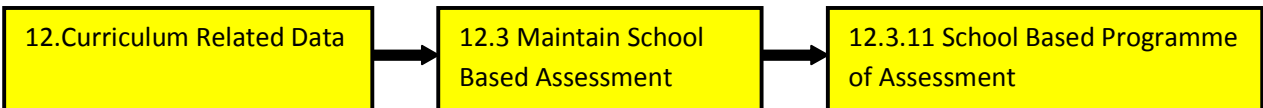


CAPTURING OF GRADE 1-6 TASKS

Grade 1-6 subjects are CAPS subjects that contain official tasks and are already implemented in the system.

Steps on how to edit a task, link topics and validate the task



School Based Assessment for 2013 (12.3.11)

Grade: Subject: Max View

Term	Task Description (English) (Yellow = Official Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1 - Official	No	3	0	2013/03/15	10	100.00	Yes	25.00
Term 1 Totals:						10	100.00		
Term2	2 - Official	No	0	0	2013/05/22	10	50.00	Yes	12.50
Term2	3 - Official	No	0	0	2013/05/22	10	50.00	Yes	12.50
Term 2 Totals:						20	100.00		
Term3	4 - Official	No	0	0	2013/08/22	10	50.00	Yes	12.50
Term3	5 - Official	No	0	0	2013/08/23	10	50.00	Yes	12.50
Term 3 Totals:						20	100.00		
Term4	6 - Official	No	0	0	2013/11/22	10	0.00	Yes	12.50
Term4	7 - Official	No	0	0	2013/11/22	10	0.00	Yes	12.50
SBA Year Mark - Convert Marks using Weight: 100%						0	100.00		100.00
Term 4 Totals:						20	100.00		

Subject has not been Validated.

Buttons on the right: Add New Tasks, Edit Task, Delete Task, Weights / Validation, Calendar View, Common Quarterly Tests/Tasks Gr 1 to 9, Print Task Grid, Export to Excel, Capture Marks, Done

1. Select a **Grade** and a **Subject**.
2. Click on the **Task Description** to highlight the official task and click on the **Edit Task** button.
3. The following screen will display:

English Home Language (Gr 1) Grade 1

Details of Assessment Task

Description: 1 Vernacular: 1

Afrikaans: 1

Type: N/A

Term: Term 1 : 2013/01/09 - 2013/03/20 Date: 2013/03/15

Common Test/Task (For Common Tasks / Exams / Quarterly Tests, select to print a distribution report per level.)

Official Task - only these fields may be changed - You may also maintain Topics/Skills and Activities.

Task Type: N/A Task Date: 2013/03/15 Common Test/Task: Task Raw Total: 10

Topics/Skills

01. Listening and speaking

01. Listening

02. Speaking

02. Reading and phonics

01. Shared reading (including shared writing)

02. Group guided reading

03. Paired / independent reading

04. Phonics (including phonemic awareness)

05. Word recognition (sight words and phonics)

06. Comprehension

Setup

Raw Total: 10

Fixed Raw Total: 0

Fixed Term Weight %: 0

Include in SBA Year Mark ?

Fixed SBA Year Weight %: 0

Activities for Task :

Activity (Yellow = Official)	Date	Mark	Weight %
Listening / Role-play - Official	2013/03/15	7	33.33
Oral - Official	2013/03/15	7	33.33
Writing - Official	2013/03/15	7	33.34
TOTAL		21	100.00

The Weightings for all activities must add up to 100.

To maintain the Dates/Marks/Weights:

- Click 'Maintain Task Activities'
- Click 'Maintain Dates/Marks/Weights'
- Capture the Dates/Marks/Weights OR Click 'Auto Calculate Weight'
- Double Click on Date Cell to use Calendar
- Click 'Save'

Maintain Task Activities Save Done

3.1 Choose the **Task Type**, choose the **Task Date**, tick if it is a **Common Test** and change the **Task Raw Total**(optional).

3.2 Tick the **Topics/Skills** that are required for the specific task. It is compulsory to link each task to related Topics. This will assist the Educator in reporting and will be available for next year (Do it once off).

