

## Changes and updates on SA-SAMS v15.0.1

This newsletter contains the changes and updates for the first release of SA-SAMS in 2015. Please note that the June release will contain updates for ANA, School Safety and Disciplinary and cosmetic changes that aims to improve the SA-SAMS experience.

Versions 15.0.0 & 15.0.1 contain the following updates:

1. School Type (Screen 1.2)
2. Design & create HR lists (Screen 2.19)
3. Design & create Learner lists (Screen 3.1.2)
4. HR attendance: Summary reports and capturing functions
  - 4a. Summary reports:
  - 4b. Capturing of attendance (Screen 2.12 & 2.13) step 1
  - 4c. Capturing of attendance (Screen 2.12 & 2.13) step 2
5. Changes on profiles of Non-educating Staff and SGB: ID and Disability
6. Changes on profiles of learners: ID
7. Changes on Curriculum
  - 7a. Update on promotion please save 12.7.18 for Grades 1-3
  - 7b. Changes on 12.3.11 – Save the weight validations for the following
  - 7c. Learner report updates (screen 12.7.19)
  - 7d. Term schedules and analysis reports (screen 12.9)
8. Assign mentors to Learners
9. Security upgrades on SA-SAMS
10. Notification on latest updates (Screen 1.2)

### 1. School type (Screen 1.2):

The selection of school types was increased to identify particular types of schools and includes the following new options:

Full service ordinary school; Early Childhood Development (ECD), Exam centre (Centres that are not public schools); and other institutions

- To update the correct option for the school, select the appropriate school type from the dropdown list and save the update.

Setup School Cycle Details (L2)

**Grade Range and Options in School**

Type of School:

Lowest Grade in School:

Does your school have separate remedial classes?  Yes  No

Does your school have separate remedial classes?  Yes  No

Does your school have Multigrade classes?  Yes  No

**Teaching Hours in GET Band (Grade 1 to Grade 9)**

Number of Days per Cycle:  Maximum Number of Periods per Day:

Total Number of Periods per Cycle:  Length of Periods in Minutes eg 45:

**Teaching Hours in FET Band (Grade 10 to Grade 12)**

Number of Days per Cycle:  Maximum Number of Periods per Day:

Total Number of Periods per Cycle:  Length of Periods in Minutes eg 45:

### 2. Design & Create HR lists (Screen 2.19):

Create educator and non-teaching staff lists and save the lists for future reference.

- To create a list select All, Educators or Staff, select if they should be sorted alphabetically or per gender. Click on the data fields from the column on the left to add to list. Name and save the **Template** for future reference. If the list is to be viewed by others then select the share option.
- Click on **View grid** to view the list. The school/ provincial logo can be added to the list for **printing** and **export**.
- Click on “Parameters” to move back to the selection screen or click on **Done** to exit the screen.

### 3. Design & Create Learner lists (Screen 3.1.6):

The screen layout has been changed to include the following improvements:

- Create lists per class, per grade and all
- Lists can be saved for future uses / reference
- The school/ provincial logo can be added to the list for **printing** and **export**
- More options for lists e.g. nr of years in phase
- Layout and functionality similar to Design HR lists.

## 4. HR attendance

### 4a. Summary reports:

To assist school management and reporting the HR attendance summary reports are available on 2.15, 2.10 and the new option, 2.16 - View Attendance Statistics summary. Some options are available separately for Educators and Non-Educating staff due to the different term periods.

- Changes on 2.15 and 2.10 include a sign off template on the last page.

	Principal	School Administration Officer	District Head
Print Name:			
Signature:			
Date:			

Please Note: I have the necessary steps to ensure the finalisation of this form as per above.

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- On 2.16 the summary attendance can be selected per week, per month, per term, per year and for multiple years.
- Select the period and then click on “View Statistics”

Attendance Statistics (Summary) (2.16)

Whom: Educators Paid By: All Format: Monthly Max View

Select Month(s)

- 2015
  - January
  - February
  - March
- 2014
  - January
  - February
  - March
  - April
  - May
  - June
  - August
  - September
  - October
- 2013
- 2012
- 2011
- 2010
- 2009

Please Note:  
 - Statistics are based on the Weekly Attendance Statistics (2.12 / 2.13).  
 - as such, weeks where the Friday falls within the Selected Period(s) will be selected irrespective of the dates of the other days of that week.  
 - Button '2.10. Staff Leave Summary Printout', is available only if Educator or Staff is selected and One Period only.

