

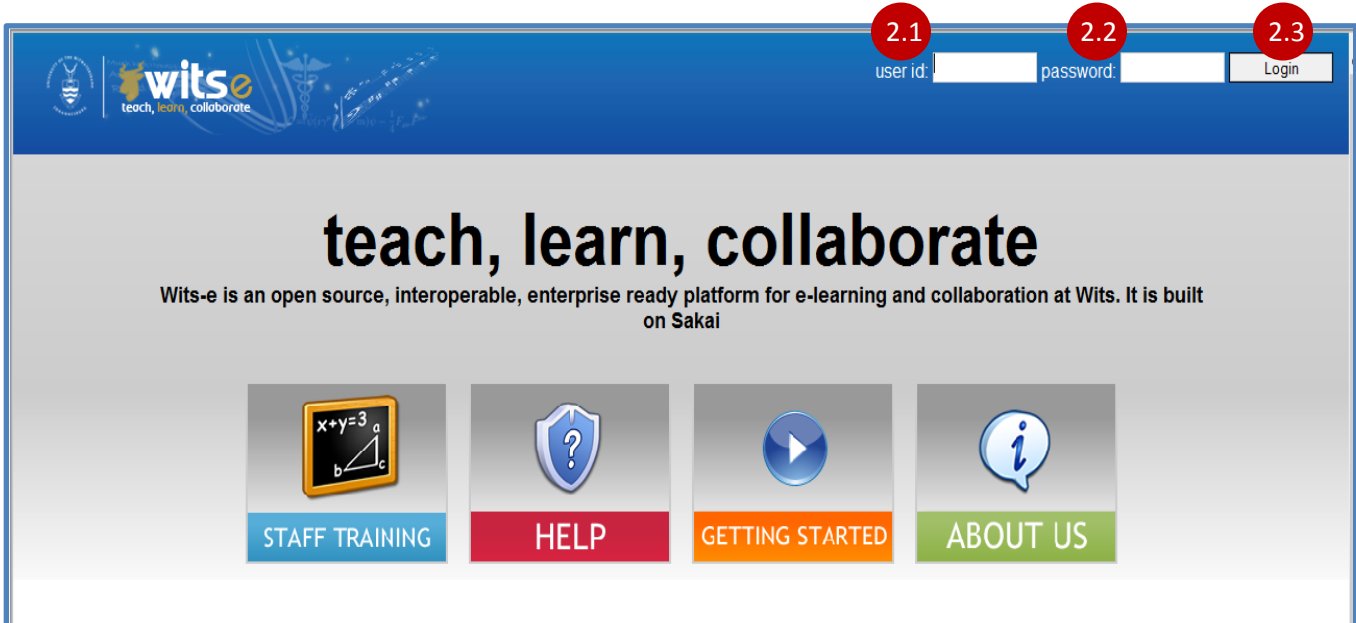
## Wits-e Getting Started Guide

### 1. Introduction

This **Getting Started Guide** will introduce onto the basics needed to become familiar with Wits-e/Sakai.

### 2. How to login to Wits-e

- (i) To login to Wits-e/Sakai, open your web browser and enter the following address: <https://cle.wits.ac.za>. Wits-e's login screen will appear. Enter the **User id (2. 1)**, **Password (2. 2)** and click on **Login (2. 3)**. Note: The **User id** and **Password** you use to log in to Wits Computers and Emails are the same credential that you use to log to Wits-e.



The screenshot shows the Wits-e login interface. At the top left is the Wits-e logo with the tagline "teach, learn, collaborate". At the top right, there are three red circular callouts: "2.1" pointing to the "user id:" input field, "2.2" pointing to the "password:" input field, and "2.3" pointing to the "Login" button. Below the input fields, the text "teach, learn, collaborate" is displayed in large font, followed by a description: "Wits-e is an open source, interoperable, enterprise ready platform for e-learning and collaboration at Wits. It is built on Sakai". At the bottom, there are four buttons: "STAFF TRAINING" (blue), "HELP" (red), "GETTING STARTED" (orange), and "ABOUT US" (green).

