



UNIVERSITY OF JOHANNESBURG
FACULTY OF EDUCATION
NOVEMBER EXAMINATION 2016

PROGRAMME: B Ed (SENIOR PHASE AND FET)
MODULE: SCHOOL ICT SUPPORT SPECIALIST
CODE: ITS20B2
TIME: 3 hours
MARKS: 150
EXAMINER: Dr R Diseko
MODERATOR: Prof D van der Westhuizen (UJ)

(This paper consists of **seven (7)** pages)

INSTRUCTIONS

Read the following instructions carefully before answering the questions:

1. This examination is conducted in a computer venue.
2. All questions are to be completed using the specified software tools. No handwritten answers may be submitted.
3. Answer all the questions, unless there are options indicated within questions.
4. You are strongly advised to save the files that you are working on at regular intervals to minimise the effect of computer malfunctions. For this purpose, you may access a cloud-based file repository system (for example 'Drop Box' or 'Google Drive') and store your files there. You may not access the Internet for any other purpose than this.
5. Source files are available for download in the BlackBoard online environment. Use the link "Exam Source Files" in an "Examination folder".
6. Attach all completed files using the link "Examination folder" in the Blackboard online environment.
7. Strictly name the files as indicated in each question.

QUESTION 1**Short Answer Questions: Online Environment**

Access the Blackboard online learning environment for this module and navigate to the links – “Assessment” and “Theory Quiz”, to answer the questions electronically. Make sure that after answering all the questions you click on the submit button.

[15]**QUESTION 2**

Select either 2.1 or 2.2

2.1 CAT Grade 12 PAT

As a School ICT Support Specialist at a local school you know that the *Practical Assessment Task* (PAT) according to the CAT Grade 12 CAPS is a research project about the CAT topic “Information Management”. This research project requires that the project be completed in *three phases*. Your Head of Department (HOD) asked you to explain the three phases of the PAT for CAT Grade 12 to the school community at a Parent’s Meeting using MS PowerPoint as a tool for the presentation.

2.1.1 Develop this presentation explaining the three phases of PAT. (12)

2.1.2 At least use three different slide layouts. (3)

[15]

Note: Although no marks are allocated to PowerPoint skills, technical errors in the PowerPoint presentation will incur penalty marks that will be subtracted.

OR

2.2 Topic 2

You are employed as a School ICT Support Specialist at a new local school, your principal tasked you to present how *ICT application for Administration and Management* can be applied in the school context according to three main

administration groups proposed by Ghavifer, Afshari, Siraji and Seger (2013) to the School Management Team (SMT).

2.1.1 Develop this presentation explaining the functions of three main administration groups in the school context. (12)

2.1.2 At least use three different slide layouts. (3)

[15]

Note: Although no marks are allocated to PowerPoint skills, technical errors in the PowerPoint presentation will incur penalty marks being subtracted.

QUESTION 3

DATABASE (MSAccess)

In the Blackboard online learning environment in 'Exam Source Files', find the MSAccess file "**Personal_Contact_Details**". Download this file and then upload it to your personal cloud storage space (e.g. "Drop Box" or "Google Drive"), or alternatively save it to the "Desktop". Once the file is downloaded, do the following:

Open the " Table " in the Design View and do the following:		
3.1	Rename the "Table" to " <i>Personal_Contact_Details</i> "	(1)
Now open the table - "Personal_Contact_Details" in the Design View and do the following:		
3.2	Edit the field called "Boys and Girls" to " <i>Gender</i> " and change its field size to "1".	(2)
3.3	Edit the field called "Postcode" – change it to a numeric field, " <i>integer</i> ".	(1)
3.4	Add another two learners' names and complete their details (fake learners).	(6)
3.5	Format the field properties of the field called " <i>Learners' date of birthday</i> " to "Long date" and adjust its column so that all records are shown.	(4)
3.6	Add a new field to the right of the field labelled "Paid" and name it " <i>Parent'sSurname_and_Parents'Name</i> " and use <i>Calculated Text</i> as data type to enter parents' surname and their names.	(6)
3.7	Edit the data type of the field – " <i>City</i> " by using the <i>Lookup Wizard</i> to type in the value that you want (as a drop-down menu of cities).	(4)
Close the Design View.		

3.8	Create a query showing all the learners' <i>surnames, learners' date of birth and parents' surname</i> . Calculate learners' age using <i>expression builder</i> and sort the list from the oldest learner to the youngest learner.	(7)
3.9	Close the query and save as <i>Oldest_age</i>.	(1)
3.10	Create a report for all the learners in the table using the Wizard. Include <i>name, surname, gender and hobbies</i> in the report. Sort the report by females first, followed by males).	
3.11	Close the report and save as '<i>Hobbies</i>'.	(1)
3.12	Create a query showing all the <i>learners' surnames, parent's surname, parents' name, paid and credit</i> . Use 'expression builder' to calculate the <i>balance parents' still owning in their credit</i> .	(7)
3.13	Close the query and save as '<i>Balance_owing</i>'.	(1)
3.14	Create a report based on the above query – " <i>Query_Balance_owing</i> ". Sort the report according to the highest balance (A-Z).	(4)
3.15	Close the report and save it as <i>Balance_owing</i>.	(1)
3.16	Create a form in the design view for all the records of each learner in your class. Format it neatly and save it as <i>Personal_Information</i> .	(4)
		[50]

QUESTION 4

MSWord and Mail Merge

You need to write a letter to all the parents in the database (in Question 3). **Using Microsoft Word**, write a *form letter* to these parents in the database informing them about the upcoming school's extramural activities and their children's participating in sports (in the **Hobbies** field in the database). The letter should be in a formal style using **all address fields** (including postal code) aligned on the left before the salutation (Dear ...)

