



DIGITAL

An Educor Project

*TECHNOLOGY ENHANCED AND
SUPPORTED LEARNING AT ITS BEST*



Dear Students

We hope that you are staying safe during the national lockdown. We thank you for your continued support and understanding as we all work together to beat Covid-19 and to successfully complete our 2020 academic programme.

As your institution of choice, we have spent this week dedicating our time to providing you with extra learning materials to enable you to continue your studies at home. As we progress on this digital journey, we are committed to providing you with the academic support that you require. The Academic Manager at your campus will also connect with you to provide further support as you remotely progress with your studies with our continued support.

Together, we can make a positive difference in the fight against Covid-19. Please continue to practice social distancing, please take the necessary precautions and please remember, stay home, stay safe, save lives.

Let's take a look at what's in store for you this week.

What's new in MyClass?

We are very excited to introduce you to two additional features in all of your MyClass modules! Below, we outline what the features are, and how to access them easily!

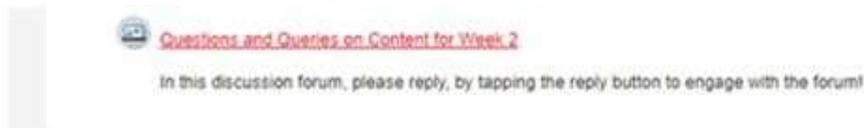
Discussion Forums

Discussion Forums are a central space within your MyClass module that you can navigate to for pertinent queries, questions or comments you would like to make regarding the MyClass content available to you. The discussion forums are checked numerous times a day by an academic who is ready to support and assist your learning through answering your questions.

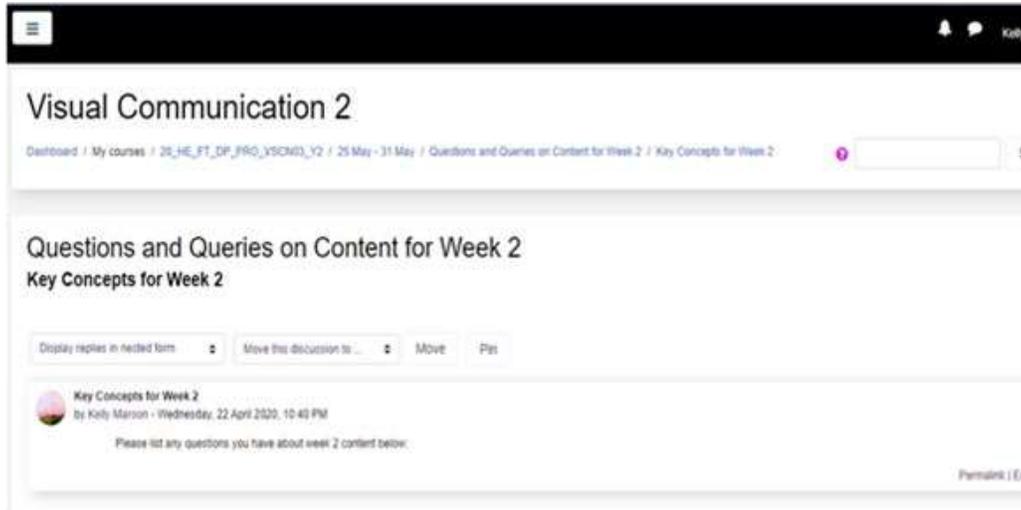
So – where do you find the Discussion Forums?

