



Cape Peninsula
University of Technology

creating futures

Blackboard Student Guide

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Need help?

1. Contact the Centre for Innovative Educational Technology (CIET) helpdesk for Blackboard related questions: myclassroom@cput.ac.za
2. Contact CTS for password related queries: ctsservicedesk@cput.ac.za, Tel:(021) 959-6407
3. Contact CPUT call center for all other queries: info@cput.ac.za, Tel: +27 21 959 6767

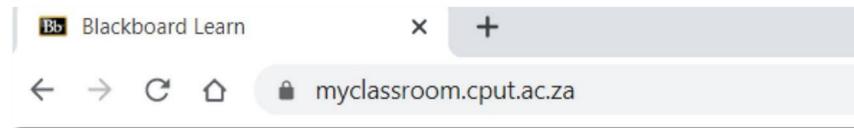
Info on zero-rated educational websites

Please refer to the CPUT COVID-19 Student Contingency Plan
https://issuu.com/cput6/docs/covid_student_contingency_plan_8.5.20

Blackboard Student Guide

Logging in

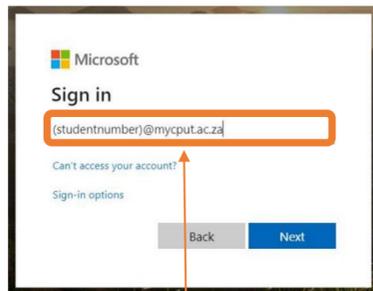
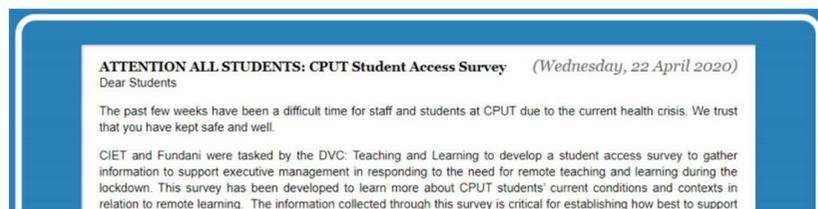
In a Google Chrome browser, at the top in the URL type <https://myclassroom.cput.ac.za/> to get to the Blackboard login page.



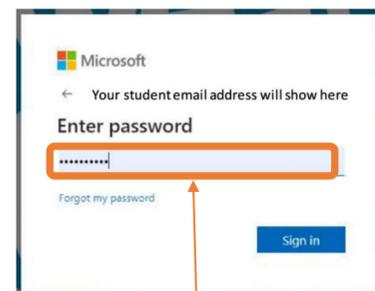
Once on the login page, click on **Student Login**



Don't forget, just below the login area is an **Announcement** area where CPUT related information is posted. Check this area for any updates before you login.

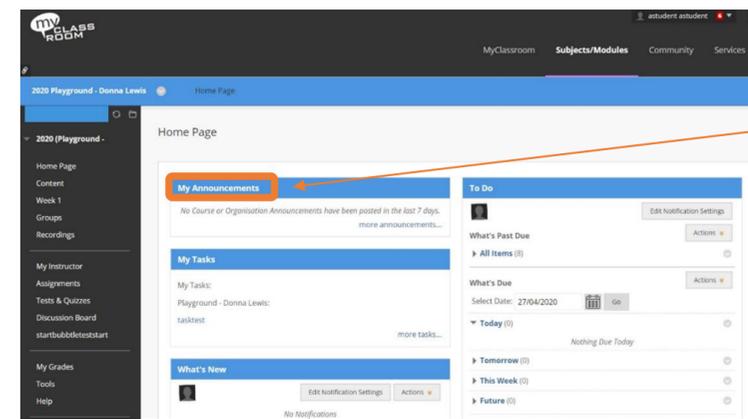
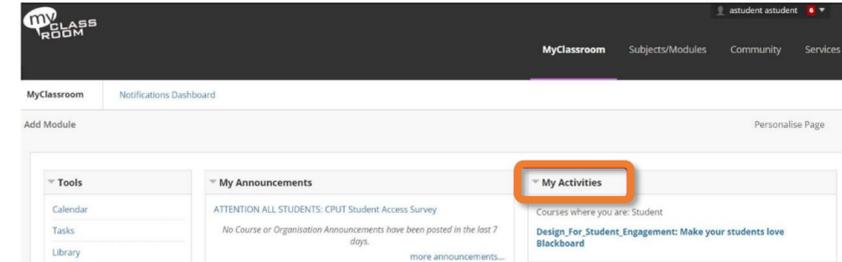


Once you click on Student Login you will need to log into your **student email address**. Type out your full CPUT email address. Then click on Next. Your CPUT email address will be [\[yourstudentnumber\]@mycput.ac.za](mailto:[yourstudentnumber]@mycput.ac.za).

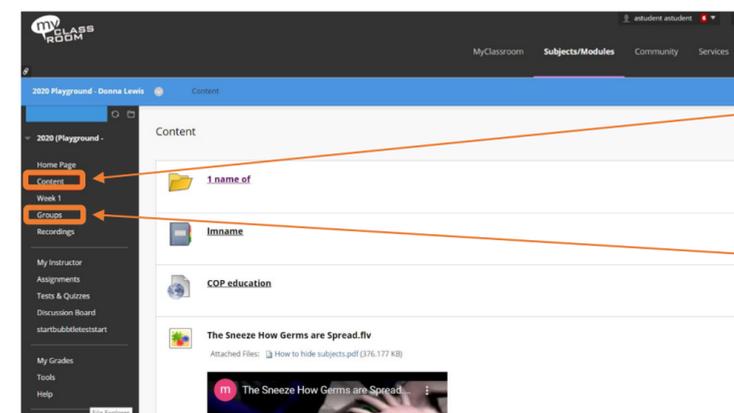


Now, type in your **password**. If you have forgotten or do not know your password or struggle to login please email ctsservicedesk@cput.ac.za, include your student number and ask for your password to be reset.

- Once in Blackboard, look for **My Activities** on the right.
- All subjects you are registered for should be under the **My Activities** heading.
- Find the subject you would like to go to and click on the of the subject.



This is how the **Home Page** of your subject might look like. Click on **My Announcements** to check for Announcements posted by your lecturer. (If you have a smartphone, download the Blackboard app, you will then get notifications of your lecturer's posts announcements).



Click on the left menu, Click on **Content** to find the content area where your lecturers will upload notes, slides, videos, audio, website links, quizzes, tests, and exams. Click on **Groups** on the left menu to link to any online group you may be assigned to.

Want to log out?

If you see your name in the upper-right corner of your window, select the logout button next to your name. 

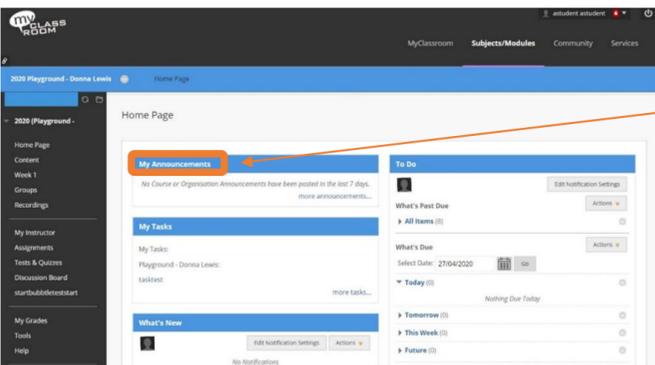
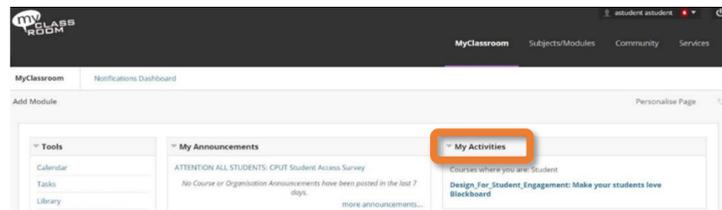
If you see your name in the list in the left panel, select **Sign Out** at the bottom of the list.



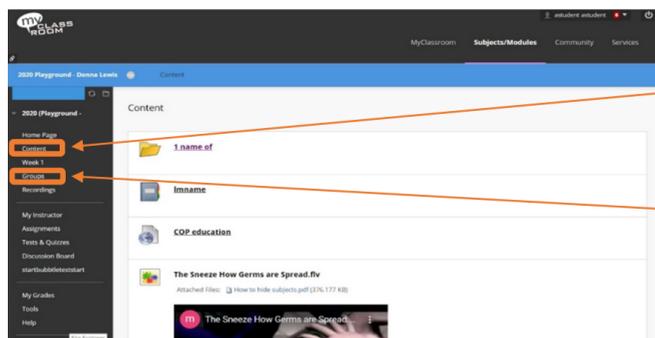
Blackboard Student Guide

Myclassroom view

- Once in Blackboard, look for **My Activities** on the right.
- All subjects you are registered for should be under the **My Activities** heading.
- Find the subject you would like to go to and click on the **name of the subject**.



This is how the Home Page of your subject might look like. Click on **My Announcements** to check for Announcements posted by your lecturer. (If you have a smartphone, download the **Blackboard app**. You will then get notifications of your lecturer's posts and announcements).



Click on the left menu, Click on **Content** to find the content area where your lecturers will upload notes, slides, videos, audio, website links, quizzes, tests, and exams. Click on **Groups** on the left menu to link to any online group you may be assigned to.

Below is the guide of each symbol in the content area.

