

Getting Ready For



A Guide to Help You Get Set Up

This is a quick start guide to help you set up Ulwazi for your learning journeys. By completing these steps in Ulwazi, you will make sure you know how to navigate the space, understand how to use the tools, and will ensure that you are ready to start learning in a jiffy. If you have any trouble please contact:

Ulwazi Support Contact Centre

ulwazihelp@wits.ac.za

011 717 8887

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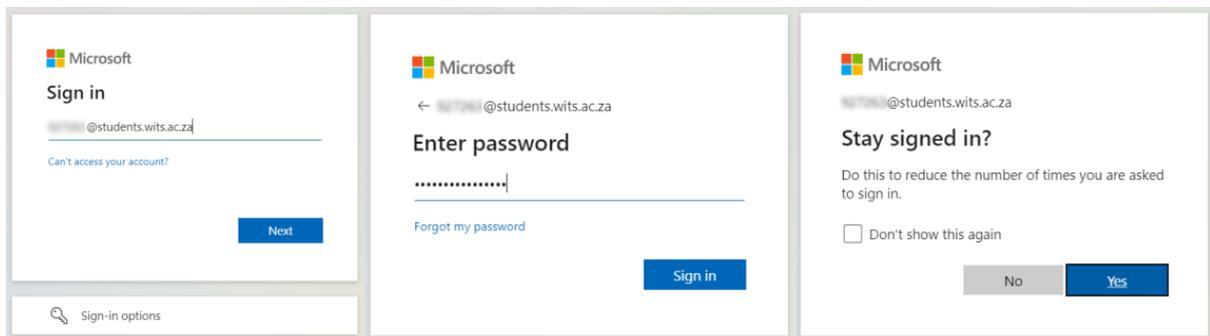
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How Can Ulwazi Be Accessed?

Ulwazi can be accessed on laptops, desktops, phones and tablets. The instructions below show you how.

Using a Laptop or Desktop Computer

Use the steps below to access Ulwazi through your web browser (like Google Chrome, Microsoft Edge, and Safari). Type this URL on your browser <https://ulwazi.wits.ac.za> and follow these Microsoft prompts:



1. Enter your student email address

2. Enter your password

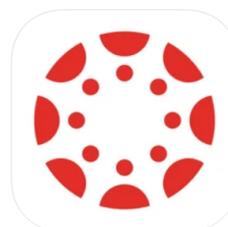
3. Choose yes to stay signed in

Using a Mobile Device

You can access Ulwazi from any browser on your Android or iOS device. However, mobile browsers do not provide the best user experience, and some of the features may not function as expected compared to viewing Ulwazi in a fully supported desktop browser.

On your mobile device, Ulwazi is designed to be used within the Ulwazi mobile app. Therefore it is recommended that you download the app for Android or iOS to access your courses on your mobile device.

Ulwazi is the name of Wits' version of Canvas



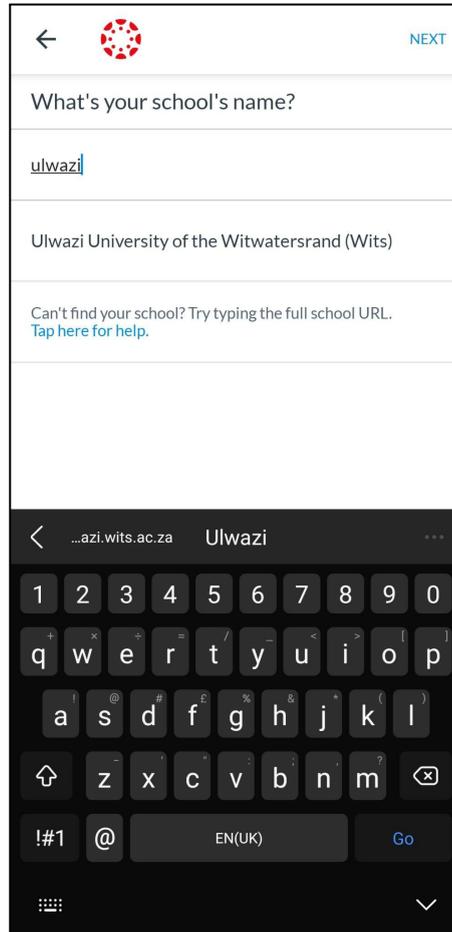
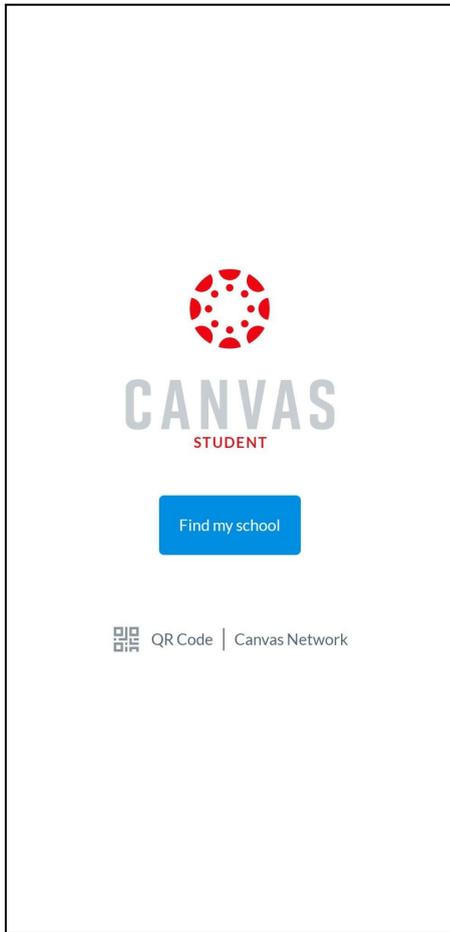
Canvas Student 4+

Instructure Inc.

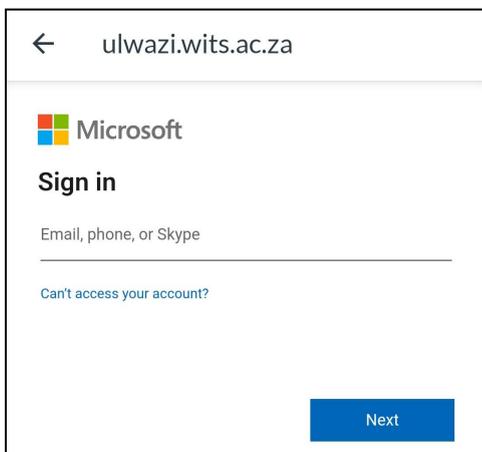
#11 in Education
★★★★★ 4.7 • 2.2M Ratings

Free

Once installed you will see a button that says “**Find my school**”. Click on it and then type in “**Ulwazi University of the Witwatersrand (Wits)**”.



Thereafter, sign in to your Microsoft account using your Wits email address and password.



1. Navigating Ulwazi



Purpose of This Section

The purpose of this section is to give you an introduction to Ulwazi and how to navigate it.



Learning Outcomes

By the end of this section, you should be able to:

- Define what is Ulwazi
- Locate the Ulwazi website
- Identify the devices that can be used to access Ulwazi
- Access Ulwazi on different devices
- Describe the functions of Ulwazi
- Navigate the Ulwazi dashboard
- Locate enrolled courses



Time Allocation

30 Minutes.



Activities

- Activity 1.1.1: Access a Different Course on Ulwazi



Spark

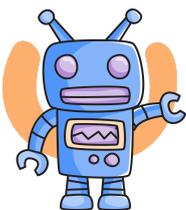
What are some of the benefits of using an online platform dedicated for learning?

What Is Ulwazi?

Ulwazi is the Wits Learning Management System (LMS). It uses the Canvas online platform to support teaching and learning. Canvas is a modern, powerful LMS used by thousands of universities around the world. It is hosted in the Cloud so it can be accessed by many users simultaneously.



As a Wits student, you will often see both the names Canvas and Ulwazi being used. Just remember that they both refer to the same learning management system.



A learning management system supports many learning activities such as discussion forums, resource files, videos, assignments, and quizzes. It is also a place where you and your lecturer can track your performance and engagement.



Watch the Video

[Inside the LMS: How Canvas Supports Teaching and Learning in Higher Ed](#)



Ulwazi is the name Wits uses for its version of the Canvas LMS.



Watch the Video

[Getting Started with Ulwazi](#)

What Can Ulwazi Be Used For?

Ulwazi includes a variety of built-in course construction and management tools that can be customised to create unique and accessible teaching and learning experiences.

Course content can be shared using Assignments, Discussions, Modules, Quizzes, and Pages. It is also possible to foster a collaborative learning experience using Collaborations, Conferences, and Groups. Depending on course settings, you can access these areas in Ulwazi to find learning materials and interact with other students. In the following sections, you will learn how to use these features.

Navigating the Ulwazi Dashboard

The Dashboard is the first thing you will see when you log into Ulwazi. The Dashboard helps you see what is happening in all your current courses.

Opening the Dashboard:



You can return to your Dashboard at any time by clicking the Dashboard link in Global Navigation.



Watch the Video

[Dashboard Overview](#)

How to Locate Courses You Are Enrolled In

The Dashboard will show you the courses you are currently enrolled in. You can also click on '**Courses**' in the Global Navigation and select '**All courses**'.

UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG

Courses [Close]

- Arshad Moolla's sandbox course
- Digital Abilities Course
- EDUC4193A - Research Project-2021-FYR 2021-FYR
- Helping You Learn Online
- Learning how to use Ulwazi
- POSITIVE MENTAL HEALTH HUB
- Wits COVID-19 Handbook

All courses

Welcome to your courses! To customise the list of courses, click on the "all Courses" link and star the courses to display.

