

SYSTEM MANUAL



IntelleQSchool: School Information Management System for Quezon Memorial Academy

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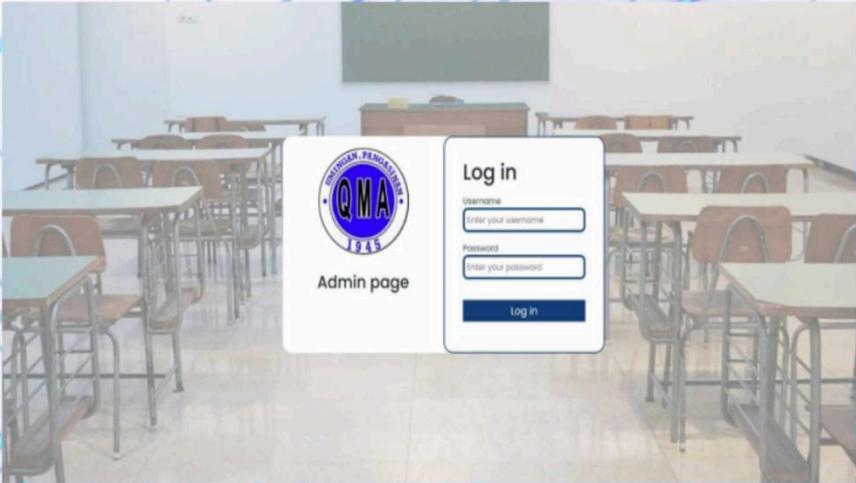
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ADMIN PAGE



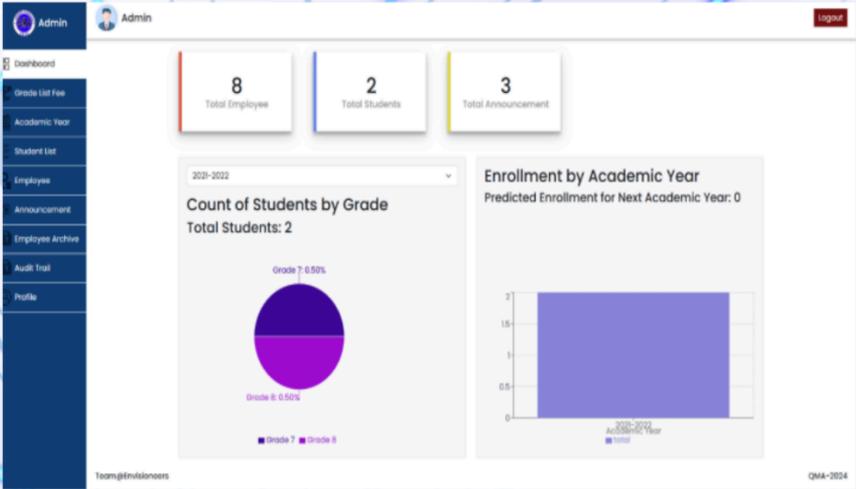
Log in

Step 1: Input your username

Step 2: Input your password

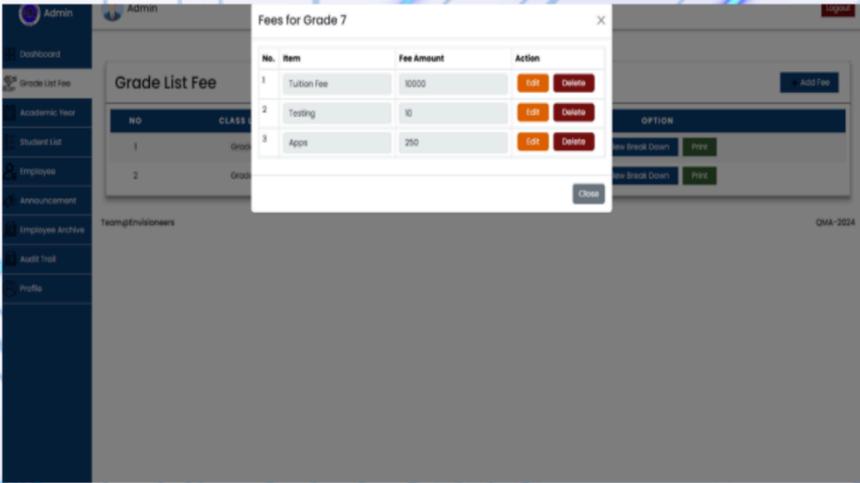
Step 3: Click “Login” to proceed in dashboard

Step 4: Click “Forgot Password” if you’ve forgotten your password



Administrative Dashboard

Once log in, the Admin can view the Total Number of Employees, Total Students, Total Announcement, count of students enrolled by grade and can predict the next enrollment by predictive analysis.



Grade List Fee

Step 1: To add fee click the “Add Fee” button

Step 2: Insert Information

Step 3: To edit the Fee Amount click the “Edit” button

Step 4: Click “Forgot Password” if you’ve forgotten your password

Admin

Logout

Dashboard

Academic Year [+ New Academic Year](#)

NO	ACADEMIC YEAR	STATUS	OPTION
1	2022-2023	Deactivated	Already processed
2	2023-2024	Deactivated	Already processed
3	2024-2025	Active	Already processed
4	2025-2026	Inactive	Activate Delete

Team@Envisioneers

QMA-2024

Academic Year List

Step 1: To navigate the “Academic Years” click the “New Academic Year”

Step 2: Review the list of academic years displayed, along with their statuses: Active, Deactivated, Already Processed, or Inactive.

