

Getting Started with Amathuba

Comprehensive Guide

for UCT Staff

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Overview

This is a guide compiled by the Centre for Innovation in Learning and Teaching (CILT) to help UCT teaching staff get started on the new digital learning platform, Amathuba.

Related guides include:

- [Getting Started Quick Guide](#)
- [Tool Comparison](#) Summary Table

For more tool specific guides (e.g. Announcements, Classlist, etc.), please visit:

- [Amathuba Staff Resources](#) webpage

How to use this document

This guide includes topics selected for you as you begin to explore Amathuba. These include how to login, how to navigate in Amathuba, how to edit the homepage, where to find course tools, how to upload various resources and how to add content. Although these topics are sequenced based on how you may go about setting up a course, you do not have to follow them prescriptively.

Each topic contains:

- A brief description based on its functionality.
- Simple steps and screenshots to show you what to do and where to go as you explore Amathuba.
- Where applicable/available, supporting links in the form of videos and pdfs for further guidance.
- Suggested activities to help you explore.

In addition, we have included a glossary that covers basic terms to help you get familiar with Amathuba terminology.

Accessing Amathuba

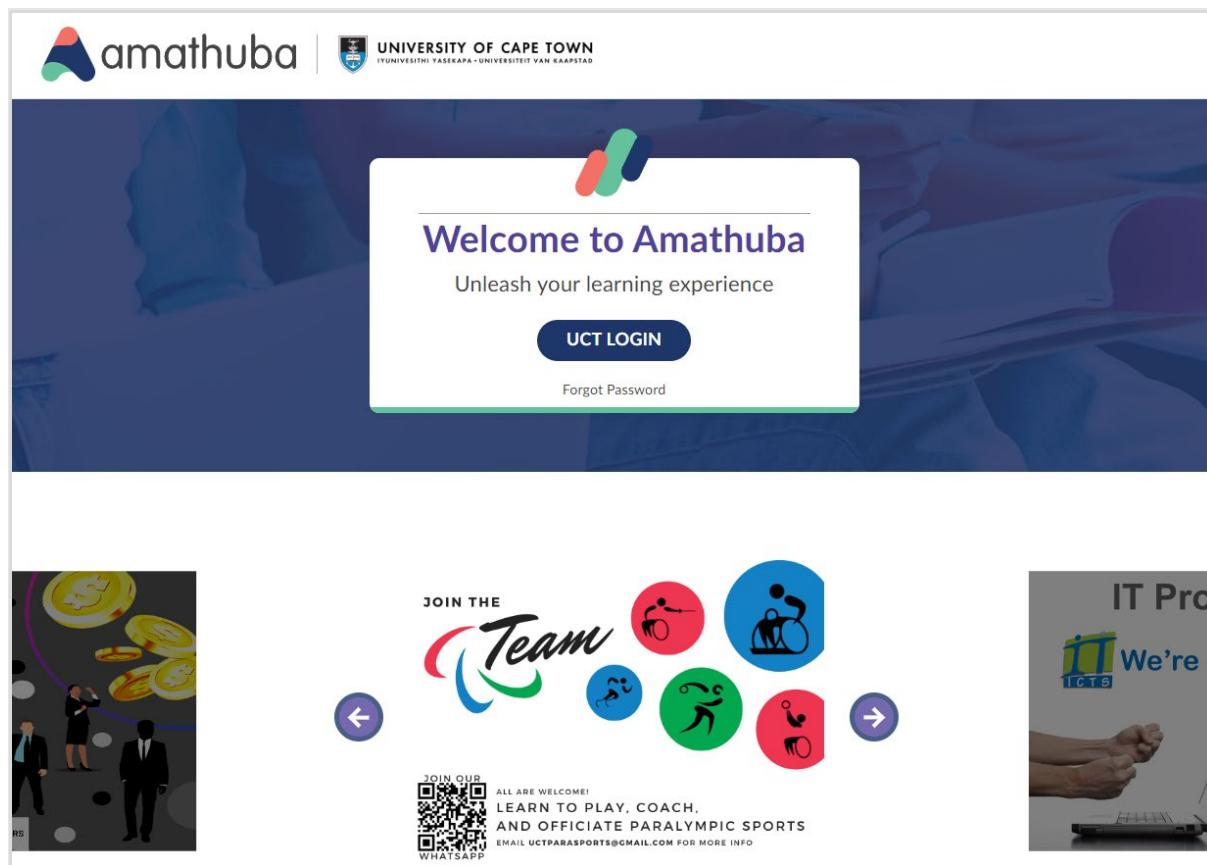
Logging in

This is the webpage to access the digital learning platform. Please note that you need to use your UCT network username and password to log in, and you may be asked for the **UCT multi-factor authentication**.

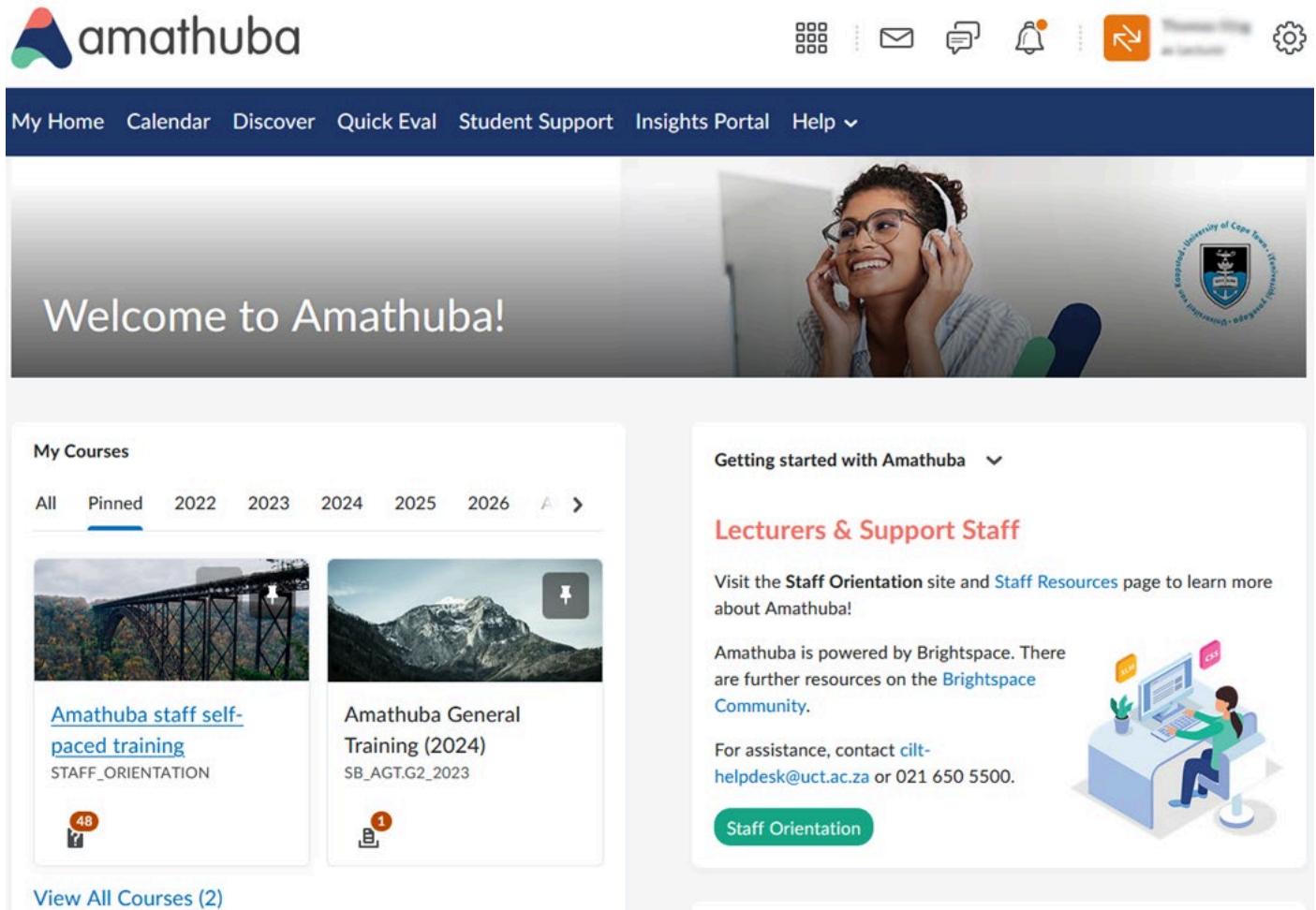
Tip: You can save this webpage as a bookmark for easy access.

