User Guide For Approvers

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1. Accessing DepEd Commons

1.1 Log in to DepEd Commons

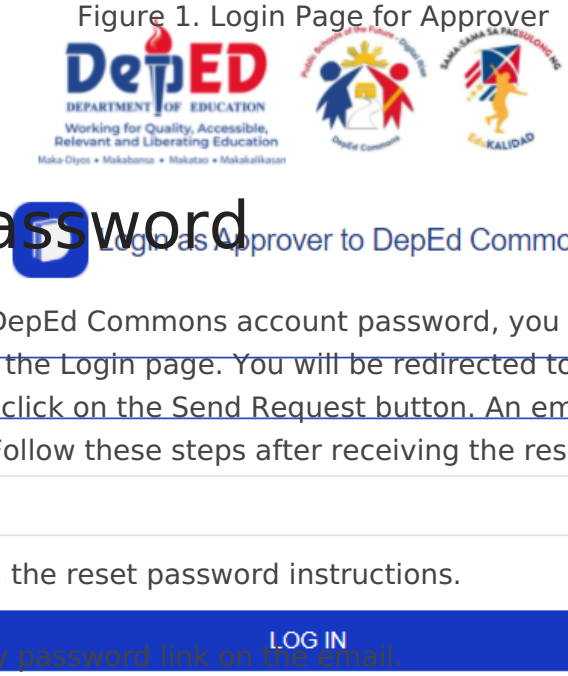
As an approver, log in to DepEd Commons by following these steps:

Step 1. Go to https://commons.deped.gov.ph/ and click the Login button at the top left.

Step 2. Select Login as Approver.

Step 3. Enter your email address and password and click the LOG IN button. You will be redirected to DepEd Commons Home page.

Figure 1. Login Page for Approver



1.2 Reset Password

If you have forgotten your DepEd Commons account password, you may click on Forgot your password? at the bottom of the Login page. You will be redirected to Forgot Your Password? page. Enter your email and click on the Send Request button. An email should be sent to you regarding password reset. Follow these steps after receiving the reset password instructions on your email:

Step 1. Open the email with the reset password instructions.

Step 2. Click the Change my password link on the email.

Step 3. Nominate a new password and click the Change my password button.

You should now be able to log in to DepEd Commons.

2. Approver Portal

The approver portal page is where you will have access to all the available resources in DepEd Commons. The user interface of the home page is very straight-forward and easy-to-use. In this chapter, we will discuss the four (4) main parts of the home page.

1. Header - In this portion, you will see a list of links that will help you access different parts of the web app.
2. Search Feature - The search feature allows you to search resources by grade, subject, keywords, and status.
3. Search result - Your search query will display results in this portion of the web page.

