MCO REGISTRATION HELPSHEET

MCO

2024 MCO TEACHER INFORMATION

· **MCO Data protection**: Teacher usernames & passwords can only be sent to the verified School email address

Please note: · All teachers listed below will have **access to your school's MCO data**

· Teachers NOT listed below will not have access to MCO, even if they have been previously registered for MCO in 2023

VERIFIED SCHOOL INFORMATION IS REQUIRED FOR SECURE SHARING OF SCHOOL DATA/LOGIN INFORMATION

School Name	
School EMIS Number	
School Email Address	
School Contact Number	
Name & Surname of person completing this	

This is to indicate wether the school agrees to participate in the MCOSBAs **MCO SBA**

OPT-IN FOR ACCESS TO MCO SCHOOL BASED ASSESSMENTS (MCOSBA)

I have read the Assessment Guide and our SMT agreed that we will opt-in for access to MCOSBA. Click here for the Assessment Guide

Agree: Yes or No	Yes

VERIFIED PRINCIPAL INFORMATION IS REQUIRED FOR AUTHORISATION OF TEACHER ACCESS, SECURE SHARING OF REPORTS & PRINCIPAL MCO ACCESS

Principal Name & Surname	
Principal SACE number	
Principal Email Address	

THIS INFORMATION IS REQUIRED FOR MATHS HOD MCO ACCESS, SHARING OF TEACHER TRAINING & SUPPORT INFORMATION

Maths HoD Name & Surname	
Maths HoD SACE number	
Maths HoD Email Address	
MCO (Lab) Champion Name & Surname*	
MCO (Lab) Champion Email Address*	

← **Person responsible for managing the computer room and/or devices**

PLEASE ENTER THE DETAILS OF THE 2024 MCO MATHS TEACHERS
(All teachers listed below will be able to view the schools MCO data)

Teacher login details cannot be issued without a valid SACE number

No.	Title	First Name	Surname	SACE Number	Teacher Email Address	2024 Maths classes taught (Grade and class) e.g. 3A / 5A,B / 6A,B,C
e.g.	Mr	Martin	Goodman	154321	marting456@gmail.com	4A & 5A,B
1	Ms	Gail	Bosman	329812	gbossie@gmail.com	3A
2	Mr	Jackson	Smith	326667	jacks123@vodamail.co.za	4A,B
3	Mrs	Bulelwa	Mbi	127257	mbi@school.co.za	5C
4						
5						

First name and surname of Maths teachers doing MCO lessons

Teacher SACE number (Not Persal number) is a mandatory requirement. Teacher login details cannot be issued without this information

Teacher email address required for sharing username & password as well as training information

Indicate all grades and classes for which teacher teaches Maths

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MCO

MCO LEARNER INFORMATION - 2024

· Learners CANNOT be registered if any of the columns are left BLANK

· ONLY learners listed below will have access to MCO for 2024

Please note: · Learners NOT included below will NOT have access to MCO for 2024, even if they were registered in 2023

· Please email the completed form to **register@gsed.co.za**

School Name	
School EMIS Number	
School Contact Number	
School Email Address	
Name & Surname of person completing this form	

	LEARNER ID/CEMIS NUMBER	LEARNER NAME & SURNAME	GRADE	CLASS	GENDER	LOLT
e.g.	100324ZA10001	APPOLLIS, ZACHARY	4	4A	M	ENG
1	120324ZA20002	Abrahams, Samantha	4	4A	F	ENG
2	120902JA10003	Adendorff, Jake	4	4A	M	ENG
3	110324ZA2000	Apele, Zikhona	4	4A	F	ENG
4	121224PB10001	Beets	4	4A	M	ENG
5	120416MD10002	De M	4	4A	M	ENG
6	131124A	Ekste	4	4A	F	ENG
7	120314Z	Emile	4	4	F	
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Learner CEMIS number is a mandatory requirement

Surname, firstname of learners as it is in **CEMIS**

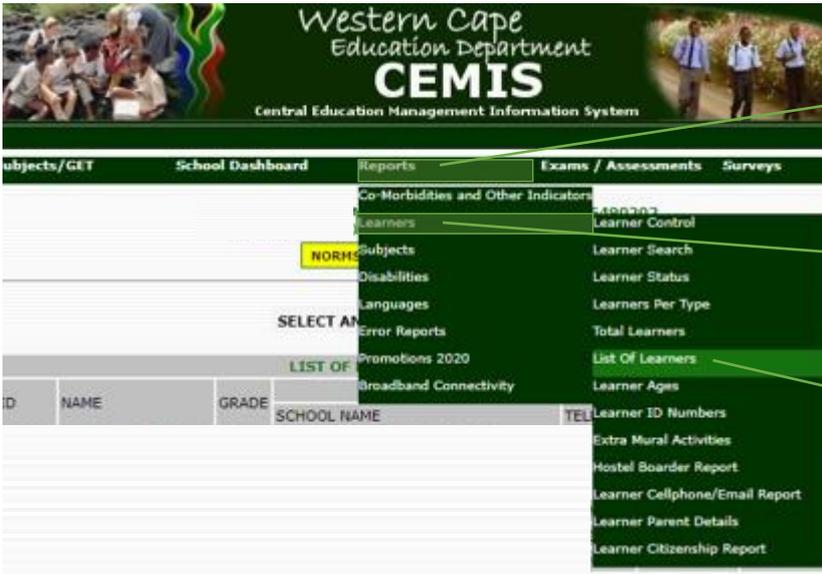**All learner names pasted in the same sheet, one class after the other**

