education

Department of
Education
FREE STATE PROVINCE

Principal Training on SA-SAMS:

Key Responsibilities in the system

F Kok

EMIS

September 2013

EMIS
Tel: 0514048089 Fax: 0514048094

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:

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

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					
13000000	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)
13000000	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

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
Total	1		1		2	1	4	34		1				

EDUCATOR SUMMARY PER 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
Total	4	35	2	1	1		1			

SUMMARY PER EDUCATOR REQV AND GENDER

Gender	Without Matric		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
Total							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		
Total	25	6

Standardized Reports In Each Module

- Home Language and Race

DEMO P/S   **EMIS NO: 440000000**

SUMMARY PER RACE AND GENDER:

	African		Coloured		Asian		White		Other		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Educators		1		3			8	32			8	36
Admin Staff								3				3
Support Staff	6	7					3	2			9	9

PERSONNEL PER HOME LANGUAGE:

	Afrikaans		English		SeTswana		IsiXhosa		IsiZulu		SeSotho		SePedi		TshiVenda		SiSwati	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Educators	8	35										1						
Admin Staff		3																
Support Staff	3	2				1			2	3			3	4				

- Educator Instruction Language

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

SUMMARY PERSONNEL LANGUAGE QUALIFIED TO PROVIDE INSTRUCTION

	Afrikaans		English		SeTswana		IsiXhosa		IsiZulu		SeSotho		SePedi		TshiVenda		SiSwati		IsiNdebele		XiTsonga	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Educators	6	7	2	25																		

Standardized Reports In Each Module

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 [2013/09/13 ▼]
  - End [2013/09/13 ▼]

- ○ Future learners

[Preview Enrolment Report]

Grade Reports (includes nick names)
[_____ ▼] [Preview Grade Report]

[Done]

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

No	Acc Num	Surname	First Names	Date of Birth	Gender	Class	Grade	Hostel
1	003304	FALATSA	Mamokete	20010808	Female		Grade 5	
2	003314	GALEBOE	Kearabetswe, Precious	20090627	Female		Grade 1	
3	003248	HENDRICKS	Margaret	19971027	Female		Grade 8	
4	003250	HENDRICKS	Tankiso, Johan	19990825	Male		Grade 6	
5	003164	KHASANE	Lehlonolo, Jacob	20010518	Male		Grade 4	
6	003275	KHASANE	Lerato, Alice	20060213	Female		Grade 1	
7	003225	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	<< Statistical Data and Reports

Standardized Reports In Each Module

3. Governance Information consists of:

- – Learner Misconduct Register(5.5.1)

- – Composition Register(5.1.11)

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	
	User Preferences

Standardized Reports In Each Module

- Learner Misconduct Register(5.5.1)

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

MONTHLY REGISTER OF LEARNER MISCONDUCT:

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

SCHOOL GOVERNING BODY
ANNUAL REGISTER OF COMPOSITION

Category of Members	Surname & Initials	Date Elected	Race	Gender	Capacity	Home language	2nd Language	Contact Number	Education Level
CS Educator	BEYLEVELD, DJ	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	JANSE 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

4. Curriculum Module consists of:

- Internal Cycle Mark Schedule per Grade(12.9.12)

Internal Cycle Mark Schedule (12.9.12)

Grade: Grade 1   Class: 1EB   GO   Export to Excel
Cycle: TERM 2   ☐ Max View   Print Grid   Done

Sorting: Alphabetical

Absent [-1]   Not Captured [-2]   ☐ Report Split   Show: ○ Levels ● Marks

DEMO P/S
Internal School Mark Schedule
For: Grade 1, Class:1EB, Cycle: TERM 2 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	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	DITIES, 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	MABITLE, 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: Grade 4   Select Class: All   Display: Marks   GO   Print
Select Cycle: TERM 1   ☐ Max View   Export to Excel   Done

2013   DEPARTMENT OF BASIC EDUCATION
PROGESSION SCHEDULE : INTERMEDIATE PHASE

a = Absent   n = Non complete

Name of School:	DEMO P/S		District:	Motheo			Date:	2013/09/13

| | | | | | | | Placement | | | | Learner's Progress | | | | | |
Number	Admission + ID Number	Learners in alphabetical order per class Surnames and first names	Male /Female	Date of Birth	Age	Year 2012	No. of years in phase	No. of years in Grade	Number of days absent in quarter	Afrikaans First Additional Language (Gr 4)	Afrikaans Home Language (Gr 4)	English First Additional Language (Gr 4)	English Home Language (Gr 4)	Life Skills (Gr 4)	Mathematics (Gr 4)
1	030518 0305180108089	ABRAMS, TESLEE-ANN EILAN	F	030518	10	4		1	5		71	70		67	56
2	20030504	ACHILONU, 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	62

Standardized Reports In Each Module

– Summary of Results per Grade(12.9.16.4)

Summary of Results (12.9.16.4)

Select Year: 2013   ⊙ Show All Grades   ○ Grades R to 7 only   ○ Grades 8 to 12 only   [GO]   ☐ Max View   [Print] [Export to Excel] [Done]

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

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			
Total			

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			
Total	24	15	39

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

3. Learner and Parent Information → 3.3 Learner Attendance Data Menu → 3.3.3 Maintain Weekly Learner Attendance

Maintain Weekly Learner Attendance(3.3.3)

1. Select the Term, 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 Attendance

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.

