Aligned module site: Adding multiple rosters to an aligned site with multiple instructors.
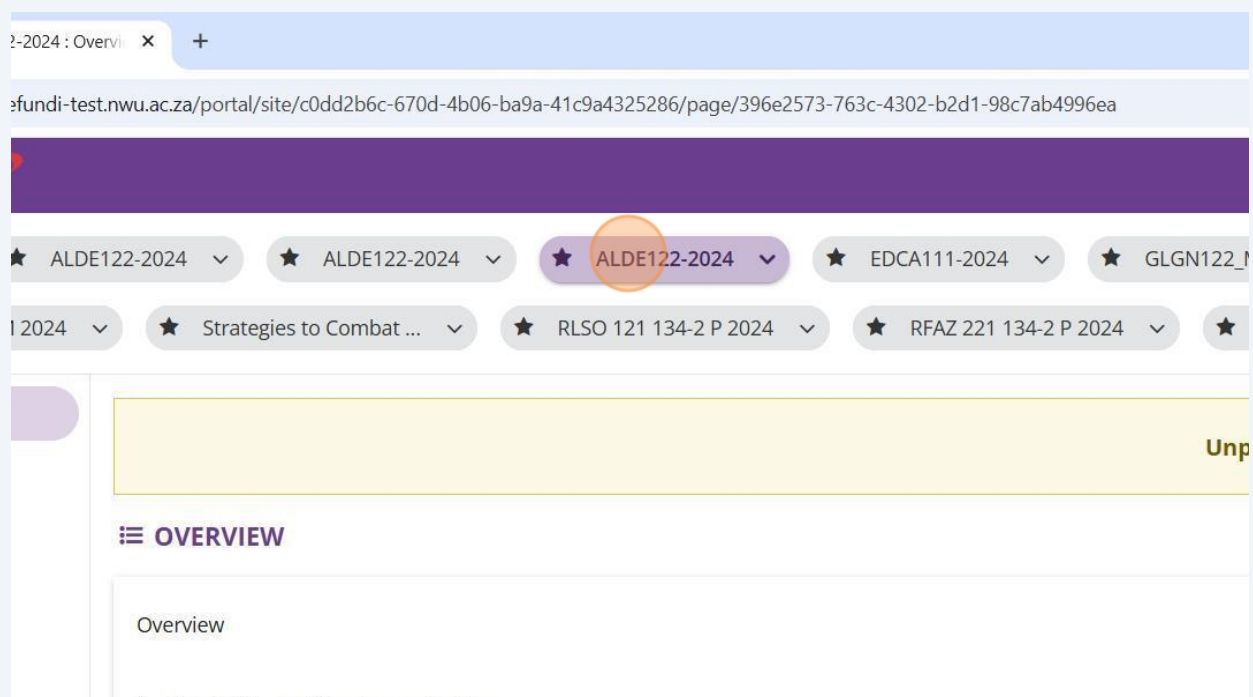
NWU® | Centre for Teaching & Learning

