



GENERAL INFO AND DIGITAL ASSISTANCE

PLEASE WATCH THE ORIENTATION VIDEOS AS WELL!

Wi-fi at centres

At some Learner Support Centres technology/equipment has been installed that will enable students to link to the Wi-Fi, free of charge, that will enable students to download resources and recorded sessions. Please enquire from the study centre manager where you attend for guidelines and access.

Bridgit

You can join classes via Bridgit (a software programme). The following steps should be followed to make use of Bridgit:

1. Click this link to download SMART Bridgit software: <http://41.72.150.20:8080/>.
2. Copy the program shortcut to your desktop.
3. Run Bridgit by clicking on the icon and click "Run"
4. Type in the server code: 41.72.150.20:8080.
5. Click on the "Join Meeting" tab at the top and then click on the dropdown arrow next to "Meeting Name"
6. Choose the meeting name that will be used for the session.
7. Click on this link <https://goo.gl/jwG7eg> to watch an instructional video on downloading and using Bridgit.

You need the following to join a session via Bridgit:

- Internet Connection (at least 2MB download speed. Test your internet speed at: www.speedtest.net).
- A tablet, laptop or desktop computer with speakers and a microphone headset (if you want to join the discussion in class).

Technical issues with Bridgit, send an e-mail to: uodl-elearning@nwu.ac.za

Lecture Recordings

Lectures are recorded and can therefore also be watched at a later stage on a tablet, laptop or desktop computer. All lectures are uploaded to the "Video Resources" Portal found on the UODL's website: <http://distance.nwu.ac.za/downloads>. The recordings are available within 72 hours of the live broadcast of each module.

To access the Policing Practice videos, the following username and password must be used:

Username: PolicingPractice

Password: policing

Issues with the Recording Portal, send an e-mail to: uodl-elearning@nwu.ac.za

eFundi

eFundi, the electronic Learning Management System (LMS) used by the NWU, is used as an online content sharing and collaborative tool that provides a communication platform for students and lecturers. For each module for which you are registered, a separate eFundi site is created. On these module sites, the lecturer will communicate with you and post relevant information.

eFundi has a number of tools that assist with interactivity, assessments, communication and resource sharing. It will be used for the following purposes for registered students on the BA degree in Public Governance (Policing Practice):

- **Resources** – the study guide and other study material (where relevant), as well as other resources, applicable to this module, will be uploaded to eFundi. For this purpose, the Resources tool on eFundi will be used. Each module has its own Resources tool on the eFundi site for that particular module. These resources may include the following:
 - prescribed study material
 - power point presentations
 - previous exam papers and memos
 - exam preparation information
- **Announcements** – the Announcements tool will be used to communicate important and urgent information and messages to students outside of the contact sessions.
- **Assignments** – assignments will be submitted electronically via the Assignment tool.

eFundi assistance

- For any challenges that you may experience with regard to eFundi, please view the following video for guidance:

<http://efundi.nwu.ac.za/portal/site!/gateway/page/895c0368-a3bd-48fd-b4e6-21127c62e572>

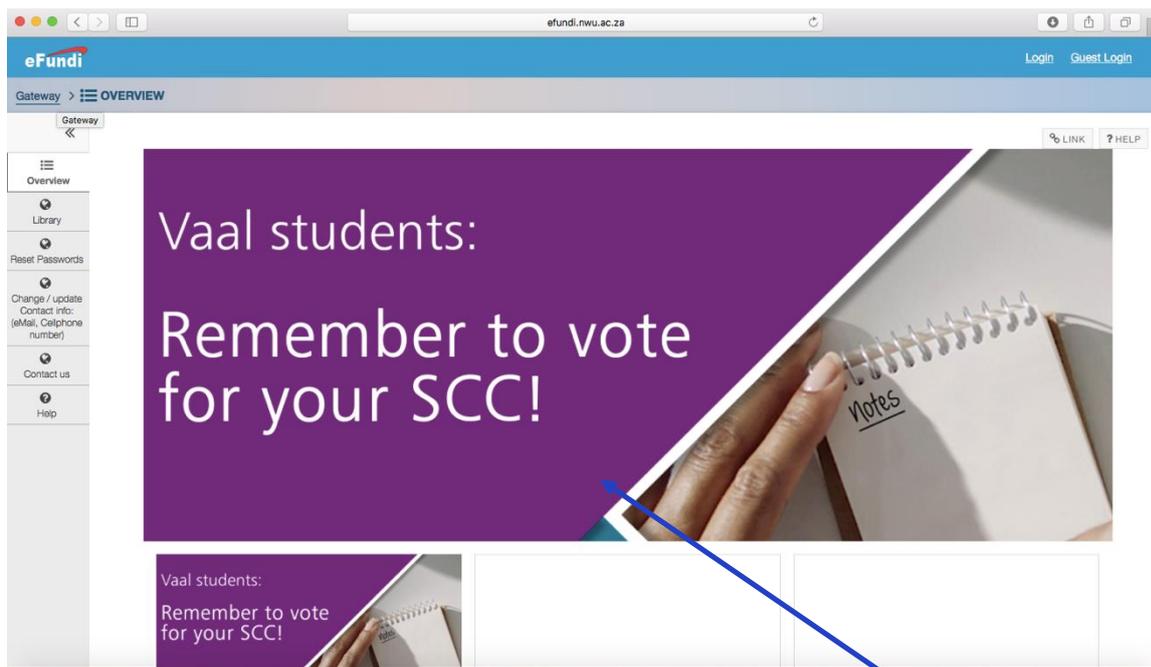
- You can also contact the eFundi Helpdesk at 018 285 2295 or EFUNDI-PC@nwu.ac.za.

Please see Annexure A for step-by-step guidelines for the use of eFundi.

Step by step guidelines for the use of eFundi

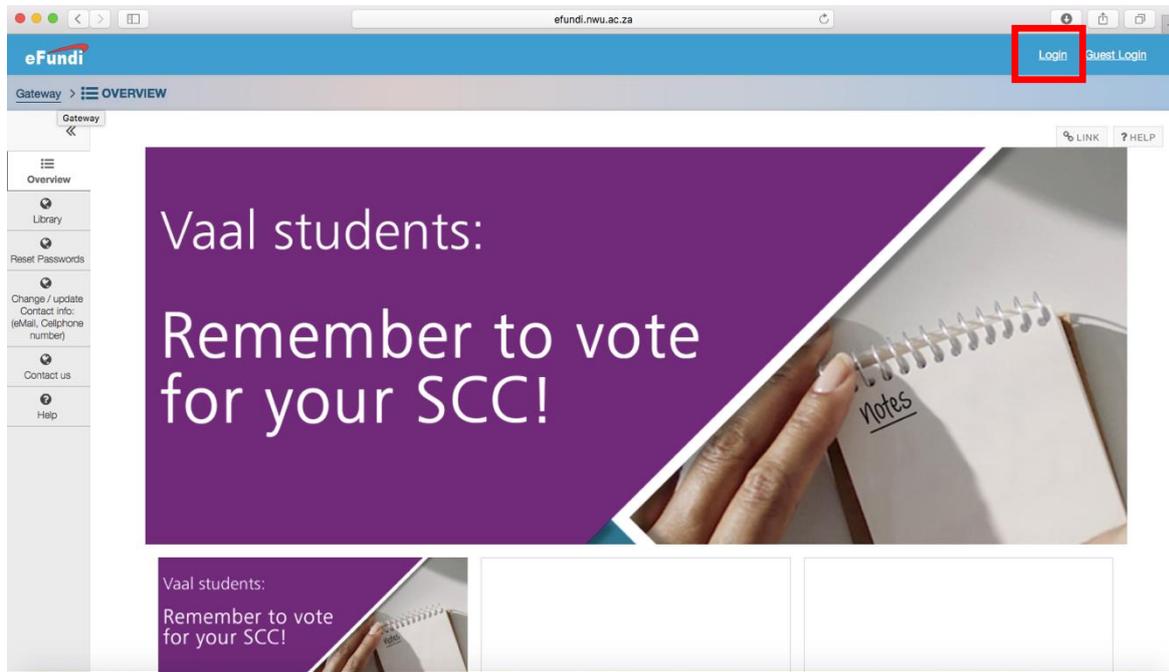
Enter the URL for eFundi: <http://efundi.nwu.ac.za/portal/>

The following page will open.

