

**Jamaica School Administrative System**

**JSAS** VERSION **5.0**

**ADMINISTRATIVE  
HANDBOOK**

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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PLEASE FORWARD YOUR IDEAS TO:

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THANKS IN ADVANCE

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# Preface



## USING JSAS IN ADMINISTRATIVE MODE

Administrative Mode is the mode that is available to the administrators. This mode can be password protected as was explained in the “Installation & Setup Manual” in Chapter 2. When you access this mode, all the buttons available in Teacher Mode which was explained in the “User’s Guide” is also available with some other buttons. Some of the buttons available in “Administrative Mode” was also explained in the “Installation & Setup Manual”. These buttons are only available in Administrative Mode base on the fact that the information been stored on the school, teachers and students requires some form of confidentiality.

1. To access “Administrative Mode” click on the “Administrative Mode” button shown in figure A below

Ministry of Education, Youth and Culture  
Jamaica School Administrative System

13091 Hazard Primary School  
MAIN MENU

Forms to Enter and Maintain Information with

Enroll Student Attendance  
Enroll and Student Information

.0 JSAS 5

Forms to View Reports and other Utilities

Reports  
Knowledge System

Administrator Mode Teacher Mode LOG OUT NOW Logged in as: \*\*\* NOT LOGGED IN \*\*\* Wednesday, November 07, 2002 ESGT

Figure A

- The form (figure B) will appear type the password created as explained in the "Installation & Setup Manual" in Chapter 3, then press "Enter" on the keyboard. Figure C will appear

Figure B

- If no password was created then you will go straight into "Administrative Mode" as shown in (figure C) below.

Figure C

4. As explained earlier in the “Administrative Mode” you will be able to access all the buttons explained in the “Installation & Setup Manual” and “User’s Guide” and three other buttons which will be explained in detail in the chapters below.

# chapter 1



## 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 1.1) shows the different buttons that produces varied reports. These reports are categorized by teacher and by class.

**JSAS School and Class Information**

School Year: 2001-2002 Term: Easter Grade: Grade 1  All Grades

Enrolment: 151 Average Class Size: 38 Attendance %: 71% Total 74% Present

Class	Teacher	Days Attendance Recorded	Average Class Size	Attendance % Total	Attendance % Present
Grade 1	Bowen, Mrs. Hyacinth	50	38	71%	74%
Grade 1	Edwards, Miss June B	50	38	71%	74%
Grade 1	Owens, Mrs. Rose M	50	38	71%	74%
Grade 1	Bennet, Ms. Dayton M	50	38	71%	74%

**Bowen, Mrs. Hyacinth**  
Grade 1 General Primary Education

This Class: Historical  
Class Final Grades Historical Average Class Grades  
Class Attendance Data Teacher Class Attendance History

2001-2002 School Summary Graphs and Reports for Grade 1

Grade 1 Readiness Grade 3 Language Arts Grade 3 Mathematics Grade 4 Literacy  
Easter Term Attendance

Sunday, January 05, 2003

Return to Main Menu

Figure 1.1

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

School Year: 2001-2002 Term: Easter Grade: Grade 1  All Grades

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

Enrolment: 151 Average Class Size: 38

Classes: 4 Days Attendance Recorded:

Grade 1	Bowen, Mrs. Hyacinth
Grade 1	Edwards, Miss June B
Grade 1	Owens, Mrs. Rose M
Grade 1	Bennet, Ms. Dayton M

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%.

Days Attendance Recorded: 50

- Besides the “Days Attendance Recorded” label you will see the “Average Class Size” which is 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.

Average Class Size	
id:	30
id:	12

- 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%.

Average Class Size		Attendance %	
id:	30	Male	Female
id:	30	71%	74%
id:	30	76%	76%
id:	30	71%	74%
id:	12	84%	

- 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.

