

Standardized School Information System

User Guide

1

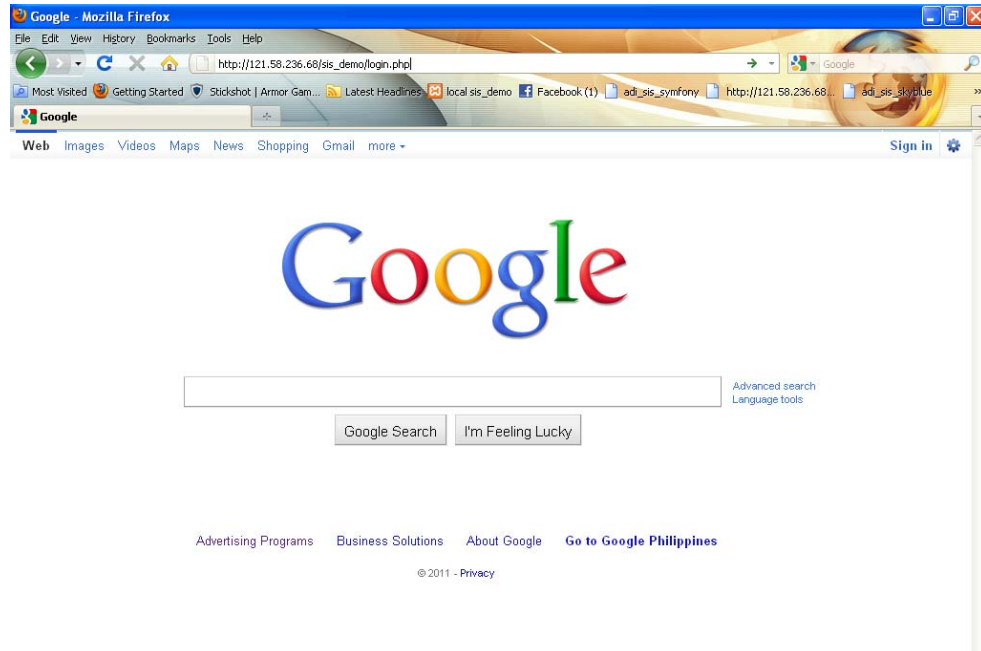
GETTING STARTED

I. Getting Started

A. Starting the system

The School Information System is invoked by typing **http://121.58.236.68/sis_demo/login.php** in the browser.

Refer to the screen below.

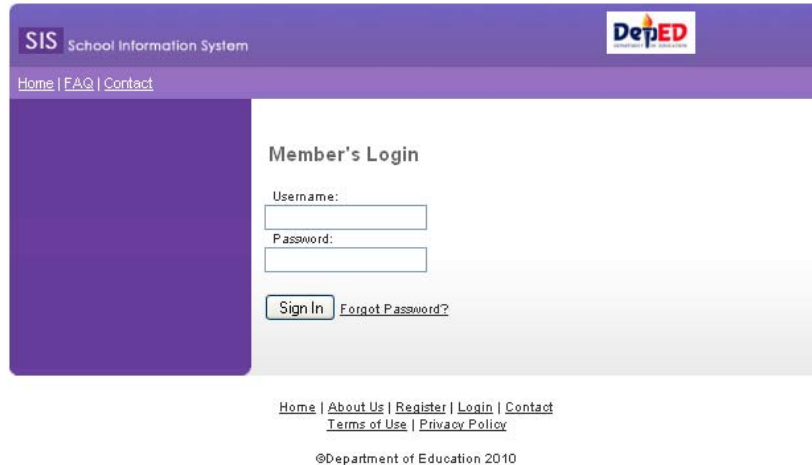


B. Log-in to the system

Anyone can view data in SIS, but users are given certain right in the maintenance of the database. The system detects the current user's level and will ask user to log-in to update table data

To start encoding in the system, you are required to log-in.

Refer to the screen below.

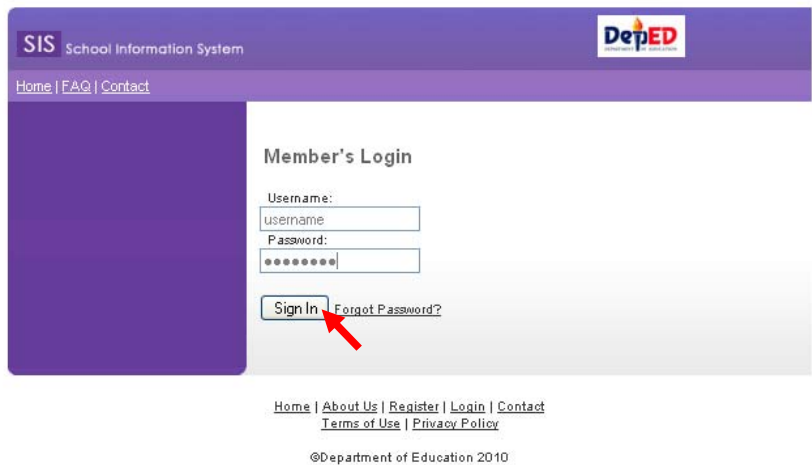


The screenshot shows the SIS Member's Login page. At the top, there is a purple header with "SIS School Information System" on the left and the DepED logo on the right. Below the header, there are navigation links: "Home | FAQ | Contact". The main content area is titled "Member's Login" and contains two input fields: "Username:" and "Password:". Below these fields are two buttons: "Sign In" and "Forgot Password?". At the bottom of the page, there are additional navigation links: "Home | About Us | Register | Login | Contact" and "Terms of Use | Privacy Policy", followed by the copyright notice "©Department of Education 2010".

Enter your **USERNAME**.

Enter your **PASSWORD**.

Then click on the Sign In button.



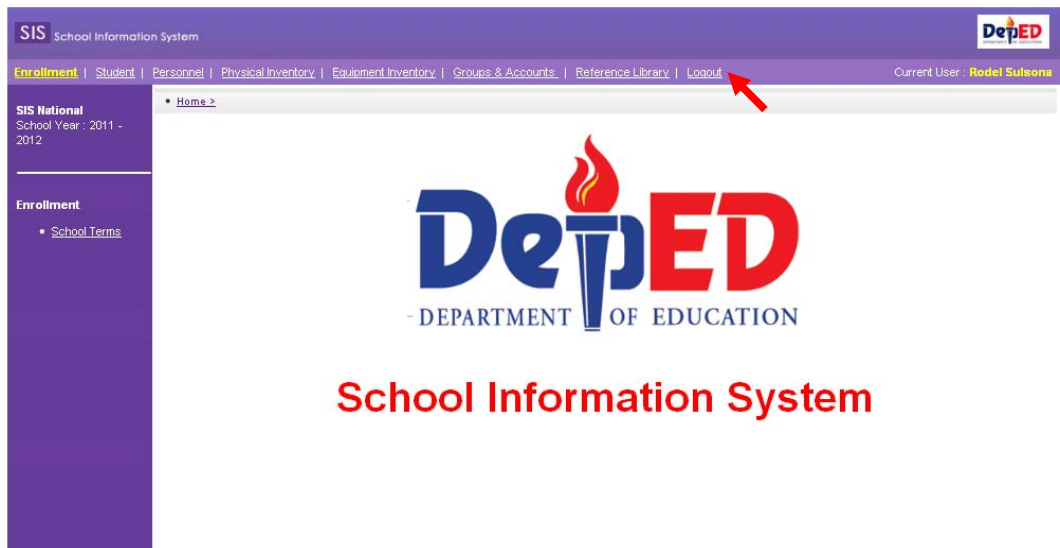
This screenshot is identical to the previous one, but with a red arrow pointing to the "Sign In" button. The "Username:" field now contains the text "username" and the "Password:" field contains a series of dots representing a masked password.

If a wrong username or password is entered, **Access Denied** error message will appear on the screen.

Re-type the correct username and password.

C. Log-out from the system

To log-out, click on the Logout button.

