

#UFSLearnOn:

Strive for **Success**



This work is licensed under the Creative Commons Attribution-Non-commercial-ShareAlike 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-sa/4.0/>.

T: +27 51 401 7421 | E: advising@ufs.ac.za | www.ufs.ac.za

UFSUV | UFSweb | UFSweb | ufsuv

Inspiring excellence. Transforming lives.

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



UFS
CENTRE FOR TEACHING
AND LEARNING (CTL)

CONTENT



- 3 Message of success
- 4 Academic Calendar
- 5 Dealing with daily distractions
- 7 Example of planning template (Plan your time....)
- 8 Working off different devices
- 10 Online academic habits
- 12 Netiquette
- 14 Att: postgraduate students
- 16 Library resources

Dear *Kovsie*,

A lot has happened over the last 7 weeks of national lockdown and what is heartening is that as a nation and an institution we have remained resilient despite the circumstances. The university continues to work on strategies to ensure no student is left behind by tailoring its support services to respond as best as possible to your learning needs. Whether it is data, devices, and connectivity, we are aware of your challenges. It has not been an easy transition and things have not been perfect but we have all made an effort to strive for success beyond lockdown.

The 6 released editions of #UFSLearnOn have tried to ensure that you receive the support, skills, resources and information you need when you need it, and we trust this has helped keep the focus on your end goal, graduation.

Exciting news is that academic advising support continues during lockdown! We may be physical distancing but we are a call away! Need to speak to an academic advisor, well all you need to do is:

1. Send an email to advising@ufs.ac.za (BFN) advisingqq@ufs.ac.za (QQ) and ShupingCN@ufs.ac.za (South)
2. Indicate in the email
 - o your faculty/programme,
 - o a summary of your query
 - o your availability; and
 - o your cell phone number.
3. Wait for the call, an academic advisor will dial you up!

With no student left behind, let us continue to strive for success!
Only a Kovsie knows the feeling!

2020 ACADEMIC CALENDAR

Quarter 2

(online transition and orientation period)

20 April – 30 April 2020

Your responsibilities

(what you must do)

- ☐ Make sure that you get set up and log on Blackboard and download the Blackboard app.
- ☐ Refer to #UFSLearnOn resources to help you.

(completion of the 1st semester through online)

4 May – 31 July 2020

Your responsibilities

(what you must do)

- ☐ Check your module communication and submission dates for assignments at least once a week and make use of the resources in #UFSLearnOn to adapt your study skills, and #WellbeingWarriors to take care of yourself.
- ☐ Support staff are available, email: advising@ufs.ac.za (Bloemfontein Campus), advisingqq@ufs.ac.za (Qwaqwa Campus) or ShupingCN@ufs.ac.za | MosiahLP@ufs.ac.za (South Campus).

Main Exams

3 – 22 August 2020

Additional Exams

24 – 29 August 2020

Dealing with **daily distractions**

In an effort to remain socially responsible, while handling the business of your academics, many of you may be seeing another week of lockdown as a test of how committed you truly are to your academic goals. In many ways your strengths, beliefs, positions, ideas and abilities may have been challenged; even so you have chosen to stay on your journey of achieving academic success. If there is one lesson this experience has taught us, it is that we are capable of doing so much more than what we thought we could with what we have.

You may be obligated to wear multiple hats where you are, which may be distracting you from attaining the hat that will mean so much once your qualification is obtained. In this article, we would like to provide you with a few tips on how to avoid speedbumps on the road to securing the hat that matters the most at this stage of your life is the graduation hat!

