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WITH



LEARNOVA++

User Manual for Admin, Faculty

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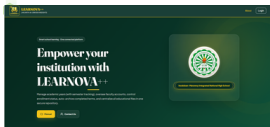
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Landing Page



LEARNOVA++ (Enhanced Learning Management System) is developed by the Learnova Team - BSIT-MWA students of NU Lipa. It is designed for faculty members to manage courses, upload academic materials, and organize files based on academic year, program, and other categories. It is a well-structured system where resources can be easily accessed and managed.

First-Time Access Procedure

- Open your web browser (Chrome, Firefox, Safari, or Edge)
- Navigate to the LEARNOVA++ website (URL provided by your institution)
- You will see the landing page with the system overview

Contact Information



Click "Contact Us" to see contact information

Contact Information

Address:

- Marawoy, Lipa City, Batangas

Contact Number:

- (043) 404-1480

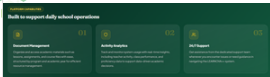
Email:

- learnovaplusapp@gmail.com

When to Use Contact Information

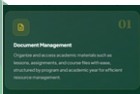
- For technical support
- Login issues or password reset
- File upload/download problems
- System error messages
- Account access concerns

System's Features



LEARNOVA++ is an AI-integrated Learning Management System developed by the Learnova Team — BSIT-MWA students of NU Lipa — designed for Inosloban-Maraway Integrated National High School (IMNHS) in Lipa City, Batangas. The system supports both teachers and principals through a role-based interface, **enabling class management, assignment creation, submission monitoring, performance tracking, and file organization.** Powered by the **DeepSeek AI** and built on the Pinnacle Proficiency Framework, it provides AI-driven tools such as lesson generation, quiz creation, content checking, and personalized remedial support — all aimed at delivering a structured, intelligent, and technology-enhanced academic environment aligned with UN SDG 4: Quality Education.

Document Management



Organize and access academic documents efficiently.

How to Use:

- After login, navigate to your program folders
- Create new folders for different lessons or subjects
- Upload lesson files, assignments, and course materials using the Upload Files button
- Structure your files by program and academic year for easy access and retrieval

Activity Analytics

Track and monitor system usage with real-time insights to support data-driven academic decisions.

Data Coverage:

- Teacher activity and class performance
- Student proficiency levels (LOTS & HOTS)
- Lesson, assignment, and quiz completion rates
- Overall class and program performance data



24/7 Support

Round-the-clock technical assistance whenever you encounter issues or need guidance in navigating the LEARNOVA++ system.

Access Methods:

Phone:

(043) 404-1480
(24/7 hotline)

Email:

learnovaplusapp@gmail.com

In-person:

Maraway, Lipa City, Batangas

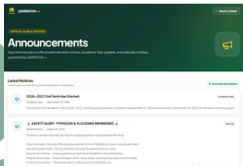


Latest Announcements

Displays important updates from the administration. If there are no current announcements, a message will appear indicating that no updates are available.



Click "View All Announcements" to check for any posted updates or announcements.



System's Overview

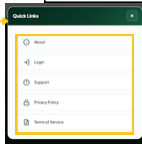


LEARNOVA++ is the official learning repository and management system of Inoslaban-Maraway Integrated National High School (IMNHS), providing centralized access to academic resources, assessments, and AI-driven academic support for faculty and students.

Quick Links



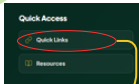
Click "Quick Links" to open a list of available options.



Quick Access provides shortcuts to important system pages.

- About
- Login
- Support
- Privacy Policy
- Terms of Service

About page



1. Click "**Quick Links**" to open a list of available options.



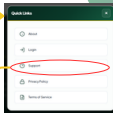
2. Click "**About**" to view detailed information about the system.



Support page



1. Click "**Quick Links**" to open a list of available options.



2. Click "**Support**" under Quick Links to open the support services page.



Privacy Policy

Quick Access

- Quick Links
- Resources

1. Click "Quick Links" to open a list of available options.

Quick Links

- About
- Login
- Support
- Privacy Policy
- Terms of Service

2. Click "Privacy Policy" to view how your personal information is collected, used, and protected within the LEARNOVA++ system.

Privacy Policy

Data Protection Commitment

LEARNOVA++ is committed to protecting the privacy and security of your personal information.

Information We Collect

- Personal identification information (name, student/teacher/parental ID)
- Academic records and documents
- System usage data and analytics
- Contact information for account management

How We Use Your Information

- To provide and maintain the reporting service
- To personalize your user experience
- To improve our services and system performance
- To communicate important account updates and updates

For the complete privacy policy document, please contact IT@learnova++ or visit learnova++.

Terms of Service

Quick Links

- About
- Login
- Support
- Privacy Policy
- Terms of Service

1. Click "Quick Links" to open a list of available options.

2. Click "Terms of Service" to view the rules and guidelines for using the LEARNOVA++ system.

Quick Access

- Quick Links
- Resources

Terms of Service

Acceptable Use Policy

By using the LEARNOVA++ system, you agree to comply with these terms of service and all applicable educational institution policies.

User Responsibilities

- Use the system only for academic purposes
- Protect the confidentiality of your account credentials
- Respect copyright and intellectual property rights
- Do not upload malicious software or inappropriate content
- Report any security concerns immediately

System Usage Guidelines

- Storage limits apply based on user role
- Regular backups are performed by the system administrators
- System maintenance may occur during off-peak hours
- Unauthorized access or use is strictly prohibited

Violation of these terms may result in account suspension or disciplinary action.

Resources



Click **"Resources"** under Quick Access to open a list of available resource links.



Available Resources

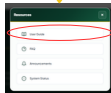
- User Guide
- FAQ
- Announcements
- System Status

The Resources feature gives users quick access to a set of helpful links and support materials without having to leave the main dashboard. To access it, users simply click the "Resources" button located under the Quick Access panel. Doing so opens a dedicated Resources window listing all of the available support links in one place. This window currently provides access to four items: the User Guide, which walks users through how to operate the system; the FAQ, which addresses common questions and concerns; Announcements, which keeps users informed of important updates or notices from the school; and System Status, which allows users to check whether the platform is running normally or experiencing any issues. By consolidating these resources into a single accessible panel, users can quickly find the help or information they need at any point while using the system.

User Guide

1.

Click **"Resources"** under Quick Access to open a list of available resource links.



2.

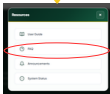
Click **"User Guide"** to view instructions on how to use the LEARNOVA++ system.



The Resources feature, accessed by clicking "Resources" under Quick Access, opens a list of support links: User Guide, FAQ, Announcements, and System Status. Clicking "User Guide" from this list opens step-by-step instructions for using the LEARNOVA++ system, covering Basic Functions (uploading files, organizing folders, sharing files, and searching by keyword) and Advanced Features (version control, collaboration tools, mobile access, and security settings), with a closing note directing users to the help center or the School Principal/Assistant Principal for further assistance.

Frequently Ask Questions

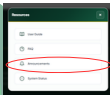
1. Click **"Resources"** under Quick Access to open a list of available resource links.



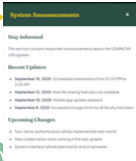
2. Click **"FAQ"** to view answers to frequently asked questions about the LEARNOVA++ system.



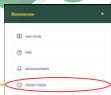
Announcements



1. Click **"Announcements"** to view important updates and notices about the LEARNOVA++ system.



System Status



1. Click **"System Status"** to view the current performance and condition of the LEARNOVA++ system.

Developer Team



1. Click the **"Meet the developer team"** button to access developer portfolio



Connect with Us

Connect With Us

Stay updated with the latest news and announcements from IMNHS.



Connect With Us section allows users to stay updated with the latest news and announcements from IMNHS.

Connect With Us

Stay updated with the latest news and announcements from IMNHS.



Click the **Facebook** icon to be redirected to the school's official Facebook page.





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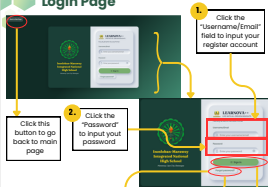
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LEARNOVA++

Admin Manual

Login Page



Forgot Password



Navigation

NAVIGATION

- Home
- Manage Academic Years
- Student Registration
- Faculty & Admin Accounts
- Manage Faculty
- Manage Students
- Class Schedules
- Calendar
- Announcements
- Program Management
- Teachers Performance
- Resources
 - MyFiles
 - View Forms
 - Archive
 - INO-MARA

Navigation Panel provides access to different features and sections of the LEARNOVA++ system.

- Home
- Manage Academic Years
- Student Registration
- Faculty & Admin Accounts
- Manage Faculty
- Manage Students
- Class Schedules
- Calendar
- Announcements
- Program Management
- Teachers Performance
- Resources
- My Files
- View Forms
- Archive
- INO-MARA

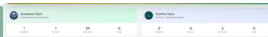
Home Dashboard

Dashboard displays key information such as academic tracks, number of students, faculty, programs, and files. It also includes performance indicators and analytics to help monitor system usage.



