

LESSON 1 GETTING STARTED AND ORIENTATION

- **GETTING STARTED**

This lesson is a practice lesson intended to demonstrate how to interact in this module. In this lesson you will find specific information on how to navigate in this course in order to help you use the different *myUNISA* tools.

1.1 Navigating the course

A hard copy of Tutorial Letter(TL) 101 will be posted to you after registration. However, **TL101 is also available on *myUNISA***, in the Additional Resources tool, on the left-hand side MENU of the BPT1501 Main site. This is made available for online readers. For this module, **you will NOT receive any LEARNING MATERIAL, other than TL101 through the post.** Otherwise, **ALL OTHER MATERIAL AND ACTIVITIES WILL BE POSTED ONLINE, ON *myUNISA*.** You should frequently visit the BPT1501 site's tools, where you will find announcements posted to you by your TEACHING ASSISTANT (TA) and/or your Lecturers.

- **Orientation**
- **PARTICIPATION**
- **ONLINE MYTHS**

- Being a Professional Teacher (BPT1501) is an online module and offered online. The module is offered in ENGLISH ONLY. As soon as your registration for this module has been finalized, you need to go to <https://my.unisa.ac.za> and log in with your student number and password. You will then have access to the website BPT1501-20-S1 on *myUnisa*. You will see BPT1501-20-S1 in your list of modules, in the orange bar across the top of the webpage. BPT1501-20-S1 is the MAIN WEBSITE.

Very few facilities are available on the Main Site menu. Below is the screenshot of BPT1501 Main Site.

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- **MyUnisa Lessons tools**

- MAIN WEBSITE

The MAIN WEBSITE will enable you to take full advantage of the following tools and features listed below. Click on the left hand panel at the top of the website

- ANNOUNCEMENT

Important announcements will be made by your Teaching Assistant (TA) and/or your Lecturer using the announcement tool. From time to time you will be alerted to important information through your email. However, you should go to the announcement tool to see the information/notice. Below is an opened announcement tool.

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- OFFICIAL STUDY MATERIAL

You will find the PDF file of Tutorial Letter 101 (TL101) for this module available in this tool. Below is a screenshot of the opened official study material tool on the main site.

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- **ADDITIONAL RESOURCES**

You will find documents that provide additional information for this module available on this tool.

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- **SITE INFO**

You do not need this information at this stage.

- **STUDY GUIDE**

Individual lessons are presented here. The Study Guide is made up of six lessons. Click on lessons to read all about the module. Lessons are used to organize learning events. Start with Welcome message work through the different sections to become familiar with what the module is all about. THIS IS YOUR TEXTBOOK OR STUDY GUIDE.

Refer to the example of the screenshot below:

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- **GROUP WEBSITE**
- You will have to belong to a group first in order to access your group site. The grouping of registered students is administered by the ICT section. You will be informed through an email on your unisa MyLife account that you have been allocated to a group ONCE you have paid your initial registration fee. Then, you will be allocated a TA who will be guiding you through the module. Upon receiving the email, you then have access to the group website.

The GROUP WEBSITE

Below follows a screenshot of the group site. The group site will enable you to take full advantage of the following tool and features:

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- **ANNOUNCEMENTS**

Your Teaching Assistant uses the Announcements tool to inform you about the important module-related issues and updated information. You need to visit this area at least twice or thrice a week because important information is posted here. When your TA post an Announcement, you may also receive an email reminding you to check the website. You need to go to the group site to read the information posted. Below is a screenshot of an opened announcement tool on the group site

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- **ADDITIONAL RESOURCES**

On this tool, your TA will upload some of the resources or documents that will provide additional support for this module. A screenshot of an opened additional resources tool follows below:

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- DISCUSSION

You will find a Forum for discussion for each Learning Unit, as well as a Topic for applicable discussion assignments within each of these. You will interact with your fellow students regarding the topic under discussion in this platform. You will also communicate with your Teaching Assistant here.

If you click on this icon, you will be able to see all the discussion areas in this course. Use the discussion tool in this module to share valuable information related to assignments, topics that are related to this module etc. Make sure that you are in the correct discussion. Please abide by **netiquette rules** when talking and interacting with your classmates/group mates/peers. A screenshot of an opened discussion tool follows below:

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- GRADEBOOK

Records your discussion marks but you will not be able to view your marks here. Below follows a screenshot of an opened Gradebook tool.