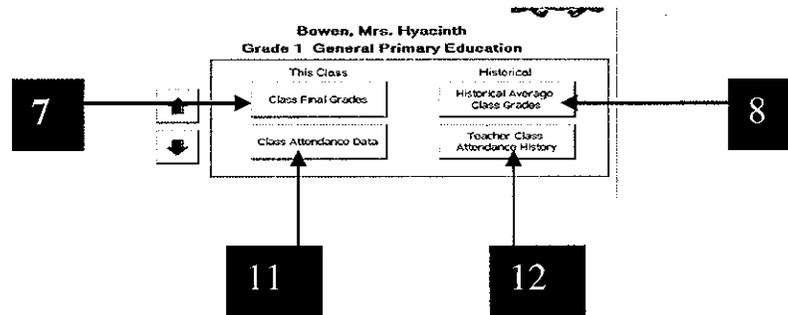


Figure 1.2

### Class Final Grades

- By clicking the “Class Final Grades” button shown in figure 1.2 the chart in figure 1.3 will appear which shows the distribution of the final average grade by sex for the term

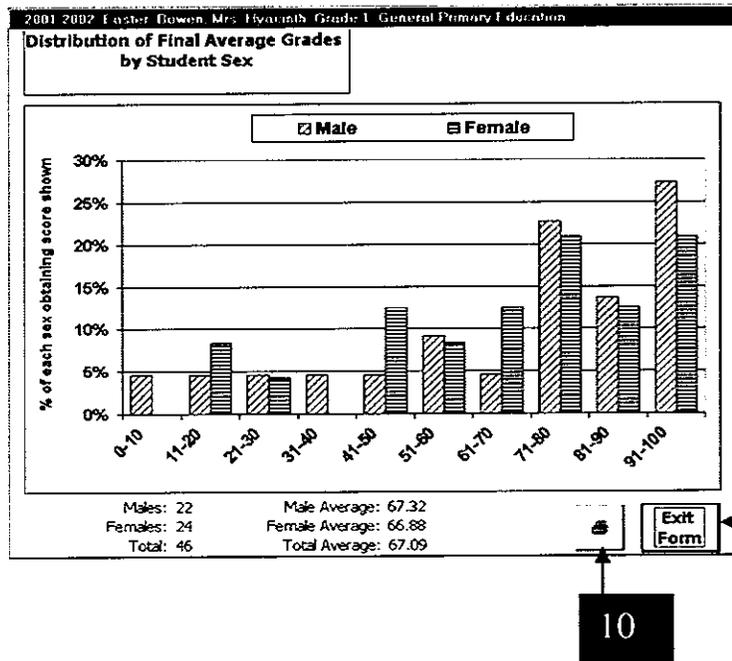


Figure 1.3

### Historical Average Class Grades

8. By clicking the "Historical Average Class Grades" button the form below figure 1.4 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 1.3
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 1.3

Bowen Mrs Hyacinth - Historical Average Final Grades

Year	Term	Grade	Subject	Male		Female		Total	
				N	Avg.	N	Avg.	N	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		15	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 1.4

## Class Attendance Data

11. By clicking the "Class Attendance Data" button shown in figure 1.2 the following chart will appear figure 1.5. This chart shows the attendance pattern for the class for this term.

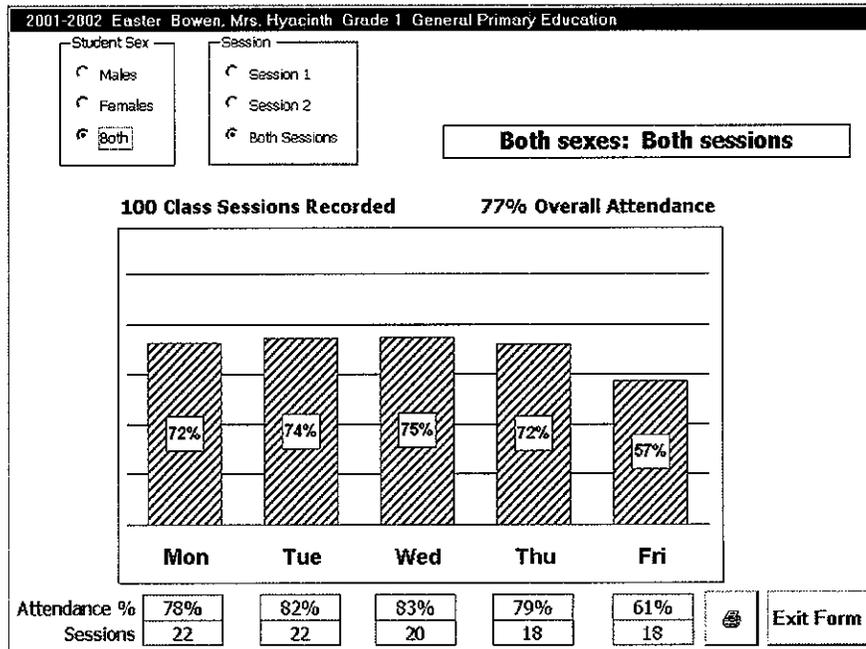


Figure 1.5

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.

