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NEW  
UPDATE

# FACULTY PORTAL



ACCESS ANYTIME, ANYWHERE.



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Faculty Portal

AY : 2024-2025Semester : Second

MARCOS, MA KATRINA YULO

Sign Out

Dashboard

Loads

Schedule

Profile

Activity Center

Dashboard / Home

Faculty Loads

Schedules

Profile

Class Schedules

| Time     | Mon  | Tue  | Wed | Thu  | Fri | Sat |
|----------|--|--|-----|--|-----|-----|
| 7:00 AM  | 7:00 - 10:00<br>DMECT 1 Passion DMECT-<br>PATHWY COMA TECH<br>2L4AB NEW 101<br>COMA TECH 2L4AB |  |     |  |     |     |
| 7:30 AM  |  |  |     |  |     |     |
| 8:00 AM  |  | 8:00 - 9:00<br>BSMB 2 B EARTH<br>SCIENCELEC CPMS-AB<br>TBA 1<br>EARTH SCIENCELEC |     |  |     |     |
| 8:30 AM  |  |  |     |  |     |     |
| 9:00 AM  |  |  |     |  |     |     |
| 9:30 AM  |  |  |     |  |     |     |
| 10:00 AM |  |  |     |  |     |     |
| 10:30 AM |  |  |     | 10:30 - 12:00<br>BAELS 1 AELS 100LEC<br>TBA-BAELS 1A<br>ELS 100LEC |     |     |
| 11:00 AM |  |  |     |  |     |     |
| 11:30 AM |  |  |     |  |     |     |
| 12:00 PM |  |  |     |  |     |     |
| 12:30 PM |  |  |     |  |     |     |
| 1:00 PM  |  |  |     | 1:00 - 2:30<br>BAELS 1 AELS 120LEC<br>TBA-BAELS 1A<br>ELS 120LEC   |     |     |
| 1:30 PM  |  |  |     |  |     |     |
| 2:00 PM  |  |  |     |  |     |     |
| 2:30 PM  |  |  |     |  |     |     |
| 3:00 PM  |  |  |     |  |     |     |
| 3:30 PM  |  |  |     |  |     |     |
| 4:00 PM  |  |  |     |  |     |     |
| 4:30 PM  |  |  |     |  |     |     |

Recent Activity | Today

Just now

Action: Log In

IP Address: 113.18.124.18

Device Used: 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

IP Address: 113.18.124.18

Device Used: 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

IP Address: 113.18.124.18

Device Used: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/135.0.0.0 Safari/537.36

