

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](#)

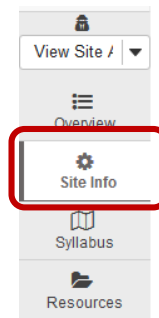
[How do I add a class member list\(s\)?](#)

[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 when you link the class member list to the module site.

It might happen that you may want to give SI leader(s), teaching assistant(s), colleague(s) or an external moderator access to a site. In this case please note the following:

Note: *That the eFundi Helpdesk do not have permission to add lecturers on each other's sites without permission from the site owner, Faculty Leader, Subject Head or Dean. Should you ask to be added to a site but you are already a holder of one of these roles, permission from another staff member in one of these roles need to give confirmation preferably via email.*

Also Note: *Students can no longer be added manually to eFundi sites. In future they can only be added via the class member lists by the lecturer course linked to the module. Should a person (or persons) need to be added manually (such as in the case of SIs, external moderators, etc.), you can do so by making use of the Teaching Assistant role. These steps are explained further below. Should a student need to be added an official request will need to be logged via the [ticketing system](#).*

Please take note of the steps below for adding 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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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.

The screenshot shows the eFundi interface for a site titled 'TEST 123 VW Year 2020'. The 'SITE INFO' section is active, and the 'Add Participants' tab is highlighted with a red box. The left sidebar shows 'Site Info' highlighted with a red box. The site details are as follows:

Site Title	TEST 123 VW Year 2020
Term	Year 2020
Roster(s) with site access	TEST_123_VW_Year 2020 (Requested)

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 you have entered the university number, click the **Continue** button.

Add Participants

Other Official Participants

Official Email Address or Username

Note: Enter multiples each on separate line (no punctuation)

University number

Non-official Participants

Email Address of Non-official Participant

Note: Enter multiples each on separate line (no punctuation). Email address first, optionally followed by last name, first name, all separated by commas, e.g. jdoe@yahoo.com,Doe,John

Participant Roles

- Assign all participants to the same role
- Assign each participant a role individually

Participant Status

- Active
- Inactive

Click to continue

On the next screen you will indicate the type of rights you want to give the person. **Note:** Remember that you can no longer add students in this way. Please add students by doing the Course Link steps and adding the class member list.

Choose a Role for Participants

Roles

<input type="radio"/>	Additional instructor	Can read, add, and revise most content in their sections.
<input type="radio"/>	Examiner	M and D office
<input type="radio"/>	Instructor	Can read, revise, delete and add both content and participants to a site.
<input type="radio"/>	Teaching Assistant	Can read, add, and revise most content in their sections.
<input type="radio"/>	UODL Facilitator	UODL Facilitator for student support at Learning Centres

Participants

(LAUBSCHER, SUZAN)

Click on **Continue** for the next step.

In the next window, 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

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.

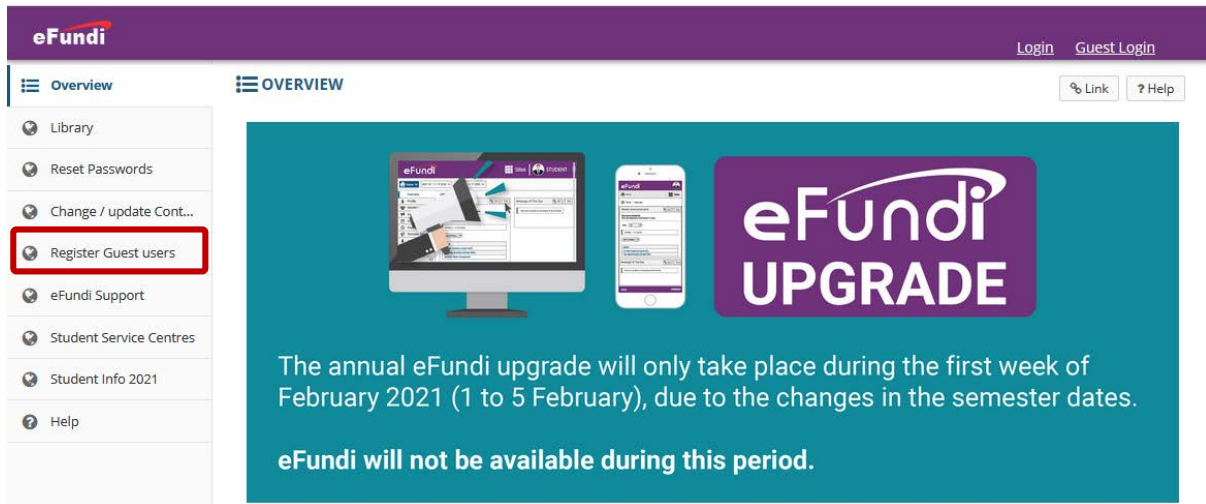
Name	Id	Role	Status
LAUBSCHER, SUZAN	2463442	Student	Active

Adding a non-NWU user

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If you have a guest who needs access to eFundi, you will need to have them registered as a guest user of eFundi. There are two places you will be able to register the person:

1. In the [DIY Portal](#) found on the NWU webpage
2. On the login page of eFundi, click on the tool called **Register Guest User**.



Note: This step requires some information from the guest that you may need. Also, it will need to be approved at a faculty head or subject lead level. It is best to finalise this process as soon as possible.

NB! It is important that this registration step is followed. It allows the support teams to better provide support to the guest and is also a safer option should IT need to recover any backed up material the guests may have uploaded to eFundi.

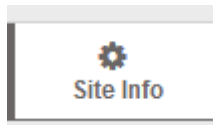
Once a NWU number have been generated for them, you can add them to your site as per explained in [the above section](#). Remember to notify the person of their staff number and provide them with the link to all the eFundi Support material they may need, such as:

- [The eFundi Tutorial site](#)
- [eFundi Helpdesk contact details](#)

Removing participants from an eFundi site

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Start by navigating to Site Info of your module site:



Navigate to the Manage Participants function.

SITE INFO Link Help

Site Information | Edit Site Information | Manage Tools | Tool Order | Add Participants | **Manage Participants** | Edit Class Roster(s) | Manage Groups

Link to Parent Site | External Tools | Manage Access | Import from Site | Import from Archive File | User Audit Log | Manage Overview

Site Title TEST 123 VWV Year 2020
Term Year 2020
Roster(s) with site access TEST_123_VWV_Year 2020 (Requested)

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

Name ▲	Id	Credits	Role	Status	Remove?
email@gmail.com (email@gmail.com)			Instructor ▼	Active ▼	<input type="checkbox"/>
Nel, Nel (email)			Student ▼	Active ▼	<input type="checkbox"/>
Van HANDEL, BLAN (email)			Instructor ▼	Active ▼	<input type="checkbox"/>

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 ▲	Id	Credits	Role	Status	Remove
BALLIES, EVANGELINE			Teaching Assistant ▼	Active ▼	<input type="checkbox"/>
DE BEER, CHRISTELLE			Additional instructor ▼	Active ▼	<input type="checkbox"/>
Nel, Liz			Student ▼	Active ▼	<input type="checkbox"/>



