

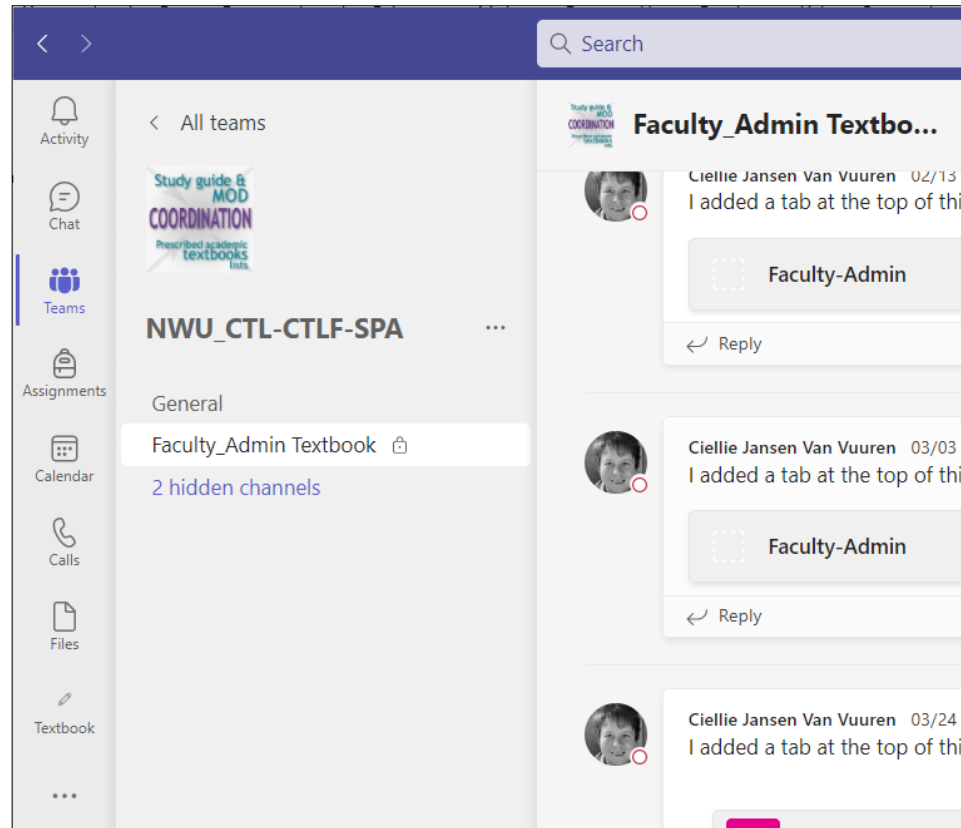
Prescribed Academic Textbook Application

What is this application and what is its purpose

- Previously manual-driven Excel sheet is replaced with this Application.
- To collect all modules' prescribed textbooks titles in one list for the credible textbook suppliers

