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.*

Index

This tutorial will address the following topics;

Step 1: Complete Courselink

Step 2: Create the module site

- 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

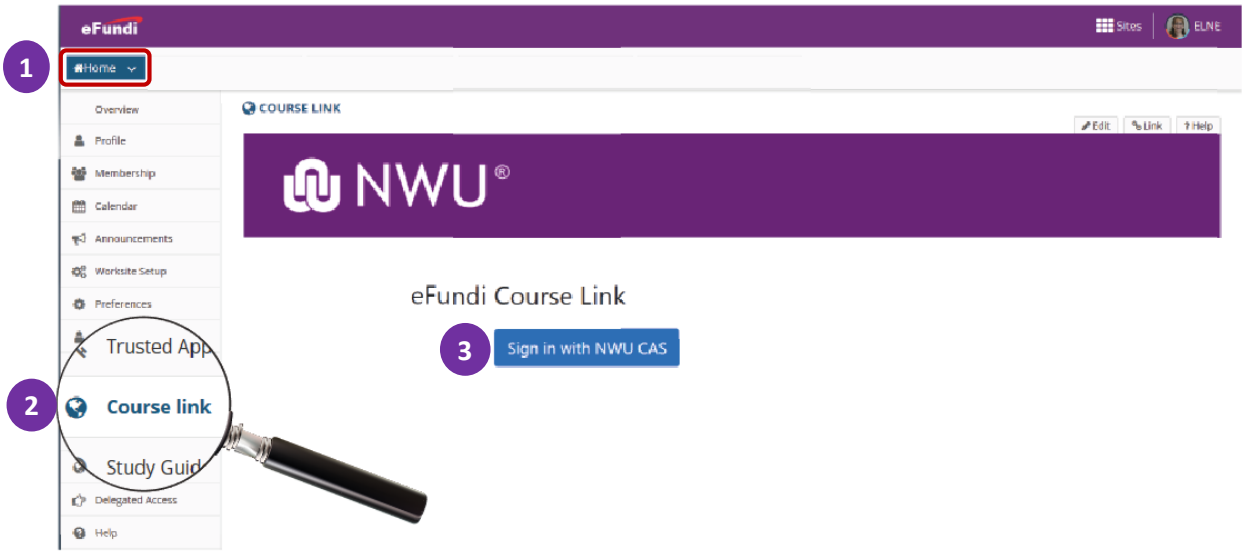
Back to index

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

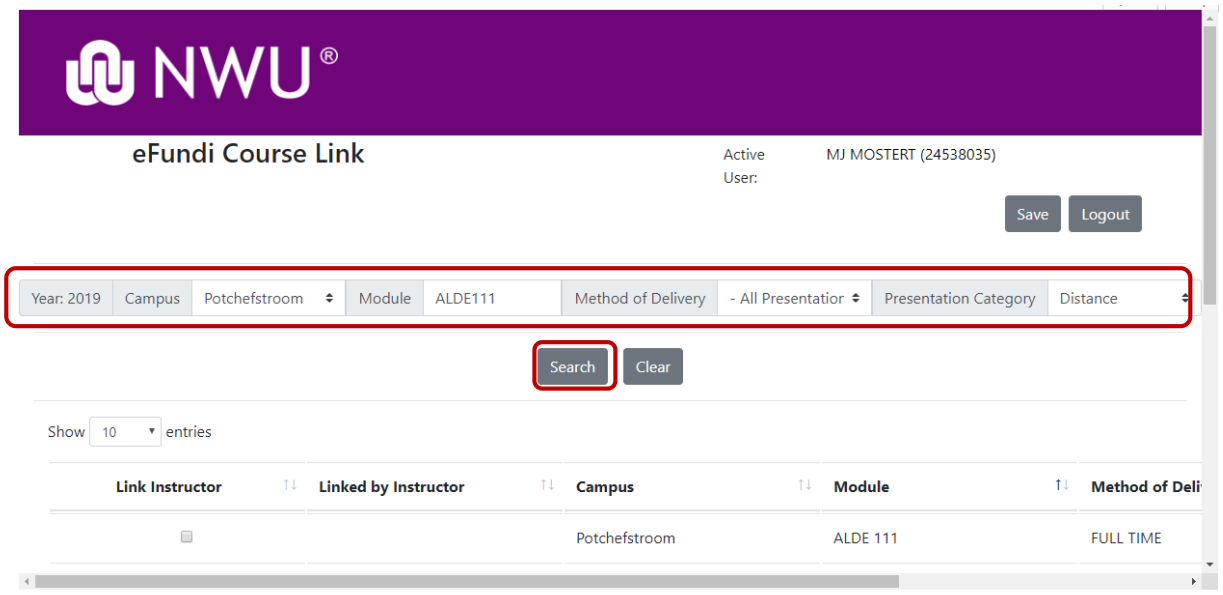
1. You should automatically be navigated to the **Home** site of your eFundi account. If not, please make sure that you navigate to the **Home** page.

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.