## Teacher Class Attendance History

12. By clicking on the "Teacher Class Attendance History" button shown in figure 1.2 button, you will open the report shown in figure 1.6. This report shows the average attendance for males, females, total and the days recorded.

Bowen, Mrs. Hyacinth - Historical Class Attendance

Year	Term	Grade	Subject	Average Attendance			Days Recorded
				Male	Female	Total	
2001-2002	Summer	Grade 1	General Primary Education				29
2001-2002	Easter	Grade 1	General Primary Education	78%	76%	77%	30
2001-2002	Christmas	Grade 1	General Primary Education	72%	73%	73%	73
2000-2001	Summer	Grade 1	General Primary Education				52
2000-2001	Easter	Grade 1	General Primary Education	71%		70%	64
2000-2001	Christmas	Grade 1	General Primary Education	73%	72%	72%	71

Exit Form

Figure 1.6

## Grade 1 Readiness

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.

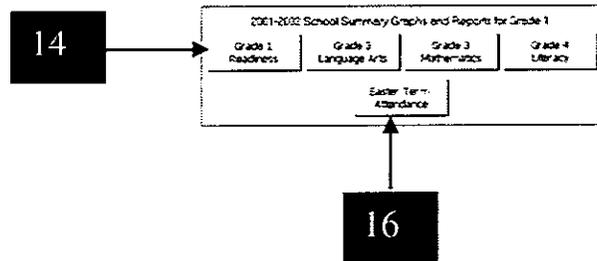


Figure 1.7

14. By clicking the “Grade 1 Readiness” button shown in figure 1.7 you generate the report shown in figure 1.8 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.

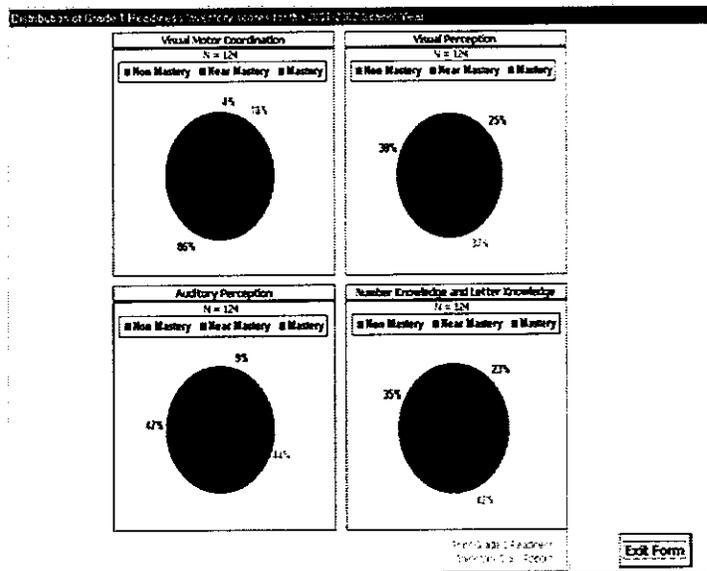
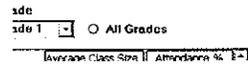
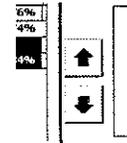


Figure 1.8

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 1.5. 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 **2**



## **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 of 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 2.1 will pop up. This message tells you that you haven't made a backup and ask if you wish to make one.

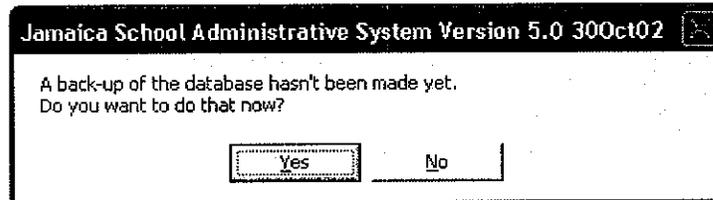


Figure 2.1

2. Click "Yes" if you wish to make a backup.(figure 2.1)
3. Click "No" if you do not wish to make a backup. (figure 2.1)
4. After making the backup the message shown below figure 2.2 will pop up which tell you that a backup was successfully created, click "OK" to close the pop up form