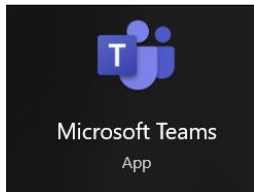
Where can I find this Application

- The App is linked in MSTeams for the Faculty and School Administrators

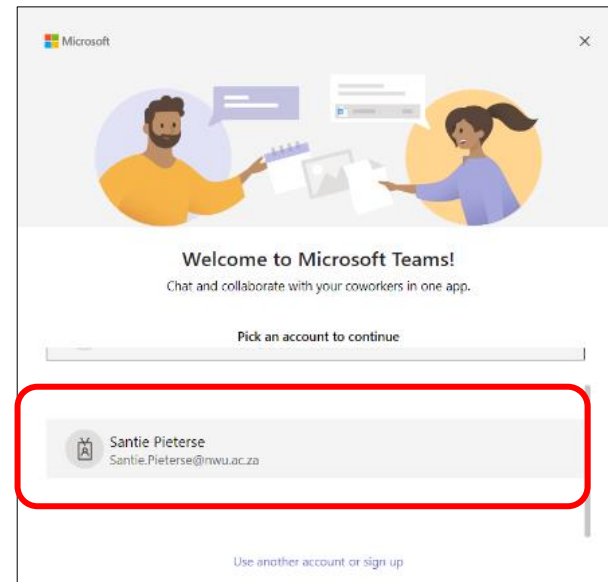


How do I get access

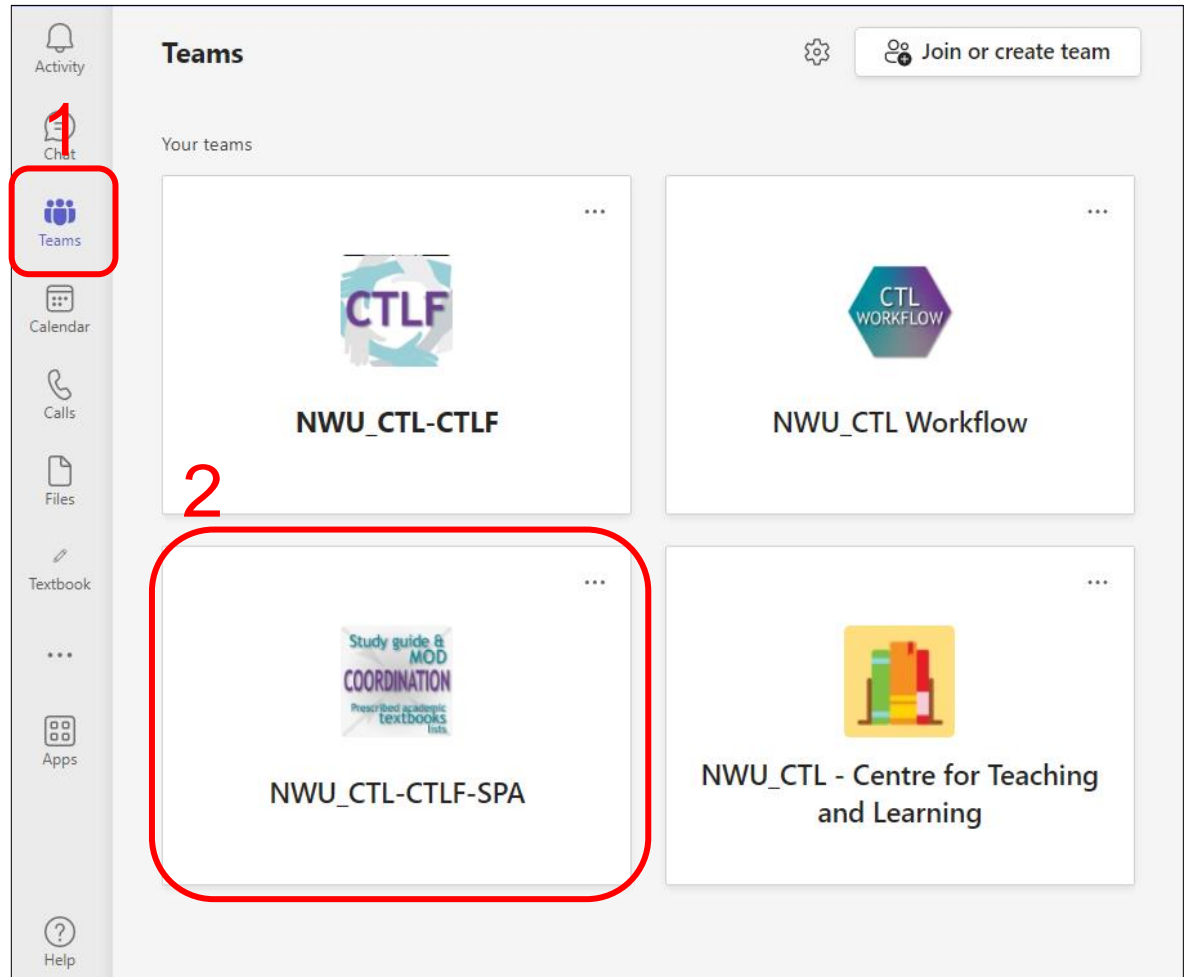
- Open your Microsoft Teams



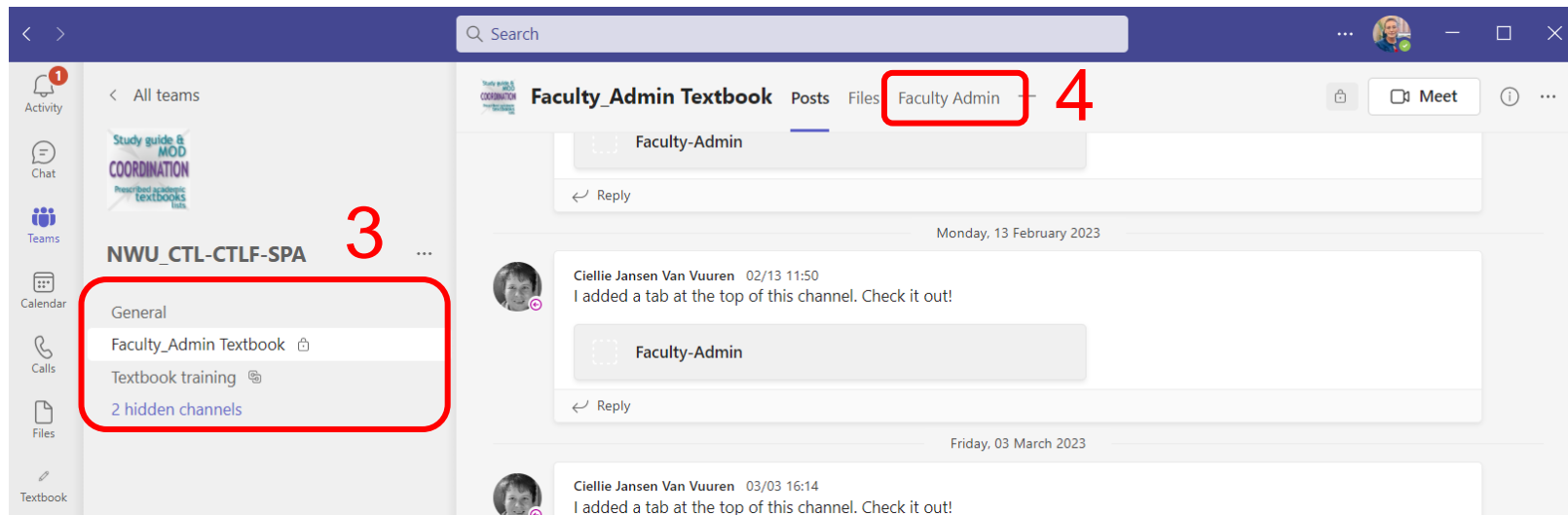
- Sign in with your NWU username (name.surname@nwu.ac.za) by clicking on your name



- Click on the Teams icon on the PivotBar (1)
- When the Teams you are members of appear, navigate to **NWU_CTL-CTLF-SPA** (2)
- Click to open



- Once the Team opens, you will see the channels in the NavigationBar. Click on Faculty_Admin Textbook (3)



- Navigate to the Tab panel and click on the Faculty Admin (4). If there is a #more, click it and then Faculty Admin
- The App will open in MSTeams but could open in your Browser.

Interface of App

- The window of the Faculty Admin splits in two

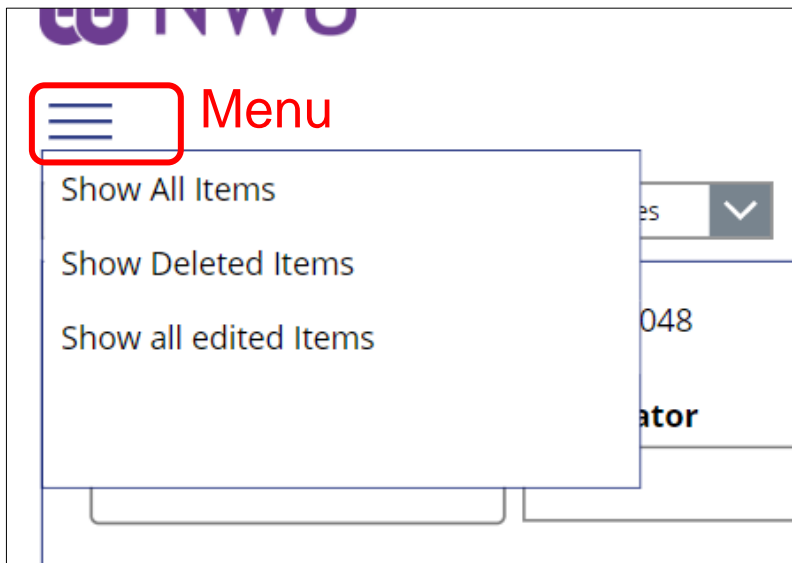
The screenshot displays the NWU Faculty Admin interface, which is split into two main panels. The top left features the NWU logo and a 'Menu' button (indicated by a red box). Below this is a dropdown menu for 'NWU Faculty of Economic and Management Sciences' and a 'Send checked to lecturer' button. The left panel, titled 'Unassigned module list', contains two entries. The first entry is for module 'ACCS121' by 'CIELLIE JANSEN VAN VUUREN - 10092757', with a 'Change/Choose a Module Coordinator' section containing two input fields and a dropdown arrow. Below this are icons for a save function (floppy disk), a blue circle, and a close function (X). The second entry is for 'ACMP311' with ID '- - 10092757 - 10092757', also featuring a 'Change/Choose a Module Coordinator' section. The right panel, titled 'Assigned module list', shows details for an assigned module. It includes 'Module AFL111' with 'M: 30 P: 200 V: 50', 'Faculty NWU Faculty of Humanities', and 'Name Kontemporêre Afrikaanse Taalkunde'. At the bottom, it shows 'Module ACCE412' with 'M: P: 500 V: 200'. A 'Status Done' indicator and a 'Campus M' dropdown are also visible. A 'Menu' button (indicated by a red box) is located in the top right corner.

