DUT

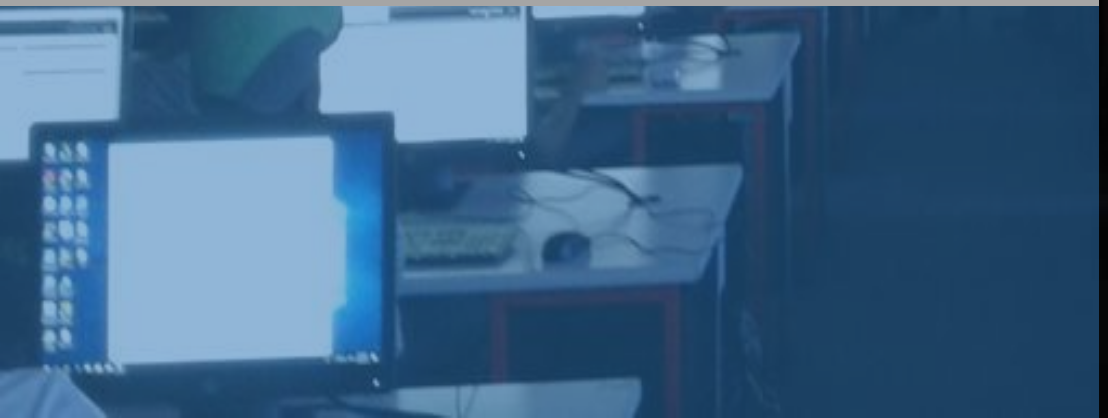
DURBAN UNIVERSITY OF TECHNOLOGY

INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE

Technology for Learning (TFL)

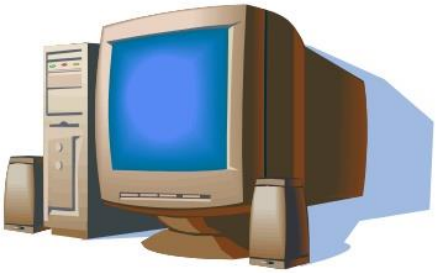
E-Learning Unit

Centre for Excellence in Learning and Teaching



moodle

Empowering educators to improve our world



COMPUTER ESSENTIAL

MM BUKAR

29-10-2014

The New Age of Interactive Learning through Social Media

Technology for Learning Guide

Enabling our students to learn, communicate, be collaborate, and do more with technology

How to book a session with us?

Department booking:

This booking must be done by the lecturer for his/her students. A lecturer must specify what he/she wishes to be covered for her students and how is aiming to use those features to teach/engage with the students. We recommend that the training session becomes two hour long (one hour is not long enough) and students must be briefed prior to the training on what to expect and what the training is for in relation to their modules.

Requirements:

1. Lecturer must use the link below to book the training session/s for the students.
2. Lecturer must secure the departmental or faculty computer lab and copy the TFL coordinator.
3. If students have laptops, CELT has the lab, provided that they bring their own laptops.
4. Lecturer is required to be present during the training this will allow both CELT staff to provide the 'HOW TO' expertise while the lecturer focuses on the module specific content.
5. It is recommended that the lecturer should have undergone Moodle training with Educational Technologist.
6. The computer lab must have working computers with internet connection and at least one internet browser (Google Chrome, Firefox, Internet Explorer, Safari, Opera).
7. We recommend that lecturers use interactive tools to keep students engaged and promote collaborative online learning.
8. Please bring the register of the students

Book us through:

https://forms.gle/2oW5XG3i7e5q8RpL8

For queries, email: simonn1@dut.ac.za

How to book a session with us?

Student booking (One-on-One session with a tutor):

This session is specifically created for students that are struggling to use any technology offered by the university. We do not deal with technical issues but strictly familiarizing students with how the system works and how the system will assist them to do better in their studies. If you have technical issues please email: tlzsupport@dut.ac.za | What are those technical queries: Cannot login, Cannot see your modules, Forgotten your logging in credentials (details) and other related issues. Technology for Learning (TFL) **does not** deal with technical issues.

Requirements:

1. Must be a registered DUT student and bring your student card
2. The one-on-one session takes an hour, the student must be willing to spend an hour with the tutor
3. Must specify clearly what type of training/support is needed. Student is encouraged to check if other students have been trained or no. If not, we recommend that the student talk to the lecturer to book the class training instead of individual.
4. One-on-One is for students who have undergone the training but did not fully understand everything, if the entire class is not trained we recommend class training
5. We can support assignment submission, plagiarism check through TurnItIn, Online collaborations and more. Come with your assignment ready to be submitted, at least 95% for plagiarism check.

Book us through:

https://forms.gle/2oW5XG3i7e5q8RpL8

For queries, email: simonn1@dut.ac.za

Table of Content

Moodle (LMS)

Computer Essentials

Social Media for Learning

Typing Skills

4th Industrial Revolution

Moodle (LMS)

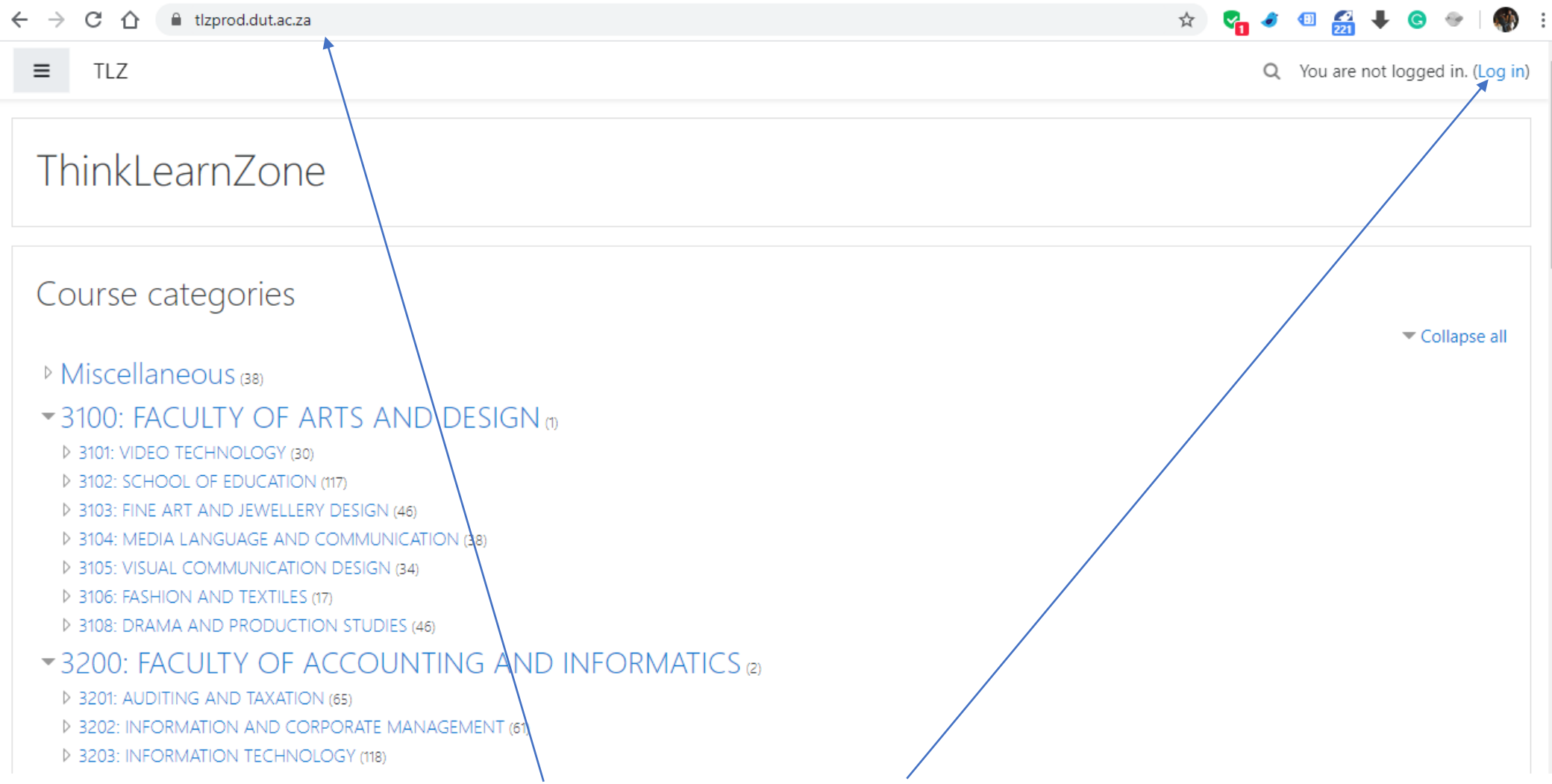
What is Moodle?

Moodle is an open source Learning Management System (LMS) that universities, community colleges, K–12 schools, businesses, and even individual instructors use to add web technology to their courses. The name Moodle has two meanings. First, it's an acronym (what isn't these days?) for **M**odular **O**bject-**O**riented **D**ynamic **L**earning **E**nvironment. Moodle is also a verb that describes the process of lazily meandering through something, doing things as it occurs to you to do them, an enjoyable tinkering that often leads to insight and creativity. Moodle was created by Martin Dougiamas, a computer scientist and educator who spent time supporting a LMS at a university in Perth, Australia.