### 3. Once you've logged in

- (i) After a successful login, you will see a screen entitled “**My Workspace**” (3. 1). This is your private workspace where you can introduce yourself on your profile, create new course and project sites, and store resources. To perform those various tasks, you use the tool menu which is found on the left hand side of the screen (3. 2).

3.1

My Workspace ▾ FYE 2014 Basic computer ▾ MDP CoP ▾

Home My Workspace: Message Of The Day

Profile There are currently no messages at this location.

Course Creator

Membership

Schedule

Resources My Workspace: My Workspace Information Display

3.2 Announcements Welcome to your personal workspace.

Worksite Setup In Sakai each user has his or her own individual worksite called My Workspace. My Workspace is a place where you can keep personal documents

Preferences

Become User

Course Rollover

Account

Witse Support

Help

- (ii) Note: **My Workspace** tab is the only tab that you see if it is your first time accessing Wits-e. You will also see the brief welcome introduction to Wits-e on your right side. Click **Next (3.3)** to continue reading brief introduction to Wits-e.

The screenshot displays the 'My Workspace' interface. At the top left is the Wits-e logo with the tagline 'teach, learn, collaborate'. Below the logo is a navigation menu with items: Home, Profile, Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. The main content area is titled 'My Workspace: Message Of The Day' and contains the text 'There are currently no messages at this location.' Below this is another section titled 'My Workspace: My Workspace Information Display' with the text 'Welcome to your personal workspace. In Sakai each user has his or her own individual worksite called...'. A 'Welcome' pop-up window is overlaid on the right side of the page. The pop-up contains the following text: 'This very brief tutorial presents basic information about the features and layout of Sakai. It will run once when you first log into Sakai. You can access this tutorial again by clicking on "Tutorial" under your login name in the upper right corner. Detailed information about each feature can be accessed by clicking on the icon found throughout Sakai. Sakai CLE is a very flexible framework for organizing sites that represent courses or projects. Sites contain tools or specific features that site managers have selected. Click on "Next" below to continue through this brief introduction to Sakai.' At the bottom right of the pop-up, there is a red circle containing the number '3.3' and a 'Next' button with a right-pointing arrow.

## 4. What is My Profile

- (i) With the **Profile** tool you can view other Wits-e users' profiles, add information to your profile, add connections to your profile and specify what information in your profile is public for Wits-e users to see. Click on **Profile (4. 1)** on your **My Workspace** site tab, to view your own profile. For more information on how **Profile** tool works, visit: [https://cle.wits.ac.za/portal/help/html/documentation/Profile\\_Section\\_02.pdf](https://cle.wits.ac.za/portal/help/html/documentation/Profile_Section_02.pdf).

The screenshot shows the 'My Profile' page for Maanda Mashamba. At the top, there are navigation tabs for 'My Workspace', 'FYE 2014 Basic computer', and 'MDP CoP'. A left sidebar contains various navigation options, with 'Profile' highlighted and labeled '4.1'. The main content area features a profile card for Maanda Mashamba, including a profile picture, a name field, and a 'Say something' input box. Below the profile card are sections for 'My connections' (listing Neo Petlele, Reginald Moledi, and Khanyisile Motaung), 'My pictures' (0 pictures), and several information sections: 'Basic Information', 'Contact Information' (Email: Maanda.Mashamba@wits.ac.za), 'Staff Information', 'Student Information', 'Social Networking', and 'Personal Information'. Each information section currently displays the message 'You haven't filled out any information yet'.