Step 3: To activate an inactive academic year, click the "Activate" button next to it.

Admin Admin Logout

Search...

Student List

Grade 7 Grade 8 Grade 9 Grade 10 Grade 11 Grade 12

NO	LRN	NAME	GRADE LEVEL	GENDER	OPTION
1	102003080034	Gomez, Meru, D.	8	female	<input type="button" value="🔍"/>
2	102003051034	Parinas, Andrey, A.	8	male	<input type="button" value="🔍"/>
3	102272080041	Gomez, Joshua, C.	8	male	<input type="button" value="🔍"/>

Student List

This page display the list of students with details acquired when they enrolled. It also allows searching by name.

The screenshot shows an Admin interface with a sidebar on the left containing navigation items: Dashboard, Grade List Fee, Academic Year, Student List, Employees, Announcement, Employee Archive, Audit Trail, and Profile. The main content area displays the 'Employee List' with a search bar and an 'Add Employee' button. The table below contains the following data:

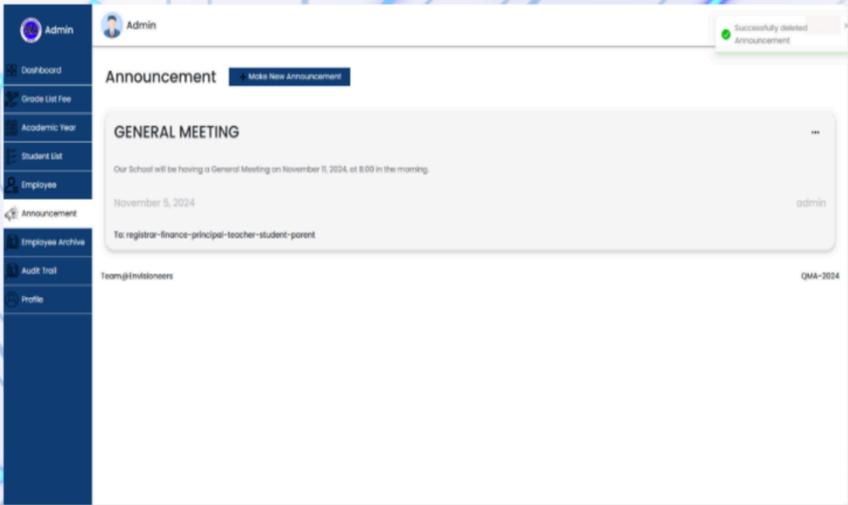
NO	NAME	ADDRESS	TYPE	OPTION
1	Munas, Ivan, N.	Collepsoan, Asingon, Pangasinan	Registrar	[Search] [Edit] [Delete]
2	Aronido, Joyson	Umington	Teacher	[Search] [Edit] [Delete]
3	Negranco, Adlan	Collepsoan, Asingon, Pangasinan	Finance	[Search] [Edit] [Delete]
4	Dela Cruz, Bianca	Collepsoan, Asingon, Pangasinan	Principal	[Search] [Edit] [Delete]
5	Ruafillo, Leo, T.	Roses Umington Pangasinan	Registrar	[Search] [Edit] [Delete]
6	Allen, Soziale	Cabollan Umington Pangasinan	Finance	[Search] [Edit] [Delete]
7	Kurawil, Ichigo, Z.	Sinoboon Umington Pangasinan	Principal	[Search] [Edit] [Delete]
8	Tempest, Rimaru	Femilento, Umington, Pangasinan	Teacher	[Search] [Edit] [Delete]

Employee List

Step 1: To add a new staff member, click the “Add Employee” button and fill out the required information, such as name, position, and contact details.

Step 2: To edit an existing staff member’s information, click the “Edit” button next to their name and update the necessary fields.

Step 3: Save any changes to ensure the directory remains up to date.



Announcement Page

Step 1: The admin can click the “+” button to add announcement for the students, teachers and parents

Step 2: Input the Information needed.

The screenshot shows an Admin dashboard with a sidebar menu on the left containing items like Dashboard, Academic Year, Grade List Fee, Student List, Employee, Announcement, Audit Trail, Employee Archive, and Profile. The main content area is titled 'Employee List History' and features a table with the following data:

NO	NAME	ADDRESS	TYPE	OPTION
1	Ronalyn Yangat	Diaz Umingan Pangasinan	Principal	View Recover Delete
2	Erica Untalan	Buenavista Umingan Pangasinan	Teacher	View Recover Delete
3	Adrian Negranza Pasica	Calepaan Asingan Pangasinan	Registrar	View Recover Delete
4	Joshua Mindaros Munoz	Calepaan, Asingan, Pangasinan	Registrar	View Recover Delete

Employee List History

Step 1: Browse the list of employee records, including historical actions such as date hired, date resigned, and other key events.

Step 2: To recover a deleted record, locate the record and click the "Recover" button.

Step 3: To delete an employee record, select the record and click the "Delete" button.

