

EFUNDI USER MANUAL _Updated 2018-11

Student Version

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

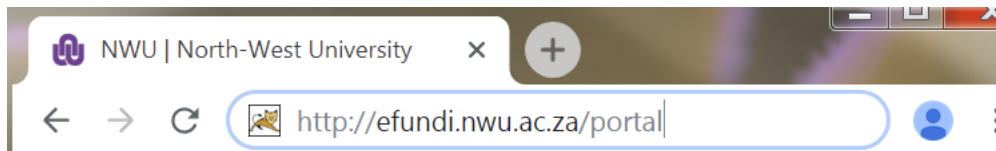
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Access to the eFundi Learning Management System

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>

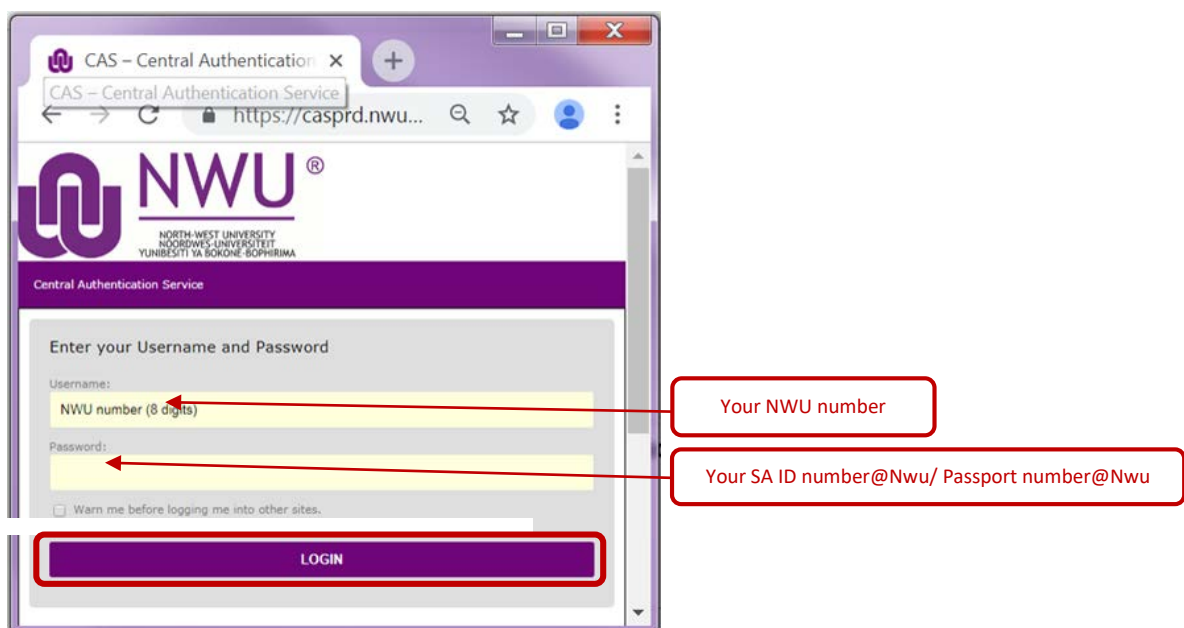


We recommend using the most-up-to-date version of your Internet browser. For the best experience, we encourage you to use Google Chrome or Mozilla Firefox.

