EVERY CHILD IS A NATIONAL ASSET

SA SAMS
South African School and Administration Management System

MODULE 7

ABC OF ...
EXPORT DATA MODULE

basic education
Department:
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REPUBLIC OF SOUTH AFRICA

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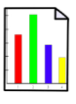
General Instructions on using SA-SAMS Manual:

- 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.

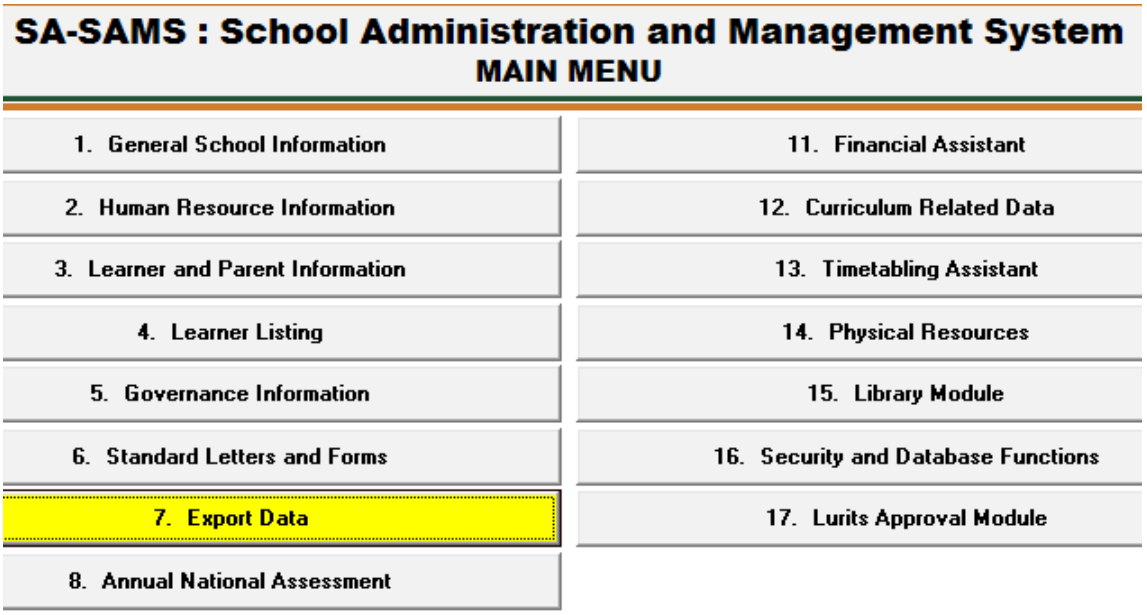


Figure 1 Main Menu

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:

- Export data for surveys.
- 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.

