eFundi Tutorial:
Site Info

Site Info is the starting point for all changes you wish to make and use in your entire site. Every site created on eFundi will have a Site Info option in the main menu on the left of the screen.

The following topics will be addressed in this tutorial:

[Add/remove site participants](#)

[Add/remove site tools](#)

[Change tool order, names & visibility](#)

[eFundi Groups](#)

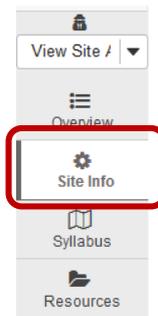[How to manage/change access to a site](#)

[How do I add a class member list(s)?](#)

[If you are the courselinked instructor / lecturer](#)

[If you are not the courseliked instructor / lecturer](#)

[Other functions in Site Info](#)

[Need help?](#)

Add and remove participants

If you created your site correctly by selecting the module in **eFundi Course link**, all students registered for your module will automatically be added to your module site.

It might happen that a student registered late, or you want to give access to your SI leader, teaching assistant, colleague or it might be necessary to give an external moderator access to a site.

Please take note of the steps below for adding these additional participants to your site.

Adding a NWU student/staff member

Adding a non-NWU user

- Steps for outside users to join eFundi

Removing participants

Adding a NWU student/staff member

To add a NWU user to your site, you will need their university number.

Go to your module site, and select **Site Info**. Click the **Add Participants** tab at the top of the screen.

Insert the university number(s) of the users you would like to add in the box **Official Email Address or Username**. If you want to add more than one user, remember to insert each number on a separate line (no punctuation). When have entered the university number, click the **continue** button.

On the next screen you will indicate the type of rights you want to give the person. Is this a student or another lecturer?

You are given the option to send an e-mail to the person to inform them that they now have access to the site. Choose the relevant radio-button and then **continue**.

An email can be automatically sent to the added users notifying them of the site's availability.

○ **Send Now** - send an email now to users notifying them that the site is available

● **Don't Send** - do not send an email notifying new participants about the site's availability

[Continue] [Back] [Cancel]

A page will appear with all the details. Check that it is the correct person and that you have allocated the correct role, then click **Finish**.

Confirming Add Participant(s) to ABCD 111 V 2017

The following will be added to your site when you click the Finish button below.

They will not be sent an email notifying them of the site's availability.

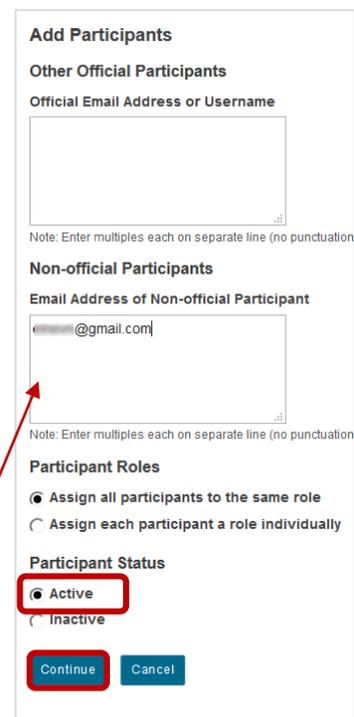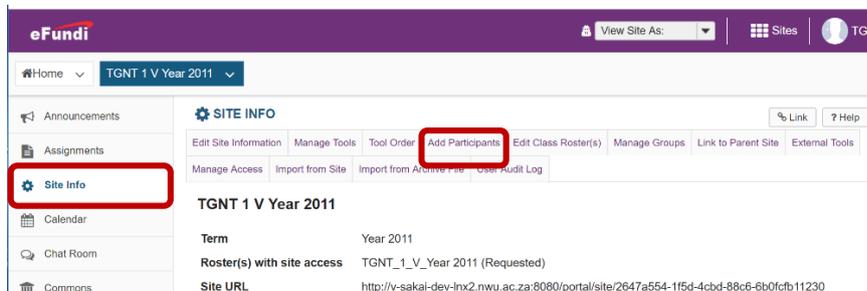| Name	Id	Role	Status
		Student	Active

[Finish] [Back] [Cancel]

Adding a non-NWU user

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If you have a guest who needs access to eFundi, you can give them access using their e-mail address.

Go to your module site, and enter the **Site Info** portal. Click the **Add Participants** tab at the top of the screen.

In the space provided for **Non-official Participants**, insert the e-mail address for the person you wish to grant access to.

Ensure that the *Participant Status* is **Active**, then click the **Continue** button.

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Choose the role you wish to assign to this new participant.

When prompted, indicate that you want to **send an e-mail** to this person to inform them that they now have access, then click **Continue**.

A summary with the information will appear. Check that everything is correct, then click on the **Finish** button.

Your job is now done, but the outside participant still needs to follow some steps to get access to eFundi.

