University of the Witwatersrand, Johannesburg

eLearning Support & Innovation Unit

Staff User Support

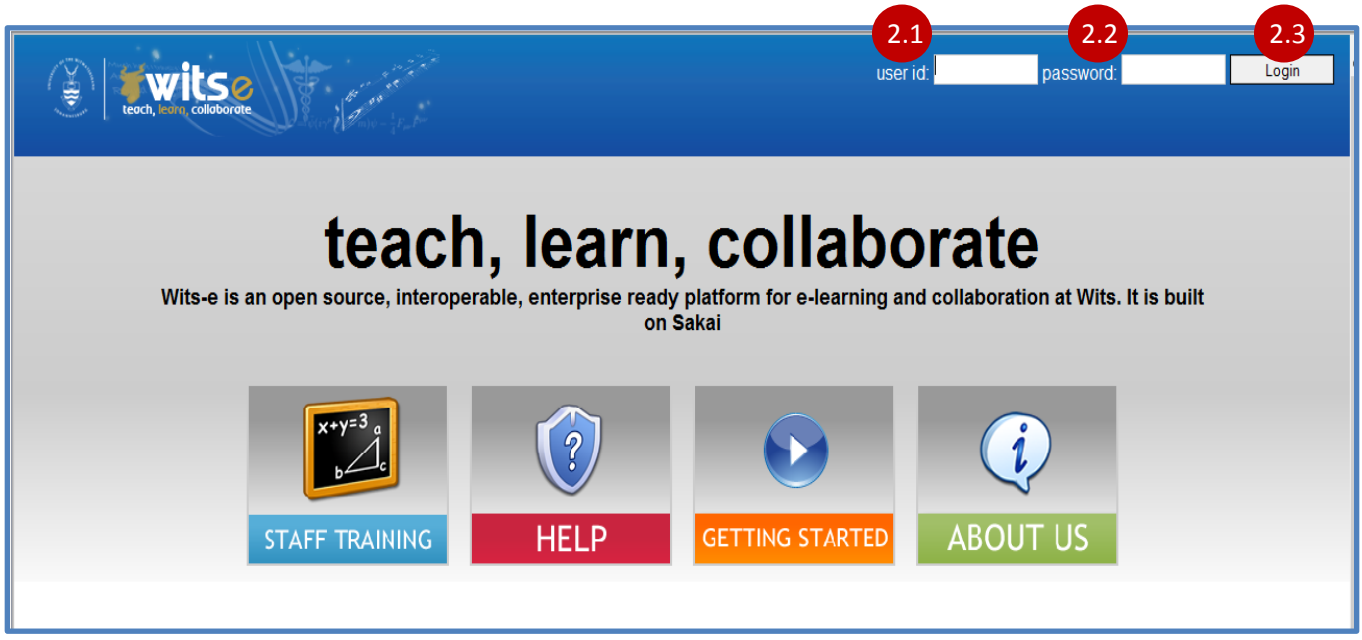
Wits-e Getting Started Guide

1. Introduction

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

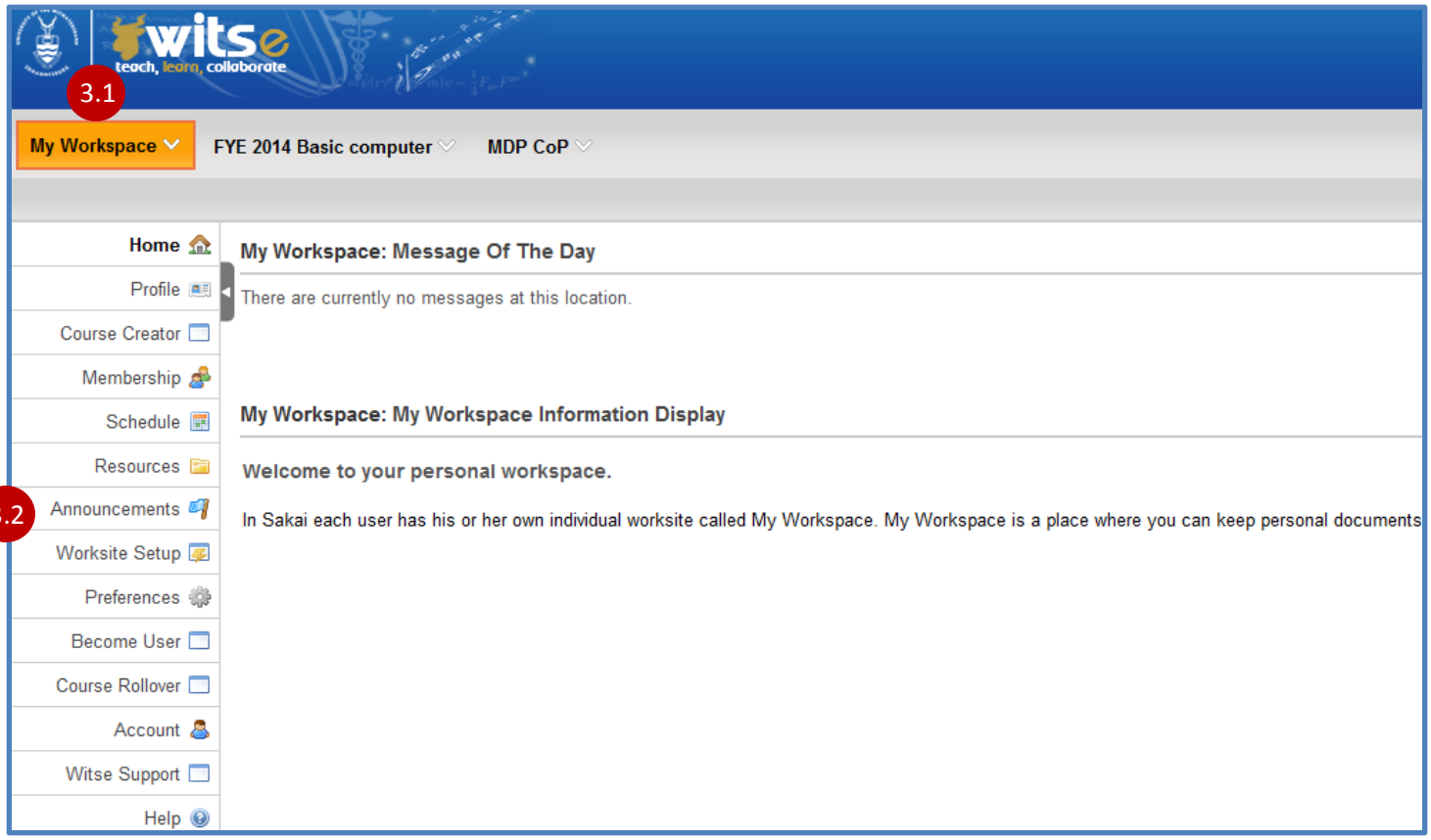
2. How to login to Wits-e

(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.

