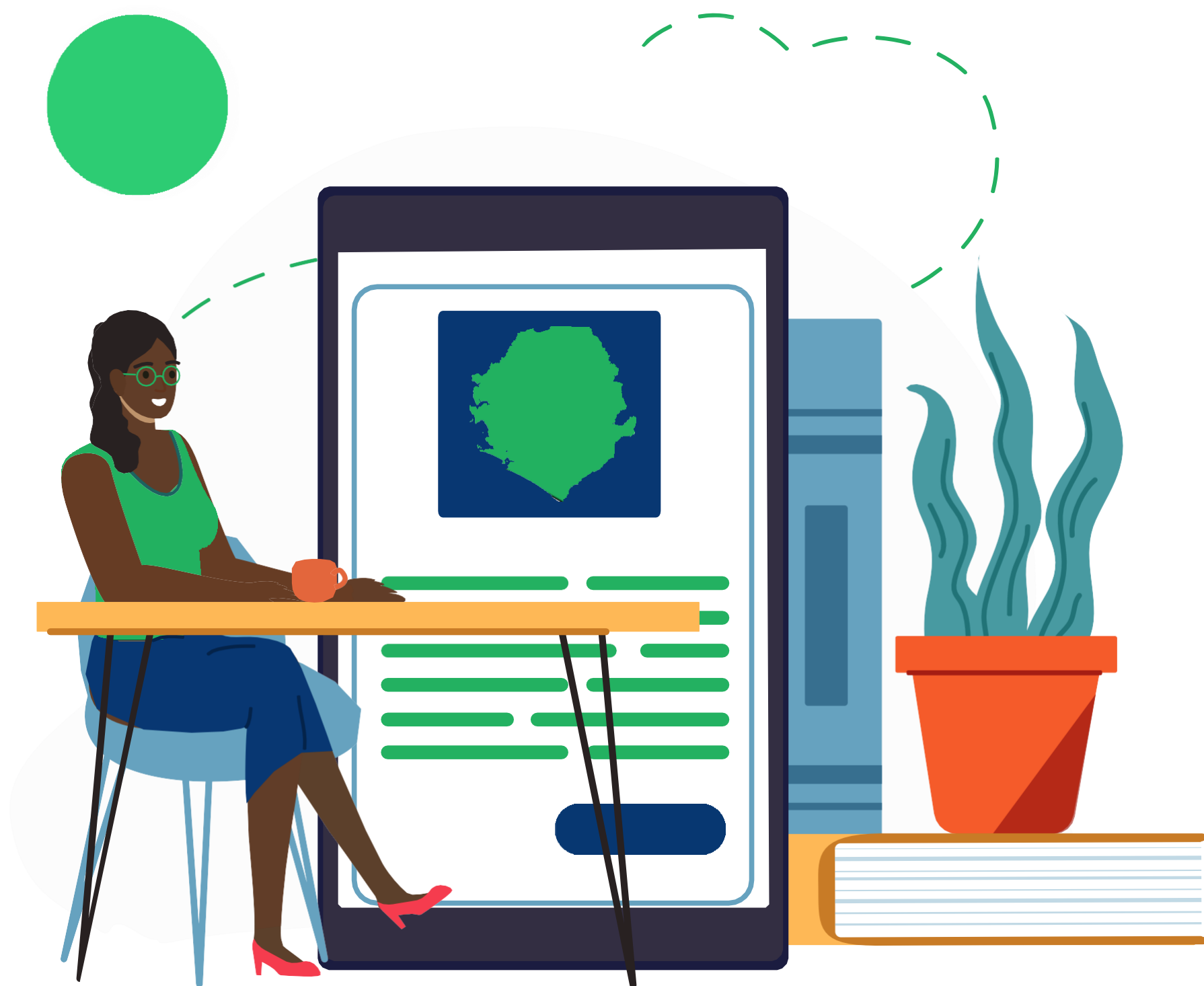# AUTOMATED SCHOOL MASTER LIST

District Director Manual

This manual provides detail information for District Directors on how to navigate the School Master List and the process of reviewing and approving SQAO requests.