## Steps for outside users to join eFundi

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If this is the first time you are added to an eFundi site, you will receive two e-mails. The first e-mail is a **site notification e-mail** that looks like the example below:
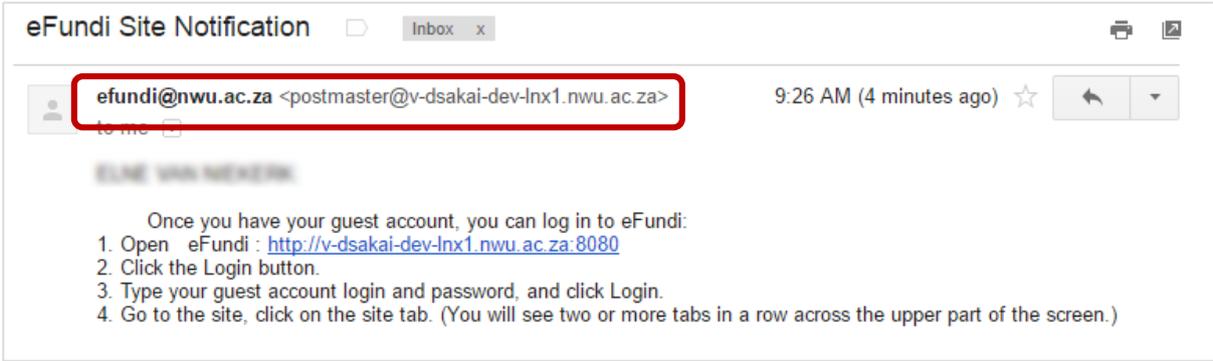
The second e-mail welcomes you to eFundi and provides instructions on how to setup an account. You must click on the link to accept the invitation:
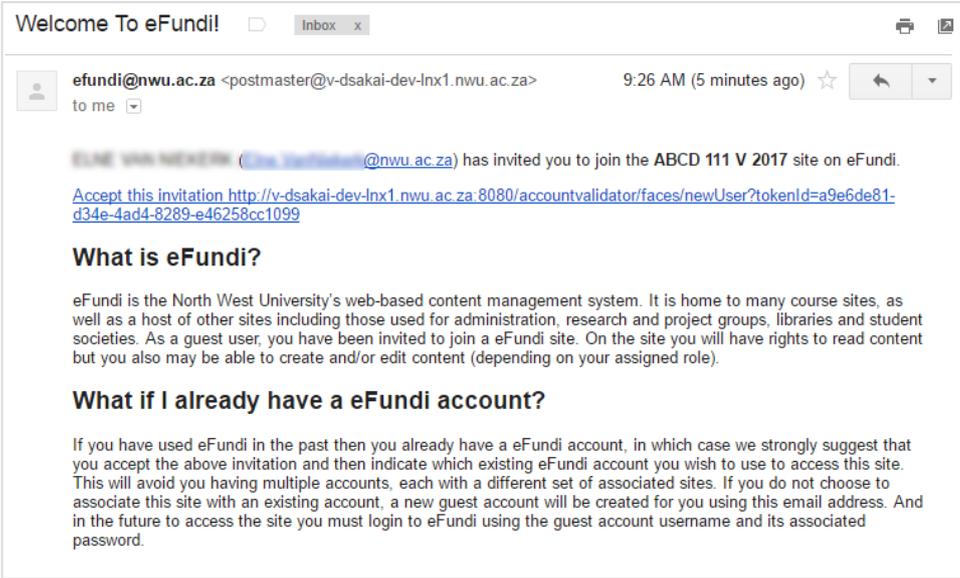
You will be re-directed to the following window where you have to complete your details and create your **password** for eFundi, then click on the **Activate your account and log in** button.
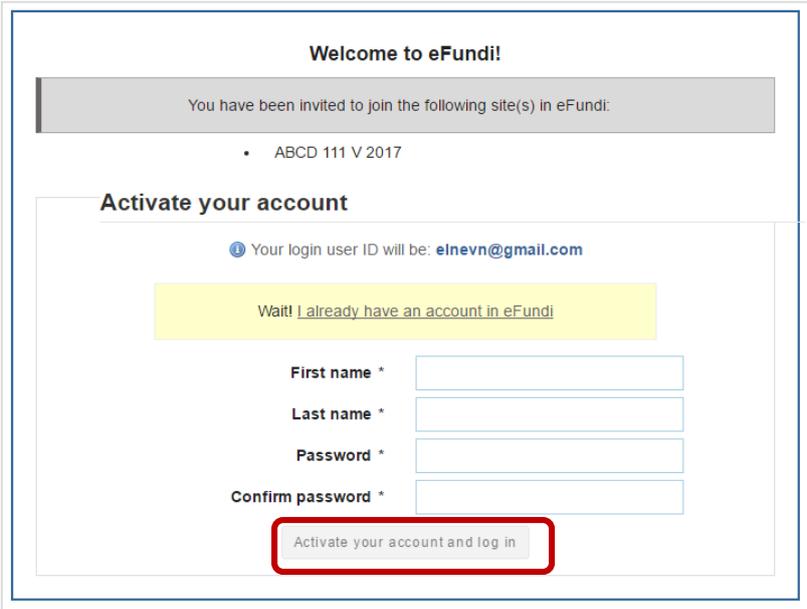
You will be automatically logged in to eFundi. In future, if you want to log in to eFundi again, you will have to navigate to the eFundi landing page (http://efundi.nwu.ac.za/portal/) and click on the **Guest Login** link at the top right:
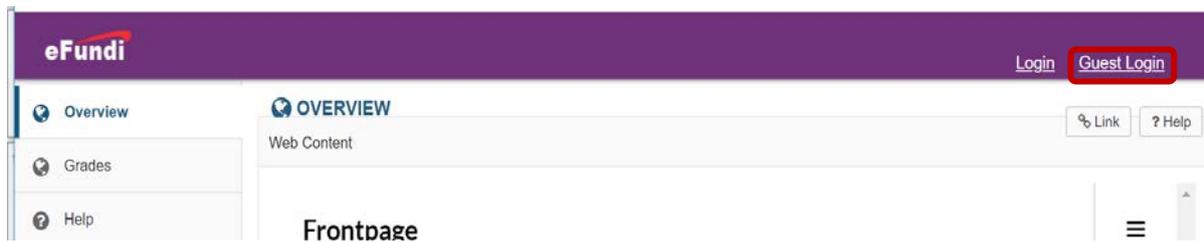
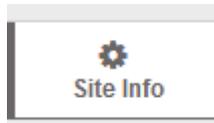You will then sign in with your e-mail address and the password that they created:

Removing participants from an eFundi site

Start by navigating to Site Info of your module site:

You will see a list of all the participants who has access to your site.

To remove a student that was added automatically

You cannot completely remove a student who was added to your site automatically. To prevent the student from accessing the site, you will change the status to **inactive**, then click the **Update Participants**:

To remove a participant that was added manually

Any participant that you added to the site manually, will have to option to be completely removed from the site. Click on the tick box in the **Remove?** column next to the name of the participant you wish to remove, then click **Update Participants**:
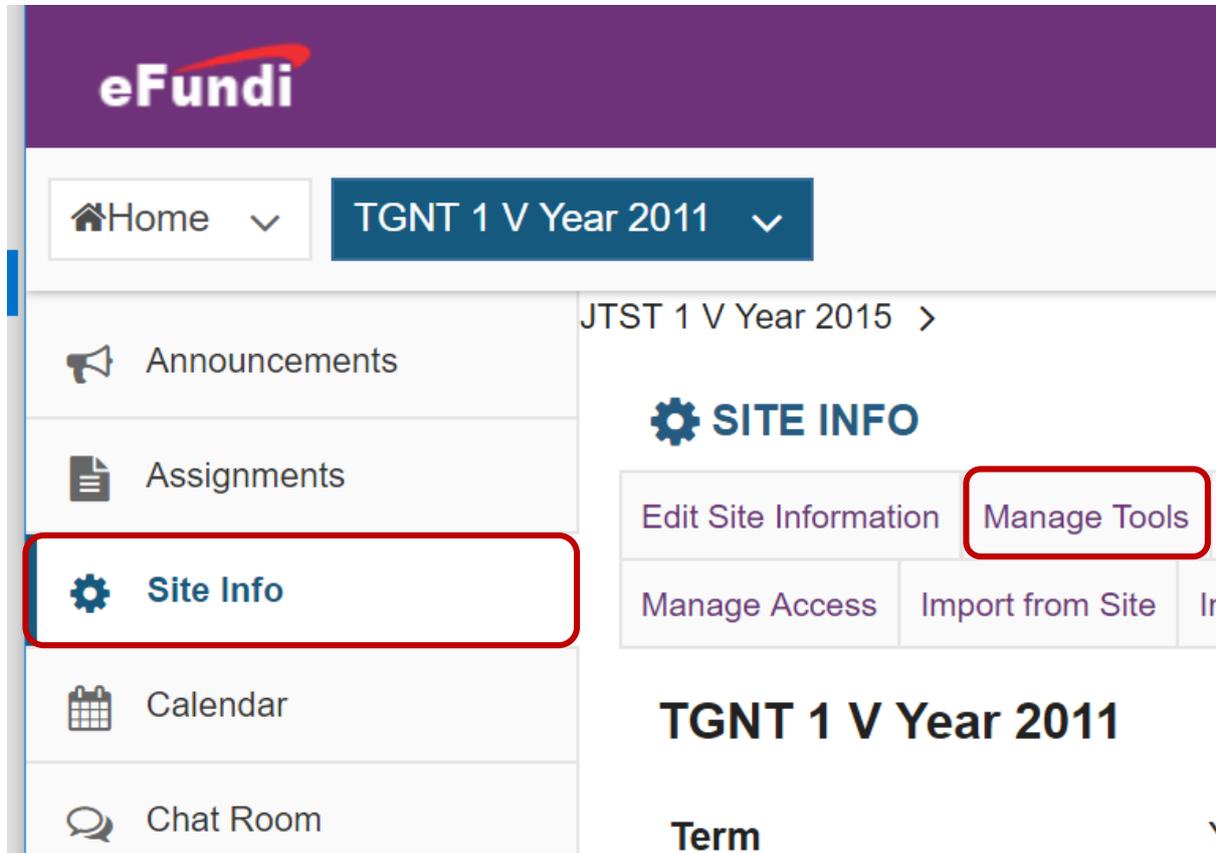
Add and remove site tools

You may need to add or remove tools to and from your site after creating it. To do this, you will navigate to **Site Info** and select the **Manage Tools** tab at the top.

There are two methods to **remove** a tool from your site. **Method 1**: click on the checkbox next to the tool to remove the tick mark. **Method 2**: click on the cross next to the tool in the list on the right of your screen. Then scroll to the bottom of your screen and click **continue**.
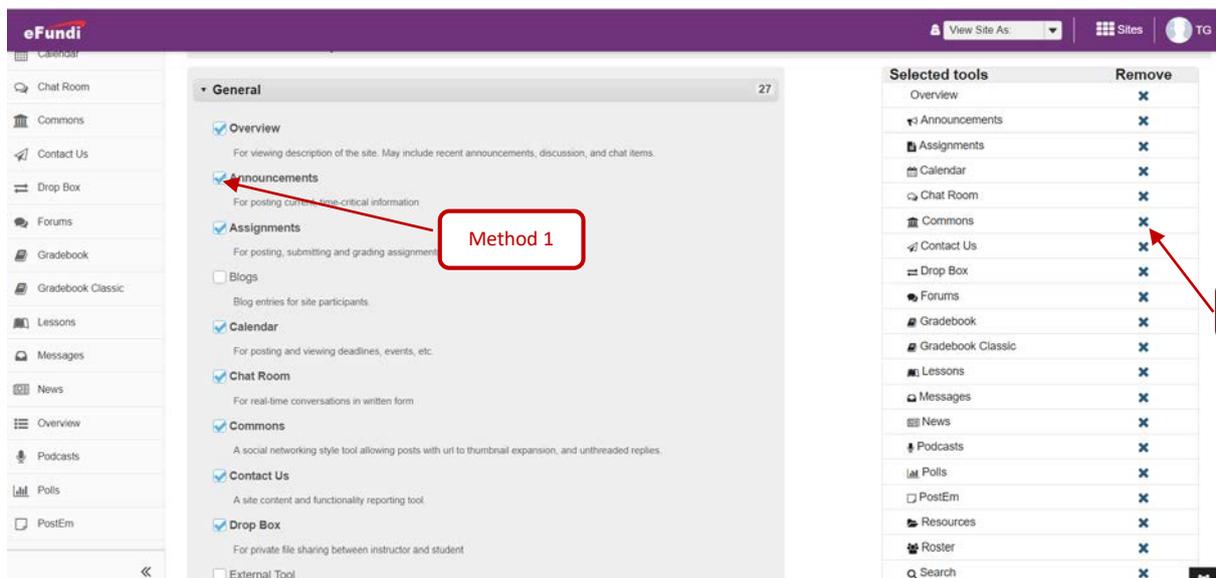
To add a tool to your site, simply click in the box next to the name of the tool you wish to add. Ensure that a small tick appears in the box. Then scroll down to the bottom on the screen and click **continue**.
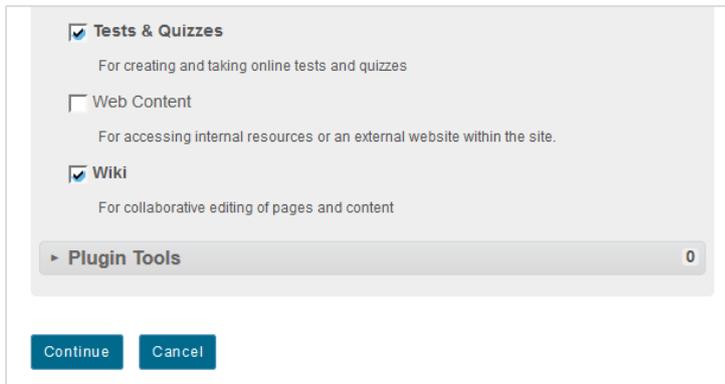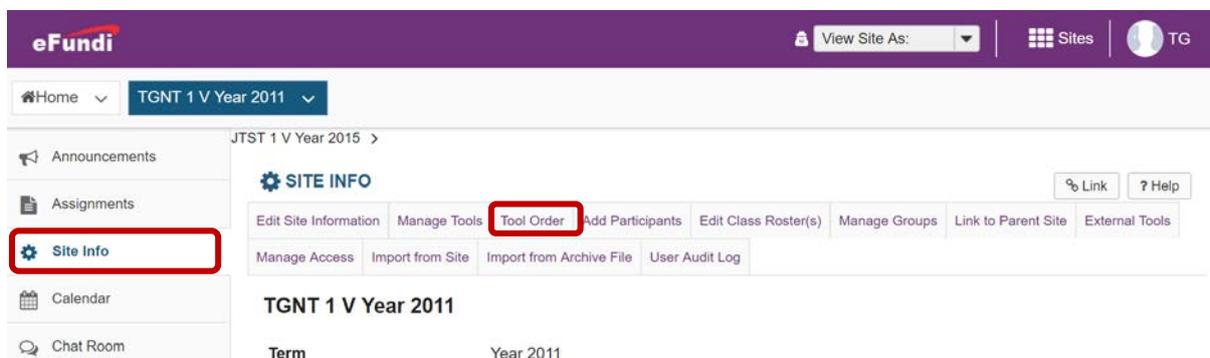

