

FOR FACULTY *PRIncetech Integrated School Management Solutions (PRIISMS)*

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Document Revision Control

Revision Number	Date of Revision	Author/s	Revisions/Changes
0.1	September 7, 2020	Kaye Fernandez	Preliminary Draft version
1.0	September 11, 2020	Kaye Fernandez	Final version 1

Login Module

This is the gateway to access the system. Providing certain access level per user, this will give the user an access for the faculty portal only.



To Login:

- 1. Open your browser. In your address bar, type the link that will assign to your institution. https://demo.priisms.online/auth/login
- 2. Input your username and password (created by the system admin).
- 3. Then click Login button.

Dashboard

This will be the faculty's home page. The overview of faculty's school year schedules.

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# Section Name Subject Code Subject Name Male Female		Current School Year Current Schedule						
		# Section Name	Subject Code	Subject Name	Male Fe	emale		
	2020 C Driver Technologies Committee							

Faculty Schedule

- 1. Open My Schedules, under Class Record.
- 2. Select Academic Year and Term from the dropdown list.,

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Attendance		
Student Conduct		
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2020 © Prince Technologies Corporation	ver. 1.1.31	

As shown at the picture below is the list of faculty's schedules for the selected AY Term.

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∰ F	aculty Schedules								C
20)19-2020 2nd Trimester 🗸 📿								
#	Section Name & Subject Code / Title	Units	Schedule/Room	Class Adviser	# Students	Policy	Last Date Encoded	Date Grade Posted	ol
1.	Subject Title : Readings in Philippine History Subject Code : NGEC 2 Section : ME1-A	3.00	MWF 8:00 AM - 9:00 AM		0	FINAL ONLY	0		G
2.	Subject Title : Science, Technology and Society Subject Code : NGEC 7 Section : ME1-A	3.00	TTh 9:00 AM - 10:00 AM		0	FINAL ONLY	0		G
3.	Subject Title : Ethics Subject Code : NGEC 8 Section : ME1-A	3.00	M 9:30 AM - 10:30 AM		0	FINAL ONLY	0		C

To download Grade Sheet:

- 1. Select Schedule from the list.
- 2. Then click "Grade Sheet"

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#	Section Name & Subject Code / Title	Units	Schedule/Room	Class Adviser	# Students	Policy	Last Date Encoded	Date Grade Posted	Options
1.	Subject Title : Readings in Philippine History Subject Code : NGEC 2 Section : ME1-A	3.00	MWF 8:00 AM - 9:00 AM		0	FINAL ONLY	0	P	Grade Shee
2.	Subject Title : Science, Technology and Society Subject Code : NGEC 7 Section : ME1-A	3.00	TTh 9:00 AM - 10:00 AM		0	FINAL ONLY	0		Grade Shee
3.	Subject Title : Ethics Subject Code : NGEC 8 Section : ME1.0	3.00	M 9:30 AM - 10:30 AM		0	FINAL ONLY	0		Grade Shee

See sample grade sheet:

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	No. Student No.	Student Name	Grade	Grade (Rating)	Remarks					
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eClass Records (Grade Encoding)

Grade Encoding Setup:

1. Select Academic Year & Term, Course and Period from the dropdown list provided. List of students will load.



2. Setup the event's component, click '1' under Midterm column.

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# Home > Class-record > Eclass-records								ľ	ecord successful SE	y loadei	R 11	202
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				Student Na	ume Sex	E	Midterm 1 [Date]		Date	Posted		
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		2.	177.0	DUMMY 50003288, PTC 10	02453 C. F							
		3.	***	DUMMY 50005810, PTC 10	04975 P. M							
DUMMY 50003288, PTC		4.	1.00	DUMMY 50005848, PTC 10	05013 C. M							
1002453 C.		5.		DUMMY 50006056, PTC 10	05221 M							
2011-002502 PRELIM : 76.00		6.	+ 100	DUMMY 50007036, PTC 10	06201 A. M							
SDECIAL BROCRAM		7		DUMMY 50007476 DTC 400	00244 M E							

3. Fill up event manager. (Please refer to definition of terms)

Event Manager	×
Component	FINAL 🗸
Event Code	1
Event Description	Type your Description Here
Total Items	5
Event Date	Optional
	Close Reset Save Event

Definition of Terms:

- a. Component institution's grading policy
- b. Event Code event's unique identifier
- c. Event Description event's description (optional)
- d. Total Items default by '5' for final grade setup
- e. Event Date encoding date (optional)
- 4. Click Save Event button to proceed. Then close event manager window.

Grade Encoding:

- 5. Click the input box of the student that you wish to grade.
- 6. Input grade/score of the student, then click 'Enter' key. Note: Grade encoding module has auto-save feature. Grades that are not yet posted/submitted are still editable.

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		3.		DUMMY 50005810,	PTC 1004975 P.	М		2.50				
DUMMY 50005848, PTC		4.	- 140	DUMMY 50005848,	PTC 1005013 C.	м	T	1.75				
1005013 C.		5.		DUMMY 50006056,	PTC 1005221	м	-		T			
		6,		DUMMY 50007036,	PTC 1006201 A.	м						
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Grade Importing:

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1. Click the arrow beside the upload button and select **download student list.**

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2019-2020 2nd Semester	▼ BSIT-1ST YR B2 - CC 103	V Preilm V
		L Upload
		Download Student List
		Impart Excel Crades
	Date Posted	Import Excel Grades

2. Open up the excel file and fill up the required fields and save the file.

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15 7	2017200414	DUMMY 50009533, PTC 1008698 L.	м	0	0.00	0.00	0												
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17 9	2019300155	DUMMY 50012938, PTC 1012103 M.	F	0	0.00	0.00	0												
15 10	2019300260	DUMMY 50013040, PTC 1012205 C.	M	0	0.00	0.00	0												
19 11	2019300306	DUMMY 50013086, PTC 1012251 B.	F	0	0.00	0.00	0												
20 12	2019300327	DUMMY 50013107, PTC 1012272 J.	M	0	0.00	0.00	0												
21 1	2019300328	DUMMY 50013108, PTC 1012273 C.	M	0	0.00	0.00	0												
22 1	2019300329	DUMMY 50013109, PTC 1012274 A.	м	0	0.00	0.00	0												
23 13	2019300331	DUMMY 50013111, PTC 1012276 P.	M	0	0.00	0.00	0												

3. **Click** the upload button and a window will pop up.

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[Student Name]		3.	***	DUMMY 50007249, PTC 1006414 P.	м				0.00					
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4. **Select** choose file and locate the correct excel file to be uploaded and click **save excel**.



To post grades:

1. Select certain student or select all from the table by clicking the checkbox located at the leftmost corner of the table.

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書 Home > Class-record > Eclass-records											SEPTE	MBER	11, 202
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- 2. Click Submit button.
- 3. A warning prompts will show, click **Yes** to continue.

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Home > Class-record > Eclass-records					🕮 SEPTEMBER 11, 2020 ~
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Use this module for your class record manager					
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Posting You are	student record will activate the no longer able to create, edit a	e class record lock feature and delete an event. Click	es k [YES] to p	Note	Date Posted
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Note:

- Submitting/Posting student grades will activate eClass record lock features. It will be no longer editable. Please check carefully before submitting.
- Students with incomplete grades will not be posted regardless if it is checked or not.

See sample posted eClass Record:

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	for Class Record	•	9.		DUMMY 50009271, PTC 1008436 G.	М		1.25		September 11, 2020 06:06	
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