Your 'new academic norm' comes with challenges such as managing your time enough to juggle academic and domestic responsibilities; dealing with internal and external distractions and keeping in touch from afar, more so all these to be done from home. Here is how you can deal with distractions that may hinder you from securing the graduation cap:

- **Keep things in order and always plan ahead** - keep an organizer to keep up with what is required of you from your lecturers each week. Always plan for the completion of your assessments long before they are required for submission.
- **Get-up-and-go** - in keeping to your routine while you were attending lectures; wake up early and start your day refreshed and energized. Tackle large tasks that may require you to focus for lengthy periods while your mind and body still have the power to do so.
- **Set reminders everywhere** - in your phone, your calendar, your diary, even on colourful notepads you can stick around the house.
- **Manage your time** - a time management method called the **Pomodoro technique** is an effective technique which allows you to focus when you need to, while taking breaks in between
- **Use your resources-** refer to the article titled 'Become the master of your time' in our previous edition of [#UFSLearnon](#), Check in and settle, for more tips on how to avoid distractions

'I wear two hats. The one is business and increasing my shareholders' value; the other is social responsibility. -Guler Sabanci

Online Time Management Calculations

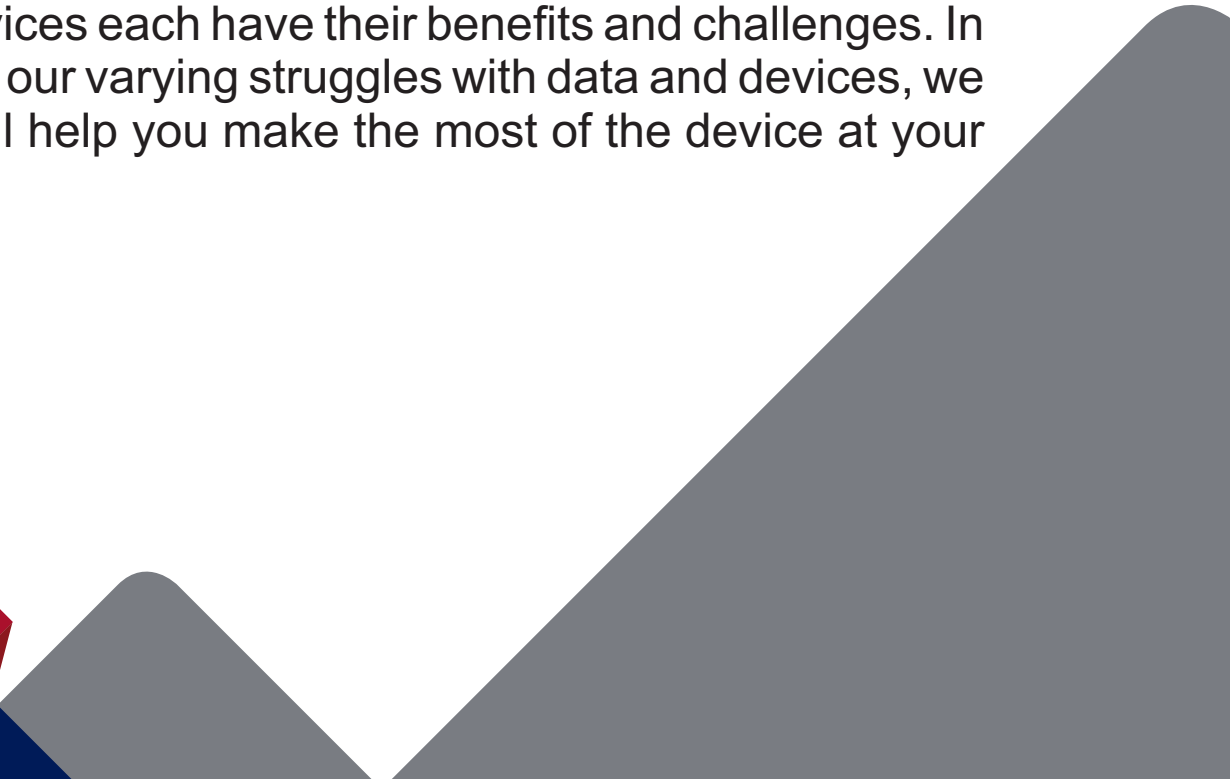

Module:	Learning time per week	Tutorials per week	Note-taking per week	Assessments time per week	Total per week