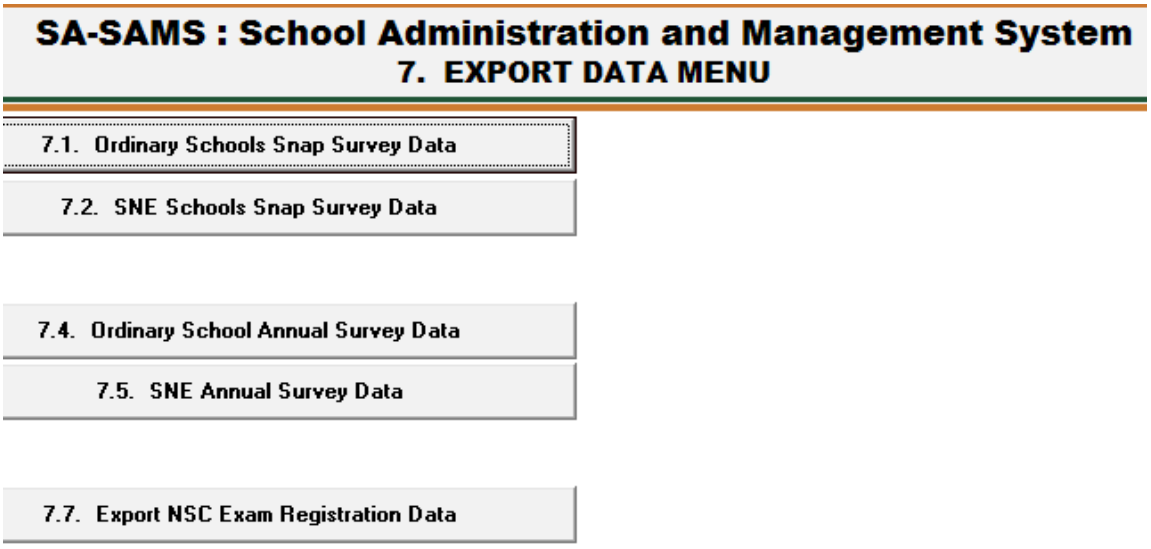


Figure 2 Export Data Menu

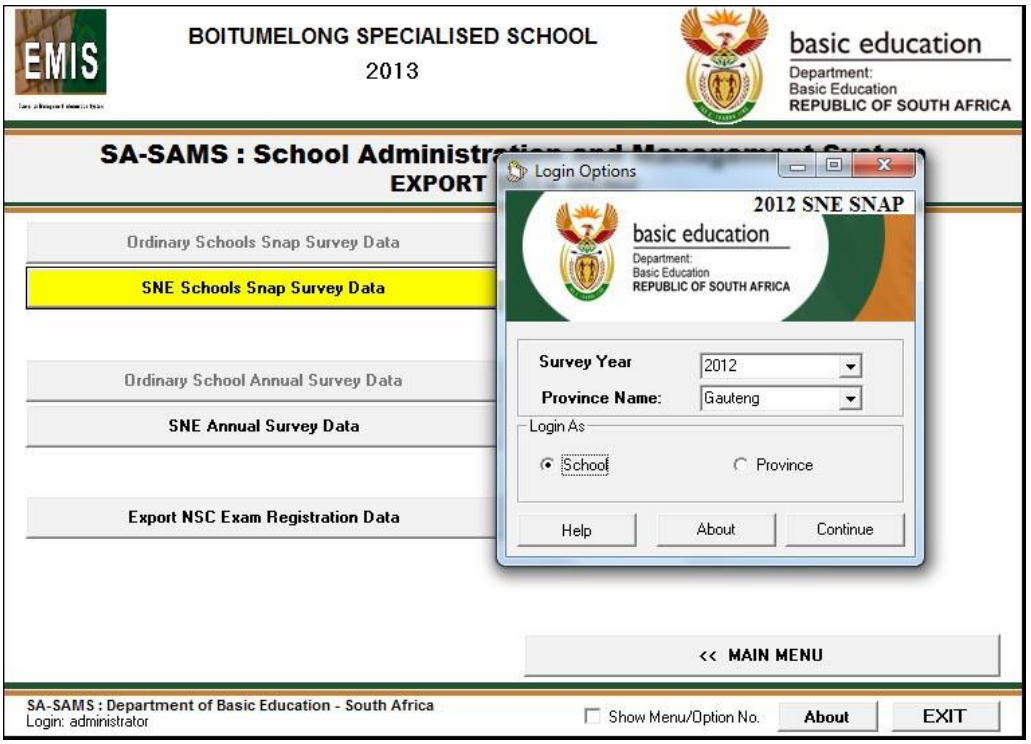
2.1 Export Data for Surveys

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).

