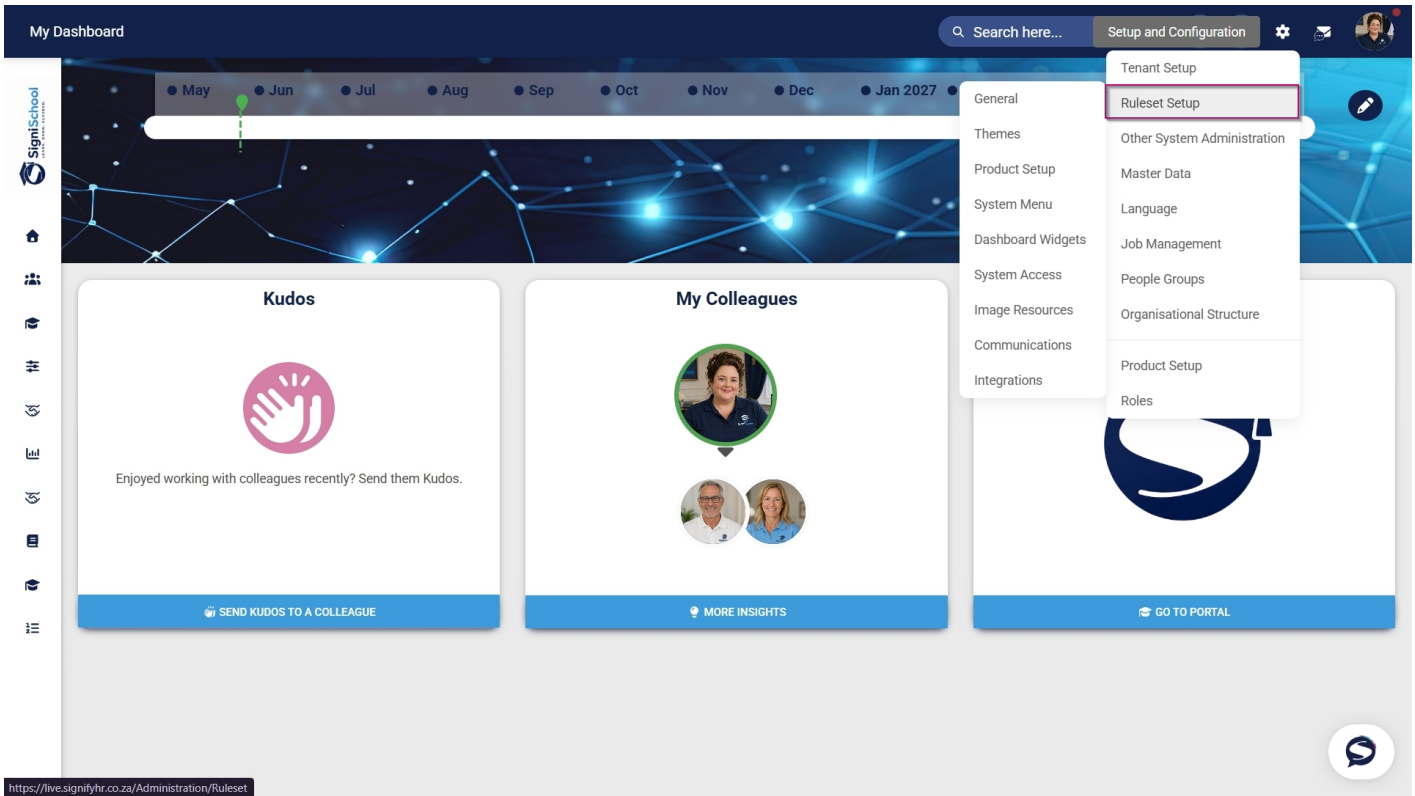


# Create a Subject

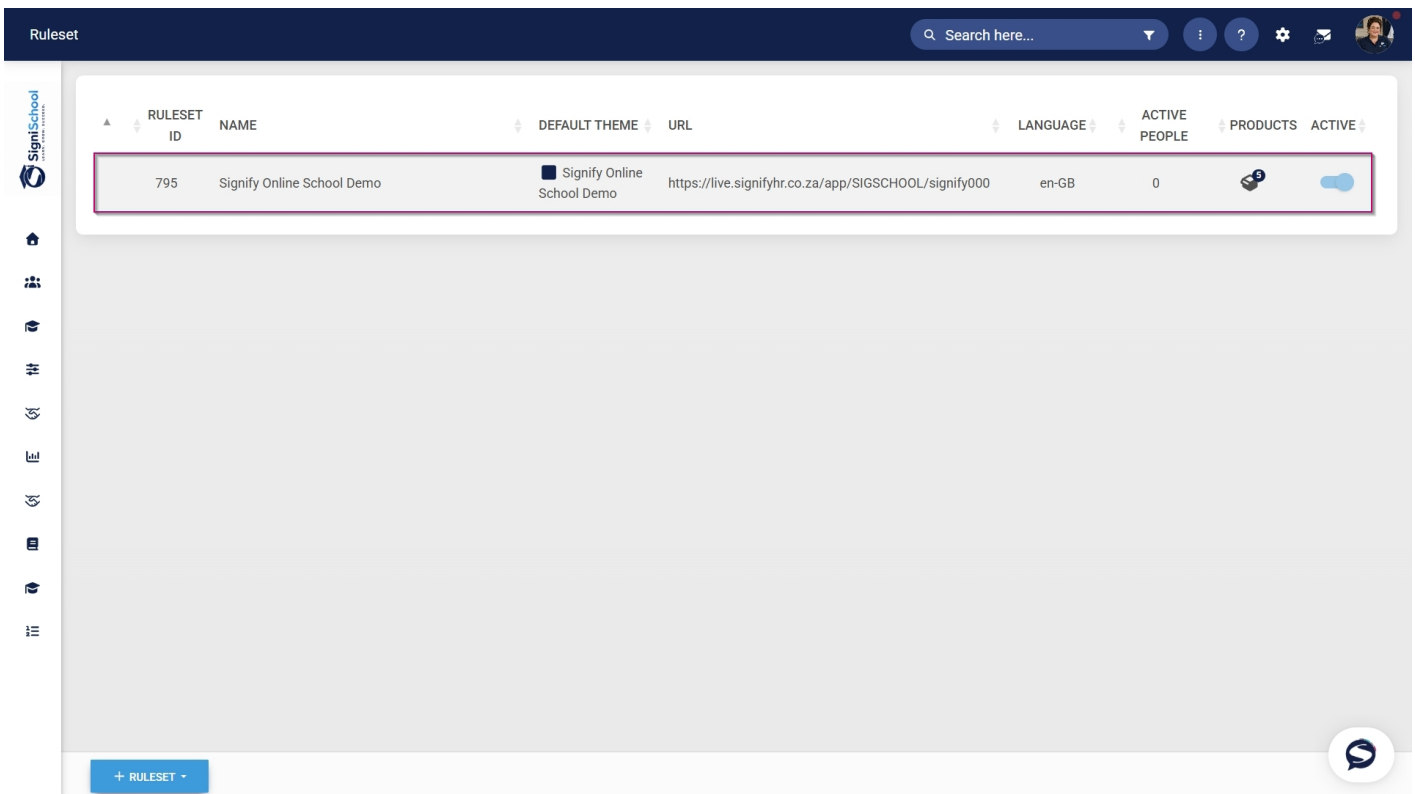
- Click the **gear icon** to access the **Setup and Configuration** menu.

The screenshot displays the SigmisSchool dashboard. At the top, there is a dark blue header with 'My Dashboard' on the left, a search bar with 'Search here...' in the center, and 'Setup and Configuration' with a gear icon on the right. Below the header is a navigation bar with months from May to May. The main content area features three cards: 'Kudos' with a hand icon and a 'SEND KUDOS TO A COLLEAGUE' button; 'My Colleagues' with three profile pictures and a 'MORE INSIGHTS' button; and 'Learning Portal' with a graduation cap icon and a 'GO TO PORTAL' button. A vertical sidebar on the left contains various icons, and a circular chat icon is in the bottom right corner.

