

## MCO REGISTRATION HELPSHEET

MCO LEARNER REGISTRATION					
<b>*School Name:</b> Green Shoots Primary					
*LEARNER NAME & SURNAME	*LEARNER ID/CEMIS NUMBER	*CLASS	*LANGUAGE	*GENDER	
e.g. APPOLLIS, ZACHARY	100324ZA10001	3A	ENG	M	
1 Abrahams, Samantha	120324SA20002	4A	ENG	F	
2 Adendorff, Jake	120902JA10003	4A	ENG	M	
3 Apele, Zikhona	110324ZA20004	4A	ENG	F	
4 Bee... ..	121224PB10001	4A	ENG	M	
5 De l	120416MD10002	4A	ENG	M	
6 Ekst	131124AF10003	4A	ENG	M	
7 Emil	120314	4A	ENG	M	

**\* mandatory - cannot register school without this information**

Surname, firstname of learners as it is in CEMIS

All learner names pasted in the same sheet, one class after the other

Learner CEMIS number is a mandatory requirement

Grade and class

Language of learning and teaching for this class

Indicate each learner's gender

**Follow the steps below to copy and paste from CEMIS onto the learner registration template:**

1. Log on to CEMIS and open the class list tabs
2. Select the class information on screen that you want to copy (it is then highlighted in blue on screen)
3. Use the shortcut keys to copy the information, i.e. CTRL+C
4. Open the downloaded Learner registration template and Paste the class information into the learner registration template - use the Paste shortcut keys i.e. CTRL+V
5. If columns have shifted just copy and paste the information into another column
6. Select and recopy the information into the correct columns in the template
7. PLEASE NOTE: lists in PDF cannot be processed

MCO TEACHER REGISTRATION	
<b>*School Name:</b> Green Shoots Primary	
<b>*EMIS Number:</b> 12312312	<b>* mandatory - cannot register school without this information</b>
<b>*School Email Address:</b> gsps@school.co.za	
<b>*Principal Name &amp; Surname:</b> Mr Abraham Cee	
<b>*Principal Email Address:</b> abc@school.co.za	Person responsible for managing the computer room and who will update teacher and learner details
<b>*Maths HoD Name &amp; Surname:</b> Ms Bulelwa Mbi	
<b>*Maths HoD Email Address:</b> mbi@school.co.za	
<b>*MCO (Lab) Champion Name &amp; Surname:</b> Mrs Abigail Khumalo	
<b>*MCO (Lab) Champion Email Address:</b> abkhumalo@mail.co.za	
<b>Number of working learner devices:</b> 30	The number of computers or tablets that are available to learners to use MCO at school

Please list all the MATHS teachers to be registered and complete the details for each teacher.

	*Title	*First Name	*Surname	*SACE Number	*Teacher Email Address	Grades taught (Maths)										
						3	4	5	6	7	8	9				
e.g.	Mr	Martin	Goodman	154321	marting456@gmail.com	x										
1	Ms	Gail	Bosman	329812	gbossie@gmail.com		x	x								
2	Mr	Jackson	Smith	326667	jacks123@vodamail.co.za				x							
3	Mrs	Bulelwa	Mbi	127257	mbi@school.co.za					x						
4																
5																
6																
7																

First name and surname of Maths teachers doing MCO lessons

Teacher SACE number is a mandatory requirement

Teacher email address required to receive username & password and training information

Indicate all grades for which teacher teaches Maths

Please list all the classes to be registered and complete the details for each class.

	*Class	*Name and Surname of Maths Teacher for this class		*LOLT (Eng/Afr)	*Is this class timetabled for MCO lessons?
e.g.	3A	Martin	Goodman	Eng	Yes
1	4A	Gail	Bosman	Afr	Yes
2	4B	Gail	Bosman	Eng	Yes
3	5A	Gail	Bosman	Afr	Yes
4	5B	Jackson	Smith	Eng	Yes
5	6A	Jackson	Smith	Afr	Yes
6	7A	Abigail	Khumalo	Afr	Yes
7					

Grade and class

Maths teacher name and surname for the particular class

Language of learning and teaching for the particular class

Is this class on the school timetable to have weekly access to the computer room for MCO lessons

