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Imibuzo: JC Barkhuizen

INgcaciso eMfutshane yeCandelo le-*eLearning*: DEL 0001/2020

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli aBaziiNtloko, kuBalawuli, (KwaNdlunkulu nakwii-ofisi zezithili), kwiiNtloko zoKunika iNkxaso kwiKharityhulam, kuBaphathi beeSekethe, kumaSekela eeNgcali zeMfundo eziziiNtloko, kuBaququzeleli be-*FET* nabe*GET*, kuBacebisi ngeZifundo, kwiiNqununu nakooTitshala kuzo zonke izikolo zikarhulumente eziqhelekileyo, nezemfundo eneemfuno ezizodwa

ISIHLOKO: UKWENZA UKUBA OOTITSHALA BANGENE KWI-*MICROSOFT 365 ONLINE ACCOUNTS* (KUQUKWA NE-*MS TEAMS*)

1. ICandelo le-*eLearning* leSebe leMfundo leNtshona Koloni (*WCED)* lifuna ukwazisa bonke ootitshala bezikolo zikarhulumente eziqhelekileyo nabezikolo zemfundo eneemfuno ezizodwa ukuba banikwe imvume yokufikelela kwidilesi ye-imeyili yesikolo sephondo ngokusebenzisa i-*Office 365 online account*. Le yinguqulelo yeziko lewebhu (*web-based versio*n) ye-*Microsoft's Office Suite*.

2. **Oku kubenza bakwazi ukwenza oku kulandelayo:**

- I-*Office 365 online* account inika ootitshala imvume yokufikelela kwingqokelela epheleleyo *(full bouquet*) yee-aplikheyishini zika-*Office 365* kwikhompyutha.
- Oku kufikelela kwabo kuquka i-*Microsoft Teams*, eyi-aplikheyishini eyenza ukuba kubekho intsebenziswano nokusebenza kunye ngamaqela (*collaboration and teamwork*).
- Abasebenzi kwiSebe iWCED ngokubanzi baya kubanako ukuncokola besebenzisa i-*instant messaging*, i-*video calling*, i-*voice calling*, i-*file-sharing*, nokuthatha inxaxheba kwiintlanganiso ngokusebenzisa unxibelelwano lwethekhnoloji *(virtual meetings)* nange-*real-time collaboration*.

3. **Indlela yokufikelela kwezi nkonzo:**

- Iinkcukacha ZOKUNGENA *(LOGIN*) okokuqala ngqa ziya kwenziwa zifumaneke kwinqununu yesikolo kwi-*CEMIS* ukwenzela ukuba yabelana ngazo nabasebenzi besikolo.

- Ootitshala abaneenkcukacha ezingekafakwa kwi*CEMIS* abayi kukwazi ukungena kwi-*MS Teams* okanye kwi-*new email account* zabo de iinkcukacha zabo zifakwe yaye zihlaziywe kwi*CEMIS*.
- Ukuba kufakwe naziphi na iinkcukacha zootitshala kwi*CEMIS* yaye kungabikho zi-*login credentials* ziboniswayo, izikolo kuya kufuneka zikuxele oko kwi-*IT Service helpdesk* yezikolo (021 834 4690).

4. Uyacetyiswa ke ngoko ukuba uqaphele ukuba injongo yokusetyenziswa kwale nkonzo ne-imeyili yephondo kukulungiselela imicimbi yomsebenzi nemicimbi yesikolo kuphela.

5. Eli candelo lilandelayo libonisa inkxaso kule nkqubo nezixhobo zethekhnoloji namathuba oqeqesho:

5.1 **Uncedo ekusetyenzisweni kwale nkqubo nezixhobo zethekhnoloji (*Technical Assistance)*:**

5.1.1 Isikhokelo ngokuba uyenza isebenze njani na i-*new Office 365 account* yakho okokuqala ngqa sinokukhutshelwa *(downloaded)* kusetyenziswa le linki ingezantsi. Makungenwe kule linki kuqala. https://schoolsit.wcgschools.gov.za/index.php/knowledge-base/office-365/setup-your-new-office-365-account **(Makufundwe IsiHlomelo A)**

