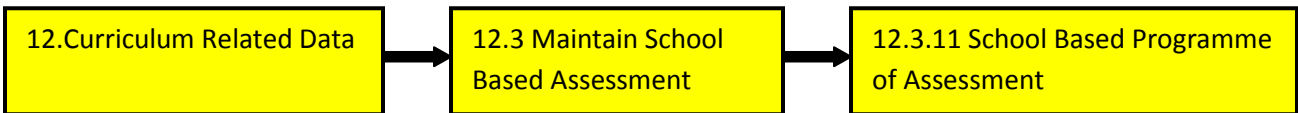


## CAPTURING OF GRADE 1 to GRADE 12 TASKS

Grade1 to Grade12 subjects are CAPS subjects that contain official tasks and are already implemented in the system.

### Steps on how to edit a task and validate the task



School Based Assessment for 2015 (12.3.11)

Grade:  Subject:   Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1 (Assignment) - Formal	No	0	0	2015/01/26	70	70.00	Yes	23.34
Term1	2 (PET) - Formal	No	2	0	2015/01/27	30	30.00	Yes	9.99
<b>Term 1 Totals:</b>						<b>100</b>	<b>100.00</b>		
Term2	3 (Mid-year examination) - Formal	Yes	0	0	2015/06/08	70	70.00	Yes	23.35
Term2	4 (PET) - Formal	No	2	0	2015/06/08	30	30.00	Yes	9.99
<b>Term 2 Totals:</b>						<b>100</b>	<b>100.00</b>		
Term3	5 (Project) - Formal	No	0	0	2015/07/21	70	70.00	Yes	23.34
Term3	6 (PET) - Formal	No	2	0	2015/08/24	30	30.00	Yes	9.99
<b>Term 3 Totals:</b>						<b>100</b>	<b>100.00</b>		
Term4	7 (PET) - Formal	No	2	0	2015/10/13	30	18.00	No	
Term4	8 (End-of-year examination) - Formal	Yes	0	0	2015/10/15	70	42.00	No	
<b>SBA Year Mark - Convert Marks using Weight: 40%</b>						<b>0</b>	<b>40.00</b>		<b>100.00</b>
<b>Term 4 Totals:</b>						<b>100</b>	<b>100.00</b>		

Subject has not been Validated.

Buttons: Add New Tasks, Edit Task, Delete Task, Weights / Validation, Calendar View, Common Tests/Tasks, 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:

**Edit Subject Task (12.3.11)**

Life Orientation (Gr 7) Grade 7

**Details of Assessment Task**

Description: 1

Afrikaans: 1

Type: Assignment

Term: Term 1 : 2015/01/14 - 2015/03/25 Date: 2015/01/26

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

**Formal Task - Only these fields may be changed - You may also maintain Topics/Skills and Activities**

Task Type: Assignment Task Date: 2015/01/26 Common Test/Task:  Task Raw Total: 70

**Topics/Skills**

01. Development of the self

- 01. Concept: self-image
- 02. Puberty: body changes
- 03. Peer pressure
- 04. Personal diet and nutrition

02. Health, social and environmental responsibility

- 01. Substance abuse
- 02. Concept: environmental health
- 03. Common diseases: TB etc

03. Constitutional rights and responsibilities

**Setup**

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

Raw Total: 70

Fixed Raw Total: 0

Fixed Term Weight %: 70

**Include in SBA Year Mark ?**

Fixed SBA Year Weight %: 23.3

**Activities for Task :**

Activity (Yellow = Formal)	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 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).

3.3 Click on the **Save** button.

4. Some of the official tasks have **official activities that are already implemented** for you. Therefore you cannot **add to existing activities**.