Tracks

Tracks displays an overview of both Academic and TechPro tracks in the LEARNOVA++ system. It shows the total number of students, faculty, programs, and files for each track, allowing users to easily monitor and compare data across different program categories.



Key Performance Indicators



KPIs section shows five cards that update automatically based on the current data in the system. It displays the Gross Enrollment Rate, Cohort Survival Rate, Completion Rate, and the number of enrolled students from Inosloban and Maraway. These metrics help users monitor the academic performance and progress of the institution.

Student Proficiency & Top Performing Faculty

Student Proficiency section shows student performance based on published quiz results. The **Top Performing Faculty** section ranks the top five faculty members once students submit their evaluations.



Filters



By selecting a **filter**, the displayed data updates to show specific information such as login activity or file uploads, helping users easily analyze and monitor system performance.

Login Analytics



Login Analytics section displays data related to user login activity in the LEARNOVA++ system. It shows login trends by program through a chart and highlights top departments based on the number of logins and active faculty. This helps monitor user engagement and system access.

Upload Analytics



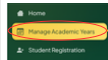
Upload Analytics section displays data related to file upload activity in the LEARNOVA++ system. It shows upload trends by program and highlights top departments based on the number of uploads and unique uploaders. This helps track content activity and resource management within the system.

Recent Activity Logs

The screenshot shows the 'Recent Activity Logs' page. It has two tabs: 'Faculty Logins' and 'Admin Actions'. The 'Faculty Logins' tab is selected, displaying a table of login events. Each row includes a timestamp, a user icon, and the text 'Logins to the system'. The table is filtered by 'All Dates' and 'All Programs'. Below the table, there is a 'Manage Activity Logs' button.

Activity Logs page has two tabs: Faculty Logins and Admin Actions. Faculty Logins can be **filtered** by **name** and **date range** by clicking **Apply**. The results table displays the **Faculty name**, **Activity**, **Logged In**, and **Logged Out** details.

Manage Academic Years



Click "**Manage Academic Years**" from the navigation panel to access and manage academic year records.



Current Active Academic Year



Displays the current active academic year and semester in the LEARNOVA++ system.

It shows important details such as the school year, semester, date range, grade level, and enrollment status. This helps users quickly identify the active academic period and its current status.

Add Academic Year / Semester

- **Select the Academic Year** from the dropdown.
- **Select the Term** from the dropdown.
- **Select the Grade Level** from the dropdown.
- **Set the Start Date** (today or a future date).
- **Set the End Date** (at least 80 days after the Start Date).

To create a new Academic Year/Term, go to the Academic setup section and select the Academic Year, Term, and Grade Level. Next, in the Schedule section, set the Start Date (today or a future date) and the End Date (at least 80 days after the Start Date). Then, in the Enrollment & transition section, toggle Open for Enrollment and/or Auto-archive previous cycle as needed, confirming each action when prompted. Finally, click **Create Academic Year / Term** to save the record.



Open for Enrollment (Optional)

Check this option if you want to allow student enrollment.

Auto-Archive (Optional)

Enable this to automatically archive the previous academic year for the selected grade level.

Click "Add Academic Year / Semester"

Click the button to save and create the new academic record.

Academic Year List

Academic Year List displays all created academic years and semesters in the LEARNOVA++ system.

Each entry shows important details such as academic year, grade level, semester, start date, end date, status, and enrollment status.

Actions (Edit/Archive)

ACTIONS



1. Click the **Edit** icon under the Actions column.

2. A form will appear showing the selected academic year's details. **Academic Year, Grade Level, and Term** are fixed and cannot be changed.

- Under **Schedule**, update the **Start Date** (the administrator may correct this date) and/or the **End Date** (may be extended or corrected as needed).
- Under **Status & Enrollment**, review the **Current Status** (cannot be changed from this form – use the dedicated lifecycle actions instead). Toggle Open for Enrollment as needed; reopening a previously closed cycle requires confirmation.
- Click **Save Changes** to apply the updates, or **Cancel** to discard them.

3.

ACTIONS



1. Click the **Archive** icon under the Actions column.

Confirm Archive

A confirmation dialog will appear showing the selected academic year details. Click the **Yes, Archive** button to proceed. Click **Cancel** if you do not want to continue.

2.

Student Registration

Manage Academic Years

Student Registration

Click "**Student Registration**" from the navigation panel to access and create a student account.

1.

2.

- Under **Student Identity**, enter the **LRN/Student Reference ID** in the provided field.
- Under **Full Name**, fill in the student's Last Name, First Name, Middle Name, and Name Extension (if applicable, e.g., Jr., Sr., III).
- Under **Personal Profile**, select the **Sex**, enter the **Date of Birth** (Age as of Oct. 31 is auto-computed), and enter the **Religious Affiliation** (e.g., Roman Catholic).
- Under **Home Address**, enter the **House #/Street/Slip/Purok**, select the **Barangay** and **Municipality/City**, and enter the **Province**.

Next: Academic Details

3.

Contact Details

- Under Contact Details, enter the Student Contact Number, Parent/Guardian Contact Number, and Student Email Address.

Parents & Guardian

- Under Father, enter the Last Name, First Name, and Middle Name.
- Under Mother, enter the Last Name, First Name, and Middle Name.
- Under Guardian (if different from parent), enter the Last Name, First Name, Middle Name, and Relationship (e.g., Aunt, Sister, Grandparent).
- Click Next: Academic Details to proceed.

Academic Details

- Under Enrollment Details, select the Learning Modality, Track/Program, and Grade Level.
- Select the Cluster (loads available sections based on grade level and program).
- Select the Section.
- Under Subject Selection, review the subjects based on the selected track, grade, and cluster.
- Under Remarks, enter any additional notes for the school's record (e.g., PWD, Indigenous Peoples, IP/Ethnic incentives).
- Click Register Student to complete the enrollment, or Back to return to the previous step.

Bulk Import for Students

- Review the CSV Format Guide panel for the required column order.
- Click Choose File to select the completed CSV file from your device.
- Click Import Students to upload, or Download Template to get the blank CSV format first.

Faculty & Admin Accounts

1.

Click "Faculty & Admin Accounts" from the navigation panel to access and create a faculty/admin account.

Create Faculty Account

The screenshot shows the 'Create Faculty Account' form. It has a green header bar with the title 'Faculty & Admin Accounts'. Below the header, there's a sub-header 'Create Faculty Account'. The form is divided into several sections, each with a green icon and title: 'Account Information', 'Personal Information', 'Contact Details', and 'Emergency Contact'. Each section contains input fields for various details. A green button labeled 'Create Faculty Account' is located at the bottom right of the form.

- Fill in the **Account Information** (Employee ID, Account Type, Department, Years in Service).
- Enter the **faculty's Full Name** (Last, First, Middle Name, and Extension if any).
- Enter the **Personal Information** (Age, Date of Birth, Sex, and Complete Address).
- Enter the **Contact Details** (Email, Backup Email, and Mobile Phone).
- Enter the **Emergency Contact details** (Name, Number, and Relationship).
- Click the green **"Create Faculty Account"** button to finish.

Create Admin Account

The screenshot shows the 'Create Admin Account' form. It has a green header bar with the title 'Faculty & Admin Accounts'. Below the header, there's a sub-header 'Create Admin Account'. The form is divided into several sections, each with a green icon and title: 'Account Information', 'Personal Information', 'Contact Details', and 'Emergency Contact'. Each section contains input fields for various details. A blue button labeled 'Create Admin Account' is located at the bottom right of the form.

- Fill in the **Account Information** (Employee ID, Admin Role, Department, Years in Service).
- Enter the **admin's Full Name** (Last, First, Middle Name, and Extension if any).
- Enter the **Personal Information** (Age, Date of Birth, Sex, and Complete Address).
- Enter the **Contact Details** (Email, Backup Email, and Mobile Phone).
- Enter the **Emergency Contact details** (Name, Number, and Relationship).
- Click the blue **"Create Admin Account"** button to finish.

Bulk Import Faculty



Faculty & Admin Accounts

ACCOUNT TYPE: Faculty, Admin, Bulk Import

STEP 1: Import Faculty, Dean & Admin Accounts

STEP 2: Prepare the file before importing

Choose File: No File Chosen

Download Template

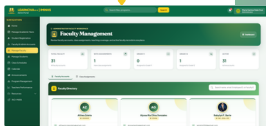
Prepare a CSV file with the required columns:

- Last Name, First Name, Middle Name, Employee ID, Email, Mobile Phone, and Role (Faculty / Dean)
- Click **Choose File** to upload the CSV file.
- Click the green **Import** button to proceed.
- If needed, click **Download Template** to get the CSV template format.

Manage Faculty



Click **"Manage Faculty"** from the navigation panel to access and manage accounts.



