

QUICK START GUIDE

(GRADE SHEET) USER MANUAL



STUDENT GRADES
INVENTORY

HOW TO LOGIN

Submit a profile request and login

For a regular user;

STEP 1: Submit a profile request from the administrator to access Student Grades Inventory before proceeding with step 2.

STEP 2: After the administration generates a profile for you, fill in your username and password.

STUDENT GRADES INVENTORY

Welcome EARISTians!

Enter Regular Username

Enter Regular Password

Login

Forgot Password?

CLICK

When you're done filling up your username and password, click the login button.

For Admins; this step is similar to the regular user login page.

STEP 1: Click the log in as Superadmin button below

STUDENT GRADES INVENTORY

Welcome EARISTians!

Enter Regular Username

Enter Regular Password

Login

Forgot Password?

CLICK

STEP 2: After clicking, fill in your username and password correctly.

STUDENT GRADES INVENTORY

Welcome EARISTians!

Enter Admin Username

Enter Admin Password

Login

Forgot Password?

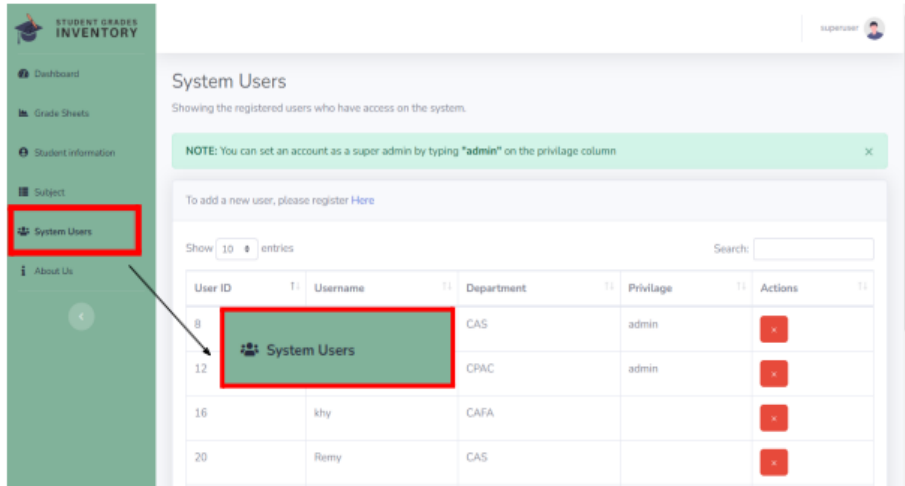
CLICK

When you're done, you may proceed by clicking the login button.

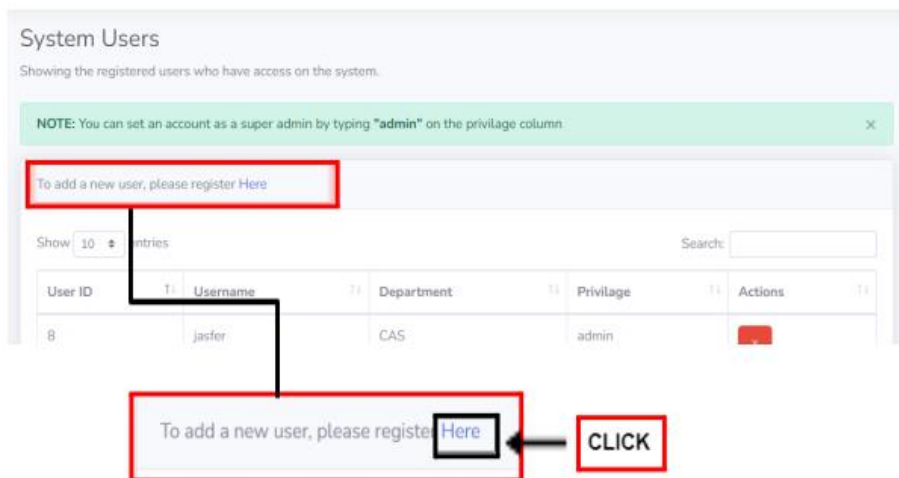
HOW TO ADD NEW USER/S ACCOUNT (For Admin only)

Register a new user

STEP 1: Click the System User on the left side of your screen to add a new user.

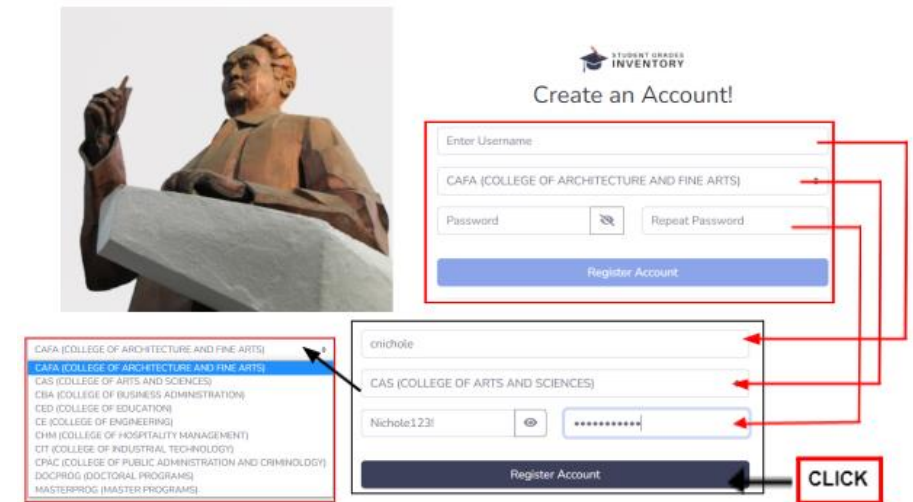


STEP 2: Below the note, there's a notice where you can add a new user. Click the Here button to proceed.



STEP 3: Fill in the user's **username**, and **password**, and select their **college department**.

NOTE: The system only accepts passwords that have at least 8 digits and a combination of lowercase and uppercase letters together with a number and special characters. **Ex. Earist123!**



After filling up, proceed on clicking the Register Account button.

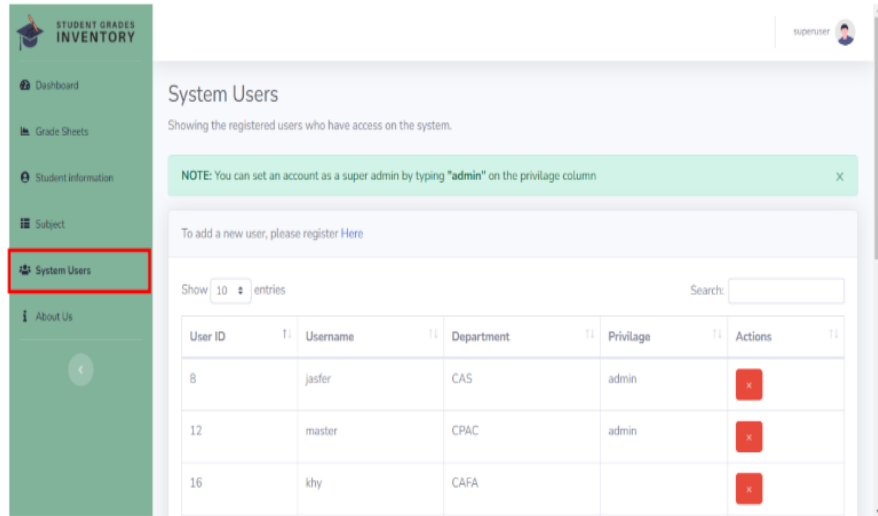
STEP 4: This message will pop up when you're done. Click the Login button.



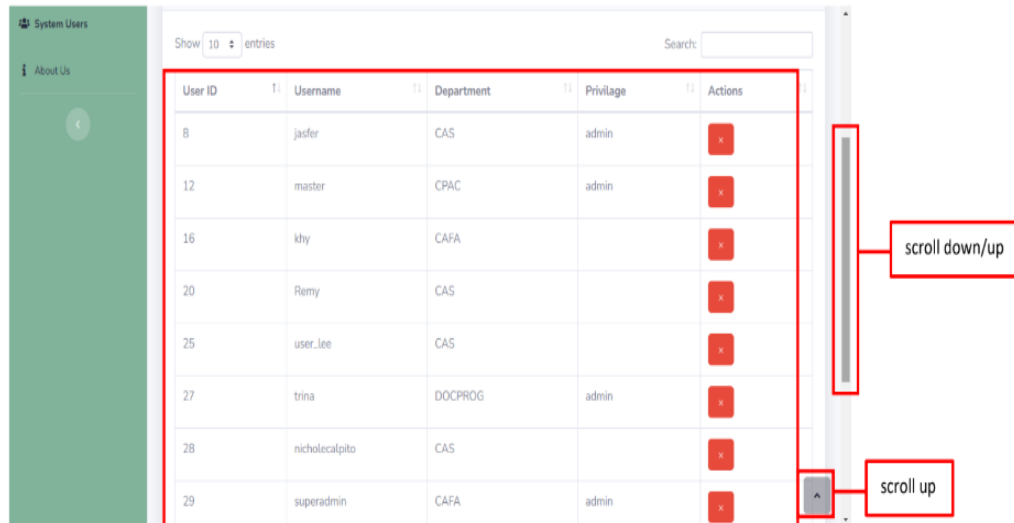
HOW TO CHANGE USER'S PRIVILEGE (For Admin only)

Set an account as an admin user

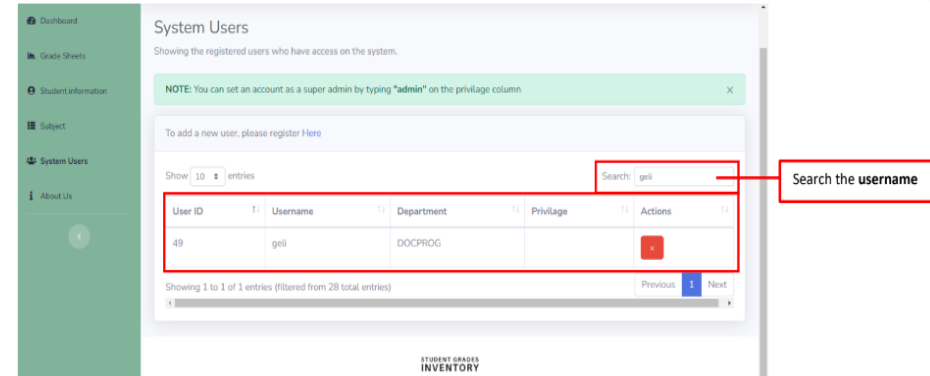
STEP 1: Go to the System Users panel by clicking System Users on the left side of your screen.



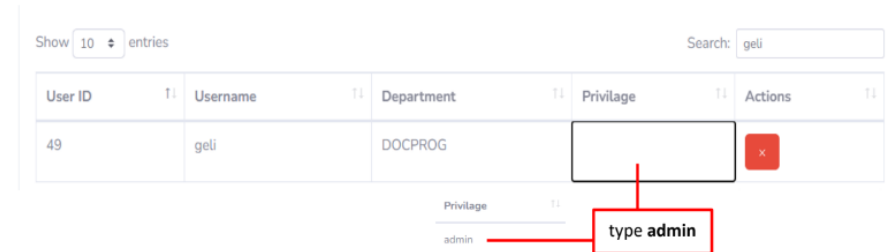
STEP 2: Scroll down to see the registered users who have access to the system.



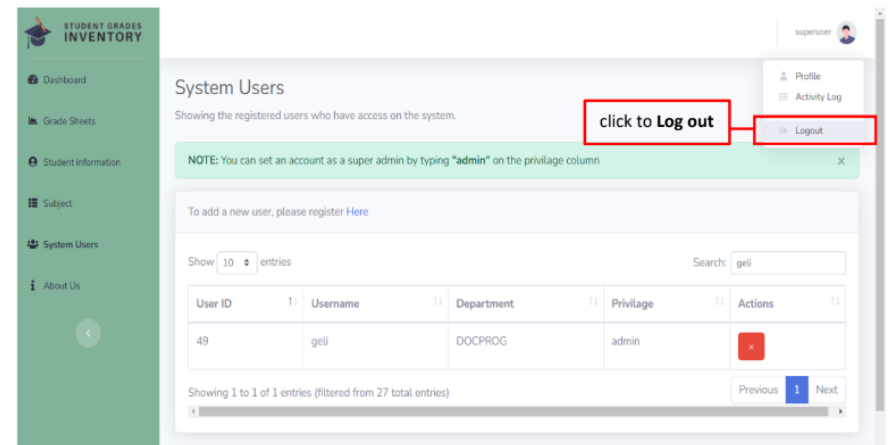
STEP 3: Search for the username you want to change on the search bar.



STEP 4: On the privilege column, type **admin**.



STEP 5: Log out the account you use.



STEP 6: Login as Superadmin. Then test, if you successfully change the user's privilege to an admin user.

Student Grades Inventory

Welcome EARISTians!

Enter Regular Username: geli

Enter Regular Password: Geliin@123

Login

Login as Superadmin

Forgot Password?

click

System Users

Showing the registered users who have access on the system.

NOTE: You can set an account as a super admin by typing "admin" on the privilege column

To add a new user, please register [Here](#)

Show 10 entries Search: geli

User ID	Username	Department	Privilege	Actions
49	geli	DOCPROG	admin	

Showing 1 to 1 of 1 entries (filtered from 27 total entries)

Previous 1 Next

You successfully set up an account as an admin user!

SET AN ACCOUNT AS A REGULAR USER

STEP 1: Go to the System Users panel by clicking System Users on the left side of your screen.

System Users

Showing the registered users who have access on the system.

NOTE: You can set an account as a super admin by typing "admin" on the privilege column

To add a new user, please register [Here](#)

Show 10 entries Search:

User ID	Username	Department	Privilege	Actions
8	jasfer	CAS	admin	
12	master	CPAC	admin	
16	khy	CAFA		

STEP 2: Scroll down to see the registered users who have access to the system.

System Users

Showing the registered users who have access on the system.

NOTE: You can set an account as a super admin by typing "admin" on the privilege column

To add a new user, please register [Here](#)

Show 10 entries Search:

User ID	Username	Department	Privilege	Actions
8	jasfer	CAS	admin	
12	master	CPAC	admin	
16	khy	CAFA		
20	Remy	CAS		
25	user_lee	CAS		
27	trina	DOCPROG	admin	
28	nicholealpito	CAS		
29	superadmin	CAFA	admin	

scroll down/up

scroll up

STEP 3: Search for the username you want to change on the search bar.

System Users

Showing the registered users who have access on the system.

NOTE: You can set an account as a super admin by typing "admin" on the privilege column

To add a new user, please register [Here](#)

Show 10 entries Search: geli

User ID	Username	Department	Privilege	Actions
49	geli	DOCPROG	admin	

Showing 1 to 1 of 1 entries (filtered from 27 total entries)

Previous 1 Next

Search the username

STEP 4: On the privilege column, delete admin.

System Users

Showing the registered users who have access on the system.

NOTE: You can set an account as a super admin by typing "admin" on the privilege column

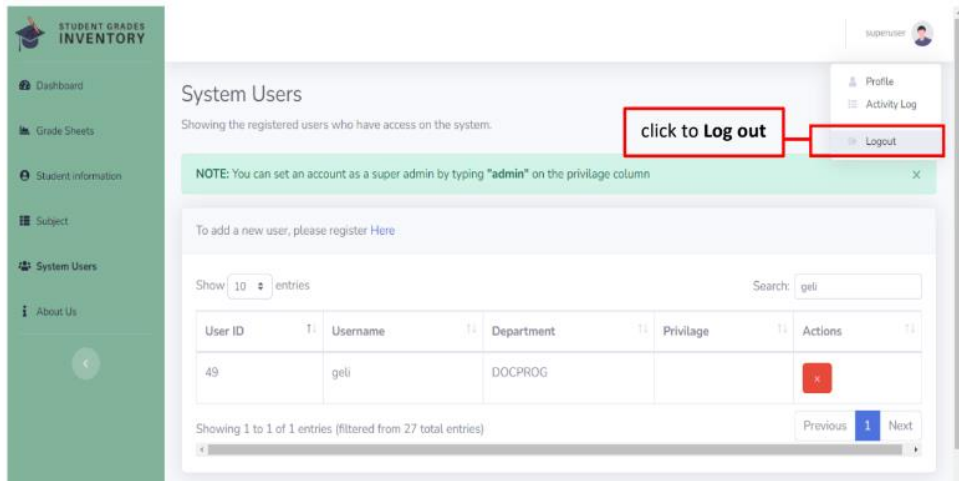
To add a new user, please register [Here](#)

Show 10 entries Search: geli

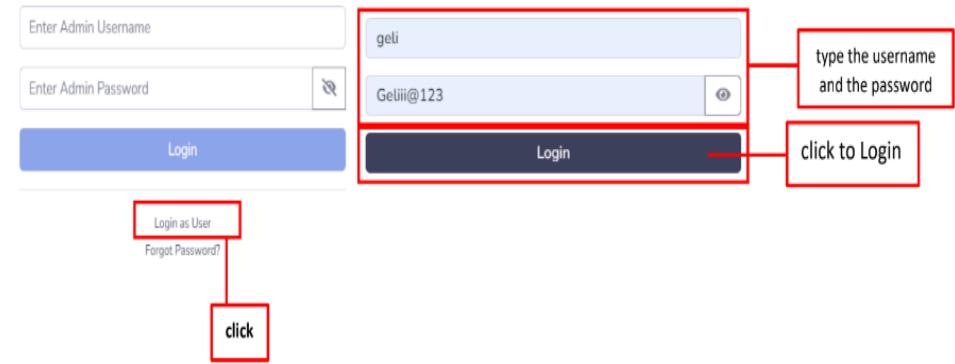
User ID	Username	Department	Privilege	Actions
49	geli	DOCPROG	admin	

delete admin

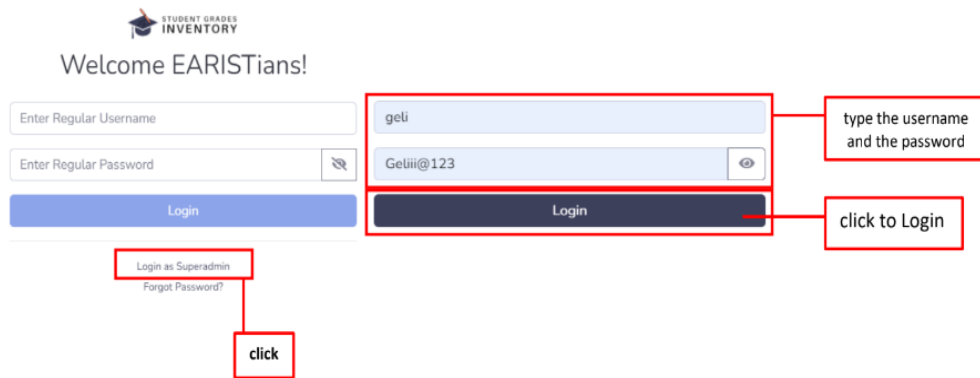
STEP 5: Log out, the account you use.



