
Q3 Report (DBE) – August 2014

This report provides a summary of all Intel activities for the third quarter.

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Dlamani High School (07 – 08 July 2014) – Limpopo

Mr Richard Mabasha facilitated the Intel Getting Started course. There were 19 participants.



On the first day they covered 21st Century skills, Computer Basics, Collaboration and Word processing and did exercises in the hand book. Educators were tasked to set the class test in the subject they teach to test their word processing skills. The trainer explained to them the function of the Help Guide and how they could use it in the future.

Day two, the trainer had to demonstrate the use of the internet because connectivity was very poor at the training venue; in fact they could not connect to Internet. He requested educators to go back to their schools and try to practise what had been demonstrated and explained to them.

They then covered Multimedia and how to apply the skills they had learned. They created 4 different slides using all skills even including animation and sound. They did Spreadsheets where they created their Subject SBA template. They concluded the day by doing Action plans and completed exercises in the handbook.

Muvhavha Secondary School (07 – 08 July 2014) – Limpopo



Getting started training was conducted by Mr Absalom Netsianda. There were 13 Participants.

Participants introduced themselves mentioning their names, schools, expectations for the workshop which included: to be exposed to computer skills and knowledge to enable them to promote change in their schools, acquire more knowledge at the end of the workshop to add onto what they already had; be able to link up with fellow teachers in the online community;; learn how to use a computer and use the internet for lesson plans and communication. This was followed by a brief discussion and introduction of workshop objectives.

Educators were shown how to use the Help Guide and how to complete the handbook. Modules 1-5 were then covered in the 1st day where educators were involved in tasks that required hands on experiences ranging from how to use the computer to how to use Ms Word to start typing, deleting, editing and formatting texts and using Ms Excel to type data in the worksheets, sorting the data, calculating sums and averages and browsing the Internet.

On day 2, they started with Microsoft PowerPoint and creating multimedia presentations by creating slides, typing data in slides, using animations and showing the slides. The activities for the last modules were combined with internet navigation skills, and accessing online community websites using the address bar and search engines. They then engaged in joining community forums, and logging in and out of the online communities such as SchoolNet SA, Facebook and Twitter. The training ended by drawing up an Action Plan on how they were going to introduce 21st century skills in their respective schools and complete their Handbooks.

Nwa'malobye High School (07 – 08 July 2014) – Limpopo

Mr Jonas Mutengwa facilitated the Getting Started training course with 16 educators in attendance.



The first day started with the trainer and educators loading the CD on to the laptops. They then explored the contents of the CD and how to use the help guide and tip sheets in order to achieve the prescribed tasks. They covered the modules on 21st Century Skills, Computer Skills, Collaboration, Discovering and Applying Word Processing and Discovering and Exploring the Internet. 5 educators were assisted to create their first email accounts.

The second day started by downloading past exam papers from the DBE website. www.doe.gov.za/ 14 educators did not know this website. They were assisted to save them in their memory sticks and folders. They then covered Discovering and applying Multimedia, Spreadsheets and more of 21st Century Skills. The educators also got busy on the internet. One educator requested to be assisted in doing mail merging and the trainer took the whole group through it. He gave educators mathematical and science software which they installed into their laptops. These included 'Geogebra and Greenshot'. After the installation, he managed to take them through some steps on how to use Greenshot to create documents such as tests.

Thengwe High School (14 – 15 July 2014) – Limpopo

The Intel Getting Started training was conducted by Mr Richard Mabasha. 13 educators attended the training.



Training started by the trainer installing Office 2007 to the laptops. They then covered 21st Century Skills, Computer Basics and Collaboration. They downloaded the Handbook and the Help Guide and worked on them to make sure everybody understood how they worked. They created email addresses.

On the second day they covered Word Processing, Multimedia and the Action Plan. To test their understanding, the trainer asked them to set tests for the subjects they taught at school. They created presentations using smart art and animation. They also covered spreadsheets, designing SBA mark schedule for the coming term and did all calculations using excel.

Sinthumule High School (14 – 15 July 2014) – Limpopo

Training was conducted by SchoolNet's Ms Mercy Ntlemo. There were 21 participants.

Mercy started the training by introducing the course and its objectives. They started by creating folders and learning how to navigate the CD; the trainer showed them how to use the Help guide. They covered module 1 to 7, the challenge was the internet; the connection was too weak. The trainer had to use a modem to support and demonstrate some of the websites.

They covered module 8 to 12 on the second day. Teachers were very interested in using the spreadsheet for their class lists and mark schedules. They did PowerPoint presentations and completed most of the activities.

Upington ICT Resource Centre (07 – 09 July 2014) – Northern Cape

Mr Bennet Johannesen facilitated the Intel Getting Started course. There were 18 participants.

