



FREE STATE WEBINAR

09 October 2024



education

Department of
Education
FREE STATE PROVINCE

WEBINAR GROUND RULES



Mute microphone



Lost signal
Click the link to join again



Questions
Use the Q&A for questions



Webinars are recorded
A copy will be sent to you



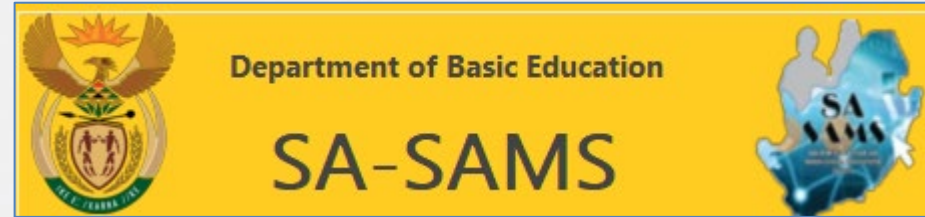
Attendance register
A copy will be sent to you



POPI
DDD webinars are recorded and may be posted on public platforms. Registrations and/or attendance indicate consent.



EMQ FILE FIX MANUAL



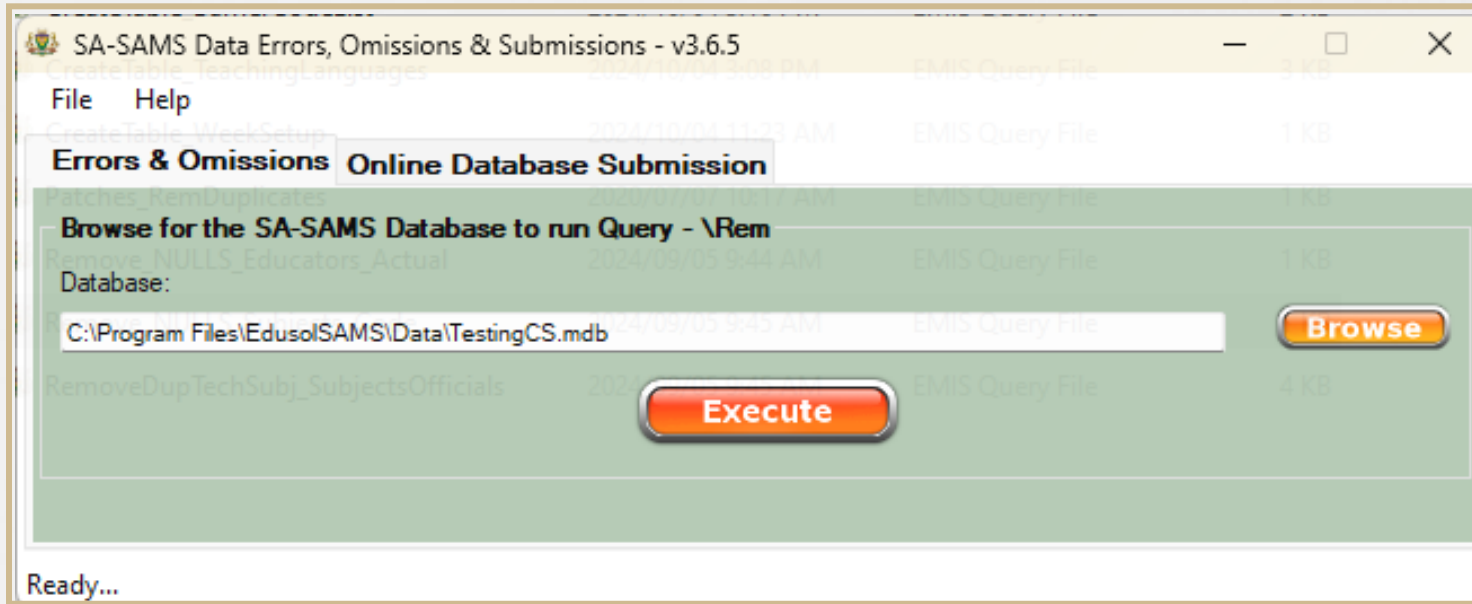
Step 1: Download the attachment(**emq file**) from the email.

Step 2: Open the attachment with this icon from where you have saved the file (e.g. Downloads)



EMQ FILE FIX MANUAL

Step 3: The emq file will open automatically with the **Errors and Omissions** tool.



Step 4: The recently opened database on SA-SAMS will automatically be selected by default.

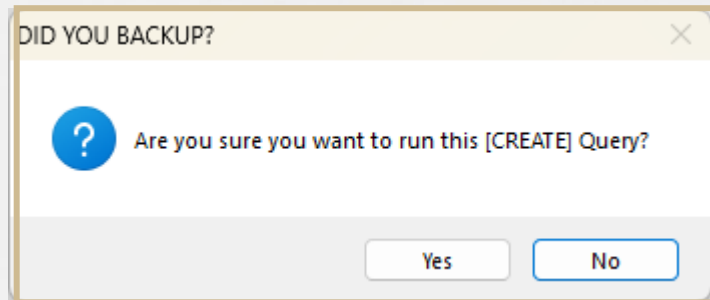
NB. If this is not the desired database, simply click on the **Browse** button to select the correct database.

