eFundi Tutorial: Site Info



Site Info is the starting point for all changes you wish to make and use in your entire site. Every site created on eFundi will have a Site Info option in the main menu on the left of the screen.

The following topics will be addressed in this tutorial:

Add/remove site participants

Add/remove site tools

Change tool order, names & visibility

eFundi Groups

How to manage/change access to a site

How do I add a class member list(s)?

If you are the courselinked instructor / lecturer

If you are not the courseliked instructor / lecturer

Other functions in Site Info

Need help?



Add and remove participants

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If you created your site correctly by selecting the module in **eFundi Course link**, all students registered for your module will automatically be added to your module site.

It might happen that a student registered late, or you want to give access to your SI leader, teaching assistant, colleague or it might be necessary to give an external moderator access to a site.

Please take note of the steps below for adding these additional participants to your site.

Adding a NWU student/staff member

Adding a non-NWU user

- Steps for outside users to join eFundi

Removing participants

Adding a NWU student/staff member

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r.

To add a NWU user to your site, you will need their university number.

Go to your module site, and select Site Info. Click the Add Participants tab at the top of the screen.

eFundi	â <mark>View Site As:</mark> ▼
Home V TGNT 1	Year 2011 🗸
Announcements	SITE INFO
Assignments	Edit Site Information Manage Tools Tool Order Add Participants Edit Class Roster(s) Manage Groups Link to Parent Site External Tools
Site Info	Manage Access Import from Site Import from Archive File User Audit Log
m Calendar	TGNT 1 V Year 2011
Q Chat Room	Term Year 2011 Roster(s) with site access TGNT_1_V_Year 2011 (Requested)
fm Commons	Site URL http://v-sakai-dev-lnx2.nwu.ac.za:8080/portal/site/2647a554-1f5d-4cbd-88c6-6b0fcfb11230

Insert the university number(s) of the users you would like to add in the box **Official Email Address or Username**. If you want to add more than one user, remember to insert each number on a separate line (no punctuation). When have entered the university number, click the **continue** button.



On the next screen you will indicate the type of rights you want to give the person. Is this a student or another lecturer?

oles			
0	Additional instructor	Can read, add, and revise most content in their sections.	
0	Instructor	Can read, revise, delete and add both content and participants to a site.	
0	Student	Can read content, and add content to a site where appropriate.	
0	Teaching Assistant	Can read, add, and revise most content in their sections.	
rticipa	ants		
	Click to continue		

You are given the option to send an e-mail to the person to inform them that they now have access to the site. Choose the relevant radio-button and then **continue**.

An email can be automatically sent to the added users notifying them of the site's availability.

- Send Now send an email now to users notifying them that the site is available
- (Don't Send do not send an email notifying new participants about the site's availability

Continue	Back	Cancel

A page will appear with all the details. Check that it is the correct person and that you have allocated the correct role, then click **Finish**.

Confirming Add Participant(s) to ABCD 111 V 2017

The following will be added to your site when you click the Finish button below.

They will not be sent an email notifying them of the site's availability.

Name	ld	Role	Status
CASSIN, YUMINA	24434642	Student	Active

Adding a non-NWU user

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If you have a guest who needs access to eFundi, you can give them access using their e-mail address.

Go to your module site, and enter the **Site Info** portal. Click the **Add Participants** tab at the top of the screen.

Non-official Participants Email Address of Non-official Participant Edit Site Information Manage Tools Tool Ord dit Class Roster(s) Manage Groups Link to Parent Site External Tools @gmail.com Assignments Manage Access Import from Site Import fr Site Info TGNT 1 V Year 2011 Calendar Term Year 2011 Note: Enter multiples each on separate line (no punctuation O Chat Room Roster(s) with site access TGNT 1 V Year 2011 (Requested) Site URL http://v-sakai-dev-lnx2.nwu.ac.za:8080/portal/site/2647a554-1f5d-4cbd-88c6-6b0fcfb11230 **Participant Roles** f Commons Assign all participants to the same role Assign each participant a role individually Participant Status E-mail address Active

Roles		
C	Additional instructor	Can read, add, and revise most content in their sections.
C	Instructor	Can read, revise, delete and add both content and participants to a site.
С	Student	Can read content, and add content to a site where appropriate.
C	Teaching Assistant	Can read, add, and revise most content in their sections.
articip	Teaching Assistant	Gan read, add, and revise most content in their sections.
2	2(

Choose the role you wish to assign to this new participant.