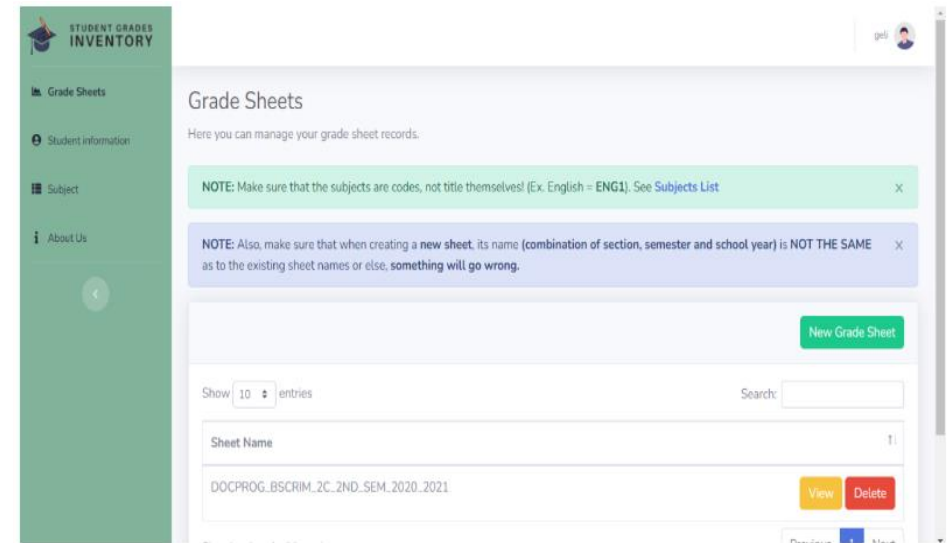
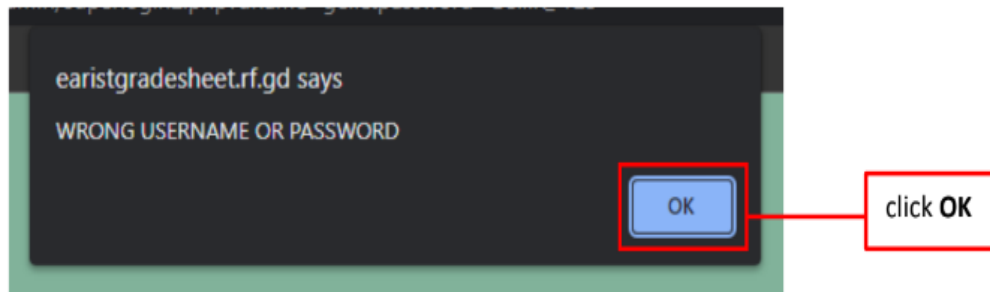
Log in again as a regular user.



STEP 6: Login as Superadmin. Then test, if you successfully change the user's privilege to a regular user.



This alert will show because you can't log in as an admin user because an admin changes the user's privilege. Click OK to log in again as a regular user.



You successfully set up an account as a regular user!

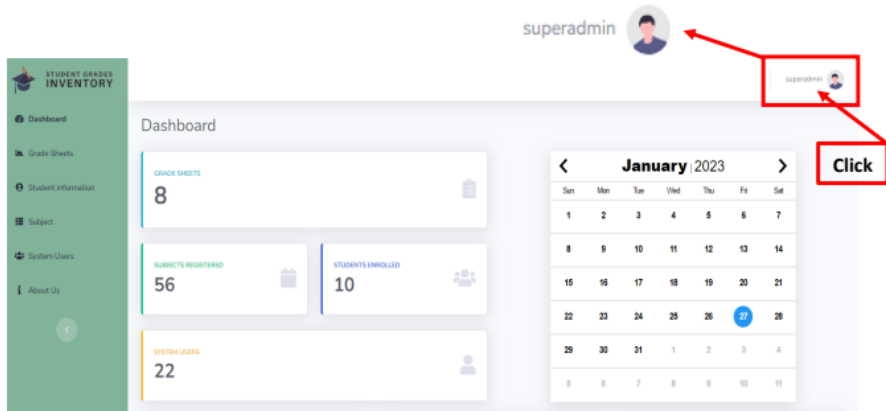
NOTE: Only the admin can change the user's privilege.

HOW TO CHANGE YOUR USERNAME

To change your username on the system if you're already logged in:

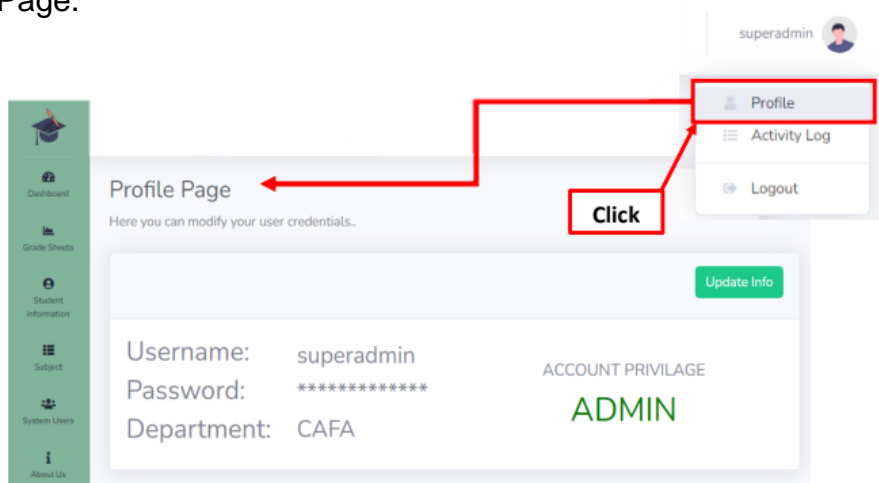
For Admins;

STEP 1: Click your Profile Picture with your name in the top right corner of the Student Grades Inventory website application on the right side of your screen.

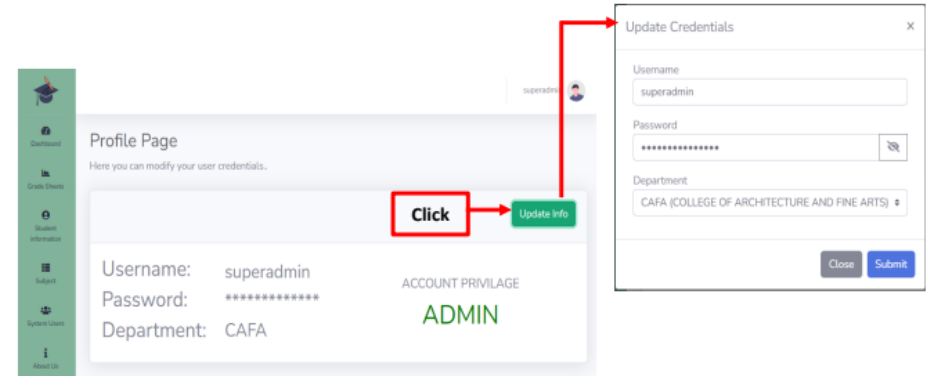


STEP 2: Select Profile to access all your account information in the system.

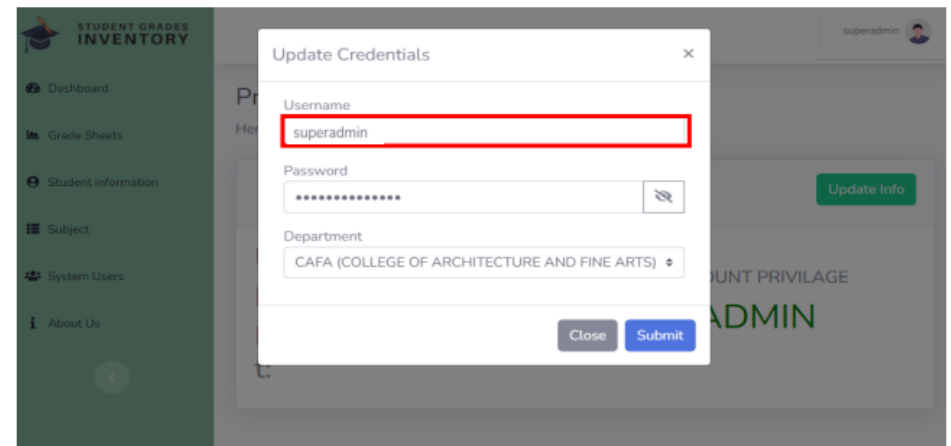
After clicking the profile, the system will direct you to your Profile Page.



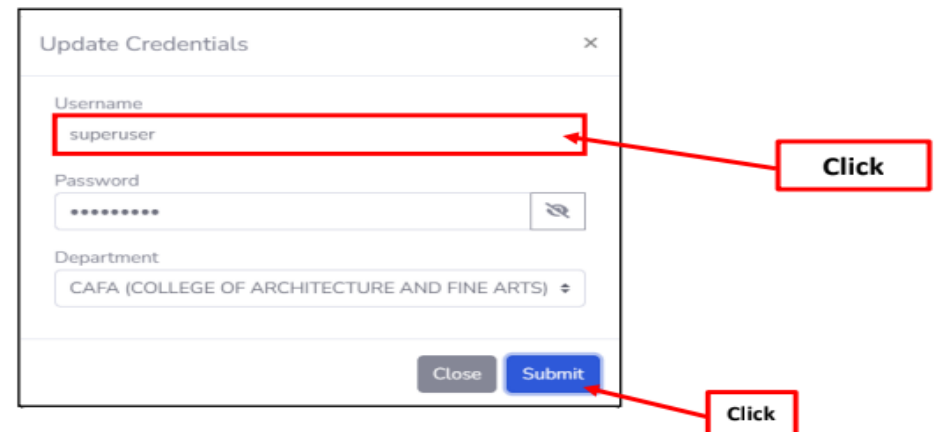
STEP 3: Click Update Info to modify your information.



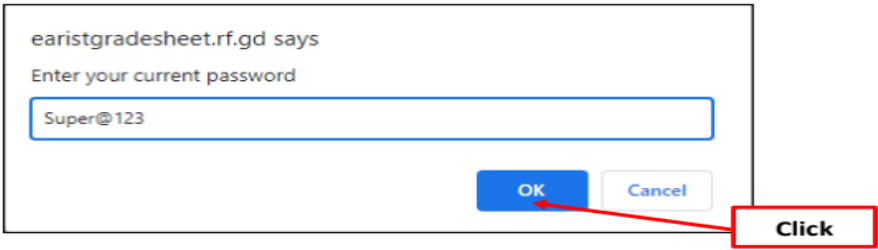
STEP 4: Click the textbox that contains your current username.
Ex: superadmin



STEP 5: To modify your username. Click the textbox and create your desired username (**Ex: superuser**). And then click submit.



STEP 6: Alert box will appear at the top of your screen that will require you to enter your current password. Click OK to confirm. Click Cancel to abort.



earistgradesheet.rf.gd says

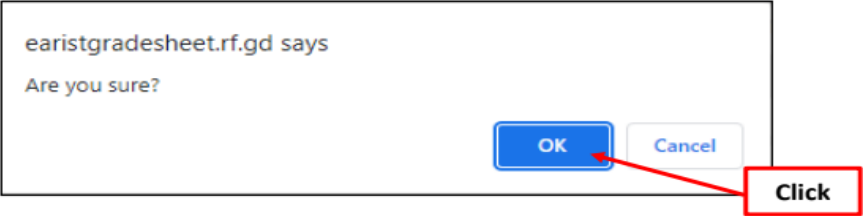
Enter your current password

Super@123

OK Cancel

Click

STEP 7: Another alert box will appear at the top of your screen. Click OK to confirm the modification of changing username. Click Cancel to abort.



earistgradesheet.rf.gd says

Are you sure?

OK Cancel

Click

STEP 8: Upon clicking OK (on Step 6), another Alert box will appear that's states 'Information Updated'. Click OK.



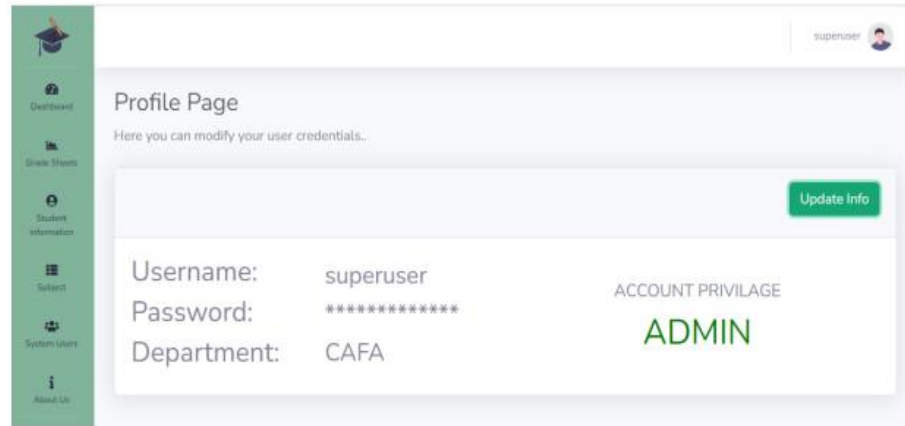
earistgradesheet.rf.gd says

Information Updated!

OK

Click

STEP 9: Check if the details have been updated!



Profile Page

Here you can modify your user credentials..

Update Info

Username: superuser

Password: *****

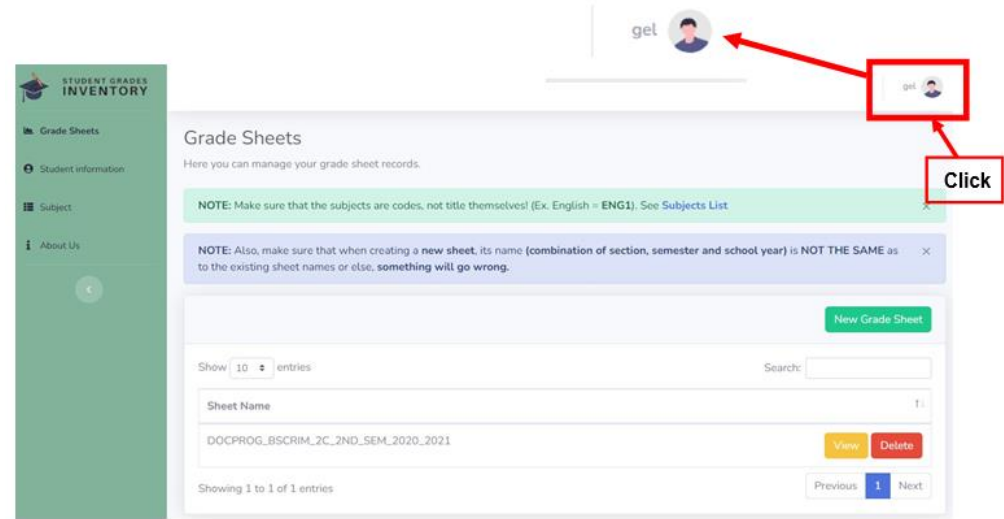
Department: CAFA

ACCOUNT PRIVILEGE

ADMIN

For Regular Users;

STEP 1: Click your profile picture with your name in the top right corner on the right side of your screen.



Grade Sheets

Here you can manage your grade sheet records.

NOTE: Make sure that the subjects are codes, not title themselves! (Ex. English = ENG1). See Subjects List

NOTE: Also, make sure that when creating a new sheet, its name (combination of section, semester and school year) is NOT THE SAME as to the existing sheet names or else, something will go wrong.

New Grade Sheet

Show: 10 entries Search:

Sheet Name 1:

DOCPROG_BSCRM_2C_2ND_SEM_2020_2021

View Delete

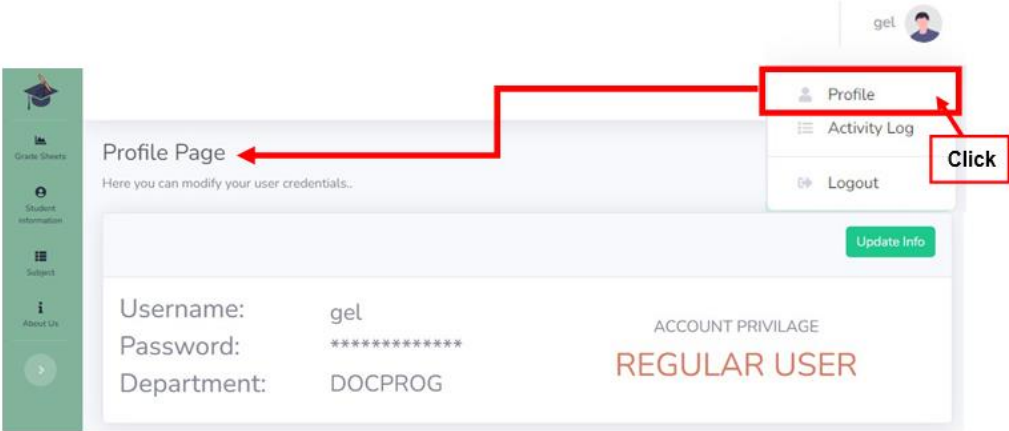
Showing 1 to 1 of 1 entries

Previous 1 Next

Click

STEP 2: Select your profile to access all your account information in the system.

