SYSTEM MANUAL

IntelleQSchool: School Information Management System for Quezon Memorial Academy

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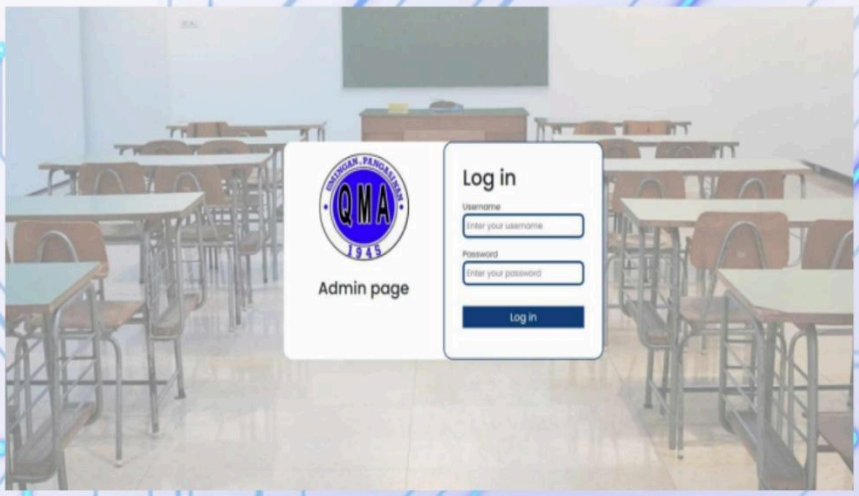
ADMIN PAGE



Log in

Step 1: Input your username
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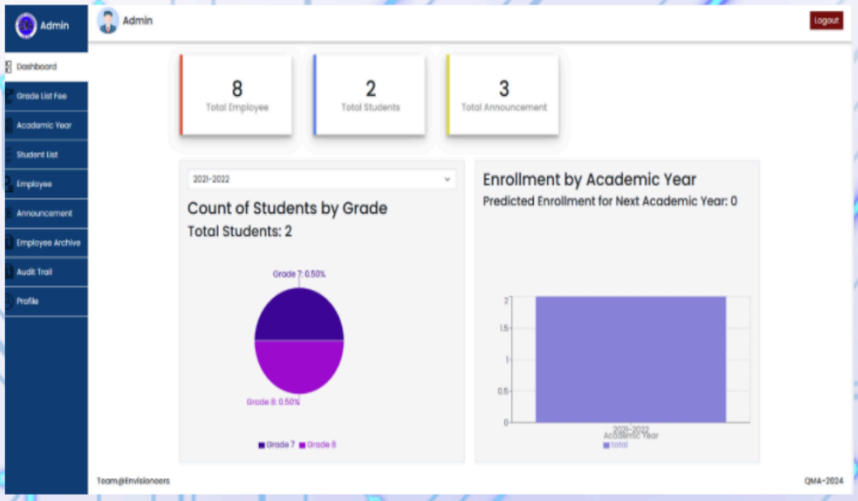
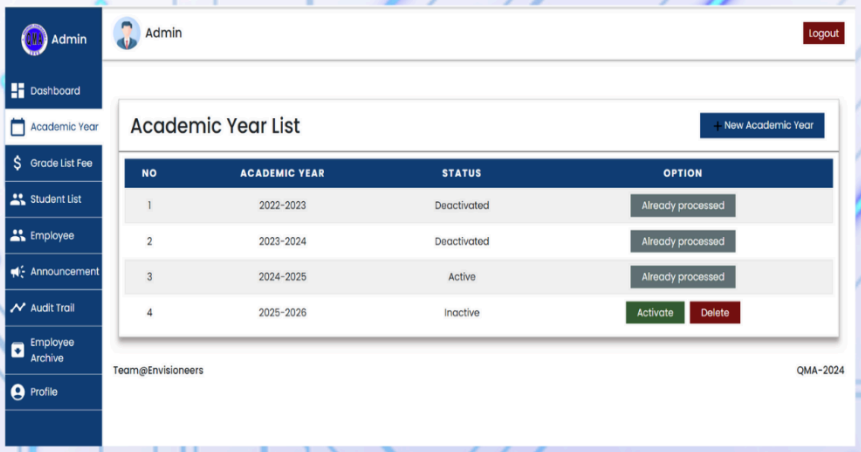


Administrative Dashboard

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.

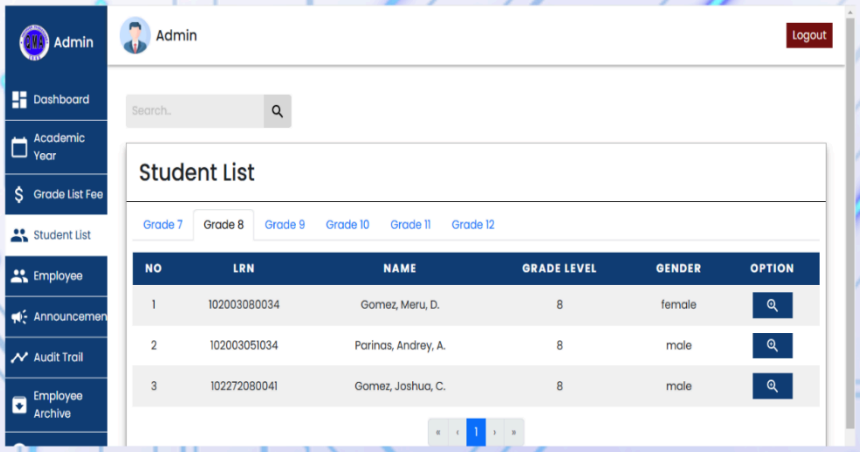
Grade List Fee

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



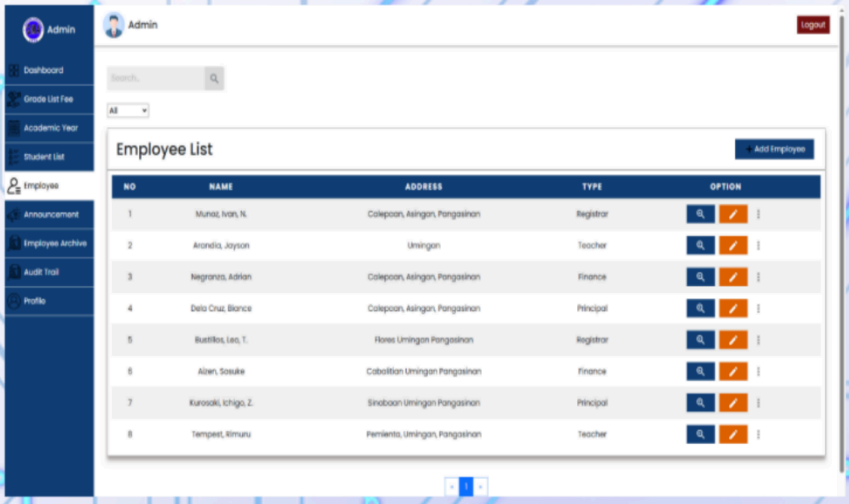
Academic Year List

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.



