E-LEARNING PORTAL

STUDENT HELP GUIDE

GIFS

The Graduate Institute of Financial Sciences

Committed to building a better Africa for others to inherit

Help Guide

The Graduate Institute of Financial Sciences

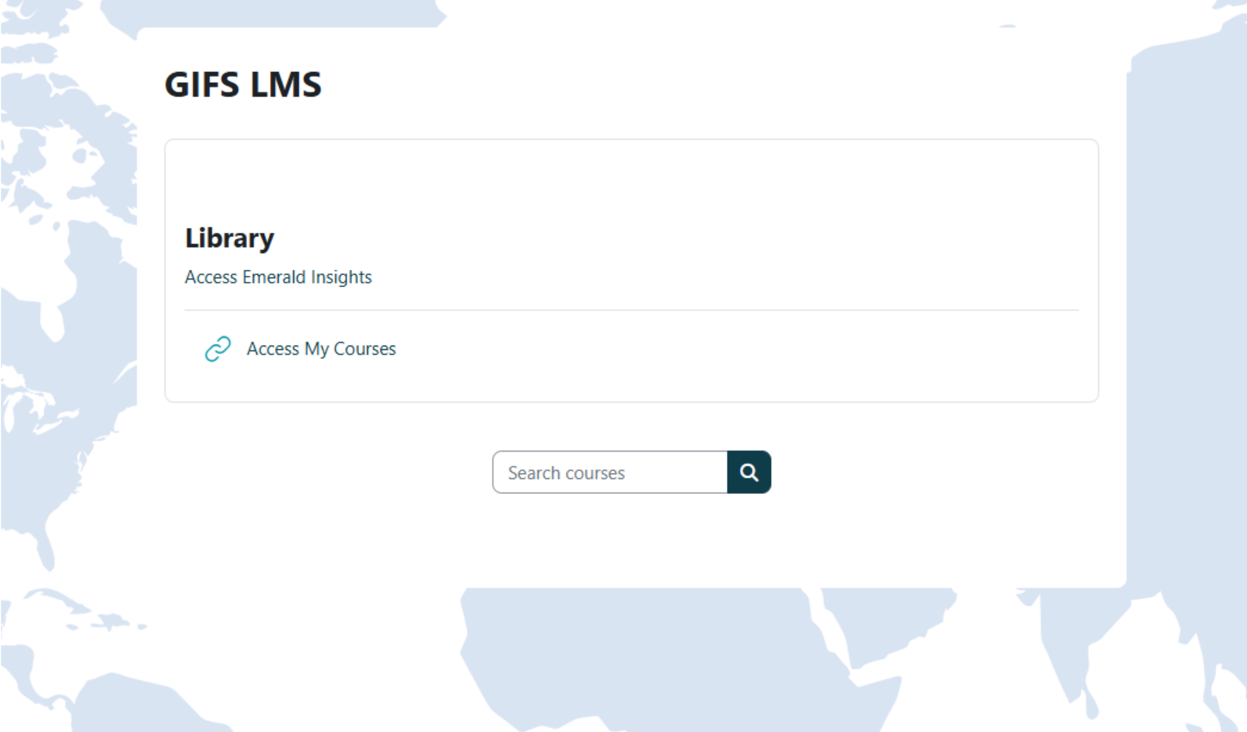
Logging In

Your login details will be received via email directly from the system:

- The link will be learning.gifs.africa (if not given in email)
- Your username will be your email address
- Your password will be given via email aswell if not the generic password – Welcome@2026!

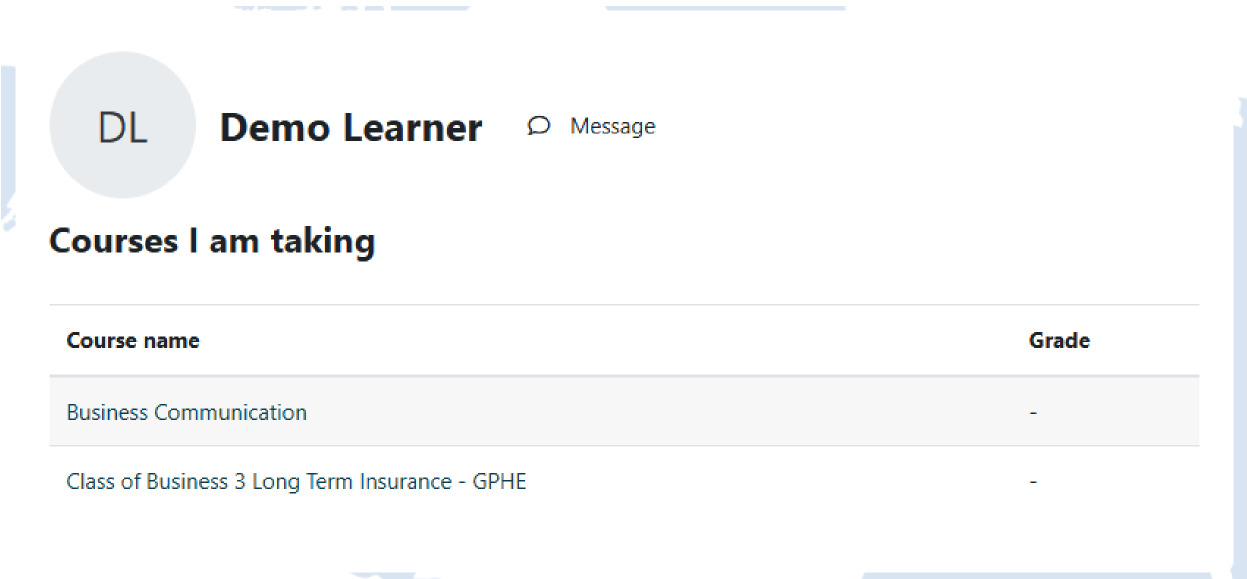
Upon logging in for the first time, you will be prompted to create a new password aswell.

My Courses

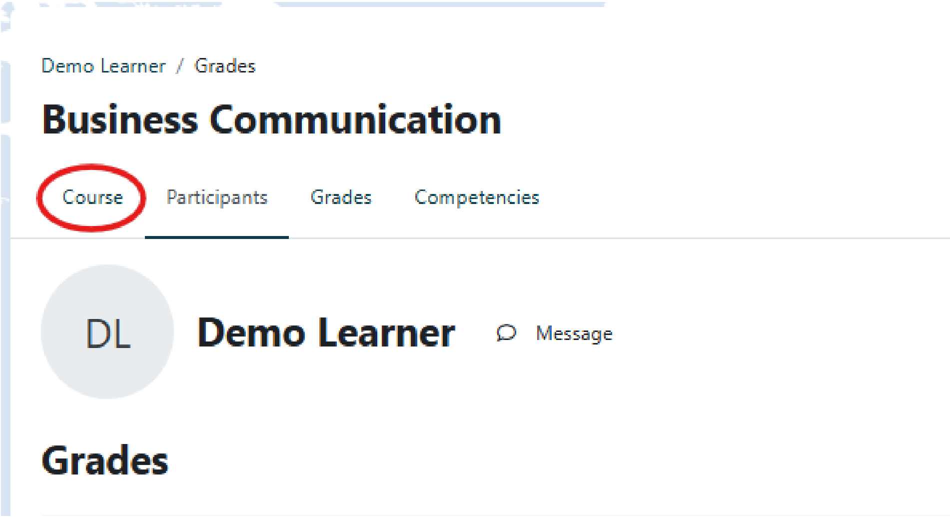


After logging in and changing your password, you will be taken to the Homepage with a link to access your courses labelled “Access my courses” which will look like the above.

