NICPD

ONLINE TEACHER DEVELOPMENT PLATFORM

— MANUAL —

NICPD Online Teacher Development Platform

Contents

Organisational Structure

The platform hosts organisations which define the domain of their users. Administrators and users at different levels of the DBE either have a global view of their organisation or a domain-specific view of the organisation. At the lowest organisational level, the verified user can browse and interact with the learning content of the platform and only see evidence of his or her own activity. At the other end of the spectrum the DBE Administrator has a global view of all activity on the platform.

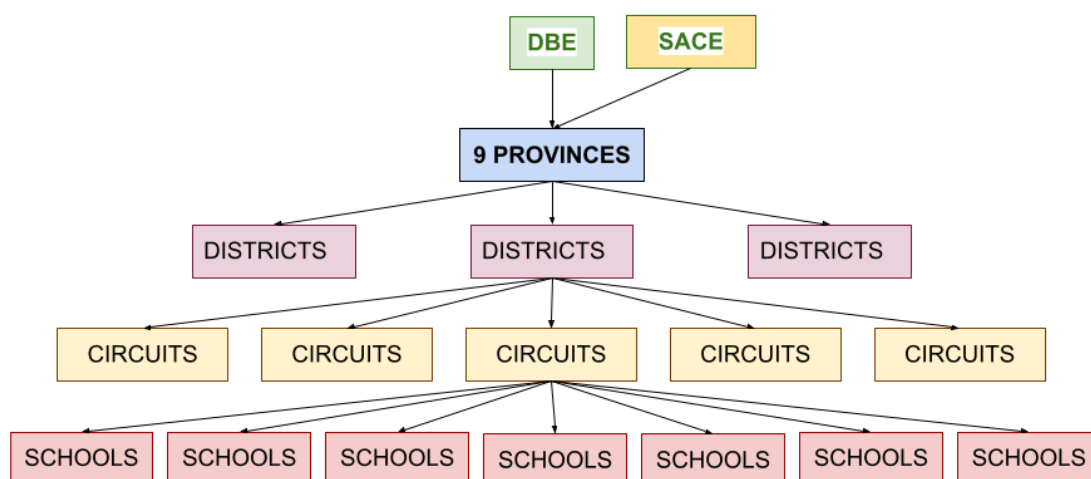The hierarchical structure of the DBE organisation is the core of the platform (Figure 1).

Figure 1

Officials at various levels of the hierarchy are imported as basic administrators at their specific level and can view platform activity at their level and lower in the hierarchy.

SACE administrators appear at the same level as DBE administrators because SACE is the national professional body for educators and is responsible for aspects of teacher development on a national scale.

Types

Users can register as one of three types during the registration process:

1. **Educator**
   A school-based educator qualifying for the allocation of CPTD points.

2. **Non-educator**
   Any user other than a school-based or office-based educator.

3. **Facilitator**
   Someone who is wishing to be considered and appointed by a provider as a facilitator.

   Note that facilitators that have already been appointed by providers, and approved by SACE, must be registered by the provider using the provider's facilitator management side-menu.

Admin Type

There is no registration option for Admin. It is a type allocated to office-based educators. The platform refers to them as basic administrators.

Office-based educators must be imported in bulk by the persons performing the role of provincial or district administrator. These basic administrators differ from educators only in that they do not need to be verified with SACE and they DO need to be imported into the relevant level (province, district or circuit).

Although basic administrators (the Admin type when performing user maintenance) have the same rights as educators they do qualify to be added to one or more of the various security groups. For instance, if they wish to access reporting, they can be added to the group with reporting rights as explained later in this guideline.

Note that if an office-based educator registers as an educator or non-educator they can request a platform administrator in the province or district to change their type and assign them to their organisational level.

Provider

Note that providers are imported to the platform based on the data from the SACE provider portal and cannot register separately as providers. You cannot register a provider or add someone to a Provider type. A provider is an organisation and it has one login corresponding to the person in the provider profile contact details.

Security Roles and Groups

User security will be enabled through a mechanism of secure Groups. The DBE Global Administrator (Super Administrator) will have access to a User Access menu where secure Groups can be defined and modified by assigning specific rights.

Rights are actions that can be performed on a particular part of the platform (e.g. manage users). It is defined through operation rights such as Create, Read, Update, and Delete **(CRUD)**, the four basic operations that can be performed on data.

A Group is a logical grouping of user with the same specific rights. For instance, members of the Provincial Administrator Group will have the rights to manage user as well as manage organisations in the province. The Groups on the platform include:

- Super Administrator
    - Can perform all roles throughout the organisational hierarchy
    - Creates and assigns rights to Groups
    - Adds users of the Admin type to Groups
- DBE Administrator
    - Can perform maintenance on all organisations and users in the DBE
    - Can query data on platform activity in the DBE and its organisations
- Provincial Administrator
    - Can perform maintenance roles on all organisations and users in the province
    - Can query data on platform activity at all levels in the province
- District Administrator
    - Can perform maintenance roles on all users in the district
    - Can query data on platform activity at all levels in the district
- Basic Administrator in the District
    - This is someone who has been imported as an office-based educator.

- o No additional roles are assigned but the group exists so that it is possible to add additional rights at a later stage if deemed necessary
- Basic Administrator at Head Office
  - o This is someone who has been imported as an office-based educator at DBE or provincial level
  - o No additional roles are assigned but the group exists so that it is possible to add additional rights at a later stage if deemed necessary
- Basic Admin with Reporting Access
  - o Can query reports
- Content Creator
  - o Can perform CRUD roles on content that he/she develops
- Moderator
  - o Can perform RU roles on content created by content creators and submitted for moderation
- Badge Manager
  - o Can perform CRUD roles on badges
- Tag Manager
  - o Can perform CRUD roles on tags.
- News Editor
  - o Can perform CRUD roles on News Updates

Roles and Responsibilities of Managers and Administrators

Platform Manager

The Platform Manager can fully perform the role of the Super Administrator but has overall responsibility for the platform. The difference between a Platform Manager and Super Administrator is that the Platform Manager upholds the platform at a conceptual and advocacy level, while the Super Administrator is an administrative role that could be performed by a technician or administrative assistant with basic technical skills. Whereas there may be several Super Administrators there should only be one Platform Manager.

The responsibilities of the Platform Manager include:

- Liaise with SACE and providers regarding the profiling of approved providers and endorsed Type 3 teacher development activities.
- Liaise with provinces as advocates and content partners.
- Coordinate the curating of teacher development microlearning (Type 1) content. This includes:
  - o Training content creators and moderators.
  - o Coordinate content creators through their organisations.
  - o Align tags to content.
  - o Supervise moderation.
- Promote the platform at all levels of the system through a strategy of advocacy and stakeholder participation.
- Security Management. This includes overseeing:
  - o Defining secure Groups.
  - o Coordinating the membership of secure Groups.
- Manage the badging strategy.
- Manage the tagging strategy.

- Participate in ongoing consultation with stakeholders regarding improvement of platform performance and capacity.
- Coordinate projects related to platform maintenance and improvements.
- Moderate conversations, ensure that appropriate use requirements are followed.

Super Administrator

The Super Administrator will perform administration and maintenance tasks according to the *Guidelines for a Platform Administrator.*

The responsibilities of the Super Administrator include:

- Perform all Provincial Administrator roles if such an administrator has not been appointed by the province.
- Train and support Provincial Administrators.
- Support all administrators.
- Security administration. This includes:
    - Defining Groups.
    - Adding specifically identified basic administrators to Groups.
- Organisation maintenance at the DBE level. This includes:
    - Perform CRUD function on organisations in provinces or districts
- User maintenance at the DBE level. This includes:
    - Import DBE users as basic administrators and assign to individuals to DBE Administrators Group (which has reporting and user maintenance rights)
    - Support DBE users.
    - Update the Persal data periodically.
    - Report bugs or suggest improvements to the platform.
- Administer Badges upon instruction from the Platform Manager.
- Administer Tags upon instruction from the Platform Manager.

