



Adil Mungalee – Using OneNote



Overview

Country: South Africa

Location: Mankweng, Limpopo

Industry: Education

Software and services:

Microsoft Innovative Educator Expert program

Websites:

www.dadooprimaryschool.com

<https://education.microsoft.com/>

Partners:

SchoolNet SA

Microsoft Innovative Educator Experts advance the conversation about improving student outcomes through innovative uses of technology in teaching and learning.

“Technology today has moved at such a quick pace, that every industry is employing ICTs in some way or the other, so why should the schools not be at the forefront?” This is the viewpoint of Adil Mungalee, Deputy Principal of Dr Yusuf Dadoo Primary School in Krugersdorp who would like to channel more of the school’s funding into ICTs. “I want Internet access for all my teachers and learners, as this will make communication so much better. I believe that every child has a right to access technology enhanced learning, so it will be vital for them to have some sort of device which will enable them to access electronic resources, be it a tablet, pc, a laptop or a smartphone. They need it.” He admits, however, that the reality is that we can’t always afford what we want, so for now the priority is making the most of the technologies which the school has been given by the Gauteng Department of Education and those which the school has purchased out of their own funds. Currently each teacher at Dr Yusuf Dadoo Primary School has access to a laptop and the school has an ICT lab, but devices for students to use in the classroom are still on the wish-list.

Excellence in Technology-Enhanced Teaching and Learning

Adil was placed first in Gauteng province in the “Excellence in Technology-Enhanced Teaching and Learning” category of the National Teacher Awards in 2015. This award recognizes teaching methods and administrative functions which use technology effectively in schools. The award also looks at innovative teaching and learning strategies employed through the use of ICTs. Adil is very proud of this achievement.





“Every classroom needs to be revamped to accommodate the new technologies available. Microsoft has so many exciting applications available. I encourage teachers to start using One Note for organisational purposes as a filing system.”

Adil Mungalee, Deputy Principal,
Dr Yusuf Dadoo Primary School

For More Information

For more information about Microsoft in Education, visit:

www.microsoft.com/education/

To find out about the Microsoft OneNote for Education, see:

<https://www.microsoft.com/en-us/education/Products/onenote/default.aspx>

For more information about Dr Yusuf Dadoo Primary School, visit:

www.dadooprimarieschool.com

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OneNote for digital filing

Adil uses Microsoft applications quite extensively. When asked how he started using OneNote, Adil says he happened to stumble across it in 2014 when he was going through the ‘unused’ apps on the Microsoft Office Suite. He started playing around with the program and realized that it was exactly what he needed for a filing system. Adil then took the template given by the Gauteng Department of Education and used it to make up sections for filing. The documents, lesson plans and memos were then either copied and pasted into OneNote, or he would use the print to OneNote function to add them to his OneNote. Once he had created his own files using OneNote, Adil shared this idea with the staff and his template has now also been shared with many colleagues from surrounding schools.

Adil uses the teacher file in OneNote to check his lesson preparation and access other resources that he would file per lesson. This makes it easy to get to stored information. Adil has started updating his file to accommodate the curriculum for the entire year. This will save him a lot of time in the future. He is longing to use OneNote as a learning tool with his students. Unfortunately many of the students don’t have access to computers at home.

OneNote to save paper and money

Adil believes that OneNote is the perfect application to file documents with ease and to save the school money that would have been used on printing. At Dr Yusuf Dadoo Primary School, all the teachers are experimenting with Microsoft OneNote for planning and storing documents electronically; the principal emails all important documents directly to the teachers so that they can print directly to their OneNote files; and teachers are slowly starting to use e-files in all their subjects.

OneNote for portable, editable files

At school the teachers use a OneNote Teacher File template which is prepared for each teacher giving them the basic documentation required by the District. Teachers can then add their specific subject materials and resources to their eFiles. This system is ultra-portable, can be shared on the schools network, and offers the perfect platform for teacher moderation and development. For example, Adil says “when I, as a subject head, visit a teacher for a class visit, I can either access the OneNote file on the teacher’s computer, or I can go with my own laptop. The file is then accessed from a flash drive, and I can add my motivational comments directly onto the OneNote file. The added benefit of using OneNote, is I can take photos of the learners’ work and attach it to my report. I can also record sound from any presentations, or video record a particular observation and attach it to my report. So now when the teacher reads their report, they don’t just get a boring written moderation, but a multi-faceted report with audio and visual evidence of their teaching.”

Encouraging peers

Adil has conducted workshops with his colleagues both at school and district levels. Adil says the workshops which he conducted where he showcased his filing system, “were met with great awe and positivity”. He finds that after a workshop teachers from other schools rush towards him with their flash drives, hoping to get the OneNote template that way.

As he looks to the future Adil says “Every classroom needs to be revamped to accommodate the new technologies available. Microsoft has so many exciting applications available. I encourage teachers to start using One Note for organisational purposes as a filing system.”