

# HOW TO *OFFER SUBJECT* and *EDIT* the SCHEDULE of our STUDENT in our SFAC PORTAL.

## SECTION 1: HOW TO OFFER SUBJECT.

**Step 1.** Go to this link (FOR BACOR STUDENTS) →

<https://stfrancisbacoar.com/sfac-bac/pages/login/sign-in.php>

Go to this link (FOR LAS PIÑAS STUDENTS) →

<https://stfrancisbacoar.com/sfac-lp/pages/login/sign-in.php>

**Step 2.** Login with your **registrar's** account.

Registrar	pd_Reg_Jophen
Registrar	pd_Reg_Rhia
Registrar	pd_Reg_Stef
Registrar	pd_Reg_Sharon

## Welcome Franciscans

Enter your username and password  
sign in

Username

admin\_reg

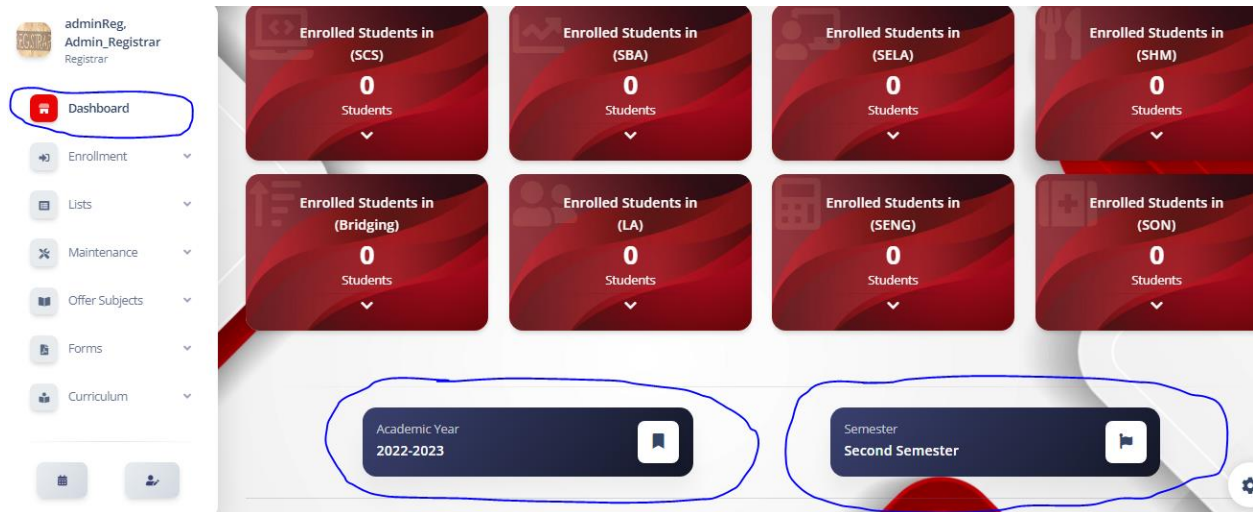
Password

\*\*\*\*\*

[forgot password](#)

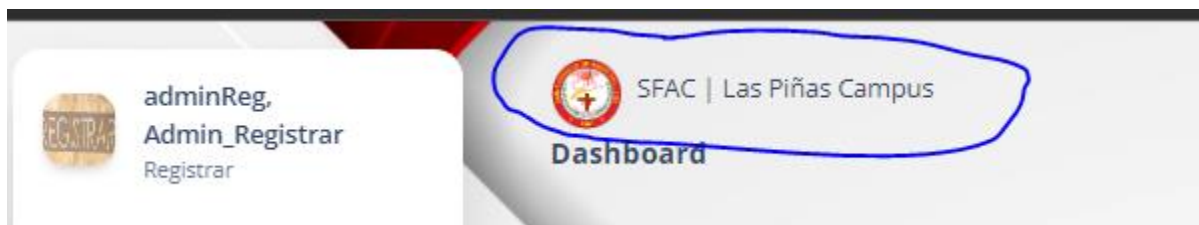
# First things first.