2.10. Staff Leave Summary Printout View Statistics >> Done

- The school/ provincial logo can be added to the list for **printing** and **export**
- Click on **Parameters** to review the selection or click on **Done** to exit the screen

Attendance Statistics (Summary) (2.16)

EASTERN CAPE DEPARTMENT OF EDUCATION  
 LEEUWFontein COMBINED  
 EAST LONDON  
 Emis No: 22222222

Monthly Attendance Statistics (Summary)  
 2015/04/09

Educators & Staff

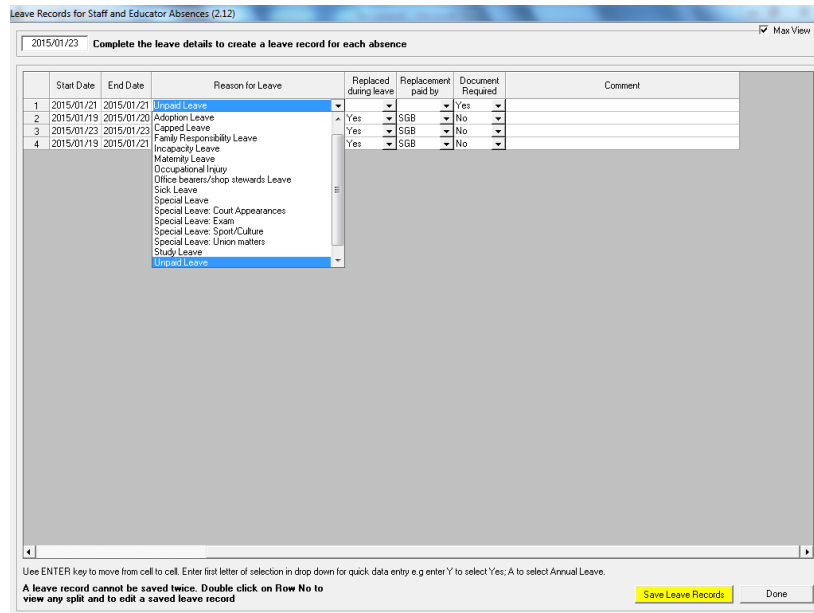
	Number of Staff		Possible Attendance		Absent Days		Actual Attendance		Average Attendance	Average Absen
	M	F	M	F	M	F	M	F	%	%
2015 - January	8	29	40	145	0	0	40	145	100.00	0.00
2014 - February	54	137	264	688	4	18	260	670	97.69	2.31
2014 - March	60	149	279	710	3	16	276	694	98.08	1.92

	Principal	School Administration Officer	District Head
Print Name:			
Signature:			
Date:			

Grid Options:  Header  Dept  School  Graphics

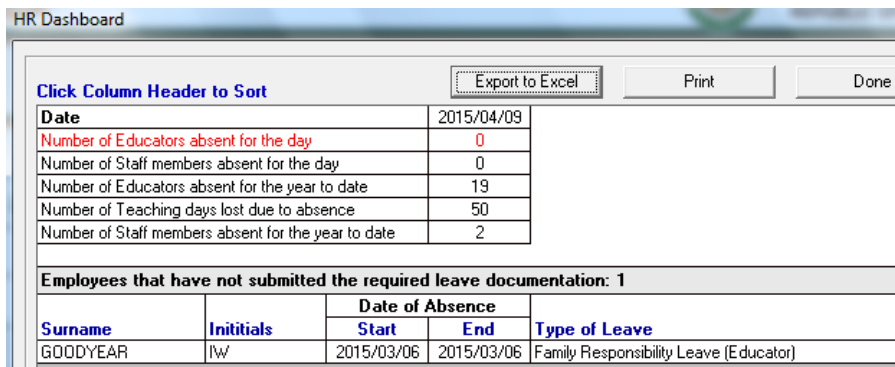
**4b. Capturing attendance (Screen 2.12 & 2.13) step 1:**

- Changes include that after capturing the attendance and on clicking the Save button, the “Reason for leave” screen opens automatically. It is compulsory to select a reason and only then can the leave records be saved.
- The list of changes includes “Capped leave” and Reasons unknown”.

