QUICK START GUIDE

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.

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

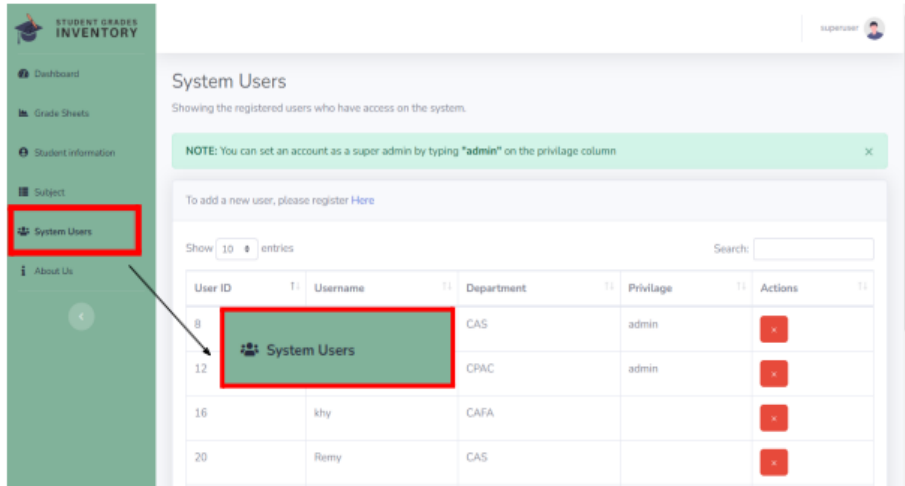**STEP 2**: After clicking, fill in your username and password correctly.

When you're done, you may proceed by clicking the login button.
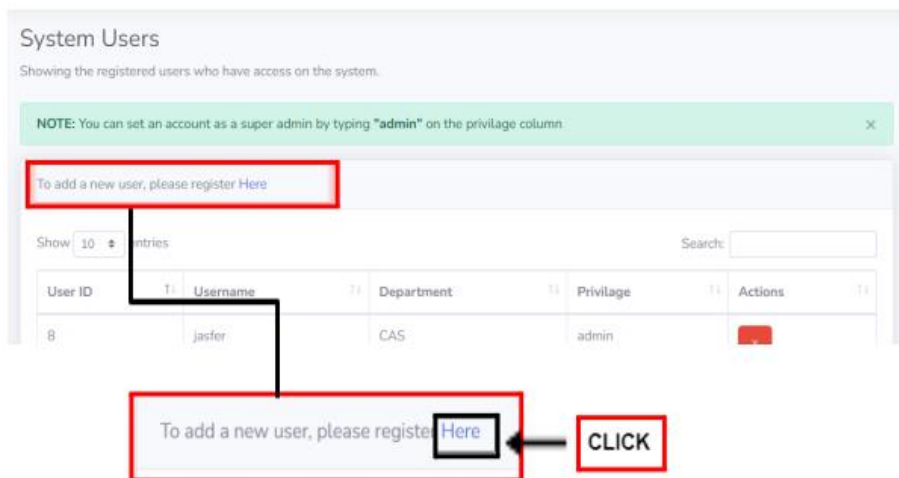
HOW TO ADD NEW USER/S ACCOUNT (For Admin only)

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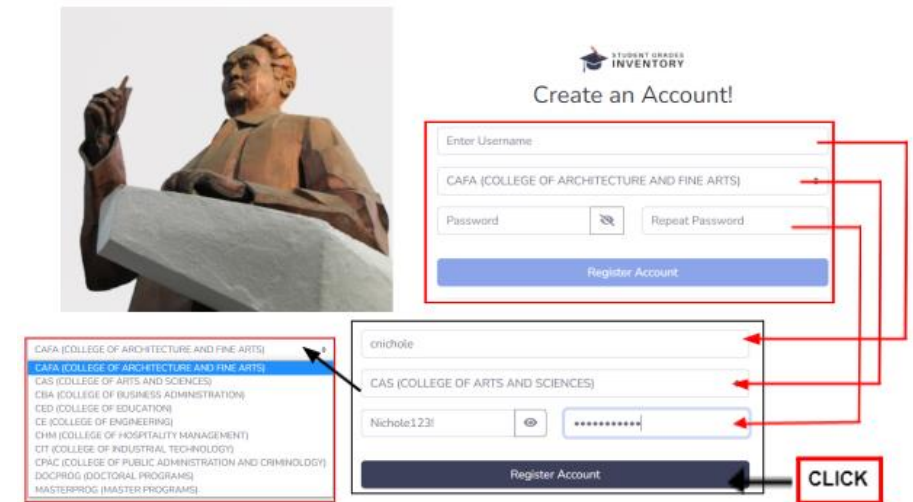
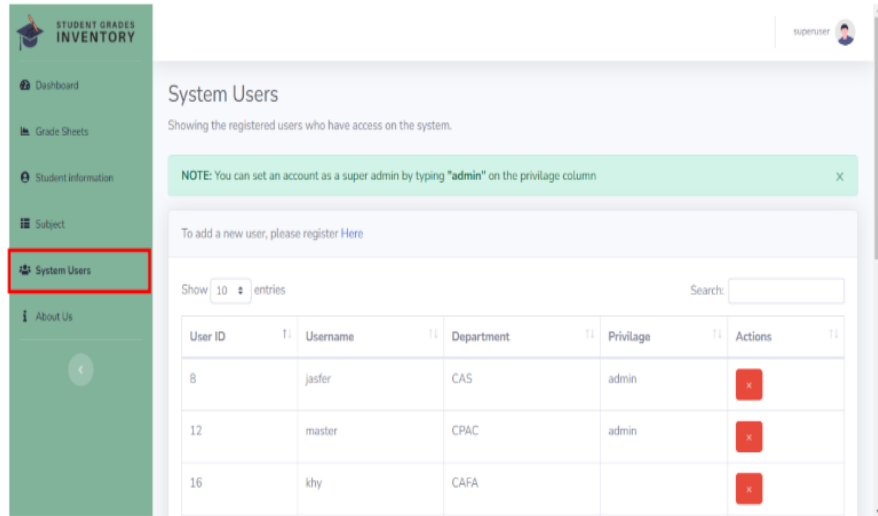After filling up, proceed on clicking the Register Account button.

STEP 4: This message will pop up when you're done. Click the Login button.
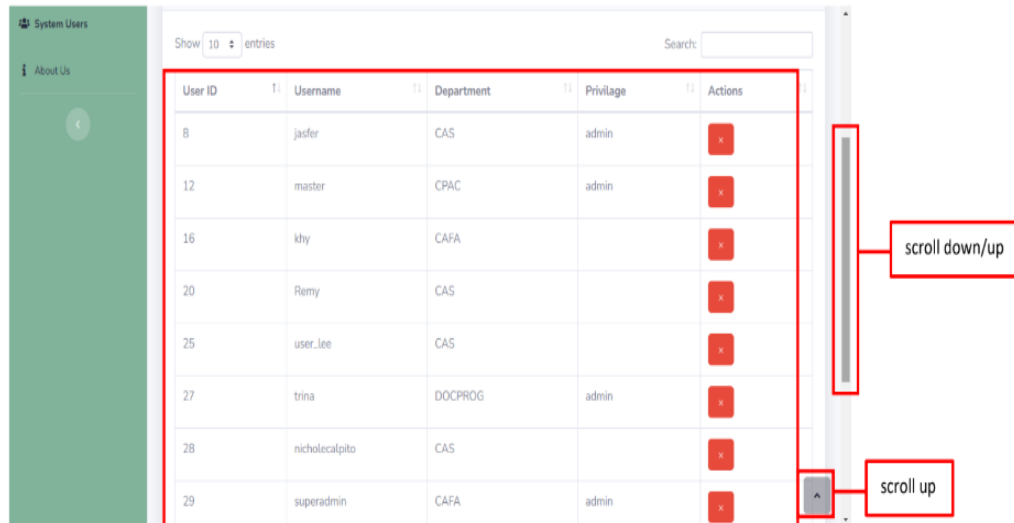
HOW TO CHANGE USER'S PRIVILEGE (For Admin only)
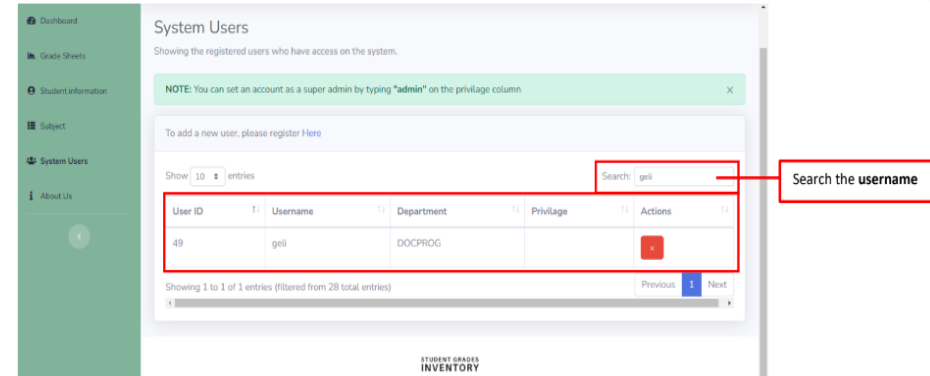
Set an account as an admin user

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

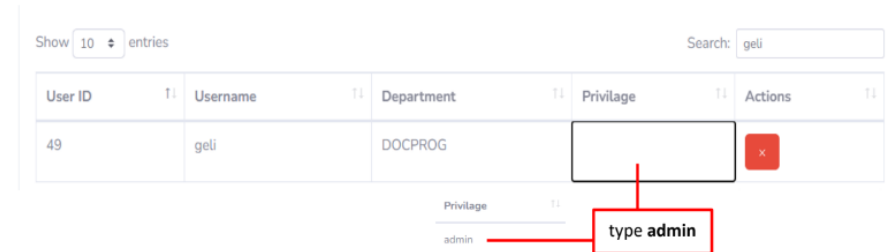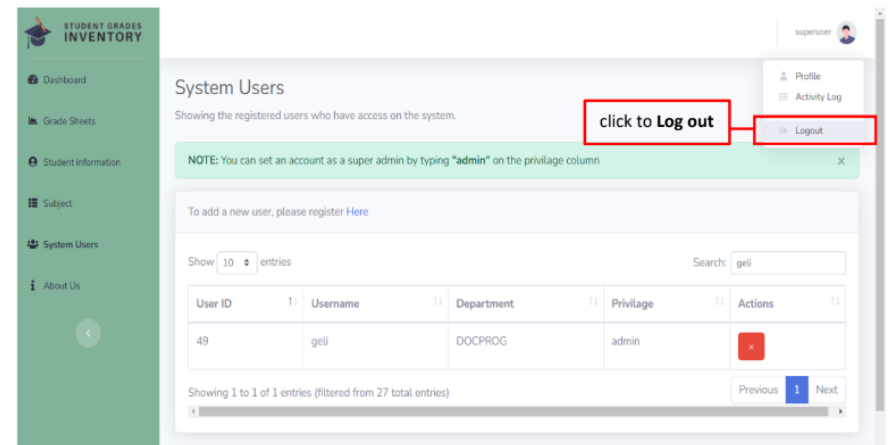**STEP 2**: Scroll down to see the registered users who have access to the system.

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.

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.

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, delete admin.

STEP 5: Log out, the account you use.
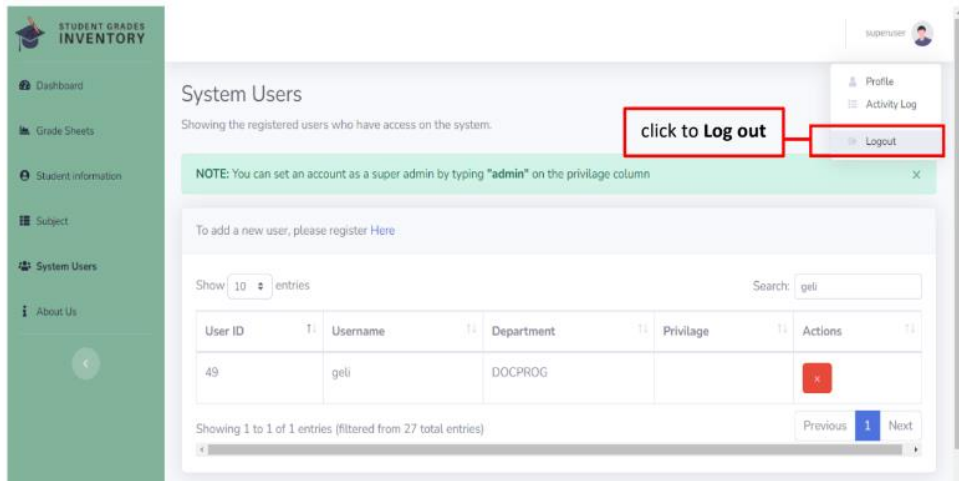
Log in again as a regular user.
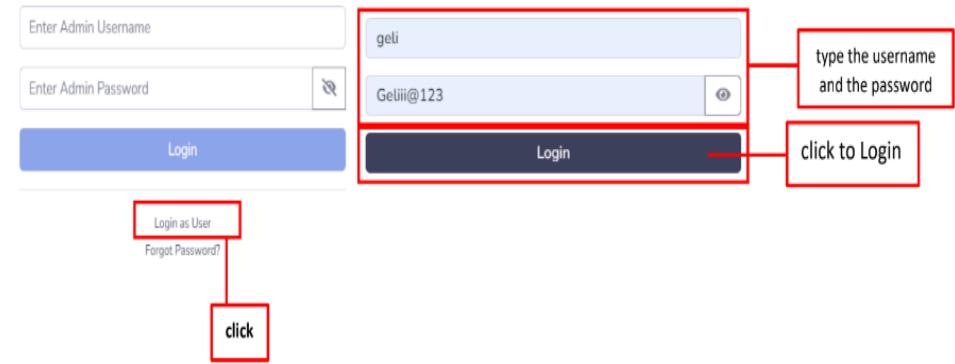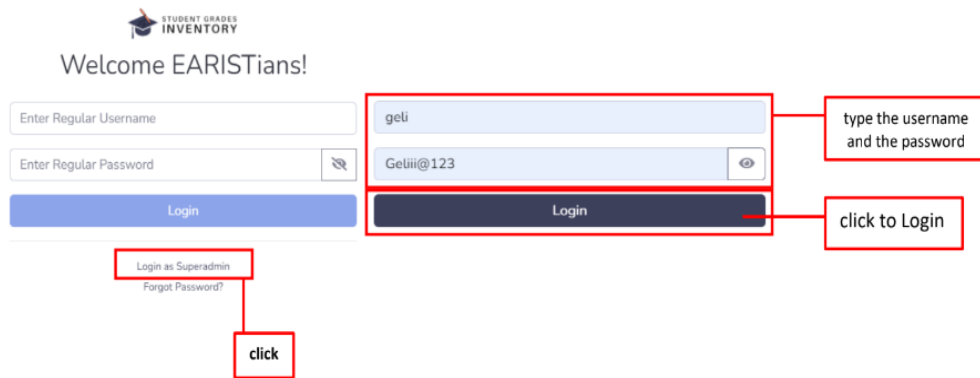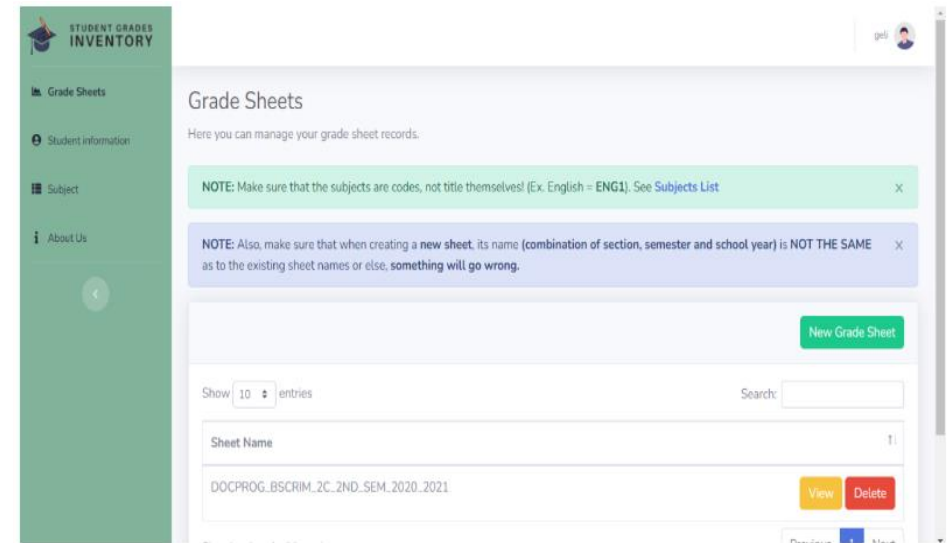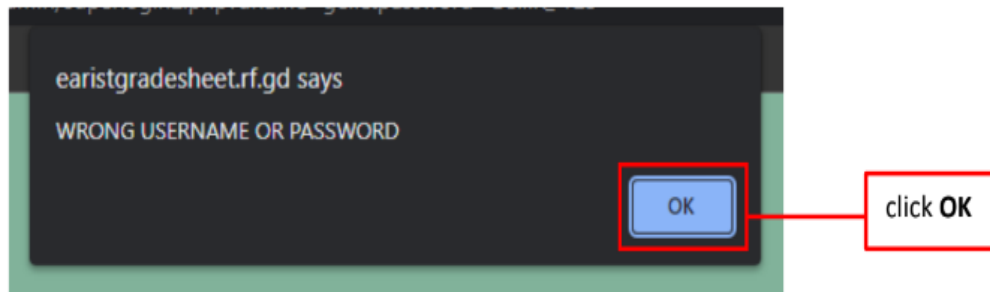