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- NB: TO ACCESS YOUR GROUP SITE YOU MUST HAVE PAID YOUR INITIAL FEE. THEN, YOU WILL BE GROUPED AND ALLOCATED A TA. YOU WILL RECEIVE AN SMS INFORMING YOU OF YOUR GROUP NUMBER AND YOUR TA's NAME.
- We recommend that you use the Internet in addition to some backup readings. The myUNISA main and group websites for this module are of fundamental value.

You need to have access to both the MAIN SITE: 'BPT1501-20-S1', as well as the GROUP SITE: 'BPT1501-20-S1-XXXT' regularly.

You also need to set up your *myLife* email account so that you receive the Announcements and e-mails of any posting done.

PARTICIPATION

[BACK](#)

Main page content

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- It is important to participate in discussion forums for each Lesson and also as required by the assignment. The Topics for discussions will be opened by your TA to set up the scene. All you need to do is to read the question under discussion, and then respond to the question asked. You also need to respond to other students' responses by clicking on: **REPLY**. The window will open to enable you to write and contribute to the discussion. Then, read your contribution before you scroll down to find **PUBLISH** (down below), to check whether your construction of sentences correct and spelling mistakes. Then click on **PUBLISH** to submit your **DISCUSSION** and allow your group members to see your discussion and make their contribution. It then means you submitted your discussion.

I REPEAT: To participate in a Discussion you need to **CLICK ON "REPLY"** and a window will open. You then write your response or argument in relation to the topic under discussion. Then, read your response and make corrections before you publish it. Then, scroll down below and click on **"PUBLISH"**. This, then means you have submitted your discussion.

ONLINE MYTHS

[BACK](#) [NEXT](#)

Main page content

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- Online learning is new to many of you. This means you will be acquiring a new mode of learning. In addition, the Minimum Requirements for Teacher Education Qualifications (MRTEQ's) requires that all teacher students demonstrate ICT skills. Upon successful completion of this module, you will then have both the knowledge of teacher education and the skills component, the use of ICT. Furthermore, if you wish to be successful in using the online environment, you must be aware of some of the truths and myths about taking online modules.

WHAT IS EXPECTED OF YOU AS THE BPT1501 STUDENT?

1. Go online regularly
 2. Engage with your peers and/or group members on *myUNISA*
 3. Engage with and request support from your allocated TA.
 4. Complete the Learning Unit Activities outlined in your learning units as required
 5. Post your activities in your BLOG as you will need this information later in the semester. It is advisable to save your BLOG
 6. ACTIVITIES separate on your computer in case your blog is removed.
 7. Complete assignments on time and submit in the correct spaces. You have DISCUSSION ASSIGNMENTS: Submit in the DISCUSSION PLATFORM ONLINE WRITTEN ASSIGNMENT: Use the ASSIGNMENT PLATFORM to submit your written assignments.
 8. Do not submit ONLY assignments of your choice as ALL ASSIGNMENTS ARE COMPULSORY in this module. SUBMIT ALL ASSIGNMENTS
 9. Ask for help when you need it. Request help from your TA first before you send an e-mail to the lecturer. In most cases, your TA has all the information you require. Your TAs are very resourceful.
 10. WORK HARD AND SMART TO PASS THE MODULE
- **RESOURCES ON ONLINE LEARNING MYTHS**

RESOURCES ON ONLINE LEARNING MYTHS

[BACK](#)

Main page content

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- In order to learn more about the myths of online learning, you need to watch the video about online learning myths and facts. You need to click on the link below and read more: Myths and Facts about online learning
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mymodules.unisa.ac.za/access/lessonbuilder/item/3038264/

- What “types” of students successful in using online learning?
- mymodules.unisa.ac.za/access/lessonbuilder/item/3038267/
- Click on the links below and read about common traits of highly successful students that allow them to learn and navigate the online environment.
- mymodules.unisa.ac.za/access/lessonbuilder/item/3038269/
- mymodules.unisa.ac.za/access/lessonbuilder/item/3038270/
- Below is a summary of successful online students' traits (extract from SLN Students Orientation).
 - o A high level of individual motivation and self-discipline
 - o Be open-minded, share your distance learning experience and make it part of your learning process
 - o Time management skills and organization.
 - o Excellent reading comprehension and writing skills
 - o Communicate through writing
 - o Technical ability