When prompted, indicate that you want to **send an e-mail** to this person to inform them that they now have access, then click **Continue**.

Add participant(s) to ABCD 111 V 2017				
An email can be automatically sent to the added users notifying them of the site's availability.				
Send Now - send an email now to users notifying them that the site is available				
C Don't Send - do not send an email notifying new participants about the site's availability				
Continue Back Cancel				

A summary with the information will appear. Check that everything is correct, then click on the **Finish** button.

They will be sent an email notifying them of the site's availability.						
Name	Id	Role	Status			
ethevn@gmail.com	einevn@gmail.com	Instructor	Active			

Your job is now done, but the outside participant still needs to follow some steps to get access to eFundi.

Steps for outside users to join eFundi

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If this is the first time you are added to an eFundi site, you will receive two e-mails. The first e-mail is a **site notification e-mail** that looks like the example below:

Indi Site Notification	÷ Ø
efundi@nwu.ac.za <postmaster@v-dsakai-dev-lnx1.nwu.ac.za></postmaster@v-dsakai-dev-lnx1.nwu.ac.za>	9:26 AM (4 minutes ago) 📩 🔹 💌
ELNE WAS NEXERS.	
Once you have your guest account, you can log in to eFundi: 1. Open eFundi : <u>http://v-dsakai-dev-lnx1.nwu.ac.za:8080</u> 2. Click the Login button. 3. Type your guest account login and password, and click Login. 4. Cot to the click click on the cita tab. (You will see two or more table)	in a row across the upper part of the across)

The second e-mail welcomes you to eFundi and provides instructions on how to setup an account. You must click on the link to accept the invitation:

Welcome To eFundi!	÷ Ø
efundi@nwu.ac.za <postmaster@v-dsakai-dev-lnx1.nwu.ac.z to me v</postmaster@v-dsakai-dev-lnx1.nwu.ac.z 	9:26 AM (5 minutes ago) 🔆 🔹 💌
(<u>@nwu.ac.za</u>) has invi Accept this invitation http://v-dsakai-dev-Inx1.nwu.ac.za:8080/ d34e-4ad4-8289-e46258cc1099	ted you to join the ABCD 111 V 2017 site on eFundi. accountvalidator/faces/newUser?token1d=a9e6de81-
What is eFundi?	
eFundi is the North West University's web-based content mar well as a host of other sites including those used for administ societies. As a guest user, you have been invited to join a eFu but you also may be able to create and/or edit content (depen	agement system. It is home to many course sites, as ration, research and project groups, libraries and student undi site. On the site you will have rights to read content ding on your assigned role).
What if I already have a eFundi accour	it?
If you have used eFundi in the past then you already have a e you accept the above invitation and then indicate which existi This will avoid you having multiple accounts, each with a diffe associate this site with an existing account, a new guest acco in the future to access the site you must login to eFundi using password.	Fundi account, in which case we strongly suggest that ng eFundi account you wish to use to access this site. rent set of associated sites. If you do not choose to unt will be created for you using this email address. And the guest account username and its associated

You will be re-directed to the following window where you have to complete your details and create your **password** for eFundi, then click on the **Activate your account and log in** button.

	Welcome to eFundi!	
	You have been invited to join the following site	(s) in eFundi:
	• ABCD 111 V 2017	
Activ	ate your account	
	Your login user ID will be: elnevn@git	mail.com
	Wait! Lalready have an account in ef	Eundi
	First name *	
	Last name *	
	Password *	
	Confirm password *	
	Activate your account and log in	

You will be automatically logged in to eFundi. In future, if you want to log in to eFundi again, you will have to navigate to the eFundi landing page (<u>http://efundi.nwu.ac.za/portal/</u>) and click on the **Guest Login** link at the top right:

eFundi		Login Guest Login
Overview	OVERVIEW	% Link 7 Help
Grades	Web Content	
O Help	Frontpage	≡

You will then sign in with your e-mail address and the password that they created:

eFundi user id Tutorial@gmail.com password

Login Required

Removing participants from an eFundi site

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Start by navigating to Site Info of your module site:



You will see a list of all the participants who has access to your site.

