

# Accessing Your Learner Chart Report

The Learner Chart Report is an Excel file that indicates individual learner achievement per subject within a selected grade, per school. The report represents marks in achievement levels from 1-7 or percentages. These marks are colour coded to enable easy identification of learners at risk as well as top achievers. The report also includes the total number of days absent.

**Learner Chart for Year (2016 ) Term (2) Grade (8)**  
**School - DDD HIGH SCHOOL**

Institution	Accession Number	Learner Name	Gender	SUBJECT PERFORMANCE						No. DAYS ABSENT
				Creative Arts	Economic and Management Sciences	Life Orientation	Mathematics	Natur Scienc	Technology	
DDD HIGH SCHOOL	15007	Learner Name	F	6	7	5	3	4	6	0
DDD HIGH SCHOOL	15008	Learner Name	F	7	3	6	5	3	3	1
DDD HIGH SCHOOL	15004	Learner Name	M	5	4	4	4	2	4	0
DDD HIGH SCHOOL	15078	Learner Name	F	6	5	3	2	3	5	0
DDD HIGH SCHOOL	15045	Learner Name	M	2	3	2	4	5	3	2
DDD HIGH SCHOOL	15025	Learner Name	M	5	4	4	2	2	4	0
DDD HIGH SCHOOL	15027	Learner Name	M	4	5	3	4	5	5	3
DDD HIGH SCHOOL	15096	Learner Name	M	5	7	4	5	2	6	0
DDD HIGH SCHOOL	15036	Learner Name	M	5	7	4	2	3	2	1
DDD HIGH SCHOOL	15057	Learner Name	M	6	2	5	3	2	4	3
DDD HIGH SCHOOL	15125	Learner Name	M	3	2	4	2	5	1	7
DDD HIGH SCHOOL	15859	Learner Name	M	5	4	5	3	3	4	0
DDD HIGH SCHOOL	15263	Learner Name	M	1	2	2	1	1	3	3
DDD HIGH SCHOOL	15087	Learner Name	M	3	5	3	1	1	2	2
DDD HIGH SCHOOL	15457	Learner Name	F	7	7	3	7	7	6	0

In Excel, you can use the filter function to view learners by level.




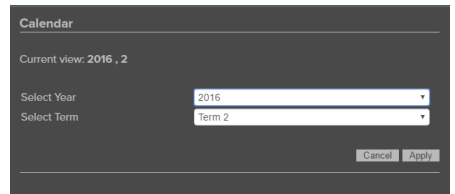
## Access Learner Chart Report in 5 Easy Steps



1 Log on to the DDD Dashboard on [www.dbedashboard.co.za](http://www.dbedashboard.co.za)



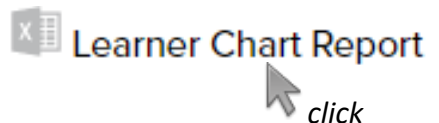
2 Using the calendar icon  in the top right hand corner, select the term you would like a report from



3 Click on the Reports tab to view the list of available reports



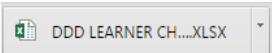
4 Under the School Insights heading, click on Learner Chart Report



5 A box will appear with parameter options. Select a grade and your choice of mark representation and click apply



Look in the bottom left corner of your screen for the Learner Chart Report downloaded in Excel format



If you have any issues, contact the DDD Helpdesk at [help@dbedashboard.co.za](mailto:help@dbedashboard.co.za)

