

## MCO REGISTRATION HELPSHEET

MCO LEARNER INFORMATION - 2023						
<p style="text-align: center;">                     · Learners CANNOT be registered if any of the columns are left BLANK                      · ONLY learners listed below will have access to MCO for 2023                      · Learners NOT included below will NOT have access to MCO for 2023, even if they were registered in 2022                      · Please email the completed form to <a href="mailto:register@gsed.co.za">register@gsed.co.za</a> </p>						
<b>School Name:</b>		Green Shoots Primary				
<b>School EMIS Number:</b>		102345678				
*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 131124	Ekste	4	4A	F	ENG	
7 120314Z	Emile	4	4	F	ENG	
<p> <span style="color: blue;">←</span> Learner CEMIS number is a mandatory requirement  <span style="color: blue;">←</span> Surname, firstname of learners as it is in CEMIS  <span style="color: blue;">←</span> All learner names pasted in the same sheet, one class after the other  <span style="color: blue;">←</span> Grade  <span style="color: blue;">←</span> Grade and class  <span style="color: blue;">←</span> Indicate each learner's gender  <span style="color: blue;">←</span> Language of learning and teaching (LOLT) for this class                 </p>						
<p style="text-align: center; color: blue;"><b>Follow the steps below to copy and paste from CEMIS onto the learner registration template:</b></p> <ol style="list-style-type: none"> <li>1. Log on to CEMIS and select Reports → Learners → List of Learners</li> <li>2. Select the grade information on screen that you want to copy (it is then highlighted in blue on screen)</li> <li>3. Use the shortcut keys to copy the information, i.e. <b>CTRL+C</b></li> <li>4. Open the downloaded Learner registration template and Paste the class information into the learner registration template - use the Paste shortcut keys i.e. <b>CTRL+V</b></li> <li>5. If columns have shifted just copy and paste the information into another column</li> <li>6. Select and recopy the information into the correct MCO Excel spreadsheet columns</li> <li>7. <b>PLEASE NOTE: lists received in PDF cannot be processed</b></li> </ol> <p style="text-align: center; color: blue;"><b>SEE GUIDE BELOW ON HOW TO COPY REQUIRED LEARNER INFORMATION FROM CEMIS</b></p>						

2023 MCO TEACHER INFORMATION	
<p style="text-align: center;">                     · MCO Data protection: Teacher usernames &amp; 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 been previously registered for MCO in 2022                 </p>	
<b>VERIFIED SCHOOL INFORMATION IS REQUIRED FOR SECURE SHARING OF SCHOOL DATA/LOGIN INFORMATION</b>	
<b>School Name:</b>	
<b>EMIS Number:</b>	
<b>School Email Address:</b>	
<b>School Contact Number:</b>	
<b>VERIFIED PRINCIPAL INFORMATION IS REQUIRED FOR AUTHORISATION OF TEACHER ACCESS, SECURE SHARING OF REPORTS &amp; PRINCIPAL MCO ACCESS</b>	
<b>Principal Name &amp; Surname:</b>	
<b>Principal SACE (ID No. if no SACE):</b>	
<b>Principal Email Address:</b>	
<b>THIS INFORMATION IS REQUIRED FOR MATHS HOD MCO ACCESS, SHARING OF TEACHER TRAINING &amp; SUPPORT INFORMATION</b>	
<b>Maths HoD Name &amp; Surname:</b>	
<b>Maths HoD SACE (ID No. if no SACE):</b>	
<b>Maths HoD Email Address:</b>	
<b>MCO (Lab) Champion Name &amp; Surname*:</b>	← Person responsible for managing the computer room and/or devices
<b>MCO (Lab) Champion Email Address*:</b>	

PLEASE ENTER THE DETAILS OF THE 2023 MCO MATHS TEACHERS						
Teacher login details cannot be issued without a valid SACE number.						
If a teacher does not have a SACE number please provide the 13 digit ID number for unique identification.						
Title	First Name	Surname	SACE No. (Please use ID No. if no SACE No.)	Teacher Email Address	2023 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						
<p style="text-align: center;"> <span style="color: green;">←</span> First name and surname of Maths teachers doing MCO lessons  <span style="color: green;">←</span> Teacher SACE number is a mandatory requirement (13-digit ID number if no SACE). Teacher login details cannot be issued without this information  <span style="color: green;">←</span> Teacher email address required for sharing username &amp; password as well as training information  <span style="color: green;">←</span> Indicate all grades and classes for which teacher teaches Maths                 </p>						

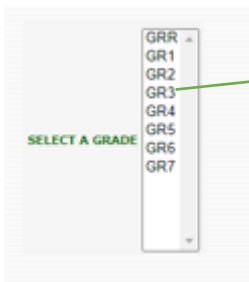
## GETTING LEARNER INFORMATION FROM CEMIS



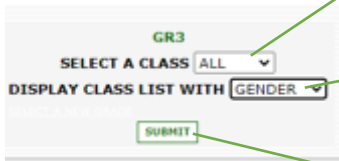
**Step 1**  
Log on to CEMIS and  
Click on **Reports**

**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	ABDO YASEEN	GR3	GR3 C	MALE
2	120312	ABRA	GR3	GR3 B	MALE
3	120901	ABRA	GR3	GR3 B	MALE
4	120201	ABRA	GR3	GR3 C	FEMALE
5	120304	ADAM	GR3	GR3 A	MALE
6	100329	ADAM	GR3	GR3 C	MALE
7	110409	AKIB	GR3	GR3 B	MALE
8	120614	APPE	GR3	GR3 A	MALE
9	120715	SAAR	GR3	GR3 B	FEMALE
10	120830	SAMR	GR3	GR3 B	FEMALE
11	110409	DOSS	GR3	GR3 A	FEMALE
12	110802	DOVA	GR3	GR3 B	MALE
13	120116	SHIB	GR3	GR3 A	MALE
14	110515	CHER	GR3	GR3 C	FEMALE
15	120422	CHIN	GR3	GR3 C	FEMALE
16	110929	DANI	GR3	GR3 B	MALE
17	120510	DANI	GR3	GR3 B	FEMALE
18	110910	DAVE	GR3	GR3 B	MALE
19	120510	DE W	GR3	GR3 C	FEMALE
20	120302	DE W	GR3	GR3 A	FEMALE
21	121116	DIKE	GR3	GR3 B	FEMALE
22	110417	DYAN	GR3	GR3 B	MALE

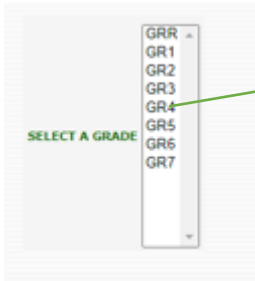
**Step 8**  
Select all the  
grade information  
– selected  
information is  
highlighted on  
screen

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

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