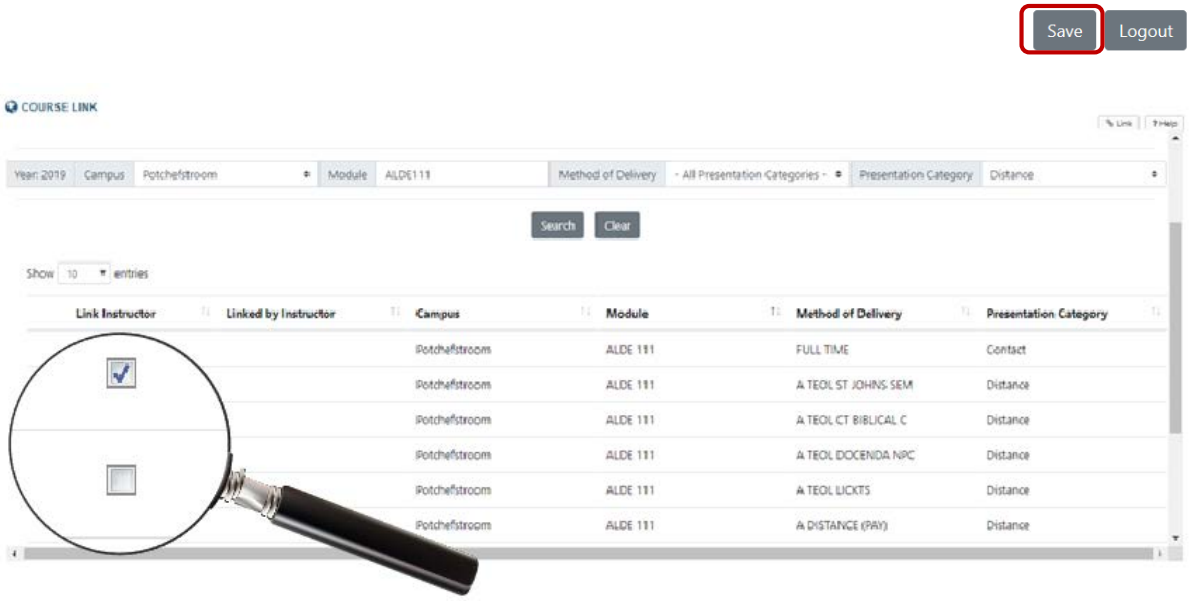
On the eFundi Course Link page, select your campus and type in the module code. Then click on **SEARCH**. You can now refine your course link search by clicking on the Drop down list for Presentation category and Method of Delivery (if needed).



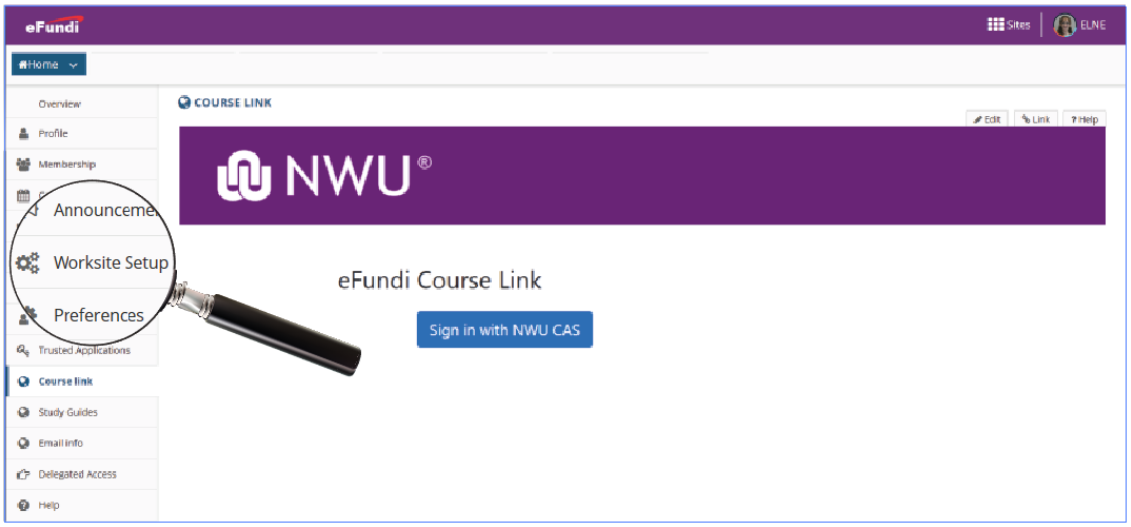
In this example the Module code ALDE 111 was searched for.

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

Back to index

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

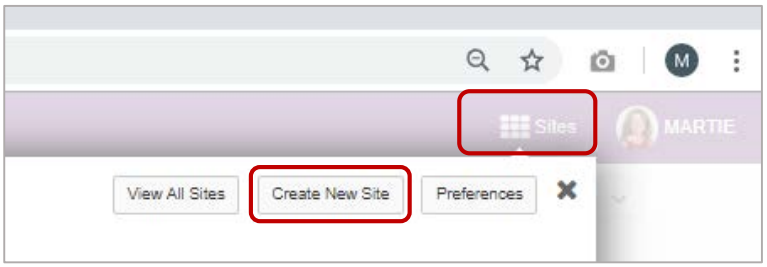
Option 3: Link students to a previously created module site

Option 1: Create a new module site & link students

Back to options

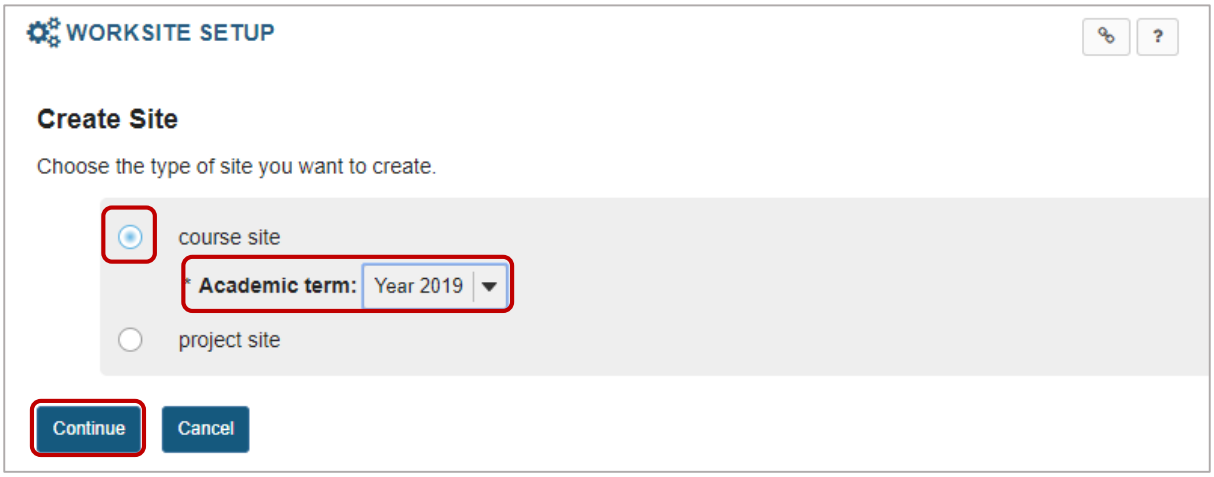
Login to eFundi and click on the **Sites** button next to your profile picture in the top right hand corner.

