

MyModules

Student

Quick User Guide



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Purpose of this Guide

The contents of this Guide are to provide an outline of the myUNISA site. This Guide will assist in preparing you for tuition/learning on this site. This Guide does not give the details of each tool. For more information about each tool, e.g., Announcements, Lessons, Quiz, etc., consult the open course site: <https://dtls-qa.unisa.ac.za/course/view.php?id=32130>

myUnisa includes the following features:

myModules Landing Page (Dashboard):

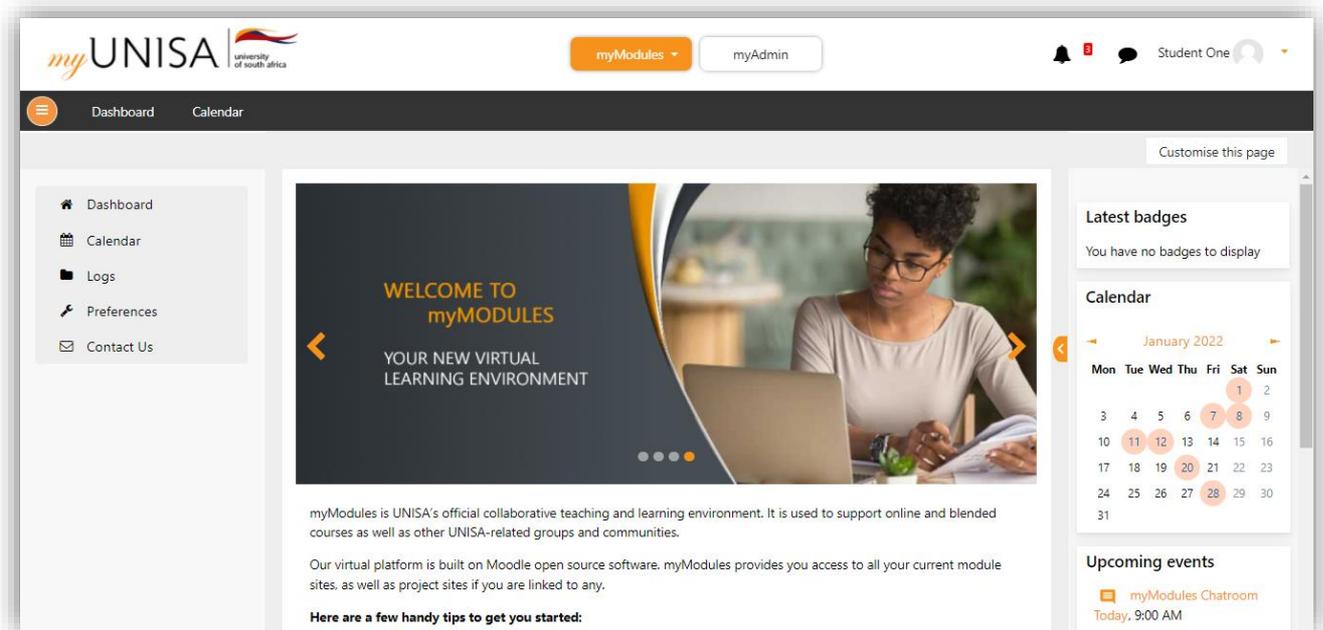


Figure 0-1

Once you have successfully logged in to the myUNISA site, you will be presented with the Home screen, which we refer to as your Dashboard. The Dashboard displays essential information. It has four main sections:

1. Top Navigation
2. Lefthand Navigation
3. Middle Navigation
4. Righthand Navigation

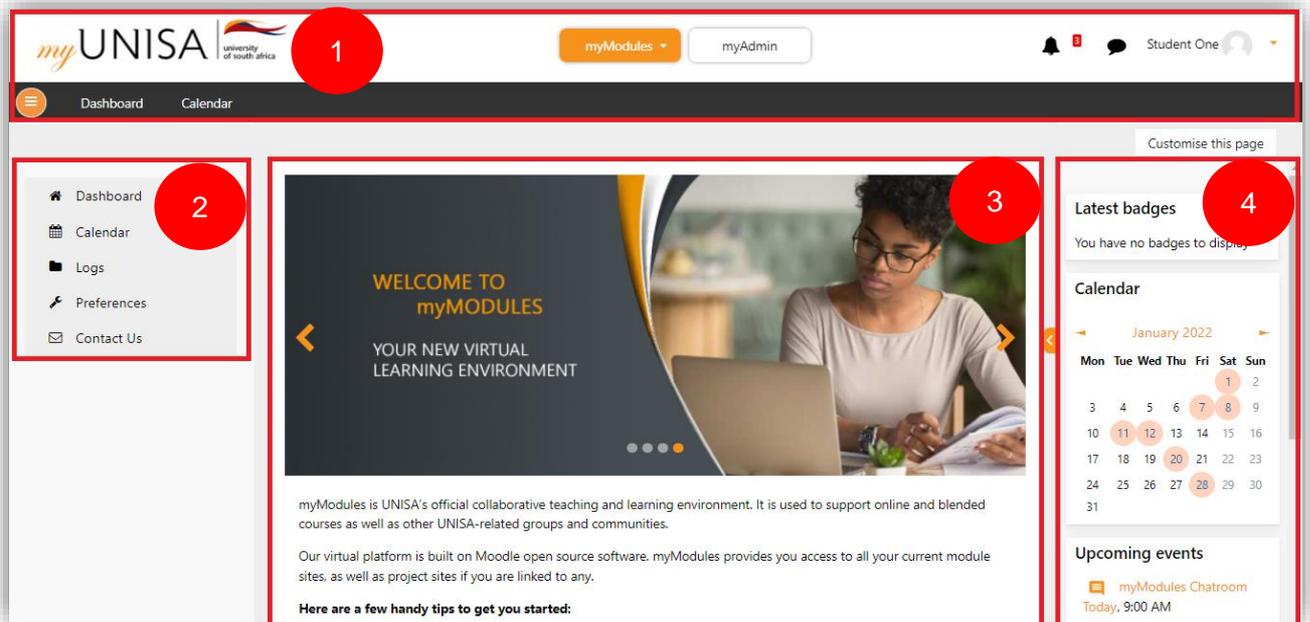


Figure 0-2

1. Top Navigation:

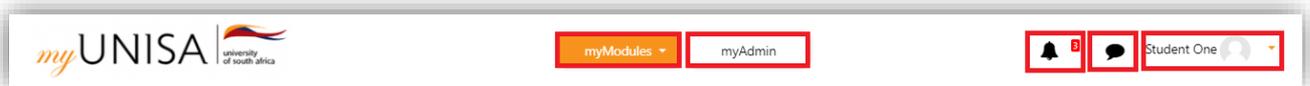


Figure 1-1

Note: We move from left to right when viewing the above screen.

- **myModules (Dropdown menu):** This drop-down menu will provide you with a list of all the courses/modules you are enrolled in. (By clicking on a module, you will be directed to the course page of the selected module.
- **myAdmin:** By clicking on this tile, you will be directed to your personal space within the myUNISA site. Here is where you would store content for your courses.

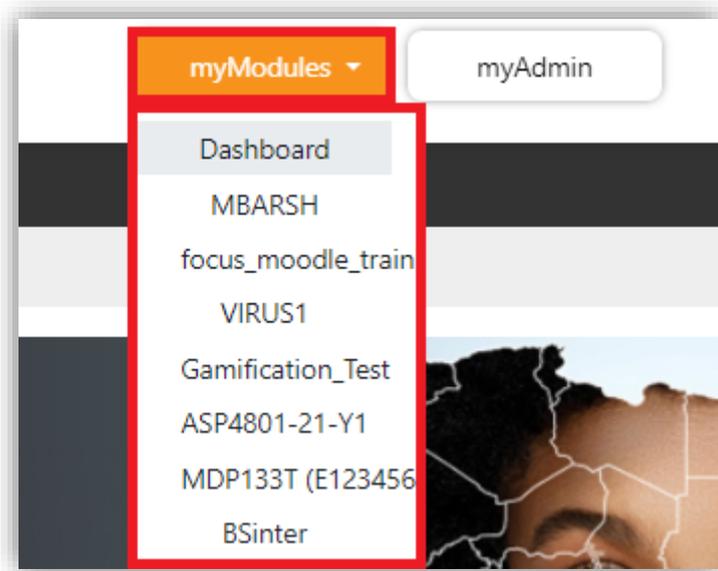


Figure 1-2

- **Notification Icon:** This is where you will find all your notifications regarding the site, modules, marking, etc.
- **Chat Icon:** By clicking on this icon, you will be presented with your myUNISA chat page. This is where all your chats between yourself and colleagues/students will be located.
- **Personal Profile Drop-down:** This drop-down consists of a few functionalities:

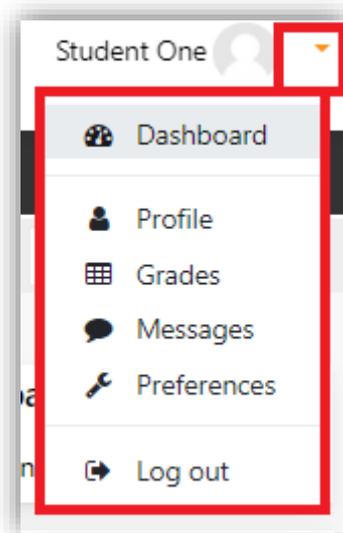


Figure 1-3

- **Dashboard:** Navigation option, directly back to your Dashboard
- **Profile:** This functionality is where you will navigate to view your profile.
- **Grades:** This is where you will find all your modules and the respective grades for them.
- **Messages:** Another way to check your chat messages.

- **Preferences:** This functionality allows you to personalize the myUNISA site accordingly.
- **Log out:** This is where you navigate to log out once you have completed a session within the myUNISA site.

2. Lefthand navigation:

Note: The Dashboard and Calendar options within the black taskbar are additional navigation functionality.

Note: The Icon (highlighted in the above screen) with the 3 horizontal lines is a functionality that allows you to expand or collapse the lefthand navigation panel.

- **Dashboard:** Another option to navigate directly back to your Dashboard.
- **Calendar:** By clicking on this, it will direct you to a full-screen Calendar with all the related functionalities.
- **Preferences:** This is an added option to navigate to the Preferences page, whereby you can personalize your interaction with the myUNISA site.
- **Contact Us:** This provides you with the relevant contact details, such as the contact number and contact email address needed to get into contact with UNISA support.

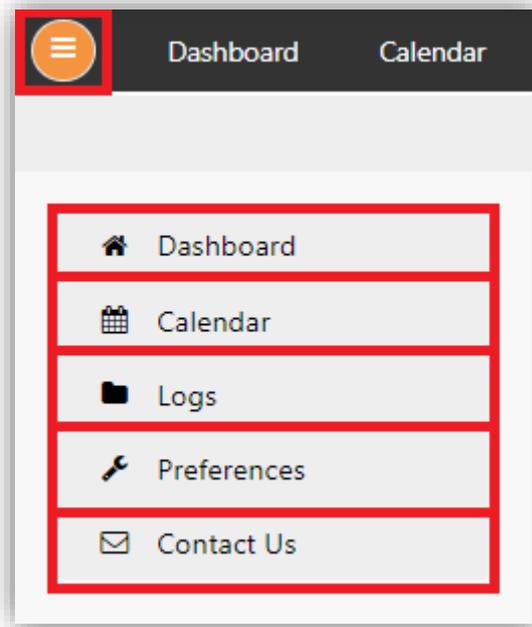


Figure 2-1

3. Middle Navigation:

- **Welcome to myModules (Sliding banners):** Modern, easy-to-use interface.



Figure 3-1

- **Handy Tips:** This section displays tips to assist users with navigating through the myUNISA site.

Here are a few handy tips to get you started:

1. Find all your modules under the myModules menu above the dark grey banner.
2. By clicking on your name in the top right-hand corner you can:
 - Access your profile, grades, preferences and messages is available.
 - Log out

Click here to access the [myModules user guide](#)

Figure 3-2

- **Modules Overview:** This is where you will see your enrolled modules.
- **Progress trackers:** These are small progress bars below the Modules displayed, which showcase your progress with completing the Modules in a percentage format.