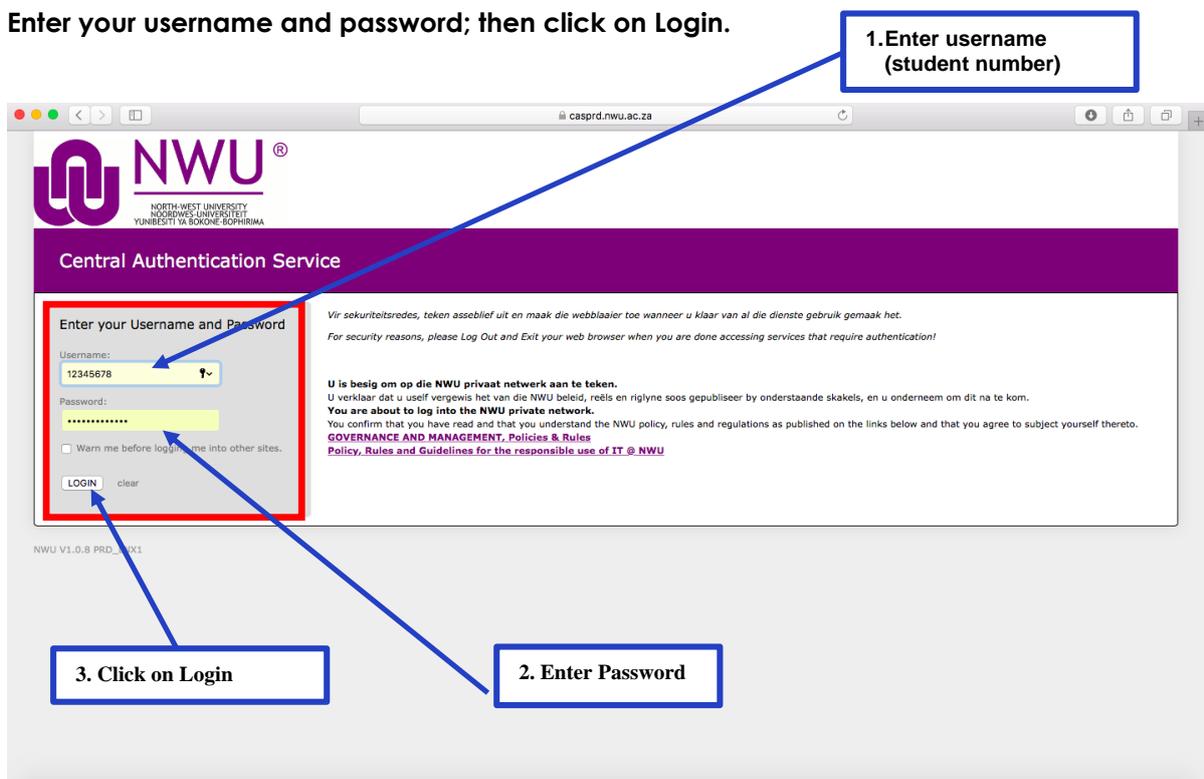


This picture/message will change from time-to-time

Click on Login

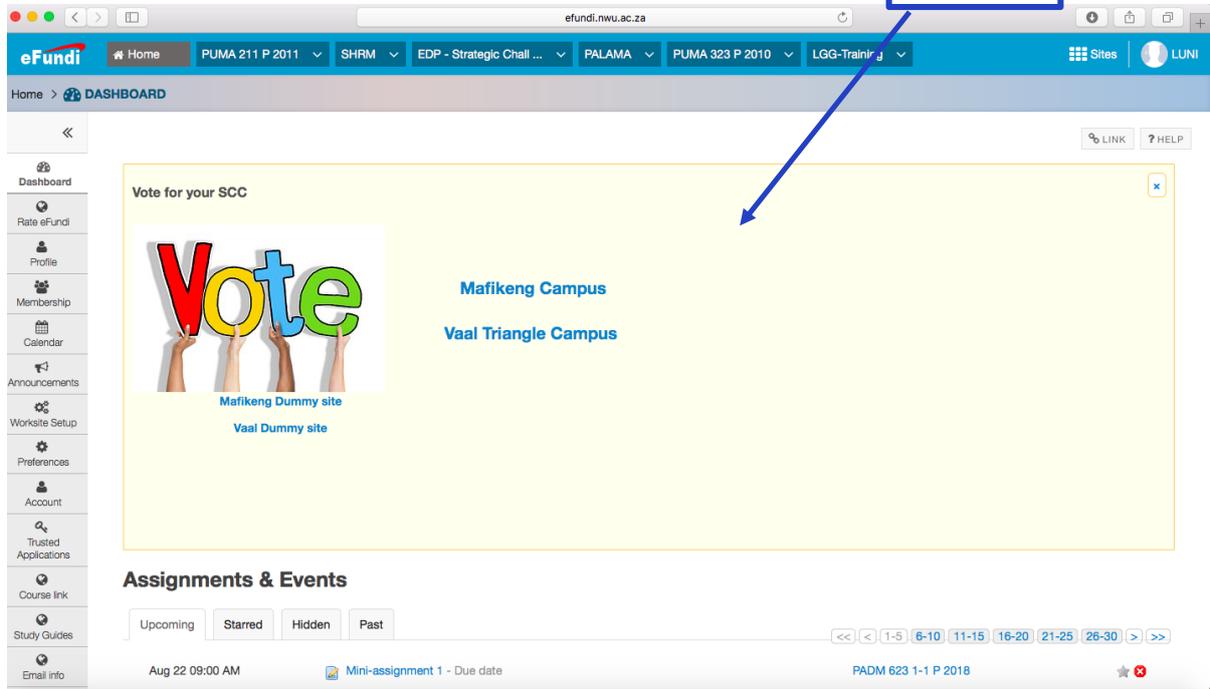


Enter your username and password; then click on Login.

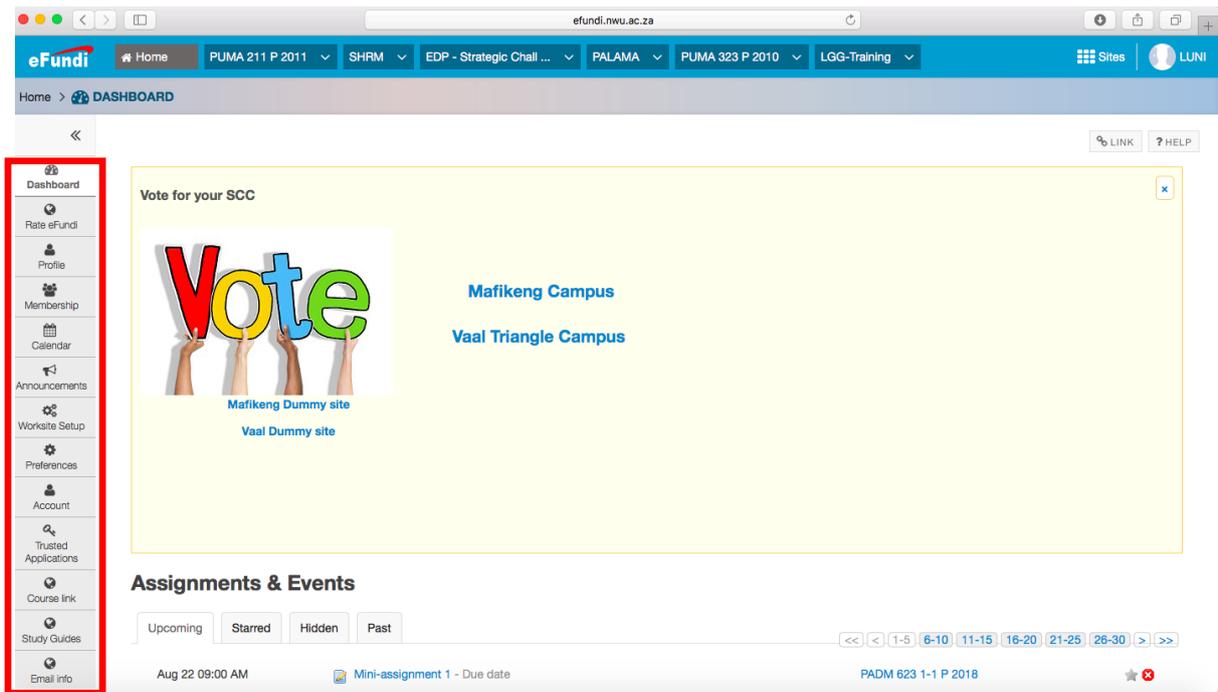


Once you have logged in to eFundi, the following page will open.

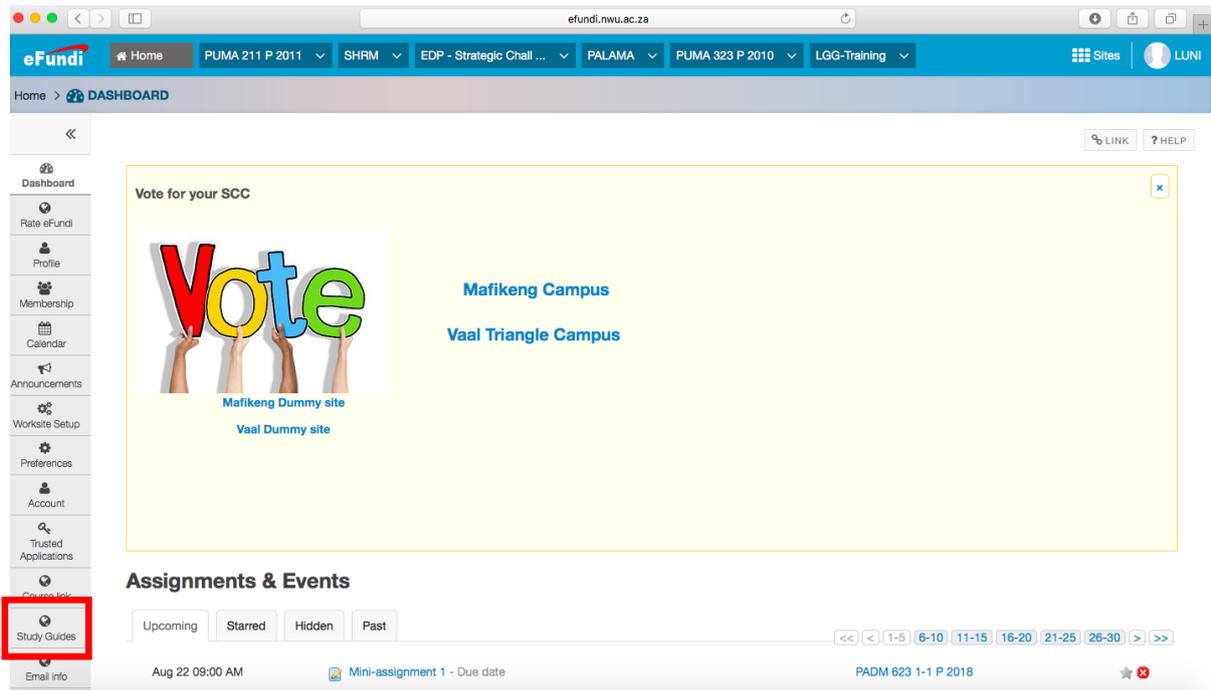
This picture/
message will
change from
time-to-time



The menu for navigation appears on the left-hand side.

