

DepEd NSTF System Users Guide

I. Introduction

DepedNSTF is a web application system that automates the Philippine Science Fair Contest for High School students. It has an online registration for participating students, submission of contest entries, judging of entries and archiving. It also has a forum page where mentors and students can exchange messages and discuss their project.

II. Types of Users

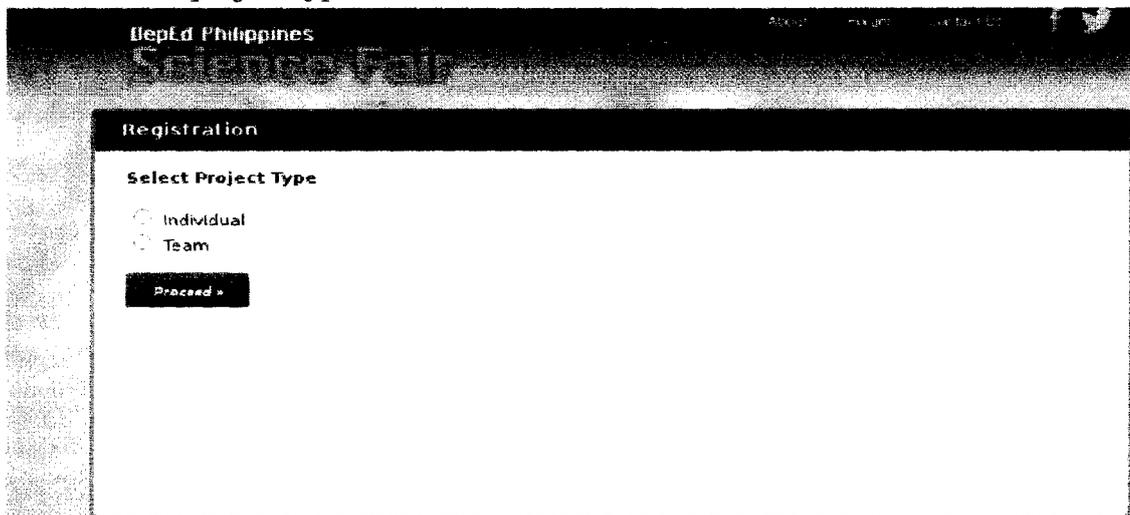
The users of the system are defined by the ff. Roles and access:

- 1 Student – register and submit forms online, post messages in forum
- 2 SRC/BOJ – rank the projects submitted
- 3 Coordinator – select the winners that will proceed to the next level
- 4 Mentors view
- 5 the forms submitted by the students and post messages in forum
- 6 Moderators – view and delete the messages in forum
- 7 Administrator – allowed to access the CMS to manage users, content and view logs

III. Students Registration Guide

1. Go to <http://www.depednstf.com/registration.php>

2. Select the project type and click <Proceed>.



The screenshot shows a web browser window with the title 'DepEd Philippines' and 'Science Fair' in the header. The main content area is titled 'Registration' and contains a section 'Select Project Type'. Under this section, there are two radio button options: 'Individual' and 'Team'. Below these options is a button labeled 'Proceed >'. The browser's address bar shows 'http://www.depednstf.com/registration.php'.

3. Complete all the required fields in the section Create Project, School Info and Your Personal Info.

Member

Status	Approved
Name of the Project	Approved
School	Approved
Region	Approved
Province	Approved
Division	Approved
Fullname	Approved
Address	Approved
Email	Approved
Username	Approved

Edit Profile

Email	Approved
Username	Approved
Fullname	Approved
Middlename	Approved
Lastname	Approved
Address	Approved
Enter New Password	Approved

Member

Status	Approved
Name of the Project	Approved
School	Approved
Region	Approved
Province	Approved
Division	Approved
Fullname	Approved
Address	Approved
Email	Approved
Username	Approved

Approved project Member Details page

How to view list of projects:

1. Click on Projects on the menu panel.
2. You may filter the projects by typing the filter criteria in the Filter Box and click on <Go>. Click on <Reset> to get back to the original list.

The screenshot shows a web application interface with a dark header containing three menu items: **Projects**, **Announcements**, and **Events**. Below the header, there is a search filter box with the following fields: **Title:** Sn, **Year:** 2012-2013. Below the filter box are two buttons: **Go** and **Reset**. The main content area displays a list of projects:

