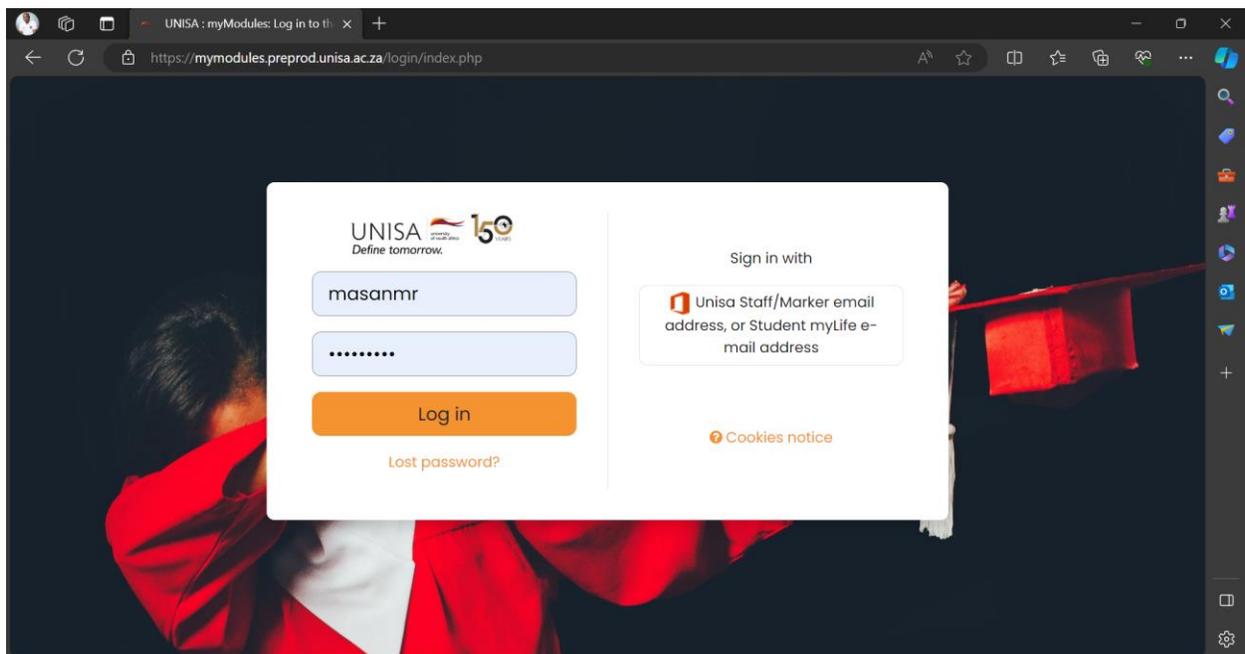

STUDENT GUIDELINES: APPLICATION FOR ONLINE PLACEMENT AT SCHOOL

Please follow these guidelines to be placed for Teaching Practical Modules at school.

NB: Activate your **myLife** email account/ address so that you can allow all the relevant correspondences to/from the university.