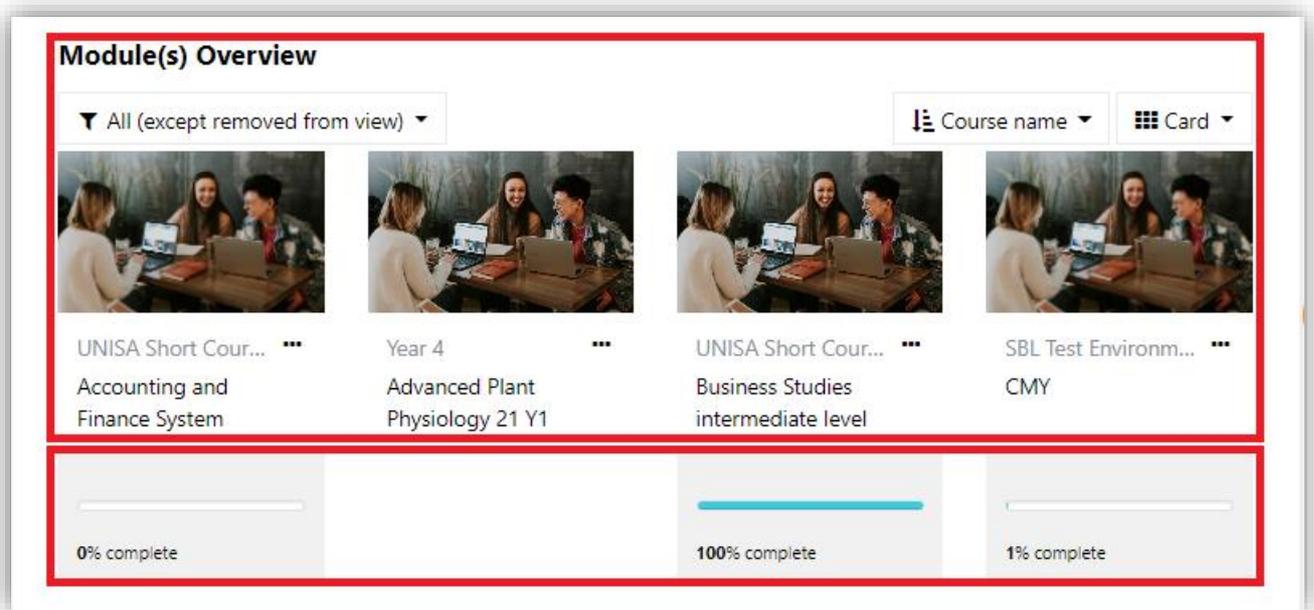


Figure 3-3

- **Gamification:** This section is an added functionality used to track your progress for your modules and give you a score (scored in XP - Experience points). You will be ranked according to your XP. The more XP you gain, the higher your rank.

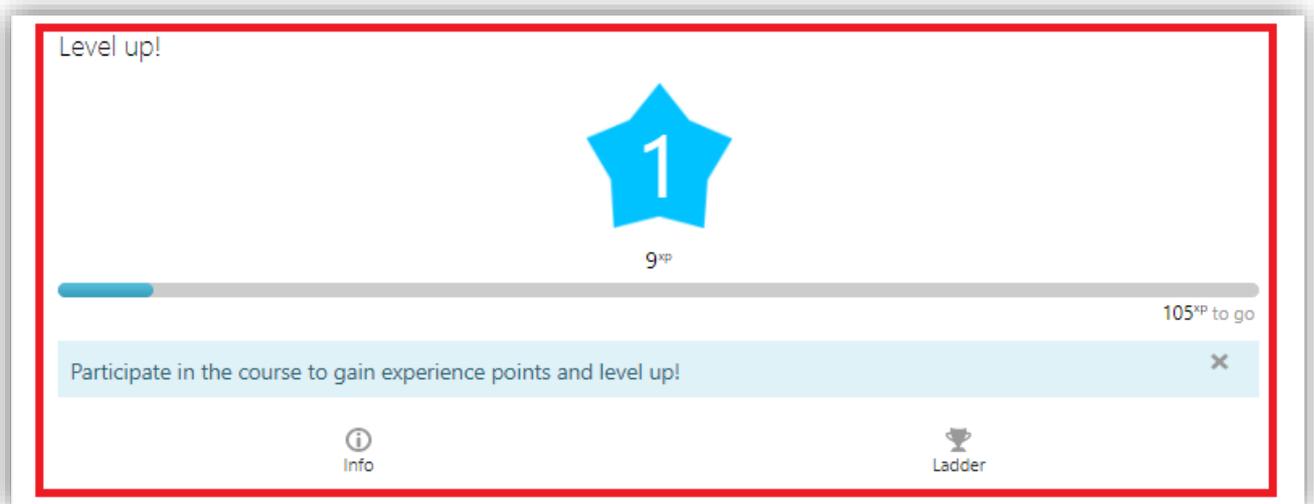


Figure 3-4

4. Righthand navigation:

- **Badges:** This is where you will view any Badges that your Lecturer has awarded you.
- **Calendar:** This is where you get a minimized view of the calendar.
- **Upcoming Events:** This section displays all the upcoming events that have been added to the Calendar. It shows the date and time for all the listed events.

