

## eFundi Tutorial: Course link & Site creation



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

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

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

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

### There are two options:

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

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

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

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

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

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[Option 1: Create a new module site & link students](#)

[Option 2: Create a new module site but do not link any students to the site yet](#)

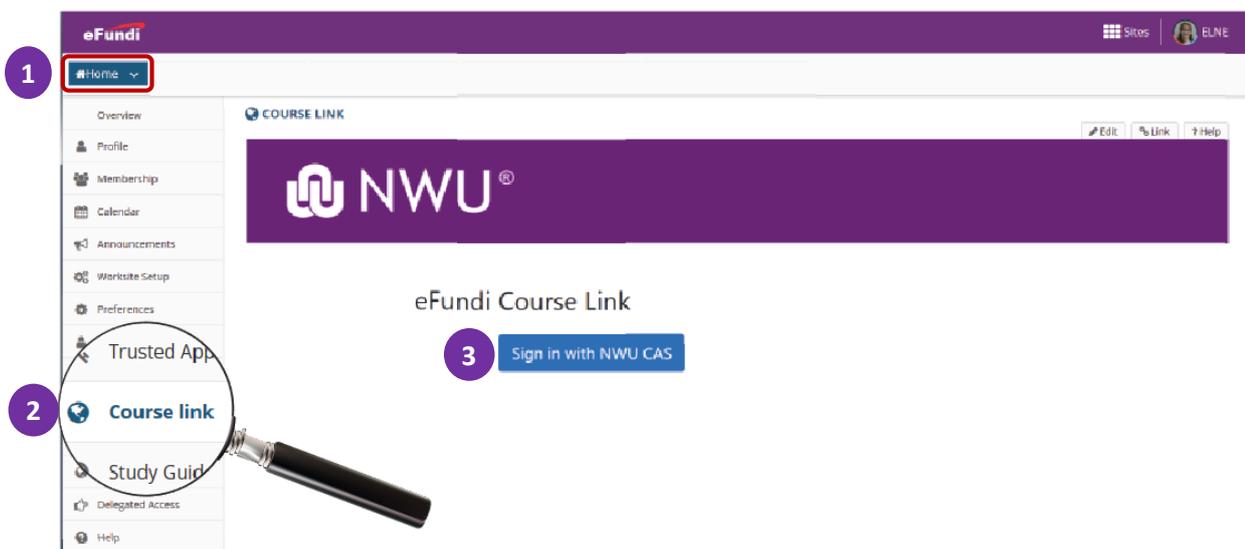
[Option 3: Link students to a previously created module site](#)

## Step 1: Complete Courselink

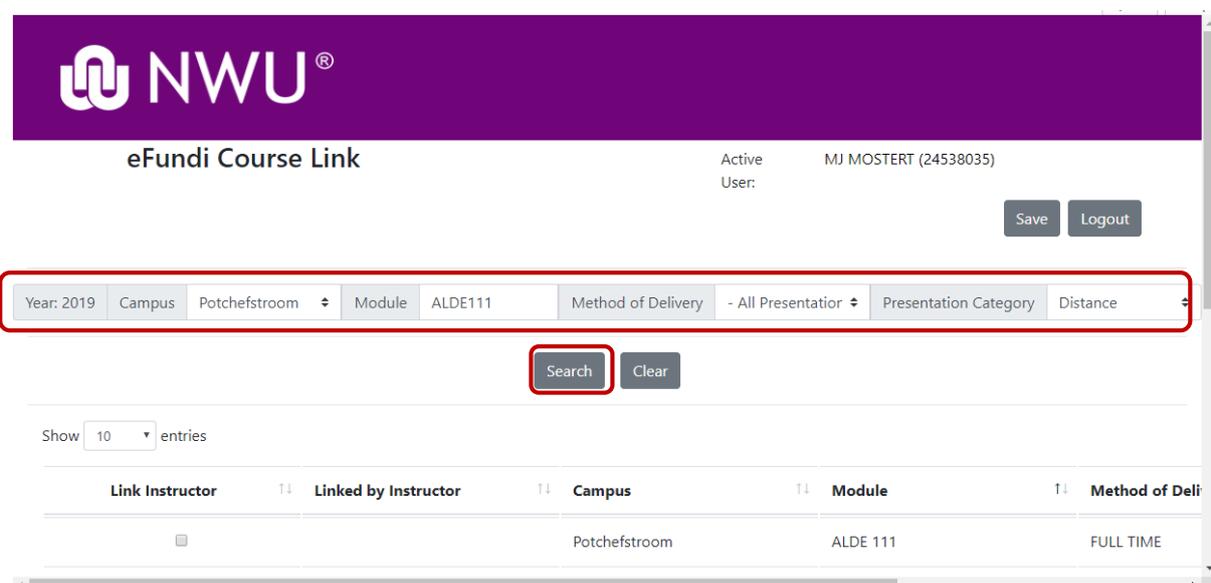
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Go to the eFundi landing page (<http://efundi.nwu.ac.za>) and login using your staff number as username and your Novel password.

