



ST. CECILIA'S COLLEGE – CEBU INC.

LASSO Supervised School

Ward II, Poblacion Highway, Minglanilla, Cebu



Student Violation System (Manual Instructions)

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BSIT2A



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Introduction

This manual will guide you on how to use the Student Violation System to record, track, and manage student violations in your school. The system is a digital tool that helps teachers and administrators easily log violations, review records, and create reports for better decision-making and discipline management.

Significance

The Student Violation System helps create a safer and more organized school environment. It makes it easier to record and manage violations, ensuring that all cases are properly documented. This improves accountability, fairness, and transparency in handling discipline. The system also helps schools understand behavior patterns so they can address issues early and create a positive learning environment for everyone.

Benefactors

- Guidance Counselor/Prefect of Discipline/Administrator

They use the system to review and manage student violations, generate reports, and monitor student behavior patterns. This helps them make informed decisions and implement appropriate actions to maintain a safe and disciplined learning environment.

- Teachers/User

Teachers can easily log student violations, view past records, and assist in managing behavior in the classroom. The system saves time and provides a structured way for teachers to report infractions consistently.

- Students/Subjects of Violations

Students benefit from the system by receiving fair and consistent disciplinary actions based on documented records. It helps them become more aware of their behavior and encourages them to improve, contributing to a positive and respectful school community.



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How to use the System

A. Login

Upon running the program, a login page will appear.

STUDENT
Violation
SYSTEM

LOG IN

Email:
guiansumbi@gmail.com

Password:

Log in

[Forgot Password?](#) [Dont have account?](#)

If you already have an account, Input your login details.

Otherwise, Click "Don't have account?" to register an account.



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B. Register

This is the form where user can create account.

REGISTER

Full Name:
Lawrence Guian Sumbi

Contact Number:
09303172724

Email:
guiansumbi@gmail.com

Password:

User Type:
Admin

Login **Register**

STUDENT Violation SYSTEM

To have an account, you need to fill up the following fields.

Input full name, contact number must be in 11 digits, have a valid email account and password must be 8 digits or more.

If you are a Guidance/Prefect of Discipline in school, select Admin. If you are a teacher, select User.



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C. Forgot Password

If you forgot your password, this will help you reset your password.

Forgot Password?

Enter your email/phone # and we'll send you a pin to help you reset your password.

guiansumbi@gmail.com

Send

PIN Generated

NOTIFICATION:
Reset PIN for guiansumbi@gmail.com is:
238958

Copy PIN OK

Send

Enter your email/phone number of your account in order to receive a reset pin.

After receiving a reset pin, copy it.



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Verification and Resetting Password:

Verification

Enter the verification code we just sent you on your email address.

238958

Didn't received code? Resend

Verify

Reset your Password

Email Account:

guiansumbi@gmail.com

Enter New Password:

Reset Password

Paste the reset pin on the text field and click verify button.

After successful verification, you can now reset your password.

After that, you will automatically go to the login form.