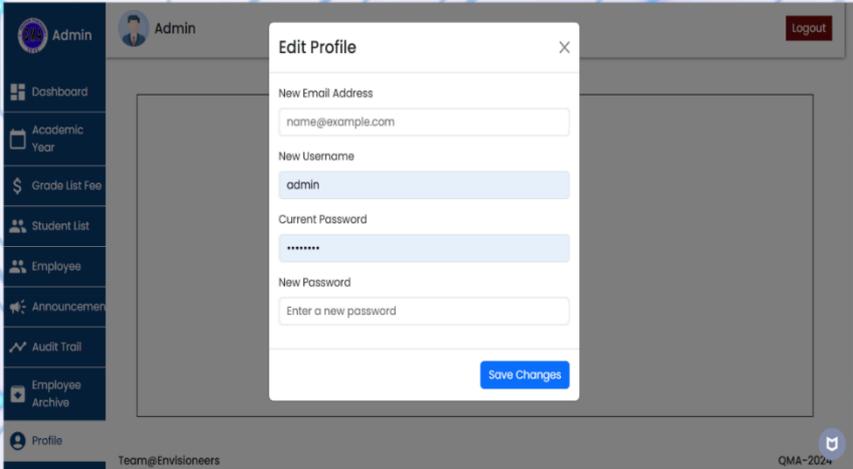
The screenshot shows an Admin dashboard with a sidebar on the left containing menu items: Dashboard, Grade List Fee, Academic Year, Student List, Employees, Announcement, Employee Archive, Audit Trail (highlighted), and Profile. The main content area is titled 'Audit Trail' and includes a filter section for 'Filter by User Level' (set to 'All') and date range filters 'From' and 'To' (both set to 'mm/dd/yyyy'). Below the filters is a table with the following data:

NO	DATE	USER	ACTION	USER LEVEL
1	2024-0-04 13:02:46	Admin	Admin created fee: Tuition Fee with grade type: 7	Admin
2	2024-0-04 13:03:13	Admin	Admin created fee: MISC with grade type: 8	Admin
3	2024-0-04 13:03:44	Admin	Credits on Academic Year	Admin
4	2024-0-04 13:03:51	Admin	Activate on Academic Year	Admin
5	2024-0-04 13:02:31	Admin	Admin registered new employee: Ivan Munoz	Admin
6	2024-0-04 13:03:34	Ivan N. Munoz	Log in	Registrar
7	2024-0-04 13:34:50	Admin	Admin registered new employee: Joyson Aranda	Admin
8	2024-0-04 13:35:47	Joyson Aranda	Log in	Teacher
9	2024-0-04 13:39:45	Ivan N. Munoz	Log in	Registrar
10	2024-0-04 13:40:18	Admin	Admin registered new employee: Adhian Regorzua	Admin

At the bottom of the table, there is a pagination control showing '1 2 3 4' with '1' selected.

Audit Trail

In this page, the Admin can view the list of users and the actions they taken in the system.



Profile Page

In this page, the admin can view and manage their account information. Displays the user's name, profile picture, contact information (e.g., email, phone number), and any other personal details the user has entered.

REGISTRAR PAGE



Log in

Step 1: Input your username

Step 2: Input your password

Step 3: Click “Login” to proceed in dashboard

Step 4: Click “Forgot Password” if you’ve forgotten your password

Registrar

Jobele

Logout

Dashboard

Enroll New Student

Enroll Old Student

Enrolled

Classrooms

Profile

Archives

14
Students Enrolled

Announcements

Assembly Meeting

We will be having a meeting on November 30 2024

November 27, 2024

admin

General Meeting

Registrar Dashboard

In this page, registrar can view the overall list of students who are currently enrolled in the institution. It is also a dedicated space to display important notifications or updates related to the institution.

Registrar Jobele Logout

Dashboard

Download Enrollment Form

Enroll New Student

Enroll Old Student

Enrolled

Classrooms

Profile

Archives

APPLICATION FOR ENROLLMENT

Select Grade Submit Form

Fields marked with an asterisk (*) are required.

Personal Information Family Background Documents

Enrolling for Grade:

LRN* Track Strand

Ex. 123456789101 None None

NAME OF STUDENT:

SURNAME* First Name* Middle Name Extension Name

Ex. Dela Cruz Ex. Juan Ex. Ponce Ex. Jr.

Enrollment Page

Step 1: Click the “Enroll New Student” button to start the enrollment process.

Step 2: Fill out the required fields, including the student’s personal details, grade level, and any other necessary information.

Step 3: Review the entered details to ensure accuracy.

Step 4: Click the “Submit Form” button to complete the enrollment process.

The screenshot shows a Registrar's dashboard for a user named 'Jobele'. The top navigation bar includes a 'Logout' button. The main content area features six grade-level buttons: Grade 7 (1 student), Grade 8 (9 students), Grade 9 (6 students), Grade 10 (7 students), Grade 11 (6 students), and Grade 12 (9 students). Below these is a search bar with the text 'Search.' and a magnifying glass icon. The 'Old Students' section is active, displaying a table with columns for NO, LRN, NAME, GRADE LEVEL, GENDER, and OPTION. A single student is listed with the 'Re-enroll' button highlighted in orange.

NO	LRN	NAME	GRADE LEVEL	GENDER	OPTION
1	102009864934	Dollente, Mary Jane, L.	7	female	Re-enroll

Enroll Old Student

Step 1: Select the desired student from the search results to open their profile.

Step 2: Review the student's profile, including past academic records, courses taken, grades, and prior enrollments.

Step 3: Once ready, click the “Re-Enroll” button and confirm the action to complete the re-enrollment process.

The screenshot shows a Registrar's dashboard for a user named 'Jobele'. The dashboard includes a sidebar with navigation options: Dashboard, Enroll New Student, Enroll Old Student, Enrolled, Classrooms, Profile, and Archives. The main content area displays enrollment counts for grades 7 through 12. Below this is a search bar and a 'Students' section with a 'Report' button. A table lists enrolled students with columns for NO, LRN, NAME, GRADE LEVEL, GENDER, STATUS, and OPTION. The table is currently empty.

