E-LEARNING

June 2021

Western Cape Government
Education

WCED ePortal
Contribution

WCED ePortal

Do-It-Yourself Guide

SCP Contribution Guidelines

| Author	Date originated	Version
Elzette Brown	March 2020	V1
Elzette Brown	June 2021	V2

Purpose

These guidelines will guide Senior Curriculum Planners (SCPs) to contribute eResources to the WCED ePortal by retagging them correctly according to the curriculum requirements.

Synopsis

After login on to the WCED ePortal registered uploaders will land on their profile page, displaying all uploads made by them (both published and not yet published). This guide assists uploaders through the uploading process.

Instructions

1. Click on https://wcedeportal.co.za or copy the URL and paste in your browser.
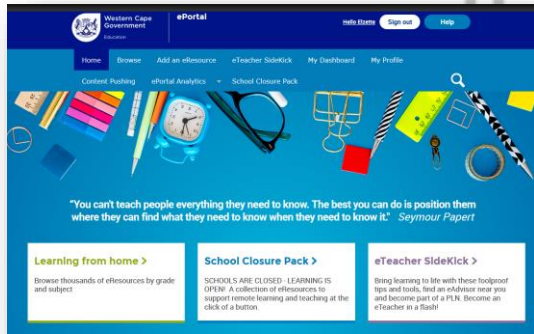
2. Sign in with your registered credentials (Username and Password).

3. The profile page will be displayed: (Alternatively, click on your name - e.g. HELLO TOD - displayed in the top right corner of the page to access your profile page.)

4. Copy and paste the following link in your browser: https://wcedeportal.co.za/teacher-selection
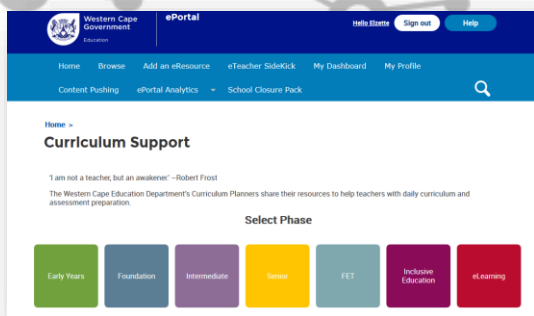
5. Select your phase, subject and grade below.

6. Select ADD A RESOURCE in the HOME ribbon.
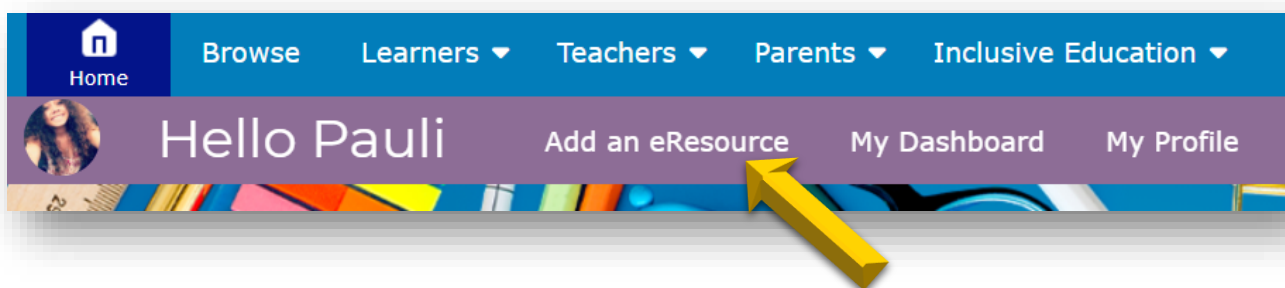
7. The user lands on the eResource selection page and needs to select either **CURRICULUM** OR **ASSESSMENT**. These options indicate where the eResource belong:
   Curriculum: allows tagging according to the three subject categories
   Assessment: allows tagging according to terms.

   Please note:
   a)   A red asterisk (*) indicates compulsory fields.
   b)   A help card is displayed to guide the user along the process.

   OPTION 1: Curriculum eResource
   In this case select CURRICULUM.

My eResource is linked to:

Curriculum

Assessment

Select this if your eResource is a...
EG: eBook, worksheet, link to online cours...

