Getting Started with Amathuba Comprehensive Guide

for UCT Staff

Last updated: 08 September 2025

Table of Contents

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.
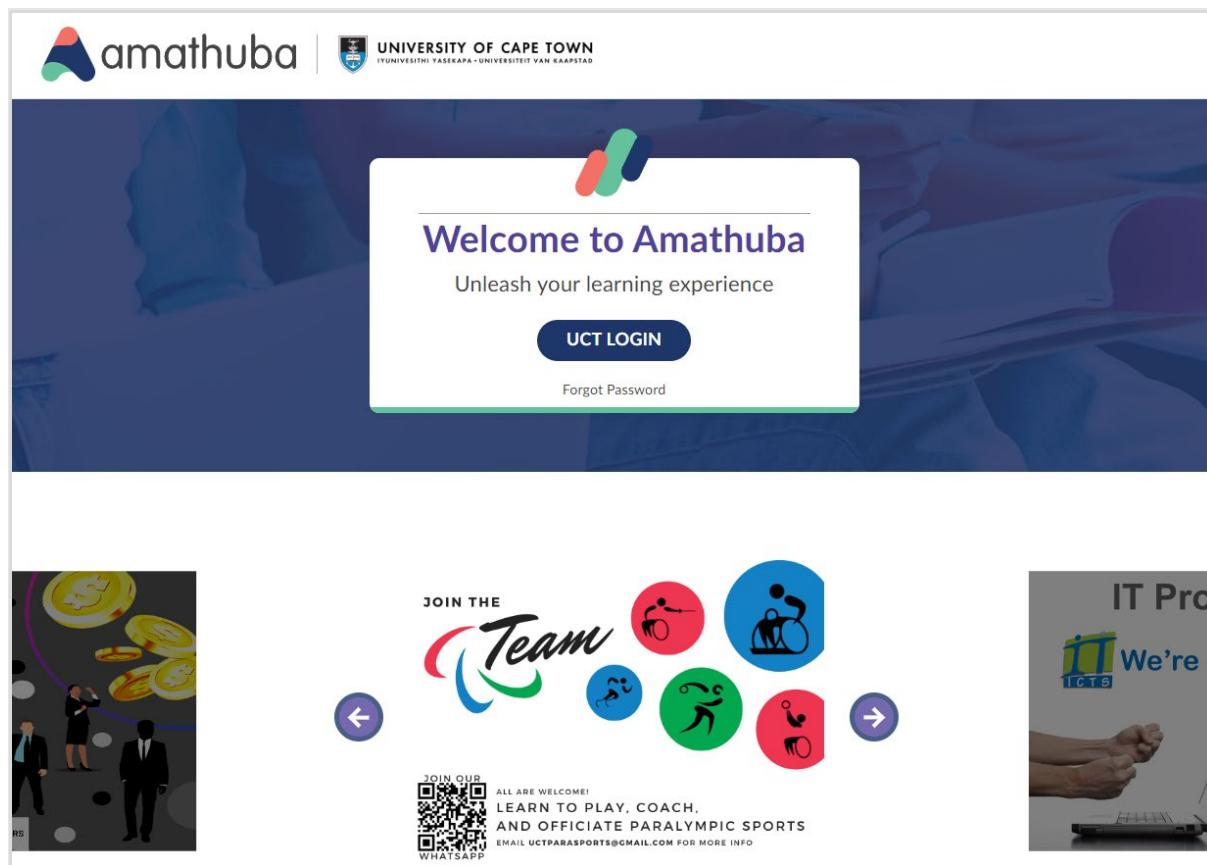
3. If you are not already signed into the UCT network, follow the steps to sign in using the Single Sign-On service.

