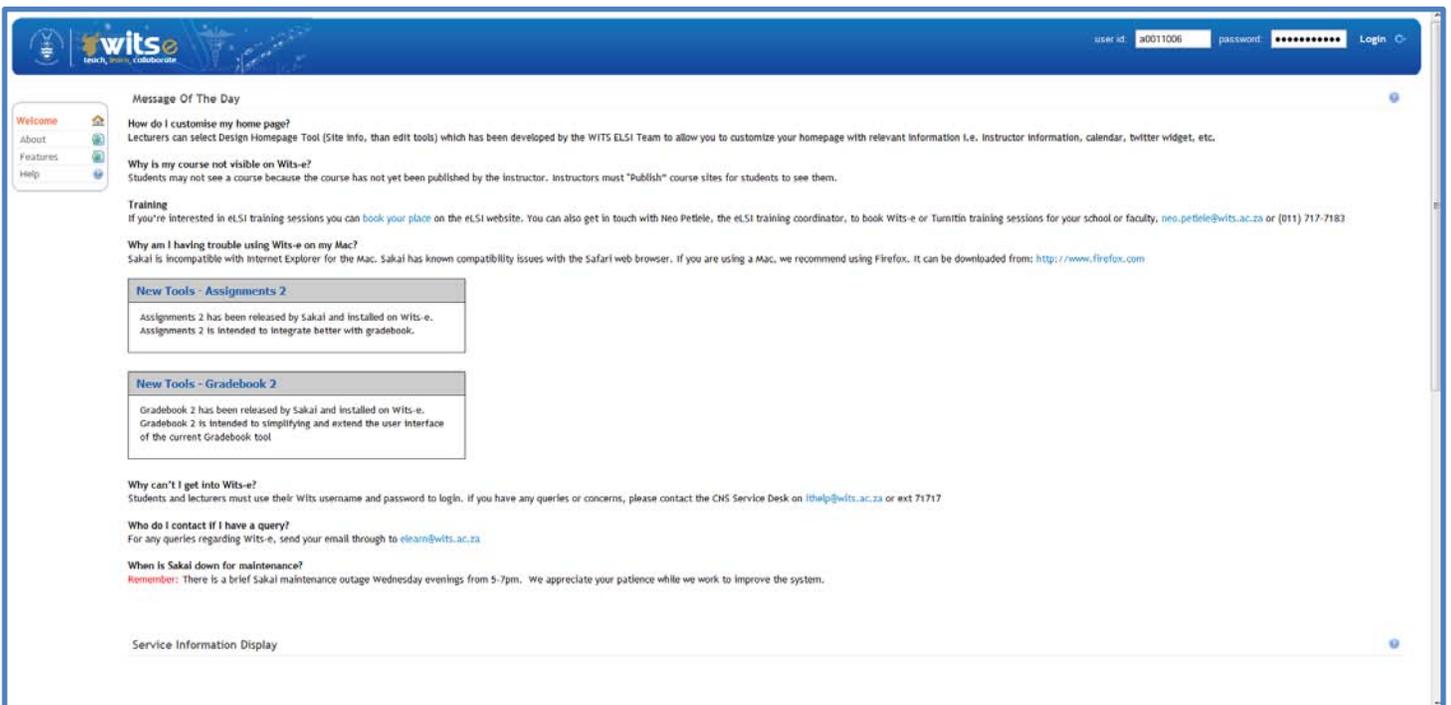


Getting started guide

Finding Wits-e

1. How do I access Wits-e?

- (i) You need to have a valid Student number in order to access Wits-e. Go to <http://cle.wits.ac.za> to confirm that your student number is working.



The screenshot shows the Wits-e website interface. At the top, there is a navigation bar with the Wits-e logo and a search bar. Below the navigation bar, there is a "Message Of The Day" section with several announcements. The first announcement is titled "How do I customise my home page?" and mentions the Design Homepage Tool. The second announcement is titled "Why is my course not visible on Wits-e?" and explains that courses must be published by the instructor. The third announcement is titled "Training" and provides information about eLSI training sessions. The fourth announcement is titled "Why am I having trouble using Wits-e on my Mac?" and mentions compatibility issues with Safari and Firefox. Below these announcements, there are two sections titled "New Tools - Assignments 2" and "New Tools - Gradebook 2", both mentioning that these tools have been released by Sakai and installed on Wits-e. At the bottom of the page, there is a "Service Information Display" section.

- (ii) If your username and password do not work you will need to contact the CNS Helpdesk on (011) 717-1717 or email ithelp@wits.ac.za.