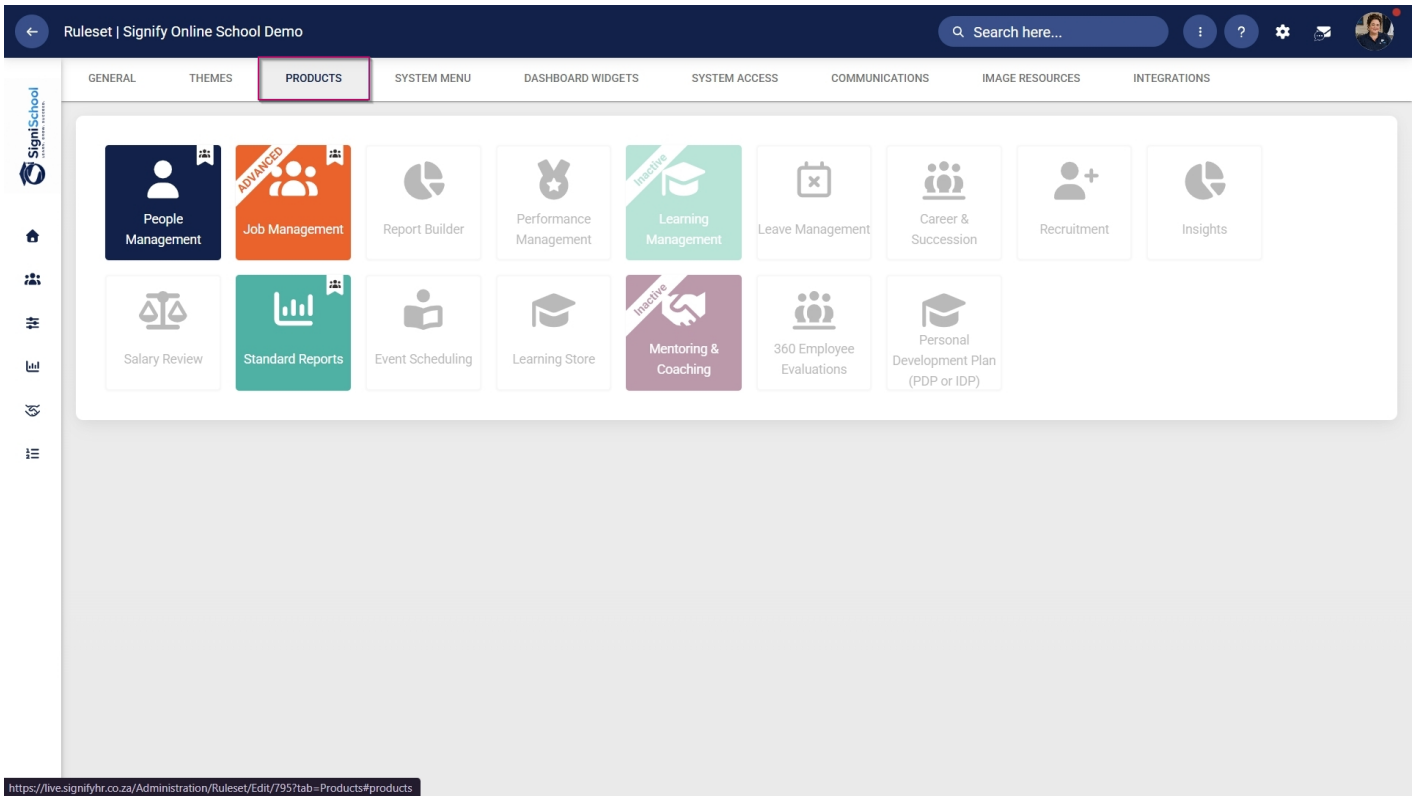
- Click **Ruleset Setup**.



