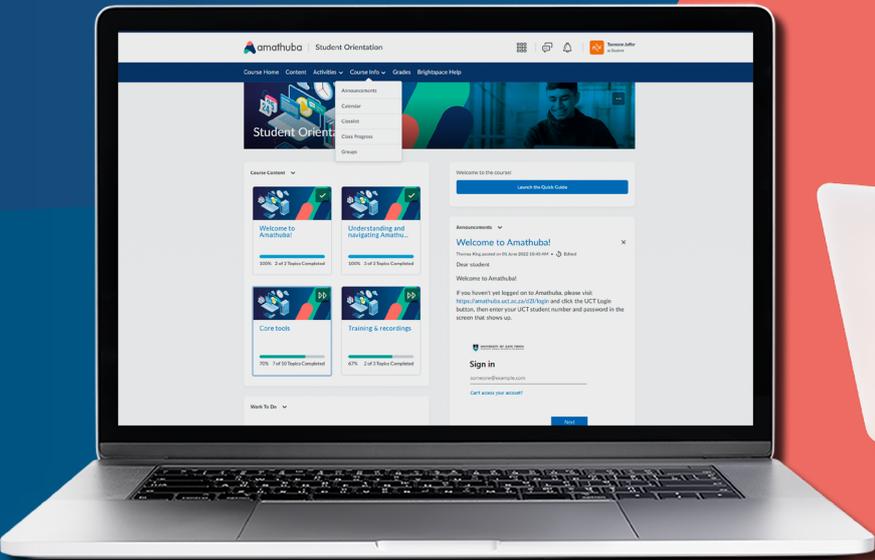




Guide

Amathuba Self-Service Conversion

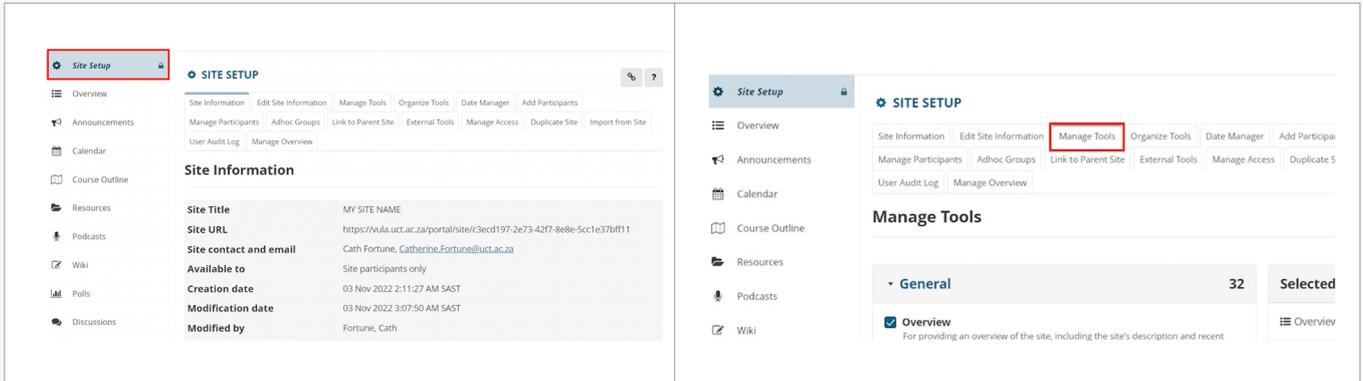


STEP

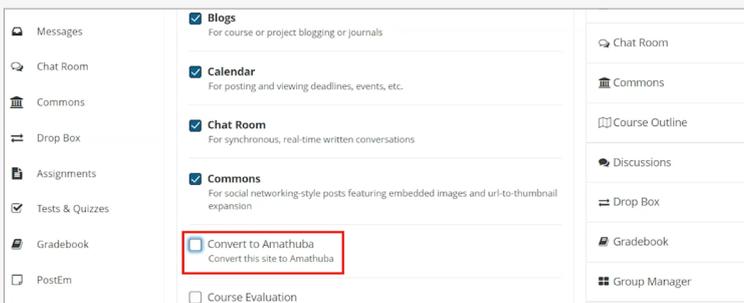
1. Add the “Convert to Amathuba” Tool to your Vula site

