



STUDENT

CENTRE FOR TEACHING
AND LEARNING (CTL)

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Blackboard Training and Support

What is Blackboard?



Blackboard is an online learning platform where you will find resources, activities and assessments for the modules which you are enrolled in at the University. Please note that the use of Blackboard depends on the lecturer; therefore, not all modules will have an online Blackboard component.

How do I access and login to Blackboard?

To access Blackboard, visit the following website:

URL address: <https://ufs.blackboard.com>

To log into your Blackboard account type:

Username: Student number

Password: UFS Campus password

What do you do if you are not enrolled into all your Blackboard modules?

Visit the Blackboard Helpdesk at the Central computer labs or the Blackboard registration stations located at the EXR (only available during January and February) and remember to bring along your proof of registration.

If these modules were made available by your lecturer, the staff at the Helpdesk will then enrol you in your registered Blackboard modules.

***Please take note that you will only have access to your Blackboard modules 24 hours after you have registered.**

Is there training available on how to use Blackboard?

The Student Orientation Course on Blackboard has been created to train students on the effective use of Blackboard. The course is an online, self-paced course which students can complete from home or at the campus computer labs. To get access to this course please contact the Blackboard Helpdesk or visit the Blackboard stations in the EXR that are available during the January registrations.

Student Help

The Student help organisation is an online Blackboard support portal for students. There you can find videos and manuals to assist you with effectively using Blackboard.

To access the portal, logon to Blackboard and click on the 'Student Help' tab located at the top of the page.

Need more help with Blackboard?

For any Blackboard related queries (access to modules, assistance with activities, etc.) please contact the Blackboard Helpdesk:

| | |
|-------------------------|--|
| Location | Central computer labs next to the Sasol Library |
| Operating hours | - Monday to Friday: 08:00 - 21:00 - Saturday/Sunday/University and Public Holidays: 09:00 - 18:00 |
| Telephone number | +27 51 401 9452 |
| Email | ehelpdesk@ufs.ac.za |

***Please take note that emails sent after hours will only be attended to the following business day.**

IMPORTANT

The Blackboard Helpdesk cannot assist with UFS passwords. For password related queries please contact ICT services. Please see the Blackboard login page for ICT contact details and operating hours.

What is the Blackboard App?



The **Blackboard App** is an enjoyable, simple and easy-to-use mobile learning app for on the go, goal-oriented learners. This app will give you access to the UFS Blackboard facilities. The app provides you with the following features:

- **Activity Stream** - Shows smart view of prioritized events and actions
- **Grades & Progress** - Check grades and academic progress in real time
- **Synchronous Learning** - Join virtual classes on the go in **Collaborate**
- **Assignments & Tests** - View assignments and tests



How to install the App:

1. Download the app from iTunes, Google play or the Microsoft Store;
2. Type: University of Free State;
3. Enter your UFS student number;
4. Enter your UFS password.

Where can you download the app?

| | |
|------------------------|---|
| Apple Devices | https://itunes.apple.com/us/app/bb-student/id950424861?mt=8 |
| Android/Google Devices | https://play.google.com/store/apps/details?id=com.blackboard.android.bbstudent&hl=en |
| Windows devices | https://www.microsoft.com/en-za/p/blackboard/9nblggh08j8w |

What is UFS101?



UFS101 is a 16-credit year-long module that is compulsory and a prerequisite for degree completion. There are programmes that are exempt from UFS101, such as the LLB eLearning programme, undergraduate certificate courses, and programmes within the Business School (a detailed list is provided in the UFS General Rules).

The aim in the first semester is to teach students the academic skills they require to be successful at university. The aim in the second semester is to teach students about the skills required to be successful in the world of work. The overarching themes for the year are leadership, entrepreneurship and employability.

Need more help on the Bloemfontein campus?

If you have any questions, queries or comments you can email us at: ufs101@ufs.ac.za.

Consultation hours:

Tuesdays and Thursdays: 14:30 - 16:00

Wednesdays and Fridays: 09:00 - 10:00



Where are we located?

Our offices are on level 3 of the UFS Sasol Library in the Centre for Teaching and Learning.

Like us at "UFS101 Official" on Facebook for announcements, surveys, competitions and other information.

Need more help on the Qwaqwa campus?

If you have any questions, queries or comments you can email us at:
ufs101qq@ufs.ac.za.

Consultation hours:

Mondays, Tuesdays and Wednesdays: 14:30 - 16:00

Where are we located?

Our offices are in the TK Mopeli Library at the Centre for Teaching and Learning.

Like us at "UFS101 Qwaqwa Campus" on Facebook for announcements, surveys, competitions and other information.

What is Academic Advising?

Academic advising is a high-impact practice directed at connecting, empowering and supporting students to achieve academic success. This is done through the alignment of personal, academic and career aspirations. The following services are available for ALL registered UFS students, groups as well as individuals:

- Academic pathway planning (Educational planning - aligning your dream job with your degree)
- Credit count check
- Learning/Study strategies
- Time management
- Revision planning
- Exam preparation
- University Transition/ Navigation
- Goal setting

***Please take note: The use of the CTL Academic Advising services works on an appointment basis.**

Appointments can be made daily from 09:00 – 16:00 as per the advising calendar. (Appointments must be made 48 hours in advance)

To book an appointment contact the advising team:

| | |
|------------------|--|
| Email | advising@ufs.ac.za |
| Telephone number | +27 51 401 7421 |
| Facebook | UFS Academic Advising |

Where are we located?

| | |
|---------------------|--|
| Bloemfontein Campus | Centre for Teaching and Learning, Sasol Library, level 3 |
| Qwaqwa Campus | TK Mopeli library building |





What is A_STEP?

