

# STUDENT TEACHER

EVALUATION

## User Manual

Henco Barkhuizen & Jan Pauw

11/24/22

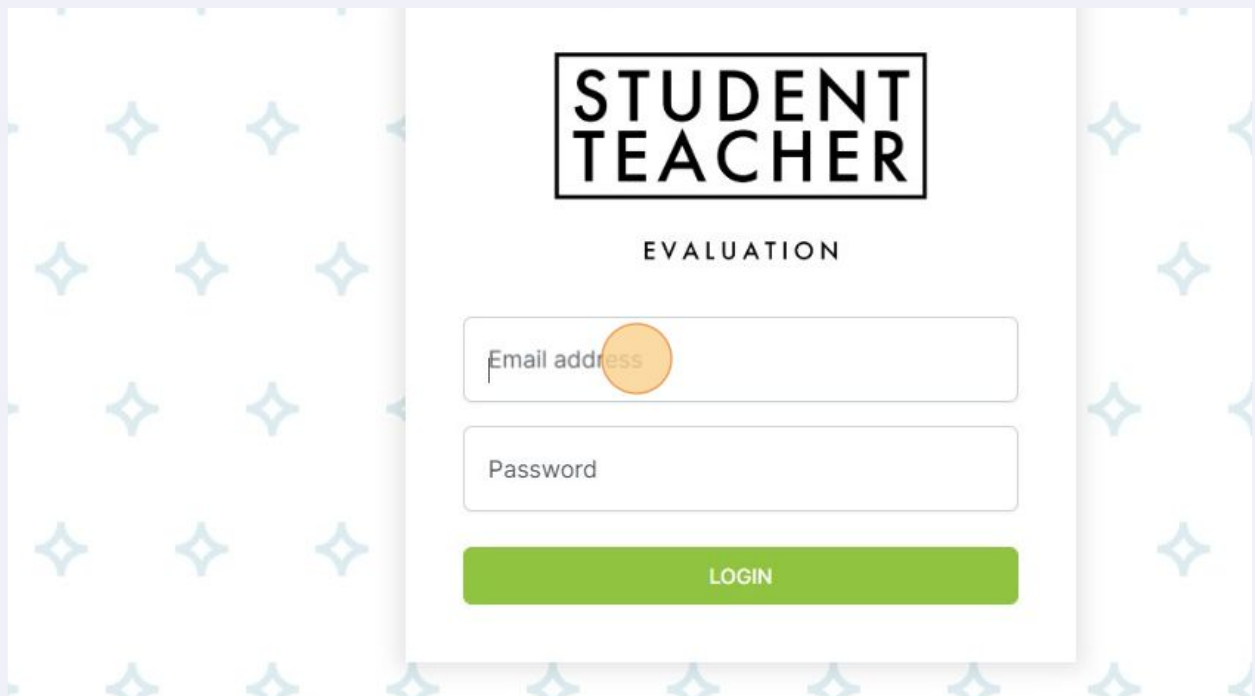
## Contents

Accessing the System .....	1
Adding a Campus .....	3
Adding Subjects.....	7
Bulk Import .....	10
Teacher Registration .....	14
Lecturer Registration .....	21
View Student Details .....	28
Add Student Grading.....	31
View Grading.....	37
Edit Grading .....	39
Exporting (Bulk Import File) .....	43
Exporting (Student Gradings).....	45

# 1. Accessing the System

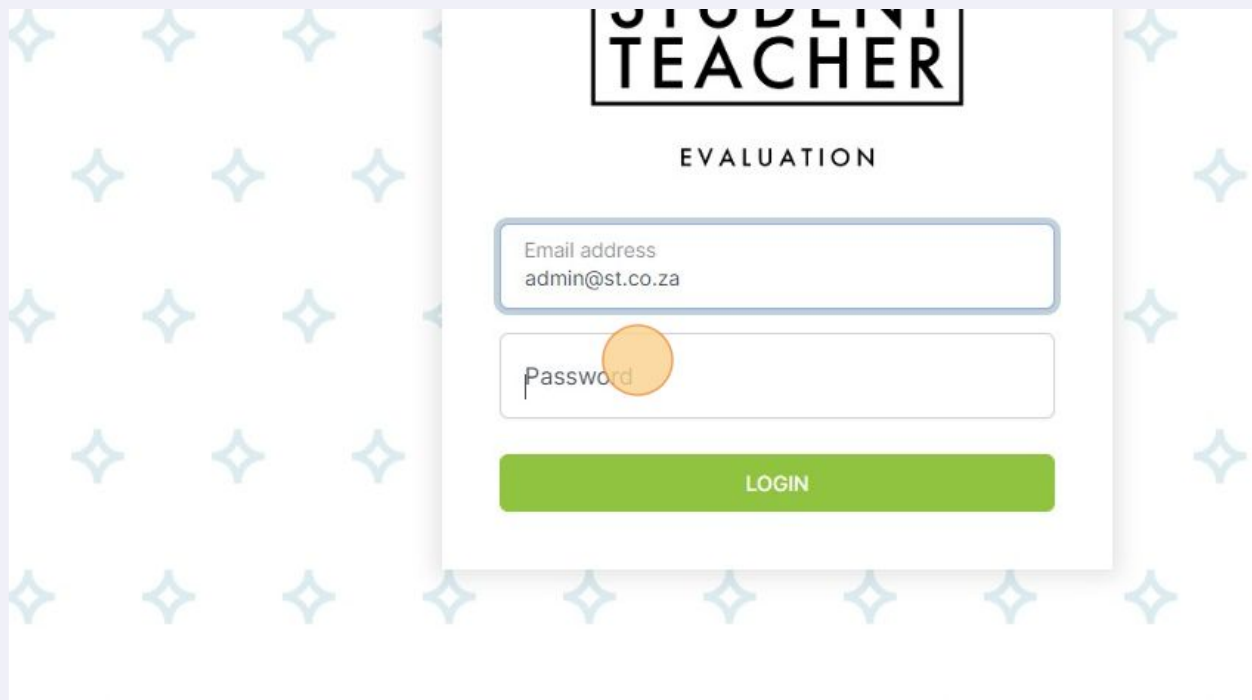
- 1 Navigate to <https://studentteacher.azurewebsites.net>

- 2 Enter the admin email address provided to you.



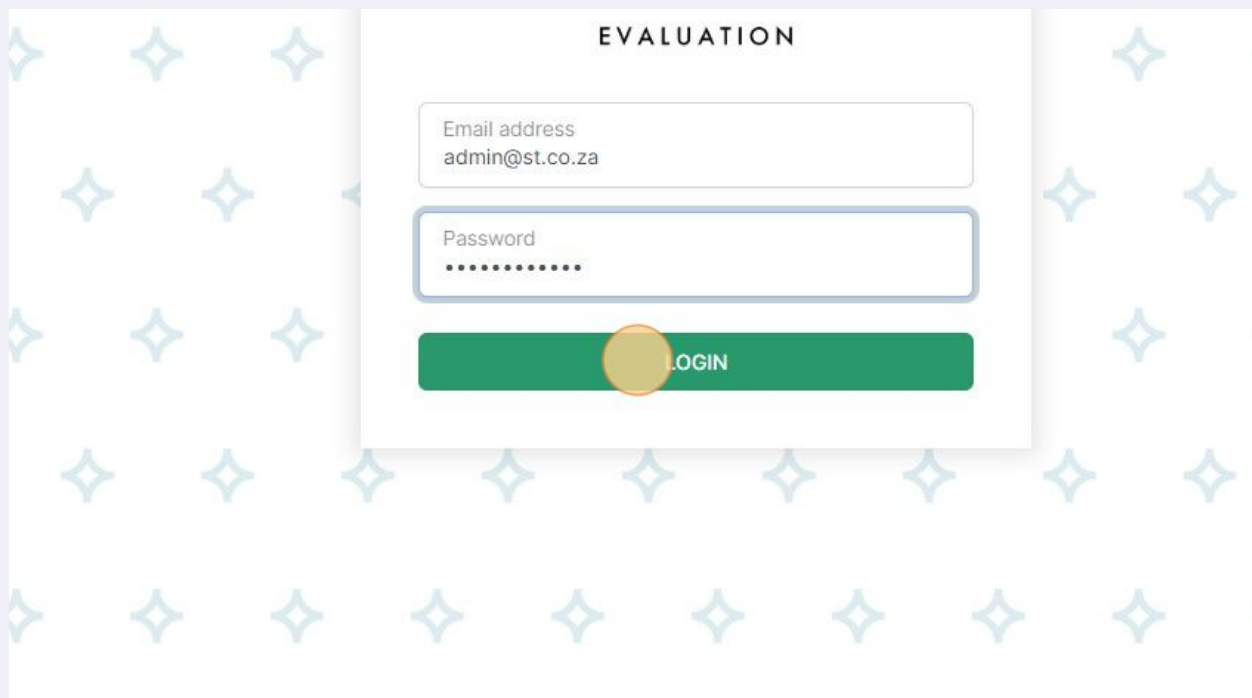
The screenshot shows the login interface for the 'STUDENT TEACHER EVALUATION' system. The page has a light blue background with a repeating pattern of small, stylized star-like shapes. In the center, there is a white rectangular box containing the login form. At the top of this box, the words 'STUDENT TEACHER' are displayed in a large, bold, black, sans-serif font, enclosed within a thin black rectangular border. Below this, the word 'EVALUATION' is written in a smaller, black, sans-serif font. The login form consists of two input fields: the top one is labeled 'Email address' and the bottom one is labeled 'Password'. Both labels are in a small, grey, sans-serif font. A small orange circular icon is positioned to the right of the 'Email address' input field. Below the input fields is a solid green rectangular button with the word 'LOGIN' written in white, uppercase, sans-serif font.

- 3 Enter the matching password provided to you.



The screenshot shows a login form titled "STUDENT TEACHER EVALUATION" centered on a white background with a light blue star pattern. The form contains two input fields: "Email address" with the text "admin@st.co.za" and "Password" which is currently empty. A green "LOGIN" button is positioned below the fields. An orange circle highlights the "Password" field.

- 4 Click "LOGIN"



This screenshot is identical to the previous one, but the orange circle now highlights the green "LOGIN" button instead of the password field.

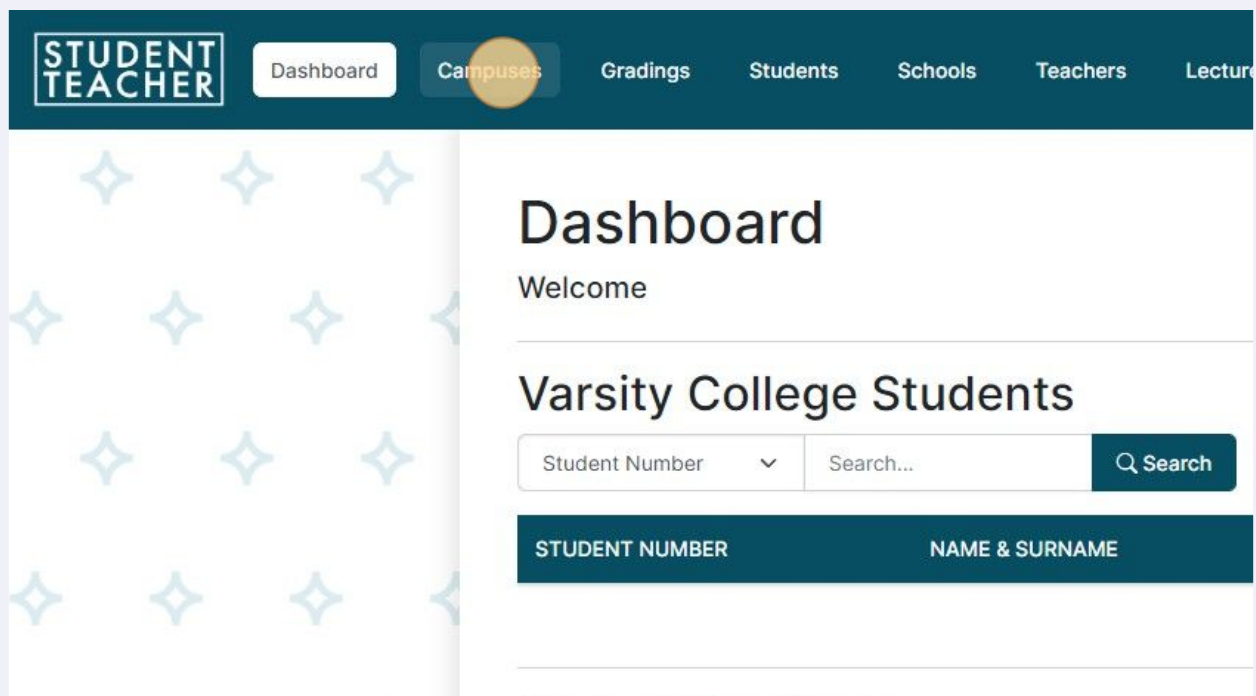
## 2. Adding a Campus

1

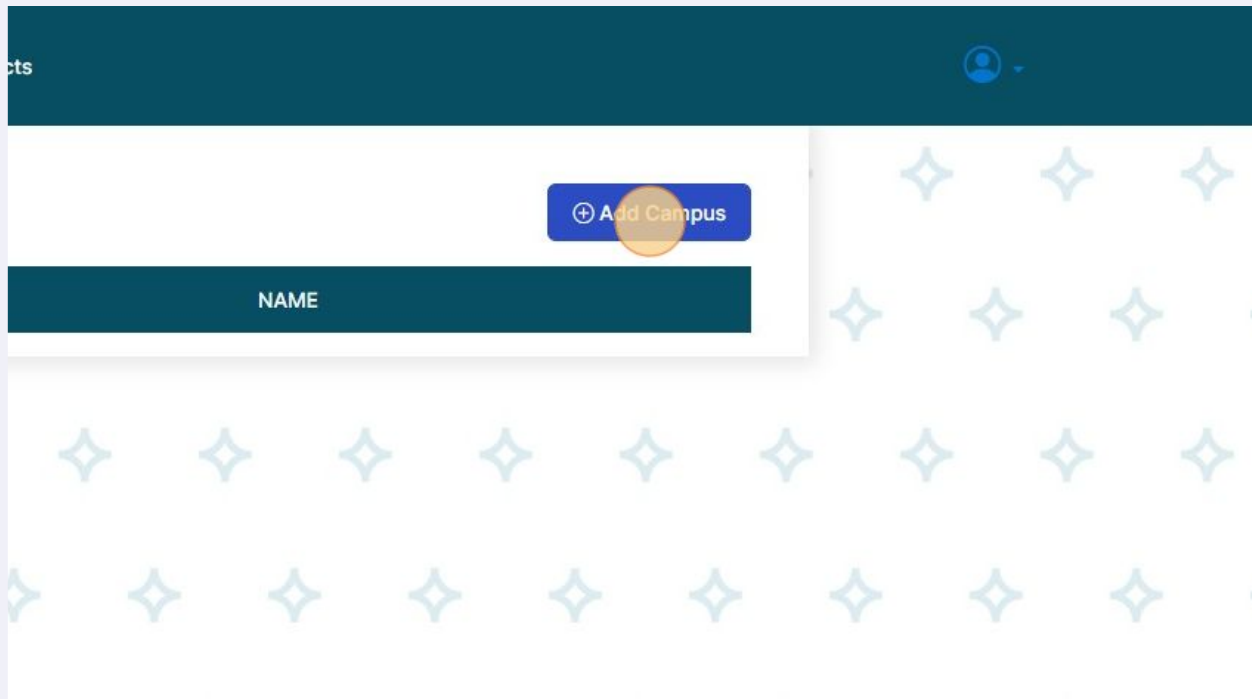
Navigate to <https://studentteacher.azurewebsites.net> and login with the admin details.

2

Click on "Campuses" in the navigation menu.

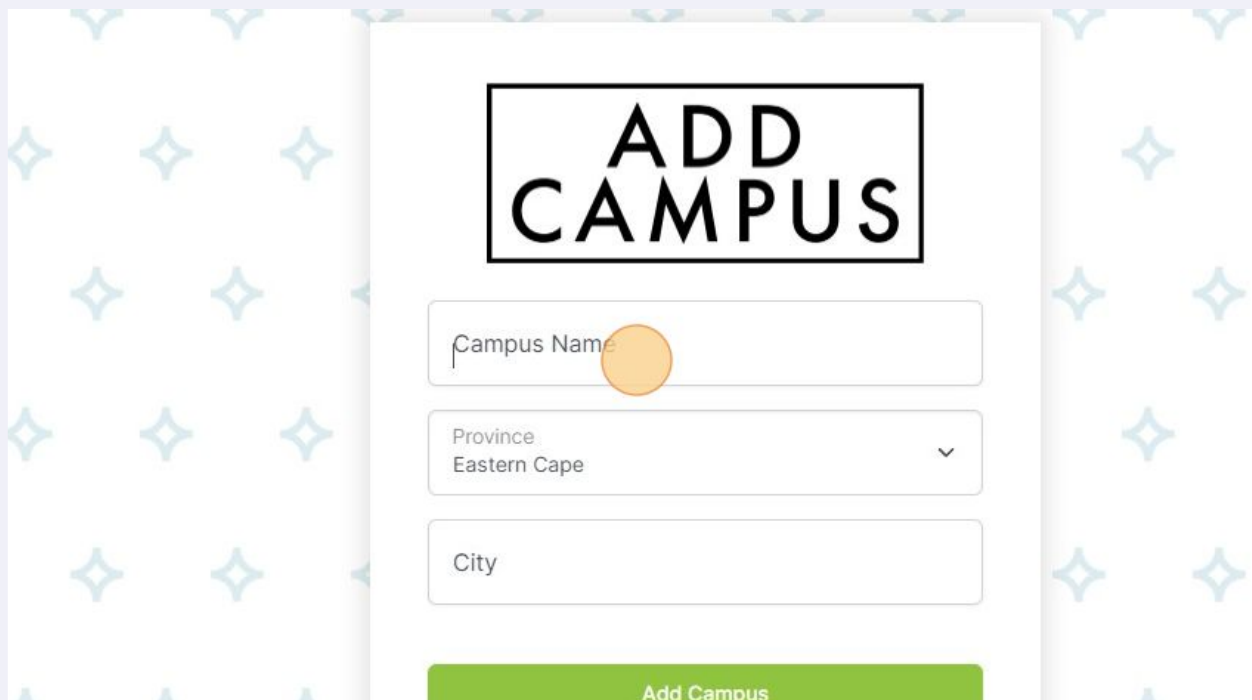


3 Click "Add Campus"



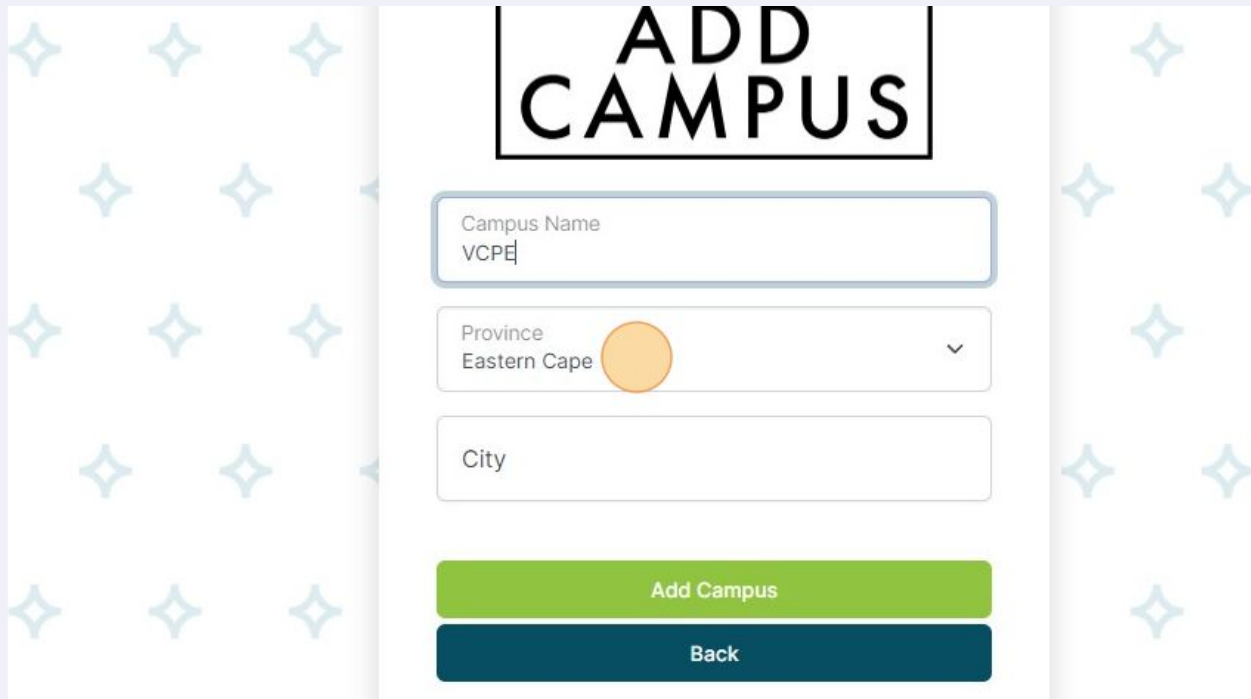
The screenshot shows a web interface with a dark teal header. On the left, the word "cts" is partially visible. On the right, there is a user profile icon. A modal is open, featuring a blue button with a plus icon and the text "Add Campus". Below the button is a dark teal bar with the word "NAME" in white. The background of the modal is white with a repeating pattern of light blue four-pointed stars.