5.1.2 Isikhokelo ngokuba ufikelela njani kwi-*Office 365 online* account yakho kwi-desktophu, kwilephutophu nakwidivayisi ephathwayo (*mobile device*) siyafumaneka naso. Eli linyathelo lesibini lokuyilungiselela ukusebenza le nkqubo yethekhnoloji. **(Makufundwe IsiHlomelo B)**

5.1.3 Ukuba ufuna uncedo lokusebenzisa ithekhnoloji, uyacelwa uthumele imbalelwano nge-imeyili: apha: schoolsit.servicedesk@westerncape.gov.za okanye ku-**WhatsApp** ku-021 900 7123. Makuqatshelwe: Inombolo yoqhagamshelwano entsha *ye-Schools' IT Service Desk* yile: *021 834 4690.*

5.2 **Amathuba oqeqesho:**
Amathuba oqeqesho amaninzi anxulumene noku abonelelwa zezi khomponenti zilandelayo: I-*Provincial WCG ICT Training Unit*, i-*Cape Teaching and Leadership Institute (CTLI*), ICandelo le-*eLearning* neekomiti zezithili ii-*district eLearning advisory teams*.

A: Uqeqesho olulungiselelwe ukuba ubenolwazi nge-*Microsoft Teams*:

5.2.1 Iyunithi i-***ICT Training Unit*** ne-*Centre for e-Innovation* kwiYunithi yeSebe loMphathiswa ziqulunqe ikhosi yoqeqesho eyenziwa kwikhompyutha i-***online MS Teams Orientation training course*** efumanekayo apha: https://icttraining.westerncape.gov.za/moodle.

5.2.2 Ootitshala abayigqiba ngesantya sabo le khosi baya kuba nolwazi lokusebenzisana nokunxibelelana naphi na, besebenzisa ikhompyutha (*virtually*), yaye ngayo nayiphi na idivayisi nangaliphi na ixesha (ikhosi ayikho ndaweni ithile yaye ayibekelwanga xesha lithile). Skena le *QR code* ilandelayo ngeselula yakho eyi-*smart phone* ukufumana isikhokelo esithi: *How-to-get started guide*. **(Makufundwe IsiHlomelo C)**

B: Uqeqesho olumalunga ne-*ICT integration* nokwenza izicelo kwikhompyutha lunokufunyanwa apha:

5.2.3I-***CTLI*** ibonelela ngeekhosi ezenziwa kwikhompyutha (*online courses)*:

- Iikhosi zinokufunyanwa apha:https://wcedctli.co.za/.
- Eli ziko lewebhu linokundwendwelwa ukufumana ii-*update*s kwiimenyu zeekhosi ezenziwa kwikhompyutha *(online c*ourses) eziya kufumaneka kootitshala.

5.2.4 **ICandelo le-*eLearning*** lenze iziko lewebhu elinephekhi yekhontenti yokufunda kusetyenziswa ithekhnoloji (*digital learning content pack*) ukwenzela ootitshala kunye noothitshala abasezi-ofisini ukunceda ukomeleza iinkqubo zokufundisa nokufunda kusetyenziswa ithekhnoloji.

- Injongo yoku kukuphucula izakhono ze-*ICT* zootitshala, ukuphononongа nokwabelana ngezixhobo ezitsha ukulungiselela ootishala abaququzelela ukufundisa nokufunda kusetyenziswa ithekhnoloji.
- Uhambo lokufunda ngesantya sakho kwahlulwe kwaziimodyuli ezintlanu. Uyacelwa ulandele le linki ilandelayo: https://wcedeteacher.wixsite.com/eteacher

6. Ukufumana ingcaciso engaphezulu ngamathuba oqeqesho niyacelwa niqhagamshelane nabacebisi be-*eLearning* bezithili zenu. **(Makufundwe IsiHlomelo D)**

7. Ziyacelwa iinqununu zazise ngokuqulethwe yile ngcaciso imfutshane kubo bonke abantu namaqela achaphazelekayo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-PAD BEETS
USEKELA MLAWULI-JIKELELE WEKHARITYHULAM NOLAWULO LOVAVANYO
UMHLA: 2020-05-26