AN-ACT-054

Jamaica School Administrative System

JSAS VERSION 5.0

USER GUIDE

Prepared by
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NEW HORIZONS FOR PRIMARY SCHOOLS

A joint project
GOJ/USAID

For
THE MINISTRY OF EDUCATION, YOUTH AND CULTURE

In collaboration with
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NOTICE

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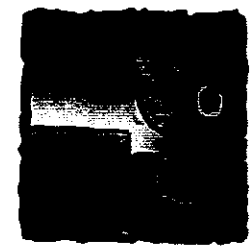
THANKS IN ADVANCE

chapter 1



USING JSAS IN TEACHER MODE

Teacher Mode is the mode that is available to the teachers. When you access this mode, a teacher must log in and will be able to perform any of the functions listed below.

CONTENTS

Using JSAS in Teacher Mode

- Record Student Attendance
- Edit and Retrieve Class and Student Information
- Viewing Reports pertaining to the school, class or student via Report Menu
- Viewing the Attendance Summary

USING JSAS IN TEACHER'S MODE

1. To access "Teacher Mode" click on the "Teacher Mode" button shown in figure 1.1 below

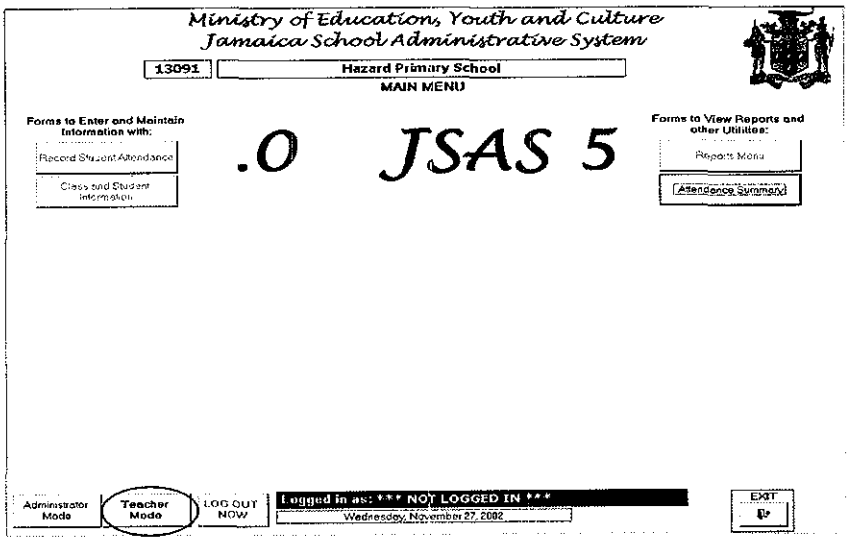


Figure 1.1

2. The pop-up form (figure 1.2) will appear, select the teacher's name by clicking the drop-down arrow to the right of "Teacher" and clicking on a teacher
3. Then type the password in the "Enter your password here" box
4. Click the "Continue" and you are now logged in as shown in figure 1.3, "logged in as Atkinson, Mrs. Winsome, J".

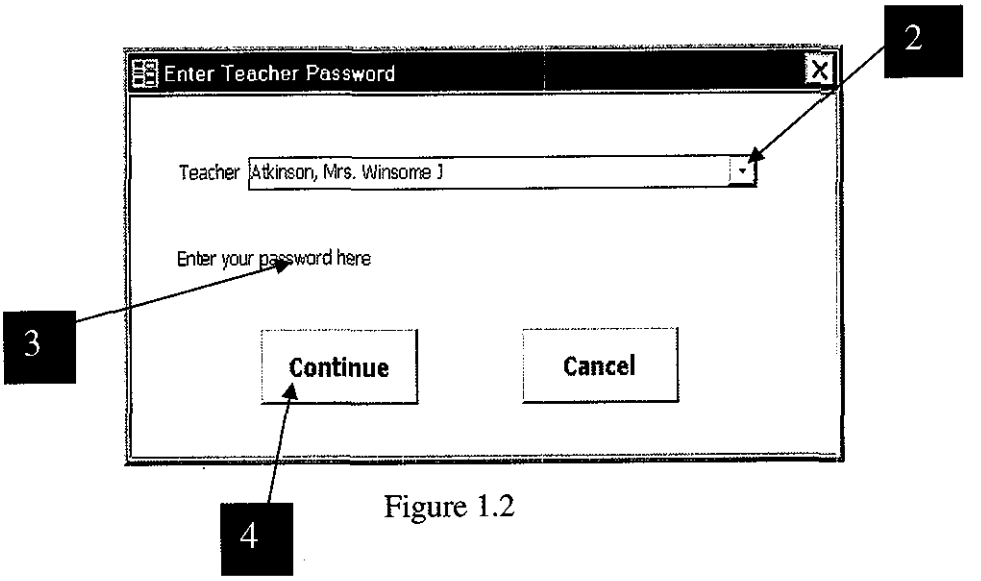


Figure 1.2

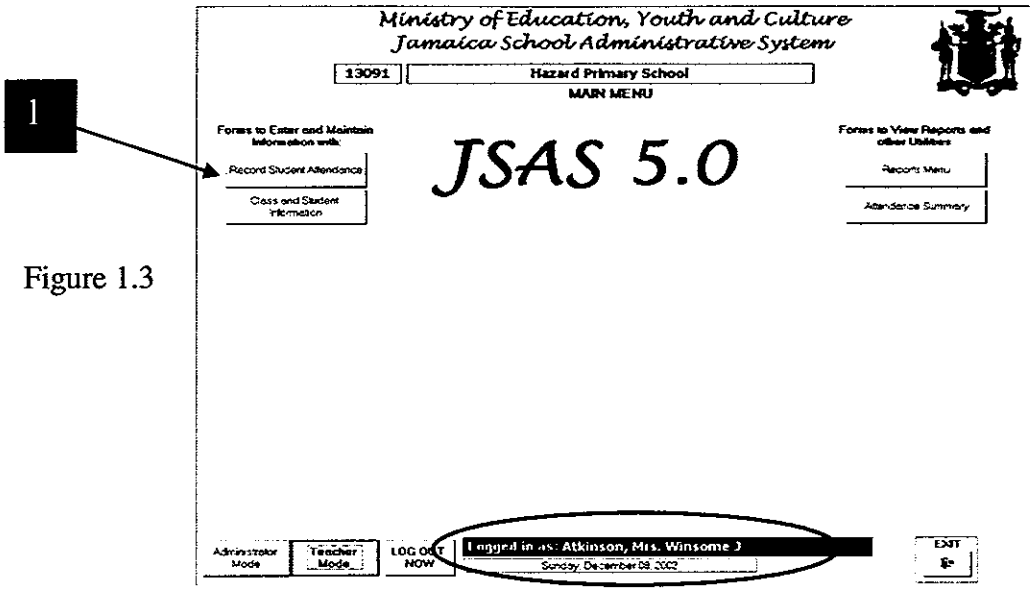


Figure 1.3

After logging in you will be able to access anyone of the buttons available in teacher mode namely:

- Record Student Attendance
- Class and Student Information
- Reports Menu
- Attendance Summary

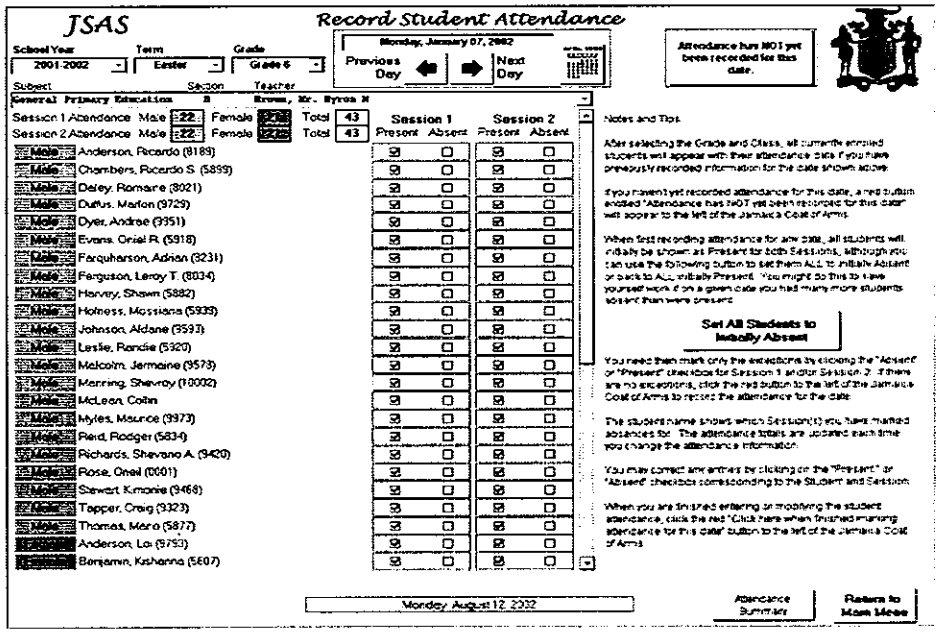


Figure 1.4

1. Click the "Record Student Attendance" button shown in figure 1.3 to access the "Record Student Attendance" form (figure 1.4) and mark attendance for your class. ***NB: You won't have access to any other teachers' classes because by logging in it only gives you access to your classes.***

2. Use the down arrow to the right of the list boxes labeled "School Year", "Grade" and "Subject Section Teacher" and the appropriate year, grade and teacher, (figure 1.5)

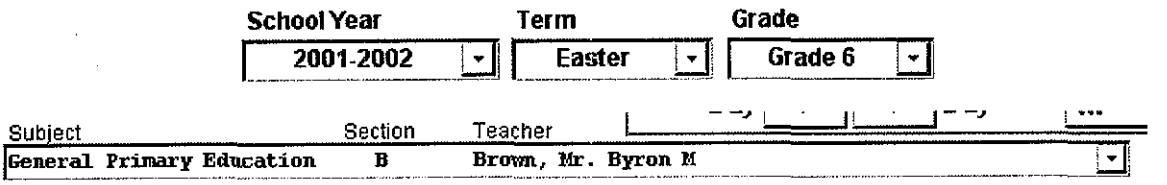
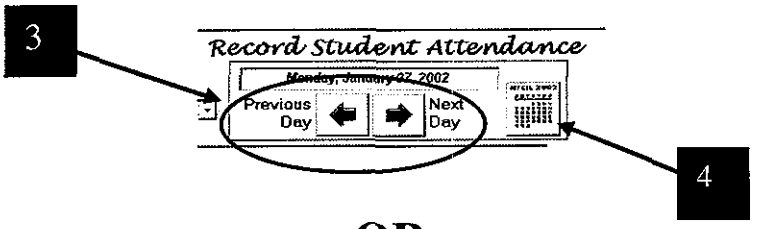


Figure 1.5

3. The class will be listed for the date when you are marking the attendance. If you are not marking for that date you need to select the date. Date can be selected by clicking on the two arrows labeled "Previous Day" and "Next Day" to select the next day or the previous day from the date, which the class is listed. (figure 1.6)