4 Enter a Campus Name (e.g. VCPE or VC Sandton).



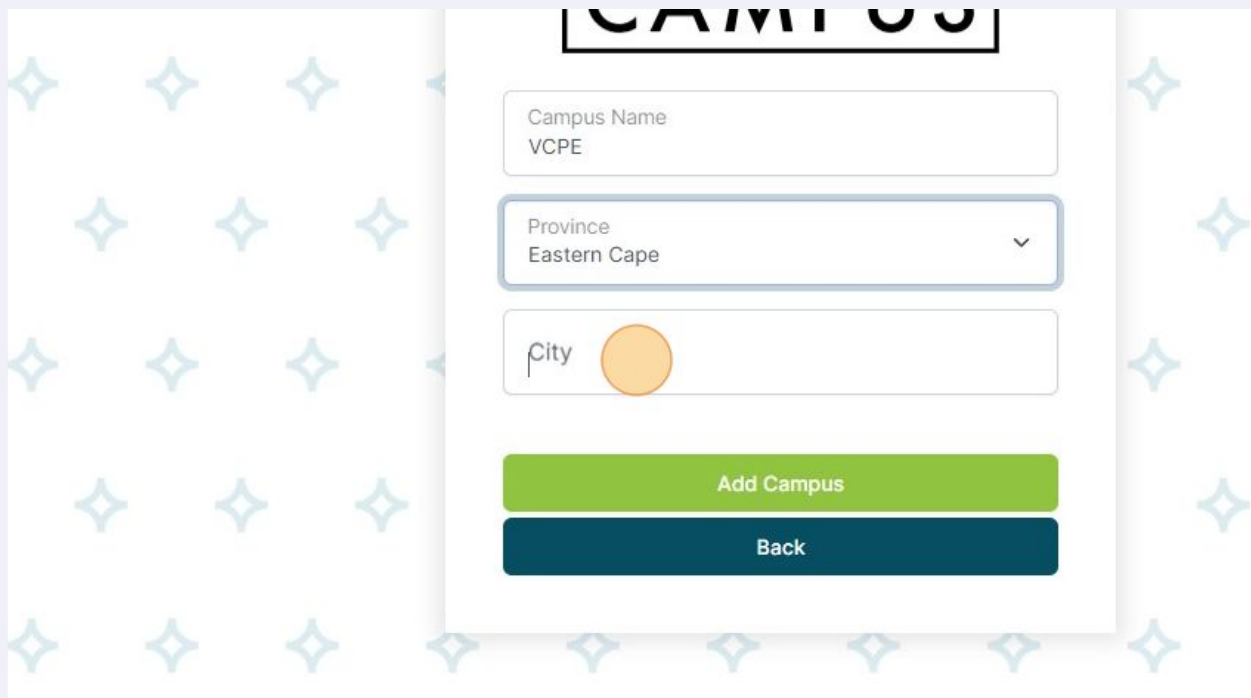
The screenshot shows a form titled "ADD CAMPUS" in a large, bold, black font, enclosed in a black rectangular box. Below the title are three input fields: a text field labeled "Campus Name" with a cursor, a dropdown menu labeled "Province" with "Eastern Cape" selected, and a text field labeled "City". At the bottom of the form is a green button labeled "Add Campus". The background of the form is white with a repeating pattern of light blue four-pointed stars.

- 5 Choose the Province in which the campus is located.



The screenshot shows a mobile application interface for adding a campus. The title 'ADD CAMPUS' is at the top. Below it are three input fields: 'Campus Name' with the text 'VCPE', 'Province' with a dropdown menu showing 'Eastern Cape' and an orange circle icon, and 'City'. At the bottom are two buttons: 'Add Campus' (green) and 'Back' (dark blue). The background has a light blue star pattern.

- 6 Enter the campus' city (e.g. Port Elizabeth or Durban).



The screenshot shows the same 'ADD CAMPUS' form, but the 'Province' dropdown menu is now closed, and the 'City' input field is highlighted with a blue border. The orange circle icon is still present next to the 'City' label. The 'Add Campus' and 'Back' buttons remain at the bottom.

7 Click "Add Campus"

VCPE

Province  
Eastern Cape

City  
Port Elizabeth

Add Campus

Back

8 You can view your added campuses under "Campuses".

**STUDENT TEACHER** Dashboard **Campuses** Gradings Students Schools Teachers Lectures

## Campuses

PROVINCE	CITY
Eastern Cape	Port Elizabeth



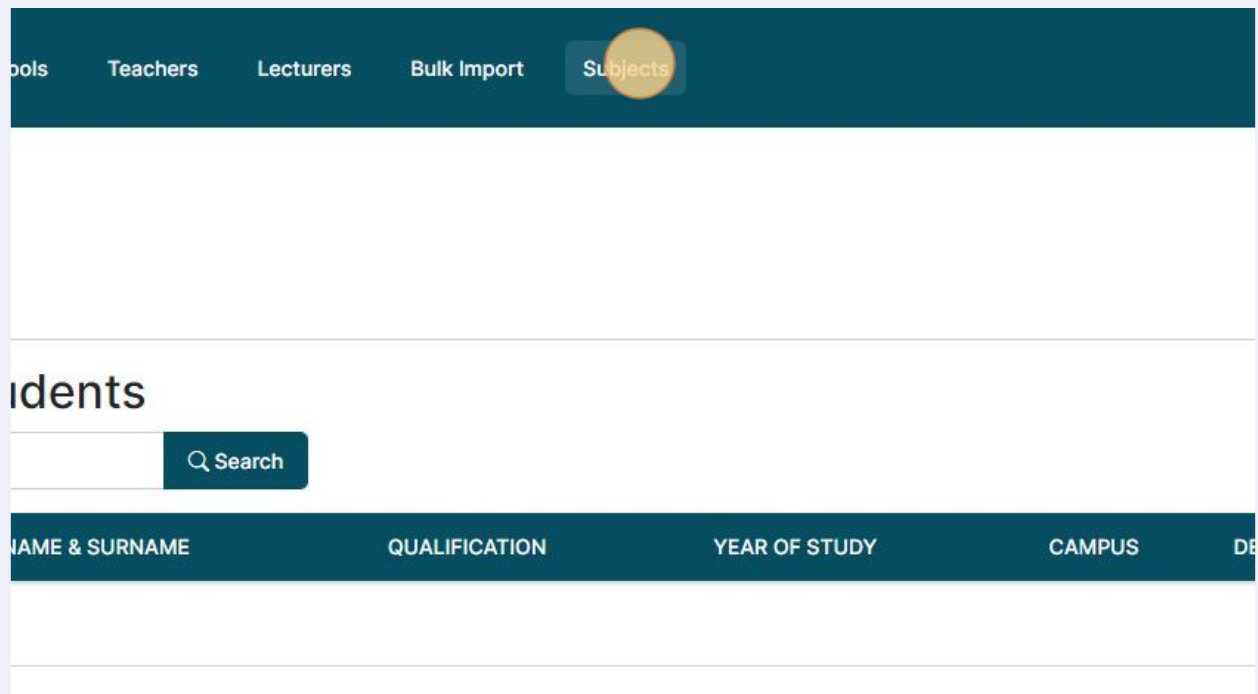
## 3. Adding Subjects

1

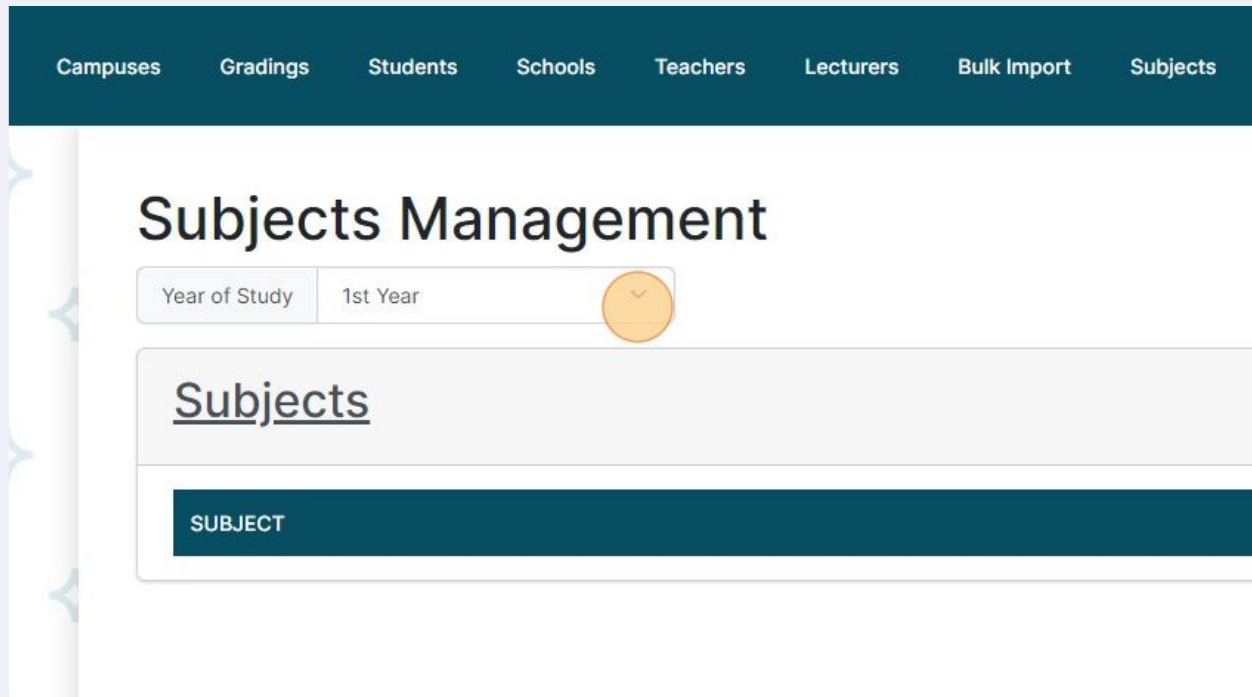
Navigate to <https://studentteacher.azurewebsites.net> and login with your admin details.

2

Click "Subjects"

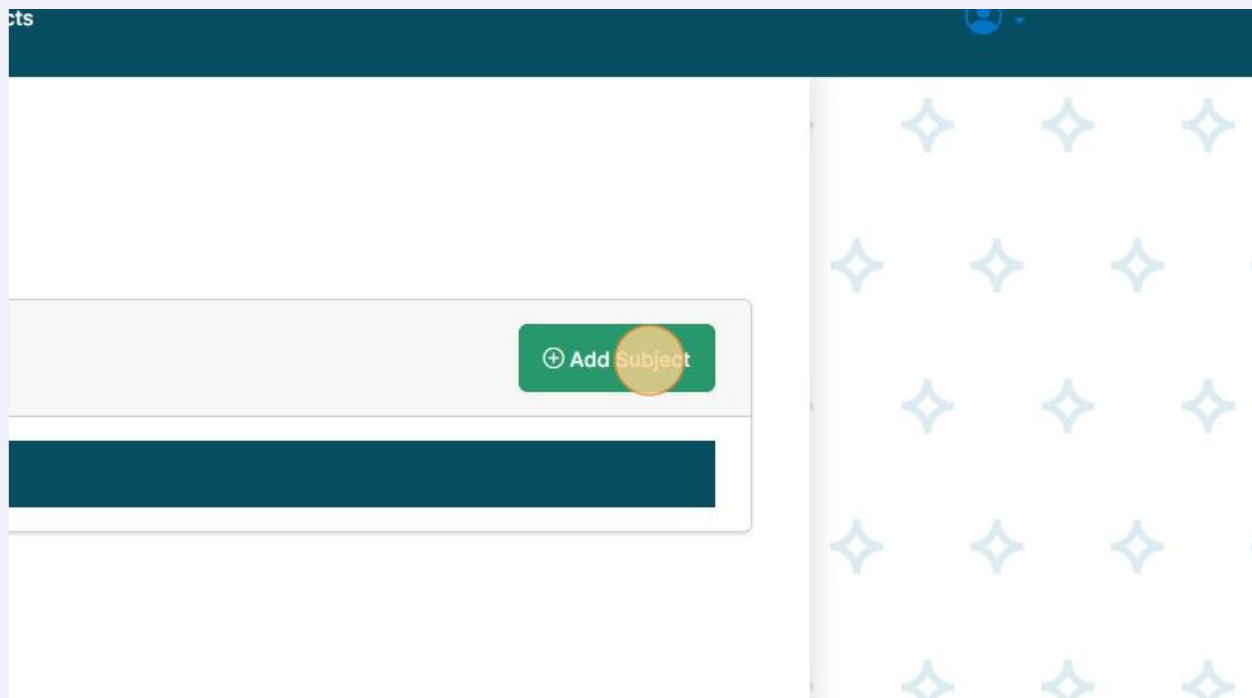


- 3 Select the "Year of Study" which subjects you want to manage.



The screenshot shows the 'Subjects Management' page. At the top is a dark blue navigation bar with links: Campuses, Gradings, Students, Schools, Teachers, Lecturers, Bulk Import, and Subjects. Below the navigation bar, the page title 'Subjects Management' is displayed. Under the title, there is a 'Year of Study' dropdown menu currently set to '1st Year'. To the right of the dropdown is a yellow circular button with a downward arrow. Below the dropdown is a section titled 'Subjects' with a dark blue header bar containing the word 'SUBJECT'.

- 4 Click "Add Subject"



The screenshot shows the 'Subjects Management' page with a focus on the 'Add Subject' button. The button is green with a white plus icon and the text 'Add Subject'. It is located in the bottom right corner of the page. The background of the page is white with a pattern of light blue stars.

- 5 Enter a subject name (e.g. Mathematics or Social Science).

Subjects

SUBJECT

Add Subject

Subject...

Cancel Add Subject

- 6 Click "Add Subject"

Add Subject

Mathematics

Cancel Add Subject

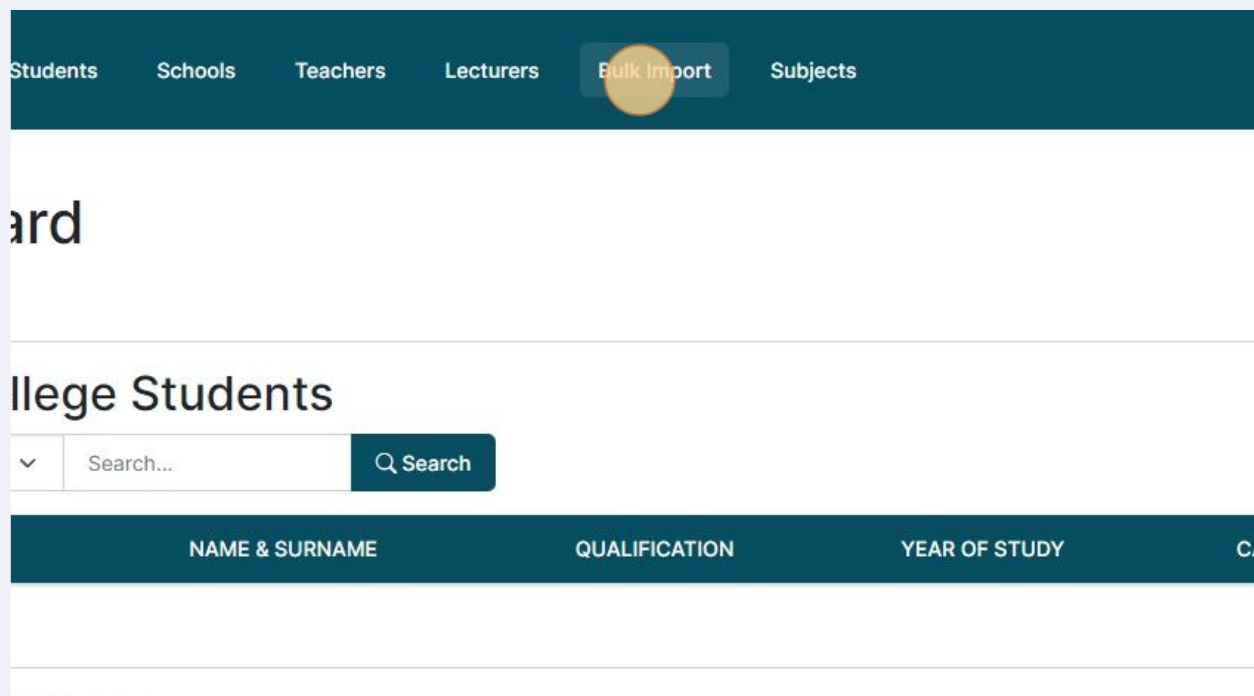
## 4. Bulk Import

1

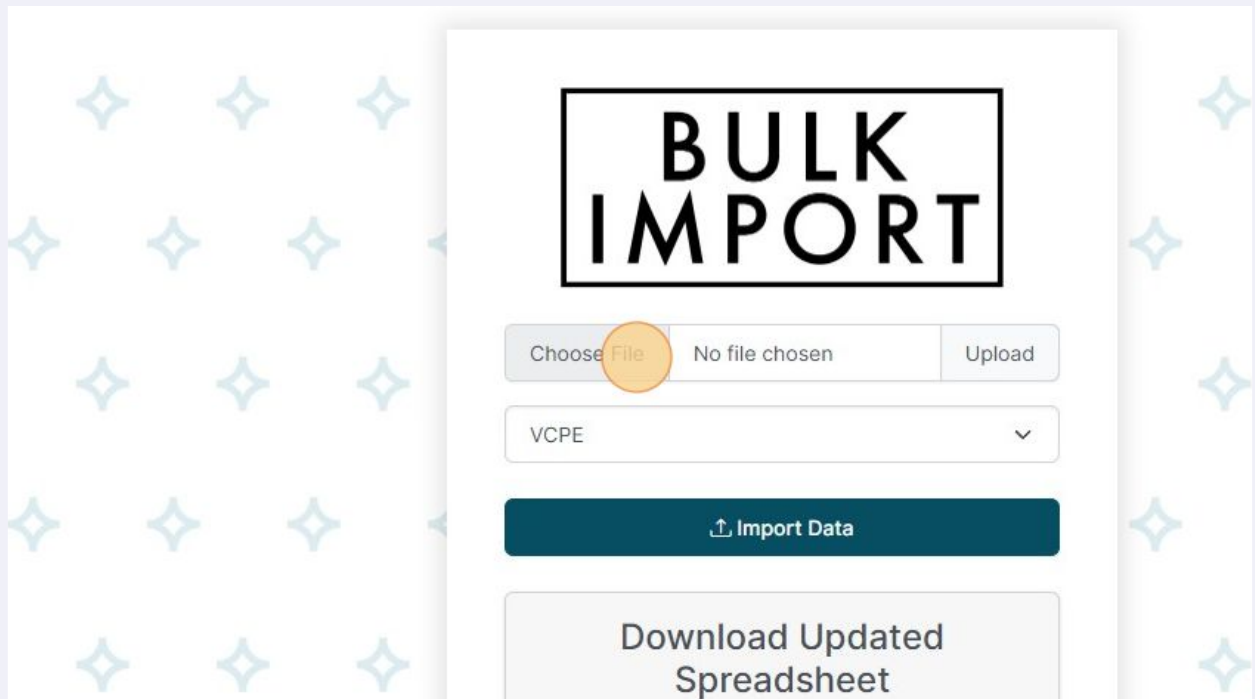
Navigate to <https://studentteacher.azurewebsites.net> and login with your admin details.

2

Click "Bulk Import"

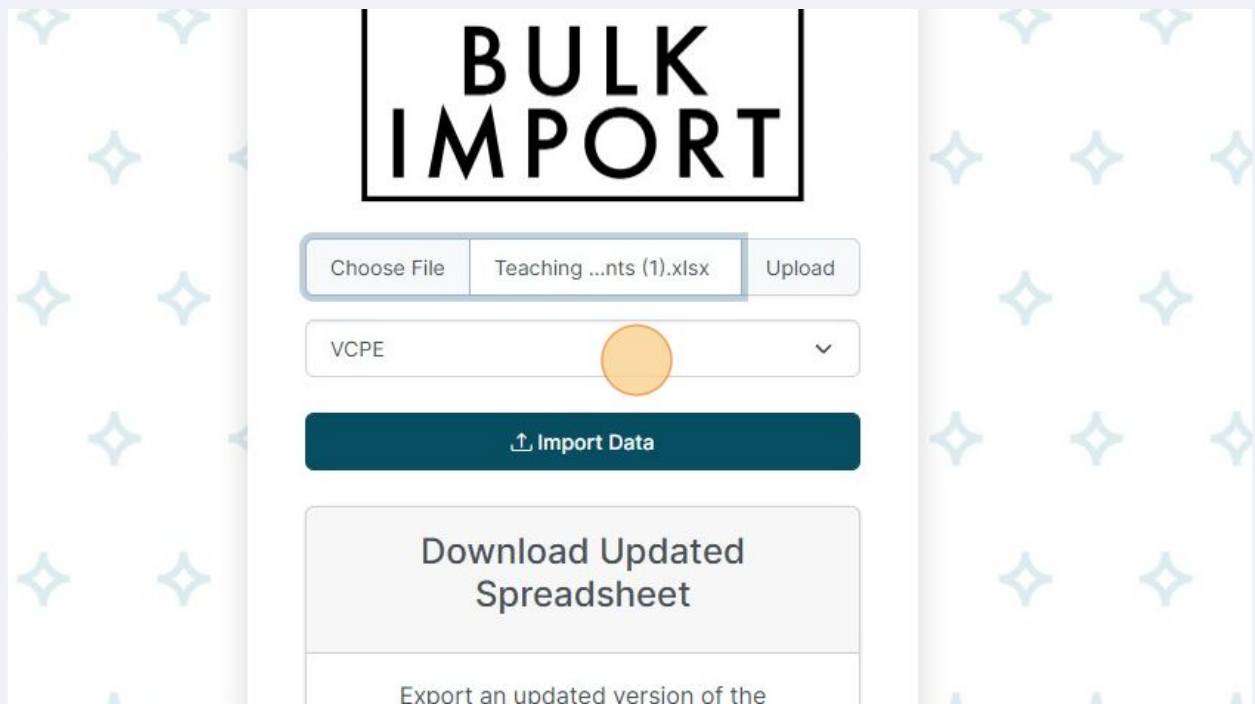


- 3 Click "Choose File" to select an Excel Spreadsheet to upload.



The screenshot shows a web interface titled "BULK IMPORT" in a large, bold, black font. Below the title, there is a file selection area with a "Choose File" button, a text field displaying "No file chosen", and an "Upload" button. Below this, there is a dropdown menu currently showing "VCPE". A dark blue button labeled "Import Data" is positioned below the dropdown. At the bottom, there is a light gray button labeled "Download Updated Spreadsheet". An orange circle highlights the "Choose File" button.

- 4 Select the campus from the dropdown.



The screenshot shows the same "BULK IMPORT" interface. In this step, the "Choose File" button is no longer highlighted. Instead, the dropdown menu is highlighted with an orange circle, and it now displays "Teaching ...nts (1).xlsx". The "Upload" button is now visible to the right of the dropdown. The "Import Data" and "Download Updated Spreadsheet" buttons remain at the bottom. Below the "Download Updated Spreadsheet" button, there is a line of text: "Export an updated version of the".

5 Click "Import Data"

**IMPORT**

Choose File Teaching ...nts (1).xlsx Upload

VCPE

[↑ Import Data](#)

**Download Updated Spreadsheet**

Export an updated version of the spreadsheet used to "Bulk Import".