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

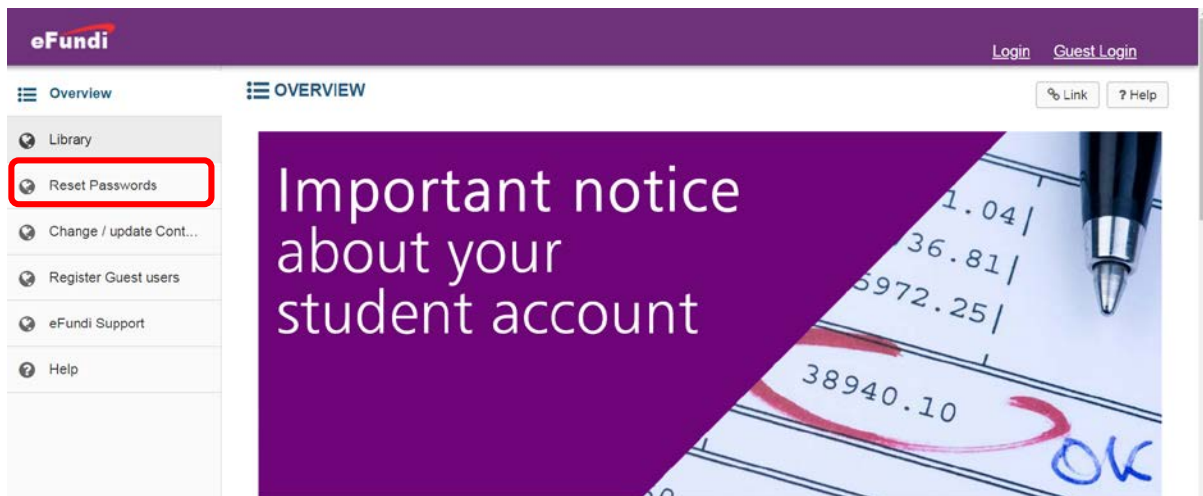


First time eFundi users: log in with your username (your 8-digit NWU student number) and your password. Your password will initially be your South African identification number, followed by "@Nwu" or for international students (including students from Namibia) this password consists of your passport 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:

[RESET PASSWORDS](#)

Password Change

University Number *

Current Password *

New Password *

Password should consist of minimum 8 characters with at least 1 lowercase letter, 1 uppercase letter, 1 digit and 1 special character.

Confirm Password *

Forgot your password? Please go to [Forgot Password](#)

NOTE:

- Your password will be the same in all systems.
- Your password expires after 3 months.
- The last 3 passwords may not be used again.
- Your initial password is either your ID number or passport number followed by @Nwu, e.g. 12345667890123@Nwu

Remember to click on **Submit** to finalise the change.

When you change your CURRENT password , please change your password to something that you will easily remember. Please note that the passwords or full time students expire every 90 days.

If you have forgotten your password, you can request a new password from the system by clicking on **Forgot Password**. Click on the link and provide the system with the following information.

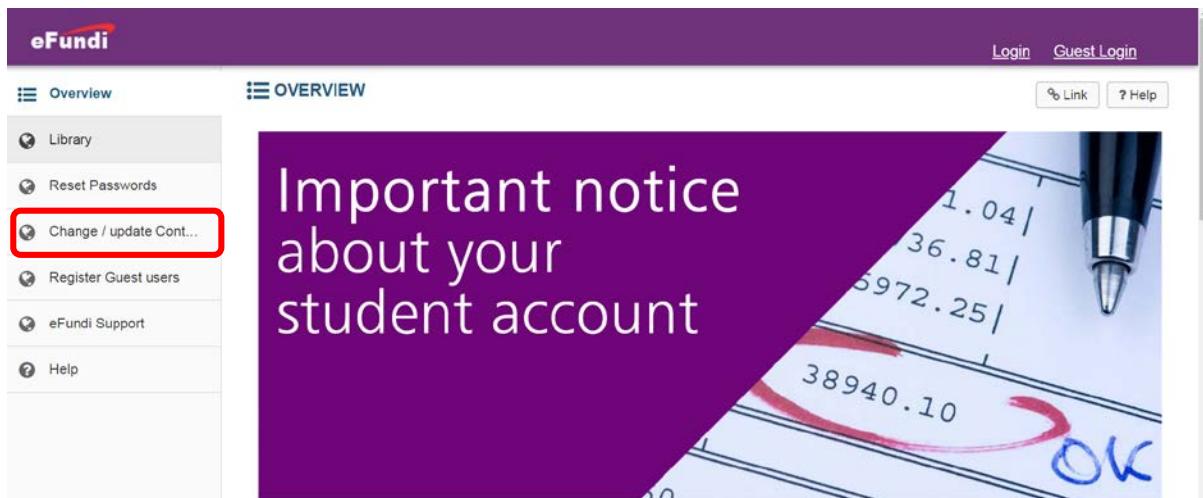
University number, identity or passport number and your cell phone number or email address. If this information is verified with the information on your academic record, your password will be sent by SMS or by email. (Within an hour depending on your network.)

