

E-platform for School Development & Accountability (ESDA)

Guide for Data Operator

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The following sections provide major tasks that Data Operator should perform under various situations. You should possess “Data Import/Input” privilege in order to perform the tasks.

1. Contact your System Administrator to ensure that the following items are ready.

- School years that you are going to input data are enabled.
- KPM items extracted from WebSAMS (for KPM data).
- A csv file extracted from APASO application (for APASO data).
- Results of sub-scale values of Stakeholder Survey of previous years (for Stakeholder Survey data).

2. Importing KPM items from WebSAMS CSV file.

- Prepare csv files which are extracted from WebSAMS related to KPM items. (Please refer to Appendix 3 of Operation Manual)
- Upload the csv files to the ESDA with different status. The csv files include KPM01, KPM07, KPM10.1, KPM20, KPM21, KPM22, and KPM23.2 (Please refer to Chapter 7.2 of Operation Manual)

3. Importing KPM report card.

- Prepare a KPM report card (Microsoft Excel format) with data of KPM item. Also, you should validate the values of data with the checking function in the report card.
- **You can only import supported versions of report cards.** (Please refer to Chapter 7.3 of Operation Manual)
- After importing the report card successfully, you can view the values in the “Input KPM Data” function. (Please refer to Chapter 7.4 of Operation Manual)

4. Inputting KPM items.

- Collect the values of different KPM items from school personnels involved in preparing KPM data.
- Input values for the KPM items and define their status (“Partially Completed/Completed” or “Draft”). Only data which are marked as

“Partially Completed/Completed” will be extracted and submitted to QAD.
(Please refer to Chapter 7.4 of Operation Manual)

- You should check the validity KPM items after completing the input of KPM item. (Please refer to Chapter 7.5 of Operation Manual)

5. Inputting data of student physical development.

- You must define the test date of each class that you are going to measure the physical fitness of students. (Please refer to Chapter 7.6.1 of Operation Manual)
- Download the csv template with student list and distribute the copy to the person (e.g. PE teacher) who will record the physical fitness of the students. (Please refer to Chapter 7.6.1 of Operation Manual)
- Collect the filled csv file and upload the file to the ESDA and repeat the procedure until all student records are stored into the ESDA. (Please refer to Chapter 7.6.2 of Operation Manual)
- Export the student record to KPM Item 23. If you have not stored the weight and height of students, you should export physical fitness test to KPM only. If you have not extracted weight and height from WebSAMS, you should input weight and height in student physical development function and export both physical fitness test and weight-for-height. (Please refer to Chapter 7.6.3 of Operation Manual)

6. Importing offline survey responses.

- Collect offline survey responses (e.g. hardcopies).
- Download a csv template from the survey and input the responses into the csv file. (Please refer to Chapter 6.2 of Operation Manual)
- Import the filled csv file into the ESDA. (Please refer to Chapter 6.2 of Operation Manual)
- When all responses have been stored into ESDA, export the results to KPM Item. (Please refer to Chapter 6.4.1 of Operation Manual)

7. Inputting stakeholder survey scale result.

- Retrieve survey scale result from the Excel spreadsheet as obtained from KPM website.
- You can input values for each sub-scale and individual question. (Please refer to Chapter 6.3 of Operation Manual)
- When all sub-scales of a questionnaire have been stored into ESDA, export the results to KPM Item. (Please refer to 6.4.1 or Operation Manual)