UNIVERSITY OF JOHANNESBURG

FACULTY	:	Education
DEPARTMENT	:	Science and Technology Education
CAMPUS	:	APK
MODULE	:	ITS20B2
		SCHOOL ICT SUPPORT
SEMESTER	:	Second
EXAM	:	**SSA January 2020**

ASSESSOR(S)	:	Dr R DISEKO		
MODERATOR	:	Mr M MOODLEY (UJ)		
DURATION	:	3 HOURS	**MARKS**	: 150

NUMBER OF PAGES: 7 PAGES

INSTRUCTIONS:

1. Answer ALL THE QUESTIONS.

2. This examination is taken in a computer venue. All questions are to be completed using indicated computer software tools. No handwritten answers may be submitted.

3. You are strongly advised to save files that you are working on at regular intervals as to minimise the effect of computer malfunctions. For this purpose, you may access an online file repository system (for example 'Drop Box' or 'Google Drive')

and temporarily store files there. You may not access the internet for any other purpose than this.

4. Sources files are available for download in the uLink online environment. Use the link "Exam Source Files" in the Submit Assignments".

5. Attach all the completed files using the link "Submit Exam Files" in "Submit Assignments" in the uLink online environment

6. Strictly name the files as indicated in each question.

QUESTION 1: DATABASE (MSAccess)

In the uLink online class in 'Submit Assignments', find the MSAccess file "Learners_Personal_Information". 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:

1.1   Rename the "Table" to "*Learners_Personal_Information*".   **(1)**

Now open the table - "Learners_Personal_Information" in the Design View and do the following:

1.2   Edit the field called "Boy and Girl" to "*Gender*" and change its field size to "*1*".   **(2)**

1.3   Edit the field called "Postcode" – change it to a numeric field, "*integer*".   **(1)**

1.4   Add another two learners' names and complete their details.   **(4)**

1.5   Format the field properties of the field called "Learners' date of birthday" to "Long date" and adjust its column so that all records are shown.   **(3)**

1.6   Add a new field to the right of a field called "Address" and name it "*ParentSurname_and_ParentInitials*" and use *Calculated Text* as data   **(7)**

type to enter parents' surname and their names.

1.7   Edit the data type of the field – "*City*" by using the *Lookup Wizard* to type
       in the value that you want (as a drop-down menu of cities).   **(4)**

Close the Design View.

1.8   Create a **query** showing all the learners' *surnames, learners' date of birth
       and parents' surname.* Calculate learners' age using *expression builder*
       and sort their age from oldest to youngest.   **(7)**

1.9   ***Close the query and save as Youngest_age.***   **(1)**

1.10   Create a **report** for all the learners in the table using the Wizard. Include
       n*ame, surname, gender* and *hobbies* in the report. Sort the report by male
       first, followed by females (A-Z).   **(4)**

1.11   ***Close the report and save as Hobbies.***   **(1)**

1.12   Create a **query** showing all the *learners' surnames, parent surname,
       parent name, paid* and *credit*. Use expression builder to calculate the
       balance parent still owning in their credit.   **(5)**

1.13   ***Close the query and save as Credit.***   **(1)**

1.14   Create a **report** based on the above query – "*Query_ Credit.*" Sort the
       report according to the highest credit (A-Z).   **(4)**

1.15   ***Close the report and save it as Credit.***   **(1)**

1.16   Create a **form** in the design view for all the records of each learner in your
       class. Format it neatly and save it as ***Personal_Details***.   **(4)**

                                                                              [50]

QUESTION 2: MSWord and Mail merge

You need to write a letter to all of the people in the database (in Question 1). **Using
Microsoft Word**, write a *form letter* to these people in the database informing them
about their children's performance in **Mathematics Test 1** and **Economics Test 1** in
the first term and 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

suitable 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, Mathematics Test 1, Economics Test 1 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 need to incorporate them in a logical way into the letter).

2.1   Suitable letter writing style and format.   **(4)**

2.2   All address fields from the database, left aligned (use form fields from the database).   **(3)**

2.3   Content of letter:

    2.3.1   Appropriate salutation example. Dear…   **(2)**

    2.3.2   Must include mention of the learner's name, learner's surname, Mathematics Test 1, Economics Test 1 and hobbies.   **(6)**

2.4   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".   **(5)**

Now submit or upload your letters in the link in the uLink online class in 'Submit Assignments'.