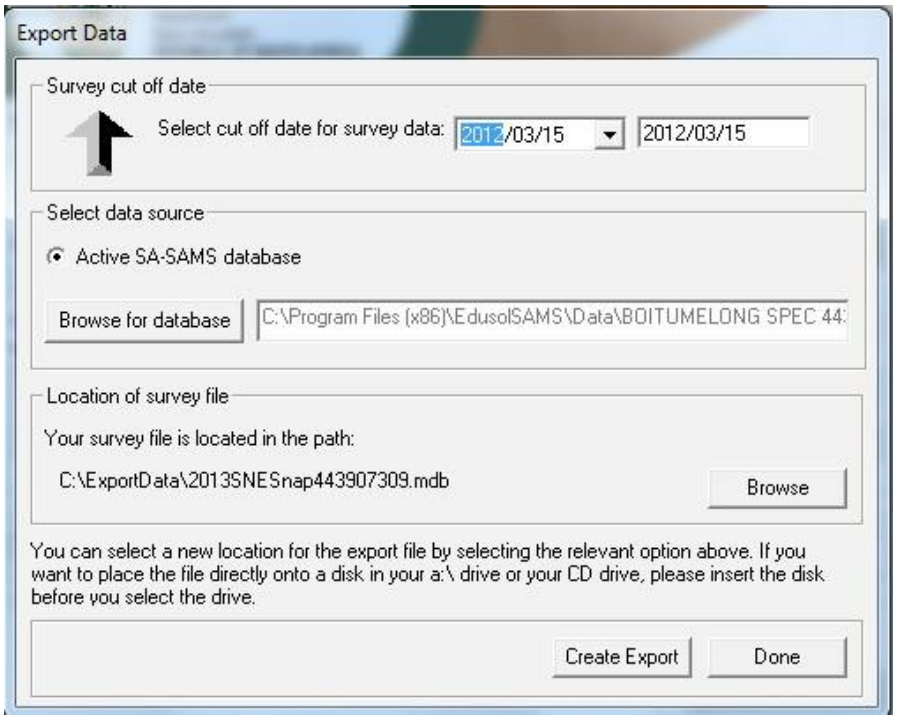
- The Annual Survey Data export only applies for SNE schools or ordinary schools which have an SNE class.



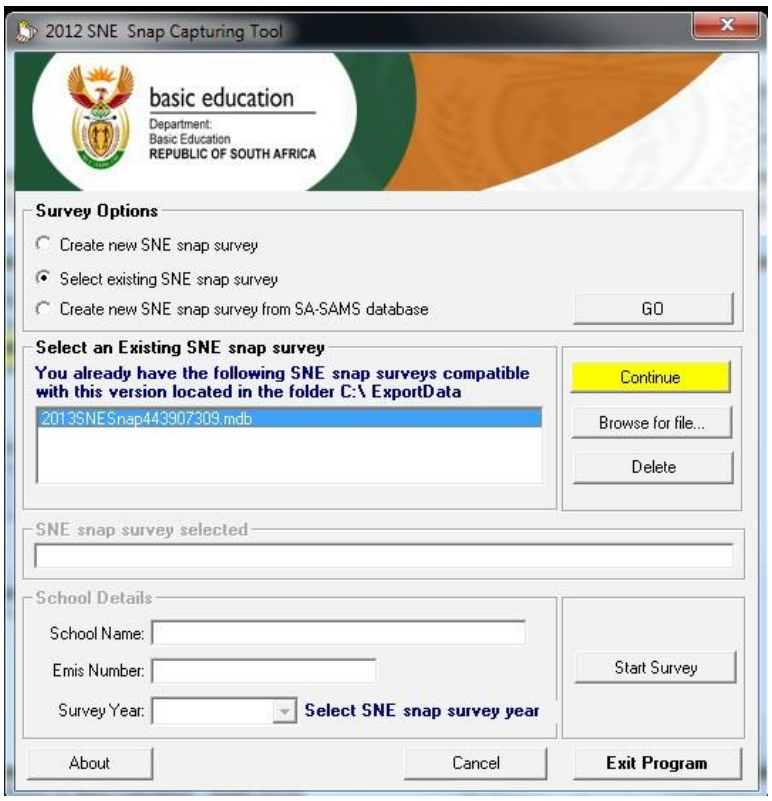
Click on **Continue** button and the screen below will show