Total hours for all modules should not exceed 48 hours per week



Working off **different devices**

By now you have already blended or have transitioned to online learning and taking every advantage you can in ensuring that your academic future is secured. So, as part of helping you cope and continue with the academic project, here are some tips to make the most of working off different devices. We all have different devices to learn from, and depending on those devices each have their benefits and challenges. In an effort to recognise all our varying struggles with data and devices, we hope that this article will help you make the most of the device at your disposable



DEVICE	BENEFITS	CHALLENGES	SOLUTION
Android and IOS mobile devices	<ul style="list-style-type: none"> • Promotes interactive learning • user friendly, portable and easy to carry everywhere • You can use a powerbank or other portable charging devices • Portable and quick to use 	<ul style="list-style-type: none"> • Poor internet connectivity • Battery life weaker than laptop/desktop device • Multiple notifications/ distractions (i.e. social media) 	<ul style="list-style-type: none"> • Switch off other Apps' data • Download a concentration App • Upload information or needed documents for easy reading • You are at an advantage if you have a power bank
Laptop or Desktop device	<ul style="list-style-type: none"> • Bigger screen • Faster processor than mobile devices 	<ul style="list-style-type: none"> • Require a lot of data as compared to other devices • You will struggle to continue if power goes off (load shedding) while you are in the middle of doing your work 	<ul style="list-style-type: none"> • Ensure that you save your work so you can retrieve when the power is back
Multiple devices	<ul style="list-style-type: none"> • You can synchronize your data through cloud, this means your files can be accessed anywhere (from any device) 	<ul style="list-style-type: none"> • If the other device does not support cloud it will be a hustle to continue working • If your device is not up to date (recent updates) 	<ul style="list-style-type: none"> • Ensure that everything is updated, saved and can be retrieved

Online Study Habits **for Success**

The current circumstances have led to a few temporary changes in the UFS learning and teaching approach. We know that Kowsies are adaptable and rise to the occasion to make a success of remote learning. To adapt, you may need to adjust your study habits. There are three aspects to do this. These are to create a productive study environment, stay organised, and collect and connect information.

Create a productive study environment

The UFS understands that it may be challenging to study in certain environments and continue to try and find ways to help while being fair to all students. However, you can also make a few changes to ensure an environment as useful as possible. Think of this as practice for the world of work. In your job, you will need to be flexible. This is especially true if you start your own company or do freelance work where no-one will give you work hours to adhere to. Here are a few tips to help you:

1. Explain to your family that your job title is a student which means that even though you are home, you have to work at your job.
2. Negotiate time and space for your studies. If you are in a full household where noise levels are high during the day and you have family chores, use the day for other responsibilities and study in the evening (just ensure that you get between 7&8 hours of sleep to keep your brain refreshed).
3. Stay warm. Ensure that your study space is warm enough so that your mind is not constantly on how cold you are and can focus on the task at hand.

Stay organised

It is especially crucial that you stay organised in this new remote learning environment. Here is how:

1. Keep separate files (physical &/ electronic) for each module.
2. Have your study material open & in front of you when listening to lecture recordings.
3. Save recordings according to module (in the module file) and lecture number/theme.
4. Make use of effective note-taking strategies. To help you with this, you can [click here](#) for a short course or contact your central academic advisors at CTL at advising@ufs.ac.za (Bfn), advisingqq@ufs.ac.za (QQ) or ShupingCN@ufs.ac.za (South).

Collect and connect

It is always a good idea to find additional resources to help you grasp difficult concepts. The library is an excellent starting point and free of charge. [Click here](#) to help you get started through a tutorial. Once you saved the resources, you can highlight and comment (additional notes) on the pdf documents through Adobe Acrobat Reader ([click here](#) to install this app*). [Click here](#) for a tutorial on how to do this.

