

# QMS DATA DASHBOARD GUIDE

This year, 2022, sees the full implementation of the QMS for all post levels. It is essential to track the implementation of the QMS in all provinces. In this regard, the DBE will be collecting data on the completion of **Work Plans; Mid-year Appraisals** and **Annual Appraisals**. The information collected will be aggregated at District and Provincial level. The instrument used to collect this information will be Google Forms. Find below a **guide to completing Google Forms**. The Guide provides information on:

- a) **How to submit a new record** – page 1.
- b) **How to Edit a Record/Response** – page 2.
- c) **How to Update a Record/Response** – page 3.

## a) HOW TO SUBMIT A NEW RECORD

1. You will receive, by email, a link to the Google Form: **xxxxxxxxxxxxxxxxxx**
2. Click the link to **Open Form** on browser
3. Complete all required information on the **Form**
4. After all the required information has been completed, **Click Submit**.
  
5. **After submission, you may be able to:**
  - 5.1 Edit your response.
  - 5.2 Submit another response.

## b) HOW TO EDIT A RECORD/RESPONSE

1. After completing and closing a Google Form you will receive copy of your **response** to your email address.
2. To edit the submitted Record/Response use the **emailed copy**.
3. Click on **Edit Response**.
4. See illustration below on where to find “edit response”.

QUALITY MANAGEMENT SYSTEM (QMS) : Mid-Year Appraisal 2022



Google Forms <forms-receipts-noreply@google.com>  
To Mashaba, Shadrack



Mon 18 Jul 2022 10:51

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Thanks for filling out [QUALITY MANAGEMENT SYSTEM \(QMS\) : Mid-Year Appraisal 2022](#)

Here's what was received.

[Edit response](#)



## QUALITY MANAGEMENT SYSTEM (QMS) : Mid-Year Appraisal 2022

The Quality Management System ( Collective Agreement Number 2 of 2020 ) is a performance management system for school-based educators, designed to evaluate the performance levels of individuals in order to achieve high levels of school performance. It is critical in assessing the extent to which educators are performing in line with their job descriptions in order to improve levels of accountability in our schools.

All School based educators are required to undergo Mid-Year and Annual evaluation in an academic Calendar.

You are kindly requested to complete the information below on the status of Mid-Year Appraisal for all educators at the school for the 2022 academic year.

Furthermore, you will find links to online resources on the development of Mid-Year Appraisal at the end of this questionnaire.

Thanking you for your efforts in providing the requested information.

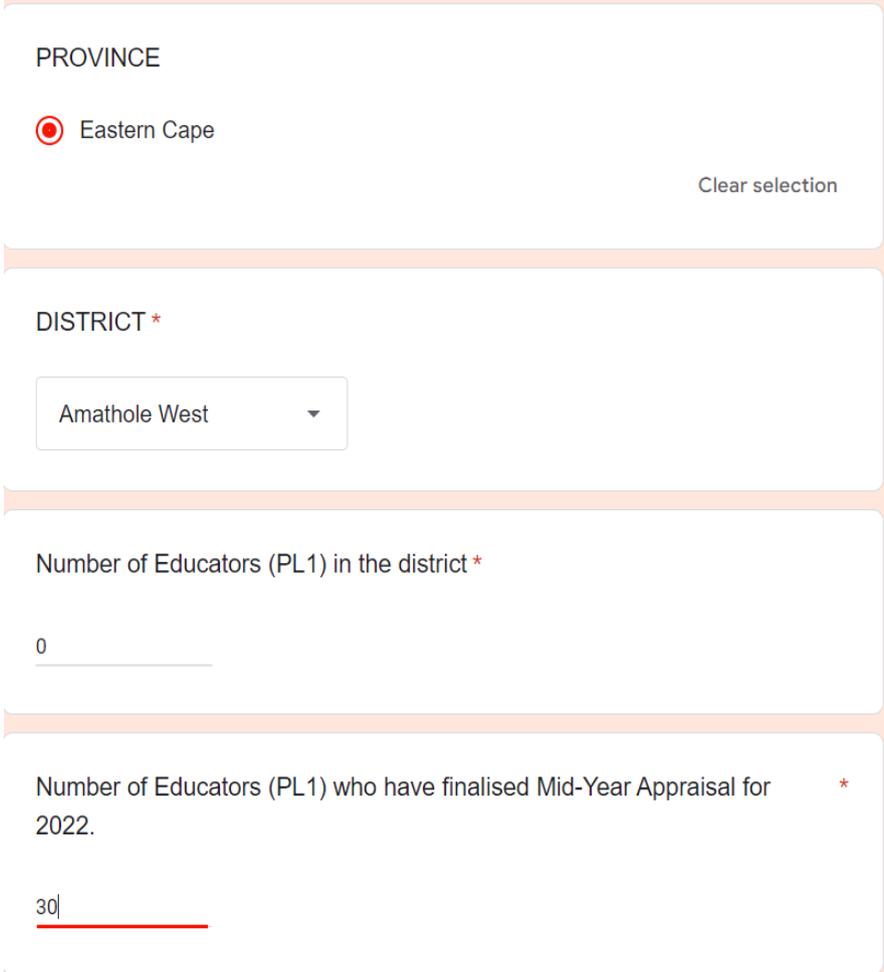
Email \*

### 3. HOW TO UPDATE RECORD/RESPONSE

To update a **Record/Response** the following process must be followed

1. Use a Google form link: **xxxxxxxxxxxxxxxxxx**
2. Click the link: **Open Form**
3. Complete all the identification information correctly such as Province, District etc.
4. Then do a top-up data on the numbers only.
5. If there's no new information type 0.

#### Example



The screenshot shows a Google Form with four sections. The first section is labeled 'PROVINCE' and has a radio button selected for 'Eastern Cape' with a 'Clear selection' link. The second section is labeled 'DISTRICT \*' and has a dropdown menu showing 'Amathole West'. The third section is labeled 'Number of Educators (PL1) in the district \*' and has a text input field containing '0'. An orange arrow labeled 'No update' points to this field. The fourth section is labeled 'Number of Educators (PL1) who have finalised Mid-Year Appraisal for 2022. \*' and has a text input field containing '30'. A green arrow labeled 'update' points to this field.

*For further information, contact your QMS Provincial Coordinator.*