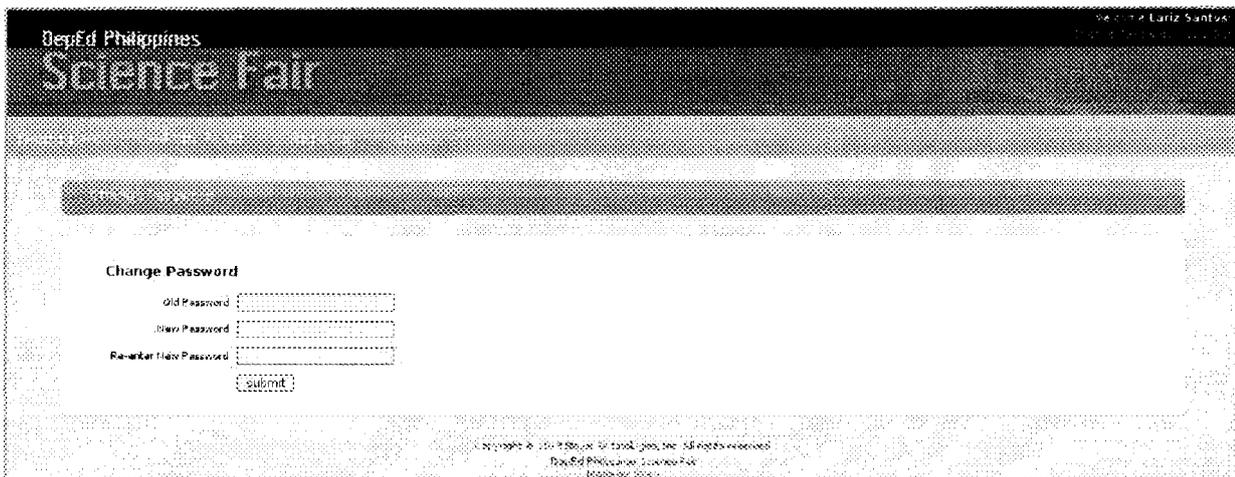
- Android Computing**
School: Mother Crucifix Caputo Learning Center
From: Division IV, Biliran, Region 8
Member:
- Benette Basco Lang
- Bears and Hons**
School: Apo Lake SDA Elementary School
From: Division IV, Bukidnon, Region 10

Forum Login

1. Type your username/password on the forum link. Click on <Login>.

The screenshot shows a forum login page for 'DepEd Philippines Science Fair Forum'. The page has a dark header with the forum name. Below the header, there is a login form with the following fields: **Username:** (with a dropdown arrow), **Password:** (with a dropdown arrow), and a **Login** button. There is also a **Forgot your password?** link.

2. You will be directed to the initial screen of forum with your project.

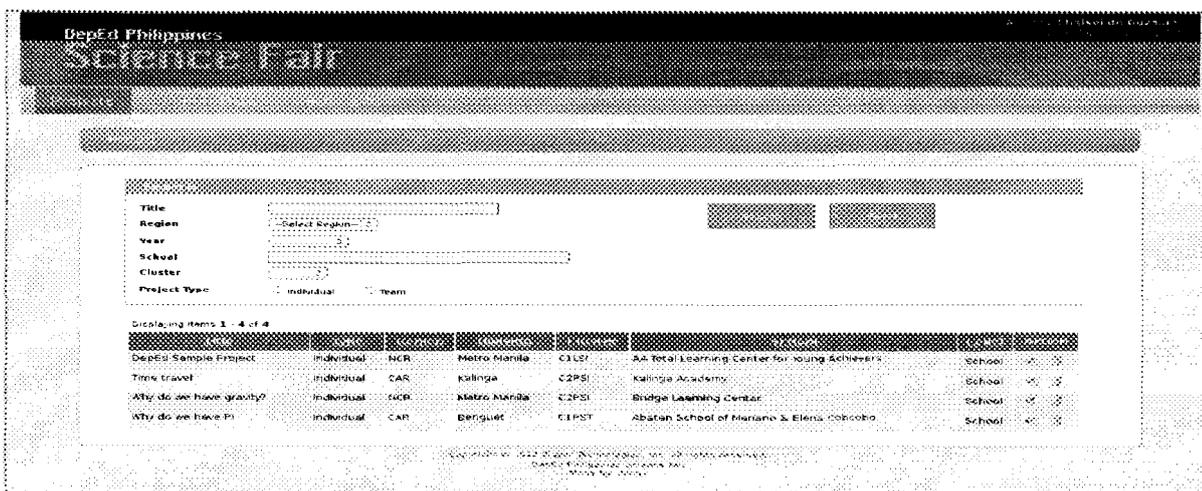


How to Change Password

1. Click on the Change Password link at the upper right corner of your window.
2. Type the old password and the new password, and then click on <Submit>.
3. A message will appear on the screen confirming the changed password.

