



# Centre for Innovative Education and Communication Technologies (CIECT) Student Orientation Interventions



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### Student Orientation Interventions

CIECT has designed and developed various online student orientation interventions to assist with the familiarisation and easy navigation for **First-year students and novice** users. Some of the exciting features of studying at the University of the Western Cape (UWC) is that lecturers and tutors make use of blended teaching and learning approaches, making use of both online and face-to-face teaching methodologies. Students are able to communicate and complete assessments, and exams online, from any location. Various **Multimedia and ICT resources** have been developed which students can access. One of the modes in which content is delivered utilises the institution's **Learning Management System (LMS), known as iKamva**. An LMS is a website/platform through which to access course materials, made available by lecturers. It can be accessed via computer, tablet and mobile phone via a normal browser OR make use of the Android Mobile Application.

\*The team assists with all LMS queries. In addition, CIECT also focuses on specific niche areas which include ICTs and Multimedia support which will be required as a student journeys through their university career.

<b>Student Orientation Interventions</b>	<b>Description</b>	<b>Available at</b>
<b>iKamva: Technical Requirements</b>	<p>iKamva runs on Windows, Mac, Linux, iOS, &amp; Android or any other device with a modern web browser. Recommended Browsers to access iKamva:</p> <ul style="list-style-type: none"><li>● Google Chrome</li><li>● Mozilla Firefox</li></ul> <p>*Please avoid using Internet Explorer/Microsoft Edge and Apple Safari as there are compatibility issues with the iKamva site</p> <p>Other Browser Requirements: Adobe Flash Javascript Enabled</p> <p><b>Skill Requirements:</b></p> <ul style="list-style-type: none"><li>● Stable Internet Connection</li><li>● Microsoft Office OR OpenOffice Suites (Word,Excel, PowerPoint)</li><li>● Basic Computer Literacy knowledge (Copying, pasting, attaching/uploading of documents).</li></ul>	<p>View screencasts demonstrating how to access and login to iKamva on our CIECT YouTube Channel <a href="https://tinyurl.com/yya v7sbc">https://tinyurl.com/yya v7sbc</a></p>



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<b>'How to access the LMS, namely iKamva': Student Login</b>	As a student you will be required to login to iKamva with your username and password: <b>Username:</b> student number (411234); and <b>Password:</b> ID (13 digits) or DOB (yyyymmdd).	View screencasts demonstrating how to access and login to iKamva on our CIECT YouTube Channel <a href="https://tinyurl.com/15c69n5t">https://tinyurl.com/15c69n5t</a>
<b>iKamva: Student Navigation</b>	This unit introduces you to iKamva, the Learning Management System (LMS) used at the University of the Western Cape (UWC) and its navigation in order to become familiar with various content, communication and assessment eTools. The various eTools and how to use it are further explained in the instructional videos	View screencasts demonstrating how to navigate the iKamva Platform on our CIECT YouTube Channel <a href="https://tinyurl.com/y5c5md74">https://tinyurl.com/y5c5md74</a>
<b>iKamva: Announcements</b>	The Announcements allows the lecturer to share course related messages to the entire class. As a student you will see the Announcement messages displayed in the course. This can also be viewed via your student email.	View screencasts demonstrating how to view Announcements on our CIECT YouTube Channel <a href="https://tinyurl.com/y5syscetb">https://tinyurl.com/y5syscetb</a>
<b>iKamva: Discussion Forums</b>	The Discussion forum enables you to view and reflect on specific discussion topics which your lecturer has created. You are able to discuss, debate and post replies within a certain time-frame related to a topic from any geographical location	View screencasts demonstrating how to engage in the Discussion Forum on our CIECT YouTube Channel <a href="https://tinyurl.com/y42yxthf">https://tinyurl.com/y42yxthf</a>
<b>iKamva: Course Resources</b>	This eTool allows you to view the structured learning resources (files and folders) such as powerpoint lecture presentations, videos, course outlines, spreadsheets, audio recordings. This can be downloaded and saved to your electronic device for review	View screencasts demonstrating how to access, view and download Course Resources on our CIECT YouTube Channel: <a href="https://tinyurl.com/y3vdlrpc">https://tinyurl.com/y3vdlrpc</a>
<b>iKamva: Tests and Quizzes</b>	Lecturers will create online assessments (i.e., tests, exams, quizzes, and surveys) for delivery within the module. This will enable	View screencasts demonstrating how to engage in Tests and



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	you to view and complete the online tests during a specific time-frame.	Quizzes on our CIECT YouTube Channel: <a href="https://tinyurl.com/y4p_hxzjh">https://tinyurl.com/y4p_hxzjh</a>
<b>iKamva: Lessons</b>	Lessons is a tool that allows lecturers to organise learning resources, activities, and media on a single page which you are able to view and engage with. As a student you will be able to view	View screencasts demonstrating how to access and view the Course Lessons on our CIECT YouTube Channel: <a href="https://tinyurl.com/yxz_3jhfs">https://tinyurl.com/yxz_3jhfs</a>
<b>iKamva: Upload and Submit Assignments</b>	The assignment eTool allows you to view and submit assignments, papers and projects electronically to your facilitator. Assignments can be assessed in different areas of the module. Your lecturer may provide a link to assignments on the module menu or a content area. Your student submissions are private and not visible to other student users within the module.	View screencasts demonstrating the use how to submit Assignment on our CIECT YouTube Channel: <a href="https://tinyurl.com/y2o_mxcsc">https://tinyurl.com/y2o_mxcsc</a>
<b>'How to use Gmail'</b>	Gmail or Google mail is a free web based email client launched by Google which integrates into various cloud based online tools. Logging into your Gmail account automatically gives you access to Google's cloud computing services. This allows you to make us	View screencasts demonstrating the use of various Gmail features on our CIECT YouTube Channel: <a href="https://tinyurl.com/yy8_md6nr">https://tinyurl.com/yy8_md6nr</a>
<b>'How to create a Google Sheet'</b>	Google Sheet provides you with enhanced tools that will assist you in creating professional looking spreadsheets. The software will allow you to use most of the traditional Excel functions.	View a screencast on how to use Google Sheet on our CIECT YouTube Channel: <a href="https://tinyurl.com/y5n_eqa5h">https://tinyurl.com/y5n_eqa5h</a>
<b>'How to use and create Google Docs'</b>	Google Docs provides you with enhanced tools that will assist you in creating professional looking documents. The software will allow you to insert graphics and text to enhance your completed documents.	View a screencast on how to use Google Docs on our CIECT YouTube Channel: <a href="https://tinyurl.com/y2jg_a5tj">https://tinyurl.com/y2jg_a5tj</a>