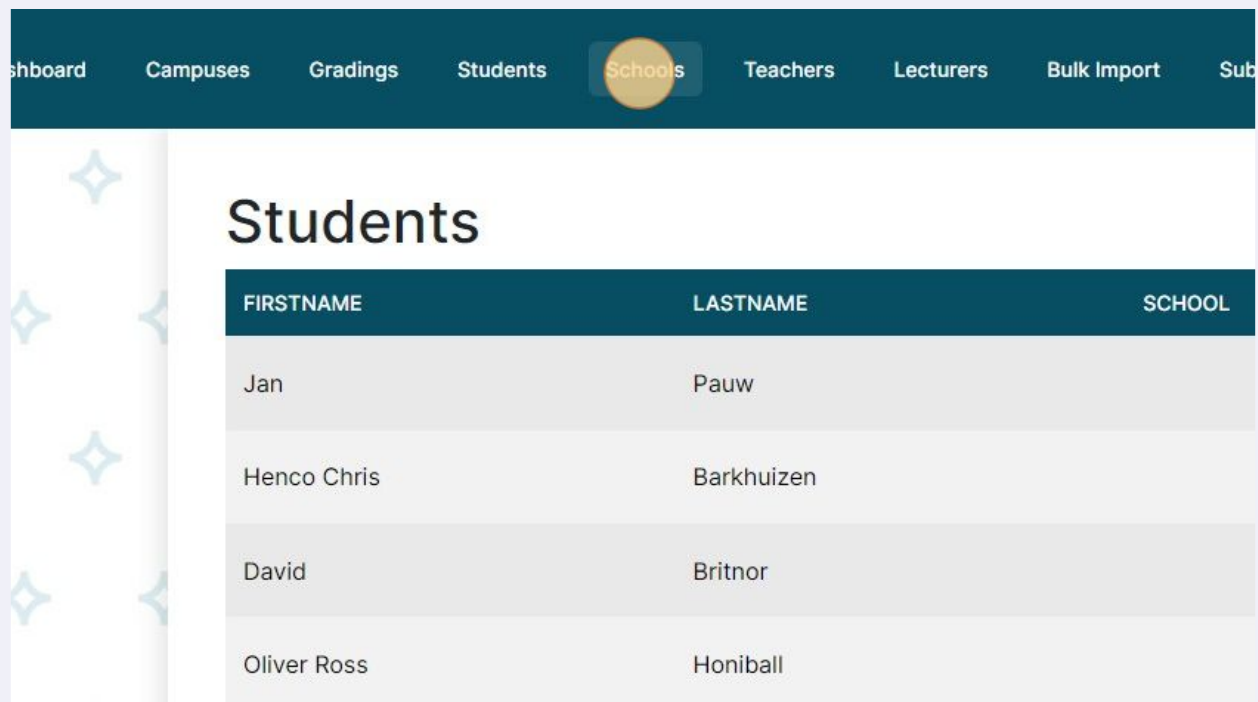
6 Click "Students" to view imported students.

**NT ER** Dashboard Campuses Gradings **Students** Schools Teachers Lecturers Bulk Im

## Students

FIRSTNAME	LASTNAME
Jan	Pauw
Henco Chris	Barkhuizen
David	Britnor
Oliver Ross	Honiball

7 Click "Schools" to view imported schools.



The screenshot shows a web application interface. At the top, a dark blue navigation bar contains several menu items: "Dashboard", "Campuses", "Gradings", "Students", "Schools", "Teachers", "Lecturers", "Bulk Import", and "Sub". The "Schools" item is highlighted with a gold circular icon. Below the navigation bar, the page title "Students" is displayed in a large, bold font. To the left of the title is a decorative vertical bar with a light blue background and white star-like patterns. Below the title is a table with three columns: "FIRSTNAME", "LASTNAME", and "SCHOOL". The table contains four rows of data.

FIRSTNAME	LASTNAME	SCHOOL
Jan	Pauw	
Henco Chris	Barkhuizen	
David	Britnor	
Oliver Ross	Honiball	

! "Bulk Import" can also be used to update existing items on the system.

# 5. Teacher Registration

- 1 To complete the steps below, you will need your school's "School Code".

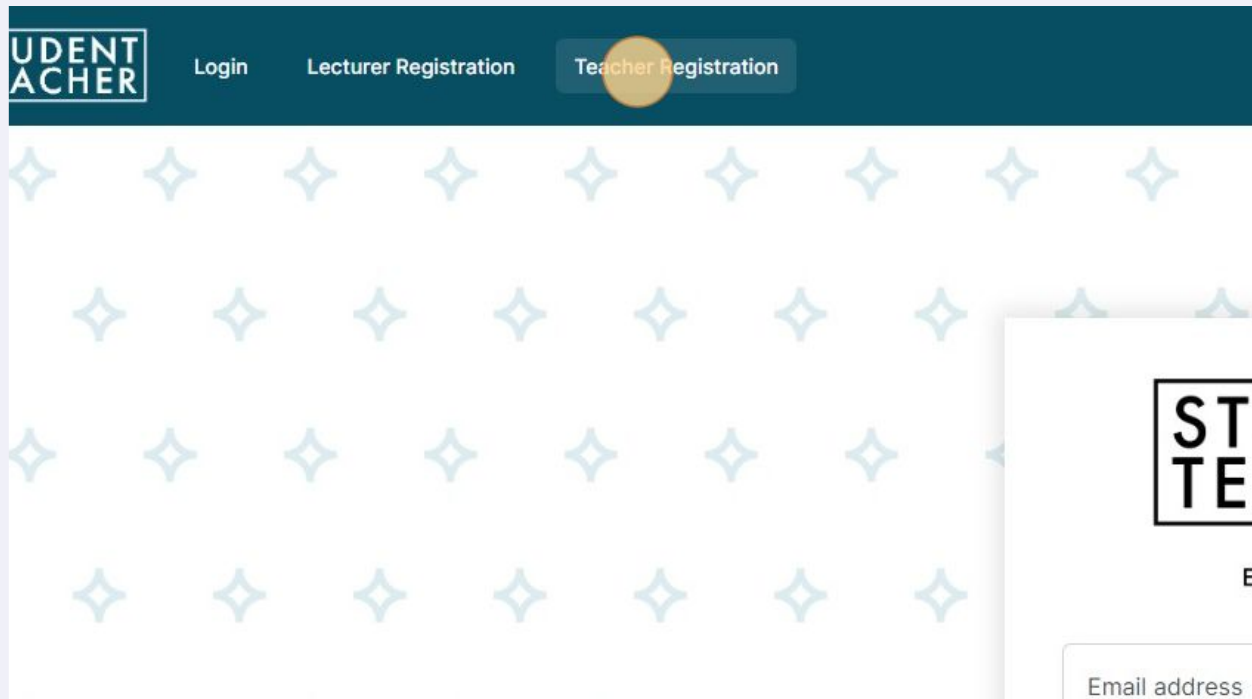


DR V9637	Dr Viljoen Primary School
GELV9585	Gelvan Park Primary School
GREE8062	Greenwood Primary School
KABE8168	Kabega Park Primary School
MOUN7547	Mount Pleasant Primary School
NEWT9281	Newton Park Primary School
ST D4485	St Dominic's Priory Junior High School

- 2 Navigate to <https://studentteacher.azurewebsites.net>

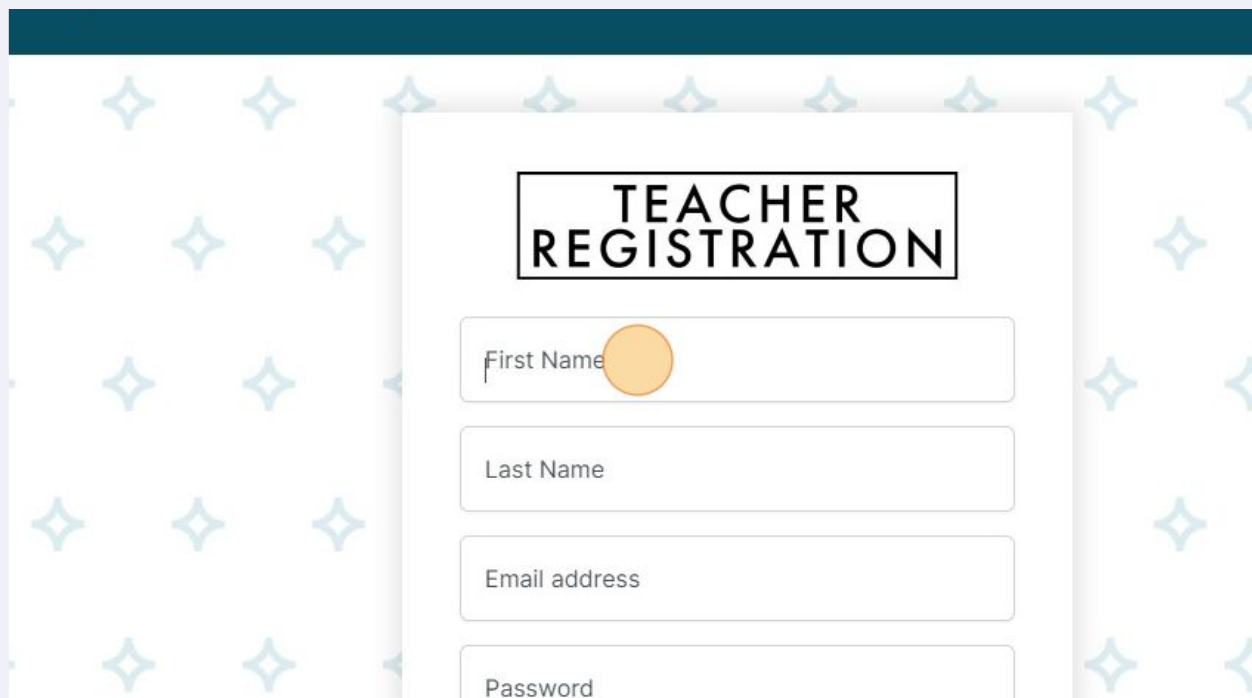


3 Click "Teacher Registration"



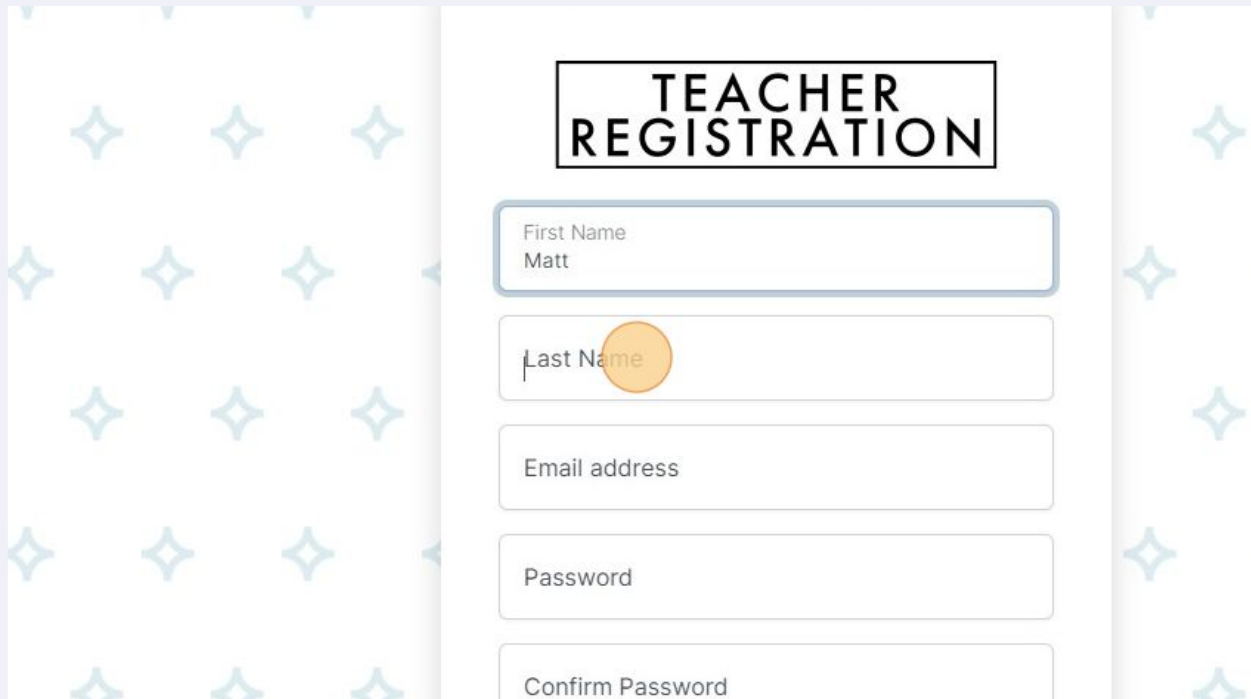
The screenshot shows the top navigation bar of the Student Acher website. The bar is dark teal with the 'STUDENT ACHER' logo on the left. To the right of the logo are three links: 'Login', 'Lecturer Registration', and 'Teacher Registration'. The 'Teacher Registration' link is highlighted with a yellow circle. Below the navigation bar, the main content area has a light blue background with a repeating pattern of small, stylized star-like shapes. On the right side, there is a white rectangular box containing the text 'ST' and 'TE' stacked vertically, with an 'E' below them. Below this box is a text input field labeled 'Email address'.

4 Enter your first name.



The screenshot shows the 'TEACHER REGISTRATION' form. The form is centered on a light blue background with a repeating pattern of small, stylized star-like shapes. The form has a white background and a dark teal header bar at the top. The title 'TEACHER REGISTRATION' is displayed in a large, bold, black font. Below the title are four text input fields: 'First Name', 'Last Name', 'Email address', and 'Password'. The 'First Name' field is highlighted with a yellow circle. The 'Email address' field is also highlighted with a yellow circle.

5 Enter your last name.



A screenshot of a 'TEACHER REGISTRATION' form. The form is titled 'TEACHER REGISTRATION' in a black box. It contains five input fields: 'First Name' (with 'Matt' entered), 'Last Name' (with a cursor and a yellow circle), 'Email address', 'Password', and 'Confirm Password'. The form is set against a background with a repeating pattern of light blue four-pointed stars.

TEACHER  
REGISTRATION

First Name  
Matt

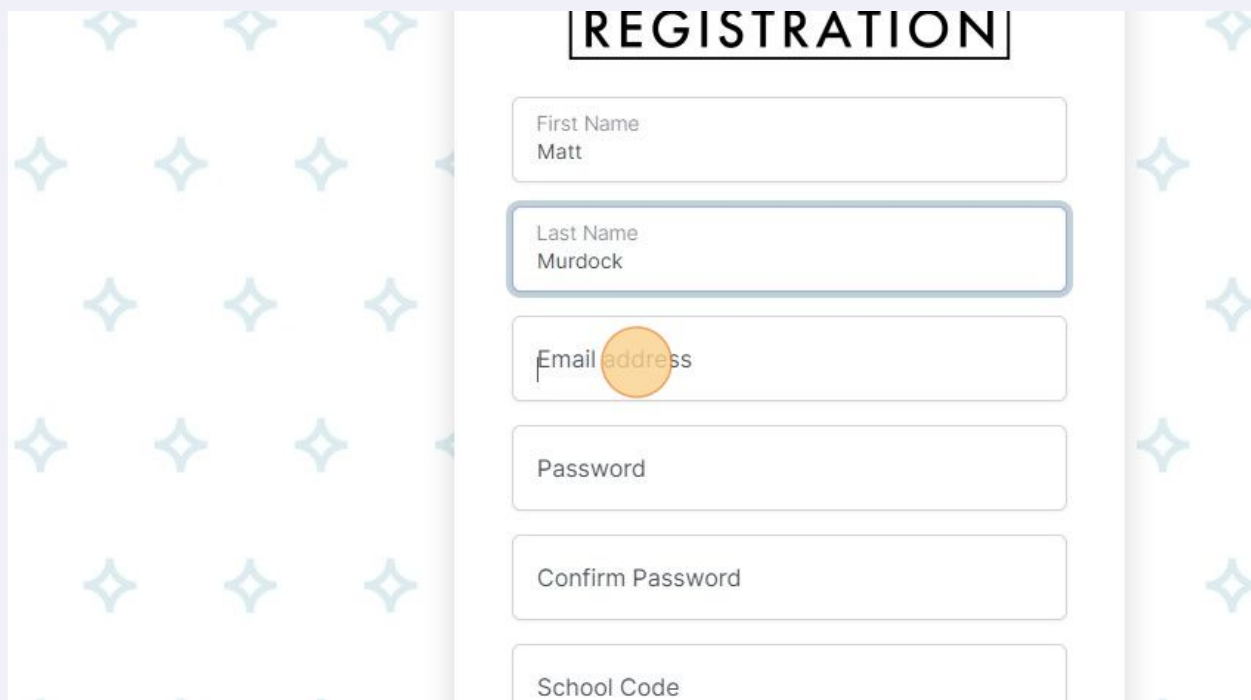
Last Name

Email address

Password

Confirm Password

6 Enter your email address.



A screenshot of a 'REGISTRATION' form. The form is titled 'REGISTRATION' in a black box. It contains six input fields: 'First Name' (with 'Matt' entered), 'Last Name' (with 'Murdock' entered), 'Email address' (with a cursor and a yellow circle), 'Password', 'Confirm Password', and 'School Code'. The form is set against a background with a repeating pattern of light blue four-pointed stars.

REGISTRATION

First Name  
Matt

Last Name  
Murdock

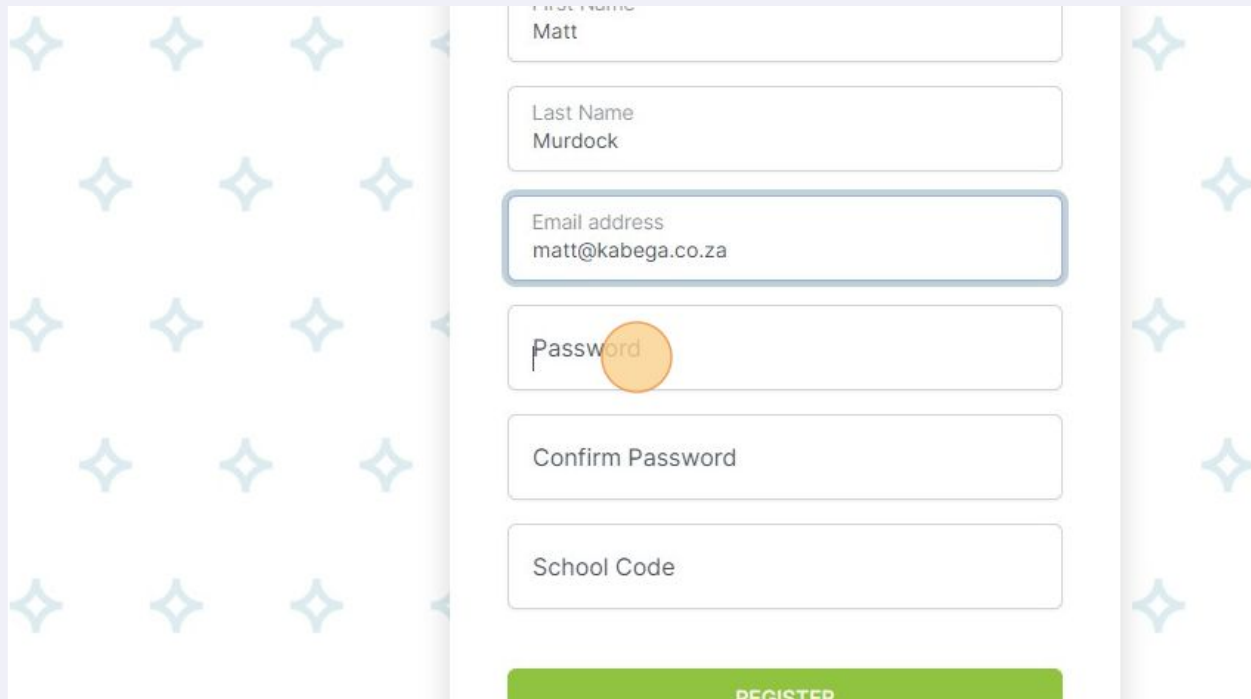
Email address

Password

Confirm Password

School Code

7 Enter a secure password.



The registration form is displayed on a light blue background with a pattern of small white stars. The form is a white card with rounded corners. It contains the following fields: First Name (Matt), Last Name (Murdock), Email address (matt@kabega.co.za), Password (with a blue dot mask and an orange eye icon), Confirm Password, and School Code. A green REGISTER button is at the bottom.

First Name  
Matt

Last Name  
Murdock

Email address  
matt@kabega.co.za

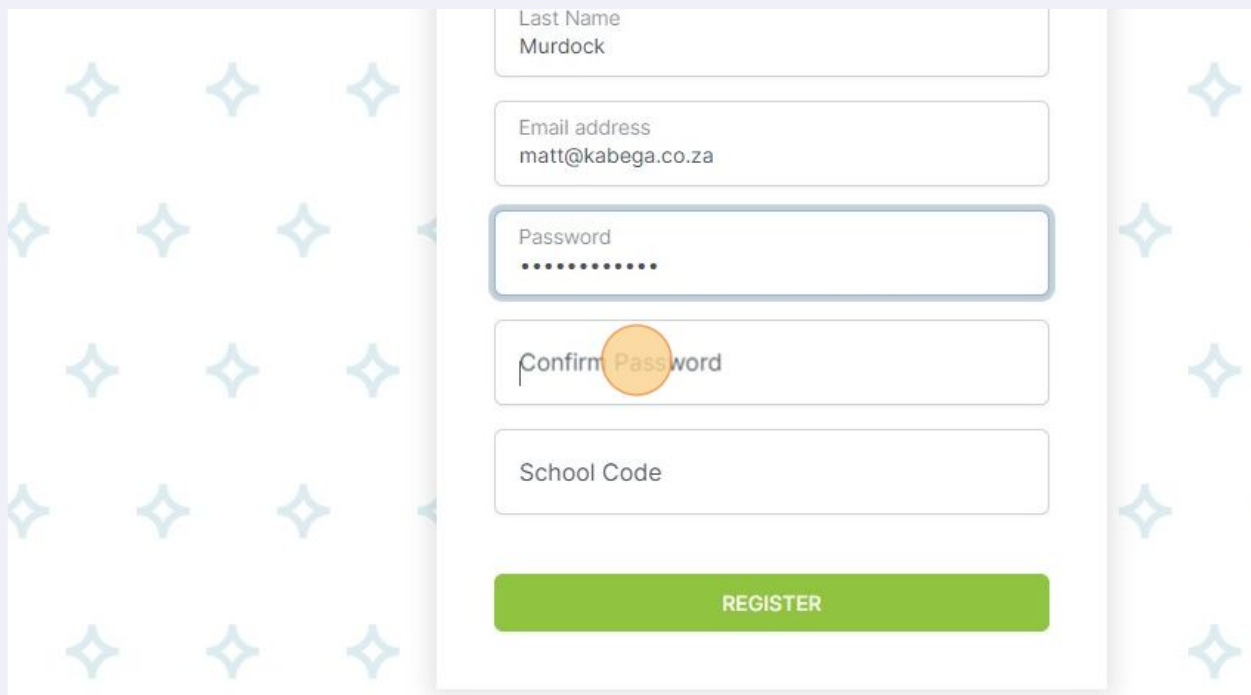
Password

Confirm Password

School Code

REGISTER

8 Confirm your secure password.



The registration form is displayed on a light blue background with a pattern of small white stars. The form is a white card with rounded corners. It contains the following fields: Last Name (Murdock), Email address (matt@kabega.co.za), Password (with a blue dot mask and an orange eye icon), Confirm Password (with a blue dot mask and an orange eye icon), and School Code. A green REGISTER button is at the bottom.

