EFUNDI USER MANUAL _Updated 2018-11

This manual has been compiled to assist you as a user of eFundi Learning Management System of the North West University. The steps and instructions in this manual will enable you to navigate through the platform. A step-by-step approach is followed to indicate how you should log in and make use of the tools provided by the platform. The instructions are illustrated with a screenshots of the tools you will see upon login on your computer. Please note that your screen may differ from the screenshots provided here, as different browsers and different screen settings are used. The eFundi learning interface may also have changed since the capturing of this document
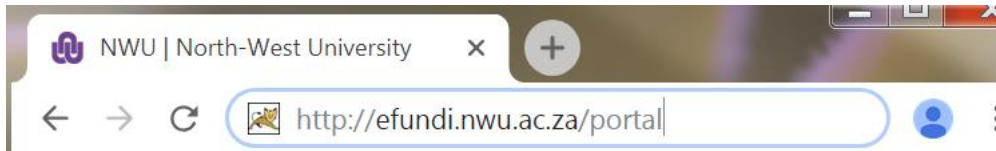
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Access to the eFundi Learning Management System

1. Access the eFundi eLearning platform of the North West University by typing the following web address in the address field of your web browser.

   http://efundi.nwu.ac.za/portal

   We recommend using the most-up-to-date version of your Internet browser. For the best experience, we encourage you to use Google Chrome or Mozilla Firefox.

2. To Login to eFundi, click on the Login button.

   First time eFundi users: log in with your username (your 8-digit NWU student number) and your password. Your password will initially be your South African identification number, followed by "@Nwu" or for international students (including students from Namibia) this password consists of your passport number followed by "@Nwu", e.g. 9302215067088@Nwu. After 90 days your password will expire. You will need to change your password before this time or you will need to request a new password.
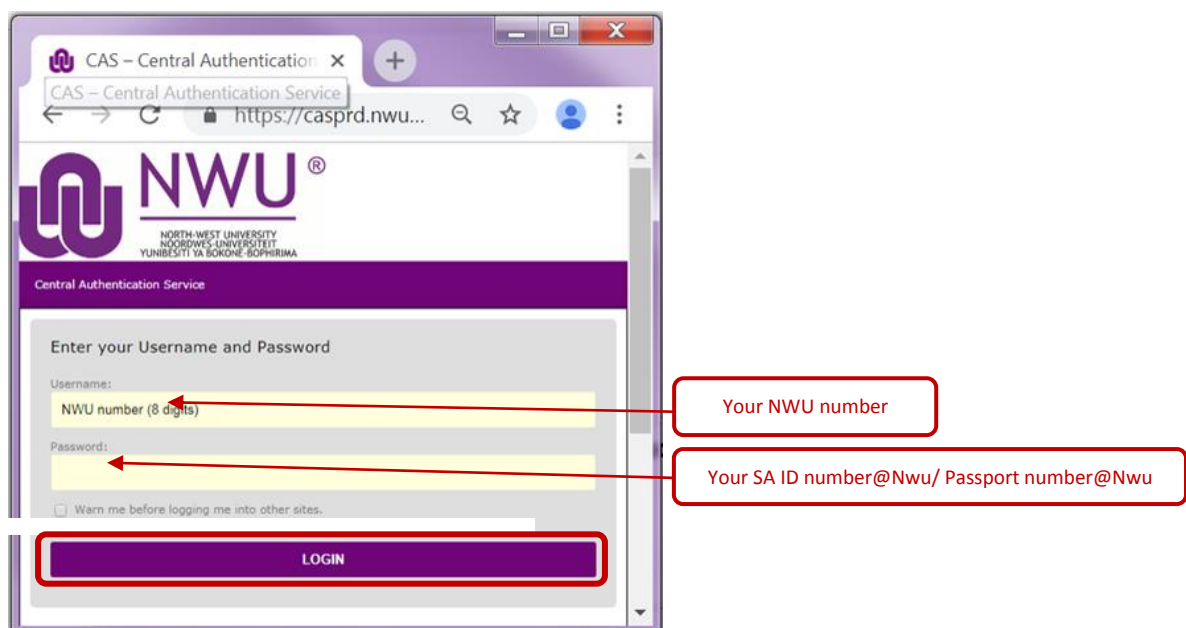
Change password / Get a new password

On the eFundi main page (before you login), click on **Reset Password**.