4. Account action buttons - These two buttons are what you will need to use for approving resources.

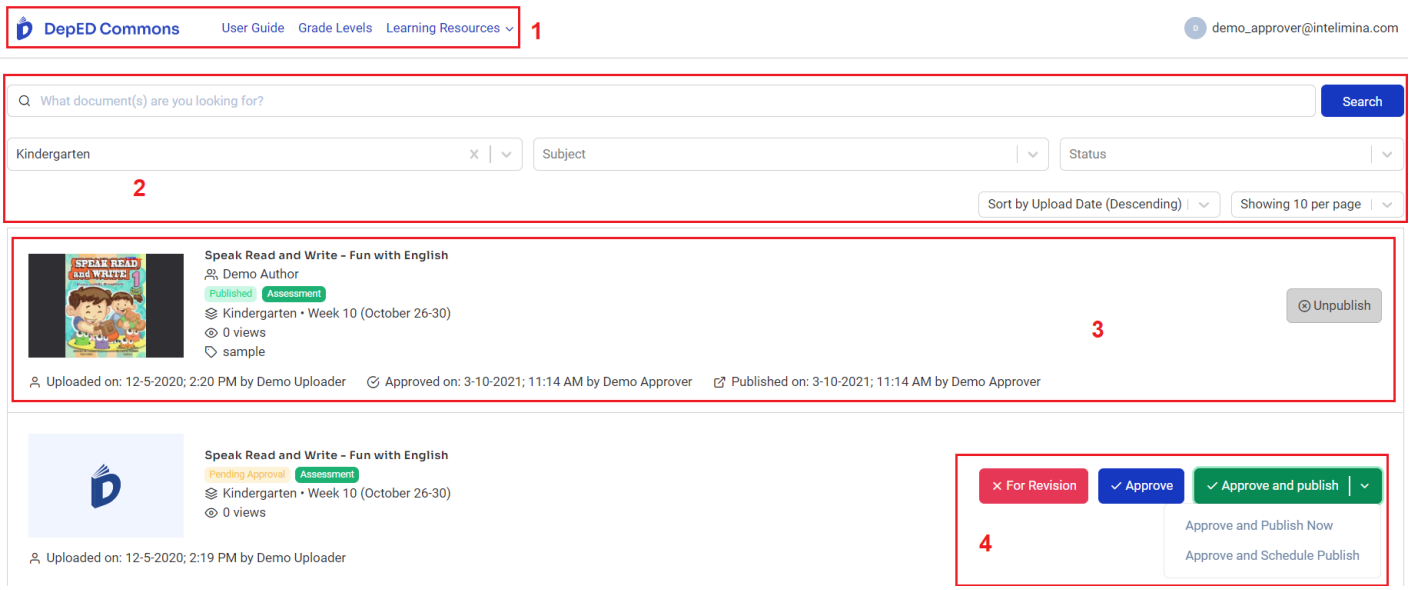


Figure 2. Approver Portal

3. Resources

3.1 Search Resources

In the home page, the search functionality is displayed for easier access of uploaded resources in DepEd Commons. To search for a resource, follow these steps:

Step 1. Select a grade from the grade level drop down. You may click on the search button after this step. This will display all the resources from the selected grade level.

Step 2. Select a subject from the subject drop down. You may click on the search button after this step. This will display all the resources from the selected subject of the selected grade level.

Step 3. On the search bar field, type in the title of the resource, the name of the author, the category type of the resource, or a tag/keyword. Click the Search button. This will display all the resources from the selected subject of the selected grade level with the word/s that you have entered on the search bar.

The category type of resources are Assessment, Game/Puzzle, Interactive Offline, Presentations, Video, Mobile Applications, Activity Sheets and Notes, Self Learning Module (SLM), and Electronic SLM.

Step 4. Select a status on the drop down beside the subject. Click the Search button. This will display all the resources according to your search query with the status that you have selected.

You can also choose to display the results in ascending or descending order of upload date and choose to display 10, 20, or 30 results per page.

