



# SCHOOL MANAGEMENT INFORMATION SYSTEM (SMIS) REGION-WIDE ROLLOUT

# INTRODUCTION TO SMIS

- Click [here](#).

# TRAINING MATRIX

TIME	DAY 1	DAY 2
	May 3, 2018	May 4, 2018
8:00 – 8:30	Opening Program	Class Module: Subject Offerings
8:30 – 9:00		
9:00 – 9:30	Introductory Activities	Student Module
9:30 – 10:00		
10:00 – 10:30		Enrollment Module
10:30 – 11:00		
11:00 – 11:30	Site Settings Configuration	Grade Module
11:30 – 12:00		
12:00 – 1:00	<b>LUNCH</b>	<b>LUNCH</b>
1:00 – 1:30	Administration Specifics	Adviser Module
1:30 – 2:00		
2:00 – 2:30	Teacher's Module	Subject Teacher Module
2:30 – 3:00		
3:00 – 3:30	Users Administration Module	Administration Module
3:30 – 4:00	Prospectus Module	

# INTRODUCTORY ACTIVITIES

1. Software Distribution
2. Software Extraction/Installation/Deployment (demo)
3. Software Initial Launch (demo)
4. Software Configuration for Auto-Initialization upon Boot-up (demo)
5. Host-PC Configuration
6. Network Configuration

# HOST-PC CONFIGURATION

- System Requirements
  - Single-use: No Special Requirements
  - Multi-use: i3 CPU, 4GB RAM (Minimum)
- OS Support
  - Win7 x64, WinXP, WinVista, Win7 x32, Win8 x32, Win8 x64, Win10 x32, Win10 x64, Windows 8, Windows 10, Windows Server 2008/R2, Windows Server 2012/R2