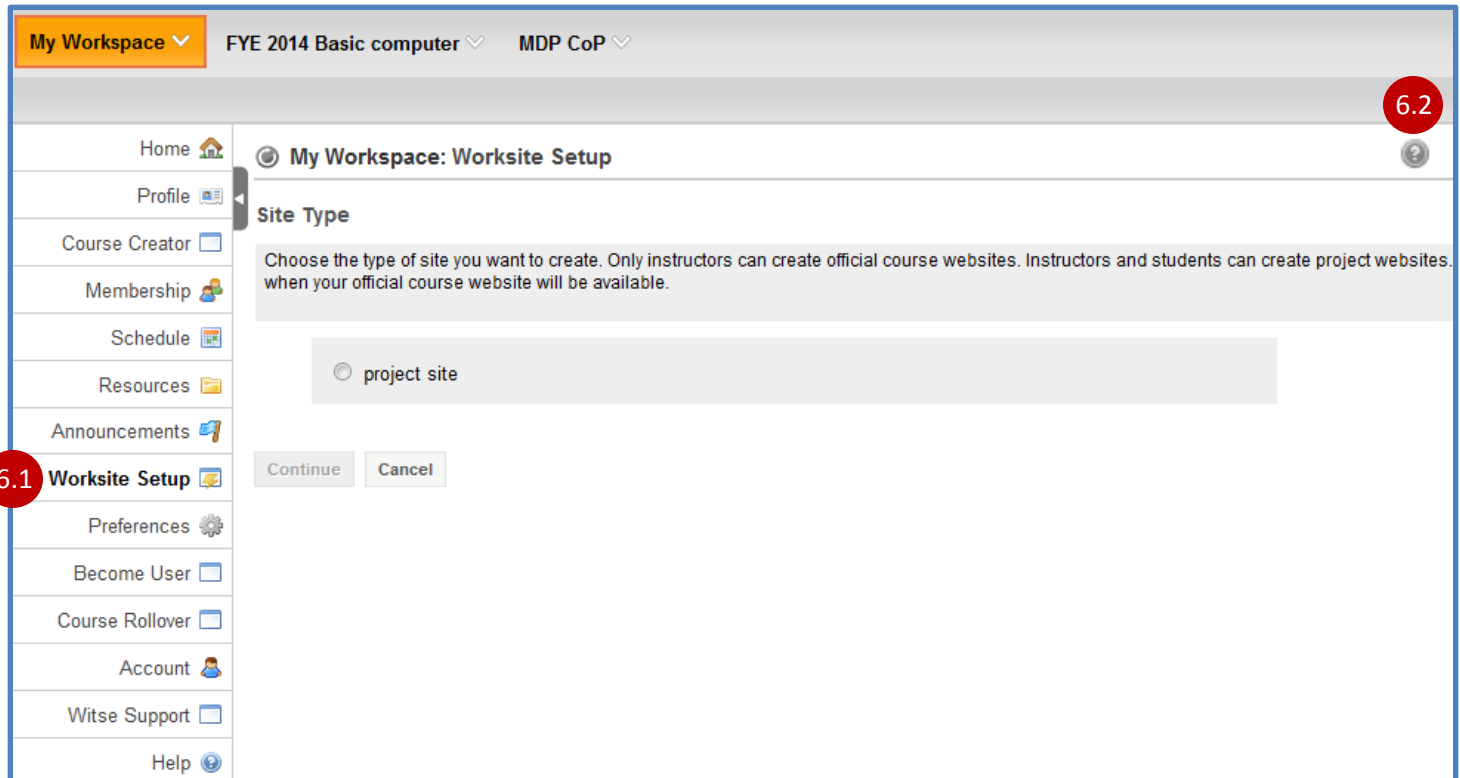
## 5. Creating a Course site

- (i) **Course sites** are official worksite for a particular academics course for an institution and can be linked to a database. To start creating your course site, in your **My Workspace** screen, click **Course Create (5. 1)** on the left hand tool menu. Then you will need to follow all steps until the successful creation of your course site. For more information on how to create a course site, click context help (5. 2) icon on the top right corner or visit: [https://cle.wits.ac.za/portal/help/html/documentation/Course\\_Creator\\_2.9.pdf](https://cle.wits.ac.za/portal/help/html/documentation/Course_Creator_2.9.pdf).

