



**Tshwane University
of Technology**

We empower people

TUT myWIL System

STUDENT MANUAL

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Student User Manual

1. Introduction to the TUT myWIL Portal Student User Manual

Welcome to the Student User Manual for the **TUT myWIL Portal**.

This manual will help you navigate through the myWIL platform and make the most of its features during your Work-Integrated Learning (WIL) journey.

The portal has been designed with a user-friendly interface and simplified navigation to improve your experience. You will be able to:

- Access and update your WIL information.
- Submit your reports, which the system combines into a Portfolio of Evidence (PoE).
- Communicate effectively with your assigned mentors and WIL coordinator.

This manual will provide step-by-step instructions, visuals, and tips to ensure that you can confidently engage with all the features of the system and track your progress toward completing your WIL requirements.

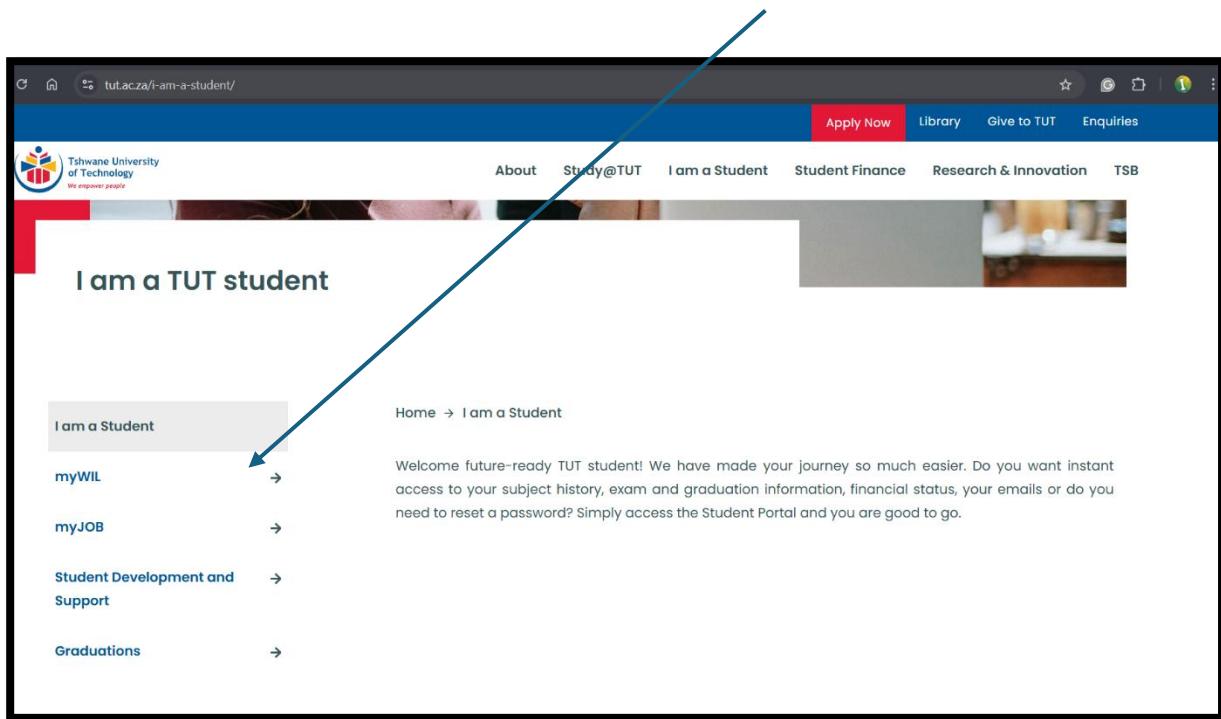
We're committed to supporting your academic success and look forward to assisting you in achieving your qualification goals with ease.

Let's get started!

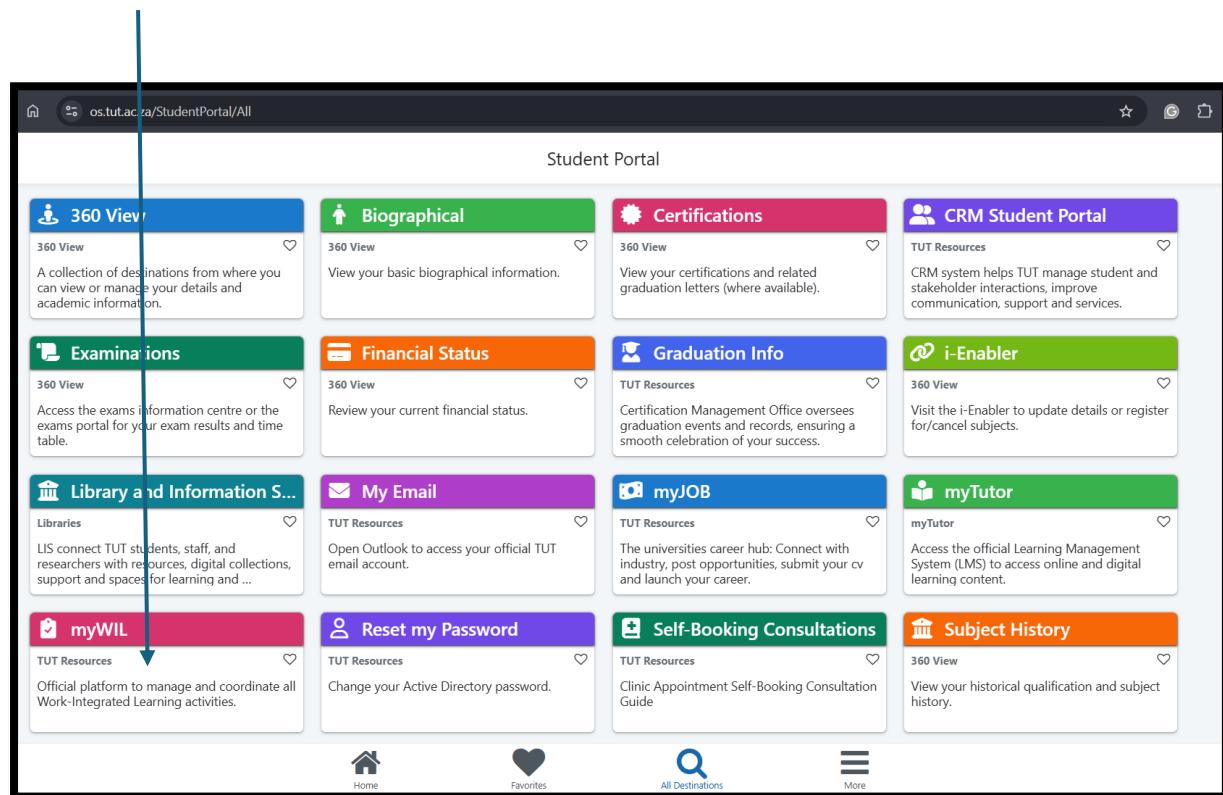
2. Where to access the portal!

- 2.1 Open your web browser and type www.tut.ac.za. This will take you to the TUT landing page.

From there, click on “I am a student,” and then select “myWIL.”

