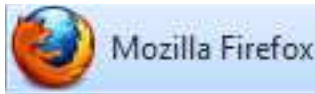
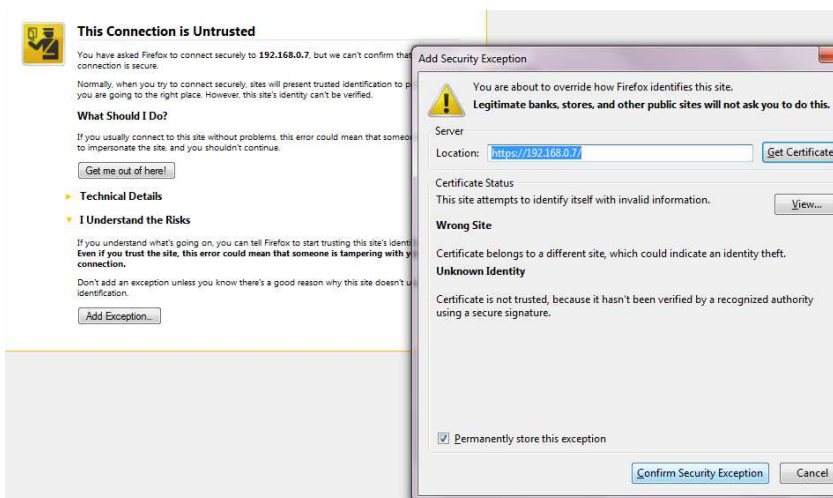


USER GUIDE FOR TEACHERS

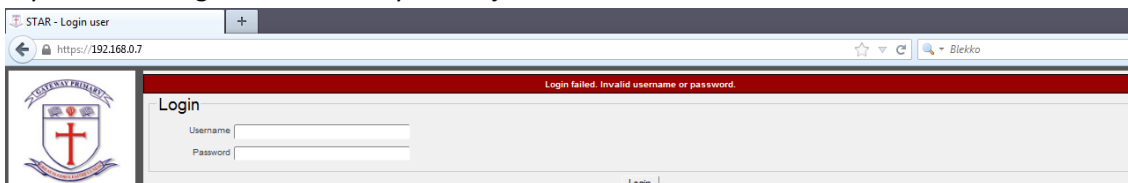
1. Click on Senaticalt: Programmes then **Open Modzilla Firefox**



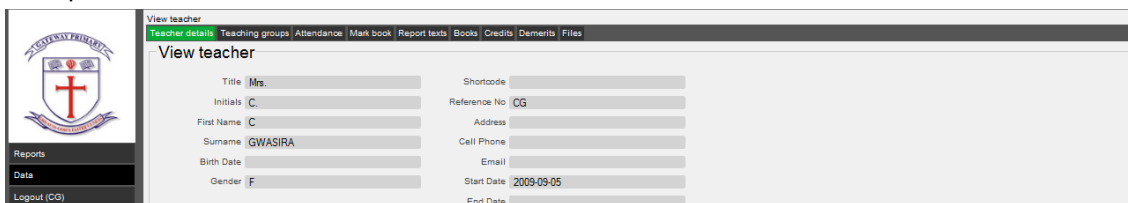
2. In the Address bar type in: <http://196.162.0.7/> then press enter
3. You will get a secure server connection box that ask you if you wish to proceed using a unsecure server (To secure our server as a Windows secure server will cost \$1000 per year) which can be bypassed by clicking on the **(I understand the Risk)** then **add Exception, click on Confirm this exception on the second pop up window bottom right.**



