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 my*Unisa* with student login details
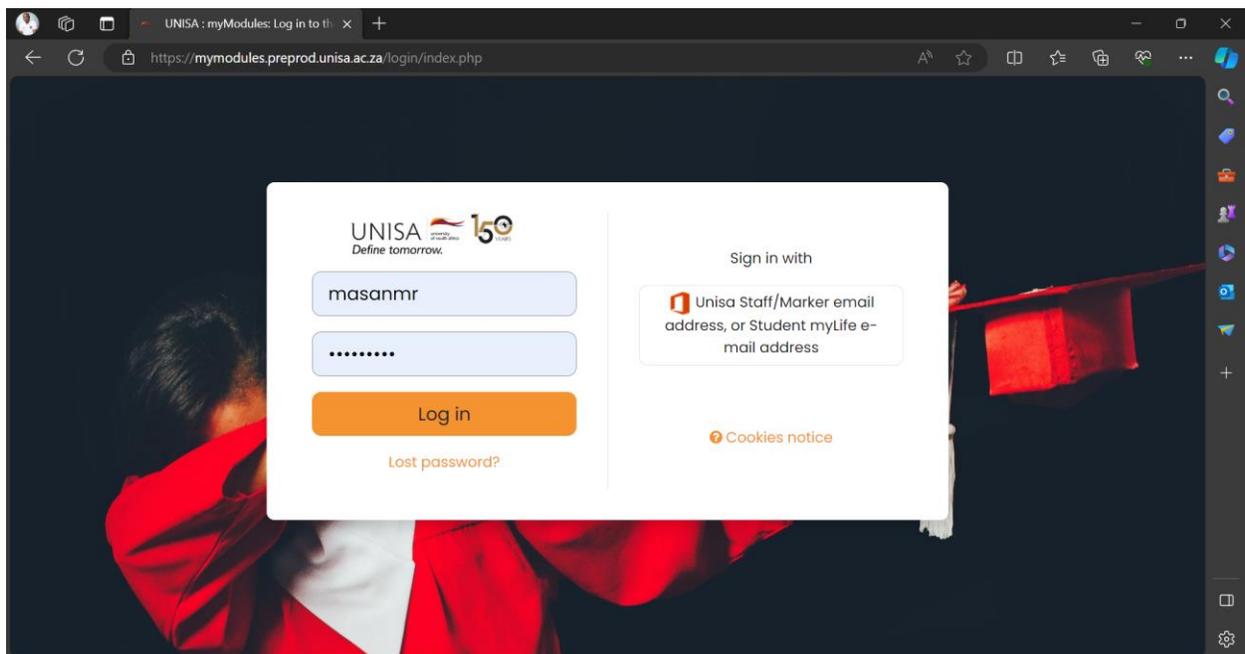
STEP 2

