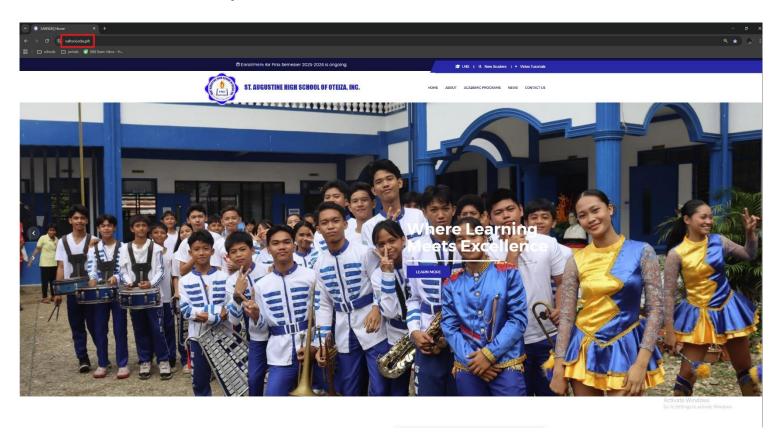
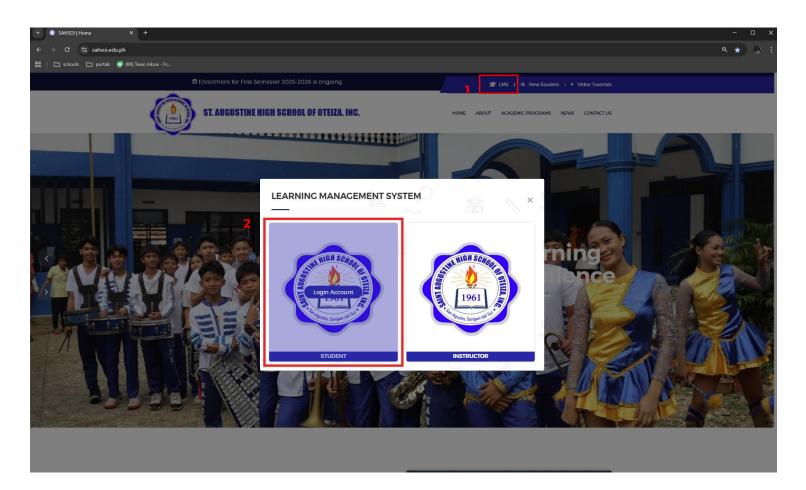
How to access the LMS Student portal?

-Open any browser (e.g. Chrome, Microsoft Edge, and Mozilla Firefox and etc.), then visit the school's website at www.sahsoi.edu.ph

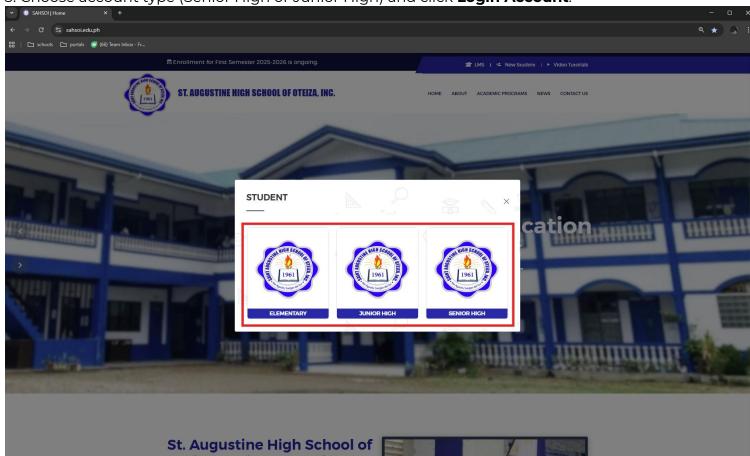


Logging in to Student LMS Account

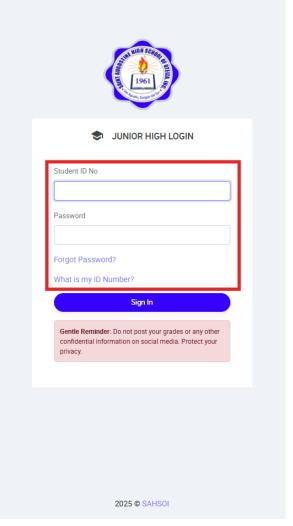
- 1. Click the **LMS** button.
- 2. Choose **Student** then click **Login Account**.



3. Choose account type (Senior High or Junior High) and click Login Account.



4. Input your default login credentials and click the **Sign In** button.



Example:

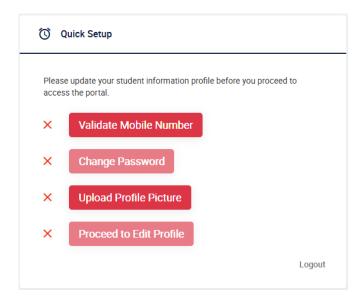
Student ID No: 2252718

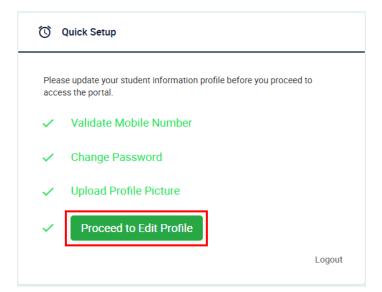
• Default Password is set the same as your Student ID no.