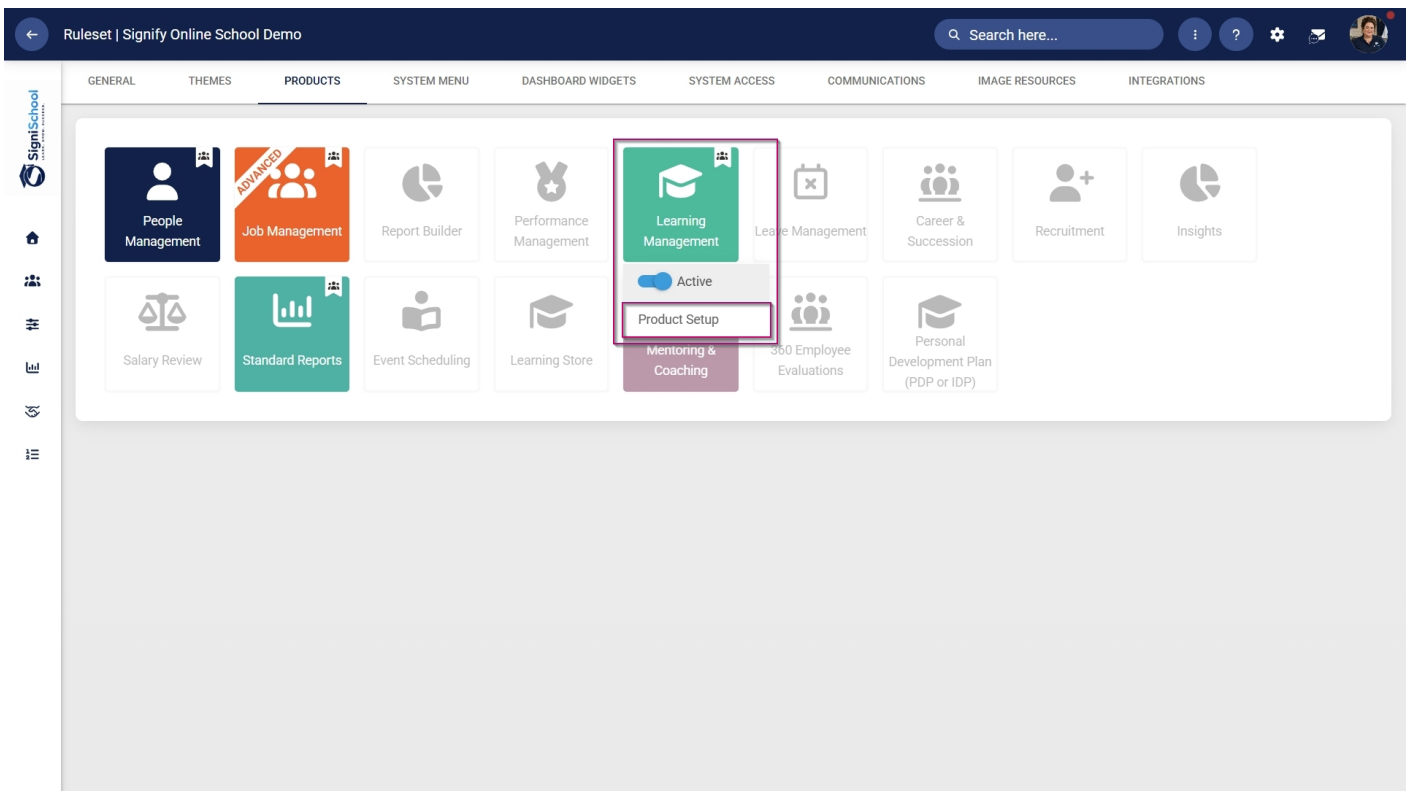
- Select the **ruleset** you would like to update.



- Navigate to the **Products** tab.



- Click on the **Learning Management** product card, then click **Product Setup**.



- Click **+SUBJECT**.

Learning Management

Search here...

SUBJECTS REPORT CARD TRAINING REQUIREMENTS MATRIX

NAME	TIMETABLE COLOUR	GRADE	YEAR	START DATE	END DATE	CYCLES
No data available in table						

+ SUBJECT

- Add a **name** for this subject.
- Select the **academic year** from the **drop-down menu**.
- Select the **grade** from the **drop-down menu**.
- Provide a **primary** and **secondary language alias** for the subject.
- Select a **pass mark** for the subject.
- Use the **colour picker** to choose a **colour** for this subject, which will appear on the timetable.
- Link the **subject** to a **pathway's class/group**.
- Click **SAVE** when you are finished or click **CANCEL** to discard your edits.

- Click **+CYCLE** to add a new academic cycle to the subject.

- Add a **name** for this cycle.
- Select the **start and end dates** for the cycle.
- Provide a **weight**.
- Use the **drop-down menu** to select a training intervention (it must be a certification point) to link to this term.

- Click **SAVE** when you are finished or click **CANCEL** to discard your edits.

### ADD A CYCLE

**1** Cycle \*

Term1

Weight \*

25

**3** Start Date \*

12/01/2026

End Date \*

13/03/2026

The Learner will obtain an overall mark for this cycle. To store and display the mark on certain reports, it must be linked to an intervention.

Please choose the Intervention (Certification point) it must be linked to.