EMQ FILE FIX MANUAL cntd.

Step 5: Click on the **Execute** button to fix the error.

An orange button with rounded corners and a slight shadow, containing the word "Execute" in white text.

Step 6: Click on the **Yes** button to run the emq fie query.



Step 7: Click on the **Ok** button when the emq file has completed running.

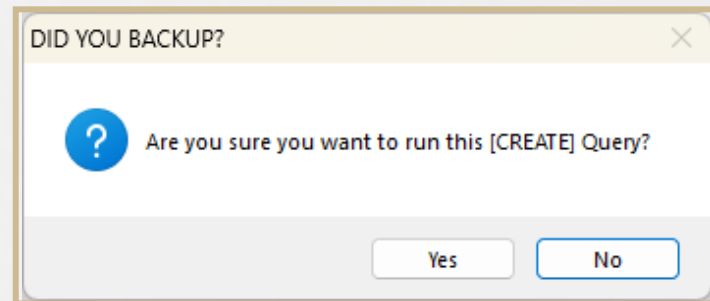
A simple rectangular button with a white background and a blue border, containing the text "OK" in blue.

EMQ FILE FIX MANUAL cntd.

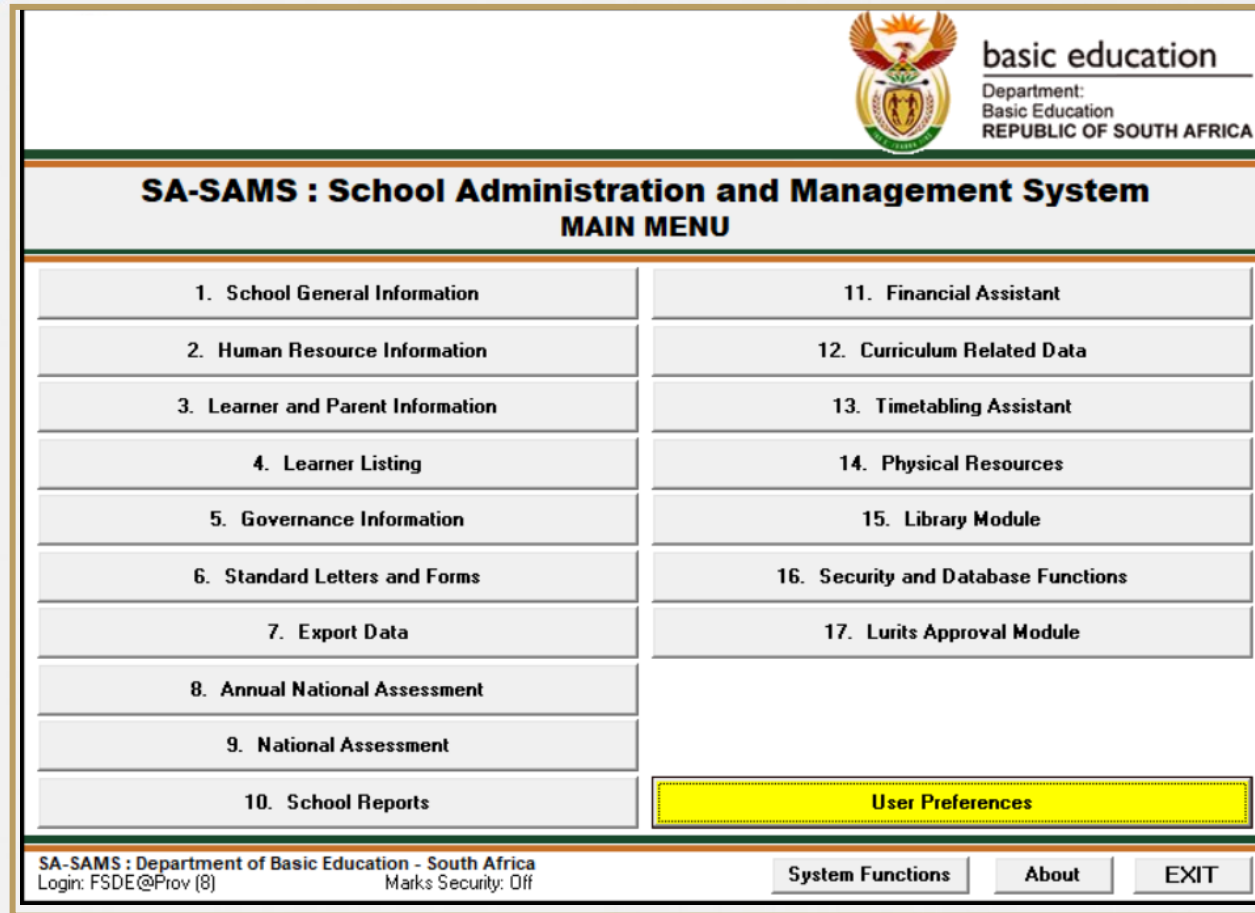
Step 5: Click on the **Execute** button to fix the error.