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

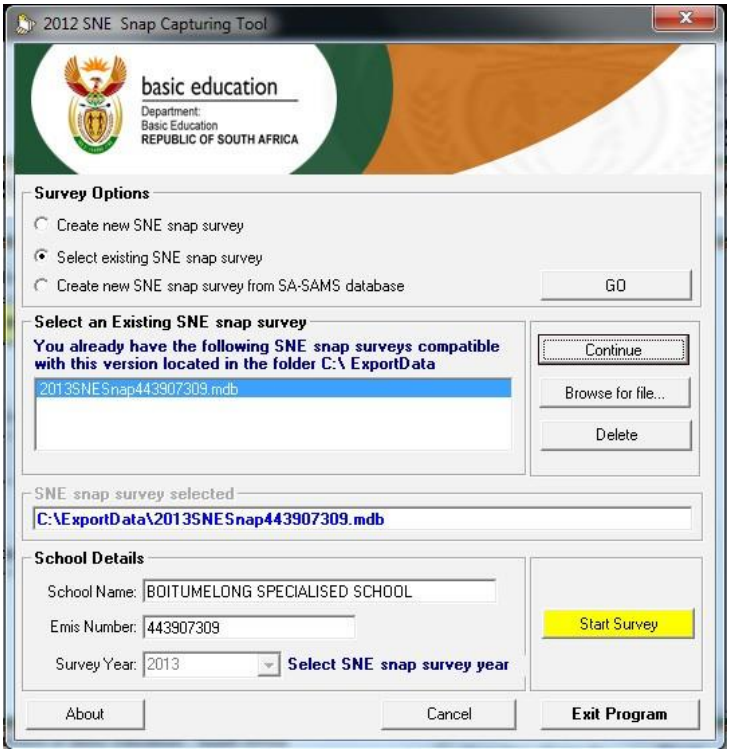
Select Cut off date for the survey, **Browse for the Database** and **create export** and click **Done**.

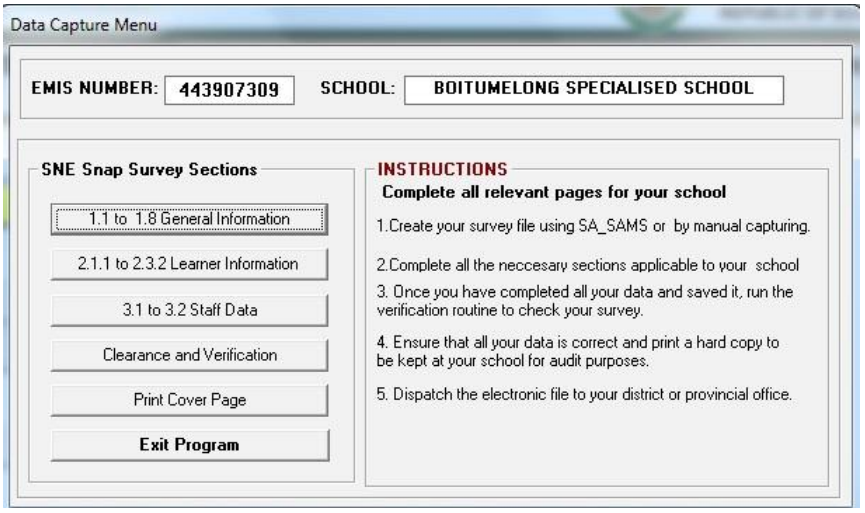


On the survey options click ‘Select existing SNE snap Survey’ select the survey and press **Continue** button.



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





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.**

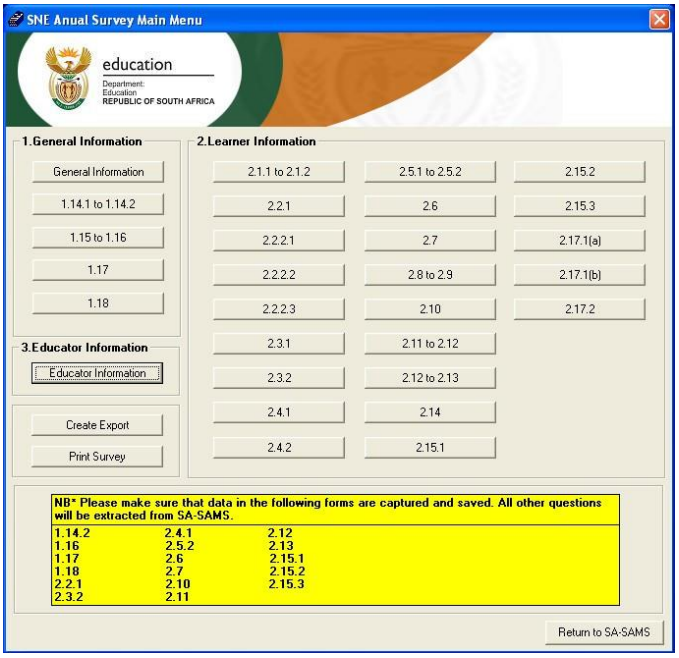


Figure 4 SNE Annual Survey main menu

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).