1. Notes



2. Folder



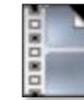
3. Learning Module



4. Web link



5. Video



6. YouTube Video



7. Discussion Board



8. Assignment (Online submission)



9. Quiz, Test, or Exam

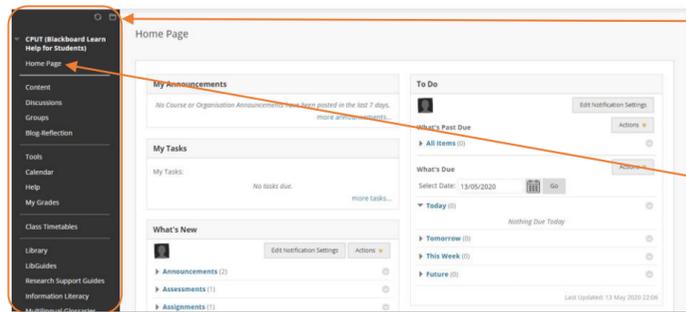


10. Survey



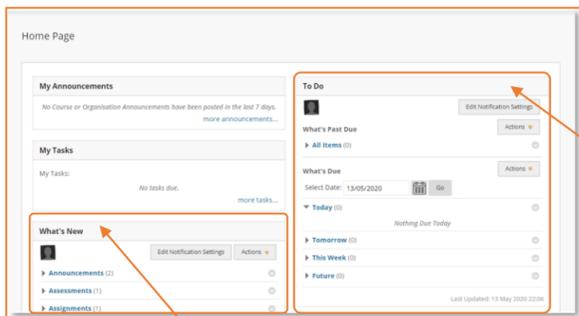
Navigating a subject

Courses vary in design based on the instructor and the institution, but some common elements exist. Your institution and instructor control which tools are available.



1. The **course menu** is the panel on the left side that contains links to all top-level course areas.

2. By default, a course includes a **Home Page** on the course menu.

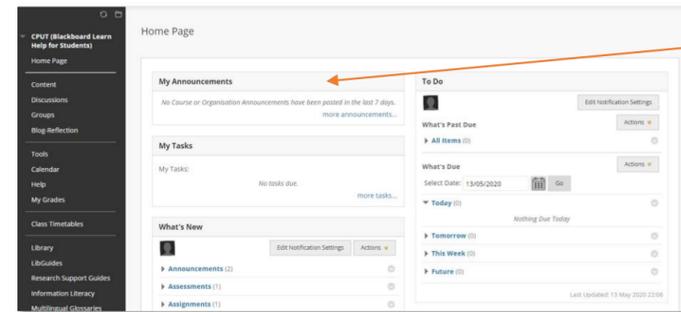
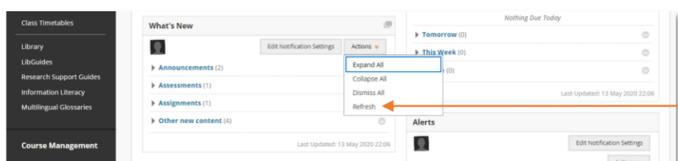


3. The default Home Page is a **course module page** that contains details about new content and due dates for the course you're in.

4. The **To Do** module provides a chronological listing of upcoming due dates. This module is divided into What's Past Due and What's Due.

5. The **What's New** module provides links to course content your instructor has added or changed in the last seven days.

6. Changes made after you log in don't appear in the module unless you select **Refresh** in the Actions menu.

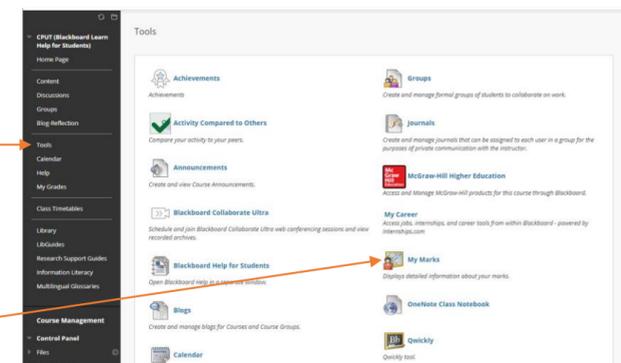


7. In the **My Announcements** module, you'll see important, time-sensitive information from your instructor. Recent announcements appear as links.

Select an announcement or more announcements... to view the complete list of course announcements.

8. Select **Tools** in the course menu to access all the tools your instructor has made available to you.

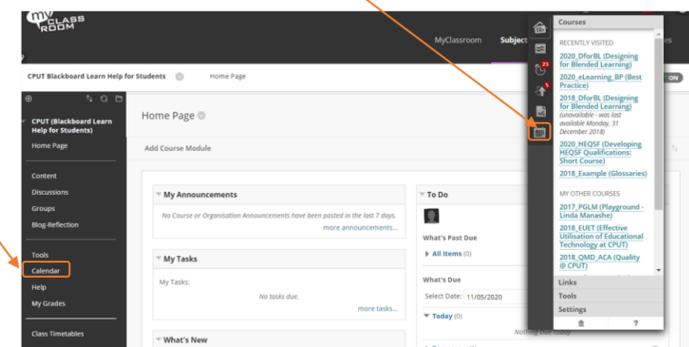
9. To view your grades, select the **My Marks** link on the Tools page.



Calendar

The **calendar** can be accessed from your course, from the Tools panel on the My Institution tab, or from the My Blackboard menu.

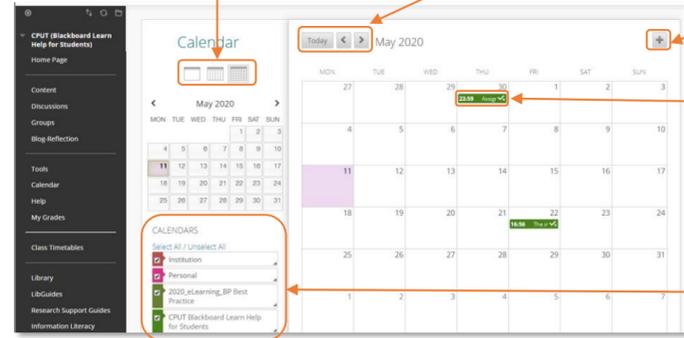
1. Select **Tools** on the left menu.



Blackboard Student Guide

2. View the **calendar** by day, week, or month,

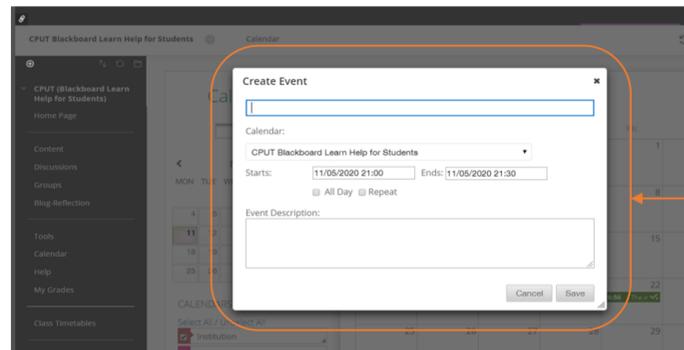
3. Select the calendars you want to view, and use the arrows to move to past or future dates.



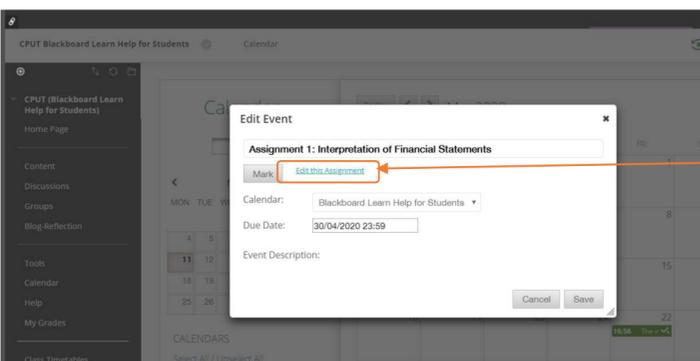
4. Select the plus, or select a specific date to create a new event.