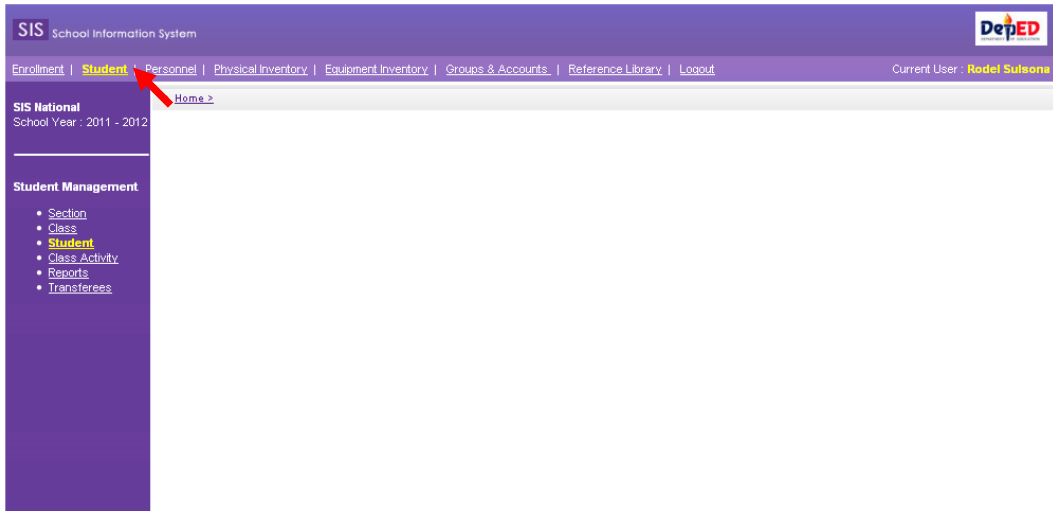


D. Choosing a Module

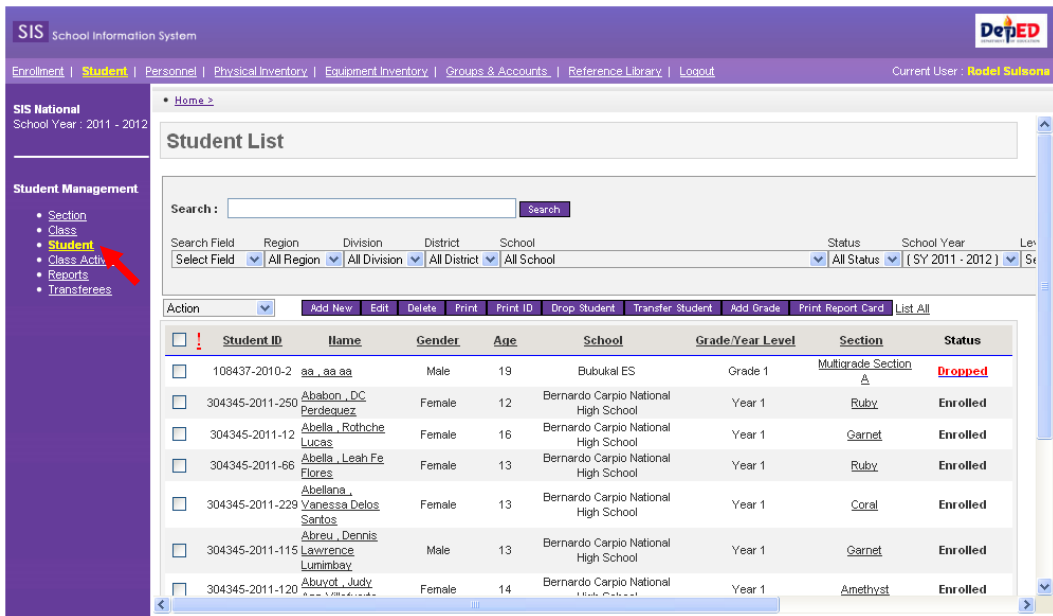
SIS Modules are displayed on the upper part of the SIS Main Screen.

To choose a Module, move the cursor and click the left button of the mouse over a selected module. List of sub-modules will be displayed on the left side of the screen.

Refer to the screen on the next page.



A single click on the sub-module selects it and proceeds to the maintenance screen.



E. Quitting the system

To properly exit from the system, Click on the LOGOUT button.

Click on the  button from the browser.

2

COMMON FILE MAINTENANCE PROCEDURES

I. Common File Maintenance Procedures

A. The File Maintenance Screen

When working with File Maintenance, you can add, edit, view and delete a record. Also, you are allowed to go to the top record, previous record, next record, bottom record in the database maintained by the system.

Student List

Search : Search

Search Field Status Term Level Section
Select Field All Status (SY 2010 - 2011) Select. Gumamela

Action Add New Edit Delete Print Drop Student Add Grade Print ID

<input type="checkbox"/>	Name	Grade	School	Year Level	Section	School Year	Status
<input type="checkbox"/>	Sulsona Rodel, Evangelista	1.94	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Promoted
<input type="checkbox"/>	Chua John Wilson, Ewan	4.07	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Dropped
<input type="checkbox"/>	Palacol Rowena, Maghirang	3.87	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Dropped
<input type="checkbox"/>	Borlaza Rocky, Diez	4.18	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Enrolled
<input type="checkbox"/>	Palacol Rowena, Maghirang	3.84	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Dropped
<input type="checkbox"/>	Vergel Analee, Pedraja	3.97	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Dropped
<input type="checkbox"/>	Copioso Ralp Jeremy, Ewan	4.48	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Promoted
<input type="checkbox"/>	Calahatian Nicco Roy, Aywan	4.32	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Enrolled
<input type="checkbox"/>	Ambrocio Ron Lester, Ewandin	3.36	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Enrolled
<input type="checkbox"/>	Calahatian Nicco Roy, Aywan	4.75	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Enrolled

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Figure shows a sample List screen.

B. Common Command Options

1. Add New Record

Also known as "Append", this option enables the user to create a new record in the database file.

To add a record:

- a. Click on the **Add New** button using the left button of your mouse once.

Student List

Search :

Search Field: Status: Term: Level: Section:

Action:

☐	Name	Grade	School	Year Level	Section	School Year	Status
<input type="checkbox"/>	Sulsona Rodel Evangelista	1.94	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Promoted
<input type="checkbox"/>	Chua John Wilson Ewan	4.07	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Dropped
<input type="checkbox"/>	Palacol Rowena Maghirang	3.87	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Dropped
<input type="checkbox"/>	Borlaza Rocky Diez	4.18	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Enrolled
<input type="checkbox"/>	Palacol Rowena Maghirang	3.84	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Dropped
<input type="checkbox"/>	Vergel Analee Pedraja	3.97	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Dropped
<input type="checkbox"/>	Copioso Ralp Jeremy Ewan	4.48	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Promoted
<input type="checkbox"/>	Calahatian Nicco Roy Aywan	4.32	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Enrolled
<input type="checkbox"/>	Ambrocio Ron Lester Ewandin	3.36	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Enrolled
<input type="checkbox"/>	Calahatian Nicco Roy Aywan	4.75	Bubukal Elementary School	Grade 1	Gumamela	2010 - 2011	Enrolled

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- b. Data Entry Screen will appear.
- c. Type all the necessary data in the appropriate fields.

New Student

First Name:	<input type="text"/>	Home Street Address :	<input type="text"/>
Last Name:	<input type="text"/>	Region:	Region 4A ▾
Middle Name:	<input type="text"/>	Province:	LAGUNA ▾
Birthday:	<input type="text"/>	Municipality:	SANTA CRUZ (Capital) ▾
Gender:	Male ▾	Barangay:	Select. ▾
Religion:	Catholic ▾	School:	Bubukal Elementary School
Civil Status:	Single ▾	Photo:	<input type="text"/> Browse_
Nationality:	US - AMERICAN ▾	Guardian Name:	<input type="text"/>
Contact No.:	<input type="text"/>	Guardian Contact No.:	<input type="text"/>


Details

School Term:	2010 - 2011
Grade Level:	Select. ▾
Section:	Select. ▾

Sample Data Entry Screen

- d. Click on the Save button  to save the record.

NOTE:

- The cursor automatically advances to the next data entry field upon reaching the maximum numbers of characters allowed otherwise press ↵ <Enter> or <Tab> to move to the next field.
- Press Back button  of the browser anytime to exit data entry without saving.
- To edit entries, press <BkSp> to delete the character to the left of the cursor. Press to erase the character in the cursor position.

2. Edit

The “Edit” mode follows the same procedure as that of the “add” mode. Only this time, instead of creating a new record, it is assumed that a record has been previously made. This is often used when users will make changes on the previously encoded data.

To edit a record:

- a. Locate first the data you would like to edit.
- b. Click on the check box to select a record.
- c. Click the Edit button using the left button of your mouse once.

Office Type List

Search: All Keys ▼ Search

Add New
Edit
Delete
Print

	Office Type Code	Office Type Name	Office Type Description
<input checked="" type="checkbox"/>	OFFTYPE2	District Office	District Office
<input type="checkbox"/>	OFFTYPE3	Division Office	Division Office

<Previous 1 Next >

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Edit Screen will then appear.

Update Office Type

Office Type Code :


Office Type Name :

Office Type Description :


Save
Cancel

Sample Edit screen

- d. Move the cursor to the field you want to edit.

- e. Do the necessary changes, then press the Save button  to save the changes.


NOTE:

- File maintenance would not allow key fields to be edited.
- The cursor automatically advances to the next data entry field upon reaching the maximum number of character allowed otherwise press ↵ <Enter> or <Tab> to move to the next field.
- Press Back button  to exit editing.
- Press <Ins> to toggle between insert and overtype mode for easier editing.

3. Save

After every record encoded, the user must save his/her work. This saved information will then add to the database of the system.

To save a record:

- a. Click the Save button  once after every record was inputted.
- b. To add another record after saving the first one, click the Add New button again.

4. Delete

This button is seldom used. It will delete the entire record and there is no way to recover the information. So be very cautious in using this key.

Delete asks for confirmation before deletion. A confirmed deletion cannot be undone.

To delete a record:

- a. Locate the record you want to delete.
- b. Click on the check box to select a record.
- c. Click the Delete button using the left button of your mouse once.

