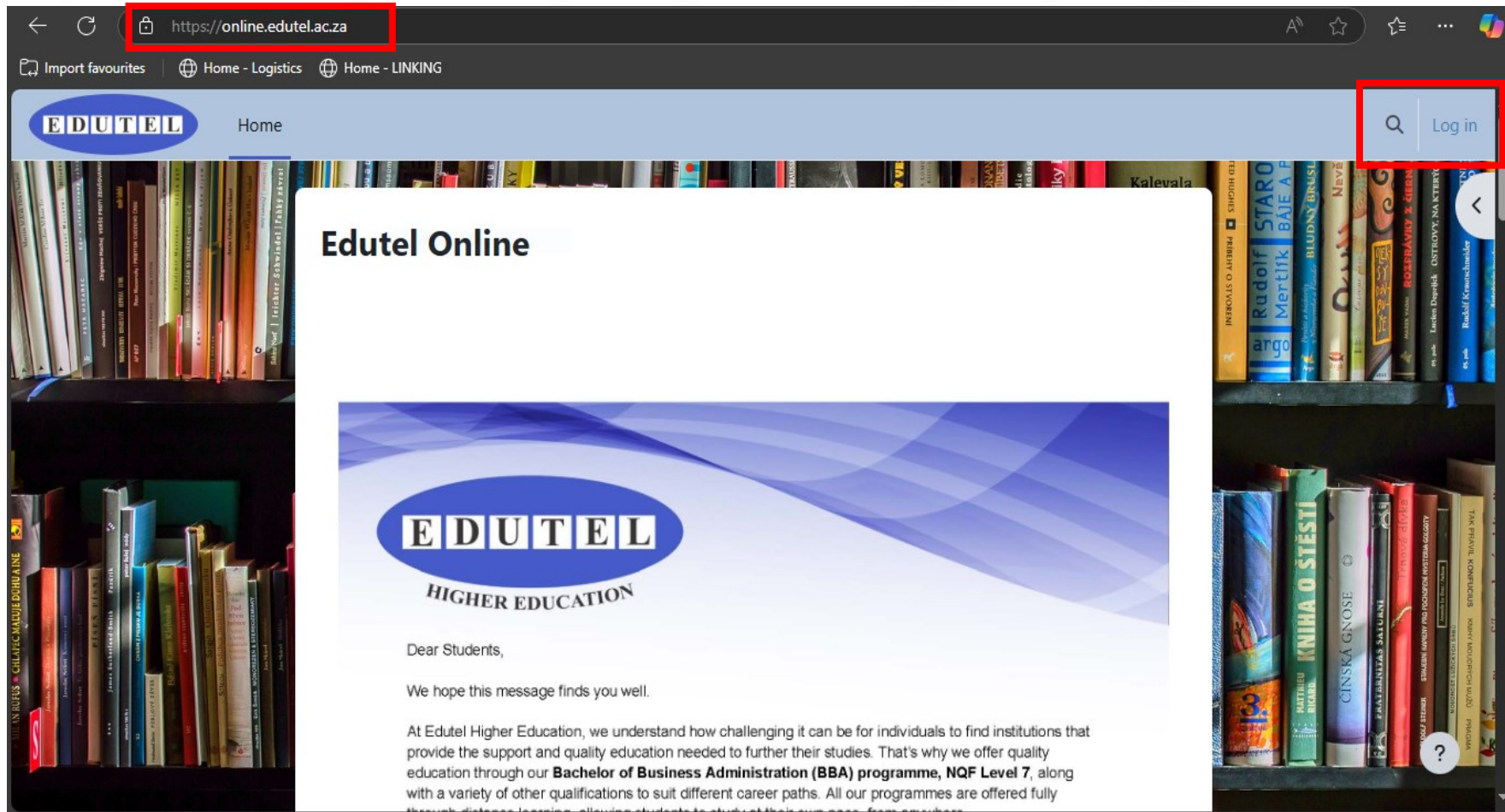


HOW TO FIND YOUR MODULES

A STEP-BY-STEP GUIDE



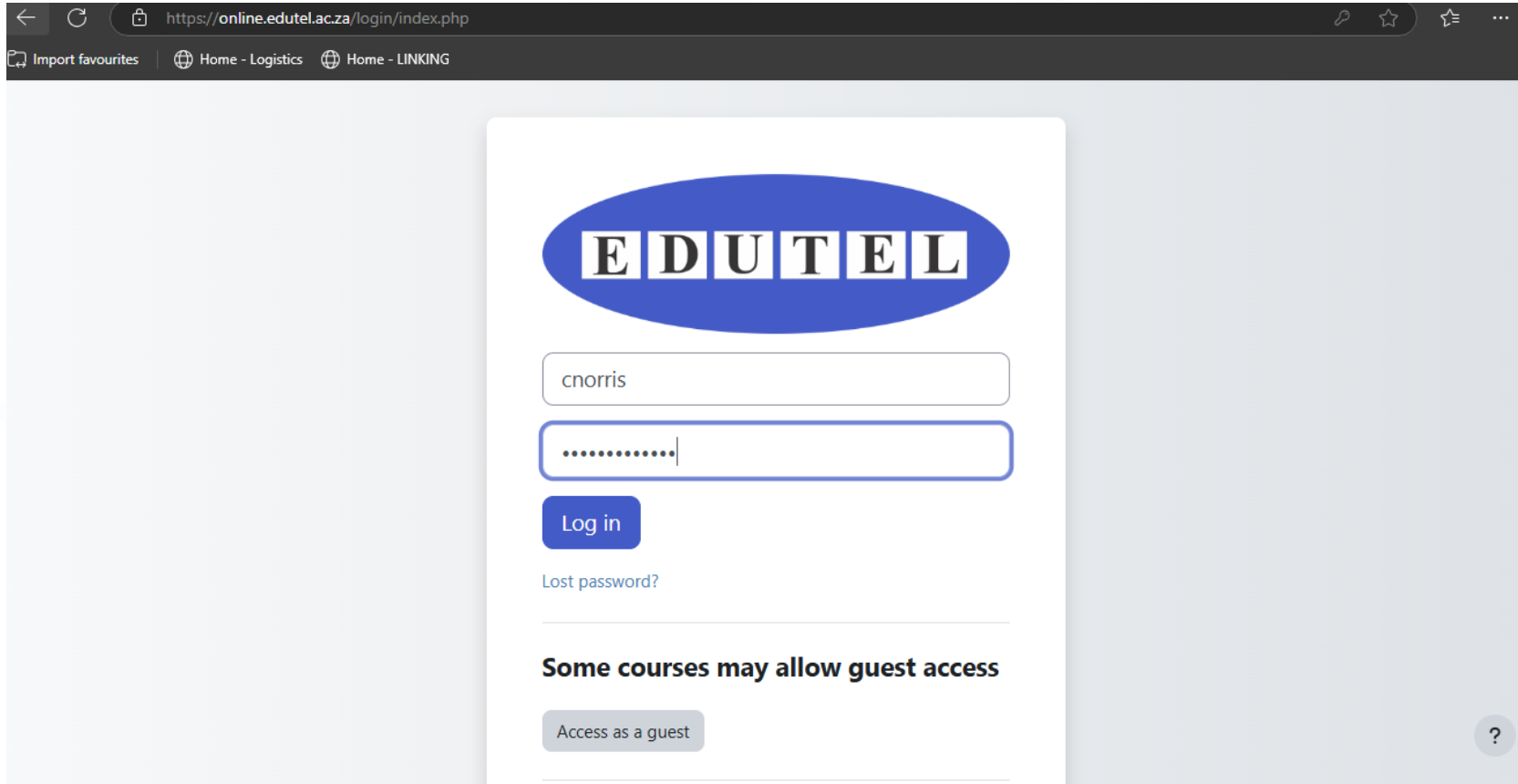
STEP 1: LOGIN



- Access the Edutel Online (Moodle) site by using the link below:
<https://online.edutel.ac.za/>
- In the top right corner, see the Login button.
- This takes you to the login page where you can enter your details.

EDUTEL

HIGHER EDUCATION



The screenshot shows a web browser window with the URL <https://online.edutel.ac.za/login/index.php>. The browser's address bar and tabs are visible. The main content area displays the EDUTEL logo at the top. Below the logo, there is a login form with two input fields: the first contains the username 'cnorris' and the second contains a masked password '.....'. A blue 'Log in' button is positioned below the password field. To the left of the button is a link for 'Lost password?'. Below the login form, a message states 'Some courses may allow guest access', followed by a grey button labeled 'Access as a guest'. A small question mark icon is located in the bottom right corner of the page.

- Once on the Log in page, use your Username and Student Number provided in your Welcome Letter
- **Reminder: Password and Username are case-sensitive. Please ensure you enter exactly as stated in your Welcome Letter.**

STEP 2: UNDERSTANDING AND NAVIGATING THE TAB

The screenshot shows the Edutel Higher Education website. At the top, there is a navigation bar with the Edutel logo and three tabs: 'Home', 'Dashboard', and 'My courses'. The 'Home' tab is currently selected. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'Welcome, Chuck!' message with a hand icon. Next to it is a 'Calendar' section for February 2025, showing a grid of dates from 1 to 9. To the right of the calendar, there is a 'Contact US' section with the following information: Edutel Holdings, Tel: 011 760-4251, Website: www.edutel.co.za, Address: C/O Ontdekkers Road & Crane Avenue, Horison, Roodepoort, 1733. Below the contact information, there is a 'My courses' section listing three courses: 'EHL 620 251', 'EPS 620 251', and 'Foschini: National Certificate Wholesale and Retail Generic'. The URL at the bottom of the page is https://online.edutel.ac.za/my/.