Why do we use Moodle?

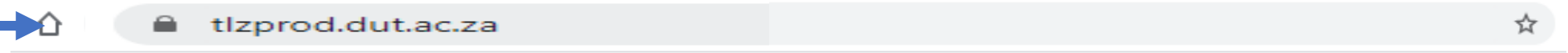
Moodle enables students to work together to create new material. For example, you can create glossaries that are site-wide, and glossaries that are specific to a single course. Students can add to the glossaries. You can also allow students to contribute to and edit a wiki in class. Access Resources, Activities, Assignments, Lessons, Feedback, and Choices. Evaluated With Quizzes, Getting Social With Chats and Forums. Running a Workshop, Groups and Cohorts.

Landing page: ThinkLearnZone



Type in the website address: https://tlzprod.dut.ac.za | Click **Log in** on your top right

Let's explore Moodle



Step 1

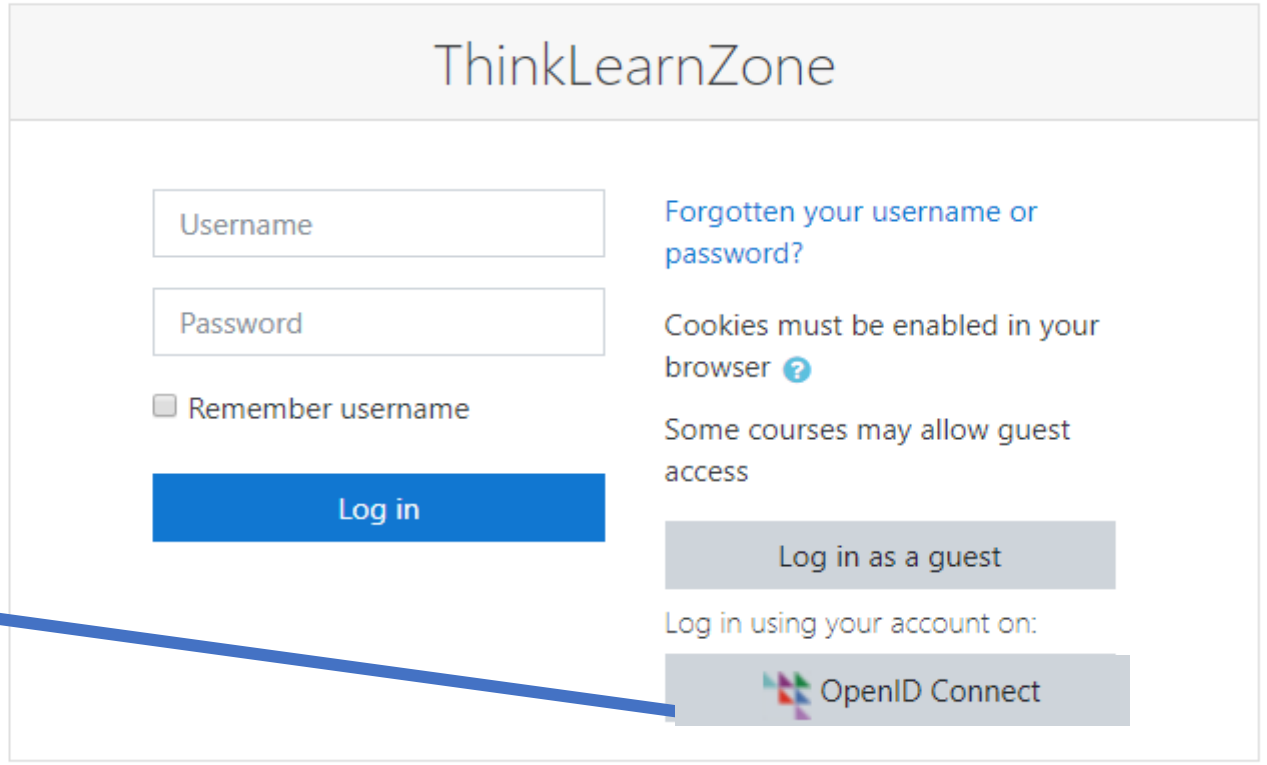
Go to the internet browser of your choice: Google Chrome, Firefox, Internet Explorer, Microsoft Edge, Opera or Safari.

Step 2

Type in the website address: www.tlzprod.dut.ac.za on the address bar

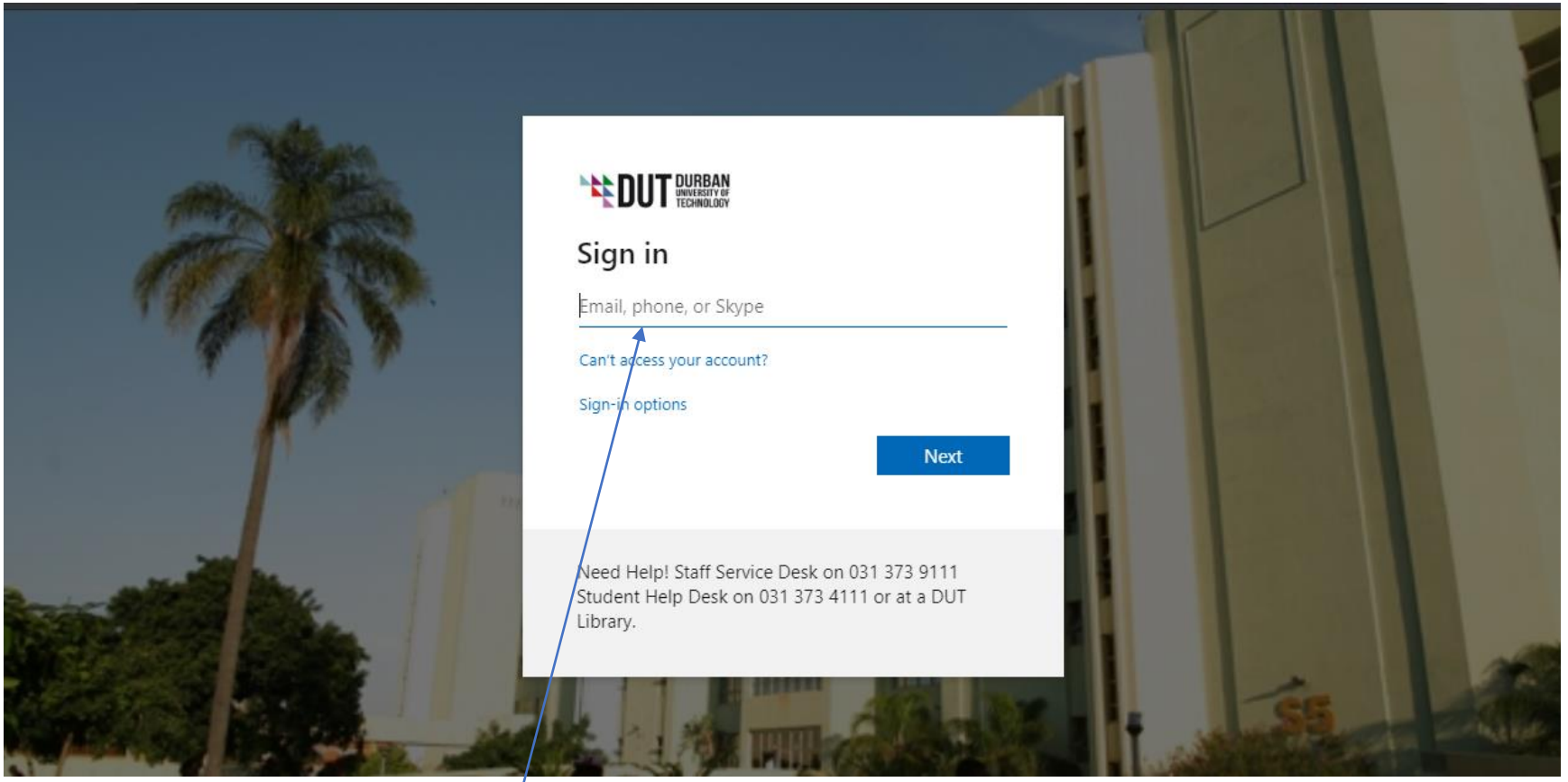
Step 3

You will land on the screen shown on your right hand side. You will then click the button: "**OpenID Connect**"