5. When viewing an event's details, you can jump to the assignment, test, or tool to begin your work.

6. Select the calendars you want to view.



7. Enter details here to create a **new event**

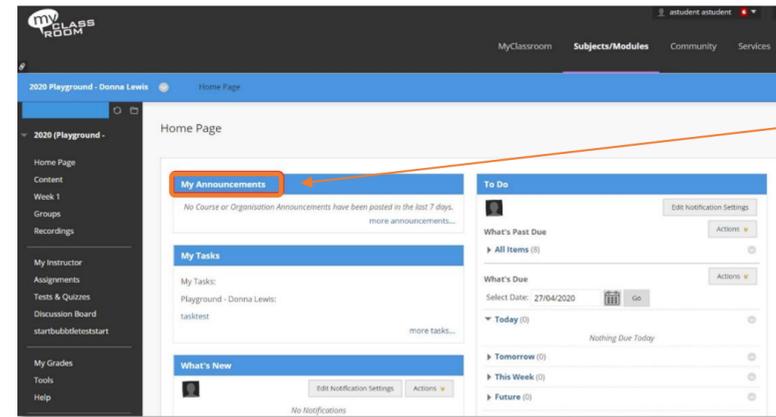


8. Select link to assignment/test, to begin your work.

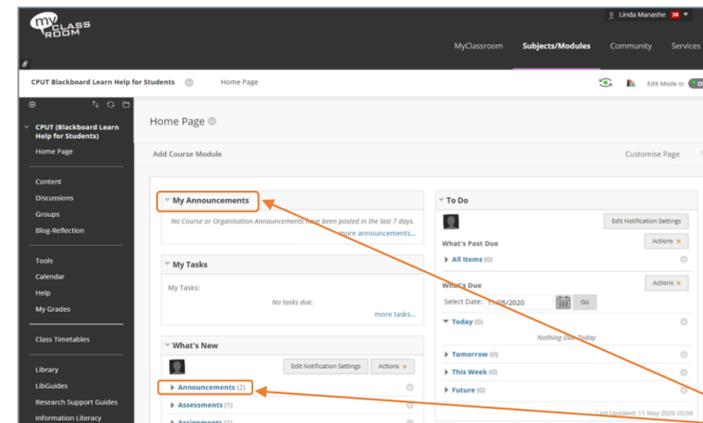


9. Select **Get External Calendar Link** to import your Blackboard Learn calendar into an external calendar application.

Announcement

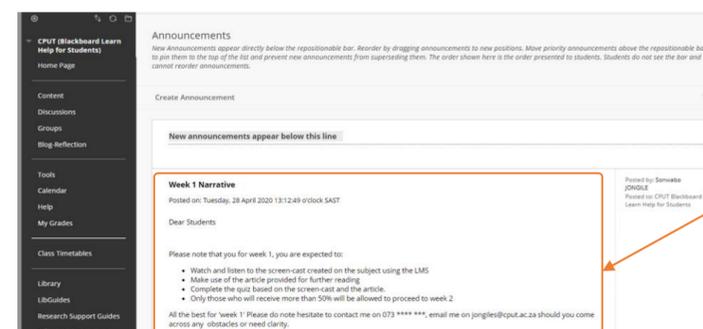
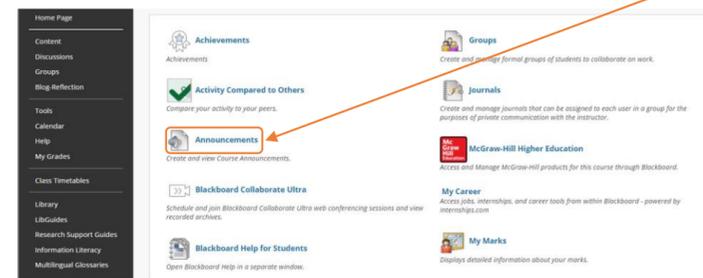


This is how the Home Page of your subject might look like. Click on **My Announcements** to check for Announcements posted by your lecturer. (If you have a smartphone, download the Blackboard app, you will then get notifications of your lecturer's posts and announcements).



1. You can access your announcements on the **My Institution** tab or on the course Home Page.

2. Also in information presented in boxes called modules, such as **My Announcements**. The system generates the information in each module.

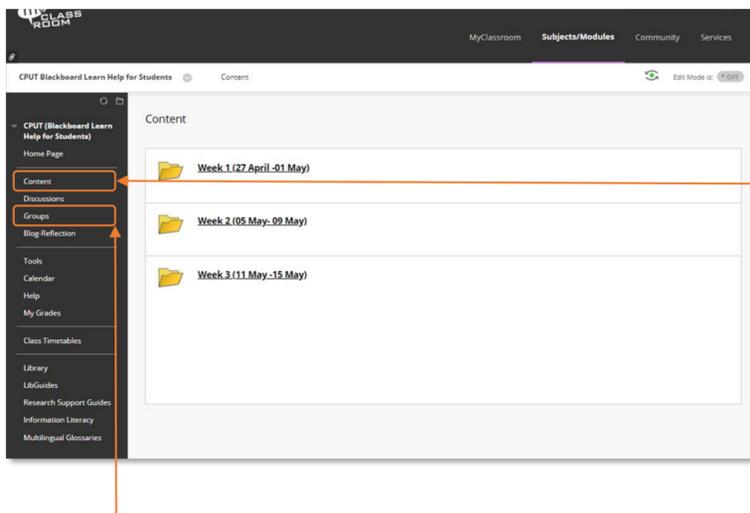


3. Select an announcement link to open the main Announcements page.

Content area

Lecturers can add different types of content to your courses, such as files, text, assignments, images, multimedia, and links. They can organize content in **folders**, **learning modules**, and **lesson plans**.

1. Access the content area

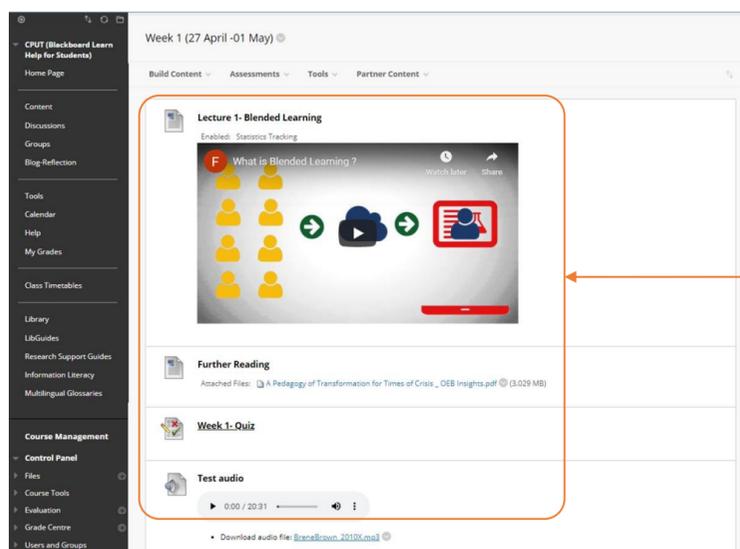


Click on the left menu, Click on **Content** to find the content area where your lecturers will upload notes, slides, videos, audio, website links, quizzes, tests, and exams.

2. Groups link

Click on **Groups** on the left menu to link to any online group you may be assigned to.

3. Course content area



A lecturer may add a content area that contains a week's worth of course material. Week 1 may include content such as readings, assignments, a discussion, and a link to website. Select an item to open it.

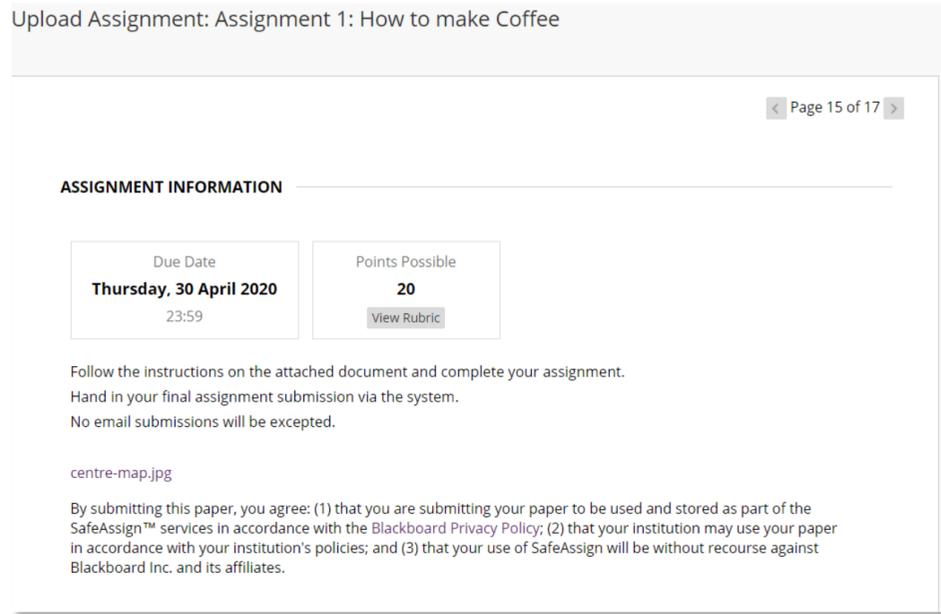
This table describes the types of content that your lecturers can add to courses.

Icon	Content Type	Description
	Syllabus	A syllabus may contain course information, objectives, grading information, instructor contact information, dates, and textbook information.
	Content folder	A content folder is a content container. Lecturers can use folders and sub-folders to group related material, such as a "Week 1 Case Studies" folder inside the "Week 1 Assignments" folder.
	Learning module	A learning module is a content container. Your lecturer can add all types of content, such as text, images, multimedia, assignments, and tests.
	Web link	Select the web link to go to a website or resource.
	Video	Videos appear on the page. You have controls to pause, play, and adjust the volume.
	Discussion board	Lecturers can create and manage forums within the discussion board.
	Assignments	Assignments are a form of assessment that adds a column to the grade centre. Lecturers use the grade centre to assign marks and give feedback to each student.
	Quiz, Test or Exam	Lecturers use quizzes, tests, and/ exams to assess your mastery of course content and objectives. Your lecturers often assign point values to questions in the test. Your answers are submitted for grading.
	Survey	Lecturers use surveys for polling purposes, evaluations, and to assess your knowledge at that point in time. Surveys aren't graded.
	YouTube video	You can view online videos from their website.
	Calendar	Track important events and dates through the calendar.
	My Marks	Displays detailed information about your marks.

Submitting online assignments

1. Open the assignment

On the **Upload Assignment page**, review the instructions, due date, points possible, and download any files provided by your instructor. If your instructor has added a rubric for grading, you can view it.