Figure 1.6



OR

4. Click the on the calendar icon (figure 1.6) and the pop up form figure 1.7 will appear.
5. The dates on the calendar in the blue streak are dates outside of the selected term, which was setup in the JSAS Installation and Setup Manual; Chapter 3 under: School Year Setup", you won't be able to select any date in that blue streak. (fig. 1.7)
6. The day, week and month navigation buttons operates the same as explained in the JSAS Installation and Setup Manual; Chapter 3: "School Information Setup". Figure 3.9. Use the arrow keys beside these buttons to find the date you wish to mark attendance. (fig. 1.7)

7. Click on the date you wish to mark attendance, then click on the "Use the Date Selected" button
8. By clicking the "Find Next Unrecorded Date" button you will be able to find the date for wish attendance have not been recorded.
9. After that date is selected you click the "Use the Date Selected" button and class list will appear for that date ready to be marked

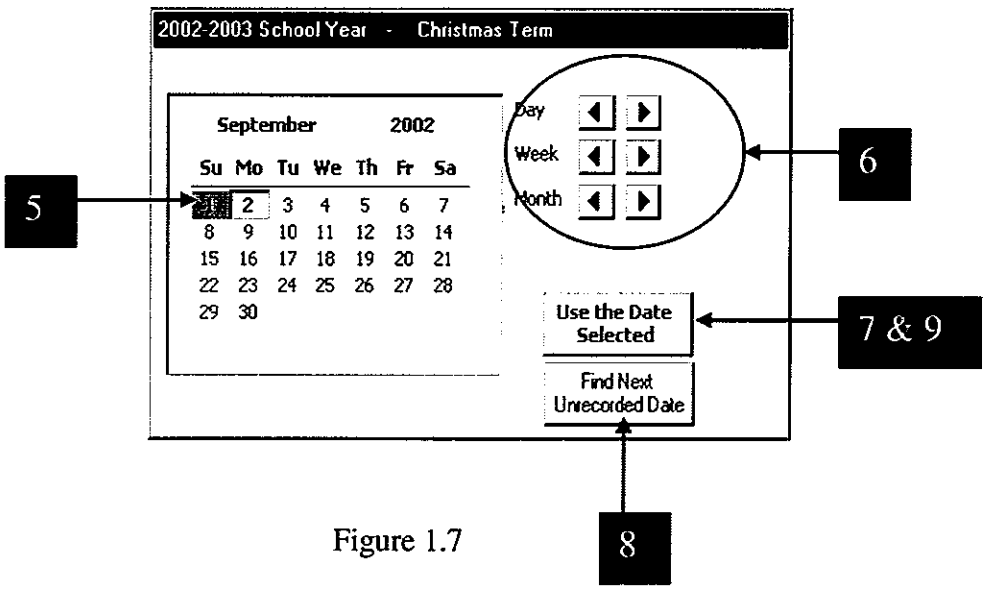


Figure 1.7

10. On the "Record Student Attendance" form the class is listed and the register is ready to be marked for the dated selected (fig. 1.8). All the students in the class are present by default that is all the students appear in the list as present.
11. Therefore you will be marking attendance for the student that are absent, first find the name of the student that is absent, go to the right of the student's name and click in the absent check box if the student is absent for session 1 or/and session 2.

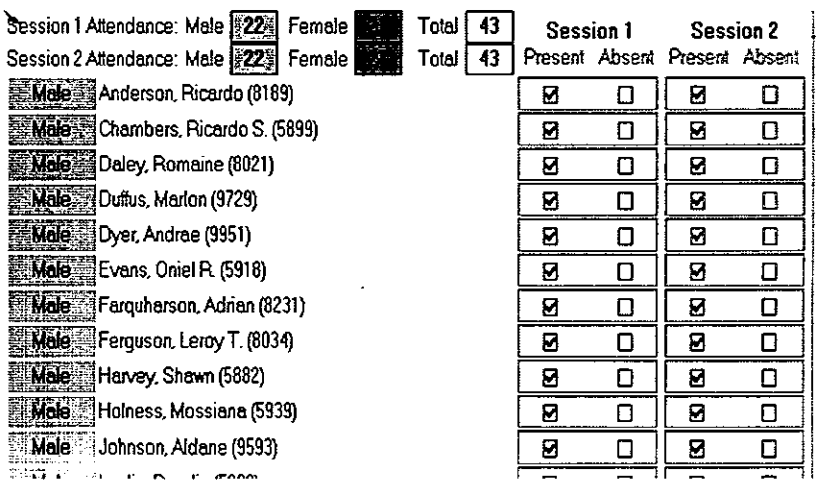
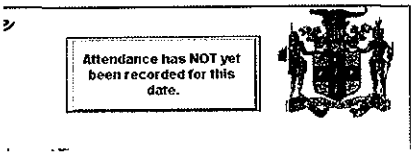
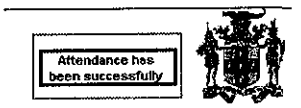


Figure 1.8

12. After you have completed marking the attendance you must click the "Attendance has NOT yet been recorded" button to save the changes

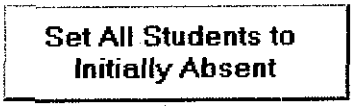


13. Once you have recorded the changes the button above will change to a label which says, "Attendance has been successfully recorded".

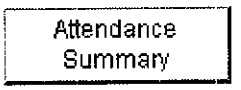


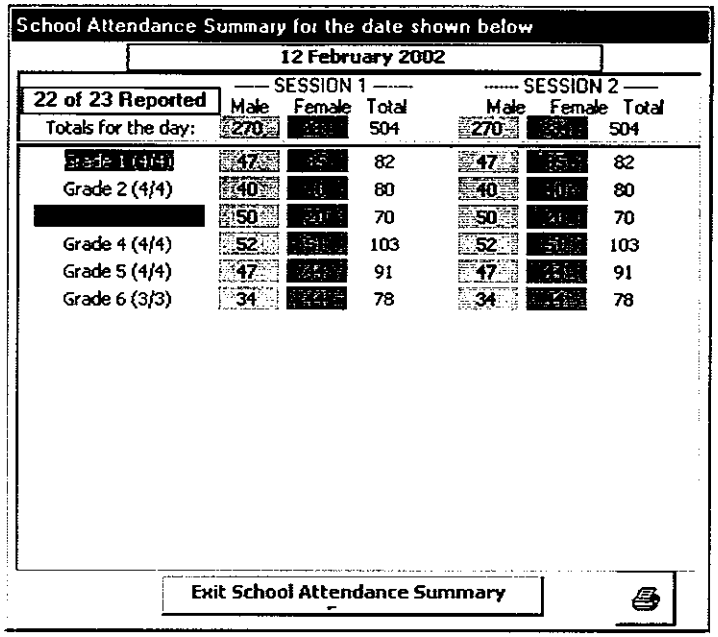
14. If by any chance you need to modify you attendance record, you make the changes by following 11, the label will now change to read "Click here when you have finished marking attendance for this date"

15. The "Set All Students to Initailly Absent" button gives you the option to mark all the students absent, for instance in adverse situation like on a day when 90% of the students were absent because of a hurricane. Click on the button shown below and all the students will be marked absent.



16. After marking all the students absent, the option to "Set All Students to Initially Present" becomes active. This will mark all these students present.
17. This button is located at the bottom right hand corner of the page. This allows Principals and Teachers to have complete view of the Daily Attendance for each grade; just by clicking on this button you will view the numbers for the day for all the classes that attendances have been recorded. If all the attendance for a class have not been recorded then that grade column would be in red as shown in figure 1.9





School Attendance Summary for the date shown below

12 February 2002

22 of 23 Reported	SESSION 1 Male	SESSION 1 Female	SESSION 1 Total	SESSION 2 Male	SESSION 2 Female	SESSION 2 Total
Totals for the day:	270	[illegible]	504	270	[illegible]	504
Grade 1 (4/4)	47	[illegible]	82	47	[illegible]	82
Grade 2 (4/4)	40	[illegible]	80	40	[illegible]	80
[illegible]	50	[illegible]	70	50	[illegible]	70
Grade 4 (4/4)	52	[illegible]	103	52	[illegible]	103
Grade 5 (4/4)	47	[illegible]	91	47	[illegible]	91
Grade 6 (3/3)	34	[illegible]	78	34	[illegible]	78

Exit School Attendance Summary

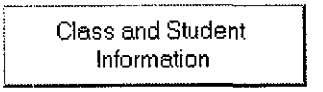
Figure 1.9

18. Click on the print icon shown on figure 1.9 to print this report

19. Click on the "Exit School Attendance Summary Report to close the report

Class and Student Information

20. Click on the "Class and Student Information button shown in figure 1.3 and the form shown in figure 1.10 will open



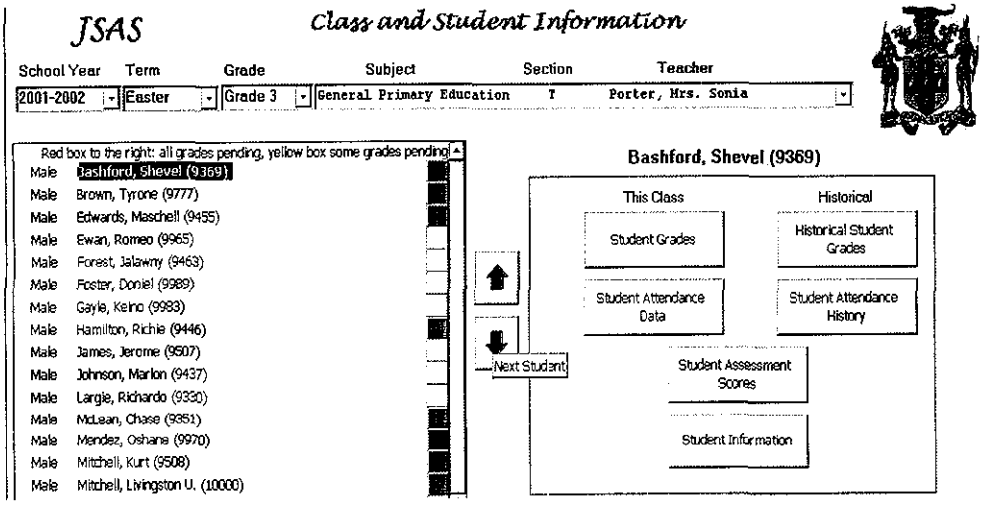
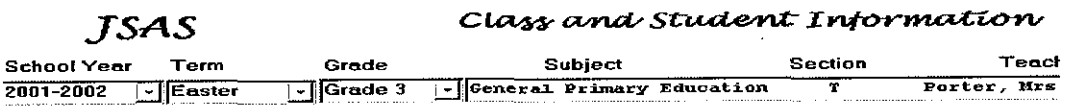
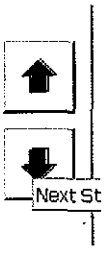


Figure 1.10

21. Use the drop down list boxes select by clicking the appropriate information.

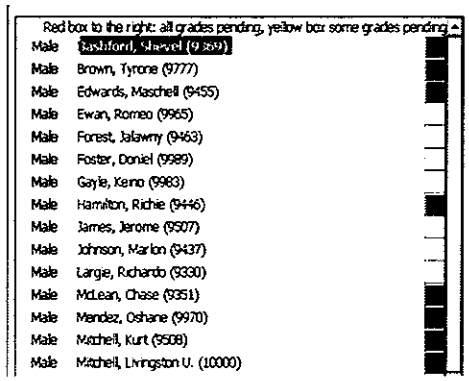


22. A list of all the children in the class that was selected will appear on the screen in figure 1.10.
23. The up and down arrows allows you to scroll through the students listing.