Name L	ld	Credits	Role	Status	Remove?
@gmail.com (@gmail.com)			Instructor	Active 💌	Г
These, Trease (Internance)			Student	Active	
(an angegree, B.ad (Instance))			Instructor	Active 💌	Г

To remove a student that was added automatically

You cannot completely remove a student who was added to your site automatically. To prevent the student from accessing the site, you will change the status to **inactive**, then click the **Update Participants**:

Name =	ld	Credits	Role	Status	Remove?
@gmail.com (@gmail.com)			Instructor 🗸	Active 💌	
head, Tever (International)			Student 💌	Inactive 💌	
NAN NARABARA, BLAR (DARMAR))			Instructor	Active 💌	



To remove a participant that was added manually

Any participant that you added to the site manually, will have to option to be completely removed from the site. Click on the tick box in the **Remove?** column next to the name of the participant you wish to remove, then click **Update Participants**:

Name _	ld	Credits	Role	<u>Status</u>	☐ Remove?
@gmail.com(@gmail.com)			Instructor	Active 💌	
Teat, Teat (20080483)			Student	Inactive 💌	
'an weren a			Instructor	Active -	



Add and remove site tools

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You may need to add or remove tools to and from your site after creating it. To do this, you will navigate to **Site Info** and select the **Manage Tools** tab at the top.

eFundi	
☆Home ∨ TGNT 1 V Ye	ar 2011 🗸
	JTST 1 V Year 2015 >
Announcements	
Assignments	Edit Site Information Manage Tools
🔅 Site Info	Manage Access Import from Site Ir
🛗 Calendar	TGNT 1 V Year 2011
🔎 Chat Room	Term

There are two methods to **remove** a tool from your site. **Method 1**: click on the checkbox next to the tool to remove the tick mark. **Method 2**: click on the cross next to the tool in the list on the right of your screen. Then scroll to the bottom of your screen and click **continue**.

eFundi		a View Site As.] 🛛 🎹 Sites 🛛 🕕 TG
Chat Room		Selected tools	Remove
Chat Room	• General 27	Overview	×
Commons	✓ Overview	nouncements	×
Contact Us	For viewing description of the site. May include recent announcements, discussion, and chat items.	Assignments	×
		曲 Calendar	×
Drop Box	For posting current, time-critical information	😋 Chat Room	×
Forums	Assignments		×
Gradebook	For posting, submitting and grading assignment	A Contact Us	×
	Blogs	≓ Drop Box	×
Gradebook Classic	Blog entries for site participants.	S Forums	×
Lessons	🗸 Calendar	Gradebook	×
Messages	For posting and viewing deadlines, events, etc.	Gradebook Classic	×
	🖌 Chat Room	Lessons	×
News	For real-time conversations in written form	Messages	×
Overview	Commons	gii News	×
Podcasts	A social networking style tool allowing posts with urt to thumbnail expansion, and unthreaded replies.	Podcasts	×
	Contact Us	lat Polls	×
Polls	A site content and functionality reporting tool.	D PostEm	×
PostEm	Prop Box	Resources	×
	For private file sharing between instructor and student	Me Roster	×
*	External Tool	Q Search	×

To add a tool to your site, simply click in the box next to the name of the tool you wish to add. Ensure that a small tick appears in the box. Then scroll down to the bottom on the screen and click **continue**.



On the next screen a list of all your selected tools will appear for confirmation. Click the **Finish** button to add/remove the tools.

Change tool order, names & visibility

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If you would like for the tools on your site display in a specific order, go to **Site Info** and choose the **Tool Order** option.

eFundi				۵ 🚺	/iew Site As:	🔹 📔 si	tes 🛛 🌔 TG
Home 🗸 TGNT 1 V	Year 2011 🗸						
Announcements	JTST 1 V Year 2015 >					9	b Link ? Help
Assignments	Edit Site Information Manag	e Tools Tool Order Add I	Participants E	dit Class Roster(s)	Manage Groups	Link to Parent Site	External Tools
Site Info	Manage Access Import from	n Site Import from Archive I	File User Audit	t Log			
🛗 Calendar	TGNT 1 V Year 20	11					
Q Chat Room	Term	Year 2011					

To change the order your tools appear in, drag and drop each tool in the order you would prefer.

eFundi			
🔅 Site Info	Tool Order		
🛍 Calendar 🔉 Chat Room	Changes to tool order will take effect upon 'Save'. When deleting or editing a ti then use U or D keys.	ol name, changes will t	ake effect immediate
Commons	= 📢 Announcements	٥	
Contact Us	E 🖺 Assignments	¢	
Drop Box	🗏 🏟 Site Info	¢	
🙊 Forums	E 🛗 Calendar	٥	
Gradebook	🗉 🧙 Chat Room	¢	
Gradebook Classic	= 🚀 Contact Us		٥
🔊 Lessons	E m Commons	¢	
A Messages	🗏 🛱 Drop Box	iii ¢	
News	🗉 🧙 Forums	¢	
E Overview	E B Gradebook	¢	
Podcasts	E Gradebook Classic	¢	
Lad Polls	E 🖸 Messages	٥	
	E 🔊 Lessons	¢	

To change the name or visibility of a tool, click on the gear icon of the tool, and make the change you would prefer.