Unassigned module list

Assigned module list

Unassigned modules menu

At the menu, choose which setting you want to view the module list



- **Show All Items**
 - This setting will show all the modules available for editing and those already saved.
- **Show Deleted Items**
 - This setting will show all the modules that are deleted.
- **Show all edited Items**
 - This setting will show all the modules already edited and ready to be sent.

Unassigned modules filter

At the drop-down, choose which faculty modules to view

Drop-down

NWU Faculty of Economic and Management Sciences

NWU Faculty of Economic and Management Sciences

NWU Faculty of Humanities

NWU Faculty of Theology

NWU Faculty of Health Sciences

NWU Faculty of Natural and Agricultural Sciences

NWU Faculty of Education

NWU Faculty of Engineering

NWU Faculty of Law

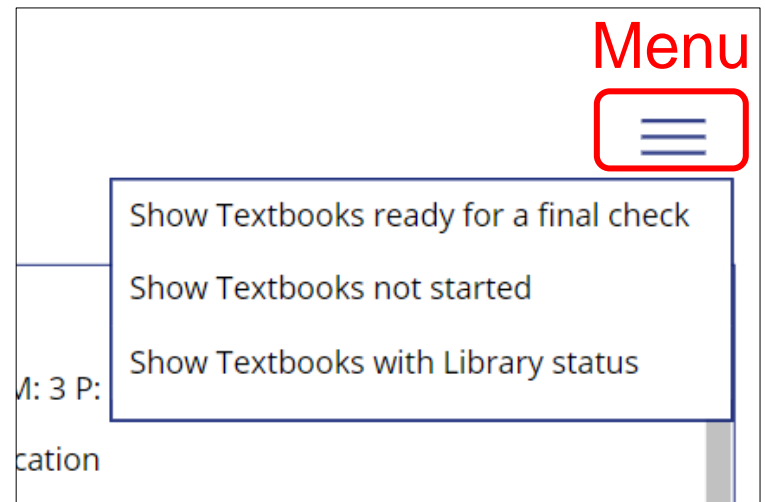
checked to lecturer

Change/Choose a Module Coordinator

Assigned modules menu

At the menu, choose which stage the assigned modules are viewed

- **Show Textbooks ready for a final check**
 - The information is completed and correct. The final list will be compiled with these modules
- **Show Textbooks not started**
 - The information for the modules assigned to the module coordinators has not yet been completed.
- **Show Textbooks with Library status**
 - Library and Information Services either sent feedback or the module is still at LIS for quality assurance.



General elements used in the App



- **Save:** Any changes have to be saved before the module can proceed to the next step

- **Circles:**

Unsaved (Blue)



Saved (Green)



Returned from LIS (Red)



Deleted (Black)



- **Delete a module from the active list**

Faculty-Admin



Lecturer Textbook

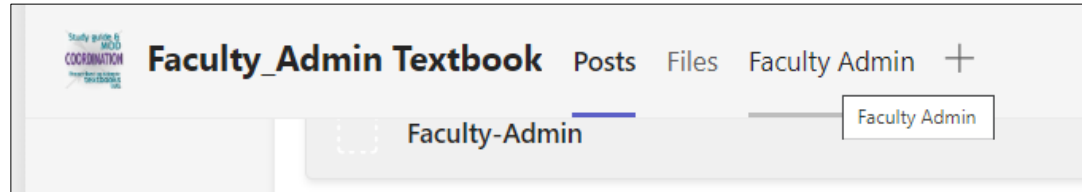


- **To add extra textbook information (Lecturer Textbook only)**

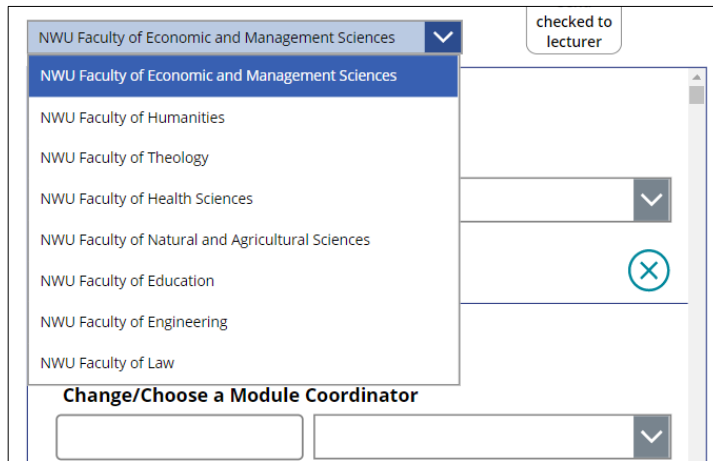


How do I assign a module coordinator?

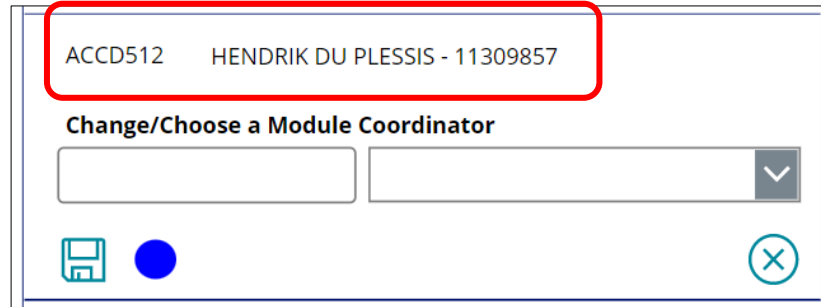
1. Open the Faculty Admin PowerApps screen



2. Select your faculty at the drop-down.



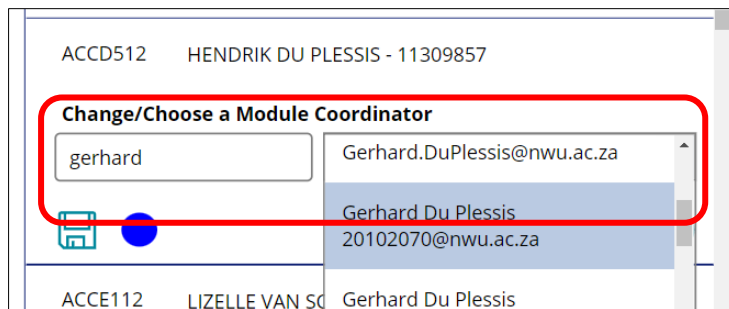
3. Scroll down until you find the module you want to assign – the scroll bar is on the window's right hand.
4. Check the module coordinator's information.



