

# Workwisely

## NEWSLETTER



# AN ERA OF HYBRID TEACHING WITH DANIE STOOP

Snapshots of  
the Workplace  
Campaign  
**SEE PAGE 7**



- Safe on OneDrive: Talking storage
- Nadine Smit: Our User of the Month
- Ins and Outs of the Library with Lizwi Njani



**02. COVER STORY**

Learning on your terms,  
anywhere, anytime

**03. USER OF THE MONTH**

One-on-one with our tech-savvy  
User of the Month – Nadine Smit

**04. FUNCTIONALITY**

Navigating NWU's Digital  
Storage Guidelines

**05. IT SECURITY**

How Microsoft Planner  
saves the day

The Viva Learning Advantage

**06. EDUTAINMENT**

Enjoy off-campus library resources  
with single sign-on (CAS)

**07. THE WORKPLACE CAMPAIGN**

Snapshots of the  
Workplace Campaign

Win a Gizzu inverter!

Snapshots of  
the Workplace  
Campaign  
**SEE PAGE 7**

# Get to know the editorial team, IT: Academic and Office Solutions (IT: AOS)



Andiswa Msi



Adelle Lotter



Sebastian Mosidi



Geraldine Gerhardi



Danie Stoop



▲ Dr. Gerhard Du Plessis

# Learning on your terms, anywhere, anytime

*NWU has implemented a hybrid-flexible (HyFlex) teaching approach, allowing students to participate in classes either in-person or online.*

This offers various options: to attend physical classes or attend online, utilise recorded lectures through eFundi, the Learning Management System of the university, or even brush up on your understanding after attending physical class.

We connected with Danie Stoop, Director of Electronic Services (IT-ES), and Dr. Gerhard Du Plessis, Director of the Centralised Teaching and Learning Functions (CTLF), to gain insights into this innovative teaching and learning approach.

Danie further elaborated that NWU's transition to HyFlex came about due to the post-pandemic restrictions imposed on face-to-face teaching on the NWU sites of delivery. They have equipped designated classrooms with advanced technology, working in tandem with stakeholders like Dr. Gerhard from CTLF to ensure that academic needs are effectively addressed.

## Are HyFlex classrooms available across all campuses now?

Danie highlighted that designated classrooms on all NWU campuses are now equipped with advanced technology, including follow-me cameras, wireless microphones, and software for live-streaming, capturing, and storing lectures. The distribution is roughly proportional to campus size. The transition to the new system posed challenges in terms of adoption i.e., as requests for the installation of HyFlex classrooms couldn't always be accommodated due to, among other, venue access.

Dr. Gerhard revealed that extensive training was necessary to ensure lecturers comprehended the system's functioning. This process unfolded in two main aspects. He elucidated:

"Firstly, there was a need to prepare lecturers to utilise and gain proficiency in the new digital classroom environment. A series of workshops were conducted, with a specific focus on the technical aspects. The training sessions were repeated multiple times, accommodating both in-person and online formats to cater to the preferences of different lecturers," Dr Gerhard told us.

Secondly, although improving slightly, the slow adoption of the solution by lecturers is not restricted to NWU. Lasting post-pandemic effects on T&L, lecturer resistance against 'anything online', and expectations to return to 'normal' once back on campus, all contributed to the observed push-back. The hybrid classroom technology should be seen as part of a broader mix, not the sole solution.

## How is it enabled?

"During the COVID-19 hard lock-down, Dr. Gerhard's team provided

lecturers with video equipment to conduct video-based classes from home during the Covid period. However, the equipment was better suited for close-up interaction in front of personal computers, than for lecture room use," Danie explained.

"In response, we swiftly sought appropriate alternative equipment. Recognizing that a complete room overhaul would disrupt classes, we devised a solution that leverages existing classroom setups. Through an automated camera system, a camera tracks and follows the lecturer, maintaining focus once locked onto them. This innovation allowed us to adapt without needing extensive room modifications," Danie added.

"Our options are two-fold: The first involves a complete room renovation with new equipment. This is a comprehensive renovation, which encompasses hybrid features. This approach takes around three weeks to complete. Alternatively, we offer a 'bolt-on' solution for urgent cases," Danie explained.