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

Learner Attendance

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 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
Total			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	Motheo	SMGD		
School Name	DEMO C/S		EMIS Number	444000000
A. Number of official schooldays this term	47	B. Number (if any) on which school was closed		

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	969	799	778	1786	1747
Grade 4	705	692	705	678	1410	1370
Grade 5	611	604	733	728	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						
TOTAL	12268	11982	13971	13518	26239	25500

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

EDUCATORS			
	23	E. Total possible number of attendances	1081
F. Total number of absent teaching days by educators	207	G. Total actual number of attendances	874
H. Average attendance for term (G/D) rounded off	19	I. Average no of posts utilised for the term (E/D) rounded off	23

Number of leave records created for educator absences (includes extra teacher days)

	Annual	Sick Leave	Incapacity Leave	Occupational 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	

PRINCIPAL	SCHOOL MANAGEMENT AND GOVERNANCE DEVELOPER
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

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.

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

B. Educator Attendance

2. Human Resource Module → 2.12 Maintain Weekly Educator Attendance
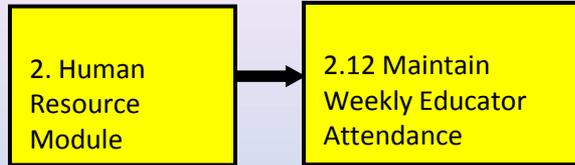
Maintain Weekly Educator Attendance

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.

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 p
1	☐	BOTHA Carine	2013/01/21	2013/01/21	Sick Leave	▼	▼
2	☐	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

2. Human Resource Module → 2.12 Maintain Weekly Staff Attendance
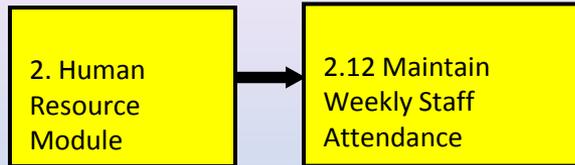
Maintain Weekly Staff Attendance

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

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   GO   ⦿ By Gender   ☐ Max View   ○ Alphabetical   Add Leave Records   **Save**   Done

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							
51344533	F	YELELO, N	1							

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

⦿ All   ○ Paid by State   ○ Paid by SGB   ○ Both State and SGB

	M	F
Possible No of Attendances:	20	105
Total No of Attendances:	20	103
Total No of Absentees:	0	2

	M	F
% Attendance:	100%	98%
Average Staff No:	4	21
No of School Days in Week:	5	

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.

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	

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)
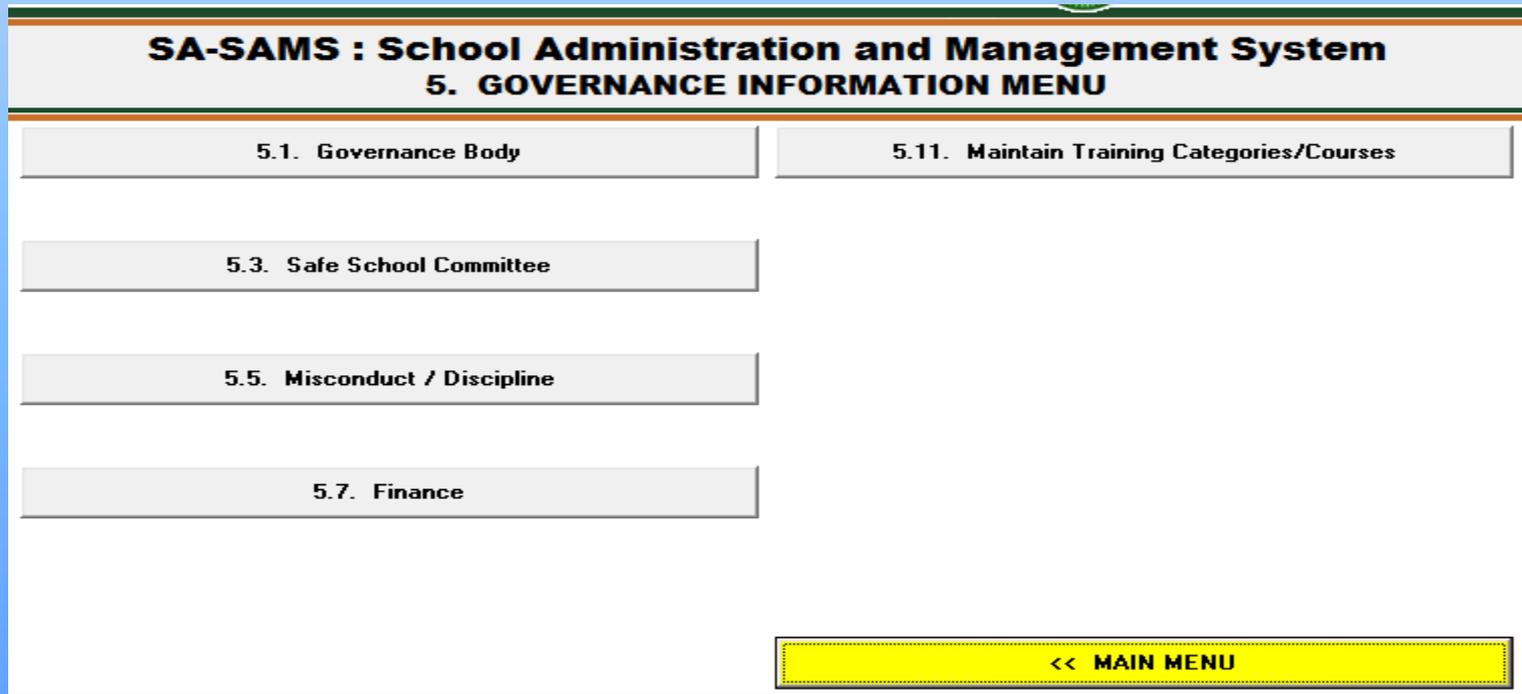
SA-SAMS : School Administration and Management System
5. GOVERNANCE INFORMATION MENU