Follow this short guide to get to your Discussion Forums quickly, and with ease:

- a. Navigate to MyClass
- b. On your dashboard, select a course
- c. Once redirected to the course page, scroll through the materials in a downward motion
- d. Find the Discussion Forum section for the discussion forum that is live for you
- e. Your discussion forum will look something like this:



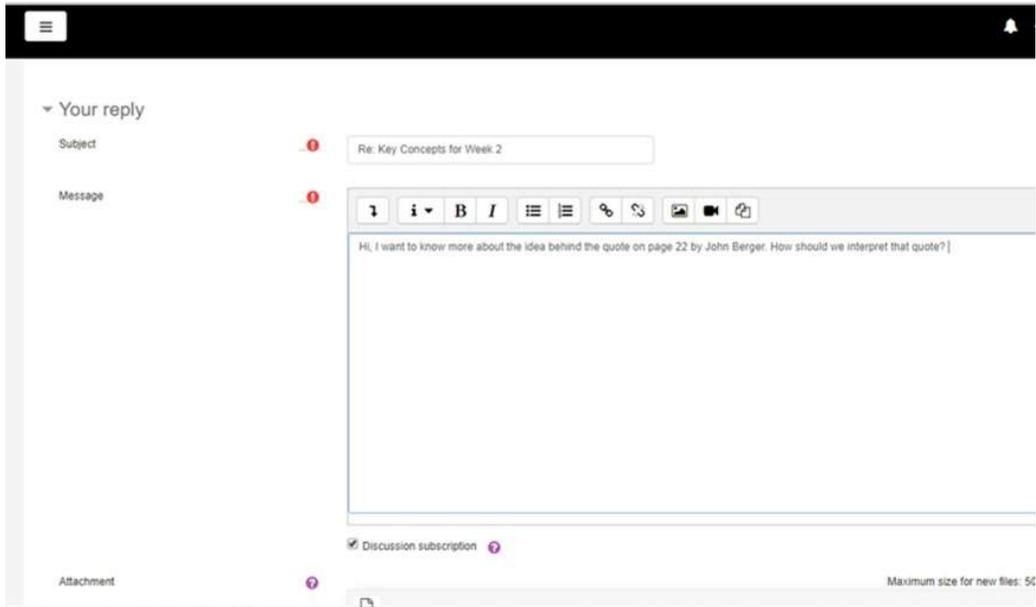
- f. The discussion forum icon is always represented by the image of the laptop (see thumbnail above).
- g. Now, once you have found your forum, click on the hyperlink/title (in this case, the "Questions and Queries on Content for Week 2")
- h. Once you have clicked on the link, you will be redirected to the space that holds the questions and responses and it will look similar to this:



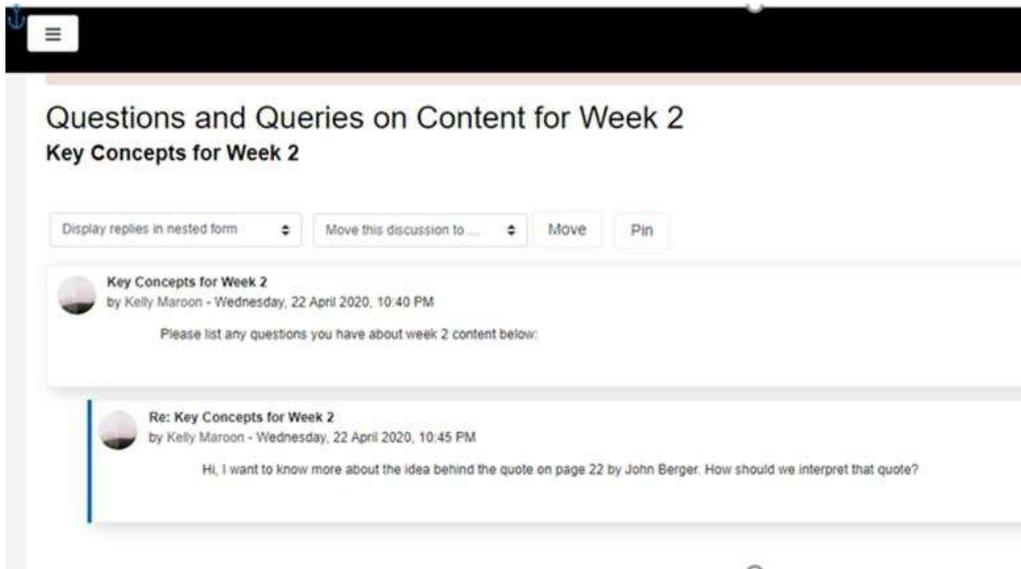
- i. On the right hand side, you should notice the option to reply to the main post (the one posted by your lecturer). Let's zoom in and take a closer look:



- j. Click on reply and you will be redirected to a page that looks like this:



- k. Add your message to the window above called "message"
- l. You should be able to see my question above, as an example of a query to post.
- m. Now, once you have your question listed in the "message" window, scroll down the page and click "post to forum"
- n. Once you do that, you will be redirected to the main discussion forum window and it will now show your comment like this:



You can return to your course at any point, and navigate back to the discussion forum as often as you need to. One useful tip that we must share, is that you have the option to either edit or remove your question for up to 30 minutes after posting it.

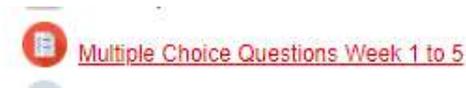
Do feel free to engage with your peers and classmates in this space, but remember to keep the discussion thread on the matter of course work and peer to peer learning or assistance!

Multiple Choice Questions

Multiple Choice Questions are easier to navigate than Discussion Forums, so we will not be illustrating a full step guide here, but rather guiding you around the rules and the things that are important to know about Multiple Choice Questions!

To locate the Multiple Choice Question set in your module, follow these steps:

- a. Navigate to MyClass
- b. Navigate to MyClass
- c. On your dashboard, select a course
- d. Once redirected to the course page, scroll through the materials in a downward motion
- e. Find the "Multiple Choice Question" in either week 5 or week 6 of your course content. It will be represented by an icon like this



- f. Multiple Choice Question sets will always be indicated by the paper icon as above.
- g. To start the quiz, click on the hyperlink and you will be directed to a page that notes this:



- h. Click on “attempt quiz now” to start the Multiple Choice Quiz.
- i. Remember, you need to feel prepared ahead of starting the quiz, so do go through your learning material before doing your quiz!

IMPORTANT:

- The Multiple Choice Questions are mandatory to complete but do not count for marks – you will recall that all assessments are currently suspended and therefore this Multiple Choice Quiz must be thought of as revision, mostly.
- The Quiz is there for your learning – doing the quiz will allow you to see areas that you need to recover, or focus more on. The Multiple Choice Quiz will give you feedback and results as soon as you finish the quiz and submit your answers. So take a note of where some errors may have occurred and do some revision of that work.
- The Multiple Choice Quiz is a learning activity for you and therefore you must treat it seriously – quizzes in your modules will have a timeline in which you have to complete the quiz, so take note of any deadlines that are attached to the quiz. On average, you should have a period of 2 to 5 days to complete a quiz depending on the length of the quiz.
- There will be quizzes within each of your modules, the length of the quizzes will vary though. It is important that you understand that each quiz is designed specifically to the type of module you are learning, and the amount of work that needs to be revised by you.

Additional Support

As you start to get more comfortable with the MyClass platform, remember to engage with all of the options you have at your fingertips – the Student Portal is a critical part of your online and remote learning journey. Refer to the Portal and MyClass guide in your Student Orientation module to refresh you on what is available to you via your Office account. Things like:

- EBSCO Host and additional online library resources
- Digital repositories and e-books most frequently used in your specialization
- MyMail, the central communication email inbox for all important notifications and communications
- MyOffice Suite, the tab that gets you access to Word, PowerPoint and other important apps that will help you on your online and remote learning journey.

These resources are there for you, so make sure you use them well in your learning, revision and explorations in MyClass!

Technical Difficulties

Still experiencing technical difficulties?

Do not fret, we have a dedicated support team to answer your queries. To ensure we answer your queries quickly and efficiently, please send your technical issues directly to your Academic Manager. We endeavour to resolve your issues as quickly as possible.

In support of your learning,

Dr Alexia Cox
Dean of Teaching and Learning