Select this if your eResource is an assessment
EG: Past exam paper, memorandum, test or similar.

8. The user lands on the Curriculum eResource PAGE.

    a) CLASSIFICATION reaffirms that the eResource belongs to CURRICULUM.

classification

curriculum

    b) Add the title of the eResource.

Tell us about the eResource

Title of eResource *

Gr 12 Business Studies Section A-Type questions

    c) Upload a screenshot of the eResource. (Please do not use the WCED logo as an icon, but create an original screenshot.)

Thumbnail *

dbe.PNG (106.81 KB)

Remove

basic education
Department
Basic Education
REPUBLIC OF SOUTH AFRICA

NASIONALE
SENIOR SERTIFIKAAT

GRAAD 12

    d) Describe the eResource in full sentences. The description provides an overview of the eResource and assists the user in determining its relevance.

Describe your eResource (Edit summary)

Hier is die REKENAARTOEPASSINGSTEGNOLOGIE Vraestel 1 en Memorandum met datalêers vir November 2018. Gebruik gerus as voorbereiding vir die rekord- en finale eksamen.

    e) Upload the eResource **and** provide a link where applicable.

Please provide a URL to the resource OR upload a file to the ePortal

Resource URL

URL

Eresource File
2019 Bus Studies Gr 12 Section A Questions.pdf

Remove

f) Price is automatically set as FREE. Untick if necessary.

Price*

☑ This is a free resource

g) Add the tagging keywords. Start with the phase, grade and subject in that order. One grade per phase can be selected or all grades in that phase can be selected. Once SUBTOPIC is selected, the MAIN TOPIC and TOPIC will appear automatically. TAG ALL LANGUAGES apply to HL, FAL and SAL.

Where It belongs

Phase

- None -   V

Grades

12   V

Subjects

Business Studies   V

☐ Tag all languages

Subtopic

Investment: Insurance. Compulsory & Non-Compulsory insurance;   V

h) Select the relevant School term. Note that more than one term can be selected.

School Term *

☑ 1
☑ 2
☑ 3
☑ 4

i) Select the appropriate language.

Language of the eResource *
- ○ Afrikaans
- ◉ English
- ○ isiZulu
- ○ Sesotho
- ○ South African Sign Language
- ○ Xhosa
- ○ Other

j)   Select the appropriate audience. Note that more than one type can be selected.

Target Audience (Optional) *
- ☑ Learners
- ☑ Teachers
- ☐ Parents
- ☐ School Managers
- ☐ SGB

k)   Alignment is permanently set as CAPS aligned.
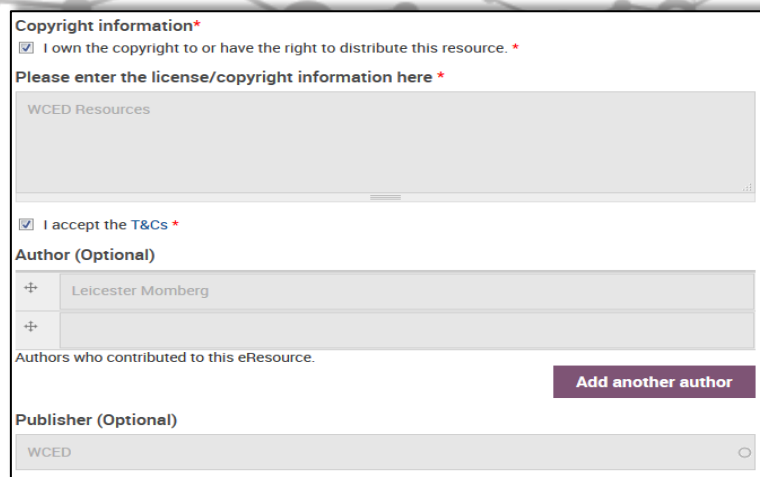
Alignment *
- ◉ CAPS aligned
- ○ Not Applicable

l)   Add the date of publication.

Publication date *

| 2018 | v | Oct | v | 1 | v |

m)   Copyright information should be selected with a description in the space below. TERMS AND CONDITIONS is a new addition and should be selected after being downloaded and read. Add the author and publisher. Add another author if necessary.

