

USER MANUAL

FOR

Attendance

Monitoring

system





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Introduction

Welcome to the Global Reciprocal Colleges Student Portal for Attendance Monitoring. This user manual is designed to help administrators efficiently manage the attendance monitoring system.

HARDWARE COMPONENTS

DESKTOP/LAPTOP

Processor: Intel Xeon or equivalent (quad-core or higher)

RAM: Minimum 8 GB

Storage: SSD, minimum 256GB (expandable based on data size)

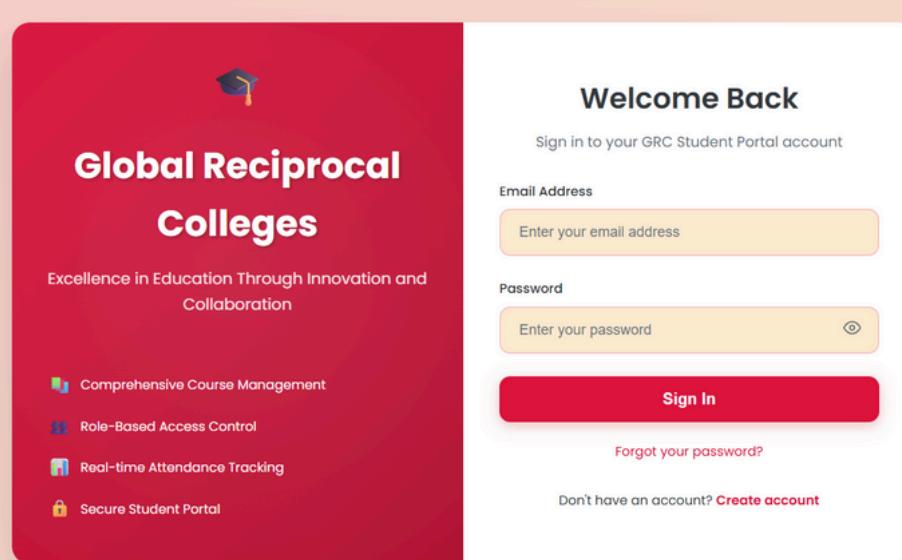
Network Interface: Gigabit Ethernet

OS: Linux (Ubuntu/CentOS) or Windows Server



Getting Started Accessing the System

1. Open your web browser
2. Navigate to the portal URL: <http://localhost/GRC/> (or your configured domain)
3. You will be directed to the login page



for user manual navigate this portal <http://grc.gt.tc/manuals/>
or scan this cr code





USER MANUAL

FOR

ATTENDANCE
MONITORING SYSTEM

BY



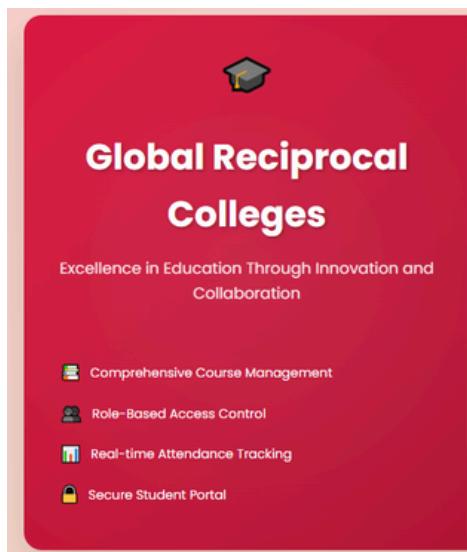


Log In Page

Step 1: Complete the Registration Form

To get started, simply fill out the required forms. This will allow you to create and set up your account, ensuring a smooth and personalized experience from the very beginning.

Web Page Overview



Welcome Back

Sign in to your GRC Student Portal account

Email Address

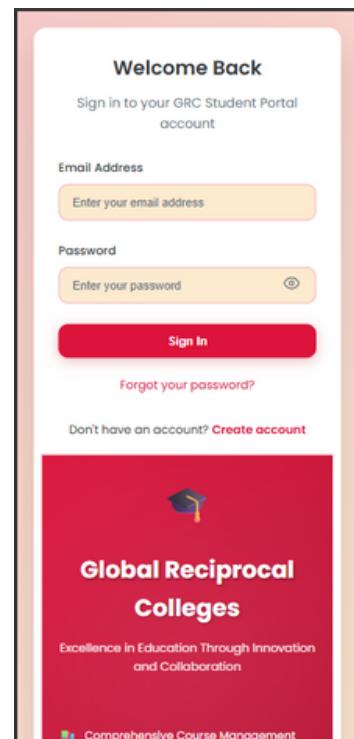
Password
 (@)

Sign In

Forgot your password?

Don't have an account? [Create account](#)

Mobile Overview

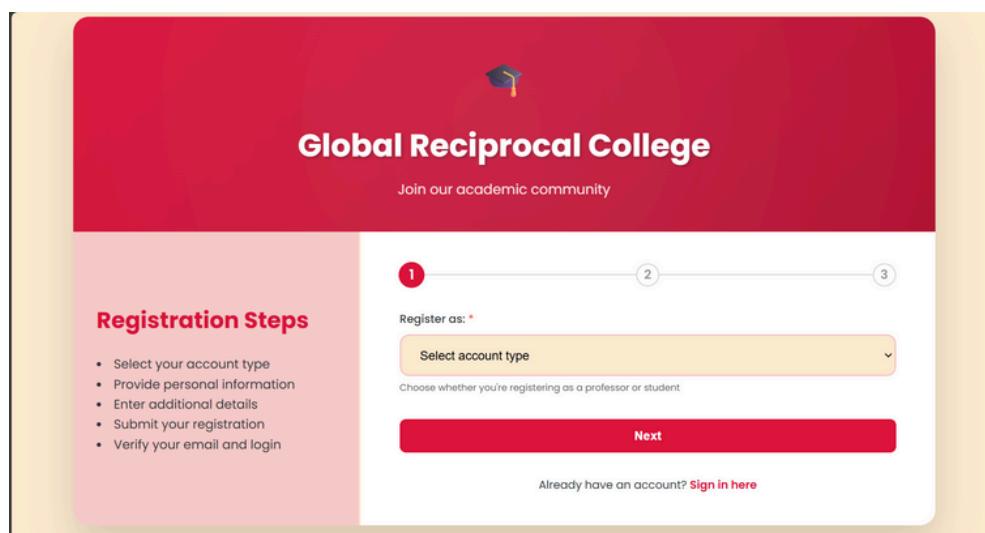




Log In Page

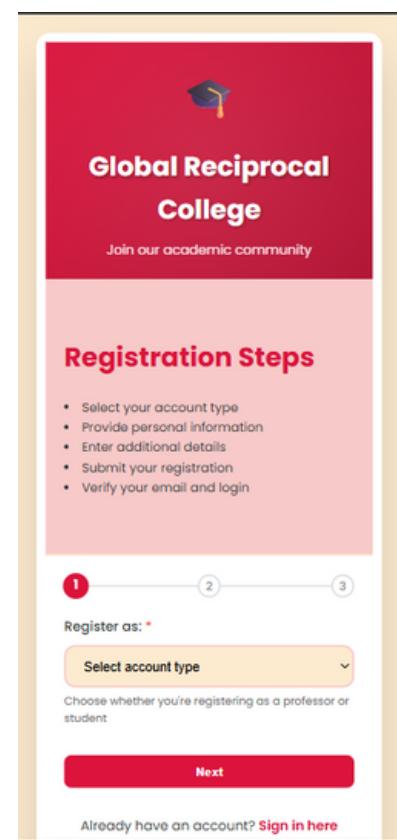
Step 1.1 : You will be asked to select an account type. It's either "Professor" or "Student".

