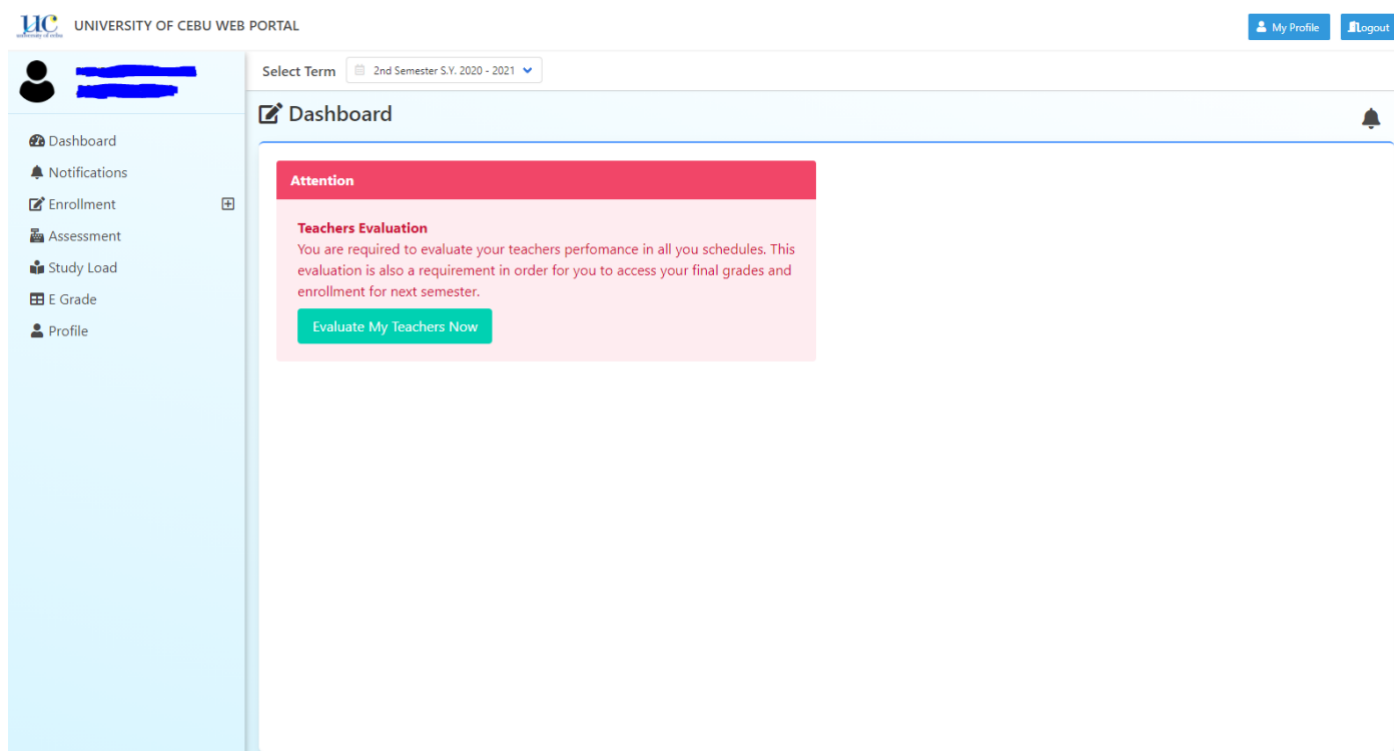


CORE VALUES & ATTENDANCE UPLOADING GUIDE

FOR STUDENTS

- Tool for Students to evaluate their teachers.

1. Upon logging in to your portal, you can see a notification in the Dashboard telling you to Evaluate your Teachers.



2. You cannot see your grades unless you evaluate your teacher. Also, you can't Enrol if you have not finished your evaluating your teacher. See images below:

The screenshot shows the 'E-Grade' page. At the top, there is a 'Select School Term' dropdown menu set to '2nd Semester S.Y. 2020 - 2021'. Below the dropdown, there is a table with the following columns: Subject, Description, Type, Units, 1st Grd, 2nd Grd, 3rd Grd, 4th Grd, and Final Ave. The table contains 14 rows of subject data. Each row has a green 'Evaluate Now' button in the 'Final Ave' column. The '2nd Grd' column for all subjects contains the text 'You need to evaluate your teacher to see this grade.'.

| Subject | Description | Type | Units | 1st Grd | 2nd Grd | 3rd Grd | 4th Grd | Final Ave |
|----------------|----------------------------------|------|-------|---------|--|---------|---------|--------------|
| AP 09 | ARALING PANLIPUNAN 09: EKONOMIKS | LEC | 3 | | You need to evaluate your teacher to see this grade. | | | Evaluate Now |
| ARTS 09 | ARTS 09 | LEC | 1 | | You need to evaluate your teacher to see this grade. | | | Evaluate Now |
| ARTS 09 | ARTS 09 | LEC | 1 | | You need to evaluate your teacher to see this grade. | | | Evaluate Now |
| ENGLISH 09 | ENGLISH 09 | LEC | 4 | | You need to evaluate your teacher to see this grade. | | | Evaluate Now |
| FILIPINO 09 | FILIPINO 09 | LEC | 4 | | You need to evaluate your teacher to see this grade. | | | Evaluate Now |
| HEALTH 09 | HEALTH 09 | LEC | 1 | | You need to evaluate your teacher to see this grade. | | | Evaluate Now |
| MATHEMATICS 09 | MATHEMATICS 09 | LEC | 4 | | You need to evaluate your teacher to see this grade. | | | Evaluate Now |
| MUSIC 09 | MUSIC 09 | LEC | 1 | | You need to evaluate your teacher to see this grade. | | | Evaluate Now |
| MUSIC 09 | MUSIC 09 | LEC | 1 | | You need to evaluate your teacher to see this grade. | | | Evaluate Now |
| PE 09 | PHYSICAL EDUCATION 09 | LEC | 1 | | You need to evaluate your teacher to see this grade. | | | Evaluate Now |
| ROB 1R | | LAB | 1 | | You need to evaluate your teacher to see this grade. | | | Evaluate Now |
| SCIENCE 09 | SCIENCE 09 WITH LABORATORY | LEC | 4 | | You need to evaluate your teacher to see this grade. | | | Evaluate Now |
| TLE 09 | | LEC | 2 | | You need to evaluate your teacher to see this grade. | | | Evaluate Now |