3.3 Click on the **Save** button.

4. Some of the official tasks have **activities that are already implemented** for you. Therefore you can **add to existing activities** or **change the existing Date, Mark and Weight**.

4.1 Click on the **Maintain Task Activities** button. You can **Add, Edit and Delete** activities. **NB: You cannot delete an official activity.**

Activities for Task :

Activity (Yellow = Official)	Date	Mark	Weight %
Listening / Role-play - Official	2013/03/15	7	33.33
Oral - Official	2013/03/15	7	33.33
Writing - Official	2013/03/15	7	33.34
TOTAL		21	100.00

The Weightings for all activities must add up to 100.

To maintain the Dates/Marks/Weights:

- Click 'Maintain Task Activities'
- Click 'Maintain Dates/Marks/Weights'
- Capture the Dates/Marks/Weights OR Click 'Auto Calculate Weight'
- Double Click on Date Cell to use Calendar
- Click 'Save'

Add Activity Edit Activity Delete Activity **Maintain Dates/Marks/Weights** Done

4.2 **Remember** :that the weightings for all activities must add up to 100. If you are not sure of how to calculate the weight click on the **Auto Calculate Weight** button it will **automatically calculate the total weight of all activities to 100.**

Activity (Yellow = Official)	Date	Mark	Weight %
Listening / Role-play - Official	2013/03/15	6	26.09
Oral - Official	2013/03/15	10	43.48
Writing - Official	2013/03/15	7	30.43
TOTAL		23	100.00

4.3 Click on the **Save** button.

4.4 Click on the **Done** button.

5. The colour of **Topic Count** column have changed to white for the edited task. **NB: The Topic colour will change after each task has been edited. You need to at least link one topics in each task for the whole year to validate your tasks.**

Term	Task Description (English) (Yellow = Official Task)	Common Test/Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1 - Official	No	3	10	2013/03/15	10	100.00	Yes	25.00
Term 1 Totals:						10	100.00		
Term2	2 - Official	No	0	0	2013/05/22	10	50.00	Yes	12.50
Term2	3 - Official	No	0	0	2013/05/22	10	50.00	Yes	12.50
Term 2 Totals:						20	100.00		
Term3	4 - Official	No	0	0	2013/08/22	10	50.00	Yes	12.50
Term3	5 - Official	No	0	0	2013/08/23	10	50.00	Yes	12.50
Term 3 Totals:						20	100.00		
Term4	6 - Official	No	0	0	2013/11/22	10	0.00	Yes	12.50
Term4	7 - Official	No	0	0	2013/11/22	10	0.00	Yes	12.50
SBA Year Mark - Convert Marks using Weight: 100%						0	100.00		100.00
Term 4 Totals:						20	100.00		

6. How to validate your tasks?

6.1 Click on the **Weights/Validation** button to validate your tasks.

6.2 Click on the **Save/Validate** button.

Term	Task Description (English) (Yellow = Official Task)	Common Test/Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1 - Official	No	0	10	2013/03/15	10	100.00	Yes	25.00
Term 1 Totals:						10	100.00		
Term2	2 - Official	No	0	0	2013/05/22	10	50.00	Yes	12.50
Term2	3 - Official	No	0	0	2013/05/22	10	50.00	Yes	12.50
Term 2 Totals:						20	100.00		
Term3	4 - Official	No	0	0	2013/08/22	10	50.00	Yes	12.50
Term3	5 - Official	No	0	0	2013/08/23	10	50.00	Yes	12.50
Term 3 Totals:						20	100.00		
Term4	6 - Official	No	0	0	2013/11/22	10	0.00	Yes	12.50
Term4	7 - Official	No	0	0	2013/11/22	10	0.00	Yes	12.50
SBA Year Mark - Convert Marks using Weight: 100%						0	100.00		100.00
Term 4 Totals:						20	100.00		

Subject has not been Validated.

