

# Guide for CI Approver

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## 1. Login as an Administrator

The homepage of DepEd Commons is at <https://commons.deped.gov.ph/admin/>. To login as an administrator, input your administrator credentials on the login form. Click login and you will be redirected to the Admin Portal Dashboard.

On your initial login, you will be redirected to your account profile. You will be asked to update your temporary password.

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Figure 1. DepEd Commons Admin Login Page

### DepEd Commons Login



Email\*

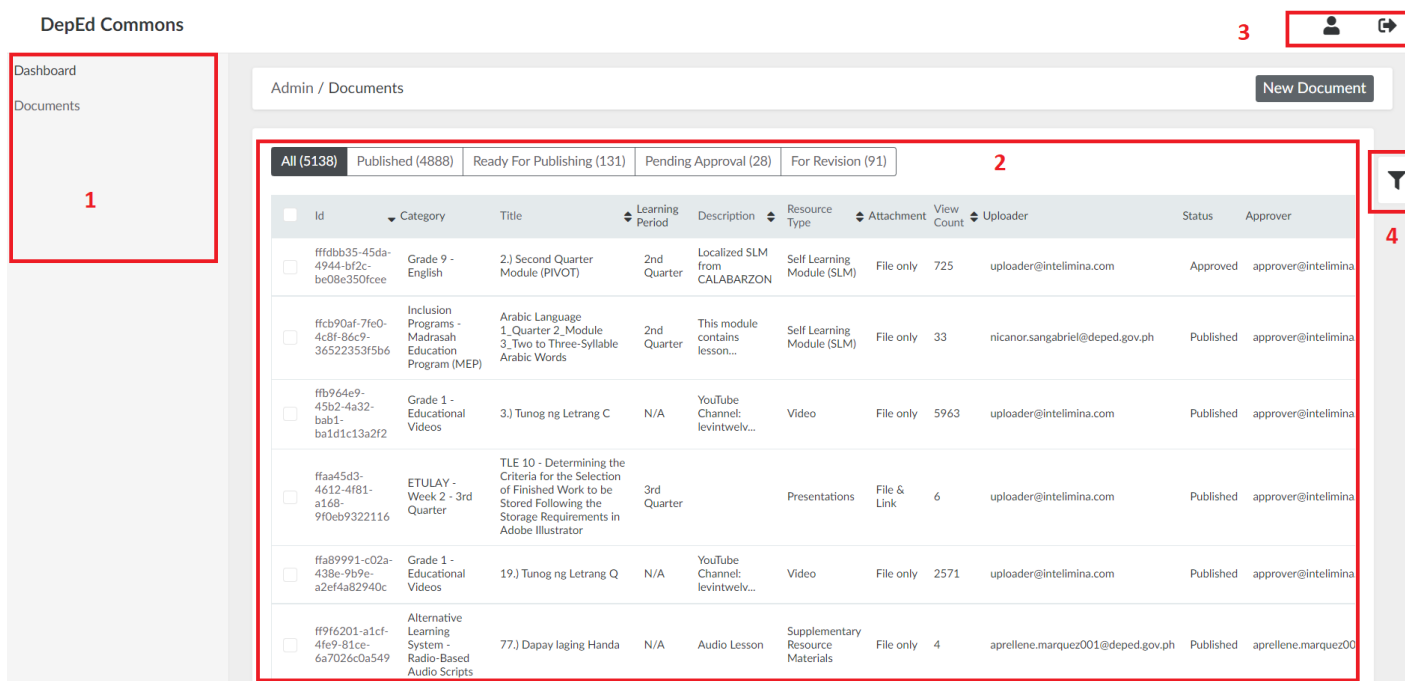
Password\*

☐ Remember me

## 2. Admin Portal Interface

The user interface for the Admin Portal is very straightforward and easy-to-use. In this chapter, we will discuss the four (4) main parts of this portal.

1. Navigation Bar - In this portion, you will see a list of links that will help you access different parts of the Admin Portal.
2. Main Content - In this portion, all of the information are displayed in table form. There will be action buttons (view and edit) for each row. There is also a New Document button in this portion.
3. Account actions - you can view your account by clicking this button . To logout, simply click this button .
4. Filter - to narrow down the list or data displayed in the Main content, you can use the filter fields in this portion. The available fields are: Category, Grade, Learning Period, Title, Description, Uploader, Approver, CI Approver, Overall rating, Scheduled for Publish.



The screenshot shows the Admin Portal Dashboard. On the left is a sidebar with 'DepEd Commons' at the top and a menu with 'Dashboard' and 'Documents'. The main area is titled 'Admin / Documents' and features a 'New Document' button. Below this is a filter bar with tabs: 'All (5138)', 'Published (4888)', 'Ready For Publishing (131)', 'Pending Approval (28)', and 'For Revision (91)'. A table lists documents with columns for Id, Category, Title, Learning Period, Description, Resource Type, Attachment, View Count, Uploader, Status, and Approver. On the right side of the dashboard, there are icons for user profile and logout, and a filter icon.

