eFundi Tutorial:
Course link & Site creation

Creating eFundi sites for different student groupings of the same module code

Since January 2018 it has been possible to distinguish between different student groups on eFundi Course link using "Presentation categories", Contact and Distance or the various "Methods of Delivery".

The implication is that the eFundi system can create various Membership lists (groupings of students) based on the "Presentation category" and "Method of Delivery".

- These Member lists can then be added to an eFundi site, allowing **automatic uploading of members** on such list to the site OR
- Separate eFundi sites can be created for different Methods of Delivery of a particular module code.

There are two options:

Option 1: If you have not created any sites for the module yet.

1. **Step 1:** The lecturer responsible for a particular module and student group, does the **Courselink** to the Module code also selecting Presentation Category and Method of Delivery.
2. **Step 2:** Use the 'create a course site' option to **create a site** for the particular group of students.

Option 2: If you have created sites for the module, but no students are linked to the module site

1. Step 1: The lecturer responsible for a particular module and student group, does the **Courselink** to the Module code also selecting Presentation Category and Method of Delivery.
2. Step 2: **Lecturer adds the member list** to a existing course site using Site Info > Edit class member lists (s). Students will now automatically be added to the site.

> *NOTE: If the course site was created in the previous year, we advise that the lecturer re-create a course site for the current year. During the re-creation of the site careful attention needs to be given to the naming of the site. The content of the original site can be **reused** or **imported** into the site for the current year.*

Index

This tutorial will address the following topics;

Step 1: Complete Courselink

Go to the eFundi landing page (http://efundi.nwu.ac.za) and login using your staff number as username and your Novel password.

1 You should automatically be navigated to the **Home** site of your eFundi account. If not, please make sure that you navigate to the **Home** page.

2 Select the **Course link** option from the menu on your left.

3 Click the **Sign in with NWU CAS** button. The login should happen automatically, but if you do see a login screen, use the same details you used when logging in to eFundi.
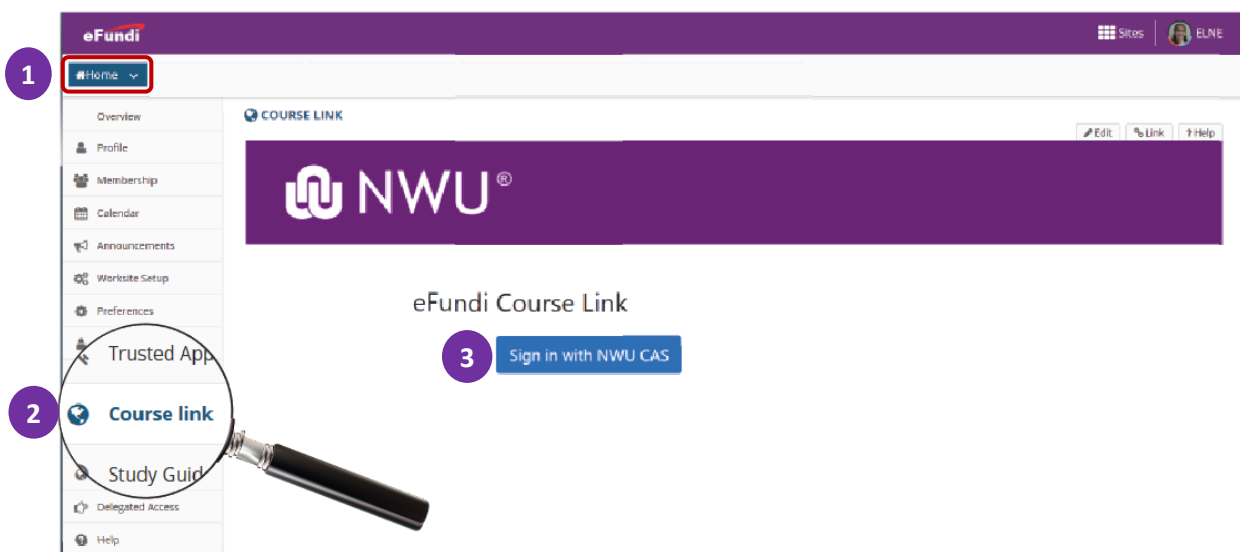