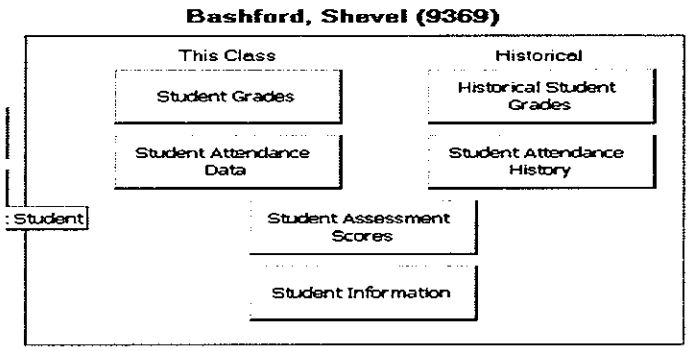


24. The colours green, yellow and red appears beside each student's name. These colours have to do with the students' scores for testor exams or work given for that term. If all the scores for a particular students for all subject areas have been entered , green appears besides that student's name; if only some of the grades

have been entered then yellow appears besides the student's name and if no grade have been entered then red as shown below.

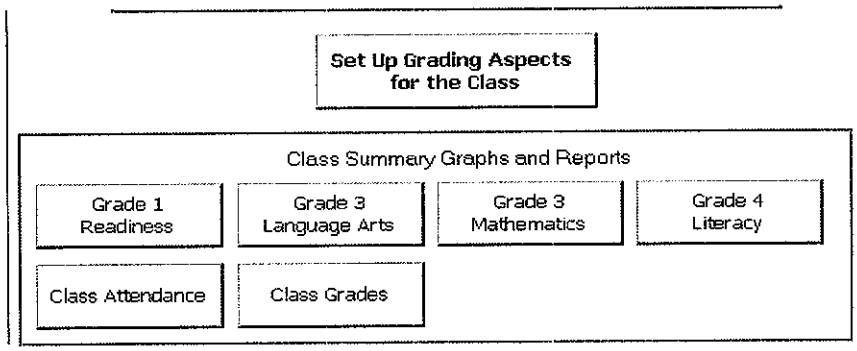


25. The first six (6) button at the top of the screen any particular child that is highlighted.



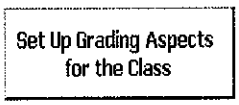
26.

While the other button at the bottom of the page refer to the entire class.

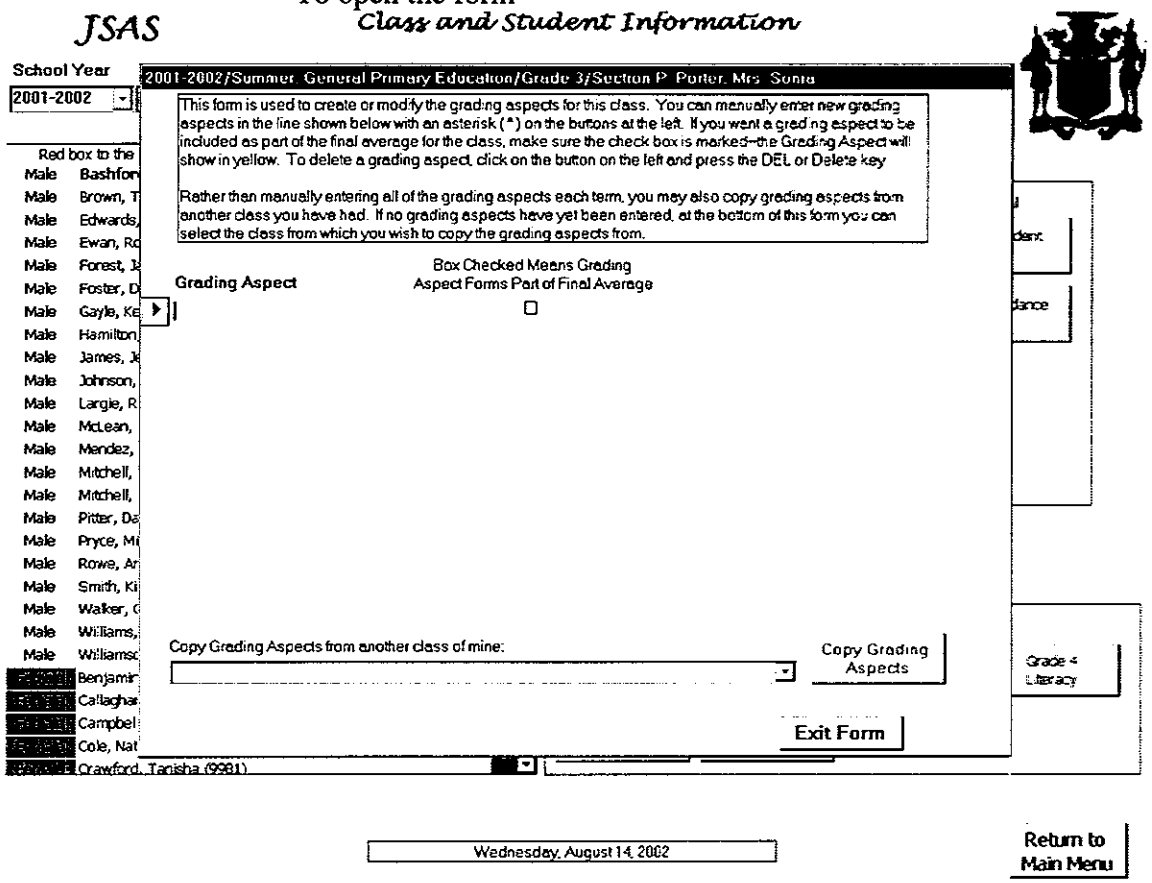


HOW TO USE THE DIFFERENT BUTTON ON CLASS & STUDENTS INFORMATION PAGE

Step 1:- First click on this button

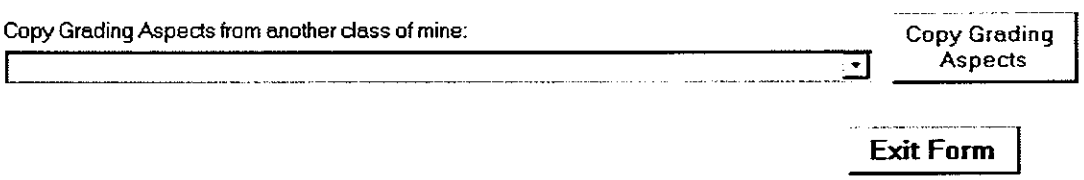


To open the form

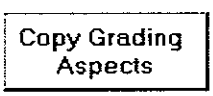


This form allows creation or modification of grading aspects for all the students in this class eg. Their grade and other aspects and it also ranks year students. NB read the instruction at top of the page and follow it.

At the bottom of the page there is a drop down button , this gives the option to copy the aspect to the next term or year instead of re-writing



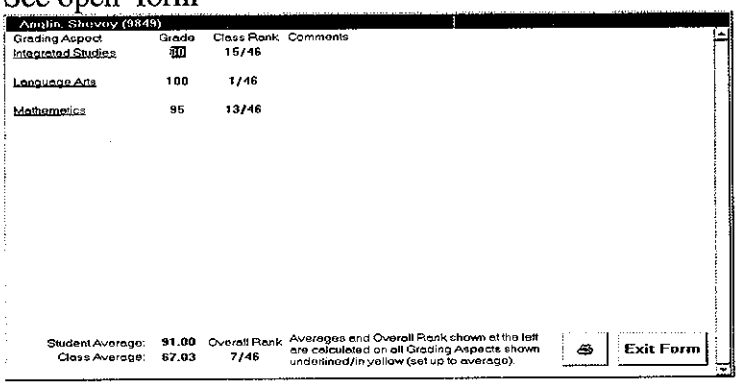
Just by clicking on it and selecting the term then click this button beside the drop down arrow.



Step 2:- click on the student Grades

Student Grades

See open form



This is a report form (pre –done) all you need to do is type the comments. At the bottom of the page you can view the all average of the class and the ranks

Student Average: **91.00** Overall Rank Averages and Overall Rank shown at the left are calculated on all Grading Aspects shown underlined/in yellow (set up to average).
Class Average: **67.03** **7/46**

This report form can be printed just by clicking on the printer icon

After printing or viewing this for form use this button to remove the form

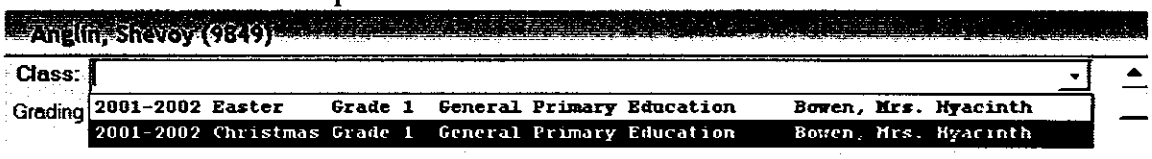
Exit Form

Step 3:- <u>The Historical Students Grades Button</u>

This button as it is call historical, it stores past grade, hence if it is open you can view grade from way

Historical Student Grades

Click on the button and open it



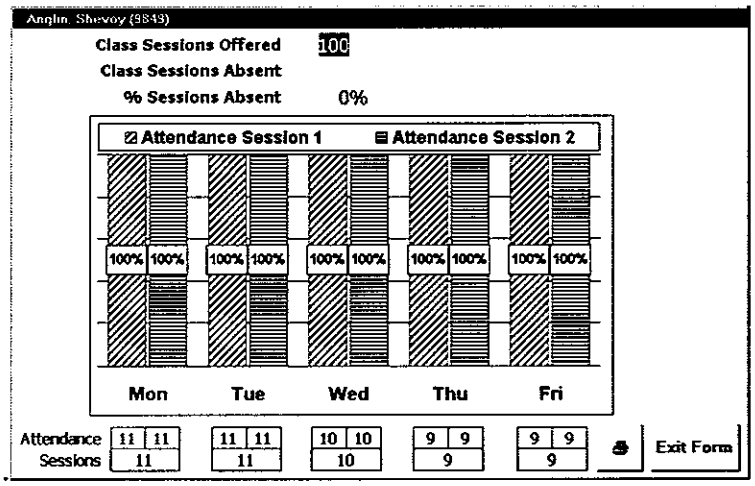
(See opened form)

Click on the drop button and select from the list the information needed.