Quick Setup

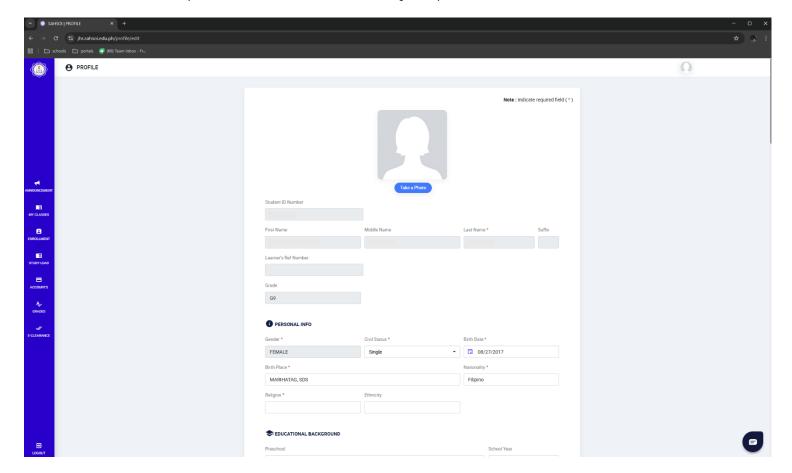
1. Once you log in, you will be redirected to the **Quick Setup** page to complete the form for notification. After that, click **Proceed to Edit Profile**.



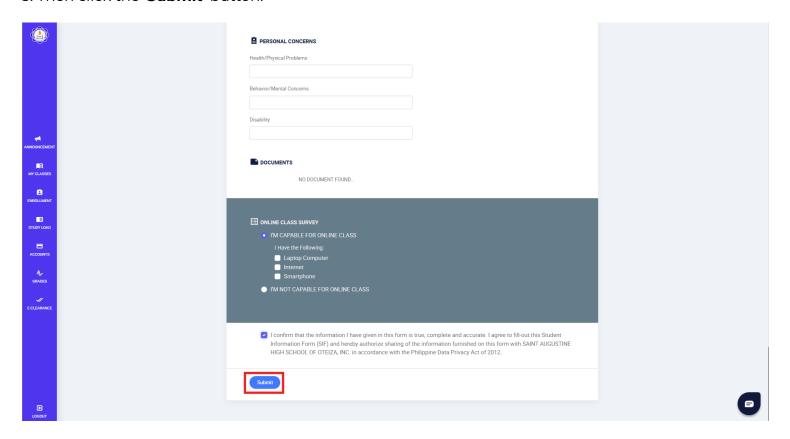


Edit Profile

2. Then fill out the required fields of the form with your personal information.

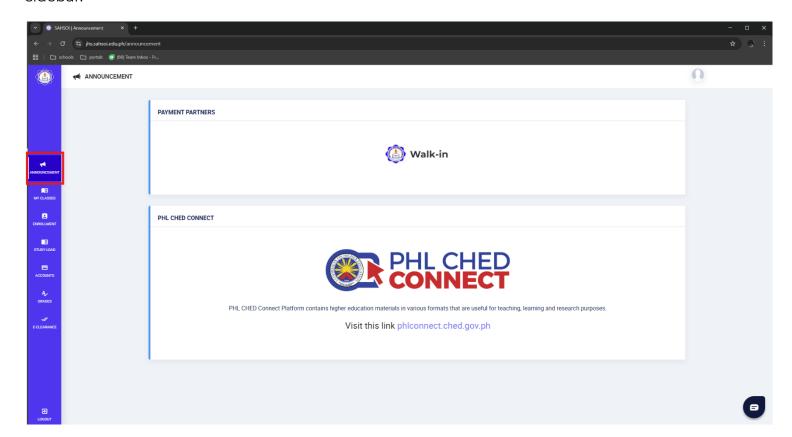


3. Then click the 'Submit' button.



Announcement

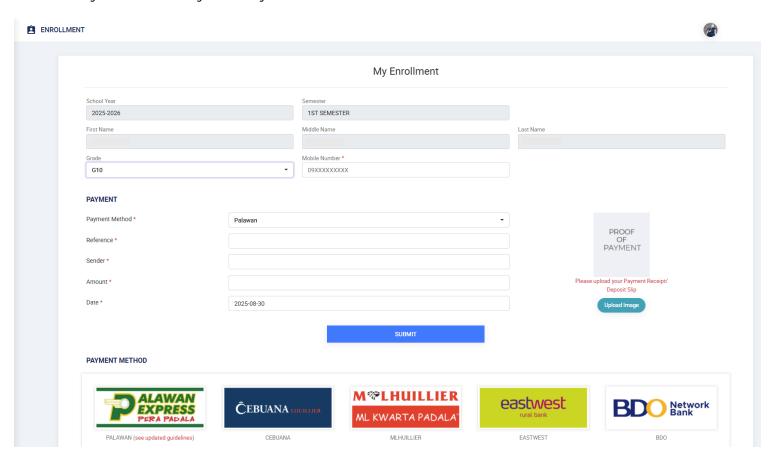
1. You can navigate to the school's important announcements by clicking on '**Announcement**' in the sidebar.