Web Page Overview



A screenshot of a web browser showing the first step of a three-step registration process for Global Reciprocal College. The header features a graduation cap icon and the text "Global Reciprocal College" with a subtext "Join our academic community". A sidebar on the left titled "Registration Steps" lists five steps: Select your account type, Provide personal information, Enter additional details, Submit your registration, and Verify your email and login. The main form area shows a step indicator at the top with circles 1, 2, and 3. A dropdown menu labeled "Select account type" is open, with a placeholder "Choose whether you're registering as a professor or student". Below the dropdown is a red "Next" button. At the bottom of the form, there is a link "Already have an account? [Sign in here](#)".

Mobile Overview



A screenshot of a mobile device displaying the same registration step 1 as the web version. The layout is identical, including the header, sidebar, step indicator, dropdown menu, "Next" button, and sign-in link. The mobile view shows the website content within a responsive container.



Registration Page

Step 1.2: Complete the Registration Form

To get started, simply fill out the required forms. This will allow you to create and set up your account, ensuring a smooth and personalized experience from the very beginning.

Web Page Overview

Join our academic community

Registration Steps

- Select your account type
- Provide personal information
- Enter additional details
- Submit your registration
- Verify your email and login

1 2 3

First Name *

Enter your first name

Last Name *

Enter your last name

Email Address *

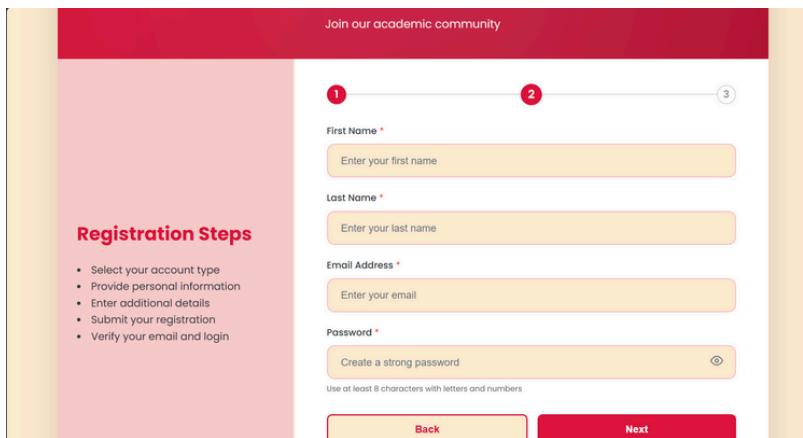
Enter your email

Password *

Create a strong password

Use at least 8 characters with letters and numbers

Back Next



Mobile overview

Registration steps

- Select your account type
- Provide personal information
- Enter additional details
- Submit your registration
- Verify your email and login

1 2 3

First Name *

Enter your first name

Last Name *

Enter your last name

Email Address *

Enter your email

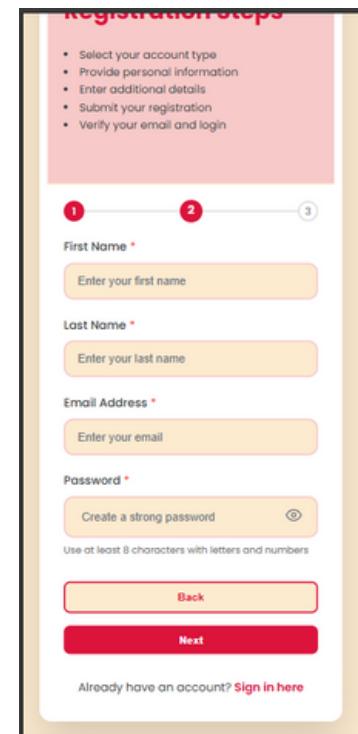
Password *

Create a strong password

Use at least 8 characters with letters and numbers

Back Next

Already have an account? [Sign in here](#)





INTRODUCTION

USER MANUAL

FOR

STUDENTS

BY





Student Dashboard

Step 1: Access Your Dashboard

Once you've successfully signed in or created your student account, you'll be automatically directed to your personalized Dashboard. Here, you can effortlessly track the accuracy of your attendance, monitor key details, and access other important information tailored to your needs. It's your hub for staying on top of your academic journey.

Web Page Overview

The screenshot shows the Global Reciprocal Colleges Student Dashboard. On the left, a sidebar menu includes 'Dashboard', 'My Classes', 'Enrollment', 'Archive', and 'Settings'. The main area displays four class cards:

- Introduction to Programming** (CS101 Section A): 100.0% Attendance Rate. Recent attendance: Jan 17, 2024 (View), Jan 15, 2024 (View). Buttons: Present (green), Absent (red), Late (yellow), Excused (blue).
- Database Systems** (CS201 Section C): No attendance records yet. Button: + Start Tracking.
- Engineering Mathematics** (ENGI01 Section D): 75.0% Attendance Rate. Recent attendance: Oct 18, 2025 (View), Oct 4, 2025 (View). Buttons: Present (green), Absent (red), Late (yellow), Excused (blue).
- System Architecture** (System Architecture Class): 50.0% Attendance Rate. Buttons: Present (green), Absent (red), Late (yellow), Excused (blue).

A callout arrow points from the 'View' button in the first card to a detailed 'Attendance and Remarks' modal window at the bottom right. This modal has columns for STUDENT, STATUS, and REMARKS. It shows Denmar Curtivo with a green 'Present' status and the remark 'mabait'.



Mobile View

The screenshot shows the GRC Student Dashboard. At the top, it says "Welcome, Denmar". Below that is a red header bar with "Student Dashboard" and a "Refresh" button. The main content area has a yellow background. It displays the title "HOW TO BE HOTDOG" and "HOW TO BE HOTDOG Class". A large red box highlights the "Attendance Rate" which is "50.0%". Below this, there are four categories: "Present" (1), "Absent" (1), "Late" (0), and "Excused" (0). Under "Recent Attendance", it shows "Aug 31, 2025" and a "View" button. At the bottom, there is a navigation bar with icons for Dashboard, My Schedule, Classes, and Archive.

This is a zoomed-in view of the "Attendance and Remarks" section from the previous screenshot. It shows a table with three columns: "STUDENT", "STATUS", and "REMARKS". The student listed is "Denmar Curtivo", the status is "Present", and the remark is "Congrats pumasok din". The background of this view is dark.



Class schedule

Step 1.1: View Your Schedule and Enroll in Classes

Click on “My Classes” to view the list of courses you're officially enrolled in. If you haven't enrolled in any classes yet, simply select “Enroll in Class” and enter the class code provided by your professor to complete your enrollment.

You can also easily unenroll from any class right from this page, allowing you to manage your schedule with flexibility and ease.

