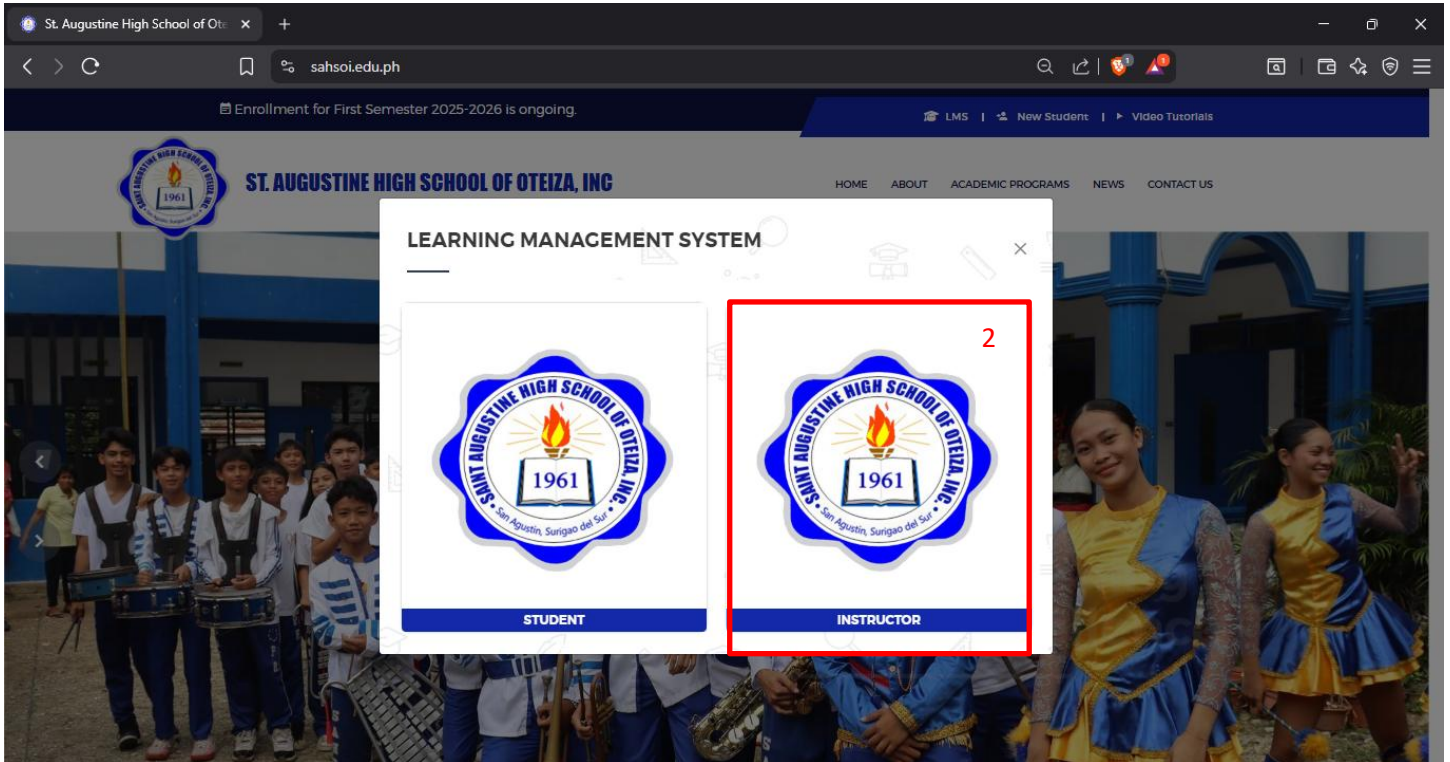


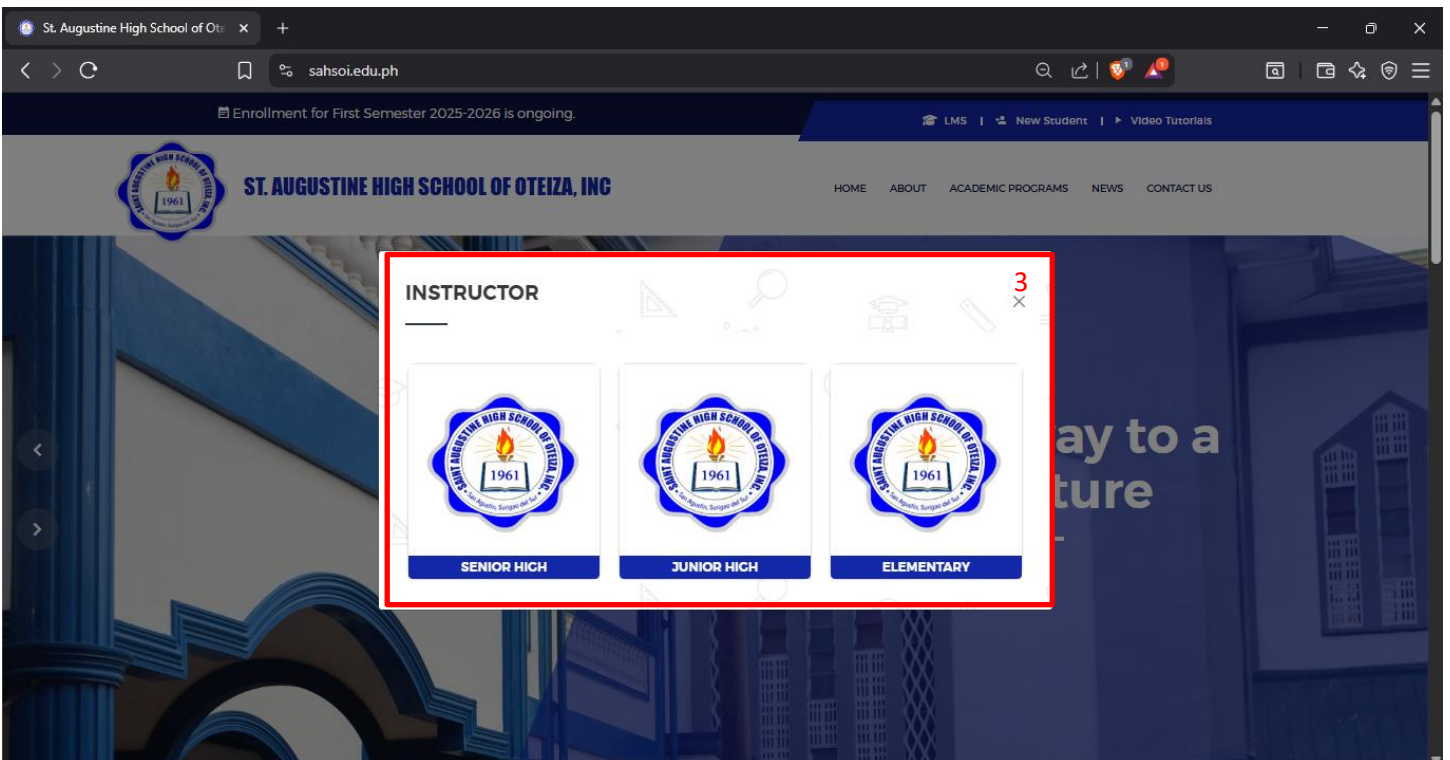
SAHSOI LMS Guide – (Instructors)

How to access the SAHSOI LMS?

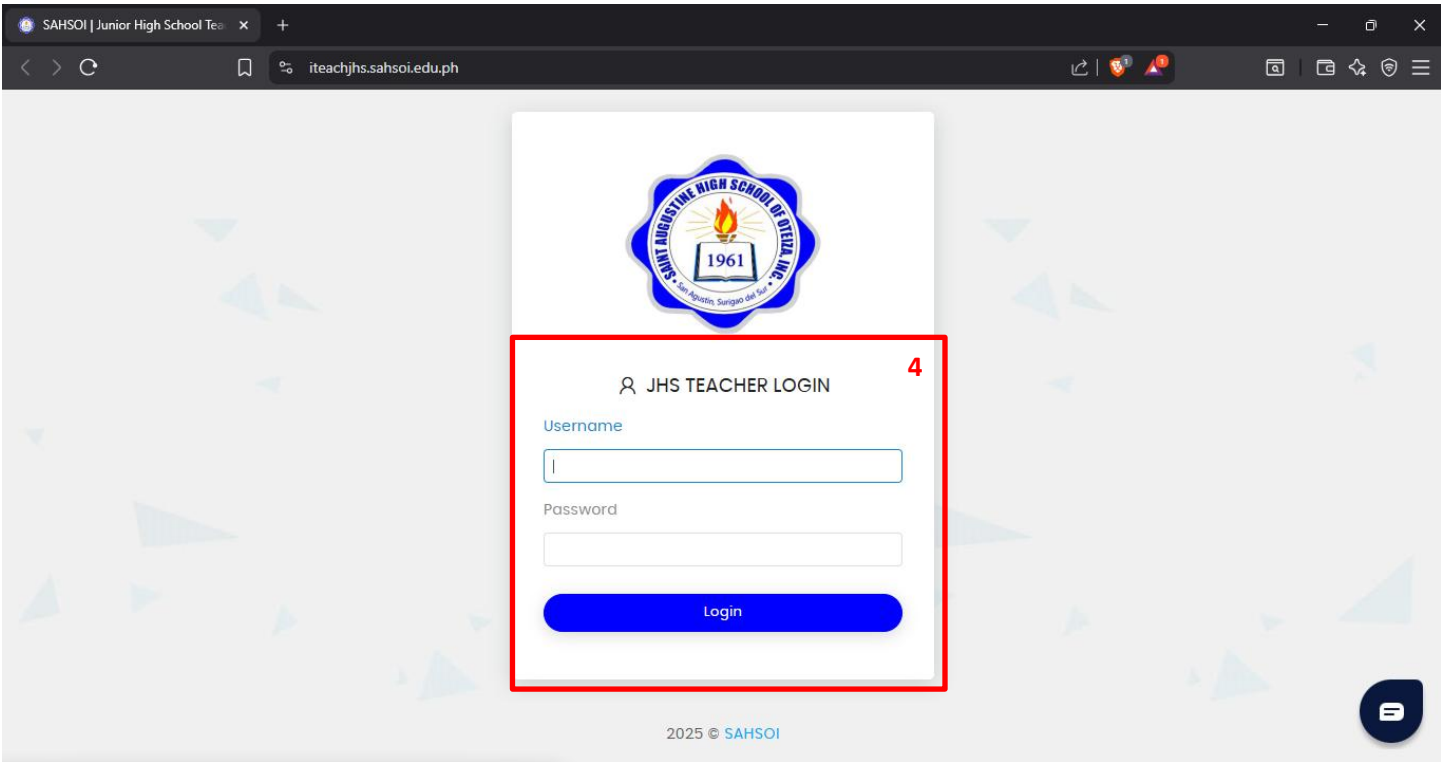
1. Open any browser and go the school's website at **sahsoi.edu.ph**, then click the **My Portal** button.
2. Choose **Instructor**.



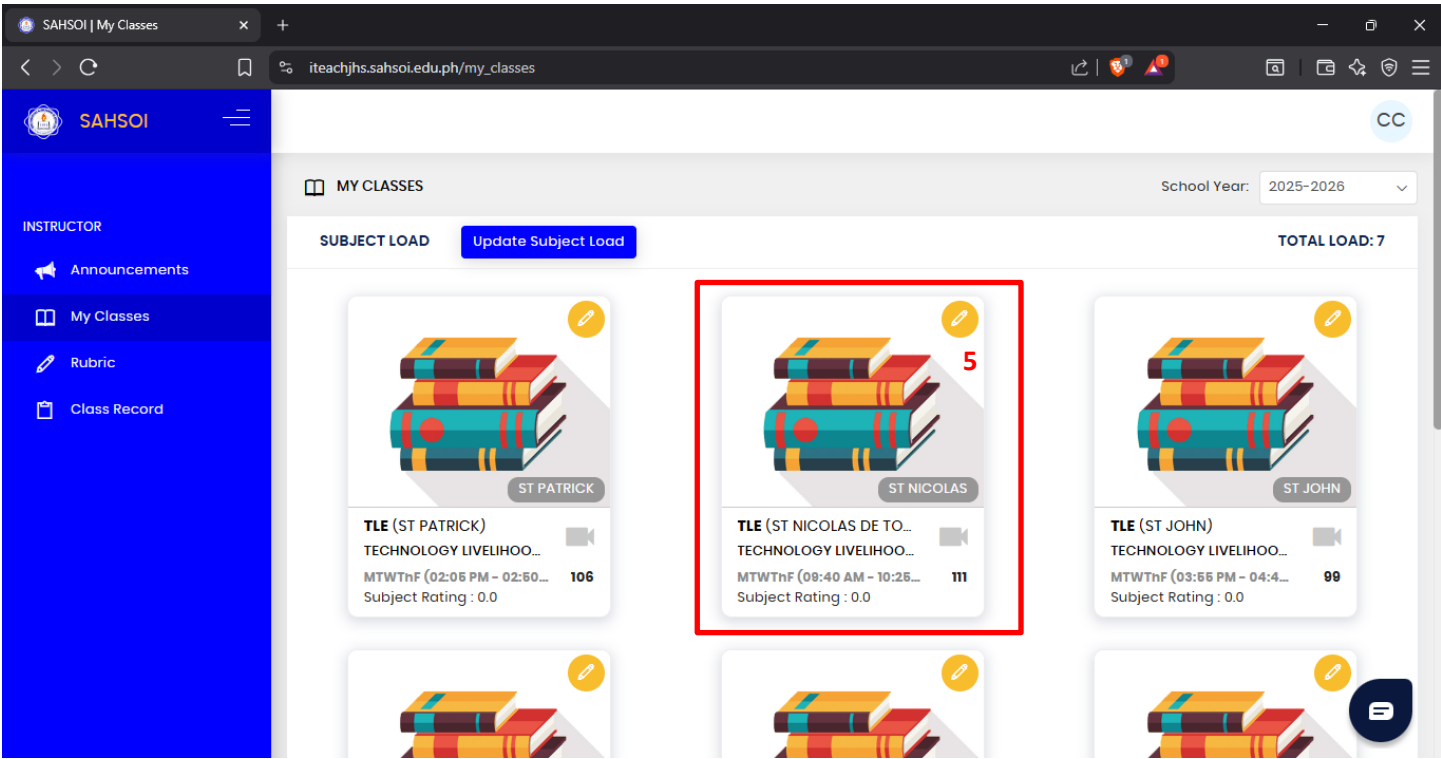
3. Choose account type (SHS, JHS, ELEM) and click **Login Account**.



4. Login to your account using your **Username** and **Password**, and click the **Login** button.

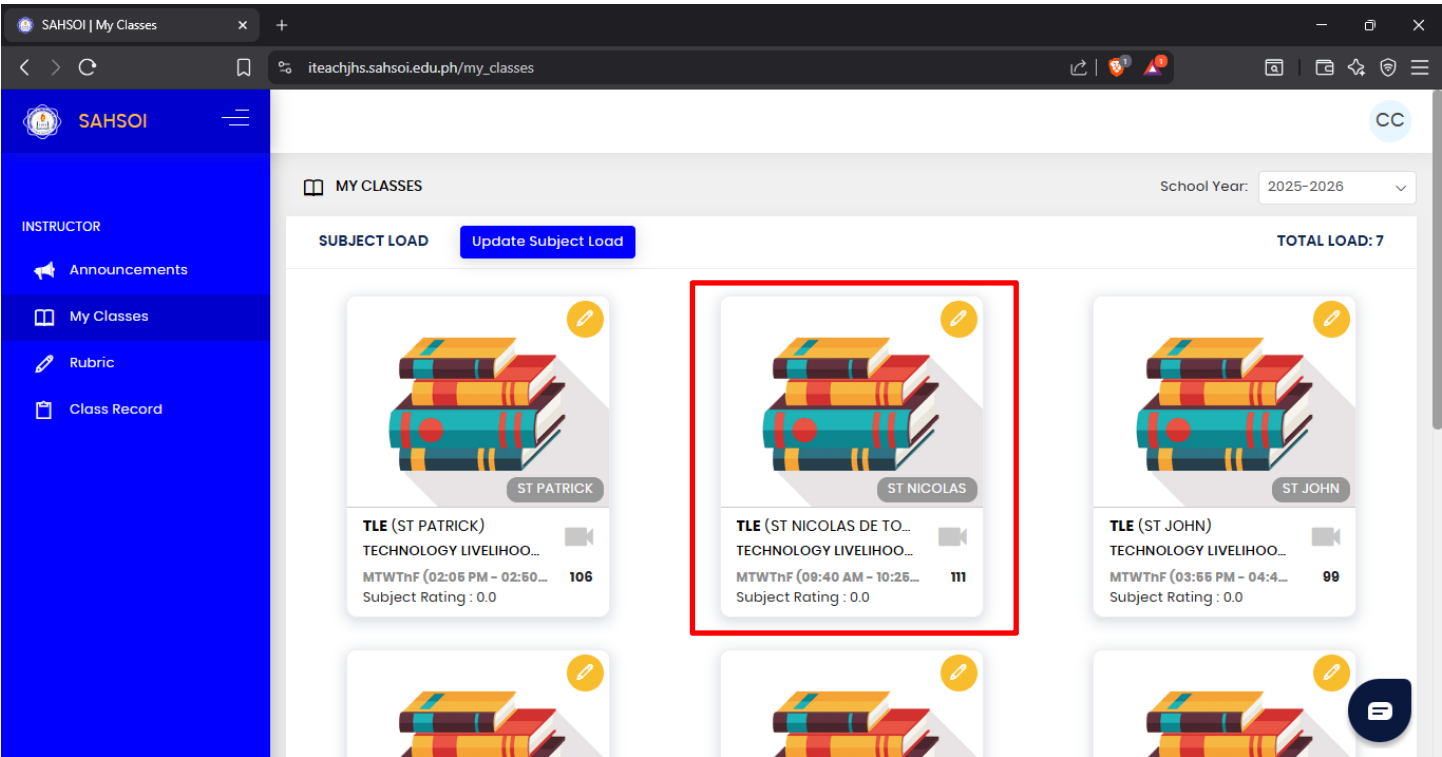


5. Click on the **My Classes** menu to view your subject load.

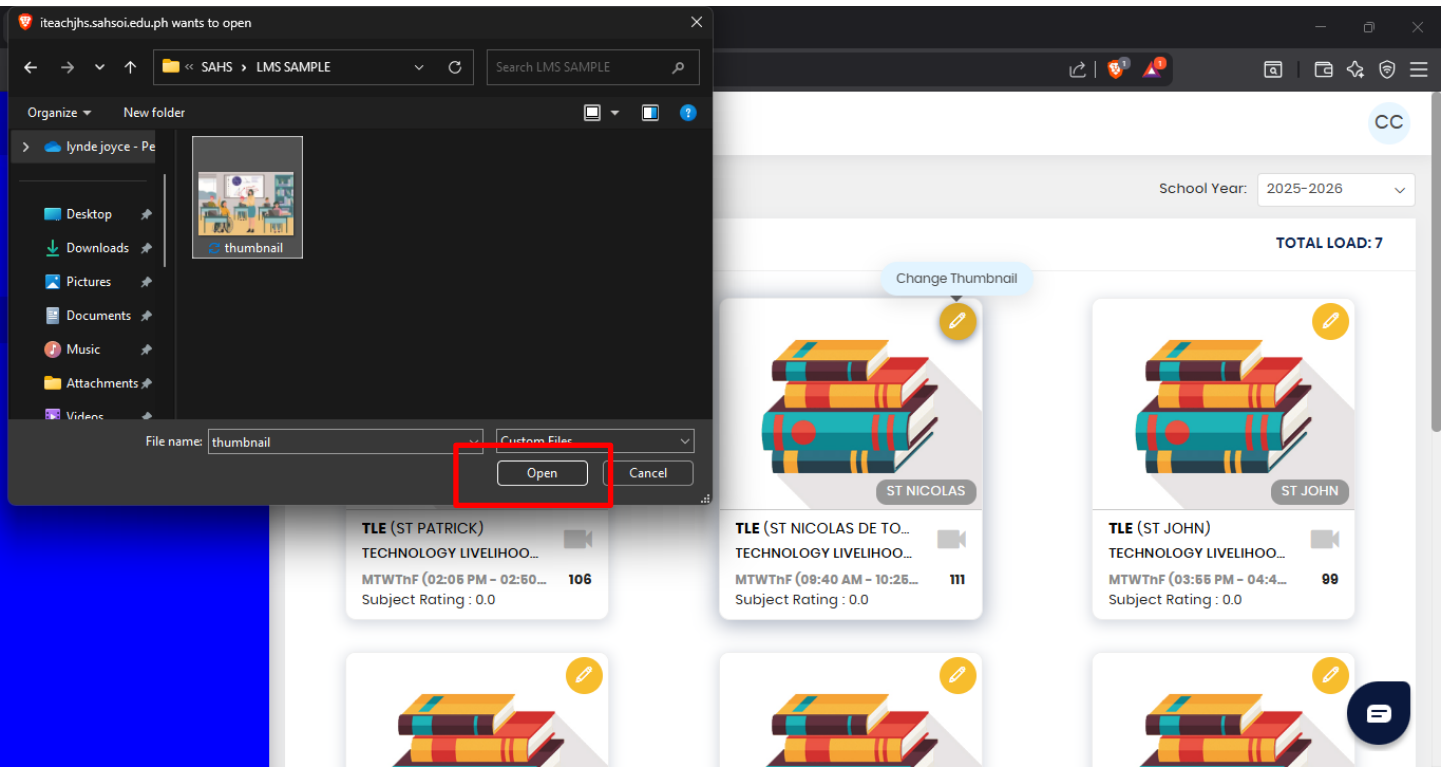


How to customize subject thumbnail?