Upload Assignment: Assignment 1: How to make Coffee

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ASSIGNMENT INFORMATION

Due Date Thursday, 30 April 2020 23:59	Points Possible 20 View Rubric
---	---

Follow the instructions on the attached document and complete your assignment.
Hand in your final assignment submission via the system.
No email submissions will be accepted.

centre-map.jpg

By submitting this paper, you agree: (1) that you are submitting your paper to be used and stored as part of the SafeAssign™ services in accordance with the Blackboard Privacy Policy; (2) that your institution may use your paper in accordance with your institution's policies; and (3) that your use of SafeAssign will be without recourse against Blackboard Inc. and its affiliates.

2. Type your Submission

Select **Write Submission** to expand the area where you can type your submission.



Text Submission

Write Submission

Attach Files

Browse My Computer Browse Content Collection Browse Cloud Storage

Browse Dropbox

SafeAssign accepts files in .doc, .docx, .docm, .ppt, .pptx, .odt, .txt, .rtf, .pdf and .html file formats only. Files of any other format will not be checked through SafeAssign.

3. Upload a file

Select **Browse My Computer** to upload a file from your computer.

-OR-

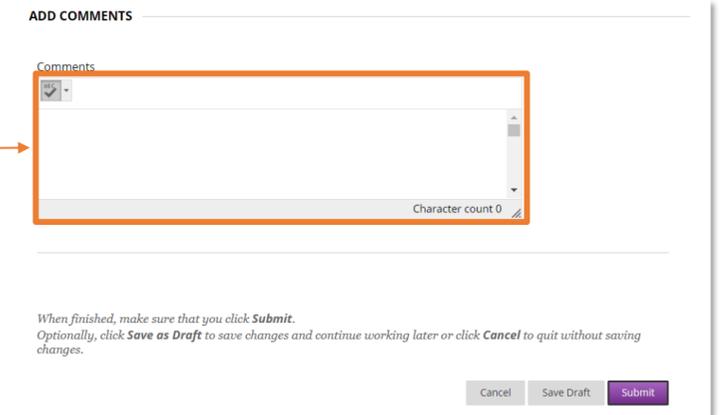
Browse for a file in the **Content Collection**, if you have access.

-OR-

Browse for a file in **cloud storage**. You can instantly connect to multiple web apps where you store files, such as in OneDrive® and Google Drive™. If your browser allows, media files you add from cloud storage display online.

4. Add comments

Optionally, type **Comments** about your submission.



ADD COMMENTS

Comments

Character count 0

When finished, make sure that you click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later or click **Cancel** to quit without saving changes.

Cancel Save Draft Submit

5. Submit an assignment

When finished, make sure that you click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later or click **Cancel** to quit without saving changes.

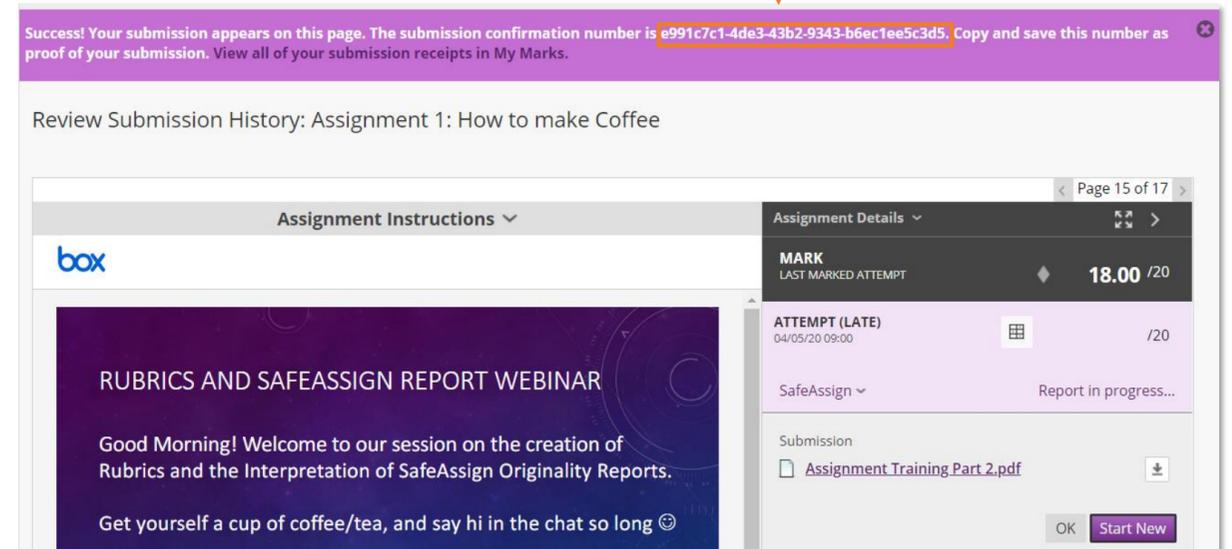
Cancel Save Draft Submit

From the screen in step 4 above, Click on the **Submit** button to submit your assignment.

The **Review Submission History** page appears with information about your submitted assignment and a success message with a confirmation number.

Copy and save **this number** as proof of your submission.

For assignments with multiple attempts, you receive a different number for each submission. If your institution has enabled email notifications for submission receipts, you'll also receive an email with your confirmation number and details each time you submit coursework.



Success! Your submission appears on this page. The submission confirmation number is **e991c7c1-4de3-43b2-9343-b6ec1ee5c3d5**. Copy and save this number as proof of your submission. View all of your submission receipts in My Marks.

Review Submission History: Assignment 1: How to make Coffee

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Assignment Instructions

Assignment Details

MARK
LAST MARKED ATTEMPT **18.00 /20**

ATTEMPT (LATE)
04/05/20 09:00 /20

SafeAssign Report in progress...

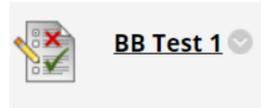
Submission

Assignment Training Part 2.pdf

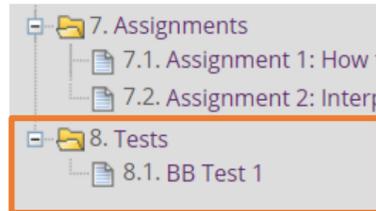
OK Start New

Completing online tests (different question types)

Click on the Quiz, Test or Exam tool

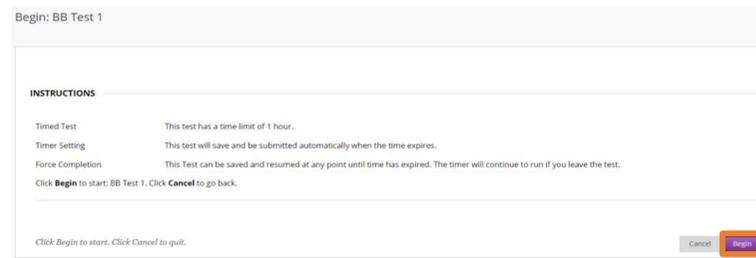


OR

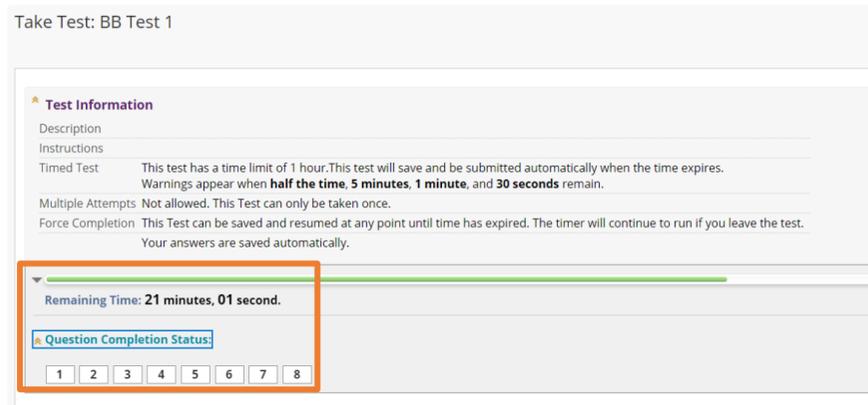


You can find tests and surveys in any content area, learning module, lesson plan, or folder.

Navigate to the test and select the title. On the next page, select **Begin**. Your lecturer might require that you type a password to begin. If necessary, type the password and select **Submit**.



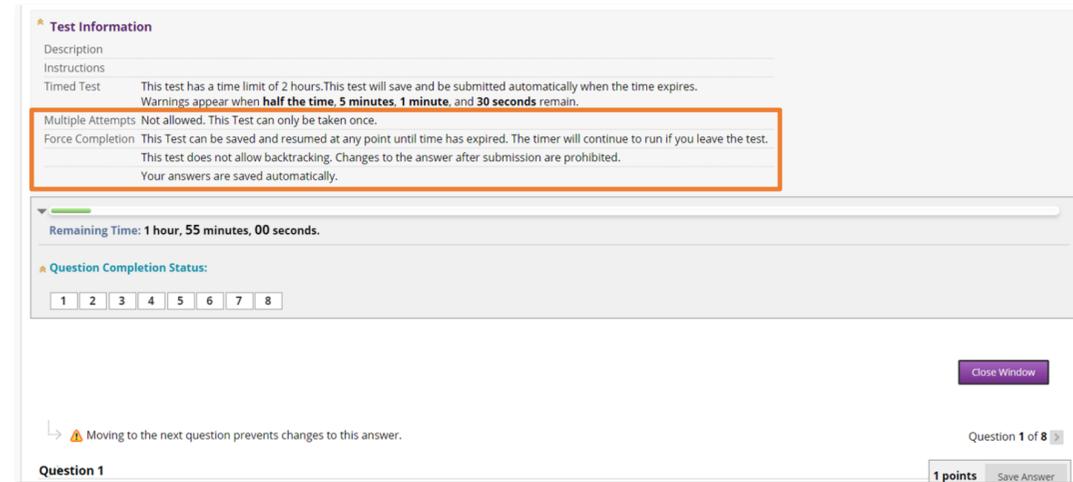
View the details. At the top of each test or survey, you can view the information about multiple attempts, the timer, navigation, and an optional description and instructions.



