



**P L M**  
AMANTASAN NG LUNGSOD NG MAYNILA

Opening the Gates to the Future

# Electronic Grades Full-scale Implementation

**Memo VPAA-12-1001-01**

**Coordination Meeting of All Undergraduate Colleges, OUR & ITC  
An Accomplishment Report on the Clamor for Innovative Academic Services**

**Dr. Neri S. Pescadera**

**OIC-Vice President for Academic Affairs  
*Presiding Officer***



Microsoft®  
Live@edu

# PAMANTASAN NG LUNGSOD NG MAYNILA

Joins thousands of Schools and Universities worldwide which adopted Microsoft Live@edu


# Evolution

Being a leader and a model institution of higher learning in the Philippines, PLM is the pioneer among Colleges and Universities to use the worldwide Microsoft Live@edu Program, giving its choicest faculty and staff access to the various communication and collaboration tools available in the program. On August 20, 2009, the implementation was carried out to provide optimal service for the first time in its history. Notably, PLM now holds the distinction as the "first university in the Philippines to deploy the worldwide Live@edu program in full-scale."

Signed this 13<sup>th</sup> Day of November 2009 in an official ceremony at PLM grounds, Intramuros, Manila.

  
Atty. Adela Cruz  
President

Pamantasan ng Lungsod ng Maynila

  
Dir. Garry Erwin N. de Gracia  
Information Technology Director  
Pamantasan ng Lungsod ng Maynila

  
Feme Cruz  
Live@edu Program Manager  
Microsoft Philippines

  
Michelle Casio  
Academic Lead  
Microsoft Philippines

How it all started

# Historical Evolution



## 2009:

- Industry-academe institutional linkage with Microsoft
- Formal public signing ceremonies at UAC
- Formal-looking, corporate-sounding official eMail
- Provisioned 9,000 across all colleges
  - Provisioning of 2,000+ freshmen, annually, henceforth
- Gateway to “single sign-on” digital services (eGrades)

# Historical Evolution



## 2010:

- Formal visit to the Phils. and PLM by Steve Haite, Microsoft's Singapore-based director for Asia-Pacific
- Meeting with the entire PLM academic community  
TOP Room (with all colleges, faculty, SSC, OSDS, OUR and ITC)
- Utilizing the official PLM accounts as “single sign-on” for upcoming innovative academic services
- “Ideas exchange” gave birth to the eGrades concept
  - ✓ CMP: Multi-stakeholder approach; co-optive



# Historical Evolution

- **30 July:** Based on partnership, secured authority from EVP to proceed
- **06 Aug:** Strategic & Tactical planning meeting among the **Core Group:** OUR, OSDS, AEAPI, SSC, ITC and Microsoft: Overwhelming response  
CG recommended to meet all colleges as this innovation is deemed urgent  
*CMP:* “Exponentially escalating parallel test” to mature progressively
- **12 Aug:** Strategic & Tactical Planning: all colleges (deans, etc.), DP + CG  
Implementation Strategy towards maturity: 4 expanding pilot stages  
Capability Maturity: Preparatory to full-scale deployment by SY 2012-2013  
Body demanded for program continuity to also cover online enrollment soon
- **18 Aug:** Formal progress report to EVP, including VPAA  
Reported the results: Unanimous clamor of the entire Academic Community
- **06 Sep:** Coordination meeting with Deans, faculty, OUR & Microsoft ▶
- **14 Sep:** Formal progress report to VPAA on expansion recommendations

# eGrades Expanding Pilot



**1<sup>st</sup> Semester, SY 2010-2011:** Pilot Block

**2<sup>nd</sup> Semester, SY 2010-2011:** Pilot Department

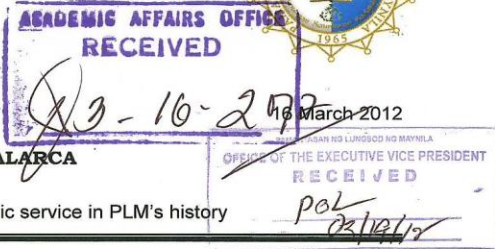
**1<sup>st</sup> Semester, SY 2011-2012:** Pilot Level (1<sup>st</sup> Yr)

**2<sup>nd</sup> Semester, SY 2011-2012:** Pilot College (CET)

The last pilot was a defining moment: Endorsement of database softcopy by OUR-SIS has finally enabled the use of the “web portal access” developed internally by ITC.

After two (2) years of Expanding Pilot, a *Full-scale Implementation* across all colleges has been slated starting 1<sup>st</sup> Semester, SY 2012-2013.