Faculty Summary



Faculty Summary displays key statistics about faculty members in the system, including total teachers, grade-level assignments, and active accounts. It provides a quick overview to help administrators monitor faculty distribution and status.

Faculty Directory



Faculty Directory displays all registered faculty members as individual cards, each showing an avatar (photo or initials), full name, Employee ID, email, subject/program (e.g., TechPro), assigned Grade Level, and Active status. Each card has Edit and Delete buttons to manage the faculty member's record. Users can search by name, email, or Employee ID using the search bar at the top right.

Search Faculty



Use the **Search Faculty bar** to find a faculty member by entering their name, email, or Employee ID.

Faculty List Edit

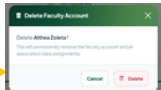


Click the **Edit** button under the Actions column.

2.

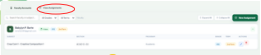
- Note that **Personal Information and Emergency Contact** are read-only and can only be updated by the faculty member.
- As an **admin**, you can only edit the following:
- Program / Track** (e.g., Academic – Inasloban Maraway National High School)
- Status** (e.g., Active)
- Click **Save Changes** to apply the updates, or **Cancel** to close without saving.

Faculty List Delete



- To delete a faculty account, click the **Delete** button next to the faculty member in the list.
- A **confirmation window** will appear asking to confirm the deletion.
- Click the red **Delete** button to permanently remove the faculty account and all associated class assignments, or click **Cancel** to go back.

Class Assignments



1. Click the **Class Assignments** tab to view and manage faculty class assignments.

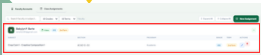
2. Use the **Search bar** to find a faculty member or subject.

Filter the list by **Grade Level** or **Term** using the dropdown menus.

Expand All



1. Click **"Expand All"** to view the full details of each faculty member's class assignments



Each row displays the full details of a faculty member's class assignment, including the **Subject**, **Section**, **Program**, **Grade Level**, and **Term**. Under the Actions column, each assignment has an **Edit** button to update the **details** and a **Delete** button to remove it. This allows admins to easily view and manage all class assignments for every faculty member.

Collapse All



1. Clicking **"Collapse All"** hides the detailed class assignments and returns the list to a summary view,

New Assignment

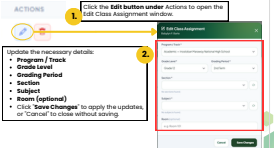


1. Click the **"New Assignment"** to open assignment window

2. Fill in the following details:

- Faculty Member
- Program / Track
- Grade Level
- Section
- Subject
- Room (optional)
- Time / Schedule
- Grading Period
- Academic Year
- Click **"Save Assignment"** to confirm, or **"Cancel"** to close without saving.

Edit Class Assignment



1. Click the **Edit** button under Actions to open the Edit Class Assignment window.

2. Update the necessary details:

- Program / Track
- Grade Level
- Grading Period
- Section
- Subject
- Room (optional)
- Click **"Save Changes"** to apply the updates, or **"Cancel"** to close without saving.

Manage Students Summary



Manage Students Summary shows a quick overview at the top of the page. It displays six cards: **Total Students**, **Grade 11**, **Grade 12**, **Active Sections**, **From Inosloban**, and **From Marawoy**. Each card shows the current count based on the data in the system. The last two cards specifically track the number of enrolled students coming from each barangay or location.

Manage Students List



Learner List shows all enrolled learners as individual cards rather than a table. Each card displays the learner's initials in a circular avatar, full name (Last Name, First Name format), LRN (Learner Reference Number), Grade Level, and Program. Clicking a card (or the "Click to view complete details" link at the bottom) opens the learner's complete profile. Users can search for a learner using the search bar at the top right, which accepts LRN, name, address, or guardian name as query terms. To register a new learner, click the Add Learner button at the top right of the page.

Search Student

Use the Search Student bar to find a student by entering their **name, ID, or address**.

Student Directory



Student Directory lists all registered learner profiles from every Academic Year, showing LRN, Student (name and address), Contact, Current Year status, and Enroll/Re-enroll options. Learners already enrolled for the current year display an "Already enrolled" badge with their Grade, Program, and Section. Learners not yet enrolled show Program, Grade, and Section dropdowns alongside a green Enroll button to register them for the current year, plus a Delete button to remove the record. A search bar (top right) and pagination controls (bottom) help navigate the full list.

Add Learner

Add Learner Profile opens when clicking Add Learner. Fill in:

- Learner Identification – LRN (12-digit, required; also the student's account ID), Sex (required), Religious Affiliation (optional)
- Full Name – Last/First Name (required), Name Extension, Middle Name
- Personal Details – Birth Date (auto-computes age), Email (optional), Contact Number
- Complete Address – House #/Street, Barangay, Municipality/City, Province
- Father's / Mother's Name – Last, First, Middle Name
- Guardian Information (if not living with parent) – Name, Relationship, Contact Number
- Enrollment Details – Learning Modality, Program/Track, Grade Level, Section (required), Remarks (optional)

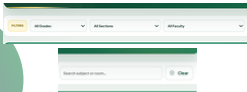
Class Schedules



1. Click the "**Class Schedule**" from the navigation bar to access class schedule dashboard



Class Schedules Filters



- Filter the class schedules by:
 - **Grade Level** – to show schedules for a specific grade
 - **Section** – to view schedules for a specific section
 - **Faculty** – to filter schedules by faculty member
- Use the Search bar to find a specific subject or room.
- Click "Clear" to reset all filters.

Class schedules are organized by Track



Class schedules are grouped by Track (e.g., Academic Track, TechPro Track), with each track showing the list of sections per grade level. Expanding a section reveals the full schedule details, including the Day, Time, Subject, Faculty, Room, and Number of Students. Each schedule entry also has Edit and Delete buttons under Actions for easy management.

Edit Class Schedule

ACTIONS

1. Click the **Edit** button under Actions to open the Edit schedule window



2.

- Fill in the following details:
- **Day of Week (e.g., Monday)**
- **Start Time and End Time**
- **Room**
- Click "**Save Schedule**" to apply the changes, or "Cancel" to close without saving.

A screenshot of the 'Set Schedule' form. It has a title bar with a checkmark and a close button. The form contains several input fields: 'Day of Week' (a dropdown menu), 'Start Time' and 'End Time' (each with a time picker), and 'Room' (a dropdown menu). At the bottom are two buttons: 'Cancel' and 'Save Schedule'.

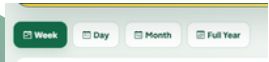
Calendar



1. Click the **"Calendar"** from the navigation bar to access calendar dashboard

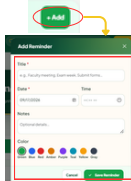


Calendar Filters



The Calendar & Reminders page displays the year calendar, Philippine holidays, personal reminders, and system notifications. The calendar can be viewed in four different modes – **Week, Day, Month, and Full Year** – allowing users to switch between views depending on their preference.

Add reminders



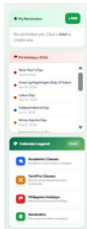
- Click the **"Add reminder"** button in the My Reminders section to open the Add Reminder window.

Fill in the following details:

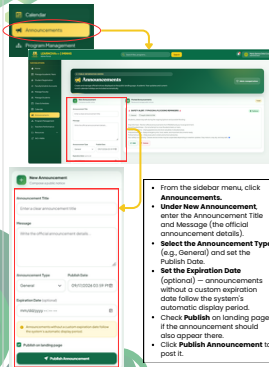
- **Title** – the name or description of the reminder
- **Date and Time** – when the reminder is scheduled
- **Notes** – optional additional details
- **Color** – choose a color to categorize the reminder
- Click **"Save Reminder"** to confirm, or **"Cancel"** to close without saving

Reminders/Holidays/Calendar Legend

The sidebar contains three sections. The **My Reminders** section shows personal reminders and alerts, with an **"Add"** button to create new ones, and overdue reminders are highlighted. The **PH Holidays 2026** section lists all Philippine national holidays for the year. The **Calendar Legend** section explains the color coding used in the calendar, including Academic Classes, TechPro Classes, Philippine Holidays, and Reminders.



Announcement



The image shows the 'Announcements' section of a system. On the left, a sidebar menu has 'Announcements' highlighted. The main area displays a list of announcements. Below this, the 'New Announcement' form is shown, which includes fields for 'Announcement Title', 'Message', 'Announcement Type' (set to 'General'), 'Publish Date' (04/11/2024 03:59 PM), and 'Expiration Date' (set to 'never'). A checkbox for 'Publish on landing page' is checked. A yellow arrow points from the 'Announcements' menu item to the 'New Announcement' form.

Announcement Title
Enter a clear announcement title

Message
Write the official announcement details.