- a. If the correct module coordinator's name is next to the module code, proceed with step 6.
- b. If the wrong module coordinator's name is next to the module code, proceed to step 5.

5. Change/Choose the Module Coordinator. You have two options either the:

a. Name of the module coordinator in the first block and select in the second block drop-down list.



ACCD512 HENDRIK DU PLESSIS - 11309857

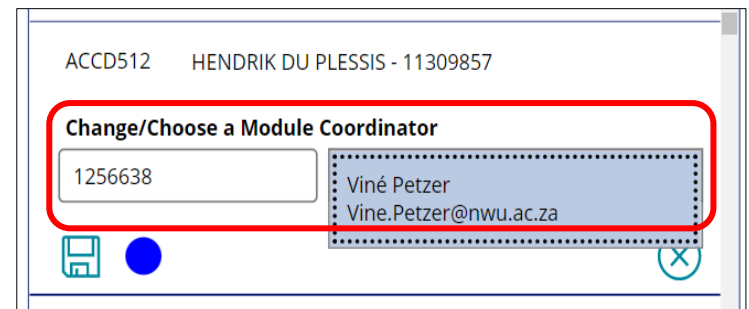
Change/Choose a Module Coordinator

gerhard Gerhard.DuPlessis@nwu.ac.za

Gerhard Du Plessis
20102070@nwu.ac.za

ACCE112 LIZELLE VAN SC Gerhard Du Plessis

b. NWU university number of the module coordinator and select in the second block drop-down list.



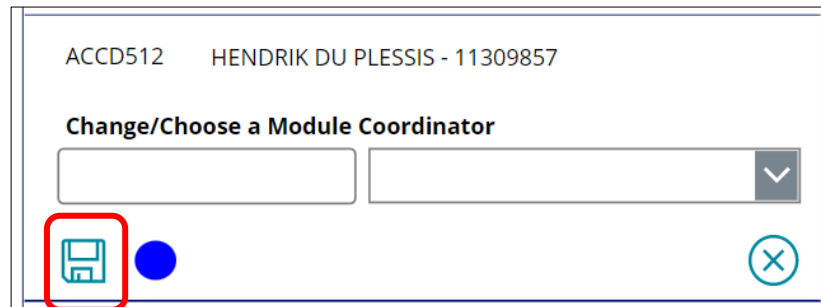
ACCD512 HENDRIK DU PLESSIS - 11309857

Change/Choose a Module Coordinator

1256638 Viné Petzer
Vine.Petzer@nwu.ac.za




NWU university number is the more secure option as the numbers are unique.

6. Click the save icon if the information is correct (or changes in the previous step).



ACCD512 HENDRIK DU PLESSIS - 11309857

Change/Choose a Module Coordinator

- The button next to the save icon indicates if the change in the module coordinator is saved or not.
 - **Blue** indicated unsaved Module
 - **Green** indicates a saved module that is ready for the next step.
 - The crossed-out icon in the left window on the right side will delete the module from this list.

Repeat steps 1 - 6 until all the modules are assigned to a module coordinator and saved (green button).



7. Click the "**send checked to lecturer**" button once the modules are assigned to a module coordinator. The module coordinator will receive an email with a link. The email will be from the person who assigned them to the module.



The screenshot displays a web interface for managing module coordinators. At the top left, there is a hamburger menu icon. Below it is a dropdown menu showing 'NWU Faculty of Humanities'. To the right of this dropdown is a button labeled 'Send checked to lecturer', which is highlighted with a red rectangular box. Below these elements is a section titled 'Change/Choose a Module Coordinator' for the module 'AFLL111' and lecturer 'Santie Pieterse - 10092048'. This section contains a search input field and a dropdown menu. At the bottom of the interface, there are three icons: a floppy disk icon, a green circle, and a blue circle with a white 'X'.

How will the module coordinator know to complete the information?

The module coordinator will receive an email with a link to the Textbook workflow.

Feedback from LIS re: BMAK614

 Santie Pieterse
To  Santie Pieterse

[Reply](#) [Reply All](#) [Forward](#)  

Tue 2023/04/11 15:19

Dear Santie Pieterse

Please see the feedback below from the Library and Information Services regarding your prescribed academic textbook information submitted for BMAK614:

Reason

The item has been returned to your workflow on the Textbook PowerApp for review. Please click on the link below.

Kindly accept the suggested changes by making the changes and clicking the save button, or decline the suggested changes by clicking the save button.

Take note: if you don't accept or decline, the module textbook information won't be in the final list that will be distributed to credible suppliers and UDL.

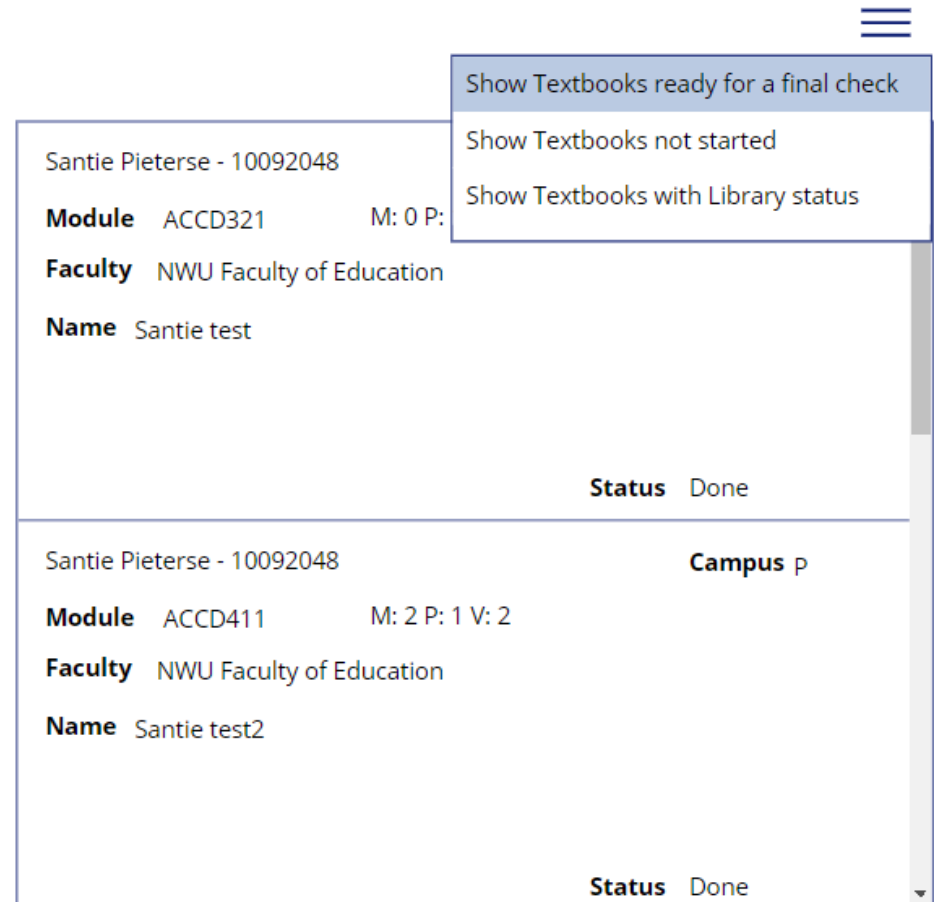
[Click here to access workflow](#)