4. If you are a Google chrome user you can just click on continue.

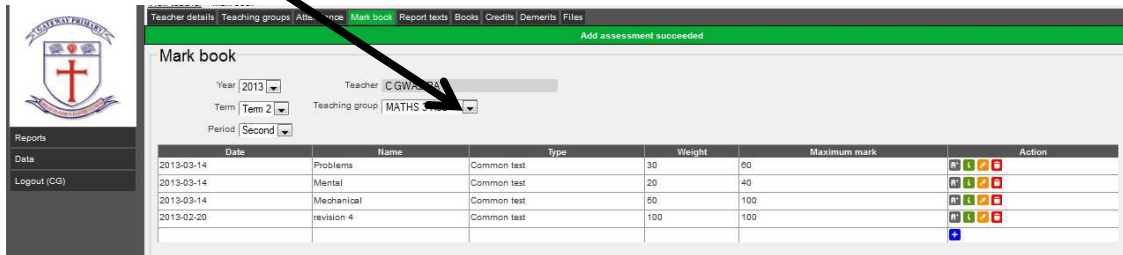


5. Your user name are your initials in capital letters e.g. IS
6. Your password will be for now SENATICAL-YOUR INITIALS



7. Click on Data on the left index
8. Click on Mark Book on the top Tab menu

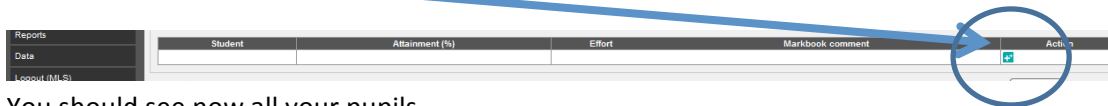
1. Select the subject type



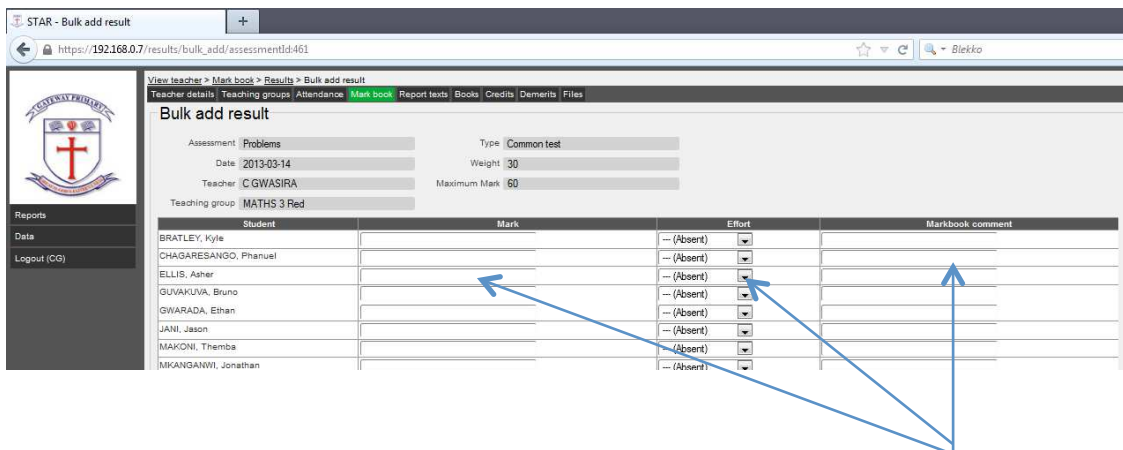
2. On the Action Column click on the Grey button on the left (Results)

(Note you can make a comment on the type of test, any conditions or special information for this test by clicking on the Edit button in the Action Column. (This comment is for you test only and not for the marks book) as it's a comment about the type of test for your HOD.

3. Then click on bulk add plus sign on the left to add your students. All your students will be added automatically that has been allocated to you by Mrs Chisolm.



4. You should see now all your pupils.



5. Type in each pupils results note that the effort and Comment are for marks book only and this is not your report effort nor your report comment its for your notes only.
6. Once you done and you wish to go to another subject: click on the green marksbook tab on the top menu and select another subject.
7. Once you done click on Log Out.

All your data are saved as you move from one cell to another.

