Philippines School Database
Instructions for Use

Version 1, June 2010

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Getting Started

1. Open up Firefox
2. Go to the website for the database: **http://pi-schooldb.appspot.com**
3. Type in your account name and password

To make it easier to access the database, you can set up a "bookmark" in Firefox. To do this, go to the Main Menu of the database. Then in the Firefox toolbar, select "Bookmarks" and then "Bookmark this Page". You only need to do this once for your account. Then the next time you want to access the database, you can go to "Bookmarks" and select the database from the list of your bookmarks.

Password security is very important to keep the information secure. Do not share your password with others.

Main Menu

When you first log in, you will go to the Main Menu. You will see several options on the Main Menu. Do a single left-click on any button to select that option.

- MY WORK: Using "My Work", you can identify your <u>section</u> (if you are an advisor) and the <u>classes</u> that you teach. Then it is easy to find and update the information for your section and classes.
- STUDENTS: This allows you to add a new student to the database or to edit or view the information for an existing student.
- GRADEBOOK ITEMS: This allows you to add a new "gradebook item" to the database or to edit an existing one. A "gradebook item" is needed each time you want to add something to the gradebook for a class: a quiz, assignment, unit test, participation score, project output, mid test, periodic test, etc.
- MAINTENANCE: These are special options (usually used by the Guidance Office) to create a new school year, to manage information about a school's sections and classes, to identify holidays and other days off, etc.
- ATTENDANCE: This allows to you indicate the presence or absence of each student for either morning or afternoon of a school day
- GRADES:This allows you to enter the grades received for each student in a class for a specific Gradebook Item
- REPORTS: You can select from a variety of reports about a section or class
- STUDENT EMERGENCY: This is a fast way to get contact information about a student.

Definitions

Section: This is a group of students who share most or all of the same classes and have assigned a teacher advisor.

Class: A class is defined as a group of students who meet at a certain time and place for a specific subject for a given school year. An example is section Aguinaldo that meets from 9:30-10:30 for Science III during the 2010-2011 school year. The name of this class in the database would be "Science III Aguinaldo". Some classes do not meet as a section, and they will have unique name. For example, the TLE III students majoring in garments meeting from 10:30-11:30 may have a class name of "TLE III Garments A", while the other group of TLE III students majoring in garments meeting from 2:30-3:30 may have a class name of "TLE III Garments B".

Student: A student will be entered only once in the database, and their historical information will be saved for their entire career in the school system.

Gradebook Item: A gradebook item is defined for a class each time the teacher has the students in that class

perform a task. A gradebook item can be a quiz, a test, a participation score, a project, etc. -- anything for which the teacher will assign a grade for a given class. For example, if the teacher of Science III Aguinaldo has a quiz, they will add a gradebook item for that quiz in Science III for the students of Aguinaldo. The gradebook items can be different for each class that the teacher teaches.

Grades: Grades are the scores that individual students receive for the different gradebook items in a class.

Using the Database

There are some important things to know when you are using this database. Please review the information below before you begin.

Saving Information
You must always click "Save" or your work will not be saved!

Selecting a Button
To select a button, left-click once on it.

Entering Information in a Box
All of the boxes for entering information will be colored either white or tan. Boxes that are white allow you to type in anything you want. Boxes that are tan (such as Barangay or a teacher's name) will only allow entries that have already been determined by the Guidance Office. You can start typing letters in the box, and it will immediately start guessing what you want and will show the options that match those letters. For example, if you type an "f" in "Class Year", it will show you the options of "First Year" and "Fourth Year". If you type an "fo" in "Class Year", it will show you the option of "Fourth Year". If you want to see what all of the options are, double-click with your left mouse button in the tan box and it will show the list of options that you can choose. IF YOU TYPE SOMETHING COMPLETELY DIFFERENT INTO A TAN BOX, IT WILL NOT CHANGE THE VALUE. If you see an option that is missing in a tan box and needs to be added, please contact the Guidance Office and they can add it using the "Maintenance" option.