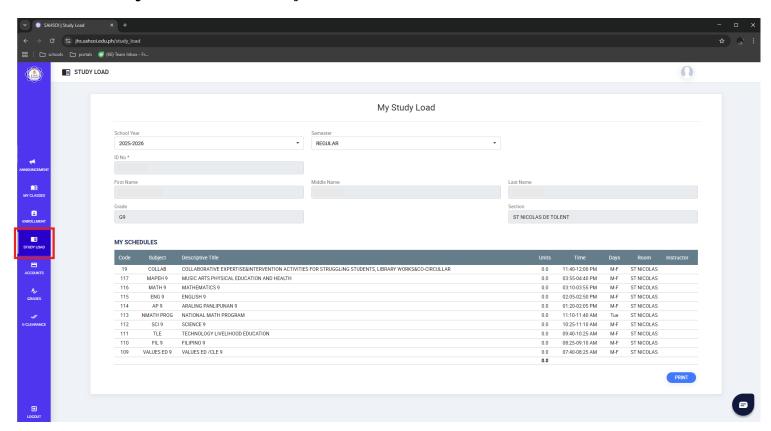
Enrollment

2. Where you can enroll your subjects online.



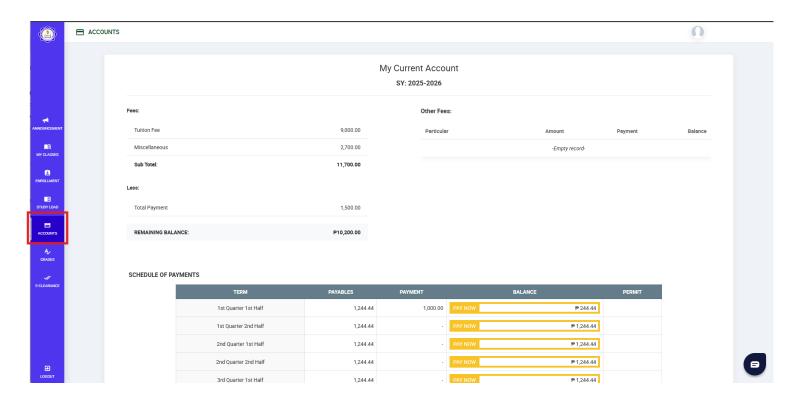
Study Load

3. Click the Study Load menu to view your schedules.



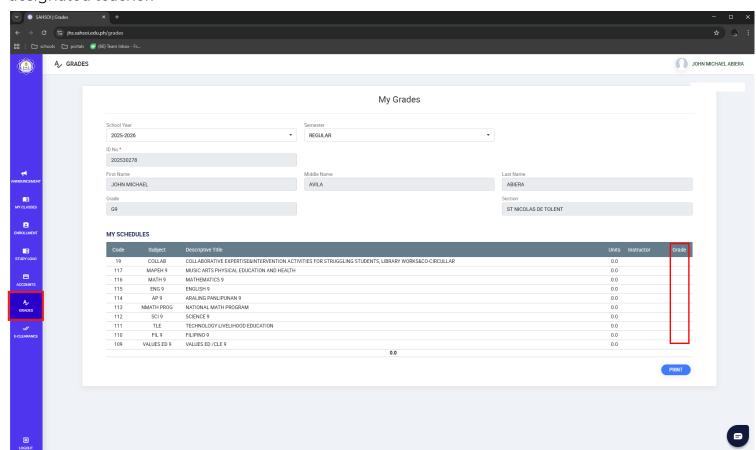
Accounts

4. Where you can view your current assessment and schedule of payments. Here you can view the payment methods available and upload your payment receipt or deposit slip for your payment.



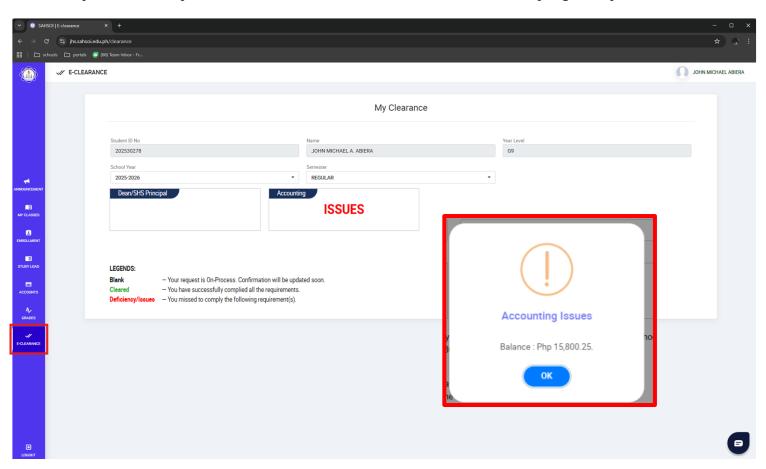
Grades

5. Allows you to view your final grades for each subject for the current semester once posted by each designated teacher.