| 5.1. Governance Body | 5.11. Maintain Training Categories/Courses |

| 5.3. Safe School Committee |

| 5.5. Misconduct / Discipline |

| 5.7. Finance |

<< MAIN MENU

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)

SA-SAMS : School Administration and Management System
5.1. GOVERNANCE BODY MENU

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.

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

Note: You can also View or Print Composition

Maintain Members Module

<u>Edit SGB Member</u>

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

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

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.

Maintain Current Functions

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

SGB Functions

School Governing Body Functions   Year : 2013

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

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

3.5	**Indicate which of the following are done/have been done by the governing body. [1 =yes; 2= no]**	
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
3.6	**Indicate the current status of the SGB with respect to the following areas: [1=yes; 2=no]**	
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
3.7	**The school has a school management team (SMT) : [1=yes; 2=no]**	1
3.8	**Indicate the frequency with which the following school structures meet:**	
	[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.

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.

3. Misconduct/Discipline

- 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				1		1					2013/02/07
2013/01/28	Level 1			1			1					
2013/01/24	Level 1			1			1					
Total				164	79		142	101				

Misconduct/Discipline

- 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
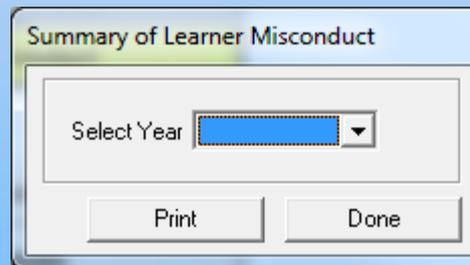
SUMMARY RECORD OF LEARNER MISCONDUCT: 2012

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: By Learner to Learner

Date of Incident: 2013/02/18   2013/02/18

Grade of Complainant:

Complainant: ADU-PARKO, Adwoa : ADU001

Grade of Alleged Perpetrator:

Alleged Perpetrator: CAPA, Sinawo : CAP001

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

Save   Done

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.

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.

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

Export Data

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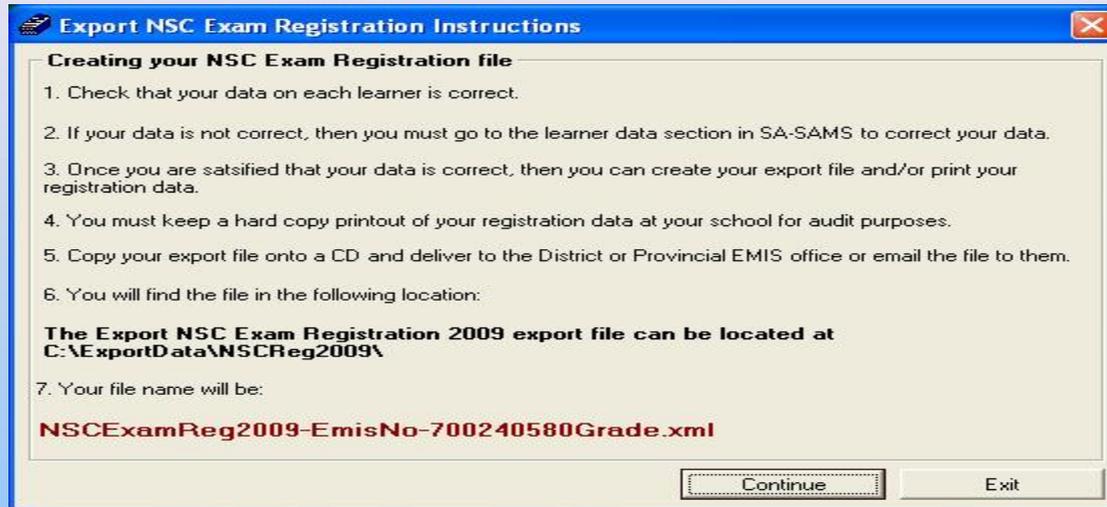
- Click on the **Continue** button to proceed with the export.
- Select a **Grade** and click on **View Export Data** button to populate the screen.
- Check to see that all the data is correct.
- Click on the **Data Verified** check box.
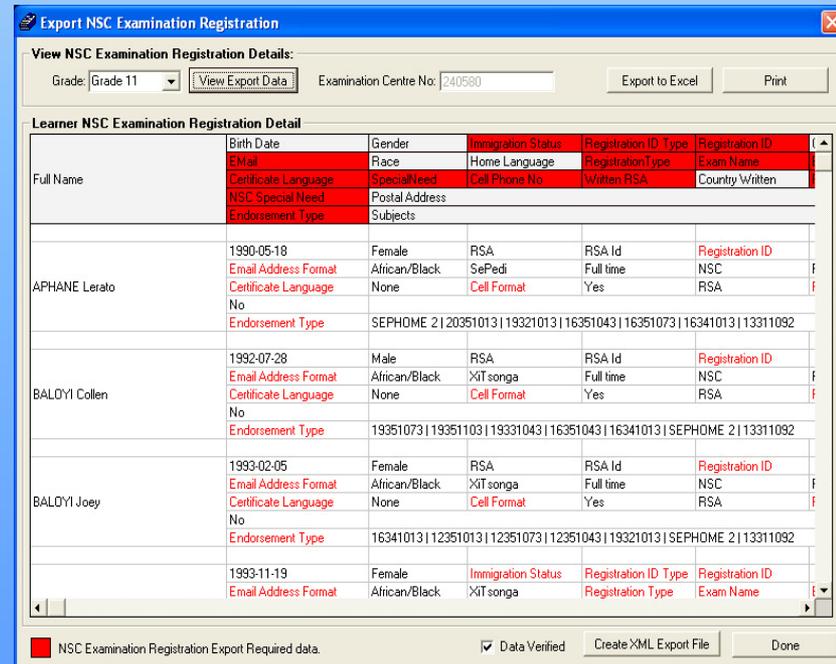
F. Curriculum Related Data

