Department of Education

Philippines School Database Manual for Teachers

Database version 1.0-13

Manual version 2011-5-15

School Year 2011-2012

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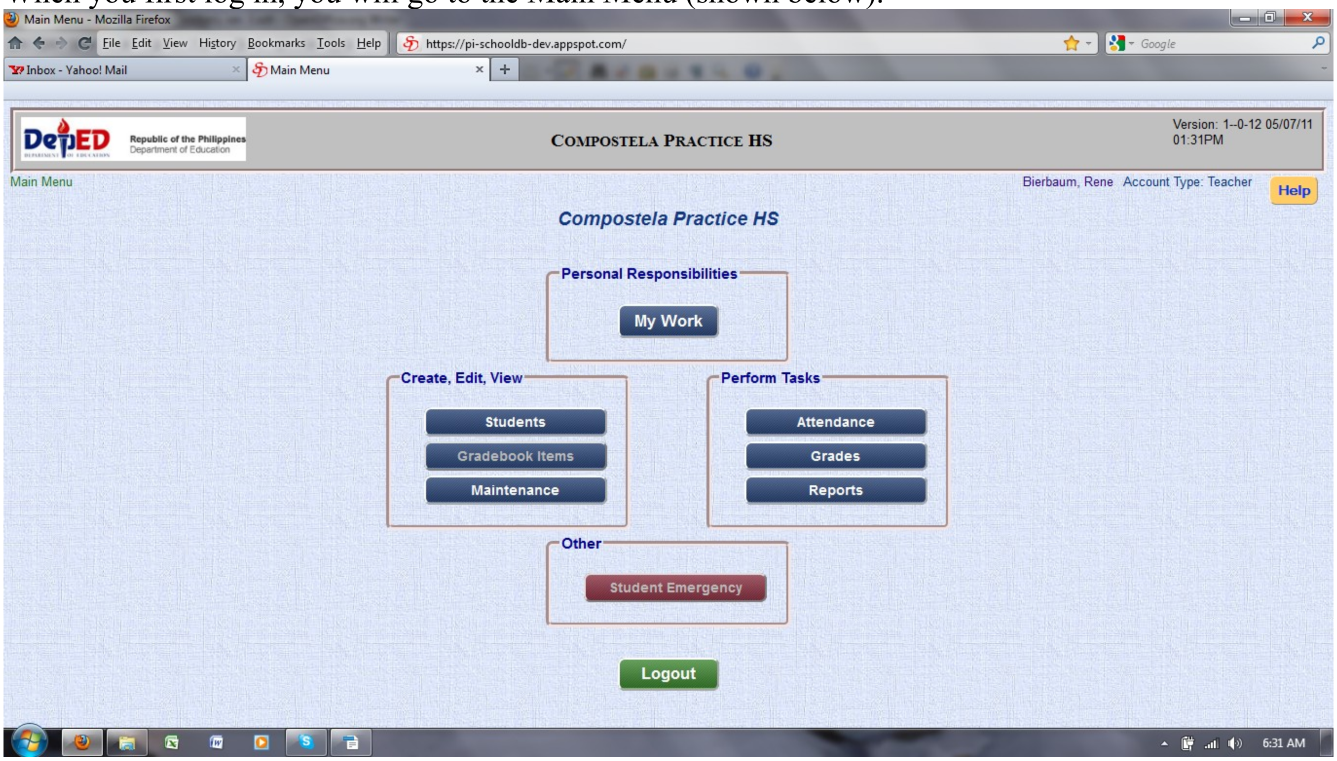
Getting Started

1. Open up Firefox
2. Go to the website for the database: ph-schooldb.appspot.com
3. Type in your gmail address and password

Main Menu

When you first log in, you will go to the Main Menu (shown below).



You will see several options on the Main Menu.

MY WORK: This is a very important button for teachers, because it allows them to do their daily tasks very quickly. Once every year, you must identify your <u>section</u> (if you are an adviser) and the <u>classes</u> that you teach. Then it is easy to find and update the information for your section and classes for the rest of the year.

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: [NOT ACTIVE] 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 to create a new school year, to manage information about a school's sections and classes, update teachers information, to identify holidays and other days off, etc. These are mainly updated by the Guidance Office but teachers can view the information. Teachers also can update information about themselves in the database using the “Maintenance” button.

ATTENDANCE: This allows to you indicate the presence or absence of each student for either morning or afternoon of a school day.

GRADES: [NOT ACTIVE] This allows you to enter the grades received for each student in a class for a specific Gradebook Item.

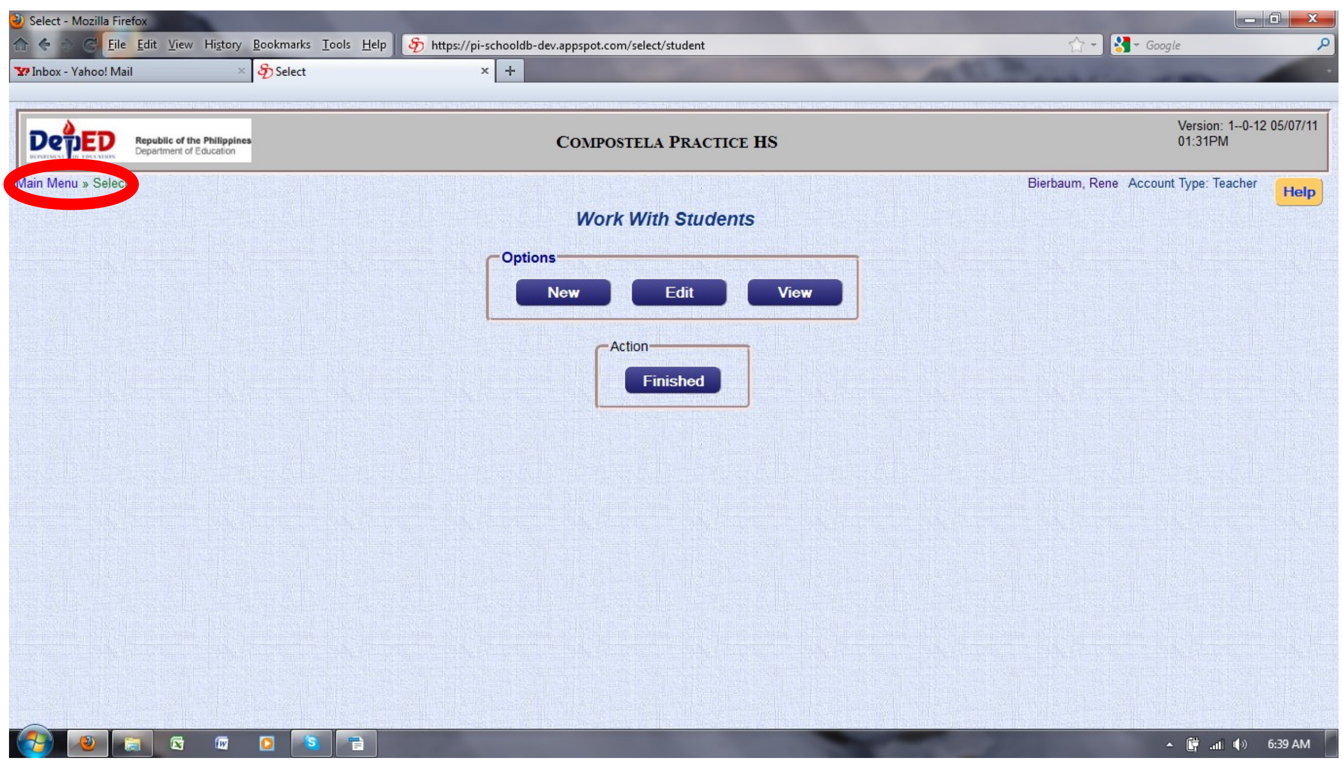
REPORTS: You can select from a variety of reports about a section or class.

