

MCO REGISTRATION HELPSHEET

1. Learner Registration

Please note we are unable to register learners if any of the columns are blank

MCO LEARNER REGISTRATION - 2022						
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 121224PB10005	Beets	4	4A	M	ENG	
5 120416MD10006	De M	4	4A	M	ENG	
6 131124A10007	Ekste	4	4A	F	ENG	
7 120314Z	Emile	4	4A	F	ENG	

Annotations:

- Green arrows point to the Learner ID/CEMIS NUMBER, LEARNER NAME & SURNAME, GRADE, CLASS, GENDER, and LOLT columns.
- Text: "Surname, firstname of learners as it is in CEMIS" with an arrow pointing to the name column.
- Text: "All learner names pasted in the same sheet, one class after the other" with an arrow pointing to the name column.
- Text: "Grade" with an arrow pointing to the grade column.
- Text: "Grade and class" with an arrow pointing to the class column.
- Text: "Indicate each learner's gender" with an arrow pointing to the gender column.
- Text: "Language of learning and teaching (LOLT) for this class" with an arrow pointing to the LOLT column.
- Text: "Learner CEMIS number is a mandatory requirement" with an arrow pointing to the learner ID/CEMIS NUMBER column.

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

2. Teacher Registration

MCO TEACHER REGISTRATION - 2022	
Mandatory information - we are unable to register a school without this information	
School Name:	Green Shoots Primary
EMIS Number:	12312312
School Email Address:	gsps@school.co.za
School Contact Number:	021 854 0000
Principal Name & Surname:	Mr Abraham Cee
Principal Email Address:	Abc@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

Annotations:

- Green arrow points to the Maths HoD Name & Surname and Maths HoD Email Address fields.
- Text: "Person responsible for managing the computer room and who will update teacher and learner details" with an arrow pointing to the Maths HoD fields.

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

	Title	First Name	Surname	SACE / ID 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	7812312312312	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															

Annotations:

- Green arrows point to the First Name and Surname, SACE / ID Number, Teacher Email Address, and Grades taught (Maths) columns.
- Text: "First name and surname of Maths teachers doing MCO lessons" with an arrow pointing to the first name and surname columns.
- Text: "Teacher SACE number OR 13 digit ID number is a mandatory requirement. Teacher login details cannot be issued without this information." with an arrow pointing to the SACE / ID Number column.
- Text: "Teacher email address required for training information" with an arrow pointing to the Teacher Email Address column.
- Text: "Indicate all grades for which teacher teaches Maths" with an arrow pointing to the Grades taught (Maths) columns.

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

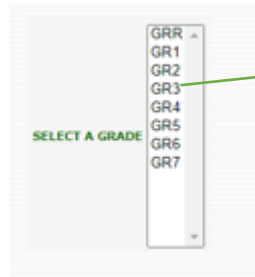
3. GETTING LEARNER INFORMATION FROM CEMIS



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

Step 2
Click on **Learners**

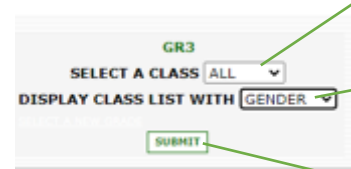
Step 3
Click on **List of Learners**



Step 4
Select a **Grade**

Step 5
Select **ALL**

Step 6
Select **GENDE**



Step 7
Click on **SUBMIT**

Please note:
Teacher login details cannot be issued without a SACE number. If a teacher does not have a SACE number please provide the 13 digit ID number for unique Identification.

SUBMIT

CLASS LIST OF GR3

GRADE: GR3 DATE: EDUCATOR:

#	LEARNER ID	NAME	GRADE	CLASS	GENDER
1	111025	ABDU YASEEN	GR3	GR3 C	MALE
2	120312	ABU ABU MAALICHA DC	GR3	GR3 B	MALE
3	120901	ABU ABU MAALICHA DC	GR3	GR3 B	MALE
4	120201	ABU ABU MAALICHA DC	GR3	GR3 C	FEMALE
5	120304	ADAM	GR3	GR3 A	MALE
6	100326	ADAM	GR3	GR3 C	MALE
7	110400	ADIB	GR3	GR3 B	MALE
8	120614	ADIB	GR3	GR3 A	MALE
9	120715	ADIB	GR3	GR3 B	FEMALE
10	120830	ADIB	GR3	GR3 B	FEMALE
11	110409	ADIB	GR3	GR3 A	FEMALE
12	110805	ADIB	GR3	GR3 B	MALE
13	120116	ADIB	GR3	GR3 A	MALE
14	110515	ADIB	GR3	GR3 C	FEMALE
15	120422	ADIB	GR3	GR3 C	FEMALE
16	110929	ADIB	GR3	GR3 B	MALE
17	120519	ADIB	GR3	GR3 B	FEMALE
18	110910	ADIB	GR3	GR3 B	MALE
19	120510	ADIB	GR3	GR3 C	FEMALE
20	120300	ADIB	GR3	GR3 A	FEMALE
21	121116	ADIB	GR3	GR3 B	FEMALE
22	110411	ADIB	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	1 1110	ABDURHAMAN, ROGHAYAT YASEEN	GR3	GR3 C	MALE	
7	2 1203	ABU ABU MAALICHA DC	GR3	GR3 B	MALE	
8	3 1209	ABU ABU MAALICHA DC	GR3	GR3 B	MALE	
9	4 1202	ABU ABU MAALICHA DC	GR3	GR3 C	FEMALE	
10	5 1203	ADAM	GR3	GR3 A	MALE	
11	6 1003	ADAM	GR3	GR3 C	MALE	
12	7 1104	ADIB	GR3	GR3 B	MALE	
13	8 1206	ADIB	GR3	GR3 A	MALE	
14	9 1207	ADIB	GR3	GR3 B	FEMALE	
15	10 1208	ADIB	GR3	GR3 B	FEMALE	
16	11 1104	ADIB	GR3	GR3 A	FEMALE	
17	12 1108	ADIB	GR3	GR3 B	MALE	
18	13 1201	ADIB	GR3	GR3 A	MALE	
19	14 1105	ADIB	GR3	GR3 C	FEMALE	
20	15 1204	ADIB	GR3	GR3 C	FEMALE	
21	16 1109	ADIB	GR3	GR3 B	MALE	
22	17 1205	ADIB	GR3	GR3 B	FEMALE	
23	18 1109	ADIB	GR3	GR3 B	MALE	
24	19 1205	ADIB	GR3	GR3 C	FEMALE	
25	20 1203	ADIB	GR3	GR3 A	FEMALE	
26	21 1211	ADIB	GR3	GR3 B	FEMALE	
27	22 1104	ADIB	GR3	GR3 B	MALE	
28	23 1210	ADIB	GR3	GR3 A	MALE	
29	24 1208	ADIB	GR3	GR3 B	FEMALE	
30	25 1209	ADIB	GR3	GR3 B	FEMALE	
31	26 1211	ADIB	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

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 TEMPLATES AND EMAIL IT TO register@gsed.co.za