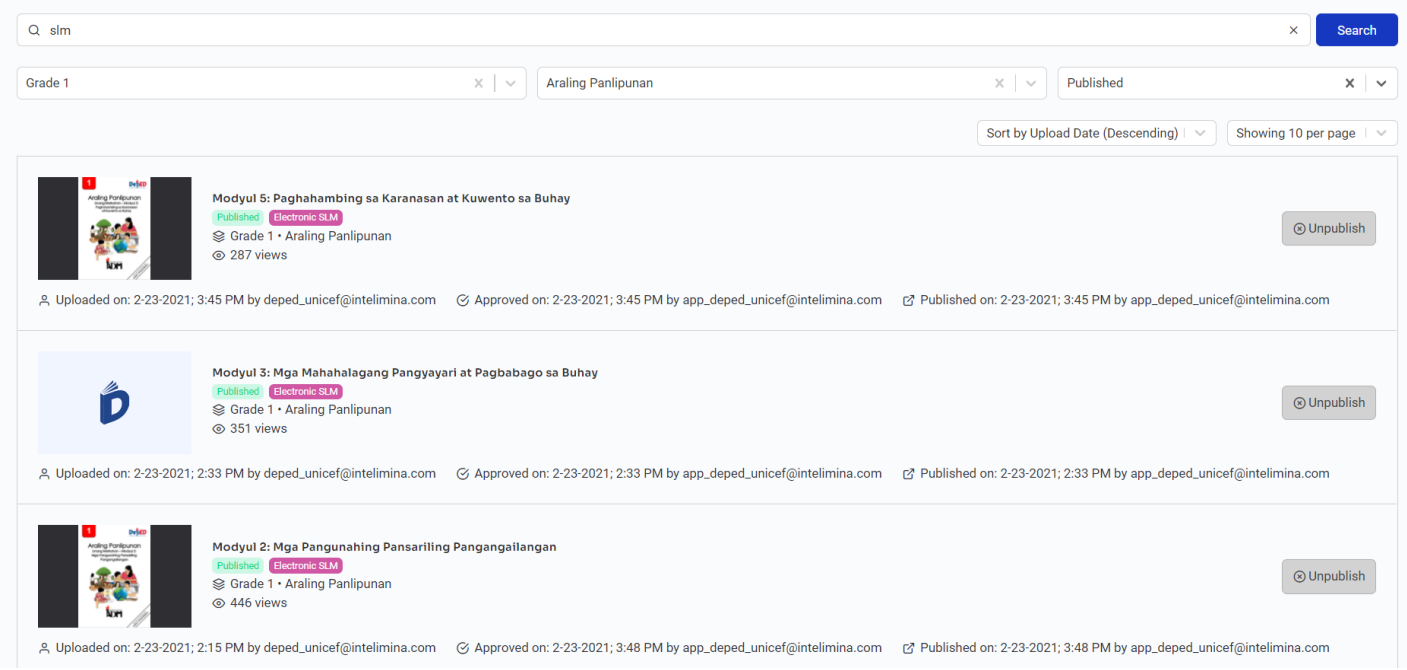


Figure 3. Results from a Search Query

In Figure 3, the selected grade level is Grade 1, the subject is Araling Panlipunan, and the keyword used is "SLM". The search query displayed two results where both resources are filed under Grade 2 - English with the category type SLM.

3.2 Resource Card

After the results are displayed upon your search query, you will see that there is several information included on the resource's card details. We will discuss the seven (7) parts of the resource card.

1. Thumbnail - This is the image that is displayed on the left-most part of the resource card.
2. Title - This is the resource's title.
3. Status and Category type - The status of a resource can be the following:

- Pending Approval - Resources with this status can either be approved or set to for review by

an approver.
- Approved - Resources with this status can be published.
- For revision - This status means that the resource lacks information or it has inappropriate content that needs to be changed.
- Published - Published resources are visible to all users of DepEd Commons.
- Scheduled for Publish - Resources with this status are not yet published but already have a date set to publish.

The category type specifies what type of learning material the resource is.

4. Grade level and subject - This indicates which grade level and subject the resource belongs to.
5. Number of views - The number of views is the total number of times a resource has been downloaded and viewed. Clinking on the link attached to a resource is counted as a view/download.
6. Upload Details - It contains the uploader, approver, and publisher name along with the date of action.
7. Action button - Buttons on a resource card depends on the status of the document. These are the action buttons that an approver can use:

- **For Revision** - An uploaded resource can be marked as For Revision if the approver decides that the resource needs to be edited.
- **Approve** - Mark an uploaded resource as Approved if there are no changes that need to be made.
- **Approve and Publish** - To approve and publish a resource, click on the Approve and Publish button. Clicking this button will show a drop down with options to “Approve and Publish Now” or “Approve and Schedule Publish”. If you choose to set a date for the publication of the resource, click Approve and Schedule Publish. A date picker will appear. Set the date and click on the Proceed button.
- **Publish** - An approved resource can be published now or be scheduled for publication. Click on the Publish button and a drop down menu will appear. Choose Publish Now if you want to publish the resource or choose Schedule Publish if you want to set a date for the publication. A date picker will appear if you choose to schedule the publish date.
- **Unpublish** - If you choose to unpublish a resource, its status will be updated to “Approved”.
- **Edit Schedule** - If you want to change the publication date of a resource that is still scheduled for publication, click on the Edit Schedule button and select a new publication date.

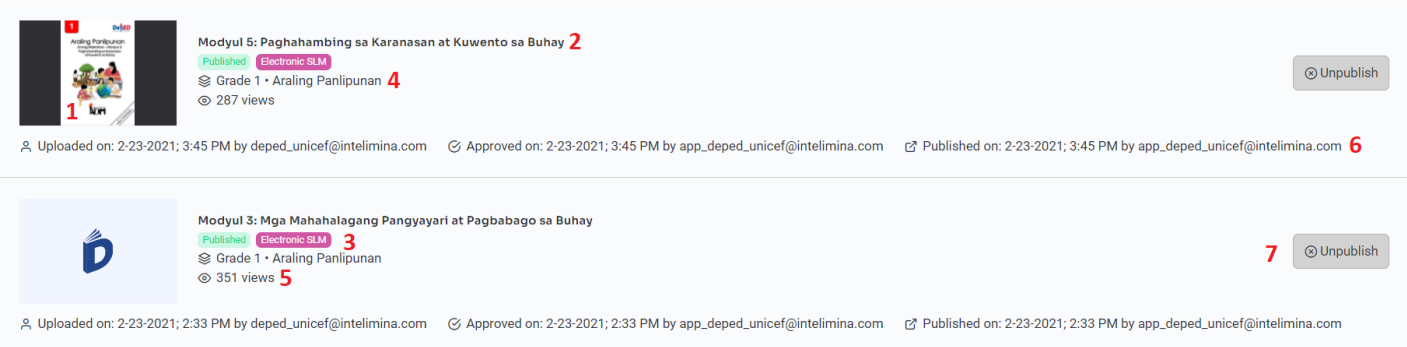


Figure 4. Resource Card Details

3.3 Resource Page

In this section, we will discuss the resource page where you will see the full information about the resource. The resource page also contains the action buttons discussed in the previous section along with the download button, and go to link button. To go to this page, simply click anywhere on the resource card and it will redirect you to the resource page.