Steps

1. Type amathuba.uct.ac.za into your Internet browser address bar and press 'Enter'.
2. Click the **UCT Login** button.



3. If you are not already signed into the UCT network, follow the steps to sign in using the Single Sign-On service.
4. Once signed in, you should see your account landing or homepage, similar to below:



The screenshot shows the Amathuba platform interface. At the top, there is a navigation bar with links: My Home, Calendar, Discover, Quick Eval, Student Support, Insights Portal, and Help. To the right of the navigation bar are several icons: a grid, a mail, a document, a bell with a notification dot, a refresh, and a gear. Below the navigation bar, a large banner features a smiling person wearing headphones and the text "Welcome to Amathuba!". The main content area is divided into sections: "My Courses" (listing "Amathuba staff self-paced training" and "Amathuba General Training (2024)"), "Getting started with Amathuba" (with a "Lecturers & Support Staff" link), and "Staff Orientation" (with a call to action for assistance). The "My Courses" section includes a "View All Courses (2)" link.

Suggested activity

1. Login to Amathuba, as indicated in the steps above.
2. Bookmark the login page (<https://amathuba.uct.ac.za>).

Navigating your UCT Amathuba landing page

Once successfully logged in to your UCT Amathuba account, you can use the top right **minibar** to make changes to your account (such as updating your profile information), navigate to courses that you are part of, access your calendar, read announcements and notifications, etc. The minibar will always be present, no matter where you are on the platform.

Steps

Facebook: /CILT.UCT Web: www.cilt.uct.ac.za Service Portal: uct.service-now.com Email: cilt-helpdesk@uct.ac.za Phone: 021 650 5500

| 5

- Once you have logged in, you will be taken to your account landing page, which includes a home navigation bar ('navbar').

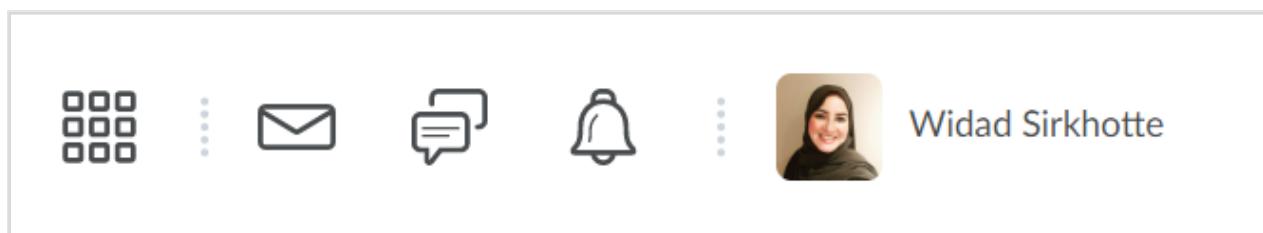


The screenshot shows the amathuba interface. At the top, there is a dark blue navigation bar with links for 'My Home', 'Calendar', 'Discover', 'Quick Eval', 'Student Support', 'Insights Portal', and 'Help'. Below this is a white header bar with a user profile picture of a person with dark hair. To the right of the profile picture is the name 'Thomas King' and the title 'Academic'. The main content area is currently empty, showing a light gray background.

The **navbar** has two different navigation bars, one on the top-right and one below that.

In the top-right minibar, you can:

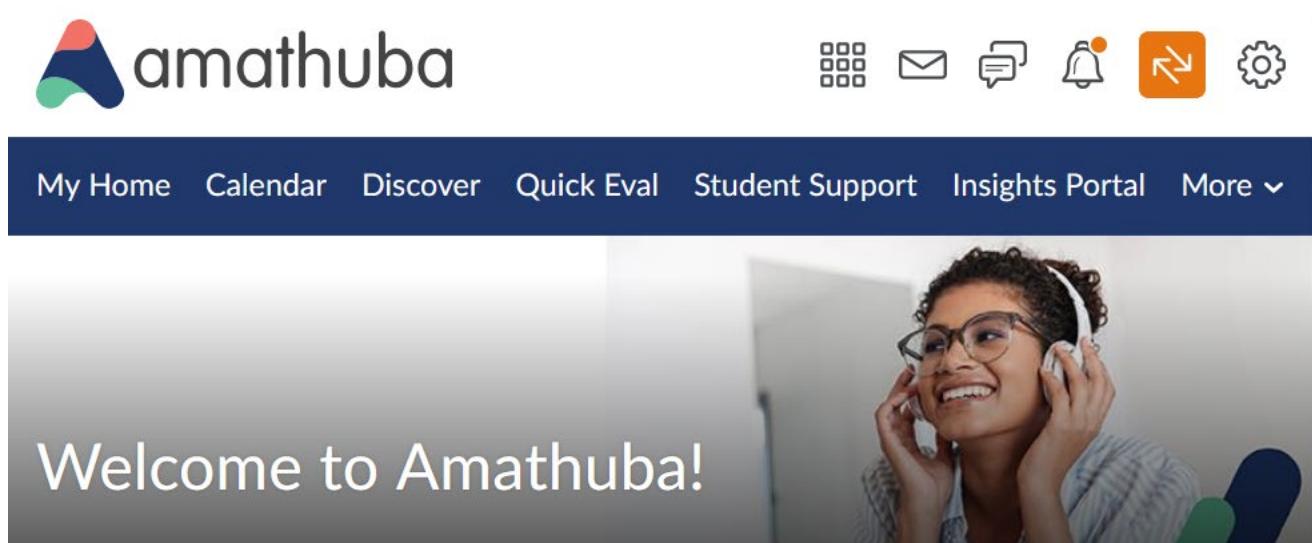
- Navigate to courses that you are part of through the course selector or 'waffle' icon.
- Read messages.
- See notifications.
- Update your profile, such as adding a photograph or personal information.
- View your course as a student.
- Update your account settings (font, video, language, time, etc.).
- Log out of Amathuba.



The screenshot shows the top-right minibar. It includes icons for course selection (waffle), messages, notifications, and account settings, followed by a vertical ellipsis. To the right of these is a user profile picture of a woman with dark hair, wearing a dark hijab, and the name 'Widad Sirkhotte'.

In the home navbar, you can:

- Access Amathuba resources.
- Search for content using the **Discover** button (this will show courses that allow you to self-enroll)
 - there may not be courses available there yet.
- Click the **Quick Eval** button to obtain an update on pending marking in courses in which you are a Lecturer.



My Home Calendar Discover Quick Eval Student Support Insights Portal More ▾

Welcome to Amathuba!

*Note that this navbar will change once you enter a course.

Supporting links

[**Video**](#): Logging in and Welcome to Amathuba

Suggested activity

1. Update your **Profile** by clicking on your name on the top-right corner of Amathuba. A window will appear where you can upload a photograph of yourself, add your tagline and personal interests. Remember to click on the **Save and Close** button when done.

Edit My User Profile

Widad Sirkhotte



[Change Picture](#)



Awards Showcase

[View My Awards](#)

Personal Info

Tagline

Online Learning Designer

Interests/Hobbies

Inclusive Learning Design, Social Justice, Student Engagement

[Save and Close](#)

[Save](#)

[Close](#)

- View **Account Settings** to choose your preferences. Once selected, click the **Save and Close** button.

Tip: These preferences can be revised at a later stage.

Account Settings

[Account Settings](#)

[Discussions](#)

[Email](#)

Pronouns

When enabled, your pronouns appear in your profile card.

Allow others to see my pronouns

Use what my organization has on record: **None**
 Use different pronouns:

She/Her

Common pronouns include She/Her, He/Him, They/Them

Font Settings

Font Size

Medium

The quick brown fox jumps over the lazy dog.

Reading Content

Some tools automatically mark content as read as you scroll it into view. If you use an assistive technology such as a screen reader then you may wish to disable this feature by checking the box below.

