GUIDELINES- PLACEMENT OF STUDENT TEACHERS AT SCHOOL

NB: IT IS IMPORTANT TO ACTIVATE YOUR *myLife* EMAIL ACCOUNT AS SOON AS YOUR REGISTRATION HAS BEEN CONFIRMED AS ALL COMMUNICATION WITH YOU WILL BE DONE VIA YOUR myLife EMAIL.

All TP Students who will be doing teaching practice within South African borders are expected to complete their preferences schools through myUnisa Student View Function (Teaching Practice) portal. Herewith below is the step-by-step processes for **online student school placement**.

NB: Students who encounter challenges during their online practical placement must contact the Teaching Practice Office for advice.

All TP Students who will be doing teaching practice outside the South African borders are required to fill in a DSAR27 placement form.

ONLINE SCHOOL PLACEMENT -STUDENT VIEW FUNCTION FREQUENTLY ASKED QUESTIONS

I. *Where is the Student View function located?*
    The Student View function is located on *myUnisa* Student Portal

II. *Who can access this Function?*
    The Function can be accessed by all students registered for one or more TP modules which requires student to do practicals at the school. Students must have been registered for the TP modules.

III. *I am doing teaching practicals outside South African borders; can I also use this Function?*
    No, please use the DSAR27 placement form to complete the preferred school placement details and send it to teachsi@unisa.ac.za

IV. *When do I use this Function?*
    Log in to *MyUnisa* MYUNISAMYUNISA Student portal using the Unisa student number and password.
   Use this function only when you want to edit the school placement information in preparation   school practicals. Do this immediately after your registration has been finalized OR when you
    have already decided on the school that you would like to go to for practicals.

V. *How do I use this Function?*
    When you are ready to provide the correct school information for placement purposes,
    1. Locate MyAdmin function,
    2. Select Teaching Practice function, then student placement
    3. The screen will appear with the functions to choose from underneath such as;
       a. School Agreement Confirmation; Place Module with Date Blocks; Place Module No Date Blocks; Edit Placement; Delete Placement; Back.
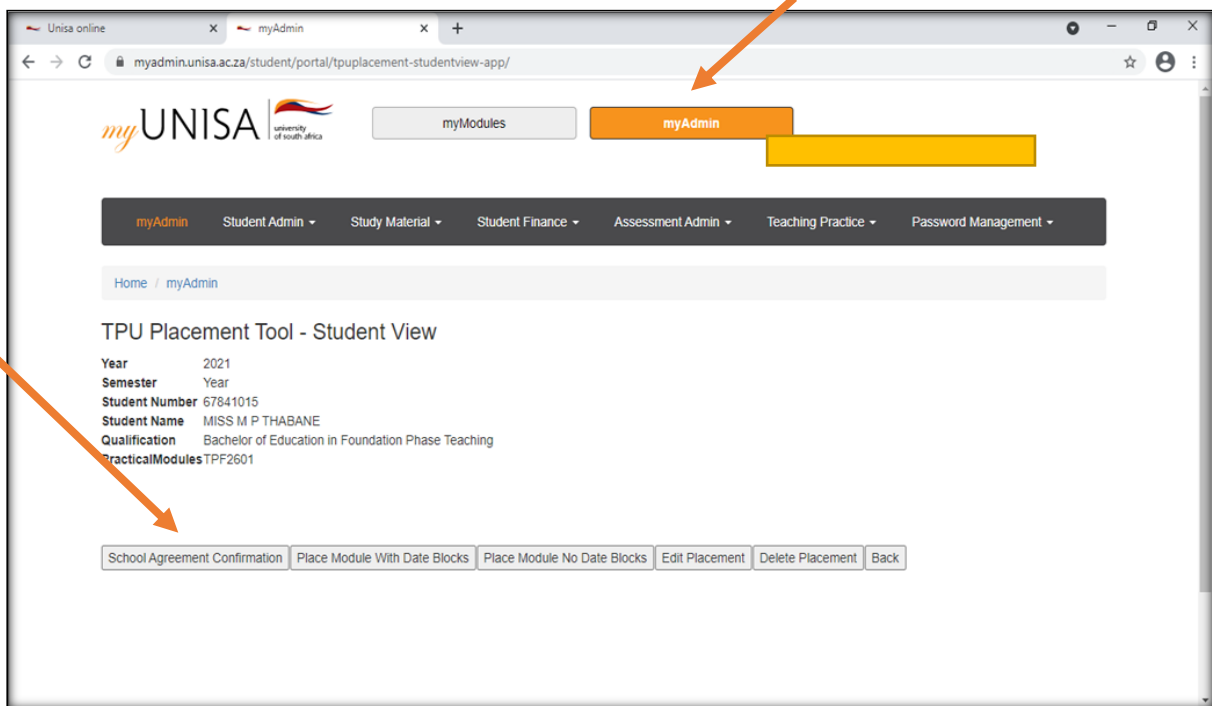
STEP 1- SCHOOL AGREEMENT CONFIRMATION

