

MENALDA LANGA WEEKLY REPORT

ICT SYSTEM ADMINISTRATOR WEEKLY REPORT

WEEK=18/05/2023-12/05/2023

08/05/2023

- Adding ECD Practioner course and the modules- **Done**
- Adding Bricklayer in both CMS and e-POE System- **Done**
- Updating student enrolment status-Trade Test (Completed Student both Students and ARPL Students)- **Still in Progress**
- Updating student enrolment to inactive (Students who are in a Workplace)- **Still in Progress**
- Uploading visitors and equeries on CMS

09/05/2023

- Updating student enrolment status-Trade Test (Completed Student both Students and ARPL Students)- **Still in Progress**
- Updating student enrolment to inactive (Students who are in a Workplace)- **Still in Progress**
- Assisting Ms Chantel on designing the Under-17 Points Table results
- Adding short courses on the CMS, so that will be able to capture the Corporate Student from outside Training in the system- **Still in Progress**

10/05/2023

- Adding short courses on the CMS, so that will be able to capture the Corporate Student from outside Training in the system- **Done**
- Uploading the Corporate (outside training) on the CMS- under short courses- **Still in Progress**
- Updating student enrolment status-Trade Test (Completed Student both Students and ARPL Students)- **Still in Progress**
- Updating student enrolment to inactive (Students who are in a Workplace)- **Still in Progress**
- Helping Mr Itumeleng with Word Document- **Done**

11/05/2023

- Uploading the Corporate (outside training) on the CMS- under short courses-
Still in Progress
- Updating student enrolment status-Trade Test (Completed Student both
Students and ARPL Students)-**Still in Progress**
- Updating student enrolment to inactive (Students who are in a Workplace)-
Still in Progress

12/05/2023

- Uploading the Corporate (outside training) on the CMS- under short courses-
Still in Progress
- Updating student enrolment status-Trade Test (Completed Student both
Students and ARPL Students)-**Still in Progress**
- Updating student enrolment to inactive (Students who are in a Workplace)-
Still in Progress
- Staff General Meeting- called by Campus Manager