To get a NEW password click on the link and provide the system with the following information:

Student number, identity or passport number and your cell phone number or email address. If this information is verified with the information on your academic record, your password will be sent by SMS or by email. (Within an hour depending on your network.)

If your information does not verify please visit Academic Administration to update your information.

Change your password	Forgot your password

Username:

The username of a registered student at the NWU is her / his NWU university number.

Password:

Important: During registration at the NWU a default password is created for each student.

- For South African students this password consists of your South African Identity number followed by "@Nwu", e.g. 9302215067088@Nwu
- For international students (including students from Namibia) this password consists of your passport number followed by "@Nwu", e.g. 123456789@Nwu
- Please note the capital letter "N" in the examples above – passwords are case sensitive

This default password will expire within 2 weeks of registration. Therefore, please change your default password as soon as possible. New passwords should contain:

- alpha-numerical characters (a..z, 0-9),
- special characters (example #,* or ^)
- and both capital and small letters e.g.: AbCd*902

When you Change your CURRENT password, please change your password to something that only you will easily remember. Please note that passwords for full times students expire every 90 days.

Update your NWU email address

Students are required to provide the university with an email address. This email address will be used by the NWU to send you official information. If you do not have a personal e-mail address on the system, please add one. You can change your email address by clicking on **Change / Update your Contact info**.

More information about your official NWU e-mail address:

> **What is my NWU Gmail address?**
>
> ▾ **How will the NWU know what email address to send my correspondence to?**
>
> Students are encouraged to provide their NWU Gmail email address, as the official email address for communication from the NWU, during the registration process.
>
> If you didn't provide your NWU Gmail email address during registration, you can do so by clicking **here**.
>
> The process is as follows:
>
> **1** Provide your information   A link has been sent to your email. Follow it to proceed to step 2   **2** Verify your email address

To access a site/module
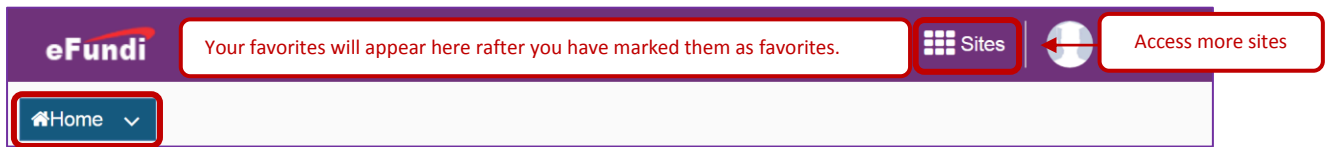
Click on the tab of your site or module on the purple navigation bar. The selected tab will turn grey once you have accessed the site.