Multiple Options for Selections
In many cases, there are multiple options for how you select things. An example is selecting a student. You can ask for students that have a certain enrollment status, class year, or section. You can also just start typing their family name.

You do not have to fill out all of these boxes, only the ones that are important to you. The others you can leave blank. However if you fill out more than one box, it is best if you do them in the order shown (for example, you would fill out "Section" before you entered "Family Name"). The last thing you should do is always at the bottom of the list (in the example above, this is "Family Name"). You can just start typing the first few letters of the student's family name, and it will try to guess the name. If you need to show all names, you can double-click with your left mouse button in "Family Name" (this is very slow, so it is much better if you can type a few letters of the family name).   After you have entered something in "Family Name", a list of students is shown. You can select the student you want by left-clicking on it once and then either hitting the Enter key or left-clicking once on "Select". Using "View a Student" as an example, here are some examples of how this works:

A.   To show all Third Year students, select "Third Year" in "Class Year" and then double-click with

your left mouse button in "Family Name".

B.   To show all students in section Rizal, select "Rizal" in "Section" and then double-click with your left mouse button in "Family Name".

C.   To show all students with a family name that starts with "bac", type "bac" in "Family Name".

One important note is that some selections (such as all students) may take a long time. Therefore it is helpful to always narrow down the search as much as you can by typing a few letters (3-4) of the family name or by restricting the search to a certain Class Year or Section.

The steps described above allow you to do what is called "filtering", or selecting things that meet a certain criteria. For example, it allows you to show a list of students in a certain section (by selecting something in "Section") or students that have dropped (by picked "Dropped" under "Enrollment Status"). Remember, you always need to type something or double-click with your left mouse button in "Family Name" so the database knows you are ready to get the results.

Selecting from a List
To select something from a list (for example, to pick a single student from a list of students), left-click on it once and then either hit the "Enter" key or left-click once on the "Select" button.

Sorting a List
You can sort different ways by just clicking on the word in the heading. An example is that a list of students is normally given in alphabetical order by family name. However, by clicking on the list heading "Section", it rearranges alphabetically by Section.

Copying and Pasting to a Spreadsheet
If you would like to move information from the database into a Calc spreadsheet, you can highlight the information by putting your mouse in the upper left-hand corner of the table of information, pushing down and holding your left mouse button, dragging the mouse to the lower right-hand corner of the table of information, and then releasing the mouse button. Select "Edit" and "Copy". Then go to Calc, left-click once on the cell where you'd like to place the information, and select "Edit" and "Paste".

Printing Information
If you would like to print anything, just go to "File" and "Print". You may want to do a "Print Preview" first to see what it will look like.

How Names are Alphabetized
All names (students, teachers, administrators, and other contacts) are shown in tan boxes with **family name first.** They may be shown in the tan box with first name listed first, but you must type the family name to find them in the list.

Typing an Enye
On the computers with Linux at CNHS, type the following sequence one at a time: the "Left Window" key (next to the left CTRL key), the "n" key, and then finally the "~" key (next to the 1 key).

For Windows computers, an enye is usually typed by holding down the Alt key while you type 164 on the numeric keypad.

Students

One of the important functions of the database is to keep track of student information. This information only needs to be entered once, when the student first enrolls. Then for each following year, the student just needs to be assigned to their new section. The database also allows for updating student information, such as when a phone number or address changes.

To manage student information, left-click once on the "Student" button on the Main Menu. You will then have the option to Add, Edit, or View student information. "Add" means that a new student will be created in the database and their information will be stored. "Edit" means that you can change the information that has already been entered about a student. "View" means you can look at the information for a student but not change it. Each of these will be described below.

Remember that for the tan boxes, you must use the options that are already there – if you try to type different information, it will <u>not</u> be saved.

<u>Adding a Student</u>
This should be done only once, when the student enrolls. [If you need to change information about a student that has already been added, go to "Editing a Student" below.]

Here is the process for adding a student. Information required for the Form 137 is indicated with a "*".