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

⚠️ **Please note** you can only merge sites if they have the **same module code** and **same assessment plan**.
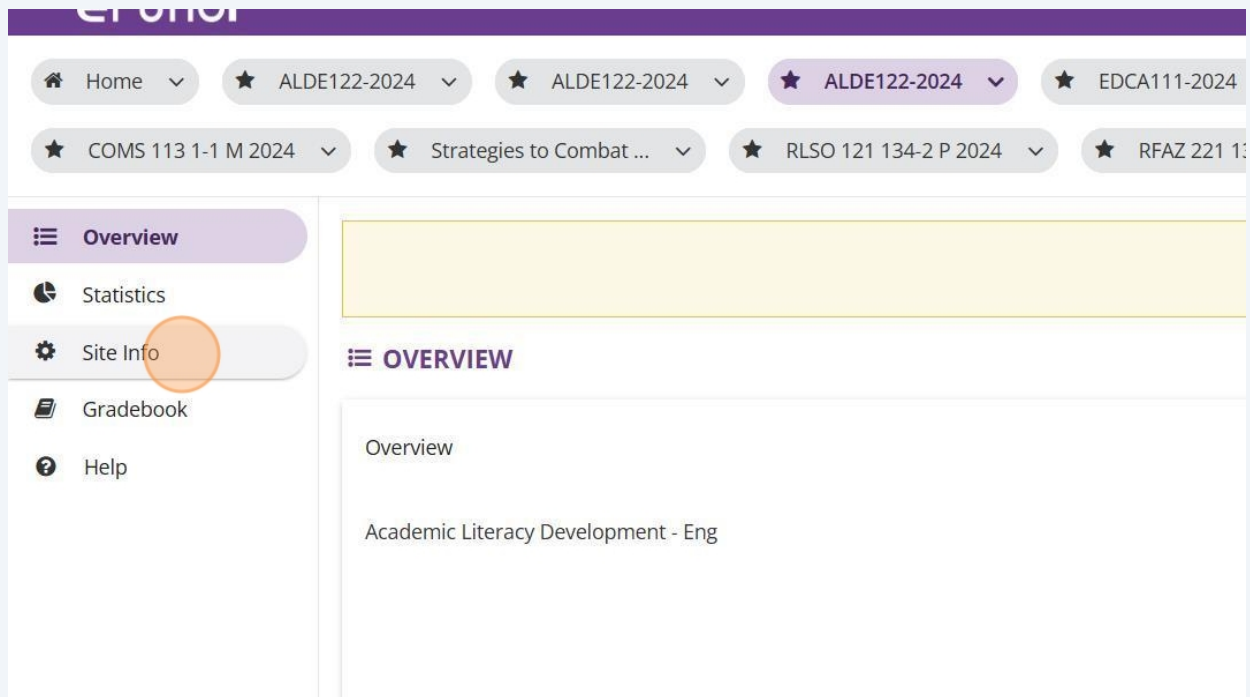
1 The original owner of the site needs to access the site they would like to align to add the additional rosters.
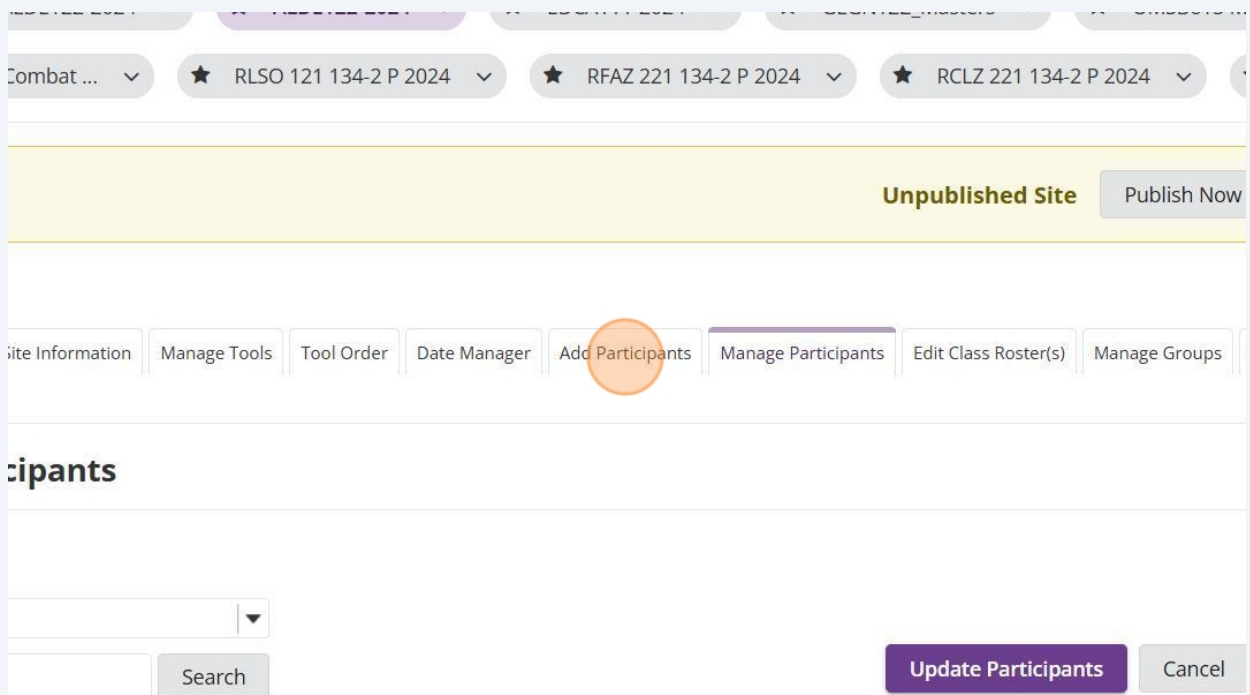

ℹ️ Tip! Before adding the additional instructors please ensure that you have identified and contacted the correct staff members assigned to the other roster groupings.

