

Compassionate Discipline

Administration Options



<http://prod.cdschool.co.za>

Please note that Chrome is the CDS preferred browser on
pc, tablet and smart phone.

Content

1. Overview – page 3

2. Add new learner – page 4

3. Update learner information – page 8

4. Remove learner information – page 11

Tip: Set a web bookmark for <http://prod.cdschool.co.za> to return to CDS web page.

CDS Main Page

CDS

Sign out 0 0 Me Margaretha Mauer CDS Test Sch

Learner Name Search

LEARNER DASHBOARD: TOM JONES IN GRADE 7E

AWARD AND DEMERIT POINTS CALCULATED FROM 12 MARCH 2018 - 12 MARCH 2018

New Character Award
New Demerit
Additional conversation
View Behaviour Report
Update Learner
Remove Learner
Send Parent Letter

Total Rewards 0
Total Action Plans 0

Learner Statistics
Character Awards

Crisis points
Penalty points

ME MARGARETHA MAUER DASHBOARD

Mass Work Demerit	New Learner	Enter class	Show Class List
Mass Late Demerit	Grade Reports	Enter class	Mark Learners Absent
Mass Unsigned Demerit	View Reminders	Enter misbehaviour	Search for misbehaviours
Mass Work Completed	New Reminder		
Mass character award			
Mass reward			
Generic Mass Demerits			

Reminders

Close	Date	Description	From
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CDS TEST SCHOOL DASHBOARD

Your CDS Consultant is:
Me Margaretha Mauer margaretha@mauer.co.za

View Limits List
View Incomplete Plans
View School Policies
Activity Report
Look up CD Topics
CDS Manuals

0 Learner rewards due View	5 Parent meetings due View	0 Incomplete plans View
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About CDS [Report CDS System Problem](#) ©M Mauer 2018

Learner Dashboard

Teacher Dashboard

School Dashboard

1. Overview

Administration staff has additional options on CDS system.

Learner Panel:

- **Change learner information**
- **Remove learner information**

LEARNER DASHBOARD: TOM JONES IN GRADE 7E
AWARD AND DEMERIT POINTS CALCULATED FROM 12 MARCH 2018 - 12 MARCH 2018

New Character Award
New Demerit
Additional conversation
View Behaviour Report
Update Learner
Remove Learner <small>Update learner information</small>
Send Parent Letter

Teacher Panel:

- **Add new learner**
- **Print grade reports**

ME MARGARETHA MAUER DASHBOARD

merit	New Learner	Enter class
merit	Grade Reports	Show Class List
Demerit	View Reminders	Add learner which has not been enrolled on the CD
Completed	New Reminder	Enter class
Character Award		Mark Learners Absent
Award		Enter misbehaviour
		Create for misbehaviour

School Panel:

- **School activity report**
(Please refer to Guide 11).

CDS TEST SCHOOL DASHBOARD

Your CDS Consultant is:
Me Margaretha Mauer margaretha@mauer.co.za

View Limits List
View Incomplete Plans
View School Policies
Activity Report
Look up CD Topics <small>Teaching terms frequency of CDS activities</small>
CDS Manuals

Step 2 Admin: Add new learner

Step 2.1: Select “New Learner” menu option

Please note only CDS administrative staff has access to add a learner.

The screenshot displays the dashboard for ME MARGARETHA MAUER. The dashboard title is in a green header. Below the header, there is a central menu area with several options. The 'New Learner' option is highlighted in a dark blue bar, and a yellow arrow points to it from the right. Below 'New Learner' is a text box containing the instruction: 'Add learner which has not been enrolled on the CD system yet'. Other menu options include 'View Reminders', 'New Reminder', 'Enter class', and 'Mark Learners All'. On the left side of the dashboard, there are several buttons with partial labels: 'rit', 'it', 'nerit', 'ted', and 'ard'. On the right side, there are buttons for 'Enter class', 'Mark Learners All', and 'Enter misbehaviour'.

