

TVET COLLEGE SUITE

An integrated examination data management solution for TVET Colleges in South Africa that adheres to the EDLES specification

USER MANUAL

Contents

Introduction.....	4
Minimum system requirements.....	4
Summary of sections	5
Centre Information.....	5
Entries.....	5
Marks.....	5
Utilities	5
Preliminary Report	5
Entries Text File	5
Marks Text File	5
Results Report	5
Database.....	5
Detailed user instructions on each section	6
Centre Info.....	6
Proxy Setup	6
Entries.....	7
<i>How to add examination entries</i>	<i>7</i>
<i>How to edit an examination entry.....</i>	<i>8</i>
<i>How to delete an examination entry.....</i>	<i>8</i>
Marks.....	9
<i>How to list the mark sheets for a specific study field/examination period</i>	<i>9</i>
<i>How to view/print a specific mark sheet</i>	<i>9</i>
<i>How to capture marks for a specific mark sheet.....</i>	<i>9</i>
<i>How to verify captured marks</i>	<i>10</i>
Utilities	10
Preliminary report	10
<i>How to generate and print a preliminary report.....</i>	<i>10</i>
Entries Text File	11
<i>How to generate and email an entries text file</i>	<i>11</i>
Marks Text File	11
<i>How to generate and email a marks text file</i>	<i>11</i>
Results Report	12
<i>How to generate and print a results report.....</i>	<i>12</i>

Database.....	12
<i>How to make a backup of your current database</i>	12
<i>How to restore a previously backed up database</i>	12
Appendix A	13
Installation instructions.....	13
<i>Installation from the web</i>	13
<i>Installation from CD</i>	14

Introduction

TVET College Suite is an integrated solution for TVET Colleges to manage and submit examination data to the Department of Basic Education. All text files generated with TVET College Suite adheres to the EDLES specification used by the DBE.

Main areas covered:

- Capturing of examination entries per examination period/study field/student/programme/offering.
- Generating a preliminary schedule of entries.
- Printing of the preliminary schedule.
- Generating an entries text file that adheres to the EDLES specification.
- Integrated emailing of the entries file to a DBE data capturer.
- Generating mark sheets for all relevant programme/offering combinations.
- Printing of the generated mark sheets.
- Capturing of marks for the generated mark sheets.
- Voice verification of the captured marks.
- Generating a marks text file that adheres to the EDLES specification.
- Integrated emailing of the marks file to a DBE data capturer.
- Generate a detailed report of the students' results for a specific study field/examination period.

TVET College Suite is an ongoing project and is constantly being upgraded and expanded to meet the needs of TVET Colleges in South Africa.

Minimum system requirements

- Windows 7 (Windows 10 recommended)
- 1366 x 768 pixels screen resolution
- Sound card with speakers
- Internet access

Summary of sections

TVET College Suite consists of a number of data capture sections as well as a utilities section.

A short description of each of the sections follows:

Centre Information

Enter compulsory information about your centre and contact person on the Centre Info page. If your centre uses a proxy server to access the Internet, you can also enter the proxy details on this page.

Entries

Capture student details as well as examination entry details for that student on the Entries page. All captured information can be viewed and edited on this page.

Marks

All mark sheets for a specific study field/examination period can be retrieved and printed. Mark sheets can be printed with or without the captured marks. Marks can also be captured for any mark sheet.

Utilities

The following utilities are provided:

Preliminary Report

Generate a schedule of captured entries for a specific study field/examination period. After the report has been generated, it can be printed so that students can verify and sign their entry details.

Entries Text File

Generate a text file containing the captured entries for a specific study field/examination period. After the text file has been generated, it can be emailed to your province's data capturer at the Department of Basic Education. The generated text file adheres to the EDLES specification used by the DBE.

Marks Text File

Generate a text file containing the captured marks for a specific study field/examination period. After the text file has been generated, it can be emailed to your province's data capturer at the Department of Basic Education. The generated text file adheres to the EDLES specification used by the DBE.