On the next screen a list of all your selected tools will appear for confirmation. Click the **Finish** button to add/remove the tools.
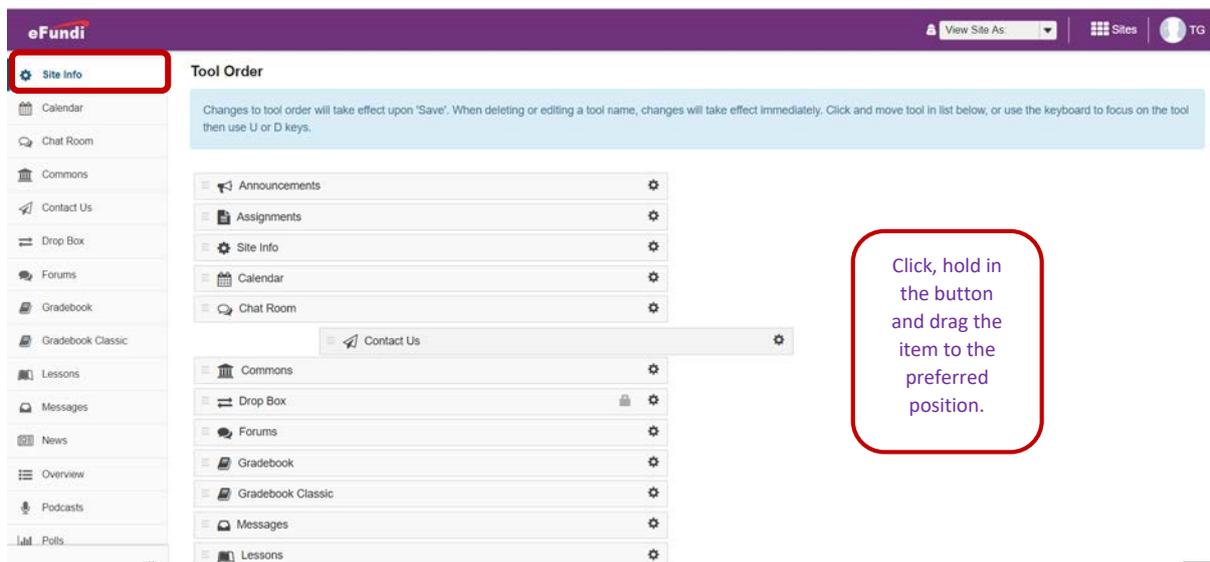
Change tool order, names & visibility

If you would like for the tools on your site display in a specific order, go to **Site Info** and choose the **Tool Order** option.
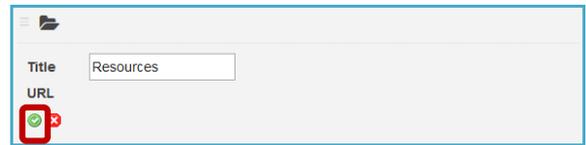

To change the order your tools appear in, drag and drop each tool in the order you would prefer.

Click, hold in the button and drag the item to the preferred position.

To change the name or visibility of a tool, click on the gear icon of the tool, and make the change you would prefer.

☰ 📖 Syllabus	⚙
☰ 📂 Resources	
☰ 📖 Lessons	
☰ 📅 Calendar	

✏ Edit Tool Title
🖌 Make Tool Invisible to Students
🗑 Delete this Tool

If changing a tool name, click on the checkmark to confirm your changes:

☰ 📂

Title Resources
URL

✅ ❌

After making all of your changes, remember to click the **Save** button at the bottom of the page.

Save   Cancel   Reset   Sort Alphabetically

eFundi Groups

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Once students have been added as participants to the site, you can create different groups on your site depending on your needs. Reasons for creating groups include the following:

- To split the class according to languages;
- To split the class according to lecturer (in cases where more than one lecturer presents the same module);
- To split the class according to mode of delivery (e.g. distance and contact groups)
- To release different assignments/tests/forums/forum topics to different groups of students (especially when you need to split a very large class into smaller groups to help with grading OR to grant second opportunities to submit work); and
- For when you are going to give group assignments that they must submit as a group.

