



# Principal Training on SA-SAMS: Key Responsibilities in the system

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EMIS

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# Reports(Statistics) on SA-SAMS

- It is mandatory for all schools to properly implement all SA-SAMS modules so as to be able to draw a useful report from SA-SAMS.
- The use of SA-SAMS' reports will definitely benefit not only the EMIS section but the entire FSDoE.

# Standardized Reports In Each Module

## 1. Human Resource Module:

### 2. Human Resource Information

- EMIS HR Printouts consists of Appointment Register, Educator Details, Aggregated Educator Details, Employment and Remuneration, Home Language and Race and Educator Instruction Language.

## SA-SAMS : School Administration and Management System 2. HUMAN RESOURCE MODULE

2.1. Educator Information

2.11. Blank Attendance Register

2.2. Update Educator Subject Teaching Experience

2.12. Maintain Weekly Educator Attendance

2.3. Staff/Public Servant Information

2.13. Maintain Weekly Staff Attendance

2.4. Maintain Training Categories

2.14. View Individual Staff Absences

2.5. Maintain INSET Training Records

2.15. View Attendance Statistics

2.6. Maintain DA Interview Records

2.16. View Attrition Register

2.7. Printout of DA Interview Records

2.8. HR Dashboard

2.18. Development Appraisal and Performance Measurement

2.9. Emis HR Printouts

2.10. Staff Leave Summary Printout

<< MAIN MENU

## Human Resource Reports

### Raw Data

Appointment Register

Educator Details

Educator Subject Specialisation

Staff Developmental Appraisals

Staff Training Received

Staff Training Funded By

### Aggregated Data

Aggregated Educator Details

Employment and Remuneration

Home Language and Race

Educator Instruction Language

Done

# Standardized Reports In Each Module

- Appointment Register

DEMO P/S

EMIS NO: 440000000

2013/09/13

**APPOINTMENT REGISTER:**

**CS Educator Appointment Register.**

PersalNumber	Surname & Initials	Designation	Date Appointed	Gender		Paid By		Type of Appointment					
				Male	Female	State	SGB	Permanent		Temporary		Substitute	
								Full	Part	Full	Part	Full	Part
	ACKERMAN, T	Educator	2011/01/01		1		1	1					
800000000	AVONTUUR, CJ	Educator	2009/01/14		1	1		1					
130000000	BEYLEVELD, DJ	Educator	1998/01/01	1		1		1					
82090432	BLIGNAUT, J	Educator	2011/01/01		1	1				1			

- Educator Details

DEMO P/S

EMIS NO: 440000000

2013/09/13

**EDUCATOR DETAILS:**

Persal No	Surname & Initials	Gender	Race	Home Language	Instruction Language	Category	Post Level	REQV
	ACKERMAN, T	Female	White	Afrikaans	Afrikaans	Educator	01	REQV 14 : D (Matric + 4 yrs training)
800000000	AVONTUUR, CJ	Female	Coloured	Afrikaans	English	Educator	01	REQV 14 : D (Matric + 4 yrs training)
130000000	BEYLEVELD, DJ	Male	White	Afrikaans	Afrikaans	Educator	01	REQV 14 : D (Matric + 4 yrs training)
82090432	BLIGNAUT, J	Female	White	Afrikaans	English	Educator	01	REQV 14 : D (Matric + 4 yrs training)

# Standardized Reports In Each Module

- Aggregated Educator Details

DEMO P/S

EMIS NO: 440000000

13/09/2013

## EDUCATOR CATEGORIES

	Personnel Category													
	Principal		Deputy Principal		HOD		Educator		Special Educator		Remedial Educator		Other	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>Total</b>	1		1		2	1	4	34		1				

## EDUCATOR SUMMARY PER POST LEVEL

	Post Level									
	Post Level 1		Post Level 2		Post Level 3		Post Level 4		Post Level 5	
	M	F	M	F	M	F	M	F	M	F
<b>Total</b>	4	35	2	1	1		1			

## SUMMARY PER EDUCATOR REQV AND GENDER

Gender	Without Metric		REQV'10		REQV'11		REQV'12		REQV'13		REQV'14		REQV'15		REQV'16		REQV'17		Totals	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>Total</b>								1	1	1	4	29		2	2	3	1		8	36

# Standardized Reports In Each Module

- Employment and Remuneration

DEMO P/S

EMIS NO: 440000000

13/09/2013

**SUMMARY INFORMATION ON NUMBER OF STAFF:**

Category	State		Governing Body		Total	
	Full - time	Part - time	Full - time	Part - time	Full - time	Part - time
Educators	31		9		40	
Admin Staff	1		2		3	
Support Staff	1		17		18	

**NUMBER OF STAFF REMUNERATED BY STATE:**

Category	Permanent				Temporary				Substitute				Total
	Full - time		Part - time		Full - time		Part - time		Full - time		Part - time		
	M	F	M	F	M	F	M	F	M	F	M	F	
Educators	7	20			1	3							31
Admin Staff		1											1
Support Staff		1											1

**NUMBER OF STAFF REMUNERATED BY GOVERNING BODY:**

Category	Permanent				Temporary				Substitute				Total
	Full - time		Part - time		Full - time		Part - time		Full - time		Part - time		
	M	F	M	F	M	F	M	F	M	F	M	F	
Educators		9											9
Admin Staff		2											2
Support Staff	9	7				1							17

**NUMBER OF FULL-TIME EDUCATORS ACCORDING TO TYPE OF EDUCATION: (excludes subs**

	Paid by	State	Governing Body
Pre - Grade R			
Gr R			
Primary ( Excluding grade R)		23	5
LSEN/SE		2	1
Secondary			
<b>Total</b>		<b>25</b>	<b>6</b>



# Standardized Reports In Each Module

## 3.5. Statistical Data and Reports Menu

2. Learner and Parent Information Module consists of:
  - Learner Enrolment Printouts(3.5.1)
  - Learners according to Grade, Population Group and Gender (plus SNE learners):(3.5.6.1 and 3.5.6.2)
  - Learners according to Age, Grade and Gender(3.5.6.3)
  - Learners according to Home Language and Grade (plus SNE Learners):(3.5.6.4 and 3.5.6.5)
  - Learners according to Preferred Language of Teaching and Grade (plus SNE Learners):(3.5.6.8)
  - Grade 1 Enrolments(3.5.6.10)
  - Transfer into the School(3.5.6.11)
  - Current Mortality Statistics(3.5.6.13)
  - FET Subjects Grade 10 to 12 per Population Group(3.5.6.14)
  - SNE Learners in Mainstream Classes(3.5.6.16)
  - Number of Learners Registered for a Social Grant(3.5.6.16)
  - Number of Learners with Deceased Parents(3.5.6.17)

# Standardized Reports In Each Module

- Learner Enrolment Printouts(3.5.1)

**Learner Reports**

Enrolment Reports (official names only)

Alphabetical Listing  
 Alphabetical by Grade  
 Accession Number

Optional Filter

School Boarders

Registration Dates Start  End

Future learners

Grade Reports (includes nick names)

## LEARNER ENROLMENT IN ALPHABETICAL ORDER: (ordered by surname and firstname)

No	Acc Num	Surname	First Names	Date of Birth	Gender	Class	Grade	Hostel
1	008304	FALATSA	Mamokets	20010808	Female		Grade 5	
2	008314	GALEBOE	Kearabetswe, Precious	20090627	Female		Grade 1	
3	008248	HENDRICKS	Margaret	19971027	Female		Grade 8	
4	008250	HENDRICKS	Tarkiso, Johan	19990825	Male		Grade 6	
5	008164	KHASANE	Lehlonolo, Jacob	20010518	Male		Grade 4	
6	008275	KHASANE	Lerato, Alice	20060213	Female		Grade 1	
7	008225	KHASANE	Pulane, Martha	20021221	Female		Grade 6	

# Standardized Reports In Each Module

## 3.5.6. Learner Aggregated Data Printouts

### **SA-SAMS : School Administration and Management System**

#### **3.5.6. LEARNER AGGREGATED DATA PRINTOUTS**

3.5.6.1. Learners according to Grade, Population Group and Gender	3.5.6.11. Transfers into the School
3.5.6.2. SNE according to Disability, Population Group and Gender	3.5.6.12. Annual Survey Mortality Statistics (Previous Year)
3.5.6.3. Learners according to Age, Grade and Gender	3.5.6.13. Current Mortality Statistics
3.5.6.4. Learners according to Home Language and Grade	3.5.6.14. FET Subjects Grade 10 to 12 per population group
3.5.6.5. SNE according to Home Language and Disability	3.5.6.15. SNE Learners in Mainstream Classes
3.5.6.6. Learners according to Language of Teaching and Learning	3.5.6.16. Number of Learners Registered for a Social Grant
3.5.6.7. SNE according to Language of Teaching and Learning	3.5.6.17. Number of Learners with Deceased Parents
3.5.6.8. Learners according to Preferred Language and Grade	3.5.6.18. Mode of Transport
3.5.6.9. Preferred Language for SNE learners	
3.5.6.10. Grade 1 Enrolments	<a href="#">&lt;&lt; Statistical Data and Reports</a>

# Standardized Reports In Each Module

3. Governance Information consists of:
- Learner Misconduct Register(5.5.1)
  - Composition Register(5.1.11)

<b>SA-SAMS : School Administration and Management System MAIN MENU</b>	
1. General School Information	11. Financial Assistant
2. Human Resource Information	12. Curriculum Related Data
3. Learner and Parent Information	13. Timetabling Assistant
4. Learner Listing	14. Physical Resources
<b>5. Governance Information</b>	15. Library Module
6. Standard Letters and Forms	16. Security and Database Functions
7. Export Data	17. Lurits Approval Module
8. Annual National Assessment	
	User Preferences

# Standardized Reports In Each Module

- Learner Misconduct Register(5.5.1)

DEMO P/S				EMIS NO: 440000000					13/09/2013		
<b><u>MONTHLY REGISTER OF LEARNER MISCONDUCT:</u></b>											
2013: January											
Misconduct		Learner							Name of Outside Agency	Term of Suspension	Da H
Date	Code level	Surname & Initials	Admission Number	M	F	Age 7/10	Age 10/15	Age 16+			
2013/01/16	Level 1	BROOKES, KX	020514		1		1				
Total					1		1				

- SGB Composition Register(5.1.11)

DEMO P/S			EMIS NO: 440000000			13/09/2013			
<b><u>SCHOOL GOVERNING BODY</u></b>									
<b><u>ANNUAL REGISTER OF COMPOSITION</u></b>									
<u>Category of Members</u>	<u>Surname &amp; Initials</u>	<u>Date Elected</u>	<u>Race</u>	<u>Gender</u>	<u>Capacity</u>	<u>Home language</u>	<u>2nd Language</u>	<u>Contact Number</u>	<u>Education Level</u>
CS Educator	BEYLEVELD, D/	2012/04/01	White	Male	Member	Afrikaans			3 Year Degree
Parent/Guardian	DISWANE, P	2012/04/01	African/Black	Female	Member	Afrikaans			Matric
Other Staff	IANSE VAN RENSBURG, P	2012/04/01	White	Female	Member	Afrikaans			Matric
CS Educator	JORDAAN, L	2012/04/01	White	Female	Member	Afr/Eng			3 Year Degree

# Standardized Reports In Each Module

## 12. Curriculum Related Data

### 4. Curriculum Module consists of:

- Internal Cycle Mark Schedule per Grade(12.9.12)

Internal Cycle Mark Schedule (12.9.12)

Grade:  Class:  Cycle:

Max View

Absent [-1] Not Captured [-2]  Report Split Sorting:  Show:  Levels  Marks

DEMO P/S  
Internal School Mark Schedule  
For: Grade 1, Class:1EB, Cycle: TERM 2 2013

Number	Admission Number	Learner Name	Gender	Learner Note (most frequent rating scale)	Afrikaans First Additional Language (Gr1)	English Home Language (Gr1)	Life Skills (Gr1)	Mathematics (Gr1)	Promotion/ Progression	Report General Comment
1	060623	ALWYN, Thomas	M		92	82	74	97		
2	060519	BODIGELO, Waikanyega	F		50	53	64	74		
3	061007	CHAMP, Relebohile	F		64	48	70	54		
4	060930	DITLES, Ratanang	F	72	72	72	72	77		
5	060118	HLALELE, Kamohelo	F		86	82	70	85		
6	0506	LETUKA, Thabile	F	82	82	82	64	81		
7	060201	MABITILE, Karabelo	F	86	86	86	70	94		
8	60310	MACETE, Unathi	M		60	33	68	46		
9	061118	MAKGOTHI, Relebogile	F		48	43	64	54		
10	060126	MALGAS, Kananelo	M	70	88	46	70	70		
11	06012	MATELA, Bohlokoa	M		84	86	72	76		

- Departmental Mark Schedules per Grade(12.9.15)

Mark Schedules (12.9.15.2)

Select Grade:  Select Class:  Display:

Max View

2013  
DEPARTMENT OF BASIC EDUCATION  
PROGRESSION SCHEDULE : INTERMEDIATE PHASE

a = Absent n = Non complete

Name of School:		District:		Date:				Learner's Progress						
DEMO P/S		Motheo		2013/09/13										
Number	Admission + ID Number	Learners in alphabetical order per class Surnames and first names	Male / Female	Date of Birth	Age	Placement			Learner's Progress					
						Year 2012	No. of years in phase	No. of years in Grade	Number of days absent in quarter	Afrikaans First Additional Language (Gr4)	Afrikaans Home Language (Gr4)	English First Additional Language (Gr4)	English Home Language (Gr4)	Life Skills (Gr4)
1	030518 0305180108089	ABRAMS, TESLEE-ANN EILAN	F	030518	10	4	1	5		71	70		67	56
2	20030504	ACHILDNU, CYNTHIA MPHO	F	030504	10	4	1	12	46			49	62	48
3	040309 0403090154085	BEFU, NTANDO VUYELWA	F	040309	9	4	1	0	45			67	62	66

# Standardized Reports In Each Module

- Summary of Results per Grade(12.9.16.4)

Summary of Results (12.9.16.4)

Select Year:   Show All Grades  Grades R to 7 only  Grades 8 to 12 only

Max View

Results will only display correctly if final term averages and/or promotion results for a grade have been saved.

**Quarter 1**

Statistics per grade	Gr R	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12
Number of Learners		8	187										
Number of Learners (Average of 35% or more)		8	181										
Number of Learners (Average less than 35%)		0	6										
Percentage of Learners (Average of 35% or more)		100.00	96.79										
Grade Average %		79.25	68.72										

- Not Promoted and Repeat Numbers(12.9.17)

DEMO P/S EMIS NO: 440000000 13/09/2013

**NUMBER OF LEARNERS NOT PROMOTED TO THE FOLLOWING GRADE AT THE END OF THE YEAR: 2012**

Grade	Male	Female	Total
Pre-Gr R			
Gr R			
Gr 1			
Gr 2			
Gr 3			
Gr 4			
Gr 5			
Gr 6			
Gr 7			
<b>Total</b>			

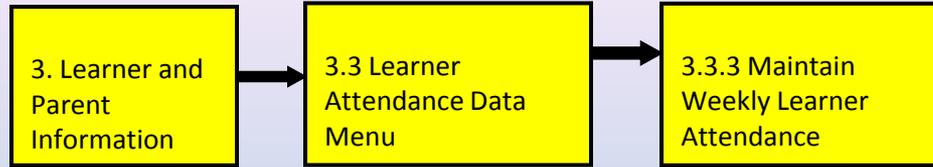
**NUMBER OF LEARNERS WHO ARE REPEATING A GRADE:**

Grade	Male	Female	Total
Pre-Gr R			
Gr R			
Gr 1	7	5	12
Gr 2	3	3	6
Gr 3	5		5
Gr 4	7	4	11
Gr 5		1	1
Gr 6	2	2	4
Gr 7			
Gr 8			
Gr 9			
Gr 10			
Gr 11			
Gr 12			
Post Matric			
<b>Total</b>	<b>24</b>	<b>15</b>	<b>39</b>

# Segregation of Duties on SA-SAMS

- A. Learner Attendance
- B. Educator Attendance
- C. Staff Attendance
- D. Governance Information
- E. Export Data
- F. Curriculum Related Data
- G. LURITS Approval Module
- H. Security and Database Function
- I. Annual National Assessment(ANA)
- J. Timetable

# A. Learner Attendance



## Maintain Weekly Learner Attendance(3.3.3)

Learner Attendance

Select Term | Term1 : 2014/01/15 - 2014/03/28

Click on a week to mark attendance

1	2	3	4	5	6	7	8	9	10	11
1/17	1/24	1/31	2/7	2/14	2/21	2/28	3/7	3/14	3/21	3/28

Click on each CLASS in the school and SAVE the weekly statistics even if there are no absentees in a class for the week. Attendance for Week ENDING: 2014/1/17

Select Class: RA

Click on the grid in line with learner name to mark absences. Add Reason/Comment for absences: RA

Acc No	Learners	M/F	Mon: 13/1	Tue: 14/1	Wed: 15/1	Thur: 16/1	Fri: 17/1
45776033	KHAHLEDI, Morena	M					
13836	KHIBA, Itumeleng	M					
13837	LEBAKENG, Moditse	M					
64146087	MAKHETHA, Morena	M	a				
85191085	MAKOLE, Prince	M					
12742	MANYATSA, Khotso	M					
05436081	MOKALANYANE, Thato	M					
05117085	MDKGWETSI, Letshego	M		a	a		
13836	MDTJOPE, Bohlakwa	M					
56002084	MULLAH, Zaydan	M					
13833	MUNYAI, Austin	M					
16192086	NYAPHULI, Neo	M					
36017081	RAKHOSI, Teboho	M					
75206089	SABHONIA, Huzaifa	M					
25353084	SARBHDNIA, Humaid	M					
35536086	SITHOLE, Alex	M					
36080080	TALI, Letlotlo	M					
15099089	KGABO, Pietumetse	F					
50799081	MAKONYANE, Rapelang	F					
30262689	MANGERA, Zsheera	F					
71043082	MANKO, Little	F					
13832	MAPITSI, Botumelo	F					
40430081	MASEHLE, Malthogonolo	F					

Weekly Class Statistics

Total No of Attendances	74	56	Possible No of Attendances	77	56	% Attendance	96.1%	100%
Total No of Absentees	3	0	Number of School Days in Week	5		Average on Roll	15	11

Buttons: Save, Done, Print Learner Absentees (Daily)

Reasons for Learner Absence from School

Class: RA : Week : 2014/01/17

Buttons: Save Reasons, Done

Learner	Date Absent	Reason/Comment
MAKHETHA Morena	2014/01/13	Medical Certificate
MDKGWETSI Letshego	2014/01/14	Absent without valid reason
MDKGWETSI Letshego	2014/01/15	Absent without valid reason

1. Select the Term, with week, and class to populate the learners.
  2. **Tick on the days** that the learners were **absent**, the day absent for the learner will be highlighted in red with an "a". Public and school holidays are grayed out and cannot be marked.
  3. When completed click on **Save (If there was no absentiseem, save anyway)**. The attendance statistics per class can be viewed at the bottom of the screen and be printed.
    - Click on **Add Reason/Commences** to record comments and reference to documentation.
    - Click on **Save Reasons**
- Click on **Done** to return to Learner attendance screen.

