



SA-SAMS: What is new on 26.2.1

Back ground

The South African School Administration and Management System (SA-SAMS), is designed for the South African Education Sector and is maintained by the Department of Basic Education (DBE) as mandated. The application aims to assist schools with their own data administration and reporting by reducing recapturing and saving time and resources. SA-SAMS is also policy driven standardising policy implementation and reporting across all provinces and is a source of data that assist with monitoring and support. As per all departmental applications it is supplied to schools free of charge.

Currently data from SA-SAMS is aligned and used for Gr 12 NCS registration, GEC and ELNA projects as well as reporting to Treasury to inform on the Provincial equitable share from the National Budget and many more and require therefor strict data validation rules built on the system that are aligned to the POPIA.

In addition, the DBE releases annually the EMIS Circular 1 that guides schools on Data and database security, access control and quality assurance and submission of data needed for reporting.

Development and release business processes :

SA-SAMS as a national application follows strict governance processes with its updated releases.

- It is updated quarterly with requests received from users and various policy owners. Changes are only included after being tabled at the National EMIS Technical Committee with membership from all EMIS provinces for recommendation.
- The changes and implementation are also audited by Internal Audit Services and annually by the Auditor-General of South Africa (AGSA) as part of the audits of national systems.
- The latest version with notification on the changes will be made available on the THUTONG website.
- Schools are requested to make a back-up before proceeding to update the database to the latest version. It has been found that in certain circumstances the latest upgraded version was not completely downloaded and not fully installed and when upgrading the database was not properly upgraded (error message when upgrading). Schools are to de-install SA-SAMS and re-install the full version and then upgrade the backed up database.

Changes on Release 26.2.1 & what schools must do:

This release requires the prior installation of version 26.2.0:

Description	Screen	What is new / changed	Action by the school
<ul style="list-style-type: none"> • GEC Alignment 	12.3.11 12.3.12	<ul style="list-style-type: none"> • Update the Curriculum Programme: GEC Integrated projects and GEC 21st Century skills 	<ul style="list-style-type: none"> • Check and Validate <ul style="list-style-type: none"> ◦ GEC Integrated projects and GEC 21st Century skills, POA is showing ◦ Validate and save • Open Term 4 • For Subjects excluding Gr 9 Vocation and Occupational subjects: <ul style="list-style-type: none"> ◦ Print populated mark sheets • For Gr 9 Vocation and Occupational subjects: <ul style="list-style-type: none"> ◦ Capture scores for GEC integrated Project and 21st Century skills • Save 12.3.12 and then Save on 12.7.16.3 • Prepare for submission of the T3 marks.
Bachelor & Diploma identifiers	Module 12.9.15 .7 & 8	<ul style="list-style-type: none"> • Fixed Bachelor & Diploma identifiers 	<ul style="list-style-type: none"> • Bachelor and Diploma correctly displayed and calculated

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<ul style="list-style-type: none"> Finance: View/Print Learner Statement 	Module 11.5.12	<ul style="list-style-type: none"> Fixed 11.5.12 “View/Print Learner Statements” create 	<ul style="list-style-type: none"> Fixed 11.5.12 “View/Print Learner Statements” create <ul style="list-style-type: none"> i. Statements with balances ii. Statements for a whole grade/ class
<ul style="list-style-type: none"> Learner Attendance 	Module 3.3.3	<ul style="list-style-type: none"> Learner attendance to capture for 1st learner per class 	<ul style="list-style-type: none"> Fixed Learner attendance to capture for 1st learner per class
<ul style="list-style-type: none"> School Management Report 	Module 5.10	<ul style="list-style-type: none"> New menu number 5.10 named “School Management Report” 5.10.1 “School Management Report” to complete report 	<ul style="list-style-type: none"> School Management functions 5.10.1 “School Management Report” to complete report
<ul style="list-style-type: none"> User access reset 		<ul style="list-style-type: none"> PED user – annual password reset as part for security features 	<ul style="list-style-type: none"> PED user – annual password reset as part for security features