2. What browser and operating system do I need in order to access Wits-e?

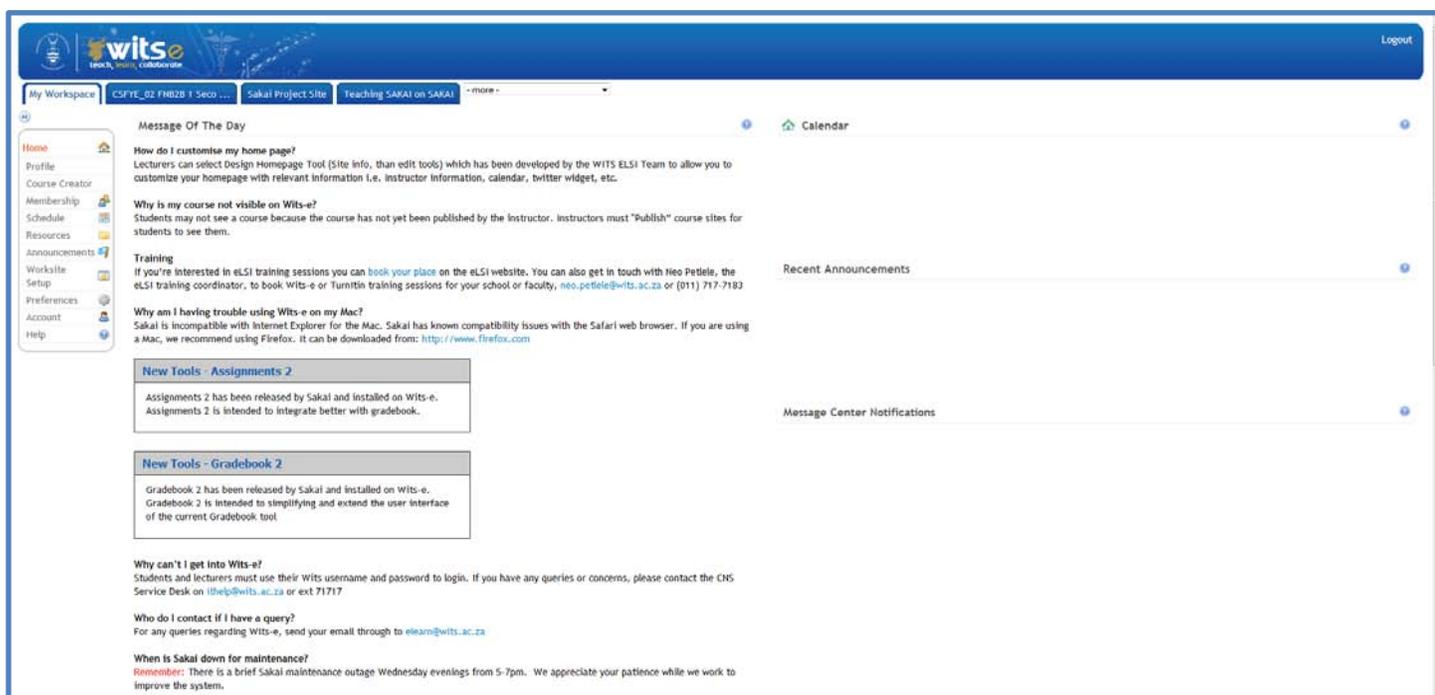
- (i) Wits-e is compatible with all major browsers including Internet Explorer, Mozilla Firefox, Safari and Google Chrome. It is useful to check the browser version that you are running as older browsers, for example Internet Explorer 6 or 7, may not be ideal. Wits-e can be used on all major operating systems including Windows 7, Vista and XP, Linux and Macintosh OS.

3. What are some of the reasons I may not be able to log in?

- (i) You recently registered for a class but registration information has not been updated by the University registration system.
- (ii) Your username and password may not be correct.
- (iii) You have not completed your registration process with the University

4. What will I see when I log in?

- (i) Once you have logged you will be directed to **My Workspace**. **My Workspace** is an individual online worksite that functions as a private workspace for each user. When you log in, you will automatically open your **My Workspace**, which will display the **Message of the Day** and **My Workspace** information boxes. By default, these boxes contain announcements and information from the system administrator.



- (ii) Alongside **My Workspace** you will see your course tabs. These are the courses that you have been registered for. To enter the course click on the relevant tab. If you do not see a particular course tab there is a good chance that it is in the drop down menu located adjacent to the tabs and labeled as **-more-**. If you are still unable to find the course you wan you will need to contact your lecturer, school administrator or faculty registrar to confirm your registration.