Provincial Administrator

The responsibilities of the Provincial Administrator include:

- Train and support District Administrators if these are appointed by the province.
- Support all administrators in the province.
- Organisation maintenance at the provincial level.
- User maintenance at the provincial level. This includes:
    - Import office-based educators at the provincial level
    - Support all provincial users.
    - Liaise with the Platform Manager when bugs are reported or improvements are suggested.
- Liaise with the Platform Manager if badges or tags are required.
- Perform the role of District Administrator until someone is appointed to this role in each district.

Management responsibilities at a provincial level include:

- Coordinate scheduling and reporting of teacher development activities in the province
- Coordinate the curating of teacher development microlearning (Type 1) content at a provincial level. This includes:
    - Coordinate content creators through their organisations.

- o   Liaise with Platform Manager regarding necessary tags.
- Promote the platform at all levels in the province through a strategy of advocacy and stakeholder participation.
- Participate in ongoing consultation with provincial stakeholders regarding improvement of platform performance and capacity.
- Participate in a reference group regarding platform concept development and improvement.

District Administrator

The responsibilities of the District Administrator include:

- Support all administrators in the district.
- Support the facilitators of teacher development activities in the district
- User maintenance at the district level. This includes:
  - o   Support all district users;
  - o   Liaise with the Provincial Administrator when bugs are reported, or improvements are suggested.
- Liaise with the Provincial Administrator regarding the creation of content by contributors in the district.

Registration

Users can register as one of three types during the registration process:

1. **Educator**
   A school-based educator qualifying for the allocation of CPTD points.
2. **Non-educator**
   Any user other than a school-based or office-based educator.
3. **Facilitator**
   Individual who wishes to be considered and engaged by an approved provider. Approved facilitators already engaged by providers must be registered by the provider (see Provider Manual)

Users register at https://www.dbe-tpd.online

Office-based educators should be imported (see section User Org Imports).

Registration as Educator includes a validation bridge with SACE.

Registration pages are straight-forward. User should note the distinction between first name and surname and not interchange these. Duplicate entries of email address and password are to ensure that typing errors do not occur during registration.

SACE Validation

The only data used for the validation is the ID number. If the validation is successful the user will see

a teal-coloured notification icon at the top right of the page.

If the validation is not successful, the user will see a red notification icon.

The only thing that the user can check is the ID number. If it is correct user should contact SACE to ensure that he/she is registered.

CPTD points cannot be allocated to a user if they are not validated with SACE.

Logging in

1. Login at https://www.dbe-tpd.online

2. Type in your registered email address and password in the appropriate fields.

3. Password must have:

   a. At least one UPPER case letter
   b. At least one lower case letter
   c. At least one numeral
   d. At least one special character.

Prompts are provided if the password does not included any of these.
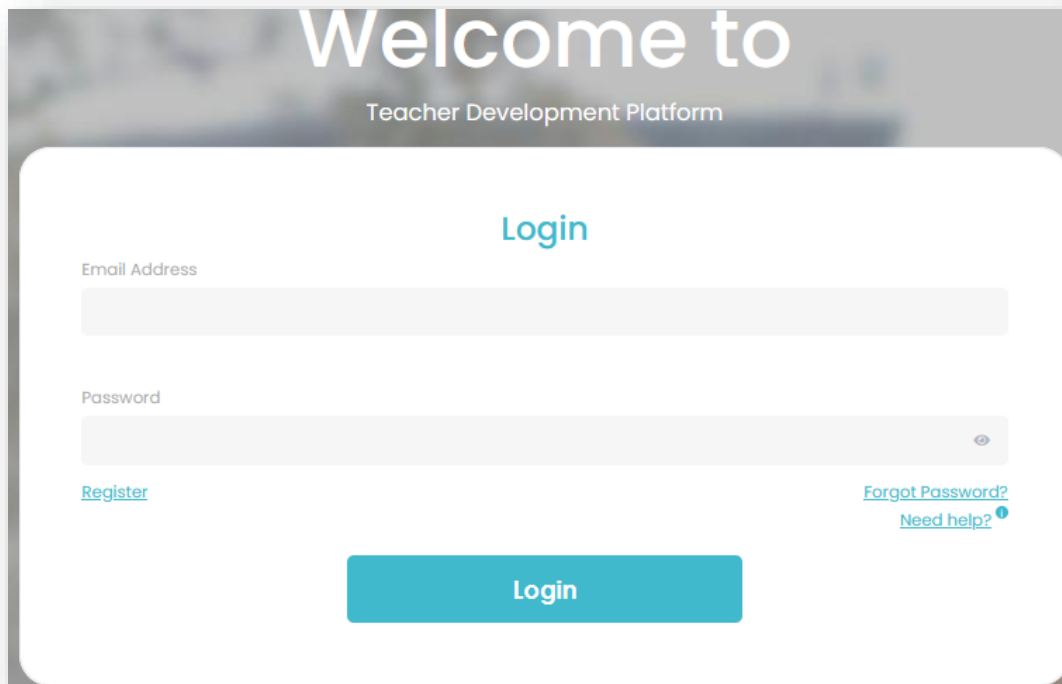
4. Click on **Login**.

The **Forgot Password** link will generate a change password link in an email to the registered email address. Users sometimes look for this link in a different email address and assume that the link is not working

Administration

Note: The super-administrator has access to all administrative functions and will assign additional roles to individuals as authorised by the DBE or provinces.

User Access

Rights typically assigned to super-administrator.

Add a new user group

User groups are groups of administrators who have specific roles to play on the platform. These roles are defined by the security rights that have been allocated to users of that group. For instance, a Content Creator can only create and edit Microlearning Modules.

Any basic administrator can be assigned to more than one user group. For instance, a *content creator* for one subject (Life Science Gr 10-12) may also be a *moderator* for another topic (leadership).

This User Access functionality only creates a user group. To assign roles to the group and to add users to the group see *Manage a User Group.*

1. Click on **Administration**
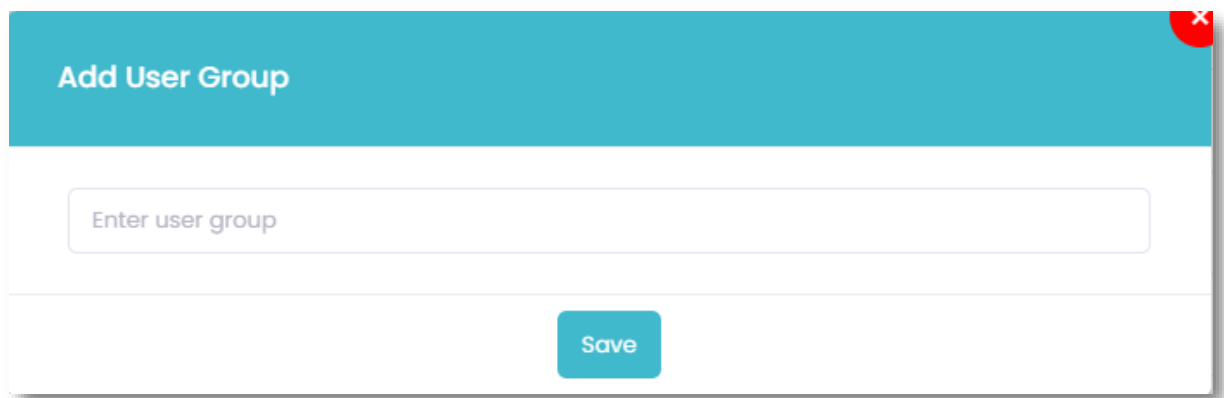
2. Click on **User Access**
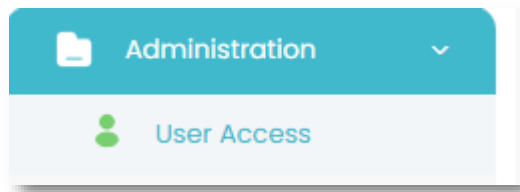
3. Click on **Add New Group**
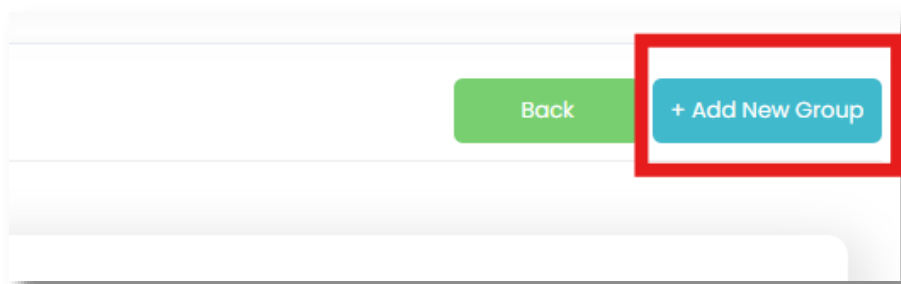
4. Type the name of the User Group and then click on **Save**.