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

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**. If your email address does not update within 24- 48 hours , kindly log an IT ticket for help.

Do note that you will be required to log in with your CAS login details to access and change your personal information.



More information about your official NWU e-mail address:

Student Email

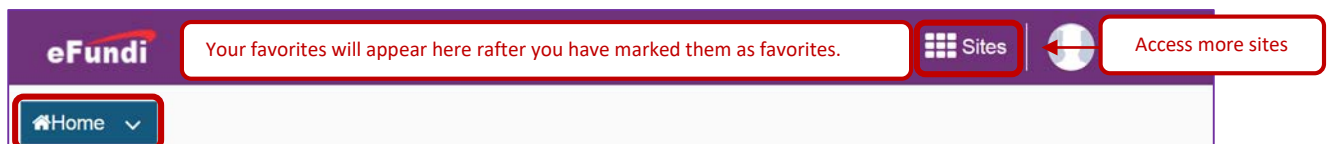
Students / Student Email



From 2016 all registered students of the NWU are assigned a NWU Gmail address.

- ▶ What is my NWU Gmail address?
- ▶ How will the NWU know what email address to send my correspondence to?
- ▶ How do I access my NWU Gmail?
- ▶ Do I have to activate my NWU Gmail account?
- ▶ Already got a Gmail account?
- ▶ How long will I be able to use my NWU Gmail address?
- ▶ What about my Microsoft email address?
- ▶ Where can I find help?

To access a site/module



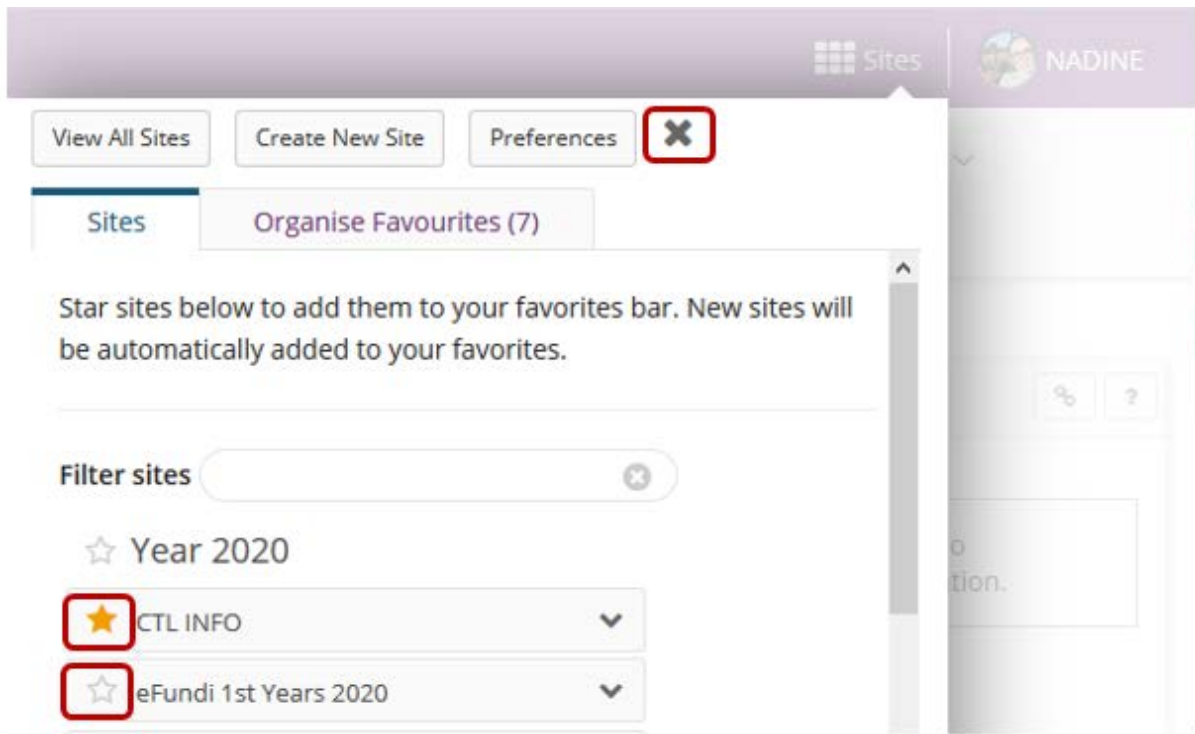
Click on the tab of your site or module on the purple navigation bar. The selected tab will turn dark blue once you have accessed the site.

