User Guide for Uploader

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1. Accessing DepEd Commons

1.1 Log in to DepEd Commons

As an uploader, 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 bottom left.

Step 2. Select Login as Uploader.

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

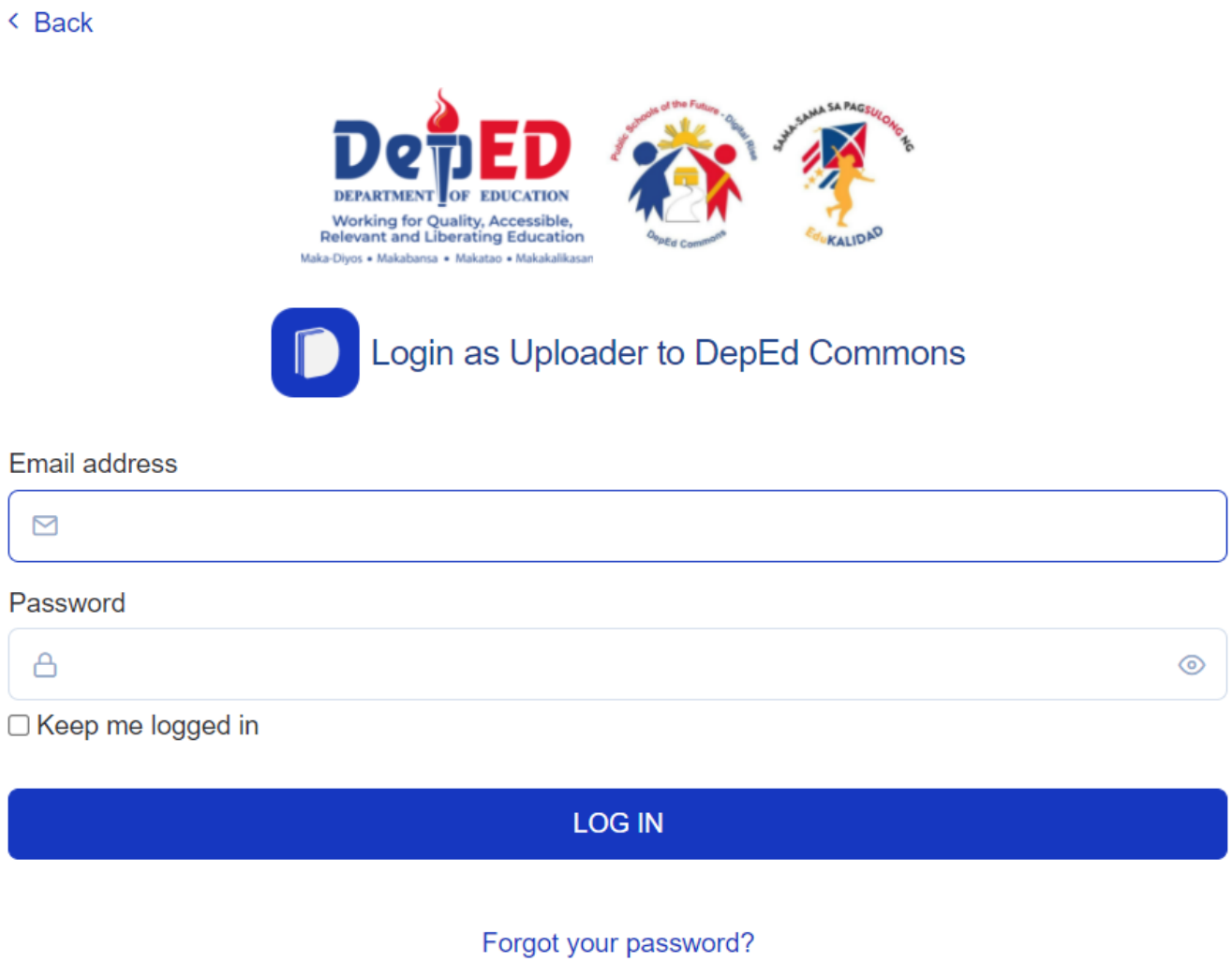


Figure 1. Login Page for Uploader

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 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.

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2. Uploader Portal

The uploader 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 three (3) 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. Account action buttons - These two buttons are what you will need to use for uploading resources.
3. Main Content - All of the information will be displayed in this portion.