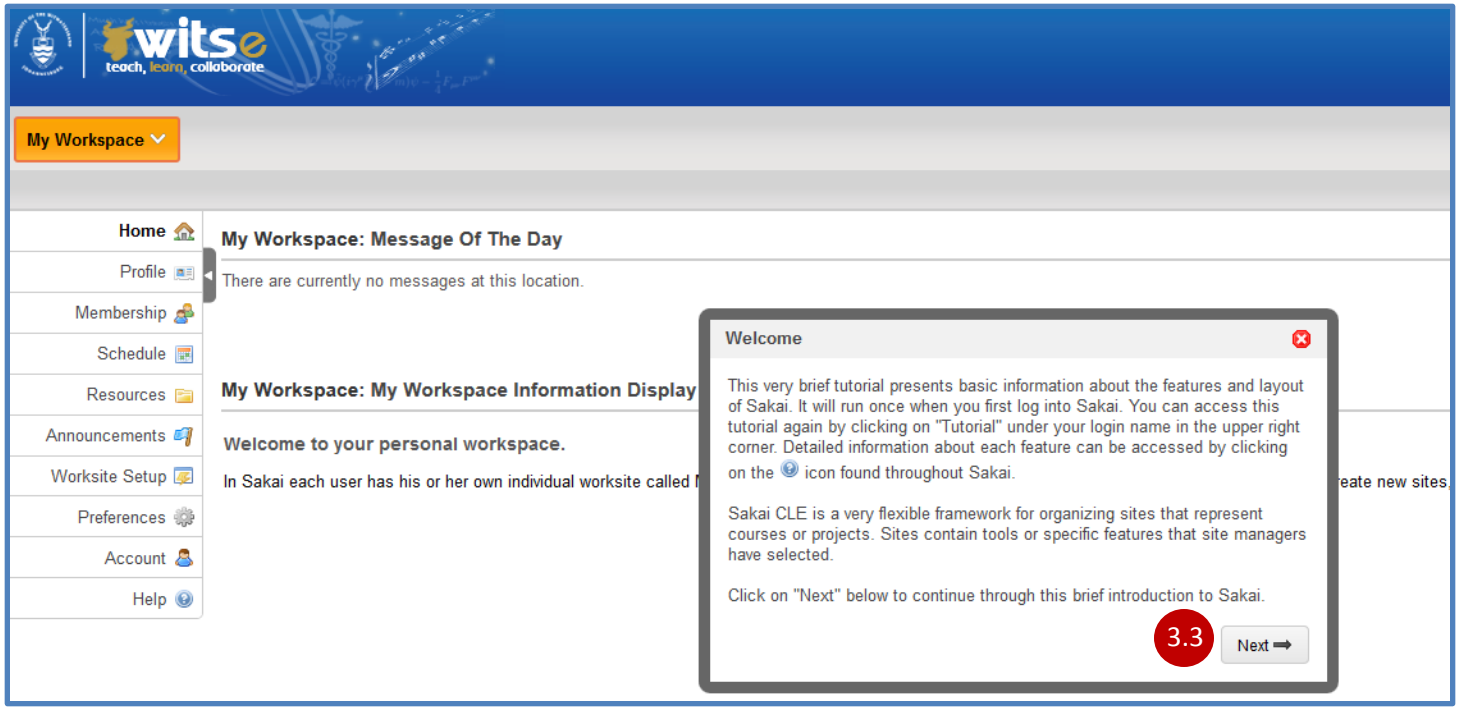


3. Once you've logged in

(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)**.

