

MCO REGISTRATION HELPSHEET

MCO		2025 MCO TEACHER INFORMATION	
PLEASE NOTE		· MCO Data protection: Teacher usernames & passwords can only be sent to the verified School email address · 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 previously been registered for MCO	
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 form			
Contact number of person completing this form			
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*	Person responsible for managing the computer room and/or devices		
MCO (Lab) Champion Email Address*			

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. 1	Mr	Martin	Goodman	154321	marting456@gmail.com	4A & 5A,B
2	Ms	Gail	Bosman	329812	gbossie@gmail.com	3A
3	Mr	Jackson	Smith	326667	jacks123@vodamail.co.za	4A,B
4	Mrs	Bulelwa	Mbi	127257	mbi@school.co.za	5C
5						

First name and surname of Maths teachers doing MCO lessons
 Teacher SACE number is a 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

MCO		2025 MCO LEARNER INFORMATION				
Please note		· Learners CANNOT be registered if any of the columns are left BLANK · ONLY learners listed below will have access to MCO for 2025 · Learners NOT included below will NOT have access to MCO for 2025, even if they were registered in 2024				
School Name						
School EMIS Number						
School Email Address						
School Contact Number						
Name & Surname of person completing this form						
LEARNER CEMIS/ID NUMBER	LEARNER NAME & SURNAME	GRADE	CLASS	GENDER	Language of Learning & Teaching	
e.g. 100324ZA10001	Appolis, Zachary	4	4A	M	ENG	
1 120324ZA20002	Abrahams, Samantha	4	4A	F	ENG	
2 120902JA10003	Adendorff, Jake	4	4A	M	ENG	
3 110324ZA20004	Apele, Zikhona	4	4A	F	ENG	
4 121224PB10001	Beets	4	4A	M	ENG	
5 120416MD10002	De M	4	4A	M	ENG	
6 131124/	Ekste	4	4A	F	FNG	
7 1203142	Emil	4	4	F	FNG	
8						
9						
10						
11						
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20						

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 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 re-copy 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

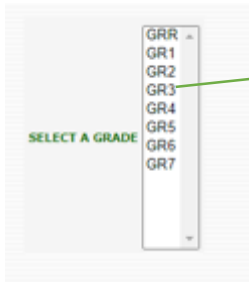
GETTING LEARNER INFORMATION FROM CEMIS



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

Step 2
Click on **Learners**

Step 3
Click on **List of Learners**

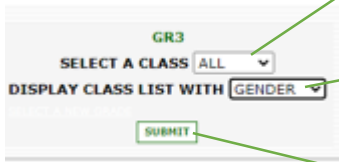


Step 4
Select a **Grade**

Step 5
Select **ALL**

Step 6
Select **GENDER**

Step 7
Click on **SUBMIT**



SUBMIT

CLASS LIST OF GR3

GRADE: GR3 DATE: EDUCATOR:

#	LEARNER ID	NAME	GRADE	CLASS	GENDER
1	111025	ABDIK	GR3	GR3 C	MALE
2	120313	ABDIK	GR3	GR3 B	MALE
3	120901	ABDIK	GR3	GR3 B	MALE
4	120201	ABDIK	GR3	GR3 C	FEMALE
5	120304	ABDIK	GR3	GR3 A	MALE
6	100329	ADAM	GR3	GR3 C	MALE
7	110408	ADAM	GR3	GR3 B	MALE
8	120614	ADAM	GR3	GR3 A	MALE
9	120715	ADAM	GR3	GR3 B	FEMALE
10	120830	ADAM	GR3	GR3 B	FEMALE
11	110409	ADAM	GR3	GR3 A	FEMALE
12	110805	ADAM	GR3	GR3 B	MALE
13	120116	ADAM	GR3	GR3 A	MALE
14	110519	ADAM	GR3	GR3 C	FEMALE
15	120422	ADAM	GR3	GR3 C	FEMALE
16	110929	ADAM	GR3	GR3 B	MALE
17	120519	ADAM	GR3	GR3 B	FEMALE
18	110916	ADAM	GR3	GR3 B	MALE
19	120510	ADAM	GR3	GR3 C	FEMALE
20	120302	ADAM	GR3	GR3 A	FEMALE
21	121116	ADAM	GR3	GR3 B	FEMALE
22	110411	ADAM	GR3	GR3 B	MALE

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

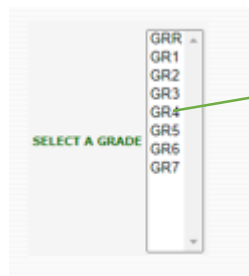
Step 9
Use **Ctrl+C** to copy the information

A	B	C	D	E	F	G
	*LEARNER ID/CEMIS NUMBER	*LEARNER NAME & SURNAME	*GRADE	*CLASS	*GENDER	*LANGUAGE
6	11110	ABDIK, ROSHAY SEEN	GR3	GR3 C	MALE	
7	12031	ABDIK, ABDUL MAALIK	GR3	GR3 B	MALE	
8	12090	ABDIK, RUBASHIER	GR3	GR3 B	MALE	
9	12020	ABDIK, SAADAH	GR3	GR3 C	FEMALE	
10	12030	ADAM, ABDIQANI	GR3	GR3 A	MALE	
11	61003	ADAM, FAY YAAD	GR3	GR3 C	MALE	
12	71104	ADAM, GABAN	GR3	GR3 B	MALE	
13	81206	ADAM, DYLAN	GR3	GR3 A	MALE	
14	91207	ADAM, GARRY	GR3	GR3 B	FEMALE	
15	101208	ADAM, SHANTA	GR3	GR3 B	FEMALE	
16	111104	ADAM, ASHER	GR3	GR3 A	FEMALE	
17	121108	ADAM, SULE	GR3	GR3 B	MALE	
18	131201	ADAM, XAVIER	GR3	GR3 A	MALE	
19	141105	ADAM, INAH	GR3	GR3 C	FEMALE	
20	151204	ADAM, MICHELLE	GR3	GR3 C	FEMALE	
21	161109	ADAM, CONNOR	GR3	GR3 B	MALE	
22	171205	ADAM, AQEELAH	GR3	GR3 B	FEMALE	
23	181109	ADAM, OLUTHANDO	GR3	GR3 B	MALE	
24	191205	ADAM, CASTLIN	GR3	GR3 C	FEMALE	
25	201203	ADAM, TESLYN	GR3	GR3 A	FEMALE	
26	211211	ADAM, ZIKHO	GR3	GR3 B	FEMALE	
27	221104	ADAM, LWANDLE	GR3	GR3 B	MALE	
28	231210	ADAM, CALEB	GR3	GR3 A	MALE	
29	241208	ADAM, NUNA	GR3	GR3 B	FEMALE	
30	251209	ADAM, AQEELAH	GR3	GR3 B	FEMALE	
31	261211	ADAM, DAVID	GR3	GR3 C	MALE	

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

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

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



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