- 1 You should automatically be navigated to the **Home** site of your eFundi account. If not, please make sure that you navigate to the **Home** page.
- 2 Select the **Course link** option from the menu on your left.
- 3 Click the **Sign in with NWU CAS** button. The login should happen automatically, but if you do see a login screen, use the same details you used when logging in to eFundi.



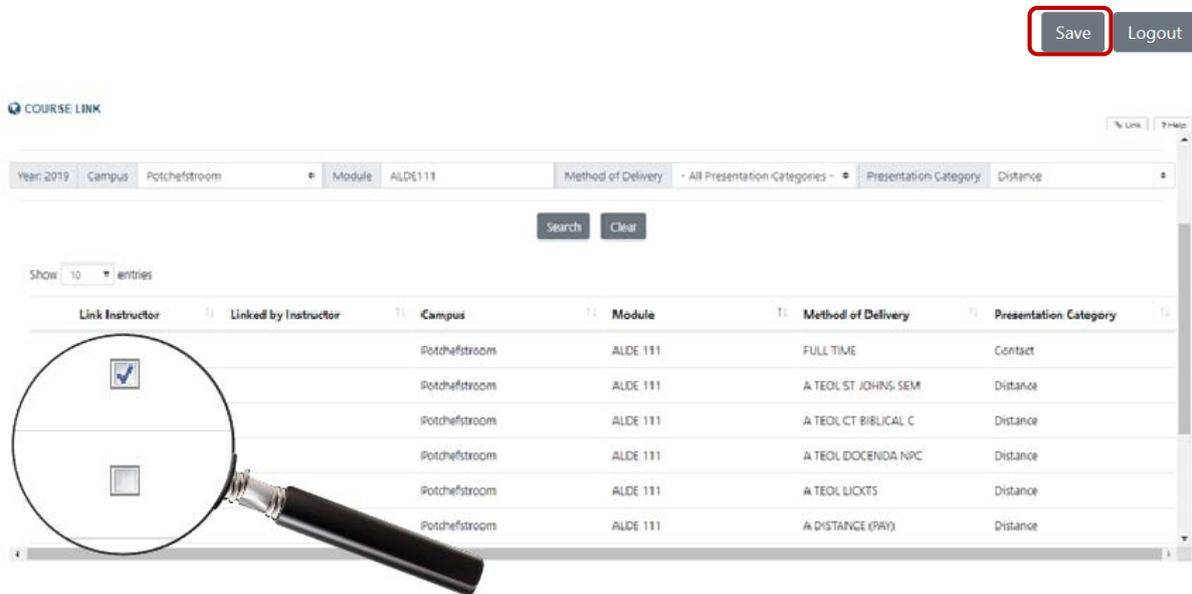
On the eFundi Course Link page, select your campus and type in the module code. Then click on **SEARCH**. You can now refine your course link search by clicking on the Drop down list for Presentation category and Method of Delivery (if needed).