[Click here for How-to guide](#)

How to check the status of the module's textbook information

Show Textbooks ready for a final check.

- All the modules with a "Done" status are listed here. It means that:
 - The module coordinator completed the information;
 - Library and Information Services did a quality assurance check.
 - These modules will be added to the final list and distributed to credible textbook suppliers and UDL on the deadline.



The screenshot shows a web interface with a dropdown menu open. The dropdown menu contains three options: "Show Textbooks ready for a final check" (highlighted), "Show Textbooks not started", and "Show Textbooks with Library status". Below the menu, two module entries are visible. Each entry includes the user name "Santie Pieterse - 10092048", the module code, faculty name, and a status of "Done".

Module	Faculty	Name	Status
ACCD321	NWU Faculty of Education	Santie test	Done
ACCD411	NWU Faculty of Education	Santie test2	Done

How to check the status of the module's textbook information

Show Textbooks not started

- All the modules listed here are still with the module coordinator for the completion of the information.
 - Kindly follow up with them regarding these modules.
 - A 14 and 30-day reminder emails will be sent to them.

The screenshot shows a user interface with a list of module coordinators. A dropdown menu is open, showing three options: 'Show Textbooks ready for a final check', 'Show Textbooks not started' (which is highlighted), and 'Show Textbooks with Library status'. The list contains two entries:

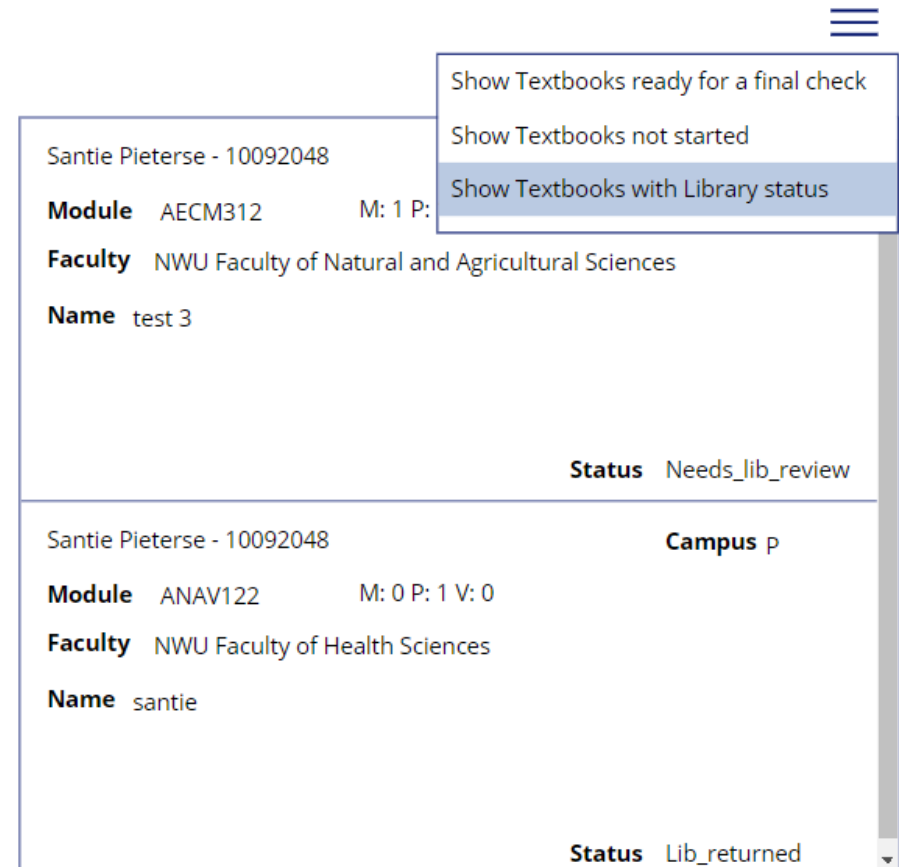
Name	Module	M: P: V	Status
Santie Pieterse - 10092048	AECM312	M: P: V	New
Janine Conradie - 12073016	AECM313	M: P: V	New

Both entries are associated with the 'NWU Faculty of Natural and Agricultural Sciences'.

How to check the status of the module's textbook information

Show Textbooks with Library status

- All the modules that Library and Information Services did give feedback on (**Lib_returned**) or still have to review (**Needs_lib_review**) will be listed here.
 - Kindly follow up with the module coordinator regarding these modules.
 - They must accept the suggested changes by making the changes and saving it or
 - decline the suggested changes by save it with their information.
 - Once saved, the module information will move to the final list.



The screenshot shows a user interface with a dropdown menu open. The dropdown menu has three options: "Show Textbooks ready for a final check", "Show Textbooks not started", and "Show Textbooks with Library status". The "Show Textbooks with Library status" option is selected and highlighted in blue. Below the dropdown, there are two module entries. The first entry is for Santie Pieterse (ID: 10092048) with Module AECM312, Faculty NWU Faculty of Natural and Agricultural Sciences, and Name test 3. The Status is Needs_lib_review. The second entry is for Santie Pieterse (ID: 10092048) with Module ANAV122, Faculty NWU Faculty of Health Sciences, and Name santie. The Status is Lib_returned. A vertical scrollbar is visible on the right side of the module list.