Account

Dashboard

Courses

Calendar

Inbox

History

Studio

Help

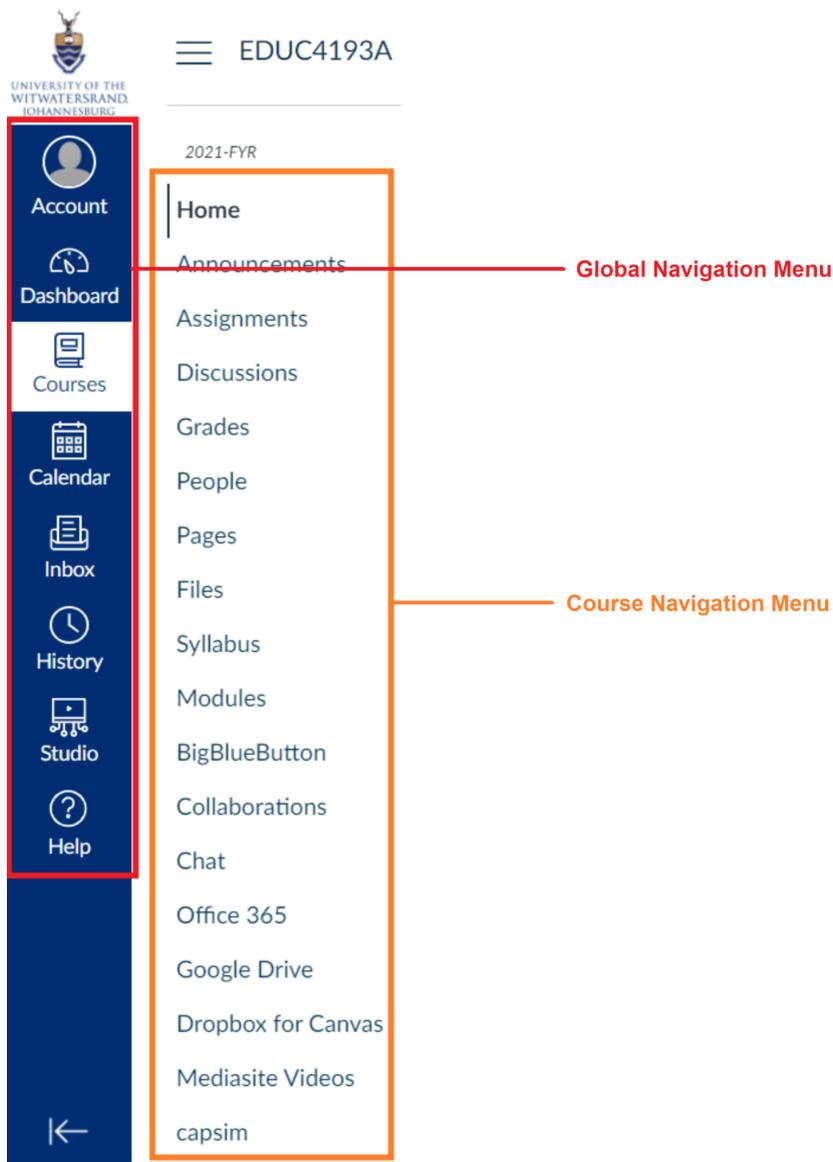
←

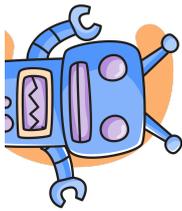


Activity 1.1.1: Access a Different Course on Ulwazi

Now that you have an overview on how to navigate Ulwazi, go to your dashboard and locate the courses you are enrolled in. You can also click 'Courses' in the Global Navigation Menu and view 'All courses'.

Open any of the courses and browse through the Global Navigation and Course Navigation menus. You will learn more about the different Course Navigation menu items in the following sections.





Not all the links in the Course Navigation will be enabled in all courses. Lecturers can choose which links to make visible. In this course, for example, you will only see the Home, Announcements, Modules, Badges, Grades and Chat links. However, you will still find all the Files, Quizzes, Assignments and Discussions within the Modules pages.



Assigned Resources

- The following video gives more oversight into why Ulwazi is great: [Inside the LMS: How Canvas Supports Teaching and Learning in Higher Ed \[Video\]](#)
- [Getting Started with Ulwazi \[Video\]](#)
- The video below gives an overview of the Ulwazi Dashboard and how to navigate it: [Canvas Dashboard Overview \[Video\]](#)



Additional Resources

- [Ulwazi Student Guide](#)
- [Ulwazi Global Navigation](#)



Checklist

Check All That Apply To You:

- I am able to define what is Ulwazi
- I am able to locate the Ulwazi website

- I am able to identify the devices that can be used to access Ulwazi
- I am able to access Ulwazi on different devices
- I am able to describe the functions of Ulwazi
- I am confident in my ability to navigate the Ulwazi dashboard
- I am able to locate enrolled courses



Reflection

Based on what you have learnt so far, how do you feel about using the Ulwazi learning platform for your studies this year?

2. Viewing Announcements



Purpose of This Section

The purpose of this section is to demonstrate how to view course Announcements on Ulwazi.



Learning Outcomes

By the end of this section, you should be able to:

- Define what are course Announcements
- Describe what course Announcements can be used for
- Identify how to view course Announcements



Time Allocation

15 Minutes.



Activities

- Activity 2.1.1: Viewing Your Course Announcements



Spark

What type of announcements do you think your lecturer will send during the course?

What Are Course Announcements?

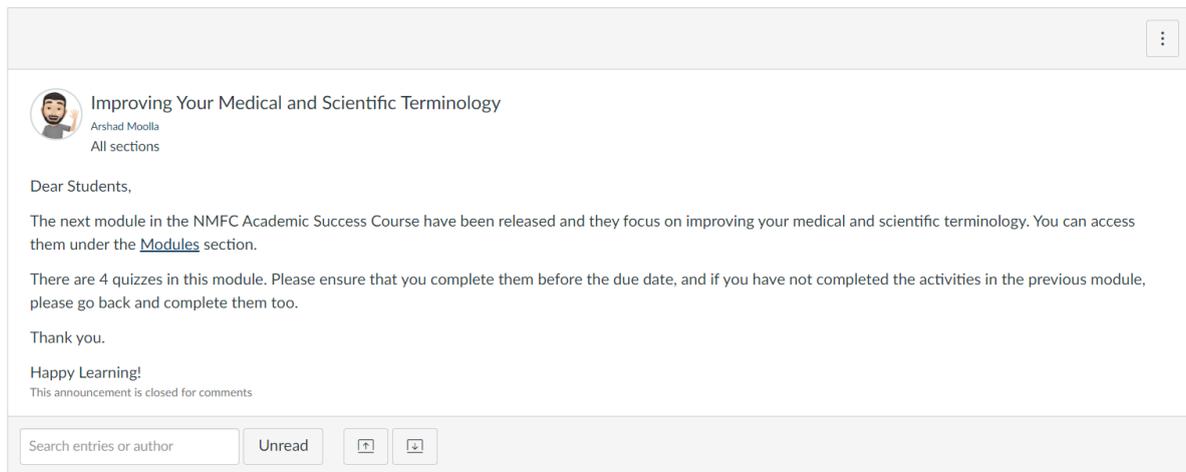
Announcements allow your lecturers to communicate with you about course activities and post interesting course-related topics. Announcements are designed to allow lecturers to broadcast information out to all members of a course. You may be able to reply to announcements, but replies are not considered to be a conversation and do not appear in the Inbox.

What Can Course Announcements Be Used For?

Lectures can use Announcements to:

- Remind you about what needs to be accomplished to stay on track.
- Point you to internal and external resources that will help you achieve course outcomes.
- Leave a message for the entire class with video or audio comments.
- Celebrate student success and important events that may be of interest to you.

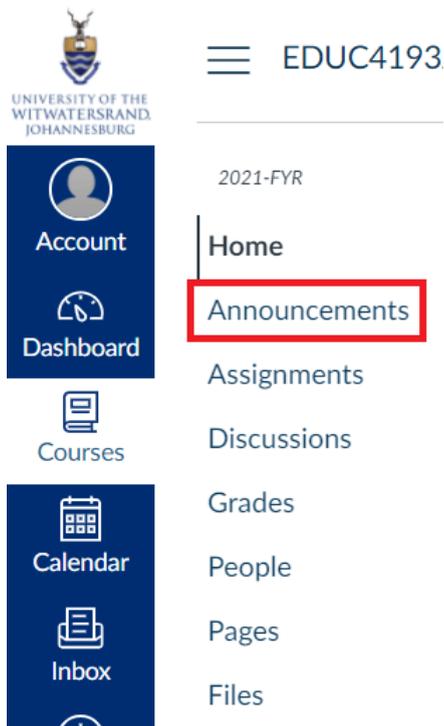
Here is an example of an Announcement on Ulwazi:



The screenshot shows an announcement interface. At the top right is a three-dot menu icon. Below it is a profile picture of Arshad Moolla and the title "Improving Your Medical and Scientific Terminology". Underneath the title, it says "Arshad Moolla" and "All sections". The main text of the announcement reads: "Dear Students, The next module in the NMFC Academic Success Course have been released and they focus on improving your medical and scientific terminology. You can access them under the [Modules](#) section. There are 4 quizzes in this module. Please ensure that you complete them before the due date, and if you have not completed the activities in the previous module, please go back and complete them too. Thank you. Happy Learning! This announcement is closed for comments". At the bottom, there is a search bar with the text "Search entries or author", an "Unread" button, and two arrow buttons (up and down).