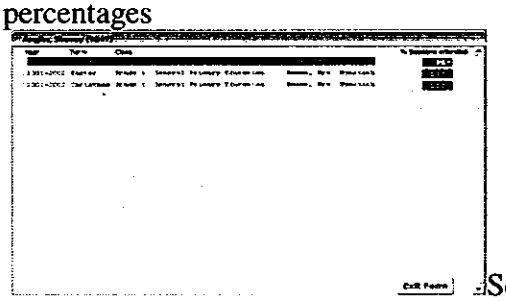
Step 4: The Students Attendance Data & Student Attendance History Buttons

Abutton Bbutton

Abutton- when open this button by clicking on it, shows the overall attendance pattern for a particular student by the number days in week in percentage form. This can be printed or view.

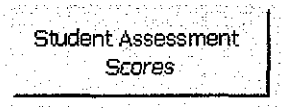


Bbutton-when this button is open by clicking on it, you can view attendance for selected student for pervious years NB results are shown in percentages

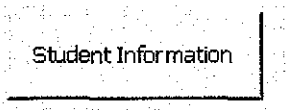


See open form

Students Assessment Scores button

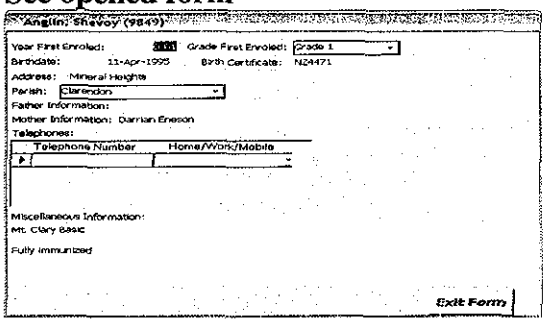


Student Information button

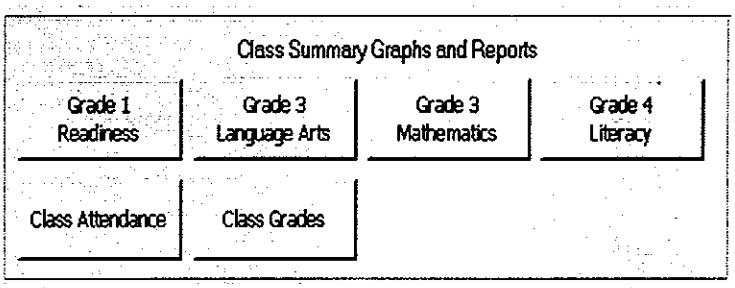


The button is use for editing information for student, teachers have assess to this button, because in most cases the teacher who teaches this student know more about the student that the administration personnel of the school, hence he/she can click on this button and upgrade it from time to time to keep it current. E.g. change of address.

See opened form

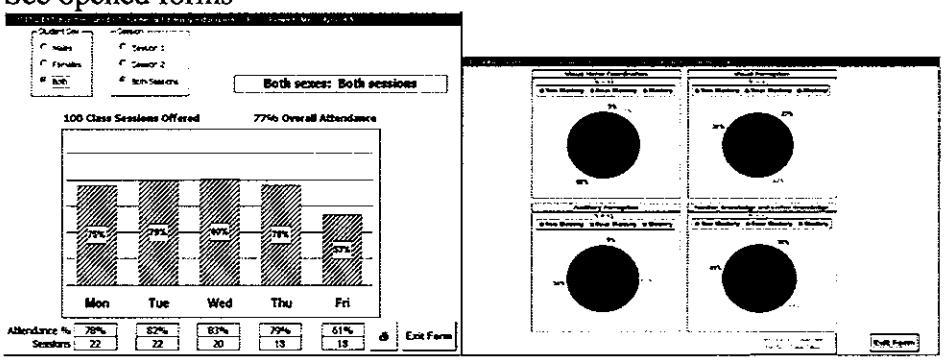


Class summary Graphs and Report Form Buttons



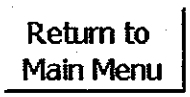
These buttons generates reports for the entire class just by clicking on them, when viewing these report on screen they are shown in graph form, but when selected to print it is in detail form.

See opened forms



NB. Always click on exit form button to remove the form from screen

The Return to Main Menu Button



This button is use to go back to the main menu page.

chapter 2

Reports Menu

This chapter looks at varied reports that can be generated from information you have inputted. These reports can be categorized at all level; students, teacher, class and school level.

CONTENTS

Reports Menu

- School Information
- Classes
- Students
- Attendance
- All Reports

1. Click on the "Report Menu" button shown in figure 2.1 below to open the Report Menu Form (figure 2.2)

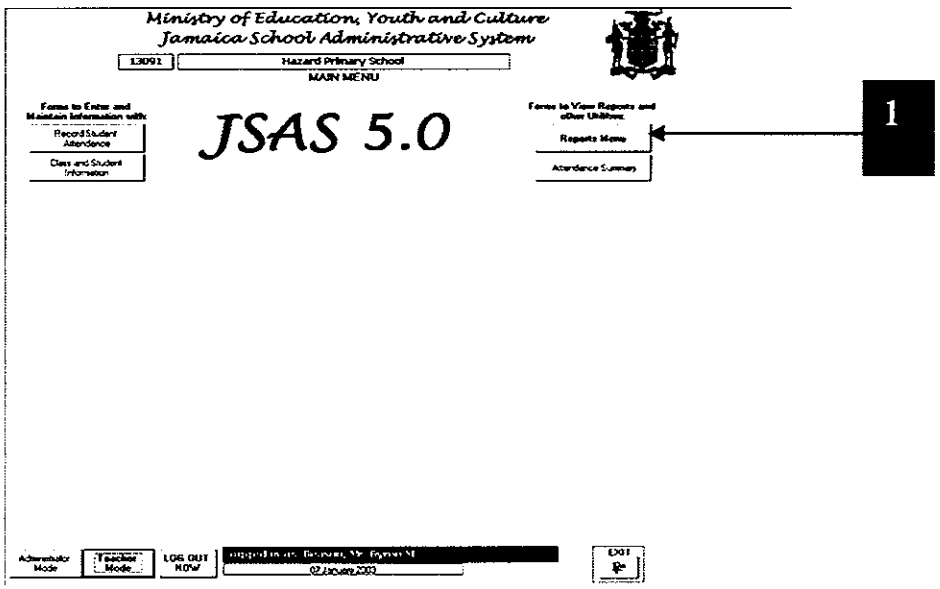


Figure 2.1

2. The reports menu gives you the option to click on any of the buttons, namely School Information; Classes; Student; Attendance and All Reports and set criteria to view varied reports.

School Information Button

3. Click on the "School Information" button to see all the reports that can be access under this heading

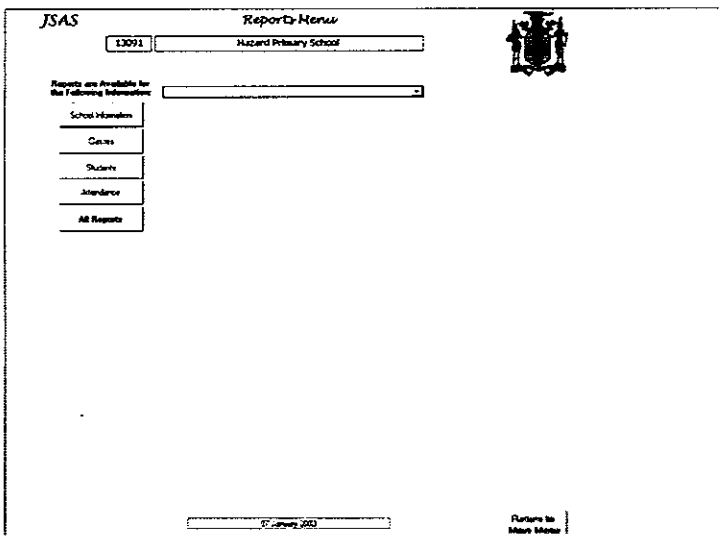


Figure 2.2

4. The different options available under the "School Information" buttons are "Attendance by Day of the Week and Sex", "Class List", "Class with Missing Attendance Dates", "List of Teaching Staff", "Student Attendance Listing" as shown in figure 2.3

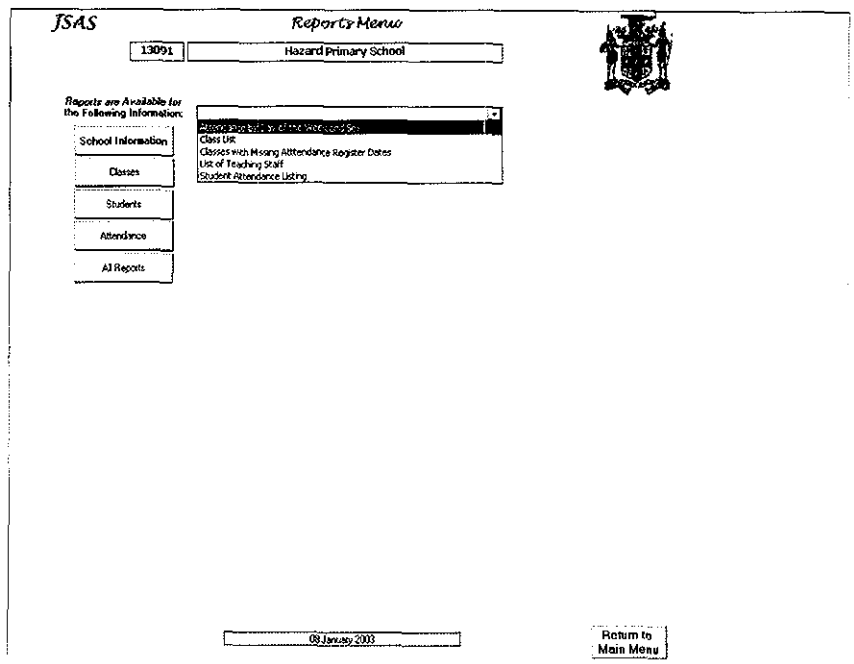


Figure 2.3

5. Click on "Attendance by Day of the Week and Sex" in figure 2.3 and figure 2.4 will appear

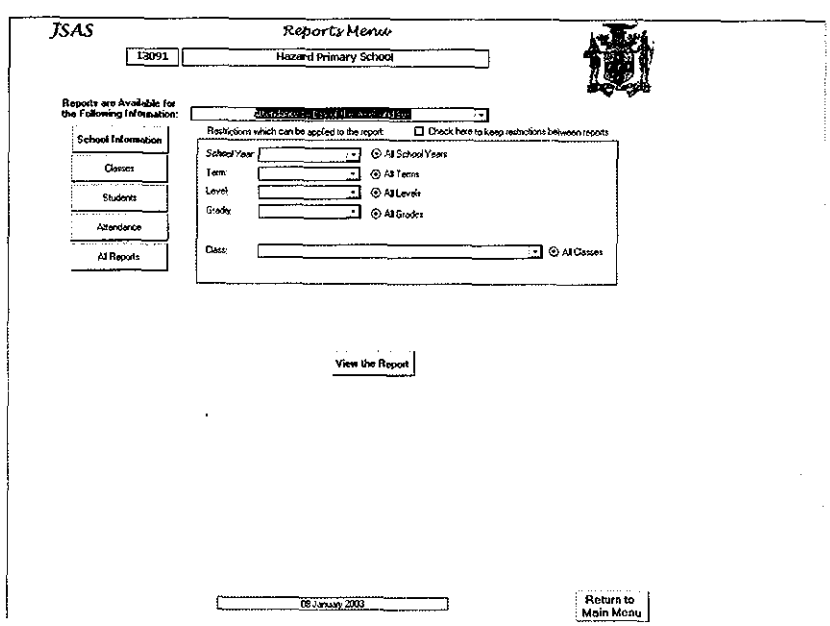
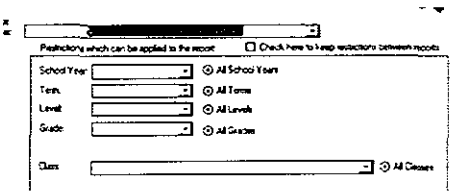
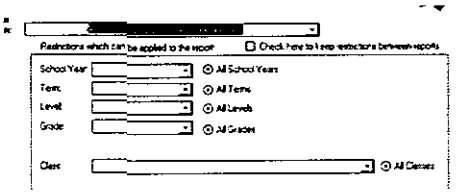


Figure 2.4

6. As shown in figure 2.4, you are given the option to set the criteria for the report. By clicking the down arrow to the right of the following labels: "School Year"; "Term"; "Level"; "Grade"; and "Class" you select the school year, term whether it is Christmas, Easter or Summer, level whether it is at the Primary or Secondary, the grade and whose class.