CONTENTS

Instruction text boxes are provided throughout this user guide including arrows and ovals to guide user in navigating the system. These are not part of the live School Master List. Example of such instruction box and arrow is shown below:

Example Instruction box

ROLES AND RESPONSIBILITIES

District Directors are central to reviewing and validating data received from School Quality Assurance Officers (SQAOs) and submitting requests to HQ. They serve as a bridge between the two stakeholders.
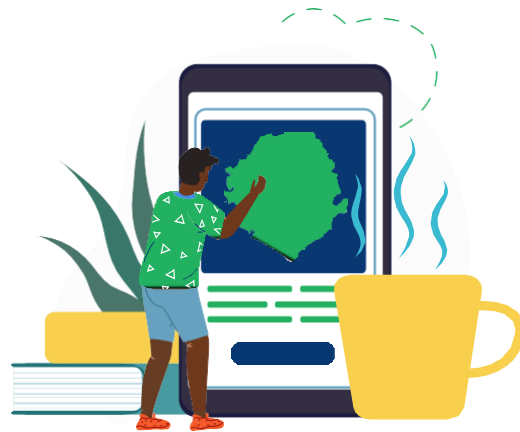
SQAOs

Submit requests through **KoboCollect** which are pushed to the dashboard.

IT Officers
Can view SQAO requests and supports DD with their approval.

DEPUTY DIRECTORS

Can view and edit schools within their district.

Responsible for reviewing / approving SQAO requests and passing requests to the HQ Data Manager.

HQ DATA MANAGER

Has additional permissions and responsibilities for managing data.

Responsible for reviewing / approving requests submitted by District Directors - this results in updating the database.

DASHBOARD LOGIN

School Master List
The official up-to-date list of schools in Sierra Leone

More Info **Login**

1. Click Login

2. Enter your username and password and click 'Login'

User Guides
User manuals explaining how to use the School Master List for School Quality Assurance Officers, District Directors, and Partners.

Download Guides

Request Data Access
Form for partners to request access to the School Master List data.

Request Access

Login for DDs, ITOs, and users with approved data access

Email

Password

☐ Remember me

Login

LOG IN TO THE DASHBOARD

To open the dashboard, navigate to the following website, click Login, and log in using your username and password.

https://schoollist.mbsse.gov.sl

NAVIGATING THE SCHOOL MASTER LIST

District Director

The navigation panel on the top of the page allows user to perform the following tasks:

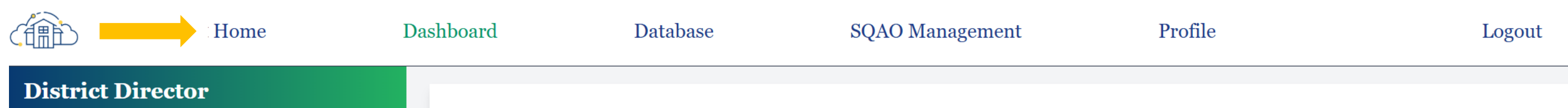1. **Home**: Return to the Home page (public facing)

2. **Dashboard**: View statistics for the district, or for selected districts in the region, to see where action is required or to get a district view of the number of schools in the School Master List

3. **Database**: Review and action requests made SQAOs; view or download List of Schools in the district

4. **SQAO Management***: Create new cluster of schools / add schools to an existing cluster; Manage existing school clusters; Assign SQAOs to a selected school cluster

5. **Profile**: Manage user profile, including updating name, email address, and password

6. **Logout**: Logout from the system and return to the Home page

More details on navigating each page section are provided below

* Currently in development as part of further upgrades in coordination with Directorate of School Quality Assurance and Resource Management. More details will be provided as this is progressed.

DASHBOARD

Home   Dashboard   Database   SQAO Management   Profile

District Director

Pending requests
Newly added schools

Select the desired set of dashboards (Pending requests shown as default option)

Select district(s) of interest in the region

View the share of all requests for user action by district from lowest (0-20%) to highest (80-100%)

Total Pending Requests

This is the number of pending requests for your attention and action - please try to verify until these are all zero

2	2	0	0	0	0	0	0
Total Pending Requests	Total New Schools	Total Changing Levels	Total Adding Levels	Total Changing Shift	Total Adding Shift	Total Schools Moved	Total Schools Closed

Pending Type by District
Select district of interest ☑

KONO   KAILAHUN ☑
KENEMA

All Pending Requests by District

0–20%
20–40%
40–60%
60–80%
80–100%

Leaflet | © OpenStreetMap

Pending Type

Total New Schools

Total Changing Levels

Total Adding Levels

Total Changing Shifts

Total Adding Shifts

Total Schools Moved

Total Schools Closed

Pending requests: user should aim to action all the requests so that the number becomes zero

