Ministry of Education and Human Resource Development
Planning Research and International Relations

SCHOOL DATA COLLECTION TOOL

USER MANUAL
**FOR SECONDARY SCHOOLS**
September, 2009

A. Getting Started

This application requires Microsoft Access 2003 or higher to operate. The instructions following are based on operation in the Microsoft Access 2003 environment.

– *Setting the Screen Resolution*

In order that each window displayed in this application fits properly on the computer screen, the resolution needs to be set to 1024 x 768.

1. Right click on any empty space on the desktop.
2. Select *Properties*.
3. Click the *Settings* tab at the top right-hand side.
4. At the bottom left-hand side, under Screen Resolution, drag the slider until 1024 by 768 pixels is displayed in the figure to the right.
5. Click *Apply*.
6. Click *Yes* to confirm the changes.
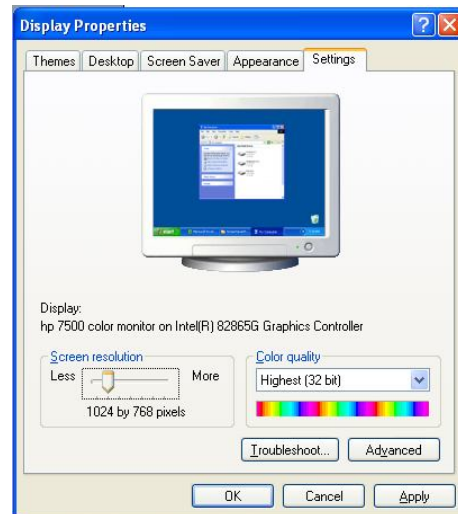
– *Creating a New Backend*

*The backend is a separate database that stores the main data received from the frontend. The frontend provides the interface through which data is entered. The name of the original backend is **Empty MOEDCTSec_BE** while the name of the original frontend is **MOEDCTSec**.*

1. Create a folder called SCHOOL STATISTICS.
2. Copy the database file called: *Empty MOEDCTSec_BE* to the SCHOOL STATISTICS folder.
3. Rename this database in the format *<academic year> Statistics* (eg. 2007-2008Statistics).
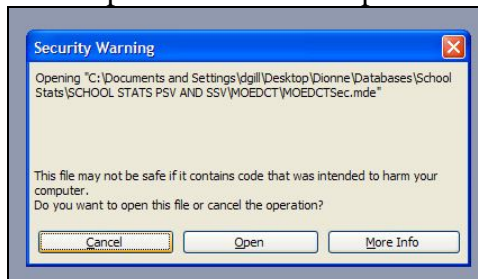
B. Operating the Database

1. Copy the MOEDCTSec Microsoft Access database file to the desktop. After double clicking on the file, one or all of the security warnings below may appear.

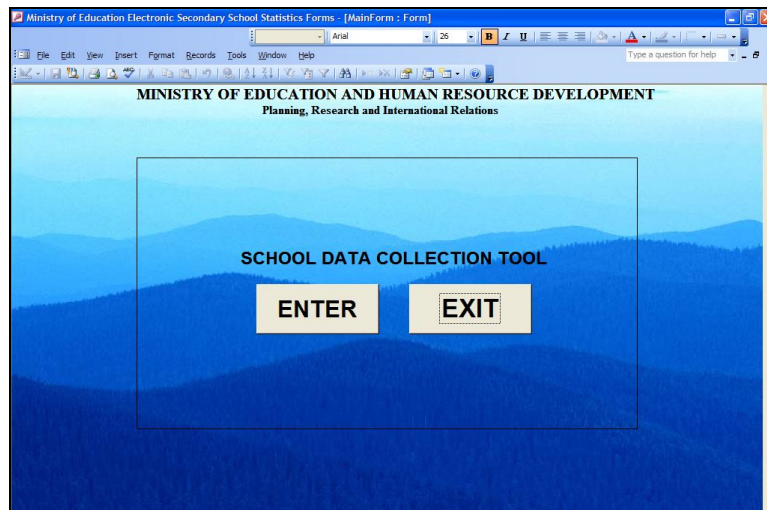2. Click No in this case.