Do not automatically mark items as read as the page scrolls

[Save and Close](#)

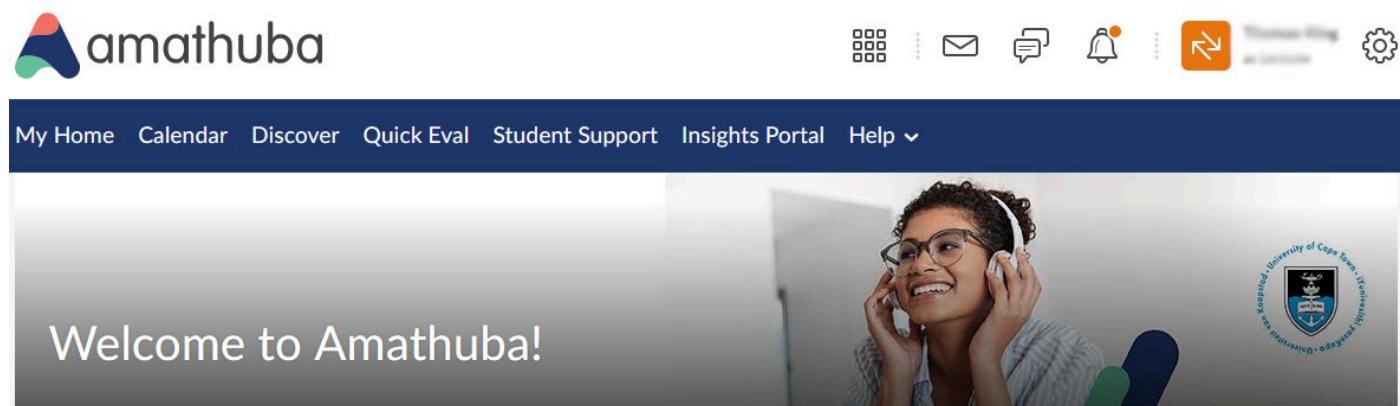
[Save](#)

[Cancel](#)

Courses in Amathuba

Amathuba sites can be created by logging a request with **ServiceNow**. By searching for 'new Amathuba site', you can create a new Course site (for teaching purposes) or a Community site (for other purposes not directly related to teaching, such as a departmental tutor site or other forms of support sites).

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.

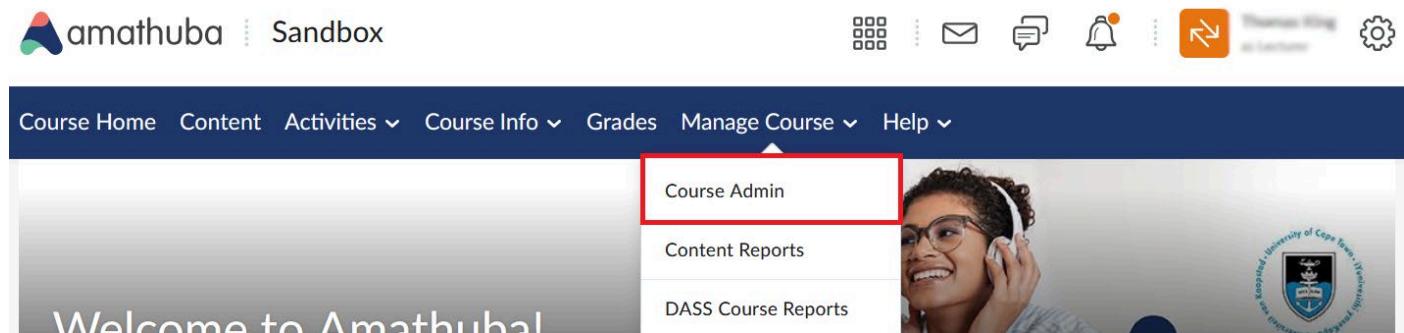
All courses have the same navbar. In the course outline in Content, you may want to specify what tools are being used in your course.

Checking out Manage Course

Manage Course allows you to access various other tools and navigate to **Course Admin**, where you can upload resources and see a list of all tools available as well as make changes to the course setup.

Steps

1. In your new Amathuba course, click **Manage Course** on the navbar.
2. Click on the drop-down arrow that will list options:



The screenshot shows the Amathuba course navigation bar. The 'Manage Course' dropdown menu is open, with 'Course Admin' highlighted by a red box. Other options in the dropdown are 'Content Reports' and 'DASS Course Reports'. The background of the navbar features a blurred image of a smiling person wearing headphones and the University of Cape Town logo.

3. Select **Course Admin**, which will open a new window displaying a list of tools.

Course Administration

Category	Name
----------	------

Site Setup

-  Availability Date Defaults
-  Course Homepage
-  Course Offering Information

Widgets

Site Resources

 Calendar	 Content	 Course Builder
 External Learning Tools	 Import / Export / Copy Components	 Manage Dates
		 Manage Files

Learner Management

-  Class Progress
-  Classlist
-  Groups

Assessment

 Assignments	 Awards	 Checklists
 Competencies	 Grades	 Learning Outcomes
 Quick Eval	 Quizzes	 Rubrics
 Self Assessments	 Surveys	

Communication

-  Announcements
-  Discussions
-  Intelligent Agents

Administration

-  Broken Links
-  Insights Portal

Tips:

- Category view - allows you to view tools according to categories
- Name view - allows you to view tools alphabetically

Suggested activity

1. Which view suits you? Click on the buttons **Category** and **Name** to see the different views.
2. Click on a few tools in each category to see what they look like and what they can do.

Customising the course homepage (Optional)

Each course site has its own course homepage which allows lecturers to easily access the course units (if added). The homepage shows progress in terms of what is completed and can display announcements, important calendar events, information about the course lecturer and so on.

Tip: The course homepage has a customisable banner which helps to set the learning and teaching atmosphere.

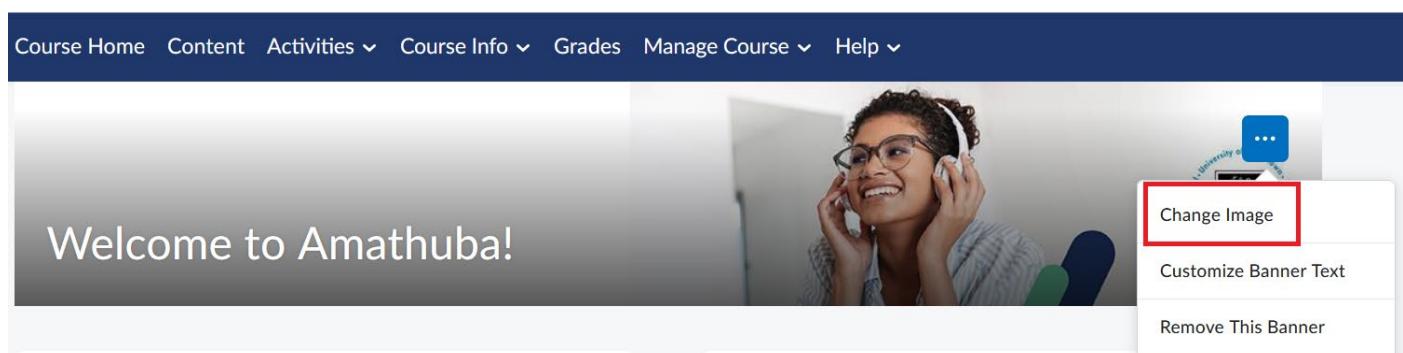
You can also customise the homepage to choose a layout that includes the one or multiple widgets under **Course Homepage in Course Admin**:

- Course Welcome pop-up widget
- MS Teams
- Activity feed

Steps

1. To customise your course homepage, hover over the top right corner of the banner until 3 dots appear, which you can click on to access the banner settings.

The banner settings allow you to choose an existing image or upload a new image, edit the banner text or remove the banner.



The screenshot shows the Amathuba course homepage with a banner at the top. The banner text is "Welcome to Amathuba!". To the right of the banner is a settings menu with three options: "Change Image" (with a red box around it), "Customize Banner Text", and "Remove This Banner".