# Learner Attendance

## Maintain Attendance per Period(3.3.7)

1. Select the **Term, week, and class** to populate the learners. Public and school holidays are grayed out and cannot be marked.
2. Click on the applicable learner to populate a timetable.
3. **Tick on the periods** that the learner was **absent**. When complete click on **Save**.
4. Click on **Print Learner absenteeism** (Periods) to print a hardcopy for filing.
5. Click on **Add Reason/Commences** to record comments and reference to documentation. Click on **Save Reasons** and click on **Done**.

Learner Absenteeism (Periods) (3.3.7)

Select Term: Term1 : 2013/01/16 - 2013/03/28  
 Select Day: Maandag 2013/01/14 Dinsdag 2013/01/15 **Woensdag 2013/01/16** Donderdag 2013/01/17 Vrydag 2013/01/18

Select Week: Week 01 : 2013/01/18

Selected Week: 2013/01/18 Day: 2013/01/16 Class: 9-9 Learner: SMITH, Kaitlin (F)

Select Class: 8 (4) 8 (5) 8 (6) 8 (7) 8 (8) **Grade 9** 9 (1) 9 (2) 9 (3) 9 (4) 9 (5) 9 (6) 9 (7) 9 (8) 9-9 **Grade 10** 10 (1) 10 (2) 10 (3) 10 (4)

Learner:  By gender  Alphabetical

Learner Absences: Add Reason/Comment for absences

Subject	Periods							
	1	2	3	4	5	6	7	8
Afrikaans First Additional Language (Gr 9)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arts and Culture (Gr 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic Management Sciences (Gr 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English Home Language (Gr 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Orientation (Gr 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematics (Gr 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Natural Sciences (Gr 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Sciences (Gr 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology (Gr 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
V: Life Orientation (Gr 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Expand Collapse

Day: 2013/01/16, Class: 9-9, SMITH, Kaitlin (F)

Perio	Subject / Reason
1	Afrikaans First Additional Language (Gr 9)
	Latecoming
5	Social Sciences (Gr 9)
	Sent to HOD office
7	Mathematics (Gr 9)
	Banking

# Learner Attendance

## Learner Attendance Printouts

### 1. Notification of learners absent for more than 10 days (Menu 3.3.2)

- A notification screen appears when the learner menu is opened.
- This screen lists the learners that are absent for more than **10 executive days** without a reason.
- To remove the learner from the notification screen add a reason to one of the days absent.
- Click on **Done** to exit the screen.

Acc No	Learners	M/F	2013/02/04	2013/02/05	2013/02/06	2013/02/07	2013/02/08	2013/02/11	2013/02/12	2013/02/13
			Maan	Dins	Woen	Dond	Vry	Maan	Dins	Woen
13061	GEORGE, S.c.	F	a	a	a	a	a	a	a	a

### 2. Learner Absences listed per Day (Menu 3.3.4)

- A list of **all learners absent for the day** can be listed per class.
- On Menu 3.3.4 click on **Print DAILY Absentees**:  
Select the **term, week and the day** for reporting.
- Click on **Print** and then click on **OK** on the print pop-up screen.
- A list with all the absent learners for the day is shown on a print preview
- Click on the **print icon** to print a hardcopy. Click on **Done** to exit the screen

Select Term: Term1 : 2013/01/16 - 2013/03/28

Selected Week: 2013/2/15

Click on a week to select a day to print

1	2	3	4	5	6	7	8	9	10	11
1/18	1/25	2/1	2/8	2/15	2/22	3/1	3/8	3/15	3/22	3/29

Click on a day to print attendance

Mon: 02/11	Tue: 02/12	Wed: 02/13	Thur: 02/14	Fri: 02/15
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Selected Day: 2013/02/12

Print Done

# Learner Attendance

CLEVER KIDS HIGH SCHOOL EMIS NO: 700090111

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**LEARNER ABSENTEES**

Date: 2013/01/22 (Dinsdag)

<b>Grade 9 Class: 9 (2)</b>		
Learner name	Female	
Learner name	Female	
		<b>Total: 2</b>
<b>Grade 9 Class: 9 (3)</b>		
Learner name	Male	
		<b>Total: 1</b>
<b>Grade 9 Class: 9 (4)</b>		
Learner name	Female	
Learner name	Female	
Learner name	Female	
		<b>Total: 3</b>

## 3. Print Learner Absentees Records (3.3.5 & 3.3.11)

- Select **Grade** and **Class**.
- Click on the **learner** to populate all the dates absent.

**Learner Absentees Records**

Select Grade:  Select Class:

Click on a learner to view days absent. Days absent for : 2014

Surname	Name	Date Absent	Reason
CASSIM	Cassim	2014/01/15	vb
HLUTYANA	Sandile	2014/01/16	bvzb
JANUARY	Buhle	2014/01/17	bvbv
JEJE	Iviwe	2014/01/20	
KGWADI	Olesego	2014/01/21	
KHAHLEDI	Karabo	2014/01/22	
KHIBA	Katleho	2014/01/23	
KHIBA	Keamohetsi	2014/01/24	
KUMEKE	Tumisang	2014/01/27	
LE JOHN	Mathibe	2014/01/28	
LEBAKA	Kananelo	2014/01/29	
MAFUYA	Nokwanda	2014/01/30	
MAFUYA	Thando	2014/01/31	
MAKHELE	Nyakallo		
MAKHOESA	Thatohatsi		
MALOI	Orapeleng		
MANGERA	Zuraida		
MAQALA	Thapelo		
MASIU	Lungile		
MATLANYANE	Motheba		
MINNIE	Sharaton		
MFOKENG	Katleho		
MFOLO	Kelebogile		
MOHALE	Chulumanco		
MOKGWERA	Neo		
MOSEBO	Botshelo		
MOTJOPE	Katleho		

**Surname**

**Name**

**Days Absent**

Show All for current year

Filter by Date

From:  To:

Print Absentee Dates

# Learner Attendance

- Click on the **Print Selected Learner /Print All Learners** button for reporting.

## LEARNER ABSENTEES

Class: 4A

Surname & First Name	Admission No	Gender	Monday	Tuesday	Wednesday	Thursday	Friday	Total
CASSIM Cassim	13854	Male						
					2014-01-15	2014-01-16	2014-01-17	3
			2014-01-20	2014-01-21	2014-01-22	2014-01-23	2014-01-24	5
			2014-01-27	2014-01-28	2014-01-29	2014-01-30	2014-01-31	5
<b>Total</b>			2	2	3	3	3	13

## 4. Quarterly Attendance Statistics(3.3.16)

- Select **Year**, click on **Quarterly Stats**, select a **Quarter**, click on **All Grades**.
- Click on the **Print Return** button

EDUCATION DEPARTMENT													
QUARTERLY ATTENDANCE REPORT 2013/12/04													
Dates: 2013/10/01 to 2013/12/04													
District	Motho	SMGD											
School Name	DEMO C/S			EMIS Number	444000001								
A. Number of official school days this term: 47 B. Number (if any) on which school was closed: 4													
LEARNERS	MALE		FEMALE		TOTAL (Male + Female)								
	Possible	Actual	Possible	Actual	Possible	Actual							
Grade R	517	485	658	606	1175	1091							
Grade 1	611	586	940	923	1551	1509							
Grade 2	846	827	329	323	1175	1150							
Grade 3	987	963	799	778	1786	1747							
Grade 4	705	692	705	678	1410	1370							
Grade 5	611	604	733	723	1344	1332							
Grade 6	799	776	1052	1023	1851	1799							
Grade 7	470	465	807	804	1277	1269							
Grade 8	1129	1110	1880	1796	3009	2906							
Grade 9	2256	2206	1438	1395	3694	3601							
Grade 10	1081	1057	2092	1987	3173	3044							
Grade 11	1175	1153	1363	1335	2538	2488							
Grade 12	1081	1052	1175	1142	2256	2194							
SNE													
<b>TOTAL</b>	12268	11982	13971	13518	26239	25500							
<b>EDUCATORS</b>				23	E. Total possible number of attendances								
F. Total number of absent teaching days by educators				207	G. Total actual number of attendances								
H. Average attendance for term (G/D) rounded off				19	I. Average no of posts utilised for the term (E/D) rounded off								
<b>Number of leave records created for educator absences (includes extra teacher days)</b>													
	Annual	Sick Leave	Incapacit y Leave	Occupatio nal Injury	Maternity Leave	Adoption Leave	Family Responsibility	Special Leave	Office Bearers Leave	Study Leave	Unpaid Leave	Total	No leave record
Days:	5	69	103				3	22		25		227	
Number of educator days gained through substitution at school cost													
Number of educator days gained through substitution at departmental cost													
TOTAL													
Number of educator resignations													
Number of educator deaths													
<b>PRINCIPAL</b>						<b>SCHOOL MANAGEMENT AND GOVERNANCE DEVELOPER</b>							
Print Name						Print Name							
Signature						Signature							
Date						Date							
I declare that I took the necessary steps to ensure that						I declare that I took the necessary steps to ensure that miscalculations on							

Data checked and verified as correct  

This return is generated from available data at the time of printing. Ensure that the school retains a hard copy of this printout for record keeping purposes as it is not saved on the system.

Print Return

Done

# Learner Attendance

## 5. Print Blank Daily Attendance Register(3.3.1)

- A blank attendance register can be printed to mark the absenteeism manually for later capturing on the system.
- For a Monthly Register printout select the **Month**, **Grade** and **Class** from the drop-down lists.
- Click on the **Print attendance register** button.

**Print Blank Attendance Registers (3.3.1)**

Select the month for the Register

Select Month:

Learner Register

Select Grade:

Select Class:

Include Marked Attendance  Alphabetical

Include - NickNames  Per Gender

Leave grade blank for whole school

Weekly Learner Register By Date

Select Class:

Select Week:

All Classes  Alphabetical

Include - NickNames  Per Gender

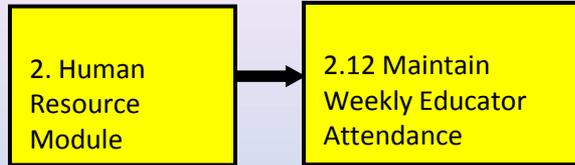
Educator Register

Staff Register



Remember: You cannot print a blank attendance register if you did not assign a register class to an educator.

# B. Educator Attendance



## Maintain Weekly Educator Attendance

1. Select Year, Term, week by selecting the **Friday of the particular week**. Click on the **GO** button.
2. Click on the day that the educator was absent to populate it with an “a”.
3. Click on **Save** and the **attendance statistics for the week** are updated at the bottom of the screen.
4. Click on **Add Leave Records** in order to qualify the absenteeism and maintain reference to documentation.

**Educators Attendance (2.12)**

Year:  Term:    By Gender

Select a FRIDAY to mark Attendance:   Max View  Alphabetical

Remuneration (Re): 1=Paid by State, 2=Paid by SGB, 3=Paid by R3 Week Selected:

Persal	M/F	Staff Member	Re	Maan 29/04	Dins 30/04	Woen 01/05	Dond 02/05	Vry 03/05	Sat 04/05	Son 05/05
545454545	F	BOTHA, C	1	a			a	a		
5631313131	F	CHETTY, C	2							
51416171	F	COCKRAL, H	1							
0	F	CORNELISSEN, M	2							
0	F	CROUCAMP, E	2							
0	F	GOVENDER, J	2							
5353535353	F	GRANT, E	1							
54774455	F	KORDAAT, G	2							
6113344556	F	KWEPILE, N	1							
554455632	F	LECWIDI, W	2							
0	F	MARAIS, V	2							
575859601	F	MATI, A	1							
617617617	F	STEYN, A	1							
0	F	VAN DER MERWE, N	2							
5151515151	F	VAN DER WALT, H	1							
0	F	VAN STRATEN, M	2							
0	F	WILSON, N.A	2							
555444333	M	ABDUL, P	1							
0	M	FOX, S	2							
555577000	M	LADILE, P	1							

**Check Weekly Statistics and SAVE (Statistics do not include weekends)**

All  
 Paid by State  
 Paid by SGB  
 Paid by R3

Possible No of Attendances:	M	F	% Attendance:	M	F
	25	85		100%	96%
Total No of Attendances:	25	82	Average Staff No:	5	17
Total No of Absentees:	0	3	No of School Days in Week:	5	

# Educator Attendance

## 5. Click on **Add Leave Records**.

- The educator's name and dates of absenteeism is listed to be completed with reasons and reference to leave documents.
- Select from the drop-down list a **Reason for Leave, replaced during leave**.
- **Documents required** would be an official reason for absenteeism e.g. medical certificate, training & meeting invitations.
- Click on **Save Leave Records**.
- Leave **days can be split** due to **different reasons e.g.** 2 days sick leave and 1 day family responsibility leave).

Leave Records for Staff and Educator Absences

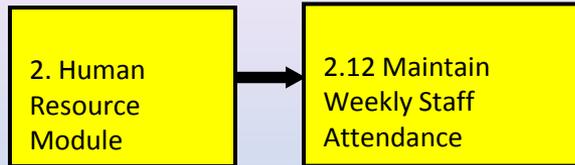
2013/01/25 Complete the leave details to create a leave record for each absence

	Split	Staff Member	Start Date	End Date	Reason for Leave	Replaced during leave	Rep
1	<input type="checkbox"/>	BOTHA Carine	2013/01/21	2013/01/21	Sick Leave	▼	▼
2	<input type="checkbox"/>	BOTHA Carine	2013/01/23	2013/01/24	Special Leave	▼	▼

Print page continue->

	Replaced during leave	Replacement paid by	Document Required	Comment
1	▼	▼	▼	
2	▼	▼	▼	

# C. Staff Attendance



## Maintain Weekly Staff Attendance

1. Select Year, Term, week by selecting the **Friday of the particular week**. Click on the **GO** button.
2. Click on the day that the staff was absent to populate it with an “a”.
3. Click on **Save** and the **attendance statistics for the week** are updated at the bottom of the screen.
4. Click on **Add Leave Records** in order to qualify the absenteeism and maintain reference to documentation.

Staff Attendance (2.13)

Select a **FRIDAY** to mark Attendance: 2013/05/03   By Gender

Max View  Alphabetical

Remuneration (Re): 1=Paid by State, 2=Paid by SGB, 3=Both State and SGB Week Selected: 2013/05/03

Persal	M/F	Staff Member	Re	Maan 29/04	Dins 30/04	Woen 01/05	Dond 02/05	Vry 03/05	Sat 04/05	Son 05/05
	F	DANTE, R	2							
345345345	F	DU PLOOY, B	2							
5134267	F	FRIEDBERG, N	1							
5456744563	F	GONOLEWE, B	1		a	a			a	
513513513	F	GOUWS, S	1							
517512332	F	GUMEDE, B	1							
1231415	F	HLEKISO, T	2							
0003341	F	KAMASISWE, N	2							
2342342	F	LIMBANA, B	2							
2342167943	F	MAKALENI, E N	1							
54996040	F	MORENA, B	1							
23451	F	NDA, L	2							
345276	F	NOFEMELE, G	2							
123173	F	RAMPHELE, N	2							
234765	F	SLINGER, M	1							
5143321345	F	TSEPO, O	1							
71717171	F	TSHANA, V	1							
23412	F	VERMEULEN, W E	2							
5228282828	F	VINJWA, N	1							
51244522	F	VELELO, M	1							

**Check Weekly Statistics and SAVE [Statistics do not include weekends]**

All  
 Paid by State  
 Paid by SGB  
 Both State and SGB

Possible No of Attendances:	M	F	% Attendance:	M	F
	20	105		100%	98%
Total No of Attendances:	20	103	Average Staff No:	4	21
Total No of Absentees:	0	2	No of School Days in Week:	5	

# Staff Attendance

## 5. Click on **Add Leave Records**.

- The staff's name and dates of absenteeism is listed to be completed with reasons and reference to leave documents.
- Select from the drop-down list a **Reason for Leave, replaced during leave**.
- **Documents required** would be an official reason for absenteeism e.g. medical certificate, training & meeting invitations.
- Click on **Save Leave Records**.
- Leave **days can be split** due to **different reasons** e.g. 2 days sick leave and 1 day family responsibility leave).