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

Note: If the site/module is not displayed in the purple tab please click on the Sites dropdown menu on the far right side of the screen to view the sites/modules not displayed below the purple bar.

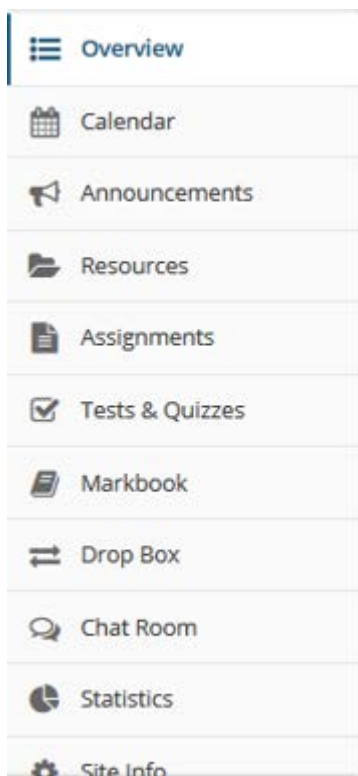
Remember that sites are stored according to Course Sites and Project sites. The Course Sites will be ordered according to years (if created as such) and projects will only have one list.

In order for your module codes to appear within the purple navigation bar at the top, you need to mark them as favourites. To do so, you simply click on the "Sites" button, and next to each module code click on the greyed out star, it will turn gold. Click on the cross and then click on "Reload".



Reload to see your updated favourite sites

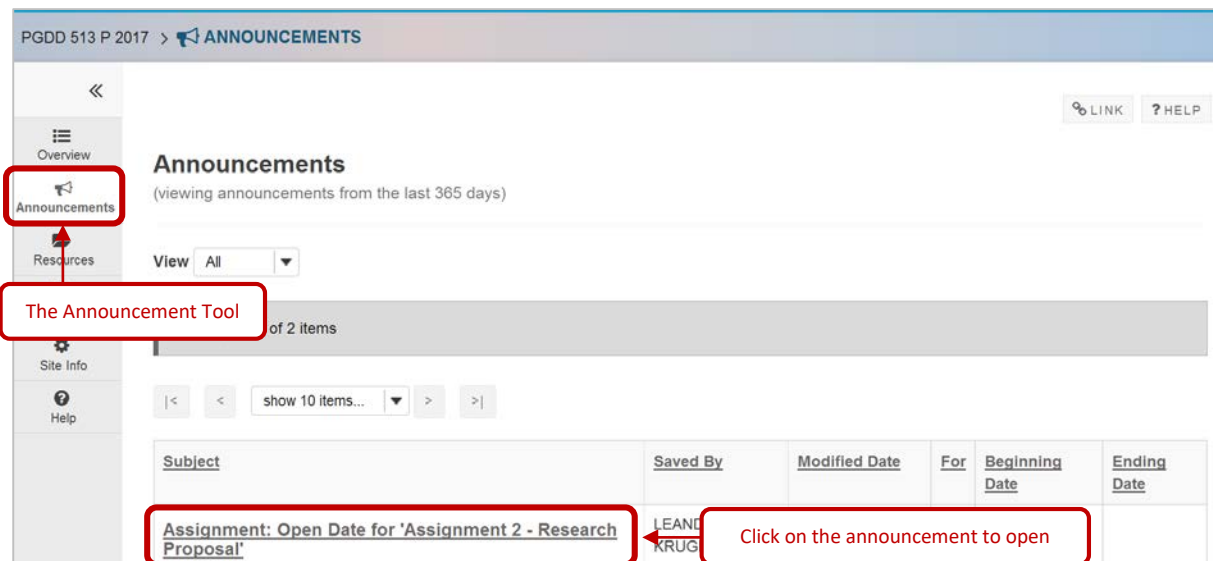
Please note that each module has a tool menu on the left hand side of the screen. Each item on the menu is referred to as a tool.