On the eFundi Course Link page, select your campus and type in the module code. Then click on **SEARCH**. You can now refine your course link search by clicking on the Drop down list for Presentation category and Method of Delivery (if needed).
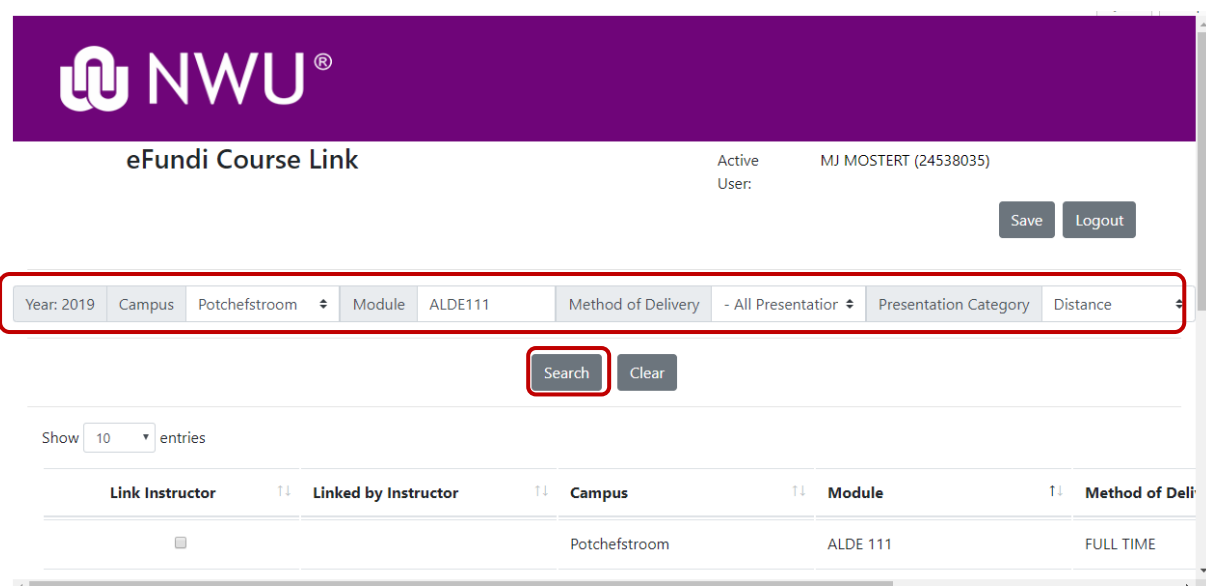
In this example the Module code ALDE 111 was searched for.

Select the relevant Module (considering the Method of Delivery and Presentation Category),