Staff Attendance (2.13)

Select a FRIDAY to mark Attendance: 2013/05/03   By Gender

Max View  Alphabetical

Remuneration (Re): 1=Paid by State, 2=Paid by SGB, 3=Both State and SGB Week Selected: 2013/05/03

Persal	M/F	Staff Member	Re	Maan 29/04	Dins 30/04	Woen 01/05	Dond 02/05	Vry 03/05	Sat 04/05	Son 05/05
	F	DANTE, R	2							
345345345	F	DU PLOOY, B	2							
5134267	F	FRIEDBERG, N	1							
5456744563	F	GONOLEWE, B	1		a	a			a	
513513513	F	GOUWS, S	1							
517512332	F	GUMEDE, B	1							
1231415	F	HLEKISO, T	2							
0003341	F	KAMASISWE, N	2							
2342342	F	LIMBANA, B	2							
2342167943	F	MAKALENI, E N	1							
54996040	F	MORENA, B	1							
23451	F	NDA, L	2							
345276	F	NOFEMELE, G	2							
123173	F	RAMPHELE, N	2							
234765	F	SLINGER, M	1							
5143321345	F	TSEPO, O	1							
71717171	F	TSHANA, V	1							
23412	F	VERMEULEN, W E	2							
5228282828	F	VINJWA, N	1							
51244522	F	VELELO, M	1							

Check Weekly Statistics and SAVE (Statistics do not include weekends)

All  M  F

Paid by State Possible No of Attendances:   % Attendance:

Paid by SGB Total No of Attendances:   Average Staff No:

Both State and SGB Total No of Absentees:   No of School Days in Week:

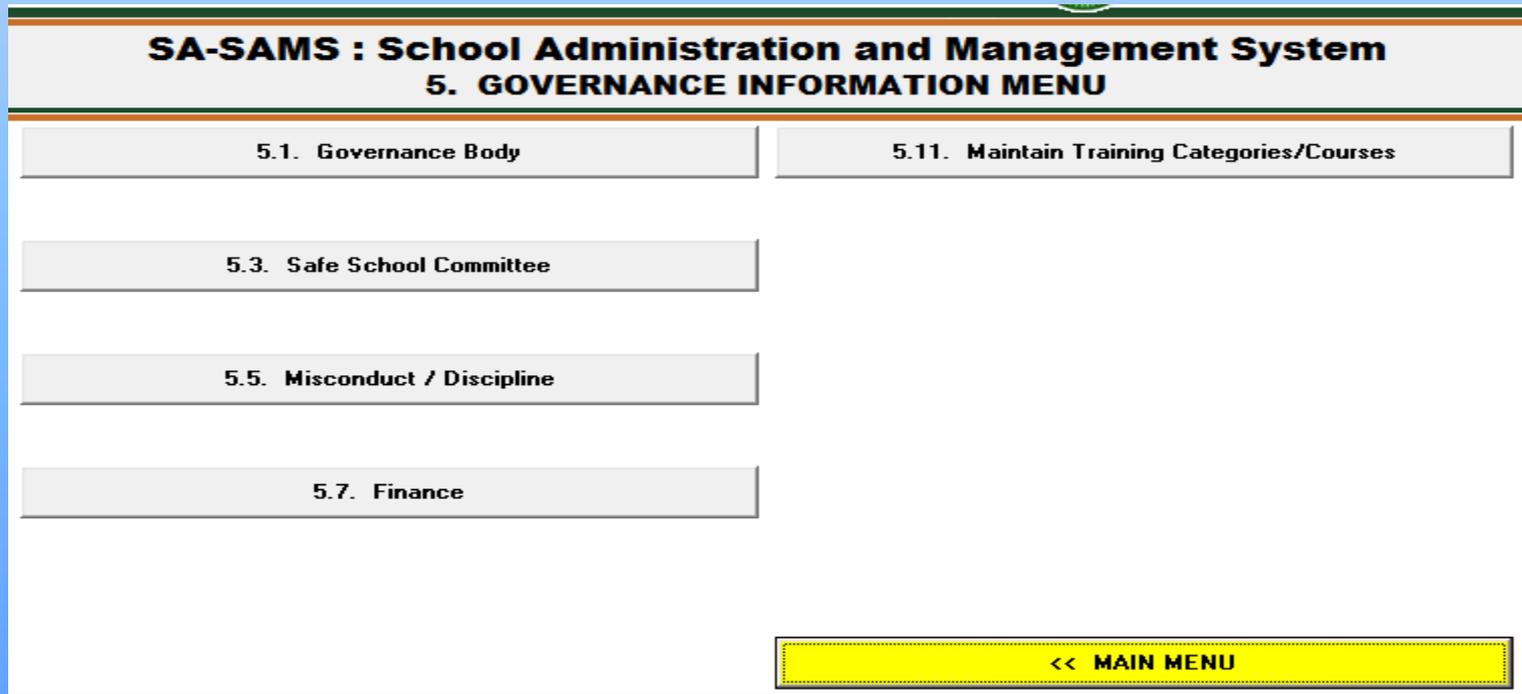
# D. Governance Information Module

- The **Governance Information** module keeps records of all issues related to the **School Governing Body (SGB)** as specified by the **South African Schools Act (No. 84 of 1996)**.
- This module contains information on the membership, their training records, adopted policies and SGB functionalities such as the disciplinary and learner fee exemptions.

<b>SA-SAMS : School Administration and Management System</b>	
<b>MAIN MENU</b>	
1. General School Information	11. Financial Assistant
2. Human Resource Information	12. Curriculum Related Data
3. Learner and Parent Information	13. Timetabling Assistant
4. Learner Listing	14. Physical Resources
<b>5. Governance Information</b>	15. Library Module
6. Standard Letters and Forms	16. Security and Database Functions
7. Export Data	17. Lurits Approval Module
8. Annual National Assessment	

# Governance Information Module

- This module is divided into 5 sections:
  1. Governance Body(5.1)
  2. Safe School Committee(5.3)
  3. Misconduct/Discipline(5.5)
  4. Finance(5.7)
  5. Maintain Training Categories/Courses(5.11)



The screenshot displays the 'SA-SAMS : School Administration and Management System' interface. At the top, a header bar contains the text 'SA-SAMS : School Administration and Management System' and '5. GOVERNANCE INFORMATION MENU'. Below this, there are five menu items arranged in two columns. The first column contains '5.1. Governance Body', '5.3. Safe School Committee', '5.5. Misconduct / Discipline', and '5.7. Finance'. The second column contains '5.11. Maintain Training Categories/Courses'. At the bottom right, there is a yellow button with the text '<< MAIN MENU'.

<b>SA-SAMS : School Administration and Management System</b> <b>5. GOVERNANCE INFORMATION MENU</b>	
5.1. Governance Body	5.11. Maintain Training Categories/Courses
5.3. Safe School Committee	
5.5. Misconduct / Discipline	
5.7. Finance	
<b>&lt;&lt; MAIN MENU</b>	

# 1. Governing Body Module

- This module consists of the following:
  - 1.1 Maintain Members(5.1.1)
  - 1.2 Maintain Current Functions(5.1.2)
  - 1.3 Maintain Governance Records(5.1.3)
  - 1.4 Maintain Individual Training Records(5.1.5)
  - 1.5 Composition Register(5.1.11)
  - 1.6 Register of Governance Records(5.1.13)
  - 1.7 Training Printouts(5.1.15)

<b>SA-SAMS : School Administration and Management System</b>	
<b>5.1. GOVERNANCE BODY MENU</b>	
5.1.1. Maintain Members	5.1.11. Composition Register
5.1.2. Maintain Current Functions	
5.1.3. Maintain Governance Records	5.1.13. Register of Governance Records
5.1.5. Maintain Individual Training Records	5.1.15. Training Printouts

**<< GOVERNANCE INFORMATION MENU**

# 1.1 Maintain Members Module

- SGB members can be selected from captured staff, learners and parents.
- Resigned members are not deleted but the status is updated on Edit membership.

School Governing Body (5.1.1)

**Members**

Type of Members:  for Member:    View Other Boards/Committees

* Surname, Name	* Designation	Contact No	Cell
BEYLEVELD, Danie	CS Educator		
DISWANE, Pricilla	Parent\Guardian		
JANSE VAN RENSBURG, PET...	Other Staff		
JORDAAN , LILANIE	CS Educator		
LEKUTLE, Tefo	Parent\Guardian		
MATSHEDISO, Aaron	Parent\Guardian		
MOTSOENENG, Kato	Parent\Guardian		
SMITH, L	Parent\Guardian		
SWART, MARIANDA	CS Educator		
TITUS, S S J	Parent\Guardian		
VENTER, André	Principal		

**Memberships of BEYLEVELD, Danie**

All  Active  Non Active

 'Member' of 'SGB' from '2012/04/01', Active

# Maintain Members Module

## Add New SGB Member

1. Select the type of Member
2. Click on the Add Member button
3. Select the name of the person you would like to add as a member
4. Click on the Add button
5. Confirm the details of the member
6. Click on the Save button

**Members**

Type of Member: **Parent\Guardian** To Member:  Search  View Other Boards/Committees

* Surname, Name	* Designation	Contact No	Cell
<b>DISWANE, Pricilla</b>	Parent\Guardian		
LEKUTLE, Tefo	Parent\Guardian		
MATSHEDISO, Aaron	Parent\Guardian		
MOTSOENENG, Kato	Parent\Guardian		
SMITH, L	Parent\Guardian		
TITUS, S S J	Parent\Guardian		

View Member  
**Add Member**  
Edit Member  
Delete Member

**Memberships of DISWANE, Pricilla**

All  Active  Non Active

**'Member' of 'SGB' from '2012/04/01', Active**

View Membership  
Add Membership  
Edit Membership

View Composition Print Composition Done

Note: You can also View or Print Composition

# Maintain Members Module

## Edit SGB Member

1. Select the type of Member
2. Click on the name of the person you would like to Edit
3. Click on the Edit Member button
4. Confirm the details of the member
5. Click on the Save button

**Members**

Type of Member: Parent\Guardian for Member:  Search  View Other Boards/Committees

* Surname, Name	* Designation	Contact No	Cell
DISWANE, Pricilla	Parent\Guardian		
LEKUTLE, Tefo	Parent\Guardian		
MATSHEDISO, Aaron	Parent\Guardian		
MOTSOENENG, Kato	Parent\Guardian		
SMITH, L	Parent\Guardian		
TITUS, S S J	Parent\Guardian		

View Member  
Add Member  
Edit Member  
Delete Member

**Memberships of DISWANE, Pricilla**

All  Active  Non Active

**Member** of 'SGB' from '2012/04/01'. Active

View Membership  
Add Membership  
Edit Membership

View Composition Print Composition Done

**Memberships : Edit (5.1.1)**

School Governing Body  
DISWANE, Pricilla  
Parent\Guardian

**Membership Details**

\*\*Level of Education: Matric

\*\*Capacity on SGB: Member

Date Elected: 2012/04/01

Active:  Yes  No

Save Done

Note: The membership details can also be edited to view the Level of Education, Capacity of the SGB, Date Elected, and whether the membership is Active or Not.

# Maintain Members Module

## Delete SGB Member

1. Select the type of Member
2. Click on the name of the person you would like to Delete
3. Click on the Delete Member button

The screenshot displays the 'Members' module interface. At the top, there is a 'Type of Member' dropdown menu set to 'Parent\Guardian', which is circled in red. To its right is a search box and a 'Search' button. Below this is a table with columns for '\* Surname, Name', '\* Designation', 'Contact No', and 'Cell'. The first row, 'DISWANE, Pricilla', is highlighted in blue. To the right of the table is a vertical stack of buttons: 'View Member', 'Add Member', 'Edit Member', and 'Delete Member'. The 'Delete Member' button is circled in red. Below the main table is a section titled 'Memberships of DISWANE, Pricilla' with radio buttons for 'All', 'Active', and 'Non Active'. The 'Active' option is selected. Below this is a list of memberships, with one entry: 'Member' of 'SGB' from '2012/04/01'. Active. To the right of this list are buttons for 'View Membership', 'Add Membership', and 'Edit Membership'. At the bottom of the interface are buttons for 'View Composition', 'Print Composition', and 'Done'.

* Surname, Name	* Designation	Contact No	Cell
DISWANE, Pricilla	Parent\Guardian		
LEKUTLE, Tefo	Parent\Guardian		
MATSHEDISO, Aaron	Parent\Guardian		
MOTSOENENG, Kato	Parent\Guardian		
SMITH, L	Parent\Guardian		
TITUS, S S J	Parent\Guardian		

Memberships of DISWANE, Pricilla

All  Active  Non Active

'Member' of 'SGB' from '2012/04/01'. Active

# 1.2 Maintain Current Functions

- The degree of effective functioning of the SGB is reported in an annual survey, given in this section.
- This survey reports on the following:
  - Tab 1: If the SGB is duly elected, frequency of meetings, policy document management.

**SGB Functions**

**School Governing Body Functions** Year :

**SGB Functions Page 1**      SGB Functions Page 2      SGB Functions Page 3

**Answer each question by entering the correct number in the block provided**  
(numbering is in line with Annual Schools' Survey)

<b>3.2</b>	<b>The school has a duly elected, properly constituted SGB executive. [1=yes; 2=no]</b>	<input type="text" value="1"/>
<b>3.3</b>	<b>Indicate the frequency with which the SGB structures meet:</b> [0=does not exist; 1=does not meet; 2=once a year; 3=once a quarter; 4=once a month; 5=once a fortnight; 6=once a week]	
3.3.1	SGB	<input type="text" value="4"/>
3.3.2	Executive of the SGB	<input type="text" value="4"/>
3.3.3	SGB sub-committee for finance	<input type="text" value="3"/>
3.3.4	SGB sub-committee for grounds and buildings	<input type="text" value="2"/>
<b>3.4</b>	<b>Assess the effectiveness of the SGB</b> 1 = The SGB exists, but does not meet 2 = The SGB meets, but it does not function well and requires training. 3 = The SGB meets and functions with a satisfactory level of involvement by role-players. 4 = The SGB functions well. There is a high level of participation. There have been significant achievements by this structure.	<input type="text" value="2"/>
<b>3.5</b>	<b>Indicate which of the following are done/have been done by the governing body. [1=yes; 2=no]</b>	
3.5.1	Adopted a constitution for the governing body.	<input type="text" value="1"/>
3.5.2	Developed a mission statement for the school.	<input type="text" value="1"/>
3.5.3	Adopted a code of conduct for learners.	<input type="text" value="1"/>
3.5.4	Administers and controls the school property, including buildings and grounds out of own school funds.	<input type="text" value="1"/>
3.5.5	Maintains and controls the school property, including buildings and grounds out of own school funds.	<input type="text" value="1"/>
3.5.6	Encourages parents, learners, educators and other staff to render voluntary services to the school.	<input type="text" value="1"/>
3.5.7	Allows the use of the school for educational programmes not conducted by the school.	<input type="text" value="1"/>
3.5.8	Allows the use of the school for community, social and school fund-raising purposes.	<input type="text" value="1"/>
3.5.9	Determines the extra-mural curriculum of the school.	<input type="text" value="1"/>

ENTER or arrow keys to move between cells on grids  
F2 to clear cells on grids

# Maintain Current Functions

- Tab 2: Asset management, Financial management, SMT.

SGB Functions

**School Governing Body Functions** Year :

SGB Functions Page 1      **SGB Functions Page 2**      SGB Functions Page 3

**Answer each question by entering the correct number in the block provided**

<b>3.5 Indicate which of the following are done/have been done by the governing body. [1 =yes; 2= no]</b>		
3.5.10	Purchases textbooks, educational materials or equipment for the school out of own school funds.	1
3.5.11	Pays for services to the school out of own school funds.	1
3.5.12	Completed the annual physical stocktaking of all the movable property of the school for the previous academic year.	1
<b>3.6 Indicate the current status of the SGB with respect to the following areas: [1=yes; 2=no]</b>		
3.6.1	The SGB has an approved constitution.	1
3.6.2	The SGB has a proper school development plan based on a properly conducted school audit.	1
3.6.3	The SGB has confirmed the appointment of a treasurer by means of a written letter of appointment.	1
3.6.4	A budget has been drawn up and approved by the SGB.	1
3.6.5	All expenditures that deviate from the approved budget are presented to the SGB before expenses are incurred.	1
3.6.6	The governing body presents the budget to parents for approval at a duly constituted meeting.	1
3.6.7	School fees have been determined and approved by a majority of parents at a duly constituted parents' meeting.	1
3.6.8	The finance sub-committee regularly checks the financial statements and the stock registers of the school.	2
3.6.9	Formal minutes of the SGB meetings are kept and duly approved.	1
3.6.10	The sub-committees provide the SGB with reports at each SGB meeting.	2
3.6.11	External organisations impact negatively on the functioning of the SGB.	2
<b>3.7</b>	<b>The school has a school management team (SMT) : [1=yes; 2=no]</b>	<b>1</b>
<b>3.8 Indicate the frequency with which the following school structures meet:</b> [0=does not exist; 1=does not meet; 2=once a term; 3=once a month; 4=once a fortnight; 5=once a week]		
3.8.1	School management team	4
3.8.2	School development team	2
3.8.3	Appraisal team	2
3.8.4	Sub-committee for the education of learners with special education needs	2

Print

ENTER or arrow keys to move between cells on grids

F2 to clear cells on grids

Save

Done

# Maintain Current Functions

- Tab 3: Frequency of SMT meetings, effectiveness of SMT, relationship between SGB and SMT, representation on SGB.

SGB Functions

**School Governing Body Functions** Year :

SGB Functions Page 1      SGB Functions Page 2      **SGB Functions Page 3**

**Answer each question by entering the correct number in the block provided**

**3.9 Assess the effectiveness of the SMT**

1 = SMT exists, but does not meet  
 2 = The SMT meets, but the structure does not function well and very little gets done.  
 3 = The SMT meets and ensures good management in the school. There is a satisfactory level of involvement of role players.  
 4 = The SMT functions well. There is a high level of participation. There have been significant achievements by this structure

<b>3.10 Assess the relationship between the SGB and the SMT [1=yes; 2=no]</b>		
3.10.1	The SGB does not understand the role that it should play.	
3.10.2	There is general confusion about the roles of the governance and management structures in the school and this confusion has led to tension and conflict.	
3.10.3	There is slight confusion about the roles of the governance and management structures in the school that can be rectified by training.	
3.10.4	The SGB has a sound understanding of its role in policy development and of the SMT's role in the internal management of the school.	
<b>3.11 Which of the following groups are represented on the governing body? [1=yes; 2=no]</b>		
3.11.1	Principal	
3.11.2	Educators	
3.11.3	Public Servants	
3.11.4	Parents	
3.11.5	Learners	
3.11.6	Donors	
3.11.7	Other	

Print

ENTER or arrow keys to move between cells on grids

F2 to clear cells on grids

Save

Done

# 1.3 Maintain Governance Records

- Maintain Policies sets up all the policies required by the school for school administration and management. Policies prescribed by legislation are pre-populated.
- School can enter new policies when required.
- Policy descriptions can be edited or updated.