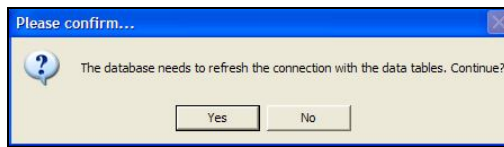3. Click Yes in this case.
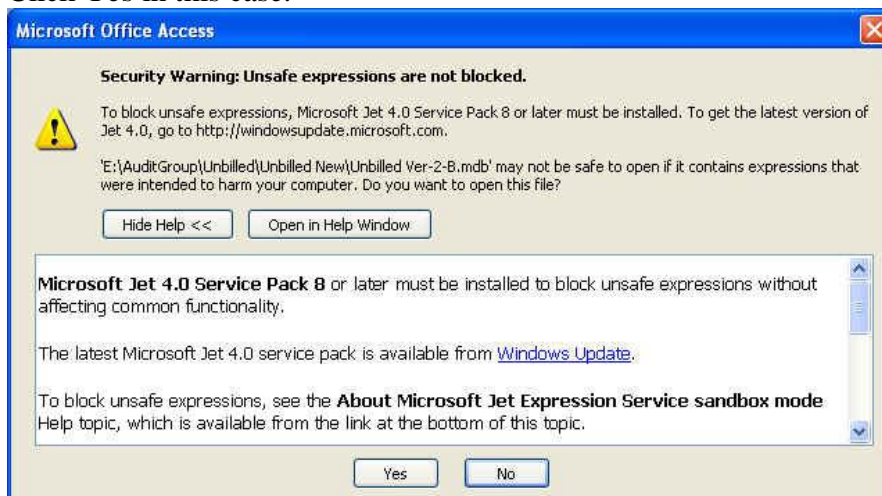
4. Click Open in this case to open the database.

5. When the following screen appears, click on the ENTER button to enter the database, or the EXIT button to exit the database.

6. A message box pops up, informing that the database needs to refresh the connection with the data tables. Click YES to continue.
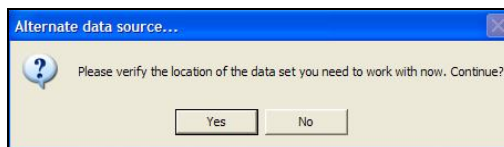

*If you have not yet done so, see the section: Getting Started – Creating a New Backend.*

Note: If NO is clicked the following message will appear: "No data set was specified."

7. Another message box pops up, requesting that the location of the data tables be verified. Click YES to continue.
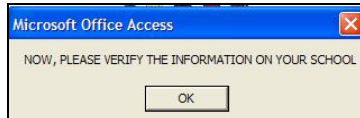

8. When the following window appears, locate the SCHOOL STATISTICS folder that you would have created and the ***<academic year> Statistics*** (eg. 2007-2008Statistics) file and click open.
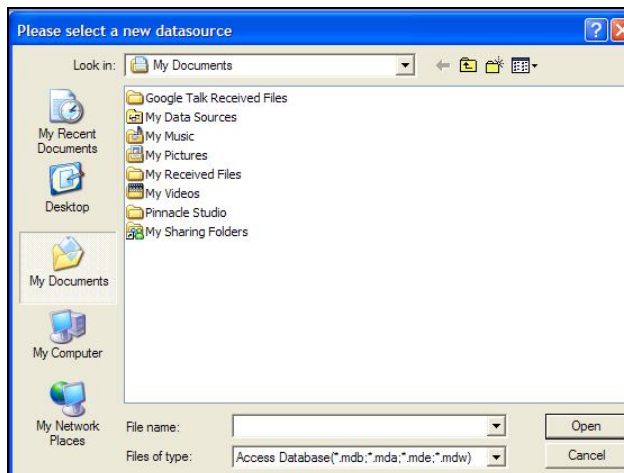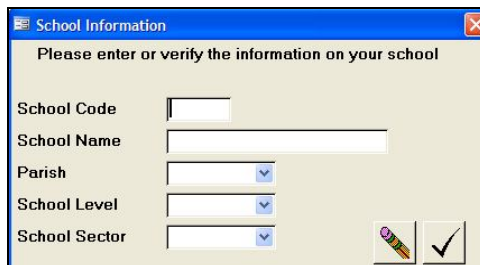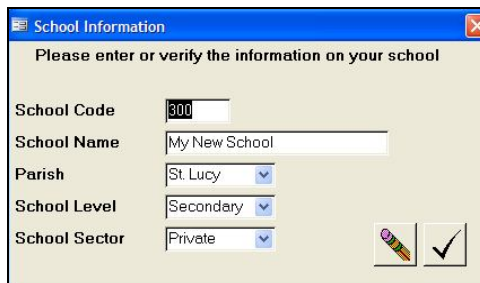
9. The following confirmation message will appear.

