NICPD

ONLINE TEACHER DEVELOPMENT PLATFORM

PROVIDER MANUAL

basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SACE

Contents

1. SACE mandate

The South African Council for Educators (SACE) is mandated to ensure quality teacher development content is provided for continuing professional teacher development (CPTD) on behalf of the Department of Basic Education (DBE).

Approval

Providers must apply to SACE for approval as a provider of teacher development activities.

Logo

Your company/institution logo is approved with your provider application. If you wish to change your logo you need to inform SACE.

Endorsement

Activities must be submitted to SACE for evaluation and endorsement. SACE will determine the CPTD points value. Providers may only offer courses and CPTD points for endorsed activities.

Expiry

Activity endorsement expires after a period of one year or three years (depending on the type of activity). The platform will notify the provider three months in advance.

2. Profile

Add your signature

The CEO signature (or whoever you nominate) is intended for the certificate that is issued after the completion of an event scheduled on the platform. Uploading the signature is optional.

Add your logo

By uploading your logo you will see it on the profile page, and it will appear on the certificate that is issued by the platform on completion of a scheduled event. Note that you must use the logo that was submitted to SACE.

Course profile

Course profile information is provided by the SACE provider database. Discrepancies in your list of endorsed activities and what appears in the course profile list on the platform must be addressed with SACE.

It is not possible to edit course information (title, CPTD points value, duration, mode etc) unless you submit these changes to SACE. The changes will reflect on the platform once SACE provides the update information.

Course Status

The status of all courses on the platform is *Endorsed*.
Three months before the expiry date of your course's endorsement the status will change to *Renew*.

Once the endorsement expires and the renewal is not finalised the status will be *Being renewed*.

If you have submitted a new course for endorsement, the profile will change according to the endorsement process (Being validated, Being evaluated, Committee level). This is subject to SACE completing development of their online evaluation portal.

Visibility

Use the Public/Private radio button to determine whether a course should be listed in the user search result on the platform (public) or remain hidden (private).

Classification

Courses must be classified using a three-level classification system. This will assist in increasing exposure to your company/institution when:

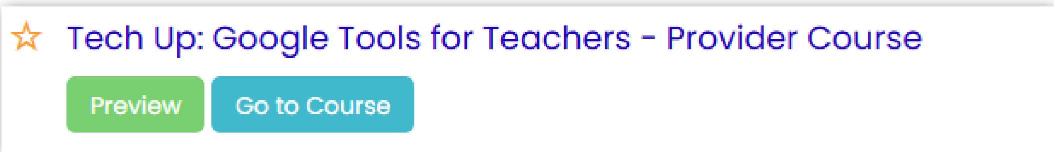
- User search finds the relevant content
- Diagnostic questionnaires recommend your content to less confident/competent or experienced users
- Detailed reporting and analysis provides evidence of your role in teacher development in South Africa

Guidelines for identifying appropriate category tags for your content

How to add category tags

Link to courseware

You can link to your courseware by adding the link in the course profile in the *Link to Courseware* text area. The user will then see a Go to Course button in the search result.



How to add a link to courseware

Upload Documents

You can upload any documents that you would like to be associated with any event linked to this course. This is only necessary if you are going to set up the full course management functionality. The documents will be visible to the participants and facilitator if they log in to the platform and open the event page.

3. Event Management

Events are defined by

- a specific endorsed course content
- a given venue/online link
- a duration (reflecting the endorsed duration)
- a start and end date
- one or more facilitators

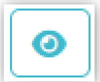
This does not entirely include online self-study courses, which have no specific end date nor facilitator in many cases.

Manage Event

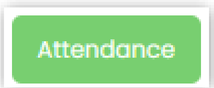
You will see the event tabs dividing events into Past Events, Current Events and Upcoming Events.

The default display of events are the past events

Past Events



View event summary



Update the attendance register

Copy the events details before setting up a new event with similar details

Close the event after completing the register and indicating participants who met completion criteria

Generate the report to SACE after the event is closed

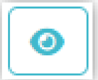
You cannot edit a past event that is published, but you can edit a past event that is not yet published.

You cannot delete past events.

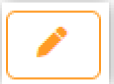
SACE requires that all planned events *must* be scheduled on the platform *prior to* the start date of the event so that it is possible for the monitoring and evaluation role players to create a report on forthcoming events and plan monitoring visits.

Current Events

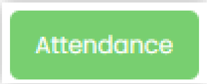
Current events can be edited while they are in progress. You can add participants or change the facilitator or share documents etc.



View event summary



Edit the event details



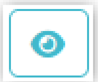
Update the attendance register

Close the event after completing the register and indicating participants who met completion criteria

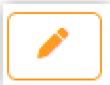
Generate the report to SACE after the event is closed

Delete event

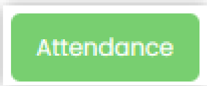
Upcoming Events



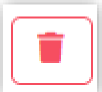
View event summary



Edit the event details



Update the attendance register



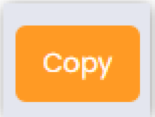
Delete event

You cannot close or generate a report for an upcoming event.

Schedule an Event

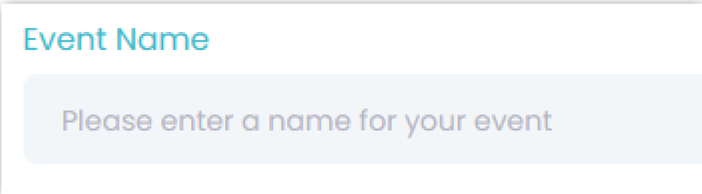
SACE requires that all planned events *must* be scheduled on the platform *prior to* the start date of the event so that it is possible for the monitoring and evaluation role players to create a report on forthcoming events and plan monitoring visits.