• At the top is your taskbar. Where you have access to :

- Home
- Dashboard
- My courses

**IF YOU CAN'T
FIND YOUR MODULES
DON'T WORRY.**

STEP 3: FINDING YOUR MODULES

The screenshot shows the Edutel Higher Education dashboard. The navigation bar at the top includes links for Home, Dashboard, and My courses. The 'My courses' link is highlighted with a red rectangle. Below the navigation bar, the main content area displays a welcome message 'Welcome, Chuck!' with a hand icon. To the left, there is a 'Calendar' section with a dropdown menu set to 'All courses' and a 'New event' button. The calendar shows the month of February 2025. To the right, there is a 'Contact US' section with the following information: Edutel Holdings, Tel: 011 760-4251, Website: www.edutel.co.za, and Address: C/O Ontdekkers Road & Crane Avenue. A 'Close block drawer' button with an 'X' icon is visible in the top right corner of the main content area.

- Click on the my courses.

EDUTEL Home Dashboard My courses

My courses

Course overview

All Sort by course name

EHL 620 251
2025_1

0% complete

EPS 620 251
2025_1

0% complete

Foschini: National Certificate
Wholesale and Retail ...
Wholesale & Retail

My courses

- EHL 620 251
- EPS 620 251
- Foschini: National Certificate Wholesale and Retail Generic Management NQF 4, SAQA ID 63333
- National Certificate: Wholesale and Retail Operations, NQF 2, SAQA ID 58206
- Proficiency Assessment
- SAF 520 251
- All courses ...

- This is what your “my courses” page should look like.
- If you have many modules use the search bar to find the modules.

The screenshot shows the EDUTEL Higher Education portal. The top navigation bar includes 'Home', 'Dashboard', and 'My courses'. The 'My courses' section is active, displaying a 'Course overview' with a search bar containing '251'. Below the search bar, three course cards are visible: 'EHL 620 251 2025_1', 'EPS 620 251 2025_1', and 'SAF 520 251 2025_1'. The first card is highlighted with a red box. To the right, a sidebar titled 'My courses' lists the same three courses and an 'All courses ...' link.

- When searching use the module code and end with the year and semester.
- For example: EHL 620 251
The English Home Language, in 2025, 1st semester.
- You could use just the year and semester: Example below:
241 = Year 2024 Semester 1
242 = Year 2024 Semester 2
251 = Year 2025 Semester 1

- Select the specific module you want.

STEP 4: NAVIGATE YOUR MODULE

The screenshot displays the Edutel Higher Education interface. The top navigation bar includes the Edutel logo, Home, Dashboard, and My courses links. The course page for EHL 620 251 is shown, with tabs for Course, Participants, Grades, and Competencies. The left sidebar contains a navigation bar with a 'Close course index' button and a list of modules. The main content area shows the 'General' tab, which includes a 'Dear Students' message, a Zoom meeting invitation, and a 'Join Zoom Meeting' link. Red arrows point from the navigation bar to the Zoom meeting details.

- This is your navigation bar for the modules.
- Each tab is a shortcut to specific places in your module. For example your Announcements Chatroom Multimedia Lectures Files

STEP 4: NAVIGATE YOUR MODULE

The screenshot shows the Edutel Higher Education interface. The top navigation bar includes the Edutel logo, Home, Dashboard, and My courses links. The main content area displays the EHL 620 251 module page. On the left, a navigation bar is visible with a 'Close course index' button and several tabs. The 'General' tab is selected, showing a 'Dear Students' message and a Zoom meeting invitation. The 'English Home Language' tabs are also visible. Red boxes highlight the 'Close course index' button and the 'English Home Language' tabs. Red arrows point from the text on the right to these elements.

- This is your navigation bar for the modules.
- Each tab is a shortcut to specific places in your module. For example your Announcements Chatroom Multimedia Lectures Files

EDUTEL Home Dashboard My courses

Close course index

- English Home Language Ch...
- English Home Language ...
- English Home Language E-...
- English Home Language - ...
- English Home Language Pa...
- English Home Language ...
- English Home Language M...
- English Home Language M...
- English Home Language ...
- English Home Language Pa...
- English Home Language Pa...
- English Home Language Pa...

English Home Language Multimedia Lectures

- English Home Language Multimedia Lectures [Mark as done](#)
- English Home Language Multimedia Lectures 1 - 5 [Mark as done](#)

English Home Language Assignments

<input checked="" type="checkbox"/> English Home Language Part 1	Due Date : 3 April 2025	Mark as done
<input checked="" type="checkbox"/> English Home Language Part 2	Due Date: 11 April 2025	Mark as done
<input checked="" type="checkbox"/> English Home Language Part 3	Due Date: 24 April 2025	Mark as done

- You can scroll down until you see your multimedia lectures as well as your assignments
- Your due dates will be by your assignments.

WE CAN ASSIST WITH THE FOLLOWING WEB BROWSERS



**GOOGLE
CHROME**



**MICROSOFT
EDGE**



FIREFOX



OPERA

**CONTACT NUMBER:
011 760 4251**