



Getting started with clickUP

- Please **complete the application form to create a new module** and **apply for access:** (For the creation of a new module, please enter the name and personnel number of your Instructional Designer (ID), so your ID can have access to your module too).
- Resources | **Getting started with a clickUP module:** (7 steps to help you Get Started) on clickUP helpsite <http://www.click.up.ac.za>
- Resources | **Self paced clickUP training:** On clickUP helpsite (including FACT SHEETS of specific tools within the clickUP system).
- Please attend our **formal training courses**
 - Schedule available at clickUP helpsite
 - Please book with Nolo (012 420-5425; nolo.ce@up.ac.za) to register.

NB! NB! Install Java (Sun Java):

(both lecturers and students must install Java)

You need to install Sun Java on your computer. You can download it from: <http://click.up.ac.za/java>.

Here are a couple of things to remember:

- “Always click Always” – As a rule, you can click on the Always button of the System Information pop-up screens when working in clickUP.
- “Disable Pop-up blockers” – The clickUP system works with pop-ups to load functions and also to deliver content. This is why it is important for you to disable popup blockers for your clickUP courses to work properly.
- The setup of your computer can be a challenge! Contact IT Help desk to help you when you experience problems with your Java installation. Their contact information: help@it.up.ac.za or 012 420-3051.



Other important information:

1. When you need an Instructional Designer’s assistance with updating or developing content the materials should be submitted **four weeks in advance** of the date that the course will be required by students (especially during high demand periods at the beginning of each semester).
2. Requests for new modules to be developed in clickUP should be done on the online registration form available on the clickUP help web site (<http://www.click.up.ac.za>) or in Lecturers Online, above your list of modules. Please specify if you’d like your new module to be based on an existing clickUP module.
3. **NB!** e-support@up.ac.za must be contacted to **open a module to students** once it has been built or updated.
4. Where applicable, lecturers must contact the relevant Information Specialist (Department of Library Services) to update/create the Library reference pages to incorporate into clickUP.
5. Just-in-time training is available to assist lecturers to convert files to pdf format and upload to the clickUP system, using the File Manager. Please contact e-support@up.ac.za for this training.

Next we summarise some basic concepts that you will use when working in the clickUP environment:

The course interface



In the top left corner of the screen, three tabs indicate the different roles that are now available in **clickUP** system.

- Build tab – The associated role is **Designer**. You will work on this tab when you create a course, which implies adding or changing the content.
- Teach tab – The associated role is **Instructor**. Here you can facilitate the online course, by reviewing student work, giving marks etc.
- Student View tab – The associated role is **Student**. This feature allows you to experience the course from a student perspective.

Navigating in your course

- On the Course Menu, links to the different **tools** may be added.
- Should you want to make content (notes) available to students, you have to create a link on the **Home page**, to a Learning Module or Folder or a file.
- You cannot use the Browser's Back button to navigate back to a previous page. Use the menu or **Breadcrumbs** to navigate in the clickUP system.

HTML creator

The **HTML Creator** allows you to format your content in HTML, which is a format that is used on the internet. You need to have Java software installed for this tool. Some of the available functions include inserting images into a file and checking spelling in the text. The **HTML Creator** is available to many of the tools, and you access it by selecting the HTML Creator-on button above a text box.

For more information see the self-paced training materials on the clickUP Help website (www.click.up.ac.za/resources)

Paging preferences



Throughout the system where there are lists of items, you can choose how many items are displayed on the page. The default for every page is set to 10 items. Click on the Paging Preferences icon in the bottom right corner to change it for the specific page. You can set it for all pages on all courses under the MySettings feature – consult the MySettings Fact Sheet (www.click.up.ac.za/resources).

Action link menus

Next to most items, an **action link** icon displays (⌵). Click on it with your **left** mouse button, to view the different options for that link. These actions will vary depending on the item. Here is an example of how such an action menu might look.

