



Reference: 20190624-6139

File no.: 9/8/7/2

Enquiries: S Koopman

Curriculum FET Minute: DCF 0009/2019

To: Deputy Directors-General, District Directors, Chief Education Specialists, Deputy Chief Education Specialists, Subject Advisors, Principals, Mathematics Departmental Heads and Mathematics Teachers at high schools.

Subject: Improvement of Mathematics learning by using a digital resource

1. The Western Cape Education Department (WCED) endeavours to improve participation rates and performance in Mathematics in the province as part of the broader provincial Mathematics, Science and Technology (MST) strategy. In support of this objective, a mathematics resource (Paper Video) has been provided to 57 schools through external funding. 10 of the 57 schools also received this resources for their Grade 8 and 9 learners. The list of schools participating in the project since 2018 is attached for ease of reference.
2. The 2018 implementation yielded various successes. Schools that used and incorporated the Paper Video resources into teaching and learning saw a substantial improvement in learner performance in Mathematics. The feedback received from teachers revealed that in many instances the Paper Video lesson presentations showing explanations and solutions to questions were excellent and learners used them for self-study and revision.
3. The success of the project will require greater involvement and support from Mathematics teachers, departmental heads, principals, subject advisors, FET coordinators and circuit managers. A dashboard is used to track learner registration and usage of the resource. The following is a link to the dashboard.
<https://papervideo.co.za/sponsor-dashboard>
4. The WCED has engaged with the selected schools and is aware of the challenges experienced, such as the retrieval process in 2018, the registration of learners in 2019 and the lack of resources at some schools. The WCED is engaging with Paper Video to assist in this area, particularly with the shortages of the resources.

A project manager, Ms Sarelda Koopman, has been appointed to support the project and has been tasked, with Mr Reginald Ndabeni, to give optimal support to all the Paper Video schools to maximise usage for greater impact.

5. The WCED would like to encourage all selected schools to ensure optimal utilisation and to prioritise the following:
 - Complete, sign and submit the attached Memorandum of Agreement (MOA) to the project manager by 23 July 2019.
 - Ensure that all Grade 12 mathematics learners at the selected schools are registered.
 - Ensure that the targeted Grades 8 and 9 mathematics learners at the selected schools are registered.
 - Integrate the resources into teaching and learning.
 - Encourage learners to use the resources for revision and self-learning after school.
 - Monitor utilisation through the dashboard (principals and teachers).
6. Please note that the guidelines for registration and the use of the dashboard are attached. Ms Sarelda Koopman and Mr Reginald Ndabeni will visit the selected schools to support and monitor the implementation of the project. Schools are also advised to contact the mentioned officials if they need help and support.
7. Their contact details are included below:

Sarelda Koopman (Project Manager)
Tel. no.: 021 467 9325
Cell no.: 078 169 1134
Email address: Sarelda.Koopman@westerncape.gov.za

Reginald Ndabeni (Focus & MST Schools Provincial Coordinator)
Tel no.: 021 467 2268
Email address: Reginald.Ndabeni@westerncape.gov.za
8. Your cooperation in ensuring the optimal utilisation of the Paper Video resources in the best interests of the learners and enhancing their performance is greatly appreciated.
9. Please bring the content of this minute to the attention of all Mathematics Heads of Departments and Mathematics teachers.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2019-06-28

Paper Video Schools

No	Grade	District	School
1	12	Cape Winelands	BREERIVIER
2	12	Cape Winelands	CERES SS
3	12	Cape Winelands	CLOETESVILLE
4	12	Cape Winelands	ESSELENPARK SS
5	12	Cape Winelands	KLEIN NEDERBURG SS
6	12	Cape Winelands	LABORI HS
7	12	Cape Winelands	NEW ORLEANS SS
8	12	Cape Winelands	WELLINGTON SS
9	12	Eden Cent Karoo	BRIDGTON SS
10	12	Eden Cent Karoo	GEORGE SS
11	12	Eden Cent Karoo	INDWE SS
12	12	Eden Cent Karoo	LANGENHOVEN GIM
13	12	Eden Cent Karoo	MORESTER SS
14	12	Eden Cent Karoo	P.W. BOTHA KOLLEGE
15	12	Eden Cent Karoo	PERCY MDALA HS
16	12	Eden Cent Karoo	THEMALETHU SS
17	12	METRO CENTRAL	BELGRAVIA SS
18	8&9	METRO CENTRAL	BONTEHEUWEL SS
19	8,9 &12	METRO CENTRAL	HAROLD CRESSY HS
20	8,9 &12	METRO CENTRAL	INTSHUKUMO SS
21	12	METRO CENTRAL	KENSINGTON SS
22	12	METRO CENTRAL	OAKLANDS SS
23	12	METRO CENTRAL	OUDE MOLEN THS
24	8,9 &12	METRO CENTRAL	SPES BONA HS
25	12	METRO EAST	BELLVILLE THS
26	12	METRO EAST	BERNADINO HEIGHTS
27	12	METRO EAST	KHANYOLWETHU
28	8,9 &12	METRO EAST	LUHLAZA SS
29	12	METRO EAST	MANYANO HS
30	12	METRO EAST	MASIBAMBANE
31	12	METRO EAST	MONUMENT PARK
32	8,9 &12	METRO EAST	NORTH PINE THS
33	12	METRO EAST	SAREPTA HS
34	8,9 &12	METRO EAST	SIZIMISELE THS
35	8,9 &12	METRO EAST	JOE SLOVO
36	12	METRO NORTH	CRAVENBY SS
37	12	METRO NORTH	DELFT THS
38	12	METRO NORTH	ELSIERIVER HIGH
39	12	METRO NORTH	EXCELSIOR HS
40	12	METRO NORTH	KASSELSVLEI SS
41	12	METRO NORTH	KUILS RIVER THS
42	12	METRO NORTH	MFULENI SS
43	12	METRO NORTH	PROTEUS SS

