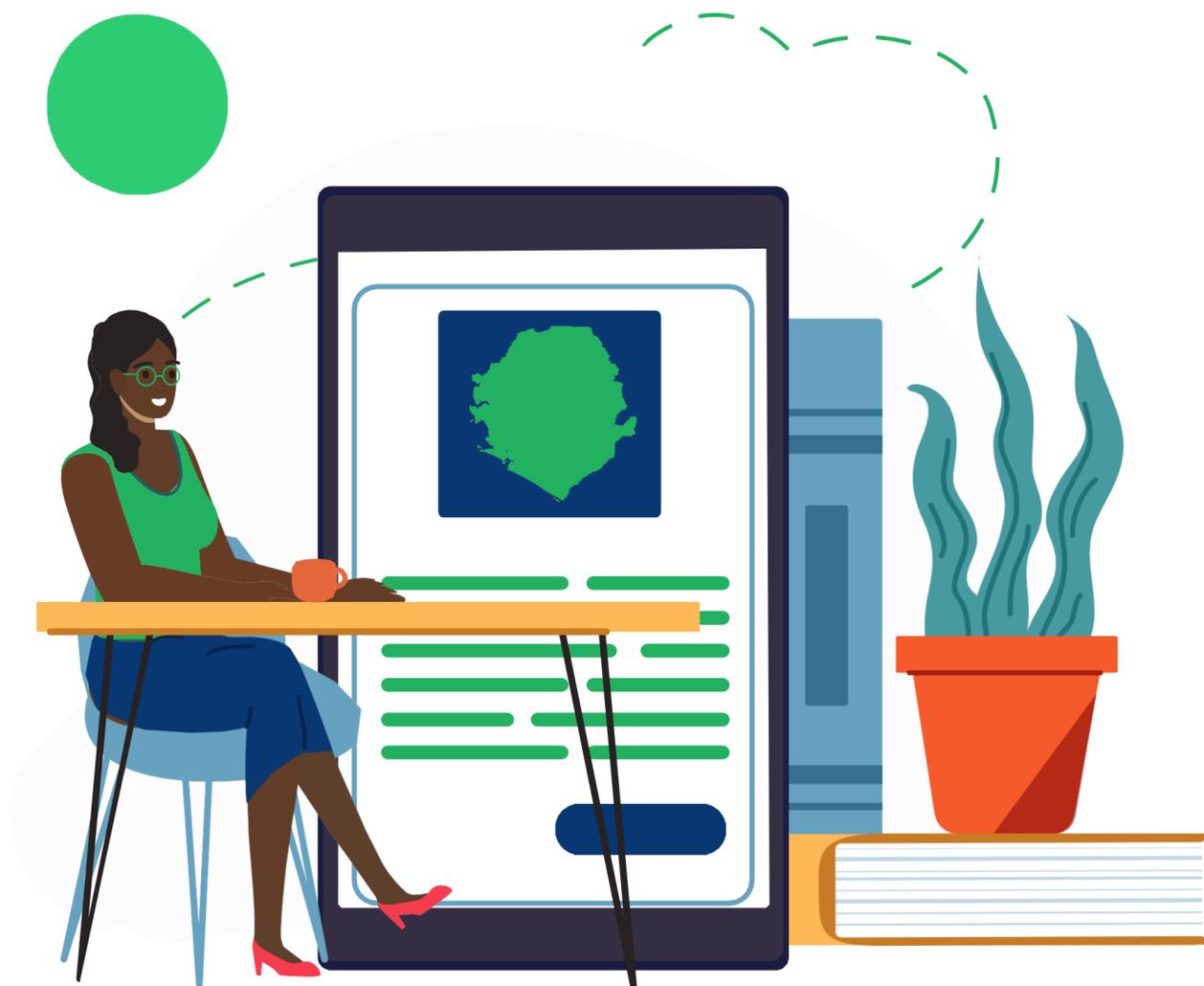


AUTOMATED SCHOOL MASTER LIST

IT Officer Manual

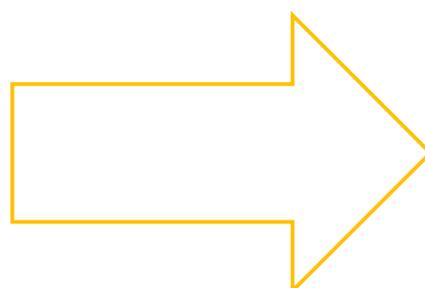


This manual provides detail information for IT Officers on how to navigate the School Master List and the process of monitoring SQAO requests.

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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:



ROLES AND RESPONSIBILITIES

IT Officers are central to monitoring data received from School Quality Assurance Officers (SQAOs) and supporting District Directors in 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 support 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://schoolist.mbsse.gov.sl>

NAVIGATING THE SCHOOL MASTER LIST



Home

Dashboard

Database

SQAO Management

Profile

Logout

IT Officer

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 requests made by 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

IT Officer

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

Pending Type by District

Select district of interest

KONO KAILAHUN KENEMA

All Pending Requests by District

Pending Type

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

0

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')

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

IT Officer

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

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

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

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

IT Officer

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
Total Schools

2
Total New Schools

0
Total Changing Levels

0
Total Adding Levels

0
Total Changing Shift

0
Total Adding Shift

0
Total Schools Moved

0
Total Schools Closed

Request Type by District

Select district of interest

KONO KAILAHUN

KENEMA

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

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

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

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 SQAQO. The table view includes Action, EMIS Code, School Level, and request Status columns.

- I. The Status is initially set to Pending when an SQAQO submits a request for an update. The user may VIEW the request to support DD with its approval or rejection.
- 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'.

SCHOOL NAME CANNOT BE CHANGED THROUGH 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.

HOW TO REVIEW A CHANGE

Click the 'View' button to view SQAQ update request for a school.
You can review the proposed change and support DD to approve or reject it.

ACTION	#	TEMPORAL ID	REGION	DISTRICT	CHIEFDOM	SECTION	TOWN	SCHOOL NAME	LEVEL	SHIFT	STATUS
View	1	231	EASTERN	KAILAHUN	JAHN	JONGAI	GBEIKA	GOVERNMENT JUNIOR SECONDARY SCHOOL	C. Junior Secondary	Single shift, Morning	Pending
View	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 BUIIMA	BENDU	CHRISTIAN HOPE JUNIOR SECONDARY SCHOOL	C. Junior Secondary	Single shift, Morning	Done

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

Clicking the **View** button will take you to the school detail view which provides information about the selected school and allows you to review proposed changes.

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

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.

PROPOSED CHANGES

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

REVIEW TO HELP APPROVE OR REJECT

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

TEMPORAL ID	ACTION - ADD SCHOOL	
11	Change School status to operational	
SCHOOL NAME		
CHARISMATIC JUNIOR SECONDARY SCHOOL-ROYANKA(MAGBEMA)		
LEVEL	SHIFT	STATUS
C. Junior Secondary	Single shift, Morning	Operational
REGION	DISTRICT	
NORTH WESTERN	KAMBIA	
COUNCIL	CHIEFDOM	
KAMBIA DISTRICT	MAGBEMA	
SECTION	TOWN	
ROKUPR	ROKUPR MAGBEMA	

HOW DO I USE THIS GOING FORWARD

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

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

If yes, navigate to database (see page 8), and review the change (see page 9). Support your DD in approving / rejecting the change.

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