In your Vula site that you want to convert to Amathuba:

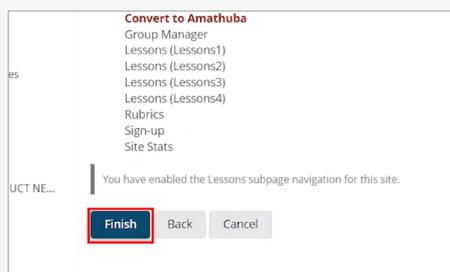
1.1 Navigate to Site Setup > Manage Tools



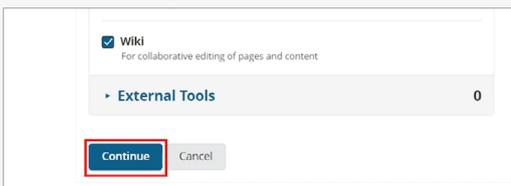
1.2 Select the checkbox next to “Convert to Amathuba”.



1.4 Confirm the newly added “Convert to Amathuba” tool and click on the “Finish” button.



1.3 Click on the “Continue” button



1.5 Your newly added “Convert to Amathuba” tool will be added at the bottom of the navigation panel on the left hand side.




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STEP

2. Initiate the Conversion Setup

In the Vula site that you want to convert to Amathuba:



2.1 Click on your newly added “Convert to Amathuba” tool to access the “Conversion Setup”.

2.2 If you would like to convert your Vula site and create a new course or community site on Amathuba, select the button in line with this option.

CONVERT TO AMATHUBA

Conversion Setup

Choose how you would like this site converted to Amathuba

In Amathuba

Convert this site and create a new course site for 2023 ?

Convert this site, but do not create a new course site

Email Notifications for conversion updates
Some.One@uct.ac.za

Conversion Setup

Choose how you would like this site converted to Amathuba

In Amathuba

Convert this site and create a new site in Choose type of site ...

Convert this site, but do not create a new site

Email Notifications for conversion updates
sam.leepan@uct.ac.za

Additional addresses to notify of this migration

Start Conversion

Convert this site and create a new course site for 2023 ?

Convert this site, but do not create a new course site

Subject to Faculty approval.

Note: that this is subject to the relevant Faculty approval.

In Amathuba

Convert this site and create a new course site for 2023 ?

Convert this site, but do not create a new course site

Email Notifications for conversion updates
Some.One@uct.ac.za

Additional addresses to notify of this migration

Start Conversion

2.3 If you would like to convert your Vula site but do not need to create a new teaching course or community on Amathuba, select the button in line with this option.



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In the Email Notifications for conversion updates section:

CONVERT TO AMATHUBA

Conversion Setup

Choose how you would like this site converted to Amathuba

In Amathuba

Convert this site and create a new course site for 2023 ?

Convert this site, but do not create a new course site

Email Notifications for conversion updates

Some.One@uct.ac.za

my.name@uct.ac.za ×

Additional addresses to notify of this migration

Start Conversion

2.4 Enter any additional email addresses to be notified of this conversion process.

2.5 Click on the “Start Conversion” button to begin the conversion process.



CILT Helpdesk
To

↩ Reply ↩ Reply All → Forward 📧 ⋮

🔍 If there are problems with how this message is displayed, click here to view it in a web browser.

VULA TO AMATHUBA

Hi,

The Vula site **TEST COURSE SITE 2022** is being converted to Amathuba.

Depending on the size of the site, this could take from a few minutes to several hours. We'll let you know when it's complete.

For further assistance, contact cilt-helpdesk@uct.ac.za

Regards,
CILT Helpdesk






NOTE:

- You will receive an email confirming that the conversion process has started for your Vula site.
- Depending on the size of the site and the processing of other concurrent conversions, this may take a few minutes to several hours.



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STEP 3. Track the Conversion Progress

Conversion in progress



Starting started 30 seconds ago

This Vula site is being converted to Amathuba, which could take between 10 minutes and 12 hours depending on site content and the number of conversions in progress. When it's done, we'll send you an email confirmation, or you can check back here for updates.

Need more help or advice? Consult the help documentation or contact cilt-helpdesk@uct.ac.za.

3.1 You will be able to track the progress of your conversion from Starting point, to Exporting, Running, Uploading, Importing and finally Updating.