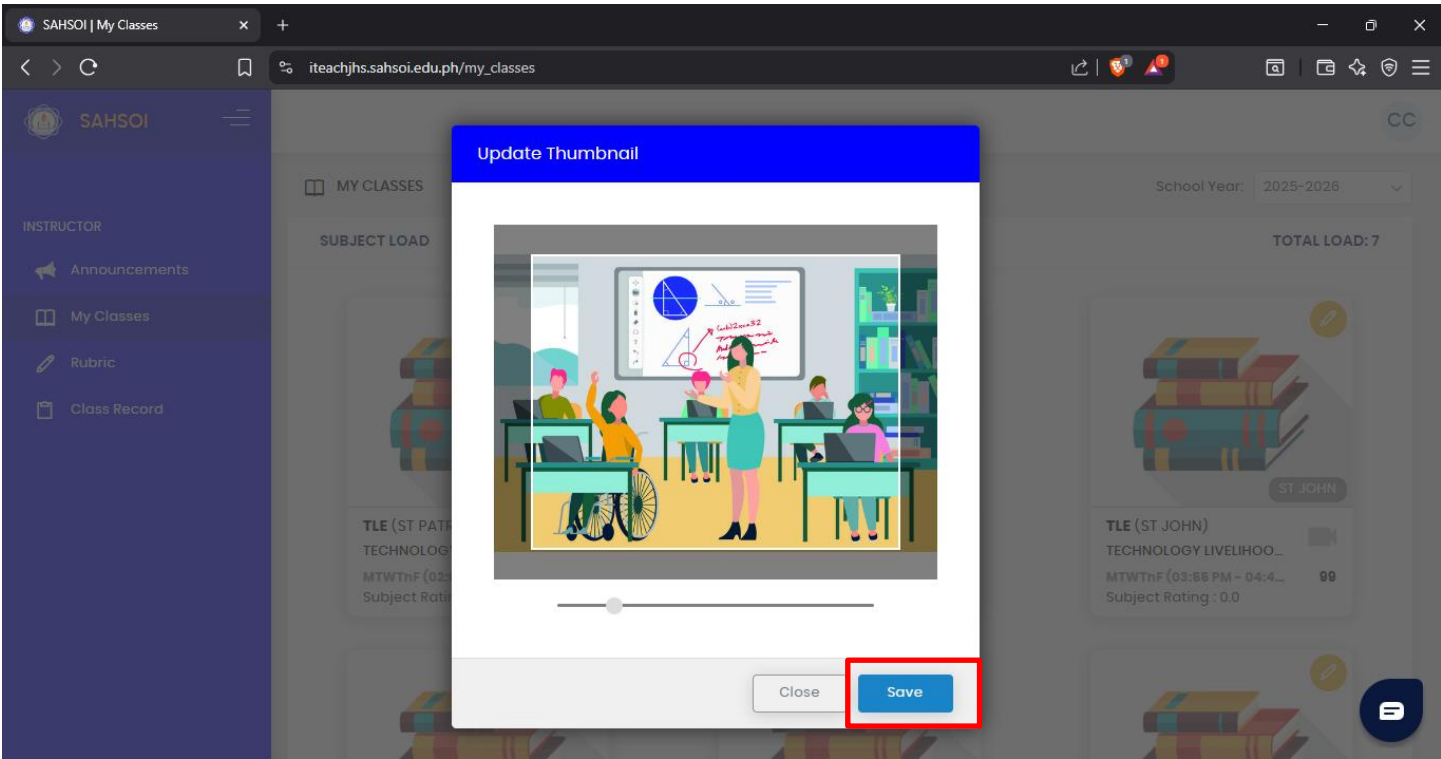
1. On your **My Classes** menu, click the **Change Thumbnail** icon on your subject to upload new image.



2. Browse the image on your computer files and click **Open**.

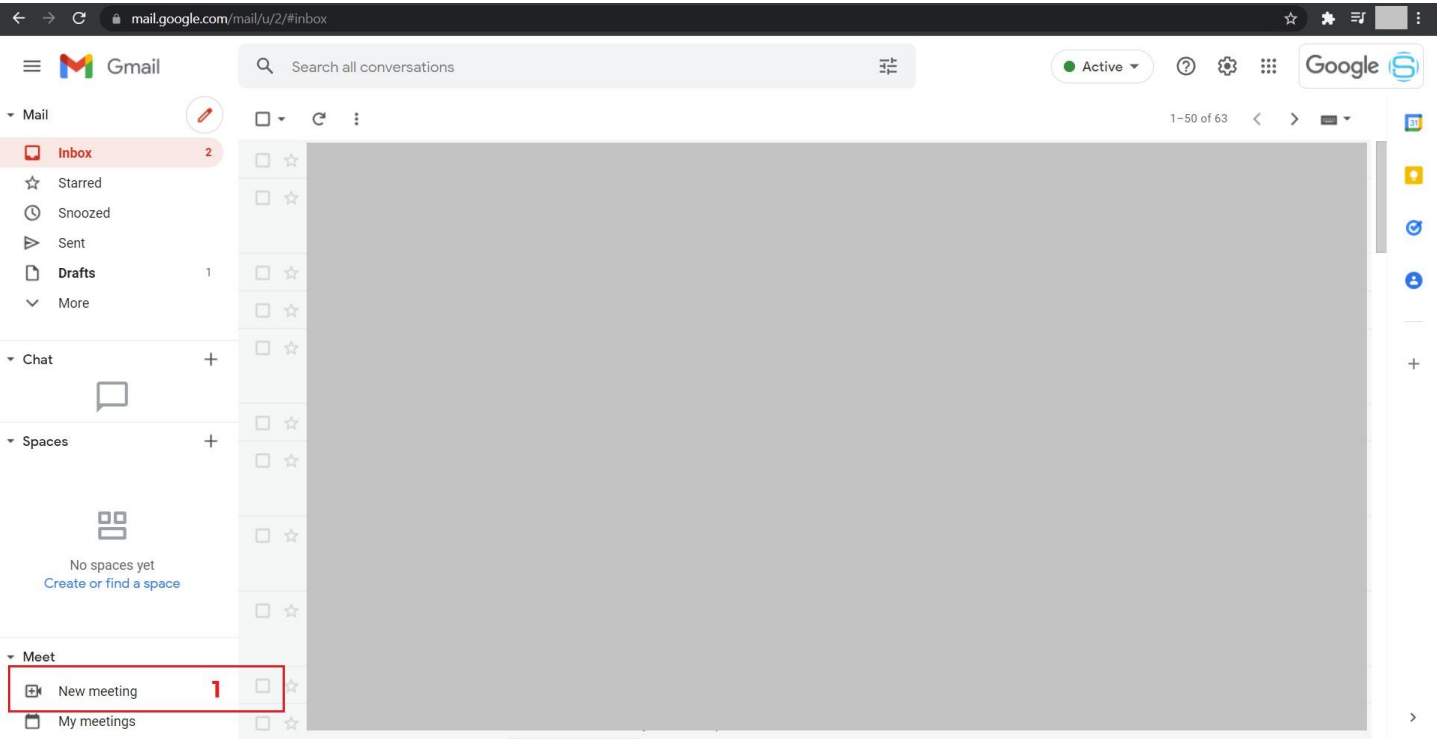


3. You can zoom in and zoom out the image and click **Save** once done.

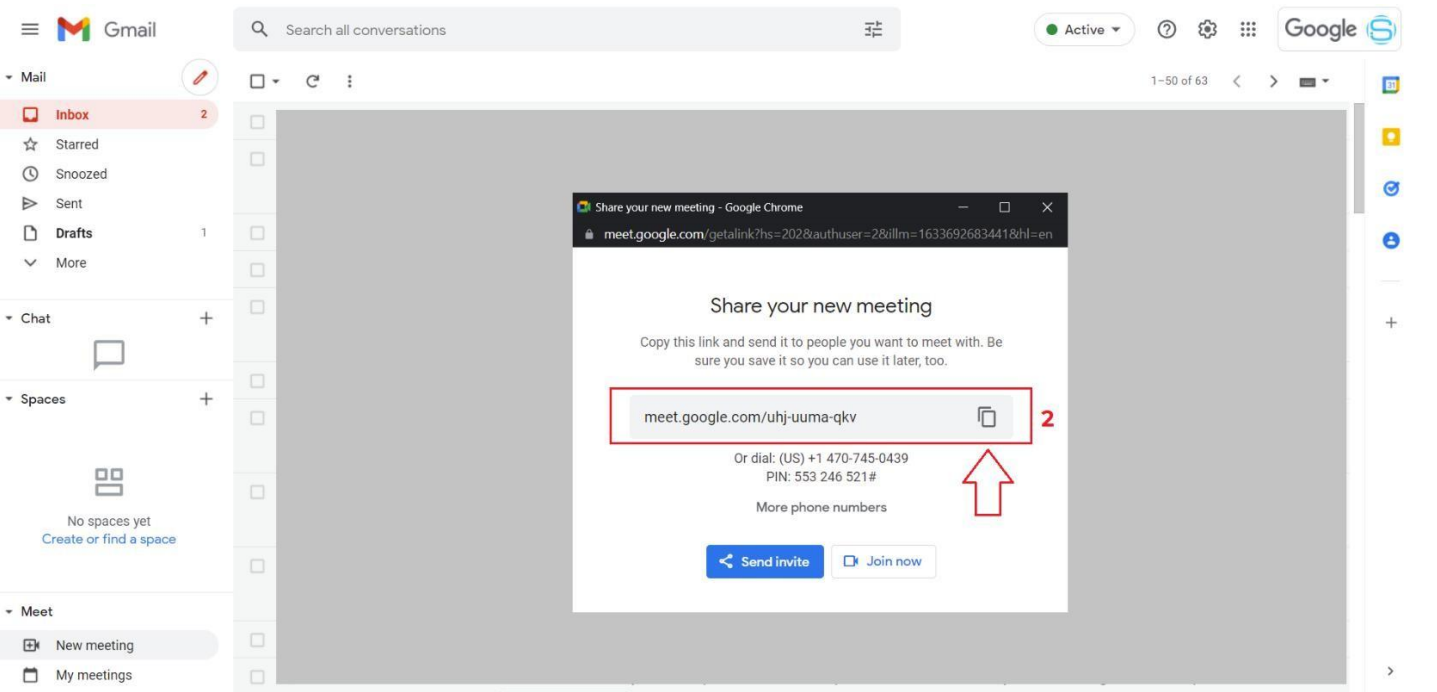


How to create synchronous online class schedule using Google Meet?

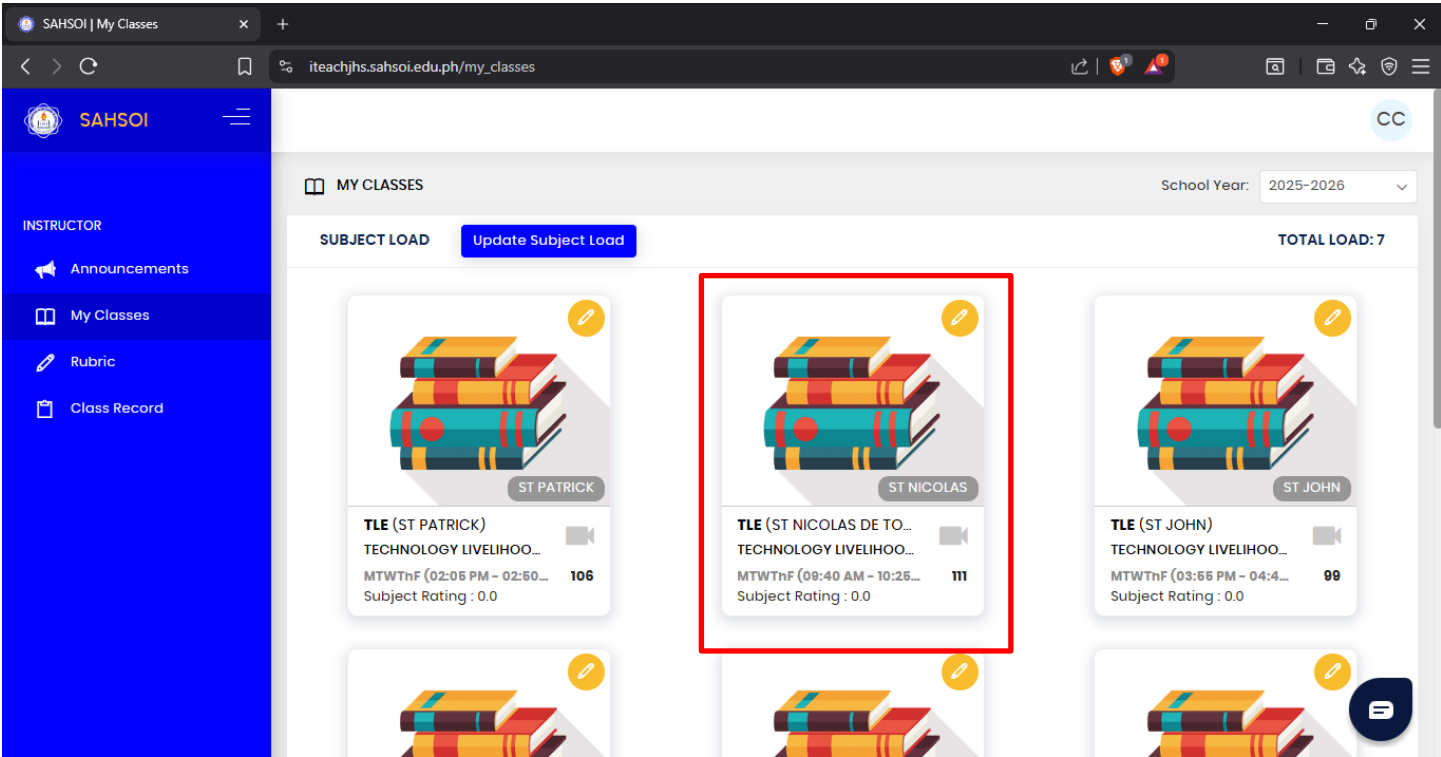
1. Open your Gmail account, at the bottom left corner, under “Meet”, click **new meeting**.



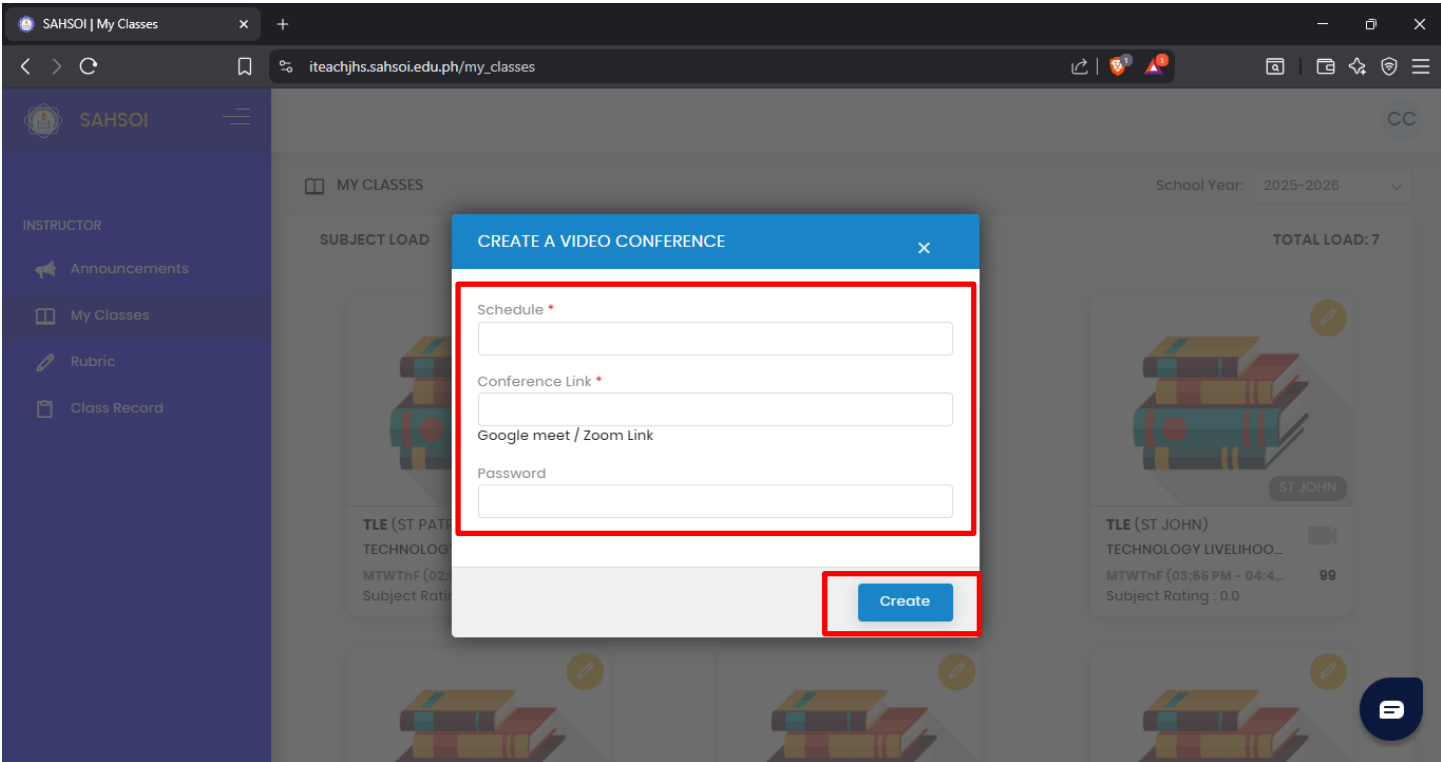
2. To copy the meeting link, click **Copy meeting invite**.



3. On your **My Classes**, select the subject you want to have a synchronous class schedule, and click the **video** icon.

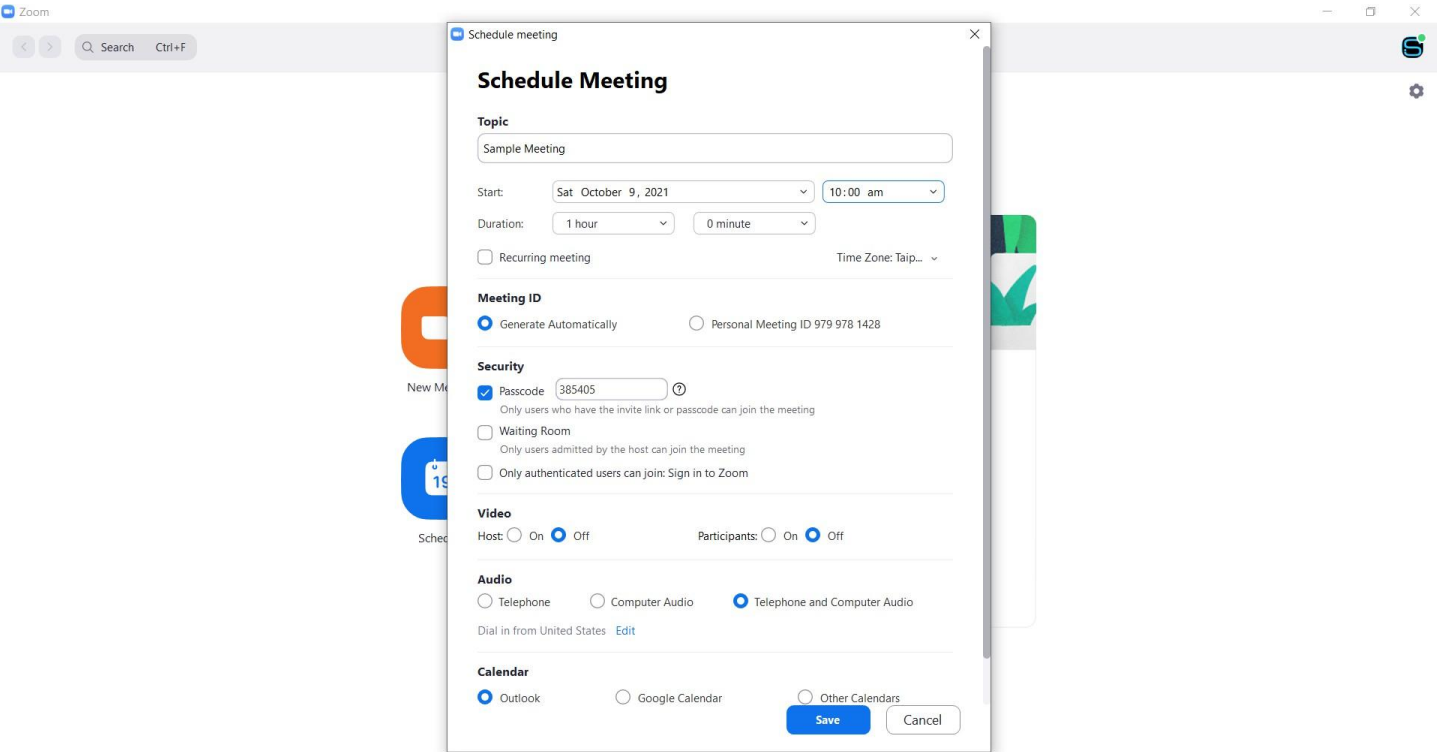
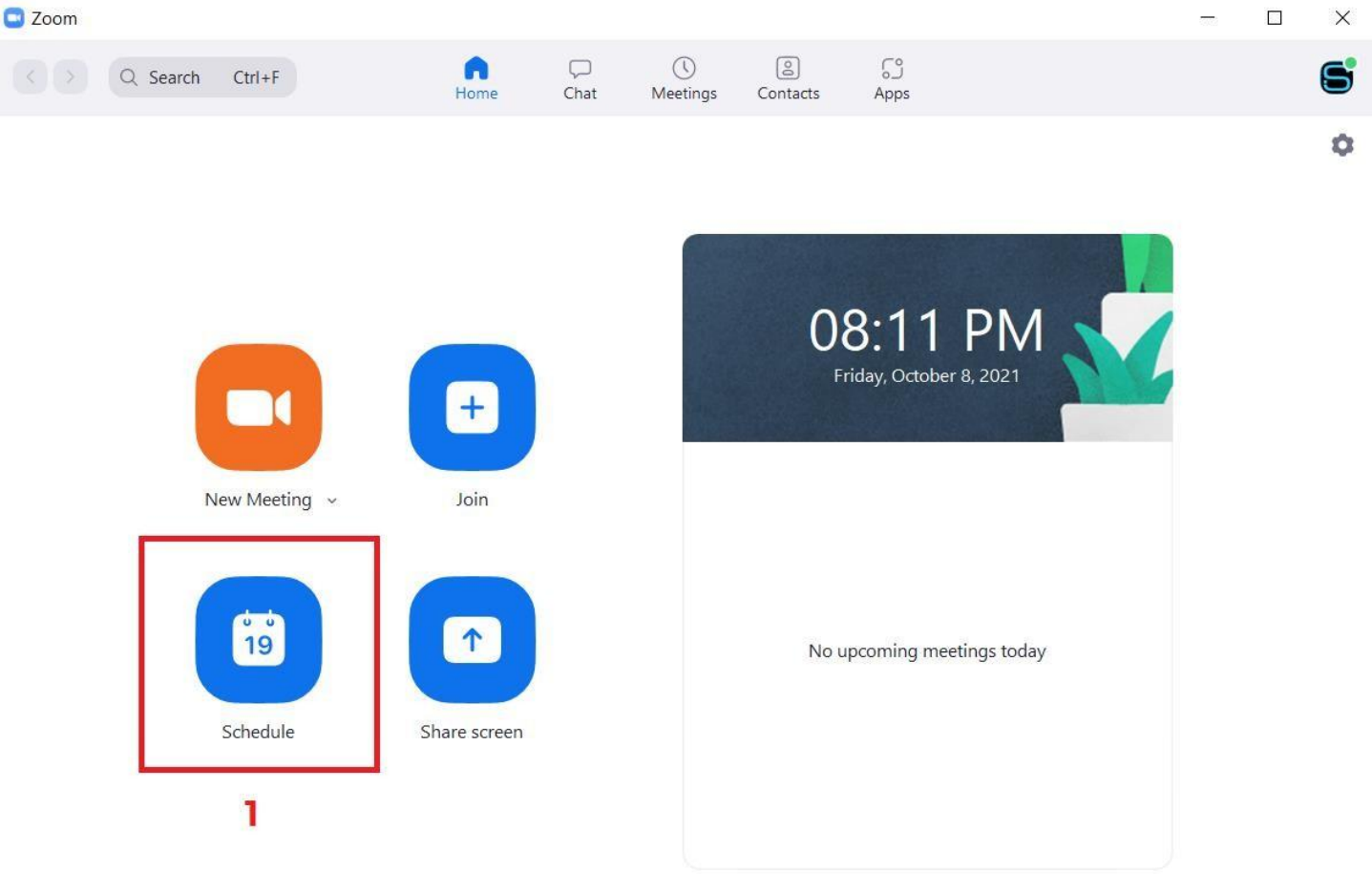


4. Paste the google meet link on the **Conference Link** field, and set **date and time schedule** for the online class. Click **Create** once done.