Announcement Type
General

Publish Date
04/11/2024 03:59 PM

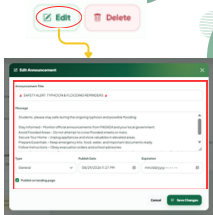
Expiration Date (optional)
never (default) never

☒ Publish on landing page

Buttons: Publish Announcement

- From the sidebar menu, click **Announcements**.
- Under New Announcement**, enter the **Announcement Title** and **Message** (the official announcement details).
- Select the Announcement Type** (e.g., General) and set the **Publish Date**.
- Set the Expiration Date** (optional) – announcements without a custom expiration date follow the system's automatic display period.
- Check **Publish** on landing page if the announcement should also appear there.
- Click **Publish Announcement** to post it.

Edit Announcement



The image shows the 'Edit Announcement' interface. At the top, there are 'Edit' and 'Delete' buttons. Below, the 'Edit Announcement' form is displayed, which includes fields for 'Announcement Title', 'Message', 'Announcement Type' (set to 'General'), 'Publish Date' (04/24/2024 11:27 AM), and 'Expiration' (set to 'never'). A checkbox for 'Publish on landing page' is checked. A yellow arrow points from the 'Edit' button to the 'Edit Announcement' form.

Buttons: Edit, Delete

Announcement Title
SAFETY ALERT: THUNDER & FLOODING REMINDERS

Message
Students, please stay safe during the ongoing typhoon and possible flooding.
Stay Informed - Monitor official announcements from PAGASA and your local government.
Avoid Flooded Areas - Do not attempt to cross flooded streets or rivers.
Secure Your Home - Unplug appliances and move valuables to elevated areas.
Prepare Essentials - Keep emergency kits, food, water, and important documents ready.
Follow Instructions - Obey evacuation orders and other advisories.

Type
General

Publish Date
04/24/2024 11:27 AM

Expiration
never (default) never

☒ Publish on landing page

Buttons: Cancel, Save Changes

- Click the **Edit** button on the announcement to modify, or **Delete** to remove it.
- In the **Edit Announcement** window, update the **Announcement Title**, **Message**, **Type**, **Publish Date**, and/or **Expiration**, and toggle **Publish on landing page** as needed.
- Click **Save Changes** to apply the updates, or **Cancel** to discard them.

Program Management

1. Click the "Program management" from the navigation bar to access and manage programs.

The screenshot shows the 'Program Management' page with a search bar and filters for 'All Grades' and 'All Tracks'. Below the filters, there is a table of programs with columns for Program Name, Status, and Actions. The table lists several programs, including 'Academic Track' and 'TechPro Track', each with a 'Manage' button.

Tracks

The screenshot shows the 'Tracks' section with two tabs: 'Academic Track' and 'TechPro Track'. Each tab displays a table of sections with columns for Section Name, Room, Capacity, and Enrolled Students. Below the sections, there is a list of subjects with columns for Subject Name, Code, Subject Name, Units, and Term, and a 'Delete' button.

The page displays the Academic Track and TechPro Track, each showing their sections and subjects per grade level. Under each track, the Sections area shows the room, maximum capacity, and number of enrolled students, with an option to Add Section. The Subjects list below shows each subject's **Code, Subject Name, Units, and Term**, with a **delete button** to remove a subject.

Program Management Filters

The screenshot shows the 'Program Management Filters' section with two dropdown menus: 'All Grades' and 'All Tracks'. To the right of these menus is a 'Reset' button.

Program Management & Overview page allows admins to manage tracks, sections, subjects, and rooms. Use the search bar to find a specific section or subject, and filter the list by Grade Level or Track using the "All Grades" and "All Tracks" dropdown menus. Click **Reset** to clear all filters.

Rooms

The screenshot shows the 'Rooms' section with a table of rooms. The table has columns for Room Name, Capacity, and Actions. The table lists several rooms, including 'COMLAB-1', 'COMLAB-2', 'ROOM-101', and 'ROOM-104', each with a 'Manage' button.

The Rooms section displays all available rooms along with their respective capacities (e.g., COMLAB-1, COMLAB-2, ROOM-101 to ROOM-104). Click the **"Manage"** button to add, edit, or delete rooms.

Add Program

1. Click the "New Program" button to open the Add New Program window.

The screenshot shows the 'Add New Program' window with a 'Program Name' field. Below the field is a placeholder text 'e.g. Course Subject'. To the right of the field are 'Cancel' and 'Add Program' buttons.

The screenshot shows the 'Create Program' button highlighted with a red circle. An arrow points from this button to the 'Add New Program' window.

Fill in the following details:

- **Program Name** — the name of the program (e.g., Academic, TechPro)
- Click **"Add Program"** to confirm, or "Cancel" to close without saving.

Add Subject



- Click the **"New Subject"** button to open the Add New Subject window. Fill in the following details:
- Track** (e.g., Academic)
- Grade Level** (e.g., Grade 11)
- Subject Code** (e.g., OralComm-11)
- Subject Name** (e.g., Oral Communication)
- Units and Term**
- Program**
- Description** (optional)
- Click **"Add Subject"** to confirm, or **"Cancel"** to close without saving.

Manage Rooms



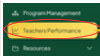
Click the "Manage Rooms" button to open the Manage Rooms window.

Room Code	Room Number	Capacity	Type	Action
OTL-100-1	101-102	40	Classroom	Delete
OTL-100-2	101-102	40	Classroom	Delete
OTL-100-3	101	40	Classroom	Delete
OTL-100-4	102	40	Classroom	Delete
OTL-100-5	101	40	Classroom	Delete
OTL-100-6	102	40	Classroom	Delete

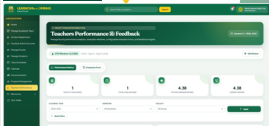
To add a new room, enter the following details:

- Room Code / Number**
- Capacity**
- Type** (e.g., Classroom)
- Click **"Add Room"** to save the new room.
- Existing rooms are listed below showing the **Code, Number, Capacity, and a Delete** button to remove a room.

Teachers Performance



- Click the **"Teachers Performance"** from the navigation bar to access and manage teachers performances.



Teachers Performance/OTE Window

Teachers Performance & Feedback page displays faculty performance metrics, evaluation windows, ranking summaries, and student feedback insights for the current Academic Year 2025–2026. The **OTE Window** shows whether the evaluation period is currently open or closed, and admins can click **"Set Window"** to configure it. To set the evaluation window, select the Term, enter the Opens At and Closes At dates, then click **"Save Window"** to apply.

Performance Metrics



The top of the page shows four summary cards displaying the total **Faculty Evaluated**, **Total Evaluations**, **System Average Rating**, and **Highest Rating** across all faculty members.

Filters & Charts



Filter the analytics by **Academic Year**, **Semester**, and **Faculty**, then click **"Apply"** to update the results. The page displays a Performance Trends chart showing ratings over the last 6 months, and a Criteria Performance Breakdown chart showing scores per evaluation criteria.

Top 5 Performing Faculty



Top 5 Performing Faculty based on their weighted score, showing each **faculty member's Program, Weighted Score, Grade, and number of Evaluations**. Faculty who have not yet been evaluated are shown as — not yet evaluated —.

Faculty List

Faculty Name	Program	Evaluations	Average Rating	Weighted Score	Grade	Action
Dr. John Doe	Academic	1	4.38	4.38	Very Good	View Details
Dr. Jane Smith	Academic	1	4.38	4.38	Very Good	View Details
Dr. Michael Johnson	Academic	1	4.38	4.38	Very Good	View Details
Dr. Emily White	Academic	1	4.38	4.38	Very Good	View Details
Dr. Robert Brown	Academic	1	4.38	4.38	Very Good	View Details



- Click the **"View Details"** button to open the Faculty Details window, which shows:
- Average Rating, Number of Evaluations, Grade, and Label (e.g., Very Good)
- Criteria Performance radar chart
- Submitted Evaluations summary table
- Student Feedback comments
- Click **"Close"** to exit the Faculty Details window.

The Faculty List displays all faculty members with their **Program, Number of Evaluations, Average Rating, Weighted Score, and Grade**.