Office Type List

Search:
All Keys ▼
Search

Add New
Edit
Delete
Print

	Office Type Code	Office Type Name	Office Type Description
<input checked="" type="checkbox"/>	<u>OFFTYPE2</u>	District Office	District Office
<input type="checkbox"/>	<u>OFFTYPE3</u>	Division Office	Division Office

<Previous 1 Next >

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- d. **Successfully Deleted** message will be displayed on the screen.

5. View

View gives more details about the record in a vertical layout.

To view a record:

- a. Locate the record you want to view.
- b. Click the record using the left button of your mouse once.

Office Type List

Search: All Keys ▼ Search

[Add New](#) [Edit](#) [Delete](#) [Print](#)

<input type="checkbox"/>	Office Type Code	Office Type Name	Office Type Description
<input checked="" type="checkbox"/>	OFFTYPE2	District Office	District Office
<input type="checkbox"/>	OFFTYPE3	Division Office	Division Office

<Previous 1 Next >

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A similar screen shown below will be displayed.

View Office Type Properties

Office Type Code : OFFTYPE3

Office Type Name : Division Office

Office Type Description : Division Office

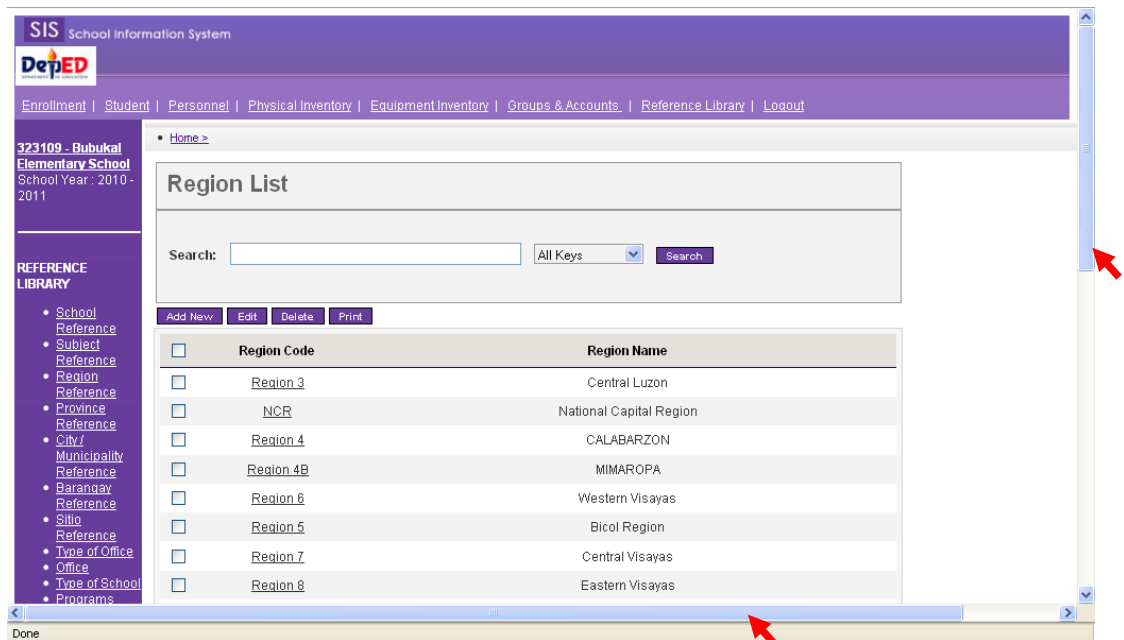
[Edit](#) | [Delete](#) | [List](#)

Sample View Screen.

View using Scroll Bars for Wide Tables

There are tables with many columns that will not fit in one screen width. Among these are the Schools Profiles, the Personnel Profiles and the Training Sponsors Profiles. Care has been taken to ensure that the more important columns are placed closer to the left that is before the Actions column to ensure that these are immediately available without the need to panning to the right side. Should the need still arise, horizontal and vertical scroll bars near the foot of the page and the right side of the screen are provided for user screen navigation. The column titles are likewise repeated at the bottom for convenience and the paging options repeated at the top of the table.

Sample screen with Scroll Bars is shown.



Sample Screen with Scroll Bars

In order to minimize scroll bar navigation, user can decrease the font size to fit more lines and columns on screen. This is accomplished by pressing the decrease text size shortcuts of your browser. These keys are [Ctrl] + [-] to decrease, [Ctrl] + [+] to increase and [Ctrl] + [0] to return to the default font size.

3

OPERATING THE SYSTEM

OPERATING SIS AS AN ADMINISTRATOR

To properly update records in the Student Information System, the System Administrator must first update and encode reference records that the school needs to build-up as a process of initializing the system. The reference tables are needed to serve as validation and for easy encoding of transactions.

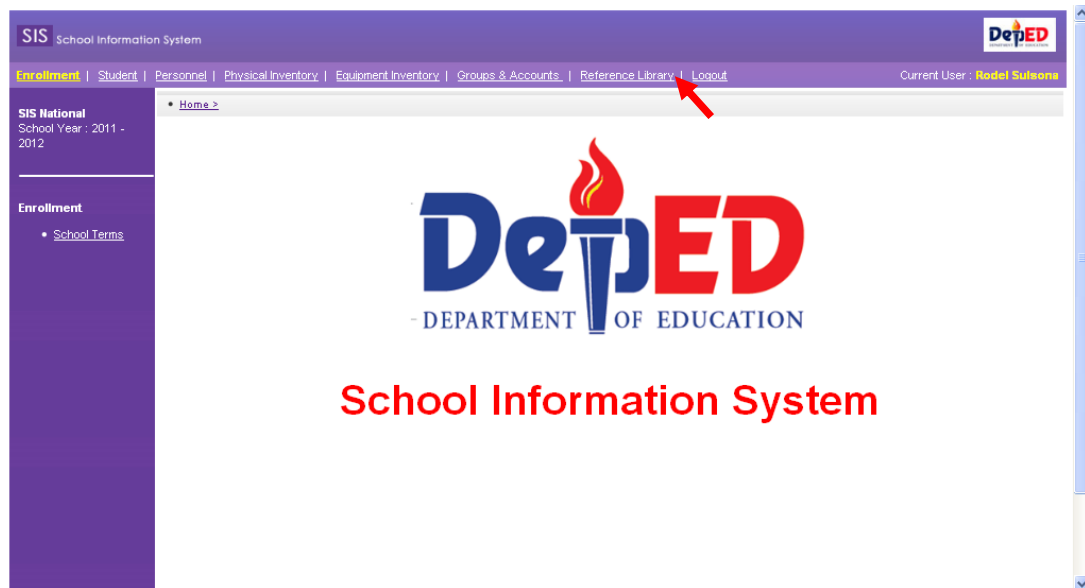
A. Updating the Reference Tables

1. The Administrator must log-in to SIS.

Please refer to the procedure in the Log-in to the System of the Getting Started.

Log-in using the Administrator user name and password.

2. Upon successful entry to the system, click on the Reference Library Menu.



A similar screen shown below will be displayed. Default listing in this case is the List of Schools.

The screenshot shows the SIS School Information System interface. The top navigation bar includes links for Enrollment, Student, Personnel, Physical Inventory, Equipment Inventory, Groups & Accounts, Reference Library, and Logout. The current user is identified as Rodel Sulwono. The left sidebar contains a 'REFERENCE LIBRARY' menu with categories like School Data, School Reference, Subject Reference, Programs Offered, Student Achievement, etc. The main content area displays a search interface with filters for Search Field, Curricular Class, Region, Division, and District. Below the search area is a table listing schools with columns for School ID, School Name, School Short Name, Region, Division, and District. The table contains 11 rows of school data.

School ID	School Name	School Short Name	Region	Division	District
116917	Alfonso Damondawon ESQ	n/a	Region 6	Negros Occidental	Calatrava II
300545	Ilagan Sports HS (NHS - Alibagu Annex I)	n/a	Region 2	Isabela	
105721	Junior Campo PSQ	n/a	Region 3	Nueva Ecija	San Jose City West
306809	Leonor M. Bautista NHS (Former Gen. Tinio NHS Annex-Plas Campus Annex I)	n/a	Region 3	Nueva Ecija	
304612	Mamansual Abdul MNHS (Palimbang Kraan HS Annex I)	n/a	Region 12	Sultan Kudarat	
136566	15th Avenue ESQ	n/a	NCR	Quezon City	School District XV
132892	3-K ESQ	n/a	CARAGA	Surigao del Sur	Tagbina
133504	77th PC ESQ	n/a	ARMM	Lanao del Sur - IB	Taraka II
122746	A-et ESQ	n/a	Region 8	Eastern Samar	Sulat
117436	A. Acu-Ata Yap ESQ	n/a	Region 6	Negros Occidental	Victorias I

3. Choose the reference table you want to update from the list found on the left side of the screen.

The reference tables are classified as follows:

- School Data
 - School Reference
 - Subject Reference
 - Programs Offered
 - Student Achievement
 - Potential and Difficulties
 - Means of Transportation (for Students)
 - Reasons for Dropping
 - Ancillary Services
 - Religion
 - Curriculum Offering
 - Indigenous Group
 - Guardian Relation
- DepEd
 - Division
 - District
 - Type of Office
 - Type of School

