

Weekly submissions in 6 simple steps



Submit your weekly attendance and assessment data every Friday then log on to the DDD Dashboard to view your visualised data.

1 Capture weekly learner & educator attendance on SA-SAMS.

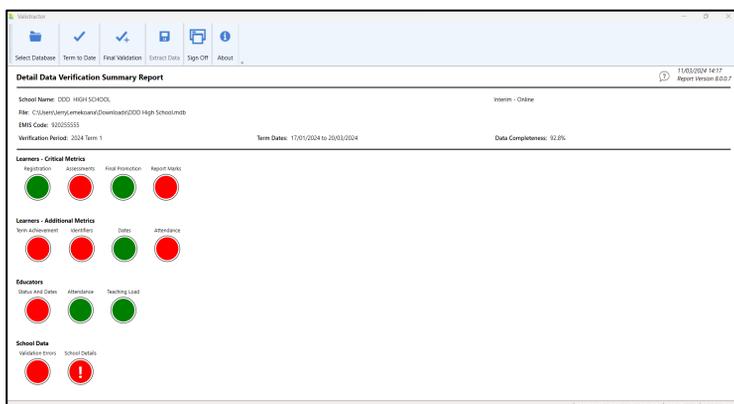
2.12. Maintain Weekly Educator Attendance

3.3.3. Maintain Weekly Learner Attendance

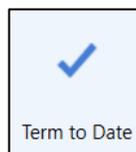
2 Capture assessment tasks as regularly as the tasks are completed and marked.

12.3.12. Maintain Learner SBA Results

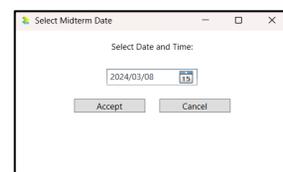
3 Open Valistractor, ensure you have selected the correct term, then run the updated database.



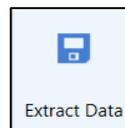
4 Click “Term to Date”, select the date you will be submitting until and then click “Accept”.



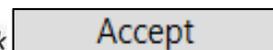
Click



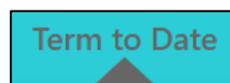
5 Click “Extract Data” when the weekly data capturing is complete, click “Yes” when asked to submit.



Click



6 Log on to the DDD Dashboard within 72 hours and click the Term to Date tab to view your data.



Click

For further assistance please contact Help@dbedashboard.co.za or 011 084 7983

