**Instructions on capturing Term 3 marks of Gr 12 Life Orientation on SA-SAMS**

**BACKGROUND**

* The settings for the tasks on **Gr 12 Life Orientation Term 3** is swopped around (as shown on the diagrams below). This notice is to inform the users on **how to** **adapt the system to** **capture the marks correctly.**

**WHAT to DO in TERM 3 and TERM 4**

**For Term 3:** Please follow the steps to prepare for correct capturing and authentic schedules:

**Step 1:** On 12.3.11.

|  |  |
| --- | --- |
| **Term and Task** | **What to do** |
| Term 3 Task 6 | * Add two activities under this task |
| Term 3 Task 7 | * On 12.3.11 Add an extra activity (called exams) under this task and change weight to 100 % for this activity * (On 12.3.12 Because the PET activity cannot be removed “-1” will be captured in the columns for the 2 wrongly placed activities ) |

**Step 2:** On 12.3.11 Click on **Weights/Validation** -> Click on **Save ->** Click on **Done**

|  |  |
| --- | --- |
| **Before** | **After** |
|  |  |

**Step 3:** On 12.3.12 ->Capture the marks in the columns provided **-**> Click on **Save ->** Click on **Done**

**Step 6:** On 12.7.16.3 ->Verify and send marks to Quarterly Schedules

**Step 7:** On 12.9.13 identify learners at risk for the subject; on 12.9.16 print analysis schedules for the subject.

**For Term 4**

Complete the following steps to prepare for the End-of-year SBA, promotion and analysis schedules:

**Step 1: On 12.3.12** for **Term 4** for the **Dummy Task** capture -1.

**Step 2**: **On 12.3.12** to view and print the marks for the whole year, tick the box “ SHOW SBA Tasks”.