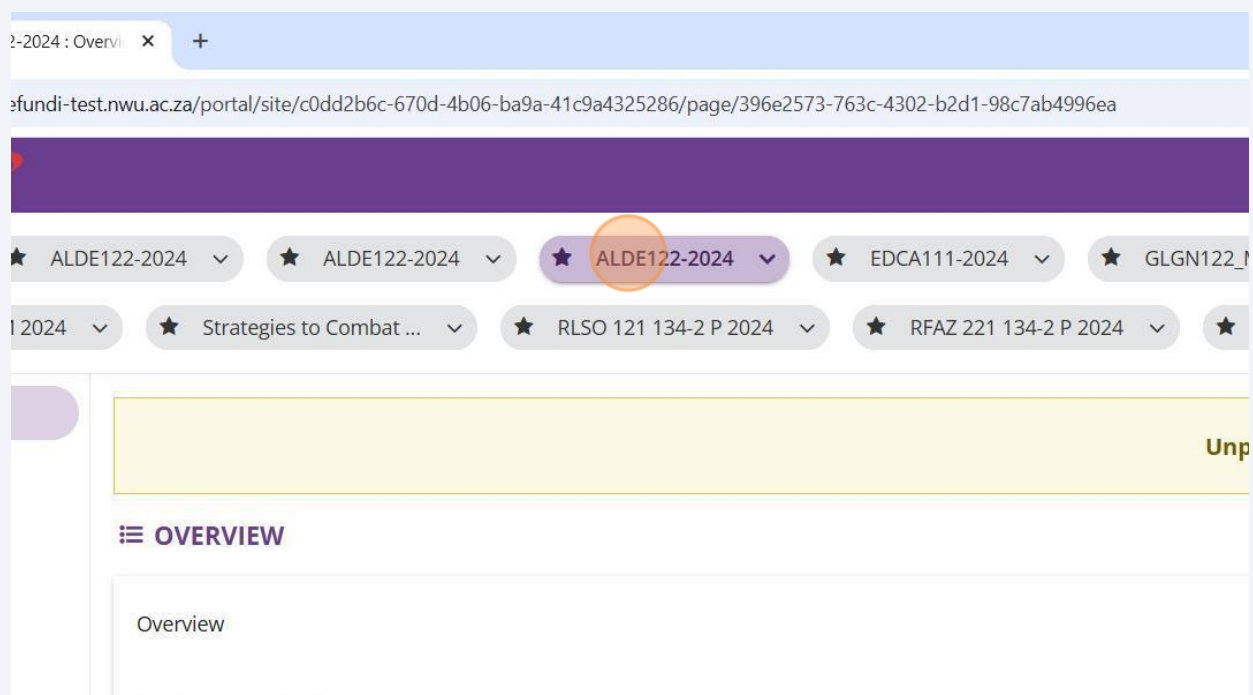


Aligned module site: Adding multiple rosters to an aligned site with multiple instructors.

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

1

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



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".

The screenshot shows a course site interface. At the top, there is a navigation bar with several course identifiers: Home, ALDE122-2024, ALDE122-2024, ALDE122-2024, EDCA111-2024, COMS 113 1-1 M 2024, Strategies to Combat..., RLSO 121 134-2 P 2024, and RFAZ 221 134-2 P 2024. On the left side, there is a sidebar menu with the following items: Overview (highlighted in purple), Statistics, Site Info (circled in orange), Gradebook, and Help. The main content area is titled 'OVERVIEW' and contains the text 'Overview' and 'Academic Literacy Development - Eng'.

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

The screenshot shows a course site management interface. At the top, there is a navigation bar with several course identifiers: Combat..., RLSO 121 134-2 P 2024, RFAZ 221 134-2 P 2024, and RCLZ 221 134-2 P 2024. Below the navigation bar, there is a yellow banner that says 'Unpublished Site' and a 'Publish Now' button. Below the banner, there is a toolbar with the following items: Site Information, Manage Tools, Tool Order, Date Manager, Add Participants (circled in orange), Manage Participants, Edit Class Roster(s), and Manage Groups. Below the toolbar, there is a section titled 'Participants' with a search bar and a 'Search' button. At the bottom right, there are two buttons: 'Update Participants' (highlighted in purple) and 'Cancel'.