1. Before entering a new student, you should check to make sure the student is not already in the database. To do this, use the "Viewing a Student" option described below. **If the student is already in the database, you should not enter them again!** You can use the "Editing a Student" option described below to make any needed changes.
2. Left-click once on the "Student" button on the Main Menu.
3. Then left-click once on "Add" on the "Work with Students" page.
4. A new window will open with places to enter all of the needed student information. This is shown on the next page. You can use the "Tab" key to move from one box to the next.
5. NAME:
    Enter the students First Name*, Middle Name*, and Family Name*.
6. PERSONAL INFORMATION:
    Select the student's Gender*.

    Enter the Municipality* and Barangay* where the student is living. These are tan boxes, so you can just start typing the first letters of the municipality and barangay names, and they will show you the options. Select the correct option.

    Enter the student's address (if applicable).

    Enter the student's Date of Birth*. You can either type their date of birth using MMDDYYYY format, or you can click on the calendar to select the student's birth date.

    You can save time in entering information about the parents/guardians if the student has brothers and sisters who have already been entered in the database. Click "Search for Brothers and Sisters". If there are students with the same last name, it will show them. If you want to look at the information for one of those students, left-click once on their name and then click "Check Family". It will show the parents or guardians for that other student. If that is the same for this student, click "Keep Family" and it will automatically add that information for the student you are entering. If it is not the correct family, click "Cancel Search". This should save you time in

entering new students who already have brothers and sisters at the school.

Click "New Parent or Guardian" to enter the Name* of the student's parents or guardian. (Note that if you did not do the brothers and sisters check, it will ask you if you want to. Click "Cancel" if you do not want to.) If the municipality, barangay, and address information is the same, you do not need to enter it again. Make sure to indicate at the bottom the relationship of the student to this person. Because more than one parent or guardian can be entered, also select the order in which to contact parents in "Order to Contact". Make sure to click "Save" when you are finished.

You can enter information about more than one parent or guardian by click "New Parent or Guardian" again.

7. CONTACT INFORMATION:
Enter information about the student's phone number(s) or e-mail address.

8. STUDENT INFORMATION:
Enter the students Enrollment Status* and the Date of Change. The date is very important, because it tells the database what the school year is. **If you do not enter Enrollment Status and the Date of Change for Enrollment Status, the information will not be saved!**

Enter the student's Class Year* and the Date of Change.

Enter the student's Section* and the Date of Change. Because sectioning is sometimes done later after the end of the enrollment period, this can be done later.

Enter the student's Ranking, if available, and the Date of Change.

Enter the student's Designations* (e.g., repeater, Balik Aral, Transfer In), if applicable, and the Date of Change. If a student has multiple designations, enter each of them along with the date.

Then click the button "Show Childhood History".

Enter the student's Birth Province*, Birth Municipality*, and Birth Baranagay*. If the student was born in a different country, encode that information in the white box "Birth Country". If the Birth Municipality and Birth Barangay are not in the lists shown in the tan boxes, you can type them in the white boxes entitled "Birth Municipality (Not In List)" and "Birth Barangay (Not In List)"

Enter the student's Elementary School*, Elementary GPA*, Elementary Graduation Date*, and Years in Elementary School*.

9. When you are finished, be sure to click the "Save" button. **The information will not be saved if you do not click the "Save" button. Also make sure that the Enrollment Status and Date of Change for Enrollment Status have been completed, or the information will not be saved.**

Always remember: Garbage In, Garbage Out (GIGO). Make sure all of the information is accurate and complete before you select "Save".

Editing a Student
Once you've added a student, this gives a way for you to make changes in that student's information – either corrections or updates.

1. Left-click once on the "Student" button on the Main Menu.

2. Left-click once on "Edit" on the "Work with Students" page.

3. There are several ways to look for a specific student. You can choose Enrollment Status, Class Year, or Section. You may enter any of those that you like. Finally, begin typing the student's family name and you will be shown students whose family names match what you've typed.