Once you are login, make sure you are on the right **Semester** and right **Academic Year** on the **Dashboard** located on the sidebar.

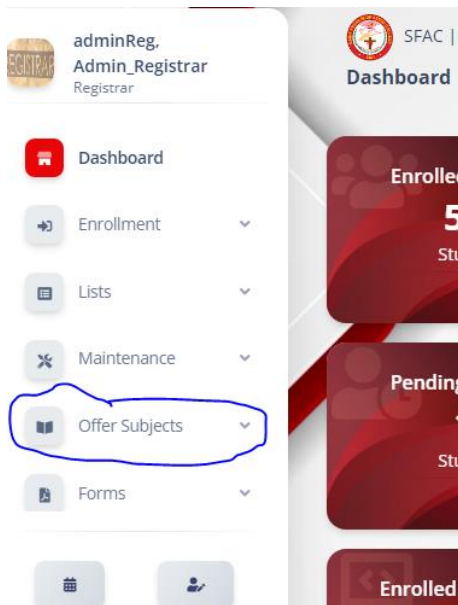


You must be in the **correct academic year** and **semester** otherwise you **will not see** all the changes you've made.

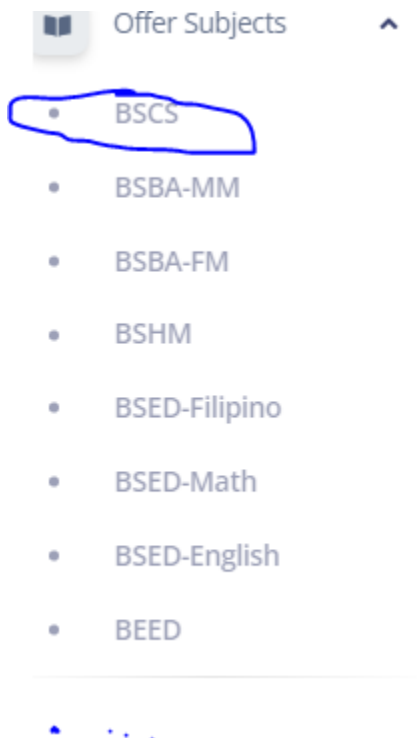
And also, you must be in the **correct** campus.



**Step 3.** Go to the **sidebar panel** and look for the **Offer Subjects** and click it.



**Step 4.** Look for the course you want to offer a subject. (In this **example** let say the **BSCS course**)



**Step 5.** Look for the “Select a year” dropdown UI and click it.

SFAC | Las Piñas Campus

Offer Subjects

**Subjects List**  
Offer/Open Subjects for Bachelor of Science in Computer Science

Select a year

Show 10 entries

Search...

COURSE CODE	COURSE DESCRIPTION	ABBR	UNIT(S)	PREREQUISITES	LEVEL	SEMESTER	OPTION
No data available in table							

Showing 0 to 0 of 0 entries

The “Select a year” dropdown corresponds to what **curriculum year** is to be offered (see image below for sample curriculum).



## Saint Francis of Assisi College

Admiral Village, Talo, Las Piñas City

### FOUR-YEAR CURRICULUM FOR BACHELOR OF ELEMENTARY EDUCATION

(Effective Academic Year 2020-2021)

CODE		Description	UNITS			Pre-Requisites
			Lec	Lab	Total	
First Year, First Semester						
_____	CCGE	101	Science, Technology and Society	3	0	3
_____	CCGE	102	Readings in Philippine History	3	0	3
_____	CCGE	103	Understanding the Self	3	0	3
_____	CHCL	101	Franciscan Orientation	1	0	1
_____	TCED	101	The Child and Adolescent Learners and Learning Principles	3	0	3
_____	MCEE	101	Teaching Science in the Elementary Grades (Biology and Chemistry)	3	1	4
_____	MCEE	102	Teaching Science in the Elementary Grades (Physics, Earth and Space Science)	3	1	4

**Step 6.** In “Select a year” dropdown UI choose what curriculum year (in this example and click the “SHOW” button.

**Offer Subjects**

### Subjects List

Offer/Open Subjects for Bachelor of Science in Computer Science

2020-2021

**SHOW**

click

Show 10 entries

Search...