STUDENT EMERGENCY: [NOT ACTIVE] This is a fast way to get contact information about a student.

Do a single left-click on any button to select that option.

To return to the Main Menu, you can go to the upper left-hand corner of the window and click on “Main Menu”. This is circled in red in the picture below. One click will return you to the Main Menu.

Note though that if you select “Main Menu” here without clicking “Save”, the information you entered on that page will not be saved!



Definitions

Period: This indicates the time of the class. For example, for many schools the time from 7:30 to 8:30 would be “First Period”, the time from 8:30 to 9:30 would be “Second Period”, etc. This can be defined for each school depending upon the school's schedule.

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

Class: A class is defined as a group of students who meet at a certain class period and classroom for a specific subject for a given school year. An example is a section of Science III that meets during the third period. The name of this class in the database would be “Science-III - Third Period - Teacher's Name”. Some classes do not meet as a section, and they will have unique name. For example, the TLE I students majoring in ICT meeting during the fifth period would have a class name of “TLE-I-ICT - Fifth Period - Teacher's Name”, while the other group of TLE I students majoring in garments meeting during the six period may have a class name of “TLE-I-ICT - Sixth Period - Teacher's Name”. Most teachers have several classes that they are responsible for.

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.

Grades: This refers to grades received by individual students in each subject area at the end of each grading period.

Enrollment Status: This indicates whether a student is Enrolled, Graduated, Dropped Out, or Transferred.

[NOT ACTIVE] 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 Fifth Period has a quiz, they will add a gradebook item for that quiz for the students of Science III Fifth Period. The gradebook items can be different for each class that the teacher teaches.

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!

Date of Change

In many places, when you make a change you will be asked to enter the date of change. For example, when you change a student's enrollment status, section, or major, you will be asked for Date of Change. It is extremely important that you enter that date every time and that the date is accurate. This is because this date is used in managing a student's history in the school and for setting attendance and many other records.

Selecting a Button

To select a button, move your mouse over the button and left-click once on it.

Entering Information in a Box

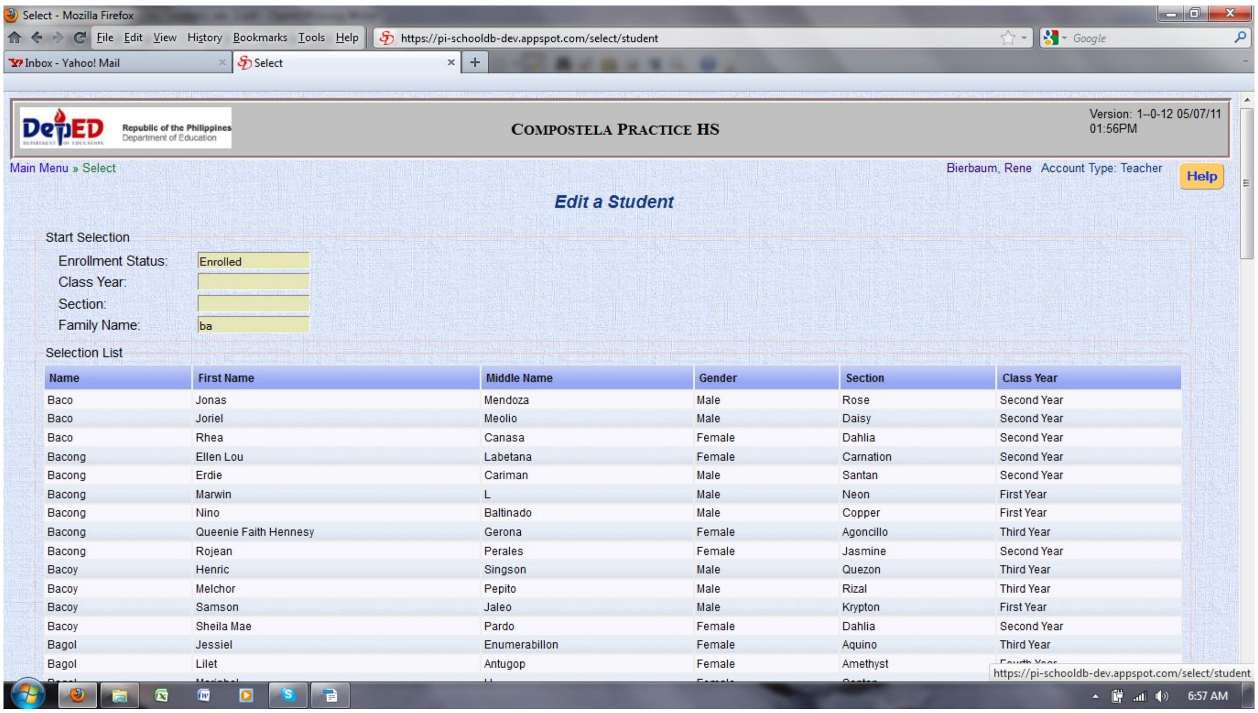
All of the boxes for entering information will be colored either white or tan. Boxes that are white allow you to type in anything you want. Boxes that are tan (such as Barangay or a teacher's name) will only allow entries that have already been determined by the Guidance Office. You can start typing letters in the box, and it will 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 “fi”, you will see the option of “First 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 SAVE THAT 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 ways to find and select things. An example is shown on the next page for selecting a student. You can ask for students that have a certain enrollment status, a certain class year, or a certain section. You can also just start typing their family name.