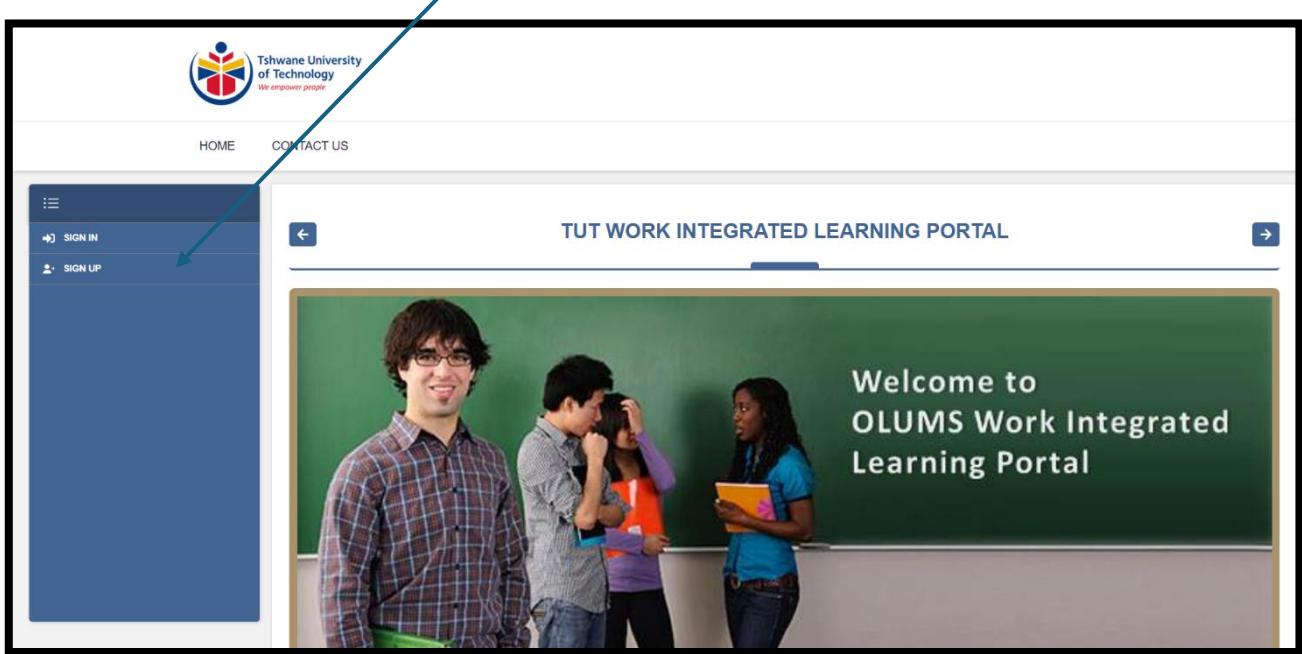


2.2 Alternatively, you can access the myWIL portal via the **TUT student portal** by selecting “**myWIL**” from the “**All Destinations**” menu.



3. Sign up

- 3.1 On the landing page, click on “Sign Up.”



- 3.2 Fill in the required details in the provided fields, ensure that all information entered is correct, and then click “Continue.”

A screenshot of the "STUDENT SIGN UP" form. The form is titled "STUDENT SIGN UP" and includes fields for "STUDENT NO : *", "SURNAME : *", "DATE OF BIRTH : *" (with a date input field), and "IDENTITY NO/PASSPORT NO: *". There is a "CONTINUE" button at the bottom right of the form. A blue arrow points from the "SIGN UP" link in the sidebar on the left towards the "CONTINUE" button on the form.

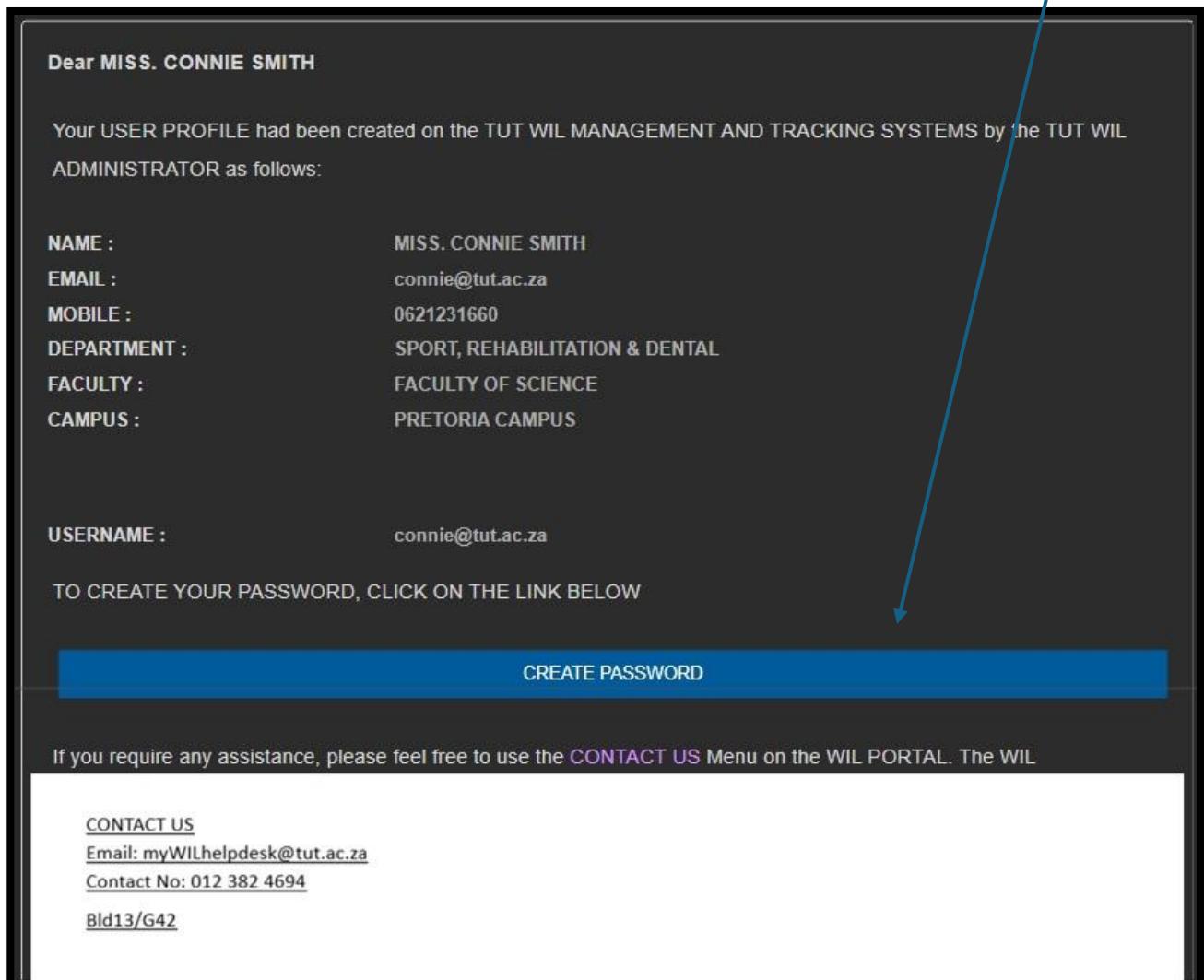
3.3 On this page, please verify your details. Note that only your tut4life email address may be used. Once your information has been verified, click “**Continue**.”

The screenshot shows the 'VERIFY MAIL' page. At the top, there is a note: 'NOTE: PLEASE USE TUT4LIFE EMAIL !!! Example : 123456789@tut4life.ac.za'. Below this, the 'EXISTING EMAIL:' field contains 'testemail11387@oiums.org'. The 'EXISTING CELL NO:' field contains '9999911387'. Under 'EMAIL:', the 'Existing' radio button is selected. Under 'CELL NO:', the 'Existing' radio button is selected. In the 'DECLARATION AND UNDERTAKING' section, there are two checkboxes: 'I ACCEPT THE DECLARATION AND UNDERTAKING' (with a red question mark icon) and 'POPI ACT COMPLIANCE' (with a red question mark icon). A blue arrow points from the 'POPI ACT COMPLIANCE' checkbox down towards the 'CONTINUE' button.

The screenshot shows the 'STUDENT REGISTRATION' page. At the top, there is a blue bar with the text 'SUCCESSFUL REGISTRATION'. Below this, a message states: 'You have successfully registered on WIL portal , Please check your email to create your password.' The left sidebar includes links for 'HOME', 'CONTACT US', 'SIGN IN', and 'SIGN UP'.

3.4 An email will be sent to your student email (tut4life) address with a link to create your password. Please check your junk mail as well to see if you have received it.

3.5 Please check your email for the message shown below. Click on “**Create Password**,” which will redirect you to a page where you can set your password and log in to the system



3.6 Create your password in the field provided and then confirm your password and click on “Create Password”

GENERATE PASSWORD

TUTORIALS

NOTE : Password must have 8-15 characters that contains at least one lowercase letter, one uppercase letter, one number, and one special character.