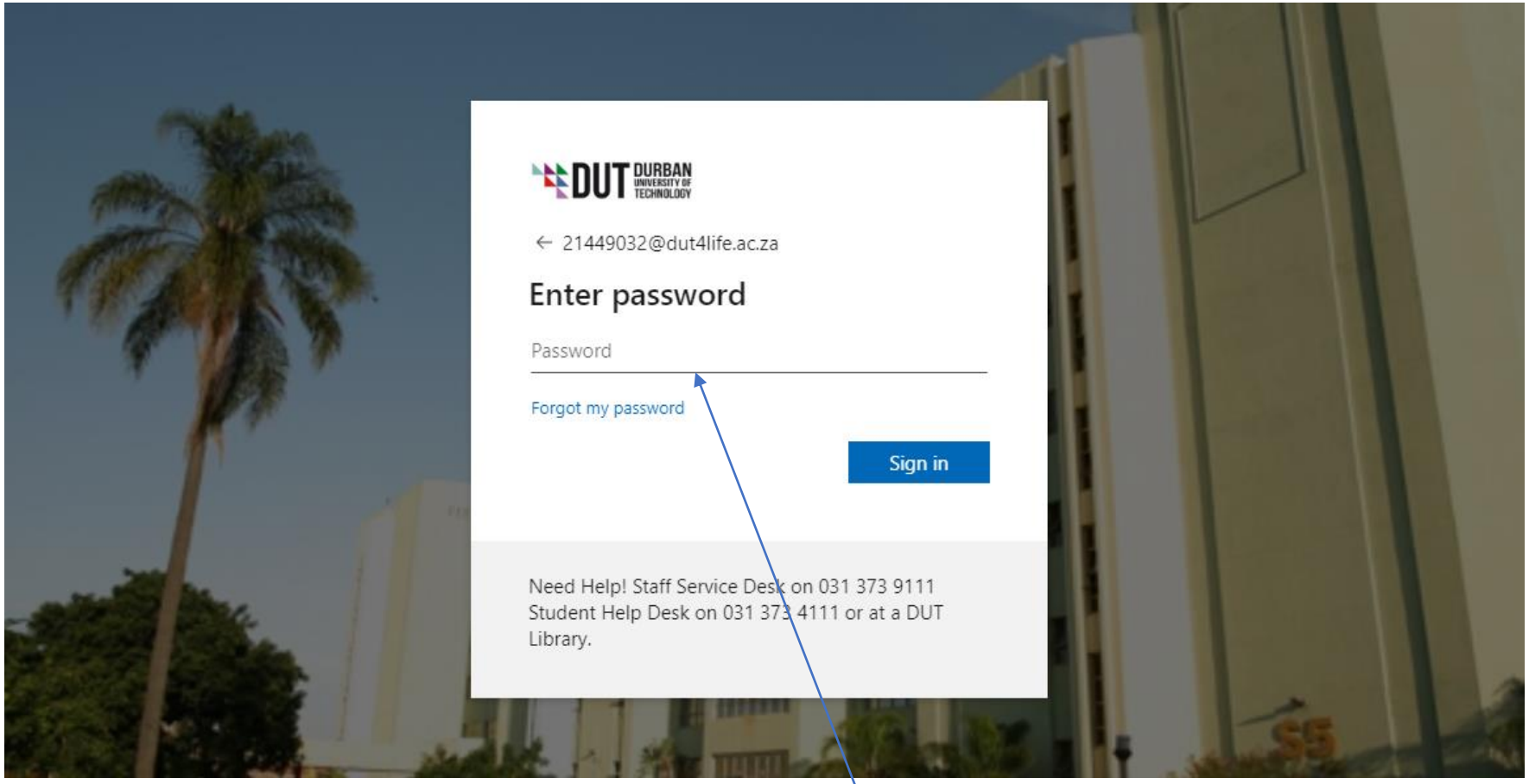
Now, lets quickly run to the next page

Login journey: put username



Username: 21000000@dut4life.ac.za

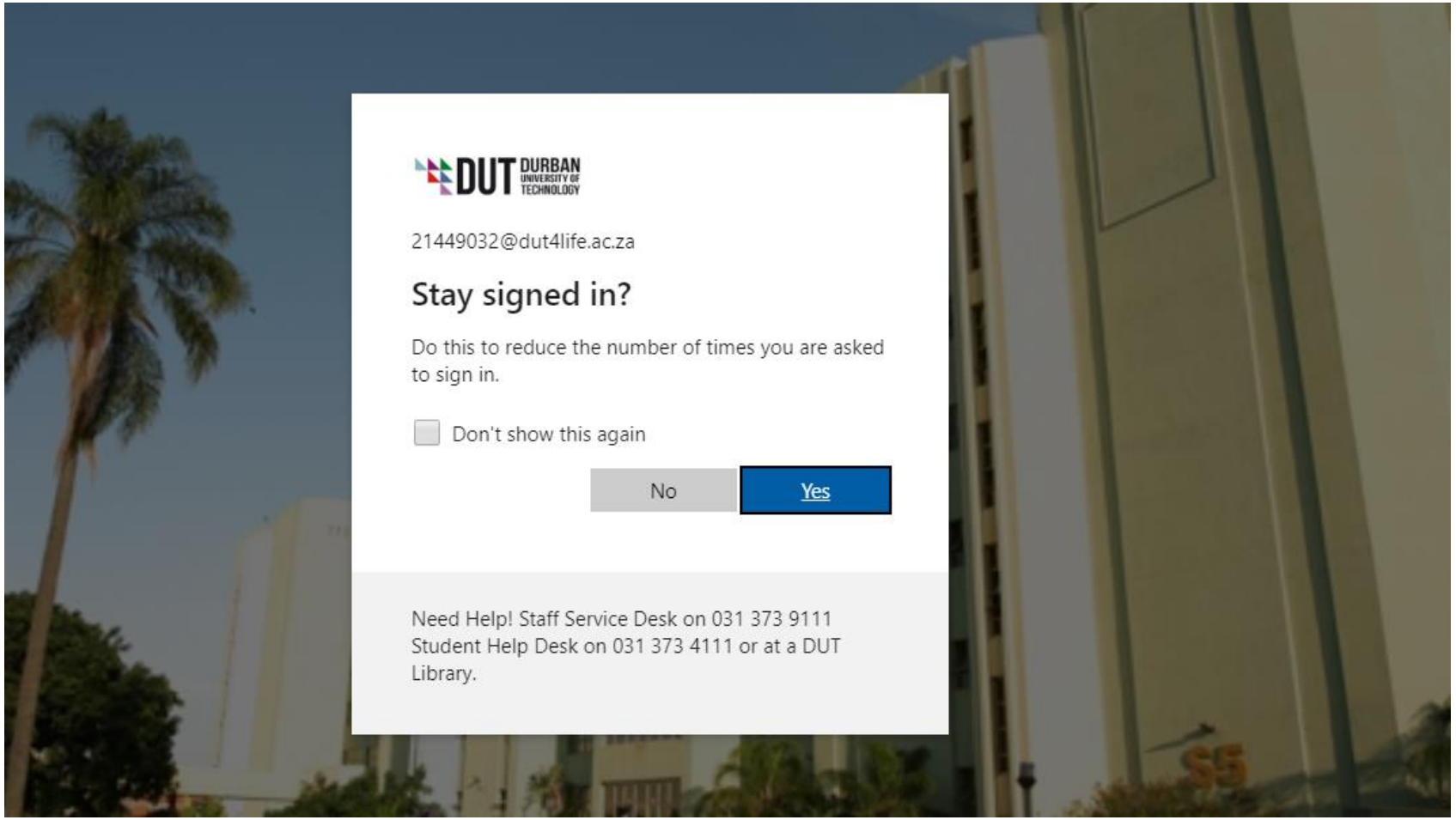
Login journey: put password



Password: Dut(first six digits of your ID No.) e.g. Dut401005 (returning students)

Please note, if you are a current NEW student at DUT (2020), you password: e.g. $$Dut401005

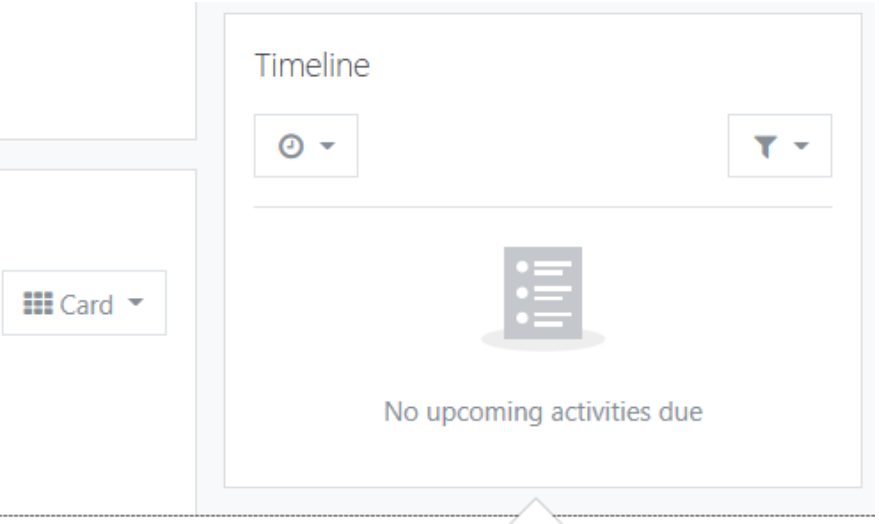
Login journey: options - keep signed in or no



If it is your personal device you may click YES, however, if you are using public device (computer/tablet) click NO, for security purposes.