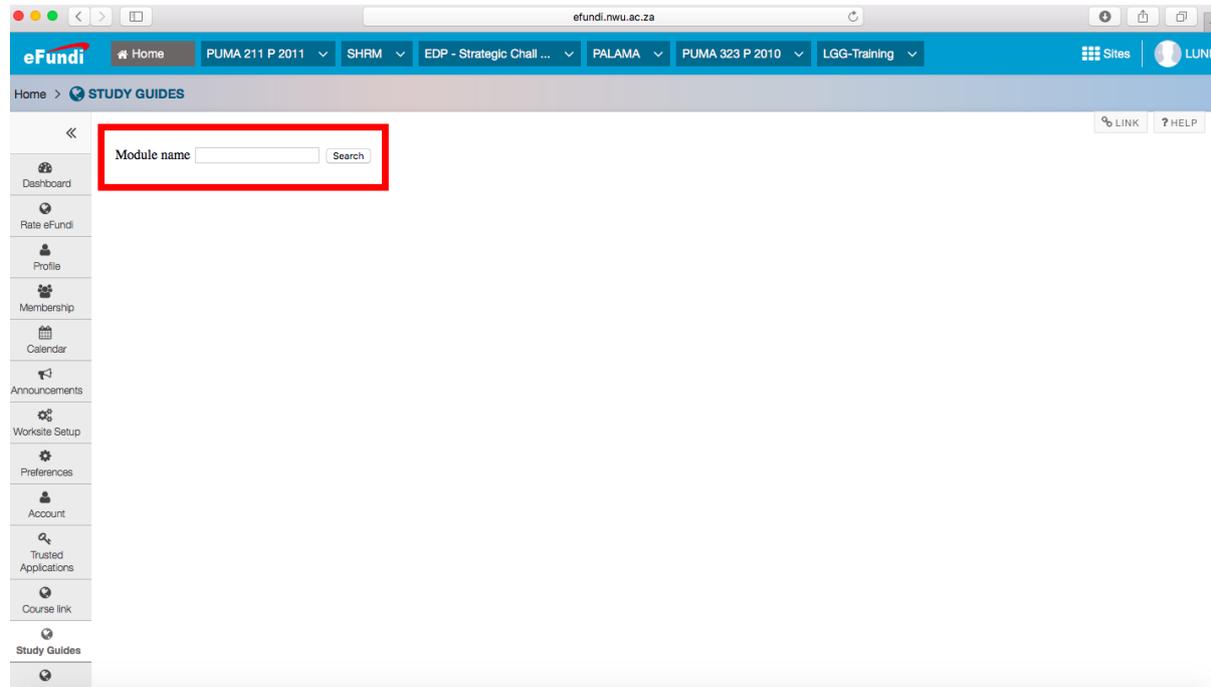


1. To access your study guide, click on Study Guides (in the menu on the left-hand side)



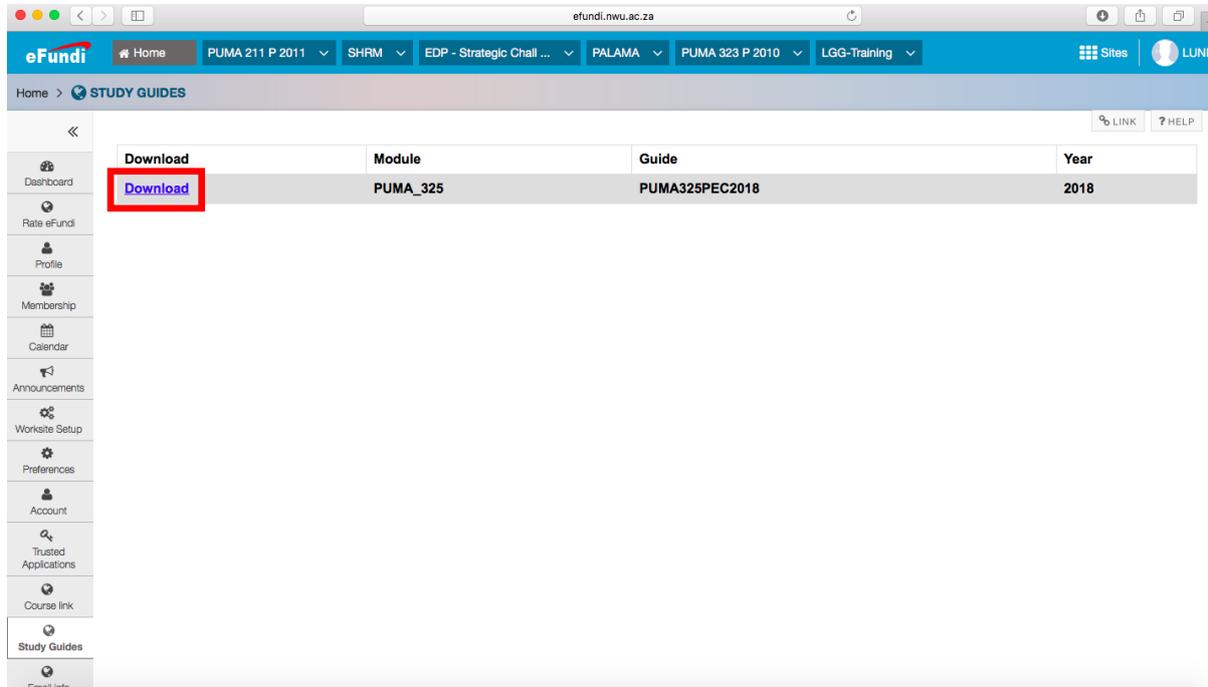
The following page will open.

Insert your module code (e.g. PADM111) and click on Search.

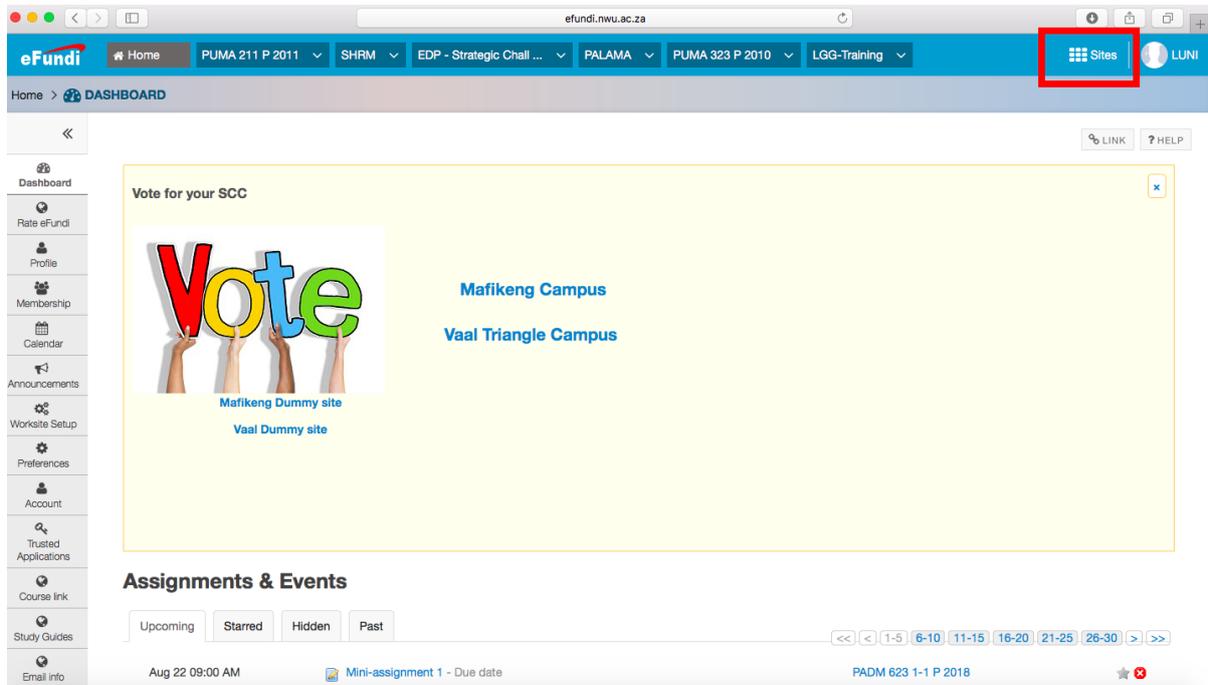


The following page will open.

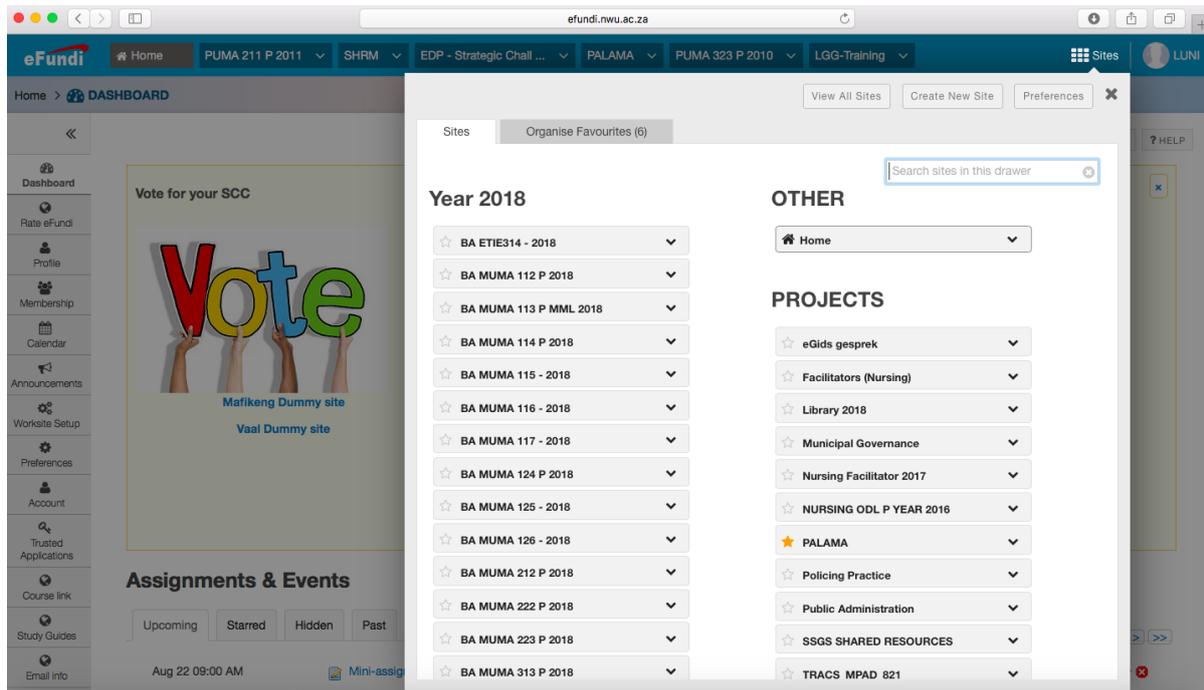
Click on Download to download your study guide.