How to create synchronous online class schedule using Zoom Meeting?

1. On your Zoom app account, click on the **Schedule** to create zoom meeting schedule.



2. Copy the **zoom meeting link** and **password**.

Zoom

Search

Ctrl+F

Home

Chat

Meetings

Contacts

Apps

Upcoming

Recorded

979 978 1428

My Personal Meeting ID (PMI)

Tomorrow

Sample Meeting Topic

3:00 PM-4:00 PM

Meeting ID: 842 4361 6922

Recurring meeting

Sample Meeting Topic

3:00 PM - 4:00 PM

Meeting ID: 842 4361 6922

Start

Copy Invitation

Edit

Delete

Hide Meeting Invitation

Topic: Sample Meeting Topic

Time: Oct 9, 2021 03:00 PM Taipei

Join Zoom Meeting

<https://us02web.zoom.us/j/84243616922?pwd=SFVGQ3NTM2daNnJ1UHf3ZG1xcVlUT09>

Meeting ID: 842 4361 6922

Passcode: 462594

One tap mobile

+16465588656,,84243616922#,,,,*462594# US (New York)

+16699009128,,84243616922#,,,,*462594# US (San Jose)

Dial by your location

+1 646 558 8656 US (New York)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

Meeting ID: 842 4361 6922

Passcode: 462594

Find your local number: <https://us02web.zoom.us/j/84243616922?pwd=SFVGQ3NTM2daNnJ1UHf3ZG1xcVlUT09>

3. On your **My Classes**, select the subject you want to have a synchronous class schedule, and click the **video** icon.

SAHSOI | My Classes

iteachjhs.sahsoi.edu.ph/my_classes

SAHSOI

INSTRUCTOR

Announcements

My Classes

Rubric

Class Record

MY CLASSES

School Year: 2025-2026

SUBJECT LOAD

Update Subject Load

TOTAL LOAD: 7

TLE (ST PATRICK)

TECHNOLOGY LIVELIHOO...

MTWThF (02:05 PM - 02:50...

Subject Rating : 0.0

106

TLE (ST NICOLAS DE TO...

TECHNOLOGY LIVELIHOO...

MTWThF (09:40 AM - 10:25...

Subject Rating : 0.0

111

TLE (ST JOHN)

TECHNOLOGY LIVELIHOO...

MTWThF (03:55 PM - 04:4...

Subject Rating : 0.0

99

4. Paste the zoom link on the **Conference Link** field, and set **date and time schedule** for the online class. Click **Create** once done.

SAHSOI | My Classes

iteachjhs.sahsoi.edu.ph/my_classes

CC

SAHSOI

INSTRUCTOR

Announcements

My Classes

Rubric

Class Record

MY CLASSES

School Year: 2025-2026

TOTAL LOAD: 7

SUBJECT LOAD

Schedule *

Conference Link *

Google meet / Zoom Link

Password

Create

TLE (ST PAT)

TECHNOLOG

MTWThF (02

Subject Rati

TLE (ST JOHN)

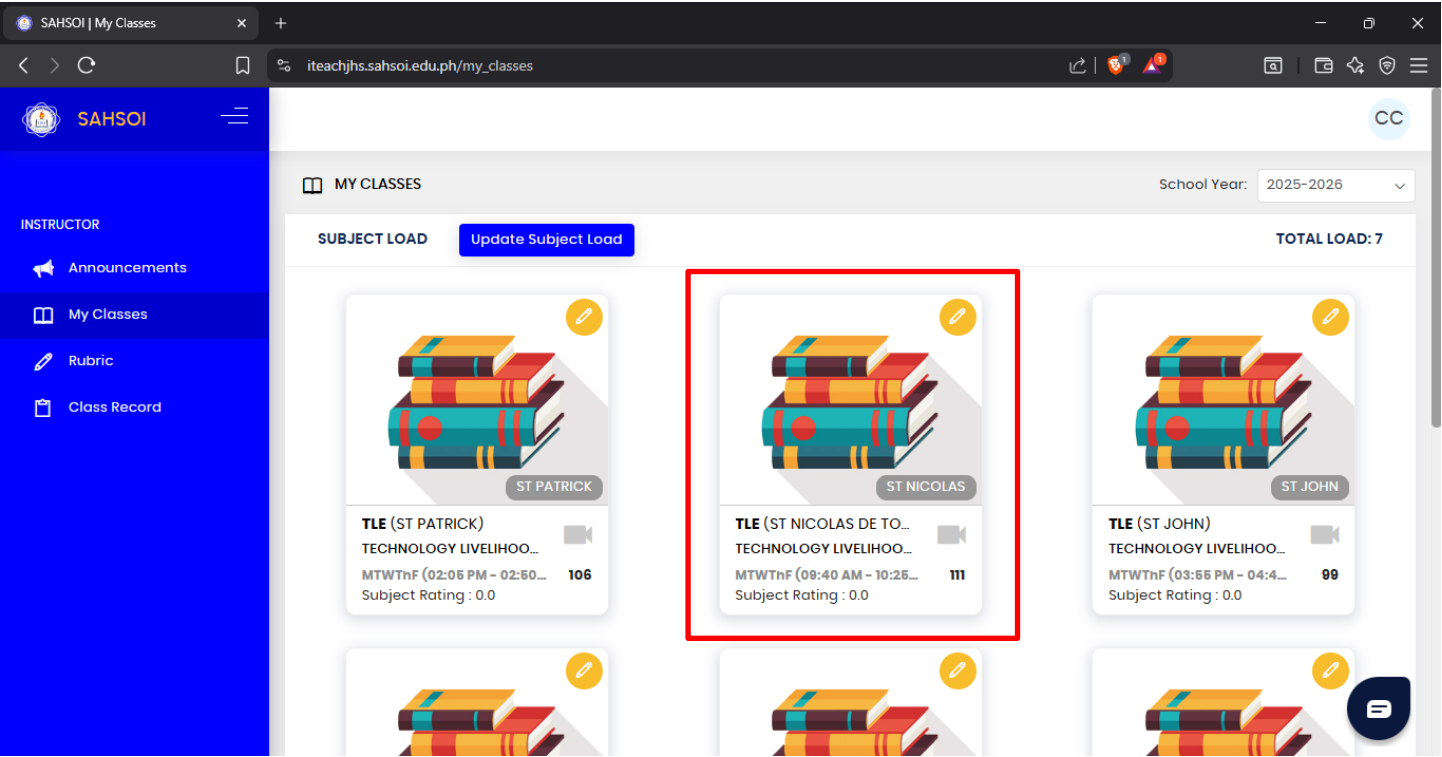
TECHNOLOGY LIVELIHO...

MTWThF (03:55 PM - 04:4...

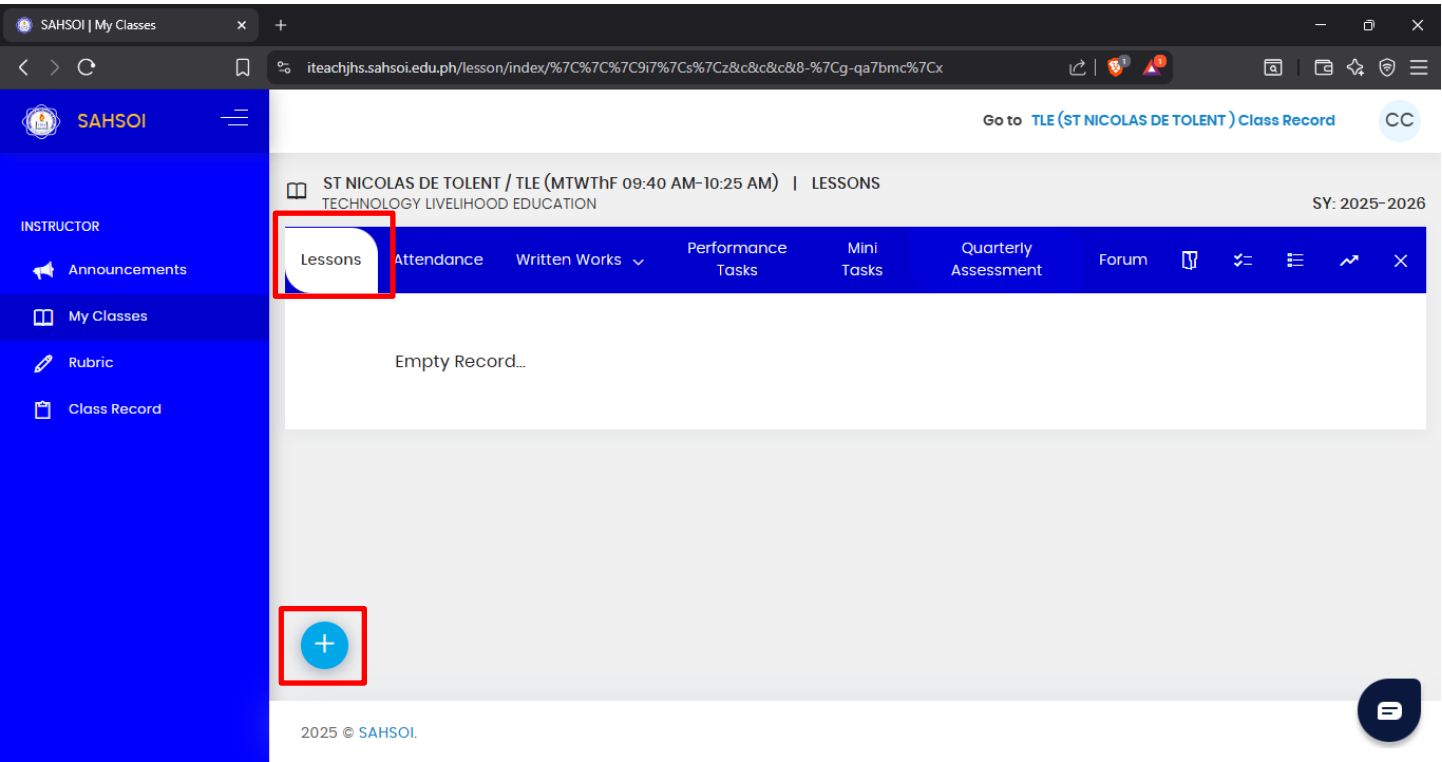
Subject Rating : 0.0

How to add lessons?

- 1. On your **My Classes**, select the subject you want to create your lessons.



- 2. Go to the **Lessons** menu, and click on the **plus (+)** button to add new lesson.



3. Fill-out the lesson form. Input the **Module No., Lesson No., Title, Publish Date, Lesson materials** (pdf or video from YouTube – *see tutorial on how to upload and copy embed code from YouTube*) and **Description**.

SAHSOI | My Classes

iteachjhs.sahsoi.edu.ph/lesson/create/%7C%7C%7C9i7%7Cs%7Cz&c&c&c&c&i8-%7Cg-qa7bmc%7Cx

Go to TLE (ST NICOLAS DE TOLENT) Class Record

ST NICOLAS DE TOLENT / TLE (MTWThF 09:40 AM-10:25 AM) | LESSONS

SY: 2025-2028

Lessons

Attendance

Written Works

Performance Tasks

Mini Tasks

Quarterly Assessment

Forum

NEW LESSON

Indicates required fields (*)

Module *

1

Publish Date *

2025-09-12 16:30

Lesson no. *

Lesson1

Lesson Material

technology livelihood education module 1.pdf

NOTE: PDF, MS WORD, EXCEL & POWERPOINT files are allowed with maximum size of 4MB

Title *

TECHNOLOGY LIVELIHOOD EDUCATION

Embed Code

Note: Make sure you already upload the video.

+

<iframe width=1381 height=480 src=https://www.youtube.com/embed/WQvPKtpp9o title=TLE | WHAT IS TECHNOLOGY AND LIVELIHOOD EDUCATION? frameborder=0 allow=accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture; web-share refererpolicy=strict-origin-when-cross-origin allowfullscreen>/iframe>

Description *

B I S | X | | | | | Styles | Normal | ?

Technology and Livelihood Education (TLE) Module 1 introduces students to the foundational concepts, skills, and values necessary for both personal development and livelihood opportunities. It covers basic knowledge in various TLE areas such as Home Economics, Industrial Arts, Agriculture/Fishery Arts, and Information and Communication Technology (ICT). This module aims to develop practical skills, work ethics, and an entrepreneurial mindset, enabling learners to apply what they learn in real-life situations and prepare them for future academic and career paths.

4. Click the **Submit** button to save your lesson.

SAHSOI | My Classes

iteachjhs.sahsoi.edu.ph/lesson/create/%7C%7C%7C9i7%7Cs%7Cz&c&c&c&c&i8-%7Cg-qa7bmc%7Cx

Go to TLE (ST NICOLAS DE TOLENT) Class Record

ST NICOLAS DE TOLENT / TLE (MTWThF 09:40 AM-10:25 AM) | LESSONS

SY: 2025-2028

Lessons

Attendance

Written Works

Performance Tasks

Mini Tasks

Quarterly Assessment

Forum

NEW LESSON

Indicates required fields (*)

Module *

1

Publish Date *

2025-09-12 16:30

Lesson no. *

Lesson1

Lesson Material

technology livelihood education module 1.pdf

NOTE: PDF, MS WORD, EXCEL & POWERPOINT files are allowed with maximum size of 4MB

Title *

TECHNOLOGY LIVELIHOOD EDUCATION

Embed Code

Note: Make sure you already upload the video.

+

<iframe width=1381 height=480 src=https://www.youtube.com/embed/WQvPKtpp9o title=TLE | WHAT IS TECHNOLOGY AND LIVELIHOOD EDUCATION? frameborder=0 allow=accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture; web-share refererpolicy=strict-origin-when-cross-origin allowfullscreen>/iframe>

Description *

B I S | X | | | | | Styles | Normal | ?

Technology and Livelihood Education (TLE) Module 1 introduces students to the foundational concepts, skills, and values necessary for both personal development and livelihood opportunities. It covers basic knowledge in various TLE areas such as Home Economics, Industrial Arts, Agriculture/Fishery Arts, and Information and Communication Technology (ICT). This module aims to develop practical skills, work ethics, and an entrepreneurial mindset, enabling learners to apply what they learn in real-life situations and prepare them for future academic and career paths.

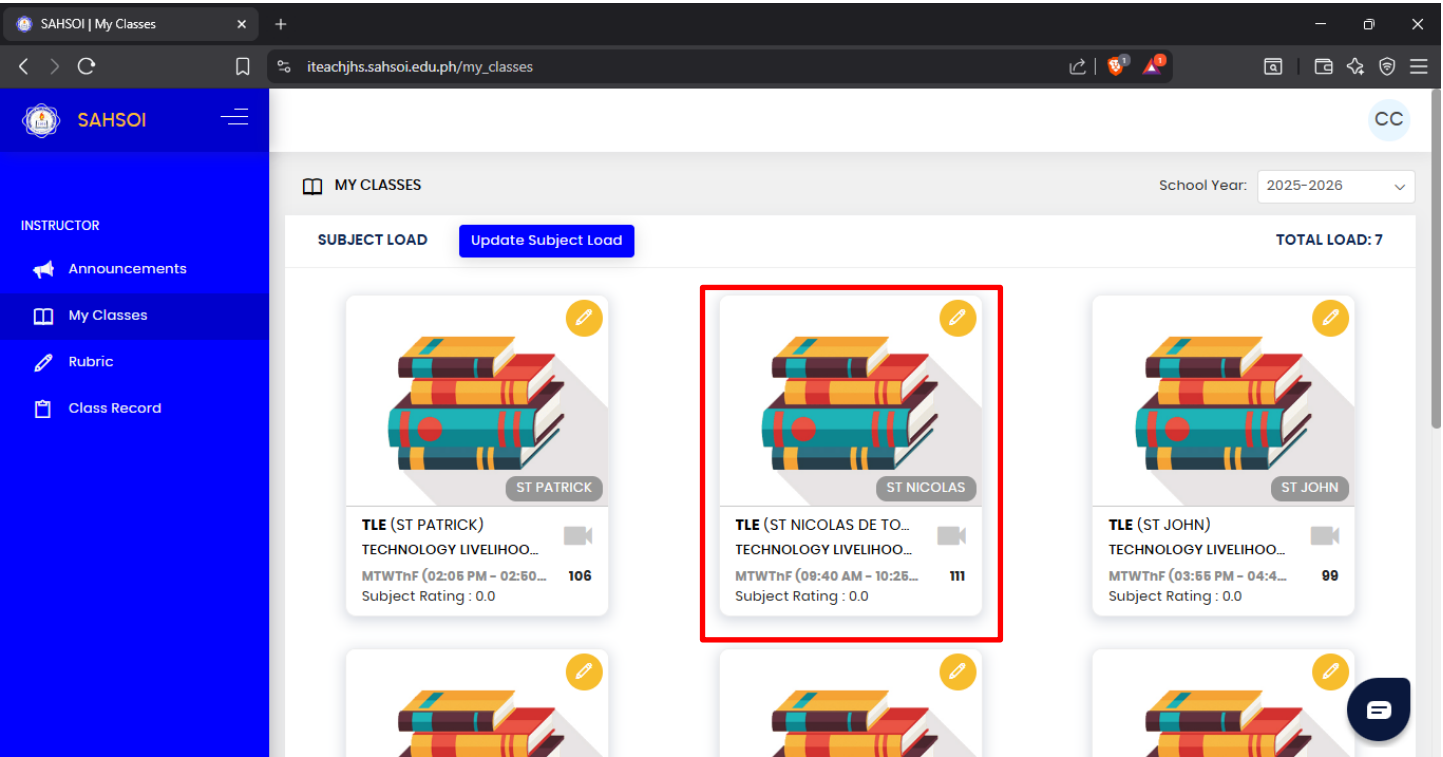
body p

Submit

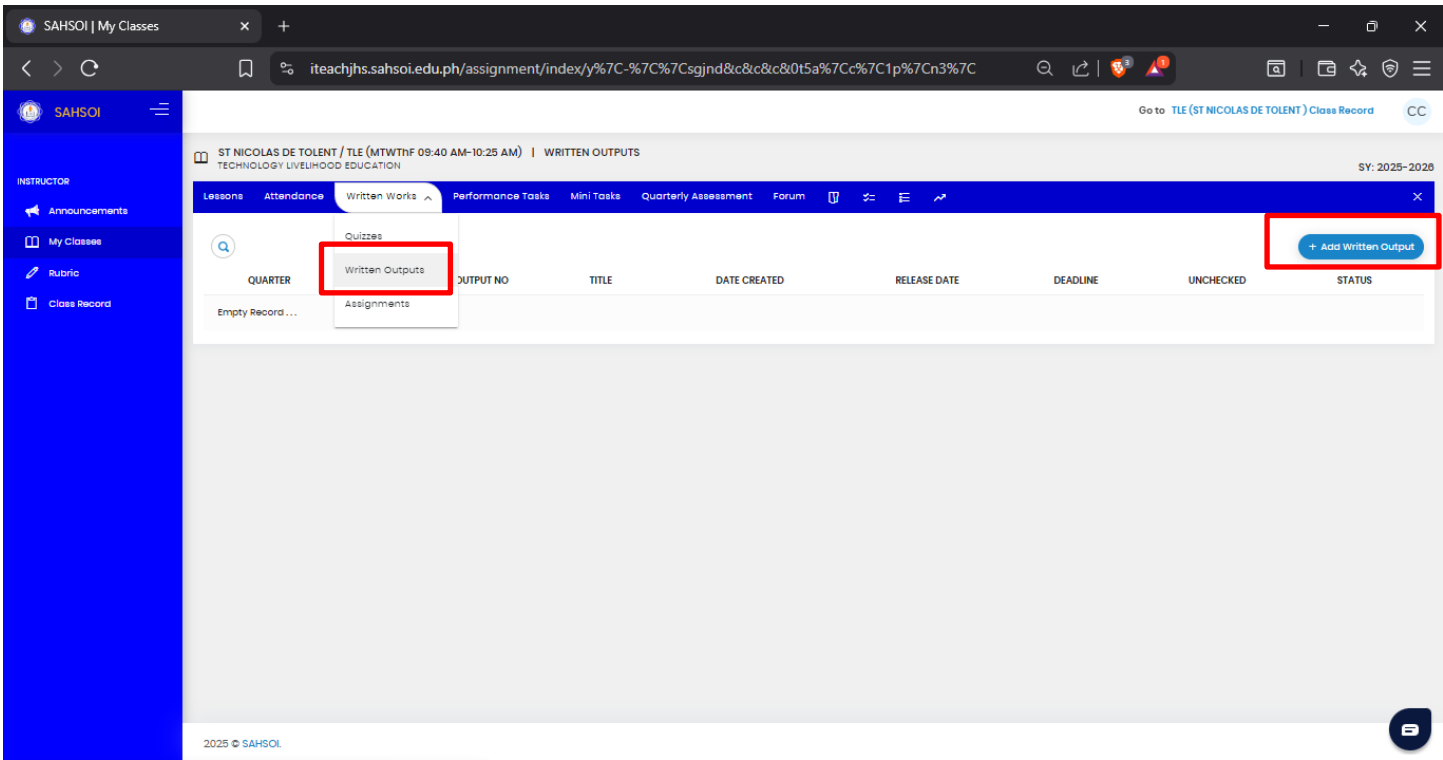
Cancel

How to add tasks?