The parts of the resource page are the following:

1. Status and Upload Details - The status indicates if the file is pending for approval, for review, approved, or published. Other details include the uploader, approver, and publisher name along with the time that the action has been executed.
2. Action button - The action button displayed depends on the status of the document. The button may be for review, approve, approve and publish, publish, unpublish, or edit schedule.
3. Download or Go to link - You can download the resource or go to the link provided.
4. Information - This section contains the learning period where the resource is uploaded to, the description, author/s and contributor/s, and the tags of the resource if any.
5. Document Ratings - Teacher and student accounts may leave a rating for a resource. The overall ratings are displayed if there are any ratings made on the resource.

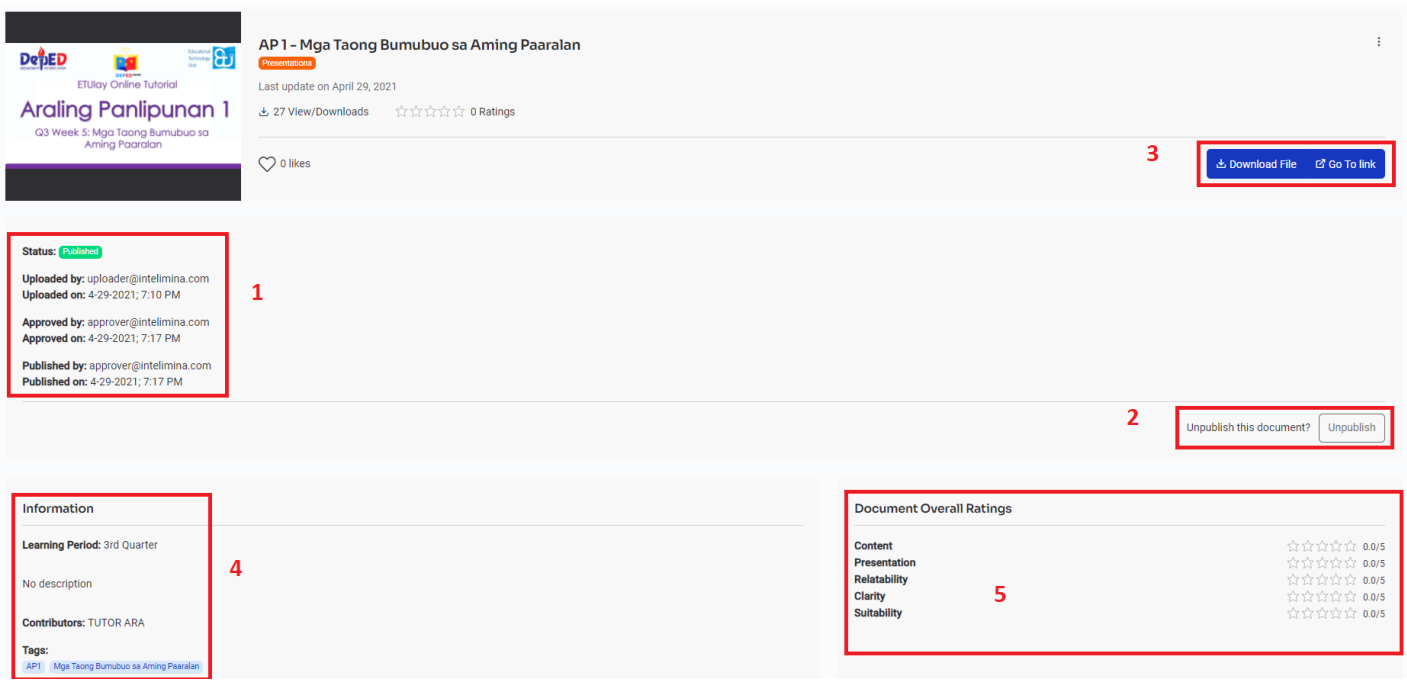


Figure 5. Full Information of a Resource Page

4. Grade Levels

On the header of the web application, you will see Grade Levels. By clicking this, you will be redirected to a page allowing you to select from the list of Grade Levels. Clicking on a grade level will redirect you to a list of subjects found in the grade level. Select a subject from the list and it will display all the resources under this category.