Quick Tour

Your Timeline below:



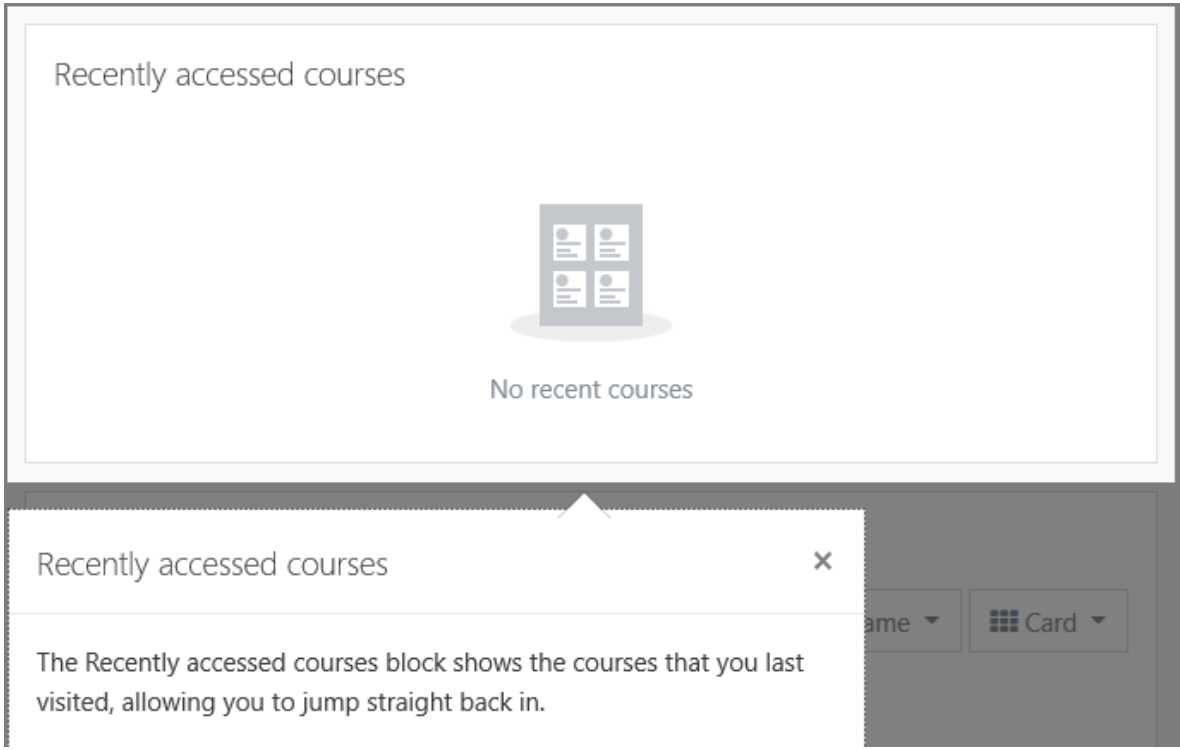
Your Dashboard

The Timeline block shows your important upcoming events.

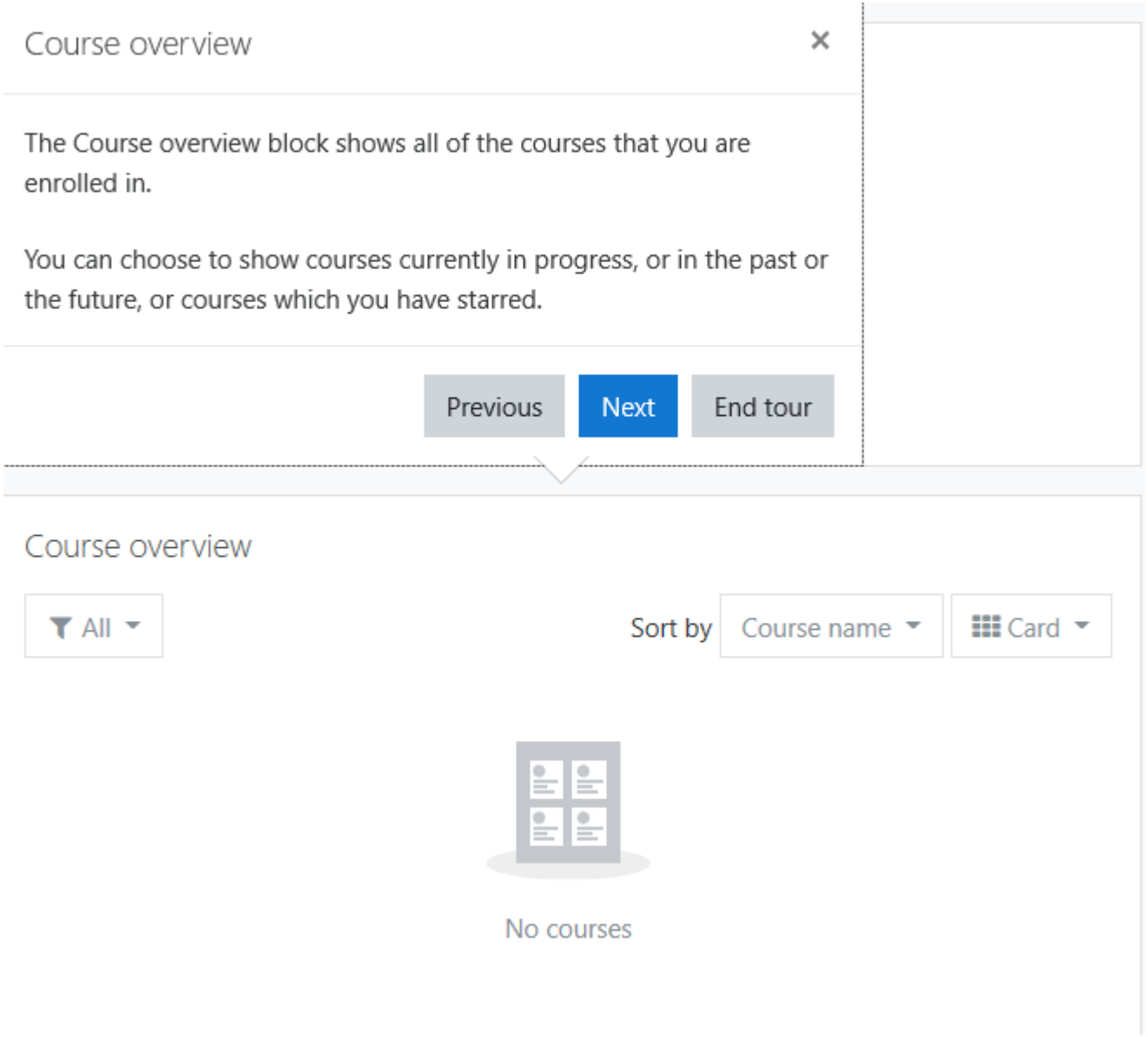
You can choose to show activities in the next week, month, or further into the future.

You can also show items which are overdue.

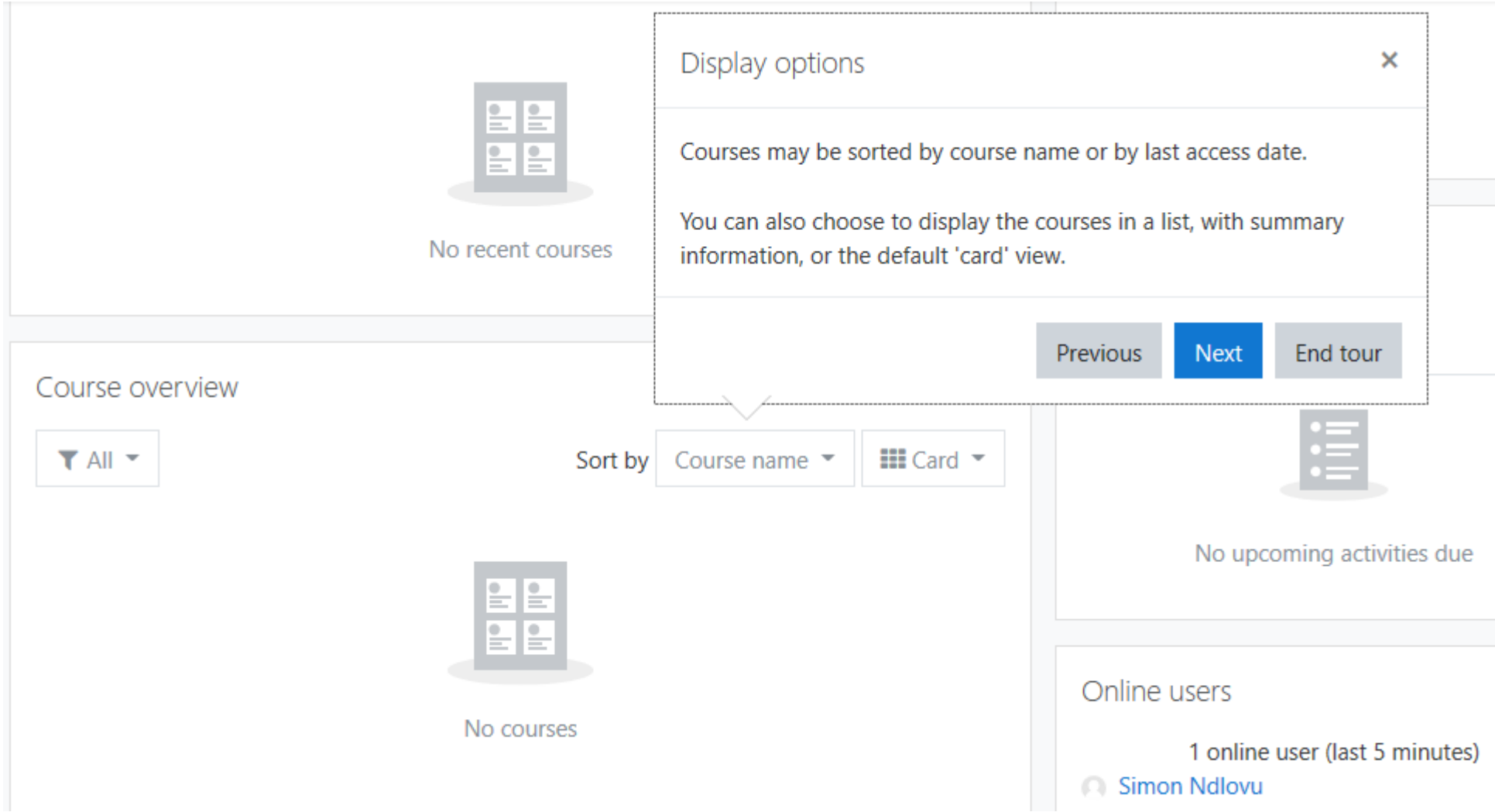
Courses you have just recently accessed :