Web Page Overview

The screenshot illustrates the Global Reciprocal Colleges web application interface, showing the following components:

- Global Reciprocal Colleges** header with a Welcome message and user profile.
- Student Panel** sidebar with links: Dashboard, My Classes (highlighted), Enrollment, Archive, and Settings.
- My Classes** page (red background):
 - Tile View: Shows course cards for SOC7200C, NOV0094U, CS201 Section C, ENGLW59V, and others.
 - List View: Shows course cards for WLCV009EN, EWAN Class, TUMESTING KA Class, 2 Class, 16P84YJU, Kinstdgtnk Class, and others.
 - Buttons: View Attendance and X Unenroll.
 - A red box highlights the "Enroll in Class" button in the top right corner.
- Attendance and Remarks** page (red background): A table showing attendance records for two dates: 2025-09-07 and 2025-09-02. Statuses include Present and Excused.
- Confirm Unenrollment Request** modal (yellow background):
 - Submit Unenrollment Request button.
 - Important Note: Your professor will need to approve this request before you are unenrolled from the class.
 - Cancel and Submit Request buttons.
- Enroll in Class** page (red background):
 - Enter the class code provided by your professor to enroll in a class.
 - Class Code input field: Enter class code (e.g., ABC123).
 - Cancel and Enroll buttons.



Mobile Overview

A screenshot of a mobile application interface for "GRC". At the top, there is a red header bar with the "GRC" logo on the left, a "Welcome, Denmar" message in the center, and a bell icon and settings icon on the right. Below the header is a large red callout box containing the title "My Classes" with a list icon, followed by a descriptive text: "View and manage your enrolled classes. Toggle between Tile and List views." Below this box is a toggle switch labeled "Tile View" (which is selected) and "List View". A red button labeled "+ Enroll in Class" is also present. The main content area displays two course entries. The first entry is for "5OK7ZE0C" (MWF 8:00-9:30 AM), "CS101 Section A" (Introduction to Programming, Prof. Danhil Baluyot, Room: Room 101). It includes a "View Attendance" button and an "Unenroll" button. The second entry is for "NOW0G94U" (MWF 1:00-2:30 PM). At the bottom, there is a navigation bar with four items: "Dashboard" (selected), "Classes", "Enrollment", and "Archive".

GRC Welcome, Denmar

My Classes

View and manage your enrolled classes. Toggle between Tile and List views.

Tile View List View

+ Enroll in Class

5OK7ZE0C MWF 8:00-9:30 AM

CS101 Section A
Introduction to Programming
Prof. Danhil Baluyot
Room: Room 101

View Attendance

X Unenroll

NOW0G94U MWF 1:00-2:30 PM

Dashboard Classes Enrollment Archive



Enrolled Classes

Step 1.2: Manage Your Enrollments

Click on “My Enrolled Classes” to view your current enrollments. If you wish to unenroll from a subject, simply click “Unenroll” next to the class. Afterward, please wait for confirmation from your professor regarding the unenrollment request.

Web Page Overview

The screenshot shows the Global Reciprocal Colleges student portal. The left sidebar has navigation links: Student Portal, Dashboard, My Classes, Enrollment (which is selected), Archive, and Settings. The main content area has a search bar at the top. Below it, there's a filter dropdown set to 'All Departments'. A row of教授 cards is shown, each with a 'View Subjects' button. The fifth card, for Maria Santos, has its 'View Subjects' button highlighted with a red box and has a black arrow pointing to a modal window. The modal window is titled 'Subjects taught by Maria Santos' and lists 'MATH101 - Calculus I' with 'Prof. Maria Santos • Section: 302'. It has an 'Enroll' button and a 'Close' button.



Mobile Overview

GRC Welcome, Denmar

Enrollment

Search for professors and enroll in subjects they offer.

Search professors by name or ID

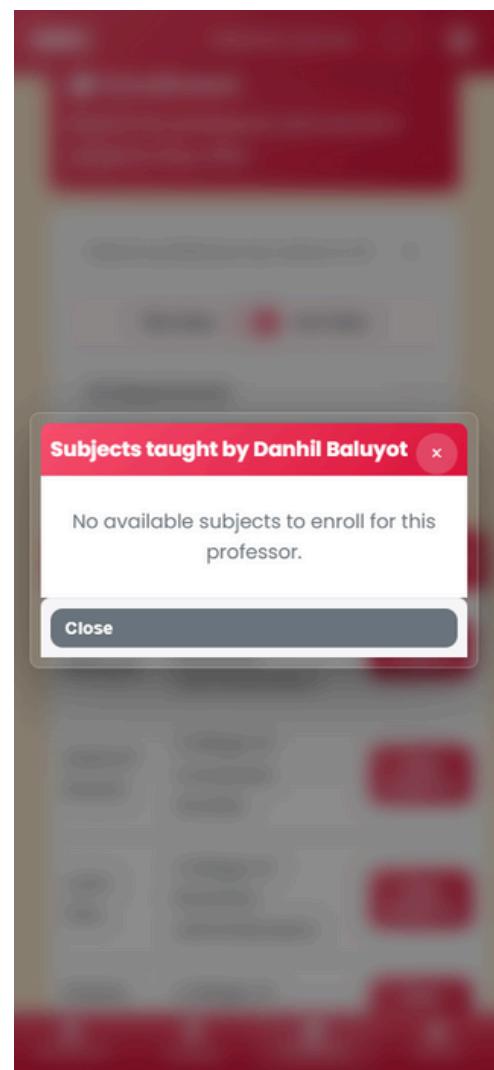
Tile View List View

All Departments

X Clear Filters

Name	Department	Actions
Danhil Baluyot	College of Business Administration	
DERICK Boado	College of Computer Studies	
John Doe	College of Business Administration	
Robert	College of	

Dashboard Classes Enrollment Archive





NOTIFICATION

The screenshot shows the GRC Student Dashboard. On the left is a sidebar with navigation links: Student Panel, Dashboard, My Classes, Enrollment, Archive, and Settings. The main area is titled "Student Dashboard". It displays six course cards:

- Introduction to Programming** (CS101 Section A): Shows an **Attendance Rate** of **100.0%**. Recent attendance data for Jan 17, 2024, and Jan 15, 2024, is listed with "View" buttons.
- Database Systems** (CS201 Section C): Shows "No attendance records yet" and a "+ Start Tracking" button.
- Web Development** (CS301 Section A): Shows "No attendance records yet" and a "+ Start Tracking" button.
- Engineering Mathematics** (ENG101 Section D): Shows an **Attendance Rate** of **75.0%**.
- System Architecture** (System Architecture Class): Shows "No attendance records yet" and a "+ Start Tracking" button.
- HOW TO BE HOTDOG** (HOW TO BE HOTDOG Class): Shows an **Attendance Rate** of **50.0%**.

A large, hand-drawn style arrow points from the top right towards the bottom right, where a modal window titled "Notifications" is displayed. This window lists four enrollment notifications:

- Enrollment Successful!**: You have successfully enrolled in Web Development (CS301-A) on Oct 24, 2025, 7:39 pm. (Oct 24, 2025, 10:39 PM)
- Enrollment Successful!**: You have successfully enrolled in ENAN (WLCV01B) on Oct 24, 2025, 7:39 pm. (Oct 24, 2025, 10:39 PM)
- Enrollment Successful!**: You have successfully enrolled in Introduction to Programming (S1ACK001) on Oct 16, 2025, 8:09 pm. (Oct 16, 2025, 11:09 PM)
- Enrollment Successful!**: You have successfully enrolled in 2 (WLCV01B) on Oct 16, 2025, 8:09 pm. (Oct 16, 2025, 11:09 PM)

At the bottom of the notifications window is a "Load More" button.