STEP 6: Login as Superadmin. Then test, if you successfully change the user's privilege to a regular user.

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.

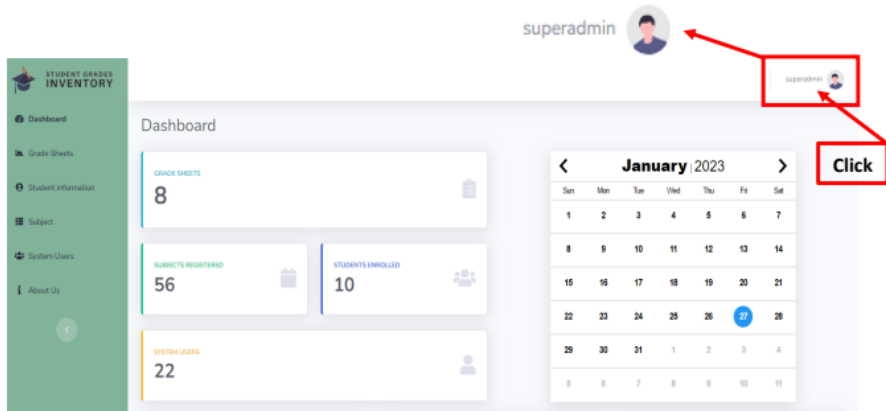**You successfully set up an account as a regular user!**

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.
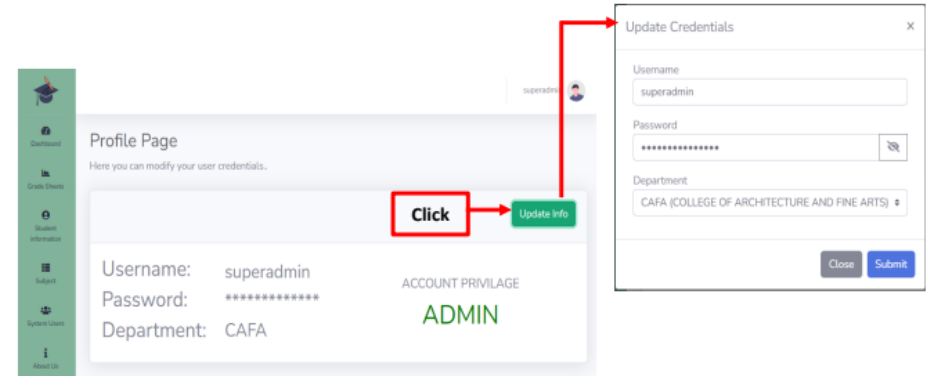

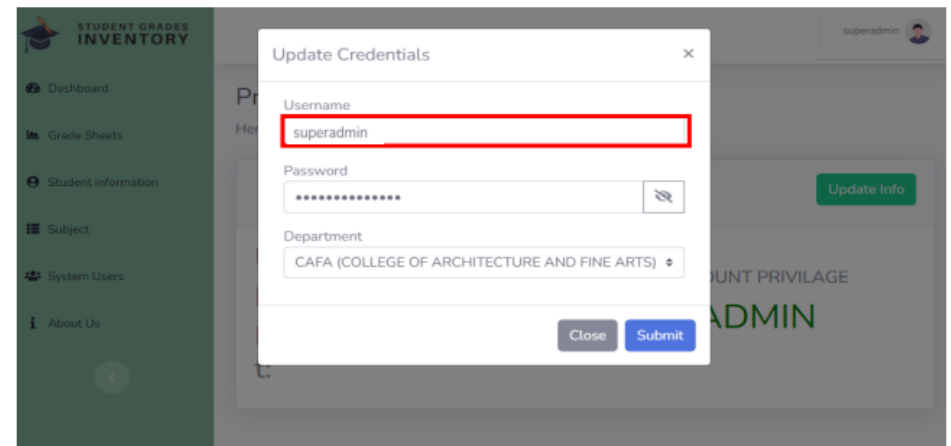**STEP 2**: Select Profile to access all your account information in the system.

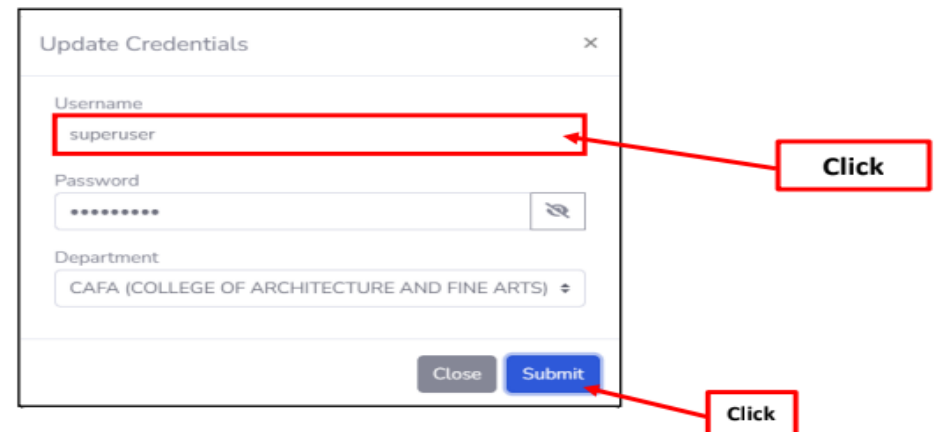After clicking the profile, the system will direct you to your Profile Page.
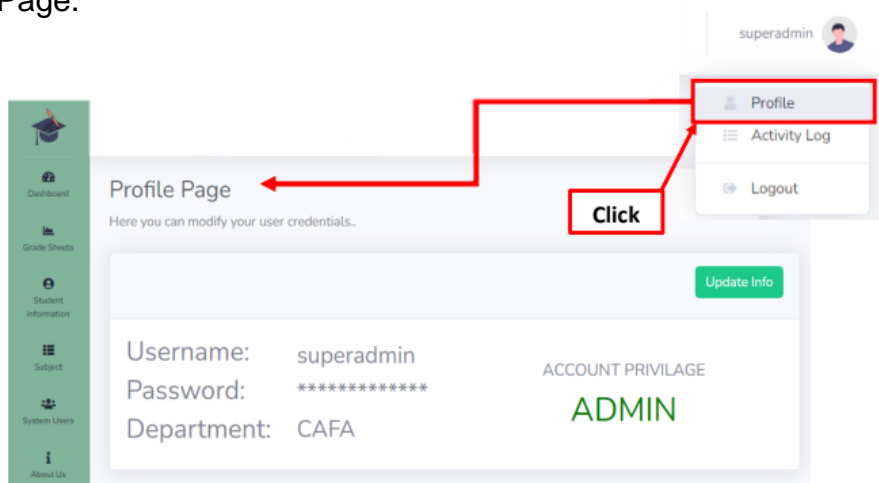
STEP 3: Click Update Info to modify your information.
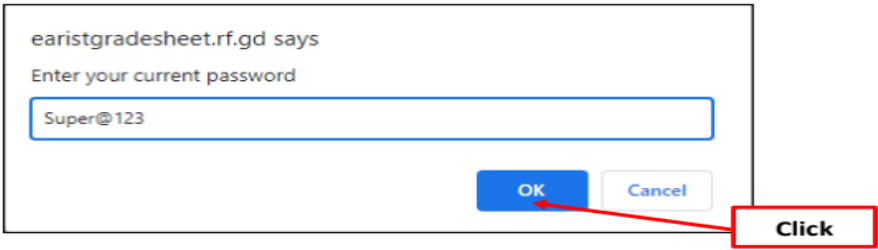

STEP 4: Click the textbox that contains your current username.
Ex: superadmin

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.
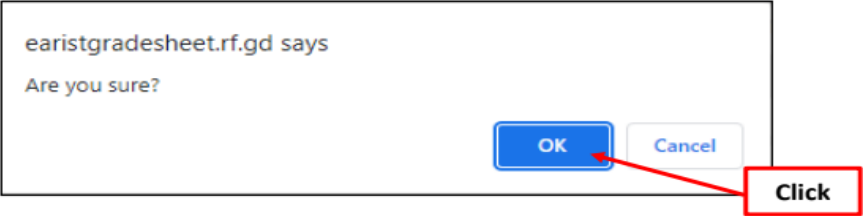
earistgradesheet.rf.gd says

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.
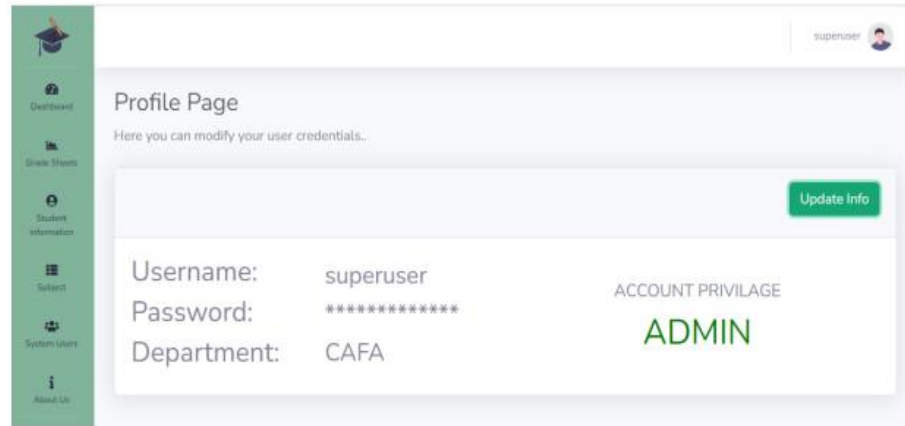
earistgradesheet.rf.gd says

Information Updated!

OK

Click

STEP 9: Check if the details have been updated!

Profile Page
Here you can modify your user credentials..

Update Info
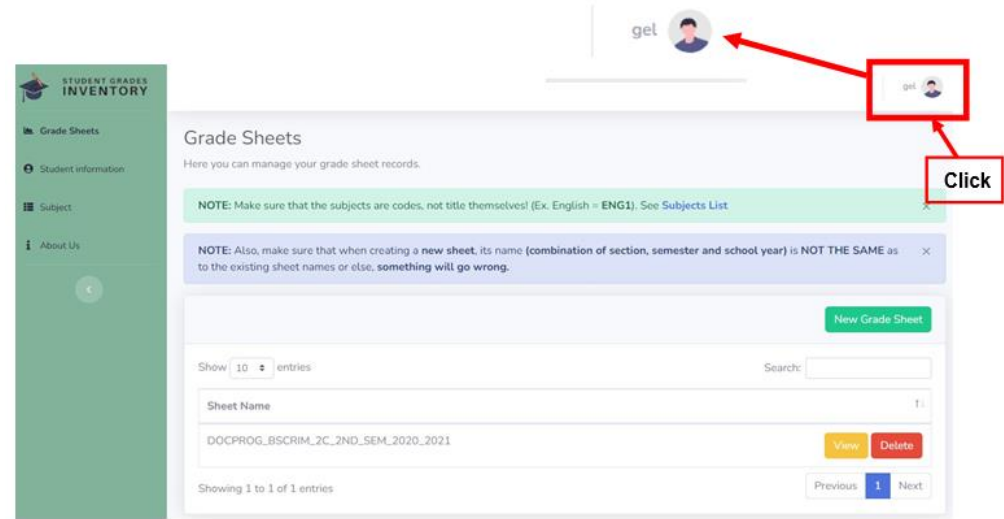
Username: superuser
Password: *************
Department: CAFA

ACCOUNT PRIVILAGE

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.

gel

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

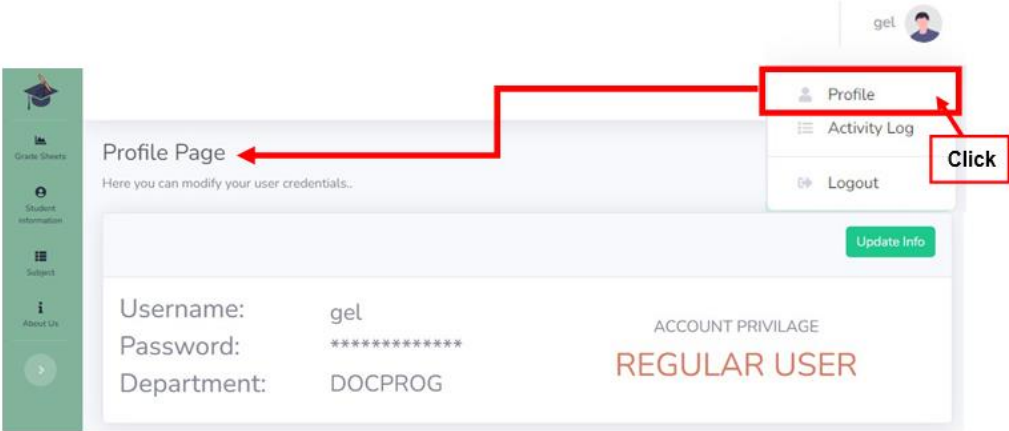DOCPROG_BSCRIM_2C_2ND_SEM_2020_2021   View   Delete
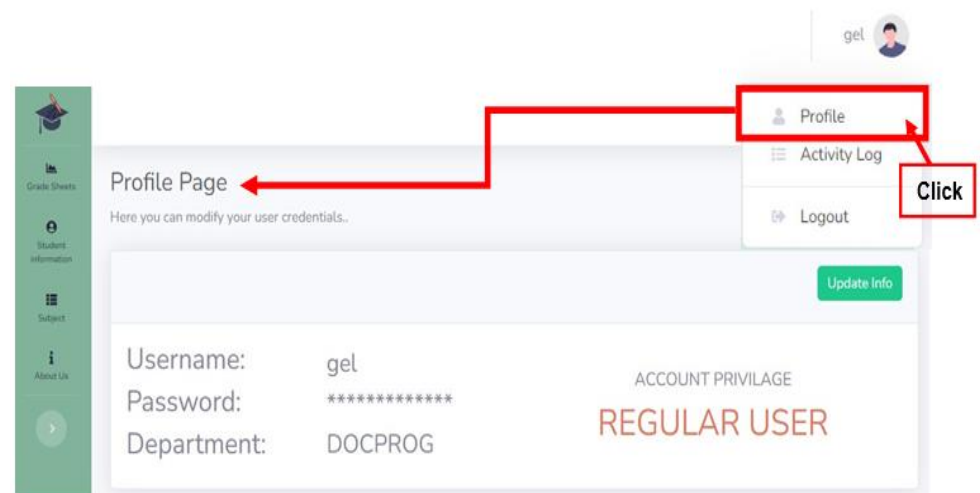
Showing 1 to 1 of 1 entries   Previous 1 Next

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.

gel

Profile Page
Here you can modify your user credentials..