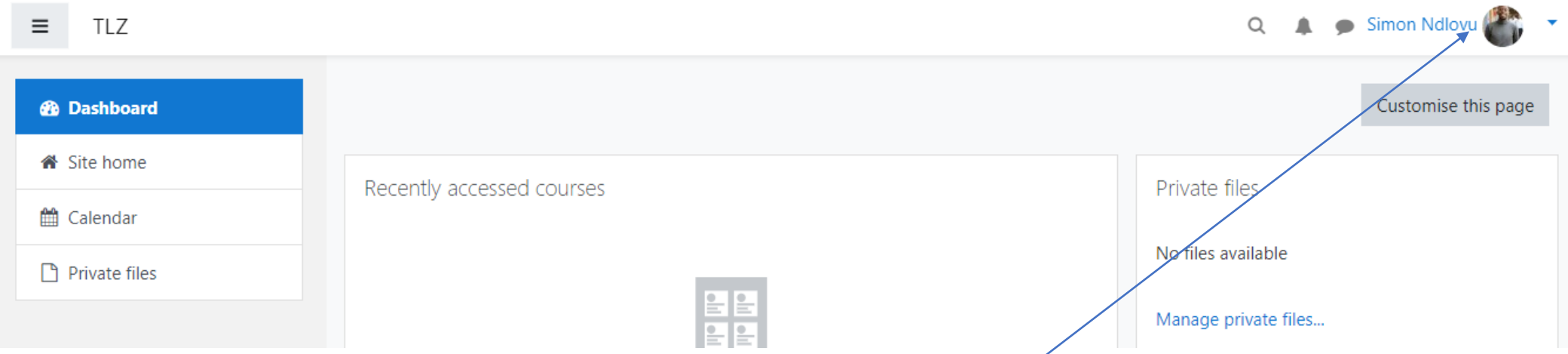
Quick Tour continues…

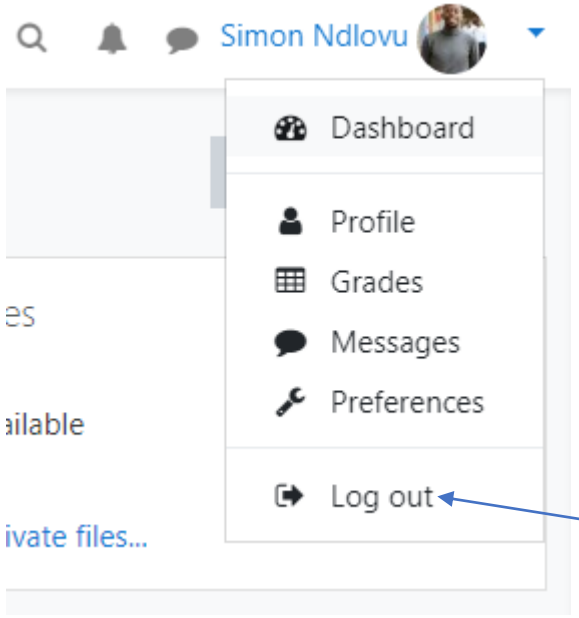


Quick Tour continues…



Quick Tour continues…





On your **top right** is your **profile section**. You can customise it by inserting your profile picture and other personal information.

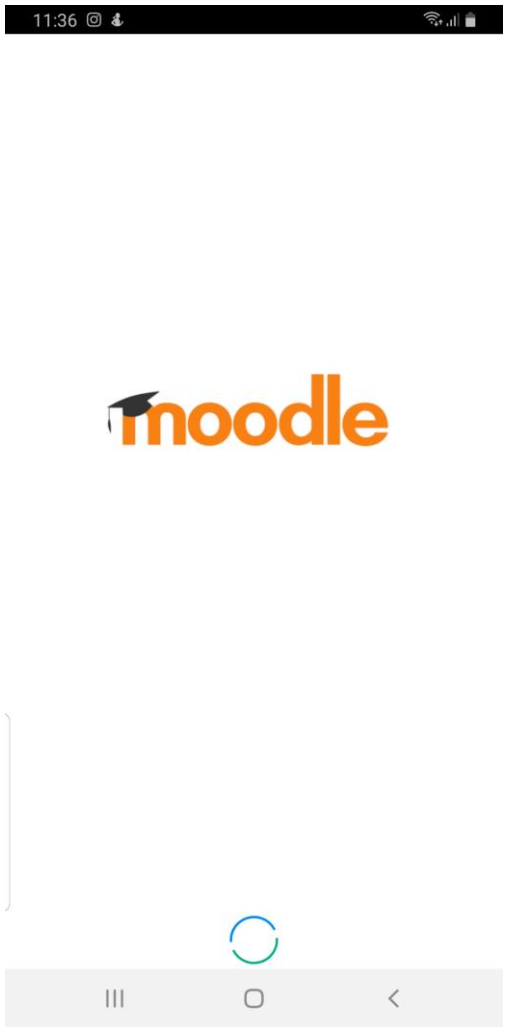
When you click the **dropdown** feature (down arrow). You will be given options to either click; **Profile** section – where you can edit your personal information; **Grades** – where you can view your marks/grade when you have written a test/s; **Messages** – this is more of your notification section where you find messages sent by lecturers or students; lastly, **Preferences** – where you can customise your page/interface the way you like it.

I had to do this feature separately because it is very *important*. **Log out** – please remember to **logout** at all times when you are using the university computers, this will prevent the other students from misusing your account. However, if you are using your personal device and you are sure that no one will misuse your information then you can leave it logged in for quick access next time when you log on

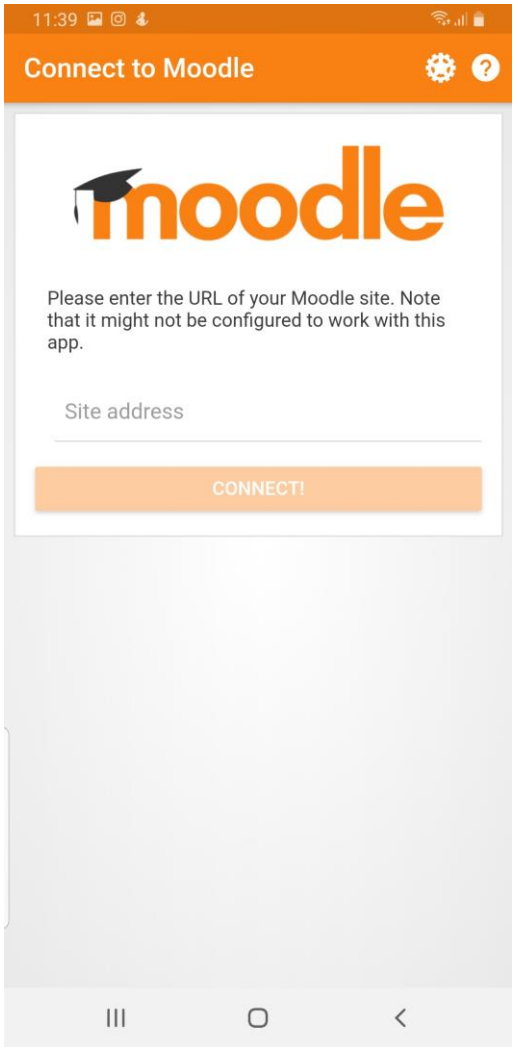
Download Moodle Mobile App

Download **mobile App** from Google Play if you are an Android user or iStore, if you are an Apple phone user
Version: 3.8.0

