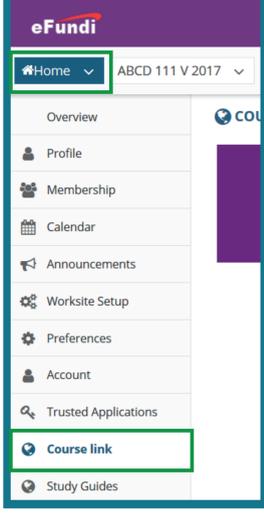


How to create your eFundi Module Site

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.

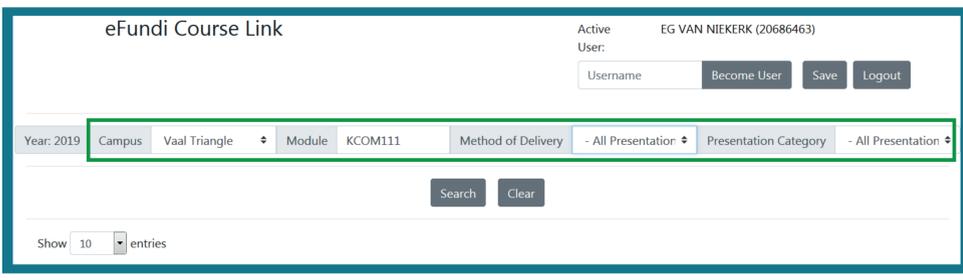
1 Log on to eFundi and in the HOME tab, click on the Course Link menu item. e.g.



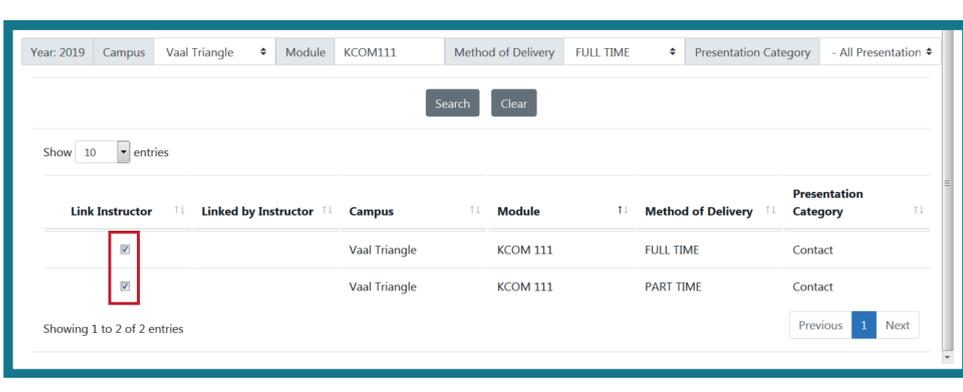
2 Click on the Sign in with NWU CAS button



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



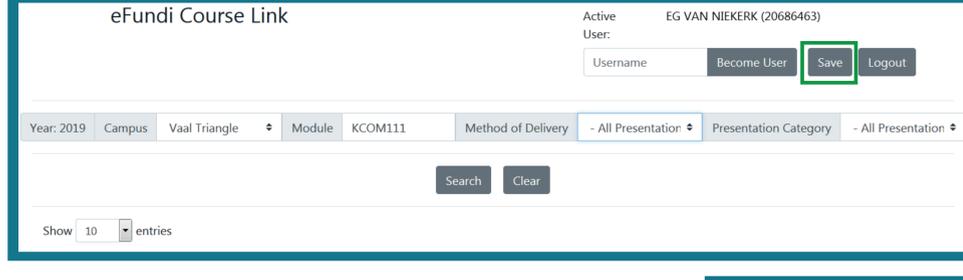
4 A list should appear with your module options. Click on the tick box next to the relevant module options that you are responsible for.



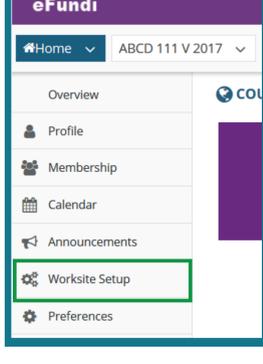
5 Continue to change the settings, search for and link all the modules that you are responsible for.

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 separately.

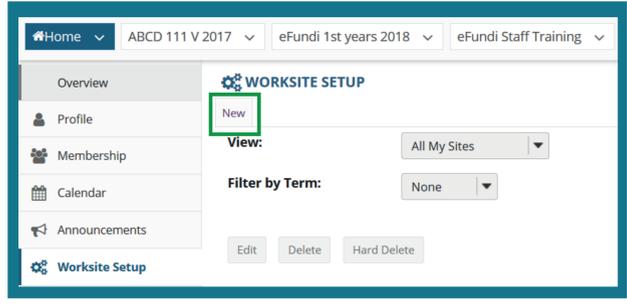
6 Once all the module code(s) / groups have been linked to your name, click the Save button at the top right.



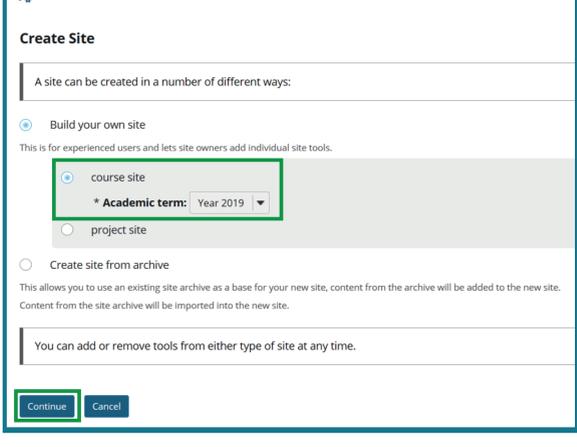
7 A pop-up will appear to confirm that the module codes have been linked to your name. Next, you will click the Worksite Setup button in your menu on the right.



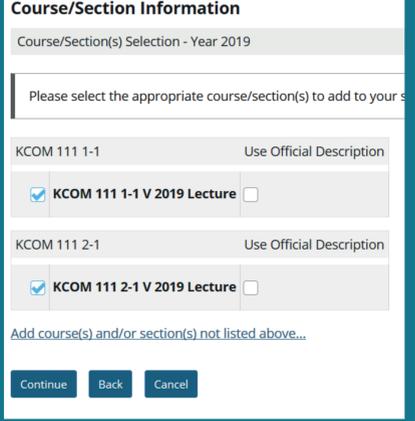
8 Click the New tab at the top of the screen.



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



10 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 separate 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 separate 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.

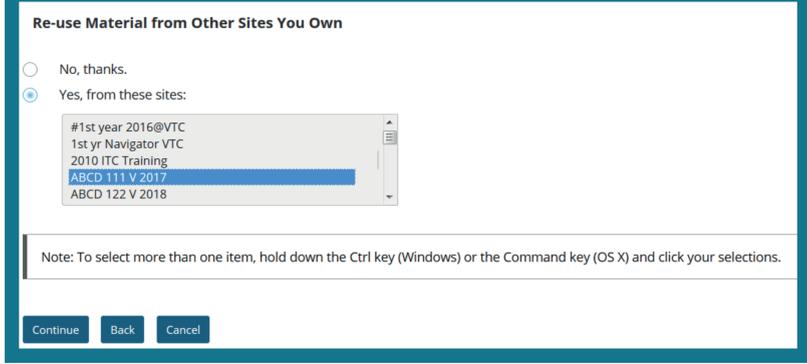
Then click the Continue button.

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

12 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.



13 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.

14 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.

15 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.