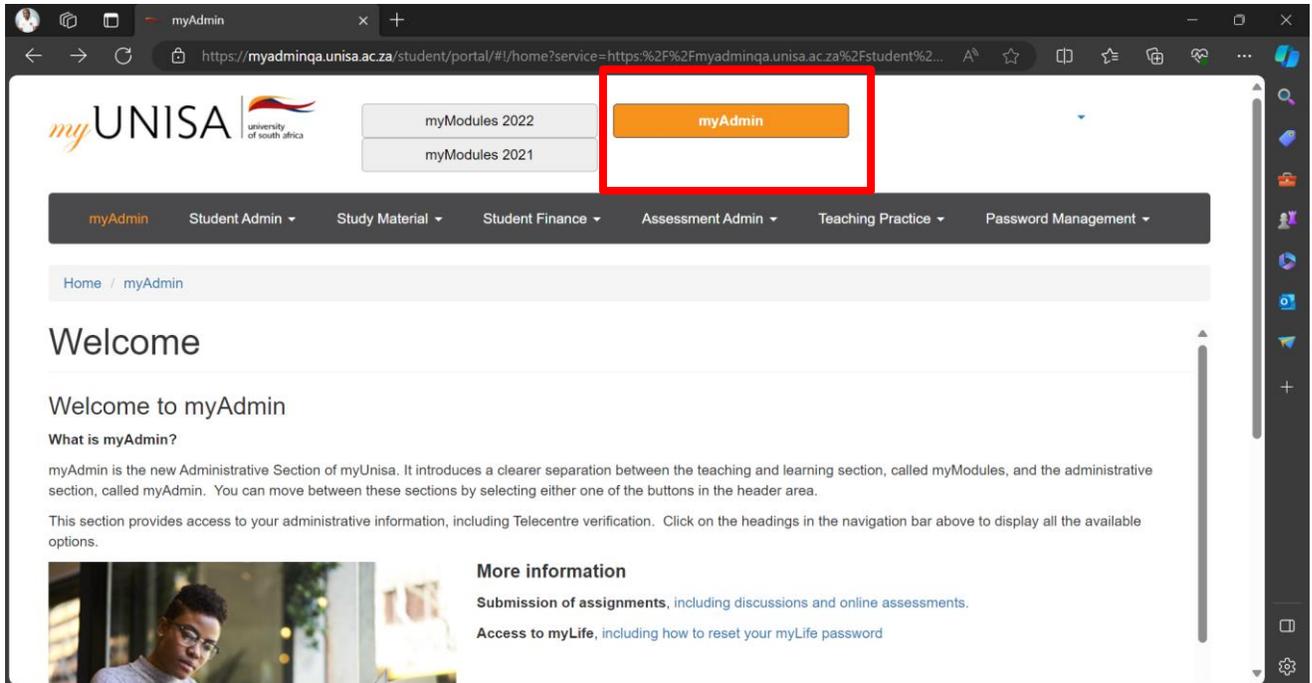
STEP 1

Logon to myUnisa with student login details



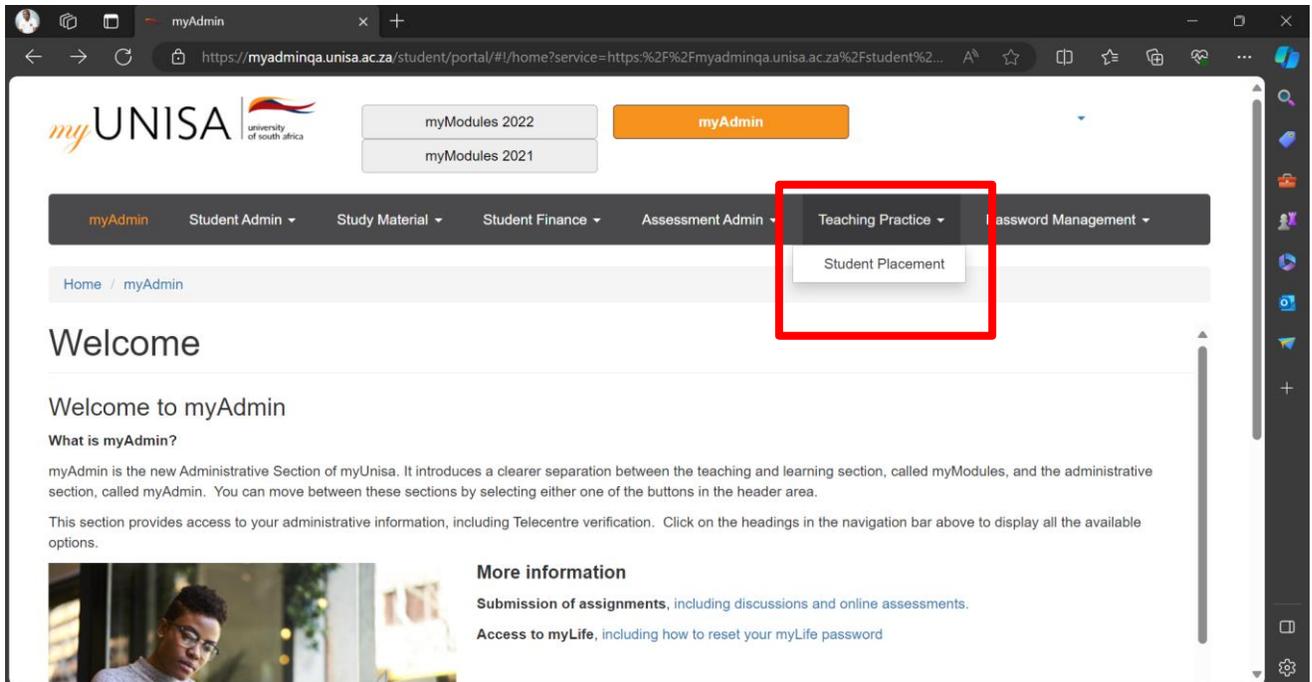
STEP 2

Click on the **myAdmin** to open these functions as shown on the screenshot below:



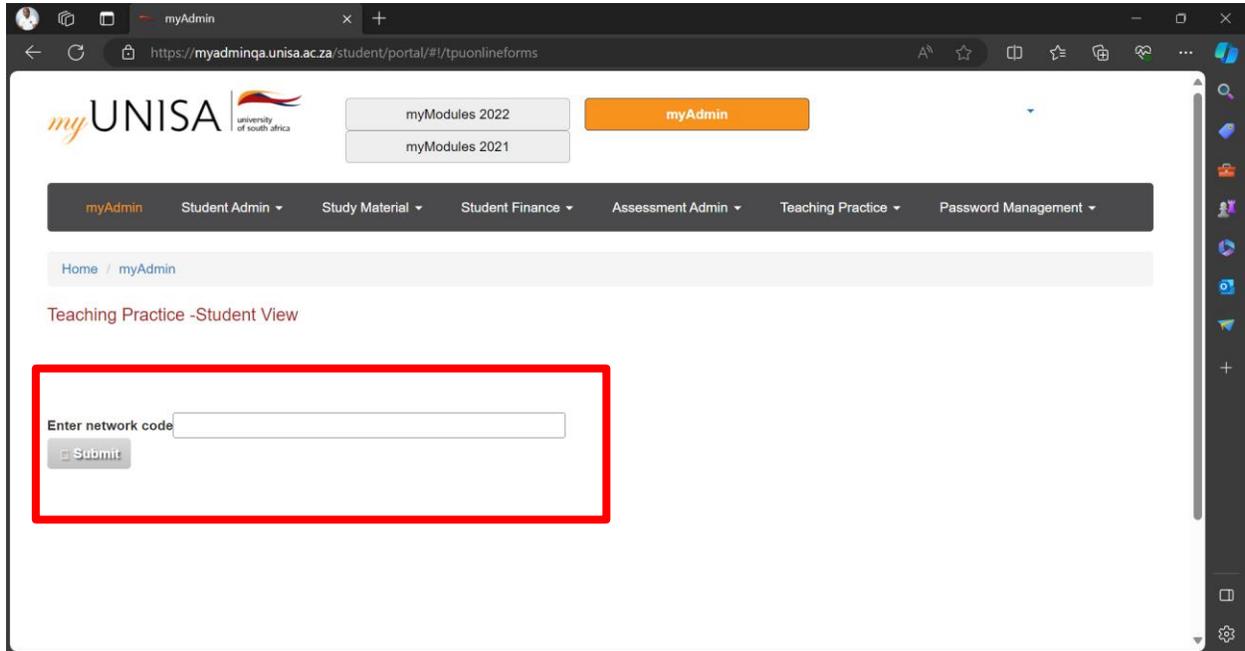
STEP 3

On the functions above, click on the **Teaching Practice** and then Student Placement as shown below:



STEP 4

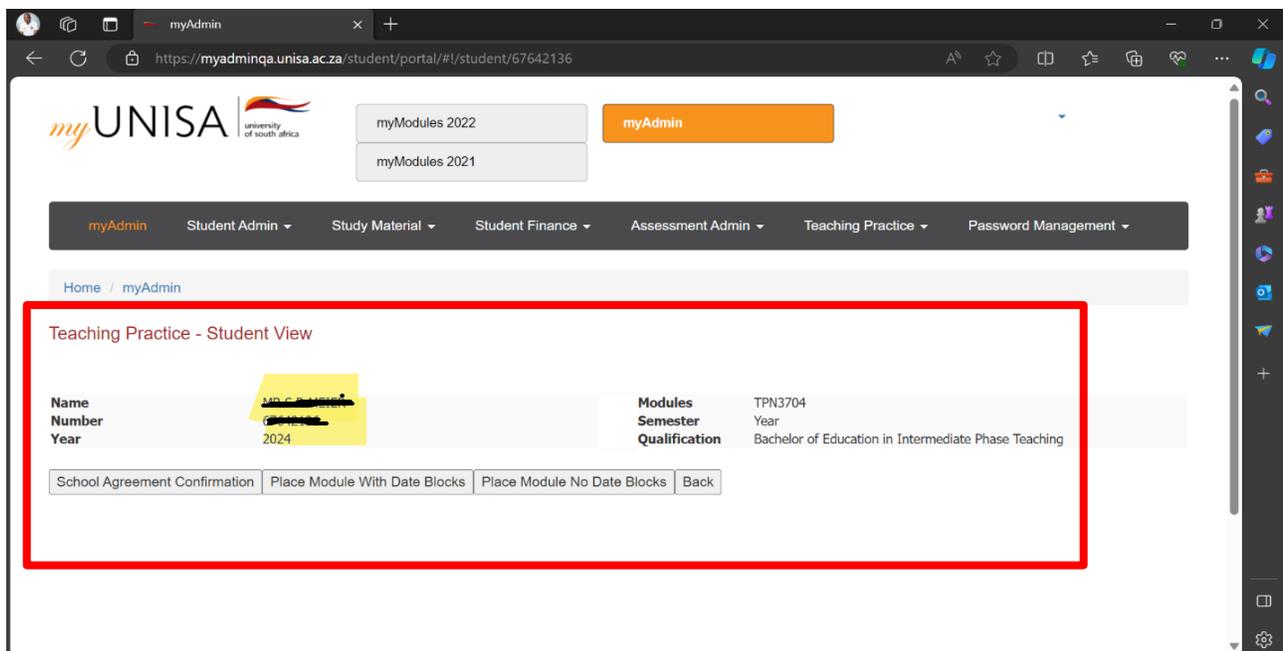
If the system request for network code, then enter your **student number** and click submit as shown below.



The screenshot shows the myAdmin portal interface. At the top, there is a navigation bar with the myUNISA logo and several buttons: myModules 2022, myModules 2021, and myAdmin. Below this is a secondary navigation bar with links for myAdmin, Student Admin, Study Material, Student Finance, Assessment Admin, Teaching Practice, and Password Management. The main content area displays the title "Teaching Practice - Student View" and a form with a red border. The form contains a text input field labeled "Enter network code" and a "Submit" button.

STEP 5

The following screenshot will open with student details and the registered **TP module/s**. Student can be placed by choosing **ONLY** one of the two available **Options**, please click the relevant option as shown below:



The screenshot shows the myAdmin portal interface with student details and module options. The main content area displays the title "Teaching Practice - Student View" and a table with student information. The table has columns for Name, Number, Year, Modules, Semester, and Qualification. The student's name is redacted with a yellow box. Below the table are four buttons: School Agreement Confirmation, Place Module With Date Blocks, Place Module No Date Blocks, and Back.

Name	Number	Year	Modules	Semester	Qualification
[Redacted]	[Redacted]	2024	TPN3704	Year	Bachelor of Education in Intermediate Phase Teaching

- a) **Option 1-** Place Module with Date Blocks: Choose 2 weeks in First Semester & 3 weeks in Second semester for your practicals. **NB: First year modules cannot be done with Block Dates.**
- b) **Option 2-** Place Module No Date Blocks: Choose consecutive 5 weeks between Feb-Aug that are in line with school calendar dates.

STEP 6

After selecting your placement Option from **STEP 5 above**. The screen below will show, please make sure that you read and fill in ALL the required fields for school placement using the drop down arrows.

- a) Select the TP registered **Module** for school placement.

The screenshot shows a web browser window with the URL <https://myadminqa.unisa.ac.za/student/portal/#/student/67642136>. The form contains the following fields and values:

- Module***: (Dropdown menu, highlighted in red)
- Language of Teaching and Learning***: (Dropdown menu, highlighted in red)
- Study Level***: (Dropdown menu, highlighted in red)
- School***: BONEHA PRIMARY SCHOC (with a Search School button)
- Town**: HEIDELBERG
- Full time employed**: N
- Supervision**: (Section header)
- Mentor Supervisor**: MR D DUMMY SUPERVISOR
- Practical Periods**: (Section header)
- Practice Period 1**: Start Date* (yyyy/mm/dd), End Date* (yyyy/mm/dd), number of Days: 8
- Confirmation**: (Section header)
- Enter confirmation Code**: (Text input field)
- OR**: Attach Acceptance Letter signed by Principal (Choose File | No file chosen) [Upload]
- Buttons**: Save, Back