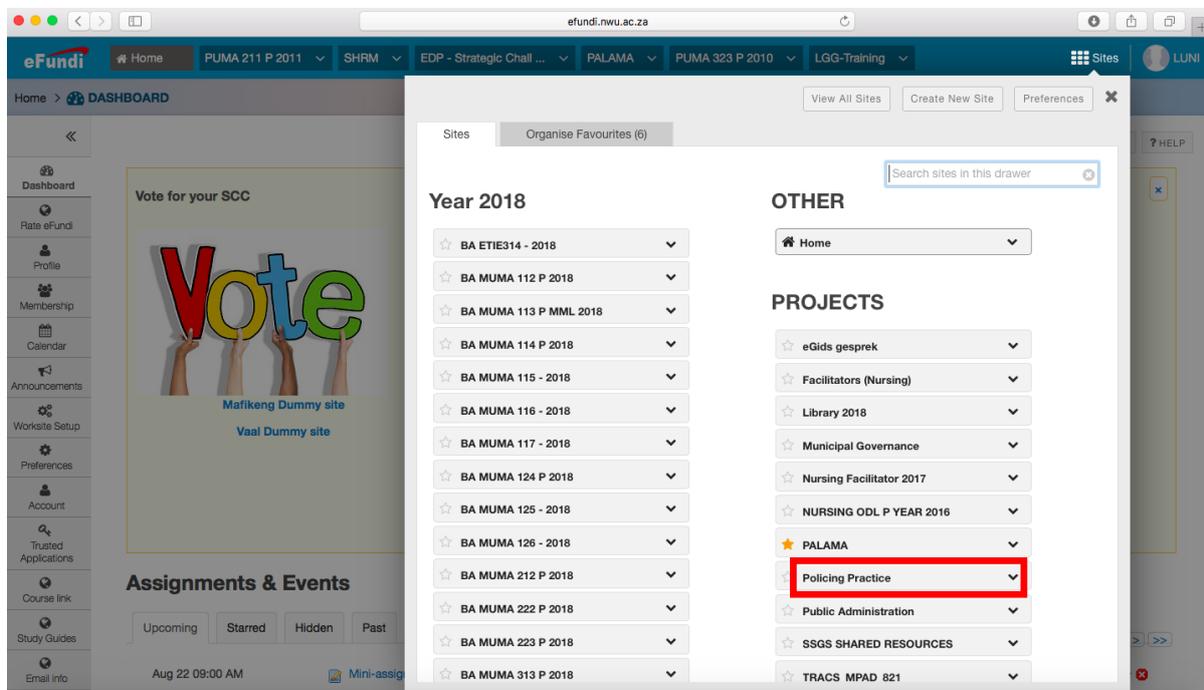
2. To access the programme site, click on Sites.



The following page will open.



Click on the Policing Practice tab (on the right-hand side menu).



The following page will open.

The menu appears on the left-hand side.

3. To read the announcements, click on the subject of the announcement.

The screenshot shows the erundi website interface. At the top, there is a navigation bar with the erundi logo and several dropdown menus for different subjects like PUMA 211 P 2011, SHRM, EDP - Strategic Chall..., PALAMA, PUMA 323 P 2010, LGG-Training, and Policing Practice. Below this is a breadcrumb trail: Policing Practice > OVERVIEW. The main content area is titled 'SITE INFORMATION DISPLAY' and features a large banner for 'School of Government Studies' with the text 'BA IN PUBLIC GOVERNANCE Policing Practice'. To the right of the banner is a photo of a group of people. Below the banner, there is a section for 'RECENT ANNOUNCEMENTS' with an 'OPTIONS' button. Underneath, the heading 'Announcements' is followed by the text '(viewing announcements from the last 10 days)'. A red box highlights the announcement 'Please note - All second year students' by LUNI VERMEULEN - 18-Aug-2018 11:00. A blue box labeled 'Most recent announcements' points to this red box. A left-hand sidebar contains a menu with 'Overview' and 'Announcements' highlighted. At the bottom, there is a footer for North-West University with copyright information.

The announcements can also be accessed via the menu.

Click on Announcements (in the menu on the left-hand side).

This screenshot is similar to the one above, showing the same website interface. However, in this version, a red box highlights the 'Announcements' menu item in the left-hand sidebar, which is located below the 'Overview' item. The rest of the page content, including the banner, the 'RECENT ANNOUNCEMENTS' section, and the specific announcement 'Please note - All second year students', remains the same as in the previous screenshot.

Whether you clicked on the subject of the announcement on the home page or on Announcements in the menu, the following page will open.

The screenshot shows a web browser window displaying the 'Announcements' page for 'Policing Practice'. The page title is 'Announcements' and it indicates '(viewing announcements from the last 365 days)'. There are navigation buttons at the top: ADD, MERGE, REORDER, OPTIONS, PERMISSIONS, LINK, and HELP. A sidebar on the left contains navigation options: Overview, Announcements (selected), Resources, Site Info, Statistics, Pools, and Help. The main content area shows 'Viewing 1 - 2 of 2 items' and a table of announcements.

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Please note - All second year students Edit	LUNI VERMEULEN	18-Aug-2018 11:01	site			<input type="checkbox"/>
Exam guidelines Edit	LUNI VERMEULEN	18-Aug-2018 11:00	site			<input type="checkbox"/>

Buttons: Update, Cancel

To read an announcement, click on the subject of the announcement.

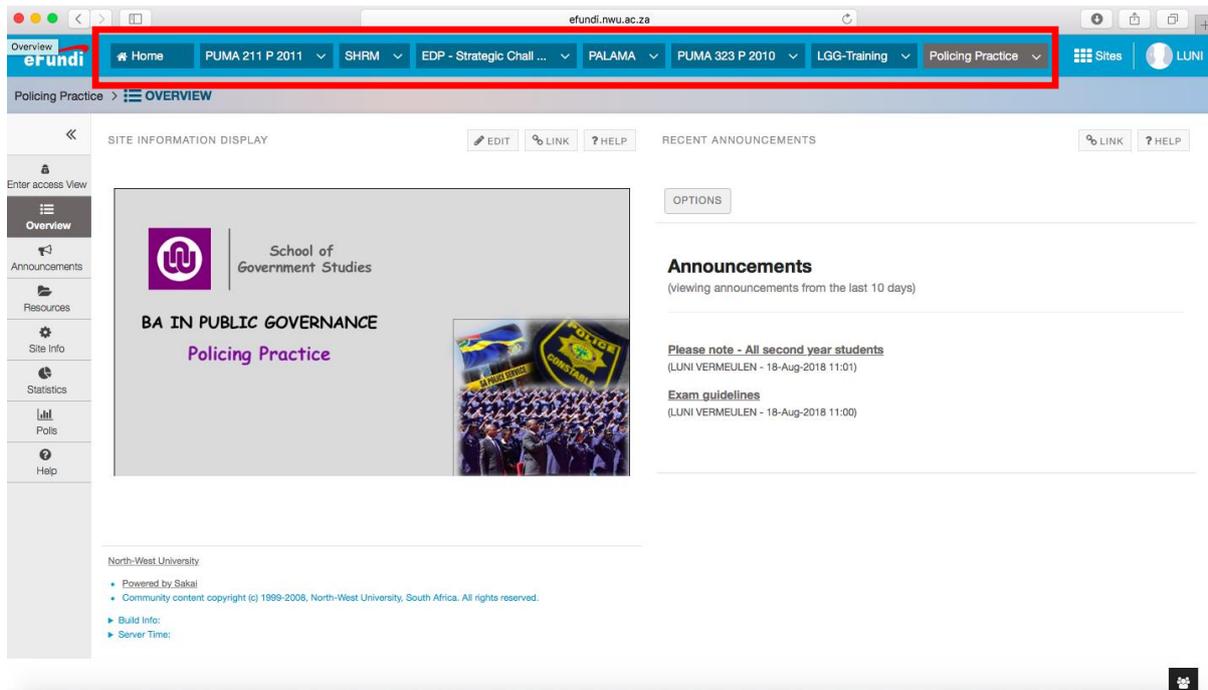
This screenshot is identical to the previous one, showing the 'Announcements' page. The link 'Please note - All second year students' in the first row of the table is highlighted with a red rectangular box.

Please note: Only lecturers can post announcements.

4. To open a module site

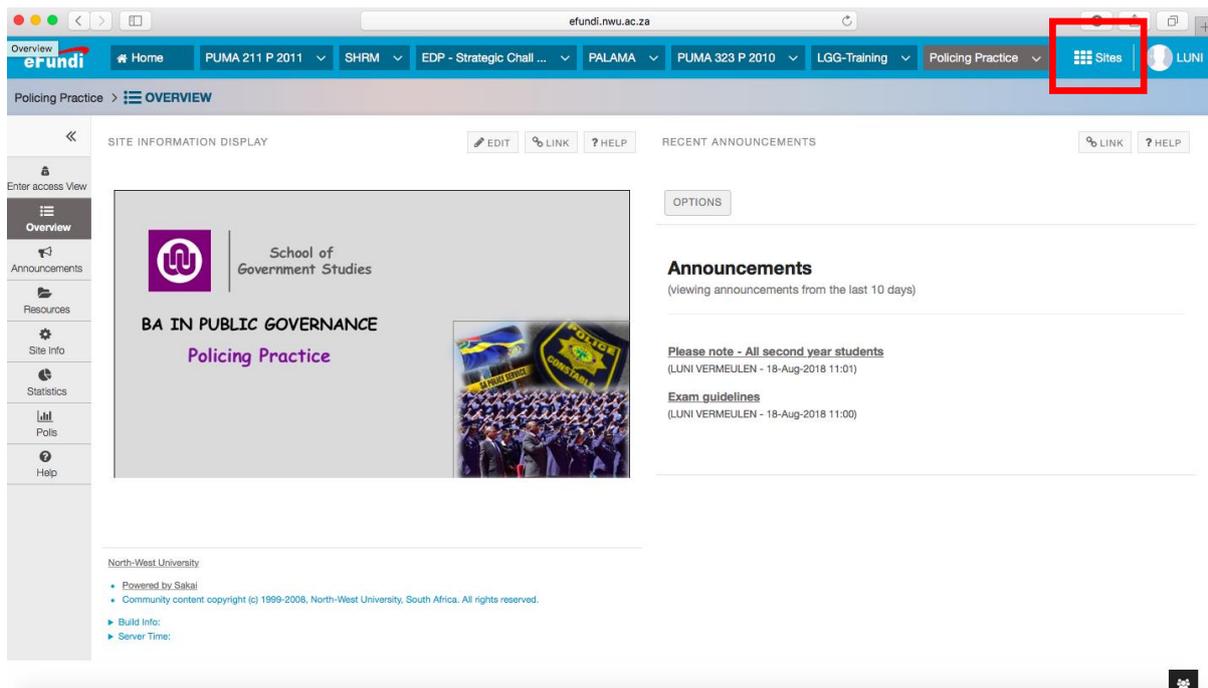
Whether you are on the eFundi home page, the Programme Site or any other page, you access the module sites via the tabs at the top of the page.

