

Guideline

The following guideline is the for.

- Improved electronic capturing of marks.
- Beneficial for faster and more accurate capturing of marks at own time.
- It is paperless and can save on printing of empty record sheets.
- Forget Password???? No need to user username and password.

Exporting marks sheets to excel for capturing marks electronically without login the SASAMS (offline) capturing marks at the most suitable time, and place even at home. This method of capturing off-loads the system from jamming. It is more user-friendly to areas where electricity is the problem for connected computers, one computer with database can do. This system is much faster to import the marks and save for reports.

How to use the Export and Import functionality in SASAMS?

- STEP 1:** Firstly, ensure that security is switched on **Menu 16.13**.
- Assign users (admins) the rights to export and import marks in **Menu 16.11**

Maintain User Profiles (16.11)

Click on a User Profile
Users with Level equal or less than your user level (8).

Selected User Profile
ID: 4 Level: 6 Name: Admin Staff Max View

Details System Rights Users

System Rights

- 4. Learner Listing
- 5. Governance Information
- 6. Standard Letters and Forms
- 7. Export Data
- 8. Annual National Assessment
- 11. Financial Assistant
- 12. Curriculum Related Data
 - 12.1. Setup Subjects and Subject Choices
 - 12.3. Maintain School Based Assessment
 - 12.3.11. School Based Programme of Assessment
 - 12.3.12. Maintain Learner SBA Results
 - 12.3.12.1. Admin: Export SBA Results for Excel Capturing
 - 12.3.12.2. Admin: Import SBA Results from Excel
 - 12.3.12.11. SBA Results - Capture
 - 12.3.12.12. SBA Results - HOD Verification
 - 12.3.12.13. SBA Results - Principal Verification
 - 12.3.12.15. SBA Results - Print
 - 12.3.12.16. SBA Results - History
 - 12.3.14. View National Rating Codes

Copy From Expand List Single Select

Add Delete Save Done

EDUCATION MANAGEMENT INFORMATION SYSTEM

How to export and Import marks using SASAMS spreadsheet

Guideline

- The two additional taps will be activated, **Menu 12.3.12.1** and **12.3.12.2**

SA-SAMS : School Administration and Management System

12.3.12. MAINTAIN SBA RESULTS

12.3.12.1. Admin: Export SBA Results for Excel Capturing	12.3.12.11. SBA Results - Capture
12.3.12.2. Admin: Import SBA Results from Excel	12.3.12.12. SBA Results - HOD Verification
	12.3.12.13. SBA Results - Principal Verification
	12.3.12.15. SBA Results - Print
	12.3.12.16. SBA Results - History

<< Maintain School Based Assessment Menu

SA-SAMS : Department of Basic Education - South Africa
Login: Administrator (8) Marks Security: On

STEP 2

- Ensure that total and dates for tasks are updated as they cannot be changed once import has been carried.
- All tasks for the term should be **opened** before importing the record sheets. **Click change Task Status** to open the tasks.

School Based Assessment for 2016 (12.3.11)

Grade: Grade 07 Subject: Economic Management Sciences (Gr 07) Max View

Term	Task Description (English) (Yellow = Formal Task)	Status	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	Open	No	0	1	2016/02/25	30	40.00	Yes	8.00
Term1	2 (Control test) - Formal	Open	Yes	0	1	2016/03/16	50	60.00	Yes	12.00
Term 1 Totals:							80	100.00		
Term2	3 (Case study) - Formal	Closed	No	0	1	2016/06/21	30	40.00	Yes	16.00
Term2	4 (Mid-year examination) - Formal	Closed	Yes	0	1	2016/06/21	75	60.00	Yes	24.00
Term 2 Totals:							105	100.00		
Term3	5 (Project) - Formal	Closed	No	0	1	2016/07/21	50	40.00	Yes	16.00
Term3	6 (Control test) - Formal	Closed	Yes	0	1	2016/08/24	100	60.00	Yes	24.00
Term 3 Totals:							150	100.00		
Term4	7 (End-of-year examination) - Formal	Closed	Yes	0	1	2016/11/21	150	60.00	No	
SBA Year Mark - Convert Marks using Weight: 40%							0	40.00		100.00
Term 4 Totals:							150	100.00		