If you are scheduling similar events regularly you can copy and edit the details of another event. Simply click on **Copy** next to the relevant *past* event before editing the event scheduling wizard which we will describe in this section.



Schedule an Event – Step 1

All fields are required.



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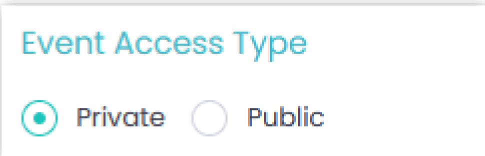
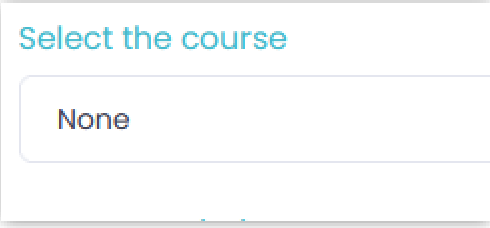
The event name is a name that you give the event, and it may differ from the course name.



A private event is one for which you will invite specific participants.

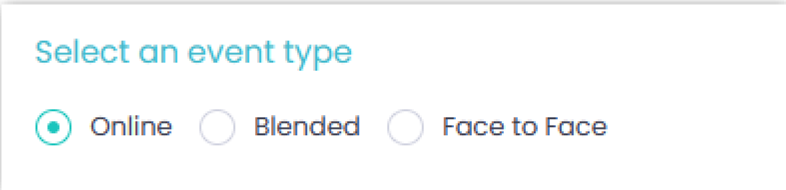
A public event is one which is open to all participants. It is like a webinar. You will have to set up your own online event link using a webinar site. A public event must be free of charge.



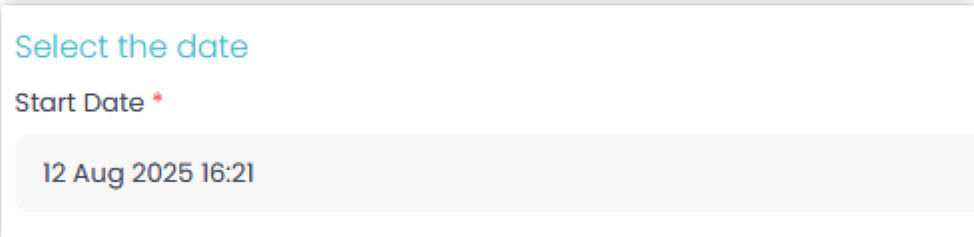
You will select a course from a pull-down list of endorsed courses.

Provide a description of the event for the benefit of the prospective participants.

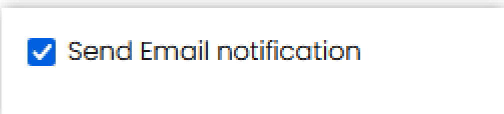
Schedule an Event – Step 2



The mode of the event is approved during the course endorsement. You may not deliver the course in a different mode with the approval of SACE.

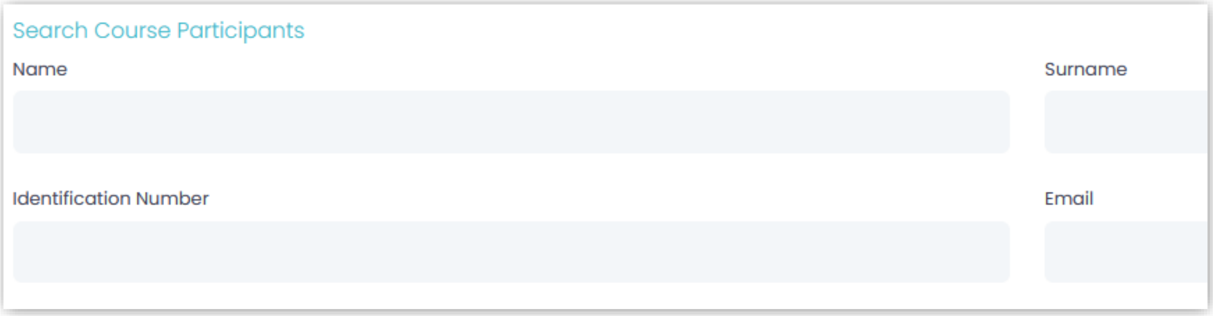


The current date and time are shown by default. You must set up the start and end date and time for the event. The end date is what will be included in the report to SACE at the completion of the event.



You can decide whether you want the participants to be sent an email notice of the event. By default, it will send the email message. Click on the checkbox to disable it.

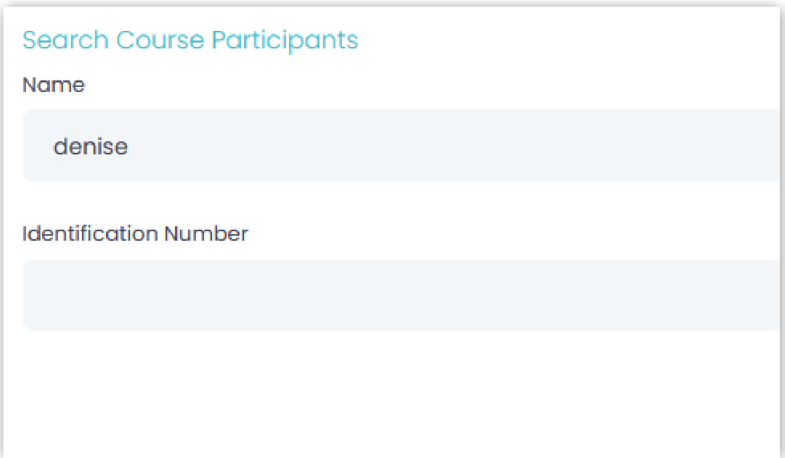
Schedule an Event – Step 3



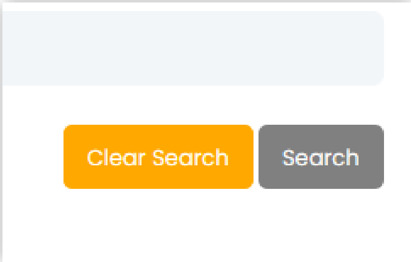
Event participants must register on the platform before you can add them to an event. It is possible to add participants at any later stage until the event is closed.