**4** Grade 10 Maths Certification Point - Term 1 - Certification Point

CANCEL
**5** SAVE

- Click the **plus icon** to construct a subject plan for this cycle.

Learning Management
Search here...

**GRADE 10 MATHS**

DESCRIPTION: Grade 10  
 GRADE: 2026 Academic Year  
 START DATE: Monday, 12 January 2026  
 END DATE: Tuesday, 15 December 2026

---

**TERM1**

WEIGHT: 25%  
 START DATE: Monday, 12 January 2026  
 END DATE: Friday, 13 March 2026

Interventions							
MARK	TYPE	INTERVENTION NAME	AUTO/MANUAL	CAN OVERRIDE	SHOW ON FINAL MARKSHEET	WEIGHT IN PERIOD	MARK OUT OF
<span style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">+</span>							

SAVE
+ CYCLE
CANCEL

- Add a **mark** for the academic activity.
- The **type** will be automatically populated based on your **training intervention**.
- Select a **training intervention** from the **drop-down menu**.

- Choose whether the academic activity will be **auto-marked** or marked **manually** by a teacher or facilitator.
- Choose whether administrators can **override** the student's mark.
- Choose whether the academic activity will **show** on the **final marksheet**.
- Provide a **weight** for the academic activity within this cycle.
- Provide a **mark** used to grade this activity.
- If you would like to remove an academic activity, click the **dustbin icon**.

Learning Management Search here...

---

**GRADE 10 MATHS**

DESCRIPTION: Grade 10  
 GRADE: 2026 Academic Year  
 START DATE: Monday, 12 January 2026  
 END DATE: Tuesday, 15 December 2026

---

**TERM1**

WEIGHT: 25%  
 START DATE: Monday, 12 January 2026  
 END DATE: Friday, 13 March 2026

Interventions

MARK	TYPE	INTERVENTION NAME	AUTO/MANUAL	CAN OVERRIDE	SHOW ON FINAL MARKSHEET	WEIGHT IN PERIOD	MARK OUT OF
5	Acceptance	Course 1 - Acceptance - Acceptance	<input checked="" type="radio"/> AUTO <input type="radio"/> MANUAL	<input type="checkbox"/>	<input type="checkbox"/>	5	5
10	Scorm	Course 1 - Scorm Content - Scorm	<input checked="" type="radio"/> AUTO <input type="radio"/> MANUAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10	10
50	Online Assess	Grade 10 Class Unit 1 Test (Term 1) - Assessment - Online As...	<input checked="" type="radio"/> AUTO <input type="radio"/> MANUAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	50	100
35	Assignment	Course 1 - Assignment - Assignment	<input checked="" type="radio"/> AUTO <input type="radio"/> MANUAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	35	35

- Click **SAVE** when you are finished, **+CYCLE** to add another academic term, or **CANCEL** to discard your changes.



**GRADE 10 MATHS**

DESCRIPTION  
 GRADE: Grade 10  
 YEAR: 2026 Academic Year  
 START DATE: Monday, 12 January 2026  
 END DATE: Tuesday, 15 December 2026

**TERM1**

WEIGHT: 25%  
 START DATE: Monday, 12 January 2026  
 END DATE: Friday, 13 March 2026

**Interventions**

MARK	TYPE	INTERVENTION NAME	AUTO/MANUAL	CAN OVERRIDE	SHOW ON FINAL MARKSHEET	WEIGHT IN PERIOD	MARK OUT OF
5	Acceptance	Course 1 - Acceptance - Acceptance	<input checked="" type="radio"/> AUTO <input type="radio"/> MANUAL	<input type="checkbox"/>	<input type="checkbox"/>	5	5
10	Scorm	Course 1 - Scorm Content - Scorm	<input checked="" type="radio"/> AUTO <input type="radio"/> MANUAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10	10
50	Online Assess	Grade 10 Class Unit 1 Test (Term 1) - Assessment - Online As...	<input checked="" type="radio"/> AUTO <input type="radio"/> MANUAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	50	100
35	Assignment	Course 1 - Assignment - Assignment	<input checked="" type="radio"/> AUTO <input type="radio"/> MANUAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	35	35

**SAVE** + CYCLE CANCEL



Revision #2

Created 2025-02-03 15:20:51 UTC by Chanan Stenden

Updated 2026-06-23 10:16:36 UTC by Chanan Stenden