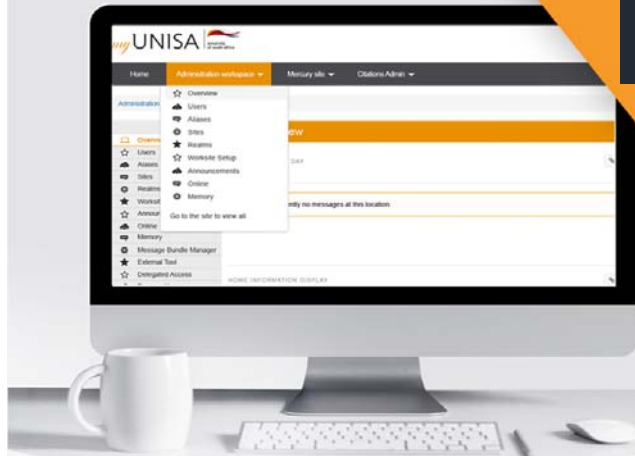


myModules User Guide



Define tomorrow.



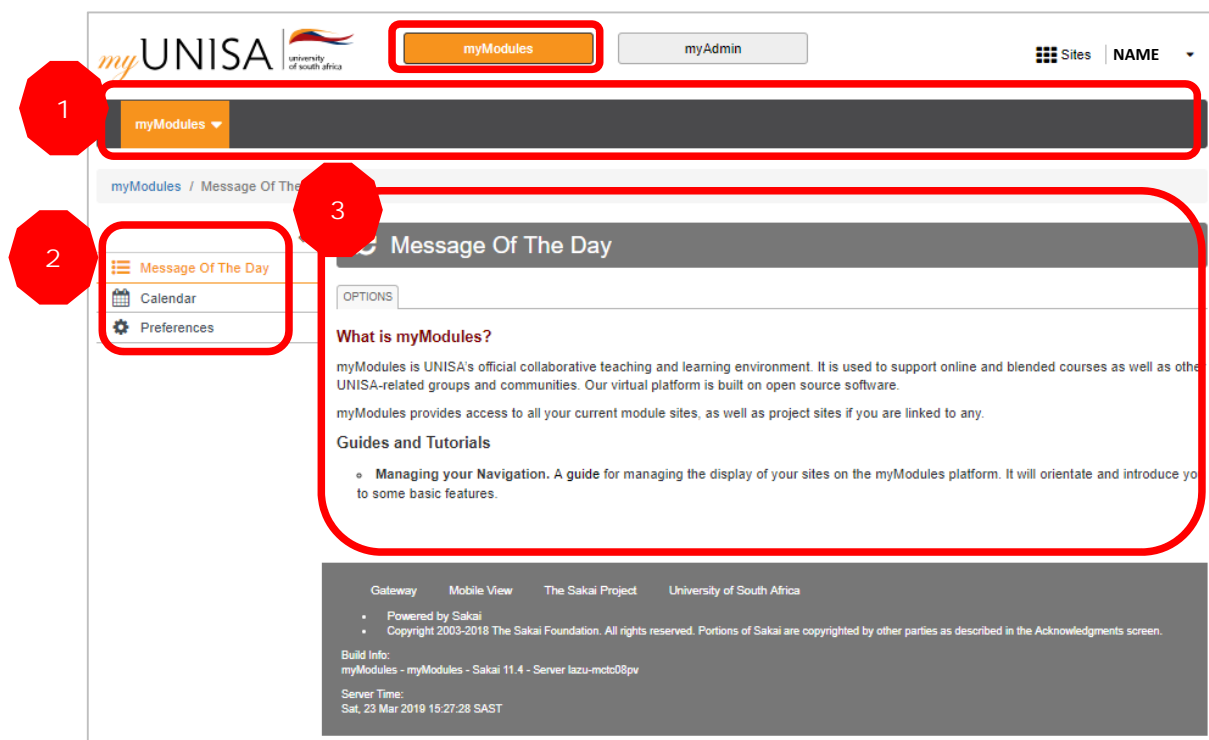
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1. What is myModules?

myModules is UNISA's official online teaching and learning environment used to support online and blended courses. It forms part of the myUnisa system. The environment is built on open source software and is jointly developed with other local and global universities as part of the Sakai Project.