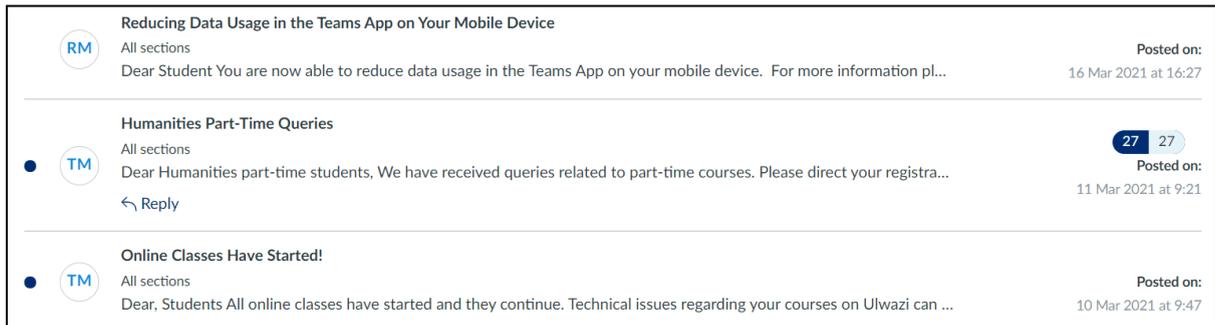
How to View Course Announcements

1. In Course Navigation, click the **Announcements** link.



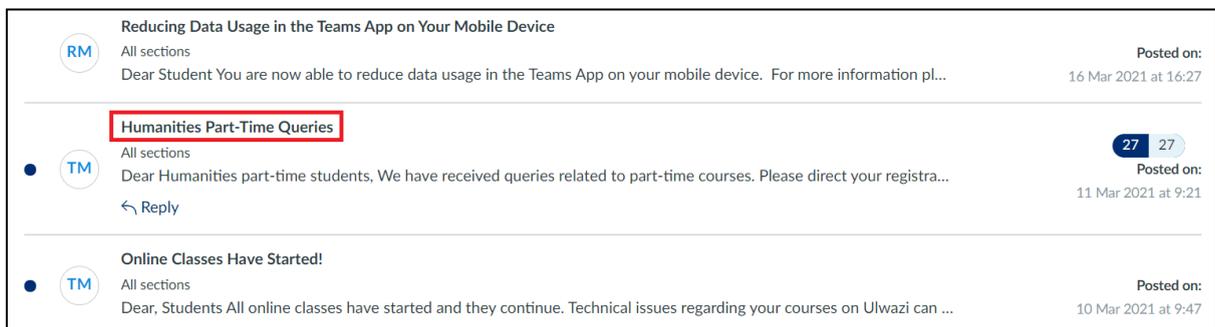
The image shows a course navigation menu for "EDUC4193" at the University of the Witwatersrand, Johannesburg. The menu is open, showing a list of options. The "Announcements" option is highlighted with a red rectangular box. The menu items are: Home, Announcements, Assignments, Discussions, Grades, People, Pages, and Files. On the left side of the menu, there are icons for Account, Dashboard, Courses, Calendar, and Inbox.

2. In Announcements, you can view all the announcements in your course. Announcements are listed in reverse chronological order with the newest appearing first and the older announcements appearing towards the bottom. Each announcement will include the title of the announcement, the picture of the user who posted the announcement and the announcement post date.

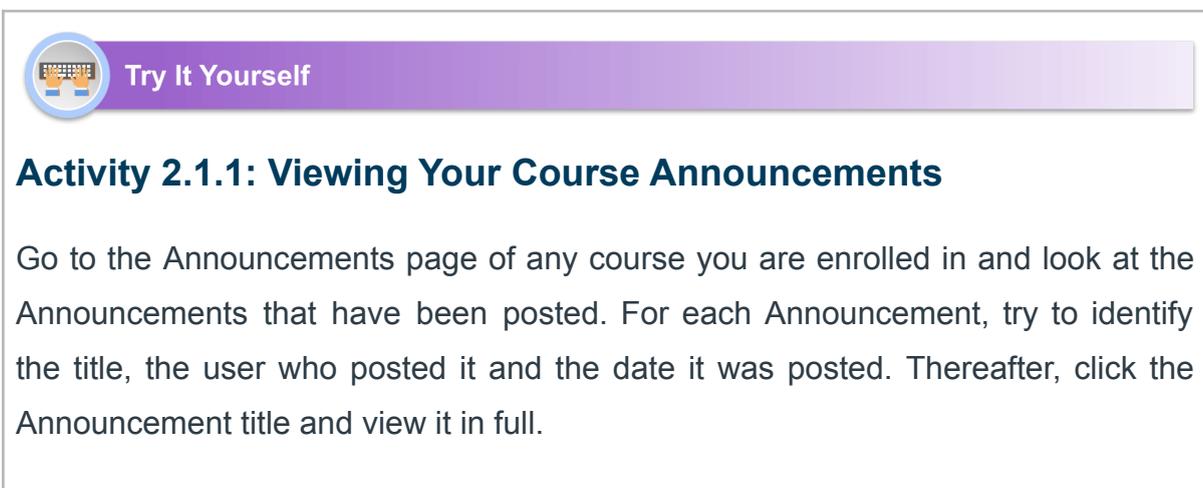


This screenshot shows a list of three announcements in a course. The first announcement is titled "Reducing Data Usage in the Teams App on Your Mobile Device" by user RM, posted on 16 Mar 2021 at 16:27. The second announcement is titled "Humanities Part-Time Queries" by user TM, posted on 11 Mar 2021 at 9:21, and has 27 replies. The third announcement is titled "Online Classes Have Started!" by user TM, posted on 10 Mar 2021 at 9:47.

3. Click the Announcement title to view it in detail.



This screenshot is identical to the one above, but the title of the second announcement, "Humanities Part-Time Queries", is highlighted with a red rectangular box to indicate it should be clicked for more details.



Try It Yourself

Activity 2.1.1: Viewing Your Course Announcements

Go to the Announcements page of any course you are enrolled in and look at the Announcements that have been posted. For each Announcement, try to identify the title, the user who posted it and the date it was posted. Thereafter, click the Announcement title and view it in full.

Other Ways to View Course Announcements

Whenever a new Announcement is posted, you will receive an email notification. Below is an example of an email notification of an Announcement that was posted on Ulwazi. You can click the 'View announcement' link below the Canvas logo to go straight to Ulwazi and view the Announcement there as well.



Viewing Course Announcements on the Mobile App

The Ulwazi Student app also allows you to view course Announcements. Look at the guides below to learn how.

- [How do I view Announcements in the Student app on my Android device?](#)
- [How do I view Announcements in the Student app on my iOS device?](#)



Assigned Resources

- [How to View Announcements as a Student](#)
- [How do I view Announcements in the Student app on my Android device?](#)

- [How do I view Announcements in the Student app on my iOS device?](#)



Additional Resources

- [Student Guide - Instructure Community](#)



Checklist

Check All That Apply To You:

- I am able to define what are course Announcements
- I am able to describe what course Announcements can be used for
- I am confident in my ability to view course Announcements



Reflection

What strategies can you use to stay on track with all your course announcements this year?

3. Using the Calendar



Purpose of This Section

The purpose of this section is to introduce you to the Ulwazi calendar as well as demonstrate its importance and how to use it.



Learning Outcomes

By the end of this section, you should be able to:

- Define what is the Ulwazi Calendar
- Locate the Ulwazi Calendar
- Describe the functions of the Ulwazi Calendar
- Identify how the Ulwazi Calendar can be used to support your learning



Time Allocation

20 Minutes.



Activities

- Activity 3.1.1: Adding Items to Your Ulwazi Calendar



Spark

How can the use of a calendar assist with your learning goals this year?

What is the Ulwazi Calendar?

The Ulwazi Calendar is a feature which allows you to view everything you have to do for all your courses in one place. The Calendar feature automatically syncs with other features in the course such as Assignments, Grades and the global To Do list on the Dashboard. You can view calendar events by day, week, month, or agenda list.



The Ulwazi Calendar can be accessed by clicking the 'Calendar' link in the Global Navigation.



Watch the Video

[An overview of the Ulwazi Calendar and How to Use It](#)

Using the Ulwazi Calendar to Support Your Learning

Having the ability to to plan your responsibilities and organise your time accordingly is an important aspect of good time management. This may include setting goals, prioritising tasks, planning for the future and monitoring your time. Calendars can provide a well-organised system for time management. They may help you create and follow a schedule and increase your productivity. The Ulwazi Calendar allows

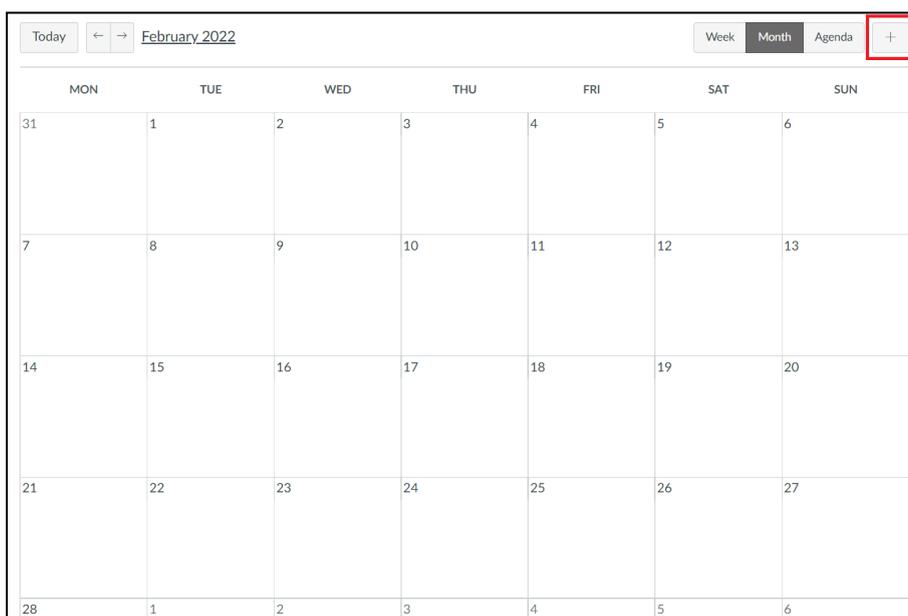
you to add events and to-do items to your calendar to help you plan and organise your time.

