

Pasay SYNAPSE — User's Guide

Schools Division Office of Pasay City

September 2026

Pasay SYNAPSE — User's Guide

Platform: SYNAPSE · SDO Pasay Data Hub

Website: pasaysynapse.org

Support: synapse@pasay.deped.gov.ph

Full name: System for Yield, Networked Analytics, Performance, Strategy, and Evaluation

Tagline: *Decode Data. Drive Decisions. Deliver Excellence.*

This guide is for **all SYNAPSE users** — school encoders, division staff, calendar roles, and administrators.

1. What SYNAPSE does

SYNAPSE is SDO Pasay City's education intelligence hub. Schools **encode assessment results**; the division sees **real-time dashboards** for literacy, numeracy, reading, senior high, NAT, and ELLNA.

How it works:

1. School encoders upload assessment data for their school.
2. Results roll up automatically to school and division dashboards.
3. Division staff monitor coverage, compare periods and years, and identify schools needing **technical assistance (TA)**.

Public pages (no login required): homepage, Learning Outcomes preview, CID Calendar, and Help.

2. Signing in

1. Go to pasaysynapse.org and click **Sign in** (or open `/login`).
2. Enter the email and password provided by SDO Pasay.
3. After sign-in, you land on the **Home** dashboard with the left navigation sidebar.

Change your password: use **Password** in the top bar, or go to `/app/account/password` after sign-in.

Quick search: press **Cmd+K** (Mac) or **Ctrl+K** (Windows) from any page to search dashboards, schools, and assessments.

3. User roles

Role	Who uses it	What they can do
School encoder	School teachers/staff	Upload results for one school and one assigned program (e.g. CRLA only, or RMA Key Stage 1)
Division admin	SDO staff	All dashboards, all uploads (including NAT and ELLNA), user management, content management
Super admin Calendar role	Platform administrator CID staff	Full access, including assigning super admin CID Calendar encoding only — not learner assessments

Important:

- School encoders handle **CRLA, RMA, Phil-IRI, and SHS (LA/NA)** only.
 - **NAT and ELLNA** have no school encoder — only Division admin or Super admin can upload those.
 - Each school encoder account is tied to **one school, one instrument**, and (for RMA / Phil-IRI) a specific **key stage and language**.
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4. Navigation overview

After sign-in, the left sidebar includes:

Menu	Purpose
Home	Welcome, KPIs (schools with uploads, learners assessed), module shortcuts
CID Calendar	Division activities, schedules, proof photos
Learning Outcome	Main analytics hub — CRLA, RMA, Phil-IRI, LiNK, SHS, NAT, ELLNA
Schools Monitoring	Per-school submission status, TA lists, CID site visits
Learning Resource	Guides and teaching materials (schools view; division uploads)
ALS	Alternative Learning System
Reports	Quick links to exportable dashboards
Help	Upload walkthrough and troubleshooting

Division admin only: Administrator (users), Website Traffic, Content Management.

5. Assessment programs

Program	Full name	Grades	Who uploads
CRLA	Comprehensive Rapid Literacy Assessment	G1–3	School encoder
RMA	Rapid Mathematics Assessment	G1–10 (KS1 / KS2 / KS3)	School encoder
Phil-IRI	Philippine Informal Reading Inventory	G4–10 (KS2 / KS3)	School encoder
LiNK	Literacy + Numeracy combined view	G1–10	Auto-computed from CRLA + RMA + Phil-IRI
SHS-LA	Senior High Literacy Assessment	G11–12	School encoder
SHS-NA	Senior High Numeracy Assessment	G11–12	School encoder
NAT	National Achievement Test	G6, G10, G12	Division admin only
ELLNA	Early Language, Literacy and Numeracy Assessment	English / Filipino / Numeracy	Division admin only

LiNK is not a separate upload. It combines literacy (CRLA + Phil-IRI) and numeracy (RMA) data already in the system.