After a successful **myUnisa** login, you will immediately see two buttons in the top header, i.e. **myModules** and **myAdmin**. Click on the **myModules** button to open the teaching and learning environment.

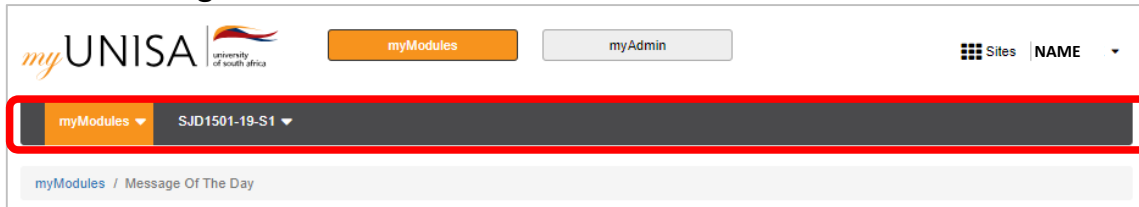
myModules consists of the following navigation and display elements:

1. Site Navigation bar (displays any course sites set as favourites)
2. Tool Menu on the left which displays the (1) Message of the Day (2) Calendar, and (3) Preferences
3. The Message of the Day

Note: The system administrator customizes the availability of default items on the myModules page. The location of the myModules page stays fixed and always appears in the same space.

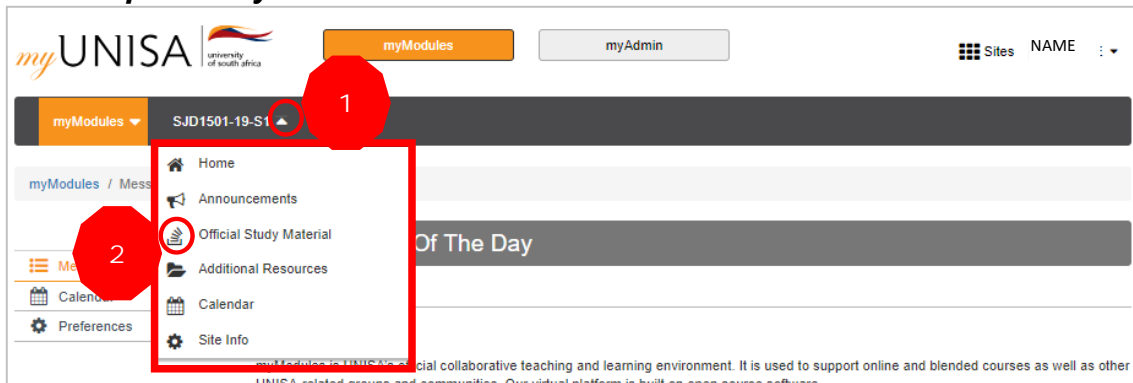
2. More about Site Navigation

2.1 Site Navigation



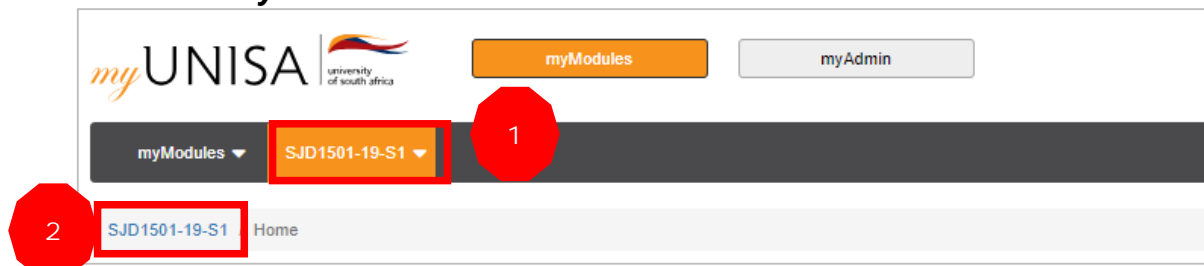
The *Site Navigation* across the top of the page enables access to any module or project site you have selected as a favourite site.