Archived Classes

Step 1.3: View Archived Semesters

Click on “Archive” to access a list of semesters that have already ended. This allows you to review past courses and academic history.

Web Page Overview

A screenshot of a web browser displaying the Global Reciprocal Colleges (GRC) student portal. The top navigation bar is red and includes the GRC logo, a user profile for 'Denmar', and a search bar. On the left, a vertical sidebar menu is titled 'Student Portal' and lists 'Dashboard', 'My Classes', 'Enrollment', 'Archive' (which is currently selected), and 'Settings'. The main content area has a yellow background and features a red header bar with the text 'My Archived Classes'. Below this, there is a message stating 'No archived classes found.' with a small icon of a folder.

Mobile Overview

A screenshot of a mobile device displaying the GRC app. The top status bar shows 'GRC' and 'Welcome, Denmar'. The main screen has a light beige background. At the top is a red header bar with the text 'My Archived Classes'. Below this is a white card with a red header '2025-2026 - 2nd Semester' and a sub-header '1 archived classes'. It lists a single course: 'HOW TO BE POGI (IT 304) - Prof. Danhil Baluyot - CCF - CCF'. The bottom of the screen features a red footer bar with icons for 'Dashboard', 'My Schedule', 'Classes', and 'Archive'.



Student Account Settings

Step 1.4: Update Your Account Settings

Click on “Account Settings” to view and manage your profile information. You’ll have the option to update your personal details and change your password as needed.

Web Page Overview

The screenshot shows the GRC web application's account settings interface. On the left, there's a sidebar with a 'Student Panel' menu containing 'Dashboard', 'My Classes', 'Enrollment', 'Archive', and 'Settings'. The main area has a red header bar with the text 'Account Settings'. Below this, there are two main sections: 'Profile Information' and 'Change Password'. The 'Profile Information' section contains fields for 'FIRST NAME' (Denmar), 'LAST NAME' (Curtivo), 'EMAIL' (dcurtivo@gmail.com), and 'MOBILE' (+539456789012). A red 'Update Profile' button is at the bottom. The 'Change Password' section has fields for 'CURRENT PASSWORD', 'NEW PASSWORD', and 'CONFIRM NEW PASSWORD', with a red 'Change Password' button at the bottom. The top right of the page shows a welcome message 'Welcome, Denmar' and some icons.

Mobile Overview

The screenshot shows the GRC mobile application's account settings interface. At the top, it says 'GRC' and 'Welcome, Denmar' with a bell icon and a gear icon. Below this is a large red header bar with the text 'Account Settings' and a gear icon. The main content area has a yellow background. It starts with a 'Profile Information' section featuring a person icon and the text 'Update your personal details'. This is followed by a card with 'USER ID STU001'. Then there are input fields for 'FIRST NAME' (Denmar), 'LAST NAME' (Curtivo), and 'EMAIL' (dcurtivo@gmail.com). At the bottom, there are four navigation icons: 'Dashboard' (home), 'Classes' (book), 'Enrollment' (graduation cap), and 'Archive' (file).



INTRODUCTION

USER MANUAL

FOR

PROFESSORS

BY





Step 1: View Your Attendance Report

Click on “Dashboard” to view the attendance report for each of your enrolled subjects. This provides you with a detailed overview of your attendance history.

Professor Dashboard Webpage Overview

The screenshot shows the 'Professor Dashboard - Attendance Reports & Analytics' page. On the left, a sidebar menu includes 'Professor Panel' with options for 'Dashboard', 'Subjects', 'Students', 'Class', and 'Archive'. The main area displays six subject cards:

- WUR72ESJ**: Attendance Rate 66.7%, Recent Sessions: Oct 18, 2025 (View), Aug 30, 2025 (View).
- NOWD094U**: Attendance Rate 58.3%, Recent Sessions: Oct 18, 2025 (View), Oct 4, 2025 (View).
- EWAN**: Attendance Rate 0.0%.
- HOW TO BE HOTDOG**: Attendance Rate 50.0%.
- HOW TO BE POGI**.

A large black arrow points from the bottom right towards the detailed attendance report for Saturday, October 18, 2025.

This section lists sections and enrolled students:

- Section Unassigned (2 students)**: Denmar Curtivo (STU001, Enrolled: Oct 18, 2025) and Denmar Curtivo (STU001, Enrolled: Oct 15, 2025).
- Section 301 (6 students)**: Mike Brown (STU005, Enrolled: Aug 28, 2025), Denmar Curtivo (STU001, Enrolled: Aug 30, 2025), Jane Smith (STU002, Enrolled: Aug 28, 2025), Jane Smith (STU002, Enrolled: Aug 28, 2025), Sarah Wilson (STU004, Enrolled: Aug 28, 2025), and Sarah Wilson (STU004, Enrolled: Aug 28, 2025).
- Section 302 (1 students)**: Denmar Curtivo (STU001, Enrolled: Aug 29, 2025).
- Section 303 (1 students)**: Denmar Curtivo (STU001, Enrolled: Aug 31, 2025).

Attendance for Saturday, October 18, 2025

Student Name	Status	Remarks
Mike Brown	Absent	No remarks
Denmar Curtivo	Absent	No remarks
Sarah Wilson	Absent	No remarks



Mobile Overview

The image displays two mobile application screens side-by-side, connected by a large black arrow pointing from the left screen to the right screen.

Left Screen: Professor Dashboard - Attendance Reports & Analytics

- Section Header:** Professor Dashboard - Attendance Reports & Analytics
- Class Summary:** 4 sections, 68RS6MIR
- Attendance Rate:** 100.0% (Attendance Rate)
- Status Breakdown:**
 - Present: 1 (Green)
 - Absent: 0 (Red)
 - Late: 0 (Yellow)
 - Excused: 0 (Blue)
- Recent Sessions:** Oct 15, 2025 (View button)
- Student Card:** EWAN, WLCV0T8N
- Bottom Navigation:** Dashboard, Subjects, Students, Class, Archive

Right Screen: Sections and Enrolled Students

- Section Header:** Sections and Enrolled Students
- Section Unassigned (2 students):**
 - Denmar Curtivo (STU001, Enrolled: Oct 15, 2025)
 - Denmar Curtivo (STU001, Enrolled: Oct 18, 2025)
- Section 301 (6 students):**
 - Mike Brown (STU005, Enrolled: Aug 28, 2025)
 - Denmar Curtivo (STU001, Enrolled: Aug 30, 2025)
 - Jane Smith (STU002, Enrolled: Aug 28, 2025)
 - Jane Smith (STU002, Enrolled: Aug 28, 2025)
 - Sarah Wilson (STU004, Enrolled: Aug 28, 2025)
- Bottom Navigation:** Dashboard, Subjects, Students, Class, Archive



Subjects

Step 1.1: View Subjects

Click on the “Subject” tab to view all subjects and the total number of students assigned to each. From this page, the professor can also edit or delete existing subjects as needed.

Step 1.2: Add a New Subject

To add a new subject, simply click on the "Add New Subject" button. From there, you can easily select the desired school year and semester as per the professor's preferences.