If you create a productive environment, stay organised and collect to connect information; you are well on your way to become a successful remote learning student.

*Data costs may apply

Tips for Online Engagement (Netiquette)

So now more than ever, our communication skills have become fundamental. We are constantly glued to some or other screen either learning or communicating. Having this as our new reality, we cannot forget the basics of engaging digitally.

So before you communicate with your lecturer or peers via Blackboard, WhatsApp, email, Facebook and any other online communication platform, check out the 8 tips to help you refine your digital engagements.

1. Use proper language

Correct spelling and grammatical construction are a must, so keep in mind to read through your posts before you submit them. Online software like Grammarly can also assist.

2. Be precise

Being misunderstood is quite common in online interactions; escape the miscommunication setup by double checking that what appears perfectly clear to you is not confusing your readers. The best way to test your messages for clarity is to read them aloud before you send them. This way you will be able to check that they make sense.

3. Avoid abbreviations and "texting" writing

Using texting language, which is by using abbreviations, might be considered too casual or even childish; refrain from them as much as possible. Online discussions require professional writing; smiley faces or linguistic shortcuts are more appropriate for chatting with your friends or instant messaging.

4. Be explanatory, build on discussion

Points can be easily missed if hidden in a flood of text; when making a thorough comment, be as brief as possible. Avoid posting messages that contain only a few words and generic statements, such as "I agree with you". Keep in mind that you need to contribute to the online discussion, so remember to always justify your points of view. Build on others contributions as much as possible.

5. Read all comments before hitting "submit"

What you need to remember when participating in an online discussion is that once you send your comment, there is no way to take it back. This is why you should always think about the content of your message before contributing it. Before replying to a question, read carefully all comments that your peers have already posted, no matter how many they are.

6. Tone down your language

Try to remain inclusive towards all fellow participants by always communicating in the language that the majority of the group members understand.

7. Recognize and respect diversity

If your virtual classroom is a typical one, it will be ethnically rich and multicultural. This is why it is important to respect diversity and opinions different from yours, no matter where they come from. It is ok to disagree with a point of view, but it is definitely inappropriate to disrespect and be offensive towards others. Being open to different points of view is a sign of intelligence; furthermore, paying attention to alternative viewpoints is one of the greatest ways to learn.

8. Be credible

Be careful not to mislead people when replying to a question. If you are not a 100% sure of your answer, say so. In addition, if you are using the intellectual property of others, e.g. websites, books, blogs, journal articles etc., to support your argument, always cite your sources. Assigning proper credits when referencing other sources is a sign of being a respectful, responsible, and trustworthy online discussion participant.



Att: **postgraduate** students

Yes, the postgraduate is a higher-level qualification than undergraduate, but that does not mean that you need to know it all and do it all alone. Online/distance learning does not mean you should have it all figured out; rather use it as an opportunity to identify your strengths and weaknesses with respect to the programs outcomes and then work constructively on building strengths and developing capacity in areas of weakness.

The Postgraduate School is here to support you. Here are some things to take note of during this time:

- Make sure you are **up to date with your academic calendar** - your assessment submissions, research deadlines, and/or examinations.
- **Check-in with your supervisor** in your respective department/faculty for specific support.
- Develop confidence to discuss supervision matters with your supervisor in a **timely manner** (e.g., more or less regular meetings; feedback that is more transparent).
- Make the most of the **Postgraduate school webinars** currently hosted online. Webinars are to take place on topics such as:
 - ✓ Article, thesis and research proposal writing
 - ✓ Quantitative and mixed methods in research
 - ✓ Plagiarism
 - ✓ EvaSys
 - ✓ Excel basic
 - ✓ How to write a funding proposal for research and postgraduate studies

For the full webinar calendar visit <https://www.ufs.ac.za/postgraduate/postgraduate-school-home/calendar/calendar-overview> and should you experience any challenges with accessing the webinar links, please contact Tshepiso Molaba molabatp@ufs.ac.za

- There is a call for a **funding for 2021** (NRF Postgraduate Scholarships - Scholarships are intended to support honours, masters, and doctoral candidates to pursue studies in all areas of Science, Engineering, Technology, Social Sciences, and Humanities). All **continuing students** who are eligible for a second or third year of funding must submit a Progress Report and not a new application.