Update Tasks Data

EDUCATION MANAGEMENT INFORMATION SYSTEM

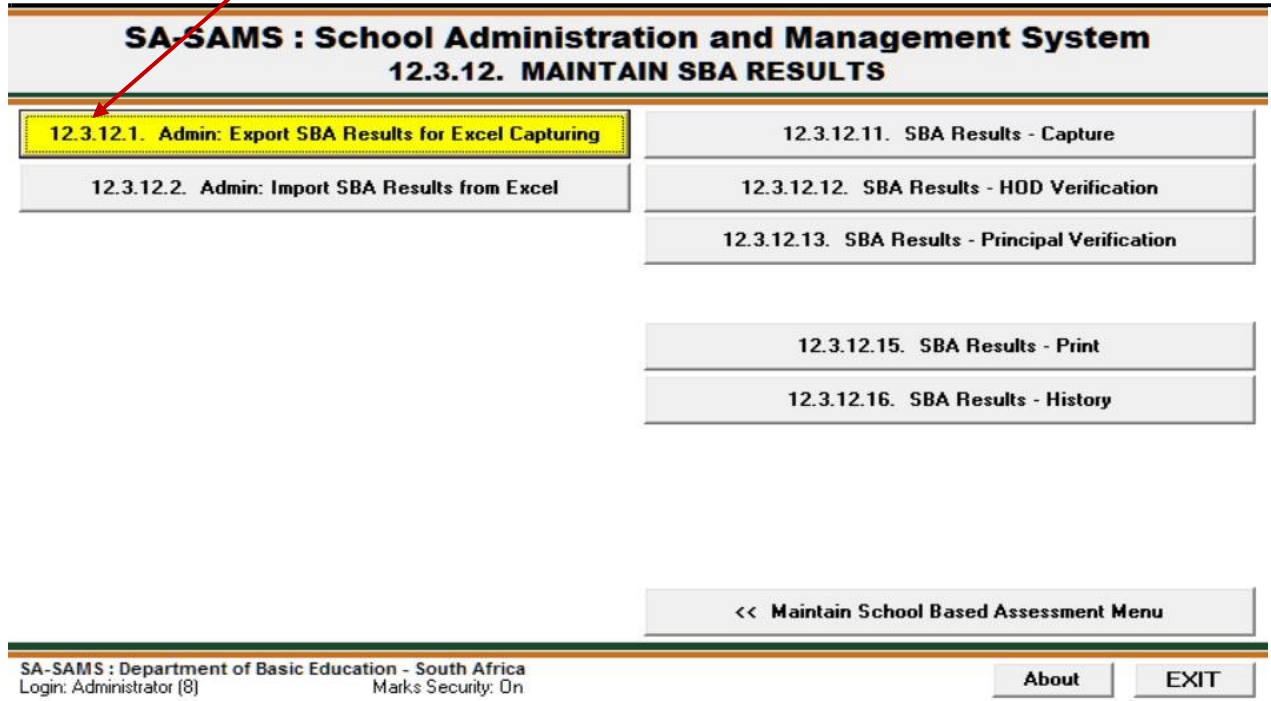
How to export and Import marks using SASAMS spreadsheet

Guideline

STEP 3:

Create a folder on the desktop: e.g *MARKSHEETS Term 1 -2022*

Click on **Menu 12.3.12.1** to Export Mark-sheet to Excel to the created folder



SA-SAMS : School Administration and Management System
12.3.12. MAINTAIN SBA RESULTS