➢ The below screen will appear, now choose the preferred school where you would like to do your teaching practice
➢ Search and select the fields required using the dropdown filter arrow
➢ Enter/ type in the few letters of the preferred school
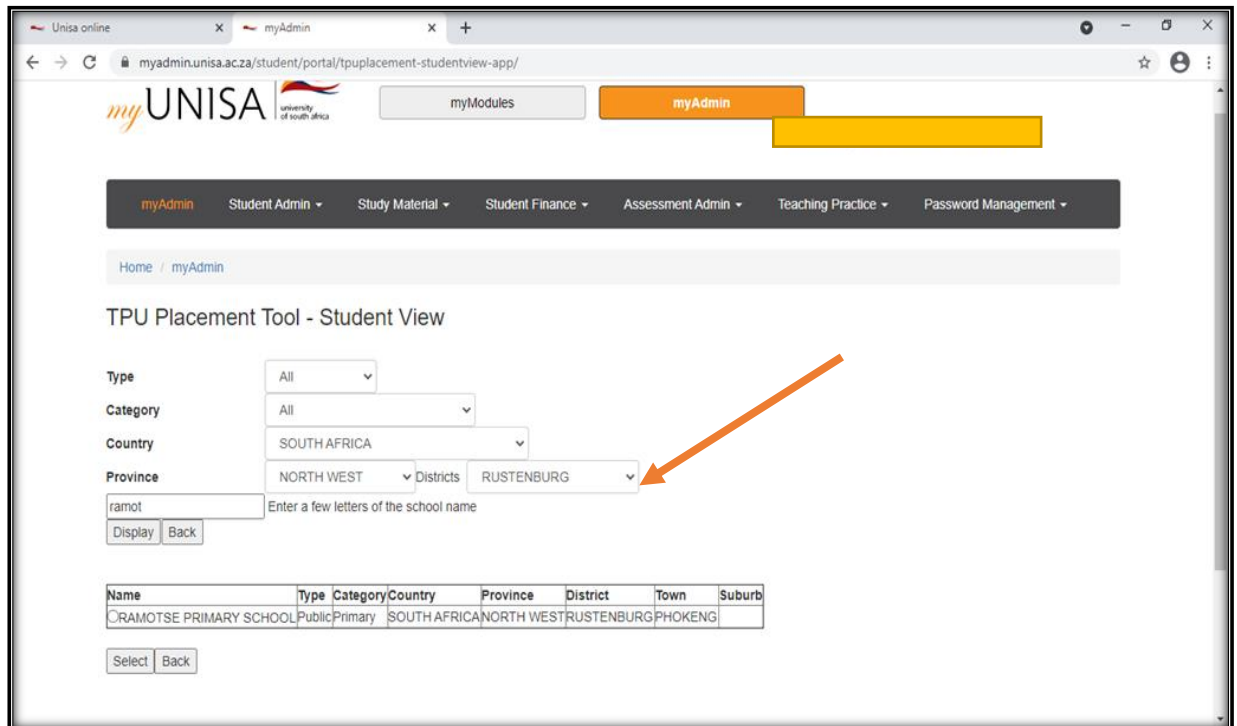
➢ Press the **Display** button to show list of schools, then select the relevant and correct school as seen on the above screen.

