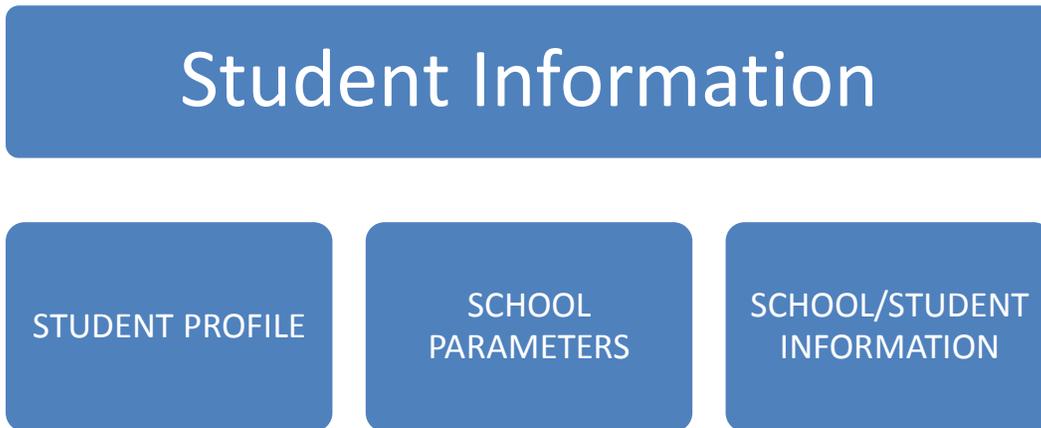


Student Information Management System  
(Secondary School)  
&  
Tracking of out-of school Children

## SECONDARY EDUCATION STUDENT TRACKING SYSTEM (SETS)

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## Organisation of Information



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

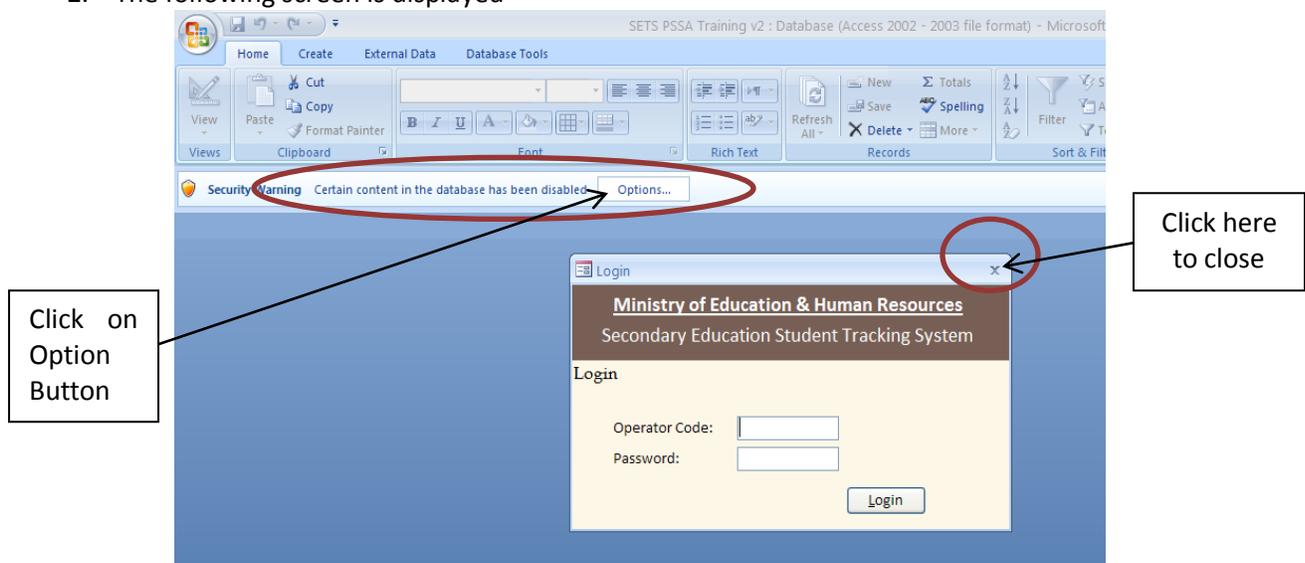
The application comes as an MS Access file provided on CD to each school. The software holds both the application programme and the data set in a single file. Microsoft Office version with MS Access is required to run the system. (In case MS Office is not available in the school a runtime version may 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

