



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

SA-SAMS

Guideline for using Export Data Module (SNE)

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1. INTRODUCTION

The SA-SAMS Export Data module is used to export learner and educator data form for processing and reporting.

Users can export:

- a) Ordinary schools Snap Survey Data,
- b) SNE Schools Snap Survey Data,
- c) Ordinary School Annual Survey Data
- d) SNE Annual Survey Data and
- e) Export for NSC exam Registration Data

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

This manual serves to guide SA-SAMS users on how to best apply the Export Data module in order to archive the best desired results when working on SA-SAMS.

2. EXPORT DATA MODULE FOR SNE

- To start the export Data module, click on **Export Data** button on the SA-SAMS main Menu (Figure 2 below will appear)

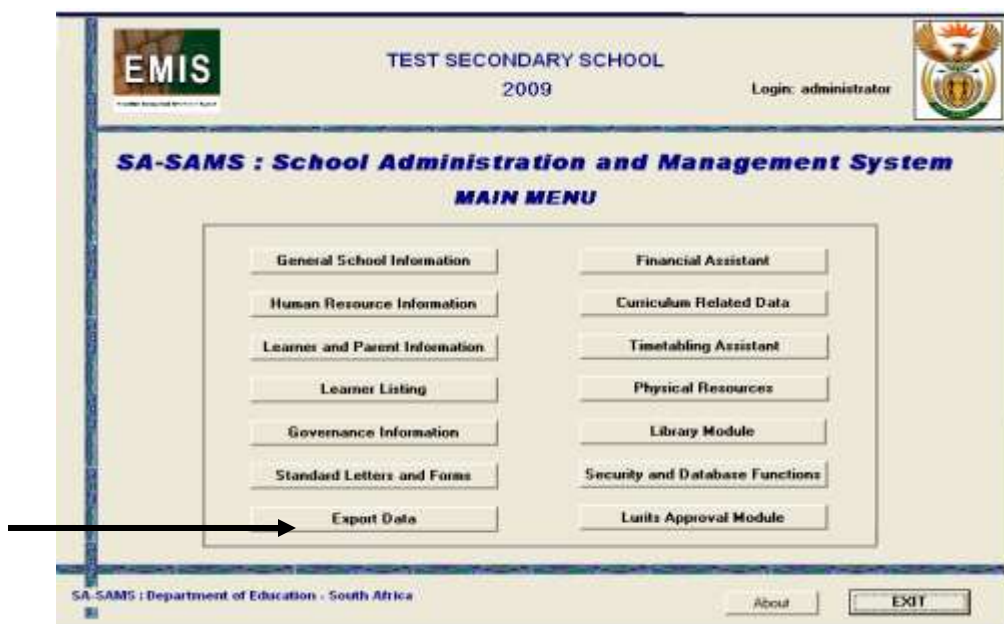


Figure 1: SA-SAMS main menu

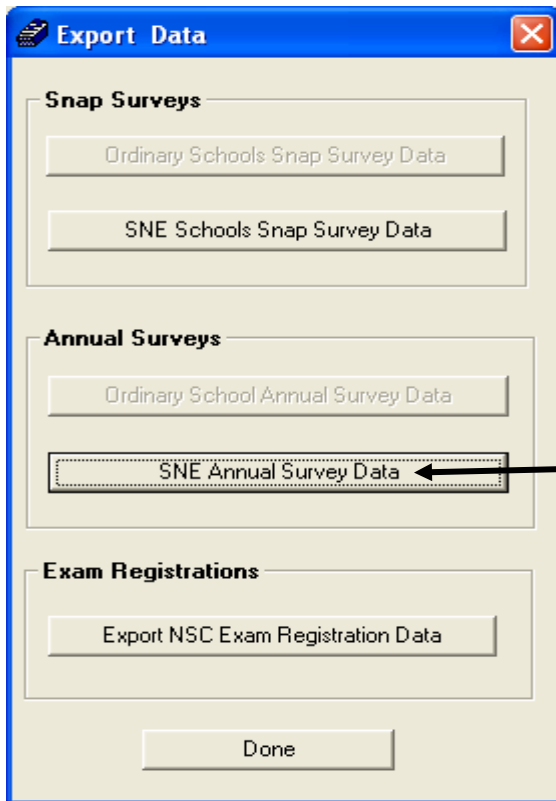


Figure 2: Export Data

- Click on **SNE Annual Survey Data** button to start the SNE Annual Survey Export sub module (Figure 3 below appears)
- The SNE Annual Survey Data export only applies for SNE Schools or ordinary schools which have and SNE class.