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**:

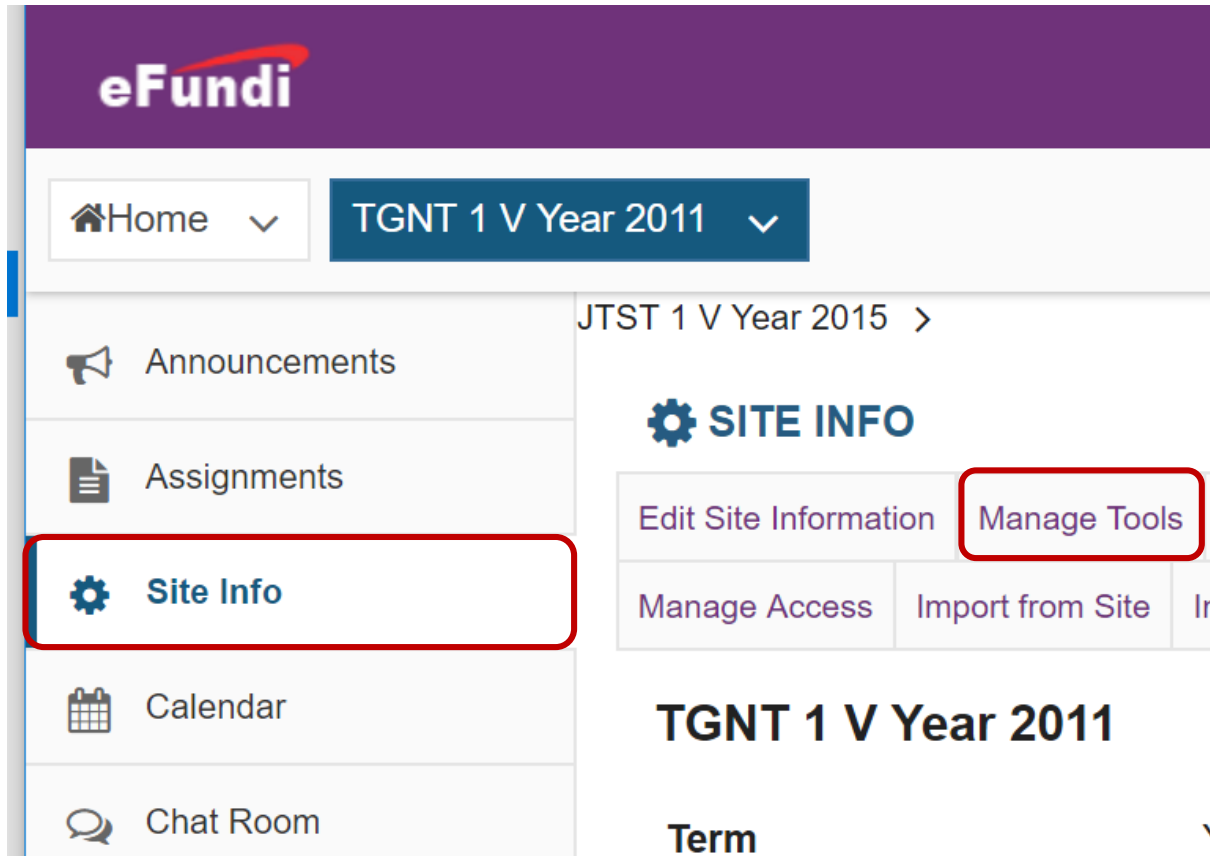
Name 	<u>Id</u>	<u>Credits</u>	<u>Role</u>	<u>Status</u>	<input type="checkbox"/> Remove?
email@gmail.com (email@gmail.com)			Instructor 	Active 	<input checked="" type="checkbox"/>
Test, Test (20000000)			Student 	Inactive 	<input type="checkbox"/>
Test, Test (20000000)			Instructor 	Active 	<input type="checkbox"/>

[Update Participants](#)

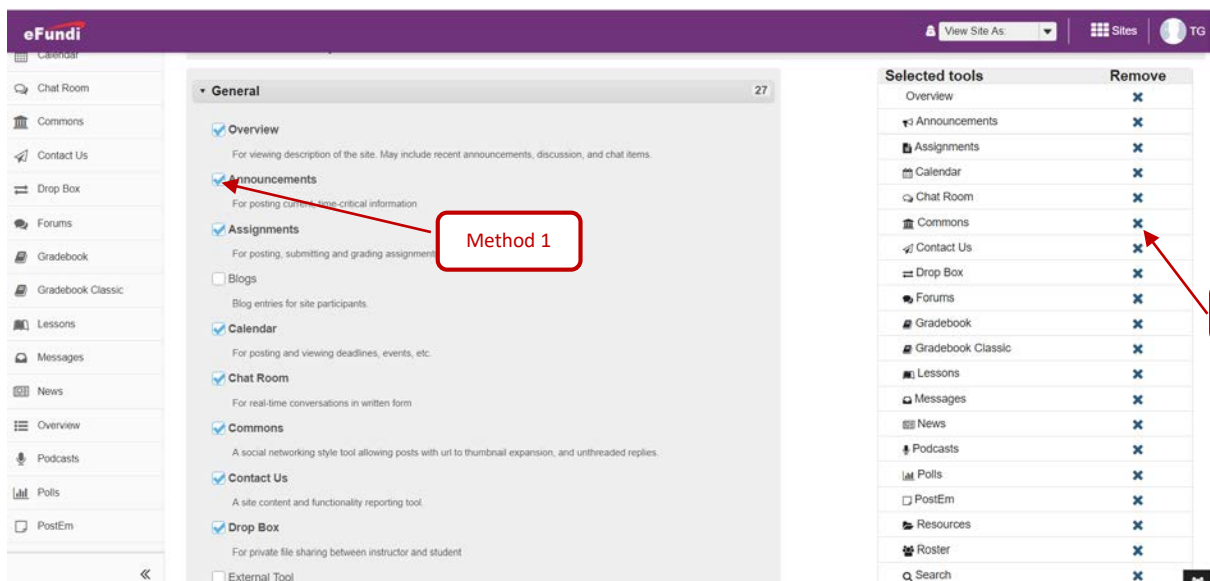
Add and remove site tools

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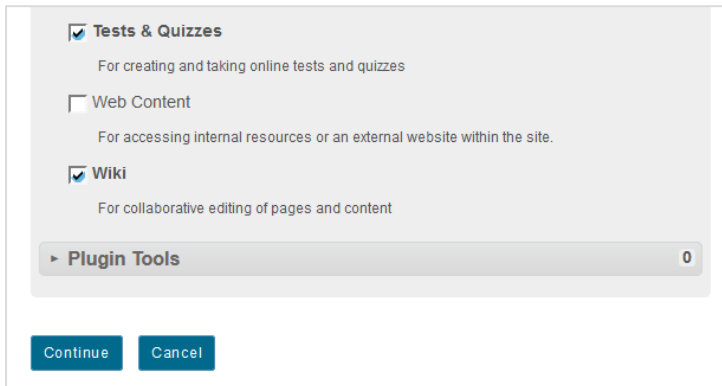
You may need to add or remove tools to and from your site after creating it. To do this, you will navigate to **Site Info** and select the **Manage Tools** tab at the top.