**MEMORANDUM** ITC-12-0316-01

For: **Atty. GLADYS FRANCE J. PALARCA**  
**Executive Vice President**

Subject: Blazing of the first online academic service in PLM's history

- Through the inspiration extended by the current enlightened leadership, we are pleased to report the availability of the first online academic service -- initially through a web-portal and subsequently through a mobile gateway. The eGrades system delivers the grades of the scholars right at their fingertips and at the comfort of their homes -- anytime, anywhere.
- Impacts.** One of the visible impacts of this innovation is that there will be no need for our scholars to come to PLM several days in a row to wait for their professors to release their grades individually, at times without positive results. This translates to:
  - Lesser warm-bodies loitering around or inside the campus in many days
  - Lesser expenses for the scholars (fare to/fro PLM, snacks, lunch/dinner x no. of days)
  - Such other premiums as indicated in the eGrades whitepaper/conceptual framework
- Plans.** The online eGrades system is currently on pilot deployment to the CET scholars. Plan arrangements with the Vice President for Academic Affairs is to implement this to all colleges in the coming school year. Next steps include the mobile integration, as well as inclusion of grades in the past and upcoming semesters to become accessible online.
- Cost.** Except for the usual physiological needs defrayed by personal funds, this project did not entail any cost at all. Instead, it is characterized by the optimal utilization of current resources, including the official CEP media tools (PLM Website and InfoBoard), database sharing, and manpower services that toiled for sleepless nights (ITC personnel, protégé alumni and graduating students, with support from the CET-CS Dept.). Essentially, no government fund was spent to successfully achieve this innovation.
- Gateway.** This innovation will serve as the gateway to more innovative academic services in the future. In fact, this will only be the beginning. With your clear vision and plans for "paperless, environment-friendly and stakeholder-empowering academic services," there is no doubt we could accelerate our gear to more trailblazing modernization that are essential to our quest for better public services and academic excellence.
- Thank you.

**GARRY ERWIN N. DE GRACIA**

Noted by:  
  
**Dr. NERI S. PESCADERA**  
OIC-Vice President for Academic Affairs

- In any innovative undertaking:
- ✓ The **impact** of the results must be visible and landscape-changing, if not phenomenal.
  - ✓ Cost must be minimal: In the eGrades, **NO cost** was entailed to deliver the *Proof-of-Concept*.
  - ✓ Objective must be prescribed by the important stakeholders in pursuit of better welfare: The eGrades was a clamor of all the academic community combined, supported by the Top Management & managed by in-house talents.
  - ✓ As with any system, it is a *Work in Progress* (WIP). Plans to further innovate towards expanding its current features, etc., is a continuous, unending cycle. Moving forward is not only an option, but the only way to go.



# Full-Scale Implementation

## SIMPLIFIED PROTOCOLS

### For Colleges & Faculty:

Essentially, **NO** change in the current processes

1. Faculty to submit signed ROGs to the College
2. College to forward signed ROGs to the OUR

**Classcards to be deposited with the College:** Filled-up  
For CET: Totally NO distribution of classcards to the students anymore  
Other colleges: To implement eGrades; May still distribute classcards





# Full-Scale Implementation

## SIMPLIFIED PROTOCOLS

For the OUR-SIS:

Essentially, **NO** change in the current processes

1. OUR-SIS encoders to encode grades



# Full-Scale Implementation

## SIMPLIFIED PROTOCOLS

### Interfacing between OUR-SIS & ITC:

Essentially, **NO** change in the current processes

1. OUR-SIS to export necessary database
2. OUR-SIS to endorse exported database to ITC
3. ITC to receive the endorsed database

# Full-Scale Implementation



## SIMPLIFIED PROTOCOLS

### For the ITC:

Essentially, **NO** change in the current processes

1. ITC to access the eGrades system on the cloud
2. ITC to upload the database to the cloud



# Full-Scale Implementation

## SIMPLIFIED PROTOCOLS

### For the Students/scholars:

For CET, **NO** change in the current process.

For all other colleges, the new process is to be observed.

