

# User Guide for Teachers

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# 1. Accessing DepEd Commons

This chapter will focus on the steps on how to access DepEd Commons. Teachers can access DepEd Commons using their .deped.gov.ph Google account or their O365 Microsoft account.

## 1.1 Account Activation

Teacher accounts will be sent an activation email on their deped.gov.ph or O365 accounts. To activate your account, follow these steps:

Step 1. Log in to GSuite or Microsoft O365 using your deped.gov.ph email or O365 email.

Step 2. Find the email with the subject "Your DepEd Commons account is created and needs to be activated!".

Step 3. Click on the email and then click on the [link](#) to setup up a new password.

Step 4. Nominate a new password on the Change Your Password page.

Step 5. Edit your account information if necessary and click the Update button. You will be redirected to DepEd Commons Home page.

Your DepEd Commons account is created and needs to be activated!

**DepEd Commons Staging Mailer** <no-reply@intelimina.com>  
to gia+10 ▾

3:22 PM (0 minutes ago)

Hello Gial

Welcome to your DepEd Commons account!

To activate, [click on this link](#) and set up your password. Afterward, you can proceed to update your profile.

Aside from DepEd Commons, you can also link and sync other supported DepEd apps in the future using this account. Just one password to remember! Quicker and easier!

Thank you and keep safe always!

ALAIN PASCUA  
*Undersecretary, DepEd*

P.S.

For more information on DepEd, visit our official sites:

- <https://www.facebook.com/UseAlainPascua>
- <https://www.facebook.com/depedtayog>
- <https://www.facebook.com/DepartmentOfEducation.PH>
- <https://www.facebook.com/seclMB>
- <https://www.deped.gov.ph/>

## Change Your Password

Your email address has been successfully confirmed. Please set your desired password. Please set your desired password. Enter at least 8 characters.

Password

Password confirmation

Change my password

[Back to Home](#)

Figure 2. Change Password Page

## 1.2 Log in via DepEd Commons

For an activated teacher account, log in to DepEd Commons by following these steps:

Step 1. Go to <https://commons.deped.gov.ph/> and click **I am a DepEd Personnel** on user type login.

Step 2. Click **Login to Commons Account**.

Step 4. Enter your email address and password and click **Login to Commons Account** button. You will be redirected to the DepEd Commons Home page.

Email address

 user@email.com

Password

## 1.2.1 Send activation instructions

If you have not received any activation link on your email, click on [Didn't receive activation instructions?](#) at the bottom of the Log In page. You will receive an email regarding the activation of your account.

## 1.2.2 Reset Password

If you have forgotten your DepEd Commons account password, you may click on Forgot your password? at the bottom of the Log In 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.

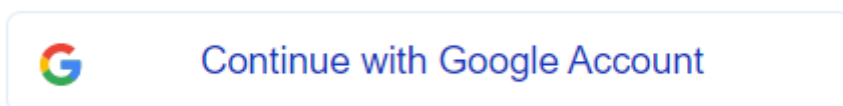
Step 3. Nominate a new password and click the Change my password button.

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

## 1.3 Sign in with Google

To log in with DepEd Commons using your GSuite/DepEd Gmail account, go to <https://commons.deped.gov.ph/> and click **I am a DepEd Personnel** on user type login.

Step 1. Click the Continue with Google button.



Step 2. Enter my GSuite/DepEd Gmail account and click Next.

## Sign in

to continue to [deped.gov.ph](https://commons.deped.gov.ph)

Email or phone

[Forgot email?](#)

[Create account](#)

Next

Step 3. Enter my GSuite/DepEd Gmail account password and click Next. You will be redirected to the DepEd Commons homepage.

## Welcome

 mobileapps.ios@deped.gov.ph

Enter your password

☐ Show password

[Forgot password?](#)

Next

## 1.4 Sign in with Microsoft

To log in to DepEd Commons via your DepEd Microsoft O365 account, go to <https://commons.deped.gov.ph/> and click **I am a DepEd Personnel** on user type login.

Step 1. Click the Continue with Microsoft button.



Continue with Microsoft Account

Step 2. Select Tenant and click the Sign In button.

## Select Tenant

NCR-1

Cancel



Step 3. Enter my O365 email. Click Next.



## Sign in

username@ncr1.deped.gov.ph

[Can't access your account?](#)

Next

Step 4. Enter the password to my O365 account. Click Sign In.



← lms.teacherdemo@ncr1.deped.gov.ph

## Enter password

Password

[Forgot my password](#)

Sign in

Follow the prompts to authenticate and authorize DepEd Commons to use Microsoft sign-in to login. After a successful login, you will now be redirected to the DepEd Commons homepage.