2.2 Jump directly to site tools



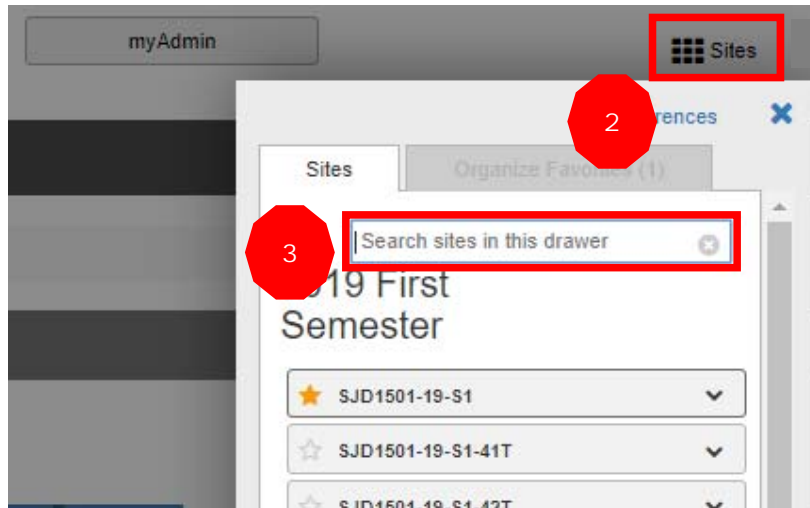
1. CLICK on the down arrows next to each site name to expand the Tool Menu for that site.
2. CLICKING on a tool in the list will take you directly to that area of the selected site.

2.3 Currently selected sites



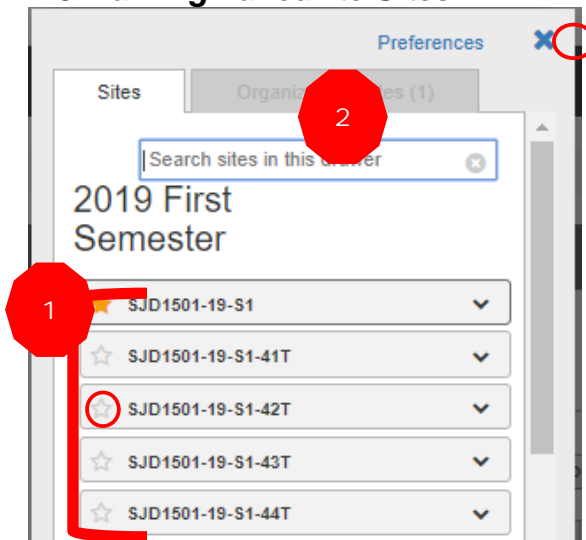
1. The currently selected site will appear highlighted in **Orange** in the navigation bar.
2. You will also see the **title of the site as the first item in the breadcrumbs** below the site navigation bar.

2.4 Sites drawer



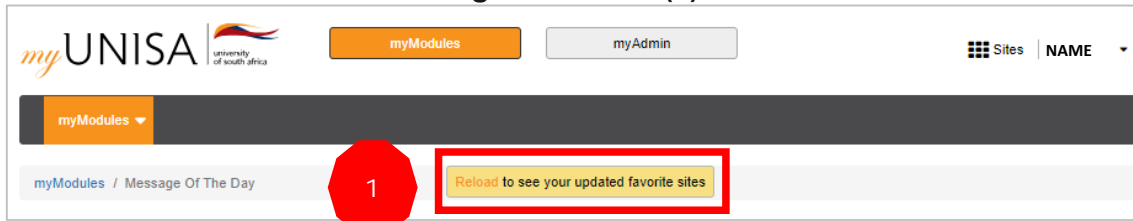
1. The top site navigation bar can only display a small number of sites without appearing crowded or expanding to fill several lines.
2. If you have many active sites, CLICKING on the **Sites icon** will display all of your active sites. Sites are grouped by academic term and type of site (i.e. course or project sites).
3. Note, *Inactive* or *Archived* sites will not display in the Sites drawer. However, you can access inactive sites from below the Sites icon by TYPING in the name of the site in the box and doing a search.

2.5 Marking Favourite Sites



1. CLICK on the Star icon next to a site to make it a favourite (star colour will change to yellow). This will add it to your persistent navigation tabs at the top of the screen.
2. CLICK **X** (next to Preferences) to exit the prompt box.