## What is the objective behind having HyFlex classrooms?

A HyFlex classroom serves a dual purpose, functioning as both an in-person setting and a fully online digital classroom, catering to traditional lectures. Danie clarified that while the new system isn't flawless as it does not adequately deal with group work scenarios, otherwise it is highly effective. He explained that although a human cameraman would be ideal, practical constraints prevent its implementation in every room. Instead, they employ an AI-enabled camera that tracks and follows a person's movement within a centralised view. This camera is directed towards the lecture bench, automatically focusing on the lecturer as they approach it.

## Who can access utilise Hyflex classroom?

Danie clarified that the transmission occurs via Teams, accessible to registered students and is also saved for future access. He highlighted the seamless integration with the Panopto application, specifically designed for recording purposes, which streamlines the experience for both students and lecturers. This ensures that online materials are accessible for later viewing. These attributes form the essence of HyFlex rooms, granting students the flexibility to participate synchronously or asynchronously, engaging with the online proceedings.

"The future holds an even more streamlined experience with Teams appliances having their identity locked to the classroom space information, allowing you to find your classroom online with the same room number that is on your timetable", Danie added.



Nadine Smit

## One-on-one with our tech-savvy User of the Month – Nadine Smit

*We are excited to introduce you to our User of the Month, Nadine Smit, our e-Learning Technologist, previously as a member of the Centre for Teaching and Learning (CTL), and now in the Faculty of Theology.*

**S**he plays a vital role in ensuring seamless access to information for both our NWU staff and students. Nadine's journey with NWU began in 2012 when she joined as an undergraduate student pursuing degrees in history and geography. Over the years, she has grown within the institution, and in this edition, she tells us how Microsoft 365 applications have enhanced her productivity and collaboration.

**Q: What are the main Microsoft applications you use in your role?**

**A:** I rely on essential tools like Excel, Word, PowerPoint, and OneDrive, but Microsoft Teams has become a go-to for collaborative work. We have embraced Outlook for email communication and research purposes.

**Q: Is there any specific Microsoft tool that stands out for you?**

**A:** Microsoft Teams is exceptional because of its structured approach to collaboration. While it took some time for everyone to adjust to it, the benefits have been worth it.

**Q: How have Microsoft tools impacted your productivity?**

**A:** Using MS applications has made my work much more manageable. I appreciate the reminders and task management features that help me stay on top of deadlines. The various plug-ins available also improve teamwork collaboration.

**Q: When did you start using Microsoft 365 applications?**

**A:** I started using Microsoft tools when NWU made the shift. Recognising the advantages, I encouraged my colleagues to adopt it sooner.

**Q: Do you use Microsoft applications on your mobile phone?**

**A:** While some are hesitant about using work-related apps on personal devices, I have the Outlook and Microsoft Teams apps on my phone for better accessibility.

**Q: How do you handle communication and calls?**

**A:** For calls, I use Skype for Business. We have moved away from traditional phones to embrace online communication, and it has been a success.

**Areas where Microsoft applications shine:**

**Microsoft Teams:** Provides multiple spaces to share documents, although some colleagues find the distinctions between OneDrive and Outlook challenging to understand.

**Hobbies:**

Beyond her work, Nadine enjoys reading and cherishing quality time with family and friends. Switching off from technology and appreciating nature are important aspects of her life.

As we celebrate Nadine as our User of the Month, we extend our gratitude for her dedication and passion for leveraging technology to enhance productivity and collaboration at NWU. ☑

# Navigating NWU's Digital Storage Guidelines

*If you're an NWU staff member or student, there are particular storage options that you're allowed to use. Before we go into the details of these options, let's first grasp the reasons behind using them exclusively.*

## Privacy and Security

Privacy and security are like the VIPs of the digital world. Whether you're working collaboratively in a team or individually, knowing where to store your documents is crucial.

As a university, our priorities include:

- Safeguarding against data breaches to maintain the confidentiality of sensitive information.
- Following legal and regulatory requirements to uphold privacy and security standards.
- Shielding against cyber threats like malware, phishing, and hacking to ensure your safety and our data's integrity.
- Protecting the personal data of our staff and students.

## Guiding Principles of NWU's Information Governance Project

NWU follows these principles for its information governance project:

- **Accountability:** The university's information management program adheres to policies and procedures, ensuring proper implementation and suitability.
- **Transparency:** NWU's information management processes are well-documented, facilitating effective policy implementation and monitoring.
- **Record Integrity:** Information and records at NWU maintain authenticity and reliability guarantees.