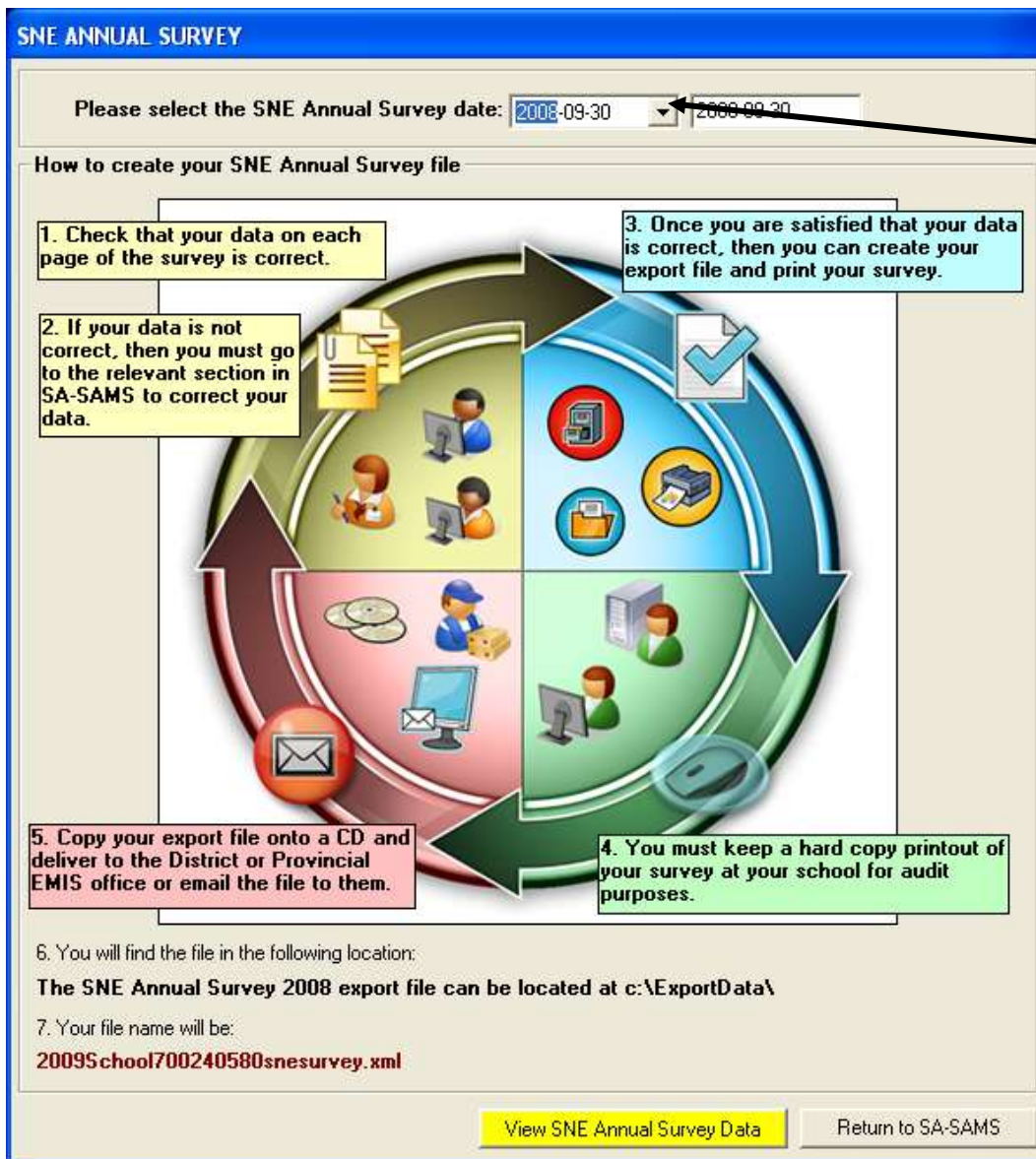


Figure 3: SNE Annual Survey

2.1 SNE Annual Survey

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

2.2 SNE Annual Survey Main Menu

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

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

3. Educator Information

Educator Information

Create Export

Print Survey

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

- On the SNE Annual Survey main menu, click on **General Information** button to capture the school's general information. (See figure 5 below)
- The yellow box at the bottom of the window indicates all the sections that must be captured before you can successfully export the SNE annual survey data.