Step 3.3

Webpage Overview

The screenshot shows the Global Reciprocal Colleges Professor Panel interface. On the left, a sidebar menu includes 'Professor Panel' (selected), 'Dashboard', 'Subjects' (selected), 'Students', 'Class', and 'Archive'. The main content area displays a dashboard with two boxes: 'Total Subjects' (12 Active subjects) and 'Total Students' (18 Enrolled students). Below these are two tables: one for 'Active subjects' and one for 'Enrolled students'. A large arrow points from the 'Edit Subject' modal to the 'Actions' column in the 'Active subjects' table. The 'Edit Subject' modal is overlaid on the bottom right, containing fields for 'School Year' (Select School Year dropdown), 'Semester' (Select Semester dropdown), 'Subject Code' (324234), 'Subject Name' (wewewe), 'Schedule' (wed), 'Room' (21), and 'Duration' (3 hours). Buttons for 'Cancel' and 'Update Subject' are at the bottom.

Subject Code	Subject Name	Class Code	Schedule	Room	Enrolled	Actions	
324234	wewewe	PBM6CB	wed	21	1 students		
sdffrjnjlk	linnedlight	10FB418J		3kdnfg.lkn	3kdnfg.lkn		
2	2	WJR728SJ		2	1 students		
IT011	TUMESTING KA	M4FFPJT		Not sure	lab 3	2 students	
305	EWAN	WLCVDTBN		ANY	SA LABAS	1 students	
TS101	Test Subject	BSBUK00		MWF 9:00-10:00	Room 101	1 students	
IT 304	HOW TO BE POSH	ASBO992K		CCF	CCF	1 students	
HD12324	HOW TO BE HOTDOG	A3U3ZXL6		ANYTIME	ANYWHERE	1 students	
SYSEARCH	System Architecture	NZXQZVPI		321054	LAB		



Mobile Overview

The image shows two screens from a mobile application. The left screen is the 'My Subjects' list, and the right screen is a detailed view of a specific subject.

Left Screen: My Subjects

Welcome, Danhil

Search subjects...
+ Add Subject

Subject Name	Class Code
why	K8728MR5
4	68R56MIR
lksndflglink	16P84YBJ
TUMESTING KA	M4FFPLJT
EWAN	WLCV01BN
Test Subject	BSEJK30I
HOW TO BE HOTDOG	A3U3ZXL6
System Architecture	N2XIQVPI
Introduction to Programming	5OK7ZI0C

Dashboard Subjects Students Class Archives

Right Screen: Subject Details

Subject Details

Subject Code: hello
Schedule: NEW
Enrolled: 1 students

SUBJECT NAME
why

Enrolled Students

Denmar Curtivo
Email: dcurtivo@gmail.com | Mobile: +639456789012

Edit Subject Delete Subject Close



Student Record

Step 1.3: Add a New Student Account

Click on “Students”, then select “Add Students”. If you'd like to create a student account, simply fill out the necessary details (this step is optional).

Webpage Overview

The screenshot illustrates the GRC software interface for managing student records. It shows three main windows:

- Main Dashboard:** Shows a summary of student data: "Total Students" (4) and "New This Month" (0). A red box highlights the "+ Add Student" button.
- List of Students:** A table displaying five student records. Each record includes fields for Student ID, Name, Email, Mobile, Address, and Actions (Edit and Delete buttons). A red box highlights the "Edit" button for the fifth student (Mike Thomas Brown).
- Edit Student Modal:** A detailed form for editing student information. Fields include First Name (Mike), Middle Name (Thomas), Last Name (Brown), Email (mike.brown@student.grc.edu), Mobile Number (+6398900123456), and Address (654 Maple St, Taguig). Buttons at the bottom include "Cancel" and "Update Student".
- Add New Student Modal:** A form for adding a new student. Fields include Student ID, First Name, Middle Name, Last Name, Email, Password, Mobile Number, and Address. Buttons at the bottom include "X Cancel" and a red "+ Add Student" button.

Arrows indicate the flow from the "+ Add Student" button on the dashboard to the "Edit Student" modal, and from the "Edit Student" modal to the "Add New Student" modal.



Mobile Overview

The image shows a mobile application interface for managing students. On the left, the main screen displays a red header with 'GRC' and a 'Welcome, Danhil' message. Below this is a red box titled 'My Students' containing a search bar and a '+ Add Student' button. A list of student records is shown in a table:

Student ID	Name
STU001	Denmar R Curtivo
STU002	Jane Anne Smith
STU004	Sarah Marie Wilson
STU005	Mike Thomas Brown

At the bottom, there are navigation icons for Dashboard, Subjects, Students, Class, and Archive. Two arrows point from the '+ Add Student' button to a modal window titled 'Add New Student' on the right, and another arrow points from the student list to a modal window titled 'View Student' on the right.

Add New Student

Fields include:

- Student ID
- First Name
- Middle Name
- Last Name
- Email
- Password
- Mobile Number
- Address

View Student

Fields include:

- Student ID: STU001
- First Name: Denmar
- Middle Name: R
- Last Name: Curtivo
- Email: dcurtivo@gmail.com
- Mobile Number: +639456789012
- Address: GEDLI LANG



Manage Classes

Step 1.4: Manage Your Classes

Click on “Class” to view the current active classes. To add a new class, simply click “Add New Class” and fill out the required details in the provided fields.

Webpage Overview

The screenshot shows the 'Manage My Classes' section of the professor panel. It lists six classes in a grid:

- 2 (Subject: CS201, Enrollment: 2 students)
- Database Systems (Subject: CS201, Enrollment: 3 students)
- Engineering Mathematics (Subject: ENGR101, Enrollment: 3 students)
- EWAN (Subject: CS101, Enrollment: 1 student)
- HOW TO BE HOTDOG (Subject: IT304, Enrollment: 1 student)
- HOW TO BE POGI (Subject: IT304, Enrollment: 1 student)

A red arrow points from the 'HOW TO BE POGI' card to a detailed view modal.

HOW TO BE POGI

Enrolled Students (1)

Student ID	Name	Email
STU001	Denmar Curtivo	dcurtivo@gmail.com

Add New Attendance Date

mm/dd/yyyy + Add Date

No attendance records found.



NOTIFICATION

The screenshot shows the Global Reciprocal Colleges Professor Panel interface. On the left, a red sidebar menu includes 'Professor Panel', 'Dashboard', 'Subjects', 'Students', 'Classes' (which is selected), and 'Archive'. The main content area is titled 'Manage My Classes' and displays six course cards:

- 2** MATH101 + 2
- Database Systems** MATH102 + CS101
- Engineering Mathematics** ECE101 + ENGG101
- EWAN** MATH103 + 305
- HOW TO BE HOTDOG** ASTR101 + HIS101
- HOW TO BE POGI** ASTR102 + IT104

Each card shows student enrollment counts and two buttons: 'Take Attendance' and 'Generate Code'. A large black arrow points from the top right towards the bottom right, indicating a transition or flow between the two sections of the interface.