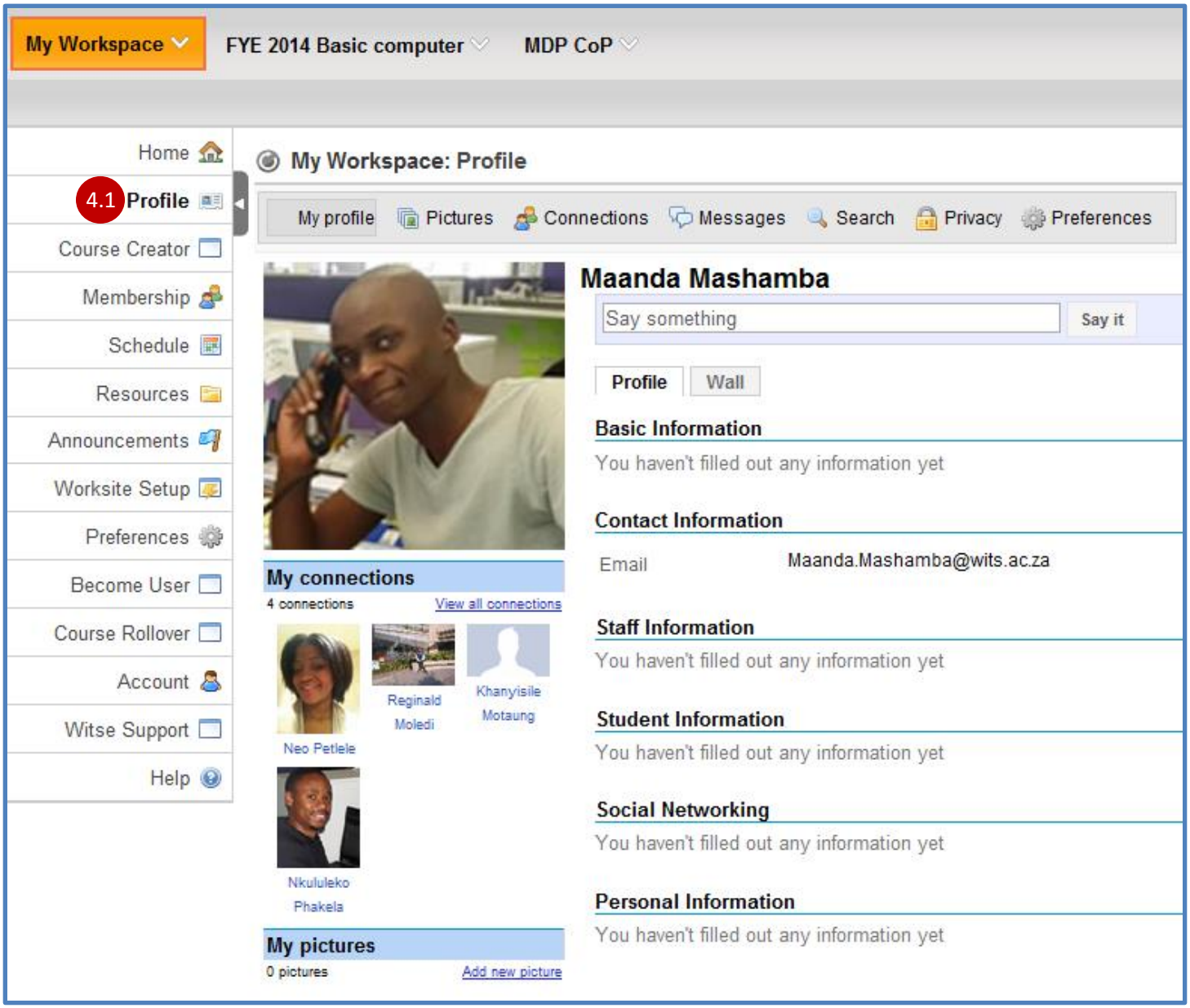


(ii) Note: **My Workspace** tab is the only tab that you see if it is your first time accessing Wits-e. You will also see the brief welcome introduction to Wits-e on your right side. Clink **Next (3. 3)** to continue reading brief introduction to Wits-e.



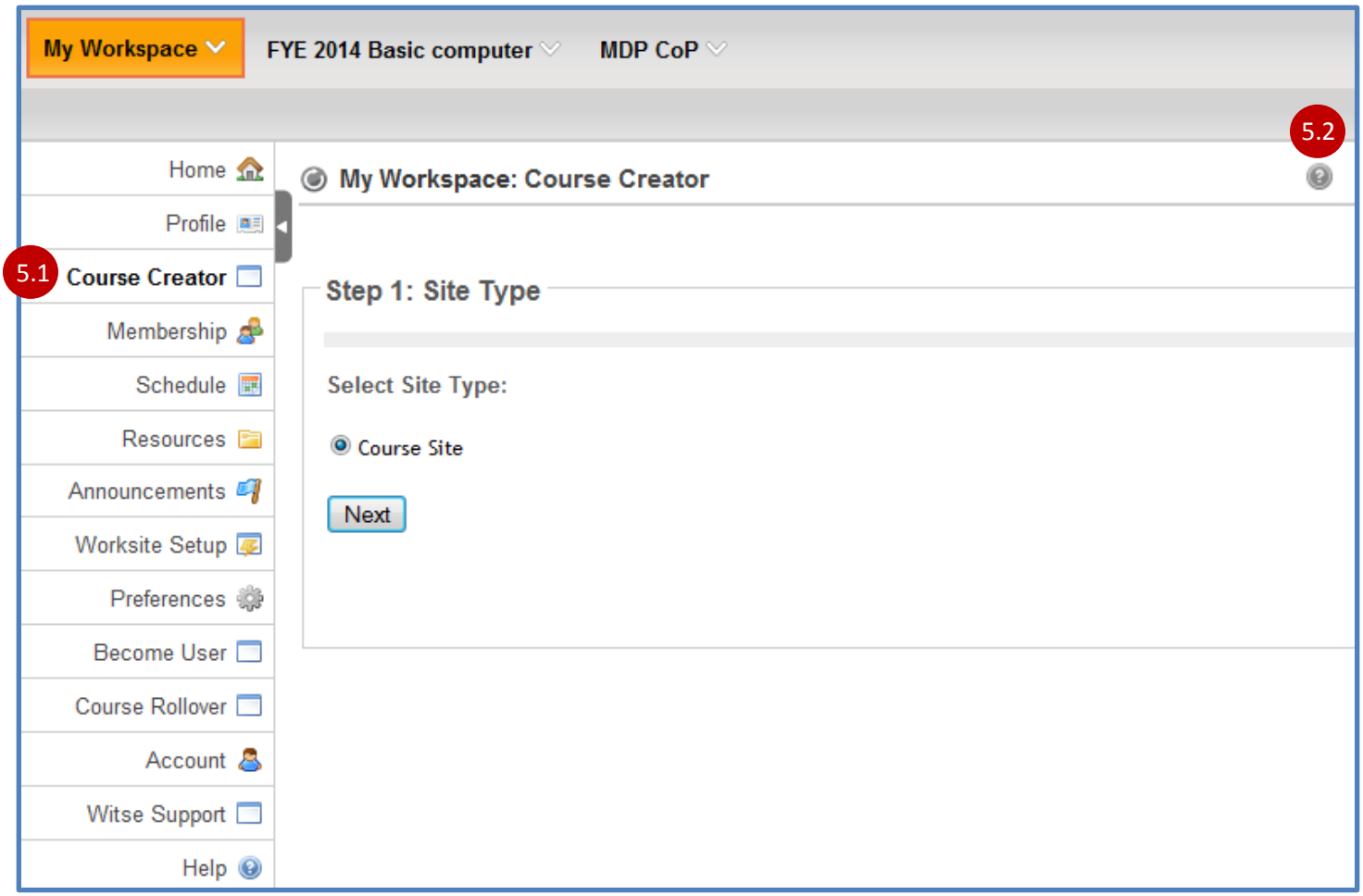
4. What is My Profile

(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.