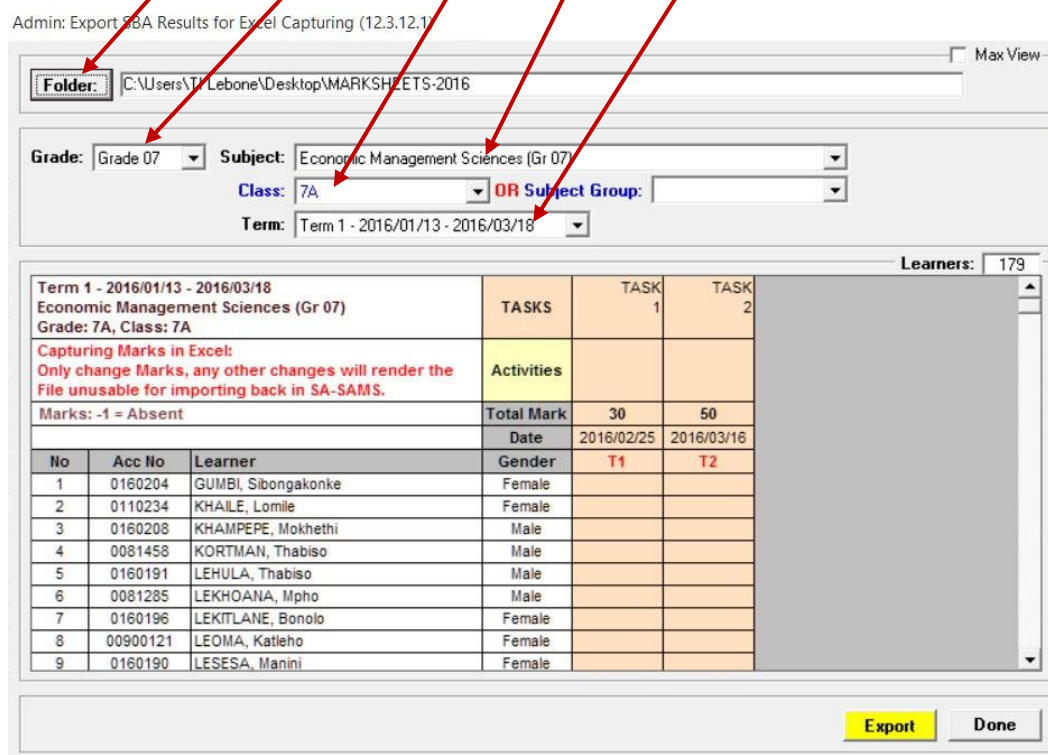
12.3.12.1. Admin: Export SBA Results for Excel Capturing	12.3.12.11. SBA Results - Capture
12.3.12.2. Admin: Import SBA Results from Excel	12.3.12.12. SBA Results - HOD Verification
	12.3.12.13. SBA Results - Principal Verification
	12.3.12.15. SBA Results - Print
	12.3.12.16. SBA Results - History

<< Maintain School Based Assessment Menu

SA-SAMS : Department of Basic Education - South Africa
Login: Administrator (8) Marks Security: On

About **EXIT**

STEP 4; SELECT THE **FOLDER, GRADE, CLASS, SUBJECT, TERM** FOR THE MARK-SHEET, then click **EXPORT**



Admin: Export SBA Results for Excel Capturing (12.3.12.1)

Folder: C:\Users\T...Lebone\Desktop\MARKSHEETS-2016

Grade: Grade 07 **Subject:** Economic Management Sciences (Gr 07)

Class: 7A **OR Subject Group:** []

Term: Term 1 - 2016/01/13 - 2016/03/18

Learners: 179

Term 1 - 2016/01/13 - 2016/03/18				TASKS	TASK 1	TASK 2
Economic Management Sciences (Gr 07)						
Grade: 7A, Class: 7A						
Capturing Marks in Excel: Only change Marks, any other changes will render the File unusable for importing back in SA-SAMS.				Activities		
Marks: -1 = Absent				Total Mark	30	50
				Date	2016/02/25	2016/03/16
No	Acc No	Learner	Gender	T1	T2	
1	0160204	GUMBI, Sibongakonke	Female			
2	0110234	KHAILE, Lomile	Female			
3	0160208	KHAMPEPE, Mokhethi	Male			
4	0081458	KORTMAN, Thabiso	Male			
5	0160191	LEHULA, Thabiso	Male			
6	0081285	LEKHOANA, Mpho	Male			
7	0160196	LEKITLANE, Bonolo	Female			
8	00900121	LEOMA, Katleho	Female			
9	0160190	LESESA, Manini	Female			