You do not have to fill out all of these, 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” at the bottom of the list. 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 “ba”, type “ba” in “Family Name”.



One other nice feature is that if you select something in “Class Level”, now the selections below (Section and Family Name) will only include Sections and Students from that Class Level that you selected. For example, if you select a Class Level of Third Year, it will only show Third Year Sections in the Section box and Third Year students in the Family Name box.

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 some letters 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 Out” 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 and Sorting a List

To select something from a list (for example, to pick a single student from a list of students), click your left mouse button on it once. When you click once on it, you will be able to see that it is highlighted. Then you can either hit the “Enter” key or left-click once on the “Select” button at the bottom of the list.

You can sort different ways by just clicking on the word in the heading. For example, a list of students is normally given in alphabetical order by family name. However, by clicking on the list heading “Section”, it is rearranged alphabetically by Section.

Copying and Pasting to a Spreadsheet

If you would like to move information from the database into a 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 your spreadsheet, left-click once on the cell where you'd like to place the information, and select “Edit” and “Paste”.

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).

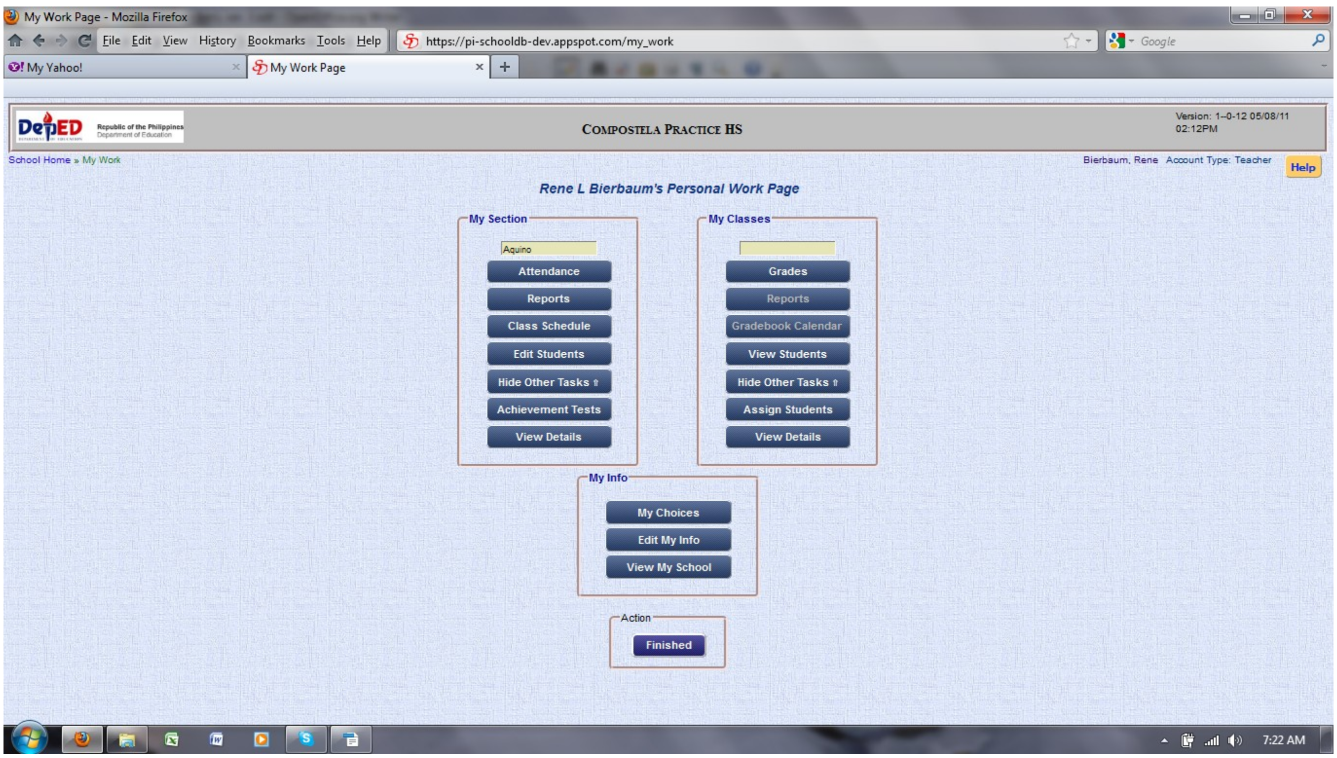
For Windows computers, an enye is usually typed by holding down the Alt key while you type 164 on the numeric keypad.

My Work

“My Work” saves time for teachers by putting into one place the buttons they use most. It makes it easy for them to go immediately to their sections or classes to encode or review information about the students. You can always use the Main Menu to find everything, but it is usually faster to just use “My Work” to do your usual tasks.

You will also go to “My Work' to update your own personal information. **It is important that you keep your information updated for the school records.**

Clicking “My Work” from the Main Menu will bring up the menu below. Note that there are two buttons that say “Show Other Tasks”. If you click those, it will expand to show some other buttons for you. If you don't want to show those buttons, you can click “Hide Other Tasks”.



Setting Up “My Work” Sections and Classes

You should not have to do this, since the database automatically identifies a teacher's section (if they are a section adviser) and their classes. However if you wants to look at other classes or sections that are not yours, you can pick <u>any</u> sections and classes to include in “My Work”. This only has to be done once, at the beginning of the school year. It can be changed at any time though.

1. From the Main Menu, click “My Work”.
2. Click “My Choices” (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”.

5. To ADD a section: In the “Section” tan box, type the first few letters of the section you want to add (or you can double-click to show them all). Select the section you want to add. Then left-click once on the “Add Section” button to add it to your list. It will show up in the list.
6. To REMOVE a section: In the list of sections displayed, left-click once on the section you want to remove, then left-click once on the “Remove Section” button to remove it from your list. You will see it removed from your list.
7. You can add or remove classes using the options in “My Classes”. It is done the same way as adding or removing sections.
8. To ADD a class: In the “Class” tan box, type the first few letters of the class you want to add (or you can double-click to show them all). Select the class. Then click “Add Class” to add it to your list.
9. To REMOVE a class: In the list of classes displayed, left-click once on the class you want to remove, then left-click once on the “Remove Class” button to remove it from your list. You will see it removed from your list.
10. When you are finished, click the “Save” button.