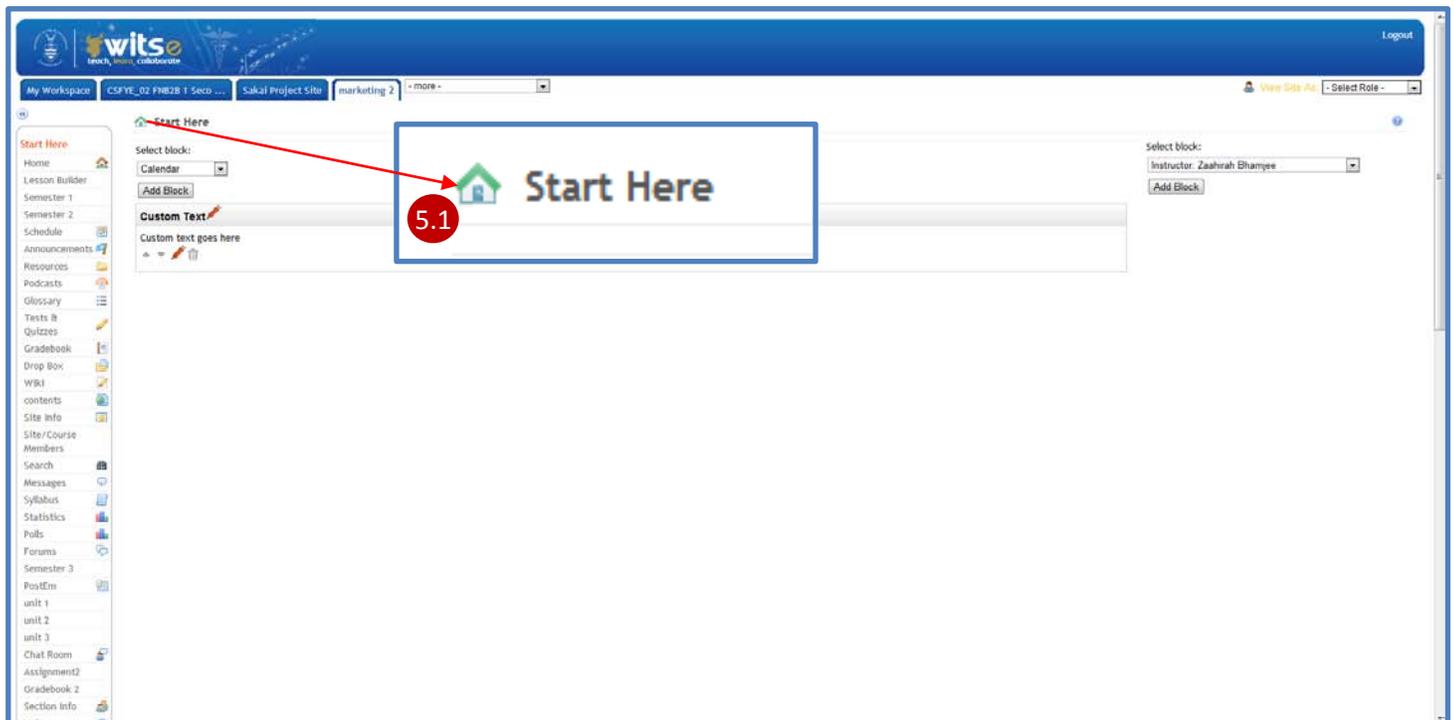


5. Exploring tabs

In Wits-e, each tab represents a 'site', it may be a Course site or Project Site. Each is labeled according to the name of the site. If you can't see your course check the –more- drop down list and if you still can't see it make sure to contact your lecturer, school administrator or faculty registrar to check your registration.

(i) How do I go back to a tools main screen?

In order to return to the default page and display for a tool it is best to use the reset button. Using the browser back button will give you unpredictable results.



