Assignment 02: Graduateness

This assignment should be completed on your E-tutor site. You will have access to this site closer to the due date.

You will be assigned to an E-tutor that will reflect as a separate module site (see your list of modules). Your E-tutor site will have one of the following names: IOP1601-17-S2-1E or IOP1601-17-S2-2E or IOP1601-17-S2-3E or IOP1601-S2-4E or IOP1601-S2-5E. (Look for the site with an E at the end of the site name).

The assignment has three compulsory steps explained in this document. All three steps have to be completed; otherwise, you will not receive marks for the assignment.

STEP1: Completing your Graduateness SCALE

1.   Before you attempt this assignment, please read section 4.4 of your Tutorial Letter 101 to understand why Graduateness is so important for this course and for your own employability on the new world of work. You can also read the Learning Unit for Assignment 02.

2.   On the main course site, or on your E-tutor site if you have access to it already, click on Additional Resources in the toolbar.

3.   You will see the folder for Graduateness scale for Assignment 02. Click on the + sign next to the folder name

4.   This will refresh the page and show you the Excel sheet which is the Graduateness Inventory.

5.   Please download and save this file (you need to have pop-ups enabled to use myUnisa for this course).

6.   Open the Excel sheet from where you saved it in your documents.

7.   Now, make sure you click on Sheet 1 – the one named Questionnaire, which should display as per the screen dump below:

8. Fill in your name, surname, age, module and population. The rest you can ignore.

9. When you have done this, read the Instructions

10. Each question is rated on a scale in the drop down menu next to the question (Never – Rarely – Sometimes – Often – Almost always – Always)

11. Answer each question honestly by selecting the option in the drop-down menu, which applies to you – your answer, should be highlighted in blue to select (see below). Make sure that all the questions reflect your honest answer – otherwise the report will be inaccurate. Please do not just select "always" for every aspect – be honest.

12. Please answer all the questions (there are 64 questions) – use the scroll tool (the arrow below shows you where the scroll option is) to move down the sheet to see all questions.


13. When you have answered all the questions, click on the sheet called "Report" (see circle on the screen dump below) to go to the next sheet. The excel

document has been formatted to display your personal report based on your individual answers.
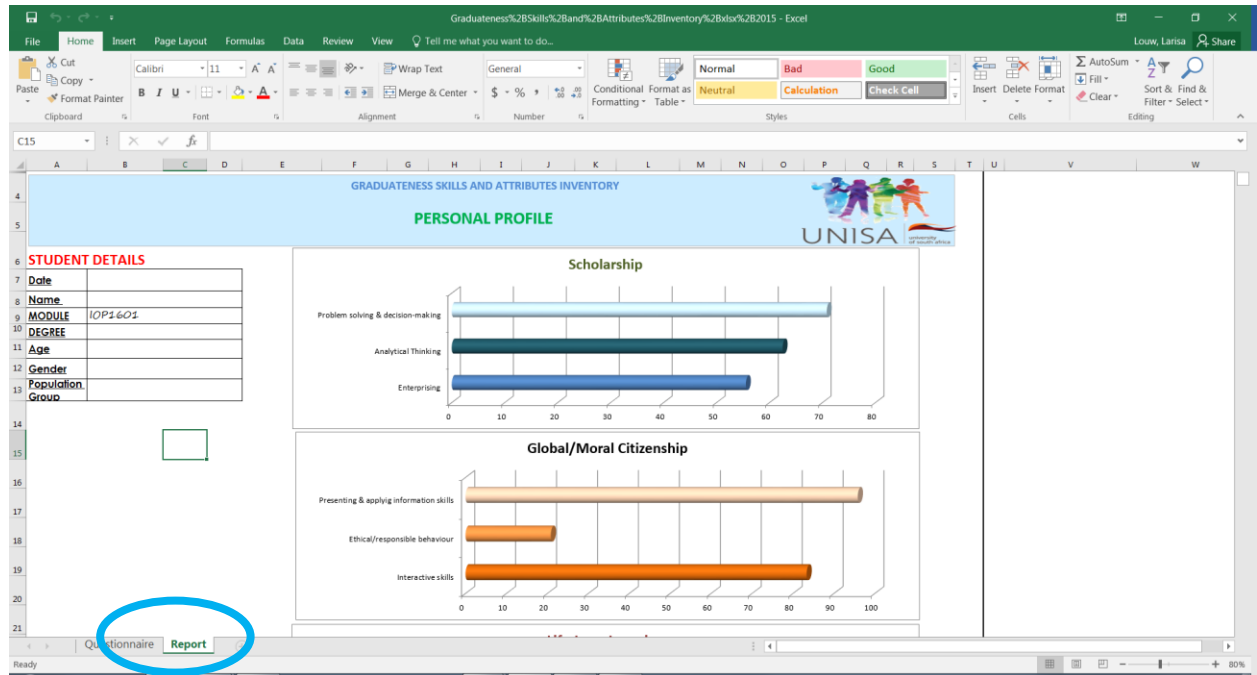
14. This sheet will show your scores as per your answers in the Questionnaire.
15. For each category, you will be scored on a scale from 0 to 100 as can be seen below:
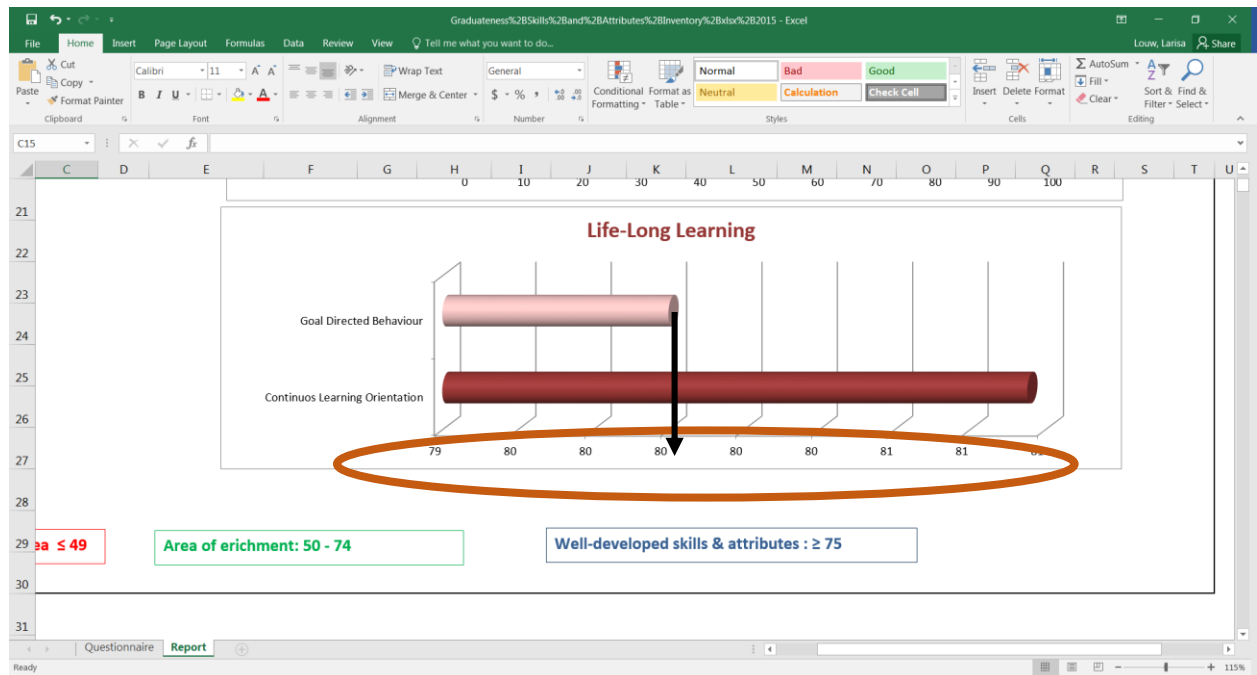
16. See the explanation of these scores below:

17. On your report page, you will see that scores have been generated based on your answers. The three main categories are clearly indicated as scholarship, global/moral citizenship and life-long learning. They are then broken down further into their related skills (see the left of the graphs).The horizontal bar shows your score for each of these skills. Follow the vertical line downwards from where your score bar ends, as shown above by the thin black arrow. So in the above example, the score for goal directed behaviour is around 80.

18. Now, from each of the three categories (scholarship, global/moral citizenship and life- long learning), find the skills or attributes for which you scored the **lowest** – these are the areas which you should develop to enhance your overall Graduateness.

19. You should select the lowest score from each category and therefore have 3 aspects to develop. If in one category, you have the same scores for two aspects, select the one you believe you need to develop. This is what you will write about in your Blog – indicating in 300 words or more how you plan to develop these three skills or attributes.

20. If you scroll further down the Excel sheet, you will see explanations of each skill or attribute, which you can use to develop your Blog (step 3 of the process for assignment 02, explained below).

STEP 2: Add your completed Graduateness SCALE to your Dropbox

Step 2 of the process for assignment 02, is to save your personal completed scale with the following format: Surname_Student number) and place it in your Dropbox on your E-tutor site on myUnisa as follows:

1. Save your completed scale on your computer as your surname_student number, in a place where you can easily find it again.
2. Go to your E-tutor site on myUnisa (e.g. IOP1601-17-S2-1E (the last numbers will depend on which site you were added to, either 1E, 2E, 3E, 4E or 5E)).