Delete a user group

20. If the user group has members in it, you should not delete the group. To Delete an empty User Group, click on delete icon in the row of the User Group that you wish to delete.
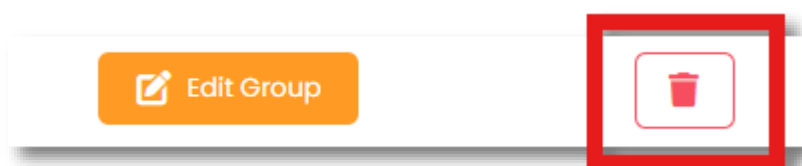
Manage a user group

Assign permissions to a group

6. Click on **Edit Group** in the row of the group that you wish to manage.
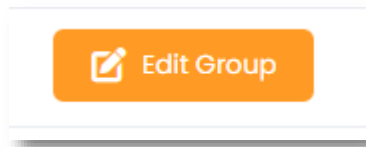
You will notice in the image below that the Content Creator group has 2 users added and the group has been assigned 5 roles.
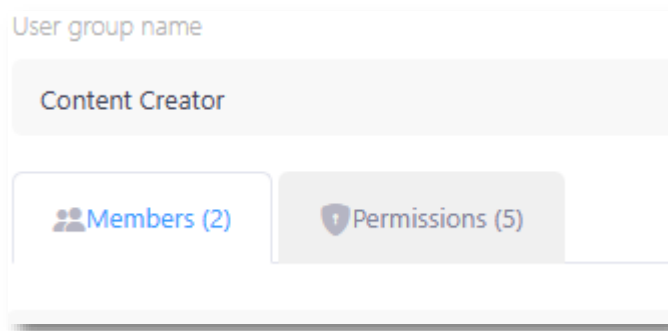
7. Click on **Permissions**. In the image below you will see the roles that have been assigned in the Learning Category. Click on the locks to assign and unassign roles.
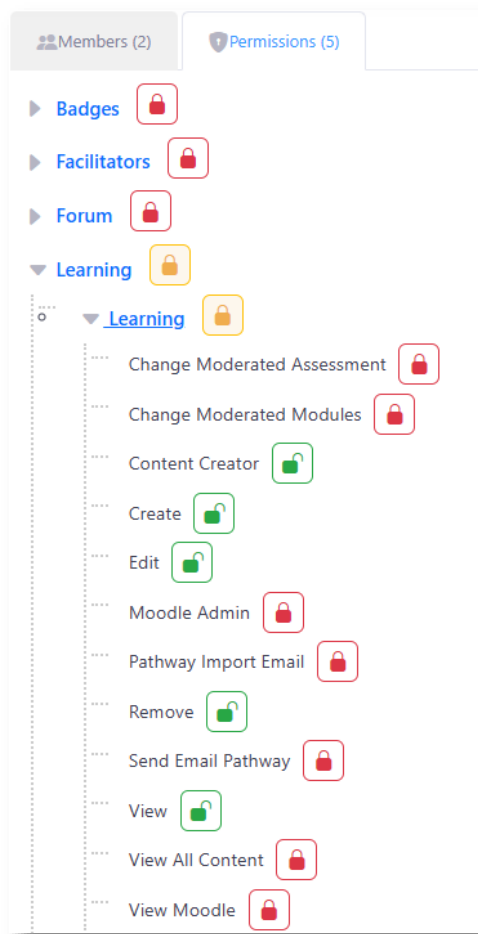
Edit the group name

8. Click on the text box bearing the User Group Name. Edit the name and then click on **Save**.
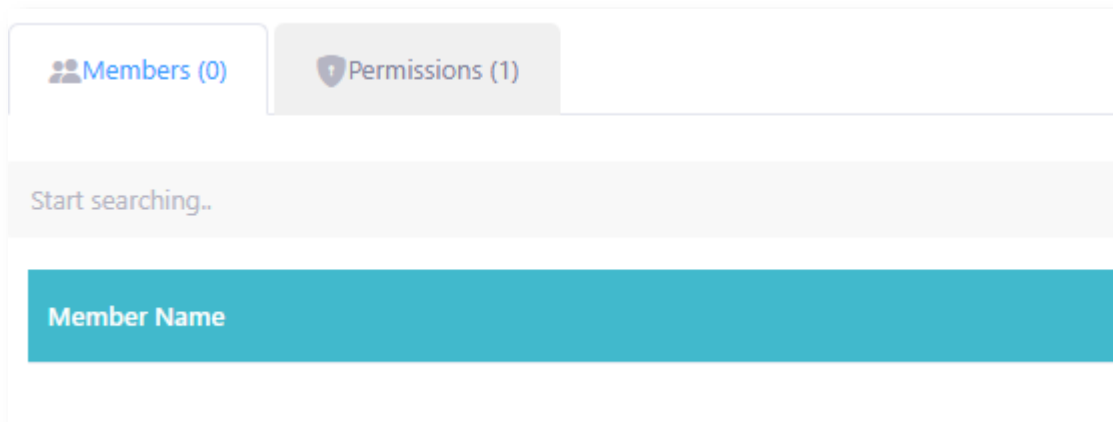
9. Click in **Start searching…** text box of the group that you wish to manage.

10. Type the name of the person to add. Note that only Admin type users will display.

11. Click on the name to confirm. Then click on **Add**.
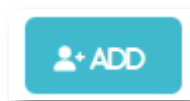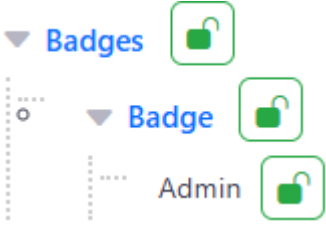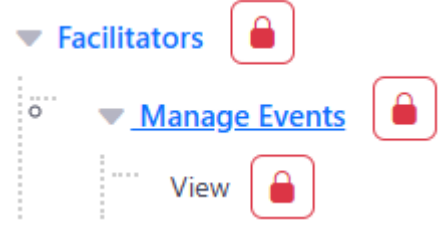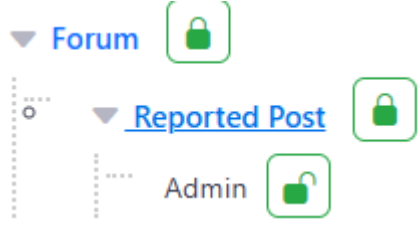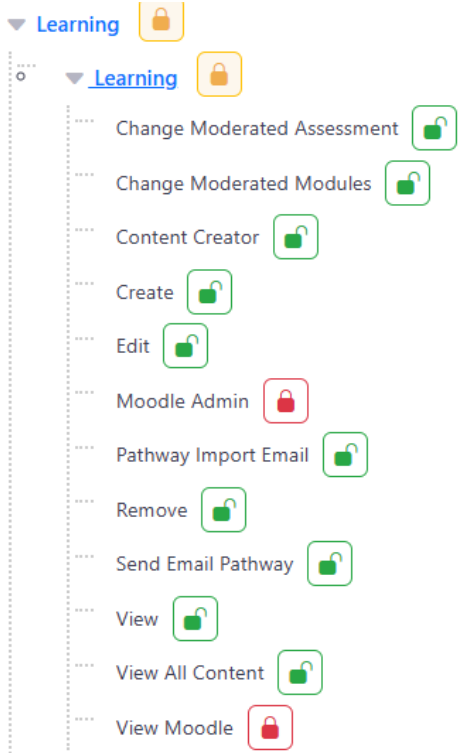
Remove members from a group