If your test or survey is timed, you're informed of the lecturer's choice. The timer status bar keeps you updated on the time left.

View completed questions. The Question Completion Status section displays a saved icon for each question you have answered. You can select a question number to jump to that question. Select the arrows next to the status section to collapse or expand it.

Your answers are auto-saved. You can also select **Save Answer** next to each question as you work. When you save an answer, **Saved** appears in the question's



If **force completion** is enabled, you must complete the test the first time you open it. You can't exit and continue the test later. The Save option is available for you to save your answers, but you can't exit and re-enter.

If **backtracking** is prohibited, you can't go back to questions you have already answered. An error appears when you attempt to use the Back option within the test or survey.

Your lecturer can choose to present questions **all-at-once** or **one-at-a-time**.

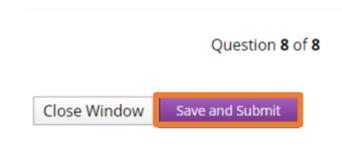
All-at-once presents all the questions at the same time.

A **one-at-a-time** test presents questions separately. Only one question appears on the screen at a time. You decide when you're ready to move on to the next question. These options are available:

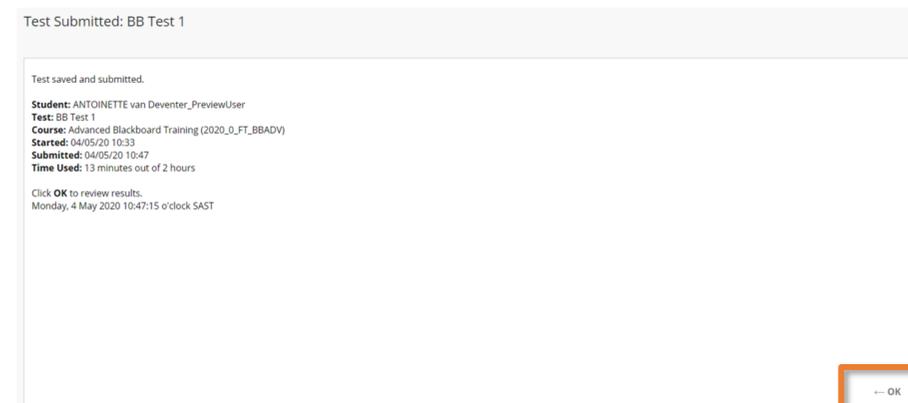
- Navigate through questions.** Use the navigation arrows (<<, <, >, or >>). The Question Completion Status section shows the current location in the test and the overall number of questions. When backtracking is prohibited, the arrows don't appear.

- Save answers.** Select Save All Answers. Questions you answered up to this point are saved.

When you're done with your test, click on **Save and Submit**.



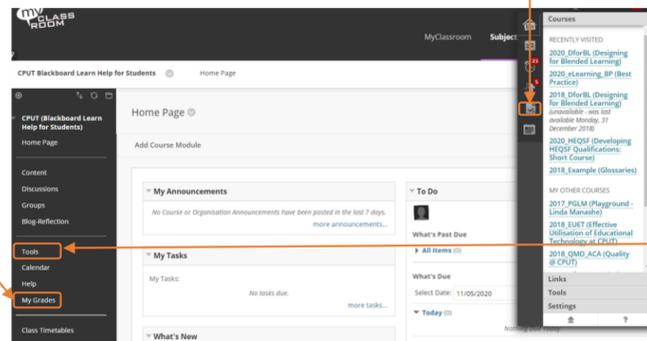
Click on **OK**, and you're done.



My grades

You can see **grades** for all of your courses at once, or one course at a time.

1. First, you can see your grades for all the courses you are enrolled in by selecting the **My Grades** link on the left navigation menu in your course.



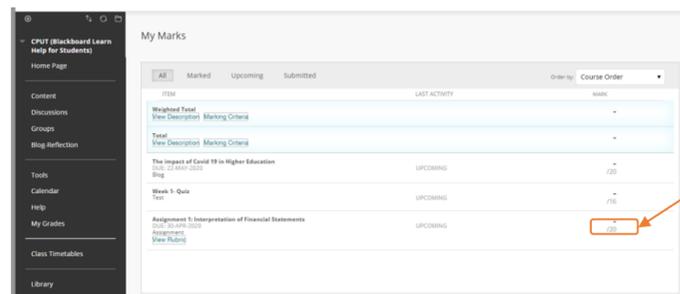
2. or by accessing the Global Navigation menu, and selecting My Grades.

3. Or select the Tools link, and then select My Grades.



4. On the course menu, select the My Grades link, or select the Tools link, and then select My Marks.

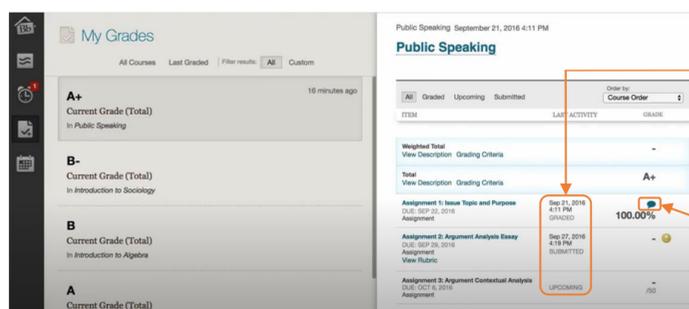
When you're inside a course, you can view the grades for that course only.



5. View your overall grade here.

6. View your total grade to date for the course, along with graded items, items you've submitted for grade, and upcoming items you need to submit.

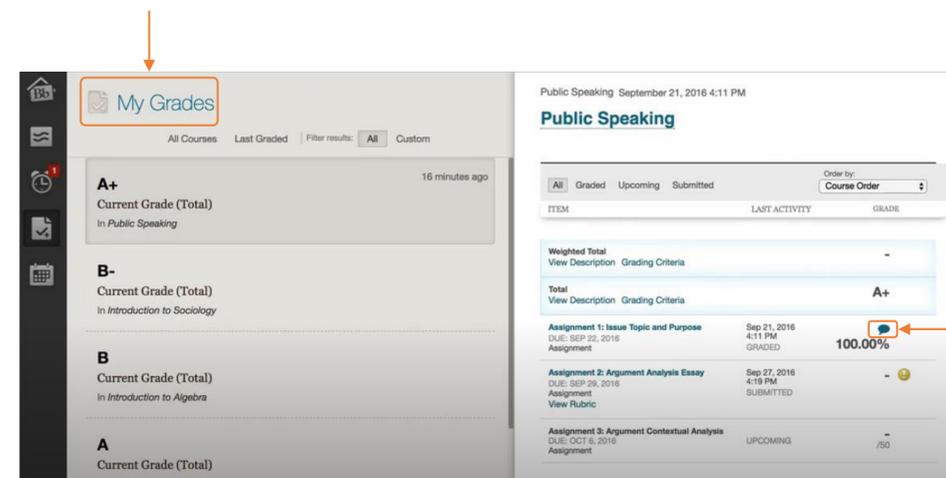
7. Select the comments/ bubble speech icon to read your instructor's feedback.



Feedback: text and audio

The audio or text feedback to learning feature allows the instructor to record up to five minutes' feedback for each student's assignment.

1. Go to "My Grades". There will be a little feedback bubble speech icon above the grade.

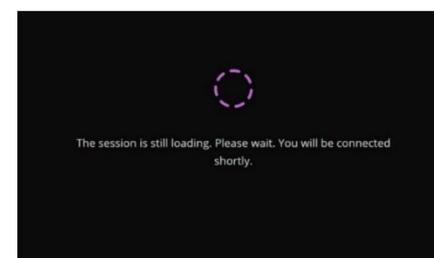


2. Click on the bubble speech icon to get the link to the audio or video feedback, and text feedback too, if there is any.

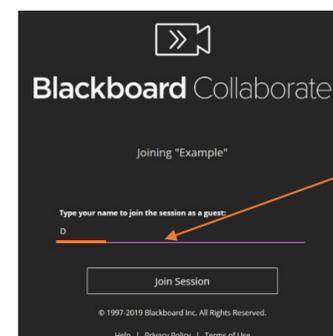
Please note that neither instructors nor students can currently download, share or reuse the recording that are created in this tool.

Joining an online webinar

Your lecturer will provide you with a link to your virtual classroom space also called **Blackboard Collaborate Ultra**.