Adding content to a course

In your Amathuba course, you will see a **Content** tool. This tool will contain everything that students need, from learning materials to assessment activities. Content is your space to create engaging materials for your students. You can add materials you have already created, including documents, videos and files from Google Drive. You can also create new materials, such as Pages, and even link to activities in Assignments, Discussions and Quizzes. In Content, you can create a hierarchy of up to five levels: Unit, Lessons, and up to three levels of Folder to add your materials to.

The **Content** tool has two main purposes:

1. To centralise learning materials and activities. It integrates materials and activities in one location for your students to help them navigate through your course.
2. To create accessible materials. This is easily accomplished using the HTML Editor and Accessibility Checker.

Note: These guidelines demonstrate creating content from within the Content tool homepage. If you navigate away from the Content tool and need to return to it to resume content creation/addition, simply click **Content** on the navbar. Alternatively, you can access the Content tool from **Manage Course > Course Admin > Content** (in the 'Site Resources' section).

Creating a Unit in the Content Tool

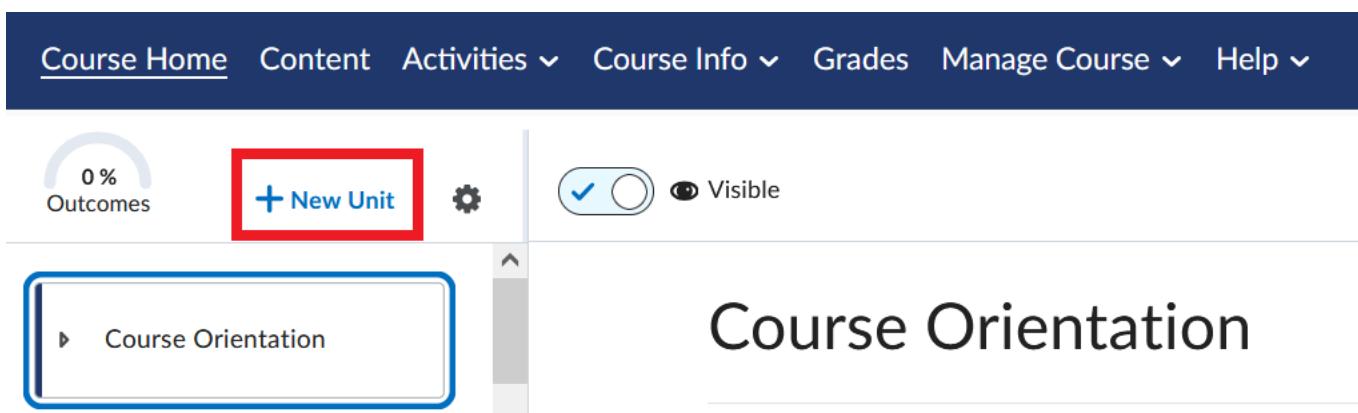
Steps

1. To start creating a Unit in your Amathuba course, click **Content**:



Course Home **Content** Activities ▾ Course Info ▾ Grades Manage Course ▾ Help ▾

2. In the **Content** tool, click **New Unit**:



Course Home Content Activities ▾ Course Info ▾ Grades Manage Course ▾ Help ▾

0 % Outcomes **+ New Unit**    Visible

Course Orientation

Give your New Unit a name and description (optional), then click **Save and Close**:

 Back

New Unit

Name *

New Course Content

[Add Due Date](#)

Description

Paragraph

B

I

U

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🔗

🖼

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...

X

Save and Close

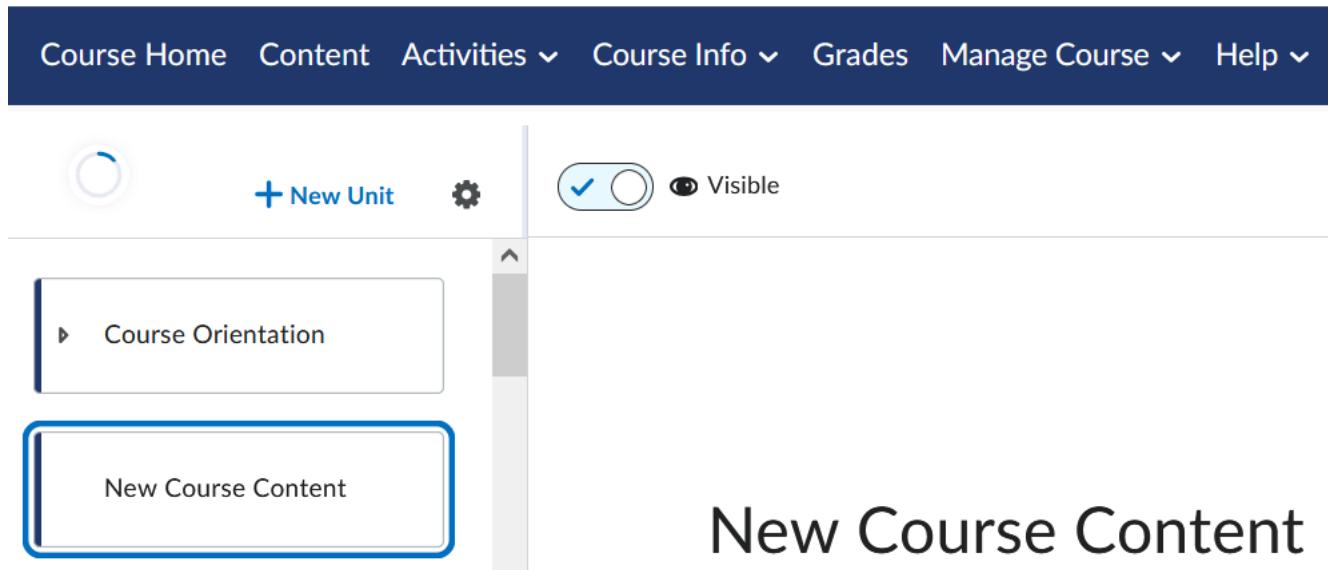
Save

Cancel



Visibility

3. You are returned to the **Content** tool homepage, with your New Unit displaying in your course Content page:



New Course Content

You can now start adding content to your Unit.

Adding Content to your Unit

Units, Lessons and Folders are fundamentally a kind of folder - they hold various kinds of learning material (PDFs, videos, PowerPoints, etc.), alongside links to activities (Assignments, Discussions, Quizzes) and pieces of instructional text on Pages.

1. Units, Lessons and Folders should have limited instructional text on them, such as a summary or introductory paragraph and maybe an accompanying image.

Pages should be used as the main place to write instructional text as these can be styled with page templates and include a much wider array of features as Unit and Lessons pages have limited functions, they should be used primarily as navigational aids while Pages are used for instructional text and describing learning activities.

Steps: Uploading a file

1. Select your New Unit page and click **Add Existing**.

0 % Outcomes
[+ New Unit](#)
[Visible](#)

Course Orientation

New Course Content

[Add Existing](#)
[Create New](#)
...

New Course Content

2. Click **browse** in the 'Drag and drop or browse' box to locate a file on your computer, then click **Open** to attach it. Alternatively, click **More** and then **Course File** to add a file you have already uploaded to Amathuba.

New Course Content

What would you like to add?



 Leganto
Reading List

 Padlet

...

More



Drag and drop or [browse](#)

[Cancel](#)

Observe the addition of the file under the 'New Course Content' unit.

0 % Outcomes
[+ New Unit](#)
[⚙️](#)
 Visible

▶ Course Orientation

▼ New Course Content

📄 Sample PDF

Adobe Acrobat PDF Files

Adobe® Portable Document Format (PDF) is a universal file format that preserves all of the fonts, formatting, colours and graphics of any source document, regardless of the application and platform used to create it.

Adobe PDF is an ideal format for electronic document distribution as it overcomes the problems commonly encountered with electronic file sharing.