Click on the module code for the site you wish to access.



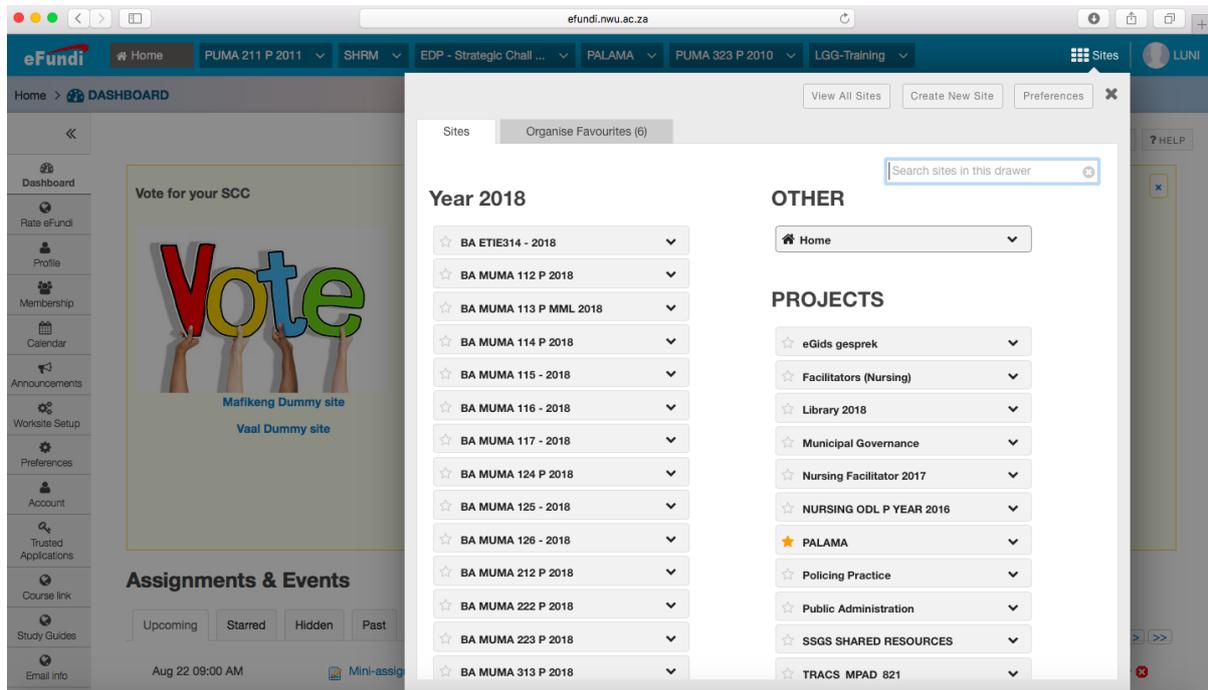
The screenshot shows the eFundi website interface. At the top, there is a navigation bar with several tabs: Home, PUMA 211 P 2011, SHRM, EDP - Strategic Chall..., PALAMA, PUMA 323 P 2010, LGG-Training, and Policing Practice. The 'Policing Practice' tab is highlighted with a red box. Below the navigation bar, the main content area displays the 'Policing Practice' site overview, including the School of Government Studies logo, the text 'BA IN PUBLIC GOVERNANCE Policing Practice', and a photograph of a group of people. On the right side, there is an 'Announcements' section with two entries: 'Please note - All second year students' and 'Exam guidelines', both dated 18-Aug-2018 11:01. A 'Sites' button is visible in the top right corner of the navigation bar.

If your module site does not appear at the tabs at the top of the page, click on [Sites](#).

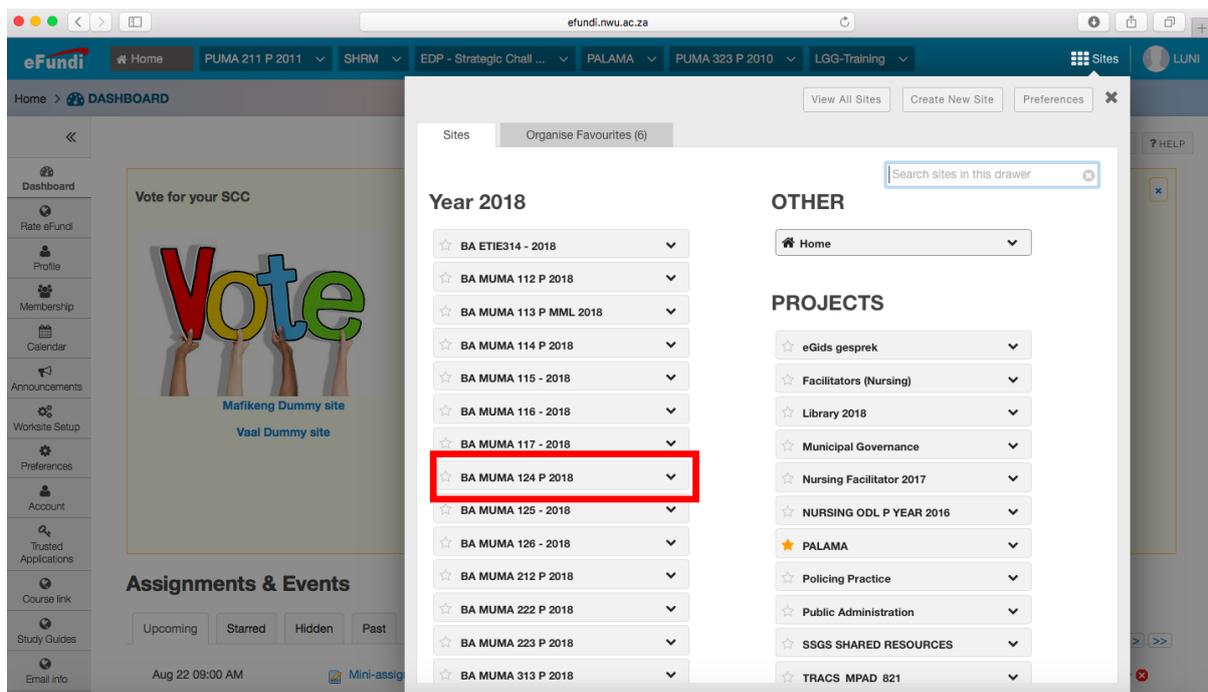


The screenshot shows the eFundi website interface, similar to the previous one. The 'Sites' button in the top right corner of the navigation bar is highlighted with a red box. The rest of the page content, including the 'Policing Practice' site overview and the 'Announcements' section, remains the same as in the previous screenshot.

When you click on Sites, the following page will open.

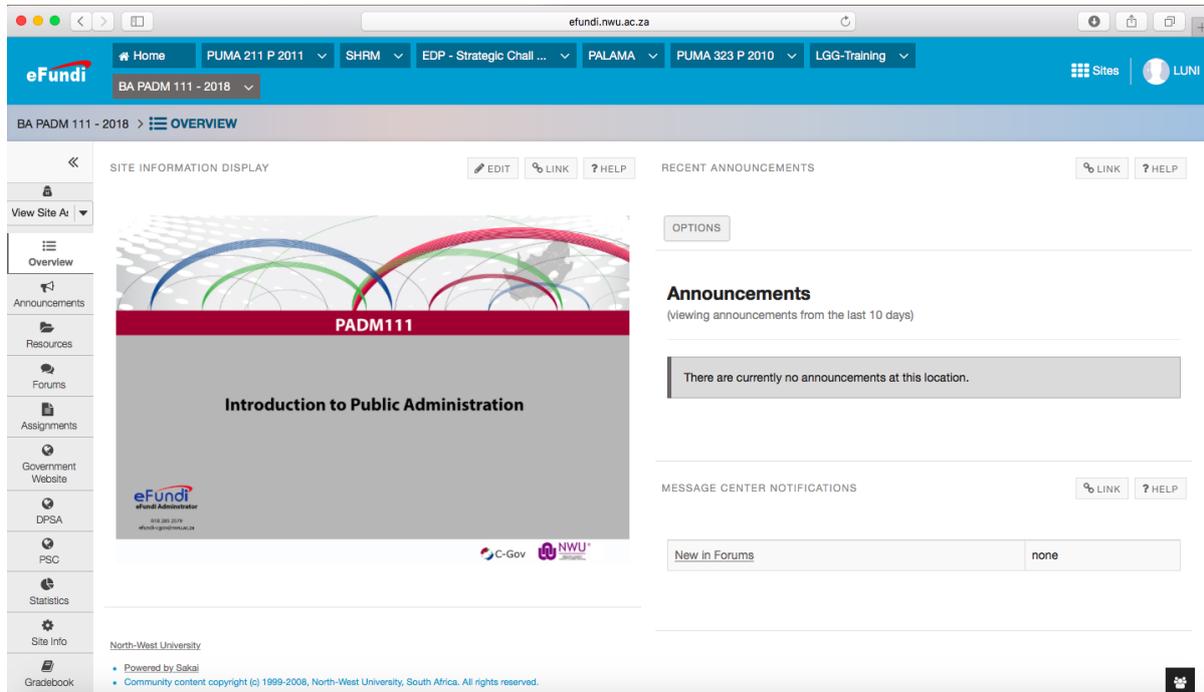


Choose the module code of the site you wish to access (on the left-hand side menu).