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 = Formal)	Date	Mark	Weight %
Frequency of participation - Formal	2015/01/27	20	50.00
Movement performance - Formal	2015/01/27	10	50.00
<b>TOTAL</b>		<b>30</b>	<b>100.00</b>

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 Click on the **Maintain Dates/Marks/Weights** button **to change the existing Date, Mark and Weights( if necessary).**

4.3 **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 = Formal)	Date	Mark	Weight %
Frequency of participation - Formal	2015/01/27	20	50.00
Movement performance - Formal	2015/01/27	10	50.00
<b>TOTAL</b>		<b>30</b>	<b>100.00</b>

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'

Buttons: Add Activity, Edit Activity, Delete Activity, **Auto Calculate Weight**, Save, Done

4.3 Click on the **Save** button.

4.4 Click on the **Done** button.

### How to validate your tasks?

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

School Based Assessment for 2016 (12.3.11)

Grade: Grade 07 Subject: Life Orientation (Gr 07) Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1 (Assignment) - Formal	No	0	1	2016/02/25	70	70.00	Yes	23.34
Term1	2 (PET) - Formal	No	2	1	2016/03/16	30	30.00	Yes	9.99
<b>Term 1 Totals:</b>						<b>100</b>	<b>100.00</b>		
Term2	3 (Mid-year examination) - Formal	Yes	0	1	2016/06/21	70	70.00	Yes	23.35
Term2	4 (PET) - Formal	No	2	1	2016/06/21	30	30.00	Yes	9.99

Buttons: Add New Tasks, Edit Task, Delete Task, **Weights / Validation**

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

School Based Assessment for 2015 (12.3.11)

Grade: Grade 7 Subject: Life Orientation (Gr 7) Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1 (Assignment) - Formal	No	0	4	2015/01/26	70	70.00	Yes	23.34
Term1	2 (PET) - Formal	No	2	1	2015/01/27	30	30.00	Yes	9.99
<b>Term 1 Totals:</b>						<b>100</b>	<b>100.00</b>		
Term2	3 (Mid-year examination) - Formal	Yes	0	0	2015/06/08	70	70.00	Yes	23.35
Term2	4 (PET) - Formal	No	2	0	2015/06/08	30	30.00	Yes	9.99
<b>Term 2 Totals:</b>						<b>100</b>	<b>100.00</b>		
Term3	5 (Project) - Formal	No	0	0	2015/07/21	70	70.00	Yes	23.34
Term3	6 (PET) - Formal	No	2	0	2015/08/24	30	30.00	Yes	9.99
<b>Term 3 Totals:</b>						<b>100</b>	<b>100.00</b>		
Term4	7 (PET) - Formal	No	2	0	2015/10/13	30	15.00	No	
Term4	8 (End-of-year examination) - Formal	Yes	0	9	2015/10/15	70	42.00	No	
<b>SBA Year Mark - Convert Marks using Weight: 40%</b>						<b>0</b>	<b>40.00</b>		<b>100.00</b>
<b>Term 4 Totals:</b>						<b>100</b>	<b>100.00</b>		

Buttons: Save / Validate, Done

**Subject has not been Validated.**

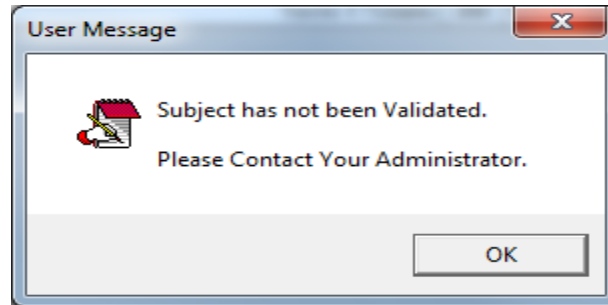
7. Click the **OK** button.

8. Click the **Done** button.

## How to capture marks?

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

9.1 If you did not validate the tasks the following message will display(Refer to number 5):



10. 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.

Maintain Learner Task Assessments (12.3.12)

Grade:  Subject:  Marks Security: Off.

