

Aligned module site: Adding multiple rosters to an aligned site with one instructor.

This tutorial outlines how to add rosters to an aligned eFundi site where there is only one instructor.



Please note you can only merge sites if they have the **same module code** and **same assessment plan**.

1

The original owner of the site needs to access the site they would like to align to add the additional rosters.

c715c0-fbd2-4c33-8284-8ed96dd7f568/page/2fc6ae1c-4957-49de-8d81-a813671e7408

ALDE122-2024 ▾ ★ ALDE122-2024 ▾ ★ ALDE122-2024 ▾ ★ ALDE122-2024 ▾ ★ EDCA111-2024
 1 M 2024 ▾ ★ Strategies to Combat ... ▾ ★ RLSO 121 134-2 P 2024 ▾ ★ RFAZ 221 134-2 P 2024 ▾

Unpublished Site

Publish Now

2 Click on "Site info".

The screenshot shows a course site interface. At the top, there is a navigation bar with several tabs, including 'Home', 'ALDE122-2024', 'ALDE122-2024', 'ALDE122-2024', and 'ALDE122-2024'. Below this, there are more tabs for 'BMAN 321 1-1 V 2024', 'COMS 113 1-1 M 2024', 'Strategies to Combat ...', and 'RLSO 121 13'. On the left side, there is a navigation menu with the following items: 'Overview' (highlighted), 'Statistics', 'Site Info' (circled in orange), 'Gradebook', and 'Help'. The main content area shows a yellow banner and the heading 'OVERVIEW'. Below the heading, there is a section titled 'Overview' with the text 'Academic Literacy Development - Eng'.

3 The user will need to navigate and click on "Edit Class Roster(s)".

The screenshot shows a course site interface. At the top, there is a navigation bar with several tabs, including 'RLSO 121 134-2 P 2024', 'RFAZ 221 134-2 P 2024', and 'RCLZ 221 134-2 P 2024'. Below this, there is a yellow banner with the text 'Unpublished Site' and a 'Publish Now' button. Below the banner, there is a navigation menu with the following items: 'Date Manager', 'Add Participants', 'Manage Participants', 'Edit Class Roster(s)' (circled in orange), 'Manage Groups', 'Link to Parent Site', 'External Tools', and 'Manage Acc'. Below the navigation menu, there is a table with the following data:

	ALDE122-2024
	2024SEM2
	ALDE122-MC-2024SEM2-(FNAS)

4 To add the roster/s the user will need to click on "Add Roster(s).

SITE INFO

Site Information Edit Site Information Manage Tools Tool Order Date Manager Add Participants

Manage Overview

Edit Class Roster(s)

Add Roster(s)

Roster
ALDE122-MC-2024SEM2-(FNAS)

Remove Selected Cancel

5 Please note the module section grouping pulled from SIS is displayed in the brackets to indicated the different sections.

For example: ALDE122-MC-2024SEM2-(**FEMS**) Lecture

ALDE122-MC-2024SEM2-(Edu) Lecture (A site including this course code already exists, [select anywa](#))

ALDE122 - ALDE122-MC-2024SEM2-(FEMS)

ALDE122-MC-2024SEM2-(FEMS) Lecture (A site including this course code already exists, [select any](#))

ALDE122 - ALDE122-MC-2024SEM2-(HSc)

ALDE122-MC-2024SEM2-(HSc) Lecture (A site including this course code already exists, [select anywa](#))

* 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.

6

The user will need to identify the correct roster/s to add, and click on "select anyway" for ALL the rosters needed to be added to the aligned site.

2024SEM2 ▾

ss to the following roster(s):

4SEM2-(Edu)	Use Official Description
M2-(Edu) Lecture (A site including this course code already exists, select anyway?)	<input type="checkbox"/>
4SEM2-(FEMS)	Use Official Description
M2-(FEMS) Lecture (A site including this course code already exists, select anyway?)	<input type="checkbox"/>
4SEM2-(HSc)	Use Official Description
M2-(HSc) Lecture (A site including this course code already exists, select anyway?)	<input type="checkbox"/>

Authorization for you to create this site.

7

The user will have to add in their staff number next to "Authorizer's username" to proceed, and click "Continue".

ALDE122-MC-2024SEM2-(HSc) Lecture (A site including this course code already exists, [select any](#))

*** 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...](#)

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8

To ensure the correct roster has been selected double check the class information before clicking on add class(es), once checked and happy click on "Add class (es)". If the user has made a mistake you can click on the back button to navigate to the previous page.

Class Information

The following class(es) were already assigned to this site:

ALDE122-MC-2024SEM2-(FNAS)

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

ALDE122-MC-2024SEM2-(FEMS)
ALDE122-MC-2024SEM2-(HSc)
ALDE122-MC-2024SEM2-(Edu)

Add Class(es) Back Cancel

9

Under "Site information" you should be able to see the new roster added.

	ALDE122-2024
	2024SEM2
	ALDE122-MC-2024SEM2-(FNAS) ALDE122-MC-2024SEM2-(FEMS) ALDE122-MC-2024SEM2-(Edu) ALDE122-MC-2024SEM2-(HSc)
	Copy to Clipboard
	Site owner and organizers only
	15 Nov 2024, 13:43:01 SAST
	17 Jan 2025, 09:53:18



Alert! If you plan on only using the aligned site and not the rest of the other sites, please leave the other sites unpublished.