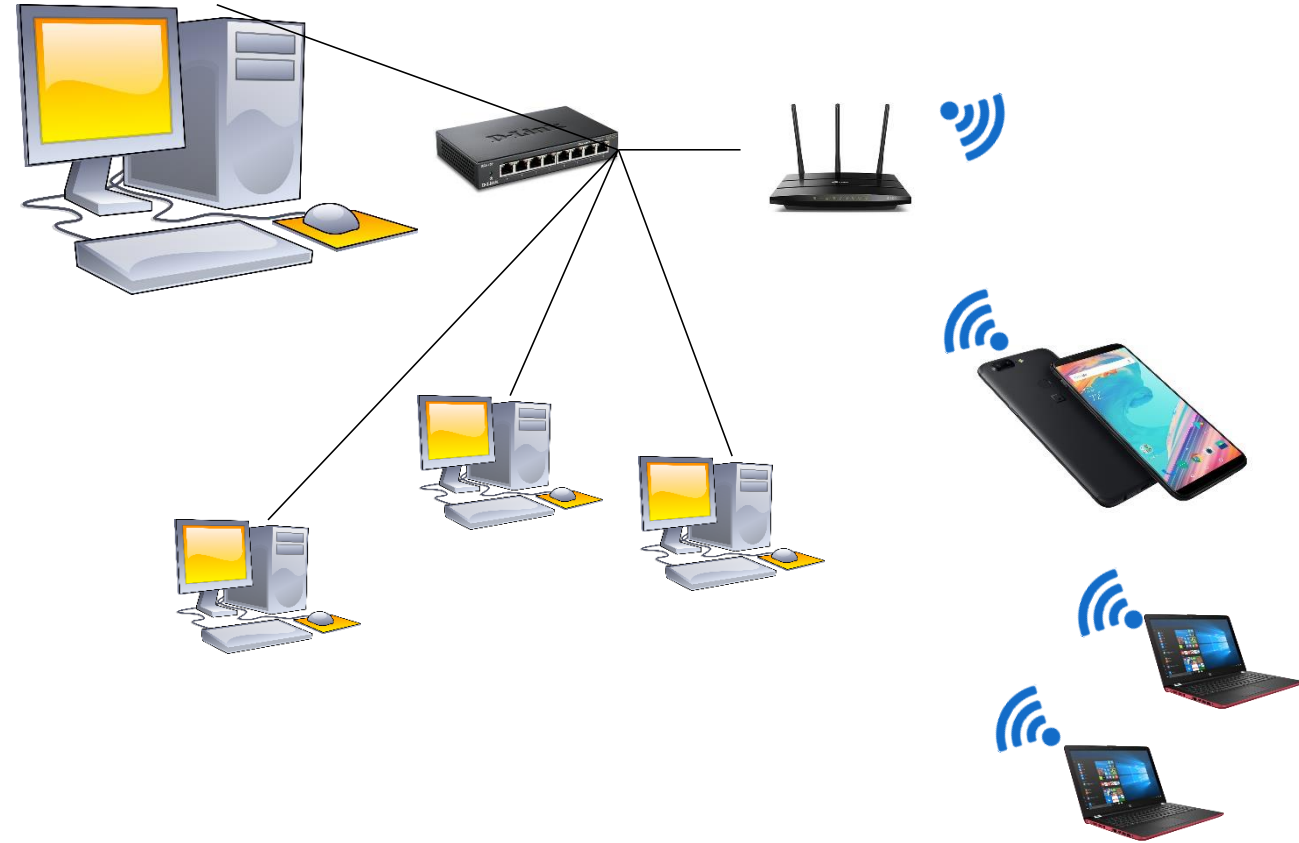
# NETWORK CONFIGURATION

- Model A: **Single-Use**
  - Requirements: Host PC, Printer, Web Cam
  - No network configuration needed.



# NETWORK CONFIGURATION

- Model B: **Multi-Use**
  - Requirements: Host PC, Client PCs/Portables, Printer, Web Cam, Ethernet Switch, Wireless Router
  - Host PC's IP Address set to static with same subnet as that of the router.



# NETWORK CONFIGURATION

- How to make Host PC's IP Address to static?
  - Steps:
    1. Determine subnet of the network.
    2. Set static IP Address to the Host PC.
    3. Reserve the set static IP Address (in the Router Control Panel).
    4. Access SMIS via a browser using the set static IP Address over LAN.
- Or change PC name to easily-recognizable namespace
  - Steps:
    1. Change name of computer.
    2. Restart.
    3. Access SMIS via a browser using the PC name over LAN.



# HOW TO LAUNCH SMIS?

1. Launch first a browser.
2. On the address bar type:
  - If Single-user Model: <http://localhost/mis/>
  - If Multi-user Model: <http://static.ip.address/mis/> or <http://pcname/>
    - E.g. <http://192.168.1.2/mis>, <http://sanhs/mis>
3. Initial Login
  - Username: **sanhs.admin**
  - Password: **09205001182**

# FIRST DAY

1. Website Configuration
2. Site Settings Configuration
3. Dropdown Configuration
4. Teacher's Module
5. Users Administration Module
6. Prospectus Module
7. Class Module: Sections
8. Class Module: Subject Offerings
9. Student Module
10. Enrollment Module
11. Grade Module
12. Adviser Module
13. Subject Teacher Module
14. Administration Module

# SECOND DAY

1. Review of previously covered topics.
2. Workshop on Day 1 topics.
3. Early Registration.
4. Grades Module.
5. Senior High School Specifics.
6. Workshop on Day 2 topics.

# NOTES TO REMEMBER

- **SMIS Helpdesk (FB Group for the SMIS Collaborators)**
- **Default login to the SMIS System are the following:**
  - **Username: sanhs.admin**
  - **Password: 09205001182**
- **License code used to configure the website is 09205001182.**
- **Updates from collaborators to be coursed through me by sending it over to [fernando.enad@deped.gov.ph](mailto:fernando.enad@deped.gov.ph) or through FB messenger.**

# SITE SETTINGS

The screenshot shows the 'Site Settings' page. At the top right is a 'Configure the Website' button with a gear icon. Below it is a 'Site Settings' section with a 'School Year List' table. The table has columns for '#', 'School Year', 'Curriculum', 'BOSY', 'School Days', 'Sections', and 'BOSY'. The first row shows '1', '2018 - 2019' with a checkmark, '2012', '2018-06-05', a calendar icon, a list icon, and '2019-03-31'. A toolbar with icons for add, edit, photo, camera, and printer is located above the table. Callout boxes provide detailed descriptions for each of these elements.