For more funding opportunities visit <https://www.ufs.ac.za/postgraduate/postgraduate-school-home/our-services/funding>

Otherwise, email the Postgraduate School postgrad@ufs.ac.za for more information.

Trying to access **online library resources/textbooks** while off campus?

1. Visit the library webpage: <https://www.ufs.ac.za/library>
2. Contact your faculty librarian:

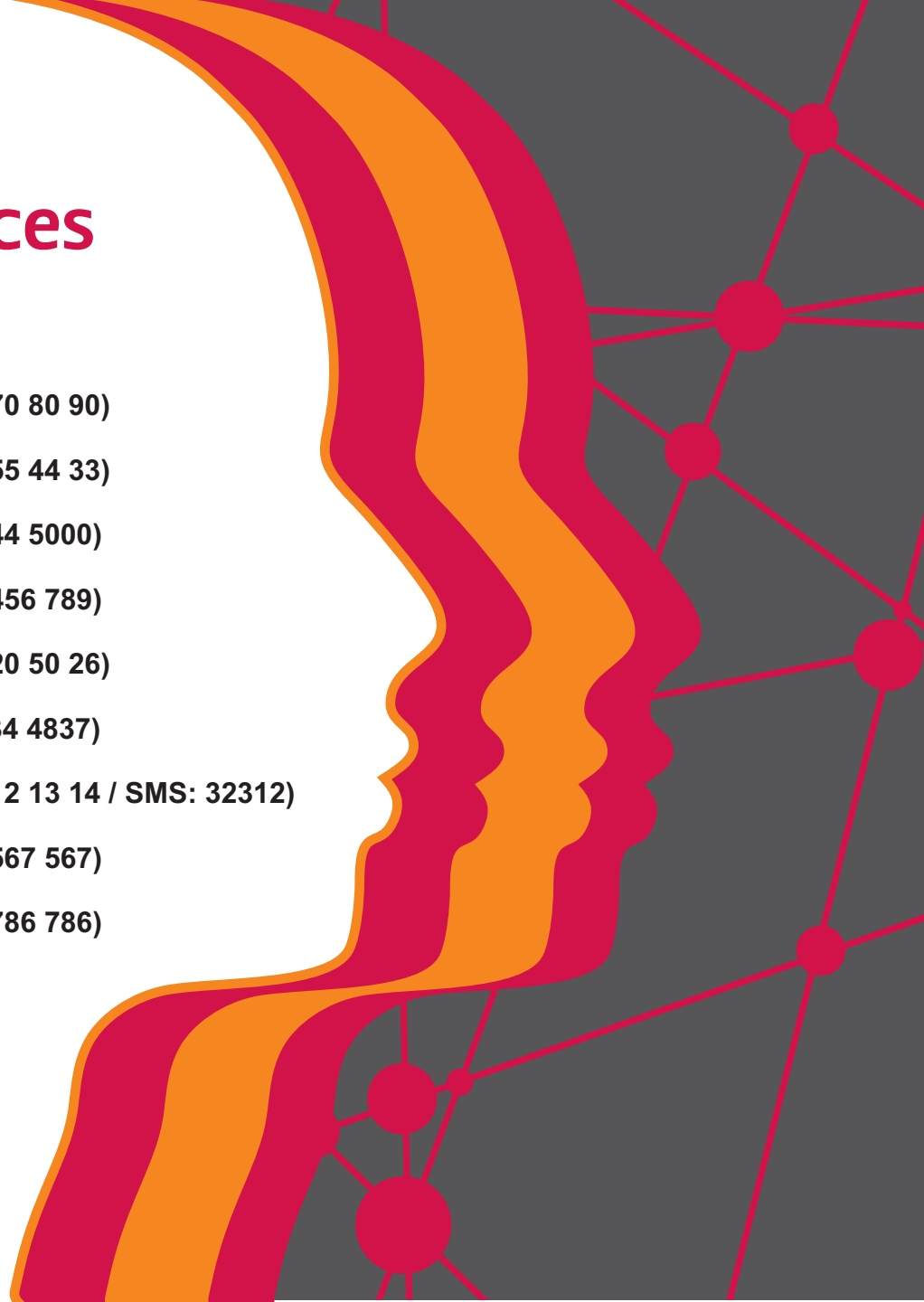
Faculty	Librarian	Email address
Economic & Management Sciences	Mr Molatoli Sephoko	MolatoliAufs.ac.za
Education	Mrs Ronet Vrey	Ronetufs.ac.za
Health Sciences	Mrs Annah Mophosho	MophoshoAMAAufs.ac.za
	Mrs Elma van der Merwe	ElmaAufs.ac.za
	Mrs Annamarie du Preez	annamariAufs.ac.za
The Humanities	Mr Lee Goliath	GoliathLKAufs.ac.za
	Mr Sihle Blose	BloseSDAufs.ac.za
Law	Mr Zinakile Sotu	SotuWAAufs.ac.za
Natural & Agricultural Sciences	Mrs Gadibolae Moshotloa	MoshotloaGLAufs.ac.za
	Ms Kegomodicwe Phuthi	PhuthiKEAufs.ac.za
Theology and Religion	Ms Senovia Welman	Senoviaaufs.ac.za