12. Click on **the delete icon** in the row of the member that you wish to remove.
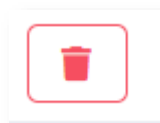
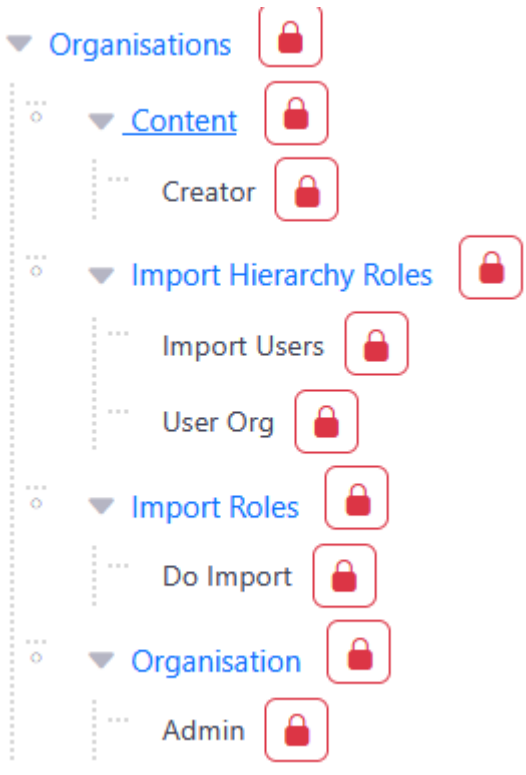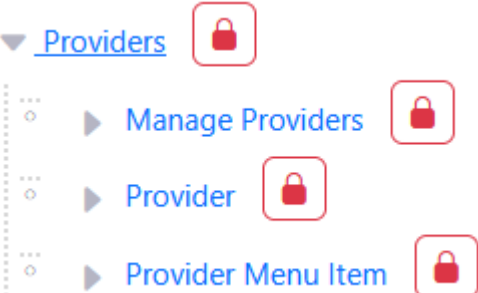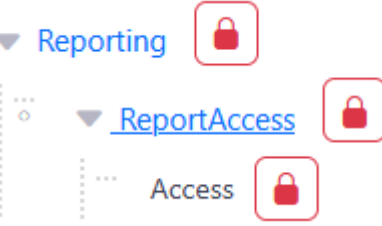## Explanation of Permissions

Create, Read, Update, and Delete **(CRUD)**,

▼ **Badges** 🔓 　　○　▼ **Badge** 🔓 　　　　　Admin 🔓	Conduct all badge editing (CRUD)
▼ **Facilitators** 🔒 　　○　▼ **Manage Events** 🔒 　　　　　View 🔒	Defines permission of the Facilitator type user. Will see "Manage Events" side menu. Other Admin Type users can be added to the Facilitator Group instead of having a separate facilitator account.
▼ **Forum** 🔒 　　○　▼ **Reported Post** 🔒 　　　　　Admin 🔓	Able to manage reported posts.
▼ **Learning** 🔒 　　○　▼ **Learning** 🔒 　　　　Change Moderated Assessment 🔓 　　　　Change Moderated Modules 🔓 　　　　Content Creator 🔓 　　　　Create 🔓 　　　　Edit 🔓 　　　　Moodle Admin 🔒 　　　　Pathway Import Email 🔓 　　　　Remove 🔓 　　　　Send Email Pathway 🔓 　　　　View 🔓 　　　　View All Content 🔓 　　　　View Moodle 🔒	Content Activities **Change Moderated Assessments** - only for moderators – edit assessments while moderating them **Change Moderated Modules** - only for moderators – edit microlearning modules while moderating them **Content Creator, Create, Edit, Remove** – CRUD microlearning modules **Moodle Admin** – assume role of Moodle Administrator **Pathway Import Email** – only for LP Facilitator Role to invite users to learning pathway by bulk email **Send Email Pathway** – only for LP Facilitator Role to send pathway members a no-reply email – only for LP Facilitator Role to invite users to learning pathway by bulk email **View** – view own microlearning content

	View All Content – view all microlearning content (only for superuser) **View Moodle –** View the Moodle side-menu
⊙ ▶ Tags 🔒	Conduct all tag editing (CRUD)
▼ Moderation 🔒 　⊙ ▼ Moderation 🔒 　　Moderate All Tags 🔒 　　Moderate CPTD Points 🔒 　　Moderator 🔒 　　Moderator Admin 🔒	**All tags, CPTD points** and **Moderator** permissions assigned to Moderator Group. **Moderator Admin** is a super-admin permission to assign moderators to specific topics. DBE super admin (or content manager if these is one) controls the moderation process by approving and setting up moderators.
▼ News 🔒 　⊙ ▶ Manage News 🔒	CRUD for the News Updates. Assigned to the News Editor Group

▼ Organisations 🔒
 	
   ○ ▼ Content 🔒
 	
      Creator 🔒
 	
   ○ ▼ Import Hierarchy Roles 🔒
 	
      Import Users 🔒
 	
      User Org 🔒
 	
   ○ ▼ Import Roles 🔒
 	
      Do Import 🔒
 	
   ○ ▼ Organisation 🔒
 	
      Admin 🔒
	Content | Creator will be removed from this group
	Import Hierarchy Roles – Only **User Org** should appear – it is the right to use the bulk user import process for Office-based educators. Assigned to District and Provincial Administrator groups.
	Import Roles - ?
	Organisation | Admin – permission to maintain organisations – permission given to Provincial Coordinators

▼ Providers 🔒
 	
   ○ ▶ Manage Providers 🔒
 	
   ○ ▶ Provider 🔒
 	
   ○ ▶ Provider Menu Item 🔒
	Rights assigned to any non-provider who needs to view the providers' side menus and profiles.
	
	Currently only super admin has the permission. No group exists for this.

▼ Reporting 🔒
 	
   ○ ▼ ReportAccess 🔒
 	
      Access 🔒
	Access to reports given to and admin who is in the Basic Administrator for the District/Province groups.
	Also permission given to District and Provincial Administrator Groups

▼ Security 🔒 　　▼ Administration Page 🔒 　　　　View 🔒 　　▼ User Access 🔒 　　　　Access 🔒 　　　　Update 🔒 　　▼ User Maintenance 🔒 　　　　Access 🔒 　　　　Edit Institution 🔒 　　　　Edit User Type 🔒 　　　　Export 🔒 　　　　Reset Password 🔒 　　　　Update 🔒	**Administration Page** - view the Administration side menu **User Access** – CRUD User secure groups and permissions – only granted to super- admin. **User Maintenance – CRU** for User Maintenance – granted to District and Provincial Administrators – no delete, but deactivate is possible.
▼ System 🔒 　　▼ System Permission 🔒 　　　　Help Manager 🔒 　　　　System Settings 🔒	**Help Manager –** ability to manage (CRUD) help files section **System Settings** - ability to edit the items in the **Settings** menu

User Maintenance

Rights typically assigned to DBE/Provincial or District Administrator.