Last Name  
Murdock

Email address  
matt@kabega.co.za

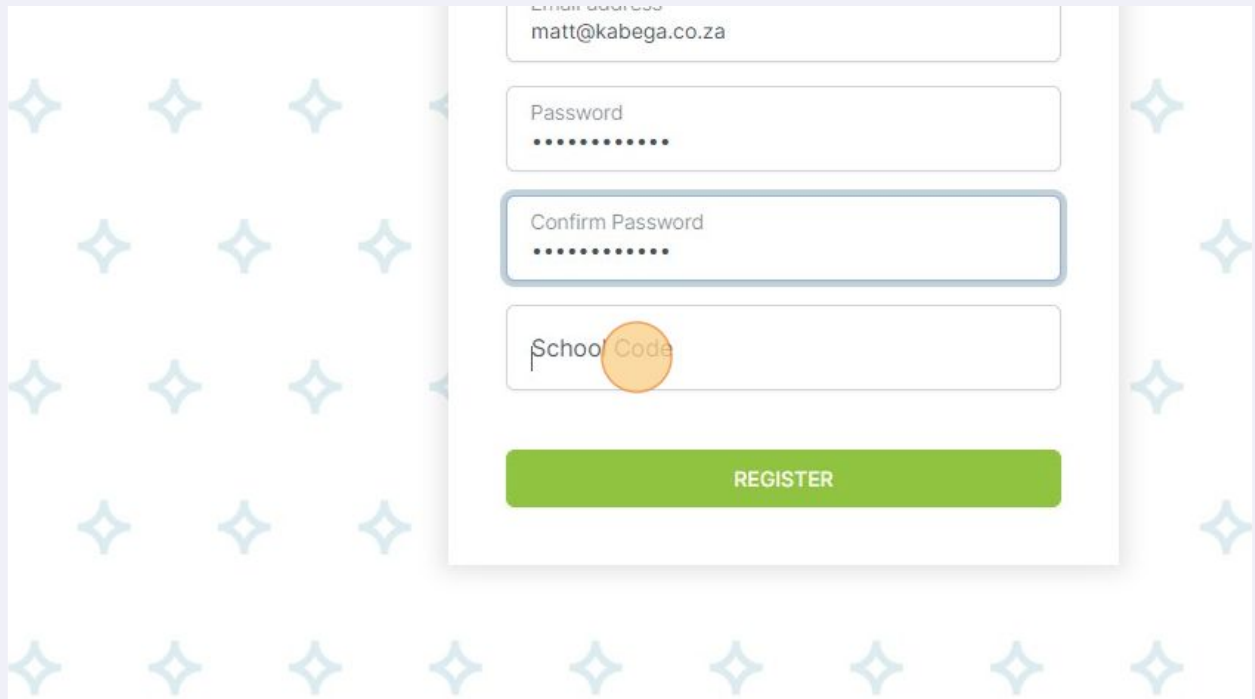
Password

Confirm Password

School Code

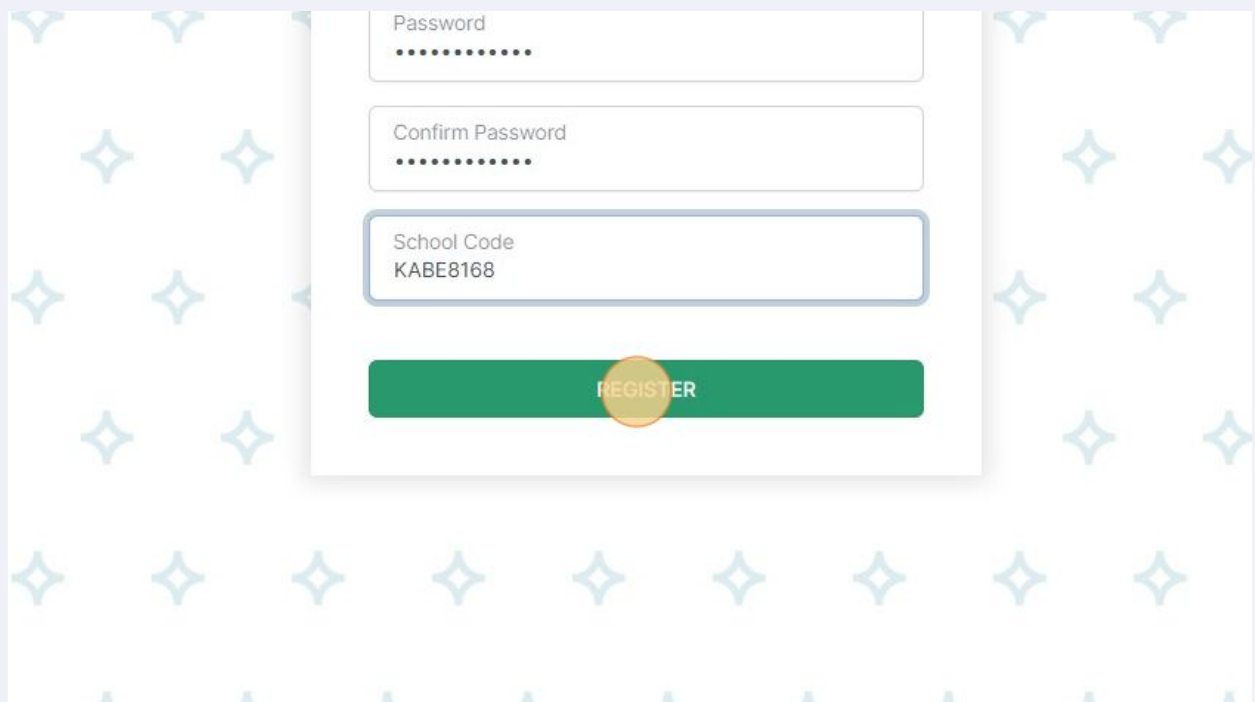
REGISTER

**9** Enter your school's "School Code"



The registration form is displayed on a light blue background with a repeating pattern of small, light blue four-pointed stars. The form itself is a white rectangular box with a subtle drop shadow. It contains four input fields stacked vertically: 'Email Address' with the text 'matt@kabega.co.za', 'Password' with masked dots, 'Confirm Password' with masked dots, and 'School Code' which is currently empty. An orange circular cursor is positioned over the 'School Code' field. Below these fields is a solid green rectangular button with the word 'REGISTER' in white, uppercase letters.

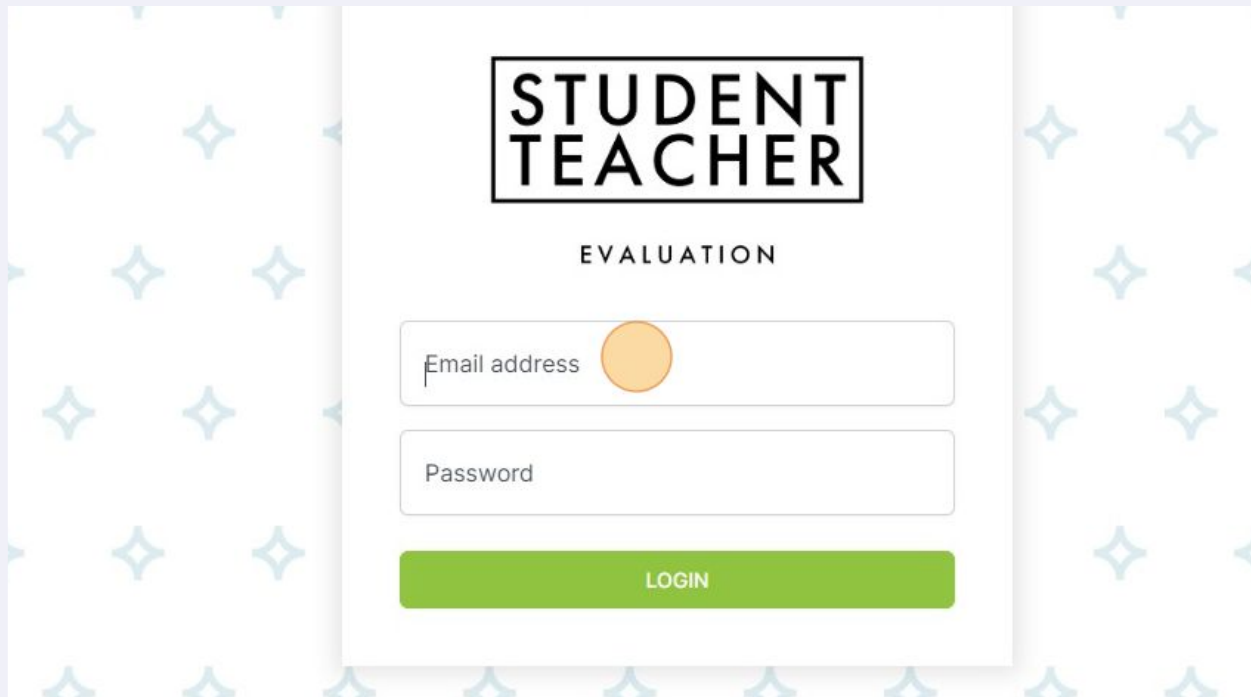
**10** Click "REGISTER"



The registration form is shown in the same environment as the previous step. The 'Email Address' field is no longer visible. The 'Password' and 'Confirm Password' fields remain with masked dots. The 'School Code' field now contains the text 'KABE8168'. The orange circular cursor is now positioned over the green 'REGISTER' button.

- 11 Go to the link "<https://studentteacher.azurewebsites.net/Users/Login>"

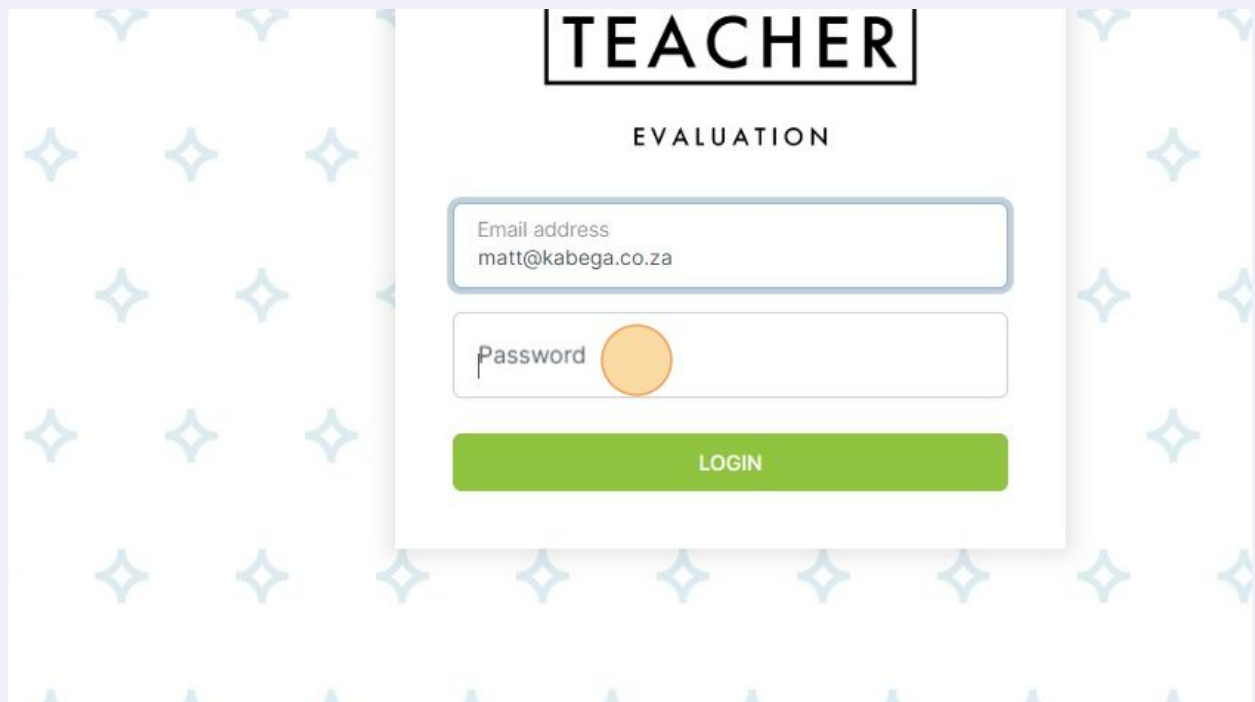
- 12 Enter the email that you entered in Step 6.



The screenshot shows a login interface for 'STUDENT TEACHER EVALUATION'. The background is a light blue pattern of four-pointed stars. In the center is a white card with the following elements:

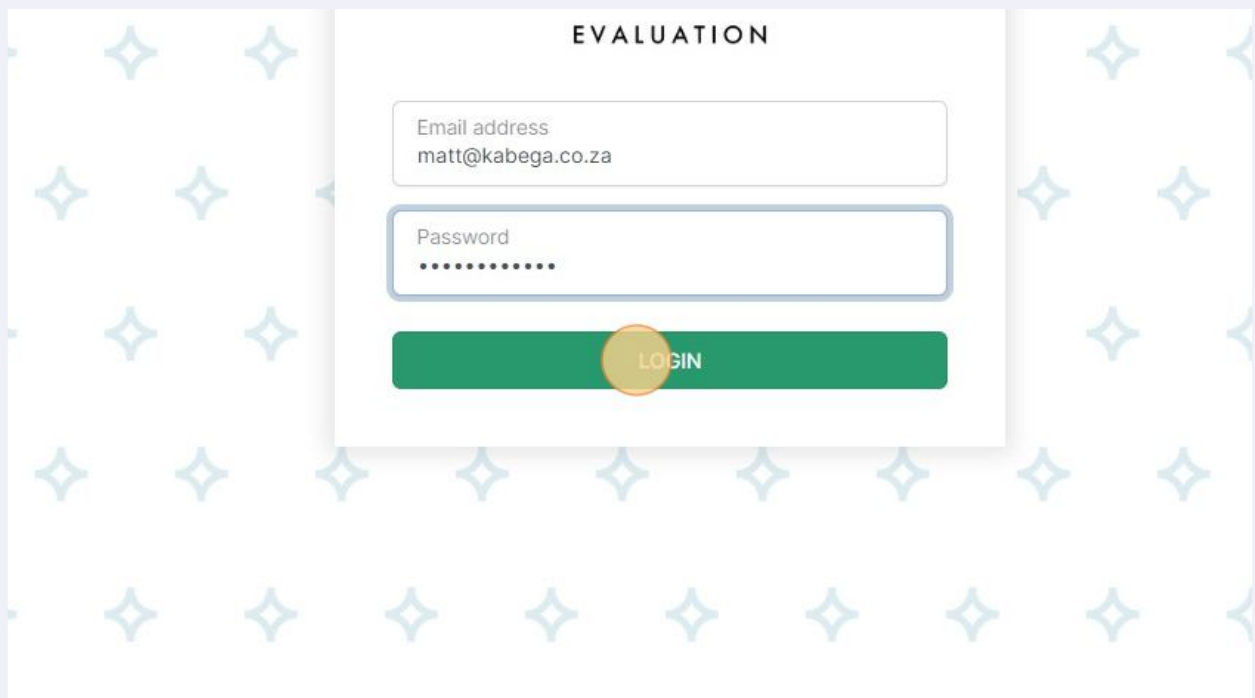
- STUDENT TEACHER** in a large, bold, black font, enclosed in a black rectangular border.
- EVALUATION** in a smaller, bold, black font, centered below the main title.
- An **Email address** input field with a light blue circular icon to its right.
- A **Password** input field.
- A green **LOGIN** button at the bottom.

- 13** Enter the secure password that you created in Steps 7 & 8.



The image shows a login form titled "TEACHER EVALUATION" centered on a white background with a light blue star pattern. The form has a white border. At the top, the word "TEACHER" is in a large, bold, black font, followed by "EVALUATION" in a smaller, bold, black font. Below the title, there are two input fields. The first field is labeled "Email address" and contains the text "matt@kabega.co.za". The second field is labeled "Password" and contains a single orange circle, indicating a password character. Below the password field is a green button with the word "LOGIN" in white capital letters.

- 14** Click "LOGIN"



The image shows the same login form as in the previous step. The "Email address" field still contains "matt@kabega.co.za". The "Password" field now contains ten dots, indicating a password has been entered. A yellow circle with a black outline is positioned over the "LOGIN" button, indicating a click action.

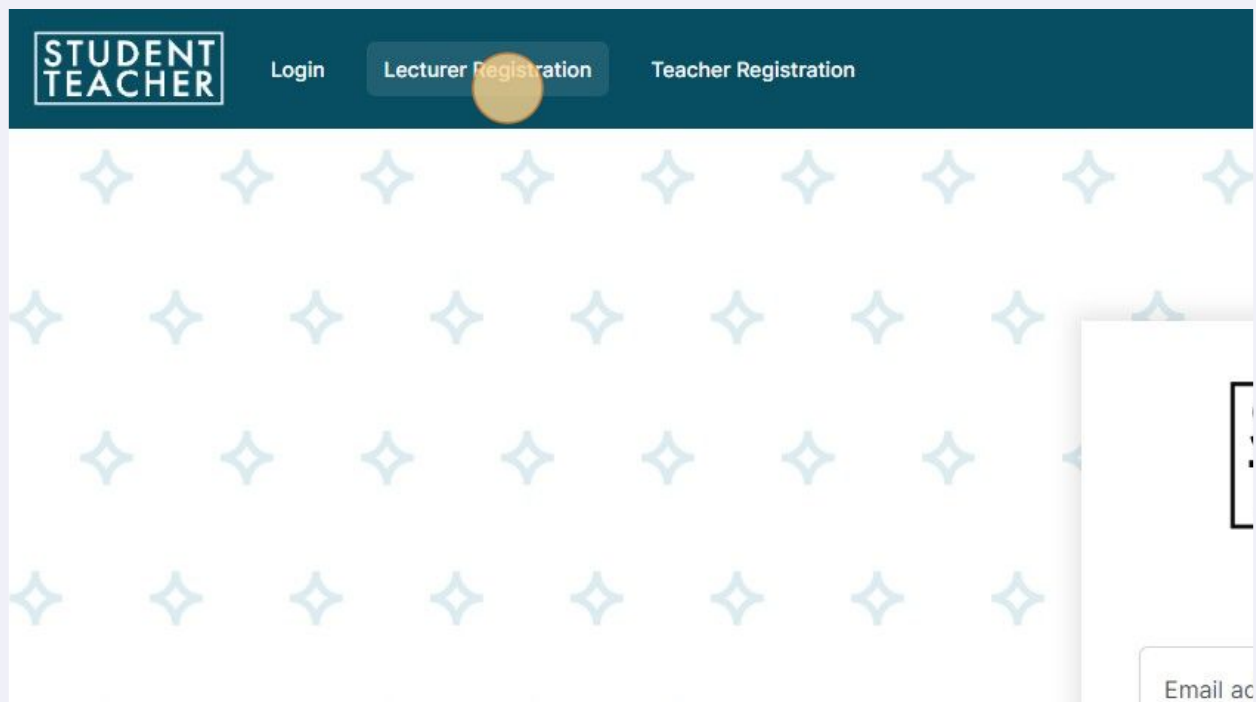
## 6. Lecturer Registration

- 1 To complete the steps below, you will require a "Campus Code".

Details: VCPE	
CAMPUS CODE	
PORT9197	
PROVINCE	
Eastern Cape	

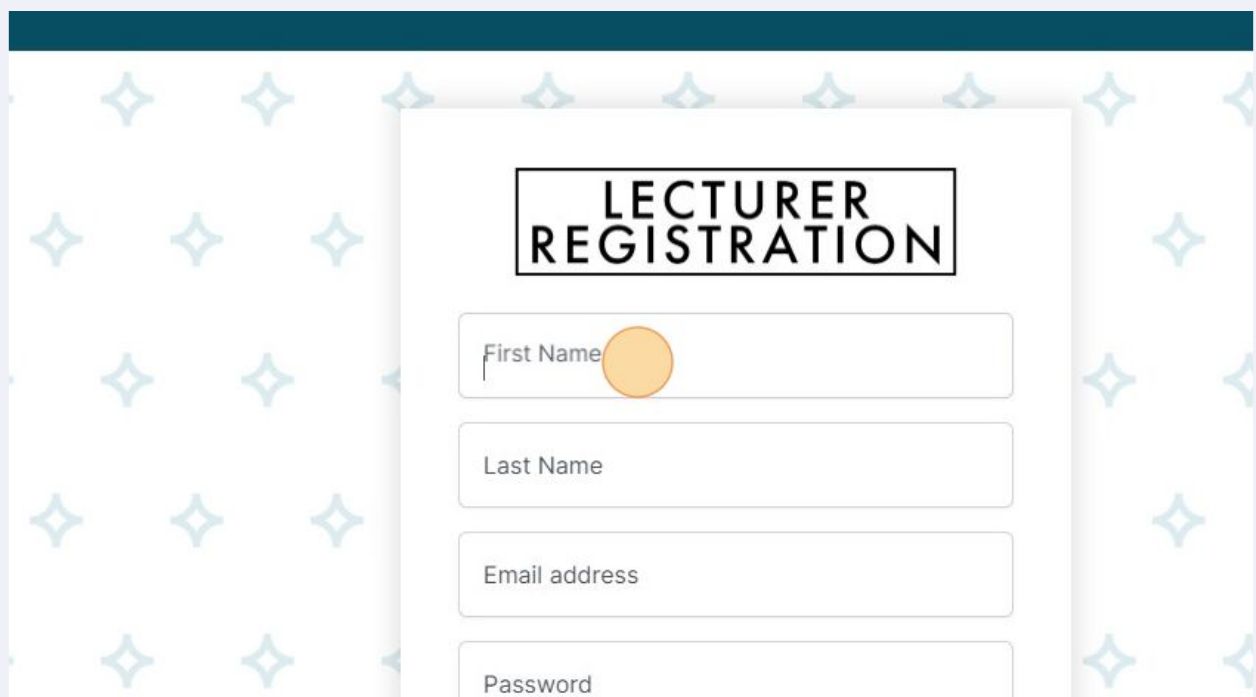
- 2 Navigate to <https://studentteacher.azurewebsites.net>

3 Click "Lecturer Registration"



The screenshot shows the top navigation bar of a website. On the left is the 'STUDENT TEACHER' logo. To its right are three links: 'Login', 'Lecturer Registration', and 'Teacher Registration'. The 'Lecturer Registration' link is highlighted with a blue background and a yellow circle. The main content area below has a light blue star pattern. On the right side, a white box is partially visible with the text 'Email ac'.