VULA TO AMATHUBA

Hi,

The Vula site **TEST COURSE SITE 2022** has been converted to Amathuba:

<https://amathuba.uct.ac.za/d2l/home/13330>

This conversion report identifies any limitations or issues with the conversion to Amathuba which may need attention: **TEST COURSE SITE 2022 Conversion Report**

The Import Log in the **Course Import History** for the Amathuba site has additional detail. This should show as Complete with a final log entry of "Import is now complete" status Completed."

The next step is to copy the auto-converted content to your new Amathuba site.

On your new course site:
Manage Course > Course Admin > Import/Export/Copy components > Copy Components from another Org Unit > Search for offering
and then make the necessary edits as per the conversion report.

Also visit the **Amathuba staff resources** page for more help documentation and upcoming training.

For further assistance, contact cilt-helpdesk@uct.ac.za

3.2 Upon successful completion, you will receive an email confirming that the conversion process has completed for your Vula site.

Conversion complete



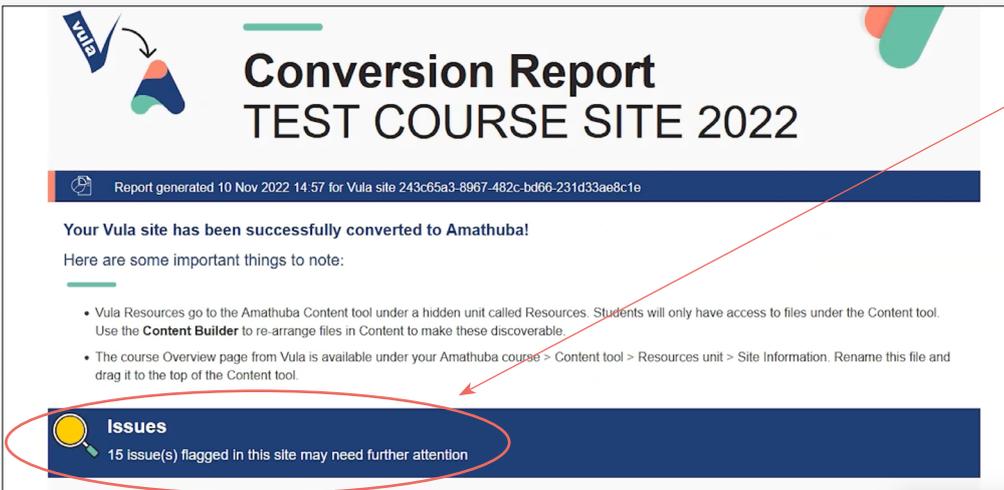
This site has been converted to Amathuba! Here's what to do next:

1. Read the conversion report which provides details on any issues that may need attention.
2. Visit the converted reference site on Amathuba to review how the Vula content has converted to Amathuba tools.
3. Build your new Amathuba site by importing content from the converted reference site as needed.
4. Edit content or update settings in the new site as needed to address any issues flagged in the conversion report.

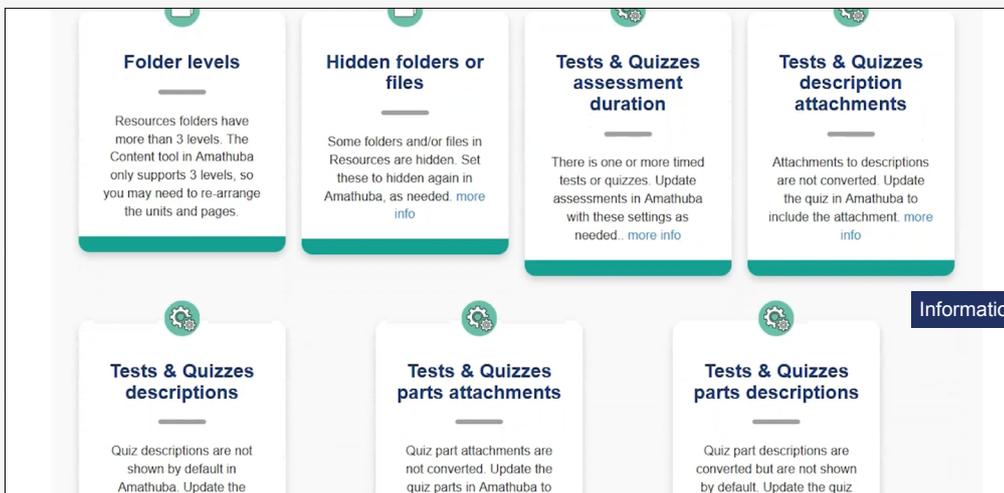
3.3 Within Vula, upon successful conversion completion, you will be presented with information and links to your conversion report, your converted reference site and your new Amathuba site.