≡ ∰ Syllabus	\$	If changing a tool name, click on the
E Resources	💉 Edit Tool Title	checkmark to confirm your changes:
= 📖 Lessons	Make Tool Invisible to Students	=
≡ 🋗 Calendar	Delete this Tool	Title Resources

After making all of your changes, remember to click the **Save** button at the bottom of the page.



eFundi Groups

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Once students have been added as participants to the site, you can create different groups on your site depending on your needs. Reasons for creating groups include the following:

- To split the class according to languages;
- To split the class according to lecturer (in cases where more than one lecturer presents the same module);
- To split the class according to mode of delivery (e.g. distance and contact groups)
- To release different assignments/tests/forums/forum topics to different groups of students (especially when you need to split a very large class into smaller groups to help with grading OR to grant second opportunities to submit work); and
- For when you are going to give group assignments that they must submit as a group.

eFundi						a 🛛	/iew Site As:	🔹 📔 📰 s	ites 🛛 🅠 TG
	/ Year 2011 🗸								
Announcements	JTST 1 V Year 2015 >								
Assignments	Second Line		7.10.1						% Link ? Help
🔅 Site Info	Manage Access Im	port from Site	Import from A	rchive File	User Audit	Log	Manage Groups	Link to Parent Site	External loois
🛗 Calendar	TGNT 1 V Ye	ar 2011							

To get started, navigate to **Site Info** and select the **Manage Groups** option.

In this section you will learn how to:

Create/edit/remove a group

Create joinable sets

Create groups using IMPORT FROM FILE

	SITE INFO	% Link ? Help
Assignments	Create New Group Create New Joinable Set Auto Groups Bulk Creation	
Site Info	Group List	
🛗 Calendar		
🔾 Chat Room	There are no groups defined.	
Commons	Select All/None	
Contact Us		
	Cancel	
	Create New Group	

To create groups, click on the Create New Group Tab.

In the **Title** field, enter a title for your group. You may also add a text description.

Select members	of the site member list and add to group. Select members of group list and remove. Click Add to save chang
Group Title	Resubmit Test 1
Description	Students who missed the deadline for test 1.
	R

At the bottom of the screen, select a site participant or role to add to the group and use the arrow key to move them to the new group. Repeat this step until you've added all the members you wish to the group. To select more than one member at a time, hold down the Ctrl key (in Windows) or the Command key (in Mac OS X), and select the members you wish to add.

When you're finished selecting all the group members, click Add.



To edit the group, click on the name of the group, make the changes and click the update button.

«	CREATE NEW GROUP	CREATE NEW JOINAB	LE SET AUTO GRO
view Site / ▼	Group List		
€ Overview	Group Title	Joinable Set	Size (Max)
¢ Site Info	<u>Resubmit Test 1</u>		2
Syllabus	Remove Checked	Cancel	

To remove a group, click on the **checkbox** next to the group name to let a tick mark appear, then click **Remove Checked**. When prompted, confirm that you want to delete the group.

Group List							
Group Title	Joinable Set	Size (Max)	Members	Select All/None			
Resubmit Test 1		2	YUMNA CASSINI, LEBOGANG LETEANE				
Remove Checked	Cancel						

Joinable Sets (Back to eFundi groups)

Joinable sets consist of groups that students can choose to join. Each group in a set begins with the set name and ends with a unique number. An individual can join one group per set.

Navigate to Site Info, select the Manage Groups option and the select the Create new joinable set tab.

eFundi	View Site	As: 🔽 🔠 Sites 🛛 🕕 TG
Home V TGNT 1 V Year 2011 V		
Announcements Announcements Site Info JTST 1 V Year 2015 > SITE INFO Create New Group Create New Joinable Set Auto	Groups Bulk Creation	% Link ? Help
Provide a set name . In this example, the set is for students to work in groups for an assignment.	Create Joinable Set Joinable sets consist of autom unique number. An individual	atically created groups that users can elect to joir can join one group per set.
Complete the rest of the form then click the Add button to finish creating your set.	* Set name:	Assignment 1 Groups
Tip: examples of groups that can be created in a joinable set include: students working together on an assignment.	 Number of groups: Max members per group: Allow user to see group me Allow members to see the o Allow members to unjoin (logged) 	3 2 embership before joining other members of these groups after joining eave) groups in this set after joining
	Add Cancel	

How do students join a group? They must navigate to **Site Info**, then click on the **Groups you can join** bar. Once the different groups are displayed the student clicks on the **Join** button for the group they wish to join.