Profile
Activity Log
Logout

Click

Update Info

Username: gel
Password: *************
Department: DOCPROG
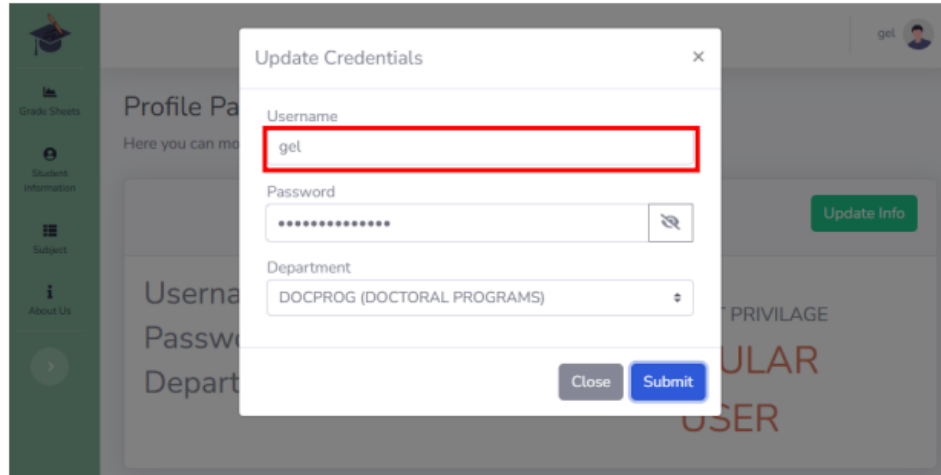
ACCOUNT PRIVILAGE

REGULAR USER

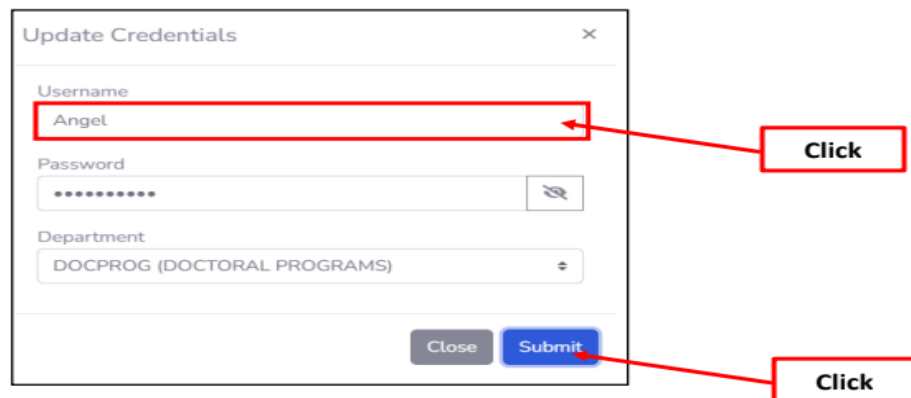**STEP 3**: Click Update Info to modify your username.
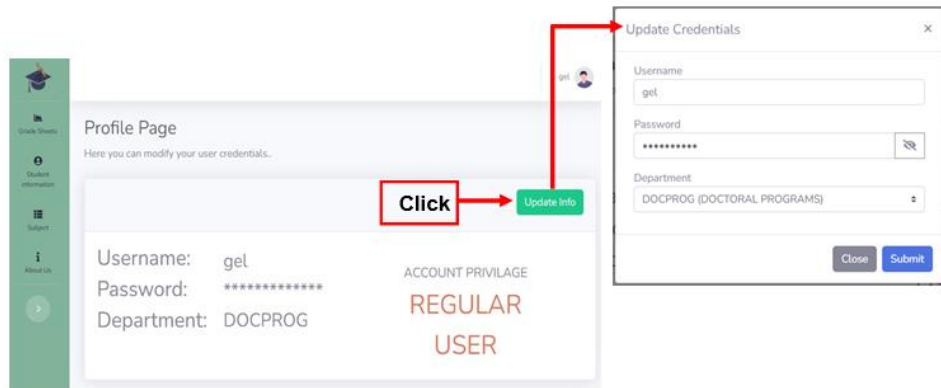
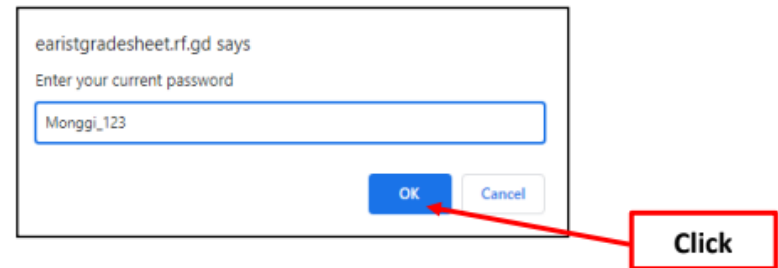**STEP 4**: Click the textbox that contains your current username. **Ex: gel**

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.
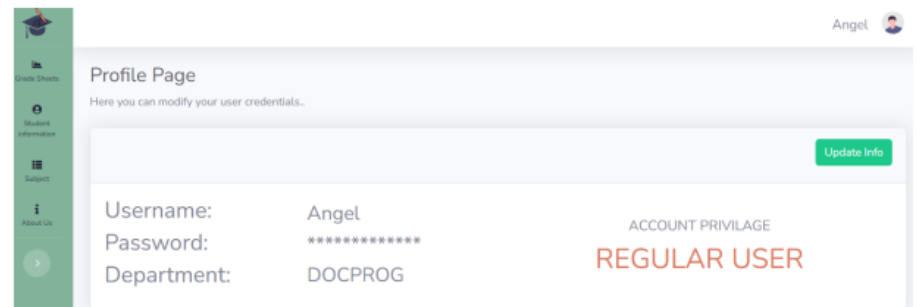

STEP 7: Another alert box will appear at the top of your screen. Click OK to confirm the modification of changing username. Click Cancel to abort.
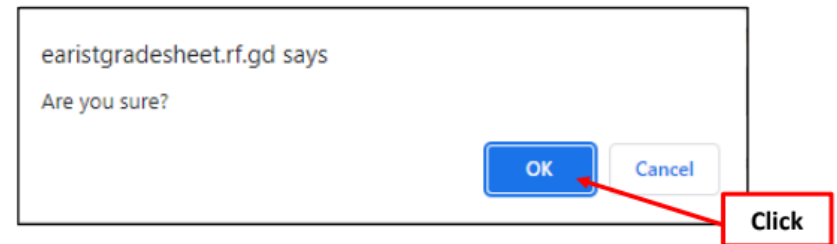
STEP 8: Upon clicking OK (on Step 6), another Alert box will appear that states 'Information Updated'. Click OK.
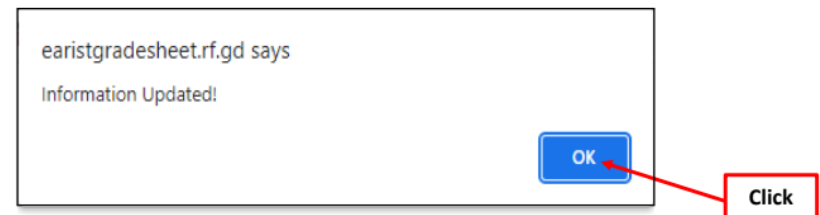
**STEP 9**: Check if the details have been updated!

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.

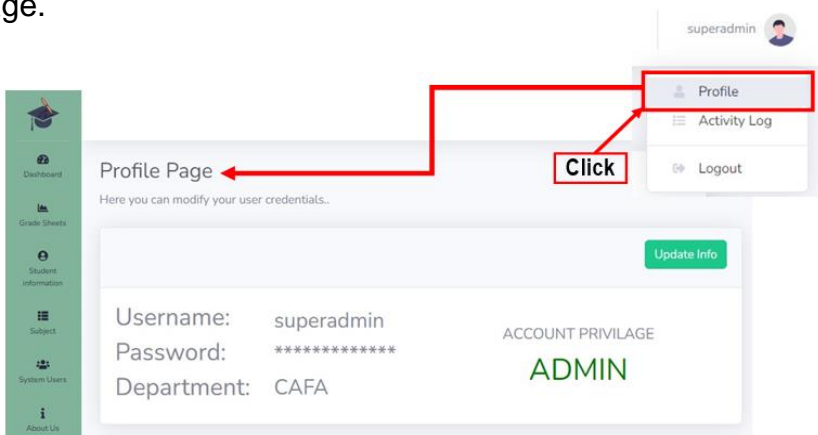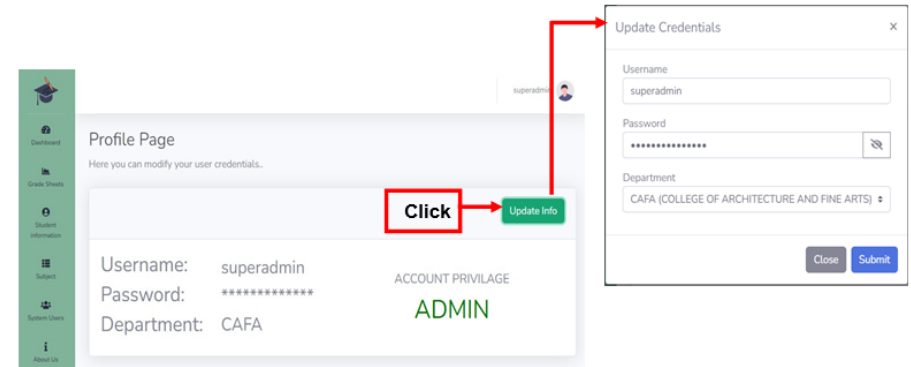**To change your password on the system if you're already logged in:**

For Admins;

STEP 1: Click your profile picture with your name in the top right corner on the right side of your screen.
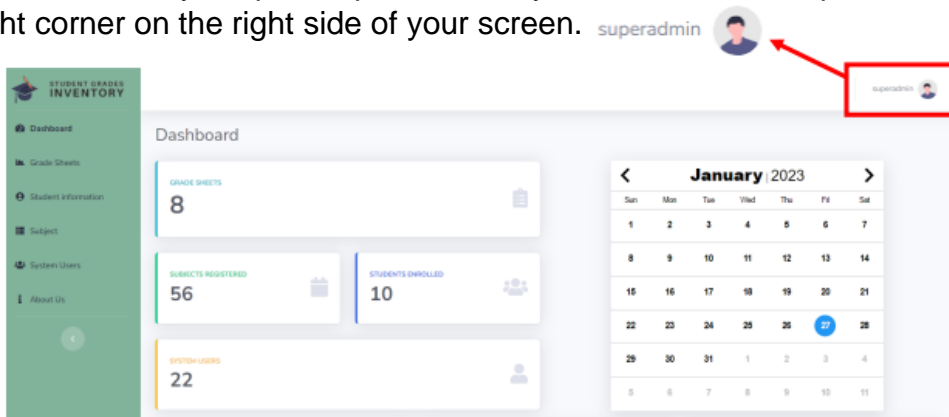
STEP 2: Select Profile to access all your account information in the system.

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

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

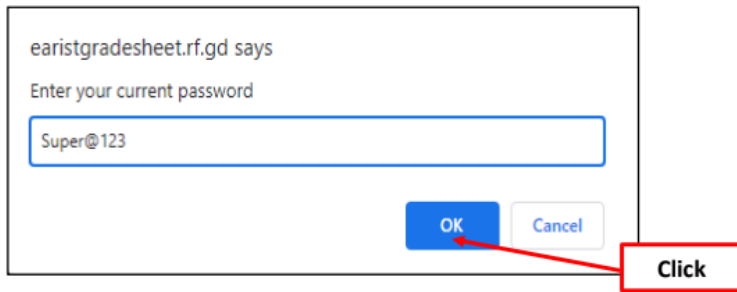**STEP 4**: Click the textbox that contains your current password.