After Clicking it will direct you to your profile page.



Profile Page

Here you can modify your user credentials..

Update Info

Username: gel

Password: *****

Department: DOCPROG

ACCOUNT PRIVILEGE

REGULAR USER

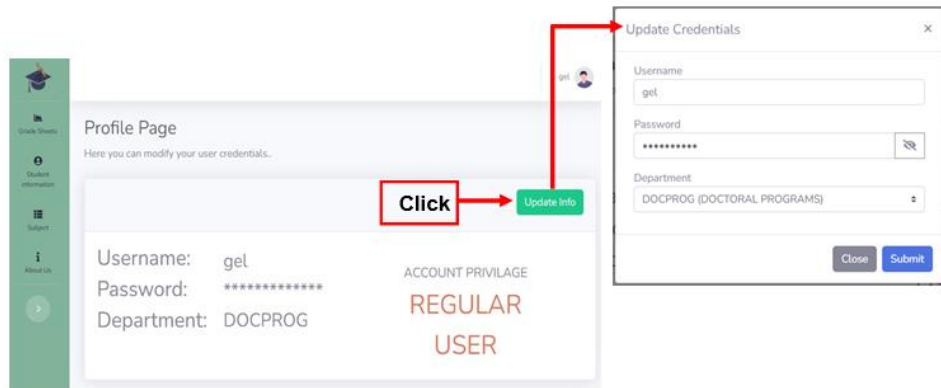
Profile

Activity Log

Logout

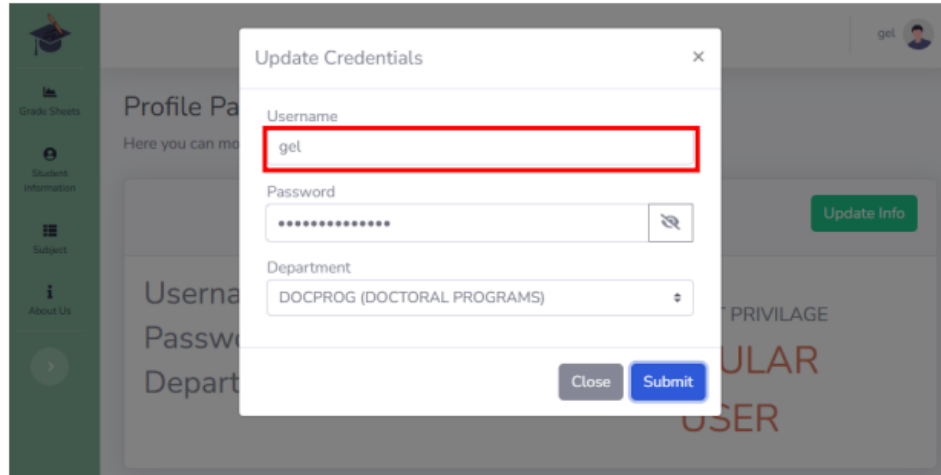
Click

STEP 3: Click Update Info to modify your username.

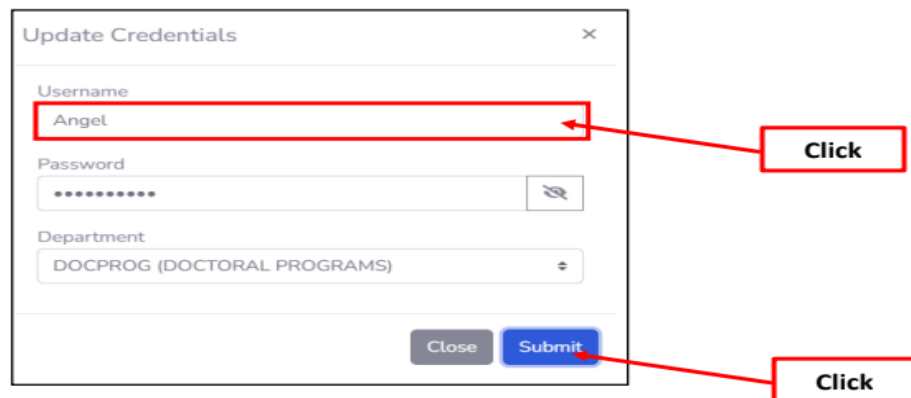


STEP 4: Click the textbox that contains your current username.

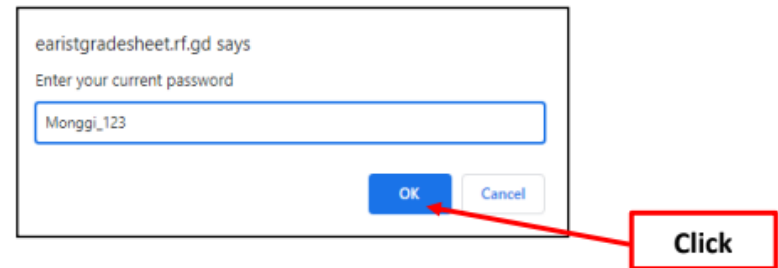
Ex: gel



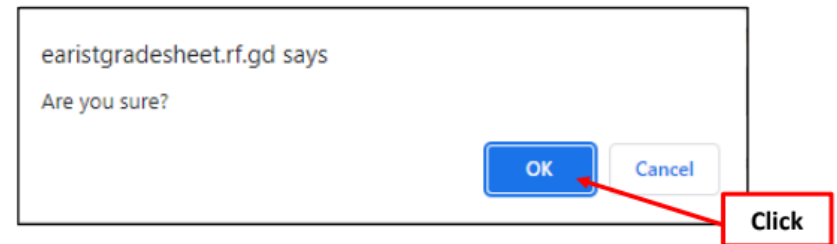
STEP 5: To modify your username. Click the textbox and create your new desired username. (**Ex:** Angel) and then click submit.



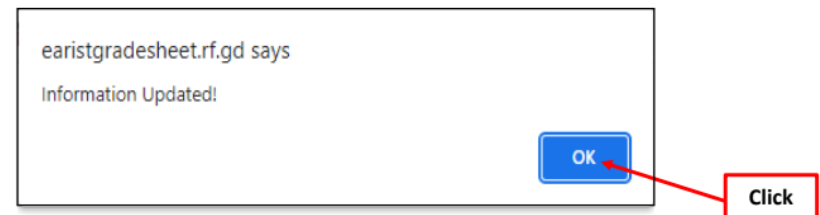
STEP 6: Alert box will appear at the top of your screen that will require you to enter your current password. Click OK to confirm. Click Cancel to abort.



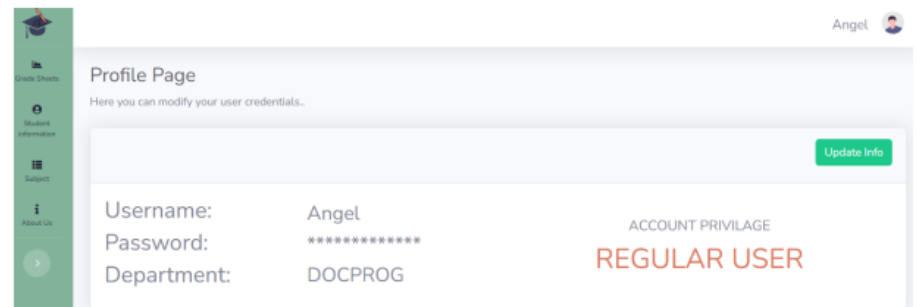
STEP 7: Another alert box will appear at the top of your screen. Click OK to confirm the modification of changing username. Click Cancel to abort.



STEP 8: Upon clicking OK (on Step 6), another Alert box will appear that states 'Information Updated'. Click OK.



STEP 9: Check if the details have been updated!



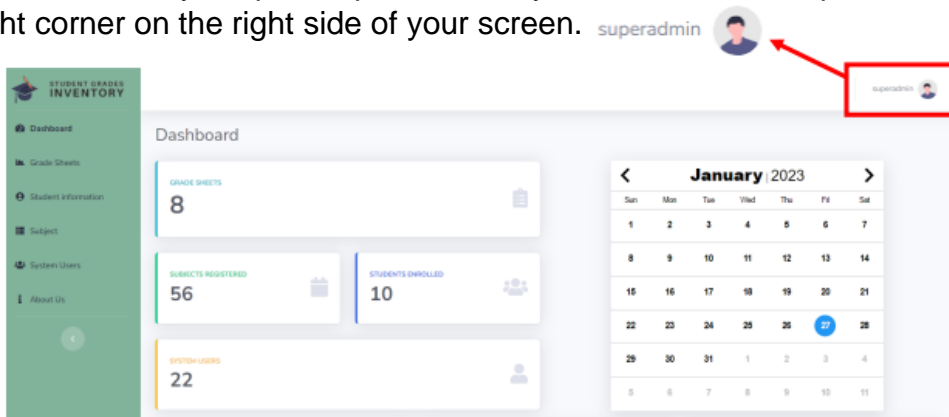
HOW TO CHANGE YOUR PASSWORD

Passwords provide the first line of defense against unauthorized access to your personal account information. The stronger your password, the more protected your account will be from hackers and malicious activities. This system encourages users to maintain strong passwords for the security of the system data.

To change your password on the system if you're already logged in:

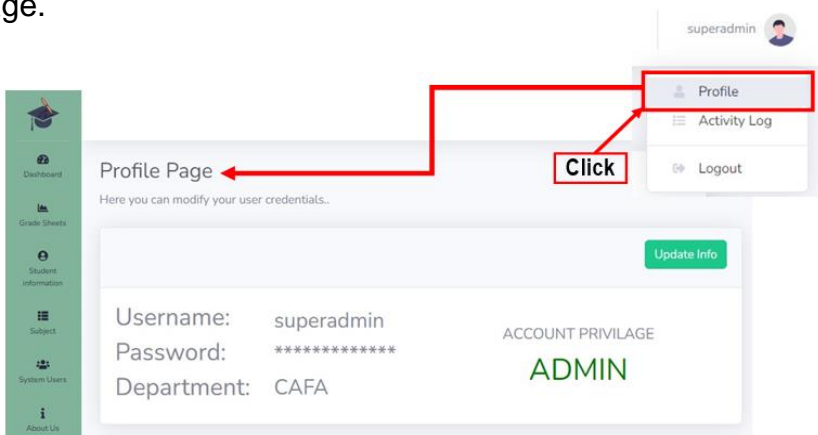
For Admins;

STEP 1: Click your profile picture with your name in the top right corner on the right side of your screen.

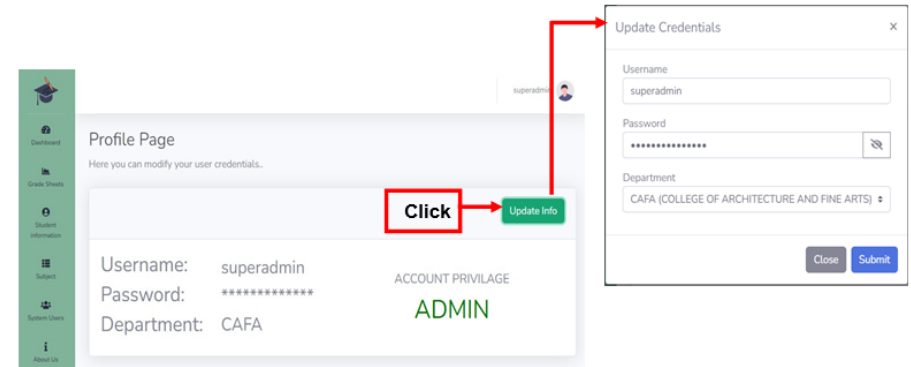


STEP 2: Select Profile to access all your account information in the system.

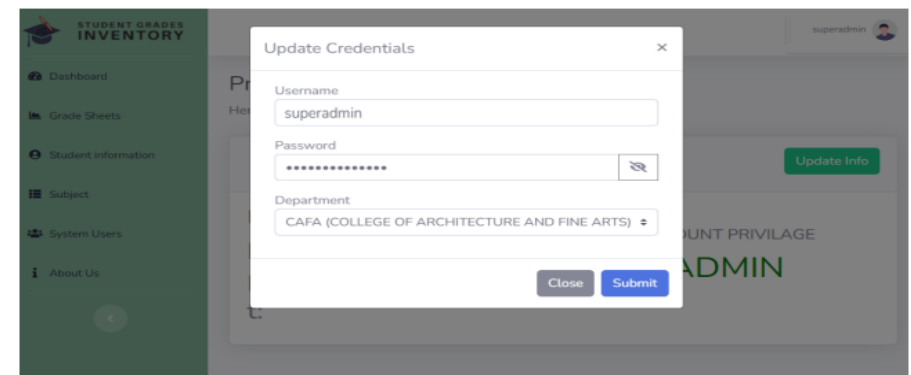
After clicking the profile, the system will direct you to your Profile Page.



STEP 3: Click Update Info to modify your information's.

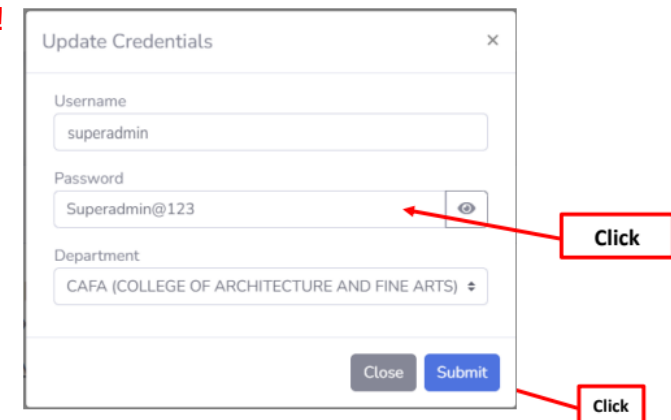


STEP 4: Click the textbox that contains your current password.

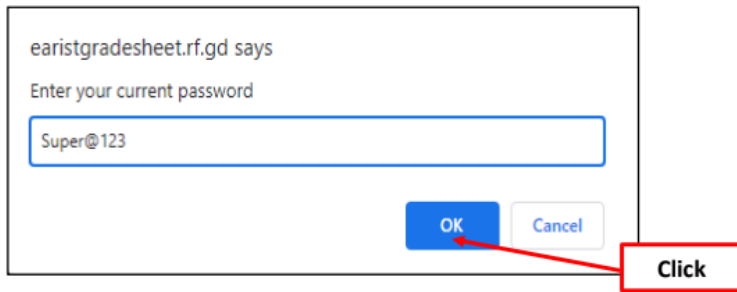


STEP 5: To modify your password. Click the textbox and create your desired password. And then click submit.

NOTE: Password must be at least 8 digits and a combination of lowercase and uppercase letters together with a number and special characters!



STEP 6: Alert box will appear at the top of your screen that will requires you to enter your current password. Click OK to confirm. Click Cancel to abort.



earistgradesheet.rf.gd says

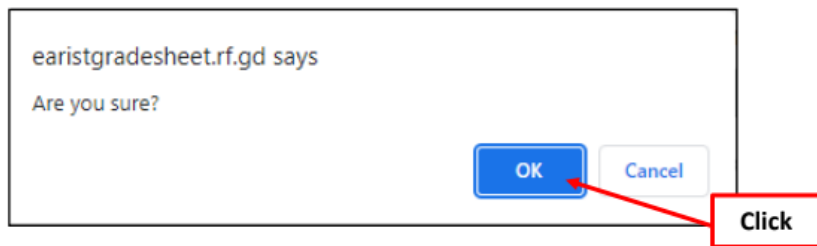
Enter your current password

Super@123

OK Cancel

Click

STEP 7: Another alert box will appear at the top of your screen. Click OK to confirm the modification of changing pass. Click Cancel to abort.



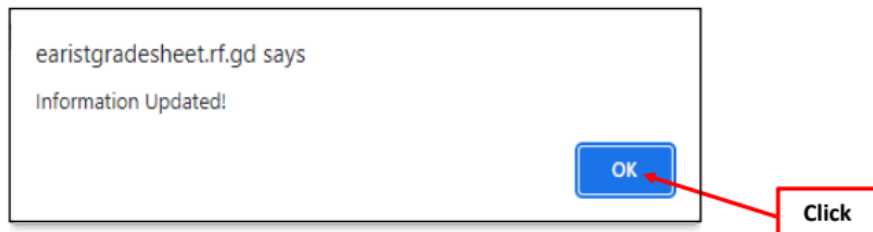
earistgradesheet.rf.gd says

Are you sure?

OK Cancel

Click

STEP 8: Upon clicking OK (on Step 6), another Alert box will appear that's states 'Information Updated'. Click OK.



earistgradesheet.rf.gd says

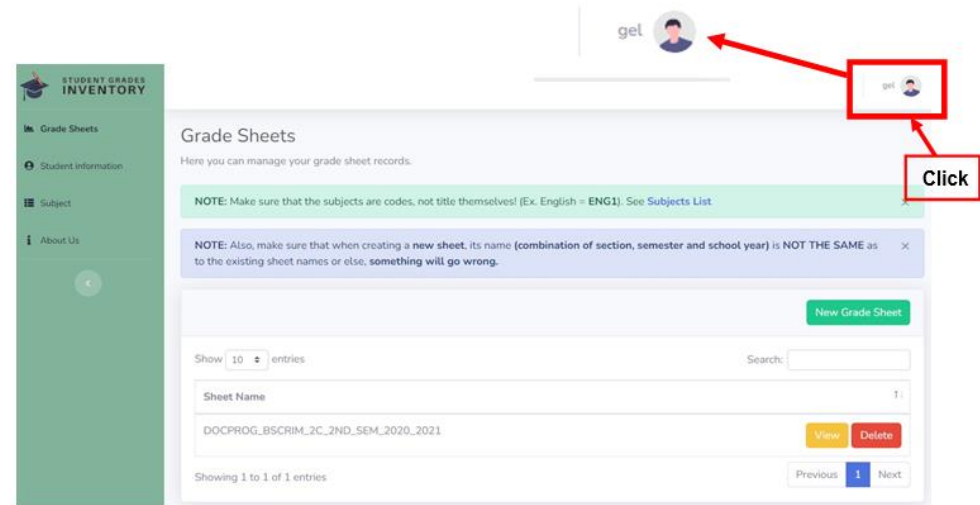
Information Updated!