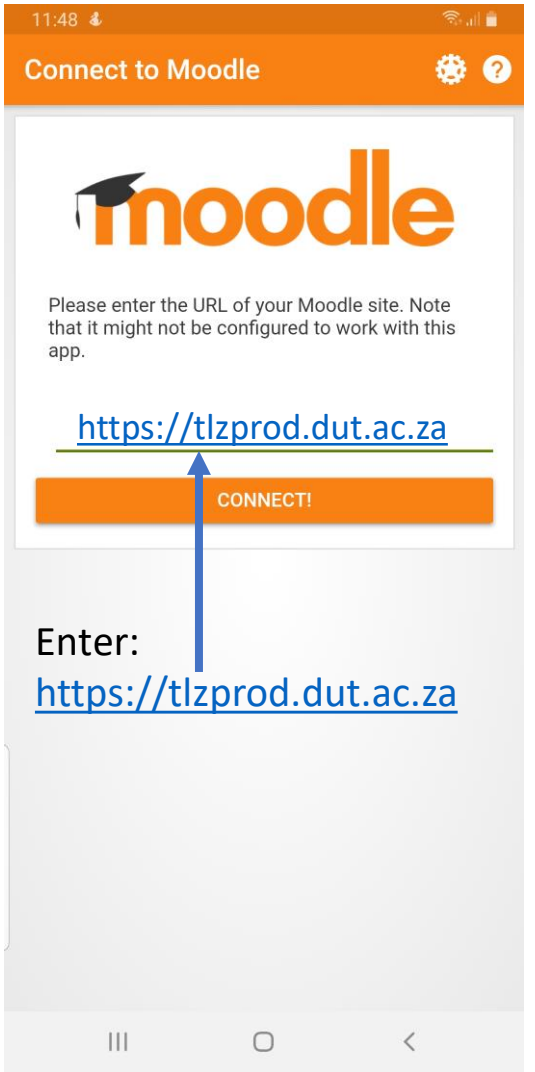
Download Moodle Steps:



Mobile App loading

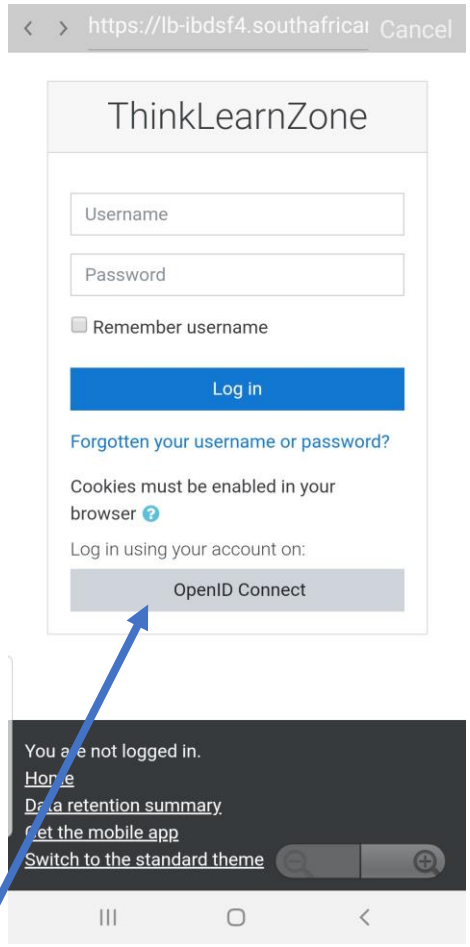


Enter the site address

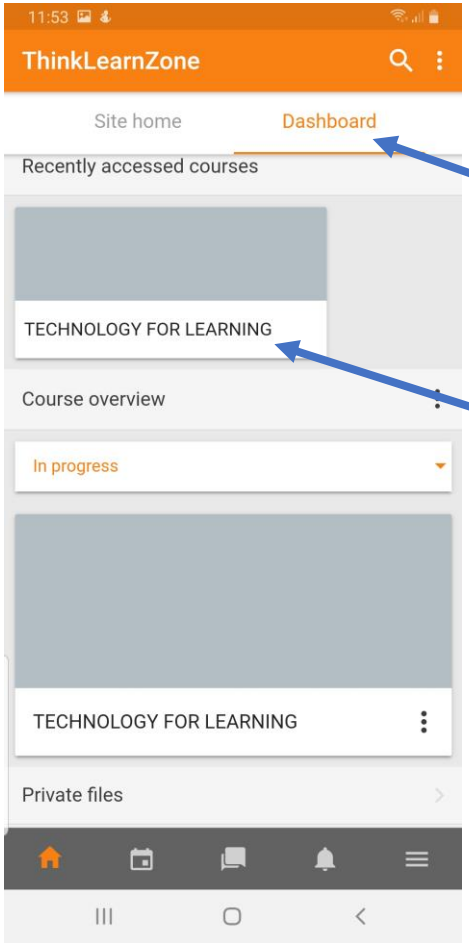


Enter the site address and click connect

Download Moodle Steps:



Click: **OpenID Connect**



You will land on the Dashboard section

You will see your modules under Recently accessed courses and Course overview

Congratulations!!! You are now part of the TLZ generation at DUT

Computer Essentials

Why we have decided to include computer essentials in the TFL?

Technology for Learning has 5 years at Durban University of Technology and throughout all those years the programme have learned that students come with different level of computer competencies; some students are familiar with computer concepts, some are not quite confident and some are fast learners and some are slow learners. Putting together this section is to help students to quickly adapt to the university systems by grasping the key technology concepts and join the techno savvy generation.

TFL is committed to mentor, train and support students to know both online and offline technologies that will make their learning experience at DUT pleasant. Every student must be competent and comfortable enough to use any technology component presented to them within the university premises or/and industry.

Students will learn more about:

- Computers
- Computer components
- Different type of viruses
- External computer accessories
- Software and hardware
- Network and internet
- Value of making backup for your information
- And more, we are happy to also add student as they are requested by the departments/students, we will also try to keep up with the new technologies as they come.

What is a Computer?

An electronic device that stores, retrieves, and processes data, and can be programmed with instructions. A computer is composed of hardware and software, and can exist in a variety of sizes and configurations.

Hardware

The term hardware refers to the physical components of your computer such as the system unit, mouse, keyboard, monitor etc.

Software

The software is the instructions that makes the computer work. Software is held either on your computers hard disk, CD-ROM, DVD or on a diskette (floppy disk) and is loaded (i.e. copied) from the disk into the computers RAM (Random Access Memory), as and when required.

Type of computers:

Mini and Mainframe Computers

Very powerful, used by large organisations such an banks to control the entire business operation. Very expensive!

Personal Computers

Cheap and easy to use. Often used as stand-alone computers or in a network. May be connected to large mainframe computers within big companies.

Hardware Components
OUTPUT DEVICES

VDU: The computer screen is used for outputting information in an understandable format

Printers: There are many different types of printers. In large organizations laser printers are most commonly used due to the fact that they can print very fast and give a very high quality output.

Plotters: A plotter is an output device similar to a printer, but normally allows you to print larger images.

Speakers: Enhances the value of educational and presentation products.

Speech synthesisers: Gives you the ability to not only to display text on a monitor but also to read the text to you

Light Pens: Used to allow users to point to areas on a screen

Joysticks: Many games require a joystick for the proper playing of the game

Storage Devices -- "How it saves data and programs“

Hard disk drives are an internal, higher capacity drive which also stores the operating system which runs when you power on the computer.

Hardware Components

Input Devices -- "How to tell it what to do“

A keyboard and mouse are the standard way to interact with the computer. Other devices include joysticks and game pads used primarily for games.

Output Devices -- "How it shows you what it is doing"

The monitor (the screen) is how the computer sends information back to you. A A printer is also an output device.

INPUT DEVICES

The Mouse: Used to ‘drive’ Microsoft Windows

The Keyboard: The keyboard is still the commonest way of entering information into a computer

Tracker Balls: an alternative to the traditional mouse and often used by graphic designers

Scanners: A scanner allows you to scan printed material and convert it into a file format that may be used within the PC

Touch Pads: A device that lays on the desktop and responds to pressure

Light Pens: Used to allow users to point to areas on a screen

Joysticks: Many games require a joystick for the proper playing of the game

Hardware Components

Hard Disks

Speed: Very fast! The speed of a hard disk is often quoted as "average access time" speed, measured in milliseconds. The smaller this number the faster the disk.

Capacity: Enormous! Often 40/80 Gigabytes. A Gigabyte is equivalent to 1024 Megabytes.

Cost: Hard disks costs are falling rapidly and normally represent the cheapest way of storing data.

Memory -- "How the processor stores and uses immediate data“

RAM - Random Access Memory:

The main 'working' memory used by the computer. When the operating system loads from disk when you first switch on the computer, it is copied into RAM. As a rough rule, a Microsoft Windows based computer will operate faster if you install more RAM. Data and programs stored in RAM are volatile (i.e. the information is lost when you switch off the computer).

How Computer Memory Is Measured

Bit - All computers work on a binary numbering system, i.e. they process data in one's or zero's. This 1 or 0 level of storage is called a bit.
Byte - A byte consists of eight bits.
Kilobyte - A kilobyte (KB) consists of 1024 bytes.
Megabyte - A megabyte (MB) consists of 1024 kilobytes.
Gigabyte - A gigabyte (GB) consists of 1024 megabytes.