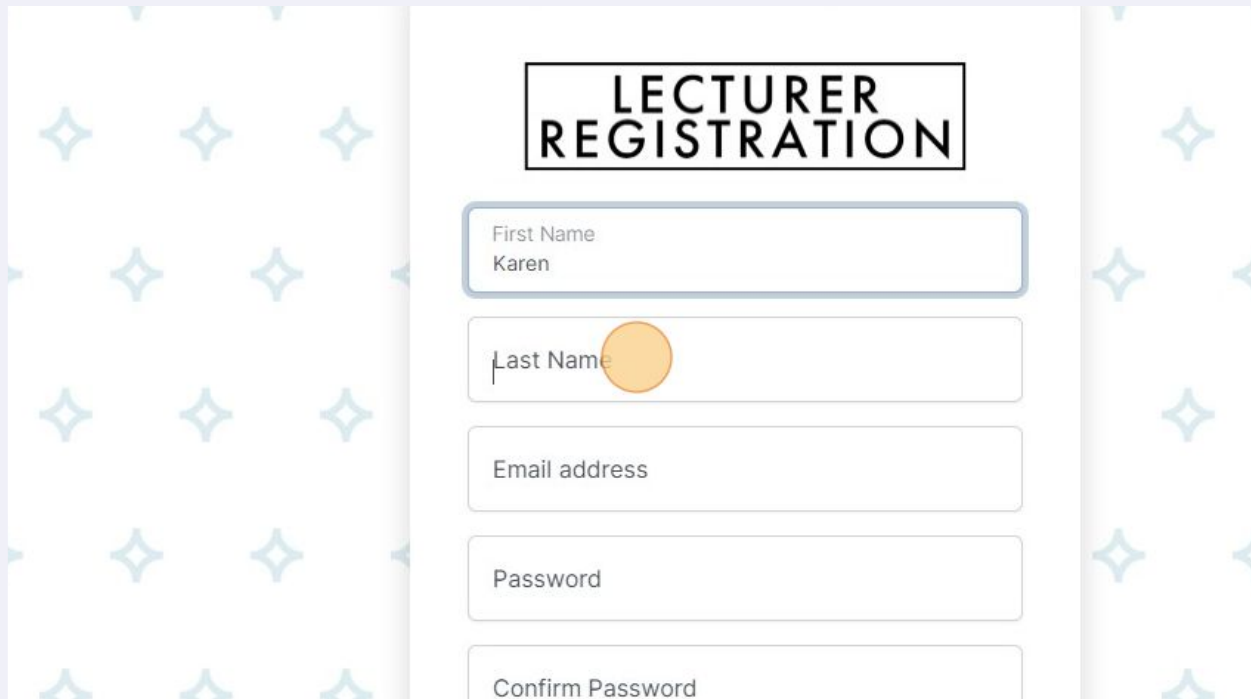
4 Enter your first name.



The screenshot shows a registration form titled 'LECTURER REGISTRATION' in a black box. Below the title are four input fields: 'First Name', 'Last Name', 'Email address', and 'Password'. The 'First Name' field is highlighted with a yellow circle. The background of the page has a light blue star pattern.

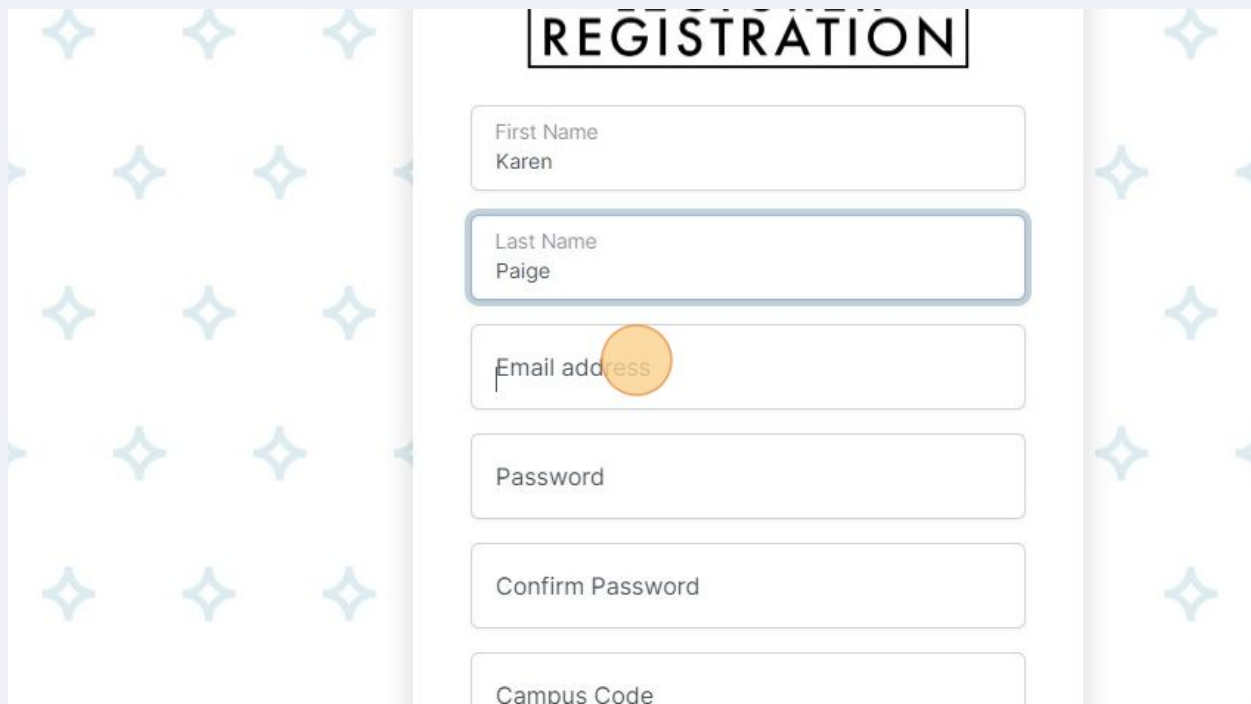


5 Enter your last name.



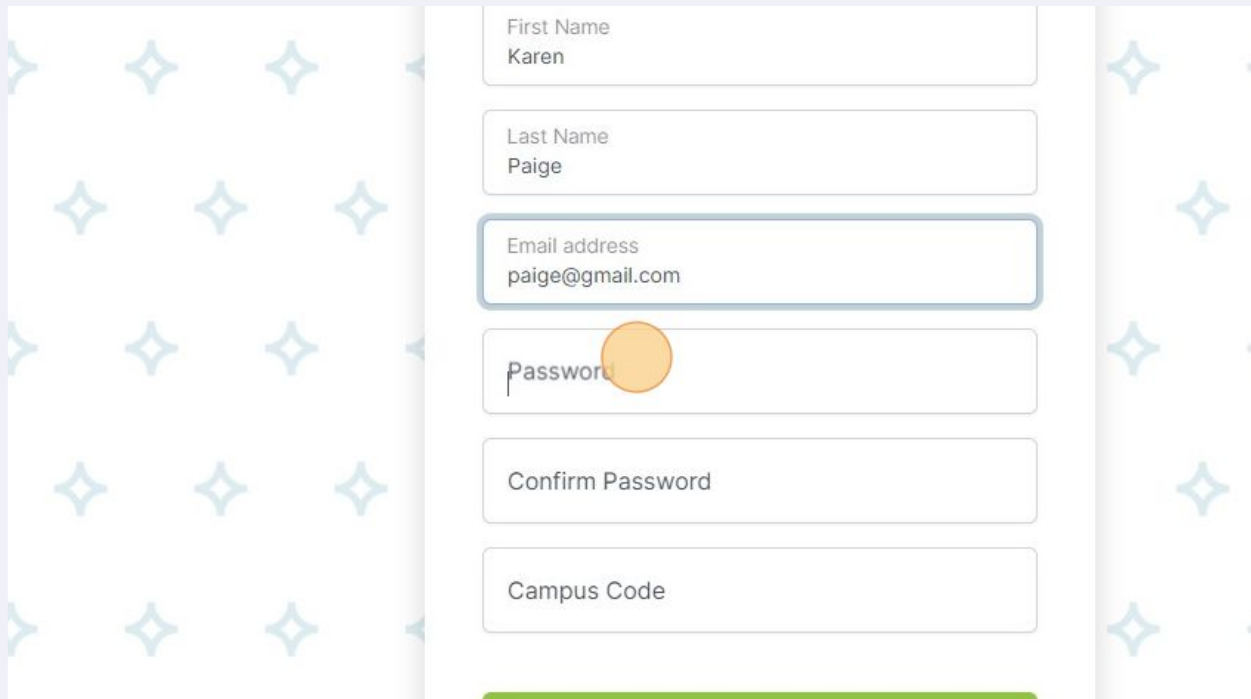
A screenshot of a registration form titled "LECTURER REGISTRATION" in a black box. The form is set against a background with a repeating pattern of light blue four-pointed stars. The form fields are as follows: "First Name" with the value "Karen" (highlighted with a blue border); "Last Name" (empty, with an orange circle highlighting the text "Last Name"); "Email address" (empty); "Password" (empty); and "Confirm Password" (empty).

6 Enter your email address.



A screenshot of a registration form titled "REGISTRATION" in a black box. The form is set against a background with a repeating pattern of light blue four-pointed stars. The form fields are as follows: "First Name" with the value "Karen"; "Last Name" with the value "Paige" (highlighted with a blue border); "Email address" (empty, with an orange circle highlighting the text "Email address"); "Password" (empty); "Confirm Password" (empty); and "Campus Code" (empty).

**7** Enter a secure password.



The registration form is displayed on a light blue background with a repeating pattern of small, light blue four-pointed stars. The form is a white card with rounded corners. It contains the following fields: 'First Name' with the value 'Karen', 'Last Name' with the value 'Paige', 'Email address' with the value 'paige@gmail.com', 'Password' (highlighted with a blue border and an orange circle), 'Confirm Password', and 'Campus Code'. A green bar is visible at the bottom of the form.

First Name  
Karen

Last Name  
Paige

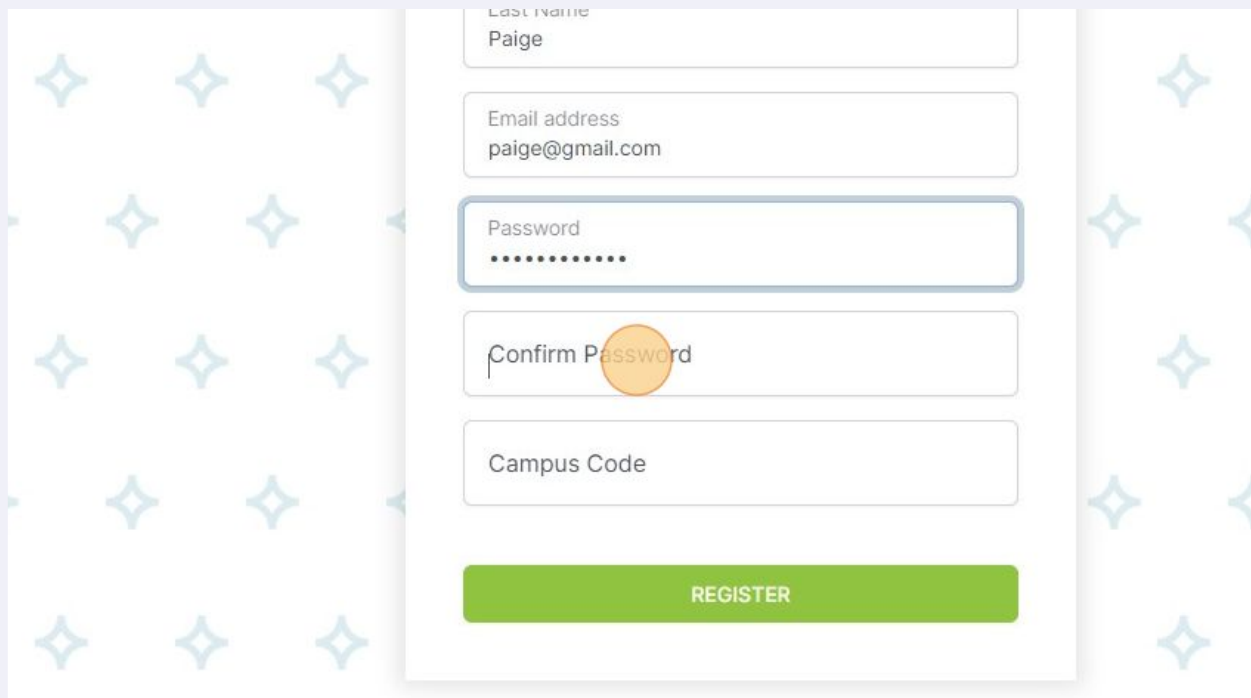
Email address  
paige@gmail.com

Password

Confirm Password

Campus Code

**8** Confirm your secure password.



The registration form is displayed on a light blue background with a repeating pattern of small, light blue four-pointed stars. The form is a white card with rounded corners. It contains the following fields: 'Last Name' with the value 'Paige', 'Email address' with the value 'paige@gmail.com', 'Password' (highlighted with a blue border and an orange circle), 'Confirm Password' (highlighted with a blue border and an orange circle), and 'Campus Code'. A green button labeled 'REGISTER' is at the bottom.

Last Name  
Paige

Email address  
paige@gmail.com

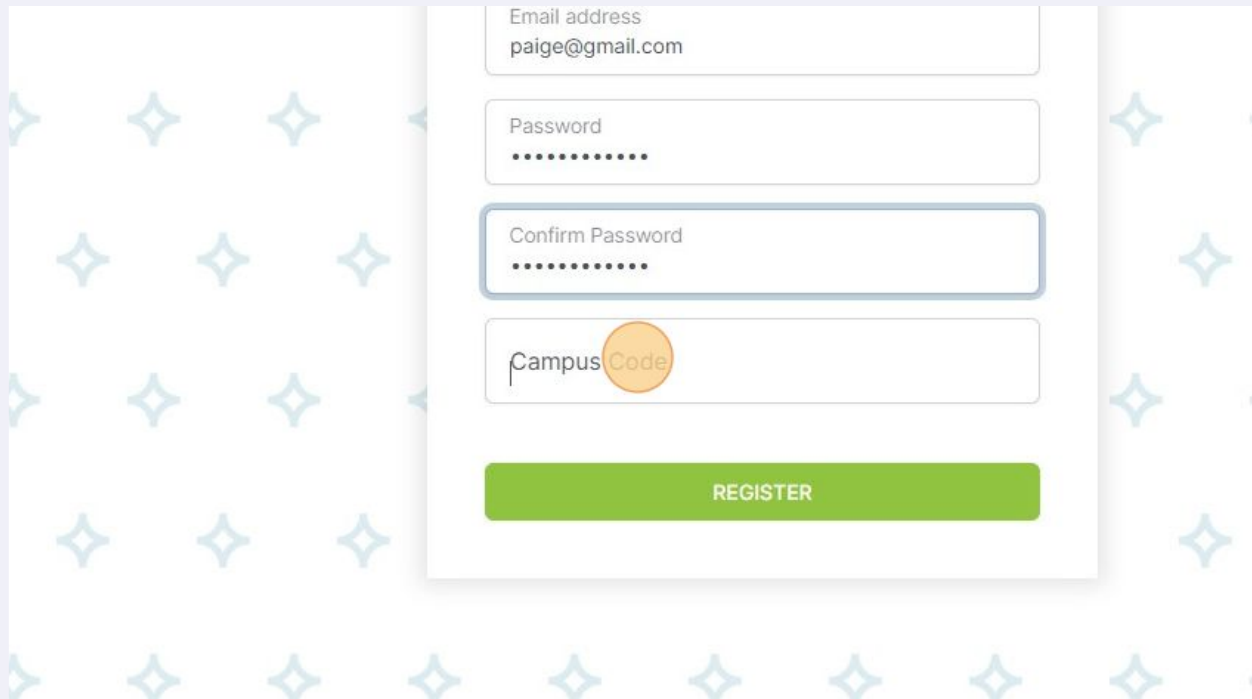
Password  
.....

Confirm Password

Campus Code

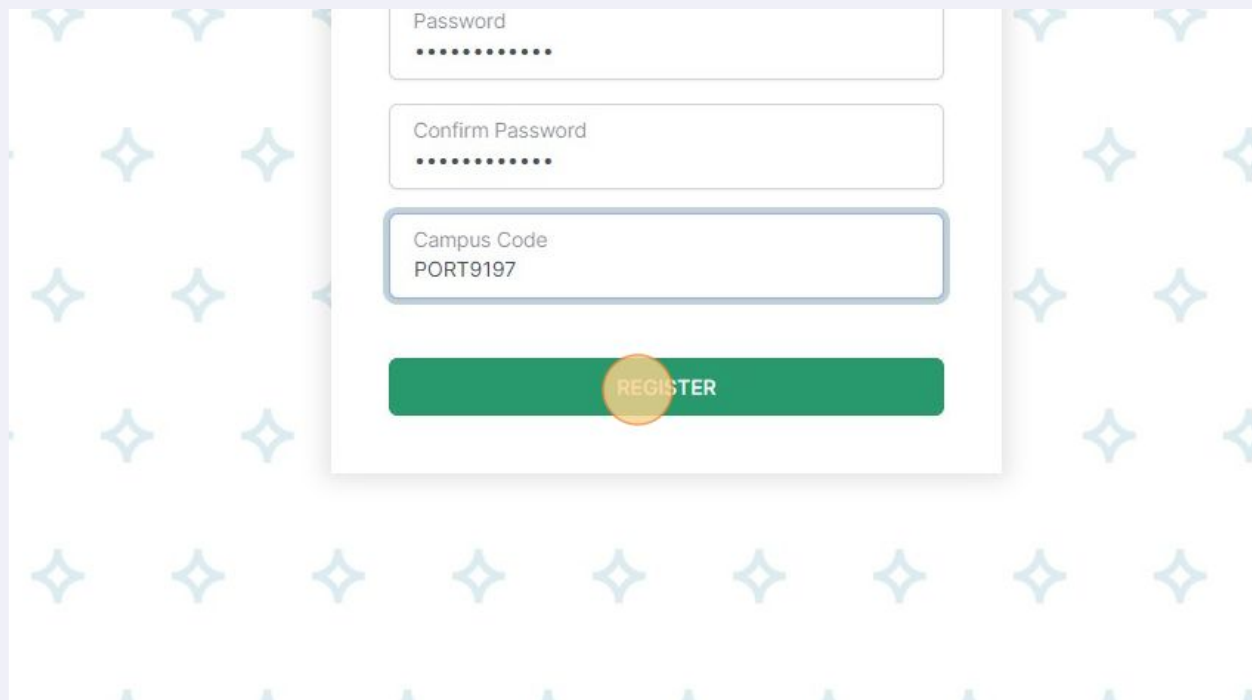
REGISTER

**9** Enter your "Campus Code".



The image shows a registration form on a light blue background with a repeating pattern of small, light blue four-pointed stars. The form is a white rectangular box with a subtle drop shadow. It contains four input fields stacked vertically: 'Email address' with the text 'paige@gmail.com', 'Password' with masked dots, 'Confirm Password' with masked dots, and 'Campus Code' which is currently empty. An orange circular callout with the text 'Campus Code' is positioned over the 'Campus Code' field. Below the fields is a solid green button with the word 'REGISTER' in white capital letters.

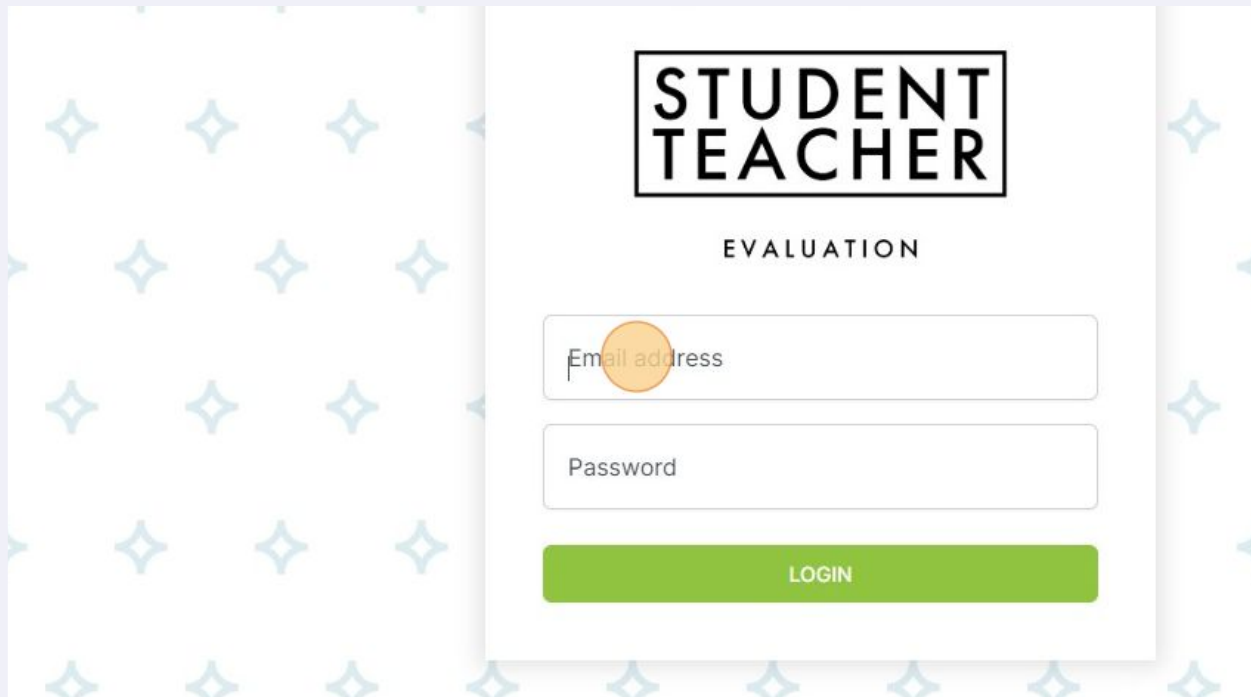
**10** Click "REGISTER"



The image shows the same registration form as in the previous step, but with some changes. The 'Email address' field is no longer visible. The 'Password' and 'Confirm Password' fields remain with masked dots. The 'Campus Code' field is now filled with the text 'PORT9197'. The orange circular callout is still present. The green 'REGISTER' button is still at the bottom.