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**.



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**.

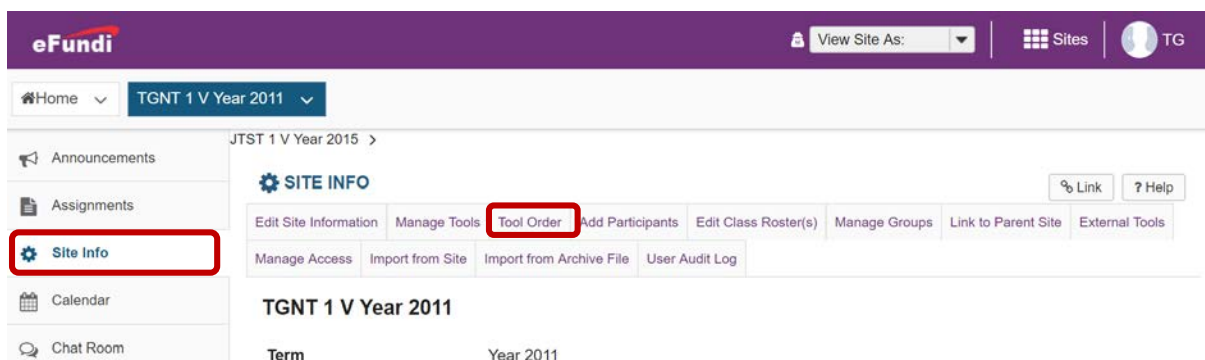


On the next screen a list of all your selected tools will appear for confirmation. Click the **Finish** button to add/remove the tools.

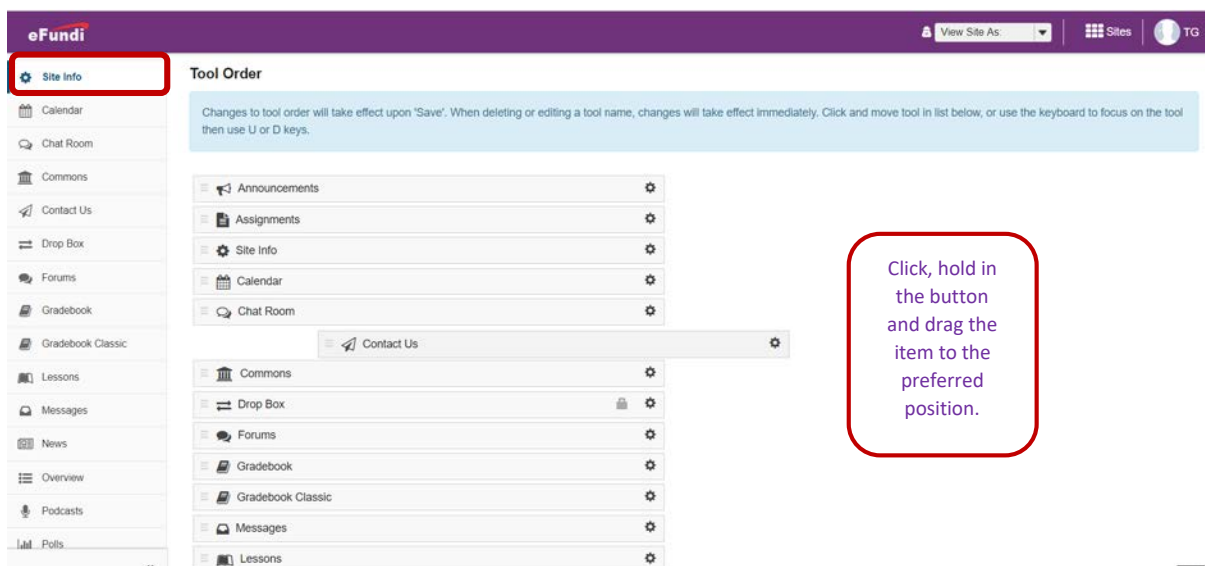
Change tool order, names & visibility

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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.



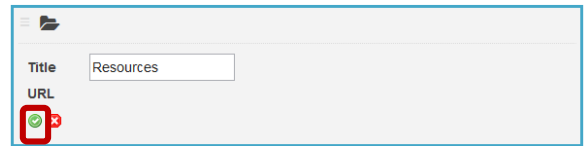
To change the order your tools appear in, drag and drop each tool in the order you would prefer.



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



If changing a tool name, click on the checkmark to confirm your changes:



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



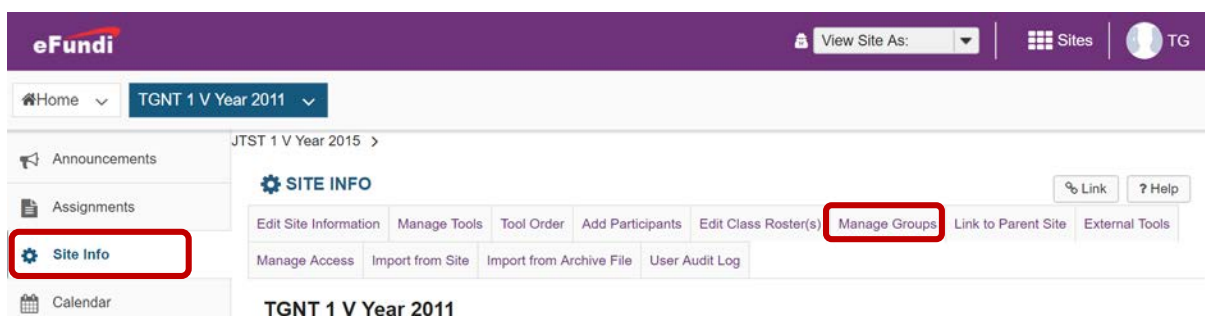
eFundi Groups

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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.