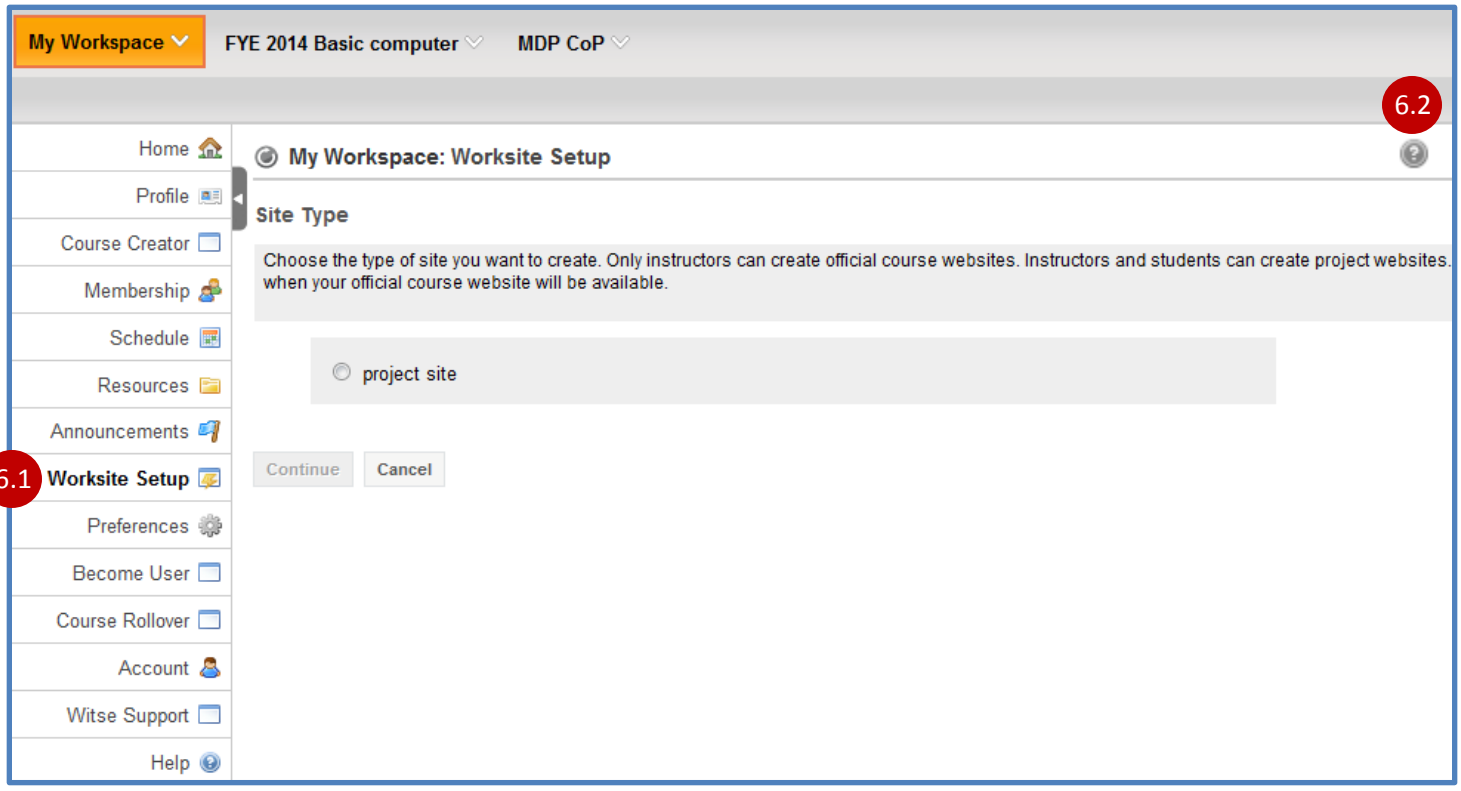
5. Creating a Course site

(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.



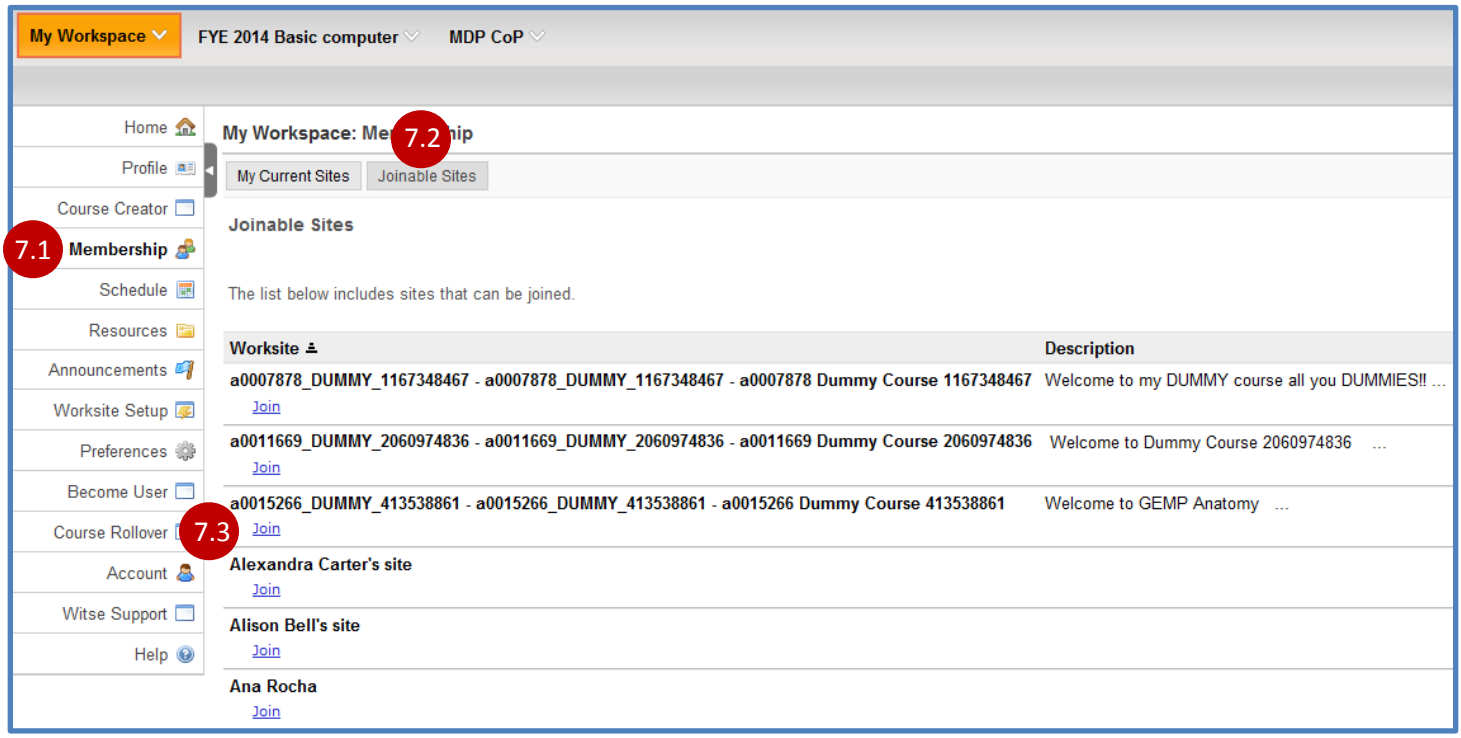
6. Creating a Project site

(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.