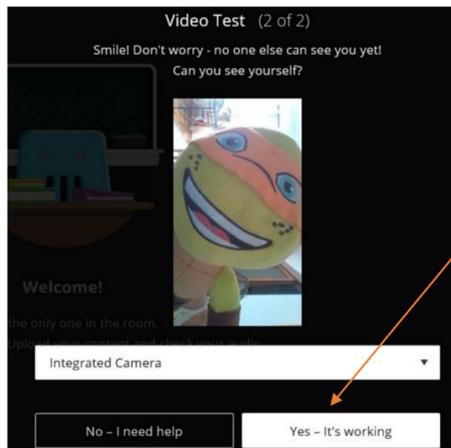
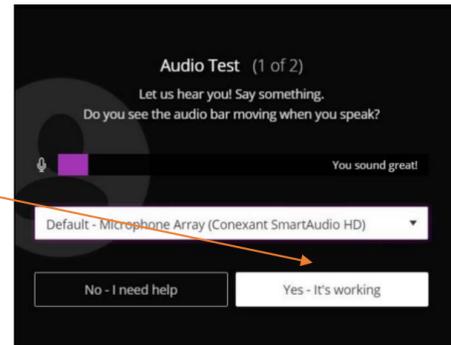
Once you click on the link, allow time for the session to load. This might take up to 10 minutes, if it takes longer the recommendation is to close the browser and click on the link and try again.



If using a **guest link** it will first ask you to enter a **name** before taking you into a room.

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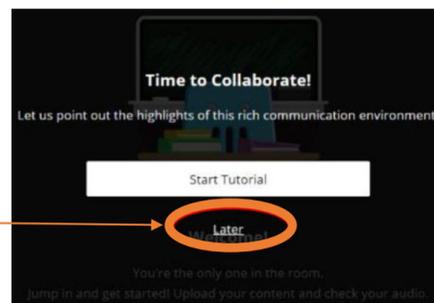
A pop up will ask you to test your sound. Click **Yes- it's working** if it works. If it does not work, try putting earphones into your device or check your volume settings.



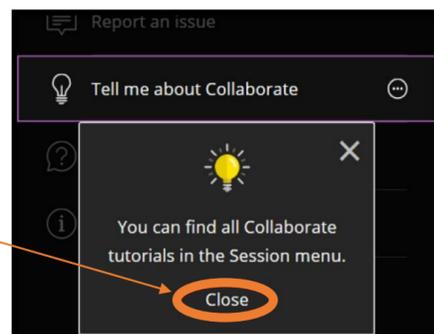
After the sound test a pop up will require you to test your video. Click Yes as it works.

Due to DATA SAVING you will not be forced to share your video so if this does not work click Yes-it's working anyway.

When asked to start the tutorial click **later** which is much smaller below the Start Tutorial button.

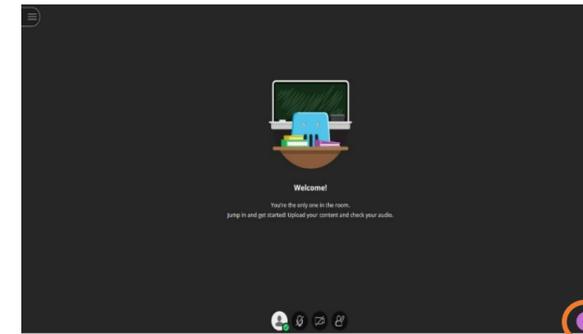


A popup will automatically show on the left hand side. Click on **Close** to enter the room.



Please note all CPUT rules apply when in this online space, be aware of the words you use and how you interact with the other students and your lecturer.

Now that you are officially in the room, it should look similar to this image.



Use the purple tab at the bottom right of the screen to open up this strip of options.



Click on this icon to enter the chat section. This is your main area of communication with your lecturer and students in your class. Type in the area that says 'say something' and press the enter key on your device to send the message.

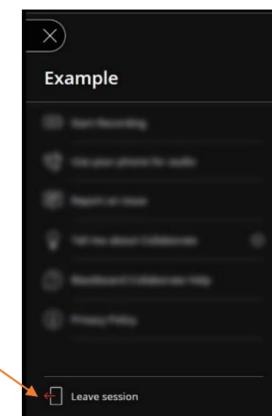


Click on this icon to view the names of everyone in the room at that time. You will see lecturers and other students.

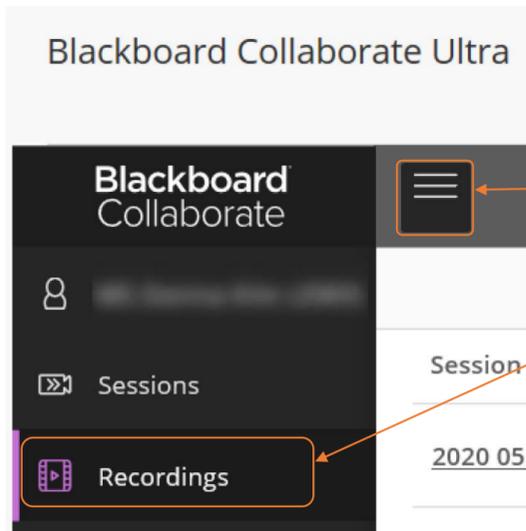


Click the settings icon to upload a profile picture, set up audio and video and adjust notifications (if you do not want to receive notifications untick all).

Click on this black icon (Leave Session) on the top left, at the very bottom of this menu (you will be asked to rate the session, please do so that your connection can be better next time)

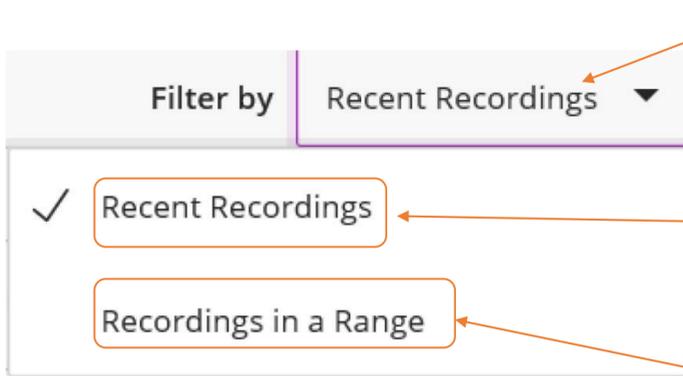


Accessing an online webinar recording (screencast)



Once in Blackboard collaborate Ultra.

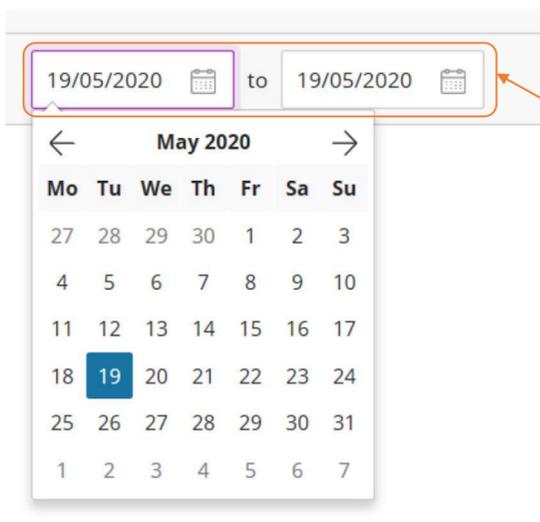
1. Click on the black box with three white lines (Menu)
2. Click on **Recordings**



3. In **Recordings** it will show the most recent recording if the session occurred recently.

4. If not, on the left of the screen, click on **Recent recordings** to allow for a dropdown

5. Once this menu drops down, click on the second option **Recordings in a Range**.



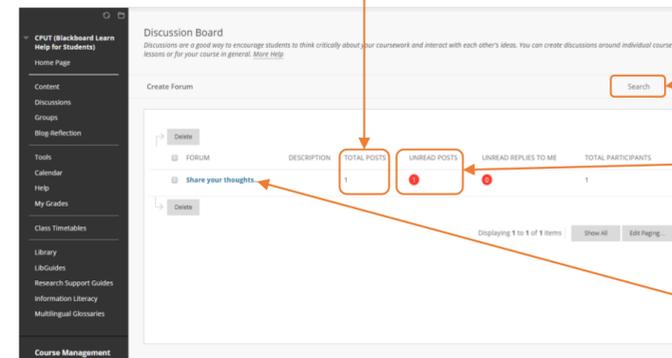
6. Once **Recordings in a Range** has loaded, on the right hand side just below this are two calendar options. Select **dates** of before and after the recordings took place.

7. Once dates are changed it will automatically search for recordings and display them.

Engaging in a discussion forum

Discussions allow you to share thoughts and ideas. The main discussion board page provides a global view of all available forums.

1. See how many posts are in each forum.

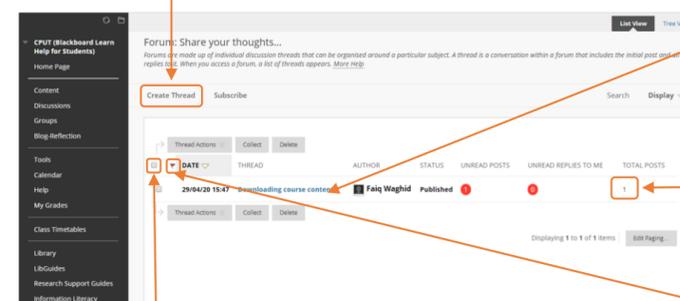


2. **Search** for posts.

3. Jump to a collection of unread posts.

4. Select a forum to view its threads. A thread includes an original post and all of its replies.

5. Students, if they're allowed by the instructor, can create threads. Students do not see this button if the instructor has not allowed student thread creation for this forum.