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.
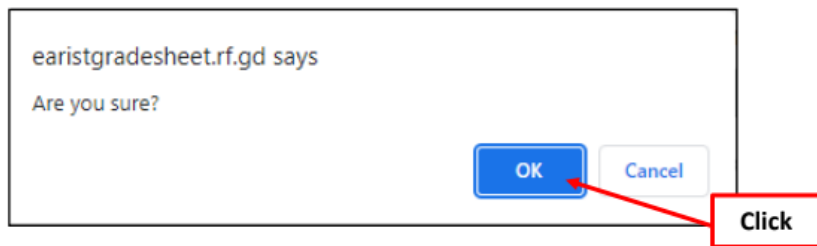

STEP 7: Another alert box will appear at the top of your screen. Click OK to confirm the modification of changing pass. Click Cancel to abort.
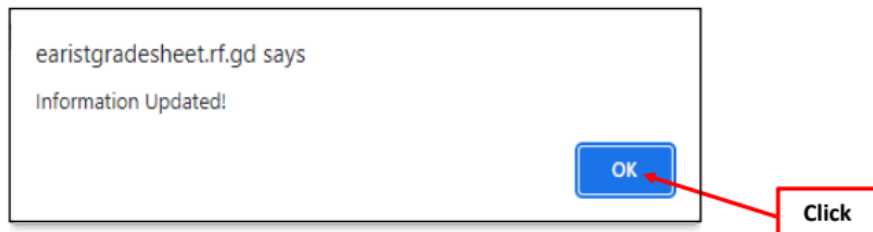

STEP 8: Upon clicking OK (on Step 6), another Alert box will appear that's states 'Information Updated'. Click OK.
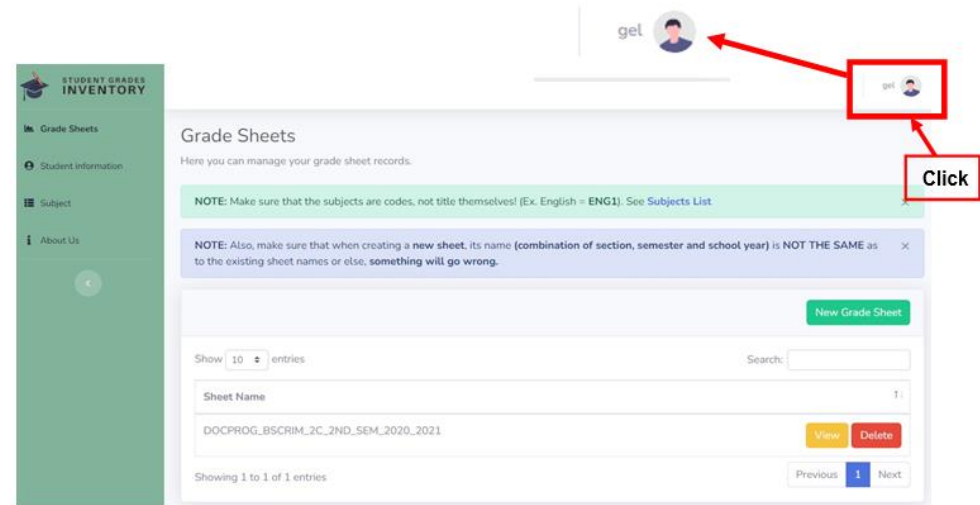

For Regular Users;

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.
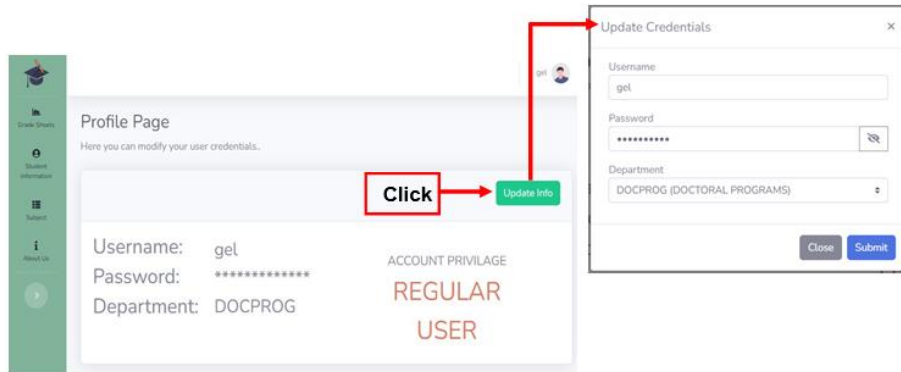
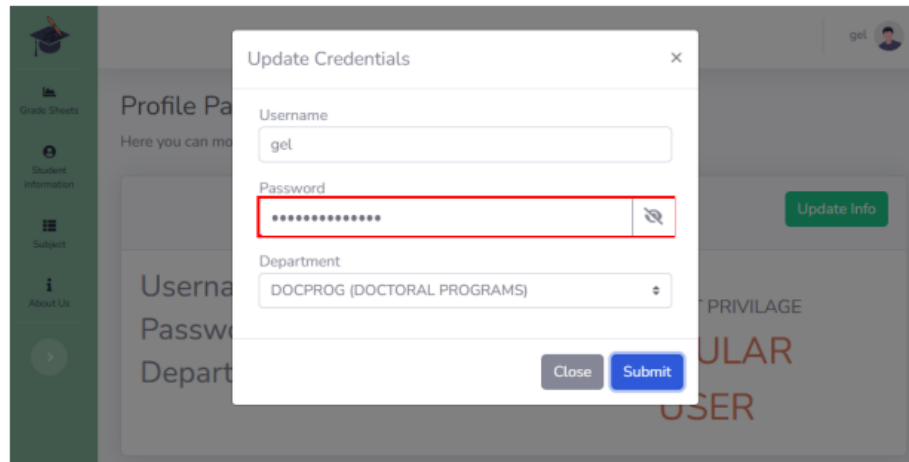After Clicking it will direct you to your profile page.

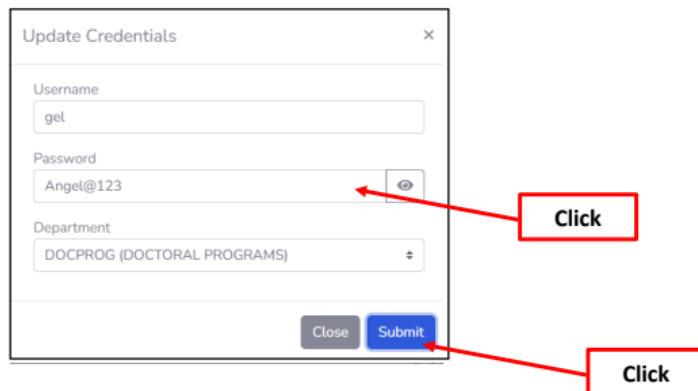**STEP 3**: Click Update Info to modify your password.

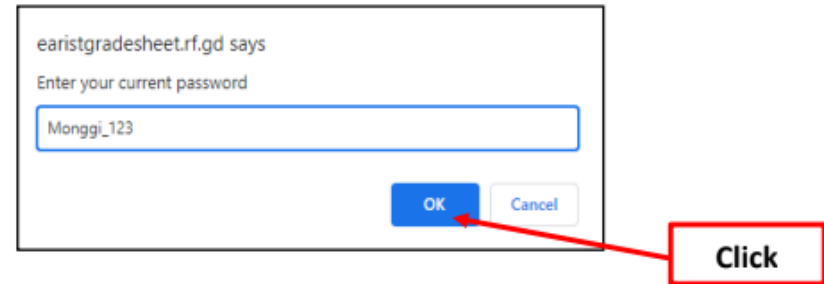**STEP 4**: Click the textbox that contains your current password.

STEP 5: To modify your password. Click the textbox and create your desired password. And then click submit.
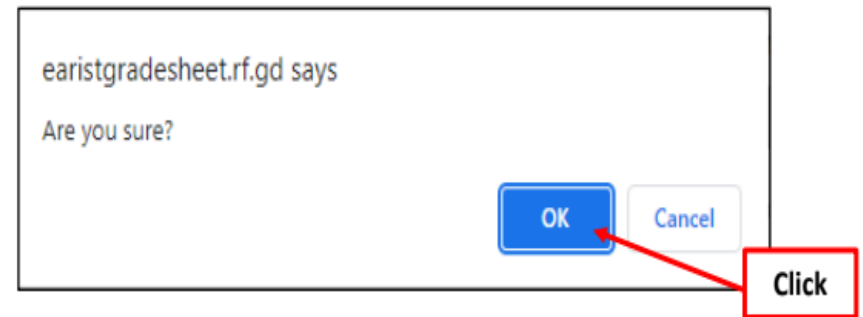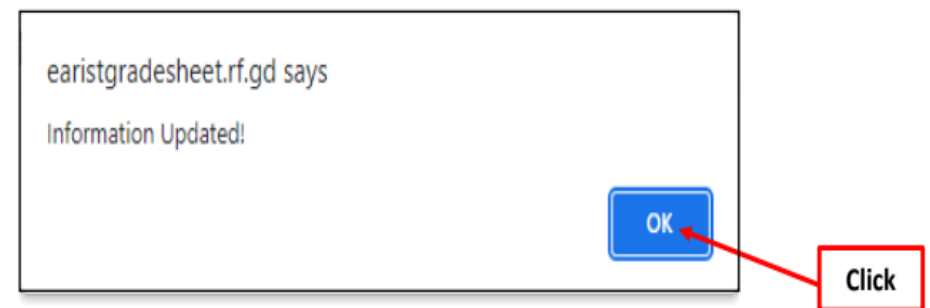
NOTE: Password must be at least 8 digits and a combination of lowercase and uppercase letters together with a number and special characters!

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.
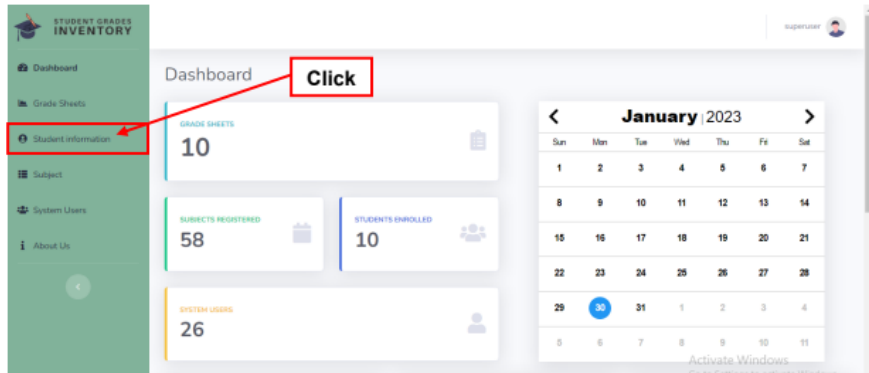

STEP 8: Upon clicking OK (on Step 6), another Alert box will appear that's states 'Information Updated'. Click OK.
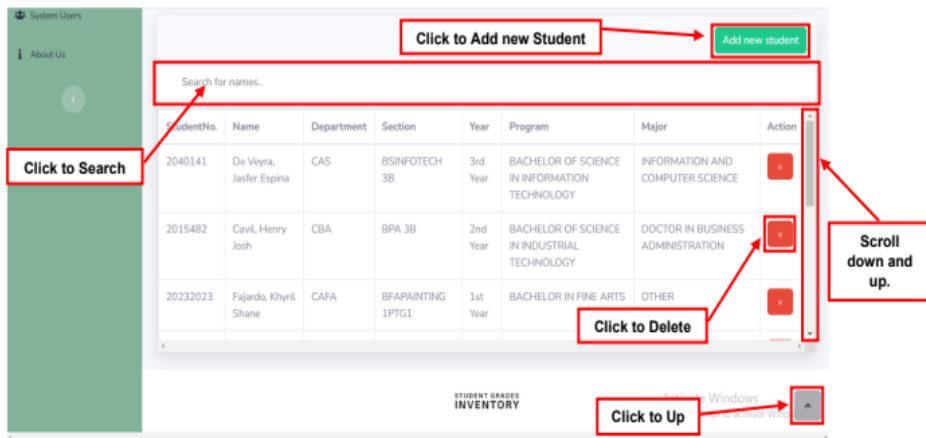
HOW TO REGISTER STUDENTS (For Admin only)

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.

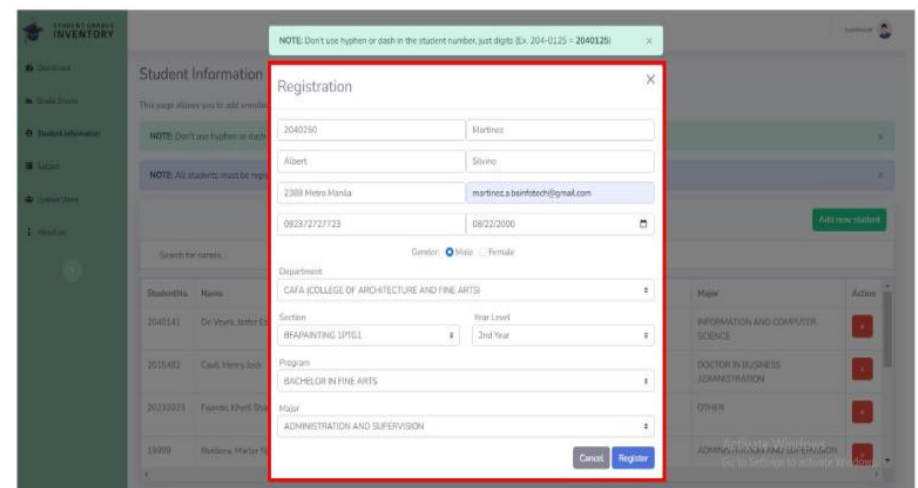**NOTE:** All students must be registered here or they will not be recognized on the COG generator.

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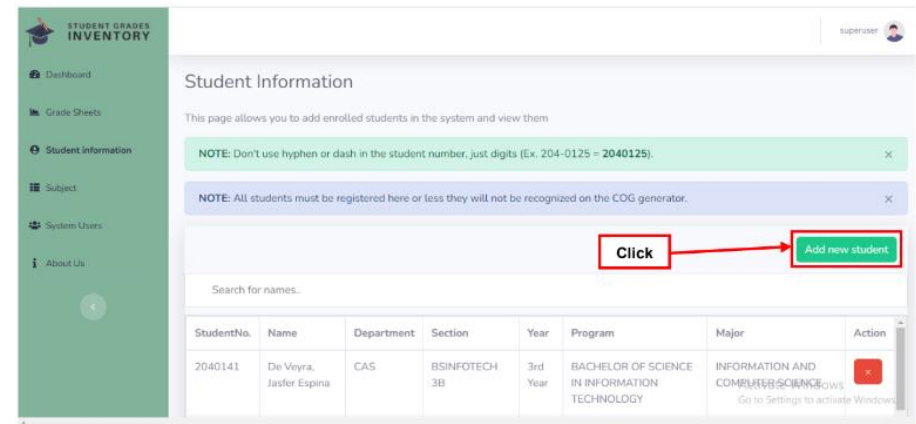
STEP 2: After clicking Add new student fill up the registration to add new student.

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.

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.

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.

Deleting Students from the Existing Student Information

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

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

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.