How to qualify the project to the next level

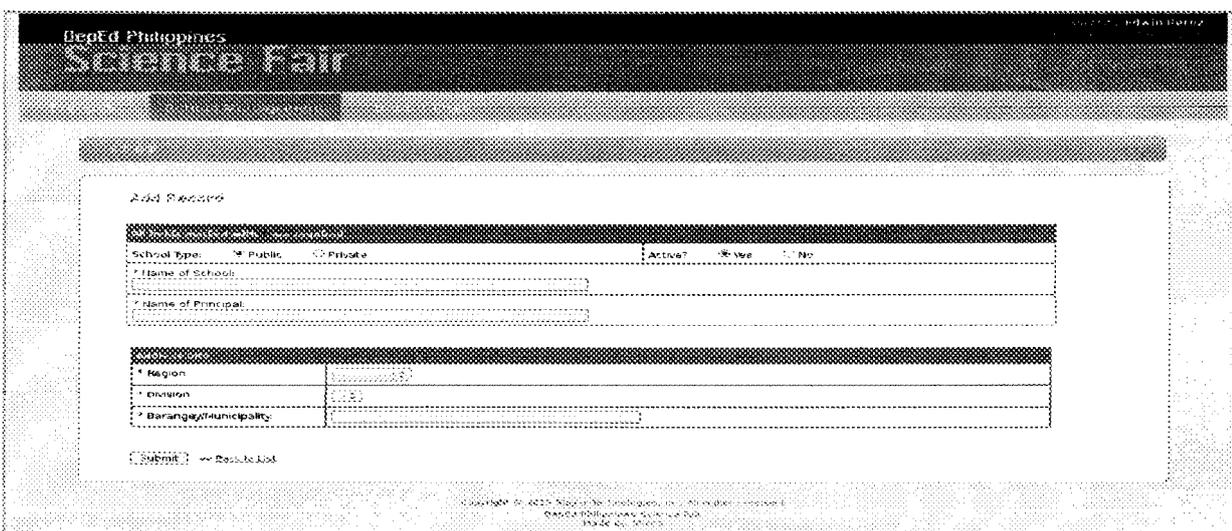
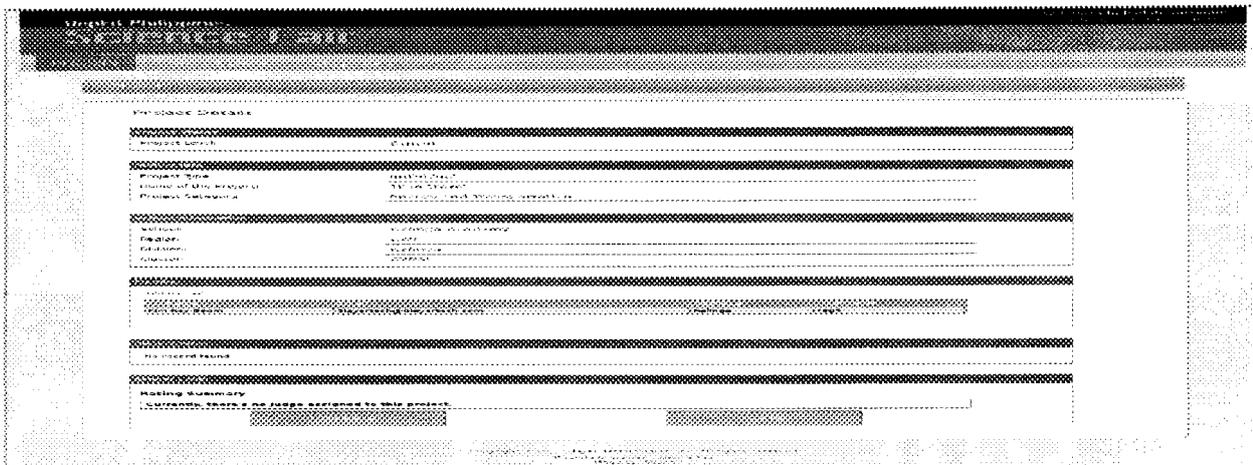
1. Go to Projects → School /Division/Regional/National Level



2. Select the project you want to qualify/eliminate by clicking on the <Edit Record> icon (hammer) under the Action Column.
3. Click on the <Eliminate> button to eliminate the project or <Qualify> button to move to the next level.

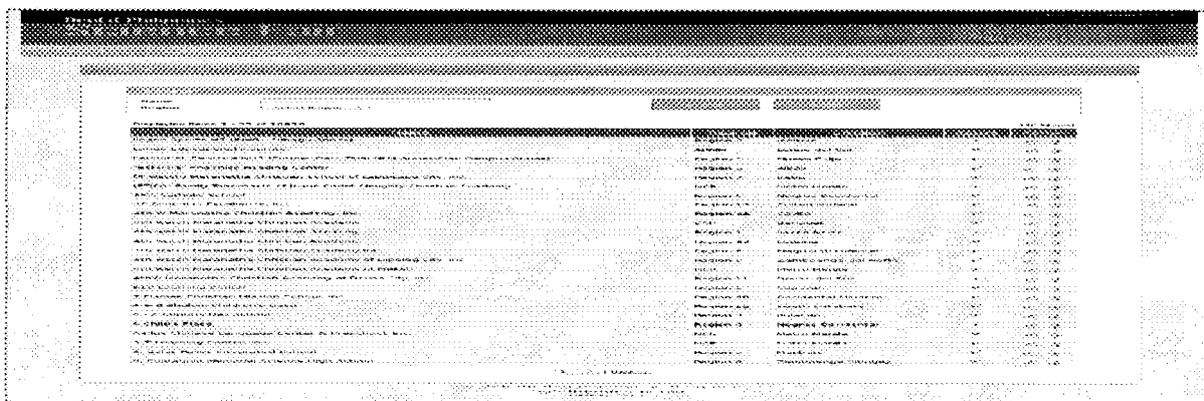
How to filter the list of school

1. Type the list you want to filter by keying the search criteria in the search box.
 <Note: > You may fill-up the search with only one or all of the criteria.
2. Click on the Search button to see the search result.