Edit user

Search for user

1. Click on **Administration | User Maintenance**
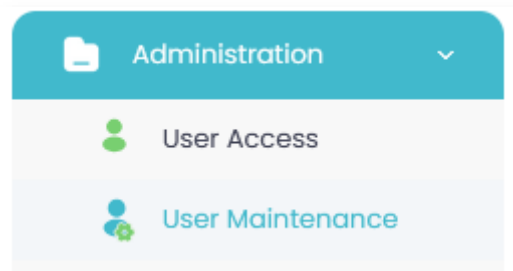
2. Type the user's *surname* in the Search bar and click on the search icon to the right of the bar.
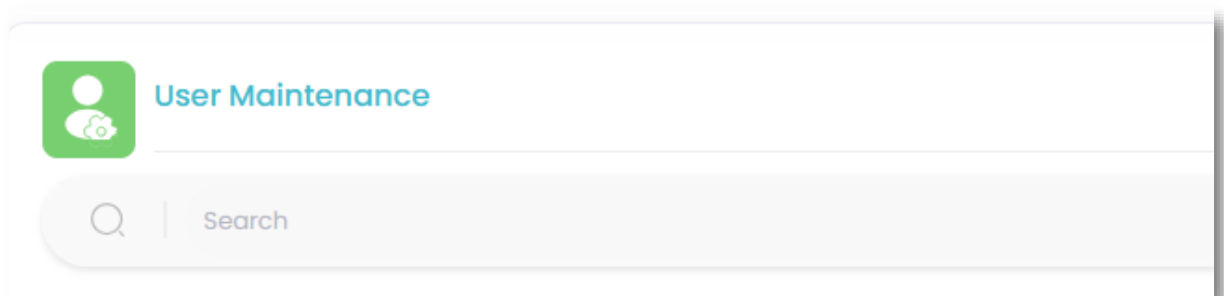
Change user information

3. Click on **Edit icon** in the row to the right of the user's name.

4. Edit the field you wish to change and click on **Save**.

Change user status

5. Click on the down arrow in the **User Type** field. Click to select the user status and then click on S**ave**.
   a. Educator – school-based educator registered with SACE.
   b. Non- educator – anyone who is not an educator in a school or DBE office
   c. Admin –User has Basic Administrative status and will be able to query data and access reports in his/her domain if belonging to the Basic Administrator in District/Province Group.

NOTE: Do not change user to this type if cannot be verified as Admin AND you know the district in which to place the user.

Deactivate/Activate user

6. Click on the **User Active** toggle button to change the status. A checkmark = Active. No check mark = Not Active

7. Click on **Save**

Change the user organisation

8. Click on **Province Level | District Level | District Level | Circuit Level** before pulling down a list of school in the circuit in the **Institution** section.

9. Find the organisation in the hierarchy and click on the school name.
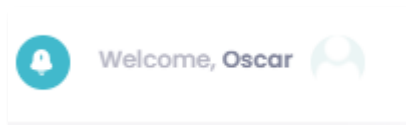
9. Click on **New Password** and type the new password. Click on **Confirm Password** and retype the password.

10. Click on **Update Password**.

User Profile

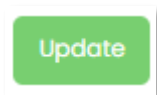*Rights assigned to all users.*

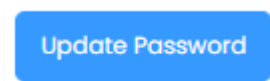1. User clicks on the User icon on the top right of the screen**.**

2. An individual user can edit his/her own profile details except for the email address. Super-admin can change the email address if requested.

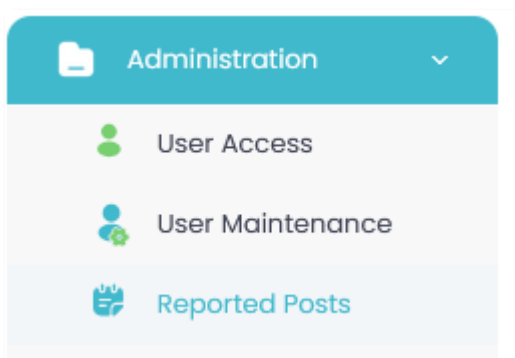3. Edit the field and click on **Update**.

4. After changing password click on **Update Password**.
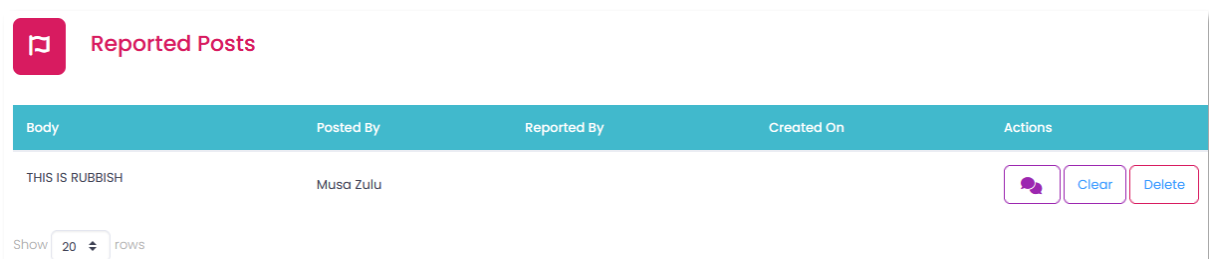

Reported Posts

Rights are assigned to all Basic Administrators.

1. Click on **Administration | Reported Posts**

If a user sees an inappropriate post in the conversations that take place during various modules, that user can click on a *Report* link and report the post. This is the *User View*: FUNCTIONALITY NOT WORKING
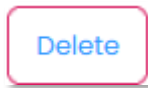
2. You will see reported posts listed.

3. Click on the Conversations icon to view the post.

4. Click on **Clear** to clear the item but not delete the original post. (The reported post is innocent)

5. Click on **Delete** to delete the original post. After you click on Delete the item will be removed from the list. (The reported post in the list is offensive)
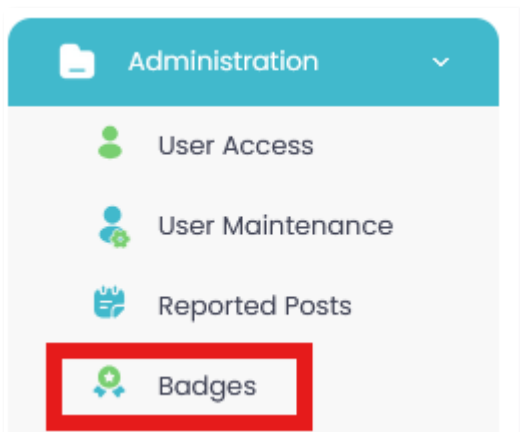

Badge Management

Rights assigned to basic administrators added to the security group Badge Manager.

Badges are awarded for various actions on the platform including participation in conversations and modules. The rules you could create will include two components:

- Badge Action
  - Module Complete
  - Learning Pathway Complete
  - Invite to Learning Pathway
  - Conversation Contribution
  - Verify User Account
- Badge Sub-Action
  - Sub-action Parameter (Number of times it must happen)
  - Sub-action List (a list of specific modules or learning pathways which must be completed)
  - Sub-action Parameter List (a specified number of modules in a specified list of module must be completed).

1. Click **Administration | Badges**
   a. Active badges are displayed

2. To add a new badge click on **Add New Badge**
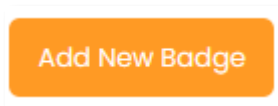
3. Give the badge a
    a. Title – give it a catchy name
    b. Description – indicate what must be done to earn the badge. Include a hint on how to find the modules if the badge is about completing modules.
    c. Award Message – What will the user see below the badge as it is awarded?
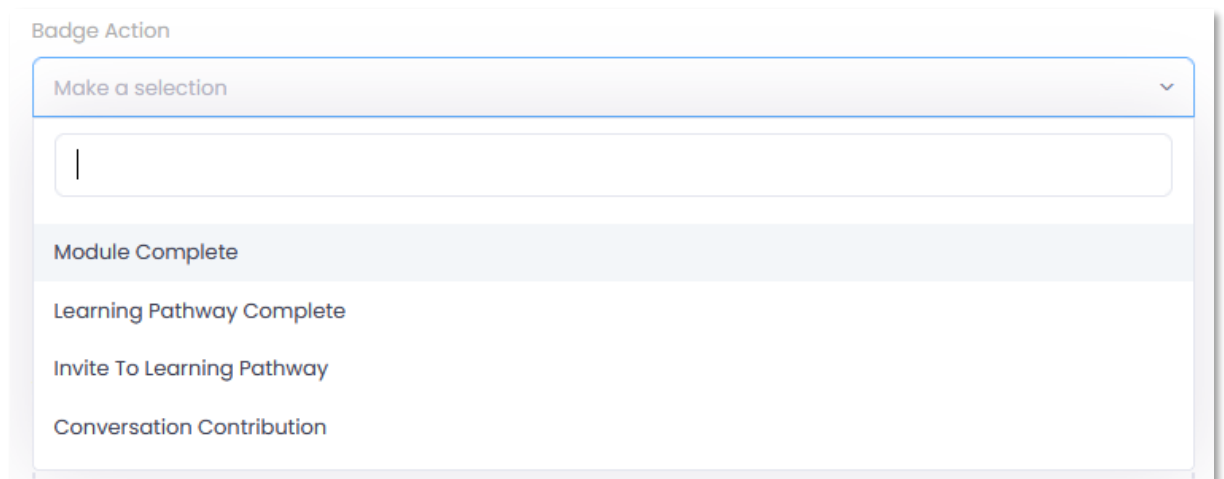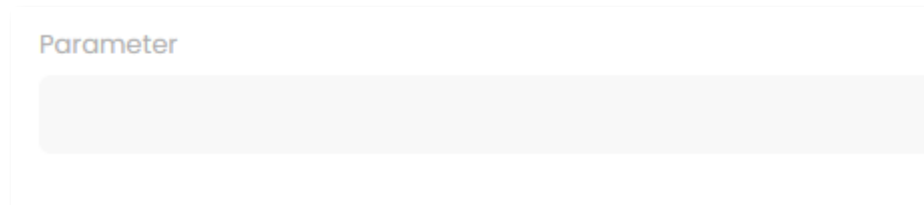
4. Select the **Badge action** from the drop-down lost