Social Media for Learning

We will use **Facebook** and **Instagram** to communicate and teach students

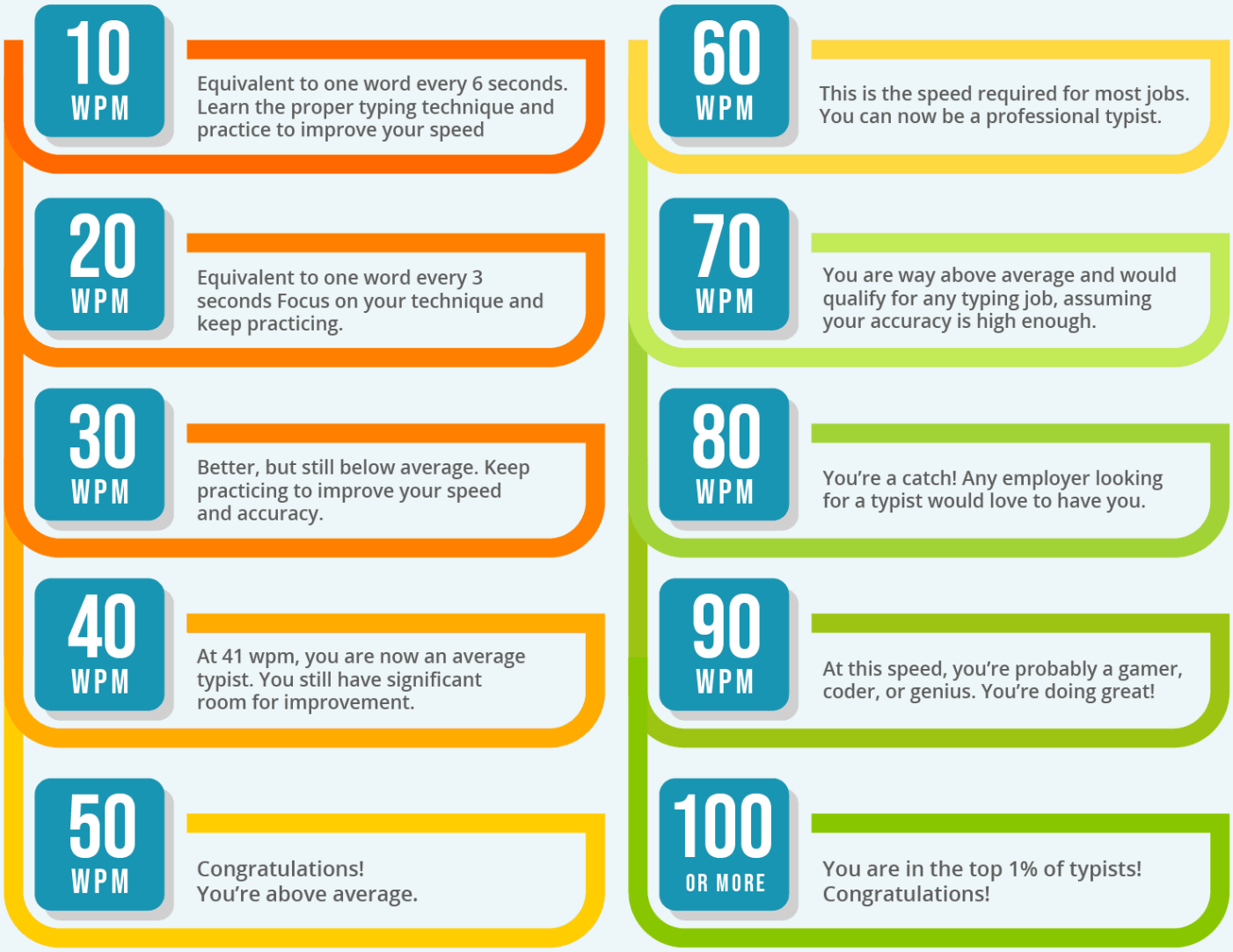
We will use Facebook and Twitter to communicate and teach students

- Exam practice
- Book reviews
- Get support
- Ask for information
- Attend remote training
- Public polling
- Projects & Assignments
- Teaching 21st century skills
- Ask students to create content
- Brainstorm
- Facebook book club
- Reading summaries

1. Send classroom notifications
2. Showcase students and student work
3. Review content from class
4. Share reading recommendations
5. Track student progress over time
6. Encourage and engage your students
7. Have a contest
8. Document the year
9. Role Play
10. Have students share relevant material

Typing Skills

TYPING SPEED CHART



4th Industrial Revolution

Activities

Brainstorming on the future opportunities, prepare students on the future interventions:

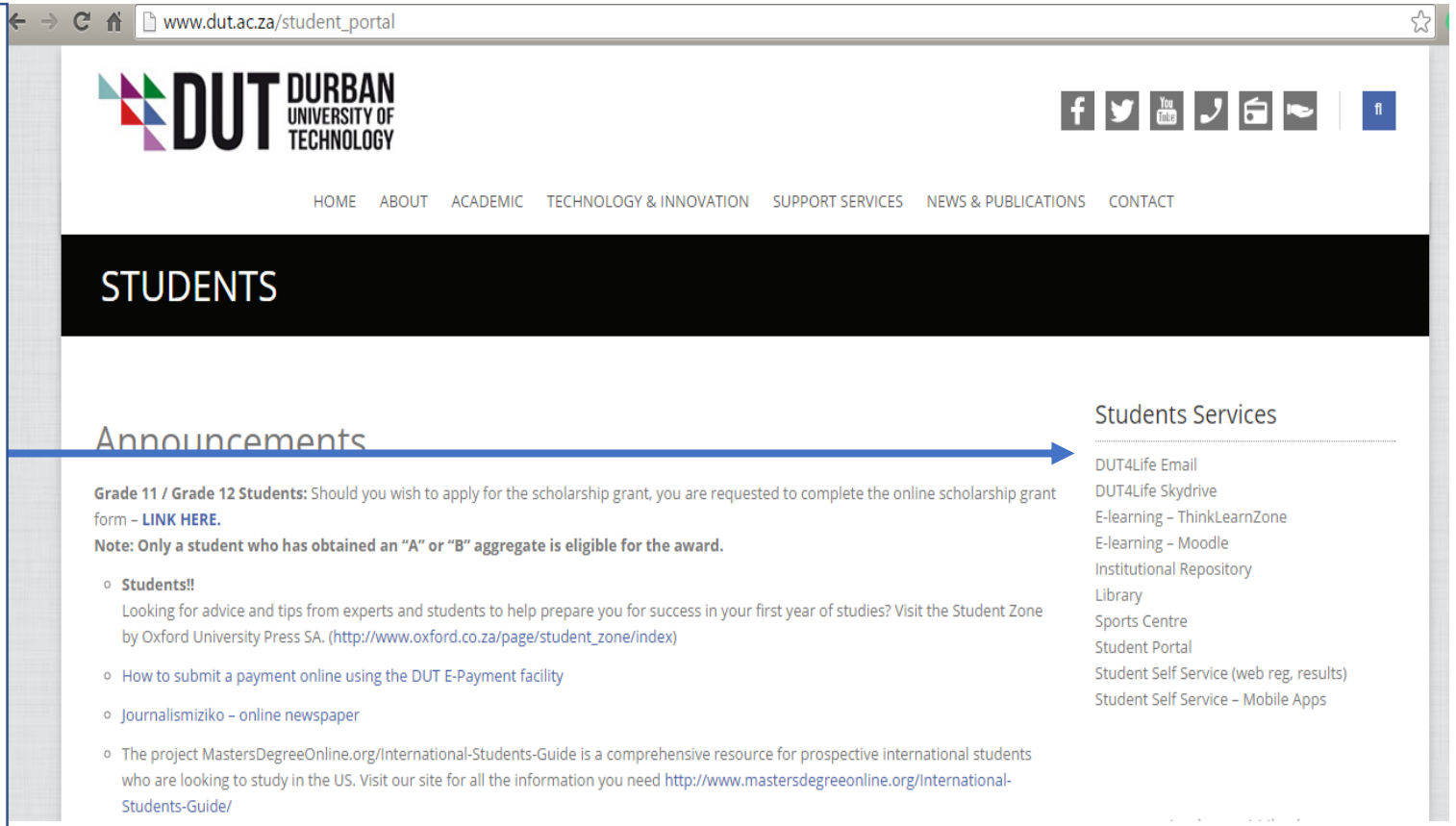
Activities:

1. Invite speakers to talk to our students about 4th Industrial Revolution
2. Come with innovative ideas to contribute to the 4IR
3. Teach these skills:
    - Complex problem solving
    - Critical thinking
    - Creativity
    - People management
    - Coordinating with others
    - Emotional intelligence
    - Judgement and decision making
    - Service orientation
    - Negotiation
    - Cognitive Flexibility