How to add a school

1. Click on the School Management on the menu panel.



2. Click on the <add Record> link at the upper right corner of the School list page.

3. Type all the required data on the school form and click on <Submit>.

<Note: > Only Division Coordinator has the permission to add a new school.

How to batch upload lists of BOJ/SRC

1. Click on <BOJ/SRC> under the <Import Data> menu.

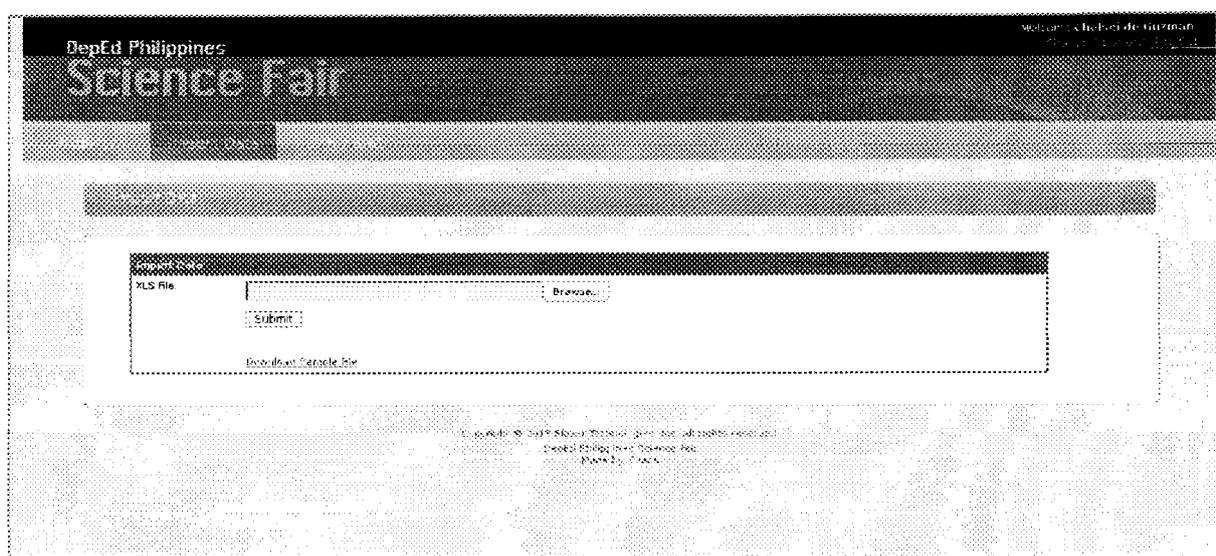
2. Click on the <Browse> button beside the filename textbox.

3. Select the excel file from your lists of files.

<Note :> The format of the excel should be the same as the sample file.

To view the sample format, click on the <Download Sample File> link.

4. Once the path and the filename appeared on the textbox, click on the <Submit> button.



<Note : > The list of BOJ/SRC/Coordinator will come from the outside of the system. It may be through email or whatever policy that DepEd has set.

<Note : > The school coordinator may only upload the school level BOJ/SRC.

The Division coordinator may only upload the school coordinators and division BOJ/SRC.

The Regional coordinator may only upload the division coordinators and regional BOJ/SRC.

The National coordinator may only upload the regional coordinators and national BOJ/SRC.