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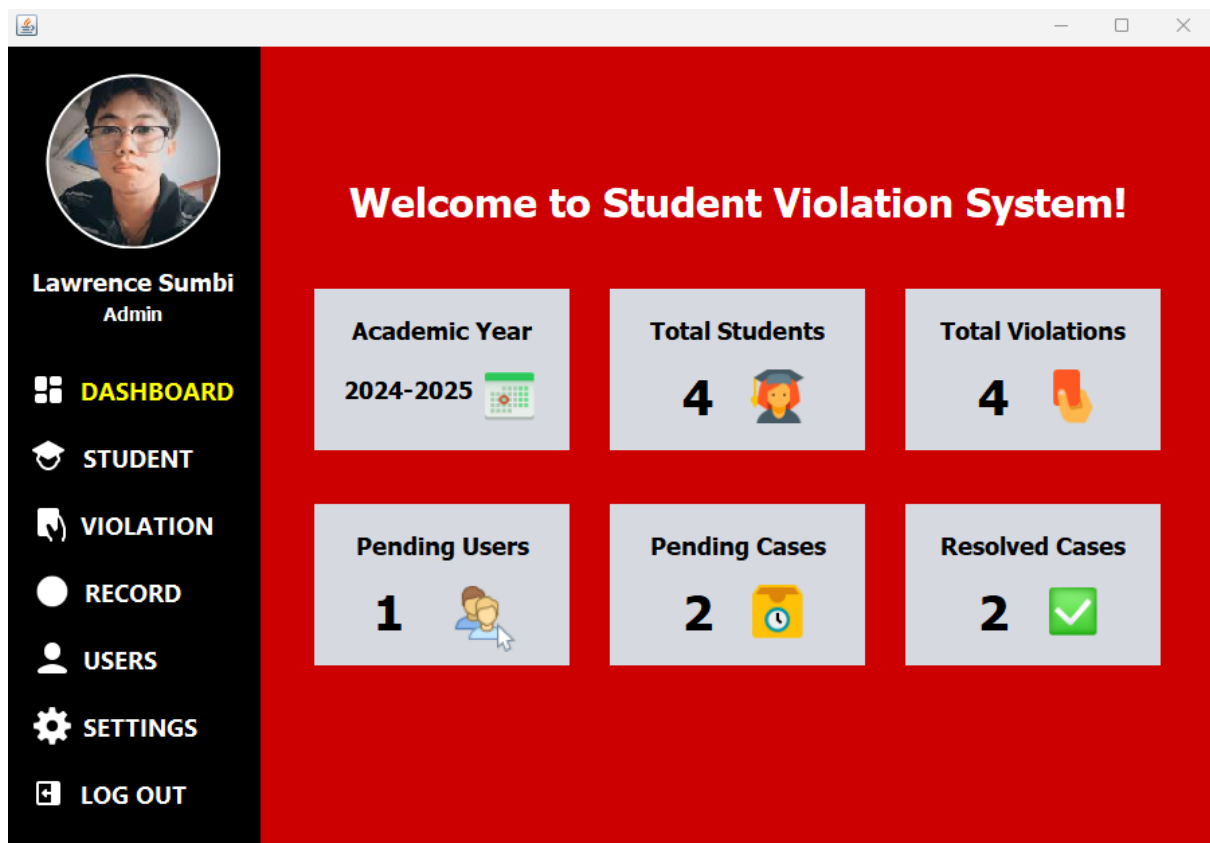
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D. Admin Dashboard

This is the landing page if you are an Administrator.



It will display the total enrolled students, total violation committed by a student, total pending users, total pending cases, and total resolved cases.

It will also automatically update if there are changes.



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E. Student (Admin)

This is the form where admin can add, edit, and delete student details.

Student ID	First Name	Last Name	Program	Section	Address	Contact Number
54	Bryll Josh	Parba	BSIT	1C	Minglanilla	09123456789
57	Xander	Parba	BSED	1A	Minglanilla	09123456789
59	Mary Divine Gr...	Obaob	BSED	1A	San Fernando	09123456789
60	King James	Obaob	BSED	1A	San Fernando	09123456789

Input Student First Name, Last Name, Program, Section, Address and Contact Number.

You can also upload image for the student, just click the image icon to upload. And if you want to remove or update the image, just click the icon again and the options will pop-up.

Click the column/row of the table to display the full details of the specific student.

Then if you want to violate that student, just click the column/row of the table displaying the specific student and click violate button and it will automatically link to the violation form.



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F. Violation (Admin)

This is the form where admin can add, edit and delete violation details.

Violation ID	Student ID	Violation	Description	Severity	Timestamp	Status
17	54	Cheating	Bringing Cheat...	Low	25/05/25 05:14...	Recorded
19	57	Bullying	Saying "Bayot"...	Minor	25/05/25 10:32...	Pending
21	59	Plagiarism	Copying of oth...	Minor	25/05/25 10:06...	Recorded
22	60	Lying	Providing Fal...	Minor	25/05/25 11:13...	Pending

After you click the violate button from the previous form, the student ID will pop-up like the student ID 54 shown above. To display the name of the student automatically, just click the text field after the student ID.

After that, input the violation name, description (specific situation), severity (low/high or minor/major) depends on your preference. You can also add and edit image here to have evidences. And click the add button to record the violation.

Note: You cannot edit and delete the violation if the status is already "Recorded". Make sure when you edit and delete, it is still in the "Pending" status.

Since you are an Administrator, you can record that violation to add sanction, just click the column/row of the table to display the specific details and click the record button to proceed.



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G. Record (Admin)

This is the form where admin can add and edit record/report details.

Violation Information: 17 Cheating

Student Information: Bryll Josh Parba

Record ID: 19

RECORD DETAILS:

Sanction / Action: Zero in Examm

Reaction / Suggestion: Do not do it again

Time Stamp: 25/05/25 05:17 PM

Buttons: ADD EDIT REFRESH/CLEAR SEARCH PRINTPREV

Record ID	Violation ID	Sanction	Comment	Time Stamp
19	17	Zero in Examm	Do not do it again	25/05/25 05:17 PM
20	21	Zero Score in Activity	Do not copy someone's...	25/05/25 10:08 PM

After you click the record button from the previous form, the Violation ID will pop-up just like the Violation ID 17 shown above, same process to display the violation information and student information, just click the text field next after the Violation ID in order to automatically display the information.

