Welcome to the module Human Resource Maintenance and Retention (HRM2602).

We hope that you will find this module enjoyable and enriching.

This letter contains important information to get you started with your studies.

GOING ONLINE

USING THE NAVIGATION BAR AND myUnisa TOOLS

PLANNING AND MANAGING YOUR TIME

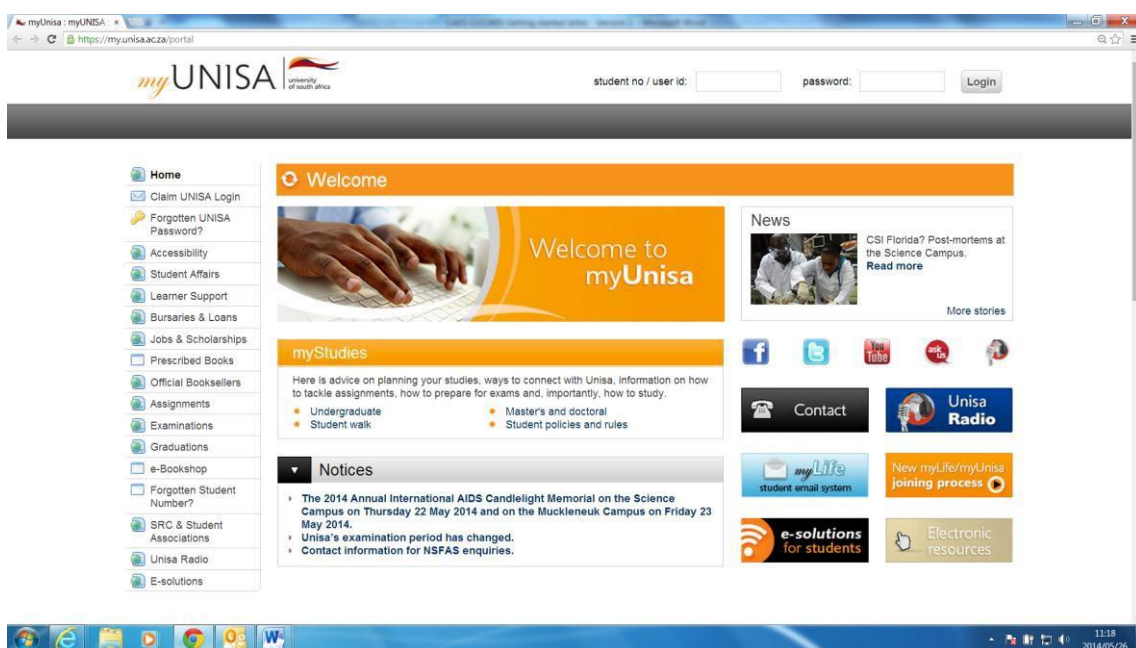**PARTICIPATING IN THE ONLINE LEARNING COMMUNITY**

CLOSING REMARKS

GOING ONLINE

As a registered Unisa student, you will have access to the myUnisa electronic portal.

Example 1: myUnisa electronic portal home page

From here, you can access various online resources to assist you in your studies. Please ensure that you have activated your myLife e-mail account and familiarise yourself with the *my Studies @ Unisa* brochure and other guidelines.

You might find it helpful to access the following links about studying online:

- *my Studies @ Unisa (1)* (2:58)

- *my Studies @ Unisa* (2): What does it mean to be an ODL student at Unisa? (1:12)

- Get connected before you start to register on myUnisa (6:10)

Once you have registered and have your myUnisa login details, you will have access to the sites of all the modules that you have registered for.

USING THE NAVIGATION BAR AND myUnisa TOOLS

You can use various navigation options on the module sites. These options are displayed on the left-hand side of the screen of all the sites. Click on the specific navigation option to open the page with the information that you wish to find. The first page that you will see when opening any site is the home page.

Example 2: Home page of module site

Remember that from the HRM2602 home page, your lecturers are just a click away!

The following is an alphabetical list of the myUnisa tools (with accompanying explanations) that we will use for this module:

myUnisa TOOLS	EXPLANATION
Additional Resources	This tool enables you to access different types of resources that are relevant to your studies, such as links to articles on performance management, assessments and assessment rubrics, and PowerPoint presentations. The tool contains a number of folders with files, links, graphs and other information. These additional resources will help you in your learning, and new resources might be uploaded during the semester.
Announcements	From time to time, an announcement will alert you to important information. You will sometimes also receive an e-mail notification in this regard. In addition, the most recent announcements will be displayed on the home page.
Assignments	This tool enables you to submit assignments and monitor your assessment results. We will provide clear guidelines on the submission of assignments.