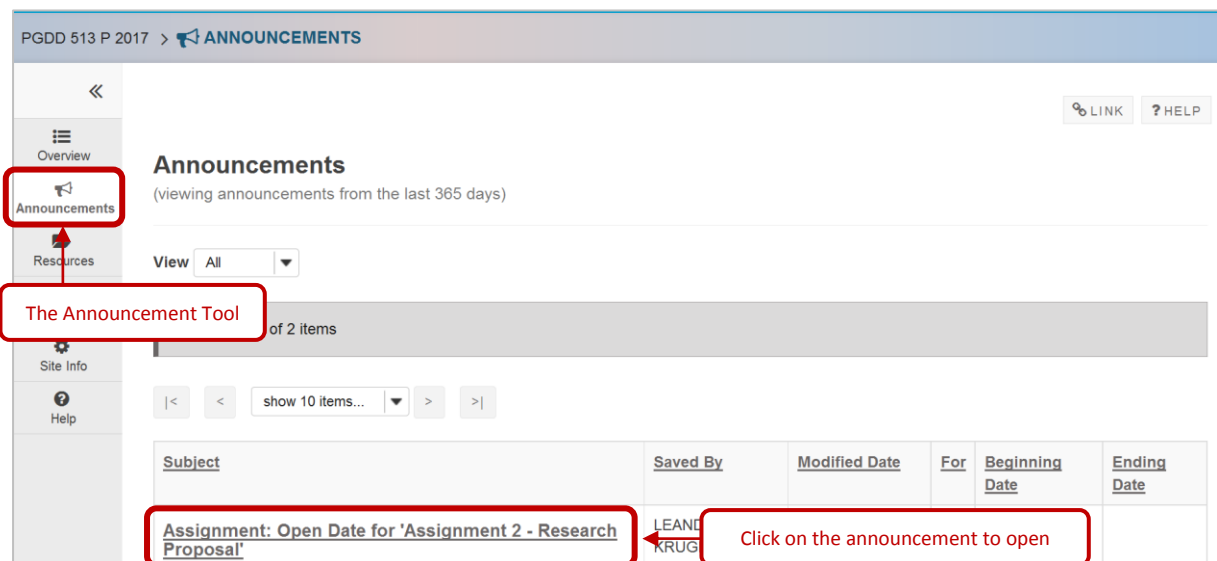Module codes/names differ from program to program of study.

Note: If the site/module is not displayed in the purple tab please click on the Sites dropdown menu to view the sites/modules not displayed.

Please note that each module has a tool menu on the left hand side of the screen. Each item on the menu is referred to as a tool.

In this User Guide we will focus exclusively on the tools that you and your lecturer are most likely to use.

Reading your announcements

To view your announcements using the **Announcements tool:** click on the subject of an announcement to open the announcement.

Use the "Previous", Return to List" "Next" buttons to navigate through the announcements of the module

Viewing / downloading resources

When you click on the resources tool in the left hand side menu it will open up a list of files, saved in a folder. In this example, we are demonstrating the steps to access the map.png file

1. Click on the relevant file

2. You will be asked to either save or open the file. (The file will open in the default format e.g. MS Word/PDF) (Depending on the browser settings both Firefox and Chrome automatically download the file)

The Resources Tool

Click on the map.png to open
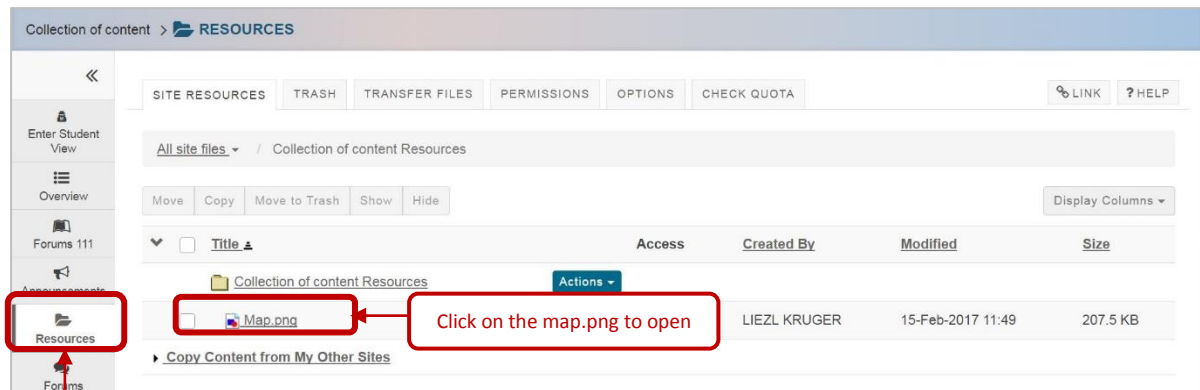
Viewing / submitting an Assignment