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](#)

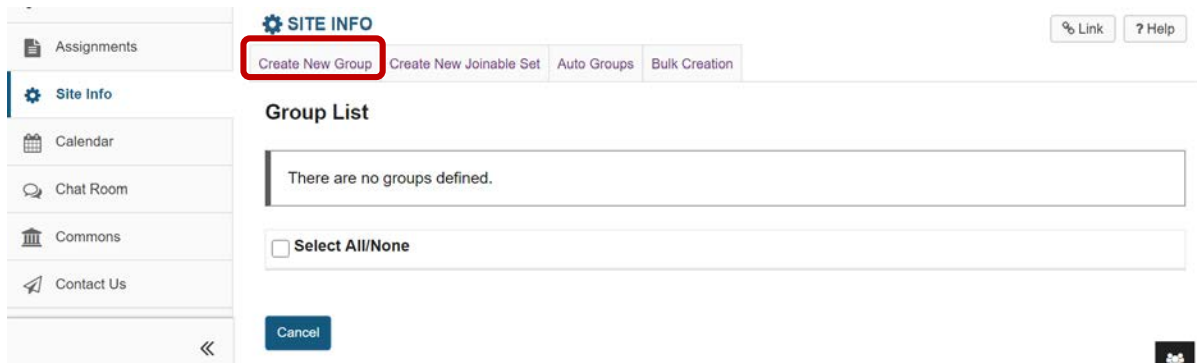
[Create joinable sets](#)

[Auto Groups](#)

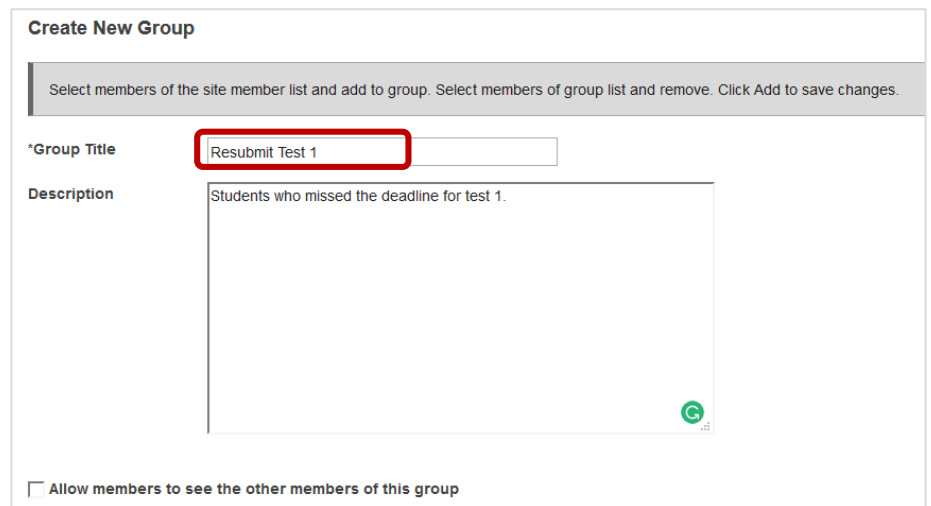
[Create groups using IMPORT FROM FILE](#)

Create/edit/remove groups ([Back to eFundi groups](#))

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

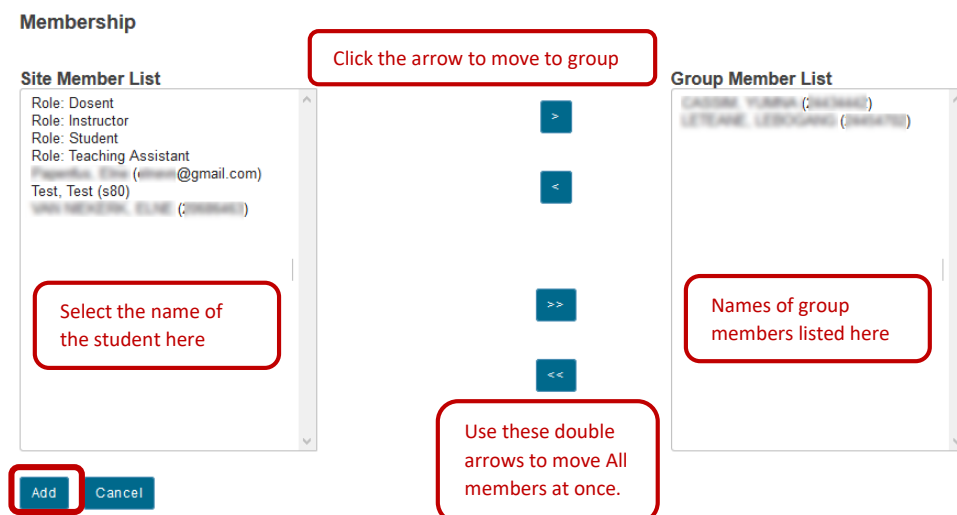


In the **Title** field, enter a title for your group. You may also add a text description.



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**.



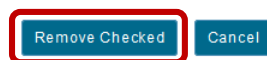
To edit the group, click on the name of the group, make the changes and click the update button.



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

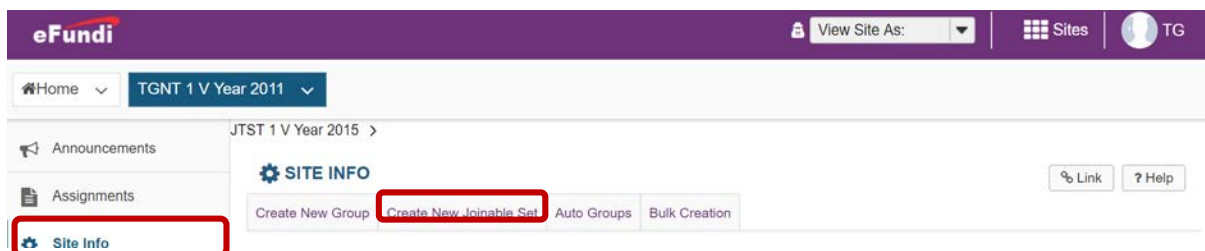
Group Title	Joinable Set	Size (Max)	Members	<input checked="" type="checkbox"/> Select All/None
Resubmit Test 1	---	2	YUMMA CASIM, LEBONGANG LETSIANE	<input checked="" type="checkbox"/>



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 then select the **Create new joinable set** tab.



Provide a **set name**. In this example, the set is for students to work in groups for an assignment.

Complete the rest of the form then click the **Add** button to finish creating your set.

Tip: examples of groups that can be created in a joinable set include: students working together on an assignment.

Create Joinable Set

Joinable sets consist of automatically created groups that users can elect to join. An individual can join one group per set.

* Set name:

* Number of groups:

* Max members per group:

Allow user to see group membership before joining

Allow members to see the other members of these groups after joining

Allow members to unjoin (leave) groups in this set after joining

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.

The screenshot shows the 'Site Info' page in eFundi. The left sidebar contains navigation options: Site Info (highlighted), Syllabus, Resources, Lessons, Calendar, Announcements, Forums, Assignments, and Tests & Quizzes. The main content area displays site details for 'Year 2015', including the Site URL, contact email (ELNE VAN NIEKERK), and a site description. A blue bar labeled 'Groups you can join' is highlighted. Below it is a table with the following data:

Title	Joinable Set	Size (Max)	Members	Join
Assignment 1 Groups 1	Assignment 1 Groups	0 (2)		Join
Assignment 1 Groups 2	Assignment 1 Groups	0 (2)		Join
Assignment 1 Groups 3	Assignment 1 Groups	0 (2)		Join

Auto Groups [\(Back to create groups index\)](#)

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Use the Auto Groups function to save time and allow eFundi to sort your students in groups automatically.