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.

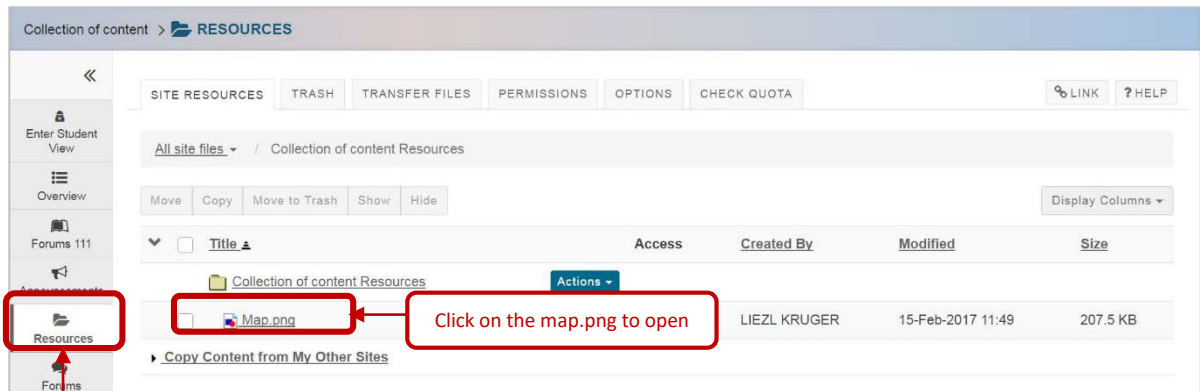


Use the “Previous”, Return to List” or “Next” buttons to navigate through the announcements of the module

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

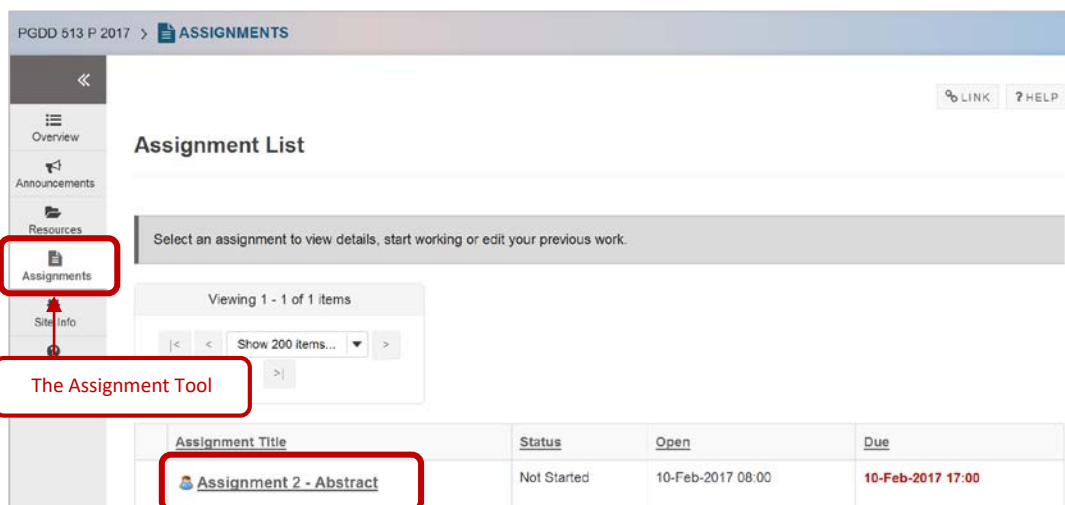
1. Click on the relevant file title. You will see that each file title is blue. That is because it is hyperlinked and it will either open up or download when you click it.
2. You will be asked to either save or open the file. (The file will open in the default format e.g. MS Word/PDF) (Depending on the browser settings both Firefox and Chrome automatically downloads the file, if it is a png; jpeg; doc. Or ppt . A PDF will usually open in a new Tab.