10. A new message appears, requesting that information on your school be verified.

11. Complete the School Information form and then click the "tick" ✓ icon to confirm and exit. If any errors have been made before confirmation, they may be undone by clicking the "pencil eraser" icon.

Below is a screenshot of a completed form.

12. After the School Information is confirmed the following window appears showing the form options:

13. The top of the form displays the just confirmed school information, but no details on the principal as yet. Click the EDIT button to enter information on the principal.

14. A message appears, informing that any changes to the details of the principal may be made when the Organisation of School form opens. (See the section: ***The Organisation of School Form*** on page 7 for instructions on how to complete this form and then continue to step 12 on page 5).
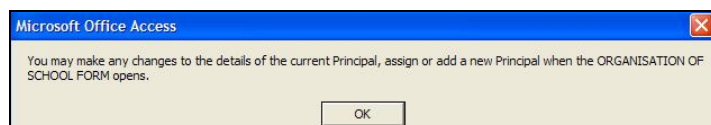
15. When the position of Principal is assigned to a teacher, and the Organisation of School form is exited, the name of that person appears on the Secondary Forms option form as below.

16. Access to the other forms may be gained by simply clicking on the buttons in the list. See the Completing the Forms Section for instructions on using the forms.

17. When data entry has been completed for any of the forms, the data needs to be exported to an MS Excel file which should be returned to the Ministry of Education and Human Resource Development at email address: ***prdstats@mes.gov.bb***

18. Enter the name of the file to which the data is to be exported in the space provided and in the format shown.

19. Clicking the button with the MS Excel icon next to the button bearing the name of a form will export the data corresponding to that form to the file specified. All the data will be exported to the same file if the file name is not changed.

The only data that may remain slightly unchanged from year to year is the Teachers' data. In order to prevent having to enter this data into a new empty dataset (backend) each year, this data should be copied from the previous year's backend to the present year's backend. To do this,

1. *Enter the database and connect to the present year's backend (a new copy of* **Empty MOEDCTSec_BE**).
2. *Enter the information on the school.*
3. *Exit the database.*
4. *Open the previous year's backend and the present year's backend directly from the School Statistics folder.*
5. *Right Click and Copy the table* **"Sec School Teachers Info"** *from the previous year's backend.*
6. *Right Click and Paste the table into the present year's backend.*
7. *A prompt will appear asking you to enter a Table Name. Type:* **"Sec School Teachers Info"** *as the table name and select Append Data to Existing Table as the Paste Option.*
8. *The data from the previous year should now appear in the* **"Sec School Teachers Info"** *table of the present year and may be updated as is necessary.*

👍 **TIP:** Steps 1 to 3 may be eliminated by **FIRST** using steps 5 to 7 to copy the **"School Info"** table instead.

C. Completing the Forms

The Organisation of School Form

The Organisation of School Form records the main details of each teacher at the school.

1. No data may be entered if no date is recorded. The following message will appear if this is so.

Microsoft Office Access
Please remember to enter the DATE the data was prepared
OK
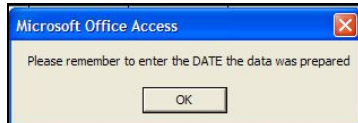
2. Enter the teacher file number before any other data is entered.

   If the file number is not readily available, enter a number in the format [School Code]TEMPxxx eg. 301TEMP001

3. Below is the Organisation of Schools form with the data entered for the Principal and data partially entered for a Graduate Teacher Trained.

   Note: Additional fields to the ones displayed below are viewable when the page is scrolled to the right.

4. A printable version of the form may be viewed by clicking the Preview Printable Version button. When the prompt for the Academic Year to be entered is made, enter the academic year you are currently working with.

5. Displayed below is a screen shot of the printable version of the Organisation of School form.

Tips and Other Points to Note

1. Cert. Ed., under the Teacher's Qualifications and Training – Erdiston heading, refers to the Certificate in Educational Management and Administration.

2. Any other Teaching Qualifications and Training Received should be mentioned under "Other Local" or "Other Overseas" inclusive of the Institution at which it was obtained.

3. If any Teacher positions are excluded from the list provided, do the following.
   a. Navigate to the database window.
   b. Select Tools – Options.
   c. Click the View tab.
   d. Check the box next to Hidden Objects.

e. Click Apply, then OK
f. Under Objects in the database window, select Tables
g. Open the table Teacher Positions.
h. Add the relevant ID and Description to the table (e.g. HOD – Head of Department.) and close.
i. Navigate to Tools – Options again, uncheck Hidden Objects and Apply.

4. At submission date, if a teacher was last reported to be on staff and has been transferred or on leave, a note of this should be made in the Comments column.