Teachers Performance Evaluation Form

Teachers Performance & Feedback

New Evaluation

Evaluation Category

Evaluation Question

Add Evaluation Category

Category Name
e.g. Instruction & Learning

Description
Optional description of this category

Display Order
1

Cancel **Add Category**

Add Evaluation Question

Category
Faculty Evaluation Criteria

Question Name
Teaching Effectiveness

Evaluation Question / Statement
The teacher explains concepts clearly and effectively

Display Order
1

☒ Required question

Cancel **Add Question**

List of Questions

Category	Question Name	Status	Action
Faculty Evaluation Criteria	Teaching Effectiveness	Active	Delete
Faculty Evaluation Criteria	Classroom Management	Active	Delete
Faculty Evaluation Criteria	Communication Skills	Active	Delete
Faculty Evaluation Criteria	Classroom Management	Active	Delete

Edit Evaluation Question

Category
Faculty Evaluation Criteria

Question Name
Teaching Effectiveness

Evaluation Question / Statement
Ability to explain concepts clearly and effectively

Display Order
1

☒ Required question

Cancel **Save Changes**

Files



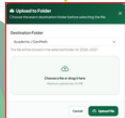
Click **"My Files"** under **Resources** from the navigation panel to access and manage files



Upload New File



1. Click the **"+ Upload New File"** button at the top right.
2. Select Destination folder and upload the file

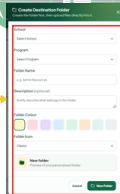


3. Click the **Upload File** button at the bottom.

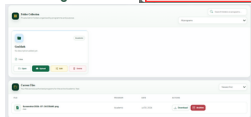
Create New Folder



1. Click the **"Create New Folder"** button at the top.
2. Fill in the folder details: School (dropdown), Program (select school first if required), Folder Name, Description (optional), Folder Colour, and Folder Icon.
3. Click the **Create Folder** button.

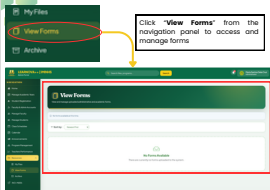


File Management



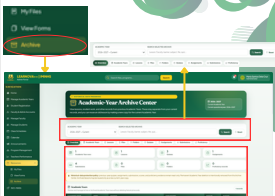
File Management page shows your folders and files. The Folder Collection section displays your private admin folders organized by program and purpose, each showing the folder name, program tag, description, file count, and Open, Upload, Edit, and Delete buttons; a search bar and program filter help narrow the list. Below that, Current Files lists all uploaded files across authorized programs for the active Academic Year, showing File name, Program, Date, and Download/Archive actions, sortable by newest first.

View Forms



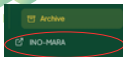
This will open the **View Forms** page, where all uploaded forms are displayed. On this page, users can view available forms, check their status, and organize them using the sorting option ("**Newest First, Oldest first, From A-Z**"). If no forms have been uploaded, a notification message will appear indicating that there are currently no forms available. This section serves as the central location for viewing and managing forms within the system.

Archive



Clicking **Archive** opens the **Academic-Year Archive Center**, where users can review and manage records from past Academic Years. At the top, users select an Academic Year and can search within the selected archive, then browse by category tabs such as Overview, Academic Years, Lessons, Files, Folders, Quizzes, Assignments, Submissions, and Proficiency. Summary cards show record counts for the selected filters. Below, an Archived Years table lists each Academic Year with its Term, Date Range, and Status, along with a Restore action to bring records back.

INO-MARA



Click **"INO-MARA"** from the navigation panel to access



This will redirect you to the INO-MARA page, where you can view project information and navigate through available academic years. From this page, you can select a specific school year to access its corresponding records and details.

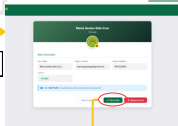
Profile



1. Click your **user/profile**

2. Click **Profile**.
Your profile page will open.

3. Click **Edit Profile**.
Update your details.



4. Click **Save Changes**.



Logout

The image shows a two-step process for logging out. The first step shows a user profile for 'Maria Santos Dela Cruz, Administrator' with a 'Logout' button. The second step shows a 'Confirm Logout' dialog box with 'Cancel' and 'Logout' buttons. Arrows and numbered callouts guide the user through the steps.

1. Click your **user/profile**

2. Click Logout.
A message will pop up.

3. Click **Logout** again to confirm.



EMPOWER
YOUR
INSTITUTION
WITH



LEARNOVA++

Faculty Manual

Login Page



Forgot Password



Navigation

NAVIGATION

- Home
- My Schedule
- Manage Class
- Create Student Account
- Content Management
- Submissions
- Proficiency Analyzer
- Weakness Analysis
- Grading
- Resources
 - My Files
 - View Forms
 - My Archive

Navigation Panel

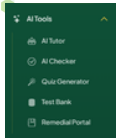
provides access to different features and sections of the LEARNOVA++ system.

- Home
- My Schedule
- Manage Class
- Content Management
- Submissions
- Proficiency Analyzer
- Weakness Analysis
- Grading

Resources

- My Files
- View Forms
- My Archive

Navigation(AI Tools)



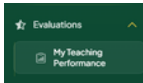
Navigation Panel provides access to different features and sections of the LEARNOVA++ system.

- AI Tools
- AI Tutor
- AI Checker
- Quiz Generator
- Test Bank
- Remedial Portal

Navigation(Evaluations)

Navigation Panel provides access to different features and sections of the LEARNOVA++ system.

- Evaluations
- My Teaching Performance



Dashboard



Click "**Dashboard**" from the navigation panel to access



Dashboard Summary



Displays basic information such as the welcome message with the user's name, the current date, today's **class schedule**, and summary details like the **number of classes, students taught, published lessons, and to grade.**

Quick Action



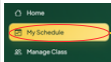
Teacher dashboard that lets you quickly **upload lessons, manage classes, check schedules, and monitor submissions**. It shows your recent lessons with their **approval status, a top students ranking, and a log of recent activity** like assignment creation. Everything you need to manage your class is in one place.

Recent Activity



Recent Activity section shows a log of the latest actions performed, including uploaded lessons, created quizzes, and created assignments, along with the time they were completed.

My Schedule

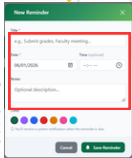


Click "**My Schedule**" from the navigation panel to access

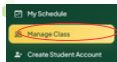


1. Clicking the "+" button, you can add a reminder by filling in a title, description, date, time, and color label to stay organized and on track.

My Schedule page displays the faculty's Weekly Timetable showing assigned classes with their subject, time, and room. Summary cards at the top show the **total Classes, Rooms, Sessions/Week, and Reminders**. The right side features a **Calendar** with color-coded indicators and a Reminders section for personal alerts.



Manage Class



Click **"Manage Class"** from the navigation panel to access and manage class list



Manage Class Summary



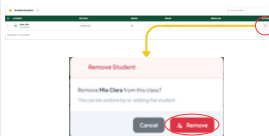
Manage Class page displays a summary for the selected class, in this case GenMath-II - General Mathematics for Academic Year 2025-2026. The summary cards at the top show key class information, including the number of Enrolled students (4), Available Slots (41), Units (3), and Max Capacity (45). This allows the faculty to quickly monitor the current enrollment status and capacity of their assigned class.

Add Student to Class



Add Student to Class page allows teachers to enroll students by selecting the Grade Level, Track, and Section. Once the filters are set, clicking the **Fetch Students** button will load the list of students matching the criteria for enrollment into the class.

Class List



Class List page displays all enrolled students with their **Student ID, Name, Section, Grade Level, Track, and Enrollment Date**. Teachers can remove a student by clicking the Remove button, which will trigger a **Confirm Removal** pop-up to prevent accidental deletions. The action can be undone by re-adding the student.

Create Student Account

25. Manage Class

 [Create Student Account](#)

 Content Management

Content Management

The screenshot shows a navigation panel on the left with three options: 'Create Student Account', 'Content Management' (highlighted with a red circle), and 'Submissions'. An arrow points from this circle to a text box. The main interface shows the 'Content Management' page with a sidebar on the left containing a list of class items (e.g., 'Lesson', 'Assignment', 'Quiz', 'Test Bank') and a main content area displaying a list of items with details like title, description, and status.

Create Student Account

Content Management

Submissions

Click "Content Management" from the navigation panel to access and manage contents

Content Management page allows faculty to manage lessons, assignments, quizzes, and test bank for their assigned classes. Content is organized into tabs – Lessons, Assignments, Quizzes, Test Bank, and Submissions – with each tab showing the number of items available. Faculty can click "Upload Lesson" to manually add a lesson or "Generate with AI" to create one automatically, and existing lessons are displayed as cards showing the title, description, publish status, and date.

Class Navigation Tab

The screenshot shows a horizontal navigation bar with five tabs: 'Lessons', 'Assignments', 'Quizzes', 'Test Bank', and 'Submissions'. Each tab has a small badge indicating the number of items available (e.g., 'Lessons 5', 'Assignments 1', 'Quizzes 3', 'Test Bank 10', 'Submissions 4').

Class navigation tabs allow teachers to switch between different sections **Lessons, Assignments, Quizzes, Submissions, and Test Bank** each showing a badge count of available items for quick reference.

Lesson Tab

The screenshot shows the 'Lesson Tab' interface. At the top, there are buttons for 'Upload Lesson' and 'Generate with AI'. Below, a lesson card is displayed with a title, description, and status. A red circle highlights the 'View' button on the card, with an arrow pointing to a text box. The 'View' button opens a modal window showing the lesson details, including the title, description, and a 'View' button at the bottom right.