Grade	Students
Grade 7	0 students
Grade 8	3 students
Grade 9	6 students
Grade 10	3 students
Grade 11	2 students
Grade 12	0 students

NO	LRN	NAME	GRADE LEVEL	GENDER	STATUS	OPTION
<input type="text"/>						

Enrolled

The registrar can oversee the students who are currently enrolled in all grade level and given academic year.

Registrar Jobele Logout

- Dashboard
- Enroll New Student
- Enroll Old Student
- Enrolled
- Classrooms
- Profile
- Archives

Grade 7
 0 students without classroom

Grade 8
 1 students without classroom

Grade 9
 6 students without classroom

Grade 10
 3 students without classroom

Grade 11
 2 students without classroom

Grade 12
 0 students without classroom

Classroom List

Grade 7
Grade 8
Grade 9
Grade 10
Grade 11
Grade 12

NO	CLASS NAME	CLASS LEVEL	ADVISER	TOTAL	OPTION
1	Diamond	Grade 8	N/A	3	+ -

Classroom List

A comprehensive listing of available classrooms that includes the Class name, Class level, Adviser and Total of students.

FINANCE PAGE



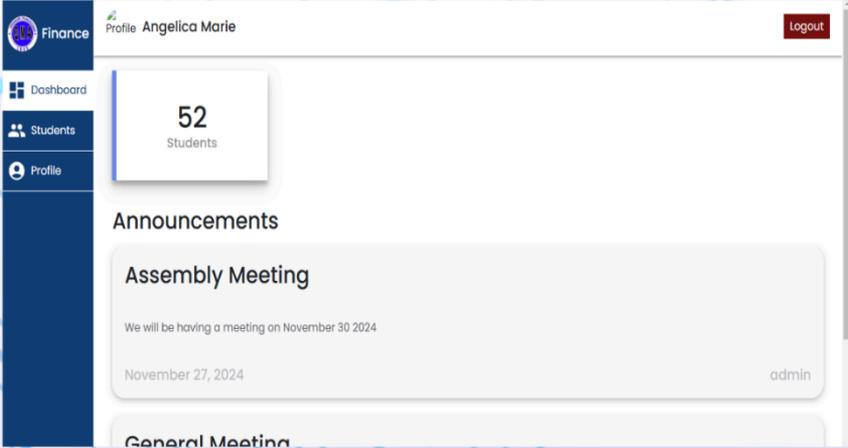
Log in

Step 1: Input your username

Step 2: Input your password

Step 3: Click “Login” to proceed in dashboard

Step 4: Click “Forgot Password” if you’ve forgotten your password



Finance Dashboard

In this page, finance can view the overall list of students who are currently enrolled in the institution. It is also a dedicated space to display important notifications or updates related to the institution.

Finance Profile Angelica Marie [Logout](#)

Dashboard

Students

Profile

Grade 7 1 students

Grade 8 12 students

Grade 9 12 students

Grade 10 10 students

Grade 11 8 students

Grade 12 9 students

Search:

Students [Report](#)

Grade 7 [Grade 8](#) [Grade 9](#) [Grade 10](#) [Grade 11](#) [Grade 12](#)

NO	LRN	NAME	GRADE LEVEL	GENDER	View Balance
1	102009864934	Dollente, Mary Jane, L.	7	female	<input type="button" value=""/>

Student List

This page display the list of students with details acquired when they enrolled. Allows searching by name.

Student Fee Details

Student LRN: 102009864934
Name: Dollente, Mary Jane, I.
Grade Level: 7
Remaining Balance: 13,439.01

Payment Amount

Description

[View Breakdown](#)

Student Fee Details

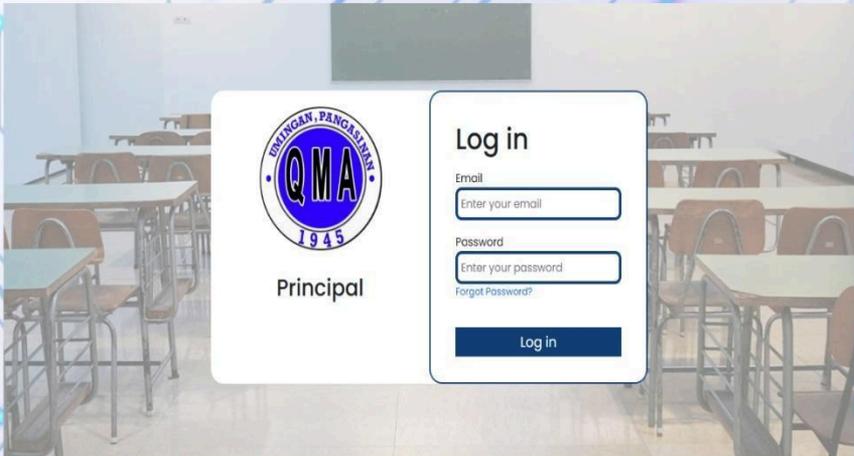
Step 1: Input a payment amount

Step 2: Input a payment description

Step 3: To view the breakdown click the “View Breakdown” button.

Step 4: To view the breakdown click the “View Breakdown” button.