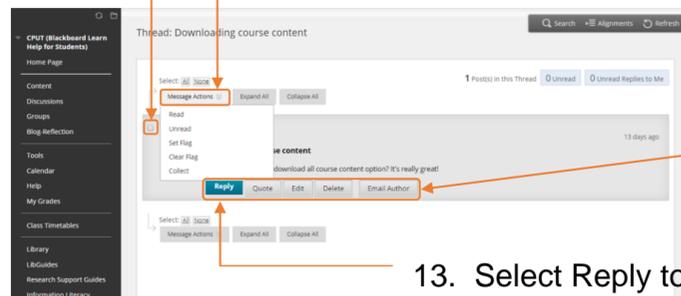
6. Select an existing thread's title to view its posts and reply to them.

7. The number of posts displays at the end of the thread.

9. Expanded posts are marked as read automatically as you scroll down the page.

8. Flag posts that you want to review again later or mark as important.

10. To perform actions on a group of posts, select the checkboxes,

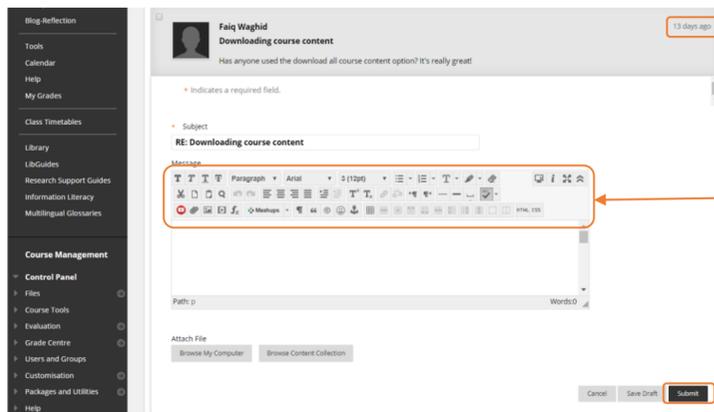


11. Choose from the **Message Actions** menu at the top of the page. You can mark as read, flag, or collect posts to view them on one page and then filter or print the list.

12. When you point to a post, the reply, quote, and email author functions appear.

13. Select Reply to contribute to the discussion

Students can edit or delete their own posts only if the instructor has enabled those settings.



14. Point to the age of the post to view its creation date and its number of views.

15. The content editor allows you to format text, embed media, and attach files.

16. A reply to the initial post appears at the bottom of the list

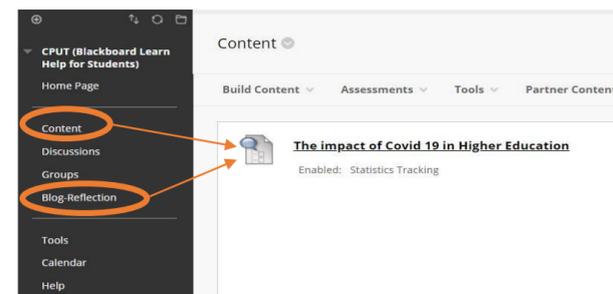
If the instructor enabled the rating feature for the forum, you can see the average rating for a post. When you point to the rating area, it changes to show Your Rating, where you can give the post a rating.

Blogs

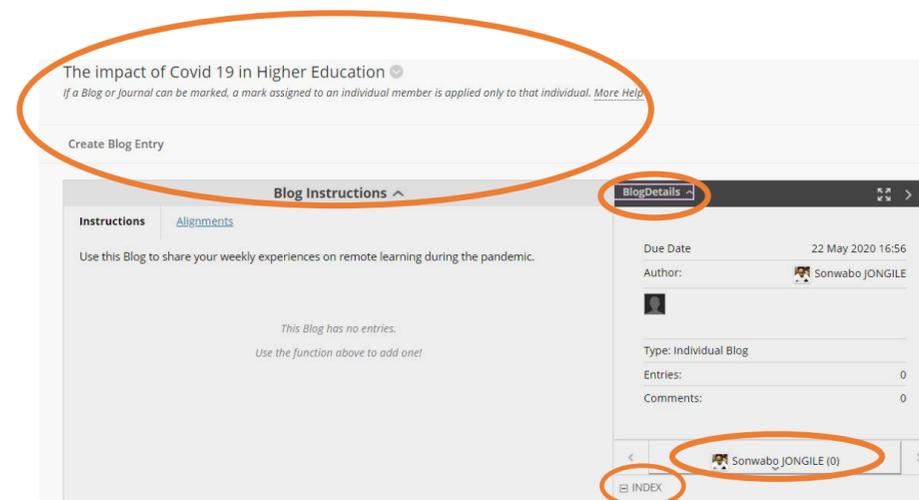
A blog is your **personal online journal**. Each blog entry you make can include any combination of text, images, links, multimedia, mashups, and attachments.

Where to find blogs

You can find blogs on the *course menu* or on the Tools page. On the blogs listing page, select the blog topic that you want to read from the alphabetical list.



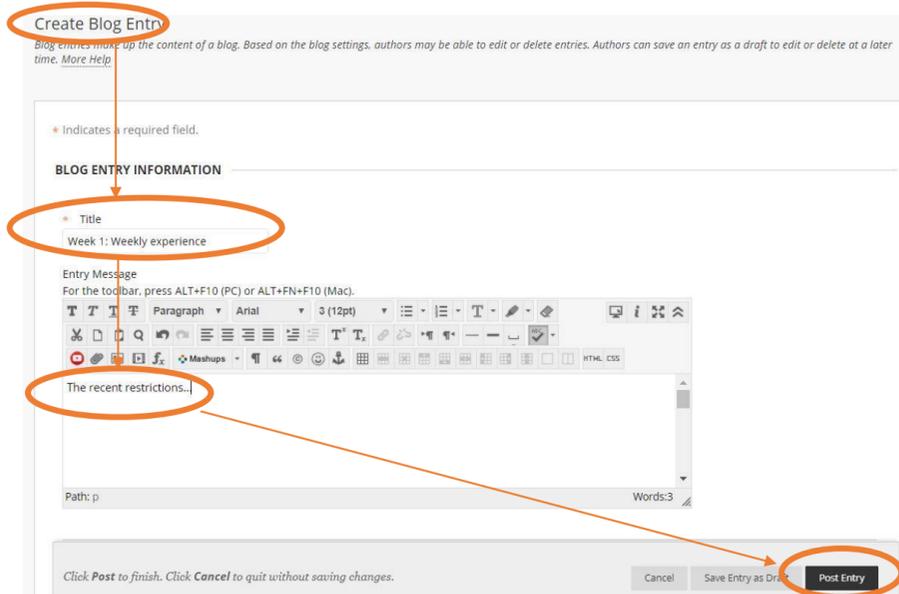
Blog topic page



- Select **Create Blog Entry** to create as many blog entries as you want. Select **View Drafts** to see unpublished entries. Expand the Blog Instructions section to review the blog instructions and any goals your instructor may have aligned with the blog.
- In the sidebar, expand the Blog Details section to view the blog information, including if comments were made. Expand the section to view a list of who else has made blog entries.

- Select a name to view the entries. The Grade section appears if your instructor enabled grading for the blog. You can see if your blog entries have been graded.
- Comments show who has added thoughts to the post. Select Index to view the titles of your selected entries for either the week or the month, based on the settings your instructor makes during blog creation. The most recent entry title appears first.

Create blog entry



Create Blog Entry

Blog entries make up the content of a blog. Based on the blog settings, authors may be able to edit or delete entries. Authors can save an entry as a draft to edit or delete at a later time. [More Help](#)

* Indicates a required field.

BLOG ENTRY INFORMATION

* Title
Week 1: Weekly experience

Entry Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

The recent restrictions...

Path: p Words: 3

Click Post to finish. Click Cancel to quit without saving changes.

Cancel Save Entry as Draft **Post Entry**

Only your instructor can create a blog. Then you can create blog entries.

- On the Blogs listing page, select a blog title.
- On the blog's topic page, select Create Blog Entry.
- Type a title and entry.
- If enabled and appropriate, select the check box for Post Entry as Anonymous.
- Select Browse My Computer to upload a file from your computer. You can also attach a file from the repository: Course Files or the Content Collection.

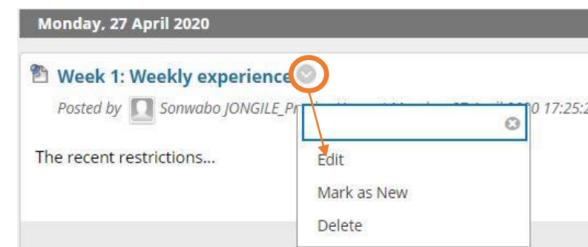
Comment on a blog entry

You can comment on one another's blog entries, whether they belong to an individual, the course, or a group. Your instructor determines if you can make anonymous comments and if you may delete blog comments.



On the blog's topic page, select a user's name in the sidebar to view a blog. The user's blog entries open in the content frame. Select Comment to add your thoughts.

Edit or delete a blog entry



Your instructor determines if you're allowed to edit or delete your blog entries. On the blog's topic page, access the entry's menu and select Edit or Delete. Deleting a blog entry is final and irreversible.

Blackboard Student Guide

Blackboard App

The **Blackboard** app is designed especially for students to view content and participate in courses. The current version of the app is available on iOS and Android mobile devices. You need a device with one of these operating systems: iOS 11+ Or Android 5+ .