Once clicked, you will find all your course modules, as below.

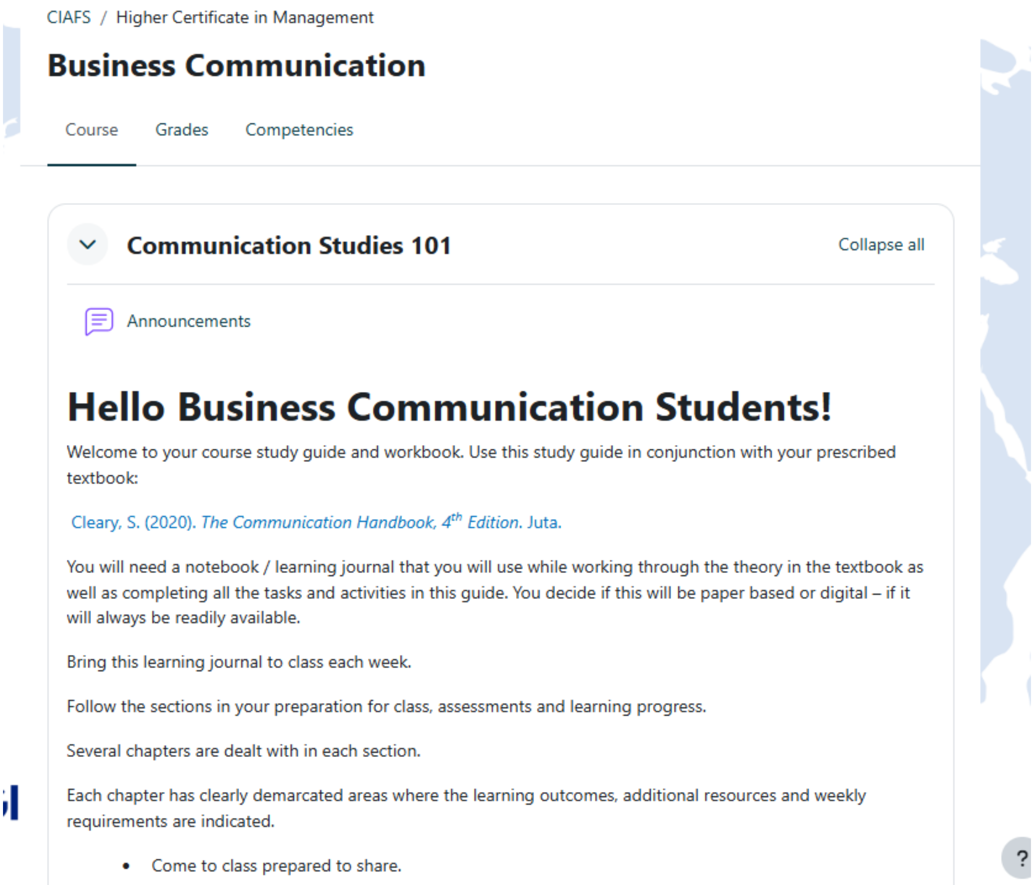


Your Course Module



After clicking on or selecting the course module, you will be taken to the "Grades" area.

To navigate to the full course, you can click on "course" as seen in the above image.



The first section of the course module will give you a brief introduction and overview of the module itself.

Facilitator Information

Facilitator Information

Name: *Tania Homan*

Email: *tania@katapult.ac.za*

Consultation hours: *By appointment*

Here you will find your facilitator/lecturer's contact information aswell as other important details

Course Description (May look slightly different from course to course)

Course Description

This module provides an overview of Business Communication, focusing on communication principles and theories with a special focus on workplace communication.

The topics covered include productive communication skills (speaking and writing) as well as receptive communication skills (listening and reading).

An emphasis is placed on critical analysis, and the application of reading and writing skills in real world situations.

The module is divided into five sections, each with references to your prescribed book, specifically referenced in this summary for your own independent work and study time.

Learning Topics Outlined

1 **Section1**

Tertiary Study Skills
Assessment Preparation
Grammar and Language Usage (textbook ref page 422)

2 **Section 2**

Communication Theory (textbook ref page 1)
Academic Writing (textbook ref page 293)
Report Writing (textbook ref page 346)
Meetings (textbook ref page 390)

3 **Section 3**

Reading and Note Taking (textbook ref page 91)
Listening (textbook ref page 109)
Audience and Purpose (textbook ref page 120)
Oral Presentations (textbook ref page 131)

4 **Section 4**

Communication and Difference (textbook ref page 32)
Small-group Communication (textbook ref page 60)
Online Business Presence (textbook ref page 268)

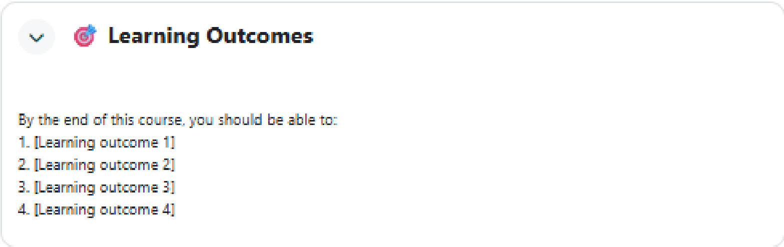
5 **Section 5**

Written Communication (textbook ref page 152)
Business Correspondence (textbook ref page 186)

Let the work begin! 😜

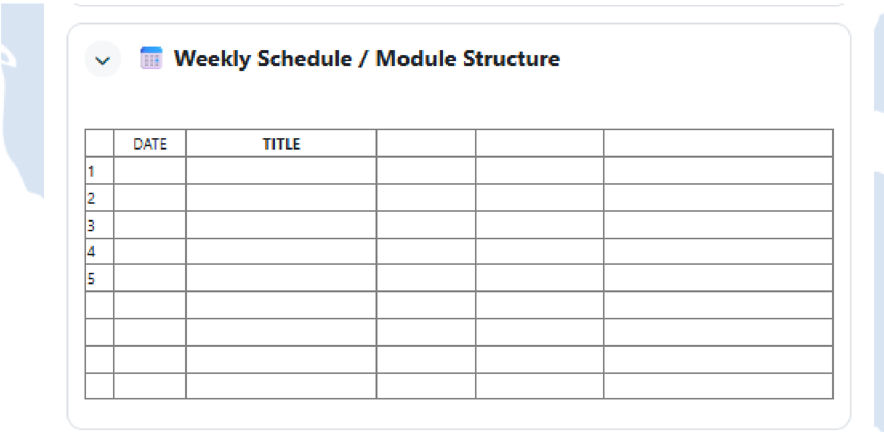
A more detailed overview of the course

Learning Outcomes



Here you will see the designated learning outcomes for the module and what you will learn.