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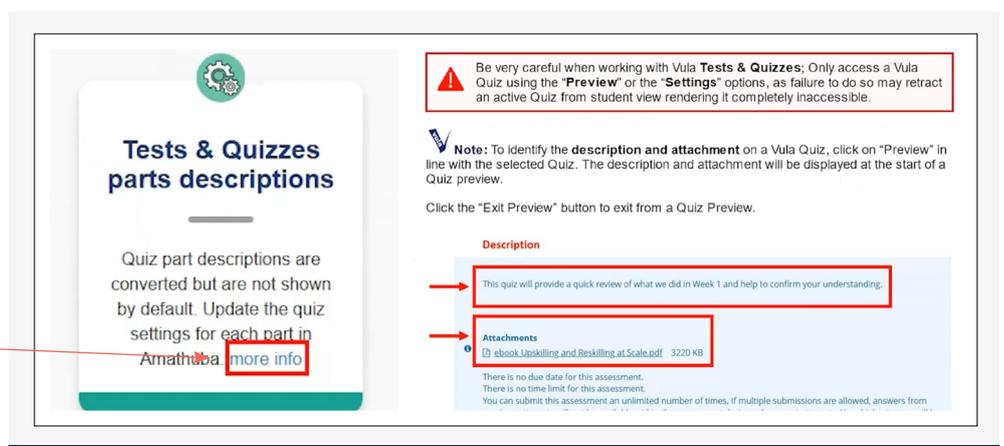


3.4 The Conversion Report provides you with information about some important things to note as well as issues that have been flagged in your site which may need further attention. These are displayed on information cards with links to more information about the potential issue.



Information Cards

3.5 The “more information” link outlines the steps you could take to address the flagged issues and shows you how to implement these.






The screenshot shows a 'Tools' menu with various options. A red circle highlights the 'Dropbox' item, and a red arrow points from the text on the right to this circle.

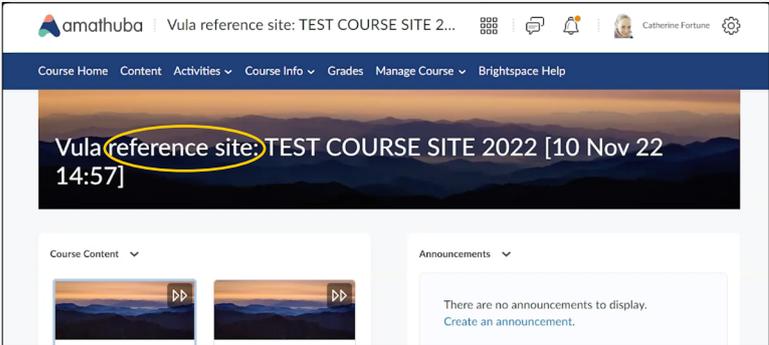
3.6 The conversion report also provides a list of tools used in your Vula site and how these translate to available tools within Amathuba. The “more information” link provides further details about the tool and how it works within Amathuba.



Converted reference site
A copy of this site on Amathuba.

Note: that as a reference site, this is a copy of your Vula site on Amathuba and should not be used for teaching purposes or other activities.

3.7 The link to the Converted reference site is a direct link that will open your reference site on Amathuba.

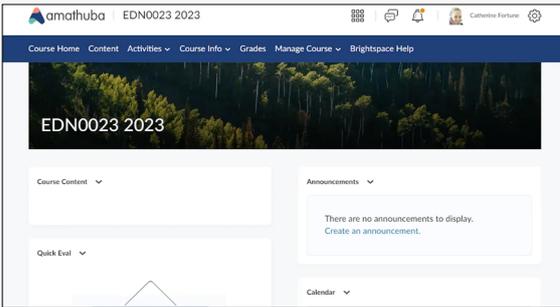


The screenshot shows a course page with the title 'Vula reference site: TEST COURSE SITE 2022 [10 Nov 22 14:57]'. A yellow circle highlights the text 'Vula reference site:'.