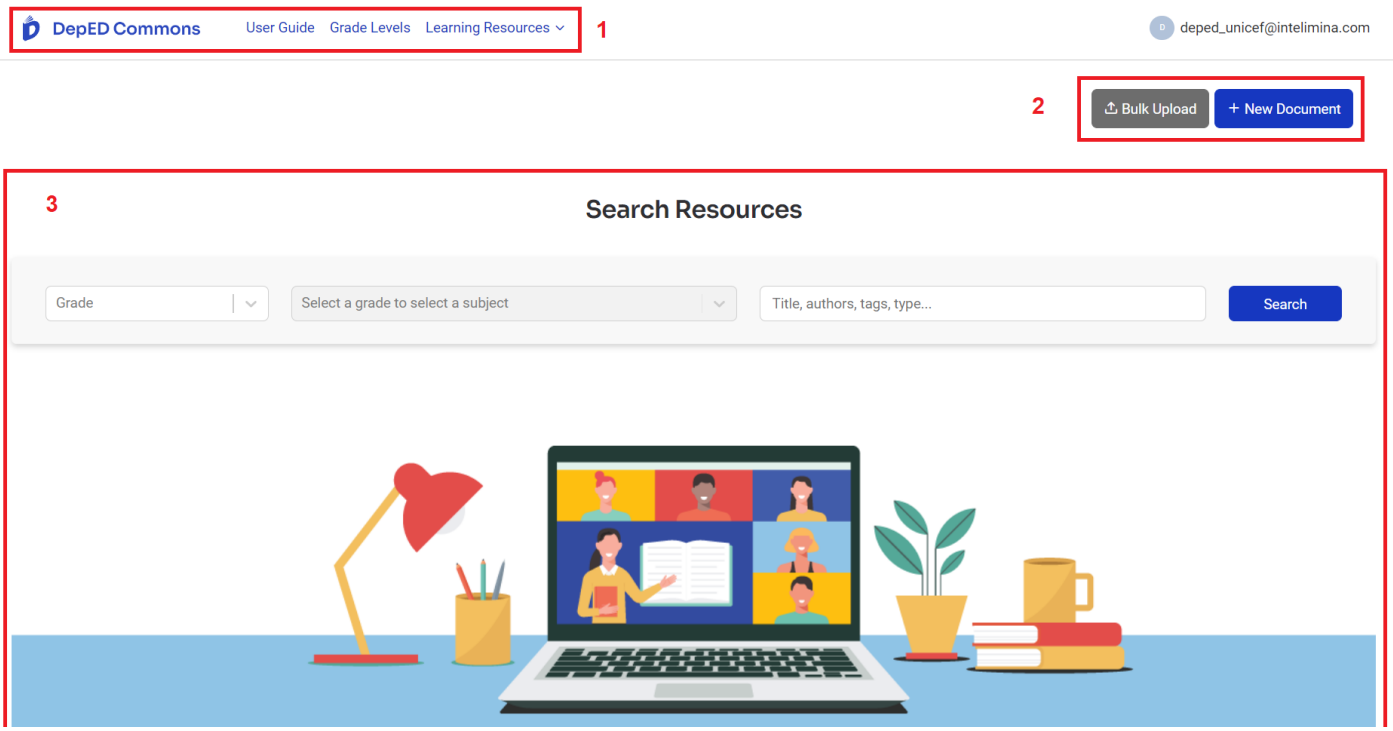


Figure 2. Uploader Portal

3. Upload Resources

As an uploader, you will mainly use the two buttons found on the home page which are the Bulk Upload and the New Document button. Bulk uploading allows you to upload more than one file at a time while clicking the New Document button will only allow you to upload one file at a time.

3.1 Bulk Upload

To use the bulk upload functionality, follow these steps:

Step 1. Click the Bulk Upload button.

Step 2. In the box where it says "Drop files here to upload", simply drag and drop the files that you want to upload or click on the said box and a file manager will appear for you to select which files you want to upload.

Step 3. Input a title for each file and select the learning period, grade level and subject where each file should be uploaded as shown on Figure 3.

Step 4. Click on the Start Upload button and the files will be uploaded on the web application.

Click on "Visit" beside the uploaded file to go to its individual page where you can update or edited any information of the uploaded resource.