To get started, navigate to **Site Info** and select the **Manage Groups** option.
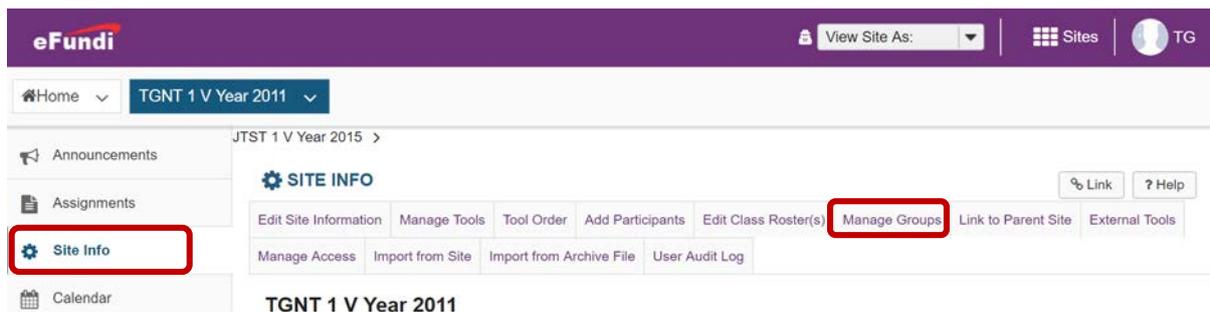
In this section you will learn how to:

[Create/edit/remove a group](#)

[Create joinable sets](#)

[Create groups using IMPORT FROM FILE](#)

Create/edit/remove groups [(Back to eFundi groups)](#)

To create groups, click on the **Create New Group** Tab.
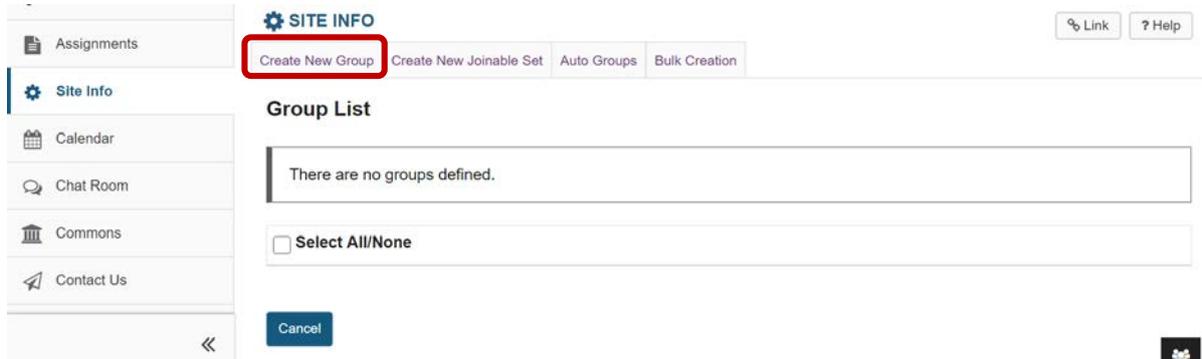
In the **Title** field, enter a title for your group. You may also add a text description.
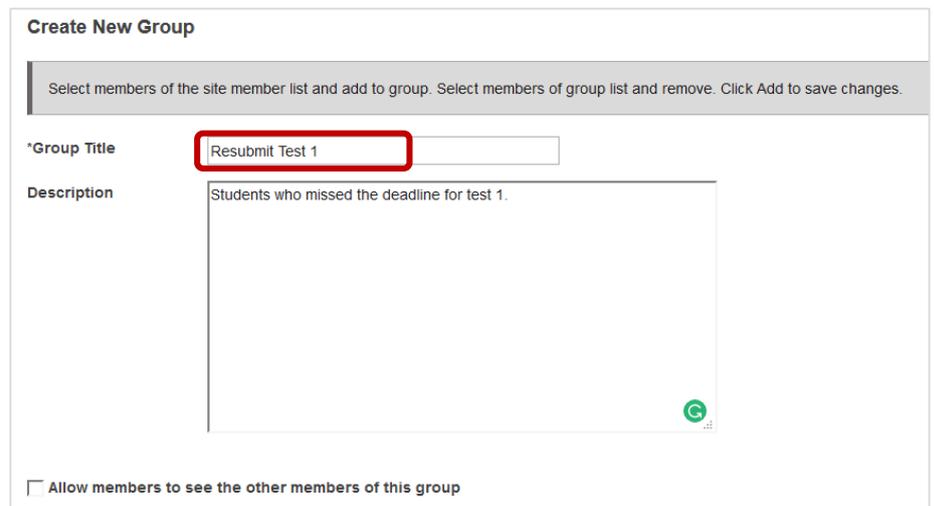
At the bottom of the screen, select a site participant or role to add to the group and use the arrow key to move them to the new group. Repeat this step until you've added all the members you wish to the group. To select more than one member at a time, hold down the Ctrl key (in Windows) or the Command key (in Mac OS X), and select the members you wish to add.

When you're finished selecting all the group members, click **Add**.
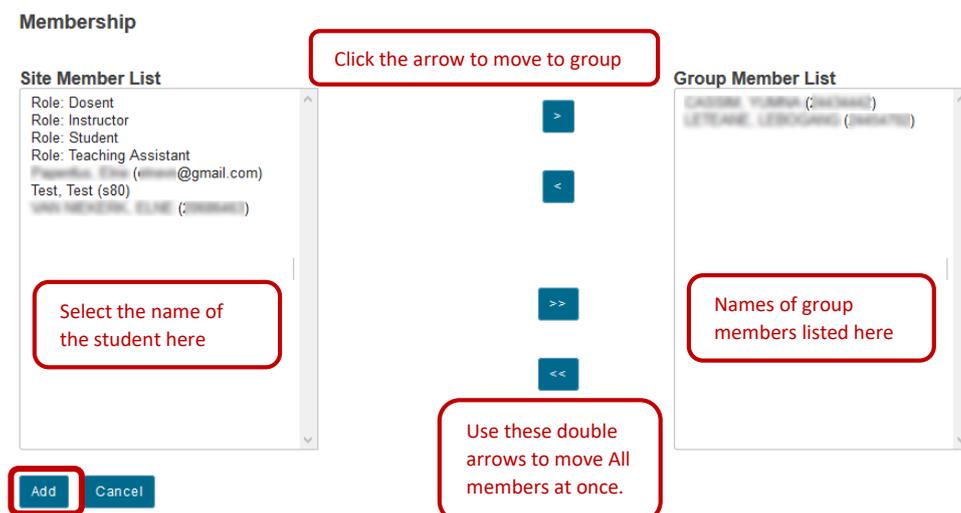
To edit the group, click on the name of the group, make the changes and click the update button.