Copyright information*

☑ I own the copyright to or have the right to distribute this resource. *

Please enter the license/copyright information here *

WCED Resources

☑ I accept the T&Cs *

Author (Optional)

✛ Leicester Momberg

✛

Authors who contributed to this eResource.

Add another author

Publisher (Optional)

WCED

n) Select SAVE to finalise the uploading of this eResource.

Save

o) A message appears on the screen to indicated that the eResource has been uploaded. An email is sent to the uploader to confirm that the eResource has been received and will be assessed and reviewed before publication.

p) The user could return to the ADD A RESOURCE page to upload another eResource.

Thank you so much for contributing to the WCED ePortal. Your efforts are valued and appreciated.

OPTION 2: ASSESSMENT eResource
In this case select ASSESSMENT.

9.   The user lands on the ASSESSMENT **eResource** PAGE.
   a)   CLASSIFICATION reaffirms that the eResource belongs to ASSESSMENT.

   b)   Add the title of the Assessment eResource.

   c)   Upload a screenshot of the eResource. (Please do not use the WCED logo as an icon, but create an original screenshot.)

   d)   Describe the eResource in full sentences. The description provides an overview of the eResource and assists the user in determining its relevance.

e) Upload the eResource **and** provide a link where applicable.

Please provide a URL to the resource OR upload a file to the ePortal

Resource URL

https://www.education.gov.za/2018NSCNovemberpastpapers.aspx

eResource File
CAT P1 November 2018_MSOffice_DATA (2).zip

Remove

f) Price is automatically set as FREE. Untick if necessary.

Price*

☑ This is a free resource

g) Select the tagging keywords. Start with phase, grade and subject in that order. One grade can be selected per phase or all grades in that phase can be selected. TAG ALL LANGUAGES apply to HL, FAL and SAL.

Where It belongs

Phase   Grade

FET   V   12   V

Subject

Computer Applications Technology   V

☐ Tag all languages

h) Select the relevant school term. Note that more than one term can be selected.

School Term *

☑ 1

☑ 2

☑ 3

☑ 4

i) Indicate whether the assessment eResource is an informal or formal assessment. A short description guides the user.

What does this assessment cover?

What does this assessment cover?

Assessment Type *
○ Informal
○ Formal

j) Select the appropriate audience. Note that more than one type can be selected.

Target Audience (Optional) *

☑ Learners

☑ Teachers

☐ Parents

☐ School Managers

☐ SGB

k) Select the appropriate language.

Language of the eResource *

○ Afrikaans

◉ English

○ isiZulu

○ Sesotho

○ South African Sign Language

○ Xhosa

○ Other

l) Alignment is permanently set as CAPS aligned.

Alignment *

◉ CAPS aligned

○ Not Applicable

m) Copyright information should be selected with a description in the space below. TERMS AND CONDITIONS should be selected after downloaded and read. Add the author and publisher.

n) Select SAVE to finalise the uploading of this eResource.

o) A message appears on the screen to indicated that the eResource has been uploaded. An email is sent to the uploader to confirm that the eResource has been received and will be assessed and reviewed before publication.

p) The user could return to the ADD A RESOURCE page to upload another eResources.

Social Media Sharing

Users are welcome to follow the WCED ePortal on the following social media platforms:

https://www.facebook.com/wcedelearning/

https://twitter.com/WCED_eCulture

https://www.youtube.com/channel/UCEFvLCNyyfl4IoZTpBicOeg/videos

https://www.instagram.com/wced_elearning/

Remember to share useful resources on the following social media platforms by clicking on the relevant link below the resource:

Rate a resource by giving it a star rating:

For assistance

Please see the HELP (https://wcedeportal.co.za/help) section for assistance with any ePortal query. Users are welcome to contact the ePortal webmaster on the CONTACT US form (https://wcedeportal.co.za/contact-us).

Legal obligations

Users should take care to adhere to the Terms of Use and Privacy Policy.

Contact Details

Please do not hesitate to contact the eContent Manager should you experience any obstacles.

Elzette Brown

Elzette.Brown@westerncape.gov.za

6th Floor, Lower Loop Street, Cape Town
021 467 2628 / 083 55 66 88 1
https://wcedonline.westerncape.gov.za
http://wcedeportal.co.za