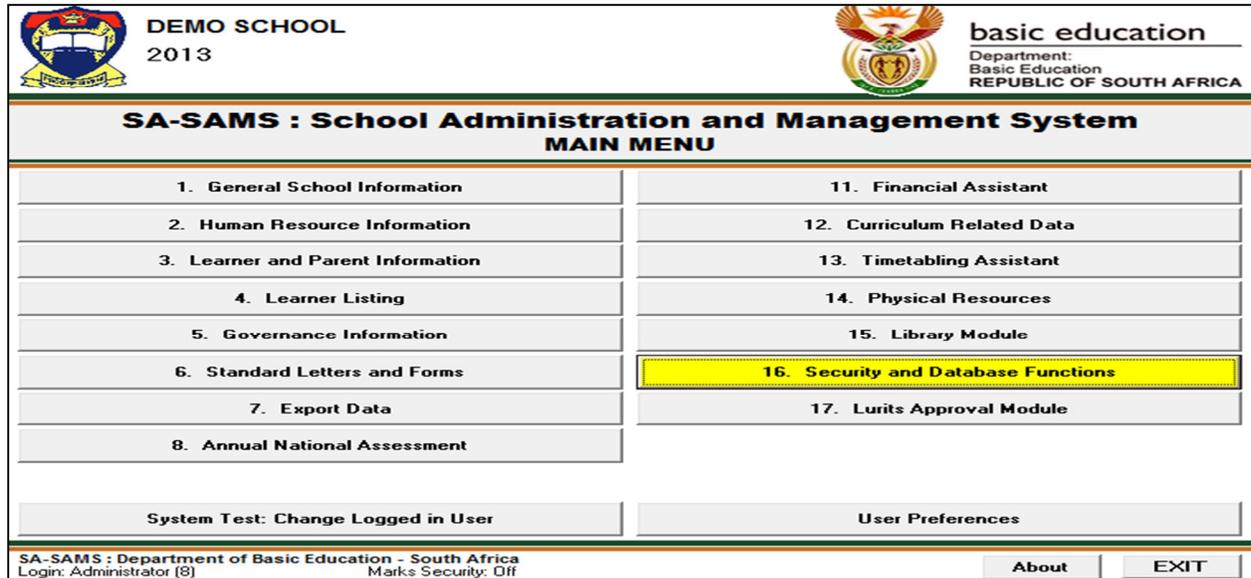