- Personnel
 - Teacher Specialization
 - Personnel Position
 - Employment Status
 - Personnel Employment Type
 - Salary Table
 - Plantilla
 - Local Fund Available

- Address Related Data
 - Region Reference
 - Province Reference
 - City/Municipality Reference
 - Barangay Reference
 - Sitio Reference

- Facility
 - Facility Type
 - Facility Usage
 - Facility Status

- Equipment
 - Equipment Category
 - Equipment Type
 - Equipment Status

B. Adding Records to the Reference Tables

1. Once you have chosen a reference table from the list found on the left side of the screen, then you can add a record.

2. As an example, we add a record to **Programs Offered**. Click the **Programs Offered**.

SIS National School Information System

Enrollment | Student | Personnel | Physical Inventory | Equipment Inventory | Groups & Accounts | **Reference Library** | Logout

Current User: **Rodel Sulmona**

Home >

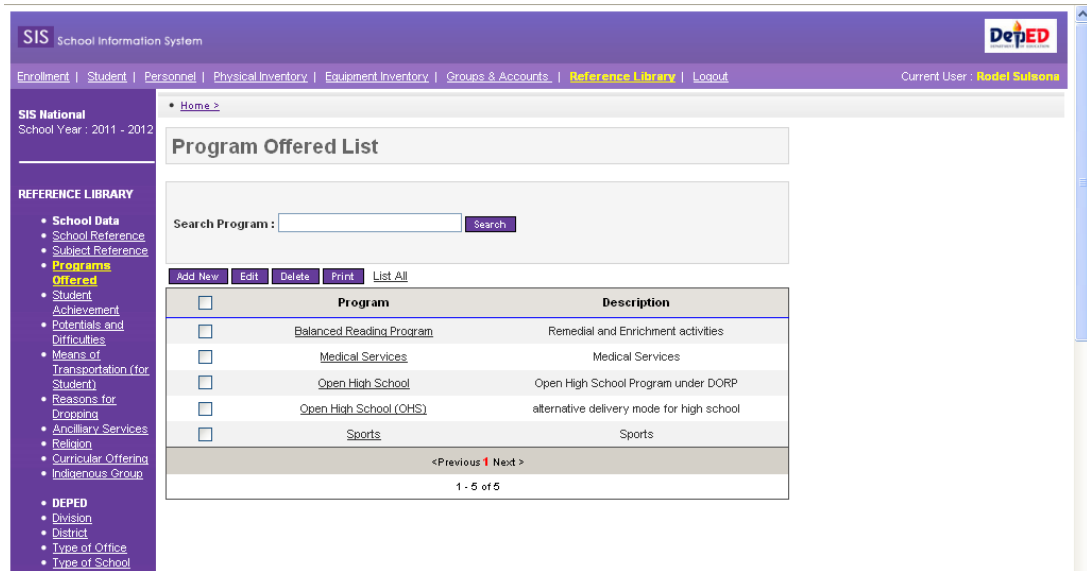
Search Field: Curricular Class : Region : Division : District :
 All Keys Select... All Region All Division All District

Add New Edit Delete Print List All

School ID	School Name	School Short Name	Region	Division	District
116917	Alfonso Damondawon ESQ	n/a	Region 6	Negros Occidental	Calatrava II
300545	Ilaan Sports HS (NHS - Alibagu Annex)Q	n/a	Region 2	Isabela	
105721	Junior Campo PSQ	n/a	Region 3	Nueva Ecija	San Jose City West
306809	Leonor M. Bautista NHS (Former Gen. Tinio NHS Annex-Pias Campus Annex)Q	n/a	Region 3	Nueva Ecija	
304612	Mamansual Abdul MNHS (Palimbang Kraan HS Annex)Q	n/a	Region 12	Sultan Kudarat	
136566	15th Avenue ESQ	n/a	NCR	Quezon City	School District XV
132892	3-K ESQ	n/a	CARAGA	Surigao del Sur	Tagbina
133504	77Th PC ESQ	n/a	ARMM	Lanao del Sur - IB	Taraka II
122746	A-et ESQ	n/a	Region 8	Eastern Samar	Sulat
117436	A. Acuña Yap ESQ	n/a	Region 6	Negros Occidental	Victorias I

<Previous 1 2 3 4 5 6 7 8 9 10 Next> End>>

The next screen will appear.



To add a new record:

- Click on the **Add New** button using the left button of your mouse once.
- Type all the necessary data in the appropriate fields.
- Click on the **Save** button to save the record.

You can also edit, view and delete a specific record.

NOTE :

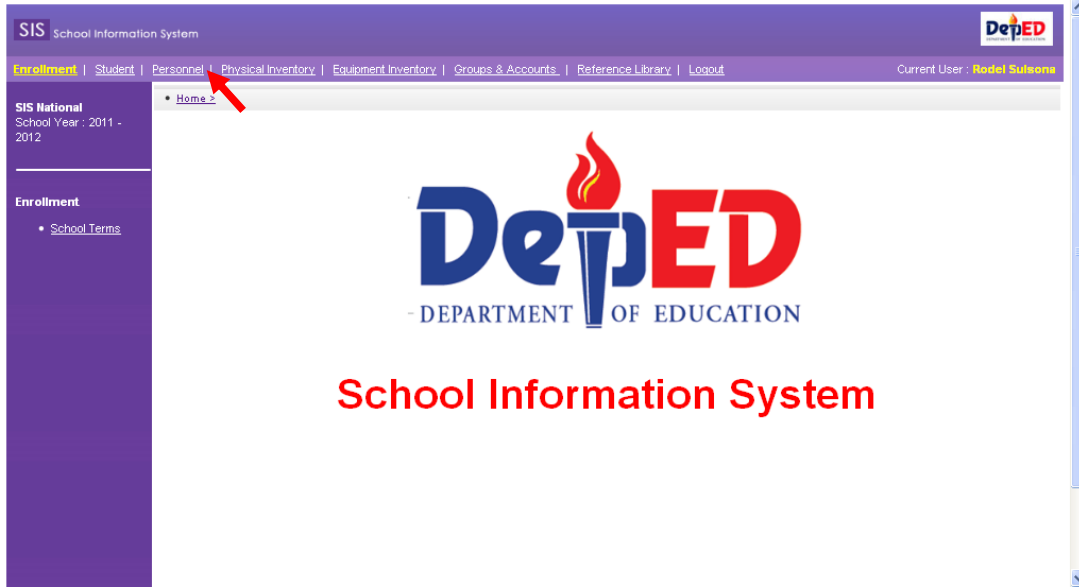
Refer to Chapter 2, Common File Maintenance Procedures for general instructions on add option.

- Do same procedure to other reference tables.

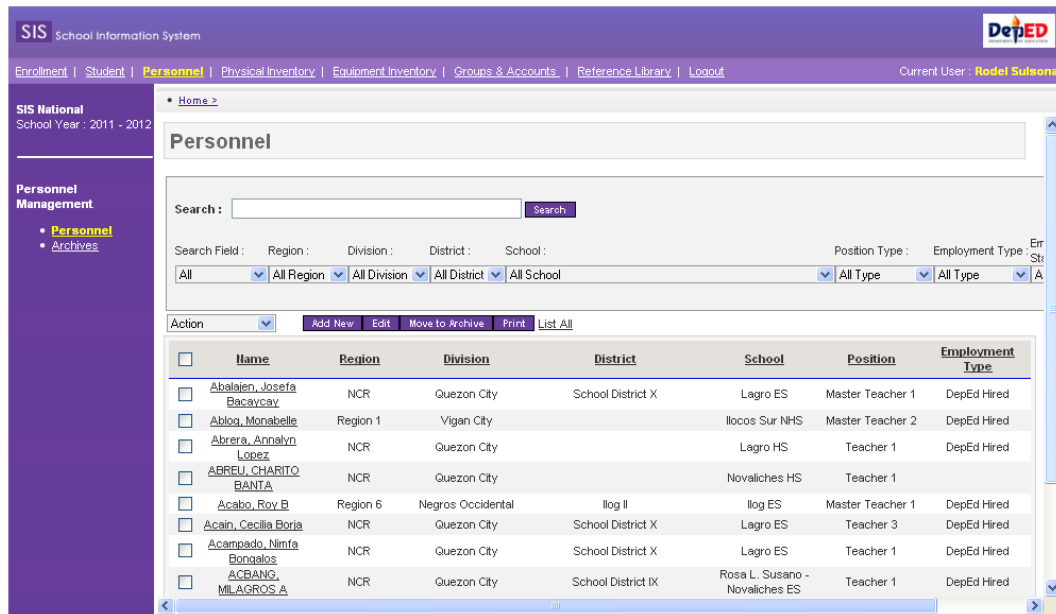
C. Adding Personnel Records of Assigned Users

Users of SIS must be entered first in the Personnel Module before creating users account.



From the Main Menu, click on the Personnel Management Module,



List of Personnel will be displayed on the screen.



To add a new record:

- a. Click on the  button using the left button of your mouse once.
- b. Type all the necessary data in the appropriate fields. You may also select a data if a list of valid codes is provided in the data entry.
- c. Click on the  button to save the record.