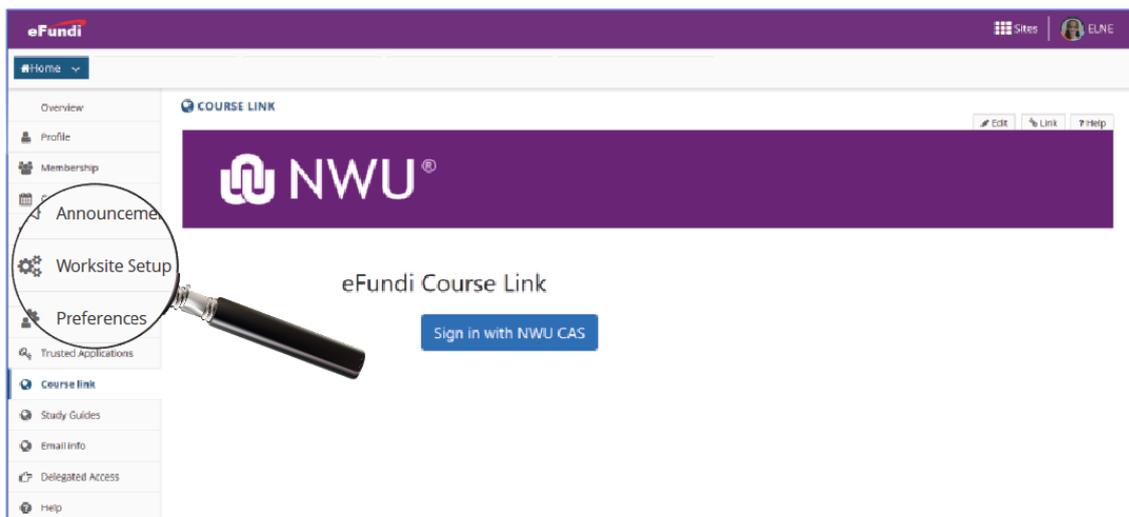
In this example the Module code ALDE 111 was searched for.

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

Select the **tick box** next to the module(s) that you are assigned to, then click the **SAVE** button at the top right of the screen.



Return to the eFundi: **My Workspace (Home)** and select **Worksite Setup** from the menu on the left to create your site or link the member list to a site.



## Step 2: Create the module site

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Your actions in this step will depend on the option you choose for creating your module site. Please choose the relevant option below for the correct actions to complete:

[Option 1: Create a new module site & link students](#)

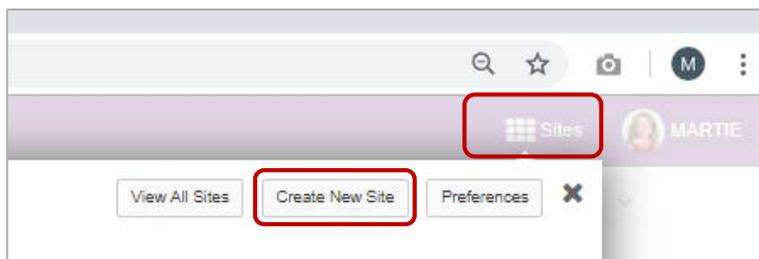
[Option 2: Create a new module site but do not link any students to the site yet](#)

[Option 3: Link students to a previously created module site](#)

