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To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads: Curriculum Support, Circuit Managers, Deputy Chief Education Specialists, FET and GET Coordinators, Subject Advisers, Principals and Teachers of all ordinary public and special schools

SUBJECT: ENABLING OF ACCESS TO MICROSOFT 365 ONLINE ACCOUNTS (INCLUDING MS TEAMS) FOR TEACHERS

1. The Western Cape Education Department (WCED) eLearning Directorate would like to inform all teachers of ordinary public and special schools that they have been given access to a provincial school email address through an Office 365 online account. This is a web-based version of Microsoft's Office Suite.
2. **What this enables:**
 - The Office 365 online account gives teachers access to the full bouquet of the Office 365 online applications.
 - This access includes Microsoft Teams, which is an application enabling collaboration and teamwork.
 - Staff across the WCED will thus be able to chat by instant messaging, video calling, voice calling, file-sharing, engaging in virtual meetings and real-time collaboration.
3. **How to access the services:**
 - The first time LOGIN details will be made available to the school principal on CEMIS to share with the staff of the school.
 - Teachers whose details have not been captured on CEMIS will not have access to MS Teams or their new email account until their details are captured and updated on CEMIS.
 - Should any of the teachers' details be captured on CEMIS and no login credentials are displayed, schools will have to report it to the schools' IT Service helpdesk (021 834 4690).

4. Please be advised that the use of the service and the provincial email are intended for professional, school or education-related engagements only.

5. The section that follows, indicates the technical support and training opportunities:

5.1 **Technical Assistance:**

5.1.1 A guide on how to set up your new Office 365 account for the first time can be downloaded via the link below. This link must be accessed first. <https://schoolsit.wcgschools.gov.za/index.php/knowledge-base/office-365/setup-your-new-office-365-account>. **(See: Annexure A)**

5.1.2 A guide on how to access your Office 365 online account on your desktop, laptop and/or mobile device is also available. This is the second step in setting up. **(See: Annexure B)**

5.1.3 Should technical assistance be needed, please send communication via an email: to schoolsit.servicedesk@westerncape.gov.za or **WhatsApp** 021 900 7123. *Note: The new Schools' IT Service Desk contact number is: 021 834 4690.*

5.2 **Training opportunities:**

Several related training opportunities are provided through the following components: Provincial WCG ICT Training Unit, Cape Teaching and Leadership Institute (CTLI), the Directorate eLearning and the district eLearning advisory teams.

A: Training specific to getting familiar with Microsoft Teams:

5.2.1 The **ICT Training Unit** and The Centre for e-Innovation in the Department of the PremierUnit have developed an **online MS Teams Orientation training course** which is available at <https://icttraining.westerncape.gov.za/moodle>.

5.2.2 Teachers who complete this self-paced course will develop the know-how to collaborate and communicate from anywhere, virtually, and on any device at any time (the course is not location- or time-bound). Scan the following QR code into your smart phone to access the How-to-get-started guide. **(See: Annexure C)**



B: Training related to ICT integration and online applications can be sourced at:

5.2.3 **CTLI** offers online courses:

- Courses can be accessed at <https://wcedctli.co.za/>.
- This site can be visited for updates to the menu of online courses that will be available to teachers.

5.2.4 **Directorate eLearning** has created a website with a digital learning content pack for teachers and office-based teachers to help strengthen remote teaching and learning practices.

- It is aimed at developing teacher ICT skills, exploring and sharing new tools for teachers who facilitate remote teaching and learning.
- This self-paced learning journey is divided into five modules. Please follow the link: <https://wcedeteacher.wixsite.com/eteacher>.

6. For additional information on training opportunities contact your district eLearning advisers. **(See: Annexure D)**

7. Principals are requested to bring the contents of this minute to the attention of all individuals and groups concerned.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2020-05-26