٥	Term	Year 2015					
Site Info	Site URL	http://v-dsakai-	dev-Inx1.nwu.ac.za:8080/portal/site/bd	7bb311-4697-4b65-9e	e36-b63fce1e1bd8	5	
Svllabus	Site contact and email	ELNE VAN NIE	KERK, <u>Elne.VanNiekerk@nwu.ac.za</u>				
	LaTeX	Disabled					
Resources	Site Description						
	one Description						
Lessons	Welcome to ABCD 111!	In this module we wi	Il be looking at all these amazing stuff!	Cl			(More)
Calendar	 Groups you can join 						
•							
Announcements	Title		Joinable Set	Size (Max)	Members	Join	
Rorums	Assignment 1 Group	os 1	Assignment 1 Groups	0 (2)		Join	
Assignments	Assignment 1 Group	os 2	Assignment 1 Groups	0 (2)		Join	
Tests & Quizzes	Assignment 1 Group	os 3	Assignment 1 Groups	0 (2)		Join	

Create groups using IMPORT FROM FILE (Back to create groups index)

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Use the IMPORT FROM FILE option to create groups from a formatted list that you can import.

On your computer, prepare the excel file for import to eFundi

Option: Download your class list in excel format from VARSITE (in some faculties this function is executed by assistants or administrative personnel).

Format your excel file so that it contains only two columns:



After formatting the excel file, SAVE AS CSV file

Save As		×	
🕘 🌍 🗕 📙 « System (C:) 🕨 Users 🕨 2453803	5 🕨 Desktop 🕨 support dev 🛛 🔻 🍫	Search support dev 🔎	
Organize • New folder			
	Name	Date modified	
 Favorites Desktop Recent Places Downloads Google Drive 	MODE000mm_grouplists.xlsx	2017/10/17 01	
 Libraries Documents Music 	- (III	Þ	From the dropdown lis
File name: MODE000mm grouplis	sts		next to SAVE AS TYPE.
Save as type CSV (Comma delimited))	▼	choose CSV
Authors: 24538035 Tags: Add a tag	Title: Add a title Subject: Specify the subject		
Hide Folders	Tools 👻	Save Cancel	Click SAVE

On eFundi, Go to SITE INFO, Choose MANAGE GROUPS option

eFundi							8	View Site As:	- =	Sites	П т б
r∰Home ∨ TGNT 1	V Year 2011 🗸										
Announcements	JTST 1 V Year 2015 >										
	SITE INFO									% Link	? Help
Assignments	Edit Site Information	Manage Tools	Tool Order	Add Parti	cipants	Edit Class	Roster(s)	Manage Groups	Link to Parent S	ite Externa	I Tools
🔅 Site Info	Manage Access Im	port from Site	Import from A	rchive File	User A	udit Log					
M Calendar	TGNT 1 V Ye	ar 2011									
Q Chat Room	Term		Year 2011								
fm Commons	Roster(s) with s	ite access	TGNT_1_V	Year 20	11 (Red	quested)					

In MANAGE GROUPS, Choose the IMPORT FROM FILE option

Announce	nents					
	SITE INFO				% Link	? Help
Assignmen	Create New Grou	p Create New Joinable Set	Auto Groups Bulk Creation	n		
Site Info	Group List					
m Calendar						
ш.	Group Title	Joinable Se	et Size (Max)	Members	Select All/None	
Q Chat Room	Efundi tutori	al <u>Efundi Tuto</u>	rial 1 (3)	TG NYAKANE		

Click on **CHOOSE FILE or BROWSE** to browse and select the relevant file from your computer.