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

The screenshot shows the 'eFundi' interface. The top navigation bar includes 'View Site As:', 'Sites', and 'TG'. The main content area is titled 'SITE INFO' and includes a sub-menu with options: Edit Site Information, Manage Tools, Tool Order, Add Participants, Edit Class Roster(s), **Manage Groups** (highlighted), Link to Parent Site, and External Tools. Below this, there are additional options: Manage Access, Import from Site, Import from Archive File, and User Audit Log. The page title is 'TGNT 1 V Year 2011' and the term is 'Year 2011'. The roster is identified as 'TGNT_1_V_Year 2011 (Requested)'.

In **MANAGE GROUPS**, Choose the **AUTO GROUPS** option

The screenshot shows the 'MANAGE GROUPS' page. The 'SITE INFO' sub-menu is visible with options: Create New Group, Create New Joinable Set, **Auto Groups** (highlighted), and Bulk Creation. Below this is a 'Group List' section with a button 'Automatically Create New Group'. The table below has the following structure:

Group Title	Joinable Set	Size	Members	<input type="checkbox"/> Select All/None
-------------	--------------	------	---------	--

In the next window choose for which **ROLE** you would like to create auto groups. If it is for your students, choose **STUDENTS**. Note that you can choose more than one role.

⚙️ **SITE INFO**



Create New Group(s)

Please select course rosters or roles to create a group for each selected item. If you select a single roster or role from the respected table, you can create randomized sub-groups from the members of that item.

From Roles

<input type="checkbox"/>	Role
<input type="checkbox"/>	Additional instructor
<input type="checkbox"/>	Examiner
<input type="checkbox"/>	Instructor
<input type="checkbox"/>	Teaching Assistant
<input type="checkbox"/>	UODL Facilitator
<input type="checkbox"/>	Student

Add Cancel

Once you have chosen your role a dropdown will appear. Choose if you would like to create a separate group for each role selected OR to create random groups from members with selected role(s).

Note: For auto groups for your students, select the second option.

<input checked="" type="checkbox"/>	Student
-------------------------------------	---------

<input type="radio"/>	Create a separate group for each role selected.
<input checked="" type="radio"/>	Create random groups from members with selected role(s).
<input checked="" type="radio"/>	Split by number of groups needed
* Group Title	<input type="text"/>
* Number of groups	<input type="text"/>
<input type="radio"/>	Split by number of users needed per group

Add Cancel

Another dropdown menu will appear with two more options to choose from. In these option you get to choose how you would like to split your class into groups:

Option 1: Split by number of groups needed

If chosen, specify the **Group Title(s)**, e.g. Forum Discussion Group

Also choose **the number of groups** you would like. eFundi will divide the groups as evenly as possible by allocating students randomly to their groups.

When finished, click on Add.



Your newly created groups will be displayed:

SITE INFO [Link](#) [? Help](#)

[Create New Group](#) [Create New Joinable Set](#) [Auto Groups](#) [Bulk Creation](#)

Group List

Group Title	Joinable Set	Size	Members	<input type="checkbox"/> Select All/None
Forum Discussion Group-1	---	3	ETTIENNE JORDAAN, SUZAN LAUBSCHER, JAN-PAUL VILJOEN	<input type="checkbox"/>
Forum Discussion Group-2	---	5	Lizzy Botha, TUMI KHUNOU, VANESSA OLIVIER, Test Test, ELNE VAN NIEKERK	<input type="checkbox"/>
Forum Discussion Group-3	---	3	EVANGELINE BALLIES, TG NYAKANE, Test Test	<input type="checkbox"/>

Note: Notify your students to view their access to groups in the Site Info tool on their own sites.

Tip: Activate the Messages tool and advice your students to use it to reach out to group members. Students will be able to send messages directly to all those in their group.

Option 2: Split by number of users needed per group

Create a separate group for each role selected.

Create random groups from members with selected role(s).

Split by number of groups needed

Split by number of users needed per group

* Group Title

* Number of users per group

If chosen, specify the **Group Title(s)**, e.g. Forum Discussion Group.

Also choose **the number of users per group** you would like. eFundi will divide the groups as evenly as possible by allocating users randomly to their groups.

When finished, click on Add.

Your newly created groups will be displayed:

SITE INFO [Link](#) [Help](#)

[Create New Group](#) [Create New Joinable Set](#) [Auto Groups](#) [Bulk Creation](#)

Group List

Group Title	Joinable Set	Size	Members	<input type="checkbox"/> Select All/None
Forum Discussion Group-1	---	4	ETTIENNE JORDAAN, VANESSA OLIVIER, Test Test, JAN-PAUL VILJOEN	<input type="checkbox"/>
Forum Discussion Group-2	---	4	EVANGELINE BALLIES, TUMI KHUNOU, SUZAN LAUBSCHER, Test Test	<input type="checkbox"/>
Forum Discussion Group-3	---	3	Lizzy Botha, TG NYAKANE, ELNE VAN NIEKERK	<input type="checkbox"/>

Notice that that not all groups have the same amount of users per group. These are the exceptions for which there was not enough users to form one group of their own.

Note: Notify your students to view their access to groups in the Site Info tool on their own sites.

Tip: Activate the Messages tool and advise your students to use it to reach out to group members. Students will be able to send messages directly to all those in their group.

Create groups using IMPORT FROM FILE [\(Back to create groups index\)](#)

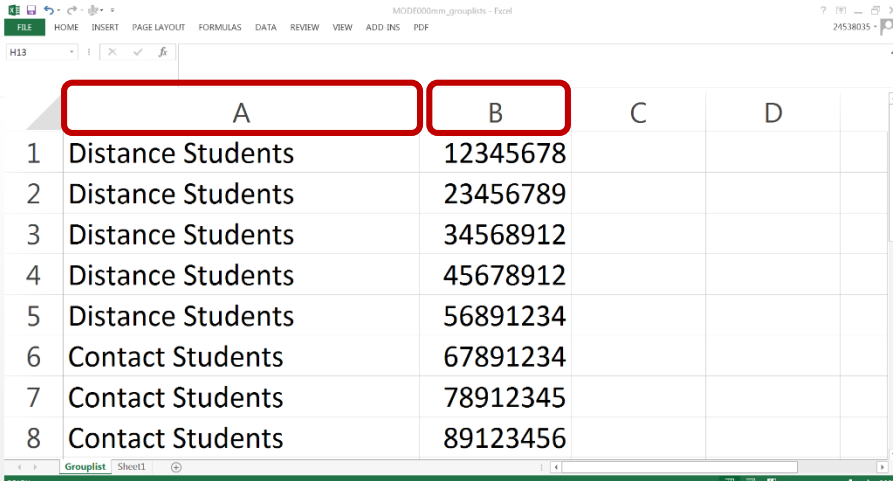
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Use the IMPORT FROM FILE option to create groups from a formatted list that you can import.