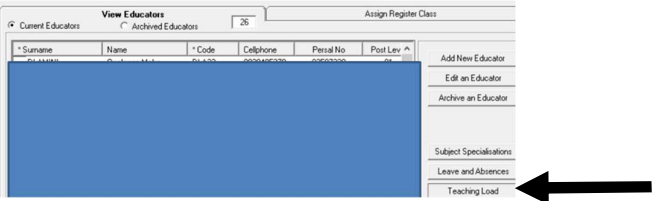
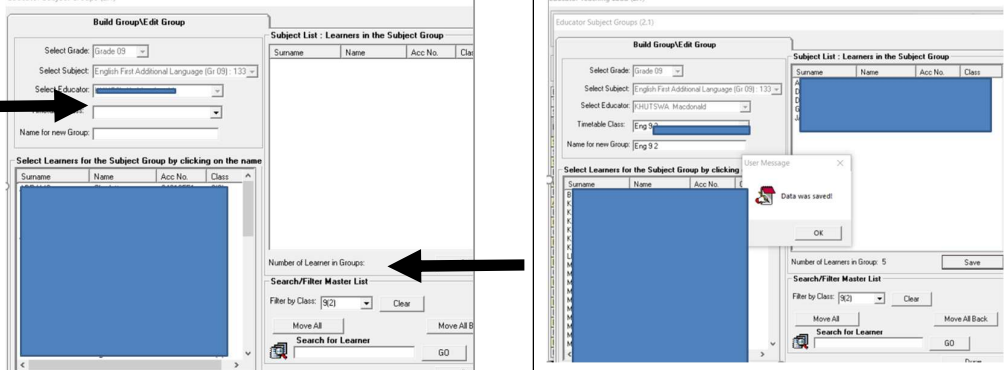
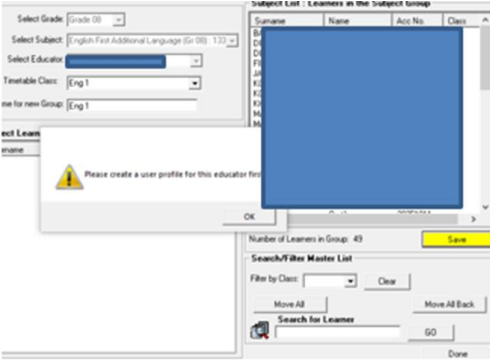
Version 26.3.0 will contain Curriculum 2027 and NA Circular on GET promotion changes.

Please feel free to contact the Provincial Province or contact the Provincial Province or send us a message dbesasams@gmail.com or Mati.W@dbe.gov.za or vanderwesthuizen@dbe.gov.za when reporting an error or require more information on SA-SAMS.

Kind Regards
The DBE SA-SAMS team

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STEPS ON HOW TO ADD TEACHING LOAD AND SUBJECT GROUPS

Step 1	<ul style="list-style-type: none"> Open 2.1 (Educator Information), select the Educator and click on button : Teaching Load 
Step 2	<ul style="list-style-type: none"> Click on "Go", select the subject that the Educator will be teaching When selecting the confidence level rating, 12.1.16. automatically opens
Step 3 If the security setting was completed for the Educator	<ul style="list-style-type: none"> Capture the Time table code and class code for the subject class. (It can be the same description) Select the learners for the class by <ul style="list-style-type: none"> Clicking on each learner or On the right middle select the class and click on "Move all" Click on Save and Done On 12.1.16 the new class with Educator and number of learners in the class appear on the list – Click on Done to go back to 2.1 – Teaching Load Select the rating for the subject – click on save and continue for the new subject or done to exit page
Or got to next step first	
Step 3a First add the security setting for the Educator	<ul style="list-style-type: none"> Create a user profile for the Educator without access registration  <ul style="list-style-type: none"> Click on button "Add" at the bottom and then On Linked to (Blue nothing), Select from drop down list "Educator" and choose the educator from the list Add the User Profile from the list and Click on "Save" and "Done" to Exit (Please provide the Login name to the Educator and print a user application form for the Educator to complete. This is required for Audit purposes and the login name is required for QMS as well)

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Maintain Users (2.1)

User Profile Filter: All

Selected Users: ID: 1 Level: Login / Name:

Click on a User: All Current Archived

User Details:

Linked to: Educator

Surname: [Text]

First Name: [Text]

Login Name: [Text]

User Profile: Educators (L3)

Save

Add Print EMS Officer Form Print User Application Form Done

- Complete the Subject Class setting and click on "Save" and "Done" to exit

Step 4

- Add a rating of confidence to teach the Subject (Novice teachers have lowest rating) and click on ""save""

Educator: [Text] GO Filter Subjects Print Save

Select Year: 2026 Max View Export to Excel Done

Enter level of confidence to teach learning area (per Grade) that the educator is teaching.
Scale: 1=not confident, 2=confident some of the time, 3=confident most of the time, 4=extremely confident all the time.
Data prior CAPS 2012 is read o
Data must be obtained from the relevant individual educator.

Educator: [Text]

Teaching Year: 2026

Scale: 1=not confident, 2=confident some of the time, 3=confident most of the time, 4=extremely confident all the time.

Learning Areas: [Table]

English First Additional Language (Gr 08): 2

Educator Name: [Text]

Signature: [Text]

Principal Name: [Text]

Signature: [Text]

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- To Print tick on Filter options and click on Print to print a copy to be signed off by the educator and the Principal and filed in Educator or Staff file for auditing purposes