Use the mail merge features to personalise the letters so that **each person is addressed individually in the salutation** (use the address field), including learner's name, surname and hobbies as fields in the letter.

The following criteria, which are set out in no particular order, will be used to evaluate your work. (You, however, need to incorporate them in a logical way into the letter).

- 4.1 Suitable letter writing style and format. (4)
- 4.2 All address fields from the database, left aligned (use form fields from the database). (3)
- 4.3 Content of letter:
 - 4.3.1 Appropriate salutation example. Dear... (2)
 - 4.3.2 Must include mention of the learner's name, learner's surname and hobbies. (6)
- 4.4 Form letter saved correctly. Save the form letter (template with all of your mail merge fields) in a document called "Original letter" on the "Drop Box" or "Google Drive" or save it to the "Desktop". (2)
- 4.5 Personalised letters saved correctly. Save the individual letters in a single document called "Personal letters" on the "Drop Box" or "Google Drive" or save it to the "Desktop". (3)

Now submit or upload your letters in the link in the BlackBoard online environment in Examination folder.

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QUESTION 5

SA SAMS

The South African School and Administration Management System (SA-SAMS) is designed to assist schools with their management, administrative and governance needs, it is also updated with the latest policy requirements and assists schools to comply with all the required surveys. As you have acquired knowledge and skills in implementing the application, use the rubric (table) below as a guide to enter data in creating a database for the school:

Information required (IR) included and completed				
	Criteria	All IR is included and completed		Not done
	SECTION 1			
1.1.	GENERAL SCHOOL INFORMATION			
	<i>Details: - School, Contact, Survey, Survey and SGB Status</i>	2	1	0
1.2	CYCLE INFORMATION – Grade range		1	0
1.3	CLASS INFORMATION - Grades		1	0
	<i>Grades number 9 - 12 and Class number 9A - 9D</i>	2	1	0
1.4	SCHOOL SUBJECTS			
	<i>Codes, Number of Grades and Reference</i>		1	0
1.5	SETUP SCHOOL TERMS - Dates		1	0
1.6.	SETUP SCHOOL DAYS			
	<i>Term, Dates and Reasons</i>		1	0
1.7	YEAR PLANNER			
	<i>Add date, start-end-time and describe events</i>	2	1	0
1.8	Setup Menu Page: Image and Page		1	0
	SECTION 2			
2.1	HUMAN RESOURCE INFORMATION			
	View Current Educators - Add New Educator – add all the fields	2	1	0
	<i>Subject Specialisations for Educators</i>	2	1	0
	<i>Assign Educator Class</i>		1	0
2.2	DEVELOPMENT AND TRAINING			
2.2.1	Maintain Training Categories		1	0
	<i>Curriculum Based Training and School Management</i>	2	1	0
2.2.2	Maintain INET Training Record			
	<i>Add New two categories in each of both Curriculum and Training management</i>	2	1	0
2.2.3	Maintain Weekly Educator attendance			
	<i>Capture attendance, select term from Select Term</i>		1	0
2.2.4	View Individual Staff Absences			
	<i>Edit Leave Details or Delete Leave details</i>		1	0
2.2.5	Educator Teaching Load			
	<i>Pre R – 6 or Load 7 – SNE</i>		1	0
	Assigning Educators To Register Classes			
	<i>Select the button or click on the TAB heading</i>		1	0
2.3	LEARNER - PARENT INFORMATION			
2.3.1	Learner and Parent Information		1	
	<i>Add New Learner: Additional details, Medical information and Learner's photo (Flower, cat, dog)</i>	3	1	0
	<i>Add Parent to a Learner and Additional Parents to Learners</i>	2	1	0
	<i>Incidents, Learning Barriers, Sport, Art and Culture and Marks Archive</i>	2	1	0
2.3.2	View Family			
	<i>Family details, registered learner related to parent</i>	2	1	0
2.3.3	Learner Application			
	<i>Learner applications for entrance to the school - Add</i>	2	1	0
2.4	LEARNER CLASSES			
2.4.1	Assign Learner to Grade			
	<i>- Assign Learner to Classes</i>		1	0

2.4.2	Class Statistics		1	0	
	<i>Requests for breakdown of learner information</i>	2	1	0	
2.5	YEAR END LEARNER PROMOTIONS		1	0	
2.5.1	Promotions to be processed		1	0	
2.5.2	<i>Place Learner in New Grade and Learners repeating</i>	2	1	0	
2.5.2	<i>Class Statistics – School class Statistics 2014</i>		1	0	
2.6	STANDARD LETTER AND FORMS				
	<i>Create a new letter, type the heading of the letter in the Description/Name of Letter</i>	2	1	0	

Table 5.1: A guide used when entering information to create a database for the school using SAMS

[50]

TOTAL: 150

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