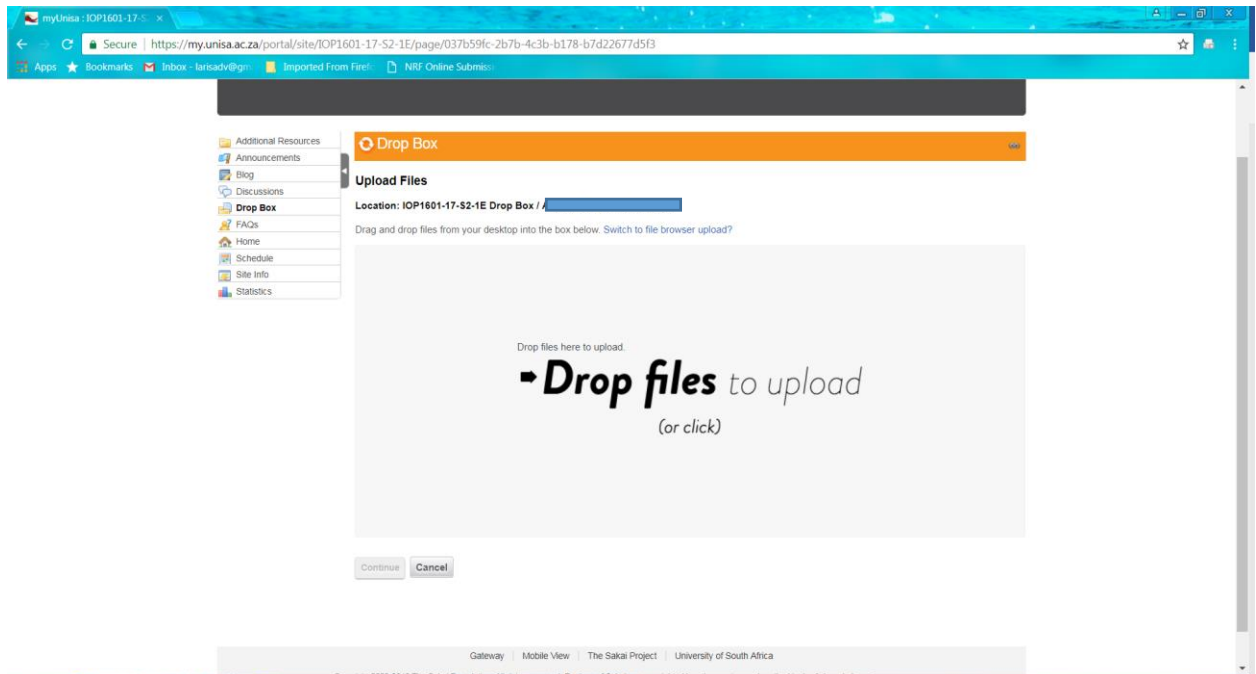3. Then click on the Drop Box tool link, shown below:
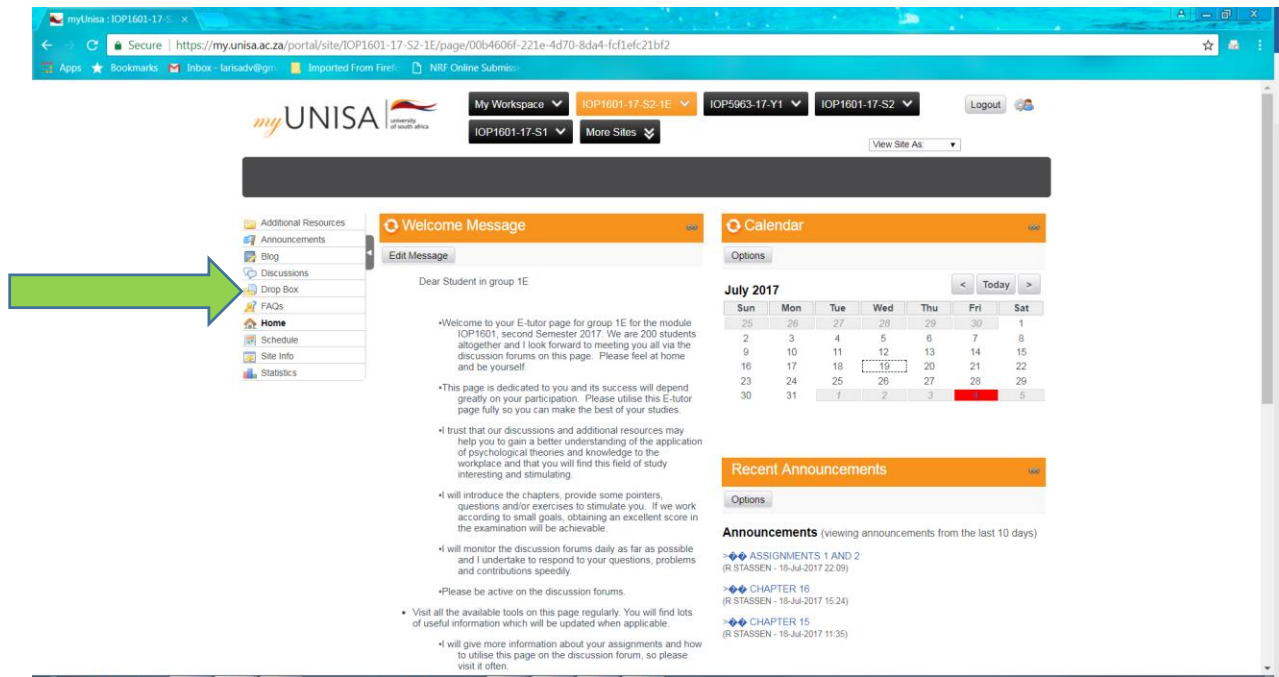
4. Your Dropbox folder will now be visible on your page.