<input type="checkbox"/>	Id	Category	Title	Learning Period	Description	Resource Type	Attachment	View Count	Uploader	Status	Approver
<input type="checkbox"/>	ffddb35-45da-4944-bf2c-be08e350fcee	Grade 9 - English	2.) Second Quarter Module (PIVOT)	2nd Quarter	Localized SLM from CALABARZON	Self Learning Module (SLM)	File only	725	uploader@intelimina.com	Approved	approver@intelimina.com
<input type="checkbox"/>	ffcb90af-7fe0-4c8f-86c9-36522353f5b6	Inclusion Programs - Madrasah Education Program (MEP)	Arabic Language 1_Quarter 2_Module 3_Two to Three-Syllable Arabic Words	2nd Quarter	This module contains lesson...	Self Learning Module (SLM)	File only	33	nicanor.sangabriel@deped.gov.ph	Published	approver@intelimina.com
<input type="checkbox"/>	ff964e9-45b2-4a32-bab1-ba1d1c13a2f2	Grade 1 - Educational Videos	3.) Tunog ng Letrang C	N/A	YouTube Channel: levintwelv...	Video	File only	5963	uploader@intelimina.com	Published	approver@intelimina.com
<input type="checkbox"/>	ffaa45d3-4612-4f81-a168-9f0eb9322116	ETULAY - Week 2 - 3rd Quarter	TLE 10 - Determining the Criteria for the Selection of Finished Work to be Stored Following the Storage Requirements in Adobe Illustrator	3rd Quarter		Presentations	File & Link	6	uploader@intelimina.com	Published	approver@intelimina.com
<input type="checkbox"/>	ffa89991-c02a-438e-9b9e-a2ef4a82940c	Grade 1 - Educational Videos	19.) Tunog ng Letrang Q	N/A	YouTube Channel: levintwelv...	Video	File only	2571	uploader@intelimina.com	Published	approver@intelimina.com
<input type="checkbox"/>	ff9f6201-a1cf-4fe9-81ce-6a7026c0a549	Alternative Learning System - Radio-Based Audio Scripts	77.) Dapay laging Handa	N/A	Audio Lesson	Supplementary Resource Materials	File only	4	aprellene.marquez001@deped.gov.ph	Published	aprellene.marquez001@deped.gov.ph

Figure 2. Admin Portal Dashboard

## 3. Document Management

There are five kinds of users in DepEd Commons: an administrator, an uploader, an approver, a teacher, and a student. As a Super Admin, you have the access to manage all user types. You can create, view, edit, and delete an administrator and a user.

## 3.1. View Document List

To view all the documents, click **Documents** on the side navigation bar.

On the top, you can filter the list by the document's status (published, ready for publishing, pending approval, and for revision).

More filters are available if you click the filter icon on the right. Available filter fields are: Category, Grade, Learning Period, Title, Description, Uploader, Approver, CI Approver, Overall rating, Scheduled for Publish.

<div> <div>All (5138)</div> <div>Published (4888)</div> <div>Ready For Publishing (131)</div> <div>Pending Approval (28)</div> <div>For Revision (91)</div> </div>											
<input type="checkbox"/>	Id	Category	Title	Learning Period	Description	Resource Type	Attachment	View Count	Uploader	Status	Approver
<input type="checkbox"/>	ffdbb35-45da-4944-bf2c-be08e350fcee	Grade 9 - English	2.) Second Quarter Module (PIVOT)	2nd Quarter	Localized SLM from CALABARZON	Self Learning Module (SLM)	File only	725	uploader@intelimina.com	Approved	approver@intelimina
<input type="checkbox"/>	ffcb90af-7fe0-4c8f-86c9-36522353f5b6	Inclusion Programs - Madrasah Education Program (MEP)	Arabic Language 1_Quarter 2_Module 3_Two to Three-Syllable Arabic Words	2nd Quarter	This module contains lesson...	Self Learning Module (SLM)	File only	33	nicanor.sangabriel@deped.gov.ph	Published	approver@intelimina
<input type="checkbox"/>	ffb964e9-45b2-4a32-bab1-ba1d1c13a2f2	Grade 1 - Educational Videos	3.) Tunog ng Letrang C	N/A	YouTube Channel: levintwelv...	Video	File only	5963	uploader@intelimina.com	Published	approver@intelimina
<input type="checkbox"/>	ffaa45d3-4612-4f81-a168-9f0eb9322116	ETULAY - Week 2 - 3rd Quarter	TLE 10 - Determining the Criteria for the Selection of Finished Work to be Stored Following the Storage Requirements in Adobe Illustrator	3rd Quarter		Presentations	File & Link	6	uploader@intelimina.com	Published	approver@intelimina
<input type="checkbox"/>	ffa89991-c02a-438e-9b9e-a2ef4a82940c	Grade 1 - Educational Videos	19.) Tunog ng Letrang Q	N/A	YouTube Channel: levintwelv...	Video	File only	2571	uploader@intelimina.com	Published	approver@intelimina
<input type="checkbox"/>	ff9f6201-a1cf-4fe9-81ce-6a7026c0a549	Alternative Learning System - Radio-Based Audio Scripts	77.) Dapay laging Handa	N/A	Audio Lesson	Supplementary Resource Materials	File only	4	aprellene.marquez001@deped.gov.ph	Published	aprellene.marquez00