COURSE CODE	COURSE DESCRIPTION	ABBR	UNIT(S)	PREREQUISITES	LEVEL	SEMESTER	OPTION
No data available in table							

Showing 0 to 0 of 0 entries

This will show you the list of subjects to be offered (see image below).

**Offer Subjects**

### Subjects List

Offer/Open Subjects for Bachelor of Science in Computer Science

2020-2021

**SHOW**

Show 10 entries

Search...

COURSE CODE	COURSE DESCRIPTION	ABBR	UNIT(S)	PREREQUISITES	LEVEL	SEMESTER	OPTION
20CCGE 104	Mathematics in the Modern World	BSCS	3		1st Year	Second Semester	<b>+ SCHEDULE</b>
20CCGE 105	The Contemporary World	BSCS	3		1st Year	Second Semester	<b>+ SCHEDULE</b>
20ECGE 101	Living in the I.T. Era	BSCS	3	CCGE101	1st Year	Second Semester	<b>+ SCHEDULE</b>

**+  
SCHEDULE**

**Step 7.** Click the “+ **SCHEDULE**” button to add schedule of the subject (in this example we are adding schedule for the subject “Mathematics in the Modern World”). This will show you a pop-up screen where you can add the schedule (see image below). Just fill up all the necessary data in the form.

Coding/Formatting convention for the **Section** field.

As of this writing we are on our Term **2<sup>nd</sup> Semester** Academic Year **2022-2023**

**232SCS\_MITMW** = SECTION format (see below for other courses for sectioning format)

**23** = year 2023 (as of this writing)

**2S** = 2<sup>nd</sup> Semester (as of this writing)

**CS** = for the course BSCS

**MITMW** = stands for Mathematics in the Modern World (we get the **1<sup>st</sup> letter** of every word of the name of the subject)

Section formatting for other courses:

(**232SHM\_MITMW** for BSHM, **232SFM\_MITMW** for BSBA-FM, **232SMM\_MITMW** for BSBA-MM, **232SOM\_MITMW** for BSBA-OM, **232SNURS\_MITMW** for BSN, **232SEPED\_MITMW** for BPED,

**232SSECD\_MITMW** for BECED, **232SSESCI\_MITMW** for BSSCI, **232SBEED\_MITMW** for Elem Education, **232SSESCI\_MITMW** for BS Social Studies, **232SSEENGL\_MITMW** for English major, **232SPSYCH\_MITMW** for ABPSYCH, **232SSEFIL\_MITMW** for Filipino major, **232SSEMATH\_MITMW** for math major.)

The screenshot shows a web form titled "ADD SCHEDULE". It contains several input fields for scheduling a course. The fields are arranged in a grid-like fashion. The "Section" field, containing "232SCS\_MITMW", is circled in blue. A blue arrow points from the word "NOTE" (handwritten in blue) to the "Special Tutorial" checkbox, which is currently unchecked. The "Instructor" field, containing "T, B A", is outlined in red. At the bottom right, there are two buttons: "ADD" and "CLOSE".

Subject Code	Subject Description	Unit(s)
20CCGE 104	Mathematics in the Modern World	3