1. On your **My Classes**, select the subject you want to add the task.



2. Under the **Written Tasks** menu, go to **written outputs**. Click the **Add written output** button to create new task.



3. Fill-out the task form. Input task **Term**, **Task No.**, **Title**, **Total Points** and **Instruction**. Set **Released Date** and **Deadline** of your task, and you may also upload attachment for your task (accepted formats: .pdf, .jpg, .png, .docx, .xlsx, .pptx).

SAHSOI | My Classes

iteachjhs.sahsoi.edu.ph/assignment/create/%7C%7Crk%7Cqtm%7Co&c&c&c&%7C-%7Co%7Caa2rsgyf

Go to [TLE \(ST NICOLAS DE TOLENT\) Class Record](#)

CREATE WRITTEN OUTPUT

QUARTER *	Written Output NO. *	TITLE *	TOTAL POINTS *
First	1	RESEARCH	50

INSTRUCTION *

Search the following areas of TLE and write in one whole sheet of papers
attached a picture

body p

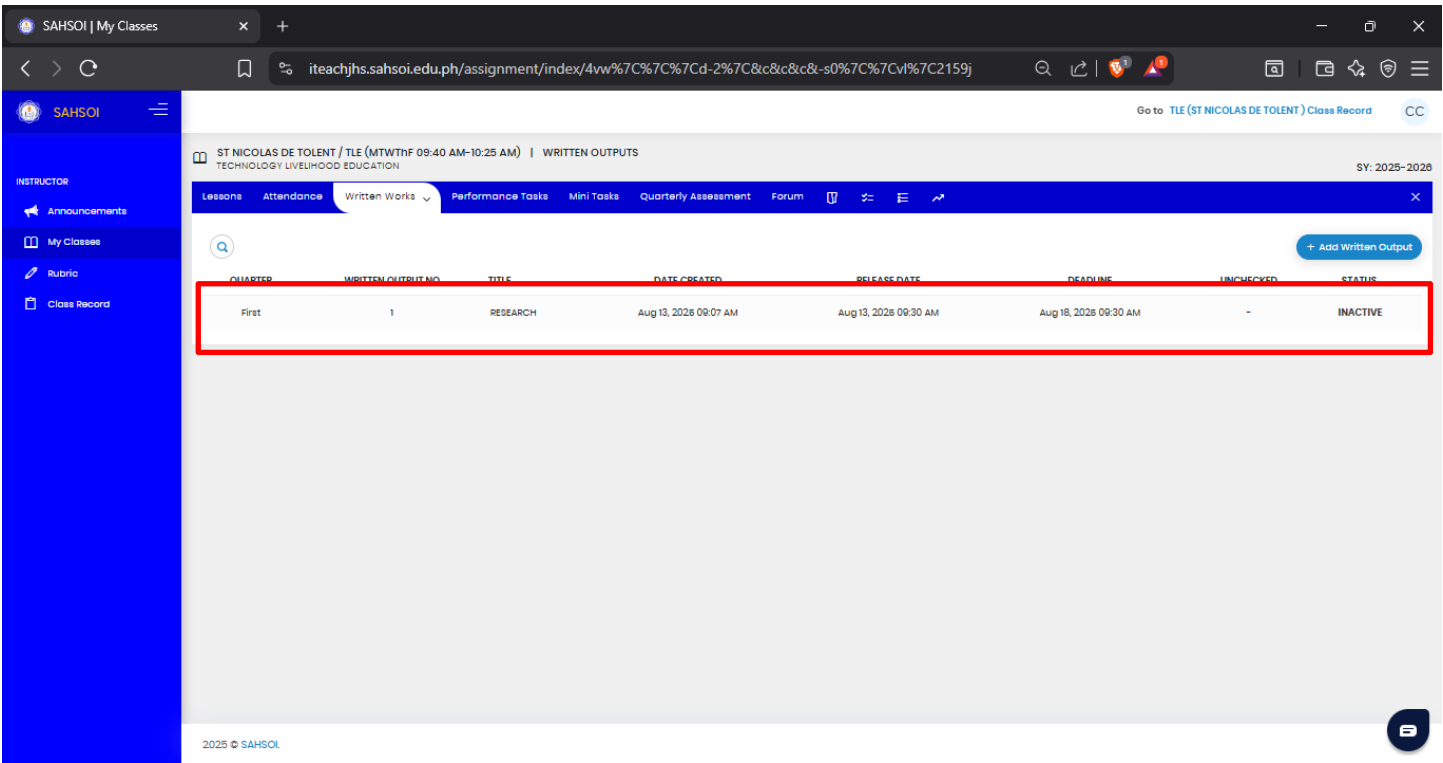
ATTACH FILE	RELEASE DATE *	DEADLINE *
No file chosen	2028-08-13 09:30	2028-08-18 09:30

☐ Use a rubric for this task.

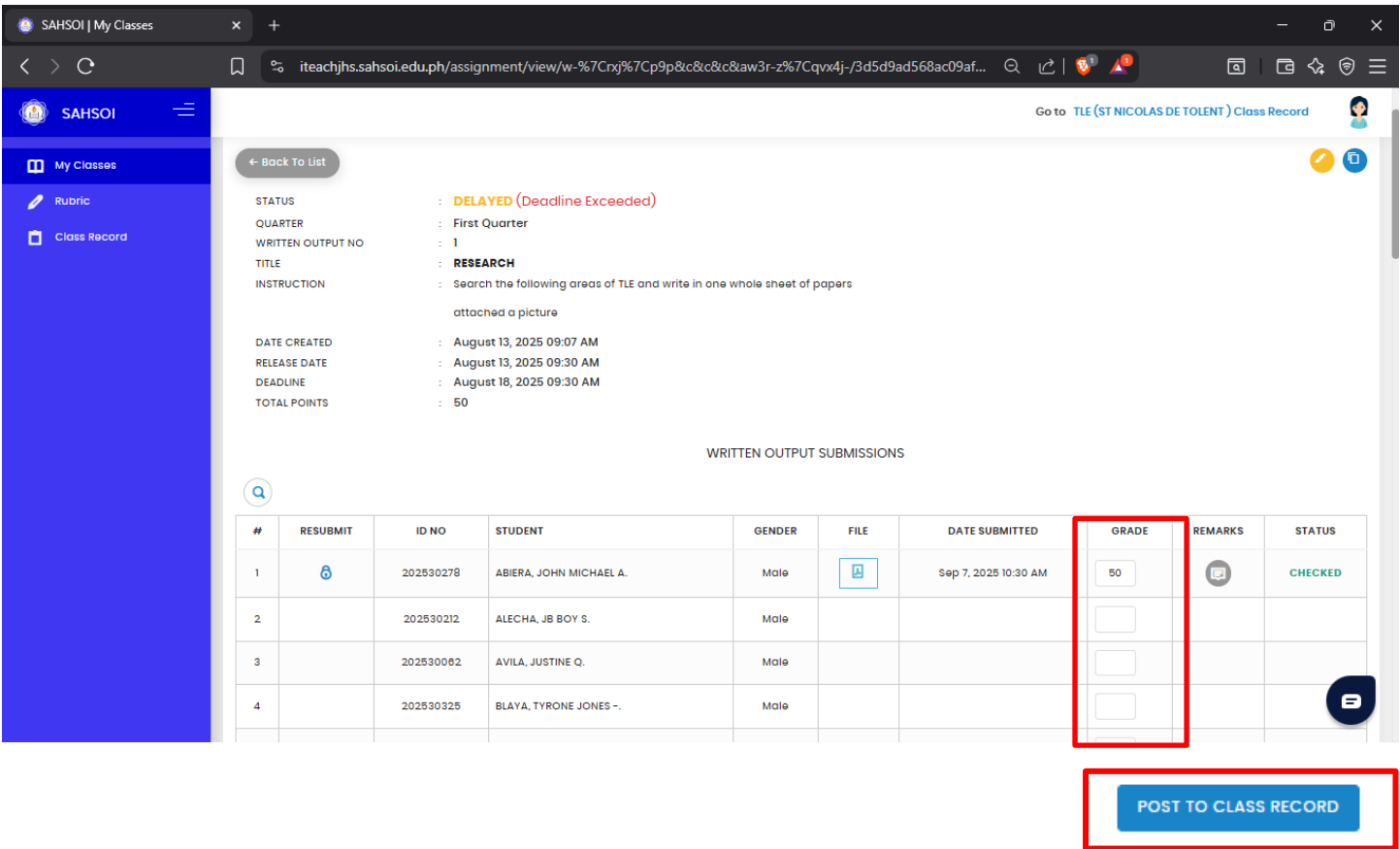
4. Click the **Submit** button to add new task.

The screenshot shows the SAHSOI web application interface. At the top, there's a navigation bar with "SAHSOI | My Classes". Below it, a browser address bar shows the URL "iteachjhs.sahsoi.edu.ph/assignment/create/%7C%7Crk%7Cqtm%7Co&c&c&c&c&%7C-%7Co%7Caa2rsgyf". The main content area has a blue sidebar on the left with the "SAHSOI" logo and a menu icon. The central workspace contains a rich text editor with a toolbar at the top. The text in the editor reads: "Search the following areas of TLE and write in one whole sheet of papers attached a picture". Below the editor, there are three input fields: "ATTACH FILE" with a file upload button and "No file chosen" text; "RELEASE DATE *" with the date "2028-08-13 09:30"; and "DEADLINE *" with the date "2028-08-18 09:30". A checkbox labeled "Use a rubric for this task." is present below these fields. At the bottom left, a red rectangle highlights the "Submit" button. To its right is a "Cancel" button. In the bottom right corner, there is a dark blue circular button with a white document icon. The footer at the very bottom left says "2025 © SAHSOI".

5. To view student's submission on the task, click the task on the list.

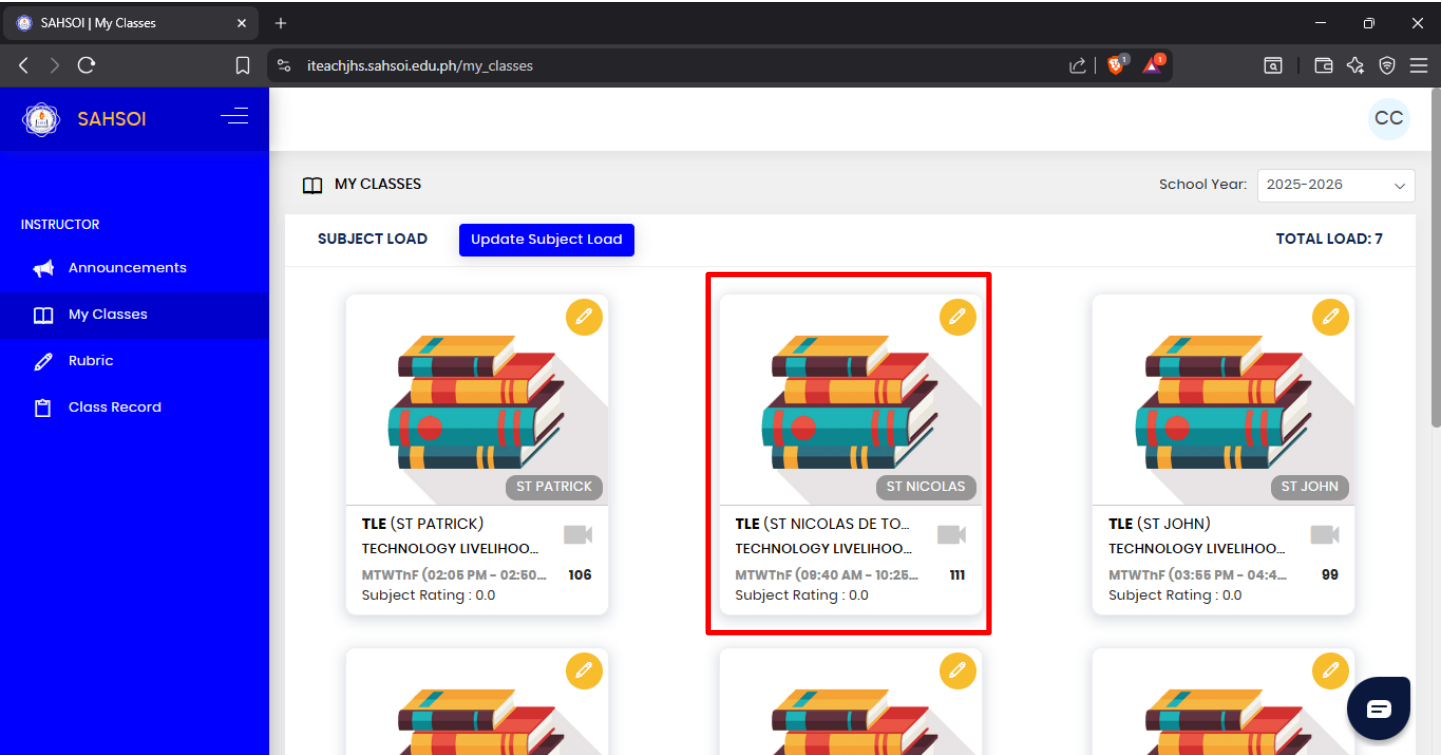


- On the **File** column, click on the specific file of the student to view their submissions. Manually input the grade of the student on the **Grade** column. After checking the submissions, you may post their scores on the class record by clicking the **Post to Class Record** button.

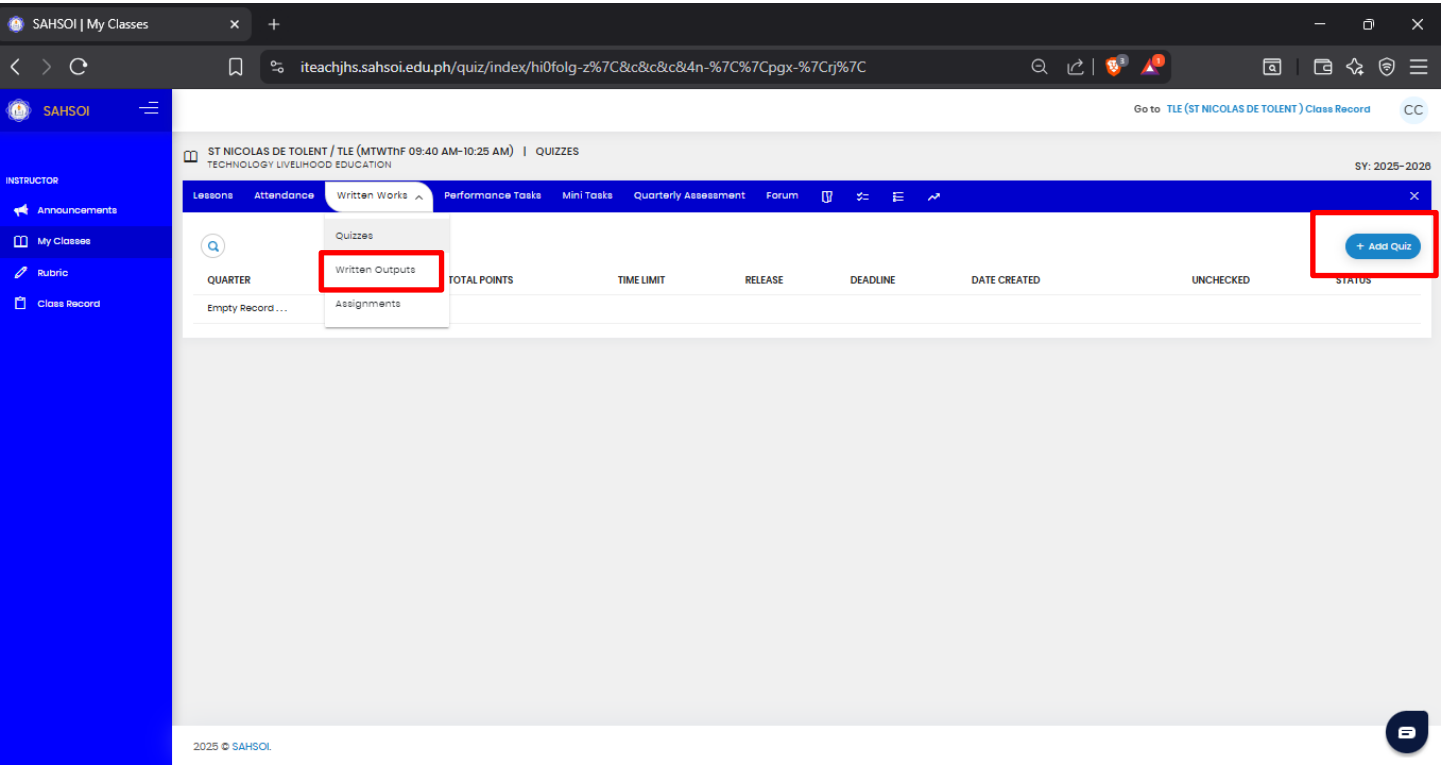


How to create quiz?

1. On your My Classes, select the subject you want to add a quiz.



2. Under the **Written Tasks** menu, go to **Quizzes**. Click the **Add Quiz** button to create quiz.



3. Create the **Quiz Header**. Set the Quiz **Term**, **Quiz No.**, **Show Result in days**, **Released Date**, **Deadline**, **Time Limit** and Quiz **Title**. Click the **Save** button to save the quiz header.

SAHSOI | My Classes

iteachjhs.sahsoi.edu.ph/quiz/create_header/hi0folg-z%7C&c&c&c&c&4n-%7C%7Cpgx-%7Crf%7C

Go to TLE (ST NICOLAS DE TOLENT) Class Record

ST NICOLAS DE TOLENT / TLE (MTWTF 09:40 AM-10:25 AM) | QUIZZES

SY: 2025-2028

Lessons Attendance Written Works Performance Tasks Mini Tasks Quarterly Assessment Forum

CREATE QUIZ

Indicates required fields (*)

1 Header 2 Questions 3 Finalize

CREATING HEADER

Quarter * First Quiz No * 1

Date Release * 2028-08-13 09:30 Deadline * 2028-08-13 22:30 Time Limit * 30 Minutes

Title * TLE QUIZ NO.1

Save Cancel

4. Next, is to input the questions. For **multiple choice**, input the answer choices and set the correct answer. You may also attach an image or audio file for this question. For your choices, you can set it as text or image. Click the **Save** button to add question.

SAHSOI | My Classes

iteachjhs.sahsoi.edu.ph/quiz/create_question/hi0folg-z%7C&c&c&c&c&4n-%7C%7Cpgx-%7Crf%7C/c78da978...

Go to TLE (ST NICOLAS DE TOLENT) Class Record

CREATING QUIZ QUESTIONS

TOTAL ITEMS 0 TOTAL SCORE 0

Multiple Choice 0 Identification 0 Enumeration 0 Essay 0

Question no. 1 * Which area of TLE focuses on food preparation, sewing, and household management?

Insert image/audio file on question no file chosen Points 5 Question Type * Multiple Choice

Option Type * Text

A. Industrial Arts

B. Home Economics

C. ICT

D. Agriculture

Answer * B

Save Cancel

Previous Step

5. For **Identification**, type the correct answer on the box and hit enter (on your keyboard) to add the answer. You can also add more alternative answers for this question (ex. singular and plural answers). Click the **Save** button to add question.

The screenshot shows the 'CREATE QUIZ' interface in the SAHSOI system. The left sidebar contains navigation links: SAHSOI, My Classes, Rubric, and Class Record. The main content area is titled 'CREATING QUIZ QUESTIONS' and shows progress through three steps: 1. Header, 2. Questions (active), and 3. Finalize. At the top right, it indicates 'TOTAL ITEMS 1' and 'TOTAL SCORE 6'. Below this, there are counters for 'Multiple Choice 1', 'Identification 0', 'Enumeration 0', and 'Essay 0'. The question details for 'Question no. 2' are as follows: the question text is 'The area of TLE that focuses on computer skills and digital literacy.'; the 'Insert image/audio file on question' field is empty; the 'Points' field is set to '6'; the 'Question Type' is set to 'Identification'. The 'Answer' field contains 'Information and Communication Technology | ICT'. A red box highlights the 'Save' button. At the bottom, there are 'Previous Step' and 'Next Step' navigation buttons.

6. For **Enumeration**, type the correct answers in each box and hit enter (on your keyboard) to add the answer. Click the plus button to add another box for a new answer. You can also add an alternative answer for each box. The **Answer Item** field is the number of answers needed. Click the **Save** button to add question.

The screenshot shows the 'CREATE QUIZ' interface in the SAHSOI system for an Enumeration question. The left sidebar is the same as in the previous screenshot. The main content area is titled 'CREATING QUIZ QUESTIONS' and shows progress through three steps: 1. Header, 2. Questions (active), and 3. Finalize. At the top right, it indicates 'TOTAL ITEMS 2' and 'TOTAL SCORE 10'. Below this, there are counters for 'Multiple Choice 1', 'Identification 1', 'Enumeration 0', and 'Essay 0'. The question details for 'Question no. 3' are as follows: the question text is 'Four main components/areas of TLE'; the 'Insert image/audio file on question' field is empty; the 'Points' field is set to '20'; the 'Question Type' is set to 'Enumeration'; the 'Enumeration Type' is set to 'Interchangeable'; the 'Answer item' field is set to '4'. The 'Answer' field contains four items: 'Home Economics', 'Industrial Arts', 'Agriculture | Fishery Arts', and 'Information and Communication Technology | ICT'. A red box highlights the 'Save' button. At the bottom, there are 'Previous Step' and 'Next Step' navigation buttons.

7. For **Essay** questions, input your question and you can set word limit if you want (for short and long answers)

SAHSOI | My Classes

iteachjhs.sahsoi.edu.ph/quiz/create_question/hi0folg-z%7C&c&c&c&c&4n-%7C%7Cpgx-%7Crj%7C/c78da978...

SAHSOI

My Classes

Rubric

Class Record

Go to TLE (ST NICOLAS DE TOLENT) Class Record

CC

CREATE QUIZ

Indicates required fields (*)

1 Header2 Questions3 Finalize

CREATING QUIZ QUESTIONS

TOTAL ITEMS4TOTAL SCORE50

Multiple Choice1Identification1Enumeration1Essay1

Question no. 6 *
How can you apply the skills learned in TLE to help your family?

Insert image/audio file on question
No file chosen

Points
20

Question Type *
Essay

Word limit:
200

SaveCancel

Previous StepNext Step

2025 © SAHSOI

8. After you input all your questions, click the **Next Step** button to finalize your quiz.

SAHSOI | My Classes

iteachjhs.sahsoi.edu.ph/quiz/create_question/hi0folg-z%7C&c&c&c&c&4n-%7C%7Cpgx-%7Crj%7C/c78da978...