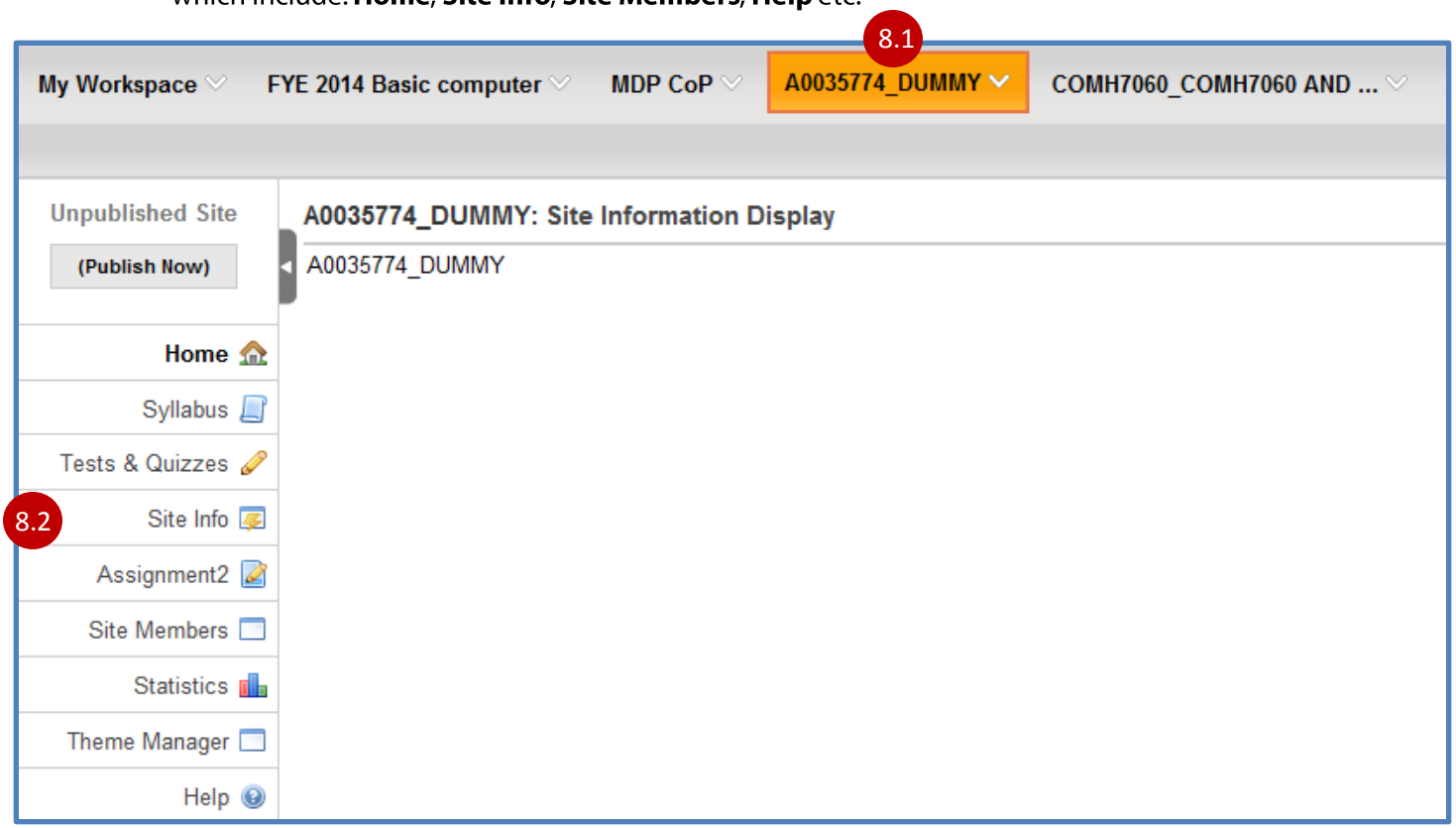
7. Joining sites

(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.