➢ The following screenshot will open showing the student placement guidelines as shown below
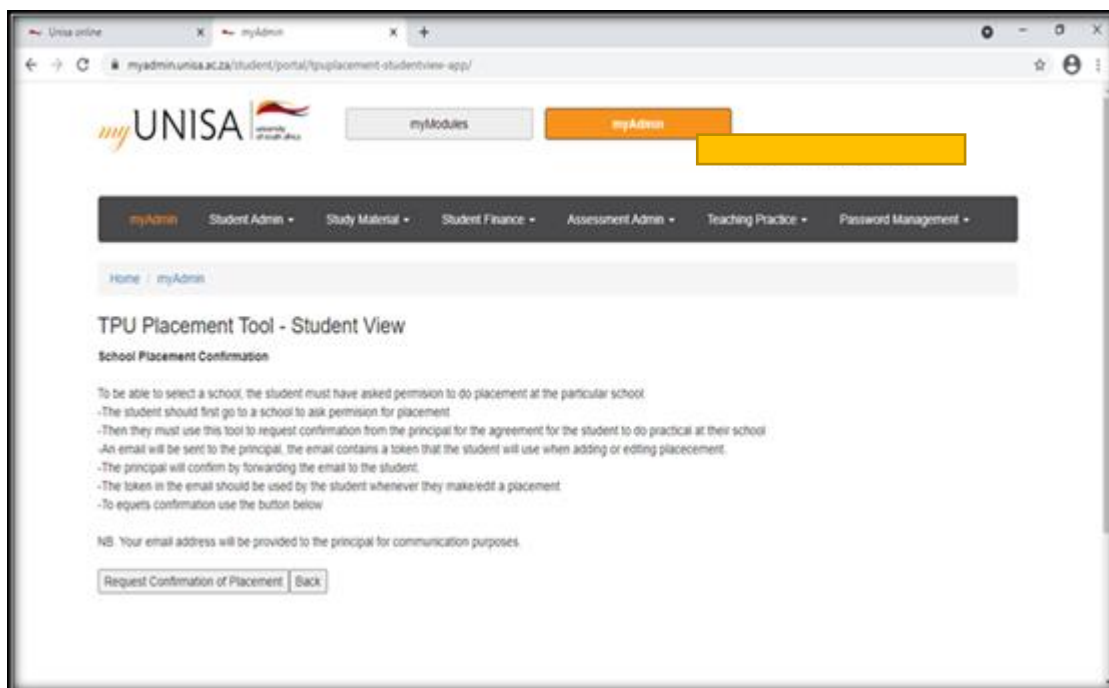
➢ Please read carefully and understand the instructions provided on the above