OK

Click

For Regular Users;

STEP 1: Click your profile picture with your name in the top right corner on the right side of your screen.



STUDENT GRADES INVENTORY

Grade Sheets

Student Information

Subject

About Us

Grade Sheets

Here you can manage your grade sheet records.

NOTE: Make sure that the subjects are codes, not title themselves! (Ex. English = ENG1). See Subjects List

NOTE: Also, make sure that when creating a new sheet, its name (combination of section, semester and school year) is NOT THE SAME as to the existing sheet names or else, something will go wrong.

New Grade Sheet

Show 10 entries

Search:

Sheet Name

DOCPRG_BSCRM_2C_2ND_SEM_2020_2021

View Delete

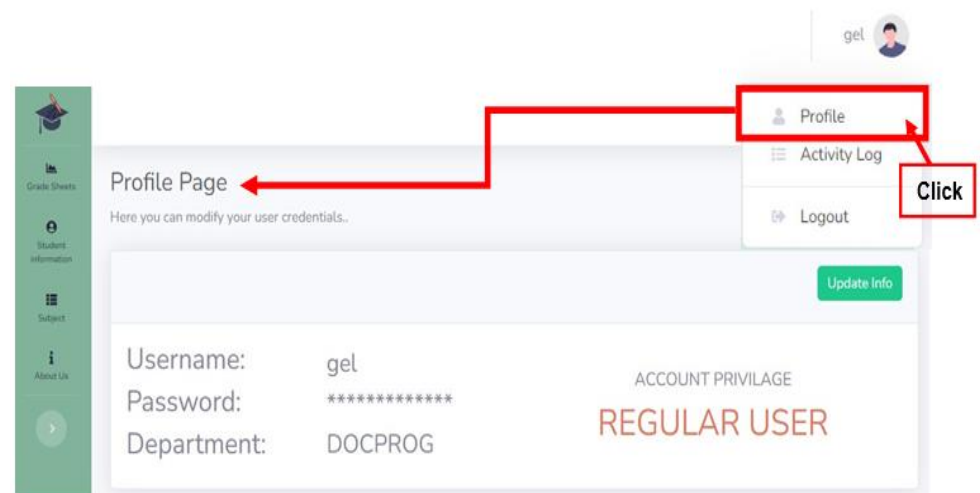
Showing 1 to 1 of 1 entries

Previous 1 Next

Click

STEP 2: Select profile to access all your account information in the system.

After Clicking it will direct you to your profile page.



Profile Page

Here you can modify your user credentials.

Update Info

Username: gel

Password: *****

Department: DOCPRG

ACCOUNT PRIVILEGE

REGULAR USER

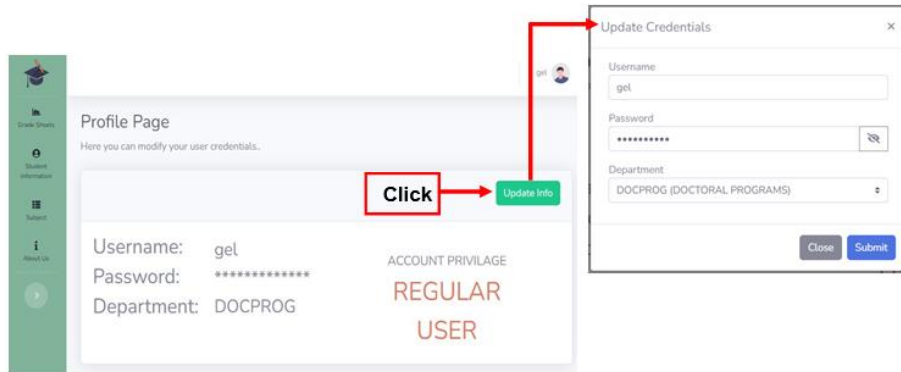
Profile

Activity Log

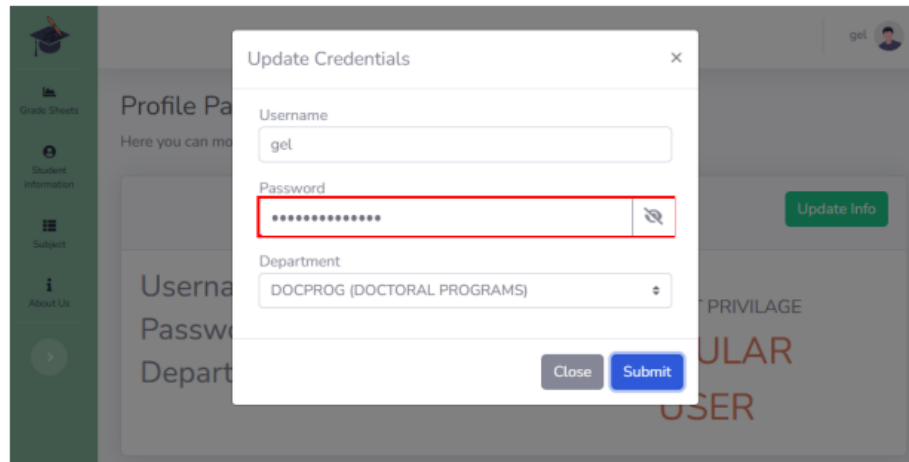
Logout

Click

STEP 3: Click Update Info to modify your password.

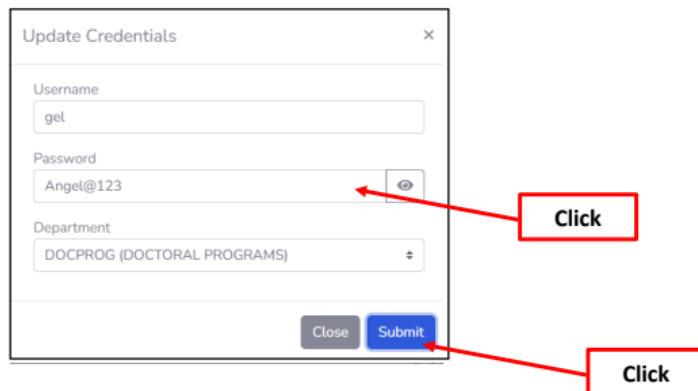


STEP 4: Click the textbox that contains your current password.

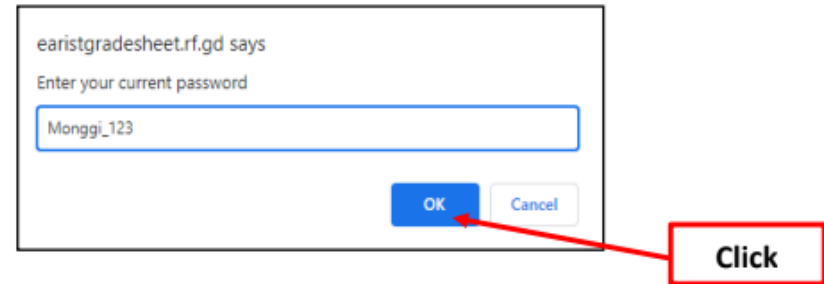


STEP 5: To modify your password. Click the textbox and create your desired password. And then click submit.

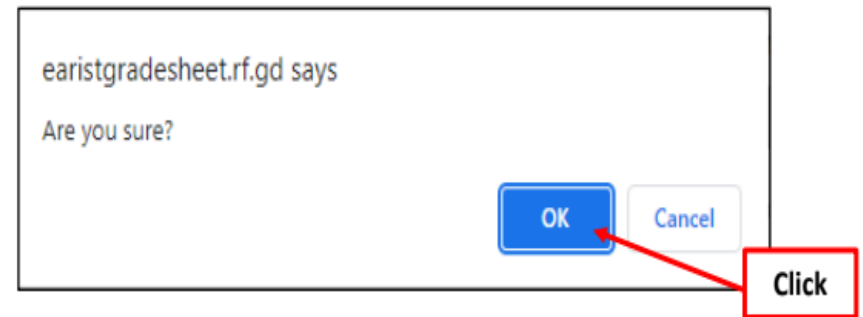
NOTE: Password must be at least 8 digits and a combination of lowercase and uppercase letters together with a number and special characters!



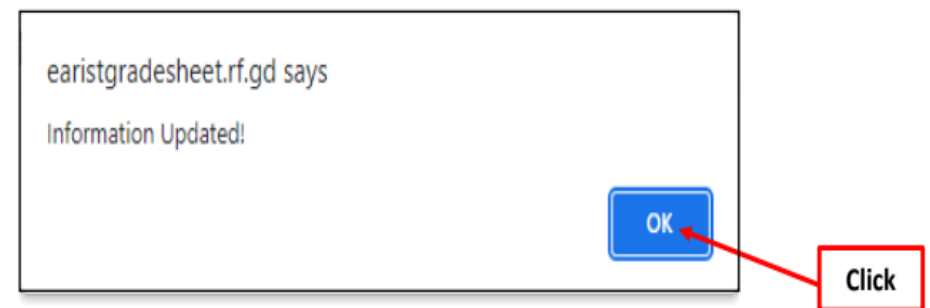
STEP 6: Alert box will appear at the top of your screen that will requires you to enter your current password. Click OK to confirm. Click Cancel to abort.



STEP 7: Another alert box will appear at the top of your screen. Click OK to confirm the modification of changing pass. Click Cancel to abort.



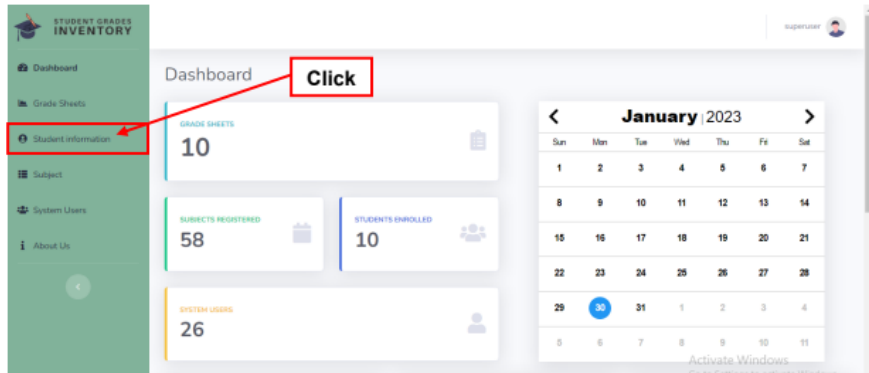
STEP 8: Upon clicking OK (on Step 6), another Alert box will appear that's states 'Information Updated'. Click OK.



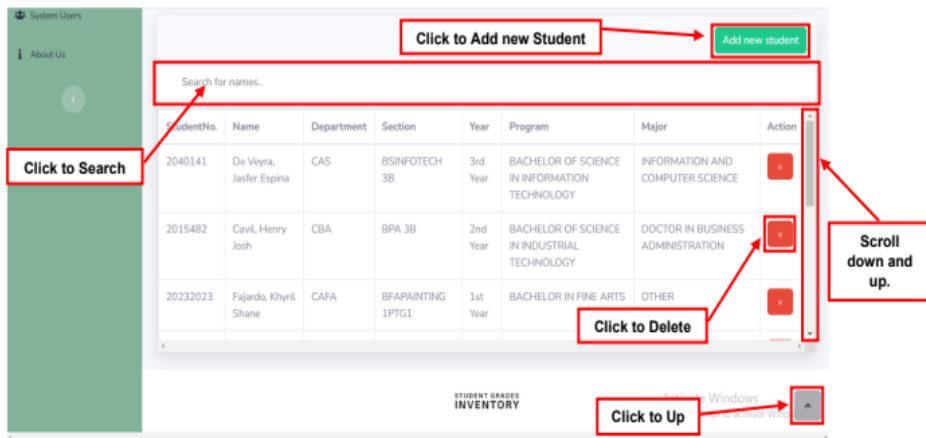
HOW TO REGISTER STUDENTS (For Admin only)

View the existing Student Information

STEP 1: To enter the Student Information panel by clicking Student Information on the left.



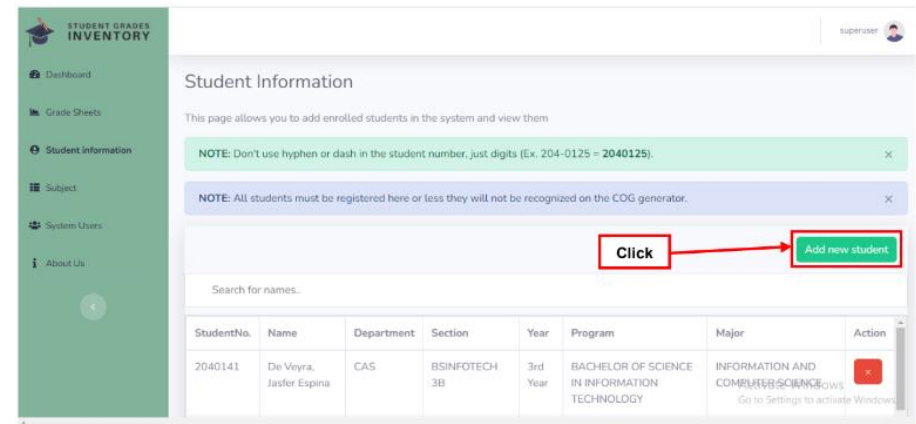
STEP 2: Scroll down to see the available existing Student Information. You can search the Student's Name on the Search bar. You also have the control to Delete specific Student Information.



NOTE: All students must be registered here or they will not be recognized on the COG generator.

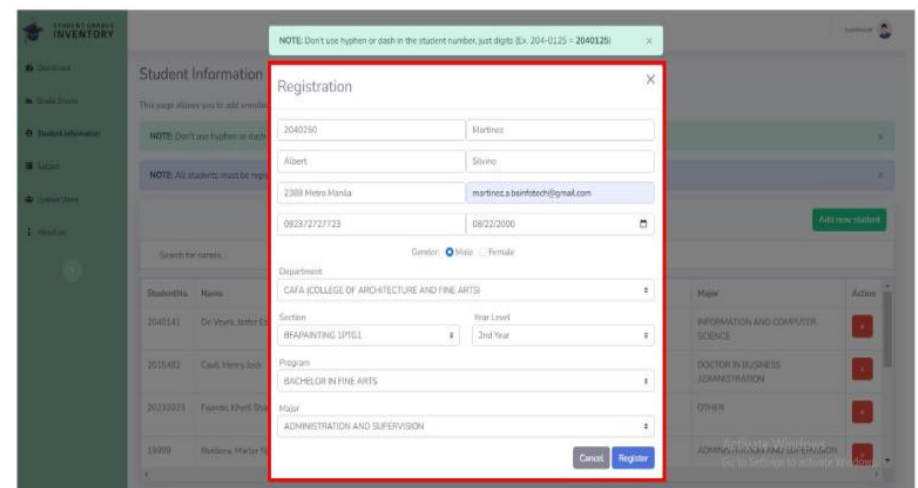
Adding new Students to the Existing Student Information

STEP 1: To add a student to the Student Information by clicking Add new student button at the center right of your screen.



STEP 2: After clicking Add new student fill up the registration to add new student.

NOTE: Don't use hyphen or dash in the student number, just digits (Ex. 204-0125 = 2040125)



STEP 3: After completing the fill up registration Click Register button to add new student.

NOTE: Don't use hyphen or dash in the student number, just digits (Ex. 204-0125 = 2040125).

NOTE: All students must be registered here or less they will not be recognized on the COG generator.

Search for names...

StudentNo: 2040250 Name: Martinez, Albert Silvano Department: CAFA (COLLEGE OF ARCHITECTURE AND FINE ARTS) Section: BFA/PAINTING 1PTG1 Year Level: 2nd Year Program: BACHELOR IN FINE ARTS Major: ADMINISTRATION AND SUPERVISION

Click

Register

STEP 4: Alert box will appear at the top of your screen which means your Student Information is successfully registered. Click the OK button to proceed.

earistgradesheet.rf.gd says

Student Informations are about to be saved

Click

OK

By checking if the Information you register is in the Student Information

STEP 1: Click the search bar and then type the name of your student.

Student Information

NOTE: Don't use hyphen or dash in the student number, just digits (Ex. 204-0125 = 2040125).

NOTE: All students must be registered here or less they will not be recognized on the COG generator.

Search for names...

Click

StudentNo	Name	Department	Section	Year	Program	Major	Action
2040250	Martinez, Albert Silvano	CAFA	BFA/PAINTING 1PTG1	2nd Year	BACHELOR IN FINE ARTS	ADMINISTRATION AND SUPERVISION	+

Deleting Students from the Existing Student Information

STEP 1: Click the X button at the Action panel.

Student Information

NOTE: Don't use hyphen or dash in the student number, just digits (Ex. 204-0125 = 2040125).

NOTE: All students must be registered here or less they will not be recognized on the COG generator.

Search for names...

StudentNo	Name	Department	Section	Year	Program	Major	Action
2040250	Martinez, Albert Silvano	CAFA	BFA/PAINTING 1PTG1	2nd Year	BACHELOR IN FINE ARTS	ADMINISTRATION AND SUPERVISION	X

Click

STEP 2: Alert box will appear at the top of your screen. Click OK to delete the Student Information. Click Cancel to abort.

earistgradesheet.rf.gd says

Are you sure?

Click

OK

Cancel

STEP 3: Upon clicking OK (on Step 2), another Alert box will appear and states that the student has been already deleted from the Student Information. Click OK.

earistgradesheet.rf.gd says

Student Deleted

Click

OK

The Panel will refresh then you will be able to see that the student has been deleted from the sheet.

Student Information

NOTE: Don't use hyphen or dash in the student number, just digits (Ex. 204-0125 = 2040125).

NOTE: All students must be registered here or less they will not be recognized on the COG generator.