## Which Storage Options are Allowed at NWU?

The solutions recommended are NextCloud as well as Microsoft's Cloud storage service, OneDrive.



### OneDrive

Microsoft OneDrive is a cloud-based service that lets you store, share, and access files from anywhere. Easily upload and store documents, photos, videos, and ebooks, and access them on any device with an internet connection.

#### 👍 Why we like it

OneDrive offers security features like two-factor authentication and data encryption to keep your files safe. It's available to all NWU staff members, each with a 1TB quota. The sync client allows seamless backup of specific files and folders.

#### ⚙️ Use Cases

Store and share files like course materials, presentations, research papers, and administrative documents. Collaborate with colleagues and students by controlling access with permissions. Backup and recover important files.



### NextCloud

NextCloud is a free, open-source tool for storing, sharing, and collaborating on files and documents.

#### 👍 Why we like it

Real-time file sync across devices, collaboration with version control and commenting via Only Office. Strong security and privacy, including end-to-end encryption and two-factor authentication.

#### ⚙️ Use Cases

Share files and collaborate between students, faculty, and staff. Manage courses and class materials, and store/share research data securely. 📁

# How Microsoft Planner saves the day



*Are you struggling to keep up with deadlines and juggling a ton of work? Well, this article is for you.*

**W**e are about to dive into the amazing world of Microsoft Planner, your ultimate lifesaver. This fantastic Microsoft application is a must-try, designed to help you plan your tasks and ensure nothing slips through the cracks.

But before we get into the juicy details, let's quickly download Microsoft Planner: <https://tasks.office.com>

No sweat! Just snag the app on your phone or laptop, and before you know it, you'll be good to go. Once you're all set up, you and your team at NWU can start crafting plans, assigning tasks, and even having a good old chat about your collaborative projects. Let's take a look at some of the things you can do with this tool:

- 1 **Seamless organisation:** It's time to banish chaos. With Microsoft Planner, you can create tasks, divvy them up among your talented NWU team members, set deadlines, and neatly categorise everything.
- 2 **Collaboration made easy:** Say goodbye to endless email threads. With real-time collaboration, your NWU team can effortlessly discuss tasks, share updates, and work together like a well-oiled machine.
- 3 **Manage tasks in Teams:** What could be efficient like managing tasks within Teams? This app lets you manage individual and team tasks right within Teams. Ticking off completed tasks? It's easy peasy stuff. Plus, you can make quick and real-time edits.
- 4 **Stay on track:** No more last-minute panics! Microsoft Planner ensures you never miss a beat with timely notifications about upcoming deadlines. You'll be a champ at meeting those targets.
- 5 **The power of integration:** Planner plays nice with other tools! You can seamlessly integrate it with Outlook and SharePoint to streamline your workflows, making work feel like a stroll in the park.

So, there you have it! Microsoft Planner is the ultimate sidekick, it is here to help you up your task management and team collaboration game. Embrace its awesomeness, and watch as it takes your productivity to new heights. Lekker planning and conquering, folks. ☑

# The Viva Learning Advantage

*Confused about Viva Learning? No sweat, we've got you covered.*

**T**his quick read will give you the lowdown on why this learning hub in Microsoft Teams is a game-changer.

What sets Viva Learning apart:

- 1 Easy integration for seamless learning,
- 2 Incorporate skills into your daily routine,
- 3 Discover, share, recommend, and learn from content libraries offered by the university and some of our stakeholders.

Viva Learning simplifies the process of creating learning and growth opportunities for our employees and students. You can do this without having to leave the communication tools you're already using. Here are a few advantages of utilising the Viva Learning hub:

## Incorporate learning into your day

Use Viva Learning to sneak some learning into your day. When you log into Viva Learning on Microsoft Teams, you'll see your own customised lineup of learning content from NWU and partners like LinkedIn Learning.

- Find learning opportunities for our team and students to stand out, all laid out conveniently.
- Explore courses from Microsoft and other cool content makers.
- Access backs your career ambitions.
- Share intriguing, important learning content within the NWU team in a Microsoft Teams chat or channel.

## Keep your team members engaged

Use the Viva Learning hub to effortlessly enhance your team's skills. No coordination between platforms needed. Recommend content within a group, and receive notifications as they finish learning. Remember, Viva Learning is seamlessly integrated within Microsoft Teams. Ensure the following permissions are in place:

- Microsoft Teams admin,
- Microsoft 365 global admin or SharePoint admin, and
- Knowledge admin.