Discussion Forums	This tool is used mainly for interactive discussions and activities on the various topics and themes in the field of performance management. The forums and learning activities are intended to help you in mastering the learning outcomes. Participating in the discussions will also help you to be better prepared for the assignments. The module site contains a variety of discussion forums.
FAQs (frequently asked questions)	This tool provides questions and answers about the module. These are grouped in various categories ranging from assessment matters to technical issues. If you have any queries about the module, start by consulting the FAQs. If you not find an answer to your question, you are most welcome to contact us.
Learning Units	Here you will find content supporting the learning outcomes. This tool enables you to find information on the learning activities, assessments and links to other valuable resources. Please note that this tool will be used together with the workbooks.
Official Study Material	This tool enables you to access and download the official study material, such as the tutorial letters.
Prescribed Books	This tool displays the prescribed book for the module.

PLANNING AND MANAGING YOUR TIME

There are 24 hours,
1440 minutes and
86 400 seconds in each day.
Yet there never seems to be
enough time to get everything
done!

Does this sound familiar? Attempting to balance study, work, family life and extracurricular activities is a challenge that requires you to manage ever-increasing and competing demands. You therefore need to plan and compile an appropriate schedule to suit your individual needs and circumstances. Although we have provided a study timetable and the due dates of the assignments in Tutorial letter 101/3/2016, we do not prescribe a specific study timetable. Remember, though, that the study timetable provided in Tutorial letter 101/3/2016 are only guidelines – you should always work at your own pace, and you may even prefer to draw up your own time management schedule which will be better suited to your particular situation. However, below are some recommendations. Given the time constraints, you may want to follow some of these recommendations.

Browse the module site	Take time to browse the module site and familiarise yourself with the requirements and demands of the module. This will enable you to see the "big picture" of the module. The **FAQs** tool (on the navigation bar of the module site) is a valuable resource and could be a useful starting point. Evaluate the demands, opportunities and challenges of your personal circumstances, and determine how they relate to the assignment due dates and the other learning activities that you need to attend to. It may be a good idea to enter these dates in your personal diary immediately.
Compile a personal study timetable	Decide on strategies for planning ahead and compile your personal study timetable. Be disciplined in keeping to your schedule. Perhaps you could start with some preliminary reading and exploring the recommended material. The amount of information on the module site and the number of assignments that you will have to complete may seem overwhelming at first, but do not be disheartened!
Approach your studies systematically	Work systematically through the various learning activities, reflective questions and assignments. Make sure that you meet all the requirements for the learning activities. Use the learning outcomes and assessment criteria, the supporting material and learning activities (stipulated under the **Learning Units** tool) to give you a foundation for the knowledge you have to acquire and the skills you have to develop. To help you approach your studies with confidence, it might be helpful to start by browsing the module site and familiarising yourself with the learning outcomes and assessment criteria, the additional resources, the study guide and learning units. The learning units have been designed and developed as manageable "chunks" to help you achieve the learning outcomes logically and systematically.
Contact your lecturers	Do not hesitate to contact us, your lecturers, if you experience any difficulties with any aspect of the module. You can contact us by e-mail, telephone or the **Discussions** tool. Our contact details are available on the home page of the module site. Remember that help is just a click away!
Contact your peers	Please make regular contact with your peers (via the student lounge and other forums that you can accessible by means of the **Discussions** tool). Engage with your fellow students to clarify and broaden your understanding of challenging concepts and themes. You will find that by participating in discussions and continuously reflecting on your learning, you will expand your knowledge base and develop new skills that you can apply in the workplace. Most students find these discussions with their lecturers and/or fellow students extremely useful when preparing their assignments.

PARTICIPATING IN THE ONLINE LEARNING COMMUNITY

If you have taken online courses before, you may well be familiar with how to participate in online environments. However, if this is the first time that you are taking an online course, you may be interested in how to go about communicating in cyberspace. An important issue of online communities is how people relate to each other. As you may know, the internet – cyberspace – has its own culture and accompanying conventions for e-mails, social networks and more formal online environments such as myUnisa (our educational learning management system).

When communicating electronically, people often forget that the person on the receiving end is someone with feelings, facial expressions, gestures and a unique tone of voice. Without being able to observe these communication cues, it is quite possible to misinterpret participants' meaning – in the case of online communication, meaning is usually conveyed by written words only. Because online communication tends to be less personal, it would be a good idea to familiarise yourself with guidelines on netiquette (social codes/etiquette for the internet – available at http://www.albion.com/netiquette/corerules.html). These guidelines will give you useful information about participating in online discussions, such as how to address one another and making sure that you "know what you're talking about and make sense" (see Rule 5).

Please note that when participating in the online discussions, we strongly recommend that you direct your responses to your lecturers and fellow students by **addressing them** at the opening of your response. Also, when you end your contribution, **sign off** by using your name (or title and surname). This will indicate how you would like your lecturers and fellow students to address you.

We urge you to make an effort and commit to following these guidelines to ensure that your communication and actions online are respectful.

Now, to get started, please access *Forum 1: Student Lounge* and introduce yourselves to each other (Topic 1).

CLOSING REMARKS

Familiarise yourself with the online environment before the module commences in January 2015.

We look forward to seeing your progress at a personal and professional level during the year.

It is truly a pleasure to have you as a student, and we take this opportunity to wish you every success with your studies.

Your HRM2602 lecturer

Mr Louis Mare