



**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.

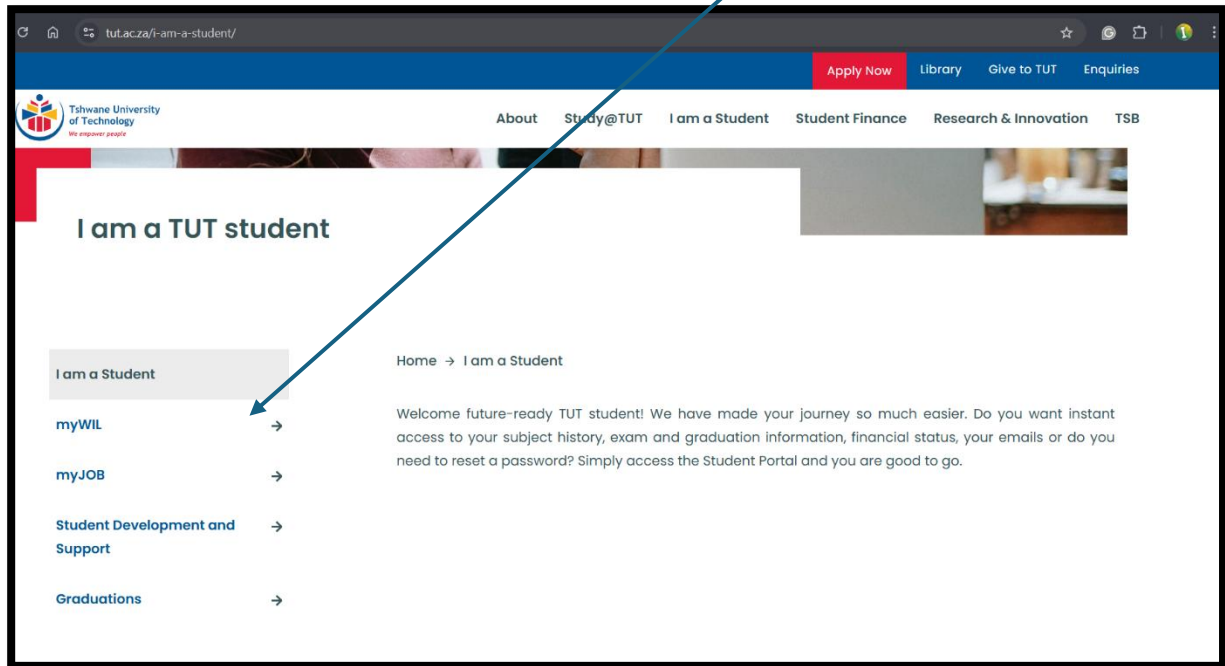
We're committed to supporting your academic success and look forward to assisting you in achieving your qualification goals with ease.

Let's get started!

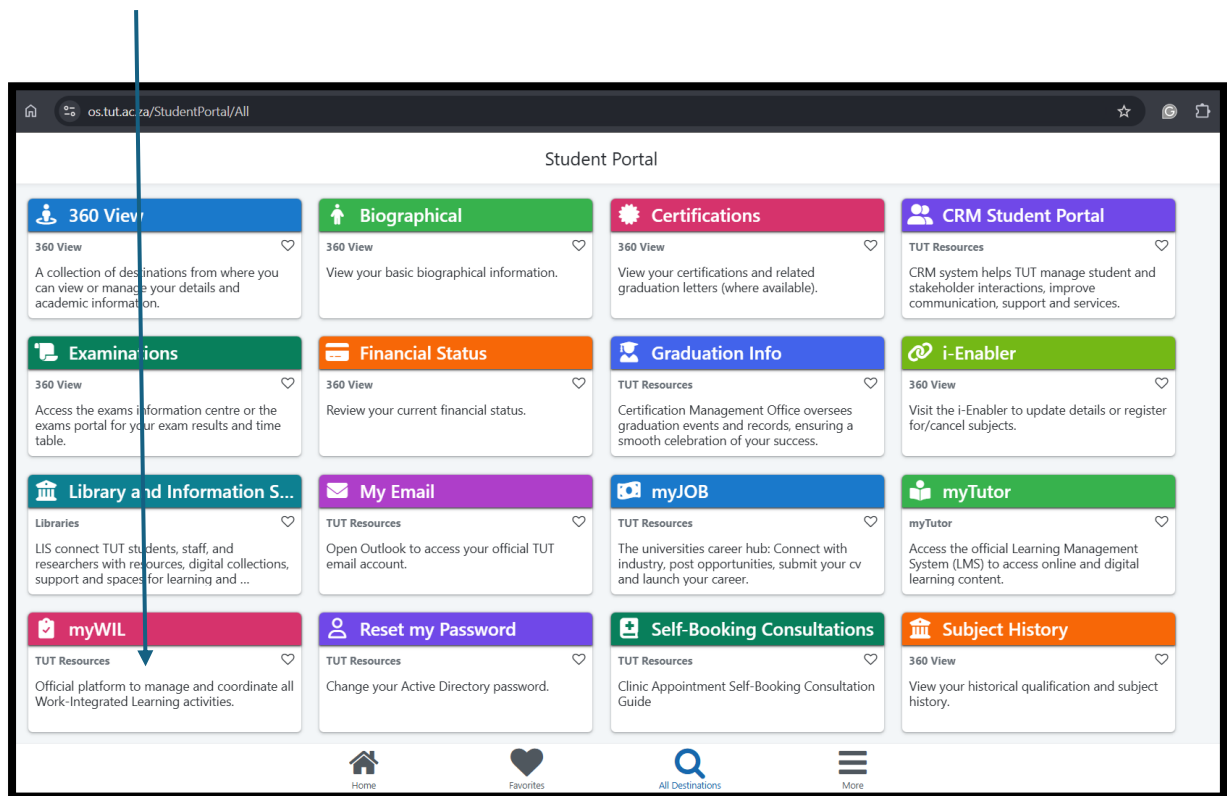
2. Where to access the portal!

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.”