You can search individually for users by adding any of these four items of information:

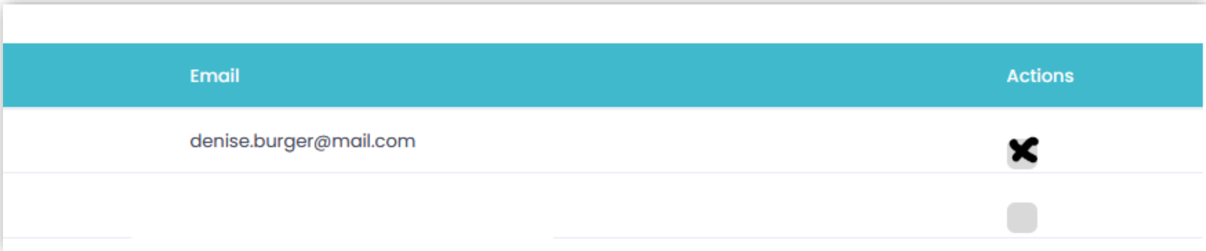
1. Name
2. Surname
3. ID number
4. Email address



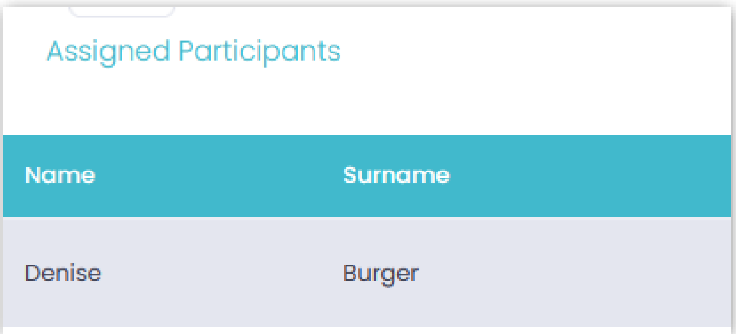
Click **Search** to find the names that match your information.



Click on the check box in the Actions column to select the correct participant.

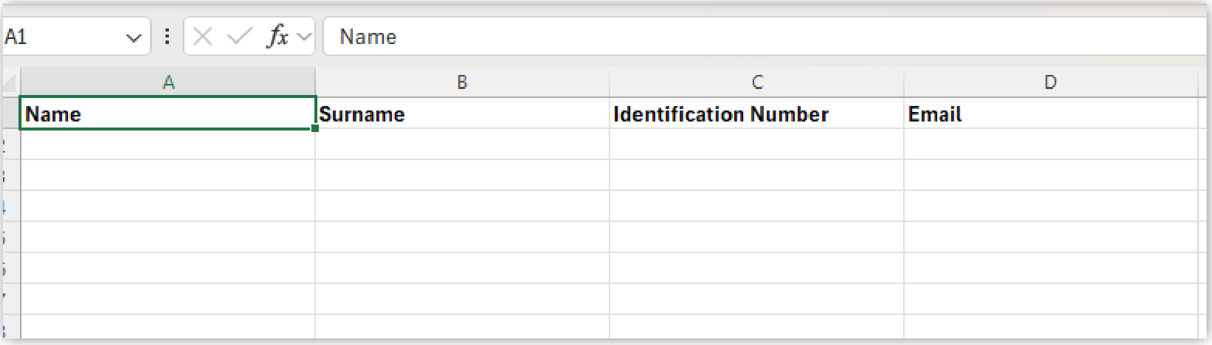


The assigned participant will immediately appear in the list at the bottom of the page.

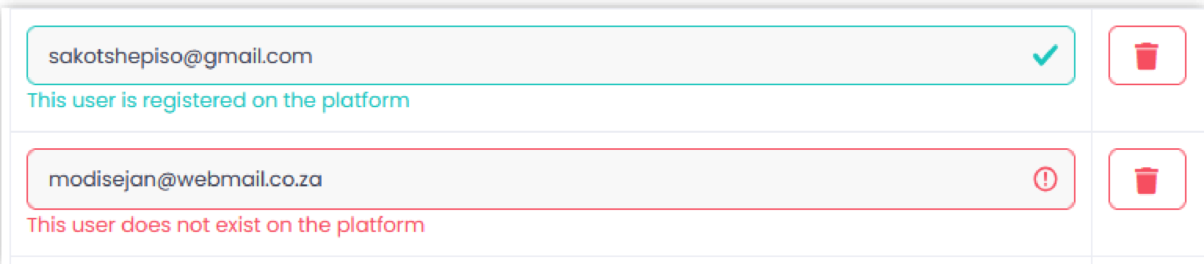


Bulk Import Participants

It is also possible to use a Bulk Import facility. Simply create a spreadsheet which contains the email addresses and/or ID numbers and/or first name and surname of the users in separate fields. It is not necessary to populate all four columns. The ID number and email addresses are the key identifiers. It would be best, but not essential to include one of these.