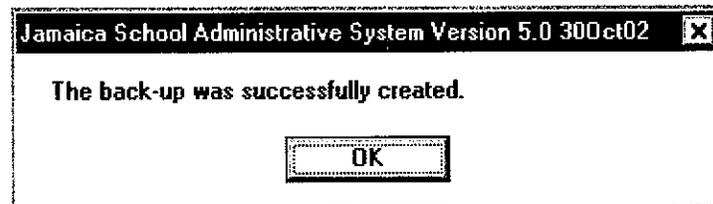


Figure 2.2

***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 2.3)

5. Click the "Backup the Database" button to make a backup shown in figure 2.3.
6. Follow step 4 above to complete this process

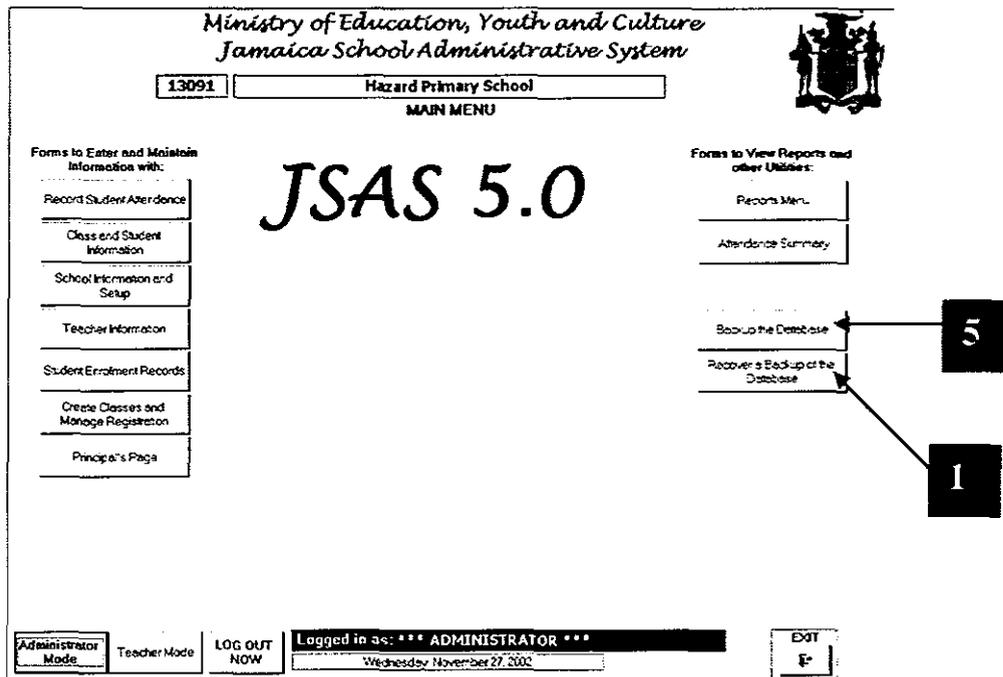


Figure 2.3

## 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 2.3 to recover a backup, the popup form in figure 2.4 will open.
2. You are able to make up to three backups as shown in figure 2.4 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 2.4)
4. Or click the “Cancel the Recovery Operation” button if you don’t want to recover any of these backups. (figure 2.4)
5. After selecting one of the backups the message in figure 2.5 will appear which tells you which backup you have recovered
6. Click OK to record the changes