2 Click on "Site info".

3 To add the instructors from the other sites click on add participants.

⚠️ Alert! You need to ensure you have the correct staff numbers of the members you would like to add to the aligned site.

4 Insert the staff number/s of the staff member/s in the first block who are course linked to the other site grouping.

For example:
10196358

- Site Info
- Gradebook
- Help

⚙️ **SITE INFO**

Add Participants

Students Registered for Course: Officially enrolled students automatically become participants whe

To add students use Courselink on the eFundi Home tab or log a ticket at http://ithelp.nwu.ac.za to be

Go to Site Info > Edit Class Roster(s) > Add Roster(s) to add your roster now if you haven't already.

Other Official Participants
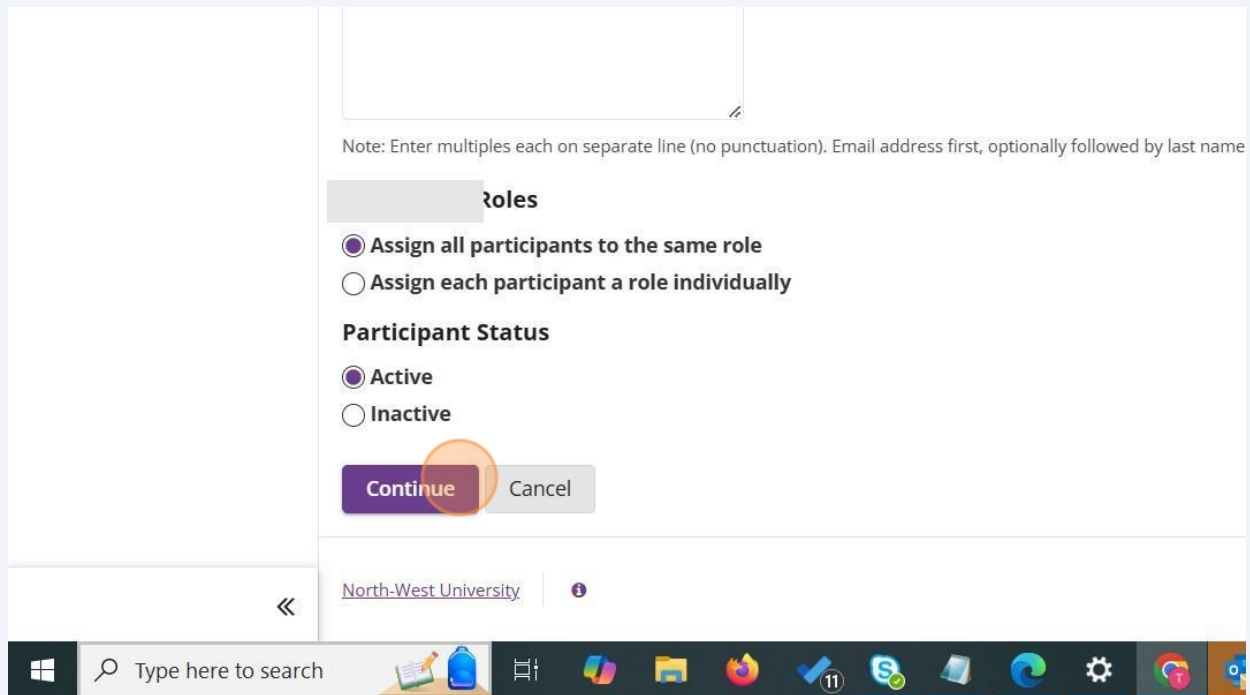
Official Email Address or Username