b) Choose the **Language** of Teaching and Learning during school placement

The screenshot shows a web browser window with the URL <https://myadminqa.unisa.ac.za/student/portal/#/student/67642136>. The page displays a form for school placement. A red box highlights the 'Language of Teaching and Learning*' dropdown menu, which is currently set to 'NDEBELE'. The dropdown list is open, showing the following options: AFRIKAANS, ENGLISH, NDEBELE (highlighted), NORTHERN SOTHO, SETSWANA, SOUTHERN SOTHO, SWAZI, TSONGA, VENDA, XHOSA, and ZULU. Below the dropdown, the text 'MR D DUMMY SUPERVISOR' is visible. Other form fields include 'Study Level*', 'School*', 'Town', 'Full time employed', 'Supervision', 'Mentor Supervisor', 'Practice Period 1' (with 'Start Date*', 'End Date*', and 'number of Days' fields), and 'Confirmation' (with 'Enter confirmation Code' and 'Attach Acceptance Letter signed by Principal' options). Buttons for 'Save', 'Back', and 'Upload' are also present.

c) Select the **Study Level** of the TP registered module for school placement.

The screenshot shows the same web browser window as in image b. A red box highlights the 'Study Level*' dropdown menu, which is currently set to '1'. The dropdown list is open, showing the following options: 1 (highlighted), 2, 3, and 4. Below the dropdown, the text 'MR D DUMMY SUPERVISOR' is visible. Other form fields include 'Module*', 'School*', 'Town', 'Full time employed', 'Supervision', 'Mentor Supervisor', 'Practice Period 1' (with 'Start Date*', 'End Date*', and 'number of Days' fields), and 'Confirmation' (with 'Enter confirmation Code' and 'Attach Acceptance Letter signed by Principal' options). Buttons for 'Save', 'Back', and 'Upload' are also present.

- d) Search for your **confirmed School** for teaching practice placemen. **Important note for students**, when searching for your school, leave the fields for **Type** and **Category** as **All**. Then choose the Country, Province and Districts as shown below. And thereafter, click Display button.

The screenshot shows a web browser window with the URL <https://myadminqa.unisa.ac.za/student/portal/#/student/67642136>. The search interface includes the following elements:

- Type:** All
- Category:** All
- Country:** SOUTH AFRICA
- Province:** GAUTENG
- Districts:** PRETORIA
- Text Input:** Enter a few letters of the school name
- Buttons:** Display, Back

At the bottom of the page, the University of South Africa logo and contact information (P O Box 392, Unisa, 0003) are visible, along with Terms & Conditions and Copyright information.

- e) On the below screen, a **School List** in alphabetic order will appear. Please scroll down to select the correct school's name as confirmed from the school principals' letter.

The screenshot shows the same search interface as above, but with the search results displayed. A red arrow points to the 'Select School' input field. The table below lists the schools in alphabetic order:

Name	Type	Category	Country	Province	District	Town	Suburb
3 BEERTJIES KLEUTERSKOOL	Public	Unknown	SOUTH AFRICA	GAUTENG	PRETORIA	PRETORIA	
AAPSTERTJIES CRECH/KLEUTERSK	Independent	Foundation Bank account	SOUTH AFRICA	GAUTENG	PRETORIA	TSHWANE	
ABASIZI DAY CARE CENTRE	Independent	Foundation Bank account	SOUTH AFRICA	GAUTENG	PRETORIA	TSHWANE	WINTERVELD
ABBOTTS COLLEGE-PRETORIA EAST	Independent	Secondary	SOUTH AFRICA	GAUTENG	PRETORIA	PRETORIA	PRETORIA EAST
ABC PRIMARY SCHOOL	Independent	Primary	SOUTH AFRICA	GAUTENG	PRETORIA	PRETORIA	PRETORIA WEST
ACADEMY CHARITY TRUST-PTA	Independent	Secondary	SOUTH AFRICA	GAUTENG	PRETORIA	PRETORIA	PRETORIA
ACUDEO COLLEGE KIRKNEY	Independent	Combined	SOUTH AFRICA	GAUTENG	PRETORIA	KIRKNEY	
ACUDEO COLLEGE THORNVIEW PRIMARY	Independent	Foundation Bank account	SOUTH AFRICA	GAUTENG	PRETORIA	PRETORIA	
ACUDEO COLLEGE THORNVIEW SECONDARY	Independent	Secondary	SOUTH AFRICA	GAUTENG	PRETORIA	PRETORIA	SOSHANGUWE
ACUDEO COLLEGE THORNVIEW SECONDARY SCHOOL	Independent	Secondary	SOUTH AFRICA	GAUTENG	PRETORIA	PRETORIA	SOSHANGUWE

f) Please indicate whether you're **Full time employed** in that school or not as shown below.