Upload Lesson

Generate with AI

Lesson

Testing long multiply and video available

Published

View

Download

1. Click "View" see the lesson details

Generate AI Lesson

The screenshot shows the 'Generate Lesson with AI' form. It includes fields for 'Lesson Title', 'Topic Keywords', 'Cognitive Focus', and 'Skill Gaps to Address'. There is also an 'Upload Source Document' section. A red circle highlights the 'Generate Lesson' button at the bottom right, with an arrow pointing to it from a text box.

Generate Lesson with AI

Lesson Title*

Topic Keywords

Cognitive Focus

Skill Gaps to Address

Upload Source Document

Generate Lesson

Generate AI Lesson feature allows teachers to create lessons automatically using AI. Simply fill in the **Lesson Title, optional Topic Keywords, Cognitive Focus, and Skill Gaps**, then optionally upload a reference file. Clicking Generate with AI will auto-fill the lesson content, which you can edit before clicking **Submit for Review**. Note that all drafts are sent to the Administrator for approval before becoming class lesson.

Assignment Tab



1.

Click "View" see the assignment details

Assignment Tab displays all assignments created for the class, showing the title, due date, status, and accepted file types.

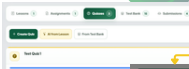


+ Create Assignment



Teachers can create a new assignment by clicking **Create Assignment** and filling in the title, description, instructions, due date, max score, submission type, and allowed file formats before clicking Publish Assignment.

Quizzes Tab



1.

Click "View" see the quiz details

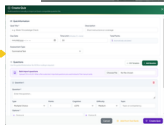


Add Quiz



1.

Click "Create Quiz" to create new quiz



Create Quiz feature allows teachers to create a quiz by filling in the **Quiz Title, Due Date & Time, Time Limit, Max Score, and Description**. Teachers can then add questions by specifying the question text, cognitive level (LOTS/HOTS), question type (Multiple Choice, etc.), and the correct answer. Click Add Question to add more, then Create Quiz to publish it.

Generate AI Quiz

AI from Lesson

1.

Click "AI generate" to generate quiz using AI

Auto-generate Quiz feature automatically creates a quiz from the Test Bank by setting the Quiz Title, Due Date, Time Limit, Difficulty, Cognitive Level, and Number of Questions.



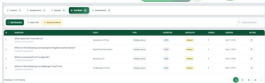
From Test Bank

From Test Bank



Build Quiz from Test Bank window allows faculty to create a quiz using existing questions from the test bank. Select the Cognitive level, click "Load Questions" to browse available questions, and select the questions to include. Once done, fill in the Quiz Title, Due Date, Time, and Max Score, then click "Create Quiz from Selection" to finalize the quiz.

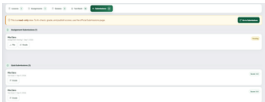
Test Bank



Question	Topic	Type	Cognitive	Difficulty	Points	Date Created	Action
What is the primary purpose of a business plan?	Business Plan	Multiple Choice	1	Easy	1	10/10/2023	
What is the primary purpose of a business plan?	Business Plan	Multiple Choice	1	Easy	1	10/10/2023	
What is the primary purpose of a business plan?	Business Plan	Multiple Choice	1	Easy	1	10/10/2023	
What is the primary purpose of a business plan?	Business Plan	Multiple Choice	1	Easy	1	10/10/2023	

Test Bank tab displays all saved questions available for building quizzes. Each question shows the Topic, Type (e.g., Multiple Choice, True or False), Cognitive level, Difficulty, Points, and Date Created, with a delete button to remove a question. Faculty can also click "AI Quiz Generator" to automatically generate questions, or use the Search bar to find a specific question.

Submissions



Submission	Student Name	Assignment Title	Submission Date	Score	Action
Submission 1	John Doe	Business Plan	10/10/2023	100%	
Submission 2	Jane Smith	Business Plan	10/10/2023	100%	
Submission 3	John Doe	Business Plan	10/10/2023	100%	

Submissions tab provides a read-only view of student submissions, showing each student's name, assignment title, submission date, a preview of their response, and their score. To AI-check, grade, or publish scores, click the "Go to Submissions" button to access the official Submissions page, or click the "Grade" button on each submission to evaluate it directly.

Proficiency Analyzer

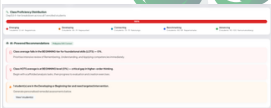
The screenshot shows the 'Submissions' navigation panel on the left. The 'Proficiency Analyzer' option is highlighted with a red circle and a yellow arrow pointing to a callout box. The callout box contains the text: 'Click **"Proficiency Analyzer"** from the navigation panel to access and manage students proficiency level'. The main interface shows a 'Proficiency Analyzer' header with a date range selector (All time (2024)) and a 'Generate Report' button. Below this is a 'Report: Basic Proficiency Rating' section with a table of proficiency levels: Beginning (0.0%), Developing (0.47%), Approaching (0.0%), Proficient (0.0%), and Emerging (0.0%).

Proficiency Summary



Proficiency Summary page shows how well your class is performing. It displays the class proficiency level based on national benchmarks, broken down into LOTS (basic skills) and HOTS (advanced thinking). Teachers can select a class from the dropdown to see the overall performance rating.

Class Distribution/ Ai Recommendations



Class Distribution & AI Recommendations section shows how students are spread across proficiency levels (Beginning, Developing, Approaching, Proficient) and provides AI-generated suggestions to help improve class performance.

Taxonomy Breakdown and Analysis



Blooms Taxonomy Class Breakdown shows the class accuracy per Bloom's cognitive level, from foundational recall to creative application. It is divided into LOTS (Lower Order Thinking Skills: Remember, Understand, Apply) and HOTS (Higher Order Thinking Skills: Analyze, Evaluate, Create), with each level displaying the accuracy percentage, number of correct answers, and a performance label (e.g., Emerging). Faculty can also click "Per-Student Bloom Breakdown" to view individual student performance per cognitive level.

Student Proficiency



The screenshot shows a table with columns: Student, LOTS Proficiency, HOTS Proficiency, Overall score, DepEd Tier, and Learning Gap. Each row represents a student. The 'Overall score' column shows a score (e.g., 0.25) and the number of attempts (e.g., 1). The 'DepEd Tier' column shows a tier (e.g., 5-Tier). The 'Learning Gap' column shows a gap (e.g., 0.75). A 'Generate Report' button is visible in the bottom right corner.

The Student Proficiency Analysis table gives an individual, per-student view of performance. Each row shows the student's name and email, LOTS Proficiency, HOTS Proficiency, Overall score, DepEd Tier, and Learning Gap (how far the student is below the MPL). Each score also shows the number of attempts made. Click the Generate Report button in the Actions column to create an individual proficiency report for that student.

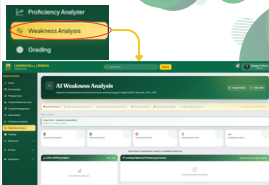
Teacher Insight



The screenshot shows a form with fields for 'Who is this insight about?' (Whole Class or a specific student), 'What is this insight about?' (Whole Class or a specific student), and 'What topics does the student or class struggle with in the Weak Topics field (separated by commas)'. There is also a 'Suggested Focus Area' drop-down list and a 'Save Insight' button.

The Teacher Insight section allows faculty to record observations about the whole class or about an individual student. Click the Add / Edit Insight button to open the form, then select who the insight is about under "Who is this insight about?" (Whole Class or a specific student). Type your notes in the required Observations field, list the topics the student or class struggles with in the Weak Topics field (separated by commas), and choose an option from the Suggested Focus Area drop-down list. Then click the Save Insight button to store the notes for future reference. Saved insights appear below the form. If none have been added yet, the message "No insights recorded yet" is displayed.

Weakness analysis



The screenshot shows the 'AI Weakness Analysis' page. It includes a summary section with cards for 'Assessments Checked', 'Weaknesses Found', 'Critical Weaknesses', and 'Developing'. Below this is a section for 'Review the Proficiency Overview by Subject & Learning Objective section', which includes 'LOTS / HOTS by Subject' and 'Learning Objective Proficiency per Lesson'. A yellow arrow points from the 'Weakness Analysis' button in the top navigation menu to the 'AI Weakness Analysis' page.

- Click Weakness Analysis in the left navigation menu to open the AI Weakness Analysis page.
- Select a class from the class list to load its results.
- View the summary cards below the class list:
 - Assessments Checked – Total number of assessments reviewed.
 - Weaknesses Found – Total number of weaknesses detected.
 - Critical Weaknesses – Number of weaknesses that need urgent attention.
 - Developing – Number of weaknesses that are still improving.
 - Avg Weakness Score – Average weakness score of the class.
- Review the Proficiency Overview by Subject & Learning Objective section:
 - LOTS / HOTS by Subject – Compares lower-order and higher-order thinking skill performance for each subject.
 - Learning Objective Proficiency per Lesson – Shows how students performed on each learning objective.
- If "No proficiency data yet" is displayed, no assessment results have been recorded for the selected class.

