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ASSESSMENT INSTRUCTION 49 OF 2014

TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS
SCHOOL MANAGEMENT TEAMS
TEACHERS
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 20 AUGUST 2014

GRADE 12 ACCESS TO THE MICROSOFT LEARNER SOFTWARE

2014

1. The purpose of this Assessment Instruction is to give guidelines to Grade 12 learners on ICT services/solution that could be used in order to support the 2014 Matric. The services are readily available through the current Microsoft Schools Licensing Agreement. The Service is free and they have been included in the current Schools Agreement.
2. This is a teaching and learning campaign that seeks to support performance improvement efforts of the Grade 12 class of 2014. In order support and make a meaningful contribution towards the 2014 Matric, through the existing Schools

Microsoft Enterprise License Agreement, the department has identified some ICT services/solutions that could easily be activated and delivered to learners and teachers.

3. As the department has implemented Microsoft Office 365 for departmental email, the proposed services will improve communication and enhance collaboration amongst Learners, Schools, Circuits, Districts and Head Office.
4. The following Microsoft Education Services are provided:

4.1. Email and Calendars

- 4.1.1. The Use business-class email through a rich and familiar Outlook experience that can be accessed from a desktop or from a web browser using Outlook Web App.
- 4.1.2. Each learner to be given a business-class email,
- 4.1.3. Shared calendars,
- 4.1.4. 50 GB of storage space per learner/teacher,
- 4.1.5. Ability to send attachments up to 25 MB
- 4.1.6. Ability to use the department's own @edu.ecprov.gov.za domain name.
- 4.1.7. This could later be rolled out to other grades.

4.2. Content Sharing and Intranet-Type Services

4.2.1. Sharepoint Online

The learners and teachers will have access to SharePoint online. Using SharePoint Online, the department will be able to put up study and reference material in one location that users can access. Users can from there collaborate and work on the published content.

4.2.2. Access to OneDrive for Business.

OneDrive for Business is cloud storage for business. It's the place where learners and teachers can store, sync, and share their files across multiple devices with ease.

With OneDrive for Business, each learner/teacher will receive 25GB of personal storage that they can either access online via a browser, or via an app on a device. Information synced to OneDrive can be used even without connectivity.

5. The following are the key benefits of the Office365 Solution for Education.

5.1. Reliability

Get peace of mind knowing your services are available with a guaranteed 99.9% uptime, financially backed service level agreement (SLA).

5.2. Security

Cutting-edge security practices with five layers of security and proactive monitoring help keep your data safe.

5.3. Privacy

Your data belongs to you. Microsoft does not scan emails or documents for advertising purposes.

5.4. Up to date

No need to pay for version upgrades; updates are included in your subscription. New features are rolled out to Office 365 customers in an IT-configurable experience.

5.5. Support

24/7 phone support for all IT issues. For less urgent issues, you can make service requests directly through the admin portal.

5.6. Premium Anti-Malware Protection and Anti-Spam Filtering.

5.7. Web conferencing

It enables to host online meetings with audio and video using one-click screen sharing. Also facilitate HD video conferencing and virtual whiteboard. The service is excellent for distance learning.

5.8. Instant messaging

Connect with others via instant message and let people know your availability with your online status.

5.9. Team sites

Work together on projects, in study groups, or in clubs with team sites that help keep related documents, notes, tasks, and conversations organized together up to 300 subsites.

5.10. Mobility

Sync email, calendar, and contacts; access SharePoint sites; view and edit Office documents with Office Online using a browser on Windows Phone, iOS, and Android devices.

5.11. Apps for Office and SharePoint

New third-party and customer-developed apps work with Office and SharePoint to bring web services right into your documents and sites.

6. Requirements

Learners will require an interface / device that can use the services via a browser / app. The devices below can be used:

- PC / Workstation / Laptop
- Tablet (all platforms – Windows, IOS and Android)
- Smart Phone

7. Users may also be able to login and use the services through PCs at Internet Kiosks, Community Centres or Post Offices.

8. For real time collaboration and messaging (e.g. send and receive emails and messages, download content), an Internet connection is required.

9. All users will require unique login credentials, i.e. a username and a password.

10. It is also envisioned that the following will be required;

- Unique Identifiers of learners/teachers
- Full names of learners/teachers
- Learners' mobile numbers
- School names

11. Steps to be followed to set up email

- Open the internet browser and type: <http://aka.ms/o365EduZa>
- Click on **sign in** on top right corner
- Type the following email address:
Your exam number@ecschoools.onmicrosoft.com
e.g 24455756@ecschoools.onmicrosoft.com
- press next:
- The password is : birth details – year, month, date @Pw
e.g. 19920408@Pw
- This will take you to a new page where you will be requested to change password. Use the first password you received as the old password.
- Now enter a new password and click enter and you will have reset your password to the new one you have selected.
- After successfully logging in, you can now go to an email icon on your device (smart phone) and use the same credentials and setup your own email.
- Your e-mail should now be set-up on your smart phone and you will be able to send and receive e-mail.

12. Learners/Teachers are advised that they can directly contact our IT Service Desk should they have issues regarding email. The contact details are 040-6084779 and ITsupport@edu.ecprov.gov.za.

13. Kindly bring the content of this Assessment Instruction to the attention of all Grade 12 Learners and Teachers and schools.


ACTING DEPUTY DIRECTOR-GENERAL: IOM
DR A S NUKU

20/08/2014