Notifications

Pending Unenrollment Requests

All Notifications

- New Student Enrollment** Damaris Gutierrez has enrolled in Ethics [MATH101]. Date: Oct 18, 2025, 9:20 pm. READ
- New Student Enrollment** Damaris Gutierrez has enrolled in Introduction to Programming [ECE101]. Date: Oct 18, 2025, 9:20 pm. READ
- New Student Enrollment** Damaris Gutierrez has enrolled in 2 [MATH101]. Date: Oct 18, 2025, 9:19 pm. READ
- New Student Enrollment** Damaris Gutierrez has enrolled in Test Subject [Global100]. Date: Oct 18, 2025, 9:08 pm. READ



Archive Classes

Step 1.5: View Archived Semesters

Click on “Archive” to view all of your previous semesters, allowing you to easily access past courses and academic records.

Webpage Overview

The screenshot shows the GRC Professor Panel interface. On the left, a vertical sidebar menu includes "Professor Panel" and links for "Dashboard", "Subjects", "Students", "Class", and "Archive". The main content area is titled "Archive Management" with the sub-instruction "Manage and archive your class records". Below this, there are two tabs: "Active Classes" (highlighted in pink) and "Archived Classes". Under "Active Classes", there is a card for a class named "2" with details: "WJR7ZESJ", "2", "2", and "Section". To the right of this card are three buttons: "ACTIVE" (pink), "Archive" (yellow), and "View" (red). Below this card is another for "Database Systems" with details: "NOW0094U" and "MWTF 10:00-2:30 PM". To the right of this card are three buttons: "ACTIVE" (pink), "Archive" (yellow), and "View" (red). The top right corner of the interface shows a welcome message "Welcome, Danhil Batuyot" and some user icons.

Mobile Overview

The screenshot shows the GRC mobile application interface. At the top, it displays "GRC" and "Welcome, Danhil". The main content area is titled "Archive Management" with the sub-instruction "Manage and archive your class records". Below this, there are two tabs: "Active Classes" (highlighted in pink) and "Archived Classes". Under "Active Classes", there is a card for a class named "EWAN" with details: "WLCVOTBN", "ANY", "SA LABAS", and "Section 301". To the right of this card are three buttons: "ACTIVE" (pink), "Archive" (yellow), and "View" (red). Below this card is another for "HOW TO BE HOTDOG". At the bottom of the screen is a navigation bar with icons for "Dashboard", "Subjects", "Students", "Class", and "Archive".



Professor Account Settings

Step 1.6: Update Your Account Settings

Click on “Account Settings” to view and manage your profile information. You’ll have the option to update your profile details and change your password as needed.

Webpage Overview

The screenshot shows the GRC Professor Panel interface. On the left is a red sidebar with navigation options: Dashboard, Subjects, Students, Class, and Archive. The main content area has a red header bar with the text "Account Settings". Below it are two main sections: "Profile Information" and "Change Password".

Profile Information:

- User ID: PROF001
- Employee ID: EMP001
- Department: College of Business Administration
- First Name: Danhil
- Last Name: Baluyot
- Email: dbaluyot@gmail.com
- Mobile: +639123456789

Change Password:

- Current Password: [Input field]
- New Password: [Input field]
- Confirm New Password: [Input field]

A "Change Password" button is located at the bottom of the "Change Password" section.

Mobile Overview

The screenshot shows the GRC mobile application interface. At the top is a red header bar with the text "GRC" and "Welcome, Danhil". Below it is a red header bar with the text "Account Settings". The main content area includes "Profile Information" and "Change Password" sections, mirroring the structure and data of the webpage version.



INTRODUCTION

USER MANUAL

FOR

ADMIN

BY





Admin Dashboard

Step 1: View Active Professors

Click on “Dashboard” to see a list of all professors who currently have an account.

Webpage Overview

The screenshot shows the Admin Dashboard page. On the left is a sidebar with a red background containing navigation links: Admin Panel, Dashboard, Students, Professors, Schedule, Academic Periods, Subjects Archive, and Settings. The main content area has a light beige background. At the top is a header bar with the title "Admin Dashboard" and a search bar labeled "Search professors...". Below the header is a table listing six professors:

Professor Name	Department	Subjects	Sessions
Danhil Bayut	Computer Science Department	12	16
DERICK Boado	Social Department	1	1
HATDOG JUMBO	Unknown Department	2	0
John Doe	CS Department	0	0
Maria Santos	Mathematics Department	1	1
Robert Garcia	Engineering Department	1	1

Mobile Overview

The screenshot shows the Admin Dashboard page on a mobile device. The interface is similar to the webpage version, with a red header bar and a light beige content area. The main content area displays the same list of professors as the webpage, each with their name, department, subjects, and sessions. At the bottom of the screen are several small icons representing different features or sections of the application.



Admin Dashboard

Step 1.1: Navigate to the "Dashboard" to explore a list of all professors currently registered on the platform.

Global Reciprocal Colleges

Welcome, Weddie

Admin Panel

- Dashboard
- Students
- Professors
- Schedule
- Academic Periods
- Subjects Archive
- Settings

Manage Students

7 TOTAL STUDENTS | 1 NEW THIS MONTH

Student ID	Name	Email	Mobile	Address	Section	Actions
STU005	Mike Thomas Brown	mike.brown@student.grc.edu	+639890123456	654 Maple St, Taguig	B	+ Edit + Delete
STU001	Dennnor R. Curtivo	dcurtivo@gmail.com	+639456789012	GEDU LAND	301	+ Edit + Delete
2027-1847-57	XXXX XXXX XXXX	xxxx@gmail.com	09123456789	ewon	A	+ Edit + Delete
STU003	David James Lee	david.lee@student.grc.edu	+639678901234	789 Pine St, Mandaluyong	A	+ Edit + Delete
STU002	Jane Anne Smith	jane.smith@student.grc.edu	+639967890123	456 Oak St,	B	+ Edit + Delete

Add New Student

Student ID:

First Name: Mike

Last Name: Brown

Middle Name: Thomas

Email: mike.brown@student.grc.edu

Mobile Number: +639890123456

Address: 654 Maple St, Taguig

Section: e.g., A

X Cancel + Add Student

View Student

Student ID: STU005

First Name: Mike

Last Name: Brown

Middle Name: Thomas

Email: mike.brown@student.grc.edu

Mobile Number: +639890123456

Address: 654 Maple St, Taguig

Section: B

X Cancel + Update Student

Edit Student

First Name: Mike

Last Name: Brown

Middle Name: Thomas

Email: mike.brown@student.grc.edu

Mobile Number: +639890123456

Address: 654 Maple St, Taguig

Section: B

X Cancel + Update Student

GRG

Welcome, Weddie

Manage Students

Search students...

+ Add Student

Name	Email
Mike Thomas Brown	mike.brown@student.grc.edu
Dennnor R. Curtivo	dcurtivo@gmail.com
XXXX XXXX XXXX	xxxx@gmail.com
David James Lee	david.lee@student.grc.edu
Jane Anne Smith	jane.smith@student.grc.edu
Test Student	test@student.com
Sarah Marie Wilson	sarah.wilson@student.grc.edu

X Home Dashboard Students Professors Schedule Academic Periods Subjects Archive Logout



Admin Dashboard

GRG Welcome, Westlie

Manage Students

Search students...