2.5.1 Reload to view new navigation button(s)

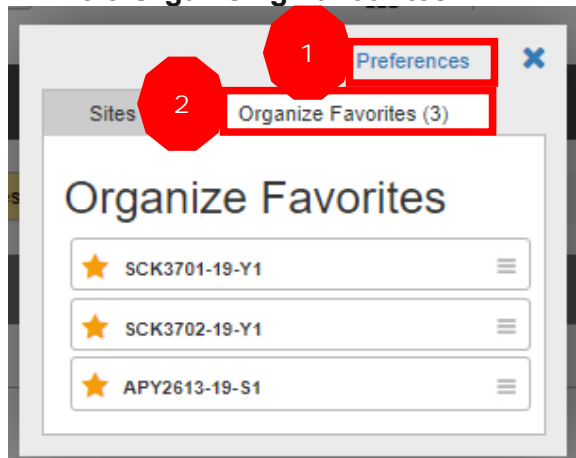


1. CLICK **Reload** to update and view your favourite sites.

2.5.2 All selected favourites will appear in the navigation bar



2.5.3 Organising Favourites

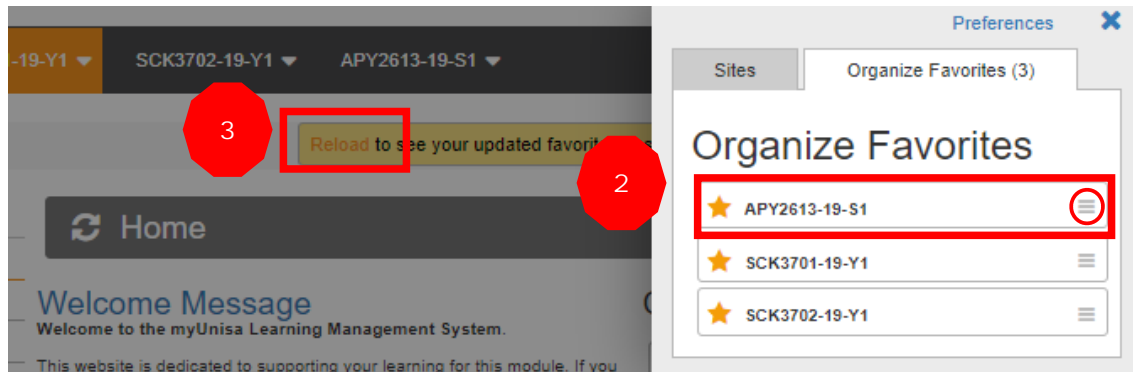


1. To organise your favourites, GO to the *Sites* link
2. SELECT the *Organize Favourites* tab

2.5.4 Drag and drop to reorder

The order in which sites are listed in the Organize Favorites list, determines the order in which the buttons appear in the top black navigation bar.

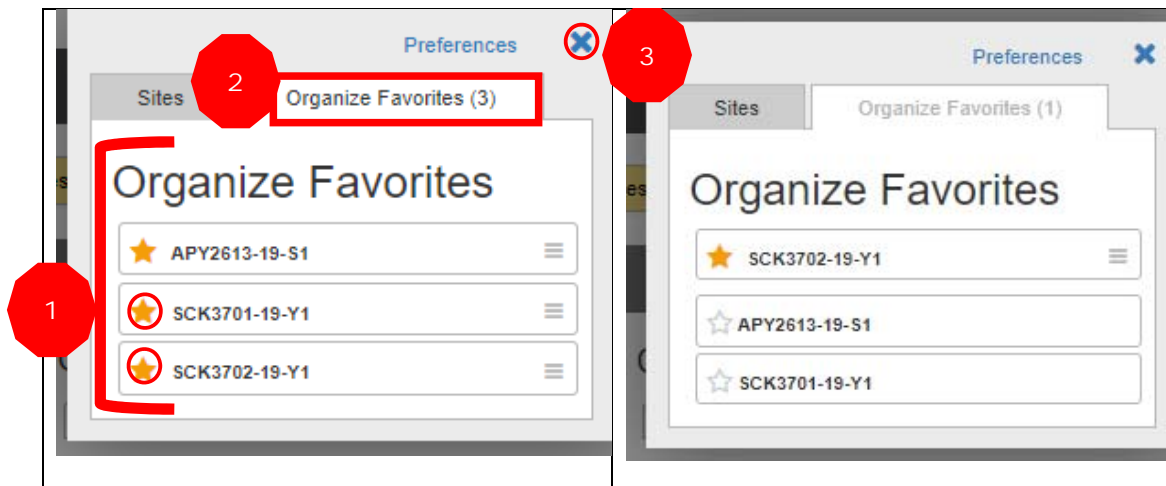
1. PLACE the cursor on the three horizontal lines icon and DRAG the site
2. Now DROP the site in the location where you would like it to appear



3. CLICK **Reload** to update and view your favourite sites.

The order in which sites are listed will be changed.

