THE USE OF SOFTWARE / PROGRAMMES AS A TOOL IN SCHOOL MANAGEMENT

PRESENTED BY: ANNE-MARIE KLINK
DATE: 17 JUNE 2021

SAOU

DIE VERANDERING IN ONDERWYS
THE CHANGE IN EDUCATION

"We need technology in every classroom and in every student and teacher's hand, because it is the pen and paper of our time, and it is the lens through which we experience much of our world." – David Warlick

Who led the digital transformation of your school?

A) Principal / SMT
B) Teachers
C) Learners
D) Covid-19

SAOU

"THE BIGGEST PART OF OUR DIGITAL TRANSFORMATION IS CHANGING THE WAY WE THINK."

- SIMEON PRESTON, BUPA -

CHANGED ROLES OF THE PRINCIPAL/SMT

- ❏ Manager to instructional leaders
- ❏ Technology leader
- ❏ Constant change form part of the school system
- ❏ Must be well-versed in the use and evaluation of technology
- ❏ Principals must be able to demonstrate the use of technology
- ❏ Must support innovative technology practices

SAOU

SOFTWARE AND ITS IMPORTANCE

Set of tools that help to run an institute smoothly.

- Human resources can be utilized elsewhere
- Work can be done faster
- Schools with a lack of manpower can benefit from software, provided that the necessary infrastructure is available
- Some software are freely available and easy to use
- It is necessary for all role players to get involved to accomplish the effective use of software in schools

SAOU

VALUE/ADVANTAGES

❑ Proper use will enhance teaching and learning
❑ Focus will be placed on the learner in your class
❑ Can help with efficient and fast internal and external communication
❑ Effective use can automate and optimize work and administrative tasks
❑ Saves time
❑ Increase productivity
❑ Reduces workload
❑ Paper based to paperless management
❑ Certain systems can help with problem solving.
❑ Can be accessed from anywhere

SAOU

THINGS TO KEEP IN MIND WHEN LOOKING FOR SCHOOL MANAGEMENT SOFTWARE

- ❑ Sustainable upgrades
- ❑ Reliability
- ❑ Flexibility
- ❑ Long term support
- ❑ Scalability (the ability to handle information)
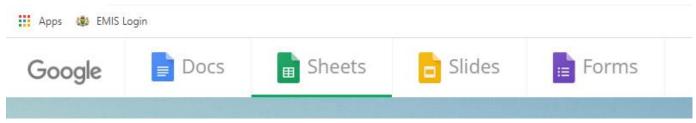- ❑ Ease of use
- ❑ Impact on learning
- ❑ Useful features

TYPE OF SOFTWARE USED BY MANAGEMENT

❑ Productivity tools
  ❑ Word processing
  ❑ Spreadsheets (Data Capturing)
  ❑ Presentation application
❑ Data analysis tools
  ❑ (D6 and SASAMS) can be used to construct various
    reports
❑ Communication software
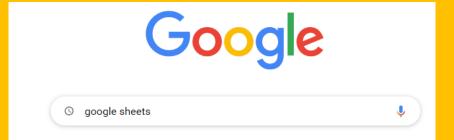 ❑ Outlook
  ❑ Google Calendar

EXAMPLES
GOOGLE

o Docs

More than one person can work simultaneously on the same document

o Sheets
o Slides
o Forms
o QR Code Generator via Google Sheets (Scan learners when they enter a class)
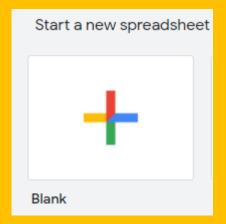o Use for example "Scan to Spreadsheet" App for iPhone
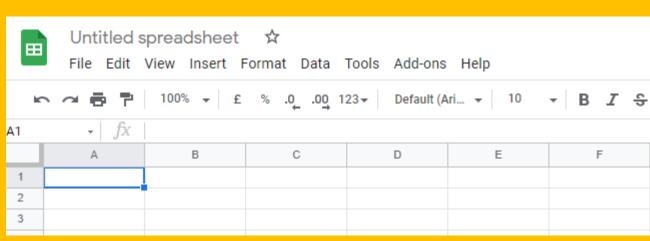
EXAMPLE – GOOGLE SHEET