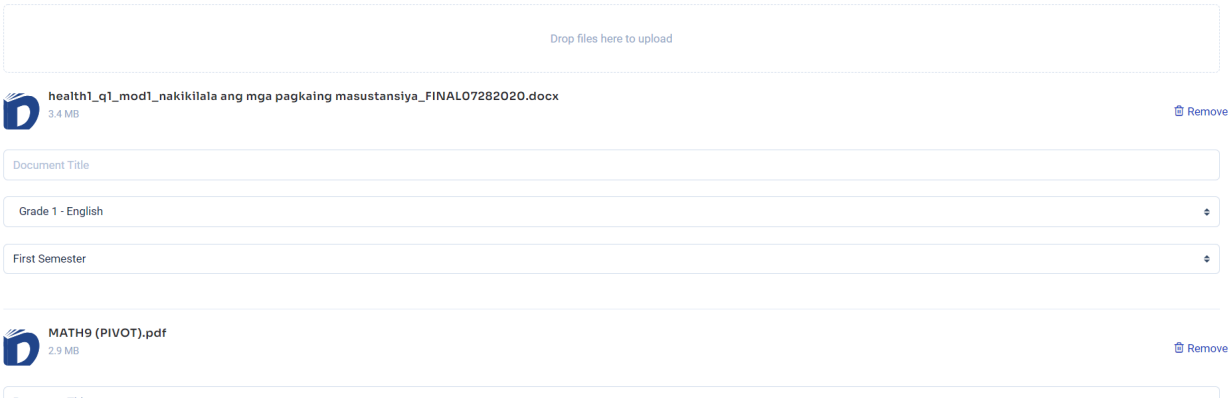


Figure 3. Files Selected for Bulk Uploaded

3.2 Upload a File

To upload a single file, simply follow these steps:

Step 1. Click the New Document button.

Step 2. Fill out the form. Provide a link, attach a file, and a thumbnail if you have any. Make sure to fill out the required fields. The required fields(*) and optional fields are the following:

- **Ordinality** - This is an optional field for the display order of the document.
- **Title*** - The title of the document is a required field that needs to be filled.
- **Description** - An optional field to describe the document briefly.
- **Category*** - A dropdown list to choose for the grade level and subject that the document belongs to. This is a required field.
- **Resource Type*** - A dropdown list to set a document’s resource type. It can be an assessment, game/puzzle, interactive offline, presentation, video, mobile application, activity sheets and notes, self-learning module, electronic SLM, or a supplementary resource material.
- **Learning Period** - This field sets which learning period a document is for (1st quarter, 2nd quarter, 3rd quarter, 4th quarter, 1st semester, 2nd semester, or N/A). If an Uploader leaves this field as blank or without setting a value, then the uploaded resource will not be visible

by other user accounts.

- **Tags** - This can be a word or group of words that will help in searching for particular documents.
- **Link** - An uploader may provide a link if a document is available online.
- **File** - An uploader selects a file or multiple files to upload on the web application.
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- **Thumbnail** - This is an image that will be shown as a thumbnail for the document.

Step 3. Click the Create Document button.

An uploaded document will have a "Pending Approval" status which means that it is subject for approval of an Approver. It will only be visible on the Resource Module if it has been approved and published.