7. There are also the option to select "All School Year", "All Term", "All Levels", "All Grades" and "All Class" which is to right of the each of the label listed in step 6which is set by default. So if you wish to view this report by on all aspect within the school, you would not need to set any criteria above



8. After selecting the criteria for the report, click "View the Report" button to view the report shown in figure 2.5

9. The report shown in figure 2.5 shows the attendance pattern for males and females for two sessions. The first chart is for the first session and the second chart for is for the second session for the Grade 1 students for the Easter term.
10. There is also the option to keep restrictions between reports for instance if you want to set the criteria for one report and you want this to be the same for the others

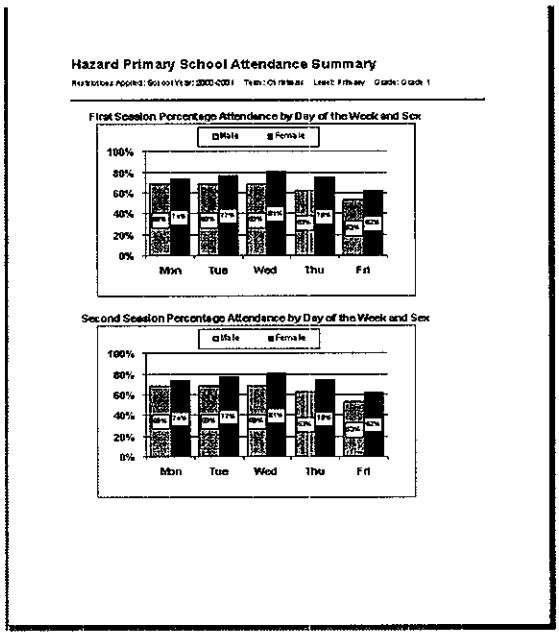


Figure 2.5

11. Click on "Class List" in listing shown in figure 2.3 and the follows steps 6 through 8 and view the report shown in figure 2.6 below. This report shows the class taught by all grade 1 teachers and for each term.

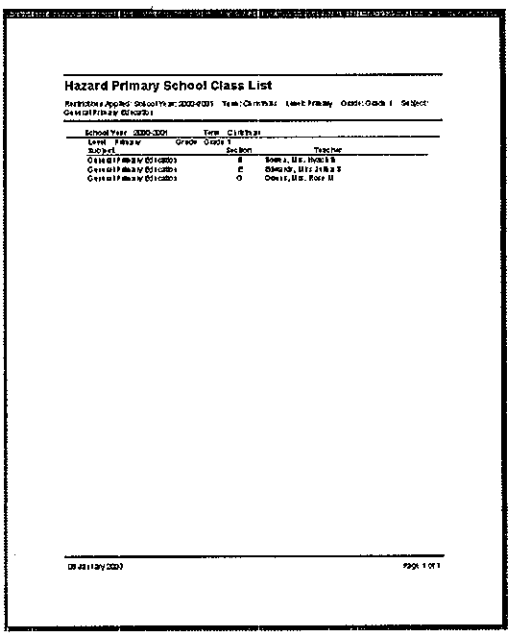


Figure 2.6

12. Click on "Class with Missing Attendance Dates" and follow steps through 8 above and set the criteria to view the report shown in figure 2.7 below which shows the date and the class for which attendance have not been recorded.

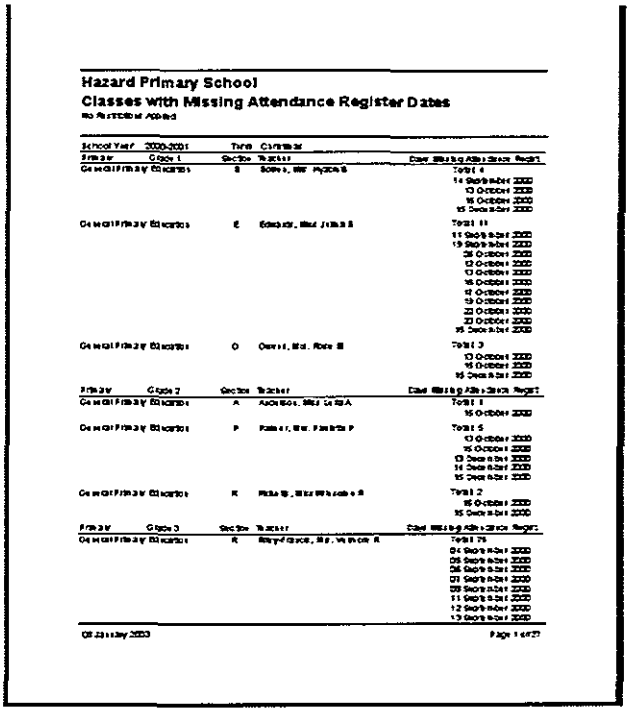


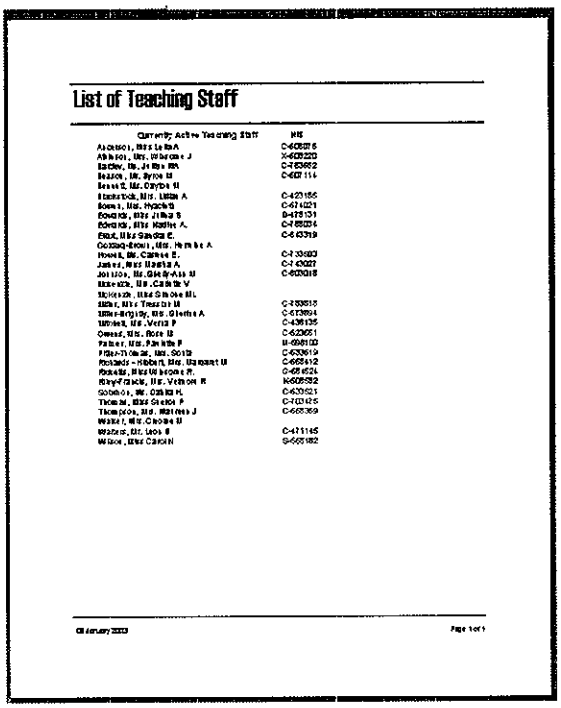
Figure 2.7

13. Click on "List of Teaching Staff" and follow step 8 and view the report shown in figure 2.8 below which show all the teachers in the school.

14. Click "Student Attendance Listing" then follow steps 6 through 8 to set the criteria.

15. A pop up form figure 2.8 will appear, where you are given the option to select what type of attendance listing whether it is students with high attendance or students with high absenteeism

16. Check the box which specifies the report you wish to view



List of Teaching Staff

Currently Active Teaching Staff	NIS
Alcalaci, Mrs Letitia A	C-608316
Allison, Mr. Wilbrone J	X-608220
Bailey, Mr. Jimmy RA	C-603612
Baxter, Mr. Byron M	C-607114
Bennett, Mr. Cayde M	
Blackwood, Mrs. Lillian A	C-603155
Bowen, Mr. Hyacinth	C-614021
Bowman, Mrs Jillian S	B-475131
Bowman, Mrs Kathie A.	C-608204
Boyd, Mrs Sandra E.	C-603319
Cadogan-Brown, Mrs. Henrietta A	
Howell, Mr. Clarence E.	C-603603
James, Miss Marcia A.	C-604007
Johnson, Mr. Glen-Ross M	C-602618
Mackenzie, Mr. Calistar V	
McKenzie, Miss Simone M.	
Miller, Mrs Tessa M	C-603618
Miller-Wright, Mrs. Gloria A	C-603694
Mitchell, Mrs. Verna P	C-606135
Owens, Mrs. Rose M	C-603651
Parker, Mrs. Pamela P	M-608100
Pitter-Thomas, Mrs. Sonia	C-603619
Richards - Hibbert, Mrs. Margaret M	C-605612
Roberts, Miss Marjorie R.	C-605624
Riley-Francis, Mr. Vernon R	N-608582
Solomon, Mr. Clifford H.	C-603621
Thomas, Miss Sharon P	C-603625
Thompson, Mrs. Marlene J	C-603639
Walker, Mrs. Cheryl M	
Wedderburn, Mr. Leon A	C-471145
Wilson, Miss Carolyn	S-605182

Figure 2.8

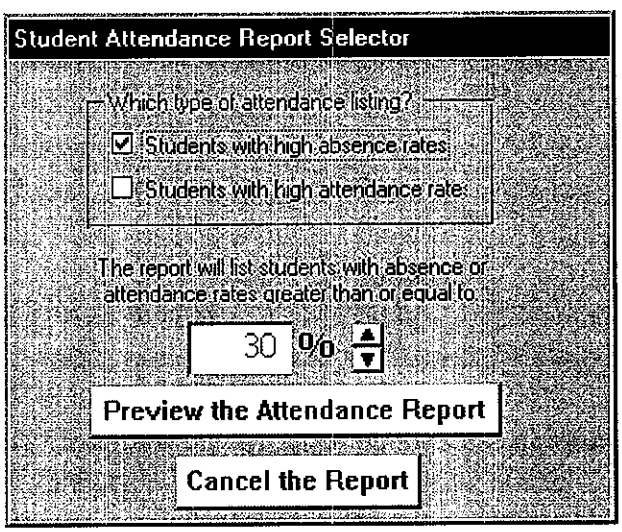
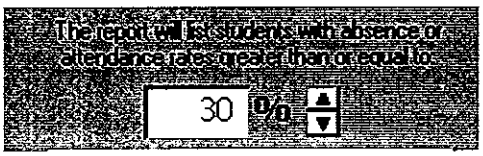
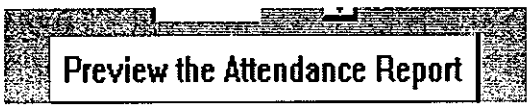


Figure 2.9

17. The box labeled "The report will list students with absence or attendance rates greater than or equal to" shown in figure 2.9 can be adjusted to select what percentage point you wish to view the report. You will view reports from that point you selected upwards



18. Click the "Preview the Attendance Report" button and view the report show in figure 2.10 which show the high absenteeism in Mrs. Edward's Grade 1for the Christmas Term.