<u>Section Advisers: Using “My Sections”</u>

Section Advisers can select almost all of their daily tasks from here. Below is a short description of each button in the “My Classes” area of the “My Work” page. NOTE: YOU MUST HAVE A SECTION SELECTED BEFORE YOU CLICK A BUTTON. If you do not, it will ask you to select your section. (Note that you can choose any section you want. However if you are not the section adviser for the section you select, you will <u>not</u> be able to enter attendance or edit students. Only the section adviser can do that.)

Attendance: If you click this button, you can enter the daily attendance for your section. (See the chapter on Attendance for more details.)

Reports: If you click this button, you can select different reports to view or print. (See the chapter on Reports for more details.)

Class Schedule: If you click this button, you can view the schedule for your section.

Edit Students: If you click this button, it will show the list of students in your section. Left-click once on the student you want to edit and hit “Enter” or left-click once on “Select” at the bottom of the list. You can then edit the student information. Be sure to click “Save” when you are finished. (See the chapter on Students for more details.)

Achievement Tests: [you must click “Show Other Tasks” to see this button] If you click this button, you can select the achievement test you want to enter grades for and then enter the grades for your section. (See the chapter on Grades for more details.)

View Details: [you must click “Show Other Tasks” to see this button] If you click this button, it will show the information about your section including the name of the section adviser, the classroom, and the year level.

Classroom Teachers: Using "My Classes"

These are options for classroom teachers. Below is a short description of each button in the "My Sections" area of the "My Work" page. NOTE: YOU MUST HAVE ONE OF YOUR CLASSES SELECTED BEFORE YOU CLICK A BUTTON. If you do not, it will ask you to select one of your classes.

Grades: If you click this button, you can view or edit the quarterly grades for a class. (See the chapter on Grades for more details.)

Reports: [Not yet active]

Gradebook Calendar: [Not yet active]

View Students: If you click this button, it will show the list of students in your class.

View Details: [you must click "Show Other Tasks" to see this button] If you click this button, it will show the information about your class including the name of the classroom teacher, the classroom, the subject and year level, and the section (if the class is assigned to the entire section).

All Teachers: "My Info"

These are options for classroom teachers. Below is a short description of each button in the "My Sections" area of the "My Work" page.

My Choices: This allows you to define your section and your classes (described earlier in this chapter).

Edit My Info: If you click this button, you can update your own teacher information. You will want to add all of the information requested here so that other teachers, the school, and the Division office can use it. Please keep this information updated, at least once a year.

View My School: If you click this button, you can see information about your school.

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 for New, Edit, or View for student information. "New" 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 first enrolls at your school. When you try to enter a new student, the program will automatically check to see if they are already in there when you enter the birth date. Please be careful to make sure you do not enter the same student twice! [If you need to change information about a student that has already been added, go to "Editing a Student" below.]

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

2. Then left-click once on "New" in the "Work with Students" page.

3. A new window "Create a Student" will open with places to enter all of the needed student information. This window is shown on the next page. You can use the "Tab" or "Enter" key to move from one box to the next.

4. NAME:

   Enter the students First Name, Middle Name, and Family Name.

5. PERSONAL INFORMATION:

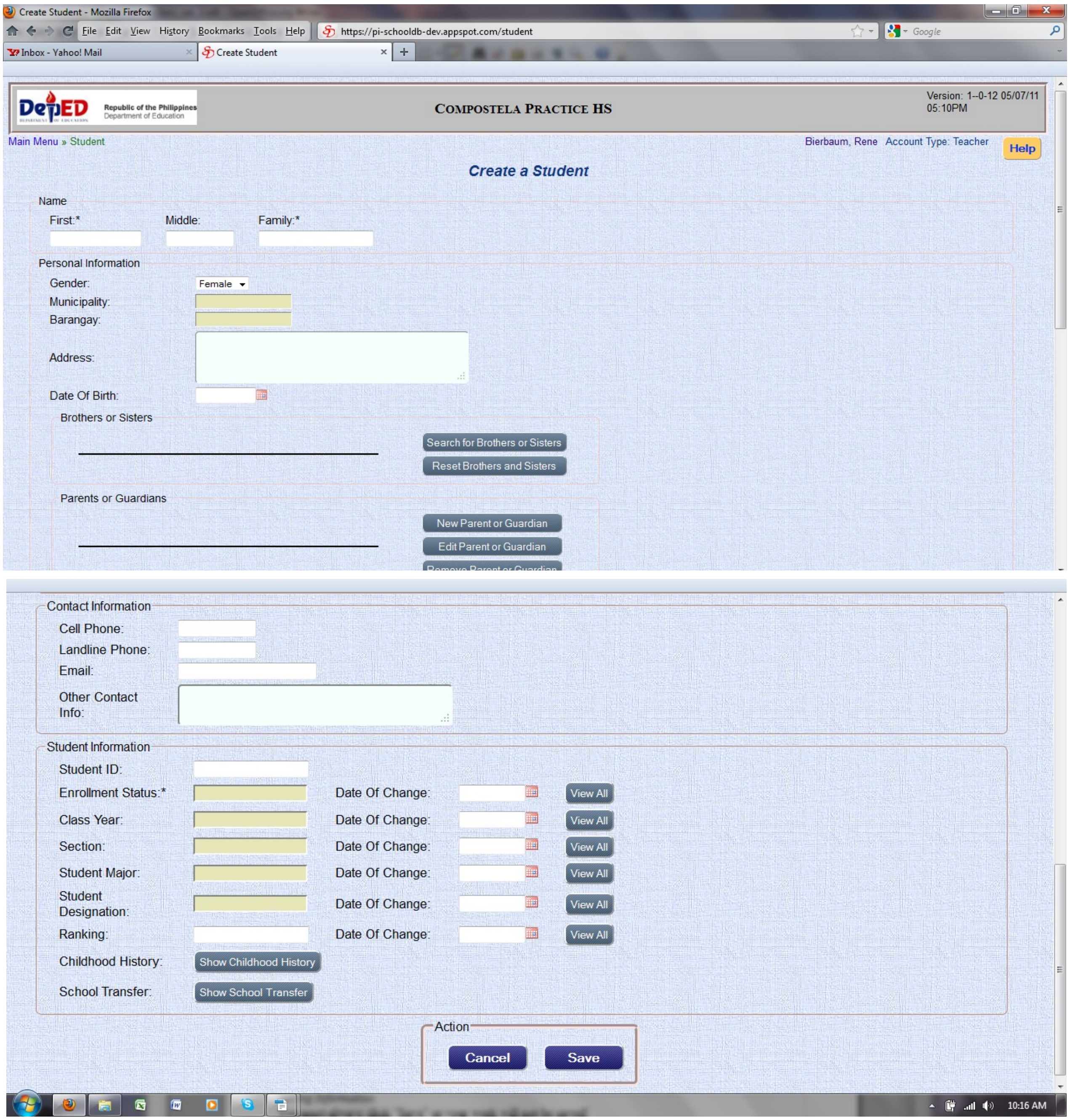
   Select the student's Gender.