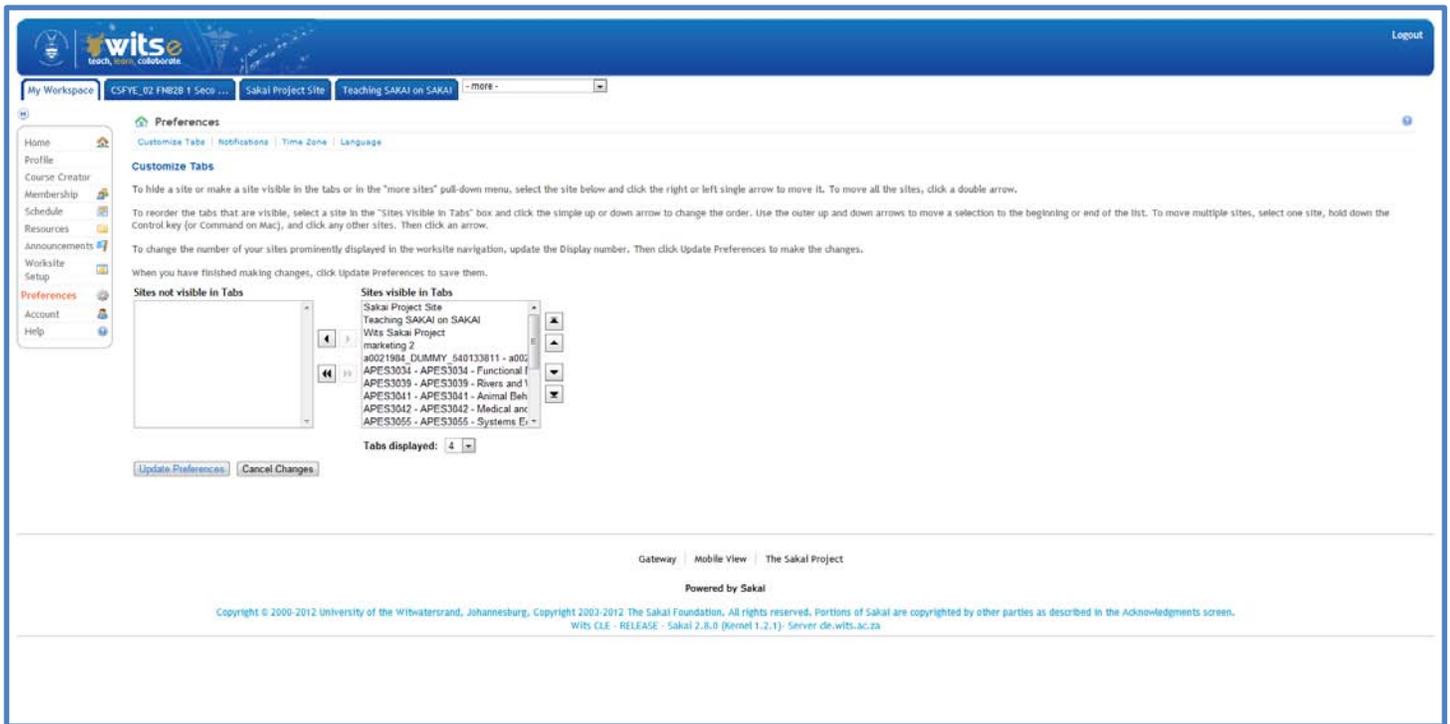
(ii) How do I re-arrange or remove site tabs?

Should you want to remove or rearrange your site tabs you can use the Preferences tool to do so. Make sure that you have selected the My Workspace tab and then choose Preferences. Next select Customize tabs which you will find beneath the title bar.

You will then be directed to a screen that lists all your tabs which you can add, remove and arrange accordingly. To alter the number of tabs that are visible simply choose the number you require from the **Tabs Displayed** drop down menu.

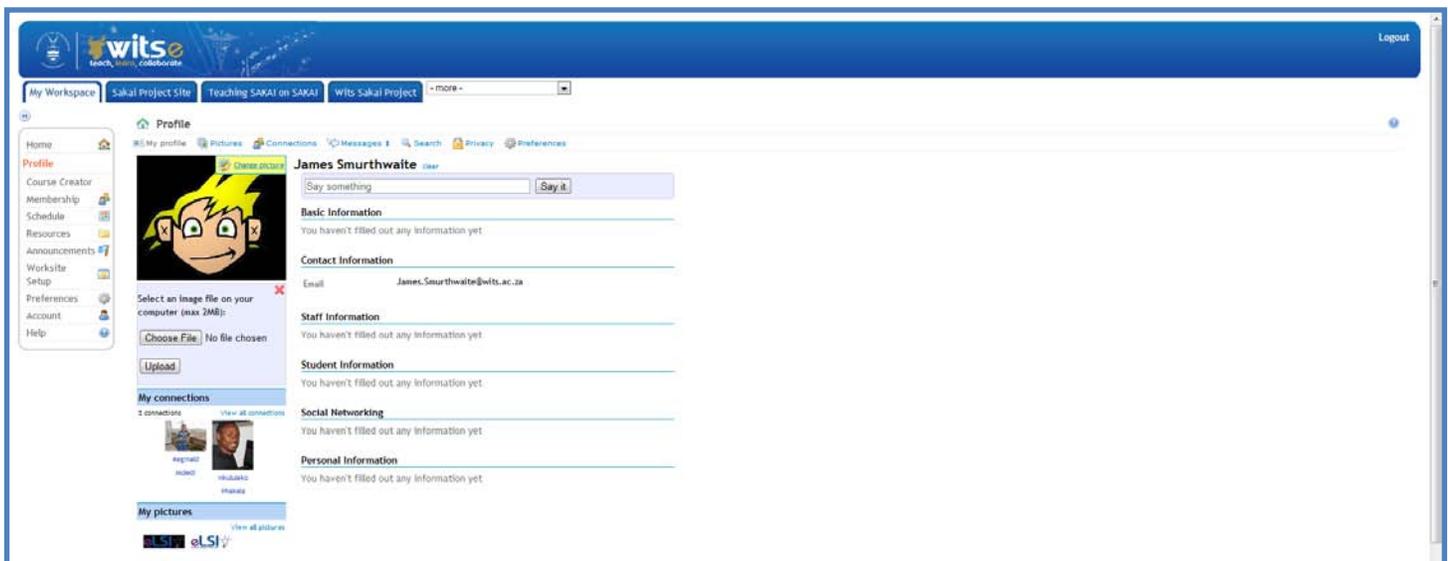
If you want to change the order of your tabs choose the site that you would like to move from the My Active Sites sections and use the up/down buttons to arrange accordingly. Whichever site you have selected first will appear as the first tab after My Workspace.

