or Dean it displays on the page where you added the question
- You can Choose between Detailed and List View for Convenience
- You can Delete Your Own Question

## 2.6 Kebab Menu




- Change Password
- Can Select Dark Mode Theme (Under Development)
- Navigate User to Log-out.

## 2.7 Change Password


### Change Password

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Current Password

Enter 

New Password


Enter 

Confirm New Password

Enter 

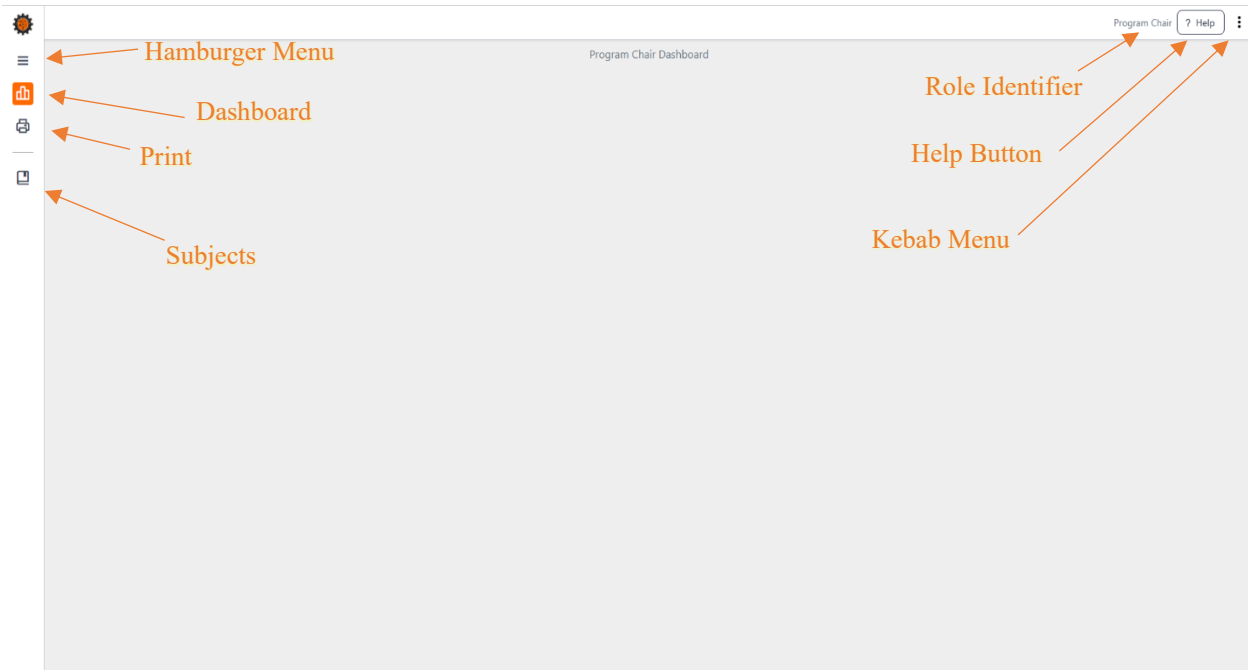
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Cancel

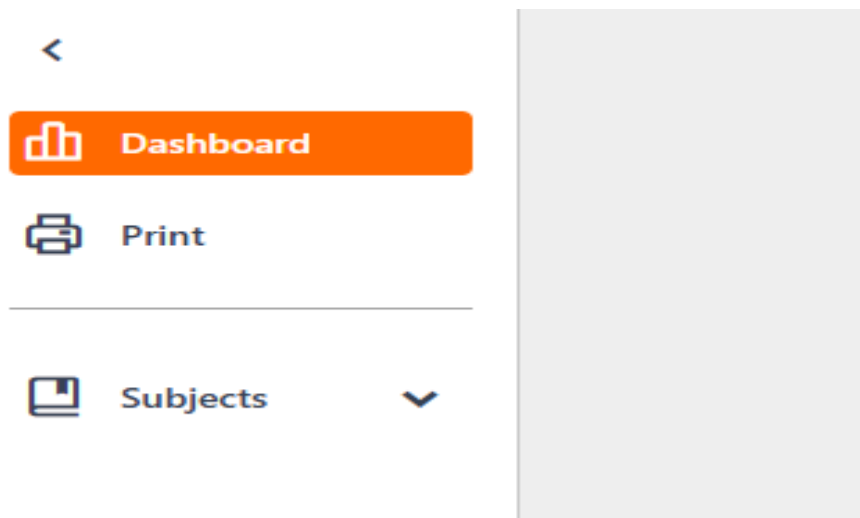
 Apply

- Enter Your Current Password
- Set your new Password
- Confirm your new Password
- Apply Changes

### 3. PROGRAM CHAIR

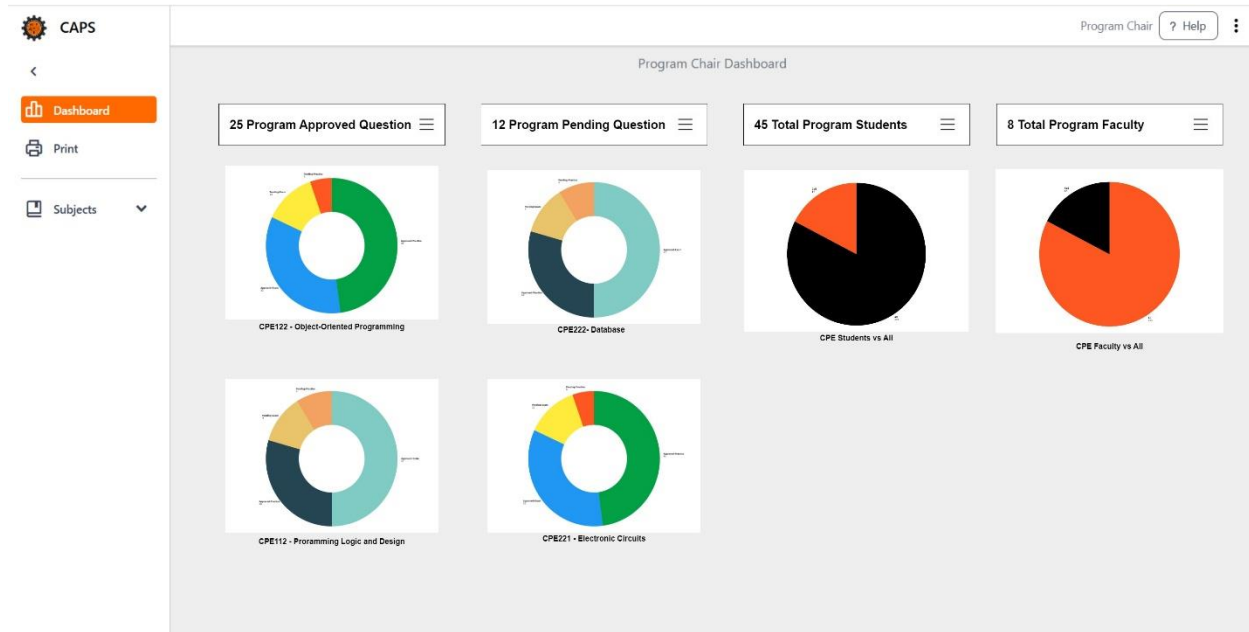


#### 3.1 Hamburger Menu



- Maximize and Minimize side bar

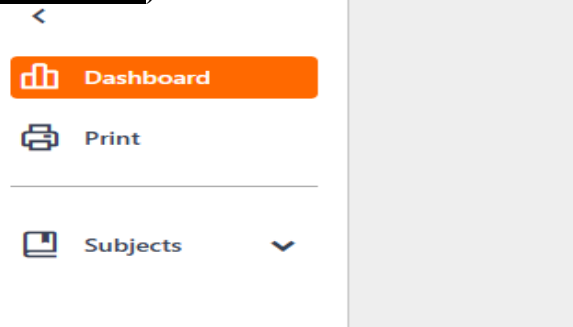
### 3.2 Program Chair's Dashboard (Under Development)



