

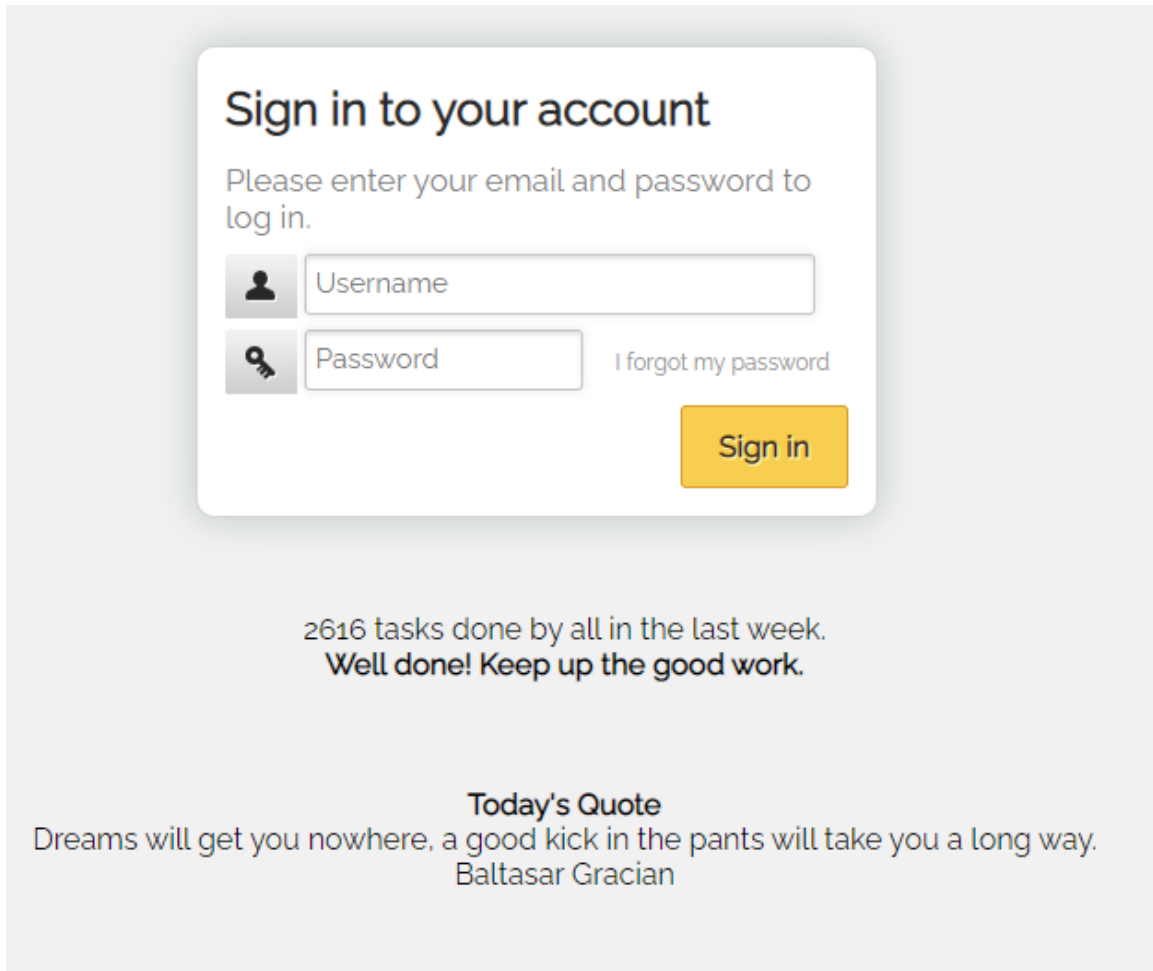


# Website User Guide

## How to Access the System

Open your browser and type in the address [www.kibolearning.co.za](http://www.kibolearning.co.za).

Once the page displays, type in your email and password sent to you on system registration.



**Sign in to your account**

Please enter your email and password to log in.