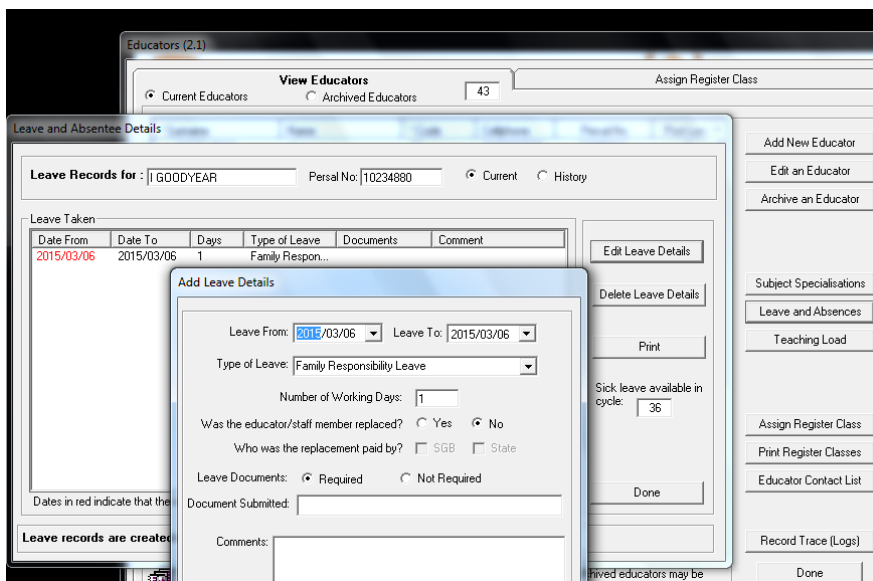


#### 4c. Capturing attendance (Screen 2.12 & 2.13) step 2:

- The HR Dashboard will indicate if documentation was NOT submitted.



- Select “Leave and Absence” to capture that the correct leave documentation was submitted.



**5. Changes on profiles of Non-educating Staff and SGB: ID and Disability**

- The ID field was changed to include a work permit number if the person is not a SA Citizen.
- The disability of the Staff member (2.3) and the SGB member (4.1.1 & 4.3.1) needs to be captured.

**6. Changes on Profiles of Learners: ID**

- A new option is available in cases where the learners' ID number (as on the birth certificate) cannot be saved on SA-SAMS. Select "Not validating" and the number automatically appears in a different field. When the correct number is entered this number will be removed automatically.

- The ID field was changed to include a study permit number if the person is not a SA Citizen. Enter XXX in cases where the permit nr is not available.

**7. Changes on Curriculum**

**7a Update on promotion please save 12.7.18 for Grades 1-3**

- Progression (promotion) requirements for Gr 1-3 aligned to the National policy pertaining to the programme and promotion requirements of the national curriculum statement Grades R – 12.

View National Rating Codes (12.7.12)

Grade Filter:  Select Version:

Grade R to 3	
<b>Foundation Phase Gr 1-3:</b> The learner must achieve at least: Level 4 in HL and Level 3 in FAL and Level 3 in Mathematics	<b>Grondslagfase Gr 1-3:</b> Die leerder moet die volgende minimum vlakke behaal: Vlak 4 in HT en Vlak 3 in EAT en Vlak 3 in Wiskunde

**7b Changes on 12.3.11 – Save the weight validations for the following**

- In **Maths Literacy Gr 10, 11, and 12** the following is unfixed Term 1 & 3 : Term weight %
- In **Life Orientation Gr 12** the SBA weight for Task 3 (Term 2) is unfixed.  
 In cases where the task is done in term 3 the task should be added for Term 3 included in SBA year weight %) and the Project Task 3 in Term 2 should be changed to the following: Weight % set to "0".