Grade

Grade and class

Indicate each learner's gender

Language of learning and teaching (LOLT) for this class

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

1. Log on to CEMIS and select Reports ▸ Learners ▸ List of Learners
2. Select the grade 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 MCO Excel spreadsheet columns
7. PLEASE NOTE: lists received in PDF cannot be processed

SEE GUIDE BELOW ON HOW TO COPY REQUIRED LEARNER INFORMATION FROM CEMIS
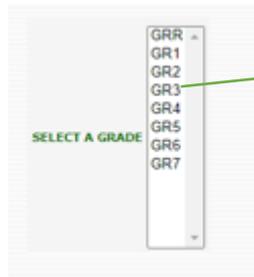
MCO

MCO SBA

GETTING LEARNER INFORMATION FROM CEMIS

Step 1
Log on to CEMIS and
Click on **Reports**

Step 2
Click on **Learners**

Step 3
Click on **List of Learners**

Step 4
Select a **Grade**

Step 5
Select **ALL**

Step 6
Select **GENDER**

Step 7
Click on **SUBMIT**

CLASS LIST OF GR3

GRADE: GR3 DATE: _____ EDUCATOR: _____

#	LEARNER ID	NAME	GRADE	CLASS	GENDER
1	111025	ABDU... YASEEN	GR3	GR3 C	MALE
2	120313	ABRA... CK	GR3	GR3 B	MALE
3	120901	ABRA...	GR3	GR3 B	MALE
4	120201	ABRA... BAAJIDA	GR3	GR3 C	FEMALE
5	120304	ADAM...	GR3	GR3 A	MALE
6	100329	ADAM...	GR3	GR3 C	MALE
7	110806	AKEN...	GR3	GR3 B	MALE
8	120614	APPE...	GR3	GR3 A	MALE
9	120715	SAAR...	GR3	GR3 B	FEMALE
10	120830	BARN...	GR3	GR3 B	FEMALE
11	110409	BOSS...	GR3	GR3 A	FEMALE
12	110800	BOVA...	GR3	GR3 B	MALE
13	120116	BRID...	GR3	GR3 A	MALE
14	110515	CHEN...	GR3	GR3 C	FEMALE
15	120427	CHIN...	GR3	GR3 C	FEMALE
16	110929	DAMO...	GR3	GR3 B	MALE
17	120519	DANI...	GR3	GR3 B	FEMALE
18	110916	DAYIB...	GR3	GR3 B	MALE
19	120510	DE KO...	GR3	GR3 C	FEMALE
20	120307	DE W...	GR3	GR3 A	FEMALE
21	121116	DIBE...	GR3	GR3 B	FEMALE
22	110411	DYAN...	GR3	GR3 B	MALE

Step 8
Select all the grade information – selected information is highlighted on screen

Step 9
Use **Ctrl+C** to copy the information

	A	B *LEARNER ID/CEMIS NUMBER	C *LEARNER NAME & SURNAME	D *GRADE	E *CLASS	F *GENDER	*LANGUAGE
4							
5							
6	1	1110	AB... SEEN	GR3	GR3 C	MALE	
7	2	1203	AB...	GR3	GR3 B	MALE	
8	3	1209	AB...	GR3	GR3 B	MALE	
9	4	1202	AB...	GR3	GR3 C	FEMALE	
10	5	1203	AD...	GR3	GR3 A	MALE	
11	6	1003	AD...	GR3	GR3 C	MALE	
12	7	1104	AK...	GR3	GR3 B	MALE	
13	8	1206	AP...	GR3	GR3 A	MALE	
14	9	1207	BA...	GR3	GR3 B	FEMALE	
15	10	1208	BA...	GR3	GR3 B	FEMALE	
16	11	1104	BC...	GR3	GR3 A	FEMALE	
17	12	1108	BC...	GR3	GR3 B	MALE	
18	13	1201	BR...	GR3	GR3 A	MALE	
19	14	1105	C...	GR3	GR3 C	FEMALE	
20	15	1204	C...	GR3	GR3 C	FEMALE	
21	16	1109	DA...	GR3	GR3 B	MALE	
22	17	1205	DA...	GR3	GR3 B	FEMALE	
23	18	1109	DA...	GR3	GR3 B	MALE	
24	19	1205	DE...	GR3	GR3 C	FEMALE	
25	20	1203	DE...	GR3	GR3 A	FEMALE	
26	21	1211	DI...	GR3	GR3 B	FEMALE	
27	22	1104	DY...	GR3	GR3 B	MALE	
28	23	1210	ER...	GR3	GR3 A	MALE	
29	24	1208	ES...	GR3	GR3 B	FEMALE	
30	25	1209	FA...	GR3	GR3 B	FEMALE	
31	26	1211	FE...	GR3	GR3 C	MALE	

Step 10
Paste the copied information into the downloaded learner registration Excel form

Step 11
Complete the Language of Learning and Teaching (LOLT) column

SELECT A GRADE

GRR
GR1
GR2
GR3
GR4
GR5
GR6
GR7

Step 12
Repeat steps 4-11 for all the other grades

COMPLETE AND SAVE BOTH TEACHER AND LEARNER REGISTRATION FORMS AND EMAIL IT TO register@gsed.co.za

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