- *Anyone, anywhere* can open a PDF file. All you need is the free Adobe Acrobat

Steps: Creating a Page

1. In your **Content** tool homepage, select a unit and click **Create New**.

0 % Outcomes
[+ New Unit](#)
[⚙️](#)
 Visible

▶ Course Orientation

▼ New Course Content

📄 Sample PDF

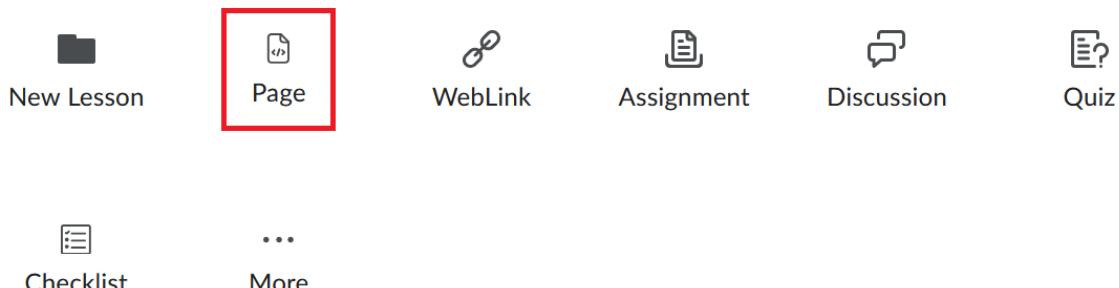
New Course Content

2. Select the type of resource you would like to create. Here, we will create a **Page**.

Pages are places to include instructional text about how a lesson, activity or exercise should be conducted. For instance, you could begin each module in your course with a Page outlining the learning objectives and major activities for that module, or you might want to include a Page before a major reading to include guiding questions or a reading guide so that students can get the most from the reading. Pages can also be formatted with templates to layout content in different ways.

New Course Content

What would you like to create?



3. When you create a Page, you can click the **Select Template** action button and access a number of predesigned document templates. This is an important step to keep the design consistent across pages and also helps with mobile compatibility.

[Back](#) [New Page](#)

Page Title *

Untitled

Due Date

DD/MM/YYYY

✨ **New!** Try AI-assisted question generation in Practices. Begin by inserting a Practice using the 'Creator+ Authoring Tools' icon.

Page Content

Select Template ▾

Paragraph **B** *I* U **A** | **12px** | **F** **①** **≡** **🔍** **↔** **↻**

Browse for a Template

00_blank_nobanner.html

01_module_intro.html

4. After adding the template, you can enter the required content in the Page, then click **Save and Close**.

◀ Back New HTML File

Name *
Week 1

Due Date
 DD/MM/YYYY

Page Content Select Template ▾

Basic Page

This Basic page is a general-purpose layout.

Easy Editing Use the HTML Editor

You can use the HTML editor to make quick and easy changes without needing any prior knowledge of HTML. Enter your content and use the available controls to apply

Save and Close **Save** **Cancel**  Visibility

Note: You can also click **Save** to continue working on the page without navigating away.

Steps: Creating a WebLink

1. In your selected unit, click **Create New** and select **WebLink**.

New Course Content

What would you like to create?



2. In the **New WebLink** page that opens, enter information for the WebLink you are adding, then click **Save and Close**:

◀ Back New Web Link

Web Link Title *

Outcomes

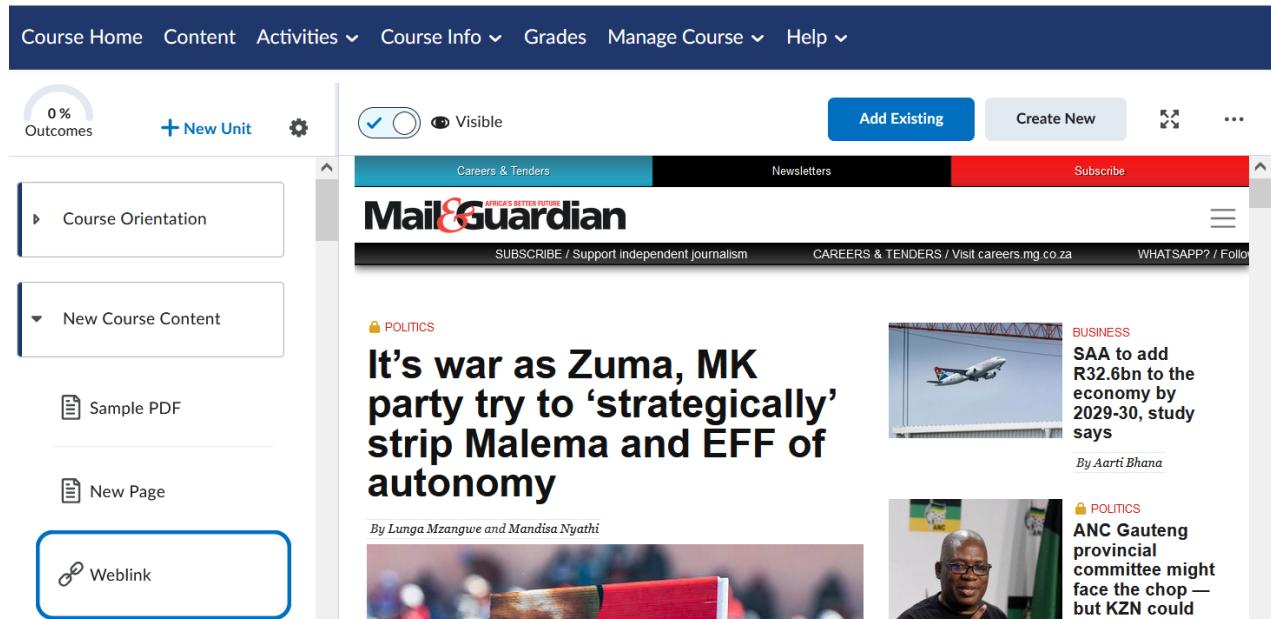
Due Date

Link *

Display Options

Embed on the page
 Open in a new tab (recommended) 

3. You should be returned to the **Content** tool homepage, where you can see your new linked webpage:



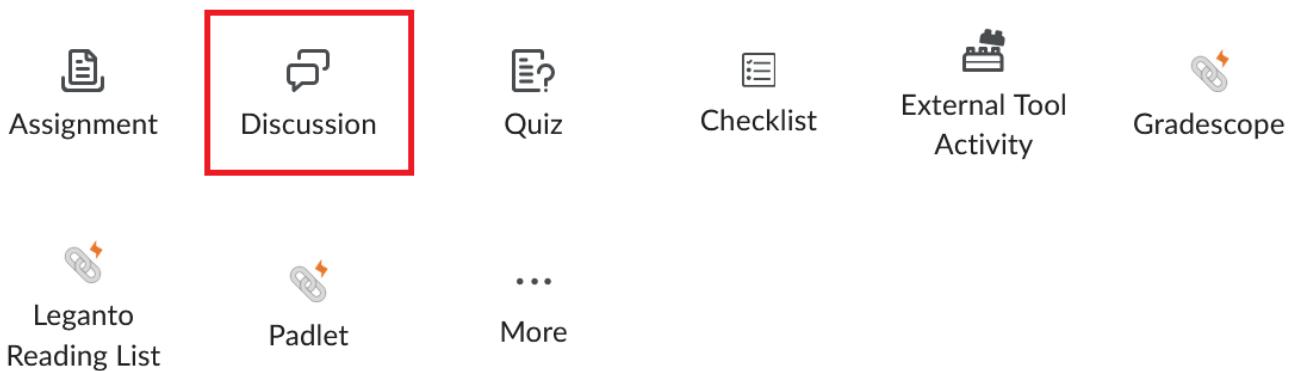
The screenshot shows the amathuba Content tool interface. On the left, there's a sidebar with 'Course Home', 'Content', 'Activities', 'Course Info', 'Grades', 'Manage Course', and 'Help'. Below these are buttons for '0% Outcomes', '+ New Unit', and a gear icon. The main area shows a linked webpage from 'Mail & Guardian'. The webpage title is 'It's war as Zuma, MK party try to 'strategically' strip Malema and EFF of autonomy'. It includes a thumbnail of a plane, a byline 'By Lunga Mzangwe and Mandisa Nyathi', and a photo of a man. To the right of the main article, there are two smaller news snippets: 'SAA to add R32.6bn to the economy by 2029-30, study says' and 'ANC Gauteng provincial committee might face the chop — but KZN could'. The interface has a dark blue header and a light blue sidebar.