Step 6: Click on the **Yes** button to run the emq fie query.



SUBJECT REGISTRATION



The screenshot shows the SA-SAMS Main Menu interface. At the top right, there is a logo for the Department of Basic Education, Republic of South Africa. Below the logo, the text reads "basic education", "Department: Basic Education", and "REPUBLIC OF SOUTH AFRICA". The main title is "SA-SAMS : School Administration and Management System MAIN MENU". The menu is organized into two columns of items, with a "User Preferences" button at the bottom right. At the bottom of the interface, there is a footer with the text "SA-SAMS : Department of Basic Education - South Africa", "Login: FSDE@Prov (8)", "Marks Security: Off", and three buttons: "System Functions", "About", and "EXIT".

1. School General 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	
9. National Assessment	
10. School Reports	User Preferences

SA-SAMS : Department of Basic Education - South Africa
Login: FSDE@Prov (8) Marks Security: Off System Functions About EXIT

1

12. Curriculum Related Data

2

12.1. Setup Subjects and Subject Choices

3

12.1.15. Assign Subjects to Individual Learners

SUBJECT REGISTRATION CNTD.

Assign Subjects to Individual Learners (12.1.15)

Select a Grade and Class. Click on a learner to view the learner's subjects. Add additional subjects from Master List.

Click on a Class to Select

- Grade 08
 - 8E
 - 8H
 - 8P
 - 8S
- Grade 09
 - 9E
 - 9H
 - 9P
 - 9S
- Grade 10
 - 10A
 - 10B
 - 10C
 - 10D
- Grade 11
 - 11A
 - 11B
 - 11C
 - 11D
- Grade 12
 - 12A
 - 12B
 - 12C
 - 12D
- LSEN

Collapse Expand

Class List Master Subject List Subject Sets

Select a Learner to Add Subjects Remove ALL subjects for all learners in this class

Subjects	Ave	Lang
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Learner Details

Name: Accession No:

Subjects for this learner Subjects:

Remove Subject from Learner

Delete Subject

Archive Subject

>>

Double click on a subject to remove the subject from the calculation of the learner's average
Language: 1 = Home; 2 = First Additional, 3 = Second Additional

Done

INCOMPLETE SBA MARKS.

Maintain Learner Task Assessments (12.3.12)

Marks Security: Off Max View

Grade: Subject:

Class: OR Subject Group:

Term: Sorting:

Learner Filter:

Go

Subject Total: Learners #:

		TASKS				
		Activities				
		Weighting				
Marks: -1 = Absent, -2 = Not Captured		Total Mark		TOTAL	Term	Report
Include in SBA Year Mark				Weighted	or Year	Term
				Mark	%	
No	Acc No	Learner	Gender		100	

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

1

12. Curriculum Related Data

2

12.3. Maintain School Based Assessment

3

12.3.12. Maintain Learner SBA Results

INCOMPLETE REPORT MARKS IN SCHEDULES

Internal Cycle Mark Schedule (12.7.18)

Selection Max View

Grade: Class: Cycle: Sorting:

Comments/Promotion Results will only be saved for learners that have marks.

Marks/Levels		Promotion / Progression	
Absent [-1]	Not Captured [-2]	<> Calculation	New

Number	Accession Number	Learner Name
Average		

1

12. Curriculum Related Data

2

12.7. Maintain/Print Learner Progress Reports

3

12.7.18. Maintain Learner Promotion Decisions + Learner General Report Comments

INCOMPLETE TEACHER LOAD

Educators (2.1)

View Educators Assign Register Class

Current Educators Archived Educators 50

* Surname	Name	* Code	Cellphone	Persal No	Post Lev
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Only archived educators may be deleted from the system

1

2. Human Resource Information

2

2.1. Educator Information

INCOMPLETE TEACHER LOAD CNTD.

Educator Teaching Load (2.1)

Educator: GO
 Select Year: 2024 Max View

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

Learning Areas	Grade R	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7
Afrikaans Home Language (Gr R)	4							
Afrikaans Home Language (Gr 01)								
Afrikaans Home Language (Gr 02)								
Afrikaans Home Language (Gr 03)								
Afrikaans Home Language (Gr 04)								
Afrikaans Home Language (Gr 05)								
Afrikaans Home Language (Gr 06)								
Afrikaans Home Language (Gr 07)								
English Home Language (Gr R)	4							
English Home Language (Gr 01)								
English Home Language (Gr 02)								
English Home Language (Gr 03)								
English Home Language (Gr 04)								
English Home Language (Gr 05)								
English Home Language (Gr 06)								
English Home Language (Gr 07)								
HI Pre R								
Afrikaans First Additional Language (Gr 01)								
Afrikaans First Additional Language (Gr 02)								
Afrikaans First Additional Language (Gr 03)								
Afrikaans First Additional Language (Gr 04)								
Afrikaans First Additional Language (Gr 05)								

THANK YOU!

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THANK YOU!

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THABO M. Phuthaditjhaba – Issac Lebone (066 284 5575)

FEZILE DABI – May Gumede (066 284 5527)