44	12	METRO NORTH	RAVENSMEAD HS
45	12	METRO NORTH	ST. ANDREW'S SS
46	8,9 &12	METRO NORTH	BLOEKOMBOS SS
47	12	METRO SOUTH	CAPE ACADEMY FOR MST
48	12	METRO SOUTH	GRASSY PARK SS
49	12	METRO SOUTH	OVAL NORTH SS
50	12	METRO SOUTH	PRINCETON SS
51	8,9 &12	METRO SOUTH	SOPHUMELELA SS
52	12	METRO SOUTH	ZISUKHANYO SS
53	12	OVERBERG	GROENBERG SS
54	12	WEST COAST	DIAZVILLE HS
55	12	WEST COAST	SWARTLAND HS
56	12	WEST COAST	VREDENDAL HS
57	12	WEST COAST	WESTON SS

**Memorandum of Agreement between
the Western Cape Education Department (WCED), Paper Video**

& _____

for Sponsored Paper Video Resources

The above-mentioned school understands that it will be receiving Paper Video resources on behalf of its Grade 12 Mathematics learners, and that they (the school) are willing and able to take on the responsibilities as outlined below. Furthermore, the school understands that they can expect WCED and Paper Video to provide support in the ways outlined below.

Communications & Implementation:

At times throughout the year, Paper Video & WCED may need to communicate directly with the school regarding the state and use of the sponsored resources. For such communications:

- The school will assign a Grade 12 Mathematics Teacher or Subject Head as the Contact Person at each school, to take care of communications on behalf of the school and act as the Teacher in Charge of the sponsored Paper Video resources.
- The school will provide Paper Video with a working phone number and email address that is in use during working hours (Monday - Friday, 08h00 - 16h00) by filling in the relevant details below.
- The school will take on the responsibility of replying to communications promptly.
- The school will assist with organising further communications and/or presentations to learners and teachers, where it is deemed necessary by both WCED and Paper Video.

Similarly, should the school require support from Paper Video with regard to the sponsored resources:

- Paper Video will provide the school with a working phone number and email address that is in use during working hours (Monday - Friday, 08h00 - 17h00).

Paper Video Contact Details: contact@papervideo.co.za, 021 426 2222

- Paper Video will take on the responsibility of responding promptly to such communications.

Similarly, should the school require support from WCED with regard to the sponsored resources or the infrastructure necessary for learners to make use of the resources at school, they can contact the Mathematics Subject Advisor for their respective District.

Distribution, Administration, Implementation and Collection of Resources:

It is understood that the Paper Video resources being sponsored to the school are owned by the school.

To ensure the continued and effective use of the resources by the school's learners:

- The school will ensure that all recipient Grade 12 Mathematics Teachers and Mathematics Subject Head will attend training and feedback sessions organised by WCED.
- The school will take on the responsibility of recording the resources on whichever pre-existing system exists for school resources and that the necessary measures will be taken to record which resources are handed to which learners.
- The school will take the responsibility of training their Grade 12 Mathematics learners in the use of the resources, including the use of the microSD card to allow for offline access to video lessons.
- The school will take on the responsibility of distributing the sponsored resources to the recipient learners (Grade 12 Mathematics learners) as soon as possible after the roll-out event.
- The school will loan the sponsored resources to the recipient learners for the academic year, allowing them to take the Exam Book home as they would a textbook.
- The school will decide at their discretion whether to loan out the microSD cards to learners on a long- or short-term basis. The school will accordingly institute a system that allows for recipient learners to sign out and loan the sponsored microSD card packs (similar to how a library book is signed out) in a way that minimises the loss of microSD cards over the course of the academic year.
- The school will take on the responsibility of informing recipient learners that they are responsible for the condition of the resources under their care and that they may be held liable for replacing the resources in the event that they are lost or damaged due to negligence on the side of the learner.
- The school will take on the responsibility of requiring learners and their parents to sign commitment forms regarding the care of the resources and their replacement should they be lost or damaged.
- The school will promote and encourage the registration of learners on the Paper Video platform and the continued use of the resources.
- The school will make available the existing infrastructure of the school (such as tablets and/or computers) to allow for learners without their own devices to access the sponsored resources on a regular and consistent basis.
- The school will make WCED & Paper Video aware of any dysfunctional infrastructure that does not allow learners to use the school's infrastructure to access the sponsored resources.
- The school will take on the responsibility of collecting the sponsored resources at the end of the academic year (AFTER the NSC exams for Mathematics have been written) and put in place measures that ensure the return of the sponsored resources.
- The school will take on the responsibility of holding learners accountable who have damaged or lost the sponsored resources.
- The school will take on the responsibility of distributing the collected resources to subsequent learners in the years ahead.

With regard to the above points:

- WCED will respond to all communications regarding dysfunctional infrastructure at the school stopping learners from accessing the sponsored resources, and will attend to such issues as promptly as possible.
- WCED and Paper Video will provide a draft of the commitment form that can be adapted, printed, copied and sent home with learners.

Surveys:

WCED and /or Paper Video may need to conduct feedback surveys from time to time. In such events, it is understood that:

- The school will help in the photocopying, distribution, administration, collection and storage of the survey forms that will be provided by WCED and/or Paper Video via email.
- The school will assist WCED and/or Paper Video in organising the necessary time and opportunity for learners to complete the survey forms. Furthermore, should the completed survey forms be in hardcopy format, they will be stored by the school until they are able to be collected as indicated by WCED.

With regard to the feedback survey forms:

- WCED and/or Paper Video will make sure that the feedback survey forms are simple and will only require a maximum of 15 minutes to complete.

Termination of Agreement:

In the event that the conditions as outlined above are not fulfilled by the school OR in the event that the sponsored resources are underutilised (as measured by the % of successfully registered Gr 12 Mathematics learners and the watch rate of the video lessons embedded in the Paper Video resources), WCED, Paper Video and the sponsor reserve the right to: not proceed with handing resources to the school; take back any resources already given to the school; and/or deny further sponsorship of Paper Video resources to the school.

In the event that WCED, Paper Video and the sponsor determine such termination to be necessary, the school will be informed in writing and by a follow up call within 2 working days, whereby corrective measures will be communicated to the school. Should such measures not be implemented by the school within 5 working days, Paper Video reserves the right to cancel, retrieve or deny resources held by or promised to the school.

Signed:

All of the above requirements and conditions are understood and accepted by the school, as represented by:

Principal of School:

Name: _____

School number: _____

Email: _____

Signed: _____ Date: _____

Mathematics Teacher at School in charge of sponsored Paper Video resources:

Name & Position: _____

Cell phone number: _____

Email: _____

Signed: _____ Date: _____

WCED Representative:

Name & Position: _____

Phone number: _____

Email: _____

Signed: _____ Date: _____

Paper Video Representative:

Name & Position: Paul Maree, Director

Phone number: 021 426 2222 / 072 177 2386

Email: paul@papervideo.co.za

Signed: _____ Date: _____

How to setup access to the **PaperVideo** Usage Dashboard

This guide will assist you with setting up access to the Paper Video Usage Dashboard. This needs to be done before you can make use of the Usage Dashboard. To see a guide for how to make use of the Usage Dashboard, please see the document *How to MAKE USE of our Usage Dashboard*.

Step 1: Go to our website or get our app

You can get started by visiting our **website** OR by downloading our **app** for your device.

www.papervideo.co.za

For Android devices: download the Paper Video app from the Google Play Store.

For iPhones or iPads: download the Paper Video app from the App Store.

For Windows computers & MacBooks: download the Paper Video app from our website at the HOW IT WORKS page (www.papervideo.co.za/how-it-works.html).



Step 2: Register an account

Registering an account on our **website** or **app** takes less than 5 minutes and is free.

Click on the SIGN IN/REGISTER button in the top right-hand corner, make sure you have selected the REGISTER tab, and then fill in your details.

Click on the REGISTER button, and fill in your details.

Step 3: Send an email to Paul at Paper Video

You can email Paul at paul@papervideo.co.za. Please make sure to include the following in your email:

- your name, institution and position at your institution.
- the email address of your Paper Video account.
- the school(s) and/or project(s) for which you require access to usage statistics.