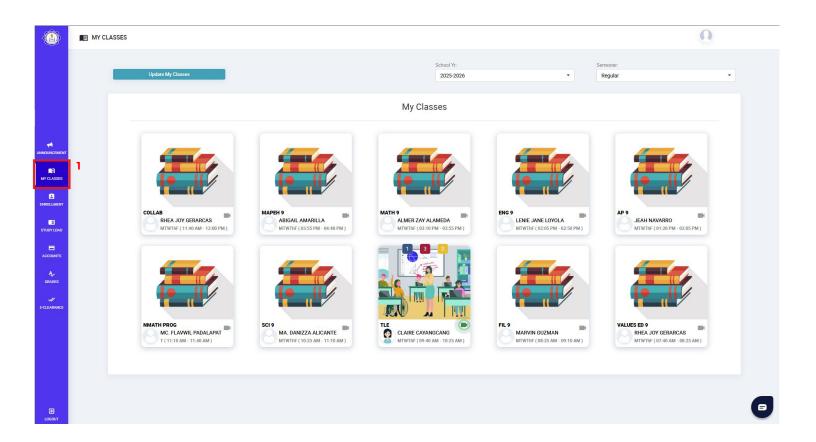
E-Clearance

6. Where you can view your electronic clearance with the status for every signatory.



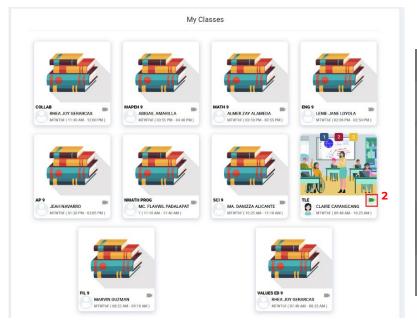
Accessing My Classes

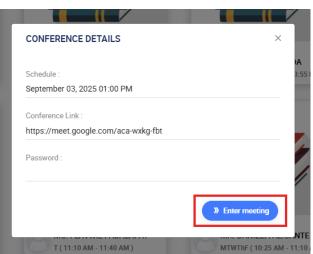
1. Click the **My Classes** on the sidebar menu to view your virtual classrooms. Your currently enrolled subjects will automatically display here.