EXAMPLE : Abcd@123

NAME : Mr. KENWELL MGWENYA

EMAIL : 220683389@tut4life.ac.za

NEW PASSWORD : *

CONFIRM PASSWORD : *

CREATE PASSWORD

3.7 After you created your password. Please go back to mywil portal on tut website and click on sign in and put in your email address and password you have created and click on login

Tshwane University of Technology
We empower people

HOME CONTACT US

TUT WORK INTEGRATED LEARNING PORTAL

Welcome to
OLUMS Work Integrated
Learning Portal

SIGN IN

SIGN UP

3.8 Upon accessing the portal page, students will see their WIL Registration Status displayed. If incomplete, a message will prompt you to click the blue "**Click to Register for WIL Training Online**" button.



3.9 After clicking the button, students will be guided through a **6-step process** to create a myWIL account profile, as shown on the next page.

4 Step 1: WIL Confirmation

4.1 Step 1: Student Details

- Students must verify their personal information, address, and contact details.
- Students must verify the campus that they are located on.

STUDENT DETAILS

1 2 3 4 5 6

STUDENT DETAILS QUALIFICATION DETAILS EMPLOYER DETAILS MENTOR DETAILS WIL PLACEMENT UNDERTAKING AND INDEMNITY

STUDENT NAME : MR. LIAM BROWN

EMAIL ADDRESS : 219422016@tut4life.ac.za

STUDENT NO. : 219422016

CAMPUS: * ARCADIA CAMPUS PRETORIA

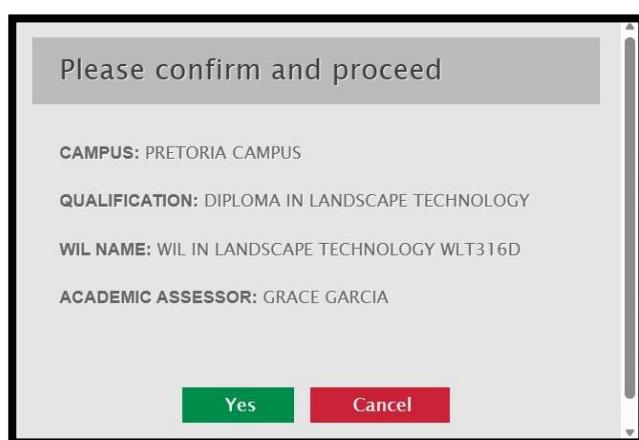
ADDRESS : GA MAGOLEGO

TEL. HOME : * 0764617177

MOBILE NO. : * 9999993556

SAVE

- After confirming and entering the required information, click "**SAVE**".
- A pop up will appear to confirm that the students Campus, Qualification, WIL Name and Academic Assessor is correct.



4.2 Step 2: Qualification Details

- Select the WIL module from the drop-down menu and enter the start and end dates. Review and confirm the details, then click "**SAVE**" to proceed.

The screenshot shows the 'QUALIFICATION DETAILS' step of a six-step process. The steps are numbered 1 through 6: 1. STUDENT DETAILS, 2. QUALIFICATION DETAILS (which is active and highlighted in orange), 3. EMPLOYER DETAILS, 4. MENTOR DETAILS, 5. WIL PLACEMENT, and 6. UNDERTAKING AND INDEMNITY. The page displays the following form fields:

QUALIFICATION NAME :	DIPLOMA IN ANALYTICAL CHEMISTRY		
QUALIFICATION CODE :	DPAC19		
SELECT WIL : *	--SELECT WIL--		
START DATE : *	--SELECT YE--	--SELECT MO--	--SELECT DA--
END DATE : *	--SELECT YE--	--SELECT MO--	--SELECT DA--

A blue arrow points from the bottom right towards the 'SAVE' button.

4.3 Step 3: Employer Details

- Start by first searching for your employer on the database!

#	SELECT	Y	EMPLOYER NAME	Y
1	<input type="radio"/>		3JS	
2	<input type="radio"/>		45TH MEDIA	
3	<input type="radio"/>		ARC	
4	<input type="radio"/>		ASOLUTIONS	
5	<input type="radio"/>		ABAQULUSI LOCAL MUNICIPALITY	
6	<input type="radio"/>		ABCD TRAVEL	
7	<input type="radio"/>		ABCS	
8	<input type="radio"/>		ABT TELECOMS	
9	<input type="radio"/>		ACADEMIC DEPARTMENT	
10	<input type="radio"/>		ACTOM CURRENT ELECTRIC	
11	<input type="radio"/>		ADAM MABUNDA MA	
12	<input type="radio"/>		ADEB FINANCE	
13	<input type="radio"/>		ADMIN DEPARTMENT	
14	<input type="radio"/>		ADV NA KHUMALO CHAMBERS	
15	<input type="radio"/>		ADVOCATE TS VUKEYA	
16	<input type="radio"/>		ADZONLINE	
17	<input type="radio"/>		AESTUS ANALYTICS	
18	<input type="radio"/>		AFGRI	
19	<input type="radio"/>		AFRIKA TIKKUN NPC	
20	<input type="radio"/>		AFRIKA TIKKUN SERVICES	

- Search for an employer by typing the first few letters of the company name.
- A matching list of employers will appear.
- If the employer is not listed, select "**ADD a new employer or organisation.**" Ensure the name reflects the parent company (e.g., ESKOM, SIEMENS, VODACOM)
- If the employer is not listed, select "**ADD a new employer or organisation.**" Ensure the name reflects the parent company (e.g., ESKOM, SIEMENS, VODACOM)

4.4 Step 4: Mentor Details

- Enter the mentor's name, cell phone number, and email address.

The screenshot shows the 'MENTOR DETAILS' step of a six-step registration process. The steps are numbered 1 through 6: 1. STUDENT DETAILS, 2. QUALIFICATION DETAILS, 3. EMPLOYER DETAILS, 4. MENTOR DETAILS (highlighted in orange), 5. WIL PLACEMENT, and 6. UNDERTAKING AND INDEMNITY. A red bracket on the left side groups the five mandatory fields: TITLE, FIRST NAME, SURNAME, EMAIL, and MOBILE NO. Each field has a red asterisk indicating it is required. The 'TITLE' field is a dropdown menu with the placeholder '--SELECT TITLE--'. The other four fields are text input boxes. A 'SAVE' button is located at the bottom right of the form area.

MENTOR DETAILS
The Student must have the Mentor's name, Mobile numbers, and Email address before completing this step. This information is compulsory because the Mentor would receive an email with their Username and Password after the WIL Coordinator approves the Registration.

CHANGE OF MENTORS
The Student can Change, Add, or Edit Mentor details at a later stage in the [ONLINE WIL REGISTRATION MENU]

1 2 3 4 5 6

STUDENT DETAILS QUALIFICATION DETAILS EMPLOYER DETAILS **MENTOR DETAILS** WIL PLACEMENT UNDERTAKING AND INDEMNITY

TITLE : * --SELECT TITLE--

FIRST NAME : *

SURNAME : *

EMAIL : *

MOBILE NO. : *

SAVE

- This information is mandatory as the mentor will receive their login details via email once the WIL Coordinator approves the registration!
- Your mentor is the person that you will report to in the workplace.

4.5 Step 5 – WIL Placement

- The WIL Placement is the **physical address** where the student will complete their training.

The screenshot shows the 'WIL PLACEMENT' step of a six-step process. The steps are numbered 1 through 6: 1. STUDENT DETAILS, 2. QUALIFICATION DETAILS, 3. EMPLOYER DETAILS, 4. MENTOR DETAILS, 5. WIL PLACEMENT (highlighted in orange), and 6. UNDERTAKING AND INDEMNITY. The 'WIL PLACEMENT' section contains fields for the name of the placement, a question about the physical address being outside South Africa, and detailed address fields (NAME OF BUILDING, STREET ADDRESS, PROVINCE, CITY, SUBURB). A red bracket on the left side groups the address fields (NAME OF BUILDING, STREET ADDRESS, PROVINCE, CITY, SUBURB).