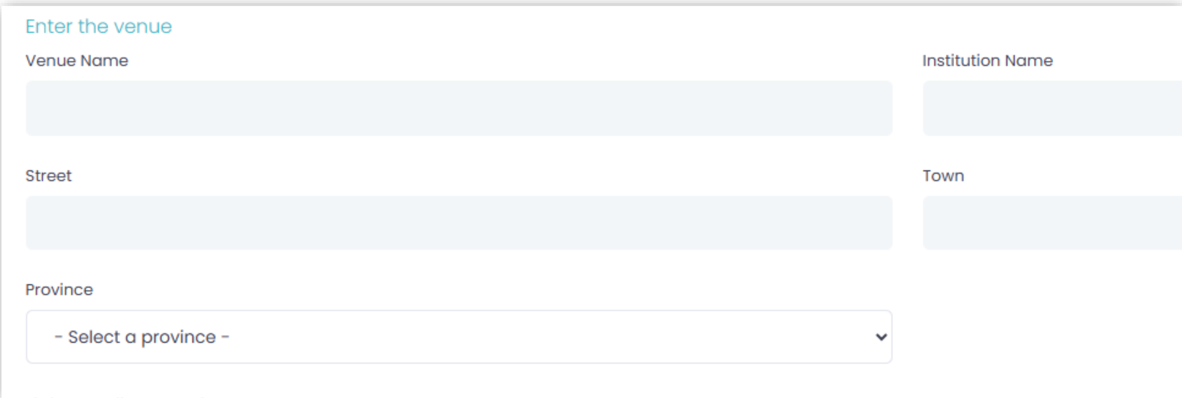
You will receive feedback about who is registered on the platform and who is not. Remember that all educators must register on the platform prior to training of any mode.



DELETE the user who do not exist on the platform. Then click on **Add Participants**.

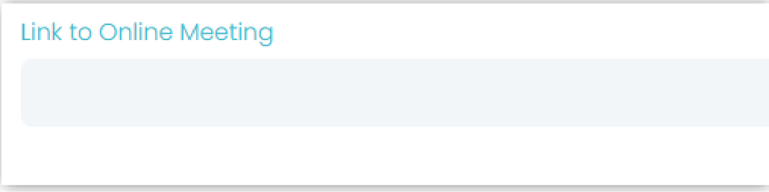
Schedule an Event – Step 4

In step 4 you provide the information relevant to the mode of training. The venue details are important so that SACE can locate the training during monitoring.



For **face-to-face** events provide the venue location details.

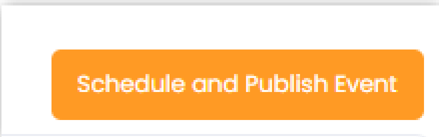
For instance, venue name would be like a Room name or Hall name. e.g. Main Hall or Room 25; institution name will be like Diepsloot Community Centre or a school name.



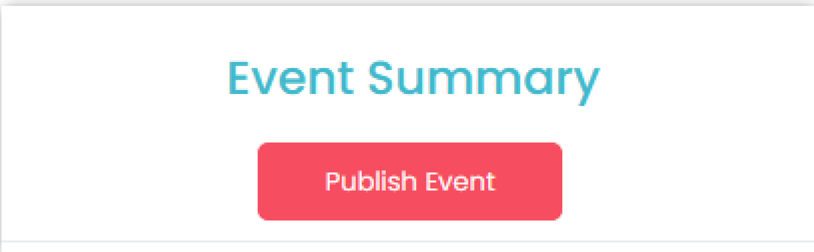
For **online** training you must provide the link to the meeting or the online course. The participants will be able to log in and use this link under their Events or Courses tab.

For **blended** events you should provide both the online link and venue details.

At the end of Step 4 you have the option to schedule and publish the event to make it visible for reporting. SACE will then be able to see that you are intending to implement this event.



The event summary will follow and you can click on **Publish Event** to publish it.



If you do not wish to publish at this stage, but wish to set up a facilitator, share documents, preview the certificate and post links to resources, then continue to Step 5

Note that you can return at a later stage and edit the event, even expand it to include all 6 steps of the wizard, but at this stage you have done enough to set the event up for reporting at the end of the event.

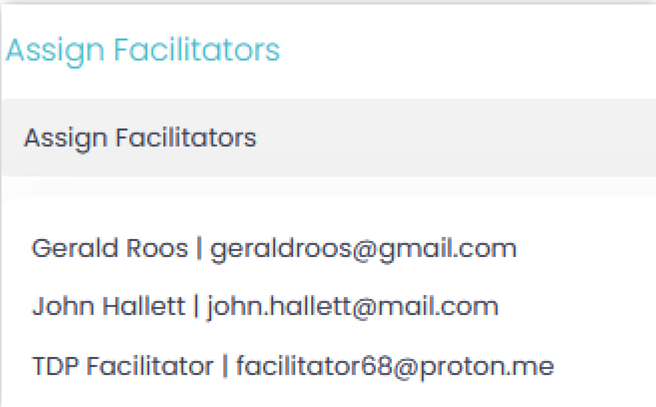
Set Up Full Event Support

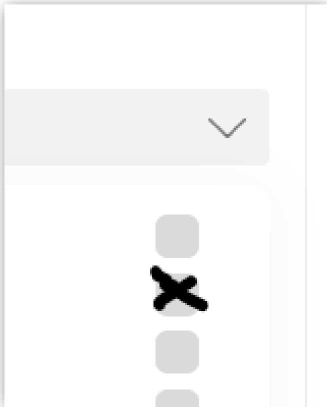
Setting up a full event makes the event facilities available for participants and facilitators after they log in to their accounts.