The School Roll by Class Section Form

The School Roll by Class Section Form records the roll of each class, while making note of the teacher instructing that class.

1. No data may be entered if no date is recorded. The following message will appear if this is so.
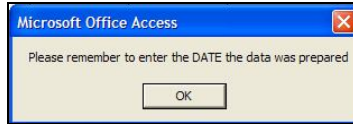
2. The teacher for the class whose roll is to be recorded must first be selected from the drop down list of the TEACHER FILE NO. field.
3. If the teacher is not seen in the list, he/she may be added by clicking the EDIT button, which will cause the Organisation of School Form to open.

> **FORM SECTION** *refers to the divisions the school has made at each class level. For example, for Form 2A, Section A may correspond to Section 1.*

Following is a screenshot of the form with some completed records.

SCHOOL ROLL BY CLASS SECTION (FORM P1 SECONDARY)

SCHOOL: My New School
SCHOOL CODE: 300
PRINCIPAL: Mr Jane Doe

dd/mmm/yy (eg. 25/Jan/07)
DATE INFORMATION WAS PREPARED: 25-Jan-07

From the list under "TEACHER FILE NO.", select the form teacher whose class roll needs to be recorded. If the teacher is not in the list, click the edit button to add that teacher.

EDIT TEACHER LIST

TEACHER FILE NO.	FORM TEACHER'S NAME	NO. OF TEACHING PERIODS PER WEEK	FORM LEVEL	FORM SECTION	9 YRS		10 YRS		11 YRS		12 YRS		13 YRS		14 YRS		15 YRS		16 YRS	
					M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
TEMP004	Ms. Gerry Babb	0	4	1	23	25	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TEMP002	Ms. Bertha Bayne	0	5	1	0	0	2	28	0	0	0	0	0	0	0	0	0	0	0	0
TEMP003	Mrs. Denise Delaware	0	5	2	20	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS					43	49	2	28	0	0	0	0	0	0	0	0	0	0	0	0

(PLEASE SUBMIT BY THE END OF SEPTEMBER)

PRINTABLE VERSION   CLOSE FORM

4. Following is a screenshot of the printable version of the form.

SCHOOL ROLL BY CLASS SECTION FOR THE ACADEMIC YEAR: 2007/2008 (FORM P1 SECONDARY)

SCHOOL My New School
SCHOOL CODE 300
PRINCIPAL Mr Jane Doe

DATE INFORMATION WAS PREPARED 25-Jan-07

FILE NO.	TEACHER'S NAME	NO. OF TEACHING PERIODS PER WEEK	FORM LEVEL	FORM SECTION	9 YRS		10 YRS		11 YRS		12 YRS		13 YRS		14 YRS		15 YRS		16 YRS		17 YRS		18 YRS		19 YRS		TOTAL	
					M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
TEMP004	Ms. Gerry Babb	0	4	1	23	25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23	25
TEMP002	Ms. Bertha Bayne	0	5	1	0	0	2	28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	28
TEMP003	Mrs. Denise Delaware	0	5	2	20	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	24
TOTALS					43	49	2	28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	45	77

TOTAL 122

PRINCIPAL'S SIGNATURE: _____   DATE: _____   Page 1 of 1

Tips and Other Points to Note

1. All ages should be calculated as at August 31, in the current academic year.

13

The Termly Report of Pupil Attendance Form

The Termly Report of Pupil Attendance form records the attendance summary of students in the school in terms of the Average Daily Attendance by Class, Gender and Week of Term; the End of Term roll by Class Section and then gives a summary of the Average Attendance per Term and for the year for each class.

1. No data may be entered if no date or term is recorded. The following messages will appear if this is so.
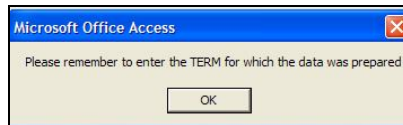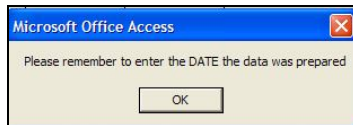
2. Select the week of the term for which data is being entered before any data for that week is entered.

3. *Average Daily Pupil Attendance by Class, Gender and Week of Term Section*
   Below is a screenshot of a partially completed form for the Average Daily Pupil Attendance by Class, Gender and Week of Term Section.

4. *End of Term roll by Class Section, Including Those Absent for the Whole of the Term*
   Select the Class Section for which data is being entered before any data for that section is entered.