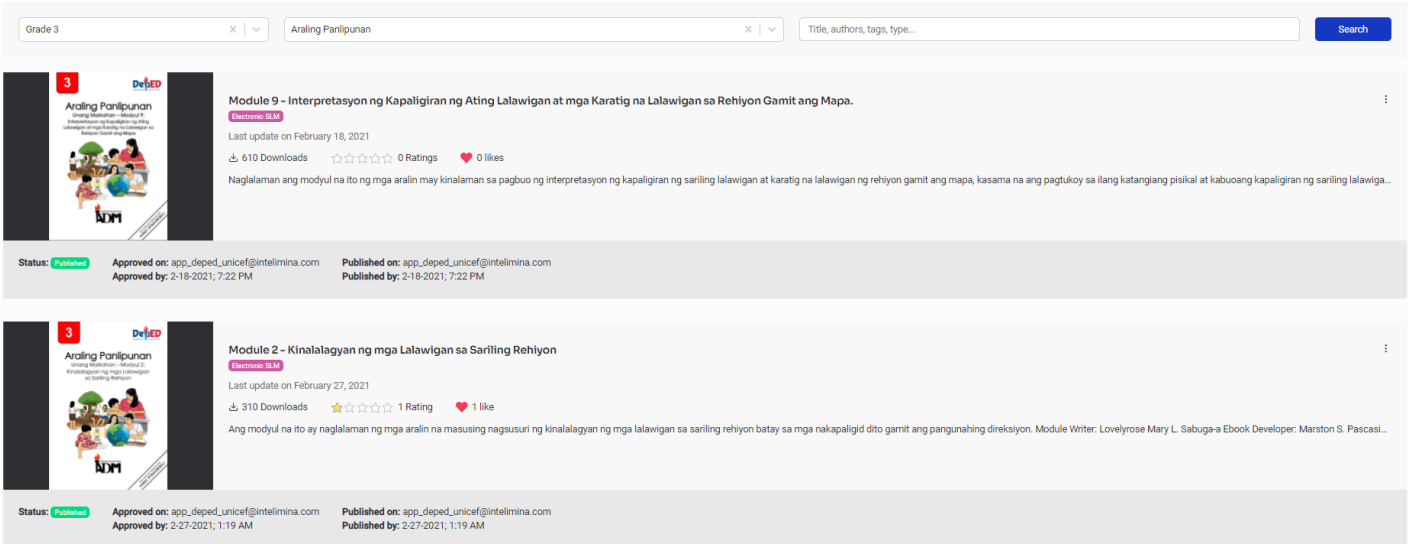


Figure 6. List of Resources in Grade 3 - Araling Panlipunan

A search functionality is also seen on this page. This is the same as the search feature found on the home page.

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5. Edit Account

As an approver, you can update or edit your account details. Follow these steps to update your information:

Step 1. At the upper right corner of the header you will see you email address. Click on your email to see a dropdown selection.

Step 2. Click "Edit Account" on the dropdown selection. You will see the Edit Account page.

Step 3. On the Personal Details tab, you may update your first, middle, and last name. Click the **Update** button to save the changes.

Step 4. On the Credentials tab, you may update your password by setting a new password to use for logging in to DepEd Commons. Click the **Update** button to save the changes.

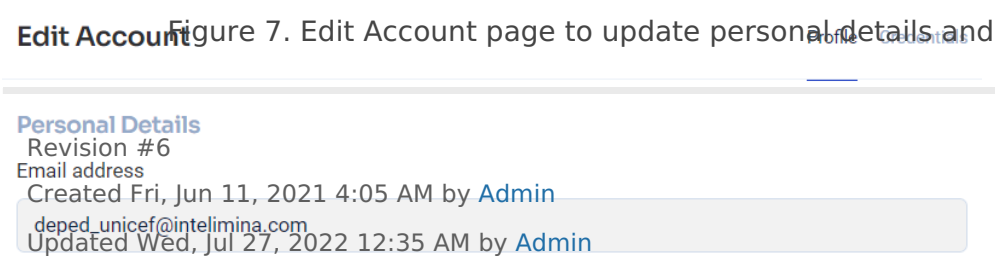


Figure 7. Edit Account page to update personal details and login credentials.