5. Now, upload your completed Graduateness scale to your dropbox by clicking on the drop down arrow next to your name until you see the option upload files:
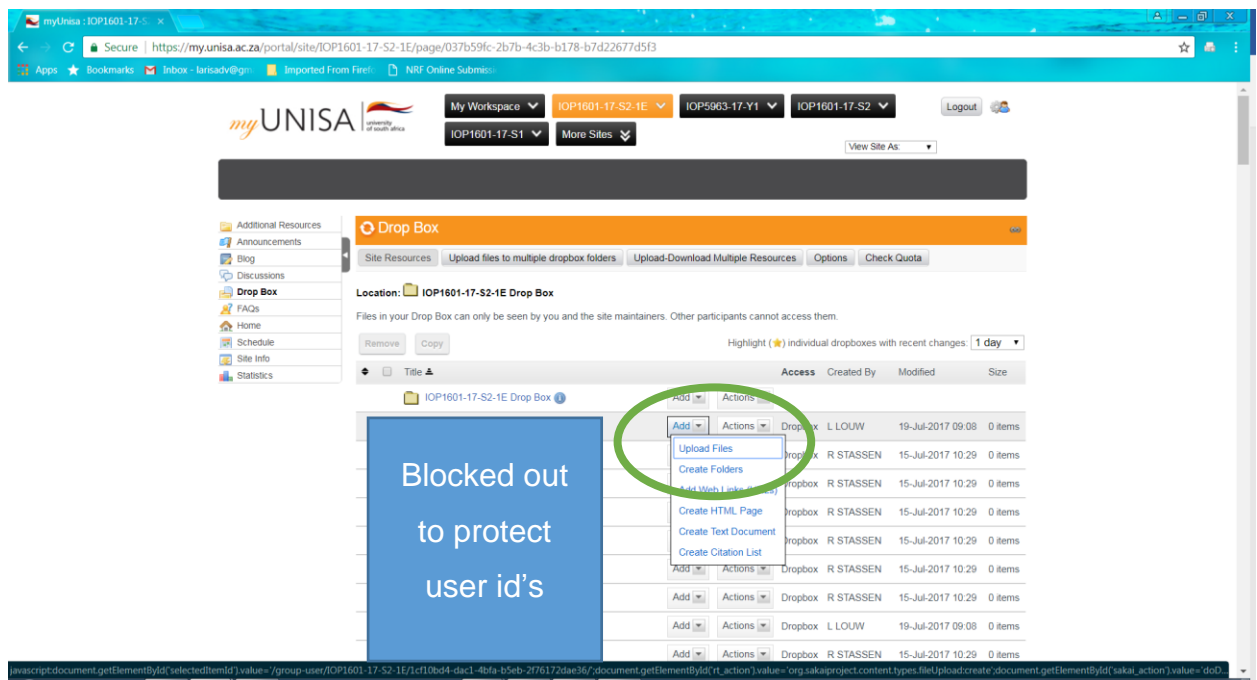