WORK PLACEMENT

The WIL PLACEMENT is the physical location where the student will conduct their WIL Training. The WIL PLACEMENT Name will be the name of the Division of an Organization or Company. If the Organization is small and does not have Divisions, then the Workstation/Division Name would be the name of the Company or Organization

1 2 3 4 5 6

STUDENT DETAILS QUALIFICATION DETAILS EMPLOYER DETAILS MENTOR DETAILS WIL PLACEMENT UNDERTAKING AND INDEMNITY

NAME OF WORK PLACEMENT : *

IS THE PHYSICAL ADDRESS OF THE EMPLOYER OUTSIDE SOUTH AFRICA? * Yes No

NAME OF BUILDING :

STREET ADDRESS : *

PROVINCE : *

CITY : *

SUBURB : *

SAVE

- If the company has several departments, use the division/department name as the workstation.
- For smaller companies without divisions, use the company name.

4.6 Step 6 – Undertaking and Indemnity

- Students must read the indemnity carefully!
- Students must upload their **Letter of Employment** before clicking "Agree and Continue." (*Your letter of employment is the letter you receive from the employer confirming your employment*). NB. Only scanned PDF's will be accepted by the system.

UNDERTAKING AND INDEMNITY

← →

1 2 3 4 5 6

STUDENT DETAILS QUALIFICATION DETAILS EMPLOYER DETAILS MENTOR DETAILS WIL PLACEMENT **UNDERTAKING AND INDEMNITY**

TSHWANE UNIVERSITY OF TECHNOLOGY POLICIES AND RULES

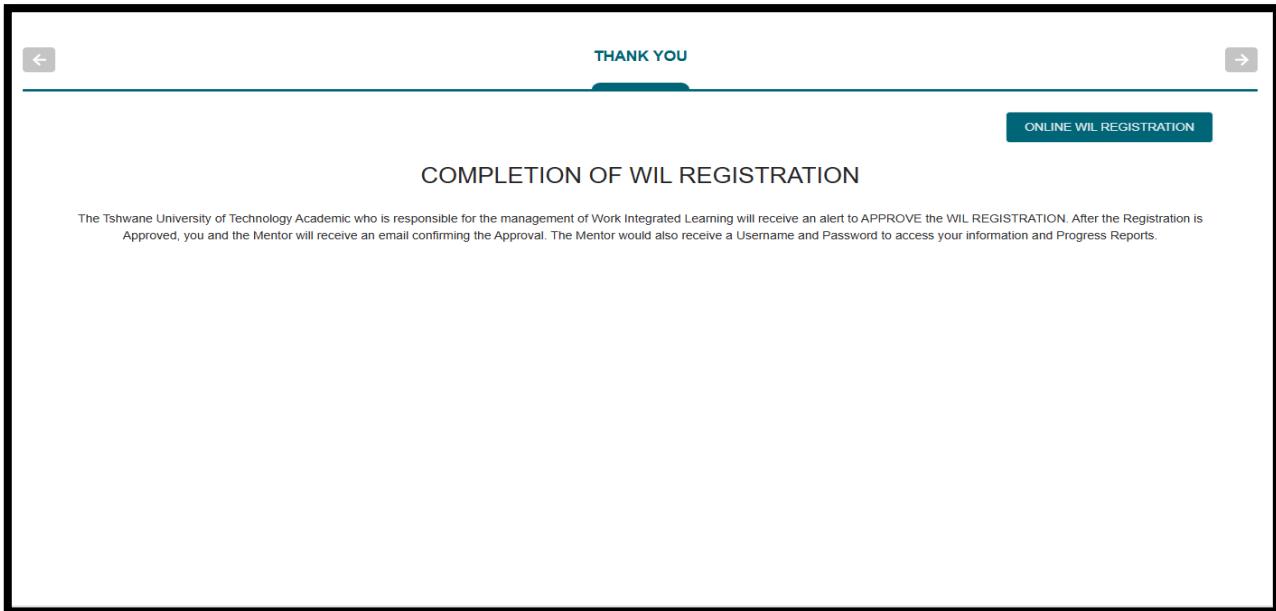
I, Mr. Liam Brown the Undersigned, hereby declare that I or my estate will not institute any claim against Training Provider or the Tshwane University of Technology in the event of any illness or injuries sustained or loss or damaged suffered as a result of my activities with the said company. I also undertake to abide by the rules and regulations of the company, regarding the performance of my work integrated learning. This includes the following:

1. I will serve in the capacity as voluntary worker.
2. I will not be entitled to claim any remuneration/transport/accommodation meals during my training.
3. I will comply with the policies and working hours of the company.
4. I will not divulge confidential information to the public which I have gathered during my training.
5. I will not damage any property through gross negligence or intent.
6. The duration of my training will not automatically entitle me for permanent/temporary employment.
7. The employer shall furnish me with relevant and available information which is necessary for me to perform and receive the agreed upon experience

UPLOAD LETTER FROM EMPLOYER/TRAINING PROVIDER : **(PDF ONLY)**
* Choose File | No file chosen

AGREE AND CONTINUE **EXIT**

4.7 Completion



- You have now completed your details on myWIL and created your account.
- WIL coordinators receive automated e-mail notifications to approve student WIL profile.
- Once your WIL coordinator approves your WIL, both student and mentor will receive an email confirmation.
- Students can click the "**Online WIL sign-up**" button to return to account details.
- Please wait until you have received a confirmation email from the system that your WIL is approved before trying to access your myWIL system module – all follow-ups should be done with your WIL coordinator/s at your campus. Only after your WIL has been approved by the WIL coordinator will you be granted access to start submitting your reports via the system. When you login to the system next you will see that your training is **pending training approval by your WIL coordinator**.

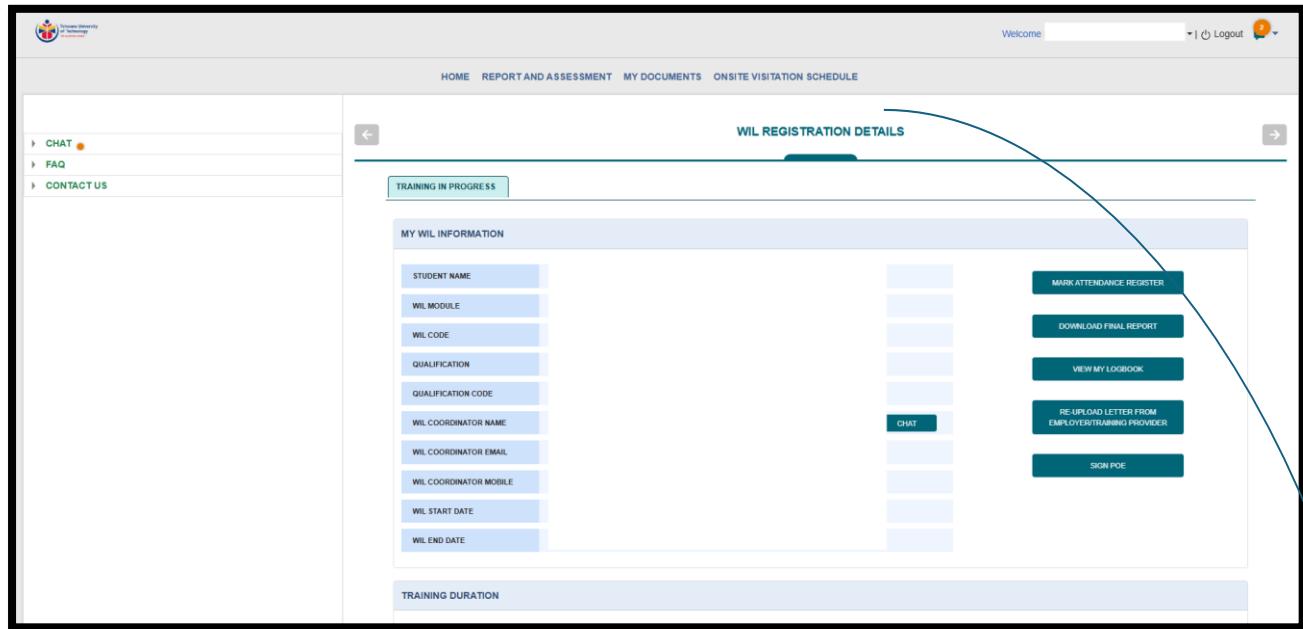
5 WIL account details

In the WIL account details section, students can view their status (Pending or Approved). The example below shows a "Pending" status in the top left corner.