Alternative mental health resources

telephonic online

Adcock Ingram Depression and Anxiety Line	(0800 70 80 90)
ADHD Helpline	(0800 55 44 33)
Befrienders Bloemfontein 24hr Helpline	(051 444 5000)
Cipla 24hr Mental Health Helpline	(0800 456 789)
Pharmadynamics Police & Trauma Line	(0800 20 50 26)
SADAG Mental Health Line	(011 234 4837)
Substance Abuse 24hr Line	(0800 12 13 14 / SMS: 32312)
Suicide Crisis Line	(0800 567 567)
Gift of the Givers COVID-19 Counselling	(0800 786 786)

www.mobieg.co.za (online chat, articles and app)
www.helpguide.org (online resources)



Support Services

BLOEMFONTEIN CAMPUS						
Faculty	A_STEP	Student Counselling and Development	Advising	Student Affairs	Blackboard	ICT password
Economic and Management Sciences: Ms Lizette Pretorius LPretorius@ufs.ac.za	Economic and Management Sciences: Sivuyile Nzimeni NzimeniS@ufs.ac.za	Bloemfontein Campus T: +27 51 401 2853 scd@ufs.ac.za	Advising@ufs.ac.za	Student Affairs contact studentaffairs@ufs.ac.za	Blackboard enquiries: T: +27 51 401 9452 ehelpdesk@ufs.ac.za	Password enquiries (including Blackboard password): T: +27 51 401 3994 studentdesk@ufs.ac.za
The Humanities: HUM advising humanities@ufs.ac.za	The Humanities: Cebelihle Sokhela SokhelaCH@ufs.ac.za			Social Worker T: +27 51 401 9117	Monday - Friday (07:45 - 21:00)	
Education: Thandi Buso BusoNH@ufs.ac.za	Education: Zaynab Mobara MobaraZ@ufs.ac.za			24-hour Emergency Number T: +27 73 182 3048	Saturday, Sunday, university holidays, and public holidays (09:00 - 18:00)	
Law: William Awusi AwusiWK@ufs.ac.za	Law: Dineo Khoase KhoaseDA@ufs.ac.za					
Theology and Religion: Ingrid Mostert MostertIE@ufs.ac.za	Theology and Religion: Rolien van der Merwe VandermerweCF@ufs.ac.za					
Natural and Agricultural Sciences: Velaphi Makgwahla MakgwahlaMVT@ufs.ac.za	Natural and Agricultural Sciences: Lubabalo Saba SabaL@ufs.ac.za					
Health Sciences: Lydia Du Toit StudentAdminFHS@ufs.ac.za	Health Sciences: Rolien van der Merwe VandermerweCF@ufs.ac.za					