New Amathuba site
Import and update content and activities in this new site.

3.8 The link to your new Amathuba site is a direct link that will open your newly created blank course or community site on Amathuba.



The screenshot shows a course page with the title 'EDN0023 2023'.

This is where you will import and update content and activities ready for teaching.



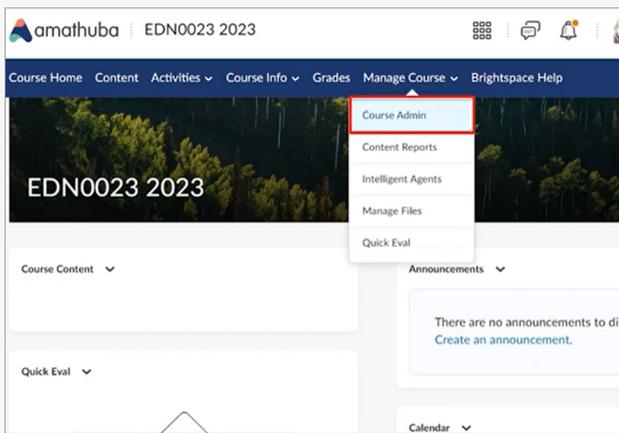
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STEP

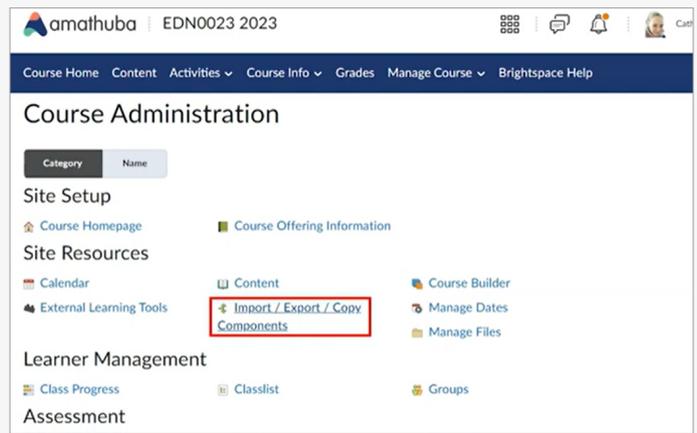
4. Copy the converted content to your Amathuba course or community site

Your newly created course or community site on Amathuba will initially be blank. You will need to populate it by copying content from your reference site into your blank course or community site.

4.1 In the new Amathuba course or community

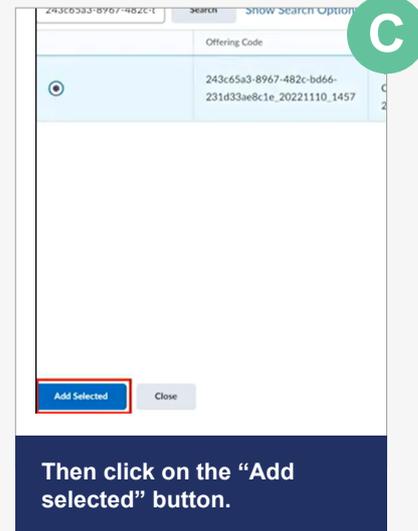
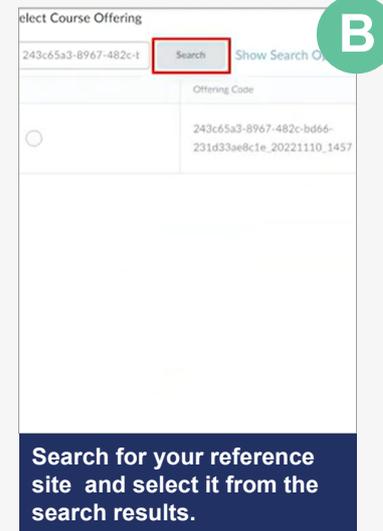
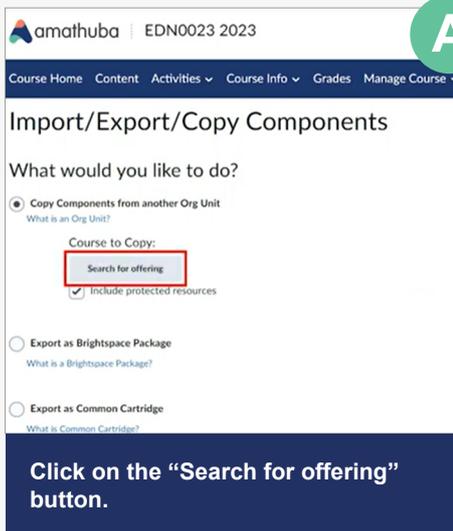