10196358

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

Non-official Participants

Email Address of Non-official Participant

5 Click continue

Note: Enter multiples each on separate line (no punctuation). Email address first, optionally followed by last name

Roles
- ⦿ **Assign all participants to the same role**
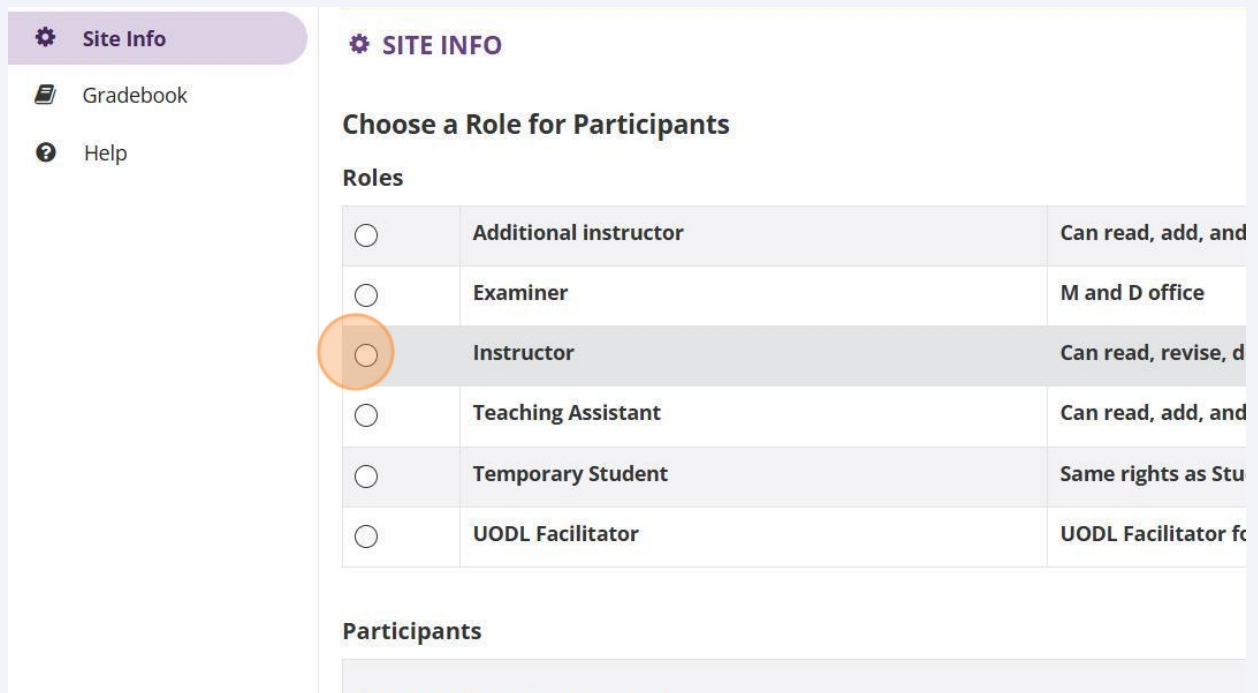- ◯ **Assign each participant a role individually**

Participant Status
- ⦿ **Active**
- ◯ **Inactive**

[Continue] [Cancel]

North-West University ⓘ

🔍 Type here to search

6 Select the instructor role by clicking on the bullet.

⚙ **Site Info**

📕 Gradebook

❓ Help

⚙ **SITE INFO**

Choose a Role for Participants

Roles

◯	Additional instructor	Can read, add, and
◯	Examiner	M and D office
◯	Instructor	Can read, revise, d
◯	Teaching Assistant	Can read, add, and
◯	Temporary Student	Same rights as Stu
◯	UODL Facilitator	UODL Facilitator fo

Participants

7   Click "Continue"

| | Temporary Student | Same rights as Stu |
| ○ | UODL Facilitator | UODL Facilitator fc |

Participants

10196358 (VAN ZYL, ALTA (ITC))

[Continue]   [Back]   [Cancel]

«

🔍 Type here to search

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8   Select if you would like to send them a notification that they have been added to the site and than click "Continue".