Results Report

Load the results file that is sent back to you by the department to generate a detailed report of the students' results for a specific study field/examination period. After the report has been generated, a printout can be made for display.

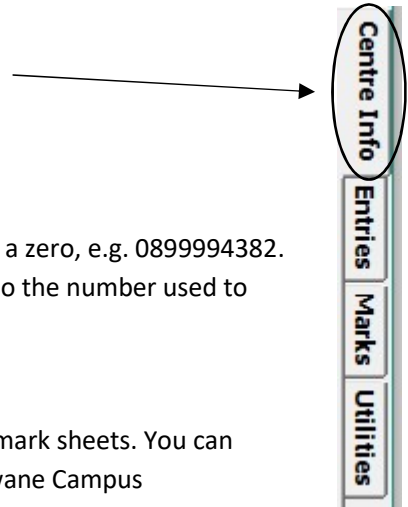
Database

Backing up and restoring of the database can be made. Ensure that you regularly make backups of your database as a precaution against any catastrophe that may destroy your data.

Detailed user instructions on each section

Centre Info

Select the **Centre Info** tab on the right hand side of the main interface.



Enter each of the following in the space provided:

Examination Centre No.

Be sure to enter your centre number as a 10 digit number starting with a zero, e.g. 0899994382.

This number will be used on all generated reports and text files. It is also the number used to verify your subscription status.

Examination Centre Name

Enter the name of your college, as you would like it to appear on your mark sheets. You can include a campus name if you prefer, e.g. Gauteng TVET College – Tshwane Campus

Province

The province will be selected automatically if you have entered your centre number correctly.

Email Address (Contact Person)

Enter the email address of the person with whom the DBE will correspond regarding submitted text files.

Proxy Setup

If your centre uses a proxy server to connect to the Internet, check the box and enter each of the following in the space provided:

Address

The IP address of your proxy server, e.g. 192.168.0.254

Port

The communication port of your proxy server, e.g. 6588

The following is optional and depends on the setup of your proxy server:

User Name

A user name that will grant access to your proxy server.

Password

The password belonging to the user name.

Entries

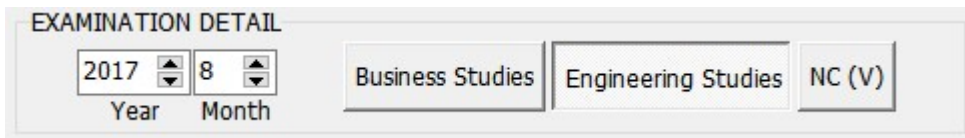
Select the **Entries** tab on the right hand side of the main interface.

On the Entries screen you can Add, View or Edit examination entries.

How to add examination entries

Step 1

Select the relevant **Year & Month** for the examination entries you are going to capture.
If necessary, also select the appropriate **Study Field**.



EXAMINATION DETAIL

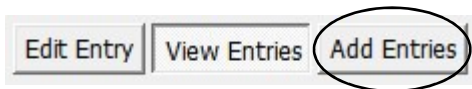
2017 8
Year Month

Business Studies Engineering Studies NC (V)



Step 2

Select the **Add Entries** option on the top right hand side of the main interface.



Edit Entry View Entries Add Entries

Step 3

Start entering the student information on the left hand side of the interface.

Please note that the following fields are compulsory:

- ID number
- Surname
- First full name (Initials only will not be accepted)
- Previous examination number
- Date of birth
- Gender
- Race

Step 4

Choose the relevant programme by either typing the programme number or by typing the first part of the programme name. A list of available programmes will appear. You can press the down arrow key to select the required programme. As soon as you have highlighted the required programme, you can either press the Tab key or the Enter key or you can double click on the required programme. Finally press the Tab key to advance to the next input field.

Step 5

Choose the relevant offering by either typing the offering number or by typing the first part of the offering name. Continue to select the relevant offering using the same method as described in Step 4.

Step 6

Choose the relevant **Attendance** type for the offering.

