Quick Guide

**Last updated: 11 December 2024**

Getting Started with Amathuba for UCT Staff

Login at **amathuba.uct.ac.za** with your UCT network details and visit one of your course sites. Amathuba course sites are currently created centrally. UCT staff can request a Sandbox course site for practice and testing purposes, by contacting the **CILT Helpdesk**.

Use the **minibar** to navigate to different courses, make changes to your account and profile settings, and view announcements and notifications
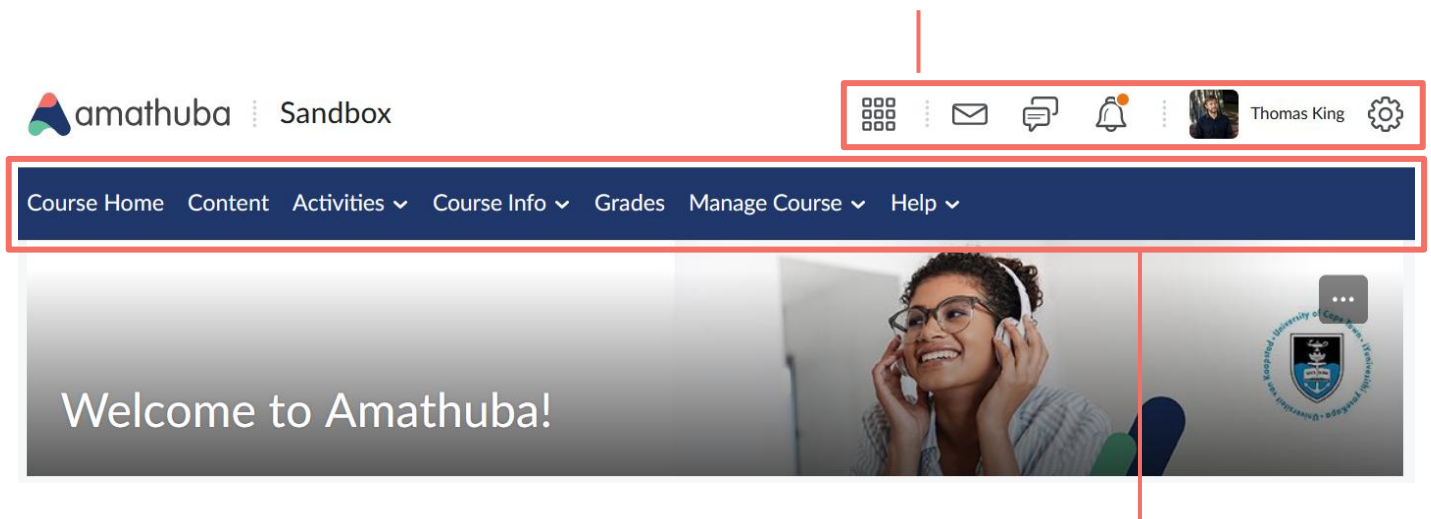
Use the **navbar** to navigate to the tools which enable you to manage files, course content, classlist, student grades and activities such as assignments, discussions and quizzes

Introducing the navbar

The blue **navbar** on the top of your course is grouped by tool.

- The **Course Info** drop-down contains Announcements, Calendar, Classlist, Class Progress and Groups.

- The **Manage Course** drop-down contains Course Admin, Content Reports, Intelligent Agents, Manage Files and Quick Eval.

- The **Activities** drop-down contains Assignments, Discussions and Quizzes.

- The **Content** tool is very important as this is where you share resources and learning materials.

All courses have the same navbar. In the course outline in Content tool, you may want to include what tools are being used in your course.

If you are switching from Vula to Amathuba, there is a useful **Tool Comparison** summary table.

Using Course Admin and adding participants in the Classlist

The **Course Admin** tool (under **Manage Course**) allows you to update the *Course Offering Information* including the course name, changing the course banner, and marking the course as active. Under *Course Homepage* in Course Admin, you can choose to use a Lecturer Profile, Activity Feed and/or MS Teams widget on your course site. *Import/Export/Copy components* will give you the ability to copy material across from different courses.

You can enrol other staff and students[*] using the **Classlist** tool (under **Course Info**)

There are the following core roles in Amathuba[†]:

Lecturer	Support Staff	Administrator
Student	Tutor	Observer

To add multiple participants at a time, please see the **Classlist** tool guide.

Note: Community sites on Amathuba (used for non-teaching purposes) have only two roles, namely Owner and Member. These roles exist as an equivalent to Lecturer and Student roles on teaching sites.

Sharing content with your class

The **Content** tool in Amathuba provides a space to share learning materials with students. It also provides a space to build learning pathways, linking learning materials with their associated learning activities (i.e. tutorials, assignments, discussions, quizzes, etc.) and scaffolding them with instructional text using the Pages feature. Pages can be given templates to provide consistent design and maximise accessibility for screen readers and mobile devices.

Note

There are several HTML Templates available. When creating a HTML page, it's important to click *Select Template* to keep the pages consistent within the course.

Name *

New Page

Due Date

📅 DD/MM/YYYY

Page Content   Select Template ⌄

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[*] Student enrolments linked to Peoplesoft will be automatically added to Amathuba course sites before the start of semester.

[†] Support Staff and Lecturers have the same level of permissions. Administrator is a special role, where administrators have access to all courses in their department or faculty which can be set up by the CILT Helpdesk. You can also request special guest accounts.

Setting up course activities

Under the **Activities** drop-down on the course navbar:

- Use the **Assignments** tool to create assignments for students to complete as individuals or groups. Associate assignments to rubrics and return submissions with grades and feedback.
- The **Quizzes** tool enables you to create a variety of question types and manage online tests and quizzes using multiple setup options to control number of attempts, security, and more. Make use of auto-grading on auto-gradable questions and automatically publish evaluations as soon as students submit their attempts.
- The **Discussions** tool provides an area for collaboration and communication, allowing students to post, read and reply to messages on different topics, share thoughts about course materials, ask questions, share files and work together with peers.

Due dates for activities will automatically be added to the **Calendar** tool (under **Course Info**). For some activities you might want to use the **Groups** tool (under **Manage Course**). There are options for self-enrolment or auto-groups. If you have tutors in your course, they will need to be added to a group so that they can view student submissions.

Communicating with your class

Use the **Announcements** tool (under **Course Info**) to create announcements that help communicate course updates, changes and new information to your students quickly and effectively via their student emails. Announcements are also presented on each course's homepage for easy access for staff and students.

Grading and monitoring student progress

- You can grade submissions under the **Grades** tool (on the navbar), or directly in Assignments, Quizzes or Discussions. **Quick Eval** (unde**r Manage Course**) offers lecturers a single location to view all Assignment, Quizzes and Discussions submissions that are awaiting evaluation.
- The **Content Report** (under **Course Info**) tracks student engagement with the Content tool for each learning objective. Lecturers can view overall course content statistics, such as total views and time spent. The **Class Progress** tool tracks overall student access, behaviour, and performance. Visualisations enable lecturers to easily see progress, recent activity, and calls attention to areas of concern allowing lecturers to determine students who need additional support in specific areas.
- **Intelligent Agents** (under **Manage Course**) can be used to automate email notifications that can help lecturers when defined activity occurs in a course, such as a student receiving less than 50% on a test, or a lack of login or course activity. The agent can run with or without sending students an email and can be used to generate reports on student activity or progress.