The Panel will refresh then you will be able to see that the student has been deleted from the sheet.
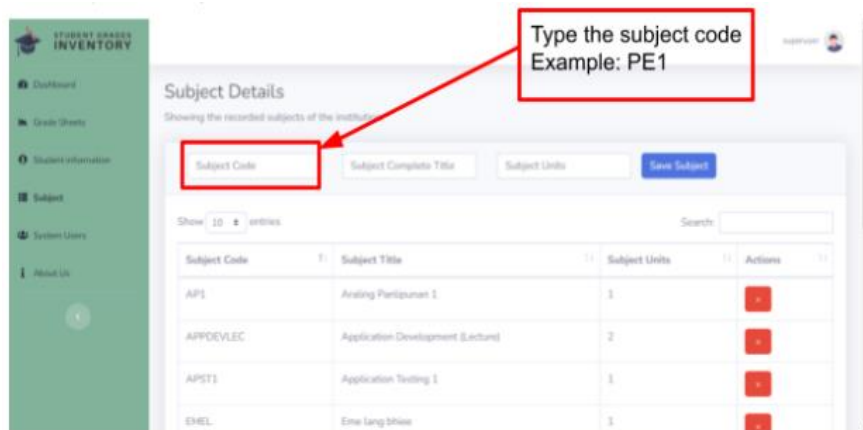
HOW TO ADD SUBJECTS (For Admin only)

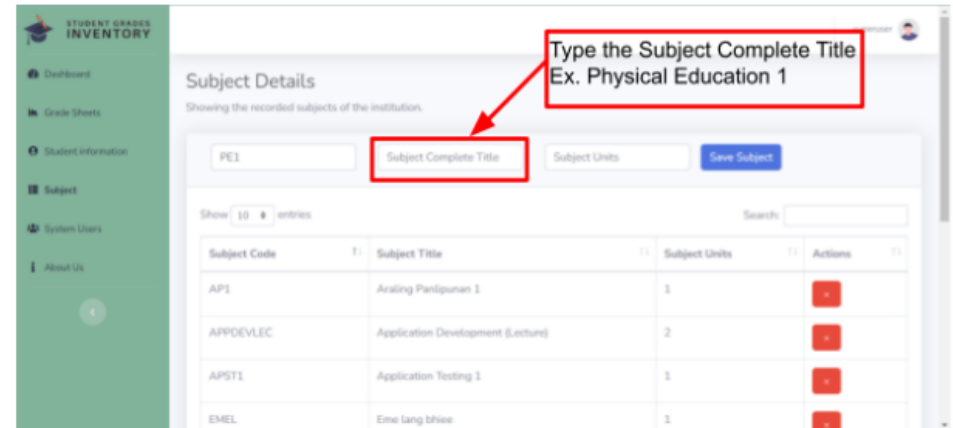## View the existing Subject

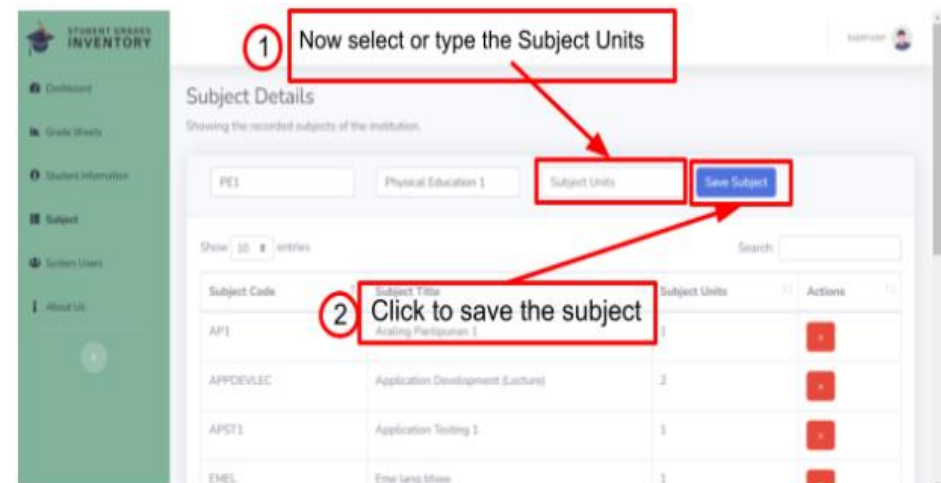**STEP 1**: Go to the Subject panel by clicking Subject on the left side of your screen.
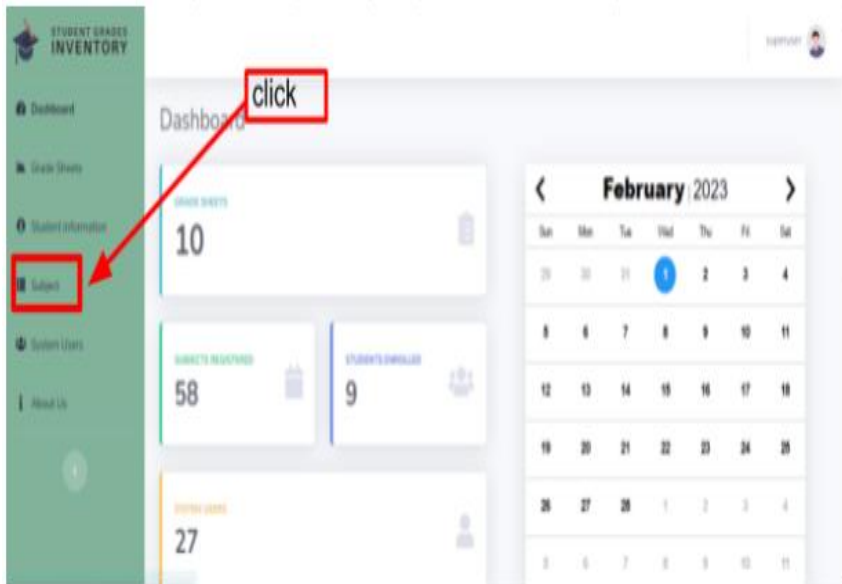
STEP 2: Type the Subject Code.

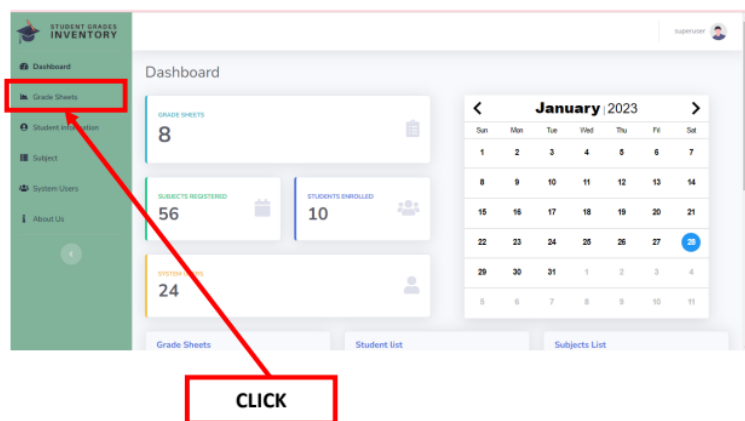**STEP 3:** after putting the Subject code, proceed with typing the Subject Complete Title.

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.
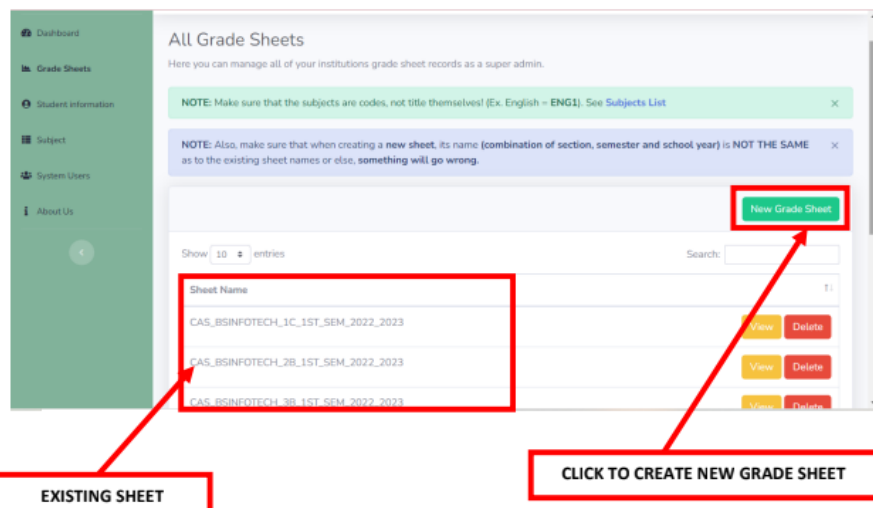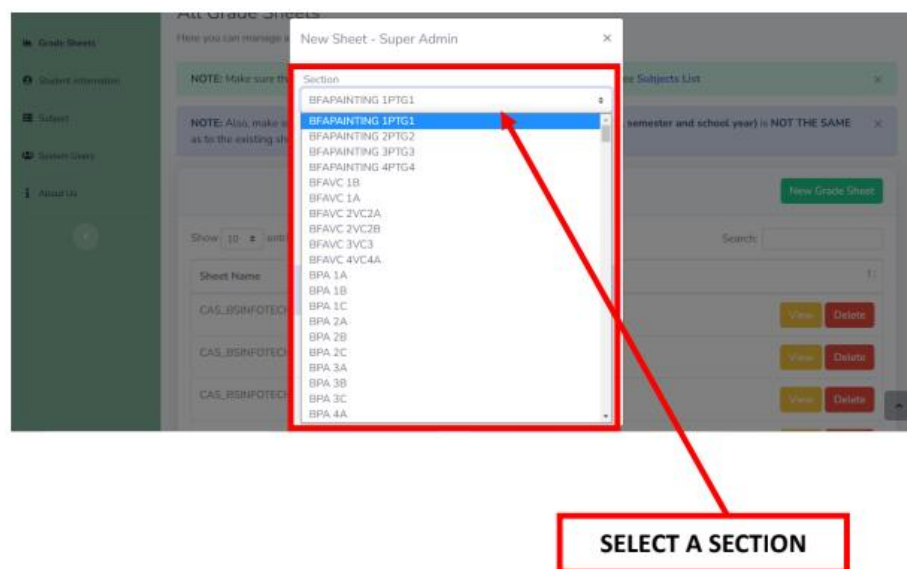

STEP 3: You can now create a new grade sheet. Just select what section you are going to make new grades, which type of department, and when are the start of the year and the end of the year.
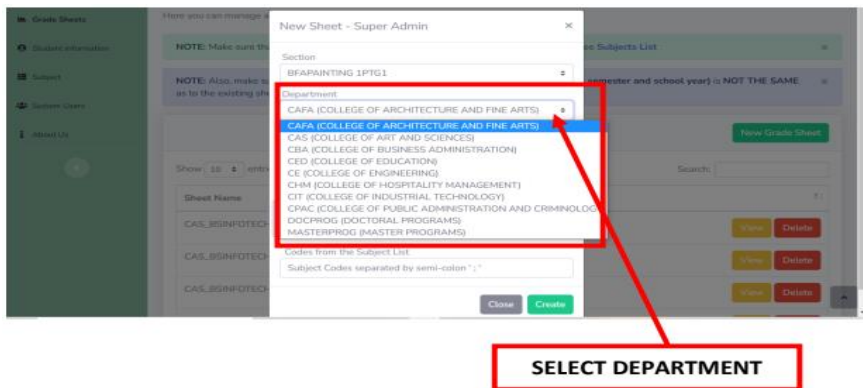
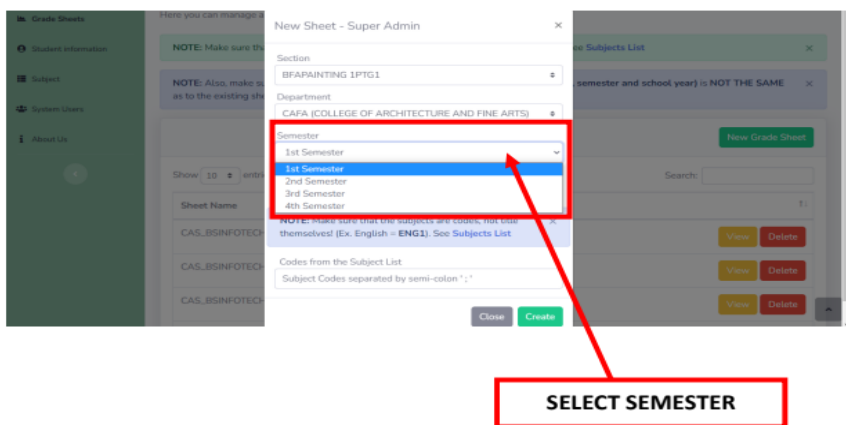**NOTE:** Make sure that the subjects are codes, not titles themselves! (Ex. English = ENG1)
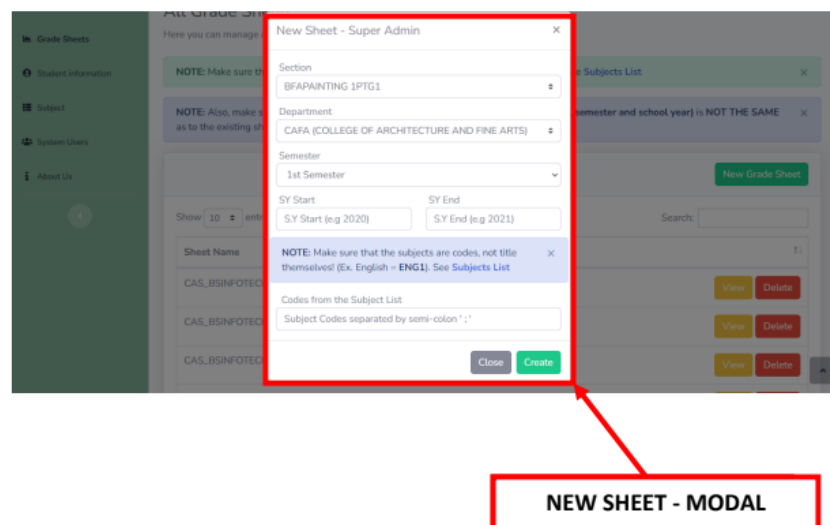
STEP 4: You can view here the all-registered section.
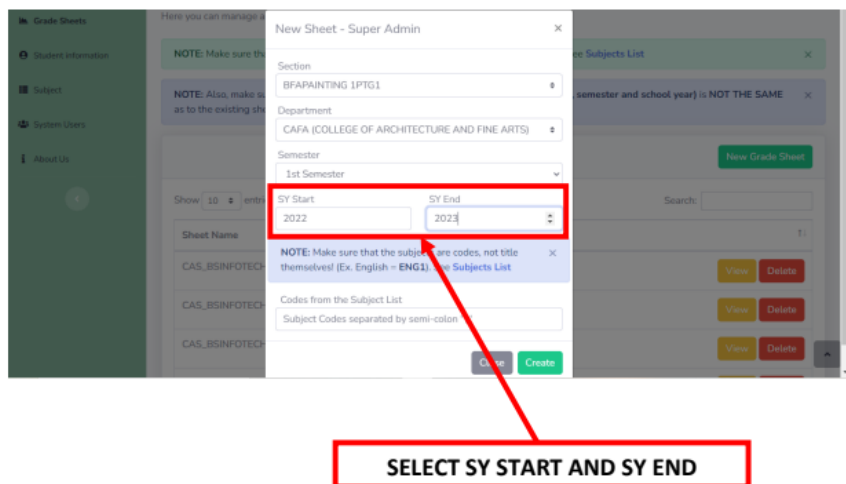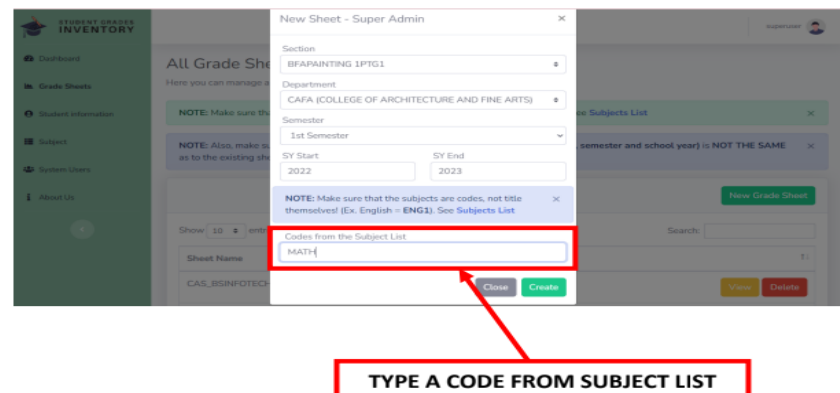
STEP 5: The department of every courses.