4. Once signed in, you should see your account landing or homepage, similar to below:

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

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

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.
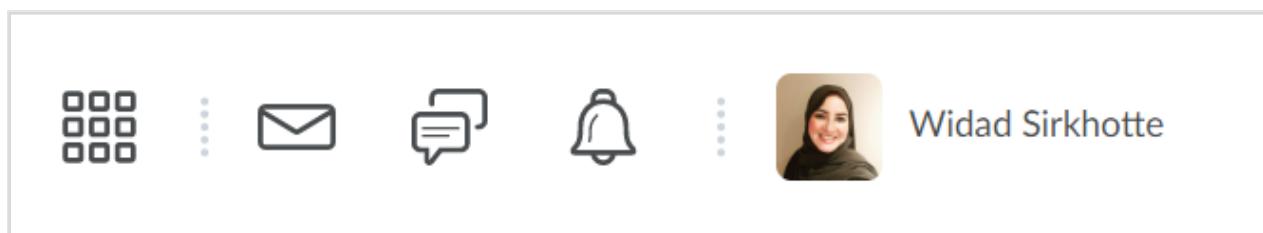
In the home navbar, you can:

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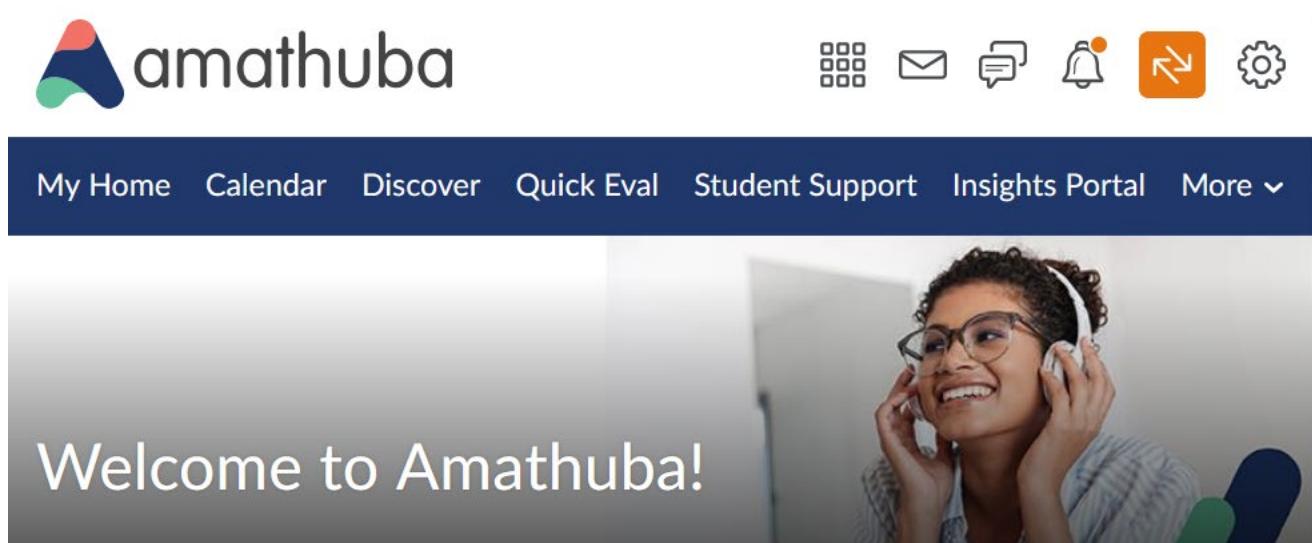
*Note that this navbar will change once you enter a course.

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]

2. 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
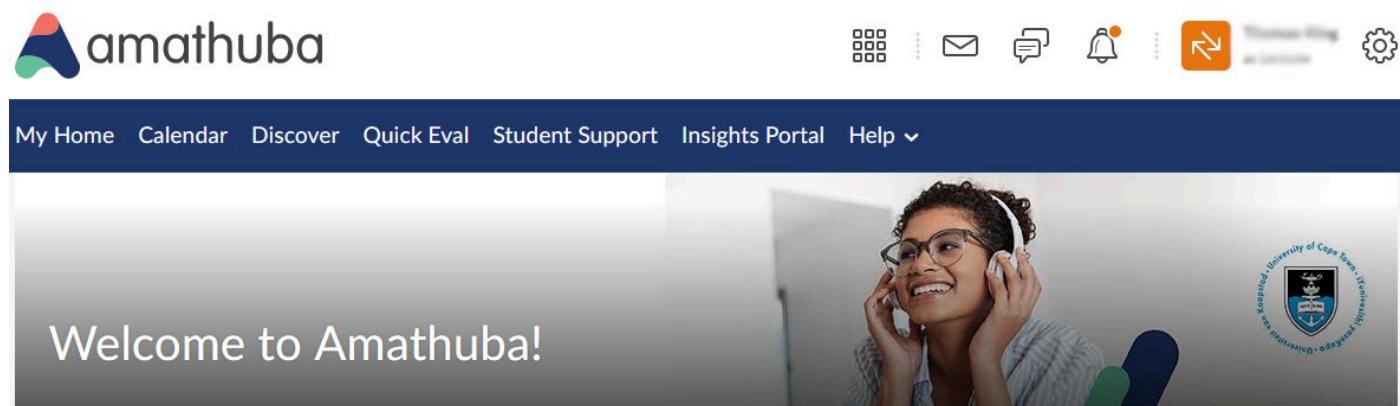
The blue **navbar** on the top of your course is grouped by tool.