To remove a group, click on the **checkbox** next to the group name to let a tick mark appear, then click **Remove Checked**. When prompted, confirm that you want to delete the group.

Joinable Sets [(Back to eFundi groups)](#)

Joinable sets consist of groups that students can choose to join. Each group in a set begins with the set name and ends with a unique number. An individual can join one group per set.

Navigate to **Site Info**, select the **Manage Groups** option and the select the **Create new joinable set** tab.
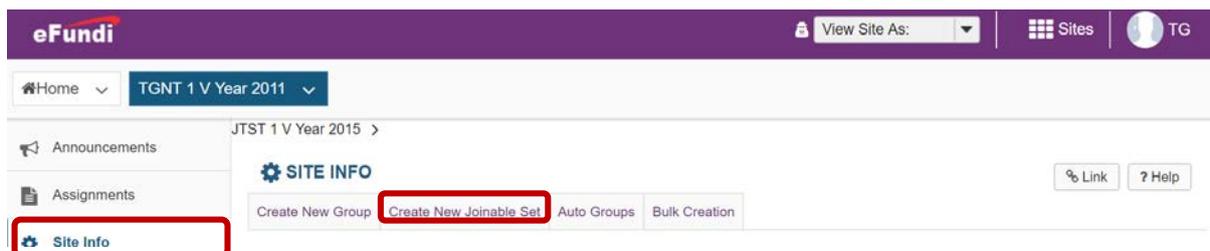
Provide a **set name**. In this example, the set is for students to work in groups for an assignment.

Complete the rest of the form then click the **Add** button to finish creating your set.

Tip: examples of groups that can be created in a joinable set include: students working together on an assignment.

How do students join a group? They must navigate to **Site Info**, then click on the **Groups you can join** bar. Once the different groups are displayed the student clicks on the **Join** button for the group they wish to join.

Create groups using IMPORT FROM FILE

Use the IMPORT FROM FILE option to create groups from a formatted list that you can import.

On your computer, prepare the excel file for import to eFundi

Option: Download your class list in excel format from VARSITE
              (in some faculties this function is executed by assistants or administrative personnel).

Format your excel file so that it contains only two columns:
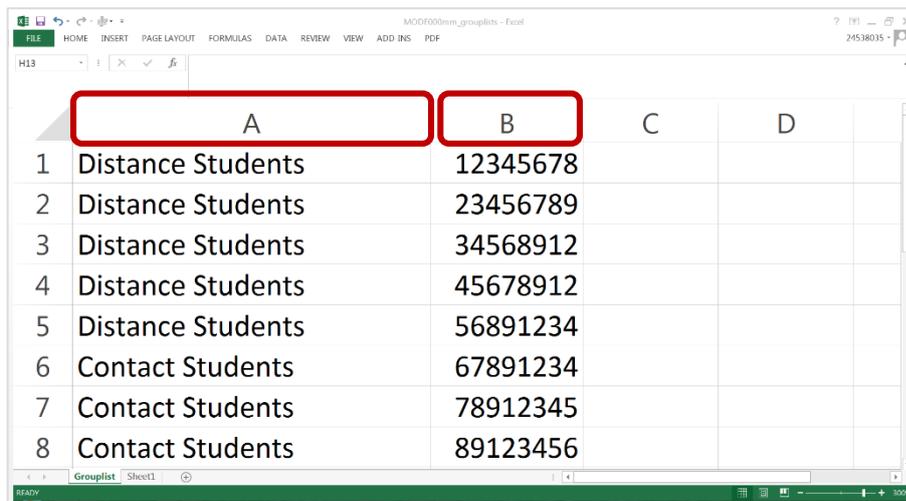
Do not include a row of at the top for column headers.

Colum A: Group title

Column B: Username/student numbers

After formatting the excel file, SAVE AS CSV file
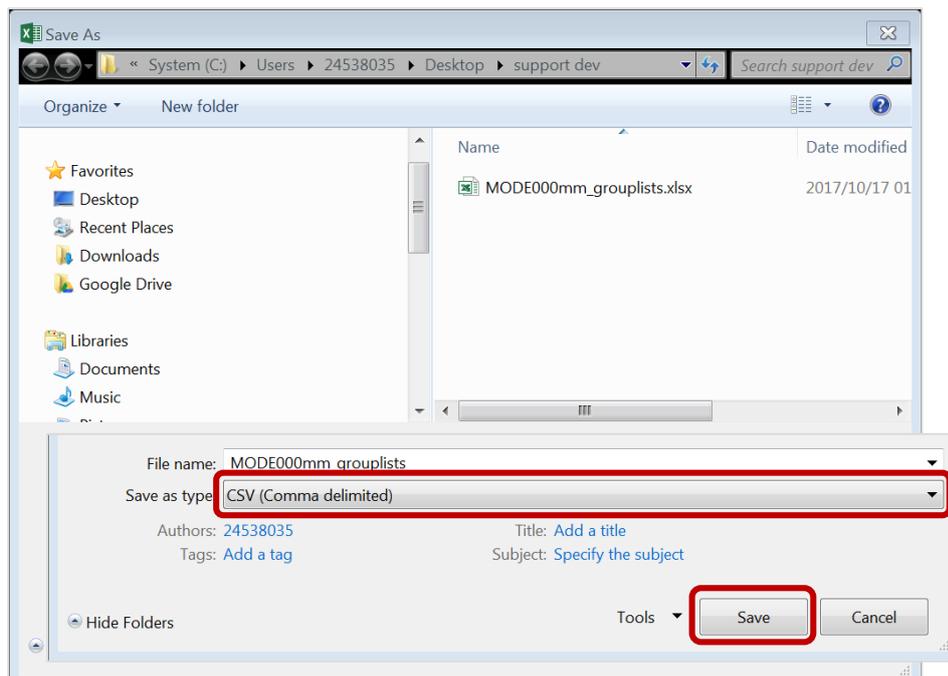
From the dropdown list next to SAVE AS TYPE, choose CSV