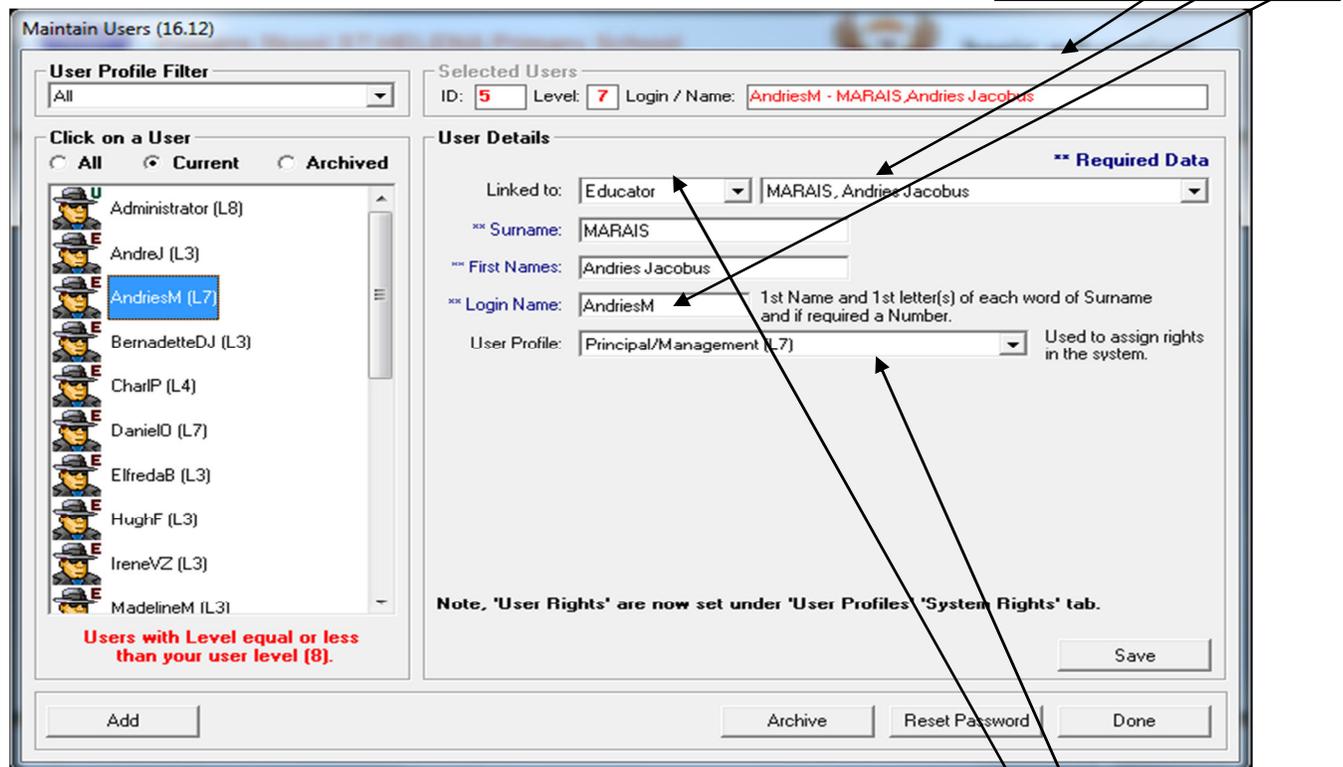