The screenshot shows a user interface for managing WIL registration details. At the top, there is a navigation bar with links: HOME, REPORT AND ASSESSMENT, MY DOCUMENTS, and ONSITE VISITATION SCHEDULE. Below the navigation bar, the title "WIL REGISTRATION DETAILS" is displayed. A red rectangular box highlights the status message "PENDING APPROVAL TRAINING BY WIL COORDINATOR". The main section is titled "MY WIL INFORMATION" and contains various input fields and buttons. The fields include: WIL MODULE, WIL CODE, QUALIFICATION NAME, QUALIFICATION CODE, WIL COORDINATOR NAME, WIL COORDINATOR EMAIL, WIL COORDINATOR MOBILE, EMPLOYER, MENTOR, WORKSTATION / DIVISION, TIME LINE, WIL START DATE, and WIL END DATE. To the right of some fields are buttons labeled "VIEW QUALIFICATION LOGBOOK", "CHAT", "CHANGE EMPLOYER", "CHANGE MENTOR", and "CHANGE WORKSTATION".

6 Navigating the System

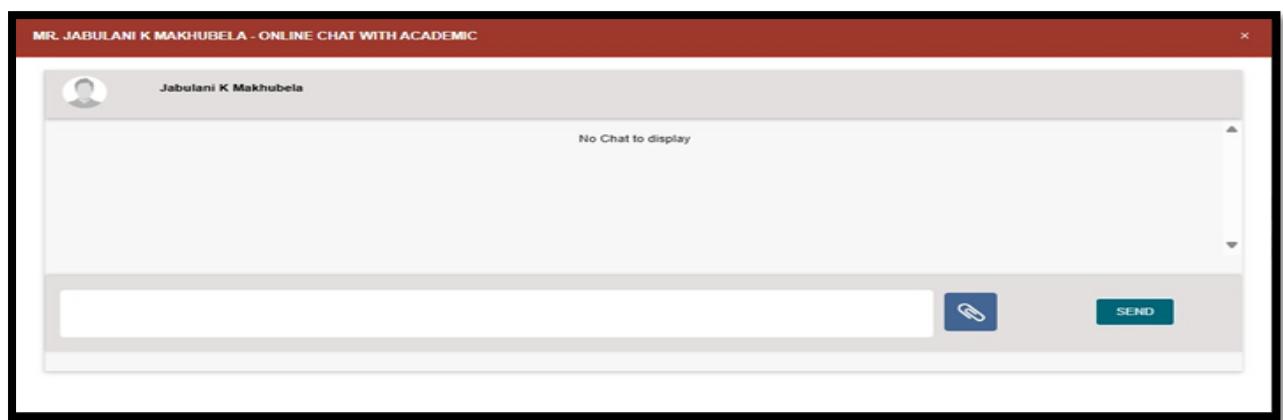
When students first log into the system, they will be directed to their main WIL workspace. This area serves as the central hub for managing their WIL journey.



6.1 Navigation Overview:

6.1.1 Left Panel (Communication and Support Tools):

- **Chat:** Enables students to message their lectures and mentors directly within the platform
(Note: Although the icon resembles WhatsApp, this feature only works within the



portal).

- **FAQ:** Provides answers to frequently asked questions for guidance.
- **Contact Us:** For raising support queries related to the portal

6.1.2 Top Ribbon (Navigation Bar):

6.1.3 *Dashboard view*

- **Home:** Returns to main
- **Reports and Assessments:** Access reports and submit assessments
- **Onsite Visitation Scheduler:** Schedule and view site visits related to WIL activities (please go to section 12)

7 Main Screen View:

7.1 Personal Details Section:

Displays the student's personal information, qualification details, and the current WIL module they are registered for.

- Here the student can “**Mark Attendance Register**” to mark their attendance daily while completing their WIL.
- Students may also “**Download Final Report**” which will allow you to download a .pdf file of the final WIL PoE comprising of all currently completed and assessed Tasks and/or Reports at the time of downloading.
- Students can “**View my logbook**” which will be an online representation of the above report.

- Students can chat with their academics and mentor via the "Chat" button and attach files if needed.

The screenshot shows a web-based application interface for managing WIL registration. At the top, there is a navigation bar with links to HOME, REPORT AND ASSESSMENT, MY DOCUMENTS, and ONSITE VISITATION SCHEDULE. On the left side, there is a sidebar with links to CHAT, FAQ, and CONTACT US. The main content area is titled "WIL REGISTRATION DETAILS" and has a sub-section titled "TRAINING IN PROGRESS". Below this, there is a section titled "MY WIL INFORMATION" which displays the following details:

STUDENT NAME	MR. BANDILE MNEDISI MASONDO	CHAT
WIL MODULE	WIL in Hospitality Management HXP215D P1	MARK ATTENDANCE REGISTER
WIL CODE	HXP215D	DOWNLOAD FINAL REPORT
QUALIFICATION	DIP (HOSPITALITY MANAGEMENT)	VIEW MY LOGBOOK
QUALIFICATION CODE	DPHM19	RE-UPLOAD LETTER FROM EMPLOYER/TRAINING PROVIDER
WIL COORDINATOR NAME	Mrs. SHARON MUKHOLA	SIGN POE
WIL COORDINATOR EMAIL	Mukholasa@lut.ac.za	
WIL COORDINATOR MOBILE	0728992744	
WIL START DATE	12-JUL-2025	
WIL END DATE	08-JAN-2026	

7.2 Progress Bar:

- **Timeline Tracker:** Shows the time spent in the WIL program relative to its total duration
- **Outcome Progress:** Indicates progress towards completing required outcomes



7.3 Employer Details

Shows the current employer information. Students can use the "**Change Employer**", "**Change Workstation**" and "**Change Mentor**" button to update their employer information during their WIL training. These changes will be sent to their academic supervisor for approval,

The figure shows a form titled 'EMPLOYER' with four data entries: NAME (KUHLULA DECOR & EVENTS), WORKSTATION / DIVISION (EVENTS MANAGEMENT INTERN), MENTOR (MR. CONESE MANDLA HLUNGWANI), and EMAIL (CONESE.HLUNGWANI@GMAIL.COM). To the right of each entry is a 'CHANGE' button: 'CHANGE EMPLOYER', 'CHANGE WORKSTATION', and 'CHANGE MENTOR'. Below the email field is a 'MOBILE' field with the number 0794736628. A blue arrow points from the left margin to the 'CHAT' button, which is located next to the 'MENTOR' and 'EMAIL' fields.

Students can chat with their academics and mentor via the "**Chat**" button and attach files if needed.

7.4 Pending Assessments/Reports:

Lists any pending reports or assessments. Students can click "**Submit New Report**" to create and submit a report aligned to their assigned outcomes.



ASSESSMENT TRACKING

REPORTS SUBMITTED	1	REPORTS IN DRAFT	0		
ASSESSED BY MENTOR		ASSESSED BY ACADEMIC			
COMPLETED	PENDING	STUDENT TO EDIT	COMPLETED	PENDING	STUDENT TO EDIT
0	1	0	0	0	0

OUTCOME COMPLETED BY STUDENT	1	OUTCOME ASSESSED BY MENTOR	0	OUTCOME ASSESSED BY ACADEMIC	0
------------------------------	---	----------------------------	---	------------------------------	---

SUBMIT NEW REPORT

SUBMIT OFFLINE REPORT

8 Top Navigation Panel Overview:

8.1 Home:

- Clicking the "**Home**" button brings students back to their main WIL landing page, as described above. This serves as the central dashboard where students can monitor their progress, view employer information, and access pending assessments and reports.
- A "**Submit New Report**" button is available for students to create and submit new reports aligned with their learning outcomes.