6. Uploading assessment data (school encoders)

Before you start

Ask your division admin to set up your account with:

- Role: **School encoder**
- Your **school**
- Your **assessment instrument** (CRLA, RMA, Phil-IRI, SHS-LA, or SHS-NA)
- **Scope** for RMA (KS1, KS2, or KS3) or Phil-IRI (KS2 / KS3 × Filipino / English)

Step-by-step

Step 1 — Sign in with your school encoder account.

Step 2 — Open your program — either:

- **Learning Outcome** → your program card → **Encode ...**, or
- **Data Upload** (/app/data/upload) or **Assessment** (/app/data/assessment) → drill to language / key stage / grade.

Step 3 — Set school year and period

- School year: 2024–2025, 2025–2026, or 2026–2027
- Period: **BOSY** (Beginning of School Year), **MOSY** (Middle), or **EOSY** (End)

Step 4 — Enter data — choose one method:

Method	Best for	Notes
On-screen encode	Small batches	Enter learner name, LRN, sex, score, proficiency band
CSV upload	Many learners	Download template from the encode page; one row per learner
CRLA scoresheet (.xlsx)	CRLA only	Official ONE-MATULUNGIN / CRLA3 workbook; one file per class section

Required CSV columns: learnerName, lrn, sex, score, proficiency

Sex values: Male or Female

Step 5 — Verify on the dashboard

Return to **Learning Outcome** → your program → set the same school year and period → filter to your school.

CRLA-specific rules

When uploading official CRLA3 .xlsx scoresheets:

- **No duplicate file** — the same section for the same year/period cannot be uploaded twice (clear first to replace).
- **Grade must match** — a Grade 1 file is rejected on the Grade 3 page.
- **School must match** — the scoresheet school must match your account school.
- **Mother tongue / Tagalog** uses the **Filipino** upload path.

What school encoders cannot do

- Encode a program or key stage not assigned to their account
- Encode results for another school
- Upload NAT or ELLNA
- Publish CID PULSE banners or encode the CID Calendar
- Upload Learning Resource library files

7. NAT and ELLNA (division upload)

Sign in as **Division admin** or **Super admin**, then:

1. Open **Data Upload** or **Assessment** → NAT (G6 / G10 / G12) or ELLNA.
2. Choose the school and school year.
3. Encode on screen or upload CSV.

There is **no school encoder role** for NAT or ELLNA.

NAT and ELLNA are **annual** assessments — dashboards compare **previous NAT / ELLNA results** (not necessarily consecutive school years). There is no BOSY / EOSY comparison for these programs.

8. Dashboards and analytics

Filters

Use the filter bar at the top of Learning Outcome pages:

Filter	What it does
School year	Which school year to view
Period	BOSY / MOSY / EOSY
Level	Elementary, JHS, SHS
Program	CRLA, RMA, Phil-IRI, etc.
Key stage	KS1, KS2, KS3
School	One school or all schools
Sex	Male / Female / All
Language	Filipino / English (CRLA, Phil-IRI, SHS-LA)

Always match the **same school year and period** you used when encoding.

What dashboards show

- **KPI cards** — learners assessed, proficiency rates, tested ÷ enrolled
- **Proficiency distributions** — bar charts by band
- **School heatmaps and rankings**
- **Sex-disaggregated views**
- **Auto-narratives** — plain-language summaries
- **Operational alerts** — schools missing submissions or below targets

Comparative analytics

Use the **year view** filter on program dashboards:

View	What it shows
Single Year	Current year only
Latest 2 Years	Current vs previous available results
Latest 3 Years	Three-year trend

For **CRLA, RMA, Phil-IRI, and SHS**: BOSY vs MOSY vs EOSY within-year trends are available.

For **NAT and ELLNA**: year-over-year comparison uses previous NAT / ELLNA results only (annual programs).

School patterns (division view): Consistently Improving, Declining, Fluctuating, Persistently Below Target.