School Governing Body - Governance Records (5.1.3)

School Governing Body : Progress of Governance Record Development and Adoption

Red = Record from other Boards/Committees.

Policy	Type	Originated	Presented To Parents	Approved Yes/No
Constitution of SGB	SGB	2013/09/16	2013/09/17	Yes

Maintain Policies

Add Record

View Record

Edit Record

Delete Record

Printout

Done

Maintain Policies (5.1.3)

Policies are shared between:

- School Governing Body
- Safe School Committee

Policies

- Admissions Policy
- Code of Conduct
- Constitution of SGB
- EMIS Policy
- hhhh
- Language Policy
- Mission/Vision
- Religious Policy

Add New

Edit

Policy selected

Save

Done

# 3. Misconduct/Discipline

## 5.5.1. Learner Misconduct Register

- Click on the **relevant month and year** from the drop-down options.
- Click on **Print** to print a list with the following:
  - **Date, level of misconduct, learner names, gender, age group and actions.**
- Click on **Done** to exit the screen.

Register of Misconduct

Select Year

Select Month

Print Done

### MONTHLY REGISTER OF LEARNER MISCONDUCT:

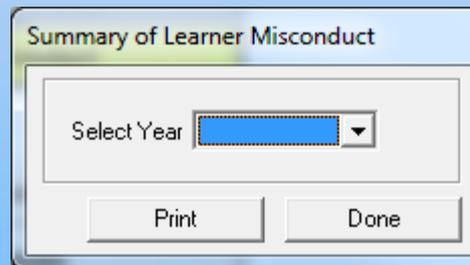
2013: January

Misconduct		Learner							Name of Outside Agency	Term of Suspension	Date Recommended to HOD for Expulsion	Date Expelled
Date	Code level	Surname & Initials	Admission Number	M	F	Age 7-10	Age 10-15	Age 16+				
2013/01/30	Level 2	[REDACTED]	[REDACTED]		1		1				2013/02/07	
2013/01/28	Level 1	[REDACTED]	[REDACTED]	1			1					
2013/01/24	Level 1	[REDACTED]	[REDACTED]	1			1					
Total				164	79		142	101				

# Misconduct/Discipline

## 5.5.2. Summary of Learner Misconduct

- Click on the **relevant year** from the drop-down list.
- Click on the **Print** button to print a summary list with the following :
  - **level of misconduct, gender, age group and actions.**
- Click on **Done** to exit the screen



Summary of Learner Misconduct

Select Year

Print Done

### SUMMARY RECORD OF LEARNER MISCONDUCT: 2012

#### January

Level of Misconduct	Frequency			Age Groups			Actions			
	M	F	Total	7 - 10 Years	10 - 15 Years	16+ Years	No of Referrals to Outside Agencies	No of Suspensions	No Recommended to HOD for Expulsion	No of actual Expulsions
Level 1	14	1	15		2	13				
Level 2	5		5			5				
Level 3	1	1	2			2				

# Misconduct/Discipline

## 5.5.4. Maintain Harassment Incidents

1. Click on **Add Incident** button
  - Complete the fields using drop-down fields where applicable.
  - Select the persons concerned with this harassment from the drop-down options
  - Select the **date**
  - Select the **Grade of the complainant** that will **prepopulate a list of learners** in grade.
  - Select the **Grade of the perpetrator** that will **prepopulate a list of learners** in grade.
  - Add **comments** that will be printed on the printout.
  - Select if **actions** were taken.
  - Click on **Save** and then click on **Done** to exit screen.

Details of Sexual Harassment Incident

**Details**

Type of Sexual Harassment

Date of Incident

Grade of Complainant

Complainant

Grade of Alleged Perpetrator

Alleged Perpetrator

**Comments**

Obscene remarks and touching in the passage

**Select all the relevant options:**

Case reported to PDE  Case pending disciplinary hearing

Case reported to SACE  Case suspended

Case withdrawn

# 4. Finance(Fee Exemption Statistics)

- This section assists with the reporting of learners that are exempted from school fees.
- Click on **Fee Exemption Statistics** button.
- Click on the **year** available from the drop-down options.
- Click on the **Print** button to print a list with the following: o **Learner names, Class, Application received, Successful application, Exemption amount, Application denied.**
- Click on **Done** to exit the screen.

Summary of Fee Exemptions

Select Year

## FFI EXEMPTIONS REGISTER:

Application No	Learner & First Name	Class	Application Received	Successful Application	Exemption Amount	Application Denied
		7H	Total			Denied
		7L	Total	Total	4,350.00	
		7H	Conditional	Conditional	3,040.00	
		7H	Period	Period	3,040.00	
		7L	Period	Period	3,050.00	
		7L	Total	Total	4,350.00	
		7H	Total	Total	4,350.00	
		7L	Total	Total	4,350.00	
		<b>Total</b>			<b>294,751.88</b>	

# E. Export Data

- This module can be divided into 2 sections according to the allocated functions:
  - Export data for surveys.
  - Export data for exam registration.

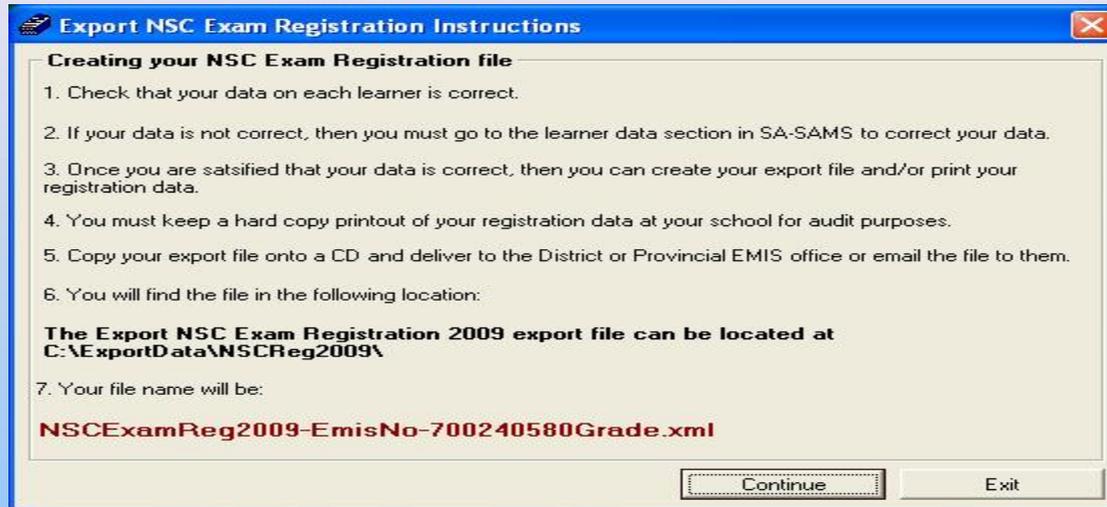
<b>SA-SAMS : School Administration and Management System MAIN MENU</b>	
1. General School Information	11. Financial Assistant
2. Human Resource Information	12. Curriculum Related Data
3. Learner and Parent Information	13. Timetabling Assistant
4. Learner Listing	14. Physical Resources
5. Governance Information	15. Library Module
6. Standard Letters and Forms	16. Security and Database Functions
<b>7. Export Data</b>	17. Lurits Approval Module
8. Annual National Assessment	
	User Preferences

We will only focus on exporting for exam registration in this module.

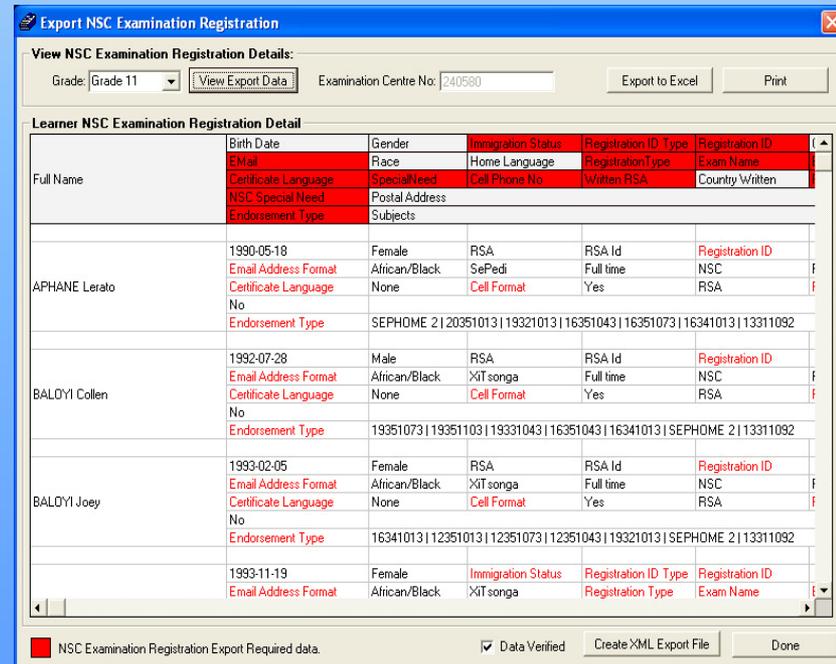
**7.7. Export NSC Exam Registration Data**

# Export Data

- Click on **Export NSC Exam Registration Data** button.

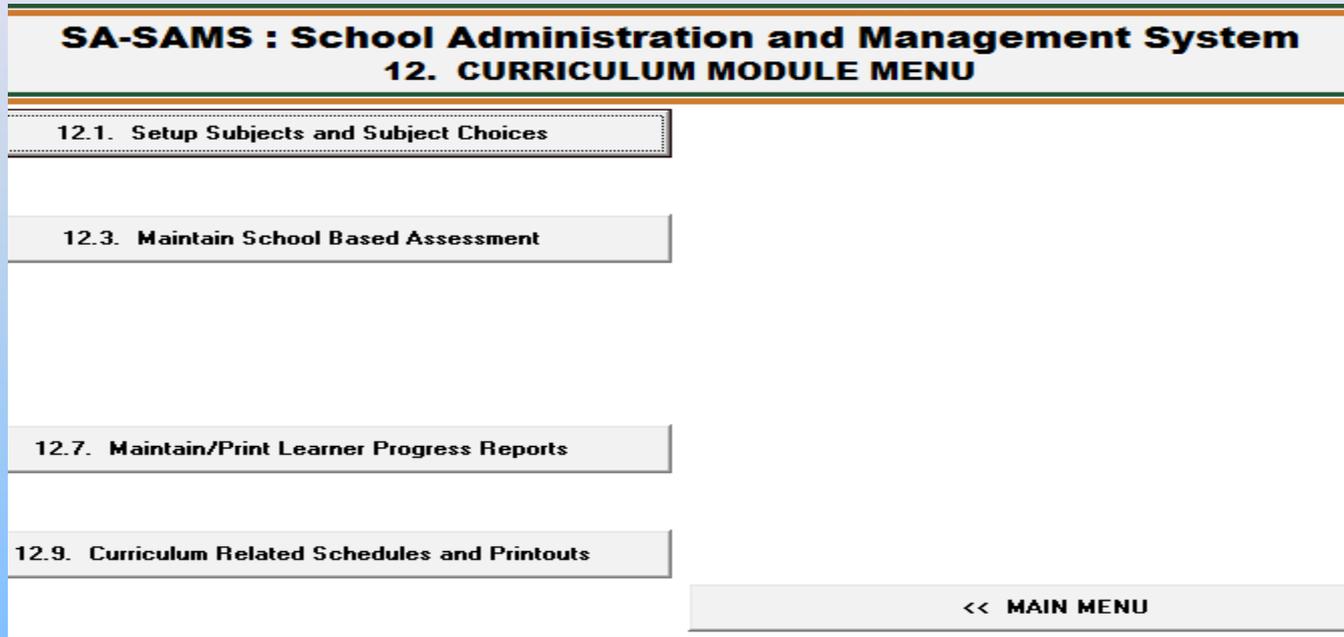


- Click on the **Continue** button to proceed with the export.
- Select a **Grade** and click on **View Export Data** button to populate the screen.
- Check to see that all the data is correct.
- Click on the **Data Verified** check box.



# F. Curriculum Related Data

- The **Curriculum Related Data** is divided into 4 sections as shown below.



- Each of the 4 sections is linked to sub-menus that capture, analyze or report assessment related data

# Curriculum Related Data

## 12.1. Setup Subjects and Subject Choices

- The **Setup Subject and Subject Choices** menu is used to set up the curriculum framework of the school. It allows the user to manage the subjects offered by the school, assigns subjects to the learners and creates subject groups per educator.

**SA-SAMS : School Administration and Management System**  
**12.1. SETUP SUBJECTS AND SUBJECT CHOICES**

	12.1.11. Maintain School Subjects
	12.1.12. Maintain Topics/Skills per Subject
	12.1.13. Maintain Learner Report Languages
	12.1.14. Maintain Subject/Learning Area Sets
	12.1.15. Assign Subjects to Individual Learners
	12.1.16. Create Educator Subject Groups
	12.1.17. Print Educator Mark Assessment Sheets
	12.1.18. View/Print Learner Subject Allocation
12.1.10. Fix Subjects for Promoted Learners	<< Curriculum Module Menu

# Curriculum Related Data

The functionalities for the menus are summarised in the table below:

Name	Functionality
Maintain Subjects (12.1.11)	❖ To select the subjects per grade as offered by the school.
Maintain Topics (12.1.12)	❖ Topics are pre-populated for all CAPS subjects
Maintain Learner Report Language (12.1.13)	❖ Language of the learner report to the parent is selected individually.
Create Subject Sets (12.1.14)	❖ Subject sets are created per Grade for bulk assignment to the learners.
Assign Subject to Individual Learners (12.1.15)	❖ Subjects can be assigned to individual learners or per class. Subjects can also be assigned per group or per single subject.
Create Subject Groups (12.1.16)	❖ Learners from a register class can be split into different subject classes /groups.
Print subject mark sheets for assessment (12.1.17)	❖ Mark sheets generated per subject group ❖ Mark sheets generated per educator.

# Curriculum Related Data

## 12.3. Maintain School Based Assessment

- The **Maintain School Based Assessment** menu allows you to validate/ set up the formal tasks and capture learner marks per subject.

**SA-SAMS : School Administration and Management System**  
**12.3. MAINTAIN SCHOOL BASED ASSESSMENT**

<b>12.3.11. School Based Programme of Assessment</b>
<b>12.3.12. Maintain Learner SBA Results</b>
<b>12.3.14. View National Rating Codes</b>
<b>12.3.15. View Programme of Assessment Tasks</b>
<b>12.3.16. Calendar View of Assessment Tasks</b>
<b>12.3.18. Print Learner Portfolio SBA Results</b>
<b>12.3.19. Update Previous Year POA</b>
<b>&lt;&lt; Curriculum Module Menu</b>

# Curriculum Related Data

## Steps on how to edit a task, link topics and validate the task

1. Select a **Grade** and a **Subject**.
2. Click on the **Task Description** to highlight the official task and click on the **Edit Task** button.

School Based Assessment for 2014 (12.3.11)

Grade:  Subject:   Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1 (Assignment) - Formal	No	0	0	2014/01/15	50	50.00	Yes	12.50
Term1	2 (Standardised test) - Formal	No	0	0	2014/01/17	50	50.00	Yes	12.50
<b>Term 1 Totals:</b>						<b>100</b>	<b>100.00</b>		
Term2	3 (Standardised test) - Formal	No	0	0	2014/04/07	50	50.00	Yes	12.50
Term2	4 (Mid-year examination) - Formal	No	0	0	2014/04/09	50	50.00	Yes	12.50
<b>Term 2 Totals:</b>						<b>100</b>	<b>100.00</b>		
Term3	5 (Project) - Formal	No	0	0	2014/07/21	50	50.00	Yes	12.50
Term3	6 (Standardised test) - Formal	No	0	0	2014/07/23	50	50.00	Yes	12.50
<b>Term 3 Totals:</b>						<b>100</b>	<b>100.00</b>		
Term4	7 (Assignment) - Formal	No	0	0	2014/10/13	50	0.00	Yes	12.50
Term4	8 (Investigation) - Formal	No	0	0	2014/10/15	50	0.00	Yes	12.50
Term4	9 (End-of-year examination) - Formal	No	0	0	2014/10/16	75	25.00	No	
<b>SBA Year Mark - Convert Marks to Specified Marks: from 400 to 75</b>						<b>75</b>	<b>75.00</b>		<b>100.00</b>
<b>Term 4 Totals:</b>						<b>250</b>	<b>100.00</b>		

Add New Tasks

Edit Task

Delete Task

Weights / Validation

Calendar View

Common Tests/Tasks

# Curriculum Related Data

3. The following screen will display:

English Home Language (Gr 1) Grade 1

Description: 1 Vernacular: 1

Afrikaans: 1

Type: N/A

Term: Term 1 : 2013/01/09 - 2013/03/20 Date: 2013/03/15

Common Test/Task (For Common Tasks / Exams / Quarterly Tests, select to print a distribution report per level.)

**Official Task - only these fields may be changed - You may also maintain Topics/Skills and Activities.**

Task Type: N/A Task Date: 2013/03/15 Common Test/Task: Task Raw Total: 10

**Topics/Skills**

- 01. Listening and speaking
  - 01. Listening
  - 02. Speaking
- 02. Reading and phonics
  - 01. Shared reading (including shared writing)
  - 02. Group guided reading
  - 03. Paired / independent reading
  - 04. Phonics (including phonemic awareness)
  - 05. Word recognition (sight words and phonics)
  - 06. Comprehension

**Setup**

\*\* Fixed: Cannot change during Weights Calculations. 0 = Not Fixed.