Auto Calculate
Save / Validate
Done

6.3 If the following error occurs it means you have not linked **at least one topics in each task for the whole year to validate your tasks.**

User Message

Weights changes (if any) have been saved.

Subject cannot be validated as each Tasks must have at least one linked Topic/Skill.

Edit the Task, link the Topics/Skills, return and validate the Subject.

OK

6.3.1 Click the **OK** button.

6.3.2 Click the **Done** button.

6.4 To link topics for all tasks for the year refer to number 2, 3.2 and 3.3. Repeat for every task until term 4. The colour of the topic count column should displays as white with all the tasks for the year.

School Based Assessment for 2013 (12.3.11)

Grade: Subject: Max View

Term	Task Description (English) (Yellow = Official Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1 - Official	No	3	10	2013/03/15	10	100.00	Yes	25.00
Term 1 Totals:						10	100.00		
Term2	2 - Official	No	0	2	2013/05/22	10	50.00	Yes	12.50
Term2	3 - Official	No	0	2	2013/05/22	10	50.00	Yes	12.50
Term 2 Totals:						20	100.00		
Term3	4 - Official	No	0	8	2013/08/22	10	50.00	Yes	12.50
Term3	5 - Official	No	0	2	2013/08/23	10	50.00	Yes	12.50
Term 3 Totals:						20	100.00		
Term4	6 - Official	No	0	2	2013/11/22	10	0.00	Yes	12.50
Term4	7 - Official	No	0	2	2013/11/22	10	0.00	Yes	12.50
SBA Year Mark - Convert Marks using Weight: 100%						0	100.00		100.00
Term 4 Totals:						20	100.00		

Subject has not been Validated.

Buttons: Add New Tasks, Edit Task, Delete Task, Weights / Validation, Calendar View, Common Quarterly Tests/Tasks Gr 1 to 9, Print Task Grid, Export to Excel, Capture Marks, Done

6.5 Now let us validate: Refer to 6.1

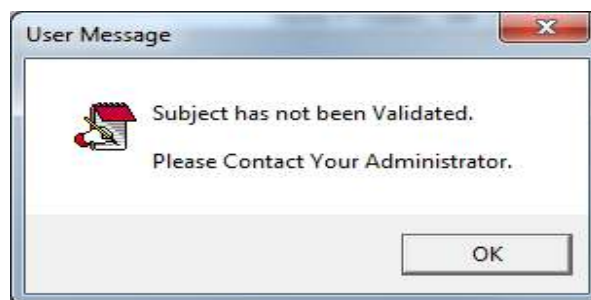
6.5.1 Refer to 6.2 and click on the Yes button.

6.6 The message "Subjects has not been validated" does not display and the colour of the Weights and Validation button is not yellow anymore.

7.How to capture marks?

7.1 Click on the **Capture Marks** button to capture the marks for the specific subject.

7.1.1 If you did not validate the tasks the following message will display(Refer to number 6.1):



7.2 The **Grade and Subject** is already default depending on the grade and subject you last opened and validated. Choose the **Class, the Term** and click on the **Go** button to display your learners according to their tasks and its activities.

Grade: Subject: **Marks Security: Off.**
 Class: Term: Sorting: Max View

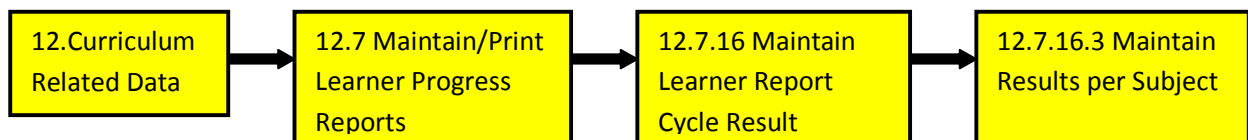
Enter -1 to indicate absence Subject Total: Number of Learners:

TASKS				TASK 1				TOTAL Weighted Mark	Term %	Symbol
Activities	Oral	Listening / Reading	Writing	Weighting	2013/03/15	2013/03/15	2013/03/15			
Weighting	43.48	26.09	30.43	100						
Total Mark	10	6	7	10						
Include in SBA Year Mark				Yes						
Term /Date	2013/03/15	2013/03/15	2013/03/15	Term1 2013/03/15						
No	Acc No	Learner	Gender	T1:A1	T1:A2	T1:A3	T1	100		
1	10160	DINGALO, Khanya (Khanya)	Female	10	4	6	9	86.96	7	
2	12126	LANE, Tebogo (Tebza)	Male	7	6	7	9	86.96	7	
3	12124	LEEUW, Tshiamelo (Tshia)	Female	9	5	4	8	78.26	6	
4	10188	LEPOTA, Bokamoso (Bokamoso)	Female	0	0	0	0	0.00	1	
5	12123	LESHORO, Lehloo (Lhowi)	Male	0	0	0	0	0.00	1	
6	12135	MACALA, Sithembile	Female	0	0	0	0	0.00	1	
7	12136	MAFALE, Lesedi (Jabu)	Male	0	0	0	0	0.00	1	
8	11055	MAGAGULA, Oreratile (Rati)	Female	0	0	0	0	0.00	1	
9	12102	MAKHONGOANA, Karabello (Pontso)	Male	0	0	0	0	0.00	1	
10	12120	MALOKA, Bophelo (Phelo)	Female	0	0	0	0	0.00	1	
11	10164	MASIU, Sabata (Sabata)	Male	0	0	0	0	0.00	1	
12	11038	MATI, Charmaine	Female	0	0	0	0	0.00	1	
13	10217	MOJAPELO, Kgobudi (Kgobudi)	Male	0	0	0	0	0.00	1	

7.3 Click on the **Save** button.

7.4 Click on the **Done** button(x2).

8. How to Transfer SBA marks to Learner Reports and Schedules?



8.1 Choose the **Grade, Subject, Class, Cycle** and click the **Go** button.

Number of Learners: 32
 All marks for learners must be captured to capture/save comments.
 -1 = Absent, -2 = No Marks.

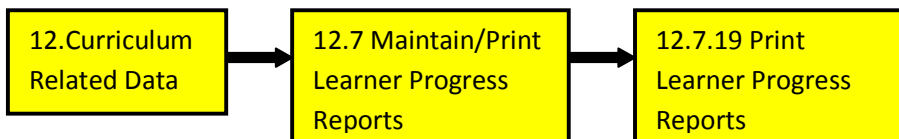
Sorting: Alphabetical
 Show Tasks

Acc No	Learner	Gender	Calc %	Calc Level	%	Level	Lang	Select Comment
1	10160 DINGALO, Khanya (Khanya)	Female	87	7	87	7	E	
2	12126 LANE, Tebogo (Tebza)	Male	87	7	87	7	E	
3	12124 LEEUW, Tshiamelo (Tshia)	Female	78	6	78	6	E	
4	10188 LEPOTA, Bokamoso (Bokamoso)	Female	0	1	0	1	E	
5	12123 LESHORO, Lehloo (Lhowi)	Male	0	1	0	1	E	
6	12135 MACALA, Sithembile	Female	0	1	0	1	E	
7	12136 MAFALE, Lesedi (Jabu)	Male	0	1	0	1	E	
8	11055 MAGAGULA, Oreratile (Rati)	Female	0	1	0	1	E	
9	12102 MAKHONGOANA, Karabello (Pontso)	Male	0	1	0	1	E	
10	12120 MALOKA, Bophelo (Phelo)	Female	0	1	0	1	E	
11	10164 MASIU, Sabata (Sabata)	Male	0	1	0	1	E	
12	11038 MATI, Charmaine	Female	0	1	0	1	E	
13	10217 MDJAPELO, Kgobudi (Kgobudi)	Male	0	1	0	1	E	
14	11286 MOKOENA, Boitumelo (Tumi)	Male	0	1	0	1	E	
15	11092 MOLETE, Busisiwe	Female	0	1	0	1	E	
16	12145 MONTSITSI, Clyton (Lebo)	Male	0	1	0	1	E	
17	11057 MOTSDMI, Luckyboy	Male	0	1	0	1	E	
18	12146 MPHANYA, Kulloano	Male	0	1	0	1	E	
19	11121 MPHOHLE, Lerato	Female	0	1	0	1	E	
20	12147 MPOTA, Kearahetswe	Female	0	1	0	1	F	

