

## eFundi

## How to create your eFundi Module Site

When creating your new module site, it is important that you follow all the correct steps to ensure that your students will get access to the module site.

Remember, that one can only create one module site at a time. Please refer to the other tutorials available should you need to create a different site.

Log on to eFundi and in the HOME tab, click on the Course Link menu item. e.g.



## Click on the **Sign in with NWU CAS** button





Choose your campus, insert your module code, mode of delivery and presentation category, then click search.

| eFundi Course Link |        |               |    |        |         |   |                    | Active EG VAN NIEKERK (20686463)<br>User: |         |                   |       |                      |
|--------------------|--------|---------------|----|--------|---------|---|--------------------|---|---------|-------------------|-------|----------------------|
|                    |        |               |    |        |         |   |                    | Username                                  |         | Become User       | Save  | Logout               |
| Year: 2019         | Campus | Vaal Triangle | \$ | Module | KCOM111 |   | Method of Delivery | - All Present                             | ation 🕈 | Presentation Cate | egory | - All Presentation 🕈 |
|                    |        |               |    |        |         | S | earch Clear        |   |         |                   |       |                      |
| Show 10            | • entr | ies           |    |        |         |   |                    |   |         |                   |       |                      |

A list should appear with your module options. Click on the tick box next to the relevant module options that you are responsible for.

| ear: 2019         | Campus     | Vaal Triangle      | \$      | Module     | KCOM111   | Metho       | d of Delivery                    | FULL TIME | \$                            | Presentation Cate            | egory                                   | - All Presentation 🗢                   |
|-------------------|------------|--------------------|---------|------------|---|-------------|----------------------------------|-----------|-------------------------------|------------------------------|---|--|
|                   |            |                    |         |            |   | Search      | Clear                            |           |                               |                              |   |  |
| Show 10           | entr       | ies                |         |            |   |             |                                  |           |                               |                              |   |  |
|                   |            |                    |         |            |   |             |                                  |           |                               |                              |   |  |
| Link              | Instructor | î↓ Linked I        | by Inst | tructor 1  | Campus  | ţ↑          | Module                           | 1↓        | Method                        | l of Delivery 1              | Present<br>Catego                       | tation<br>ory î↓                       |
| Link              | Instructor | î↓ Linked I        | by Inst | tructor î↓ | <b>Campus</b><br>Vaal Triangle                  | ţ↑          | Module<br>KCOM 111               | †↓        | Method<br>FULL TIN            | I of Delivery ↑↓<br>ME       | Present<br>Catego<br>Contact            | tation<br>ory î↓<br>t                  |
| Link              | Instructor | î↓ Linked I        | by Inst | tructor î↓ | <b>Campus</b><br>Vaal Triangle<br>Vaal Triangle | ţ†          | Module<br>KCOM 111<br>KCOM 111   | 1↓        | Method<br>FULL TIN<br>PART TI | I of Delivery ↑↓<br>ME<br>ME | Present<br>Catego<br>Contact            | <b>tation</b><br><b>ry</b> î↓<br>t     |
| Link<br>Showing : | Instructor | î↓ <b>Linked I</b> | by Inst | tructor î↓ | <b>Campus</b><br>Vaal Triangle<br>Vaal Triangle | ţ<br>Ţ<br>Ţ | Module<br>KCOM 1111<br>KCOM 1111 | 1↓        | Method<br>FULL TIN<br>PART TI | I of Delivery ↑↓<br>ME<br>ME | Present<br>Catego<br>Contact<br>Contact | tation<br>ry î↓<br>t<br>t<br>us 1 Next |

Continue to change the settings, search for and link all the modules that you are responsible for.

NOTE: If you are going to create a module site that must link students from all three campuses, you will have to search the module code for each campus and tick them off seperately.