The Resources Tool

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 assignments OR by 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

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

1. To submit your assignment **Browse** for your assignment on your computer.
2. The attached assignment will appear under the heading Submission.
3. 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 No file selected Click on Browse to upload your assignment


- 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

Always remember to keep your **submission ID** in the event that an error occurs within the system during your submission.

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.

Collection of content > TESTS & QUIZZES

Assessments

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

| Title | Time Limit | Due Date/Time |
|------------------|------------|---------------|
| Audio file toets | n/a | n/a |

Submitted Assessments

View All Submissions/Scores |

| Title | Statistics | Recorded Score | Feedback Available | Individual Score | Time | Submitted |
|-------|------------|----------------|--------------------|------------------|------|-----------|
|-------|------------|----------------|--------------------|------------------|------|-----------|

Tests & Quizzes

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

Collection of content > TESTS & QUIZZES

Begin Assessment

"Audio file toets" for Collection of content

There is no due date for this assessment.
There is no time limit for this assessment.
You can submit this assessment an unlimited number of times. Answers from previous attempts will not be available within the assessment during subsequent attempts. Your highest score will be recorded.

Begin Assessment Cancel

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

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

Audio file toets
Table of Contents

Part 1 of 1 -
Question 1 of 1 1.0 Points

hat kjhikjhikjh

A. adfafd
 B. adfafds
 C. asdfasfd

[Reset Selection](#)

Save Exit **Submit for Grading**

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

Collection of content > TESTS & QUIZZES

Assessment Submission Warning

⚠ You are about to submit this assessment for grading.
Click **Submit for Grading** if you really want to submit for grading.
Otherwise, click **Previous** to return to the previous screen.

Course Name Collection of content
Creator LIEZL KRUGER
Assessment Title Audio file toets

Submit for Grading Previous

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

Submission Audio file toets

| | |
|---------------------------------|---|
| Course Name | Collection of content |
| Creator | LIEZL KRUGER |
| Assessment Title | Audio file toets |
| Number of submissions remaining | Unlimited |
| Confirmation Number | 1851538-32404-s60-Thu Feb 16 23:36:16 SAST 2017 |
| Submitted | 2017/02/16 |

You will receive an email receipt for this submission. You can change your email notification settings via Home -> Preferences -> Notifications.

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.

| Title | Due Date | Grade* | Comments |
|--------------|-------------|--------|----------------------|
| Forum 1 | 25 Jan 2017 | - | |
| Assignment 1 | 01 Feb 2017 | - | from Assignments |
| Test 1 | 17 Feb 2017 | - | from Tests & Quizzes |

Legend:
*Grades in parentheses () are not included in the course grade calculation.

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**.