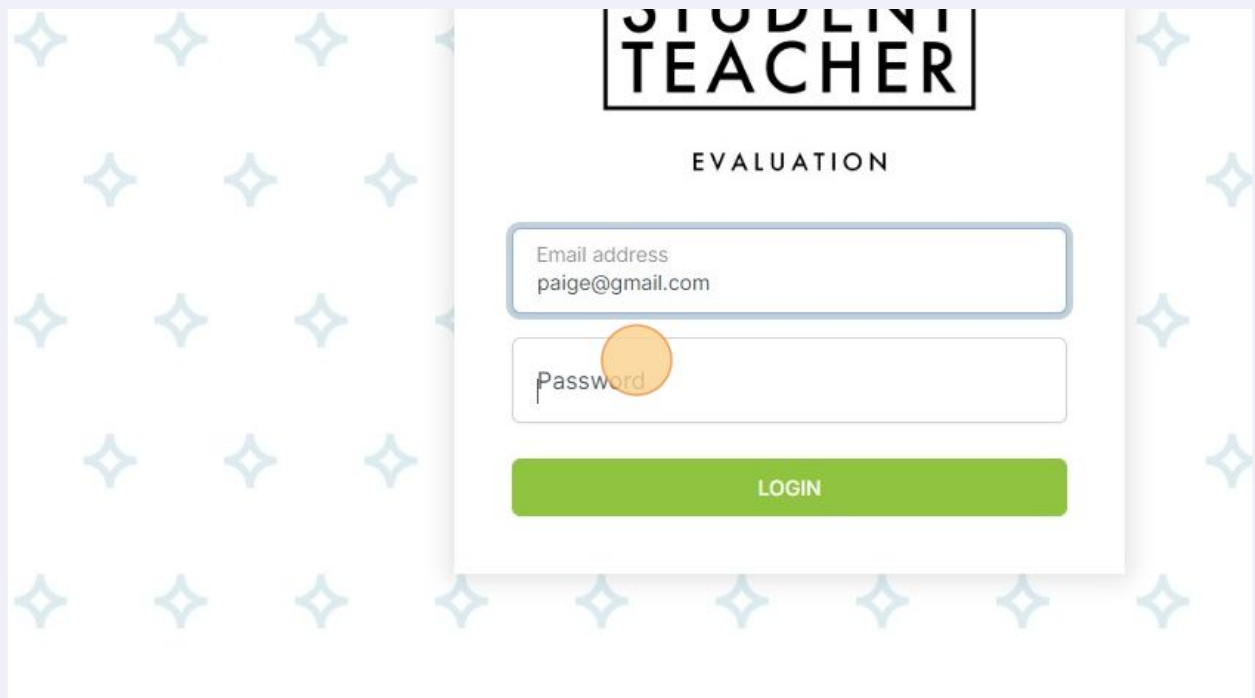
**11** Go to <https://studentteacher.azurewebsites.net/Users/Login>

**12** Enter the email you used in Step 6.



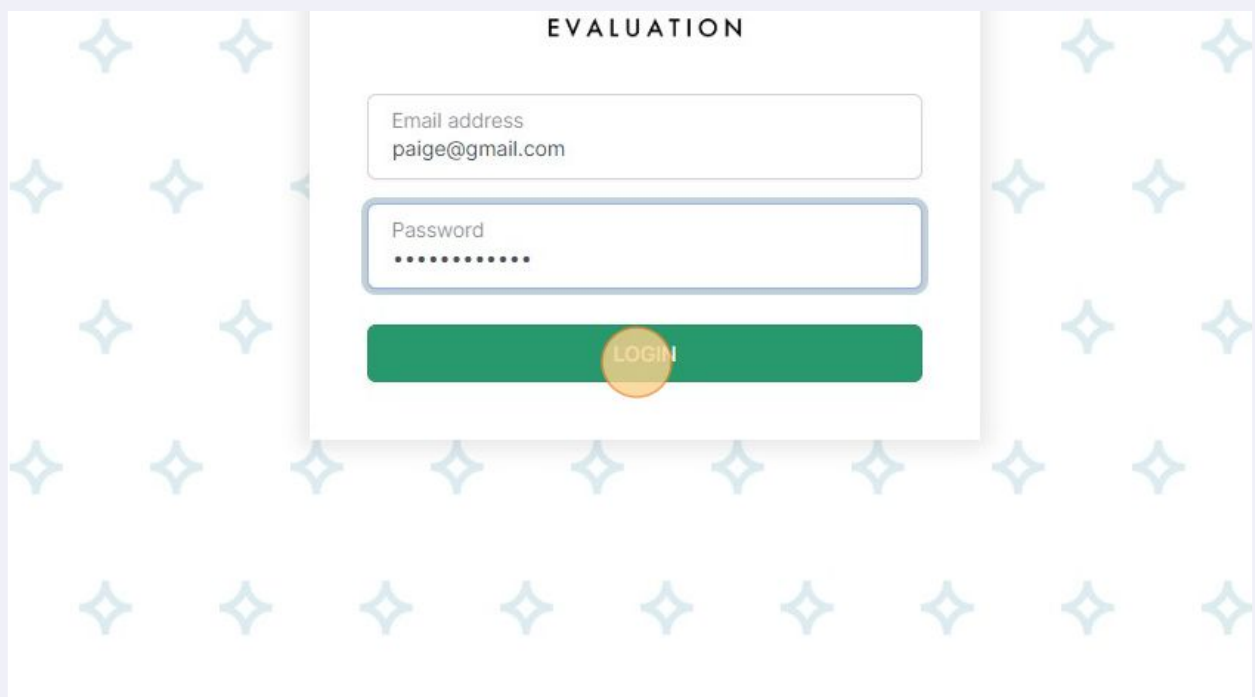
The screenshot shows a login page for 'STUDENT TEACHER EVALUATION'. The page has a light blue background with a repeating pattern of small, stylized star-like shapes. In the center, there is a white rectangular box containing the login form. At the top of this box, the words 'STUDENT TEACHER' are written in a large, bold, black, sans-serif font, enclosed within a thin black rectangular border. Below this, the word 'EVALUATION' is written in a smaller, black, sans-serif font. The login form consists of two input fields: the top one is labeled 'Email address' and has a small orange circle with a white 'i' icon on its left side; the bottom one is labeled 'Password'. Below these fields is a solid green rectangular button with the word 'LOGIN' in white, uppercase, sans-serif font.

- 13 Enter your secure password created in Steps 7 & 8.



The screenshot shows a login form titled "STUDENT TEACHER EVALUATION" centered on a white background with a light blue star pattern. The form contains two input fields: "Email address" with the text "paige@gmail.com" and "Password" with a cursor. A green "LOGIN" button is positioned below the fields. An orange circle highlights the "Password" field.

- 14 Click "LOGIN"

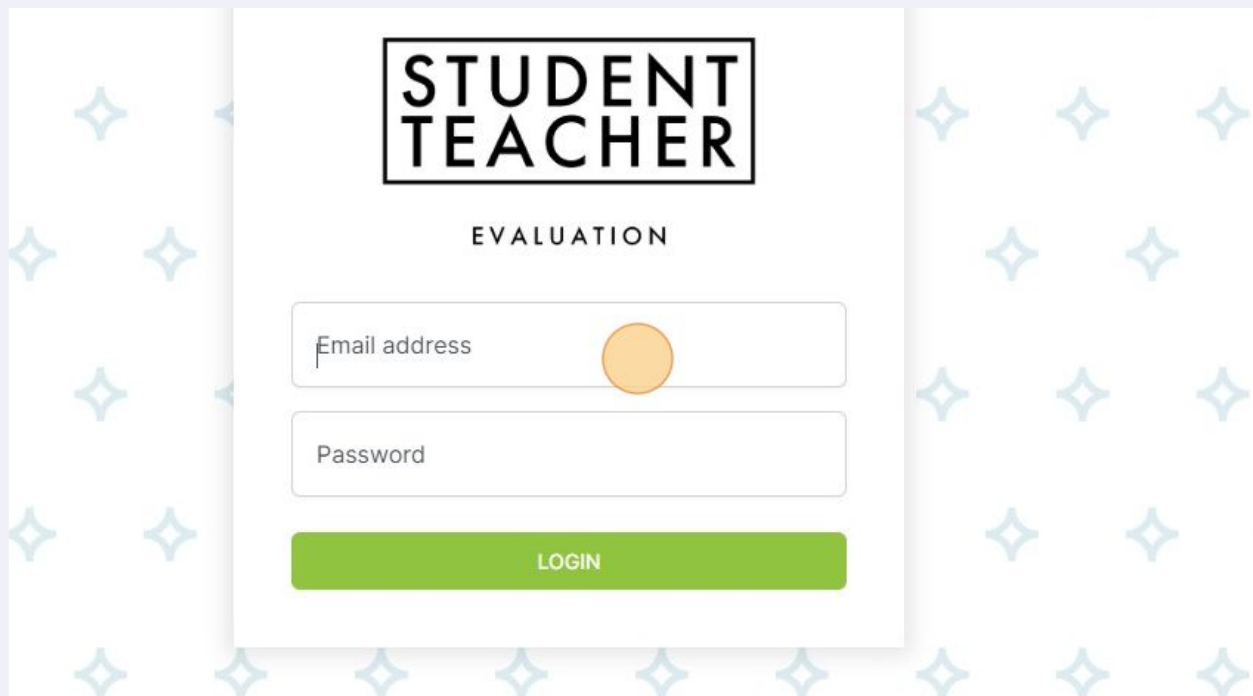


The screenshot shows the same login form as in the previous step. The "Email address" field contains "paige@gmail.com" and the "Password" field contains a series of dots. The green "LOGIN" button is now highlighted with an orange circle, indicating it should be clicked.

## 7. View Student Details

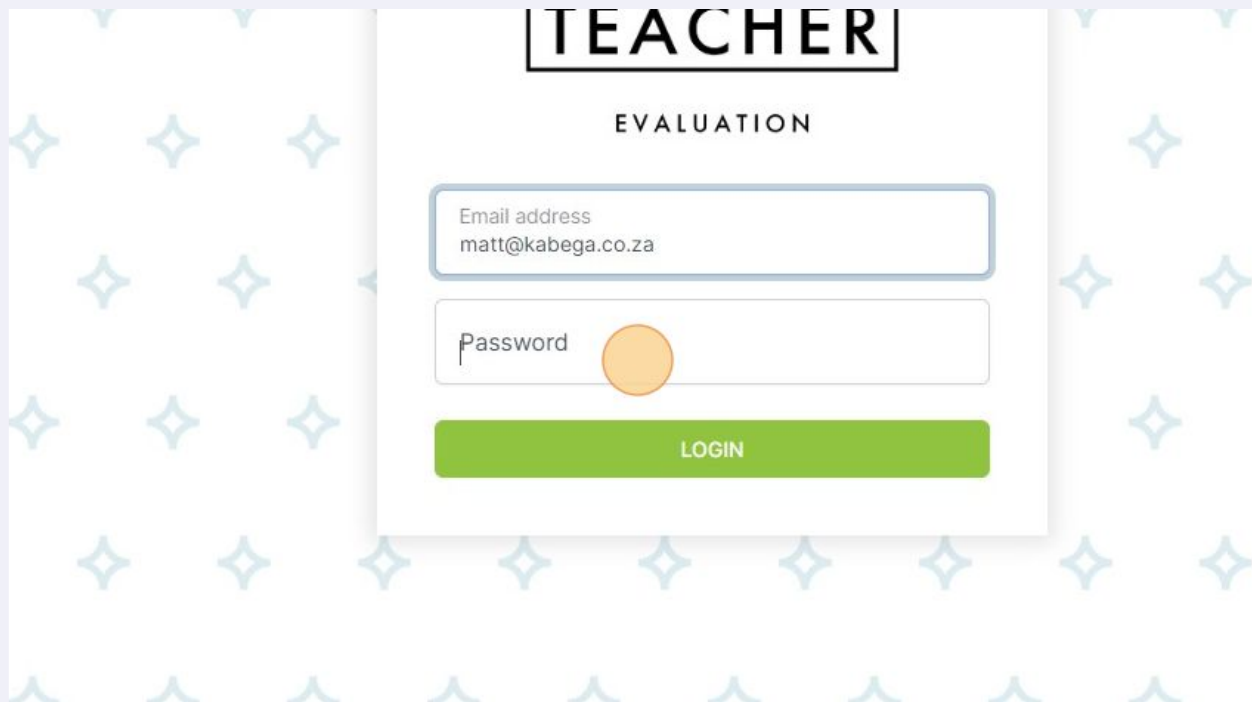
- 1 Navigate to <https://studentteacher.azurewebsites.net>

- 2 Enter your account email address.



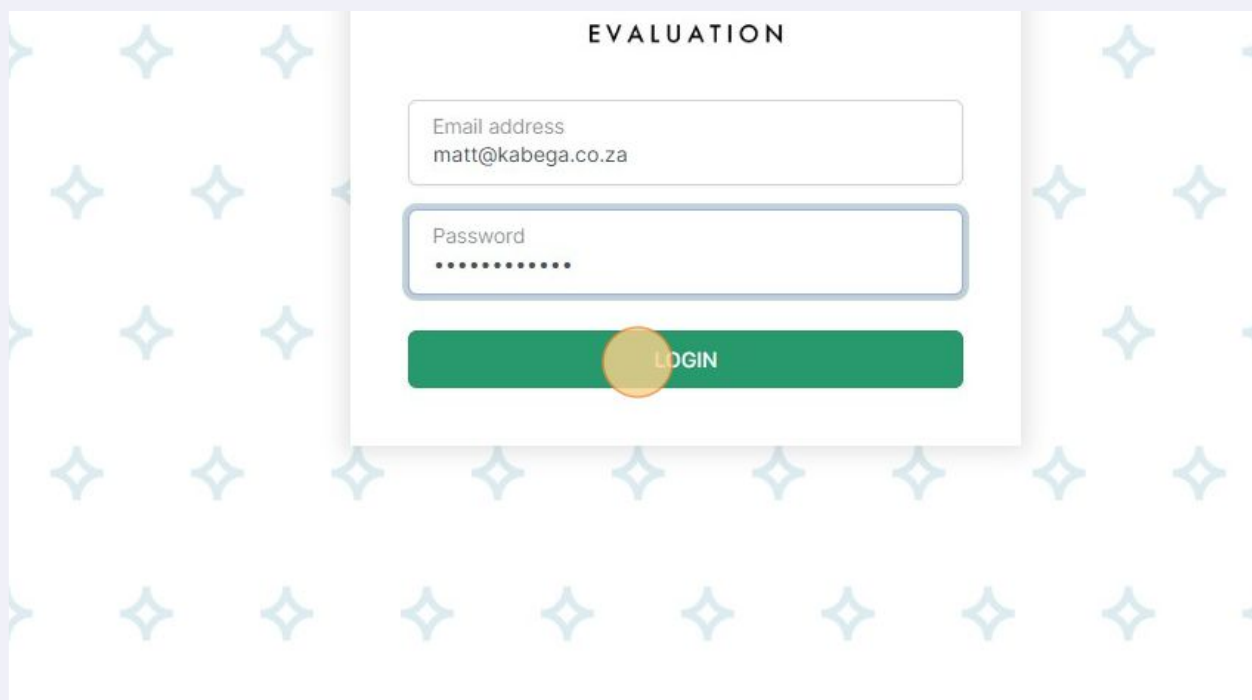
The screenshot shows the login page for the Student Teacher Evaluation system. The page has a light blue background with a repeating pattern of small, stylized starburst icons. In the center, there is a white rectangular box containing the login form. At the top of this box, the words "STUDENT" and "TEACHER" are stacked vertically in a large, bold, black, sans-serif font, enclosed within a thin black rectangular border. Below this, the word "EVALUATION" is centered in a smaller, black, sans-serif font. The login form consists of two input fields: the top one is labeled "Email address" and the bottom one is labeled "Password", both in a small, gray, sans-serif font. To the right of the "Email address" field, there is a small, solid orange circle. Below the input fields is a solid green rectangular button with the word "LOGIN" centered in white, uppercase, sans-serif font.

- 3 Enter your account password.



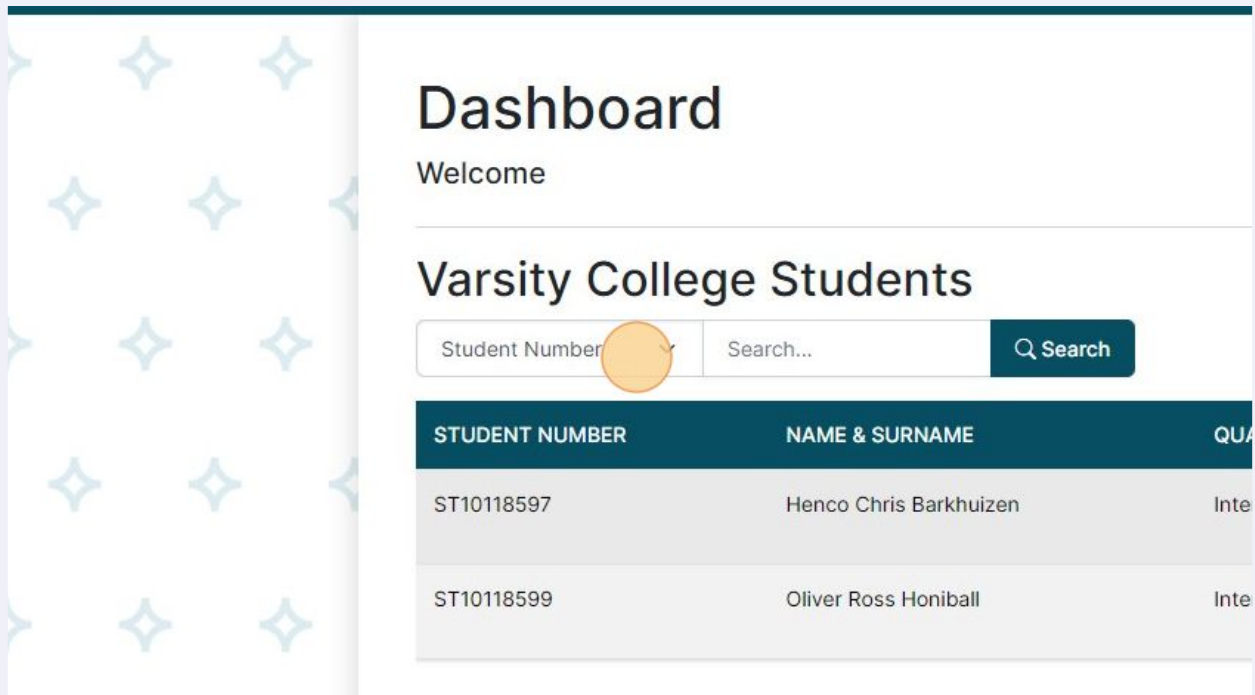
The image shows a login form titled "TEACHER EVALUATION" centered on a white background with a light blue star pattern. The form has two input fields: "Email address" with the text "matt@kabega.co.za" and "Password" which is currently empty. Below the fields is a green button labeled "LOGIN". An orange circle is positioned over the password field, indicating where the user should enter their password.

- 4 Click "LOGIN"



The image shows the same login form as in the previous step, but now the password field is filled with dots. The orange circle is now positioned over the "LOGIN" button, indicating where the user should click to submit their credentials.

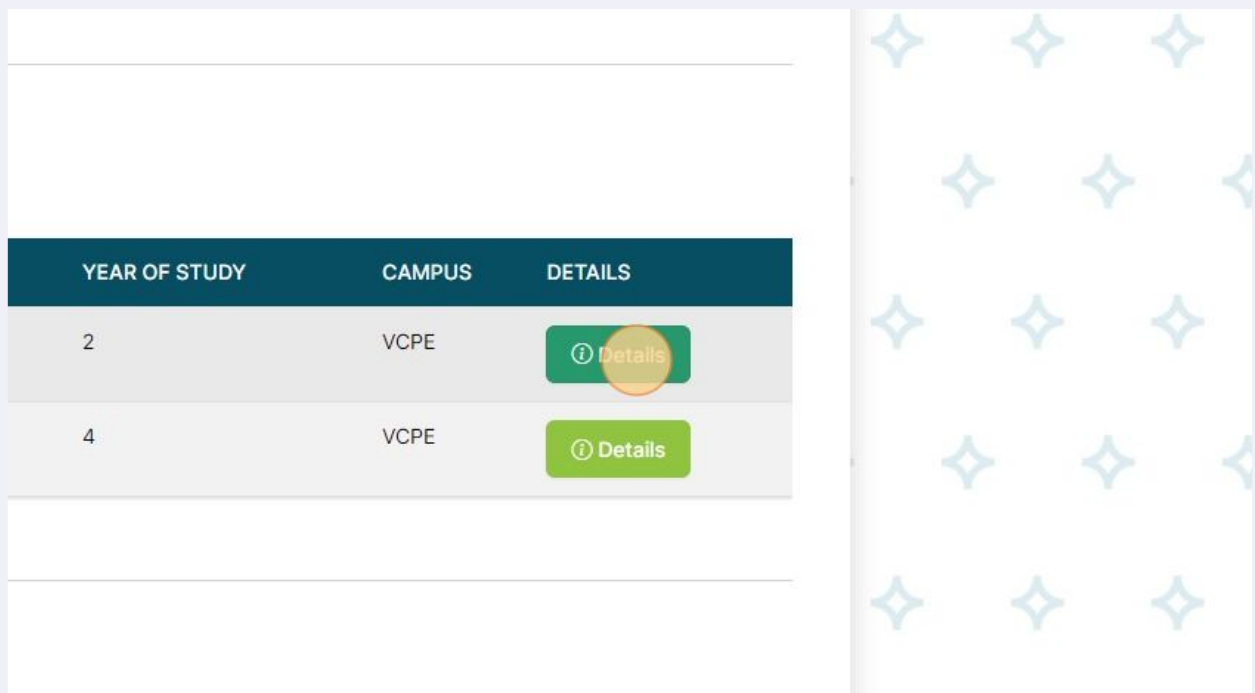
- 5 You can use these filters to find any specific student.