Day	Time	Room
TBA	TBA	TBA

Section	Instructor
232SCS_MITMW	T, B A

☐ Special Tutorial

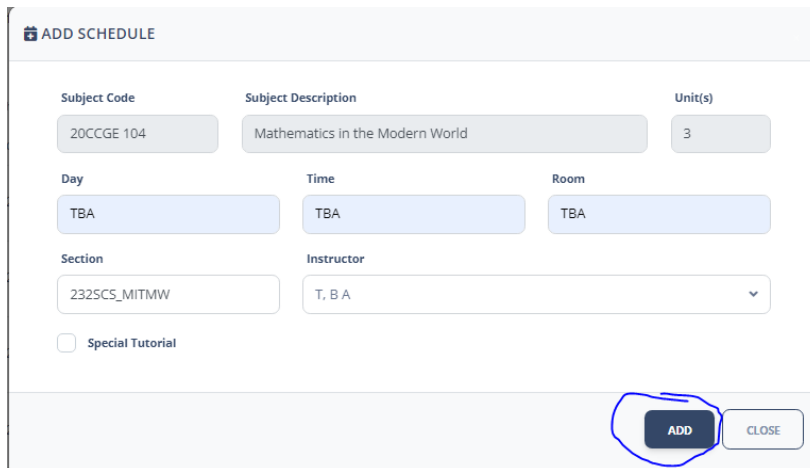
**NOTE**

ADD CLOSE

**Note:** Don't tick this **box** if the subject **is not** a Special Tutorial subject, because it will **disable** the **prelim term** field in the **online grade system** in our portal.

**TBA** = stands for To Be Announce, we use this acronym if we are still not sure of what to put in the field/s.

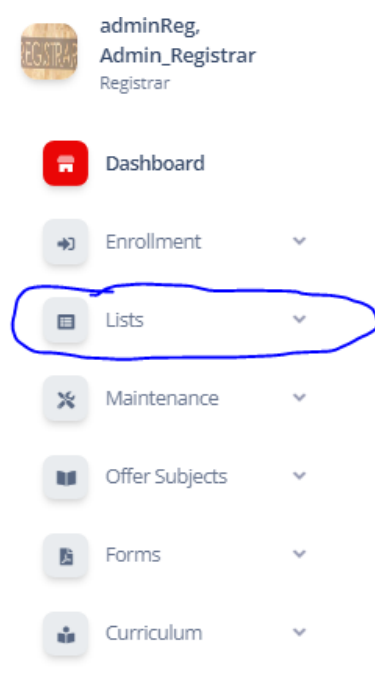
**Step 8.** Click the **Add** button (see image below) if you are **finished** with filling up all the fields.



The screenshot shows a form titled "ADD SCHEDULE". It contains several input fields: "Subject Code" (20CCGE 104), "Subject Description" (Mathematics in the Modern World), "Unit(s)" (3), "Day" (TBA), "Time" (TBA), "Room" (TBA), "Section" (232SCS\_MITMW), and "Instructor" (T. B A). There is also a checkbox for "Special Tutorial" which is unchecked. At the bottom right, there are two buttons: "ADD" and "CLOSE". The "ADD" button is circled in blue.

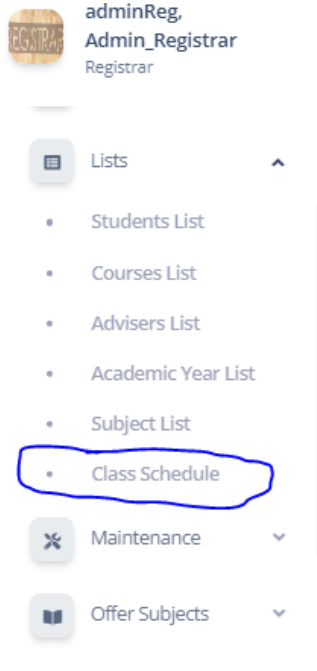
**Step 9.** To check if you have correctly inputted the schedule in your course go to the sidebar and look for the **List** tab. (follow the 9.1 up to 9.4 procedure image below)