A_STEP provides both face-to-face and blended tutorials for students. These tutorials are led by trained senior students across all 7 faculties on the Bloemfontein campus as well as the 4 faculties on QwaQwa campus. The tutors themselves are either under- or postgraduate students, thereby making communication easier between the relevant parties. A_STEP sessions offer regular, peer-facilitated sessions that occur out of class and after lectures, thereby integrating content with learning skills and study strategies. The work covered and facilitated in the tutorial sessions is therefore embedded within the context of a particular discipline, which is dependent on the faculty.

The aims of the tutorial sessions are:

- to assist students in applying and discussing content related to the module, as delivered in the class;
- for students to work on difficult concepts with their classmates, while improving their study skills;
- for students to reflect on, revise and dissect the material presented in class from a peer's perspective;
- offer a community of student learning led by peers.

Whom can I contact to find out more?

Students are welcome to contact the Teaching and Learning Coordinators to find out more about the tutorial timetables in their relevant faculties or for any other faculty related questions.

| Bloemfontein Campus | |
|----------------------------------|---|
| Faculty | Teaching and Learning Coordinator |
| Economic and Management Sciences | Mr Sivuyile Nzimeni +27 51 401 9503 nzimenis@ufs.ac.za |
| The Humanities | Mr Cebelihle Sokhela +27 51 401 9578 sokhelach@ufs.ac.za |

Bloemfontein Campus

| Faculty | Teaching and Learning Coordinator |
|-----------------------------------|---|
| Natural and Agricultural Sciences | Mr Lubabalo Saba +27 51 401 9578 sabal@ufs.ac.za |
| Law | Ms Dineo Khoase +27 51 401 3559 khoaseda@ufs.ac.za |
| Education | Ms Zaynab Mobara +27 51 401 2204 mobaraZ@ufs.ac.za |
| Health Sciences | Mrs Rolien van der Merwe +27 51 401 9331 vandermerwecf@ufs.ac.za |
| Theology & Religion | Mrs Rolien van der Merwe +27 51 401 9331 vandermerwecf@ufs.ac.za |

Qwaqwa Campus

| Faculty | Teaching and Learning Coordinator |
|--|--|
| A_STEP Coordinator | Mr Peter Mosikili +27 58 718 5488 mosikilipi@ufs.ac.za |
| Economic and Management Sciences & Natural and Agricultural Sciences | Ms Dinkeng Motaung +27 58 718 5116 motaungdn@ufs.ac.za |
| Humanities & Education | Mr Letsela Motaung +27 58 718 5116 motaungl@ufs.ac.za |



Academic literacy courses

The academic literacy courses aim at developing students' language abilities with regards to the academic language of instruction and are presented on all campuses.

There are different academic literacy courses presented for the student cohort within the different faculties and the times can be found on the UFS timetable. Students need to enrol for a suitable class/group on Blackboard. They will need to attend two sessions of two hours each (total four hours) per week. Students must choose two time slots for the same group, for example: Group A1 and Group A2

The aimed at language abilities include the following:

- Listening and note-taking;
- Academic reading;
- Vocabulary usage;
- Academic writing;
- Analytical and or logical reasoning; and
- The Literacy Skills relevant for research purposes.

Contact Information

| Campus | Coordinator |
|---------------------|---|
| Bloemfontein Campus | Ms Annamarie Otto CTL Room 362 Telephone +27 51 401 3441 (during office hours) Email: OttoA@ufs.ac.za |
| South Campus | Ms Linda Sparks CTL Room 365 Telephone +27 51 401 9312 Email: SparksLA@ufs.ac.za |
| Qwaqwa Campus | Dr Moodiela Mathobela Room 0016A in TK Mopeli library building Telephone +27 58 718 5077 Email: MathobelaMV@ufs.ac.za |





Write Site service

Students get individual help from trained consultants with their writing assignments. During the individual sessions, students receive help according to their personal writing needs.

How do I book an appointment?

To make an online booking, follow the 'Write Site BFN' link under 'My Organizations' on Blackboard and book a consultation.

Qwaqwa: Book personally at room B0026 TK Mopeli Building.

Where are we located?

The Write Site is situated in the Centre for Teaching and Learning on level 3 of the Sasol Library on Bloemfontein campus.

Qwaqwa: TK Mopeli Building (old library building) Room B0026, ground floor.

Contact information and bookings

For general enquiries and bookings contact:

| Campus | Coordinator |
|----------------------------|--|
| Bloemfontein Campus | Telephone +27 51 401 7234 (during office hours) Email: writesite@ufs.ac.za |
| Qwaqwa Campus | Ms Thandaza Msimang Room 0026 in TK Mopeli Building Telephone +27 58 718 5356 Email: Msimangt@ufs.ac.za |

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