Klaslys soos op die week geëindig:			MAANDAG									DINSDAG									WOENSDAG									DONDERDAG									VRYDAG							
07 Mei 2021			REG	AFR	ENG HT/EAT	WISK	LO	NW	EBW	TEGN	K&K	REG	AFR	ENG HT/EAT	WISK	LO	NW	EBW	TEGN	K&K	REG	AFR	ENG HT/EAT	WISK	LO	NW	EBW	TEGN	K&K	REG	AFR	ENG HT/EAT	WISK	LO	NW	EBW	TEGN	K&K	REG	AFR	ENG HT/EAT	WISK	LO	NW	EBW	TEGN	K&K
Gaard: 8/A																																															
Registeronderwyser: A Klink																																															
Bevestiging van aanwesigheid:																																															

Onderwysers:
- A Klink
- R Hermans
- C Collens
- TJ Brink
- S Phakazi
- L Thambeka
- MG van der Westhuizen
- TLS Maswangani
- H Swanepoel
- K Smit

NR	VAN	NOEMNAAM																																													
01	Benya	Peace																																													
02	Breedt	Saskia																																													
03	Chakanyuka	Leeroy	L	A							A										L										L																
04	Dick	Moisha	S	S	S	S	S	S	S	S	S																																				
05	Ernstzen	Carissa																														A	A	A	A	A	A	A	A	A								
06	Franze	Keano																																														
07	Gilfellow	Mikayla	S																																													
08	Hewetson	Sharl																																														
09	Horne	Lucian																							A																							
10	Jones	Jordan																																														
11	Josephs	Jody																																														
12	King	Clayton	L									A	A	A	A	A	A	A	A	A																											
13	Kwaza	Hlumelo																																														

Kodes:
- A Afwesig sonder rede
- L Laat
- S Siek (boodskap)

Registeronderwyser: _____ Datum: _____ Graadhoof: _____ Datum: _____

LEARNERS

STAFF AND CODES

SIGN

SAOU

GOOGLE FORMS
CURRICULUM COVERAGE

Questions Responses 145

CURRICULUM COVERAGE 2021

KWARTAAL 1

NAAM

Short-answer text

VAN *

Short-answer text

Questions **Responses** 145

145 responses

Accepting responses

Summary   Question   Individual

NAAM

145 responses

SAOU

LEAVE REGISTER EXCEL SPREADSHEET

	DATUM	SIEKVERLOF (3 jaar)	FAMILIE (jaarliks)	ONBETAALD	SPESIALE	CAPPED
		36	5			72.26
JAAR 1	2019	5	0			0
	1 - 5 Maart	5				
	SIEKVERLOF EN CAPPED LEAVE OORGEDRA	31	5			72.26
JAAR 2	2020	3	0			1
	25 Februarie	1				
	21 Julie					1
	14 September	1				
	22 September	1				
	SIEKVERLOF EN CAPPED LEAVE OORGEDRA	28	5			71.26
JAAR 3	2021					
	5 Maart					1
	19 Maart	1				
	12 Mei	1				

A. Klink | C. Smit | K. Willemse

SAOU

EXAMPLES
COMMUNICATION SOFTWARE

o WhatsApp Desktop

Instant messaging software

o Telegram

Deliver messages fast

DISADVANTAGES OF THE ABOVE-MENTIONED:
- Privacy
- Exposure of teachers after school hours
- Predator behavior
- Unhealthy contact between teacher and learner

WHAT MUST BE IN PLACE/CAN BE DONE TO PREVENT SOME OF ABOVE-MENTIONED?
- Policy
- Popi Legislation (1 July 2021)
- Broadcast list
- Set a school profile for each teacher
- Setting that only Admin can send messages

SAOU

EXAMPLES

COMMUNICATION SOFTWARE

o D6 Communicator

Database and communication software

o Calendar

Share Google Calendar

o Doodle

Appointment scheduler Book meetings and other events

SAOU

EXAMPLES
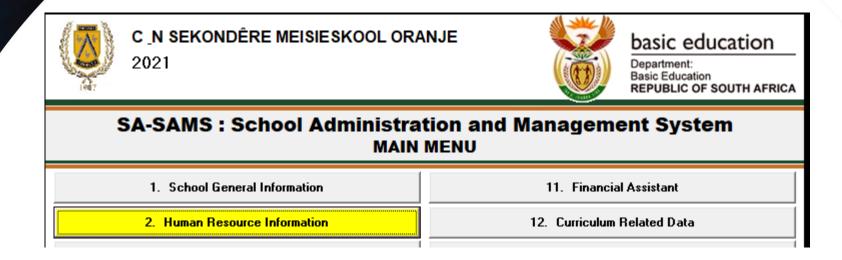
ADMINISTRATION AND MANAGEMENT SYSTEMS