Raw Total: 10

Fixed Raw Total: 0

Fixed Term Weight %: 0

Include in SBA Year Mark ?

Fixed SBA Year Weight %: 0

**Activities for Task :**

Activity (Yellow = Official)	Date	Mark	Weight %
Listening / Role-play - Official	2013/03/15	7	33.33
Oral - Official	2013/03/15	7	33.33
Writing - Official	2013/03/15	7	33.34
<b>TOTAL</b>		<b>21</b>	<b>100.00</b>

The Weightings for all activities must add up to 100.

To maintain the Dates/Marks/Weights:

- Click 'Maintain Task Activities'
- Click 'Maintain Dates/Marks/Weights'
- Capture the Dates/Marks/Weights OR Click 'Auto Calculate Weight'
- Double Click on Date Cell to use Calendar
- Click 'Save'

Maintain Task Activities Save Done

3.1 Choose the **Task Type**, choose the **Task Date**, tick if it is a **Common Test** and change the **Task Raw Total**(optional).

3.2 Tick the **Topics/Skills** that are required for the specific task. It is compulsory to link each task to related Topics. This will assist the Educator in reporting and will be available for next year (Do it once off).

3.3 Click on the **Save** button.

4. Some of the official tasks have **activities that are already implemented** for you. Therefore you can **add to existing activities** or **change the existing Date, Mark and Weight**.

4.1 Click on the **Maintain Task Activities** button. You can **Add, Edit and Delete** activities. **NB: You cannot delete an official activity.**

# Curriculum Related Data

4.2 **Remember** :that the weightings for all activities must add up to 100. If you are not sure of how to calculate the weight click on the **Auto Calculate Weight** button it will **automatically calculate the total weight of all activities to 100.**

**Activities for Task :**

Activity (Yellow = Official)	Date	Mark	Weight %
Listening / Role-play - Official	2013/03/15	6	26.09
Oral - Official	2013/03/15	10	43.48
Writing - Official	2013/03/15	7	30.43
<b>TOTAL</b>		<b>23</b>	<b>100.00</b>

The Weightings for all activities must add up to 100.

To maintain the Dates/Marks/Weights:

- Click 'Maintain Task Activities'
- Click 'Maintain Dates/Marks/Weights'
- Capture the Dates/Marks/Weights
- OR Click 'Auto Calculate Weight'
- Double Click on Date Cell to use Calendar
- Click 'Save'

Buttons: Add Activity, Edit Activity, Delete Activity, **Auto Calculate Weight**, Save, Done

4.3 Click on the **Save** button.  
 4.4 Click on the **Done** button.  
 5. The colour of **Topic Count** column have changed to white for the edited task. **NB: The Topic colour will change after each task has been edited.** You need to at least link one topic in each task for the whole year to validate your tasks.

School Based Assessment for 2013 (12.3.11)

Grade: Grade 1 Subject: English Home Language (Gr 1) Max View

Term	Task Description (English) (Yellow = Official Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1 - Official	No	3	10	2013/03/15	10	100.00	Yes	25.00
<b>Term 1 Totals:</b>						<b>10</b>	<b>100.00</b>		
Term2	2 - Official	No	0	0	2013/05/22	10	50.00	Yes	12.50
Term2	3 - Official	No	0	0	2013/05/22	10	50.00	Yes	12.50
<b>Term 2 Totals:</b>						<b>20</b>	<b>100.00</b>		
Term3	4 - Official	No	0	0	2013/08/22	10	50.00	Yes	12.50
Term3	5 - Official	No	0	0	2013/08/23	10	50.00	Yes	12.50
<b>Term 3 Totals:</b>						<b>20</b>	<b>100.00</b>		
Term4	6 - Official	No	0	0	2013/11/22	10	0.00	Yes	12.50
Term4	7 - Official	No	0	0	2013/11/22	10	0.00	Yes	12.50
<b>SBA Year Mark - Convert Marks using Weight: 100%</b>						<b>0</b>	<b>100.00</b>		<b>100.00</b>
<b>Term 4 Totals:</b>						<b>20</b>	<b>100.00</b>		

Buttons: Add New Tasks, Edit Task, Delete Task, **Weights / Validation**, Calendar View

Common Quarterly Tests/Tasks Gr 1 in 9

# Curriculum Related Data

## How to validate your tasks?

6.1 Click on the **Weights/Validation** button to validate your tasks.

Weights / Validation

6.2 Click on the **Save/Validate** button.

School Based Assessment for 2013 (12.3.11)

Grade: Grade 1 Subject: English Home Language (Gr 1) Max View

Term	Task Description (English) (Yellow = Official Task)	Common Test/Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1 - Official	No	3	10	2013/03/15	10	100.00	Yes	25.00
Term 1 Totals:						10	100.00		
Term2	2 - Official	No	0	0	2013/05/22	10	50.00	Yes	12.50
Term2	3 - Official	No	0	0	2013/05/22	10	50.00	Yes	12.50
Term 2 Totals:						20	100.00		
Term3	4 - Official	No	0	0	2013/08/22	10	50.00	Yes	12.50
Term3	5 - Official	No	0	0	2013/08/23	10	50.00	Yes	12.50
Term 3 Totals:						20	100.00		
Term4	6 - Official	No	0	0	2013/11/22	10	0.00	Yes	12.50
Term4	7 - Official	No	0	0	2013/11/22	10	0.00	Yes	12.50
SBA Year Mark - Convert Marks using Weight: 100%						0	100.00		100.00
Term 4 Totals:						20	100.00		

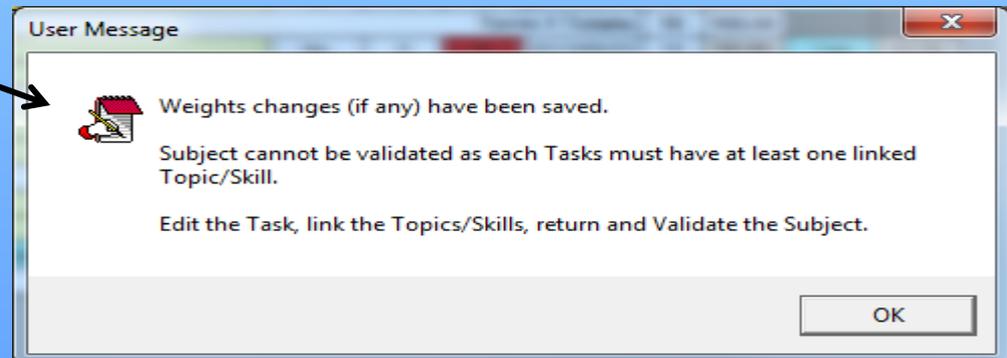
Auto Calculate

Save / Validate

Done

Subject has not been Validated.

6.3 If the following error occurs it means you have not linked **at least one topics in each task for the whole year to validate your tasks.**



6.3.1 Click the **OK** button.

6.3.2 Click the **Done** button.

# Curriculum Related Data

6.4 To link topics for all tasks for the year refer to number 2, 3.2 and 3.3. Repeat for every task until term 4. The colour of the topic count column should display as white with all the tasks for the year.

School Based Assessment for 2013 (12.3.11)

Grade:  Subject:   Max View

Term	Task Description (English) (Yellow = Official Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1 - Official	No	3	10	2013/03/15	10	100.00	Yes	25.00
<b>Term 1 Totals:</b>						<b>10</b>	<b>100.00</b>		
Term2	2 - Official	No	0	2	2013/05/22	10	50.00	Yes	12.50
Term2	3 - Official	No	0	2	2013/05/22	10	50.00	Yes	12.50
<b>Term 2 Totals:</b>						<b>20</b>	<b>100.00</b>		
Term3	4 - Official	No	0	8	2013/08/22	10	50.00	Yes	12.50
Term3	5 - Official	No	0	2	2013/08/23	10	50.00	Yes	12.50
<b>Term 3 Totals:</b>						<b>20</b>	<b>100.00</b>		
Term4	6 - Official	No	0	2	2013/11/22	10	0.00	Yes	12.50
Term4	7 - Official	No	0	2	2013/11/22	10	0.00	Yes	12.50
<b>Term 4 Totals:</b>						<b>20</b>	<b>100.00</b>		
<b>SBA Year Mark - Convert Marks using Weight: 100%</b>						<b>0</b>	<b>100.00</b>		<b>100.00</b>

Subject has not been Validated.

Add New Tasks

Edit Task

Delete Task

Weights / Validation

Calendar View

Common Quarterly Tests/Tasks Gr 1 to 9

Print Task Grid

Export to Excel

Capture Marks

Done

6.5 Now let us validate: **Refer to 6.1**

6.5.1 **Refer to 6.2** and click on the **Yes** button.

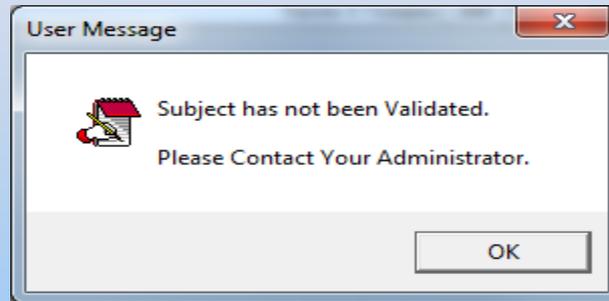
6.6 The message "**Subjects has not been validated**" does not display and the colour of the Weights and Validation button is not yellow anymore.

# Curriculum Related Data

## How to capture marks?(Capture marks with Security function "OFF")

7.1 Click on the **Capture Marks** button to capture the marks for the specific subject.

7.1.1 If you did not validate the tasks the following message will display(Refer to number 6.1):



7.2 The **Grade and Subject** is already default depending on the grade and subject you last opened and validated. Choose the **Class, the Term** and click on the **Go** button to display your learners according to their tasks and its activities.

Grade:  Subject:  Class:  Term:  Marks Security:  Sorting:    Max View

Enter -1 to indicate absence Subject Total:  Number of Learners:

TASKS				TASK 1			TOTAL Weighted Mark	Term %	Symbol
Activities	Oral	Listening / Rd	Writing						
Weighting	43.48	26.09	30.43	100					
Total Mark	10	6	7	10					
Include in SBA Year Mark				Yes					
No	Acc No	Learner	Gender	Term /Date	2013/03/15	2013/03/15	2013/03/15	Term1 2013/03/15	
					T1:A1	T1:A2	T1:A3	T1	100
1	10160	DINGALO, Khanya (Khanya)	Female		10	4	6	9	86.96
2	12126	LANE, Tebogo (Tebza)	Male		7	6	7	9	86.96
3	12124	LEEUV, Tshiamelo (Tshia)	Female		9	5	4	8	78.26
4	10188	LEPOTA, Bokamoso (Bokamoso)	Female		0	0	0	0	0.00
5	12123	LESHORO, Lehloo (Lhowi)	Male		0	0	0	0	0.00
6	12135	MACALA, Sithembile	Female		0	0	0	0	0.00
7	12136	MAFALE, Lesedi (Jabu)	Male		0	0	0	0	0.00
8	11055	MAGAGULA, Oreratlie (Rati)	Female		0	0	0	0	0.00
9	12102	MAKHONGOANA, Karabello (Pontso)	Male		0	0	0	0	0.00
10	12120	MALOKA, Bophelo (Phelo)	Female		0	0	0	0	0.00
11	10164	MASIU, Sabata (Sabata)	Male		0	0	0	0	0.00
12	11038	MATI, Charmaine	Female		0	0	0	0	0.00
13	10217	MOJAPELO, Kgobudi (Kgobudi)	Male		0	0	0	0	0.00

7.3 Click on the **Save** button.

7.4 Click on the **Done** button(x2).

# Curriculum Related Data

## Capture Marks with Security Function “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 :
  - a) Status of tasks available for capturing (open or closed).
  - b) 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.

# Curriculum Related Data

- Click on **Change Task Status** and click on **Yes** in the pop-up screen.

School Based Assessment for 2013 (12.3.11)

Grade:  Subject:   Max View

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
<b>Term 1 Totals:</b>							<b>100</b>	<b>100.00</b>		
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
<b>Term 2 Totals:</b>							<b>100</b>	<b>100.00</b>		
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
<b>Term 3 Totals:</b>							<b>100</b>	<b>100.00</b>		
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	
<b>SBA Year Mark - Convert Marks using Weight: 75%</b>							<b>0</b>	<b>75.00</b>		<b>100.00</b>
<b>Term 4 Totals:</b>							<b>175</b>	<b>100.00</b>		

Add New Tasks

Edit Task

Delete Task

Weights / Validation

Change Task Status

Mark Capturing Status

Calendar View

Common Quarterly Tests/Tasks Gr 1 to 9

Print Task Grid

Export to Excel

Capture Marks

Done

- 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

# Curriculum Related Data

- 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 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:  Subject:  Sorting:

Class:  OR Subject Group:   Max View

Term:

---

Enter -1 to indicate absence Subject Total:  Number of Learners:

TASKS		TASK Creativ			TASK Physic	TASK Person					
HOD Verified	Task Status	Open	Open	Open	Open	Open			HOD Verif		
Principal Ver.	Activities		Frequency o	Movement pe					Principal Ve		
	Weighting	40	66.67	33.33	30	30					
	Total Mark	40	20	10	30	30					
	Include in SBA Year Mark	Yes			Yes	Yes					
	Term /Date	Term1 2013/03/15	2013/03/15	2013/03/15	Term1 2013/03/15	Term1 2013/03/15					
No	Acc No	Learner	Gender	T1	T2:A1	T2:A2	T2	T3	TOTAL Weighted Mark	Term %	S
1	1255A38	AGYA, Norman	Male	21	16	9	25	12	58.00	58.00	
2	1295D384	DE KOK, Anre	Female	23	17	8	25	15	63.00	63.00	
3	1283M38	MARTIN, Dumini	Male	32	18	7	25	18	75.00	75.00	
4	1745M39	MOLOI, Qwetelo	Male	28	18	6	24	19	71.00	71.00	
		<b>Average%</b>		<b>65</b>			<b>83</b>	<b>53</b>		<b>67.00</b>	
		<b>Total</b>		<b>104</b>			<b>99</b>	<b>64</b>			

# Curriculum Related Data

1. Verification of marks with security on (HOD verified). Click on 12.3.12.12 to access the capturing screen.
  - Select the grade, subject, class or subject group and term
  - Click on **GO**.
  - Click on **Verify** 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) Sorting: Alphabetical   Max View

Class: 5-5 OR Subject Group: Term: Term1 : 13/01/16 - 13/03/28

Enter -1 to indicate absence Subject Total: 100 Number of Learners: 4

TASKS				TASK 2	TASK 1			
HOD Verified				Closed	Open	HOD Verified		
Principal Ver.						Principal Verified		
Task Status								
Activities								
Weighting				50	50			
Total Mark				50	50			
Include in SBA Year Mark				Yes	Yes	TOTAL Weighted Mark	Term %	Symbol
Term /Date				Term1 2013/03/15	Term1 2013/03/15			
No	Acc No	Learner	Gender	T1	T2			
1	1255A38	AGYA, Norman	Male	23	12	35.00	35.00	2
2	1295D38	DE KOK, Anne	Female	23	13	36.00	36.00	2
3	1283M38	MARTIN, Dumini	Male	23	14	37.00	37.00	2
4	1745M39	MOLOI, Qwetelo	Male	32	15	47.00	47.00	3
Average%				51	27	39.00		
Total				101	54			

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

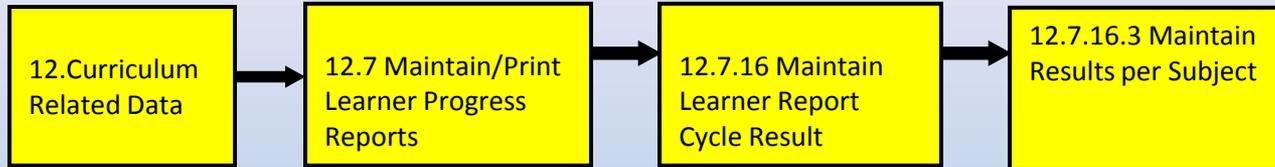
- Click on **Done** to exit screen
- Enter 12.7.16.3 to verify marks for learner report.

# Curriculum Related Data

- Marks can be corrected after verification as follows:
  - Click on **Remove HOD Verification (or Principal verification)**.
  - Correct marks and repeat verification process.
- 2. **Verification of marks with security on (Principal verified). Click on 12.3.12.13 to access the capturing screen.**
  - Select the **grade, subject, class or subject group and term**.
  - Click on **GO**.
  - Click on **Verify to confirm that all marks are captured correctly. The mark columns turn green for Principal verification.**
  - Click on **Done to exit screen**
  - Next step: Enter 12.7.16.3 to **enter remarks for learner report.**

# Curriculum Related Data

## How to Transfer SBA marks to Learner Reports and Schedules?



8.1 Choose the **Grade, Subject, Class, Cycle** and click the **Go** button.

Grade:  Subject:  Marks Security:  Off

Class:  Cycle:    Max View

Number of Learners: 32  
All marks for learners must be captured to capture/save comments.  
-1 = Absent, -2 = No Marks.