View the total district number of requests for user action in Database, as well as their disaggregation by type (ranging from 'New Schools' to 'Closed Schools')

0

0

View the number of requests for user action in Database for selected district(s), disaggregated by type (ranging from 'New Schools' to 'Closed Schools')

Home   Dashboard   Database   SQAO Management   Profile

District Director

Pending requests
Newly added schools
Total Schools In Current List

View the total number of 'Newly Added School' requests disaggregated by Process Status in the district

Newly Added Schools

Process Status

Total Newly Added Schools by Process Status

	Pending	Verified	Done
	2	2	2

🔴 **Pending:** Request sent by SQAO
🟡 **Verified:** Verified by District Deputy Director
🟢 **Done:** Added by Data Manager

Newly added schools: view 'Newly Added School' requests by process status

Districts

DISTRICT	PENDING	VERIFIED	DONE
KONO	0	0	0
KAILAHUN	2	2	2
KENEMA	0	0	0

View the number of 'Newly Added School' requests disaggregated by District and Process Status in the region

REQUEST STATUS ON DASHBOARD

SQAO request appears in the School Master List dashboard as

'PENDING'

→

Once approved by a District Director, request appears as

'VERIFIED'

→

When the request is approved by the HQ Data Manager it appears as

'DONE'
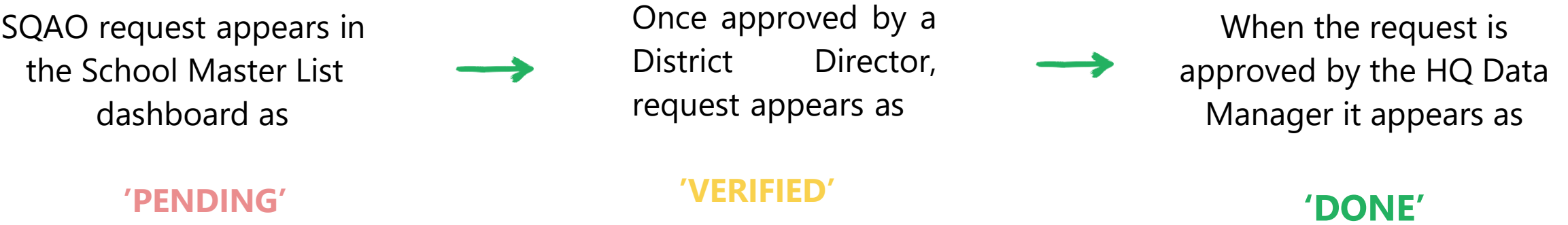
Total Schools in Current List: view the total number of schools in the latest list, and number of processed ('Verified') requests by type in the district

---

Home | Dashboard | Database | SQAO Management

District Director

Pending requests
Newly added schools
Total Schools In Current List

View the total number of schools in the latest list; and the number of processed requests, disaggregated by type in the

Select district(s) of interest in the region

Total Schools in Current List, and Total Updates Made

599	2	0	0	0	0	0	0
Total Schools	Total New Schools	Total Changing Levels	Total Adding Levels	Total Changing Shift	Total Adding Shift	Total Schools Moved	Total Schools Closed

Request Type by District
Select district of interest ☑
KONO   ☐ KAILAHUN   ☑
KENEMA   ☐

Total Schools in Current List by Type
This table shows the total number of newly added schools and existing schools disaggregated by school type.

SCHOOL TYPE	EXISTING	NEWLY ADDED	TOTAL
Pre-Primary	65	1	66
Primary	418	0	418
Junior Secondary	77	1	78
Senior Secondary	37	0	37

Total Schools

This is the number of requests for your selected district

Total New Schools	2
Total Changing Levels	0
Total Adding Levels	0
Total Changing Shifts	0
Total Adding Shifts	0
Total Schools Moved	0
Total Schools Closed	0

View the (a) number of 'EXISTING' schools at the inception of the School Master List, (b) processed 'NEWLY ADDED school' ('Verified') requests, and (c) the TOTAL number of schools in the list, disaggregated by school level, in the district

View the number of processed requests for selected district(s), disaggregated by type (ranging from 'New Schools' to 'Closed Schools')

DATABASE

District Director

(a)   Enter EMIS number   Search / Refresh   (b)   Download

- List of Schools
- Add New School
- Changing Level
- Adding Level
- Changing Shift
- Adding Shift
- Move A School
- Close School