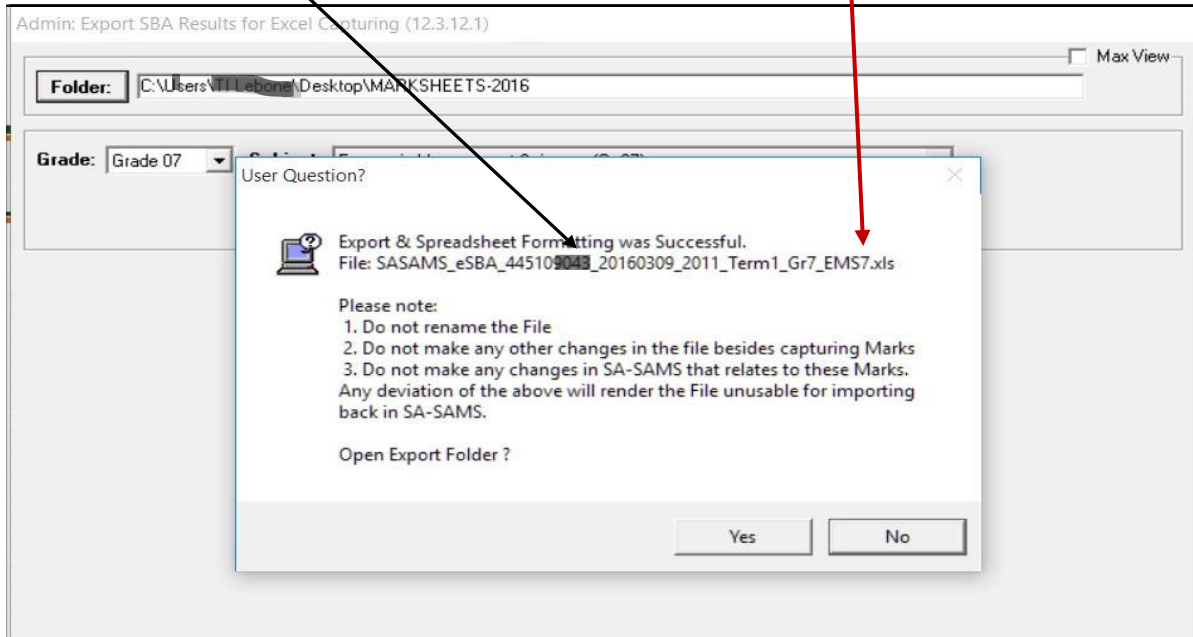
Export **Done**

EDUCATION MANAGEMENT INFORMATION SYSTEM

How to export and Import marks using SASAMS spreadsheet

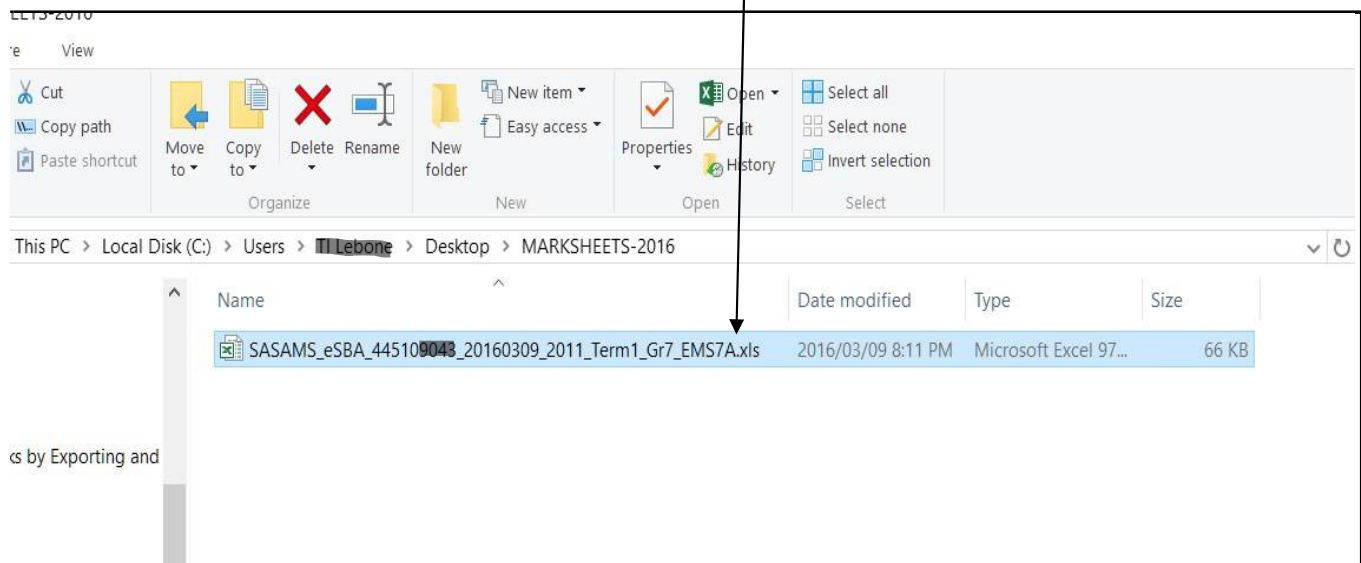
Guideline

Mark-sheet name screen will then appear, **Please do not rename the mark-sheet except adding class name before .xls, e.g A for 7A**