PRINCIPAL PAGE



Log in

Step 1: Input your username

Step 2: Input your password

Step 3: Click “Login” to proceed in dashboard

Step 4: Click “Forgot Password” if you’ve forgotten your password

Principal Jayson Logout

14 Students	3 Teachers	6 Classrooms
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Announcements

General Meeting

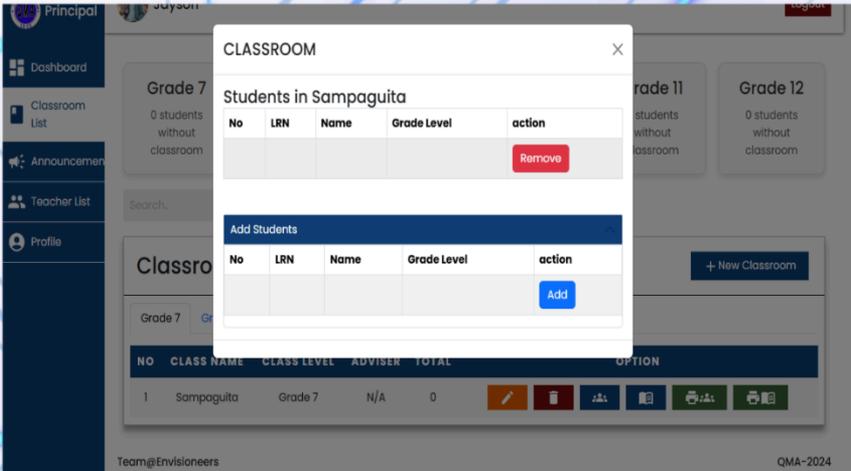
Our school Quezon Memorial Academy (QMA) will be having a general meeting regarding on Christmas party and activities on December 2, 2024, at 1:00 in the afternoon.

November 27, 2024 admin

Team@Envisioneers QMA-2024

Principal Dashboard

A summary of the total number of students, teachers and classrooms. The principal can also view the general announcements made in the dashboard.

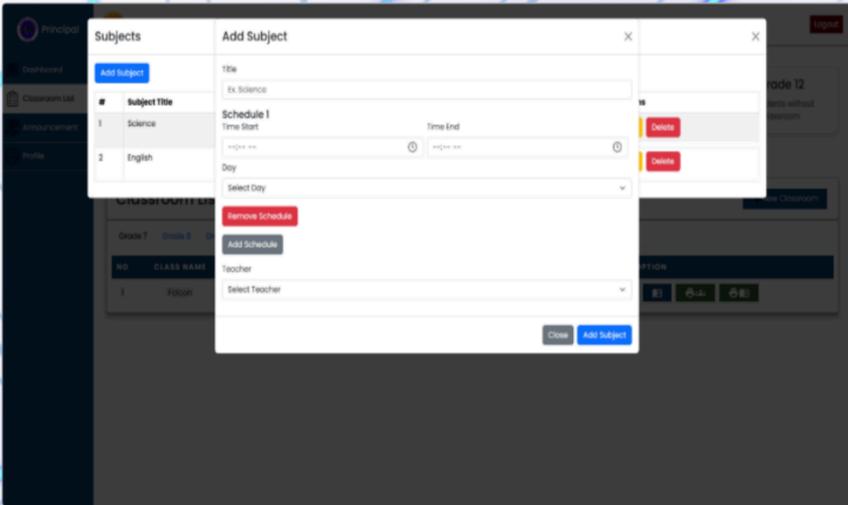


Assigning Classroom

Step 1: The principal create and manage new classrooms for the students.

Step 2: The principal manage classroom details.

Step 3: The principal assigned teachers in every grade level.



Subject Management

Step 1: Click the “Add Subject” button to create a new subject.

Step 2: Fill in the required details, including:

- **Subject name**
- **Description**
- **Schedule (day and time)**
- **Assigned teacher**

Step 3: Click the “Add Subject” button to finalize and add the subject to the system.

Principal Jayson Logout

Dashboard
Classroom List
Announcement
Teacher List
Profile

Announcement +

Meeting ...

Meeting at 2pm november 16,2023

November 27, 2024 principal

To: teacher-student

Team@Envisioneers QMA-2024

Announcement Page

Step 1: The principal can click the “+” button to add announcement for the students, teachers and parents

Step 2: Input the Information needed.

The screenshot displays a web application interface for a school. At the top, the user is identified as 'Principal Jayson'. A modal window titled 'Subjects and Schedules' is open, showing a table with the following data:

Classroom	Subject	Schedules
Grade 7 - Sampaguita	Science	Monday - 07:00:00 to 09:00:00 Tuesday - 13:00:00 to 15:00:00

The background interface shows a 'Teacher List' table with the following data:

NO	TEACHER	SUBJECTS
1	Miniano	View Subjects
2	Patacsil, Joy	N/A View Subjects
3	Munoz, Ivan	N/A View Subjects

The bottom of the page displays 'Team@Envisioneers' and 'QMA-2024'.

Teacher List

This section will provide a detailed list of all teachers, their assigned subjects, and their schedules.

TEACHER PAGE



Log in

Step 1: Input your username

Step 2: Input your password

Step 3: Click “Login” to proceed in dashboard

Step 4: Click “Forgot Password” if you’ve forgotten your password

The screenshot displays a teacher's dashboard. At the top, the user's name 'Alexandrine Joy' and a 'Logout' button are visible. The left sidebar lists navigation options: Dashboard, Subject List, Advisory, Subject List Archived, and Profile. The main area shows a card indicating '1 Subjects' and a weekly class schedule table.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7am	Science 07:00 AM - 09:00 AM				
8am					
9am					
10am					
11am					
12pm					

Teacher Dashboard

In this feature, provides the teachers with a personalized dashboard that gives them a comprehensive overview of their assigned subjects and class schedules of the entire week.