The first day started with the trainer loading Microsoft Office to the laptops. Then they proceeded to module one which addressed 21st Century Skills. The teachers could relate to the learner-centred approach instead of the teacher-centred approach in the 21st Century classroom. The trainer shared with the educators how to search for specific information and in which specific format appropriate for the classroom, including how to search for animations.

Two Occupational therapist from Education Support Services assisted the trainer with 21st Century Approaches. They did a practical presentation on listening and speaking skills, giving direction skills, observing and monitoring skills and questioning skills.

Makhado ICT Centre (09 – 10 July 2014) – Limpopo



The Intel Getting Started training was conducted by SchoolNet's Mr Absalom Netsianda. There were 10 participants attending the workshop.

The trainer started by giving a brief discussion and introduction of workshop objectives. This was followed by educators discussing their expectations of the course which included to be exposed to computer skills to enable them to promote change in their schools; to be able to link up with fellow teachers in an online community; to learn how to use a computer and use the internet for lesson plans and communication.

In the module on 21st Century Skills educators were encouraged to apply these skills in their teaching. Educators were shown how to use the Help Guide and how to complete their handbooks. Educators were required to use Microsoft Word for typing, deleting, editing and formatting texts and using Microsoft Excel to type data in the worksheets, as well as how to sort data, calculate sums and averages and how to navigate around the Internet.

On day 2, they started with Libre Office presentations including Microsoft PowerPoint and creating multimedia presentations by creating slides, typing data in slides, and using animations. The activities for the last modules were designed and delivered along with practicing internet navigation skills, and accessing online community websites using the address bar and search engines. They then engaged in registering, joining community forums, and logging in and out of the online communities like Thutong, SchoolNet SA, Facebook and Twitter. The training ended by drawing up an Action Plan on how they were going to introduce 21st century skills in their respective schools and how to complete their Handbooks.

Free State Provincial Government Building (01 – 02 August 2014) – Free State

Intel Getting Started course was facilitated by Mr Randall Pienaar. 16 participants attended the training.

Randall gave a brief overview of the FIFA Legacy project, explained the aim of the training and clarified the expectations of FSDoE and SchoolNet. The trainees were shown how the CD functions while working on Module 1 and 2. The concept of building a portfolio of evidence for each trainee was explained as well as the use of the hand book to record the answers to the activities. The trainees did 2 Word activities in module 5. The plan-review-share cycle was explained and emphasised.

They looked at various useful websites and signed up on the PIL network. Teachers were really excited about the free apps on the PIL network website. There were two participants without email addresses. So they created Gmail accounts for themselves by doing the **Create a free email account** activity.

Day 2 was started by the trainer explaining the difference between the *discover* and *explore* modules and the importance of recording answers in the handbook. The trainees did 2 activities in modules 9 and 11. They then had a discussion on how to develop a work schedule for the training they will have to conduct at their respective schools. The request was that teachers go back to their schools to discuss the training schedule with the principal and colleagues and then email it to the trainer.

Atang Primary School (01 – 02 August 2014) – Free State

Training was conducted by SchoolNet's Mr Thabo Molelekoa. 18 educators attended the training.

Training commenced with a brief explanation of the aims of the training and expectations thereof. They covered module 1 to 5 on the first day. They saved the handbook in folders and were asked to complete at least 3 activities on Word Processing. The Help guide was used to find solutions on questions that educators had on certain tasks. They covered modules 6 and 7. Then they looked at some educational websites such as the Thutong Portal. They created email addresses for those who had never had them.

On day 2, they covered Multimedia, Spreadsheets and discussed a schedule for training that needed to take place at their respectable schools. The trainer demonstrated how to create PowerPoint presentations and then let trainees create and present their own. Teachers were happy to see how useful the Spreadsheets were in assisting them to create various documents that they need at school.

Lourier Park School (01 – 02 August 2014) – Free State

Ms Sandra van der Walt conducted Getting Started training with 23 educators in attendance.



They covered module 1 – 5 on the first day. The trainer started by giving the trainees some pointers on how to conduct training. She tried to engage the participants in discussions around 21st Century teaching and learning. She gave an overview of module 2 and 3 and the educators enjoyed doing the activities. They were happy to learn new features about MS word. Trainees also enjoyed creating their own Word Processing documents.

On day 2 the trainees were split into 4 groups which assisted a lot in terms of participation in activities. In their groups trainees had to plan, do and then review their work before they could showcase their products. Thereafter they covered Microsoft Excel. They also covered the Internet

Module where they looked at search engines and logged on to some websites such as the SchoolNet SA website. They created email addresses as well.

They concluded the training by creating action plans on how they will implement the training in their schools.

Motheo Vodacom ICT Centre (08 – 09 August 2014) – Free State

Mr Mosebetsi Mphuthi conducted Getting Started training for educators from 8 schools. There were 20 educators who attended training.