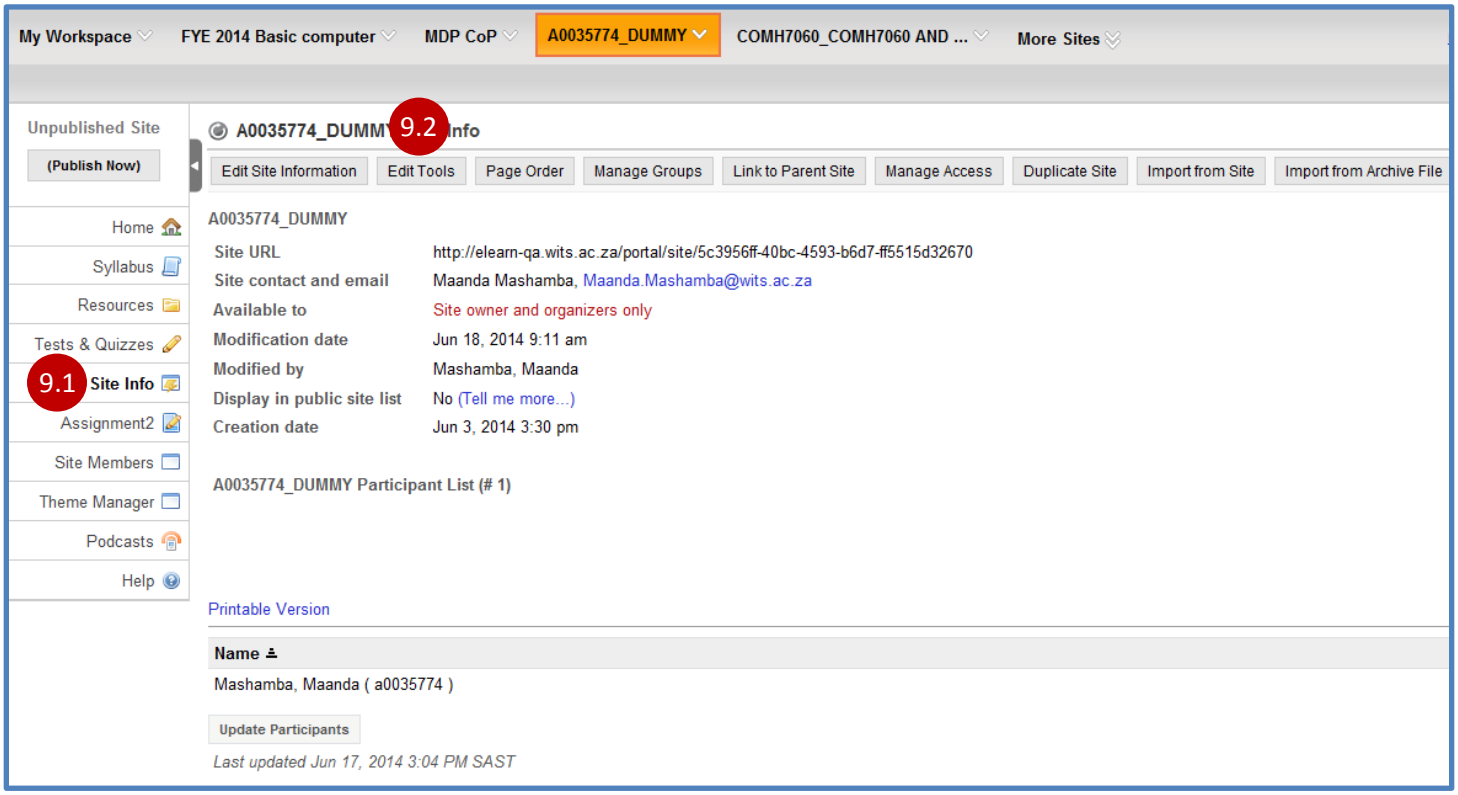
8. Exploring tabs

(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.

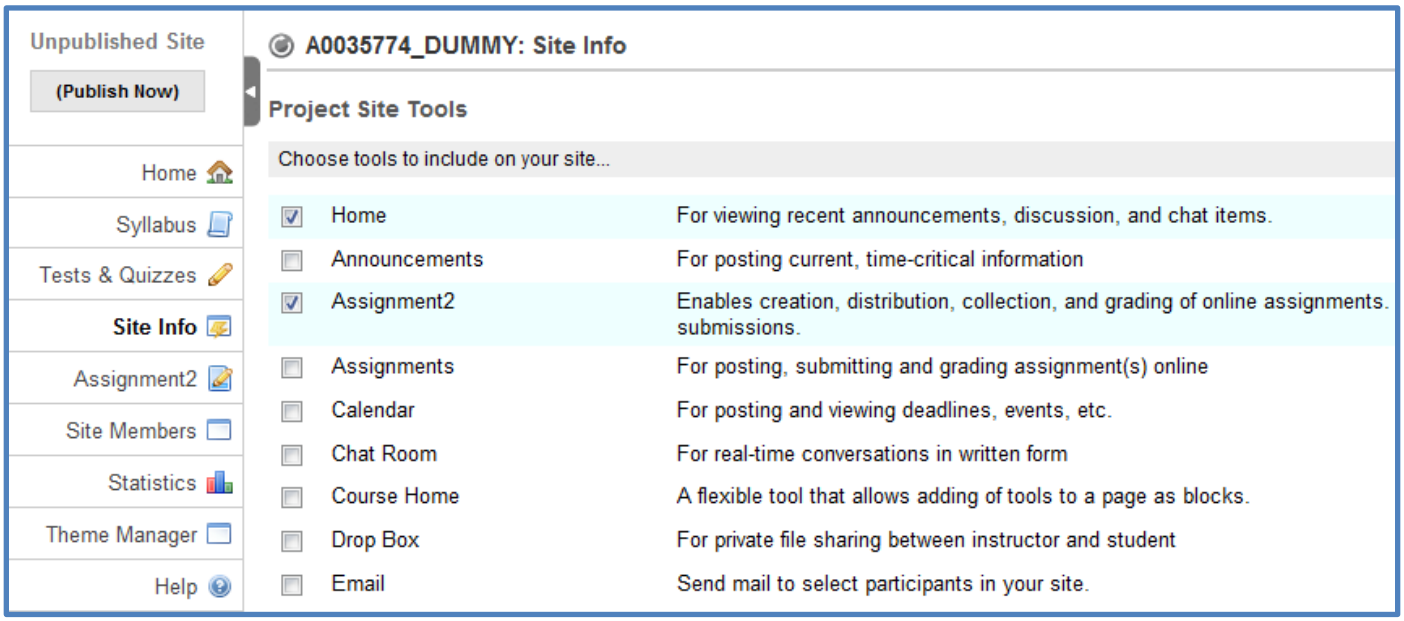


9. Managing Tools

(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.