4.1 Click on “Manage Course > Course Admin”



4.2 On the Course Administration Page, select “Import / Export / Copy Components”.

4.3 On the Import /Export / Copy Components page:



4. Copy the converted content to your Amathuba course or community site

4.4 Click on the “Copy all components” button to begin the copying process.



amathuba | EDN0023 2023

Course Home Content Activities Course Info Grades Manage Course

Import/Export/Copy Components

What would you like to do?

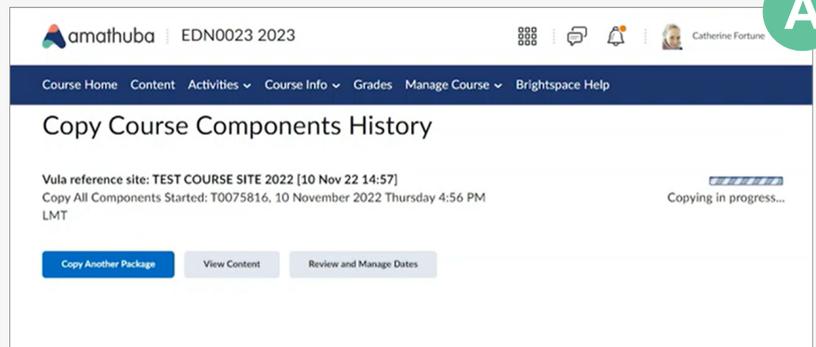
Copy Components from another Org Unit
What is an Org Unit?

Course to Copy:
Vula reference site: TEST COURSE SITE 2022 [10 Nov 22 14:57] X
 Include protected resources

Export as Brightspace Package
What is a Brightspace Package?

Export as Common Cartridge

Copy All Components Select Components



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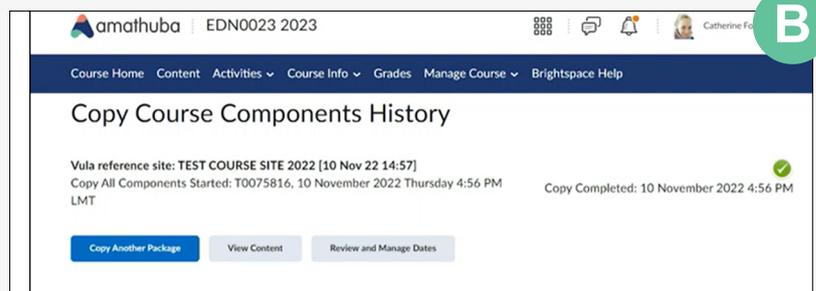
Course Home Content Activities Course Info Grades Manage Course Brightspace Help

Copy Course Components History

Vula reference site: TEST COURSE SITE 2022 [10 Nov 22 14:57]
Copy All Components Started: T0075816, 10 November 2022 Thursday 4:56 PM LMT
Copying in progress...