Lastly, don't forget that if you're the knowledge manager (administrator), you get to steer the ship on your team's learning content sources. Being a knowledge administrator means you should be tech-savvy and have your SharePoint admin credentials ready to go. You should also know your way around the education, learning, training, or employee experience scene at NWU. ☑



# Enjoy off-campus library resources with single sign-on (CAS)

NWU's IT maestros have done it by unveiling yet another masterpiece: Single Sign-On (SSO) authentication, now interwoven with our Library and Information Services (LIS) digital realm.

**N**o more labyrinthine passwords — just seamless access to a treasure trove of e-resources. It's like having a personal library genie, granting your every scholarly wish for teaching, learning, and research.

## Who can use it?

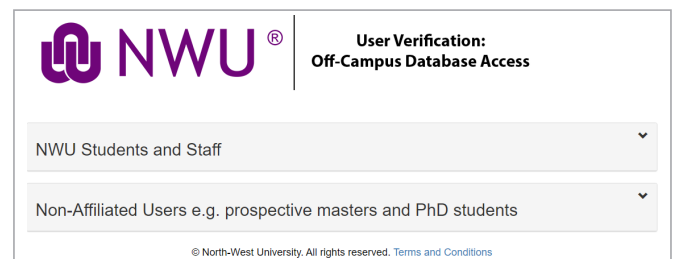
If you are an NWU team member or student, you can now access popular portals with the same username and password. So, from now on, just use the same username and password you use for things like efundi and DIY to get to e-resources when you're off-campus.

No more waiting around to be added manually to the system just to use library e-resources. With CAS, you'll get instant access to all those valuable library e-resources as soon as you join our awesome NWU community.

Remember, all you need is your NWU CAS login info to have digital access to e-books, journals from trusted academic databases, and even treat yourself to newspapers and magazines through PressReader.

## How to navigate to the library e-resources off campus?

Visit the NWU Library page and pick a database that piques your interest. Once you do, an authentication page – just like the one in the screenshot below – will pop up. Look for the NWU Student and Staff box, then simply log in with your efundi username and password.



Having trouble with your password or username? Reach out to our trusty Helpdesk at 018 285 5930 or shoot them an email at IT-Services-PC@nwu.ac.za — they're here to save the day.



## IT Word Search

T	O	H	S	N	E	E	R	C	S	L	T	O	R
E	N	E	F	U	N	D	I	D	N	X	I	I	H
Y	V	O	N	L	I	N	E	T	O	W	O	S	R
E	D	I	G	I	T	A	L	M	I	I	N	O	T
U	S	E	R	N	A	M	E	O	T	R	E	G	T
R	A	I	E	D	A	R	G	O	P	E	X	N	N
E	T	N	L	O	E	T	U	R	Y	L	T	I	I
O	T	E	A	M	S	N	Y	S	R	E	C	R	O
S	R	R	U	G	D	V	O	S	C	S	L	A	P
S	T	O	R	I	N	G	C	A	N	S	O	H	E
C	O	L	R	O	M	R	Y	L	E	N	U	S	R
B	N	B	O	D	F	D	S	C	T	N	D	R	A
N	Y	Y	N	M	I	C	R	O	S	O	F	T	H
H	T	R	S	U	S	E	C	U	R	I	T	Y	S

- ONEDRIVE
- WIRELESS
- CLASSROOM
- MICROSOFT
- STORING
- SHAREPOINT
- SECURITY
- ENCRYPTION
- SYNC
- USERNAME
- TEAMS
- SHARING
- ONLINE
- EFUNDI
- NEXTCLOUD
- SCREENSHOT
- HYBRID
- DIGITAL

Source: <https://thewordsearch.com>

# Snapshots of the The Workplace Campaign

July 18<sup>th</sup> was unlike any other day on our campuses. Here's a glimpse of the events that unfolded.



## Beat loadshedding, win a Gizzu in South Africa!

Don't miss out on our competition!  
Follow these simple steps for a chance to win a Gizzu:

- Share your favourite MS 365 app with us.
- Create a video showcasing your choice.
- Upload your video.

**CLOSING DATE: 25 August 2023 at 4:00 PM**

For more information and the competition details, visit this link:  
<https://services.nwu.ac.za/it-news/staff-ms-365-competition-reminder-beat-loadshedding-win-gizzu>

Let's make this contest an unforgettable experience.