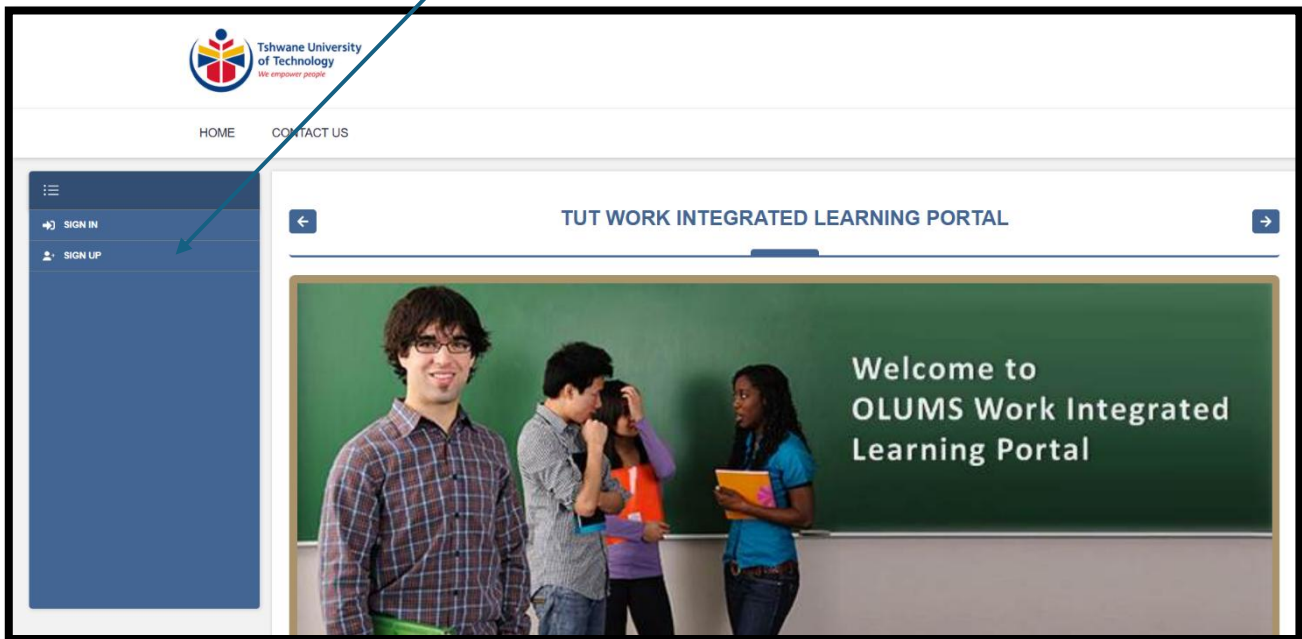


- 2.2 Alternatively, you can access the myWIL portal via the **TUT student portal** by selecting “myWIL” from the “All Destinations” menu.



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.”

HOME CONTACT US

STUDENT SIGN UP

STUDENT NO : *

SURNAME : *

DATE OF BIRTH : *

IDENTITY NO/PASSPORT NO: *

CONTINUE

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.”**

VERIFY MAIL

NOTE: PLEASE USE TUT4LIFE EMAIL !!!
Example : 123456789@tut4life.ac.za

EXISTING EMAIL: testemail11387@columns.org

EXISTING CELL NO: 9999911387

EMAIL: ☒ Existing ☐ Change

CELL NO: ☒ Existing ☐ Change

DECLARATION AND UNDERTAKING: ☐ I ACCEPT THE DECLARATION AND UNDERTAKING ❗

☐ POPI ACT COMPLIANCE ❗

CONTINUE

HOME CONTACT US

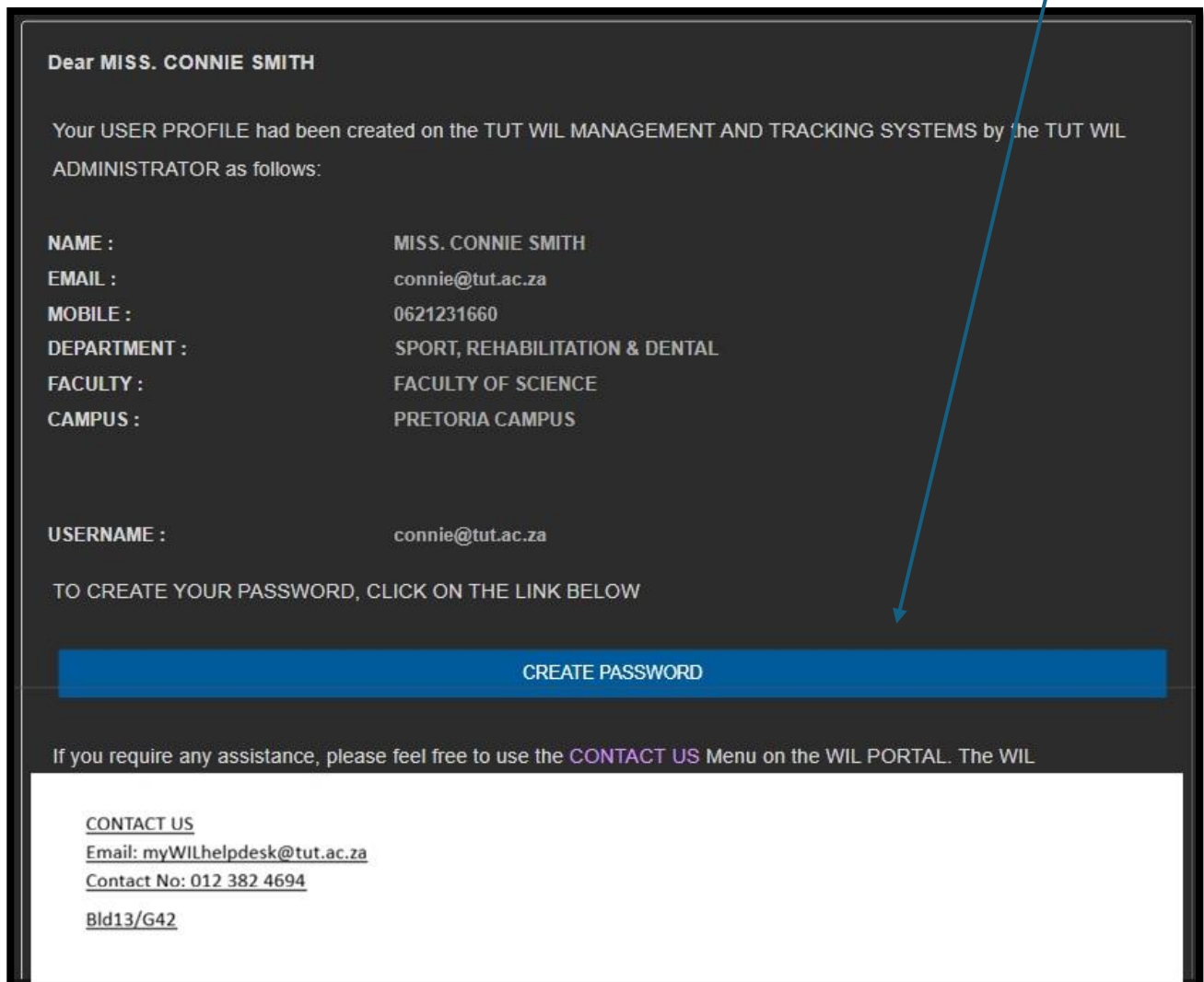
STUDENT REGISTRATION

SUCCESSFUL REGISTRATION

You have successfully registered on WIL portal , Please check your email to create your password.