4. To select a student to view from the list left-click on it once and then and then either hit the "Enter" key or left-click once on the "Select" button.

5. The information about the student will be shown. You can find the items that need to be changed and make the changes. Remember that for the tan boxes, you <u>must</u> use the options that are already there – if you try to type different information, it will not be saved. Be sure to enter the date in the "Student Information" section if you change any enrollment information!

6. When you are finished, be sure to click "Save" – otherwise the information you just entered will be lost.

<u>Viewing a Student</u>
Left-click once on the "Student" button on the Main Menu.
1. Left-click once on "View" on the "Work with Students" page.

2. There are several ways to look for a specific student. You can choose Enrollment Status, Class Year, or Section. You may enter any of those that you like. Finally, begin typing the student's family name and you will be shown students whose family names match what you've typed.

3. To select a student to view from the list left-click on it once and then and then hit the "Enter" key or left-click once on the "Select" button.

4. The information about the student will be shown. You will not be able to change it, just look at it.

5. When you are done, click "Finished"

Attendance

This option allows teachers to enter the attendance information for their section. Attendance is entered by selecting a section and then identifying what students were present or absent in that section for each school day, for both morning and afternoon.

<u>Opening the Attendance Record for a Section</u>
From the Main Menu, select "Attendance" (under "Perform Tasks")
1. Under "Section Name", you can start typing the section name. The program will try to guess the section based upon what you type, and it will show you options. If you want it to show all sections, just double-click the left mouse button in the blank instead of entering a section name.

2. When you see your section, left-click it one time and then hit "Enter" or left-click once on the "Select" button.

3. The student records for that section will be loaded. You will see the current week and the last week.

<u>Marking Attendance of an Entire Section for a Day</u>
This is the fastest way to enter attendance information for your section. You can record that every student was present for both the morning and afternoon with a single click. You can only do this once, before any information has been added and there are question marks shown for each student's attendance. Once you do this, you can then go back and mark which individual students were absent (see the next section).
1. Move your mouse to the letter for the day of the week that you want to mark (these are shown at the top

of the list of students).
2. Click your left-mouse button once on the letter.
3. You will see every student's attendance change to a green check mark for both the morning and the afternoon. This indicates that all students were present.

Marking an Individual Student Absent or Present
To mark a student as present or absent, you will always start by clicking on the letter for the day of the week that you want to change. You can tell that this day has been selected because a red outline will show around all of the students for that day.
1. If you want to change both the morning and afternoon, you can just click on the student's name and it will change both at the same time.
2. You then find the student's name and click on either the morning or afternoon for that day . A single click will change a green check mark (present) to a red "x" (absent), or vice versa.
Remember, you must always select the day first!

Saving Your Work
When you are done working on the attendance for this section, click "Save" at the bottom of the page. Your work will be saved, and you will be returned to the Main Menu. If you do not want to save your work, click "Cancel".
You must always click "Save" or your work will not be saved!

You will then return to the Main Menu.

Going to a Different Week
If you would like to go to earlier weeks and review or change the entries, do a single left-click on the calendar button labeled "Choose a Start Date". This will open a calendar and you can pick the starting date of the two-week period you would like to show. It will load the earlier information and you can make changes or review the information.

Other Information
1. You will not be able to enter attendance information for a day until that day arrives.
2. To mark the days that there are no classes, see "Maintenance". This will be done by the Guidance Office for the entire school.

You can create attendance reports. To do this, see the section on Reports.

Reports

To view a report, go to the Main Menu and click "Reports". Note that you can also go to Reports from your My Work page.

Then you select the type of report you want.

Attendance Reports
1. Choose the section.
2. Select the Start Date and End Date. You can type in the values or use the calendar.
3. Chose the Report Type (Daily or Student Summary).
4. Click "Create Report".
5. The report will then be displayed. If you want, you can copy and paste this information into spreadsheet.
6. When you are finished viewing the report, click "Finished".