Weaknesses are detected per lesson and learning objective using the DepEd 2026 5-Tier Scale and a 75% MPL.

Grading

The screenshot shows the 'Grading' section of the application. On the left, a navigation menu has 'Grading' selected. The main area displays a table of student grades. A 'Faculty Decision' modal window is open, showing options to 'Move Up', 'Drop Out', 'Retain', or 'Drop'. Below these are fields for 'Intervention Remarks' and 'Save Decision' buttons. A red circle highlights the 'Save Decision' button, with an arrow pointing to it from the text 'Click Save Decision to record it' in the instructions below.

- Click Grading in the left navigation menu.
- Select a class to view its student grades. Grades are transmuted based on the DepEd 2026 standard.
- Review the summary cards (Students, With Grades, Passed, Class Average) and the Student Grades table, which shows each student's Quiz Avg, Assignment Avg, Exam Average, Transmuted grade, Tier, Status, and Faculty Decision.
- Click the button in the Action column of a student's row to open the Faculty Decision window.
- Under Promotion Decision, select Move Up, Graduate, Retain, Drop, or Transfer.
- In Intervention Remarks (optional), enter the basis for the decision, the intervention provided, or the next steps.
- Click Save Decision to record it. The decision then appears in the Faculty Decision column.
- Check the tier cards below the table to see how many students fall under each DepEd tier.

Files

The screenshot shows the 'Files' section with a 'Resources' header. Below it, the 'My Files' button is highlighted with a red circle. An arrow points from this button to a text box that says 'Click "My Files" under Resources from the navigation panel to access and manage files'.

Click **"My Files"** under **Resources** from the navigation panel to access and manage files

The screenshot shows the 'My Files' interface. It has a header with 'My Files' and a sub-header 'Manage your teaching materials and resources'. Below this are several cards for 'Resources', 'Folders', and 'Current Academic Year'. A 'Create New Folder' button is visible at the bottom right. An arrow points from this button to a text box that says 'Click the "Create New Folder" button at the top'.

Create New Folder

The screenshot shows the 'Create New Folder' button highlighted with a red circle. An arrow points from this button to a text box that says 'Click the "Create New Folder" button at the top'.

1. Click the **"Create New Folder"** button at the top.

- Fill in the folder details:
- Program – select the program from the dropdown
 - Folder Name – enter a name for your folder
 - Short Description (optional) – describe what the folder contains
 - Folder Colour – choose a color for the folder
 - Folder Icon – choose an icon (e.g., Classic, Open, Notes, Lessons, Collection, Work, Featured, Ideas)

The screenshot shows the 'Create New Folder' form. It has fields for 'Program', 'Folder Name', 'Short Description', 'Folder Colour', and 'Folder Icon'. At the bottom right, the 'Create Folder' button is highlighted with a red circle. An arrow points from this button to a text box that says 'Click the Create Folder button'.

3. Click the **Create Folder** button.

View Forms

The screenshot shows the 'View Forms' page. At the top, there is a green navigation bar with 'My Files', 'View Forms', and 'My Archive'. The 'View Forms' option is highlighted with a red circle. A yellow arrow points from this circle to a text box that says 'Click "View Forms" from the navigation panel to access and manage forms'. Below the navigation bar, the main content area is titled 'View Forms' and contains a message: 'No Forms Available' with a green icon. A red rectangle highlights the main content area.

This will open the **View Forms page**, where all uploaded forms are displayed. On this page, users can view available forms, check their status, and organize them using the sorting option ("**Newest First, Oldest first, From A-Z**"). If no forms have been uploaded, a notification message will appear indicating that there are currently no forms available. This section serves as the central location for viewing and managing forms within the system.

Archive

The screenshot shows the 'My Archive' page. At the top, there is a green navigation bar with 'My Files', 'View Forms', and 'My Archive'. The 'My Archive' option is highlighted with a red circle. A yellow arrow points from this circle to the main content area. The main content area is titled 'My Archive' and contains a summary card showing 'Total Archived Records', 'Quizzes and Questions', 'Deletable Archived Records', and 'Categories with Records'. Below the summary card, there is a table of archived items organized into category cards (Lessons, Files, Folders, Quizzes, Assignments, Submissions, Test Bank, Evaluations). A red rectangle highlights the main content area.

Clicking **My Archive** opens the Faculty Archive Workspace, which reviews previous Academic Year records in one organized space. At the top, summary cards show Total Archived Records, Quizzes and Questions, Deletable Archived Records, and Categories with Records, alongside the selected Academic Year. Users can select an Academic Year, search within the selected archive, and filter by category tabs (Overview, Lessons, Files, Folders, Quizzes, Assignments, Submissions, Proficiency, Test Bank, Evaluations, Remedial, Online Classes). Below, records are organized into category cards (Lessons, Files, Folders, Quizzes, Assignments, Submissions, Test Bank, Evaluations) for browsing archived items by type.



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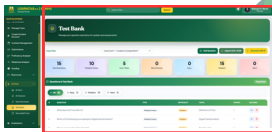
Faculty AI Tools

AI Quiz Generator



AI Quiz Generator allows teachers to automatically create quizzes from lesson content. Simply select the Class, Source Type, and Lesson, then set the Number of Questions, Question Types (Multiple Choice, True/False, Short Answer), and Difficulty Level. Clicking Generate Quiz will instantly produce AI-generated questions displayed on the right side of the screen.

Test bank



Test Bank page is a repository of all quiz questions available for a class. It shows a summary of the total questions broken down by type (Multiple Choice, True/False, Short Answer) and difficulty (Easy, Medium, Hard). Teachers can browse, filter, and manage individual questions, or click Generate with AI to automatically add more questions to the bank.

Remedial Portal

The Remedial Portal interface shows a sidebar with navigation options. The main content area displays a summary of remedial users and question counts. A red circle highlights the 'Generate Group Reviewer' button. A yellow arrow points from this button to a detailed view of the 'Generate Group Reviewer' dialog box. The dialog box has a red border and contains fields for 'Group/Topic', 'Specific Topic', and 'Additional Lesson Content', along with 'Generate' and 'Generate Group Reviewer' buttons.

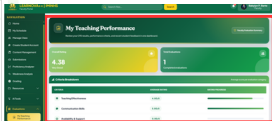
Remedial Portal allows teachers to generate reviewers and practice quizzes for students who need additional support. It shows a summary of total students, remedial users, and question counts. Students with similar weak areas are grouped together for Group Remediation, where teachers can **generate a Group Remedial Reviewer** by selecting a topic and optionally adding lesson content, then clicking Generate Group Reviewer to create a targeted review material for the group.

Student List

The Student List interface displays a table of enrolled students. A red circle highlights the 'Generate' button, and another red circle highlights the 'Preview' button. A yellow arrow points from the 'Preview' button to a detailed view of the 'Student Remedial Portal' for a specific student. The detailed view shows the student's proficiency overview and AI-generated reviewers.

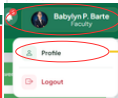
Student List displays all enrolled students along with their remedial progress. Teachers can click **Generate** to create a personalized remedial reviewer for a student, or click **Preview** to view the Student Remedial Portal as the student would see it. The preview shows the student's Proficiency Overview per subject and their AI-generated Reviewers, giving teachers a clear picture of each student's learning needs and progress.

Teachers Evaluation

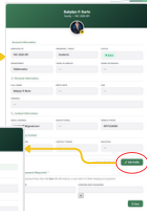


Teacher's Evaluation page shows a teacher's OTE (Overall Teaching Evaluation) Results, displaying their overall rating, total completed evaluations, and a criteria breakdown covering Teaching Effectiveness, Communication Skills, Availability & Support, and Fairness in Grading. Recent comments from evaluators are also shown at the bottom for feedback reference.

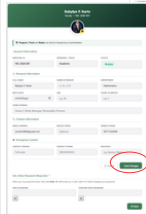
Profile



1. Click your **user/profile**

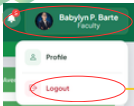


2. Click **Edit Profile**.
Update your details.



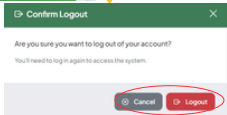
3. Click **Save Changes**.

Logout



1. Click your **user/profile**

2. Click Logout.
A message will pop up.



3. Click **Logout** again to confirm.



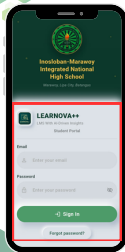
EMPOWER
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LEARNOVA++

Student Portal
MOBILE

LOGIN



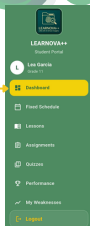
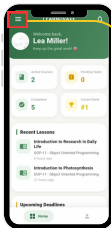
This is the login screen of LEARNOVA++, an AI-powered Learning Management System (LMS). It features a clean, green-themed interface with the app logo, email and password fields, and a login button.