After that, you can now input Sanction and Comment. In this part, the image shown will be based on the image of the Violation, you cannot edit the image here.

And if you like to view the full details and print it to have a hardcopy, just click the print preview button.



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I. Users (Admin)

This is the form where admin can add account/user, edit, and delete user.

User ID	Full Name	Contact Number	Email	User Type	Status
2	Patricia Ann Ob...	09059641855	patobaob@gmail.com	User	Active
57	Jaylon Mantillas	09123456789	jaylon@gmail.com	User	Pending
58	Dranreb Misa	09123456789	dray@gmail.com	User	Active
59	Mike Bustamante	09123456789	mikebustamante@gmail.com	Admin	Active

Admin can also create account in this form, the process of this one is same with the registration form.

Input the user full name, contact number, email, select user type and select user status.

You can also upload image, remove image, and update image.

If the status of the user is "Pending" he/she cannot logged in, so you must update his status to "Active".

The details of the logged-in admin will not display.



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J. Account Settings (Admin)

This is the form where admin can change his profile and password.

The screenshot shows a web application interface for 'Account Settings'. On the left is a dark sidebar with a user profile for 'Lawrence Sumbi, Admin' and a menu with options: DASHBOARD, STUDENT, VIOLATION, RECORD, USERS, SETTINGS (highlighted in yellow), and LOG OUT. The main content area has a red background. At the top, there are two tabs: 'Account Settings' (active) and 'Activity Logs'. Below the tabs, the title 'ACCOUNT SETTINGS' is centered. The form contains several input fields: 'Full Name' (Lawrence Sumbi), 'Contact Number' (09303172724), 'Email' (guiansumbi@gmail.com), 'Old Password' (masked with asterisks), and 'New Password' (masked with asterisks). To the right of these fields is a profile picture of Lawrence Sumbi and a 'User ID' field showing the number '1'. At the bottom of the form are three buttons: 'Cancel', 'Save', and 'ChangePass'.

Admin can change his Full name, Contact Number his profile picture and his password.

If you want to change the full name, contact number and image just click the save button.

If you want to change your password, just input the old password that you are using and enter the new password and click the change password button.



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K. Activity Logs (Admin)

This is the form where admin can see the activities done by the admin and the other users.

Lawrence Sumbi
Admin

DASHBOARD

STUDENT

VIOLATION

RECORD

USERS

SETTINGS

LOG OUT

Account Settings

Activity Logs

ACTIVITY LOGS

Log ID	User	Activity	Timestamp
414	Drayden Misa	Logged in	2025-05-25 22:36:25
413	Lawrence Sumbi	Logged out	2025-05-25 22:36:15
412	Lawrence Sumbi	Added new user: dray@gmail.com	2025-05-25 22:36:06
411	Lawrence Sumbi	Logged in	2025-05-25 22:35:30
410	Lawrence Sumbi	Logged out	2025-05-25 22:35:20
409	Lawrence Sumbi	Updated Violation: Bullying	2025-05-25 22:32:37
408	Lawrence Sumbi	Logged in	2025-05-25 22:32:15
407	Lawrence Sumbi	Logged out	2025-05-25 22:25:11
406	Lawrence Sumbi	Printed a report from the admin panel.	2025-05-25 22:24:02
405	Lawrence Sumbi	Logged in	2025-05-25 22:23:04
404	Lawrence Sumbi	Logged in	2025-05-25 22:13:42
403	Lawrence Sumbi	Logged in	2025-05-25 22:09:14
402	Lawrence Sumbi	Logged out	2025-05-25 22:08:27
401	Lawrence Sumbi	Added New Record for Violation ID: 21	2025-05-25 22:08:12
400	Lawrence Sumbi	Logged in	2025-05-25 22:07:03
399	Patricia Ann Obaob	Updated Violation: Plagiarism	2025-05-25 22:06:24
398	Patricia Ann Obaob	Added Violation: Plagiarism	2025-05-25 22:06:13
397	Patricia Ann Obaob	Updated Student: Mary Divine Grace Obaob	2025-05-25 22:05:36
396	Patricia Ann Obaob	Added student: Mary Divine Grace Obaob	2025-05-25 22:05:14
395	Patricia Ann Obaob	Logged in	2025-05-25 22:03:52
394	Patricia Ann Obaob	Logged in	2025-05-25 22:03:09
393	Patricia Ann Obaob	Logged out	2025-05-25 22:02:49
392	Patricia Ann Obaob	Deleted user: Mary Divine Grace	2025-05-25 22:02:38
391	Patricia Ann Obaob	Deleted Violation: 20	2025-05-25 22:02:34
390	Patricia Ann Obaob	Logged in	2025-05-25 22:02:27
389	Patricia Ann Obaob	Logged out	2025-05-25 22:02:12
388	Patricia Ann Obaob	Logged in	2025-05-25 21:59:17
387	Patricia Ann Obaob	Logged out	2025-05-25 21:58:24

It shows the name of the user, the activity that he/she did and the date and time.