STEP 5: Rename exported marksheet by right click and add only class name before .xls

STEP 6: Now copy the file into the memory stick and give to subject teacher for entering marks on excel file.

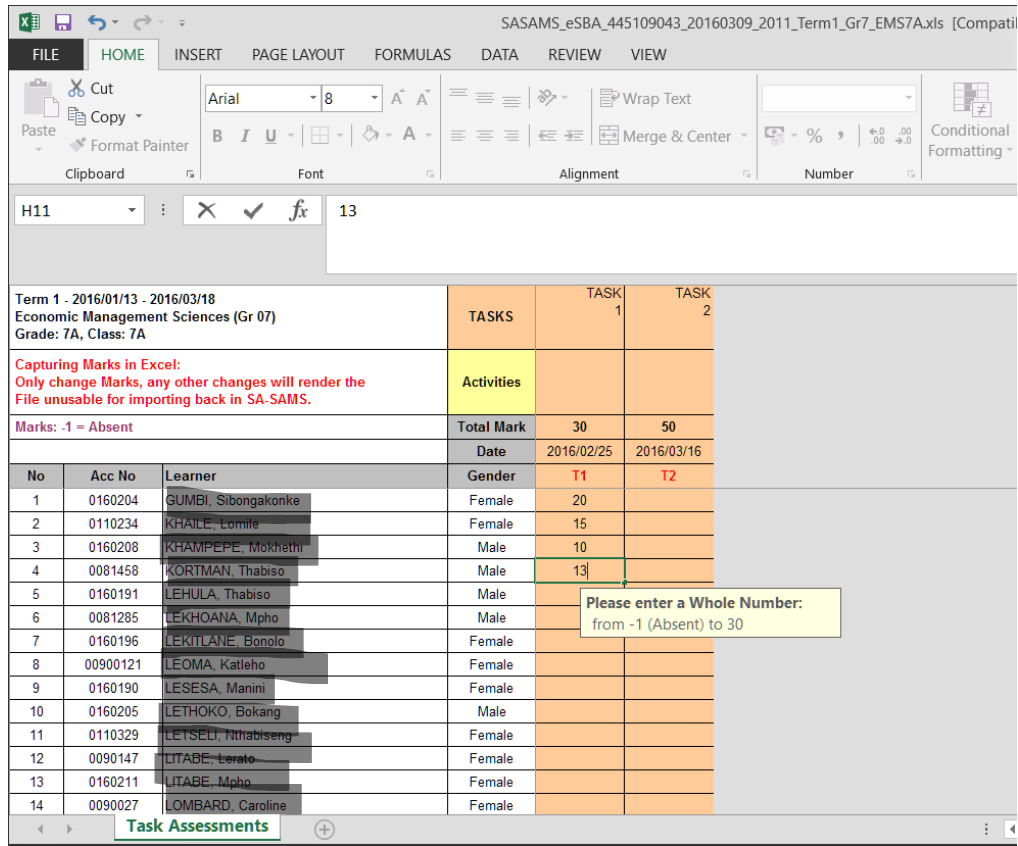


EDUCATION MANAGEMENT INFORMATION SYSTEM

How to export and Import marks using SASAMS spreadsheet

Guideline

STEP 7: Educator will enter marks on excel mark-sheet, please put **(-1)** if learner was absent with valid reason. **DO NOT LEAVE ANY BLANK SPACES**, then Save marks.