Configures the current/active school year.

Used when updating the School Information

Configure the Website ⚙️

Configures webcam for photo capture. Click on "allow" and "remember".

Allows backup/restore of database

Site Settings

Site Settings

School Year List

Modifies information associated with the school year such as names of administrators, etc.

#	School Year	Curriculum	BOSY	School Days	Sections	BOSY
1	2018 - 2019 <input checked="" type="checkbox"/>	2012	2018-06-05			2019-03-31

Check icon specifies current/active school year.

Sets the school days per month as stipulated in the DepEd Calendar for the School Year

Allows displaying of sections (regular or dummy) offered for the current school year.

Allows updating of school seal, favicon, school head signature, and ID background.

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# SITE GLOBAL SETTINGS

Site Global Settings

**Current School Year \*** 2018 - 2019    **Current Semester \*** First Semester    **Current Month \*** June

**Activate Early Registration \*** No    **Activate EOSY \*** Yes

**Login Message \***  
Test Welcome Message|

**Admission Message \***  
Test Admission Message.

Save    Close

Specifies whether early registration is on. Change to yes only when Central Office already launched the early registration period.

Message to show on the login page.

Message to show on the Student Admission Slip.

Specifies current month for SF4 purposes.

Specifies current semester. Changing it to second semester allows enrollment to the second semester (SHS).

Specifies whether school year has already ended. Only change to yes around March when graduating class' grades are in already.

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# USER ADMINISTRATION

Search User...

## Administration

Administration

Edits the user information such as the username and role.

Reactivate disabled user and/or Resets password to "P@ssword".

Adds a user from teacher-created profiles.

Adds a user from student-created profiles.

Disables the user and deactivates the user teacher-profile.

User List

#	Username	Fullname	Role	
1	sanhs.admin	SYSTEM ADMINISTRATOR	System Administrator	<input type="button" value="C"/> <input type="button" value="✎"/> <input type="button" value="⊗"/>
2	fernando.enad	FERNANDO B. ENAD	Teacher	<input type="button" value="C"/> <input type="button" value="✎"/> <input type="button" value="⊗"/>
3	firstname.lastname	FIRSTNAME M. LASTNAME	Teacher	<input type="button" value="C"/> <input type="button" value="✎"/> <input type="button" value="⊗"/>

# DROPDOWN CONFIGURATION

Configuration interface for dropdown menus. A dropdown menu is open, showing a list of categories. The 'EDUCLEVEL' category is selected. Below the dropdown is a table with columns for ID, Category, Value, and Action. The table contains 12 rows of data.

ID	Category	Value	Action
9	TIMELSLOTS	13:00-14:00	
10	TIMELSLOTS	13:00-15:00	
11	TIMELSLOTS	13:00-17:00	
12	TIMELSLOTS	14:00-15:00	



# APPLICATION UPDATER

## Application Updater

Select zipped update file to upload:

Choose File No file chosen

Upload Zipped Update File

### Version Update Manager

#	Version Update #	Update Details	
*	No New Update Available	Please check the SMIS FB page for information on available updates, then upload it here for deployment.	Up To Date

# DATABASE UPDATER

## Database Updates

Database Update History				
#	Database Update #	Update Details	Date/Time of Update	
1	Re-zero Backup	This re-zeroes the whole database. Right-click the Download link and select "Save link as" to download the re-zero SQL file, then restore this via backup (in the site settings) to re-zero the whole database. Please note that re-zeroing the database, deletes all information you have entered so far.	May 4, 2018 @ 6:19AM	<a href="#">Download</a>
2	BMI Requirement	BMI lookup values have been integrated to the database for a more accurate identification of the BMI values and the corresponding interpretation.	May 1, 2018 @ 2:27PM	Updated
3	AFH Requirement	AFH lookup values have been integrated to the database for a more accurate identification of the AFH values and the corresponding interpretation.	May 1, 2018 @ 2:27PM	Updated
4	SF10 Requirement	Update enrollment table structure and contents to suit to the SF10 requirement	May 1, 2018 @ 2:27PM	Updated