9.1 Click the **List** tab





## 9.2 Click the **Class Schedule**

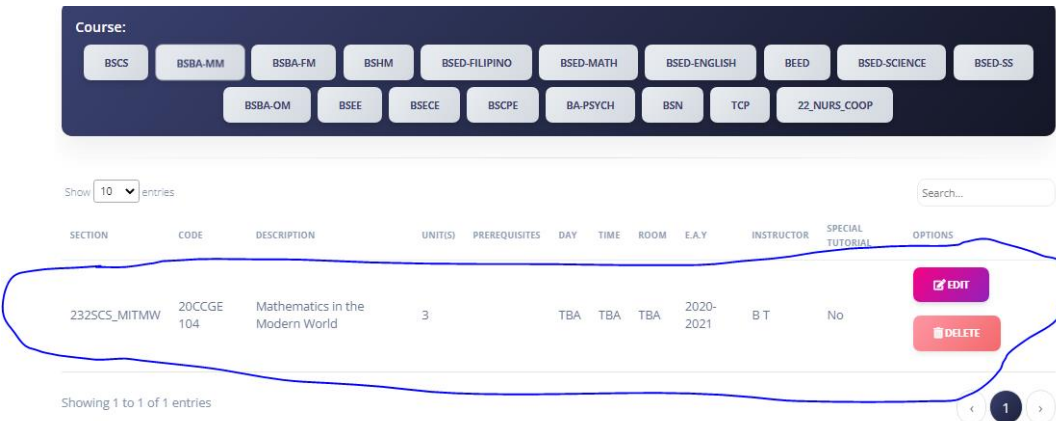


## 9.3 Click the course (in our example the BSCS)

Note: Select Course to show Class Schedules List



## 9.4 It will show your inputted schedule in our previous steps.

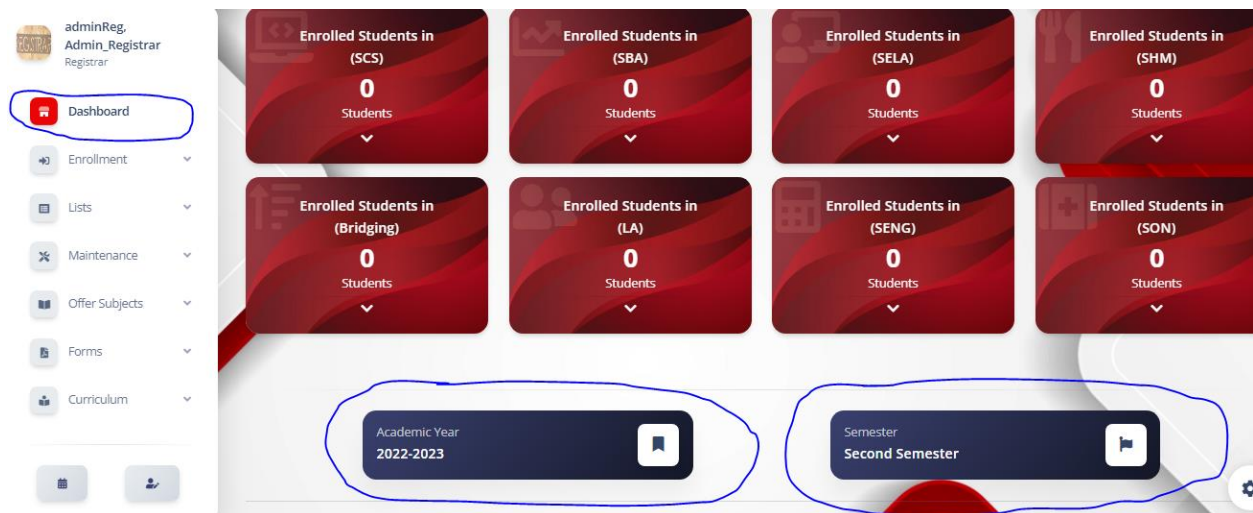


**NOTE:** if you need tech support for example **subject is not in existence**, please ask for assistance with yours truly. Thank you.