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.

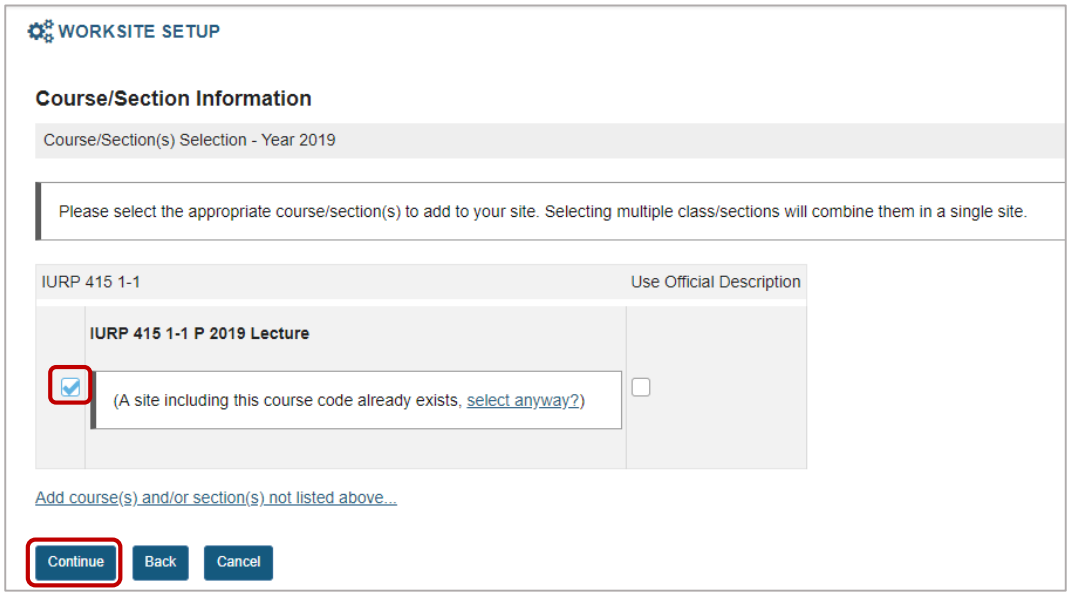


The modules to which you have been course linked (step 1) will appear on the next page.

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)

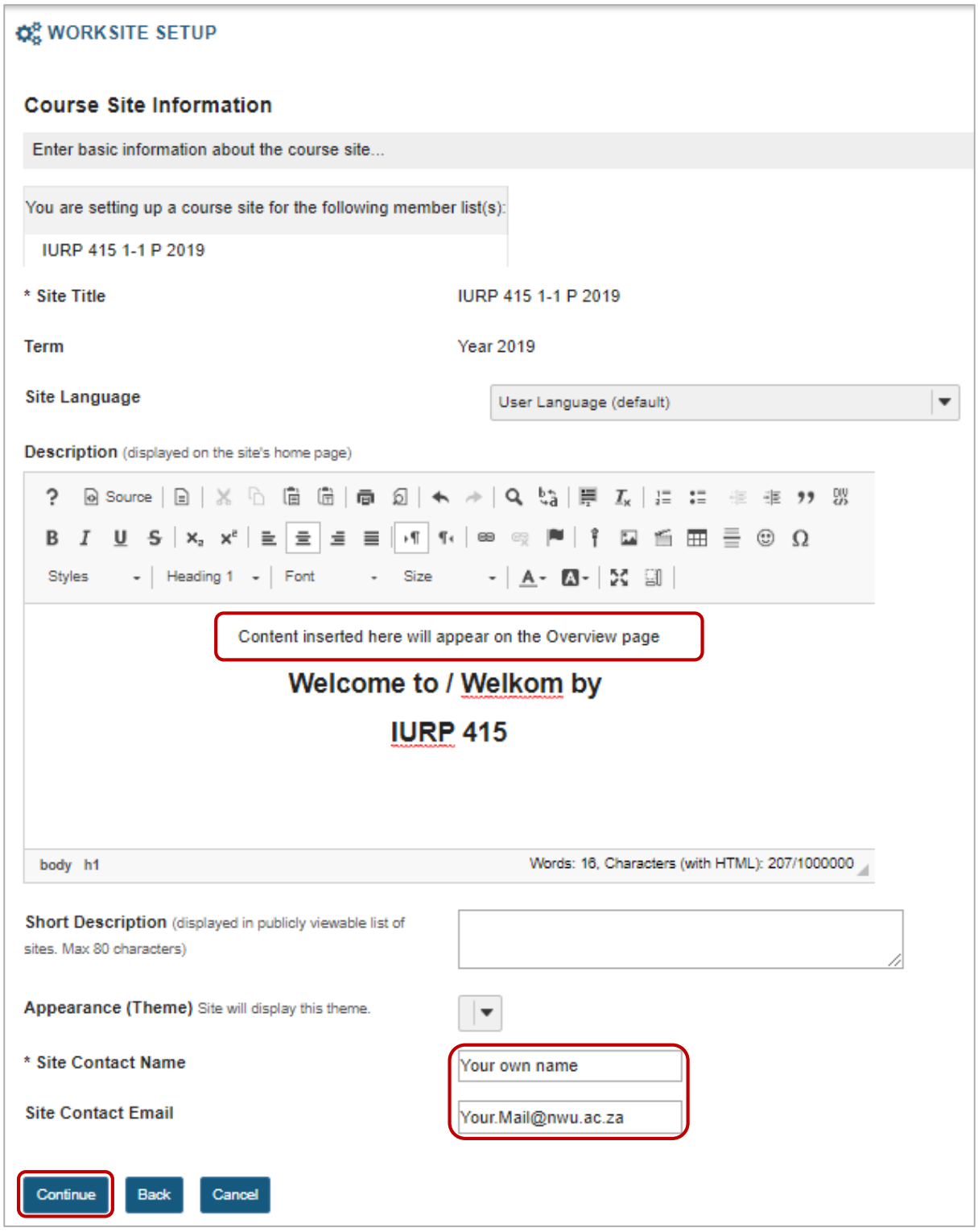
> ***NOTE:*** *A full list of Presentation and Method of Delivery codes are available from the eFundi staff training site. EXAMPLE ONLY:*