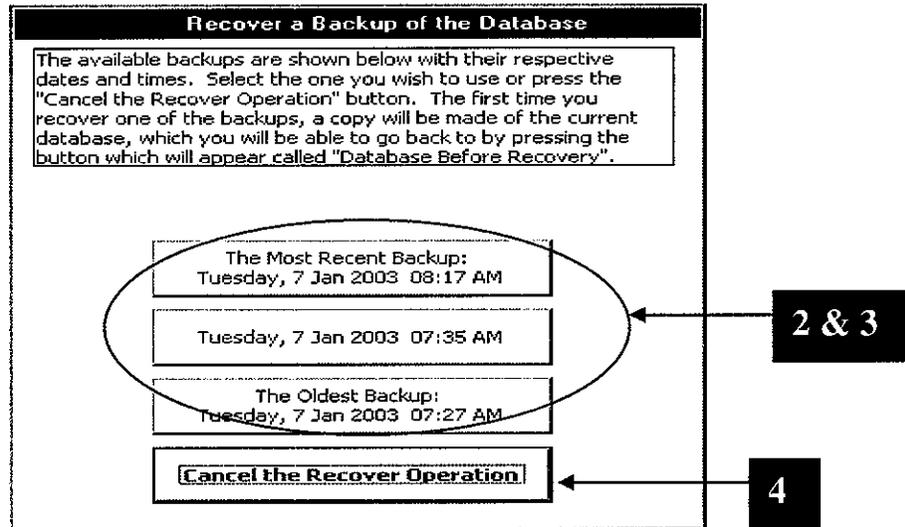


Figure 2.4

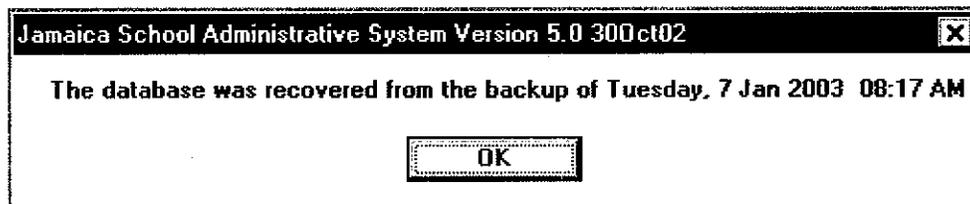


Figure 2.5

7. After making a recovery there is also the option to return to the database that you were using prior to the recovery as shown below in figure 2.6
8. Click on the "Database Before Recovery" button in figure 2.6 to recover this database
9. Click "OK" as shown in figure 2.7 to record the changes which tell you that the database has been reverted to the original before recovery.

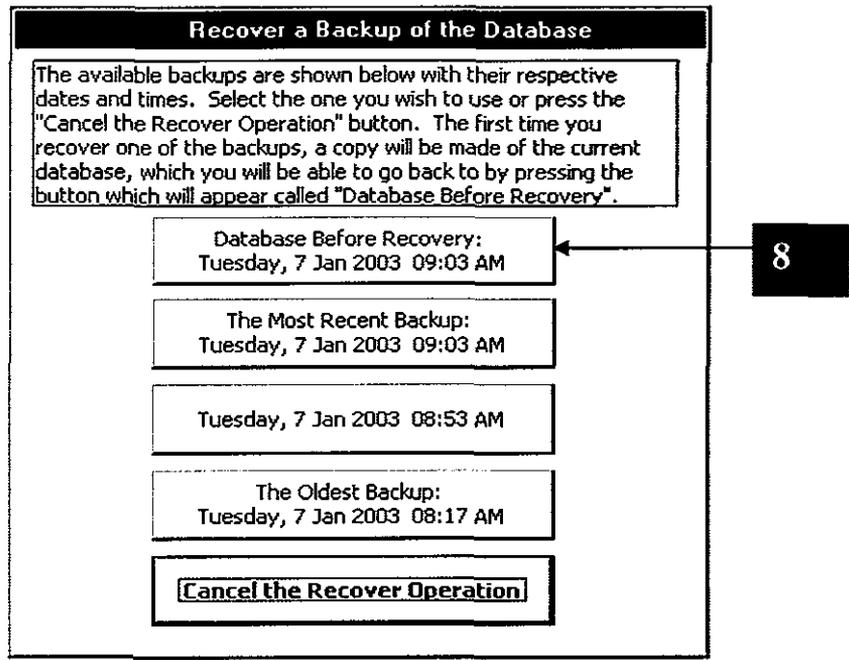


Figure 2.6

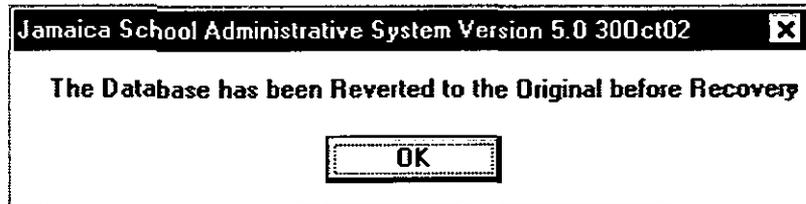


Figure 2.7