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:



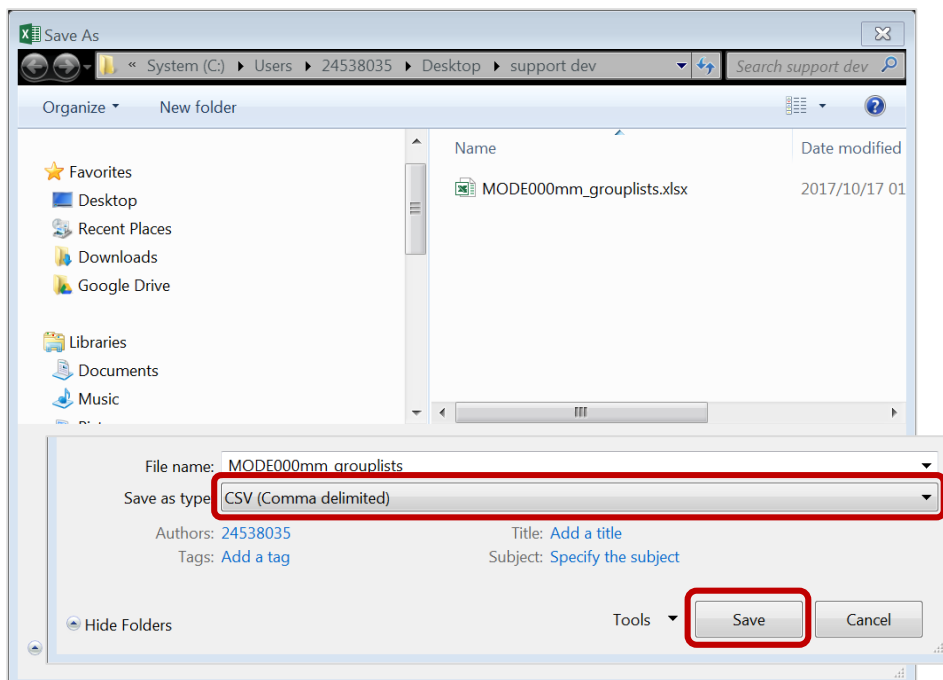
	A	B	C	D
1	Distance Students	12345678		
2	Distance Students	23456789		
3	Distance Students	34568912		
4	Distance Students	45678912		
5	Distance Students	56891234		
6	Contact Students	67891234		
7	Contact Students	78912345		
8	Contact Students	89123456		

Do not include a row of at the top for column headers.

Column A: Group title

Column B:
Username/student numbers

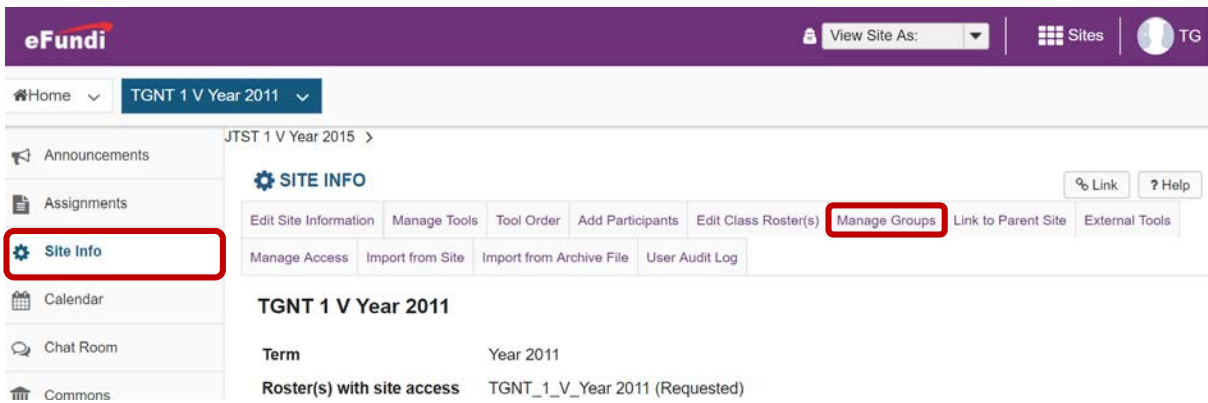
After formatting the excel file, SAVE AS CSV file



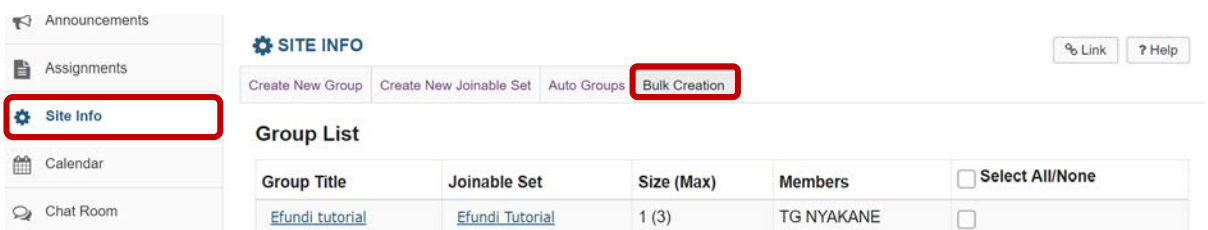
From the dropdown list next to SAVE AS TYPE, choose CSV

Click SAVE

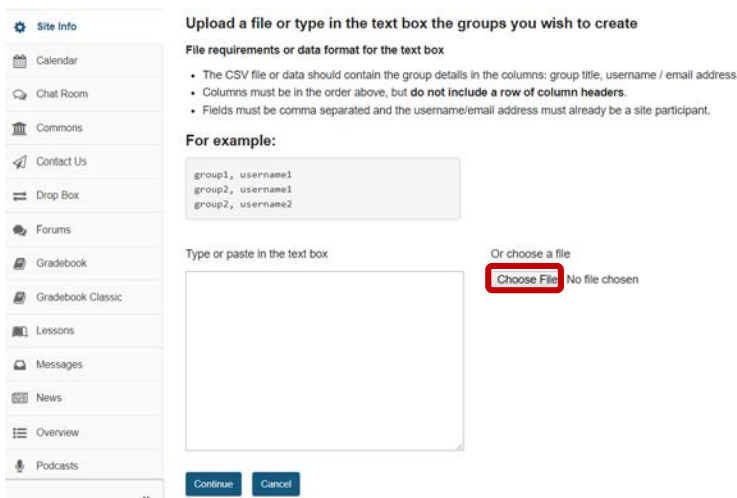
On eFundi, Go to SITE INFO, Choose MANAGE GROUPS option



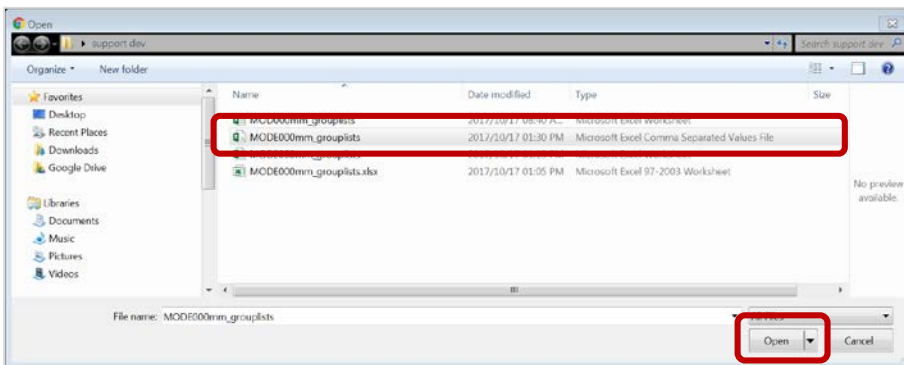
In **MANAGE GROUPS**, Choose the **IMPORT FROM FILE** option