Presentation Category		
VSSCode	Value	Description
7242	1	Contact
7243	2	Distance

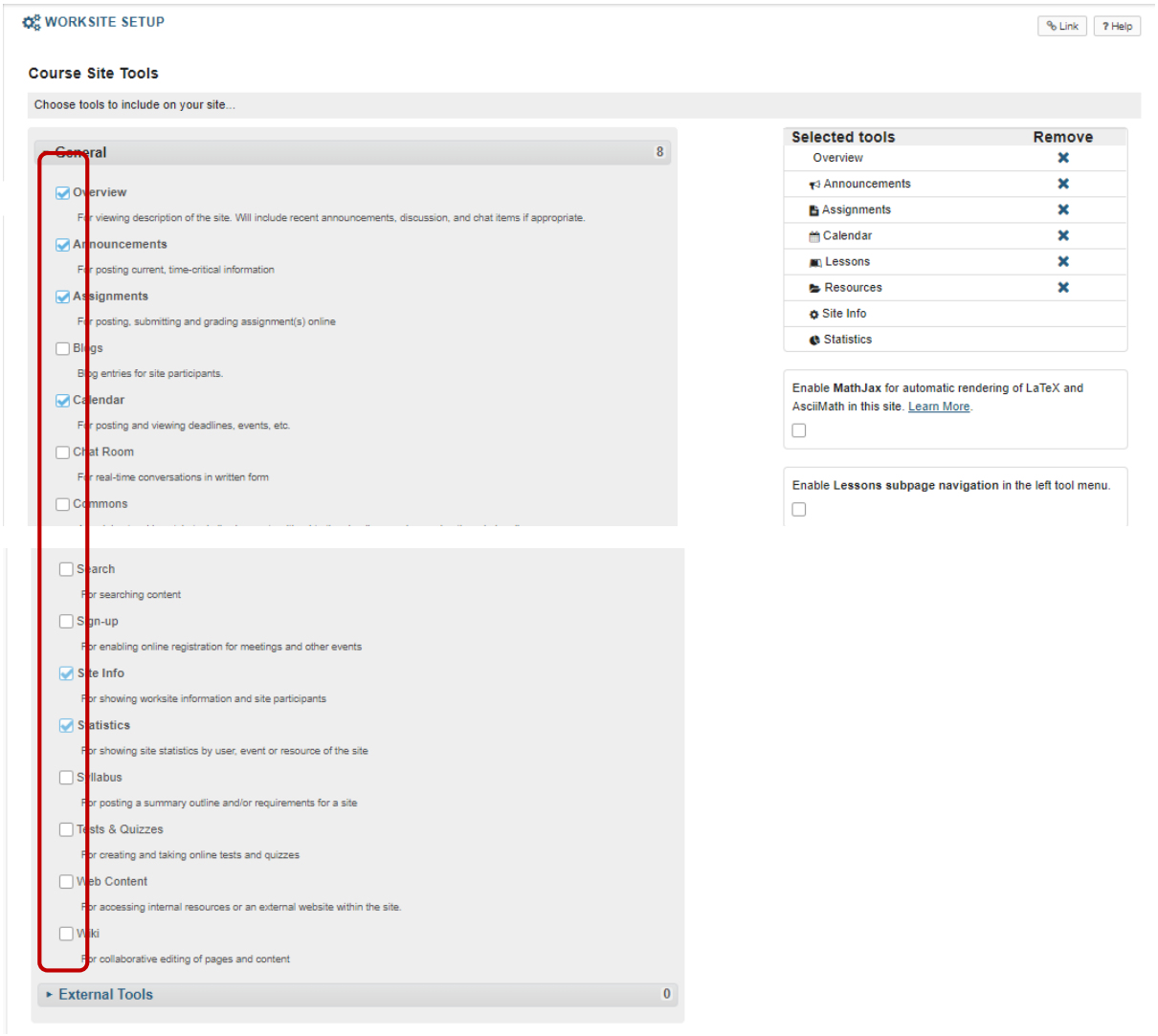
Method Of Delivery		
VSSCode	APICode	Description
1000044	39	EXTENDED FULLTIME
1000016	36	FACILITIES VTC
1000039	37	SWO.GRACE CHRISTIAN BIBLE COLLEGE
1000172	46	SEDIBA
1000296	49	BEURS: PROVINSIE
1003853	132	A 2017 LP BEURS ODL
1003859	133	A 2017 EC BEURS ODL
1003864	134	A AFSTAND (BETAAL)
1003874	135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