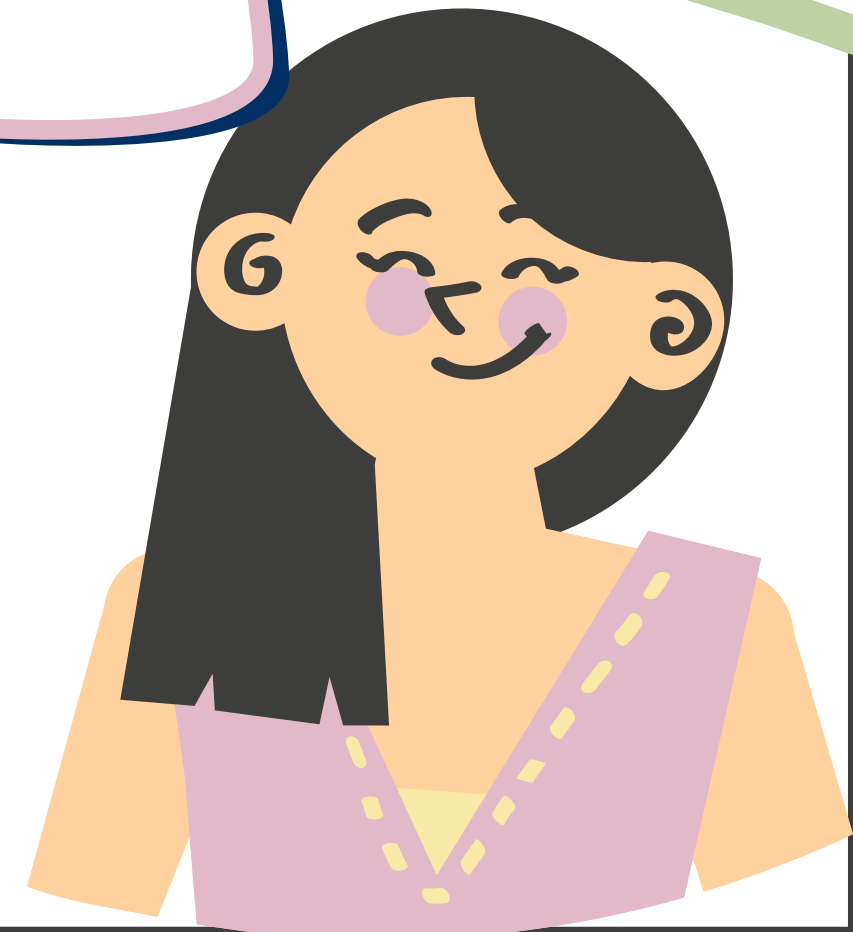
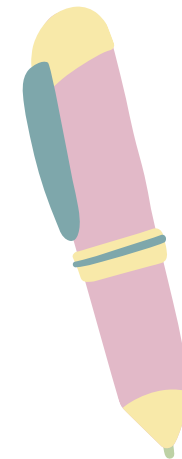
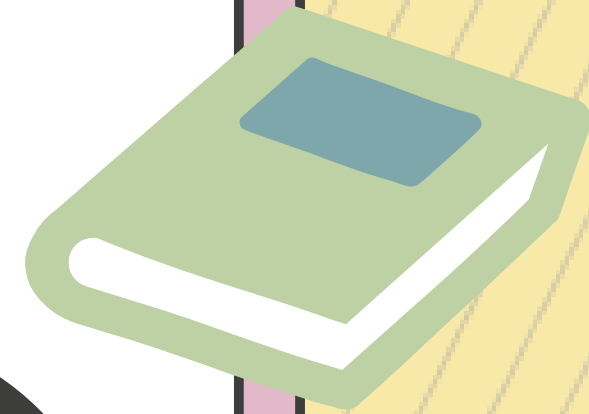
7 mins ago

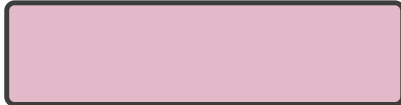
Action: Log In

IP Address: 113.18.124.18

Device Used: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/135.0.0.0 Safari/537.36

Introducing the  
new User Interface  
of Faculty Portal





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# 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

Sign Out

Dashboard

Loads

Schedule

Profile

Activity Center

Dashboard / Home

Faculty Loads

Schedules

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Class Schedules

| Time     | Mon  | Tue  | Thu   | Fri | Sat |
|----------|--|--|---|-----|-----|
| 7:00 AM  | 7:00 - 10:00<br>DMECT 1 Petition DMECT-<br>PATHFIT COMM TECH<br>2[LAB] NAV 101<br>COMM TECH 2[LAB] |  |   |     |     |
| 7:30 AM  |  |  |   |     |     |
| 8:00 AM  |  | 8:00 - 9:00<br>BSMB 2 B EARTH<br>SCIENCE[LEC] CFMS-MB<br>TBA 1<br>EARTH SCIENCE[LEC] |   |     |     |
| 8:30 AM  |  |  |   |     |     |
| 9:00 AM  |  |  |   |     |     |
| 9:30 AM  |  |  |   |     |     |
| 10:00 AM |  |  |   |     |     |
| 10:30 AM |  |  | 10:30 - 12:00<br>BAELS 1 A ELS 102[LEC]<br>TBA-BAELS 1A<br>ELS 102[LEC] |     |     |
| 11:00 AM |  |  |   |     |     |
| 11:30 AM |  |  |   |     |     |
| 12:00 PM |  |  |   |     |     |
| 12:30 PM |  |  |   |     |     |
| 1:00 PM  |  |  |   |     |     |
| 1:30 PM  |  |  | 1:00 - 2:30<br>BAELS 1 A ELS 128[LEC]<br>TBA-BAELS 1A<br>ELS 128[LEC]   |     |     |
| 2:00 PM  |  |  |   |     |     |
| 2:30 PM  |  |  |   |     |     |
| 3:00 PM  |  |  |   |     |     |
| 3:30 PM  |  |  |   |     |     |
| 4:00 PM  |  |  |   |     |     |