Showing 1 to 25 of 599 results   < 1 2 3 4 5 6 7 8 9 10 ... 23 24 >

#	EMIS CODE	REGION	DISTRICT	CHIEFDOM	SECTION	TOWN	SCHOOL NAME	LEVEL	SHIFT	STATUS
1	1102-3-13933	EASTERN	KAILAHUN	JAHN	JONGAI	GBEIKA	GOVERNMENT JUNIOR SECONDARY SCHOOL	C. Junior Secondary	Single shift, Morning	Operational
2	1105-3-14627	EASTERN	KAILAHUN	KISSI TENG	KONIO	DAMBALLA	KONGOH JUNIOR SECONDARY SCHOOL	C. Junior Secondary	Single shift, Morning	Operational
3	1105-2-14626	EASTERN	KAILAHUN	KISSI TENG	TONGI TINGI	MANDOPOLAHUN	MANDOPOLAHUN PRE-PRIMARY SCHOOL	B. Primary	Single shift, Morning	Operational

THE DATABASE HAS EIGHT PAGES

1. **List of Schools**: The page provides a list of all operational schools in the district. A user may **(a)** search for a specific school by entering its EMIS (Education Management Information System) number. A user may also **(b)** download the list of schools in the district (in a csv).

2. **Add New School**
3. **Changing Level**
4. **Adding Level**
5. **Changing Shift**
6. **Adding Shift**
7. **Move a School**
8. **Close School**

The 'Add New School'– 'Close School' pages list all the schools where a request has been submitted by an SQAO. The table view includes Action, EMIS Code, School Level, and request Status columns.

I. The Status is initially set to Pending when an SQAO submits a request for an update. The DD may now EDIT the request to either approve or reject it.

II. The Status changes to 'Verified' upon verification by the DD. The Data Manager may then verify the request.

III. The Status changes to 'Done' upon Data Manager approval, and the Action changes to 'Added'.

The Action requests are sorted from 'Edit' (which require user's attention) through 'Verified' (waiting for the Data Manager) to 'Done' (which were processed).

District Director

Enter EMIS number   Search / Refresh   Process Status   Filter By Status

- List of Schools
- **Add New School**
- Changing Level
- Adding Level
- Changing Shift
- Adding Shift
- Move A School
- Close School

ACTION	#	TEMPORAL ID	REGION	DISTRICT	CHIEFDOM	SECTION	TOWN	SCHOOL NAME	LEVEL	SHIFT	STATUS
Edit	1	231	EASTERN	KAILAHUN	JAHN	JONGAI	GBEIKA	GOVERNMENT JUNIOR SECONDARY SCHOOL	C. Junior Secondary	Single shift, Morning	Pending
Edit	2	3	EASTERN	KAILAHUN	KISSI TENG	TOLI	KOINDU	ASSEMBLIES OF GOD SENIOR SECONDARY SCHOOL	D. Senior Secondary	Single shift, Morning	Pending
Verified	3	517	EASTERN	KAILAHUN	LUAWA	LUAWA FOIYAH	KAILAHUN	DESTINY PRE-PRIMARY SCHOOL	A. Pre- Primary	Single shift, Morning	Verified
Verified	4	229	EASTERN	KAILAHUN	LUAWA	LUAWA FOIYAH	KAILAHUN	DISCKSON JUNIOR SECONDARY SCHOOL	C. Junior Secondary	Single shift, Morning	Verified
Added	5	230	EASTERN	KAILAHUN	LUAWA	LUAWA FOIYAH	KAILAHUN	DISCKSON PRIMARY SCHOOL	B. Primary	Single shift, Morning	Done
Added	6	228	EASTERN	KAILAHUN	YAWEI	BENDU BUIMA	BENDU	CHRISTIAN HOPE JUNIOR SECONDARY SCHOOL	C. Junior Secondary	Single shift, Morning	Done