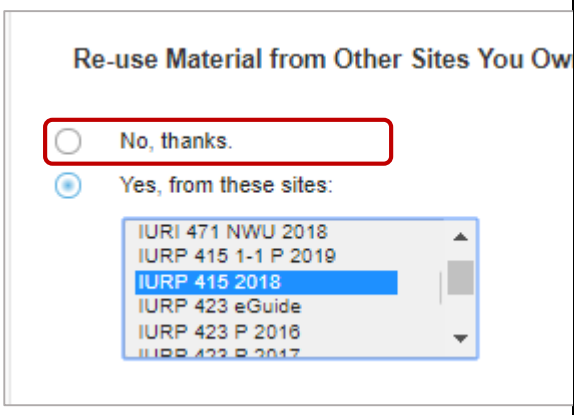
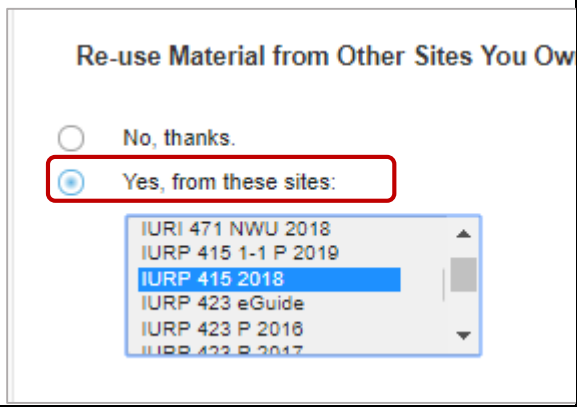
Click here to access the full list.

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



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



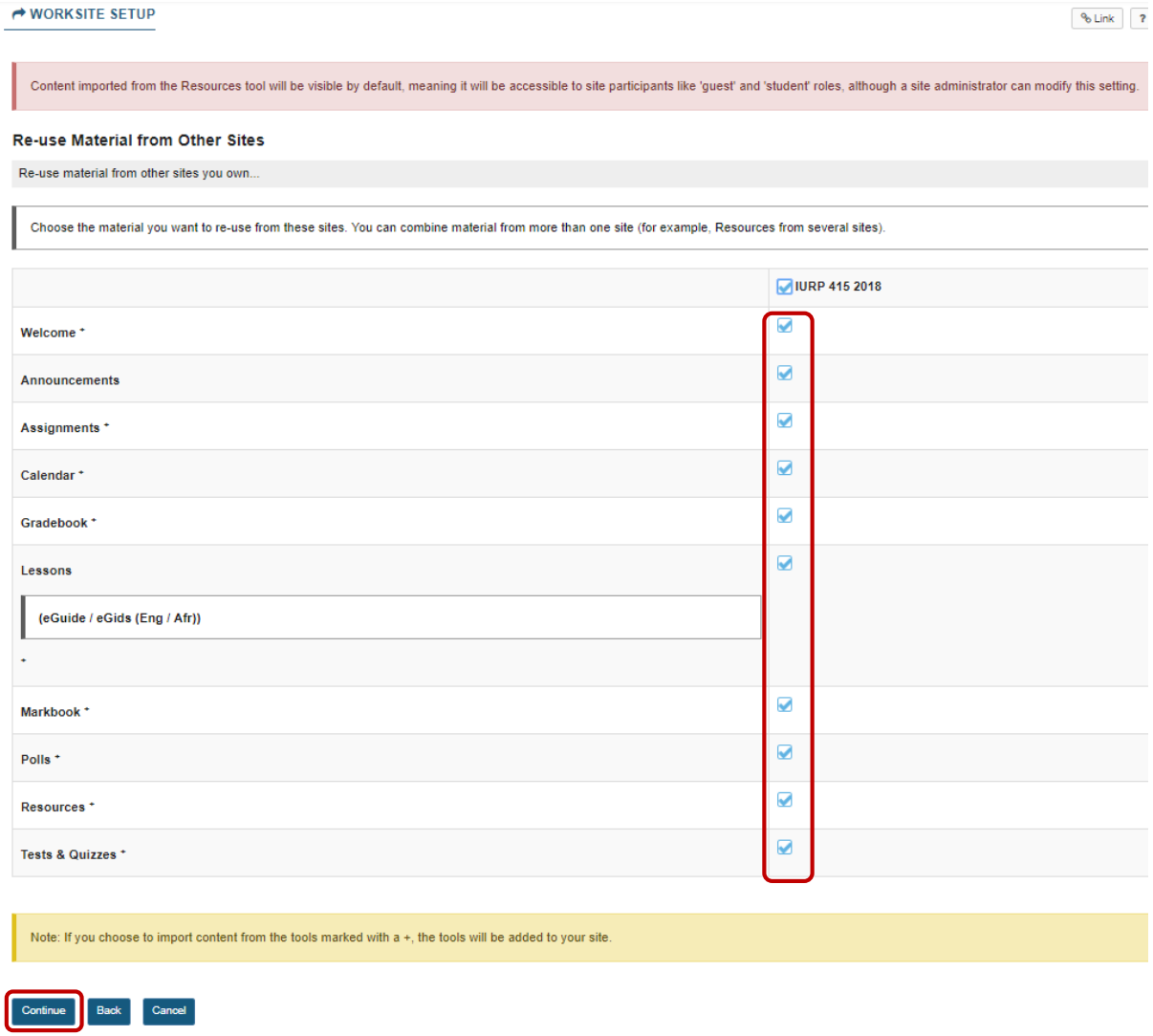
If you **do not** want to re-use material from a previous site: Select the **Not, thanks** radio button from the options below: 	If you **DO** want to re-use material from a previous site: Select the **Yes, from these sites:** radio button from the options below and select the relevant site from which you would like to import the content: 