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 :

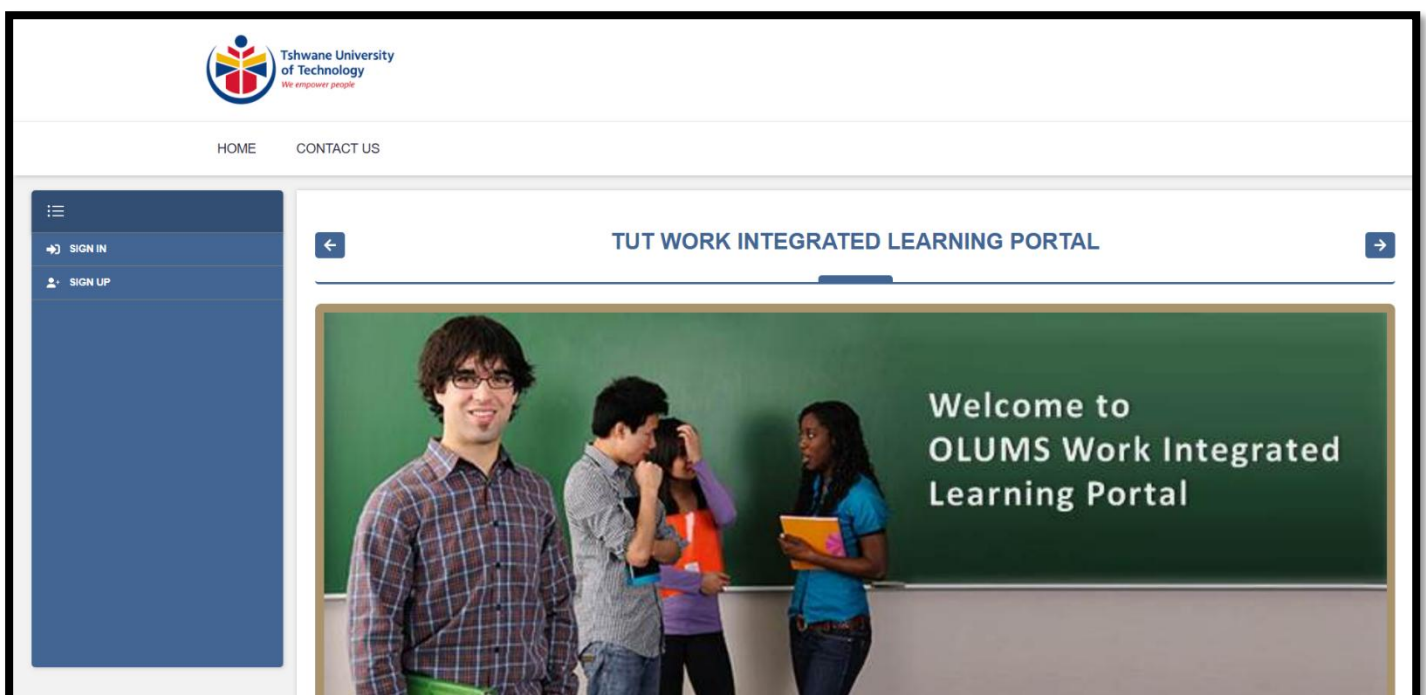
220683389@tut4life.ac.za

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



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.

The screenshot shows a web form titled 'STUDENT DETAILS' with a progress bar at the top indicating six steps: 1. STUDENT DETAILS (highlighted), 2. QUALIFICATION DETAILS, 3. EMPLOYER DETAILS, 4. MENTOR DETAILS, 5. WIL PLACEMENT, and 6. UNDERTAKING AND INDEMNITY. The form fields are as follows:

- STUDENT NAME : MR. LIAM BROWN
- EMAIL ADDRESS : 219422016@tut4life.ac.za
- STUDENT NO. : 219422016
- CAMPUS : * (Dropdown menu showing 'ARCADIA CAMPUS PRETORIA')
- ADDRESS : * (Text input field showing 'GA MAGOLEGO')
- TEL. HOME : * (Text input field showing '0764617177')
- MOBILE NO. : * (Text input field showing '9999993556')

A red bracket groups the last four fields (CAMPUS, ADDRESS, TEL. HOME, and MOBILE NO.). A blue arrow points to a 'SAVE' button at the bottom right of the form.

- 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.

The pop-up dialog box has a title bar that says 'Please confirm and proceed'. It contains the following information:

- CAMPUS: PRETORIA CAMPUS
- QUALIFICATION: DIPLOMA IN LANDSCAPE TECHNOLOGY
- WIL NAME: WIL IN LANDSCAPE TECHNOLOGY WLT316D
- ACADEMIC ASSESSOR: GRACE GARCIA

At the bottom, there are two buttons: 'Yes' (green) and 'Cancel' (red).

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.

QUALIFICATION DETAILS

1 2 3 4 5 6

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

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 --

SAVE

4.3 Step 3: Employer Details

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

The screenshot displays a web interface for the 'Employer Details' step (Step 3) of a 6-step process. The steps are: 1. STUDENT DETAILS, 2. QUALIFICATION DETAILS, 3. EMPLOYER DETAILS (highlighted), 4. MENTOR DETAILS, 5. WIL PLACEMENT, and 6. UNDERTAKING AND INDEMNITY. A button labeled 'ADD NEW EMPLOYER' is visible. Below it is a search bar with the placeholder text 'Search by Employer Name...' and buttons for 'SEARCH' and 'RESET'. A table lists 20 employers, each with a selection radio button. The table has columns for '#', 'SELECT', and 'EMPLOYER NAME'. The employers listed are: 1. 3JS, 2. 45TH MEDIA, 3. A R C, 4. A SOLUTIONS, 5. ABAQULUSI LOCAL MUNICIPALITY, 6. ABCD TRAVEL, 7. ABCS, 8. ABT TELECOMS, 9. ACADEMIC DEPARTMENT, 10. ACTOM CURRENT ELECTRIC, 11. ADAM MABUNDAMA, 12. ADEB FINANCE, 13. ADMIN DEPARTMENT, 14. ADV NA KHUMALO CHAMBERS, 15. ADVOCATE TS VUKEYA, 16. ADZONLINE, 17. AESTUS ANALYTICS, 18. AFGRI, 19. AFRIKA TIKKUN NPC, and 20. AFRIKA TIKKUN SERVICES. A pagination bar at the bottom shows '1-20 OF 905' and a 'SAVE' button.

#	SELECT	EMPLOYER NAME
1	<input type="radio"/>	3JS
2	<input type="radio"/>	45TH MEDIA
3	<input type="radio"/>	A R C
4	<input type="radio"/>	A SOLUTIONS
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 MABUNDAMA
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 a web interface for the 'MENTOR DETAILS' step. At the top, there's a navigation bar with a back arrow, the title 'MENTOR DETAILS', and a forward arrow. Below this, a light blue box contains the title 'MENTOR DETAILS' and a paragraph: '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.' Below this is another section titled 'CHANGE OF MENTORS' with the text: 'The Student can Change, Add, or Edit Mentor details at a later stage in the [ONLINE WIL REGISTRATION MENU]'. A progress bar with six steps is shown: 1. STUDENT DETAILS, 2. QUALIFICATION DETAILS, 3. EMPLOYER DETAILS, 4. MENTOR DETAILS (highlighted in orange), 5. WIL PLACEMENT, and 6. UNDERTAKING AND INDEMNITY. The main form area contains five fields: 'TITLE : *' (a dropdown menu with '--SELECT TITLE--'), 'FIRST NAME : *', 'SURNAME : *', 'EMAIL : *', and 'MOBILE NO. : *'. A red bracket groups the first three fields. A 'SAVE' button is located at the bottom right of the form.