2.2.1 SNE General Information

SNE Annual Survey - LEARNER INFORMATION :Emis Number : 700240580

1	GENERAL INFORMATION		EMIS NUMBER	700240580	
1.1	School Name	BOTSE-BOTSE SECONDARY SCHOOL			
1.2	Postal Address				
	P O BOX 135				
	SOSHANGUVE				
	Postal Code	0164			
1.3	Telephone	0127984748	1.4	Fax	0127984748
1.5	Principal's Home Number	012	1.6	Principal's Cell	072795474
1.7	E-mail				
1.8	Education Region	TSHWANE			
1.9	Education District	D3			
1.10	Education Circuit				
1.11	Municipality				
1.12	What is the primary barrier to learning under which the school is registered? (Choose from the list below)			0	
	[1=Visual impairment; 2=Hearing impairment; 3=Intellectual Barrier to learning; 4=Physical Barrier to learning; 5=Communication Disorders; 6=Autistic Spectrum Disorders; 7=Neurological and Specific Learning Disabilities 8=Behavioral Problems; 9=Other]				
1.13	If the answer in 1.12 was 9=Other, please specify.				

Next Page

Survey Menu

Print Page

Figure 5: SNE Annual Survey: Learner Information

- To continue, Please type the information required for the SNE Survey tool for the GENERAL INFORMATION page and click on **Next Page** button
- To finalize the export, please capture data for all SNE pages where data is required until you get to the last page of the SNE survey tool and click on **Export Data** button.
- An XML file is created in the Export Data folder under the C directory

2.3 Export SNE Exam Registration Data

- To start this sub-module, click on the **Export SNE exam registration Data** button from the Export Data main Menu on figure 1 above. Figure 6 below appears.

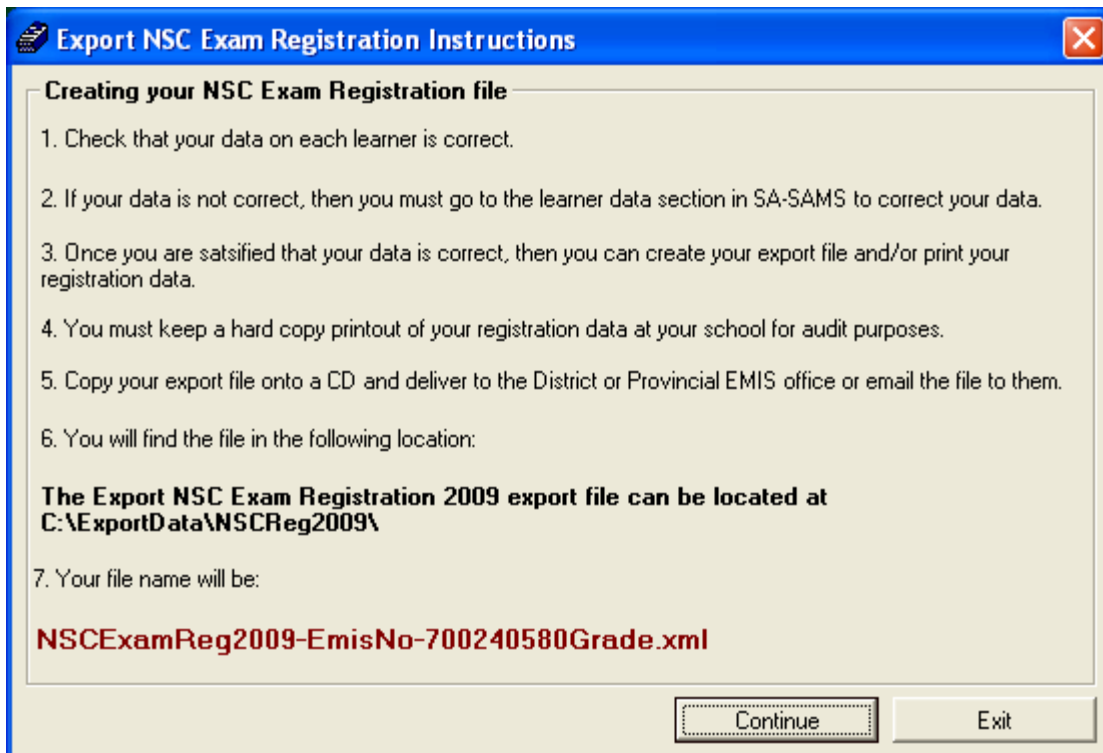


Figure 6: Export NSC Exam Registration Instructions

- To continue with the export, click on **Continue** button (see figure 5 below). To exit the export module, click on the **Exit** button.

