



Erika Esterhuisen – SharePoint for collaborating with colleagues



Overview

Country: South Africa

Location: Grahamstown, Eastern Cape

Industry: Education

Software and services:

Microsoft Innovative Educator Expert

program

SharePoint

Office 2016

OneNote

Sway

St Andrews College - Grahamstown

Erika Esterhuisen describes herself as “a natural leader” and says that “problem solving, and decision making skills are part of my personality.” Erika is currently employed by St Andrews College in Grahamstown as Head of Department: Information Technology, a role which involves both using technology to help streamline administrative processes at the school and supporting and coaching colleagues to integrate technology into the curriculum. Erika says, “My motivation in education is based on taking hold of ICT integration opportunities and using technology to make teacher, parent and learner daily tasks easy, something like *Let your fingers do the work through computer technology.*”

Motivating other staff members

In addition to being a role model for using technology in her own classroom, Erika assists staff members with the use of technology in their classes. “Once every two weeks we as staff members have a period called Curriculum Development. Here, we show one another when we have done something especially interesting in our classes using technology.” During these periods, Erika also runs mini-workshops on using technology to lighten their workloads by setting up quizzes or enabling marking by computer, doing reports in different ways, or planning some kind of project using technology. Erika notes that “co-workers really appreciate and follow those who are truly passionate about technology” and that they have all enhanced their skills by learning from one another and presenting their ideas and best practices.

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





"SharePoint is a place for running daily workflows and processes, which I am still learning and exploring. SharePoint is not a single tool, but rather a platform that enables a lot of different educational activities."

- Erika Esterhuisen
St Andrews College

For More Information

For more information about Microsoft in Education, visit:

www.microsoft.com/education/ww/solutions/Pages/index.aspx

To find out about the Microsoft Innovative Educator Expert program, see:
<http://www.educatornetwork.com/Sites/Educators/Index>

For more information about St Andrews College visit:
<http://www.sacschool.com/>

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Streamlining administration using SharePoint

Although Erika has only been using Microsoft's SharePoint for a year, she says that this platform is "alive with possibilities" for document sharing and collaboration.

When Erika started at St Andrews, she was asked to draw up an examination invigilation timetable for more than a hundred staff members. Undaunted by this logistical challenge, Erika used SharePoint to create an Excel spreadsheet with the grades and subjects divided into timeslots, and then sent each staff member a link and instructions for indicating which days and sessions they would prefer to invigilate. With the built-in sheet for staff to calculate their sessions, Erika was able to ensure that the invigilation load was spread evenly, that teachers' preferences were accommodated, and that each session had sufficient invigilators.

Based on the success of the invigilation timetable, Erika says she is now planning to use Excel within SharePoint for the administration of swimming galas and athletics events by capturing the details of each event beforehand and then making score sheets available to officials on their tablets to complete immediately after each event. This system will allow officials to easily enter their scores or times after each race and will mean that certificates can be printed and scores can be tallied as the various events are completed without anyone having to run around collecting scores.

Other Microsoft products for collaboration

Erika uses Sway to create and share reports and presentations. Erika says, "I just add content, and the rest is done for me by Sway's built-in design templates. You can remix or customize your presentation to your own preference and it is also easy to use Sway to find relevant images, videos and tweets that you can drag and drop right into your presentation. It is easy to share by sending a link." Erika also uses OneNote for her own notes and for sharing with others. "It is available on various devices and it is easy design a notebook with just basic skills. Other Office documents can be embedded into a OneNote, notes can be made and the file can also be shared to work in collaboration with colleagues."

Achievements

Erika Esterhuisen is currently a Microsoft Innovative Educator Expert but she has also won other accolades for enhancing education through the use of technology. In 2010 Erika was nominated by the Department of Education to represent the Eastern Cape at the Microsoft Innovative Teachers' Forum and in 2011 she was chosen as one of twenty finalists for this award. This experienced motivated her to desire to become a leader in the computer technology area of education. In 2014 Erika won an award from Via Afrika which enabled her school to start an e-book (tablet) system with cabling, Wi-Fi and 30 tablets for the grade eights of 2015. Recently Erika was named as the ISPA 2016 Tech Teacher of the Year by the CoZa Foundation. Erika says "It is my passionate belief that the use of technology in any career changes lives, families, communities and ultimately, nations."