SELECT DEPARTMENT

STEP 6: The semester you are going to make grades

SELECT SEMESTER

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

SELECT SY START AND SY END

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

TYPE A CODE FROM SUBJECT LIST

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

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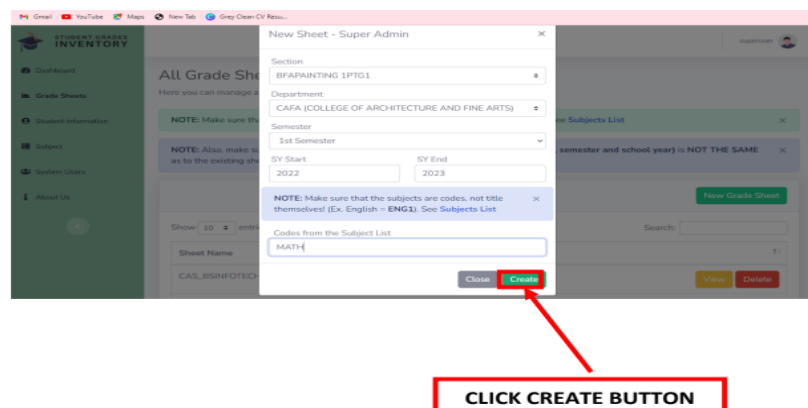
STEP 10: After that, this alert will show. Click Ok.
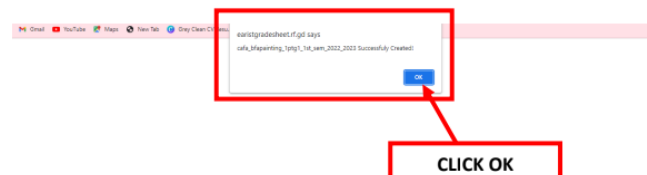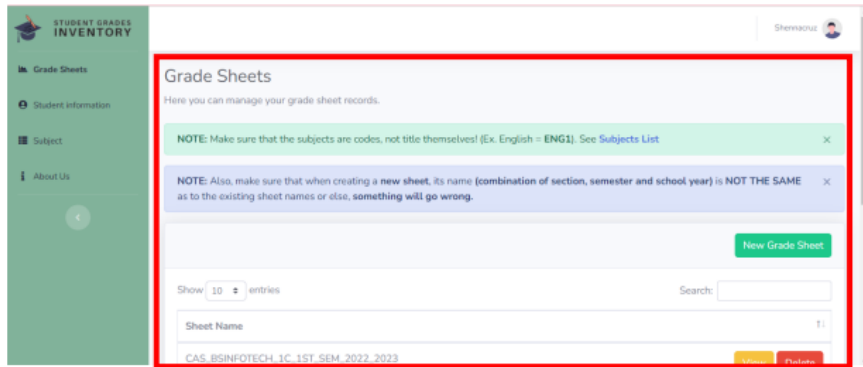

CLICK OK

STEP 11: After that, this alert will show. Click Ok.
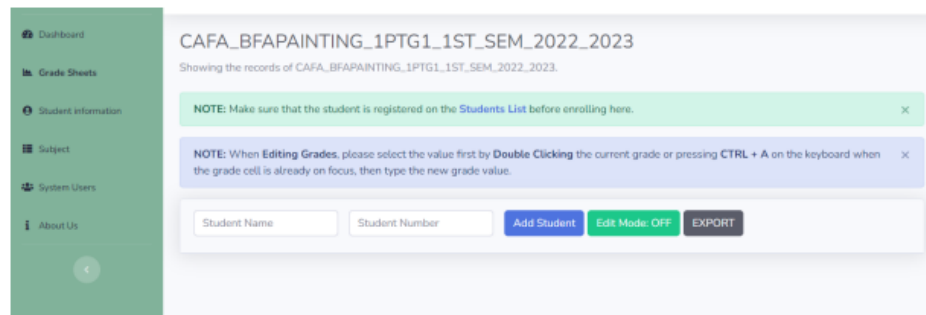
For Regular User;

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

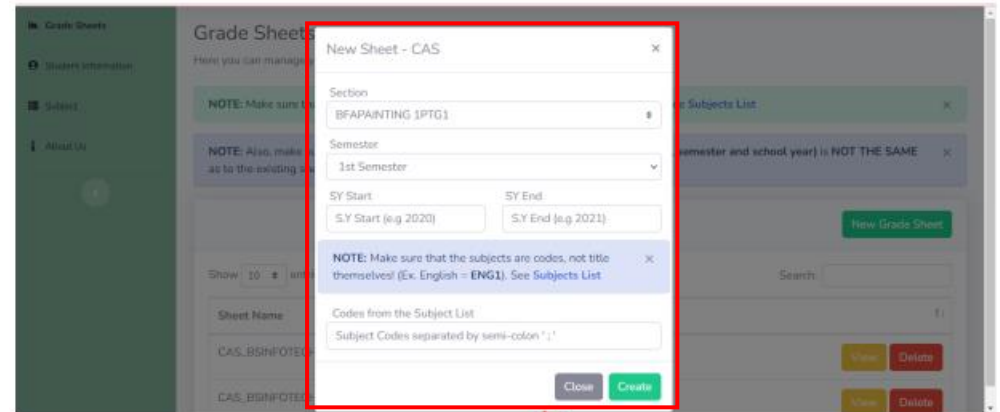**GRADE SHEET PAGE**

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.
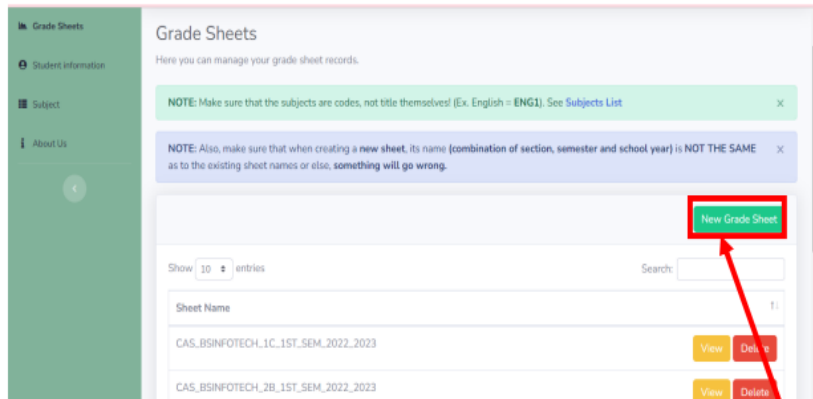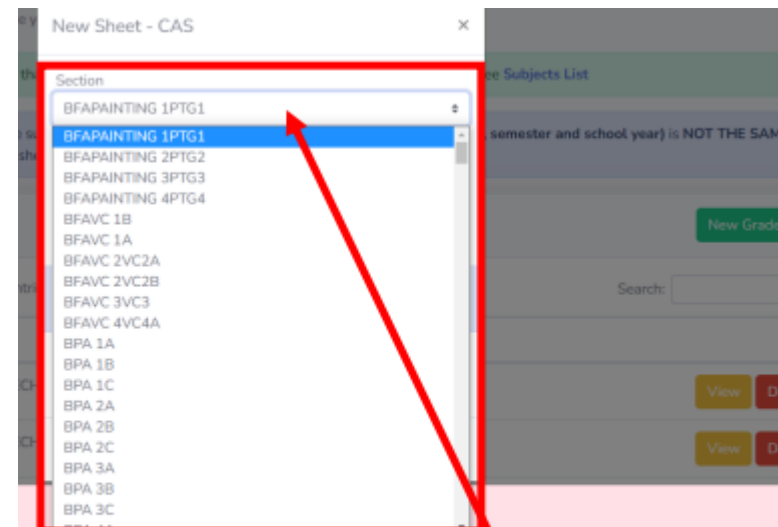

CLICK NEW GRADE SHEET

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.

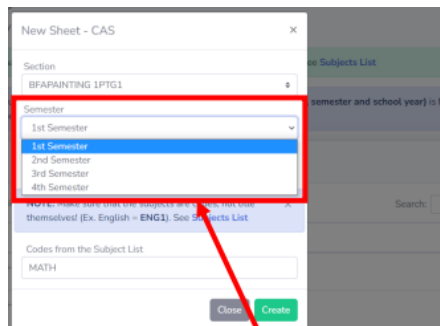**NOTE:** Make sure that the subjects are codes, not title themselves! (Ex. English = ENG1).

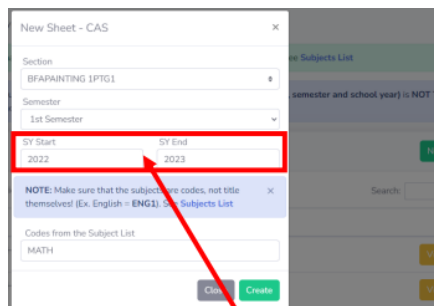**NEW SHEET-MODAL**

STEP 4: Select what section you are in.

SELECT A SECTION

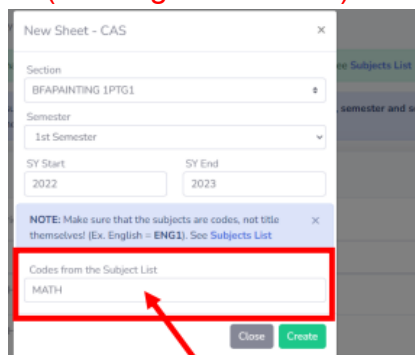**STEP 5**: The semester you are going to create.

SELECT SEMESTER

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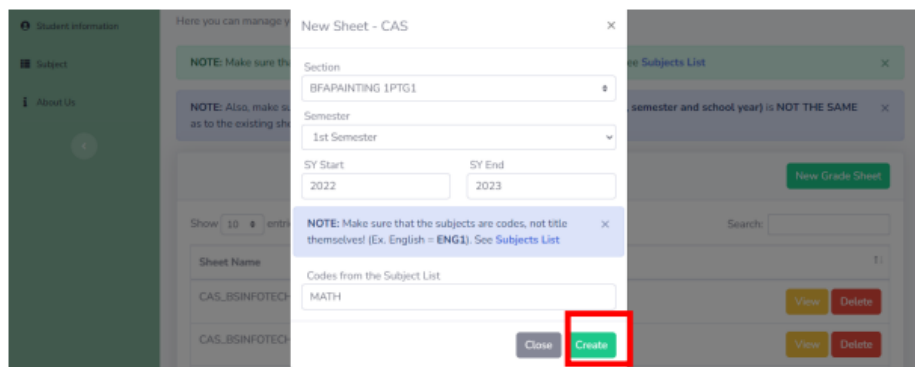

SELECT SY START AND SY END

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

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

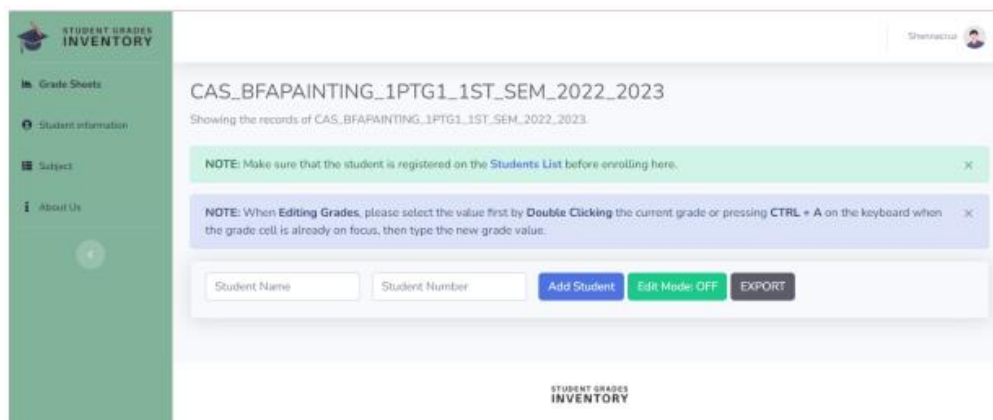TYPE CODES FROM THE SUBJECT LIST

STEP 8: Select the create button.
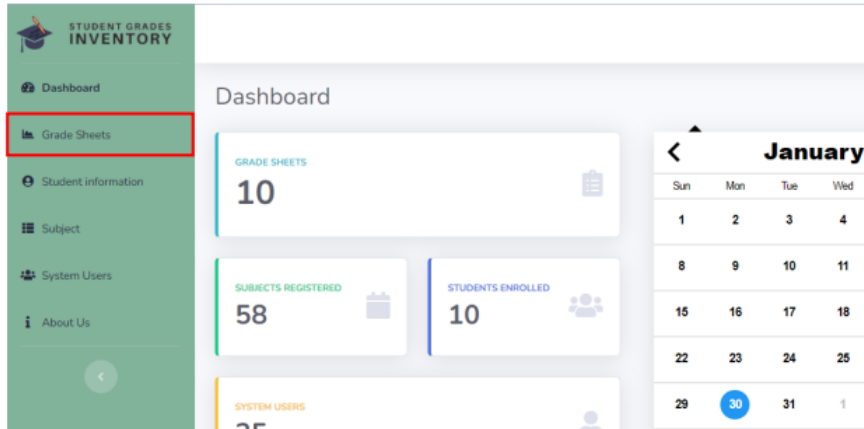

STEP 9: After clicking create, this alert will show and click Ok.