Activity Logs

## Recent Activity | Today

- Just now

Action: Log In

IP Address: 113.19.124.18

Device Used: 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

IP Address: 113.19.124.18

Device Used: 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

IP Address: 113.19.124.18

Device Used: 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

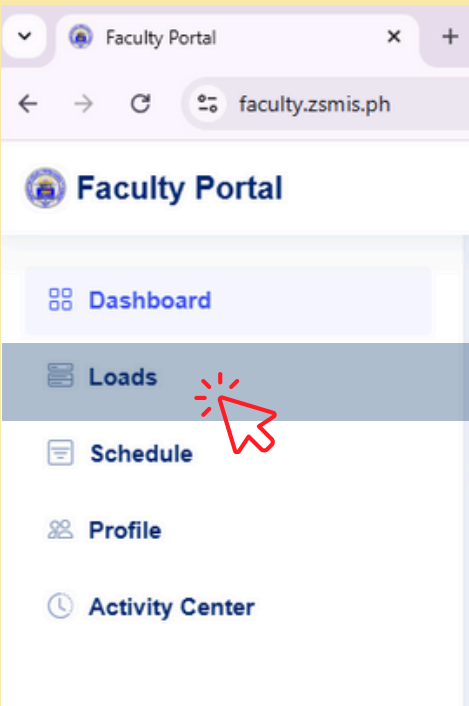
Action: Log In

IP Address: 113.19.124.18

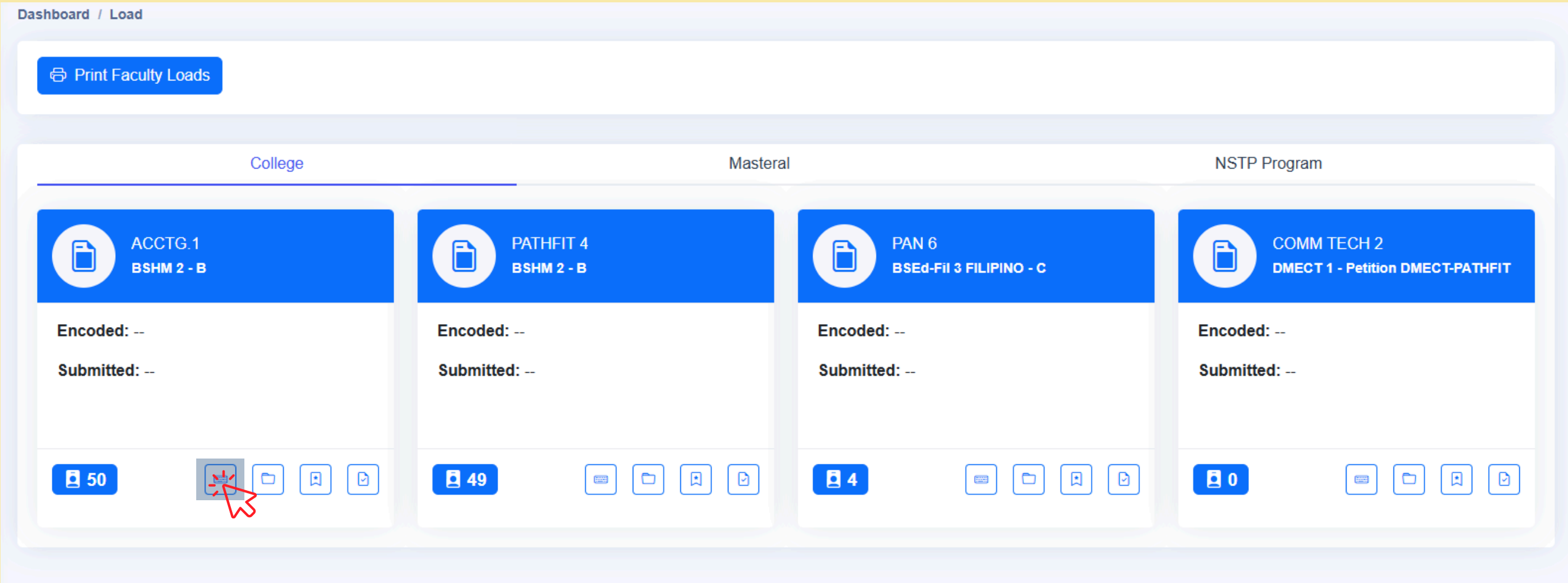
Device Used: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/135.0.0.0 Safari/537.36