Student List

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

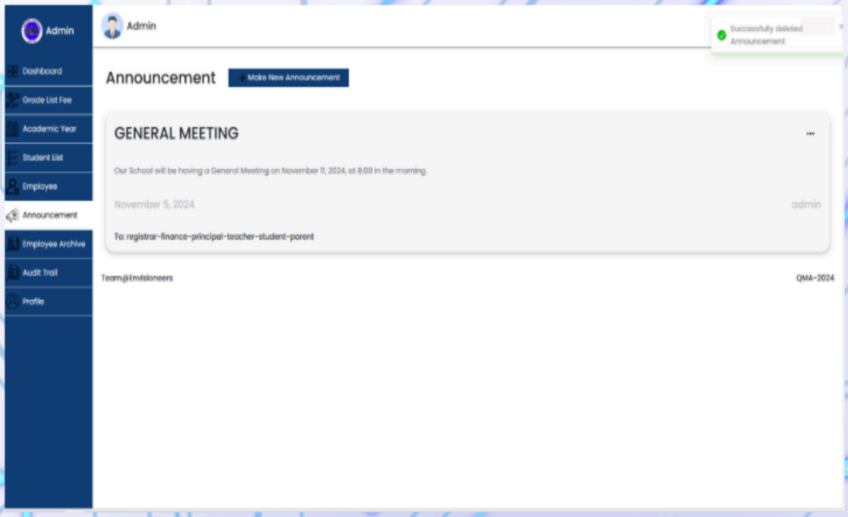


Employee List

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.

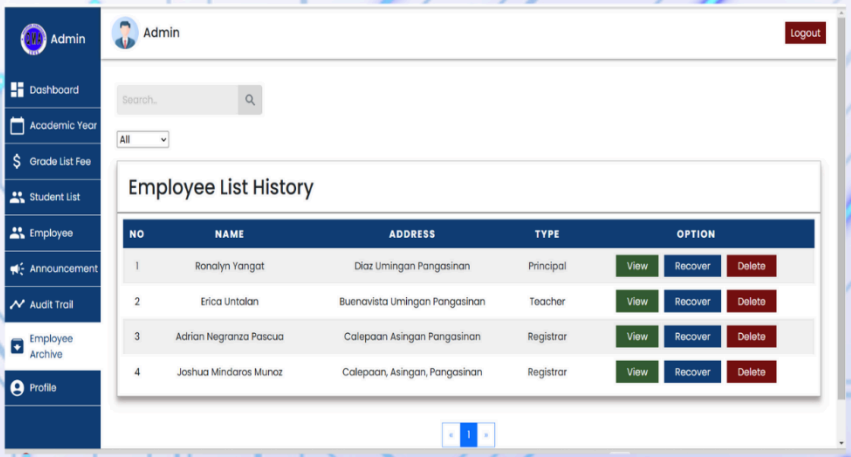
Step 3: Save any changes to ensure the directory remains up to date.



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.

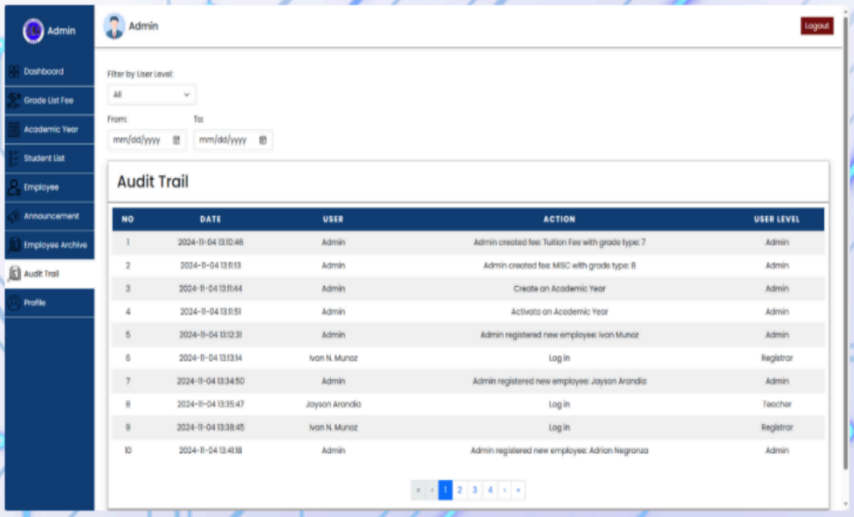


Employee List History

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

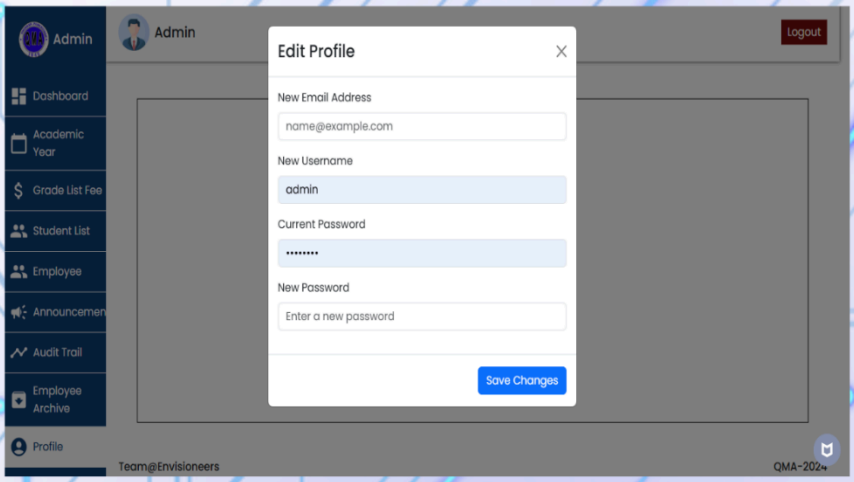
Step 2: To recover a deleted record, locate the record and click the "Recover" button.

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



Audit Trail

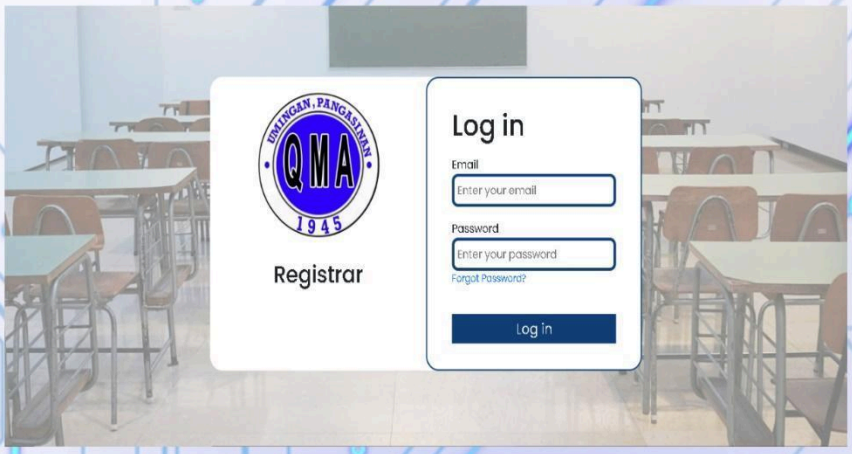
In this page, the Admin can view the list of users and the actions they taken in the system.