## MCO REGISTRASIE HULPLAD

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3 Apele, Zikhona	110324ZA20004	4A	ENG	F	
4 Bee... ..	121224PB10001	4A	ENG	M	
5 De f Van, voornaam van	120416MD10002	4A	ENG	M	
6 Ekst leerders soos dit in SOBIS is	131124AF10003	4A	ENG	F	
7 Emil	120314	4A	ENG	F	

\* verpligtend - kan nie skool registreer sonder hierdie inligting nie

Alle leerdername is op dieselfde bladsy geplak, die een klas na die ander

Leerling-SOBIS-nommer is 'n verpligte vereiste

Graad en klas

Taal vir leer en onderrig vir hierdie klas

Dui die geslag van elke leerder

**Volg die onderstaande stappe om van SOBIS te kopieer en plak op die leerderregistrasiemplaat:**

- Meld u aan by SOBIS en open die "class list tabs"
- Kies die klasinligting op die skerm wat u wil kopieer (dit word dan blou op die skerm uitgelig)
- Gebruik die "shortcut keys" om die inligting te kopieer (COPY), dws. CTRL+C
- Maak die afgelaaiede registrasiemplaat vir leerders oop en plak die klasinligting in die leerder registrasiemplaat - gebruik die "shortcut keys" vir plak (PASTE), dws. CTRL+V
- As kolomme verskuif het, kopieer en plak die inligting in 'n ander kolom
- Kies en kopieer die inligting in die korrekte kolom op die templaot
- LET WEL: lyste in PDF kan nie verwerk word nie

## MCO TEACHER REGISTRATION

*School Name:	Green Shoots Primary
*EMIS Number:	12312312
*School Email Address:	gsps@school.co.za
*Principal Name & Surname:	Mr Abraham Cee
*Principal Email Address:	abcee@school.co.za
*Maths HoD Name & Surname:	Ms Bulelwa Mbi
Maths HoD Email Address:	mbi@school.co.za
*MCO (Lab) Champion Name & Surname:	Mrs Abigail Khumalo
*MCO (Lab) Champion Email Address:	abkhumalo@mail.co.za
Number of working learner devices:	30

\* verpligtend - kan nie skool registreer sonder hierdie inligting nie

Persoon wat verantwoordelik is vir die bestuur van die rekenaarlokaal en wat die onderwyser- en leerderbesonderhede sal verwerk

Die aantal rekenaars of tablette wat leerders beskikbaar het om MCO op skool te gebruik

Please list all the Maths teachers to be registered and complete the details for each teacher.

	*Title	*First Name	*Surname	*SACE Number	*Teacher Email Address	Grades taught (Maths)									
						3	4	5	6	7	8	9			
e.g.	Mr	Martin	Goodman	154321	marting456@gmail.com	x									
1	Ms	Gail	Bosman	329812	gbossie@gmail.com		x	x							
2	Mr	Jackson	Smith	326667	jacks123@vodamail.co.za				x						
3	Mrs	Bulelwa	Mbi	127257	mbi@school.co.za					x					
4															
5															
6															
7															

Voornaam en van van Wiskunde-onderwysers wat MCO-lesse doen

SACE-nommer vir onderwysers is 'n verpligte vereiste

Onderwyser-e-posadres benodig om gebruikersnaam & wagwoord te ontvang, sowel as vir opleidingsinligting

Dui alle grade aan waarvoor onderwyser

Please list all the classes to be registered and complete the details for each class.

	*Class	*Name and Surname of Maths Teacher for this class	*LOLT (Eng/Afr)	*Is this class timetabled for MCO lessons?
e.g.	3A	Martin Goodman	Eng	Yes
1	4A	Gail Bosman	Afr	Yes
2	4B	Gail Bosman	Eng	Yes
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5	6A	Jackson Smith	Afr	Yes
6	7A	Abigail Khumalo	Afr	Yes
7				

Graad en klas

Wiskunde-onderwyser se naam en van vir die betrokke klas

Taal van leer en onderrig vir die betrokke klas

Is hierdie klas op die skoolrooster om weekliks toegang tot die rekenaarlokaal te kry vir MCO-lesse?