Sorting:   Show Tasks

	Acc No	Learner	Gender	Calc %	Calc Level	%	Level	Lang	Select Comment
1	10160	DINGALO, Khanya (Khanya)	Female	87	7	87	7	E	
2	12126	LANE, Tebogo (Tebza)	Male	87	7	87	7	E	
3	12124	LEEJW, Tshiamelo (Tshia)	Female	78	6	78	6	E	
4	10188	LEPOTA, Bokamoso (Bokamoso)	Female	0	1	0	1	E	
5	12123	LESHORD, Lehloo (Lhowi)	Male	0	1	0	1	E	
6	12135	MACALA, Sithembile	Female	0	1	0	1	E	
7	12136	MAFALE, Lesedi (Jabu)	Male	0	1	0	1	E	
8	11055	MAGAGULA, Oreratile (Rati)	Female	0	1	0	1	E	
9	12102	MAKHONGDANA, Karabello (Pontso)	Male	0	1	0	1	E	
10	12120	MALOKA, Bophelo (Phelo)	Female	0	1	0	1	E	
11	10164	MASIU, Sabata (Sabata)	Male	0	1	0	1	E	
12	11038	MATI, Charmaine	Female	0	1	0	1	E	
13	10217	MOJAPELD, Kgobudi (Kgobudi)	Male	0	1	0	1	E	
14	11286	MOKOENA, Boitumelo (Tumi)	Male	0	1	0	1	E	
15	11092	MOLETE, Buisiwe	Female	0	1	0	1	E	
16	12145	MONTSITSI, Clayton (Lebo)	Male	0	1	0	1	E	
17	11057	MOTSOMI, Luckyboy	Male	0	1	0	1	E	
18	12146	MPHANYA, Kullloano	Male	0	1	0	1	E	
19	11121	MPHOHLE, Lerato	Female	0	1	0	1	E	
20	12147	MPOTA, Keabetswe	Female	0	1	0	1	E	

8.2 Click on the **Save** button. **NB: repeat for every subject**

8.3 Click on the **Done** button.

# Curriculum Related Data

## How to print the Learner Report?



9.1 Select **Grade, Class, Year, Cycle** and click on the **Go** button.

**Select Print Options**

Grade: Grade 1 Class: 1A Year: 2013 Cycle: TERM1 : Foundation **GO**

**Learners**  
(Click on the box to select a learner)

Name	Langu...
<input type="checkbox"/> DINGALO, Khanya	E
<input type="checkbox"/> LANE, Tebogo	E
<input type="checkbox"/> LEEUW, Tshiamelo	E
<input type="checkbox"/> LEPOTA, Bokamoso	E
<input type="checkbox"/> LESHORO, Lehloo	E
<input type="checkbox"/> MACALA, Sithembile	E
<input type="checkbox"/> MAFALE, Lesedi	E
<input type="checkbox"/> MAGAGULA, Oreratile	E
<input type="checkbox"/> MAKHONGOANA, Karabello	E
<input type="checkbox"/> MALOKA, Bophelo	E
<input type="checkbox"/> MASIU, Sabata	E
<input type="checkbox"/> MATI, Charmaine	E
<input type="checkbox"/> MOJAPELO, Kgobudi	E
<input type="checkbox"/> MOKDENA, Boitumelo	E
<input type="checkbox"/> MOLETE, Busisiwe	E
<input type="checkbox"/> MONTSITSI, Clyton	E
<input type="checkbox"/> MOTSOMI, Luckyboy	E
<input type="checkbox"/> MPHANYA, Kulltoano	E
<input type="checkbox"/> MPHOHLE, Lerato	E
<input type="checkbox"/> MPOTA, Kearabetswe	E
<input type="checkbox"/> MTHIYA, Bokang	E
<input type="checkbox"/> NKATLO, Bohlokwa	E
<input type="checkbox"/> NKUMSWANA, Dwa...	E

**Select Language To Print**

Class	Selected	Class	Selected
<input type="radio"/> Afrikaans	0	0	0
<input checked="" type="radio"/> English	32	0	0

(number of learners for the specific language indicated)

**Filter Options**

Whole Class  Selected Learner/s

**Select Progress Report Format**

Progress Report: [Dropdown]

Include Learner Average

Use Printed LetterHead

Use System LetterHead

LetterHead: [Dropdown]

Default Printed LetterHead Page Margin Right (mm): [Input]

**Blank Report Covers per Phase**

Foundation Phase  Intermediate Phase  Senior Phase  FET Phase

**Cover Language:**  Afrikaans  English **Print Blank Report Cover**

**Buttons:** Review Learner Average, Print Progress Report, Done

9.2 Either select the **Whole Class** or the **Selected Learner** option.

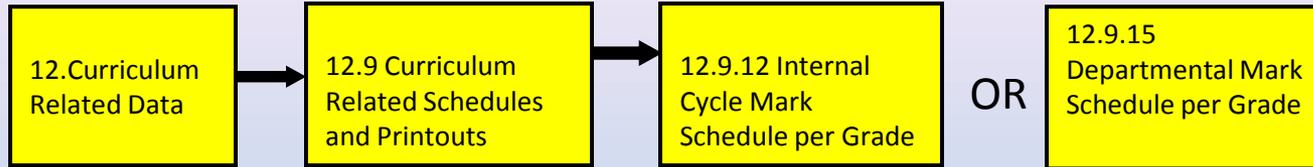
9.3 Select the **Report Format** and click on the **Print Progress Report** button.

9.4 Print Learner Reports.



# Curriculum Related Data

## How to print Marks Schedules?



10.1 Select **Grade, Class, Cycle** and click on the **Go** button.

Grade:  Class:  Cycle:

Max View  Report Split  Show:  Levels  Marks

Sorting:

**Absent (-1) Not Captured (-2)**

VOORWAARTS GET SCHOOL  
Internal School Mark Schedule  
For: Grade 1, Class:1A, Cycle: TERM1 2013

Number	Accession Number	Learner Name	Gender	Learner Mode (most frequent rating scale)	Afrikaans First Additional Language (Gr 1)	English Home Language (Gr 1)	Life Skills (Gr 1)	Mathematics (Gr 1)	Promotion / Progression	Report General Comment
1	10160	DINGALO, Khanya	F		20	87	-2	-2		
2	12126	LANE, Tebogo	M		0	87	-2	-2		
3	12124	LEEuw, Tshiamelo	F		0	78	-2	-2		
4	10188	LEPOTA, Bokamoso	F	0	0	0	-2	-2		
5	12123	LESHORO, Lehloo	M	0	0	0	-2	-2		
6	12135	MACALA, Sithembile	F	0	0	0	-2	-2		
7	12136	MAFALE, Lesedi	M	0	0	0	-2	-2		
8	11055	MAGAGULA, Oeratile	F	0	0	0	-2	-2		
9	12102	MAKHONGDANA, Karabello	M	0	0	0	-2	-2		
10	12120	MALOKA, Bophelo	F	0	0	0	-2	-2		
11	10164	MASIU, Sabata	M	0	0	0	-2	-2		
12	11038	MATI, Charmaine	F	0	0	0	-2	-2		

Grade:  Class:  Cycle:

Max View  Report Split  Show:  Levels  Marks

Sorting:

**Absent (-1) Not Captured (-2)**

VOORWAARTS GET SCHOOL  
Internal School Mark Schedule  
For: Grade 1, Class:1A, Cycle: TERM1 2013

Number	Accession Number	Learner Name	Gender	Learner Mode (most frequent rating scale)	Afrikaans First Additional Language (Gr 1)	English Home Language (Gr 1)	Life Skills (Gr 1)	Creative Arts and Technology	Physical Education	Personal and Social	Mathematics (Gr 1)	Promotion / Progression	Report General Comment
1	10160	DINGALO, Khanya	F		20	87	-2	-2	-2	-2	-2		
2	12126	LANE, Tebogo	M		0	87	-2	-2	-2	-2	-2		
3	12124	LEEuw, Tshiamelo	F		0	78	-2	-2	-2	-2	-2		
4	10188	LEPOTA, Bokamoso	F	0	0	0	-2	-2	-2	-2	-2		
5	12123	LESHORO, Lehloo	M	0	0	0	-2	-2	-2	-2	-2		
6	12135	MACALA, Sithembile	F	0	0	0	-2	-2	-2	-2	-2		
7	12136	MAFALE, Lesedi	M	0	0	0	-2	-2	-2	-2	-2		
8	11055	MAGAGULA, Oeratile	F	0	0	0	-2	-2	-2	-2	-2		
9	12102	MAKHONGDANA, Karabello	M	0	0	0	-2	-2	-2	-2	-2		
10	12120	MALOKA, Bophelo	F	0	0	0	-2	-2	-2	-2	-2		
11	10164	MASIU, Sabata	M	0	0	0	-2	-2	-2	-2	-2		

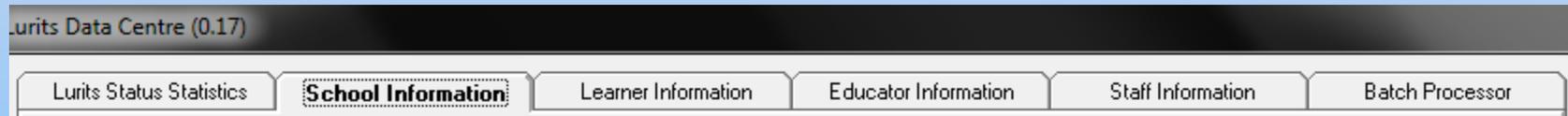
10.2 The schedule can be set to show **Levels or Marks**

10.3 The schedule can also be set to show the individual marks for the **subject split** on the report.

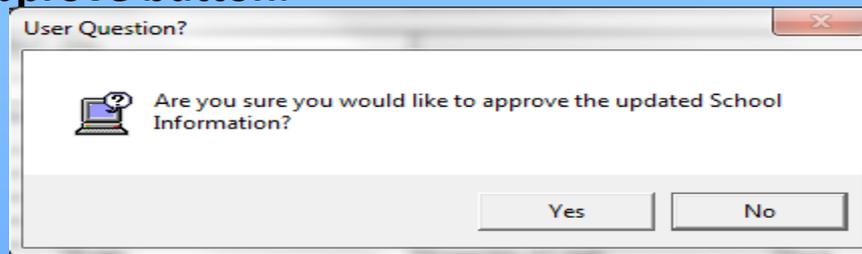
# G.LURITS Approval Module

- Click on the Learner Approval Module button.
- The Approval of information is classified into:
  1. School Information
  2. Learner Information
  3. Educator Information
  4. Staff Information

## 1. Approving School Information for LURITS



- Click on the **'I certify that the information provided on this form is to the best of my knowledge and belief correct and complete'** check box and then click on **Approve** button.



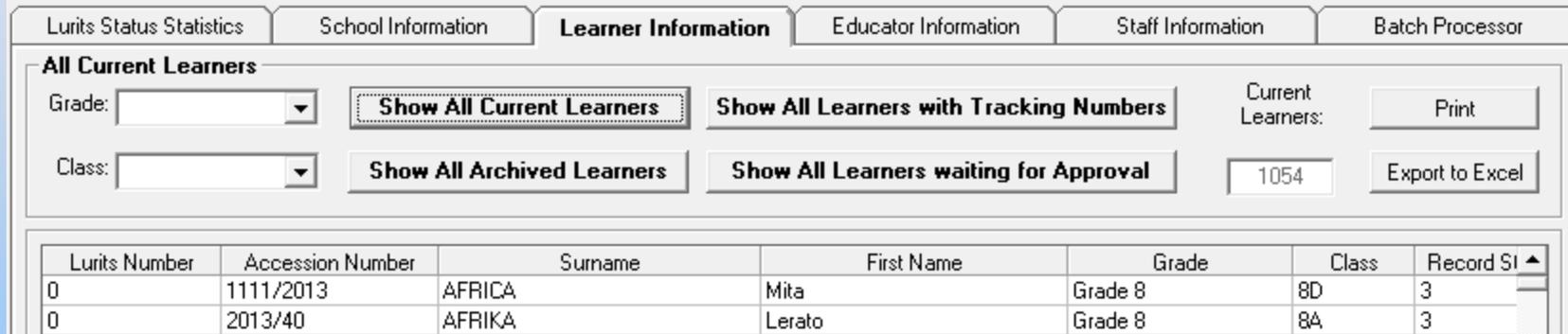
- Click on **Yes** button and then **OK** button to confirm approval.
- The LURITS Status of School Information changed from 1 to 2.

Lurits Status:	2	The School Information has been approved by the Principal.
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# LURITS Approval Module

## 2. Approving Learner Information for LURITS

- Click on the Learner Information Tab.
- To view learners, click on **Show All Current Learners** button.



The screenshot shows the LURITS Approval Module interface. At the top, there are several tabs: 'Lurits Status Statistics', 'School Information', 'Learner Information' (which is selected), 'Educator Information', 'Staff Information', and 'Batch Processor'. Below the tabs, there is a section titled 'All Current Learners'. This section contains several controls: a 'Grade:' dropdown menu, a 'Class:' dropdown menu, a 'Show All Current Learners' button (highlighted with a dashed border), a 'Show All Learners with Tracking Numbers' button, a 'Show All Archived Learners' button, a 'Show All Learners waiting for Approval' button, a 'Current Learners:' label with a text box containing '1054', and 'Print' and 'Export to Excel' buttons. Below these controls is a table with the following data:

Lurits Number	Accession Number	Surname	First Name	Grade	Class	Record SI
0	1111/2013	AFRICA	Mita	Grade 8	8D	3
0	2013/40	AFRIKA	Lerato	Grade 8	8A	3

- A learner is highlighted in Red when some of the required data is missing. By placing the cursor over the red highlighted learner, the system will provide more Information regarding the information missing.

-To fix the red learner, double click on the name of the learner in question and provide the missing information. When all the learners are corrected and there are no more red learners, click on the **'I certify that the information provided on this form is to the best of my knowledge and belief correct and complete'** check box and then click on **Approve** button.

- Click on **Yes and OK** buttons to finish.
- **DO THE SAME THING FOR "SHOW ALL ARCHIVED LEARNER"**.

# LURITS Approval Module

## 3. Approving Educator Information for LURITS

- Click on the Educator Information tab.
- Click on **Show All current Educator** button.
- Click on I 'certify that the information provided on this form is to the best of my knowledge and belief correct and complete' check box and click on **Approve** button
- Click on **Yes and OK** button to finish.

The screenshot shows the 'Educator Information' tab selected in a navigation menu. Below the menu, there are several tabs: 'Lurits Status Statistics', 'School Information', 'Learner Information', 'Educator Information' (selected), 'Staff Information', and 'Batch Processor'. The main content area is titled 'All Current Educators'. It features a 'Filter By:' dropdown menu, a 'Show All Current Educators' button (highlighted with a dashed border), and a 'Show All Archived Educators' button. To the right, there is a 'Total Educators:' label with a text box containing the number '42'. Further right are 'Print' and 'Export to Excel' buttons. At the bottom, a table header is visible with columns: 'Educator Id', 'Educator Code', 'Surname', 'First Name', 'Identification Number', and 'Record Status'.

- **DO THE SAME THING FOR “SHOW ALL ARCHIVED EDUCATORS”.**

# LURITS Approval Module

## 3. Approving Staff Information for LURITS

- Click on the Staff Information tab.
- Click on Show All current Staff button.
- Click on I 'certify that the information provided on this form is to the best of my knowledge and belief correct and complete' check box and click on Approve button
- Click on Yes and OK button to finish.

The screenshot shows the 'Staff Information' tab selected in a software interface. The tab is part of a multi-tabbed menu with other tabs like 'Lurits Status Statistics', 'School Information', 'Learner Information', 'Educator Information', and 'Batch Processor'. Below the tabs, there is a section titled 'All Current Staffs'. This section contains a 'Filter By:' dropdown menu, two buttons: 'Show All Current Staffs' and 'Show All Archived Staffs', and a 'Total Staffs:' field displaying the number '5'. To the right of these controls are two buttons: 'Print' and 'Export to Excel'. Below this control area is a table with the following columns: Staff Id, Surname, First Name, Identification Number, Record Status, and Lurits Status.

Staff Id	Surname	First Name	Identification Number	Record Status	Lurits Status
----------	---------	------------	-----------------------	---------------	---------------

- DO THE SAME THING FOR “SHOW ALL ARCHIVED STAFF”.

# LURITS Approval Module

## Deploy your Database to LURITS

- When School, Learner, Educator and Staff information is approved, on the LURITS status statistics, click on Deploy Database button.

Date Deployed:

Deployment Code:

Lurits Deployment Status	Approved in this batch	Waiting Approval in this batch
School Information		
Current Learner Information	1054	
Archived Learner Information	106	
Current Educator Information	42	
Archived Educator Information		
Current Staff Information	5	
Archived Staff Information		

### Principal Approval and Deployment

Approve your School, Learner, Educator and Staff data on each page. Once you have approved all the records, then you can DEPLOY your database. After deployment, you will find your database to send to the province in C:\ExportData\LURITSData. Copy the database onto a CD or memory stick and deliver to the province.

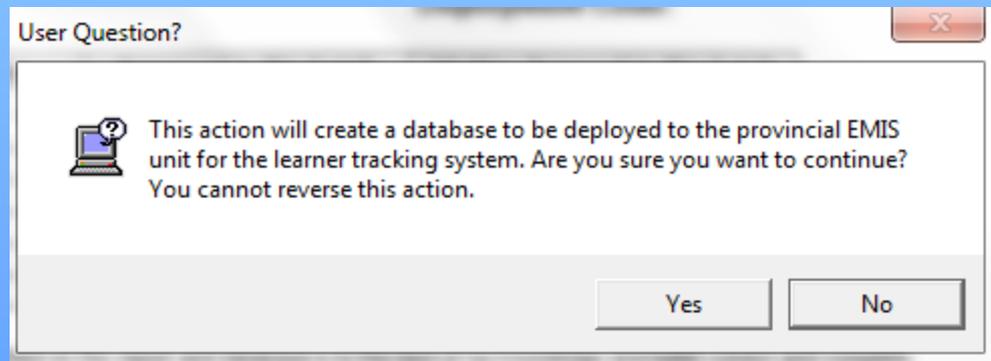
#### ANA Marks Info.

Learners: 259

Verified: 259

Deploy Database

- Click on Yes to deploy the database.



# LURITS Approval Module

- Click on the Print button to print the deployment report.
- Following successful deployment and printing of the deployment report, the principal must sign the report.
- The deployed database can then be located in the export data folder under LURITSDATA. The name of the file will include, the EMIS number, date and time of deployment.