Class:  OR Subject Group:  Sorting:    Max View

Term:

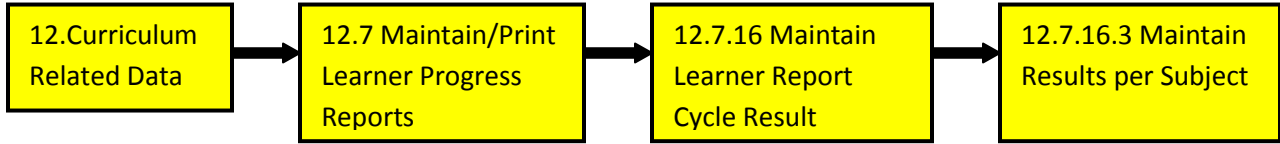
-1 = Absent Subj. Total:  Learners #:

				TASKS		TASK 1		TASK 2					
				Life Orientation (Gr 7)									
				Class : 7B									
				Activities		Frequency of		Movement per					
				Weighting		70		50		50		30	
				Total Mark		70		20		10		30	
				Include in SBA Year Mark		Yes				Yes			
				Term /Date		Term1		Term1		Term1		Term1	
				2015/01/26		2015/01/27		2015/01/27		2015/01/27		2015/01/27	
No	Acc No	Learner	Gender	T1	T2:A1	T2:A2	T2	TOTAL Weighted Mark	Term %	Level			
1	13/0584	DALIWE, Tumelo	Male	45	20	10	30	75.00	75.00	6			
2	229	JOLINGANE, Themba	Male	60	20	10	30	90.00	90.00	7			
3	11/0208	JONAS, Jima	Male	10	10	10	22	32.00	32.00	2			
4	186	KAMA, Mpho	Female	10	10	10	22	32.00	32.00	2			
5	10/0246	KHASANE, Lebohlang	Female	10	10	10	22	32.00	32.00	2			
6	141/0108	KHATI, Neo	Female	15	15	10	26	41.00	41.00	3			
7	13/0611	KHOAELE, Rethabile	Female	10	10	10	22	32.00	32.00	2			
8	12/0363	KHOLOANYANE, Pulane	Female	5	5	5	11	16.00	16.00	1			
9	12/0321	KHOTSENG, Tumelo	Male	5	5	5	11	16.00	16.00	1			
10	15/0012	KLASSEN, Palesa	Female	5	5	5	11	16.00	16.00	1			
11	13/0547	KOPAMOTSE, Itumeleng	Male	5	5	5	11	16.00	16.00	1			
12	12/0335	KRAAI, Palesa	Female	5	5	5	11	16.00	16.00	1			

11. Click on the **Save** button.

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

**How to Transfer SBA marks to Learner Reports and Schedules?**



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

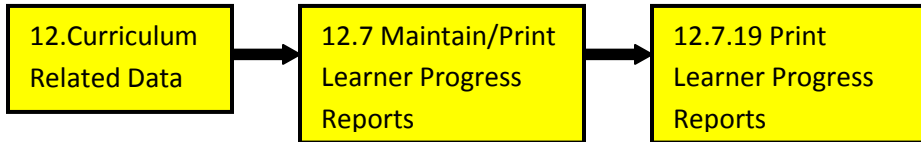
Number of Learners: 52  
 All marks for learners must be captured to capture/save comments.  
 -1 = Absent, -2 = No Marks.

	Acc No	Learner	Gender	Calc %	Calc Level	%	Level	Lang	Select Comment
1	13/0584	DALIWE, Tumelo	Male	75	6	75	6	E	
2	229	JOLINGANE, Themba	Male	90	7	90	7	E	
3	11/0208	JONAS, Jima	Male	32	2	32	2	E	
4	186	KAMA, Mpho	Female	32	2	32	2	E	
5	10/0246	KHASANE, Lebohlang	Female	32	2	32	2	E	
6	141/010	KHATI, Neo	Female	41	3	41	3	E	
7	13/0611	KHOAELE, Rethabile	Female	32	2	32	2	E	
8	12/0363	KHOLDANYANE, Pulane	Female	16	1	16	1	E	
9	12/0321	KHOTSENG, Tumelo	Male	16	1	16	1	E	
10	15/0012	KLASSEN, Palesa	Female	16	1	16	1	E	
11	13/0547	KOPAMDTSE, Itumeleng	Male	16	1	16	1	E	
12	12/0335	KRAAL, Palesa	Female	16	1	16	1	E	
13	-223	KUMALO, Karabo	Female	16	1	16	1	E	
14	209	LEMANE, Sello	Male	16	1	16	1	E	
15	12/0331	LINDA, Unathi	Female	16	1	16	1	E	
16	-216	MABONA, Boitumelo	Male	16	1	16	1	E	
17	-225	MAEMA, Keitumetse	Female	16	1	16	1	E	
18	12/0342	MAFOHLA, Nikiwe	Female	16	1	16	1	E	

