Student Information Management System (Secondary School) & Tracking of out-of-school Children
SECONDARY EDUCATION STUDENT TRACKING SYSTEM (SETS)

The Application Software ........................................................................................................ 2
Transferring the Software to the PC ...................................................................................... 2
Launching the Application ........................................................................................................ 2
Using the Application .............................................................................................................. 4

Modules of the Application .................................................................................................... 5
1. Student Profile ...................................................................................................................... 5
2. School Parameters ................................................................................................................ 7
   1. School ............................................................................................................................... 7
   2. Update School Year ......................................................................................................... 7
   3. Section ............................................................................................................................. 7
   4. House .............................................................................................................................. 7
   5. Subject ............................................................................................................................. 8
   6. Stream ............................................................................................................................. 8
   7. Special Mention .............................................................................................................. 8
   8. Indiscipline ...................................................................................................................... 8
3. Grade Allocation .................................................................................................................. 9
4. Subject Allocation .............................................................................................................. 10
5. Student Count .................................................................................................................... 11
6. Lists .................................................................................................................................... 12
7. Performance ....................................................................................................................... 13
8. Discipline ........................................................................................................................... 14
9. Health ................................................................................................................................ 15
10. SEN (Special Education Needs) ...................................................................................... 16
11. Utilities ............................................................................................................................. 17
The software for registering student’s information is organized in three main parts:

1. Data capture module, allowing data entry and editing using pre-designed form with fixed formats.
2. School Parameter module for first time registration of a school and school specific information together with the feature for changing school year.
3. Information and Reporting module where a series of outputs are queried from the system.
The Application Software

The application comes as an MS Access file provided on CD to each school. The software holds both the application programme and the data set in a single file. Microsoft Office version with MS Access is required to run the system. (In case MS Office is not available in the school a runtime version may be provided). The software initially contains no data and has to be registered before use unless the school has been already been registered earlier. Before use the software has to be copied on the hard disk of the allocated computer and later backup copies has to be kept in a safe place for recovery purposes.

Transferring the Software to the PC

Use file Explorer to copy the file from the provided CD to a defined folder or the Desktop of the specified computer.

Launching the Application

1. Double click on the MS Access icon (SETS PSSA 2007.mdb) for the application to open
2. The following screen is displayed

   ![Image of the Database Application]

   Click on Option Button

3. Close the Login form by clicking on the Close button
4. Click on Options button next to Security Warning
5. The following screen is displayed. Select “Enable this Content” and Click on OK button to continue.
6. The Login form will appear once again. Please use the provided Operator Code and Password to access the application.

The initial entries are:
- Operator code: op
- Password: op

Once access is granted to the software click on the Utility Tab and create a new login. Keep the newly assigned Operator Code and Password in a safe place and delete the initial Login using the “op” entries.
Using the Application

1. Once logged in, the main screen of the application appears providing full access to different section and modules of the software.
2. Ensure that the school name displayed corresponds to your school and if it is not the case, please register your school (steps below).
3. Ensure that a school year appears on the left of the EXIT button. Note that this year corresponds to which school year data is to be captured.

4. Use tabs to navigate through the application to access different processes.
Modules of the Application

Different modules (processes) provided by the application are displayed as tabs. You may navigate to a particular module by clicking on the corresponding tab. Note that some modules may have additional categories which are displayed as sub-tabs within the main module tab.

1. Student Profile

- The Student Profile Tab manages **ALL** students from the **CURRENT STREAM**, that is, students for the current school year.
- Sub-tabs are used to display different categories of information about a specific student (Grades, Subjects, Absences etc.)
- In some categories 2 **sub-forms** are displayed – Historical and Current information. Historical records can only be viewed whereas current records may be edited and/or deleted as per requirement.

- A set of buttons have been provided to manage current year students:
  a. **Add Button** -> **To add a new student**
     Enter personal details of new student record. Note that there are some compulsory fields as well as some fields that need to comply with certain rules. Failure to do so will result in the application prompting you to make corrections through message boxes.
  b. **Edit/Search Button** – **To use the search student functionality**
     This will enable the “**Select Student**” drop down where an already registered student may be selected. Search for a student may be refined by selecting a grade from the drop down prior to selecting the students. Once a specific student is selected the data associated to that student may be modified.
  c. **Save** – **To save**
After entering a new record or after editing an existing record Click to save the record.

d. Next/Previous
This button is used to move through the student records

e. Delete
Use this button to delete an existing student record. Ensure that the Student Profile shown is for the student whose records is to be removed from the system before confirming a delete.

f. Print
Use this button to print a report of the selected student.
2. School Parameters

School Parameters refer to several parameters that need to be defined to customize the application for the specific school. In some cases, some parameters are pre-populated with default values and additional values for the parameter can be added upon. Note that values defined for school parameters are then used across the application and hence need to be carefully managed. Deleting a parameter value will lead to deletion of **ALL** associated records and this process cannot be reverted.

1. School

Use this process for performing school registration before starting data capture. Once registered, the drop down for school selection is locked and the selected school cannot be changed. In case of error, restart by using the original copy provided to you on the CD.