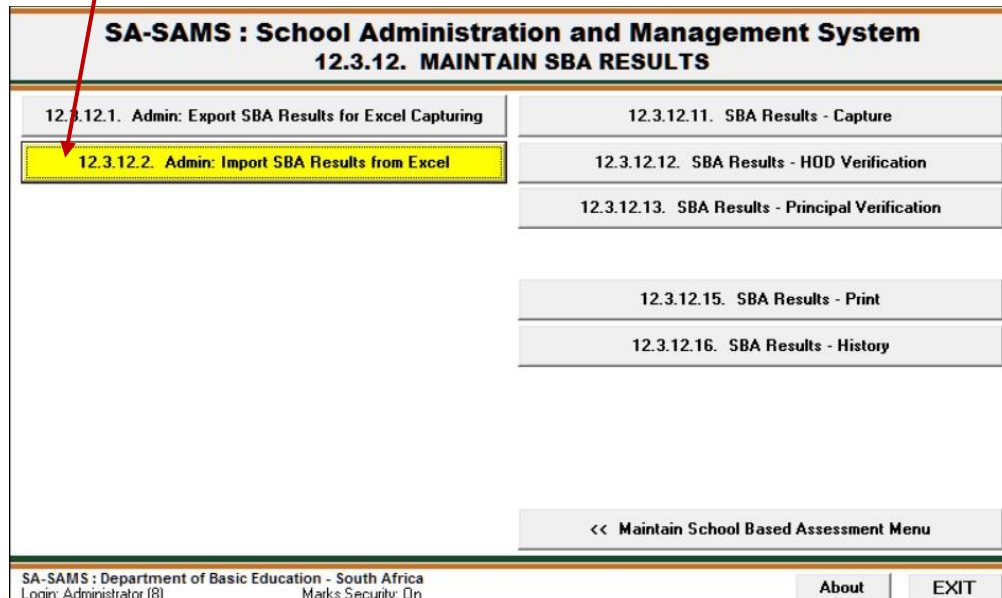


Term 1 - 2016/01/13 - 2016/03/18 Economic Management Sciences (Gr 07) Grade: 7A, Class: 7A				TASKS	TASK 1	TASK 2
Capturing Marks in Excel: Only change Marks, any other changes will render the File unusable for importing back in SA-SAMS.				Activities		
Marks: -1 = Absent				Total Mark	30	50
				Date	2016/02/25	2016/03/16
				Gender	T1	T2
No	Acc No	Learner	Gender			
1	0160204	GUMBI, Sibongakonke	Female	20		
2	0110234	KHAILE, Lomile	Female	15		
3	0160208	KHAMPEPE, Mokhetli	Male	10		
4	0081458	KORTMAN, Thabiso	Male	13		
5	0160191	LEHULA, Thabiso	Male			
6	0081285	LEKHOANA, Mpho	Male			
7	0160196	LEKITLANE, Bonolo	Female			
8	00900121	LEOMA, Katleho	Female			
9	0160190	LESESA, Manini	Female			
10	0160205	LETHOKO, Bokang	Male			
11	0110329	LETSELI, Nthabiseng	Female			
12	0090147	LITABE, Lerato	Female			
13	0160211	LITABE, Mpho	Female			
14	0090027	LOMBARD, Caroline	Female			

STEP 8: IMPORTING

Marks will be imported the same way the mark-sheet was exported.

- Click on item **12.3.12.2** to import
- Browse from the memory stick after and click on the file you want to import.



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12.3.12.1. Admin: Export SBA Results for Excel Capturing	12.3.12.11. SBA Results - Capture
12.3.12.2. Admin: Import SBA Results from Excel	12.3.12.12. SBA Results - HDD Verification
	12.3.12.13. SBA Results - Principal Verification
	12.3.12.15. SBA Results - Print
	12.3.12.16. SBA Results - History

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SA-SAMS : Department of Basic Education - South Africa
 Login: Administrator (8) Marks Security: On

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EDUCATION MANAGEMENT INFORMATION SYSTEM

How to export and Import marks using SASAMS spreadsheet

Guideline

STEP 9: Select the **folder** FROM memory stick where the file is available, the system will pick the correct **file** from the memory stick, do not worry about other files in the stick, then select the file to be imported.