SAHSOI

My Classes

Rubric

Class Record

Go to TLE (ST NICOLAS DE TOLENT) Class Record

CC

CREATE QUIZ

Indicates required fields (*)

1 Header2 Questions3 Finalize

CREATING QUIZ QUESTIONS

TOTAL ITEMS4TOTAL SCORE50

Multiple Choice1Identification1Enumeration1Essay1

Question no. 6 *
How can you apply the skills learned in TLE to help your family?

Insert image/audio file on question
No file chosen

Points
20

Question Type *
Essay

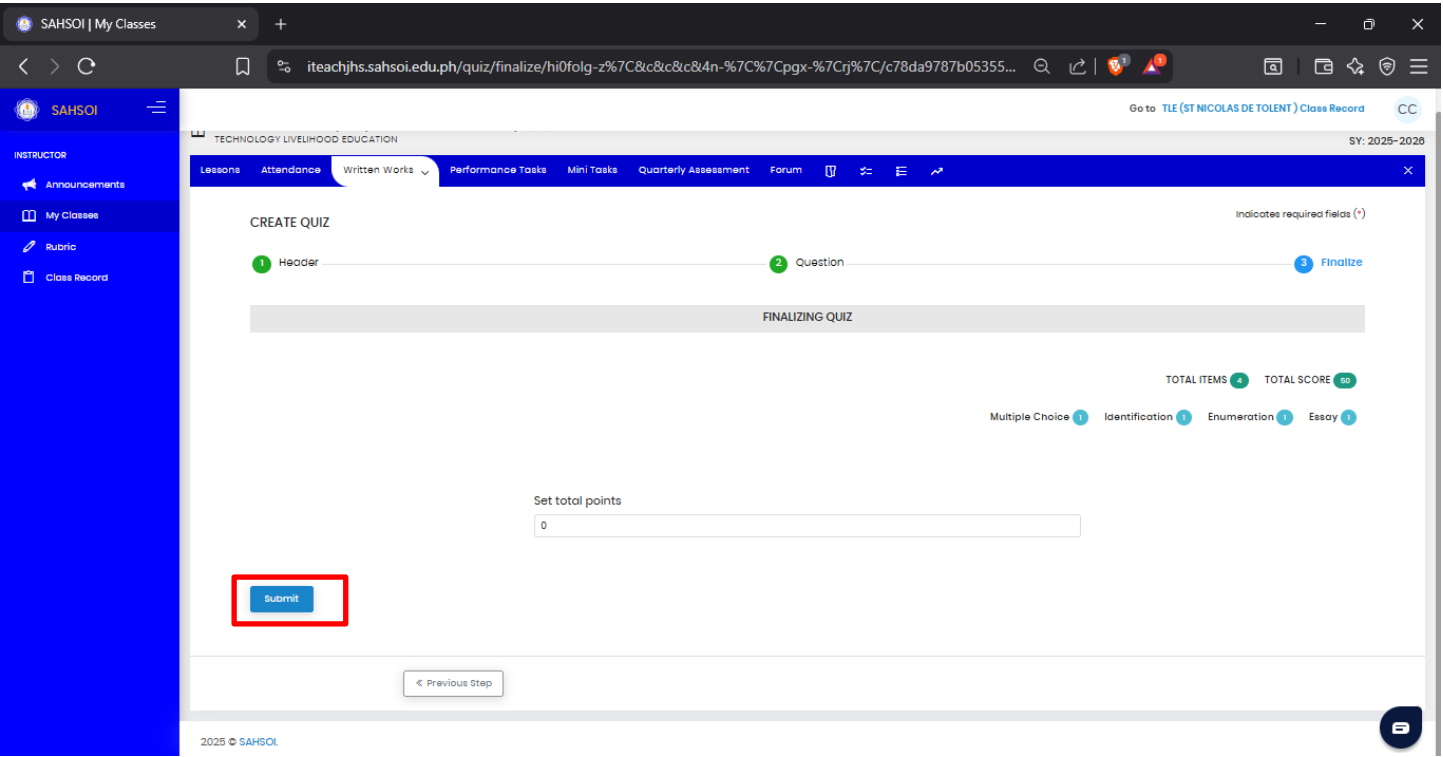
Word limit:
200

SaveCancel

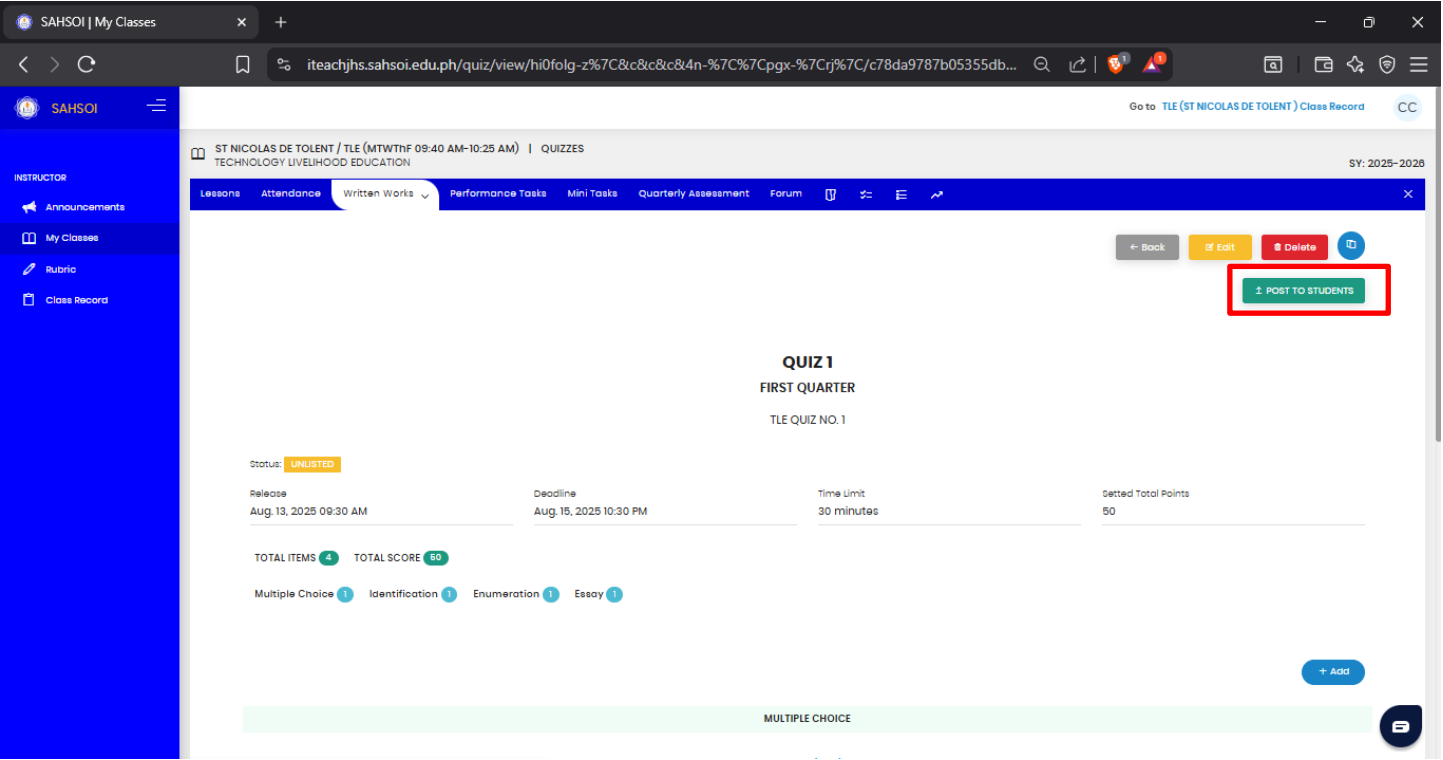
Previous StepNext Step

2025 © SAHSOI

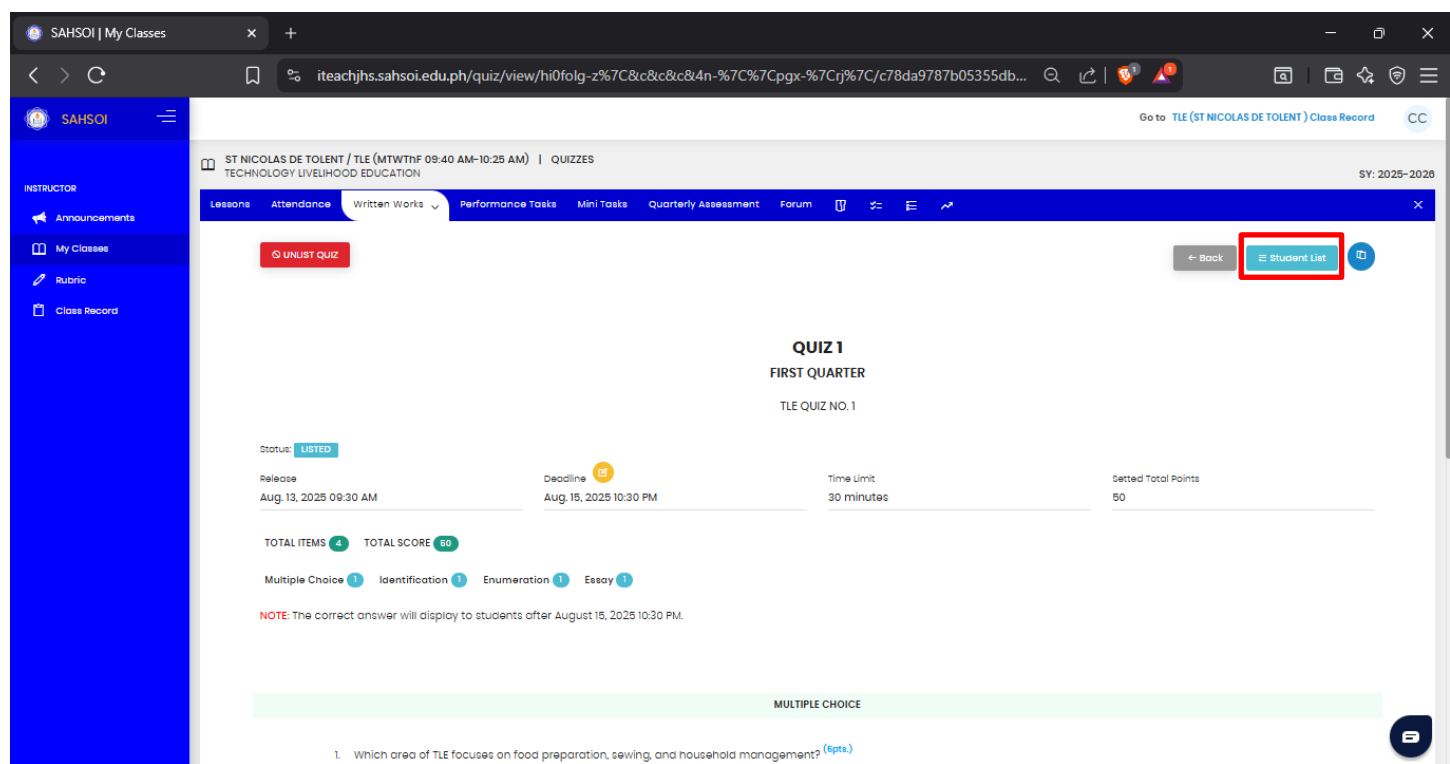
9. Set the total points for your quiz and click **Submit** once done.



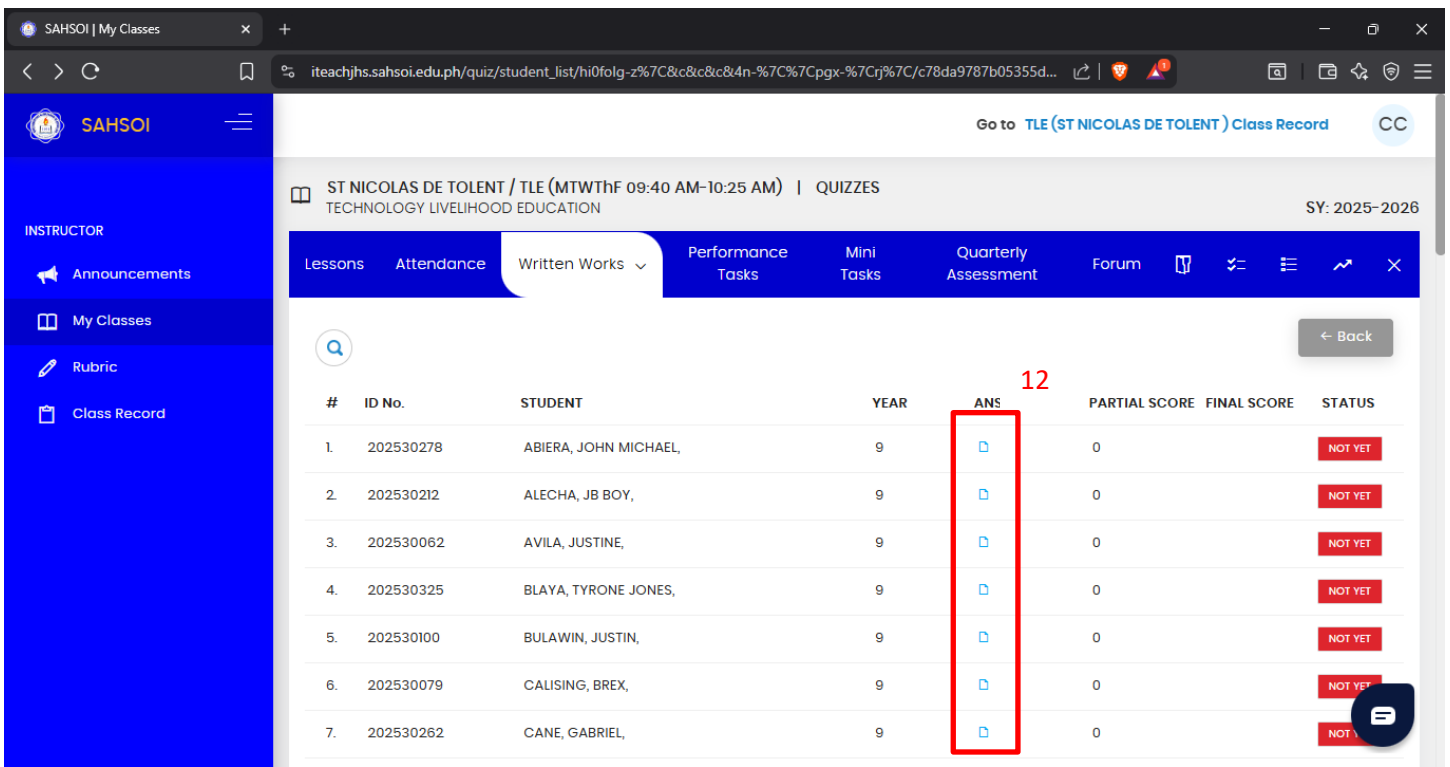
10. Click the **Post to Students** button to publish your quiz to your students. Before you post the quiz, make sure to finalize the questions because once posted, you can no longer modify the questions.



11. To view student’s answer sheet, click the **Student List** button.



12. Click the **Answer Sheet** icon to view student answers and details, where you can manually check the essay question of the students and input the scores.



13. Input the score of the student for the essay type question, and click the **Save Scores** button once done.

SAHSOI | My Classes

iteachjhs.sahsoi.edu.ph/exam/student_answer_preview/f%7Ccaqib%7C1o&c&c&c&d%7C2420pn3%7Cbh%...

SAHSOI

Go to TLE (ST NICOLAS DE TOLENT) Class Record

Student Answer : C

ESSAY

3. Describe how you can apply one TLE skill to help your family (10pts.)

Accepted attachment: Image

Student Answer:
Supporting your local community can bring a whole host of benefits to you and the people around you. Lending a helping hand can help you to make new friends, learn new skills, advance your career and, most importantly, give something back.

41/200 words



SCORE:
7

ENUMERATION

4. Give at least 3 main areas of TLE (14pts.)

TYPE: Interchangeable

Answer Item: 3

Correct Answer:

- Home Economics
- Industrial Arts
- Agriculture / Fishery Arts
- Information and Communication Technology / ICT

Student Answer:

- ✓ Industrial Arts
- ✓ ICT
- ✓ Home Economics

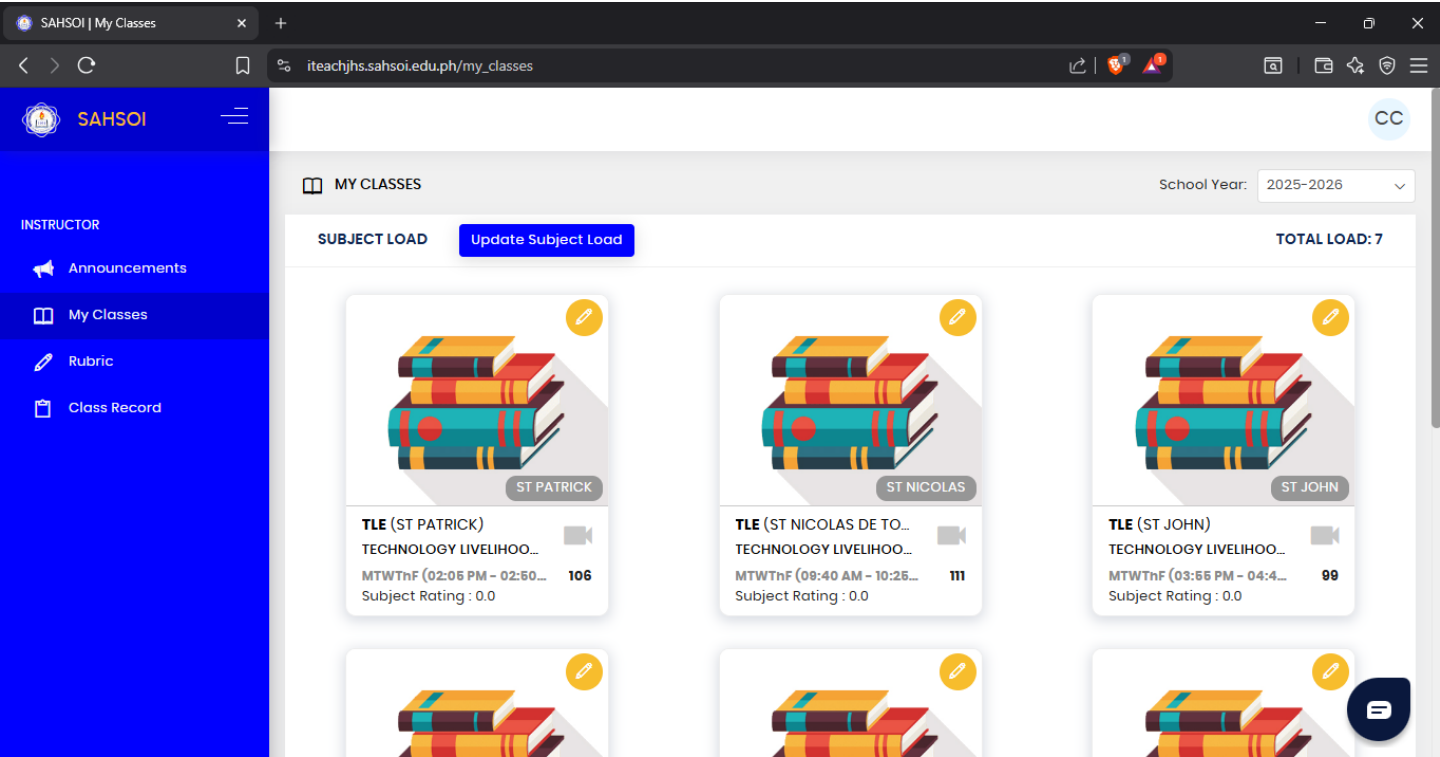
POINTS: 14pts

Save Score

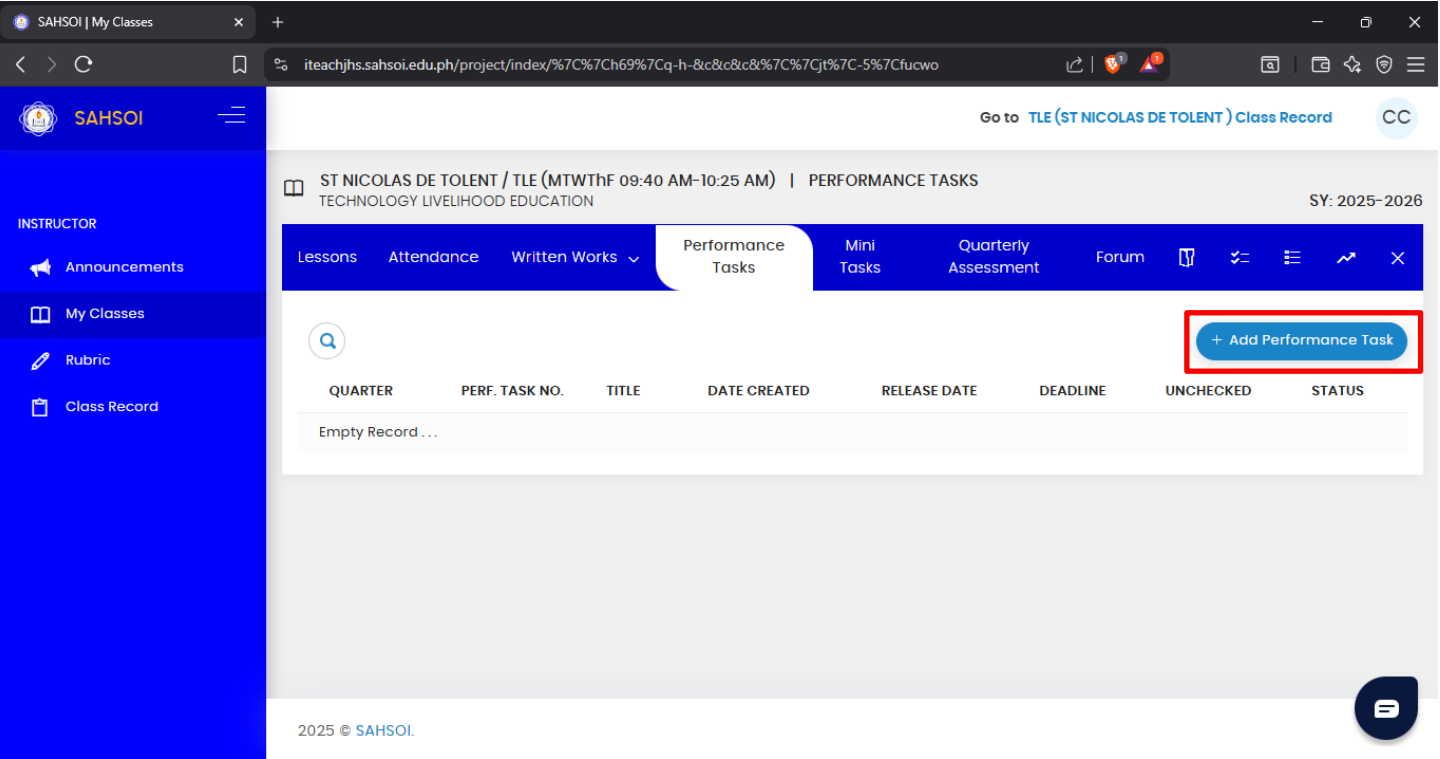
13

How to add performance task?