School Based Assessment for 2015 (12.3.11)

Grade: Grade 12 Subject: Life Orientation (Gr 12) SysTest: Assi Random Topi

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	4	2015/01/26	80	80.00	Yes	20.00
Term1	2 (PET) - Formal	No	2	3	2015/01/27	20	20.00	Yes	5.00
<b>Term 1 Totals:</b>						<b>100</b>	<b>100.00</b>		
Term2	3 (Project) - Formal	No	0	3	2015/06/08	80	40.00	Yes	20.00
Term2	4 (PET) - Formal	No	2	3	2015/06/08	40	20.00	Yes	10.00
Term2	5 (Mid-year examination) - Formal	Yes	0	20	2015/06/08	80	40.00	Yes	20.00
<b>Term 2 Totals:</b>						<b>200</b>	<b>100.00</b>		
Term3	6 (PET) - Formal	No	0	3	2015/07/21	80	80.00	Yes	20.00
Term3	7 (End-of-year examination) - Formal	Yes	2	20	2015/08/24	20	20.00	Yes	5.00
<b>Term 3 Totals:</b>						<b>100</b>	<b>100.00</b>		
Term4	Dummy Task (Capture -1) - Formal	No	0	8	2015/11/16	1	0.00	No	
<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>1</b>	<b>100.00</b>		

### 7c Learner report updates (screen 12.7.19)

- **Learner reports:**
  - An extra signature for HOD/ Deputy Principal is included on all report formats
  - Report 7 prints on 1 page.
  - General Comments for all reports has been increased to 1000 characters. (Use 12.7.14 to set up comments per subject and for general comments)
  - Term 4 is changed to “final for Year” to avoid confusion on final results and total absenteeism.
- **New functions for printing of reports:**
  - Report selection improved

Print Progress Reports (12.7.19)

Select Options  Email Mode  Max View

Grade/Class History Year: 2015 Grade: Grade 12 Class: 12(1) Cycle: Term 1 : FET **GO**

Learners (Click on the box to select a learner)

None **All** All (Afr) All (Eng)

Select Language To Print (number of learners for the specific language indicated)

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

Select Filter Options

- **New email functions for sending reports:**
  - Email function is available to send reports to parents via e-mails.
    - Select the email mode and click on GO. All the learners will be listed with the available email addresses for the parents. Tick the learners to select for emailing.
    - Select the progress report option and draw up an email template.
    - Click on **Send email report** to send to the Draft box and then send the reports from there.
    - If the email function is not working, run the “CrystalUpdate.exe” on C-drive-> programfiles-> Edusolsams.

Print Progress Reports (12.7.19)

**Select Options**  Email Mode  Max View

Grade/Class History Year: 2015 Grade: Grade 12 Class: 12(1) Cycle: Term 1: FET 60

**Select Progress Report Format**  
 Progress Report: 01. Senior Phase Format - Single Term  Include Learner Photo

**Email Template**  Show Email Template

Template: <New>  English  Afrikaans

Subject: Learner Report: <Cycle>, <Grade> (<Class>) - <SName>, <FName>

Email: Greetings  
 Attached, please find Learner Report.  
 Kind Regards.

Template Name:  Save

**Select Learners** You can only select Learners that have Parent(s) with a valid Email

#	Learner	Gender	Rep Lang	Select	Email 1 / Email 2
1	BEZUIDENHOUT, Pieter	Male	A	<input type="checkbox"/>	0: None
2	BOKIA, Zernelo	Female	E	<No Parents>	

## 7d Term schedules and analysis reports (screen 12.9)

### SA-SAMS : School Administration and Management System 12.9. CURRICULUM RELATED SCHEDULES AND PRINTOUTS

12.9.11. Print Blank Mark Schedule
12.9.12. Internal Cycle Mark Schedule per Grade
12.9.13. Year-to-date Results per Subject
12.9.14. Year-to-date Results per Grade
12.9.15. Department Mark Schedules per Grade
12.9.16. Summary Results per Quarter
12.9.17. Achievement / Promotion Analysis
12.9.18. Learner Lists: Drop Outs, Progressed and Repeats
12.9.19. Progress/Promotion Reports (Eastern Cape)
<< Curriculum Module Menu

- **12.9.13 & 12.9.14** lists the year to date results that can be used to track a learner's performance across the terms per subject. It can also be used to rank learner performance per term.
- The assessment analysis reports are generated in 12.9.16.
  - The report generated by **12.9.16.7** is based on the analysis report Annexure B that is required by the Examination section in the districts.
  - 12.9.16.2 was updated with the Foundation Phase "P" requirements

Summary of Learner Results per Quarter (12.9.16.2)

Select Grades:  Grade R to 3  Grade 4 to 9 Select Quarter: Quarter 1

Your results will not be correct if you have not entered results for all learners for each subject for the term.