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.
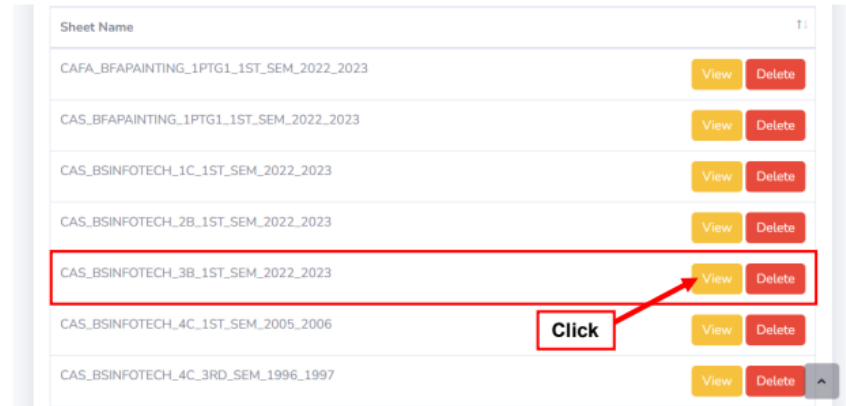

STEP 2: Scroll down to see the available existing Sheets. You can search the sheet name on the Search bar. You also have the control to whether View or Delete a specific sheet.
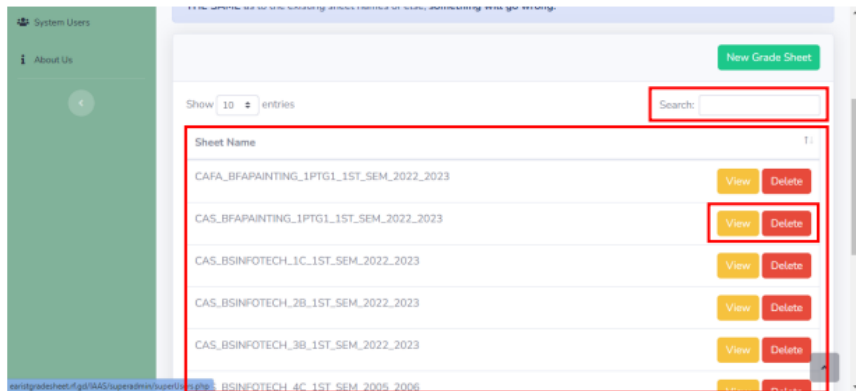
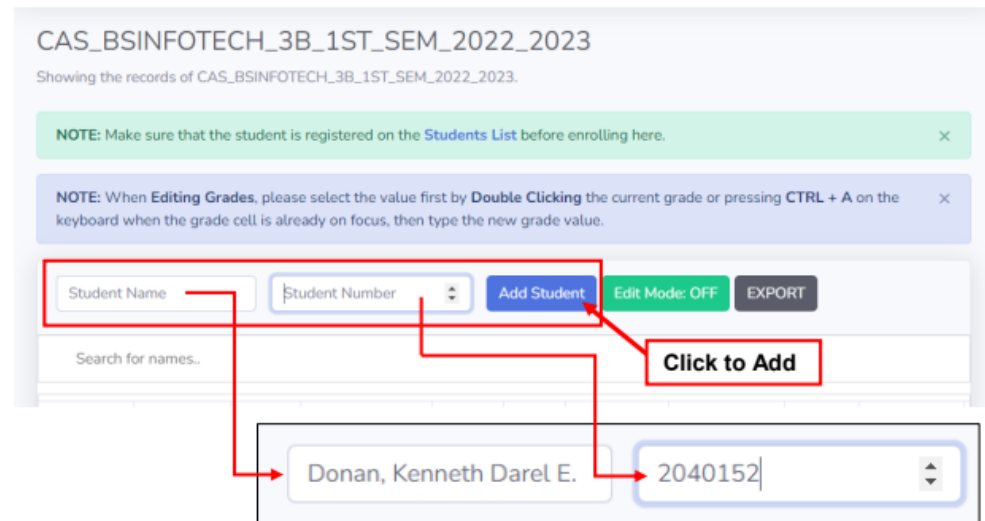## Adding Students to the Existing Grade Sheets

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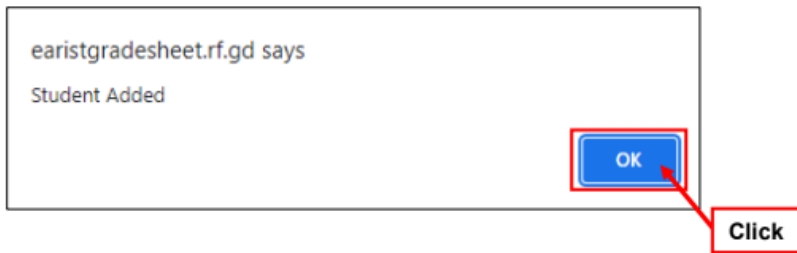
The Panel will refresh then you will able to see that the student has been added to the sheet.
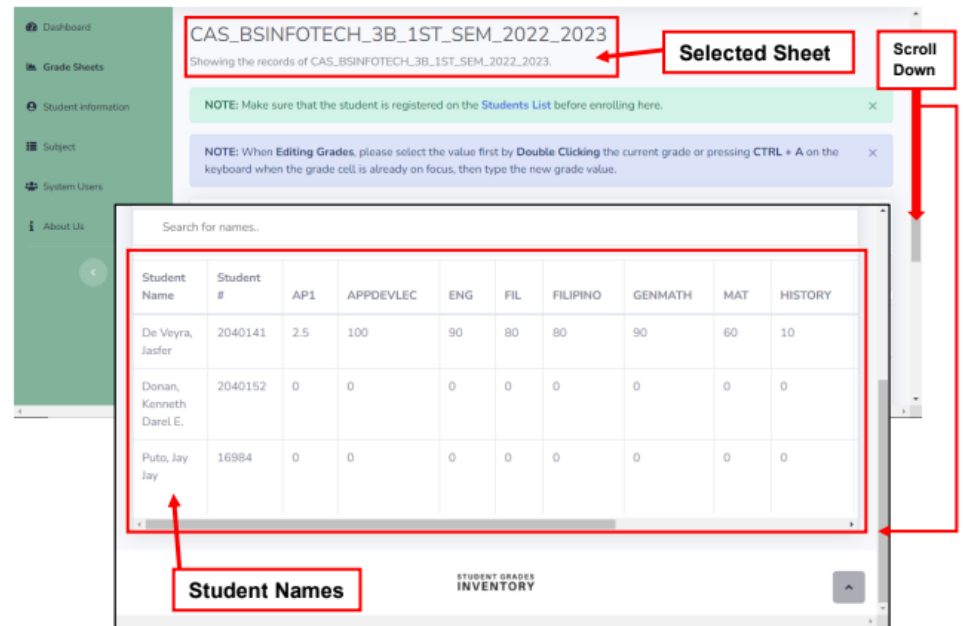

Deleting Students from the Existing Grade Sheets

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.

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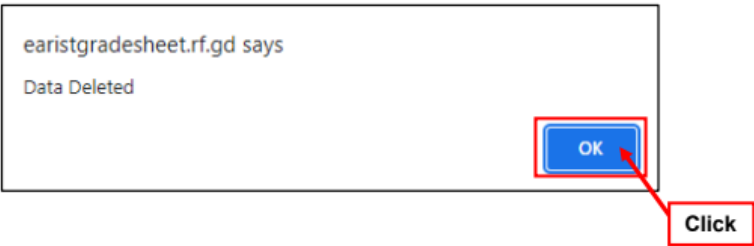
The Panel will refresh then you will able to see that the student has been deleted from the sheet.
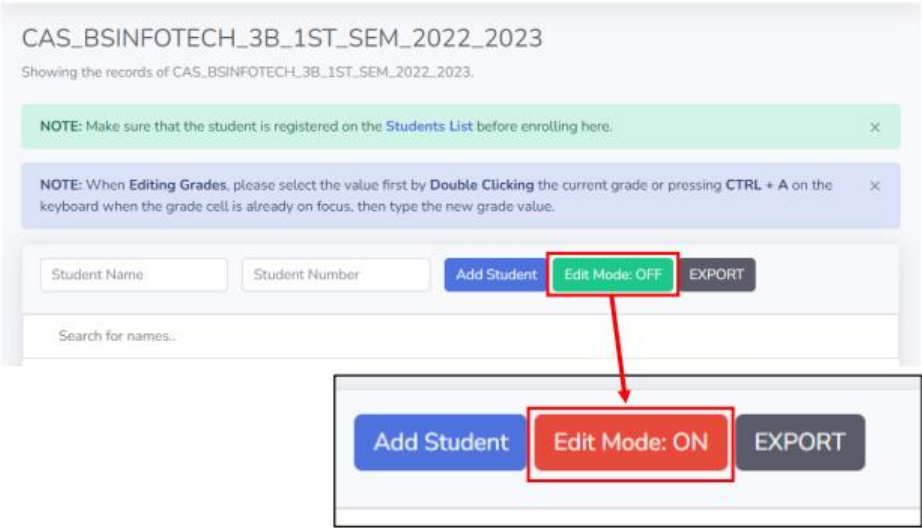

Encoding Student's Grades from the Existing Grade Sheets

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.

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.

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.

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.
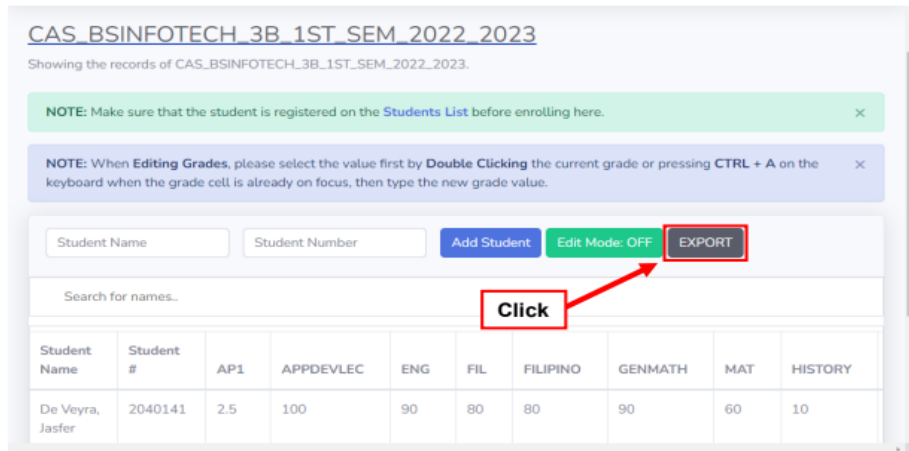
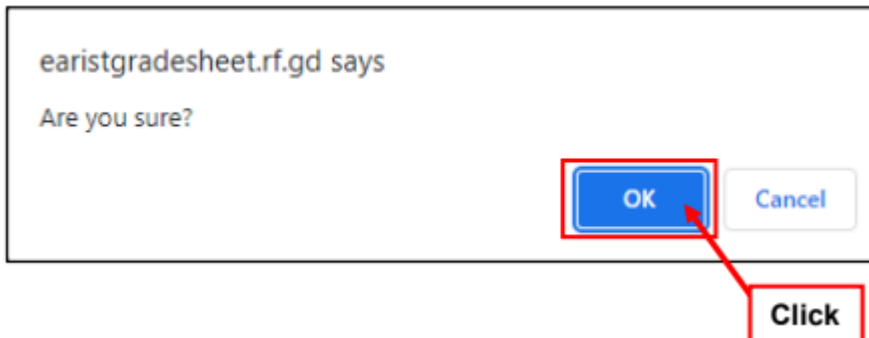## Exporting Sheets into an Excel File

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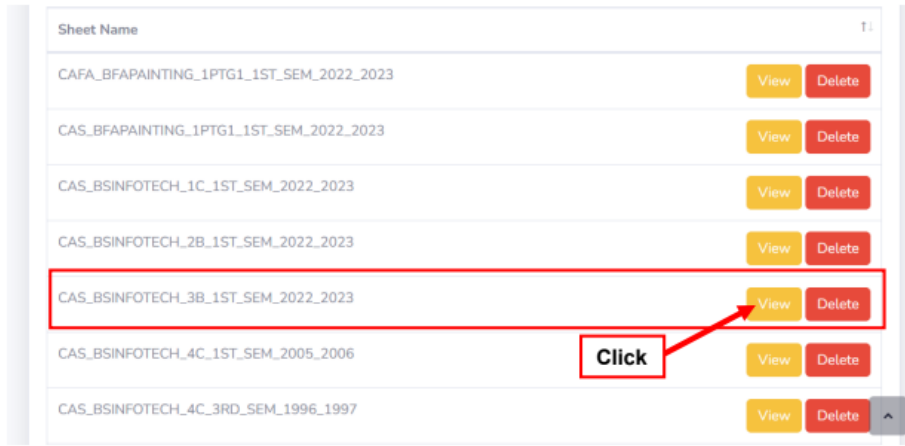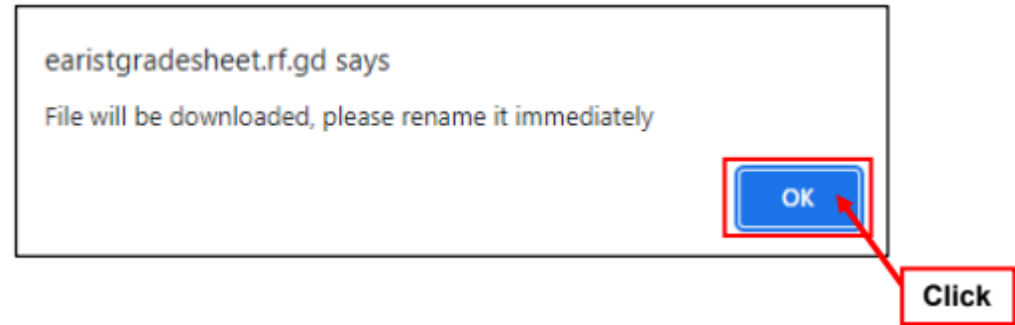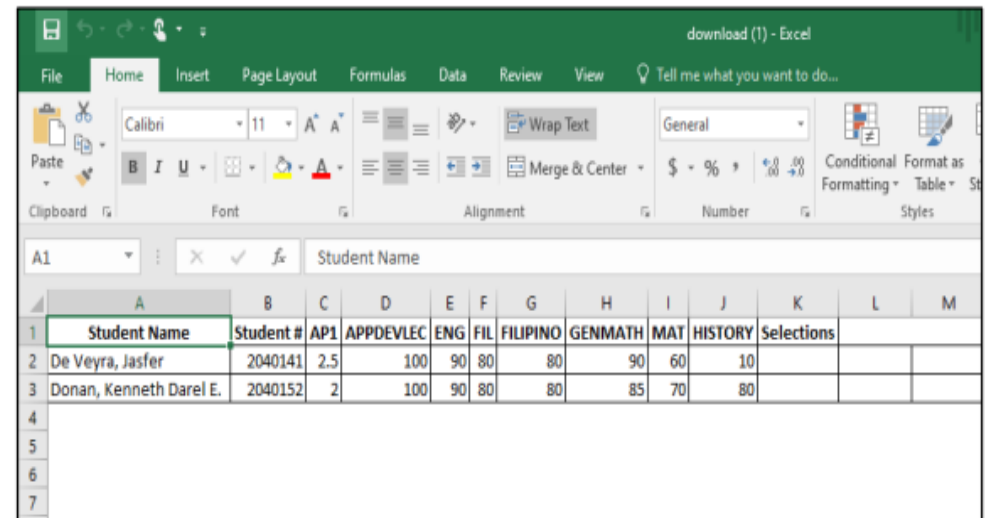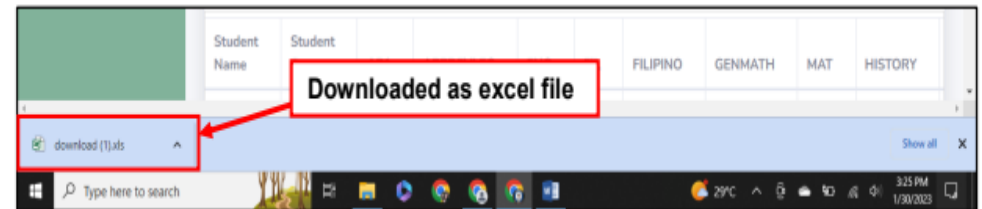

STEP 2: Click the Export Button.

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.

STEP 2: Enter the Student Number.

Example: 2040236

STEP 3: Enter the Student Section.

STEP 4: Enter the Semester.

STEP 5: Click Search Student Button.