You can also edit, view and delete a specific record.

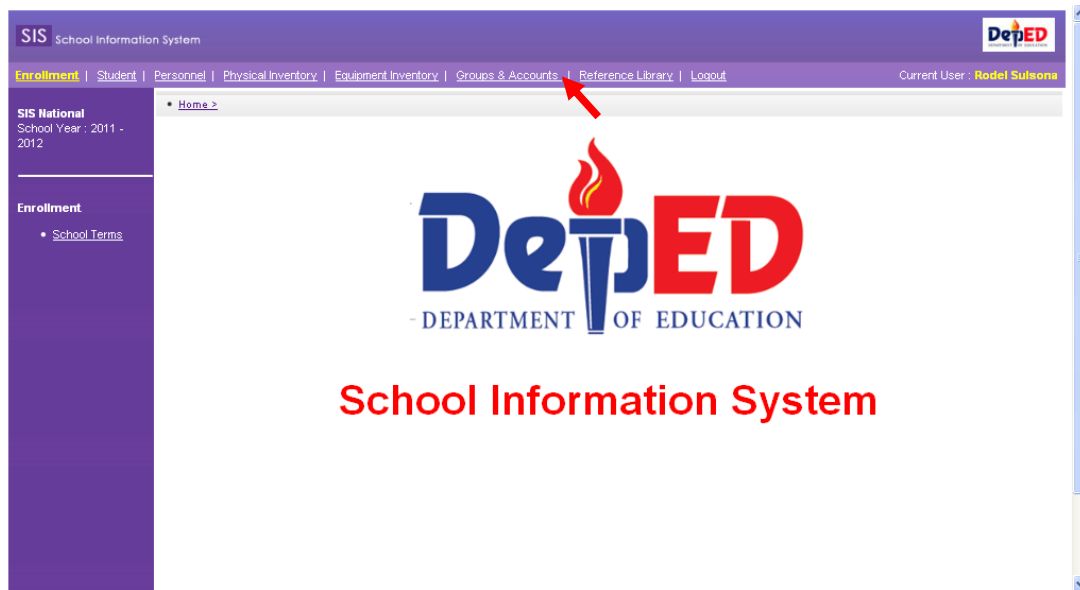
NOTE :

Refer to Chapter 2, Common File Maintenance Procedures for general instructions on add option.

D. Creating an Account for the Users

Once the users information are entered in the Personnel Management Module, a users account must be created

From the Main Menu, click on the Groups and Accounts Module,

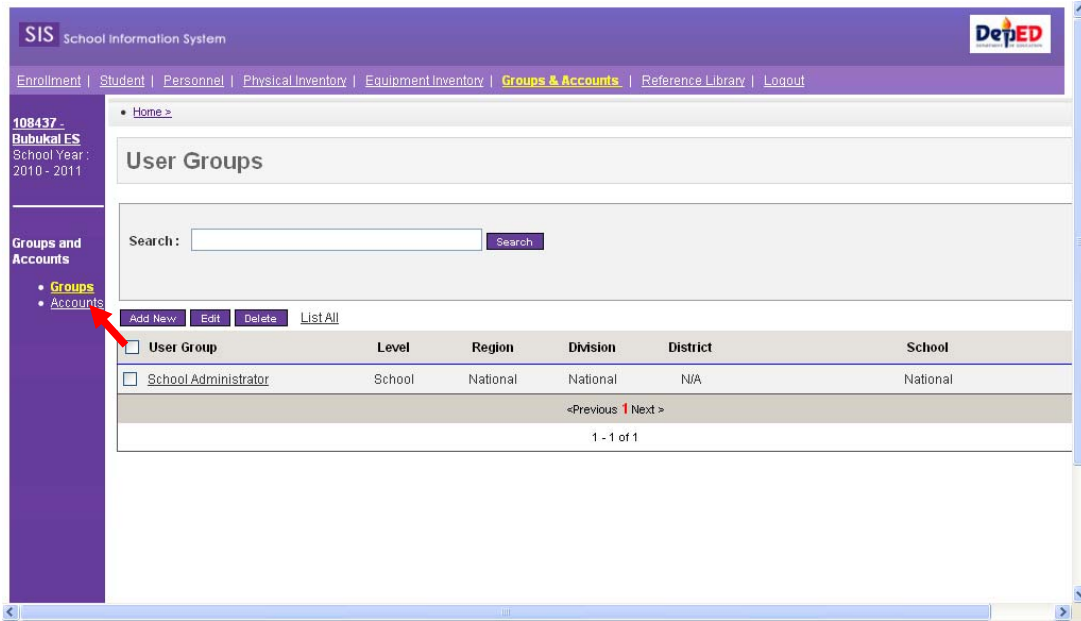


List of Groups identified by the National Level will be displayed on the screen.

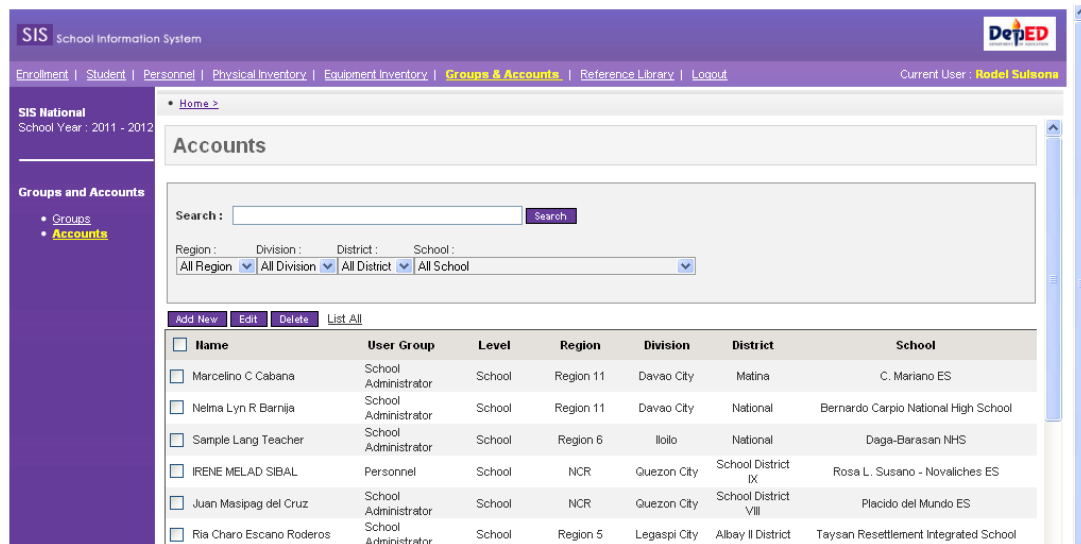
Remember:

No need for each school to add a new group. Adding of new group will be done by the National Level Administrator.

Click on the Accounts Module to add the users account.



List of users will be displayed on the screen.



To add a new record:

- Click on the **Add New** button using the left button of your mouse once.
- Type all the necessary data in the appropriate fields. You may also select a data if a list of valid codes is provided in the data entry.
- Click on the **Save** button to save the record.

You can also edit, view and delete a specific record.

NOTE :

Refer to Chapter 2, Common File Maintenance Procedures for general instructions on add option.

OPERATING SIS AS A USER

After creating the users accounts, the user can now update the SIS. Sequence of encoding to be done by the user will be discussed on this part.

A. Logging-in to the system

1. The user must log-in to SIS.

Please refer to the procedure in the Log-in to the System of the Getting Started.

Log-in using the assigned username and password.

B. Updating School Profile

After successful entry to the system, your school information will be displayed on the screen.

The screenshot displays the SIS interface for school 108437 - Bubukal ES. The main content area shows the 'Basic School Information' form with the following data:

School ID	108437
School Name	Bubukal ES
School Short Name	n/a
School Code	BES
Previous Name	Talinokal
School Head	Rodel E. Sulsona
School Head Position	Principal I
Registrar	Lornmatet Altamirano
Registrar Position	Vocational School Administrator I
Street Address	081 Sitio Yakal Brgy. Labuin Sta. Cruz, Laguna
Zip Code	4009
Region	CALABARZON
Division	Laguna
Curricular Class	Integrated - Elem & Sec
Curricular Sub Class	
Secondary Co Sub Class	Regular School
Funding	National
Class Organization	
Site Ownership	DepED Purchased
Proof of Ownership	TCT
Ownership Issue	Presence of legal occupants
Land Area	10000000
Topography	Flat

Below the form is an [Edit Entries](#) link. The left sidebar shows 'School Profile Management' with options for Basic Information, Enrollment History, and School Profile (Elementary, High School, Learner Info).

To edit the school record:

- a. Click on the **Edit Entries** button using the left button of your mouse once.
- b. Type all the necessary data that needs to be changed in the appropriate fields. You may also select a data if a list of valid codes is provided in the data entry.
- c. Click on the **Save** button to save the record.

