**Learner promotion using SA-SAMS**

SA-SAMS assists schools with the learner promotion functionality and place learners in the correct new grades for the next year using menu 3.19. Important to remember is:

* The process **should be** **completed at the end of the academic year after the promotion** results were received from the district.
* **This process is NOT REVERSABLE**
* Historical data will only be available if this process is done using the function on Menu 3.19.
* This guide aims to assist schools so that they can complete the promotion process successfully.

**HOW TO PROMOTE AND PLACE LEARNERS IN A NEW GRADE:**

There are two procedures available on SA-SAMS:

1. Promotion for schools using the Module 12: Curriculum
2. Promotion for schools that did not captured any marks on the Module 12: Curriculum
3. **Promotion for schools using the Module 12: Curriculum**
4. Save the promotion decision that is generated on Menu 12.7.18 after all the marks were captured.
* Remember to change the “NP” to “P” for progression learners. Also add the reason for this decision.
1. Save a copy of the school data base before you continue with promotion processbecause this process is NOT REVERSABLE

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| **Step-by -Step instructions** | **Screen** |
| 1. Continue with the promotion process
* Click on Menu 3 (**Learner and Parent Information**) and then Select Menu 3.19 (**Process Learner Promotions**).
* Change the “Year End” to **2016 and continue with Step 2 “Process Learner Promotions”**
* (Step 1 was completed on saving Screen 12.7.18 )
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| 1. Click on **Step 2 “**Process **Learner Promotions”** and check if
* When satisfied that the results are correct **tick** the box on bottom left of the screen to continue with the process.
* Click on “Process Promotions” and confirm on the popup screen to continue.
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| 1. Promotion statistics are available after the promotion procedure was completed.
* Promotion statistics and learner fail reports are available for printing.
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| 1. Click on **Step3 “**To assign learners to the new classes**”**
* Click on the Grade and then Click on the Class.
* Click on the learner’s name that are placed in the new class
* Click on Done to exit the screen
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1. **Promotion for schools that did not capture any marks on the Module 12: Curriculum**
2. Save a copy of the school data base before you continue with promotion processbecause this process is NOT REVERSABLE

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| **Step-by -Step instructions** | **Screen** |
| 1. Continue with the promotion process
* Click on Menu 3 (**Learner and Parent Information**) and then Select Menu 3.19 (**Process Learner Promotions**).
* Change the “Year End” to **2016**
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| 1. Click on **Step 1 “**Place Learners in Grade**”**
* Click on a class to generate a class list. All Learners are set by default as non-promoted.
* Remove the **tick** next the learner’s name for all learners that are promoted.
* After this process is completed in all classes Click on **“Save for processing”** and click on **Done** to exit the screen.
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| 1. Click on **Step 2 “**Process **Learner Promotions”** and check if
* When satisfied that the results are correct **tick** the box on bottom left of the screen to continue with the process.
* Click on “Process Promotions” and confirm on the popup screen to continue.
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| 1. Promotion statistics are available after the promotion procedure was completed.
* Promotion statistics and learner fail reports are available for printing.
 |  |
| 1. Click on **Step3 “**To assign learners to the new classes**”**
* Click on the Grade and then Click on the Class.
* Click on the learner’s name that are placed in the new class
* Click on Done to exit the screen
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| 1. Progression of learners will be captured for individual learners on Menu 3.1.1.
* Tick the box next to “ Learner Progressed to this grade”
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