The screenshot shows a web browser window with the URL <https://myadminqa.unisa.ac.za/student/portal/#/student/67642136>. The form contains the following fields:

- Language of Teaching and Learning*: NDEBELE
- Study Level*: [dropdown]
- School*: ABC PRIMARY SCHOOL [Search School]
- Town: PRETORIA
- Full time employed: [dropdown menu with options N and Y, highlighted in red]
- Supervision: [dropdown menu with options Y and N]
- Mentor Supervisor: MR D DUMMY SUPERVISOR
- Practical Periods: [empty]
- Practice Period 1: Start Date* yyyy/mm/dd, End Date* yyyy/mm/dd, number of Days: 8
- Confirmation: Enter confirmation Code [input] OR Attach Acceptance Letter signed by Principal [Choose File] No file chosen [Upload]
- Buttons: Save, Back

g) Please indicate the Teaching period for start and end date as per the TP module guidelines.

If you selected **Option 1 from STEP 5- Place Module with Date Blocks**. You are required to choose from the available block dates using the drop down arrows for **both Practice Period 1 & 2**. Together these dates must be equal to 25 days as shown below.

The screenshot shows the same web browser window with the URL <https://myadminqa.unisa.ac.za/student/portal/#/student/67642136>. The form contains the following fields:

- Module*: TPN3704
- Language of Teaching and Learning*: ENGLISH
- Study Level*: 4
- School*: School Name [input] [Search School]
- Town: [input]
- Full time employed: [dropdown menu with option N]
- Supervision: [input]
- Mentor Supervisor: MR D DUMMY SUPERVISOR
- Practical Periods: [empty]
- Practice Period 1: Select Date Block* 2023-04-12-2023-04-26, Number of Days: 10
- Practice Period 2: Select Date Block* [dropdown], number of Days: 15
- Confirmation: Enter confirmation Code [input] OR Attach Acceptance Letter signed by Principal [Choose File] No file chosen [Upload]
- Buttons: Save, Back

If you selected **Option 2 from STEP 5 - Place Module No Date Blocks**. You will use the calendar provided to pick 25 consecutive days as guided by the school calendar dates, see screenshot below:

Practical Periods

Practice Period 1

Start Date* 2024/02/05 End Date* 2024/03/08 number of Days

25

Confirmation

Enter confirmation Code

OR Attach Acceptance Letter signed by Principal

Choose File No file chosen Upload

Save Back

University of South Africa
P O Box 392

Terms & Conditions
Copyright

h) Please upload a **Signed school principal letter** from your saved files then click **upload button**.

Module*

Language of Teaching and Learning*

Study Level*

School* BONEHA PRIMARY SCHOC Search School

Town HEIDELBERG

Full time employed N

Supervision

Mentor Supervisor MR D DUMMY SUPERVISOR

Practical Periods

Practice Period 1

Start Date* yyyy/mm/dd End Date* yyyy/mm/dd number of Days

8

Confirmation

Enter confirmation Code

OR Attach Acceptance Letter signed by Principal

Choose File No file chosen Upload

Save Back

- i) Once the letter is successfully uploaded, a Save button will appear. Please click and save your placement changes. If all the steps are done successfully, the screen as shown below will appear showing your teaching placement information

Congratulations, you have successfully submitted your practical placement information. NB: you can edit or delete the information if needed. Then start the process again as outlined above.

The screenshot shows a web browser window with the URL <https://myadminqa.unisa.ac.za/student/portal/#/student/67642136>. The page title is "Teaching Practice - Student View".

Below the title, there is a summary section with the following details:

- Name:** [Redacted]
- Number:** [Redacted]
- Year:** 2024
- Modules:** TPN3704
- Semester:** Year
- Qualification:** Bachelor of Education in Intermediate Phase Teaching

Below this is a section titled "Placements" containing a table:

Module	Language	School	supervisor	Duration	Full Time Student	Mentor	Number Of Weeks	EvaluationMark
TPN3704	NDEBELE	ABC PRIMARY SCHOOL	MR D DUMMY SUPERVISOR	2023-03-13-2023-03-24	N		25	Edit Delete

At the bottom of the page, there are four buttons: "School Agreement Confirmation", "Place Module With Date Blocks", "Place Module No Date Blocks", and "Back".