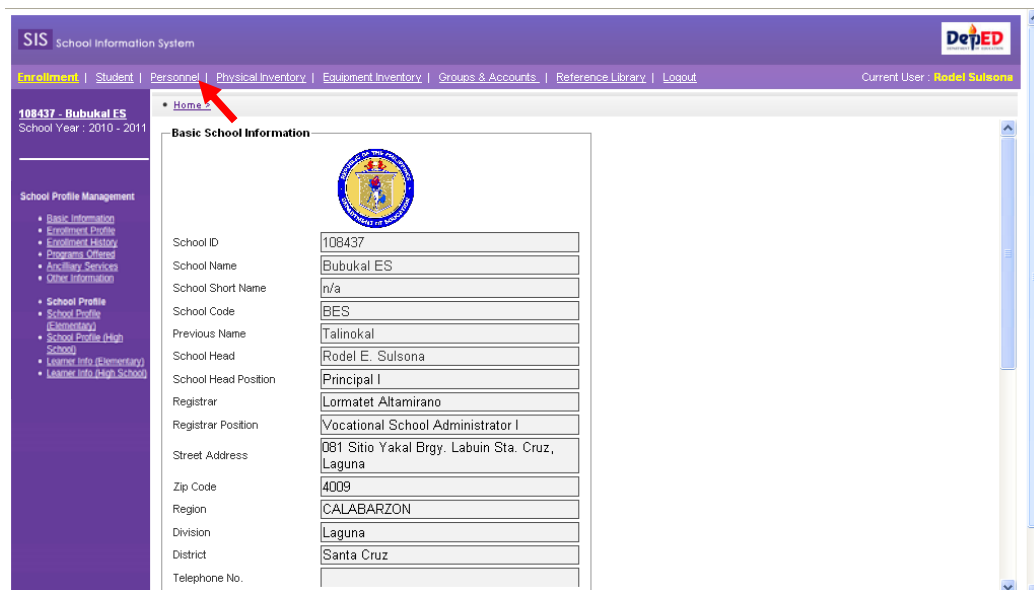
NOTE :

Refer to Chapter 2, Common File Maintenance Procedures for general instructions on edit option.

B. Updating School Personnel

After updating the school profile, school personnel profile must be updated next.

From the Main Menu, click on the Personnel Management Module,



List of Personnel will be displayed on the screen.

The screenshot shows the 'Personnel' management page in the SIS. It includes a search bar, filter dropdowns for Region, Division, District, and School, and a table of personnel records. The table has columns for Name, Region, Division, District, School, Position, and Employment Type. Below the table are buttons for 'Add New', 'Edit', 'Move to Archive', 'Print', and 'List All'.

<input type="checkbox"/>	Name	Region	Division	District	School	Position	Employment Type
<input type="checkbox"/>	Abalajen, Josefa Bacaycay	NCR	Quezon City	School District X	Lagro ES	Master Teacher 1	DepEd Hired
<input type="checkbox"/>	Abloq, Monabelle	Region 1	Vigan City		Ilocos Sur NHS	Master Teacher 2	DepEd Hired
<input type="checkbox"/>	Abrens, Arnalyn Lopez	NCR	Quezon City		Lagro HS	Teacher 1	DepEd Hired
<input type="checkbox"/>	ABRELL CHARITO BANTA	NCR	Quezon City		Novaliches HS	Teacher 1	
<input type="checkbox"/>	Acabo, Roy B	Region 6	Negros Occidental	Ilog II	Ilog ES	Master Teacher 1	DepEd Hired
<input type="checkbox"/>	Acain, Cecilia Boria	NCR	Quezon City	School District X	Lagro ES	Teacher 3	DepEd Hired
<input type="checkbox"/>	Acampado, Nirma Bongalos	NCR	Quezon City	School District X	Lagro ES	Teacher 1	DepEd Hired
<input type="checkbox"/>	ACBANG, MILAGROS A	NCR	Quezon City	School District IX	Rosa L. Susano - Novaliches ES	Teacher 1	DepEd Hired

To add a new record:

- Click on the **Add New** button using the left button of your mouse once.
- Type all the necessary data in the appropriate fields. You may also select a data if a list of valid codes is provided in the data entry.
- Click on the **Save** button to save the record.

You can also edit, view and delete a specific record.

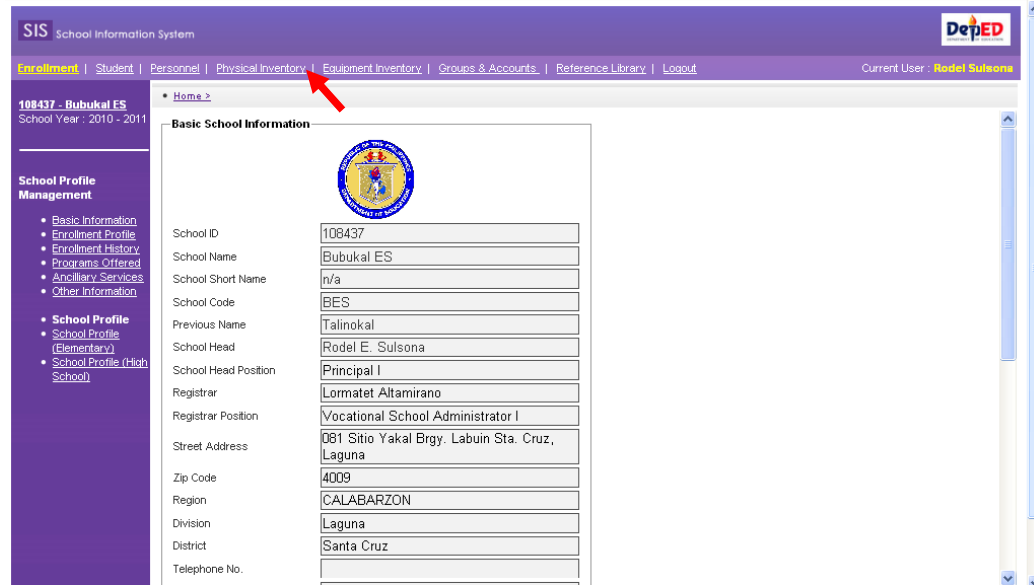
NOTE :

Refer to Chapter 2, Common File Maintenance Procedures for general instructions on add option.

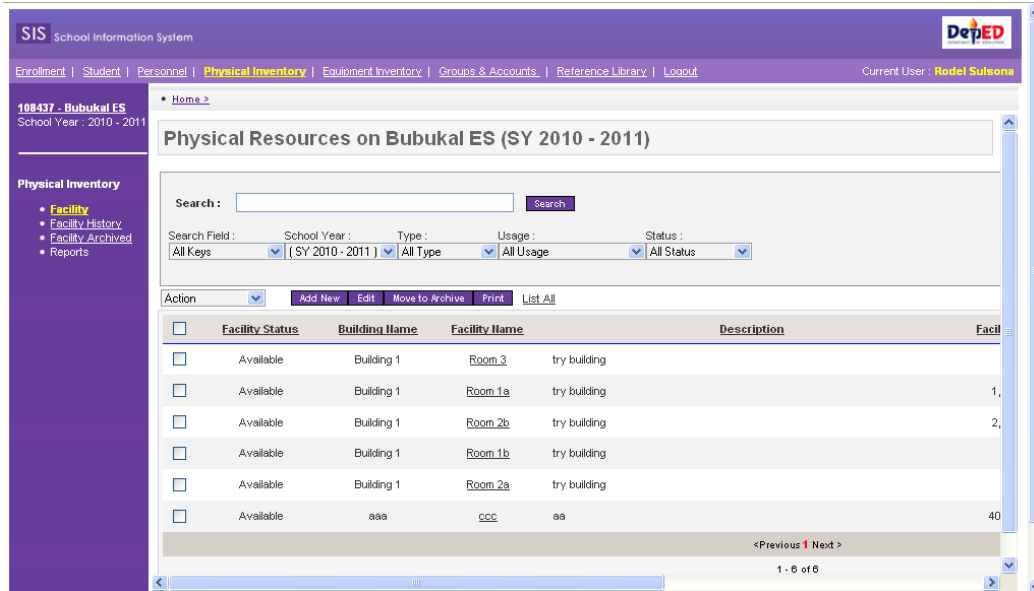
C. Creating Physical Facilities

After updating the Personnel data, Physical Facilities profile must be updated next.



From the Main Menu, click on the Physical Inventory Module,



List of Physical Resources will be displayed on the screen.



To add a new record:

- a. Click on the  button using the left button of your mouse once.
- b. Type all the necessary data in the appropriate fields. You may also select a data if a list of valid codes is provided in the data entry.
- c. Click on the  button to save the record.

You can also edit, view and delete a specific record.

