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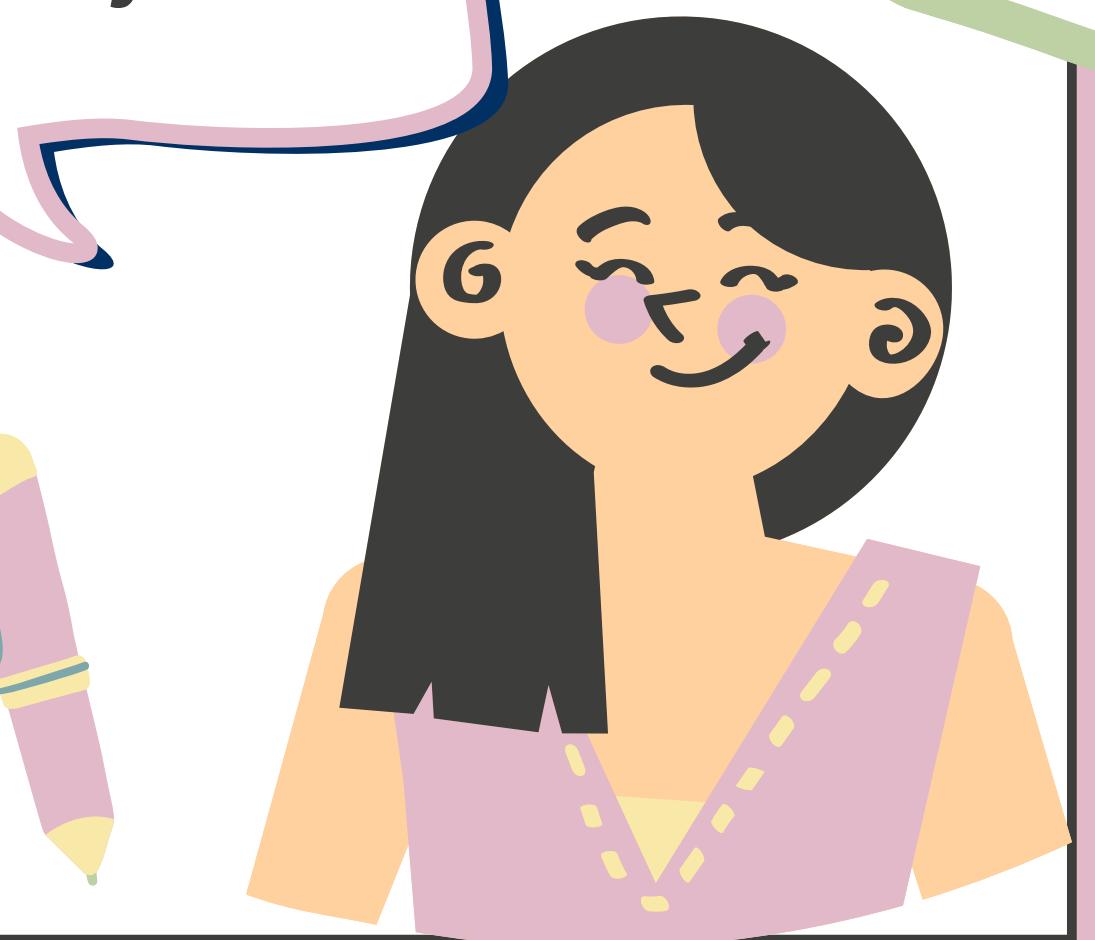
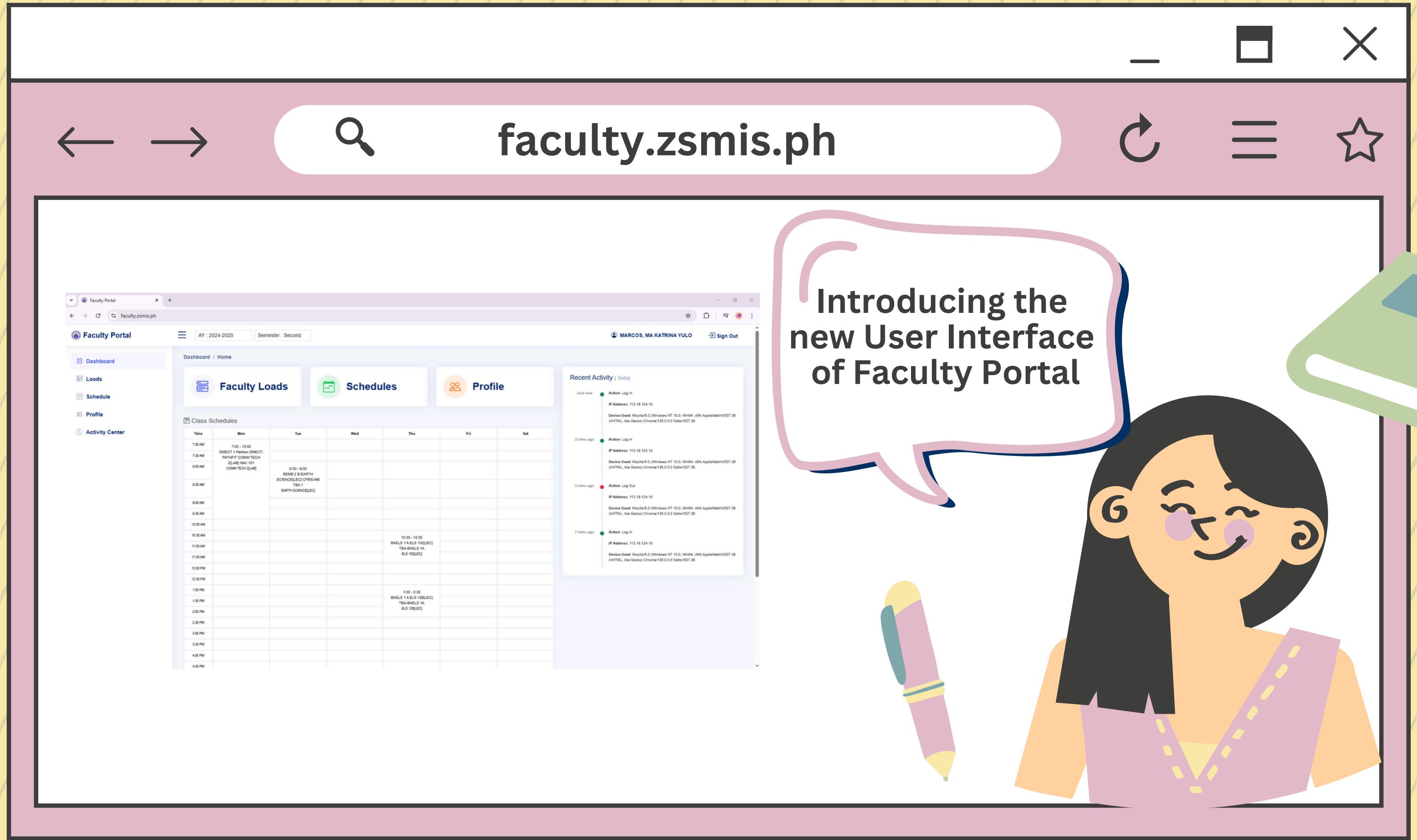