Site Info	Upload a file or type in the text b	oox the groups you wish to create
Calendar	File requirements or data format for the to	ext box
Q Chat Room	Columns must be in the order above, but Fields must be conserved and the	do not include a row of column headers.
f Commons	For example:	s usernamerernan avuress musi already de a site participant.
🕼 Contact Us	group1, username1	
	group2, username1 group2, username2	
😞 Forums		
Gradebook	Type or paste in the text box	Or choose a file
Gradebook Classic		WINUSE ENGINO THE CROSEN
IL Lessons		
Messages		
News		
I Overview		
Podcasts		

On your computer -

Copen				• 4 Search support a	2	
Organize * New folder	Name M. MODE000mm groupists	Date modified 2017/10/17 08:40 /C 2017/10/17 01:30 PM	Type Nucrosoft Excel Workpreet Microsoft Excel Comma Separated Values F	Size	0	Find and select your formatted grouplist
Downloads Google Drive Google Drive Documents Music Pictures	MCDE000mm groupistssks	2017/10/17 01:05 PM	Microsoft Excel 97-2003 Worksheet	No p avo	sceview ifable	CSV (Comma Separated Values) File
Videos File name: M	- 4	n :	Ĩ	Open 🔽 Cancel		Click OPEN

The file will now be uploaded to eFundi.

	Gradebook	Type or paste in the text box	Or choose a file
	Gradebook Classic		Choose File gradebook-21%2F00.csv
80	Lessons		
	Messages		
(91)	News		
12	Overview		
ě	Podcasts		
dil	Polls	Canoel	

Click on CONTINUE

Verify the imported data

«	GUINK 7+ELP	
A Enter Student	Verify the Imported data	
Site Info	The following data was found in the uploaded file. If this is correct, click 'Continue'.	
K } Announcements	Distance Students	(S30-S39 represents
≓ Drop Box	\$31	students in this
Assignment	532 533	example)
Assignments	\$34	example)
Blogs	Contact Students	Click IMPORT GROUPS
Calendar	936	to finalise the group
Q. Chat Room	S37	to manse the group
Contact Us	539	creation
Create your ow	Import groups Cancel	
Forums	Q Chat	

		SITE INFO			
B	Assignments	Create New Group Creat	te New Joinable Set	Auto Groups	Bulk Creation
٥	Site Info	Group List			
m	Calendar	Group Title	Joinat	ole Set	Size (Max)
Q	Chat Room	Contact students	Efund	li Tutorial	3 (3)
血	Commons	Distance Students	Efund	li Tutorial	3 (3)
	-	Instructors	Efund	i Tutorial	0 (2)
41	Contact Us	Page Group 1	Efund	ii Tutorial	0 (10)
≓	Drop Box	Page Group 2	-		0
	Forums	Page group 3			0
	Contracts				

You will be able to view the groups and members in SITE INFO > MANAGE GROUPS.

How to manage/change access to a site

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There are two scenarios where you might need to manage/change the access to your site. The first is if you need to un-publish your site so students cannot access it for whatever reason or if you need to publish a draft site. The second scenario is if you want to make your site joinable. This means anyone with access to eFundi can join your site as a participant.

To change access to your site, navigate to your Site Info and select the Manage Access option.

eFundi					a v	ew Site As:	-	Sites	🕕 тб
r Home → TGNT 1 V	/ Year 2011 🗸								
Announcements	JTST 1 V Year 2015 >								
Assignments	SITE INFO							% Link	? Help
🔅 Site Info	Edit Site Information Manage Access Imp	Manage Tools	Tool Order	Add Participants	Edit Class Roster(s)	Manage Groups	Link to Parent Si	te Exte	rnal Tools
Calendar	TGNT 1 V Yes	ar 2011							

Un-publishing a site

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To un-publish the site (hide it from your students), change the **Site Status** to **Leave as Draft**, then click **Update**.

ľ	Assignments	SITE INFO
۵	Site Info	Change Access for TGNT 1 V Year 2011
m	Calendar	Site Status
Q	Chat Room	Publishing your site makes it available to the site participants.
盦	Commons	O Publish site - accessible to all site participants
	Contact Us	Leave as Draft - accessible only to site maintainers
≓	Drop Box	Site Visibility
•	Forums	Draft site can only be accessible by site maintainers
	Gradebook	Global Access
	Gradebook Classic	Site Access: Site participants only
	Lessons	Lindate Back
	"	upuare back

To make a site joinable

Back to index

To make a site joinable, change the **Global Access** to **Allow any eFundi user to join the site**. Indicate the **role** you want to assign to anyone who joins your site, then click **Update**.



How do I add a class member list(s)?

