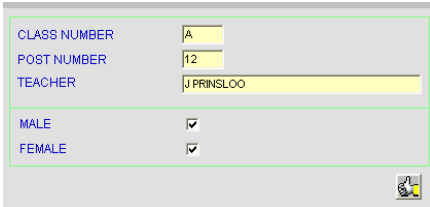


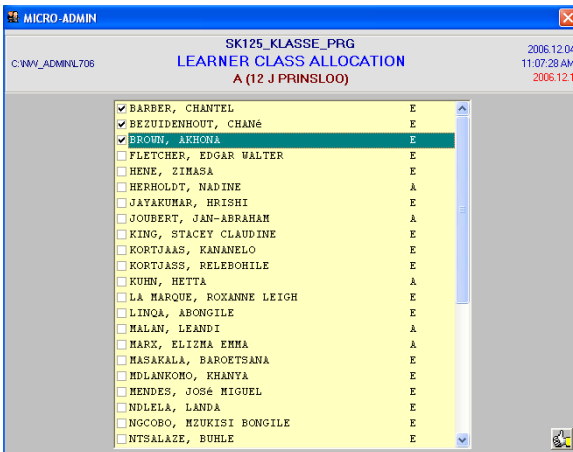
## Class allocation

Go to Learners> Administrative > **Input > Class numbers( Range)**



CLASS NUMBER: A  
 POST NUMBER: 12  
 TEACHER: J PRINSLOO  
 MALE:   
 FEMALE:

Input new class numbers and register teachers

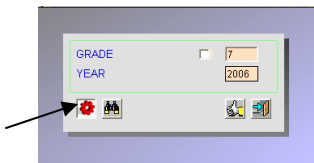


MICRO\_ADMIN SK125\_KLASSE\_PRG 2006.12.04  
 C:\NW\_ADMIN\706 LEARNER CLASS ALLOCATION 11:07:28 AM  
 A (12 J PRINSLOO) 2006.12.1

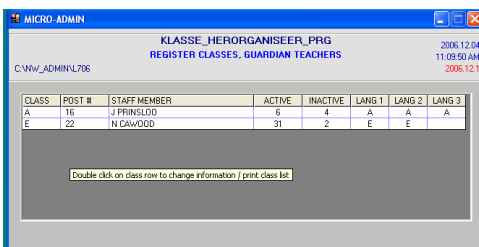
- BARBER, CHANTEL E
- BEZUIDENHOUT, CHANE E
- BROWN, ARHONA E
- FLETCHER, EDGAR WALTER E
- HENE, ZIMASA E
- HERHOLDT, MADINE A
- JAYAKUMAR, HRISHTI E
- JOUBERT, JAN-ABRAHAM A
- KING, STACEY CLAUDINE E
- KORTJAAS, KANANELO E
- KORTJAAS, RELEBOHILE E
- KUHN, HETTA A
- LA MARQUE, ROXANNE LEIGH E
- LINGQA, ABONGILE E
- MALAN, LEANDI A
- MARX, ELIZHA ERMA A
- MASAKALA, BAROETSANA E
- MDLANIKO, KHANYA E
- MENDES, JOSÉ MIGUEL E
- NDLELA, LANDA E
- NOCORO, MZUKISI BONGILE E
- NTSALAZE, BUHLE E

All learners in the grade will be on this list

Mark all learners for that class and click on the hand to proceed.  
 Repeat for all classes in the grade.



Click on **Utility program> Class details**



MICRO\_ADMIN KLASSE\_HERORGANISEER\_PRG 2006.12.04  
 C:\NW\_ADMIN\706 REGISTER CLASSES, GUARDIAN TEACHERS 11:09:50 AM  
 2006.12.1

CLASS	POST #	STAFF MEMBER	ACTIVE	INACTIVE	LANG 1	LANG 2	LANG 3
A	16	J PRINSLOO	6	4	A	A	A
E	22	N SAWOOD	31	2	E	E	

Double click on class row to change information / print class list.

This will update the class file.