DUT4Life Account

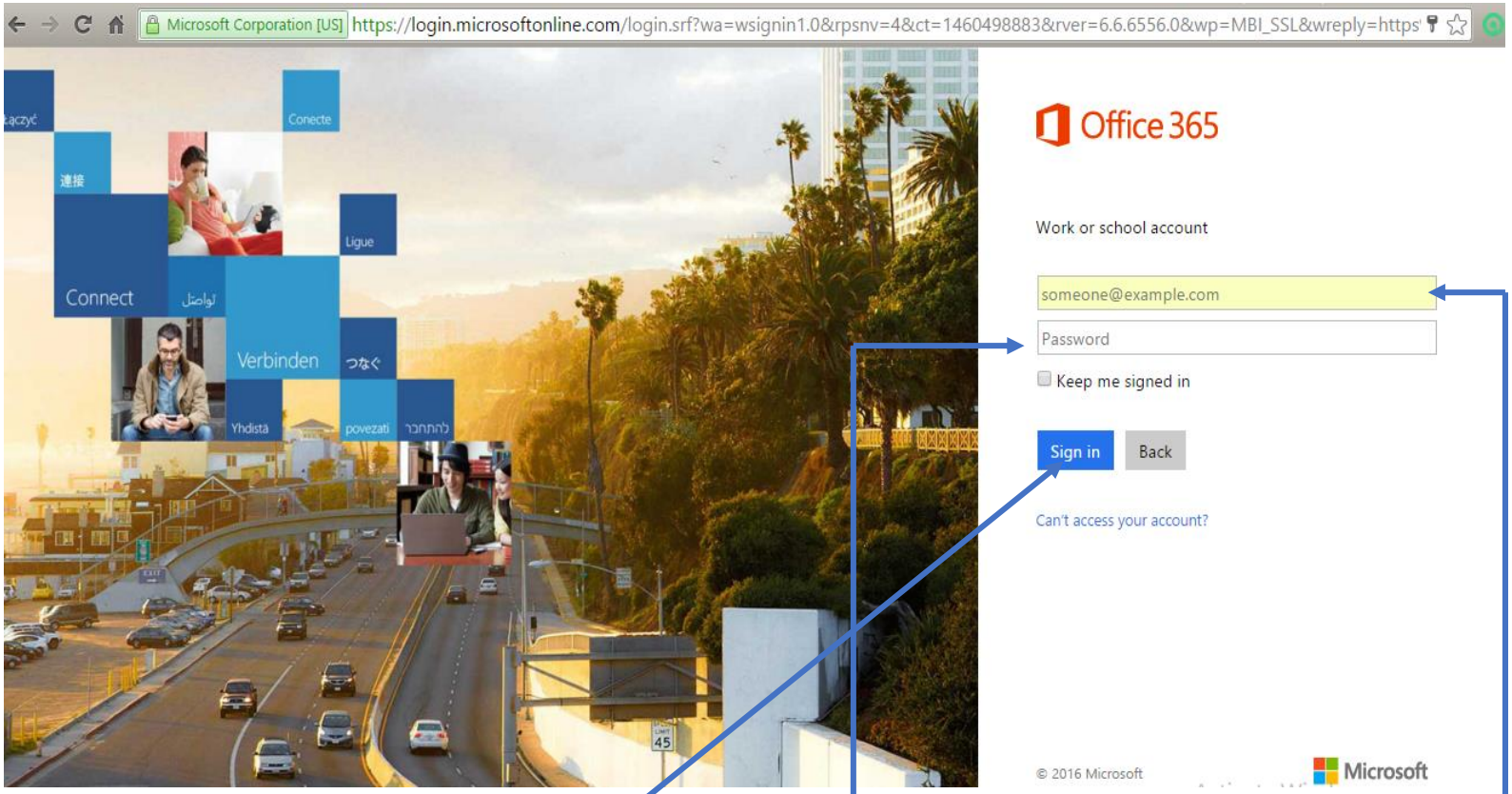
Access DUT4life Account – 365 Office Suite

- Go to your browser and on your address bar type: **www.dut.ac.za**
- Scroll down and select the **Green tab/link/tile** written **Student**
- On your right hand side you will find Student Services
- Click **DUT4life Email**



DUT4life Account is a 365 Office suite which has outlook email (DUT4life email), Online Word, Excel, PowerPoint, Teams, OneDrive and other office Apps. The advantage of using 365 Office suite is that the work is saved online for easy access and promote work collaboration.

How to login on DUT4life Account – 365 Office Suite?

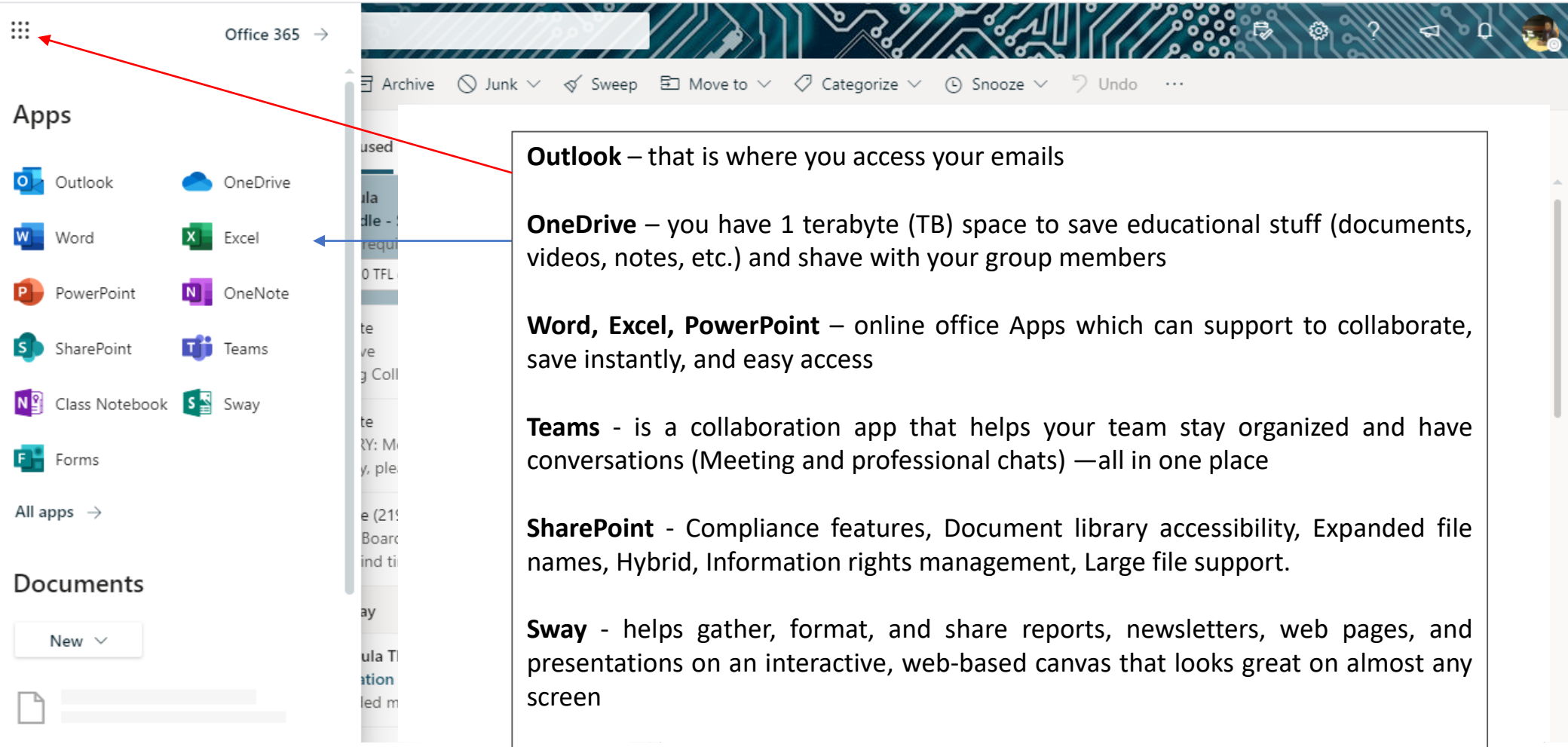


Click: **Sign in**

1. Type your DUT4life email address, you can double check it in your student card e.g. 21000000@dut4life.ac.za

2. Your default password is **Dut** followed by the first **6 digits of your ID** e.g. **Dut980204**

DUT4life Account – 365 Office Suite - preview



Outlook – that is where you access your emails

OneDrive – you have 1 terabyte (TB) space to save educational stuff (documents, videos, notes, etc.) and shave with your group members

Word, Excel, PowerPoint – online office Apps which can support to collaborate, save instantly, and easy access

Teams - is a collaboration app that helps your team stay organized and have conversations (Meeting and professional chats) —all in one place

SharePoint - Compliance features, Document library accessibility, Expanded file names, Hybrid, Information rights management, Large file support.

Sway - helps gather, format, and share reports, newsletters, web pages, and presentations on an interactive, web-based canvas that looks great on almost any screen

Forms - is a simple, lightweight app that lets you easily create surveys, quizzes, and polls. In educational institutions, it can be used to create quizzes, collect feedback from teachers and parents, or plan class and staff activities

Contact details

Msizi Simon Ndlovu
Technology for Learning (TFL) Coordinator

E-mail: simonn1@dut.ac.za

Tel: (031) 373 6755 or 3120

Cell/WhatsApp: 0829368649

Facebook: DUT Technology for Learning

Instagram: DUTTFL

“It is not about how much you know, however, it is about how much you give what you know”