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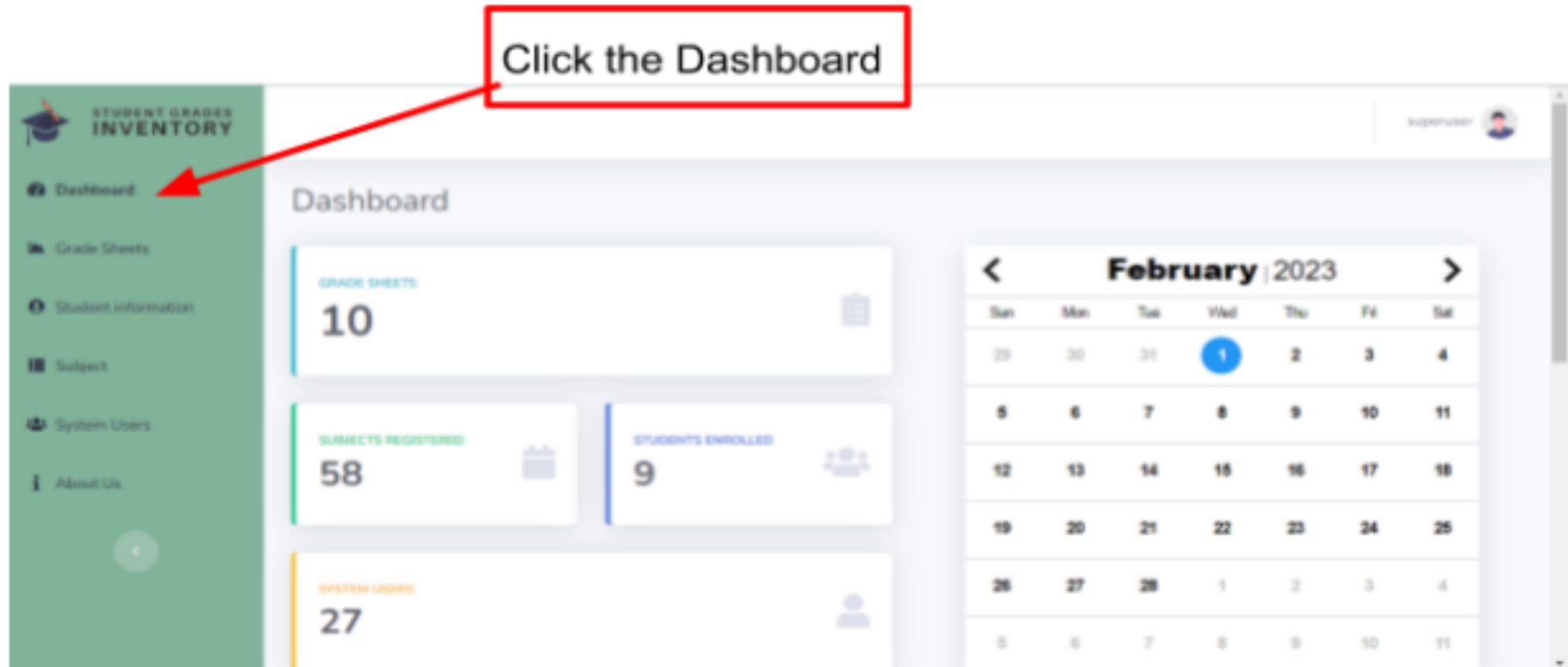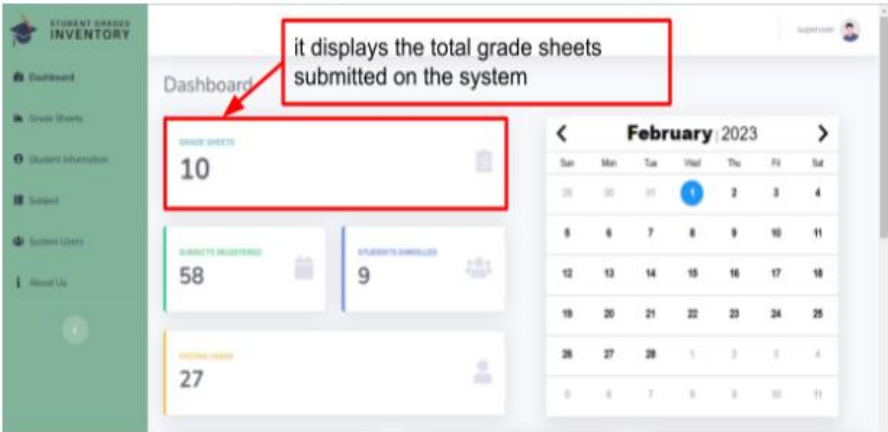
DASHBOARD INFORMATION

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

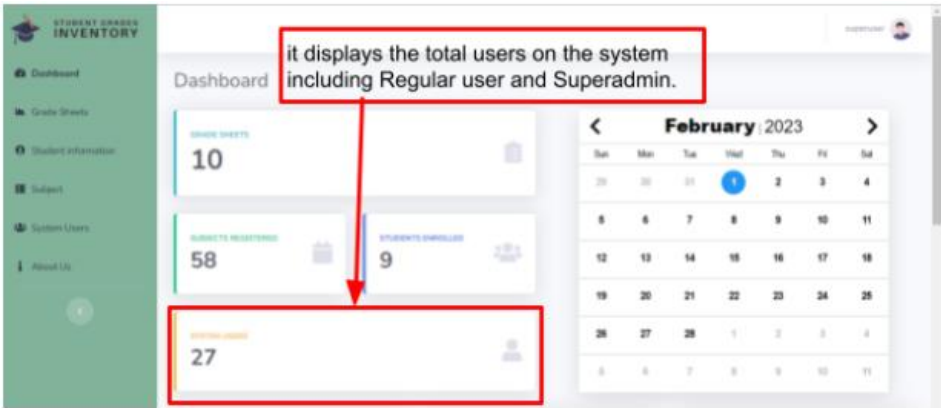**It will display the following:**

● **Grade Sheets**

● **Subjects registered**
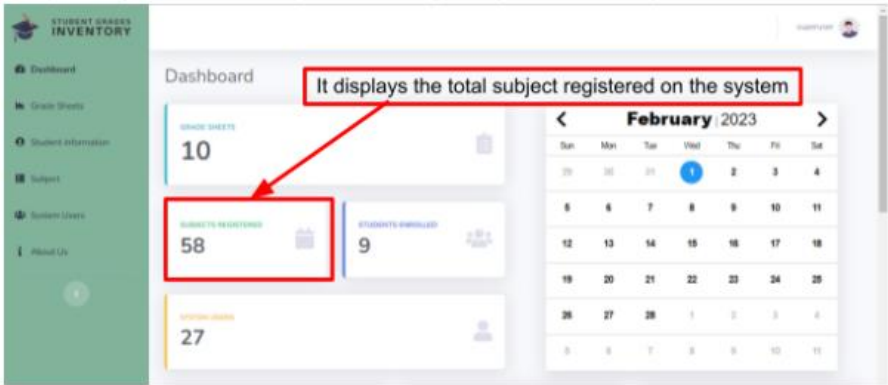
● **Students enrolled**

● **System users**

● **Calendar**

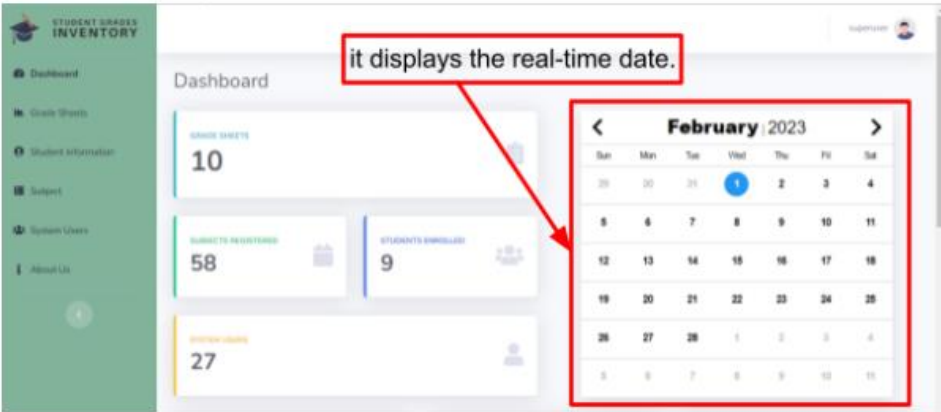**GRADE SHEETS** - it displays the total grade sheets submitted on the system.

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

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

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

CALENDAR - it displays the real time date.
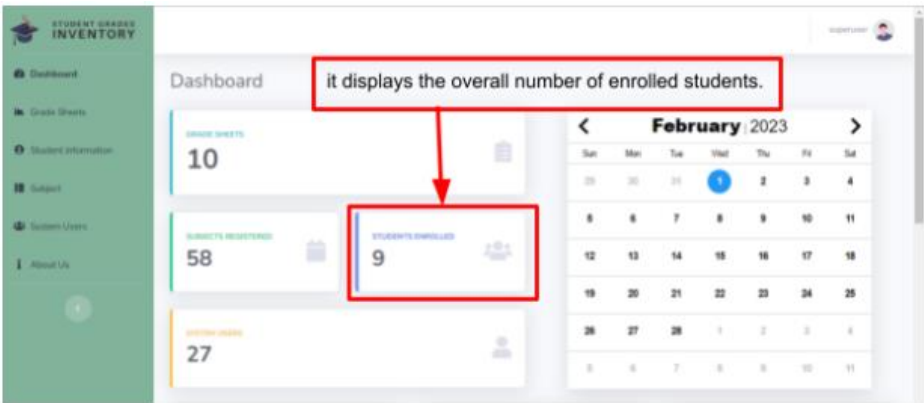
STEP 2: Scroll down
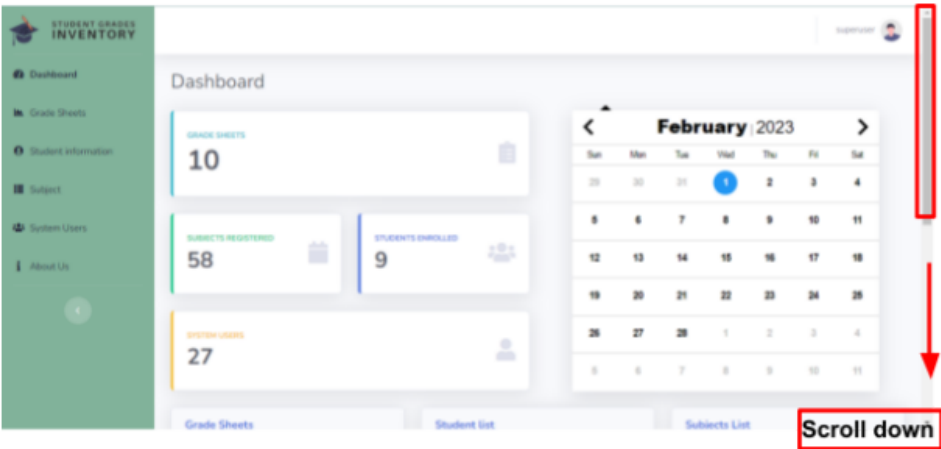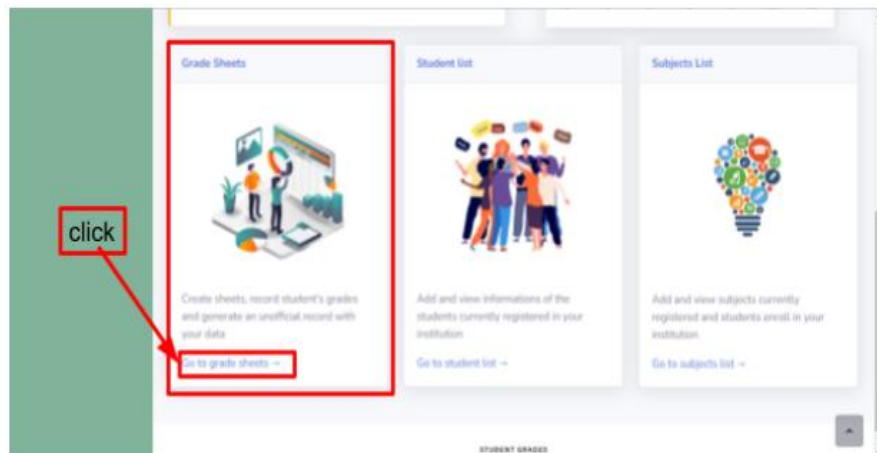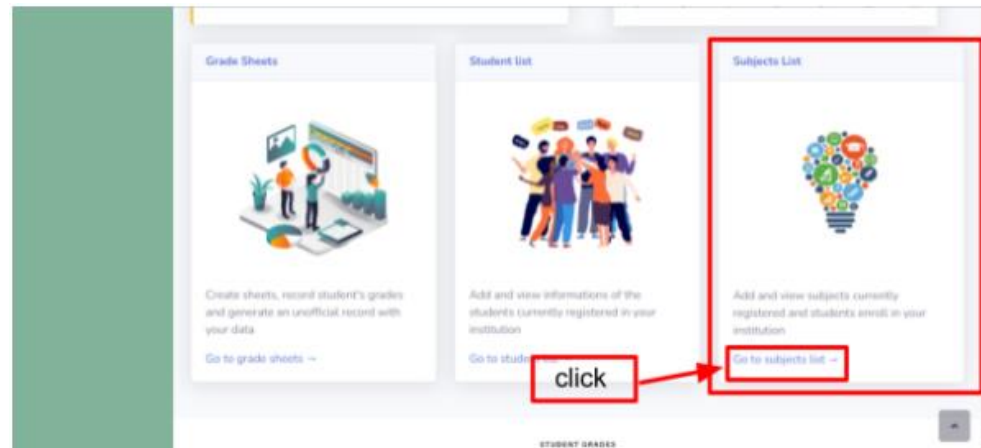
STEP 3: Click go to grade sheets

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

STEP 4: Click go to student list

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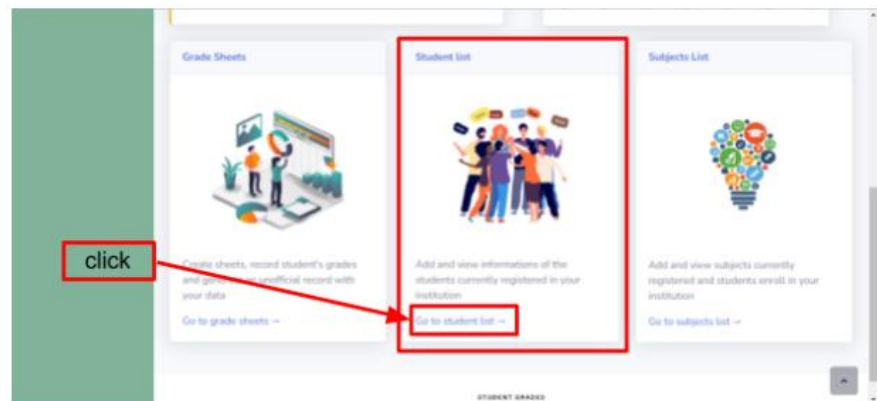

STEP 5: Click go to subjects list

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

QUICK START GUIDE

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