# 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<br>(Surname, First Name, MI) | Mid Term Grade | Final Term Grade | Final Grade (50%<br>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      |
| 2023OA02712 | 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      |

Save changes

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PRINTING OF REPORT OF RATING

STEP 5

Click the Ribbon Icon to display the Report of Rating

STEP 6

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

College

ACCTG.1

BSHM 2 - B

Encoded: --

Submitted: --

50

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

Print



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# SUBMISSION OF REPORT OF RATING

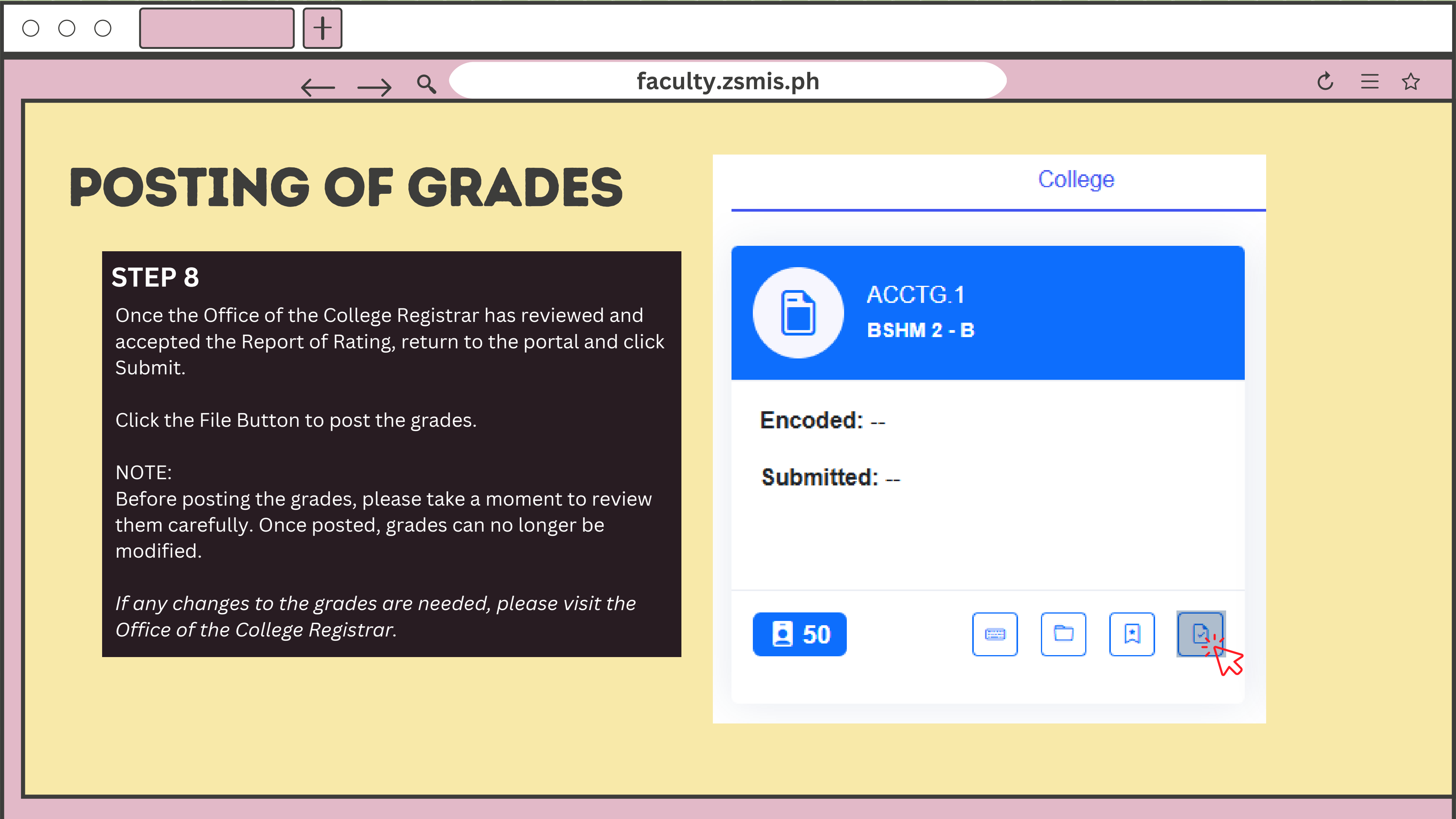
## STEP 7

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 |  | F |
|                 | Instructor/ Professor   |  | P |
|                 | Department Chair        |  | R |
|                 | Program Adviser         |  |   |
|                 | Labos, Alma Freda Dagoy |  | N |
|                 | 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