5. Below is a screenshot of a partially completed form for the End of Term Roll by Class Section section.

6. *Average Attendance per Term Section*
The data seen in the Average Attendance per Term Section is automatically generated. No data entry is required here.

7. Below is a screenshot of the printable version of the Termly Report of Pupil Attendance form

Ministry of Education Electronic Secondary School Statistics Forms - [Termly Report of Pupil Attendance (Sec) : Report]

File Edit View Tools Window Help   Type a question for help

Fit | Close | Setup |

TERMLY REPORT OF PUPIL ATTENDANCE FOR TERM: 1   **ACADEMIC YEAR:** 2007/2008   (FORM TR5 SECONDARY)

SCHOOL   My New School   **PARISH:** St. Lucy   DATE INFORMATION WAS PREPARED   25-Jan-07
SCHOOL CODE   300
PRINCIPAL: Mr. Jane Doe

AVERAGE DAILY PUPIL ATTENDANCE BY CLASS, GENDER AND WEEK OF TERM

Week of Term	No. of Half	Form 1 M	Form 1 F	Form 2 M	Form 2 F	Form 3 M	Form 3 F	Form 4 M	Form 4 F	Form 5 M	Form 5 F	Form L 6 M	Form L 6 F	Form U 6 M	Form U 6 F
1	10	25.2	25.2	0	0	0	0	0	0	0	0	0	0	0	0
2	10	23.9	23.9	0	0	0	0	0	0	0	0	0	0	0	0
3	6	20.2	20.2	0	0	0	0	0	0	0	0	0	0	0	0
4	10	22.7	22.7	0	0	0	0	0	0	0	0	0	0	0	0
5	8	22.5	22.5	0	0	0	0	0	0	0	0	0	0	0	0
6	10	21.7	21.7	0	0	0	0	0	0	0	0	0	0	0	0
7	10	22.4	22.4	0	0	0	0	0	0	0	0	0	0	0	0
8	10	21.6	21.6	0	0	0	0	0	0	0	0	0	0	0	0
9	10	19.2	19.2	0	0	0	0	0	0	0	0	0	0	0	0
10	10	20	20	0	0	0	0	0	0	0	0	0	0	0	0
11	6	19	19	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	100	2182.2	2182.2	0	0	0	0	0	0	0	0	0	0	0	0
AVERAGE	9.09	21.822	21.822	0	0	0	0	0	0	0	0	0	0	0	0

END OF TERM ROLL BY CLASS AND SECTION, INCLUDING THOSE ABSENT FOR THE WHOLE OF THE TERM

Section	Form 1 M	Form 1 F	Form 2 M	Form 2 F	Form 3 M	Form 3 F	Form 4 M	Form 4 F	Form 5 M	Form 5 F	Form L 6 M	Form L 6 F	Form U 6 M	Form U 6 F
1	28	28	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	28	28	0	0	0	0	0	0	0	0	0	0	0	0

AVERAGE ATTENDANCE PER TERM

Term	Form 1 M	Form 1 F	Form 2 M	Form 2 F	Form 3 M	Form 3 F	Form 4 M	Form 4 F	Form 5 M	Form 5 F	Form L 6 M	Form L 6 F	Form U 6 M	Form U 6 F
1	21.82	21.82	0	0	0	0	0	0	0	0	0	0	0	0
% of Roll	77.94	77.94	0	0	0	0	0	0	0	0	0	0	0	0
2	15.89	14.89	0	0	0	0	0	0	0	0	0	0	0	0
% of Roll	77.94	77.94	0	0	0	0	0	0	0	0	0	0	0	0
Year Avg	20.92	20.76	0	0	0	0	0	0	0	0	0	0	0	0
% of Roll	74.7	74.15	0	0	0	0	0	0	0	0	0	0	0	0

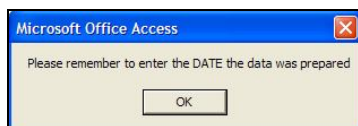PRINCIPAL'S SIGNATURE: _____   DATE: _____   Page 1 of 1

Tips and Other Points to Note

1. For the Termly Report of Pupil Attendance form only:
Since the traditional classes are not established at Special Schools, all special / mixed groups should be entered together under one class heading and the class under which it is entered specified when the data is emailed e.g. Form 1 = Mixed Groups.

The Repeaters Form

The Repeaters form records all students who are currently repeating any class level.

1. No data may be entered if no date is recorded. The following message will appear if this is so.

2. Enter the student's National Identification Number in the Student ID No. field before any other data on that student is entered.
3. Below is a screenshot of a partially completed form.