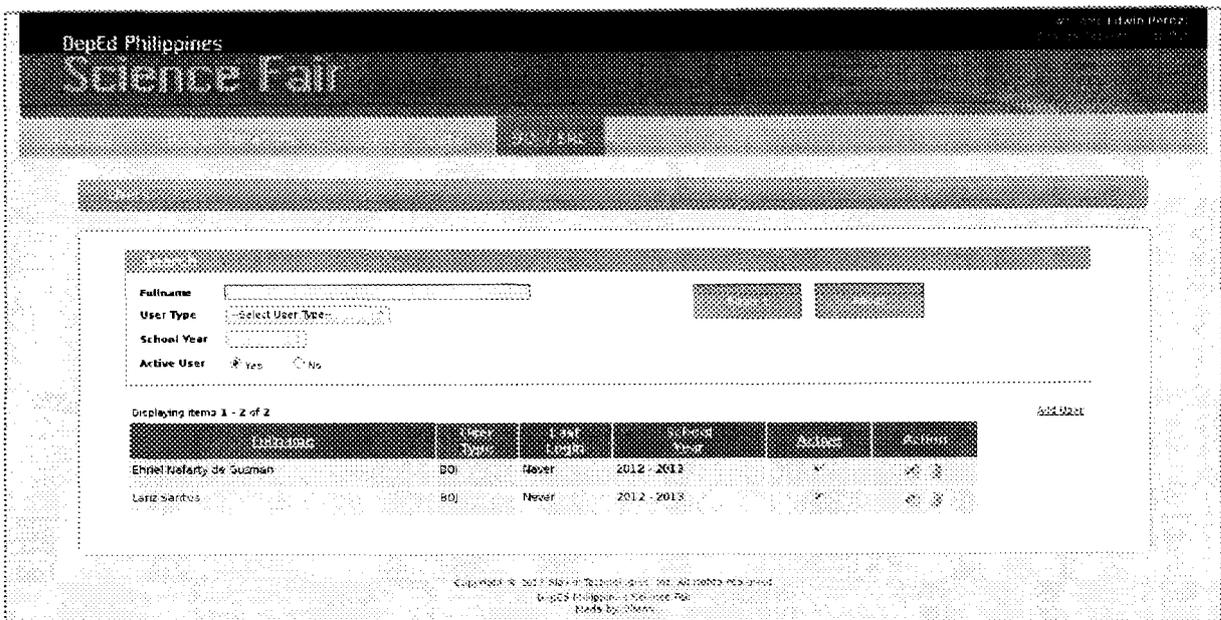
How to deactivate a user

1. Click on <BOJ/SRC> under the menu panel.

2. Filter the user you want by using the search criteria.

3. Click on the check icon under the Active Column of the user list.

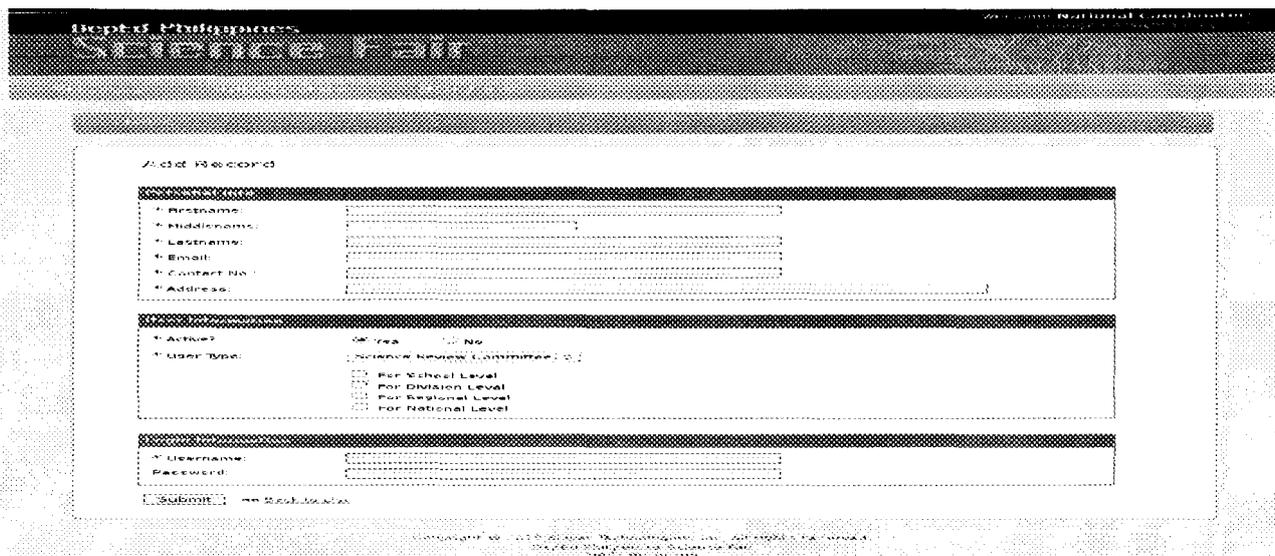
4. The user will be removed from the current list.



How to reactivate a user

1. Click on <BOJ/SRC> under the menu panel.
2. Click on the <No> on the radio button selection of Active users.
3. Select which user to reactivate again from the list of users and click on the <X> icon in the Active column.

The user will be removed from the current list and will appear in the active list.