Follow Steps 1 to 4, then:

Set Up Full Event – Step 5

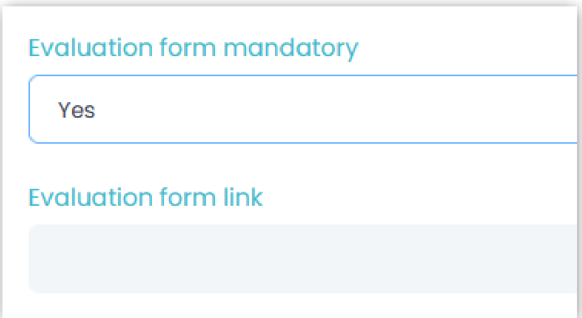
In step 5 you will assign the facilitator(s) to the event. Click in the checkbox to assign the facilitator(s).



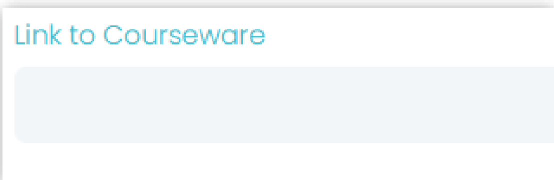


Set Up Full Event – Step 6

You can choose whether you want to include a link to an online evaluation form



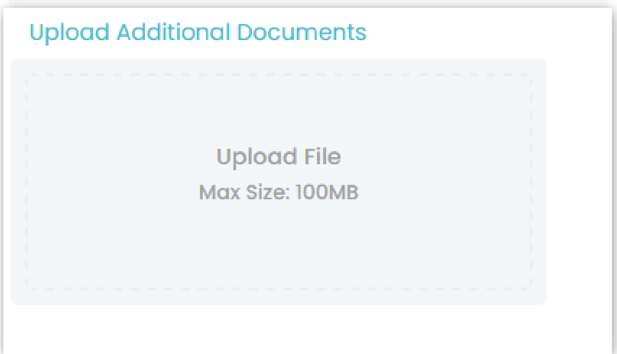
You also have an opportunity to link to courseware if that link is not ion your course profile, or link to courseware in addition to the courseware your linked to in the course profile.



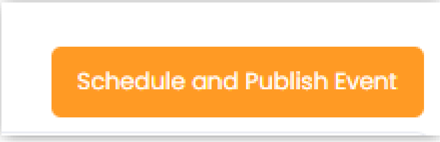
You can preview the certificate. The facilitator will have to upload a signature. If there is no signature the facilitator names will be printed. The facilitator signature that appears will be that of the facilitator who closed the course (if there is more than one facilitator).

Once you mark a participant as complete, during the closing procedure, the participant will be able to download the certificate from their Event tab after logging in to the platform.

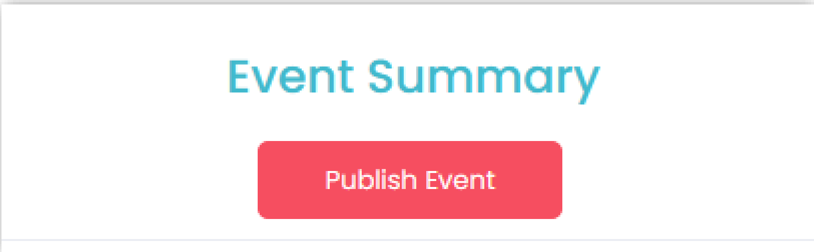
You can upload additional documents which you would like to share with the participants. This can be done at any stage of the event until it is closed.



Click on the **Schedule and Publish Event** button



You will finally see the Event Summary and the **Publish Event** button which will make the event visible in reports and in the invited users' Events tab after they log in.



Converting a Scheduled Event into a Fully Supported Event

Go to the Event using the Upcoming or Current events tab button and select the orange Edit button for the event that you have already scheduled and wish to convert into a fully-supported event.

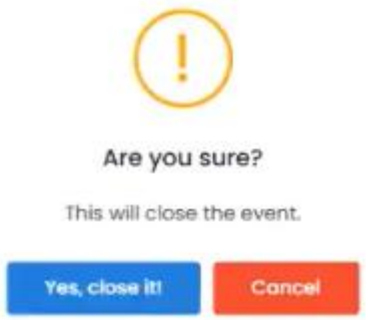
Click through the first four steps and then continue to complete Steps 5 and 6.

Closing and Reporting an Event

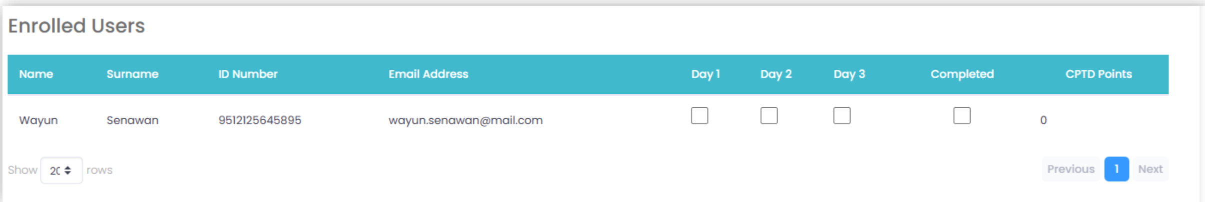
Click on **Manage Events.**

Past events display by default, but if they are not shown, click on the **Past Events** tab at the top of the page.

Click on the **Close** button and confirm by click on **Yes, Close it!** and **OK**.



Complete the register by clicking in the check boxes. The attendance register can be completed daily by clicking on the **Attendance** button in the Events list.