Enrollment Steps

Summer S.Y. 2020 - 2021

You need to finish the teacher evaluation first before you can enroll.

[Evaluate My Teachers Now](#)

Early Enrollment for Summer

You are now processing an early enrollment.

1. Early enrollment is only open for...
2. The enrolee will be assigned to...

Welcome to Summer S.Y. 2020

We have prepared a step by step job... We - your UC family - will be there to provide assistance throughout the process.

Are you ready? Lets get started!

You can see all the steps in the panel below.

1. A **Blue** colored step with the **!** icon.

2. To start evaluating; click the [Evaluate My Teachers Now](#) button or the [Evaluate Now](#) button if you are currently in the E-Grade feature. It will redirect you to the [Teachers Evaluation](#) page.

Select Term 2nd Semester S.Y. 2020 - 2021

Teachers Evaluation

Select Teacher to Evaluate

Select Teacher/Class

- PAQUEO, JULIUS (61943 | NSTP 102)
- LAPITAN, JOAN (62487 | PE 102)
- LOZADA, HAZEL (65065 | ENGL 101)
- REDONÑA, MARY KRIS (65092 | HIST 101)
- DESAMPARADO, CRISLEN (65101 | HUM 101)
- CAMPOS, STEPHINE HUBERT (65083 | MATH 101)
- LARGO, STEFFY JELL (65036 | CHEM 101)
- LARGO, STEFFY JELL (65052 | CHEM 101)
- TRANGIA, MICHELLE (65003 | PSYCH 121)
- TRANGIA, MICHELLE (65019 | PSYCH 121)

3. Select the Teacher | Class you want to evaluate; it will open the Evaluation Form like shown below:

Teachers Evaluation

Select Teacher to Evaluate

PAQUEO,JULIUS (61943 | NSTP 102)
▼

EVALUATION FOR

| | |
|---------------------|------------------|
| Teacher Name | PAQUEO,JULIUS |
| Subject | 61943 NSTP 102 |

| RATING | DESCRIPTION | MEAN RANGES | INTERPRETATION |
|--------|-------------|-------------|-------------------------------|
| 5 | Always | 4.20 – 5.00 | Excellent Performance |
| 4 | Oftentimes | 3.40 – 4.10 | Very Satisfactory Performance |
| 3 | Sometimes | 2.60 – 3.30 | Satisfactory Performance |
| 2 | Rarely | 1.80 – 2.50 | Less Satisfactory Performance |
| 1 | Never | 1.00 – 1.70 | Unsatisfactory Performance |

UC values your feedback on the teaching performance of your instructor. In order to improve the quality of education offered by UC, kindly rate accordingly.

SECTION 1: CLASSROOM MANAGEMENT & PREPARATION OF THE LESSON (20 %) **RATES**

The Teacher... **5 4 3 2 1**

| | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. uses relevant routine activities like checking of attendance, assignments, review of the previous lesson | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. handles students' concerns and suggestions positively | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. provides appropriate and engaging motivation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. employs appropriate technology-based teaching aids; and | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. communicates to the students the Intended Learning Outcomes (ILO) / learning objectives | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

SECTION 2: DELIVERY OF THE LESSON (50 %) **RATES**

The Teacher... **5 4 3 2 1**

| | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. provides a combination of synchronous and asynchronous mode of teaching | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. shows mastery of the subject matter | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. employs methods that engage students' interactions | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. uses varied teaching-learning activities to cater the students' multiple intelligences and different learning styles/level of ability | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. uses appropriate multimedia resources to enhance the teaching and learning activities | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. relates topics to real-life situations | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. summarizes the lesson/topic and conducts evaluation when appropriate | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. requires the students to do research using relevant and updated resources | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. ensures that the teaching - learning activities and assessment task are aligned with the Intended Learning Outcomes (ILO)/ learning objectives | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. asks thought provoking questions that draw out the critical thinking/analytical ability of the students; and | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

SECTION 3: PROFESSIONALISM (30 %) **RATES**

The Teacher... **5 4 3 2 1**

| | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. attends his/her online classes regularly | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. gives feedback of submitted requirements | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. presents himself/herself neatly and decently | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. conducts himself/herself with respect and confidence in a virtual environment | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. refrains from using foul and vulgar language | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. accepts objectively comments, opinions, and suggestions from the students | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. handles inappropriate discussions, postings or other unacceptable online behavior effectively | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. upholds confidentiality and data privacy of students' information at all times (i.e. grades, contact information, address, etc.); and | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. exhibits resourcefulness and innovativeness in classroom delivery | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments :

Cancel
Submit

3. Once finished rating the teacher, click the submit button. Continue the process for the next teacher until all teachers/classes are evaluated. Once all teachers/classes are evaluated you can then see your grades and proceed with your enrolment.

FIN