## **SECTION 2: HOW TO EDIT SCHEDULE of a SUBJECT.**

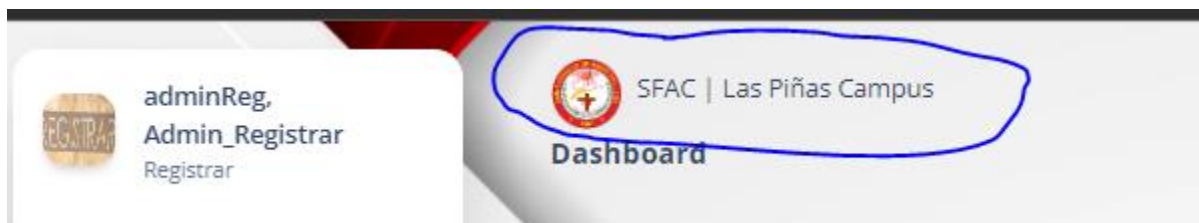
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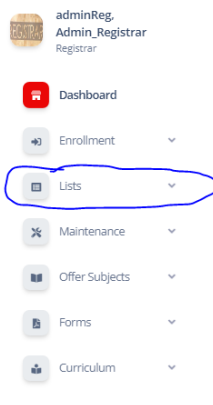
You must be in the **correct academic year and semester** otherwise you **will not see** all the changes you've made.

And also, you must be in the **correct campus**.

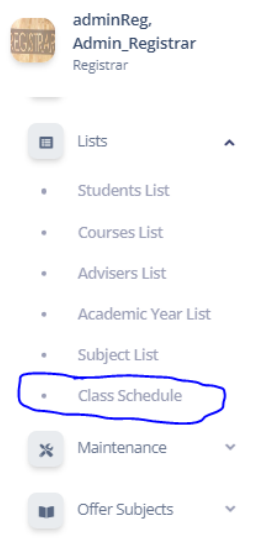




**Step 1.** To check if you have correctly inputted the schedule in your course go to the sidebar and look for the **List** tab.



**Step 2.** Click the **Class Schedule**



**Step 3.** Click the course (in our example the BSCS)

Note: Select Course to show Class Schedules List

Course:



BSCS BSBA-MM BSBA-FM BSHM BSED-FILIPINO BSED-MATH BSED-ENGLISH BEED BSED-SCIENCE BSED-SS

BSBA-OM BSEE BSECE BSCPE BA-PSYCH BSN TCP 22\_NURS\_COOP


**Step 4.** Click the **EDIT** button (in our example the BSCS)

Show 10 entries

Search...

SECTION	CODE	DESCRIPTION	UNIT(S)	PREREQUISITES	DAY	TIME	ROOM	E.A.Y	INSTRUCTOR	SPECIAL TUTORIAL	OPTIONS
232SCS_MITMW	20CCGE 104	Mathematics in the Modern World	3		TBA	TBA	TBA	2020-2021	B T	No	 

This will pop-up a screen (see images below) where you can **edit** each field on all the **TBA** inputs in our previous example.






**Subject Code** 20CCGE 104 **Subject Description** Mathematics in the Modern World **Unit(s)** 3

**Day** TBA **Time** TBA **Room** TBA

**Section** 232SCS\_MITMW **Instructor** T, B A

☐ Special Tutorial

 EDIT SCHEDULE

Subject Code	Subject Description	Unit(s)
20CCGE 104	Mathematics in the Modern World	3
Day	Time	Room
TBA	TBA	TBA
Section	Instructor	
232SCS_MITMW	T, B A	
<input type="checkbox"/> Special Tutorial		
		<b>UPDATE</b> CLOSE

If you are finished with the editing of the schedule, click the **UPDATE** button. This will **save** the updated schedule.

TBA	TBA	TBA
Section	Instructor	
232SCS_MITMW	T, B A	
<input type="checkbox"/> Special Tutorial		
		<b>UPDATE</b> CLOSE

**Step 4.** Repeat **steps 1 up to step 3** to see if the changes have been made in the system.

## Some important links.

For **Online Grades (Bacoor Campus only)** → <https://stfrancisbacoor.com/sfac-bac-ongrade> (same login information with the enrollment portal link above)

For **Online Grades (Las Piñas Campus only)** → <https://stfrancisbacoor.com/sfac-lp-ongrade> (same login information with the enrollment portal link above)

For our LMS (Schoology) → <http://stfrancis.schoology.com> (the registrar office will email you your login information.)

Official Website → <https://stfrancis.edu.ph>