How to Add an Event or To-Do Item in the Ulwazi Calendar

1. Open the Ulwazi Calendar from the Dashboard



2. Click the plus (+) icon to add a new event or to-do item.



3. Click 'Event' to add a new event and 'My To Do' to add a to-do item. Enter a Title, Date, Time and Location for an event and details for a to-do item.

The screenshot shows the 'Edit event' form with the 'Event' tab selected. The form contains the following fields: Title: Sports Practice; Date: 25 Feb 2022; From: 09:00 to 10:00; Location: Sports Hall; Calendar: Arshad Moolla. At the bottom, there are 'More options' and 'Submit' buttons.

OR

The screenshot shows the 'Edit event' form with the 'My To Do' tab selected. The form contains the following fields: Title: Study for Test; Date: 25-2-2022; Time: 17:00; Calendar: Arshad Moolla. A 'Details' text area contains the text 'Study for next week's Calculus test.' At the bottom, there is a 'Submit' button.

3. When you are done, click 'Submit'



4. You will now see your Event and To-Do item on your calendar.

The screenshot shows a calendar grid for the month of February 2022. The days of the week are labeled at the top: MON, TUE, WED, THU, FRI, SAT, SUN. The dates are arranged in a grid. On Friday, February 25th, there are two event cards: '09:00 Sports Practice' and '17:00 Study for Test'. Both cards are highlighted with a red border.

Adding Events or To-Do Items in the Ulwazi Calendar on the Mobile App

The Ulwazi Student app also allows you to use the Calendar. Look at the guides below to learn how.

- [How do I view the Calendar in the Student app on my Android device?](#)
- [How do I add a Calendar To-Do List item in the Student app on my Android device?](#)
- [How do I view the Calendar in the Student app on my iOS device?](#)
- [How do I add a Calendar To-Do List item in the Student app on my iOS device?](#)



Try It Yourself

Activity 3.1.1: Adding Items to Your Ulwazi Calendar

Go to your Ulwazi Calendar and add any of your upcoming events and to-do items. Thereafter, look through the different months on your calendar using this icon



take note of all your upcoming events and to-do items that have been added either by you or your lecturers.

Make it a habit to regularly add items to your calendar and also look through it to stay organised and updated in your courses.



Assigned Resources

- [An overview of the Ulwazi Calendar and How to Use It.](#)
- [How do I view the Calendar in the Student app on my Android device?](#)
- [How do I add a Calendar To-Do List item in the Student app on my Android device?](#)

- [How do I view the Calendar in the Student app on my iOS device?](#)
- [How do I add a Calendar To-Do List item in the Student app on my iOS device?](#)



Additional Resources

- [Student Guide - Instructure Community](#)



Checklist

Check All That Apply To You:

- I am able to define what is the Ulwazi Calendar
- I am able to locate the Ulwazi Calendar
- I am able to describe the functions of the Ulwazi Calendar
- I am confident in my ability to use the Ulwazi Calendar to support my learning



Reflection

What steps will you take to ensure that you manage your time wisely and stay on track with all your tasks this year?

4. Accessing Files



Purpose of This Section

The purpose of this section is to demonstrate how to access and view files that have been uploaded to your courses.



Learning Outcomes

By the end of this section, you should be able to:

- Locate uploaded files for different courses
- Identify how to open different folders and files
- Identify how to download files



Time Allocation

15 Minutes



Activities

- Activity 4.1.1: Exploring Course Files



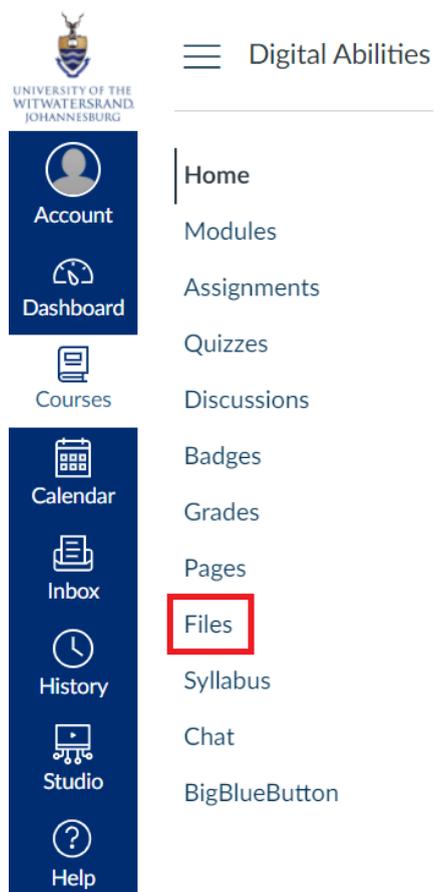
Spark

In an online learning environment, what types of files would you expect your lecturer to upload to the learning management system?

What Are Course Files?

Files are a storage location for all the content uploaded to a course. They may include documents, images, videos, presentations and other content usually uploaded by your lecturer to support your learning.

Where to Find Files for Different Courses



Files can be accessed by clicking the '**Files**' link in the left sidebar.

How to Open Different Folders and Files

Once you click the 'Files' link, you will be taken to a page which shows all the folders and files that are available in the course. The image below shows the different folders for this course. They are organised according to each Module. If you click on the folder called 'Microsoft Office 365' you will see all the content that has been uploaded for that Module.

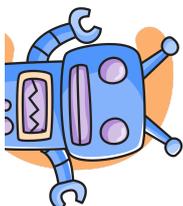
The screenshot shows a navigation menu on the left with options like Home, Modules, Assignments, Quizzes, Discussions, Badges, Grades, Pages, Files, Syllabus, Chat, and BigBlueButton. The main content area is titled 'Digital Abilities > Files' and contains a search bar and a table of files. A red box highlights the 'Digital Abilities' folder and its sub-items.

Name	Date created	Date modified	Modified by	Size
Communication Tools	11 Dec 2021			--
Evaluating Courses	14:25			--
Information Literacy	14:25			--
Microsoft Office 365	9 Dec 2021			--
The Technology Landscape	14:24			--
Using Ulwazi	22 Nov 2021			--
Working With Computers and Devices	22 Sep 2021			--

These are the files you will find if you click on the 'Microsoft Office 365' folder.

The screenshot shows the same navigation menu as above, but the main content area is titled 'Digital Abilities > Files > Microsoft Office 365'. A red box highlights the list of files within this folder.

Name	Date created	Date modified	Modified by	Size
Excel - Cell Basics.mp4	2 Jan 2022	2 Jan 2022	Arshad Moolla	8.1 MB
Excel - Find or Replace Text and Numbers.mp4	3 Jan 2022	3 Jan 2022	Arshad Moolla	11 MB
Excel - Getting Started.mp4	1 Jan 2022	1 Jan 2022	Arshad Moolla	8.3 MB
Excel - Intro to Formulas.mp4	3 Jan 2022	3 Jan 2022	Arshad Moolla	5.5 MB
Excel - Modifying Columns, Rows, and Cells.mp4	2 Jan 2022	2 Jan 2022	Arshad Moolla	8.4 MB
Excel - Sorting Data.mp4	3 Jan 2022	3 Jan 2022	Arshad Moolla	33.2 MB
PowerPoint - Add and Format Text.mp4	Tuesday	Tuesday	Arshad Moolla	10 MB
PowerPoint - Add SmartArt to a Slide.mp4	Tuesday	Tuesday	Arshad Moolla	10.5 MB
PowerPoint - Add Speaker Notes to Your Slides.mp4	Tuesday	Tuesday	Arshad Moolla	3.8 MB
PowerPoint - Add, Rearrange, Duplicate, and Delete Slides.mp4	Tuesday	Tuesday	Arshad Moolla	13.4 MB



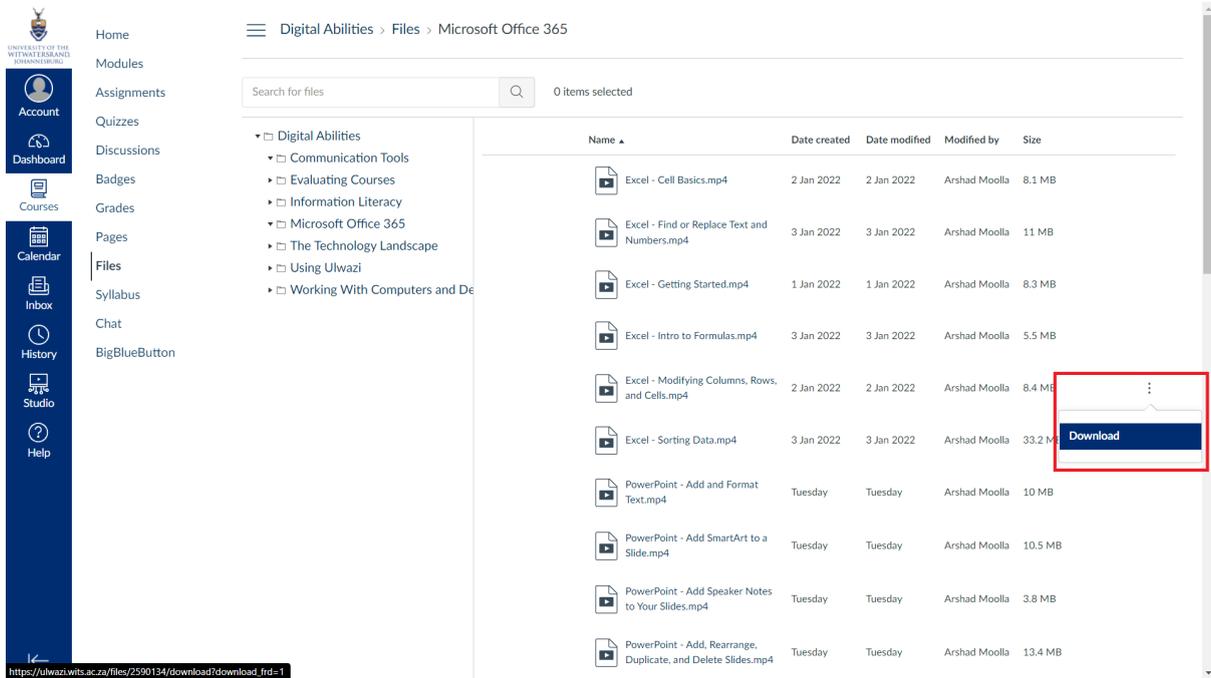
It's important to note that not all courses will be organised in folders according to modules. Some course files may be organised

into different folders for different topics or weeks. Some courses may not have any folders and contain only the files.