Image not found or type unknown

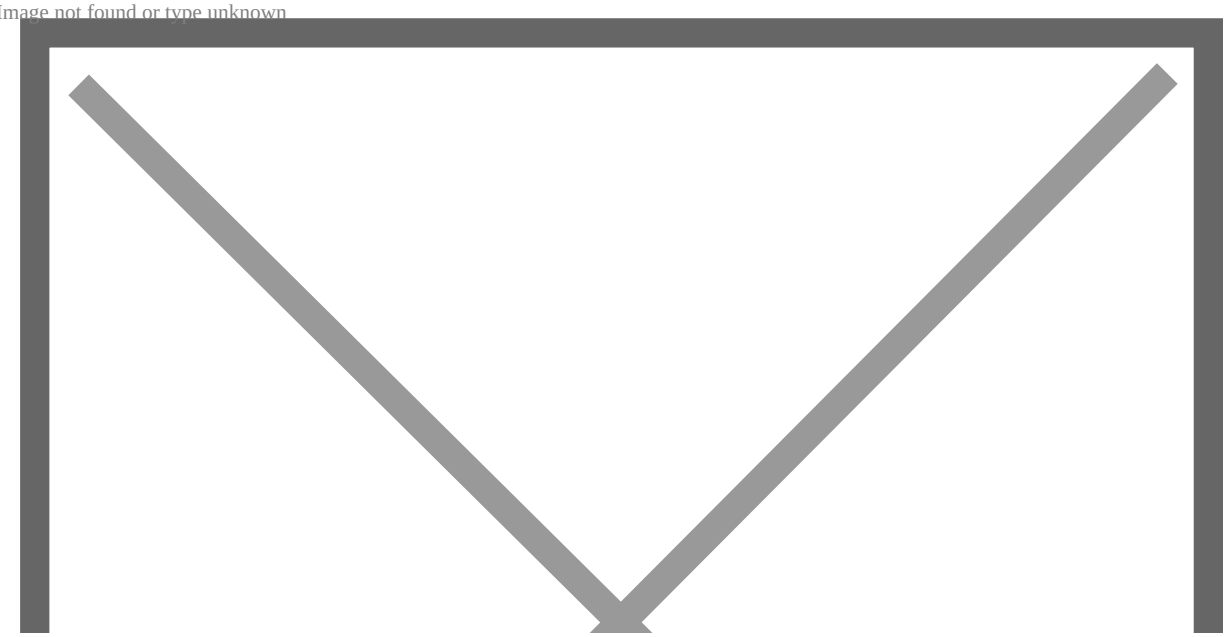


Figure 4. New Document Form

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4. My Uploaded Files

As an uploader, you can access the files that you have uploaded on DepEd Commons through this page. Follow these steps to see your uploaded files:

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 "My Uploaded Files" on the dropdown selection. You will see the Grade Levels page. The number beside each grade level indicates how many files you have uploaded on that grade level.

Step 3. Select a grade level from the list. This will redirect you to the list of subjects under the grade level you selected. The number beside each subject indicates how many files you have uploaded on that subject.

Step 4. Select a subject from the list. This will display all the resources that you have uploaded on the grade level and subject that you selected.

On the next section, we will further discuss the resources and all the details posted about a resource.

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5. Resources

5.1 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 tile 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.