### Option 1: Create a new module site & link students

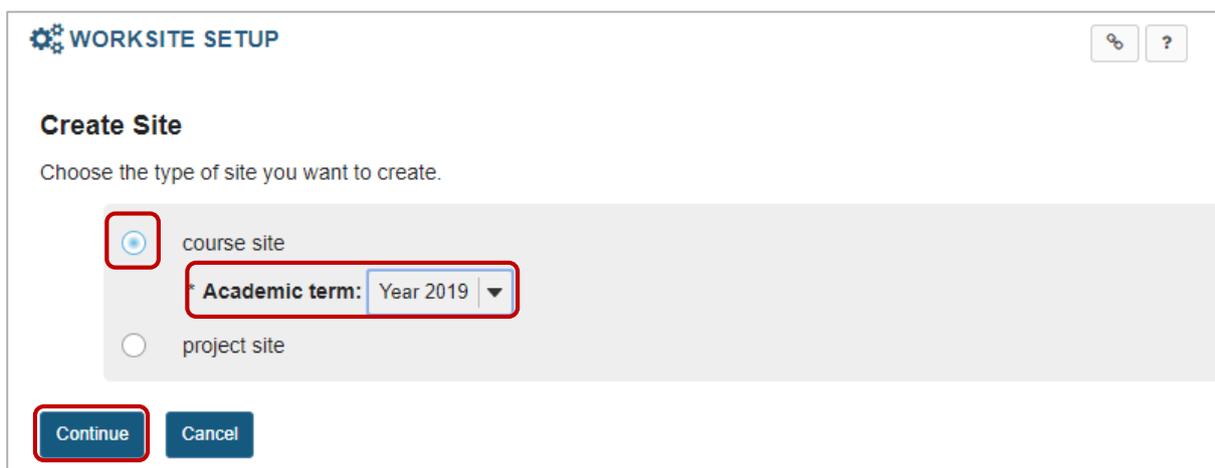
[Back to options](#)

Login to eFundi and click on the **Sites** button next to your profile picture in the top right hand corner. Click on **Create New Site** button at the top of the window that appears.



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

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

A screenshot of the 'WORKSITE SETUP' dialog box. The title is 'WORKSITE SETUP' with a gear icon on the left and a refresh icon and a help icon on the right. Below the title is the heading 'Create Site' and the instruction 'Choose the type of site you want to create.' There are two radio button options: 'course site' (selected, highlighted with a red box) and 'project site'. Below the 'course site' option is a dropdown menu for 'Academic term' with 'Year 2019' selected, also highlighted with a red box. At the bottom, there are two buttons: 'Continue' (highlighted with a red box) and 'Cancel'.

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

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

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

Click the **Continue** button.

Kindly note the numeric values that has become part of the file name.

In this example: *IURP 415 1-1 P 2019*

**IURP 415 P** - Module code

**1** - API Code / Method of Delivery code (Full time)

**1** Presentation method code (Contact students)

**NOTE:** A full list of Presentation and Method of Delivery codes are available from the eFundi staff training site. *EXAMPLE ONLY:*

Presentation Category			Method Of Delivery		
VSSCode	Value	Description	VSSCode	APICode	Description
7242	1	Contact	1000044	39	EXTENDED FULLTIME
7243	2	Distance	1000016	36	FACILITIES VTC
			1000039	37	SWO.GRACE CHRISTIAN BIBLE COLLEGE
			1000172	46	SEDIBA
			1000296	49	BEURS: PROVINSIE
			1003853	132	A 2017 LP BEURS ODL
			1003859	133	A 2017 EC BEURS ODL
			1003864	134	A AFSTAND (BETAAL)
			1003874	135	A 2017 MP BEURS ODL
			1003908	136	A OLG - Module

[Click here to access the full list.](#)

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

**WORKSITE SETUP**

### Course Site Information

Enter basic information about the course site...

You are setting up a course site for the following member list(s):

IURP 415 1-1 P 2019

\* Site Title IURP 415 1-1 P 2019

Term Year 2019

Site Language User Language (default)

**Description** (displayed on the site's home page)

Content inserted here will appear on the Overview page

**Welcome to / Welkom by**  
**IURP 415**

body h1 Words: 16, Characters (with HTML): 207/1000000

**Short Description** (displayed in publicly viewable list of sites. Max 80 characters)

**Appearance (Theme)** Site will display this theme.

\* Site Contact Name Your own name

Site Contact Email Your.Mail@nwu.ac.za

**Continue** **Back** **Cancel**

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

**WORKSITE SETUP** Link Help

**Course Site Tools**

Choose tools to include on your site...

**General** 8

**Overview**  
For viewing description of the site. Will include recent announcements, discussion, and chat items if appropriate.