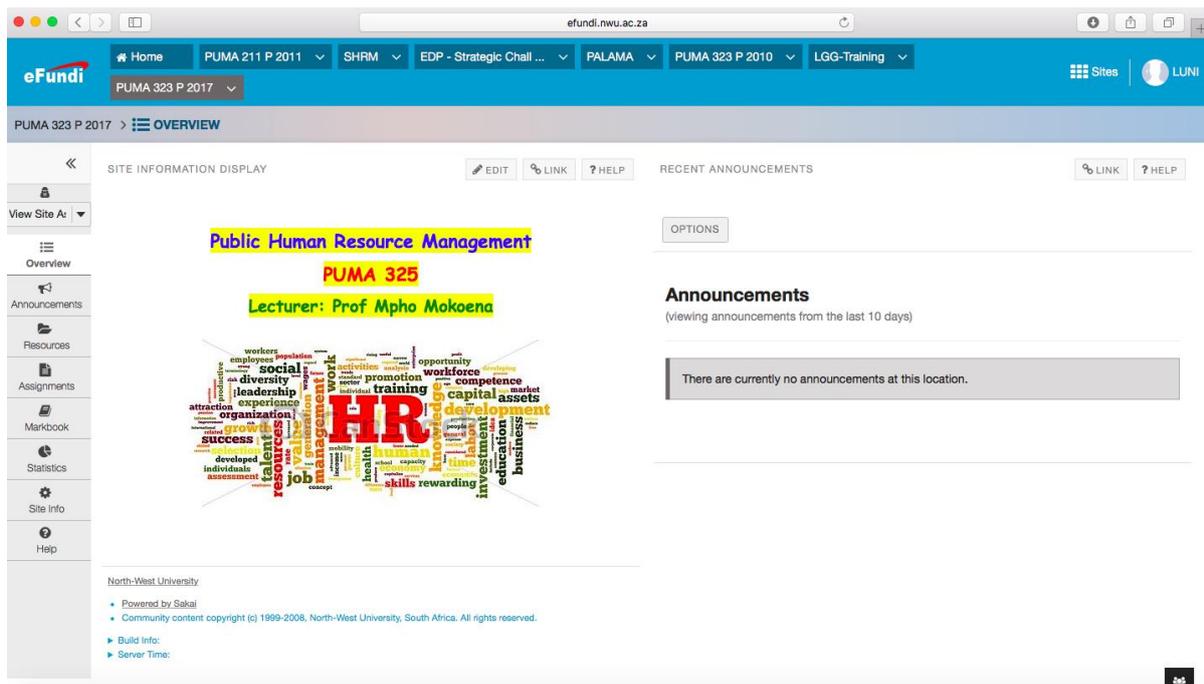


All module sites will open on a home page. Each module site's home page will look different – below are two examples of module home pages.

Example 1



Example 2



The following page will open.

Click on the subject of an announcement to read it.

The screenshot shows the eFundi website interface. The top navigation bar includes the eFundi logo and several dropdown menus for different programs: PUMA 211 P 2011, SHRM, EDP - Strategic Chall..., PALAMA, PUMA 323 P 2010, and LGG-Training. The user is logged in as LUNI. The main content area is titled 'ANNOUNCEMENTS' for 'PUMA 323 P 2017'. A sidebar on the left contains navigation options like 'Exit Student View', 'Overview', 'Announcements', 'Resources', 'Assignments', 'Markbook', 'Site Info', and 'Help'. The 'Announcements' section shows a list of 5 items. The first item, 'Guest lecture - Prof William Gumede', is highlighted with a red box. Below the list is a table with columns: Subject, Saved By, Modified Date, For, Beginning Date, and Ending Date.

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date
Guest lecture - Prof William Gumede	LUNI VERMEULEN	19-Aug-2018 08:32	site	11-Oct-2017 11:40	27-Aug-2018 13:40
Final arrangements - Prof William Gumede lecture	LUNI VERMEULEN	19-Aug-2018 08:32	site	16-Oct-2017 21:00	27-Aug-2018 21:00
Thank you	LUNI VERMEULEN	19-Aug-2018 08:31	site	20-Oct-2017 06:20	27-Aug-2018 06:20
William Gumede Guest Lecture	LUNI VERMEULEN	19-Aug-2018 08:31	site	13-Oct-2017 11:10	27-Aug-2018 11:10
Mail & Guardian article - Prof William Gumede	LUNI VERMEULEN	19-Aug-2018 08:30	site	30-Oct-2017 15:30	27-Aug-2018 15:30

6. To access your assignments, click on Assignments in the menu (on the left-hand side).

The screenshot shows the eFundi website interface for 'BA PUMA 325 P 2018'. The top navigation bar is similar to the previous screenshot. The user is logged in as LUNI. The main content area is titled 'OVERVIEW' for 'BA PUMA 325 P 2018'. A sidebar on the left contains navigation options like 'View Site As', 'Overview', 'Announcements', 'Resources', 'Assignments', 'Messages', 'Markbook', 'Forums', 'Statistics', 'Site Info', and 'Help'. The 'Assignments' menu item is highlighted with a red box. The main content area features a large banner for 'PUMA325 Strategic Public Human Resource Management'. Below the banner, there are sections for 'Announcements' (viewing announcements from the last 10 days), 'PUMA325 Formative Assignment' (RHYNO VAN DER SCHYFF - 13-Aug-2018 12:07), and 'MESSAGE CENTER NOTIFICATIONS'. A table shows 'New Messages' and 'New In Forums' both as 'none'.

Message Center Notifications	Count
New Messages	none
New In Forums	none

The following page will open.

The screenshot shows the eFundi 'Assignment List' page. The page header includes the eFundi logo and navigation tabs for various programs like PUMA 211 P 2011, SHRM, EDP - Strategic Chall..., PALAMA, PUMA 23 P 2010, and LGG-Training. The current page is for PUMA 323 P 2017. The main content area is titled 'Assignment List' and contains a table of assignments. A red box highlights the 'Assignment Title' column, which includes 'E-tivity 1', 'E-tivity 2', 'E-tivity 3', and 'Individual Research Assignment'. Blue boxes and arrows point to the 'Assignment names' (Assignment Title), 'Due date' (Due), and 'Status' (Not Started) columns. The table also includes 'Open' and 'Due' columns with specific dates and times.

Assignment Title	Status	Open	Due
E-tivity 1	Not Started	17-Jul-2017 11:55	01-Aug-2017 23:55
E-tivity 2	Not Started	17-Jul-2017 12:00	14-Aug-2017 23:55
E-tivity 3	Not Started	17-Jul-2017 12:00	19-Sep-2017 23:55
Individual Research Assignment	Not Started	17-Jul-2017 08:00	19-Sep-2017 23:55

Indicate whether you have started with the assignment or not

Date from which the assignment is available to access

To access an assignment, click on the title of the assignment.

The paperclip indicates that an attachment is included in the assignment instructions

Assignment Title	Status	Open	Due
E-tivity 1	Not Started	17-Jul-2017 11:55	01-Aug-2017 23:55
E-tivity 2	Not Started	17-Jul-2017 12:00	14-Aug-2017 23:55
E-tivity 3	Not Started	17-Jul-2017 12:00	19-Sep-2017 23:55
Individual Research Assignment	Not Started	17-Jul-2017 08:00	19-Sep-2017 23:55

The assignment and the instructions will open.

Assignment instructions

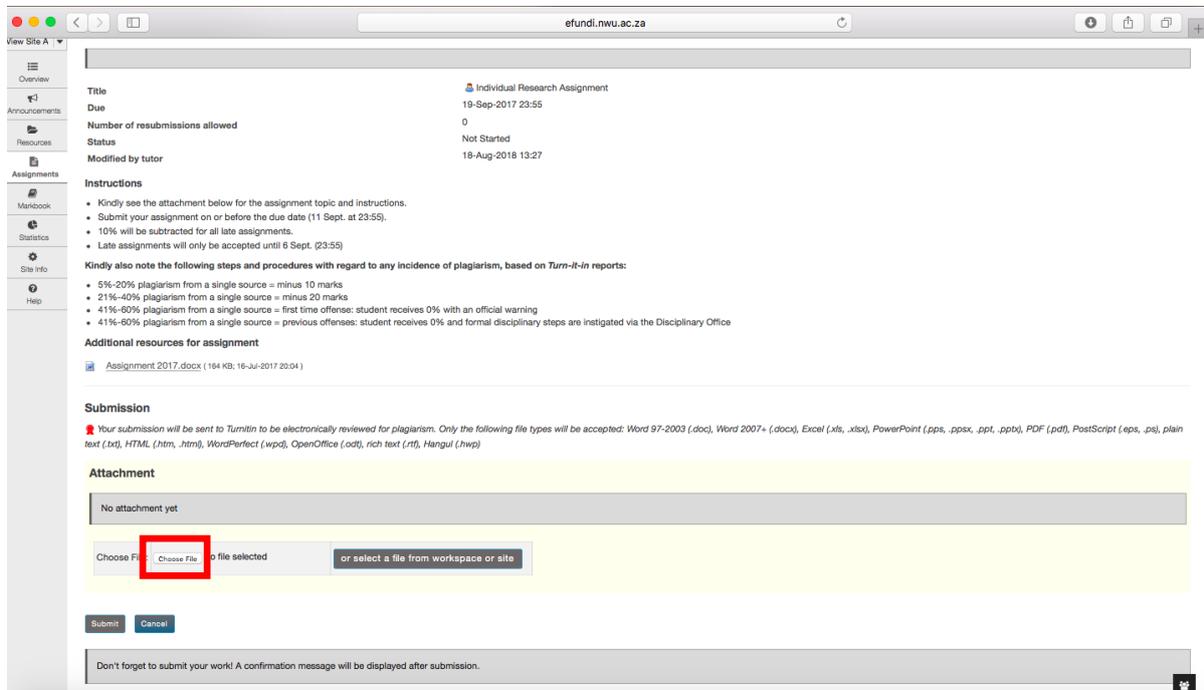
Assignment name

Due date

The attachment should be opened before you do the assignment

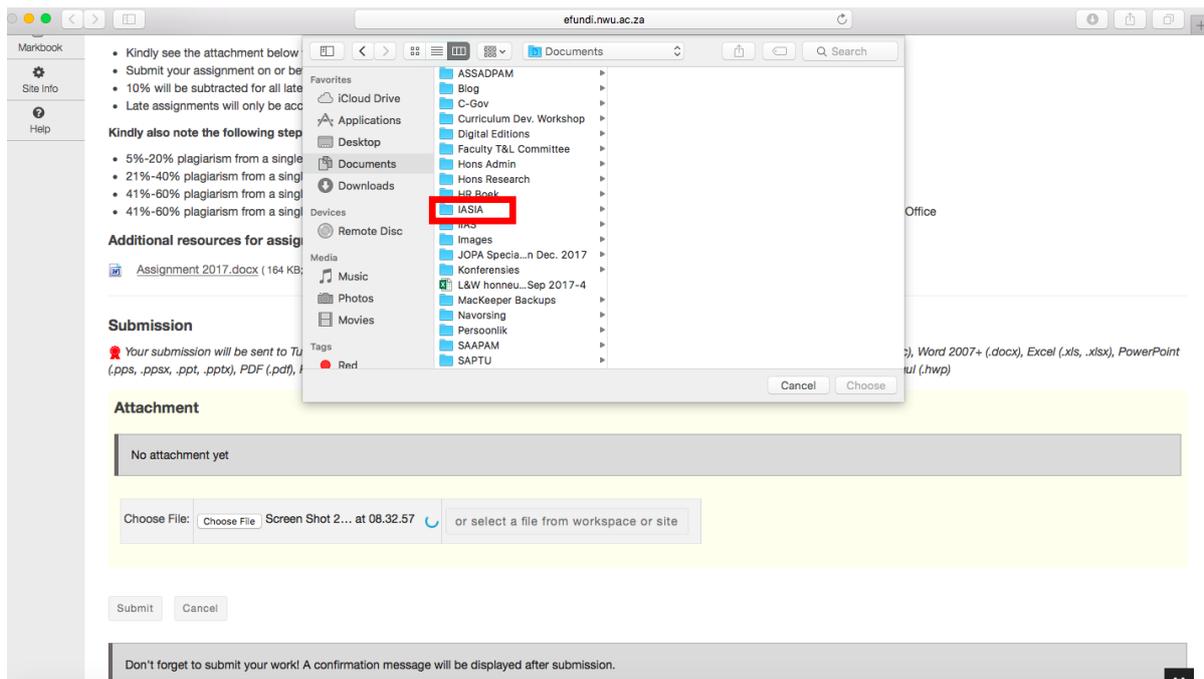
7. To upload your completed assignment to eFundi.