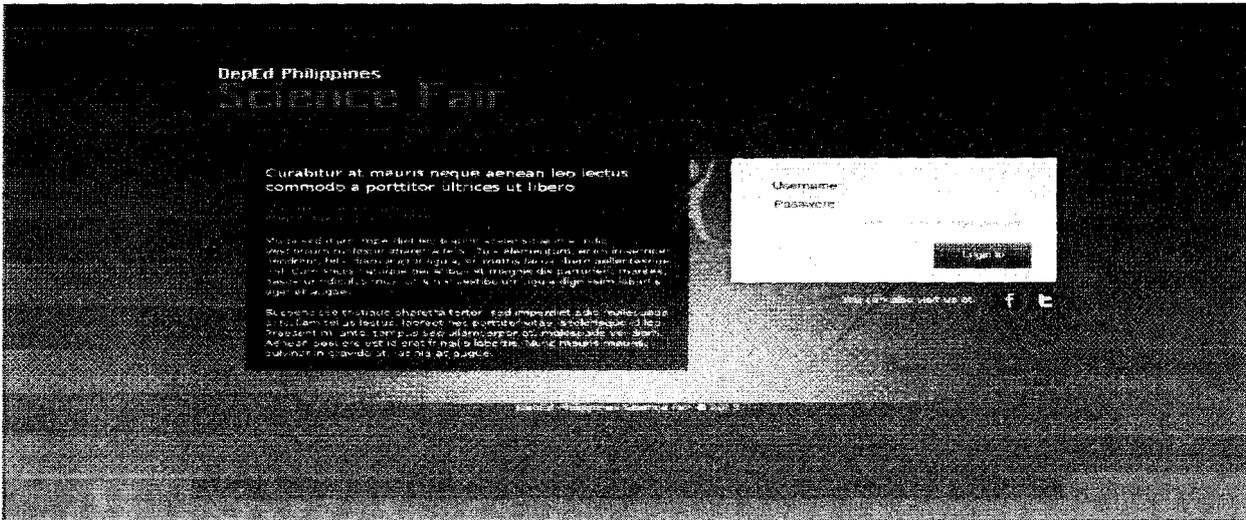


How to Add/Modify Users

1. To add a new user, click on the <Add User> link on the upper right corner of the user list box.
2. Type the user details in the form and click on <Submit>.
3. 4. To modify a user's data, select the user you want to change from the list by clicking the <Edit Record> icon(hammer) under the Action Column.
4. Modify the user data and click on <Submit>.

