



EVERY CHILD IS A NATIONAL ASSET

ABC OF ... EXPORT DATA MODULE

M O D U L E 7



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA



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General Instructions on using SA-SAMS Manual:

- ☐ Click on the **menu option** to open the required screen.
- ☐ Click on **Save** to update all capturing.
- ☐ Click on **Done** to exit the screen.

The following symbols are used in the manual to indicate the required action with every screen:

					
Background Information	Data used in other modules or pre-captured data needed	Options in drop-down tables	Screens that require capturing	Printouts and Reports	Summary and Stats screens

A. INTRODUCTION

1 Purpose of the module



The **Export Data** module (Figure 1) is used to export learner and educator data forms for processing and reporting.

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	

Figure 1 Main Menu

Usage of this Module is dependent on data already being captured in other modules e.g.



Module	Data to be pre-captured (with the associated screen nr)
1	School details (1.1), importing the school logo (1.16) Grades (1.2), Classes (1.3), School Terms (1.6), subjects (1.5) offered by the school
2	Educator details (2.1) and Staff details (2.3)
3 or 4	Learner data (3.1.1), learners assigned to classes (3.1.5) Parent information (3.1.11) Future learners (3.1.2)

This data can be used for several purposes including statistics and planning for the Provincial and National Education Department.

B. THE COMPONENTS FOR THIS MODULE

2 Module 6: Export data

This module can be divided into 2 sections according to the allocated functions:



- o Export data for surveys.
- o Export data for exam registration.

These sections are tabled below with the associated functionalities and screens that are used in this manual:

Sub-Heading in Manual	Screen	Functionality
2.1 Export data for surveys	7.1 Ordinary Schools Snap Survey Data	
	7.2 SNE Schools Snap Survey Data	
	7.4 Ordinary School Annual Survey Data	
	7.5 SNE Annual Survey Data and	
2.2 Export data for exam registration	7.7 Export for NSC Exam registration Data	

Figure 2 shows all the sub- menus. The functionality and purpose of every component will be discussed separately.

SA-SAMS : School Administration and Management System	
7. EXPORT DATA MENU	
7.1. Ordinary Schools Snap Survey Data	
7.2. SNE Schools Snap Survey Data	
7.4. Ordinary School Annual Survey Data	
7.5. SNE Annual Survey Data	
7.7. Export NSC Exam Registration Data	

Figure 2 Export Data Menu

2.1 Export Data for Surveys

Click on **Export Data** button to access and view different Surveys (Fig. 2)

2.1.1 Export Data Module for SNE

Click on **SNE Annual Survey Data** button to start the SNE Annual Survey Data Export sub module (Figure 3 below appears).



- The Annual Survey Data export only applies for SNE schools or ordinary schools which have an SNE class.

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

Ordinary Schools Snap Survey Data

SNE Schools Snap Survey Data

Ordinary School Annual Survey Data

SNE Annual Survey Data

Export NSC Exam Registration Data

Login Options

2012 SNE SNAP

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Survey Year: 2012

Province Name: Gauteng

Login As:
☒ School ☐ Province

Help About Continue

<< MAIN MENU

SA-SAMS : Department of Basic Education - South Africa
Login: administrator

☐ Show Menu/Option No. About EXIT

Click on **Continue** button and the screen below will show



2012 SNE Snap Capturing Tool

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Survey Options

☐ Create new SNE snap survey
☐ Select existing SNE snap survey
☐ Create new SNE snap survey from SA-SAMS database

GO

Select an Existing SNE snap survey

You already have the following SNE snap surveys compatible with this version located in the folder C:\ExportData

[Empty list box]

Continue
Browse for file...
Delete

SNE snap survey selected

[Empty text box]

School Details

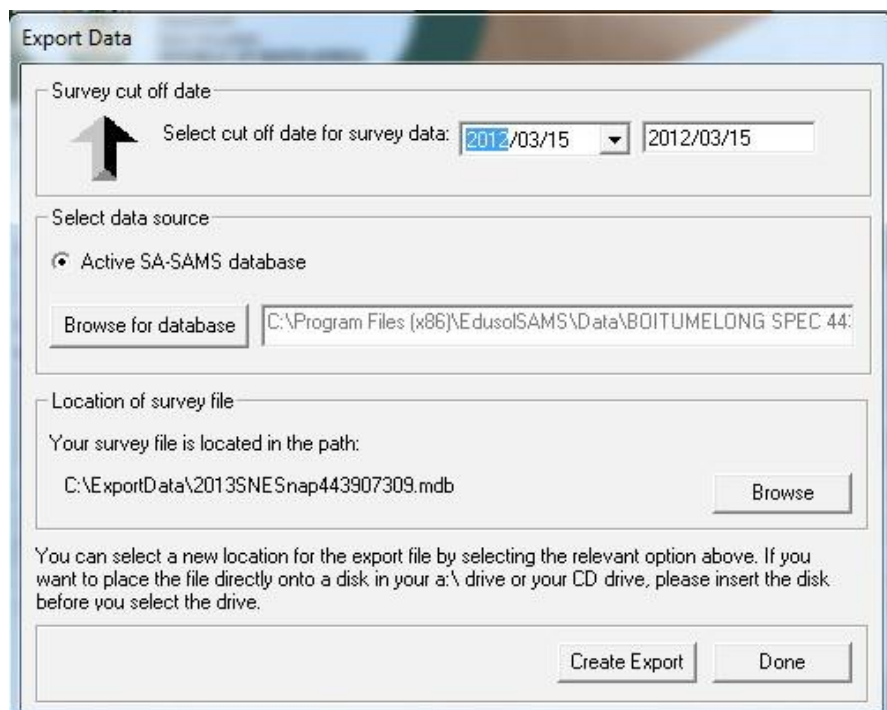
School Name: [Text box]
 Emis Number: [Text box]
 Survey Year: [Dropdown menu] **Select SNE snap survey year**