Statistics

⚙ **Site Info**

📕 Gradebook

❓ Help

⚙ **SITE INFO**

Add participant(s) to ALDE122-2024

An email can be automatically sent to the added users notifying them of the sit

○ 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 availabilit

[Continue]   [Back]   [Cancel]

9 Click "Finish" to finalize the process.

10 The added user/s will now need to log into eFundi and access the site you have just added them on.

11 The user will need to navigate and click on "Site info".
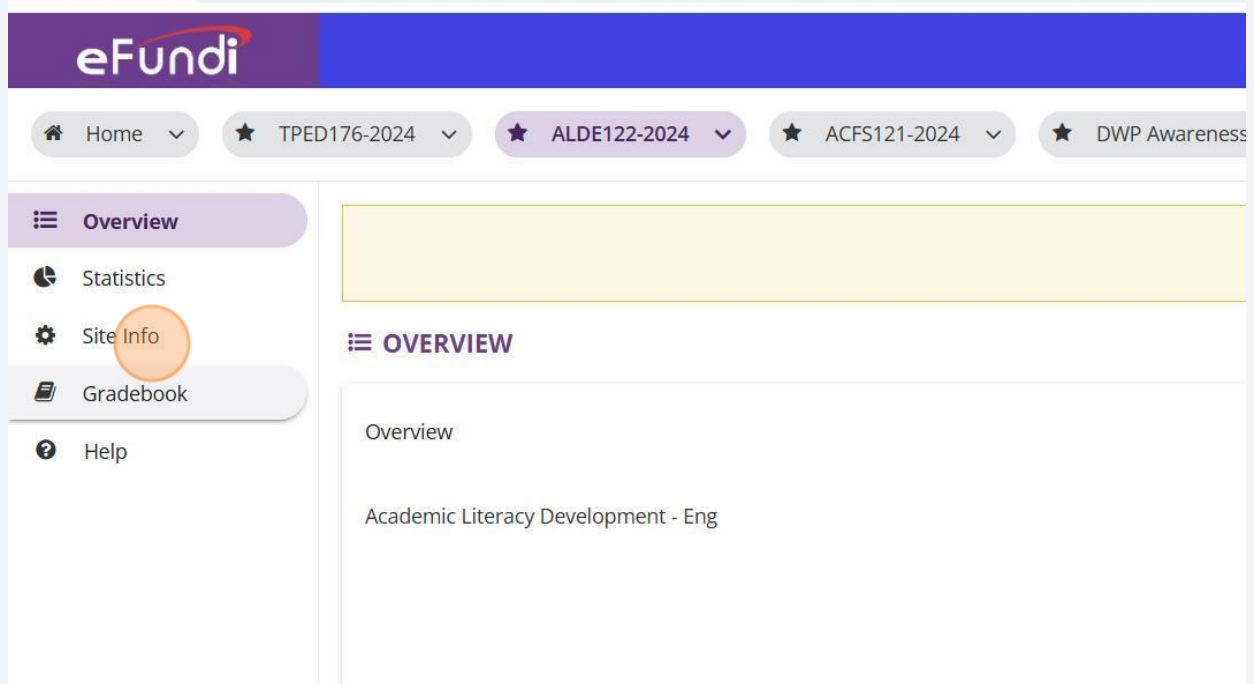
12 The user will need to navigate and click on "Edit Class Roster(s)".
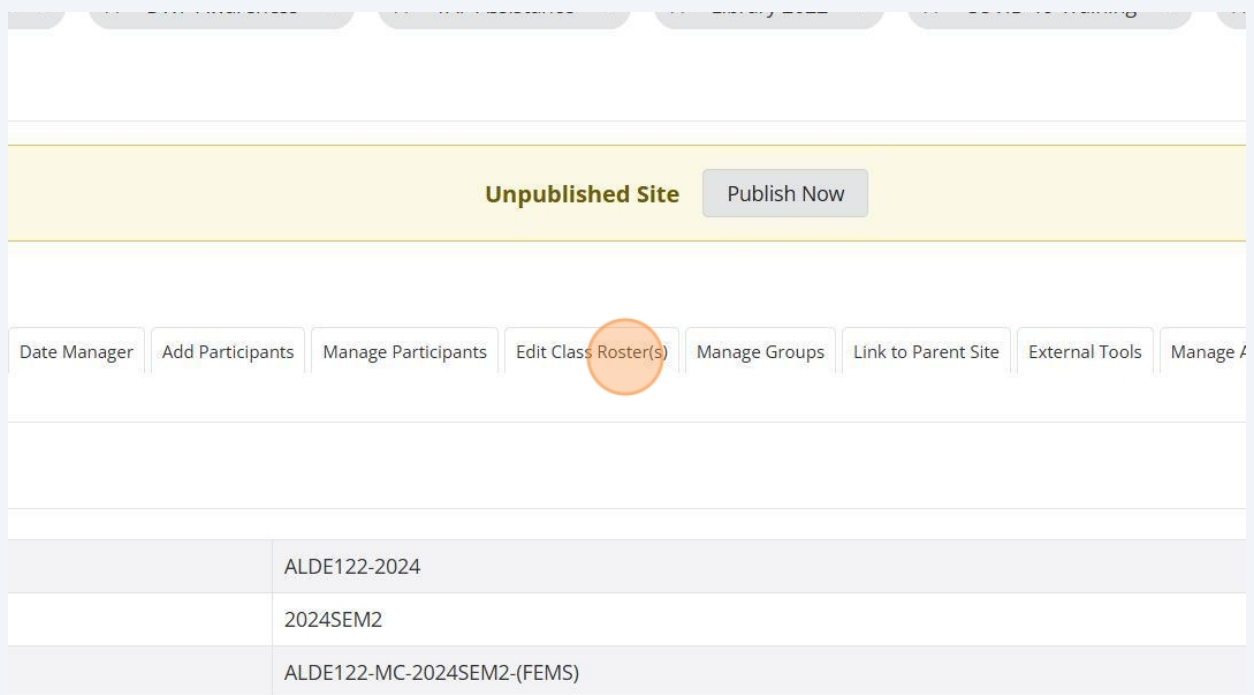
13 To add the roster/s the user will need to click on "Add Roster(s).