NEW  
**UPDATE**

# **FACULTY PORTAL**



**ACCESS ANYTIME, ANYWHERE.**





# DASHBOARD

The default Academic Year and Semester displayed are the current ones.

- Please ensure that the correct Academic Year and Semester are set.
- This feature helps filter your faculty load and allows you to return to a previous Academic Year and Semester once a new one is activated.

Faculty Portal AY : 2024-2025 Semester : Second MARCOS, MA KATRINA YULO

**Dashboard** **Loads** **Schedule** **Profile** **Activity Center**

**MENU**

**Faculty Loads**

**Schedules**

**Profile**

**Shortcuts**

**Class Schedules**

Time	Mon	Tue	Thu	Fri	Sat
7:00 AM	7:00 - 10:00 DMECT 1 Petition DMECT- PATHFIT COMM TECH 2[LAB] NAV 101 COMM TECH 2[LAB]				
7:30 AM					
8:00 AM		8:00 - 9:00 BSMB 2 B EARTH SCIENCE[LEC] CFMS-MB TBA 1 EARTH SCIENCE[LEC]			
8:30 AM					
9:00 AM					
9:30 AM					
10:00 AM					
10:30 AM					
11:00 AM					
11:30 AM			10:30 - 12:00 BAELS 1 A ELS 102[LEC] TBA-BAELS 1A ELS 102[LEC]		
12:00 PM					
12:30 PM					
1:00 PM					
1:30 PM			1:00 - 2:30 BAELS 1 A ELS 126[LEC] TBA-BAELS 1A ELS 126[LEC]		
2:00 PM					
2:30 PM					
3:00 PM					
3:30 PM					
4:00 PM					

**Activity Logs**

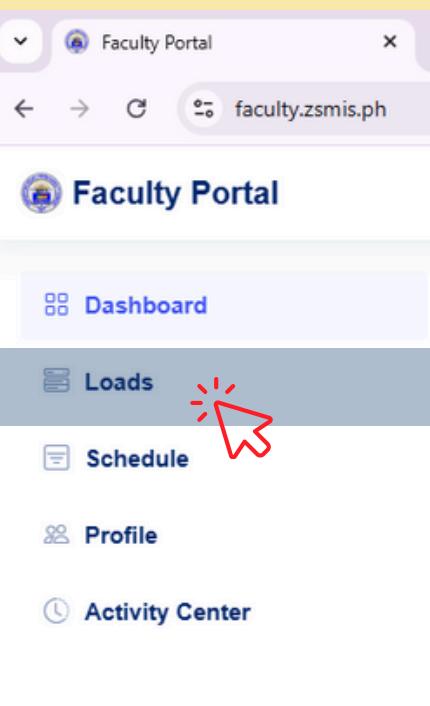
**Recent Activity | Today**

Time	Action	IP Address	Device Used
Just now	Action: Log In	113.19.124.18	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/135.0.0.0 Safari/537.36
2 mins ago	Action: Log In	113.19.124.18	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/135.0.0.0 Safari/537.36
3 mins ago	Action: Log Out	113.19.124.18	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/135.0.0.0 Safari/537.36
mins ago	Action: Log In	113.19.124.18	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/135.0.0.0 Safari/537.36



# ENCODING OF GRADES

**STEP 1** Click Loads



**STEP 2** Click the keyboard icon



# ENCODING OF GRADES

## STEP 3

You may now begin encoding the grades.

*Please ensure that the midterm grade is entered before the final term grade.*

The following are the features of the new system:

- The system will automatically calculate the final grade.
- The system will automatically generate remarks (Passed or Failed).
- To assign a grade of INC, UW, or AW, use the dropdown menu.

## STEP 4

Click Save Changes to save the encoded grades.

NOTE:

Clicking "Save Changes" does not mean the grades have been posted to the Office of the College Registrar.

**Grade Sheet**

Course Code: ACCTG.1  
Schedule[LEC]: NA  
Schedule[LAB]: NA  
School Year: 2024-2025/Second  
Description: FUNDAMENTALS OF ACCOUNTING/ BUSINESS AND MANAGEMENT