4. Below is a screenshot of the printable version of the Repeaters form.

The New Admissions to School Register Form

The New Admissions to School Register form records, on a monthly basis, information on students who have been admitted to the school register.

1. No data may be entered if no date or month is recorded. The following messages will appear if this is so.

2. Enter the student's National Identification Number in the Student ID No. field before any other data on that student is entered.
3. Below is a screenshot of a partially completed form.

4. Below is a screenshot of the printable version of the Admissions to School Register form.
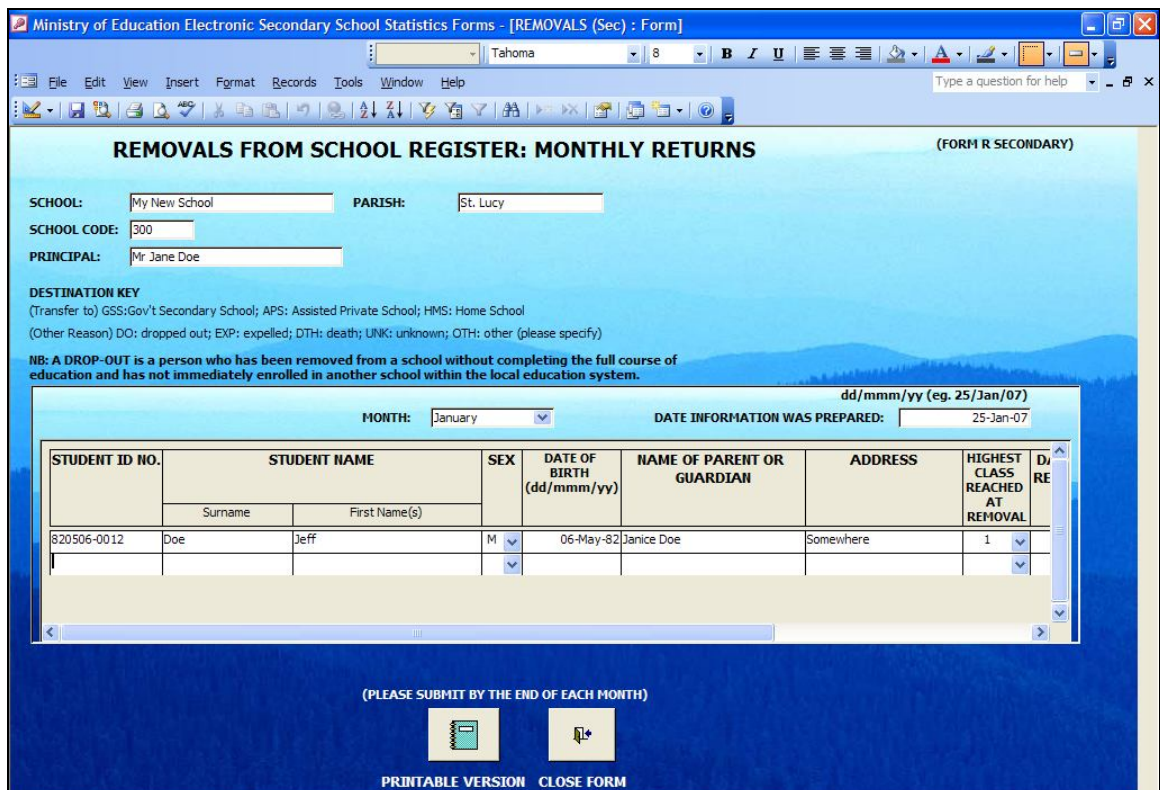
The Removals Form

The Removals form records, on a monthly basis, information on students who have been removed from the school register.

1. No data may be entered if no date or month is recorded. The following messages will appear if this is so.

2. Enter the student's National Identification Number in the Student ID No. field before any other data on that student is entered.
3. Below is a screenshot of a partially completed form.

> A **DROP-OUT** is a person who has been removed from a school without completing the full course of education and has not immediately enrolled in another school within the local education system.
>
> Even if a student has pre-maturely removed him/herself and enrolled in another local institution at a different educational level, for example tertiary, they are considered a drop-out from the current level.

4. Below is a screenshot of the printable version of the Removals from School Register form.

The Termly Report on Teacher Absences Form

The Termly Report on Teacher Absences form records dates and reasons for absences of teachers in the school.