- 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 a web form titled "WIL PLACEMENT" with a navigation bar at the top containing six steps: 1. STUDENT DETAILS, 2. QUALIFICATION DETAILS, 3. EMPLOYER DETAILS, 4. MENTOR DETAILS, 5. WIL PLACEMENT (highlighted in orange), and 6. UNDERTAKING AND INDEMNITY. Below the navigation bar is a light blue box with the heading "WORK PLACEMENT" and a descriptive paragraph: "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". The form fields include: "NAME OF WORK PLACEMENT : *" (text input), "IS THE PHYSICAL ADDRESS OF THE EMPLOYER OUTSIDE SOUTH AFRICA? *" (radio buttons for Yes and No, with No selected), and a group of four fields (NAME OF BUILDING, STREET ADDRESS, PROVINCE, CITY, and SUBURB) all marked with red asterisks. A red bracket groups these four fields. The PROVINCE field is a dropdown menu currently showing "--SELECT PROVINCE--". At the bottom right is a blue "SAVE" button.

- 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)

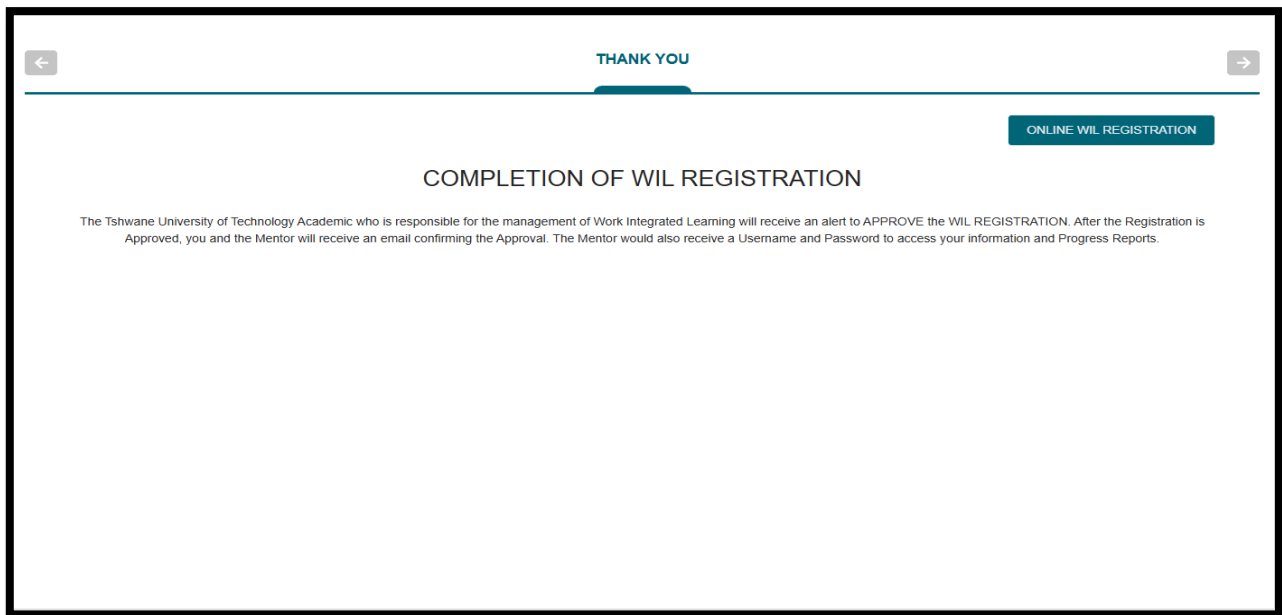
Choose File

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.

[HOME](#) [REPORT AND ASSESSMENT](#) [MY DOCUMENTS](#) [ONSITE VISITATION SCHEDULE](#)

[←](#) **WIL REGISTRATION DETAILS**

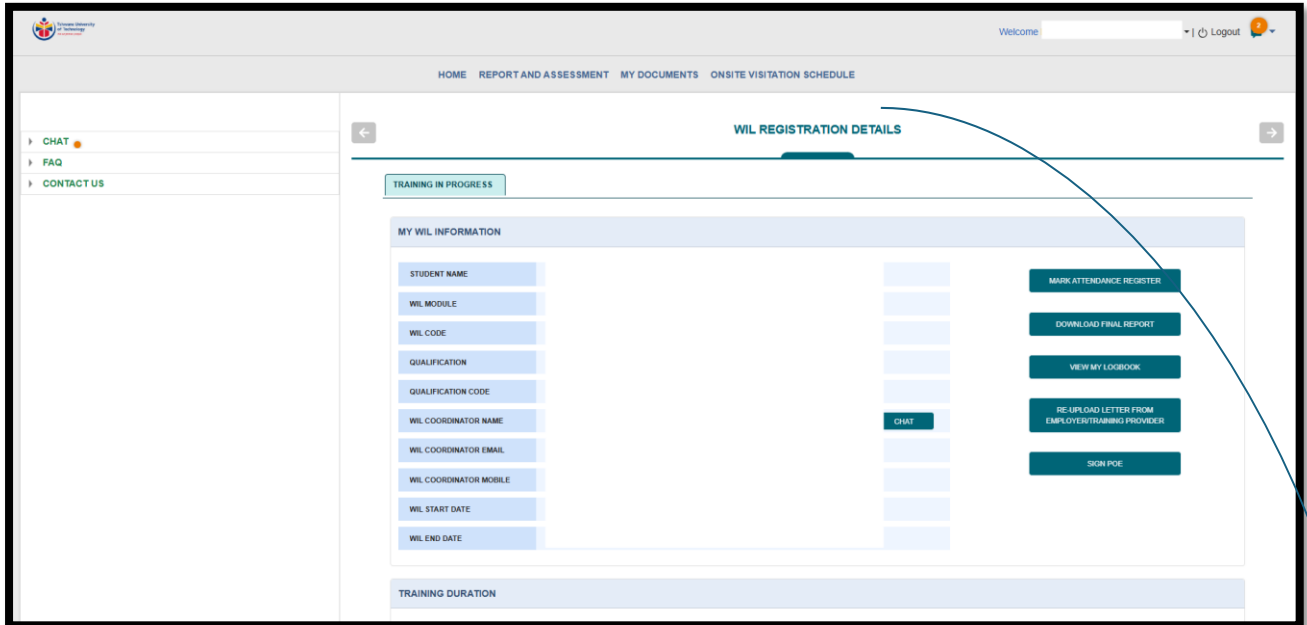
PENDING APPROVAL TRAINING BY WIL COORDINATOR