Steps: Adding an existing activity

1. To link your content unit to an existing activity, such as Discussions, elsewhere in your course, click the unit in which you want to insert the activity, then click **Add Existing**:
2. Select the activity you would like to link; here, we will select **Discussion**:

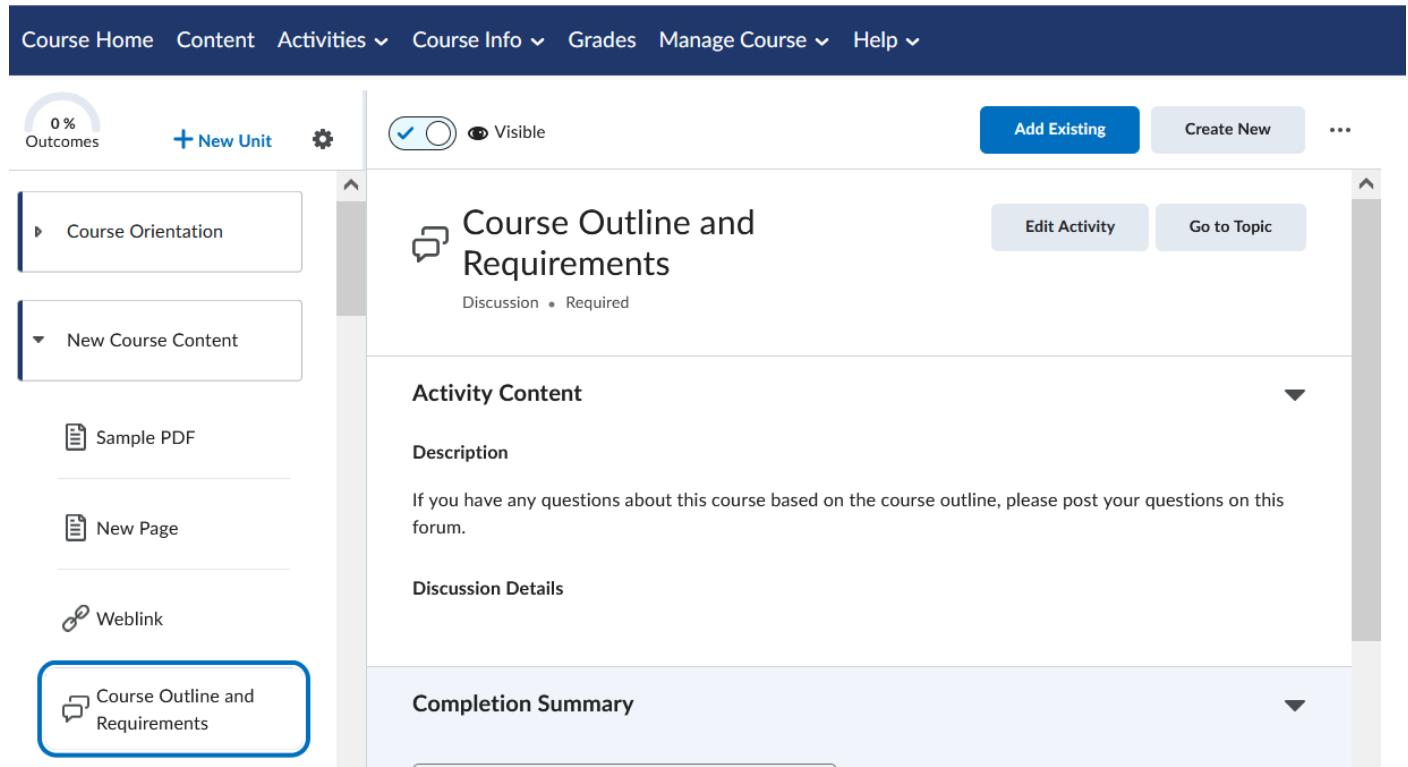
New Course Content

What would you like to add?



3. In the **Insert a Discussion** dialogue box, click the discussion you would like to link to.

You should be returned to the unit in the **Content** tool, where you should be able to view your linked activity. Note that the student view and lecturer view here are different; as a lecturer, you need to click **Go to Discussion** to view/access it, while students will be taken directly to the linked Discussion.



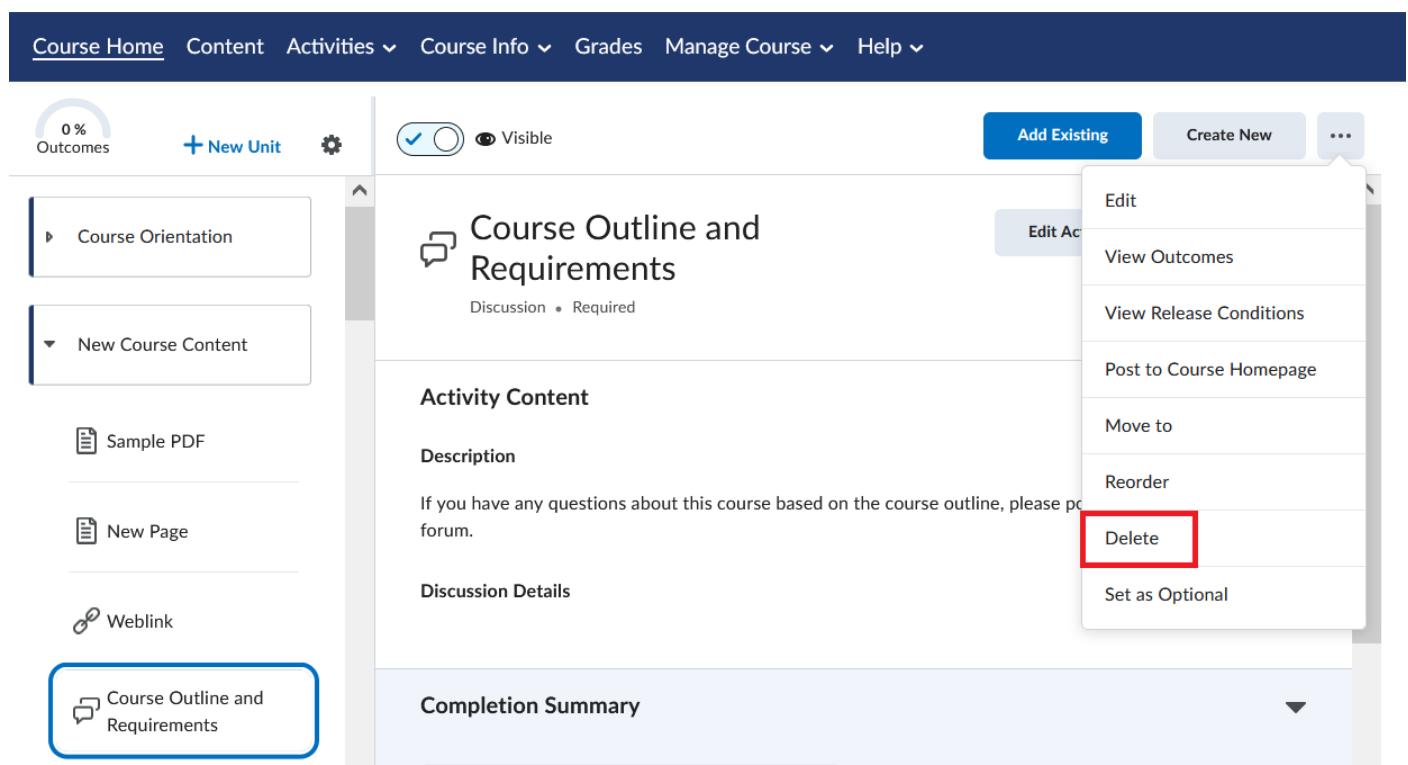
The screenshot shows the 'Content' tool interface in amathuba. At the top, there is a navigation bar with links for Course Home, Content, Activities, Course Info, Grades, Manage Course, and Help. Below the navigation bar, there is a toolbar with a '0 % Outcomes' button, a '+ New Unit' button, a gear icon, a visibility toggle switch (set to 'Visible'), and buttons for 'Add Existing', 'Create New', and '...'. The main content area displays a section titled 'Course Outline and Requirements' with a discussion activity. The discussion is marked as 'Required'. Below this, there is an 'Activity Content' section with a 'Description' field containing the text: 'If you have any questions about this course based on the course outline, please post your questions on this forum.' There is also a 'Discussion Details' section. At the bottom of the section, there is a 'Completion Summary' section. On the left side of the content area, there is a sidebar with links for 'Course Orientation', 'New Course Content', 'Sample PDF', 'New Page', 'Weblink', and 'Course Outline and Requirements'. The 'Course Outline and Requirements' link is highlighted with a blue border.