Weekly Schedule/Module Structure

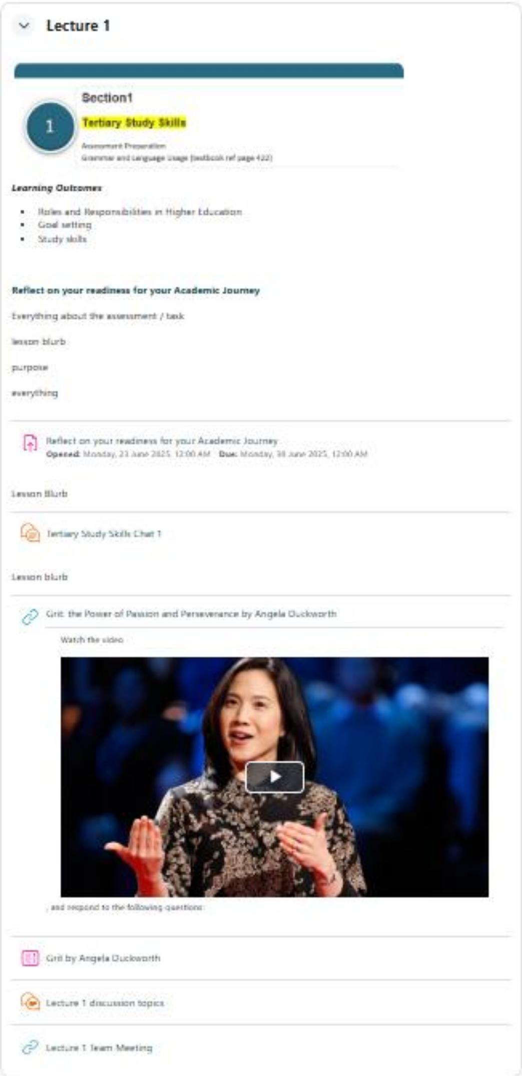


	DATE	TITLE			
1					
2					
3					
4					
5					

Here you will see the weekly schedule and module structure in terms of what will be covered on a weekly basis.

The Graduate Institute of Financial Sciences

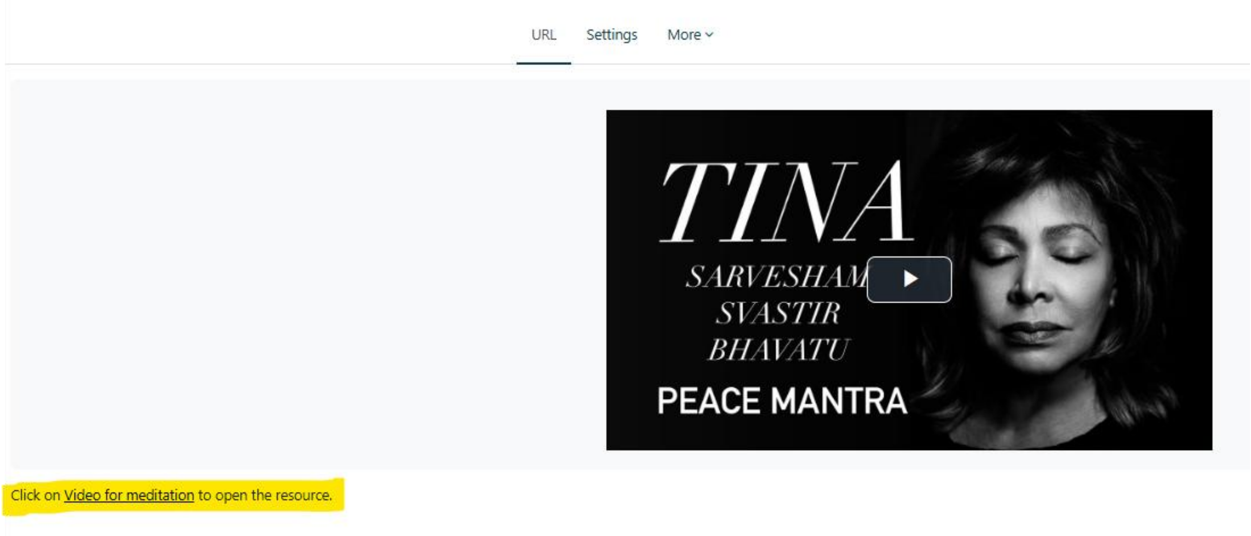
Units



The course module is split up into units to cover different topics within the module with designated assignments, quizzes, and resources for you to access and complete.

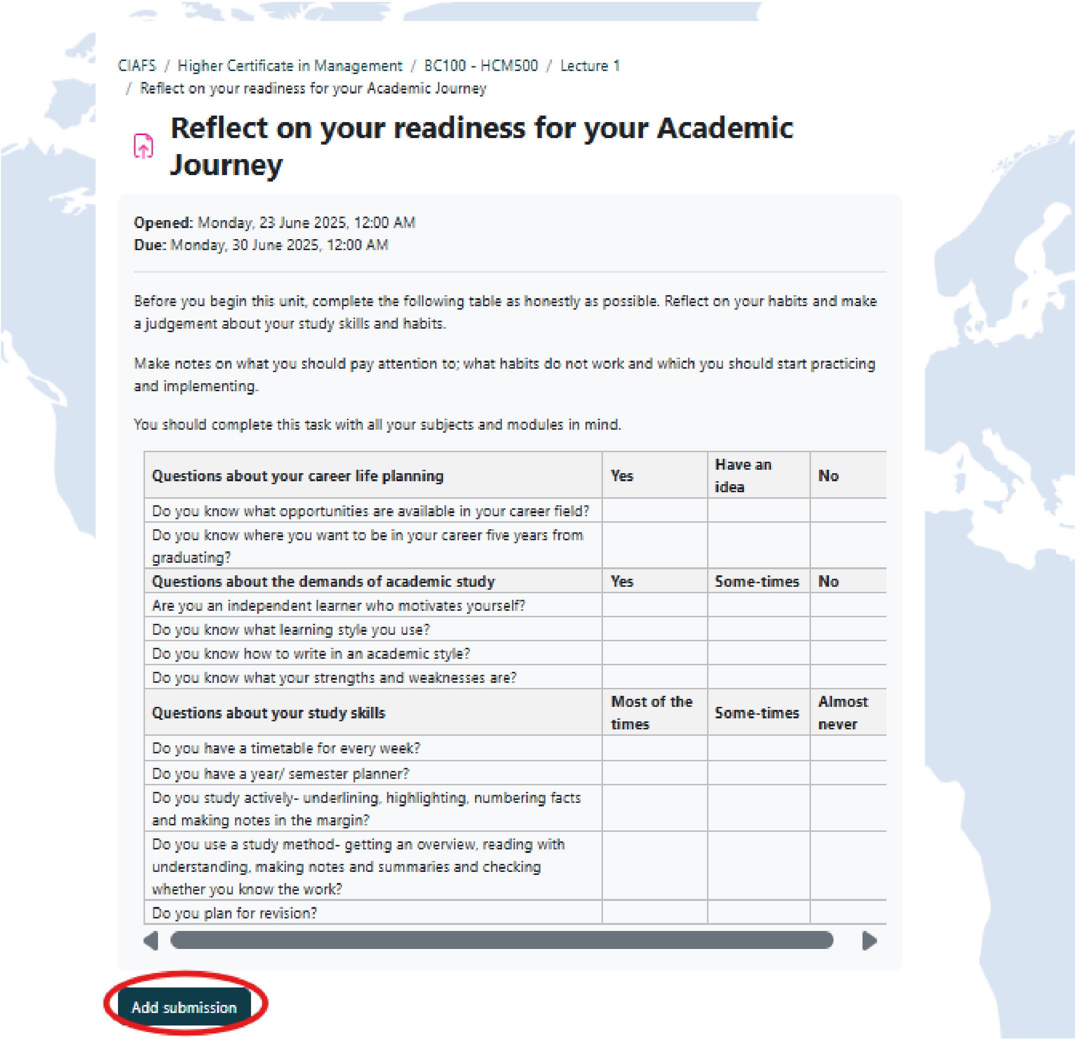
This will look similar to the above.