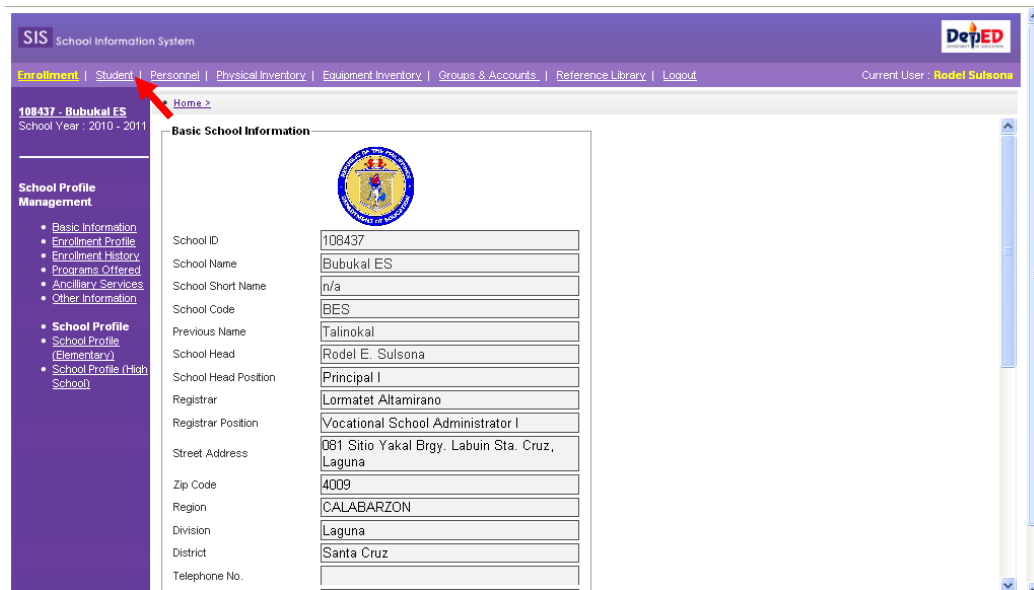
NOTE :

Refer to Chapter 2, Common File Maintenance Procedures for general instructions on add option.

D. Creating Grades Offered

After updating the Physical Facilities data, Grades Offered by the school must be updated next.

From the Main Menu, click on the Student Module,



List of Students will be displayed on the screen.

SIS School Information System

Enrollment | **Student** | Personnel | Physical Inventory | Equipment Inventory | Groups & Accounts | Reference Library | Logout

Current User: **Rodel Sulzano**

108437 - Bubukal ES
School Year: 2010 - 2011

Home >

Student List

Search: Search

Search Field: Select Field | Status: All Status | School Year: (SY 2010 - 2011) | Level: Select... | Section: Select... | Grade Type: Select...

Action: Add New | Edit | Delete | Print | Print ID | Drop Student | Transfer Student | Add Grade | Print Report Card | List All

Student ID	Name	Gender	Age	Ave. Grade	Grade/Year Level	Section	Status
108437-2010-00005	Alfonzo, Ricky Santos	Male	9	0.00	Grade 1	B	Dropped
108437-2010-00004	Cruz, Alexander Del Tierra	Male	10	0.00	Grade 1	A	Enrolled
108437-2010-2	Esuerra, Eduardo Salazar	Male	19	0.00	Grade 1	Multigrade Section A	Dropped
108437-2010-00003	Pasamba, Wilfredo Estrella	Male	10	0.00	Grade 1	Multigrade Section A	Enrolled
108437-2010-1	Sulsona, Rodel Evangelista	Male	24	65.00	Grade 1	A	Dropped
108437-2010-4	Arevolo, Stephen Cruz	Male	10	30.00	Grade 2	Multigrade Section A	Dropped
108437-2010-5	Almavda, Elizafe Reyes	Female	16	30.00	Grade 3	Multigrade D	Dropped

To access Grades/Years Offered, click on the Grades/Years Offered found on the left side of the screen.

The Grades/Years Offered screen will be displayed.

SIS School Information System

Enrollment | **Student** | Personnel | Physical Inventory | Equipment Inventory | Groups & Accounts | Reference Library | Logout

Current User: **Rodel Sulzano**

108437 - Bubukal ES
School Year: 2010 - 2011

Home >


Grade/Year Level List

[New](#)

Grade/Year Level	Action
Grade 1	Delete
Grade 2	Delete
Grade 3	Delete
Grade 4	Delete
Grade 5	Delete
Grade 6	Delete
Grade 7	Delete

To add a new record:

- Click on the **Add New** button using the left button of your mouse once.
- Type all the necessary data in the appropriate fields.

- c. Click on the  button to save the record.

You can also edit, view and delete a specific record.

NOTE :
Refer to Chapter 2, Common File Maintenance Procedures for general instructions on add option.

E. Creating Section

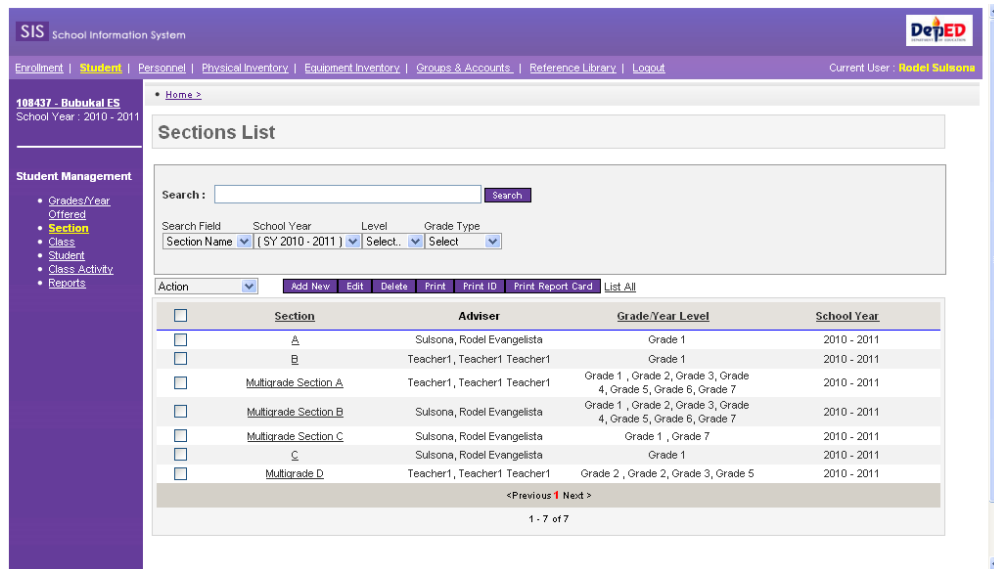
After updating the Grades/Years Offered, Sections must be created next.

To access Section screen, click on the Section found on the left side of the screen.

The screenshot shows the SIS interface for '108437 - Bubukal ES' for the school year 2010-2011. The 'Student Management' sidebar on the left has 'Section' highlighted with a red arrow. The main content area is titled 'Student List' and contains a search bar and a table of student records.

Student ID	Name	Gender	Age	Ave. Grade	Grade/Year Level	Section	Status
108437-2010-00005	Alfonzo, Ricky Santos	Male	9	0.00	Grade 1	B	Dropped
108437-2010-00004	Cruz, Alexander Del Tierno	Male	10	0.00	Grade 1	A	Enrolled
108437-2010-2	Esquerria, Edgardo Salazar	Male	19	0.00	Grade 1	Multigrade Section A	Dropped
108437-2010-00003	Pasamba, Wilfredo Estrella	Male	10	0.00	Grade 1	Multigrade Section A	Enrolled
108437-2010-1	Sulsona, Rodel Evangelista	Male	24	65.00	Grade 1	A	Dropped
108437-2010-4	Arevalo, Stephen Cruz	Male	10	30.00	Grade 2	Multigrade Section A	Dropped
108437-2010-5	Almayda, Elizafe Reyes	Female	16	30.00	Grade 3	Multigrade D	Dropped

The Section screen will be displayed.



To add a new record:

- Click on the **Add New** button using the left button of your mouse once.
- Type all the necessary data in the appropriate fields. You may also select a data if a list of valid codes is provided in the data entry.
- Click on the **Save** button to save the record.

You can also edit, view and delete a specific record.

NOTE :

Refer to Chapter 2, Common File Maintenance Procedures for general instructions on add option.

F. Adding Students

After creating Sections, Students must be created/updated next.

To access Student screen, click on the Section found on the left side of the screen or click on the Student Module on the Main Menu.

SIS School Information System

Enrollment | **Student** | Personnel | Physical Inventory | Equipment Inventory | Groups & Accounts | Reference Library | Logout

Current User: **Rodel Sulsons**

108437 - Bubukal ES
School Year: 2010 - 2011

Home >

Student List

Search: Search

Search Field: [Select Field] Status: [All Status] School Year: [(SY 2010 - 2011)] Level: [Select...] Section: [Select...] Grade Type: [Select...]

Action: [Add New] [Edit] [Delete] [Print] [Print ID] [Drop Student] [Transfer Student] [Add Grade] [Print Report Card] [List All]

Student ID	Name	Gender	Age	Ave. Grade	Grade/Year Level	Section	Status
108437-2010-00005	Alfonzo, Ricky Santos	Male	9	0.00	Grade 1	B	Dropped
108437-2010-00004	Cruz, Alexander Del Tiero	Male	10	0.00	Grade 1	A	Enrolled
108437-2010-2	Esquerra, Edgardo Salazar	Male	19	0.00	Grade 1	Multigrade Section A	Dropped
108437-2010-00003	Pasamba, Wilfredo Estrella	Male	10	0.00	Grade 1	Multigrade Section A	Enrolled
108437-2010-1	Sulsona, Rodel Evangelista	Male	24	65.00	Grade 1	A	Dropped
108437-2010-4	Arevalo, Stephen Cruz	Male	10	30.00	Grade 2	Multigrade Section A	Dropped
108437-2010-5	Almavida, Elizafe Reyes	Female	16	30.00	Grade 3	Multigrade D	Dropped

<Previous | Next >

The Student screen will be displayed.