1. On your **My Classes**, select the subject you want to add the performance task.



2. Go to the **Performance Task** menu, and click the **Add Performance Task** button to create new task.



3. Fill-out the Performance Task form. Input Performance Task **Term**, **Performance Task No.**, **Performance Task Title**, **Total Points**, **Instruction**. Set **Released Date** and **Deadline** of your project, and you may also upload attachment for your project (accepted formats: .pdf, .jpg, .png, .docx, .xlsx, .pptx).

The screenshot shows the 'CREATE PERFORMANCE TASK' form in the SAHSOI system. The form includes the following fields and options:

- QUARTER ***: A dropdown menu with 'First' selected.
- PERF. TASK NO. ***: A dropdown menu with '1' selected.
- TITLE ***: A text input field containing 'Try a TLE Skill and Share What You Learned'.
- TOTAL POINTS ***: A text input field containing '80'.
- INSTRUCTION ***: A rich text editor with a toolbar (bold, italic, underline, link, unlink, list, indent, outdent, undo, redo, help) and a text area containing 'To practice a basic TLE skill from one of the main areas and explain how it can help in daily life.'
- ATTACH FILE**: A file upload button labeled 'No file chosen'.
- RELEASE DATE ***: A date input field containing '2026-08-13 09:30'.
- DEADLINE ***: A date input field containing '2026-08-22 10:30'.
- ☐ Use a rubric for this task.

The left sidebar shows 'SAHSOI | My Classes' with a blue background and a menu icon. The top navigation bar includes 'Go to TLE (ST NICOLAS DE TOLENT) Class Record' and a 'CC' icon.

4. Click the **Submit** button to add new performance task.

This screenshot is identical to the previous one, showing the 'CREATE PERFORMANCE TASK' form. The 'Submit' button is highlighted with a red rectangle, indicating the next step in the process. The form fields and content remain the same as in the previous screenshot.

5. To view student’s submission on the performance task, click the task on the list.

SAHSOI | My Classes

iteachjhs.sahsoi.edu.ph/project/index/px2ar%7C5-%7Cm&c&c&c&awrh%7Ca82yp9p

SAHSOI

ST NICOLAS DE TOLENT / TLE (MTWThF 09:40 AM-10:25 AM) | PERFORMANCE TASKS

SY: 2025-2026

INSTRUCTOR

Announcements

My Classes

Rubric

Class Record

Lessons

Attendance

Written Works

Performance Tasks

Mini Tasks

Quarterly Assessment

Forum

Go to TLE (ST NICOLAS DE TOLENT) Class Record

+ Add Performance Task

QUARTER	PERF. TASK NO.	TITLE	DATE CREATED	RELEASE DATE	DEADLINE	UNCHECKED	STATUS
First	1	Try a TLE skill and Share What You Learned	Aug 12, 2025 06:53 PM	Aug 13, 2026 09:30 AM	Aug 22, 2026 10:30 AM	-	INACTIVE

2025 © SAHSOI

6. On the **File** column, click on the specific file of the student to view their submissions. Manually input the grade of the student on the **Grade** column. After checking the submissions, you may post their scores on the class record by clicking the **Post to Class Record** button.

SAHSOI | My Classes

iteachjhs.sahsoi.edu.ph/project/view/7kw-v-p%7C-r&c&c&c&%7Cm1f%7C7%7Cc1%7C3%7C/1cdda9e...

SAHSOI

TLE (ST NICOLAS DE TOLENT) Class Record

INSTRUCTOR

Announcements

My Classes

Rubric

Class Record

Lessons

Attendance

Written Works

Performance Task

Mini Tasks

Quarterly Assessment

Forum

Go to TLE (ST NICOLAS DE TOLENT) Class Record

+ Add Performance Task

← Back to List

STATUS : ACTIVE (Released)

QUARTER : First Quarter

PERFORMANCE TASK NO. : 1

TITLE : Try a TLE Skill and Share What You Learned

INSTRUCTION : To practice a basic TLE skill from one of the main areas and explain how it can help in daily life.

DATE CREATED : August 12, 2025 05:53 PM

RELEASE DATE : August 13, 2025 09:30 AM

DEADLINE : September 13, 2025 10:30 AM

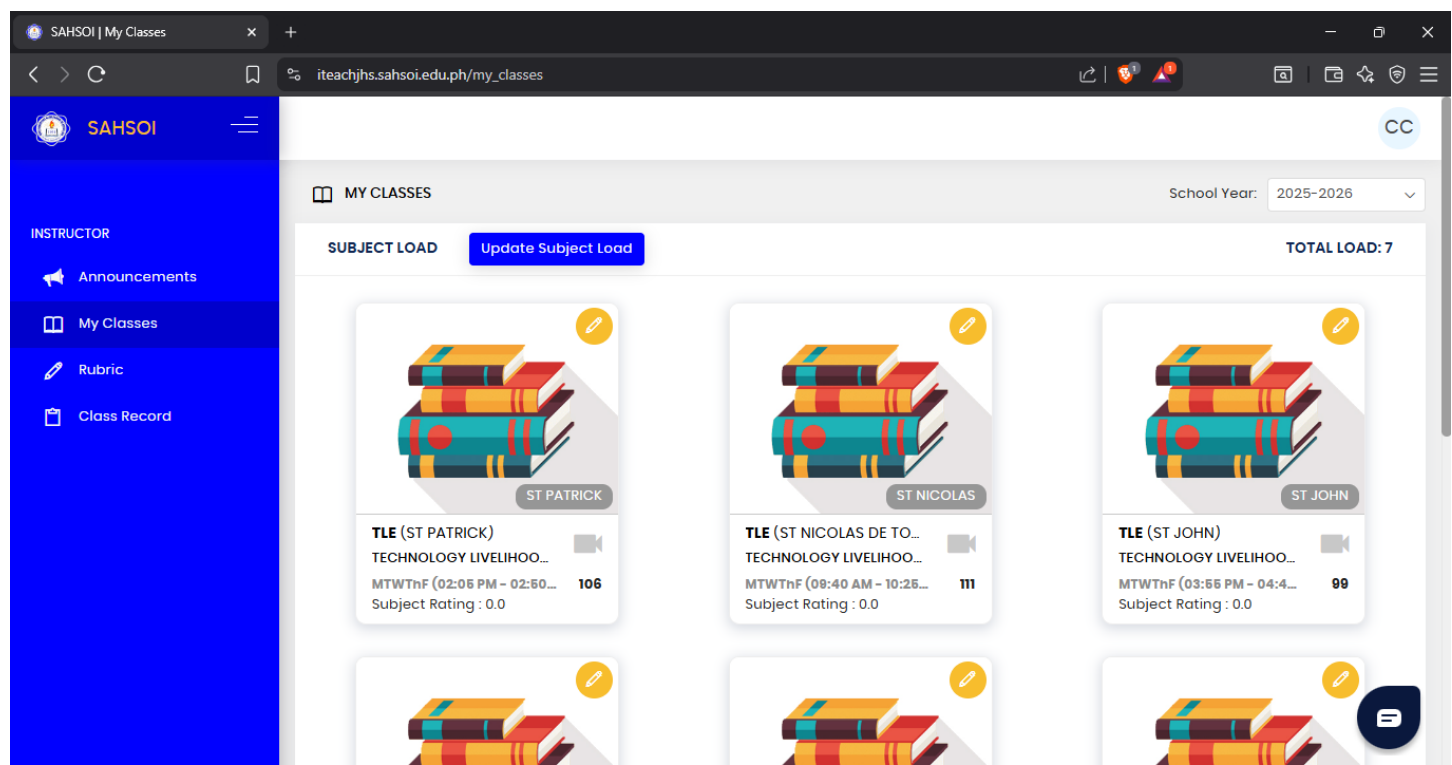
TOTAL POINTS : 50

PERFORMANCE TASK SUBMISSIONS

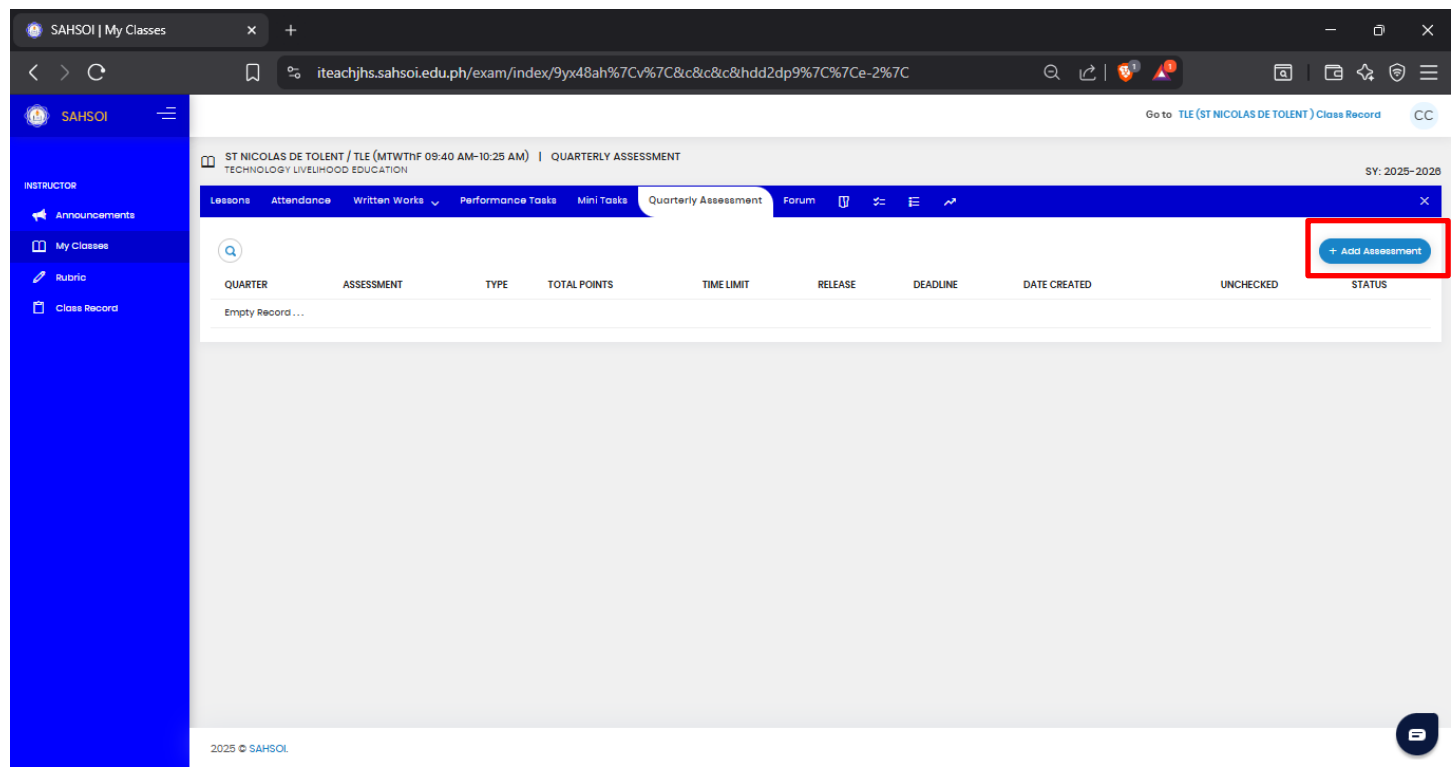
#	RESUBMIT	ID NO	STUDENT	GENDER	FILE	DATE SUBMITTED	GRADE	REMARKS	STATUS
1		202530278	ABIERA, JOHN MICHAEL A.	Male		Sep 7, 2025 10:39 AM	40		CHECKED
2		202530212	ALECHA, JB BOY S.	Male					

How to create quarterly assessment?

1. On your My Classes, select the subject you want to add a quarterly assessment.



2. Go to the **Quarterly Assessment** menu, then click the **Add Quarterly Assessment** button to create assessment.



3. Create the **Assessment Header**. Set the **Assessment Term, Type, Show Assessment Result in days, Released Date, Deadline, Time Limit** and **Assessment Title**. Click the **Save** button to save the assessment header.

The screenshot shows the 'CREATE QUARTERLY ASSESSMENT' form in the SAHSOI system. The interface is in a web browser with the URL 'iteachjhs.sahsoi.edu.ph/exam/create_header/9yx48ah%7Cv%7C8&c8c&c&hdd2dp9%7C%7Ce-2%7C'. The page title is 'ST NICOLAS DE TOLENT / TLE (MTWTF 09:40 AM-10:25 AM) | QUARTERLY ASSESSMENT'. The left sidebar shows the 'INSTRUCTOR' menu with options: Announcements, My Classes, Rubric, and Class Record. The main content area is titled 'CREATING QUARTERLY ASSESSMENT HEADER' and includes a progress bar with three steps: 1. Header (active), 2. Questions, and 3. Finalize. The form fields are as follows:

Field	Value
Quarter *	First
Assessment *	FIRST HALF
Assessment Type *	Regular
Date Release *	2028-09-08 09:30
Deadline *	2028-09-13 10:30
Time Limit * (in minutes)	30
Show Assessment result after (days) *	2
Order of question *	Random
Title *	TLE FIRST EXAMINATION

At the bottom of the form, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

4. Next, is to input the questions. For **multiple choice**, input the answer choices and set the correct answer. You may also attach an image or audio file for this question. For your choices, you can set it as text or image. Click the **Save** button to add question.

The screenshot shows the 'CREATE QUARTERLY ASSESSMENT QUESTIONS' form in the SAHSOI system. The interface is in a web browser with the URL 'iteachjhs.sahsoi.edu.ph/exam/create_question/9yx48ah%7Cv%7C8&c8c&c&hdd2dp9%7C%7Ce-2%7C/3ec9...'. The page title is 'ST NICOLAS DE TOLENT / TLE (ST NICOLAS DE TOLENT) Class Record'. The left sidebar shows the 'INSTRUCTOR' menu with options: Announcements, My Classes, Rubric, and Class Record. The main content area is titled 'CREATING QUARTERLY ASSESSMENT QUESTIONS' and includes a progress bar with three steps: 1. Header, 2. Questions (active), and 3. Finalize. The form fields are as follows:

Field	Value
Question no.1 *	Which of the following is an area of TLE that focuses on cooking and sewing?
Insert image/audio file on question	No file chosen
Points	1
Question Type *	Multiple Choice
Option Type *	Text
Options	A. Industrial Arts B. Agriculture/Fishery Arts C. Home Economics D. Information and Communication Technology
Answer *	C

At the bottom of the form, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

5. For **Identification**, type the correct answer on the box and hit enter (on your keyboard) to add the answer. You can also add more alternative answers for this question (ex. singular and plural answers). Click the **Save** button to add question.

The screenshot shows the 'CREATE QUARTERLY ASSESSMENT' interface in the SAHSOI system. The 'Questions' step is active, showing a progress bar with three steps: Header, Questions, and Finalize. The current question is 'Question no. 2 *' with the text 'A basic computer skill learned in TLE is called?'. The 'Points' field is set to 5, and the 'Question Type' is 'Identification'. The 'Answer' field contains 'Computer Literacy'. A red box highlights the 'Save' button. The interface also shows 'TOTAL ITEMS 1' and 'TOTAL SCORE 1'.

6. For **Enumeration**, type the correct answers in each box and hit enter (on your keyboard) to add the answer. Click the plus button to add another box for a new answer. You can also add an alternative answer for each box. The **Answer Item** field is the number of answers needed. Click the **Save** button to add question.

The screenshot shows the 'CREATE QUARTERLY ASSESSMENT' interface in the SAHSOI system for the 'Enumeration' question type. The 'Questions' step is active. The current question is 'Question no. 3 *' with the text 'Give at least 3 main areas of TLE'. The 'Points' field is set to 14, and the 'Question Type' is 'Enumeration'. The 'Enumeration Type' is 'Interchangeable', and the 'Answer Item' is set to 3. The 'Answer' field contains four items: 'Home Economics', 'Industrial Arts', 'Agriculture', and 'Fishery Arts'. A red box highlights the 'Save' button. The interface also shows 'TOTAL ITEMS 2' and 'TOTAL SCORE 1'.

7. For **Essay** questions, input your question and you can set word limit if you want (for short and long answers).

SAHSOI | My Classes

iteachjhs.sahsoi.edu.ph/exam/create_question/9yx48ah%7Cv%7C&c&c&c&hdd2dp9%7C%7Ce-2%7C/3ec9...

Go to TLE (ST NICOLAS DE TOLENT) Class Record

ST NICOLAS DE TOLENT / TLE (MTWTF 09:40 AM-10:25 AM) | QUARTERLY ASSESSMENT

TECHNOLOGY LIVELIHOOD EDUCATION

SY: 2025-2026

Lessons Attendance Written Works Performance Tasks Mini Tasks Quarterly Assessment Forum

CREATE QUARTERLY ASSESSMENT

Indicates required fields (*)

1 Header 2 Questions 3 Finalize

CREATING QUARTERLY ASSESSMENT QUESTIONS

TOTAL ITEMS 3 TOTAL SCORE 20

Multiple Choice 1 Identification 1 Enumeration 1 Essay 0

Question no. 4 *
Describe how you can apply one TLE skill to help your family

Insert image/audio file on question
No file chosen

Points
10

Question Type *
Essay

Accepted Attachment
Image (Allowed Ext: .png, .jpg, .gif)

Word limit:
200

Save Cancel

< Previous Step Next Step >

8. After you input all your questions, click the **Next Step** button to finalize your quarterly assessment.

SAHSOI | My Classes

iteachjhs.sahsoi.edu.ph/exam/create_question/9yx48ah%7Cv%7C&c&c&c&hdd2dp9%7C%7Ce-2%7C/3ec9...

Go to TLE (ST NICOLAS DE TOLENT) Class Record

ST NICOLAS DE TOLENT / TLE (MTWTF 09:40 AM-10:25 AM) | QUARTERLY ASSESSMENT

TECHNOLOGY LIVELIHOOD EDUCATION

SY: 2025-2026

Lessons Attendance Written Works Performance Tasks Mini Tasks Quarterly Assessment Forum

CREATE QUARTERLY ASSESSMENT

Indicates required fields (*)

1 Header 2 Questions 3 Finalize

CREATING QUARTERLY ASSESSMENT QUESTIONS

TOTAL ITEMS 3 TOTAL SCORE 20

Multiple Choice 1 Identification 1 Enumeration 1 Essay 0

Question no. 4 *
Describe how you can apply one TLE skill to help your family

Insert image/audio file on question
No file chosen

Points
10

Question Type *
Essay

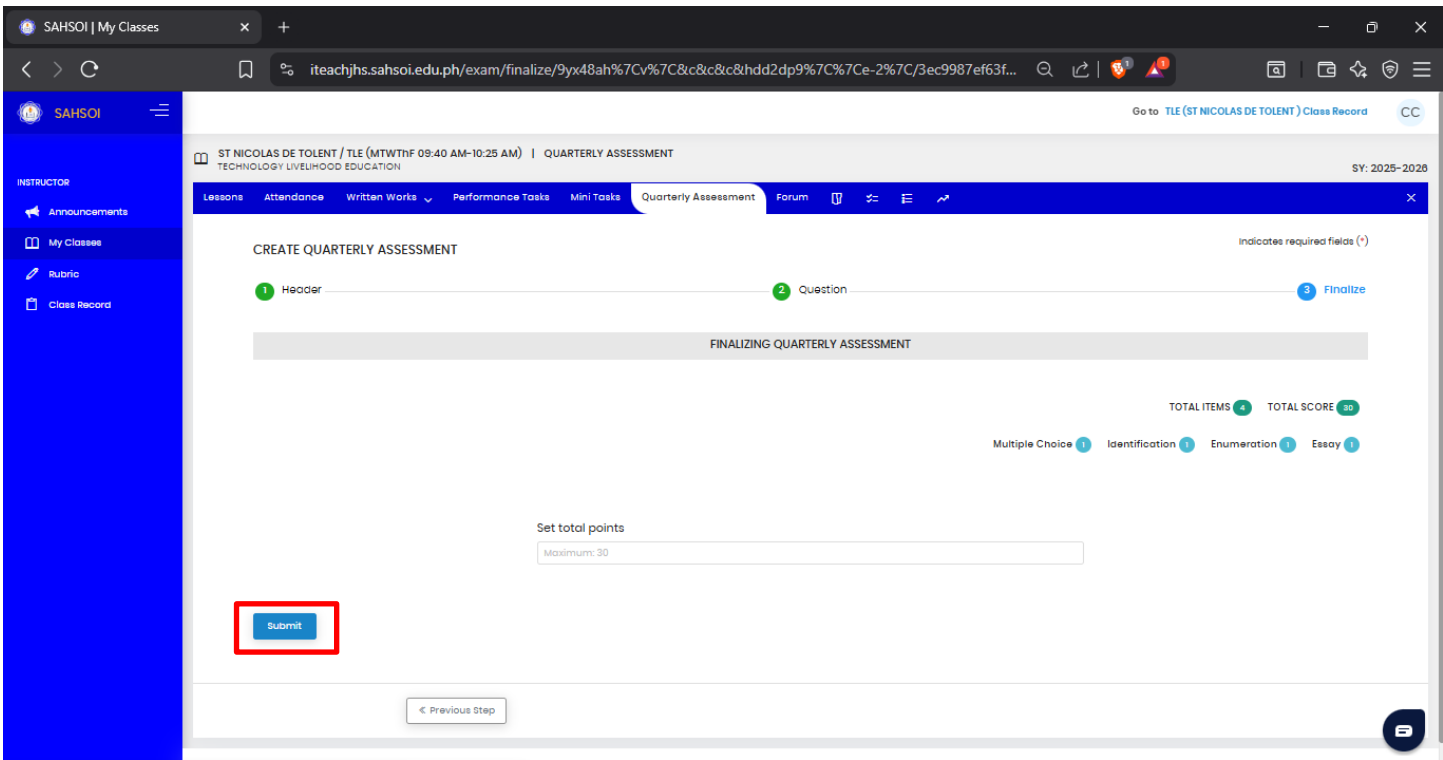
Accepted Attachment
Image (Allowed Ext: .png, .jpg, .gif)