Select the **tick box** next to the module(s) that you are assigned to, then click the **SAVE** button at the top right of the screen.
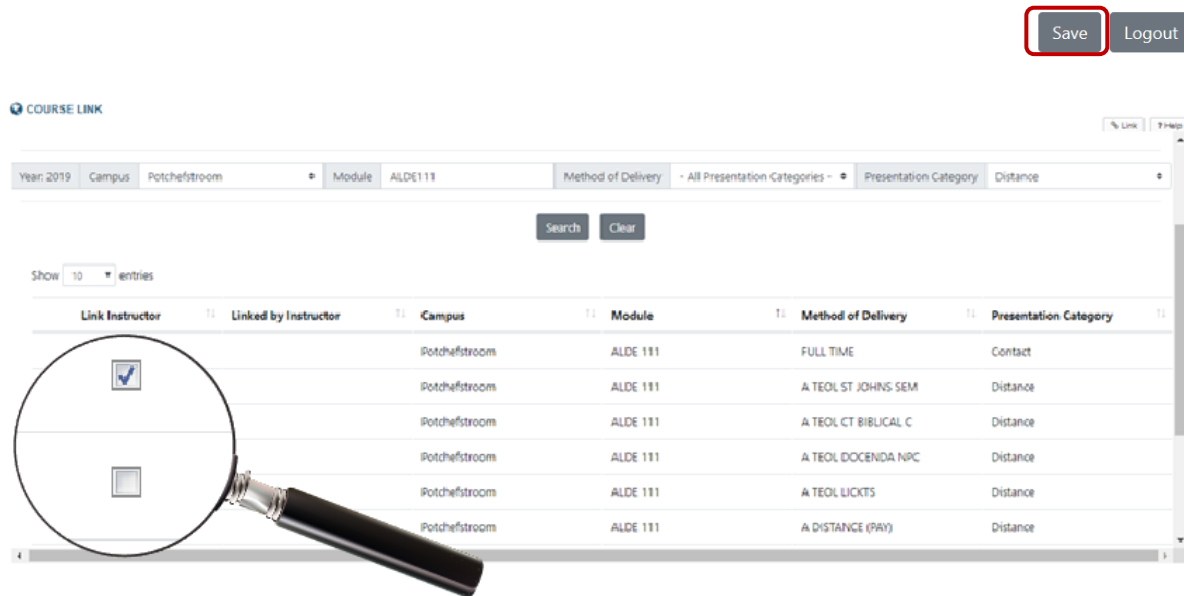
Return to the eFundi: **My Workspace (Home)** and select **Worksite Setup** from the menu on the left to create your site or link the member list to a site.
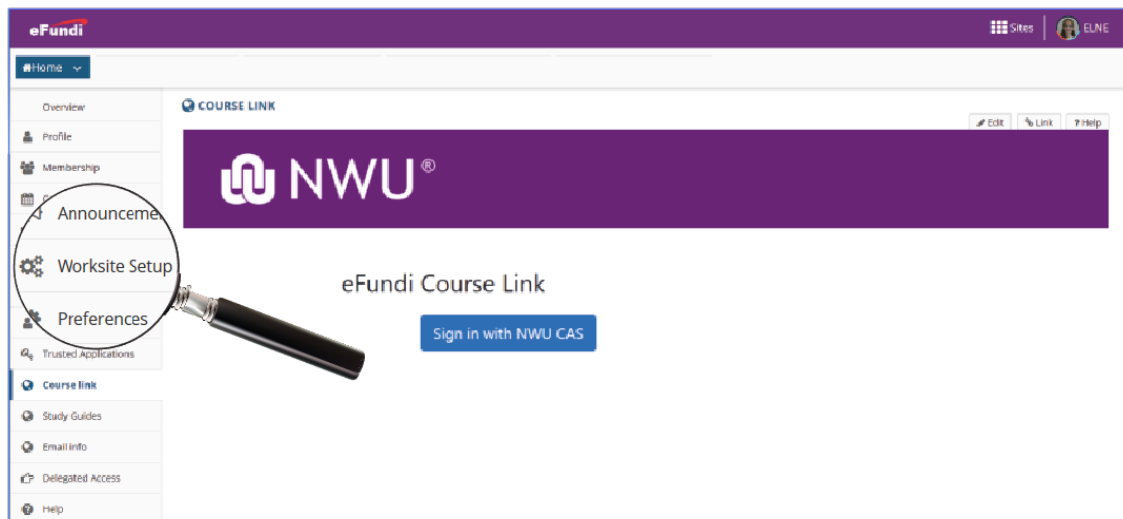
Step 2: Create the module site