6. When you click on upload files, this screen will show:

7. Now click on the place where it says "or click."

8. This will open your documents, as per the example below (obviously it won't open to your scale immediately – you will have to find it in your docs first):
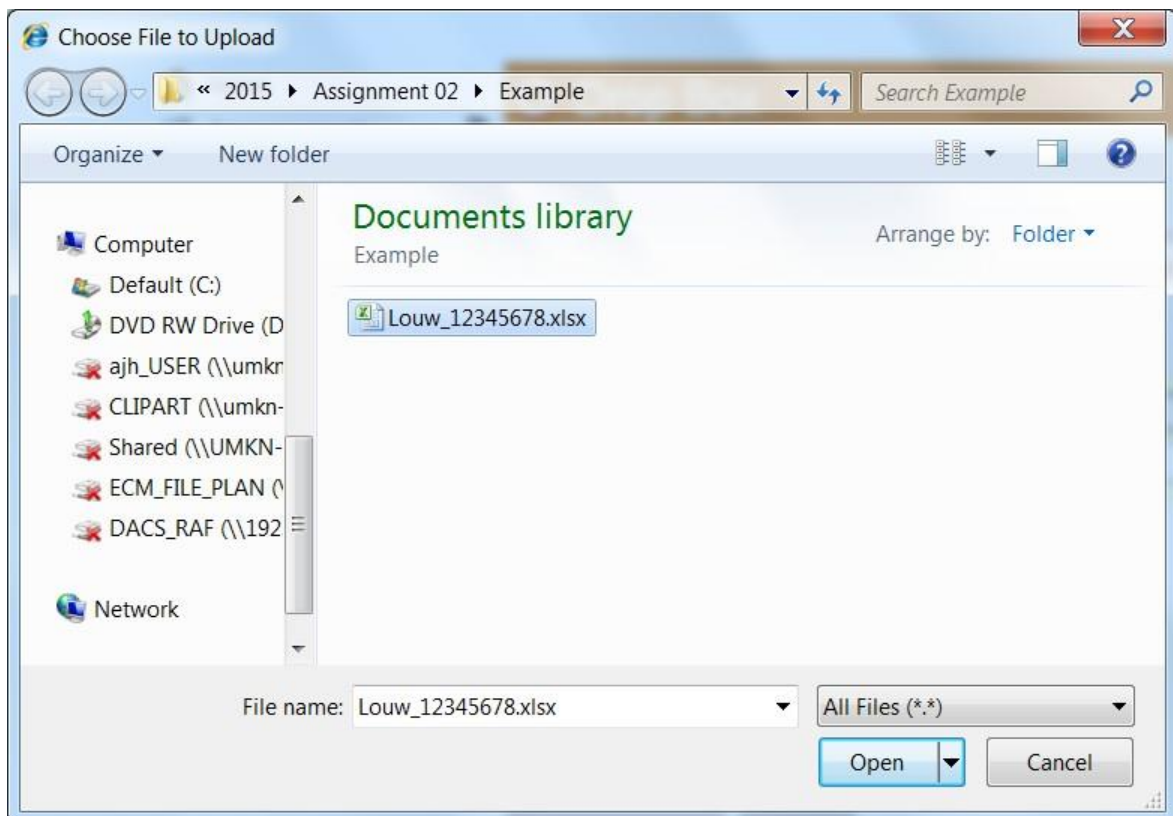
9. Now, find your scale in your documents, where you saved it for easy access in step 1 of this process.
10. To add it to the dropbox, you can either double click on the saved scale itself, or click on the saved scale once so that it is highlighted and then click open, as shown below:
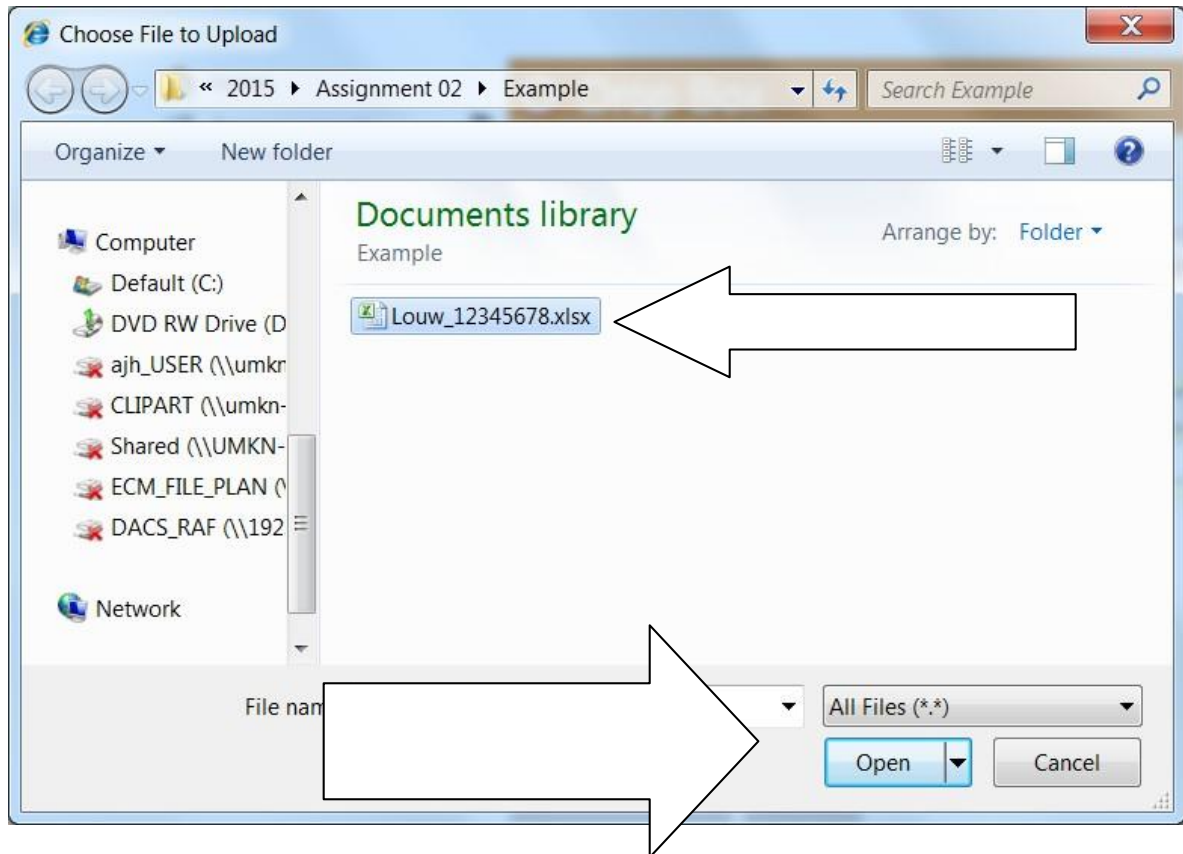
11. When you have done this, the document will appear in the grey block.
12. Make sure you click on <u>continue</u>. This will direct you back to your dropbox and you will see your scale inside your dropbox, like this:
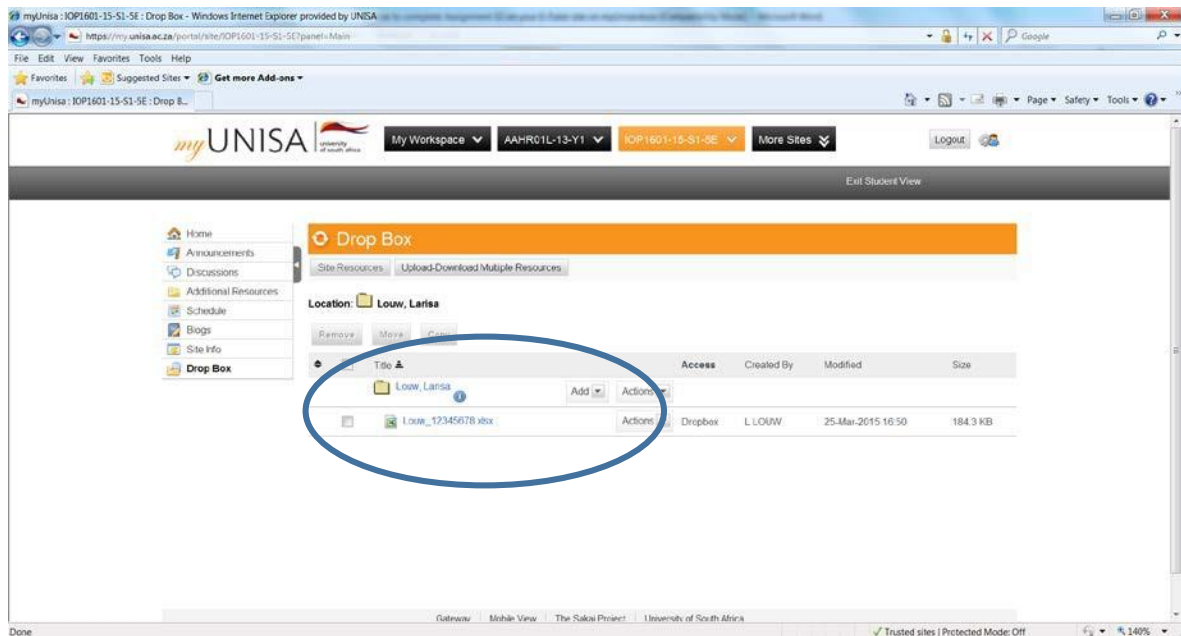
13. When you go out of the dropbox to a different tool on the site, the dropbox will close. To view your scale again, go into your dropbox again and simply click on the + sign next to your name. It will refresh the page and show you the contents of your folder, which is your graduateness scale.