- 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:

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.
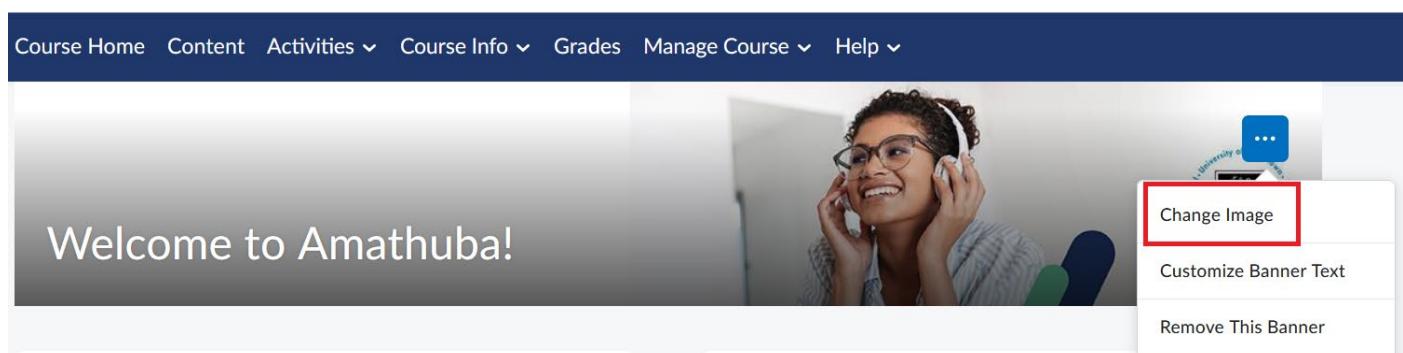
Adding content to a course

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**:

2. In the **Content** tool, click **New Unit**:
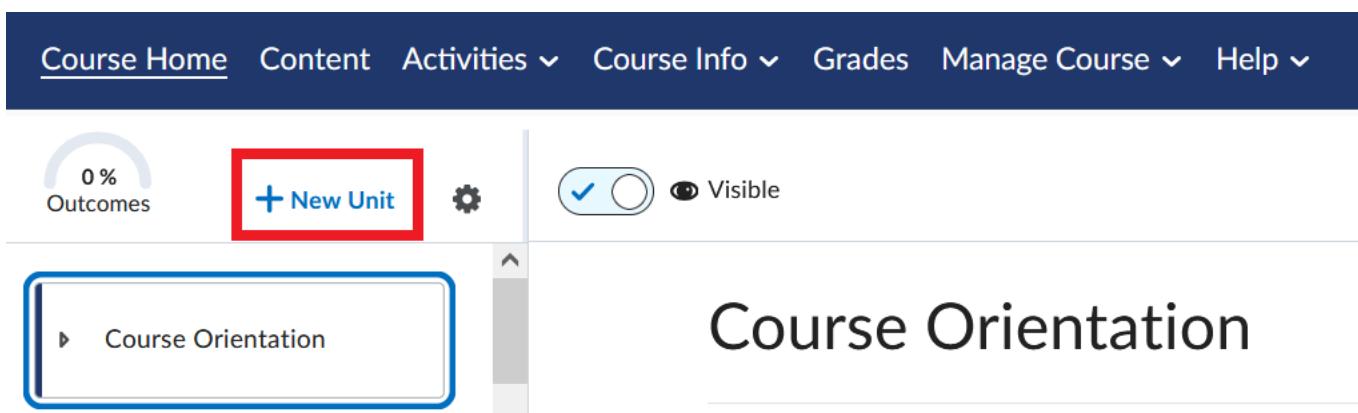
Give your New Unit a name and description (optional), then click **Save and Close**:

< Back   **New Unit**

Name *

New Course Content

Add Due Date

Description

| Paragraph ∨ | **B** | *I* | U ∨ | A⁄ | ☰ ∨ | ☰ ∨ | ▶‖ | 🔗 | 🖼 | + ∨ | ··· | ⤢ |

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:
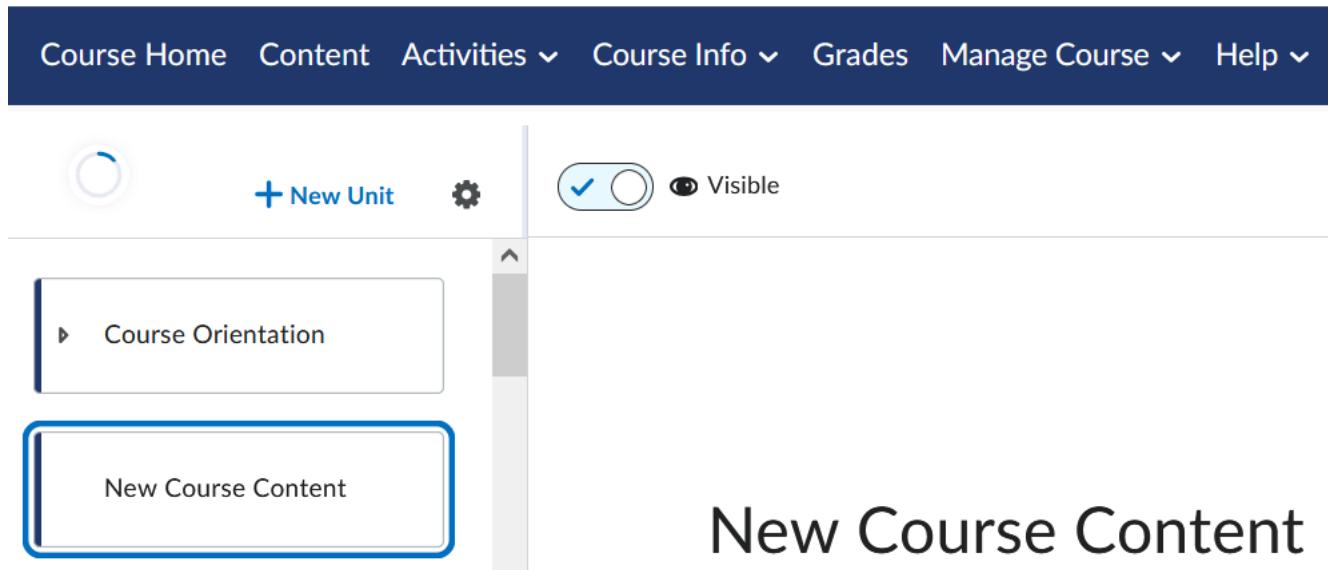
You can now start adding content to your Unit.

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**.

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.

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

Steps: Creating a Page

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

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?

New Lesson	Page	WebLink	Assignment	Discussion	Quiz
Checklist	More				

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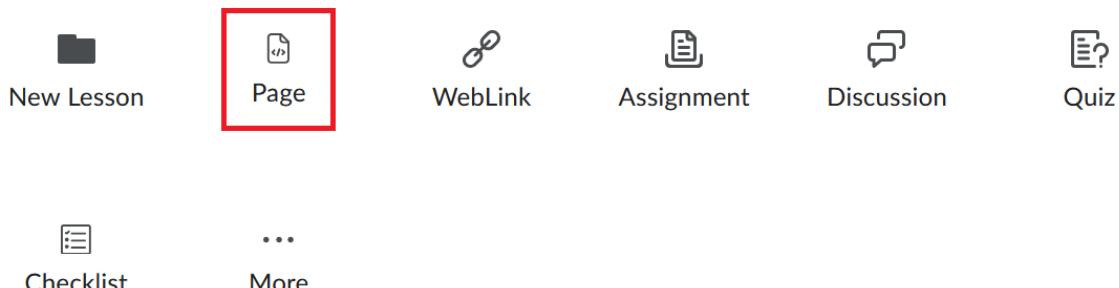
3. When you create a Page, you can click the **Select Template** action button and access a number of predesigned document templates. This is an important step to keep the design consistent across pages and also helps with mobile compatibility.