Back to index

- 1. From your site, select the Site Info Tool Menu.
- 2. Click Edit Class roster list(s)

E Overview	SITE INFO		& Link ? Help			
Lessons	Edit Site Information Manage Tools Tool Order A	dd Participants Edit Class Member List(s) Manage Groups Link to Parent Site External Tools	Manage Access			
STUDY GUIDE	Import from Site Import from Archive File User Audit Log					
▶ Lessons	ASTS 111 V Year 2019					
Site Info	Term Year 2019					
	Member List(s) with site access: ASTS_111_V_Year 2019 (Requested)					
Announcements	Site URL	http://efundi.nwu.ac.za/portal/site/2832fe04-a31d-4247-8c6c-9c2184da1bb6				

3. Click Add Roster(s)

E Overview	SITE INFO		% Link ? Help		
Lessons	Add Member List(s)				
STUDY GUIDE	Edit List of Members Access for ASTS 111 V Year 2019				
Lessons	List of Members	Remove			
🏟 Site Info	ASTS_111_V_Year 2019 (requested)				
Announcements					
Study Guide	Remove Selected Cancel				
🕒 Accianmente					

How do I add a class member list(s) if you are the course linked instructor?

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Continue

Cancel

4. IF you have COURSE LINKED to the member list, you will you receive the following message.

View Site A		% LINK ? HELP
🔅 Site Info	Editing Course/Section Information for BUILD 2018	
Courselink 2018	Add Member List(s) Access to BUILD 2018:	
Governance studies	* Academic term: Year 2018	
Resources	EDCC 215 1-1	Use Official Description
C Statistics	EDCC 215 1-1 P 2018 Lecture	
n the news today	(A site including this course code already exists, select anyw	ra <u>v?</u>)
O Help		
	LESE 212 1-1 Use Official Description	
	✓ LUSE 212 1-1 P 2018 Lecture Select the r	relevant member list or lists to add to the site
	* Authorizer's username:	
	Email will be sent asking for authorization for you to create this site.	
	Special Instructions:	



	SITE INFO						8	Link ? Help
Assignments	Edit Site Information Manage Tools	Tool Order Add Participants	Edit Class Roster(s)	Manage Groups	Link to Parent Site	External Tools	Manage Access	Import from Site
Site Info	Import from Archive File User Audit I	.og						
Calendar	TGNT 1 V Year 2011							
Q Chat Room	Term	Year 2011						
Commons	Roster(s) with site access	TGNT_1_V_Year 201 eTesting_1_V_Year 2	1 (Requested) 011 (Requested)					
Contact Us	Site URL	http://v-sakai-dev-Inx2	2.nwu.ac.za:8080/p	ortal/site/2647a5	54-1f5d-4cbd-88c	6-6b0fcfb11230)	

Confirmation that the member lists have been added can be found under SITE INFO

BUILD 2018 Participant List (# 20)								
Viewing 1 - 20 of 20 items show 200 items per page > > >								
Printable Version 凡								
Name		<u>Enrolled In</u> ₹	<u>ld</u>	<u>Credits</u>	Role			
\frown		LESE 212 1-1 P 2018		0	Student			
	5964)	LESE 212 1-1 P 2018		0	Student			
Student names will be		LESE 212 1-1 P 2018		0	Student			
listed here.		LESE 212 1-1 P 2018		0	Student			
		LESE 212 1-1 P 2018		0	Student			
		LESE 212 1-1 P 2018		0	Student -			

* Sections
LESE 212 1-1 P 2018 (<u>Membership</u>)
LESE 212 1-1 P 2018 Lecture
▶ Groups

How do I add a class member list(s) if you are the not the course linked instructor

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If you have not **COURSE LINKED** to the member list, you will you receive the following message. In this case **SELECT** the academic term and **ADD COURSE(S) AND / OR SECTION(S) NOT LISTED**.

4	Announcements	
ľ	Assignments	STEINFO
٥	Site Info	Editing Course/Section Information for TGNT 1 V Year 2011
	Calendar	Add Roster(s) Access to TGNT 1 V Year 2011:
Q	Chat Room	
Â	Commons	* Academic term: Year 2011 🗸
	Contact Us	No rosters listing you as an instructor have been found for the term you have selected.
₽	Drop Box	
2	Forums	Add course(s) and/or section(s) not listed above
	Gradebook	Continue Cancel
_		

eFundi			& View Site As: ▼ HIII Sites I 🌔 TG
🔅 Site Info	Course/Section Information	n	
m Calendar	Course/Section(s) Selection Year	2011	
Q Chat Room	You have indicated the following clas	s(es) to add to this site:	
f Commons			
🚀 Contact Us	Please find course/section by enter	ering the information below	
	Subject:	Select	Select the Subject e.g. ABCD
🙊 Forums	Course:	Select -	Select the course/module code e.g. ABCD 111 1-1
Gradebook	Section:	Select -	
Gradebook Classic	Current Selection: None		Select the Section (Campus) M, P, V e.g. ABCD 111 1-1 M 2018
Lessons	Save and add another section Still cannot find your course/section?		
Messages			
«	Continue Back Cancel		