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 when they are added to the course roster. To add students use Courselink on the eFundi Home tab or log a ticket at <http://ithelp.nwu.ac.za> to be resolved. 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

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6 Select the instructor role by clicking on the bullet.

SITE INFO

Choose a Role for Participants

Roles

<input type="radio"/>	Additional instructor	Can read, add, and
<input type="radio"/>	Examiner	M and D office
<input checked="" type="radio"/>	Instructor	Can read, revise, d
<input type="radio"/>	Teaching Assistant	Can read, add, and
<input type="radio"/>	Temporary Student	Same rights as Stu
<input type="radio"/>	UODL Facilitator	UODL Facilitator fc

Participants

7 Click "Continue"

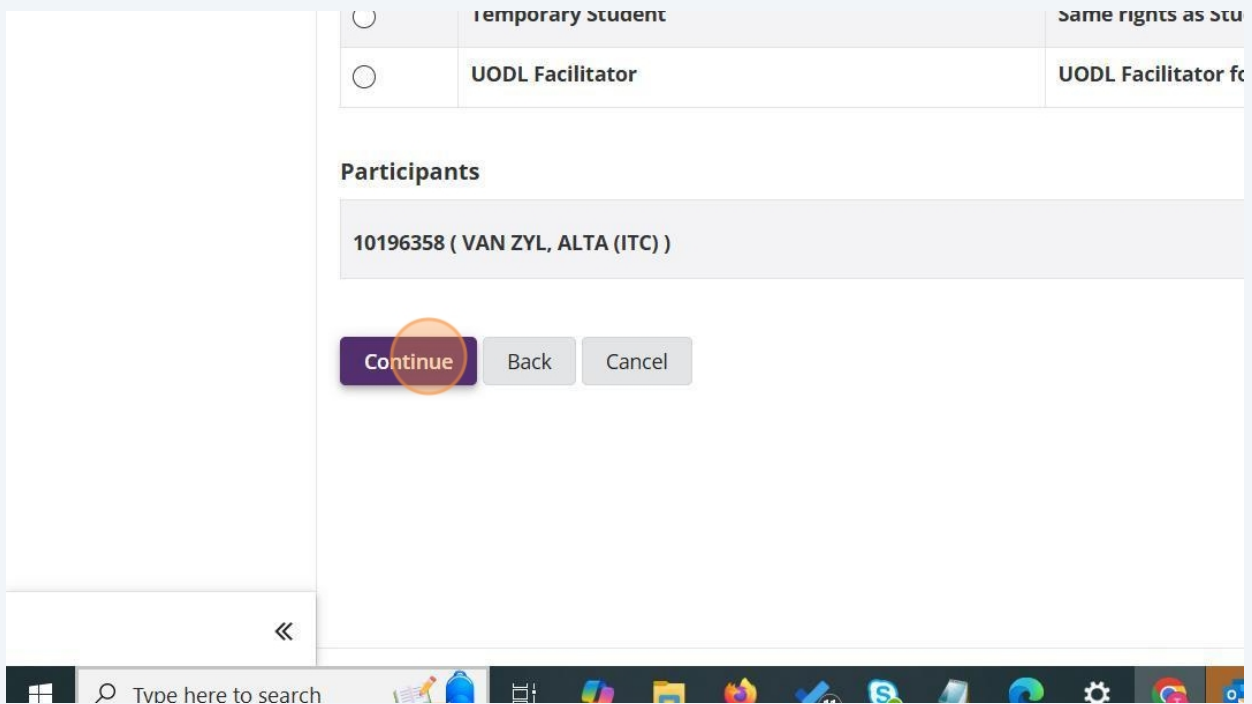
<input type="radio"/>	temporary student	same rights as stu
<input type="radio"/>	UODL Facilitator	UODL Facilitator fc