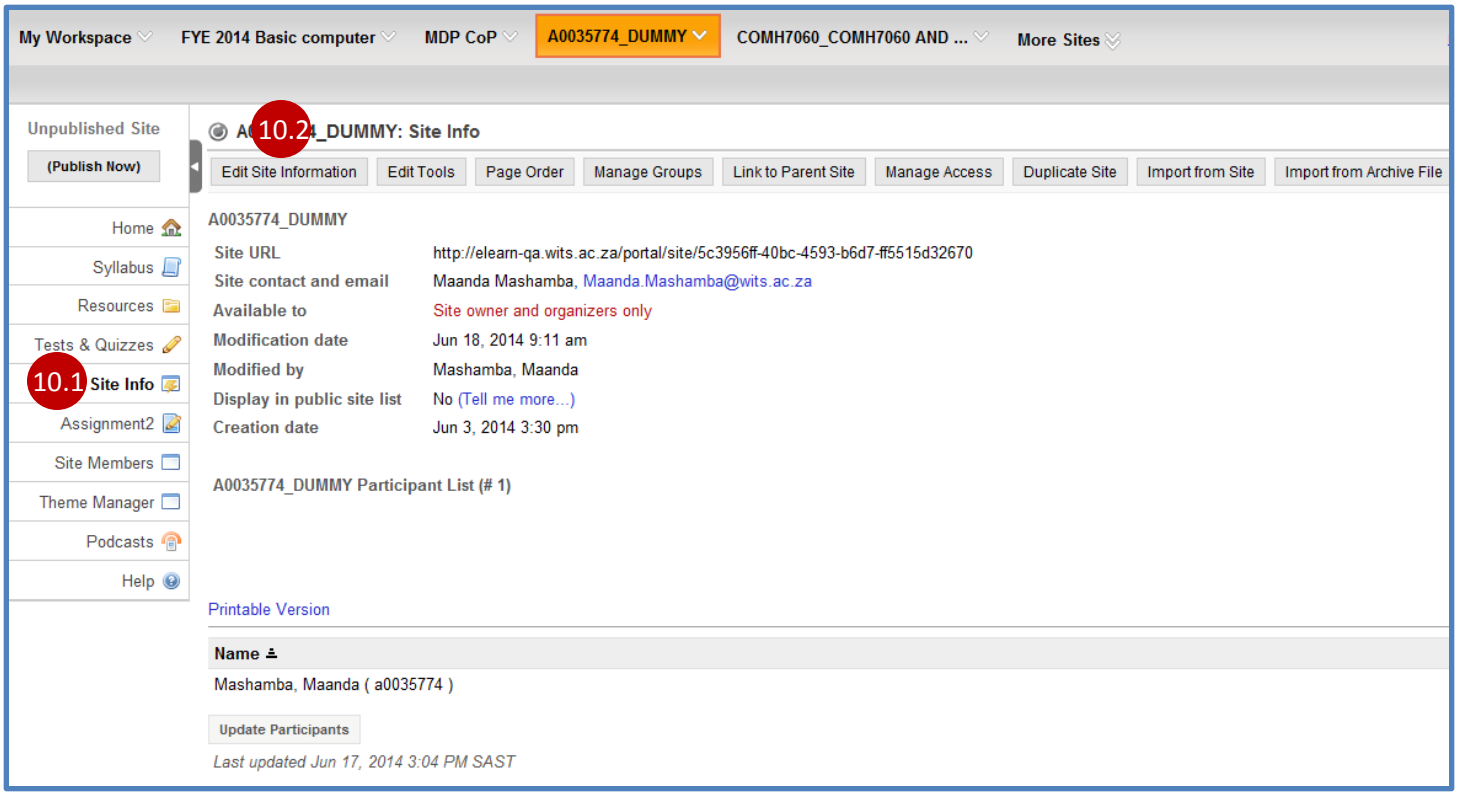


(ii) Each tool has the descriptions associated with it. The tools that are marked with a tick are the tools that are available on your site tool menu. To add a tool, select the check box beside it and click **Continue** button on the bottom of the screen. The confirmation screen will appear. Then you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