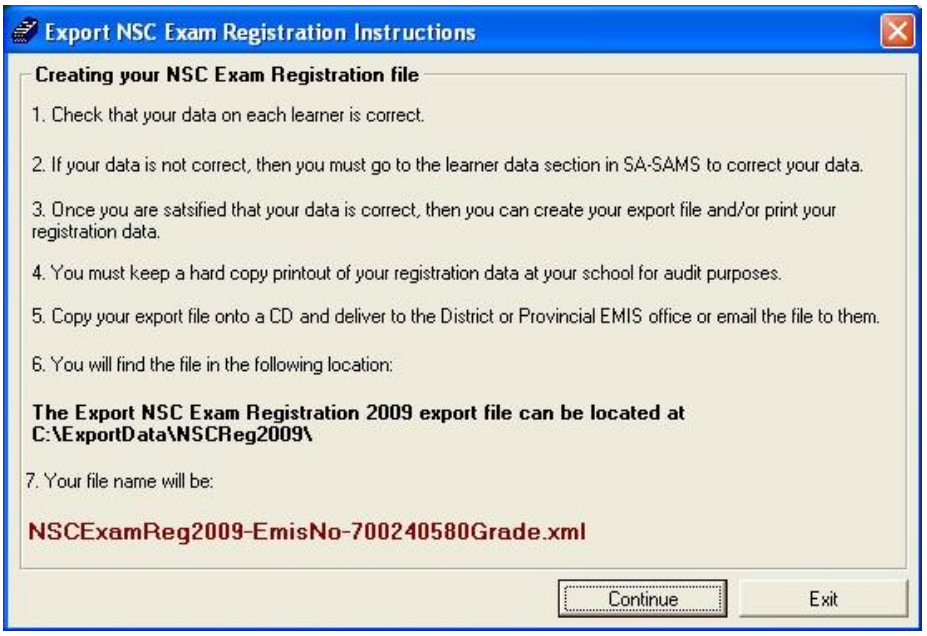


Figure 7 Export NSC Exam Registration Instructions

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.

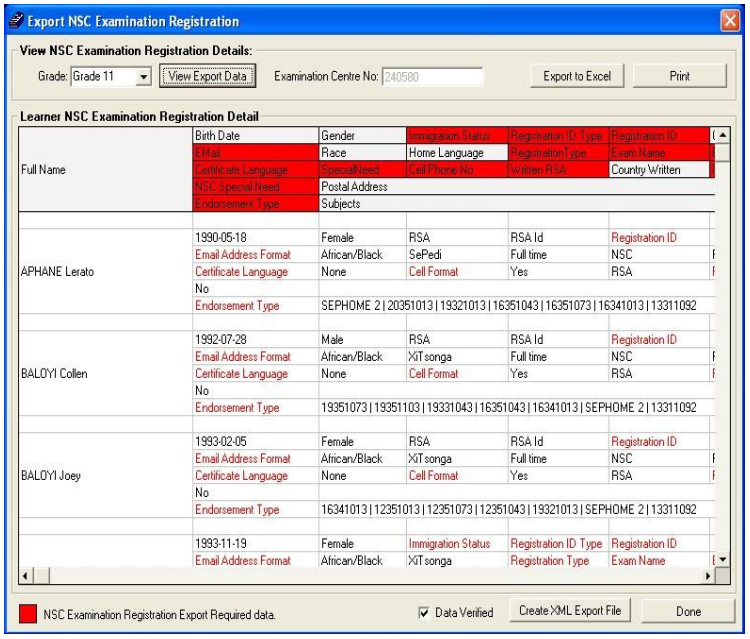


Figure 8: Export NSC Exam Registration

- 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:

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

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

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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

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	Telephone	Email
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