Course Migration Instructions

From August 2024 onwards

Overview

We are in the last phase of Amathuba course migration which includes the migration of postgraduate, 4th year and any remaining 2nd and 3rd year courses from Vula to Amathuba. In this phase, Vula course sites will be categorised according to their complexity and departmental requirements and allocated one of the following conversion types for migration to Amathuba:
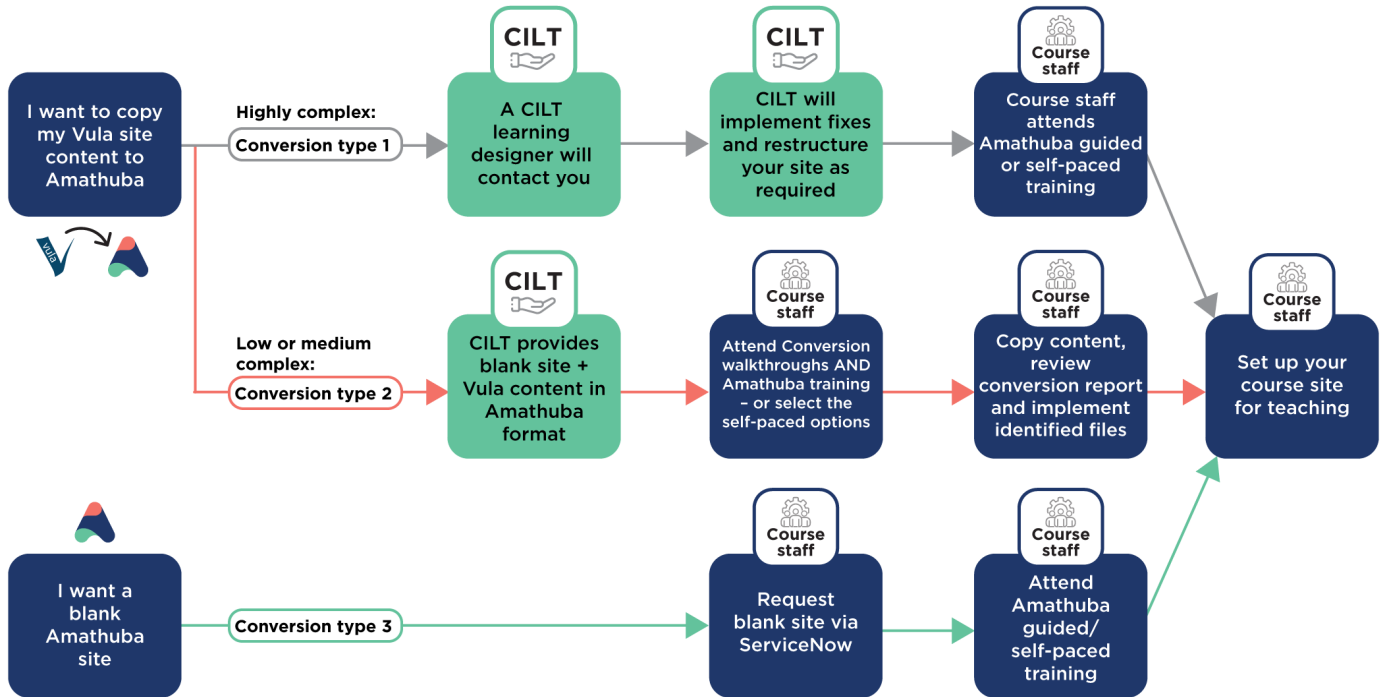
- Conversion Type 1: The full conversion service
- Conversion Type 2: Self-managed conversion service
- Conversion Type 3: A blank Amathuba site where no conversion is required (e.g. for entirely new courses that do not have existing Vula sites)

The course convenor (or HoDs where this information is not available) will be notified of the recommended conversion type and next steps in the lead-up to the migration according to the timelines outlined on the **CILT website**. Further instructions for these migration types are listed below.

Note: For non-course migration i.e. migrating Vula project sites, refer to **self-service conversion process**. If the site does not contain teaching content – consider alternative platforms that may be better suited than Amathuba for hosting this content. You can contact the CILT Helpdesk if you need further guidance.