To remove a site from the navigation select it from the My Active sites and then use the arrow button to place it under **Sites not visible in Tabs**. Remember that this does not mean that you have removed the course from your profile and been de-registered. Make sure that when you have made your selections that you click **Update Preferences** to confirm these choices.



6. How do I personalise my profile?

- (i) You can upload your picture to your profile. In order to do so select Profile from the My Workspace menu and hover your mouse over the profile image section. It will then display **Change Picture** which you will then need to click. Once you have done so, two further options will be displayed below namely Choose File and Upload. Select Choose file and browse for a suitable image (preferably Jpeg, Gif or PNG format) from your computer. Select the image and it will be listed alongside **Choose File**. If you are happy with the image then click **Upload** and the image will be added to your profile. Should you want to change the picture at a later stage follow the same steps.

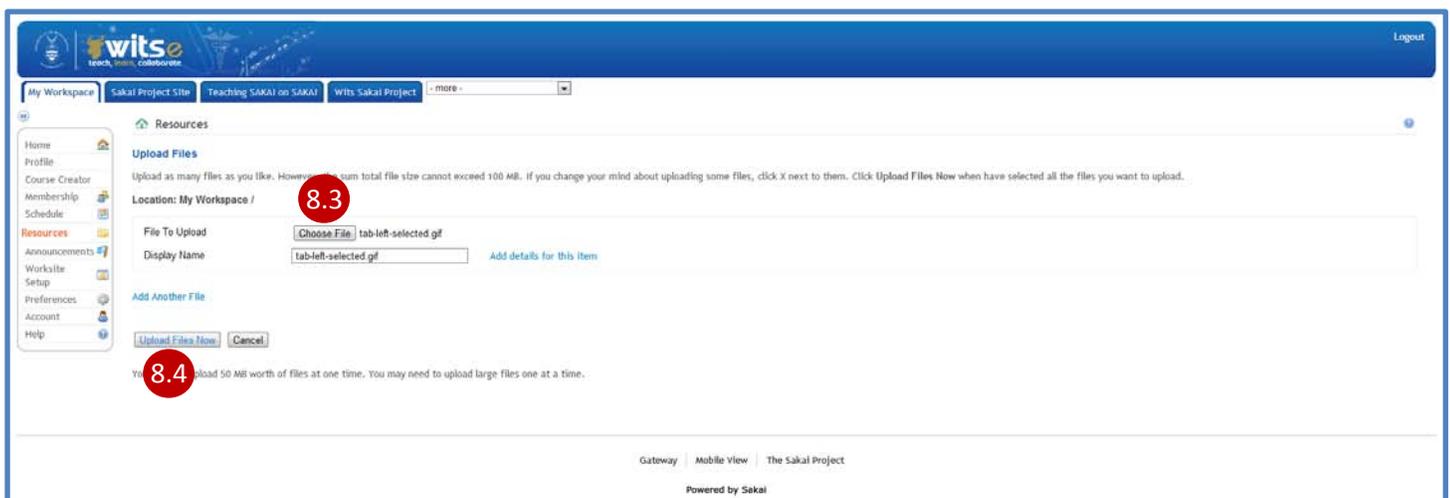
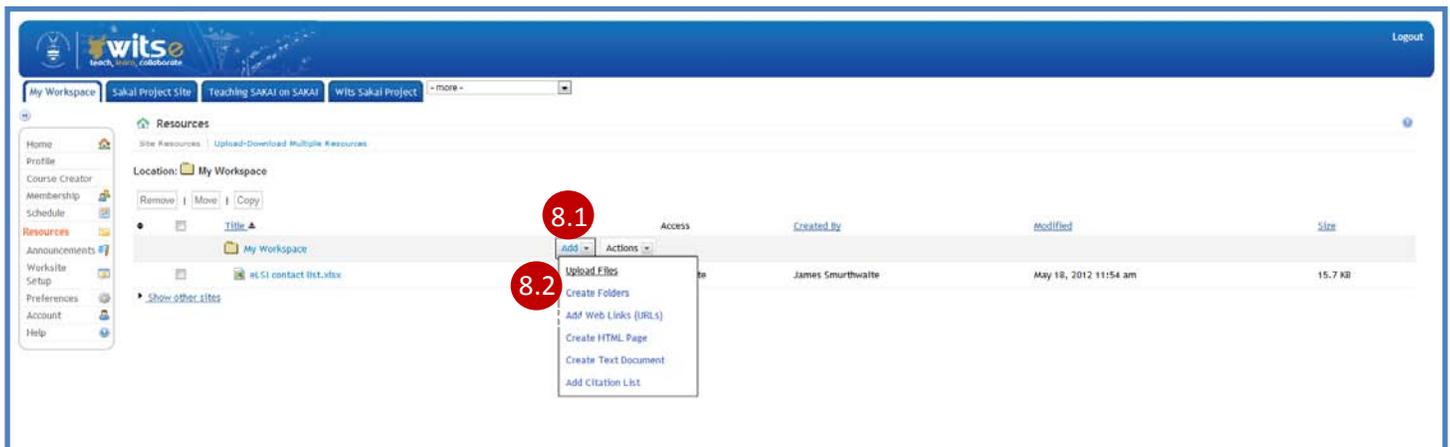