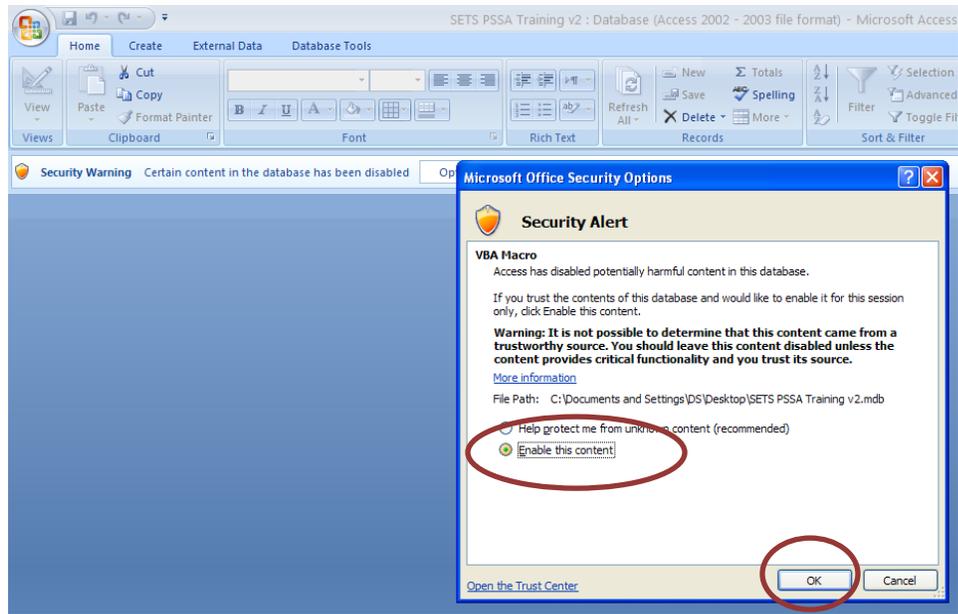
Use file Explorer to copy the file from the provided CD to a defined folder or the Desktop of the specified computer.

## Launching the Application

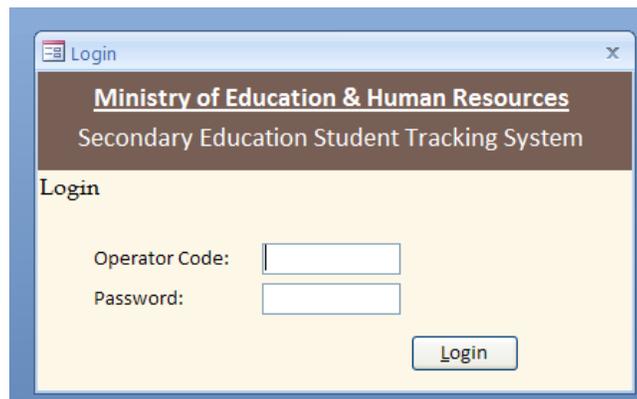
1. Double click on the MS Access icon (SETS PSSA 2007.mdb) for the application to open
2. The following screen is displayed



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

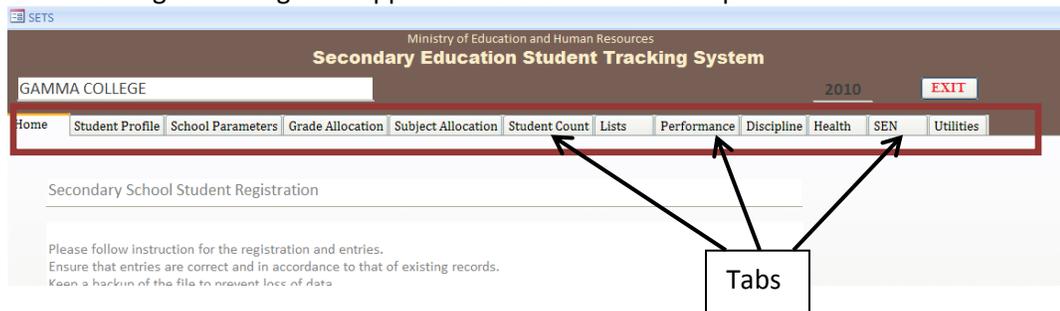
Once access is granted to the software click on the Utility Tab and create a new login. Keep the newly assigned Operator Code and Password in a safe place and delete the initial Login using the “op” entries.