How to Log In – Quick Steps:

- **Open the app** – The login screen will appear automatically.
- **Enter your Email** – Tap the Email field and type your registered email address.
- **Enter your Password** – Tap the Password field and type your password. Use the eye icon to show/hide it.
- Tap **"Sign In"** – Press the green Login button to access your account.
- **Forgot your password?** – Tap "Forgot Password?" on the right to reset it.

Upon launching the LEARNOVA++ mobile application, users are presented with the initial Login screen. This page secures access to the Advanced LMS platform and requires registered credentials to authenticate your account.

Student Dashboard



Tap the  icon to open the menu. From here, the student can go to: Dashboard, Schedule, Lessons, Assignments, Quizzes, Faculty Evaluation, Performance, My Weakness, and AI Tutoring. Logout is at the bottom.

How to use:

- Tap  to open the side menu
- Choose where you want to go
- Tap the Home / Profile bar at the bottom for quick navigation

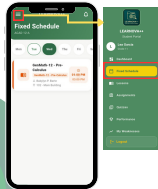
Bottom Navigation



Step 1: Tap the "Home" icon to go back to the main dashboard where you can see your courses, recent lessons, and upcoming deadlines.

Step 2: Tap the "Profile" icon to view and manage your personal account information.

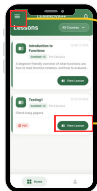
Fixed Schedule



How to Access My Schedule:

- **Step 1:** Tap the $\equiv$ menu icon at the top left corner of the screen to open the side navigation menu.
- **Step 2:** From the menu, tap My Schedule.
- **Step 3:** The My Schedule screen will open, showing all your classes for today including the subject name, time, room, and professor.
- **Step 4:** Scroll down to see the Weekly Overview calendar at the bottom

Lessons

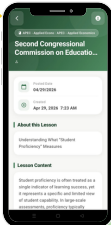


Viewing a Lesson:

When you tap View Lesson, it will open the full lesson details showing the professor, posted date, description, and the lesson file attached.

How to Download a Lesson File:

- Step 1: Tap View Lesson on any lesson from the Lessons list.
- Step 2: The lesson detail page will open showing the lesson title, professor, date posted, and description.
- Step 3: Scroll down to the Lesson File section to see the attached file.
- Step 4: Tap the Download File button to save attached lesson file to your device.



Assignments

Assignments is where you can view and manage all your assigned tasks. You can see each assignment's subject, due date, and current status — whether it is Pending, Submitted, or Graded.

At the top of the Assignments page, there are 4 filter tabs you can use to sort your assignments easily.

How to Use the Filter Tabs:

Step 1: Go to the Assignments page from the side menu.

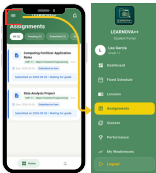
Step 2: You will see 4 tabs at the top — All, Pending, Submitted, and Graded.

Step 3: Tap All to see every assignment regardless of status.

Step 4: Tap Pending to see assignments that still need to be done.

Step 5: Tap Submitted to see assignments you have already turned in.

Step 6: Tap Graded to see assignments that have already been scored by your professor.



How to Access Assignments:

Step 1: Tap the ≡ menu icon at the top left corner to open the side menu.

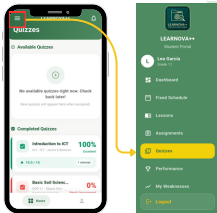
Step 2: Tap Assignments from the menu

Step 3: Browse through the list of your assignments.

Step 4: Tap a filter tab — All, Pending, Submitted, or Graded — to sort your assignments by status.

Quizzes

Quizzes is where you can see all your quizzes in one place — whether they are available to take, already completed, or coming up soon. You can also check your score on completed quizzes.

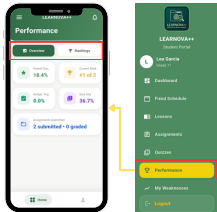


How to Access Quizzes:

- Step 1: Tap the ≡ menu icon at the top left corner to open the side menu.
- Step 2: Tap Quizzes from the menu.
- Step 3: Check Available Quizzes to see if there is an active quiz you can take now.
- Step 4: View your score under Completed Quizzes.
- Step 5: Check Upcoming Quizzes to see the schedule of future quizzes.

Performance

Performance shows your overall academic standing. You can see your grade, rank, and total points.

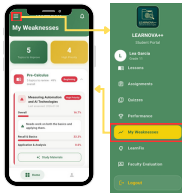


How to Access Performance:

- Step 1: Tap the ≡ menu icon at the top left to open the side menu.
- Step 2: Tap Performance from the menu
- Step 3: View your Overall Grade, Current Rank, and Total Points at the top.
- Step 4: Check your Strengths — subjects you are doing well in.
- Step 5: Check Areas to Improve — subjects that need more attention.
- Step 6: Tap the tabs — Overview, Analytics, or Progress — to see more detailed information about your performance.

Weakness Analysis

My Weaknesses give you **weakness stats** and personalized study materials (redirect to LearnFix) based on your performance. The AI identifies your weak topics and separate them into categories: Areas for Improvement and High Priority Areas.

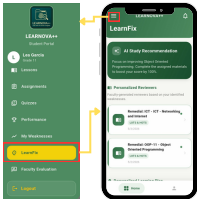


How to Access My Weaknesses:

- Step 1: Tap the ≡ menu icon at the top left to open the side menu.
- Step 2: Tap Performance from the menu
- Step 3: View your Areas for Improvement and High Priority Areas.
- Step 4: Tap the "Study Materials" — to be redirected to the LearnFix page to see personalized study materials.

Learn Fix

AI Tutoring gives you personalized study materials based on your performance. The AI identifies your weak topics and automatically prepares study guides to help you improve your grades.



How to Use LearnFix:

- Step 1: Tap the ☰ menu icon at the top left to open the side menu.
- Step 2: Tap LearnFix from the menu.
- Step 3: Check the AI Study recommendation on top to focus on the specific weak subjects.
- Step 5: Scroll down to AI-Generated Personalized Reviewers & Lesson Plans to see the personalized content prepared for you.
- Step 6: Tap any study material to open it and start studying.

Faculty Evaluation

Faculty Evaluation allows you to rate and give feedback on your professors. Your identity is fully protected — all responses are 100% anonymous.

How to Submit a Faculty Evaluation:

Step 1: Tap the ☰ menu icon at the top left to open the side menu.

Step 2: Tap Faculty Evaluation from the menu (highlighted in yellow).

Step 3: You will see the list of your professors. Tap the Evaluate button next to the professor you want to rate.

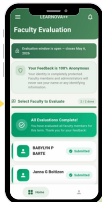
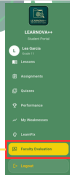
Step 4: The evaluation form will open. Rate your professor in the following areas:

- Teaching Effectiveness
- Communication Skills
- Punctuality & Availability
- Fairness in Grading
- Overall Satisfaction

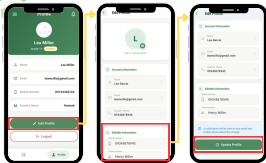
Step 5: Add any additional comments in the Additional Comments box (optional).

Step 6: Tap Submit Evaluation at the bottom to send your feedback.

Once submitted, the status will change to Submitted and you will not be able to edit it again.



Profile



How to Edit Your Profile:

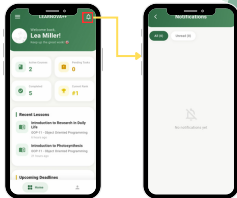
- Step 1: Tap Profile from the bottom navigation bar.
- Step 2: View your current profile information displayed on the screen.
- Step 3: Tap the Edit Profile icon at the bottom.
- Step 4: The Edit Profile screen will open. You can update the following fields:
 - Mobile Number
 - Parent's Name

Profile shows your personal account information such as your name, email, mobile number, and parent's mobile number. You can update some of your details directly from this page.

- Step 5: Make your changes in the fields you want to update.
- Step 6: Tap Update Profile to save your changes.
- Step 7: A confirmation message will appear on the notifications showing you've successfully updated your profile.

Notifications

Notifications keeps you updated on important activities such as new assignments, submission confirmations, and upcoming deadlines.



How to View Notifications

- Step 1: Tap the bell icon at the top right corner of the screen.
- Step 2: The Notifications page will open showing all your recent alerts.
- Step 3: Tap All to see every notification, or tap Unread to filter only the ones you haven't seen yet.
- Step 4: Tap any notification to view its full details, or the check icon to mark all as read.

LOGOUT

Logout allows you to safely sign out of your LEARNOVA++ account.



Logout

Are you sure you want to
logout?

Cancel

Logout

How to Logout:

- Step 1: Go to the Profile page from the bottom navigation bar.
- Step 2: Tap the Logout button at the bottom of the screen.
- Step 3: A confirmation pop-up will appear asking "Are you sure you want to logout from your account?"
- Step 4: Tap Logout to confirm, or tap Cancel to go back.