Admin: Import SBA Results from Excel (12.3.12.2)

Folder: C:\Users\TJ Lebone\Desktop\MARKSHEETS-2016

File: SASAMS_eSBA_445109049_20160309_2011_Term1_Gr7_EMS7A.xls

Learners: 0

			TASKS
Capturing Marks in Excel: Only change Marks, any other changes will render the File unusable for importing back in SA-SAMS.			Activities
Marks: -1 = Absent			Total Mark
			Date
No	Acc No	Learner	Gender

Now all the changes will appear in **RED** on the system, click **IMPORT** and follow the normal processes after capturing marks.

STEP 10: Click IMPORT BUTTON (yellow)

Admin: Import SBA Results from Excel (12.3.12.2)

Folder: C:\Users\TJ Lebone\Desktop\MARKSHEETS-2016

File: SASAMS_eSBA_445109049_20160309_2011_Term1_Gr7_EMS7A.xls

Changes: 4 Learners: 179

Term 1 - 2016/01/13 - 2016/03/18			TASKS	TASK 1	TASK 2
Economic Management Sciences (Gr 07)					
Grade: 7A, Class: 7A					
Capturing Marks in Excel: Only change Marks, any other changes will render the File unusable for importing back in SA-SAMS.			Activities		
Marks: -1 = Absent			Total Mark	30	50
			Date	2016/02/25	2016/03/16
No	Acc No	Learner	Gender	T1	T2
1	0160204	GUMBI, Sibongakonke	Female	20	
2	0110234	KHALE, Lomile	Female	15	
3	0160208	KHAMPEPE, Mkhethi	Male	10	
4	0081458	KORTJAN, Thabiso	Male	13	
5	0160191	LEHULA, Thabiso	Male		
6	0081285	LEKHOANA, Mpho	Male		
7	0160196	LEKITLANE, Bongolo	Female		
8	00900121	LEOMA, Katleho	Female		
9	0160190	LESESA, Manini	Female		
10	0160205	LETHOKO, Bekang	Male		
11	0110329	LETSELI, Nthabiseng	Female		
12	0090147	LITABE, Lerato	Female		
13	0160211	LITABE, Mpho	Female		

Import Done

EDUCATION MANAGEMENT INFORMATION SYSTEM
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STEP 11:

Once marks are imported go to Menu 12.3.12.11 (Marks imported will appear) and save if there are any marks in **RED**

SBA Results - Capture (12.3.12.11)

Marks Security: On. Grades/Subjects/Classes selection restricted as per your administrator. Max View

Grade: Grade 07 Subject: Economic Management Sciences (Gr 07)
 Class: 7A OR Subject Group:
 Term: Term1 : 2016/01/13 - 2016/03/18 Sorting: Alphabetical Go

Subject Total: 80 Learners #: 179

Economic Management Sciences (Gr 07) Class : 7A Term1 : 2016/01/13 - 2016/03/18				TASKS	TASK 1	TASK 2			
HOD Verified				Status	Open	Open			
Principal Ver:				Activities					
Weighting					40	60			
Marks: -1 = Absent, -2 = Not Captured				Total Mark	30	50			
Include in SBA Year Mark				Yes	Yes	TOTAL	Term %	Level	
Term /Date				Term1	Term1	Weighted			
				2016/02/25	2016/03/16	Mark			
No	Acc No	Learner	Gender	T1	T2		100		
1	0160204	GUMBI, Sibongakonke	Female	20		26.67	66.67	5	
2	0110234	KHALE, Lomile	Female	15		20.00	50.00	4	
3	0160208	KHAMPEPE, Mkhethi	Male	10		13.33	33.33	2	
4	0081458	KORTMAN, Thabiso	Male	13		17.33	43.33	3	
5	0160191	LEHOLA, Thabiso	Male			-1.00	-1.00		
6	0081285	LEKHOANA, Mpho	Male			-1.00	-1.00		
7	0160196	LEKITLANE, Bongolo	Female			-1.00	-1.00		
8	0090012	LEOMA, Katleho	Female			-1.00	-1.00		
9	0160190	LESESA, Manini	Female			-1.00	-1.00		
10	0160205	LETHOKO, Bokang	Male			-1.00	-1.00		

Weighting Info Levels Export to Excel Print grid for mark entry Print with marks Save Done

Please note:

- Mark-sheet can only be imported once.
- Marks still need to be controlled by HOD.
- Empty mark-sheet may not be printed for capturing marks.
- Educator may print from excel mark-sheet for HOD signing.
- Administrators may import marks after HOD approval.

END