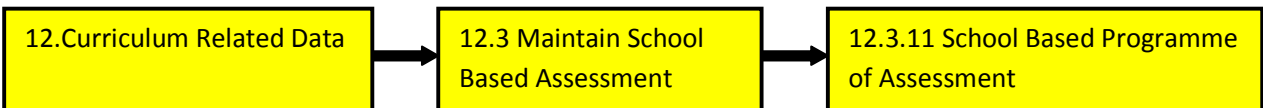


CAPTURING OF GRADE 7,8,9 and 12 TASKS

As Grade 7,8,9 and 12 subjects are not CAPS subjects, they will not contain official tasks that are already implemented, therefore you will have to add new tasks for the subjects.

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



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 %
------	--------------------------------------------------------	------------------	----------------	-------------	--------------	----------------	---------------	--------------------------	--------------

1. Select a **Grade** and a **Subject**.
2. Click on the **Add New Tasks** button.
3. The following screen will display:

Edit Subject Task (12.3.11)

Social Sciences [Gr 7] Grade 7

Details of Assessment Task

Description: Task1 Term1

Afrikaans:

Type: N/A

Term: Term 1 : 2013/01/09 - 2013/03/20 Date: 2013/03/11

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

Topics/Skills

- 01. LO1: Historical Enquiry
 - 01. LO1: Historical Enquiry
- 02. LO2: Historical Knowledge and Understanding
 - 01. LO2: Historical Knowledge and Understanding
- 03. LO3: Historical Interpretation
 - 01. LO3: Historical Interpretation
- 04. LO1: Geographical Enquiry
 - 01. LO1: Geographical Enquiry
- 05. LO2: Geographical Knowledge and Understanding
 - 01. LO2: Geographical Knowledge and Understanding
- 06. LO3: Exploring Issues
 - 01. LO3: Exploring Issues
- 00. Old Outcomes

Setup

*** Fixed: Cannot change during Weights Calculations.
0 = Not Fixed

Raw Total: 100

Fixed Raw Total: 0

Fixed Term Weight %: 50

Include in SBA Year Mark ?

Activities for Task :

Activity (Yellow = Official)	Date	Mark	Weight %

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 Next New Task Save Done

3.1 Type the **Description, Type, Term, Date** of the task.

3.2 Enter the **Raw Total** and the **Fixed Term Weight** of the task. **(NB: The values are just examples).**

Remember: that the **Fixed Term weight** of the tasks in a term must add up to a 100 otherwise it will give you an error when you validate. Example: In this case we have 2 tasks in a term, therefore the fixed term weight for each is 50.

3.3 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).

3.4 Click on the **Save** button.

4. Click on the **Maintain Task Activities** button. You can **Add, Edit and Delete** activities.

4.1 Click on the **Add Activity** button.

Activities for Task :

Activity (Yellow = Official)	Date	Mark	Weight %
The Weightings for all activities must add up to 100.			

Add Activity:

Description:

Afrikaans:

Total Marks: Total Possible Raw Mark for Activity.

Task Date:

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'

- 4.2 Type the **Description**, **Total Marks** and select the **Date** of the activity. Click on the **Save** button.
- 4.3 Click on the **Maintain Dates/Marks/Weights** button to edit the Date, Mark and Weight.

Activities for Task :

Activity (Yellow = Official)	Date	Mark	Weight %
Assignment	2013/02/13	20	0.00
Test	2013/03/11	80	0.00
TOTAL		100	0.00

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'

- 4.4 **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.**

Activities for Task :