Editing and Deleting a Unit or Lesson

The processes of editing and deleting Lessons in a Unit are similar.

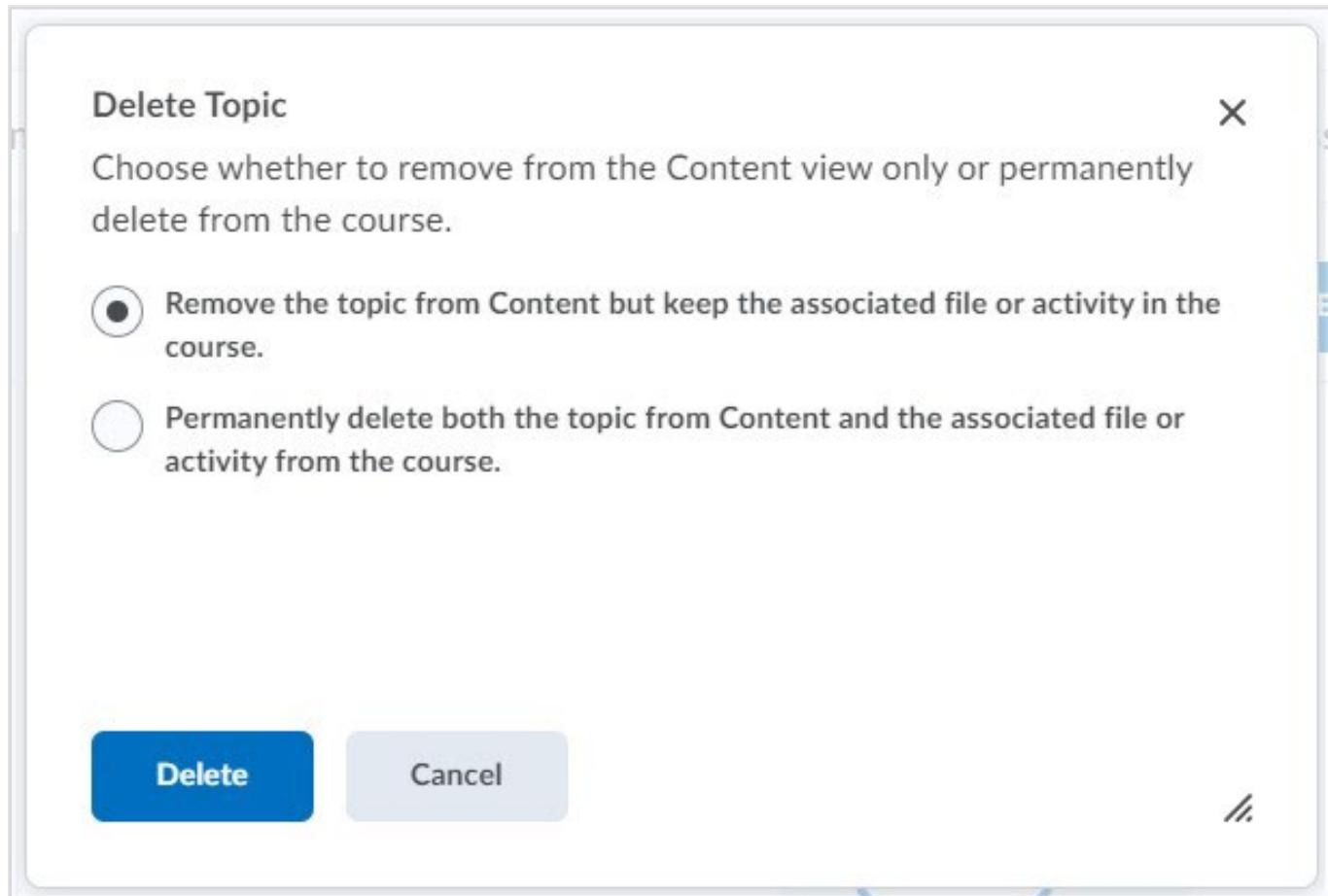
Steps: Deleting a Unit or Lesson

1. To delete a Lesson or Unit, click that Lesson, click the 'Options' dropdown menu, then click **Delete**:



The screenshot shows a course outline with a 'Course Orientation' section and a 'New Course Content' section. The 'New Course Content' section is highlighted with a blue border. A dropdown menu is open over the 'Course Outline and Requirements' section, listing options: Edit, View Outcomes, View Release Conditions, Post to Course Homepage, Move to, Reorder, Delete (which is highlighted with a red box), and Set as Optional.

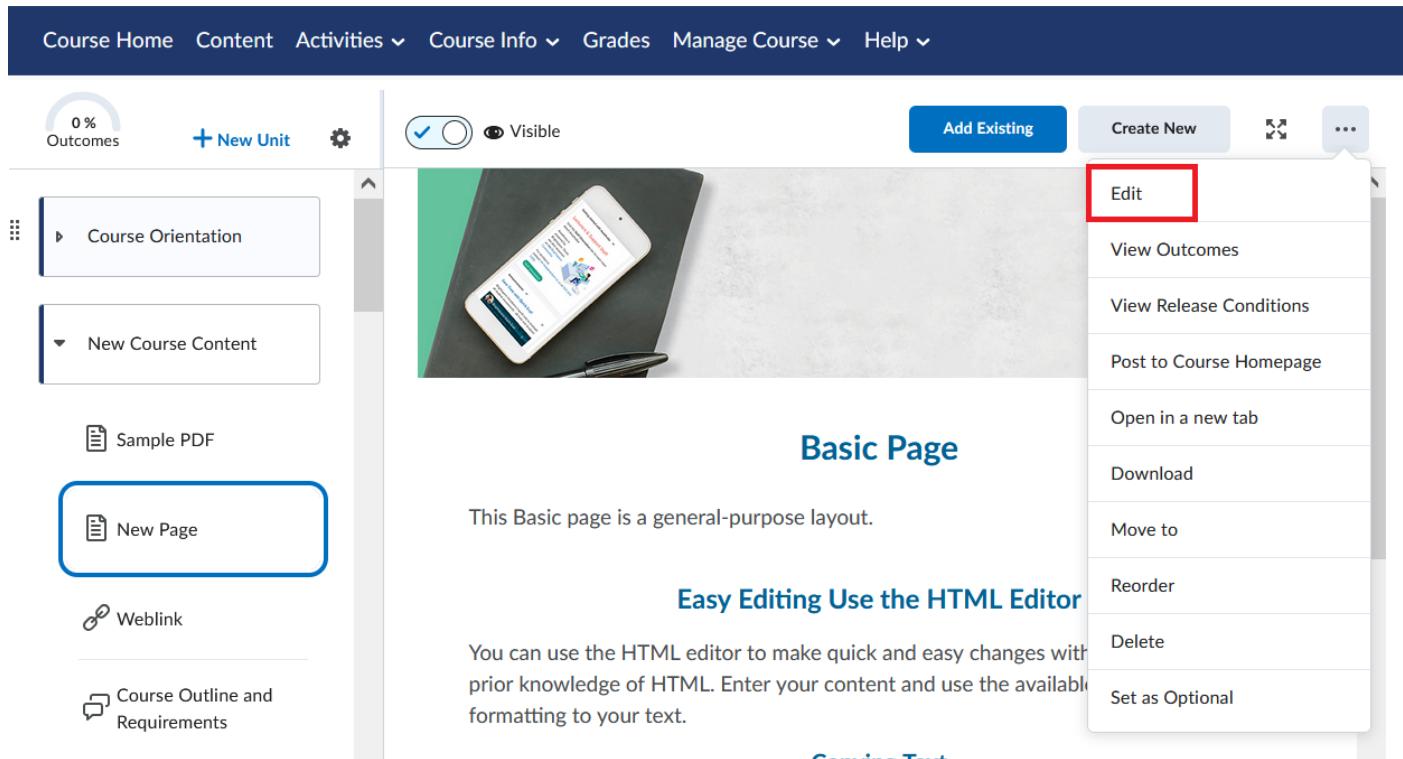
2. In the next screen, select the required deletion option, then click the **Delete** button.