1. Access the official PLM website, [www.plm.edu.ph](http://www.plm.edu.ph)
2. Click on the eGrades link icon
3. Enter the official PLM account and password

[Download](#) sample screen shots

# Full-Scale Implementation



**Are there publicly available MANUALS?**

**YES!**

**Since this has been in place and there is no change:**

- 1. Manual/instructions were since uploaded:**
  - a) Official PLM Website: [www.plm.edu.ph](http://www.plm.edu.ph)**
  - b) Official FB Page: [www.fb.com/PLM.CEP](http://www.fb.com/PLM.CEP)**
- 2. Posters: Conspicuous posting on bulletin boards**
- 3. Circulation of memos (Memo VPAA-12-1008-01)**

# Operational Protocols



## Frequency of Updating

### Field research:

- 1. UST: Every 2 hours (2-hour cycle)**
- 2. Adamson: Every 2 hours (2-hour cycle)**  
**Encoding of grades: Prelims, Midterms & Finals**
- 3. PLM (During last pilot): End-of-day (Every 6pm only)**
- 4. PLM (This FSI): 17, 19 & 22 October (Every 6pm only)**
- 5. PLM (Future FSIs): End-of-day (Every 6pm only)**





Republic of the Philippines  
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**Office of the Vice President for Academic Affairs**

**MEMORANDUM VPAA-12-1008-01**

08 October 2012

**For: College Deans, Faculty Members and All Concerned**

**Subject: eGrades Full-scale Implementation, SY 2012-2013**

1. Since 2010, an expanding eGrades pilot was deployed in preparation for a full-scale implementation this SY 2012-2013. The project was in response to a clamor and prescription by the entire academic community, enunciated in strategic planning sessions in 2010 at the Regents' Lounge and the TOP Room, for the technology enhancement of our academic services. This was heeded to by the administrative sector for apt implementation and, two (2) years after, it is coming back to fulfill that strong commitment before its important stakeholders.
2. The last pilot stage (2<sup>nd</sup> Sem, SY 2011-2012) was a defining moment in our continuing quest for innovative academic services and our departure from the traditional, archaic ways. The eGrades system has since been available online and is accessible thru web access.
3. Essential agreements in the Coordination Meeting with the deans, college officers, the OUR and the ITC, which was presided by the undersigned on 04 October 2012, are as follows.
4. Protocols. These modest protocols shall govern the current implementation stage.
  - a. All entities shall follow the exact, similar procedure as they have since been performing:
    - The faculty shall submit all signed ROGs to the college
    - The college shall endorse all signed ROGs to the OUR
    - The OUR-SIS shall encode all official grades and endorse the extracted data to the ITC
    - The ITC shall upload the endorsed database to the eGrades system
  - b. At the close of office hours of 17, 19 and 22 October, the OUR-SIS will endorse the database to the ITC. The ITC will upload the end-of-day transactions on said initially designated dates at past 6pm. Pls. advise the scholars that said eGrades updates may be accessed shortly.
  - c. Web Portal Access by the SCHOLARS:
    - Log-in to the official institutional website of PLM ([www.plm.edu.ph](http://www.plm.edu.ph)). Click eGrades.
    - Use your *official PLM account* as username and your *Student Number* as the default password. Your grades for the semester then-ended will be shown.
    - Print your eGrades as desired, then click "Log-out."
  - d. For the verification of log-in accounts, a list shall be available at the ITC and at the Library Internet Station, specifying the respective *official PLM accounts* <name@plm.edu.ph>.
    - For security purposes, the email password is different from the eGrades password.
    - Issues and concerns shall be directed to the ITC for clarification and/or resolution.
5. The CET, after having previously benefited from the advantages of the eGrades system and has expressed its strong belief on the indispensability of the new system, has elected not to issue the traditional classcards anymore. In light of the small time element towards enrollment, the other colleges still in transition may yet distribute said traditional classcards at the behest of the respective Deans. This should not be misconstrued in any way, however, as a step backward as traditional classcards are intended to be supplanted henceforth by the online eGrades.
6. We express with heightened candidness our gratitude to your full support and utmost cooperation to our shared aim of instituting innovations to our institutional academic services.
7. Thank you.

NERI S. PESCADERA

cc: Office of the President  
Office of the Executive Vice President



The Vice President for Academic Affairs, a firm believer in modernization and a staunch supporter of the eGrades innovation, presided and addressed the meeting of the academic architects of the first innovative change in PLM's academic services, held at the Ideas Exchange Room on 04 Oct 2012.

His keynote focused on the overriding need for the eGrades to be a mainstream program of PLM as a by-product of the synergy of efforts of the whole academic community and fully supported by the PLM Administration as a priority development program.

He issued a [memo](#) to all concerned on the protocols that would govern the first full-scale implementation, covering all colleges (VPAA-12-1008-01).

# Next Steps/Future Track



## Wish List of the Academic Community

### Prescribed further innovations

**What further innovations do you intend to see?**

- 1. Direct access and encoding by faculty? Yes!**
- 2. Mobile access by scholars and parents? Yes!**
- 3. GWA & AcadStatus to be part of the SIS database**
- 4. Online enrollment to ease out long lines**
- 5. Possibilities are actually limitless...!**