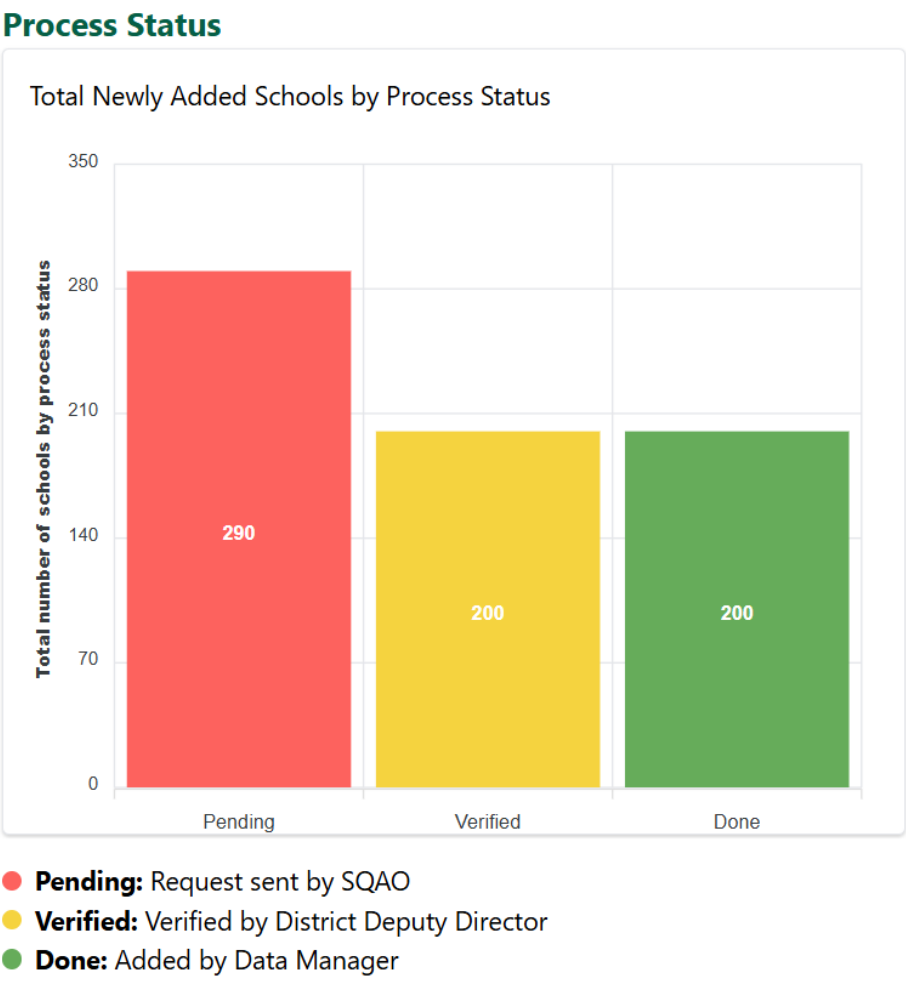I. → (Edit row 1)
II. → (Verified row 3)
III. → (Added row 5)

SCHOOL NAME CHANGE IS NOT PART OF THE SCHOOL MASTER LIST

To change a name of a school, please follow the standard procedure of requesting the change with CEO.
The HQ will then update the school's name in the dashboard.

PROCESS FOR APPROVING CHANGES

District Directors may edit school details as long as the school has not been approved by the HQ Data Manager. To do so, follow the steps listed below:

When a proposed change is submitted for any action by SQAO, such as level change, adding level, changing shift, adding shift, move a school, add new school, or close school, the status shows as 'Pending' and requires review by the District Director. After District Director's approval the status is set to 'Verified'. Data Manager is authorised to review and approve the proposed changes upon District Director's verification.

Process Status

Total Newly Added Schools by Process Status

- **Pending:** Request sent by SQAO
- **Verified:** Verified by District Deputy Director
- **Done:** Added by Data Manager

FIND PROPOSED CHANGE

Locate the proposed change in the school detail view.

Consider the changes. Only approve the changes if you have reviewed and verified the accuracy of the change.

CLICK 'APPROVE' BUTTON

Click on the blue button to indicate approval of the proposed change.

THAT'S IT!

Make the necessary changes to the school's details such as level shift, or other relevant information. Save the changes by clicking 'Approve'.

The approved changes will then be reflected in the school's information and any relevant reports or records upon approval by the HQ Data Manager

HOW TO APPROVE A CHANGE

Click the 'Edit' button to view SQAO update request for a school.
You can review the proposed change and decide to approve or reject it and make edits.