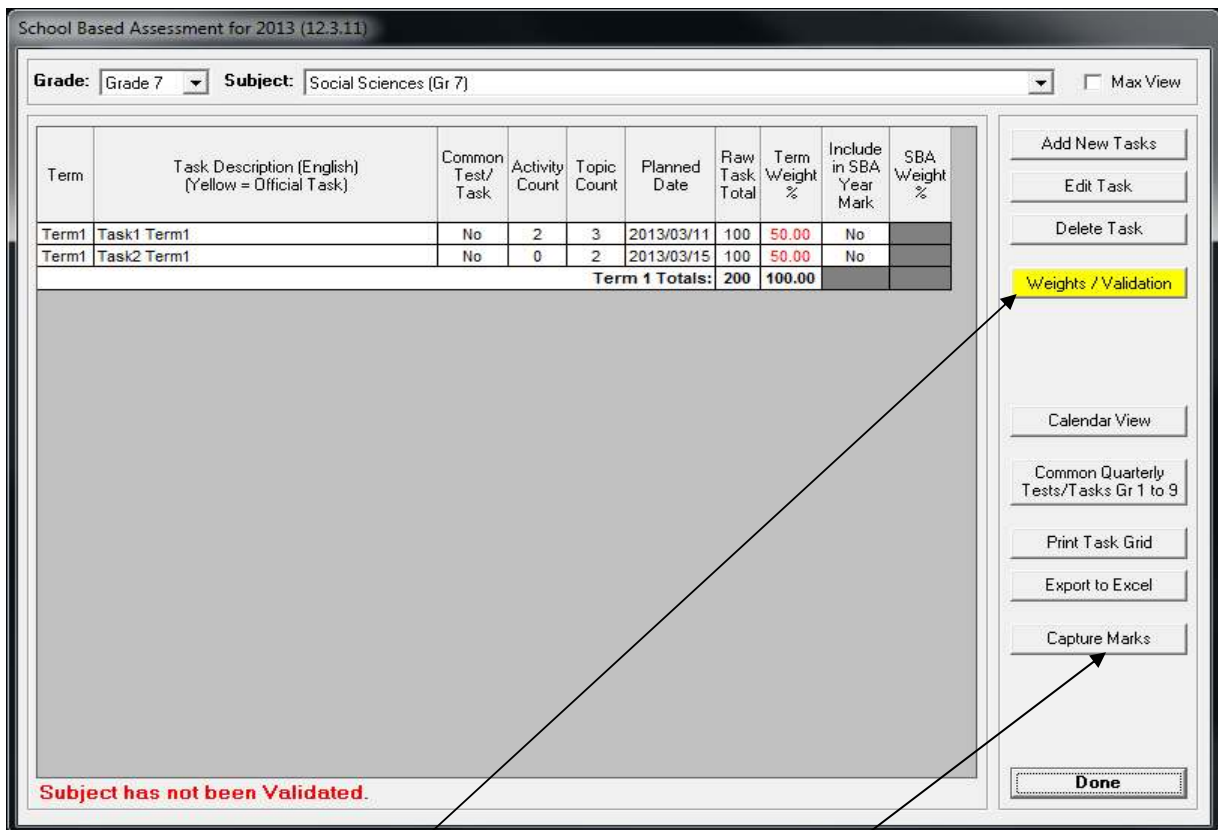
Activity (Yellow = Official)	Date	Mark	Weight %
Assignment	2013/02/13	20	20.00
Test	2013/03/11	80	80.00
TOTAL		100	100.00

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'

- 4.5 Click on the **Save** button.
- 4.6 Click on the **Done** button.

5. We have 2 tasks for the term that we created according to this example.



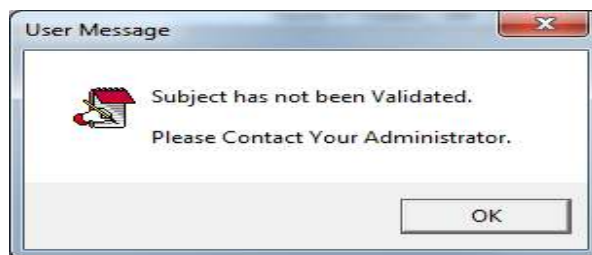
6. How to validate your tasks?

- 6.1 Click on the **Weights/Validation** button to validate your tasks.
- 6.2 Click on the **Save/Validate** button.

Remember : that every time you edit a task to change the settings of the task, you need to always validate your changes.

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.