The screenshot shows a dashboard titled "Dashboard" with a "Welcome" message. Below this is a section titled "Varsity College Students". There is a search bar with a "Student Number" field and a "Search..." field, followed by a "Search" button. Below the search bar is a table with three columns: "STUDENT NUMBER", "NAME & SURNAME", and "QUALIFICATION". The table contains two rows of student data. An orange circle highlights the "Student Number" field in the search bar.

STUDENT NUMBER	NAME & SURNAME	QUALIFICATION
ST10118597	Henco Chris Barkhuizen	Intermediate
ST10118599	Oliver Ross Honiball	Intermediate

- 6 Once you have located your student, click the "Details" button.



The screenshot shows a table with three columns: "YEAR OF STUDY", "CAMPUS", and "DETAILS". The table contains two rows of student data. The "DETAILS" column has a green button with a magnifying glass icon and the text "Details". An orange circle highlights the "Details" button in the first row.



YEAR OF STUDY	CAMPUS	DETAILS
2	VCPE	
4	VCPE	



# 8. Add Student Grading

1 Login to <https://studentteacher.azurewebsites.net>

2 Find the student you want to grade, and view their "Details".

YEAR OF STUDY	CAMPUS	DETAILS
2	VCPE	
4	VCPE	

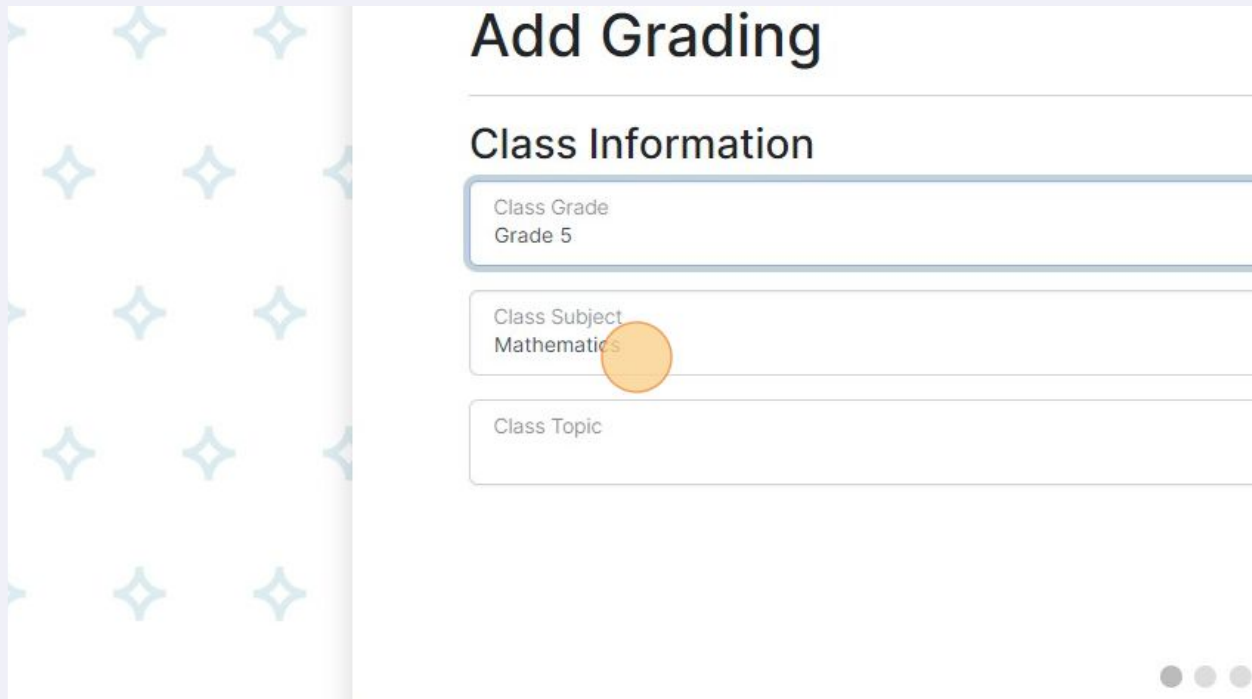
3 Click "Add Grading"

The screenshot shows a software interface with a table. The table has a dark blue header with the words "TOTAL" and "DETAILS". Below the header, there are two rows: a light blue row with an upward-pointing chevron and a white row with a downward-pointing chevron. A blue button with a plus icon and the text "Add Grading" is positioned above the table. An orange circle highlights the button. The background of the interface is white with a pattern of light blue stars.

4 Select the grade that the student is teaching.

The screenshot shows a software interface titled "Add Grading". Below the title is a section titled "Class Information". There are three input fields in this section: "Class Grade" (containing "Grade 5"), "Class Subject" (containing "Mathematics"), and "Class Topic" (empty). An orange circle highlights the "Class Grade" field. The background of the interface is white with a pattern of light blue stars.

- 5 Select the subject that the student is teaching.



The screenshot shows a web interface titled "Add Grading". On the left is a decorative sidebar with a repeating pattern of light blue four-pointed stars. The main content area is titled "Class Information" and contains three input fields. The first field, "Class Grade", has "Grade 5" entered. The second field, "Class Subject", has "Mathematics" entered and is highlighted with a blue border and a blue circle. The third field, "Class Topic", is empty. At the bottom right of the form area, there are three small grey dots.

## Add Grading

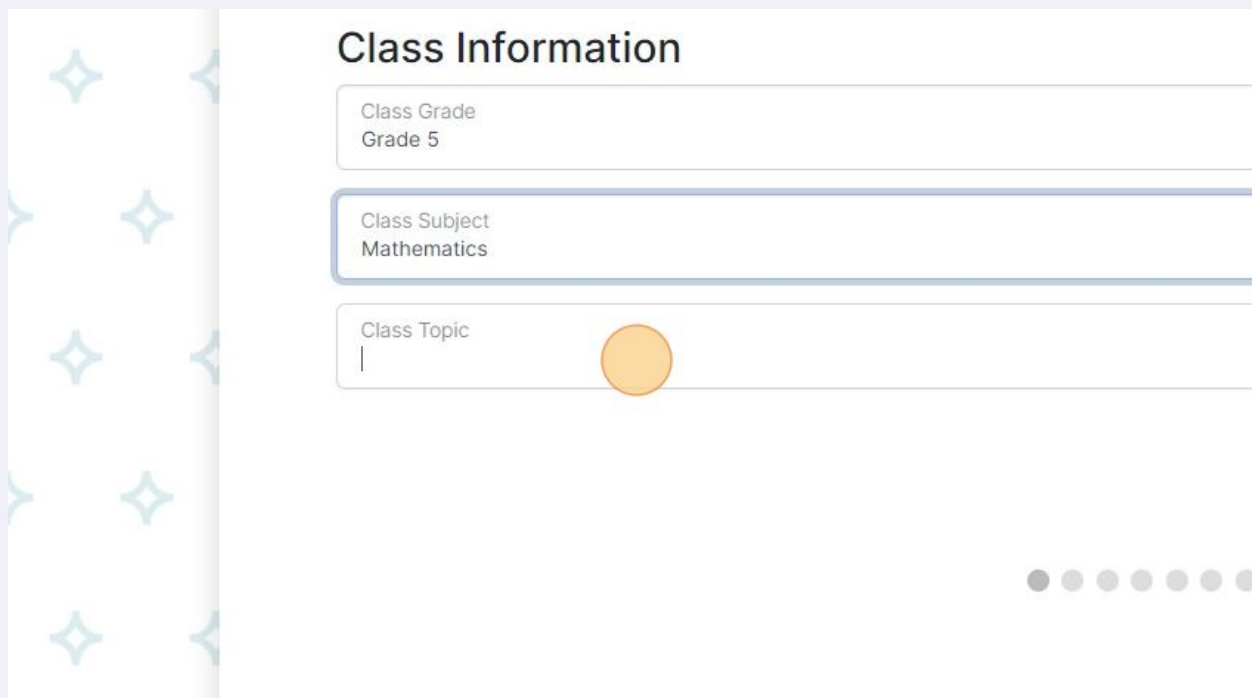
### Class Information

Class Grade  
Grade 5

Class Subject  
Mathematics

Class Topic

- 6 Enter the topic for the lesson.



This screenshot shows the same "Class Information" form. The "Class Grade" field remains "Grade 5" and the "Class Subject" field remains "Mathematics". The "Class Topic" field is now active, indicated by a blue border and a blue circle, and contains a single vertical line cursor. At the bottom right, there is a row of eight small grey dots.

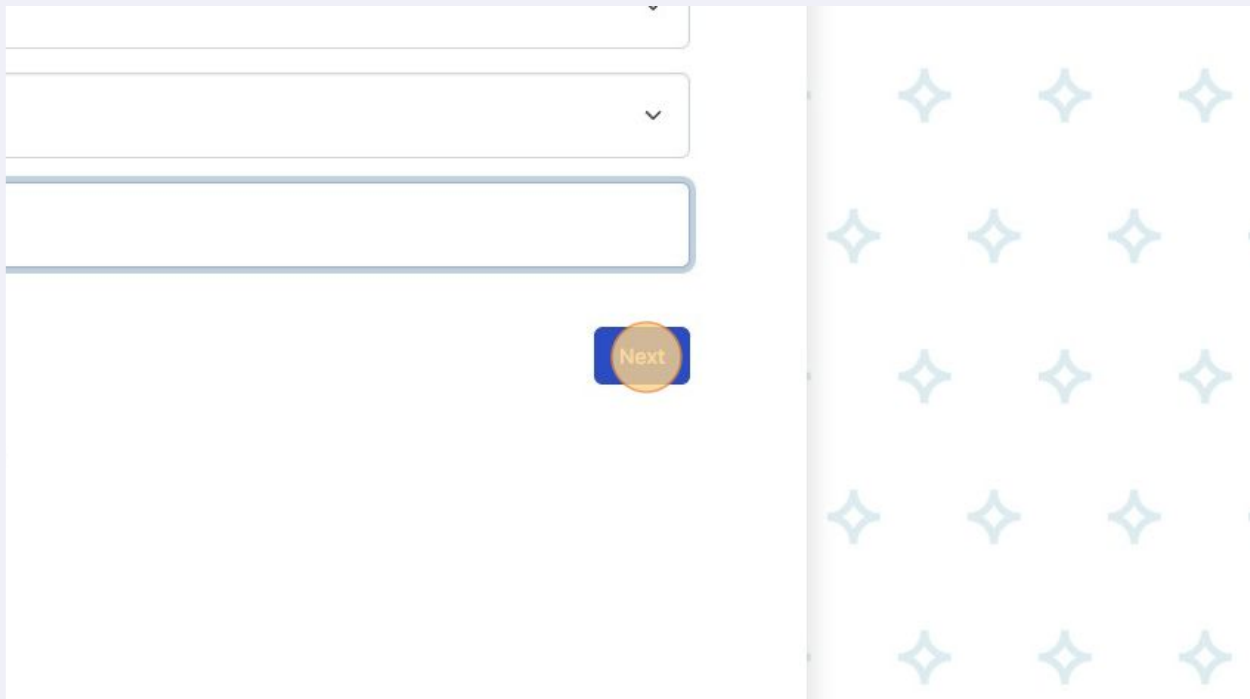
### Class Information

Class Grade  
Grade 5

Class Subject  
Mathematics

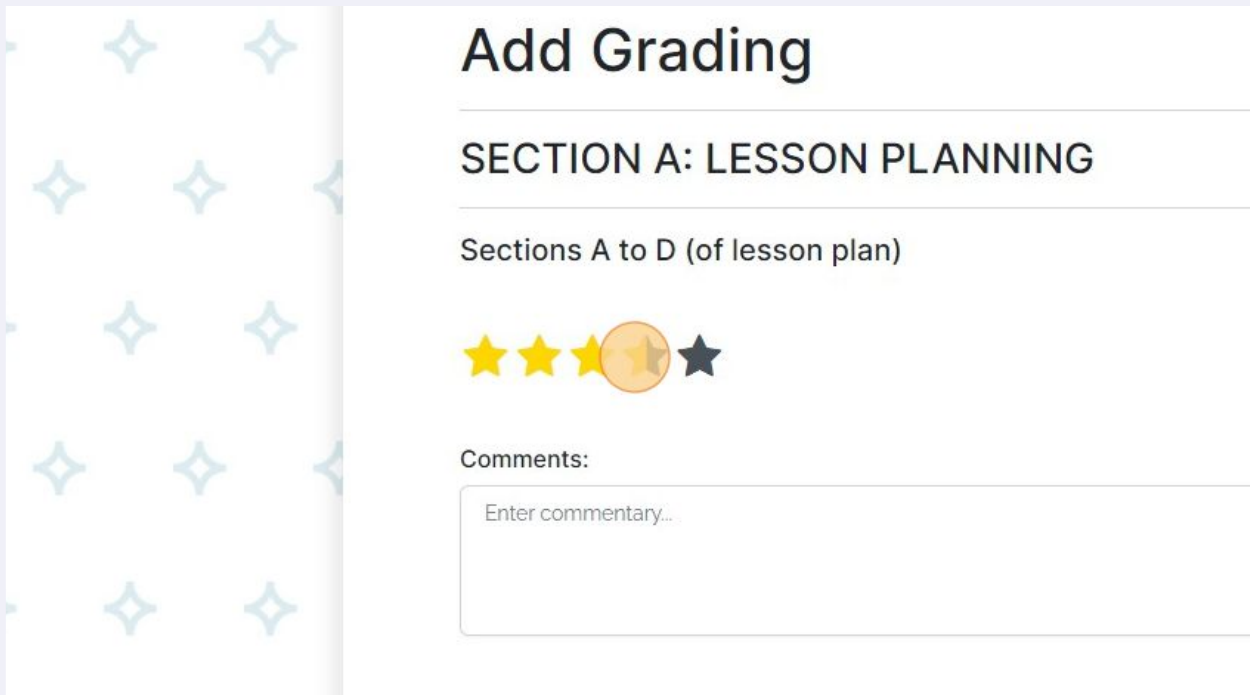
Class Topic  
|

7 Click "Next"



A screenshot of a form interface. On the left, there are three input fields: the top two are empty with dropdown arrows, and the third is highlighted with a blue border. Below these fields is a blue button with a yellow circle and the word "Next" in white. The right side of the screen features a light blue background with a repeating pattern of small, light blue four-pointed stars.

8 Select a star-rating out of five stars.



A screenshot of the "Add Grading" section. The title "Add Grading" is in a large, bold, dark blue font. Below it, the section is titled "SECTION A: LESSON PLANNING" in a bold, dark blue font. Underneath, it says "Sections A to D (of lesson plan)". A star rating is displayed with five stars; the first four are yellow and the fifth is a grey outline. Below the stars is a text box labeled "Comments:" with the placeholder text "Enter commentary...". The left side of the screen has a light blue background with a repeating pattern of small, light blue four-pointed stars.

9

Comments are automatically populated, but feel free to add your own.

A screenshot of a user interface for adding comments. It features a large text input area with a placeholder text "g with good reference to CAPS and other considerations|". Below the text area is a row of nine circular progress indicators, with the first one highlighted in blue. To the right of the progress indicators are two buttons: "Previous" and "Next". The "Next" button is highlighted in dark blue.

10

Click "Next"

A screenshot of the same user interface as above, but with the "Next" button highlighted in orange. The text input area now contains the text "iderations.". The progress indicator row remains the same, with the first indicator highlighted in blue. The "Previous" button is still visible to the left of the "Next" button.



Repeat Steps 8 - 10 until you reach the "Learning Environment" marking criteria.

**11**

Click "Submit"

asks are completed, and the lesson is paced to optimise learning in a

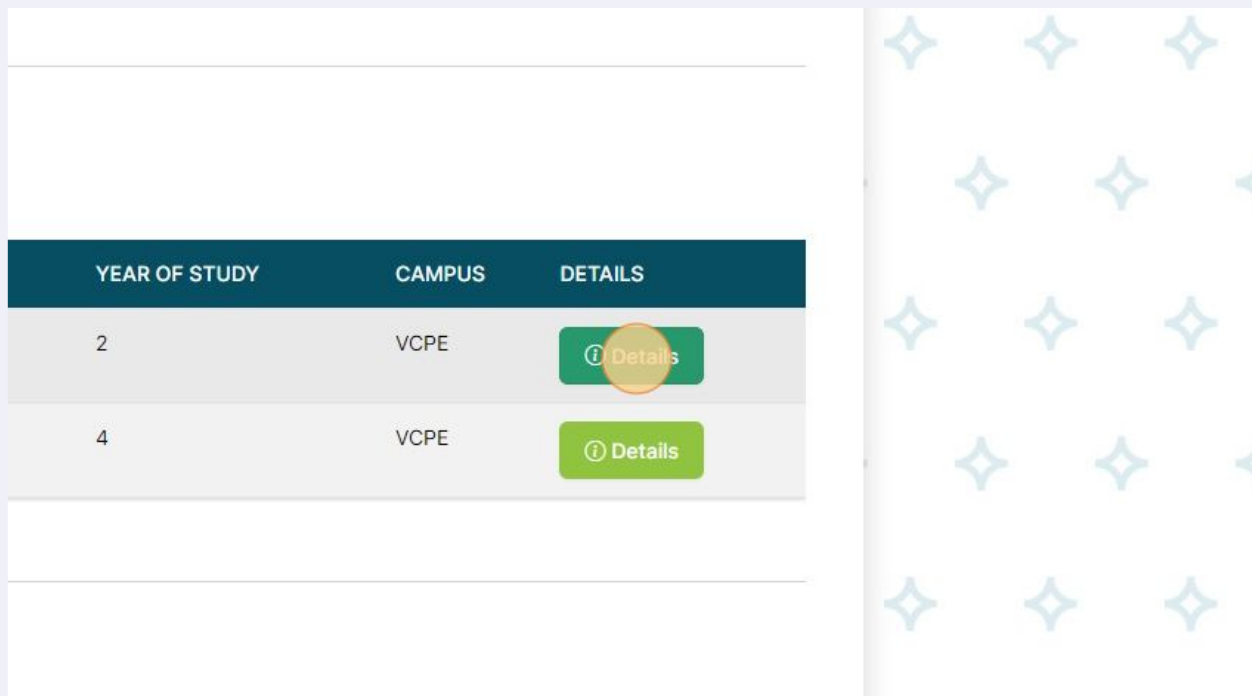
Previous

Submit

## 9. View Grading

1 Log into <https://studentteacher.azurewebsites.net>

2 Find the student which gradings you want to view and click "Details".



The screenshot shows a web interface with a table of student data. The table has three columns: 'YEAR OF STUDY', 'CAMPUS', and 'DETAILS'. There are two rows of data. The first row shows '2' for Year of Study and 'VCPE' for Campus, with a green 'Details' button. The second row shows '4' for Year of Study and 'VCPE' for Campus, also with a green 'Details' button. An orange circle highlights the 'Details' button in the first row. To the right of the table is a decorative area with a repeating pattern of light blue four-pointed stars on a white background.

YEAR OF STUDY	CAMPUS	DETAILS
2	VCPE	<a href="#">Details</a>
4	VCPE	<a href="#">Details</a>

3

Find a grading at the bottom of the page. Click the "Details" button.

board

STUDENT NUMBER

ST10118597

EMAIL

[ST10118597@vcconnect.edu.za](mailto:ST10118597@vcconnect.edu.za)

Education Status

Year of Study: 2nd Year (Current) ▾

TEACHING PLACEMENT (SCHOOL NAME)

Kabega Park Primary School

Gradings per Subject

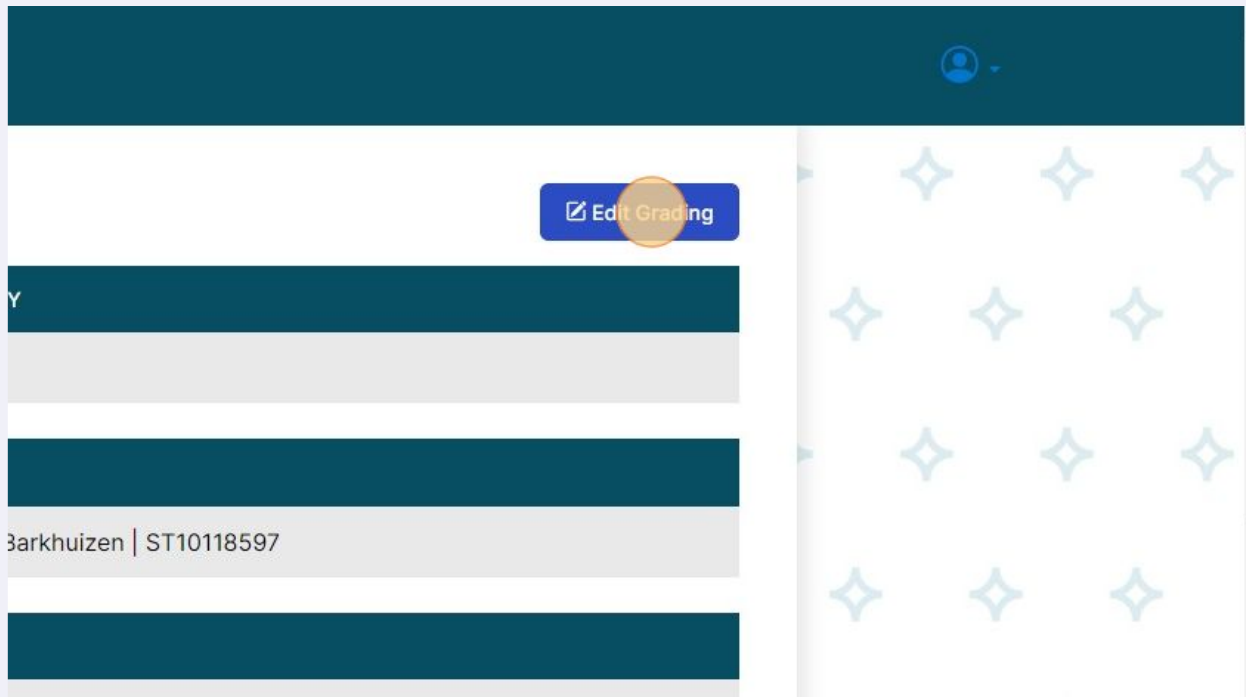
⊕ Add Grading

DATE	TOPIC	TEACHER	TOTAL	DETAILS
Mathematics ▴				
11/23/2022	Decimals	Matt Murdock	55 / 80	<div>Details</div>
Social Science ▾				

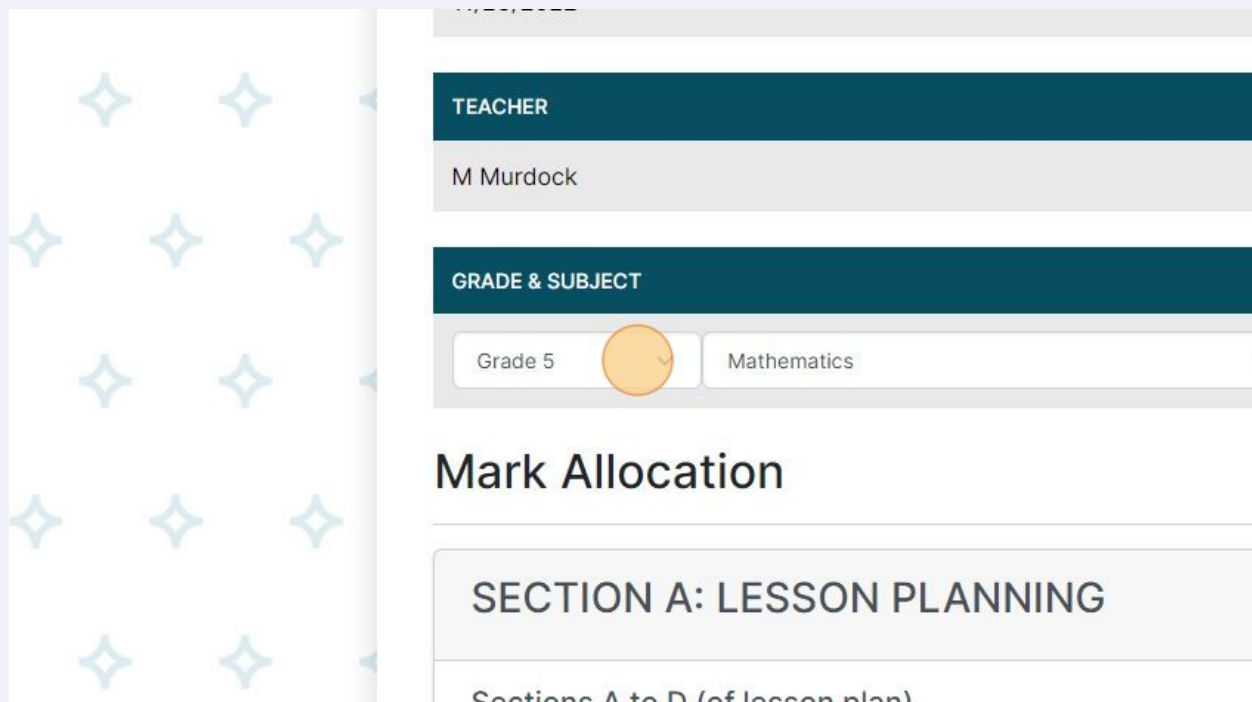


# 10. Edit Grading

- 1 Following on "9. View Grading" click the "Edit Grading" button.