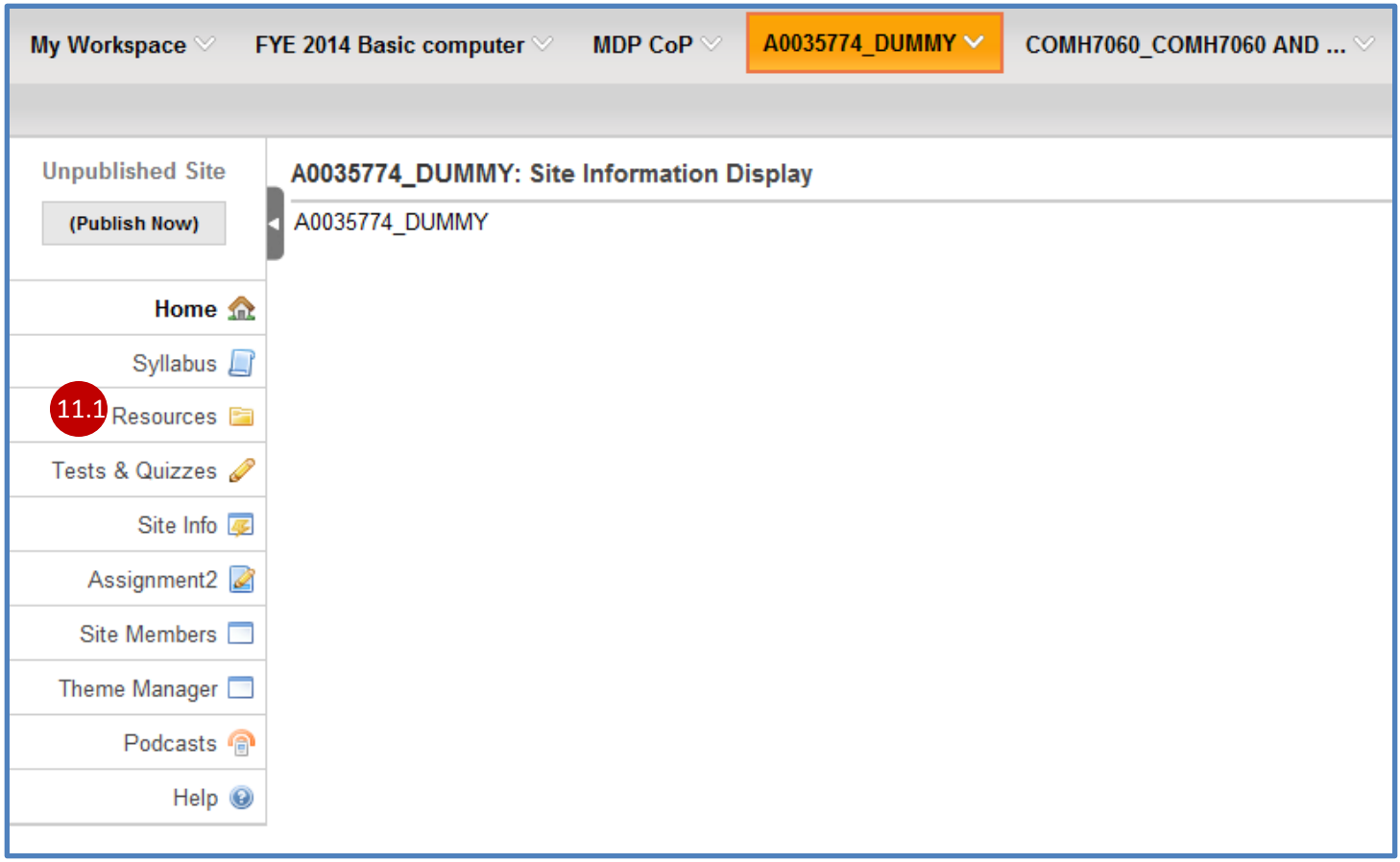
10. Editing a site

(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.**

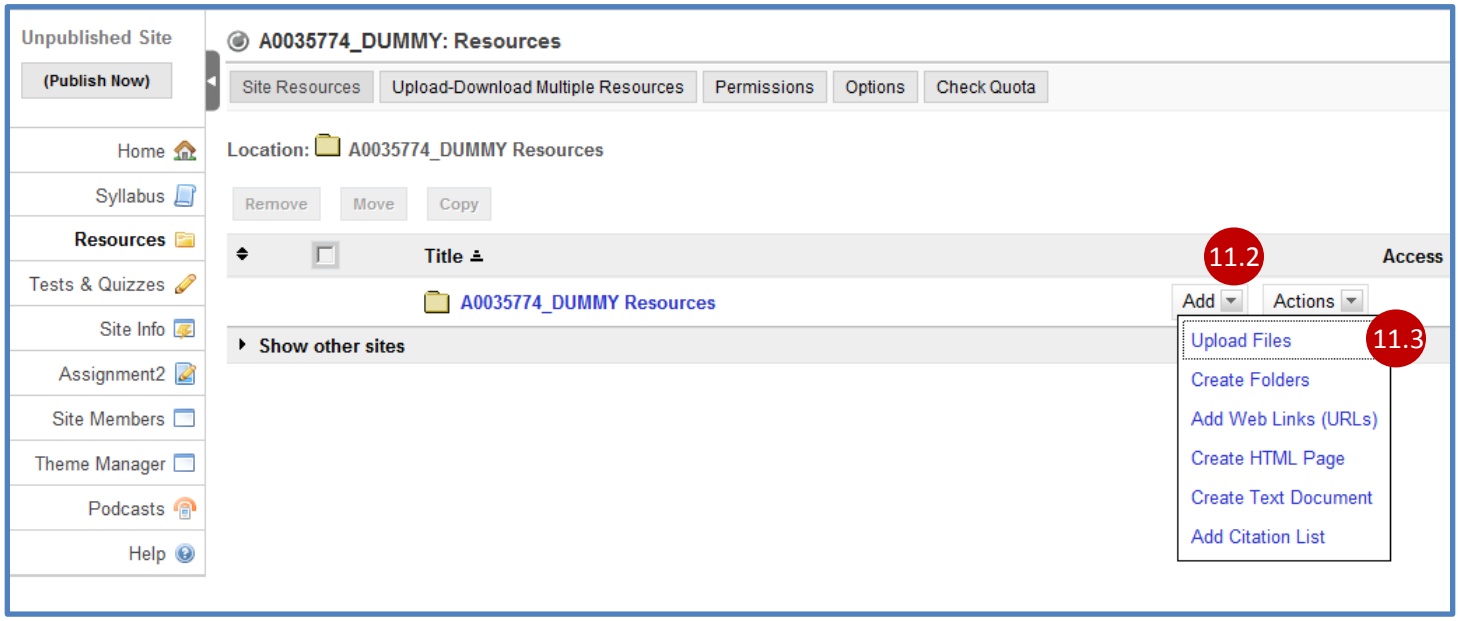


11. Uploading/Storing Resources

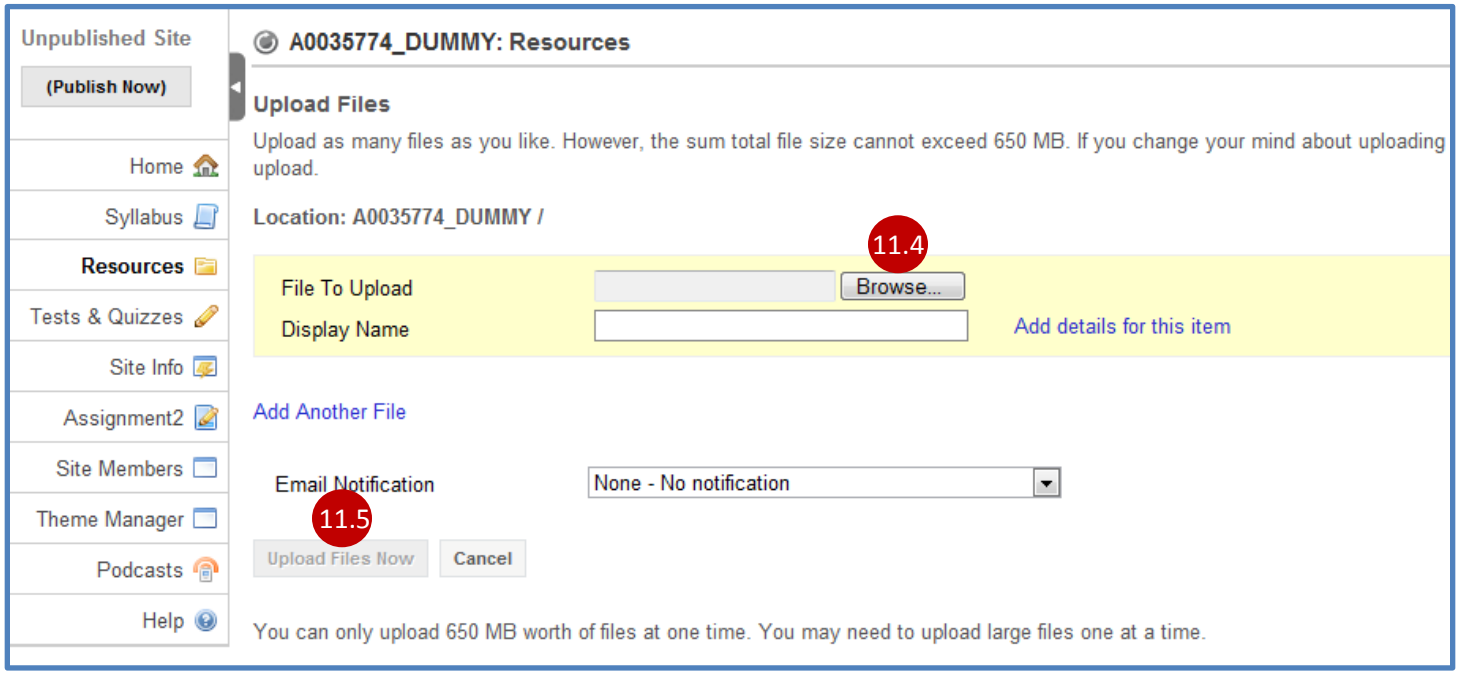
(i) With the **Resources** tool on the left side of your site tool menu, you can store materials, copy, delete and organise materials. You can also share materials with other Wits-e users. In your site, click on **Resources (11. 1)** tool. Note: If you don't have **Resources** tool on your site, click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



(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.



(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.



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 elearn@wits.ac.za or call (011) 717 7161.

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eLearning, Support and Innovation Unit
University Corner, 18th floor
Cnr Jorrissen Street & Bertha
Braamfontein
Tel: (011) 717-7161
Fax: (011) 717-7163/ 85