Depending on how your lecturer has set up the site you would be able to access the assignment either by clicking on the assignments tool to open up your assigned assignments OR clicking on the link to the assignment within the module content (Lessons tool). Pay attention to the due date of the assignment as well as the assignment submission instructions.
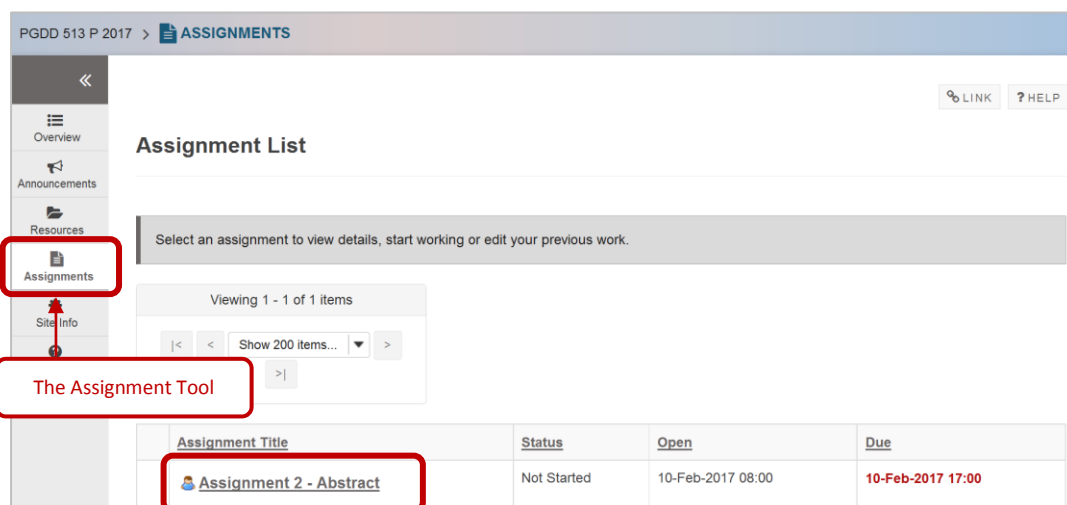
The Assignment Tool

Click on the Assignment to open

1. To view the assignment, click on the title of an assignment in the assignment list.

2. To submit your assignment **Browse** for your assignment on your computer.

3. The attached assignment will appear under the heading Submission.

4. If you want to remove the attachment click on **Remove**. To submit a new copy, click on **Browse** again to upload another file.

Attachments

No attachments yet

Select a file from computer   Browse...   No file selected   Click on Browse to upload your assignment

Submit   Preview   Save Draft   Cancel

5. Click Submit if you are ready to submit, then you should see a confirmation message.

Submission Confirmation

☑ You have successfully submitted your work. You will receive an email confirmation containing this information.

User:	EVANGELINE BALLIES (22911669)
Class site:	ASSESS 999 P Year 2016
Assignment:	👤 Dairy Entry
Submission ID:	**03b43088-bf6c-4864-8384-377ae821b313**
Submitted on:	16-Feb-2017 13:01
History	Thu Feb 16 13:01:59 SAST 2017 EVANGELINE BALLIES (22911669) submitted

Test and Quizzes

1. Depending on how your lecturer has set up the site you would be able to access the Test & Quizzes either by clicking on the tool to open up your test & quizzes available OR clicking on the link to the your assigned Online Test within the module content (Lessons tool).. Please pay attention to the Time Limit and Due Date/Time of the assessment.

2. Click on the appropriate Test.

3. Click on **Begin Assessment** to start the test

4. Answer all the questions selecting the most appropriate answer.

5. After answering all the questions, click on **Submit for Grading.**

6. You need to confirm your submission by clicking the **Submit for Grading** button again.

7. After reading the confirmation of submission click on **Continue**.

8. Completed assessments will be listed below Submitted Assessments.

9. Your score for the assessment will be available under Individual Score.

The Gradebook

In the Gradebook you will be able to view your mark for assignments and tests when released by your lecturer.