+ Add Student

Name	Email
Mike Thomas Brown	mike.brown@student.grc.edu
Denmar R Curtivo	dcurtivo@gmail.com
KKKK KKKK KKKK	KKK@gmail.com
David James Lee	david.lee@student.grc.edu
Jane Anne Smith	jane.smith@student.grc.edu
Test Student	test@student.com
Sarah Marie Wilson	sarah.wilson@student.grc.edu

Dashboard Students Professors Schedule Assessments Activities Settings

View Student

Student ID: STU005

First Name: Mike

Last Name: Brown

Middle Name: Thomas

Email: mike.brown@student.grc.edu

Mobile Number: +639890123456

Address: 654 Maple St, Taguig

Section: B

Edit

Delete



Manage Professors

Step 4.2: Manage Professor Details

Click on “Professors” to view the details of all professors who currently have an account. You’ll also have the option to edit or delete their information as needed.

The screenshot shows the Global Reciprocal Colleges Admin Dashboard. On the left, a sidebar menu includes options like Dashboard, Students, Professors (selected), Schedule, Academic Periods, Subjects Archive, and Settings. The main content area displays a table titled "Manage Professors" with columns for Professor ID, Employee ID, Name, Email, Department, Mobile, and Actions. A search bar and a "Add Professor" button are at the top of the table. Below the table, a message says "All Departments". In the bottom right corner, there's an "Edit Professor" modal for a professor named Robert Garcia with EMP003 as the Employee ID. To the right of the modal is an "Add New Professor" form. Hand-drawn arrows point from the "Add Professor" button in the main table to the "Add New Professor" form, and from the "Edit" button in the table row for Robert Garcia to the "Edit Professor" modal.

Professor ID	Employee ID	Name	Email	Department	Mobile	Actions
		John Doe	john@example.com	College of Business Administration		<button>Edit</button> <button>Delete</button>
PROF001	EMP001	DERRICK Boado	derickboado@gmail.com	College of Computer Studies	09195004507	<button>Edit</button> <button>Delete</button>
PROF004	EMP004	HATDOO JUMBO	g@gmail.com	College of Education	0999554214	<button>Edit</button> <button>Delete</button>
PROF002	EMP002	Maria Santos	maria.santos@grc.edu	College of Entrepreneurship	+639234567890	<button>Edit</button> <button>Delete</button>
PROF003	EMP003	Robert Garcia	robert.garcia@grc.edu	College of Accountancy	+639345678901	<button>Edit</button> <button>Delete</button>

localhost/GRC/Admin/admin_dashboard.php

Add New Professor

Edit Professor

Employee ID: EMP003
First Name: Robert
Last Name: Garcia
Email: robert.garcia@grc.edu
Department: College of Accountancy
Mobile Number: +639345678901

X Cancel



GRC Welcome, Westlie ⚙

Manage Professors

Search professors... + Add Professor

Name	Email
John Doe	john@example.com
DERICKI Boado	derickboadol@gmail.com
HATDOG JUMBO	g@Gmail.com
Danhil Baluyot	dbaluyot@gmail.com

Navigation icons: Home, Students, Faculty, Schedule, Assessments, Activities, Settings

View Professor ✕

Professor ID

Employee ID

First Name

Last Name

Email

Department

Mobile Number

Edit **Delete** **Close**



PC WEB VIEW

Schedule And Subjects

Step 4.3: Access the "Schedules" Section

To effectively manage and update the essential details of each professor, simply click on the "Schedules" tab. This will give you the tools to organize, edit, and review their schedules with ease, ensuring everything is in perfect order.

The screenshot shows the Global Reciprocal Colleges Admin Panel. The left sidebar has a red background with white text and icons for Admin Panel, dashboard, students, professors, Schedule (which is highlighted in yellow), Academic Periods, Subjects Archive, and Settings. The main content area has a pink header with the title "Manage Schedule & Subjects". Below it is a table with columns: Subject Code, Subject Name, Class Code, Professor, Schedule, Room, School Year, Enrolled, and Actions. Several rows of data are listed, each with a "Edit" button highlighted with a red box. Two modals are open at the bottom: "Edit Subject" on the left and "Add New Subject" on the right. Both modals have fields for Subject Code, Subject Name, Professor, Class Code, Schedule, Room, and Duration. The "Edit Subject" modal also includes fields for School Year and Semester. The "Add New Subject" modal includes fields for Select School Year and Select Semester.

Subject Code	Subject Name	Class Code	Professor	Schedule	Room	School Year	Enrolled	Actions
324234	wewewe	PRBSCBL	Danhil Baluyot	wed	21	2025-2026 - 2nd Semester	1 students	Edit View Delete
sdfrnjlk	lnsadtgjnk	ISPB4YBJ	Danhil Baluyot	jkdnfg.lkn	jkdnfg.lkn	2025-2026 - 1st Semester	1 students	Edit View Delete
2	2	WJR7ZESJ	Danhil Baluyot	2	2	2025-2026 - 2nd Semester	1 students	Edit View Delete
IT 101	Funda	0XPR0DR	HATDOO JUMBO	SHELL	SHELL CAFE	2025-2026 - 2nd Semester	0 students	Edit View Delete
IT 301	POGI	7C0D0SFT	DERICK Boado	ANYTIME	ANYWHERE	2025-2026 - 2nd Semester	0 students	Edit View Delete
IT101	TUMESTING KA	M4FFPLJT	Danhil Baluyot	Not sure	Iob 3	2025-2026 - 2nd Semester	2 students	Edit View Delete
305	EWAN	WLCV0TSN	Danhil Baluyot	ANY	SA LABAS	2025-2026 - 2nd Semester	1 students	Edit View Delete
TS101	Test Subject	B5B0K30I	Danhil Baluyot	MWF 8:00-10:00	Room 101	2025-2026 - 2nd Semester	1 students	Edit View Delete
IT 304	HOW TO BE POGI	ASB0992R	Danhil Baluyot	CCF	CCF	2025-2026 - 2nd Semester	1 students	Edit View Delete
HD12324	HOW TO BE HOTDOG	A3U3ZKL6	Danhil Baluyot	ANYTIME	ANYWHERE	2025-2026 - 2nd Semester	1 students	Edit View Delete
SYSARCH	System Architecture	N2XIQVPI	Danhil Baluyot	321354	LAB BI	2025-2026 - 2nd Semester	1 students	Edit View Delete
DBMS	Database Management System.	4553218	HATDOO JUMBO	Bahala ka no	LAB 3	2025-2026 - 2nd Semester	0 students	Edit View Delete

Edit Subject

Subject Code: HD12324
Subject Name: HOW TO BE HOTDOG
Professor: Danhil Baluyot
Class Code: ASU3ZKL6
Schedule: ANYTIME
Room: ANYWHERE
School Year: 2025-2026
Semester: 2nd Semester
Duration: 2 hours

Cancel Update Subject

Add New Subject

Subject Code:
Subject Name:
Professor: Select Professor
Schedule: e.g., MWF 9:00-10:30
Room:
School Year: Select School Year
Semester: Semester Select Semester
Duration: Default

Cancel Add Subject



MOBILE WEB VIEW

A screenshot of a mobile web application interface for 'GRC'. The top navigation bar is red with the text 'GRG' on the left and 'Welcome, Westlie' on the right. Below the navigation is a search bar labeled 'Search subjects...' and a red button labeled '+ Add Subject'. The main content area displays three course entries in a grid format. Each entry includes the course name, professor, class code, subject code, student count, and three action buttons: 'Edit', 'View', and 'Delete'.