In Program Chair's Dashboard, the User will be able to see:

- List of Programs Approved Questions Separated by Subjects
- List of Programs Pending Questions Separated by Subjects
- Number of All Students from Specific Program
- Number of All Faculty Members from Specific Programs
- Graphs from each Subjects of how many Questions from the whole faculty of your program are approved and pending.
- Graphs of Program Faculty vs All faculty
- Graphs of Program Students vs All students

### 3.3 PRINT (Under Development)

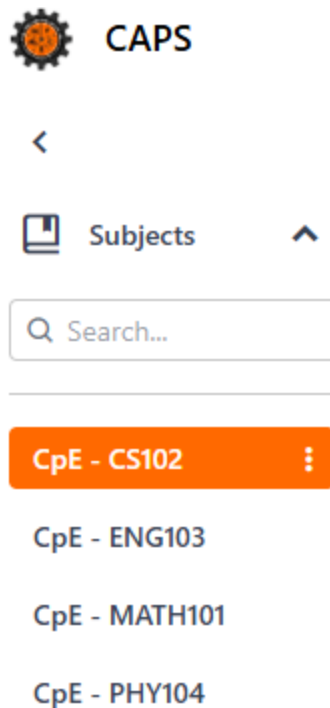


Program Chair Will Choose the Options:

- Subject (Ex. CpE122 – Object Oriented Programming)
- Number of Items it wants (Ex. 100 items)
- Percentage on Difficulty (e.g. 20% – Easy, 50% Moderate, 30% - Hard)
- And Coverage (e.g. Midterm or Finals)

Print them and use in School Purposes (Minor or Major Exams)

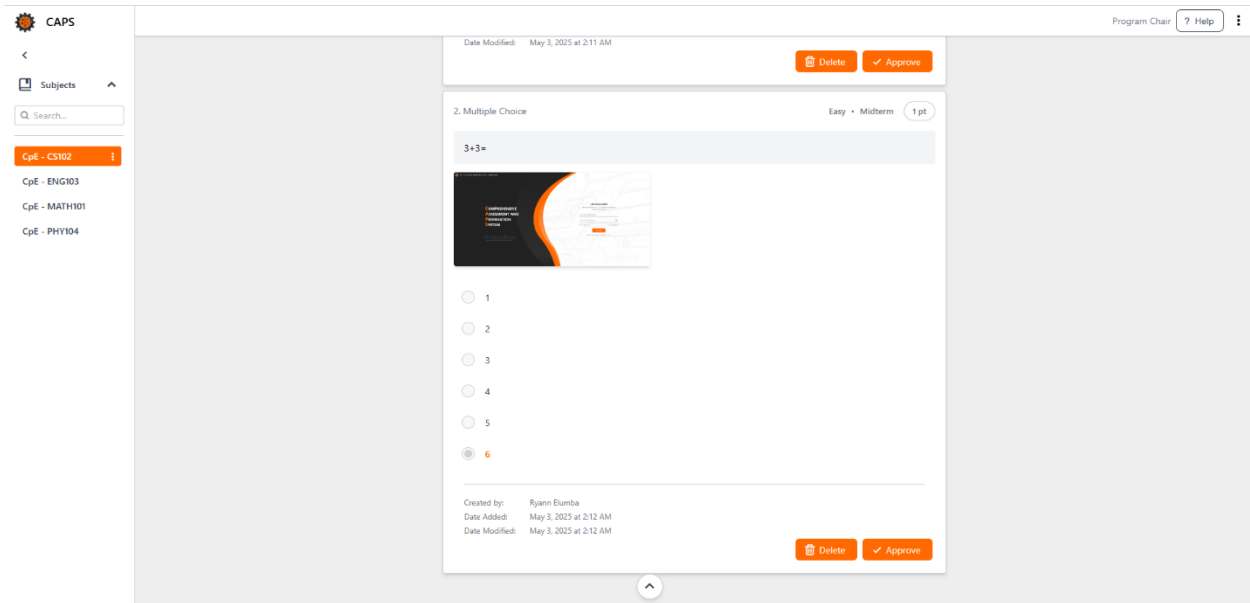
### 3.4 Subjects



- Program Chair Able to See all the Available Subject in their Program.
- Program Chair can Add question on all available subjects.

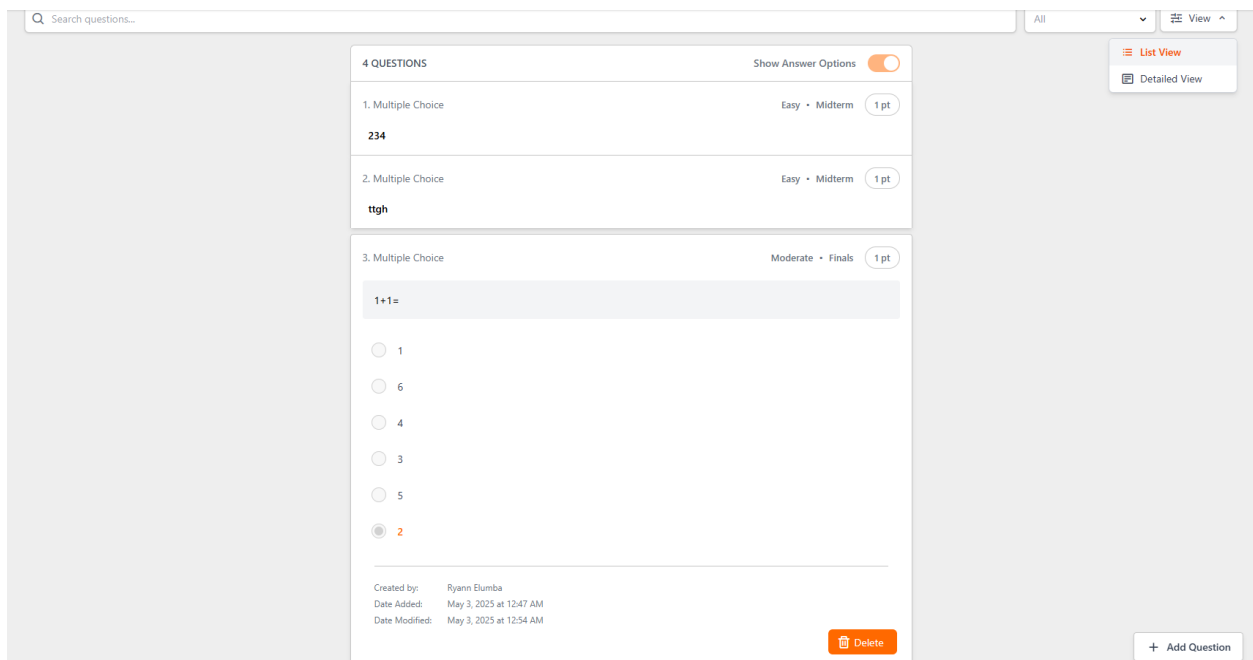
## 3.5 Managing Faculty Questions

### 3.5.1 Approving Faculty Questions



- Program Chair can Approve Dean and Faculty Questions depending on a subject.
- Program Chair can Delete Dean and Faculty Questions depending on a subject.