LEEUFONTEIN SCHOOL

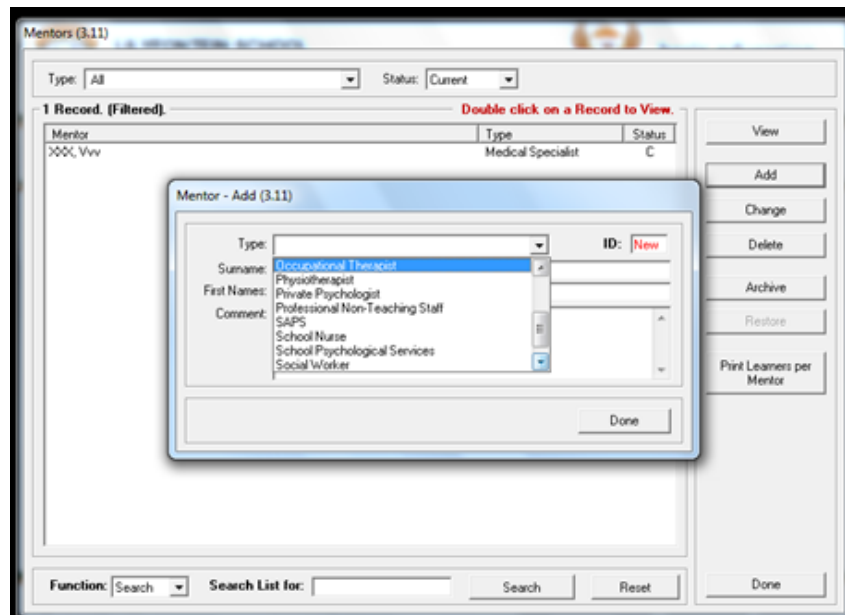
Subjects Summary for Grades R to 3 Cycle: Quarter 1 2015	Grades English Home Language	Grades Afrikaans First Additional	Grades Life Skills	Grades Mathematics
Percentage of Learners meeting requirements				
Number of Learners				
Number of Learners meeting requirements (HL >=4, FAL >= 3, Math >=3)				
Number of Learners not meeting requirements				
Percentage of Learners meeting requirements				
Number of Learners				
Number of Learners meeting requirements (HL >=4, FAL >= 3, Math >=3)				
Number of Learners not meeting requirements				
Percentage of Learners meeting requirements				
Number of Learners	49	49	49	49
Number of Learners meeting requirements (HL >=4, FAL >= 3, Math >=3)	45	43	49	49
Number of Learners not meeting requirements	4	6		
Percentage of Learners meeting requirements	92	88	100	100

- Progressed learners are listed in 12.9.19 and the analysis available on 12.9.18.

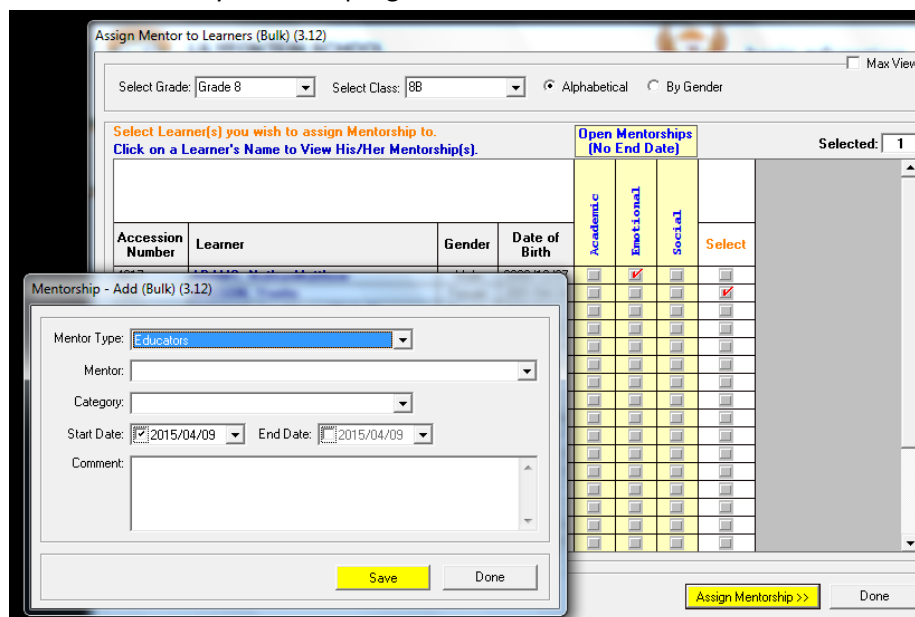
## 8. Mentor's for Learners (Screens 3.11 & 3.12)

