

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: <u>http://41.72.150.20:8080/</u>.
- 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: <u>www.speedtest.net</u>.
- 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: <u>http://distance.nwu.ac.za/downloads</u>. 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: <u>http://efundi.nwu.ac.za/portal/</u>

The following page will open.



Click on Login





Once y	vou have logged in to	eFundi, the following page will open	This picture/ message will change from time-to-time	
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1. To access your study guide, click on <u>Study Guides</u> (in the menu on the left-hand side)



The following page will open.

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

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2. To access the programme site, click on <u>Sites</u>.

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Click on the <u>Policing Practice</u> tab (on the right-hand side menu).

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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 announcements can also be accessed via the menu.

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



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

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

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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.



If your module site does not appear at the tabs at the top of the page, click on <u>Sites</u>.

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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).

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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.

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Statistics								
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Example 1

Example 2

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Whatever the appearance of the home page, the menu will always appear on the left-hand side.



- 5. To read the announcements, follow the same steps as outlined in point 5 above:
 - Click on the subject of the announcement on the home page <u>OR</u>
 - Click on Announcements in the menu (on the left-hand side)

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Click on the subject of an announcement to read it.

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	<u> <u> Guest lecture - Prof William Gumede</u> </u>	LUNI VERMEULEN	19-Aug-2018 08:32	site	11-Oct-2017 11:40	27-Aug-2018 13:40
Help	% 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
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6. To access your assignments, click on <u>Assignments</u> in the menu (on the left-hand side).

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



The assignment and the instructions will open.

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Resources	Status	Not Started			
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<i></i>	 Kindly can the auchment below for the secondart tor 	ic and instructions			
Markbook	 Submit your assignment on or before the due date (11 S 	Sept. at 23:55).			
Statistics	 10% will be subtracted for all late assignments. 				
0	 Late assignments will only be accepted until 6 Sept. (23) 	:55)			
Site Info	Kindly also note the following steps and procedures with	th regard to any incidence of plagiarism, base	d on Turn-it-in reports:		
0	 5%-20% plagiarism from a single source = minus 10 million 21%-40% plagiarism from a single source = minus 20 million 	arks			
Help	 41%-60% plagiarism from a single source = first time of 	ffense: student receives 0% with an official warni	ng		
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7. To upload your completed assignment to eFundi.

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To read a resource, click on a <u>folder</u> title, e.g. Power point Presentations.

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