Note that, in this example, we have elected to remove a Discussion from the Content tool but not from the course, and therefore it will be available in the Discussions tool on the navbar. A Unit can be deleted in the same way - by selecting the table of contents item at the unit level instead.

Steps: Editing a Unit or Lesson

1. Click the item that you want to edit, then click the 'Options' dropdown menu and click **Edit**.



The screenshot shows the 'Content' tool in amathuba. The left sidebar lists course items: 'Course Orientation', 'New Course Content' (which is expanded), 'Sample PDF', 'New Page' (which is highlighted with a blue border), 'Weblink', and 'Course Outline and Requirements'. The main area displays a 'Basic Page' with the heading 'Basic Page' and the text 'This Basic page is a general-purpose layout.' Below this is a section titled 'Easy Editing Use the HTML Editor' with the subtext 'You can use the HTML editor to make quick and easy changes without prior knowledge of HTML. Enter your content and use the available formatting to your text.' A 'Copy Text' button is visible at the bottom of this section. A context menu is open on the right, with the 'Edit' option highlighted in a red box. Other options in the menu include 'View Outcomes', 'View Release Conditions', 'Post to Course Homepage', 'Open in a new tab', 'Download', 'Move to', 'Reorder', 'Delete', and 'Set as Optional'.

2. Edit the Lesson content, e.g. by inserting an image or adding text. Then click **Save and Close**.

You will be returned to the **Content** tool homepage and see the content in the edited Lesson or Unit page.

Tip: If you have placed a content item in the wrong place or need to rearrange the order of items for whatever reason, you can click and hold down on the six dots that appear on the left of any content item and drag it into place.

▼ New Course Content

 Sample PDF

  New Page

 Weblink

 Course Outline and
 Requirements

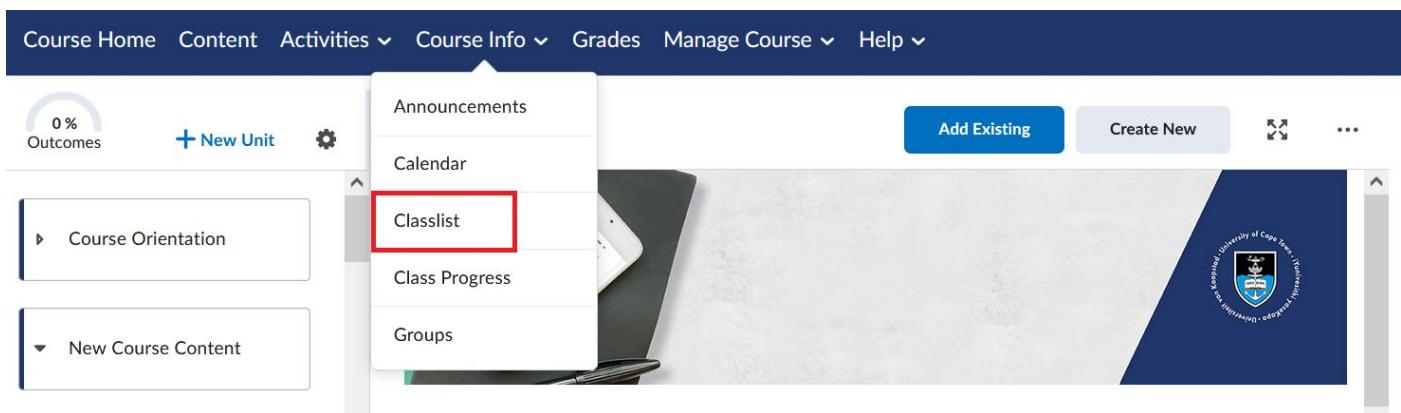


Adding participants to a course

Student enrolments linked to PeopleSoft will automatically be added to Amathuba course sites. You can also enrol other staff and students using Classlist on the navbar.

Steps:

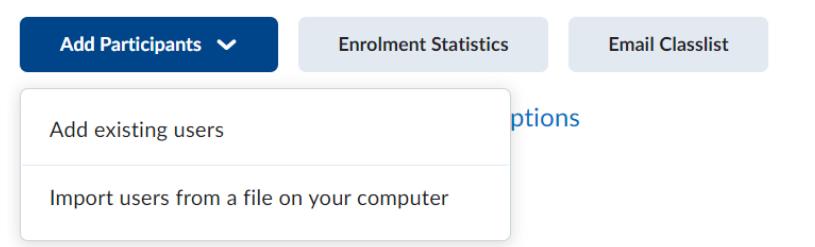
1. On the navbar, find the **Course Info** drop-down menu and select **Classlist**.



The screenshot shows the Amathuba course navbar. The 'Course Info' dropdown menu is open, and the 'Classlist' option is highlighted with a red box. Other options in the menu include 'Announcements', 'Calendar', 'Class Progress', and 'Groups'. The navbar also includes links for 'Course Home', 'Content', 'Activities', 'Grades', 'Manage Course', and 'Help'.

2. Click **Add Participants** and choose **Add existing users**.

Classlist



The screenshot shows the Classlist interface. It features three buttons at the top: 'Add Participants', 'Enrolment Statistics', and 'Email Classlist'. The 'Add Participants' button is highlighted with a blue box. Below it, there are two options: 'Add existing users' and 'Import users from a file on your computer'.

3. Search for the name of the person that you wish to add and click the checkbox next to the name of the person.

4. Choose a role from the drop-down. You will be able to select from Lecturer, Support Staff, Tutor, Student and Observer. Click **Enrol Selected Users** and **Done**.

	Last Name, First Name	Username	Email	Role
<input checked="" type="checkbox"/>	Engelbrecht, Jessica			Support Staff ▼

20 per page ▼

[Enrol Selected Users](#) [Cancel](#)

There is also a special Administrator role that will not appear on the Classlist. This administrator role has access to all courses in the department. For access, contact the [CILT Helpdesk](#).

If you are using a community site (for non-teaching purposes), you will only have two roles available, namely Owner and Member. These roles exist as an equivalent to Lecturer and Student roles on teaching sites.

Tip: To add multiple participants at a time, consult the Classlist tool guide on the [Amathuba Staff Resources](#) webpage.

Further information

For more tool specific guides, please visit the [Amathuba Staff Resources](#) webpage.

These guides cover other tools in the navbar, such as:

- Communication tools: Announcements and emails
- Activity tools: Assignments, Quizzes, Discussions
- Grading tools: Grades, Quick Eval
- Other course management tools: Groups, Calendar
- Student progress and analytics tools: Class Progress, Content Reports, Intelligent Agent

Where to post questions and access further help

If at any stage you have questions, feel free to post them in the [UCT Online Teaching Community - MS Teams Channel](#). These questions will be answered by a CILT staff member. Amathuba is powered by Brightspace. Where CILT staff members do not have an immediate answer to your question, we will request assistance from Brightspace Support.

Alternatively, please send feedback or questions to cilt-helpdesk@uct.ac.za.

For support, email cilt-helpdesk@uct.ac.za or call 021-650-5500 Mon - Fri 9 a.m. to 5 p.m.

Furthermore, there is an [open Brightspace community](#) where you can browse for various resources. If you are interested in more detailed information about the platform, you can join the [Brightspace Community](#), where you are welcome to search for topics and pose questions. To register, use your UCT email address and a preferred password (this need not be your UCT network password). Look for resources oriented towards Instructors. Please note, these resources will be generic and won't resemble our UCT platform exactly.

Glossary

Term	Definition
Course homepage	The homepage of your course.
Page	A place to include instructional text for students to tell them how to navigate the content.
Navbar	Primary menu to navigate in the digital learning platform.
Minibar	A top navigation bar which gives you options to navigate to courses you are part of, read notifications and make changes to your profile and account.
Rich Text Editor	Also referred to as HTML editor. A tool to add text, audio and video recordings, links and other media.
Sandbox	A personal course site that is used to explore various functions on the digital learning platform.
Home or landing page	The main page when you are logged into your organisational digital learning platform.