9 Submit New Progress Report

Students follow a 6-step process to submit a task report:

9.1 Step 1 – Select Progress Report Title

- When a student selects an outcome from the core outcome list, it will automatically be used as your progress report title.

The screenshot shows a web-based application titled "SUBMIT PROGRESS REPORT". At the top, there are three numbered steps: 1 (orange), 2 (grey), and 3 (grey). Step 1 is labeled "ADD PROGRESS REPORT TITLE", step 2 is "ADD PROGRESS REPORT DETAILS", and step 3 is "SUBMIT PROGRESS REPORT". Below these steps, the "PROGRESS REPORT TITLE : *" field contains "WIL WORKSHOP". A "CORE OUTCOME LIST" table is displayed, showing the following data:

#	SELECT	CORE OUTCOME	WEIGHT(%)	CREDIT
1	<input checked="" type="radio"/>	WIL WORKSHOP	5.21	2.5
2	<input type="radio"/>	CURRICULUM VITAE & COVER LETTER	5.21	2.5
3	<input type="radio"/>	MONTH 1-ACTIVITY REPORT	12.50	6
4	<input type="radio"/>	MONTH 2-ACTIVITY REPORT	12.50	6
5	<input type="radio"/>	MONTH 3-ACTIVITY REPORT	12.50	6
6	<input type="radio"/>	EVALUATION-SECTION A AND SECTION B	10.42	5
7	<input type="radio"/>	FINAL EVALUATION BY STUDENT	10.42	5
8	<input type="radio"/>	ASSIGNMENT: SWOT ANALYSIS	31.25	15

At the bottom right of the table is a "SAVE" button.

9.2 Step 2 - Add Progress Report Details

PROGRESS REPORT DETAILS

1 2 3 4

ADD PROGRESS REPORT TITLE ADD PROGRESS REPORT DETAILS ADD DAILY UPDATE SUBMIT PROGRESS REPORT

TIP
It is recommended that the Student first draft the Progress Report in MS Word, then check for Grammar and Spelling errors by using the online service at www.grammarly.com. After ensuring that the Report is error-free, the Student must Copy and Paste the Report onto the WIL Portal

WIL INFORMATION

WIL MODULE	WIL IN ADVENTURE TOURISM AVX316D
WIL CODE	AVX316D
WIL START DATE	2025-10-01
WIL END DATE	2025-11-30

MONTH 1-ACTIVITY REPORT

OUTCOME ASSESSMENT CRITERIA	DESCRIPTION	WEIGHT
PERFORMANCE EVALUATION	Assess the students performance by rating them as either COMPLETE or INCOMPLETE for the assessment	100

- Students need to select the **start** and **end date** of the task report (The start and end dates refer to the Progress Report period. The report can be completed or still in progress when you submit it.)
- Please see next page for next step...

Students can type or paste their report into the description box, labelled "**Please insert your report here:**", provided and **upload** any supporting documents in "**pdf, png, jpg, jpeg**" files and click on save to continue.

START DATE AND END DATE
The start and end date refers to the Progress Report dates. The Reports may be completed, or it may still be work-in-progress at the time of submitting the Progress Report.

START DATE : *

END DATE : *

NO. OF WORKING DAYS : *

PLEASE INSERT YOUR REPORT HERE : *

File Edit View Insert Format Tools Table

REPORT/PROJECT DESCRIPTION

This section would include the Introduction and Body of the Report as described below.

INTRODUCTION

The introduction usually covers the description of what was done during the period of the Progress Report.

DESCRIPTION OF PROGRESS REPORT

The Body of the Progress Report should include relevant details such as the processes and procedures followed for completion of you went about completing the relevant task you are describing – Please refer to your Outcome / Task Description for the relevant areas that will be assessed for this submission.

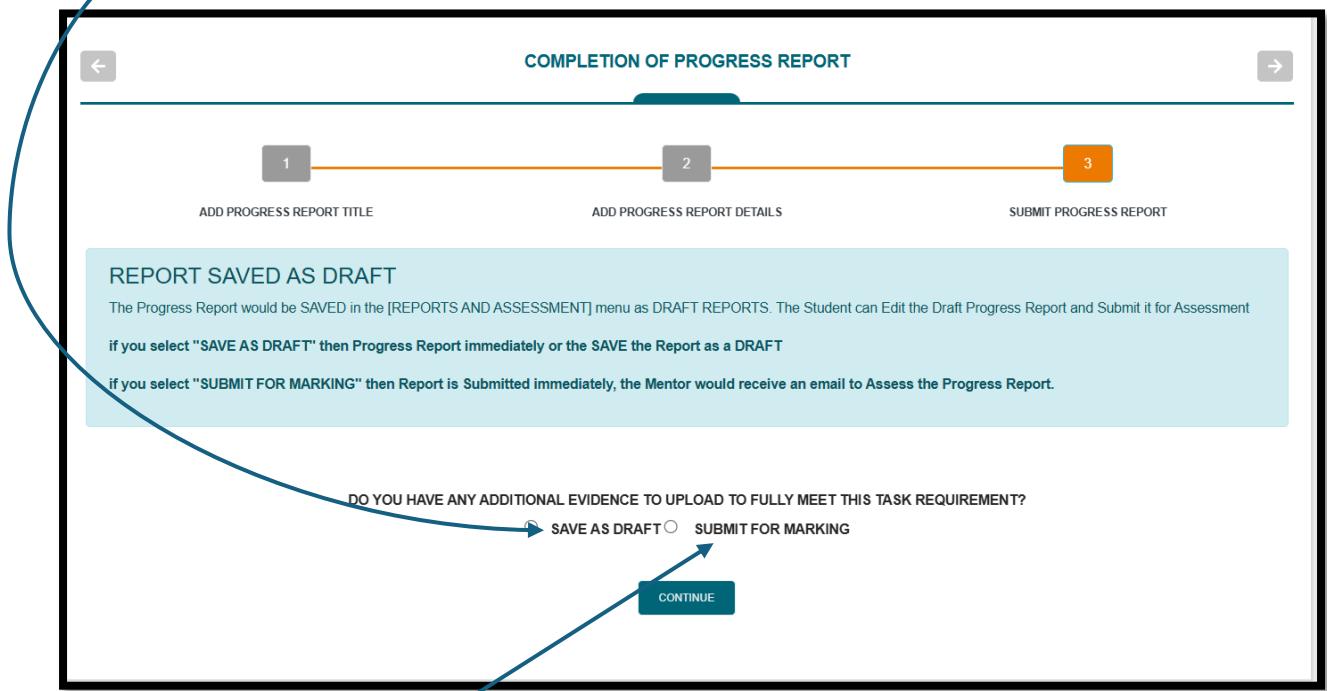
p 87 words

UPLOAD DOCUMENT **SAVE**

9.3 Step 3 - Submit progress report:

The Progress Report will be saved under the [Reports and Assessment](#) menu as a Draft Report. Students can edit the draft **OR** submit it for assessment. NB>

If you **save to draft**, you can come back to edit it before submitting it for marking .



If you **submit for marking**, you cannot retrieve the report – it will be sent to your workplace mentor and WIL coordinator for marking.

9.3.1 After clicking on submit you will be directed to the next page.

- If you select **No**, the outcome will stay open, and you can submit more progress reports linked to it.
- If you select **Yes**, it means all progress reports for this outcome have been submitted. The outcome will then be closed, and no more reports can be added.

Final step: After completing the checklist, click **Submit for Marking**. (Checklist will only appear when the student has selected “**Yes**” as the option)

PROGRESS REPORTS AND OUTCOME ASSESSMENTS

Progress Reports are LINKED to WIL OUTCOMES. Mentors and ACADEMICs need to be ALERTED by the Student when the linked Outcomes are completed and ready for assessment.