Click SAVE

On eFundi, Go to SITE INFO, Choose MANAGE GROUPS option
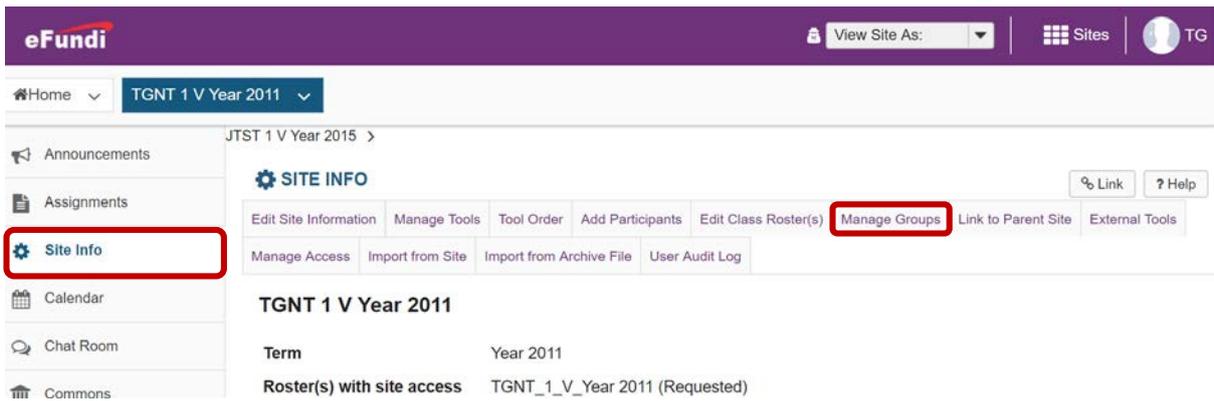
In **MANAGE GROUPS**, Choose the **IMPORT FROM FILE** option

Click on **CHOOSE FILE or BROWSE** to browse and select the relevant file from your computer.
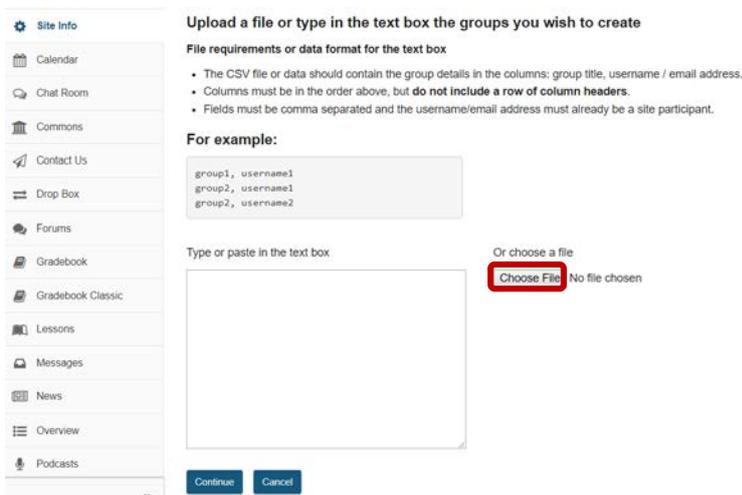
On your computer -
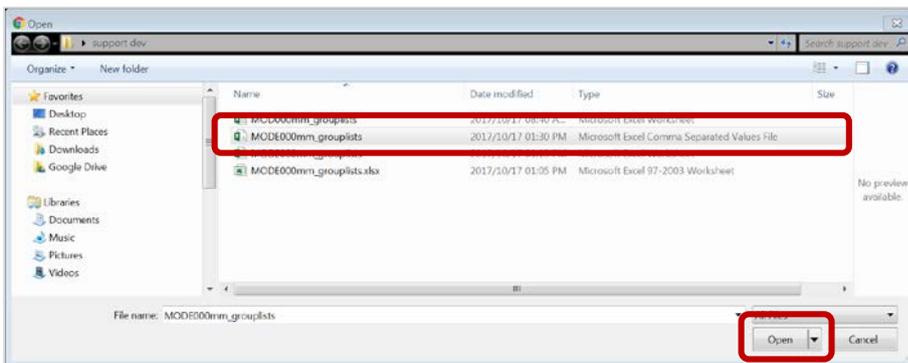
Find and select your formatted grouplist CSV (Comma Separated Values) File
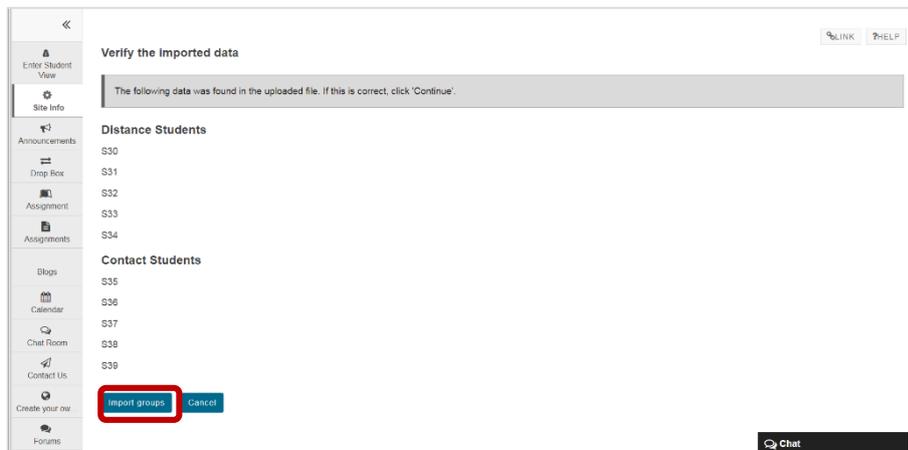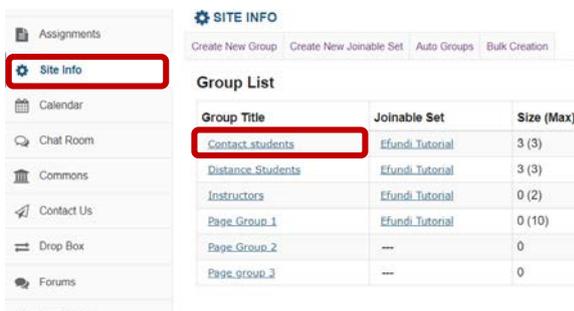
Click OPEN

The file will now be uploaded to eFundi.