Your actions in this step will depend on the option you choose for creating your module site. Please choose the relevant option below for the correct actions to complete:
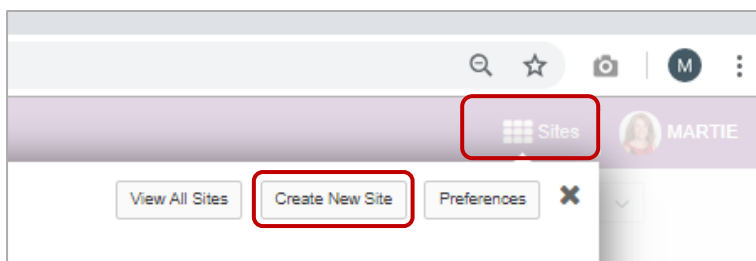
Option 2: Link students to a previously created module site
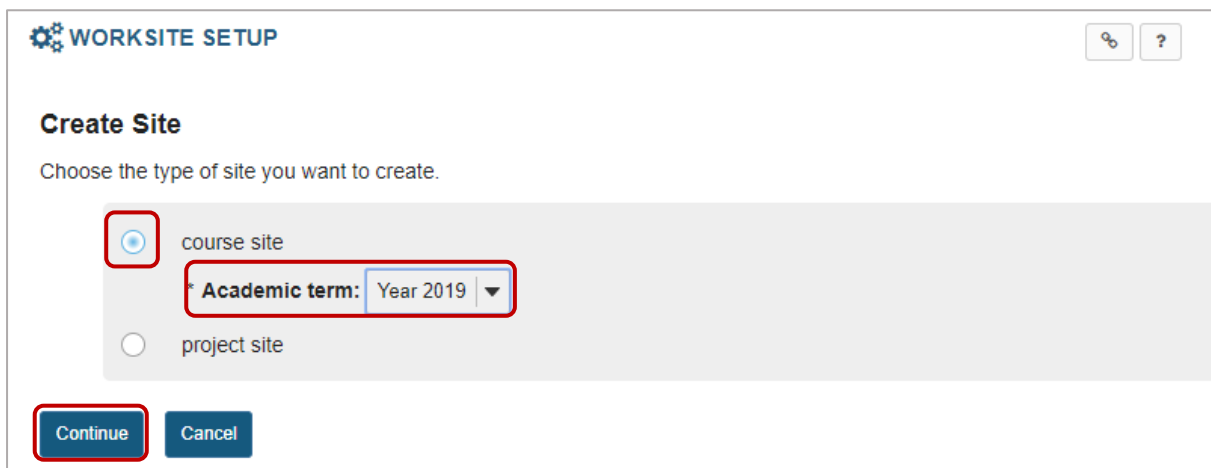
Option 1: Create a new module site & link students

Login to eFundi and click on the **Sites** button next to your profile picture in the top right hand corner.

Click on **Create New Site button** at the top of the window that appears.

Select **course site** option by clicking on the radio button.

Choose the relevant **Academic term**, then click the **Continue** button at the bottom.

The modules to which you have been course linked (step 1) will appear on the next page.

Tick the box next to or under the module(s)/Groups(s) for which a site must be created.

> ***Important:*** *You can only create one site at a time. If you select two modules/groups at this stage, only one site will be created but the students from both modules/groups will be linked and uploaded to the site.*

Click the **Continue** button.

Kindly note the numeric values that has become part of the file name.
In this example: *IURP 415 1-1 P 2019*

> **IURP 415 P** - Module code
> **1 -** API Code / Method of Delivery code (Full time)
> **1** Presentation method code (Contact students)

> ***NOTE:*** *A full list of Presentation and Method of Delivery codes are available from the eFundi staff training site.   EXAMPLE ONLY:*
>
> | Presentation Category | | | | Method Of Delivery | | |
> |---|---|---|---|---|---|---|
> | VSSCode | Value | Description | | VSSCode | APICode | Description |
> | 7242 | 1 | Contact | | 1000044 | 39 | EXTENDED FULLTIME |
> | 7243 | 2 | Distance | | 1000016 | 36 | FACILITIES VTC |
> | | | | | 1000039 | 37 | SWO.GRACE CHRISTIAN BIBLE COLLEGE |
> | | | | | 1000172 | 46 | SEDIBA |
> | | | | | 1000296 | 49 | BEURS: PROVINSIE |
> | | | | | 1003853 | 132 | A 2017 LP BEURS ODL |
> | | | | | 1003859 | 133 | A 2017 EC BEURS ODL |
> | | | | | 1003864 | 134 | A AFSTAND (BETAAL) |
> | | | | | 1003874 | 135 | A 2017 MP BEURS ODL |
> | | | | | 1003908 | 136 | A OLG - Module |
>
> *Click here to access the full list.*

On the **Course Site Information** page, click **continue** at the bottom of the page.