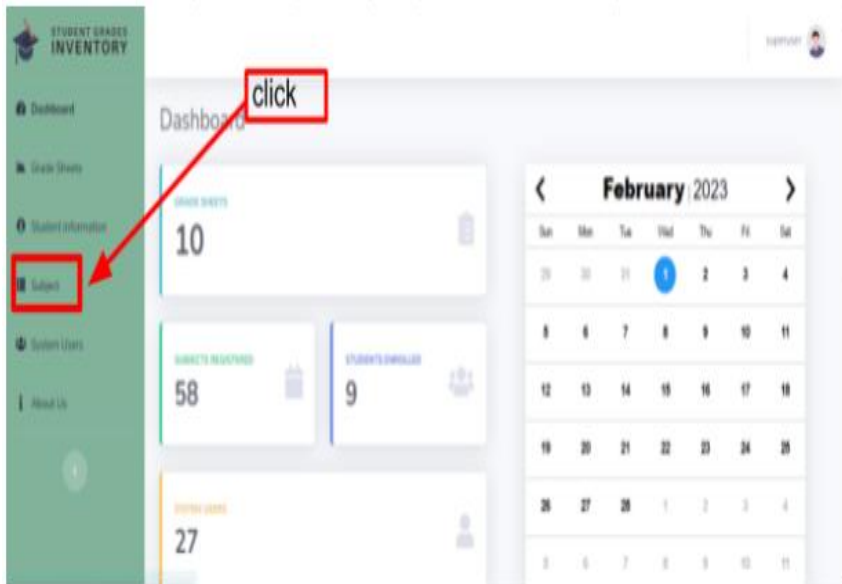
Search for names...

StudentNo	Name	Department	Section	Year	Program	Major	Action
2040141	De Veyra, Isador Espino	CAS	BSP/OTEC 3B	3rd Year	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	INFORMATION AND COMPUTER SCIENCE	+
2015482	Caul, Henry Josh	CBA	BPA 3B	2nd Year	BACHELOR OF SCIENCE IN INDUSTRIAL TECHNOLOGY	DOCTOR IN BUSINESS ADMINISTRATION	+
20232023	Fajardo, Khari Shure	CAFA	BFA/PAINTING 1PTG1	1st Year	BACHELOR IN FINE ARTS	OTHER	+
19999	Heibers, Marlyz NIA	CAFA	BFA/PAINTING 1PTG1	1st Year	BACHELOR IN FINE ARTS	ADMINISTRATION AND SUPERVISION	+

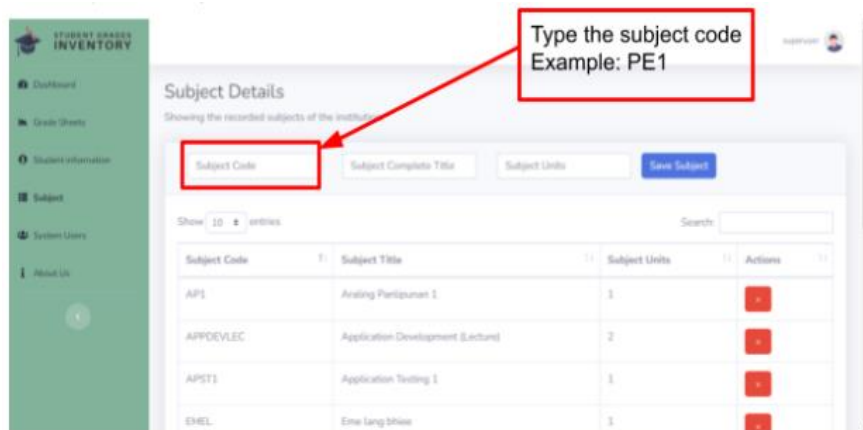
HOW TO ADD SUBJECTS (For Admin only)

View the existing Subject

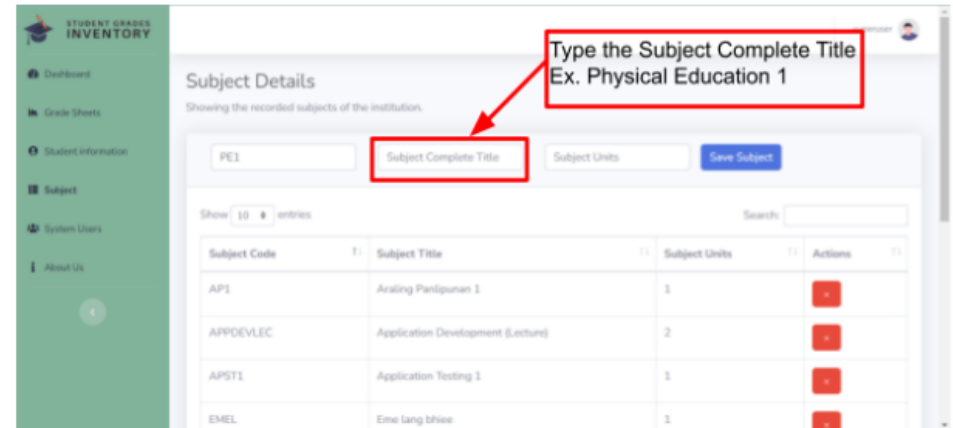
STEP 1: Go to the Subject panel by clicking Subject on the left side of your screen.



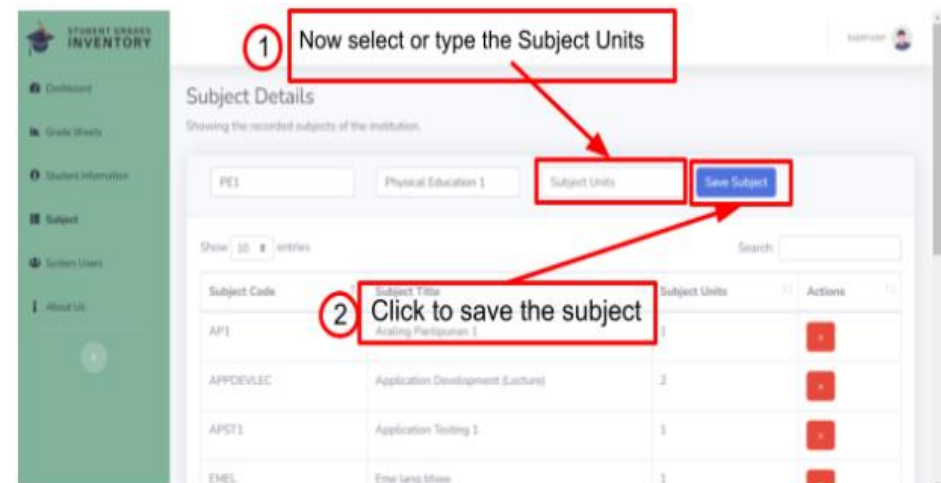
STEP 2: Type the Subject Code.



STEP 3: after putting the Subject code, proceed with typing the Subject Complete Title.



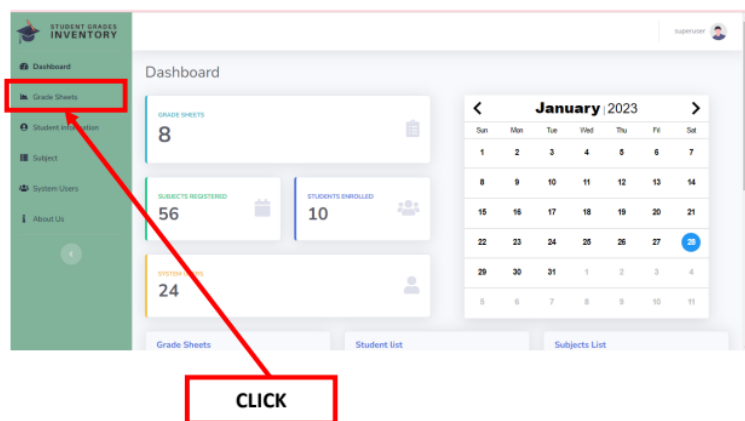
STEP 4: Next is to select or type the Subject Units. Then, click Save Subject.



HOW TO CREATE GRADE SHEET

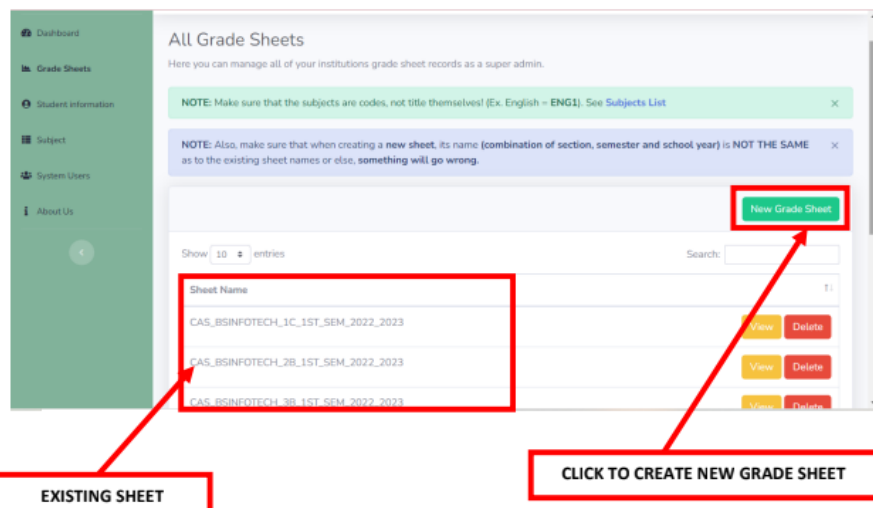
For Admins;

STEP 1: Once you login your account, it will be directed to the dashboard. You will see in the left corner the grade sheet, click it.



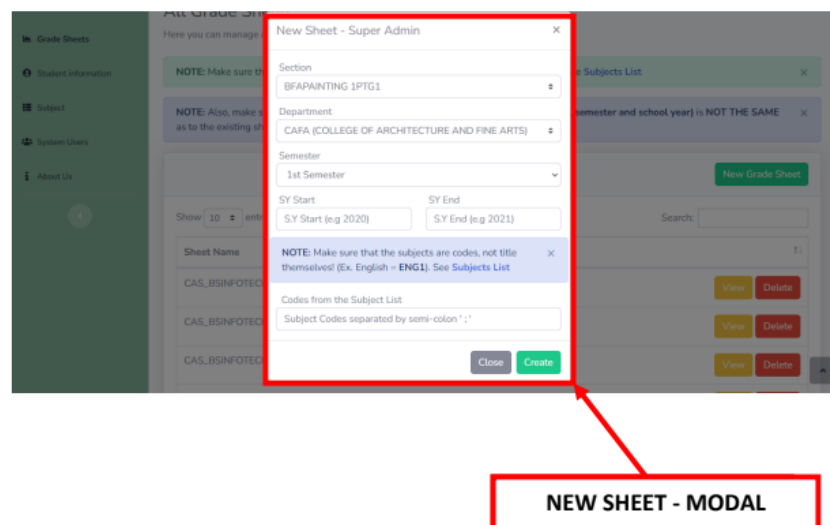
STEP 2: Click 'New Grade Sheet'.

NOTE: Make sure that the subjects are codes, not titles themselves! (Ex. English = ENG1) and also, make sure that when creating a new sheet, its name (combination of section, semester, and school year) is NOT THE SAME as the existing sheet names, or else, something will go wrong.

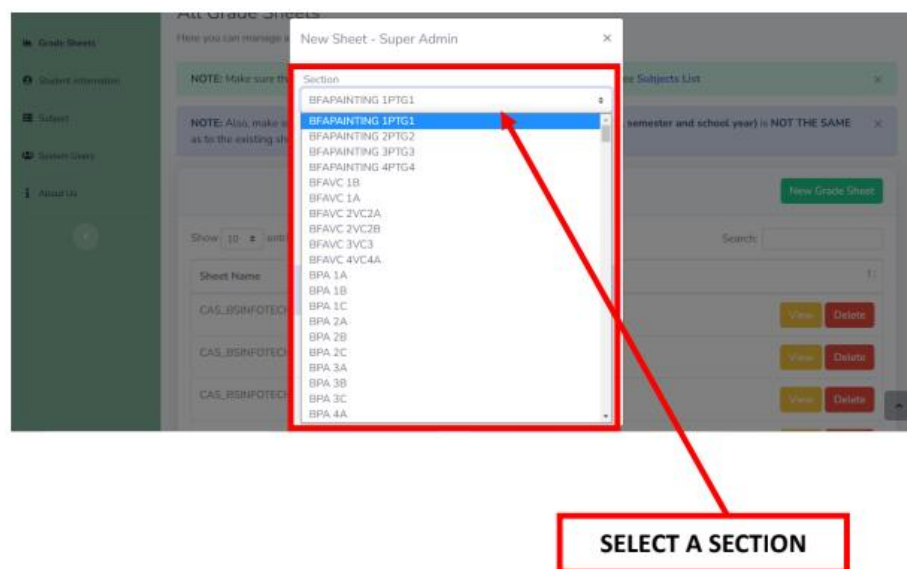


STEP 3: You can now create a new grade sheet. Just select what section you are going to make new grades, which type of department, and when are the start of the year and the end of the year.

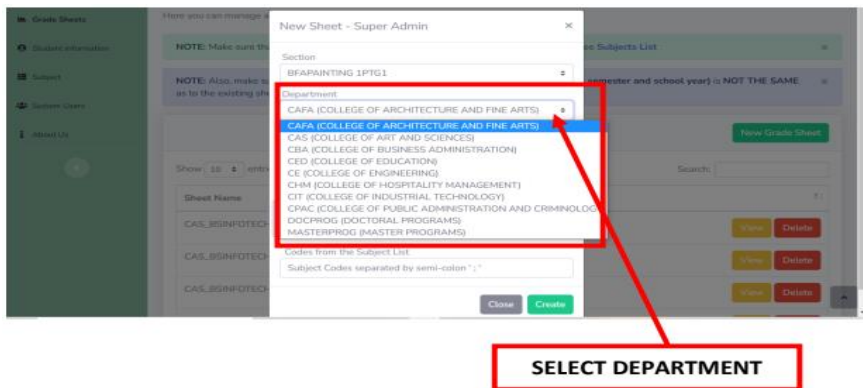
NOTE: Make sure that the subjects are codes, not titles themselves! (Ex. English = ENG1)



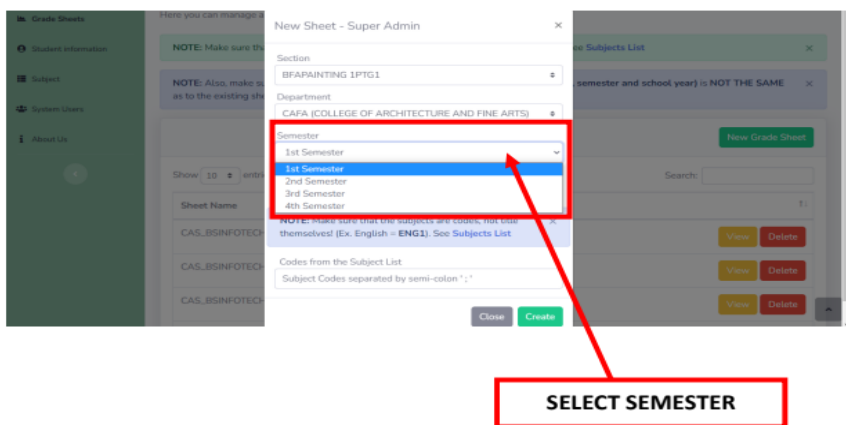
STEP 4: You can view here the all-registered section.



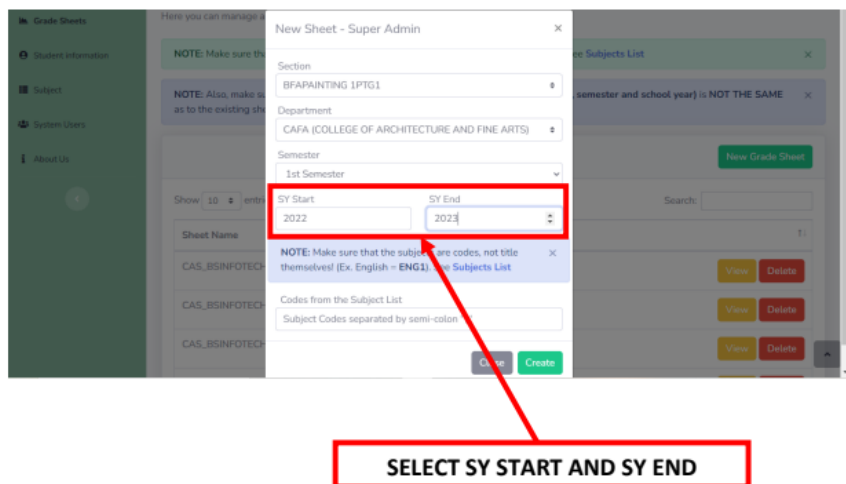
STEP 5: The department of every courses.



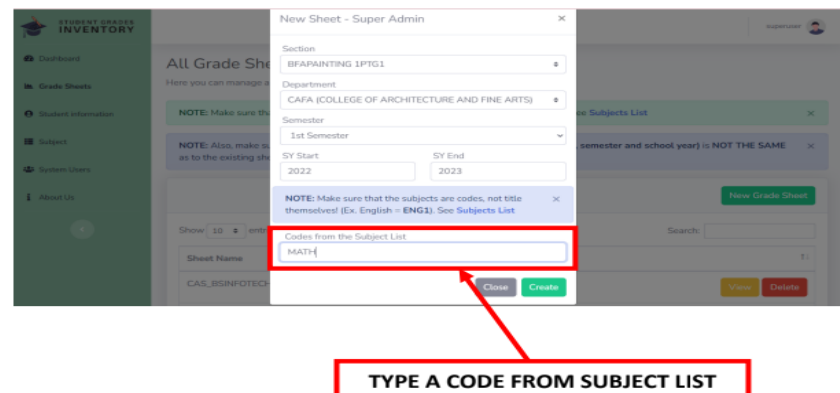
STEP 6: The semester you are going to make grades



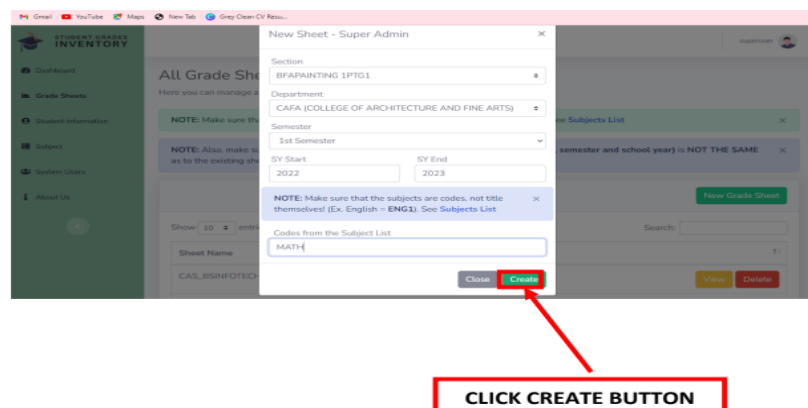
STEP 7: When is the start of the year and the year end.