# Steps to setup marks capturing security

1. Click on **Security and Database Functions** button.



2. Click on **Maintain Users** button, the following screen will be displayed:



3. Click on **Maintain User Profile** button to maintain the users and system rights, the following screen will display:

**Click on a User Profile**  
Users with Level equal or less than your user level (8).

Selected User Profile  
ID:  Level:  Name:   Max View

Details | System Rights | Users

Profile Name:

Profile Level:

**User Profiles:**  
These are used to group users and to allow security to be defined in groups rather than individually for each user.

**Profile Level:**  
Users can only manage Users/User Profiles with a level less than (or equal to for Level 8 and Up) themselves.  
I.e. A level 2 User will be able to force a password for users with level 1 but not level 3.

**System Rights:**  
Menu options can be turned on or off using the 'System Rights' tab.

Add Delete Save Done

- Click on a **User Profile** on the left-hand side to view/edit your system rights and maintain your users. **NB: You can only view or edit the system rights for the users with level equal or less than your user level. For example: If you are level 7(Principal/Management) you can only change your level or the lower levels than you.**
- Click on **System Rights** button to setup the rights to the users.

**Click on a User Profile**  
Users with Level equal or less than your user level (8).

Selected User Profile  
ID:  Level:  Name:   Max View

Details | System Rights | Users

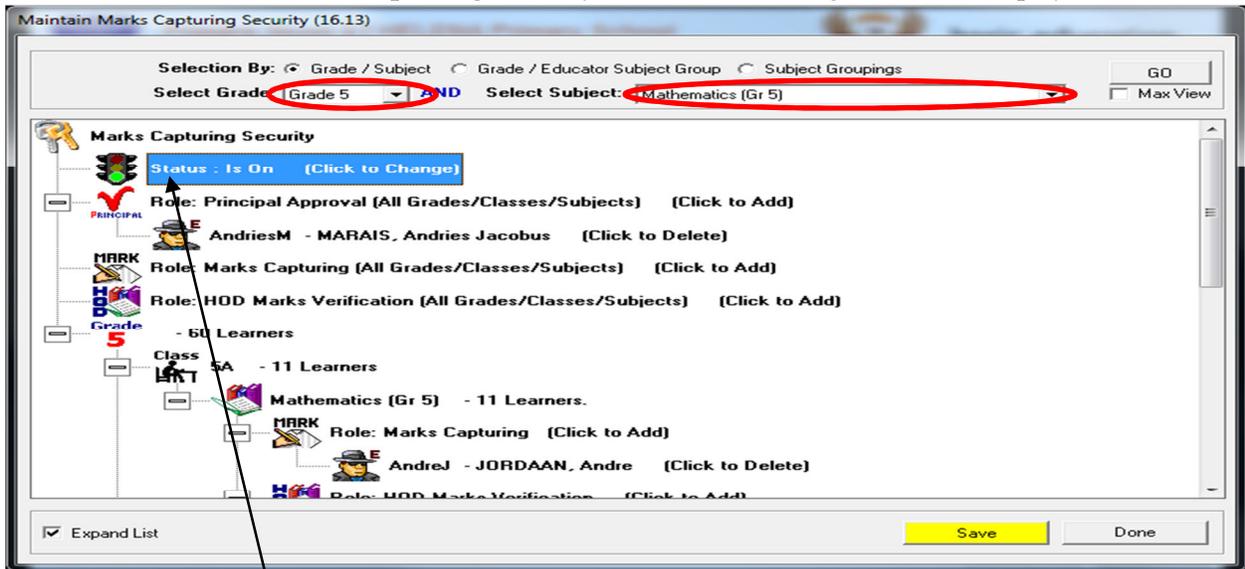
**System Rights**

1. General School Information  
 2. Human Resource Information  
 3. Learner and Parent Information  
 4. Learner Listing  
 5. Governance Information  
 6. Standard Letters and Forms  
 7. Export Data  
 8. Annual National Assessment  
 11. Financial Assistant  
 12. Curriculum Related Data  
 13. Timetabling Assistant  
 14. Physical Resources  
 15. Library Module  
 16. Security and Database Functions  
 17. Lurits Approval Module