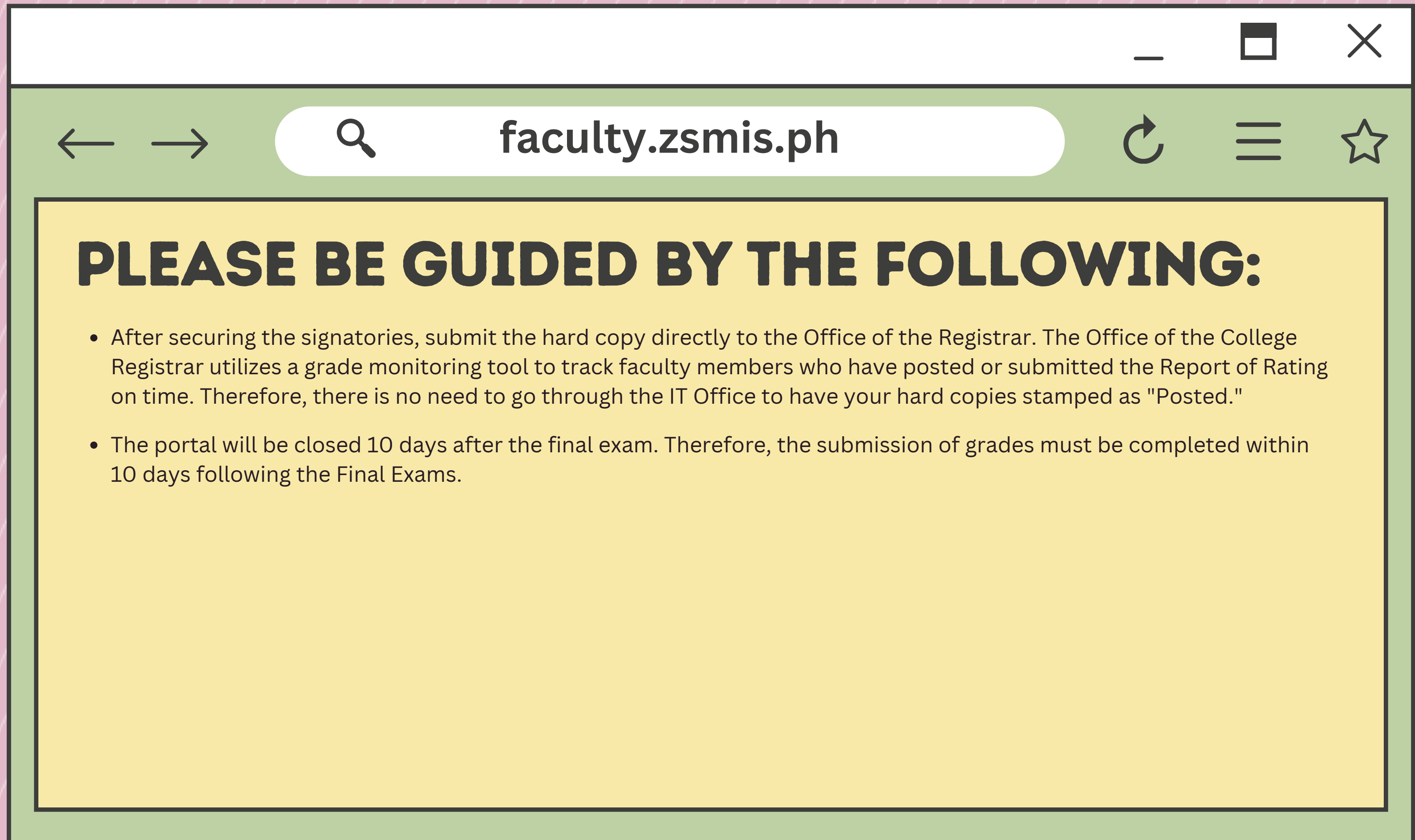
ACCTG.1  
BSHM 2 - B

Encoded: --

Submitted: --

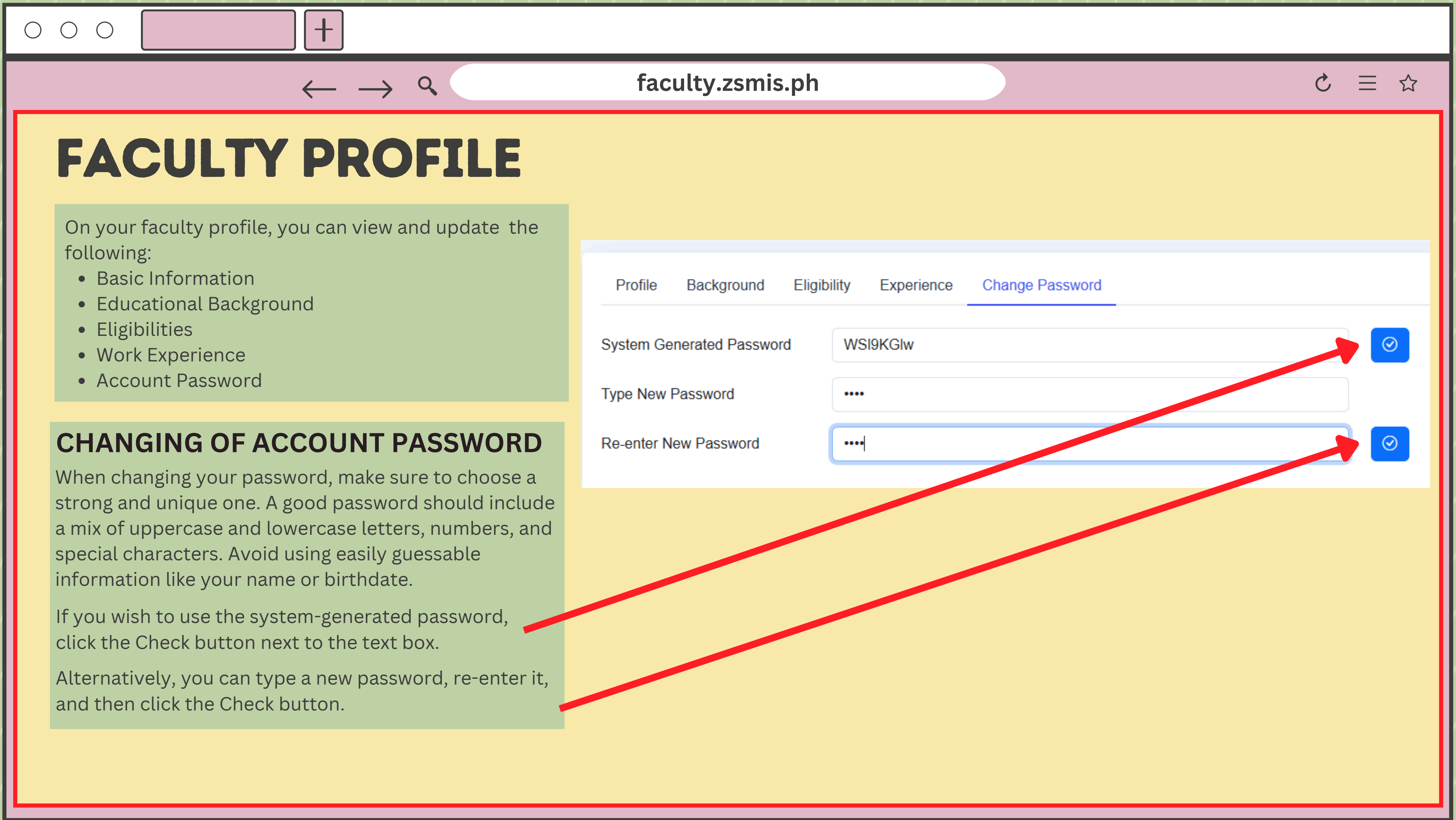