On the first day, the trainer outlined the background of the course and also gave them the expectations for the end of the training. He then went through the CD with the participants to ensure that they were all comfortable with navigating the Cd.

They covered word processing, spreadsheets, multimedia and the internet. Educators enjoyed presenting using slides with sound and beautiful designs. Some trainees even used pictures from the internet in their slides. They showcased their work to their fellow trainees. They created emails and registered as SchoolNet members and on the PIL Network.

Training was concluded with educators designing the Professional Development plan they would be using to train educators in their schools.

Senakangwedi Secondary (08 – 09 August 2014) – Free State

Getting Started training was conducted by Mr Tyran Ferndale. Training was attended by 20 educators.

The trainer started the session by introducing the Getting Started methodology and approach. The concept of 21st Century skills was introduced and the discussions were open around it. Trainees were grouped in order to complete their handbooks and the trainer discussed with them the process to finish activities (plan, do, review and share). The Help guide was introduced. They covered the modules on discovering word processing and discovering spread sheets. In their groups the trainees were tasked to create a mark book. To show the trainees how training was to be conducted, the trainer went through one scenario step by step with them.

They covered discovering the internet and part of exploring and using the internet. Educators were asked to produce a project presentation on their specific learning areas and present it to the class. They were excited to use the internet to search for information. They also completed and shared their action plans.

Sebetwane Secondary School (18 – 19 August 2014) – North West

Intel Teach Getting Started was facilitated by SchoolNet's, Mr Alec. 21 educators attended training.

All went well on the first day covering modules 1 to 5. On day 2 trainees were guided on how to finish the remaining modules. They completed the handbook and some exercises, how to follow instructions. They learned to use the internet, to use search engines, participants enjoyed using Google and they managed to check the Thutong Website.

Tshipietsile Secondary School (18 – 19 August 2014) – North West

Training was conducted by Mr Avhashoni Ntsieni. 33 educators attended the training. There were 33 educators attending training.

Training started with module 1 where the trainer tested the way educators teach in their classrooms and also the skills that they had. They realised how they never include Skills like problem-solving in their teaching. Integration of ICT in teaching and learning was also introduced. Educators updated their handbooks before they finished for the day.

On the second day; they recapped on the activities covered on the previous day and then educators prepared presentations using PowerPoint. They searched for pictures on the internet thus improving on their skills of how to insert pictures. They also created folders and saved their documents, they learned how to edit and format documents, inserting charts in their presentations.

Lady Frere Junior Secondary School (18 – 19 August 2014) – Eastern Cape

Mr Sakumzi Detyana conducted Getting Started training. 20 educators attended training.

First day for some educators was challenging; it was evident that some of them were not very confident to use the laptops hence they required a lot of attention from the trainer. They were introduced to the course and told the objectives of it. Educators were very keen to learn how the course was going to assist their schools in their teaching, learning and assessment.

The internet connection proved to be a challenge on day 2. The trainer used his modem to demonstrate to trainees. They were shown how to search for information, copy and download from internet. They were shown educational websites, how to register for an e-mail address (Gmail), read incoming mails and compose out-going mails. A volunteer from the class was able to use the facilitator laptop in order to do this due to the lack of connectivity at the venue.

Inchanga Primary School (21 – 22 August 2014) – KwaZulu Natal

Training was conducted by Mr Senzo Ngcobo. There were 23 educators from 8 different Schools from Inchanga Area.

Mr Ngcobo started the training by introducing SchoolNet and the Getting Started course. They then went through the navigating of the Cd. The trainer then showed them how to open the Index page when using Windows 8. They covered module 1 – 3 and had discussions on how they would take their colleagues through these modules.

They covered Word Processing where the importance of “Do It” steps was emphasised. Educators learned a lot of skills through these steps and realised how important Planning was. They also went through Spreadsheets, they prepared some tests and shared them.

On the second day, they covered the module on Discovering Multimedia. Educators planned their curriculum overview activity as individuals. They enjoyed adding slide designs, animations, and transitions with some sounds. The trainer showed them how to use the internet. They visited websites such as Thutong, dbecloud and howstuffworks. They registered for SchoolNet Membership as well and created email addresses.

They concluded the training by completing the Action Plan.

Pinetown ICT Vodacom Centre (21 – 22 August 2014) – KwaZulu Natal

Ms Nomty Gcaba conducted the Getting Started training for the KwaNdengezi Schools. There were 23 educators who attended the training.



The facilitators started by introducing the programme and the aim for the training. Professional development points were discussed and well as documents that should be considered during the training. The facilitator folder was discussed. The training was preparing these educators to be able to become trainers for this course. The Help guide was discussed in detail. The help guide was going to be a powerful tool in helping them move on with the training back at their school.

