



Teacher Choices in Action User Guide

Let's get started

Logging On

To access Teacher Choices in Action go to the following website:

<https://teachingprac.co.za>

Click the Login button in the top right hand corner and the following screen will then appear:

Enter your university email address here

eg. 1234@wits.ac.za

NOTE: all usernames must be lowercase

Enter your password that you have been given here

eg. Teachingprac@21

You will be prompted to change your password to a self-selected option when you first log in.

Login to your account

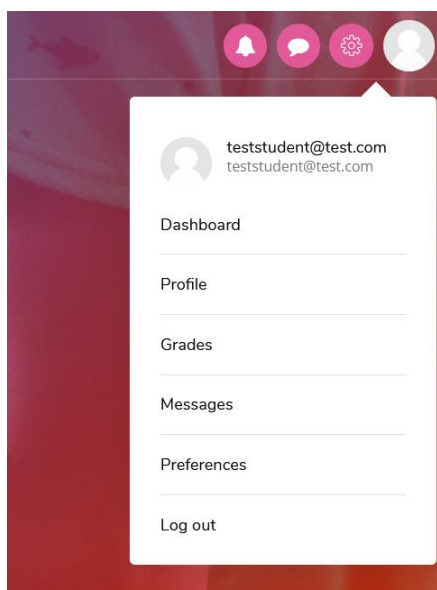
Username

Password

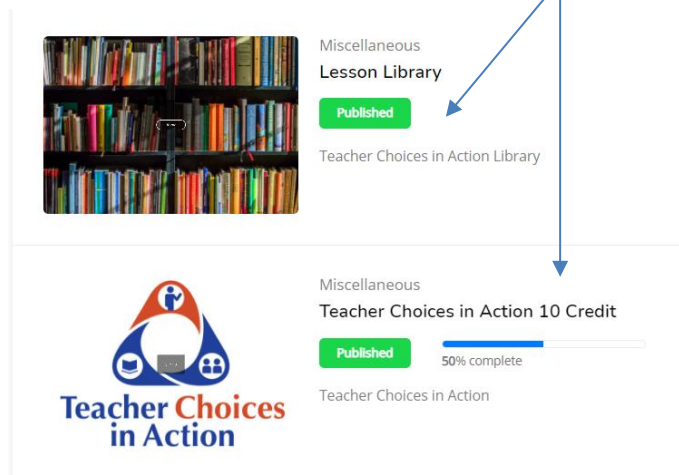
☐ Remember username [Forgot Password?](#)

Log in

To view your profile information such as notifications click the Profile icon in the top right hand corner, from here you can navigate to your personal dashboard.



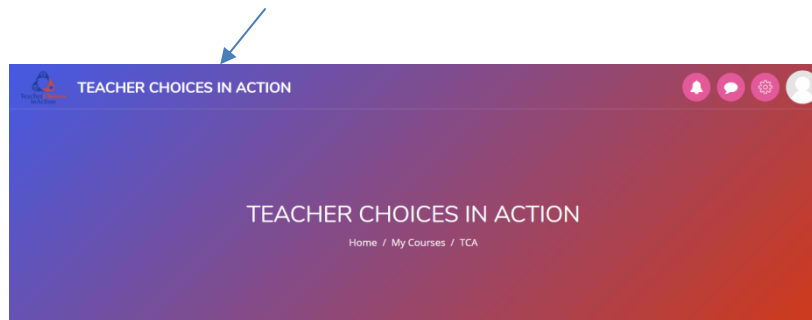
You have already been enrolled in the relevant course and can access it by clicking on the image here. You will also see the Lesson Library to be used for your Lesson Observation Reports



e-Learning Content

Once you have selected your e-learning course the following page will appear

To go back to the home page at any time click [here](#)



To begin the course start with the Introduction by clicking the drop down arrow and work your way through the units.



Unit 1 - Part B



Within each Unit you will be able to select the Tutorial, Task and Assessments and Reflection sections by clicking on the relevant title. You will need to complete these in the listed order before you can gain access to the next unit.