Once all the module code(s) / groups have been linked to your name, click the **Save** button at the top right.

|            | eFun   | di Course l   | ₋ink   |         |                    | Active EG VA<br>User: | N NIEKERK (20686463)  |                      |
|------------|--------|---------------|--------|---------|--------------------|-----------------------|-----------------------|----------------------|
|            |        |               |        |         |                    | Username              | Become User Save      | Logout               |
| Year: 2019 | Campus | Vaal Triangle | Module | KCOM111 | Method of Delivery | - All Presentation 🗢  | Presentation Category | - All Presentation 🗢 |
|            |        |               |        | 5       | Search             |                       |                       |                      |
| Show 10    | entr   | ies           |        |         |                    |                       |                       |                      |

•

None

Hard Delete

A pop-up will appear to confirm that the module codes have

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| been linked to your name. Next, you will click the Worksite<br>Setup button in your menu on the right. |
|--|
| Click the <b>New</b> tab at the top of the screen.   |
| ☆Home ∨ ABCD 111 V 2017 ∨ eFundi 1st years 2018 ∨ eFundi Staff Training ∨                              |
| Overview Cverview  |
| Profile New  |
| Membership View: All My Sites  |

Filter by Term:

Edit

Delete

| <b>₩</b> H | lome 🗸 ABCD 111 V | 2017 🗸 |
|------------|-------------------|--------|
|            | Overview          | 🔇 coι  |
| 4          | Profile           |        |
|            | Membership        |        |
|            | Calendar          |        |
| 4          | Announcements     |        |
| 00         | Worksite Setup    |        |
| Ф          | Preferences       |        |

O<sup>C</sup>

Calendar

Announcements

Worksite Setup

Select the **Course Site** option and indicate the **current year** of study. Click the **Continue** button.

On the next screen you will choose the group of students that you want to link to this particular course site.

The numbers 1-1 indicate the full-time contact group. The numbers 2-1 indicate the students who have registered for part time studies.

You can create two seperate course sites for each of these groups OR create one site, but link both groups to the single site. (eFundi will still register the students as two seperate groups on the site).

To link BOTH groups to ONE site, click the check box on the left of both groups as can be seen in the example.

Then click the **Continue** button.

| C WORKSITE SETUP  |
|---|
| Create Site   |
| A site can be created in a number of different ways:  |
| Build your own site This is for experienced users and lets site owners add individual site tools.   |
| <ul> <li>course site</li> <li>* Academic term: Year 2019</li> </ul>   |
| <ul> <li>project site</li> </ul>  |
| <ul> <li>Create site from archive</li> <li>This allows you to use an existing site archive as a base for your new site, content from the archive will be added to the new site.</li> <li>Content from the site archive will be imported into the new site.</li> </ul> |
| You can add or remove tools from either type of site at any time.   |
| Continue  |
|   |
| Course/Section Information  |

| <b>Course/Section Information</b>       | 1                              |
|---|--------------------------------|
| Course/Section(s) Selection - Year 20   | 19                             |
|   |                                |
| Please select the appropriate cours     | se/section(s) to add to your s |
| KCOM 111 1-1                            | Use Official Description       |
| <b>KCOM 111 1-1 V 2019 Lecture</b>      |                                |
| KCOM 111 2-1                            | Use Official Description       |
| <b>KCOM 111 2-1 V 2019 Lecture</b>      |                                |
| Add course(s) and/or section(s) not lis | ted above                      |
| Continue Back Cancel                    |                                |

On the next screen, scroll to the bottom and click the **Continue** button.

Next you can choose the tools that you will be using for this module. Please only choose the tools that you are going to use.

After selecting the relevant tools, you have the option to re-use materials from other sites. If your study material was developed on a site you created in 2018, use this opportunity to import the content to your new site.

Click **Continue** when you are done.

| Re-use Material from Other Sites You Own  |
|---|
| O No, thanks.   |
| Yes, from these sites:  |
| #1st year 2016@VTC         1st yr Navigator VTC         2010 ITC Training         ABCD 111 V 2017         ABCD 122 V 2018 |
| Note: To select more than one item, hold down the Ctrl key (Windows) or the Command key (OS X) and click your selections. |
| Continue Back Cancel  |

If you indicated that you do want to import content, you will see a screen listing all the tools with content that can be imported. Tick the relevant tools, then click the **Continue** button.

On the next screen you will be able to choose whether to publish your site or leave it as a draft. Click on the **Continue** button.

On the final screen you will get a summary of the site you are about to create. Please check the details then click the Create Site button to finish the process.

> Your students will automatically be added to the site when they have registered for your module.