

Compassionate Discipline

Learner Maintenance



<https://www.cdschool.co.za>

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

Content

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2. Add new learner – page 4

3. Update learner information – page 8

4. Remove learner information – page 12



CDS Main Page

CDS

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[Sign out](#) 0 0 Me Margaretha Mauer CDS Test Scho

Learner Name [Search](#)

LEARNER DASHBOARD: TOM JONES IN GRADE 7E

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

Learner Dashboard

- 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

Teacher Dashboard

- Mass Work Demerit
- Mass Late Demerit
- Mass Unsigned Demerit
- Mass Work Completed
- Mass character award
- Mass reward
- Generic Mass Demerits

- New Learner
- Grade Reports
- View Reminders
- New Reminder

Enter class [Show Class List](#)

Enter class [Mark Learners Absent](#)

Enter misbehaviour [Search for misbehaviours](#)

Reminders

Close	Date	Description	From
-------	------	-------------	------

CDS TEST SCHOOL DASHBOARD

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](#)

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 <small>Add learner which has not been enrolled on the CD</small>	Show Class List
Demerit	View Reminders	Enter class
Completed	New Reminder	Mark Learners Absent
award		Enter misbehaviour
ard		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 teams 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 'ME MARGARETHA MAUER DASHBOARD' interface. At the top, a green header contains the text 'ME MARGARETHA MAUER DASHBOARD'. Below this, the dashboard is organized into several sections. On the left, there is a vertical sidebar with buttons labeled 'rit', 'rit', 'nerit', 'sted', and 'ard'. The main content area features a central column of buttons: 'New Learner' (highlighted with a yellow arrow), 'Add learner which has not been enrolled on the CD system yet', 'View Reminders', and 'New Reminder'. To the right of the 'New Learner' button, there are several input fields and buttons, including '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:

Enter last name:

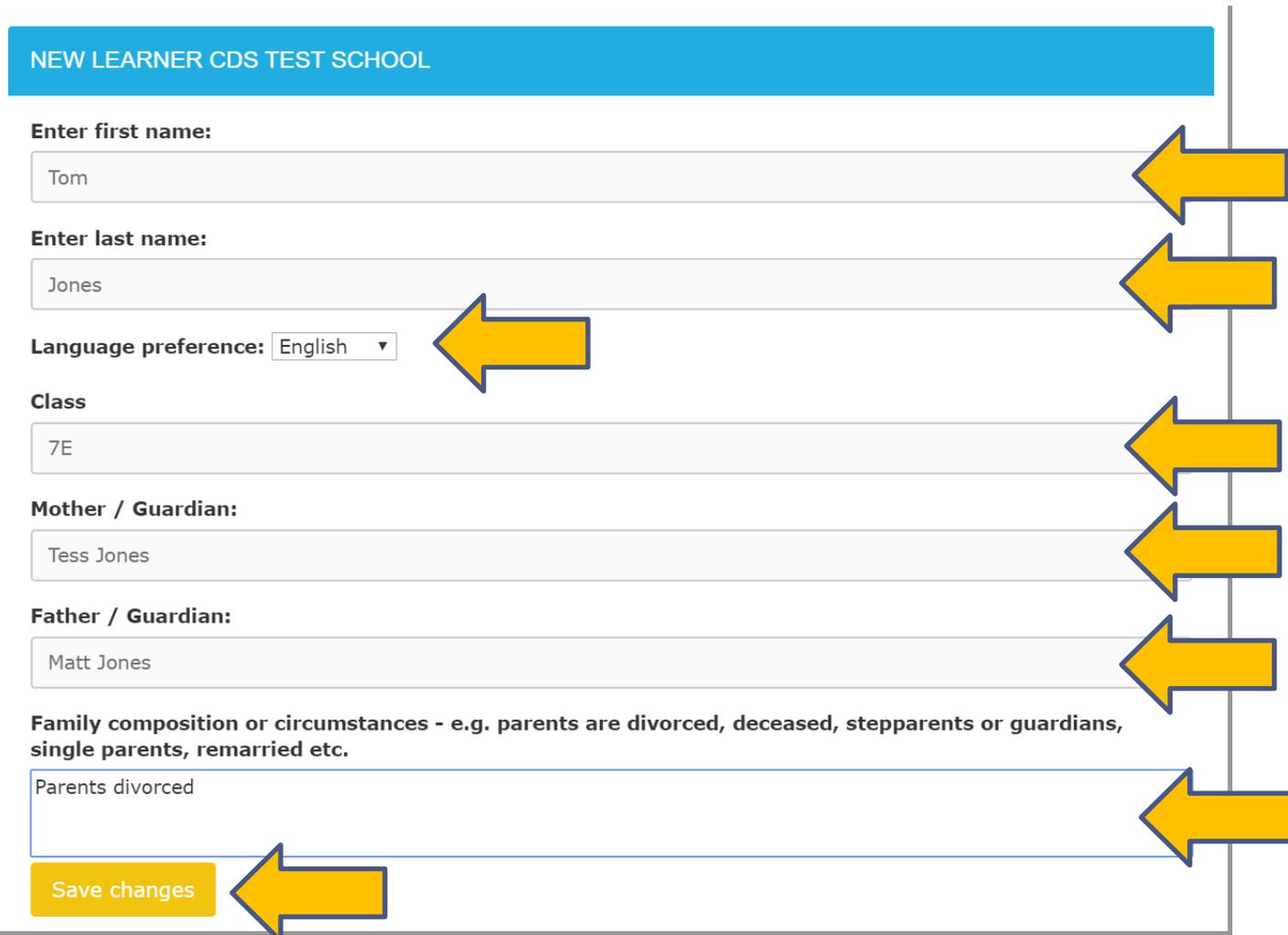
Language preference:

Class

Mother / Guardian:

Father / Guardian:

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



Step 2.2b: Save learner and parent email

If school allows parents to access their own child's report, enter the parent email adres. Parent will receive an email to set up password.

Enter first name:

Stephen



Enter last name:

Jones



Language preference: English ▾



Class

6E



Mother / Guardian:

Marcia Jones



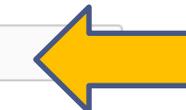
Father / Guardian:

Percy Jones



Register parent to have access to their child's report by entering their contact email

my-email@gmail.com



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

None



Save changes



Step 2.3: CDS Success Message

Sign out   Me Margaretha Mauer CDS Test School 

Learner information was successfully created.  



LEARNER DASHBOARD

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.

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

A yellow arrow points to the 'Update Learner' button, which is highlighted in dark blue. The 'Remove Learner' button is highlighted in red and includes a small 'Update learner information' link.

Step 3.2: Update learner information

UPDATE LEARNER CDS TEST SCHOOL

Enter first name:

Tom

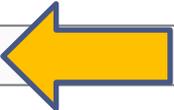
Enter last name:

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

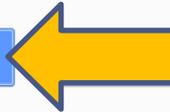
Remove learner information from school

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.

The screenshot displays the 'ME MARGARETHA MAUER DASHBOARD' interface. On the left side, there is a vertical list of buttons: 'merit', 'merit', 'Demerit', 'Completed', and 'Award'. The central area contains four main buttons: 'New Learner', 'Grade Reports', 'View Reminders', and 'New Reminder'. The 'Grade Reports' button is highlighted in dark blue, and a yellow arrow points to it from the right. A tooltip box is positioned over the 'View Reminders' button, containing the text: 'Download reports for all learners in grade to print, email or save'. On the right side of the dashboard, there are two 'Enter class' input fields, a 'Show Class List' button, and a 'Mark Learners' button.

Step 5.2: Select class or grade

Home / Grade Report

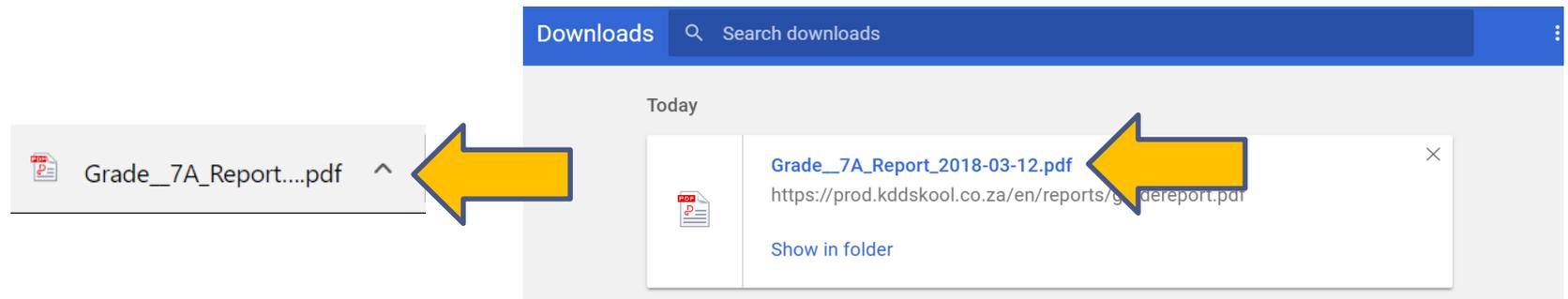
DISCIPLINE REPORT FOR ALL LEARNERS IN GRADE

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

Class

Download

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



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.