Start Survey

About Cancel Exit Program

Select one of the Survey options and Click on **GO** button.

Select Cut off date for the survey, **Browse for the Database** and **create export** and click **Done**.



Export Data

Survey cut off date

Select cut off date for survey data: 2012/03/15 2012/03/15

Select data source

☒ Active SA-SAMS database
☐ Create new SAMS database

Browse for database C:\Program Files (x86)\Edusol\SAMS\Data\BOITUMELONG SPEC 44:

Location of survey file

Your survey file is located in the path:

C:\ExportData\2013SNEsnap443907309.mdb

Browse

You can select a new location for the export file by selecting the relevant option above. If you want to place the file directly onto a disk in your a:\ drive or your CD drive, please insert the disk before you select the drive.

Create Export Done

On the survey options click 'Select existing SNE snap Survey' select the survey and press **Continue** button.



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Survey Options

☐ Create new SNE snap survey
☒ Select existing SNE snap survey
☐ Create new SNE snap survey from SA-SAMS database

Select an Existing SNE snap survey
You already have the following SNE snap surveys compatible with this version located in the folder C:\ExportData

2013SNESnap443907309.mdb

SNE snap survey selected

School Details

School Name:
 Emis Number:
 Survey Year: Select SNE snap survey year

About Cancel Exit Program

The school details will appear on the screen. And click on **start the survey**.



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Survey Options

☐ Create new SNE snap survey
☒ Select existing SNE snap survey
☐ Create new SNE snap survey from SA-SAMS database

Select an Existing SNE snap survey
You already have the following SNE snap surveys compatible with this version located in the folder C:\ExportData

2013SNESnap443907309.mdb

SNE snap survey selected

C:\ExportData\2013SNESnap443907309.mdb

School Details

School Name: BOITUMELONG SPECIALISED SCHOOL
 Emis Number: 443907309
 Survey Year: 2013 Select SNE snap survey year

About Cancel Exit Program

Data Capture Menu

EMIS NUMBER: **443907309** SCHOOL: **BOITUMELONG SPECIALISED SCHOOL**

SNE Snap Survey Sections

1.1 to 1.8 General Information

2.1.1 to 2.3.2 Learner Information

3.1 to 3.2 Staff Data

Clearance and Verification

Print Cover Page

Exit Program

INSTRUCTIONS

Complete all relevant pages for your school

1. Create your survey file using SA_SAMS or by manual capturing.
2. Complete all the necessary sections applicable to your school
3. Once you have completed all your data and saved it, run the verification routine to check your survey.
4. Ensure that all your data is correct and print a hard copy to be kept at your school for audit purposes.
5. Dispatch the electronic file to your district or provincial office.

To return to SA-SAMS click on **Exit Program**.

2.1.2 SNE Annual Survey (7.2)

- Select date from the **Please Select SNE Annual Survey Date** drop-down menu.
- To continue, click on the View SNE Annual Survey Data button after it turns yellow (see Figure 4 below).
- To Exit, click on the **Return to SA-SAMS**.



SNE Annual Survey Main Menu

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1. General Information

General Information

1.14.1 to 1.14.2

1.15 to 1.16

1.17

1.18

2. Learner Information

2.1.1 to 2.1.2

2.5.1 to 2.5.2

2.15.2

2.2.1

2.6

2.15.3

2.2.2.1

2.7

2.17.1(a)

2.2.2.2

2.8 to 2.9

2.17.1(b)

2.2.2.3

2.10

2.17.2

3. Educator Information

Educator Information

Create Export

Print Survey

2.3.1

2.11 to 2.12

2.3.2

2.12 to 2.13

2.4.1

2.14

2.4.2

2.15.1

NB* Please make sure that data in the following forms are captured and saved. All other questions will be extracted from SA-SAMS.

1.14.2	2.4.1	2.12
1.16	2.5.2	2.13
1.17	2.6	2.15.1
1.18	2.7	2.15.2
2.2.1	2.10	2.15.3
2.3.2	2.11	

Return to SA-SAMS

Figure 4 SNE Annual Survey main menu

2.1.3 Ordinary School Annual Survey Data (7.4)

 Click on **SNE Annual Survey Data** button to start the SNE Annual Survey Data Export sub module (Figure 3 below appears).