Course Conversion Type

Site Conversion Process

Conversion Type 1: Full conversion service

The full conversion service involves one-on-one support from a learning designer and this specialised support has been prioritised with courses that make extensive use of Vula lessons pages, complex quiz question types or very large course file sizes. Based on these criteria and communications with departments, CILT allocated the more complex course sites to the full conversion service. For Conversion Type 1 course sites, a CILT Learning Designer will be in touch with the course convenor as per the schedule below:
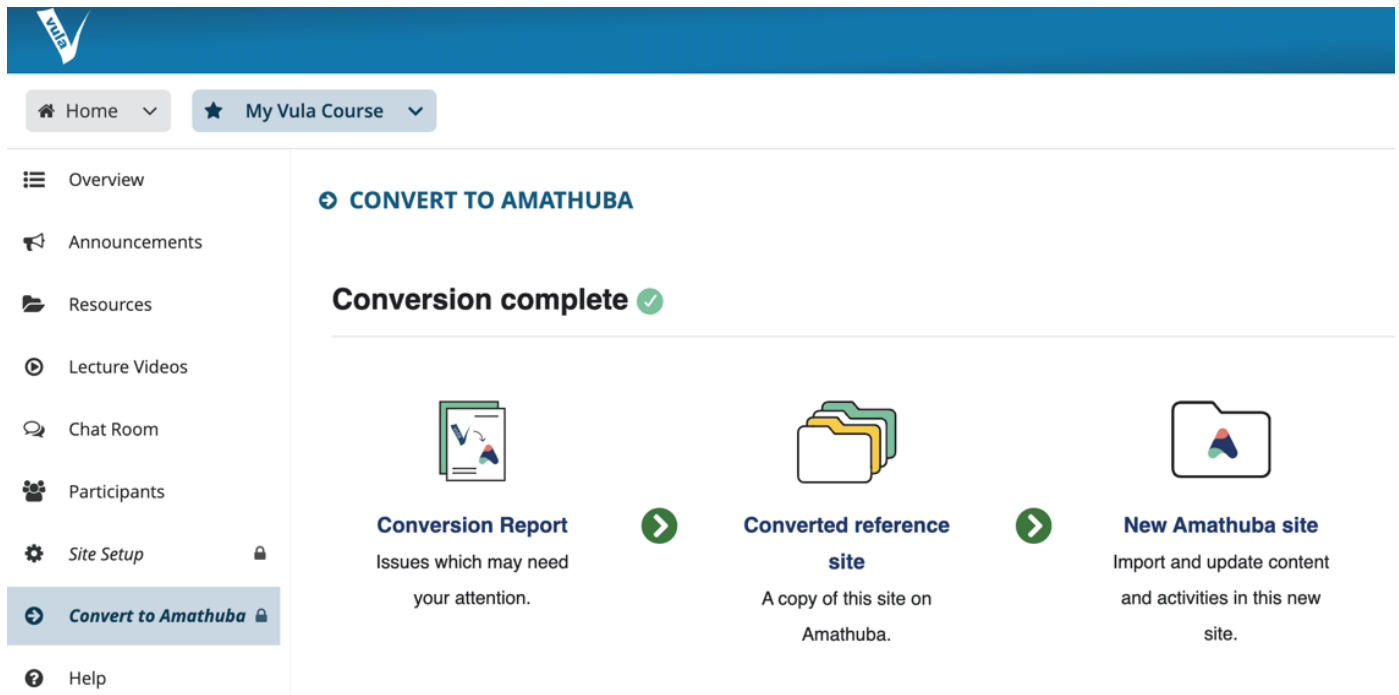
	Batch 1	Batch 2	Batch 3
Which courses	Half year courses starting in the first semester of **2025** e.g. F, B, A	Whole year courses starting in the first semester of **2025** e.g H, W, X, Z, C, D	Courses starting in the second half of **2025** - e.g. S, L, P
Taught on Amathuba in	**2025**		
Scheduled conversion timeline	August 2024 - October 2024	November 2024 - January 2025	February 2025 - June 2025

Conversion Type 2: Self-managed conversion

Where departments have indicated that they would like to copy the site content from Vula to Amathuba, CILT will run conversions and send course convenors:

- Link to the new Amathuba teaching site.
- Link to the Vula reference site on Amathuba. This site serves as a snapshot or archive of the previous Vula site - it is not the actual teaching site and students should never be added to any Vula reference site. You will be copying your material from the reference site to the teaching site.
- A conversion report and instructions on how to use the report.

