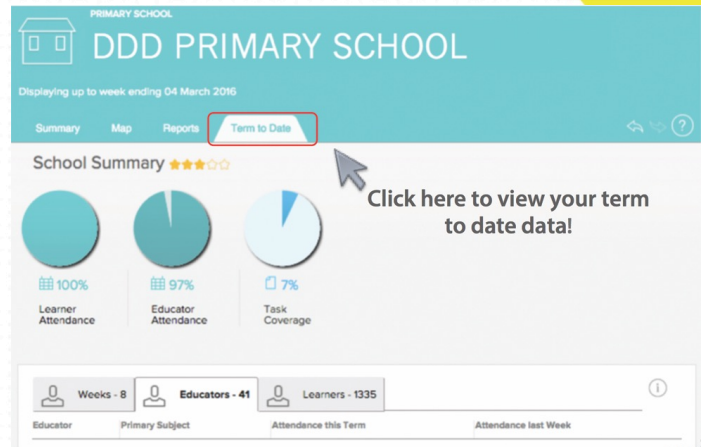


# Upload and Access Term to Date Data in 6 Easy Steps

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

With real-time data you can action immediate interventions



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

- 1

Capture weekly learner & educator attendance on SA-SAMS

2.12. Maintain Weekly Educator Attendance

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2


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

3.3.3. Maintain Weekly Learner Attendance

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3

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



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4

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

✓

Term to Date

Click

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5

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

Extract Data

Yes

Click      Click

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6

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

Term to Date

Click

For more information contact the DDD Helpdesk at: [help@dbedashboard.co.za](mailto:help@dbedashboard.co.za)



data driven districts