- SASAMS
  - Human Resources
  - Learner and parent information
  - Governance information
  - Curriculum related data
  - Physical resources

SAOU

Human Resources

C _N SEKONDÊRE MEISIESKOOL ORANJE
2021

basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SA-SAMS : School Administration and Management System
MAIN MENU

| 1. School General Information | 11. Financial Assistant |
| 2. Human Resource Information | 12. Curriculum Related Data |

- Staff absentees
- Lost of teaching days
- Reports: appointment registers, educators' categories (post level, REQV level, SBG and state staff)
- Leave summary printout (to be send to Department)
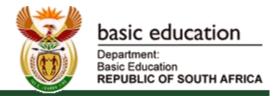
SAOU

Learner and Parent Information

C _N SEKONDÊRE MEISIESKOOL ORANJE
2021

basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SA-SAMS : School Administration and Management System
MAIN MENU

1. School General Information	11. Financial Assistant
2. Human Resource Information	12. Curriculum Related Data
3. Learner and Parent Information	13. Timetabling Assistant

- General information
- Assigning of learners to grades and classes
- Learner enrolment
- Class reports and statistics
- Subject registration (promotions, progressed, repeating, drop out)
- Attendance
- Registered learners for social grant
- Learners with deceased parents
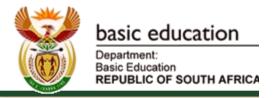
SAOU

Governance information

- Composition registers
- Information about different SGB committees
- Learner misconduct registers

Curriculum Related Data

- Subjects and subject choices
- School Based Assessment
- Learner Progress Reports
- Curriculum Related Schedules and Printouts

SAOU

Physical Resources

C _N SEKONDÊRE MEISIESKOOL ORANJE
2021

basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRIC

SA-SAMS : School Administration and Management System
MAIN MENU

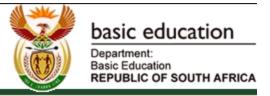|	
1. School General Information	11. Financial Assistant
2. Human Resource Information	12. Curriculum Related Data
3. Learner and Parent Information	13. Timetabling Assistant
4. Learner Listing	14. Physical Resources

- Register and manage all resources belonging to the school
- Learner support materials (LTSM reports)
- Fixed assets
- Infrastructure register

SAOU

EXAMPLES

ADMINISTRATION AND MANAGEMENT SYSTEMS

2. Intervensieprogram

+ Voeg Intervensie-item By ← New intervention item

✔ Bestuur intervensie-items ← Change a specific item

📄 Verslag ← Report

👤 Bestuur studente ← Names of learners in school

🗔 Bestuur klasse ← Register classes

☰ Bestuur intervensietipes ← List of types of intervention

☰ Bestuur optredes ← List of possible action

SAOU

➕ Voeg Intervensie-item by

Graad * Almal (Hele Skool)

Almal (Hele Skool)

Almal (Hele Skool)

8

Student* Kies asb ▾

Intervensietipe (Kies een of meer)* Kies asb ▾

Kies asb ▾

🔍 Search ⊗

☐ **Kies Almal**

☐ Afgeskryf: Huiswerk

☐ Afgeskryf: Toets of Eksamen

☐ Besig met ander "dinge" terwyl klas gegee word

☐ Boek nie by die skool nie

☐ Donker onderklere

Optrede (Kies een of meer)* Kies asb ▾

Kies asb ▾

🔍 Search ⊗

☐ **Kies Almal**

☐ Afspraak gereël met ouer

☐ Hoof is in kennis gestel

☐ Kind aangespreek

☐ Moet opgevolg word deur departements-hoof

☐ Opgevolg

Datum*

Notas Enter Notas

Stoor

EXAMPLES

ADMINISTRATION AND MANAGEMENT SYSTEMS

1. Afwesigheidsprogram

- ✚ Voeg afwesigheidsitem by → New items
- ✔ Bestuur afwesigheidsitems → Change items
- 🗋 Verslag → Report

- 👤 Bestuur grade → Grades in school
- 🖼 Bestuur periodes → Number of periods
- ☰ Bestuur vakke → Subject list

