

Requesting Courses on Learning @ UKZN

The university's online learning system, "Learning@UKZN", links student registration with the university's student records stored in the Integrated Tertiary System (ITS). On registration, students are automatically enrolled in their respective courses in Learning @ UKZN.

This process has the following implications, for the attention of course co-ordinators:

1. Student registrations are limited to the academic calendar year, and thus courses need to be recreated annually.
2. Where courses run across multiple campuses, or have part time and full time components, a separate course is automatically created for each course code. In addition, a meta-course needs to be created manually to aggregate students from each of the course codes.
3. Non-official (non-credit bearing) courses, such as staff development courses (e.g. Using Moodle 101) are not entered onto ITS. Non-official courses must be motivated annually.

To accommodate the registration automation and allow annual archiving, a year-end roll-over is required. The procedure, outlined below, involves three steps:

- registering a new course for the coming year
- backing up the old course
- restoring the previous course to the new course

Step 1: Create/request a new course

For many course coordinators, this process is now familiar, but this guidelines is updated periodically in response to requests for assistance, so please check the procedure below.

- Using your usual web browser go to <http://learning.ukzn.ac.za/>
- Login (top right hand corner of the screen).
- In the left sidebar click on the link to Request a course (i.e. either an official UKZN course as described in item 1 above or an unofficial course as described in items 2 and 3 above)



1.1 Request an “Official” UKZN course

Official UKZN courses have an ITS course code. Clicking on Official UKZN courses will display a pop-up web form. To ensure that only staff members use this facility, you are prompted to confirm your identity. Enter your usual LAN login name and password.

If you have requested a course previously, a screen similar to the one below will be displayed (if not, then the list of courses will be omitted).



LAN Login: Murrell

Full Name: Kathy Murrell

Email: MURRELL@ukzn.ac.za

Add Course >> Exit >>

| CourseCode | CourseName | Semester | OfferingType | Year | |
|------------|---------------------------|--------------|----------------------------|------|--------|
| DP19DS2 | Doctoral Thesis-Subseq Yr | Semester Two | Howard, Full-Time, Contact | 2010 | Delete |

Click on “Add Course” to request a course for the new year. Confirm the academic year for the course that you wish to create (e.g. 2013).



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Select Year 2010 2011

Once you click on the radio button, the system sends a request to ITS for ALL the courses for that year. Depending on how busy the system is, **this may take some time so please be patient. DO NOT click Exit at this point.** You may wish to collect a cup of coffee instead...

Once all the information has been collected the screen changes to display an extra line for selecting your course codes.



LAN Login: Murrell

Full Name: Kathy Murrell

Email: MURRELL@ukzn.ac.za

Select Year 2010 2011

Select Course --Select one--

Select a course from the drop-down list using the downward arrow on the right.

Alternatively, to navigate to your course quickly, type the first few characters of the course code (e.g. DPI). Select the code you require, taking note of the semesters and campuses. If you accidentally select the incorrect code simply try again.

The screen now displays the course you requested, similar to that displayed below:

| Course Name | Confirm |
|--|--------------------------|
| 2011 - DPI9DS1 - Howard, Full-Time, Contact - Semester One | <input type="checkbox"/> |

If this is the correct course, click on the box to confirm, and then click on the “Submit” button. This course will then be added to the list of courses for which you are registered as “editing teacher”.

If you wish to request additional courses for the new year, simply add another course using the same procedure.

Once you have completed the process, click on the “Exit” button. This will log you out of the “course request” system. Close the window.

Note: You will need to Logout of Learning@UKZN and login again to refresh the system and gain access to your newly created courses.

At this point you are ready to backup your old course as per the Backup and Restore guidelines

Step 1.2 “Non-official” UKZN course requests

To request a non-credit bearing course that does not have a ITS course code requires administrator input. The request will be emailed to the administrator automatically.

On the Learning@UKZN front page after login click on “Non-official courses” on the left of your screen.



A course request form will open on your screen.

A screenshot of a web form titled "Course request". The form has a section titled "Details of the course you are requesting". It contains three input fields: "Full name*", "Short name*", and "Summary". The "Full name*" and "Short name*" fields are currently empty and have a red border around them, with the text "Missing full name" and "Missing short name" respectively. The "Summary" field is also empty. Below the form, there is a toolbar with various icons for editing and navigation.

Type in the Full name of the course you are requesting (i.e. the one that will display in the list of courses for the students to click on).

In the Short name box please type a the last two digits of year e.g. 11, a space, a short abbreviation of the course name, the character/s for the campuses H (Howard College) W (Westville) P (Pietermaritzburg) M (Medical School) E (Edgewood) and finally the semester. (e.g. 11 ISTN101 P&WI would be for the course ISTN101 first semester 2011 run over both the Pietermartizburg and Westville campuses).

In the Summary section please type a short description of the course. In the section headed "Reasons for wanting this course" give as many details as you can to support your motivation. For instance you may wish to state that this is a supplementary course for 'at-risk' students taking Information Systems and Design courses in the Faculty of Management Sciences in the School of Business and Information Systems.

You may want to add that it will draw its students from both Pietermartizburg and Westville students registered under the ITS code of...

Once you have typed the necessary information click on the "Request a course" button.

You will need to wait for approval of the course before you can proceed. Learning@UKZN will send you an email to notify you when the course has been created.

Once the course has been re-created you need to backup your old course as detailed in the document Backing up and Restoring Courses.

http://learning.ukzn.ac.za/file.php/1/Backing_Up_and_Restoring_Courses8.pdf

If you need assistance with creating courses on Learning@UKZN, please feel free to email learning@ukzn.ac.za.