Task 1.2 An Analogy for being a teacher

Restricted Not available unless: The activity **Unit 1 - Part B** is marked complete

Subsequent tasks will remain restricted until the previous task is completed.

Unit 1 - Part C

Restricted Not available unless: The activity **Task 1.2 An Analogy for being a teacher** is marked complete




Task 1.4 Analyse your own analogy

Restricted Not available unless: The activity **Unit 1 - Part C** is marked complete

Activity Completion


On the course content page each activity has a tick box on the right hand side which indicates the status of completion. Tasks with a dotted tick box will tick automatically once the completion conditions have been, tasks with a solid tick box can be ticked manually by clicking in it once you have completed the activity. Once all of the boxes are ticked the final task is the Summative Assessment in Unit 6

 Task 1.1 Completing a Life Grid



 Unit 1 - Journey



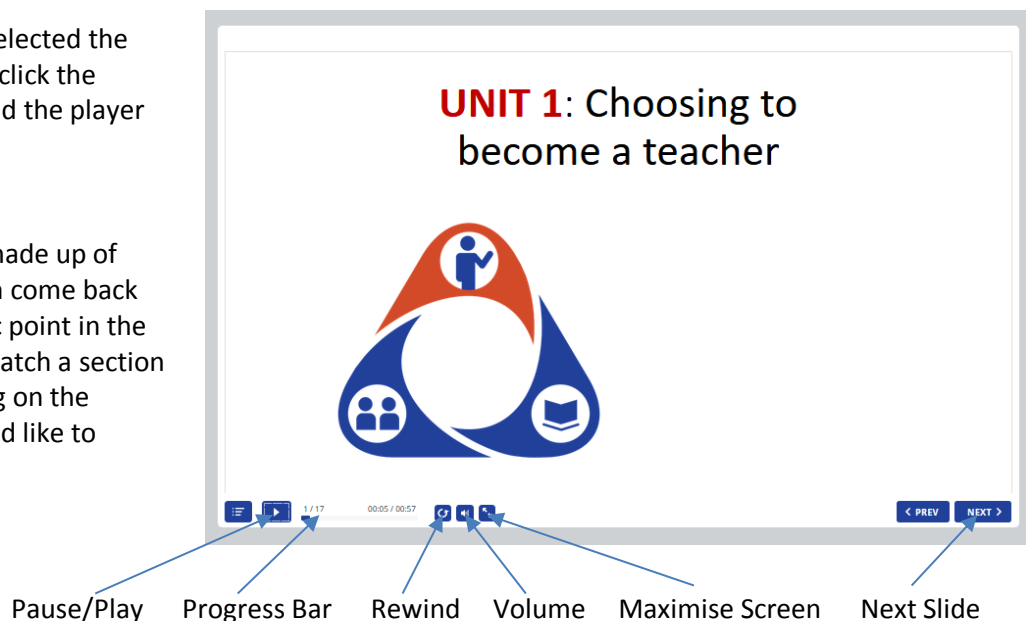
 Journey Into Teaching Forum



Tutorials

Once you have selected the Tutorial section, click the 'Enter' button and the player will begin.

Each tutorial is made up of sections. You can come back later to a specific point in the tutorial and re-watch a section by simply clicking on the section you would like to watch.



NOTE: Some slides have pauses in order to allow time for you to take notes. When you are ready you will need to click on the middle of the screen or the next button in order to continue. You will need to click the 'Exit Activity' button on the top left above the player once to have completed all the slides which will return you to the course content page, from here you can reopen the unit in which you were working and continue with the tasks.

Forums

In some units you will be encouraged to contribute to a discussion forum on a certain topic. When you select the forum section on the course content page you will be directed to a page like the one pictured below.

Task 2.1 Teaching and Learning in my Community Forum

Click on the forum title here to enter the discussion

Once you have entered the discussion you will be able to see the topic/question posted by the system admin here.