How to view links



Links will be displayed as highlighted above, a description will be displayed, with the instructions “Click on” and the link thereafter – this link will be underlined once selected, and you will be redirected to the link, if it is not embedded onto the system as above.

How to submit an Assignment



CIAFS / Higher Certificate in Management / BC100 - HCM500 / Lecture 1 / Reflect on your readiness for your Academic Journey

Reflect on your readiness for your Academic Journey

Opened: Monday, 23 June 2025, 12:00 AM
Due: Monday, 30 June 2025, 12:00 AM

Before you begin this unit, complete the following table as honestly as possible. Reflect on your habits and make a judgement about your study skills and habits.

Make notes on what you should pay attention to; what habits do not work and which you should start practicing and implementing.

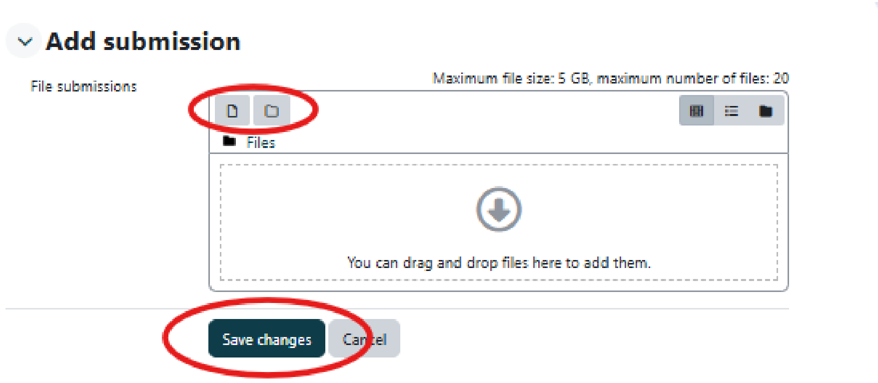
You should complete this task with all your subjects and modules in mind.

Questions about your career life planning	**Yes**	**Have an idea**	**No**
Do you know what opportunities are available in your career field?			
Do you know where you want to be in your career five years from graduating?			
Questions about the demands of academic study	**Yes**	**Some-times**	**No**
Are you an independent learner who motivates yourself?			
Do you know what learning style you use?			
Do you know how to write in an academic style?			
Do you know what your strengths and weaknesses are?			
Questions about your study skills	**Most of the times**	**Some-times**	**Almost never**
Do you have a timetable for every week?			
Do you have a year/ semester planner?			
Do you study actively- underlining, highlighting, numbering facts and making notes in the margin?			
Do you use a study method- getting an overview, reading with understanding, making notes and summaries and checking whether you know the work?			
Do you plan for revision?			

Add submission

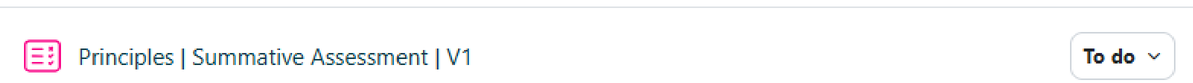
To submit an assignment (an uploaded assessment), you will need to view the specified activity, and follow the instructions given. Some may request you download a given document and fill in your answers or fill in your answers in a blank document.

Once done, you can click on add submission as circled.



Thereafter you will be taken to the above page, where you're prompted to upload a file, which you can drag and drop or upload via the circled buttons. Specifications will also be displayed, i.e. maximum file size, etc. Once uploaded, you can click on “Save changes”.

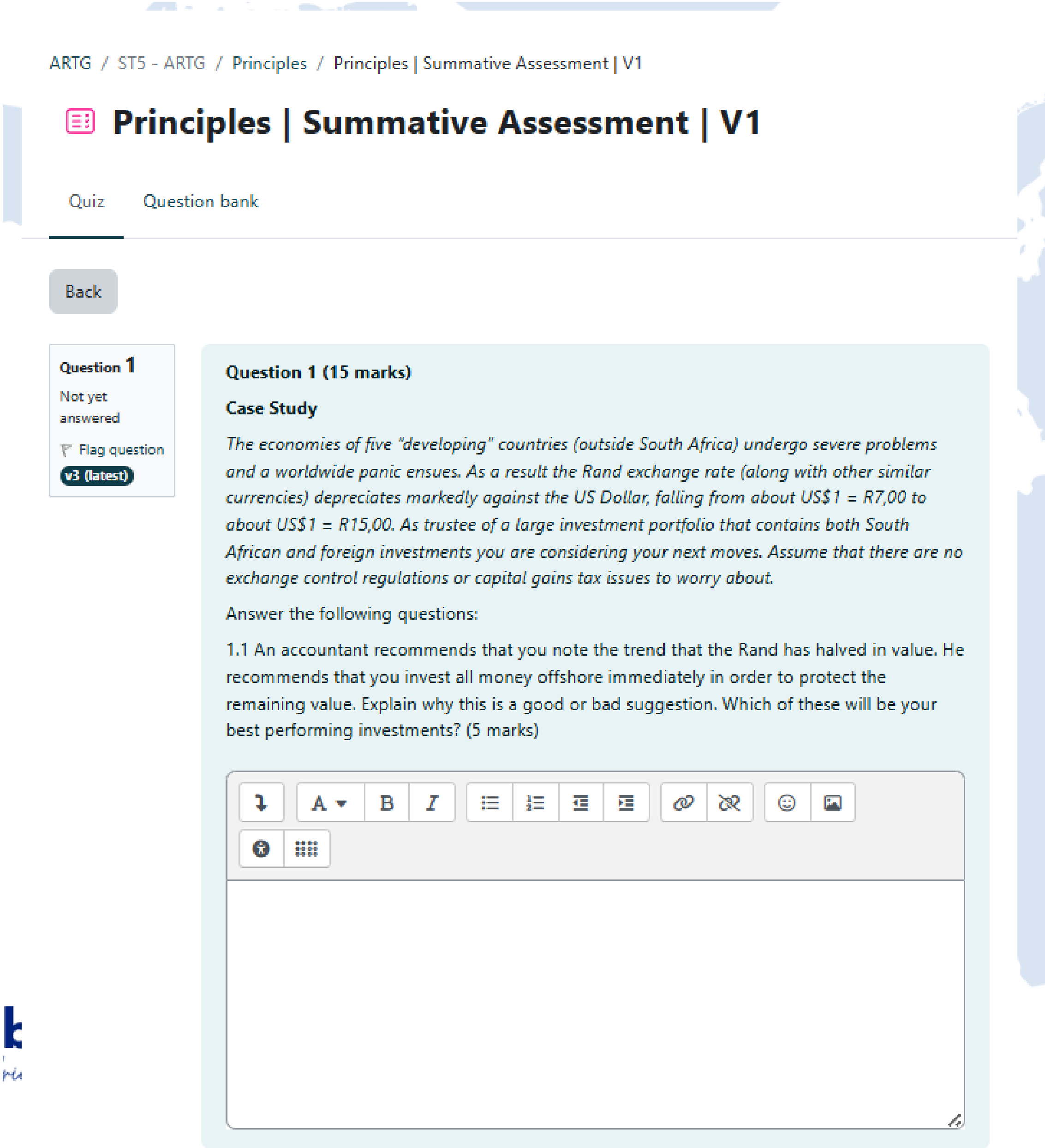
How to submit a Quiz/Assessment/Examination



