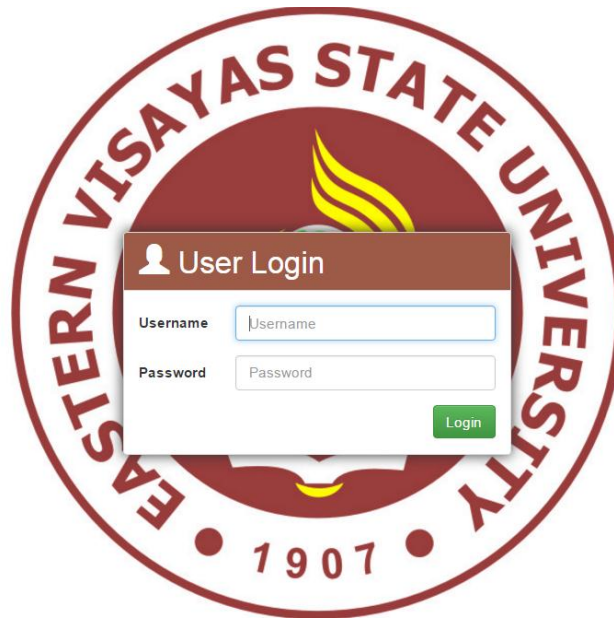1. First, the admin should log in first to be able to register the faculty/students since admin has the power to control the system.

2. Fill in all the blanks that needs information above to complete the registration.

3. After that you can click the Button Add Evaluator and to start evaluation you should log in the user.

4. Set the Active or current School Year to avoid confusion.

5. Adding CCE Criteria by just entering the Criteria and their corresponding points and click Save. It can be edited if there will be some errors or it can also be deleted.

Add CCE Criteria

Criteria ▲	Point System ⬍	Action ⬍
1. Originality	25% of 2- 7 pts	Edit ✎ Delete 🗑
1. Originality, educational impact, documentation	60% of 7 (.6 x 7)	Edit ✎ Delete 🗑
1. Use of indigenous materials	20% of 2 - 7 pts.	Edit ✎ Delete 🗑
1.1 Highest relevant academic degree or educational attainment		Edit ✎ Delete 🗑
1.1.1 Doctorate	85	Edit ✎ Delete 🗑
1.1.2 Master's Degree	65	Edit ✎ Delete 🗑
1.1.3 LLB and MD	65	Edit ✎ Delete 🗑
1.1.4 Diploma Course (Above a Bachelor's Degree)	55	Edit ✎ Delete 🗑
1.1.5 Bachelor's Degree		Edit ✎ Delete 🗑

6. Adding Subject by entering the Subject Code and the Descriptive Title and click Save.

Add Subject

Subject Code		Action
IT 412L	COMPUTER ARCHITECTURE	Edit — Delete □
IT 312	FILE ORGANIZATION	Edit — Delete □
IT 45	SOFTWARE PROJECT II	Edit — Delete □
IT 234	SOFTWARE PROJECT I	Edit — Delete □
IT 456	DATA STRUCTURE AND ALGORITHM	Edit — Delete □
IT 890	DATABASE	Edit — Delete □
IT 78	SOFTWARE ENGINEERING	Edit — Delete □
IT 90	MULTIMEDIA	Edit — Delete □

7. School Registration entering the School Name, School Address, School Contact and click Save.

8. Adding Class, Entering the instructor, Subject, Year and Section, School Year semester and click Save.

9. Add CCE Criteria, enter criteria, and the activated rating period and click save.

10. REPORTS, it can be seen here the QCE and CCE Reports result and their position.

Name	School	Student 30%	Self 20%	Peer 20%	Supervisor 30%	QCE Result	CCE Result	Position
Allan Jude	Eastern Visayas State University	25	12.2	18	22.5	77.7	85	Instructor II
Deborah	Eastern Visayas State University	24	14	0	0	38	72	Instructor II
Dindo	Eastern Visayas State University	0	0	0	0	0		Instructor I
Eric	Eastern Visayas State University	0	0	16.9	0	16.9		Instructor II
Jessie	Eastern Visayas State University	0	0	0	0	0		Instructor III
Lyra	Eastern Visayas State University	0	0	0	0	0		Instructor I
Ronnie	Eastern Visayas State University	0	0	0	0	0		Instructor II

Showing 1 to 7 of 7 entries