Step 7

Choose the relevant **Language** for the offering.

Step 8

Repeat Steps 5 to 7 for all other offerings of the student.

Step 9

Click on **Save** at the bottom right hand side of the interface. The entry will be saved and you can immediately start entering the next entry, starting from Step 3.

Step 10

When you have finished capturing entries, click on **Cancel** at the bottom right hand side of the interface. You will be returned to the main Entries screen.

How to edit an examination entry

Step 1

Select the relevant **Year & Month** for the examination entry you are going to edit.
If necessary, also select the appropriate **Study Field**.

Step 2

Select the relevant entry by either using the **Previous** or **Next** buttons or by using the **Find** button.

Step 3

Select the **Edit Entry** option on the top right hand side of the main interface.



Step 4

Make the necessary changes to the entry.

Step 5

Click on **Save** at the bottom right hand side of the interface. The entry will be saved and you will be returned to the main Entries screen.

How to delete an examination entry

Step 1

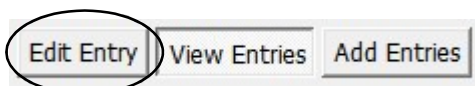
Select the relevant **Year & Month** for the examination entry you are going to delete.
If necessary, also select the appropriate **Study Field**.

Step 2

Select the relevant entry by either using the **Previous** or **Next** buttons or by using the **Find** button.

Step 3

Select the **Edit Entry** option on the top right hand side of the main interface.



Step 4

Click on **Delete** at the bottom right hand side of the interface.

Step 5

You will be asked to confirm the deletion where after you will be returned to the main Entries screen.

Marks

Select the **Marks** tab on the right hand side of the main interface.

On the Marks screen, you can

- List all the mark sheets for a specific study field/examination period.
- View/print any mark sheet for a specific study field/examination period.
- Capture marks for a specific mark sheet.
- Verify captured marks.



How to list the mark sheets for a specific study field/examination period

Step 1

Select the relevant **Year & Month** for the mark sheets you are going to print.

If necessary, also select the appropriate **Study Field**.

Step 2

Select the **Attendance Type**, **Mark Type** and **Paper Number** of the mark sheets you wish to list.

NOTE: If you uncheck the box next to **Use programme on mark sheets**, all students entered for a specific subject will appear on the same mark sheet, regardless of the programme in which they take the subject.

Step 3

Click on **Retrieve**.

If any entries are found for the selections you made, mark sheets for the relevant Programme and Subject names will be listed.

Step 4

Type a subject name in the search box to refine the list. (Optional)

How to view/print a specific mark sheet

Step 1

Retrieve a list of mark sheets for the study field/examination period. (See above)

Step 2

Select the Programme/Subject names of the mark sheets you wish to view/print.

NOTE: Using the Ctrl or Shift keys while clicking, you can select multiple mark sheets simultaneously. By clicking on a column header, you can select all the listed mark sheets.

Step 3

Click on either the **View** or **Print** button.

How to capture marks for a specific mark sheet

Step 1

Retrieve a list of mark sheets for the study field/examination period. (See above)

Step 2

Double click on the Programme/Subject name of the mark sheet for which you wish to edit the marks.

Step 3

Enter the marks as indicated on a filled out mark sheet. The marks are saved as you are typing.

How to verify captured marks

After you have captured the marks for a specific mark sheet, you can have it read back to you in order to verify that the marks were captured correctly. On all mark sheets, a computer generated token appears next to each student's ID number. This check token is linked to the student's ID number and will be used during the verification process.

Step 1

Retrieve a list of mark sheets for the study field/examination period. (See above)

Step 2

Double click on the Programme/Subject name of the mark sheet you wish to verify.

Step 3

Check the box next to **Verify these marks**.

Verify these marks

Step 4

Press the down arrow key to hear the check token as well as the captured mark of each student read out to you. Verify that that the check token as well as the mark correspond to the mark written on the filled out mark sheet.