After you have completed your assignment in Microsoft Word, access the assignment again on eFundi and click on **Choose File**.

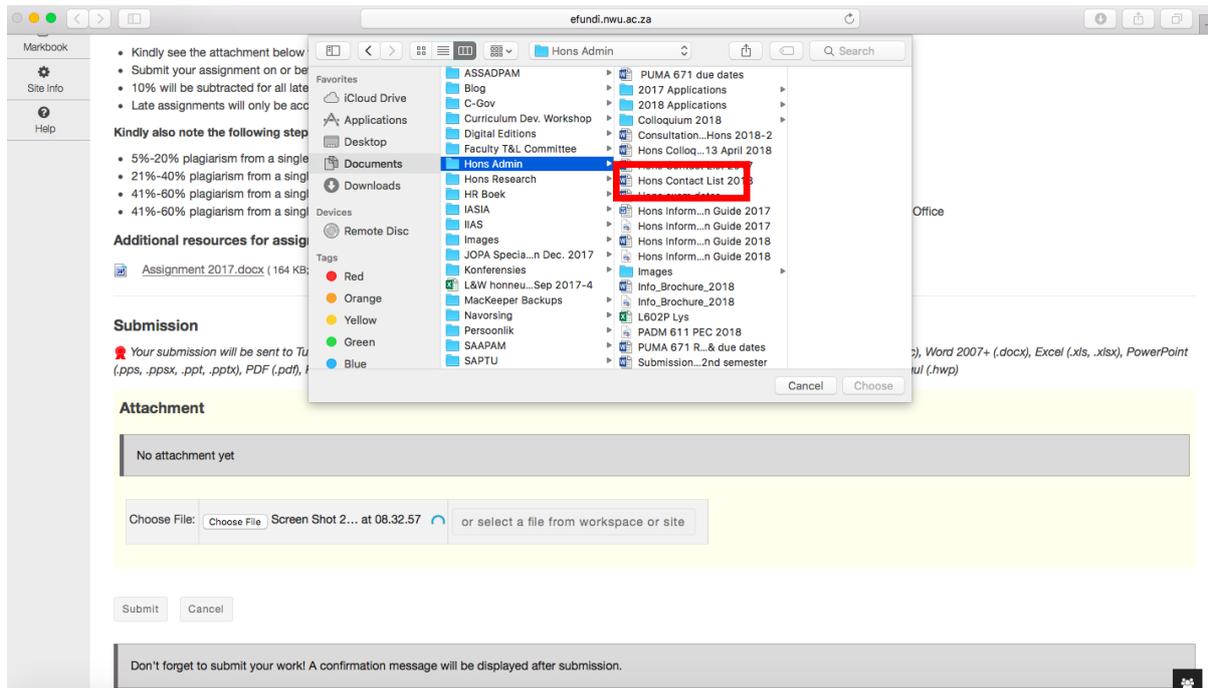


The following page will open.

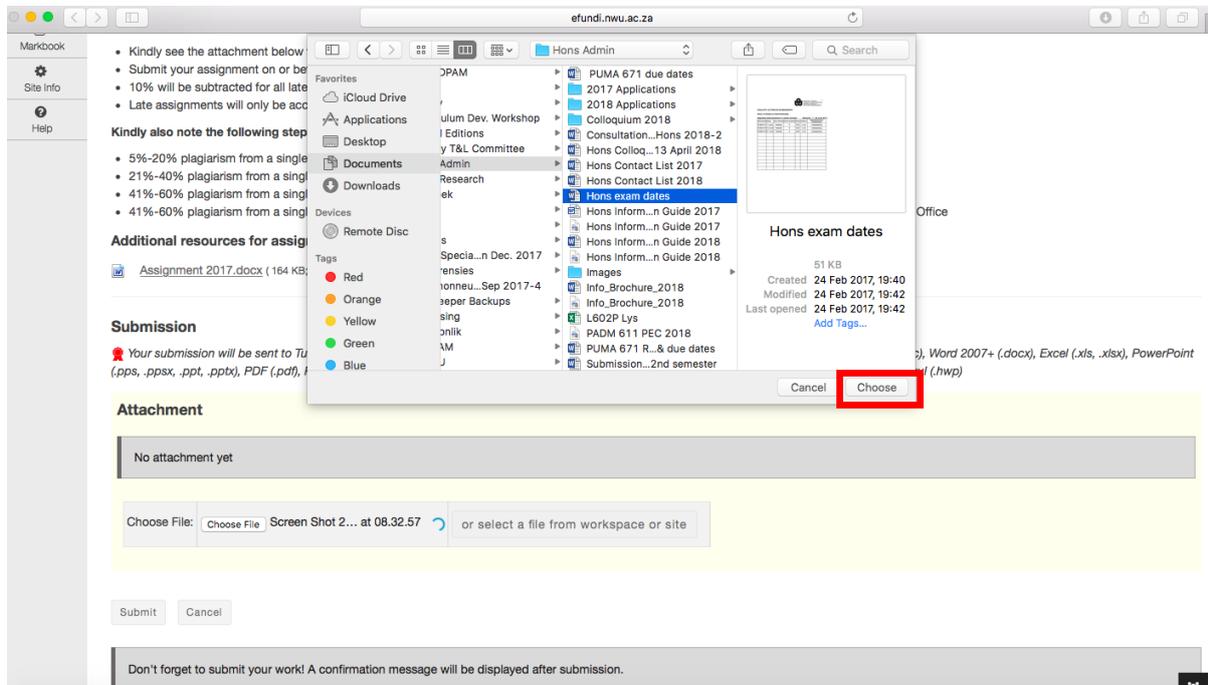
Click on the **folder** where you have saved your assignment.



Choose the file name under which you saved your assignment.



Click on Choose/Insert to upload your file (assignment) to eFundu.



The uploaded file (your assignment) will now appear on the assignment page as an attachment.

efundi.nwu.ac.za

Kindly also note the following steps and procedures with regard to any incidence of plagiarism, based on *Turn-it-in* reports:

- 5%-20% plagiarism from a single source = minus 10 marks
- 21%-40% plagiarism from a single source = minus 20 marks
- 41%-60% plagiarism from a single source = first time offense: student receives 0% with an official warning
- 41%-60% plagiarism from a single source = previous offenses: student receives 0% and formal disciplinary steps are instigated via the Disciplinary Office

Additional resources for assignment

[Assignment 2017.docx](#) (164 KB; 16-Jul-2017 20:04)

Submission

Your submission will be sent to Turnitin to be electronically reviewed for plagiarism. Only the following file types will be accepted: Word 97-2003 (.doc), Word 2007+ (.docx), Excel (.xls, .xlsx), PowerPoint (.pps, .ppsx, .ppt, .pptx), PDF (.pdf), PostScript (.eps, .ps), plain text (.txt), HTML (.htm, .html), WordPerfect (.wpd), OpenOffice (.odt), rich text (.rtf), Hangul (.hwp)

Attachment

[Submission dates - 2nd semester.docx](#) (14 KB; 19-Aug-2018 09:11) [Remove](#)

Don't forget to submit your work! A confirmation message will be displayed after submission.

North-West University
• Powered by Sakai
• Community content copyright (c) 1999-2008, North-West University, South Africa. All rights reserved.
► Build Info:
► Server Time:

The final step to upload your assignment – click on **Submit**.

efundi.nwu.ac.za

Kindly also note the following steps and procedures with regard to any incidence of plagiarism, based on *Turn-it-In* reports:

- 5%-20% plagiarism from a single source = minus 10 marks
- 21%-40% plagiarism from a single source = minus 20 marks
- 41%-60% plagiarism from a single source = first time offense: student receives 0% with an official warning
- 41%-60% plagiarism from a single source = previous offenses: student receives 0% and formal disciplinary steps are instigated via the Disciplinary Office

Additional resources for assignment

[Assignment 2017.docx](#) (164 KB; 16-Jul-2017 20:04)

Submission

Your submission will be sent to Turnitin to be electronically reviewed for plagiarism. Only the following file types will be accepted: Word 97-2003 (.doc), Word 2007+ (.docx), Excel (.xls, .xlsx), PowerPoint (.pps, .ppsx, .ppt, .pptx), PDF (.pdf), PostScript (.eps, .ps), plain text (.txt), HTML (.htm, .html), WordPerfect (.wpd), OpenOffice (.odt), rich text (.rtf), Hangul (.hwp)

Attachment

[Submission dates - 2nd semester.docx](#) (14 KB; 19-Aug-2018 09:11) [Remove](#)

Don't forget to submit your work! A confirmation message will be displayed after submission.

North-West University
• Powered by Sakai
• Community content copyright (c) 1999-2008, North-West University, South Africa. All rights reserved.
► Build Info:
► Server Time:

The following page will appear, indicating that your assignment was successfully submitted.

The screenshot shows the eFundi interface for a submission confirmation. The page title is "Submission Confirmation" and it contains a green checkmark icon followed by the text: "You have successfully submitted your work. You will receive an email confirmation containing this information." Below this, the submission details are listed: User: LUNI VERMEULEN (21081654), Class site: PUMA 323 P 2017, Assignment: Individual Research Assignment, Submission ID: 62bc7a70-2254-4dd9-887e-99fd5ad11491, Submitted on: 19-Aug-2018 09:16, and History: Sun Aug 19 09:16:11 SAST 2018 LUNI VERMEULEN (21081654) submitted. A blue arrow points from a text box below to the confirmation message. The left-hand navigation menu includes options like Overview, Announcements, Resources, Assignments, Markbook, Site Info, and Help. The footer includes "North-West University" and "Powered by Sakai".