# **TO-DO-THINGS BEFORE ENROLLMENT (Junior HS)**

- 1. Check Prospectus (Program->Curriculum) and make sure all subjects for all the programs offered are listed.**
- 2. Create teacher profiles (update: created profiles are automatically provided with “faculty” access).**
- 3. Create sections/classes and assign with advisers.**
- 4. Add subjects to these sections. Assign teachers to handle the subjects. (Note: 1. TBA is used only when teacher is to be identified yet. 2. Timeslots are dropdown upon addition of subject but can be modified to new format upon edit).**

# **TO-DO-THINGS BEFORE ENROLLMENT (Junior HS)**

- 5. When all subjects are added to all sections, you may proceed to step 6.**
- 6. Create student profile and complete details. (Note: During enrollment, can just create basic profile and enroll and updating of other details to follow but needs to be done before classes starts).**
- 7. Add an enrollment history to the student (for new, transferee, or students who are just added to SMIS). History is for the last school year attended.**
- 8. Enroll student to the desired section.**

# TO-DO-THINGS FOR SYSTEM ADMINISTRATORS

- **Before start of classes**

1. **Create teacher profiles.**
2. **Create classes and assign advisers.**
3. **Add subjects to classes and assign teachers.**

- **After every month**

1. **Update the current month based on the SF4 needs.**
2. **Print SF4 monthly.**
3. **Activates Early Registration around January.**

- **After school year**

1. **Activates EOSY around March.**

1. **Only System Administrators can update submitted grades.**
2. **For back subjects, no need to enroll them with the left-out subject as this is covered by Recomputed Final Grade feature. Enforce, no failure in any subject before promoting.**

# TO-DO-THINGS FOR ADVISERS

- **Before start of classes**
  1. Print required forms (Class List, SF1, SF2).
- **During start of classes**
  1. Update the first day of attendance.
- **After every month**
  1. Update the attendance (present days attended by student) used for SF4 generation by the System Administrator.
- **After school year**
  1. When all grades are in and the EOSY has been activated by the System Administrator, update EOSY status of students to generate the SF5 which is a requirements for the System Administrator to generate SF6.

# TO-DO-THINGS FOR TEACHERS

- **Before start of classes**
  1. Print required forms (ECT Rough Draft, Subject SF2).
- **After every quarter**
  1. Submit grades to all students.
- **After school year**
  1. Make sure students are with grades.

# WORKSHOP ACTIVITY

1. Update the Application version.
2. Re-zero database (Database updates->Install item #1).
3. Activity:
  1. Setup the school.
  2. Create 5 teacher profiles (including yourself as administrator).
  3. Create 4 sections (1 section per year level) using the other 4 teacher profiles as faculty. Grade 9/10 sections with 2 TLE offerings (Cookery and Hairdressing)
  4. Add subjects to these sections using the adviser as teacher to all subjects.
  5. Create 6 student profile (basic), 1 student for grades 7 & 8. 2 students for grades 9 & 10. 1 student for grade 9 & 10 to enroll in Cookery and other 1 in Hair Dressing.
  6. Complete all student profile data.
  7. Login as adviser and generate Class List, SF1, SF2, SF3, SF8. Update first day, and monthly attendance. Generate SF2 Summary. (Screenshot to be pasted to Word Document)
  8. Login as teacher and provide grades to all students.
  9. Login as adviser and generate Q1, Q2, Q3, Q4 and Summary grades. (Screenshot to be pasted to Word Document)
  10. Login as administrator and activate EOSY.
  11. Login as adviser and update EOSY status of students to all sections and generate SF5. (Screenshot to be pasted to Word Document)
  12. Login as administrator and generate SF4 for the all months (june-march), SF6, SF7. (Screenshot to be pasted to Word Document).
  13. Login as administrator and open an new school year (2018-2019).





THANK YOU