Student Age Summary
1. You can choose to show the report by Class Year or by Section.
2. Then choose the date of the report.
3. Choose the maximum and minimum ages to include in the report.
4. Put a check in the "Trim Years" box, if you don't want to show every age but only the ages with one or more students.
5. Finally, you can select the students actual age, or their age at the beginning or end of the school year using the Dep Ed calculation of age.
6. Click "Create Report".
7. The report will then be displayed. If you want, you can copy and paste this information into spreadsheet.
8. When you are finished viewing the report, click "Finished".

Age Calculation
The age in June is calculated as follows:
- If the student's birthday is from January-March, subtract the year of their birth from this year and add 0.5.
- If the student's birthday is from October-December, subtract the year of their birth from this year and subtract 0.5.
- If the student's birthday is from April-September, subtract the year of their birth from this year.

For all birth dates, the age in March is calculated by adding 0.75 to the age in June.

Examples:
- The student's birth date is March 15, 1995. This school year is 2010. Since their birthday falls from January-March, use the first formula. Their age in June is (2010-1995)+0.5 = 15.5, and their age in March is 15.5+0.75 = 16.25.
- The student's birth date is December 23, 1997. This school year is 2010. Since their birthday falls from October-December, use the third formula. Their age in June is (2010-1997)-0.5 = 12.5, and their age in March is 12.5+0.75 = 13.25.
- The student's birth date is August 19, 1998. This school year is 2010. Since their birthday falls from January-March, use the second formula. Their age in June is (2010-1998) = 12, and their age in March is 12 +0.75 = 12.75.

Section List and School Register
For these reports, choose the section you want and click "Create Report". You will do a separate School Register report for boys and girls, so you must also select the gender as well as the section name.

Grades and Gradebook Items

Coming soon...

My Work

"My Work" makes it easier for a teacher to manage their advisory section and class. The first thing a teacher must do is to tell the database what sections and classes are important. Normally a teacher would choose their advisory section and the classes that they are teaching. However a teacher can pick any sections and classes to include in their "My Work", depending on what is convenient for them.

Setting Up My Work Sections and Classes
This would normally be done at the beginning of the school year, but it can be changed at any time.

1. From the Main Menu, click "My Work".
2. Click "About Me" in "My Info".
3. The database will display the sections and classes you have already selected, if any.
4. You can add or remove sections using the options in "My Sections". In the "Section" tan box, type the first few letters of the section you want to add or remove (or you can double-click to show them all). Select the section. Then click either "Add Section" to add it to your list, or "Remove Section" to remove it from your list.
5. You can add or remove classes using the options in "My Classes". In the "Class" tan box, type the first few letters of the class you want to add or remove (or you can double-click to show them all). Select the class. Then click either "Add Class" to add it to your list, or "Remove Class" to remove it from your list.
6. When you are finished, click the "Save" button.

Note: If you try to remove a class or section by selecting from either list shown under "Name" on the left, it will not make the change. You must put the section or class name in the tan box and then click "Remove".

Maintenance: Editing Your Teacher Information

The Maintenance option allows the Guidance Office to set important values used by the database, such as section names, classes, and school information. The Guidance Office can create new values or edit or view existing values.

Teachers can edit or view their own information using the following procedure.

New, Edit, or View Maintenance Values
1. From the Main Menu, click the "Maintenance" button.
2. Then select "Teacher".
3. Then pick Edit or View, depending upon what you want to do.
4. If you edit, make the needed changes and then select "Save".

Practice Database

If you would like more practice or would like to experiment, you can use the practice database. It is at
http://pi-schooldb-practice.appspot.com
Your gmail account may not be set up for this, so you can use one of the practice gmail accounts below.

pi.practice.teacher1
pi.practice.teacher2
pi.practice.teacher3

The password for each of these gmail accounts is pi-database

E-Mail Addresses for Help

Sir Neal: pi.db.developer@gmail.com
Ma'am Rene: rlbierb@yahoo.com

We would love your ideas for making the database easier and better for you!