Santie Pieterse - 10092048	
Module AECM312	M: 1 P:
Faculty NWU Faculty of Natural and Agricultural Sciences	
Name test 3	
Status Needs_lib_review	
Santie Pieterse - 10092048	
Module ANAV122	M: 0 P: 1 V: 0
Faculty NWU Faculty of Health Sciences	
Name santie	
Status Lib_returned	

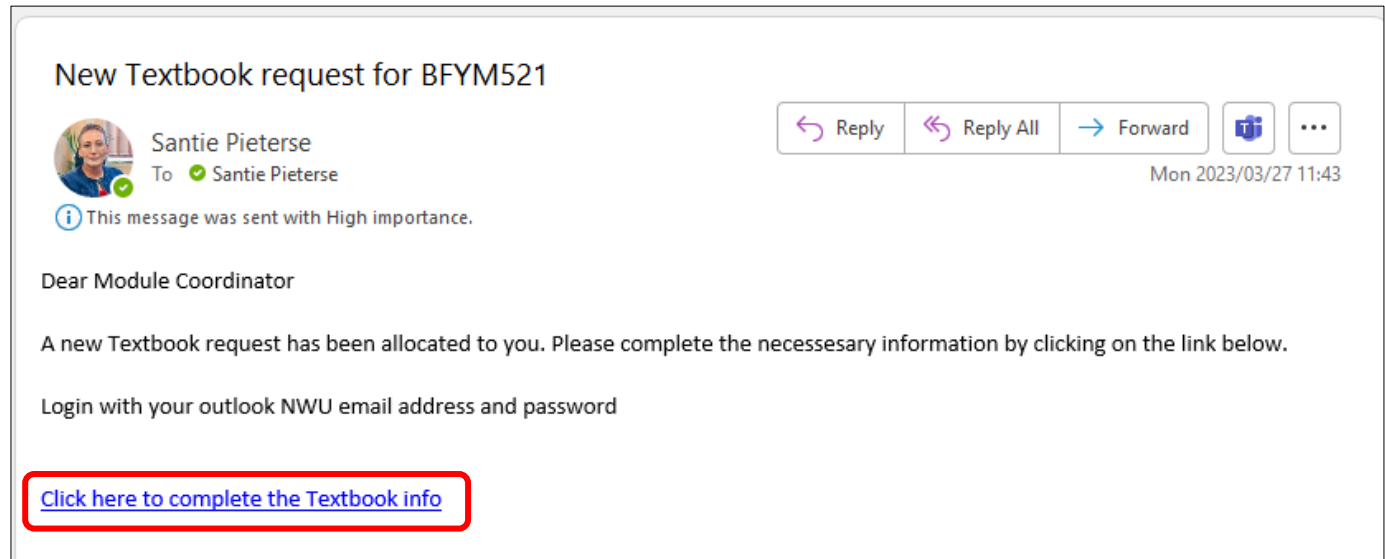
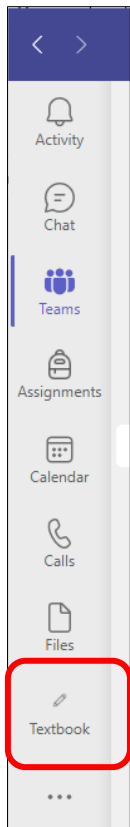
How will the credible suppliers get the list

On the communicated deadline, an automated email with the final list per faculty will be distributed to credible textbook suppliers and UDL.

Please note: if the module coordinator doesn't take action on the suggested changes in LIS' feedback, the textbook information for this module won't be included in the final list.

How to complete the textbook information

1. The module coordinator will receive an email with a link to the Textbook workflow.
2. The link will open in their default browser.



Or they can click on the pinned Icon in the MSTeams PivotBar, and it will open in the MSTeams window

If they have to log in

3. They will have to log in with their NWU credentials (name.surname@nwu.ac.za) to access this workflow and complete the information. Some steps below will have to be done to continue if they log in the first time.
 - a. Choose the correct account: Their NWU account will be visible or click the PLUS sign and add their NWU account (name.surname@nwu.ac.za) if it was not visible.
 - b. Choose Active Directory for the NWU MS ADFS window
 - c. Complete their NWU password and click "Sign in."
 - d. Give permission for the Textbook. They will have to click "Allow" to continue.

4. The following window will open with only the module codes the faculty admin assigned to them or those with feedback from Library and Information Services.

Module	Textbook Title	Author	ISBN	Edition	Edition Year	Publisher	Campus(es)	#Students
ADSD421	e.g. Practical Research: Planning and Design	e.g. Leedy, D.L ; Ormrod, J.E.	e.g. 9781292339245	e.g. 12th	e.g. 2023	e.g. Pearson	P	P V M

- Complete the Textbook's Information per module code. **Please note that all the fields are required** before the information can be saved.
 - a. Textbook title
 - b. Author
 - c. ISBN – if no ISBN is available, please indicate “no ISBN”
 - d. Edition
 - e. Edition year
 - f. Publisher – if publisher is the local print café, please enter
 - g. Choose the site(s) of delivery. Please note the letter for each campus in combination.

P = Potchefstroom; V = Vanderbijlpark; M = Mahikeng

A combination of letters is where the module will be delivered.
 - h. Fill in the number of students per campus.

Please type a "0" for the other campus(es) where the module is NOT delivered.

5. Click on the SAVE button.
6. If the module has more than one prescribed textbook, click the PLUS sign on the right next to #Students and select the module code.
 - Adding a row before the completed information is saved will clear all the information.

Module	Textbook Title	Author	ISBN	Edition	Edition Year	Publisher	Campus(es)	#Students
ADSD421	e.g. Practical Research: Planning and Design	e.g. Leedy, D.L.; Ormrod, J.E.	e.g. 9781292339245	e.g. 12th	e.g. 2023	e.g. Pearson	P	P V M