MY WIL INFORMATION

WIL MODULE		VIEW QUALIFICATION LOGBOOK
WIL CODE		
QUALIFICATION NAME		
QUALIFICATION CODE		
WIL COORDINATOR NAME		CHAT
WIL COORDINATOR EMAIL		
WIL COORDINATOR MOBILE		
EMPLOYER		CHANGE EMPLOYER
MENTOR		CHAT CHANGE MENTOR
WORKSTATION / DIVISION		CHANGE WORKSTATION
TIME LINE	<div><div></div></div>	
WIL START DATE		
WIL END DATE		

6 Navigating the System

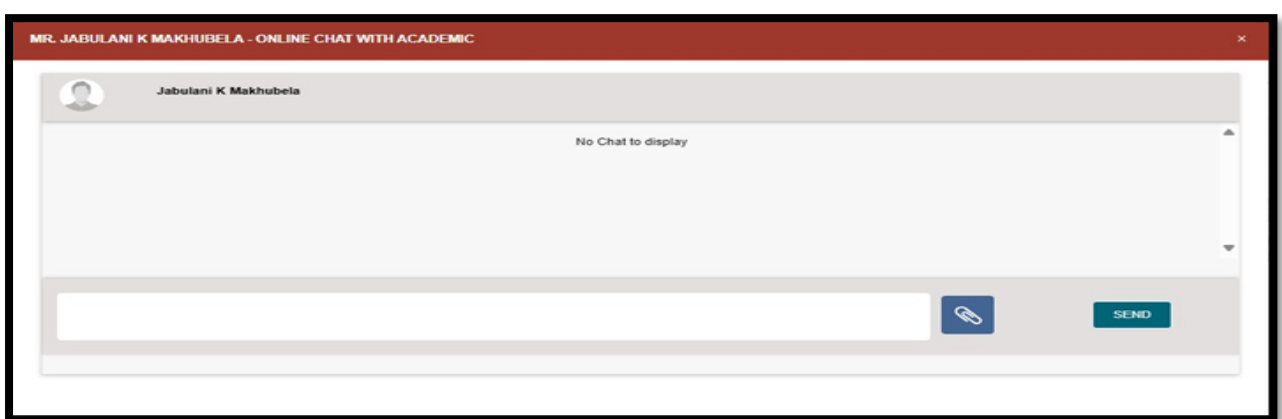
When students first log into the system, they will be directed to their main WIL workspace. This area serves as the central hub for managing their WIL journey.



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 the 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.

[HOME](#)
[REPORT AND ASSESSMENT](#)
[MY DOCUMENTS](#)
[ONSITE VISITATION SCHEDULE](#)

CHAT

FAQ

CONTACT US

←

WIL REGISTRATION DETAILS

→

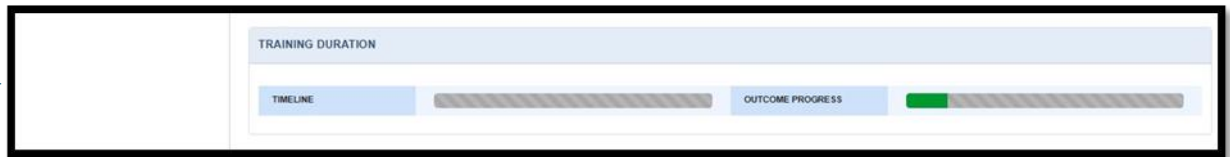
TRAINING IN PROGRESS

MY WIL INFORMATION

STUDENT NAME	MR. BANDLE MNCEDISI MASONDO	<div>MARK ATTENDANCE REGISTER</div> <div>DOWNLOAD FINAL REPORT</div> <div>VIEW MY LOGBOOK</div> <div>RE-UPLOAD LETTER FROM EMPLOYER/TRAINING PROVIDER</div> <div>SIGN POE</div>
WIL MODULE	WIL in Hospitality Management IXP215D P1	
WIL CODE	IXP215D	
QUALIFICATION	DIP (HOSPITALITY MANAGEMENT)	
QUALIFICATION CODE	DPHM19	
WIL COORDINATOR NAME	Mrs. SHARON MUKHOLA <div>CHAT</div>	
WIL COORDINATOR EMAIL	Mukholasa@ul.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 screenshot shows the 'EMPLOYER' details form. It contains the following fields and buttons:

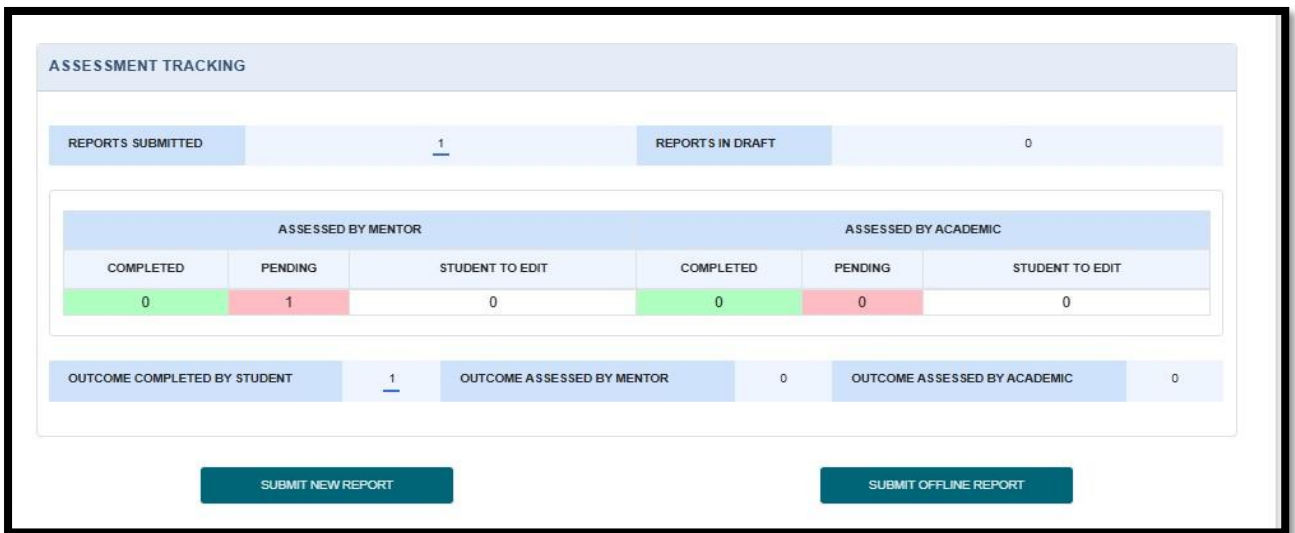
EMPLOYER			
NAME	KUHLLULA DECOR & EVENTS		CHANGE EMPLOYER
WORKSTATION / DIVISION	EVENTS MANAGEMENT INTERN		CHANGE WORKSTATION
MENTOR	MR. CONESE MANDLA HLUNGWANI		CHAT CHANGE MENTOR
EMAIL	CONESE.HLUNGWANI@GMAIL.COM	MOBILE	0794730628

An arrow points from the 'CHAT' button to the text below.