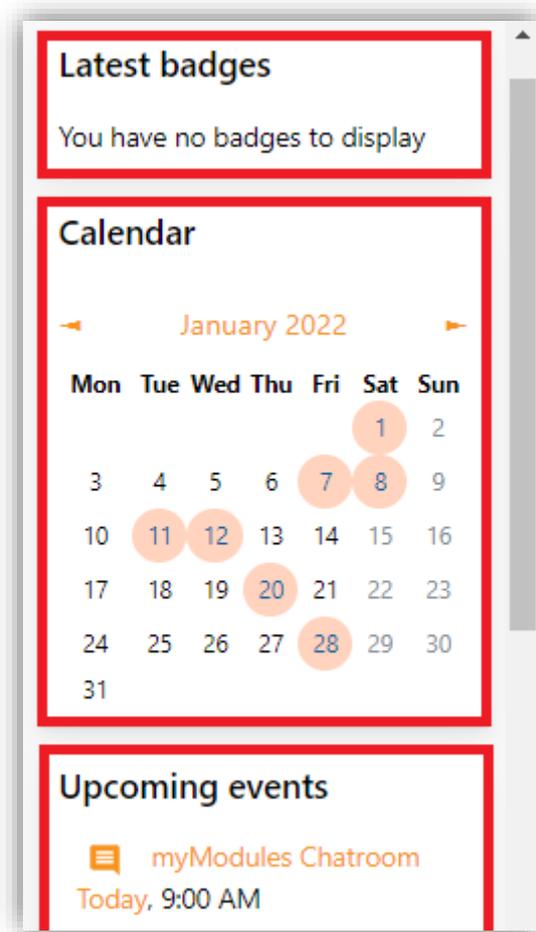


Figure 4-1

Module Site (Course Page):

To navigate to a Course Page/Module Site from your Dashboard, you will need to click on the myModules drop-down and select a Module of your choice. Once you have, you will then be directed to the module site chosen.

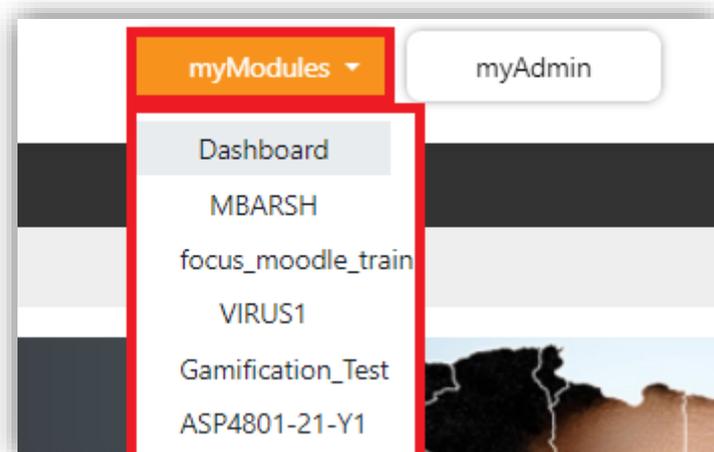


Figure 0-1

You will see that it is divided into four (4) different sections once again:

5. Top Navigation
6. Lefthand Navigation
7. Middle Navigation
8. Righthand Navigation

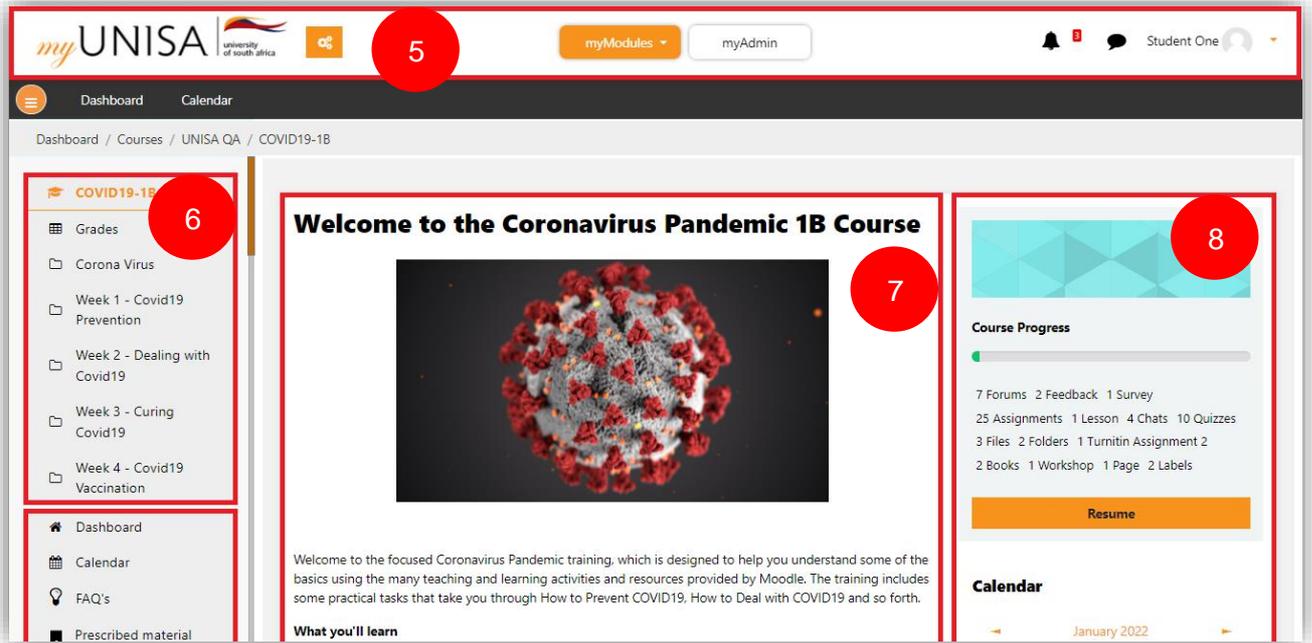


Figure 0-2

5. Top Navigation:



Figure 5-1

Note: We are moving from left to right when viewing the above screen.

- **Course Management:** This tile will direct you to a pop-up whereby you have complete control over how to manage your Course.

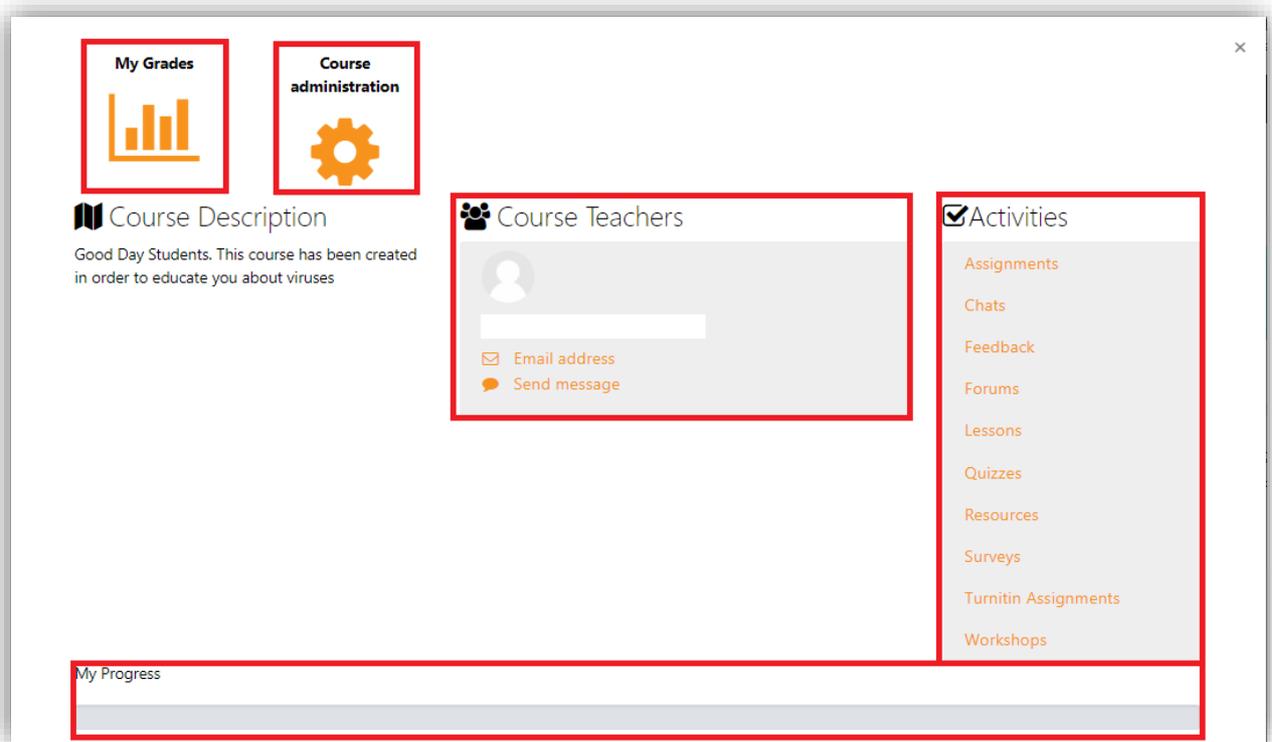


Figure 5-2

- **Turn Edit On:** This tile, when clicked on it, will allow you to add Activities/Resources and edit your Course page.
- **myModules (Dropdown menu):** This drop-down menu will provide you with a list of all the courses/modules you are enrolled in. (By clicking on a module, you will be directed to the course page of the selected module).
- **myAdmin:** By clicking on this tile, you will be directed to your personal space within the myUNISA site. Here is where you would store content for your courses.
- **Notification Icon:** This is where you will find all your notifications regarding the site, modules, marking, etc.
- **Chat Icon:** By clicking on this icon, you will be presented with your myUNISA chat page. This is where all your chats between yourself and colleagues/students will be located.
- **Personal Profile Drop-down:** This drop-down consists of a few functionalities:

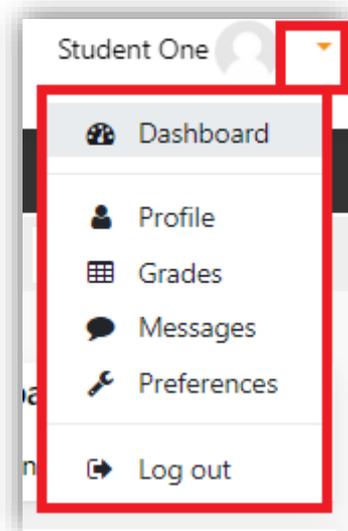


Figure 5-3

- **Dashboard:** Navigation option, directly back to your Dashboard
- **Profile:** This functionality is where you will navigate to changing/updating your user profile.
- **Grades:** This is where you will find all your modules and the respective grades for them.
- **Messages:** Another way to check your chat messages.
- **Preferences:** This functionality allows you to personalize the myUNISA site accordingly.
- **Log out:** This is where you navigate to log out once you have completed a session within the myUNISA site.

6. Lefthand Navigation:

Note: Prescribed Material and Official study material are currently being integrated. Therefore, there will be no action executed when clicked on.

- **Grades:** Once clicked on, you will be presented with the Grade report page, where you can view every participant in the course and their grades for every one of the activities/assessments in the course.
- **List of all Topics:** You will have a complete list of all the topics within the course.
- **Dashboard:** Shortcut to get directly to your Dashboard.
- **Calendar:** Shortcut to go directly to your Calendar.
- **FAQs:** This displays frequently asked questions and can be divided into various categories. General questions/frequently asked questions related to the corresponding module will be available to students.

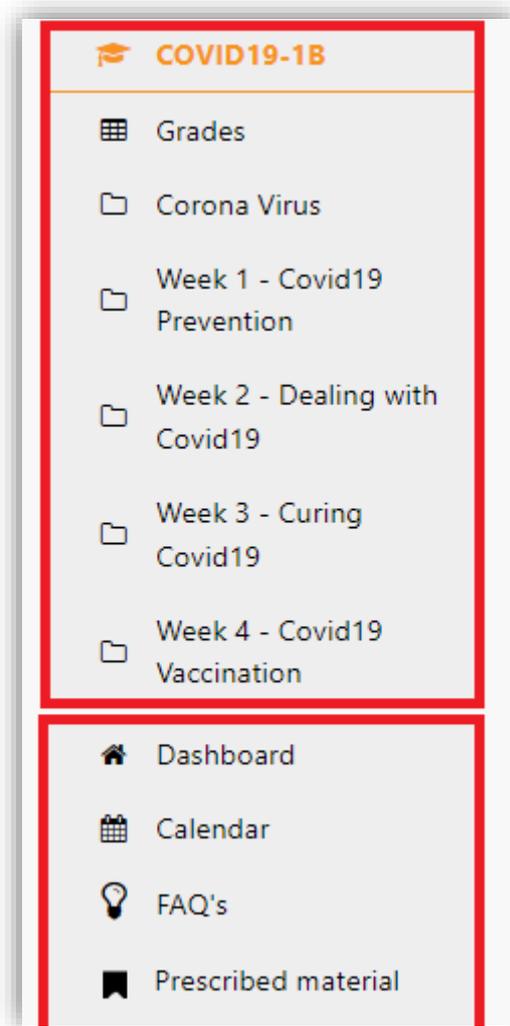
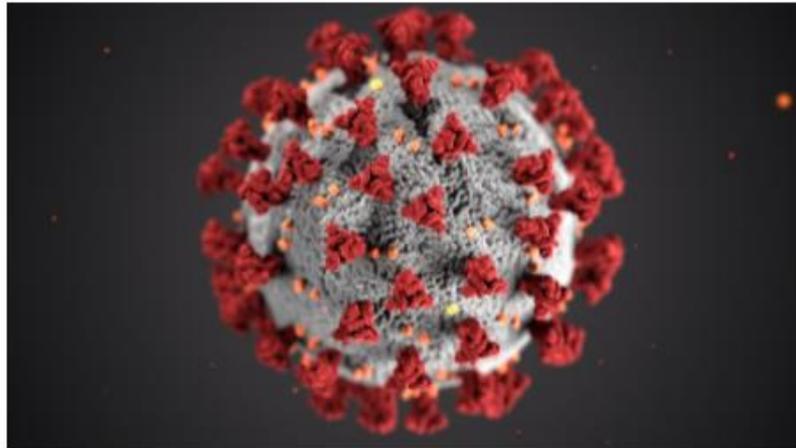