Word limit:
200

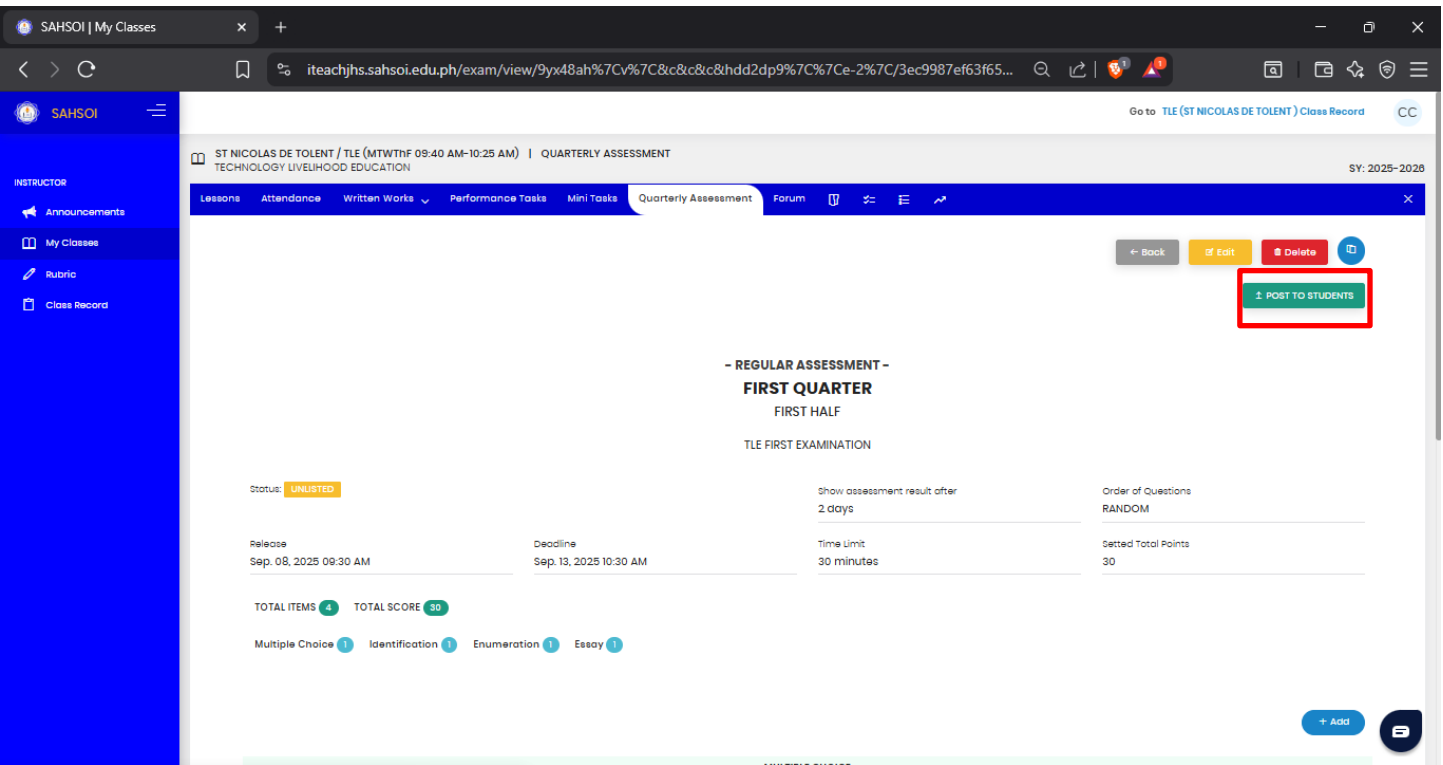
Save Cancel

< Previous Step Next Step >

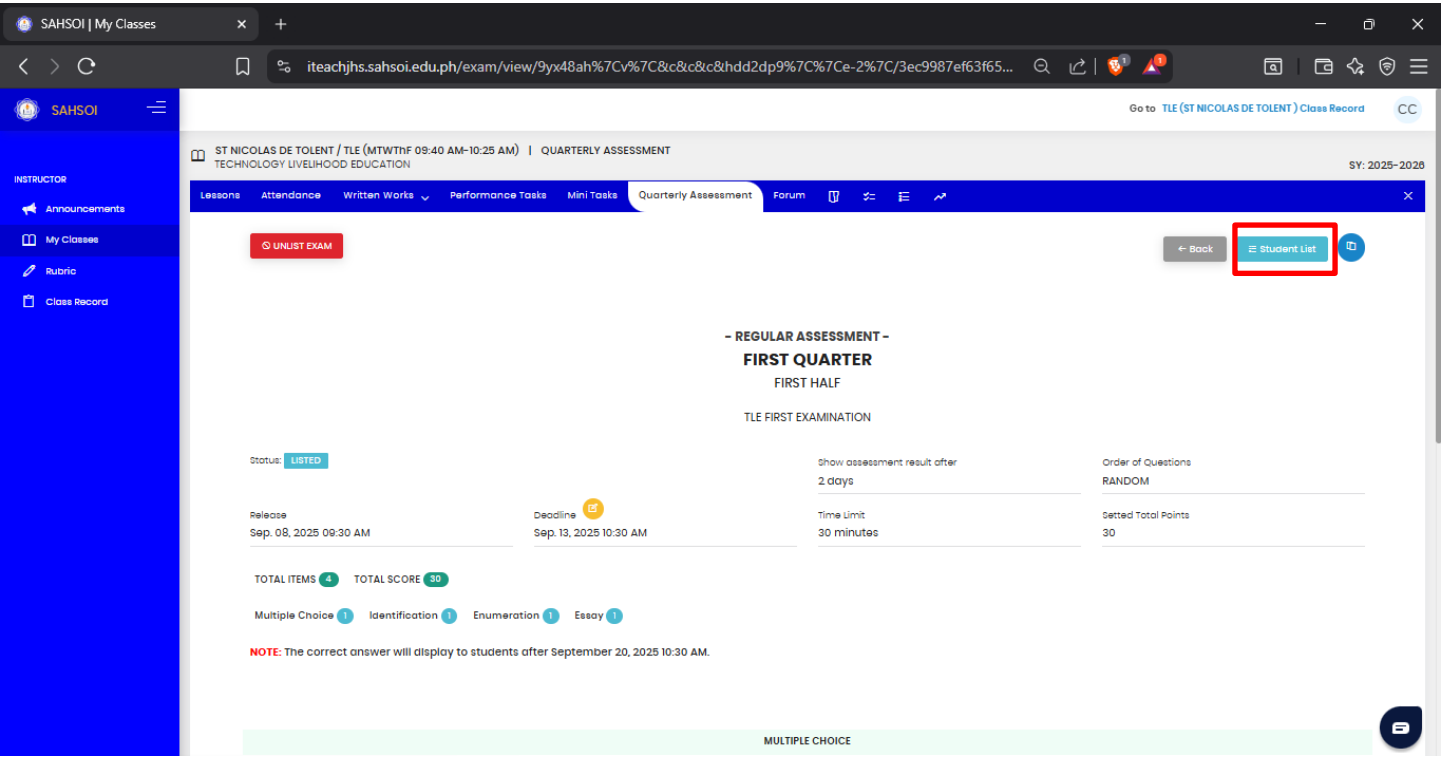
9. Set the total points for the quarterly assessment and click **Submit** once done.



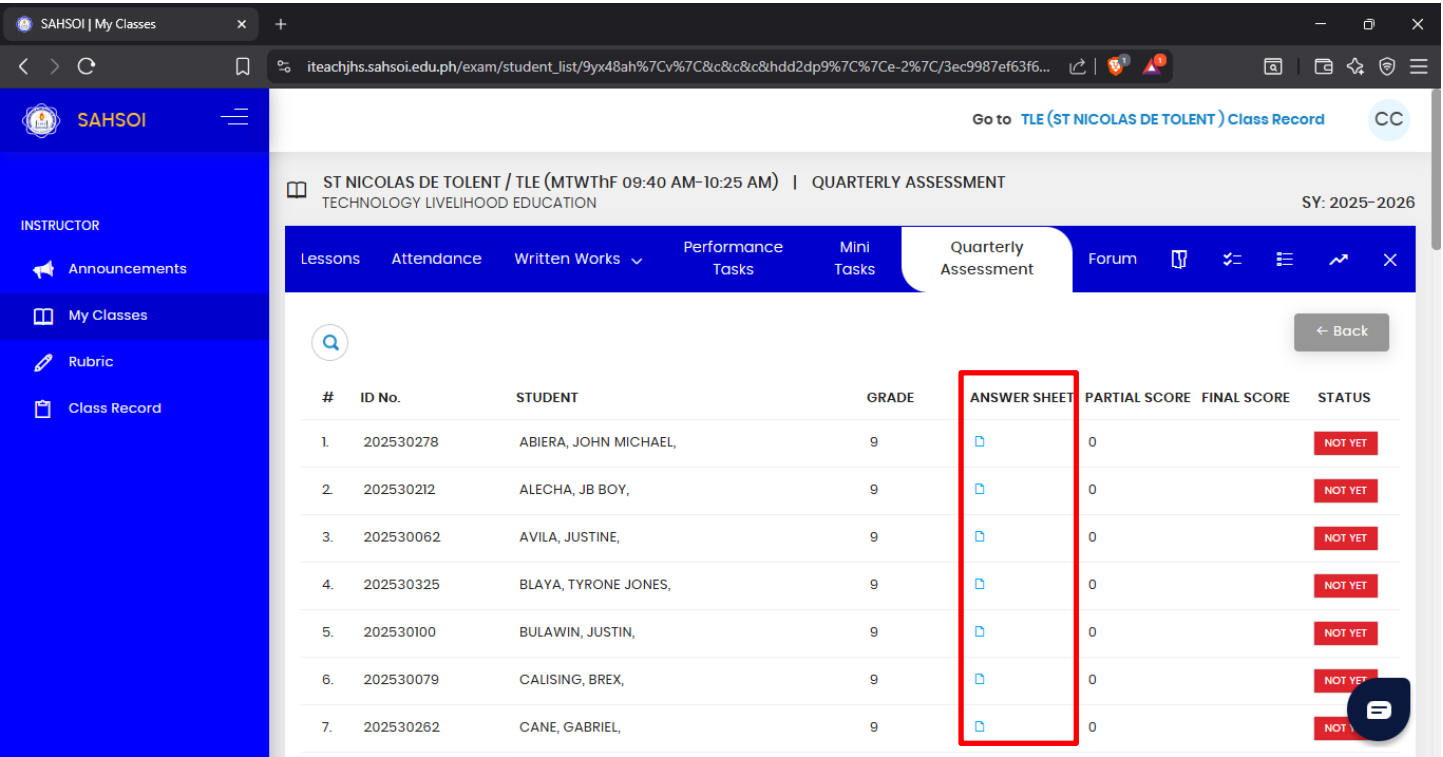
10. Click the **Post to Students** button to publish your quarterly assessment to your students. Before you post the assessment, make sure to finalize the questions because once posted, you can no longer modify the questions.



11. To view student’s answer sheet, click the **Student List** button.



12. Click the **Answer Sheet** icon to view student answers and details, where you can manually check the essay question of the students and input the scores.



13. Input the score of the student for the essay type question, and click the **Save Scores** button on the bottom part of the page.

SAHSOI | My Classes

SAHSOI

iteachjhs.sahsoi.edu.ph/exam/student_answer_preview/%7C%7Cy-ivh84%7C&c&c&c&c%7Cb%7C%7Ct7%7...

Go to [TLE \(ST NICOLAS DE TOLENT\)](#) Class Record

A. Industrial Arts

B. Agriculture/Fishery Arts

C. Home Economics

D. Information and Communication Technology

Correct Answer : C

Student Answer : C

ESSAY

3. Describe how you can apply one TLE skill to help your family (10pts.)

Accepted attachment: Image

Student Answer:

Supporting your local community can bring a whole host of benefits to you and the people around you. Lending a helping hand can help you to make new friends, learn new skills, advance your career and, most importantly, give something back.

41/200 words

SCORE:

7

ENUMERATION

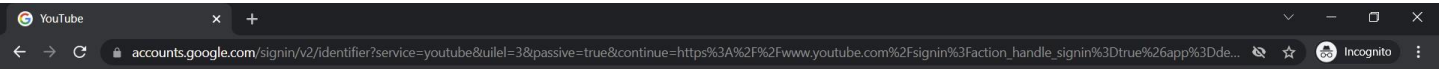
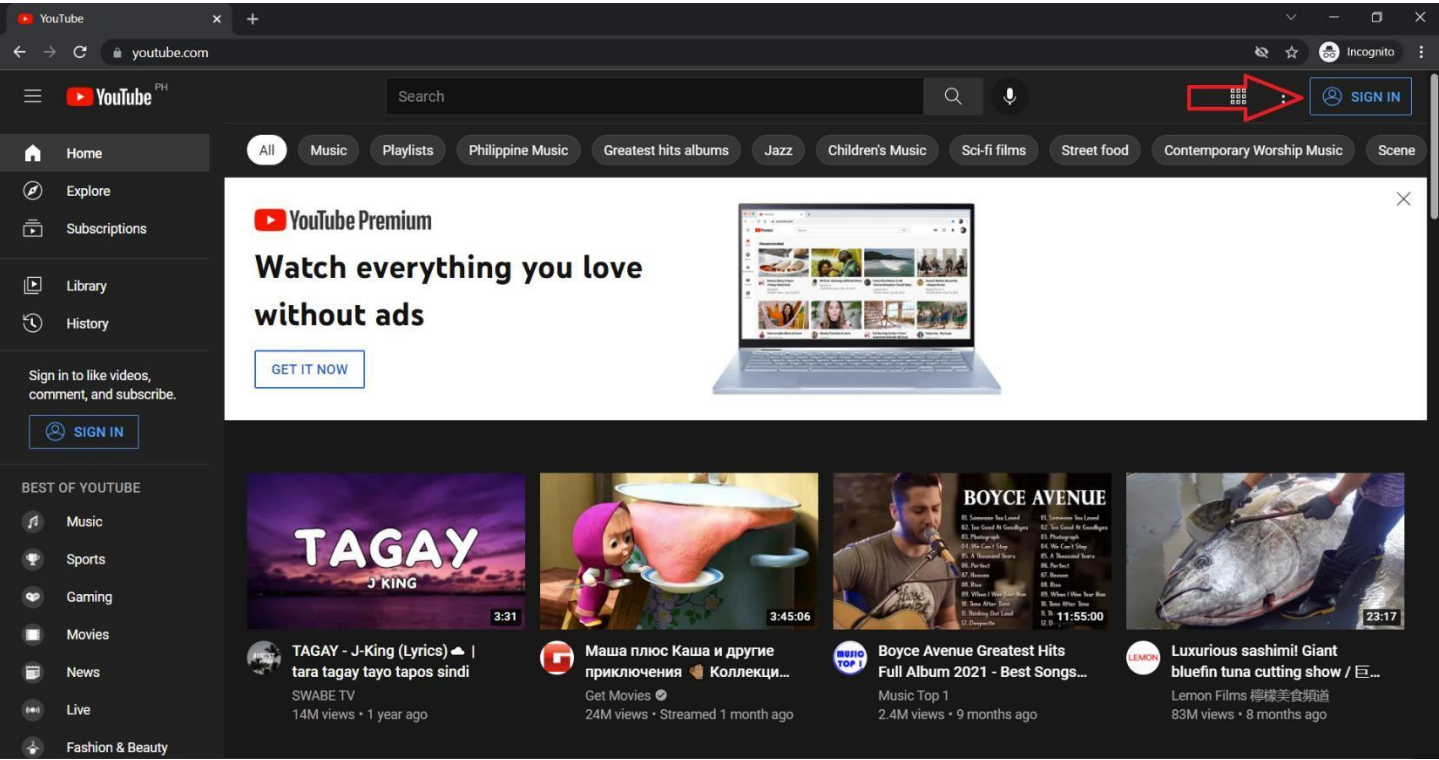
4. Give at least 3 main areas of TLE (14pts.)

TYPE: Interchangeable

POST TO CLASS RECORD

How to upload video on youtube?

1. Sign into your youtube account using your gmail account.



1

Google

Sign in

to continue to YouTube

Email or phone

juandelacruz@gmail.com

Forgot email?

Not your computer? Use Guest mode to sign in privately.

[Learn more](#)

Create account

Next

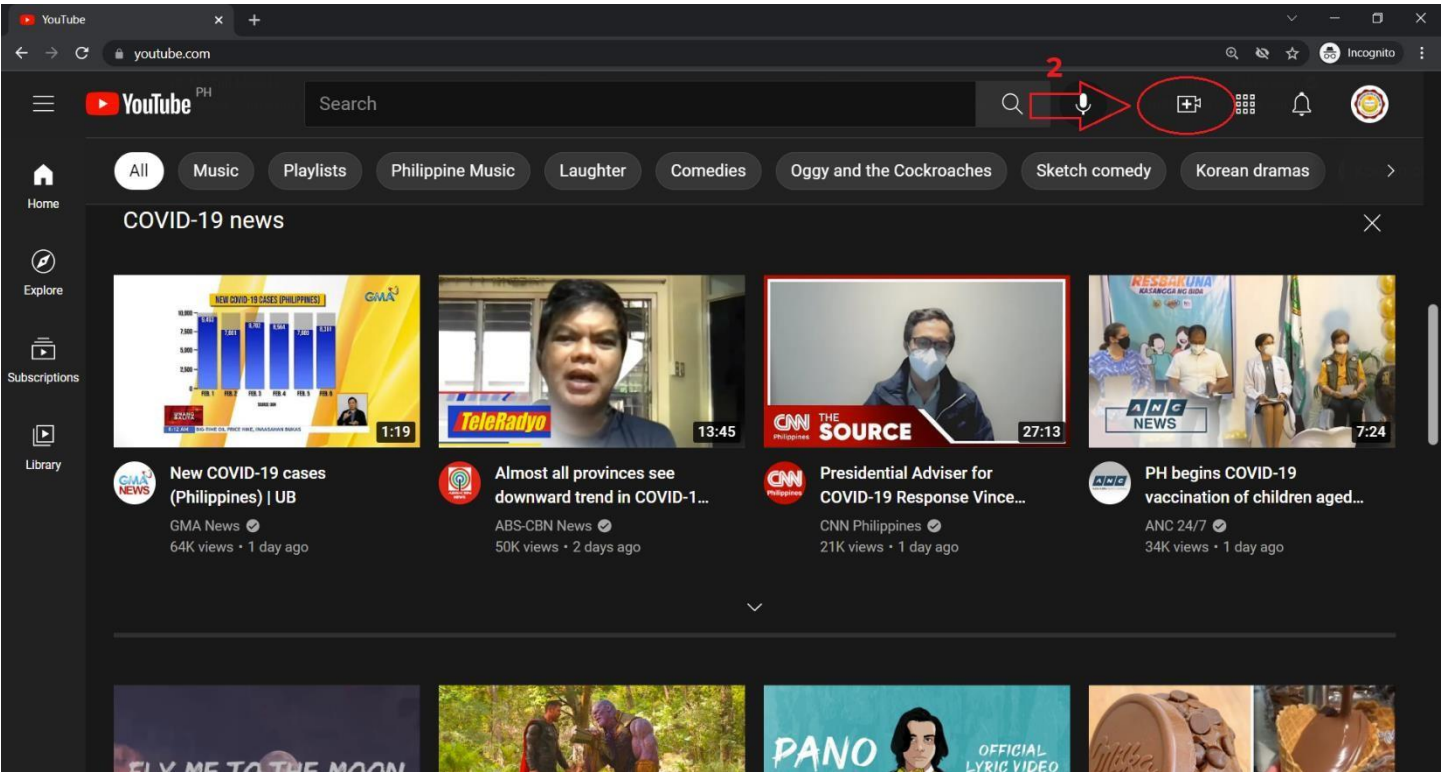
English (United States)