19. Click "Cancel the Report" if you decided you don't need this report anymore.

20. The up and down arrow keys are used to change the percentage for the criteria for the report

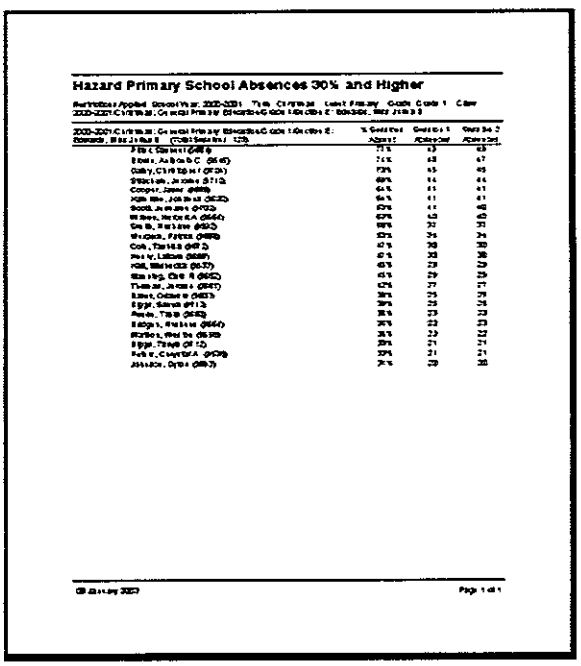


Figure 2.10

Classes

21. Click on the " Classes" button to see all the reports that can be access under this heading

22. The different options available under the "Classes" buttons are "Attendance", "Class Enrollment", "Class List", "Class with Missing Attendance Register Dates" "End of Term Report", "List of Teaching Staff" and "Registration & Withdrawal Activity" similar to figure 2.3

23. Click on "Attendance" and figure 2.4 will appear to set the criteria and follow steps 6 through 8

24. Figure 2.11 will appear where you can se the type of report needed whether it is: Daily detail of attendance; Monthly average attendance; Termly average attendance and/or Yearly average attendance

25. After selecting this option click the "Preview" button and the report shown in figure 2.12 will appear

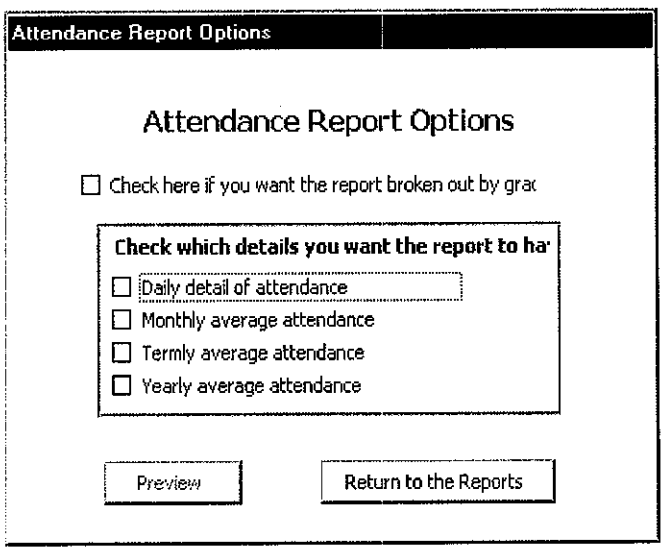
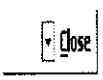
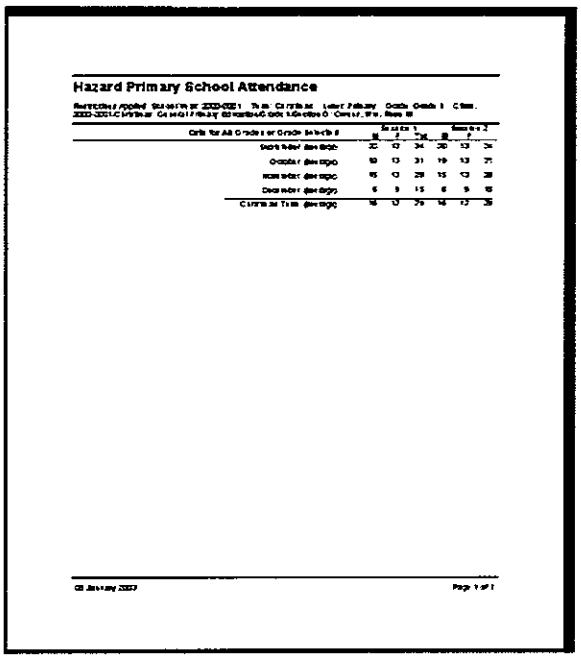


Figure 2.11

26. Or click the "Return to the Reports" button to return to the "Reports Menu" screen

27. When you view a report you can click on the printer icon to print this report

28. Or click on the close button to return to the "Reports Menu" screen 



Hazard Primary School Attendance

Figure 2.12

29. Click on "Class Enrollment" figure 2.4 will appear to set the criteria and follow steps 6 through 8

30. Figure 2.11 will appear where you can se the type of report needed whether it is: Daily detail of attendance; Monthly average attendance; Termly average attendance and/or Yearly average attendance

31. Figure 2.12 will appear which show all the students in a particular class

32. The "Class List" and the "Class with Missing Attendance Data" works the same like explained under "School Information"

33. The other reports menu option available all operates the same way as explained above, you just select the option needed, set the criteria and view the report.

chapter 4

ATTENDANCE SUMMARY

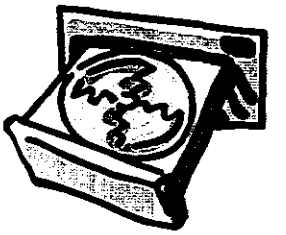
Adding the teachers to the system is only another step in customizing the software. This chapter explains how to add a teacher and all the vital information pertaining to that teacher.

CONTENTS

Teacher Information

- Adding a new teacher
- Editing a teacher record

chapter 5



PRINCIPAL'S PAGE

The principal's page is one of the reporting aspects of this software. It reports at the teacher level, the grade level and the school level. This form shows the level each class is at, where improvements are needed and in some cases and facts to help bring certain points across to both parents and teachers by the principal.

CONTENTS

Principal's Page

- Class Final Grades
- Historical Average Class Grades
- Class Attendance Data
- Teacher Class Attendance History
- Grade 1 Readiness

The form below (figure 5.1) shows the different buttons that produces varied reports. These reports are categorized by teacher and by class.

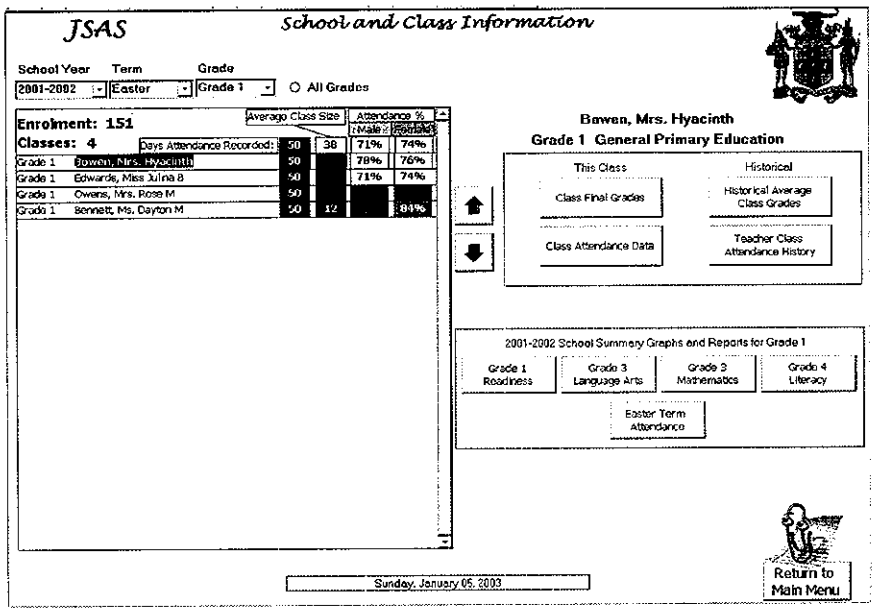
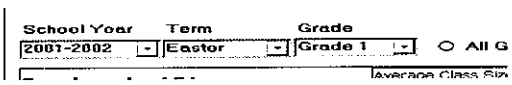
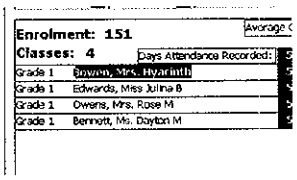


Figure 5.1

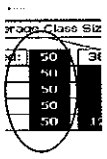
1. Select the school year, term and grade by clicking the down arrow to the right of the of the list boxes labeled likewise



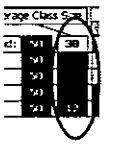
2. After selecting those information above the form will list all the teachers for the selected grade.



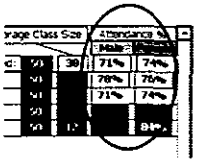
3. Beside each teachers name you will also see the days for which attendance have been recorded which is colour coded. Colour coding is based on the percentage of days from the beginning of the term attendance could have been recorded on. Blue=90% or better, Green=80% - 89.99%, Yellow=70% - 79.99%, Red=Less than 70%.



4. Besides the "Days Attendance Recorded" label you will see the "Average Class Size" which are also colour coded. This is the number of currently registered students in each class. Blue=20 or less, Green=21-30, Yellow=31-40, Red=41 or more.



5. Besides the "Average Class Size" label is the "Attendance %" label, which shows attendance for both males and females; which is also colour coded. . This also takes into account student withdrawals and entries. Blue=90% or better, Green=80% - 89.99%, Yellow=70% - 79.99%, Red=Less than 70%.



6. Across to the right of all these information by the click of the following button: Class Final Grades, Historical Average Class Grade, Class Attendance Data and Teacher Attendance History shown below you will access information on the class that is listed above the buttons.

