

Weekly Submissions in 6 Simple Steps

Submit your weekly attendance and assessment data every Friday then log on to the DDD Dashboard to view your visualised data.

1 Capture weekly learner & educator attendance on SA-SAMS

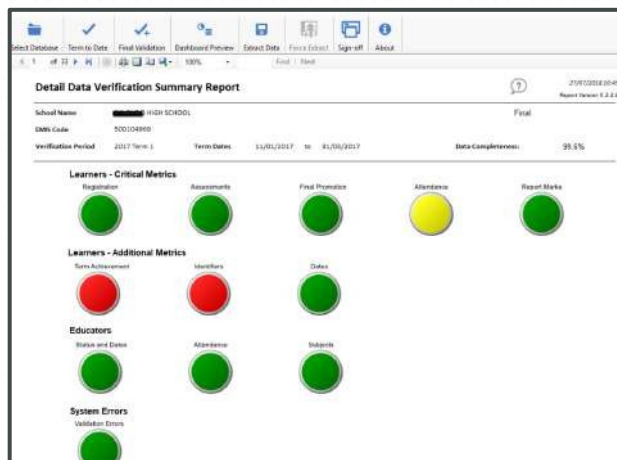
2.12. Maintain Weekly Educator Attendance

3.3.3. Maintain Weekly Learner Attendance

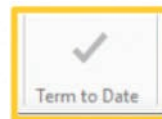
2 Capture assessment tasks as regularly as the tasks are completed and marked

12.3.12. Maintain Learner SBA Results

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



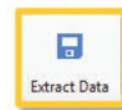
4 Click "Term to Date", select the date you will be submitting until and verify data quality



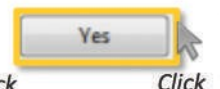
Click



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



Click



Click

6 Log on to the Dashboard within 72 hours and click the Term to Date tab to view your data



Click



data driven districts

For assistance with Valistractor please contact

Help@dbedashboard.co.za