Click on the **myAdmin** to open these functions as shown on the screenshot below:
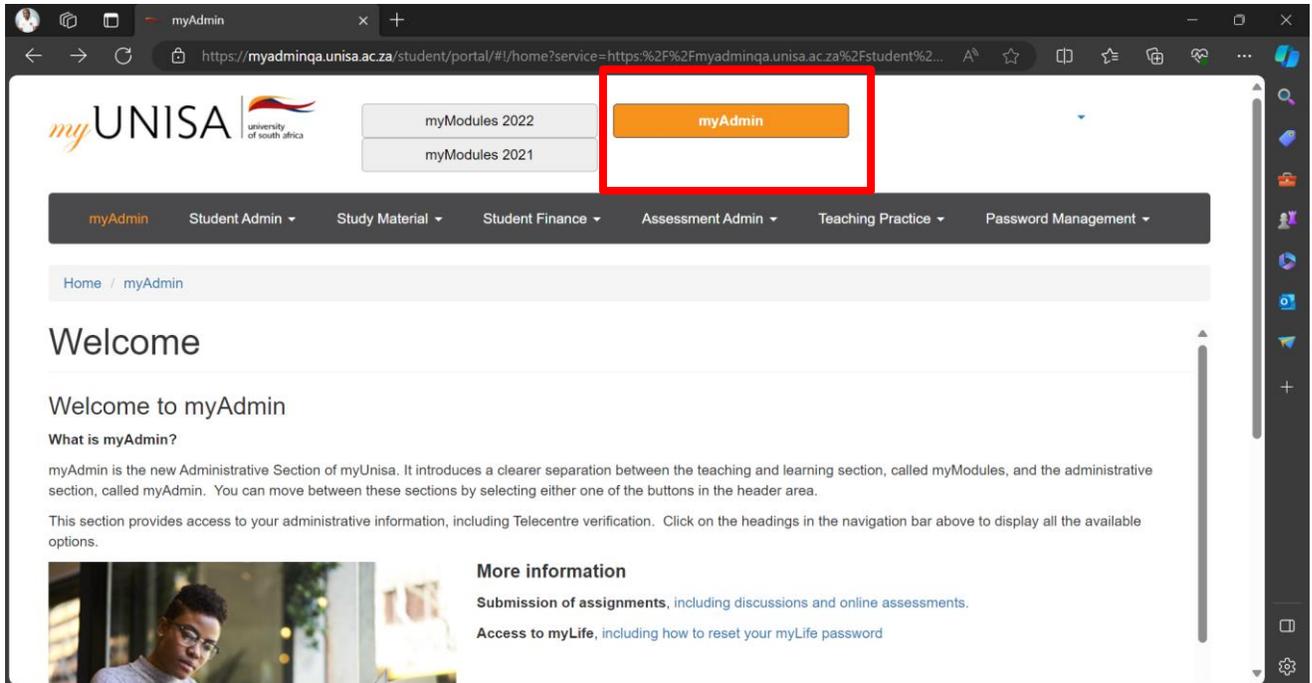
STEP 3

On the functions above, click on the **Teaching Practice** and then Student Placement as shown below:
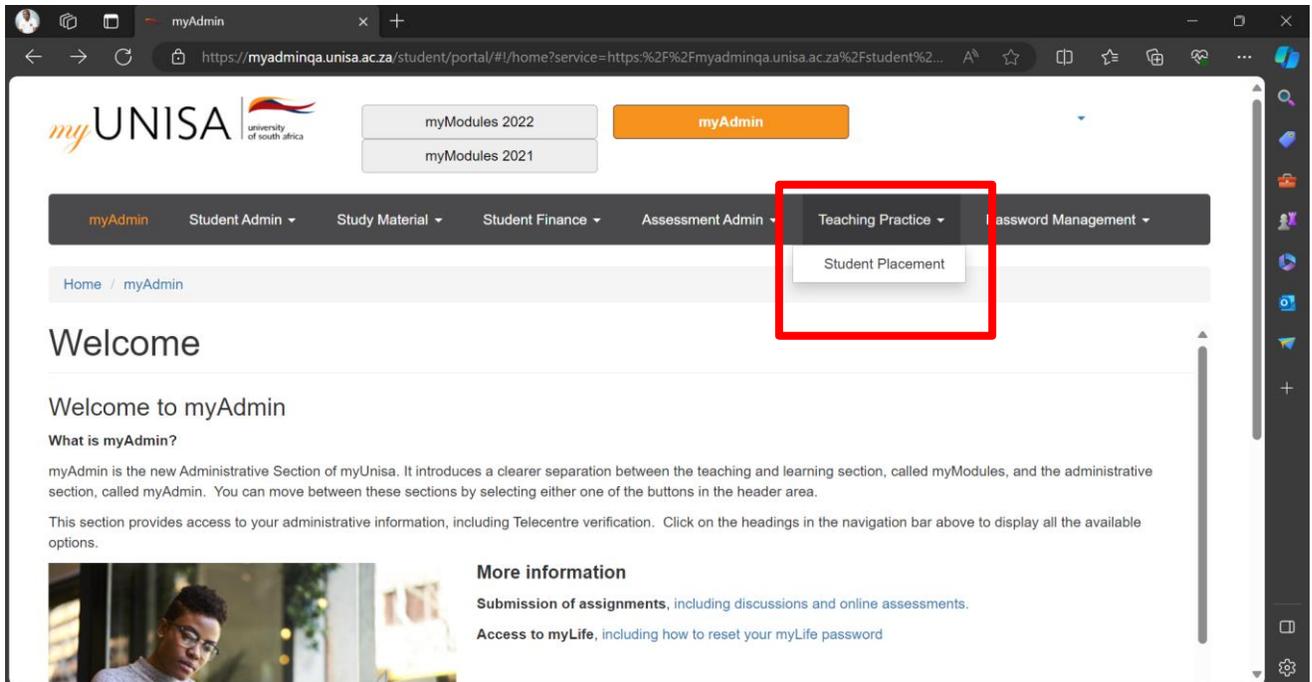
STEP 4