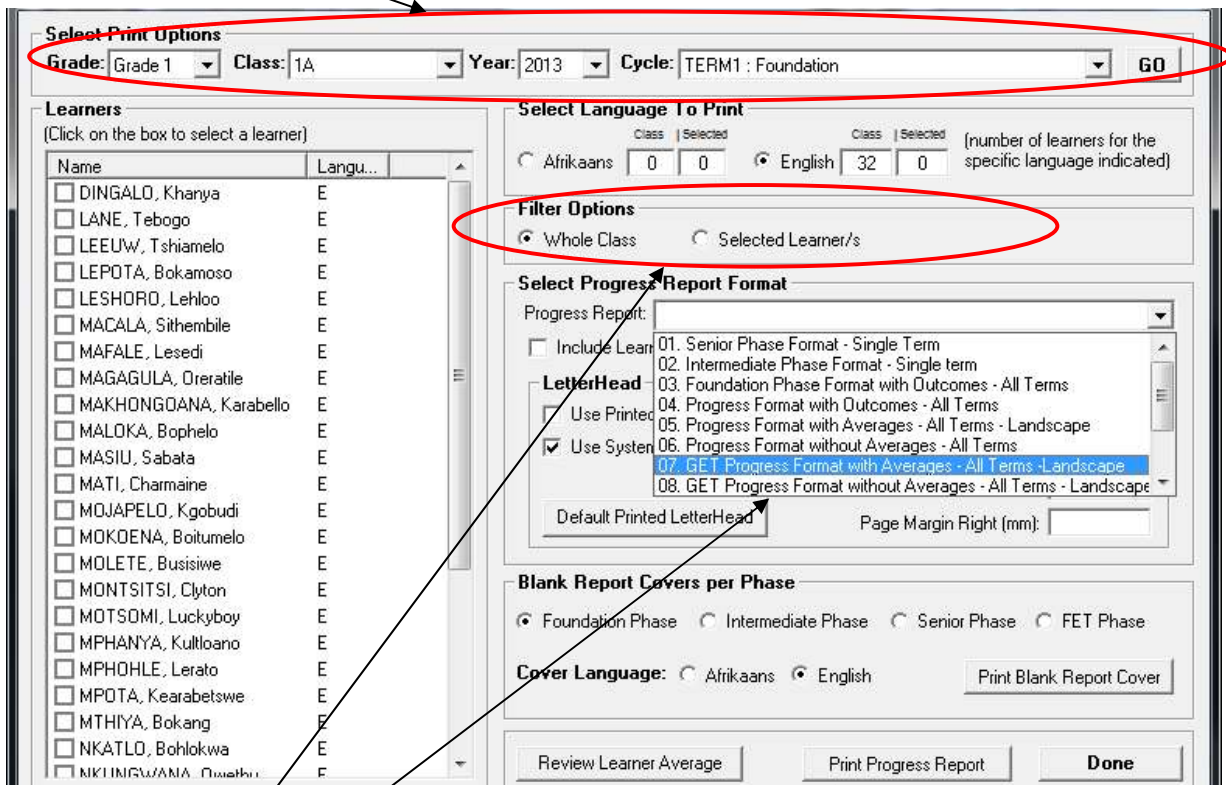
8.2 Click on the **Save** button. **NB: repeat for every subject**

8.3 Click on the **Done** button.

9. How to print the Learner Report?



9.1 Select **Grade, Class, Year, Cycle** and click on the **Go** button.



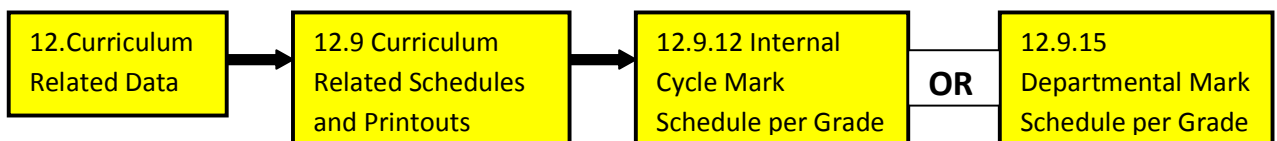
9.2 Either select the **Whole Class** or the **Selected Learner** option.