7. What is the biggest file I can upload to Wits-e and how much space do I have?

- (i) The maximum file size that you are able to upload at any one time is 20MB. This also applies to cumulative limit for file uploads. It is however recommended that files are uploaded separately in order to improve system performance.
- (ii) The **Resources** section under **My Workspace** has 200MB allocated for your use.

8. How do I upload files to resources?

Select **My Workspace** and then **Resources** from the left hand menu. Next select **Add** (8.1) which you will find just under Access. From the Add drop down menu choose **Upload Files** (8.2). Once you have done this you will be directed to the Upload Files screen where you will need to select **Choose File** (8.3). Browse for the file you would like and then select **Upload Files Now** (8.4). The file will then be added to your **Resources**.



9. Why can't I open a file from one of my courses?

It is recommended that all files on Wits-e subscribe to common file formats such as PDF, doc/x, xls/x and RTF. If you are asked to access the file using a programme that you do not have it is best to discuss the matter with your lecturer. Remember that for audio files there are certain programmes that you can download for free in order to access .wav or mp3/4. These include VLC and Winamp. Go to <http://www.videolan.org> or <http://www.winamp.com> to download the applications.

10. Where do I go to find help with Wits-e?

You have a number of options that you can choose in order to get help.

- (i) You can select the blue help icon on a tool to get specific help files related to that tool. Alternatively you can select Help from the left hand menu and search for the information you require. The Wits-e help files have a number of FAQ's and documents for help with specific issues that you can view and download.
- (ii) You can contact the eLSI helpdesk via email using elearn@wits.ac.za or via the [Contact Us](#) tab on the eLearn website.
- (iii) You can also get hold of eLSI via telephone on (011) 717-7161/3 or you can come in person to the 18th Floor of University corner.

11. How do I submit an assignment on Wits-e?

How you submit an assignment on Wits-e depends largely on the requirements stipulated by the lecturer. This information can be viewed in the Assignment details displayed when the assignment is selected. The submission option required is shown. There are two main ways in which assignments are submitted on Wits-e.

- (i) The first way you can submit an assignment is by using the text editor provided in Wits-e. Once you have entered your assignment answer and information, you can save it either as a draft or submit immediately using the **Submit** or **Save as Draft** options.
- (ii) The second way that you can submit an assignment is by attaching your document using the Add Attachments option. You will need to browse for your document. In order to do so use the following steps:
 - (a) Select the Add Attachments button.
 - (b) To select a source from a local file on your computer, select **Browse** from the **Upload from file** section. Navigate to the file that you would like to attach, select it, and select **Open**.
 - (c) To select a source that is located on the web, type its address into the URL text box under the URL (Link to website) heading and select Add. Make sure to type the URL correctly.
 - (d) To add an attachment that is already located in your Workspace or a worksite, find the resource that you would like to add in the **Select a Resource** section of the screen, and select **Attach a copy**.
 - (e) Select the **Show other sites** option to see the resources for other sites on Wits-e to which you belong. All of the files that you selected will appear under the Items to attach heading.
 - (f) Select the title of the file to view the file. It will appear in a new window in your browser. After you

are done selecting your files, select **Finish** to add the files to your assignment.