2.5.5 Unfavouring a site



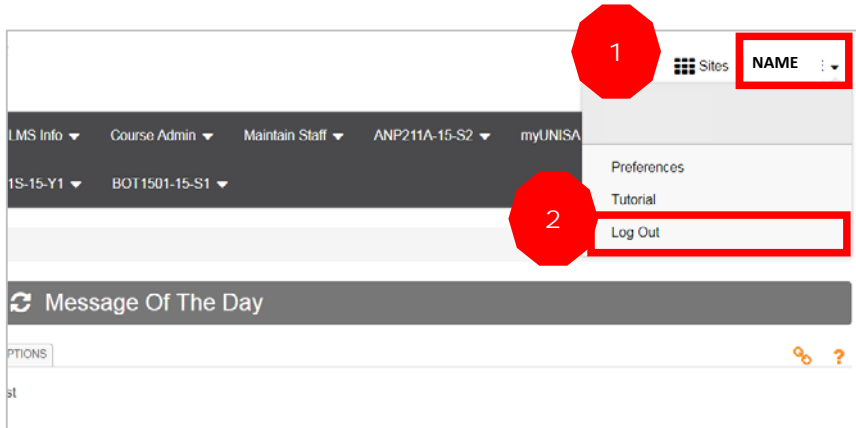
To remove a site from your favourites (i.e. remove it from the top navigation),

1. **CLICK** on the yellow Star icon next to a site in the list. This will remove from your persistent navigation buttons at the top of the screen.
2. You can do this from either the Organise Favourites or Sites tab
3. **CLICK X** (next to Preferences) to exit the prompt box

2.5.6 Reload to view new navigation button(s)

1. **CLICK Reload** to update and view any changes made to favourite sites or site order.
3. Your new changes will remove the sites from the navigation on top of the screen.

2.5.7 Logging out of the system



You may log out of the system by

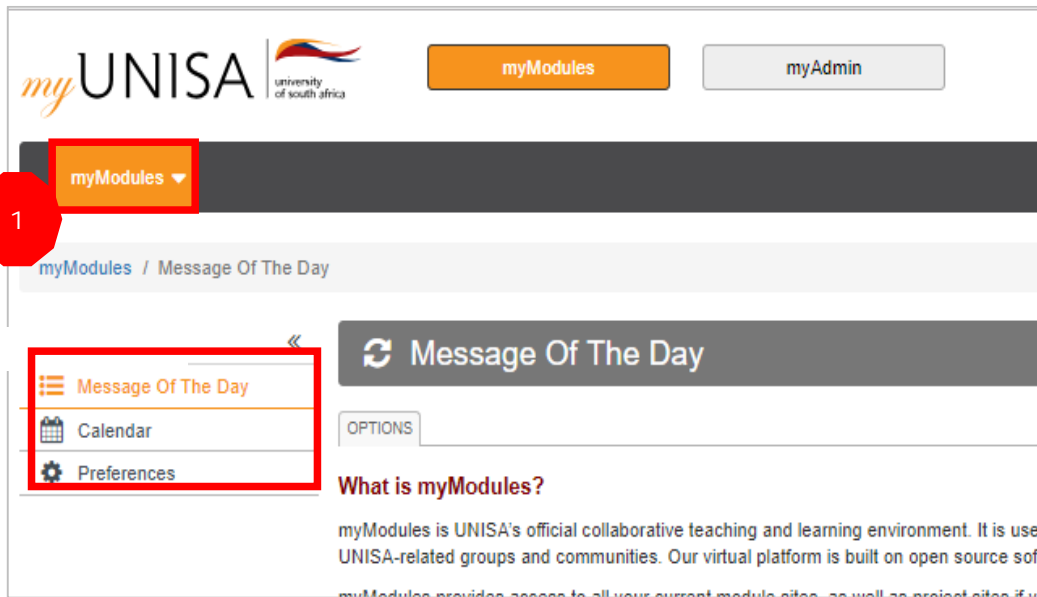
1. **CLICKING** on your name in the top navigation bar