2. Update School Year

School year updates are to be performed at the **beginning of each school year** following directives from the appropriate Zone, Ministry or PSSA.

During this process, all current students in streams are upgraded to appropriate Grades at the start of school year, e.g, Given the starting school year is 2011, performing the school year upgrade will upgrade Form I 2010 students to Form II 2011. The same principle is applied to all other grades.

3. Section

Use this process to register ‘Section’ names that are used in your school. Registered ‘Section’s will be made available across the application for further use.

4. House

Use this process to register ‘House’ names that are used in your school. Registered ‘House’ will be made available across the application for further use.
5. Subject

This part is used to register all the subjects taught in your school. Subjects are classified in four categories: General (Form I to III), O-Level (Form IV & V), A Level Principal and A Level Sub (Form Lover VI and Upper VI). The subject code is as assigned by the MES. A subject taught at different Grades (Forms), should be recorded as many times as per the category.

6. Stream

Use this process to register ‘Stream’ names that are used in your school. Registered ‘Stream’ will be made available across the application for further use.

7. Special Mention

Use this process to register ‘Special Mention’ appellations that are used in your school. Registered ‘Special Mention’ will be made available across the application for further use.

8. Indiscipline

Use this process to register ‘Indiscipline’ appellations that are used in your school. Registered ‘Indiscipline’ will be made available across the application for further use.
3. Grade Allocation

Upon first time registration of a student a Grade of ‘Form I’ is automatically assigned which can be changes at the same instance.

Already allocated Grades are automatically assigned when the School Year is updated.

To change the Grade for a specific Student, Select the “Grade Allocation” Tab and select the current Grade from the drop down. A list of student will be displayed on screen. Change the grade and stream as appropriate (especially for repeaters) by clicking on the entry in the Grade and Stream column. Then click on the Save Button. This can be done for more than one student at a time.

Upper VI student are removed from the school rolls once a School Year update is carried out. To bring back Upper VI repeaters use the “Last Year Upper 6 & Upper 6 Repeat Stream” Tab from the main “Grade Allocation” Tab. A list of outgoing student will be displayed on the left of the screen. Tick on the shift column for appropriate names to be returned in Upper VI. After selection click on the Shift Students. The names will be shifted to the current year stream.
4. Subject Allocation

Subject allocation is usually carried after first time student registration or after a School Year upgrade. Subject is allocated in bulk to a Grade or to a specific section in a Grade.

In the “Subject Allocation Tab” select the desired Grade and Section. A list of student will appear on the left of the screen. Click on Show Subject Button and a list of subject appropriate to the category will appear in the subject list. Select and delete subject not taken by the student of that Grade/Section. Click on Allocate Subject Button and automatically the listed subjects will be allocated to selected students. You may also follow the instruction given on the screen.

Subjects for current year can also be allocated individually in the Student Profile Tab and Yearly Grade Sub-Tab for a selected student.
5. **Student Count**

A quick run on school population is obtained from the “Student Count” Tab. This listing can be used to provide the student count for a particular year categorized according to grade, section, stream and gender. The print button may be used to print the student count for selected school year. Note that column filters next to the column fields may be used to filter data accordingly and selected data can be copied to MS Excel for other use.
6. Lists

Dynamic listings have been provided to ease day to day information requirement. This is carried out by selecting appropriate parameters from drop downs and specific information types from Sub-Tabs. The Generate Lists should be used every time after selecting or changing a parameter to refresh the list.

Column from the generated list can be moved to different positions and information may be filtered according to some desired criteria.
7. Performance

Performance monitoring and tracking is carried out using the “Performance” Tab. Two Sub-Tabs, Performance Capture and Yearly Performance Monitoring are displayed where the Grades, Sections and subjects can be selected using drop downs. Clicking on the “Get Mark Sheet” button in the Performance Capture Tab will create a form for data entry for selected Student in the current stream. Data for selected is entered class wise per selected subject. The “Yearly Performance Monitoring” Tab is used to view Performance reports for a specified year and can also be printed.
8. **Discipline**

The “Discipline” Tab is used to generate list and counts of indiscipline cases for selected year. The list is dependent on the query selected in the ‘Nature of Indiscipline’ drop down. The type of indiscipline to be monitored should be declared in School Parameters list.

Data Entry for indiscipline is carried out in the Student Profile.
9. Health

Listing of Student suffering from different health problems can be obtained from the “Health” Tab. The listing is obtained by selecting the appropriate year and health parameter. The Generate List Button had to be clicked to refresh the list.

Clicking on the name of a listed student triggers the display of the Health Card.
10. SEN (Special Education Needs)

Similar to Health information on SEN (Special Education Needs) can be generated. The listing on the left of the screen provides the related statistics while on the right side names of students related to SEN are displayed.
11. Utilities

The Utilities Tab is used to Export Data into Excel files and to manage Logins.

Exporting School Data

1. Ensure that a folder with the name "STracking" has been created on the C: Drive.
2. Click on the "Export Data" button below.
This process will export all school data in MS Excel Workbooks accessible at C:/STracking/

Note: Existing files from C:/STracking in C: drive will be replaced.