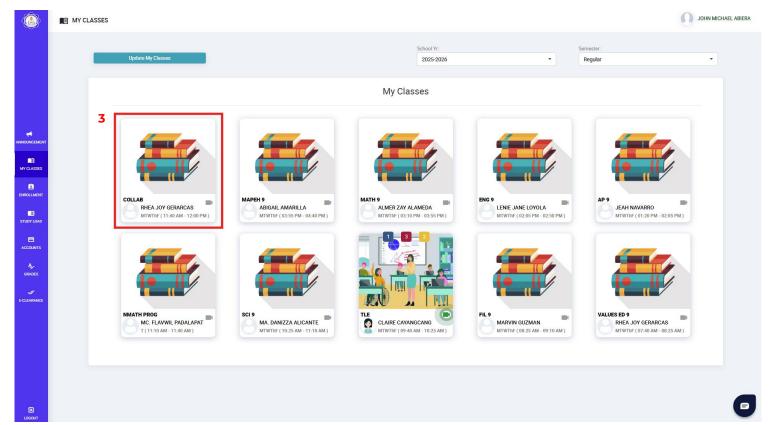
Video Conference

2. To access the **Video Conference**, simply click the icon to join the conference call for your synchronous classes.



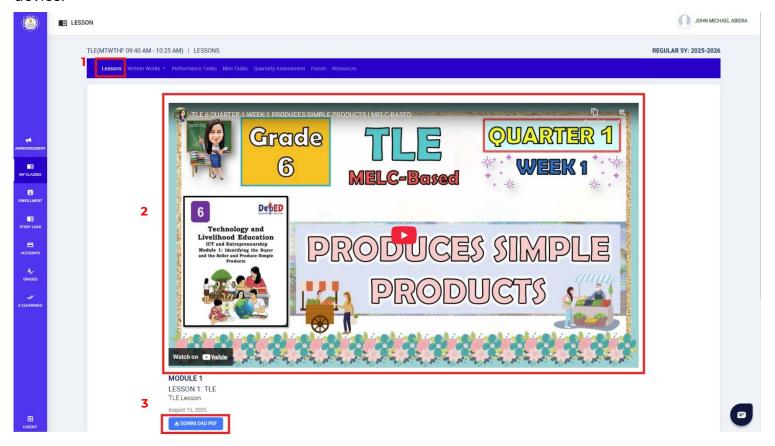


3. To access your virtual class, click on the subject thumbnail.



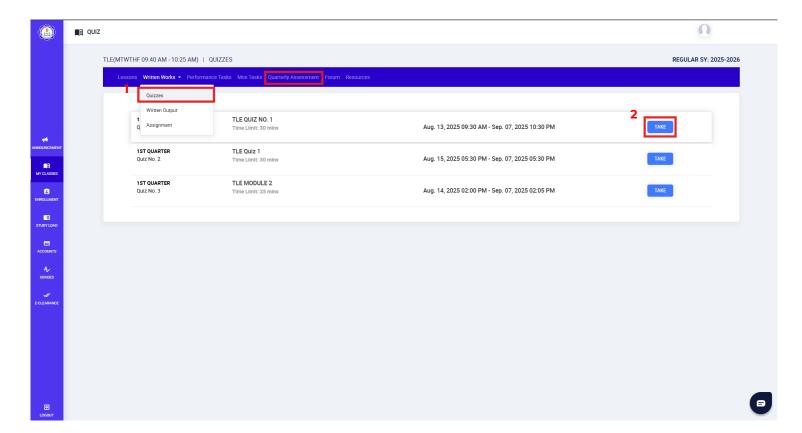
Lessons

- 1. Click on the Lessons submenu to view the lesson materials uploaded by your instructor.
- 2. If the uploaded lesson is video, you can click the play button to watch the video lesson.
- 3. You can also download the lesson material by clicking the **Download File** button and save it to your device.

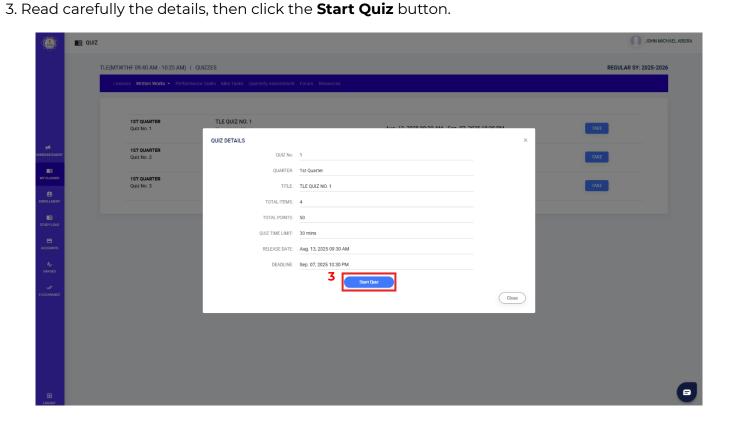


Written Works (Quizzes)

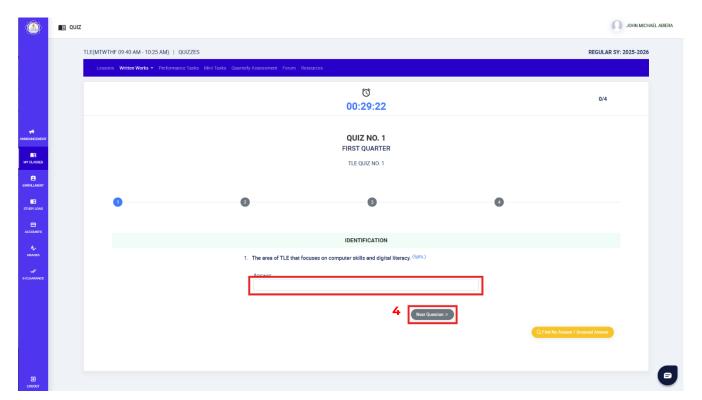
- 1. To take your quiz, go to Written Works and click Quizzes.
- 2. Select the quiz on your list and click **Take** button to view quiz details.
 - Note that the process of taking the **Quizzes** and **Quarterly Assessment** is the same.



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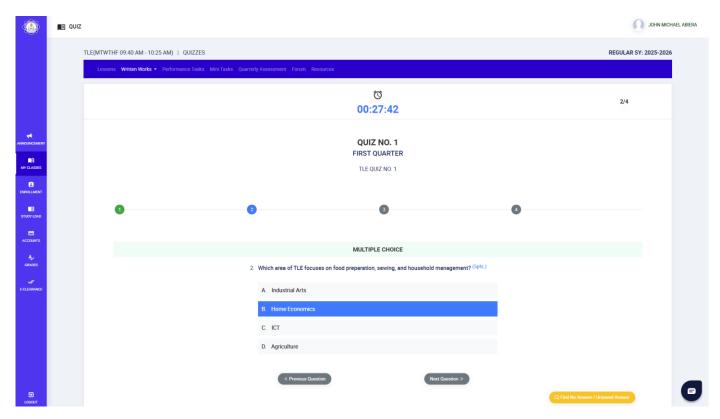