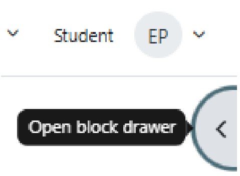
Your Summative Assessments/examinations will be displayed on the system as above, with the same or a similar naming convention. Occasionally, these exams may be locked until a certain date or locked for specific users.

Once you access the quiz/activity, you will see the page above. This page will also provide the number of attempts allowed for the exam, and the grade to pass.

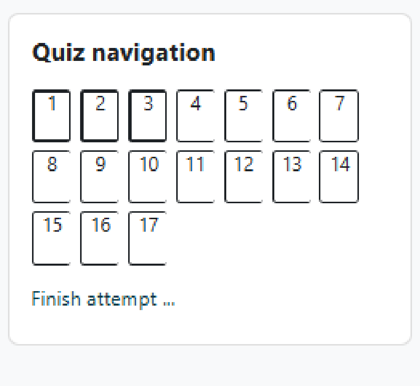
To begin, you can click on “Attempt Quiz”.



The first question within this exam is an essay question with a case study, which also indicates the mark scheme at the end of the question.

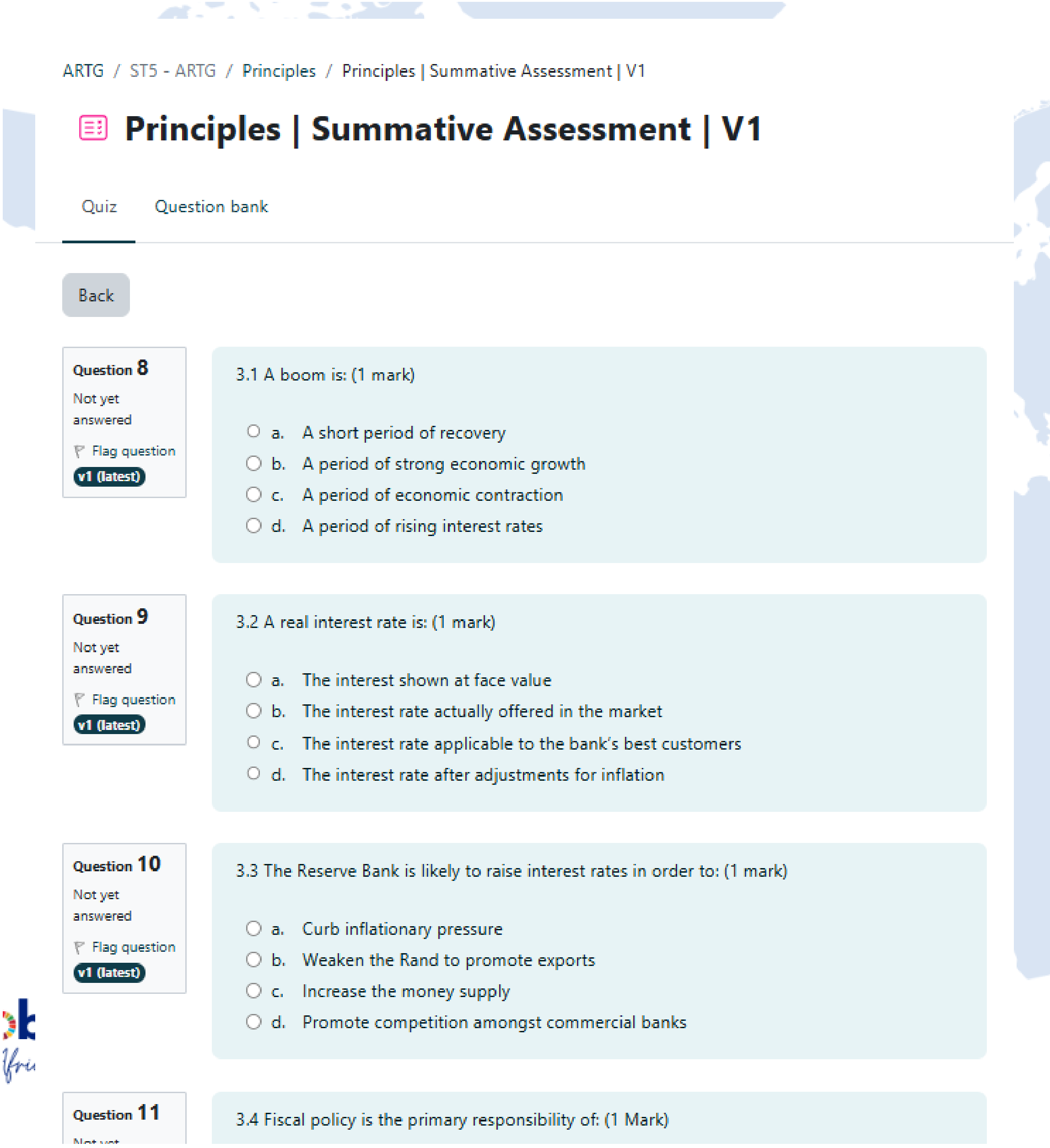


On the right side of your screen (below your profile area) there should be a block drawer, which will open to a quiz navigation pane, as below.

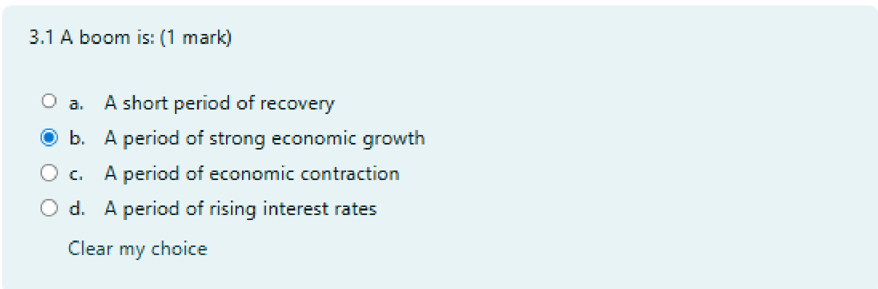


You can use the above to navigate between questions within the quiz/exam if navigation for the exam is set to “free”.