You can also use the search box to search for files.

How to Download Course Files

You can easily download course files by clicking on the three dots next to the file name and clicking on 'Download'.



The screenshot shows the LMS interface for the University of the Witwatersrand. On the left is a navigation menu with options like Home, Modules, Assignments, Quizzes, Discussions, Badges, Grades, Pages, Files, Syllabus, Chat, and BigBlueButton. The main content area displays a breadcrumb trail: Digital Abilities > Files > Microsoft Office 365. Below this is a search box and a table of files. The table has columns for Name, Date created, Date modified, Modified by, and Size. A red box highlights the three-dot menu icon next to the file 'Excel - Modifying Columns, Rows, and Cells.mp4', with a 'Download' button visible in the dropdown menu.

Name	Date created	Date modified	Modified by	Size
Excel - Cell Basics.mp4	2 Jan 2022	2 Jan 2022	Arshad Moolla	8.1 MB
Excel - Find or Replace Text and Numbers.mp4	3 Jan 2022	3 Jan 2022	Arshad Moolla	11 MB
Excel - Getting Started.mp4	1 Jan 2022	1 Jan 2022	Arshad Moolla	8.3 MB
Excel - Intro to Formulas.mp4	3 Jan 2022	3 Jan 2022	Arshad Moolla	5.5 MB
Excel - Modifying Columns, Rows, and Cells.mp4	2 Jan 2022	2 Jan 2022	Arshad Moolla	8.4 MB
Excel - Sorting Data.mp4	3 Jan 2022	3 Jan 2022	Arshad Moolla	33.2 MB
PowerPoint - Add and Format Text.mp4	Tuesday	Tuesday	Arshad Moolla	10 MB
PowerPoint - Add SmartArt to a Slide.mp4	Tuesday	Tuesday	Arshad Moolla	10.5 MB
PowerPoint - Add Speaker Notes to Your Slides.mp4	Tuesday	Tuesday	Arshad Moolla	3.8 MB
PowerPoint - Add, Rearrange, Duplicate, and Delete Slides.mp4	Tuesday	Tuesday	Arshad Moolla	13.4 MB

Accessing Files on the Mobile App

The Ulwazi Student app also allows you to view course files. Look at the guides below to learn how.

- [How do I view Course Files in the Student app on my Android device?](#)
- [How do I view Course Files in the Student app on my iOS device?](#)



Try It Yourself

Activity 4.1.1: Exploring Course Files

Go to the Files page of course you are enrolled in and browse the different folders and files. How are they organised? What are the different types of files you see?

Try searching for and downloading some of the files.



Assigned Resources

- [How do I view Course Files in the Student app on my Android device?](#)
- [How do I view Course Files in the Student app on my iOS device?](#)



Additional Resources

- [Ulwazi Student Guide](#)
- [Ulwazi Files](#)



Checklist

Check All That Apply To You:

- I am able to locate uploaded files for different courses on Ulwazi
- I am able to open different folders and files on Ulwazi
- I am able to download files on Ulwazi



Reflection

What steps can you take to ensure that you always view the files that are uploaded to your courses and never miss anything? For example, you can set a reminder to regularly check the files.

5. Working with Modules



Purpose of This Section

The purpose of this section is to explain what are Modules on Ulwazi and demonstrate how to navigate and use them.



Learning Outcomes

By the end of this section, you should be able to:

- Define what is a Module on Ulwazi
- Identify how to access Modules
- List the items which can be found in a Module
- Identify Module requirements
- Identify how to navigate Modules



Time Allocation

20 Minutes.



Activities

- Activity 5.1.1: Looking at Modules in a Course



Spark

Think of the contents page of a textbook you once used. How was the content structured? List some benefits of structuring it that way.

What are Modules on Ulwazi?

Modules are an organisational tool that help lecturers structure course content by day, week, unit, topic, or outcome. Modules help simplify student navigation through a course and ensure a sequential flow of content.

How to Access Modules

Modules can be accessed from the Course Navigation menu by clicking the Modules.

The screenshot shows the course navigation menu for EDUC4193A. The menu is organized into a sidebar on the left and a main list on the right. The sidebar includes icons for Account, Dashboard, Courses, Calendar, Inbox, History, Studio, and Help. The main list includes the following items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Modules (highlighted with a red box), BigBlueButton, Collaborations, and Chat. The course code EDUC4193A is displayed at the top of the menu.



Your lecturer may choose to hide the Modules link in the Course Navigation. If the Modules link is not available, you can still access Module items through other areas of Ulwazi, such as the Syllabus or Course Home Page. Alternatively, your lecturer may choose to hide all Course Navigation links except for Modules. If other Course Navigation links are not available, your lecturer wants you to navigate the course using Modules.

Once you click on the Modules link, you will be taken to the Modules page where you can view all the modules in your course. Modules are organised by order of progression and house the content items for each module. You can also expand and collapse the contents of the Module by clicking the arrow next to the Module name.

▼ Research Project
 2021_Honours_Project_HandbookFEB.pdf
 Ethics presentation. Paul Goldschagg

Viewing Items in a Module

Modules can be filled with different types of content. Each module item also includes an icon with its type:

- [1] Page:** a page of content to read
- [2] Discussion:** a course discussion
- [3] Quiz:** a course quiz
- [4] Assignment:** a course assignment
- [5] Link or External Tool:** an external link or tool to view outside of the course
- [6] File:** a file to download or view

▼ Introduction to the Scientific Method

Topics this module include: Getting to know you, what does biology mean to you?, what is the scientific method?

- 1 Scientific Method
- 2 Biomes
- 3 Class Survey
1 pts
- 4 Biomes
Apr 15 | 25 pts

🔒 Locked until mastery path is processed for "Biomes"

- 5 Scientific Method Reading 1
- 6 Biomes Virtual Lab.pdf

To view the item in the Module, all you have to do is click on it.

Module Requirements

If a module includes requirements, the header will show it.

▼ Building Your Course Glossary Complete all items

Glossary Builder ○

View

Next to the module item, you can view the type of requirement necessary to complete the module item. You must complete all required module items before you can progress to the next module. Some modules may require you to complete the module items in order.

Depending on the module item type, requirements include up to five options:

View: You must view the item (as shown in the above example).

Mark as done: You must mark the module item as done before you can progress to the next item.

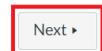
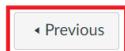
Contribute: You must post a reply to the discussion topic or contribute content to a page.

Submit: You must submit the assignment, graded discussion, or quiz.

Score at least X: You must submit the assignment with a minimum of the shown score.

Navigating Modules

You can advance through module items or return to previous modules using the progression bar at the bottom of the page. To advance to the next module item, click the 'Next' button. To return to a previous module item, click the 'Previous' button.



Working with Modules on the Mobile App

The Ulwazi Student app also allows you to view course files. Look at the guides below to learn how.

- [How do I view Modules in the Student app on my Android device?.](#)
- [How do I view Modules in the Student app on my iOS device?](#)



Try It Yourself

Activity 5.1.1: Looking at Modules in a Course

Go to the Modules page of any course you are enrolled in and navigate your way around it. Find the name of the different Modules, the items in each Module and the Module requirements (if there are any). Can you identify the icons for each Module item? Click on a Module item and navigate to the next or previous item using the 'Previous' and 'Next' buttons at the bottom of the page.



Assigned Resources

- [How do I view Modules in the Student app on my Android device?](#)
- [How do I view Modules in the Student app on my iOS device?](#)



Additional Resources

- [Ulwazi Student Guide](#)
- [Ulwazi Modules](#)



Checklist

Check All That Apply To You

- I am able to define what is a Module on Ulwazi
- I am able to access Modules on Ulwazi
- I am able to list the items which can be found in a Module

- I am able to identify Module requirements
- I am able to navigate Modules on Ulwazi



Reflection

Think back to the Spark question in this section and reflect on how you can use the structuring of Modules on Ulwazi to organise your learning in different courses this year.

6. Participating in Discussions



Purpose of This Section

The purpose of this section is to explain the Discussions feature on Ulwazi and demonstrate how to use it.



Learning Outcomes

By the end of this section, you should be able to:

- Define what are Discussions on Ulwazi
- Identify how to:
 - Access Discussions
 - Reply to a discussion
 - Like a reply in a discussion
 - Edit or delete discussion replies
 - Attach a file to a discussion reply

- Embed links, images, videos and documents in a discussion reply



Time Allocation

20 Minutes.



Spark

Discussions are a form of collaborative learning which provides us with the opportunity to co-construct an understanding of concepts, problems and knowledge. By sharing perspectives, opinions and ideas we get a peek through an individual's lens which might give us better insight. Can you think of some more benefits of participating in discussions in your courses?

What are Discussions on Ulwazi?

Online learning is better when students have opportunities to interact with each other, as well as the learning material. Discussions are one common way of enabling this. They allow for interactive communication between two or more people where ideas and thoughts can be exchanged. In addition to sharing replies in the form of text, Ulwazi Discussions make it possible to also share files like images, videos, documents and links.

Discussion topics can be created by lecturers and sometimes by students if this feature has been enabled for the course. Discussions can also be created as an assignment for grading purposes where you will often be required to post a reply for a mark. The video below provides an overview of Discussions.