Copy Another Package View Content Review and Manage Dates

A message will confirm that copying is in progress



amathuba | EDN0023 2023

Course Home Content Activities Course Info Grades Manage Course Brightspace Help

Copy Course Components History

Vula reference site: TEST COURSE SITE 2022 [10 Nov 22 14:57]
Copy All Components Started: T0075816, 10 November 2022 Thursday 4:56 PM LMT
Copy Completed: 10 November 2022 4:56 PM

Copy Another Package View Content Review and Manage Dates

A green checkmark will indicate when copying has completed



Course Home Content Activities Course Info Grades Manage Course Brightspace Help

Copy Course Components History

Vula reference site: TEST COURSE SITE 2022 [10 Nov 22 14:57]
Copy All Components Started: T0075816, 10 November 2022 Thursday 4:56 PM LMT
Copy Completed: 10 November 2022 4:56 PM

Copy Another Package **View Content** Review and Manage Dates

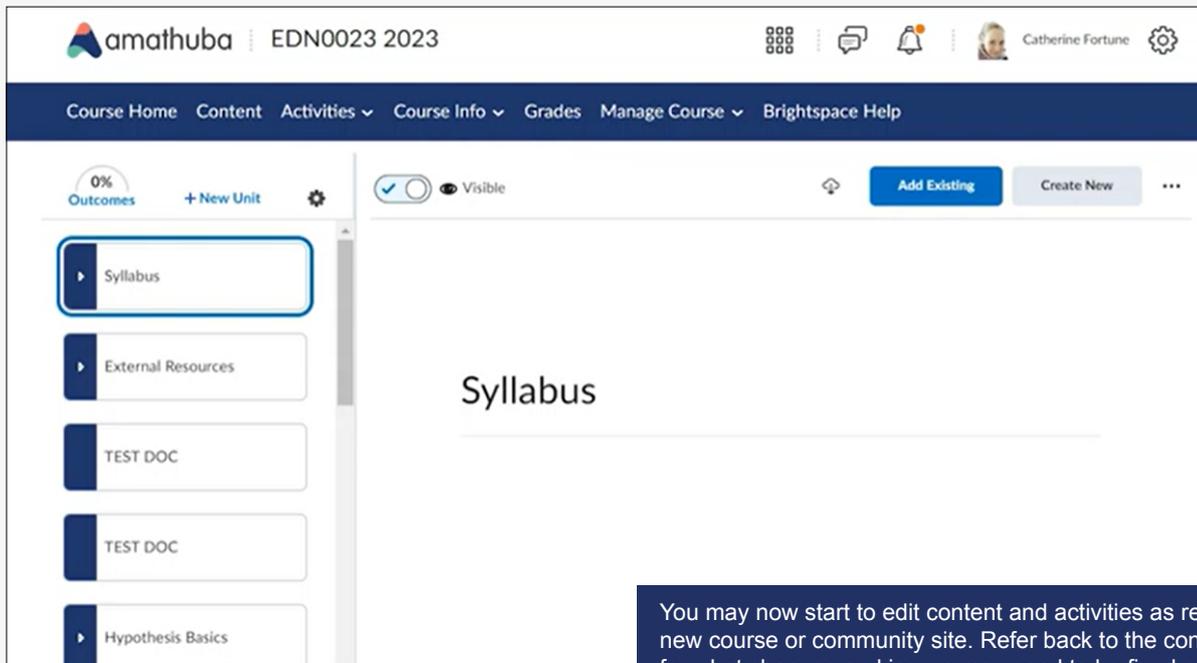
4.5 Click on the “View Content” button to view the copied content in your new course or community site.



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4. Copy the converted content to your Amathuba course or community site

4.2 In Amathuba in the new course or community site:



You may now start to edit content and activities as required in your new course or community site. Refer back to the conversion report for what changes and issues may need to be fixed on your new course or community site.

Note: [Instructions to Import/Export/Copy](#) content are also available with the Amathuba Resources for Staff on the CILT website