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

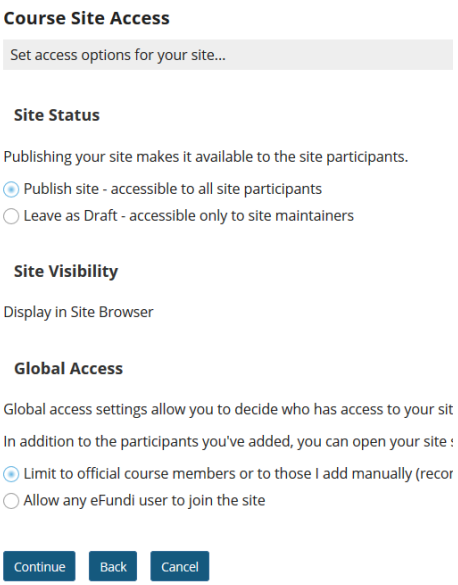
IMPORTANT:

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.**



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 to 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**.



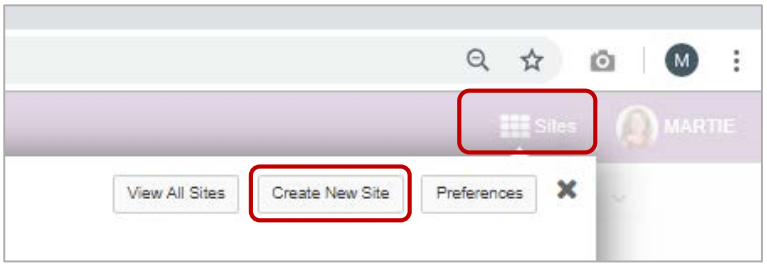
On the final page, you will view a summary of the site that you are about to create. Click the **Create Site** button to complete the process and create the module site.

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

Back to options

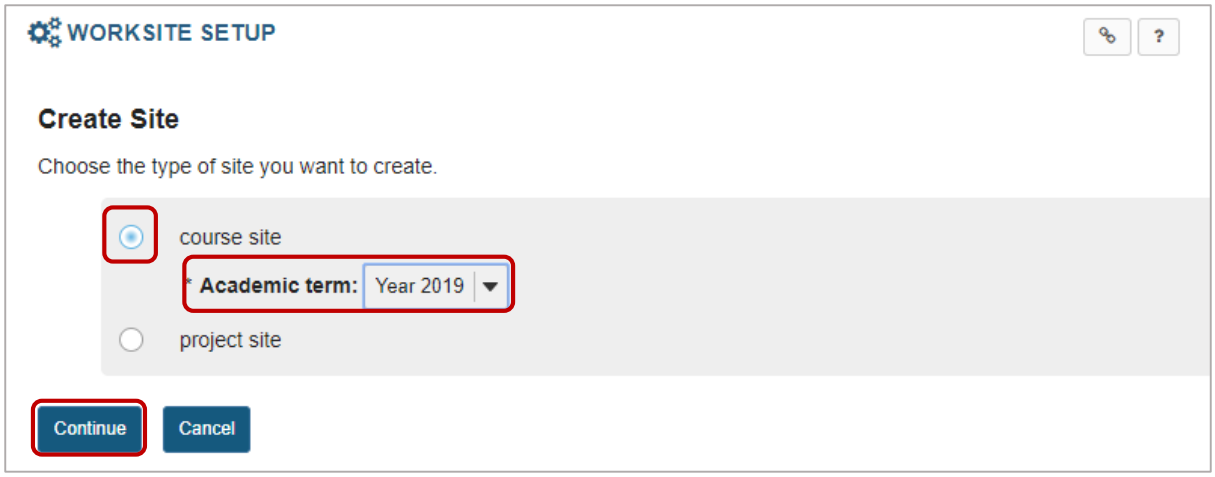
Login to eFundi and click on the **Sites** button next to your profile picture in the top right hand corner.

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



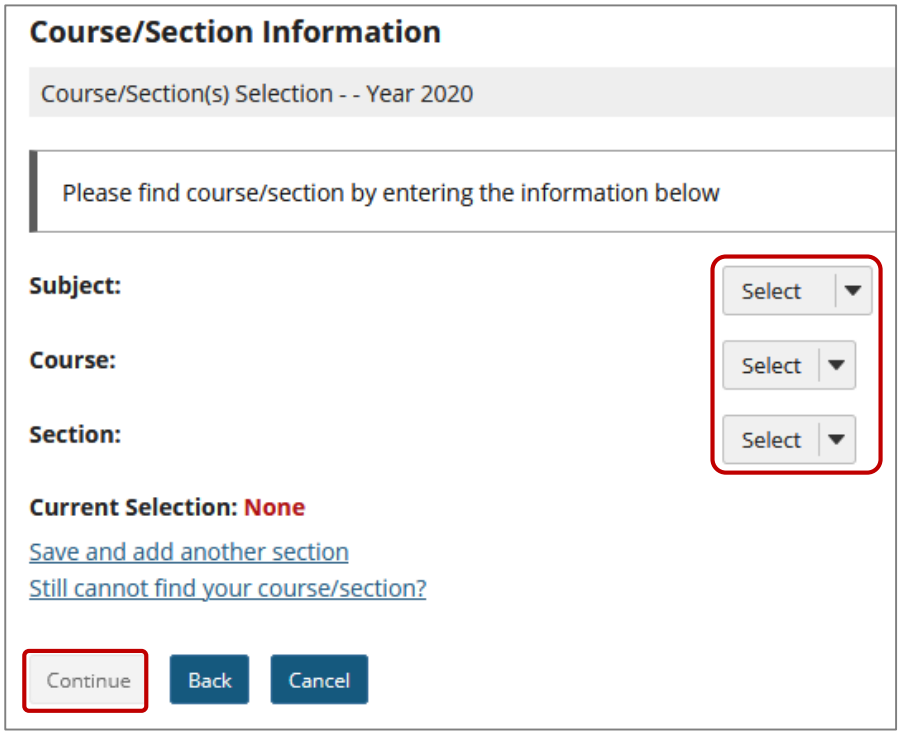
Select **course site** option by clicking on the radio button.