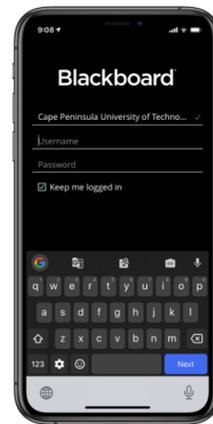


1. Download the App



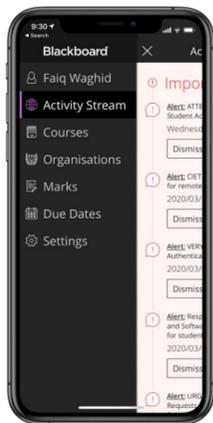
The Blackboard app is a free application that can be downloaded from the Google play store or Apple app store.

2. Login



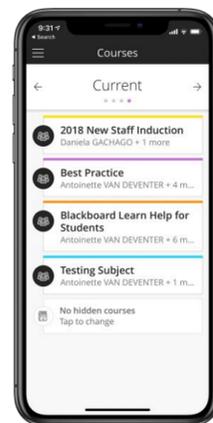
Use only your CPUT username, this excludes '@cput.ac.za'

3. My Classroom view



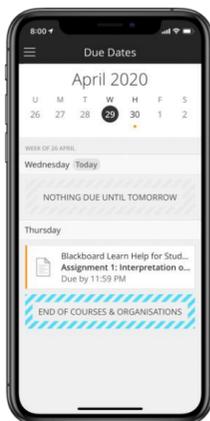
This is the landing screen for the app.

4. Navigating a subject



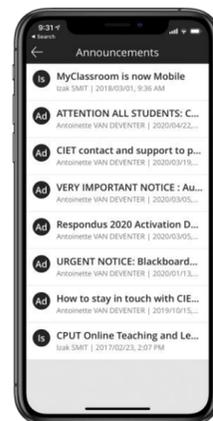
All subjects you are registered for are located here.

5. Calendar



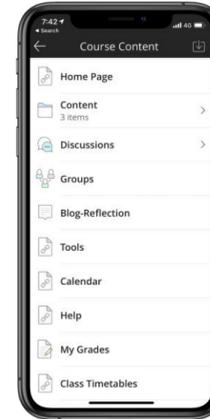
The application allows you to view all upcoming dates in one place.

6. Announcement



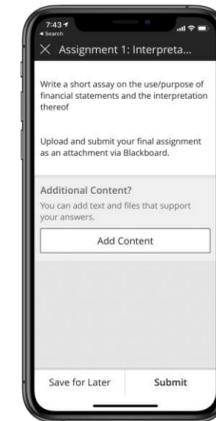
All announcements are located in one location on the app.

7. Content area



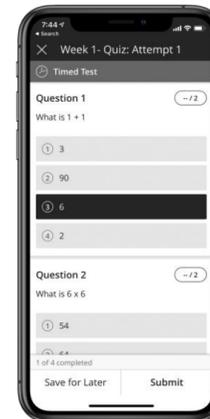
All course content can be accessed from this menu.

8. Submitting online assignments



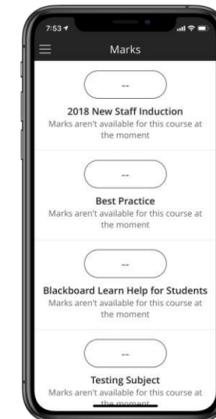
You can also upload you assignments in the form of text input or a file submission.

9. Completing online tests



You can also complete quizzes on your mobile device if you don't have access to a laptop or desktop computer.

10. My grades



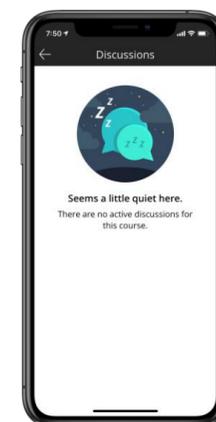
All grades can be viewed from the 'My grades' area.

11. Joining online webinar or accessing online webinar recording



You can also access the lecture streaming platform, Blackboard Collaborate. This is used for live streaming lectures.

12. Engaging in a discussion forum



You can also post comments on the discussion forum.

Social Media Guidelines

1 WhatsApp Tips

- Always keep to the **purpose** of the group! Don't share irrelevant messages about other topics. Check if sharing of personal messages is accepted or if group is for academic purposes only.
- Establish **times** when you should be communicating on WhatsApp. A good rule is to not post in any group between 21:00 and 07:00 unless it is an all-out emergency (a group moderator can change settings to 'broadcast only' at night so that participants cannot post).
- Be **respectful**
- **Don't share sensitive information** as it can be forwarded to others. WhatsApp groups are not private spaces.
- **Keep discussion on politics and religion out of the group.** The group is not a political platform (unless you have specifically set it up for this purpose) No arguing, no heated opinions, no fear mongering, no hyped up drama, no fake news. Check your sources before you share.
- **Use humour** but be careful not to offend people because humour is not universal
- Don't send **data-insensitive messages**. No-one wants their last 3GB used up on uninvited memes. Use voice notes sparingly.
- **Do not spam the group!** Give others a chance to post/respond
- Post your message in **one single chunk of text**, don't post every word or sentence in a new message.
- **Do not have one-on-one conversations in the group.** Switch to private messages.
- If someone asks a question and you don't know the answer don't respond with "I don't know". Just wait for someone who knows the answer to reply.
- Please don't send in a hundred "thank you" messages. If you feel gratitude towards someone – tell them in a **private message**.
- Never EVER use a group to berate someone else or air grievances. If you have an issue address it one on one with the relevant person.
- Hit "**Mute**" on your WhatsApp group (unless you're part of an emergency rescue group). This is a sanity saver. You will still receive all the messages, but your phone won't buzz or make a noise for every one of them.
- **You are responsible for what you post not your university.**

If you are not sure, ask yourself these three questions before you post:

- Is this relevant?
- Is this necessary?
- Is this a good time to post?

Adapted from <https://www.webafrica.co.za/blog/general-knowledge/golden-rules-whatsapp-groups/>

2 Social Media Tips

- **Use caution when you click links** that you receive in messages from your friends on your social website. Treat links in messages on these sites as you would links in email messages.
- **Know what you've posted about yourself.** A common way that hackers break into financial or other accounts is by clicking the "Forgot your password?" link on the account login page. To break into your account, they search for the answers to your security questions, such as your birthday, hometown, high school class, or mother's middle name. If the site allows, make up your own password questions, and don't draw them from material someone could find with a quick search.
- **Don't trust that a message is from who it says it's from.** Hackers can break into accounts and send messages that look like they are from your friends, even though they are not. If you suspect a message is fraudulent, use an alternate method to contact your friend to find out. This includes invitations to join new social networks.
- To avoid giving away email addresses of your friends, **do not allow social networking services to scan your email address book.** When you join a new social network, you might receive an offer to enter your email address and password to find out if your contacts are on the network. The site might use this information to send email messages to everyone in your contact list or everyone you have ever sent an email message to. Social networking sites do not explain they are going to do this.
- **Type the address of your social networking site directly into your browser** or use your personal bookmarks. If you click a link to your site through email or another website, you might be entering your account name and password into a fake site where your personal information could be stolen.
- **Be selective about who you accept as a friend** on a social network. Identity thieves create fake profiles in order to get information from you.
- **Choose your social network carefully.** Evaluate the site you plan to use and make sure you understand the privacy policy. Find out if the site monitors content other people post. You will be providing personal information to this website, so use the same criteria you would to select a site where you enter your credit card.
- **Assume that everything you put on a social networking site is permanent.** Even if you can delete your account, anyone on the Internet can easily print photos/text or save images/videos to a computer.
- **Be careful about installing extras on your site.** Many social networking sites allow you to download third-party applications that let you do more with your personal page. Criminals sometimes use these applications to steal your personal information. To download and use third-party applications safely, take the same safety precautions that you take with any other program or file you download from the web.
- **Quality Matters:** Use a spell-checker. If you're not design-oriented, ask someone who is, whether your blog looks decent, and take their advice on how to improve it.
- You are responsible for what you post not your university.

Adapted from <http://smfschools.org/school/stow-munroe-falls-high-school/parent-resources/social-media-guidelines-best-practices-students>

Reference materials

Blackboard tutorials for students:

<https://www.youtube.com/watch?v=ol3X0XW-xkl&list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU>

Blackboard Help for Students:

<https://help.blackboard.com/Learn/Student>

OER Repositories in Africa and other free learning resources

CPUT OER materials:

<http://digitalknowledge.cput.ac.za/handle/11189/3679>

OER sites and repositories:

<https://www.oerafrica.org/african-oer-sites-and-repositories>

OER Africa resources:

[https://www.oerafrica.org/search/site/?f\[0\]=bundle%3Aresource&f\[1\]=im_field_type%3A3337](https://www.oerafrica.org/search/site/?f[0]=bundle%3Aresource&f[1]=im_field_type%3A3337)

Links to open textbooks:

<https://www.universityworldnews.com/post.php?story=20200406074143993>

Free online courses from MIT:

<https://openlearning.mit.edu/courses-programs/mit-opencourseware>

Free online courses by Harvard, MIT and more:

<https://www.edx.org/>

LinkedIn courses:

<https://www.linkedin.com/learning/me>

Kwame Nkrumah University of Science and Technology (KNUST) OER:

<https://websys.knust.edu.gh/oer/pages/index.php>

FundaOER:

<https://southafrica.vvob.org/news/fundaoer-%E2%80%93-new-south-african-open-educational-resources-platform>

The African Veterinary Information Portal (AfriVIP):

<http://www.afrivip.org/>

OpenUCT:

<https://open.uct.ac.za/>

University World News:

<https://www.universityworldnews.com/post.php?story=2020042910373650>



Cape Peninsula
University of Technology

creating futures