































YEAR END ROUTINE

	Input Marks Gr.10-12 Input Marks OBE	Learners-Academic
*DC	Change Marks Gr.10-12 Change Marks OBE	Learners-Academic
	Finalise marks	Learners-Academic
	Check Tabulation of schedules	Learners-Academic
	Input OBE promotion	Learners-Academic
	Print Failure schedules	Learners-Academic
	Print Promotion Schedules	Learners-Academic
	Check pre-printed report tabulation	Learners-Academic
	Print reports Gr.10-12 Print reports OBE	Learners-Academic
	Print Promotion summary	Learners-Academic
	Print symbol distribution	Learners-Academic
	Print transfer cards	Learners-Administrative
	BACKUP !!!	Micro_Backup


* Double click on learner

PROMOTION / TRANSFER TO THE NEXT YEAR

	Transfer Staff	Micro-Admin Micro-Staff
	Transfer families to next year	Micro-Admin
	Transfer Learners to next grade (except failures) <i>OBE Grades – without promotion</i>	Micro-Admin
	Transfer Failures to same grade next year	Micro-Admin
	Move learners between grades	Learners- Administrative
	Change subjects for grades where needed (Abbreviations ,names ,totals)	Learners- Academic
	Input new learners	Learners- Administrative
	Input new families	Micro_Families
	Re-registration learners (*DC)	Learners- Administrative
	Re-registration families (*DC)	Micro_Families
	Delete learners (*DC)	Learners- Administrative
	Delete families (*DC)	Micro_Families
	Change subjects / post numbers learner	Learners- Academic
	Change post numbers by class	Learners- Academic
	Change post numbers	Learners- Academic
	Change / allocate class numbers for new year	Learners- Academic
	Allocate subjects to learners	Learners- Academic
	BACKUP !!!	Micro_Backup

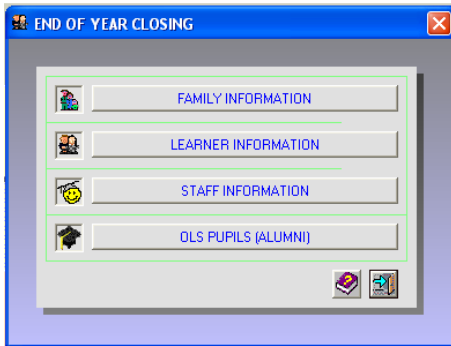
* Double click on learner / family

Year end closing

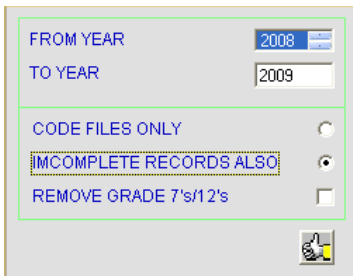
- Backup data using Micro-Backup !!!!
- Go to School details and click on this icon 
- Print the grade totals 2008




In Micro-Admin click on this icon

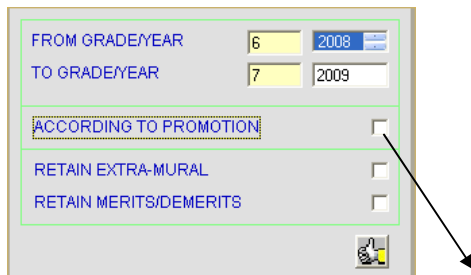



- Transfer the **families information**



 If you use Homogenous / Heterogeneous class allocations please do so **before** transferring the learners. (Learners> Admin > Input > Quick class allocations)

- Transfer the **learners information** grade by grade except for Gr.7 and Gr.12



 **Grade 1-8** will be transferred **without** promotion (All learners will be transferred to the next year/grade)
Gr.9-11 will be transferred **with** promotion ✓ (All learners that passed the grade)

- Transfer the **staff information**

- Go to School detail and click on this icon
- Print the grade totals 2009 (left top)

Move learners between grades:

- Go to Learners > Admin > Select the grade to move from.



Click on this icon

Remember to click on the date to select (highlight)

NB! Do not select any of the options

- Select the learners to be moved.

NAME (ID)	SELECTED
BADENHORST, MELISSA (7967)	<input type="checkbox"/>
BIERMAN, MAGDALENA JOHANNA MARIA (8383)	<input checked="" type="checkbox"/>
BOTHA, JOSEPH (7945)	<input type="checkbox"/>
BOTHA, WIANKA (7772)	<input type="checkbox"/>
COETZEE, SASHA-LEE FRANCIS (8020)	<input checked="" type="checkbox"/>
DEKKER, RIAAN ALWYN (8394)	<input type="checkbox"/>

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
 LEARNER CLASS ALLOCATION
 A (12 J PRINSLOO)

2006.12.04 11:07:29 AM
 2006.12.1

<input checked="" type="checkbox"/>	BARBER, CHANTEL	E
<input checked="" type="checkbox"/>	BEZUIDENHOUT, CHANE	E
<input checked="" type="checkbox"/>	BROWN, AKHONA	E
<input type="checkbox"/>	FLETCHER, EDGAR WALTER	E
<input type="checkbox"/>	HENE, ZIMASA	E
<input type="checkbox"/>	HERHOLDT, MADINE	A
<input type="checkbox"/>	JAYAKUMAR, HRISHI	E
<input type="checkbox"/>	JOUBERT, JAN-ABRAHAM	A
<input type="checkbox"/>	KING, STACEY CLAUDINE	E
<input type="checkbox"/>	KORTJAAKS, RAMANELO	E
<input type="checkbox"/>	KORTJASS, RELEBOHILE	E
<input type="checkbox"/>	KUBH, HETTA	A
<input type="checkbox"/>	LA MARQUE, ROZANNE LEIGH	E
<input type="checkbox"/>	LINO, ABONGILE	E
<input type="checkbox"/>	MALAN, LEANDI	A
<input type="checkbox"/>	MARX, ELIZHA EMMA	A
<input type="checkbox"/>	MASAKALA, BAROETSANA	E
<input type="checkbox"/>	MDLANKOHO, KHANYA	E
<input type="checkbox"/>	MENDES, JOSÉ MIGUEL	E
<input type="checkbox"/>	NDELE, LANDA	E
<input type="checkbox"/>	NGCOBO, MZUKISI BONGILE	E
<input type="checkbox"/>	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.

GRADE: 12
 YEAR: 2006

Utility program icon

Click on **Utility program > Class details**

MICRO-ADMIN KLASSE_HERORGANISEER_PRG
 REGISTER CLASSES, GUARDIAN TEACHERS

2006.12.04 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 GAWOOD	91	2	E	E	

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

This will update the class file.