- The Annual Survey Data export only applies for SNE schools or ordinary schools which have an SNE class.

You have now completed all the compulsory information required for Data Export and the Annual Survey: Learner information.

- Type the information required for the SNE Survey tool for the **General Information** page.
- Click on the **Next Page** button.
- To finalise the export, capture data for all the SNE pages where data is required until you reach the last page of the SNE survey tool.
- Click on the **Export Data** button.
- An XML file is created in the export Data folder under the C directory.

2.1.4 Annual Survey Data (7.5)

 Click on **SNE Annual Survey Data** button to start the SNE Annual Survey Data Export sub module (Figure 3 below appears).



- The Annual Survey Data export only applies for SNE schools or ordinary schools which have an SNE class.

You have now completed all the compulsory information required for Data Export and the Annual Survey: Learner information.

- Type the information required for the SNE Survey tool for the **General Information** page.
- Click on the **Next Page** button.
- To finalise the export, capture data for all the SNE pages where data is required until you reach the last page of the SNE survey tool.
- Click on the **Export Data** button.
- An XML file is created in the export Data folder under the C directory.

2.2 Export for NSC Exam registration Data (7.7)

Click on **Export NSC Exam Registration Data** (Figure 7).



Export NSC Exam Registration Instructions

Creating your NSC Exam Registration file

1. Check that your data on each learner is correct.
2. If your data is not correct, then you must go to the learner data section in SA-SAMS to correct your data.
3. Once you are satisfied that your data is correct, then you can create your export file and/or print your registration data.
4. You must keep a hard copy printout of your registration data at your school for audit purposes.
5. Copy your export file onto a CD and deliver to the District or Provincial EMIS office or email the file to them.
6. You will find the file in the following location:

The Export NSC Exam Registration 2009 export file can be located at
C:\ExportData\NSCReg2009

7. Your file name will be:

NSCExamReg2009-EmisNo-700240580Grade.xml

Continue **Exit**

Figure 7 Export NSC Exam Registration Instructions

Click on **Continue** to continue with the export.

2.2.1 Export NSC Examination Registration

Select Grade from the **Grade** drop-down list. (Figure 8).

- Click on the **View Export Data** button to populate the screen.



Export NSC Examination Registration

View NSC Examination Registration Details:

Grade: **Grade 11** **View Export Data** Examination Centre No: **240580** **Export to Excel** **Print**

Learner NSC Examination Registration Detail

Full Name	Birth Date	Gender	Immigration Status	Registration ID Type	Registration ID
APHANE Lerato	1990-05-18	Female	RSA	RSA Id	Registration ID
BALDYI Collen	1992-07-28	Male	RSA	RSA Id	Registration ID
BALDYI Joey	1993-02-05	Female	RSA	RSA Id	Registration ID

☒ NSC Examination Registration Export Required data. ☒ Data Verified **Create XML Export File** **Done**

Figure 8: Export NSC Exam Registration

- Check to see that all the data is correct.
- Click on the **Data Verified** check box.
- Depending on the format of export file the user requires, click on **Create XML Export File** button

OR

- Click on **Export to Excel** button and **Save** the file on a specific directory to produce an Excel spread sheet export.
- To find the XML file go to C export data.

To exit, click on **Done**

C. Summary

The **Export Data** module (Figure 1) is used to export learner and educator data forms for processing and reporting.

This module can be divided into 2 sections according to the allocated functions:

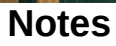
- o Export data for surveys.
- o Export data for exam registration.

3.1 Quick reference of the sub-menus and their uses:

These sections are tabled below with the associated functionalities and screens that are used in this manual:

Sub-Heading in Manual	Screen	Functionality
2.1 Export data for surveys	7.1 Ordinary Schools Snap Survey Data	
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	7.4 Ordinary School Annual Survey Data	
	7.5 SNE Annual Survey Data and	
2.2 Export data for exam registration	7.7 Export for NSC Exam registration Data	





Notes

[illegible]

Feedback/Contact Form

Your feedback is important to us. Please leave any comment that you want. If you are struggling with anything in this module, please send us an email and remember to also give us a number or email to contact you back with.

Contact Name:

Email Address:

Cellphone Number:

Version of SA-SAMS:

Operating System:

District / Province:

Comments / Problem Details:

Send Email

Contact Person

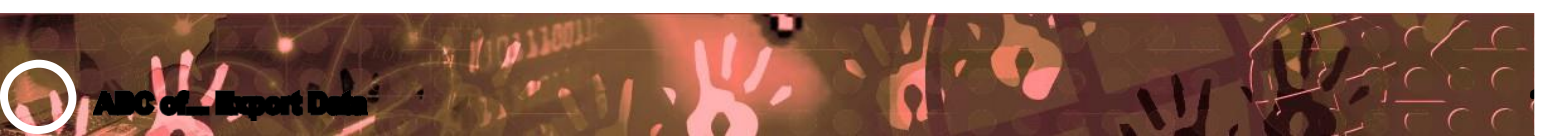
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