Support Services


QWAQWA CAMPUS

Faculty	A_STEP	Student Counselling and Development	Advising	Student Affairs	Blackboard	ICT password
Education: Ms Tshidi Mosea MoseaTM@ufs.ac.za The Humanities: MagaizaG@ufs.ac.za Natural and Agricultural Sciences: Ms Maria Mohono MohonoDM@ufs.ac.za Prof Aliza Le Roux LeRouxA3@ufs.ac.za Economic and Management Sciences: Ms Jabulile Zim ZimJN@ufs.ac.za	Economic and Management Sciences & Natural and Agricultural Sciences: Dinkeng Motaung MotaungDN@ufs.ac.za The Humanities and Education: Letsela Motaung MotaungLP@ufs.ac.za	QwaQwa Campus T: +27 58 718 5033 T: +27 58 718 5029 T: +27 58 718 5032 scdq@ufs.ac.za	Advisingqq@ufs.ac.za	Kovsie support services: Ms Nicole Morris MorrisN1@ufs.ac.za	Ms Matlali Mthembu MthembuMLC@ufs.ac.za ehelpdesk@ufs.ac.za	Mr Teboho Leeu LeeuT@ufs.ac.za

SOUTH CAMPUS

Faculty	Tutorials	Student Counselling and Development	Advising	Student Affairs	Blackboard	ICT password
Economic and Management Sciences: Mr Lerato Sekonyela SekonyelaLE@ufs.ac.za Natural and Agricultural Sciences: Ms Elzmarie Oosthuizen OosthuizenME@ufs.ac.za		South Campus: T: +27 51 505 1298 T: +27 51 505 1430 scdsouth@ufs.ac.za	Mr Chwaro Shuping ShupingCN@ufs.ac.za (Sub-regions) MosiahLP@ufs.ac.za	Kovsie support services: Mr Vhugala Nthakheni NthakheniV@ufs.ac.za	Blackboard enquiries: T: +27 51 401 9452 ehelpdesk@ufs.ac.za Monday - Friday (07:45 - 21:00) Saturday, Sunday, university holidays, and public holidays	

Bloemfontein Campus Library	For assistance in finding resources for your assignments or research. You can contact your faculty librarian: Visit the Library website https://www.ufs.ac.za/library Under the resources tabs, you will be able to access electronic resources by clicking https://ufs.libguides.com/eresources
QwaQwa Campus Library	For assistance in finding resources for your assignments or research at Qwaqwa Campus contact: Ms Zuki Ketiwe ketiweZ@ufs.ac.za or Ms Kenosi Maholela maholelak@ufs.ac.za
South Campus Library	For assistance in finding resources for your assignments or research at South Campus contact: Ms Lianda Coetzer Lianda@ufs.ac.za

The background of the entire page is a warm, golden-orange gradient, suggesting a sunset or sunrise. Silhouetted against this bright light are the figures of several graduates. They are shown from the chest up, with their arms raised in celebration. Several graduation caps (mortarboards) are captured mid-air, having just been tossed by the graduates. The caps are dark silhouettes against the bright sky. The overall mood is one of triumph and achievement.

We want to continue responding
to your needs, please complete
this short [survey](#) to reflect on the
#UFSLearnOn campaign thus far!