GATEWAY PRIMARY

SENATICAL TRAINING MANUAL: MARKS BOOK

Ver 1.0

GRADE 3 - MARKSBOOKS CALCULATION SETUP FOR TERM 1-2 2013

Grade 3 MATHS (Class tests)

Mechanical (30% Cambridge style 70% GWP style)	Total: 100	Weight: 50%
Problems (30% Cambridge style 70% GWP style)	Total: 60	Weight: 30%
Mental (Gateway and Cambridge)	Total: 40	Weight: 20%

Grade 3 ENGLISH (Class tests)

Cambridge Eng	Total: 50	Weight: 25%
GWP Language	Total: 80	Weight: 40%
GWP Comprehension	Total: 40	Weight: 20%
GWP Creative Writing	Total: 30	Weight: 15%

Grade 3 CONTENT (Social Studies, Environmental Science and Scripture) (Class tests)

Cambridge Style Science Paper	Total: 50	Weight: 25%
GWP Content	Total: 150	Weight: 75%

Social Studies

Grade 3 SHONA (L1 and L2) (Class tests)

Grade 3: Language	Total: 100	Weight: 100%
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GRADE 4-7 MARKS BOOK CALCULATIONS FOR TERM 3 2011

Grade 4-7 MATHS

Mechanical (30% Cambridge style 70% GWP style)	Total: 100	Weight: 50%
Problems (30% Cambridge style 70% GWP style)	Total: 60	Weight: 30%
Mental (Gateway and Cambridge)	Total: 40	Weight: 20%

Grade 4-7 ENGLISH

Cambridge Eng	Total: 50	Weight: 25%
GWP Language	Total: 80	Weight: 40%
GWP Comprehension	Total: 40	Weight: 20%
GWP Creative Writing	Total: 30	Weight: 15%

Grade 4-7 CONTENT

Cambridge Science	Total: 50	Weight: 25%
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macintosh

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marksbooks training manual section.docx

GATEWAY PRIMARY

SENATICAL TRAINING MANUAL: MARKS BOOK

Ver 1.0

GWP Content

Total: 150

Weight:

75%

Grade 4-7 SHONA

Grade 4:	SHONA	Total: 100	Weight: 100%
Grade 5:	L1	Total: 100	Weight: 100%
	L2	Total: 100	Weight: 100%
Grade 6:	L1	Total: 100	Weight: 100%
	L2	Total: 100	Weight: 100%
Grade 7:	L1	Total: 100	Weight 100%
	L2	Total: 100	Weight 100%

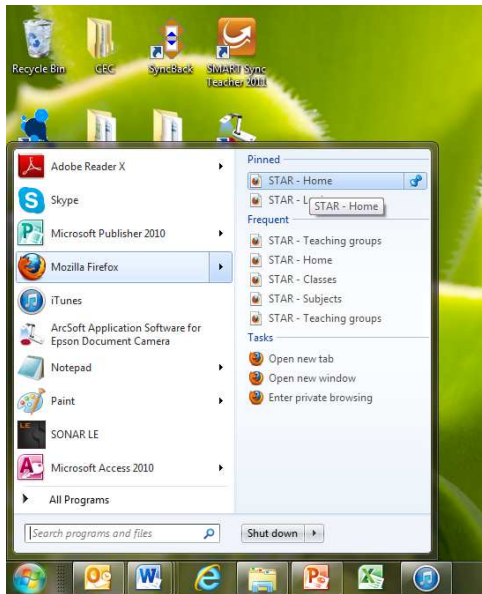
GATEWAY PRIMARY

SENATICAL TRAINING MANUAL: MARKS BOOK

Ver 1.0

CREATING A SHORT CUT FOR SENATICAL DATABASE ON YOUR LAPTOP DESKTOP

1. Click on Senaticalt
2. Find Modzilla Firefox (Don't click on it but select the arrow on the right-hand side of the name).
3. Place your mouse on the SENATICAL link and Hold in your left mouse button and drag the SENATICAL link onto your desktop.
4. Next time you need Senatical you just double click on your new link and it will open up SENATICAL for you.



macintosh

hd:private:var:folders:_4:kband_sjd5n1fy69fwcyksdmh0000gn:t:com.apple.mail:com.apple.mail:compose:attach:star
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