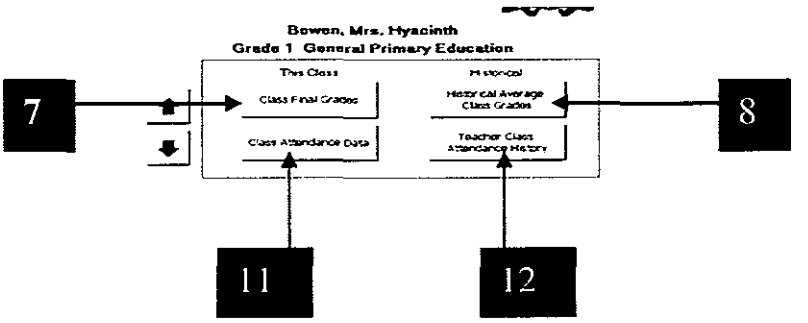


Figure 5.2

7. By clicking the "Class Final Grades" button shown in figure 5.3 the chart in figure 5.3 will appear which shows the distribution of the final average grade by sex for the term

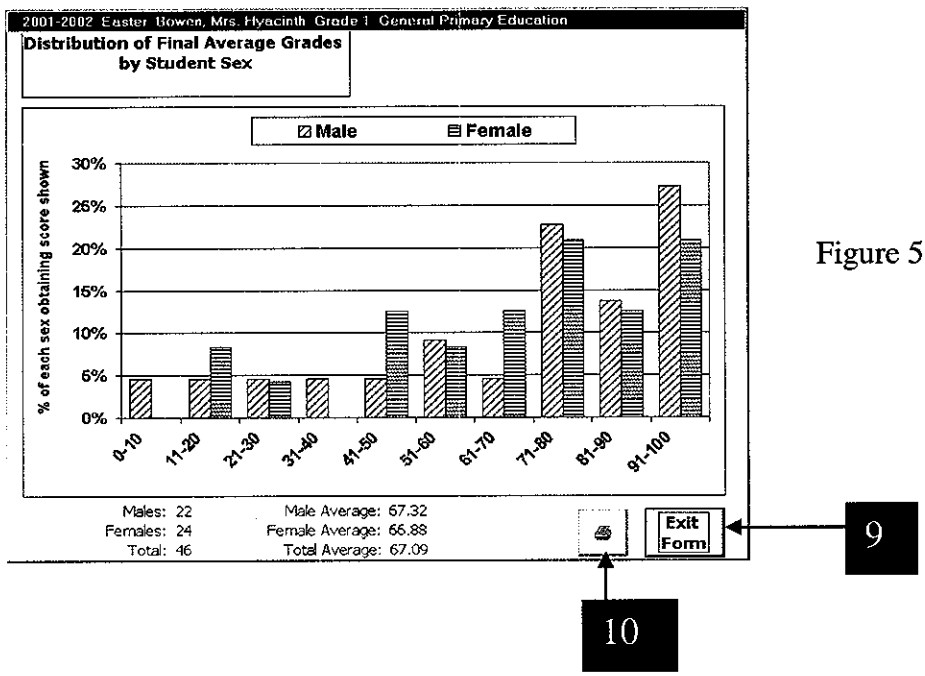
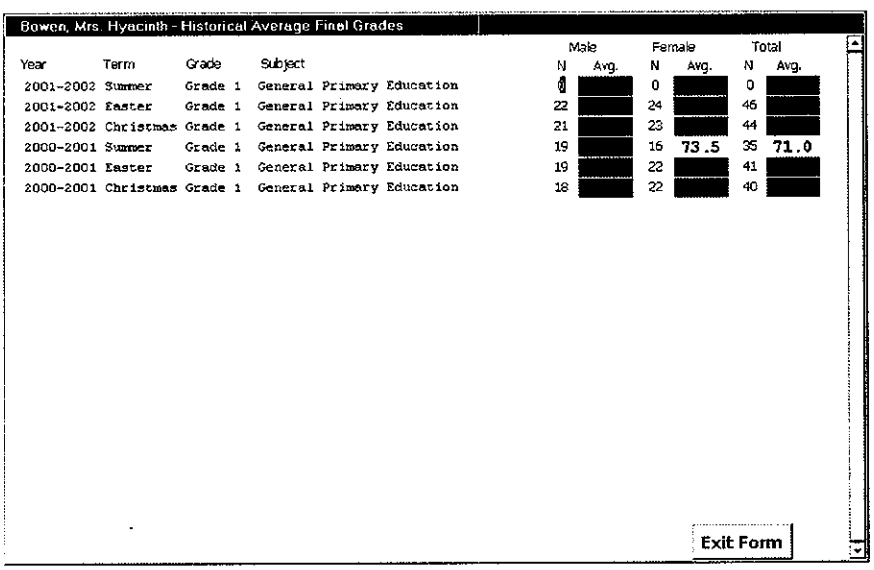


Figure 5.3

8. By the clicking the "Historical Average Class Grades" button the form below figure 5.4 shows the average grades for all the classes that this teacher has taught at the school.
9. By clicking the "Exit Form" button you will be able to close this report shown in figure 5.3
10. By clicking the button with the printer icon beside the "Exit Form" button you will be able to print this reports shown in figure 5.3



Bowen, Mrs. Hyacinth - Historical Average Final Grades

Year	Term	Grade	Subject	Male N	Male Avg.	Female N	Female Avg.	Total N	Total Avg.
2001-2002	Summer	Grade 1	General Primary Education	0		0		0	
2001-2002	Easter	Grade 1	General Primary Education	22		24		46	
2001-2002	Christmas	Grade 1	General Primary Education	21		23		44	
2000-2001	Summer	Grade 1	General Primary Education	19		16	73.5	35	71.0
2000-2001	Easter	Grade 1	General Primary Education	19		22		41	
2000-2001	Christmas	Grade 1	General Primary Education	18		22		40	

Exit Form

Figure 5.4

11. By clicking the "Class Attendance Data" button shown in figure 5.2 the following chart will appear figure 5.5. This chart shows the attendance pattern for the class for this term.

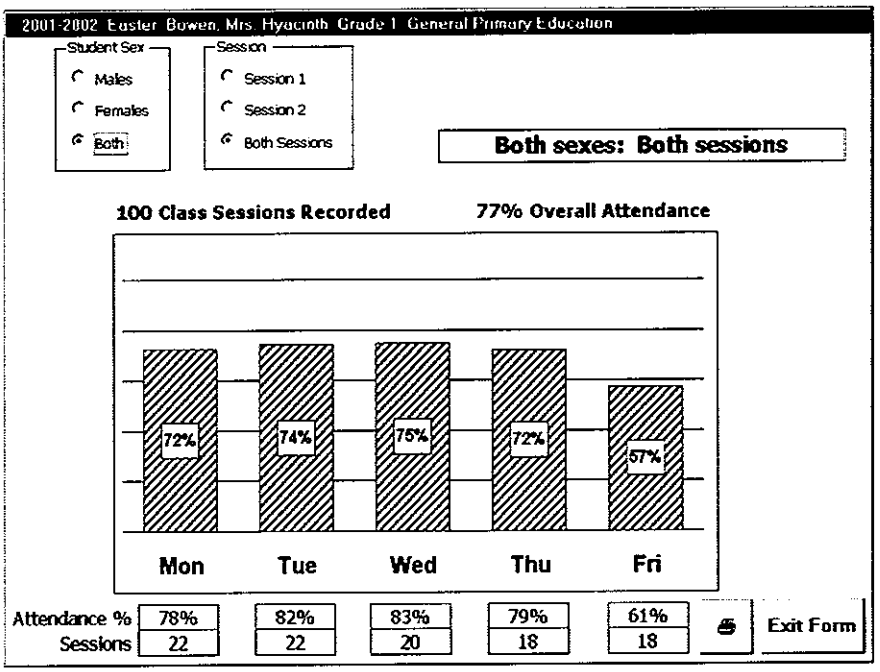


Figure 5.5

The chart presently is showing the attendance pattern for both males and females for both sessions. This chart can be modified to show the attendance pattern for either male or female for both sessions or either session 1 or session 2

To modify this chart to show the different categories under this report, click the appropriate check box under Student Sex and Session.

12. By clicking on the "Teacher Class Attendance History" button shown in figure 5.2 button, you will open the report shown in figure 5.6. This report shows the average attendance for males, females, total and the days recorded.

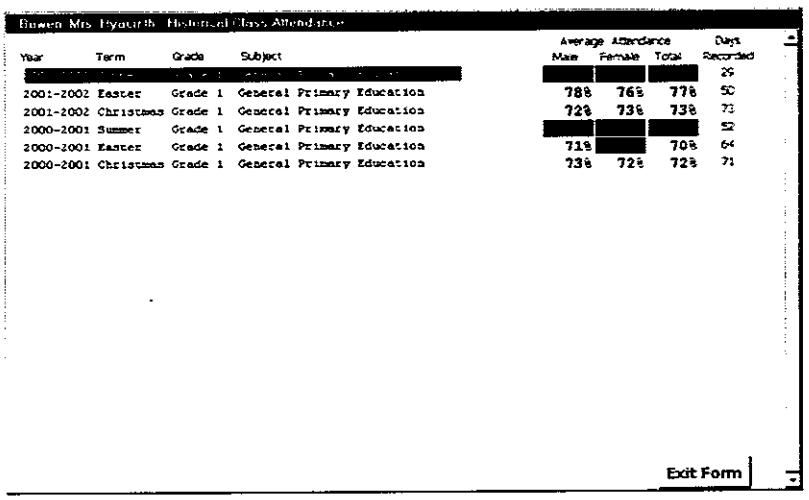


Figure 5.6

13. The buttons below namely "Grade 1 Readiness", Grade 3 Language Arts", Grade 3 Mathematics", "Grade 4 Literacy" and "Easter Term Attendance" are used to generate reports on the overall performance of students on throughout a grade or all grades in the school.

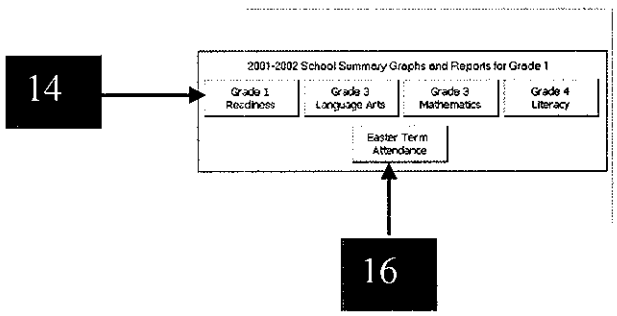
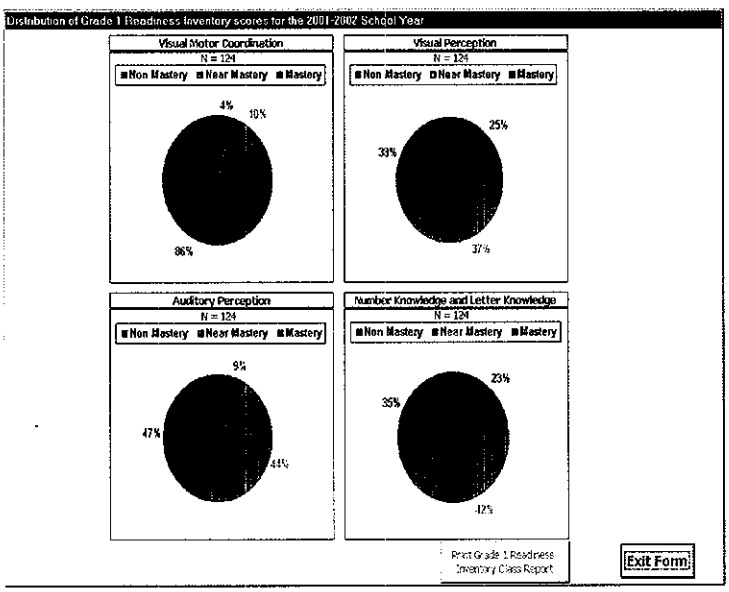


Figure 5.7

14. By clicking the "Grade 1 Readiness" button shown in figure 5.7 you generate the report shown in figure 5.8 which shows the performance of all the students in Grade 1 that sit this test. This chart breaks down the student performance in each category that they were tested on.