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

SA-SAMS : School Administration and Management System
12. CURRICULUM MODULE MENU

- 12.1. Setup Subjects and Subject Choices
- 12.3. Maintain School Based Assessment
- 12.7. Maintain/Print Learner Progress Reports
- 12.9. Curriculum Related Schedules and Printouts

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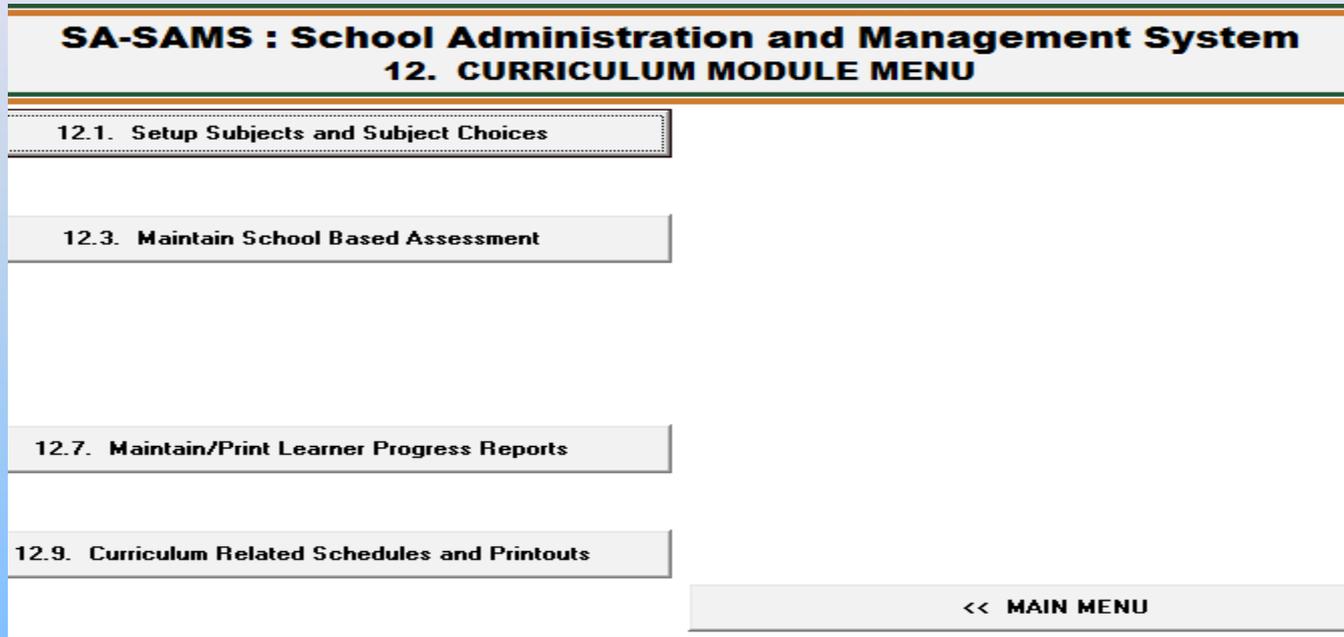
- Each of the 4 sections is linked to sub-menus that capture, analyze or report assessment related data

Curriculum Related Data

- 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

12.3.11. School Based Programme of Assessment

12.3.12. Maintain Learner SBA Results

12.3.14. View National Rating Codes

12.3.15. View Programme of Assessment Tasks

12.3.16. Calendar View of Assessment Tasks

12.3.18. Print Learner Portfolio SBA Results

12.3.19. Update Previous Year POA

<< Curriculum Module Menu

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.