placement guidelines
➢ Press the **Request Confirmation of Placement** button to send the request for school placement to the school principal
➢ When done, you will see the placement message as displayed on the screenshot below
➢ This mean that you have successfully requested schools' agreement to host you for the practicals.
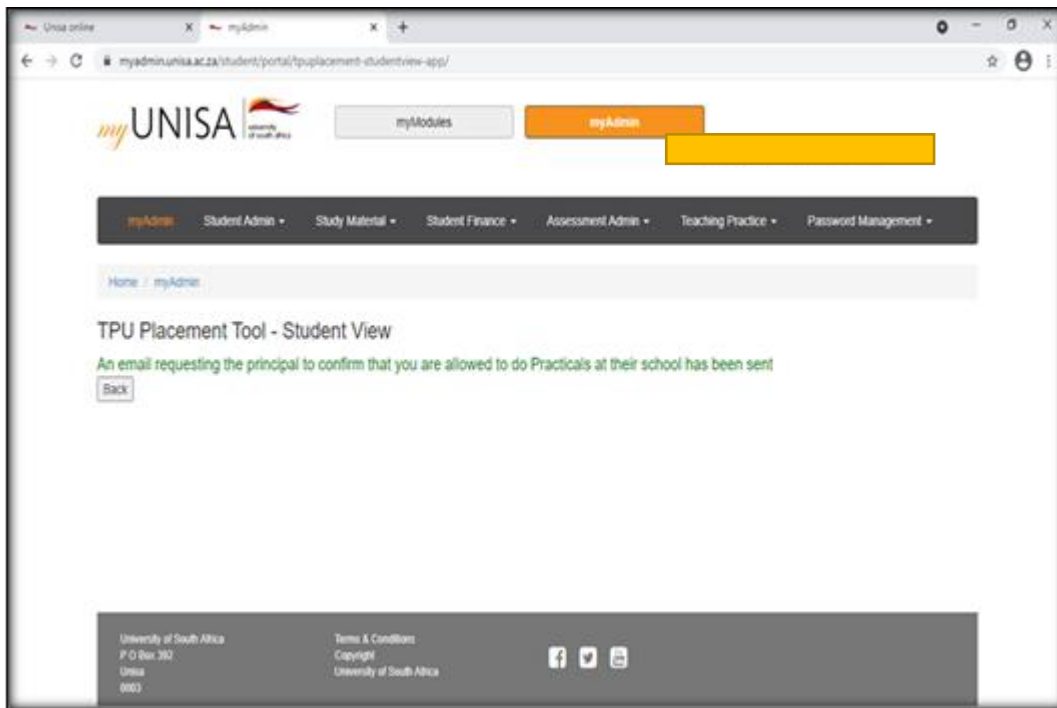
STEP 2: PRACTICAL SPACE CONFIRMATION BY THE PRINCIPAL
➢ The school principal will receive an email for requesting TP placement for a student
➢ The email will contain a **token number / confirmation code**,
➢ If the school principal is accepting the student to do the teaching practice in his / her school, then he will forward the received email to the student as shown on the screenshot below.
➢ The email will only be received via the *myLife* **email address**
➢ After receiving the email back from the school principal, the student log back in to *MyUnisa* MYUNISAMYUNISA to finalise the placement at the approved school
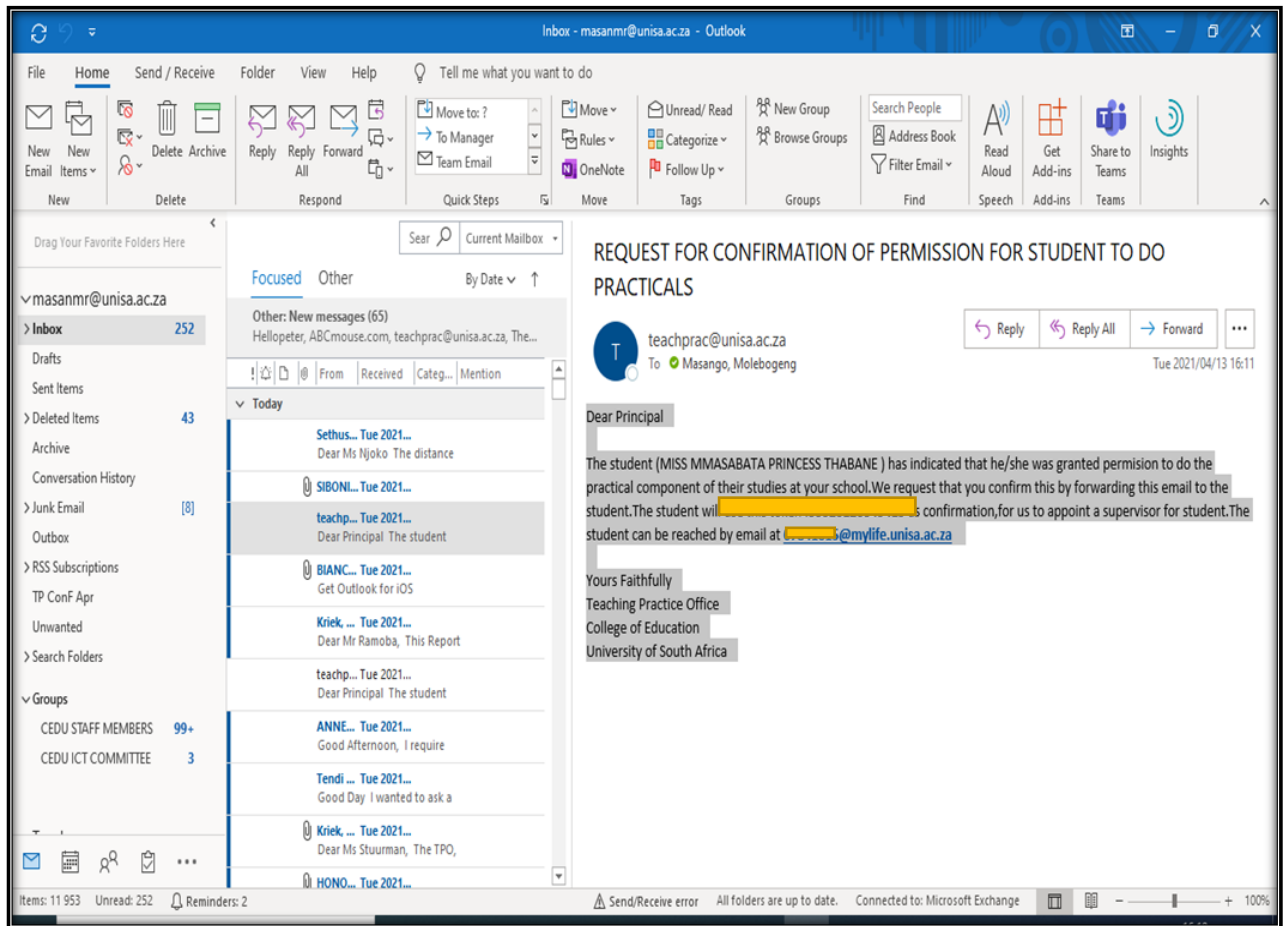
STEP 3: CHOOSING PRACTICAL DATES