If the system request for network code, then enter your **student number** and click submit as shown below.
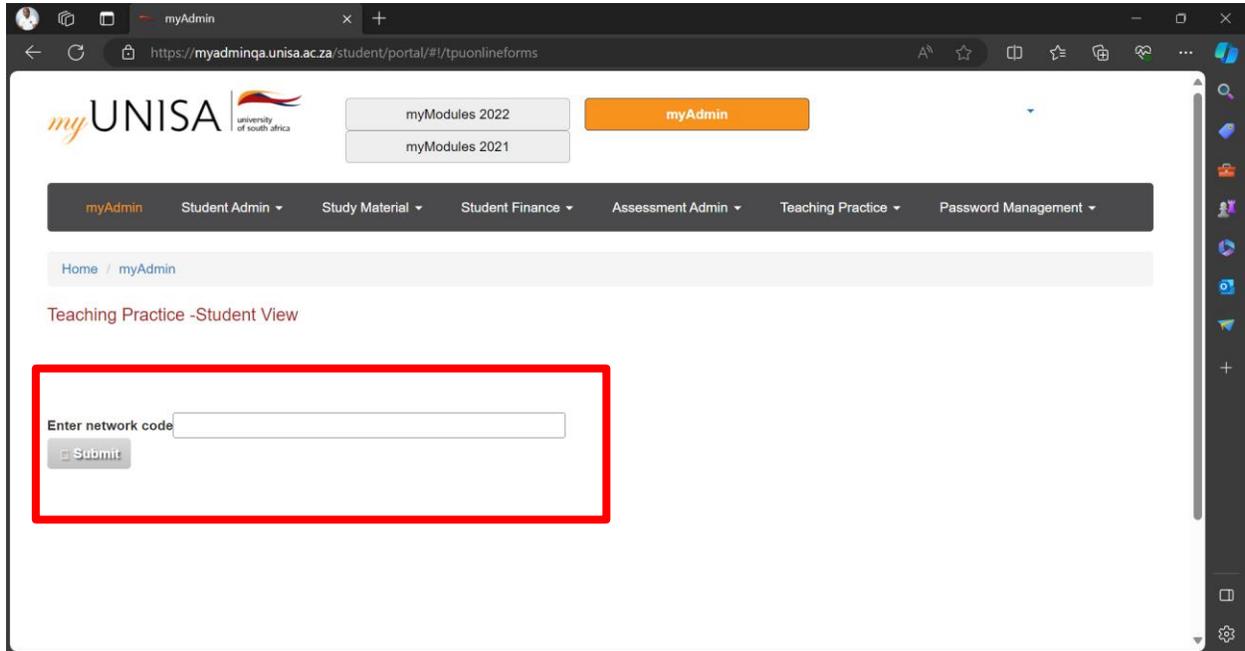
STEP 5

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:

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.

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

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

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.

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.

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

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.

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:

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

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.