Curriculum Related Data

3. The following screen will display:

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
	TOTAL	23	100.00

The Weightings for all activities must add up to 100.

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

[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
	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		

[Add New Tasks] [Edit Task] [Delete Task] [Weights / Validation] [Calendar View] [Common Quarterly Tests/Tasks Gr 1 to 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.

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.**
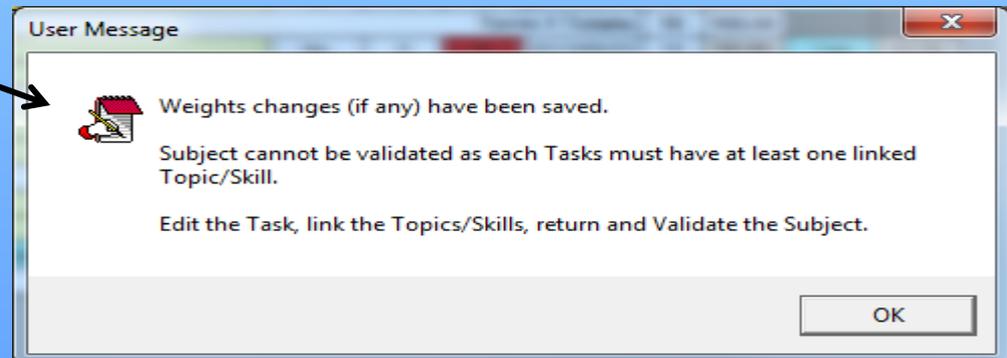
6.3.1 Click the **OK** button.
6.3.2 Click the **Done** button.

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 displays as white with all the tasks for the year.

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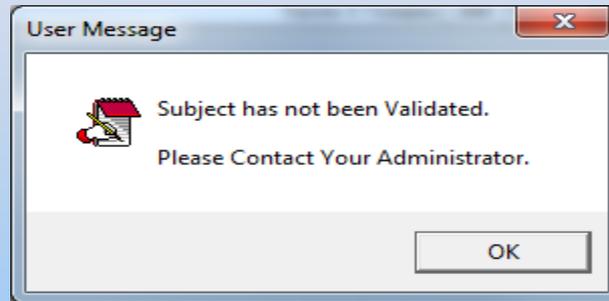
7.2 The **Grade and Subject** is already default depending on the grade and subject you last opened and validated. Choose the **Class, the Term** and click on the **Go** button to display your learners according to their tasks and its activities.

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.**

- 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.**

- 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.**

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.**

- 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?

```
┌─────────────────┐     ┌─────────────────┐     ┌─────────────────┐     ┌─────────────────┐
│ 12.Curriculum   │ ──▶ │ 12.7 Maintain/  │ ──▶ │ 12.7.16 Maintain│ ──▶ │ 12.7.16.3       │
│ Related Data    │     │ Print Learner   │     │ Learner Report  │     │ Maintain        │
│                 │     │ Progress        │     │ Cycle Result    │     │ Results per     │
│                 │     │ Reports         │     │                 │     │ Subject         │
└─────────────────┘     └─────────────────┘     └─────────────────┘     └─────────────────┘
```
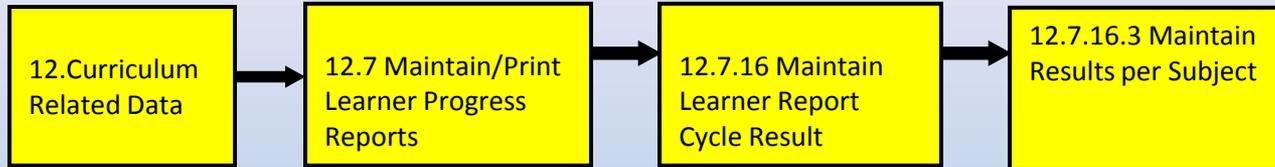
8.1 Choose the **Grade, Subject, Class, Cycle** and click the **Go** button.

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?

```
┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐
│ 12.Curriculum   │ ───► │ 12.7 Maintain/  │ ───► │ 12.7.19 Print   │
│ Related Data    │      │ Print Learner   │      │ Learner         │
│                 │      │ Progress        │      │ Progress        │
│                 │      │ Reports         │      │ Reports         │
└─────────────────┘      └─────────────────┘      └─────────────────┘
```

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

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?

12.Curriculum Related Data → 12.9 Curriculum Related Schedules and Printouts → 12.9.12 Internal Cycle Mark Schedule per Grade **OR** 12.9.15 Departmental Mark Schedule per Grade

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

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
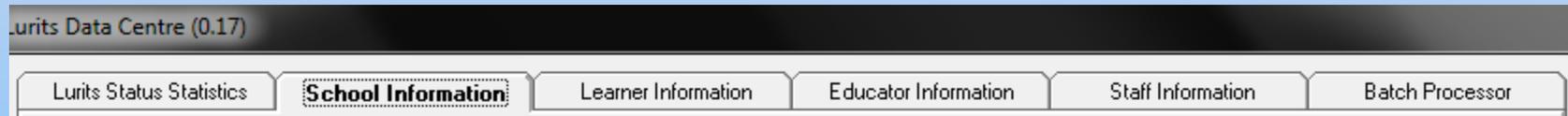
Lurits Status Statistics	School Information	Learner Information	Educator Information	Staff Information	Batch Processor

Lurits Data Centre (0.17)

- 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.**

User Question?