Step 2.2: Save learner information

Enter learner information and select “Save changes” button

NEW LEARNER CDS TEST SCHOOL

Enter first name:
Tom

Enter last name:
Jones

Language preference: English ▾

Class
7E

Mother / Guardian:
Tess Jones

Father / Guardian:
Matt Jones

Family composition or circumstances - e.g. parents are divorced, deceased, stepparents or guardians, single parents, remarried etc.
Parents divorced

Save changes

Step 2.3: CDS Success Message

The screenshot shows a user interface for a CDS (Classroom Data System) dashboard. At the top, there is a navigation bar with a "Sign out" button, two notification icons (calendar and warning) both showing a red circle with the number "0", the user name "Me Margaretha Mauer", and the school name "CDS Test School". A small desk icon with a red apple is in the top right corner. Below the navigation bar, a light blue success message banner reads "Learner information was successfully created." with a yellow arrow pointing to it from the right and a close button (X) on the far right. Underneath the banner is a search bar with the placeholder text "Learner Name" and a green "Search" button. Below the search bar is a large blue rectangular area with the text "LEARNER DASHBOARD" in white. At the bottom, there is another search bar with the placeholder text "Learner Name" and a green "Search" button.

Step 3. Admin Update Learner

Step 3.1: Select “Update Learner” Menu Option

Please note only CDS administrative staff has access to add a learner.

The screenshot displays a learner dashboard for Tom Jones in Grade 7E. The dashboard title is "LEARNER DASHBOARD: TOM JONES IN GRADE 7E" and it includes a subtitle "AWARD AND DEMERIT POINTS CALCULATED FROM 12 MARCH 2018 - 12 MARCH 2018". Below the title, there is a list of menu options: "New Character Award", "New Demerit", "Additional conversation", "View Behaviour Report", "Update Learner", "Remove Learner", and "Send Parent Letter". The "Update Learner" button is highlighted in dark blue and has a yellow arrow pointing to it from the right. To the right of the "Remove Learner" button, there is a small button labeled "Update learner information".

Step 3.2: Update learner information

UPDATE LEARNER CDS TEST SCHOOL

Enter first name:

Tom

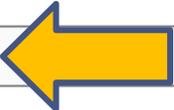
Enter last name:

Jones

Language preference: English ▾

Class

7F



Mother / Guardian:

Tess Jones

Father / Guardian:

Matt Jones

Family composition or circumstances - e.g. parents are divorced, deceased, stepparents or guardians, single parents, remarried etc.

Parents divorced

Save changes



Step 3.3: CDS Success Message



Sign out



Me Margaretha Mauer



CDS Test School

Learner information change successful



Learner Name

Search

LEARNER DASHBOARD: TOM JONES IN
GRADE 7F

AWARD AND DEMERIT POINTS CALCULATED FROM 12 MARCH 2018 - 12 MARCH 2018

4. Remove learner information

Step 4.1: Choose “Remove learner” option on learner panel. Please note that only administration staff can remove learners.

LEARNER DASHBOARD: TOM JONES IN GRADE 7F

AWARD AND DEMERIT POINTS CALCULATED FROM 12 MARCH 2018 - 12 MARCH 2018

- New Character Award
- New Demerit
- Additional conversation
- View Behaviour Report
- Update Learner
- Remove Learner**
- Send Parent Letter

Remove learner information from school

Step 4.2: Confirm removal

prod.kddskool.co.za says

Are you sure you want to proceed?

OK



Step 4.3: CDS success message



Sign out



Me Margaretha Mauer CDS Test School

Learner information was successfully removed.