4. For **Identification**, type your answer on the box then click **Next Question** to proceed to the next questions.

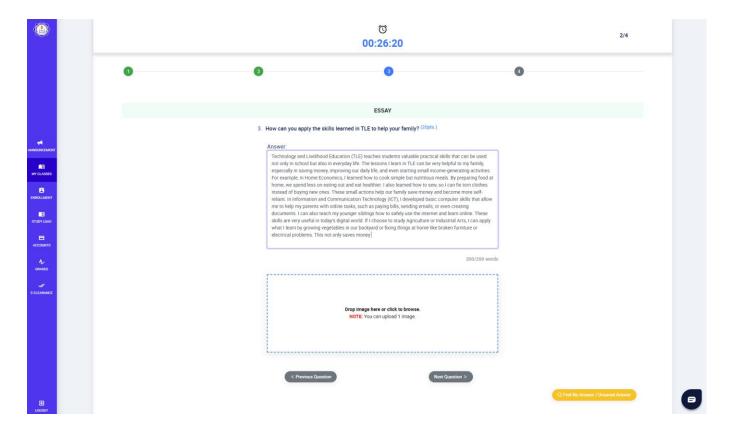




5. For **Multiple Choice**, select the correct answer among the choices.

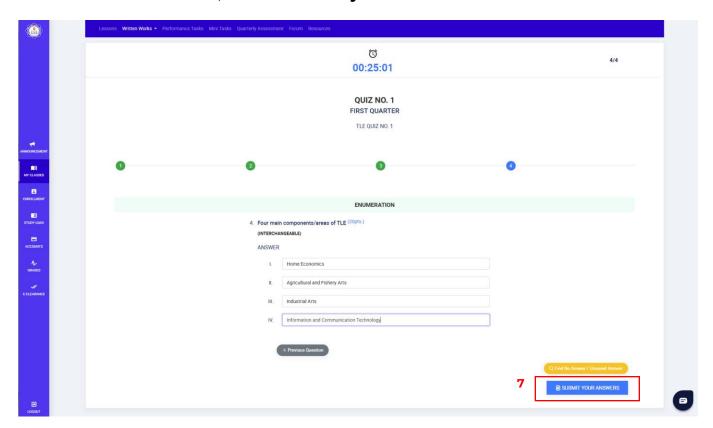


6. For **Essay** questions, type your answers in an essay format or you can upload an image if you want.





7. For **Enumeration**, type your answers on the box provided. The number of boxes is the number of answers needed. Once finished, click the **Submit your Answers** button.

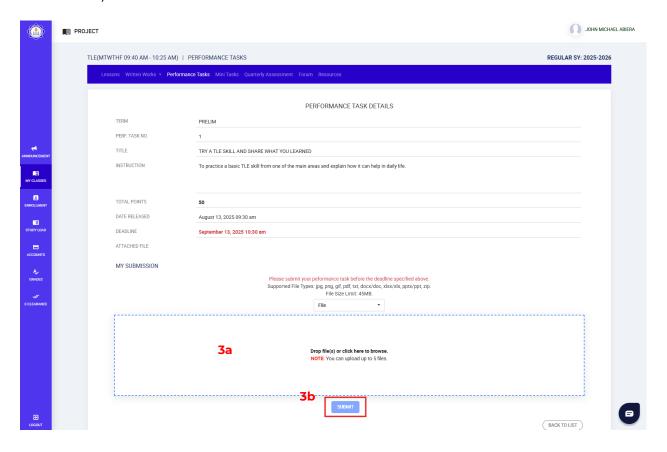


Performance Task

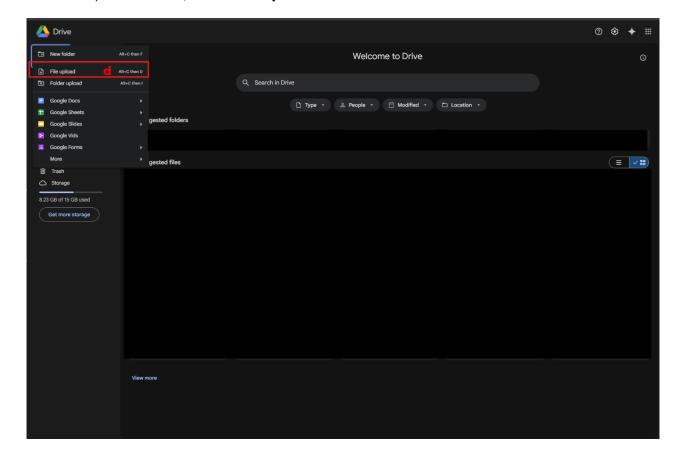
- 1. To view and submit your performance task, go to **Performance Task** menu.
- 2. Select the **Task** on your list to view the details.



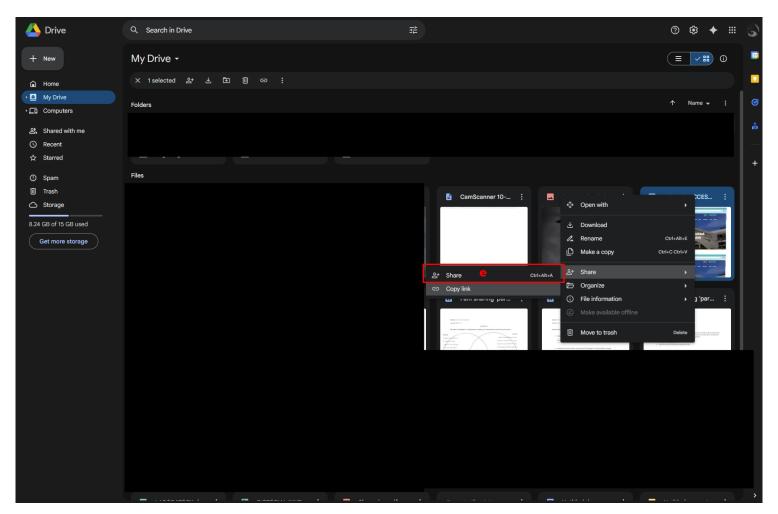
- 3. Read the instruction details and comply the tasks given.
 - a) To submit your task output, click or tap on the box to upload your files. You can upload an image file, pdf, document, excel, PowerPoint and zip files.
 - b) Click **Submit** once done.