Step 4: Await confirmation from Paul

Paul will respond with confirmation of your access (or further questions if needed) within 2 working days. Once your access has been setup successfully, please refer to the document *How to MAKE USE of our Usage Dashboard* for hints and tips about getting the most out of the statistics and information we make available.

How to get started with PaperVideo

So you've received our resources through sponsorship and want to get started? All you have to do is follow these 4 easy steps to get yourself the ultimate extra teacher!

Step 1: Get the app or go to our website

You can get started by visiting our **website** OR by downloading our **app** for your device.

www.papervideo.co.za

For Android devices: download the Paper Video app from the Google Play Store.

For iPhones or iPads: download the Paper Video app from the App Store.

For Windows computers & MacBooks: download the Paper Video app from our website at the HOW IT WORKS page (www.papervideo.co.za/how-it-works.html).



Please note: If you also received our microSD card, our app can be installed directly from the card (see our **MicroSD Card Instructions** included in the sponsored resources).

Step 2: Register an account

Registering an account on our **website** or **app** takes less than 5 minutes and is free.

Click on the SIGN IN/REGISTER button in the top right-hand corner, make sure you have selected the REGISTER tab, and then fill in your details.

Click on the REGISTER button, and fill in your details.

Step 3: Activate your resources

Activate the resources you have received by entering your 8-digit Activation Code(s) at our **website** or on our **app**.

Make sure you are logged into the account you want to activate, select the ACTIVATE RESOURCES tab, and enter the 8-digit Activation Code(s) in the space provided.

Make sure you are logged into the account you want to activate, select the MY RESOURCES tab, and enter the 8-digit Activation Code(s) in the space provided.

Remember, if you received our Exam Books, **activating your resources means you can download the eBook versions immediately!** Just make sure you're logged into your account and go to the MY RESOURCES tab to download!

Step 4: Scan, watch & learn!

All of the QR/4-digit codes that provide access to our video lessons are located in our Exam Books and Subject Maps, so make sure you have those at the ready. Now you're ready to start watching our video lessons using our **website** or **app**!

Make sure you are logged into the account you've activated, select the MY RESOURCES tab, scroll down to the 'Enter a Code' box, and enter the 4-digit Video Code of the question/concept you need help with in the space provided.

Make sure you are logged into the account you've activated, select the WATCH A VIDEO tab, and scan the QR Code (or enter the 4-digit Code) of the question/concept you need help with in the space provided.

Please note: If you also received our microSD card, our video lessons provided on the card can be watched without using data (see our **MicroSD Card Instructions** included in your sponsored resources).

How to make use of the **PaperVideo** Usage Dashboard

This guide will assist you with how to navigate and use the Paper Video Usage Dashboard. You can only make use of our Usage Dashboard **AFTER** you have setup access. To see a guide for how to setup your access to the Usage Dashboard, please see the document *How to SETUP ACCESS to the Paper Video Usage Dashboard*.

Step 1: Log into your account on our website


You can only view the Usage Dashboard via our website. The app does NOT allow you to view the Usage Dashboard.

www.papervideo.co.za

Step 2: Navigate to the Usage Dashboard



If the website does not automatically take you to the Usage Dashboard, then go to your profile (by selecting your name in the top righthand corner of the website and selecting *My Profile*), followed by selecting the *USAGE DASHBOARD* tab at the top of the page.

Step 3: Select what you want to see statistics for

Select what Year, Grade, Subject, Publication (i.e. resource) and School you would like to see usage statistics for. Once you have made your selection, press the  button.

Step 4: Scroll down to view the various statistics

We have made a variety of informative statistics available regarding the usage of Paper Video resources. Please remember that the statistics you see will be for the selections you made in Step 3. The different statistics and charts include:

1. **An overview of usage statistics:** Total Activated Users, Total Activated Codes, Total Video Views, Average Video Views per Student, Total Distinct Days on which Videos were Viewed.
2. **A pie chart showing Views per Content Delivery Method:** i.e. whether videos were viewed via the internet, our microSD cards and/or our Content Hubs
3. **A line graph showing Views per Day:** select and drag over the body of the chart to zoom into a specific date range.
4. **A bubble chart showing Time of Day Watched:** i.e. a “heat map” of when learners are viewing videos. PLEASE NOTE, the day and time recorded for the videos views is taken from the current day and time set up on the device being used.
5. **A line graph showing Users per Day:** select and drag over the body of the chart to zoom into a specific date range.
6. **A Keywords table:** a table showing the frequency with which videos associated with certain keywords have been viewed. You can download an Excel sheet of the data in this table by selecting the  button at the top righthand corner of the table.
7. **A Learners and Views table:** a table showing the learners that have successfully registered an account and activated their resources, along with their individual usage statistics and account details. You can download an Excel sheet of the data in this table by selecting the  button at the top righthand corner of the table. You can also download a detailed breakdown of an individual learner’s usage by selecting their name in the table.