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

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?

| New Lesson | Page | WebLink | Assignment | Discussion | Quiz |

| Checklist | More |

Cancel

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 *

New Weblink

Outcomes

Due Date

DD/MM/YYYY

Link *

https://mg.co.za/

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:

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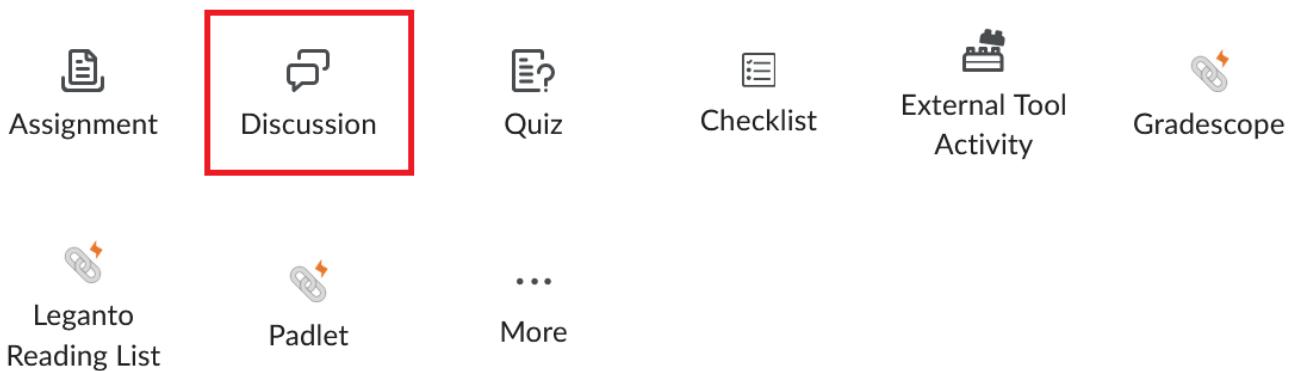
3. In the **Insert a Discussion** dialogue box, click the discussion you would like to link to.

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.

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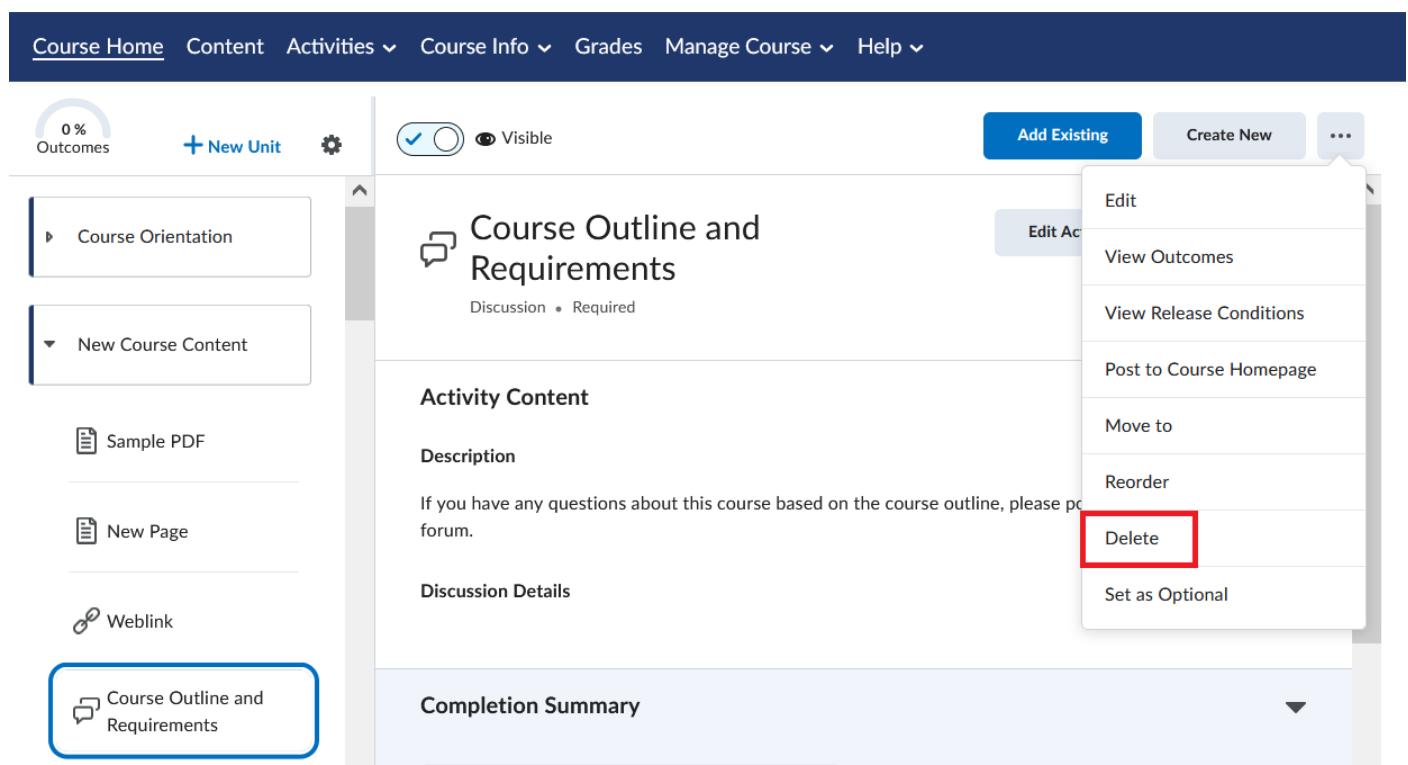
2. In the next screen, select the required deletion option, then click the **Delete** button.