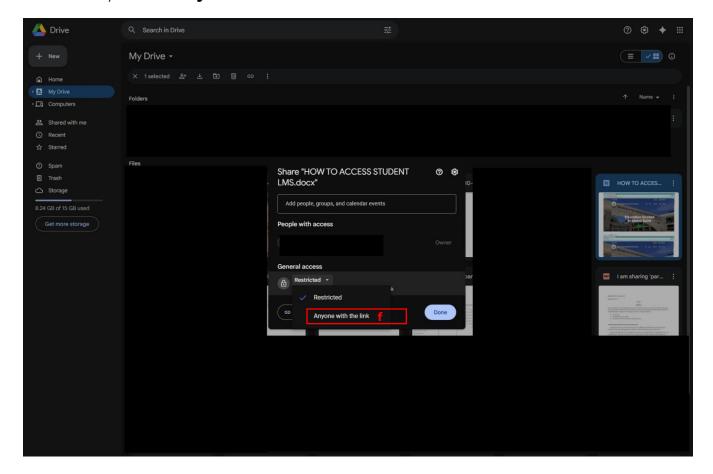
- c) For larger files, you can save or upload the file first on your google drive (using your Gmail) account.
- d) Click New, then File Upload.



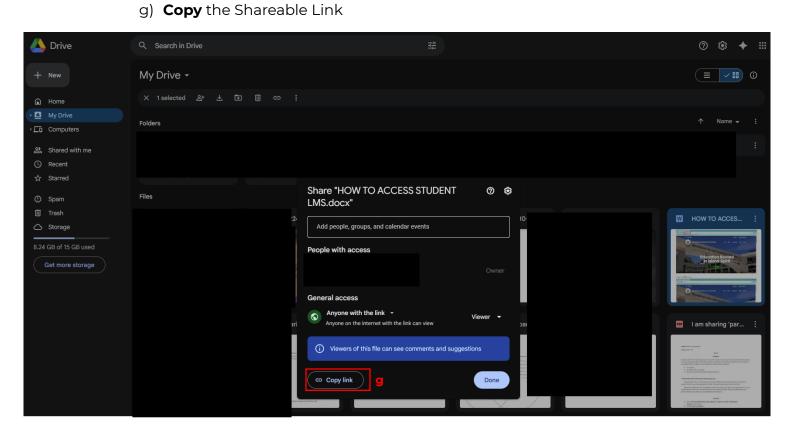
e) Right click or long press (for mobile) the file, then select **Share**.



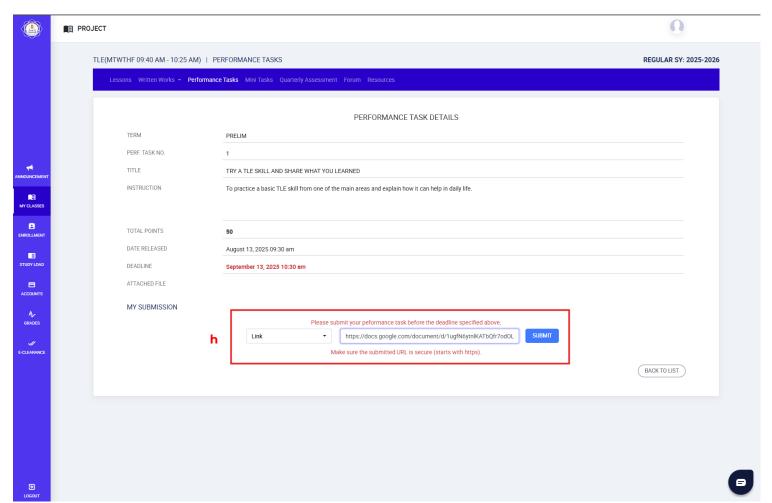
f) Select Anyone with the link.





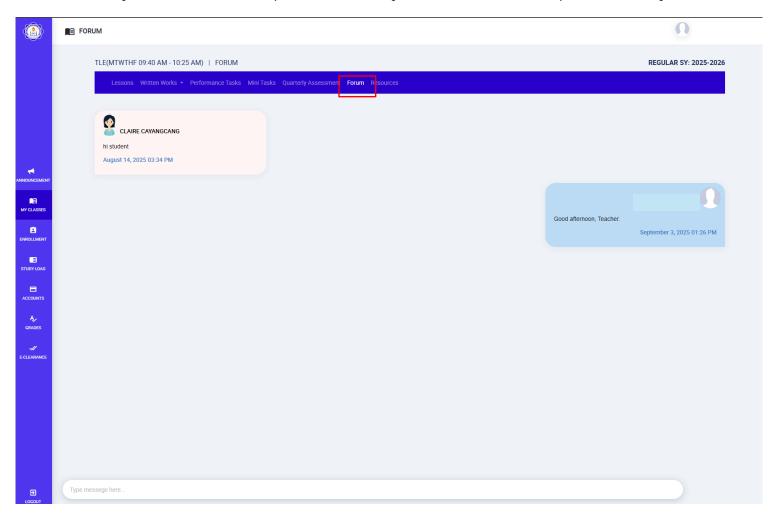


h) Paste the shareable link on your task submission and click the **Submit** button.