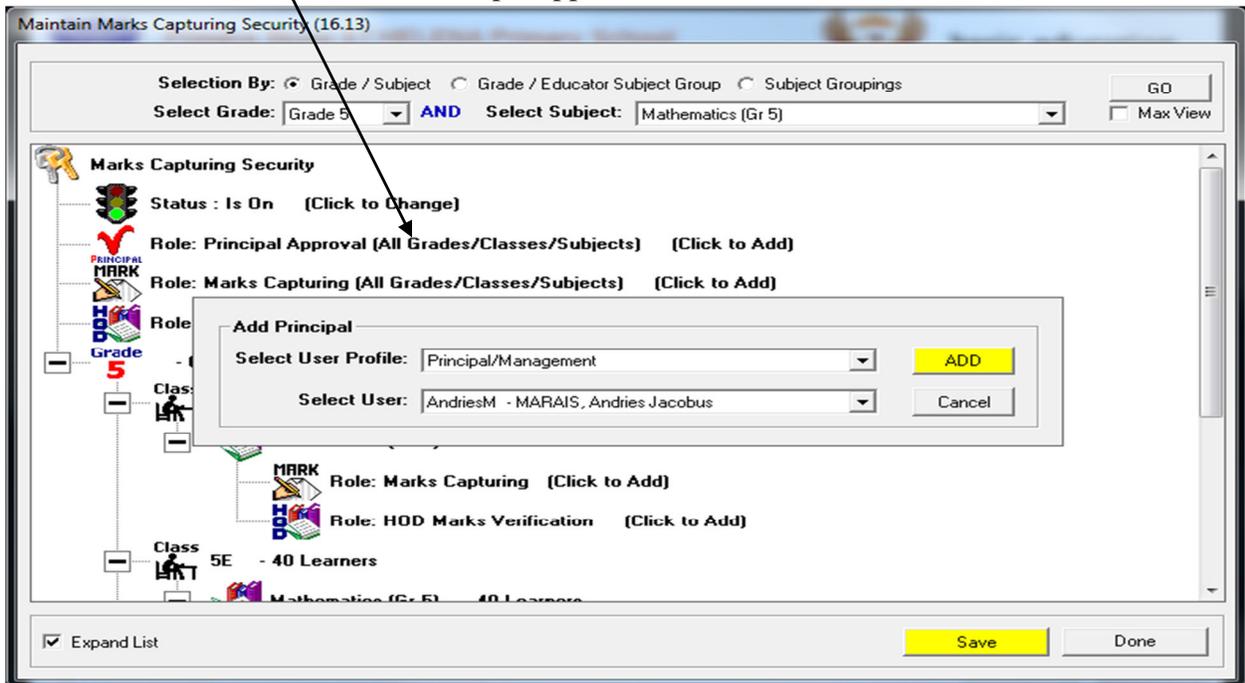
Copy From   Expand List  Single Select

Add Delete Save Done

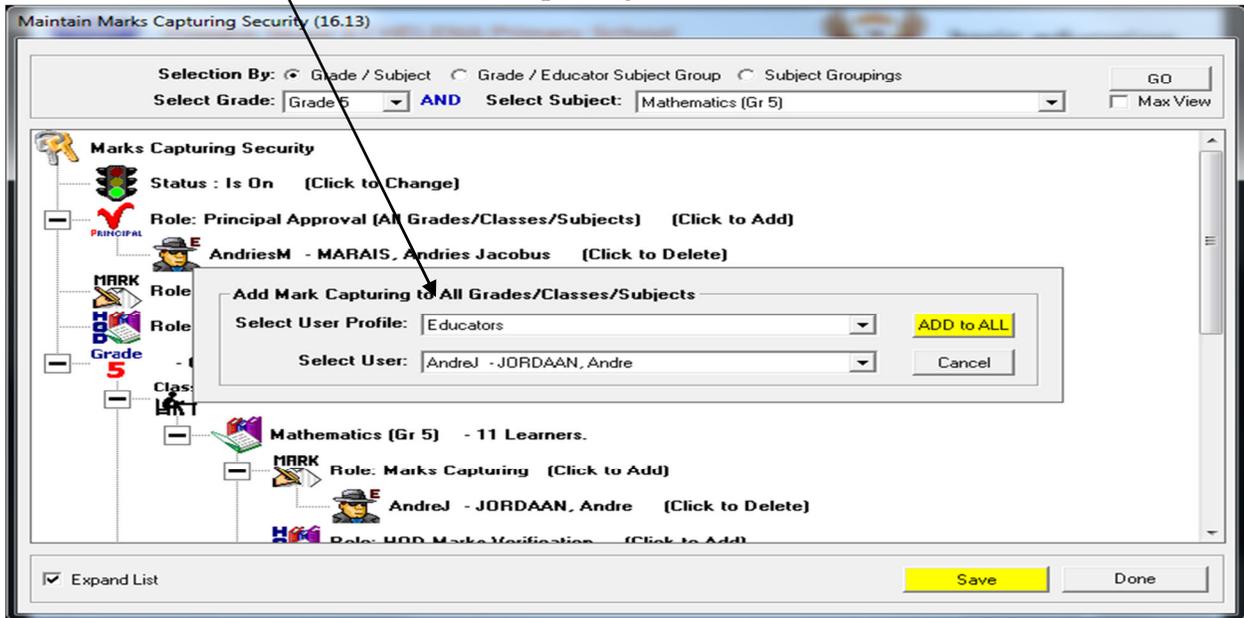
4. Click on **Maintain Marks Capturing Security** button the following screen will display:



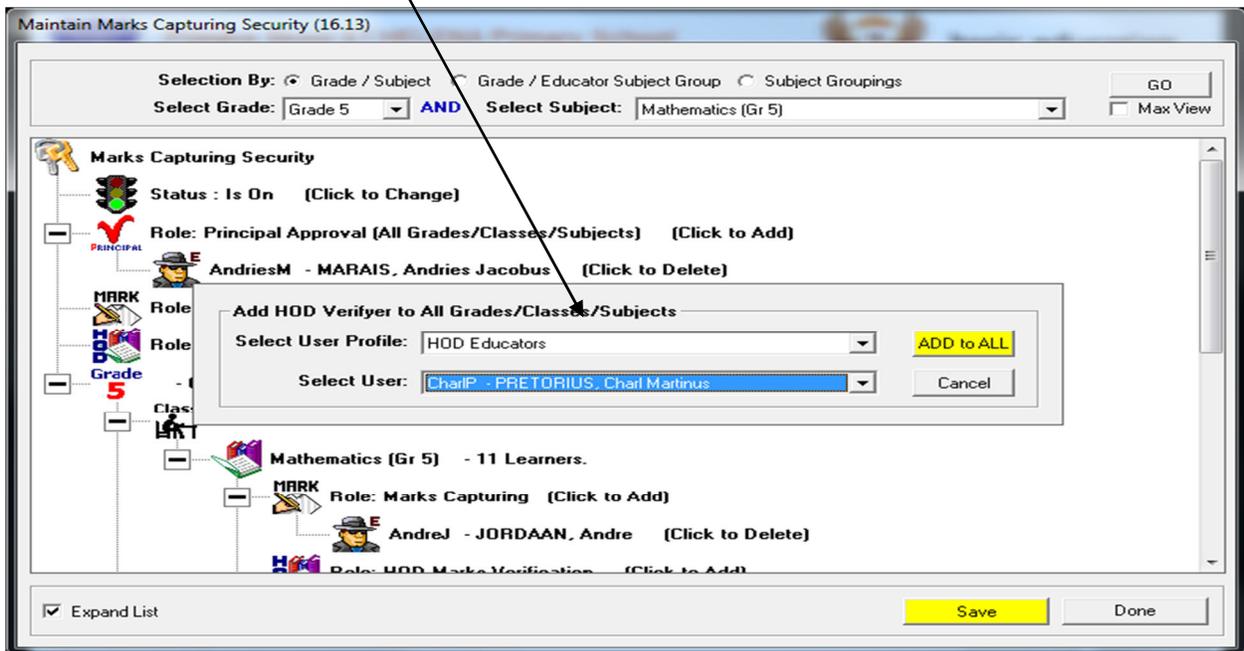
- Select a **grade** and a **subject**, Click on **Go** button to display the marks capturing security.
- Click on the **Status** to turn the status on to show the green light.
- Click on the **Role** to add a **Principal approval**.



- Click on the **Role** to add a **Marks Capturing**.



- Click on the **Role** to add a **HOD Marks Verification**.



- Click on the **Save** button.
- Click on the **Done** button.

### Steps for Capturing of Marks when security is On

- The “**Marks Security**” is an added functionality designed to protect the capturing of marks. The captured marks will be verified (moderated) where after the marks will be locked to eliminate accidental or unauthorised changes.
- **The Security function involves :**

- Status of tasks available for capturing (open or closed).
- Access to capturing marks limited to class level or subject group. (Access to capturing, moderating and final verification is set-up in Module 16. The system administrator assigns the capturing and moderating rights in 16.13.).
- Status of the task determines if the mark schedule is ‘open’ to capture marks or ‘closed’ to ensure that marks cannot be changed. Complete the validation of the tasks.

5. Click on the **Task Description** to select a task, click on **Change Task Status** and click on **Yes** in the pop-up screen(12.3.11)

Term	Task Description (English) (Yellow = Official Task)	Status	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1 (Assignment) - Official	Closed	No	0	1	2013/03/15	50	50.00	Yes	12.50
Term1	2 (Standardised test) - Official	Closed	No	0	1	2013/03/15	50	50.00	Yes	12.50
Term 1 Totals:							100	100.00		
Term2	3 (Standardised test) - Official	Closed	No	0	1	2013/05/22	50	50.00	Yes	12.50
Term2	4 (Mid-year examination) - Official	Closed	No	0	1	2013/05/22	50	50.00	Yes	12.50
Term 2 Totals:							100	100.00		
Term3	5 (Project) - Official	Closed	No	0	1	2013/08/22	50	50.00	Yes	12.50
Term3	6 (Standardised test) - Official	Closed	No	0	1	2013/08/23	50	50.00	Yes	12.50
Term 3 Totals:							100	100.00		
Term4	7 (Assignment) - Official	Closed	No	0	1	2013/11/22	50	0.00	Yes	12.50
Term4	8 (Investigation) - Official	Closed	No	0	1	2013/11/22	50	0.00	Yes	12.50
Term4	9 (End-of-year examination) - Official	Closed	No	0	1	2013/11/22	75	25.00	No	
SBA Year Mark - Convert Marks using Weight: 75%							0	75.00		100.00
Term 4 Totals:							175	100.00		

