



## This document contains the following

### A: CHANGES ON 14.4.0

### B: HOW TO PROMOTE in 2014 AND SET UP THE CLASSES FOR 2015

#### A: Changes on 14.4.0

The changes on SA-SAMS v 14.4.0 are listed below:

- **Updates for 2015:**

1. 2015 term dates
2. 2015 Programme of Assessment with all the new tasks.
  - a. In Foundation Phase Math is changed to look like languages to print schedules similar to CAPS. All weights are according to instructions by DBE.
  - b. The PAT and Technical Drawing can be captured in TERM 1, 2, 3 and the marks will automatically populate in Term 4 – but will not count for term marks if so specified by CAPS.
  - c. Test tasks are automatically set as common for easy analysis as required by the provinces

- **Number of years in the phase:**

3. “Years in Phase” can be changed/corrected per learner on Module 4 or 3.1.1. New learners that progressed before can be indicated to update the analysis schedule on 12.9.17.

\*\*\* Current Grade:    
 Learner Progressed to this Grade:   
 \*\*\* Years in Grade:  and in Phase:   
 \*\*\* Class:

- **Promotion schedule & requirement updates:**

4. **All promotion requirements according to the assessment policy are updated on SA-SAMS.**  
Due to reasons such as *relaxed conditions / age cohort / number of years in the phase*, the promotion status of a learner can be altered by changing the “NP” to “P”.
5. If in term 4 when “NP” was changed to “P”, the Learner report prints “Progress” and not “Promote”. Individual explanatory comments can be added for the learner on General comments on 12.7.18.
6. On 12.9.17 the promotion analysis is changed to distinguish between promoted, progressed and failed learner performance.

**12.9.17. Achievement / Promotion Analysis**

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**12.9.18. Learner Lists: Drop Outs, Progressed and Repeats**

Promotion Analysis																						
2014/11/27																						
Year: 2014, Term: 4 - 2014/10/13 - 2014/12/10																						
	Repeating Learners						Progressed Learners						Promoted Learners						Grand Total			
	Male		Female		Total		Male		Female		Total		Male		Female		Total		Male	Female	Total	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	
Grade R																						
Grade 1																						
Grade 2																						
Grade 3																						
Grade 4																						
Grade 5																						
Grade 6																						
Grade 7																						
Grade 8																						
Grade 9																						
Grade 10	0	0.00	0	0.00	0	0.00	0	0.00	1	100.00	1	100.00	0	0.00	0	0.00	0	0.00	0	0.00	1	100.00
Grade 11																						
Grade 12																						
<b>Totals</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>1</b>	<b>100.00</b>	<b>1</b>	<b>100.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>1</b>	<b>100.00</b>

School Stamp / Principal Name and Signature

7. On 12.9.18 Learners are listed that were progressed, failed or dropped out.

# SA-SAMS TIPS for 2014 no 9

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## **B: HOW TO PROMOTE in 2014 AND SET UP THE CLASSES FOR 2015**

- **PROMOTIONS MUST BE COMPLETED IN 2014.** SA-SAMS operates annually and therefore cannot process promotions in 2015 for the previous curriculum year.
- Final promotions cannot be reversed.

### **COMPLETING THE PROMOTION PROCESS IN 2014**

#### **Step1:**

1. Complete the promotion decision for 2014 on 12.7.18 and save.
2. It is advisable to make a copy of the school data base before you continue to promote the learners. SA-SAMS do make a backup copy prior to promotion.

#### **Step 2: To place learners in new grades**

3. Final promotions are completed on Menu 3.19 (**Process Learner Promotions**).
4. Enter **2014** for the year to be processed.
5. If the **school has captured marks in 2014** then proceed to 2. **Process Learner Promotions**.
  - Tick at the bottom to confirm promotion decision.
  - Click on “Process promotions” to place all learners in the new grades for 2015. (Remember this NOT reversible)
6. If **no marks were captured**, then the school need to do the promotion decisions for each learner manually on Option 1 as follows:.
  - Click on **1. Place Learners in New Grade** and select a class. All learners are **not promoted** by default. Tick in the box next to each learner to change the promotion status.
  - To save the processing click on **Save**. Repeat the same process for all the learners. When this process is completed for all classes click on **Done**.
  - Click on **2.Process Learner Promotions** to place all learners in the new grades for 2015. (Remember this NOT reversible)

### **SET UP THE CLASSES FOR 2015**

#### **Step 3: Place learners in new classes**

7. Select option 3. **Assign new classes**.
8. Select and click on a grade, then click on a class you want to assign learners to.
9. Select learners for the class by clicking on each learner or tick the box **Select All** to select all learners. The selected learners will move to the right hand box.
10. A counter is available on the bottom to keep track of the number of learners per class.
11. Learners can be taken out of the class by selecting the “<<” button.
12. Click on **Save** to save the class information. Click on **Done** to exit the screen.

*Note: In the first grade at your school there won't be any learners unless you have repeaters as they would have progressed to the next Grade and learners who passed the last Grade at your school will be automatically archived only those who failed will remain.*

#### **Step 5: Assign educators to register classes**

13. On Menu 2.1 select and click on **Assign Register Classes**.
14. Click on the class, then on the educator and enter the class number.

#### **Step 6: Print summaries**

15. Verify the number of learners, Educators and classes on 3.1.7

## SA-SAMS TIPS for 2014 no 9

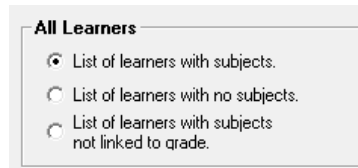
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16. See SA-SAMS TIP no1 for all class list and class summaries.

### **Step 7: Assign subjects to learners and subject teachers to**

17. SA-SAMS upgrade the subjects of the learners in the same phase. Learners entering a new phase should be assigned new subjects on 12.1.15

18. Check for learners with no subjects, subjects with wrong grades.



The screenshot shows a menu titled "All Learners" with three radio button options:

- List of learners with subjects.
- List of learners with no subjects.
- List of learners with subjects not linked to grade.

19. On 12.1.16 assign educators to subject classes.