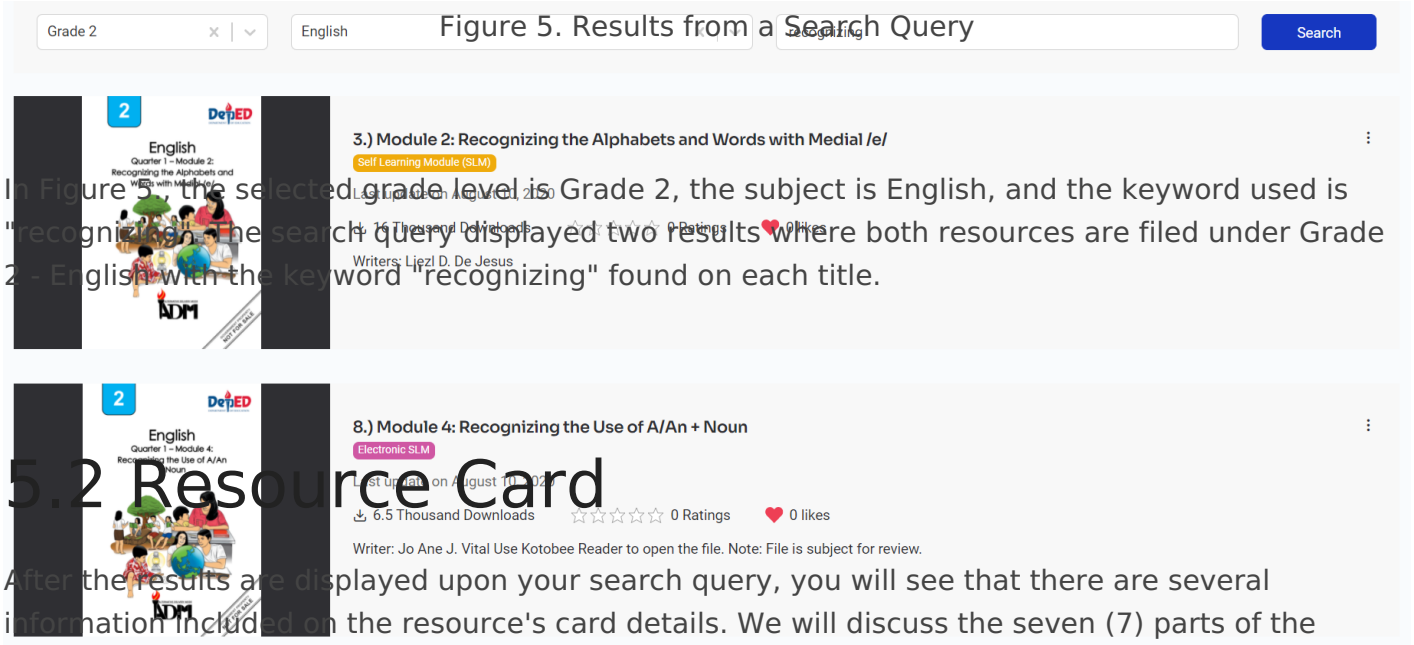


Figure 5. Results from a Search Query

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.

5.2 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. Clinking 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.

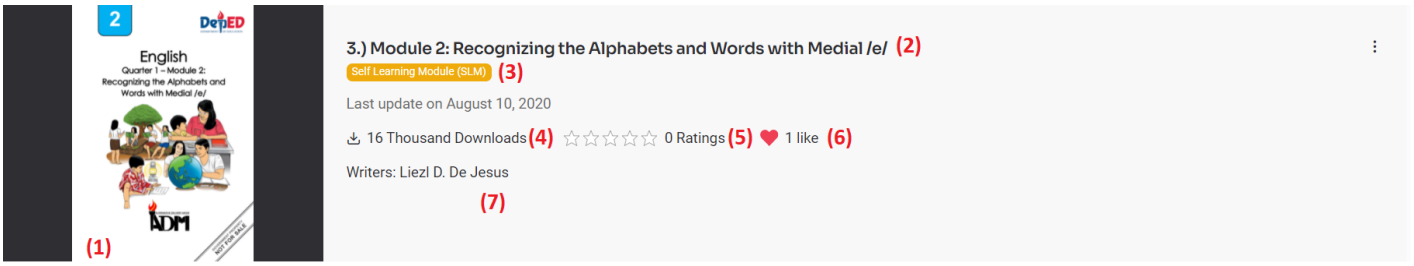


Figure 6. Resource Card Details

5.3 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 download the resource, go to provided link, and edit 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. 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. This section will only be visible to files that you have uploaded.

2. Edit Document - Click the Edit Document button to update the resource that you have uploaded. You can only edit documents that you have uploaded.

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, 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 is displayed if there are any ratings made on the resource.