Watch the Video

[An Overview of Discussions](#)

How to Access Discussions

1. In the Course Navigation, click the **Discussions** link.

The screenshot shows the course navigation interface for EDUC7098A. On the left is a dark blue sidebar with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, and History. The main content area shows the course name EDUC7098A with a hamburger menu icon to its left. Below the course name is the semester 2022-SM2. A list of navigation options follows: Home, Discussions (highlighted with a red box), People, Syllabus, Collaborations, Office 365, Google Drive, Dropbox for Canvas, Mediasite Videos, and capsim.

2. You will be taken to the Discussions page where you will find a list of all the Discussions which have been created in the course. By clicking on a specific Discussion topic, you will be taken to a page where you will be able to post and read replies.

2021-SM2

All Search by title or author... + Discussion

Home

Announcements

Modules

Discussions

Assignments

Grades

Pages

Collaborations

Chat

People

Quizzes

Files

capsim

Discussions Ordered by recent activity

Activity 8.3.2: Health and Human Rights: Back to the Life Esidimeni Scandal 196 196

All sections
Last post at 17 Nov 2021 at 21:13

Activity 8.2.2: Division of Law 213 213

All sections
Last post at 17 Nov 2021 at 21:06

Activity 7.5.3: Discussion on Promoting Decision Making. 153 153

All sections
Last post at 17 Nov 2021 at 20:50

Activity 7.5.2: Discussion on Evaluating Effective Decision Making. 201 201

All sections
Last post at 17 Nov 2021 at 18:00

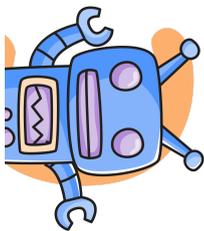
Activity 12.6.2: Effective communication strategies 132 132

All sections
Last post at 15 Nov 2021 at 21:29

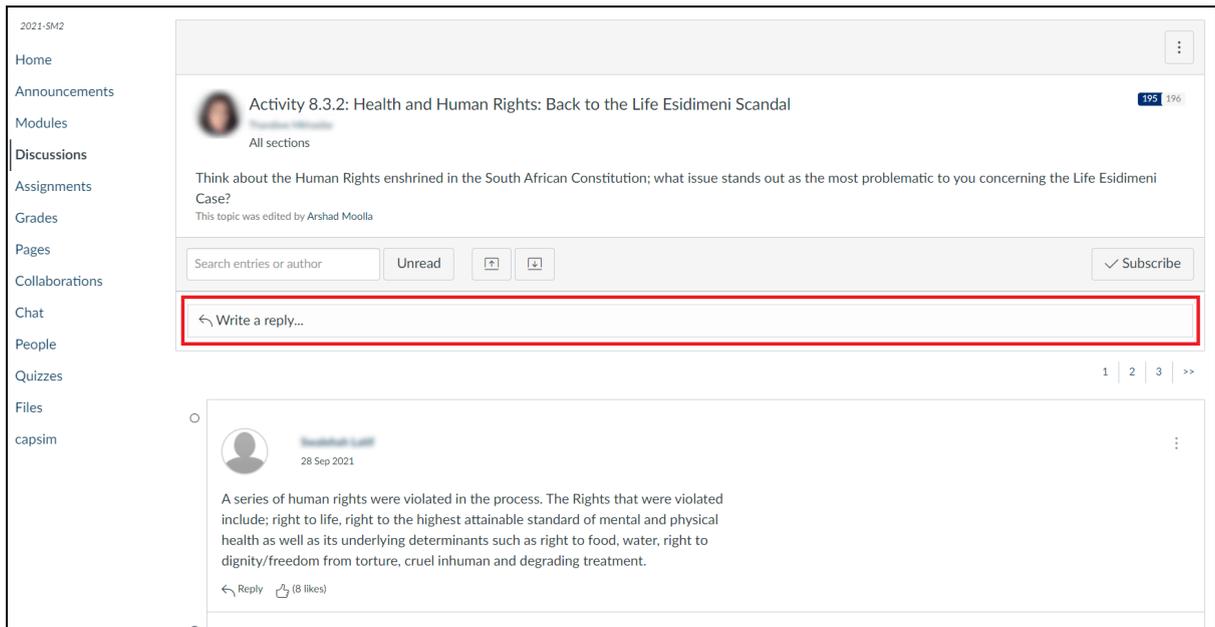
How to Reply to a Discussion

1. Once you have entered the Discussion topic page, you will see the full details of the Discussion as well as any replies already posted. You will also be able to post a

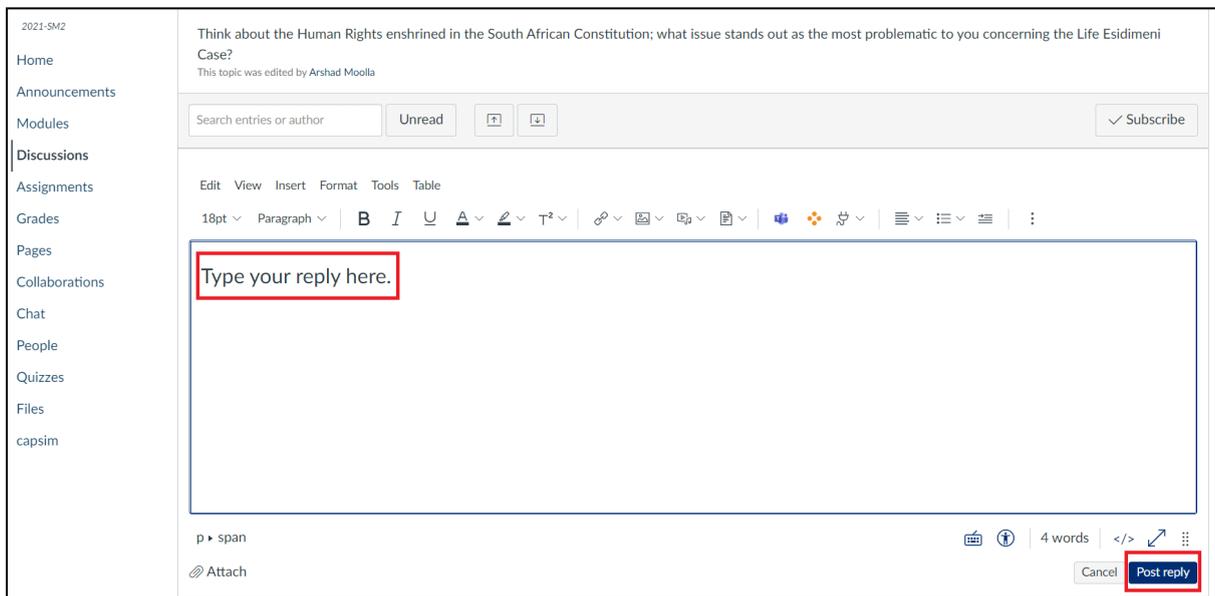
reply by clicking on  Write a reply...



Sometimes Discussions can be set up to only allow you to view replies if you have already posted. This will be indicated by "Replies are only visible to those who have posted at least one reply." below the "Write a reply..." field.



2. A field for entering your reply will then open. This is where you can type your reply and attach other files like images and videos. Once you are done, click on the blue 'Post reply' button in the bottom-right.



How to Like or Reply to Someone's Post

If the discussion allows for threaded replies then you can reply to someone's post by clicking on 'Reply'.

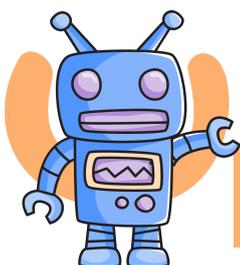
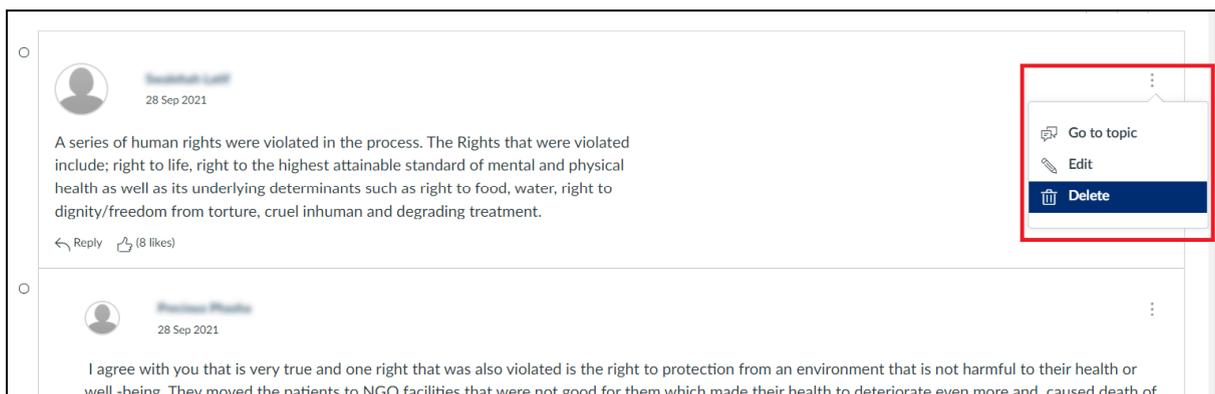
Additionally, if the discussion has been set up by your lecturer to allow liking then you can also like someone's post by clicking the like icon



How to Edit or Delete a Your Discussion Reply

Each of your posts have a settings icon with edit and delete options. Click the

Options icon  (three dots) on the post you want to modify.