➢ After receiving the email from the school principal, log back in to *myUnisa* MYUNISA, Student View function

➢ Use the received **token number** to proceed with the school placement

➢ Type the student number and press the display button

➢ Select school placement option function

➢ Choose to be placed with **TP Block Dates or without TP Block Dates**.

➢ The student must complete all the fields using the token number he/she got from the school principal. See Screen below

- ➢ When all the fields are filled, press **Save** button.
- ➢ The following screen will open confirming that the student placement details are successfully captured

VI. ***What if the school did not receive my email?***

Yes, it happens that the school email address is not updated in our system. Please ask the school to provide the correct email address and send that to our office to be updated, then try again requesting the school agreement confirmation as per the steps above

STEP 4: FINALISATION OF STUDENT PLACEMENT BY TPO

- ➢ The TPO will receive your placement information
- ➢ Review the information and add the supervisor
- ➢ Send the conformation letter to the student

How long will it take for the Office to finalise the placement

Please allow the Office **21 days** to process, verify and finalise your placement

VII. ***Will I get a notification when TPO has finalized my Placement?***

Yes, you will be notified by an SMS and receive an email on your *myLife* **account** confirming   your placement at the school

VIII. ***Will students be allowed to change or edit their school placement information after it has***

been finalized by the TPO?

After you have received your placement confirmation letter from the TPO, the system will not allow you to edit or change school placement details. The system will be locked. To effect a change at this stage, students should send an email to the TPO and indicate that their school placement has been finalized but they are requesting to edit or change the placement details. The Office will therefore reply with an email indicating that the system is unlocked, and students will now be allowed to edit or change school placement information.

STEP 5: EDIT OR CHANGE OF STUDENT PLACEMENT DETAILS

- ➢ Follow all the instructions in Step 1 to request a new token number from the school and thereafter follow all the instructions in Step 3 to finalize the editing or changing of school placement.