   Select 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. You must choose municipality first before choosing the barangay! This is so the right barangays can be shown for that municipality. If you select the barangay first, it will be erased when you select the municipality.

   Enter the student's address (if applicable). Do not enter municipality or barangay again.

   Enter the student's Date of Birth. You can either type their date of birth using

MMDDYYYY format. If the month is less than 10, you must type a 0 as the first digit. For example, if the birthdate is in May you would type 05 for the month. It is the same for the birth date. If you were born on the 4th, you would type 04 for the day. You can also click on the calendar to select the student's birth date. Make sure to select the correct year as well as the correct month and date if you use the calendar.



You can click “Search for Brothers or Sisters” if you know that there is another student from the same family already in the database. Otherwise click “New Parent or Guardian” to enter the Name of the student's parents or guardian. If there are students with the same last name, it will show them to you automatically. 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. It will also ensure that any changes for one of the siblings will be shown in all – they are kept together as a family. Ina addition, the association of family members will be used in other places such as the student emergency information.

If the parent/guardian 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.

6. CONTACT INFORMATION:

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

7. STUDENT INFORMATION:

   Enter the student's ID if your school assigns one.

   Enrollment Status and the Date of Change. The date is very important, because it tells the database what the school year is and is used in setting attendance and many other school records. **If you do not enter Enrollment Status and the Date of Change for Enrollment Status, the information will not be saved!**

   Select the student's Class Year and the Date of Change.

   Select the student's Section and the Date of Change. If the sectioning is done later after the end of the enrollment period, this can be done later.

   Select the student's Major and the Date of Change.

   Select the student's Designations (e.g., repeater, Balik Aral, Transfer In), if applicable, and the Date of Change.

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

   Then click the button "Show Childhood History".

   Select the student's Birth Province, Birth Municipality, and Birth Barangay. If the Birth Municipality and Birth Barangay are not in the lists shown in the tan boxes, you can encode them in the white boxes entitled "Birth Municipality (Not In List)" and "Birth Barangay (Not In List)"

Enter the student's Elementary School, Elementary General Average, Elementary Graduation Date, and Years in Elementary School.

Then click the button “Show School Transfer” (this is just for students who transfer in) and enter the information and date.

8. Please check your work to make sure that you have type in everything correctly. Remember, **“Garbage In, Garbage Out.”**

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 First Name and Family Name and Enrollment Status and Date of Change for Enrollment Status have been completed, or the information will not be saved. For some fields, if there are errors or missing information, the field with the error will be highlighted with an error message beside it. These errors must be corrected before you can save.**

10. It is a good thing to view the Section List frequently when you are encoding the students. This will allow you to make sure that you are enrolling the students properly. If you have entered the dates and section information properly, the students should show up on the section list. See the chapter on “Reports” to see how to view a Section List.

Another helpful report during encoding of student information is the “Student Records Check”. The Student Records Check allows you to see what students do not have an assigned section, what students have not yet been enrolled, or shows what information is missing for students in a section. See the chapter on “Reports” for more information on this report.

<u>Editing a Student</u>

Once you've added a student, the “Edit” option 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. Then left-click once on “Edit” 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 either hit the “Enter” key or left-click once on the “Select” button.

4. 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.

5. When you are finished, be sure to click “Save” – otherwise the information you just entered will be lost.

Viewing a Student

1. Left-click once on the “Student” button on the Main Menu.
2. Left-click once on “View” 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 hit the “Enter” key or left-click once on the “Select” button.
5. The information about the student will be shown. You will not be able to change it, just look at it.
6. When you are done, click “Finished”

Note that Enrollment Status is automatically set to “Enrolled” as a default value. If you are looking for students from a previous year who have not yet enrolled or students that have dropped, transferred out, or graduated, you must change the select in Enrollment Status or you will not be able to view those students.

Attendance

This option allows section advisers 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. Note that if you are not a section adviser, the attendance button will be disabled for you.

Opening the Attendance Record for a Section

1. Go to "My Work" from the Main Menu and select "Attendance" (You can also select "Attendance" from the Main Menu under "Perform Tasks" and enter your section)
2. The student records for your section will be loaded. You will see the current week and the last week.

Marking Attendance of an Entire Section for a Day

This is the first step in entering 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 must 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. 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.
2. 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.
3. If you make a mistake, clicking again will just change it back.

Remember, you must always select the day first!

Going to a Different Week

If you have entered new attendance information, be sure to save it and then come back before you choose another week. Then 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.

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.

Other Information

1. You will not be able to enter attendance information for a day until that day arrives.
2. The Guidance Office will mark the days that there are no classes for the entire school.
3. The Guidance Office will also mark “make-up” days, such as Saturdays. You will be able to enter attendance for those days.
4. Putting the mouse on each date will give a bubble above it with information about that day. If it is a special day the date will have a special color and you can hold the mouse over it to see why it is special.

You can create the Form 1 and Form 2 reports for attendance. To do this, see the chapter on Reports.

Grades

There are two types of grades that can be entered into the database now: achievement test grades (for a Form 14) and the final grades for a grading period (for a report card).

Entering Final Grades for a Grading Period

At the end of the grading period, you can enter the final grades for each student in your classes. It is important to know that you cannot enter grades until the end of the grading period.