[10]

QUESTION 3: Short answer questions: Online environment

Access the uLink online class 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 4: Long answer questions

You are employed as a School ICT Support Specialist at a new local school; your principal tasked you to produce a document in which you explain the six *Dimensions of 21st Century Learning Design as a Teachers' Development Framework* to the School Management Team (SMT). You are required to give explanatory notes.

4.1 Develop this presentation containing all *six Dimensions of 21st Century Learning Design as a Teachers' Development Framework.* **(12)**

4.2 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 5: The South African School Administration and Management System (SA SAMS)

South African School Administration and Management System (SA-SAMS) is developed and designed specifically to meet all School Administration, Management and Governance needs of South African Schools (Public, Specialised, Full-Service and Private). The user interface provides easy access to various Modules and is specifically adapted to cater for novice to expert end-users. As you have acquired knowledge and skills in implementing SA SAMS, use the rubric (Table 5.1) below as a guide to enter data in creating a database for the school:

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

Information required (IR) included and completed				
	Criteria	**All IR is included and completed**	**Not done**	
	SECTION 1			
1.1.	**GENERAL SCHOOL INFORMATION**			
Details: - School, Contact, Survey, Survey and *SGB Status*		2	1	0
1.2	**CYCLE INFORMATION –** Grade range	■	1	0

1.3	**CLASS INFORMATION -** Grades	██████	**1**	**0**	
	*Grades number **9 - 12** and Class number **9A - 9D***	2	**1**	**0**	
1.4	**SCHOOL SUBJECTS**				
	Codes, Number of Grades and Reference	██████	**1**	**0**	
1.5	**SETUP SCHOOL TERMS -** *Dates*		**1**	**0**	
1.6.	**SETUP SCHOOL DAYS**				
	Term, Dates and Reasons	██████	**1**	**0**	
1.7	**YEAR PLANNER**				
	Add *date, start-end-time* and *describe events*	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**	
	Subject Specialisations for Educators	2	**1**	**0**	
	Assign Educator Class	██████	**1**	**0**	
2.2	**DEVELOPMENT AND TRAINING**				
2.2.1	Maintain Training Categories	██████	**1**	**0**	
	Curriculum Based Training and School Management	2	**1**	**0**	
2.2.2	**Maintain INET Training Record**				
	Add New two categories in each of both Curriculum and Training management	2	**1**	**0**	
2.2.3	**Maintain Weekly Educator attendance**	██████			
	Capture attendance, select term from Select Term		**1**	**0**	
2.2.4	**View Individual Staff Absences**		**1**	**0**	
	Edit Leave Details or Delete Leave details		**1**	**0**	
2.2.5	**Educator Teaching Load**				
	Pre R – 6 or Load 7 – SNE		**1**	**0**	
	Assigning Educators To Register Classes	██████			
	Select the button or click on the TAB heading		**1**	**0**	
2.3	**LEARNER - PARENT INFORMATION**	██████			
2.3.1	Learner and Parent Information		**1**		
	Add New Learner: Additional details, Medical information and Learner's photo (Flower, cat, dog)	3	**1**	**0**	
	Add Parent to a Learner and Additional Parents to Learners	2	**1**	**0**	
	Incidents, Learning Barriers, Sport, Art and Culture and Marks Archive	2	**1**	**0**	
2.3.2	**View Family**				
	Family details, registered learner related to parent	2	**1**	**0**	
2.3.3	**Learner Application**	██████			
	Learner applications for entrance to the school - Add	2	**1**	**0**	
2.4	**LEARNER CLASSES**	██████			
2.4.1	**Assign Learner to Grade**				
	- Assign Learner to Classes	██████	**1**	**0**	
2.4.2	**Class Statistics**		**1**	**0**	
	Requests for breakdown of learner information	2	**1**	**0**	
2.5	**YEAR END LEARNER PROMOTIONS**	██████	**1**	**0**	
2.5.1	Promotions to be processed	██████	**1**	**0**	
2.5.2	*Place Learner in New Grade and Learners repeating*	2	**1**	**0**	

2.5.2	Class Statistics – *School class Statistics 2014*	■	1	0	
2.6	**STANDARD LETTER AND FORMS**				
	Create a new letter, type the heading of the letter in the Description/Name of Letter	2	1	0	

TOTAL: 150