7. Repeat steps 4 – 5 for the next prescribed textbook information.

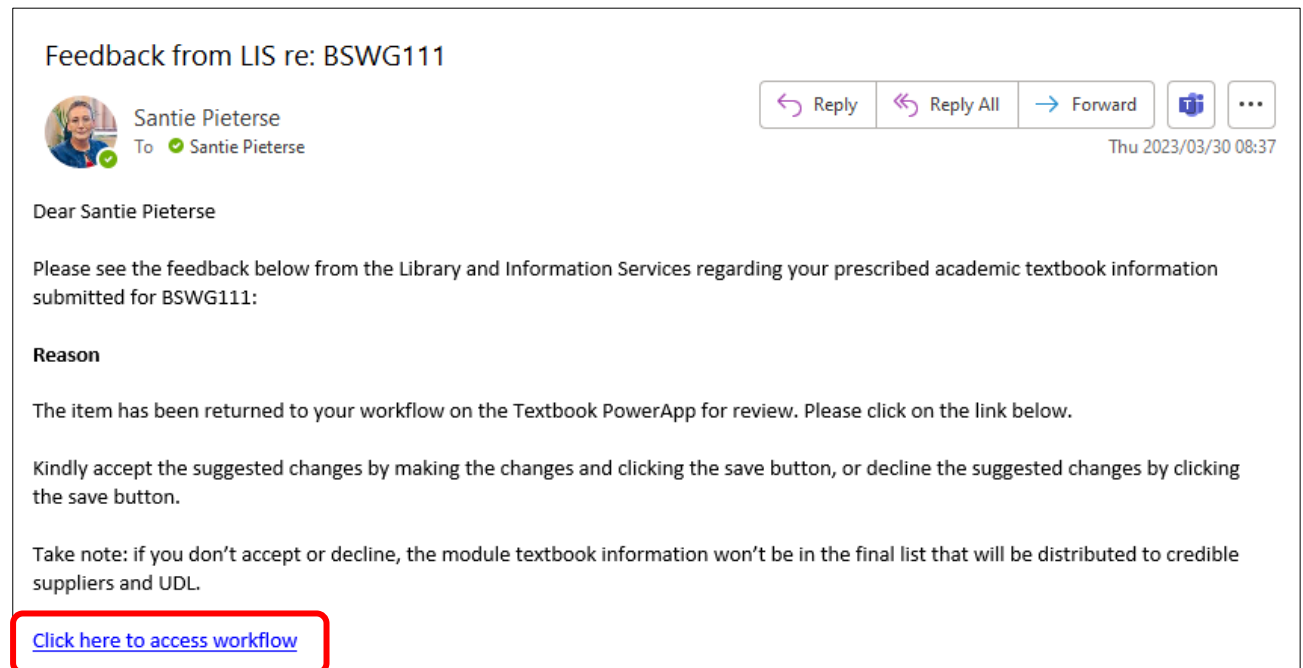
Library and Information Services quality assurance check

8. Once the information is saved, the information will be sent to the Library and Information Services (LIS) for a quality assurance check. Staff members of LIS have two choices:
 - a. Return the information with feedback for suggested changes.
 - b. LIS will confirm the information.

LIS feedback

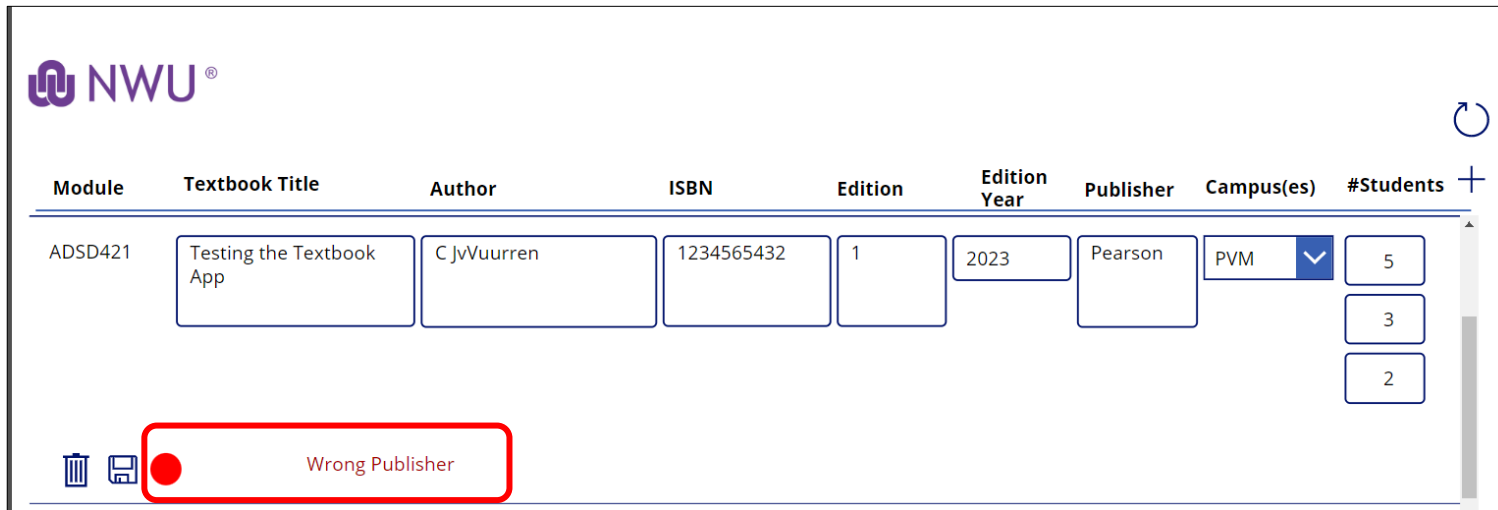
a. Return the information with feedback for suggested changes.

- The module coordinator will receive an email with the subject "Feedback from LIS re: (module code)", indicating that this module code has feedback from LIS. The link to the Textbook workflow will be available.



- Or access the Textbook workflow at the pinned icon in MSTeams

- The module code with the feedback is visible on the coordinator list. It will also have a red circle as an indication and the suggested changes next to it.



The screenshot shows the NWU logo in the top left corner. Below it is a table with the following columns: Module, Textbook Title, Author, ISBN, Edition, Edition Year, Publisher, Campus(es), and #Students. The table contains one row for module ADS421 with the following details: Textbook Title 'Testing the Textbook App', Author 'C JvVuurren', ISBN '1234565432', Edition '1', Edition Year '2023', Publisher 'Pearson', Campus(es) 'PVM' (with a dropdown arrow), and #Students '5'. Below the table, there are three buttons: a trash icon, a save icon, and a red circle icon with the text 'Wrong Publisher' next to it, which is highlighted by a red rectangular box.

Module	Textbook Title	Author	ISBN	Edition	Edition Year	Publisher	Campus(es)	#Students
ADSD421	Testing the Textbook App	C JvVuurren	1234565432	1	2023	Pearson	PVM	5

Wrong Publisher

- The module coordinator can:
 - **correct** the information as suggested and **save**, or
 - **decline** it by just saving it without any corrections,
- Once saved, the module information will move to the final list.