Enrolled Users

Name	Surname	ID Number	Email Address	Day 1	Day 2	Day 3	Completed	CPTD Points
Wayun	Senawan	9512125645895	wayun.senawan@mail.com	☐	☐	☐	☐	0

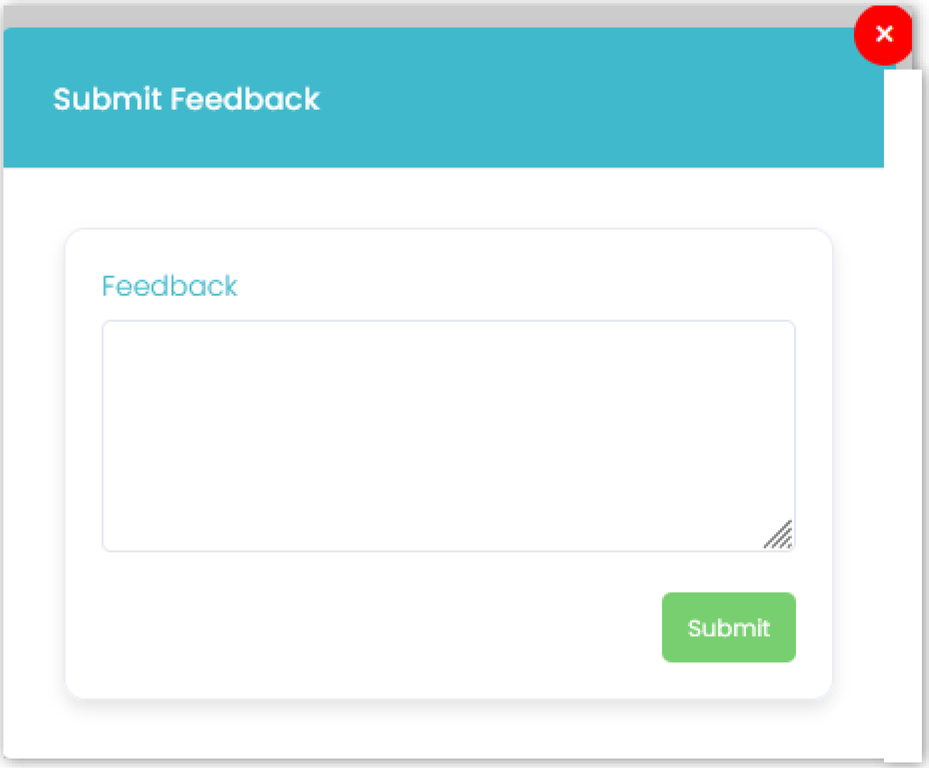
Show 20 rows   Previous 1 Next

By clicking on the **Completed** checkbox, the following actions are taken:

1. The CPTD points for the participant are recorded on the SACE CPTD management system; and
2. The certificate of completion becomes available to the participant.

Finally, click on **Submit Feedback**

The feedback is much for your records as it could be for SACE. The feedback will be included in the report.



Once you click **Submit** the report will be downloaded in an Excel file and a copy sent to SACE by email.

If you want to generate a copy of the report at a later stage, then click on the **Generate Report** button.

4. Manage Facilitators

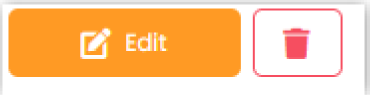
When you submitted your activity to SACE for endorsement you submitted the names of the facilitators. You may only use these facilitators to deliver the course. If you appoint new facilitators, you must submit these names to SACE for approval.

You must register the facilitators yourself. In this way the facilitators will only be visible to you. If facilitators register themselves as educators or non-educators you will be able to search for them and add them to your provider profile.

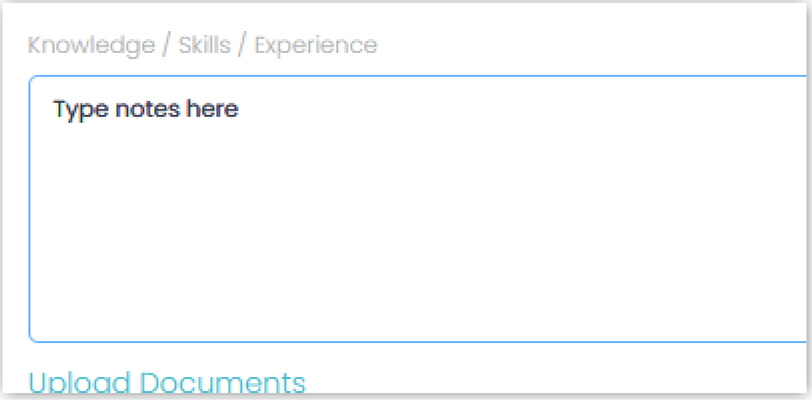
Click on **Manage Facilitator**

Edit a Facilitator

You can Edit or Delete current Facilitators.

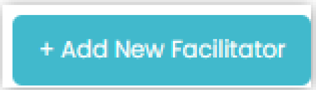


When you edit a facilitator, you can change all personal details and add notes about the knowledge, skills and experience. These notes are confidential.



Add a Facilitator

To add a new facilitator that is appointed to work only for your organisation, click on **Add New Facilitator** and register the facilitator.



You may also have the option to add a facilitator who has already registered on the platform. Click on the Search button and type any field of data about the facilitator. Click on **Search** and then select the person you want to add as a facilitator from the resulting list of names.