The chapter on 21st Century skills was discussed in detail. The facilitator demonstrated the handbook and how it is used and soon educators started using this handbook on their own. Teams were formed; educators grouped themselves according to their schools. This was going to help them think about educators that will be trained back at school. The facilitator introduced all activities step by step; she spent time in the chapter for applying word processing. She did the first activity together with participants and then later told them to choose any activity and use the help guide to complete the activity. All participants started by creating their folders as well as subfolders. The subfolders contained documents in Microsoft word, Spreadsheet and PowerPoint presentation.

Mr Nkabinde from the Department of Education visited educators and delivered a motivation talk for 30 minutes. Educators also got the opportunity to ask him questions.



On the second day they continued with activities on Spreadsheet and PowerPoint. Educators were able to finish 9 activities. The action plan was discussed and the whole session was interesting because the training was attended by 4 principals and 2 HOD's. The groups were given time to design their action plan. The facilitator with the help of the principals selected one champion per school that was going to liaise with SchoolNet. These educators were very comfortable in using computers and their skills improved a lot during the training. They had

good skills and they presented themselves very well.

Navalsig Combined School (22 – 23 August 2014) – Free State

Mr Randall Pienaar conducted the Intel Getting Started course. There were 9 participants.

Mr Pienaar started by giving a brief overview of the FIFA Legacy project, explained the aim of the training and clarified the expectations of FSDoE and SchoolNet. The trainees were shown how the CD functions while working on Module 1 and 2. The concept of building a portfolio of evidence for each trainee was explained as well as the use of the hand book to record the answers of activities, reflections and take home exercises. The trainer worked with the participants through module 4 and pointed out the similarities in the other discover modules i.e. modules 6, 8 & 11. The trainees did 2 Word activities in module 5. The plan, do review and share cycle was explained and emphasised.

They looked at various useful websites and signed up on the PIL network. Luckily all trainees already had email address and the trainer could demonstrate document collaboration on Google drive. One of the more skilled trainees was asked to duplicate the evaluation document as a google form and to share it with the group. All the activities done for the day were uploaded to the participants' Google drives and shared with me.

On day 2 the trainer stressed the difference between the *discover* and *explore* modules and the importance of recording answers in the handbook. The trainees did 2 activities in modules 9 and 11. They had a discussion on how to develop a work schedule for the training they had to conduct at their respective schools. The request was that teachers go back to their schools to discuss the training schedule with the principal and colleagues and then email it to the trainer.

Pinetown Girls High School (28 – 29 August 2014) – KwaZulu Natal

Training was conducted by SchoolNet's Ms Nomty Gcaba; she did Getting Started course. There were 21 participants from 8 schools from KwaNgcolosi area in KZN.

The facilitators started by introducing the program and the aim for the training. Professional developments points were also discussed as well as documents that should be produced during the training.



They started with the chapter on 21st Century skills. The facilitator demonstrated the handbook and how it is used. The trainer discussed ways of assessing the level of participants by asking them questions on what they knew about computers and whether they knew how to use the mouse etc. After assessing them the trainer was in the position to see where to start with the modules rather than waste time talking about basics.

Educators grouped themselves according to their schools. The facilitator introduced all activities step by step; she spent time in the chapter for applying word processing. She did the first activity together with participants and then later told them to choose any activity and use the Help guide to complete the activity.

On the second day they continued with activities on spreadsheets and Impress presentation. A few groups of educators were able to finish 9 activities. The groups were given time to design their action plans. The facilitator with the help of the principals selected one champion that is going to liaise with SchoolNet from each of these schools attended. Educators from Hlahlindlela came up tops as they were the ones who were helping everyone in this class. They could easily figure out almost all the tool bars.

Statistics for Quarter 3

	Total Number of clusters	Total Number of Project schools	Actual Schools on List	Number of clusters completed	Balance of clusters Remaining	schools trained	Master Teachers trained	Approximate staff trained @ all schools
Eastern Cape	31	217	111	5	26	30	90	900
Free State	22	153	147	7	15	50	150	1500
KwaZulu Natal	33	231	108	5	28	25	75	750
Limpopo	30	210	170	15	15	100	300	3000
Mpumalanga	21	167	45	0	21	0	0	0
Northern Cape	13	92	37	0	13	0	0	0
North West	27	192	98	5	22	54	162	1620
TOTALS	177	1262	716	37	140	259	720	7200

NB: the number of clusters has increased from 175 to 177 due to a few schools being outside the radius of a clustered workshop.

Q2 has seen 20 clusters completed with a further 31 scheduled for Quarter 4. This means that 57 clusters of schools would have been completed by end of 2014 and leaves 120 workshops still to be completed in 2015.