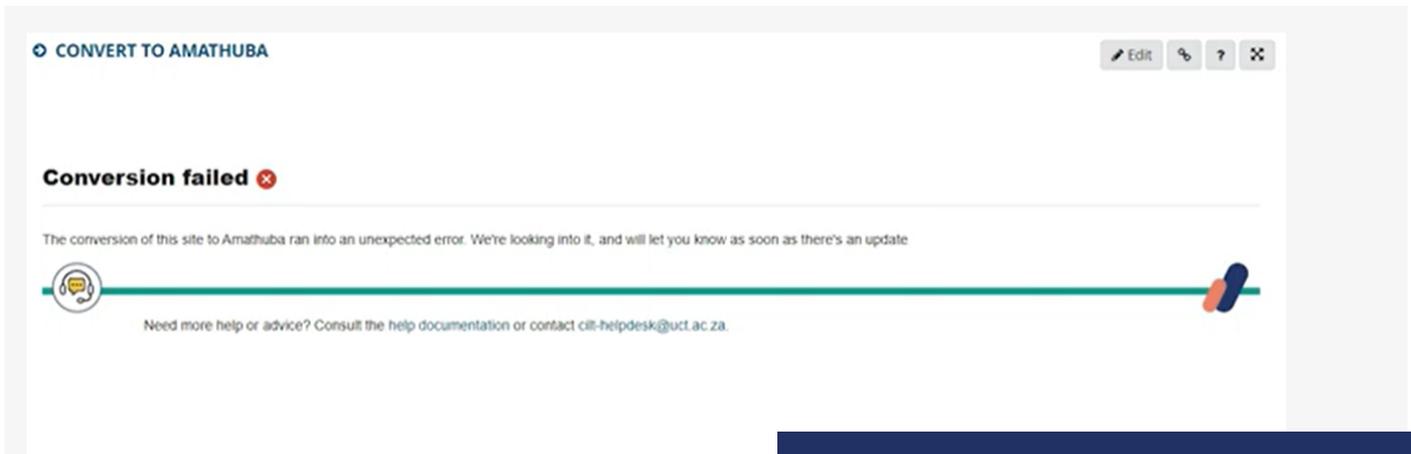



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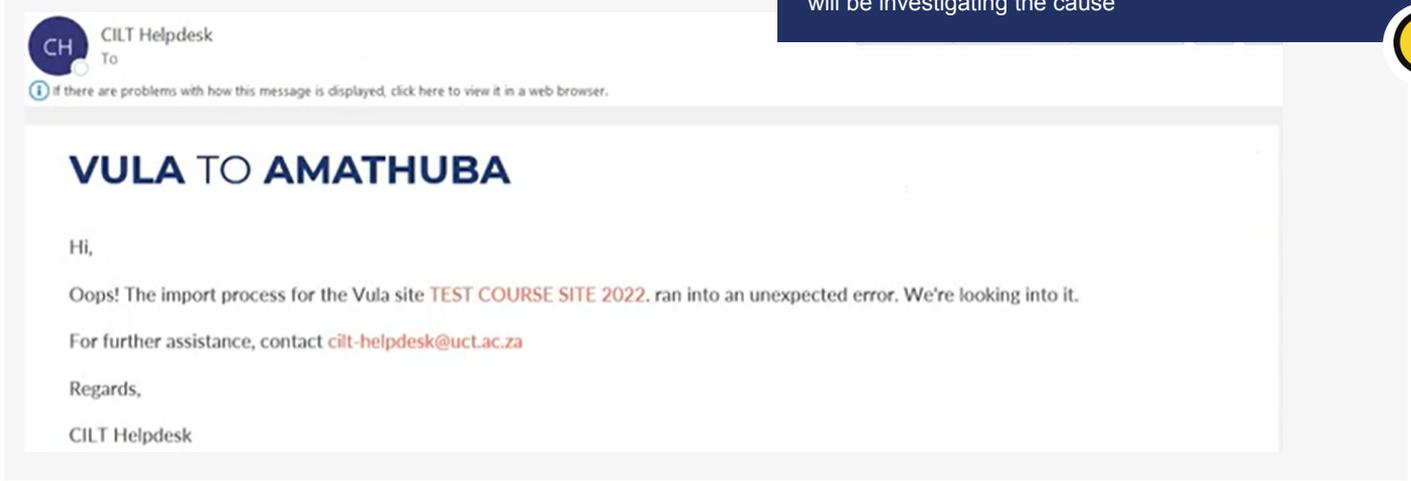
Twitter: /CILT.UCT Website: www.cilt.uct.ac.za Service Portal: uct.service-now.com Email: cilt-helpdesk@uct.ac.za Phone: 021 650 5500

5. Help and Support

If the conversion of your Vula site runs into an unexpected error and conversion fails, you will be notified of this in the “Convert to Amathuba” tool in Vula



You will also receive an email notifying you that the conversion has failed but the CILT Helpdesk Team will be investigating the cause



If you require further assistance:

Review the

Amathuba Resources for Staff

Available on the

CILT website

Email

cilt-helpdesk@uct.ac.za



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