- 2 You can change the grade that was being taught.



TEACHER

M Murdock

GRADE & SUBJECT

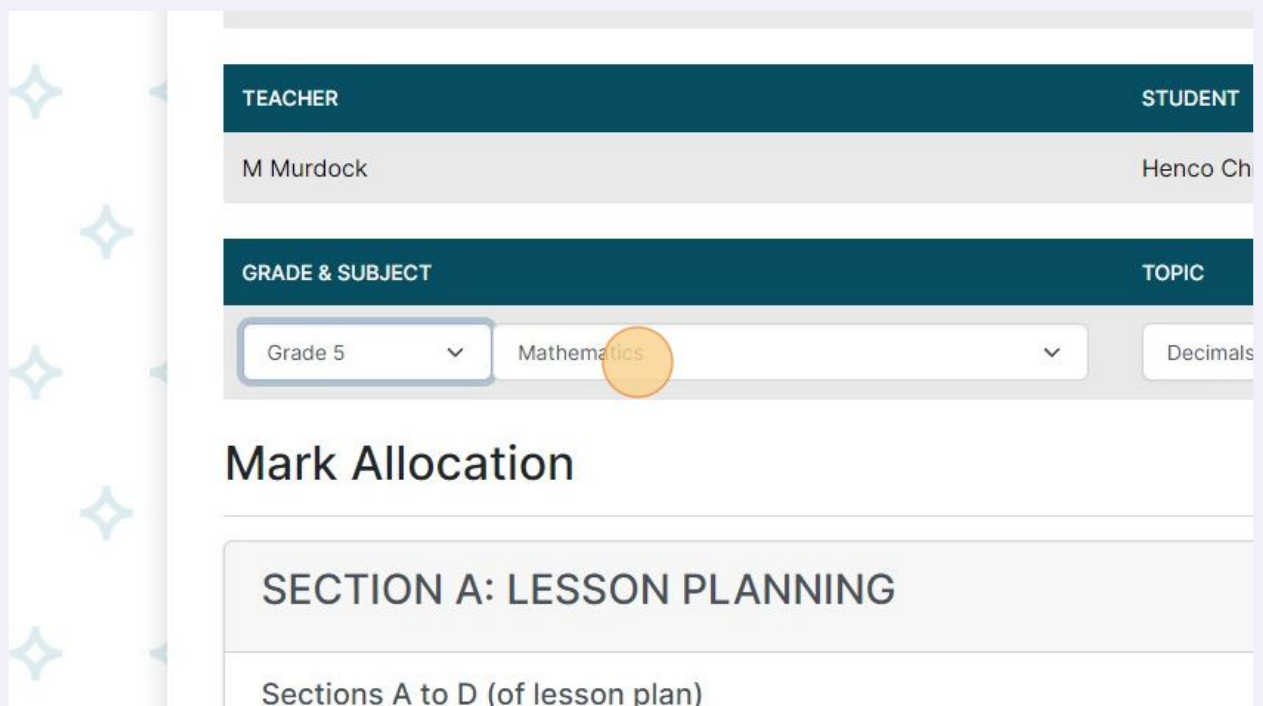
Grade 5 Mathematics

## Mark Allocation

### SECTION A: LESSON PLANNING

Sections A to D (of lesson plan)

- 3 You can edit the subject that was being taught.



TEACHER STUDENT

M Murdock Henco Ch

GRADE & SUBJECT TOPIC

Grade 5 Mathematics Decimals

## Mark Allocation

### SECTION A: LESSON PLANNING

Sections A to D (of lesson plan)

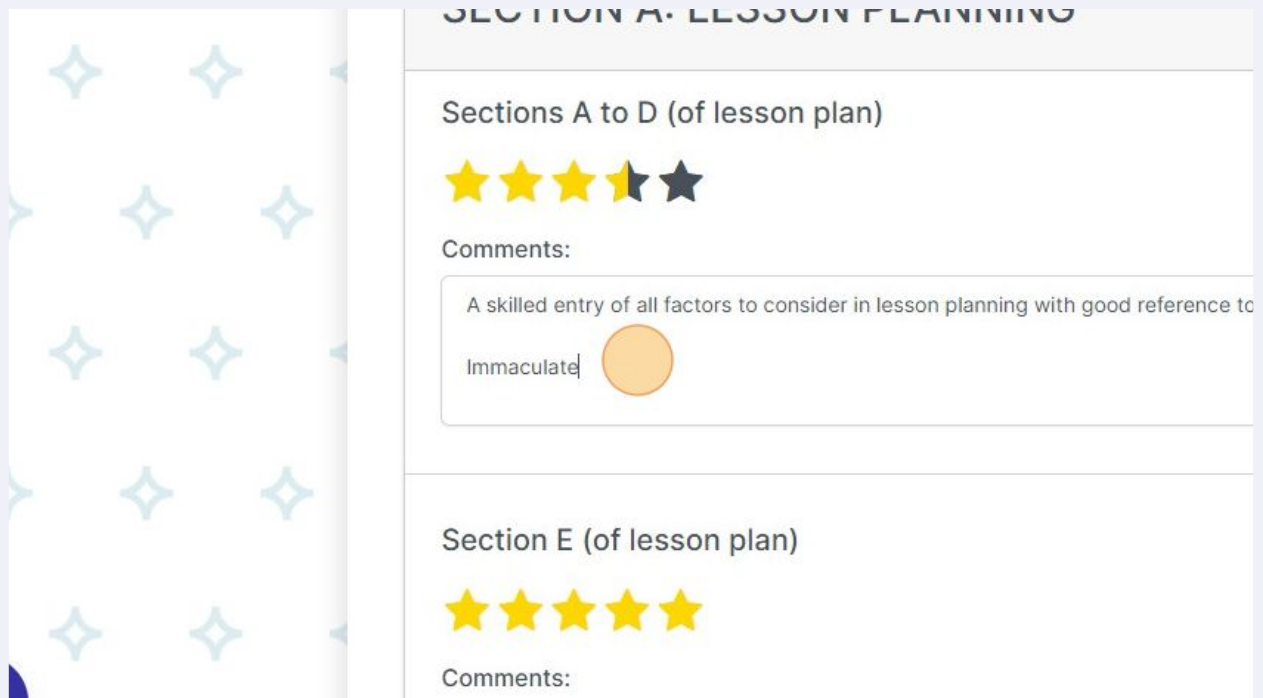
- 4 You can change the topic that was being taught.

STUDENT	
Henco Chris Barkhuizen   ST10118597	
TOPIC	
<div><div></div><div></div></div>	Decimals
ANNING	
Section: 17 / 20	
7 / 10	

- 5 You can change the star-rating for any criteria.

Mark Allocation	
SECTION A: LESSON PLANNING	
Sections A to D (of lesson plan)	
<div><div></div><div></div><div></div><div></div><div></div></div>	
Comments:	
A skilled entry of all factors to consider in lesson planning with good reference	
Immaculate	
Section 5 (of lesson plan)	

- 6 You can update the comments for any criteria.



SECTION A: LESSON PLANNING

Sections A to D (of lesson plan)

★★★★☆

Comments:

A skilled entry of all factors to consider in lesson planning with good reference to

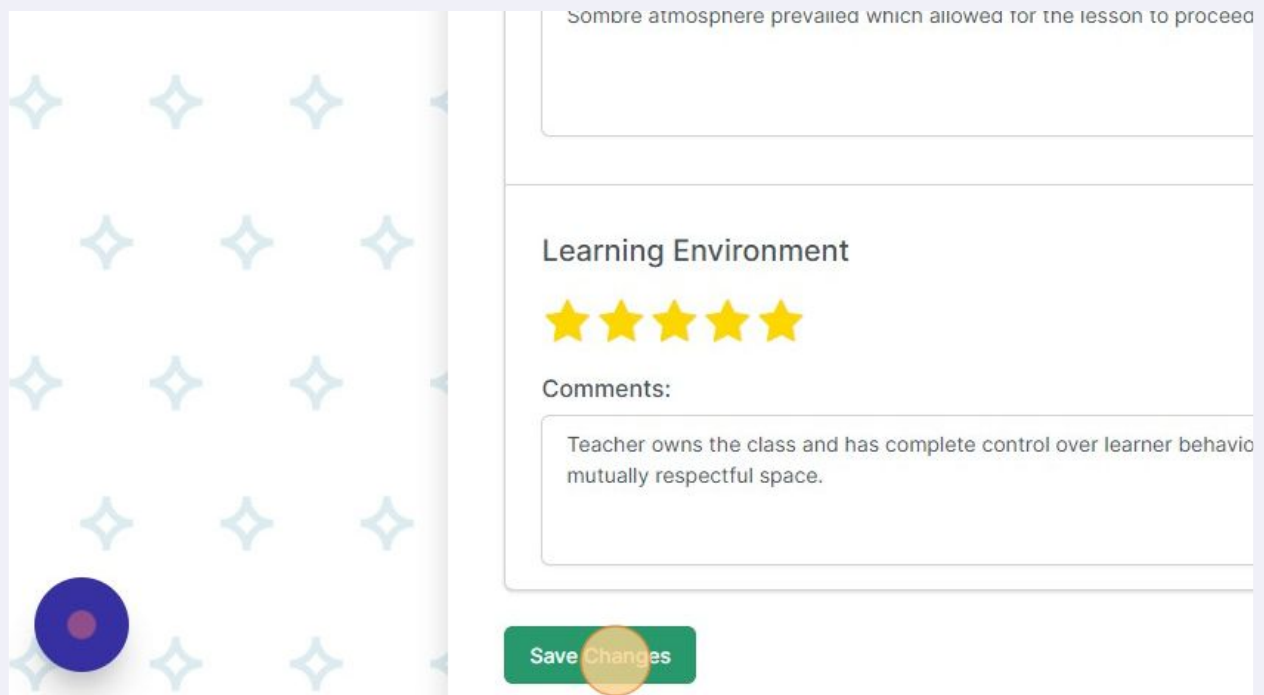
Immaculate

Section E (of lesson plan)

★★★★★

Comments:

- 7 Once you are done, at the bottom of the page click the "Save Changes" button.



Sombre atmosphere prevailed which allowed for the lesson to proceed

Learning Environment

★★★★★

Comments:

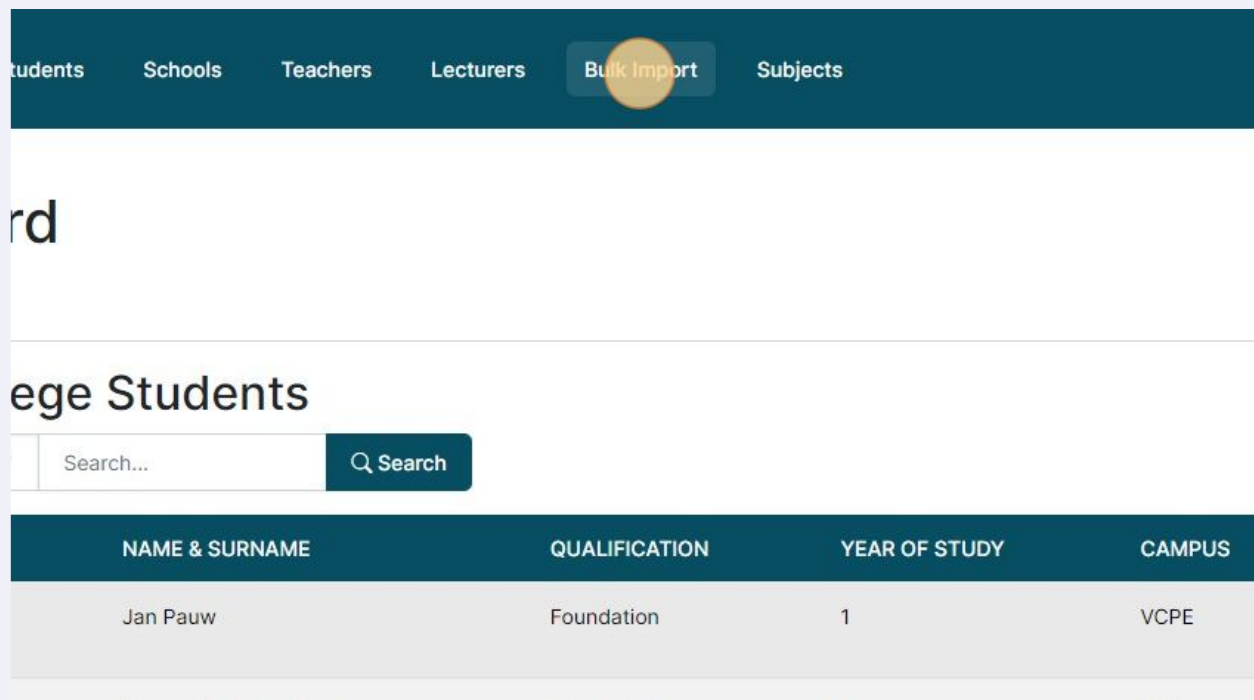
Teacher owns the class and has complete control over learner behavior mutually respectful space.

Save Changes

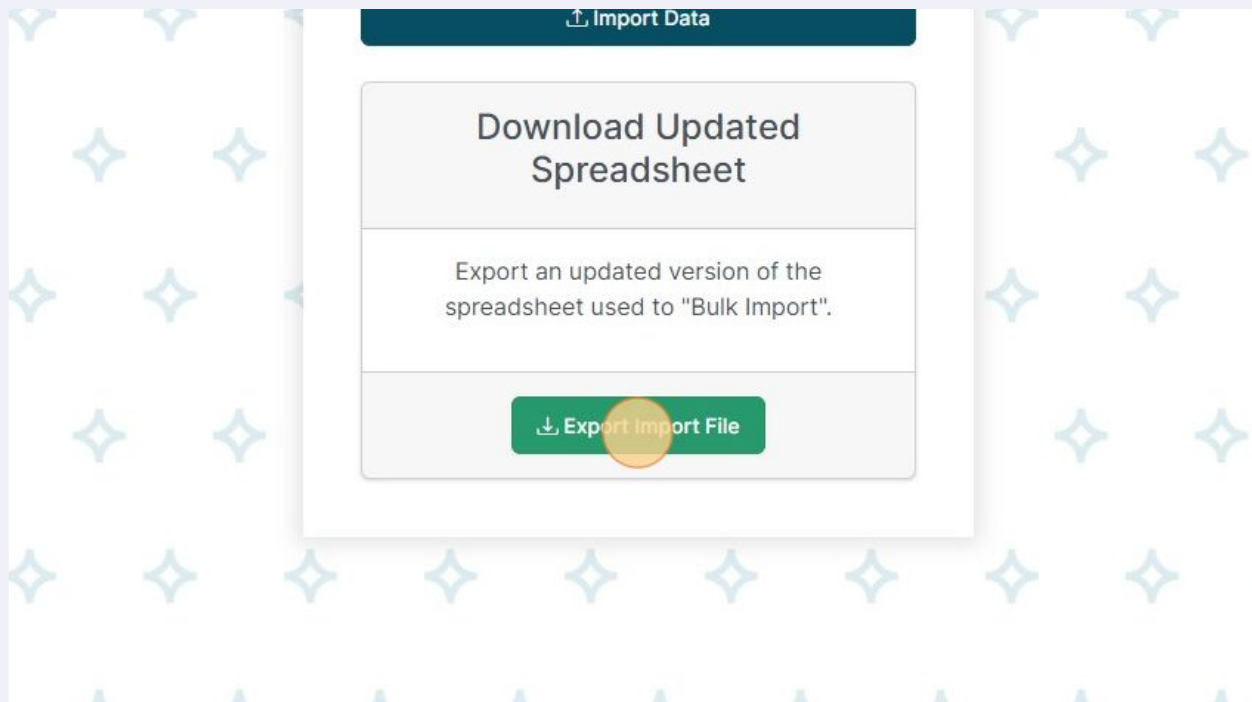
# 11. Exporting (Bulk Import File)

- 1 Log into <https://studentteacher.azurewebsites.net> with your admin details.

- 2 Click "Bulk Import"



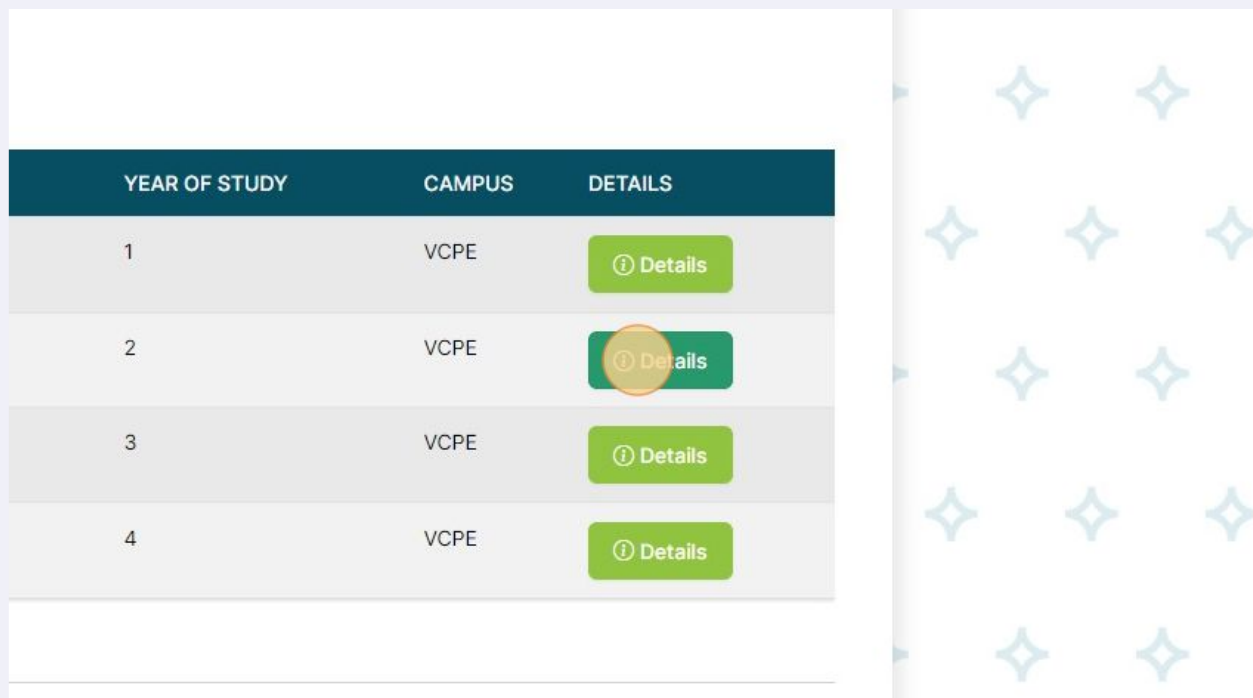
**3** Click "Export Import File"







# 12. Exporting (Student Gradings)

1 Log into <https://studentteacher.azurewebsites.net> as a Lecturer or Admin.

2 Find a student which gradings you want and click "Details"



The screenshot shows a table with three columns: 'YEAR OF STUDY', 'CAMPUS', and 'DETAILS'. There are four rows of data. The 'DETAILS' column contains green buttons with an information icon and the text 'Details'. The second button is highlighted with a yellow circle. To the right of the table is a decorative pattern of light blue stars.

YEAR OF STUDY	CAMPUS	DETAILS
1	VCPE	
2	VCPE	
3	VCPE	
4	VCPE	

3

Above the "Grading per Subject" table you will find a "Export Gradings" button. Click it.

Year of Study: 1st Year (currently)

2nd Year (currently)

↓ Export Gradings

⊕ Add Grading

TOTAL	DETAILS
⌵	
ck	55 / 80
	<div>ⓘ Details</div>