[I forgot my password](#)

**Sign in**

2616 tasks done by all in the last week.  
**Well done! Keep up the good work.**

**Today's Quote**  
Dreams will get you nowhere, a good kick in the pants will take you a long way.  
Baltasar Gracian

## STUDENT FUNCTIONS

Once logged into the website, you will see your tasks needed to be done for that specific week.

		Update Progress
Tasks for <b>Test Student</b>		
<b>A1 Business (19 week program) Week 5, Target 1</b>		
<a href="#">Watch the video</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A1 English Language (22 week program) Week 20, Target 1</b>		
Complete activity 3.26 on page 134 of the English language book	<input type="checkbox"/>	<input type="checkbox"/>
Read creating your own imaginative and descriptive writing on page 135-147 of the English language book	<input type="checkbox"/>	<input type="checkbox"/>
Complete activity 3.27 on page 136 of the English language book	<input type="checkbox"/>	<input type="checkbox"/>
Complete activity 3.28 on page 137 of the English language book	<input type="checkbox"/>	<input type="checkbox"/>
Complete activity 3.29 on page 137 of the English language book	<input type="checkbox"/>	<input type="checkbox"/>
Complete activity 3.31 on page 138 of the English language book	<input type="checkbox"/>	<input type="checkbox"/>
<b>A1 Geography(23 weeks) Week 2, Target 1</b>		
Read Discharge relationships within the drainage basins on page 15	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Watch the video</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Watch the video</a>	<input type="checkbox"/>	<input type="checkbox"/>
Read River channel processes and landforms on page 20	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Watch the video</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A1 History (23 week program) Week 2, Target 1</b>		
Read Source-based questions on page 175	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Watch the video</a>	<input type="checkbox"/>	<input type="checkbox"/>

Here you can see all your current tasks for that week and once you are done with that specific task, you tick the box and click Update Progress at the top right.

		Update Progress
Tasks for <b>Test Student</b>		
<b>A1 Business (19 week program) Week 5, Target 1</b>		
<a href="#">Watch the video</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>


There are also tasks that have an attachment and some tasks are videos to watch. All that is needed it to press on the “watch the video” writing or the file icon next to the checkbox for the task.

Print out the attached formula sheet which you can request in exams.	<input type="checkbox"/>	<input type="checkbox"/>
Read Features to help you learn on page vi to viii	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Watch the video</a>	<input type="checkbox"/>	<input type="checkbox"/>


If you cannot click Update Progress, this means your access has been restricted and only your parent or tutor can do this for you.


There is a bar on the left of the website with different tabs where you can see other options of the website (example displayed below).

## Dashboard


 All recent tasks

 Not Completed

 Search

 Progress

 Assignments

 Exams

 Logout

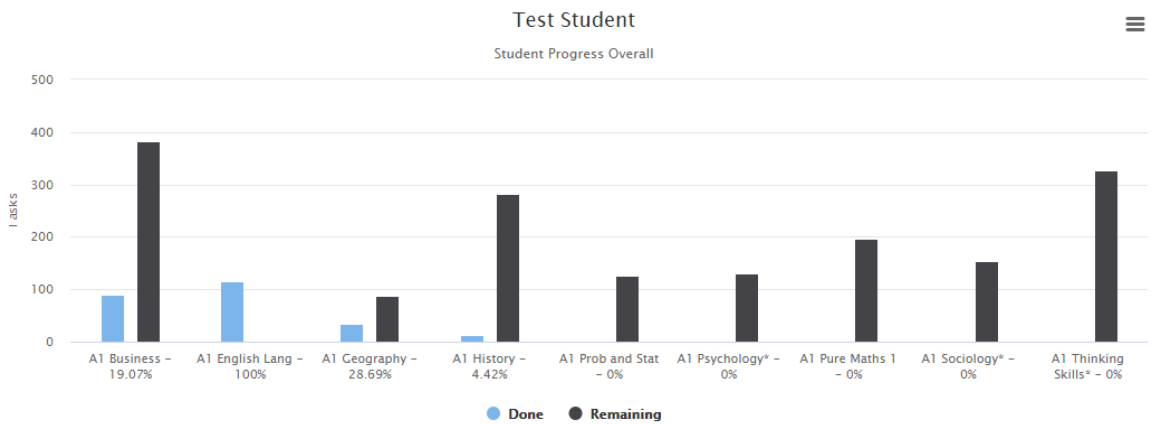
All recent tasks – will show every task in the current week, this includes tasks that have been ticked off.