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



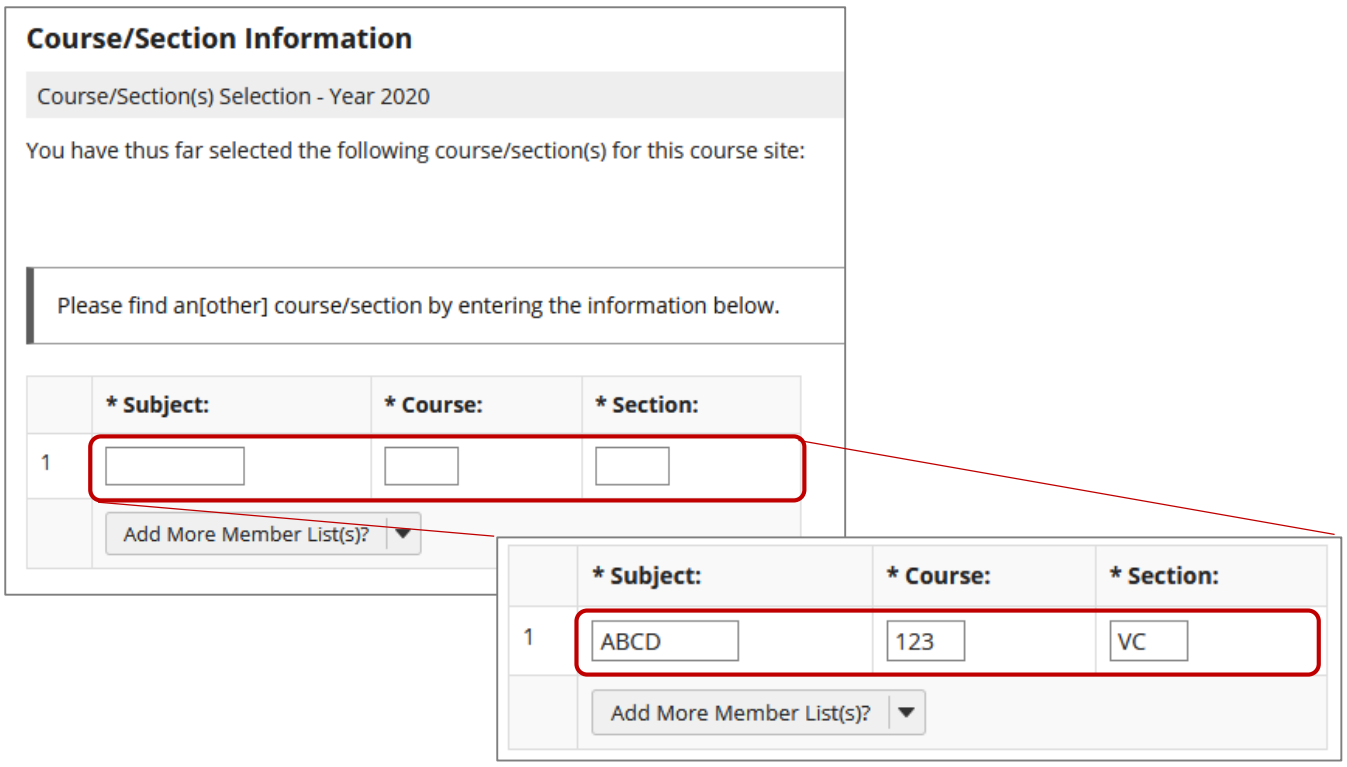
In this option you may not have Courselinked yourself to the module code yet, but you can still create the site and link your students later.

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**.