On the **Course Site Tools** page, select the relevant tools that you are going to use.

If you **do not** want to re-use material from a previous site: Select the **Not, thanks** radio button from the options below: 	If you **DO** want to re-use material from a previous site: Select the **Yes, from these sites:** radio button from the options below and select the relevant site from which you would like to import the content:

Click the **Continue** button to advance to the next page.

> 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

IMPORTANT:

If you indicated that you want to import content, the following screen will appear. If you selected NOT to import content, click here to continue to the next step.

On the next page, select the content that you want to re-use and then click on **continue.**

→ **WORKSITE SETUP** | ⸕ Link | ?

> Content imported from the Resources tool will be visible by default, meaning it will be accessible to site participants like 'guest' and 'student' roles, although a site administrator can modify this setting.

Re-use Material from Other Sites

Re-use material from other sites you own...

> Choose the material you want to re-use from these sites. You can combine material from more than one site (for example, Resources from several sites).

	☑ IURP 415 2018
Welcome *	☑
Announcements	☑
Assignments *	☑
Calendar *	☑
Gradebook *	☑
Lessons	☑
(eGuide / eGids (Eng / Afr))	
*	
Markbook *	☑
Polls *	☑
Resources *	☑
Tests & Quizzes *	☑

> Note: If you choose to import content from the tools marked with a +, the tools will be added to your site.

Continue | Back | Cancel

On the next page you may opt to leave the site a Draft until you have confirmed the content is ready to publish. If you to opt to leave the site as a draft, students will not have access to the site. Once you have indicated your preferred option, click **Continue**.

Course Site Access

Set access options for your site...

Site Status

Publishing your site makes it available to the site participants.
- ○ Publish site - accessible to all site participants
- ○ Leave as Draft - accessible only to site maintainers

Site Visibility

Display in Site Browser

On the final page, you will view a summary of the site that you are about to create. Click the **Create Site** button to complete the process and create the module site.

Global Access

Global access settings allow you to decide who has access to your sit
In addition to the participants you've added, you can open your site s
- ○ Limit to official course members or to those I add manually (recor
- ○ Allow any eFundi user to join the site

[Continue] [Back] [Cancel]

Option 2: Link students to a previously created module site

Back to options

Login to eFundi and navigate to the site you wish to link the students to.

Select **Site Info** from the menu on the left and select the **Edit Class Member List(s)** tab at the top of the screen.

Click the **Add Member List(s)** tab at the top:

Editing Course/Section Information for AAAA 111 V Year 2019

Add Member List(s) Access to AAAA 111 V Year 2019:

* Academic term: Year 2019 ▼

KCOM 111 1-1	Use Official Description
☑ **KCOM 111 1-1 V 2019 Lecture** ☐	

KCOM 111 2-1	Use Official Description
☐ KCOM 111 2-1 V 2019 Lecture ☐	

* Authorizer's username: _____

Email will be sent asking for authorization for you to create this site.

Special Instructions:

Please enter additional comments that may help us authorize your site request.

Add course(s) and/or section(s) not listed above...

[Continue] [Cancel]

A list of all the courses that have been linked to your name in <u>step 1</u>, will appear.

1 Click the checkbox to tick the relevant group of students you would like to add to the site.

2 Insert your staff number in the section requesting: **Authorizer's Username**

Click the **Continue** button to complete the process.

Note: *If a module has been linked in Course link, but you cannot see it here then try to unlink the group and re-link.*

If that doesn't work: *Please log a IT Call <u>here</u> or notify your eFundi Helpdesk.*