Not Completed - will show every task in the current week that have not been marked a completed. In other words, this this does not show tasks that have been ticked off.

Search – will show all tasks in any of your chosen subjects, for any week. Type in the week number to see tasks for that week. You can also search key words to help you find the task or assignment you want to revise on.

Subject	<input type="text" value="A1 Pure Maths 1 (22 week program)"/>
Week	<input type="text"/>
OR Keyword	<input type="text"/>
	<input type="button" value="Search"/>

Progress – will show you how much progress you have completed compared to the entire course work in a graph.



Assignments – shows assignments that have been forwarded to your study centre as well as a history of assignment results and links to marked papers (under Script) and Mark Schemes (under Feedback).

Subject	Description	Date Assigned	Date Completed	Comment	Grade	Script	Feedback	Edit
g Afrikaans-CAPS	Complete Assessment Year 9 Afrikaans (29 week program). Week 8	2020-08-02	--					<a href="#">✎</a>
g Science-British	Complete Assessment Year 9 Science (29 week program). Week 8	2020-08-02	--					<a href="#">✎</a>
IG Computer Science	Complete Assessment IG Computer Science 2020 (27 week program). Week 6	2020-07-19	2020-07-27	Excellent work Abbey - keep it up.	96%	<a href="#">📄</a>	<a href="#">🔍</a>	<a href="#">✎</a>

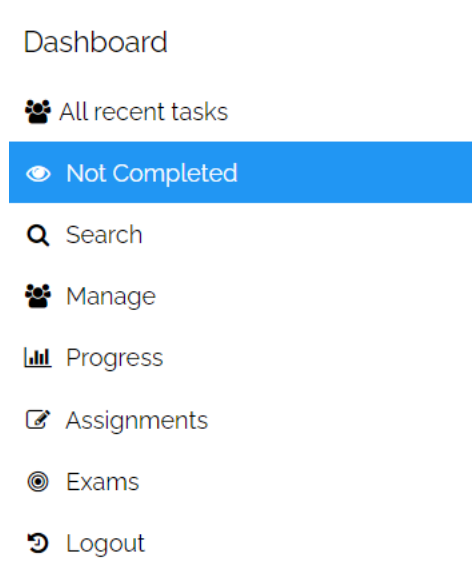
Exams - shows Exams that the student has been registered for. This will only display if your study centre has uploaded the exam schedule.

Subj Name	Exam name	Date	Time	Location	Qual	Subj Code	Candidate No
TRAVEL AND TOURISM	PAPER 12	Monday, October 12, 2020	AM	ZA001	IGCSE	0471 AY	ZA-CAIE-33286R4T
TRAVEL AND TOURISM	PAPER 22 ALTERNATIVE TO COURSEWORK	Wednesday, October 14, 2020	AM	ZA001	IGCSE	0471 AY	ZA-CAIE-33286R4T
BIOLOGY	PAPER 62 ALTERNATIVE TO PRACTICAL	Tuesday, October 20, 2020	AM	ZA001	IGCSE	0610 GY	ZA-CAIE-33286R4T
BIOLOGY	PAPER 32 CORE	Friday, October 23, 2020	AM	ZA001	IGCSE	0610 GY	ZA-CAIE-33286R4T
BUSINESS STUDIES	PAPER 11	Monday, November 2, 2020	PM	ZA001	IGCSE	0450 X	ZA-CAIE-33286R4T
BUSINESS STUDIES	PAPER 21	Wednesday, November 4, 2020	PM	ZA001	IGCSE	0450 X	ZA-CAIE-33286R4T
BIOLOGY	PAPER 12 MULTIPLE CHOICE CORE	Thursday, November 12, 2020	AM	ZA001	IGCSE	0610 GY	ZA-CAIE-33286R4T