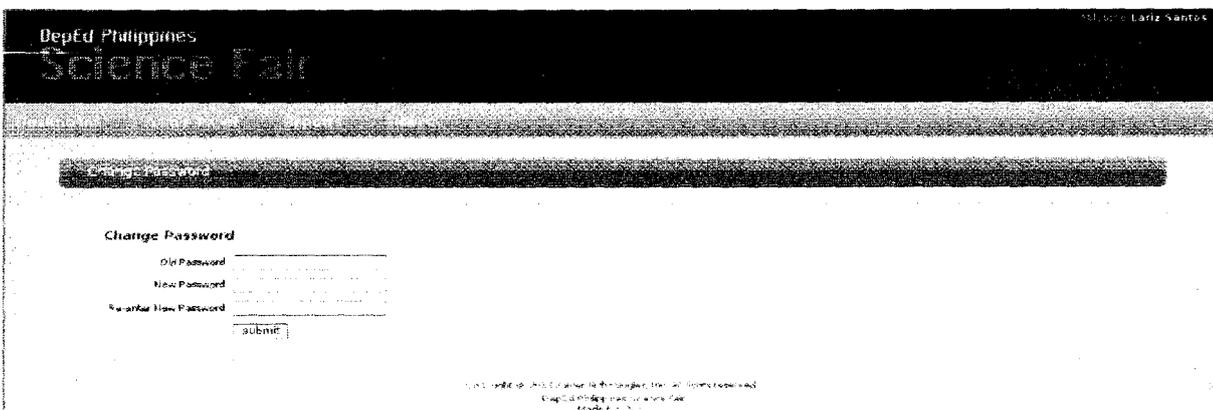
V. BOJ/SRC Guide

1. Login at the system site <http://www.depednstf.com/system> using the username/password provided by the admin.



How to Change Password

1. Click on the Change Password link at the upper right corner of your window.

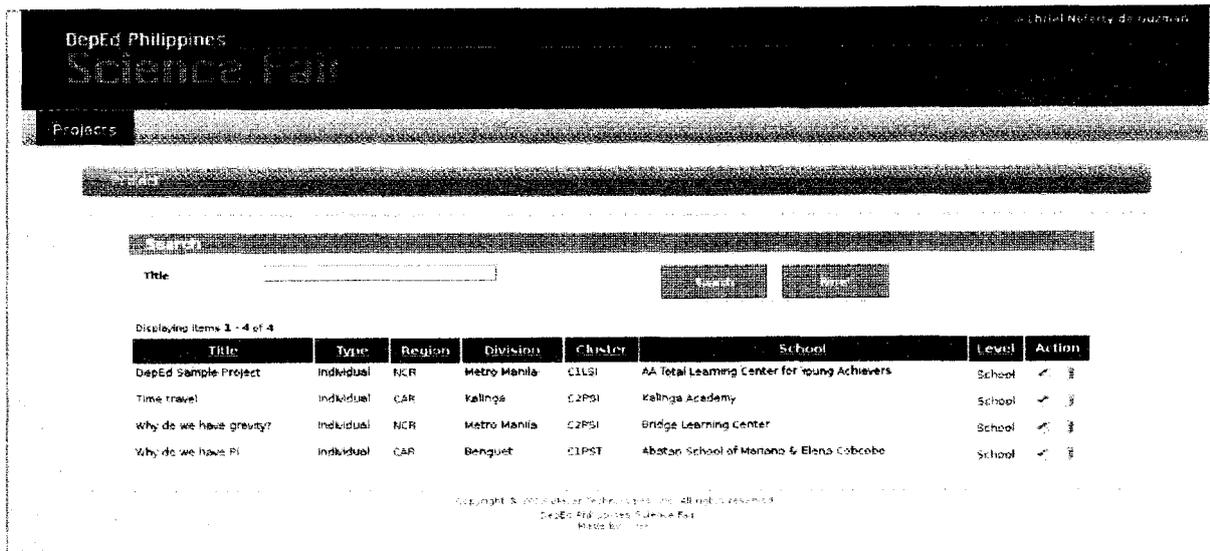


2. Type the old password and the new password, and then click on <Submit>.

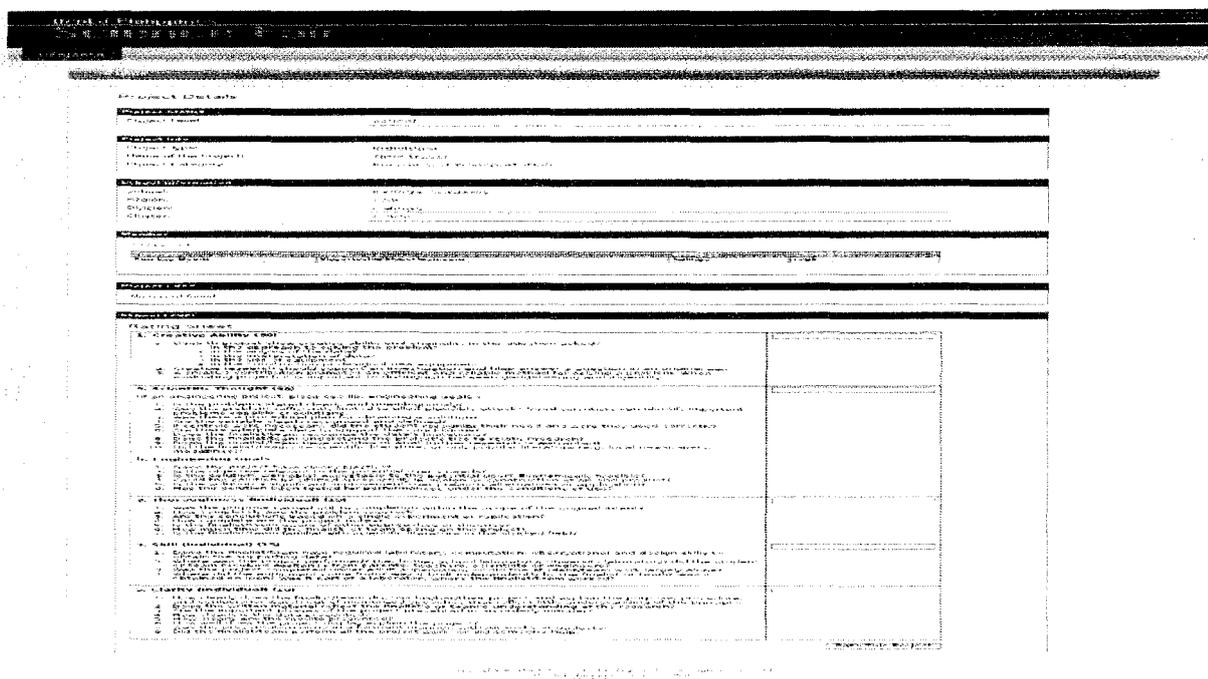
3. A message will appear on the screen.

How to Rank the project

1. Go to Projects → School /Division /Regional/National Level



2. Select the project you want to judge by clicking on the <Edit Record> icon (hammer) under the Action Column.
3. Fill up the text box in the right column of the Rating Sheet and click on the <Rate this Project> button.



