Greetings in the name of our Lord Jesus Christ.

We are pleased to inform you that starting February 23, 2016, you can view the Mathematics component and subcomponent grades of your children. Components are recitation, seat works, project, assignment, quizzes, unit test, quarter exam and other assessments in a quarter. Subcomponents are the activities done under a subcomponent (e.g., quiz 1, seat work 1).

Please see procedures below to access the Mathematics online grade viewing:

1. For better grade viewing experience:
   1.1 Avoid multiple simultaneous access of your child’s account so as not to congest the system
   1.2 Use any web browser except Internet Explorer

2. Grade viewing procedure
   2.1 Go to www.jca.edu.ph
   2.2 Click ONLINE GRADE VIEWING in the news slider at the bottom of the webpage
   2.3 Read the landing page for instructions. Click the link at the end of the landing page to start grade viewing
   2.4 Log in to the Student Access Module by typing student ID as username and password
      2.4.1 Click Grades tab on the menu
      2.4.2 Click Component
      2.4.3 Click Mathematics tab
      2.4.4 See first column for the component and subcomponents of Mathematics
         2.4.4.1 See the percentage beside the component; for example: HOMEWORK - 10%, indicating the weight of the component in the final quarter grade of Mathematics
         2.4.4.2 See the number in the parenthesis beside the subcomponent; for example: HOMEWORK 1 (20), indicating the total number of points for that subcomponent
      2.4.5 See the second to fifth columns indicating the quarter (e.g., 1 means first quarter, 2 means second quarter)
      2.4.6 See the cell intersecting the component and quarter for the total number of points of the component and its transmuted grade
      2.4.7 See the cell intersecting the subcomponent and the quarter for the points earned in that subcomponent for that quarter
2.4.8 See sample table below:

<table>
<thead>
<tr>
<th>Component</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOMEWORK - 10%</td>
<td>47 = 94</td>
<td>54 = 90</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>HOMEWORK 1 (20)</td>
<td>20</td>
<td>19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOMEWORK 2 (20)</td>
<td>20</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOMEWORK 3 (10)</td>
<td>7</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOMEWORK 4 (10)</td>
<td></td>
<td></td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

2.4.9 Take note that the components and subcomponents with their points may vary across quarters.

2.4.10 Click Sign out

3. Since the viewing of components and subcomponents is in its pilot stage, error may occur. For example, other subjects maybe highlighted when you click it; however, the components and subcomponents will not appear. Kindly email the Elementary Department at elem@jca.edu.ph should you notice error(s) in the Mathematics components and subcomponents. Thank you for bringing the error(s) to our attention.

4. The viewing of other subject areas such as Araling Panlipunan, English, Filipino and Science will follow once Mathematics viewing is refined. Please ensure that your children know their passwords as they would use them to view their grades in school as part of online grade viewing dry-run.

Thank you for your continuous understanding and support. We apologize for the inconvenience you encounter while we customise the online grade viewing program. Please continue to pray that we will be able to complete it soon and well.