1. From the Main Menu, left-click once on “My Work” and select the class that you want to enter grades for
2. Left-click once on “Grades”
3. Identify the grading period that you want to enter grades for, and click the “Edit” box to encode the final grade for each student for a grading period. You can also choose other grading periods to view at the same time. This would allow you to compare current grades with those from previous grading periods.
4. When you are done working on the grades for this section, always click “Save” at the bottom of the page. If you do not want to save your work, click “Cancel”.

MAKE SURE YOU CLICK THE SAVE BUTTON OR YOUR WORK WILL NOT BE SAVED!

Editing or Viewing Final Grades for a Grading Period

You can also edit or view final grades for a grading period that you've already entered. Note that if you are not the assigned teacher for a class, you may still view the grades but you cannot edit them. The button name changes to “View Grades” to indicate that.

1. From the Main Menu, select “My Work” and then select the class
2. Left-click once on “Grades”
3. Identify each grading period that you want to enter grades for, and click either the “View” or “Edit” box. You can select any number of them. “Edit” allows you to change the final grade for a student for a grading period, and “View” allows you to just view them without making changes.
4. If you make changes, be sure to click “Save” at the bottom of the page. If you do not want to save your work, click “Cancel”.

Entering or Viewing Achievement Test Scores

You can enter or view achievement test scores for your section.
1. From the Main Menu, select “My Work”.
2. Left-click once on “Show Other Tasks”. You will then see “Achievement Tests”.
3. Left-click once on “Achievement Tests”.
4. You will then have to select the achievement test you want to enter grades for.
5. First select your section under “Section” and then select the achievement test..
6. Left-click once on “Get Grades”.
7. A new window will open for you to enter the grades. Each subject area should be shown that

was included in the test, as well as the number of test items.

8. Encode the scores of your section. You can use either the Tab key or Enter to move to the next entry.
9. Be sure to click “Save” at the bottom of the page when you are done!

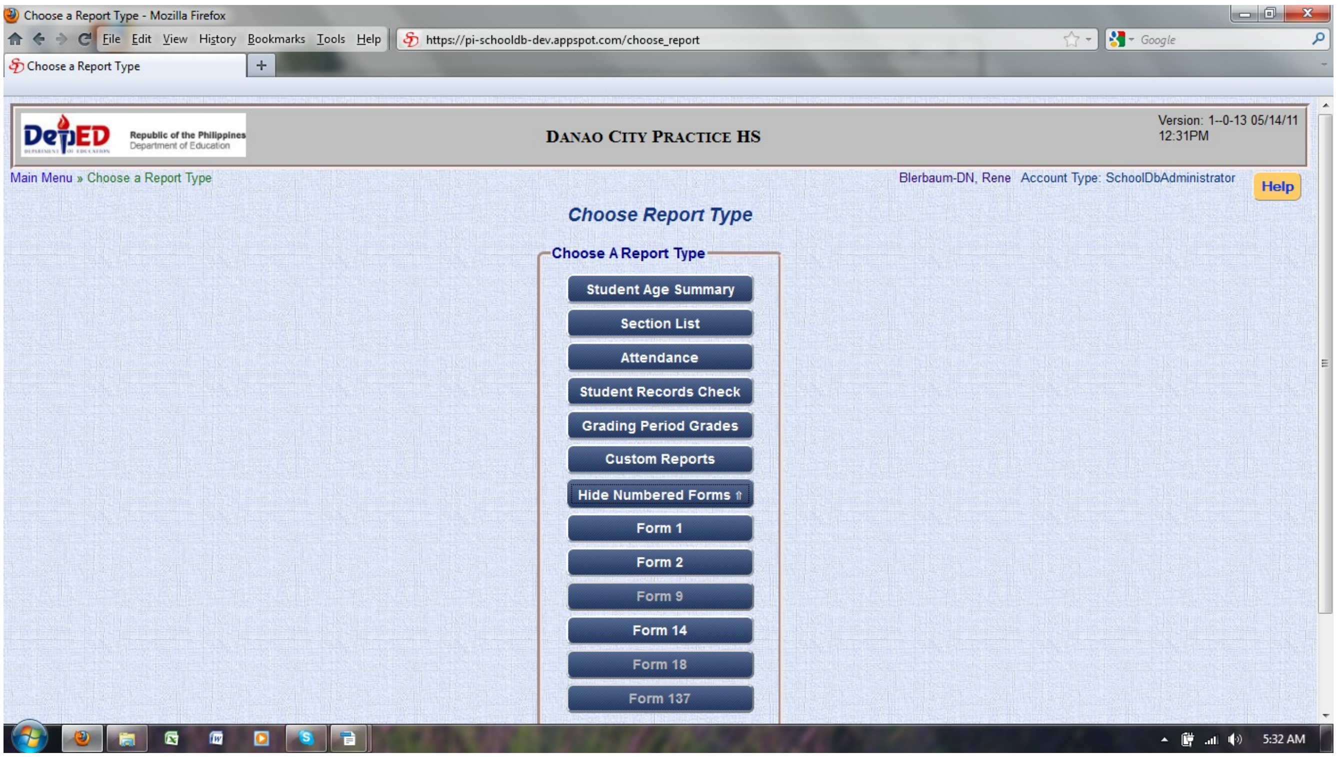
<u>Future Database Plans</u>

In the future, teachers may be able to manage all of the grades for each of their classes. For each individual class they teach, a teacher will create in the database “gradebook items” such as quizzes, projects, participation, tests, and other activities that they have assigned to their students. The teacher could then enter the grade that each student earns for that “gradebook item”. The database could then be able to calculate the final grades for the grading period for the students in their class. This capability is not yet active.

Reports

REMEMBER – INFORMATION DATA ONLY NEEDS TO BE ENTERED ONCE IN A DATABASE, AND IT CAN THEN BE REPORTED ANY WAY YOU WANT. If there is another report that you need, contact your guidance office with suggestions. This may then be included in a later version of the database program.

To view a report, you can go to Reports from your "My Work" page. You can also go to the Main Menu and click "Reports". You will see a list of the available reports. Then you select the type of report you want. If you want a numbered Form, you can click "Show Numbered Forms" to display the options (see below).



<u>Attendance</u>

This report shows a summary of attendance. You can select the time period that you want to view. Note that if you want the Form 1 or Form 2, you can click "Show Numbered Forms".