Enter -1 to indicate absence

Subject Total: 200 Number of Learners: 35

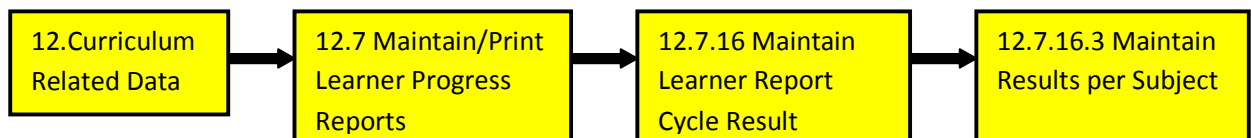
TASKS				TASK Task1		TASK Task2		TOTAL Weighted Mark	Term %	Symbol
Activities	Test	Assignment								
Weighting	80	20	50	50						
Total Mark	80	20	100	100						
Include in SBA Year Mark				Term 1	Term 1					
No	Acc No	Learner	Gender	2013/03/11	2013/02/13	2013/03/11	2013/03/15			
1	06075	BAASE, Lesego (Lesego)	Male	T1:A1 75	T1:A2 15	T1 90	T2 49	69.50	69.50	5
2	07083	BOTHA, Roche (Roche)	Female	10	20	30	35	32.50	32.50	2
3	11021	CHAKANE, Khalalelo	Male	30	16	46	50	48.00	48.00	3
4	08046	DINGALO, Kananelo (Kananelo)	Male	0	0	0	0	0.00	0.00	1
5	07097	DIRE, Mojalefa (Mojalefa)	Male	0	0	0	0	0.00	0.00	1
6	12008	JORDAAN, Lesedi	Male	0	0	0	0	0.00	0.00	1
7	10086	KHOELE, Malehlohonolo (Lebohlang)	Female	0	0	0	0	0.00	0.00	1
8	06139	KHUMISI, Nhlanhla (Nhlanhla)	Male	0	0	0	0	0.00	0.00	1
9	07072	LEBUSHO, Karabo (Karabo)	Male	0	0	0	0	0.00	0.00	1
10	10095	MACALA, Nomlando (Landi)	Female	0	0	0	0	0.00	0.00	1
11	06144	MAHLATSI, Teboho (Teboho)	Male	0	0	0	0	0.00	0.00	1
12	11026	MAISHOANE, Thale	Female	0	0	0	0	0.00	0.00	1
13	06145	MAJAHA, Reitumetse (Reitumetse)	Female	0	0	0	0	0.00	0.00	1

Buttons: Weighting Info, Symbols, Export to Excel, Print grid for mark entry, Print with marks, Save, Done

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.

Grade: **Grade 7** Subject: Social Sciences (Gr 7) Class: 7A Cycle: TERM1 : 2013/01/09 - 2013/03/20

Number of Learners: 35
 All marks for learners must be captured to capture/save comments.
 -1 = Absent, 2 = No Marks.

