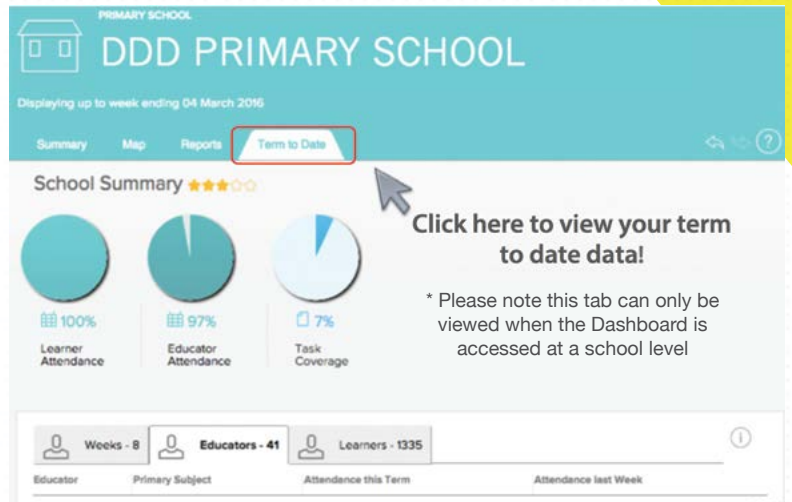# Access Term to Date Data in 6 Easy Steps

Get ahead and avoid the end of term submission madness! View your weekly attendance and task coverage on the Dashboard today.

> With real-time data you can action immediate interventions

Click here to view your term to date data!

* Please note this tab can only be viewed when the Dashboard is accessed at a school level

Within 48 hours your Term to Date data will be represented on the Dashboard

1 Capture weekly learner & educator attendance on SA-SAMS

> 2.12. Maintain Weekly Educator Attendance
> 3.3.3. Maintain Weekly Learner Attendance

2 Capture assessment tasks as regularly as the tasks are completed and marked

> 12.3.12. Maintain Learner SBA Results

3 Open Valistractor, ensure you have selected the correct term, then run the updated database

> valistractor

4 Click "Term to Date", select the date you will be submitting until and verify data quality

> Term to Date — Click

5 Click "Extract Data" when the weekly data capturing is complete, click "Yes" when asked to submit

> Extract Data — Click   Yes — Click

6 Log on to the Dashboard within 48 hours and click the Term to Date tab to view your data

> Term to Date — Click

* If you have access to a circuit, district or provincial view you will need to navigate to the school level to view a school's term to date data

For more information contact the DDD Helpdesk at: help@dbedashboard.co.za

data driven districts