a. Module Complete – the user must complete one or more modules to earl the badge
b. Learning Pathway Complete – the user must complete a learning pathway to earn the badge
c. Invite to Learning Pathway – the user must invite others to a Learning Pathway to earn the badge
d. Conversation Contribution – the user must participate in a certain number of conversations to earn the badge

5. Select the **Badge Sub-action** from the drop-down list.
a. Sub-action Parameter (Number of times it must happen). If you select this, you must indicate the number of modules in the **Parameter** field

b. Sub-action List (a list of specific modules or learning pathways which must be completed). If you select this, you must search for and add the modules that must be completed.

Title	Learning Objective	Action
21C Communication	Design learning that incorporates effective communication.	👁 ➕
21C Computational Thinking	Explain the computational thinking process.	👁 ➕
21C Creative Thinking	To design learning that encourages creative thinking.	👁 ➕
21C Critical Thinking	Design learning that develops critical thinkers.	👁 ➕
21C Curation	Design a curation learning activity.	👁 ➕

Show 5 ⇵ rows

Previous **1** 2 3 4 5 ... 163 Next

c. Sub-action Parameter List (a specified number of modules in a specified list of modules must be completed). If you select this you must complete both the number of modules and add the list of modules.

Parameter

Search

Title	Learning Objective	Action
21C Communication	Design learning that incorporates effective communication.	👁 ➕
21C Computational Thinking	Explain the computational thinking process.	👁 ➕
21C Creative Thinking	To design learning that encourages creative thinking.	👁 ➕

6. Select a small image to represent the badge and upload it in the upload area.

Allowed Image Extensions: .jpeg and .png

Select or drop a file here to upload

7. To make the badge active, click in the **Badge Active** checkbox

Badge Active

Reports

All Basic Administrators who have been placed in the *Basic Administrators in the District (or Province)* group will be able to see a reporting side menu. *Provincial* and *District Administrators* also have this permission and should be regarded as the go-to people to query data and generate reports for their domain.

1. Click on **Administration | Reporting**

Administration

Reporting
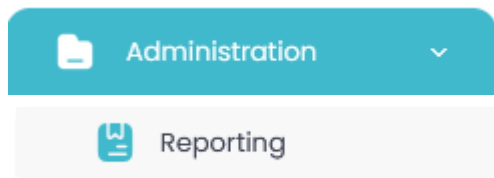
2. Several reports have been prepared. Click on the report which you wish to generate.
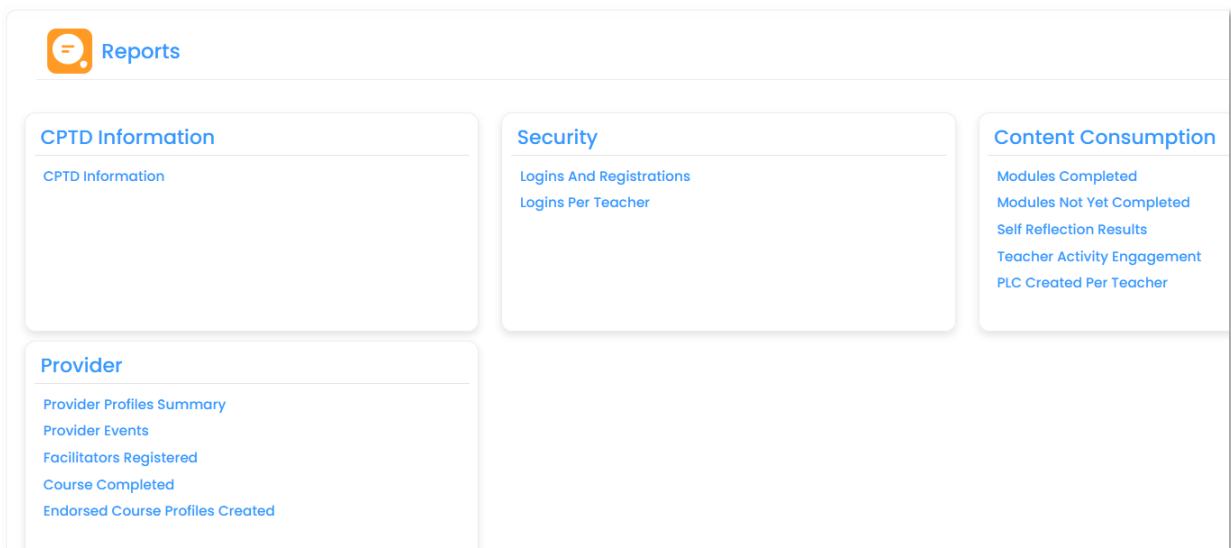
Filtering the data

3. In this example we will click on the *Modules Completed* report.

4. You will notice several categories of data on which you can filter the search.
   If you do not filter the fields all the records in the historic time frame will be displayed.

   a. It is advisable to set the start and end dates of your required reporting period first.

5. Click the down arrows to pull down information fields and define your search filters.

   DBE Administrators note that you must select the Organisation (DBE) before the Province, then the District and then the Circuit.

   Provincial and District Administrators you will notice that your province/district has been pre-populated – you can only search at your level and below.

6. Type in the surname (or part of it) of the user to search for specific users.

7. You can also filter by school, category/subcategory/topic or module name.

School		Category	
Make a selection	⌄	Make a selection	
Sub Category		Topic	
Make a selection	⌄	Make a selection	
Teacher Name		Learning Module Name	
–	⌄	–	

8. The **Search** button will display the full data set of your filtered report on the platform and give you the opportunity to create a query much as you would do with a pivot table in Microsoft Excel.

The **Excel** button will download the filtered data to an Excel file and you can then proceed to analyse it using your Excel skills. If you want to print the report you will have to use the Excel button and construct a Pivot Table.

Query filtered data

If you wish to view this process as an animation, go to these files which can also be found in the Help section:

[Create a Report for Modules Completed (Type 1)](#)

[Create a Report for Incomplete Modules](#)

[Create a Report for Individual's CPTD Points](#)

[Create a Report for Logins and Registrations](#)

[Create a Report for Course Completion (Type 3)](#)

## Import User Org (Import User into an Organisation)
Both Provincial and District Administrators have rights to perform this function in their own domains.