- (iii) Once you have submitted your assignment you will receive an email confirmation of submission and be presented with a confirmation page.

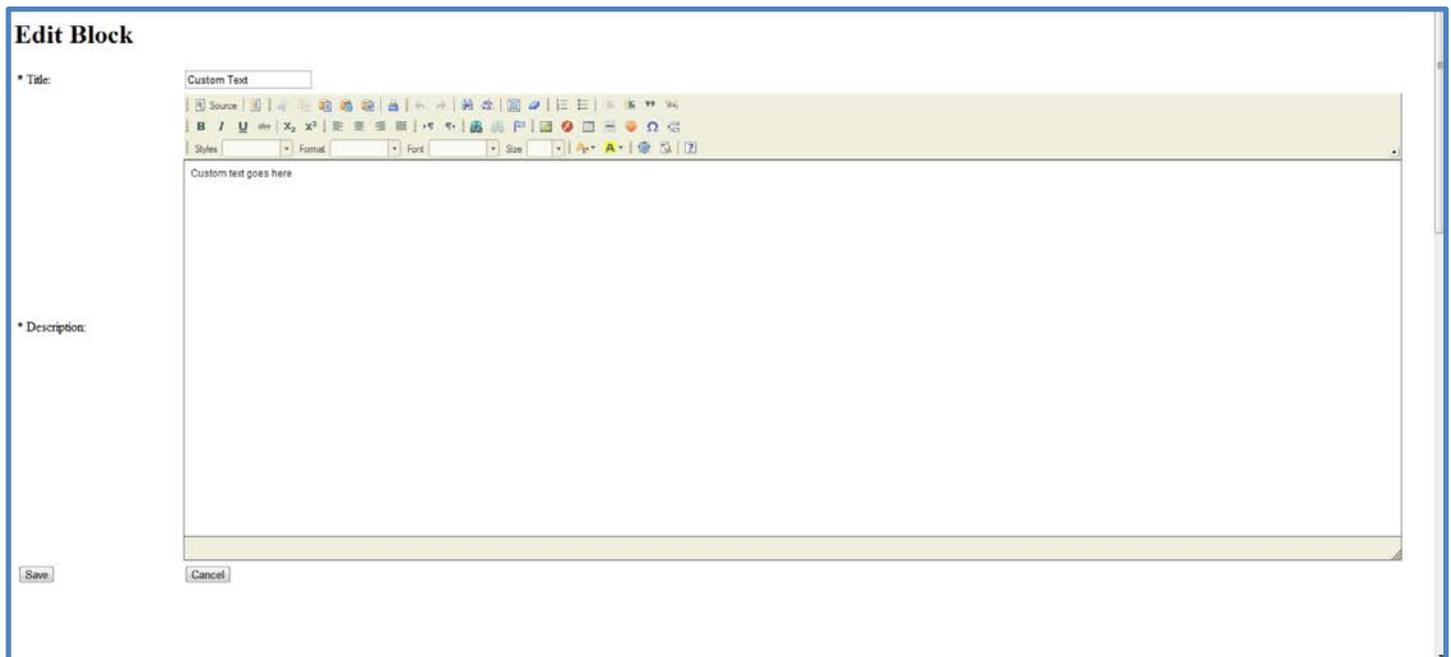
12. How do I add other attachments to my assignment?

- (i) Select Add Attachments in the assignment options and then select the attachment type you would like to include. To select a web source type in the relevant address into the URL field and then select Add. Make sure the url you are using is correct.
- (ii) Remember that you can add attachments from other Wits-e sites that you may belong to. To do so click Show other sites option. . All of the files that you selected will appear under the Items to attach heading. Click on the title of the file to view the file. It will appear in a new window in your browser. After you are done selecting your files, click Finish to add the files to your assignment.

13. What happens if I have saved my assignment in My Workspace and not the computer I'm using?

This is not a problem, when you want to upload the assignment and have clicked the **Add Attachments** button you will notice two options one that allows you to upload from a local network and the other that allows you to select files from within Wits-e. Choose the latter option and navigate to the resources folder on **My Workspace** and select the relevant file for submission.

14. How do I use the text editor?



- (i) It is important to remember that the Wits-e text editor is not a word processor and will thus not include many of the features and formatting you are accustomed. However, the most necessary functions you require for format and type your text are all available and located in the menu bar located above the editor. If you have completed your assignment in Microsoft Word and want to transfer that to the text editor remember to use the **Paste from Word** option located in the editor menu.



- (ii) The Wits-e editor has a built in spell checker but it must be selected in order for you to check your work. To do so select the Spell check icon.