Curriculum Year: NA  
Unit(s): 3  
Pre-requisite: NA  
Grade Status: NOT POSTED

Student ID	Names in Alphabetical Order (Surname, First Name, MI)	Mid Term Grade	Final Term Grade	Final Grade (50% MTG 50% FTG)	Remarks
2023OA54265	ABAO, AUBREY JANE	1.25	1.25	1.25	PASSED
2023OA02487	ABELIDO, AIRA	1.35	1.25	1.30	PASSED
2023OA03801	ALABASTRO, CATHERINE JOY	1.45	1.75	1.60	PASSED
2023OA68101	ALSON, TRICIA JANE	0	1.25	0.0	INC
2023OA62712	ALVAREZ, JASTINE MARIE	0	0	0.00	NO GRADE
2023OA52696	ANDALES, MAY ANN	0	0	0.00	NO GRADE
2023OA37790	ANTISODA, DONNA MAE	0	0	0.00	PASSED
2023OA41155	ARANETA, ROSIE CLAIRE	0	0	0.00	FAILED
2023OA89625	AYOSEP, ANGELA	0	0	0.00	INC
2023OA46532	AZCUNA, EARL ANGELO	0	0	0.00	DROPPED
2023OA28245	BARRIOS, RHONAMAY	0	0	0.00	UW
2023OA65040	BAUTISTA, PRINCESS	0	0	0.00	AW
2023OA05512	CALBI, ALLYNA GWYNETH	0	0	0.00	NRG
2023OA64571	DELA VEGA, MIA JANINE	0	0	0.00	NGR
					NO GRADE

**Close** **Save changes**

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# PRINTING OF REPORT OF RATING

## STEP 5

Click the Ribbon Icon to display the Report of Rating

College

ACCTG.1  
BSHM 2 - B

Encoded: --

Submitted: --

50

## STEP 6

Then, scroll down and click the Print button to print the Report of Rating.

30			
Mid Term Grade:		Final Term Grade:	
Prepared by:	MARCOS, MA KATRINA YULO Instructor/ Professor	Prepared by:	
Reviewed by:	Department Chair	Reviewed by:	
	Program Adviser		
Attested by:	Labos, Alma Freda Dagoy College Dean	Noted:	



# SUBMISSION OF REPORT OF RATING

## STEP 7

The names and signatories of the Department Chair and Program Adviser must be handwritten by the respective individuals.

After securing the signatories, submit the hard copy directly to the Office of the Registrar.

30			
Mid Term Grade:			
MARCOS, MA KATRINA YULO Instructor/ Professor			
Department Chair			
Program Adviser			
Labos, Alma Freda Dagoy College Dean			



# POSTING OF GRADES

## STEP 8

Once the Office of the College Registrar has reviewed and accepted the Report of Rating, return to the portal and click Submit.

Click the File Button to post the grades.

NOTE:

Before posting the grades, please take a moment to review them carefully. Once posted, grades can no longer be modified.

*If any changes to the grades are needed, please visit the Office of the College Registrar.*

College

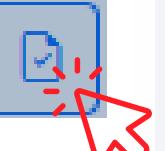
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 ACCTG.1  
BSHM 2 - B

**Encoded:** --

**Submitted:** --

 50





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## **PLEASE BE GUIDED BY THE FOLLOWING:**

- After securing the signatories, submit the hard copy directly to the Office of the Registrar. The Office of the College Registrar utilizes a grade monitoring tool to track faculty members who have posted or submitted the Report of Rating on time. Therefore, there is no need to go through the IT Office to have your hard copies stamped as "Posted."
- The portal will be closed 10 days after the final exam. Therefore, the submission of grades must be completed within 10 days following the Final Exams.



# FACULTY PROFILE

On your faculty profile, you can view and update the following:

- Basic Information
- Educational Background
- Eligibilities
- Work Experience
- Account Password

## CHANGING OF ACCOUNT PASSWORD

When changing your password, make sure to choose a strong and unique one. A good password should include a mix of uppercase and lowercase letters, numbers, and special characters. Avoid using easily guessable information like your name or birthdate.

If you wish to use the system-generated password, click the Check button next to the text box.

Alternatively, you can type a new password, re-enter it, and then click the Check button.

Profile   Background   Eligibility   Experience   **Change Password**

System Generated Password

Type New Password

Re-enter New Password





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If there are courses you are handling this semester that are not loaded to your account, please visit the CISO for assistance





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For more information or if you have any concerns or queries, please reach out to your designated Focal Person, email us at [itoffice@zscmst.edu.ph](mailto:itoffice@zscmst.edu.ph), or visit the College Information System office.

**THANK YOU!**