Delete Topic   ✕

Choose whether to remove from the Content view only or permanently delete from the course.

⦿ Remove the topic from Content but keep the associated file or activity in the course.

◯ Permanently delete both the topic from Content and the associated file or activity from the course.

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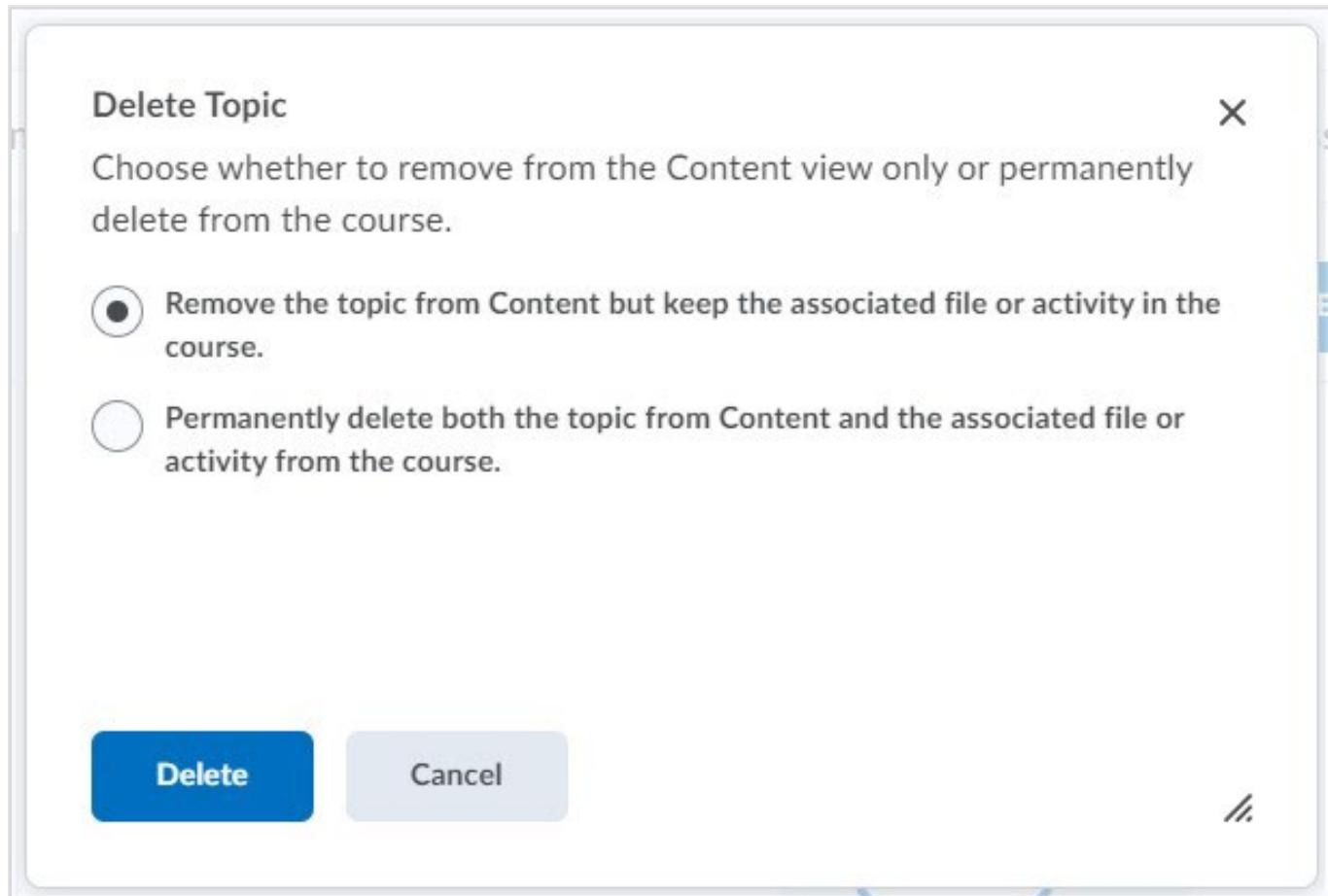
Note that, in this example, we have elected to remove a Discussion from the Content tool but not from the course, and therefore it will be available in the Discussions tool on the navbar. A Unit can be deleted in the same way - by selecting the table of contents item at the unit level instead.