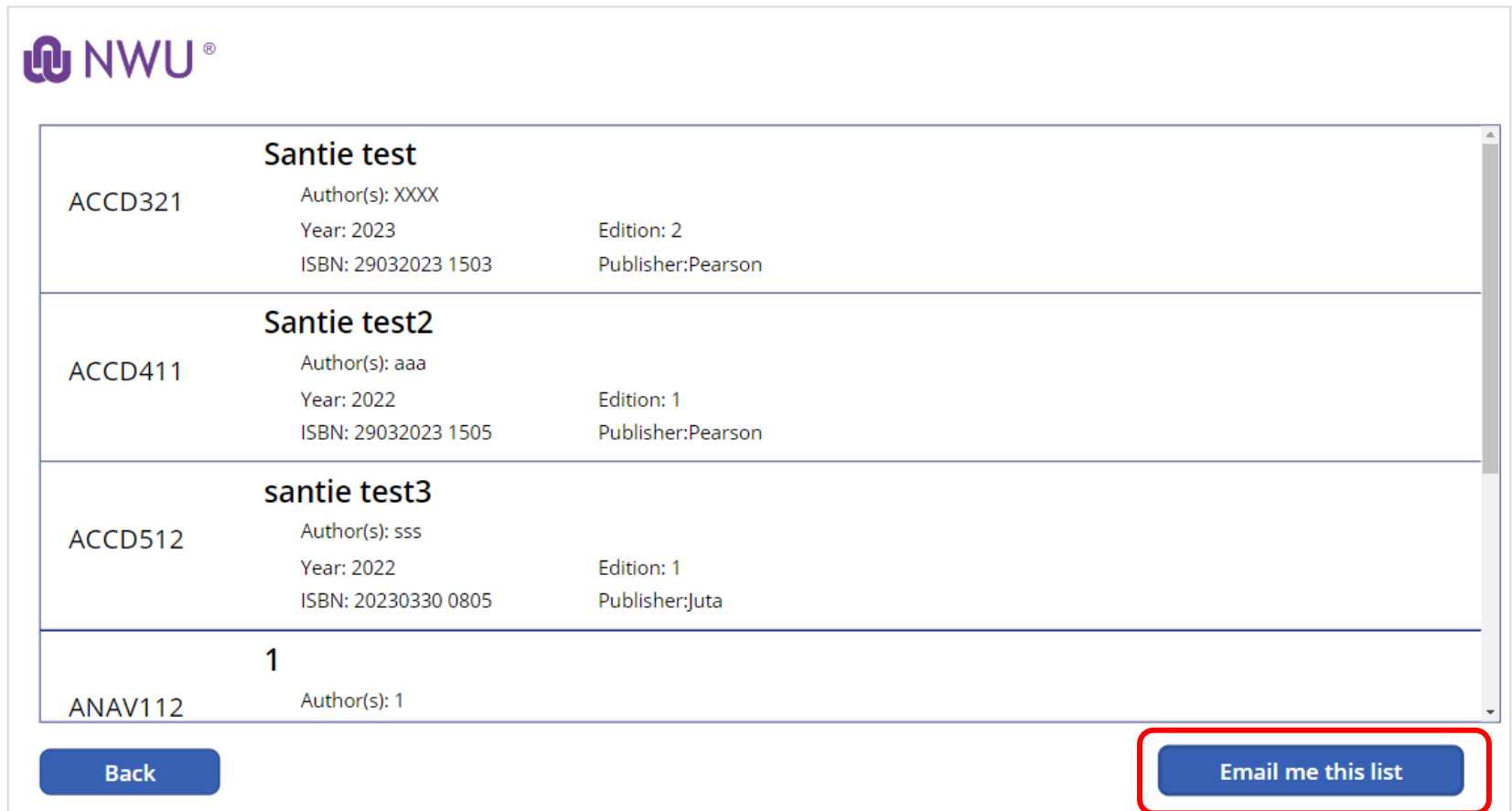
How can the module coordinator receive a list of successfully submitted and completed module textbooks?

- Within the Textbook App, they can click on the Accepted items

The screenshot shows the Power Apps interface for the Textbook App. At the top, there is a purple header bar with the text "Power Apps | Textbook" and several icons. Below the header, the NWU logo is visible on the left. On the right, there is a blue button labeled "Accepted items" which is highlighted with a red rectangle. Below the button is a table with the following columns: Module, Textbook Title, Author, ISBN, Edition, Edition Year, Publisher, Campus(es), and #Students. The table contains one row of data with placeholder text. At the bottom left, there are icons for a trash can, a save icon, and a blue circle.

Module	Textbook Title	Author	ISBN	Edition	Edition Year	Publisher	Campus(es)	#Students
ACCE221	e.g. Practical Research: Planning and Design	e.g. Leedy, D.L ; Ormrod, J.E.	e.g. 9781292339245	e.g. 12th	2022	e.g. Pearson	P	P V M

- A list will be displayed. This list is only of the modules where the Library and Information Services confirmed the information or where the module coordinator saved the information will be listed.
- Click the “*Email me this list*” button to receive an email with this information; otherwise, click Back.







The screenshot displays the NWU logo at the top left. Below it is a scrollable list of four module entries. Each entry includes a module code, a title, and several details: Author(s), Year, Edition, and Publisher. At the bottom of the list, there are two buttons: a blue 'Back' button on the left and a blue 'Email me this list' button on the right, which is highlighted with a red rectangular border.

Module Code	Title	Author(s)	Year	Edition	Publisher
ACCD321	Santie test	XXXX	2023	2	Pearson
ACCD411	Santie test2	aaa	2022	1	Pearson
ACCD512	santie test3	sss	2022	1	Juta
ANAV112	1	1			

- They will receive an email (from themselves) with the subject “*List of completed module textbooks*” with all the modules and textbooks that were successfully submitted and completed. These modules and textbook titles will be in the final list and distributed to the credited suppliers.

List of completed items

 Santie Pieterse
To  Santie Pieterse

[Reply](#) [Reply All](#) [Forward](#)  

Tue 2023/04/11 14:22

Below please see successfully submitted and completed Textbooks

ACCD321
Santie test
XXXX
2 (2023)
29032023 1503

ACCD411
Santie test2
aaa
1 (2022)
29032023 1505

ACCD512
santie test3

8 Whom to Contact

Coordination and Scheduling from the Centre for Teaching and Learning will handle inquiries regarding the Prescribed Academic Textbook App. If needed, they will contact the System Administrator at IT.

Faculty of Economic and Management Sciences	Faculty of Humanities	
Faculty of Health Sciences	Faculty of Law	
Faculty of Engineering	Faculty of Natural and Agricultural Sciences	Faculty of Theology
Faculty of Education	Faculty of Education	
Erika Esterhuizen erika.esterhuizen@nwu.ac.za S4B/ Telephone x994208	Janine Conradie Janine.conradie@nwu.ac.za S4B/ Telephone x994040	Shene van Zyl Shene.vanzyl@nwu.ac.za S4B/Telephone x994107