5. Reports on Activity

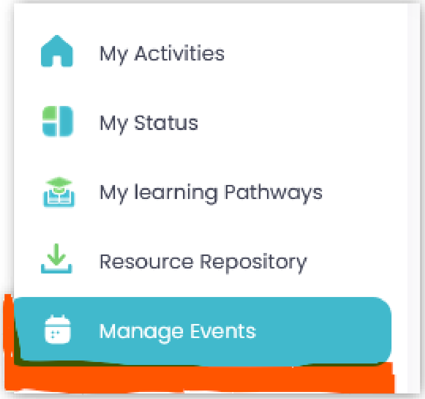
Help files on reporting:

Report on Events

Report on Expression of Interest

6. Facilitator Guide

A facilitator is registered by the provider or, if the facilitator is already registered, the provider searches for the facilitator and adds the facilitator. Either action will place the facilitator in the Facilitator Group on the platform which will give the facilitator permission to facilitate an event from the Facilitator side menu.



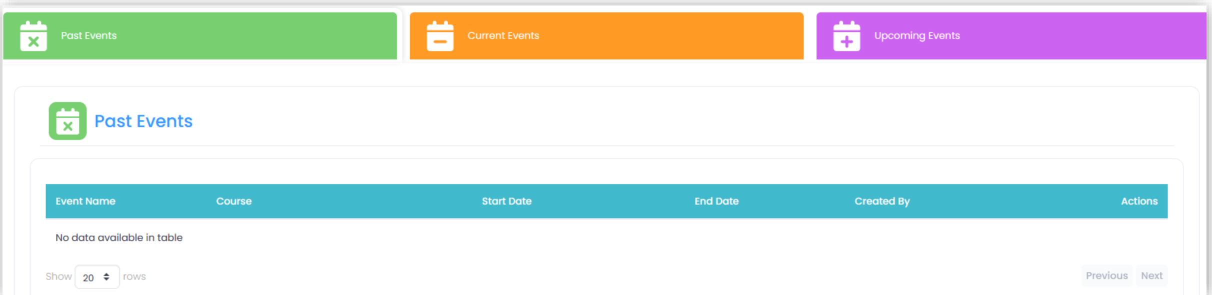
Manage Events

The facilitator selects the event from the tabs according to the event status:

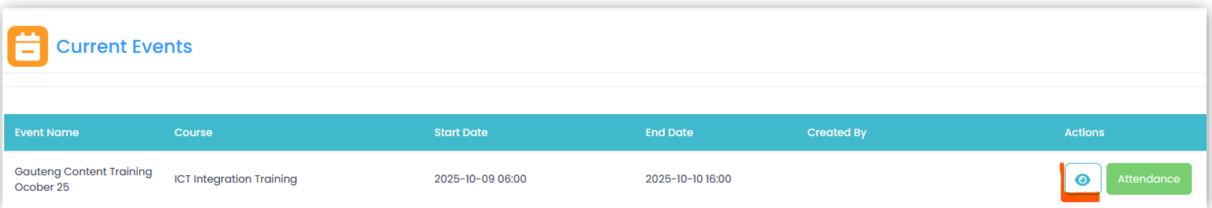
Past – the default view. Close date and/or time is in the past.

Current event – the current date and time lies within the boundaries of the open and close dates and time.

Upcoming events – the event is published but the start date is in the future.

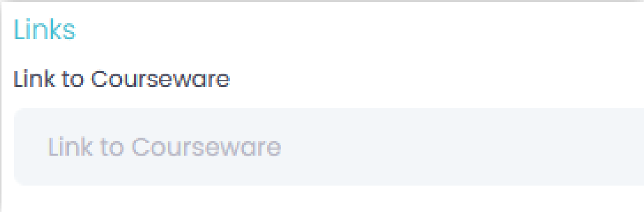


Click the action button to open the event.



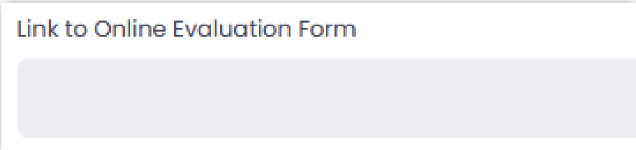
The event summary appears. Below the event summary the event management functionality includes:

Add link to Courseware

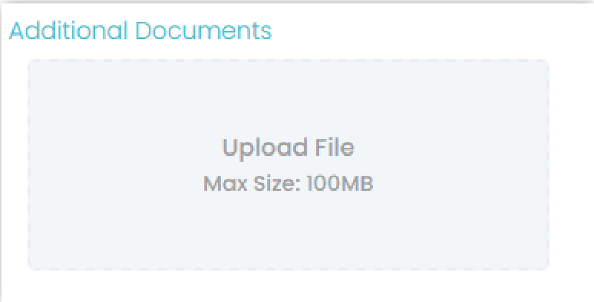


Add link to evaluation form

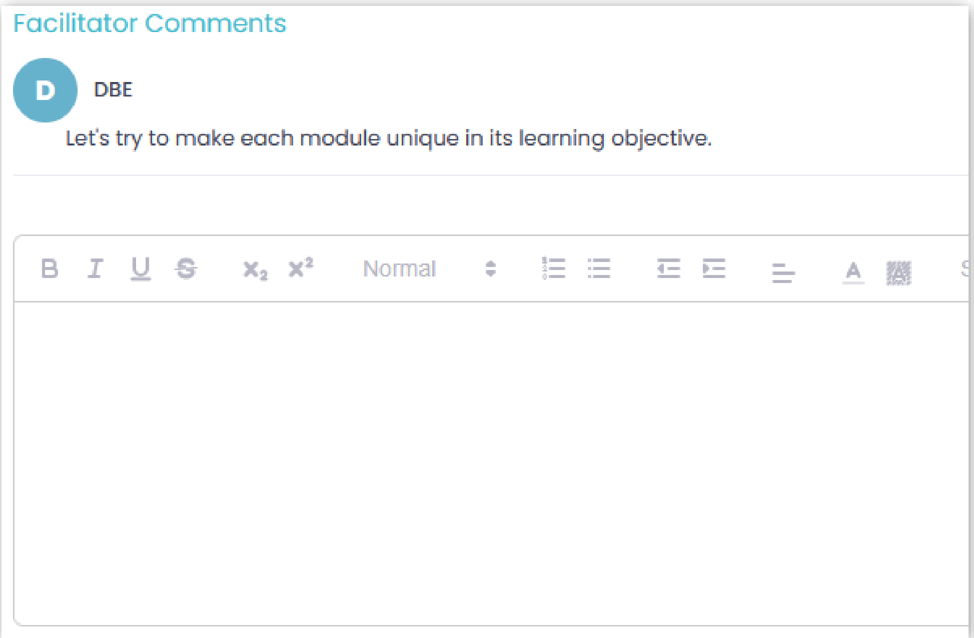
The form must be created online (e.g. Google Forms)



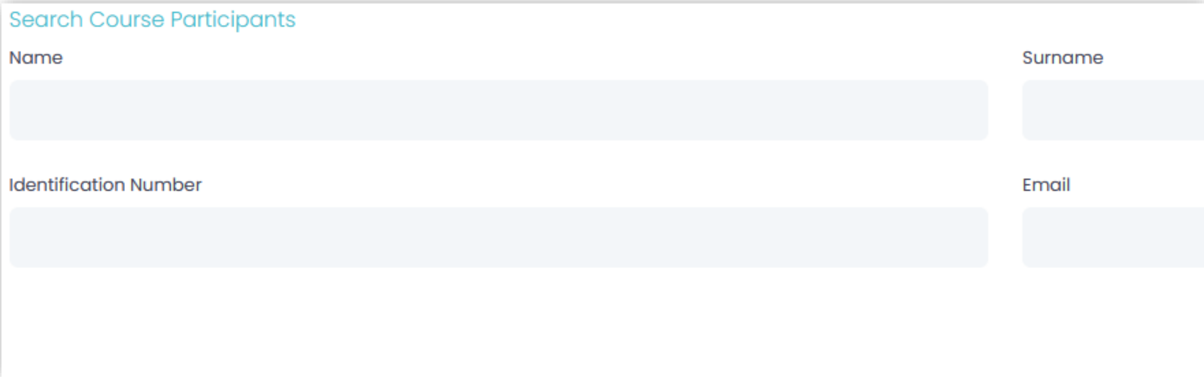
Add additional documents



Add general comments to the group

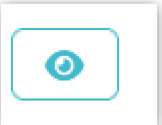


Search for and add participants

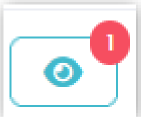


The participant list appears at the bottom of the page.

Communicate with participants

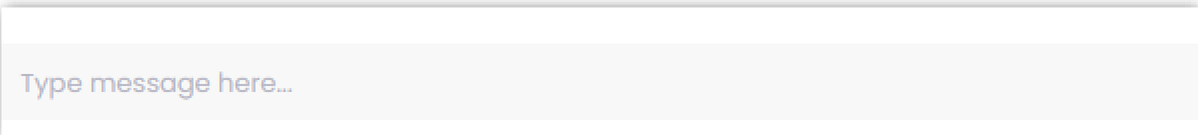


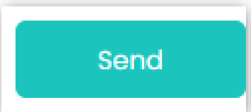
To open communication.



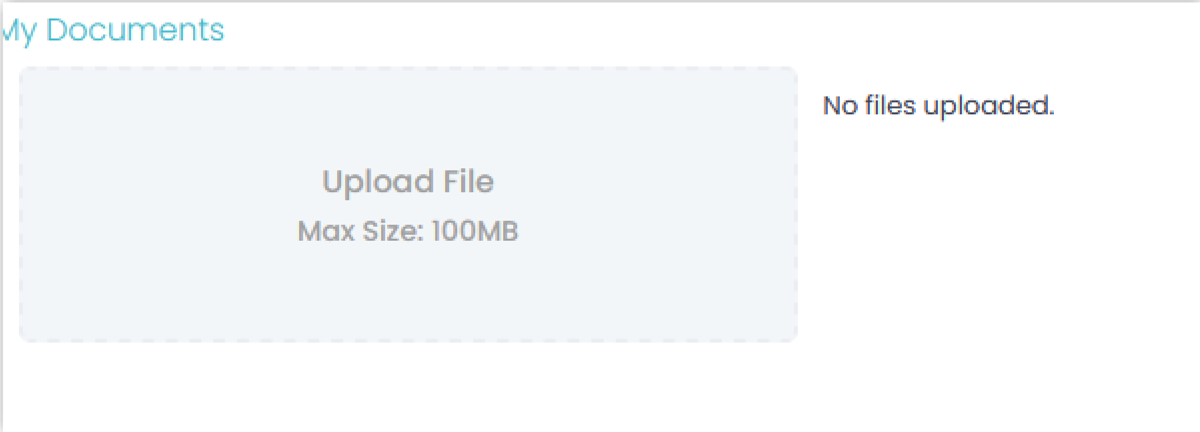
If a message is in the inbox.

Type message and send.

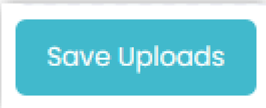




Add document if required.



Remember to Save Uploads after adding the file.



Delete a participant