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

Student Age Summary

1. Left-click once on the “Student Age Summary” button.
2. You can choose to show the report by Class Year or by Section.
3. Then choose the date of the report. If you do not set a date, the current date will be used.
4. Choose the maximum and minimum ages to include in the report. These can be left blank if you want to be sure to see all of the students.
5. 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.
6. 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.
7. Click “Create Report”.
8. The report will then be displayed. If you want, you can copy and paste this information into spreadsheet.
9. 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

1. Left-click once on the “Section List” button.
2. Select your section and click “Create Report”
3. If you choose “Print”, you can print this in the final form for official submission.
4. You can also highlight the information and copy and paste it into a spreadsheet as described earlier

5. Click "Finished" when you are done

Student Records Check

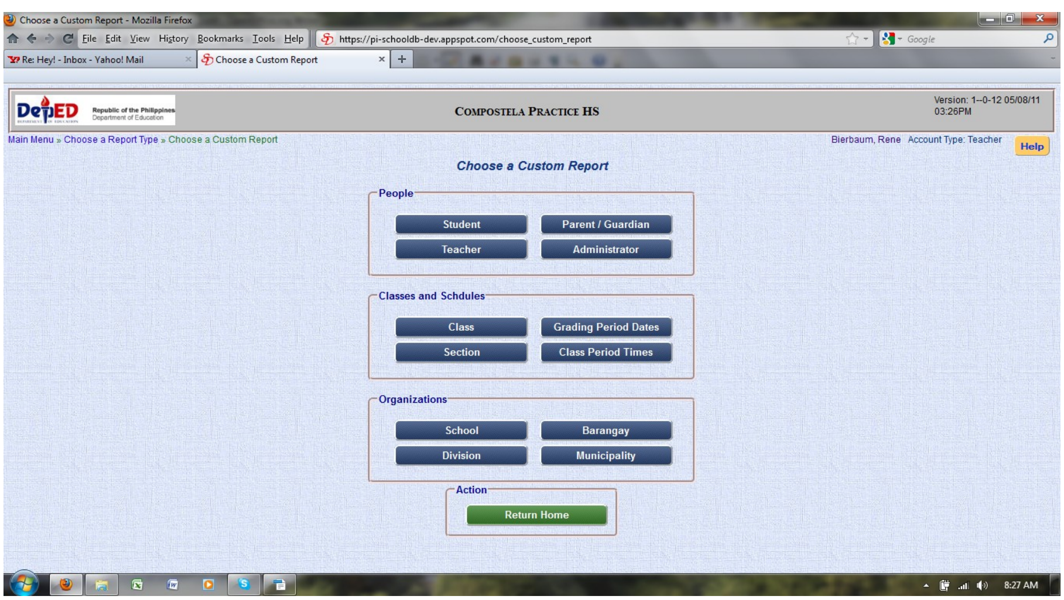
This is a very helpful report during encoding of student information during enrollment. The Student Records Check allows you to see what students do not have an assigned section, what students have not yet been enrolled, or shows what information is missing for students in a section.

1. Left-click once on "Student Records Check"
2. You can select one of three options for this report: Missing Fields, No Section, No Current Enrollment (these are described below) – pick the one you want
3. For the Missing Fields report, you must select a section
4. Click "Create Report"
5. You can select "Print" or highlight the information, Edit, Copy, and then Edit Paste into a spreadsheet.
6. Click "Finished" when you are done.
7. You can use this report now to identify missing information for a student.

Missing Fields report – this shows what information is missing for students in a section (you must enter a section)
No Section report – this shows enrolled students who do not have a section assigned yet
No Current Enrollment – this shows students from last year who have not been enrolled yet this year

Custom Reports

Custom Reports is an exciting option that allows you to create a reports with only the information that you want. To do that, select "Reports" from the Main Menu and then "Custom Reports". You will see the window below, with buttons for many types of reports to choose from.



As you can see, you can make a Custom Report for many kinds of information: students, teachers, classes, sections, etc. Here is an example of how to make a custom report with student information. (You would follow the same steps to make reports with the other types of information.)

1. From Main Menu, left-click once on "Reports"
2. Select "Custom Reports"
3. Select "Student"

Now you will need to do two things. First you will need to create the format of the report (what information you want listed in the report). Then you will identify the students to be included in the report. These two steps are described below.

Step 1: Creating the Format

To create the format of your custom report, you will go to the area called "Choose Fields to Show". To create the format, you just choose the information you want (these are called "fields").

To add fields:

1. On the list on the right side called "Field Choices", left-click once on the field you want to add to highlight it. Then left-click once on the "Add Field" button.
2. You will see that field move to the left under "Selected Fields"

To remove fields that you've already added:

1. On the list on the left side called "Selected Fields", left-click once on the field you want to remove to highlight it. Then left-click once on the "Remove Field" button.
2. You will see that field move back to the right under "Field Choices"

NOTE: A Student Custom Report will always automatically start with the students last name, so you will not need to add that. The report will then give the information that you have listed under "Selected Fields". It will show it in the order that it appears in "Selected Fields", so it is easiest if you add fields in the order that you want them shown on your report. If you decide to change the order, you can remove the fields from the "Selected Fields" list as described above and then re-add them in the order you want. However you can also rearrange them after you have copied and pasted them to a spreadsheet.

Step 2: Identifying the Students to Include in your Custom Report

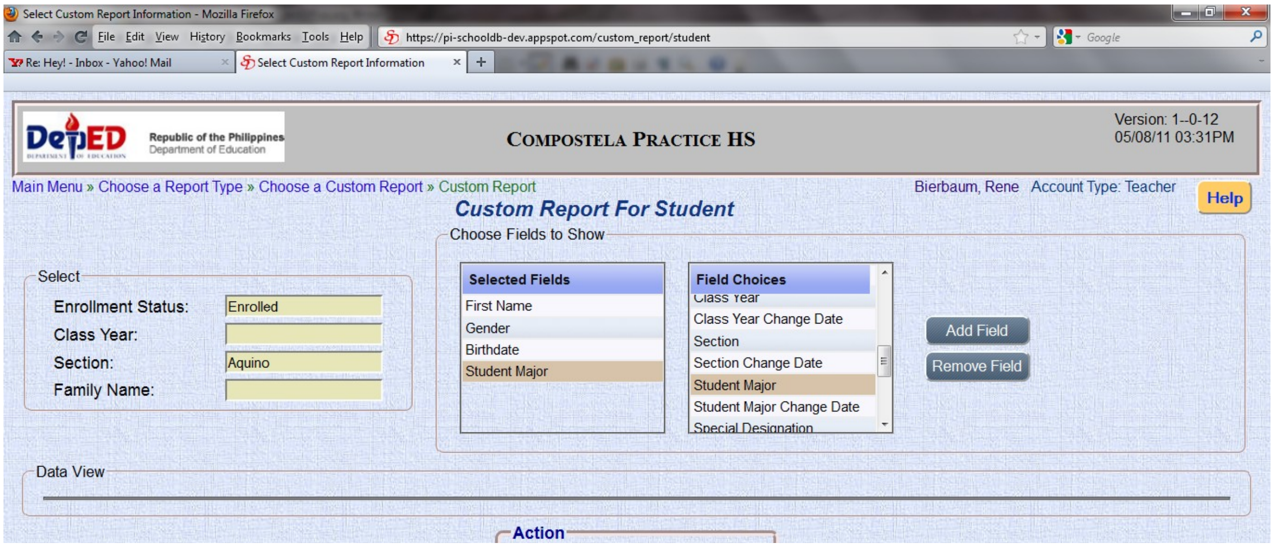
Now you will go to the left side of the screen, where it says "Select". You will use this area to identify the students to include in your report. Below are examples of how you would do two common types of custom reports, a section custom report and a year-level custom report.