Figure 6-1

7. Middle Navigation:

- **Welcome Message:** This is where you will view the Welcome to the module/course message and/or images and videos.

Welcome to the Coronavirus Pandemic 1B Course



Welcome to the focused Coronavirus Pandemic training, which is designed to help you understand some of the basics using the many teaching and learning activities and resources provided by Moodle. The training includes some practical tasks that take you through How to Prevent COVID19, How to Deal with COVID19 and so forth.

Figure 7-1

- **Announcements:** This is where you will view all Announcements that have been posted that are relevant to the selected Module.
- **Topics (All Activities and Resources):** Here is where you will find all your activities and resources that you have added to the Module site. This will encompass all the assessments.

Activities

 Announcements	 General Course Forum <input type="checkbox"/> This is a test forum.	 Course Feedback <input type="checkbox"/> This is Feedback with regards to the course.
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Corona Virus 1 Lesson 2 Chats 3 Forums 8 Assignments 2 Quizzes 3 Files 2 Folders 1 Turnitin Assignment 2 2 Books 1 Workshop	Week 1 - Covid19 Prevention 1 Page 7 Assignments 1 Forum 2 Chats 1 Feedback 4 Quizzes	Week 2 - Dealing with Covid19 3 Quizzes 4 Assignments
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Figure 7-2

8. Righthand Navigation:

- **Course Progress:** This is a progress bar, which represents the completion of the course in a percentage format.
- **Activities and Resources Summary:** This is part of the above section Course Progress; however, this shows you a total of each type of activity and resource that has been added to your Module site/Course page.
- **Calendar:** This is a quick view calendar for you to peruse while on the Module site.

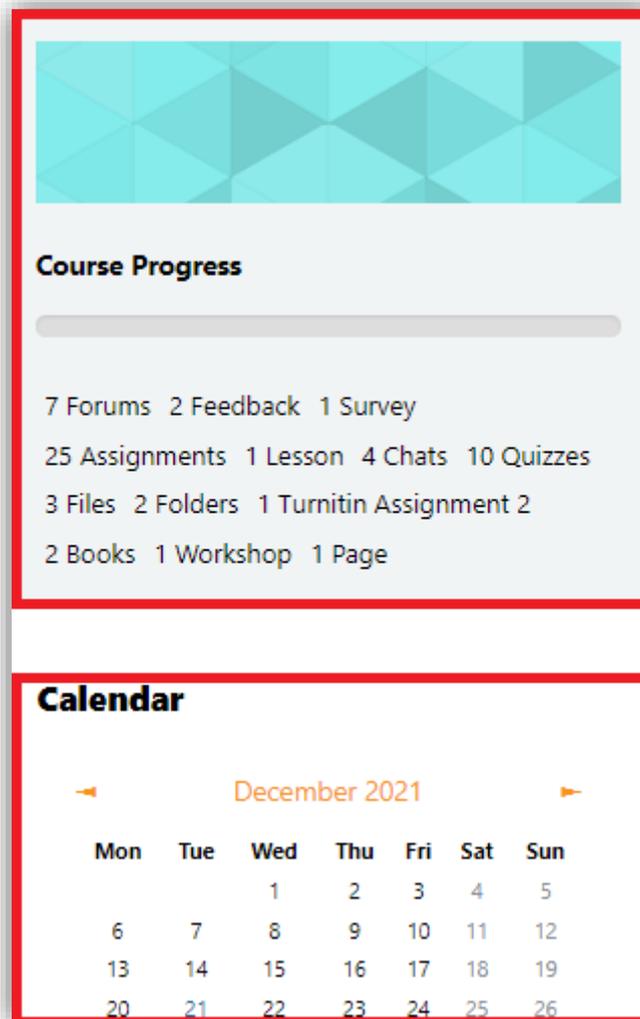


Figure 8-1