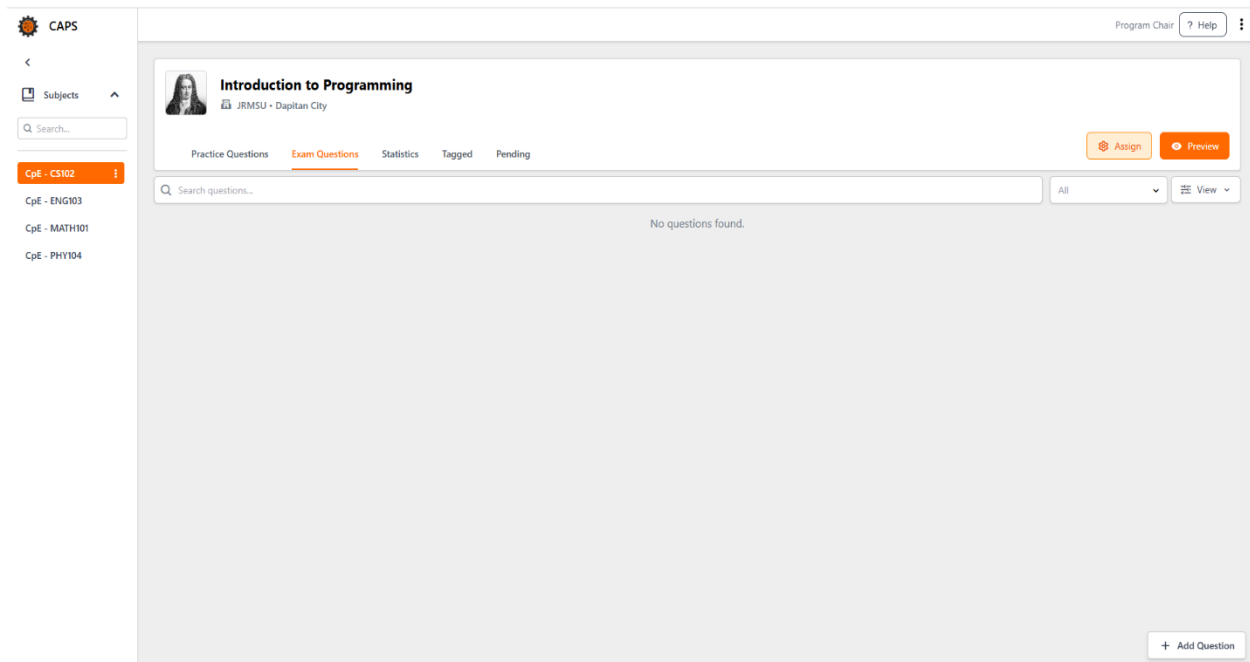
### 3.5.2 Faculty Members Questions



- Program Chair can see Questions from Dean and Faculty depending on the Subject's Program.



## 3.6 Add Question



- Click a Subject you want to Add a Question
- Select Between Practice Question (Practice Exam for Students) or Exam Question (Qualifying Exam or Major/Minor Exams)
- Click Add a Question in the lower right corner

### 3.6.1 Adding Question

**Add Question**

Multiple Choice Moderate • Finals 1 pt

Type question here...

**B** ***I*** U

Score:  Difficulty:  Coverage:

- Enter Question (Text or Picture)
- Fill up Score, Difficulty, and Coverage
- Submit Question

### 3.6.2 Choices

**Add Choices**

1+1=

\*

☐ 1


☐ 6

☐ 4

☐ 3

☐ 5

☒ 2



[Cancel](#) [Submit](#)

- Add 6 Choices (Text or Picture)
- Fill the Circle for the Correct Answer
- Submit Question

### 3.6.3 Pending Question

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Practice Questions Exam Questions Statistics Tagged **Pending** [Preview](#)

Q Search questions... All Types All View ^

1 QUESTIONS Show Answer Options ☒

1. Multiple Choice Moderate • Finals 1 pt

1+1=

☐ 1

☐ 6

☐ 4

☐ 3

☐ 5

☒ 2

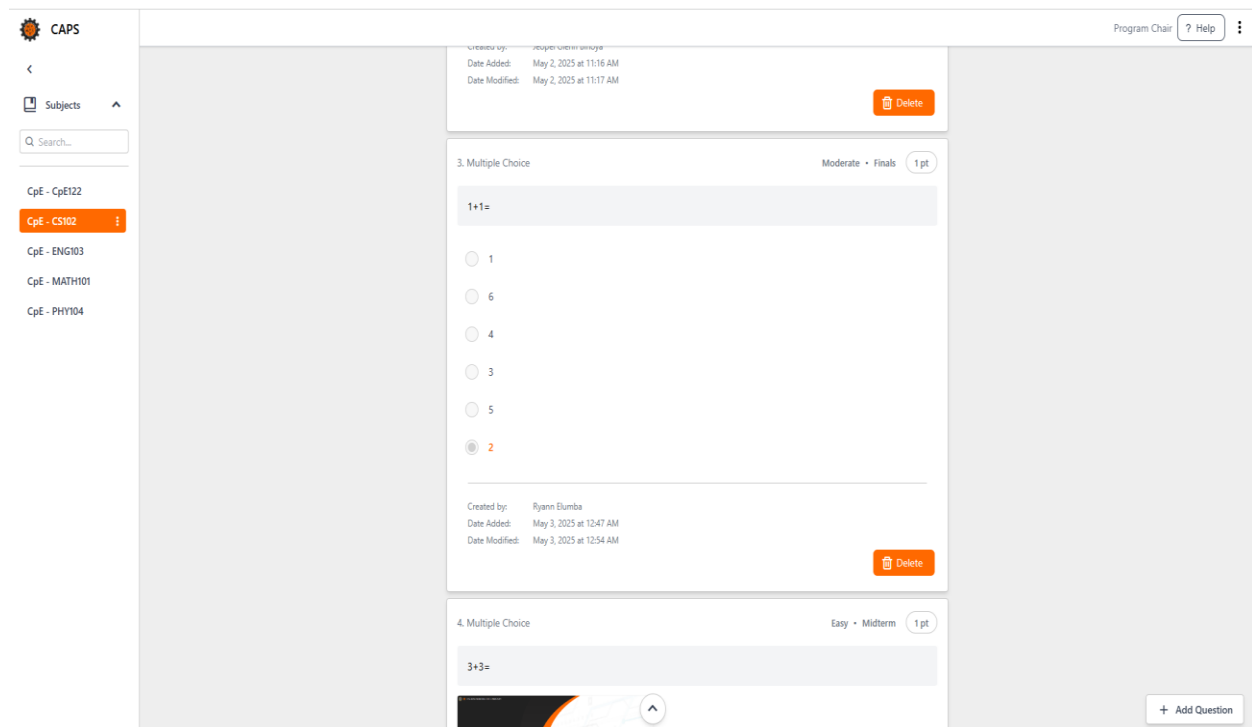
Date Added: May 3, 2025 at 12:47 AM  
Date Modified: May 3, 2025 at 12:47 AM

[Delete](#)

List View Detailed View

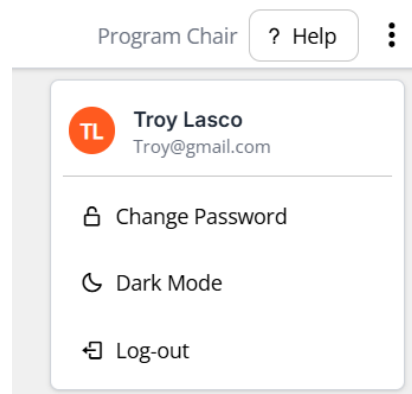
- It Goes to Pending section and You can't Approve your own Question
- Wait for the Dean to Approve your Question

### 3.6.4 Approved Question



- Note: You can see questions made by you, faculties and dean depending on subject's program.
- When Question got Approved by the Dean it displays on the page where you added the question
- You can Choose between Detailed and List View for Convenience
- You can Delete Your Own Question

### 3.7 Kebab Menu




- Change Password
- Can Select Dark Mode Theme (Under Development)
- Navigate User to Log-out.