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

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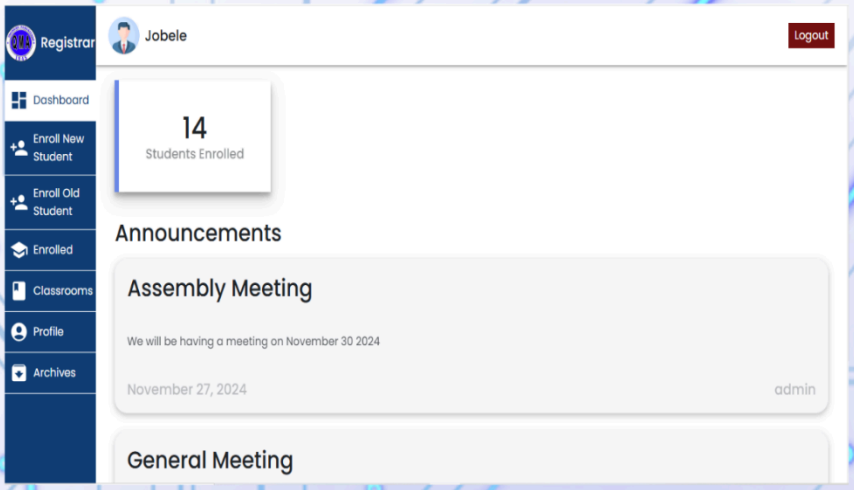
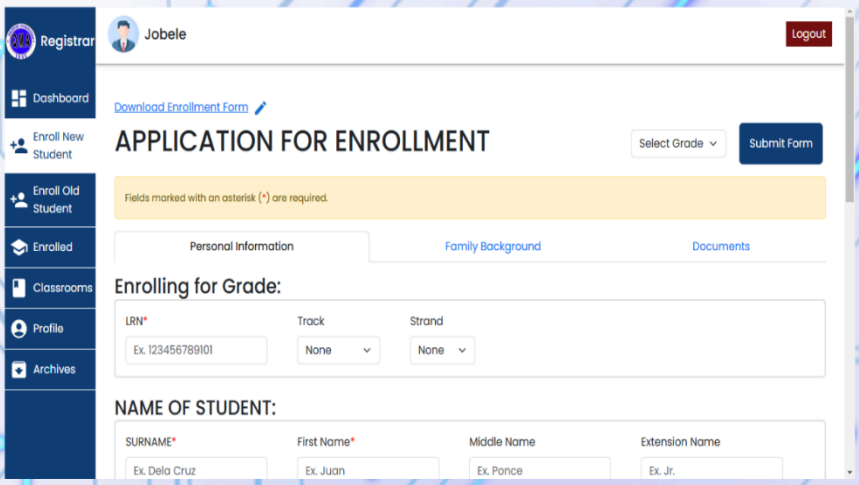


Registrar Dashboard

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.



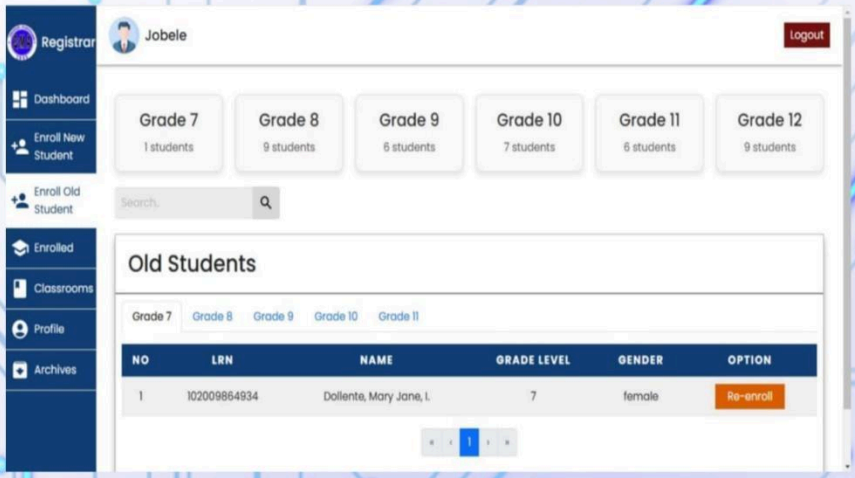
Enrollment Page

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.

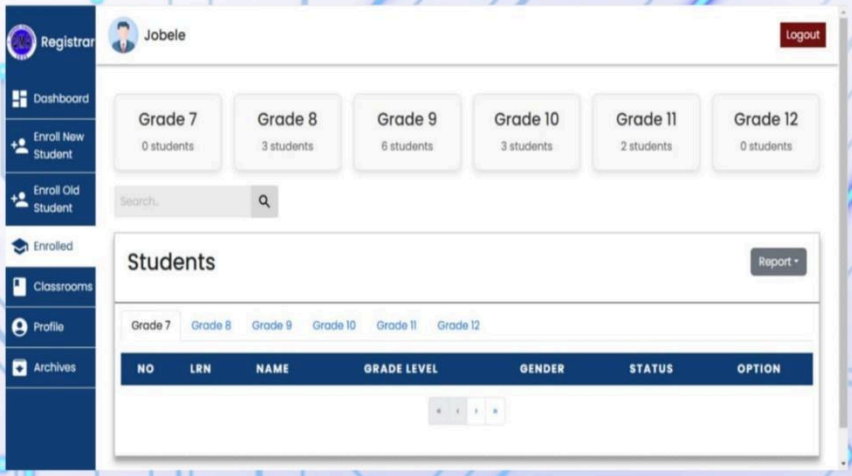
Step 3: Review the entered details to ensure accuracy.

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



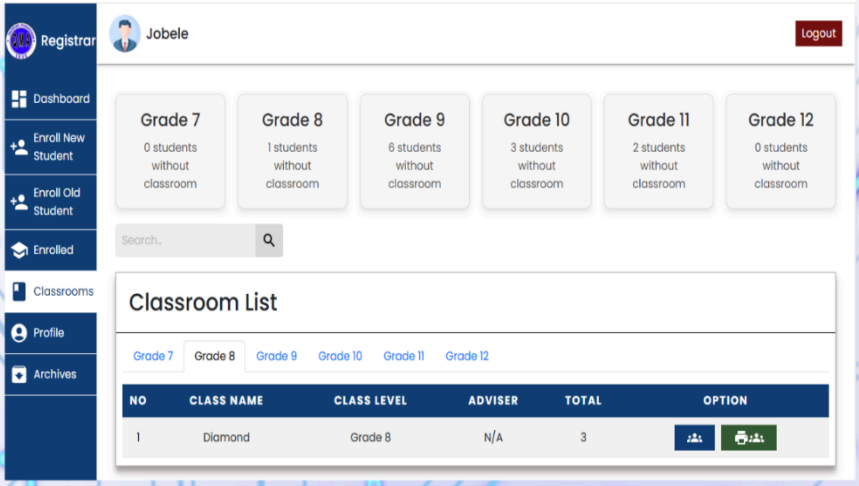
Enroll Old Student

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.



Enrolled

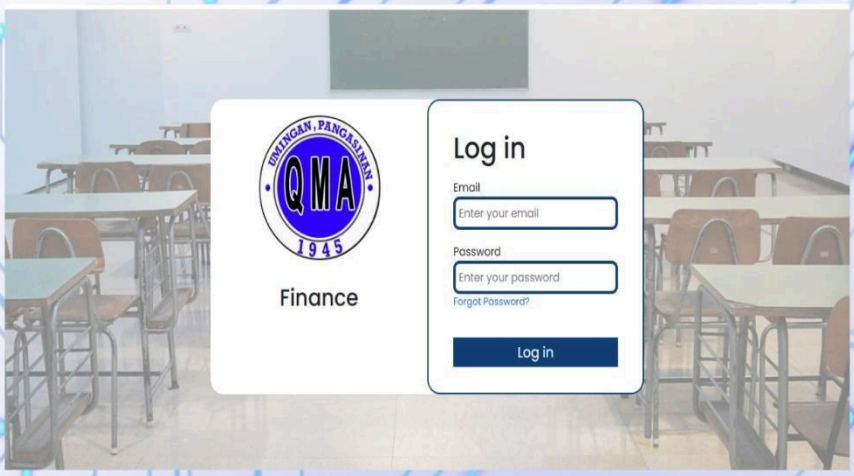
The registrar can oversee the students who are currently enrolled in all grade level and given academic year.