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



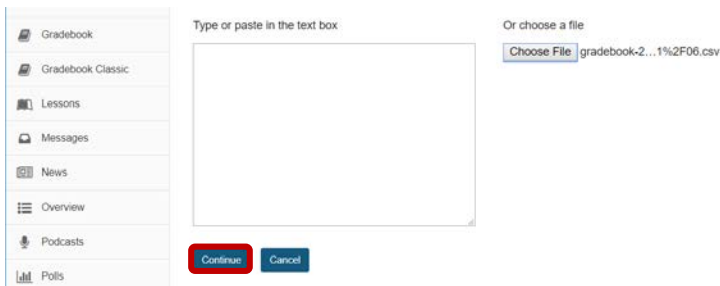
On your computer -



Find and select your formatted grouplist CSV (Comma Separated Values) File

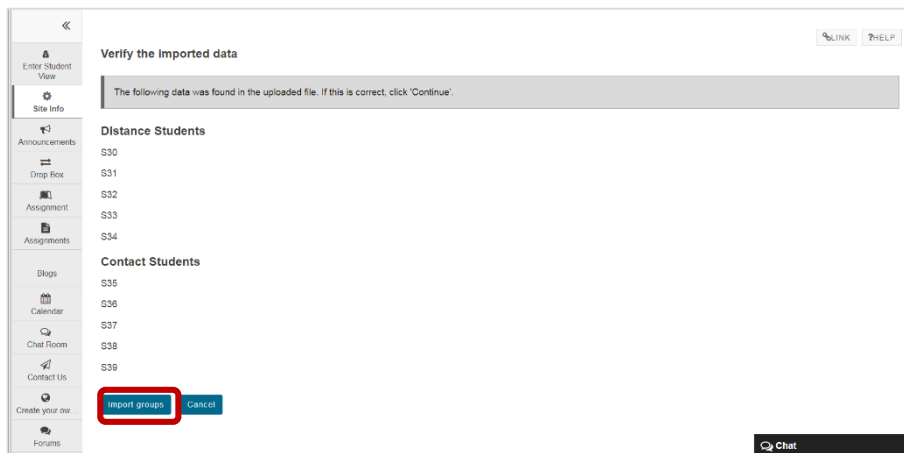
Click OPEN

The file will now be uploaded to eFundi.



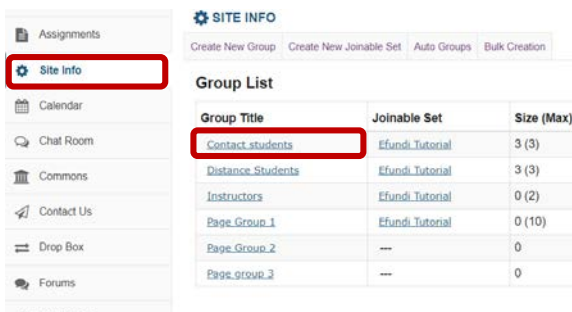
Click on **CONTINUE**

Verify the imported data



(S30-S39 represents students in this example)

Click **IMPORT GROUPS** to finalise the group creation



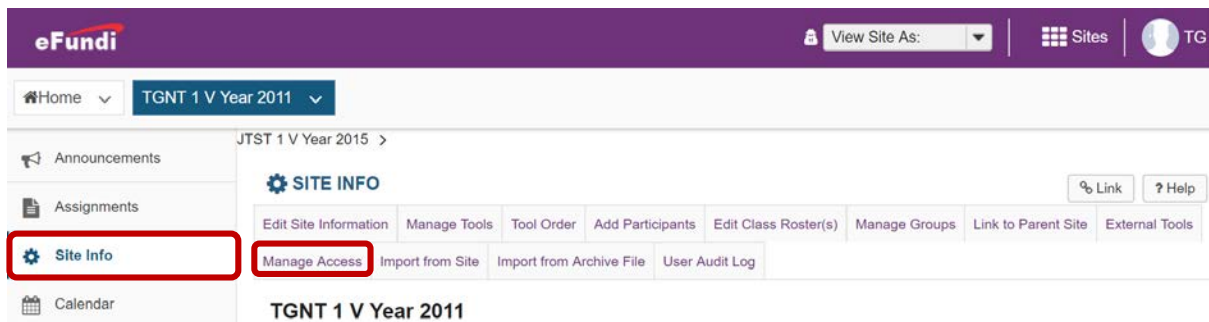
You will be able to view the groups and members in **SITE INFO > MANAGE GROUPS**.

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.



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**.



To make a site joinable

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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**.

The screenshot shows the 'Change Access for TGNT 1 V Year 2011' page in the eFundi system. The left sidebar contains a 'SITE INFO' menu with 'Site Info' highlighted in red. The main content area shows 'Site Status' and 'Site Visibility' options. Under 'Global Access', the option 'Allow any eFundi user to join the site' is selected and highlighted in red. Below this, a dropdown menu for 'Role for people that join site' is set to 'Student' and highlighted in red. The 'Update' button is also highlighted in red.

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

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

The screenshot shows the 'SITE INFO' page for 'ASTS 111 V Year 2019'. The 'Edit Class Member List(s)' menu item is highlighted in red. The page shows site details such as Term (Year 2019) and Member List(s) with site access (ASTS_111_V_Year 2019 (Requested)).

3. Click Add Roster(s)

The screenshot shows the 'Edit List of Members Access for ASTS 111 V Year 2019' page. The 'Add Member List(s)' button is highlighted in red. The page shows a table with one row for 'ASTS_111_V_Year 2019 (requested)' and a 'Remove' checkbox.

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

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

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

SITE INFO % Link ? Help

[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](#)

[Import from Archive File](#)
[User Audit Log](#)

TGNT 1 V Year 2011

Term: Year 2011

Roster(s) with site access
TGNT 1 V Year 2011 (Requested)
eTesting_1_V_Year 2011 (Requested)

Site URL: <http://v-sakai-dev-lnx2.nwu.ac.za:8080/portal/site/2647a554-1f5d-4cbd-88c6-6b0fcb11230>

BUILD 2018 Participant List (# 20)

Viewing 1 - 20 of 20 items

[|<](#)
[<](#)

[>](#)
[>|](#)

[Printable Version](#)

<u>Name</u>	Enrolled In ▾	<u>Id</u>	<u>Credits</u>	<u>Role</u>
VA	LESE 212 1-1 P 2018		0	Student ▾
Y	LESE 212 1-1 P 2018		0	Student ▾
\$	LESE 212 1-1 P 2018		0	Student ▾
\$	LESE 212 1-1 P 2018		0	Student ▾
\$	LESE 212 1-1 P 2018		0	Student ▾
\$	LESE 212 1-1 P 2018		0	Student ▾
P	LESE 212 1-1 P 2018		0	Student ▾

Student names will be listed here.