Steps: Editing a Unit or Lesson

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

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.

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**.
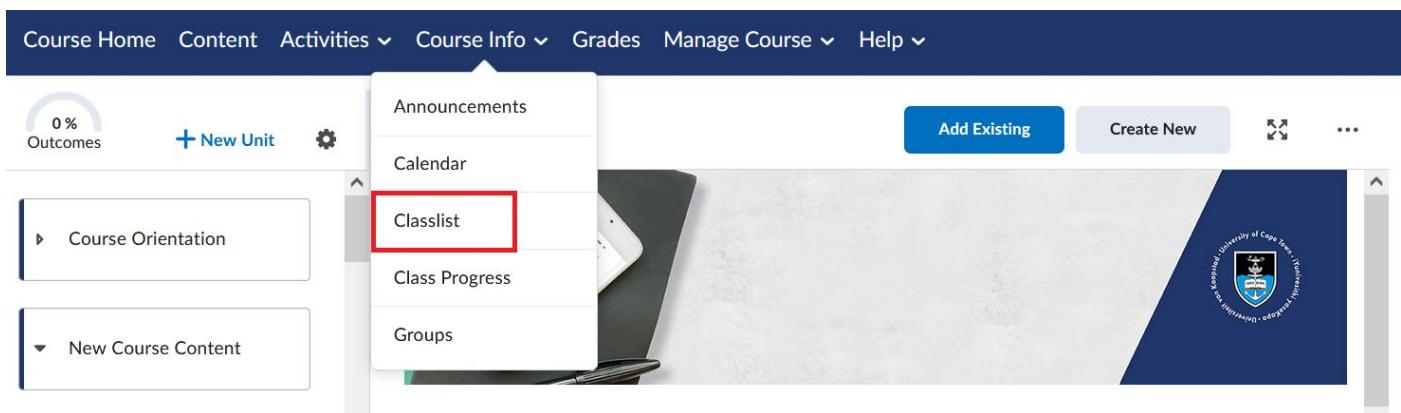
2. Click **Add Participants** and choose **Add existing users**.
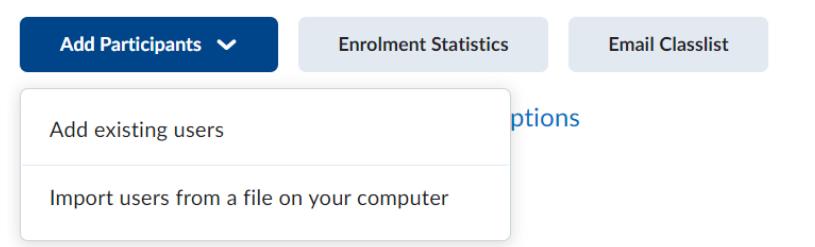
3. Search for the name of the person that you wish to add and click the checkbox next to the name of the person.

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
☑	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.