# 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.

SETS  
Ministry of Education and Human Resources  
**Secondary Education Student Tracking System**  
GAMMA COLLEGE 2010 EXIT

Home Student Profile School Parameters Grade Allocation Subject Allocation Student Count Lists Performance Discipline Health SEN Utilities

Select Grade: Select Student: PROSPER Taruna Add Edit/Search Save Delete Print

Personal Details Yearly Grade Subjects Performance Discipline Special Mention Health Lateness & Absences Movement

**Student**  
Surname: PROSPER  
Other Name(s): Taruna  
Gender: Female DOB: 5 12 1994 (dd/mm/yyyy)  
Nationality: Country of birth:  
Street: NHDC Last School attended:  
Locality: Terre Rouge Last Form attended:  
Town/Village: CPE Result (or equivalent): Aggregate: Year:  
Ward is living with: Other (Specify relationship):

**Parent**  
Name of Father: Name of Mother:  
National ID Card: National ID Card:  
Father's Occupation: Mother's Occupation:  
Father Tel: Father Mob: Mother Tel: Mother Mob:

**Responsible Party**  
Surname: Other Name:

Help :  
Please press on F5 key to refresh the form in case latest changes made are not visible  
If persists, kindly restart the application.  
For escaping any unwanted action or pop up messages, pres ESC key twice.

- 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 Lower 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.

The screenshot displays the 'Secondary Education Student Tracking System' interface for 'GAMMA COLLEGE' in the year '2010'. The 'Grade Allocation' tab is active. The interface shows two main sections for student management:

- Last Year Upper 6 & Upper 6 Repeat Students:** A table listing students from the previous year (2009) who are eligible for re-assignment. The 'Shift' column contains checkboxes for selection.
- Current Students Stream:** A table listing the current students in the system for the year 2010, showing their grade, section, and stream.

A '>> Shift Students >>' button is located between the two tables. The interface also includes a search bar and navigation controls for both tables.

Student Name	Grade Year	Grade	Sector	Strea	Shift
ALBERT Clarina	2009	Upper VI	BLUE		<input checked="" type="checkbox"/>
CLAIR Kimberly	2009	Upper VI	BLUE		<input checked="" type="checkbox"/>
ADELAIDE Daniella	2009	Upper VI	BLUE		<input checked="" type="checkbox"/>
SAMBADOO Kevin	2009	Upper VI	C1		<input checked="" type="checkbox"/>
MOOSAJEE Akshay	2009	Upper VI	C1		<input type="checkbox"/>
MARIMOOTOO Jes	2009	Upper VI	C1		<input type="checkbox"/>
CAUNHYE Germair	2009	Upper VI	C1		<input type="checkbox"/>
ANGELINE Ivan	2009	Upper VI	C1		<input type="checkbox"/>
BUNDHOOA Priscil	2009	Upper VI	C1		<input type="checkbox"/>
GUNGABISHUN Jes	2009	Upper VI	C1		<input type="checkbox"/>
CHELLAPEN Andy I	2009	Upper VI	C1		<input type="checkbox"/>

Name	Gr	Grade	Section	Stream
FRANCOEUR Marie Cynthia	2010	Form II	RED	General
TRANQUILLE Brunette	2010	Form II	RED	General
LOUIS Marie Noellie	2010	Form II	RED	General
LEBRASSE Karishma	2010	Form II	RED	General
JACQUES Rachelle	2010	Form II	RED	General
MARIE JEANNE Speville M.Joanna	2010	Form II	RED	General
CUPIDON Melanie	2010	Form II	RED	General
CANDAHO M. Darlene	2010	Form II	RED	General
BARBIER Ayesha	2010	Form II	RED	General
WONG PONG SUI Meeven	2010	Form II	RED	General
REYNOIRD James Steward	2010	Form II	RED	General

## 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.

**Secondary Education Student Tracking System**

Ministry of Education and Human Resources

GAMMA COLLEGE 2010 **EXIT**

Home Student Profile School Parameters Grade Allocation **Subject Allocation** Student Count Lists Performance Discipline Health SEN Utilities