The screenshot displays the 'My Workspace' interface. At the top, there are three dropdown menus: 'My Workspace', 'FYE 2014 Basic computer', and 'MDP CoP'. Below these is a navigation menu on the left with items: Home, Profile, Course Creator (highlighted with a red circle labeled '5.1'), Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, Become User, Course Rollover, Account, Witse Support, and Help. The main content area is titled 'My Workspace: Course Creator' and shows 'Step 1: Site Type'. Under 'Select Site Type:', the 'Course Site' option is selected with a radio button. A 'Next' button is visible below the selection. A red circle labeled '5.2' is located in the top right corner of the interface, indicating a context help icon.

## 6. Creating a Project site

- (i) **Project sites** are designed to facilitate collaboration; you can invite anyone who wants to join the project site. This can also be used as school site, postgrad, sport club etc. To start creating your project site, in your **My Workspace** screen, click **Worksite Setup (6.1)** on the left hand tool menu followed by **New** button. Then you will need to follow all steps until the successful creation of your project site. For more information on how to create a project site, click context help (6.2) icon on the top right corner or visit: [https://cle.wits.ac.za/portal/help/html/documentation/Worksite\\_Setup\\_Tutorial\\_2.9.2.pdf](https://cle.wits.ac.za/portal/help/html/documentation/Worksite_Setup_Tutorial_2.9.2.pdf).



The screenshot displays the 'My Workspace: Worksite Setup' interface. At the top, there are dropdown menus for 'My Workspace', 'FYE 2014 Basic computer', and 'MDP CoP'. A red circle labeled '6.2' is positioned in the top right corner. The left-hand navigation menu includes options like Home, Profile, Course Creator, Membership, Schedule, Resources, Announcements, Worksite Setup (highlighted with a red circle labeled '6.1'), Preferences, Become User, Course Rollover, Account, Witse Support, and Help. The main content area is titled 'My Workspace: Worksite Setup' and features a 'Site Type' section. Below this title, a text box explains: 'Choose the type of site you want to create. Only instructors can create official course websites. Instructors and students can create project websites when your official course website will be available.' A radio button labeled 'project site' is selected. At the bottom of the main area, there are 'Continue' and 'Cancel' buttons.

## 7. Joining sites

- (i) With the **Membership** tool in your **My Workspace** screen, you can join and unjoin all available sites on Wits-e. To join a site, click **Membership (7. 1)** on the left hand tool menu. Click on the **Joinable Sites (7. 2)** button, and you will see all lists of sites that are available for you to join. Find the site that you would like to join and click **Join (7. 3)** link below the site's title. Note: The site will be removed from the **Joinable Sites** list and added to your **My Current Sites** list.

The screenshot displays the 'My Workspace' interface. At the top, there are dropdown menus for 'My Workspace', 'FYE 2014 Basic computer', and 'MDP CoP'. On the left sidebar, the 'Membership' tool is highlighted with a red circle labeled '7.1'. The main content area shows 'My Workspace: Membership' with a red circle labeled '7.2' over the 'Joinable Sites' button. Below this, a table lists 'Joinable Sites' with columns for 'Worksite' and 'Description'. Each row includes a 'Join' link. A red circle labeled '7.3' is placed over the 'Join' link for the first site in the list.

Worksite	Description
a0007878_DUMMY_1167348467 - a0007878_DUMMY_1167348467 - a0007878 Dummy Course 1167348467	Welcome to my DUMMY course all you DUMMIES!! ...
a0011669_DUMMY_2060974836 - a0011669_DUMMY_2060974836 - a0011669 Dummy Course 2060974836	Welcome to Dummy Course 2060974836 ...
a0015266_DUMMY_413538861 - a0015266_DUMMY_413538861 - a0015266 Dummy Course 413538861	Welcome to GEMP Anatomy ...

## 8. Exploring tabs

- (i) Across the top of the screen, you will see the **My Workspace** tab and a tab for a site that you have created or joined. Click on your site tab and you will be directly taken to your course (**8. 1**). At the left side of the screen you will see a menu of tools for your site (**8. 2**). Note: Each site comes with a default set of tools which include: **Home, Site Info, Site Members, Help** etc.

