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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 Educators of ordinary public and special schools

**Subject: Invitation to The Spreadsheet webinar series**

1. The Directorate eLearning will be hosting a webinar series which focuses on spreadsheets and the manipulation and visualisation of data.
2. As part of the Directorate eLearning professional development offering, new topics on the use of spreadsheets within the education context will be available. *The Spreadsheet webinar series* aims to:
  - focus on data manipulation and visualisation to support data driven decision and automation of daily tasks within the education context;
  - provide spreadsheets learning outcomes that include the Microsoft Excel and Google Sheets products;
  - provide two developmental tracks to accommodate beginners/intermediate and intermediate/advance users; and
  - support educators, managers and administrative staff within both the school and office-based environment.
3. The target participants for *The Spreadsheet webinar series* are the following:
  - Principals, deputy principals and School Management Team members eager to understand the digitisation of data management processes;
  - Information and Communication Technology (ICT) champions and ICT coordinators at schools to support digitisation and basic automation using spreadsheets; and
  - All educators who are interested in the digitisation and basic automation of data management tasks using spreadsheets.

4. The programme is structured in the following manner:
  - Two developmental tracks are available, each with three topics.
  - All six topics are presented in English as part of the initial roll out.
  - Participants can decide to attend any one of the sessions, but to benefit fully from the learning opportunity, it is recommended that a full track or even both tracks are attended.
  - Topics will be repeated which allows participants to select a suitable date.
  - *The Spreadsheet webinar series* will be rolled out as part of the Directorate eLearning Teacher Professional Development (DEL TPD) programme.
  
5. *The Spreadsheet webinar series'* outcomes and preliminary schedule are attached. (See Annexure A). The registration link for all sessions are as follows:  
Registration Link: <https://bit.ly/Spreadsheet-series-preregistration>.
  
6. For more information contact your district eAdvisory team. (See Annexure B)
  
7. Principals are kindly requested to register and share the contents of this minute with educators and relevant stakeholders. Your participation in this regard is valued and highly appreciated.

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**ACTING DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2021-07-22