## PLEASE BE GUIDED BY THE FOLLOWING:

- 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

WSI9KGIw



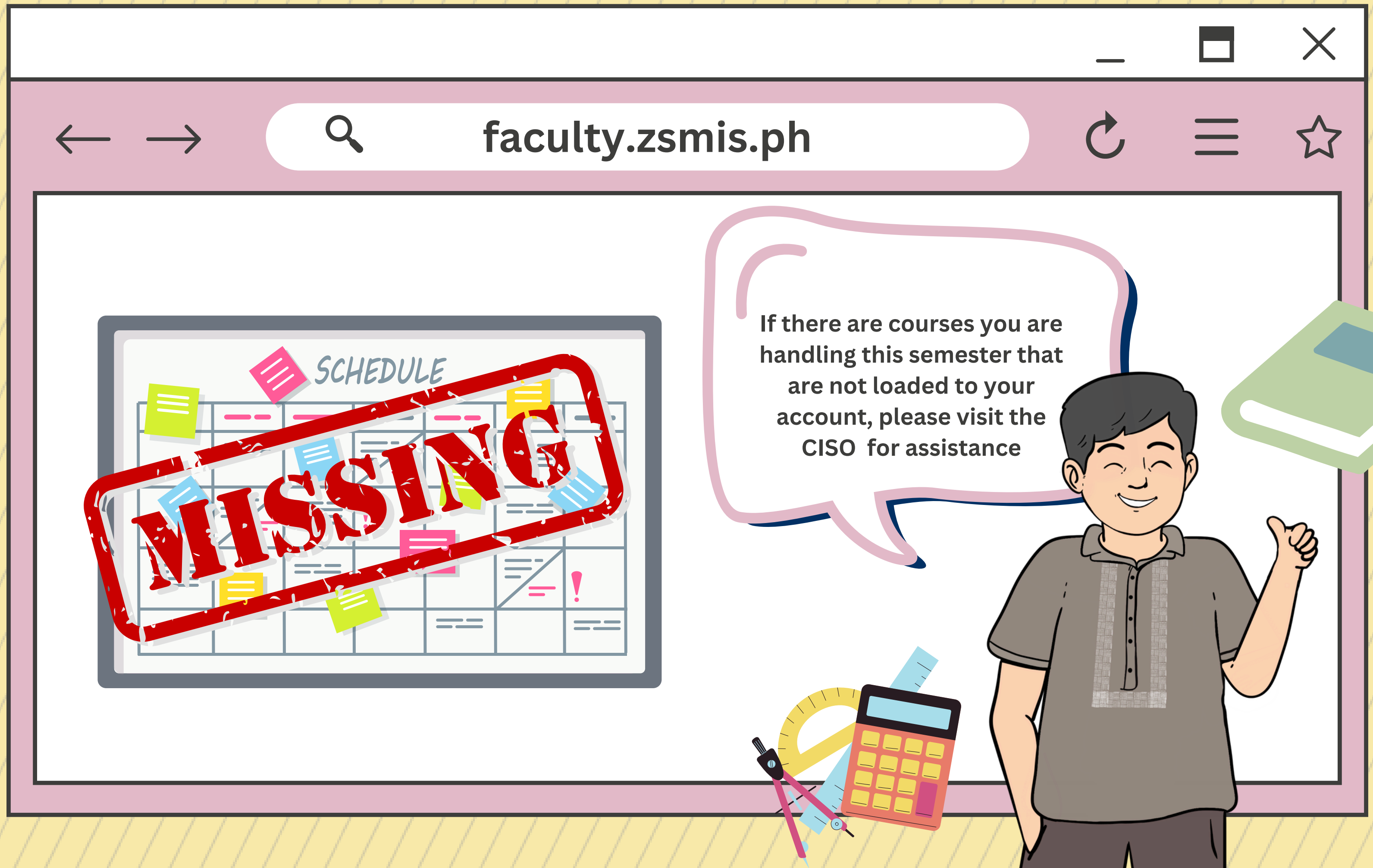
Type New Password

....

Re-enter New Password

....|







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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!**