And

2. **SELECTING Log Out** from the drop-down menu

3 The Tool Menu on the left

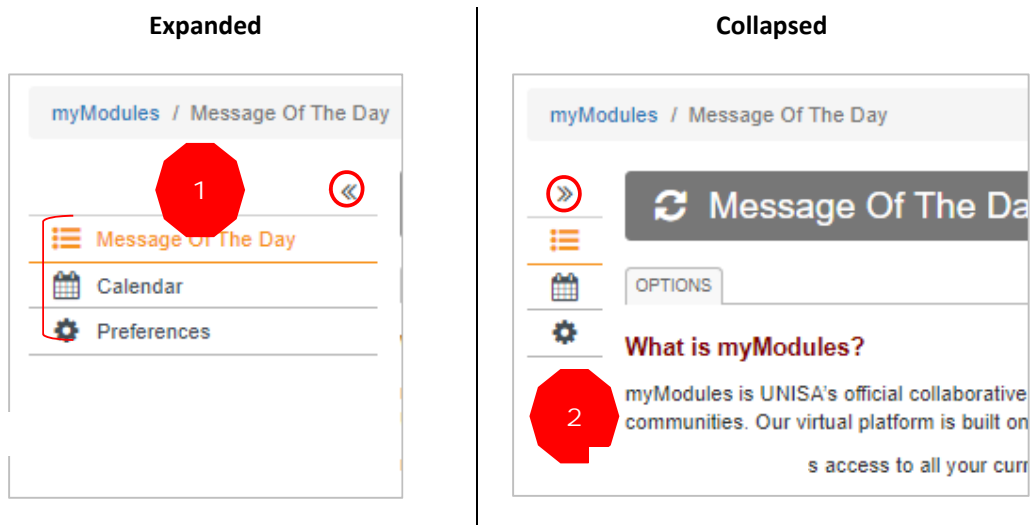
3.1 myModules Tool Menu



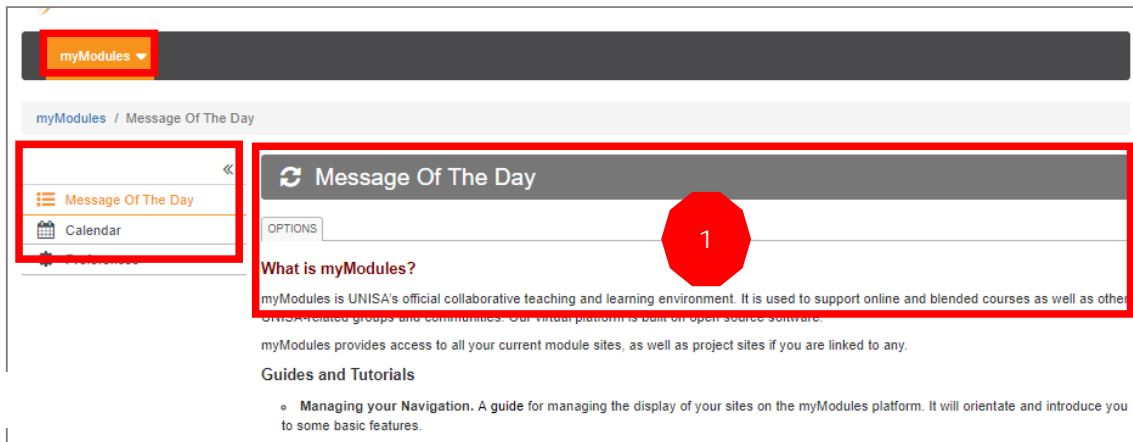
1. The **myModules** Tool Menu contains links to Message of the Day, Calendar and Preferences

3.2 Expanding/Collapsing the Tool Menu

1. You can expand or collapse the Tool Menu by **CLICKING** on the **double arrows** in the upper section of the menu.
2. When the menu is collapsed, the menu links are represented by their associated icons.



4. What is “The Message of the Day”?



1. In the "Message of the Day" (MOTD) area of myModules, announcements created by your system administrator will be displayed. The MOTD is typically used for system-wide announcements. Unisa uses this space to display messages about scheduled maintenance, system updates, and important dates and events.