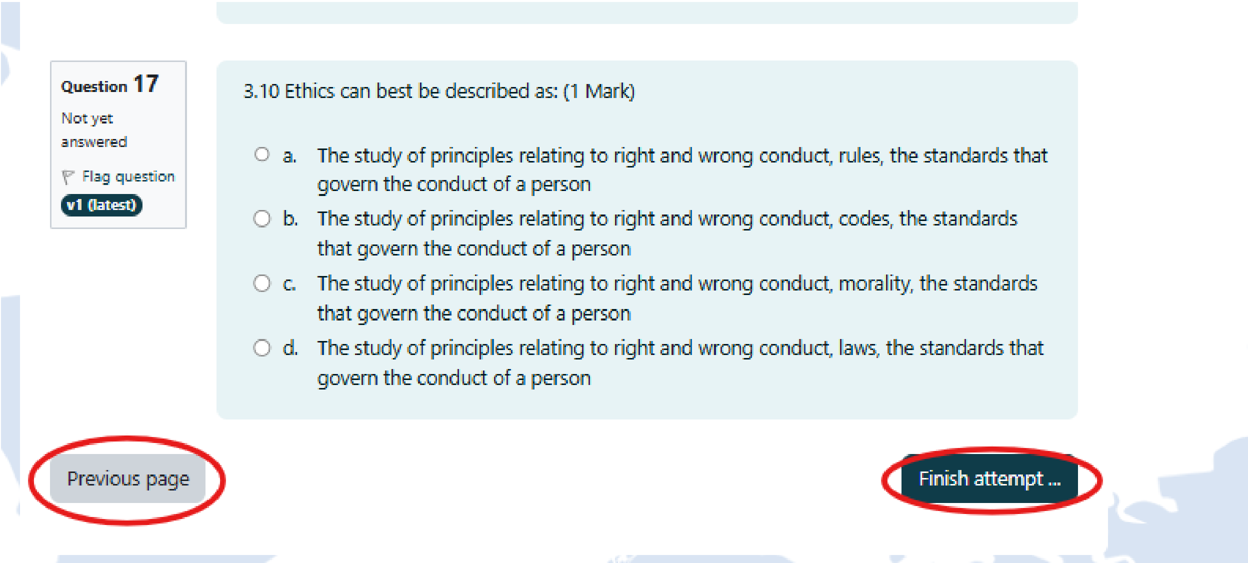
In the above image, the first three questions are highlighted in the pane because they are on the same page.



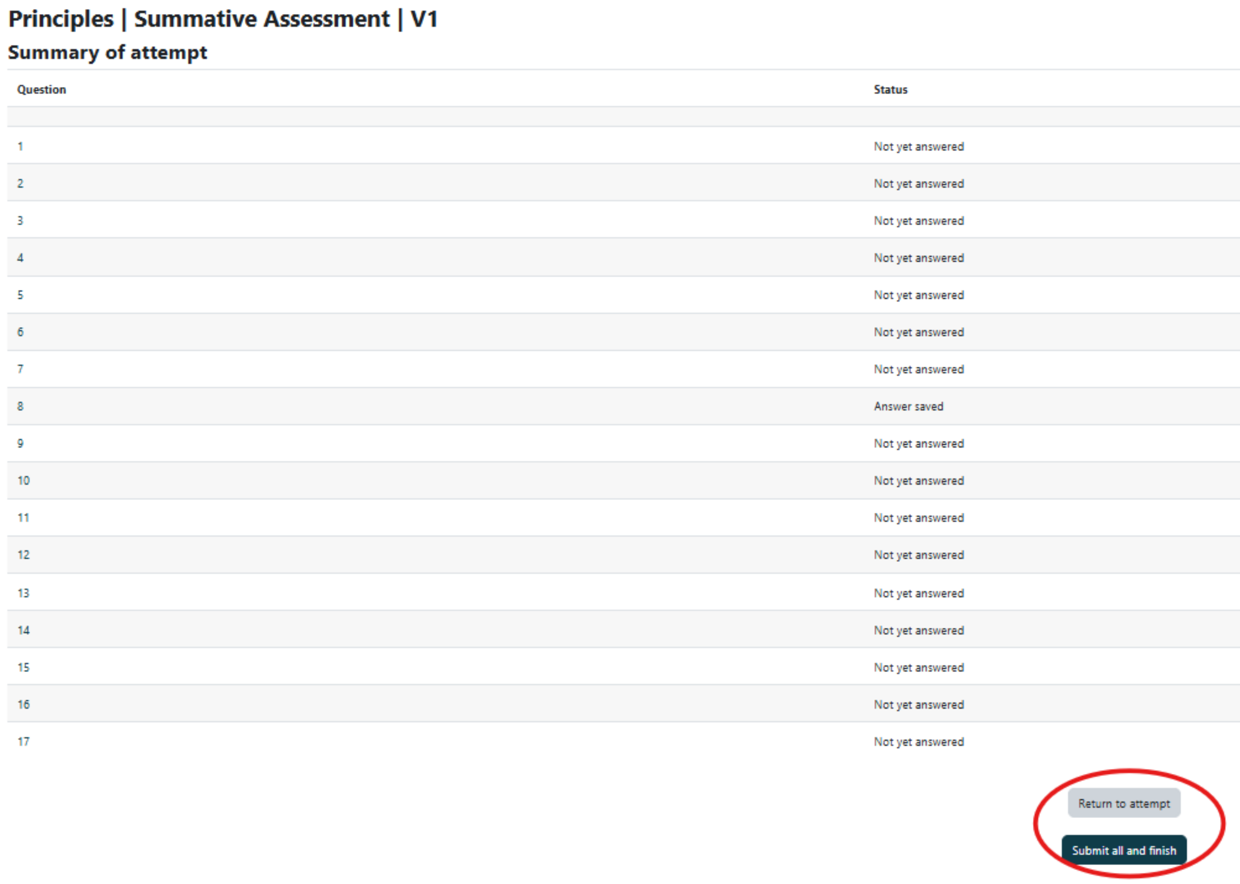
I've now skipped to a Multiple-Choice Question, which is situated with the rest on a single page.



As in the above, you can select your answer freely, and clear your choice if need be.



Once on the last page of the quiz, you will have the option to finish attempt or navigate to the previous page (this specifically is in place between all pages in the quiz).