15. How do I navigate and complete Tests and or Quizzes?

- (i) Select the **Test and Quizzes** option from the left hand menu and then choose the relevant option from the Test and Quizzes displayed by clicking the name of the of the Test or Quiz. Remember that Wits-e only displays one question per screen and in order to proceed to the next question you must select **Next** (15.2). In some cases you have to provide an answer to the question before being allowed to proceed. If you would like to return to a question click **Previous** (15.1). When you have completed the questions you can **Save** (15.3) the test or quiz to be submitted at a later time or submit immediately by selecting **Submit for Grading** (15.4).

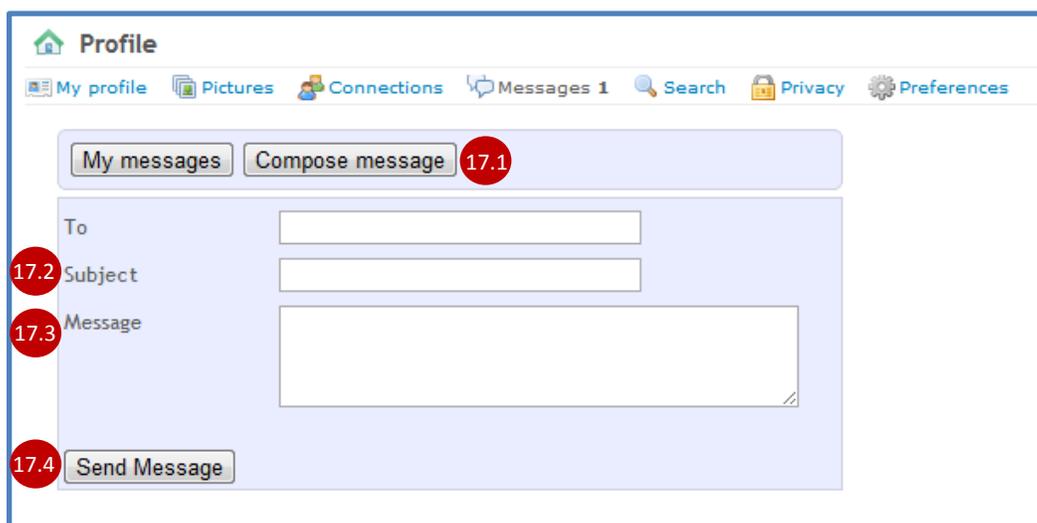


16. Where do I view my course content?

- (i) Your course content will be found in the left hand menu of the course site. Make sure to ask your lecturers how they have named the sections so that you can access the relevant information easily. Once you have selected the named content menu item you will be directed to the screen that displays the content, which may be ordered in sections and sub-sections. For access simply click on the relevant file name.

17. How can I communicate with other course students and users?

- (i) There are a number of ways that you are able to communicate with fellow course members. The first is by using the message facility located under the Profile in My Workspace. Select Messages from the menu options and then **Compose Message** (17.1). Remember that you can only send messages to individuals who you have added and confirmed by as **Connections** (see **Message** documentation in **Help** for more). Once you have selected the person you wish to send a message to type in the **Subject** (17.2) and **Message** (17.3) and then select **Send Message** (17.4).



- (ii) The second tool for communication with other course members is the **Forums** tool. Here you are able to post information and participate in discussions related to your course and interact with other students. Depending on the settings you lecturer has chosen you will be able to create a new discussion thread and post replies to the post of others.



The screenshot shows a Moodle forum interface. At the top, it says 'Forums' and 'Reply to Thread | Mark All as Read'. Below that, the breadcrumb path is 'Forums / marketing 2 Forum / General Discussion / Introduction Chapter'. There are navigation links for '< Previous Thread' and 'Next Thread >'. A 'View' dropdown menu is set to 'Thread', and there is a 'Go to first new message' button. The forum thread itself has three posts:

- New!** Introduction Chapter
Zaahirah Bhanjee (a0021984) (Sep 29, 2011 10:40 A.M.) - Read by: 2 [Read] [Reply]
This is the general discussion for the Introduction Chapter
- Re: Introduction Chapter**
Zaahirah Bhanjee (a0021984) (Sep 29, 2011 11:11 AM) - Read by: 2 [Read] [Reply]
i love the introduction chapter! is there anyone else who enjoy sit just as much as i do?
- Re: Introduction Chapter**
James Smurthwaite (a0011006) (Sep 30, 2011 12:18 PM) - Read by: 2 [Read] [Reply]
I think that you may find it challenging to locate an individual who displays your fervour for Introductory chapters.

There is a fourth post:

- New!** Re: Introduction Chapter
Zaahirah Bhanjee (a0021984) (Sep 30, 2011 10:20 A.M.) - Read by: 1 [Read] [Reply]
Great!

Date: 17th May 2012

Produced: James Smurthwaite