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.



The screenshot displays the 'ASSESSMENT TRACKING' interface. At the top, there are two summary boxes: 'REPORTS SUBMITTED' with a value of 1 and 'REPORTS IN DRAFT' with a value of 0. Below these is a table with two main sections: 'ASSESSED BY MENTOR' and 'ASSESSED BY ACADEMIC'. Each section has three columns: 'COMPLETED', 'PENDING', and 'STUDENT TO EDIT'. The 'ASSESSED BY MENTOR' section shows 0 completed, 1 pending, and 0 student to edit. The 'ASSESSED BY ACADEMIC' section shows 0 completed, 0 pending, and 0 student to edit. At the bottom, there are three summary boxes: 'OUTCOME COMPLETED BY STUDENT' with a value of 1, 'OUTCOME ASSESSED BY MENTOR' with a value of 0, and 'OUTCOME ASSESSED BY ACADEMIC' with a value of 0. Below these are two buttons: 'SUBMIT NEW REPORT' and 'SUBMIT OFFLINE REPORT'.

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.

←

SUBMIT PROGRESS REPORT

→

1

2

3

ADD PROGRESS REPORT TITLE

ADD PROGRESS REPORT DETAILS

SUBMIT PROGRESS REPORT

PROGRESS REPORT TITLE : *

WIL WORKSHOP

CORE OUTCOME LIST

#	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

SAVE

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 AV/X316D
WIL CODE	AV/X316D
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.

The screenshot shows a web form for submitting a progress report. At the top, a grey box contains the heading "START DATE AND END DATE" and a red note: "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." Below this are three input fields: "START DATE : *" with a date placeholder "yyyy/mm/dd", "END DATE : *" with a date placeholder "yyyy/mm/dd", and "NO. OF WORKING DAYS : *" with an empty field. A large blue arrow points from the text "Please insert your report here:" in the instructions to the "PLEASE INSERT YOUR REPORT HERE : *" label. The report area features a rich text editor with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and a toolbar with icons for undo, redo, bold, italic, underline, strikethrough, font face (Helvetica), font size (1.25rem), and alignment. The text area contains the heading "REPORT/PROJECT DESCRIPTION" followed by two paragraphs of instructional text. A blue arrow points from the text "upload any supporting documents" in the instructions to the "UPLOAD DOCUMENT" button. At the bottom right of the text area, it says "87 words". At the bottom of the form are two buttons: "UPLOAD DOCUMENT" and "SAVE".

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

↶ ↷ B I U ✖ Helvetica 1.25rem [Alignment icons] [List icons] ...

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 .

The screenshot shows a mobile application interface titled "COMPLETION OF PROGRESS REPORT". At the top, there is a progress bar with three steps: 1. ADD PROGRESS REPORT TITLE, 2. ADD PROGRESS REPORT DETAILS, and 3. SUBMIT PROGRESS REPORT. Step 3 is highlighted in orange. Below the progress bar, a light blue box contains the message "REPORT SAVED AS DRAFT" and explains that the report is saved as a draft in the [REPORTS AND ASSESSMENT] menu. It also states that the student can edit the draft or submit it for assessment. Below this box, there is a question: "DO YOU HAVE ANY ADDITIONAL EVIDENCE TO UPLOAD TO FULLY MEET THIS TASK REQUIREMENT?". Underneath the question are two radio buttons: "SAVE AS DRAFT" (which is selected) and "SUBMIT FOR MARKING". At the bottom center, there is a teal "CONTINUE" button. A blue arrow from the text "If you save to draft, you can come back to edit it before submitting it for marking ." points to the "SAVE AS DRAFT" radio button.

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	<p><input type="radio"/> I'm not sure, I have to come back.</p> <p><input type="radio"/> No, I still have more reports to submit to complete this outcome</p> <p><input checked="" type="radio"/> Yes, I've submitted all required reports to complete this outcome</p>

☐ 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.

HOME REPORT AND ASSESSMENT MY DOCUMENTS ONSITE VISITATION SCHEDULE

STUDENT REPORTS AND ASSESSMENTS

DRAFT REPORTS SUBMITTED REPORTS SUBMITTED OUTCOMES

MENTOR DETAILS

NAME	MISS. JANE SMITH	CELL NUMBER	+27-2344409876
EMAIL	jane@biotech.co.za	EMPLOYER	BIO TECH TEST

ACADEMIC DETAILS

NAME	MR. EVE BROWN	EMAIL	testemail110664@olums.org
CELL NUMBER	0123826239		

PROGRESS REPORTS

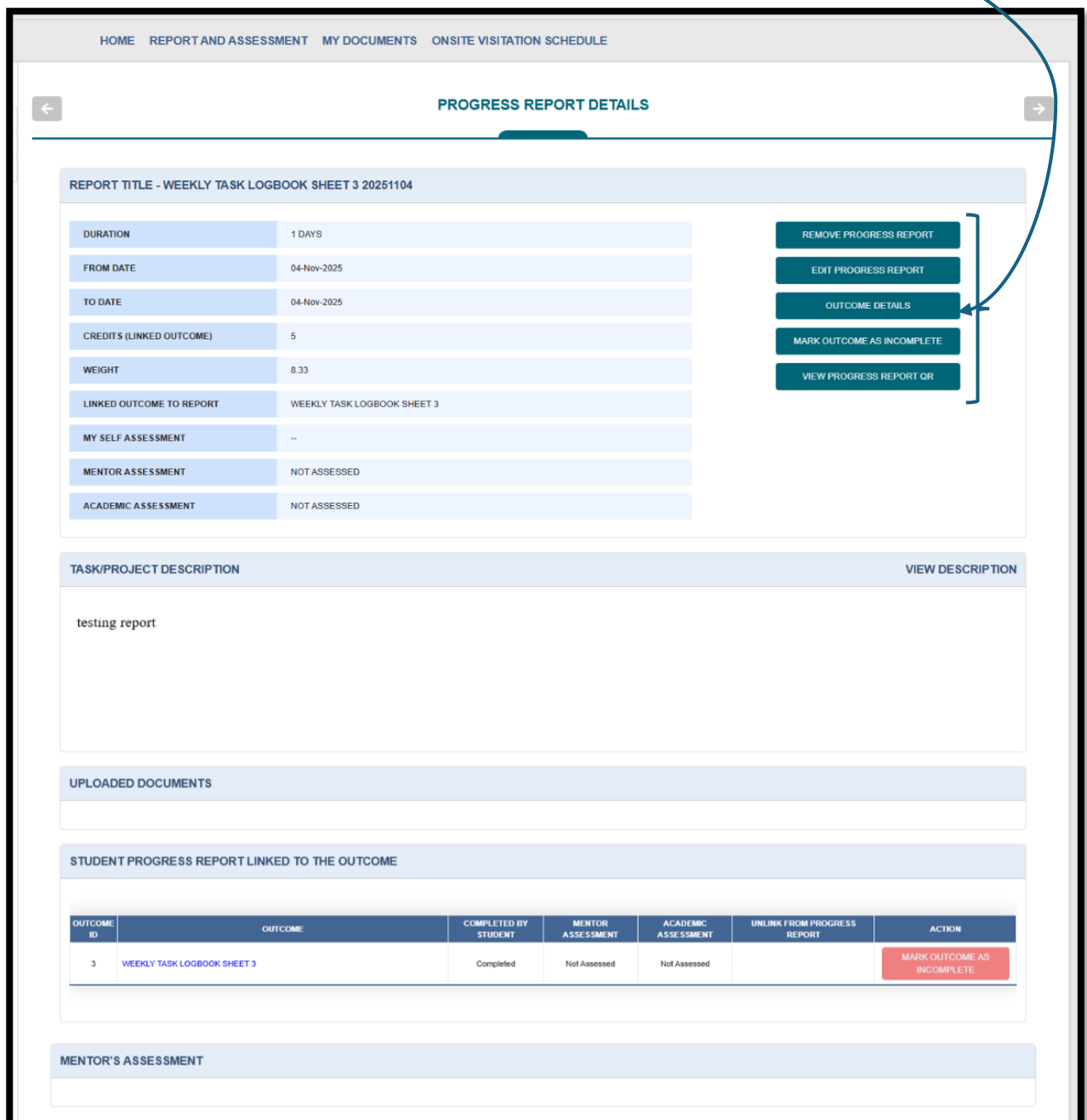
#	PROGRESS REPORT TITLE	ACADEMIC NAME	MENTOR ASSESSMENT		ACADEM
			EDITORIAL CHANGES	ASSESSMENT	EDITORIAL CHANGES
1	WEEKLY TASK LOGBOOK SHEET 1 202	EVE BROWN	-	APPROVED	-
2	WEEKLY TASK LOGBOOK SHEET 2 202	EVE BROWN	-	APPROVED	-
3	WEEKLY TASK LOGBOOK SHEET 3 202	EVE BROWN	-	PENDING ASSESSMENT	-