▾ Sections

LESE 212 1-1 P 2018 ([Membership](#))

LESE 212 1-1 P 2018 Lecture

▸ Groups

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

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

Announcements
Assignments
Site Info
Calendar
Chat Room
Commons
Contact Us
Drop Box
Forums
Gradebook

SITE INFO

Editing Course/Section Information for TGNT 1 V Year 2011

Add Roster(s) Access to TGNT 1 V Year 2011:

* Academic term: Year 2011

No rosters listing you as an instructor have been found for the term you have selected.

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

Continue Cancel

eFundi View Site As: Sites TG

Course/Section Information

Course/Section(s) Selection -- Year 2011

You have indicated the following class(es) to add to this site:

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

TGNT_1_V_Year 2011 (Requested)

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

Please find any[other] course/section by entering the information below:

	* Subject:	* Course:	* Section:
1	eTesting	1	V

Add More Roster(s)?

Authorization to Allow Roster(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: 29915852

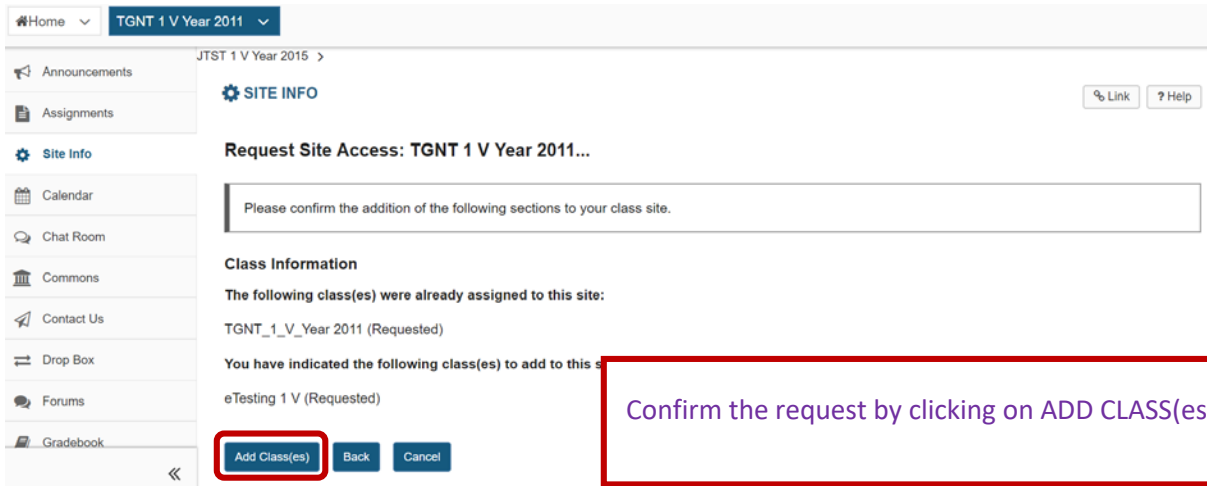
Email will be sent asking for authorization for you to create this site.

Special instructions:

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

Continue Back Cancel

If the module does exist, an email message requesting the instructor's authorization for the site will be sent to the courselinked instructor. Please provide details in the special instructions box.



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

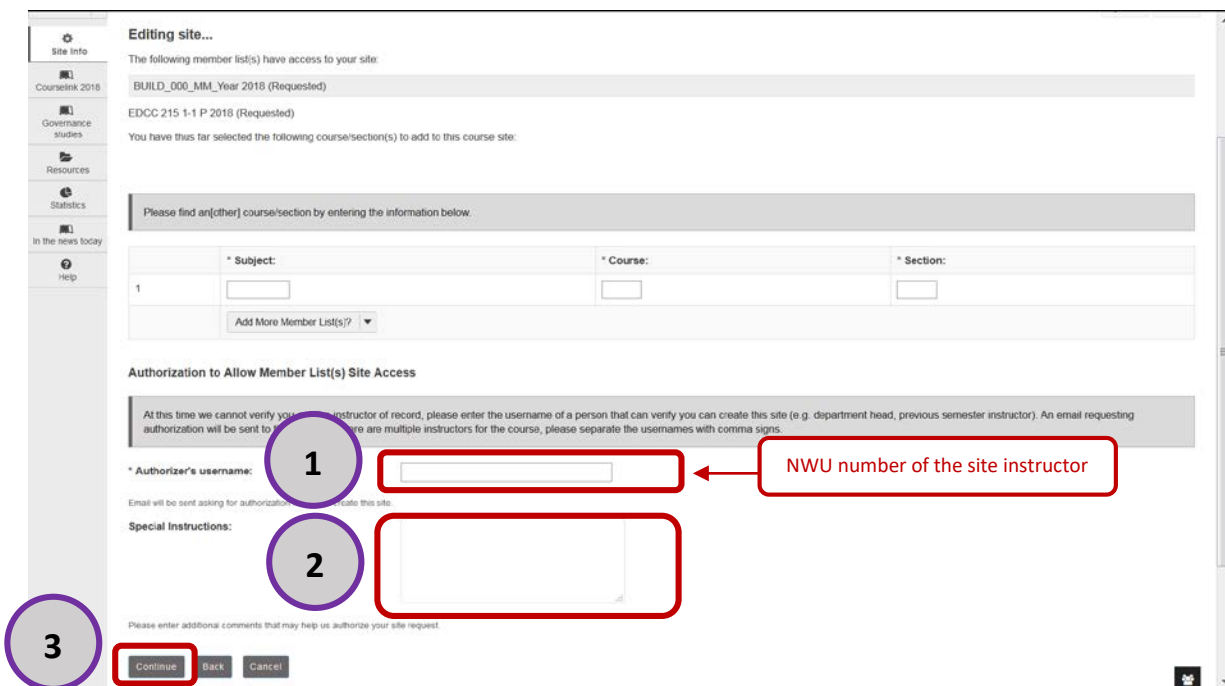
Current Selection: None

Save and add another section

Still cannot find your course/section?

[Continue] [Back] [Cancel]

1. If you are not listed as the instructor for a course, enter the instructor's name. An email message requesting the instructor's authorization for the site will be sent.
2. You have the option of adding any information that may facilitate the authorization of your site request
3. 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.*



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

Tel.: 018 389 2447

Office: ADC Building, Block D,
Office G80

Potchefstroom

Tel.: 018 285 2295

Office: Building E8, Room 107A

Vaal Triangle

Tel.: 016 910 3035/8

Office: Building 13, room SL313

OR

Log a ticket: support.nwu.ac.za