Figure 3. Teacher Log In Page



## Login as DepEd Personnel

[← Go back to user selection](#)

# 2. Teacher Portal



Continue with Google Account



Continue with Microsoft Account

The teacher portal page is where teachers 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 three (3) main parts of the home page.

or

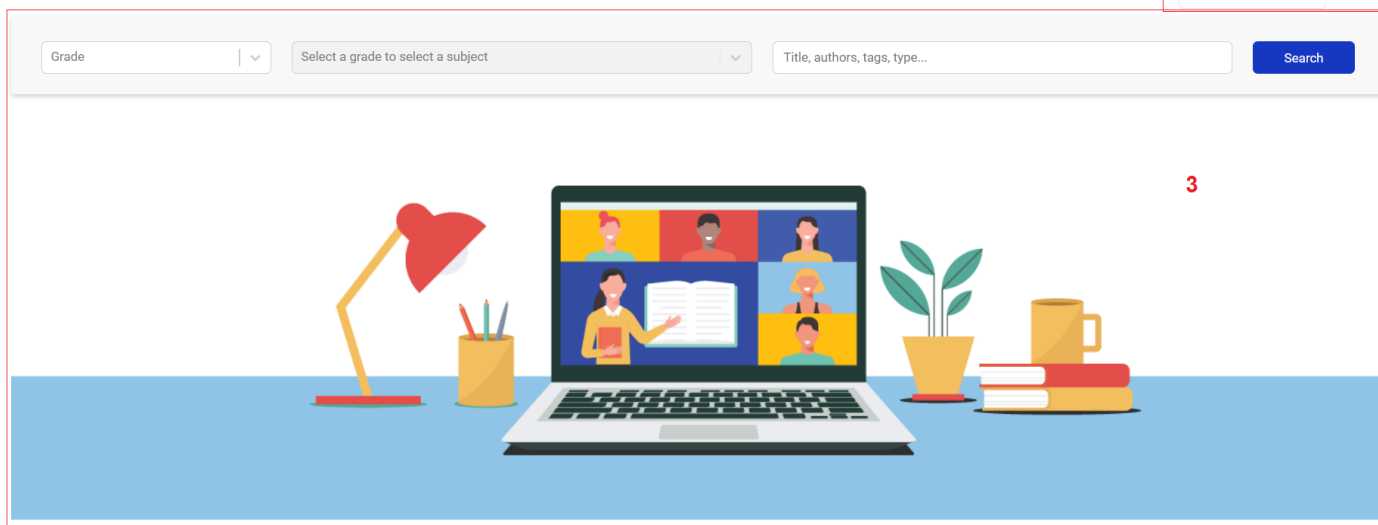
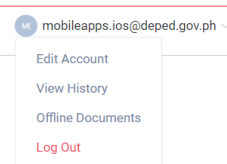
1. Header - In this portion, you will see a list of links that will help you access different parts of the web app. [Login to Commons Account >](#)
2. Account actions - you can view your account by clicking the top right portion of the header with you email address displayed. To edit your account, click on Edit Account and update your information or credentials. To log out, simply click on Log Out. Offline documents are also accessible on the drop down which will be explained further on a different section of this guide.
3. Main Content - All of the information will be displayed in this portion.



1

### Search Resources

2



3

Figure 4. Teacher Portal

## 3. Resources

### 3.1 Search Resources

In the home page, the search functionality is displayed for easier access of available resources that are published 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 published 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 published 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 published 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.

Figure 5. Search result of a search query

In Figure 5, the selected grade level is Grade 2, the subject is English, and the keyword used is "recognizing". The search query displayed two results where both resources are filed under Grade 2 - English with the keyword "recognizing" found on each title.

3.2 Resource Card



After the results are displayed upon your search query, you will see that there are 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. Category type - This specifies what type of learning material the resource is.
4. Number of downloads - The number of downloads is the total number of times a resource has been downloaded and viewed. Clicking on the link attached to a resource is counted as a view/download.
5. Ratings - Ratings are the average ratings given by teachers and students.
6. Likes - Likes are the total number of likes that students and teachers have given to the resource.
7. Writers - Authors and writers are displayed on the resource card.

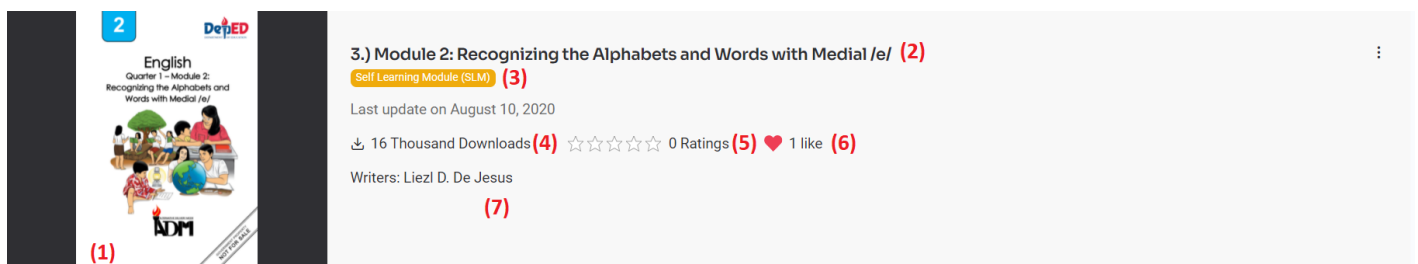


Figure 6. Resource Card Details

## 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 to rate and like the resource. 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. Learning Period - This indicates the learning period that the resource is used for.
2. Description - This portion contains any information relating to the resource.