Classroom List

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

FINANCE PAGE



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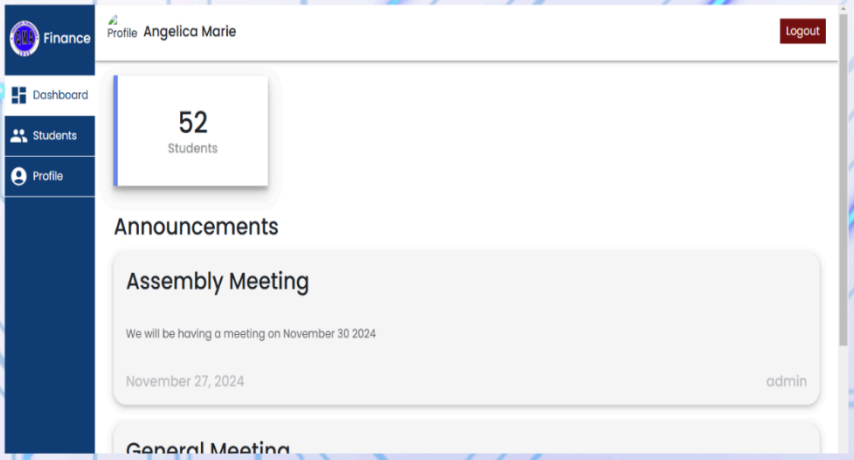

Finance Dashboard

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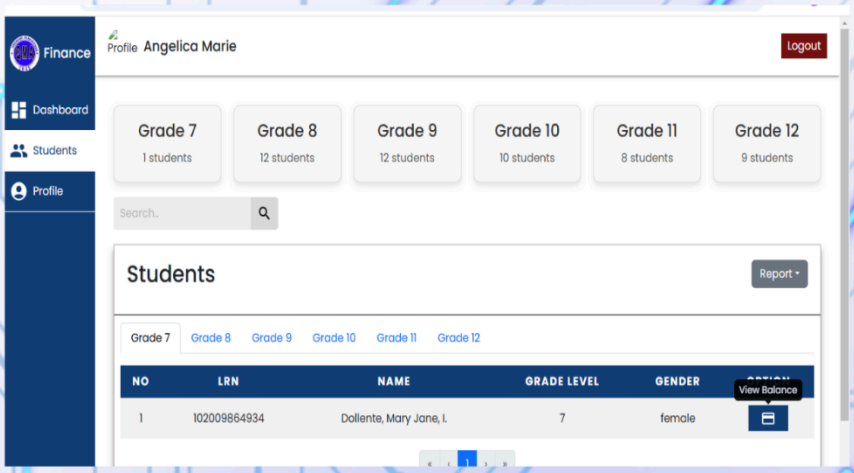
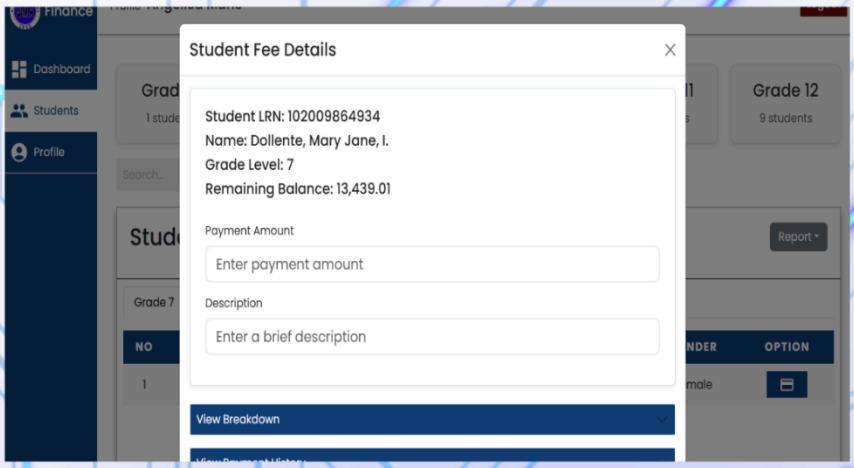


Student List

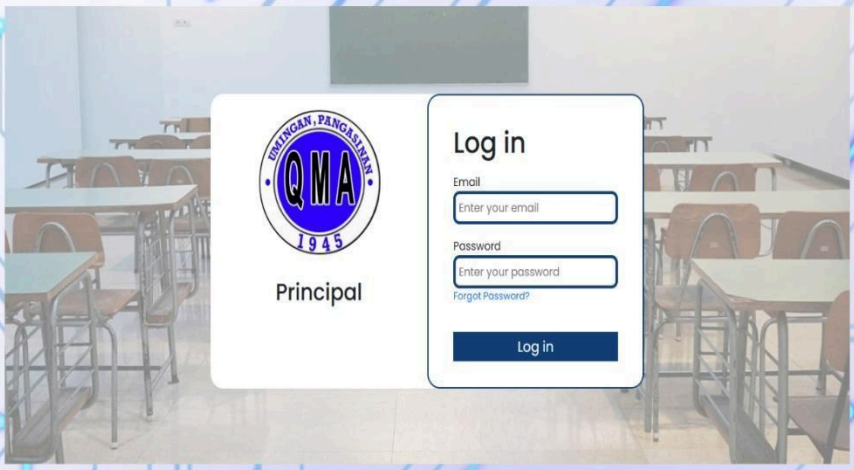
This page display the list of students with details acquired when they enrolled. Allows searching by name.



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



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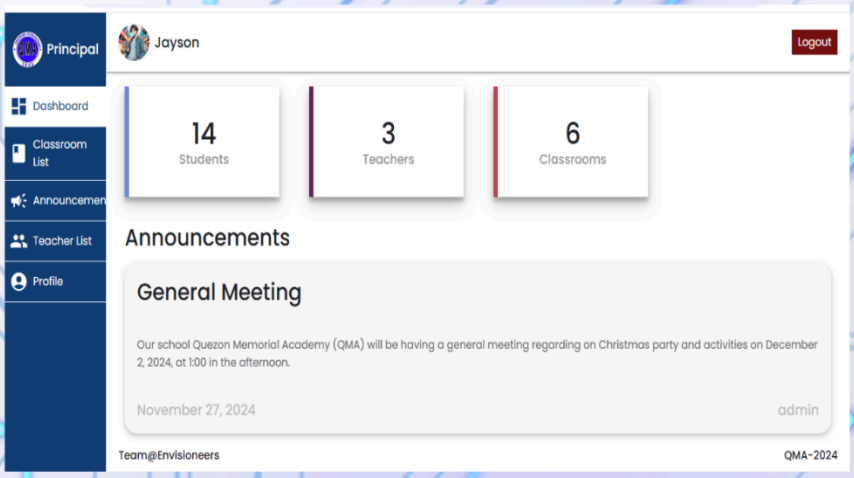
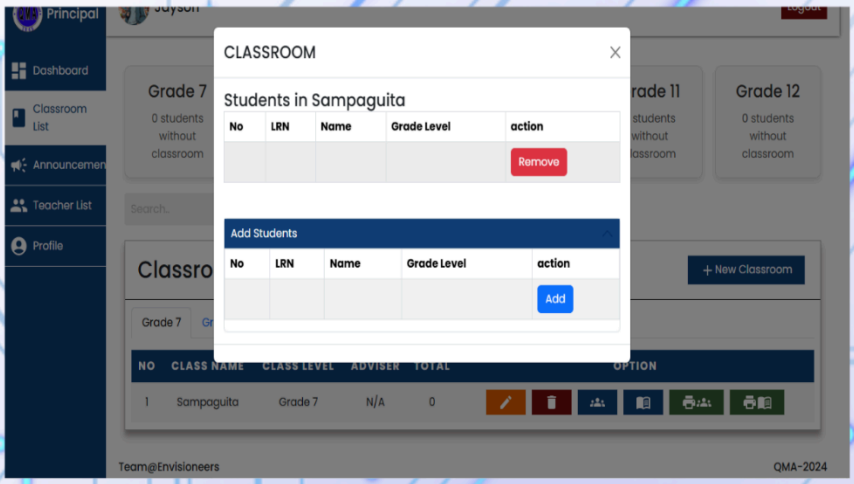


