

eFundi toolguide for lecturers

eFundi Tool & Description	What you want to achieve	Information distribution	Assess learning	Communication & interaction	Co-create content	Bloom's
Resources folder Share a variety of files with learners in an organised folder structure	Ease of use RELATIVELY EASY. Planning and organising folder structure and file name conventions is important.	YES. All participants can be given permission to upload and share resources.	NO. But resources can be linked to e.g Assignment or Forum tool as information to be used during assessment activity.	NO, but notification of new files uploaded can be sent.	NO, Resource sharing and pushing only.	THINKING SKILLS applied depend on the learning activity to which the resource is linked.
Resources folder Share live web links (YouTube video, Live web page, social media pages) in a organised folder structure	EASY. Copy and paste a web address (URL) as an item to Resources.	CONVENIENT way of providing students with direct online access to web based information.	NO. But resources can be linked to e.g Assignment or Forum tool as information to be used during assessment activity.	NO, but notification of new link uploaded can be sent.	MAYBE. Link can be provided to external collaborative sites. e.g. Google Docs, wikis or blogs.	6/6 Can do all of the above, depending on learning activity design.
Announcements Allows for the delivery of messages to the entire class, to groups, or to specific sections within the class	EASY. It's a standard tool, already set up in eFundi.	YES. Provide guidance, course updates, general information, timely links and attachments.	NO. Only for one directional communication from lecturer.	YES. Suitable for one-directional communication from lecturer.	NO, but link can be communicated to collaborative site / pages. e.g. Google Docs, wikis or blogs.	2/6 Communication tool only.
Discussion Forums Use forums to facilitate group discussions about various academic or administrative topics e.g. FAQs	MODERATELY EASY to set up from default settings. Training required for planning and facilitation of discussions.	CONVERSATION can be created by instructors or students in a topic and resources shared as links or files.	Forums tool is INTEGRATED CLOSELY with other tools such as Resources and Gradebook.	YES. Students communicate with instructor and peers in whole class or groups setting through posts and replies to posts.	YES. Students can, discuss and explore topics, summarise and share.	5/6 Depending on Forum topic instructions: Understand, Apply, Analyse, Evaluate, Create.
Wiki Collaboratively author elementary web pages	SETUP CAN BE TRICKY. Read up on the use of Wikis in the educational setting.	YES. Use as information page. Allow editing only by teachers or by any participant.	Wiki is VERSATILE and can allow assessment e.g. a formative assessment activity.	USE IN BRAINSTORMING, planning, collaborative writing.	YES. Students can collaborate on documents, share information and create online content within a eFundi site.	5/6 Understand, Apply, Analyse, Evaluate, Create.
Podcast allows instructors to distribute audio files to their students either manually or via a RSS feed	TRICKY, if one is new to podcasting.	YES. Students that subscribe to a site's RSS Podcast feed can have the audio automatically downloaded or streamed to a "podcatcher".	Mastery of content can be assessed via other tools. Can be used as assessment tool if students are required to create their own podcasts.	Can be used as a RESOURCE FOR DISCUSSIONS.	Instructors can edit the Podcast permissions to allow students to upload and manage podcast files.	6/6 Remember, Understand, Apply, Analyse, Evaluate, Create.
Tests and Quizzes to create online assessments (tests, quizzes & surveys) for individuals or groups	TIME CONSUMING INITIALLY. But using a Question pool structure alleviates this.	Used for TESTING UNDERSTANDING of knowledge transfer.	YES, used mainly for formative assessment with feedback.	FEEDBACK can be provided through text and marks.	NOT BY STUDENTS. Lecturers can co-create question pools for one module.	6/6 Can test all 6 but this requires you to be creative in your assessment.
Lesson tool allows an instructor to organize resources, activities, and media on a single page	MODERATELY EASY, if well planned, but time-consuming Worth the effort.	Good for PRESENTING INFORMATION in multimedia format for a structured, guided learning experience.	YES, activities in or linked to page and page completion can be graded.	MAYBE, depends on content and tools linked. E.g. comments tool and questions used for polls.	MAYBE. Depending on page planning, opportunities can be created for students to work together collaboratively (e.g. link to a google doc, forum or add Student Pages to the lesson).	6/6 Can test all 6 but this requires you to be creative in the design of your assessment.
Assignment to create, distribute, collect, and grade online assignments	RELATIVELY EASY. Various advanced settings available.	INFORMATION regarding assignment instructions and resources can be provided.	YES. Set due dates & maximum grades. Collect assignments and provide feedback.	YES. Allows limited interaction in the form of feedback from instructor and peer assessment.	Allows GROUP ASSIGNMENT SUBMISSION. Requires careful assessment design.	6/6 Depends on your assessment design.
Blog tool Online journal, (blog entries) that can be used by students to share insights with the specific learning community	SETUP CAN BE TRICKY. Plan the purpose before activating the tool. Consider permissions carefully.	Enables students to THINK CRITICALLY and share knowledge / findings and reflect on others work.	Not integrated with Gradebook, but blogs can be assessed manually.	Depending on use. Lecturer can have module blog with relevant posts and additional information for students.	YES, students can comment and edit each others' blog posts depending on settings.	4/6 Understand, Analyse, Evaluate, Create.
Chat room a real-time, text-only chat tool within a site	EASY TO SET UP. If used for informal unstructured discussion.	MAYBE. Share resources as URL links.	NOT A FORMAL ASSESSMENT TOOL. Dedicated support rooms can assist student-to-student / lecturer support.	YES, between all site participants.	Students can use the chat room to DISCUSS AND SHARE KNOWLEDGE in an informal unstructured way.	5/6 Understand, Apply, Analyse, Evaluate, Create.
Drop box For private file sharing between instructor and students	EASY TO SET UP. A folder is automatically created for each student in Dropbox.	The student and lecturer can UPLOAD RESOURCES to share with each other.	Tool is not integrated with gradebook, but content uploaded by student can be assessed.	Drop box is used to SHARE INFORMATION between lecturer and student, but not between students.	NO. Lecturer has access to all students' drop boxes but students only have access to their own.	5/6 Understand, Apply, Analyse, Evaluate, Create.

GREAT FIT

CAN WORK WITH LEARNING DESIGN

NOT BEST TOOL

How to use this guide
Are you a lecturer new to eFundi? Use this guide to pick the right tool for the job.

- Know which tool you want to use? Follow its row across to see its strengths & weaknesses.
- Know what you want to achieve? Pick a column and follow it to see which tool will help you do it.

***Be creative with Discussion Forums**
It doesn't always have to be an in-depth class discussion. Other activity ideas: class debate, team discussions, report weekly project findings, reflections on big ideas from readings, web quests, role play & feedback, gather resources & reviews, assessment support, etc.

Need more eFundi help?

- eFundi support webpage: <http://services.nwu.ac.za/centre-teaching-and-learning-ctl/lecturer-efundi-support>
- Helpdesk: efundi-pc@nwu.ac.za
- Make an appointment with an Educational Technologist or Instructional Designer: <http://services.nwu.ac.za/centre-teaching-and-learning-ctl/centralised-teaching-and-learning-functions>