Section Custom Report

1. For "Enrollment Status", select "Enrolled"
2. For "Section", select the Section you want (for example, "Aquino")
3. Then double-click your left mouse button in "Family Name"
4. Under "Data View", you will see your custom report appear
5. You can then copy and paste that information to a spreadsheet, OR you can choose to print.

This is done in Firefox by choosing “File” and “Print”.

Here is an example of how you would create a custom report for Enrolled students in Section Aquino that lists their last name, first name, gender, birthdate, and major.



You can also make a custom report for an entire year level.

Year-Level Custom Report

1. For “Enrollment Status”, select “Enrolled”
2. For “Class Year”, select the year-level you want (for example, “First Year”)
3. Then double-click your left mouse button in “Family Name”
4. Under “Data View”, you will see your custom report appear [FOR YEAR LEVEL REPORTS, THIS MIGHT TAKE SOME TIME BECAUSE THERE ARE SO MANY STUDENTS – PLEASE BE PATIENT]
5. You can then copy and paste that information to a spreadsheet, OR you can go to “File” and “Print”

When you are finished creating your custom report, you can select “Cancel” at the bottom of the page.

<u>Numbered Forms</u>

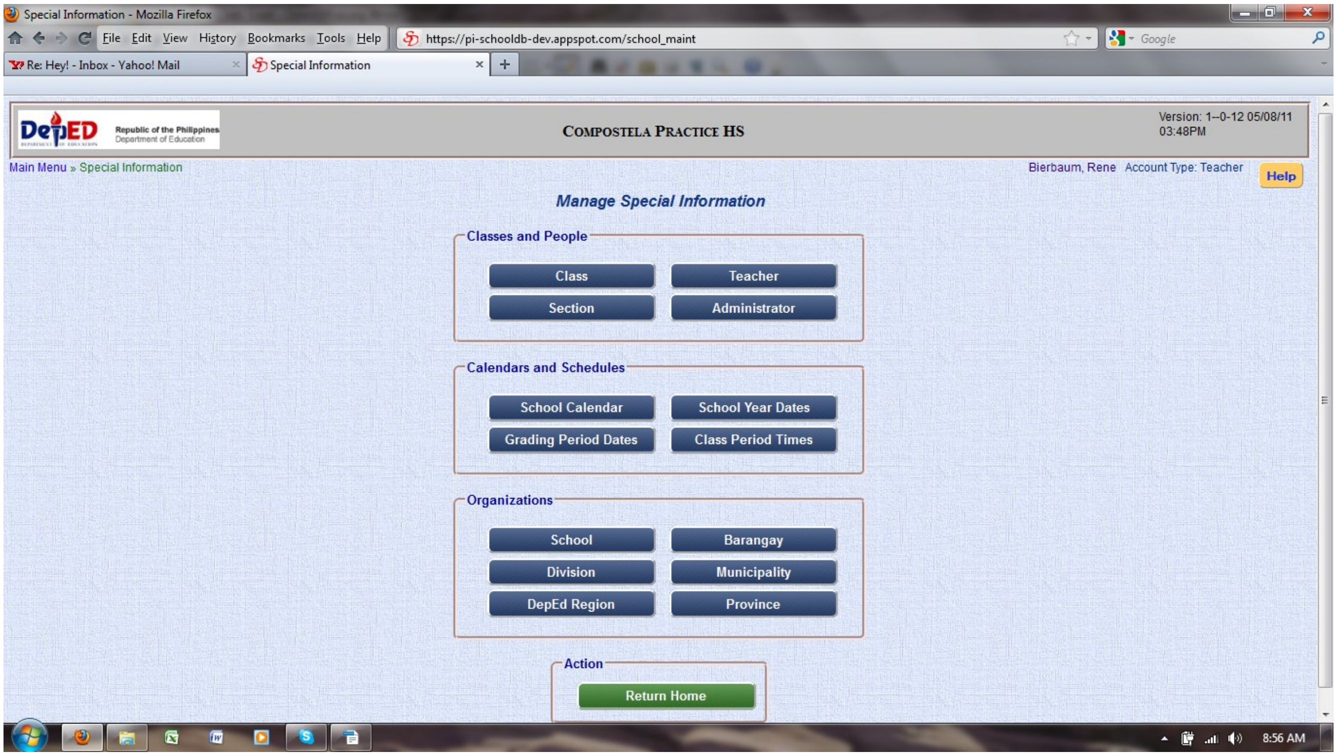
Teachers have several numbered forms to choose from. Some are still under development. The Form XIV will be available soon.

Form 1 School Record
Form 2 Daily Attendance Summary

Form 9 [Under development]
Form 14 Test Scores [Under development]
Form 18 [Under development]
Form 137 [Under development]

Maintenance

This function is managed by the Guidance Office. 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. Below are the various options in "Maintenance". For most of these options, teachers can just View information. If there is incorrect information shown, please inform the guidance office.



Viewing Maintenance Information

1. From the Main Menu, click the "Maintenance" button.
2. Then select the type of information that you want to view.
3. Then left-click once on "View".

The school calendar is something useful that teachers might want to view. It shows the school days and holidays for the school.

Updating Your Teacher Information

The only information a teacher can change in Maintenance is their own personal Teacher information. This can be done by going to "My Work" and "My Info". (You can also click "Maintenance", "Teacher", "Edit", and enter your family name.)