Teacher Alexandrine Joy Logout

Dashboard

Subject List

Advisory

Subject List Archived

Profile

Grade 7 - Section Sampaguita
Monday, 07:00 AM - 09:00 AM
Tuesday, 01:00 PM - 03:00 PM

Science

Team@Envisioneers QMA-2024

Subject List

This page allows teachers to view all of the subjects they are responsible for teaching during the current academic period.

The screenshot shows a user interface for a teacher named Alexandrine Joy. On the left is a dark blue sidebar with navigation options: Teacher, Dashboard, Subject List, Advisory, Subject List Archived, and Profile. The main content area has a search bar and a table titled 'Advisory List'. The table has a dark blue header with columns: NO, NAME, LRN, GENDER, and GRADE. Below the table, the email 'Team@Envisioneers' and the code 'QMA-2024' are visible. A 'Logout' button is in the top right corner.

Advisory List

The list that shows all students assigned to the advisor, with important details such as Student Number, Name, LRN, Gender and Grade.

The screenshot shows a user interface for a teacher named Alexandrine Joy. The top navigation bar includes a 'Logout' button. A sidebar on the left contains menu items: 'Dashboard', 'Subject List', 'Advisory', 'Subject List Archived', and 'Profile'. The main content area displays a grid of subject cards for various grade levels and sections. The 'Subject List Archived' option is highlighted in the sidebar.

Grade	Section	Subject
Grade 8	Section Diamond	English
Grade 10	Section Rizal	Filipino
Grade 11	Section Panama	Gen Math
Grade 12	Section Makabayan	Philosophy
Grade 7	Section Sampaguita	Science
Grade 8	Section Diamond	Science

Team@Envisioneers QMA-2024

Subject List Archived

This allows Principal to view subjects that were offered in previous academic terms. This could include subjects taught by various teacher along with important historical data.

Teacher Alexandrine Joy Logout

Program Classwork **Students** Assessment

Student List

NO	LRN	NAME	GENDER	GRADE
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Team@Envisioneers QMA-2024

Student List

This page display the list of students with details acquired when they enrolled. It also allows searching by name.

The screenshot shows a user interface for a Learning Management System (LMS). At the top, the user is identified as "Teacher Alexandrine Joy" with a profile picture and a "Logout" button. Below the header, there are navigation tabs: "Program", "Classwork", "Students", and "Assessment". The left sidebar contains a "Dashboard" icon and a list of menu items: "Subject List", "Advisory", "Subject List Archived", and "Profile". The main content area features a blue card for a "Science" lesson titled "Grade 7 - Sampaguita", with scheduled times: "Monday: 7:00AM-9:00AM" and "Tuesday: 1:00PM-3:00PM". Below the card is a prominent blue button labeled "Announce or Upload Module". Underneath, there is a list item for "English Grammar" with a user profile icon and the date "December 17, 2024 at 1:47 PM". The footer of the interface includes the email "Team@Envisioneers" on the left and the code "QMA-2024" on the right.

LMS

Step 1: Teachers can create lessons by clicking the “Announce or Upload Module” button and uploading relevant materials such as documents, announcements and quizzes.

Step 2: Assign lessons to specific classes or students using the assignment tool.

The screenshot shows a teacher's dashboard for Alexandrine Joy. The dashboard includes a sidebar with navigation options: Dashboard, Subject List, Advisory, Subject List Archived, and Profile. The main content area is titled 'Team@Envisioneers' and has tabs for Program, Classwork, and Student. A modal window titled 'Add Classwork' is open, containing the following fields:

- Title:
- Description:
- Score:
- Status:
- Deadline:

The background of the dashboard is a dark grey with a light blue circuit-like pattern. The 'Add Classwork' modal is white with a grey border and a close button (X) in the top right corner.

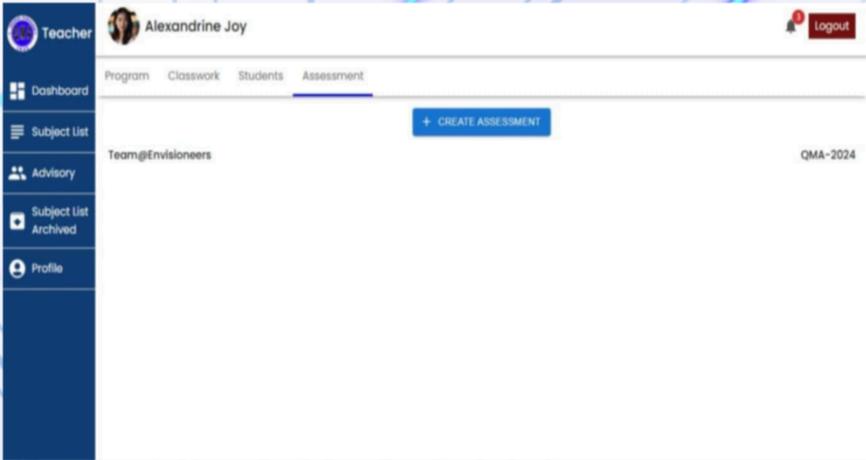
Adding Classwork

Step 1: Click the “Add Classwork” button to create a new assignment.

Step 2: Fill out the required fields:

- **Title:** Enter the title of the classwork.
- **Description:** Provide a brief description of the classwork task.
- **Deadline:** Set the due date for the classwork submission.

Step 3: Click the “Add Classwork” button to finalize and assign the classwork to students.



Assessment Page

This a dedicated section where the teacher can create assessment that students are required to complete and submit. It may include various types of assessments such as quizzes, exams, etc.