## **The Feedback Process(Batch Processor)**

- **After submitting your CD to the EMIS Department, your data, as contained on the CD or flash disk, will be Uploaded to the National Department of Education by the Provincial LURITIS administrator. The National department of Education will then send the Provincial LURITS Administrator Feedback Files. These Feedback files will be copied onto a NEW CD and in turn be supplied to each Individual School for loading back onto their SA-SAMS PC. Once you receive your Feedback CD for EMIS you need to insert it into your Main SA-SAMS computer.**
- **After clicking on 'Lurits', you need to click on Batch Processor tab. After clicking on Turn on Lurits Batch Processor button, you need to click on Process Files button.**

# LURITS Approval Module

**Lurits Data Centre**

Lurits Status Statistics | School Information | Learner Information | Educator Information | **Batch Processor**

Turn on Lurits Batch Processor

The Lurits Batch Processor is turned on and ready to process feedback files.

Process Feedback Files

Receiving | Processed | Errors

Feedback Files Received

1. The Batch Processor Utility is used to create the required directory structure to transfer files using the Transfer Files Manager.

2. The Batch Processor is used to import the feedback data return from Lurits into the school database.

Process Files

Ready to create directory structure.

Backup School Database

Transfer Feedback Files

The File Transfer Manager utility makes the transfer of Lurits feedback files effortless. The utility provides the functionality to copy feedback files from a media source (such as CD ROM) received from the province to the required Receiving directory.

Please click on the Process Files button to create the required directory structure for the File Transfer Manager utility.

Transfer Files

After you have transferred your files, you can process them

Status flag code	Description
1	Record new/changed - awaiting approval by principal
2	Record approved - to be sent to LURITS
3	Record written to deployment database - in transit
4	Unsuccessful update on Provincial LURITS database
5	Successfully updated on Provincial LURITS database

After you have deployed your database, you must copy it onto CD or memory stick and deliver it to the Provincial EMIS unit.

Main Menu

The South African Schools Act, No. 84 of 1996 (section 59 [1] and [2]), provides that every school must supply information about the school as is reasonably required by the Head of Education

- After clicking on **Process Files** button, click on **OK** button
- After Clicking on **Transfer Files** button, you need to click on **Imported Interface File(s)** button.

**LURITS/SA-SAMS Import Interface (School Manager)**

education Department: Education REPUBLIC OF SOUTH AFRICA

LURITS

SA-SAMS

Learner Unit Record Information And Tracking System

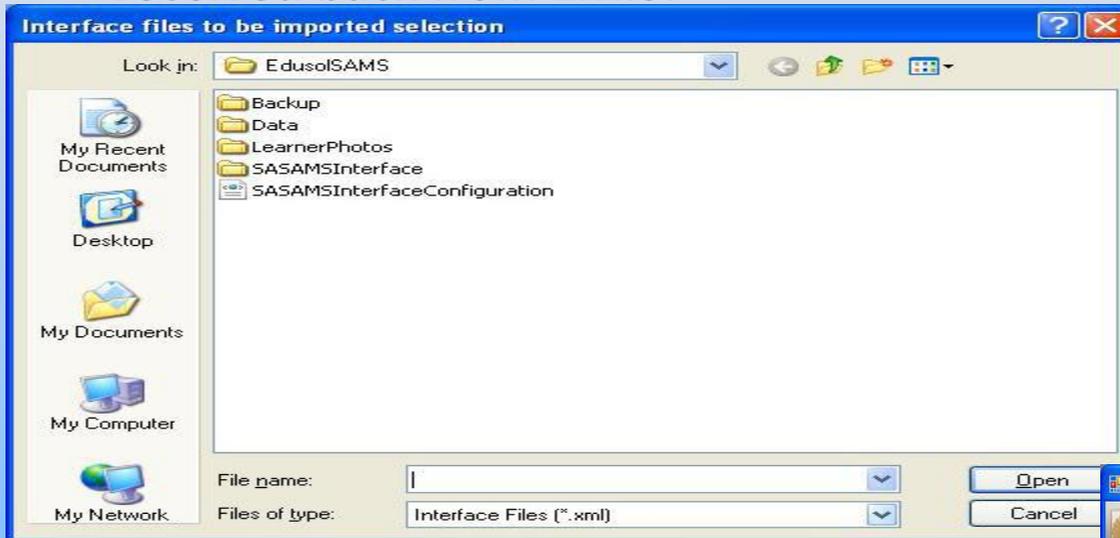
LURITS/SA-SAMS Import Interface (School Manager)

ImportInterfaceFile(s)

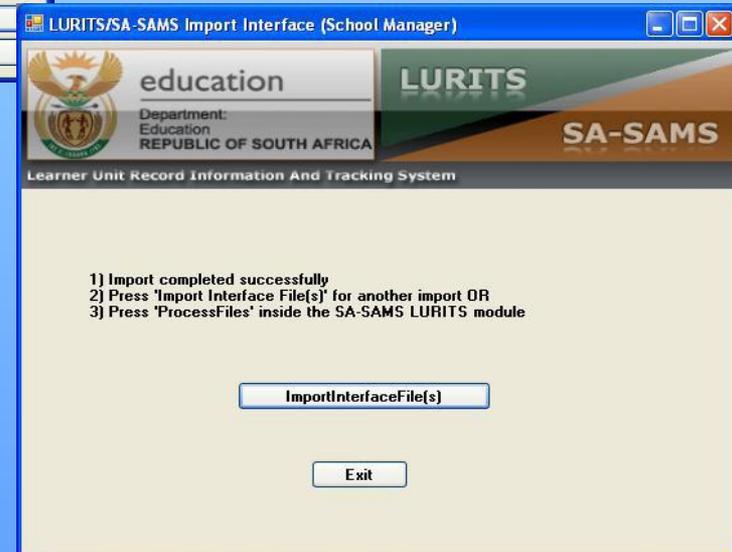
Exit

# LURITS Approval Module

- After clicking on **Imported Interface File(s)** button you will be given the opportunity to point to the location of the Feedback Files-CD that you received back from EMIS.



- Point to the location of the feedback files on the CD or flash disk provided by the province.
- After clicking on **Open** button the screen will indicate to you that the Import completed successfully.



# LURITS Approval Module

- After clicking on **Exit** button, you will notice that the Selected Feedback files from the CD, has been placed in the Receiving tab.

**Lurits Data Centre**

Lurits Status Statistics | School Information | Learner Information | Educator Information | **Batch Processor**

Turn on Lurits Batch Processor

The Lurits Batch Processor is turned on and ready to process feedback files.

Process Feedback Files

Receiving | Processed | Errors

Feedback Files Received

SASAMSInterfaceConfiguration.xml

1. The Batch Processor Utility is used to create the required directory structure to transfer files using the Transfer Files Manager.

2. The Batch Processor is used to import the feedback data return from Lurits into the school database.

Process Files

Ready to process files.

Backup School Database

Transfer Feedback Files

The File Transfer Manager utility makes the transfer of Lurits feedback files effortless. The utility provides the functionality to copy feedback files from a media source (such as CD ROM) received from the province to the required Receiving directory.

Ready to Transfer Files.

Transfer Files

After you have transferred your files, you can process them

Status flag code	Description
1	Record new/changed - awaiting approval by principal
2	Record approved - to be sent to LURITS
3	Record written to deployment database - in transit
4	Unsuccessful update on Provincial LURITS database
5	Successfully updated on Provincial LURITS database

After you have deployed your database, you must copy it onto CD or memory stick and deliver it to the Provincial EMIS unit.

Main Menu

The South African Schools Act, No. 84 of 1996 (section 59 [1] and [2]), provides that every school must supply information about the school as is reasonably required by the Head of Education

- To conclude the process you need to click on **Process Files** button, after which you will receive notification that the process is complete.
- To exit click on **Main Menu** button.

# H. Security and Database Functions

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

DEMO SCHOOL  
2013

basic education  
Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

**SA-SAMS : School Administration and Management System  
MAIN MENU**

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

System Test: Change Logged in User      User Preferences

SA-SAMS : Department of Basic Education - South Africa  
Login: Administrator (8)      Marks Security: Off

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

User Profile Filter: All

Selected Users: ID: 9 Level: 7 Login / Name: Test2M - MOETI,Test2

Click on a User  
 All  Current  Archived

- Administrator (L8)
- Test2M (L7)
- TestingT (L4)
- TestM (L3)

User Details

Linked to: Educator MOETI, Test2

\*\* Surname: MOETI

\*\* First Names: Test2

\*\* Login Name: Test2M 1st Name and 1st letter(s) of each word of Surname and if required a Number.

User Profile: Principal/Management (L7) Used to assign rights in the system.

Note, 'User Rights' are now set under 'User Profiles' 'System Rights' tab.

Save

Add      Archive      Reset Password      Done

Users with Level equal or less than your user level (8).

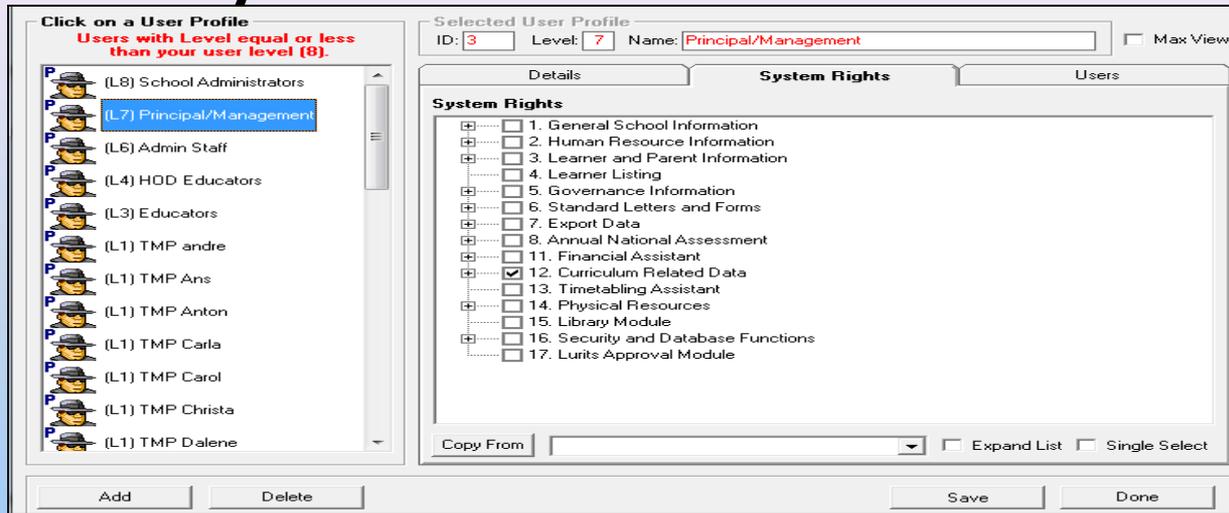
# Security and Database Functions

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

The screenshot shows a software interface titled "Click on a User Profile". At the top, it says "Users with Level equal or less than your user level (8)". On the left, there is a list of user profiles, each with a small icon and a level in parentheses: (L8) School Administrators, (L7) Principal/Management, (L6) Admin Staff, (L4) HOD Educators, (L3) Educators, (L1) TMP andre, (L1) TMP Ans, (L1) TMP Anton, (L1) TMP Carla, (L1) TMP Carol, (L1) TMP Christa, and (L1) TMP Dalene. The (L8) School Administrators profile is selected. Below the list are "Add" and "Delete" buttons. On the right, the "Selected User Profile" section has input fields for "ID:", "Level:", and "Name:", and a "Max View" checkbox. Below these are three tabs: "Details", "System Rights", and "Users". The "Details" tab is active, showing a "Profile Name:" input field and a "Profile Level:" dropdown menu. Below the tabs, there are three informational sections: "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.", and "System Rights: Menu options can be turned on or off using the 'System Rights' tab." At the bottom right, there are "Save" and "Done" buttons.

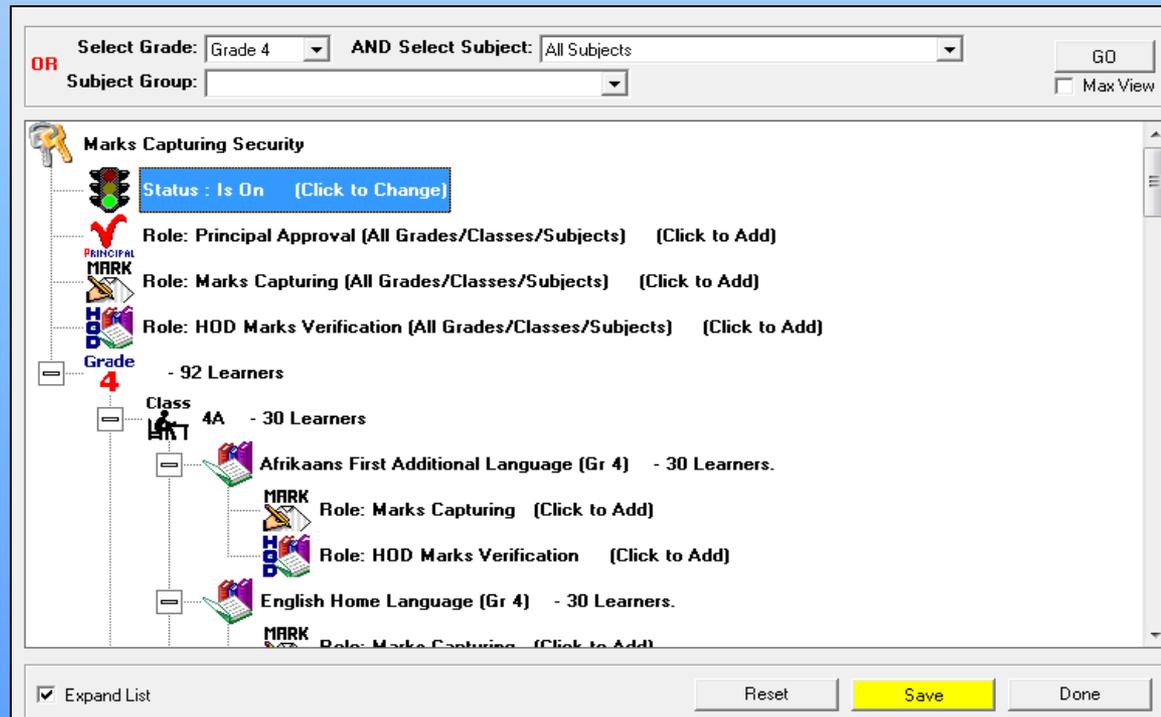
- Click on a **User Profile** on the left-hand side to view/edit your system rights and maintain your users. **NB: You can only view or edit the system rights for the users with level equal or less than your user level. For example: If you are level 7(Principal/Management) you can only change your level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

# Security and Database Functions



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**, **Marks Capturing** and **HOD Marks Verification**.



# Security and Database Functions

The screenshot displays a software interface for configuring security settings. At the top, there are filters: "Select Grade: Grade 4" and "AND Select Subject: All Subjects". Below these are a "Subject Group" dropdown and a "GO" button. A "Max View" checkbox is also present.

The main area is titled "Marks Capturing Security" and shows a tree view of roles. The tree includes:

- Role: Principal Approval (All Grades/Classes/Subjects) (Click to Add)
- Role: Marks Capturing (All Grades/Classes/Subjects) (Click to Add)
- Role: Marks Capturing (Click to Add)
- Role: HOD Marks Verification (Click to Add)
- English Home Language (Gr 4) - 30 Learners.
- Role: Marks Capturing (Click to Add)

An "Add Principal" dialog box is open, showing:

- Select User Profile: Principal/Management
- Select User: (empty dropdown)
- Buttons: ADD, Cancel

At the bottom of the interface, there is a "Reset" button, a highlighted "Save" button, and a "Done" button. A checkbox for "Expand List" is checked.

# I. Annual National Assessment(ANA)

<b>SA-SAMS : School Administration and Management System</b>	
<b>MAIN MENU</b>	
1. General School Information	11. Financial Assistant
2. Human Resource Information	12. Curriculum Related Data
3. Learner and Parent Information	13. Timetabling Assistant
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5. Governance Information	15. Library Module
6. Standard Letters and Forms	16. Security and Database Functions
7. Export Data	17. Lurits Approval Module
<b>8. Annual National Assessment</b>	
User Preferences	

SA-SAMS : Department of Basic Education - South Africa  
Login: Administrator (8)      Marks Security: Off

<b>SA-SAMS : School Administration and Management System</b>	
<b>8. ANNUAL NATIONAL ASSESSMENT MODULE (GR 1 TO 6 AND 9)</b>	
8.1. View National Rating Codes	8.11. Learner Registration Schedule
8.2. View Total Marks	8.12. Final Marks : Test Results Distribution
	8.13. Learner Report
8.4. Final Marks : View	
8.5. Final Marks : Capture	
8.6. Final Marks : HOD Verification	
8.7. Final Marks : Principal Verification	
<b>&lt;&lt; MAIN MENU</b>	

1. Click on **View National Rating Codes** to view the official rating codes/levels which are pre-populated by National.

# Annual National Assessment(ANA)

View National Rating Codes (8.1)

Grade Filter:  Select Version:

Gr From	Gr To	Level	Description	Description Afrikaans	% From...	% To...
0	3	1	Not Achieved	Ontoereikende Prestasie	0	29.99
0	3	2	Elementary Achievement	Basiese Prestasie	30	39.99
0	3	3	Moderate Achievement	Matige Prestasie	40	49.99
0	3	4	Adequate Achievement	Voldoende Prestasie	50	59.99
0	3	5	Substantial Achievement	Beduidende Prestasie	60	69.99
0	3	6	Meritorious Achievement	Verdienslike Prestasie	70	79.99
0	3	7	Outstanding Achievement	Uitmunterende Prestasie	80	100
4	6	1	Not Achieved	Ontoereikende Prestasie	0	29.99
4	6	2	Elementary Achievement	Basiese Prestasie	30	39.99
4	6	3	Moderate Achievement	Matige Prestasie	40	49.99
4	6	4	Adequate Achievement	Voldoende Prestasie	50	59.99
4	6	5	Substantial Achievement	Beduidende Prestasie	60	69.99
4	6	6	Meritorious Achievement	Verdienslike Prestasie	70	79.99
4	6	7	Outstanding Achievement	Uitmunterende Prestasie	80	100
7	12	1	Not Achieved	Ontoereikende Prestasie	0	29.99
7	12	2	Elementary Achievement	Basiese Prestasie	30	39.99
7	12	3	Moderate Achievement	Matige Prestasie	40	49.99
7	12	4	Adequate Achievement	Voldoende Prestasie	50	59.99
7	12	5	Substantial Achievement	Beduidende Prestasie	60	69.99
7	12	6	Meritorious Achievement	Verdienslike Prestasie	70	79.99
7	12	7	Outstanding Achievement	Uitmunterende Prestasie	80	100

## Capture ANA raw marks

2. Click on **View Total Marks** to view total marks which are pre-populated to reduce administration work by the school and also forms part in quality assuring the integrity of the results. The total marks cannot be changed because it is a **Read-Only**.