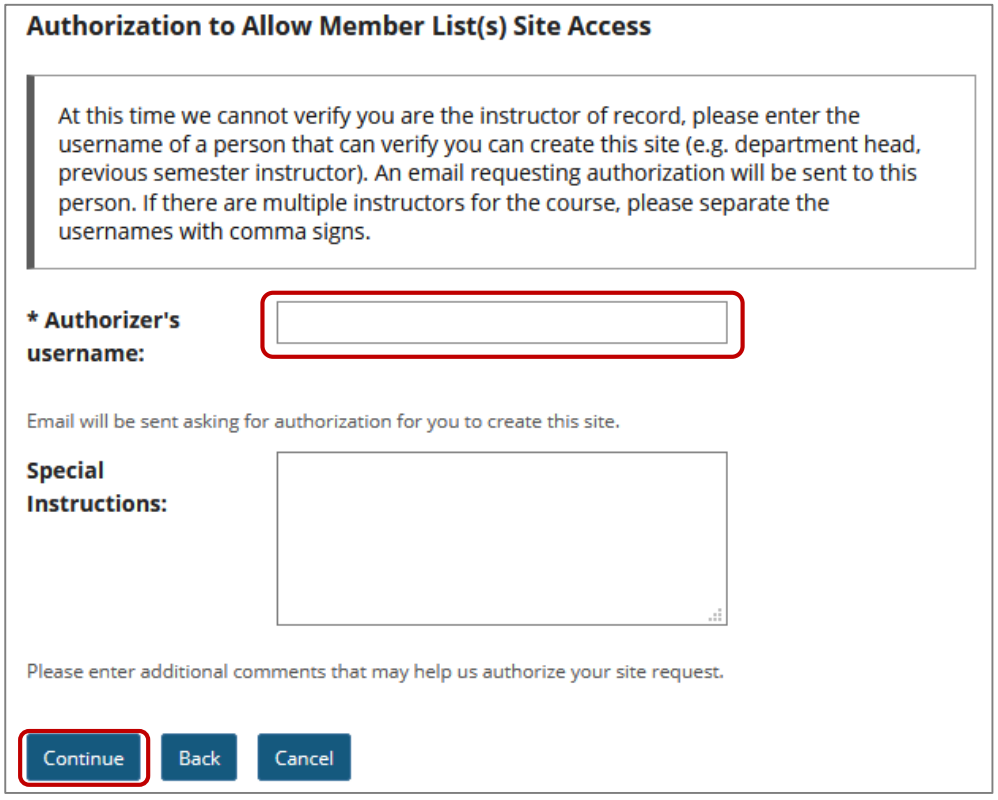


If you cannot find your module in this method, proceed to the hyperlink for ***Still cannot find your course/section.***

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



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



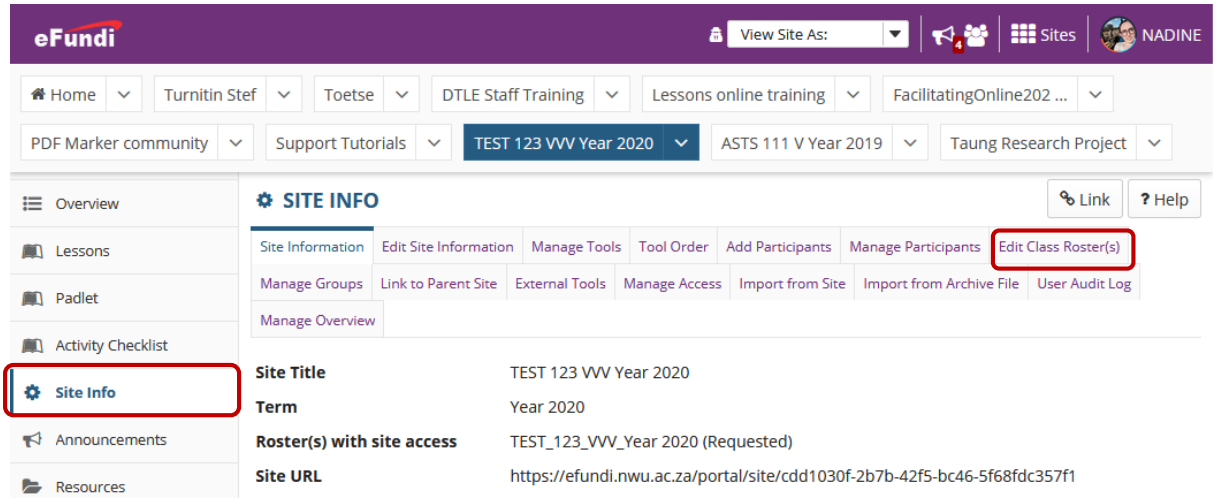
From here on you can follow the same steps as above when giving your site a description and choosing its relevant tools. Click here to go those steps.

Option 3: Link students to a previously created module site

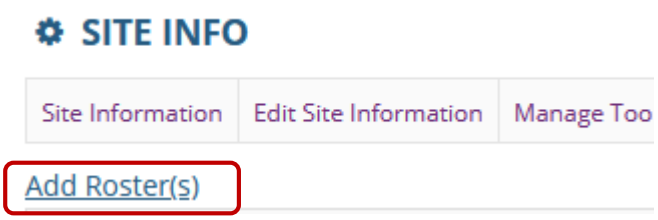
Back to options

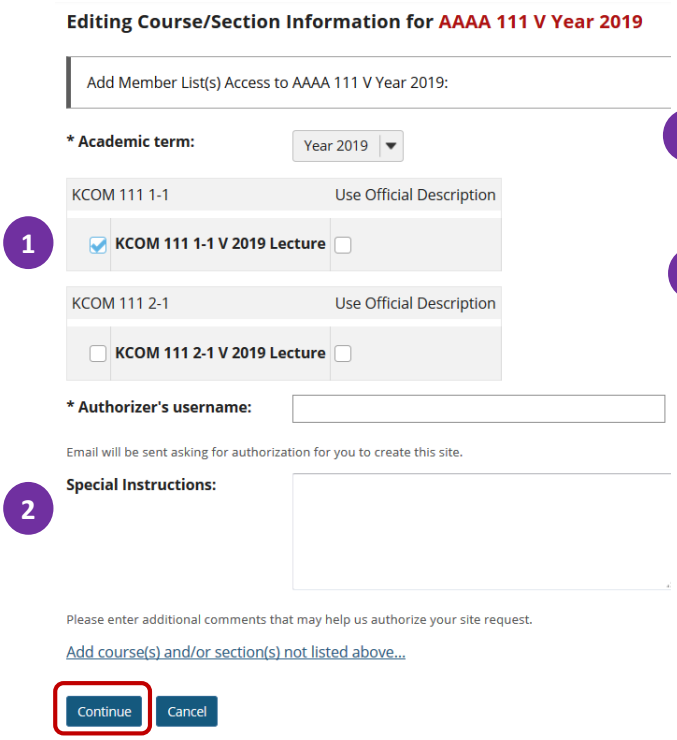
Login to eFundi and navigate to the site you wish to link the students to.

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



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





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.*