The screenshot shows a user interface for a teacher. On the left is a dark blue sidebar with navigation options: Teacher, Dashboard, Subject List, Advisory, Subject List Archived, and Profile. The main area is white and titled 'Questions:'. It contains a form with the following fields: 'Title' (text input with 'Quiz 1'), 'Description' (text input with 'Answer this'), 'Status' (dropdown menu with 'Status'), and 'Deadline' (calendar input with 'dd/mm/yyyy --:-- --'). A blue 'Submit' button is at the bottom of the form. To the right of the form is a blue button labeled 'Create A Question -'. In the top right corner, there is a 'Logout' button.

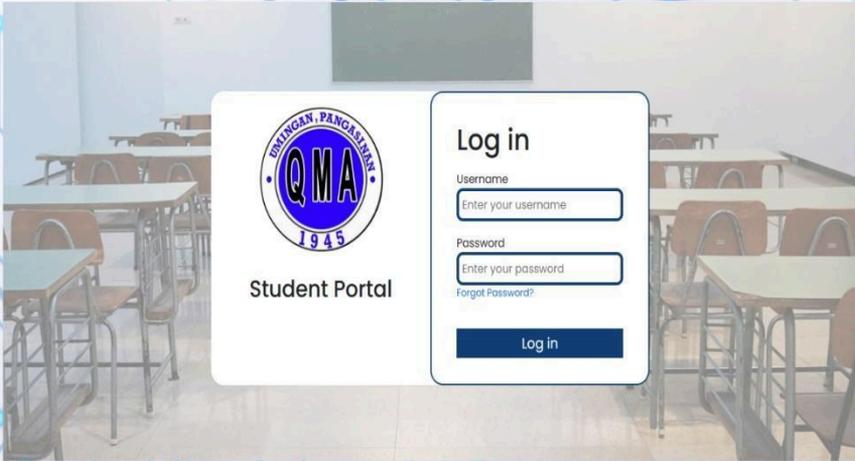
Creating Assessments

Step 1: Add questions by clicking the “Add Question” button, and input the question text, answer choices, and correct answer.

Step 2: Review the quiz details and questions for accuracy.

Step 3: Once satisfied, click “Submit” to finalize and make the quiz available to students.

STUDENT PAGE



Log in

Step 1: Input your username

Step 2: Input your password

Step 3: Click “Login” to proceed in dashboard

Step 4: Click “Forgot Password” if you’ve forgotten your password

Student Joshua Gomez Logout

Dashboard

- Profile
- Subjects
- SOA
- Grades

1 Subjects

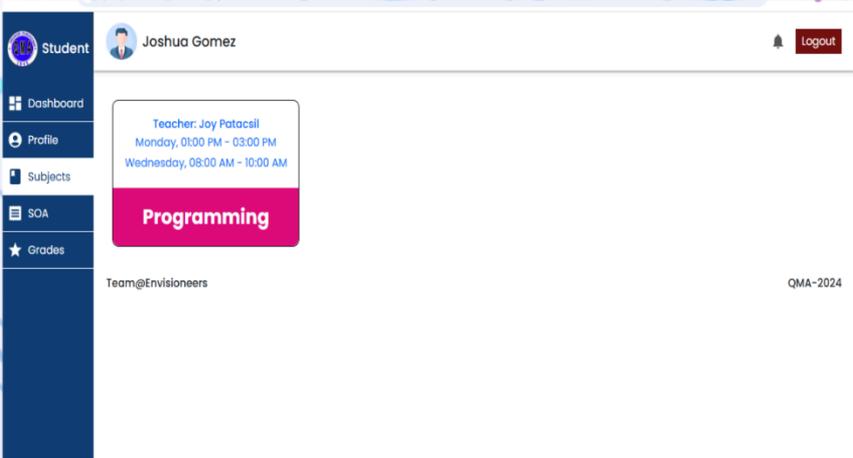
14,711.90 Balance

0 Grades

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7am					
8am			Programming 08:00 AM - 10:00 AM		
9am					
10am					
11am					
12pm					

Student Dashboard

In this page, the student can view the overview his/her subjects, balance, grades, and timetable.



Subjects

This is where students can view a list of their enrolled subjects with their schedules.

Student Joshua Gomez Logout

Dashboard
Profile
Subjects
SOA
Grades

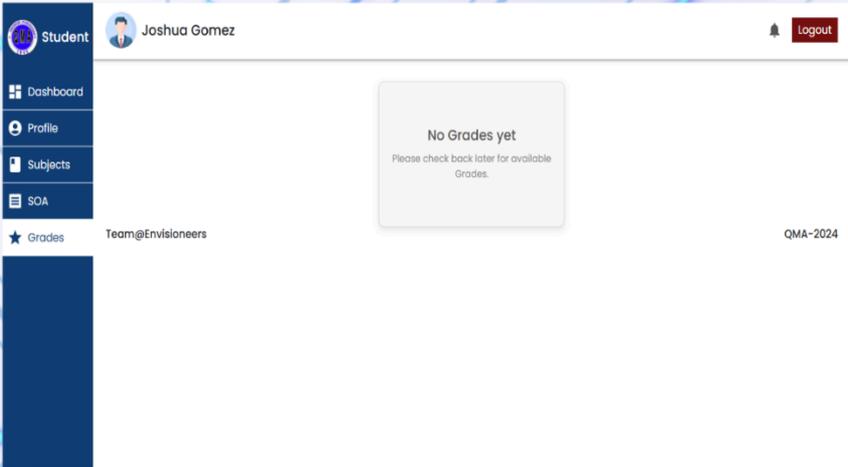
Remaining Balance: **P14,211.90**

DATE	DESCRIPTION	AMOUNT	ENCODER	TR. NO.
Academic Year 2024-2025				
December 18, 2024	Registration Fee	P500.00	Angelica Marie Soni	TRX000088