### 3.8 Change Password


#### Change Password

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Current Password

Enter 

New Password


Enter 

Confirm New Password

Enter 

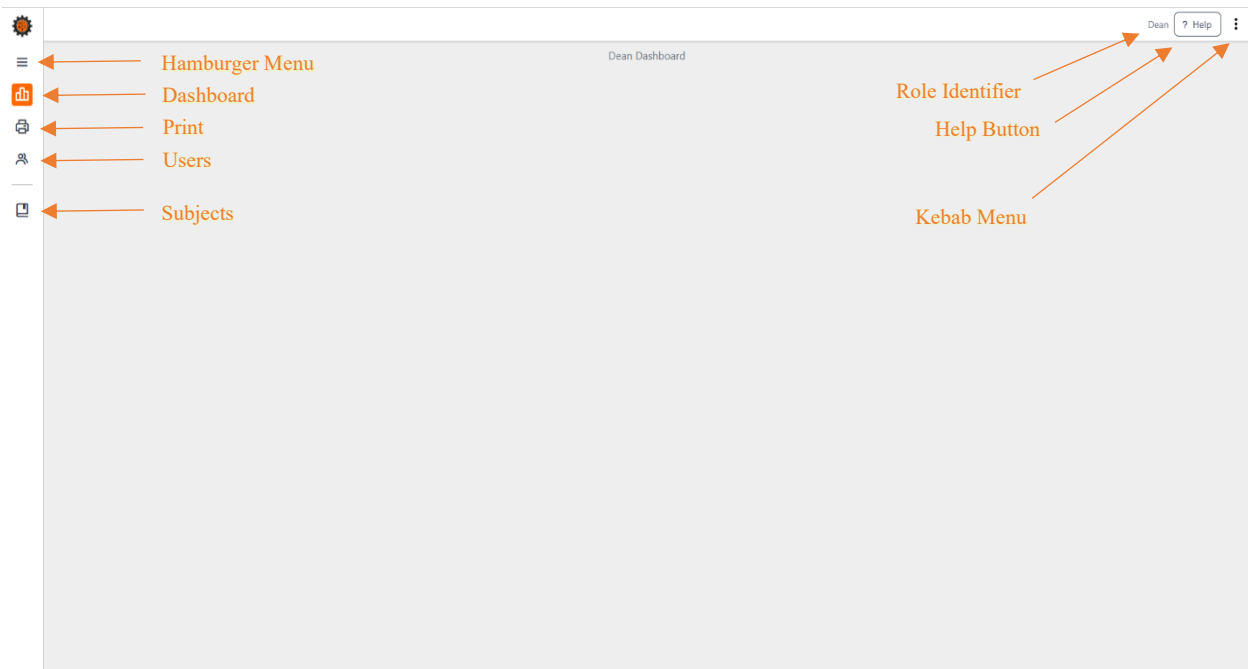
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Cancel

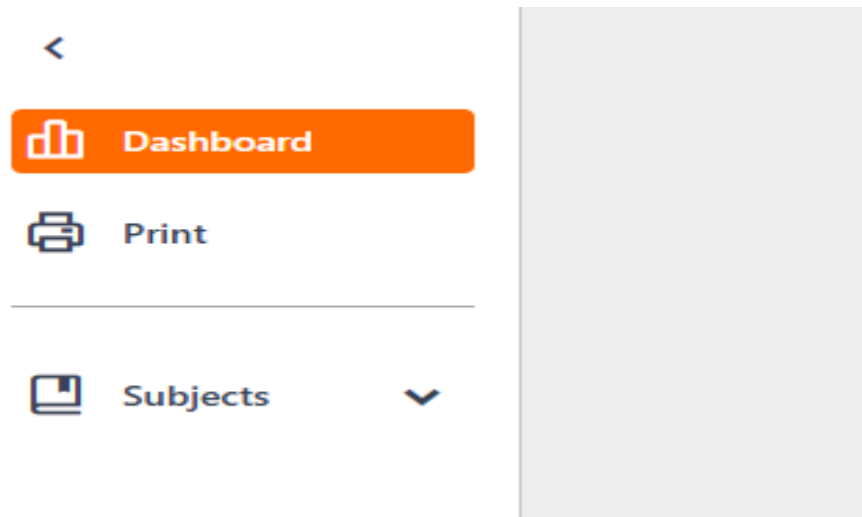
 Apply

- Enter Your Current Password
- Set your new Password
- Confirm your new Password
- Apply Changes

## 4. DEAN

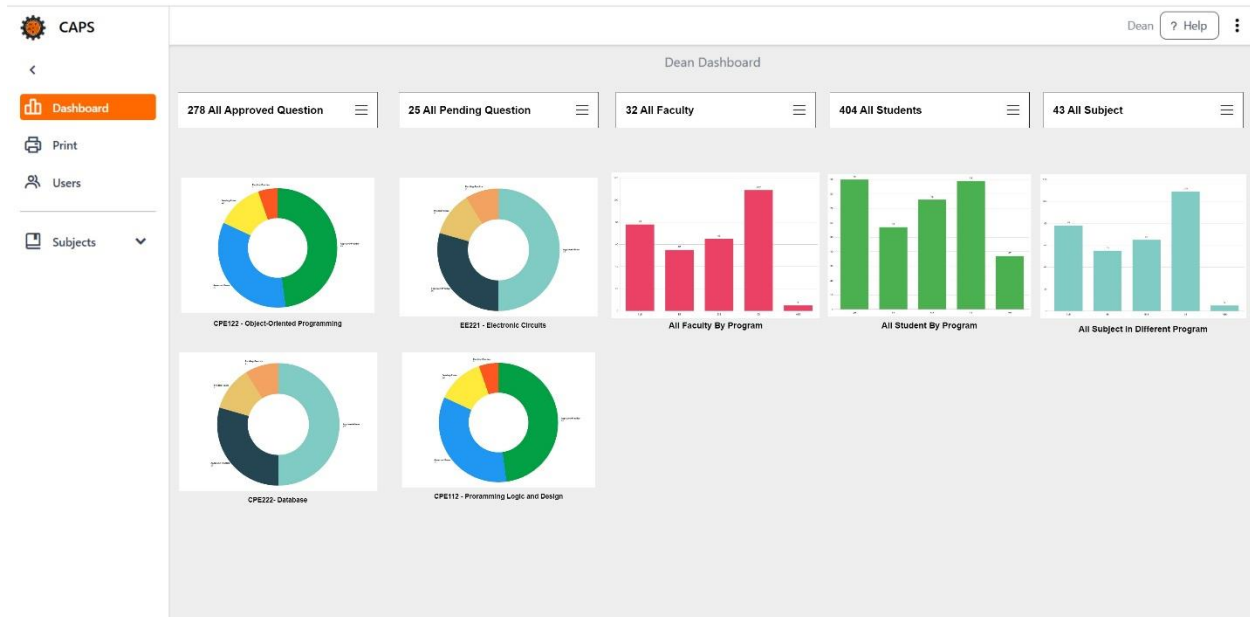


### 4.1 Hamburger Menu



- Maximize and Minimize side bar

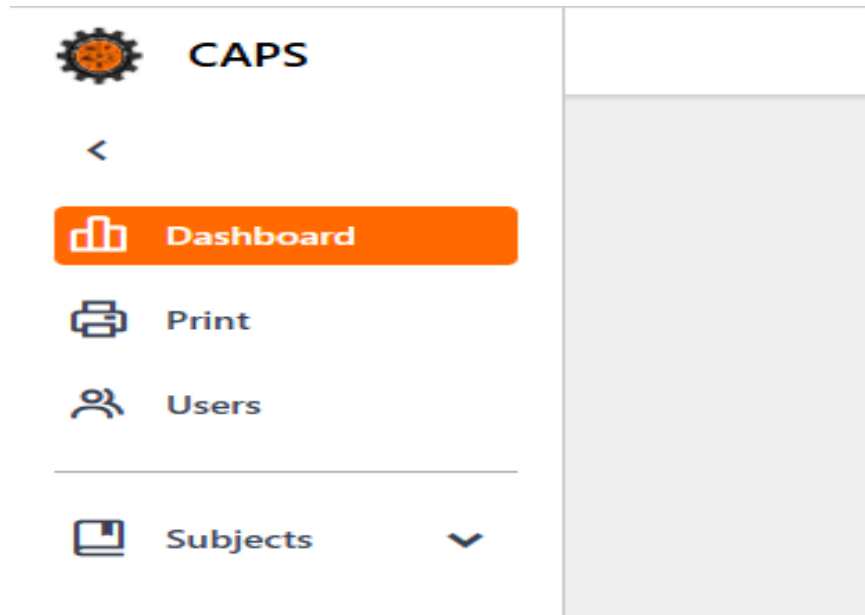
## 4.2 Dean's Dashboard (Under Development)