If this message does not appear, it means something went wrong and your assignment did not successfully upload to eFundi. Contact the eFundi Helpdesk for assistance.

8. To open resources.

Select Resources in the menu (on the left-hand side).

The screenshot shows the eFundi website interface. The top navigation bar includes 'Home', 'PUMA 211 P 2011', 'SHRM', 'EDP - Strategic Chall ...', 'PALAMA', 'PUMA 323 P 2010', and 'LGG-Training'. The user is logged in as 'LUNI'. The main content area is titled 'BA PADM 111 - 2018 > RESOURCES'. Below this, there are tabs for 'SITE RESOURCES', 'TRASH', 'TRANSFER FILES', 'PERMISSIONS', 'OPTIONS', and 'CHECK QUOTA'. A breadcrumb trail shows 'All site files > / BA PADM 111 - 2018 Resources'. A table lists various resources, with 'Power Point Presentation' highlighted by a red box. The table columns are 'Title', 'Access', 'Created By', 'Modified', and 'Size'.

Title	Access	Created By	Modified	Size
BA PADM 111 - 2018 Resources				
Additional Reading	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	14 Items
Day Programme	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	1 item
Examination	Entire site	RHYNO VAN DER SCHYFF	29-Mar-2018 10:40	2 Items
Formative Assignment	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	1 item
Group Work	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	1 item
Power Point Presentation	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	1 item
Reader	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	0 items
Study Guide	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	1 item
PADM111.jpg	Entire site	RHYNO VAN DER SCHYFF	08-Jan-2018 12:08	183.1 KB

All the files that are saved under the folder you chose will appear.

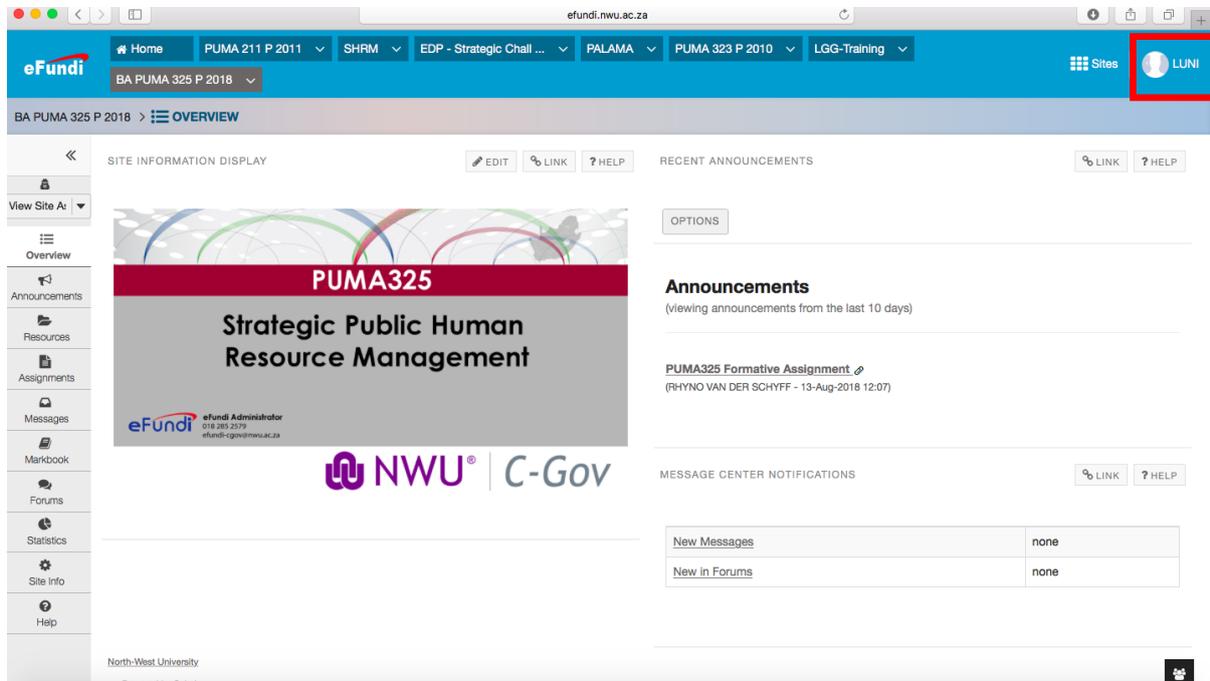
Click on the file of the file you wish to open.

The screenshot shows the eFundi website interface. The top navigation bar includes 'Home', 'PUMA 211 P 2011', 'SHRM', 'EDP - Strategic Chall ...', 'PALAMA', 'PUMA 323 P 2010', and 'LGG-Training'. The user is logged in as 'LUNI'. The main content area is titled 'PUMA 323 P 2017 > RESOURCES'. Below this, there are tabs for 'SITE RESOURCES', 'TRASH', 'TRANSFER FILES', and 'CHECK QUOTA'. A breadcrumb trail shows 'All site files > / PUMA 323 P 2017 Resources / Power Point Presentations'. A table lists various resources, with 'Study unit 3' highlighted by a red box. The table columns are 'Title', 'Access', 'Created By', 'Modified', and 'Size'.

Title	Access	Created By	Modified	Size
Power Point Presentations				
Administrative and Assessment Arrangements	Entire site	LUNI VERMEULEN	23-Jul-2017 07:28	1.6 MB
Study unit 1	Entire site	LUNI VERMEULEN	02-Aug-2017 21:43	2.3 MB
Study unit 2	Entire site	LUNI VERMEULEN	02-Aug-2017 21:43	645 KB
Study unit 3	Entire site	LUNI VERMEULEN	02-Aug-2017 21:43	1.3 MB
Study unit 4	Entire site	LUNI VERMEULEN	08-Aug-2017 08:06	1.3 MB
Study unit 5	Entire site	LUNI VERMEULEN	08-Aug-2017 08:07	1.5 MB
Study unit 6	Entire site	LUNI VERMEULEN	04-Sep-2017 23:05	1.5 MB
Study unit 7	Entire site	LUNI VERMEULEN	05-Sep-2017 10:38	1.4 MB
Study unit 8	Entire site	LUNI VERMEULEN	14-Oct-2017 12:22	1.2 MB

9. To logout from eFundi

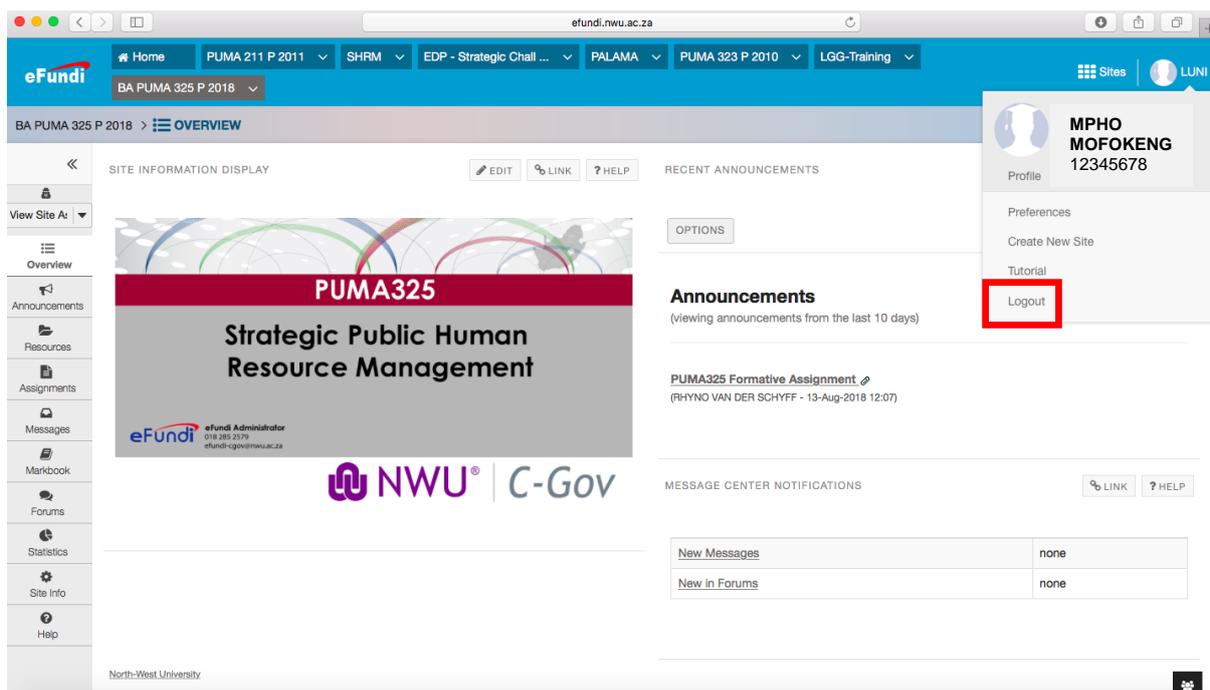
Click on your name in the right-hand corner.



The screenshot shows the eFundi website interface. The top navigation bar includes the eFundi logo, a home button, and several dropdown menus for course selection: PUMA 211 P 2011, SHRM, EDP - Strategic Chall..., PALAMA, PUMA 323 P 2010, and LGG-Training. A 'Sites' button is visible on the right, and the user's name 'LUNI' is displayed next to it, enclosed in a red rectangular box. Below the navigation bar, the page title is 'BA PUMA 325 P 2018 > OVERVIEW'. The main content area features a banner for 'PUMA325 Strategic Public Human Resource Management' with the NWU and C-Gov logos. To the right, there are sections for 'Announcements' and 'MESSAGE CENTER NOTIFICATIONS'.

A menu will open on the right-hand side, under your name.

Click on Logout.



This screenshot shows the same eFundi website as the previous one, but with the user's profile menu open. The user's name 'LUNI' is now replaced by a profile picture and the name 'MPHO MOFOKENG' with the ID '12345678'. The menu options include 'Profile', 'Preferences', 'Create New Site', 'Tutorial', and 'Logout'. The 'Logout' option is highlighted with a red rectangular box. The rest of the page content, including the course banner and announcements, remains the same.