- Marks can now be captured on the “opened” task.
- The status can be closed after all marks have been verified to eliminate accidental or unauthorised

6. Click on “12.3.12 Maintain Learner SBA Results” or Capture marks on screen 12.3.11 that opens a screen with options to capture or verify.

**SA-SAMS : School Administration and Management System**  
**12.3.12. MAINTAIN SBA RESULTS**

- 12.3.12.11. SBA Results - Capture
- 12.3.12.12. SBA Results - HOD Verification
- 12.3.12.13. SBA Results - Principal Verification

- Click on **12.3.12.11(SBA Results)** to access the capturing screen.
- Select the **grade, subject, class or subject group**, and the **term**.
- Click on **GO**.

SBA Results - Capture (12.3.12.11)

Marks Security: On. Grades/Subjects/Classes selection restricted as per your administrator.

Grade: Grade 5 Subject: Mathematics (Gr 5) Class: 5A OR Subject Group: Term: Term4 : 2014/10/13 - 2014/12/10 Sorting: Alphabetical Max View

-1 = Absent Show SBA Tasks Calc. <> Saved Subj. Total: 1100 Learners #: 11

TASKS				TASK 7	TASK 8	TASK 9	SBA Year M				
Mathematics (Gr 5) Class : 5A											
HOD Verified				Open	Open	Open					
Principal Ver.											
Task Status				Open	Open	Open					
Activities											
Weighting				0	0	25	75				
Total Mark				100	100	100	75				
Include in SBA Year Mark				Yes	Yes		Yes				
SBA Year Mark Weight				12.5	12.5						
Term /Date				Term4 2014/10/13	Term4 2014/10/15	Term4 2014/10/16	Term4				
No	Acc No	Learner	Gender	T1	T2	T3	SBAYEAR	TOTAL Weighted Mark	Term %	Level	
1	0002	CLOETE, Shinaed (Shinaed)	Female	80	75	75	56	74.75	74.75	6	
2	0003	DE KLERK, Marié (Marle)	Female	60	25	22	45	50.50	50.50	4	
3	0004	DIEDERICKS, Cate-Len (Cate-Len)	Female				56	56.00	74.67	6	

- Capture the learners marks and click on the Save button.

### Verification of marks with security on (HOD verified).

- Login as HOD.
- Click on 12.3.12.12(SBA Results – HOD Verification) to access the capturing screen.
- Select the grade, subject, class or subject group and term.
- Click on GO.
- Click on the Verify button to confirm that all marks are captured correctly. The mark columns turn orange for HOD verification.

SBA Results - HOD Verification (12.3.12.12)

Marks Security: On. Grades/Subjects/Classes selection restricted as per your administrator.

Grade: Grade 5 Subject: Mathematics (Gr 5) Class: 5A OR Subject Group: Term: Term4 : 2014/10/13 - 2014/12/10 Sorting: Alphabetical Max View