Course Name	Professor	Class Code	Subject Code	Students	Action
why	Danhil Baluyot	K672BMR5	hello	1 students	Edit View Delete
4	Danhil Baluyot	68RS6MIR	4	1 students	Edit View Delete
lknsdf;glnk	Danhil Baluyot	ISP84Y8J	sd;fnkj;lk	0 students	Edit View Delete

The bottom navigation bar contains icons for Home, Students, Professors, Schedule, Assessments, Analytics, and Settings.



Academic Periods

Step 4.5: Click “Academic Period” to create a new academic period or semester for the professors and students.

Webpage Overview

The screenshot shows the 'Manage Academic Periods' section of the Admin Panel. On the left sidebar, under 'Admin Panel', 'Academic Periods' is selected. The main area has a red header bar with the title 'Manage Academic Periods'. Below it, there's a form for 'Create New Academic Period' with fields for 'School Year *' (e.g., 2024-2025), 'Semester *' (Select Semester dropdown), and 'Status' (Active). A red button labeled 'Create Academic Period' is at the bottom. At the bottom of the page, there's a section titled 'Existing Academic Periods' listing four periods: '2025-2026 1st Semester' (ACTIVE, Created: Sep 19, 2025, Archive button), '2025-2026 2nd Semester' (ACTIVE, Created: Sep 19, 2025, Archive button), '2024-2025 1st Semester' (ACTIVE, Created: Sep 19, 2025, Archive button), and '2024-2025 2nd Semester' (ARCHIVED, Created: Sep 19, 2025, Unarchive button).



Mobile Overview

A screenshot of a mobile application interface for managing academic periods. At the top, there is a red header bar with the text "GRC" on the left and "Welcome, Westie" on the right, along with a gear icon. Below the header is a large red button with the text "Manage Academic Periods" and a calendar icon. The main content area has a white background and features a form for creating a new academic period. The form includes fields for "School Year *" (with placeholder "e.g., 2024-2025"), "Semester *" (with placeholder "Select Semester" and a dropdown arrow), and "Status" (with placeholder "Active" and a dropdown arrow). At the bottom of this section is a red button labeled "Create Academic Period". Below this is a section titled "Existing Academic Periods" with a list of two entries: "2025-2026 1st Semester" (status: ACTIVE, created on Sep 19, 2025) and "2025-2026 2nd Semester". At the very bottom of the screen is a red navigation bar containing seven icons: a clock, a person, a document, a video camera, a calendar, a book, a gear, and a person with a gear.



Subjects Archive

Step 4.6: Manage Subjects and View Archives

Click on “Subjects Archive” to manage current active subjects and access a list of archived subjects.

Global Reciprocal Colleges

Welcome, Westlie

Admin Panel

- Dashboard
- Students
- Professors
- Schedule
- Academic Periods
- Subjects Archive**
- Settings

Subjects Archive

Active Subjects Archived Subjects

No active subjects found.

https://grc.glt/Admin/admin_dashboard.php

WEB PAGE OVERVIEW

GRC

Welcome, Westlie

Subjects Archive

Active Subjects Archived Subjects

No active subjects found.

https://grc.glt/Admin/admin_dashboard.php

GRC

Welcome, Westlie

Subjects Archive

Active Subjects Archived Subjects

Archived Subjects

Introduction to Programming
CS101
Fundamentals of programming concepts and logic.
2025-2026 - 1st semester
3 credits
Created: Aug 26, 2025

3
3
No description
N/A - N/A
3 credits
Created: Oct 15, 2025

4
4
No description
N/A - N/A
3 credits
Created: Oct 15, 2025

Archived Subject 2023-2024
ARCH2024
No description
N/A - N/A

Archived Subject 2024-2025
ARCH2025
No description
N/A - N/A

WEB PAGE OVERVIEW



Admin Settings

Step 4.7: Update Your Account Settings

Click on “Account Settings” to view your profile information. You’ll have the option to update your details and change your password as needed.

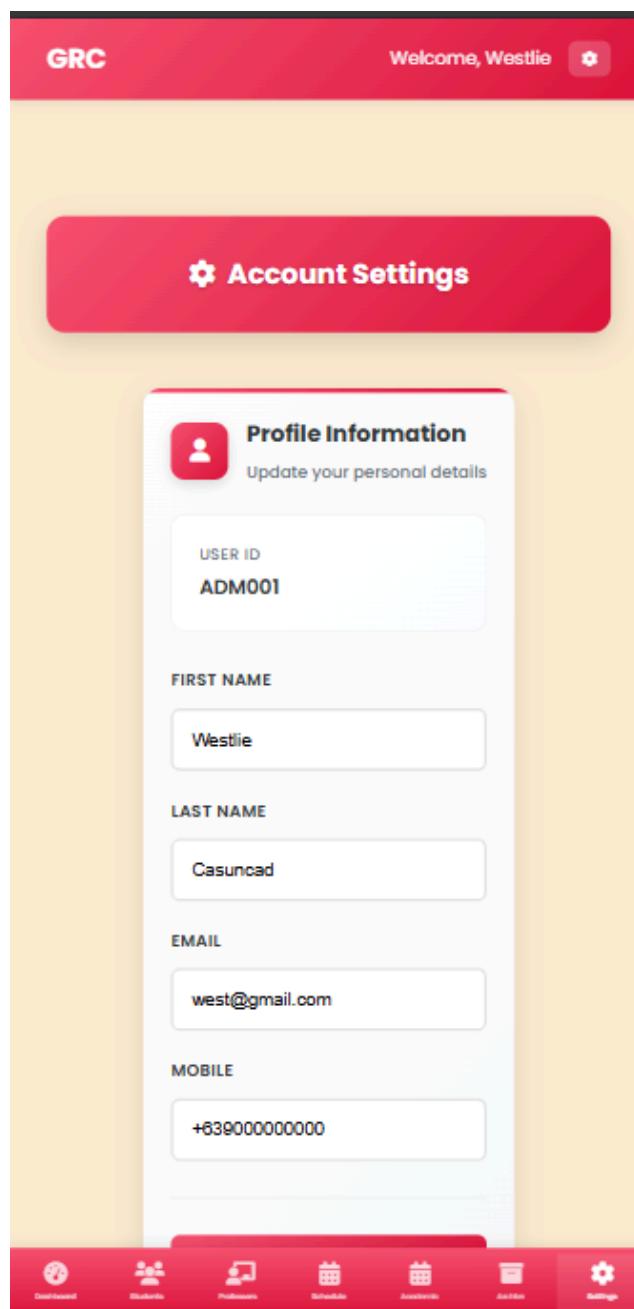
WEB PAGE OVERVIEW

A screenshot of the Global Reciprocal Colleges Admin Panel. The left sidebar has a red background with white icons and text: 'Admin Panel', 'Dashboard', 'Students', 'Professors', 'Schedule', 'Academic Periods', 'Subjects Archive', and 'Settings'. The main area has a yellow header bar with the text 'Account Settings'. Below it are two sections: 'Profile Information' (with fields for User ID, First Name, Last Name, Email, and Mobile) and 'Change Password' (with fields for Current Password, New Password, and Confirm Password). A large red 'Update Profile' button is at the bottom of the left section, and a pink 'Change Password' button is at the bottom of the right section.



Admin Settings

Mobile Overview





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