0.000	TGNT_1_V_1	(ear 2011 (Requested)								
Car Chat Hoom	You have thus	You have thus far selected the following coursesection(s) to add to this course site:								
III Commons										
I Contact Us										
📰 Drop Box	Please find	Please find anjother) course/section by entering the information below.								
🎭 Forums						C				
Gradebook		- subject:		Course:		section:				
Gradebook Classic		elesting		<u>.</u>		LV				
(MC) Lessons		Add More Restariu?								
🕰 Messages	Authorizatio	on to Allow Roster(s) Site Access								
E News										
IE Overview	At his time we cannot verify you are the instruction of records, please enter the username of a person that can verify you can create this site (e.g. department head, previous semester instructor). An email requesting authorization will be sent to this person. If there are multiple instructors the course, please parallel the username with comma signs.									
Podcasts	* Authorizer's	username:	29915852	1						
Lat Pols	Email will be seri	asking for authorization for you to create this site.		-	If the module	e does exist, an email mes	ssage			
D PostEm	Special Instru	ictions:			requesting th	e instructor's authorizati	ion for			
Se Resources					requesting th					
😸 Roster					the site will b	e sent to the courseliked				
Q Search	Please enter add	itional comments that may help us authorize your sit	e request.		instructor P	lease provide details in th	he			
😁 Sign-up										
A Statistics					special instru	ctions box.				

Home ∨ TGNT 1 V	Year 2011 🗸						
Announcements	JTST 1 V Year 2015 >						
Assignments	SITE INFO	% Link 7 Help					
Site Info	Request Site Access: TGNT 1 V Year 2011						
🛗 Calendar	Please confirm the addition of the following sections to your	r class site.					
Q Chat Room	·						
Commons	Class Information	Class Information					
	TGNT_1_V_Year 2011 (Requested)						
	You have indicated the following class(es) to add to this s						
🙊 Forums	eTesting 1 V (Requested)	Confirm the request by clicking on ADD CLASS(es					
Gradebook	Add Class(es) Back Cancel						

If you still cannot find your course, click on Still cannot find your course/section?



- 5. If you are not listed as the instructor of record for a course, enter the instructor's name. An email message requesting the instructor's authorization for the site will be sent.
- 6. You have the option of adding any information that may facilitate the authorization of your site request
- 7. Click Continue to add the member list(s)

Tip: If you have more member list(s) to add, click on the **Save and add another section** *link to add additional sections.*

0	Editing site								
Site Info	The following member list(s) have access to your site:								
Courselink 2018	BUILD_000_MM_Year 2018 (Requested)								
Governance studies	EDCC 215 1-1 P 2018 (Requested) You have thus far selected the following course/section(s) to add to this c	ourse site:							
Resources									
C Statistics	Please find an[other] course/section by entering the information below								
In the news today	1 Publicate	1.000000	1 Australia						
0 Help	- Subject:	* Course:	- Section:						
	1								
	Add More Member List(s)?	Add More Member List(s)?							
	Authorization to Allow Member List(s) Site Access At this time we cannot verify you are the instructor of record, please er authorization will be sent to this person. If there are multiple instructor	ter the username of a person that can verify you can create the for the course, please separate the usernames with comma signate	s site (e.g. dispartment head, previous semester instructor). An email requesting gns.						
	* Authorizer's username:		NWU number of the site instructor						
	Email will be set asserg for authorization for you to create this site. Special Instructions:								
	Please enter additional comments that may hep us authorize your site request.	*							
	Continue Back Cancel		*						

Other functions in Site Info

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Other functions that you will find in Site Info include:

- Duplicating a site; and
- Importing content from one site to another.

Please contact your campus support for more information or assistance.

Need help?

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You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

eFundi Support Desk:

Mafikeng	Potchefstroom	Vaal Triangle
E-mail: 25967878@nwu.ac.za	E-mail: EFUNDI-PC@nwu.ac.za	E-mail:
Tel.: 018 389 2447	Tel.: 018 285 2295	VTC-EFUNDISTAFF@nwu.ac.za
Office: ADC Building, Block D,	Office: Building E8, Room 107A	Tel.: 016 910 3317/8
Office G80		Office: Building 13, room SL313