LiNK dashboard

Shows literacy vs numeracy together: combined progress lines, literacy–numeracy quadrant chart, and rollup across CRLA, RMA, and Phil-IRI.

9. Schools Monitoring

Path: Sidebar → **Schools Monitoring** (/app/schools)

Use this to:

- See which schools have **submitted**, are **partial**, or **not started** per program
- View per-school Learning Outcome summaries
- Track **CID site visits** and log new visits (division staff)
- Identify schools on the **TA (Technical Assistance) queue**

School encoders see only their own school.

10. CID Calendar and Learning Resources

CID Calendar

- **Signed-in:** /app/calendar — create and manage division activities, attach proof photos
- **Public:** /calendar — month, week, and agenda views (no login)
- **Subscribe:** download ICS at /api/calendar/ics

Learning Resources

- **Path:** /app/learning-resources
 - Schools can **view** guides and materials
 - Division / CID staff **upload** new resources (PDF, links)
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11. Reports and exports

Path: Sidebar → **Reports** (/app/reports)

1. Open a dashboard (CRLA, RMA, NAT, etc.).
2. Apply your filters (school year, period, school, etc.).
3. Use **Export** (CSV or Excel) or **Copy filtered link** to bookmark the view.

Filter URLs are bookmarkable — share a link with the same filters applied.

12. Division admin tasks

User management

Administrator → /app/admin/users

- Create school encoder accounts (school + instrument + scope)
- Update roles and access

Content Management

Content Management → /app/admin/content

- Manage public homepage **CID PULSE** banners
- Control Learning Outcomes homepage publish status

Website Traffic

Website Traffic → /app/admin/analytics — page views and upload activity.

13. Key terms

Term	Meaning
BOSY	Beginning of School Year assessment period
MOSY	Middle of School Year
EOSY	End of School Year
MPS	Mean Percentage Score (NAT, ELLNA)
LRN	Learner Reference Number (12 digits)
TA	Technical Assistance — support for schools missing or low on submissions
ARAL	Reading placement tracking linked to CRLA
CID PULSE	Public homepage banner slideshow

Proficiency bands (CRLA / general)

Code (CSV)	Label
NOT_PROFICIENT	Not Proficient
LOW_PROFICIENT	Low Proficient
DEVELOPING	Developing
TRANSITIONING	Transitioning
GRADE_LEVEL_READY	Grade Level Ready

RMA bands

Code	Label
NOT_PROFICIENT	Low Emerging
LOW_PROFICIENT	High Emerging
DEVELOPING	Developing
TRANSITIONING	Transitioning
GRADE_LEVEL_READY	Grade Level Ready

14. Troubleshooting

Problem	What to try
No Encode button	Confirm role is School encoder with an instrument assigned
“Outside your assigned instrument”	Ask admin to fix instrument / key stage / language scope
CSV parse error	Match template headers exactly; check proficiency spelling
Grade or school mismatch (CRLA)	Open the correct grade page; select the school on the scoresheet
Same file already uploaded	Use Clear CRLA upload , then upload again
Dashboard empty after save	Match school year + period filters; refresh the page
Network error on dashboard	Hard refresh (Cmd+Shift+R / Ctrl+Shift+R) or try Single Year in the year filter
Wrong school on form	Contact admin — account is tied to one school

15. Quick reference

Task	Path (after sign-in)
Home dashboard	/app/dashboard
Learning Outcome hub	/app/division
Data Upload	/app/data/upload
Assessment encode	/app/data/assessment
Schools Monitoring	/app/schools
Reports	/app/reports
Help (online)	/help
CSV template	/api/export/assessment-template
Change password	/app/account/password

Public (no login):

- Homepage: /
- Learning Outcomes: /learning-outcome

- CID Calendar: /calendar
 - Help: /help
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16. Getting help

- **In-app:** Sidebar → **Help**, or pasaysynapse.org/help
 - **Email:** synapse@pasay.deped.gov.ph
 - **Account changes:** contact your division admin
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