In Dean's Dashboard, the User will be able to see:

- List of All Approved Questions Separated by Subjects
- List of All Pending Questions Separated by Subjects
- Number of All Students from Different Program
- Number of All Faculty Members from Each Programs
- Graphs from each Subjects of how many Questions are approved and pending.
- Graphs of all faculty across different programs
- Graphs of all students from different programs
- Graphs containing all subjects classified by programs

#### 4.3 PRINT (Under Development)



**Dean Will Choose the Options:**

**For Qualifying Exam:**

- Year and Program (e.g. 1<sup>st</sup> Year – BSCpE)
- Number of Items (Ex. 100 items)
- Percentage on Difficulty (e.g. 20% – Easy, 50% Moderate, 30% - Hard)

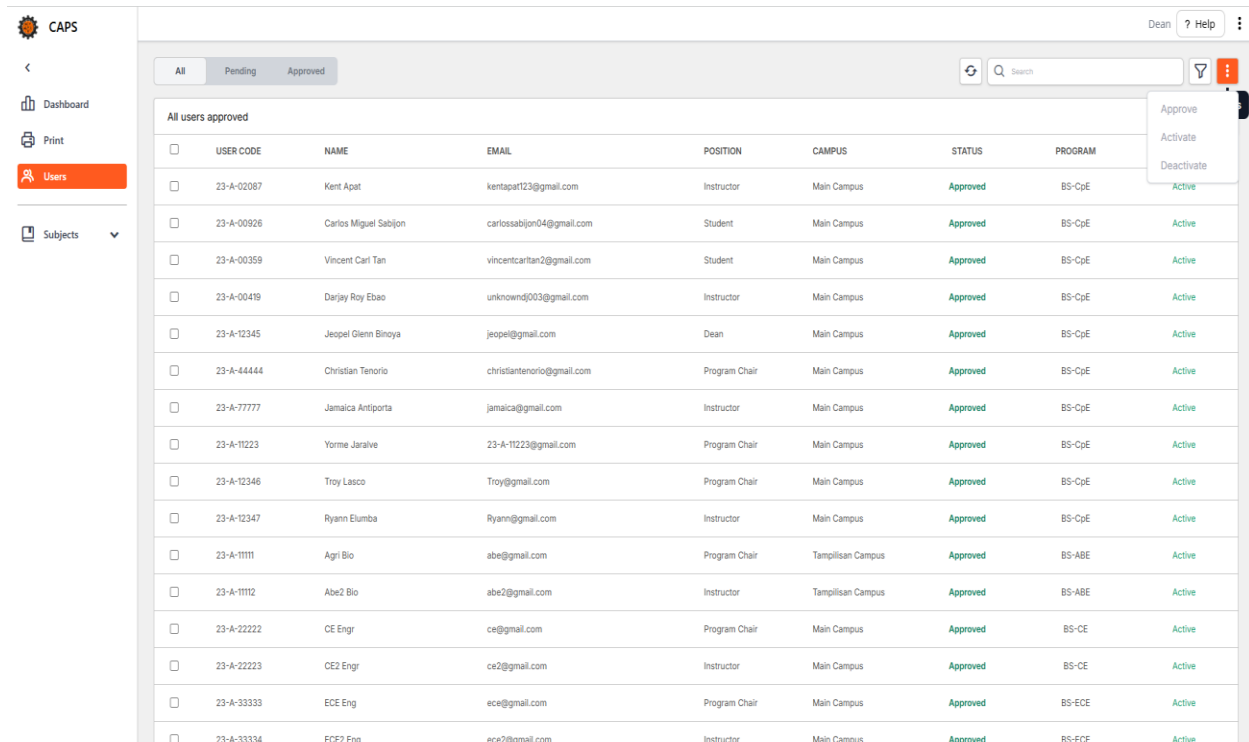
Print them and use in Qualifying Examination.

**For School Purposes:**

- Subject (Ex. CpE122 – Object Oriented Programming)
- Number of Items it wants (Ex. 100 items)
- Percentage on Difficulty (e.g. 20% – Easy, 50% Moderate, 30% - Hard)
- And Coverage (e.g. Midterm or Finals)

Print them and use in School Purposes (Minor or Major Exams)

## 4.4 User Management



<input type="checkbox"/>	USER CODE	NAME	EMAIL	POSITION	CAMPUS	STATUS	PROGRAM
<input type="checkbox"/>	23-A-02087	Kent Apat	kentapat123@gmail.com	Instructor	Main Campus	Approved	BS-CpE
<input type="checkbox"/>	23-A-00926	Carlos Miguel Sabijon	carlossabijon04@gmail.com	Student	Main Campus	Approved	BS-CpE
<input type="checkbox"/>	23-A-00359	Vincent Carl Tan	vincentcartan2@gmail.com	Student	Main Campus	Approved	BS-CpE
<input type="checkbox"/>	23-A-00419	Derjay Roy Ebae	unknowned003@gmail.com	Instructor	Main Campus	Approved	BS-CpE
<input type="checkbox"/>	23-A-12345	Jeopel Glenn Binoya	jeopel@gmail.com	Dean	Main Campus	Approved	BS-CpE
<input type="checkbox"/>	23-A-44444	Christian Tenorio	christiantenorio@gmail.com	Program Chair	Main Campus	Approved	BS-CpE
<input type="checkbox"/>	23-A-77777	Jamaica Antiporta	jamaica@gmail.com	Instructor	Main Campus	Approved	BS-CpE
<input type="checkbox"/>	23-A-11223	Yorme Jaralve	23-A-11223@gmail.com	Program Chair	Main Campus	Approved	BS-CpE
<input type="checkbox"/>	23-A-12346	Troy Lasco	Troy@gmail.com	Program Chair	Main Campus	Approved	BS-CpE
<input type="checkbox"/>	23-A-12347	Ryann Elumba	Ryann@gmail.com	Instructor	Main Campus	Approved	BS-CpE
<input type="checkbox"/>	23-A-11111	Agri Bio	abe@gmail.com	Program Chair	Tampilisan Campus	Approved	BS-ABE
<input type="checkbox"/>	23-A-11112	Abe2 Bio	abe2@gmail.com	Instructor	Tampilisan Campus	Approved	BS-ABE
<input type="checkbox"/>	23-A-22222	CE Engr	ce@gmail.com	Program Chair	Main Campus	Approved	BS-CE
<input type="checkbox"/>	23-A-22223	CE2 Engr	ce2@gmail.com	Instructor	Main Campus	Approved	BS-CE
<input type="checkbox"/>	23-A-33333	ECE Eng	ece@gmail.com	Program Chair	Main Campus	Approved	BS-ECE
<input type="checkbox"/>	23-A-33334	ECE2 Eno	ece2@gmail.com	Instructor	Main Campus	Approved	BS-ECE

- All Users Who Registered Can be seen through Dean's User Section
- Dean has the Power to Approve, Disapprove, Activate and Deactivate a User
- Just Check the checkbox and select a Command from the upper right kebab menu
- You can also sort and search for a particular user

## 4.5 Subject

### 4.5.1 Add a Subject



Subjects

Search...

