

Dear Student

Welcome to the Diploma in Grade R Teaching. We trust that your journey will be a pleasurable one despite the challenging times in which you start your studies.

We want to apologize for the delays in registration and study material in 2021. Backlogs caused by the pandemic in 2020 hampered the registration process in 2021 and resulted in delays in study material and student communications.

The following information will help get you going:

STUDY MATERIAL

We realise that not all students have received their study material. If you have not yet received your material, you can access study guides and the information booklet on the website in the meantime:

- For resources go to: <http://distance.nwu.ac.za/downloads>
- Use the username: Education
- Password: education
- Note the case sensitivity of these access codes

TEACHING DURING COVID-19

Due to the pandemic, there is no face-to-face sessions this semester. This semester there will also be no sit-down exam and it may also be the case in the second semester. The exam papers of academic modules are replaced with a final continuous assessment referred to as the "Covid-19 assessment". These assessments will be distributed to students in due course. Students will be notified via SMS when these assessments are loaded onto the website, but it will also be distributed to students in hard copy.

The following important sessions have been uploaded onto the website:

1. Orientation session for 1st year Dip in Gr R Teaching students explaining the programme and assessment processes. This session also explains the work-integrated learning (WIL) component of the programme. (6 March)
2. Unpacking the resources: In this presentation I explain the study material that 1st years receive in their box. I also explain the WISL system. Please make sure what is expected of you concerning registration on the WISL system each year.
3. RWIL111 session: This is your first of six work-integrated learning modules. I am your lecturer for this module and provide the explanation of the portfolio process that also applies to future portfolios (recorded and placed on the website). Also view explanations on the USB and in the study guide. Please make use of these sources.

Learning Management System: eFundi for 1st years: All new 1st year students registered for the Dip in Gr R Teaching have been linked to the NWU Learning Management System namely eFundi. You should be receiving communication on this site if you supplied your email address when you applied for the programme. If you are not receiving notices on eFundi, please contact the UODL help desk: DistancePotch@nwu.ac.za

WHAT IS EXPECTED OF YOU?

Keep in mind: enrolling in a Distance Learning (DL) Programme requires self-directed learning from you as student.

Step 1:

Study the information booklet that forms part of the study material. This booklet explains the programme outlay and provides all the necessary information to help you regulate and plan your studies. You will also find the timetable in this booklet. Although there are no face-to-face sessions, presentations for each of these sessions will be placed on the website according to the timetable. The timetable kicked off on the 6th of March 2021.

Step 2:

View the recording of the Orientation Session on the website where the programme is explained.

View the recording of the session on the website: Unpacking the study material where all study material is explained.

Step 3:

Identify your first semester modules: From the programme outlay in the information booklet, identify all the first semester modules that end with code "111" and select the relevant study material for each.

Step 4:

If you have received your study material or were able to download it from the website, open the tutorial notebook. NB! Study the introductory pages with care. Find the assignment letters for each of your first semester modules. They are arranged in alphabetical order. These modules' assignments need to be submitted in the **first semester**. Submitting processes are explained in the information booklet.

The assessment process is also explained in the Orientation Session placed on the website. Three sessions for each of these semester modules will be placed on the website as indicated on the timetable. You need to view all three these presentations that are placed on the website in the order they appear on the timetable.

Identify the year modules: You also need to work through the study guides and study material of the year modules (with code "171") during the first and second semester and view the six (6) presentations for these modules (3 per semester). Year module assignments are submitted in the **second semester**. The final continuous assessment (Covid-19 assessment) for year modules will be submitted with your second semester modules in November.

The study guides for each module and your own self-regulation and self-directed learning largely replace the lecturer in a DL programme. DL is about self-directed learning and you need to:

1. Work through the study guide of each module of the semester,
2. Study the assignment in each tutorial,
3. View the sessions of each module placed on the website, and
4. Do and submit your assignment before/on the due date.

The email address of the lecturer for each module appears on the tutorial letter. Please contact the lecturer with specific information that you need after you have worked through the material and still find you do not understand the assignment or content.

DUE DATES:

Due dates are only the final dates on which you may submit. Please try to submit as soon as possible:

<u>First semester:</u>	<u>Second semester</u>
Assignments: 24 April	Assignments: 2 October
COVID and portfolio: 29 May	COVID and portfolios: 6 November

WIL ARRANGEMENTS

Please continue with your WIL portfolios as soon as you can. Concessions are made due to the pandemic as explained during the presentations namely:

- Only 10 daily reflections in the reflective journal (also indicated as such on the PR24 – attendance list)
- Only 3 lesson observations (RWIL111) (also indicated as such on the PR23)
- All WIL tasks still need to be completed and assessed by the mentor.

NB Many students fail their portfolios because there is no mentor rubric included or no mark assigned by the mentor for the tasks. No student can pass without this mentor assessment. Please include these rubrics as explained in the session and also in the study guide and indicated in the ADMIN workbook.

WARNING AGAINST PLAGIARISM

It has come to our attention that some students submit work (assignment and portfolios) that is not their own work. These students are handed over to the legal office and, if found guilty, their studies can be suspended and they may also be reported to SACE. Remember that this is your own professional journey – make it a journey you and your loved ones can be proud of.

Remember that hard work pays off. Good luck and may you enjoy your studies.

Corné Kruger

Programme leader: Diploma in Grade R Teaching

Corne.kruger@nwu.ac.za

Please direct queries to the relevant department:

- **General UODL inquiries:** DistancePotch@nwu.ac.za
- **ACT registrations:** UODL-ACT@nwu.ac.za
- **Gr R registrations:** UODLGradeR@nwu.ac.za
- **Assignment Department:** 018 285 2699 / 018 285 2705 / UODL-Assignments@nwu.ac.za
- **Academic Records:** 018 285 2074 / UODL-Academicrecords@nwu.ac.za

For your academic record, please email: UODL-AcademicRecords@nwu.ac.za you will have to pay R50 for a stamped record

For a free academic record (not stamped): visit http://diyservices.nwu.ac.za/formal-student-doc-service?_ga=2.83349142.1086182865.1612162517-149109653.1580732345

to download it yourself. Your first password is either your ID number or passport number followed by @Nwu, e.g. 12345667890123@Nwu If you forgot your password, visit password.nwu.ac.za to reset your password.

- **Finances:** 018 299 2667/8/9 / PC-Studyfees@nwu.ac.za
- **Study Material:** 018 285 2095 / 018 285 2095 / UODL-studymaterial@nwu.ac.za
- **WIL Practical Information:** 018 285 2781/2/3 / p-wil-office@nwu.ac.za
- **To request a certificate** Grad@nwu.ac.za
- **Support on the website:** You can access your Results / Proof of Reg / Academic Record / Downloads etc at the following link: <http://distance.nwu.ac.za/help>
- **Specific academic questions:** Please contact your lecturer for modules that you need academic assistance with, all of these contact details will be found in the tutorial for that specific module.
- **Retrieve a free academic record:** <http://diyservices.nwu.ac.za/>

Your username is your student number.

The first time default password is your ID@Nwu example : 123456789@Nwu

Or <http://www.nwu.ac.za/> - at the bottom of the page you will find the DIY services that will take you to the application.

These sites work best in the FireFox browser if you use your phone

Please explore the UODL website <http://distance.nwu.ac.za/> . There are many resources placed on the website to support you in your studies.