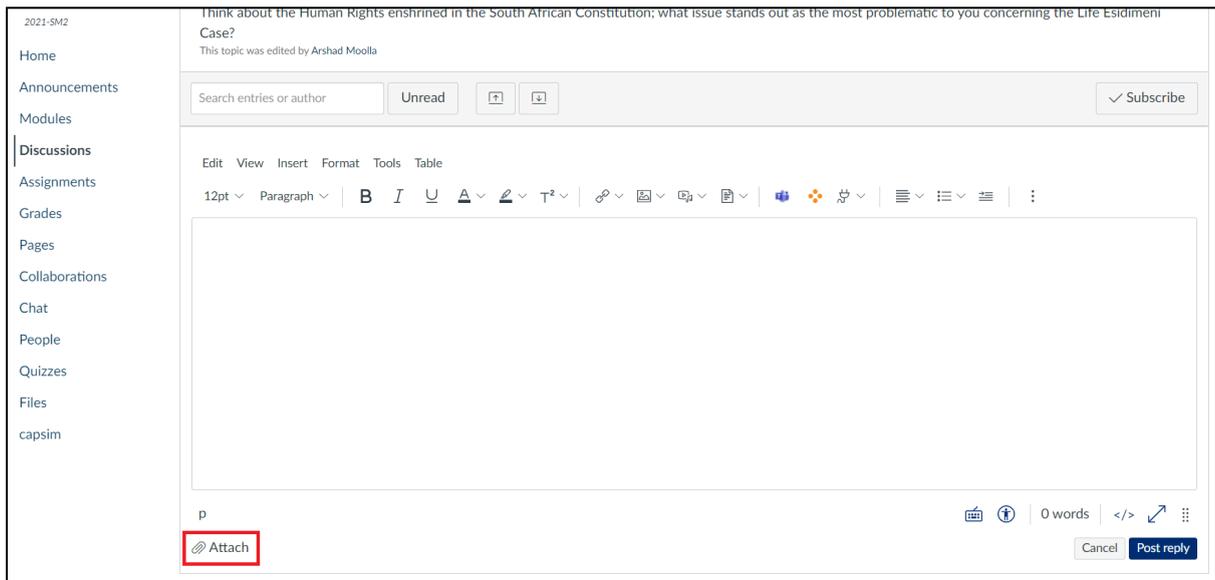


If your lecturer has restricted the option to edit or delete your discussion replies, the options are disabled.

How to Attach a File to a Discussion Reply

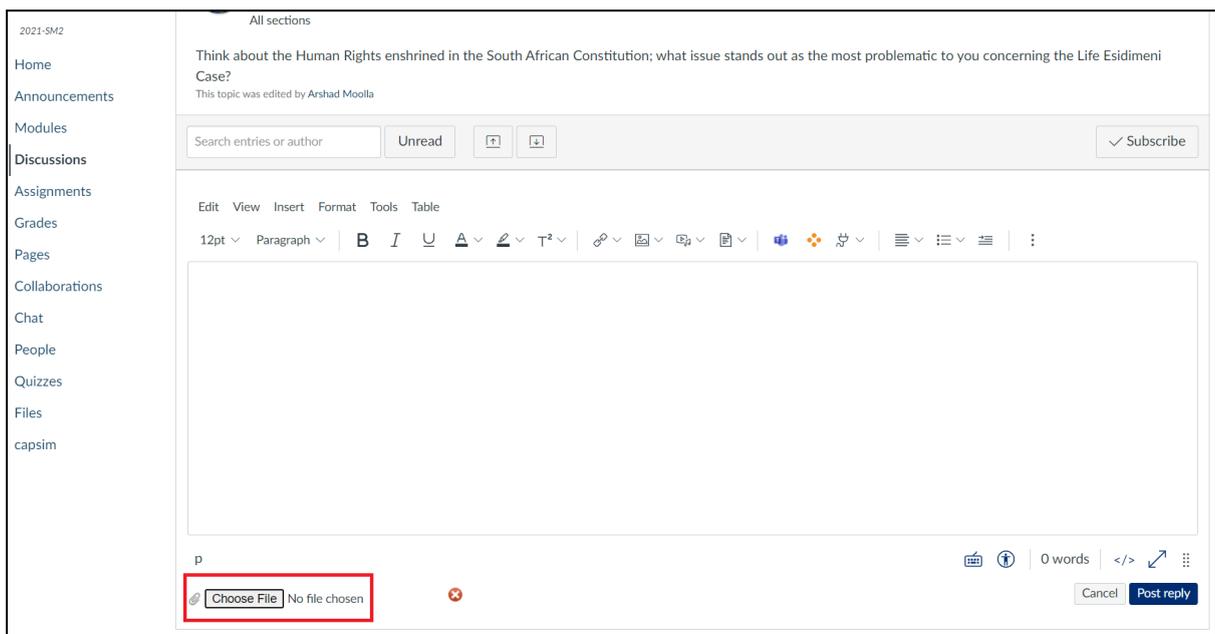
If your lecturer allows file attachments, you can attach a file to a discussion reply using the attachment icon. Attachments can be added to both graded and non-graded discussions.

1. When writing your reply, click the 'Attach' link.



The screenshot shows a discussion reply editor interface. On the left is a navigation menu with items like Home, Announcements, Modules, Discussions, Assignments, Grades, Pages, Collaborations, Chat, People, Quizzes, Files, and capsim. The main area displays a discussion topic: "Think about the Human Rights enshrined in the South African Constitution; what issue stands out as the most problematic to you concerning the Life Esidimeni Case?". Below the topic is a search bar, an "Unread" button, and a "Subscribe" button. The editor toolbar includes options for Edit, View, Insert, Format, Tools, and Table, along with various text and image formatting icons. At the bottom left of the editor, the "Attach" button is highlighted with a red box. At the bottom right, there are icons for thumbs up, thumbs down, a word count of "0 words", and a "Post reply" button.

2. You will be able to choose a file like a document, image or video from your device (laptop or mobile) and add it to your Discussion post.



This screenshot is similar to the previous one, showing the same discussion reply editor. However, the "Attach" button has been replaced by a "Choose File" button, which is highlighted with a red box. Next to the "Choose File" button, the text "No file chosen" is displayed. The rest of the interface, including the navigation menu, discussion topic, and toolbar, remains the same.

How to an Embed Links, Images, Videos and Documents in a Discussion Reply

The following icons are used to embed different types of files.

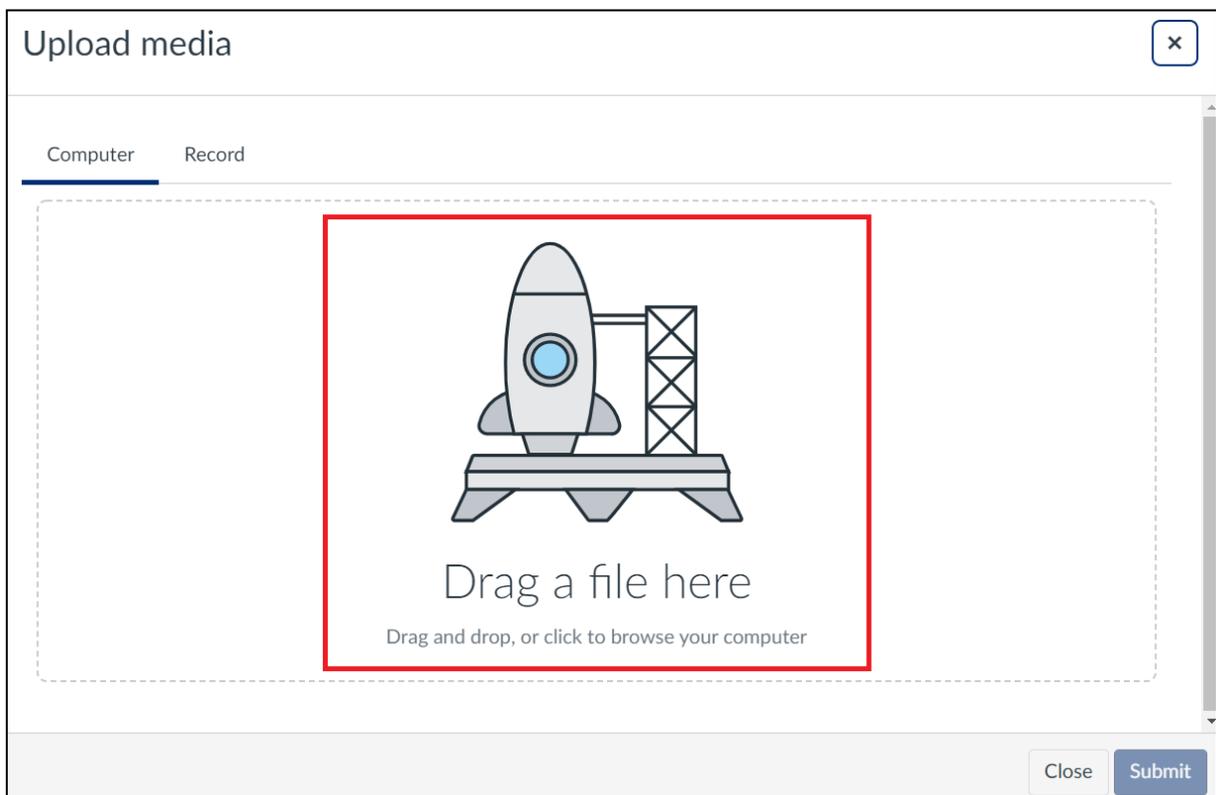


To embed an image, click this icon  ✓

To embed a video, click this icon  ✓

To embed a document, click this icon  ✓

Choose the file you want to upload by clicking here:



To embed a link, click this icon



and enter your link in the fields. Here is an example:

Insert link ×

Text

Link

Close Done



If you don't see any of the icons, click the three dots at the end of the menu and you will find them.