Click on CONTINUE

Verify the imported data

(S30-S39 represents students in this example)

Click IMPORT GROUPS to finalise the group creation

You will be able to view the groups and members in SITE INFO > MANAGE GROUPS.

How to manage/change access to a site

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There are two scenarios where you might need to manage/change the access to your site. The first is if you need to un-publish your site so students cannot access it for whatever reason or if you need to publish a draft site. The second scenario is if you want to make your site joinable. This means anyone with access to eFundi can join your site as a participant.

To change access to your site, navigate to your **Site Info** and select the **Manage Access** option.
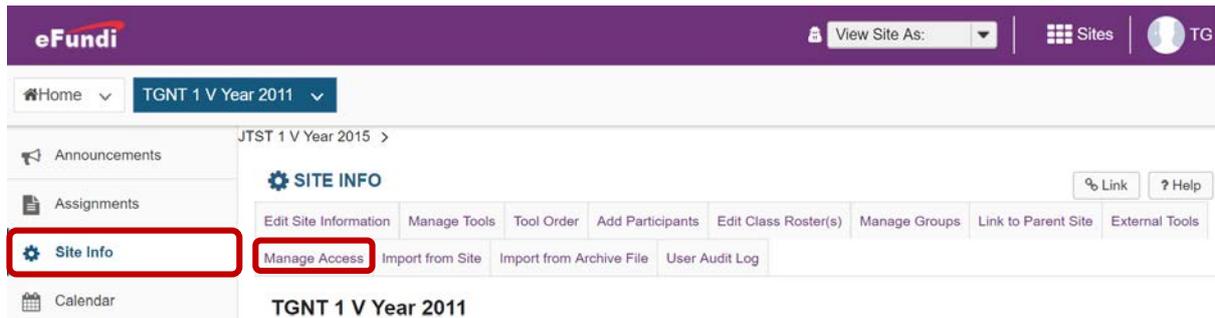
Un-publishing a site

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To un-publish the site (hide it from your students), change the **Site Status** to **Leave as Draft**, then click **Update**.
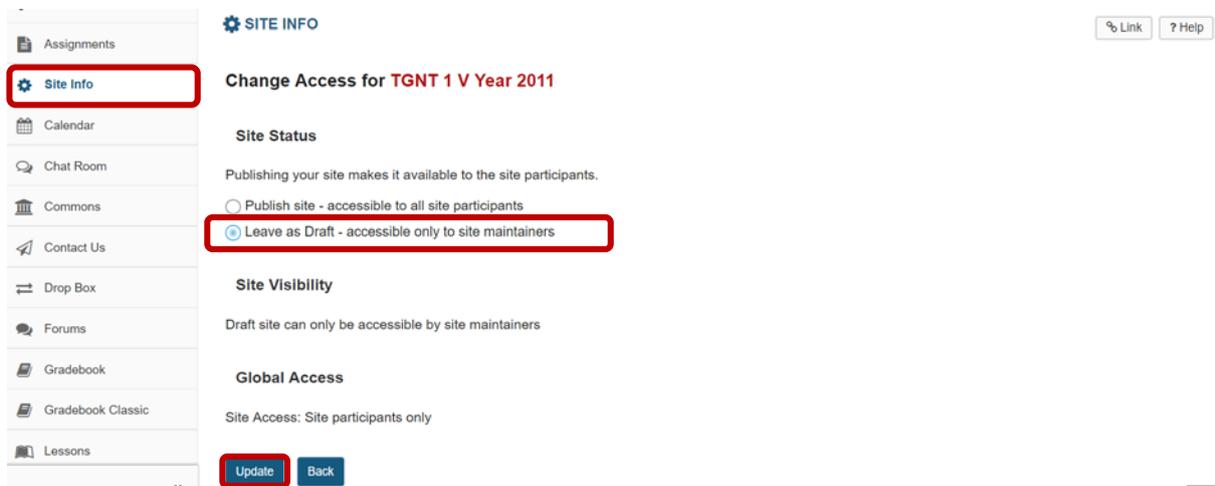
To make a site joinable

To make a site joinable, change the **Global Access** to **Allow any eFundi user to join the site**. Indicate the **role** you want to assign to anyone who joins your site, then click **Update**.

How do I add a class member list(s)?

1. From your site, select the **Site Info Tool Menu**.

2. Click Edit Class roster list(s)

3. Click Add Roster(s)

How do I add a class member list(s) if you are the course linked instructor?

[Back to index](#)

4.   IF you have COURSE LINKED to the member list, you will you receive the following message.

Select the relevant member list or lists to add to the site

Confirm the addition of classes by selecting ADD CLASSES

Confirmation that the member lists have been added can be found under SITE INFO

How do I add a class member list(s) if you are the not the course linked instructor

If you have not **COURSE LINKED** to the member list, you will you receive the following message. In this case **SELECT** the academic term and **ADD COURSE(S) AND / OR SECTION(S) NOT LISTED**.

If the module does exist, an email message requesting the instructor's authorization for the site will be sent to the courseliked instructor. Please provide details in the special instructions box.

Confirm the request by clicking on ADD CLASS(es)

If you still cannot find your course, click on **Still cannot find your course/section?**

5. If you are not listed as the instructor of record for a course, enter the instructor's name. An email message requesting the instructor's authorization for the site will be sent.

6. You have the option of adding any information that may facilitate the authorization of your site request

7. Click **Continue** to add the member list(s)
   *Tip: If you have more member list(s) to add, click on the **Save and add another section** link to add additional sections.*

NWU number of the site instructor

Other functions in Site Info

Other functions that you will find in Site Info include:

- Duplicating a site; and
- Importing content from one site to another.

Please contact your campus support for more information or assistance.

Need help?

You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

eFundi Support Desk:

Mafikeng
E-mail: 25967878@nwu.ac.za
Tel.: 018 389 2447
Office: ADC Building, Block D, Office G80

Potchefstroom
E-mail: EFUNDI-PC@nwu.ac.za
Tel.: 018 285 2295
Office: Building E8, Room 107A

Vaal Triangle
E-mail: VTC-EFUNDISTAFF@nwu.ac.za
Tel.: 016 910 3317/8
Office: Building 13, room SL313