**Announcements**  
For posting current, time-critical information

**Assignments**  
For posting, submitting and grading assignment(s) online

**Bligs**  
Blog entries for site participants.

**Calendar**  
For posting and viewing deadlines, events, etc.

**Chat Room**  
For real-time conversations in written form

**Commons**

**Search**  
For searching content

**Sign-up**  
For enabling online registration for meetings and other events

**Site Info**  
For showing worksite information and site participants

**Statistics**  
For showing site statistics by user, event or resource of the site

**Syllabus**  
For posting a summary outline and/or requirements for a site

**Tests & Quizzes**  
For creating and taking online tests and quizzes

**Web Content**  
For accessing internal resources or an external website within the site.

**Wiki**  
For collaborative editing of pages and content

**External Tools** 0

Selected tools	Remove
Overview	X
Announcements	X
Assignments	X
Calendar	X
Lessons	X
Resources	X
Site Info	
Statistics	

Enable MathJax for automatic rendering of LaTeX and AsciiMath in this site. [Learn More](#)

Enable Lessons subpage navigation in the left tool menu.

If you **do not** want to re-use material from a previous site:

Select the **Not, thanks** radio button from the options below:

**Re-use Material from Other Sites You Own**

**No, thanks.**

**Yes, from these sites:**

IURI 471 NWU 2018  
IURP 415 1-1 P 2019  
**IURP 415 2018**  
IURP 423 eGuide  
IURP 423 P 2016  
IURP 423 P 2017

If you **DO** want to re-use material from a previous site:

Select the **Yes, from these sites:** radio button from the options below and select the relevant site from which you would like to import the content:

**Re-use Material from Other Sites You Own**

**No, thanks.**

**Yes, from these sites:**

IURI 471 NWU 2018  
IURP 415 1-1 P 2019  
**IURP 415 2018**  
IURP 423 eGuide  
IURP 423 P 2016  
IURP 423 P 2017

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

Note: To select more than one item, hold down the Ctrl key (Windows) or the Command key (OS X) and click your selections.



### IMPORTANT:

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

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

**WORKSITE SETUP** Link ?

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

#### Re-use Material from Other Sites

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

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

	<input checked="" type="checkbox"/> IURP 415 2018
Welcome +	<input checked="" type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>
Assignments +	<input checked="" type="checkbox"/>
Calendar +	<input checked="" type="checkbox"/>
Gradebook +	<input checked="" type="checkbox"/>
Lessons	<input checked="" type="checkbox"/>
(eGuide / eGids (Eng / Afr))	
-	
Markbook +	<input checked="" type="checkbox"/>
Polls +	<input checked="" type="checkbox"/>
Resources +	<input checked="" type="checkbox"/>
Tests & Quizzes +	<input checked="" type="checkbox"/>

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

**Continue** Back Cancel

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

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

#### Course Site Access

Set access options for your site...

#### Site Status

Publishing your site makes it available to the site participants.

- Publish site - accessible to all site participants
- Leave as Draft - accessible only to site maintainers

#### Site Visibility

Display in Site Browser

#### Global Access

Global access settings allow you to decide who has access to your site. In addition to the participants you've added, you can open your site to:

- Limit to official course members or to those I add manually (recommended)
- Allow any eFundi user to join the site

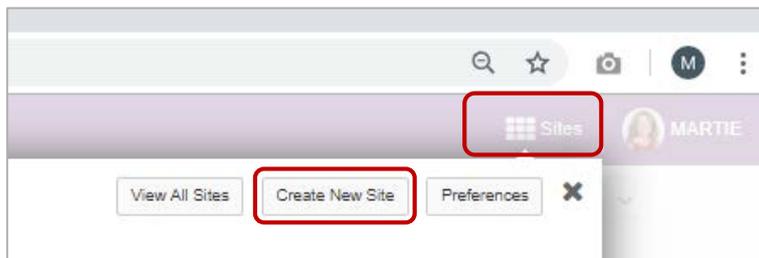
[Continue](#) [Back](#) [Cancel](#)

### Option 2: Create a new module site but do not link any students to the site yet

[Back to options](#)

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

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



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

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

**WORKSITE SETUP**

**Create Site**

Choose the type of site you want to create.

course site  
 \* Academic term: Year 2019 ▼

project site

**Continue** **Cancel**

In this option you may not have Courselinked yourself to the module code yet, but you can still create the site and link your students later.