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



HOME REPORT AND ASSESSMENT MY DOCUMENTS ONSITE VISITATION SCHEDULE

PROGRESS 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

[REMOVE PROGRESS REPORT](#)
[EDIT PROGRESS REPORT](#)
[OUTCOME DETAILS](#)
[MARK OUTCOME AS INCOMPLETE](#)
[VIEW PROGRESS REPORT QR](#)

TASK/PROJECT DESCRIPTION

VIEW DESCRIPTION

testing report

UPLOADED DOCUMENTS

STUDENT PROGRESS REPORT LINKED TO THE OUTCOME

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

MENTOR'S ASSESSMENT

9.3.4 Submit Offline Report

The screenshot shows the 'ASSESSMENT TRACKING' dashboard. At the top, there are two summary boxes: 'REPORTS SUBMITTED' with a value of 7 and 'REPORTS IN DRAFT' with a value of 13. Below these are two main sections: 'ASSESSED BY MENTOR' and 'ASSESSED BY WIL COORDINATOR'. Each section has a table with columns for 'COMPLETED', 'PENDING', and 'STUDENT TO EDIT'. In the 'ASSESSED BY MENTOR' section, 'COMPLETED' is 7, 'PENDING' is 0, and 'STUDENT TO EDIT' is 0. In the 'ASSESSED BY WIL COORDINATOR' section, 'COMPLETED' is 7, 'PENDING' is 0, and 'STUDENT TO EDIT' is 0. At the bottom, there are three boxes: 'OUTCOME COMPLETED BY STUDENT' (7), 'OUTCOME ASSESSED BY MENTOR' (0), and 'OUTCOME ASSESSED BY WIL COORDINATOR' (0). At the very bottom, there are two buttons: 'SUBMIT NEW REPORT' and 'SUBMIT OFFLINE REPORT'. A blue arrow points from the section header '9.3.4 Submit Offline Report' to the 'SUBMIT OFFLINE REPORT' button.

ASSESSMENT TRACKING																							
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 'OLUMS OFF-LINE EDITOR' interface. At the top, there are links for 'GO TO LIVE SERVER' and 'OFF-LINE EDITOR'. The main heading is 'OLUMS OFF-LINE EDITOR' followed by 'PROGRESS REPORTS'. Below this, there are three buttons: 'CREATE NEW PROGRESS REPORT ON OFF-LINE EDITOR', 'VIEW ATTENDANCE REPORT FROM LOCAL FILE TO OFF-LINE EDITOR', and 'LOGIN TO DOWNLOAD REPORTS FROM LIVE SERVER'. In the center, there are two boxes: 'LAST UPLOAD' with 'NO UPLOADS' and 'LAST DOWNLOAD' with 'NO DOWNLOADS'. At the bottom, there is a row of seven buttons: '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', and 'REMOVE PROGRESS REPORT FROM OFF-LINE EDITOR'.

GO TO LIVE SERVER OFF-LINE EDITOR

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

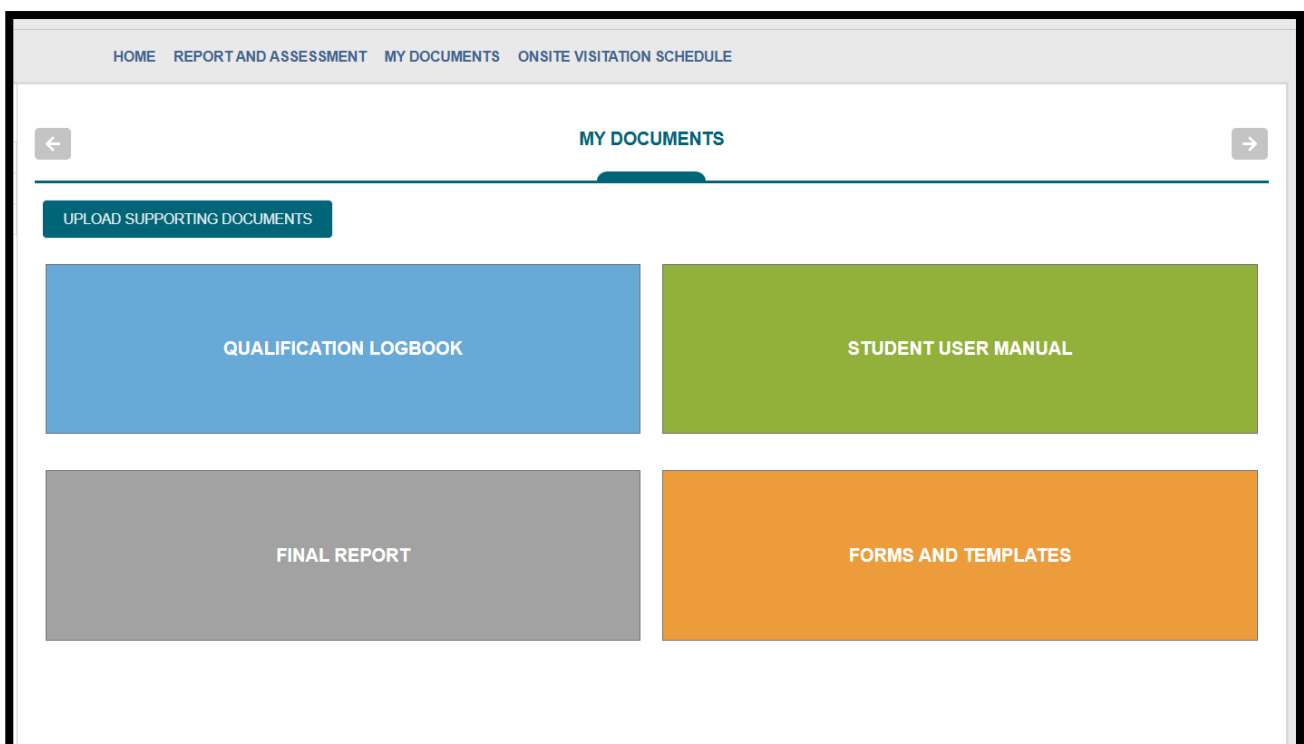
EDIT PROGRESS REPORT REPORT UPLOADED ONTO LIVE SERVER VIEW EDITORIAL CHANGES MADE BY LECTURER/MENTOR UPLOAD PROGRESS REPORT ONTO LIVE SERVER SAVE REPORT TO LOCAL DRIVE OPEN REPORT FROM LOCAL DRIVE REMOVE PROGRESS REPORT FROM OFF-LINE EDITOR