Select Grade: Form II Select Section: All Sections **1. Show Subjects**

**Student List**

- FIDELE Wadeem
- MARIE Raja Babu
- MENEST Jean Mike
- PERMALL Nicolas Ludovic
- REYNOIRD James Steward
- WONG PONG SUI Meeven
- BARBIER Ayesha
- CANDAHO M. Darlene
- CUPIDON Melanie
- FRANCOEUR Marie Cynthia
- JACQUES Rachelle
- LAFORCE Emilie Melanie
- LEBRASSE Karishma

**Subjects Allocated to Selected Grade:**

Category	Subject	Subject Code
General	French	
General	Maths	
General	English	E8001
General	Home Economics	HE4500

**2. Allocate Subjects**

1. Use "Select Grade" to load list of Students for desired grade
2. Use "Select Section" to load list of Students for desired section
3. Click on "Show Subjects" to load subjects available for SELECTED grade

**Note:-**  
 Form I, II, III : General subjects category  
 Form IV, V : O Level subjects category  
 Lower VI, Upper VI, Upper VI Repeat : A Level Principal subjects and A Level Sub subjects categories

4. A subject not to be allocated from list can be removed by selecting the appropriate row(s) and pressing "Delete" on the keyboard
5. Click on "Allocate Subjects" to allocate DISPLAYED subjects to ALL students displayed in Student List
6. A subject will not be allocated to a student twice.

Click on (+) next to student name to see subjects allocated to student (Press F5 to refresh)

Name	Grade Year	Grade	Section	Stream
FIDELE Wa: 2010	Form II	RED	General	
MARIE Raj: 2010	Form II	RED	General	
MENEST Je: 2010	Form II	RED	General	
PERMALL N: 2010	Form II	RED	General	
REYNOIRD : 2010	Form II	RED	General	
WONG POJ: 2010	Form II	RED	General	
BARBIER A: 2010	Form II	RED	General	
CANDAHO: 2010	Form II	RED	General	

## 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.

The screenshot displays the 'Secondary Education Student Tracking System' interface for 'GAMMA COLLEGE' in the year '2010'. The 'Student Count' tab is active, showing a table with columns for Grade, Section, Stream, Gender, and Count. The table lists student counts for various forms and sections, categorized by stream and gender. A 'Print Student Count' button is visible above the table.

Grade	Section	Stream	Gender	Count
Form II	RED	General	Female	10
Form II	RED	General	Male	6
Form II	YELLOW	General	Female	11
Form II	YELLOW	General	Male	6
Form III	RED	General	Female	11
Form III	RED	General	Male	8
Form III	YELLOW	General	Female	10
Form III	YELLOW	General	Male	8
Form IV	BLUE	General	Female	25
Form IV	GREEN	General	Male	16
Form V	COMMERCE	General	Female	12
Form V	COMMERCE	General	Male	8
Form V	SCIENCE	General	Female	4
Form V	SCIENCE	General	Male	12
Form V	SCIENCE	Science	Female	1
Form V	SCIENCE	Science	Male	1

## 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.

The screenshot displays the 'Secondary Education Student Tracking System' interface. At the top, it shows 'SETS' and 'Ministry of Education and Human Resources'. The school name 'GAMMA COLLEGE' and the year '2010' are entered. A navigation menu includes 'Home', 'Student Profile', 'School Parameters', 'Grade Allocation', 'Subject Allocation', 'Student Count', 'Lists', 'Performance', 'Discipline', 'Health', 'SEN', and 'Utilities'. The 'Lists' tab is active, showing filters for 'Select Year: 2010', 'Select Grade: All Grades', and 'Select Section: All Sections'. Below these are sub-tabs for 'Class List', 'House List', 'Subjectwise Student Count', 'Subjectwise Student List', 'Bus Routes List', and 'Movement List'. The 'Class List' sub-tab is selected, displaying a table of student records. A 'Print Class List' button is visible above the table. The table has columns for ID, Grade Year, Grade, Section, Stream, Name, Gender, DOB (dd/mm/yy), and Address. The records listed are for students with IDs 2415 through 2414, all in Form II, RED section, General stream, for the year 2010.