⚙ 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-(FEMS)

Remove Selected   Cancel

14 The user will need to identify the correct roster to add, than click on "select anyway".

2024SEM2 ▼

the following roster(s):

| l2-(ACFS121) | Use Official Description |

ACFS121) **Lecture** (A site including this course code already exists, select anyway?) ☐

| l2-(FNAS) | Use Official Description |

FNAS) **Lecture** (A site including this course code already exists, select anyway?) ☐

on for you to create this site.

may help us authorize your site request.

15 Once the user clicks on "select anyway" the roster will have a tick mark next to it.

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

17 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.

Request Site Access: ALDE122-2024...

Please confirm the addition of the following sections to your class site.

Class Information

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

ALDE122-MC-2024SEM2-(FEMS)

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

ALDE122-MC-2024SEM2-(FNAS)

Add Class(es)   Back   Cancel

18 Once complete navigate back to "Site info".

eFundi : ALDE122-2024 : Overvi

efundi-test.nwu.ac.za/portal/site/c0dd2b6c-670d-4b06-ba9a-41c9a4325286

eFundi

🏠 Home ⌄   ⭐ ALDE122-2024 ⌄   ⭐ ALDE122-2024 ⌄   ⭐ ALDE122-2024 ⌄   ⭐ EDCA111-2024

⭐ COMS 113 1-1 M 2024 ⌄   ⭐ Strategies to Combat ... ⌄   ⭐ RLSO 121 134-2 P 2024 ⌄   ⭐ RFAZ 221 1:

☰ Overview

🥧 Statistics

⚙ Site Info

📕 Gradebook

❓ Help

☰ OVERVIEW

Overview

19 Under "Site information" you should be able to seethe new roster added.

	ALDE122-2024
	2024SEM2
	ALDE122-MC-2024SEM2-(FNAS) ALDE122-MC-2024SEM2-(FEMS)
	Copy to Clipboard
	Site owner and organizers only
	15 Nov 2024, 13:43:00 SAST
	17 Jan 2025, 08:42:56 SAST
	VAN ZYL, ALTA (ITC)

ⓘ **Please note you will have to repeat this process if you need to add multiple instructors that are linked to the other course linked site groupings.**

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