The screenshot displays a user interface for a learning management system. At the top, there is a navigation bar with several tabs: "My Workspace", "FYE 2014 Basic computer", "MDP CoP", "A0035774\_DUMMY" (highlighted in orange), and "COMH7060\_COMH7060 AND ...". A red circle labeled "8.1" is positioned above the "A0035774\_DUMMY" tab. Below the navigation bar, the main content area is divided into two sections. On the left, there is a sidebar menu for the site "A0035774\_DUMMY". The menu items are: "Unpublished Site" with a "(Publish Now)" button, "Home" (with a house icon), "Syllabus" (with a document icon), "Tests & Quizzes" (with a pencil icon), "Site Info" (with a document icon and a red circle labeled "8.2" next to it), "Assignment2" (with a document icon), "Site Members" (with a list icon), "Statistics" (with a bar chart icon), "Theme Manager" (with a list icon), and "Help" (with a question mark icon). The main content area on the right shows the title "A0035774\_DUMMY: Site Information Display" and the site name "A0035774\_DUMMY".



## 9. Managing Tools

- (i) With the **Site Info** tool on the left side of your site tool menu, you can add other tools to produce your site with the features you want to offer. Click on **Site Info (9. 1)**, the menus on this section allows you to manage your site. Click **Edit Tools (9. 2)** button, you will see a list of available tools that you can add to your site.

The screenshot shows the 'Site Info' tool interface for the site 'A0035774\_DUMMY'. The left sidebar contains navigation options: Home, Syllabus, Resources, Tests & Quizzes, **9.1 Site Info**, Assignment2, Site Members, Theme Manager, Podcasts, and Help. The main content area displays site details:

- Site URL: <http://elearn-qa.wits.ac.za/portal/site/5c3956ff-40bc-4593-b6d7-ff5515d32670>
- Site contact and email: Maanda Mashamba, [Maanda.Mashamba@wits.ac.za](mailto:Maanda.Mashamba@wits.ac.za)
- Available to: Site owner and organizers only
- Modification date: Jun 18, 2014 9:11 am
- Modified by: Mashamba, Maanda
- Display in public site list: No ([Tell me more...](#))
- Creation date: Jun 3, 2014 3:30 pm

Below the details is a section for 'A0035774\_DUMMY Participant List (# 1)' with a 'Printable Version' link and a table:

Name
Mashamba, Maanda ( a0035774 )

There is an 'Update Participants' button and a timestamp: 'Last updated Jun 17, 2014 3:04 PM SAST'. A red circle labeled '9.2' highlights the 'Edit Tools' button in the top navigation bar.

- (ii) Each tool has the descriptions associated with it. The tools that are marked with a tick are the tools that are available on your site tool menu. To add a tool, select the check box beside it and click **Continue** button on the bottom of the screen. The confirmation screen will appear. Then you will need to click **Finish** to accept the adding of a tool.

The screenshot shows the 'Project Site Tools' selection screen for the site 'A0035774\_DUMMY: Site Info'. The left sidebar is the same as in the previous screenshot, with 'Site Info' selected. The main content area is titled 'Project Site Tools' and contains a list of tools to be selected for the site:

Choose tools to include on your site...	
<input checked="" type="checkbox"/>	Home For viewing recent announcements, discussion, and chat items.
<input type="checkbox"/>	Announcements For posting current, time-critical information
<input checked="" type="checkbox"/>	Assignment2 Enables creation, distribution, collection, and grading of online assignments. submissions.
<input type="checkbox"/>	Assignments For posting, submitting and grading assignment(s) online
<input type="checkbox"/>	Calendar For posting and viewing deadlines, events, etc.
<input type="checkbox"/>	Chat Room For real-time conversations in written form
<input type="checkbox"/>	Course Home A flexible tool that allows adding of tools to a page as blocks.
<input type="checkbox"/>	Drop Box For private file sharing between instructor and student
<input type="checkbox"/>	Email Send mail to select participants in your site.

## 10. Editing a site

- (i) With the **Site Info (10. 1)** tool on the left side of your site tool menu, you can also edit your site. Click on **Edit Site Information (10. 2)** button at the top of your screen. You will be able to edit the same settings that were available during the creation of your site. When you are done with your revisions, you will then need to click **Continue > Finish**.