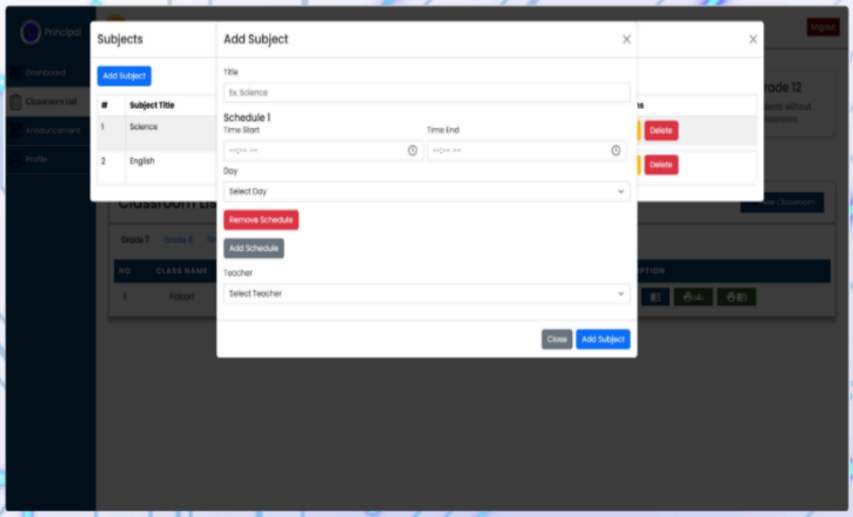
Principal Dashboard

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.



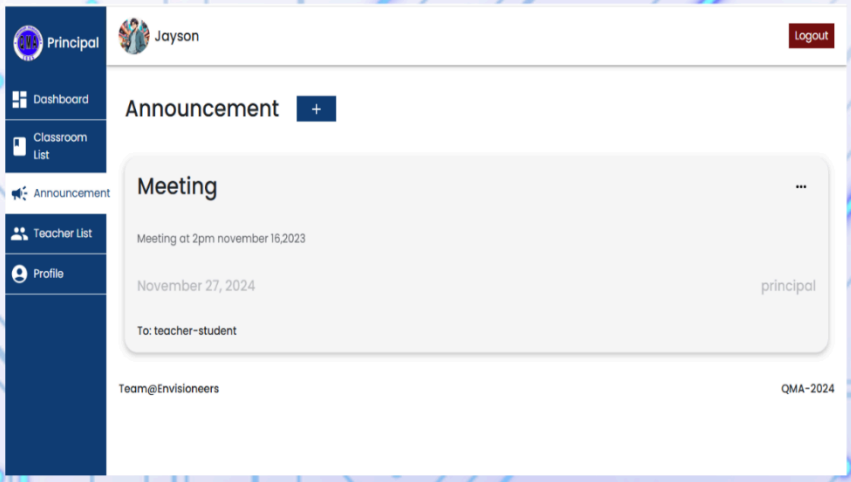
Subject Management

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

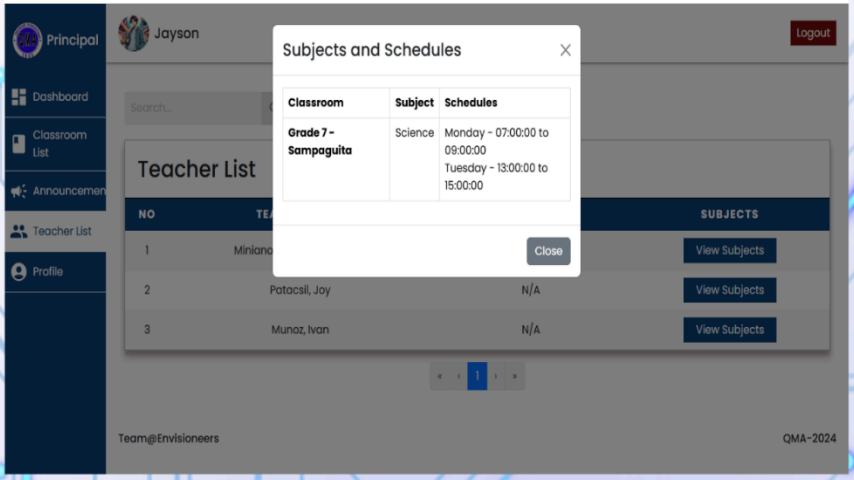
Step 3: Click the “Add Subject” button to finalize and add the subject to the system.



Announcement Page

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

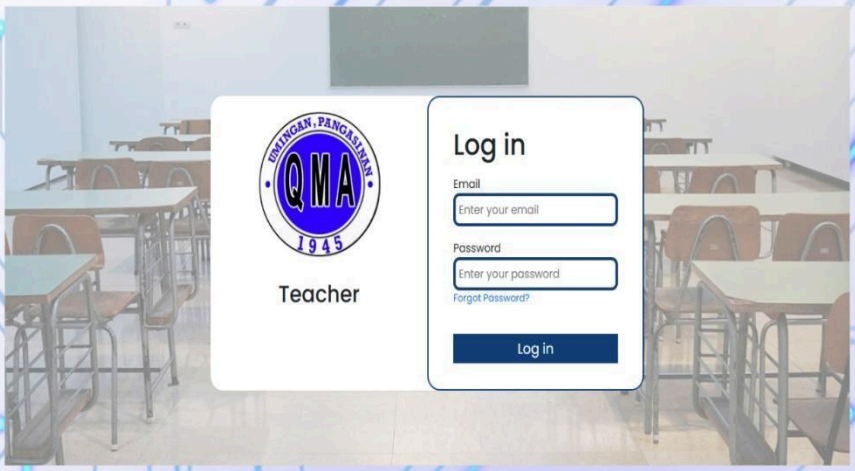
Step 2: Input the Information needed.



Teacher List

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

TEACHER PAGE



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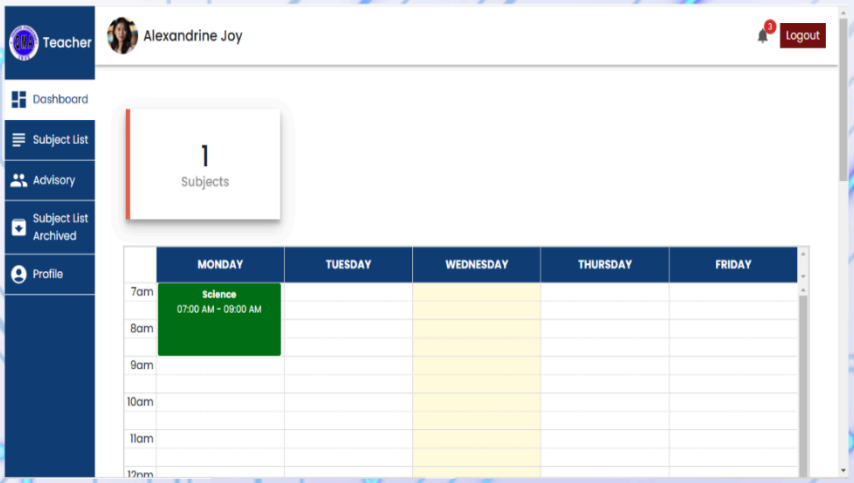
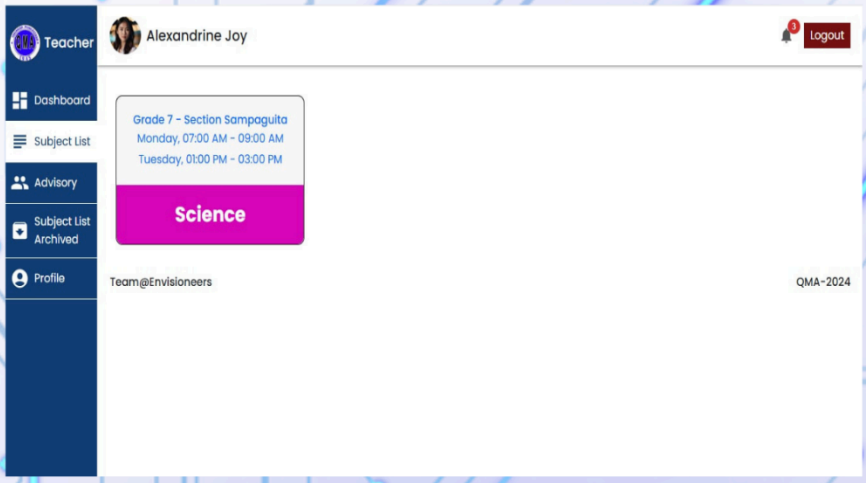


