Isalathiso: 20170207-8059
12/12/13/6
Imibuzo: V Madasi

ISetyhula: 0007/2017
Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kwiiNtloko zoQuquzelelo neNgcebiso ngezeKharityhulam, kuBaphathi beeSekethe, kumaSekela eeNgcali zeMfundo eziziiNtloko, kuBacebisi beZifundo nakwiiNqununu zezikolo zikarhulumente eziqhelekileyo nezezikolo zemfundo eneemfuno ezizodwa okusebenzayo kuzo oku

Isishwankathelo esifutshane: *Isistim esebenza ngekhompyutha yokuqaphela iincwadi zomsebenzi (workbooks) ezishotayo nezingaphezu kwemfuneko ukulungiselela uJulayi 2017*

Isihloko: Isistim esebenza ngekhompyutha yeencwadi zomsebenzi zamaBakala R – 9 ukulungiselela u-2017

1. Iincwadi zomsebenzi zabafundi (bamaBakala R – 9) zesiqingatha sesibini sika-2017, njengoko kuchaziwe kwiSetyhula 0029/2016, zasiwa kuzo zonke izikolo.

2. Ukwenzela ukuba izikolo zikwazi ukuziqaphela kwangexesha iincwadi zomsebenzi ezishotayo nezingaphezu kwemfuneko zamaBakala R – 9 kwisiqingatha sesibini sika-2017, mazingene kwi-*CEMIS* zonke izikolo zikarhulumente, phakathi kowe-08 nowe-12 Meyi 2017. Ngeli thuba izikolo zifanele ukulifaka ekhompyutheni yaye zilisayinele inani kanye ngqo leencwadi zomsebenzi ezifunyenweyo kwibakala ngalinye ngakwinani labafundi ababhalisiweyo eliqikelelweyo langoJulayi, 2017.

3. Xa izikolo zingena kwi-*CEMIS,* zifanele ukukhetha u-"*Administration" option* okwi-*menu bar*. Kwi-*drop down list, zi*khethe u-"*Workbooks*" ukuze zikhethe u-"*Welcome and guidelines*" okanye iskrini esino-"*Capture*".

4. Kunokuqhagamshelwana naba bantu balandelayo ukufumana uncedo ngokufaka iinkcukacha zakho nangenkqubo yokuzisayinela (*sign off process*):

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5. Zakuba zifakiwe zonke iinkcukacha zeencwadi zomsebenzi zesikolo zezo zigaba zithile, mayigqitywe inkqubo yokusayinelwa kwazo.

6. Ziya kwenziwa zifumaneke iinkcukacha eziqokelelweyo ngeencwadi zomsebenzi ezishotayo nezingaphezu kwemfuneko kumagosa ezithili achaphazelekayo, ngokungena ku-*EduInfoSearch,* yaye kuya kuba luxanduva lwawo ukuququzelela nokulungiselela ukusiwa nokuthathwa kweencwadi zomsebenzi apho kukho ezishotayo okanye ezingaphezu kwemfuneko.

7. Kucelwa wazise okukule setyhula bonke abasebenzi abachaphazelekayo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-BK SCHREUDER
INTLOKO: YESEBE LEMFUNDO
UMHLA: 2017-03-07