Team@Envisioneers QMA-2024

SOA

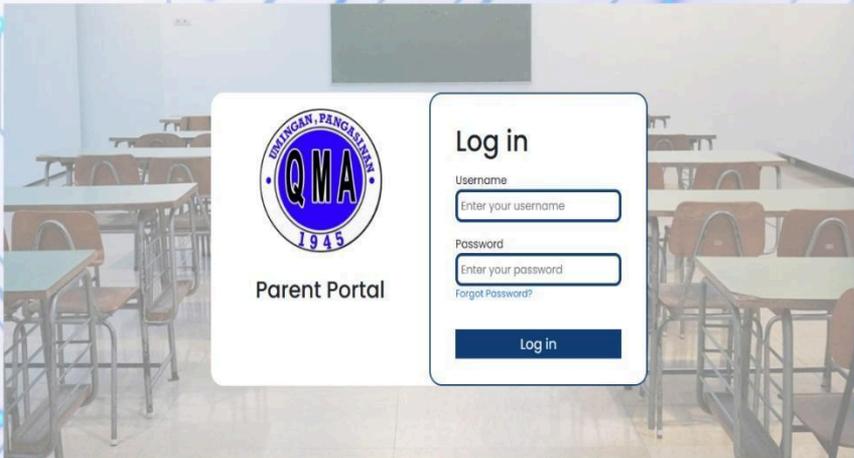
This feature provides the student a detailed summary of a student's financial transactions related to school fees.



Student's Grade

This page displays all the grades for the student's enrolled subjects. Each section is designed to help students track their academic progress easily.

PARENT'S PAGE



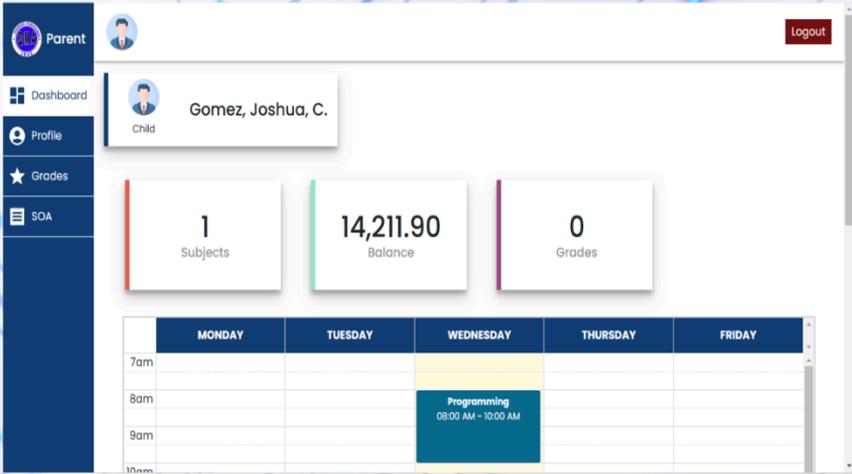
Log in

Step 1: Input your username

Step 2: Input your password

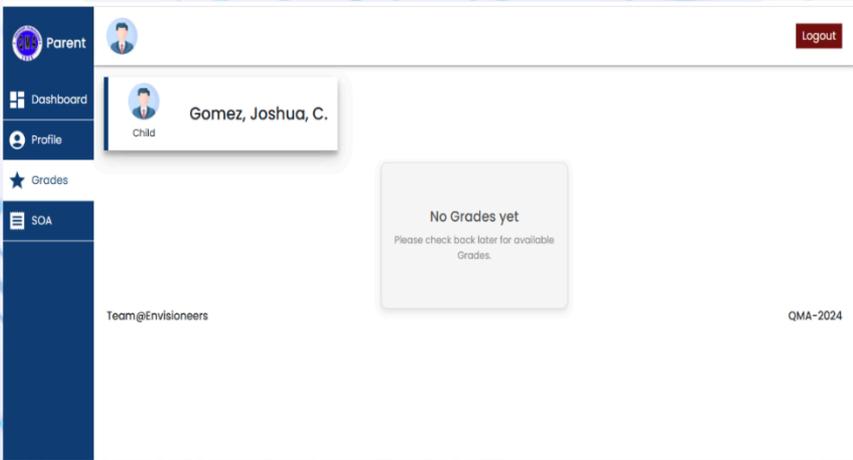
Step 3: Click “Login” to proceed in dashboard

Step 4: Click “Forgot Password” if you’ve forgotten your password



Parent Dashboard

On this features, parents can monitor their child’s performance by tracking their child’s grade and SOA. They are also updated by the school’s announcements.



Student's Grade

On this features, parents can monitor their child's grade in each subject.

Parent Logout

Dashboard
Profile
Grades
SOA

Gomez, Joshua, C.
Child

Remaining Balance: ₱14,211.90

DATE	DESCRIPTION	AMOUNT	ENCODER	TR. NO.
Academic Year 2024-2025				
December 18, 2024	Registration Fee	500.00	Angelica Marie Sani	TRX000088

Team@Envisioneers QMA-2024

Student's SOA

On this features, parents can monitor the detailed report or summary of the student's financial transactions and any outstanding balances related to their education.