Participating in Discussions on the Mobile App

- [How do I view Discussions in the Student app on my Android device?](#)
- [How do I reply to a discussion in the Student app on my Android device?](#)

- [How do I view Discussions in the Student app on my iOS device?](#)
- [How do I reply to a discussion in the Student app on my iOS device?](#)
- [How do I add an attachment to a discussion in the Student app on my iOS device?](#)



Assigned Resources

- [An Overview of Discussions \[Video\]](#)
- [How do I view Discussions in the Student app on my Android device?](#)
- [How do I reply to a discussion in the Student app on my Android device?](#)
- [How do I view Discussions in the Student app on my iOS device?](#)
- [How do I reply to a discussion in the Student app on my iOS device?](#)
- [How do I add an attachment to a discussion in the Student app on my iOS device?](#)



Additional Resources

- [Ulwazi Student Guide](#)
- [Ulwazi Discussions](#)



Checklist

Check All That Apply To You:

- I am able to define what are Discussions on Ulwazi
- I am able to access Discussions
- I am able to reply to a discussion
- I am able to like a reply in a discussion
- I am able to edit or delete discussion replies
- I am able attach a file to a discussion reply
- I am able to embed links, images, videos and documents in a discussion reply



Reflection

Are you confident in sharing your perspectives with others? Why or why not? How can you develop the confidence to share and engage in discussions?

7. Assignments, Turnitin, Quizzes and Grades



Purpose of This Section

The purpose of this section is to demonstrate how to use Ulwazi for assessments including demonstrating how to submit assignments, check your plagiarism score, take quizzes and view your grades.



Learning Outcomes

By the end of this section, you should be able to:

- Identify how to submit an assignment on Ulwazi
- Define what is Turnitin
- Locate your Turnitin report and plagiarism score
- Identify how to take a quiz
- Locate your assignment and quiz grades



Time Allocation

30 Minutes.

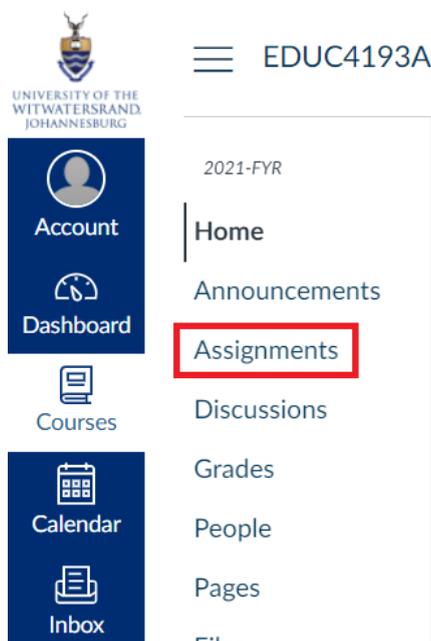


Spark

What are some types of assignments you have had to submit before? What do you expect the experience to be like when submitting them online?

How to View Your Assignments on Ulwazi

In Course Navigation, click the Assignments link.



In Assignments, you can view all the assignments in your course.

By default, assignments are grouped by overdue assignments, upcoming assignments, undated assignments, and past assignments.

▼ Overdue assignments	
	Link to Your ePortfolio Due 20 Aug 2021 at 23:59
	Term Paper 2 Resubmission Due 12 Nov 2021 at 23:59 -/50 pts
	Continuous Online Engagement Assessment Due 14 Nov 2021 at 23:59 -/30 pts
▼ Undated assignments	
	Continuous Personal Development -/30 pts
▼ Past assignments	
	Term paper 2 plagiarism resubmissions Due 5 Dec 2021 at 23:59
	Group Project: Consulting Report Closed Due 9 Nov 2021 at 23:59 -/100 pts
	Activity 11.2.1 Due 1 Nov 2021 at 23:59 -/8 pts

- **Overdue Assignments:** assignments and discussions that are past the due date, are still available, have not been submitted, and have not been graded.
- **Upcoming Assignments:** assignments, discussions, and quizzes that have an upcoming due date.
- **Undated Assignments:** assignments, discussions, and quizzes that do not have a due date.
- **Past Assignments:** assignments and discussions that are past the due date and either are not available, have been submitted, or have received a grade; quizzes that are past the due date.

Each assignment displays the assignment name, any availability dates for the assignment, due date (if any), and the number of points the assignment is worth.

▼ Upcoming assignments	
	Demo Assignment Available until 28 Jan at 23:59 Due 27 Jan at 23:59 -/100 pts Not Yet Graded

The first dates you may see are called availability dates. Sometimes your lecturer only wants you to submit an assignment during a specified date range, so the available dates are the range of time that the assignment is accessible to you.

1. If the assignment does not have a date listed, the assignment is open; you can submit the assignment at any time during your course.
2. If the assignment says **Available until** [date], you can submit the assignment until the specified date. However, if you submit it during the 'Available until' date but after the 'Due' date, your assignment will be marked as late. You should therefore always submit your assignments before the Due date and not the 'Available until' date.
3. If the assignment says **Not Available Until** [date], the assignment is locked until the specified date.
4. If the assignment says **Closed**, the assignment cannot accept submissions.

The video below provides an overview on Assignments.

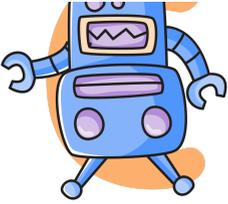
 [Watch the Video](#)
[Assignments Overview](#)

How to Submit an Assignment on Ulwazi and Access Your Turnitin Report

When you submit an assignment on Ulwazi, you will most likely be required to use Turnitin. So, what is Turnitin?

Turnitin is an originality detection service that checks your writing for citation mistakes or inappropriate copying (plagiarism). When you submit your paper, Turnitin compares it to text in its massive database of student work, websites, books, articles and more. It then generates an originality report with a percentage of how much plagiarism was detected (also called a similarity score). This report can take

anywhere from an 1 hour to 24 hours to generate depending on the queue. Therefore it is important not to submit your assignments at the last minute if you need to include a Turnitin report.



IMPORTANT:

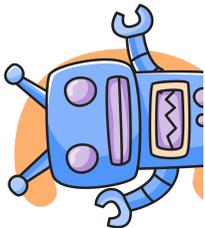
When you submit your assignment on Ulwazi, it automatically gets sent to Turnitin to generate an originality report.

You **DO NOT** have to create an account on the Turnitin website and/or submit your assignment there as well. The video below shows you how to do this.



Watch the Video

[Submit an Assignment on Ulwazi and Access Your Turnitin Report](#)

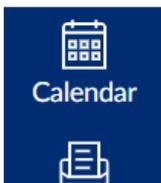


Sometimes your assignment will allow you multiple attempts and each time a new Turnitin report will be generated. Do not worry about submitting the same or similar assignment again as long you submit it using the same account. This is because Turnitin keeps a record of each person's work and will not count your own work as plagiarism.

How to Take a Quiz on Ulwazi

To take a quiz on Ulwazi, follow these steps:

In Course Navigation, click the Quizzes link.



Home

Announcements

Modules

Discussions

Quizzes

Dropbox for Canvas

Mediasite Videos

Canvas

In the Quiz Index Page, you can view the name of each quiz, the availability dates for the quiz, the due date for the quiz, the number of points the quiz is worth, and the number of questions in the quiz. Quizzes are ordered by due date. However, some quizzes may not include a due date.

Search for quiz	
▼ Assignment quizzes	
 PowerPoint	Due 30 Oct 2020 at 23:59 5 pts 1 Question
 What a teacher must do to ensure learners learn successfully	Closed Due 28 Mar 2021 at 9:59 1 pt
 Computer Basics Test	Closed Due 12 Apr 2021 at 8:00 60 pts
 New Exercise 1	Closed Due 12 Apr 2021 at 23:59 20 pts
 Accessing e-Content	Closed Due 24 May 2021 at 23:00 20 pts
 June Examination	Closed Due 30 Jun 2021 at 17:00 50 pts
 Media Forms	Closed Due 22 Oct 2021 at 18:55 5 pts 1 Question

Ulwazi allows lecturers to make use of two types of Quizzes - Classic Quizzes and New Quizzes. These are slightly different. The videos below show you how to take quizzes using both these types.



Watch the Video

- [Quizzes Overview](#)
- [New Quizzes Overview](#)

How to View Your Grades (Results/Marks) on Ulwazi

The Grades page in a course displays all current grades for all course assignments. You can also view scoring details, comments, and rubrics. There are various methods of viewing your grades for your courses, The video below shows you how.



Watch the Video

[Grades Overview](#)



Assigned Resources

- [Assignments Overview \[Video\]](#)
- [Submit an Assignment on Ulwazi and Access Your Turnitin Report \[Video\]](#)
- [Classic Quizzes Overview \[Video\]](#)
- [New Quizzes Overview \[Video\]](#)
- [How to View Your Grades \[Video\]](#)



Additional Resources

- [Ulwazi Student Guide](#)

- [Ulwazi Assignments](#)
- [Ulwazi Quizzes](#)
- [Ulwazi Grades](#)



Checklist

Check All That Apply To You:

- I am confident in my ability to submit an assignment on Ulwazi
- I am able to define what is Turnitin
- I am able to locate my Turnitin report and plagiarism score
- I am confident in my ability to take a quiz on Ulwazi
- I am able to locate my assignment and quiz grades on Ulwazi



Reflection

What will you do to ensure that you are always on track with submitting your assignments and taking quizzes for your courses?

Still Need Help?

If you still have trouble **after looking at all the resources in this document and the [Ulwazi Student Guide](#)**, you can log a technical support ticket - Click On The Icon Below:



You can contact the Ulwazi Support Contact Centre on:

Email: ulwazihelp@wits.ac.za

Phone: 011 717 8887



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- Instructure, (2021). How do I use Files as a student? [online] Available at: <https://community.canvaslms.com/t5/Student-Guide/How-do-I-use-Files-as-a-student/ta-p/484> [Accessed 15 Sep. 2021].
- Instructure, (2021). [online] How do I view Modules as a student? at: <https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-Modules-as-a-student/ta-p/433> [Accessed 08 Sep. 2021].
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- Instructure, (2021). How do I take a quiz? [online] Available at: <https://community.canvaslms.com/t5/Student-Guide/How-do-I-take-a-quiz/ta-p/507> [Accessed 17 Sep. 2021].
- Instructure, (2021). How do I view my grades in a current course? [online] Available at: <https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-my-grades-in-a-current-course/ta-p/493> [Accessed 17 Sep. 2021].

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