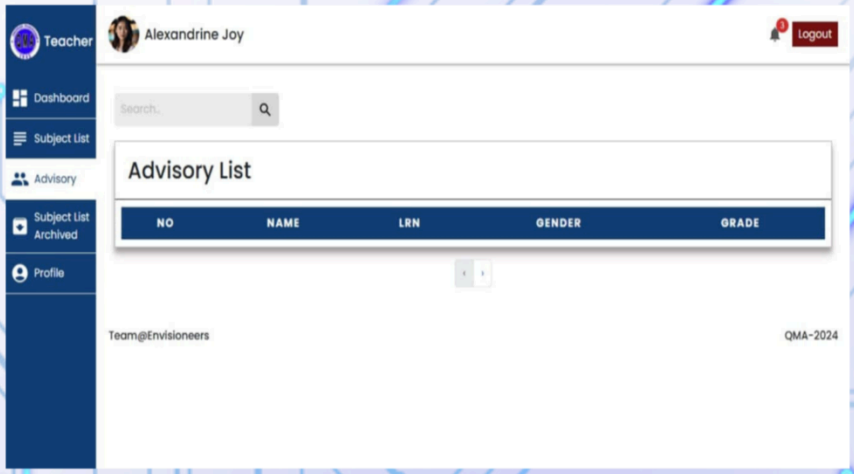
Teacher Dashboard

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.



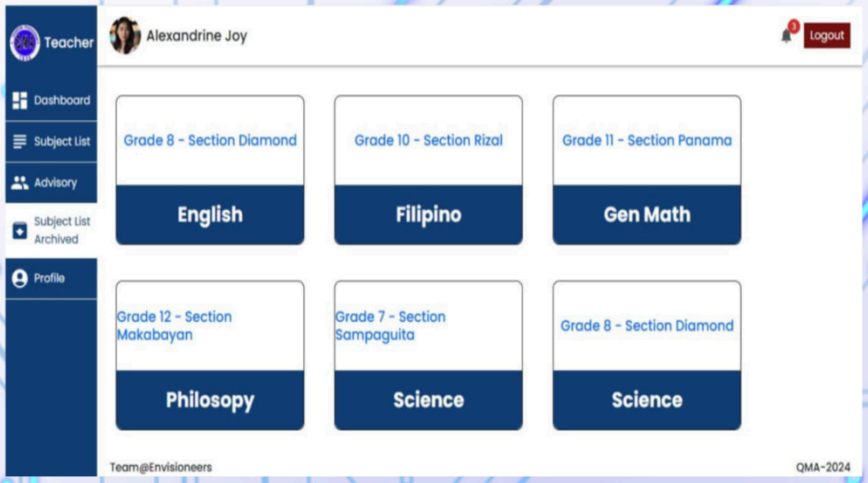
Subject List

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



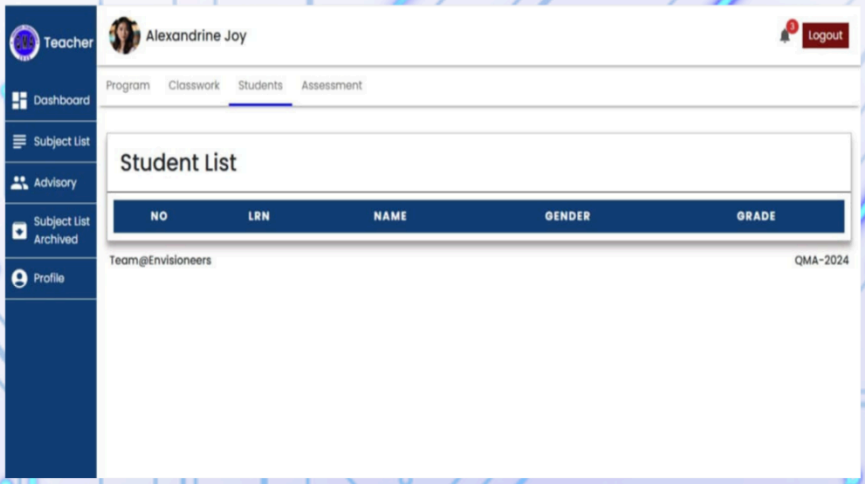
Advisory List

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



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.



Student List

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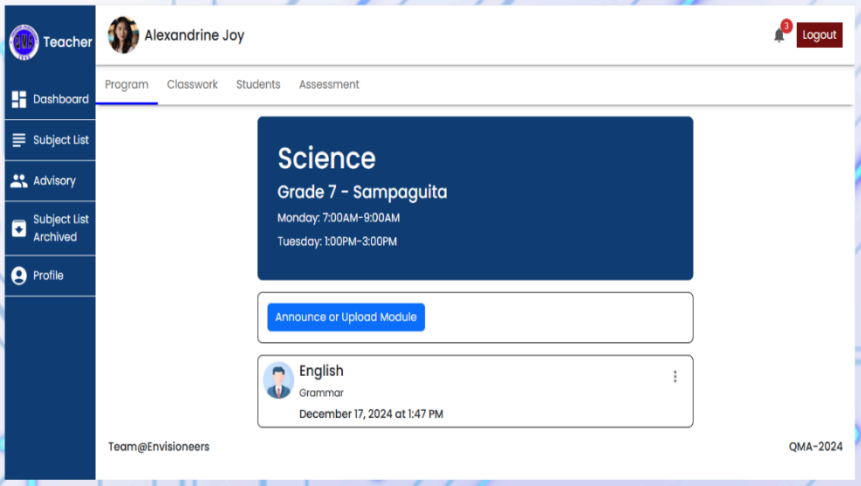
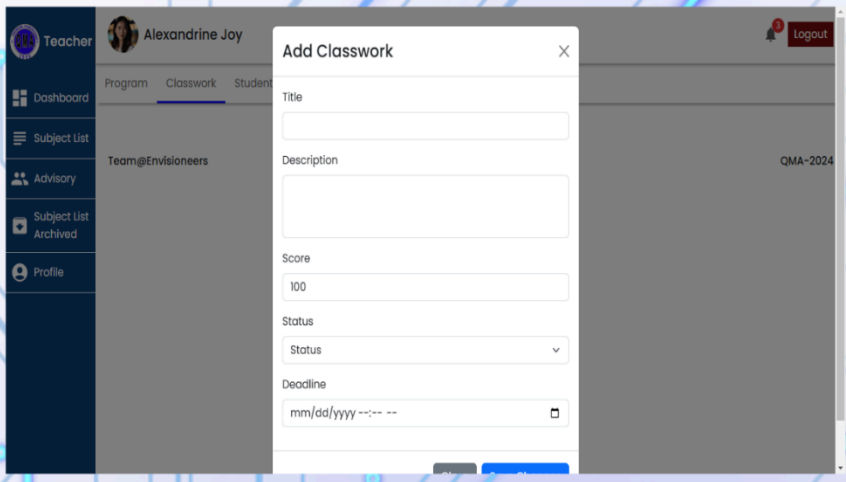