ANA Total Marks per Grade (Gr 1 to 6 and 9) (8.2)

Year:

Grade	Total Marks		
	Home Language (HL)	First Additional Language (FAL)	Mathematics
Grade 1	20	20	20
Grade 2	30	30	30
Grade 3	40	40	40
Grade 4	50	50	50
Grade 5	60	60	60
Grade 6	75	75	75
Grade 9	85	80	140

These values are set by DOE and are read only.

# Annual National Assessment(ANA)

3. Click on **Final Marks : Capture** to open capturing screen.

- Select **Grade** and **Class**. Click on **GO**.

ANA Final Marks Schedule (Gr 1 to 6 and 9) - Capture (8.5)

Year: 2013    Select Grade: Grade 1    Select Class: 1A    View: Full     Max View    GO

School Name: DEMO SCHOOL  
 Emis Nr: 443000000  
 Date: 2013/08  
 District: MOTHEO  
 Province: Free State  
 Grade: Grade 1  
 Class: 1A

**Total Marks**  
**Home Language (HL)**  
**First Add. Language (FAL)**  
**Mathematics**

H = HOD Verified  
P = Principal Verified

No	LURITS Nr.	Learner Surname, Names	-1 = Absent -2 = N/A			Home Language (HL)				First Additional Language (FAL)			
			HL 20	FAL 20	Math 20	Language	Mark	%	Level	Language	Mark	%	Level
1	413012040	KOLOLO, Mphonyane	9	-2	-1	Setswana	9	45%	3	English	N/A	N/A	N/A
2	412131170	MOSHODI, Nthabiseng	16	-2	10	Setswana	16	80%	7	English	N/A	N/A	N/A
3	413012041	NOKATI, Someleze	15	-2	8	Setswana	15	75%	6	English	N/A	N/A	N/A
4	413012039	SHAPU, Thatohatsi	20	-2	12	Setswana	20	100%	7	English	N/A	N/A	N/A
5	0	VAN WYK, Thapelo	19	-2	13	Setswana	19	95%	7	English	N/A	N/A	N/A
<b>Averages:</b>							<b>16</b>	<b>79%</b>					

Signature: Teacher                      Signature: Principal

Level Info    Export to Excel    Print    Set HL to -2    Set FAL to -2    **Save**    Done

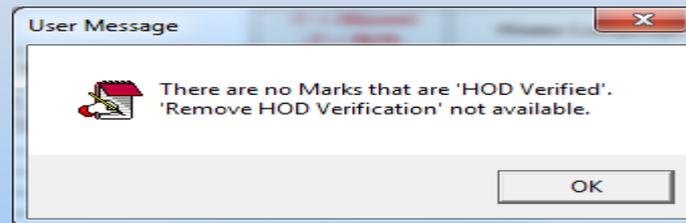
- Enter the raw marks per learner in the yellow columns.
  - Enter **-1** if a learner is **absent**.
  - Click on **Set HL to -2**(Home Language) or **Set FAL to -2** (First Additional Language) if a subject was not written for the whole class. **The -2 states that the subject is not applicable.**
  - Find the **average per class or group at the bottom of the columns**. Class average - for class selected and grade if all selected. -2 and -1 are not included in analysis of subjects.
  - A blank mark schedule can be printed by selecting **“Print grid for mark entry.”**
  - Click on **Save**.

# Annual National Assessment(ANA)

4. Click on **Final Marks : View** to **Print** the mark schedule for educators/HOD and sign at the designated spaces.

5. Click on **Final Marks : HOD Verification** for the verification of ANA marks by the HOD.

- Select **Grade** and **Class**. Click on **GO**. The following message will display:



- Click on **OK**.
- Click on **Verify** and click on **Yes**. **NB: The colour of the raw marks changes to orange.**

ANA Final Marks Schedule (Gr 1 to 6 and 9) - HOD Verification (8.6)

Year: 2013    Select Grade: Grade 1    Select Class: 1A    View: Full     Max View    GO

School Name: DEMO SCHOOL  
 Emis Nr: 443000000  
 Date: 2013/08  
 District: MOTHEO  
 Province: Free State  
 Grade: Grade 1  
 Class: 1A

**H = HOD Verified**  
**P = Principal Verified**

No	LURITS Nr.	Learner Surname, Names	-1 = Absent -2 = N/A			Home Language (HL)				First Additional Language (FAL)			
			HL 20	FAL 20	Math 20	Language	Mark	%	Level	Language	Mark	%	Level
1	413012040	KOLOLO, Mphonyane	9	-2	-1	Setswana	9	45%	3	English	N/A	N/A	N/A
2	412131170	MOSHODI, Nthabiseng	16	-2	10	Setswana	16	80%	7	English	N/A	N/A	N/A
3	413012041	NOKATI, Someleze	15	-2	8	Setswana	15	75%	6	English	N/A	N/A	N/A
4	413012039	SHAPU, Thatochatsi	20	-2	12	Setswana	20	100%	7	English	N/A	N/A	N/A
5	0	VAN WYK, Thapelo	19	-2	13	Setswana	19	95%	7	English	N/A	N/A	N/A
<b>Averages:</b>							<b>16</b>	<b>79%</b>					

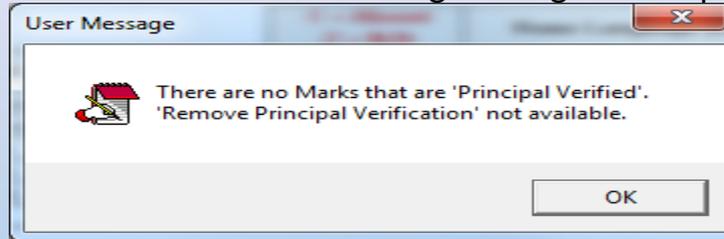
Signature: Teacher \_\_\_\_\_      Signature: Principal \_\_\_\_\_

Level Info    Export to Excel    Print    Remove HOD Verification    Verify    Done

# Annual National Assessment(ANA)

6. Click on **Final Marks : Principal Verification** for the verification of ANA marks by the Principal.

- Select **Grade** and **Class**. Click on **GO**. The following message will display:



- Click on **Verify** and click on **Yes**. **NB: The colour of the raw marks changes to green.**

## View the analysis of ANA

7. Click on **Final Marks : Test Results Distribution** to view the analysis.

ANA Test Results Distribution (Gr 1 to 6 and 9) (8.12)

Year: 2013    Select Subject: Home Language (HL)    Select Gender: GO    Print    Done

Select Language: All    All     Max View    Export to Excel

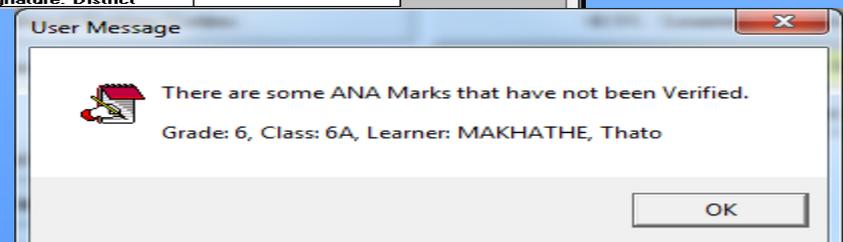
School Name:	DEMO SCHOOL	EMIS Number	443000000
District:	MOTHEO	Province	Free State
Learning Area:	Home Language (HL). Language: All. Gender: All		

	% Average mark per grade	Number of learners in each achievement rating							No of absentees	Total number of learners
		Level 1 0 - 29.99	Level 2 30 - 39.99	Level 3 40 - 49.99	Level 4 50 - 59.99	Level 5 60 - 69.99	Level 6 70 - 79.99	Level 7 80 - 100		
Grade 1	79.00	0	0	1	0	0	1	3	0	5
Grade 2	7.00	1	0	0	0	0	0	0	0	1
Grade 3	75.00	0	0	0	1	0	0	1	0	2
<b>TOTALS</b>		<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>8</b>

	% Average mark per grade	Number of learners in each achievement rating							No of absentees	Total number of learners
		Level 1 0 - 29.99	Level 2 30 - 39.99	Level 3 40 - 49.99	Level 4 50 - 59.99	Level 5 60 - 69.99	Level 6 70 - 79.99	Level 7 80 - 100		
Grade 4	0.00	0	0	0	0	0	0	0	0	0
Grade 5	0.00	0	0	0	0	0	0	0	0	0
Grade 6	96.67	0	0	0	0	0	0	6	0	6
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>6</b>

Signature: Teacher      Signature: Principal      Signature: District

**NB: If the marks are not verified by the HOD and Principal for a specific grade and class the following message will display:**



# Annual National Assessment(ANA)

## Print Learner report

8. Click on **Learner Report** for the reporting to parents.

ANA Learner Report (Gr 1 to 6 and 9) (8.13)

**Select Print Options**  
Year: 2013    Grade: Grade 1    Class: 1A    **GO**

**Learners**  
(Click on the box to select a learner)

Name	Langu...
<input type="checkbox"/> KOLLOLO, Mphonyane	E
<input type="checkbox"/> MOSHODI, Nthabiseng	E
<input type="checkbox"/> NOKATI, Someleze	E
<input type="checkbox"/> SHAPU, Thatohatsi	E
<input type="checkbox"/> VAN WYK, Thapelo	E

**Filter Options**  
 Whole Class     Selected Learner/s    Selected: 0

**Select Report & Format**  
Select Report: ANA Learner Report - With Averages - Landscape  
 Include Learner Photo

**LetterHead**  
 Use Printed LetterHead    Page Header Height (mm): 27  
 Use System LetterHead    Page Footer Height (mm): 9  
Default Printed LetterHead    Page Margin Left (mm): 4  
Page Margin Right (mm): 4

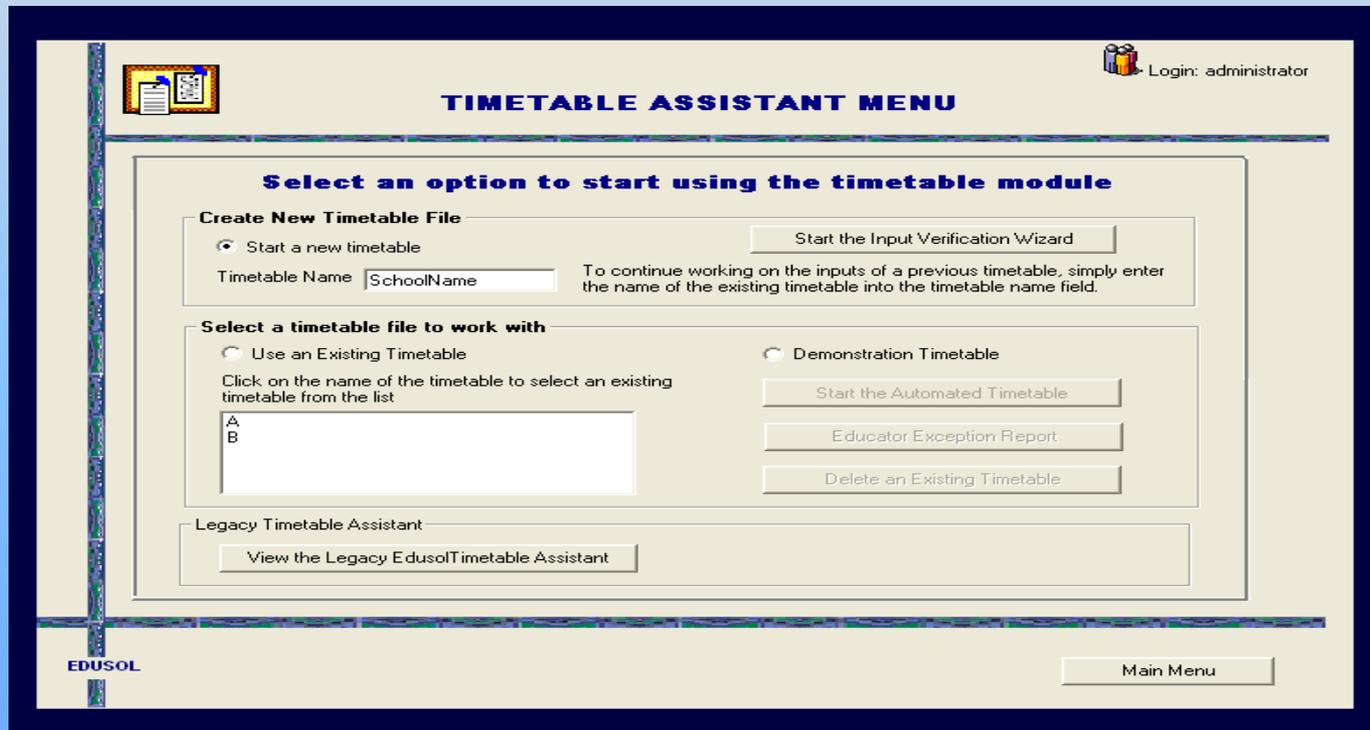
**Blank Report Covers**  
Cover Language:  Afrikaans     English    Print Blank Report Cover

**Done**

- Select **Grade** and **Class**. Click on **GO**.
- Select either **Whole Class** or **Selected Learner(s)**.
- Click on **Print Report**.

# J. Timetable

1. Click on **Start a new timetable**
2. Type in your school's name
3. Click on the **“Start the input Verification Wizard”** button.



The screenshot shows the 'TIMETABLE ASSISTANT MENU' interface. At the top right, there is a login status 'Login: administrator'. The main heading is 'Select an option to start using the timetable module'. Under 'Create New Timetable File', the 'Start a new timetable' option is selected, with a text input field containing 'SchoolName' and a 'Start the Input Verification Wizard' button. A note explains that for existing timetables, the name should be entered in the field. Under 'Select a timetable file to work with', the 'Use an Existing Timetable' option is selected, with a list box containing 'A' and 'B', and buttons for 'Start the Automated Timetable', 'Educator Exception Report', and 'Delete an Existing Timetable'. The 'Demonstration Timetable' option is also present. At the bottom, there is a 'Legacy Timetable Assistant' section with a 'View the Legacy EdusolTimetable Assistant' button. The 'EDUSOL' logo is in the bottom left, and a 'Main Menu' button is in the bottom right.

**TIMETABLE ASSISTANT MENU**

Login: administrator

**Select an option to start using the timetable module**

**Create New Timetable File**

Start a new timetable

Timetable Name  To continue working on the inputs of a previous timetable, simply enter the name of the existing timetable into the timetable name field.

**Select a timetable file to work with**

Use an Existing Timetable  Demonstration Timetable

Click on the name of the timetable to select an existing timetable from the list

**Legacy Timetable Assistant**

EDUSOL

# Timetable

4. You will see that the “**Result**” column is empty.
5. Click on “ **Check Cycle Details**”

**Timetable Steps**

	PROCESS	Result
<b>COMPULSORY STEPS</b>		
1	Check Cycle Details	
2	Check Class Details	
3	Check Educator Details	
4	Check Subject Details	
5	Educator/Learner Ratio	
6	Maximum Periods for Supervision	
<b>OPTIONAL INPUTS TUTORIAL</b>		
	The following steps may be carried out directly in the automated timetable and it is not compulsory to perform them here. These steps comprise a tutorial to assist schools in planning timetable inputs.	
7	Setting up group/tie subjects	
8	Setting up individual educator load	
9	View summary of educator allocations	
10	View summary of class allocations	

Include optional inputs when creating timetable

Exit without creating a timetable

Create the timetable

Cycle details can only be checked here. They must be changed in the general information section of the programme.

Item	GET	FET
Number of days in the cycle	5	5
Maximum number of periods in a day	9	9
Total number of periods per cycle	45	45
Length of period in minutes	40	45
	<b>Start Grade</b>	<b>End Grade</b>
Grade Range in School	8	12

You will be able to block out certain periods for different phases in the automated timetable. This grid displays the maximum days and periods for GET and FET

Cycle details checked and correct

6. The data in SAMS will be displayed to you as this window.

Once the data is correct, click on the box “**Cycle details checked and correct**” and then click “**Done**”.

# Timetable

- Do this until all results are “Checked” for all the compulsory steps.

The most important aspect of timetabling is to ensure that the timetable inputs are correct. Even an automated timetable cannot work if the timetable inputs are incorrect.

**Use the following steps in sequential order to determine and check your inputs**

**Timetable Steps**

	PROCESS	Result
<b>COMPULSORY STEPS</b>		
1	Check Cycle Details	Checked
2	Check Class Details	Checked
3	Check Educator Details	Checked
4	Check Subject Details	Checked
5	Educator/Learner Ratio	Checked
6	Maximum Periods for Supervision	Checked
<b>OPTIONAL INPUTS TUTORIAL</b>		
The following steps may be carried out directly in the automated timetable and it is not compulsory to perform them here. These steps comprise a tutorial to assist schools in planning timetable inputs.		
7	Setting up group/tie subjects	
8	Setting up individual educator load	
9	View summary of educator allocations	
10	View summary of class allocations	

Include optional inputs when creating timetable

Click on a row NUMBER to perform the relevant step

Exit without creating a timetable

Create the timetable

REFER TO THE MANUAL ON THE EMIS PORTAL