Project Evaluation Form

Title of Research Project: _____
 Project Proponent/s: _____
 School: _____
 Project Category: () Life Science () Physical Science
 () Team () Individual

Category	Peer Evaluation	Teacher Evaluation	Expert Evaluation
<p>1. Creative Ability (30)</p> <ol style="list-style-type: none"> 1. Does the project show creative ability and originality in the questions asked? <ol style="list-style-type: none"> a. in the approach to solving the problem? b. in the analysis of the data? c. in the interpretation of the data? d. in the use of equipment? e. in the construction or design of new equipment 2. Creative research should support an investigation and help answer a question in an original way. 3. A creative contribution promotes an efficient and reliable method for solving a problem. When evaluating project, it is important to distinguish between gadgeteering and ingenuity. <p>2. Scientific Thought (30) (If an engineering project, please see 2b. Engineering Goals.)</p> <ol style="list-style-type: none"> 1. Is the problems stated clearly and unambiguously? 2. Was the problem sufficiently limited to allow plausible attack? Good scientists can identify important problems capable of solutions. 3. Was there a procedural plan for obtaining a solution? 4. Are the variable clearly recognized and defined? 5. If controls were necessary, did the student recognize their need and were they used correctly? 6. Are there adequate data to support the conclusions? 7. Does the finalist/team recognize the data's limitations? 8. Does the finalist/team understand the project's ties to related research? 9. Does the finalist/team have an idea of what further research is warranted? 10. Did the finalist/team cite scientific literature, or only popular literature, or only popular literature (e.g. local newspapers, magazines)? <p>3. Engineering Goals</p> <ol style="list-style-type: none"> 1. Does the project have a clear objective? 2. Is the objective relevant to the potential user's needs? 3. Is the solution: workable? Acceptable to the potential user? Economically feasible? 4. Could the solution be utilized successfully in design or construction of an end product? 5. Is the solution a significant improvement over previous alternatives or application? 6. Has the solution been tested for performances under the conditions of use? <p>3. Thoroughness (15)</p> <ol style="list-style-type: none"> 1. Was the purpose carried out to completion within the scope of the original intent? 2. How completely was the problem covered? 3. Are the conclusions based on a single experiment or replication? 4. How complete are the project notes? 			

<p>5. Is the finalist/team aware of other approaches or theories? 6. How much time did the finalist or team spend on the project? 7. Is the finalist/team familiar with scientific literature in the studied field? 8. Are the relevant details (<i>including the pages & dates</i>) of the experiment recorded in the research data logbook?</p>			
<p>4. Skill (15)</p> <ol style="list-style-type: none"> Does the finalist/team have the required laboratory, computation, observational and design skills to obtain the supporting data? Where was the project performed? (i.e. home, school laboratory, university laboratory) did the student or team receive assistance from parents, teachers, scientists or engineers? Was the project completed under adult supervision, or did the student/team work largely alone? Where did the equipment come from? Was it built independently by the finalist or team? Was it obtained on loan? Was it part of a laboratory where the finalist/team worked? 			
<p>5. Clarity (10)</p> <ol style="list-style-type: none"> How clearly does the finalist or team discuss his/her/their project and explain the purpose, procedure, and conclusions? Watch out of memorized speeches that reflect little understanding of principles. Does the written material reflect the finalist's or team's understanding of the research? Are the important phases of the project presented in an orderly manner? How clearly is the data presented? How clearly are the results presented? How well does the project display explain the project? Was the presentation done in a forthright manner, without tricks or gadgets? Did the finalist/team perform all the project work, or did someone help? 			
<p>TOTAL</p>			
<p>Signature over printed name of the evaluators</p>			

Evaluators Profile

Evaluator	Proper Address (Mr., Ms., Dr., Eng., etc.)	Name	Present Grade Level / Position & Specialization	School / Institution	Contact Number / E- mail Address
Peer Evaluator					
Teacher Evaluator					
Expert Evaluator					

2013-2014 National Science and Technology Fair
Scientific Review of STF Project Write-up

Fair Division: Life Science [] Physical/Applied Science: []
 Cluster 1: [] Cluster 2: []
 Category: Individual: [] Team: []
 Level: National
 Venue:
 Date:

Instruction: Please put a check [✓] on appropriate box and write recommendations on the space provided

Project Code No.	Recommendations
Completed forms, signature and dates (to be verified by the Science Fair Secretariat) <input type="checkbox"/> complete [] incomplete	
Evidence of use of reference materials <input type="checkbox"/> adequate [] inadequate <input type="checkbox"/> needs certification/data book	
Evidence of proper laboratory supervision <input type="checkbox"/> adequate [] inadequate <input type="checkbox"/> needs certification/data book	
Use of accepted research techniques <input type="checkbox"/> adequate [] inadequate <input type="checkbox"/> needs certification/data book	
Use of pathogenic organisms, hazardous substances and devices/disposal of wastes <input type="checkbox"/> Proper [] Improper	
Status of investigatory project <input type="checkbox"/> original concept of study (does not violate intellectual property rights) <input type="checkbox"/> with innovation [] Research Plan <input type="checkbox"/> with violation found [] Project Data book <input type="checkbox"/> needs changes/improvement	
Over-all evaluation of project <input type="checkbox"/> Approved [] Disapproved	

CERTIFICATION

This is to certify that the above project was reviewed by the National Level S & T Fair Scientific Review Committee.

 SRC Member Printed Name and Signature

 SRC Member Printed Name and Signature

Date Reviewed/Approved/Disapproved _____