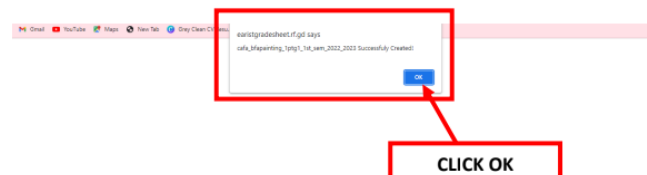
STEP 8: In this area, you will be putting the codes from subject list.



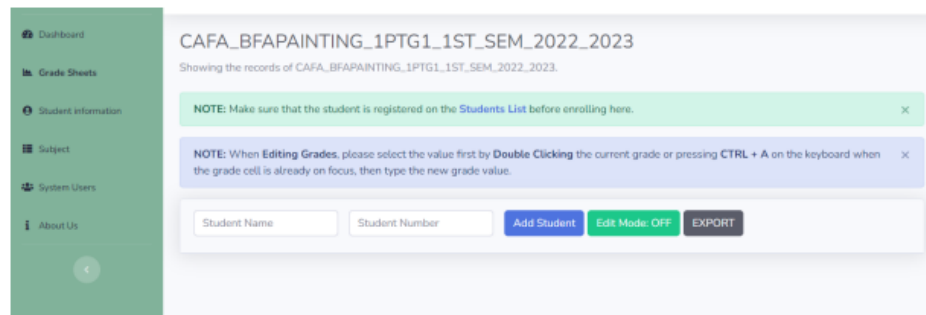
STEP 9: Press the 'create' button to add the newly created grade sheet.



STEP 10: After that, this alert will show. Click Ok.

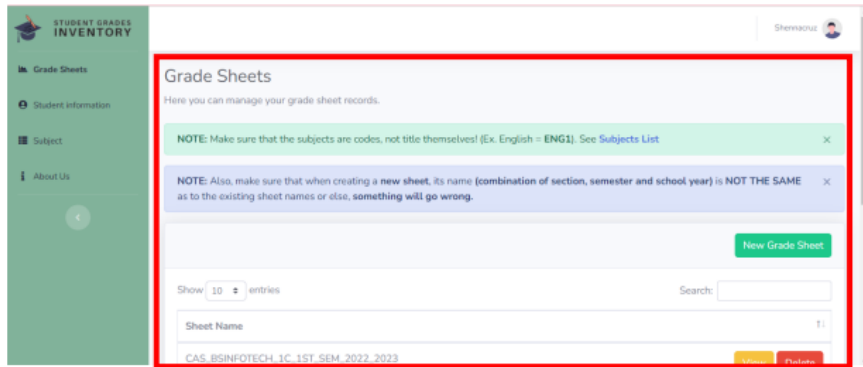


STEP 11: After that, this alert will show. Click Ok.



For Regular User;

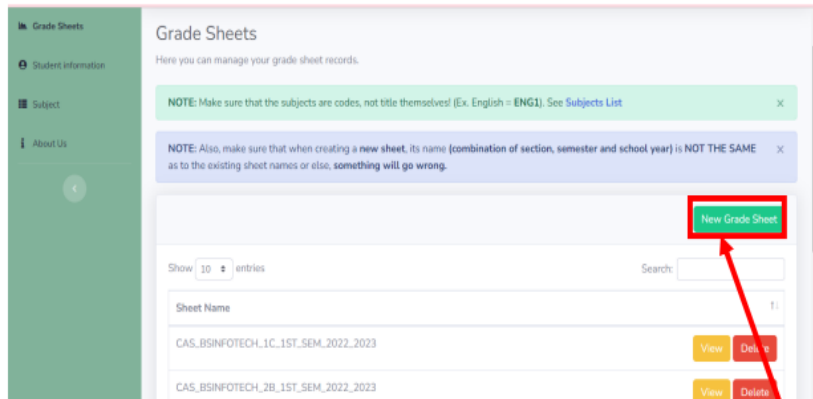
STEP 1: Once you open your account, it will go directly on the grade sheet page.



GRADE SHEET PAGE

STEP 2: Click 'New Grade Sheet'.

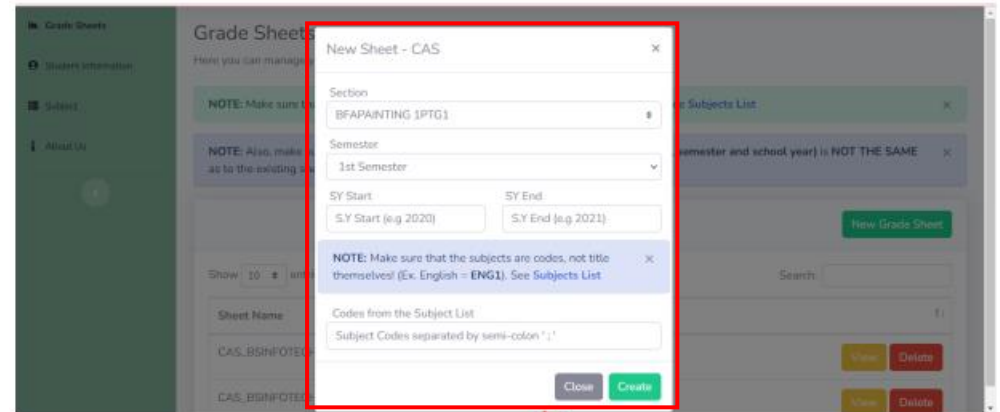
NOTE: make sure that the subjects are codes, not title themselves! (Ex. English = ENG1) and also, make sure that when creating a new sheet, its name (combination of section, semester and school year) is NOT THE SAME as to the existing sheet names or else, something will go wrong.



CLICK NEW GRADE SHEET

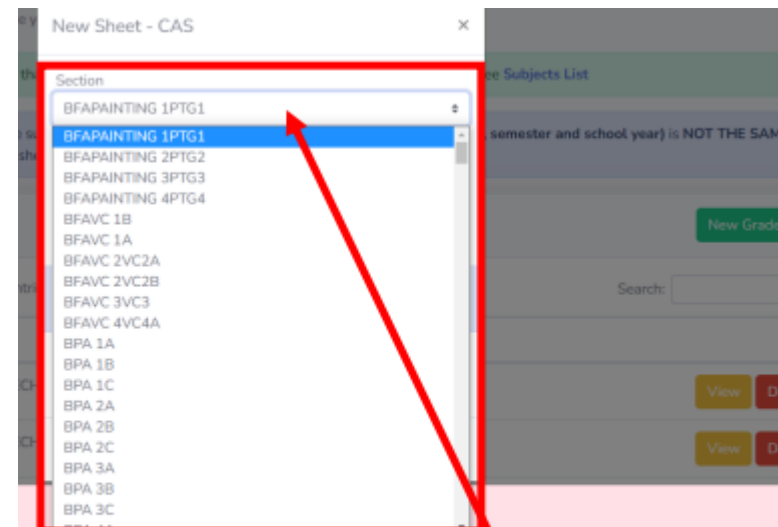
STEP 3: You can now create a new grade sheet. Just select what section you are going to make a new grade, which type of department, when is the start of the year and the end of the year.

NOTE: Make sure that the subjects are codes, not title themselves! (Ex. English = ENG1).



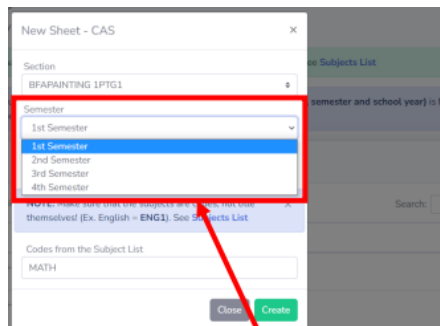
NEW SHEET-MODAL

STEP 4: Select what section you are in.



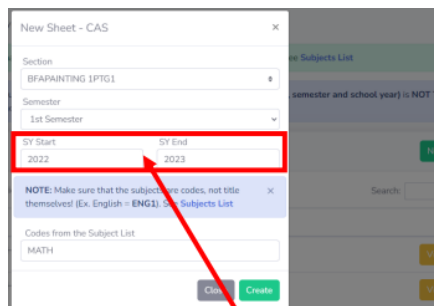
SELECT A SECTION

STEP 5: The semester you are going to create.



SELECT SEMESTER

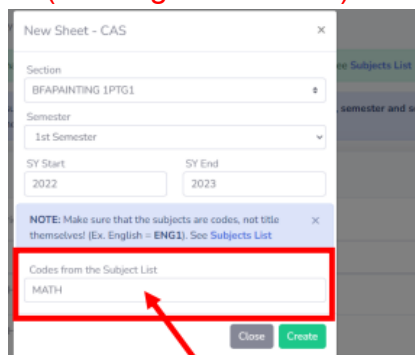
STEP 6: Select what start of the year and the end of the year, you are going to create.



SELECT SY START AND SY END

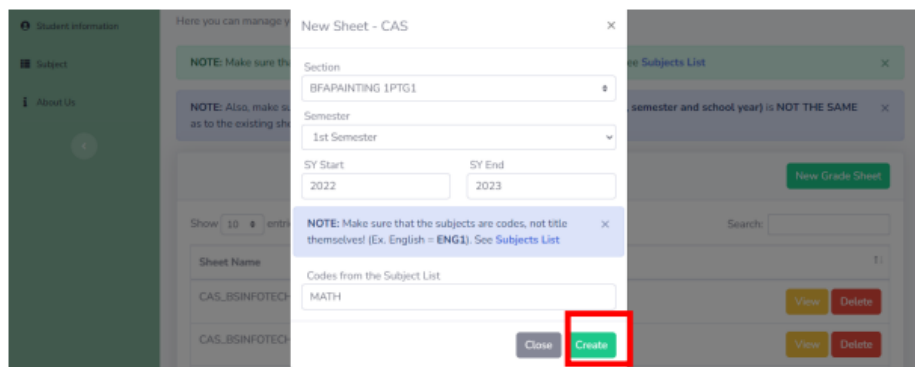
STEP 7: Type the subject you are going to create.

Note: 'Make sure that the subjects are codes, not title themselves! (Ex. English = ENG1)'.



TYPE CODES FROM THE SUBJECT LIST

STEP 8: Select the create button.

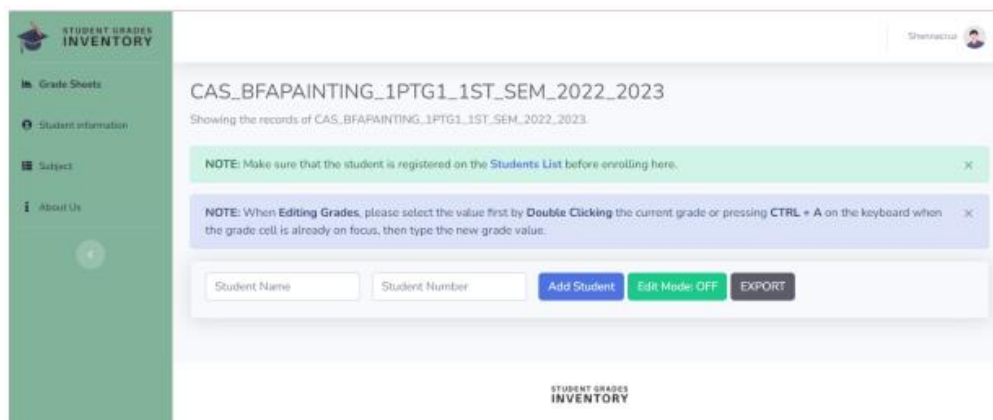


STEP 9: After clicking create, this alert will show and click Ok.



CLICK OK

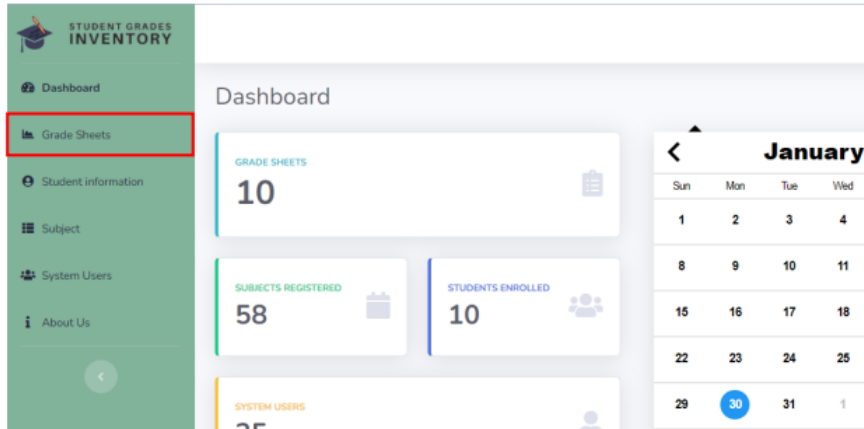
STEP 10: Successfully added grade sheets.



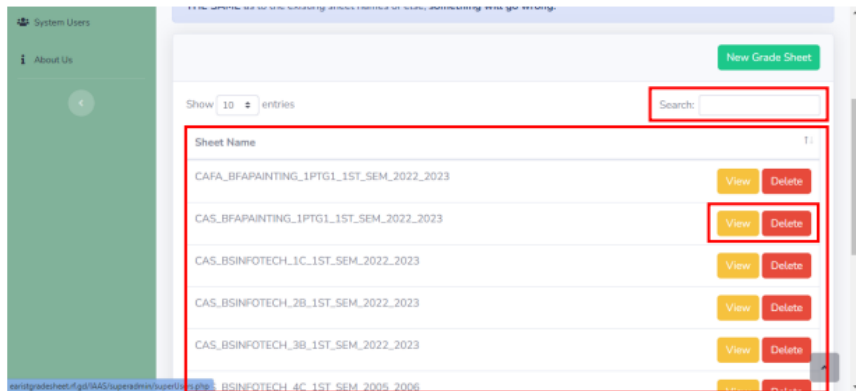
HOW TO POPULATE GRADE SHEET (For Admin only)

View Existing Grade Sheets

STEP 1: Enter the Grade Sheets panel by clicking Grade Sheets on the left side of your screen.

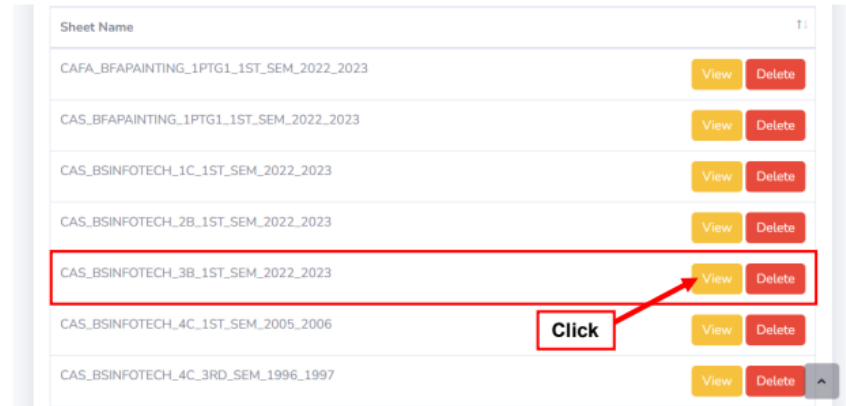


STEP 2: Scroll down to see the available existing Sheets. You can search the sheet name on the Search bar. You also have the control to whether View or Delete a specific sheet.



Adding Students to the Existing Grade Sheets

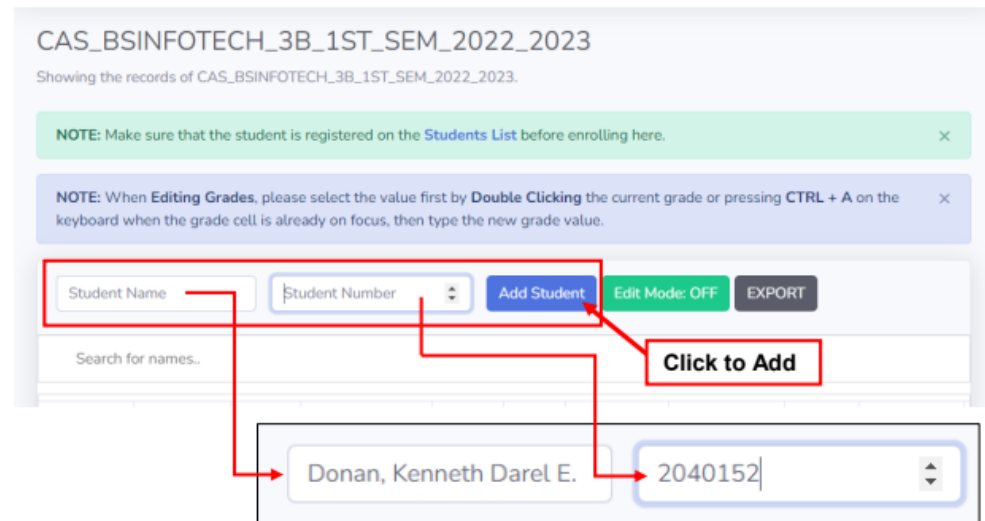
STEP 1: Select an existing Grade Sheet then click View.



STEP 2: To add a student to the Sheet, enter the Student's Name and Student's Number to the textbox field then Click the Add Student button.

NOTE: Make sure that the student is registered on the Students List before enrolling here.