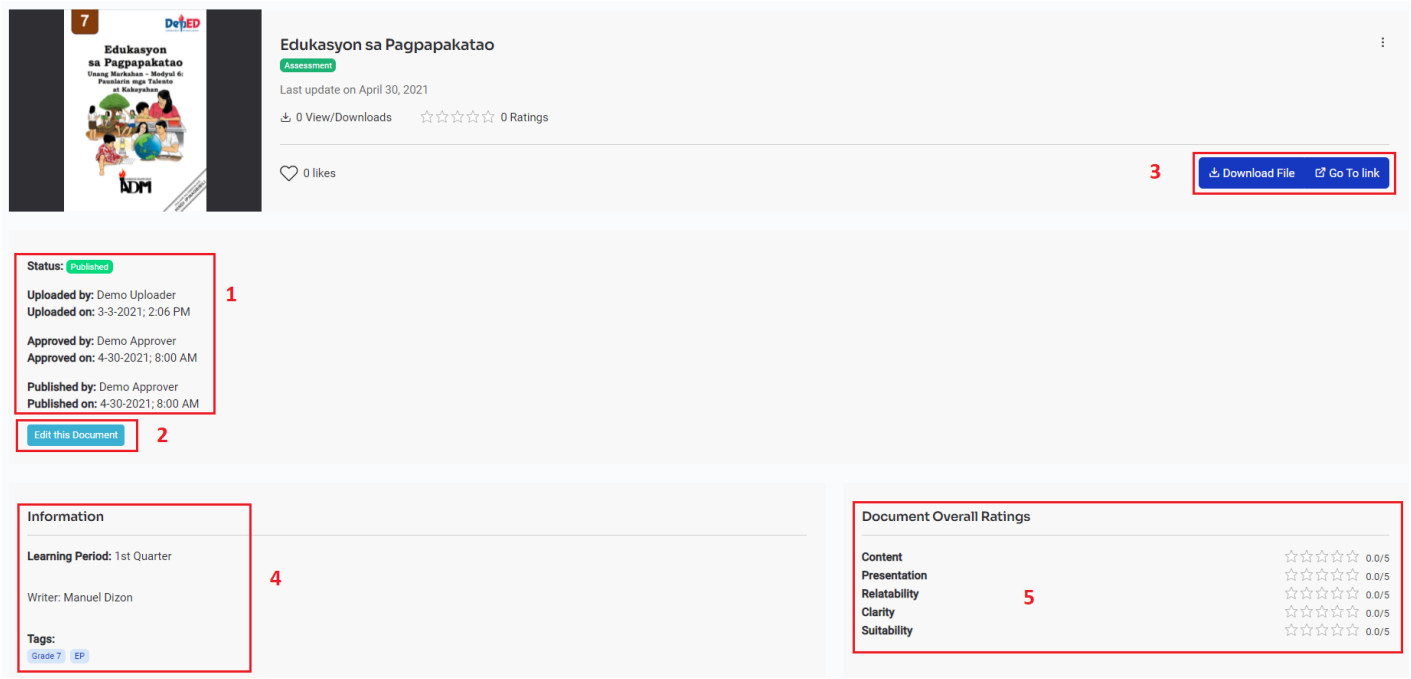


Figure 7. Full Information of a Resource Page

6. 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.

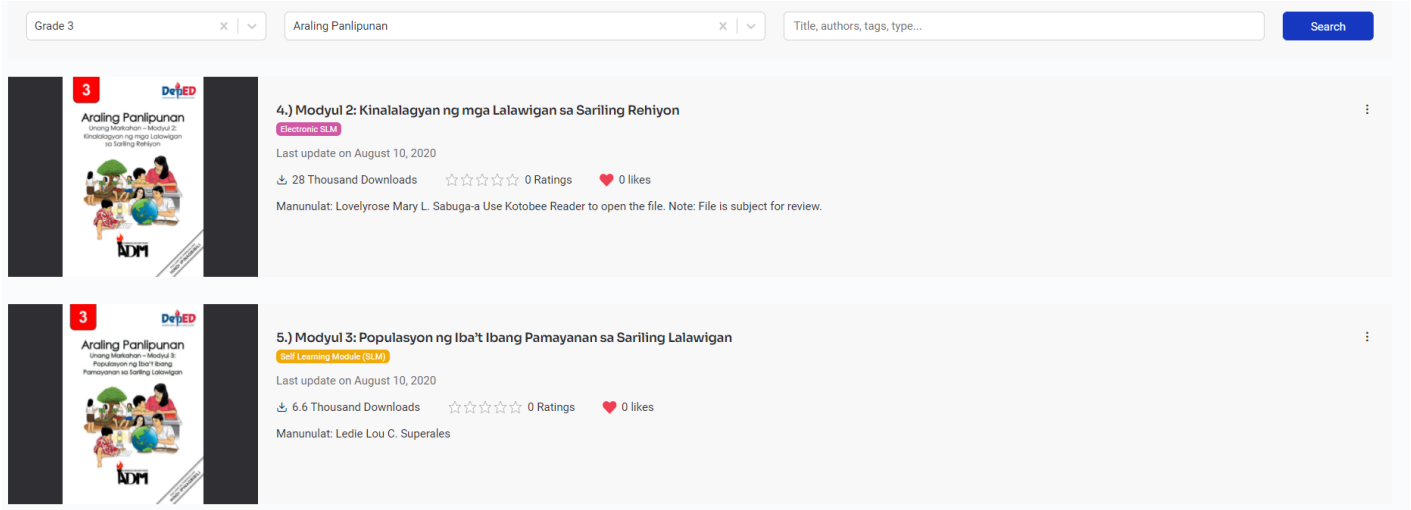


Figure 8. List of Resources in Grade 3 - Araling Panlipunan

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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7. Edit Account

As an uploader, 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 9. Edit Account page to update personal details and login credentials.