Learner Name

Search

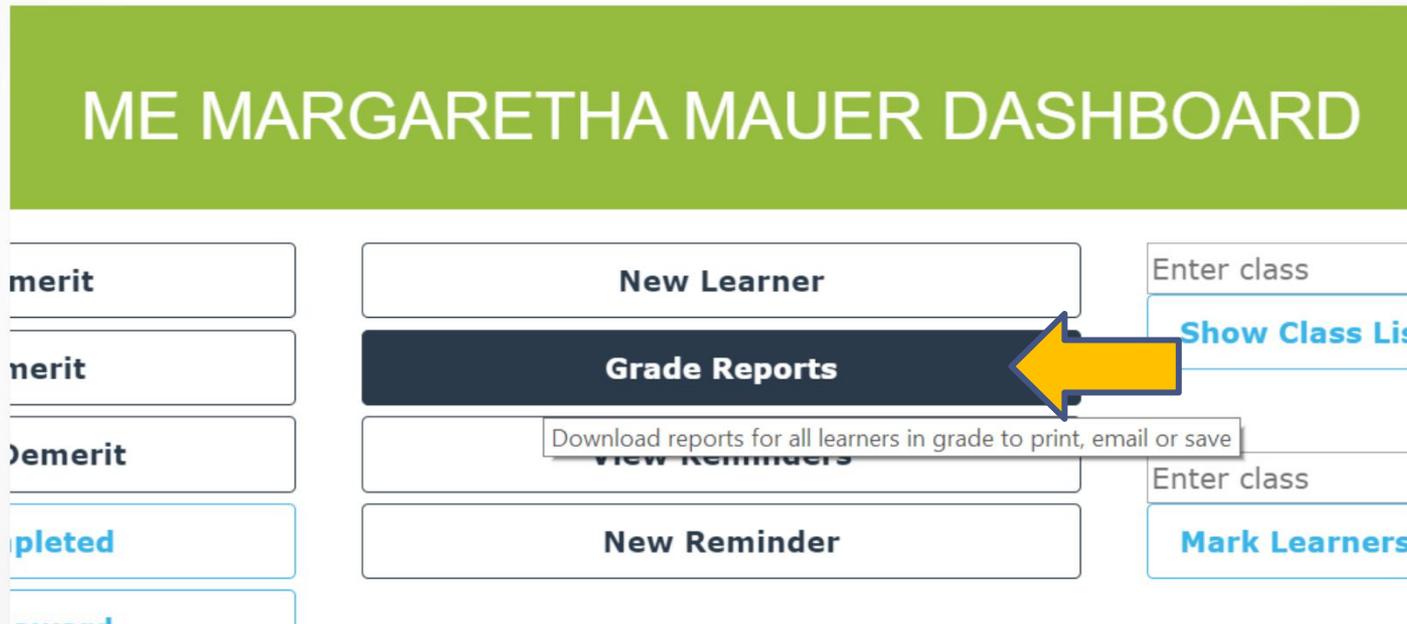
LEARNER DASHBOARD

Learner Name

Search

5. Print grade reports

Step 5.1: Choose “Grade Reports” option on teacher panel.
Please note that only administration staff can access reports for the whole grade.



Step 5.2: Select class or grade

Home / Grade Report

DISCIPLINE REPORT FOR ALL LEARNERS IN GRADE

Please note that due to the length of this report it may take a few minutes to download to your device

Class

**Step 5.3: Click on report to view.
All learners are shown alphabetically. Print or save.**

Downloads Search downloads

Today

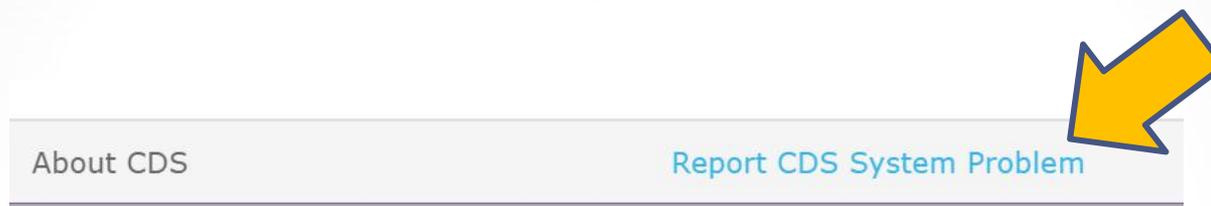
Grade_7A_Report_2018-03-12.pdf

<https://prod.kddskool.co.za/en/reports/grade-report.pdf>

Show in folder

If you encounter a CDS system error:

Select “Report Problem” link and fill out the problem form.
A consultant will contact you to resolve the issue.



If you have a question or are unsure about what to do:

Select email link to write an email to your consultant and a
reply will be sent within 24 hours.

