

TRAINING FIRST SEMESTER

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DEPARTMENTAL & FACULTY LAB HARDWARE FOR e-LEARNING | SOFTWARE

ROLES & RESPONSIBILITIES

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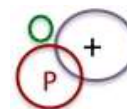
Training first semester

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	Type of training	
Campus	For those new to e-Learning: Pioneers credit-bearing short course	For those with previous experience: Pioneers+ upskilling (for dates and topics, refer to programme)
Durban	Group 1: July 2011-April 2012 Fridays from 9-11.00 e-Learning CELT MLST Facilitator: Bwalya Lungu Entries closed	Group 1: March – June 2012 Tuesdays 12.00-14.00 e-Learning CELT MLST Facilitator: tba Bookings: Denise O’Dwyer
	Group 2: Feb 2012-Sept 2012 Fridays from 9-11.00 e-Learning CELT MLST Facilitator: Gita Mistri Entries closed	Group 2: March – June 2012 Wednesdays 12.00-14.00 e-Learning CELT MLST Facilitator: tba Bookings: Denise O’Dwyer
		Group 3: March – June 2012 Thursdays 12.00-14.00 e-Learning CELT MLST Facilitator: tba Bookings: Denise O’Dwyer
Pmb	Group 3: Feb 2012-Sept 2012 Wednesdays from 13.00-15.00 Nursing Lab Indumiso Facilitator: Marí Peté Entries closed	Group 4: March – June 2012 Wednesdays 8.00-10.00 Mgmt Sciences Riverside Facilitator: Marí Peté Bookings: Denise O’Dwyer

Note on second semester

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Provided that the permanent Blackboard Learn 9.1 server is in place:

- The Pioneers credit bearing course of 80 notional hours will fall away
- Pioneers+ (14+14 notional hours) will be offered to all DUT staff – invitations will be sent at the end of Semester 1. This will not be a credit-bearing offering due to the need for large scale training and support.
- Semester 2 will have similar training slots to semester 1, i.e. Durban - Tue, Wed and Thu 12-14.00; Friday 9-11.00; Pmb – Wed 8.00-10.00.

Access & Use

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Please note	Blackboard CE8	Blackboard Learn 9.1
<p>In 2012 a systematic approach is required for a stable change-over from Blackboard CE8 to Learn 9.1.</p> <p>Currently lecturers can gain access to courses through training.</p> <p>In the long term it is envisaged that at the beginning of an academic year, an empty online course will be created automatically for each DUT offering.</p> <p>At this point lecturer training will no longer be a prerequisite for access to online courses.</p> <p>However lecturers' attendance of training could make it easier for e-Learning CELT to support e-Learning on a large scale.</p>	<p>TEACHING ACTIVELY</p> <p>If you have qualified as an online Pioneer in 2010 or before this date, please continue to use BB CE8 to teach your students, until further notice.</p>	<p>TRAINING AND UPSKILLING</p> <p>Learn 9.1 is being phased in, but currently installed on a pilot server. It is hoped that the permanent server will be ready by the second semester.</p> <p>Staff who joined Pioneers from Jan 2011 onwards have so far been trained on Learn 9.1.</p> <p>Pioneers+ training will give you access to Learn 9.1 classrooms on the pilot server.</p>

Support

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SUPPORT	Blackboard CE8	Blackboard Learn 9.1
Course requests	Contact: Denise O'Dwyer on deniseo@dut.ac.za Turn-around time: 3 office days	Contact: Contact Prega Naidoo on naidoop@dut.ac.za Turn-around time: 3 office days
Student enrolments	Contact: Denise O'Dwyer on deniseo@dut.ac.za Turn-around time: 3 office days	Batch enrolment (Contact Prega on naidoop@dut.ac.za for csv file format) Turn-around time: 3 office days
Password requests	Use "Forgot Password" facility, if not successful - contact Denise on deniseo@dut.ac.za Turn-around time: 1-2 days (depending on number of resets).	Use "Forgot Password" facility, if not successful - contact Prega Naidoo on naidoop@dut.ac.za Turn-around time: 1-2 days (depending on number of resets).
Server down times	Server maintenance: Mondays 12:00 to 14:00 Enquiries: Prof. T Ngwenya ngwenyat@dut.ac.za	Server maintenance: Mondays 12:00 to 14:00 Enquiries: Prof. T Ngwenya ngwenyat@dut.ac.za
Backup responsibilities	Preggy Reddy does server backups. As a safety measure lecturers are required to do local backups.	Preggy Reddy does server backups. As a safety measure lecturers are required to do local backups.

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Departmental & faculty hardware required for e-Learning

Contact: Prega Naidoo – naidoop@dut.ac.za

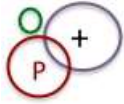


- Presenter's workstation
- Data projector (with dual display onto monitor and overhead screen)
- Speakers with adequate capacity for venue
- White board, white board markers & eraser
- Workstations
- Internet access
- Wireless internet for laptops

Software required for e-Learning (lab workstations and laptops)

Contact: Prega Naidoo – naidoop@dut.ac.za

- Internet Explorer version 8 <http://www.microsoft.com/download/en/details.aspx?id=43> and Firefox web browser <http://www.mozilla.org/en-US/firefox/new/>
- Latest Java <http://java.com/en/>
- Microsoft Office 2010 for Windows or Office for Mac 2011
- Adobe Acrobat Pdf reader <http://www.adobe.com/products/reader.html>
- Flash



Roles and responsibilities

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CELT e-Learning	Academic Departments
Provision of Blackboard Learning Management System and related support	Computers and mobile devices for academics and students
Professional development of academics	Staff and student computer literacy
Support materials and resources related to Blackboard, including Blackboard orientation guides for students	Developing and facilitating online classrooms; sourcing subject-specific resources.
e-Learning guidance to departmental lab technicians	Student orientation into online classrooms (this is best done when it's integrated with an academic subject)