The screenshot displays the Blackboard site management interface. At the top, there is a navigation bar with several dropdown menus: 'My Workspace', 'FYE 2014 Basic computer', 'MDP CoP', 'A0035774\_DUMMY' (highlighted in orange), 'COMH7060\_COMH7060 AND ...', and 'More Sites'. Below this is a sidebar on the left with various site management tools: 'Unpublished Site' (with a 'Publish Now' button), 'Home', 'Syllabus', 'Resources', 'Tests & Quizzes', '10.1 Site Info' (highlighted with a red circle), 'Assignment2', 'Site Members', 'Theme Manager', 'Podcasts', and 'Help'. The main content area is titled 'A0035774\_DUMMY: Site Info' and contains a toolbar with buttons for 'Edit Site Information', 'Edit Tools', 'Page Order', 'Manage Groups', 'Link to Parent Site', 'Manage Access', 'Duplicate Site', 'Import from Site', and 'Import from Archive File'. Below the toolbar, the site details are listed:

- Site URL: <http://elearn-qa.wits.ac.za/portal/site/5c3956ff40bc-4593-b6d7-ff5515d32670>
- Site contact and email: Maanda Mashamba, [Maanda.Mashamba@wits.ac.za](mailto:Maanda.Mashamba@wits.ac.za)
- Available to: Site owner and organizers only
- Modification date: Jun 18, 2014 9:11 am
- Modified by: Mashamba, Maanda
- Display in public site list: No ([Tell me more...](#))
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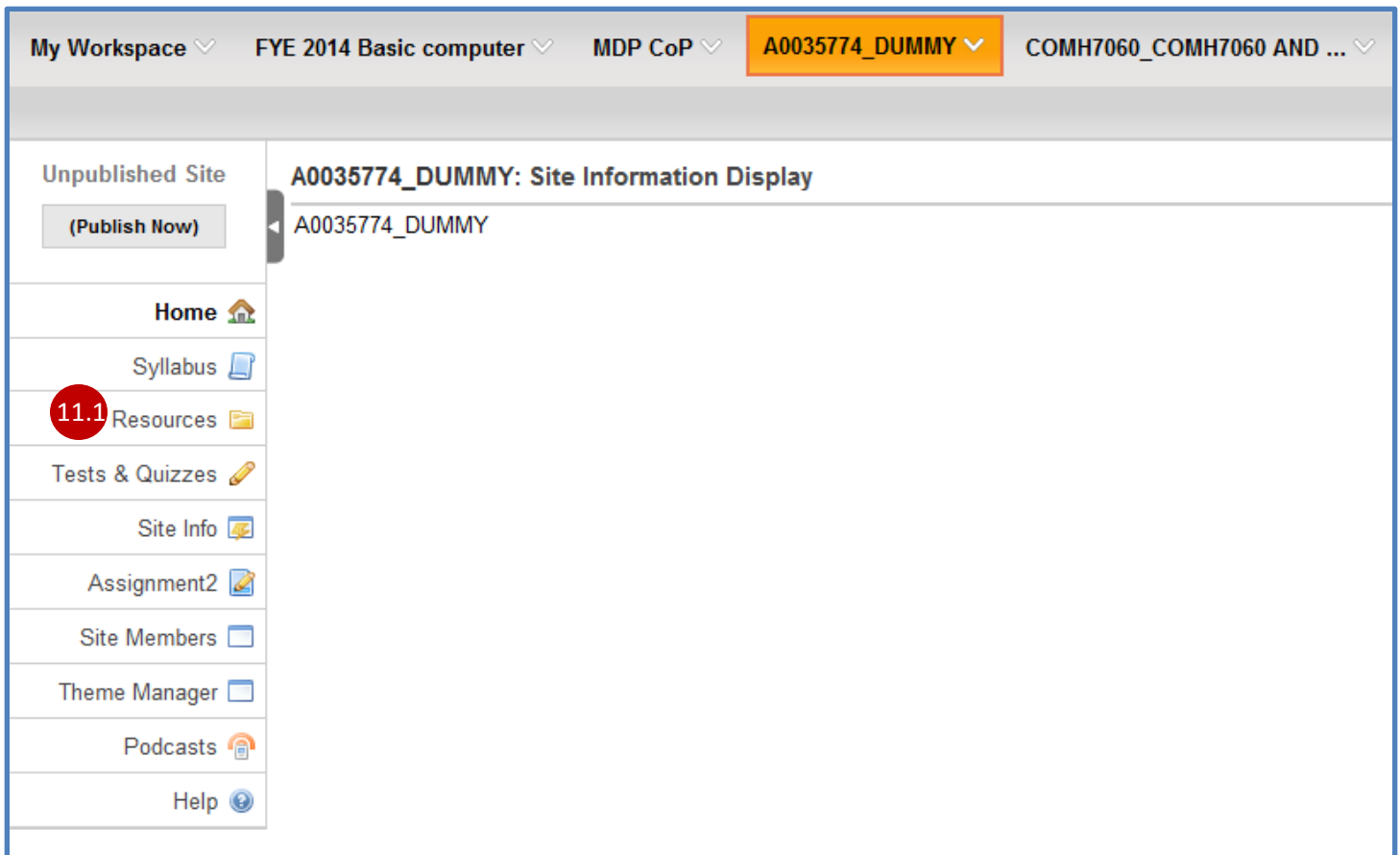
Below the details, there is a section for 'A0035774\_DUMMY Participant List (# 1)'. It includes a 'Printable Version' link, a table with the following data:

Name
Mashamba, Maanda ( a0035774 )

There is an 'Update Participants' button and a note: 'Last updated Jun 17, 2014 3:04 PM SAST'.

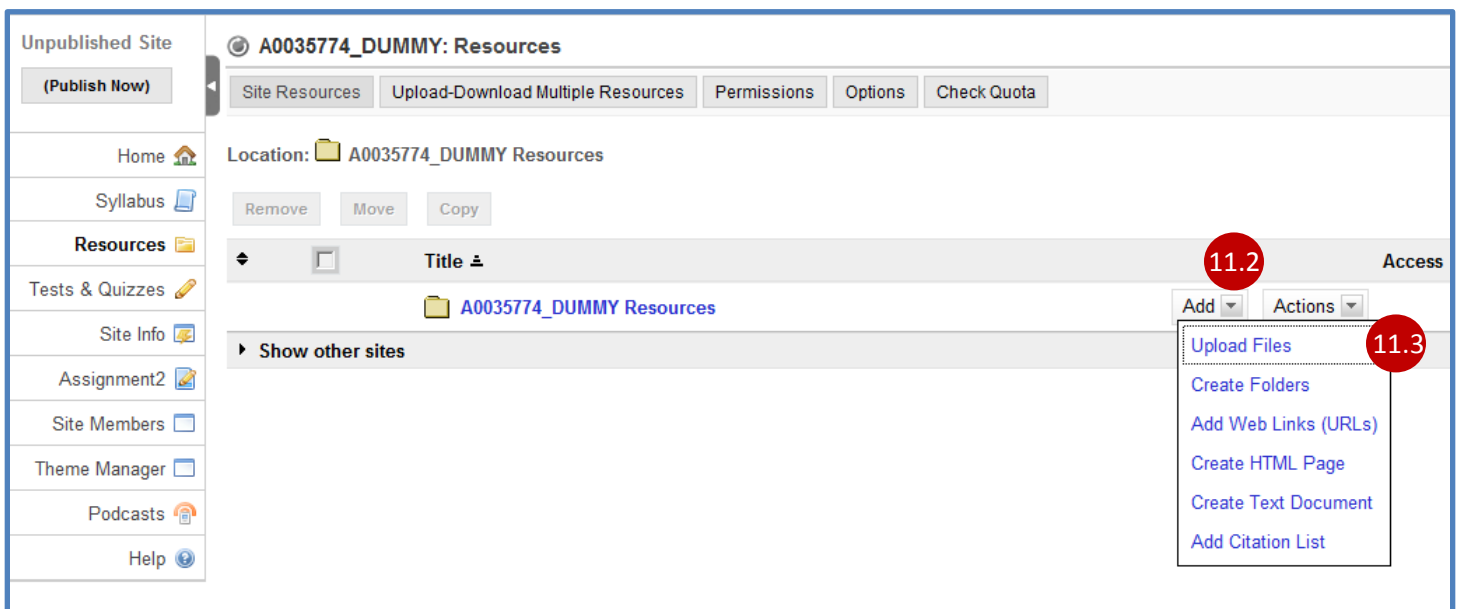
## 11. Uploading/Storing Resources

- (i) With the **Resources** tool on the left side of your site tool menu, you can store materials, copy, delete and organise materials. You can also share materials with other Wits-e users. In your site, click on **Resources (11. 1)** tool. Note: If you don't have **Resources** tool on your site, click **Site Info** tool > **Edit Tools** to add it.



The screenshot shows the Wits-e site management interface. At the top, there is a navigation bar with several dropdown menus: 'My Workspace', 'FYE 2014 Basic computer', 'MDP CoP', 'A0035774\_DUMMY' (highlighted in orange), and 'COMH7060\_COMH7060 AND ...'. Below this is a sidebar on the left with various site management tools. The 'Resources' tool is highlighted with a red circle and labeled '11.1'. The main content area shows the 'A0035774\_DUMMY: Site Information Display' page, with a '(Publish Now)' button and a list of site tools including Home, Syllabus, Resources, Tests & Quizzes, Site Info, Assignment2, Site Members, Theme Manager, Podcasts, and Help.

- (ii) To add a file to your resources folder, select the **Add (11. 2)** option followed by **Upload Files (11. 3)** from the drop down box.



The screenshot shows the Wits-e site management interface for the 'A0035774\_DUMMY: Resources' folder. The left sidebar is visible, with the 'Resources' tool highlighted. The main content area shows the 'A0035774\_DUMMY: Resources' folder with a table of resources. The 'Add' dropdown menu is open, showing options: 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create HTML Page', 'Create Text Document', and 'Add Citation List'. The 'Upload Files' option is highlighted with a red circle and labeled '11.3'. The 'Add' dropdown menu is labeled '11.2'.