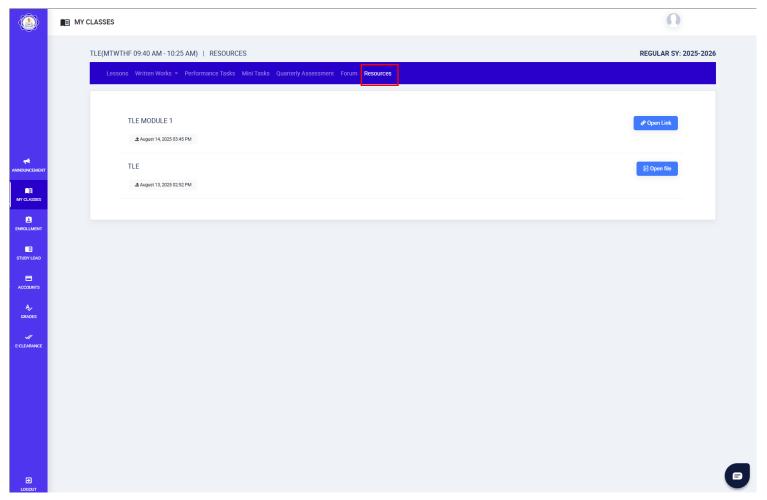
Forum

1. Where you can chat or ask question here to your instructor for this particular subject.



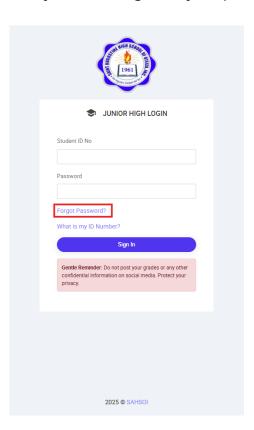
Resources

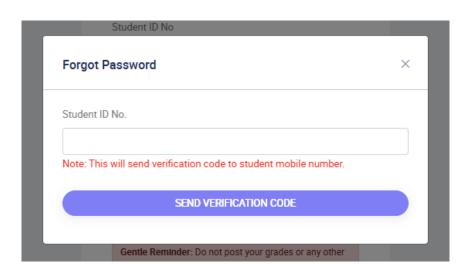
1. Which you can view or download for your subject guide or other references that the teacher uploaded.



Forgot Password

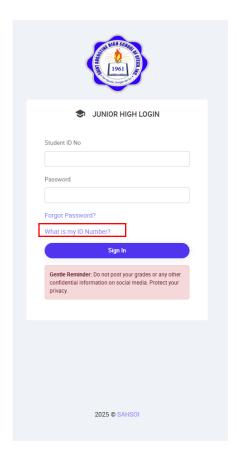
1. If you have forgotten your password, please click on the "Forgot Password" link to reset it.

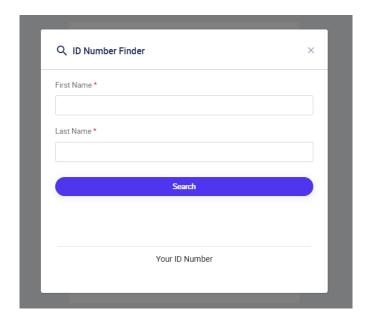




What is my ID number?

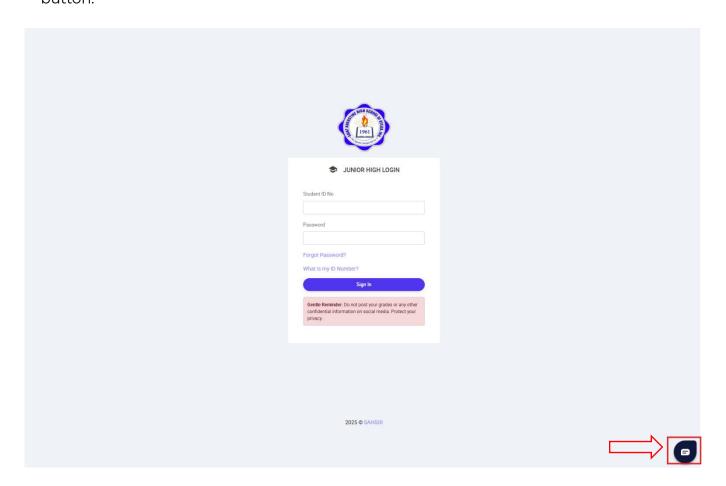
1. If you don't know your ID number just click the **What is My ID number**, then type your **First** and **Last name** then click **Search** button.





Chat Support

1. If you encounter any technical issues in the LMS, you can chat with us using the Freshchat button.



2. Then choose I am a student.