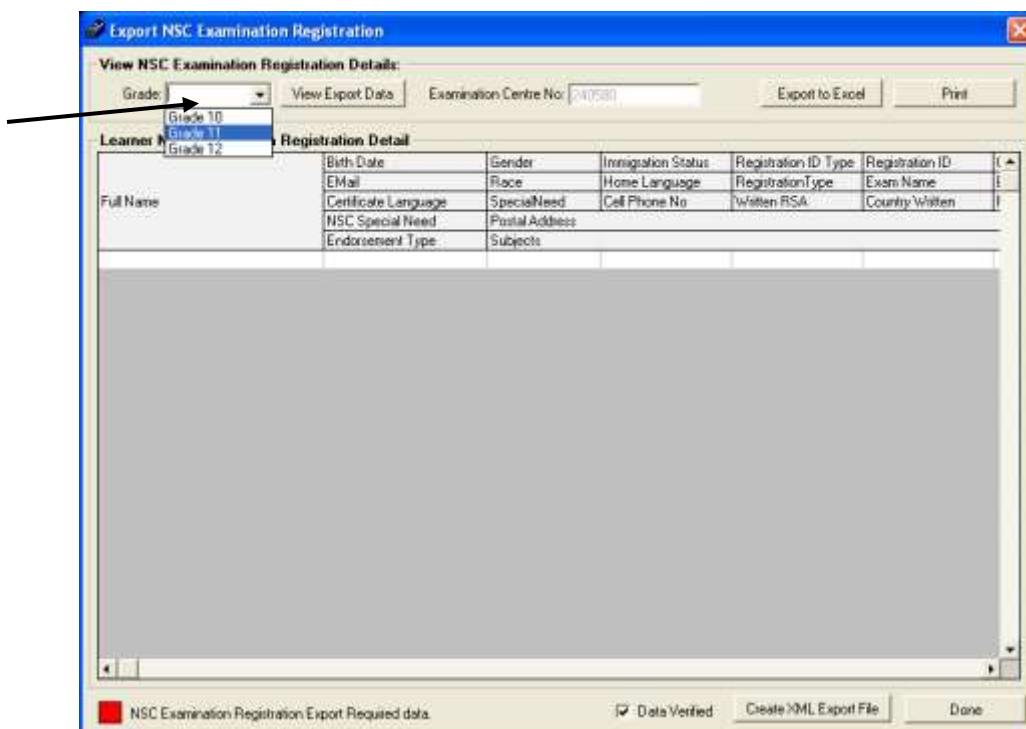


Figure 7: Export NSC Exam Registration

2.3.1 Export NSC Examination Registration

- To continue, select Grade from the **Grade** drop-down menu, and click on **View Export Data** button (Figure 8 below appears)

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
	Email Address Format	African/Black	SePedi	Full time	NSC
	Certificate Language	None	Cell Format	Yes	RSA
	No				
	Endorsement Type	SEPHOME 2 20351013 19321013 16351043 16351073 16341013 13311092			
BALOYI Collen	1992-07-28	Male	RSA	RSA Id	Registration ID
	Email Address Format	African/Black	XiTsonga	Full time	NSC
	Certificate Language	None	Cell Format	Yes	RSA
	No				
	Endorsement Type	19351073 19351103 19331043 16351043 16341013 SEPHOME 2 13311092			
BALOYI Joey	1993-02-05	Female	RSA	RSA Id	Registration ID
	Email Address Format	African/Black	XiTsonga	Full time	NSC
	Certificate Language	None	Cell Format	Yes	RSA
	No				
	Endorsement Type	16341013 12351013 12351073 12351043 19321013 SEPHOME 2 13311092			
	1993-11-19	Female	Immigration Status	Registration ID Type	Registration ID
	Email Address Format	African/Black	XiTsonga	Registration Type	Exam Name

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 by scrolling down.
- When all the data is correct, click on **Data Verified** check box
- To continue, depending on the format of export file the user requires, Click on **Create XML Export File** button for an XML file or click on **Export to Excel** button and save the file on a specific directory to produce an excel spreadsheet export.
- To find the XML file go to C:\export data\
- To exit, click on **Done** button.