- (iii) Click **Browse (11. 4)** button to choose the file that you want to upload/store from your computer. When you are done selecting your file, click **Upload Files Now (11. 5)** button. For more information on how this tool works visit: [https://cle.wits.ac.za/portal/help/html/documentation/Resources\\_2.9.pdf](https://cle.wits.ac.za/portal/help/html/documentation/Resources_2.9.pdf).

Unpublished Site  
(Publish Now)

Home

Syllabus

**Resources**

Tests & Quizzes

Site Info

Assignment2

Site Members

Theme Manager

Podcasts

Help

**A0035774\_DUMMY: Resources**

**Upload Files**  
Upload as many files as you like. However, the sum total file size cannot exceed 650 MB. If you change your mind about uploading upload.

Location: A0035774\_DUMMY /

File To Upload  **Browse...** 11.4

Display Name  [Add details for this item](#)

Add Another File

Email Notification  11.5

You can only upload 650 MB worth of files at one time. You may need to upload large files one at a time.

For self service resources click on the **help** hyperlink that can be found on at the bottom left of the Wits-e tool menu or visit: <https://cle.wits.ac.za/portal/help/main> . If you have further questions, please contact [ellearn@wits.ac.za](mailto:ellearn@wits.ac.za) or call (011) 717 7161.

SAKAI version:	2.9	
Document Title:	Wits-e Getting Started Guide	
Author:	Maanda Mashamba	
Accepted Version (date):	26 June 2014	
Uploaded to: Wits-e	Site: <a href="https://cle.wits.ac.za/home/index">https://cle.wits.ac.za/home/index</a>	Date:01/July 2014