The Student must indicate whether the linked Outcomes are completed and ready to be assessed every time they submit a Progress Report.

Mentors and ACADEMICs would be alerted to APPROVE the Outcome that was marked as completed by the Student.

Please Note: If you select NO, the outcome will remain open, and you will be able to submit additional progress reports linked to this outcome. If you select YES, you confirm that all required progress reports for this outcome have been submitted. The outcome will be closed, and no further reports can be submitted.

Final step: After going through the check box will be submit for marking now.

OUTCOME THAT IS LINKED TO TASK IN THE PROGRESS REPORT	ARE YOU READY TO FINALIZE YOUR SUBMISSION FOR THIS OUTCOME?
Weekly Task Logbook Sheet 3	<input type="radio"/> I'm not sure, I have to come back. <input type="radio"/> No, I still have more reports to submit to complete this outcome <input checked="" type="radio"/> Yes, I've submitted all required reports to complete this outcome

I CONFIRM I'VE UPLOADED ALL REQUIRED PROGRESS REPORTS FOR THIS OUTCOME.

I UNDERSTAND I WON'T BE ABLE TO UPLOAD MORE PROGRESS REPORTS AFTER COMPLETION WITHOUT AN ADMIN REOPENING.

MY LOGBOOK EVIDENCE IS ACCURATE AND FINAL.

CONTINUE

9.3.2 How to delete a Task Report and make your Outcome as incomplete

- To remove, edit, or mark an outcome as complete or incomplete, students must go to the Reports and Assessment menu on the top ribbon.
- Students should click the linked Progress Report title to open the report details.

The screenshot shows a web-based application for managing student reports and assessments. At the top, there is a navigation bar with links: HOME, REPORT AND ASSESSMENT, MY DOCUMENTS, and ONSITE VISITATION SCHEDULE. Below the navigation bar is a section titled "STUDENT REPORTS AND ASSESSMENTS".

Under "STUDENT REPORTS AND ASSESSMENTS", there are three tabs: DRAFT REPORTS (red), SUBMITTED REPORTS (green, highlighted with a blue arrow pointing to it), and SUBMITTED OUTCOMES (light blue). The "SUBMITTED REPORTS" tab is currently active.

The main content area is divided into sections:

- MENTOR DETAILS:** Displays information for Miss Jane Smith, including Name (MISS. JANE SMITH), Cell Number (+27-2344409876), Email (jane@biotech.co.za), and Employer (BIO TECH TEST).
- ACADEMIC DETAILS:** Displays information for Mr. Eve Brown, including Name (MR. EVE BROWN), Email (testemail110864@olums.org), and Cell Number (0123826239).
- PROGRESS REPORTS:** A table showing progress reports for three academic entries. The columns are: #, PROGRESS REPORT TITLE, ACADEMIC NAME, MENTOR ASSESSMENT, and ACADEM. The rows are:

#	PROGRESS REPORT TITLE	ACADEMIC NAME	MENTOR ASSESSMENT	ACADEM	
#	PROGRESS REPORT TITLE	ACADEMIC NAME	EDITORIAL CHANGES	ASSESSMENT	EDITORIAL CHANGES
1	WEEKLY TASK LOGBOOK SHEET 1 202	EVE BROWN	-	APPROVED	-
2	WEEKLY TASK LOGBOOK SHEET 2 202	EVE BROWN	-	APPROVED	-
3	WEEKLY TASK LOGBOOK SHEET 3 202	EVE BROWN	-	PENDING ASSESSMENT	-

At the bottom of the table, there are navigation buttons (left, right, first, last) and a page indicator showing "1-3 OF 3".

9.3.3 Progress Report Details page

On this page, you can:

- Remove or edit the report
- View outcome details
- Mark the outcome as incomplete
- View the report QR code

The diagram shows a blue bracket originating from the 'On this page, you can:' section and pointing to the 'PROGRESS REPORT DETAILS' page. The page has a header with 'HOME', 'REPORT AND ASSESSMENT', 'MY DOCUMENTS', and 'ONSITE VISITATION SCHEDULE'. Below the header is a title 'PROGRESS REPORT DETAILS'. On the left is a table with report details:

REPORT TITLE - WEEKLY TASK LOGBOOK SHEET 3 20251104	
DURATION	1 DAYS
FROM DATE	04-Nov-2025
TO DATE	04-Nov-2025
CREDITS (LINKED OUTCOME)	5
WEIGHT	8.33
LINKED OUTCOME TO REPORT	WEEKLY TASK LOGBOOK SHEET 3
MY SELF ASSESSMENT	--
MENTOR ASSESSMENT	NOT ASSESSED
ACADEMIC ASSESSMENT	NOT ASSESSED

To the right of the table is a vertical column of buttons:

- REMOVE PROGRESS REPORT
- EDIT PROGRESS REPORT
- OUTCOME DETAILS
- MARK OUTCOME AS INCOMPLETE
- VIEW PROGRESS REPORT QR

Arrows point from each item in the 'On this page, you can:' list to the corresponding button on the page. Below the table is a section for 'TASK/PROJECT DESCRIPTION' with a 'VIEW DESCRIPTION' link. Further down are sections for 'UPLOADED DOCUMENTS' and 'STUDENT PROGRESS REPORT LINKED TO THE OUTCOME'. The 'STUDENT PROGRESS REPORT' section contains a table:

OUTCOME ID	OUTCOME	COMPLETED BY STUDENT	MENTOR ASSESSMENT	ACADEMIC ASSESSMENT	UNLINK FROM PROGRESS REPORT	ACTION
3	WEEKLY TASK LOGBOOK SHEET 3	Completed	Not Assessed	Not Assessed		MARK OUTCOME AS INCOMPLETE

At the bottom is a 'MENTOR'S ASSESSMENT' section.

9.3.4 Submit Offline Report

The screenshot shows the 'ASSESSMENT TRACKING' section of a software interface. It displays various report counts across different categories. A blue arrow points from the 'SUBMIT NEW REPORT' button at the bottom left to the 'SUBMIT OFFLINE REPORT' button at the bottom right.

REPORTS SUBMITTED		7	REPORTS IN DRAFT		13			
ASSESSED BY MENTOR			ASSESSED BY WIL COORDINATOR					
COMPLETED	PENDING	STUDENT TO EDIT	COMPLETED	PENDING	STUDENT TO EDIT			
7	0	0	7	0	0			
OUTCOME COMPLETED BY STUDENT		7	OUTCOME ASSESSED BY MENTOR		0	OUTCOME ASSESSED BY WIL COORDINATOR		0

SUBMIT NEW REPORT **SUBMIT OFFLINE REPORT**

This button is available for students to create and submit new reports aligned with their learning outcomes when they have **no access to the Internet** and later submit the report when their connection is restored.

The screenshot shows the 'PROGRESS REPORTS' section of the Offline Editor. It displays 'LAST UPLOAD' and 'LAST DOWNLOAD' statistics. Below this is a navigation bar with several options.