Principles | Summative Assessment | V1

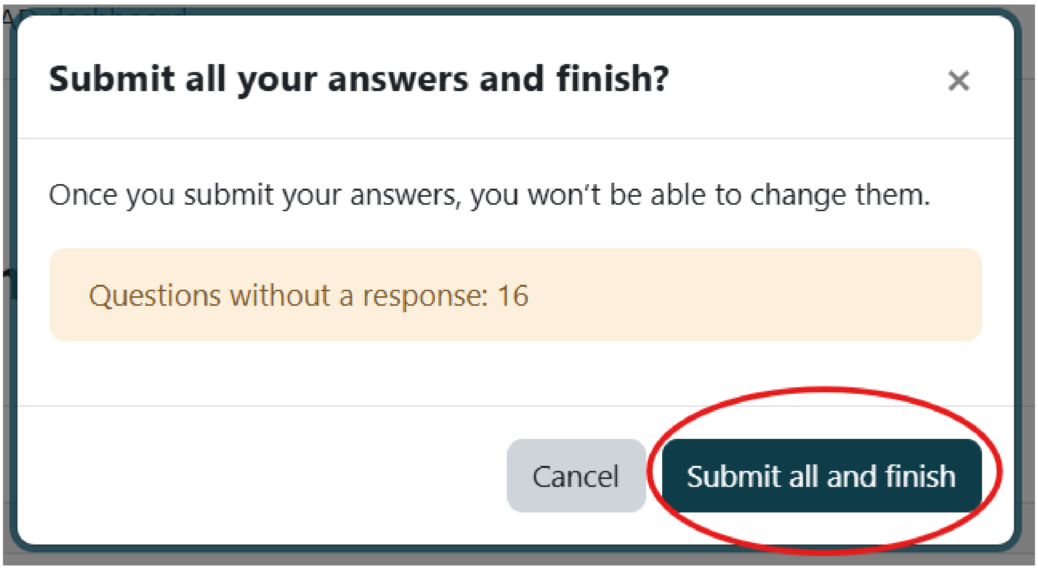
Summary of attempt

Question	Status
1	Not yet answered
2	Not yet answered
3	Not yet answered
4	Not yet answered
5	Not yet answered
6	Not yet answered
7	Not yet answered
8	Answer saved
9	Not yet answered
10	Not yet answered
11	Not yet answered
12	Not yet answered
13	Not yet answered
14	Not yet answered
15	Not yet answered
16	Not yet answered
17	Not yet answered

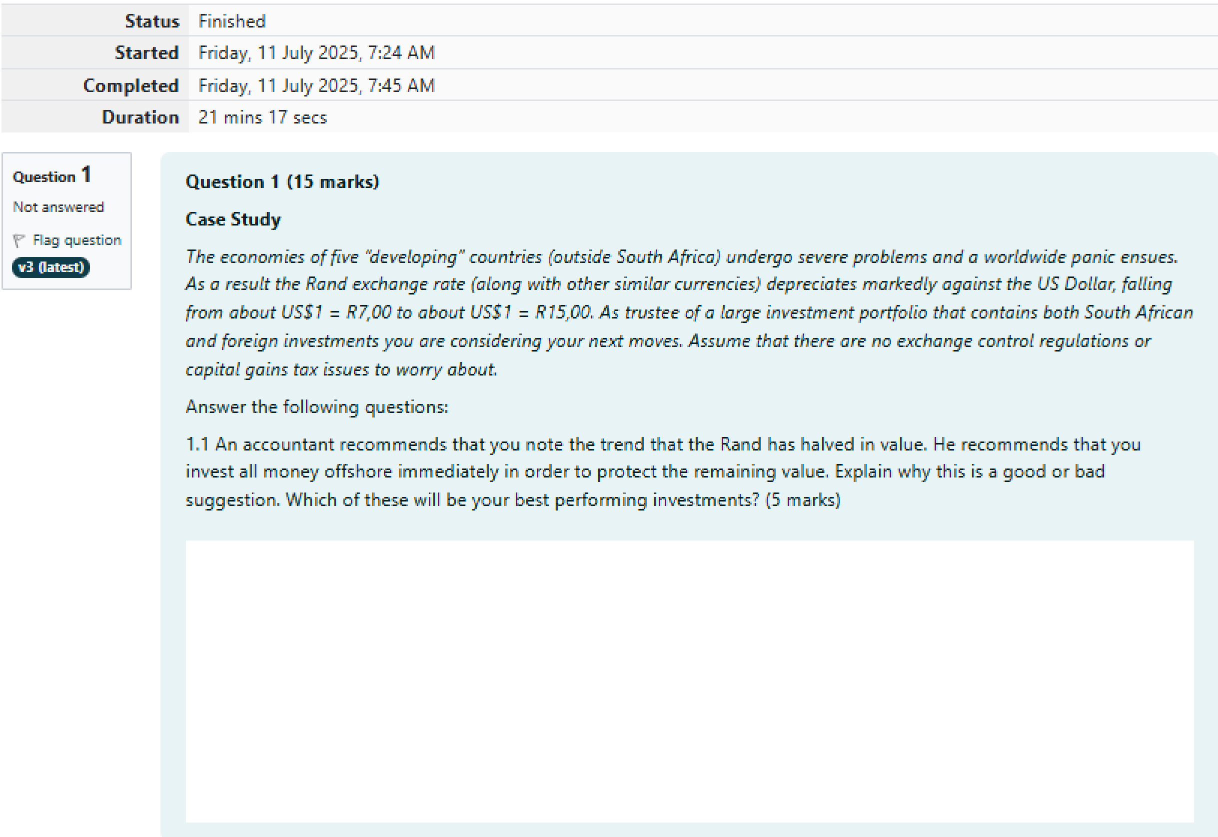
Return to attempt

Submit all and finish

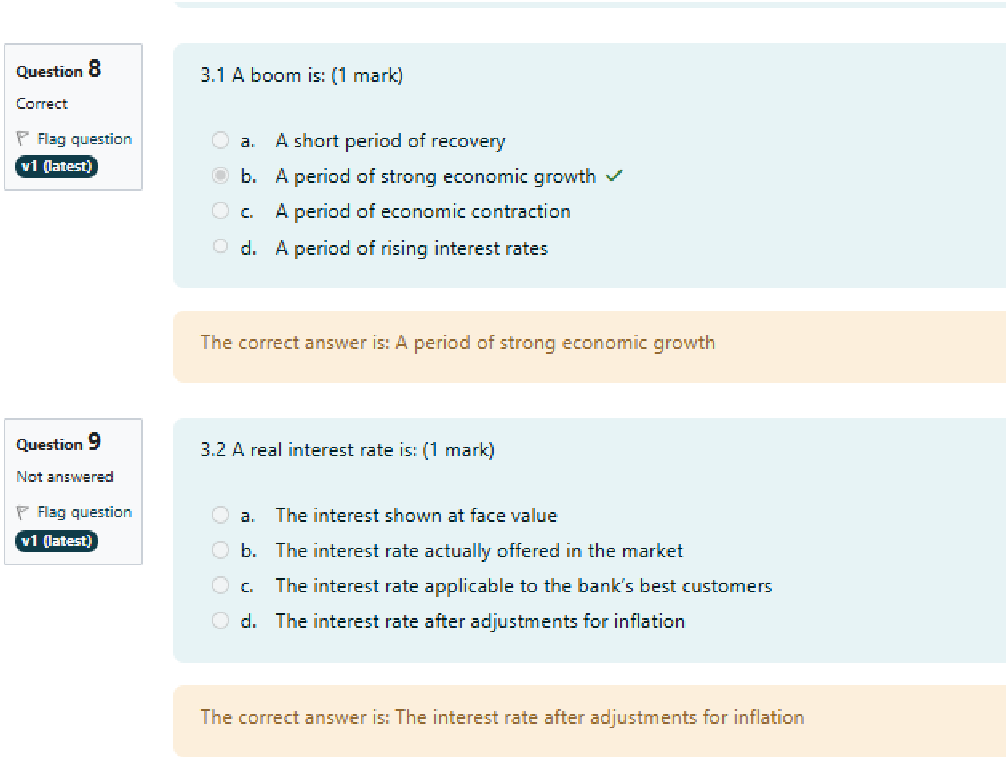
Once you click on Finish Attempt, you will have a short summary of all the questions you have answered and left blank. If you'd like, you have the option to return to attempt to amend any answers or submit all and finish.