LMS

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

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



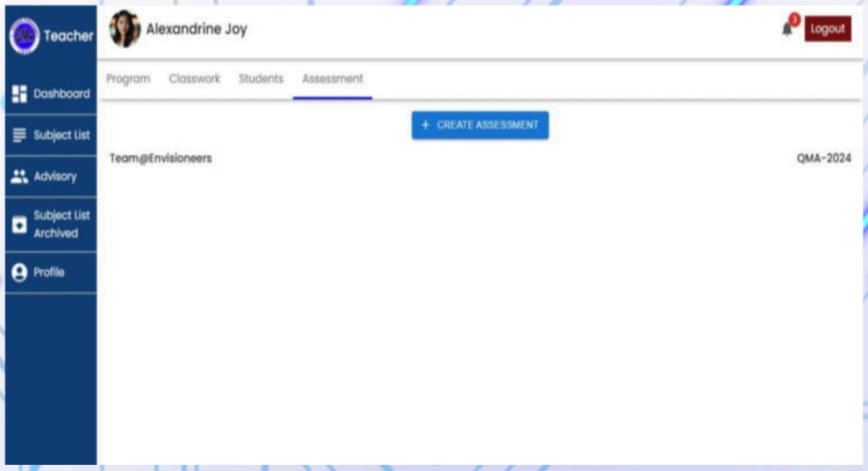
Adding Classwork

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

Step 2: Fill out the required fields:

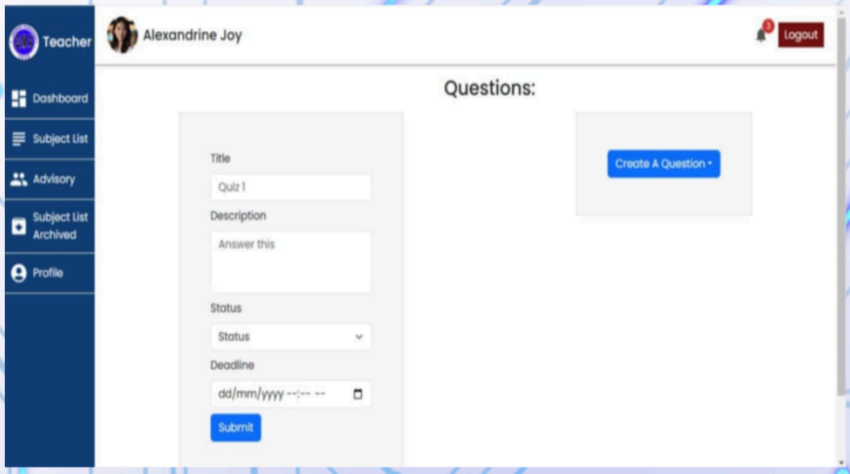
- Title: Enter the title of the classwork.
- Description: Provide a brief description of the classwork task.
- Deadline: Set the due date for the classwork submission.

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



Assessment Page

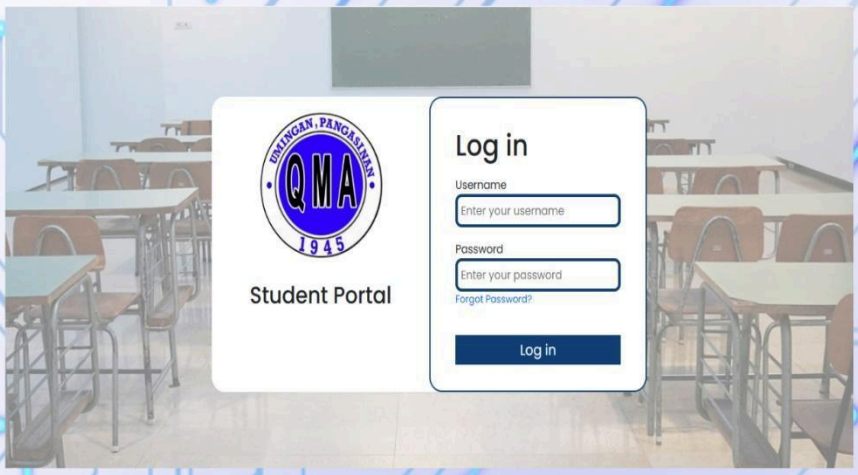
This a dedicated section where the teacher can create assessment that students are required to complete and submit. It may include various types of assessments such as quizzes, exams, etc.



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



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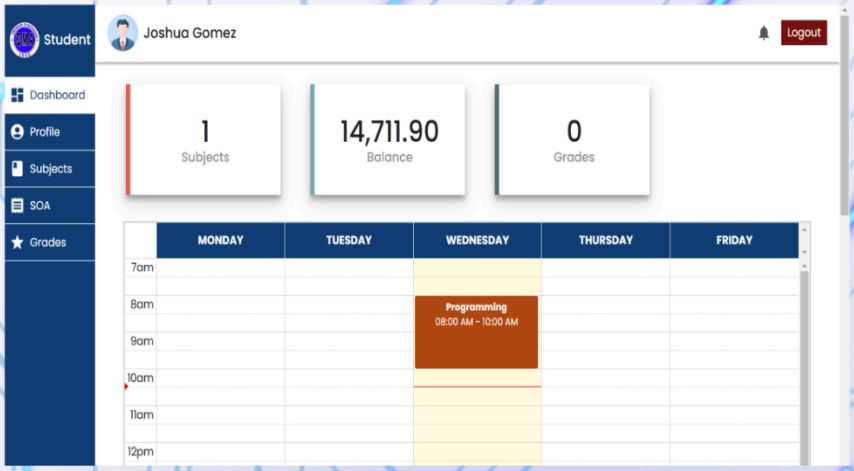
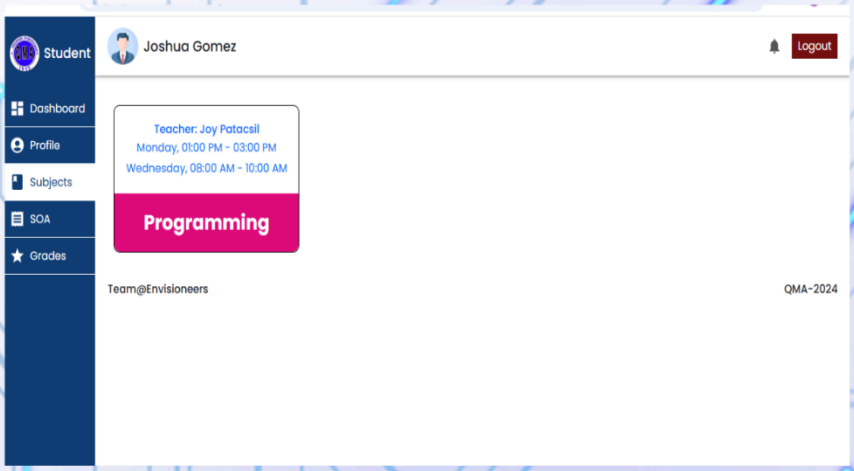