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 displays the 'FORMS AND TEMPLATES' interface. At the top, there are two input fields: 'QUALIFICATION NAME :' with the value 'DIPLOMA IN COMPUTER SCIENCE' and 'QUALIFICATION CODE :' with the value 'DPRS20'. Below these fields is a table with the following structure:

#	TITLE	Y	DOWNLOAD UNSIGNED FORM	Y	UPLOAD SIGNED FORM	Y	DOWNLOAD SIGNED FORM	Y
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 of the table, there is a pagination control showing '1' and a total count of '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 displays a web interface titled "VISITATION SCHEDULE". It features a "VISITATION DETAILS" section with a table of visit information. The table includes fields for Date, Time, Status, Academic, Employer, Mentor, Employer Address, Mentor Contact, Qualification Name, and Qualification Code. There are "CHAT" buttons next to the Academic and Mentor fields, and an "ACCEPT" button on the right side of the table.

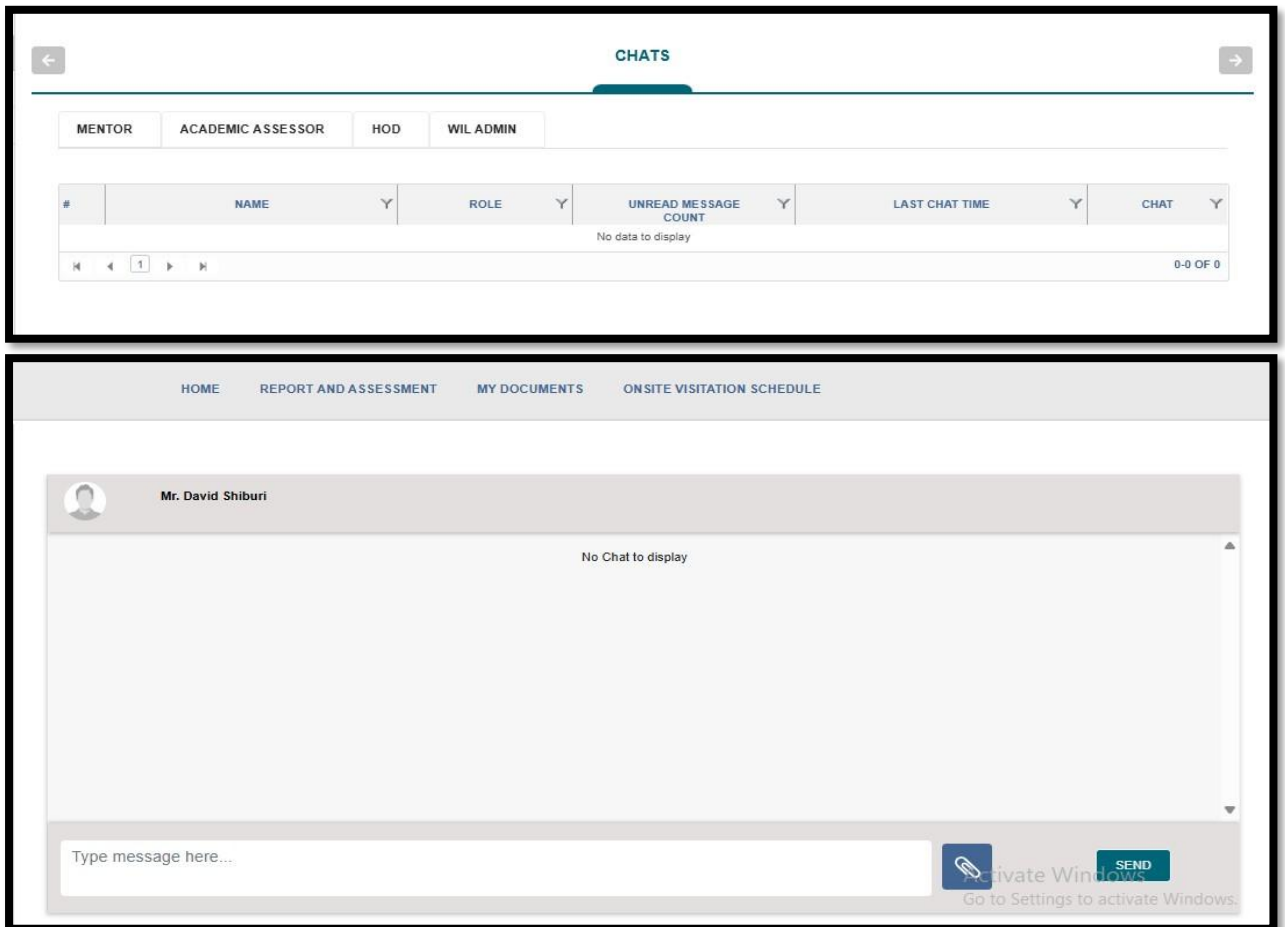
VISITATION DETAILS	
DATE	31-Jan-2025
TIME	10:00 am
STATUS	SCHEDULED
ACADEMIC	MISS. PAULINA NGUBENI
EMPLOYER	SANBI NATIONAL ZOOLOGICAL GARDEN
MENTOR	MR. KARABO MABUSE
EMPLOYER ADDRESS	SANBI PRETORIA ZOO
MENTOR CONTACT	0123392728
QUALIFICATION NAME	DIPLOMA IN TOURISM MANAGEMENT
QUALIFICATION CODE	DPTM19

13 Communication and Support Tools



14 Chat

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



15 FAQ – Frequently Asked Questions

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



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.