1. No data may be entered if no date or term is recorded. The following messages will appear if this is so.

2. Select a teacher using the navigation buttons or the find button.

> *Before clicking the find button, place the cursor in the field on which you want to search. E.g. Place the cursor in teacher's name field to search by name, but be sure to change the search criteria to any part of field.*

3. Enter the dates of absence in the format shown and the reason (s) for absence.
4. Below is a screenshot of a partially completed form.

1. Below is a screen shot of the printable version of the Termly Report on Teacher Absences form.

The Student Performance Form

The Student Performance form records information on students who have scored less than 50% on the end of term examinations.

1. No data may be entered if no date is recorded. The following message will appear if this is so.

2. Enter the student's National Identification Number in the Student ID No. field before any other data on that student is entered.
3. Below is a screenshot of a partially completed form.

4. Below is a screenshot of the printable version of the Student Performance form.

Tips and Other Points to Note

1. If the provided list of Subjects does not show a particular subject, do the following:
    a. Navigate to the database window.
    b. Under Objects in the database window, select Tables
    c. Open the table Subjects.
    d. Add the relevant SubjectID, Subject and Group to the table (e.g. Gr – Greek – Foreign Languages.) and close.

The Annual Return of Subjects Studied in Forms 4, 5 and 6 Form

The Annual Return of Subjects Studied in Forms 4, 5 and 6 form records the number of students in fourth and fifth form according to the subjects they are studying.

1. No data may be entered if no date is recorded. The following message will appear if this is so.
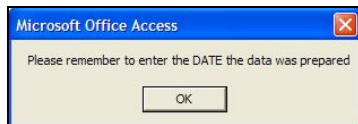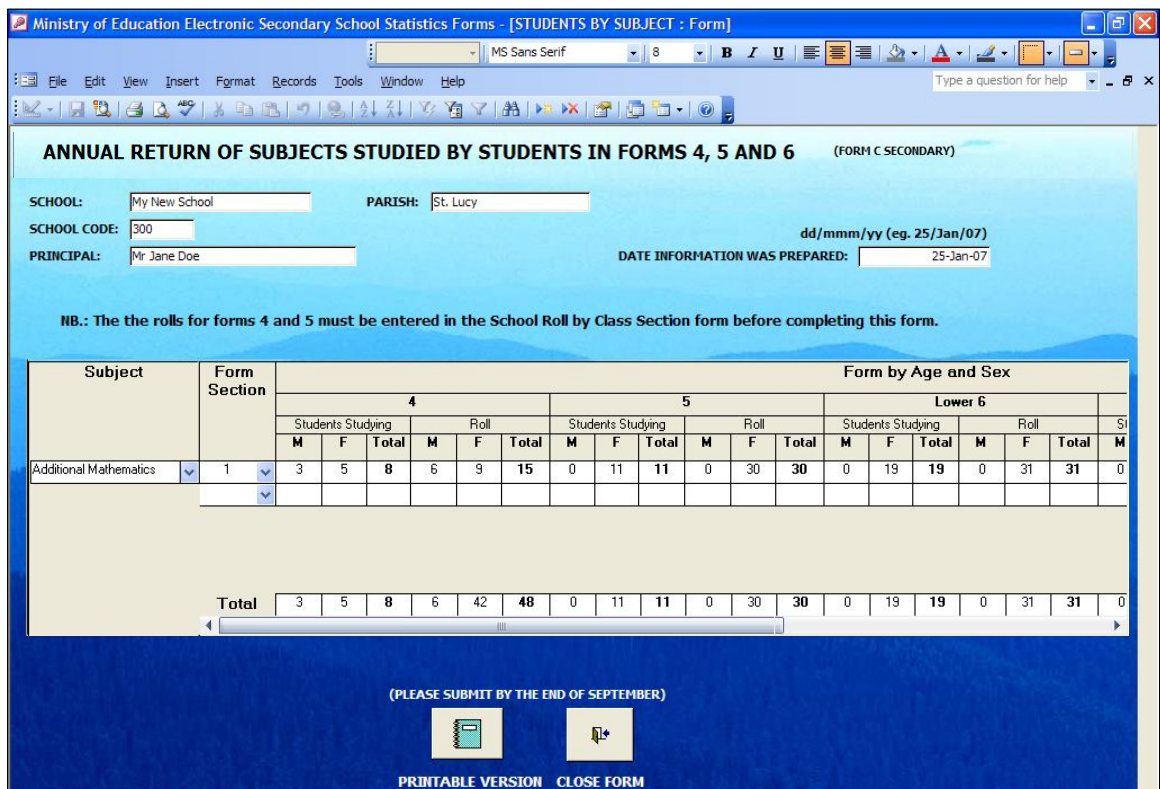
2. First select a subject from the list provided.