Note: **Only Office-based Educators** are imported. The user organisation data should be acquired from the users directly and coordinated by the Provincial/District Administrator. In performing this duty the Provincial/District Administrator is verifying that the users are indeed officials who are eligible for the type Basic Administrator.
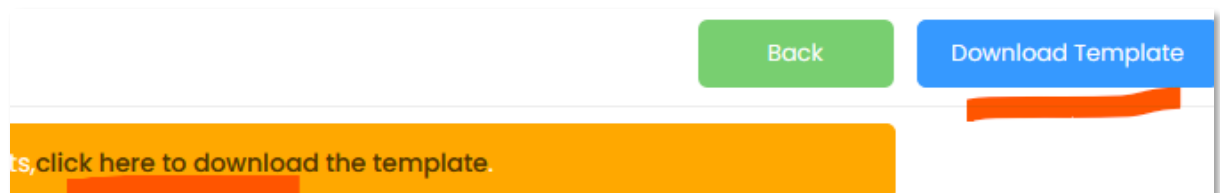
1. First prepare the data file which should appear as shown in the template file that you can download at:

   https://dbe-tpd.online/Temp/Import_UsersOrg_Template.xlsx

2. Click on **Administration | User Org**
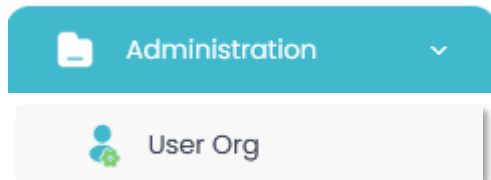
3. There are two places to download the template on the import screen.

   a. Note that there must be a separate spreadsheet for each separate province/district.

4. Once the spreadsheet is ready, click on the **+** alongside the name of the organisation to which you want to import users.

   To import at the DBE level you click on **Import Department of Basic Education Users** before clicking on the **+.**

5. What see when you click the **+** will be a list of provinces. The first column of numbers indicates the number of registered users in the province. The second row indicates the number of registered office-based educators that have been affiliated to the districts. Note that the import places the office-based educator in the district but if the user registers as an educator or non-educator they must be manually placed in the district and have their user type changed to

Admin in the User Maintenance section. The provincial/district administrator can do this.

Province Name	Province Count	District Count
+ Eastern Cape	1365	12
+ Free State	911	5
+ Gauteng	5146	15

6. To add an admin user to the province, click on the button indicating the province name e.g. Eastern Cape will be

Import Eastern Cape Users

7. Similarly, to import the admin user to the district, click on the button indicating the name of the district e.g. Alfred Nzo East


Import Alfred Nzo East Users

8. Browse to the correct spreadsheet file and open it. The import will take place. If there are errors in the data the user will not be imported and you must note which row of the spreadsheet contains an error, fix it and re-import that user.

Moderation Administration

Rights will be assigned to the Super-Administrator

Moderators are assigned their roles in the *Administration | User Access* section, where Moderator is defined as one of the security roles. In this Moderation Administration section, the moderators are assigned specific tags which will determine which modules the moderator will be able to moderate.

1. Click on **Administration**

2. Click on **Moderation Administration**
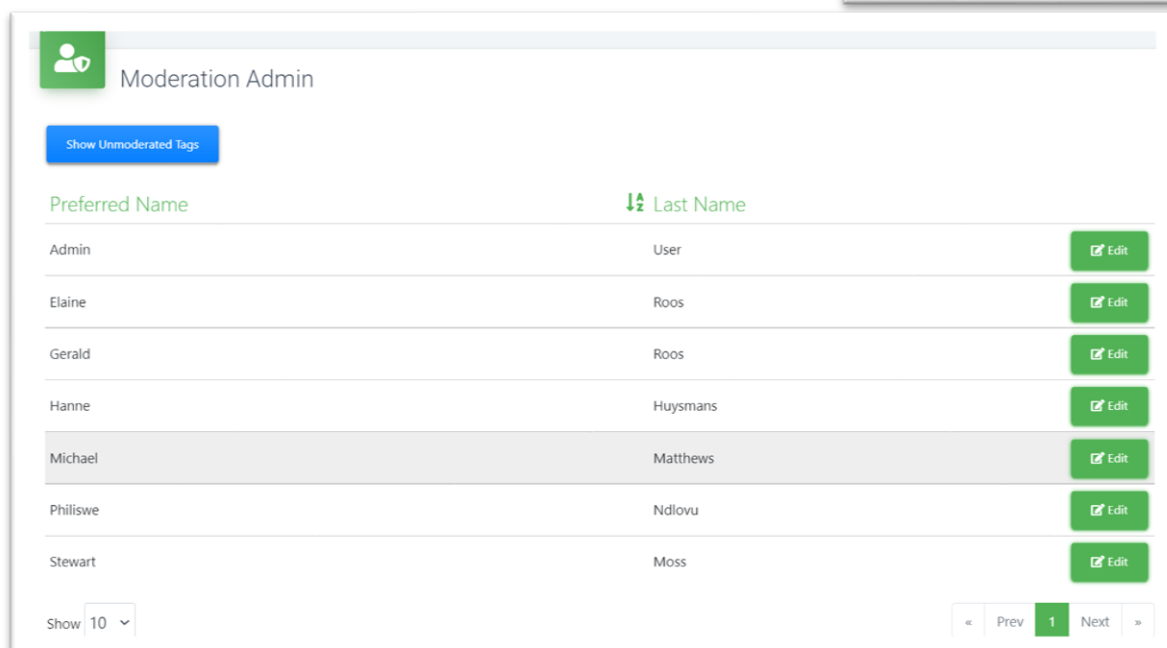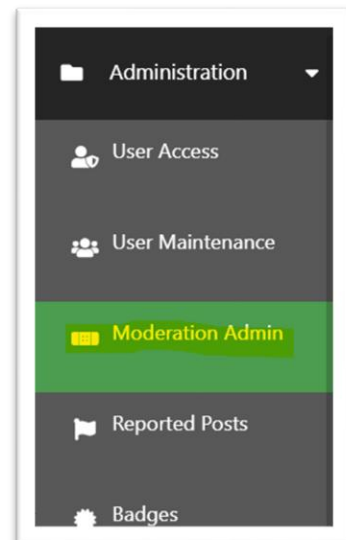
3. You will see a list of moderators that were added in the User Access section.

4. Click on **Edit** alongside the name of the moderator to whom you want to assign tags.
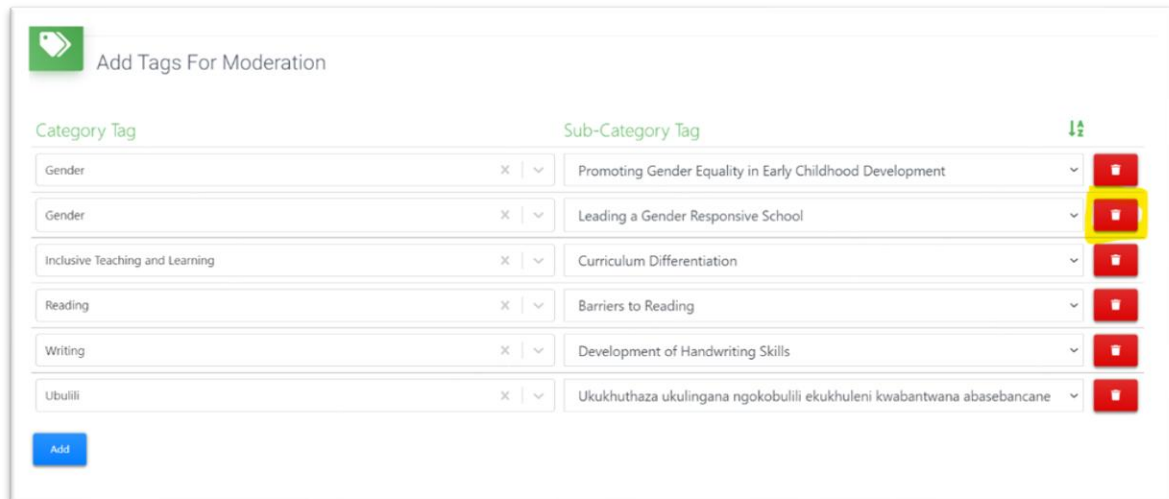
5. Then click **Add**.

6. Click on **Add**.

7. Then select the **Category** and **Sub-Category** which you want the moderator to moderate.

8. You can repeat the process and thereby add several tags to the moderator.

9. Click on **Save**.

10. If you want to remove a tag from a moderator, follow the same steps to access this page and click on moderator's **Edit** button; then click on the red **Delete** button.