+

CpE - CS102

CpE - ENG103

CpE - MATH101

CpE - PHY104

EE - CS102

EE - HIST105



- Dean only has the power to add a subject
- To add a subject click the “+” button


#### 4.5.2 Fill up the Form for Subject

**Add a Subject**

**Name \***

**Code \***

**Program \***  

Select Program 

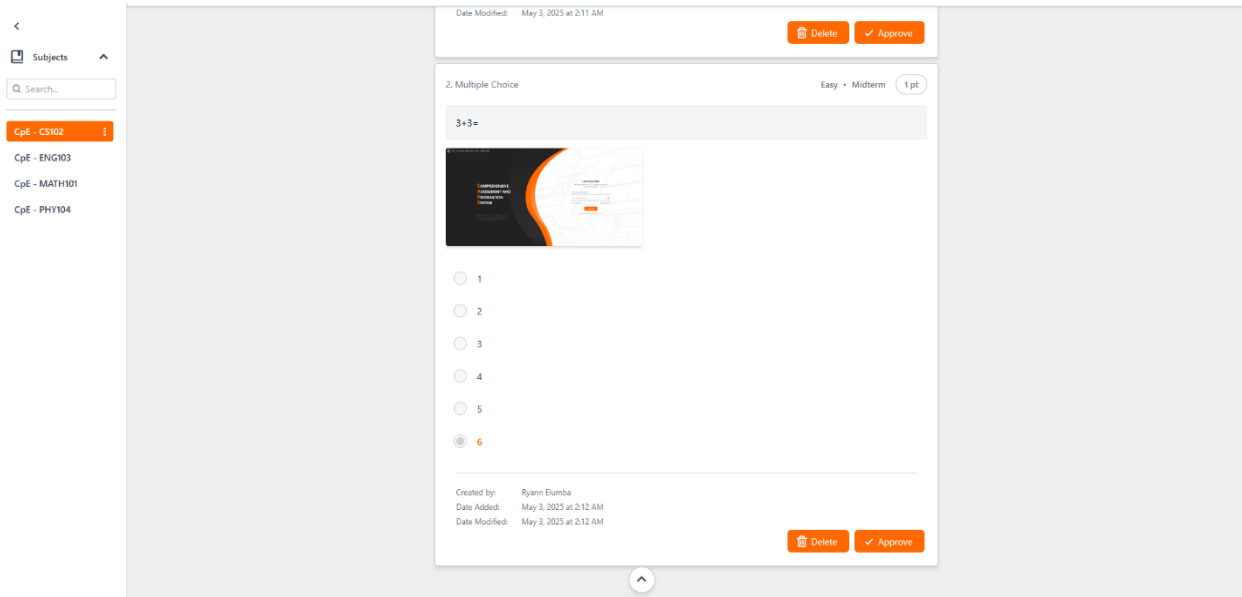
Cancel

+ Add

- Enter the Subject Name you want to add
- Enter the Subject Code
- Choose a program of the Subject (e.g. CpE, EE, CE, ECE, or GEN)
- Click Add

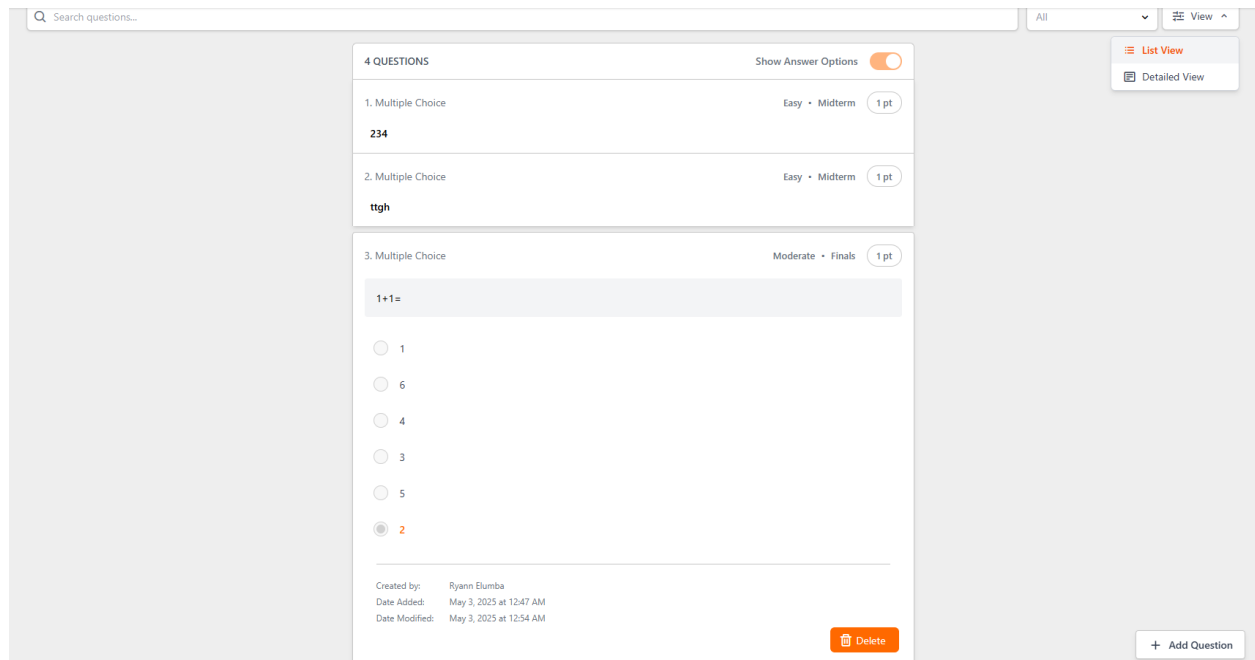
## 4.6 Managing Questions

### 4.6.1 Approving Questions



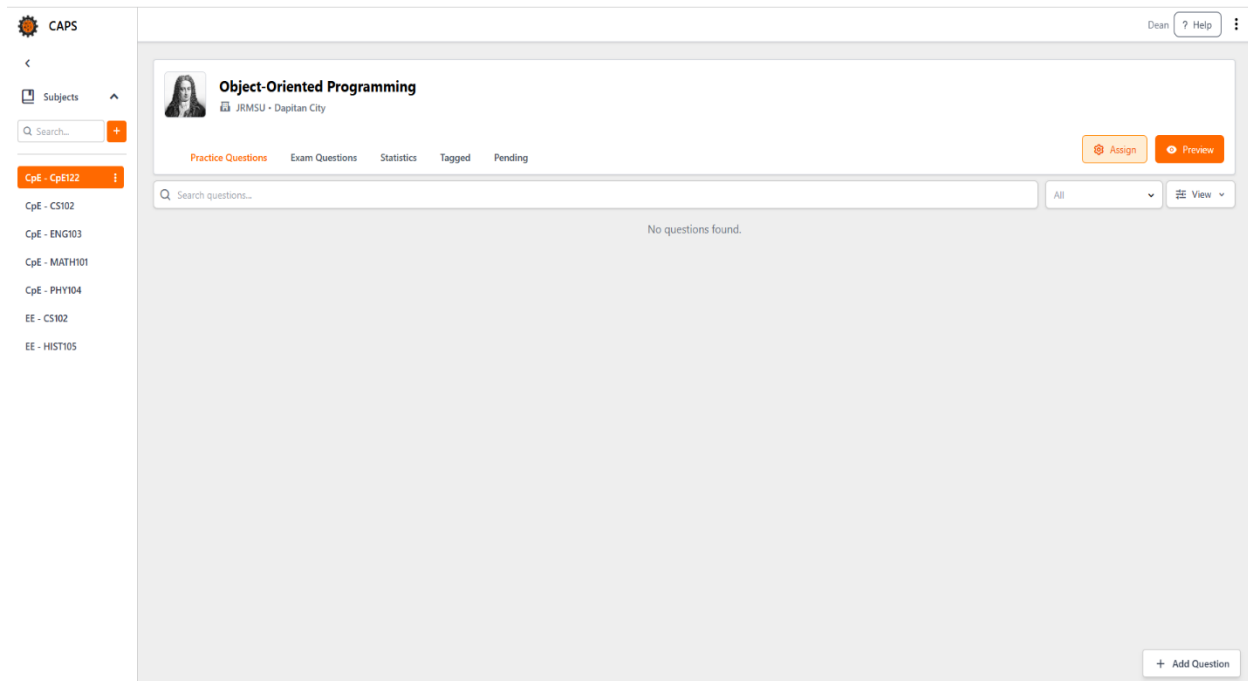
- Dean can Approve Program Chair and Faculty Questions
- Dean can Delete Program Chair and Faculty Questions

### 4.6.2 Faculty Members Questions



- Dean can see Questions from Program Chair and Faculty across all subjects

## 4.7 Add Question



- Click a Subject you want to Add a Question
- Select Between Practice Question (Practice Exam for Students) or Exam Question (Qualifying Exam or Major/Minor Exams)
- Click Add a Question in the lower right corner

### 4.7.1 Adding Question

**Add Question**

Multiple Choice Moderate • Finals 1 pt

Type question here...