Using the Forum tool

The Forum has a name, linked to the module, e.g. Training. Topics will appear under the Forum name. To read messages relating to a specific topic, click on the topic name, e.g. Welcome to the Training.
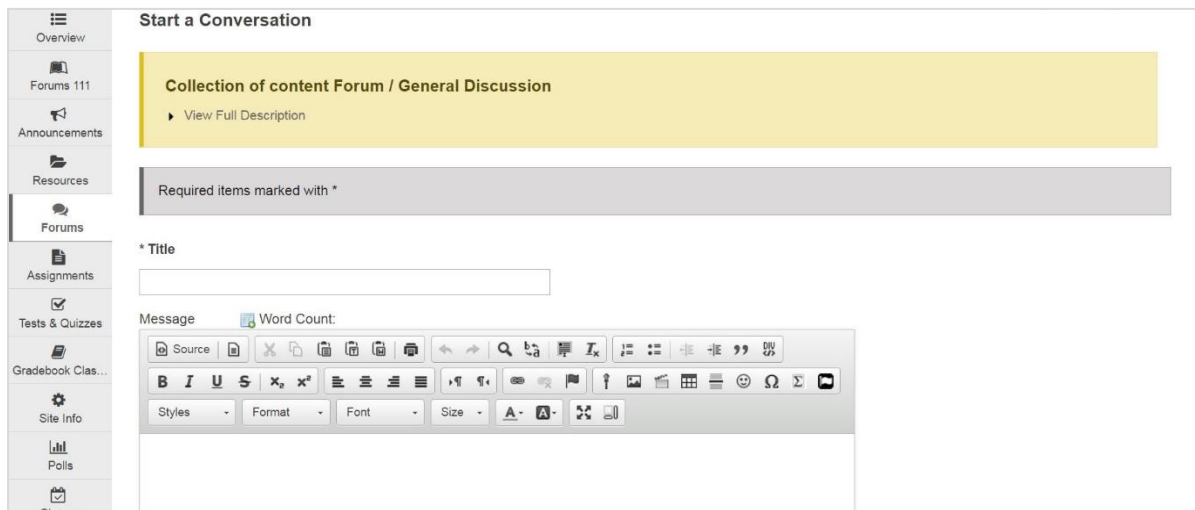
To start a new conversation about a topic, click on **Start a New Conversation.**
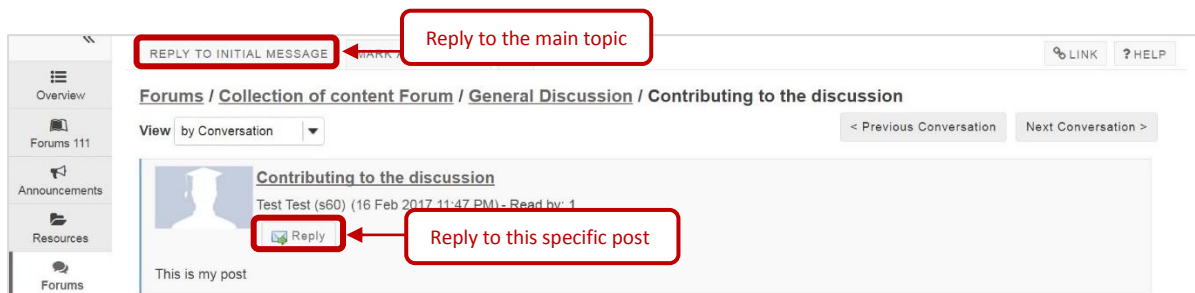
To start a new conversation you need to type in your message title and the message in the space provided. Then click on Post. Your message will appear in the conversation thread.

To read a message posted under a topic, just click on the new conversation. Reply when you have positive inputs to the conversation.

Help on eFundi

For more information on eFundi tools refer to the Help function in the tools bar.

OR

On the eFundi Login page (before you Login), visit the Contact us section where you will find: eFundi Tutorials, FAQ and helpline contact details

OR

Contact the Unit for Distance Learning site via email distancepotch@nwu.ac.za or 018 285 5900

OR

For on-campus students at the Potchefstroom Campus, visit IT Walk in Services (Building F20)