Are you sure you would like to approve the updated School Information?

Yes   No
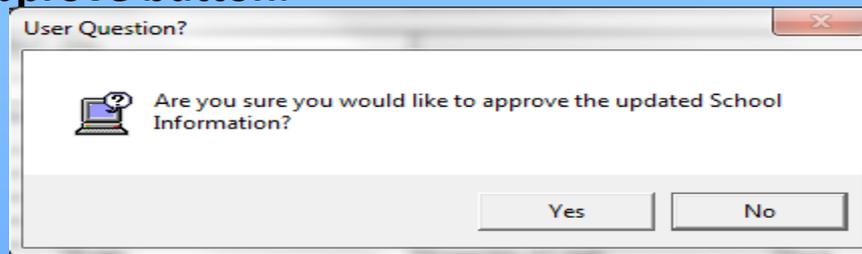
- Click on **Yes button and then OK button to confirm approval.**
- The LURITS Status of School Information changed from 1 to 2.

Lurits Status:	2	The School Information has been approved by the Principal.

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.**

- 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.**

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

All Current Educators

Show All Current Educators   Total Educators: 42   Print

Filter By: [▼]

Show All Archived Educators   Export to Excel

Educator Id	Educator Code	Surname	First Name	Identification Number	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.**

- **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.

User Question?

This action will create a database to be deployed to the provincial EMIS unit for the learner tracking system. Are you sure you want to continue? You cannot reverse this action.

Yes   No
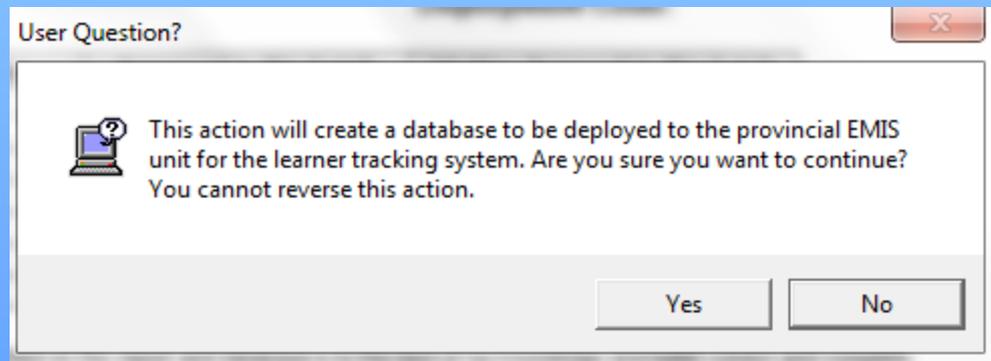
LURITS Approval Module

- 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 LURTIS 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

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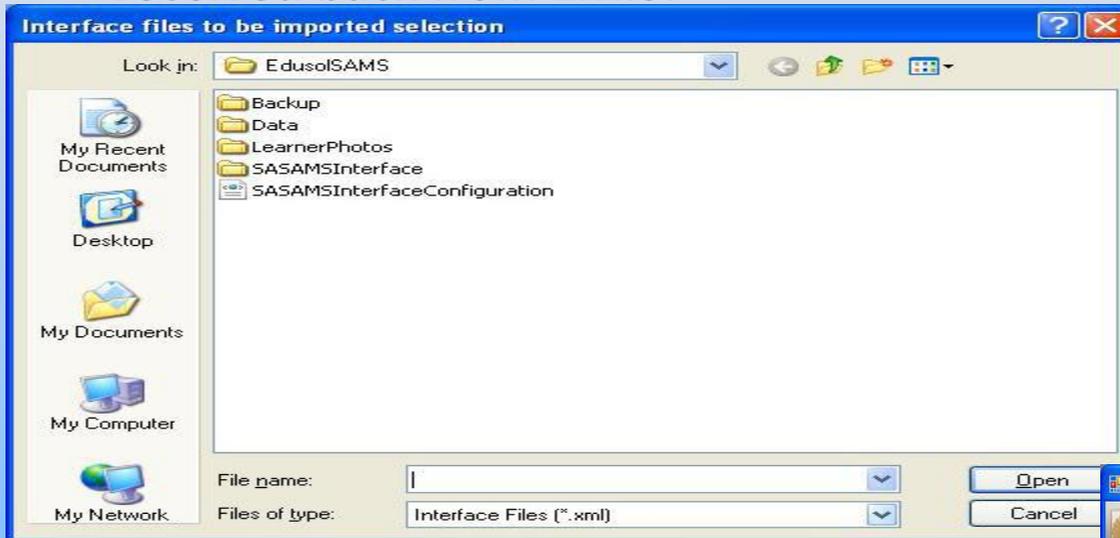
- Point to the location of the feedback files on the CD or flash disk provided by the province.
- After clicking on **Open button the screen will indicate to you that the Import completed successfully.**
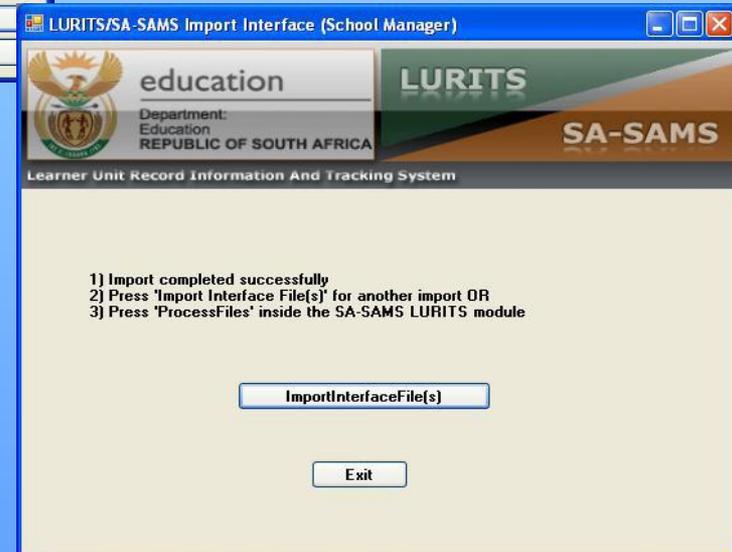
LURITS Approval Module