Participants

10196358 (VAN ZYL, ALTA (ITC))

Continue Back Cancel

«



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

Statistics

Site Info

Gradebook

Help

SITE INFO

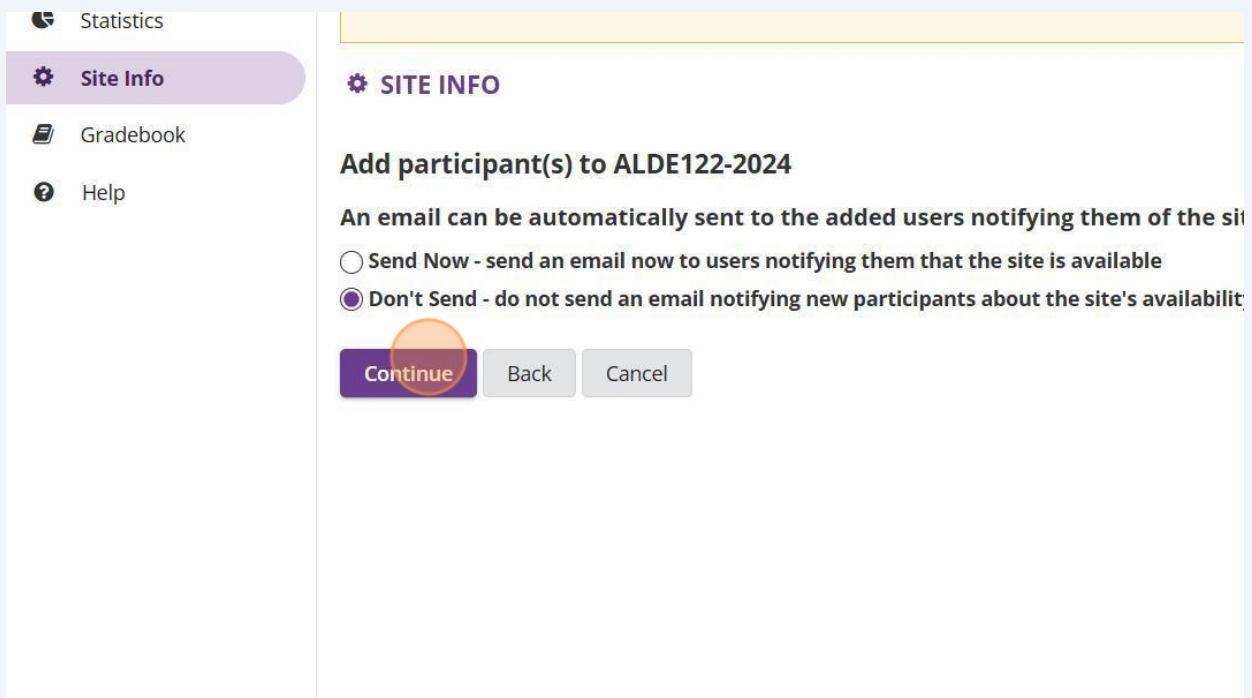
Add participant(s) to ALDE122-2024

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

Continue Back Cancel



9 Click "Finish" to finalize the process.

The screenshot shows a web interface with a sidebar on the left containing 'Gradebook' and 'Help'. The main content area is titled 'SITE INFO' and 'Confirming Add Participant(s) to ALDE122-2024'. Below the title, there is a text input field labeled 'Name' containing the text 'VAN ZYL, ALTA (ITC)'. At the bottom of the dialog, there are three buttons: 'Finish' (highlighted with an orange circle), 'Back', and 'Cancel'.