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<b>'How to use and create Google Hangouts'</b>	Instant messaging service with video conferencing; available for computers as well as portable devices.	View a screencast on how to use Google Hangouts on our CIECT YouTube Channel: <a href="https://tinyurl.com/y473zn67">https://tinyurl.com/y473zn67</a>
<b>'How to use Google Drive'</b>	Dedicated online storage repository for documents, files and multimedia content.	View a screencast on how to use Google drive on our CIECT YouTube Channel: <a href="https://tinyurl.com/y3wabifa">https://tinyurl.com/y3wabifa</a>
<b>'How to create a Podcast'</b>	Podcasts are sound clips that are recorded, edited and saved as audio files and made available online	View a screencasts on how to record and edit audio on our CIECT YouTube Channel: <a href="https://tinyurl.com/y5cfx4jd">https://tinyurl.com/y5cfx4jd</a>
<b>'How to create a Concept Map'</b>	Concept maps are tools for organizing and representing knowledge. They include concepts, usually enclosed in circles or boxes of some type, and relationships between concepts or propositions, indicated by a connecting line between two concepts. Words on these lines can be used to specify the nature of the relationships between different concepts.	View a screencast on how to create a Concept Map on our CIECT YouTube Channel: <a href="https://tinyurl.com/y3metogo">https://tinyurl.com/y3metogo</a>
<b>'Basic video editing'</b>	Video editing is the process of enhancing raw video footage. Basic techniques applied to video include: Effects, Transitions, Titles and Background music. Video clips created and edited within software are saved in snippets (collected data and findings)	View a screencast on how to edit a video on our CIECT YouTube Channel: <a href="https://tinyurl.com/y2psvswz">https://tinyurl.com/y2psvswz</a>
<b>Student Online Course: iKamva familiarisation (This course is for registered UWC students only)</b>	A General Orientation module (ORI 001) <b>for registered students only</b> , has been developed within the institutional Learning Management System (LMS), iKamva. The orientation module has been designed and is a self-directed module with clear and simplified instructions. This module is structured with units representing content	The module can be viewed by clicking on this link: <a href="https://ikamva.uwc.ac.za/portal/site/46867961-d93f-43b6-9ba3-1e604e995c53/page/eb8d4b5f-4579-47a0-a24f-ee431911671c">https://ikamva.uwc.ac.za/portal/site/46867961-d93f-43b6-9ba3-1e604e995c53/page/eb8d4b5f-4579-47a0-a24f-ee431911671c</a>



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	<p>including: screen recordings, detailed navigation instructions, instructional guides and 'how-to' videos and technical requirements in order to familiarise yourself with navigation within a fully online module.</p> <p>Students will be able to practice specific activities within this Orientation module by submitting an Assignment, engage in an online quiz, download Course Resources and engage in a Discussion Forum. This module is a public course for all students to join and orientate yourself regarding the familiarisation and navigation of the online environment.</p> <p><b>iKamva Access</b> As a student you will be required to login to iKamva with your username and password: <b>Username:</b> student number (411234); and <b>Password:</b> ID (13 digits) or DOB (yyyymmdd).</p>	
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**\*Notes:** The Learning Management System, iKamva is zero-rated (which means you can access it by using limited to no data (depending on your Service Provider). It should be noted, Google Applications are free web based applications released by Google which integrates into various cloud based systems. Logging into your Gmail account automatically gives you access to Google's cloud computing services. This allows users to make use of many services, which are freely available within the Google Cloud based system.

The CIECT team endeavours to make use of Open Source applications for the training of Multimedia content to ensure all students can access these tools.

### Pre-requisites

The student should ensure that he/she should be equipped with:

- Laptop
- Tablet
- Smart phone
- Data or WIFI



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**Know your Support Team [Contacts]** Students are encouraged to contact CIECT via email in order to access online modules and if they require any assistance with methods of learning, teaching and assessment practices making use of iKamva. Below are the contacts of the CIECT Niche Teams that will offer students accordingly.

<b>Student Support Team</b>	<b>Email Address</b>
iKamva, Turnitin, Google Applications and various Personal Learning Environments (PLEs).	<a href="mailto:elarning@uwc.ac.za">elarning@uwc.ac.za</a>
Digital Academic Literacy- basic computer literacy	<a href="mailto:dal@uwc.ac.za">dal@uwc.ac.za</a>
Multimedia content related to course and assessments	<a href="mailto:mdt@uwc.ac.za">mdt@uwc.ac.za</a>
Google Hangouts to view and engage in your live lectures	<a href="mailto:ictskillstraining@uwc.ac.za">ictskillstraining@uwc.ac.za</a>



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