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

- 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.

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

Security and Database Functions

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

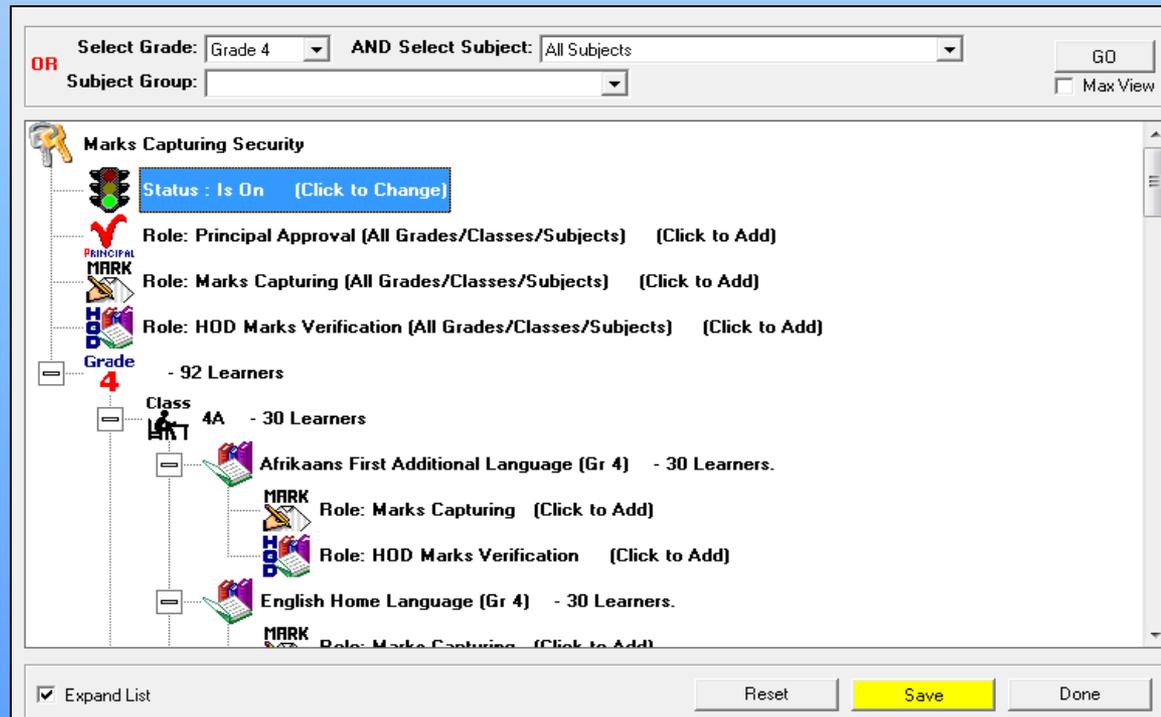- Click on a **User Profile** on the left-hand side to view/edit your system rights and maintain your users. **NB: You can only view or edit the system rights for the users with level equal or less than your user level. For example: If you are level 7(Principal/Management) you can only change your level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