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

The screenshot shows a browser window with the address bar displaying 'efundi-test.nwu.ac.za/portal'. The page features the 'eFundi' logo and a navigation bar with several dropdown menus: 'Home', 'TPED176-2024', 'ALDE122-2024' (circled in orange), 'ACFS121-2024', and 'DWP Awareness'. A sidebar on the left lists menu items: 'Overview', 'Student Counseling...', 'Profile', 'Membership', 'Calendar', 'Announcements', and 'Worksite Setup'. The main content area is titled 'OVERVIEW' and contains a section for 'Announcements' with a 'View All' dropdown menu.

11 The user will need to navigate and click on "Site info".

The screenshot shows the eFundi website interface. At the top, there is a navigation bar with the eFundi logo and several dropdown menus for course selection: Home, TPED176-2024, ALDE122-2024, ACFS121-2024, and DWP Awareness. Below the navigation bar is a sidebar menu with the following items: Overview (highlighted), Statistics, Site Info (circled in orange), Gradebook, and Help. The main content area displays the 'OVERVIEW' section for the course 'Academic Literacy Development - Eng'.

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

The screenshot shows the eFundi website interface. At the top, there is a navigation bar with the eFundi logo and several dropdown menus for course selection: Home, TPED176-2024, ALDE122-2024, ACFS121-2024, and DWP Awareness. Below the navigation bar is a sidebar menu with the following items: Overview, Statistics, Site Info, Gradebook, and Help. The main content area displays the 'Unpublished Site' banner with a 'Publish Now' button. Below the banner is a row of buttons: Date Manager, Add Participants, Manage Participants, Edit Class Roster(s) (circled in orange), Manage Groups, Link to Parent Site, External Tools, and Manage A. Below the buttons is a table with the following data:

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

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

The screenshot shows a sidebar on the left with 'Site Info' selected. The main content area is titled 'SITE INFO' and contains several tabs: 'Site Information', 'Edit Site Information', 'Manage Tools', 'Tool Order', 'Date Manager', 'Add Participants', and 'Manage Overview'. Below these tabs is the 'Edit Class Roster(s)' section. It features a link 'Add Roster(s)' which is circled in orange. Below the link is a table with one row: 'Roster' with the value 'ALDE122-MC-2024SEM2-(FEMS)'. At the bottom of this section are two buttons: 'Remove Selected' and 'Cancel'.

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

The screenshot shows a dropdown menu with '2024SEM2' selected. Below it, the text 'the following roster(s):' is followed by two rows of roster information. The first row is '12-(ACFS121)' with a 'Use Official Description' checkbox. The second row is '12-(FNAS)' with a 'Use Official Description' checkbox. The '12-(FNAS)' row is highlighted with an orange circle. Below these rows are two empty text input fields. The first field is for a name, and the second is for a description. The text 'on for you to create this site.' is positioned between the two input fields. At the bottom, the text 'may help us authorize your site request.' is visible.

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

Unpublished Site Publish Now

SITE INFO

Site Information Edit Site Information Manage Tools Tool Order Date Manager Add Participants Manage Participants Edit Class Roster(s) Manage Groups Link to Parent Site E
Manage Overview

Editing Course/Section Information for ALDE122-2024

Add Roster(s) Access to ALDE122-2024:

* Academic term: 2024SEM2

You may also allow site access to the following roster(s):

ACFS121 - ACFS121-MC-2024SEM2-(ACFS121)	Use Official Description
<input type="checkbox"/> ACFS121-MC-2024SEM2-(ACFS121) Lecture (A site including this course code already exists, select anyway?)	<input type="checkbox"/>
ALDE122 - ALDE122-MC-2024SEM2-(FNAS)	Use Official Description
<input checked="" type="checkbox"/> ALDE122-MC-2024SEM2-(FNAS) Lecture (A site including this course code already exists, select anyway?)	<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.

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

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

* Authorizer's username: 10196358

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...](#)

Continue Back

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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 x +

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 13

Overview

Statistics

Site Info

Gradebook

Help

OVERVIEW

Overview

19 Under "Site information" you should be able to see the 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.