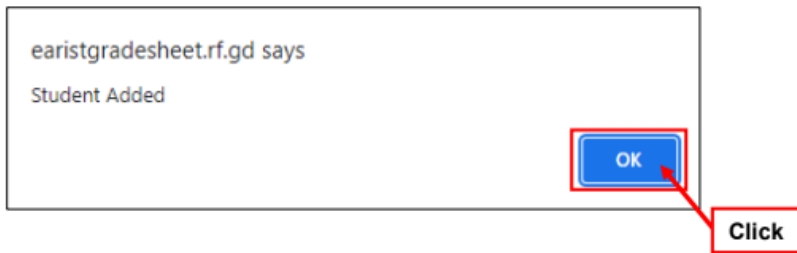
See How to register student's manual.



STEP 3: Alert box will appear at the top of your screen. Click OK to add the student. Click Cancel to abort.



STEP 4: Upon clicking OK (on Step 3), another Alert box will appear and states that the student has been already added to the sheet. Click OK.



The Panel will refresh then you will able to see that the student has been added to the sheet.

Add Student

Edit Mode: OFF

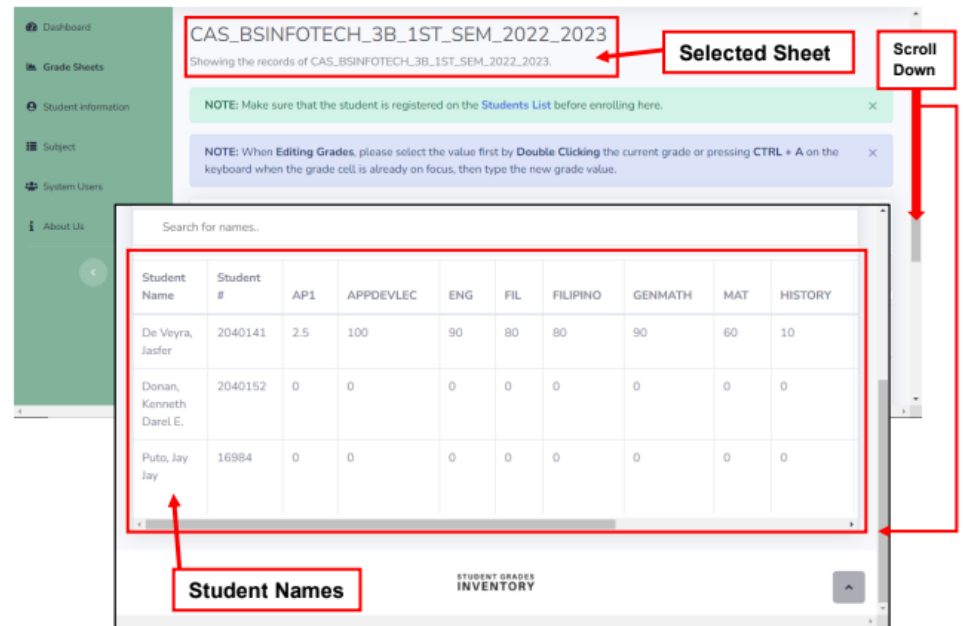
EXPORT

Search for names..

Student Name	Student #	AP1	APPDEVLEC	ENG	FIL	FILIPINO	GENMATH	MAT	HISTORY
De Veyra, Jasfer	2040141	2.5	100	90	80	80	90	60	10
Donan, Kenneth Darel E.	2040152	0	0	0	0	0	0	0	0

Deleting Students from the Existing Grade Sheets

STEP 1: On the selected sheet, scroll down to see the names of the students that are on the sheet.



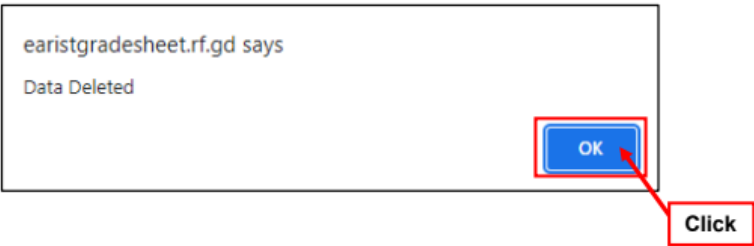
STEP 2: On the student list, scroll to the right to view buttons. Select a student who you like to delete and click the red button with an x label.

Search for names..									
Student #	AP1	APPDEVLEC	ENG	FIL	FILIPINO	GENMATH	MAT	HISTORY	Selections
2040141	2.5	100	90	80	80	90	60	10	
2040152	0	0	0	0	0	0	0	0	
16984	0	0	0	0	0	0	0	0	

STEP 3: Alert box will appear at the top of your screen. Click OK to delete the student. Click Cancel to abort.



STEP 4: Upon clicking OK (on Step 3), another Alert box will appear and states that the student has been already deleted from the sheet. Click OK.



The Panel will refresh then you will able to see that the student has been deleted from the sheet.

Add Student

Edit Mode: OFF

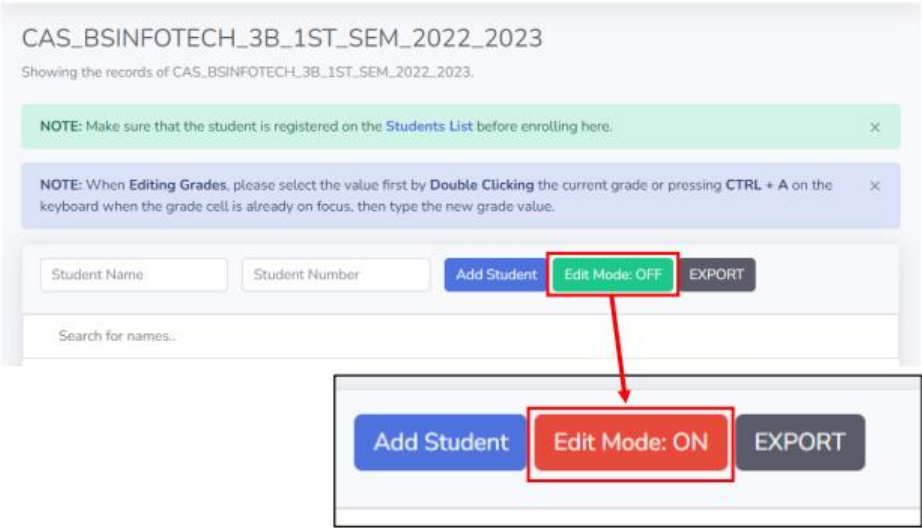
EXPORT

Search for names..

Student Name	Student #	AP1	APPDEVLEC	ENG	FIL	FILIPINO	GENMATH	MAT	HISTORY
De Veyra, Jasfer	2040141	2.5	100	90	80	80	90	60	10
Donan, Kenneth Darel E.	2040152	0	0	0	0	0	0	0	0

Encoding Student's Grades from the Existing Grade Sheets

STEP 1: On the selected sheet, turn on the Edit Mode by clicking the green button. The button will change its color to red indicating that you already switch to Edit Mode On.



STEP 2: Select the cell to enter grade. The system will automatically save it.

NOTE: When Editing Grades, please select the value first by Double Clicking the current grade or pressing CTRL + A on the keyboard when the grade cell is already on focus, then type the new grade value.

Add Student

Edit Mode: ON

EXPORT

Student Name	Student #	AP1	APPDEVLEC	ENG	FIL	FILIPINO	GENMATH	MAT	HISTORY
De Veyra, Jasfer	2040141	2.5	100	90	80	80	90	60	10
Donan, Kenneth Darel E.	2040152	2.0	100	90	80	0	0	0	0

STEP 3: After editing the grades, don't forget to turn off the Edit Mode. Just click the red button and it will change its color to green indicating that you already switch to Edit Mode Off.

CAS_BSINFOTECH_3B_1ST_SEM_2022_2023
Showing the records of CAS_BSINFOTECH_3B_1ST_SEM_2022_2023.

NOTE: Make sure that the student is registered on the [Students List](#) before enrolling here.

NOTE: When **Editing Grades**, please select the value first by **Double Clicking** the current grade or pressing **CTRL + A** on the keyboard when the grade cell is already on focus, then type the new grade value.

Student Name Student Number [Add Student](#) [Edit Mode: ON](#) [EXPORT](#)

[Add Student](#) [Edit Mode: OFF](#) [EXPORT](#)

View the Student's Record of Grades

STEP 1: On the student list, scroll to the right to view buttons. Select a student who you like to view the record of grades then click the green button.

Student Name Student Number [Add Student](#) [Edit Mode: OFF](#) [EXPORT](#)

Search for names..

Student #	AP1	APPDEVLEC	ENG	FIL	FILIPINO	GENMATH	MAT	HISTORY	Selections
2040141	2.5	100	90	80	80			10	View Delete
2040152	2	100	90	80	80	85	70	80	View Delete

Scroll Right

STEP 2: The Unofficial Record of Grade of your selected student will now flash to your screen. You can save this unofficial ROG as jpeg file by clicking the blue button with label 'SAVE THIS UNOFFICIAL REPORT'. Then it will automatically download it to your browser.

NOTE: Unofficial COG is Only Available to Regular Students; backload or irregular students may still use it, but they will have multiple COG depending on the courses/sections they are enrolled in.

Record of Grades
This generates an Unofficial Record of Grade document for the student..

NOTE: Unofficial COG is Only Available to Regular Students; backload or irregular students may still use it, but they will have multiple COG depending on the courses/sections they are enrolled in.

[Click to save R.O.G.](#) [SAVE THIS UNOFFICIAL REPORT](#)

Republic of the Philippines
EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF
SCIENCE AND TECHNOLOGY
Nagtahan, Sampaloc, Manila
1st sem, 2022-2023

UNOFFICIAL REPORT OF GRADES

Fullname:	Donan, Kenneth Darel E.	Student No:	2040152
Gender:	MALE	Academic Year:	1st sem, 2022-2023
College:	CAS	Year Level:	3rd Year
Program:	BACHELOR OF SCIENCE IN INFORMATION		
Major:	TECHNOLOGY	Retention Status:	Failed

UNOFFICIAL REPORT OF GRADES

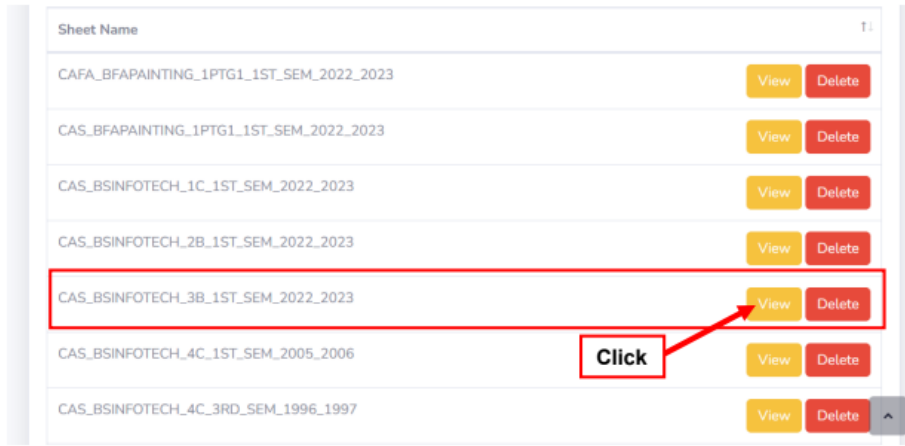
Fullname:	Donan, Kenneth Darel E.	Student No:	2040152
Gender:	MALE	Academic Year:	1st sem, 2022-2023
College:	CAS	Year Level:	3rd Year

Donan, Kenneth...jpeg

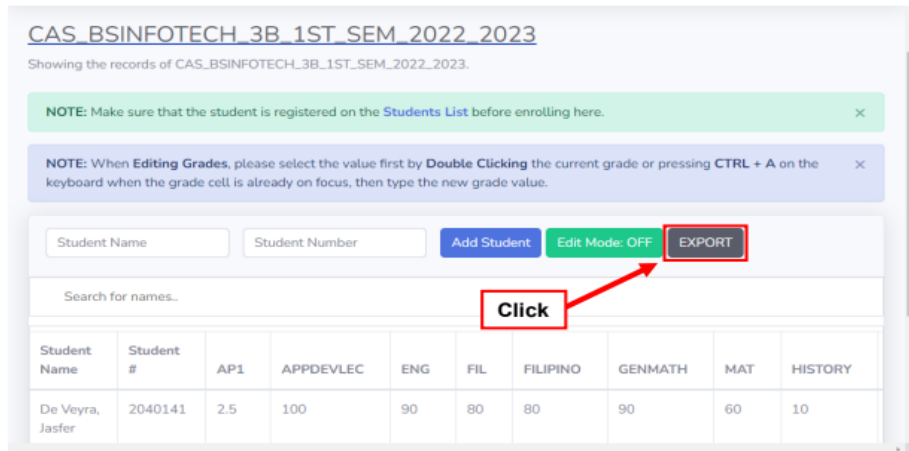
Downloaded as jpeg

Exporting Sheets into an Excel File

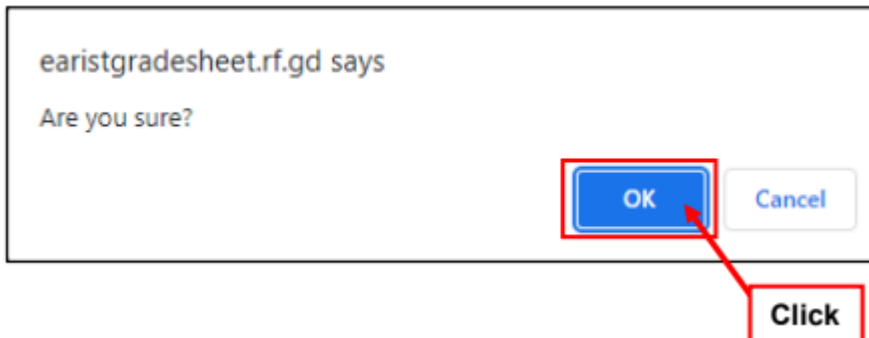
STEP 1: Select an existing Grade Sheet then click View.



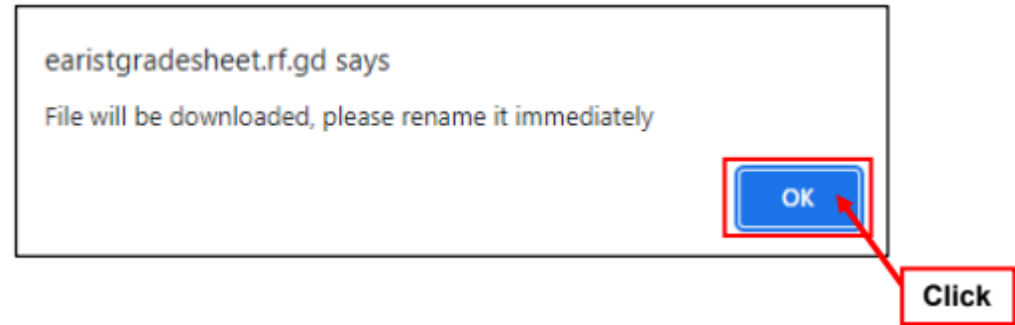
STEP 2: Click the Export Button.



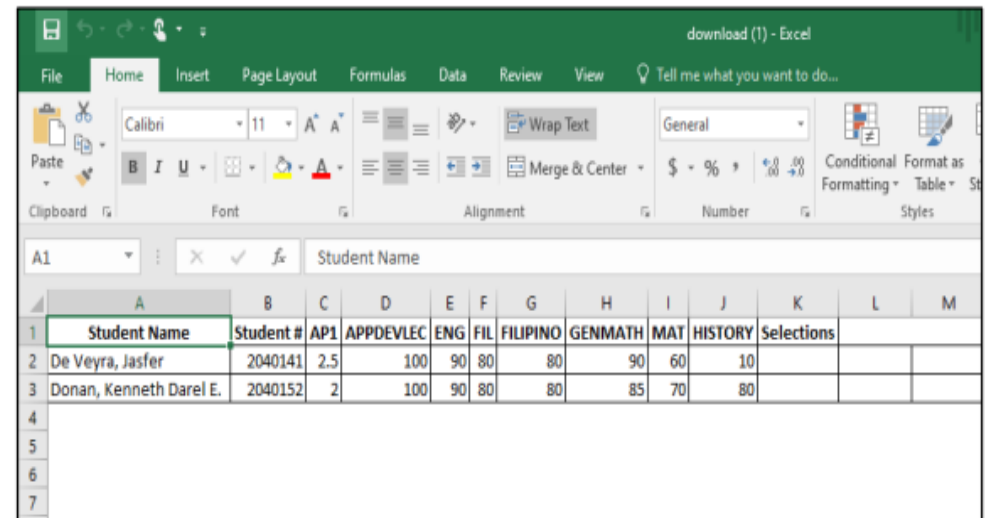
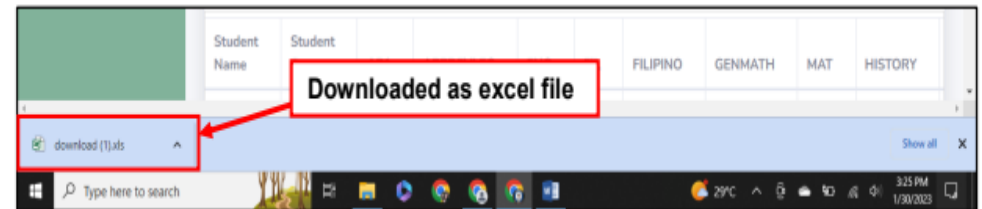
STEP 3: Alert box will appear at the top of your screen. Click OK to confirm. Click Cancel to abort.



STEP 4: Upon clicking OK (on Step 3), another Alert box will appear and states that the file will be downloaded. Click OK.



Then it will automatically download it to your browser.



HOW TO VIEW STUDENT GRADES

STEP 1: Go to <http://earistgradesheet.rf.gd/IAAS/gradesearch.php> and fill up.