   Note: Even if the subject that you intend to select is already displayed before you enter data, please reselect that subject to ensure that it is recorded in the database.

3. Select the form section to which the data is referring.

   Note: Always ensure that the section selected actually exists in the SCHOOL ROLL BY CLASS SECTION form.

4. Below is a screenshot of a partially completed form.

5. Below is a screenshot of the printable version of the Annual Return of Subjects Studied in Forms 4 and 5 form.

File   Edit   View   Tools   Window   Help   Type a question for help

▾ | Close | Setup | ▾ | ▾ | ❼ | Fit

ANNUAL RETURN OF SUBJECTS STUDIED BY STUDENTS IN
FORMS 4, 5 AND 6 FOR THE ACADEMIC YEAR: 2007/2008   (FORM C SECONDARY)

SCHOOL   My New School   PARISH: St. Lucy

SCHOOL CODE 300

PRINCIPAL: Mr Jane Doe   DATE INFORMATION WAS PREPARED   25-Jan-07

Subject	Form Section	Form by Age and Sex																												
		4						5						Lower 6						Upper 6						TOTAL					
		Students Studying			Roll			Students Studying			Roll			Students Studying			Roll			Students Studying			Roll			Students Studying			Roll		
		M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total
FOREIGN LANGUAGES																																
French																																
	1	5	9	14	6	9	15	0	12	12	0	30	30	0	25	37	0	31	31	0	25	37	0	31	31	5	21	26	6	39	26
	Total	5	9	14	6	42	48	0	12	12	0	30	30	0	25	25	0	31	31	0	25	25	0	31	31	5	21	26	6	72	78
MATHEMATICS																																
Additional Mathematics																																
	1	3	5	8	6	9	15	0	11	11	0	30	30	0	19	30	0	31	31	0	19	30	0	31	31	3	16	19	6	39	19
	Total	3	5	8	6	42	48	0	11	11	0	30	30	0	19	19	0	31	31	0	19	19	0	31	31	3	16	19	6	72	78
SCIENCE																																
Biology																																
	1	4	5	9	6	9	15	0	15	15	0	30	30	0	20	35	0	31	31	0	20	35	0	31	31	4	20	24	6	39	24
	2	0	15	15	0	33	33	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15	15	0	33	15
	Total	4	20	24	6	42	48	0	15	15	0	30	30	0	20	20	0	31	31	0	20	20	0	31	31	4	35	39	6	72	78
Chemistry																																
	1	3	2	5	6	9	15	0	15	15	0	30	30	0	14	29	0	31	31	0	14	29	0	31	31	3	17	20	6	39	20
	Total	3	2	5	6	42	48	0	15	15	0	30	30	0	14	14	0	31	31	0	14	14	0	31	31	3	17	20	6	72	78

PRINCIPAL'S SIGNATURE:_____   DATE:_____   Page 1 of 1

The School Leavers by Qualification Form

The School Leavers by Qualification form records the number of students leaving school with certain classifications of qualifications.

1. No data may be entered if no date is recorded. The following message will appear if this is so.

2. First select a level of qualification from the list provided.
3. Below is a screenshot of a partially **completed form.**

4. Below is a screenshot of the printable version of the School Leavers by Qualification form.

Ministry of Education Electronic Secondary School Statistics Forms - [School Leavers by qual : Report]

File   Edit   View   Tools   Window   Help   Type a question for help

Fit   Close | Setup

SCHOOL LEAVERS BY QUALIFICATION FOR THE ACADEMIC YEAR: 2007/2008   (FORM L1 SECONDARY)

SCHOOL   My New School   PARISH: St. Lucy
SCHOOL CODE   300
PRINCIPAL: Mr Jane Doe   DATE INFORMATION WAS PREPARED: 25-Jan-07

N.B
1. L.C.C. Intermediate, R.S.A. Intermediate, Pitman's Intermediate and G.C.E O' Level are considered equivalent to CSEC General.
2.Cambridge A' Level is considered equivalent to CAPE.
3. Information on ALL students who leave school before completing 5th Form should be recorded on Form R (Removals From School Register)

Level of Qualification	Quantity of Subjects	Age and Sex													TOTAL
		13		14		15		16		17		18		19		
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	
CSEC General	1	0	0	0	0	2	12	0	0	0	0	0	0	0	0	14
TOTALS		0	0	0	0	2	12	0	0	0	0	0	0	0	0	14

PRINCIPAL'S SIGNATURE: _   DATE: _

Page 1 of 2