

MCO REGISTRATION HELPSHEET

MCO LEARNER REGISTRATION						
*School Name:		Green Shoots Primary				
	*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	110324ZA20004	Apele, Zikhona	4	4A	F	ENG
4	121224PB10001	Beet: Surname, firstname of learners as it is in CEMIS	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	ENG
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Learner CEMIS number is a mandatory requirement

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

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

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 TEACHER REGISTRATION	
*School Name:	Green Shoots Primary
*EMIS Number:	12312312
*School Email Address:	gsps@school.co.za
*Principal Name & Surname:	Mr Abraham Cee
*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

* mandatory - cannot register school without this information

Person responsible for managing the computer room and who will update teacher and learner details

The number of computers or tablets that are available to learners to use MCO at school

Please list all the 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 for training information

Indicate all grades for 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

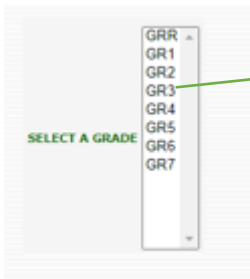
GETTING LEARNER INFORMATION FROM CEMIS



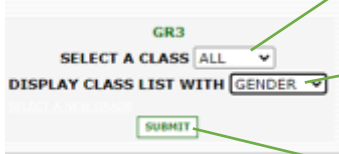
Step 1
Log on to CEMIS and
Click on **Reports**

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						
#	LEARNER ID	NAME	GRADE	CLASS	GENDER	
1	111025	ABOC YASEEN	GR3	GR3 C	MALE	
2	120312	ABRA ABRA	GR3	GR3 B	MALE	
3	120921	ABRA ABRA	GR3	GR3 B	MALE	
4	120201	ABRA ABRA	GR3	GR3 C	FEMALE	
5	120304	ADAM ADAM	GR3	GR3 A	MALE	
6	100329	ADAM ADAM	GR3	GR3 C	MALE	
7	110499	AMIR AMIR	GR3	GR3 B	MALE	
8	120614	APPE APPE	GR3	GR3 A	MALE	
9	120715	SAAR SAAR	GR3	GR3 B	FEMALE	
10	120830	SAIR SAIR	GR3	GR3 B	FEMALE	
11	110499	BOSS BOSS	GR3	GR3 A	FEMALE	
12	110802	BOVA BOVA	GR3	GR3 B	MALE	
13	120116	SHED SHED	GR3	GR3 A	MALE	
14	110515	CHER CHER	GR3	GR3 C	FEMALE	
15	120402	CHIN CHIN	GR3	GR3 C	FEMALE	
16	110929	DAMM DAMM	GR3	GR3 B	MALE	
17	120519	DANI DANI	GR3	GR3 B	FEMALE	
18	110910	DANI DANI	GR3	GR3 B	MALE	
19	120510	DELU DELU	GR3	GR3 C	FEMALE	
20	120302	DE W DE W	GR3	GR3 A	FEMALE	
21	121116	DIRE DIRE	GR3	GR3 B	FEMALE	
22	110411	DWAR DWAR	GR3	GR3 B	MALE	

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

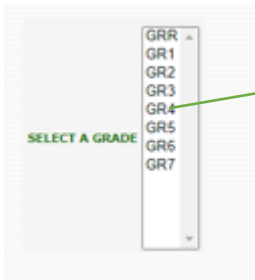
Step 9
Use **Ctrl+C** to copy
the information

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