9.3 Select the **Report Format** and click on the **Print Progress Report** button.

9.4 Print Learner Reports.



10. How to print Marks Schedules?



10.1 Select **Grade, Class, Cycle** and click on the **Go** button.

Grade: Grade 1 Class: 1A Cycle: TERM1 GO Max View Export to Excel Print Grid Done

Absent (-1) Not Captured (-2) Report Split Show: Levels Marks

Sorting: Alphabetical

VOORWAARTS GET SCHOOL
Internal School Mark Schedule
 For: Grade 1, Class:1A, Cycle: TERM1 2013

Number	Accession Number	Learner Name	Gender	Learner Mode (most frequent rating scale)	Afrikaans First Additional Language (Gr 1)	English Home Language (Gr 1)	Life Skills (Gr 1)	Mathematics (Gr 1)	Promotion / Progression	Report General Comment
1	10160	DINGALO, Khanya	F		20	87	2	2		
2	12126	LANE, Tebogo	M		0	87	2	2		
3	12124	LEEUW, Tshiamelo	F		0	78	2	2		
4	10188	LEPOTA, Bokamoso	F	0	0	0	2	2		
5	12123	LESHORO, Lehloo	M	0	0	0	2	2		
6	12135	MACALA, Sithembile	F	0	0	0	2	2		
7	12136	MAFALE, Lesedi	M	0	0	0	2	2		
8	11055	MAGAGULA, Oreratile	F	0	0	0	2	2		
9	12102	MAKHONGQANA, Karabello	M	0	0	0	2	2		
10	12120	MALOKA, Bophelo	F	0	0	0	2	2		
11	10164	MASIU, Sabata	M	0	0	0	2	2		
12	11038	MATI, Charmaine	F	0	0	0	2	2		

10.2 The schedule can be set to show **Levels or Marks**.

10.3 The schedule can also be set to show the individual marks for the **subject split on the report**.

Internal Cycle Mark Schedule (12.9.12)

Grade: Class: GO
 Cycle: Max View

Sorting:

Absent (-1) Not Captured (-2)

Report Split

Show: Levels Marks

VOORWAARTS GET SCHOOL
Internal School Mark Schedule
 For: Grade 1, Class:1A, Cycle: TERM1 2013

Number	Accession Number	Learner Name	Gender	Learner Mode (most frequent rating scale)	Afrikaans First Additional Language (Gr 1)	English Home Language (Gr 1)	Life Skills (Gr 1)	Creative Arts and Technology	Physical Education	Personal and Social	Mathematics (Gr 1)	Promotion / Progression	Report General Comment
1	10160	DINGALO, Khanya	F		20	87	0				0		
2	12126	LANE, Tebogo	M		0	87	0				0		
3	12124	LEEUW, Tshiamelo	F		0	78	0				0		
4	10188	LEPOTA, Bokamoso	F	0	0	0	0				0		
5	12123	LESHORO, Lehloo	M	0	0	0	0				0		
6	12135	MACALA, Sithembile	F	0	0	0	0				0		
7	12136	MAFALE, Lesedi	M	0	0	0	0				0		
8	11055	MAGAGULA, Oreratile	F	0	0	0	0				0		
9	12102	MAKHONGOANA, Karabello	M	0	0	0	0				0		
10	12120	MALOKA, Bophelo	F	0	0	0	0				0		
11	10164	MASIU, Sabata	M	0	0	0	0				0		