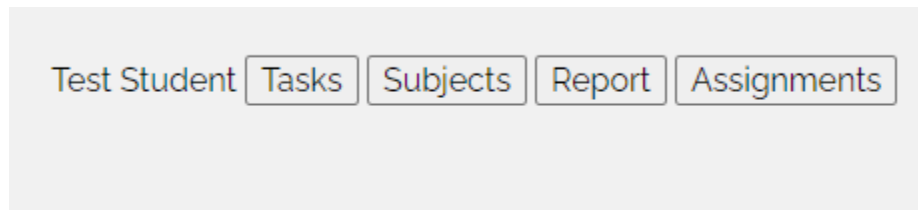
Logout

## PARENT/TUTOR FUNCTIONS

There is a bar on the left of the website with different tabs where you can see other options of the website (example displayed below).



Once on the website, go directly to Manage



You will see a list of your students. Choose one of the functions next to the student's name.

Tasks – you can see same view of tasks for the student that they see by default when logged in.

Update Progress	
Tasks for <b>Test Student</b>	
<b>A1 Business (19 week program) Week 5, Target 1</b>	
<a href="#">Watch the video</a>	<input type="checkbox"/>
<b>A1 Geography(23 weeks) Week 8, Target 1</b>	
<a href="#">? Ask your tutor to print the attached questions on Hydrology and Fluvial geomorphology</a>	<input type="checkbox"/>
<a href="#">Read 2. Atmosphere and weather on page 40</a>	<input type="checkbox"/>
<a href="#">Read Diurnal energy budgets on page 49</a>	<input type="checkbox"/>
<a href="#">Watch the video</a>	<input type="checkbox"/>
<a href="#">Watch the video</a>	<input type="checkbox"/>
<b>A1 History (23 week program) Week 2, Target 1</b>	
<a href="#">Read Source-based questions on page 175</a>	<input type="checkbox"/>
<a href="#">Watch the video</a>	<input type="checkbox"/>
<a href="#">Read Primary sources on page 175</a>	<input type="checkbox"/>
<a href="#">Read Secondary sources on page 176</a>	<input type="checkbox"/>
<a href="#">Read Assessing a source's reliability on page 177</a>	<input type="checkbox"/>
<a href="#">Read Compare and contrast' questions on page 180</a>	<input type="checkbox"/>
<a href="#">Read Visual sources: posters on page 182</a>	<input type="checkbox"/>
<a href="#">Read Visual sources: photographs on page 183</a>	<input type="checkbox"/>
<a href="#">Read Visual sources: cartoons on page 184</a>	<input type="checkbox"/>
<a href="#">Read Cross referencing between sources on page 188</a>	<input type="checkbox"/>

If you manage the student (i.e. the student does not have access to tick off their task and Update Progress), you will need to do this for them.

Tick the box and click Update Progress at the top right.



Update Progress	
Tasks for <b>Test Student</b>	
<b>A1 Business (19 week program) Week 5, Target 1</b>	
<a href="#">Watch the video</a>	<input checked="" type="checkbox"/>



Subject – Here you can see your child’s subjects and what week they are currently on. You can also pause the student and unpause the student as a whole or for a specific subject.

**NB – please remember, you will not receive a weekly report if the student as a whole is paused.**

On this screen, you are also able to change a student’s current week and Target Week. If you change the students Current week, you will be prompted to fill in a reason for the change – e.g. “Student did not grasp the content and needs to redo the work”.

Remember to press Update after any changes.