SAOU

📄 Afwesigheidsverslag

Klas *

ALLE

Student*

Kies asb ▾

Periode *

ALLE

ALLE
ALLE
Periode 1 (00:00-00:00)
Periode 2 (00:00-00:00)
Periode 3 (00:00-00:00)
Periode 4 (00:00-00:00)
Periode 5 (00:00-00:00)
Periode 6 (00:00-00:00)
Periode Bybelperiode (00:00-00:00)
Periode Heeldag (07:00-14:00)
Periode Kort pouse (00:00-00:00)
Periode Lang pouse (00:00-00:00)
Periode Registerperiode (00:00-00:00)
Periode Toetsperiode (00:00-00:00)

Spesifieke Afwesigheid *

ALLE

ALLE
Afwesig sonder rede
Afwesig met rede
Vroeër verskoon
Laat gekom

Vak *

Begin Datum*

Eind Datum*

Gaan Voort

ALLE
Afrikaans Huistaal
Besigheidstudie
Dramatiese Kuns
Duits Tweede Addisionele Taal
Ekonomiese en Bestuurswetenskappe
Engels 1ste Addisionele Taal
Engels Huistaal
Fisiese Wetenskappe
Geografie
Heeldag
Kantoor
Kuns en Kultuur: Drama
Kuns en Kultuur: Kuns
Kuns en Kultuur: Musiek
Leesprogram
Lewensoriëntering
Lewenswetenskappe
LO Sport
Menslike- en Sosiale Wetenskap

SAOU

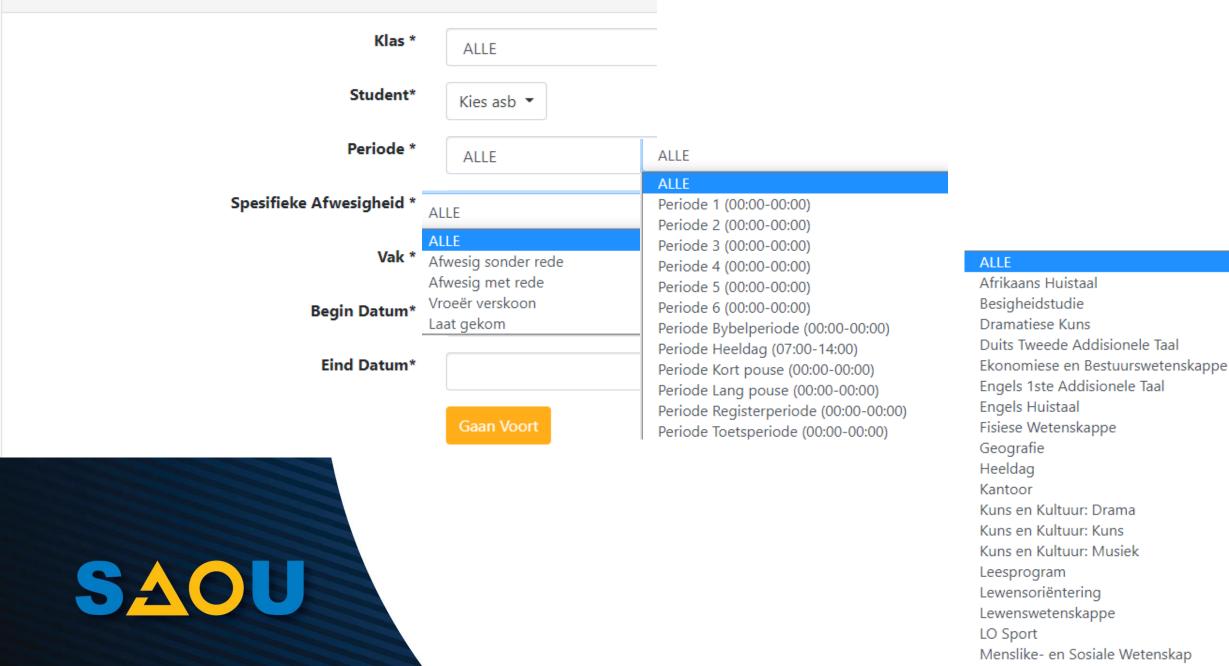# EXAMPLES

MEETINGS

- Zoom
- Meet (Google)
- Teams
  - Academic online platform
  - SASAMS - marks
  - Social Worker References
  - QMS

SAOU

Technology must be used in such a way as to maximize advantages and minimize disadvantages.

"If we want to keep up with technology, we must be willing to change our old mindset into an open one towards innovation." - Unknown