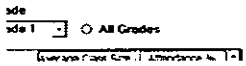
Figure 5.8



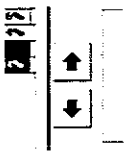
15. The other three buttons namely "Grade 3 Language Arts", Grade 3 Mathematics" and Grade 4 Literacy" generates similar reports

16. By clicking the "Easter Term Attendance" button you will be able to generate a report similar to the report in figure 5.5. The difference between the one generated above and this one is; this chart shows the attendance record for the term selected, in this case Easter term and it uses data for all the teachers in a selected grade or all grades as oppose to a selected teacher for the selected term..

17. By checking the "All Grades" check box you are able to access charts and other reports on all the classes in the school.



18. The two arrows to the side of the class listings are used to navigate back and forth through the list to access reports pertaining to specific teachers.



chapter 6

BACK UP AND RECOVERY OF THE DATABASE

This software has a built in backup and recovery facilities. This is use to make copies on the database incase there are situation where you have lost your database; you will be able to retrieve a database.

CONTENTS

Backup and Recovery of the Database

- Backup the Database
- Recovery of the Database

Backup the Database

1. When you open the JSAS software and you haven't made a backup the message shown in figure 6.1 will pop up. This message tells you that you haven't made a backup and ask if you wish to make one.

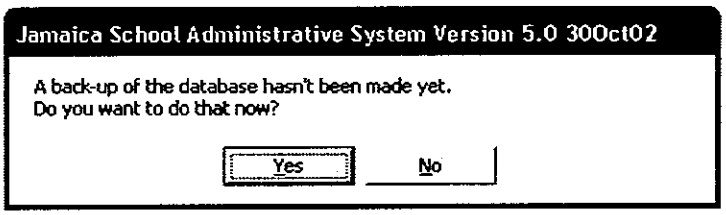


Figure 6.1

2. Click "Yes" if you wish to make a backup.(figure 6.1)
3. Click "No" if you don't wish to make a backup. (figure 6.1)
4. After making the backup the message shown below figure 6.2 will pop up which tell you that a backup was successfully created, click " OK" to close the pop up form

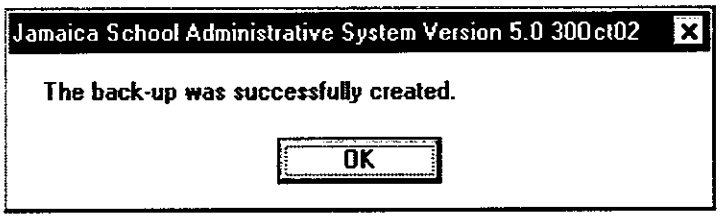


Figure 6.2

NB: the option to make backup in not only available at startup but also in Administrative Mode

As explained in Chapter 2 in the JSAS Setup and Installation Manual under Administrative and teachers mode. Only the administrators (principals) should have access to the button available on this screen. (Figure 6.3.)

5. Click the "Backup the Database" button to make the backup shown in figure 6.3.
6. Follow step 4 above to complete this process

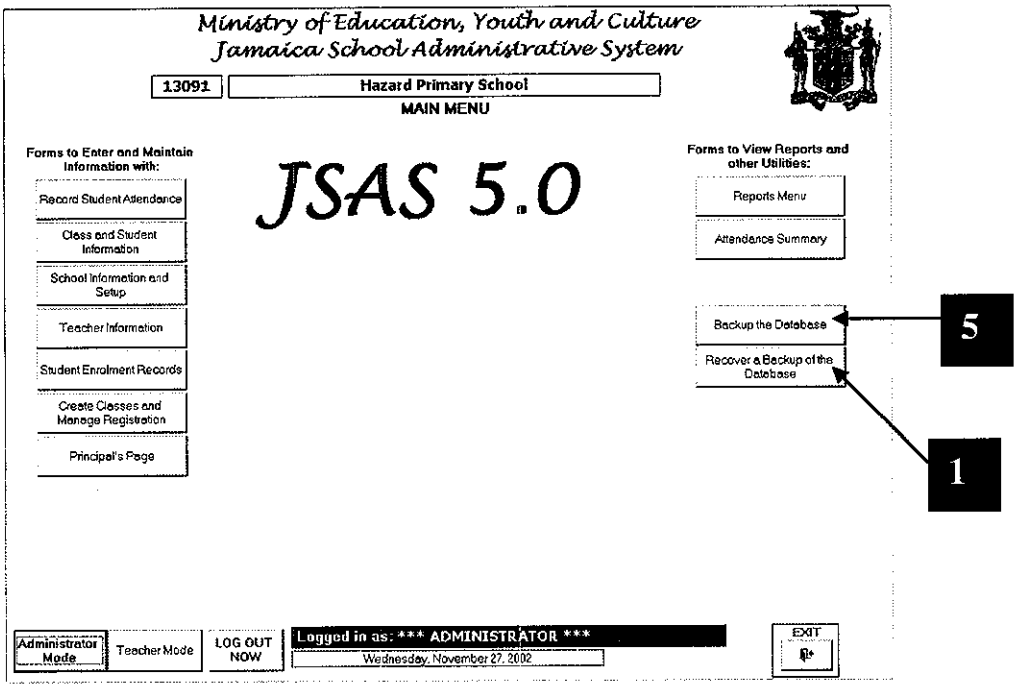


Figure 6.3

Recovery of the Database

When you have made backup, in case of any problems with your database you are able to retrieve any of the backup that you have made by just clicking the one you wish to retrieve.

1. Click on the "Recover a Backup of the Database" button in figure 6.3 to recover a backup, the popup form in figure 6.4 will open.
2. You are able to make up to three backups as shown in figure 6.4 below, each backup shows the date and time each back up was made. From the oldest to the most recent backup.
3. Click on the backup you wish to recover (figure 6.4)
4. Or click the "Cancel the Recovery Operation" button if you don't want to recover any of these backups. (figure 6.4)
5. After selecting one of the backups the message in figure 6.5 will appear which tells you which backup you have recovered
6. Click OK to record the changes

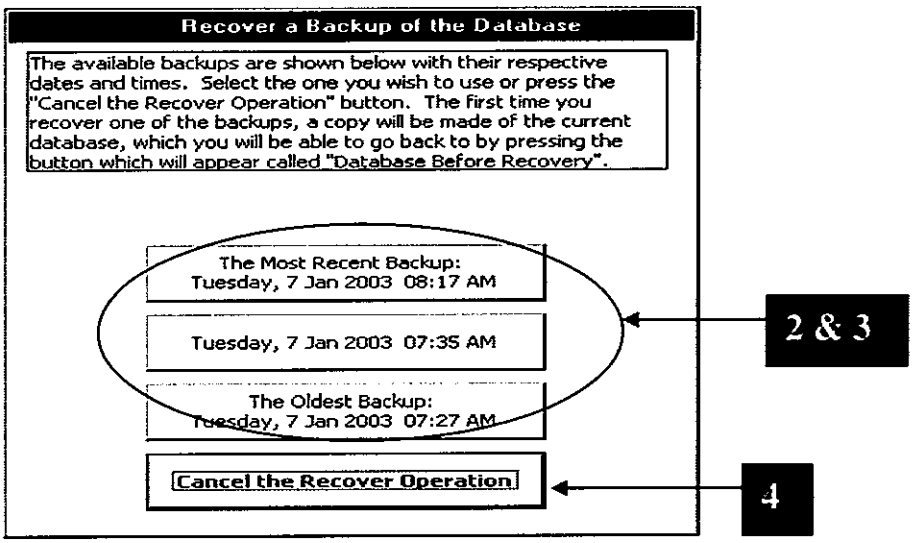


Figure 6.4

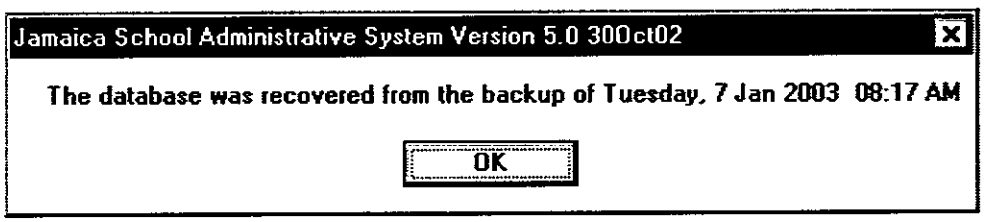


Figure 6.5

7. After making a recovery there is also the option to return to the database that you were using prior to the recovery shown below in figure 6.6
8. Click on the "Database Before Recovery" button in figure 6.6 to recover this database
9. Click "OK" shown in figure 6.7 to record the changes which tell you that the database has been reverted to the original before recovery.

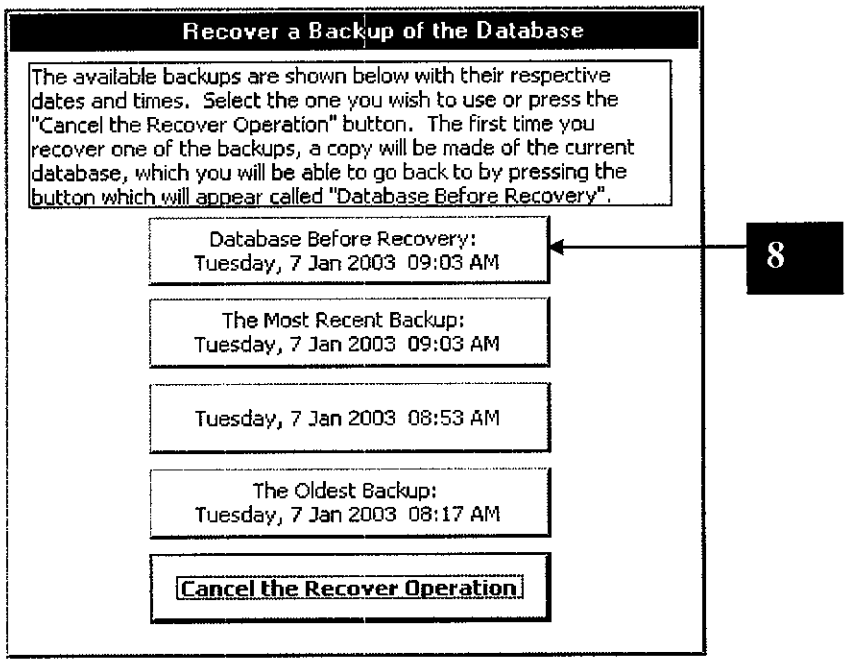


Figure 6.6

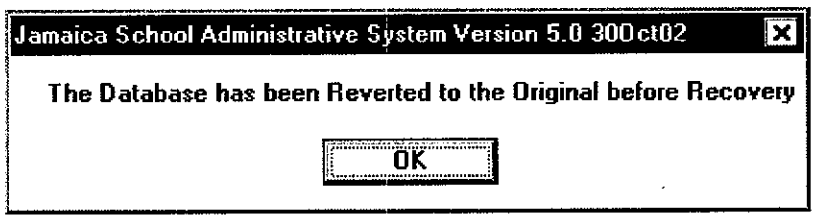


Figure 6.7