**B** **I** U

Score:  Difficulty:  Coverage:

- Enter Question (Text or Picture)
- Fill up Score, Difficulty, and Coverage
- Submit Question

## 4.7.2 Choices

**Add Choices**

1+1=

\*

☐ 1


☐ 6

☐ 4

☐ 3

☐ 5


☒ 2



[Cancel](#) [Submit](#)

- Add 6 Choices (Text or Picture)
- Fill the Circle for the Correct Answer
- Submit Question

## 4.7.3 Pending Question

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Practice Questions Exam Questions Statistics Tagged **Pending** [Preview](#)

Q Search questions... All Types All View ^

1 QUESTIONS Show Answer Options ☒

1. Multiple Choice Moderate • Finals 1 pt

1+1=

☐ 1

☐ 6

☐ 4

☐ 3

☐ 5

☒ 2

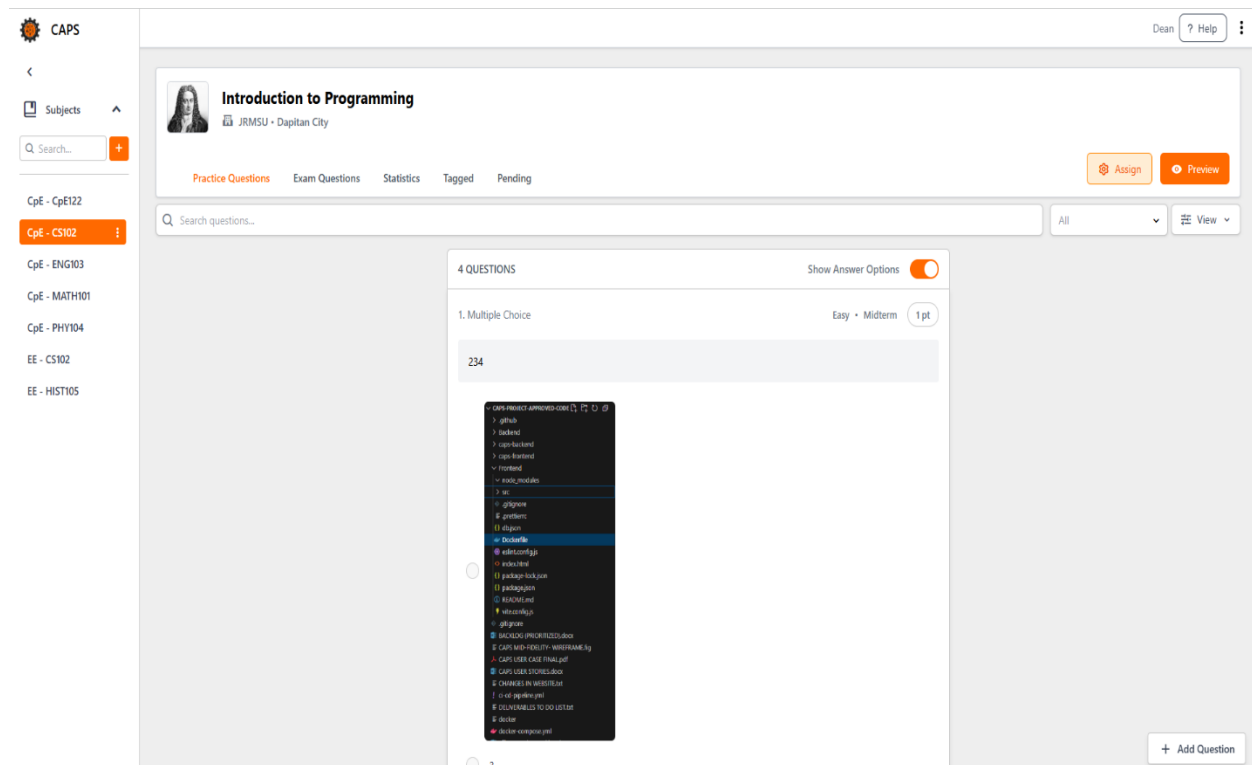
Date Added: May 3, 2025 at 12:47 AM  
Date Modified: May 3, 2025 at 12:47 AM

[Delete](#)

[List View](#)  
[Detailed View](#)

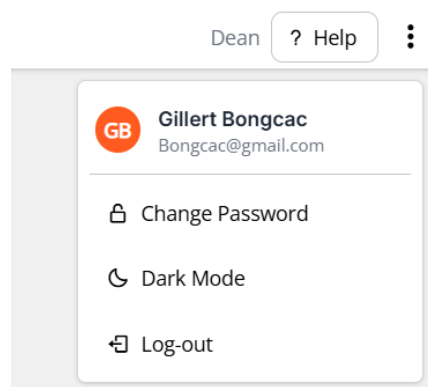
- It Goes to Pending section and You can't Approve your own Question
- Wait for the Program Chair of specific program to Approve your Question

## 4.7.4 Approved Question



- When Question got Approved by the Program Chair it displays on the page where you added the question
- You can Choose between Detailed and List View for Convenience
- You can Delete Your Own Question

## 4.8 Kebab Menu




- Change Password
- Can Select Dark Mode Theme (Under Development)
- Navigate User to Log-out.

## 4.9 Change Password


### Change Password

---


Current Password

Enter 

New Password


Enter 

Confirm New Password

Enter 

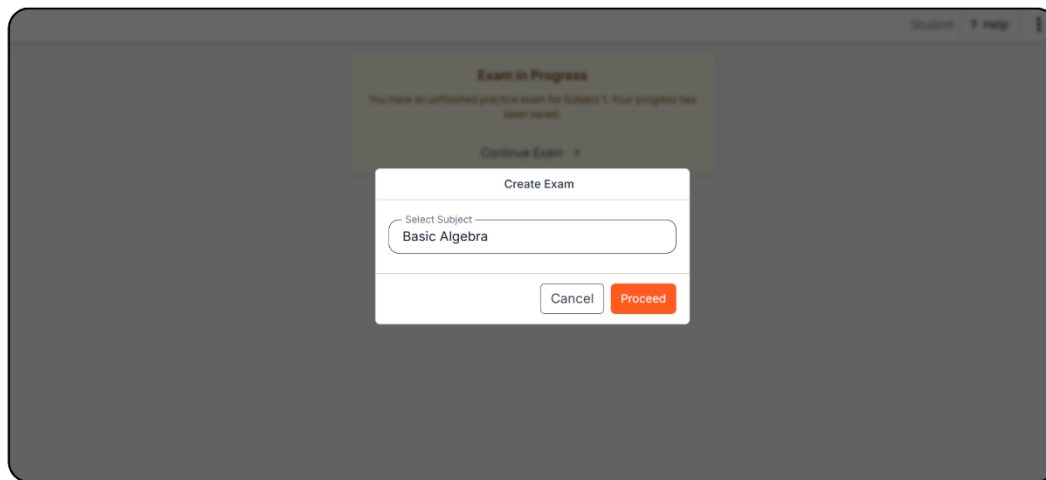
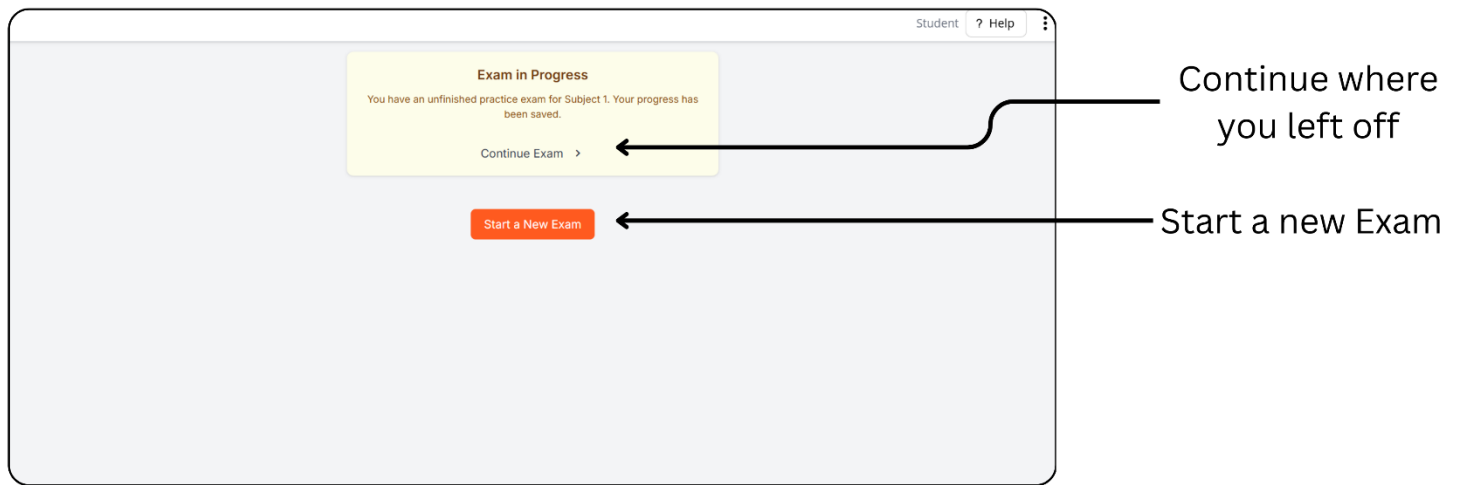
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Cancel