SIS School Information System

Enrollment | **Student** | Personnel | Physical Inventory | Equipment Inventory | Groups & Accounts | Reference Library | Logout

Current User: **Rodel Sulsons**

108437 - Bubukal ES
School Year: 2010 - 2011

Home >

Student List

Search: Search

Search Field: [Select Field] Status: [All Status] School Year: [(SY 2010 - 2011)] Level: [Select...] Section: [Select...] Grade Type: [Select...]

Action: [Add New] [Edit] [Delete] [Print] [Print ID] [Drop Student] [Transfer Student] [Add Grade] [Print Report Card] [List All]

Student ID	Name	Gender	Age	Ave. Grade	Grade/Year Level	Section	Status
108437-2010-00005	Alfonzo, Ricky Santos	Male	9	0.00	Grade 1	B	Dropped
108437-2010-00004	Cruz, Alexander Del Tiero	Male	10	0.00	Grade 1	A	Enrolled
108437-2010-2	Esquerra, Edgardo Salazar	Male	19	0.00	Grade 1	Multigrade Section A	Dropped
108437-2010-00003	Pasamba, Wilfredo Estrella	Male	10	0.00	Grade 1	Multigrade Section A	Enrolled
108437-2010-1	Sulsona, Rodel Evangelista	Male	24	65.00	Grade 1	A	Dropped
108437-2010-4	Arevalo, Stephen Cruz	Male	10	30.00	Grade 2	Multigrade Section A	Dropped
108437-2010-5	Almavida, Elizafe Reyes	Female	16	30.00	Grade 3	Multigrade D	Dropped

<Previous | Next >

To add a new record:

- Click on the **Add New** button using the left button of your mouse once.
- Type all the necessary data in the appropriate fields. You may also select a data if a list of valid codes is provided in the data entry.
- Click on the **Save** button to save the record.

You can also edit, view and delete a specific record. You can tag the Student as Dropped or Transferred by clicking on the desired buttons.

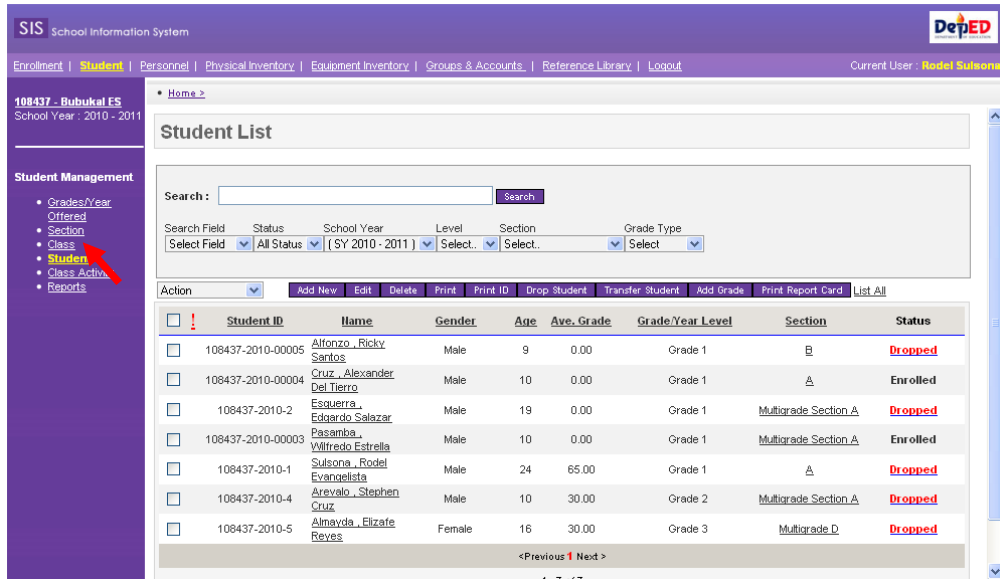
NOTE :

Refer to Chapter 2, Common File Maintenance Procedures for general instructions on add option.

G. Creating Class and Class Schedule

After updating the Students file, Class must be created next.

To access Class screen, click on the Class found on the left side of the screen.



The Class screen will be displayed.

The screenshot shows the SIS School Information System interface. The top navigation bar includes links for Enrollment, Student, Personnel, Physical Inventory, Equipment Inventory, Groups & Accounts, Reference Library, and Logout. The current user is identified as Nodel Sulsona. The main content area is titled 'Class List' and features a search bar with a 'Search' button. Below the search bar are dropdown menus for 'Subject Name', 'Status', 'School Year', 'Level', 'Section', and 'Grade Type'. An 'Action' dropdown menu is located above a table of class records. The table has columns for Class, Teacher, Grade/Year/Level, Section, and School Year. The records listed are:

<input type="checkbox"/>	Class	Teacher	Grade/Year/Level	Section	School Year
<input type="checkbox"/>	Filipino	Del Tiero Alexander, Aguirre	Grade 1	A	2010 - 2011
<input type="checkbox"/>	English	Sulsona Rodel, Evangelista	Grade 1	A	2010 - 2011
<input type="checkbox"/>	Character Education	Sulsona Rodel, Evangelista	Grade 1	A	2010 - 2011
<input type="checkbox"/>	Mathematics	Del Tiero Alexander, Aguirre	Grade 1	A	2010 - 2011

To add a new record:

- Click on the **Add New** button using the left button of your mouse once.
- Type all the necessary data in the appropriate fields. You may also select a data if a list of valid codes is provided in the data entry.
- Click on the **Save** button to save the record.

You can also edit, view and delete a specific record.

NOTE :

Refer to Chapter 2, Common File Maintenance Procedures for general instructions on add option.

H. Creating Class Activity

After updating the Class and Class Schedule file, Class Activity must be created next.

To access Class Activity screen, click on the Class Activity found on the left side of the screen.

SIS School Information System

Enrollment | **Student** | Personnel | Physical Inventory | Equipment Inventory | Groups & Accounts | Reference Library | Logout

Current User: **Rodel Sulsona**

108437 - Bubukal ES
School Year: 2010 - 2011

Home >

Student List

Search: Search

Search Field: Select Field | Status: All Status | School Year: (SY 2010 - 2011) | Level: Select. | Section: Select. | Grade Type: Select.

Action: Add New | Edit | Delete | Print | Print ID | Drop Student | Transfer Student | Add Grade | Print Report Card | List All

<input type="checkbox"/>	Student ID	Name	Gender	Age	Ave. Grade	Grade/Year Level	Section	Status
<input type="checkbox"/>	108437-2010-00005	Alfonzo, Ricky Santos	Male	9	0.00	Grade 1	B	Dropped
<input type="checkbox"/>	108437-2010-00004	Cruz, Alexander Del Tiero	Male	10	0.00	Grade 1	A	Enrolled
<input type="checkbox"/>	108437-2010-2	Esquerra, Edgardo Salazar	Male	19	0.00	Grade 1	Multigrade Section A	Dropped
<input type="checkbox"/>	108437-2010-00003	Pasamba, Wilfredo Estrella	Male	10	0.00	Grade 1	Multigrade Section A	Enrolled
<input type="checkbox"/>	108437-2010-1	Sulsona, Rodel Evangelista	Male	24	65.00	Grade 1	A	Dropped
<input type="checkbox"/>	108437-2010-4	Arevalo, Stephen Cruz	Male	10	30.00	Grade 2	Multigrade Section A	Dropped
<input type="checkbox"/>	108437-2010-5	Almeyda, Elizafe Reyes	Female	16	30.00	Grade 3	Multigrade D	Dropped

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The Class Activity screen will be displayed.

SIS School Information System

Enrollment | **Student** | Personnel | Physical Inventory | Equipment Inventory | Groups & Accounts | Reference Library | Logout

108437 - Bubukal ES
School Year: 2010 - 2011

Home >

Class Activity

Search: Search

Search Field: Activity Name | Level: Select. | Section: Select. | Class: Select.



Add New | Edit | Delete | Add Grade | List All

<input type="checkbox"/>	Activity	Activity Date	No. of Items	Grading Period	Class	Teacher	Grade/Year Level	Section
<input type="checkbox"/>	Quiz 1	2011-06-21	25	First Grading	English Grade 1	Sulsona Rodel, Evangelista	Grade 1	A
<input type="checkbox"/>	Quiz 2	2010-07-16	50	First Grading	English Grade 1	Sulsona Rodel, Evangelista	Grade 1	A

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To add a new record:

- a. Click on the  button using the left button of your mouse once.
- b. Type all the necessary data in the appropriate fields. You may also select a data if a list of valid codes is provided in the data entry.
- c. Click on the  button to save the record.

You can also edit, view and delete a specific record.

NOTE :

Refer to Chapter 2, Common File Maintenance Procedures for general instructions on add option.