-1 = Absent Show SBA Tasks Calc. <> Saved Subj. Total: 1100 Learners #: 11

TASKS				TASK 7	TASK 8	TASK 9	SBA Year M			
Mathematics (Gr 5) Class : 5A										
HOD Verified				Open	Open	Open				
Principal Ver.										
Task Status				Open	Open	Open				
Activities										
Weighting				0	0	25	75			
Total Mark				100	100	100	75			
Include in SBA Year Mark				Yes	Yes		Yes			
SBA Year Mark Weight				12.5	12.5					
Term /Date				Term4 2014/10/13	Term4 2014/10/15	Term4 2014/10/16	Term4			
No	Acc No	Learner	Gender	T1	T2	T3	SBAYEAR	TOTAL Weighted Mark	Term %	Level
1	0002	CLOETE, Shinaed (Shinaed)	Female	80	75	75	56	74.75	74.75	6
2	0003	DE KLERK, Marié (Marle)	Female	60	25	22	45	50.50	50.50	4
3	0004	DIEDERICKS, Cate-Len (Cate-Len)	Female				56	56.00	74.67	6
4	2012888	DU TOIT, Elisha (Elisha)	Female				48	48.00	64.00	5
5	0092	ENSLIN, Michael (Michael)	Male				62	62.00	82.67	7
6	0007	JOSE, Isabelle (Isabelle)	Female				58	58.00	77.33	6
7	0008	LOUW, Sumé (Sume)	Female				54	54.00	72.00	6
8	5209	NTSHANGA, Luvo (Luvo)	Male				49	49.00	65.33	5
9	0011	OOSTHUIZEN, Liani (Liani)	Female				68	68.00	90.67	7
10	0012	OPPERMAN, Jace (Jace)	Male				42	42.00	56.00	4

Weighting Info Levels Export to Excel Print grid for mark entry Print with marks Remove HOD Verification Verify Done

- Click on **Done** to exit screen
- Click on **12.7.16.3** to verify marks for learner report.
- Marks can be corrected after verification as follows:
  - Click on **Remove HOD Verification (or Principal verification)**.
  - Correct marks and repeat verification process.

### Verification of marks with security on (Principal verified)

- Login as **Principal**.
- Click on **12.3.12.13** to access the capturing screen.

SBA Results - Principal Verification (12.3.12.13)

**Marks Security: On. Grades/Subjects/Classes selection restricted as per your administrator.**

Grade: **Grade 5** Subject: **Mathematics (Gr 5)** Class: **5A** OR Subject Group:  Term: **Term4 : 2014/10/13 - 2014/12/10** Sorting: **Alphabetical**  Max View **Go**

**-1 = Absent**  Show SBA Tasks **Calc. <> Saved** Subj. Total: **1100** Learners #: **11**

TASKS				TASK 7	TASK 8	TASK 9	SBA Year M			
Mathematics (Gr 5) Class : 5A										
<b>HOD Verified</b>				Open	Open	Open				
<b>Principal Ver.</b>										
Task Status				Open	Open	Open				
Activities										
Weighting				0	0	25	75			
Total Mark				100	100	100	75			
Include in SBA Year Mark				Yes	Yes	Yes	Yes			
SBA Year Mark Weight				12.5	12.5			TOTAL Weighted Mark	Term %	Level
Term /Date				Term4 2014/10/13	Term4 2014/10/15	Term4 2014/10/16	Term4			
No	Acc No	Learner	Gender	T1	T2	T3	SBAYEAR	100		
1	0002	CLOETE, Shinaed (Shinaed)	Female	80	75	75	56	74.75	74.75	6
2	0003	DE KLERK, Marié (Marle)	Female	60	25	22	45	50.50	50.50	4
3	0004	DIEDERICKS, Cate-Len (Cate-Len)	Female				56	56.00	74.67	6
4	2012888	DU TOIT, Elisha (Elisha)	Female				48	48.00	64.00	5
5	0092	ENSLIN, Michael (Michael)	Male				62	62.00	82.67	7
6	0007	JOSE, Isabelle (Isabelle)	Female				58	58.00	77.33	6
7	0008	LOUW, Sumé (Sume)	Female				54	54.00	72.00	6
8	5209	NTSHANGA, Luvo (Luvo)	Male				49	49.00	65.33	5
9	0011	OOSTHUIZEN, Liani (Liani)	Female				68	68.00	90.67	7
10	0012	OPPERMAN, Jace (Jace)	Male				45	45.00	56.00	4

**Weighting Info** Levels Export to Excel Print grid for mark entry Print with marks **Remove Principal Verification** Verify **Done**

- Select the **grade, subject, class or subject group** and term.
- Click on **GO**.
- Click on the **Verify** button to confirm that all marks are captured correctly. The mark columns turn **green** for **Principal verification**.
- Click on **Done** to exit screen.

Next step: Click on **12.7.16.3** to transfer marks for learner report.