ACTION	#	TEMPORAL ID	REGION	DISTRICT	CHIEFDOM	SECTION	TOWN	SCHOOL NAME	LEVEL	SHIFT	STATUS
Edit	1	231	EASTERN	KAILAHUN	JAHN	JONGAI	GBEIKA	GOVERNMENT JUNIOR SECONDARY SCHOOL	C. Junior Secondary	Single shift, Morning	Pending
Edit	2	3	EASTERN	KAILAHUN	KISSI TENG	TOLI	KOINDU	ASSEMBLIES OF GOD SENIOR SECONDARY SCHOOL	D. Senior Secondary	Single shift, Morning	Pending
Verified	3	517	EASTERN	KAILAHUN	LUAWA	LUAWA FOIYAH	KAILAHUN	DESTINY PRE-PRIMARY SCHOOL	A. Pre- Primary	Single shift, Morning	Verified
Verified	4	229	EASTERN	KAILAHUN	LUAWA	LUAWA FOIYAH	KAILAHUN	DISCKSON JUNIOR SECONDARY SCHOOL	C. Junior Secondary	Single shift, Morning	Verified
Added	5	230	EASTERN	KAILAHUN	LUAWA	LUAWA FOIYAH	KAILAHUN	DISCKSON PRIMARY SCHOOL	B. Primary	Single shift, Morning	Done
Added	6	228	EASTERN	KAILAHUN	YAWEI	BENDU BUIMA	BENDU	CHRISTIAN HOPE JUNIOR SECONDARY SCHOOL	C. Junior Secondary	Single shift, Morning	Done

Requests approved by the District Directors awaiting Data Manager's attention are identified by their 'Verified' status.

Clicking the Edit button will take you to the school detail view which provides information about the selected school and allows you to make changes or take other actions.

SCHOOL DETAIL VIEW

GENERAL SCHOOL INFO

EMIS Number*
School Name
Location
Address

SCHOOL DETAILS

Level
The current level of the school.

Shift
(single, double morning/afternoon).

Status
(operational, under construction, closed).

ADDITIONAL INFO

TEMPORAL ID
11

ACTION - ADD SCHOOL
Change School status to operational

SCHOOL NAME
CHARISMATIC JUNIOR SECONDARY SCHOOL-ROYANKA(MAGBEMA)

LEVEL
C. Junior Secondary

SHIFT
Single shift, Morning

STATUS
Operational

REGION
NORTH WESTERN

DISTRICT
KAMBIA

COUNCIL
KAMBIA DISTRICT

CHIEFDOM
MAGBEMA

SECTION
ROKUPR

TOWN
ROKUPR MAGBEMA

Approve Changes   **Reject Changes**

PROPOSED CHANGES

If an SQAO has proposed a change, this section will display the details of the proposed change.

APPROVE OR REJECT

The District Director has the option to approve or reject** the proposed change requested by the SQAO.

SAVE & UPDATE

The District Director can save or update any modifications they have made.

Any additional information related to the school's performance, achievements, or specific notes will appear here.

The school detail view aims to provide a comprehensive overview of the selected school's information and allows user to review and make necessary changes, specifically related to level changes or general school details.

*The EMIS number is the unique identifier for the school in the Education Management Information System.
**Rejecting the change will get it deleted from the database.
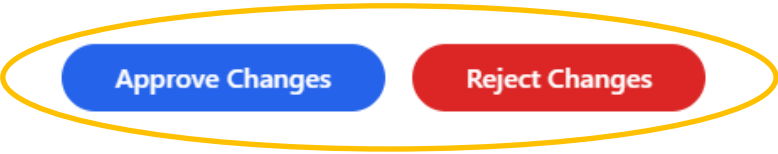
PROCESS FOR EDITING SCHOOLS

District Directors may edit school details as long as the school has not been approved by the HQ Data Manager. To do so, follow the steps listed below:

FIND THE SCHOOL

To edit school information, navigate to the school detail view of the specific school you wish to modify.

CLICK 'EDIT' BUTTON

Click on the red button option to access the editable fields.

MAKE CHANGES

Make the necessary changes to the school's details, such as level, shift, or other relevant information.
Save the changes by clicking 'Approve'.

Remember to save the changes.

TROUBLESHOOTING & CONTACT INFORMATION

For more information contact your IT officer who will be able to help.

https://schoollist.mbsse.gov.sl

HOW DO I USE THIS GOING FORWARD

Check for any updates and monitor SQAO requests regularly. Login once a week (see page 4 for more info).

See if any updates have been sent by SQAOs in your district (see page 6 for more info).

> If yes, navigate to database (see page 8), and review the change to approve or reject it (see page 9). Your ITO has a view access and can support you in the decision-making.

> If no, keep in contact with your SQAOs to ensure they report any changes through the Kobo Tool on a regular basis (see SQAO manual for more details).