Step 5

Repeat Step 4 until all the marks have been verified.

Step 6

Uncheck the box next to **Verify these marks**.

Utilities

Select the **Utilities** tab on the right hand side of the main interface.

The following sections can be found on the Utilities tab:

Preliminary report

On the Preliminary Report screen, you can

- Generate a preliminary schedule of entries.
- Print the generated preliminary schedule.

How to generate and print a preliminary report

Step 1

Select the relevant **Year & Month** for the preliminary report you are going to generate.

If necessary, also select the appropriate **Study Field**.

Step 2

Click on **Preliminary Report** and then on **Generate Prelim Report**.

Step 3

Wait for the report to be generated and then click on **Print Preliminary Report**.

Step 4

Select the printer and click on **OK**.



Entries Text File

On the Entries Text File screen, you can

- Generate a text file containing the entries for a specific examination period/study field.
- Email the generated entries file to a DBE data capturer.

How to generate and email an entries text file

Step 1

Select the relevant **Year & Month** for the entries text file you are going to generate.

If necessary, also select the appropriate **Study Field**.

Step 2

Click on **Entries Text File** and then on **Generate Entries File**.

Step 3

Wait for the text file to be generated and then click on **Email Entries File**.

Step 4

Select the recipient of your entries text file and click on **OK**.

Step 5

Confirm your selection by clicking on **Yes**.

Step 6

Wait for confirmation that your entries text file has been delivered successfully.

NOTE: A copy of all the entries text files that you have sent will be saved in your documents folder.

Marks Text File

On the Marks Text File screen, you can

- Generate a text file containing the marks for a specific examination period/study field/mark type.
- Email the generated marks file to a DBE data capturer.

How to generate and email a marks text file

Step 1

Select the relevant **Year & Month** for the marks text file you are going to generate.

If necessary, also select the appropriate **Study Field**.

Step 2

Click on **Marks Text File** and then select the **Mark Type** of the marks text file you would like to generate.

Step 3

Click on **Generate Marks File**.

Step 4

Wait for the text file to be generated and then click on **Email Marks File**.

Step 5

Select the recipient of your marks text file and click on **OK**.

Step 6

Confirm your selection by clicking on **Yes**.

Step 7

Wait for confirmation that you marks text file has been delivered successfully.

NOTE: A copy of all the marks text files that you have sent will be saved in your documents folder.

Results Report

On the Results Report screen, you can

- Load a results text file that was sent to you by the department containing the results of a specific examination period/study field to generate a detailed report of the results.
- Make a printout of the report.

How to generate and print a results report

Step 1

Click on **Results Report** and then on **Load Results File**.

Step 2

Select the location where you saved the results file you received from the department and click on that text file. The results report will be generated.

Step 3

Click on **Print Results Report**.

Database

On the Database screen, you can

- Make a backup of your current database.
- Restore a previously backed up database.

How to make a backup of your current database

Step 1

Select the **Year & Month** of any valid examination date.

Step 2

Click on **Database** and then on **Backup Database**.

Step 3

Click on **Save**. All backups will be saved in your documents folder by default.

How to restore a previously backed up database

Step 1

Select the **Year & Month** of any valid examination date.

Step 2

Make a backup of your current database in case some problem occurs during the restore process.

Step 3

Click on **Database** and then on **Restore Database**.

Step 4

Select the zip file you wish to restore and click on **Open**.

Appendix A

Installation instructions

Installation from the web

Step 1

Open your favourite web browser, e.g. Chrome.