3. Download or Go To link -To download the resource, click on the Download File button. To go to the link of the resource, click on Go to link.

To like a resource, simply click on the heart icon.

Parts 4 and 5 will be discussed on the next sections.

**3.4 Offline Documents**


**Figure 7. Full Information of a Resource Page**

Edukasyon sa Pagpapakatao  
Assessment  
Last update on April 30, 2021  
0 View/Downloads ☆☆☆☆☆ 0 Ratings

Download File Go To link

Offline documents are resources that can be accessed even without an internet connection. Follow these steps to make a document available offline and to access the offline document:

Step 1. Click on the three vertical dots shown on number 1 of Figure 7.

Step 2. Click on "Make Available Offline". You should see this icon  indicating that the document is available offline. This will make the resource downloadable even when you encounter internet disconnection.

Step 3. Click on the drop down at the top right corner of the header where your email is displayed. Select "Offline Documents." This will redirect you to the documents that you have made available offline.

Step 4. Click on the Download button to download the file.

Document Overall Ratings

Category	Rating
Content	☆☆☆☆☆ 0.0/5
Presentation	☆☆☆☆☆ 0.0/5
Relatability	☆☆☆☆☆ 0.0/5
Relevance	☆☆☆☆☆ 0.0/5
Suitability	☆☆☆☆☆ 0.0/5

Write a review

HOME

**Offline Documents**

8.) Module 4: Recognizing the Use of A/An + Noun Download Remove

1.) Unang Markahan - Modyul 1: Pagkilala sa Sarili Download Remove

1.) Modyul 1: Mga Selebrasyon sa Pilipinas Download Remove

Figure 8. Offline Documents Page

# 3.5 Reviews

Resources published on DepEd Commons can be rated. Overall ratings of a resource can be found on the resource information page as shown in Figure 7. To write a review and to rate the resource, follow these steps:


Step 1. Click on the Write a Review button.

Step 2. Rate the resource by criteria. The criteria for rating are Content, Presentation, Relatability, Clarity, and Suitability. Each criteria can be given a score of 1 to 5.

Step 3. Type in any additional comments if you have any. This is not a required step.


Step 4. Click the Submit Review button.

Currently rating for:

 3.) Module 2: Recognizing the Alphabets and Words with Medial /e/ Self Learning Module (SLM)


1. Content

The learning material adequately explains the topic covered.




2. Presentation

The learning material is engaging, creative, and thought-provoking.




3. Relatability

The learning material provides real-world examples and explanations that the learners can easily relate to.



4. Clarity

The learning material is presented with clear grammar and style that is easy to grasp and comprehend.



5. Suitability

The language, graphics, and other elements of the learning material are age-appropriate and suitable to the level of understanding of learners.






Figure 9. Page for Rating a Resource

On the resource page, you will see all the ratings of the resource including the rating that you have given.

Figure 10. Ratings of the Resource

Teacher Ratings 2		Student Ratings 2	
	<b>Demo Student</b> March 25, 2021		<b>JP Dorado</b> November 9, 2020
Overall Rating		Overall Rating	
 2.8/5		 3.0/5	

## 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 published resources under this category.

The screenshot shows the DepEd Commons interface for Grade 3 - Araling Panlipunan. At the top, there is a search bar with the text "Title, authors, tags, type..." and a "Search" button. Below the search bar, there are two filters: "Grade 3" and "Araling Panlipunan". The main content area displays a list of resources. The first resource is "4.) Modyul 2: Kinalalagyan ng mga Lalawigan sa Sariling Rehiyon" by Lovelyrose Mary L. Sabuga-a, with 28 Thousand Downloads, 0 Ratings, and 0 likes. The second resource is "5.) Modyul 3: Populasyon ng Iba't Ibang Pamayanan sa Sariling Lalawigan" by Ledie Lou C. Superales, with 6.6 Thousand Downloads, 0 Ratings, and 0 likes. Both resources are marked as "Electronic SLM" and "Self Learning Module (SLM)".

Figure 11. 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.

## 5. View History

DepEd Commons has a view history feature where you can see a list of resources that you have downloaded, made available offline, or have clicked on the link. This feature can help you check which resource you downloaded most recently or what resource you have checked out.

## View History




	<b>1.) Modyul 1: Mga Selebrasyon sa Pilipinas</b> <b>Self Learning Module (SLM)</b> Grade Level: Grade 5    Category: Arts (Sining)    Learning Period: 1st Quarter
🕒 Last viewed about 3 hours ago	
	<b>1.) Unang Markahan - Modyul 1: Pagkilala sa Sarili</b> <b>Self Learning Module (SLM)</b> Grade Level: Grade 1    Category: Edukasyon sa Pagpapakatao    Learning Period: 1st Quarter
🕒 Last viewed about 3 hours ago	
	<b>8.) Module 4: Recognizing the Use of A/An + Noun</b> <b>Electronic SLM</b> Grade Level: Grade 2    Category: English    Learning Period: 1st Quarter

Figure 12. View History Page

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