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L. User/Teacher Dashboard

This is the landing page if you are a User/Teacher.

The dashboard is displayed in a web browser window. It features a red background with a black sidebar on the left. The sidebar contains a circular profile picture of Patricia Ann Oba... and the text 'Patricia Ann Oba... User'. Below this are five menu items: 'DASHBOARD' (highlighted in yellow), 'STUDENT', 'VIOLATION', 'SETTINGS', and 'LOG OUT'. The main content area has a large white heading 'Welcome to Student Violation System!'. Below this heading are three white boxes with red borders. The first box is titled 'Academic Year' and shows '2024-2025' with a calendar icon. The second box is titled 'Total Students' and shows the number '4' with a student icon. The third box is titled 'Total Violations' and shows the number '4' with a violation icon.

Academic Year	Total Students	Total Violations
2024-2025	4	4

It will display the total enrolled students and the total violations committed by a student.

It will also automatically update if there are changes.



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M. Student (User)

This is the form where users/teachers can add, edit, and delete student details.

The screenshot shows a web application interface for managing students. On the left is a sidebar with a user profile for Patricia Ann Oba... and navigation links for DASHBOARD, STUDENT, VIOLATION, SETTINGS, and LOG OUT. The main area has a red header with form fields for Student First Name (Mary Divine Grace), Student Last Name (Obaob), Student ID (59), Student Program (BSED), Student Section (1A), Student Address (San Fernando), and Student Contact Number (09123456789). Below the form are buttons for ADD, EDIT, DELETE, REFRESH/CLEAR, SEARCH, and VIOLATE. A table displays a list of students with columns for Student ID, First Name, Last Name, Program, Section, Address, and Contact Number. The student with ID 59 is highlighted.

Student ID	First Name	Last Name	Program	Section	Address	Contact Number
54	Bryll Josh	Parba	BSIT	1C	Minglanilla	09123456789
57	Xander	Parba	BSED	1A	Minglanilla	09123456789
59	Mary Divine Gr...	Obaob	BSED	1A	San Fernando	09123456789
60	King James	Obaob	BSED	1A	San Fernando	09123456789

Input Student First Name, Last Name, Program, Section, Address and Contact Number.

You can also upload image for the student, just click the image icon to upload. And if you want to remove or update the image, just click the icon again and the options will pop-up.

Click the column/row of the table to display the full details of the specific student.

Then if you want to violate that student, just click the column/row of the table displaying the specific student and click violate button and it will automatically link to the violation form.



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N. Violation (User)

This is the form where teachers can add, edit and delete violation details.

Violation ID	Student ID	Violation	Description	Severity	Timestamp	Status
21	59	Plagiarism	Copying of oth...	Minor	25/05/25 10:06...	Recorded
22	60	Lying	Providing Fal...	Minor	25/05/25 11:13...	Pending

After you click the violate button from the previous form, the student ID will pop-up like the student ID 59 shown above. To display the name of the student automatically, just click the text field after the student ID.

After that, input the violation name, description (specific situation), severity (low/high or minor/major) depends on your preference. You can also add and edit image here to have evidences. And click the add button to record the violation.

Note: You cannot edit and delete the violation if the status is already "Recorded". Make sure when you edit and delete, it is still in the "Pending" status.

Teachers can also view their own reports when the status is now "Recorded" by clicking the view report button.



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P. Account Settings (User)

This is the form where teachers can change his/her profile and password.

The screenshot shows a web application window titled "ACCOUNT SETTINGS". On the left is a dark sidebar with a user profile picture and name "Patricia Ann Obaob" with the role "User". Below the profile are navigation links: "DASHBOARD", "STUDENT", "VIOLATION", "SETTINGS" (highlighted in yellow), and "LOG OUT". The main content area has a red background. It contains form fields for "Full Name" (Patricia Ann Obaob), "Contact Number" (09059641855), "Email" (patobaob@gmail.com), "Old Password" (masked with asterisks), and "New Password" (masked with asterisks). To the right of these fields is a smaller profile picture and a "User ID" field showing the number "2". At the bottom of the form are three buttons: "Cancel", "Save", and "ChangePass".

Teachers can change his/her Full name, Contact Number his profile picture and his password.

If you want to change the full name, contact number and image just click the save button.

If you want to change your password, just input the old password that you are using and enter the new password and click the change password button.