ID	Grade Year	Grade	Section	Stream	Name	Gender	DOB (dd/mm/yy)	Address
2415	2010	Form II	RED	General	BARBIER Ayesha	Female	16/ 3/ 1998	G06 NHDC, V
2416	2010	Form II	RED	General	CANDAHOO M. Darlene	Female	19/ 11/ 1997	Old St Marie t
2417	2010	Form II	RED	General	CUPIDON Melanie	Female	25/ 12/ 1998	12 Balissage,
2418	2010	Form II	RED	General	FRANCOEUR Marie Cynthia	Female	20/ 2/ 1998	68 Narbada, ,
2419	2010	Form II	RED	General	JACQUES Rachelle	Female	1/ 2/ 1999	108 Cassis, , P
2420	2010	Form II	RED	General	LAFORCE Emilie Melanie	Female	21/ 4/ 1998	, ,
2421	2010	Form II	RED	General	LEBRASSE Karishma	Female	24/ 5/ 1999	4 Rue Fregatt
2422	2010	Form II	RED	General	LOUIS Marie Noellie	Female	10/ 5/ 1999	46 Colville De
2423	2010	Form II	RED	General	MARIE JEANNE Speville M.Joanna	Female	18/ 4/ 1998	4 Rue Cimetic
2424	2010	Form II	RED	General	TRANQUILLE Brunette	Female	30/ 10/ 1996	B13 Bengali N
2408	2010	Form II	RED	General	ARMELLE Didier Adrien	Male	13/ 4/ 1997	NUNDLOLL LA
2409	2010	Form II	RED	General	FIDELLE Wadeem	Male	2/ 11/ 1999	Lady Sushil La
2410	2010	Form II	RED	General	MARIE Raja Babu	Male	1/ 11/ 1999	, ,
2411	2010	Form II	RED	General	MENEST Jean Mike	Male	17/ 5/ 1999	334, Rte Rese
2412	2010	Form II	RED	General	PERMALL Nicolas Ludovic	Male	11/ 10/ 1999	Morc Filature
2413	2010	Form II	RED	General	REYNOIRD James Steward	Male	23/ 8/ 1999	12, Balissage,
2414	2010	Form II	RED	General	WONG PONG SUI Meeven	Male	26/ 7/ 1999	Blk B31 NHDC

## 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.

The screenshot displays the 'Secondary Education Student Tracking System' interface. The header includes 'SETS' and 'Ministry of Education and Human Resources'. The main title is 'Secondary Education Student Tracking System'. Below the title, there is a search bar containing 'GAMMA COLLEGE' and a year selector set to '2010'. A navigation menu includes 'Home', 'Student Profile', 'School Parameters', 'Grade Allocation', 'Subject Allocation', 'Student Count', 'Lists', 'Performance', 'Discipline', 'Health', 'SEN', and 'Utilities'. The 'Performance' tab is active, with sub-tabs for 'Performance Capture' and 'Yearly Performance Monitoring'. The 'Yearly Performance Monitoring' sub-tab is selected, showing filters for 'Grade: Form II', 'Section: YELLOW', and 'Subject: General Home Economics HE4500'. A 'Get Mark Sheet' button is visible. Below the filters is a table with columns for Name, Term 1, Term 1 Remarks, Term 2, Term 2 Remarks, Term 3, Term 3 Remarks, and Exams/Mod. The table lists 17 students with their respective scores for each term. At the bottom, there is a pagination control showing 'Record: 1 of 17' and a search bar.

Name	Term 1	Term 1 Remarks	Term 2	Term 2 Remarks	Term 3	Term 3 Remarks	Exams/Mod
AZIE Juanelia	28		57		39		
BIGNOUX Marie Karine	91		74		91		
CHANTOISEAU Sylvianne	72		74		27		
DIMLAYE Hugues Jason	76		87		83		
EMPEIGNE Alexia	43		36		50		
GUNNESS Lovemila	85		52		52		
JEAN BAPTISTE Colline	87		29		60		
LAVICTOIRE Ashna	30		83		65		
LAVIOLETTE Jules Steeven	66		34		44		
LEGOFF Riana Anaelle	68		79		41		
MALBROOK Guendoline	31		71		75		
MELIDOR Desire Damien	63		41		58		
NOE Angele	36		34		65		
PAYET John O'Neil Ken	59		87		67		
RAPHAEL Jean Pierre Steeve	82		34		80		
VECKRANGES Stephanie	84		27		48		
VERTE Darwin	26		29		26		

## 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.

SETS  
Ministry of Education and Human Resources  
**Secondary Education Student Tracking System**  
GAMMA COLLEGE  
2010 EXIT