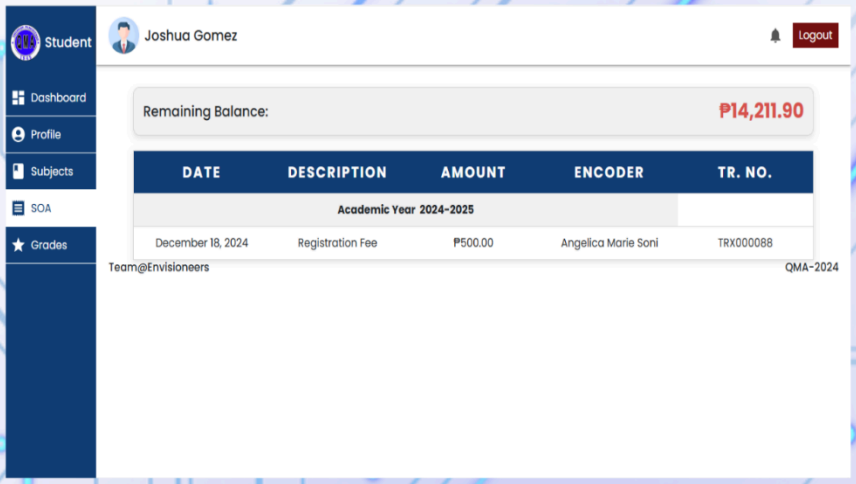
Student Dashboard

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



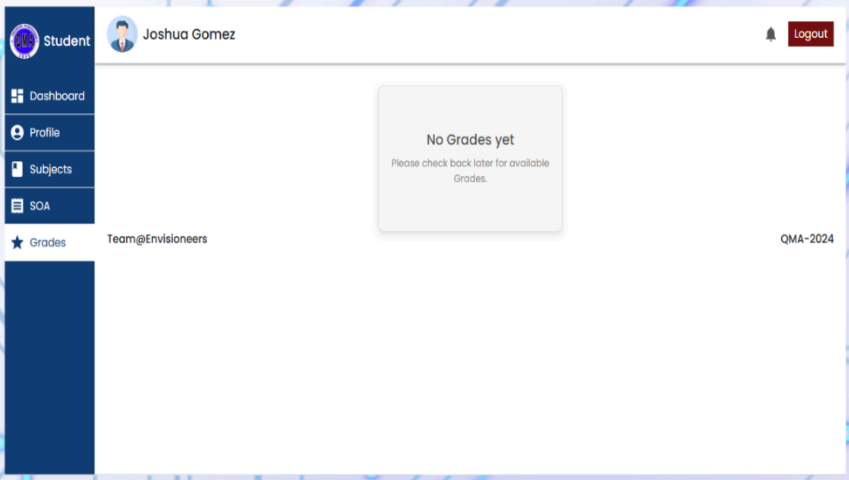
Subjects

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



SOA

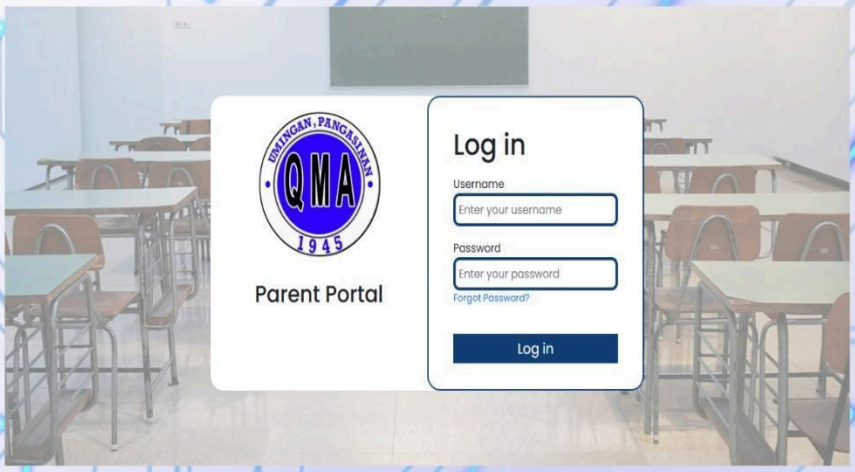
This feature provides the student a detailed summary of a student's financial transactions related to school fees.



Student's Grade

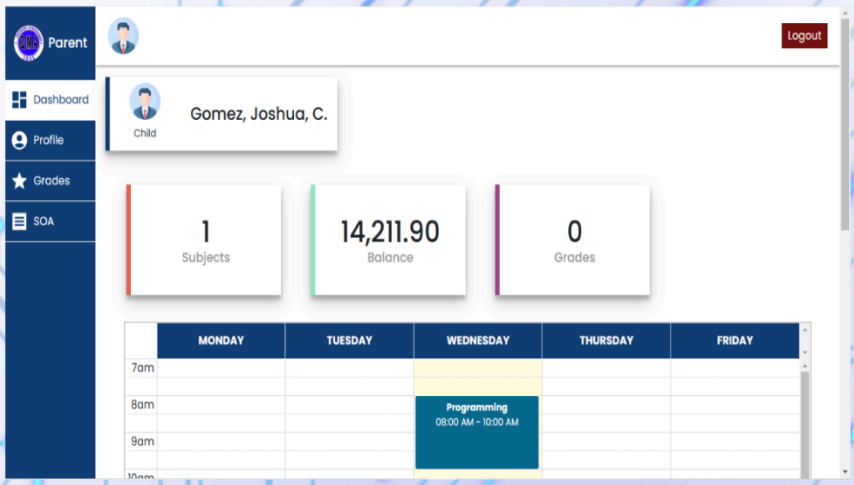
This page displays all the grades for the student's enrolled subjects. Each section is designed to help students track their academic progress easily.

PARENT'S PAGE



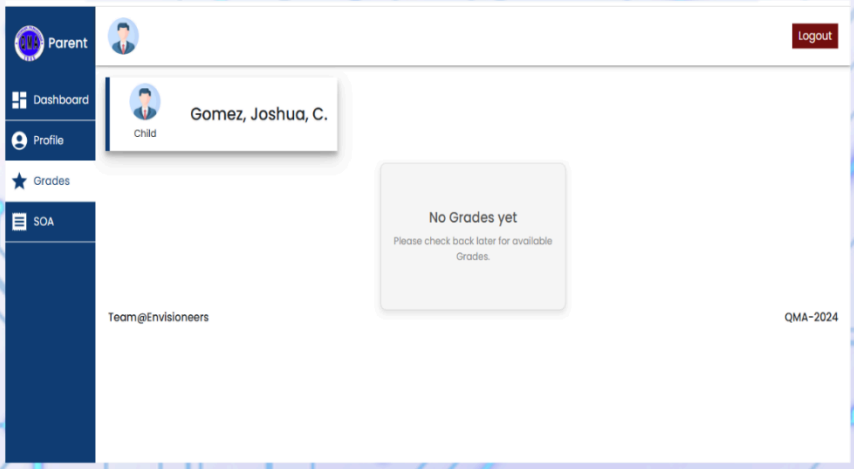
Log in

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



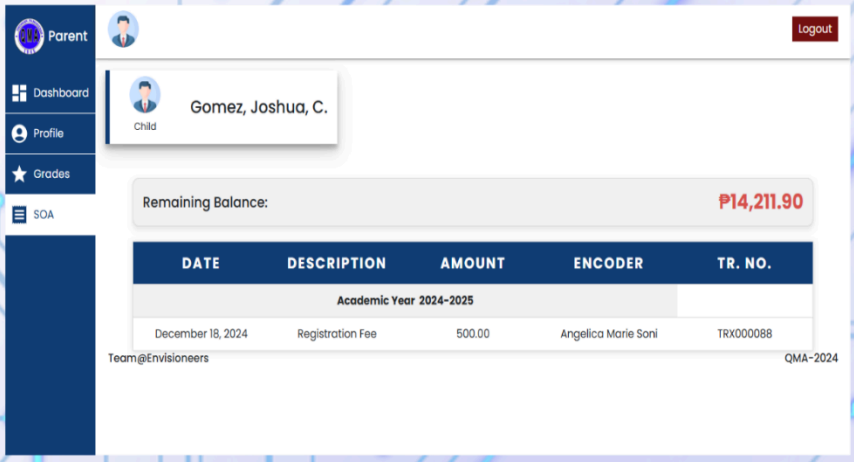
Parent Dashboard

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.



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.