Help

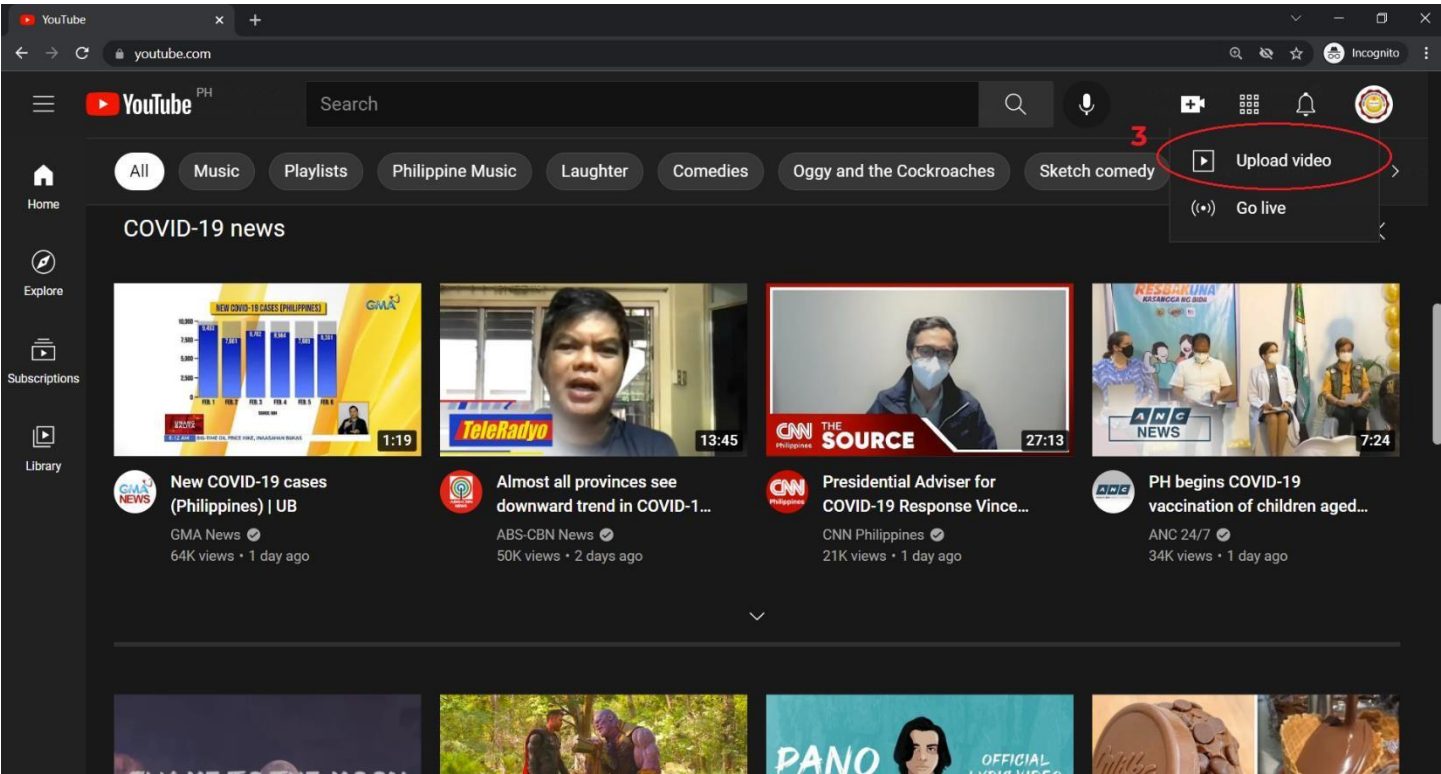
Privacy

Terms

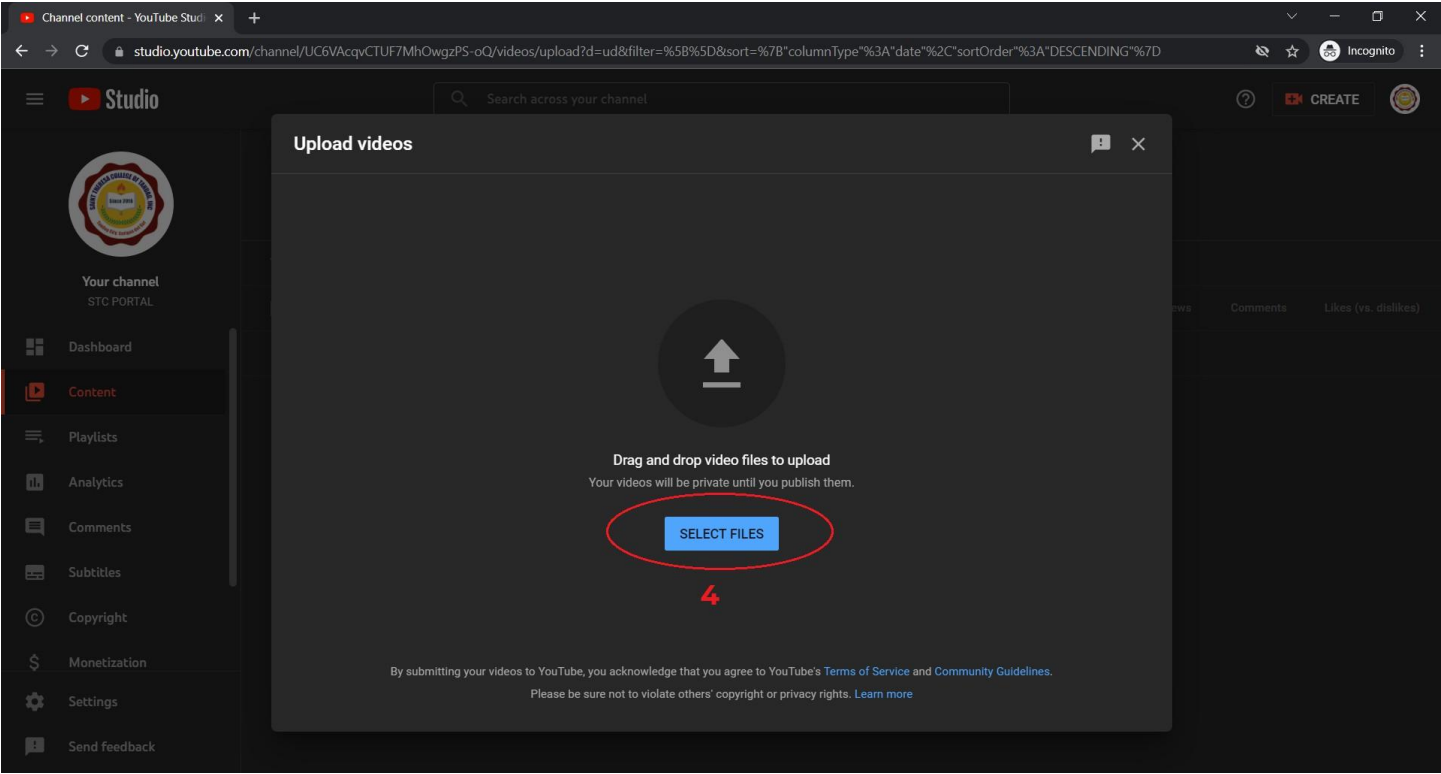
2. Click on the video icon at the top right-hand side of the window, which can be found next to your user icon, apps and notifications.



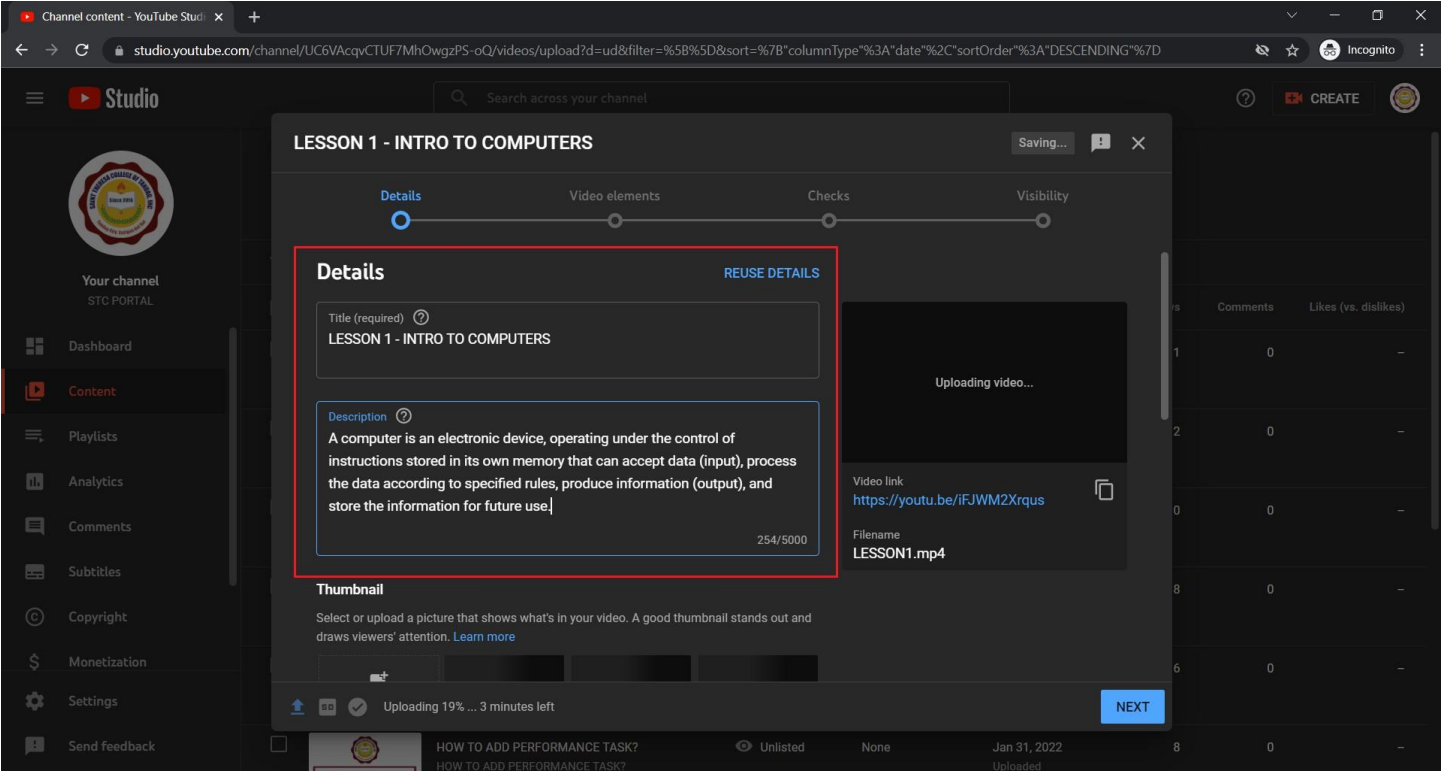
3. Click the **upload video**.



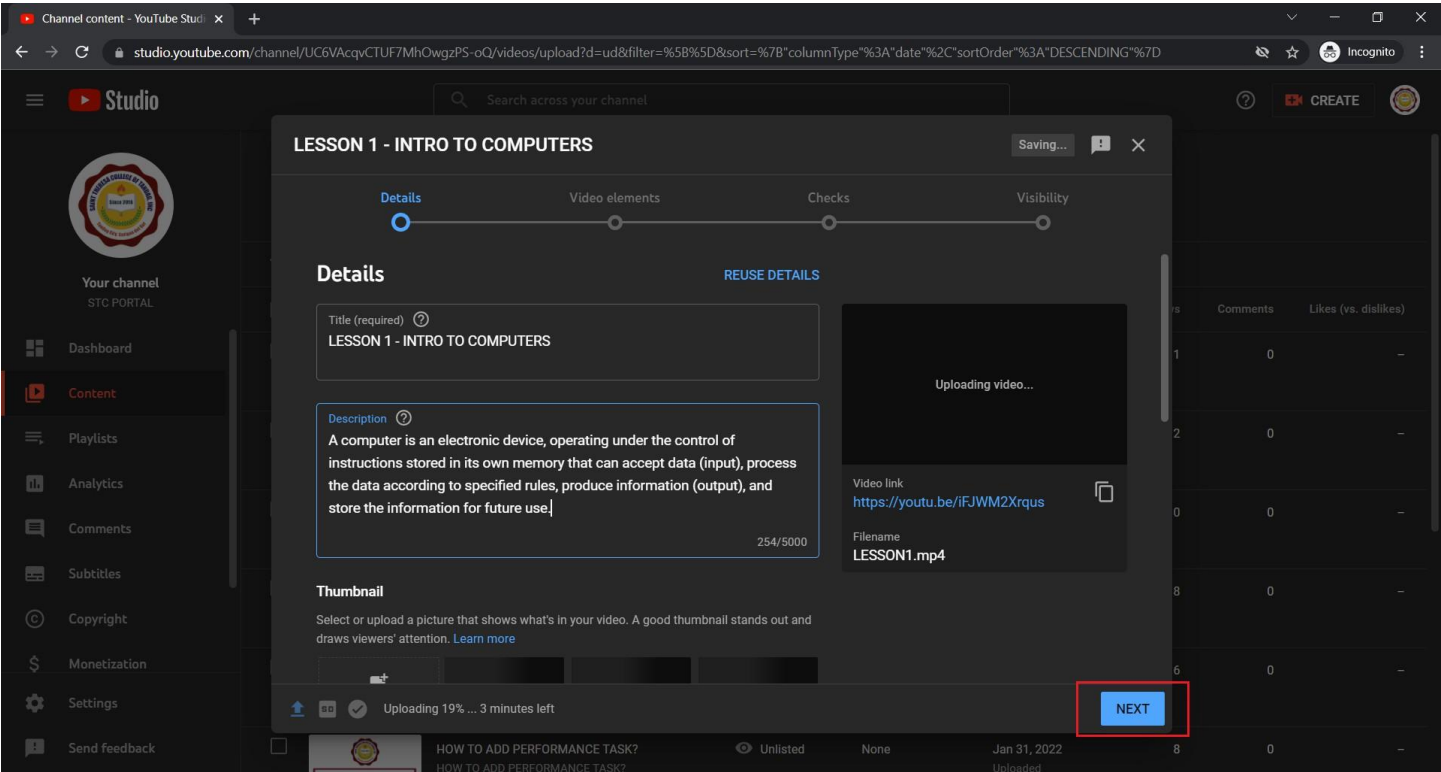
4. Then, press “**Select Files**” to find the video file saved on your computer. Or you can drag and drop it into the window.



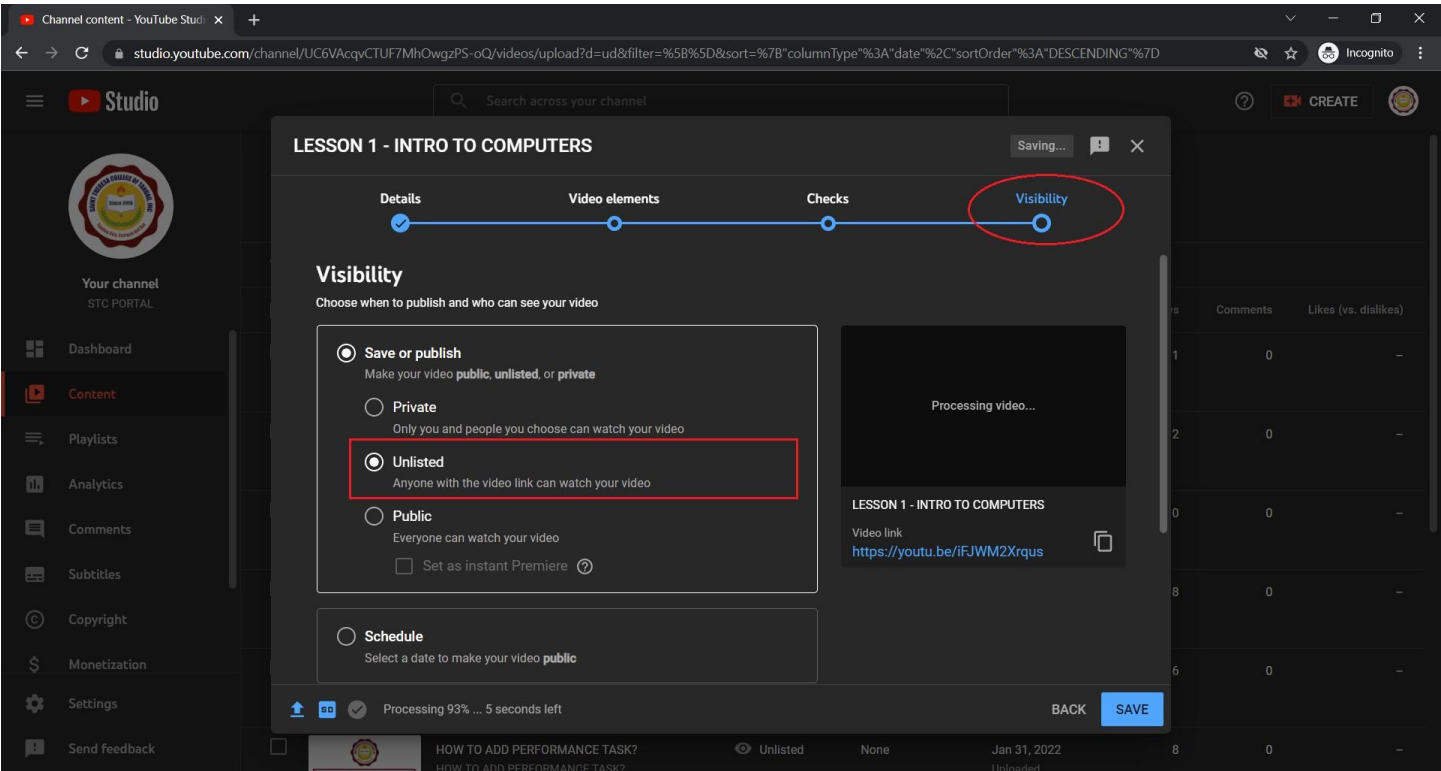
5. Input the **title** and **description** of your video lesson.



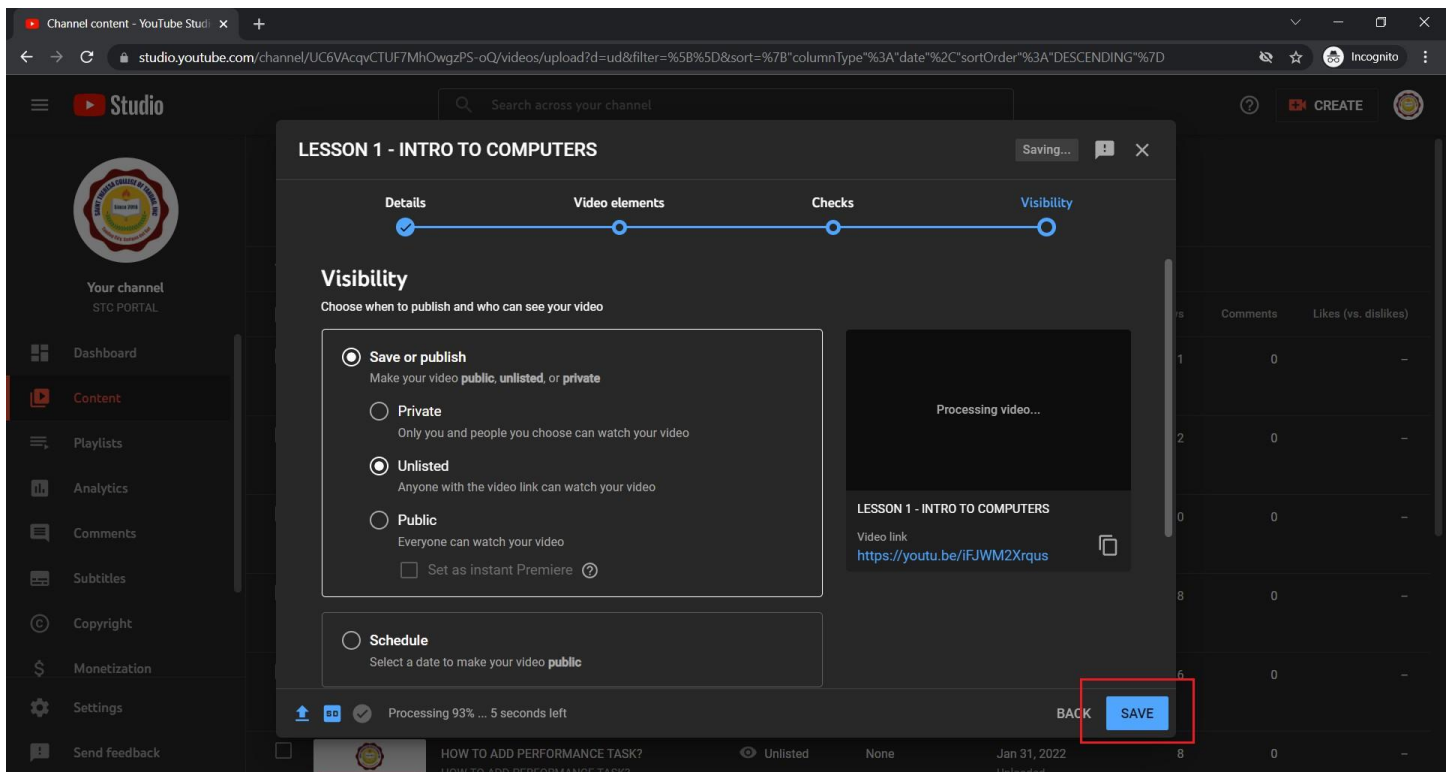
6. Click **Next**.



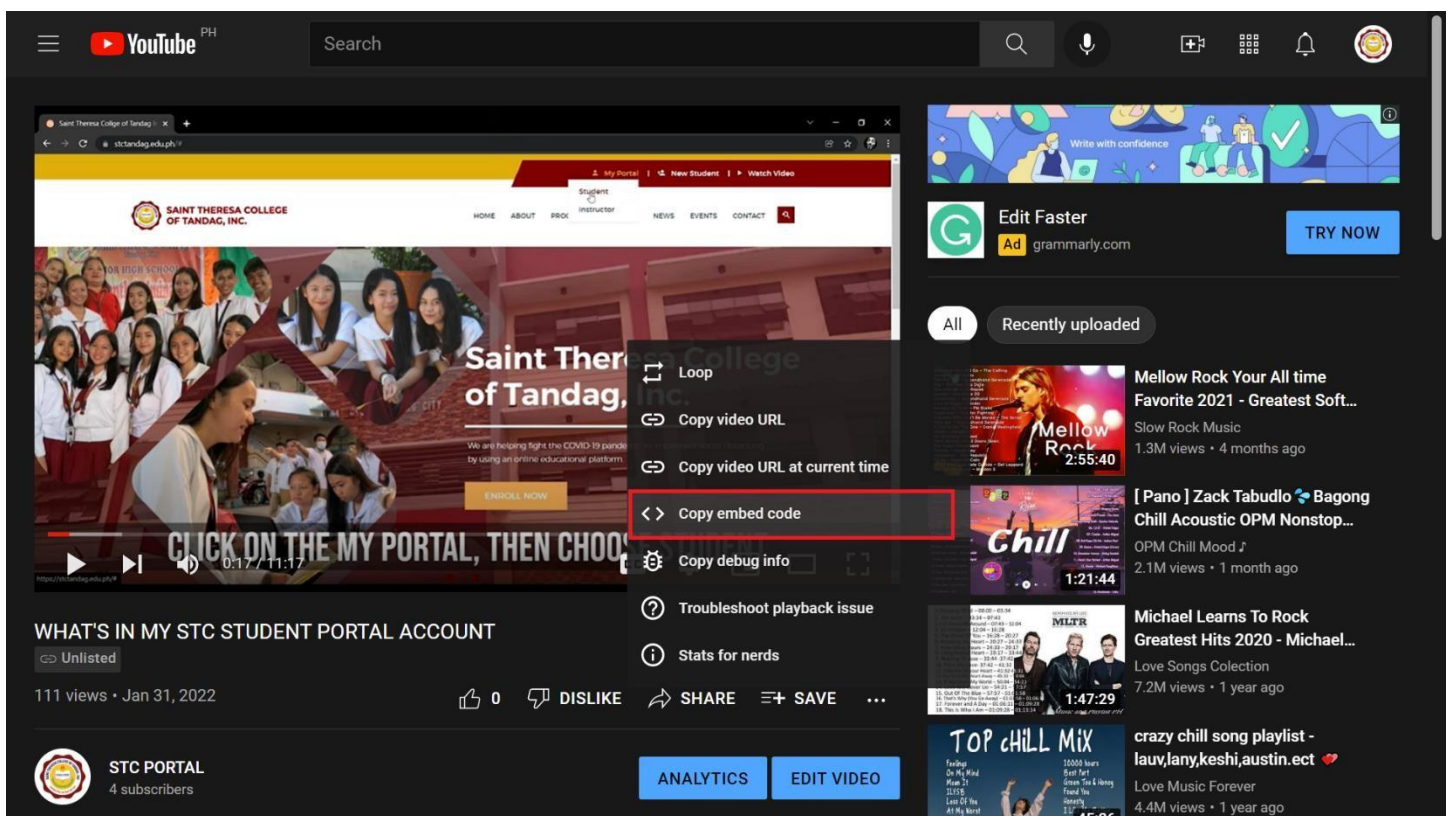
7. For video visibility, choose the **unlisted** option.



8. Click **Save** to publish your video.



9. Copy the embed code after you upload the video. Right-click on your video and select **<> Copy Embed Code**.



[illegible]