Home Student Profile School Parameters Grade Allocation Subject Allocation Student Count Lists Performance Discipline Health SEN Utilities

Select Year: 2009 Nature of Indiscipline: All Indiscipline Generate Lists

Indiscipline Count

Year	Nature of Indiscipline	Count
2009	Truancy	1

Indiscipline Student List

Year	Nature of Indiscipline	Name	Gender	Grade Year	Grade	Section
2009	Truancy	PROSPER Taruna	Female	2009	Form III	BLUE

## 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.

SETS  
Ministry of Education and Human Resources  
**Secondary Education Student Tracking System**

GAMMA COLLEGE 2010 [EXIT](#)

Home Student Profile School Parameters Grade Allocation Subject Allocation Student Count Lists Performance Discipline **Health** SEN Utilities

Select Year:  Select health parameter:  [Generate Lists](#)

Health Parameter Filters:

Name	Grade Year	Section	Grade
ARMELLE Jean Obrian Raphae	2010	RED	Upper VI
JEAN Marie Estelle	2010	C1	Lower VI

Health Card View for Students of selected year:

Grade Year	Name	Grade	Section
2010	<a href="#">ABEL Jean Brandon</a>	Form V	SCIENCE
2010	<a href="#">ABIB Brunella</a>	Form V	SCIENCE
2010	<a href="#">ADELAIDE Colline</a>	Form IV	BLUE
2010	<a href="#">ADELCY Anais Queency</a>	Form V	COMMERCE
2010	<a href="#">ALBERT Beatrice</a>	Form IV	BLUE
2010	<a href="#">ALBERT Clarina</a>	Upper VI Repeat	BLUE
2010	<a href="#">ALLEESAIB ALI</a>	Form IV	GREEN
2010	<a href="#">ANGELINE Wasir</a>	Lower VI	C1
2010	<a href="#">APPANAH Jean Brayen</a>	Lower VI	C2
2010	<a href="#">APPANAH Jean Brayen</a>	Upper VI	C2

## 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.

The screenshot displays the Secondary Education Student Tracking System (SETS) interface for GAMMA COLLEGE in the year 2010. The system is managed by the Ministry of Education and Human Resources. The main navigation menu includes Home, Student Profile, School Parameters, Grade Allocation, Subject Allocation, Student Count, Lists, Performance, Discipline, Health, SEN, and Utilities. The 'SEN' tab is currently selected.

The interface shows a 'Select Year' dropdown menu set to 2010. Below this, there are four data tables:

- SEN Primary Education Needs:** A table with columns for Primary Education Needs and Student Count. It shows one entry for 'Medical Problems' with a count of 1.
- SEN Primary Education Needs Detailed:** A table with columns for Grade Year, Primary Edu, Name, Grade, and Section. It shows one entry for the year 2010, 'Medical Proble', student 'ARMELLE Jean Obrian Raphael', in 'Upper VI' grade, 'RED' section.
- SEN Disability Count:** A table with columns for Disability and Student Count. It shows two entries: 'Autistic Spectrum Disorder' with a count of 1, and 'Physical Disability' with a count of 1.
- SEN Disability Detailed:** A table with columns for Grade Year, Disability, Name, Grade, and Section. It shows two entries for the year 2010: 'Physical Disabi' and 'Autistic Spectri', both for student 'ARMELLE Jean Obrian Raphael' in 'Upper VI' grade, 'RED' section.

## 11. Utilities

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

SETS  
Ministry of Education and Human Resources  
**Secondary Education Student Tracking System**

F. BOYER DE LA GIRODAY SSS 2012 EXIT

Home Student Profile School Parameters Grade Allocation Subject Allocation Student Count Lists Performance Discipline Health SEN Utilities

**Help**  
Please refer to manual to understand functionality of different modules. Press Esc twice to quit any unwanted operation and F5 to refresh the form.

**Making Backup**  
For security purpose and to avoid accidental loss of data, please perform regular backup of the application by making atleast a second copy of the application file in a different folder or pendrive or CD.

**Managing Login**  
A maximum of five logins is allowed for this application. Click on Manage Logins to manage logins to the application **Manage Logins**

**Exporting School Data**  
Please export school data by following steps indicated below and clicking on the "Export Data" button.  
This will export all data in MS Excel Workbooks which can be accessed at C:/STracking/

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.

**Export Data**