New functions that will be included in 2015 version are new functions that will be aligned the Learner Social Welfare and the Inclusive Policies. Assigning mentors to learners is the first development.

- Persons acting as mentors are set up on 3.12. Lists per mentor can also be printed.



- Mentors can be assigned to learners as academic, social or emotional mentors. A comment box is included for any notes on progress or other.



## 9. Security upgrades (Module 16):



SA-SAMS : School Administration and Management System	
16. SECURITY AND DATABASE FUNCTIONS	
16.1. Maintain IQMS Database	16.11. Maintain User Profiles
	16.12. Maintain Users
16.3. Export Data fields to MS Excel	16.13. Maintain Marks Capturing Security
16.4. Compact the Database	
16.5. Microsoft Backup Utility	16.15. System: Logs Setup
	16.16. System: Logs View
16.7. Databases Functions	
	16.18. System: Who's Connected
16.9. Maintain SASAMS Updates URL	
16.10. Check for SASAMS Updates (Online)	<< MAIN MENU

- All the connected users can be viewed on 16.18 if SA-SAMS is connected to a network
- **Log changes** can be setup for specific data fields on 16.15. The log changes can be viewed on 16.16.

System: View Logs (16.16)

Log Group: All

Log Date:  All  Day  Range From: 2015/04/09

Log Users: All Use

Click on Headers to Sort. Logs Max Level: <=9

Date/Time	User	Log Type	Description
2015/04/09 08:06:12	Developers	Educator - Change	Educator: G PersalNumb
2015/04/09 08:04:35	Developers	Educator - Change	Educator: G. SName: [GA
2015/04/09 07:51:03	Developers	User Login / Logout	Login

- **Log changes** can be also be viewed per learner, educator and staff member.

Learner Enrolment (3.1.1)

Show All Current Learners Filter by Grade: LSEN Filter by Class: All Number of Learners 0

Learners in LSEN, All Classes  Current Learners  Future Registrations

* Surname	Name	Nick Name	* Accession No	* Grade	* Class	* Gender

Details

- Add New Learner
- View/Update Learner
- Archive Learner
- Maintain RCL

Records

- Disciplinary Record
- Incidents
- Learning Barriers
- Sports and Extra-murals
- Mentorships
- Marks Archive
- Provisional Transfer Form
- Record Trace (Logs)

Family

- Learners without Parent/Adult linked on System
- Add Parent to Learner
- View Main Parent Details
- View Family

Done

Double click on a learner to view summarised profile

Search List for Learner   By Surname  Other visible columns GO

## 10. Notification on latest updates


You can be notified when the latest version is available by completing the following URL on 16.9

- Schools in the Free State: <http://www.fsdofe.fs.gov.za/EMISPortal/SASAMS.txt>

- Schools in other provinces:

**SA-SAMS : School Administration and Management System**  
**16. SECURITY AND DATABASE FUNCTIONS**

16.1. Maintain IPMS Database	16.11. Maintain User Profiles
16.3. Exp	ers
16.4.	ring Security
16.5.	Setup
Updates URL: <input type="text" value="http://www.thutong.doe.gov.za/ResourceDownload"/> <input type="button" value="Save"/> <input type="button" value="Done"/> <input type="button" value="View"/>	
16.7. Databases Functions	16.18. System: Who's Connected
16.9. Maintain SASAMS Updates URL	
16.10. Check for SASAMS Updates (Online)	<< MAIN MENU



basic education  
Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

*Every child is a national asset...*