Subjects for Test Student			Pause:
Subject	Current Week	Target Week	Pause
A1 Business (19 week program)	5	1	<input type="checkbox"/>
A1 English Language (22 week program)	23	1	<input type="checkbox"/>
A1 Probability and Statistics 1 (Collins) - 2020 (21 week program)	1	1	<input type="checkbox"/>
A1 Thinking Skills (22 week program)	1	1	<input type="checkbox"/>
A1 Psychology* (21 week program)	1	1	<input type="checkbox"/>
A1 Geography(23 weeks)	8	1	<input type="checkbox"/>
A1 Sociology (22 week program)	1	1	<input type="checkbox"/>
A1 History (23 week program)	2	1	<input type="checkbox"/>
A1 Pure Maths 1 2020 (22 week program)	1	1	<input type="checkbox"/>

Report – Here you can see your child’s weekly reports.

Date From:

Date To:

No Active Students to send mail to!

Please note the report is not emailed – just displayed on screen. See sample below.



**Body:**

Dear Sir / Madam

Below is the weekly summary of the student's progress.

**Tasks completed for the period 20200730 and 20200806**

Subject	Target Week	Current Week	Paused	No. of tasks to be done to be on target	No. of tasks actually done
Year 9 Maths (28 week program)	23	22	No	21	23
Year 9 Science (29 week program)	23	22	No	47	47
Year 9 Social Science (29 week program)	23	22	No	10	7
Year 9 English (26 week program)	23	22	No	10	10
Year 9 French (27 week program)	23	22	No	9	8
Year 9 Business 2020 (26 week program)	23	22	No	10	10

**Assignment Update:**

Subject	Description	Assigned Date	Completed Date	Grade	Comment
9 Business-CAPS	Complete Assessment Year 9 Business 2020 (26 week program), Week 16	2020/06/28			

Please note assignments do not constitute formal assessments of any kind. They are merely a guideline of content mastery and a guideline to possible exam readiness. Where assignments have been marked externally (e.g by the head of assignment hub) negotiations regarding the mark schemes or marks allocated on scripts will not be permitted. Students can discuss questions with tutors at study centres who can then amend assignment marks if required. UNGRADE assigned if there are too many unanswered questions or the grade is less than a passing grade.

**Update Progress for the period 20200730 and 20200806**

Subject	Task	Date	Us
Year 9 Business 2020 (26 week program)	Read Unit 1 The administration, purchasing and marketing functions on page 176	2020/07/30 10:40:18 AM	

Assignments – this shows all the upcoming and previous assignments for your students.

Subject	Description	Date Assigned	Date Completed	Comment	Grade	Script	Feedback	Edit
9 Afrikaans-CAPS	Complete Assessment Year 9 Afrikaans (29 week program). Week 8	2020-08-02	--					
9 Science-British	Complete Assessment Year 9 Science (29 week program). Week 8	2020-08-02	--					
IG Computer Science	Complete Assessment IG Computer Science 2020 (27 week program). Week 6	2020-07-19	2020-07-27	Excellent work Abbey - keep it up.	96%			

On the menu bar under Progress there are various options for your students.

- Dashboard
- All recent tasks
- Not Completed
- Search
- Manage
- Progress
- Assignments
- Exams
- Logout

None of the reports are emailed – they are just displayed on screen and are useful to see all aspects of your students' activity.

### **Period Detailed Report**

This Report gives an overview of the progress in the selected period by subject.

To Do: The tasks to be done between the students current week and their target week

Done: Tasks completed during the date period selected.

Start Date

End Date

### **Subject Roadmap Report**

This Report gives an overview of the progress overall by subject.

To Do: The tasks remaining be done since inception and their target week

Done: Tasks completed since inception.

### **Student Roadmap Report**

This Report gives an overview of the progress overall by student.

To Do: The tasks to be done since inception and their target week

Done: Tasks completed since inception.

### **Activity Report**

This Report gives an overview of the logon by the students.

Time is in minutes and does not include clicking on Youtube videos.

The 'logon' for the student could have been done by a parent/tutor.