Task 2.1 Teaching and Learning in my Community Forum

Task 2.1 Teaching and Learning in my Community Forum

Display replies in nested form ⌵ ⚙ Settings

by System Admin - Tuesday, 11 August 2020, 7:40 PM

Share your experiences of teaching and learning in your community context with others.
What are some of the challenges and opportunities you think teachers and learners face in your community?

Permalink Reply

You can add your contribution by clicking the 'Reply' button

Tasks and Assessments

Once you have selected the Task and Assessment section, you will be directed to a summary page that will describe the task. Click 'Add Submission' to begin your task

Task 1.2 An Analogy for being a teacher

Write 2-3 paragraphs explaining the reasons for your analogy. Be sure to explain the reasons for your comparison. Describe the work of the occupation you choose, and how this is similar to what teachers' do.
(Recommended length: 250-350 words. You will need your analogy for a later task, so make sure you put thought and care into your response. Write in full sentences.)

Being a teacher is like being a ____ (insert the occupation you have chosen here) because ____ (describe the nature of that job, and why you think the work of a teacher is similar to this other job).

Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	Comments (0)

Add submission

You have not made a submission yet.

Enter your answer into the text box provided.

You can use the formatting tools along the top of the text box to edit the layout of your submission.

When you have completed your answer click 'Save Changes'
NOTE: this DOES NOT submit your task

You will be redirected to a submission summary page where you can see the submission(s) you have saved. You must then click 'Submit Assignment' at the bottom of the page to submit your work to your tutor for grading.

You can edit or remove the work you have saved until you are happy with your submission by using these buttons.

You must then click 'Submit Assignment' at the bottom of the page to submit your work to your tutor for grading.

NOTE: Once you have submitted an assignment you will no longer be able to edit it.

Once you have successfully submitted your assignment the submission status will say **Submitted for grading**

NOTE: This is all you need to do to successfully complete the assignments – once your submission status says '**Submitted for Grading**' you will be allowed to continue with the next activity/tutorial in the unit.

Reflections

Once you have selected the Reflection section, click the 'Attempt now' button and you will be directed to the questions.

You can type your answer in the answer field provided and click 'next page' once you are happy with your answer. At the end of the questions click 'Finish Attempt' to submit your answers.

You can view how many pages/questions there are in the quiz here and use the numbers to navigate between the questions if you would like to edit your answers before clicking 'Finish Attempt'

Type answers here

Navigate to the next question here

The screenshot shows a quiz interface. At the top, there are three numbered boxes (1, 2, 3) and a 'Finish attempt ...' button. Below this is a 'TIME LEFT' button and a 'Start a new preview' button. The main area displays 'QUESTION 1' with the text 'Not yet answered', 'Marked out of 1', and options to 'Flag question' and 'Edit question'. The question text is 'What links did you notice between this unit and coursework you have studied thus far?'. Below the question is a large text input field. At the bottom right, there is a 'Next page' button. Blue arrows point from the text 'Type answers here' to the input field and from 'Navigate to the next question here' to the 'Next page' button.

Summative Assessment

The final task in the module is the Summative Assessment – read through the Summative Assessment Instructions carefully before attempting the final quiz.

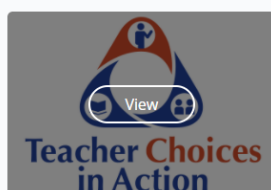
[Summative Assessment Instructions](#)

Restricted Not available unless: The activity [Unit 6 - Teacher choices for managing learning environments](#) is marked complete

[Summative Assessment](#)

Restricted Not available unless: The activity [Summative Assessment Instructions](#) is marked complete

Completion



Miscellaneous
Teacher Choices in Action 8 Credit

Published 27% complete

Teacher Choices in Action

On your profile Dashboard you will see a progress bar next to your course – this correlates with the activity completion tick boxes on the course contents page. All of the boxes need to be ticked for this to reflect as 100%.