14. If there is no + sign next to your name, it means your folder is empty. Repeat steps 1-13 above until your scale has been added.


STEP 3: Writing your graduateness improvement plan in a Blog on your E-tutor site

Log on to myUnisa, and go to your IOP1601 E-Tutor site (e.g. IOP1601-17-S2-1E (the last numbers will depend on which site you were added to, either 1E, 2E, 3E, 4E or 5E)).
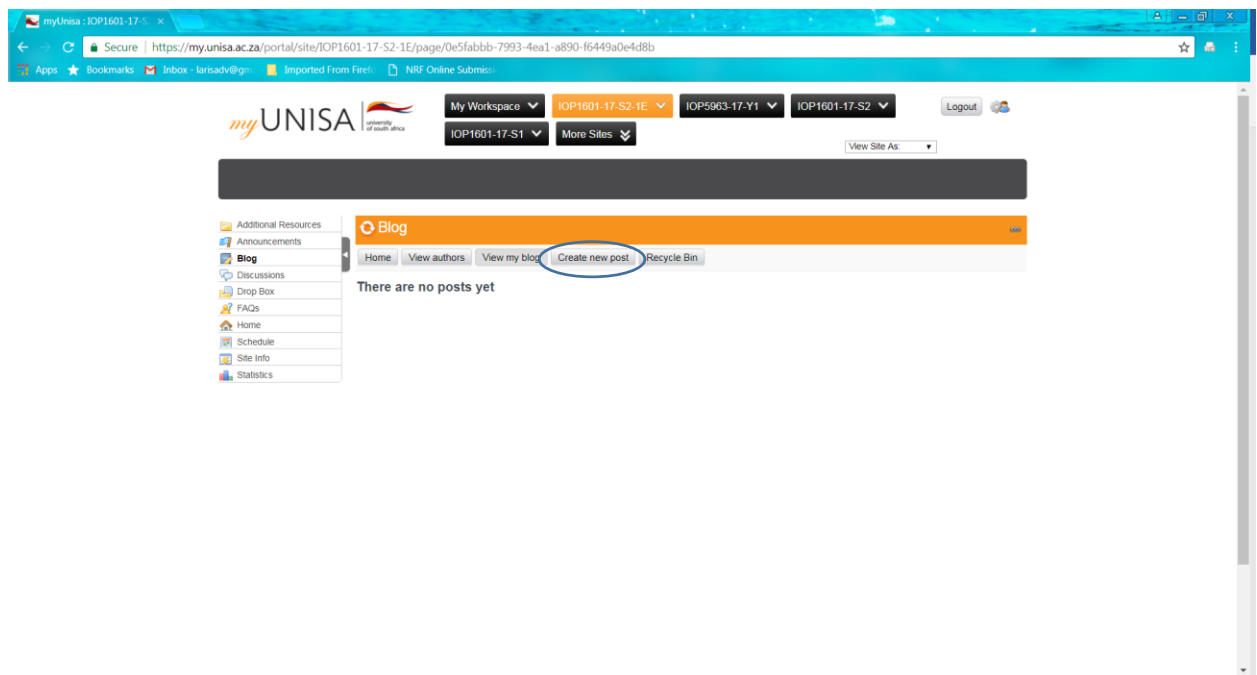
We suggest that you write your blog in MS Word first, and then do a word count to see that it is 300 words and perform a spell check. You can then just copy and paste your blog from the Word document into your Blog on the E-tutor site. This way you also have a copy in case a server error occurs.
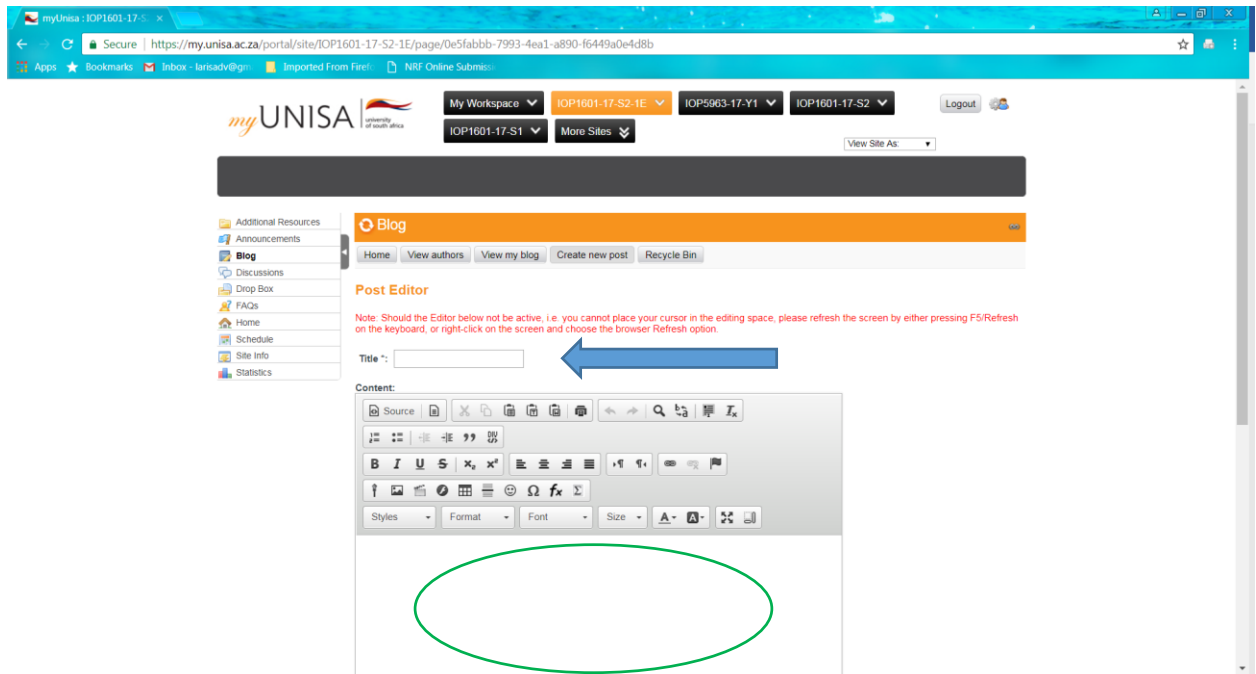
STEPS:

1. Find your name and click on it:
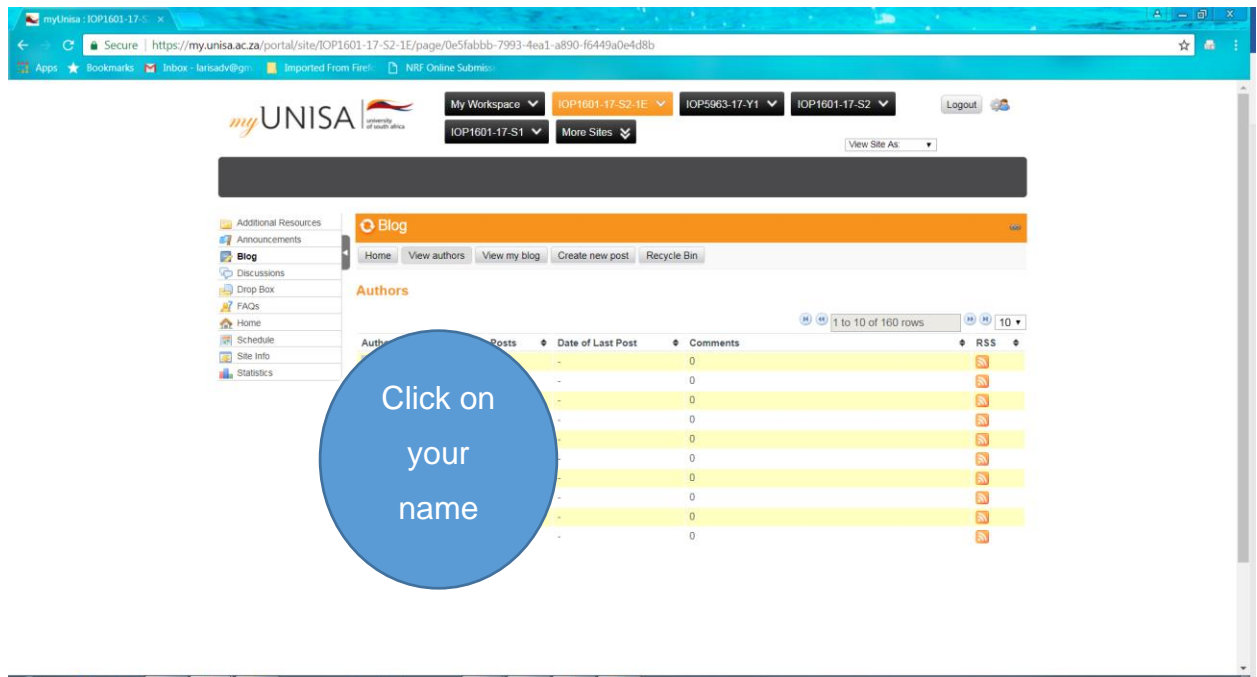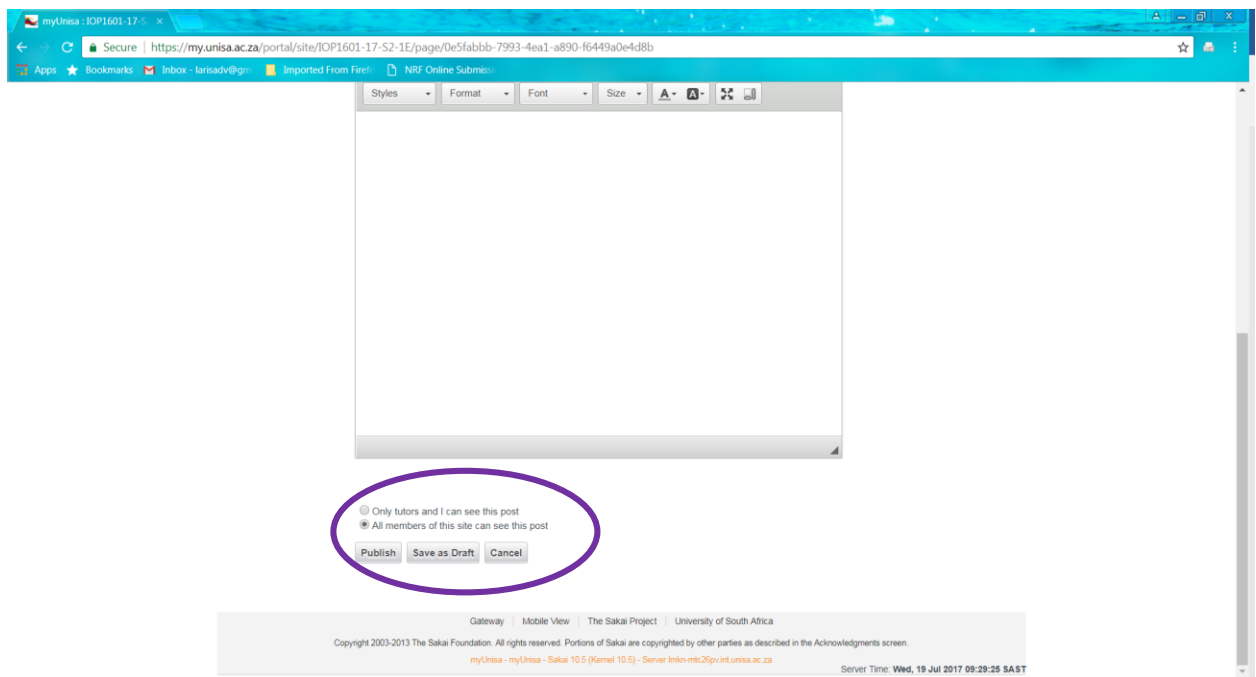

2. It will appear as follows:

3. Now, click on Create new post, as shown above.
4. This screen will open:

5. Write an appropriate title for your post in the area that says Title (see arrow above)

6.   Then type your improvement plan for your own Graduateness inside the text box provided (see circle above).

7. When you are done, scroll down.

8. You will see these options:

9. Select "only tutors and I can see this post" if you want to keep it private, by clicking on the circle next to this option.

10. Alternatively, if you don't mind that your peers can see your blog, leave the option as is – all members of this site can see this post.

11. Please note that the last option is always selected via default in the system. So if you change your blog, you need to always select the privacy option again, otherwise it will be viewable to all.

12. Now, if you are happy with your blog and after selecting your preferred privacy option, click on Publish.

13. If you are not quite finished, you can click on the 'Save as Draft' button but no one else will be able to read your blog until you click on 'Publish.'

14. This is important! If you do not publish your blog, your e-tutor cannot see it.

DONE! If you have any problems, please ask your E-tutor for assistance via the discussion forum on your E-tutor site.