11. Click **Save** to save the changes

Settings

1. Click on **Administration | Settings**.
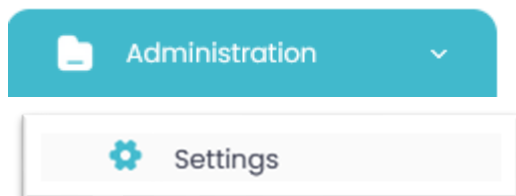
Terms and Conditions

The Terms and Conditions (T&C) page is a requirement of the POPI Act. It describes the purpose and scope of the personal information that we require and use. It is also an opportunity to include a clause about appropriate use.

The T&C page appears at the bottom of the Dashboard pages.

2. Click on the **Terms and Conditions** tab.
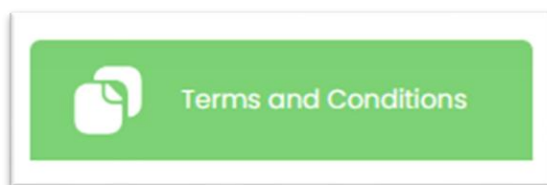
3. To make changes click on **Edit.**
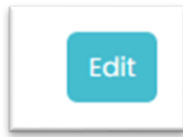
4. After making changes click on **Save.**
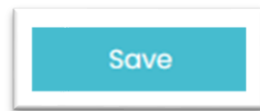
Introduction Settings

The Introduction Settings appear when a user logs in for the first time. If you update the introduction message, then it will re-appear once the next time a user logs in.

1. Click on the **Introduction Settings** tab.
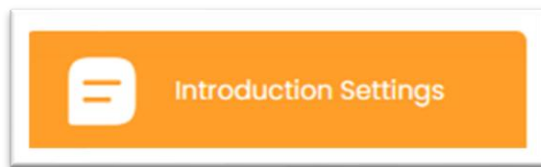
2. Make changes and click on **Save**.
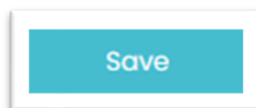
Note that the document is currently hosted at https://nicpd.online/NewHelp/Dashboards-Overview.mp4 and that this URL will terminate once the nicpd.online domain expires.

Notification Settings

Change the system email and WhatsApp numbers
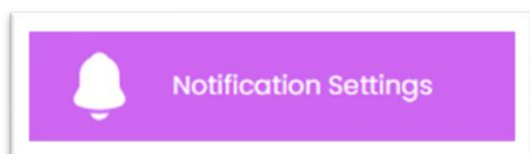
Organisation Administration

Organisation Maintenance

Rights typically assigned to Provincial Administrator.

The Organisations Hierarchy is referred to when assigning users to an organisation during import, or when teachers select a school on their profile. What you can do on this page is to:

- Change the province of a district or change the district of a circuit
- See schools at a circuit level and edit the school information
- Add a District or Circuit or School

1. Click on **Org Administration | Org Maintenance**

Edit district or circuit

You can move organisations in the hierarchy as follows:

- Change District to another Province
- Change Circuit to another District

2. Click on the District or Circuit Tab
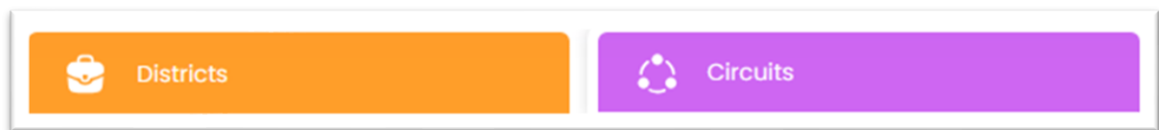
2. Click on the **Edit** icon

3. If it is a district, select a new province from the drop-down list. If it is a circuit, select a new district from the drop-down list.

4. Click **Update.**
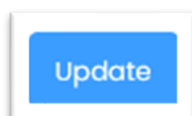
You can also edit and update any details of the districts or circuits .

Edit a school

1. Click on the **Schools** tab

2. You can edit any details of the school, including change the circuit in the drop-downlist before clicking **Update.**

Add a District/Circuit/School

1. Click on any of the three tags, depending on which type of organisation you wish to add.

2. Click **Add New School/Circuit/District**

3. Complete the details. Do not omit the Province/District/Circuit affiliation. Then click **Save.**

Tag Management

There are three levels of tag:

1. Category (e.g. Mathematics)
2. Sub-category (e.g. Grade 12)
3. Topic (e.g. Algebra)

There are also non-curriculum tags such as:

1. Category – Leadership
2. Sub-category – School Leadership
3. Topic – Coaching and mentoring

The Category is the overarching umbrella subject of the course. On the other end of the spectrum the Topic is the more detailed description of the actual content.

Each course must include at least one of each of the levels of tag. It is most likely that each course will have only one Category tag and one sub-category tag but the modules may cover more than one topic tag (e.g. Mathematics, Grade 10, Algebra and Trigonometry). There is no rule for a course regarding how many tags it could align to but bear in mind that this is not being used for a tag cloud, but for more focused referencing. Be specific.

The purpose of these tags is to:

- **Provide a reference point for the self-diagnostic questionnaires.** Each question is aligned to a topic. In the case of an inadequate response the system will recommend microlearning modules or courses with the same tag.
- **To provide reference points for the platform search.** The Google-like search process will examine the
    - title of the course/module
    - Learning outcomes
    - category
    - sub-category
    - topic
- **Enable detailed reporting and analysis** of which categories and topics the teachers are being trained in nationally.

The Appendix to this document provides the existing tags on the platform. All curriculum subjects and phases are included. In addition to this there are existing tags on topics such as leadership, gender, reading, digital learning, quality management system (to name but a few).

If your course does not align to existing tags, you may simply request a new series of tags (all three levels). This can be done by contacting nicpd@dbe.gov.za

You may also request:

- new sub-categories and topics to existing categories, or
- new topics in existing sub-categories

SACE Curriculum Category

Many courses are categorised on the SACE database under Curriculum and DBE would like to be more specific for the reasons outlined above. Please note the following:

1. **Teaching one or more main topics in the curriculum in a specific grade** (e.g. Life Skills | Grade 6 | Physical Education) – This is categorised as:
   Category (Subject Name) = Life Skills
   Sub-category (Grade) = Grade 6
   Topic: (Main topic from the CAPS) = Physical Education
   Note that all subjects, grades and topics are in the system.

2. **Teaching one or more main topics across a phase** (e,g, Foundation Phase, GET or FET) – This is categorised as:
   Category: Subject Name
   Sub-category: Phase or Band (you may have to request to add it)
   Topic: The main topic from the CAPS

3. **Approaches to teaching a subject across a phase/band** (e.g. T*eaching Intermediate Phase Maths*) – This is categorised as:
   Category: Subject Name
   Sub-category: Phase or Band (you may have to request to add it)
   Topic: Pedagogy (you may have to request it)
   Note that the subject and phase/band is mentioned in the course title, but not the curriculum topic.

4. **Approaches to teaching generally** (e.g. *Teaching and Learning in the 21st Century, or Problem-based Learning)* – This is categorised as:
   Category: *Teaching and Learning in General*
   Sub-category: *Approaches to Teaching and Learning*
   Topic: *Name of the approach (e.g. 21st Century Learning, or Problem-based learning)* – you may have to request to add it.
   Note that there is NO reference to the subject or phase/band in the course title.

SACE ICT Integration Category

Digital Learning refers to the use of digital tools and resources in teaching and learning. *Digital learning* is the terminology adopted by the DBE's *Professional Development Framework for Digital Learning* and this replaces the term *ICT Integration.*

Please note that:

- **ICT skill courses for teachers** fall under the Category: *Digital Learning Competencies | 5 Digital Literacy when fulfilling the roles of the educator.* and there are a range of topics.
- **ICT integration with the curriculum** falls under the Category: *Digital Learning Competencies | 6 Curriculum integration in various learning environments,* and there are a range of topics.
- There are 13 Digital Learning Competencies and courses that fall into one of the following categories must start with Digital Learning Competencies category:

- o Using digital tools and resources for professional development;
- o ICT Integration/Digital Learning – Using digital tools and resources for learning and teaching;
- o The implementation, management and leadership of digital learning in the school

Create a tag hierarchy for a category of knowledge/skills

See the help files

Create New Tags

Edit Existing Tags