

MEMO 65. 2021

To:

- **DVC: Teaching & Learning**
- **Executive Advisor to Prof RJ Balfour**
- **Executive Deans**
- **Deputy Deans: TL**
- **Directors: CTL**
- **CTL staff members**

From: Prof Willem J van Vollenhoven

Date: 17 March 2021

Re: Linking students to eFundi sites

Dear Colleagues

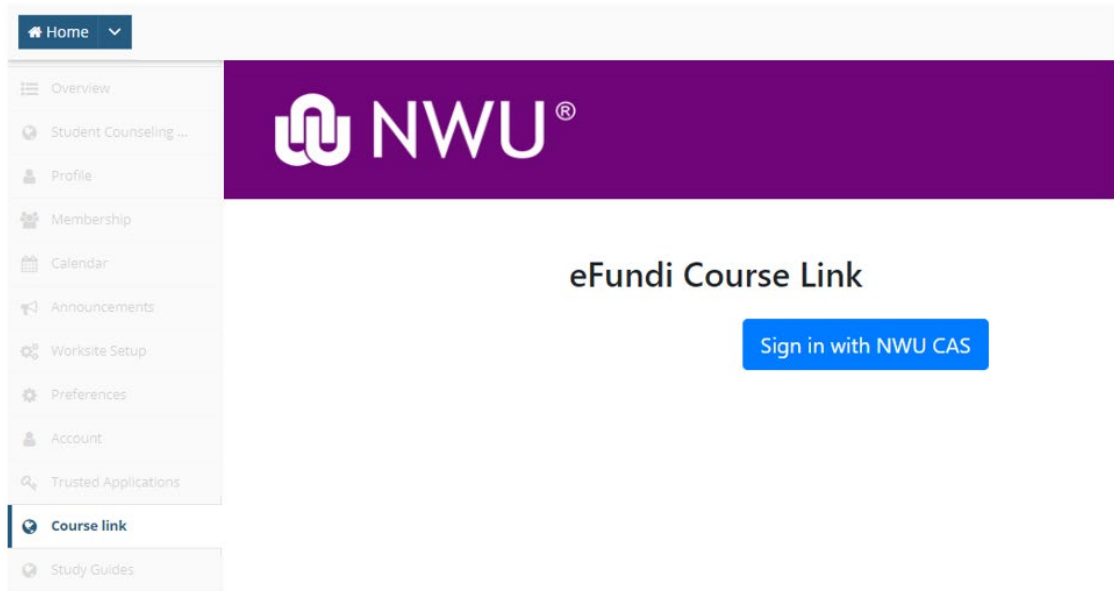
On request from the registrar, CTL is in process of finalising the development of a set of business rules for the use of eFundi to ensure reliable data for Strategic Intelligence for planning, decision making and auditing purposes. As conditionally registered students are not eligible to access module information in eFundi, the systems providing the registration information for eFundi were changed during 2020 to remove any conditionally registered students. The result is that only fully registered students will automatically be linked to module sites in eFundi via the course link procedure. As part of the effort to ensure reliable data, lecturers were also prevented from manually linking students to module sites in eFundi.

As many students are currently struggling to finalise their registrations (e.g. NSFAS students), the Registrar announced a grace period during which conditionally registered students will be allowed access to module information in eFundi. Students struggling to finalise registrations due to financial considerations are welcome to contact Finances to make arrangements after which they will have temporary access to module information in eFundi. The grace period was extended to the 26th of March 2021.

The question now arises as to how to link conditionally registered students to their module sites for participation in module activities during this grace period. Due to many requests for assistance to the

Teaching and Learning Technologies help desk, CTL proposes the following processes to link students to their module sites in eFundi.

1. Fully registered students will automatically be linked to sites via the course link procedure. This implies that all academic staff should follow the course link procedure when creating and preparing their module sites in eFundi. [Click here](#) for instructions on the correct procedure to follow.



2. If possible, lecturers are asked to make their sites joinable. This will allow conditionally registered students to join the sites that they are registering for.

[Click here for instructions on how to make a site joinable.](#)

[Click here for student instructions on how to join a joinable site.](#)



3. If conditionally registered students report to a lecturer, the lecturer can add the student manually to their site using the Temporary Student role:



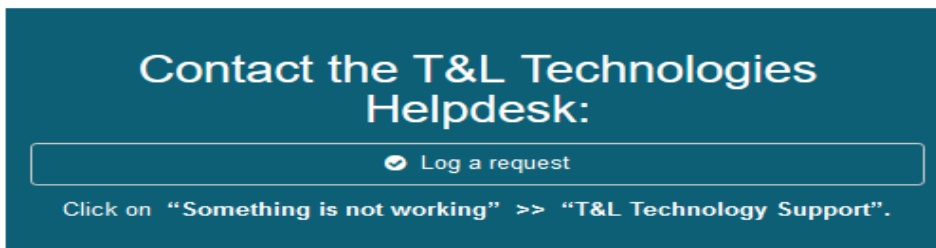
4. CTL will request a list of all modules with students conditionally registered for those modules and will centrally link those students to the indicated module. CTL can, however, only work

with the information available to us which implies that, as students are still registering and making changes to their fields of study, some students might be linked to the wrong sites (changes were made after we received the information). These students will however be automatically removed once the grace period for finalisation of registrations, expire.

We request that Deans disseminate this memo to all academic staff to act upon in a joint attempt to link all students to eFundi as soon as possible.

For any queries, you can **contact the T&L Technologies Helpdesk at 018 285 5930**

Alternatively, a **request can be submitted** at <http://services.nwu.ac.za/KeepOnTL/lecturers> in the applicable section:



We appreciate your support in advance.

Kind regards

Prof Willem J van Vollenhoven

Chief Director: Centre for Teaching and Learning