Step 2

Navigate to any one of the following links:

tiny.cc/TVETCollegeSuite

www.tvetcollegesuite.co.za

Step 3

Click on Download

Step 4

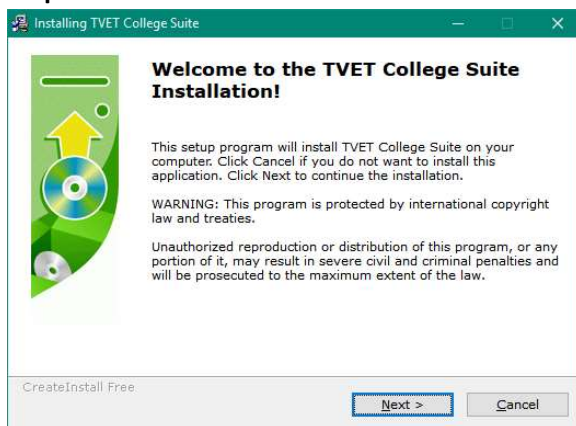
Click on the download link underneath the heading *Setup file*.

Step 5

Click on the downloaded file, i.e. Setup.exe

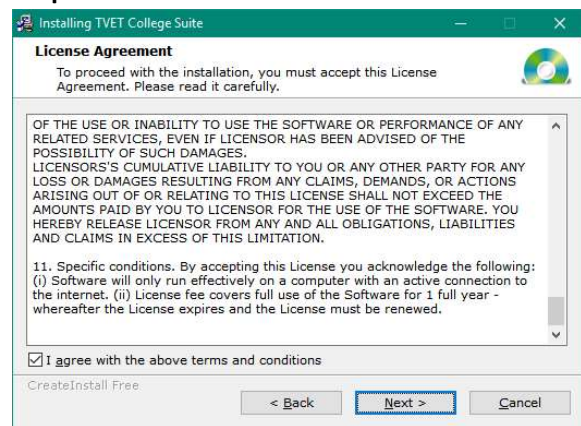
Ignore any warnings from your operating system or web browser and continue to run the setup file.

Step 6



Click on **Next**

Step 7



Agree with the T&Cs and click on **Next**

Step 8

Click on **Finish**

Step 9

Click on the shortcut that was created on your desktop to launch TVET College Suite.



Installation from CD

Step 1

Insert the CD into the CD drive.

Step 2

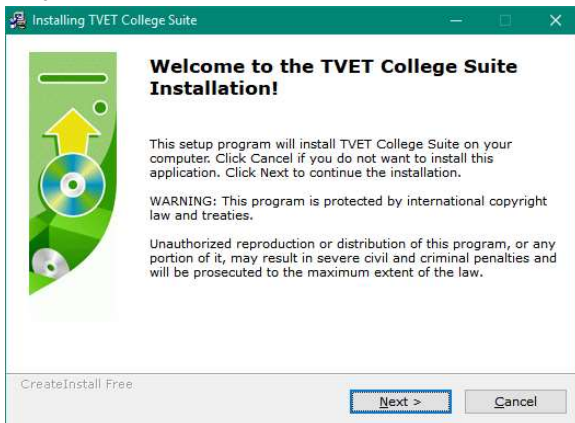
Open Windows File Explorer by pressing Win-E

Step 3

Browse to the CD contents and click on **Setup.exe**

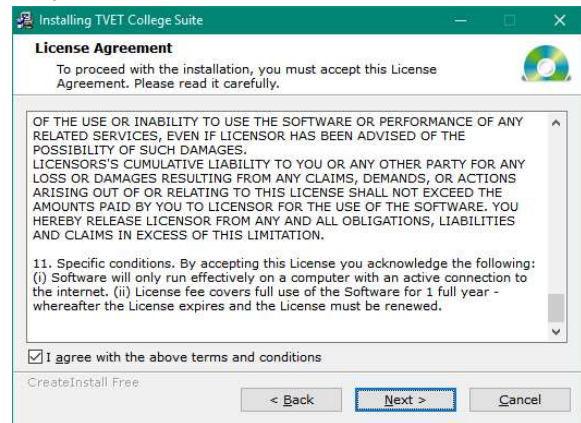
Ignore any warnings from your operating system and continue to run the setup file.

Step 4



Click on **Next**

Step 5



Agree with the T&Cs and click on **Next**

Step 6

Click on **Finish**

Step 7

Click on the shortcut that was created on your desktop to launch TVET College Suite.