OLUMS OFF-LINE EDITOR

PROGRESS REPORTS

CREATE NEW PROGRESS REPORT ON OFF-LINE EDITOR	VIEW ATTENDANCE REPORT FROM LOCAL FILE TO OFF-LINE EDITOR	LOGIN TO DOWNLOAD REPORTS FROM LIVE SERVER
LAST UPLOAD No uploads	LAST DOWNLOAD No downloads	

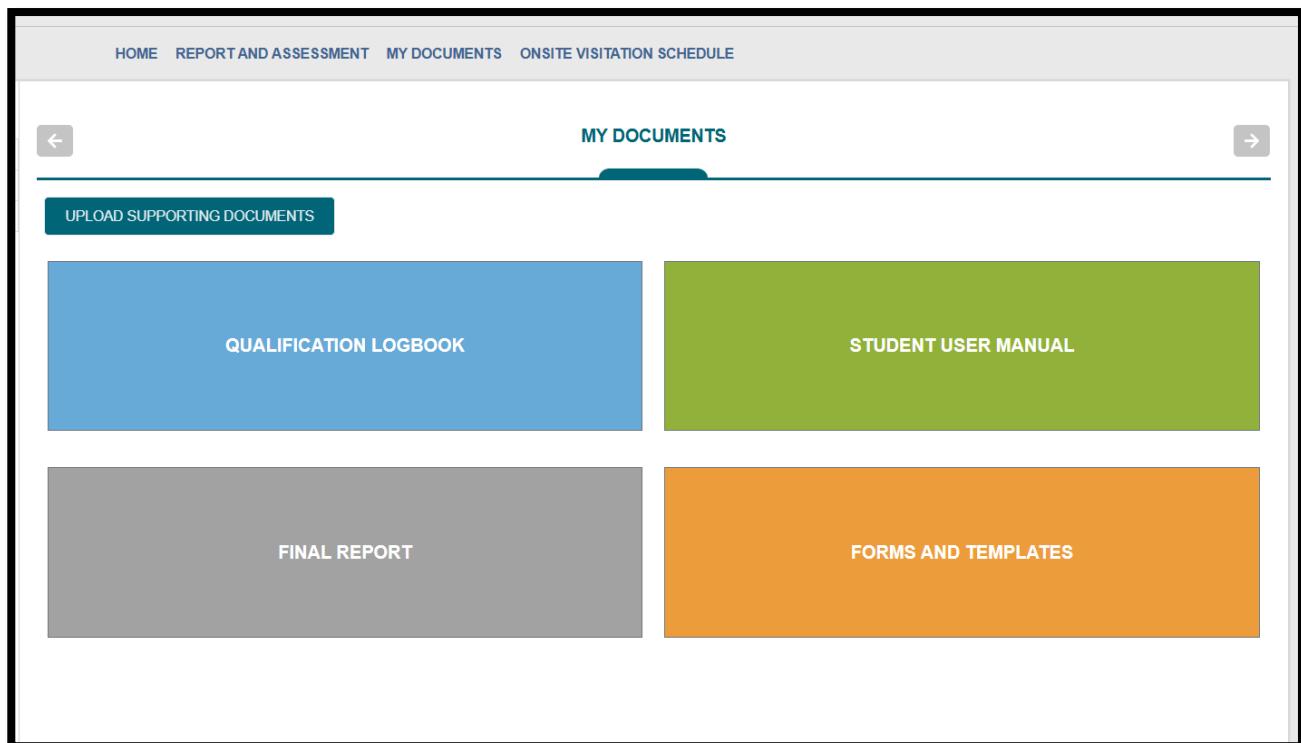
EDITION EDIT PROGRESS REPORT REPORT UPLOADED ONTO LIVE SERVER VIEW EDITORIAL CHANGES MADE BY LECTURER/MENTOR UPLOAD PROGRESS REPORT ONTO LIVE SERVER SAVE REPORT TO LOCAL DRIVE OPEN REPORT FROM LOCAL DRIVE REMOVE PROGRESS REPORT FROM OFF-LINE EDITOR

10 Reports and Assessments:

- This section navigates to a dedicated page that lists all submitted task reports and outcomes
- Students can review their previously submitted reports, outcomes and track feedback, or scores provided by their assessor.

11 My Documents:

- This option opens a page where students can access all essential-WIL related documents, such their qualification's logbook student manual, Student Registration Record, Final Report and Forms and Templates
- Students can download or view these documents directly within the system for easy reference throughout their training.



11.1 Qualification Logbook

When the student clicks on Qualification Logbook, the system will automatically download the logbook to their device.

11.2 Student user manual

When the student clicks on **Student Manual**, the system will automatically download the manual to their device.

11.3 Final Report

When the student clicks on **Final Report**, they will be directed to a screen displaying the qualification they are linked to, where they can download the **Final Report Certificate**.

11.4 Forms and Templates

Under this tab students can download, complete, and upload signed forms directly to the system, (see below screenshot)

The screenshot shows a web-based application interface for managing forms and templates. At the top, there is a header bar with a back arrow, the title 'FORMS AND TEMPLATES', and a forward arrow. Below the header, there are two input fields: 'QUALIFICATION NAME:' containing 'DIPLOMA IN COMPUTER SCIENCE' and 'QUALIFICATION CODE:' containing 'DPRS20'. Underneath these fields is a table listing three forms:

#	TITLE	DOWNLOAD UNSIGNED FORM	UPLOAD SIGNED FORM	DOWNLOAD SIGNED FORM
1	LOGSHEET	DOWNLOAD UNSIGNED FORM	UPLOAD SIGNED FORM	...
2	MENTOR PACKAGE	DOWNLOAD UNSIGNED FORM	UPLOAD SIGNED FORM	...
3	TECHNICAL EVALUATION	DOWNLOAD UNSIGNED FORM	UPLOAD SIGNED FORM	...

At the bottom left of the table are navigation icons (left, right, first, last). At the bottom right, it says '1-3 OF 3'.

12 Onsite Visitation Scheduler:

- This feature allows students to view the schedule site visits related to their WIL program.
- When the WIL coordinator has scheduled any visitations, students can see the details, such as date, time and location

The screenshot shows a mobile application interface titled "VISITATION SCHEDULE". At the top, there are navigation arrows. Below the title, the section "VISITATION DETAILS" is displayed. The details are listed in a table format:

DATE	31-Jan-2025	ACCEPT
TIME	10:00 am	
STATUS	SCHEDULED	
ACADEMIC	MISS. PAULINA NGUBENI	CHAT
EMPLOYER	SANBI NATIONAL ZOOLOGICAL GARDEN	
MENTOR	MR. KARABO MABUSE	CHAT
EMPLOYER ADDRESS	SANBI PRETORIA ZOO	
MENTOR CONTACT	0123392728	
QUALIFICATION NAME	DIPLOMA IN TOURISM MANAGEMENT	
QUALIFICATION CODE	DPTM18	

13 Communication and Support Tools



14 Chat

This is a feature that students can use to chat to their Mentors and WIL coordinators.

The image consists of two vertically stacked screenshots of a student interface. The top screenshot shows the 'CHATS' section with a header 'CHATS' and tabs for 'MENTOR', 'ACADEMIC ASSESSOR', 'HOD', and 'WIL ADMIN'. Below the tabs is a table with columns: '#', 'NAME', 'ROLE', 'UNREAD MESSAGE COUNT', 'LAST CHAT TIME', and 'CHAT'. A message 'No data to display' is shown, along with a page navigation bar. The bottom screenshot shows a detailed chat window for 'Mr. David Shiburi'. At the top are navigation links: HOME, REPORT AND ASSESSMENT, MY DOCUMENTS, and ONSITE VISITATION SCHEDULE. The main area displays a message 'No Chat to display'. At the bottom is a text input field with placeholder 'Type message here...' and a 'SEND' button. A watermark 'Activate Windows' and 'Go to Settings to activate Windows.' is visible in the bottom right corner.

15 FAQ – Frequently Asked Questions

If students need help understanding the system, they can review common questions and answers in the FAQ menu.

The screenshot shows a 'FAQ' section with the following questions:

- Reports And Assessments ?
- What Is A Chat Room ?
- How To Complete Your Online WIL Registration ?
- Onsite Visitation ?
- How To Navigate Around The Assessment Sheet ?
- STUDENTS CAN NOT SUBMIT TASK REPORTS ?
- MENTOR DID NOT RECEIVE THEIR LOGIN DETAILS ?

At the bottom right, there is a message: 'Activate Windows Go to Settings to activate Windows.'

16 Contact Us

If students need help or encounter an error, they can use 'Contact Us' to describe the issue, attach a screenshot, and send it to support for assistance.

The screenshot shows a 'CONTACT US' form with the following fields:

- SELECT SUBJECT FROM : * (dropdown menu: ...Select Title ...)
- COMMENTS :
- Rich text editor toolbar with buttons for File, Edit, View, Insert, Format, Tools, Table, and various text styles (B, I, U, S, etc.).

At the bottom right, there is a message: 'Activate Windows Go to Settings to activate Windows.'