To proceed choose the **Subject**, **Course** and **Section** from the drop down menus provided. Once the subject is selected the applicable Course and sections will load form the list in the drop down menu. Once found click on **Continue**.

**Course/Section Information**

Course/Section(s) Selection - - Year 2020

Please find course/section by entering the information below

**Subject:** Select ▼

**Course:** Select ▼

**Section:** Select ▼

**Current Selection: None**

[Save and add another section](#)

[Still cannot find your course/section?](#)

**Continue** **Back** **Cancel**

If you cannot find your module in this method, proceed to the hyperlink for **Still cannot find your course/section**.

In this window, first fill in the Module subject code, Course code and Section in the applicable boxes

### Course/Section Information

Course/Section(s) Selection - Year 2020

You have thus far selected the following course/section(s) for this course site:

---

Please find an[other] course/section by entering the information below.

	* Subject:	* Course:	* Section:
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add More Member List(s)? ▼			

	* Subject:	* Course:	* Section:
1	<input type="text" value="ABCD"/>	<input type="text" value="123"/>	<input type="text" value="VC"/>
Add More Member List(s)? ▼			

Then proceed to fill in your staff number in the **Authorizer's username** and click on **Continue**.

### Authorization to Allow Member List(s) Site Access

At this time we cannot verify you are the instructor of record, 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 for the course, please separate the usernames with comma signs.

\* Authorizer's username:

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

Special Instructions:

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

From here on you can follow the same steps as above when giving your site a description and choosing its relevant tools. Click [here](#) to go those steps.

### Option 3: Link students to a previously created module site

[Back to options](#)

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

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

The screenshot shows the eFundi interface. At the top, there is a navigation bar with the eFundi logo, a 'View Site As:' dropdown, and user information for 'NADINE'. Below this is a breadcrumb trail with several dropdown menus, including 'TEST 123 VVV Year 2020'. On the left, a sidebar menu has 'Site Info' highlighted with a red box. The main content area is titled 'SITE INFO' and contains a row of tabs: 'Site Information', 'Edit Site Information', 'Manage Tools', 'Tool Order', 'Add Participants', 'Manage Participants', and 'Edit Class Roster(s)'. The 'Edit Class Roster(s)' tab is highlighted with a red box. Below the tabs, a table displays site details:

<b>Site Title</b>	TEST 123 VVV Year 2020
<b>Term</b>	Year 2020
<b>Roster(s) with site access</b>	TEST_123_VVV_Year 2020 (Requested)
<b>Site URL</b>	https://efundi.nwu.ac.za/portal/site/cdd1030f-2b7b-42f5-bc46-5f68fdc357f1

Click the **Add Roster(s)** tab at the top:

This close-up screenshot shows the 'SITE INFO' section. It features a row of three tabs: 'Site Information', 'Edit Site Information', and 'Manage Too'. Below this row, the 'Add Roster(s)' tab is highlighted with a red box.

**Editing Course/Section Information for AAAA 111 V Year 2019**

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

\* Academic term: Year 2019

KCOM 111 1-1	Use Official Description
<input checked="" type="checkbox"/> KCOM 111 1-1 V 2019 Lecture	<input type="checkbox"/>
KCOM 111 2-1	Use Official Description
<input type="checkbox"/> KCOM 111 2-1 V 2019 Lecture	<input type="checkbox"/>

\* Authorizer's username:

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

Special Instructions:

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

[Add course\(s\) and/or section\(s\) not listed above...](#)

A list of all the courses that have been linked to your name in [step 1](#), will appear.

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

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

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

**Note:** If a module has been linked in Course link, but you cannot see it here then try to unlink the group and re-link.  
**If that doesn't work:** Please log a IT Call [here](#) or notify your eFundi Helpdesk.