 Apply

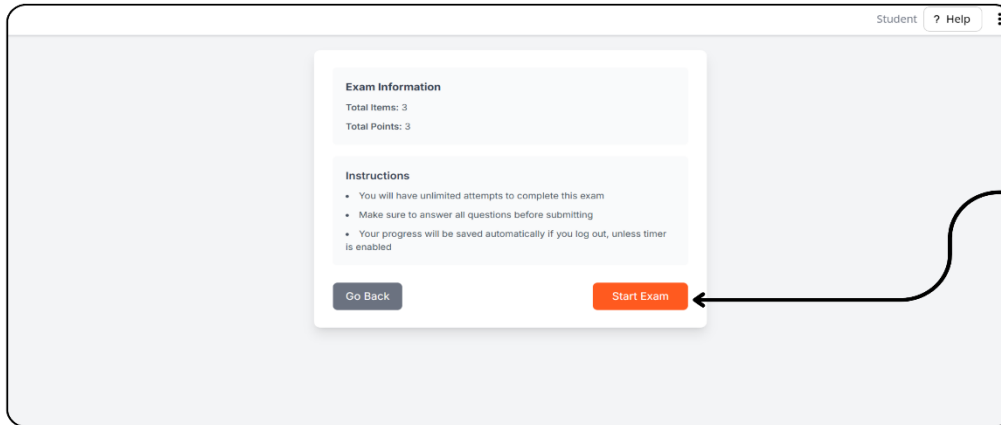
- Enter Your Current Password
- Set your new Password
- Confirm your new Password
- Apply Changes

## 5. Practice Exam

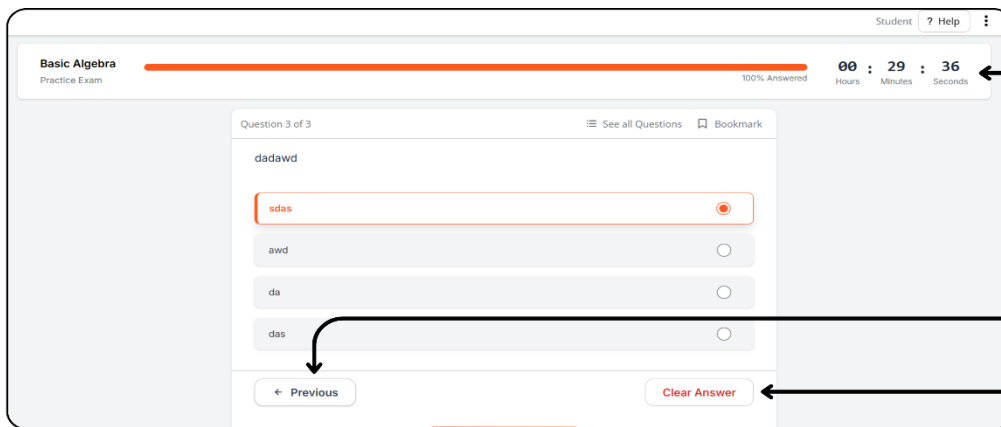


- Select a subject to practice and click proceed

## 5.1. Practice Exam



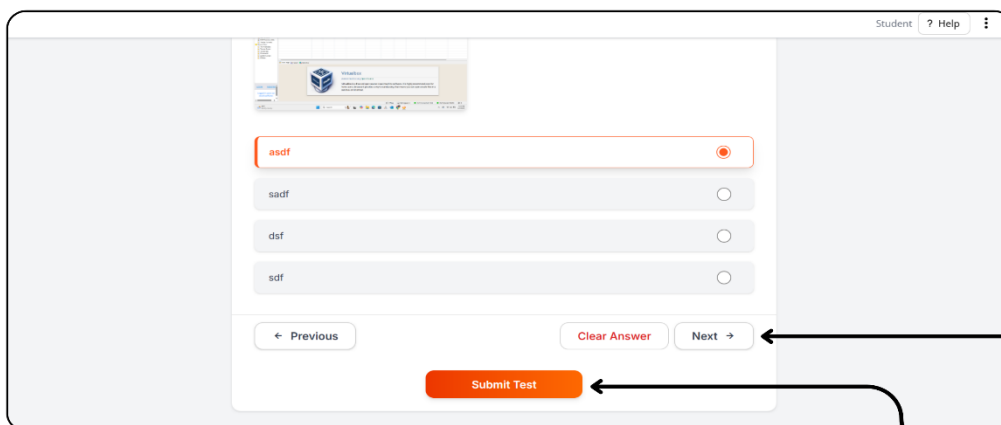
Start the Exam



Exam Timer

Previous Question

Clear Answer



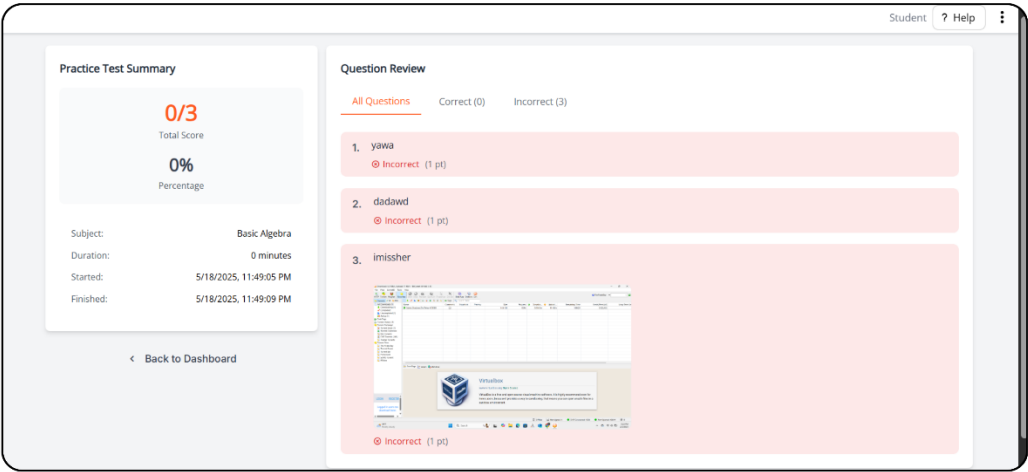
Next Question

Submit Test

- To answer a question, select from the choices below and press "Next" to proceed to the new question or "Previous" to go back to the previous question
- After answering every question, click submit to submit your question and see your results



# 5.2. Practice Exam



- After submitting, you can view your results and check incorrect and correct questions