Figure 3. Documents List

## 3.2. Create a New Document

Step 1. On the navigation bar, go to **Documents**.

Step 2. On the upper-right portion of the page, click the "New Document" button.

Step 3. Fill out the new document form.

- Category - grade level and subject where the document will be uploaded to.
- Title - the title of the resource that will be displayed on the web app.
- Description - details or other relevant information to describe the document.
- Link - link to access the document online
- Learning period - learning period that the document will be accessible
- Resource type - type of learning material
- Authors - author/s of the document
- Contributors - contributors of the document
- Tags - relevant keywords that can be used to search for the document
- File - file attachment of the document
- Thumbnail - the image that will be displayed when viewing document details

Step 4. Click the "Create Document" button.

## 3.3. View Document

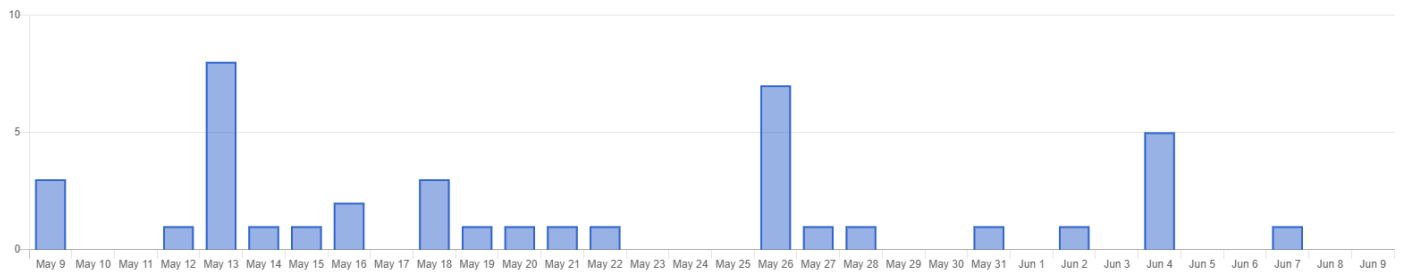
Step 1. On the navigation bar, go to ***Documents***.

Step 2. Search the specific document, and click the View button on the right.

In the view page, you can see the general information and status of the document.

To view document reports, click on View Reports. This will show Daily views over the past month and monthly views over the past year.

Daily views over the past month



Monthly views over the past year

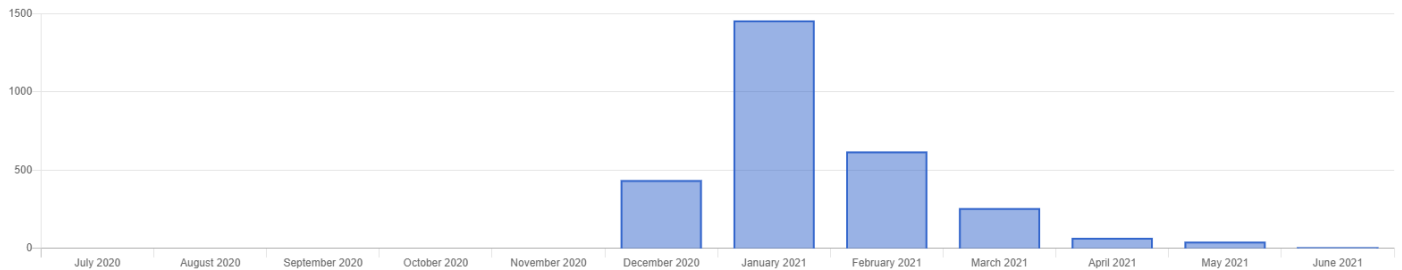


Figure 4. Document Report

## 3.3. Edit Document

Step 1. On the navigation bar, go to **Documents**.

Step 2. Search the specific document, and click the Edit button on the right.

Step 3. Update the document details.

Step 4. Click the "Update Document " button.

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Revision #2

Created Tue, Apr 27, 2021 11:25 PM by [Admin](#)

Updated Tue, Jun 8, 2021 7:15 PM by [Admin](#)