Sorting: Alphabetical

Not Captured (2) Report <> Calculation New for Report Captured

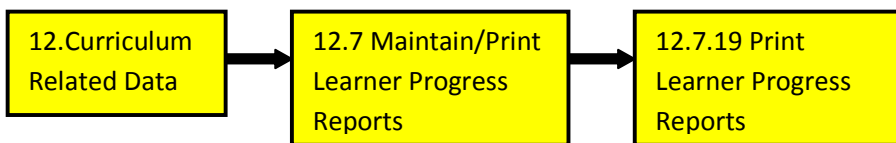
Acc No	Learner	Gender	Calc %	Calc Level	%	Level	Lang	Select Comment
1 06075	BAASE, Lesego (Lesego)	Male	70	6	70	6	E	
2 07083	BOTHA, Roche (Roche)	Female	33	2	33	2	E	
3 11021	CHAKANE, Khalalelo	Male	48	3	48	3	E	
4 08046	DINGALO, Kananelo (Kananelo)	Male	0	1	0	1	E	
5 07097	DIRE, Mojalefa (Mojalefa)	Male	0	1	0	1	E	
6 12008	JORDAAN, Lesedi	Male	0	1	0	1	E	
7 10086	KHOELE, Malehlohonolo (Lebohlang)	Female	0	1	0	1	E	
8 06139	KHUMISI, Nhlanhla (Nhlanhla)	Male	0	1	0	1	E	
9 07072	LEBUSHO, Karabo (Karabo)	Male	0	1	0	1	E	
10 10095	MACALA, Nomlando (Landi)	Female	0	1	0	1	E	
11 06144	MAHLATSI, Teboho (Teboho)	Male	0	1	0	1	E	
12 11026	MAISHOANE, Thale	Female	0	1	0	1	E	
13 06145	MAJHA, Reitumetse (Reitumetse)	Female	0	1	0	1	E	
14 13003	MALEKA, Boitumelo (Tumi)	Male	0	1	0	1	E	
15 07094	MAPHALALA, Njabulo (Njabulo)	Male	0	1	0	1	E	
16 10091	MATLHAPHE, Kelebogile (Kelebogile)	Female	0	1	0	1	E	
17 13001	MATSABU, Lephallo	Male	0	1	0	1	E	
18 09093	MODUKA, Rethabile (Rethabile)	Female	0	1	0	1	E	
19 09094	MOFOKENG, Elizabeth (Mbal)	Female	0	1	0	1	E	
20 06157	MONYAKI, Basetsana (Basetsana)	Female	0	1	0	1	F	

Levels Export to Excel Print Grid Save Done

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.

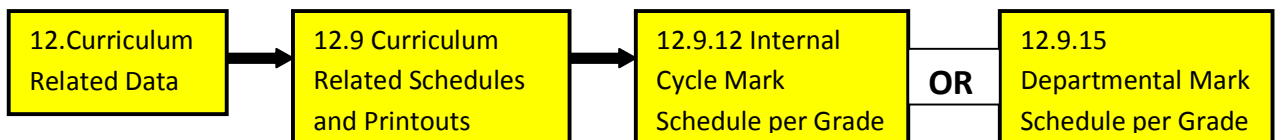
9.2 Either select the **Whole Class** or the **Selected Learner** option.

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.

Internal Cycle Mark Schedule (12.9.12)

Grade: Class: Max View

Sorting:

Absent [-1] Not Captured [2]

Show: Levels Marks

VOORWAARTS GET SCHOOL
Internal School Mark Schedule
 For: Grade 7, Class:7A, Cycle: TERM1 2013

Number	Accession Number	Learner Name	Gender	Learner Average Obtained	Learner Average (All subjects)	Learner Rank	Afrikaans First Additional Language (Gr 7)	Arts and Culture (Gr 7)	Economic Management Sciences (Gr 7)	English Home Language (Gr 7)	Life Orientation (Gr 7)	Mathematics (Gr 7)	Natural Sciences (Gr 7)	Sesotho Second Additional Language (Gr 7)	Social Sciences (Gr 7)	Technology (Gr 7)
1	06075	BAASE, Lesego	M	85.00	6.50	2	7.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	6.00	-2.00
2	07083	BOTHA, Roche	F	56.00	4.50	7	7.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	2.00	-2.00
3	11021	CHAKANE, Khalalelo	M	30.00	2.00	9	1.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	3.00	-2.00
4	08046	DINGALO, Kananelo	M	60.00	3.00	6	5.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	1.00	-2.00
5	07097	DIRE, Mojalefa	M	65.00	3.00	5	5.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	1.00	-2.00
6	12008	JORDAAN, Lesedi	M	70.00	3.50	4	6.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	1.00	-2.00
7	10086	KHOELE, Malehlohonolo	F	50.00	2.50	8	4.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	1.00	-2.00
8	06139	KHUMISI, Nhlanhla	M	30.00	1.50	9	2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	1.00	-2.00
9	07072	LEBUSHO, Karabo	M	90.00	4.00	1	7.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	1.00	-2.00
10	10095	MACALA, Nomlando	F	75.00	3.50	3	6.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	1.00	-2.00
11	06144	MAHLATSI, Teboho	M		1.00		1.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	1.00	-2.00

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