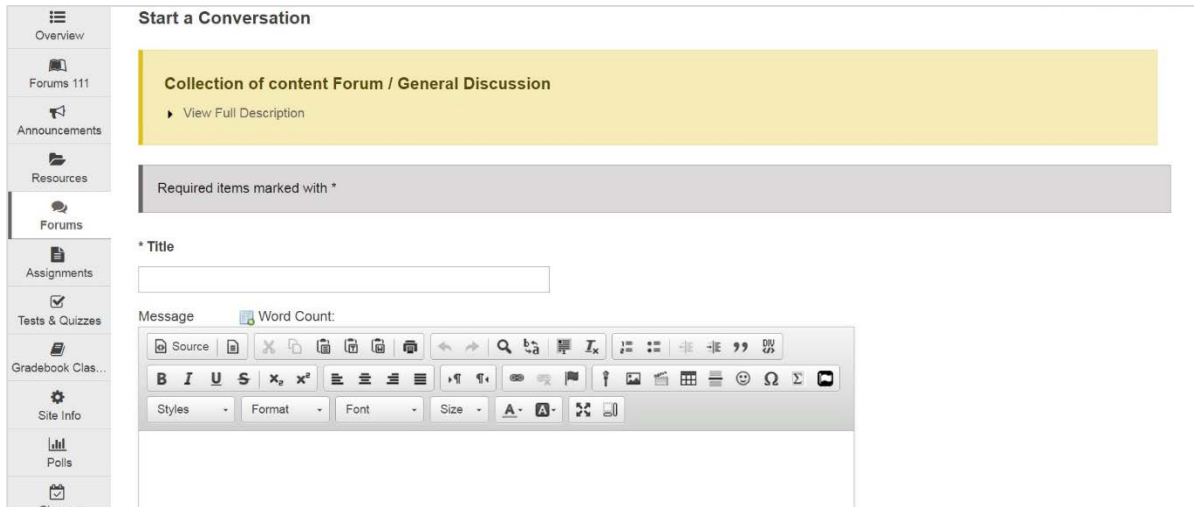
START A NEW CONVERSATION READ ALL MESSAGES

Forums / Training / Welcome to the Training

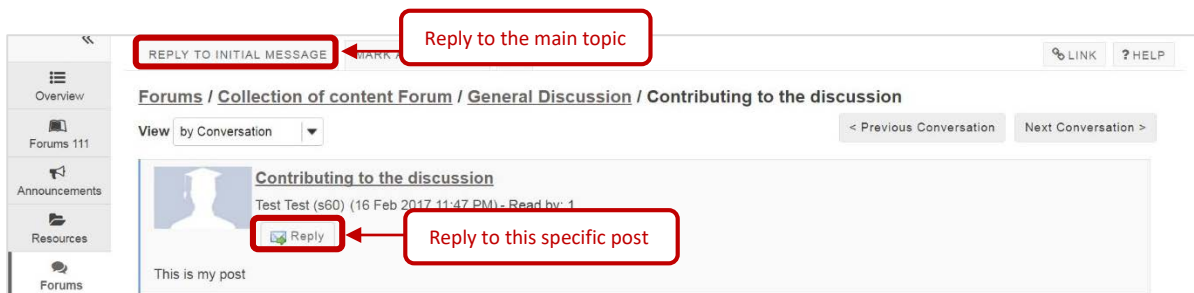
< Previous Topic Next Topic >

Welcome to the Training

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.



Contact us

For more information or assistance from eFundi Help

For more information or assistance go to :

[eFundi Online Support Page](#)

OR

eFundi Support Desk:

Call centre: 018 285 5930

OR

Campus support:

| | | |
|---|---|--|
| Mafeking: Tel.: 018 389 2447 Office: ADC Building, Block D Room G80 | Potchefstroom: Tel.: 018 285 2295 Office: Building E8, Room 107A | Vanderbijlpark: Tel.: 016 910 3035/8 Office: Building 13, Room SL313 |
|---|---|--|

OR

Log a ticket: support.nwu.ac.za