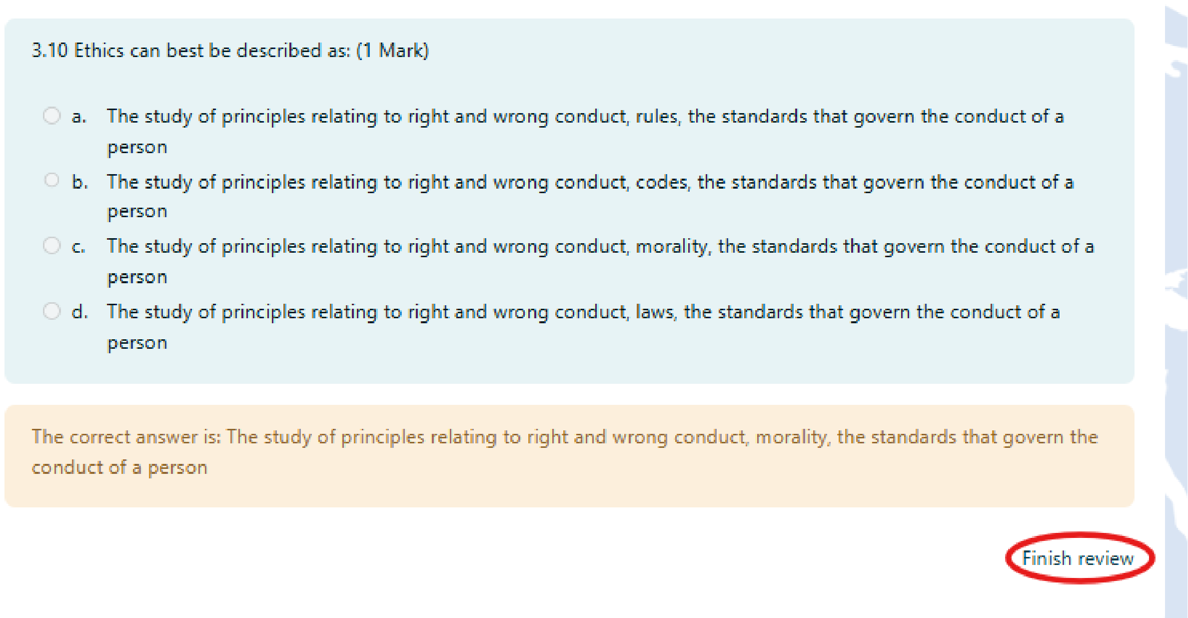
Once you click on Submit all and finish, it will give the above alert, notifying you that you are unable to change any answers after this point, aswell as give a summary of questions without a response (unanswered questions). If you are happy with your submission, you can click on "Submit all and finish".

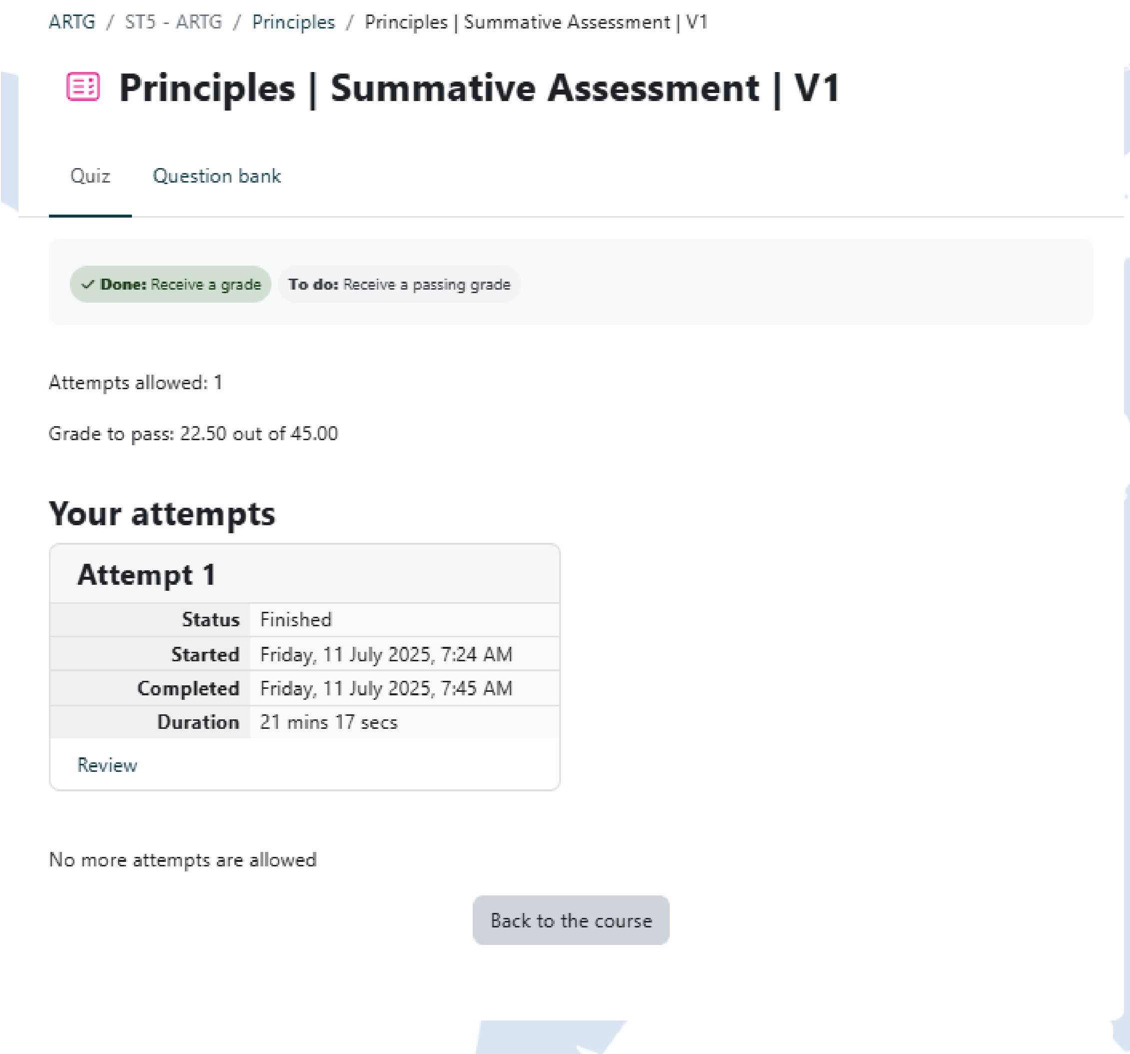


Once submitted, you will see a summary of your exam details such as the start date and time, the completion date and time, the duration and status, aswell as a summary of your answers, as seen in the above and below picture.



Once you scroll all the way down, you can click on "finish review"





Your exam has now been submitted.

Once done, you will see the above page, showing your attempt details, aswell as other details.