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

15. Click on the **Done** button.

## How to print the Learner Report?



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

**Select Print Options**

Grade: Grade 1 | Class: 1A | Year: 2013 | Cycle: TERM1 : Foundation | **GO**

**Learners**  
(Click on the box to select a learner)

Name	Langu...
<input type="checkbox"/> DINGALO, Khanya	E
<input type="checkbox"/> LANE, Tebogo	E
<input type="checkbox"/> LEEUW, Tshiamelo	E
<input type="checkbox"/> LEPOTA, Bokamoso	E
<input type="checkbox"/> LESHORO, Lehloo	E
<input type="checkbox"/> MACALA, Sithembile	E
<input type="checkbox"/> MAFALE, Lesedi	E
<input type="checkbox"/> MAGAGULA, Oreratile	E
<input type="checkbox"/> MAKHONGQANA, Karabello	E
<input type="checkbox"/> MALOKA, Bophelo	E
<input type="checkbox"/> MASIU, Sabata	E
<input type="checkbox"/> MATI, Charmaine	E
<input type="checkbox"/> MOJAPELO, Kgobudi	E
<input type="checkbox"/> MOKOENA, Boitumelo	E
<input type="checkbox"/> MOLETE, Busisiwe	E
<input type="checkbox"/> MONTSITSI, Clyton	E
<input type="checkbox"/> MOTSOMI, Luckyboy	E
<input type="checkbox"/> MPHANYA, Kultloano	E
<input type="checkbox"/> MPHOHLE, Lerato	E
<input type="checkbox"/> MPOTA, Kearabetswe	E
<input type="checkbox"/> MTHIYA, Bokang	E
<input type="checkbox"/> NKATLO, Bohlokwa	E
<input type="checkbox"/> NKHUNGWANA, Ouwethu	E

**Select Language To Print**

Afrikaans | 0 | 0 |  English | 32 | 0 (number of learners for the specific language indicated)

**Filter Options**

Whole Class |  Selected Learner/s

**Select Progress Report Format**

Progress Report: [Dropdown]

Include Learner |  Use Printed LetterHead |  Use System Default Printed LetterHead

01. Senior Phase Format - Single Term  
02. Intermediate Phase Format - Single term  
03. Foundation Phase Format with Outcomes - All Terms  
04. Progress Format with Outcomes - All Terms  
05. Progress Format with Averages - All Terms - Landscape  
06. Progress Format without Averages - All Terms  
07. GET Progress Format with Averages - All Terms - Landscape  
08. GET Progress Format without Averages - All Terms - Landscape

Page Margin Right (mm): [Input]

**Blank Report Covers per Phase**

Foundation Phase |  Intermediate Phase |  Senior Phase |  FET Phase

**Cover Language:**  Afrikaans |  English | **Print Blank Report Cover**

**Buttons:** Review Learner Average | **Print Progress Report** | Done

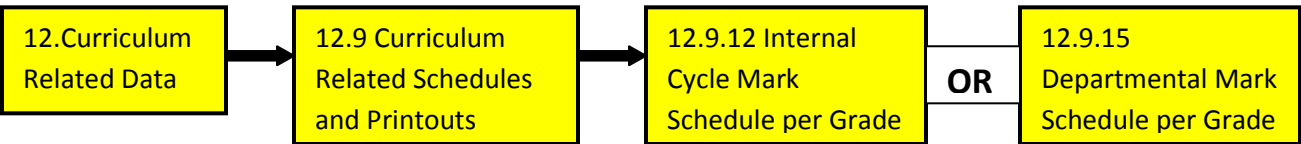
17. Either select the **Whole Class** or the **Selected Learner** option.

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

19. 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

Sorting: Alphabetical     Report Split    Show:  Levels  Marks

**Absent (-1)    Not Captured (-2)**

**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	MAKHONGOANA, 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:   
 Show:  Levels  Marks

Absent (-1) Not Captured (-2)

Report Split

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	-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	MAKHONGOANA, 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		