The screenshot shows a web browser with the URL earistgradesheet.rf.gd/IAAS/gradesearch.php. The page has a header with the logo and the text "View Your Grades!". Below the header, there are three input fields: "Enter Student Number" with the example "Ex. 2040236", "Enter Section" with the example "BFAPAINTING 1PTG1", and "Enter Semester" with the example "1st Semester". At the bottom of the form is a "Search Student" button.

STEP 2: Enter the Student Number.

Example: 2040236

A close-up of the "Enter Student Number" input field. The text "Ex. 2040236" is shown in the input field. A red line points from the text "Example: 2040236" to the input field. Below the input field, the number "2040141" is shown, indicating the next step in the process.

STEP 3: Enter the Student Section.

The screenshot shows the "Enter Section" dropdown menu. The list of sections is displayed, with "BSINFOTECH 3B" selected. A red line points from the text "select section" to the selected item. Another red line points from the text "SECTIONS" to the list of sections. A third red line points from the text "scroll down/up" to the scrollbar. A fourth red line points from the text "selected section" to the selected item "BSINFOTECH 3B".

STEP 4: Enter the Semester.

The screenshot shows the "Enter Semester" dropdown menu. The list of semesters is displayed, with "1st Semester" selected. A red line points from the text "selected section" to the selected item. Another red line points from the text "select semester" to the list of semesters. A third red line points from the text "SEMESTERS" to the list of semesters.

STEP 5: Click Search Student Button.

The screenshot shows the search form with all fields filled: "Enter Student Number" (2040141), "Enter Section" (BSINFOTECH 3B), and "Enter Semester" (1st Semester). The "Search Student" button is highlighted. A red line points from the text "student number" to the input field. Another red line points from the text "section" to the input field. A third red line points from the text "semester" to the input field. A fourth red line points from the text "CLICK" to the "Search Student" button.

STEP 6: Successfully view the student grade. Click the Search Another button to search for another student's grade.

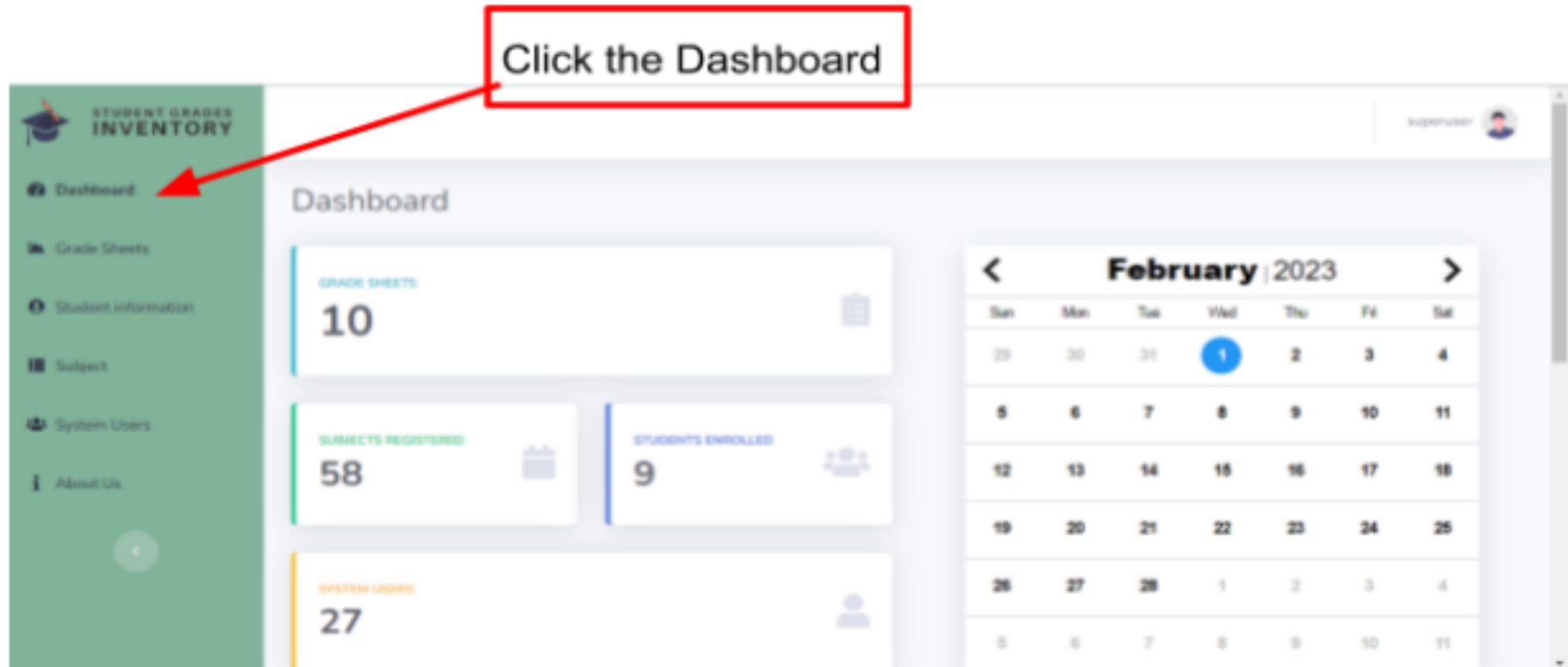
The screenshot shows the student grade details page. The page has a header with the logo and the text "View Your Grades!". Below the header, there is a message: "Hi De Veyra, Jasfer! Here's what we have found on the details you provided." Below the message is a table with the following data:

Student Name	Student #	AP1	APPDEVLEC	ENG	FIL	FILIPINO	GENMATH	MAT	HISTORY
De Veyra, Jasfer	2040141	2.5	100	90	80	80	90	60	10

A red line points from the text "subjects" to the table headers. Another red line points from the text "student grade" to the table body. Below the table is a "Search Another" button. A red line points from the text "Click to search for another student's grade" to the button.

DASHBOARD INFORMATION

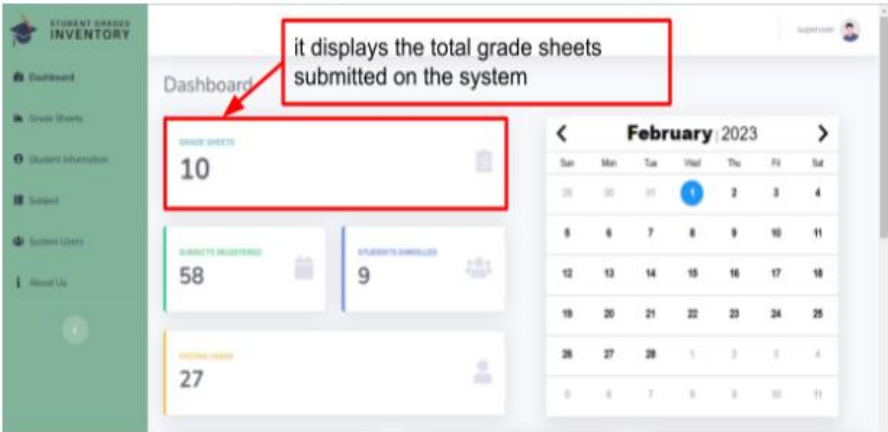
STEP 1: Click the Dashboard on the left side of the screen.



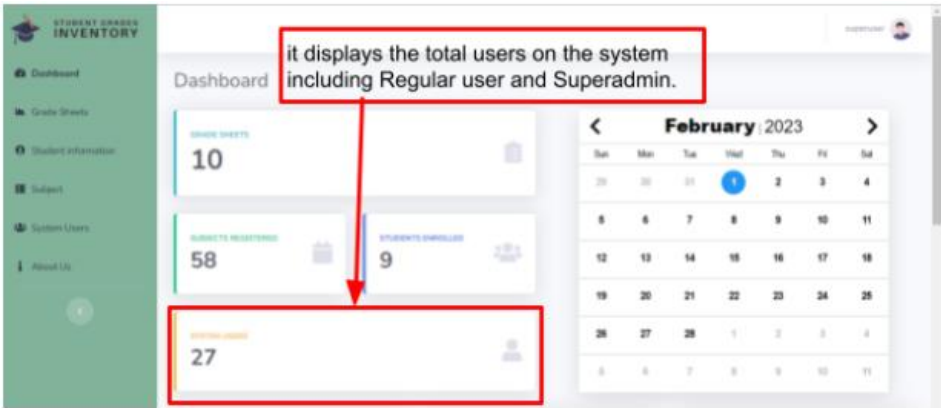
It will display the following:

- Grade Sheets
- Subjects registered
- Students enrolled
- System users
- Calendar

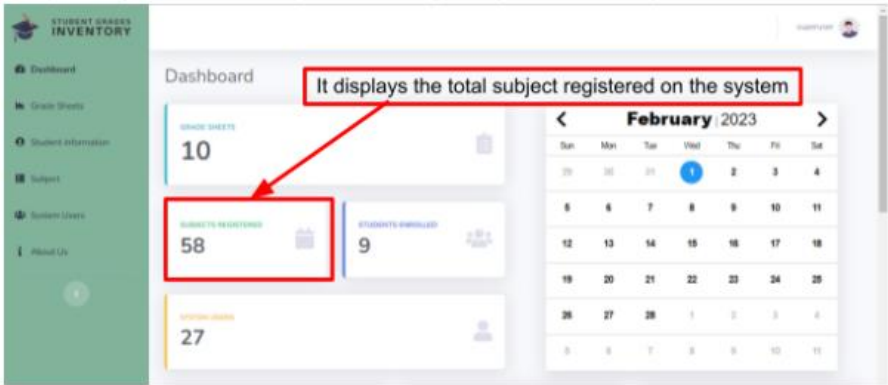
GRADE SHEETS - it displays the total grade sheets submitted on the system.



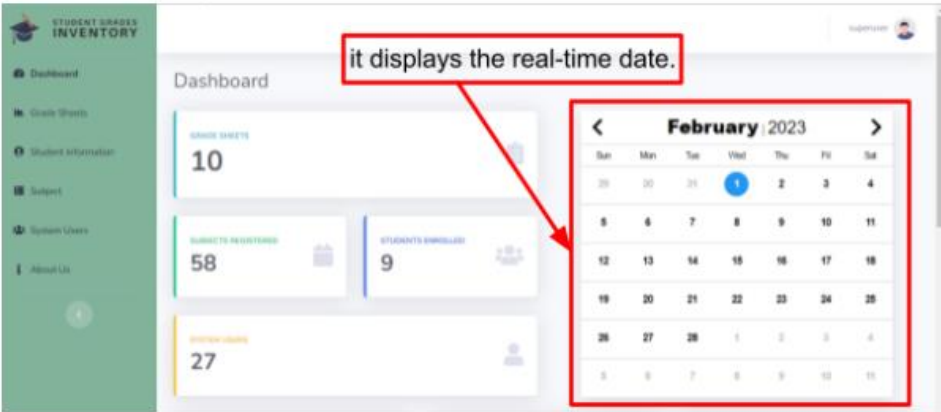
SYSTEM USERS - it displays the total users on the system including Regular user and Admin.



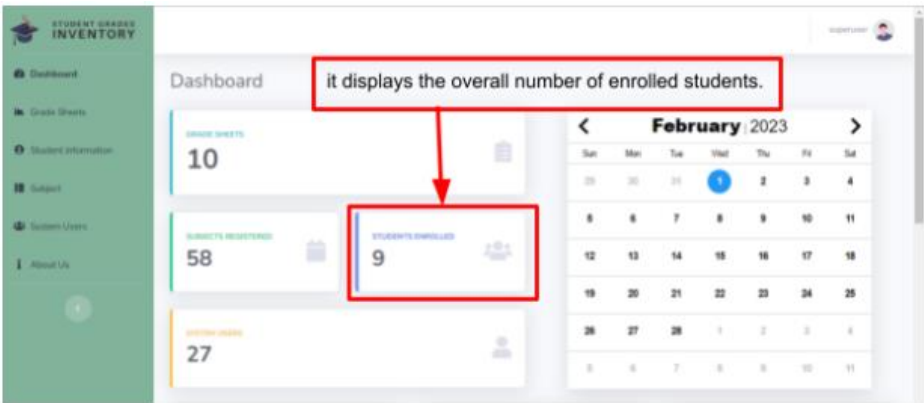
SUBJECT REGISTERED - it displays the total subject registered on the system.



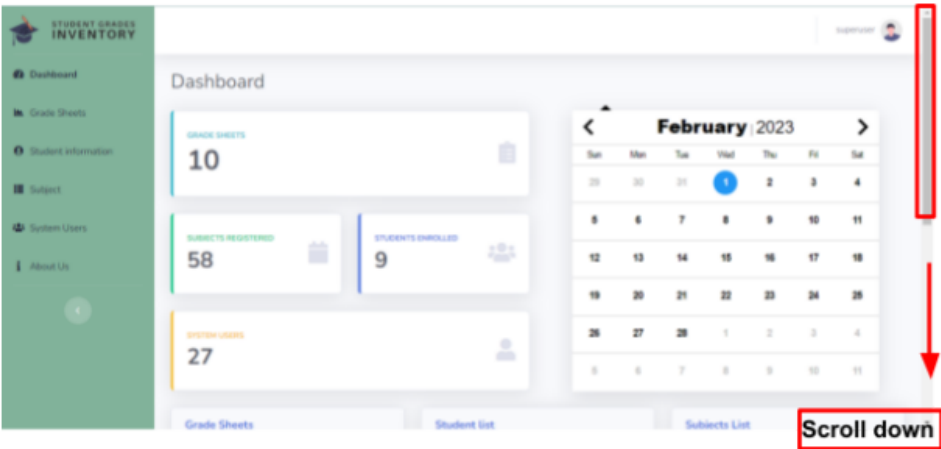
CALENDAR - it displays the real time date.



STUDENTS ENROLLED - it displays the overall number of enrolled students.

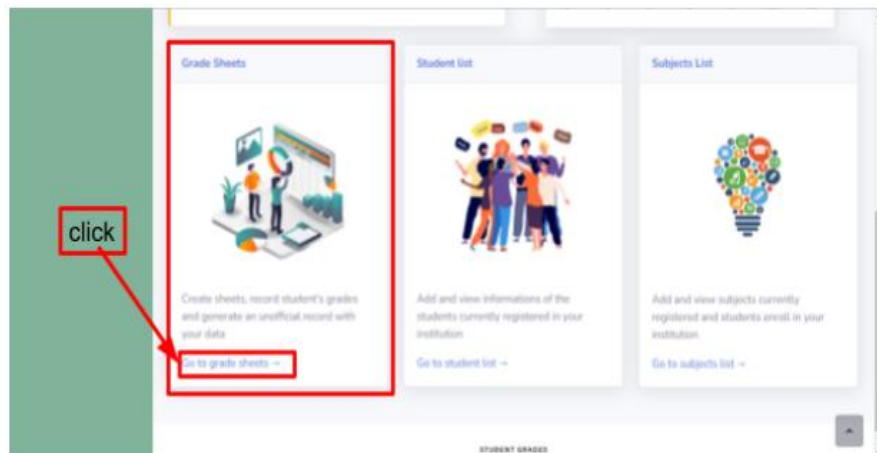


STEP 2: Scroll down



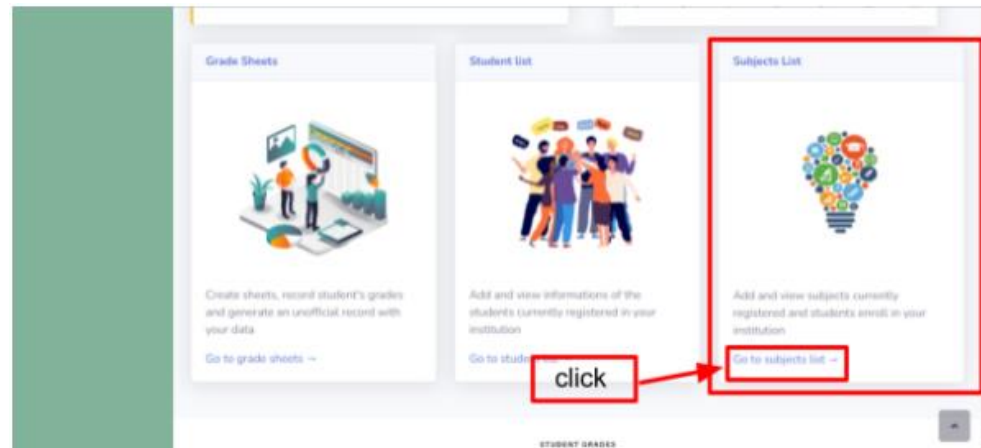
STEP 3: Click go to grade sheets

GRADE SHEETS - We can Create sheets, record student's grades and generate an unofficial record with your data.



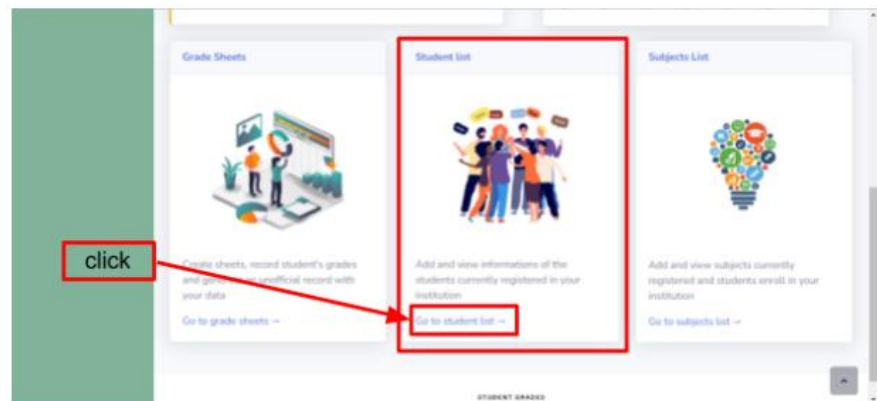
STEP 5: Click go to subjects list

SUBJECT LIST - We can add and view subjects currently registered and those students enrolled in that particular subject.



STEP 4: Click go to student list

STUDENT LIST - We can Add or view information of the students currently registered in the institution.



QUICK START GUIDE



**STUDENT GRADES
INVENTORY**

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