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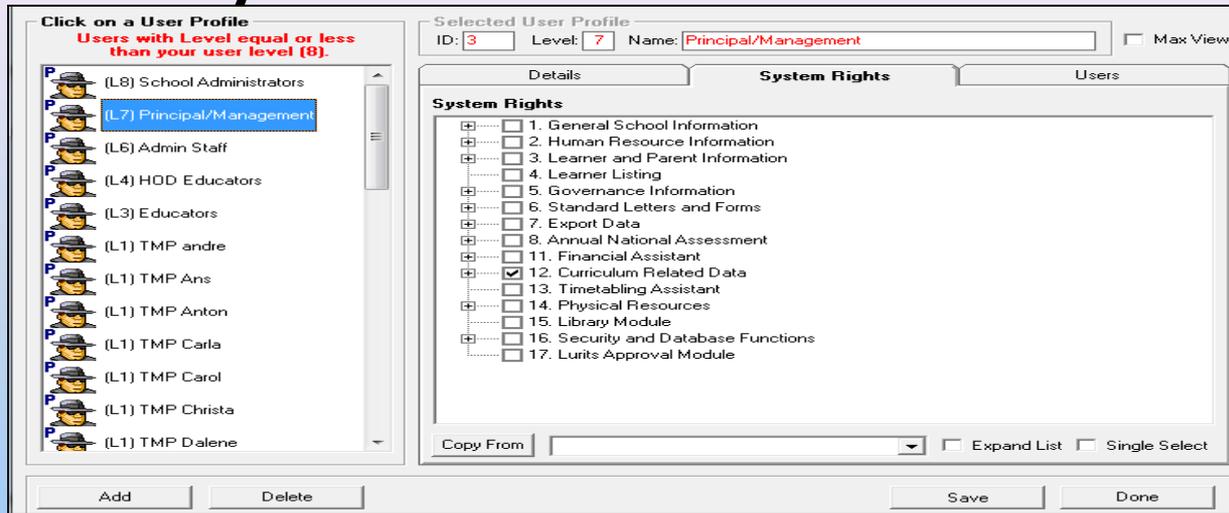
4. Click on **Maintain Marks Capturing Security** button the following screen will display:

- 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

I. Annual National Assessment(ANA)

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	
	User Preferences

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

SA-SAMS : School Administration and Management System
8. ANNUAL NATIONAL ASSESSMENT MODULE (GR 1 TO 6 AND 9)

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	
	<< MAIN MENU

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: All Grades   Select Version: Version 02, 2013/01/01 - 2099/01/01

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	Verdienstelike Prestasie	70	79.99
0	3	7	Outstanding Achievement	Uitmuntende 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	Verdienstelike Prestasie	70	79.99
4	6	7	Outstanding Achievement	Uitmuntende 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	Verdienstelike Prestasie	70	79.99
7	12	7	Outstanding Achievement	Uitmuntende Prestasie	80	100

Done

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: 2013

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.   Done

Annual National Assessment(ANA)

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

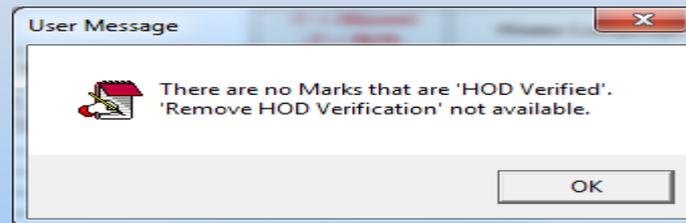- Select **Grade** and **Class**. Click on **GO**.

- 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**.

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:

> **User Message**
>
> There are no Marks that are 'Principal Verified'.
> 'Remove Principal Verification' not available.
>
> OK
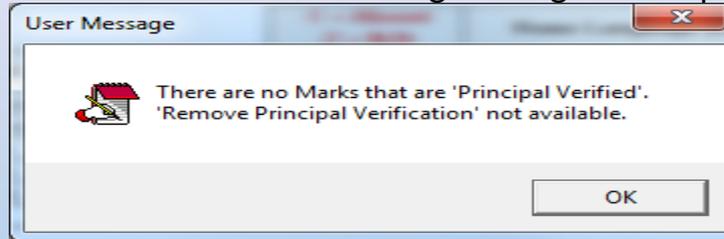
- Click on **Verify** and click on **Yes**. **NB: The colour of the raw marks changes to green**.

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: | All | GO | Print |
| Select Language: | All | | | Max View | Export to Excel | Done |

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
TOTALS		1	0	1	1	0	1	4	0	8

	% 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
TOTALS		0	0	0	0	0	0	6	0	6

| 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:

> **User Message**
>
> There are some ANA Marks that have not been Verified.
>
> Grade: 6, Class: 6A, Learner: MAKHATHE, Thato
>
> OK
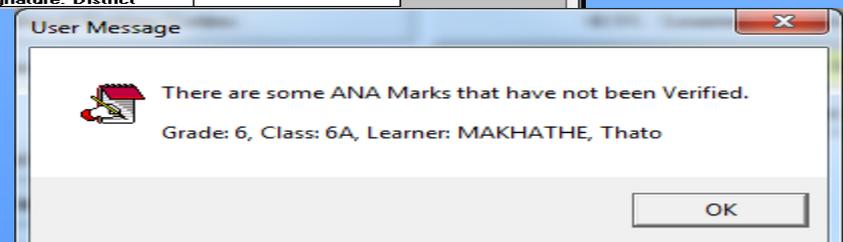
Annual National Assessment(ANA)

<u>Print Learner report</u>

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

- 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.

Timetable

4. You will see that the **"Result"** column is empty.

5. Click on **" Check Cycle Details"**

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 Inputs Wizard

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
COMPULSORY STEPS		
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	
OPTIONAL INPUTS TUTORIAL		
	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	

Click on a row NUMBER to perform the relevant step

Exit without creating a timetable

☐ **Include optional inputs when creating timetable**   Create the timetable

Check Cycle Details

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

Update Cycle Details

Print Grid

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
	Start Grade	**End Grade**
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**   Done

Timetable

- Do this until all results are **"Checked"** for all the compulsory steps.

REFER TO THE MANUAL ON THE EMIS PORTAL