You can check the conversion has been run by going to your original site in Vula, by finding the 'Convert to Amathuba' tool on the left-menu. Once you go to that page, it should and say, 'Conversion complete' and have a link to the conversion report, reference site on Amathuba with the converted Vula content, and new teaching site on Amathuba.

The conversion will be based on the schedule on the **CILT website**. If the conversion has not been run, please contact the CILT Helpdesk (**cilt-helpdesk@uct.ac.za**). For this conversion type, you can follow the self-paced instructions below or join a group **Vula to Amathuba Conversion Walkthrough session** for more assistance.

- When the conversion is run, two sites are created in Amathuba, a reference site which contains the converted Vula content, and a blank teaching site. You will need to **copy the content from the reference site to the new blank site**.

In the new Amathuba site (see the last icon in the screenshot on page 3):
- Click on 'Manage Course' > 'Course Admin'
- On the Course Administration Page, select 'Import /Export / Copy Components'.
- On the Import /Export / Copy Components page:
- Click on the 'Search for offering' button
- Search for your reference site and select it from the search results
- Then click on the 'Add selected' button.
- Click on the 'Copy all components' button to begin the copying process, or select which components to copy across.
- A message will confirm that copying is in progress.
- A green checkmark will indicate when copying has completed.
- Click on the 'View Content' button to view the copied content in your new teaching site.

Instructions to **Import / Export / Copy** content are also available with the Amathuba Resources on the CILT website.
- The conversion will copy your Vula site content including Announcements, Assignments, Discussions, Gradebook, Lessons, Resources, Rubrics and Tests & Quizzes across into an Amathuba reference site, and you have copied this across to the new teaching site in the previous step, but it is important to review the conversion report and apply remediation steps as needed. The conversion report is a custom report for your site which will:
- Identify the issues in your converted site that require attention
- Direct you to a set of instructions for how to fix/remediate these issues

How to use the conversion report
You can view this **short video** on the conversion report.
- Open the conversion report (the first icon in the screenshot above) which is a custom report for your site on anything that may need further attention. You will be directed to the areas of your site that require attention along with detailed instructions on how to remediate these issues.
- Your conversion report will direct you to the issues requiring attention on your site. Please look out for some of these **common remediation issues**.
- While most tools migrate in a straightforward manner (for example, Assignments in Vula become Assignments in Amathuba), there are a few areas of your site that may need reconceptualising or adjustment to fit the new platform. The CILT Learning Design team are available to do **one-on-one consultations** to help you think through any site or activity redesign that you might want or need.

Conversion Type 3: Blank Amathuba site only

To create a new course site, complete this **request form** on ServiceNow. Once you have received notification of your new site, continue to the next section to set up this site.

If you do have content you need from Vula, you can run the **self-service conversion** at any point and choose what content to copy across. When running the conversion, remember to choose 'Convert this site, but do not create a new site', as you will already have a teaching site through ServiceNow.

Setup your course site

The Amathuba migration team will send you a new teaching site (Conversion Type 2) or you will create a new blank site (Conversion Type 3). Once you receive the site, and follow the steps above, you can build and review your site. The next steps are based on the **foundation-first build order**, and links refer to the **Amathuba self-paced training course**.

- Start with the **site administration**
- Add the teaching team (lecturers, support staff and tutors) in the **Classlist**
- **Setup the Grades** tool (this will be done in the conversion if you copied it across from the reference site), and link assessments to Grades and Rubrics if needed
- **Setup Groups** if used
- Next, focus on the **core learning tools**
- Setup/Review student activities: **Assignments**, **Quizzes** and **Discussions** as needed
- Setup/Review the **Content tool**
- Course Orientation – this is a new unit that you should find on your teaching site. It is designed as a template across all UCT course sites and is recommended that you update the details for your particular course and make the unit visible if you wish to use it for your students.
- If you are using instructional text, we strongly recommend the use of HTML templates for any new HTML documents. You can find this under the Content tool - 'Create New' - 'HTML Document' - 'Select Template'.
- When using the Content tool for instructional text, it is always recommended that this text is added on a HTML page (not the Unit or Lesson level) if you would like to track progress
- Setup **Lecture Videos** in the Content tool (mainly applies to blank sites if you are using lecture recording). **Media Library** is recommended for any new instructional videos in the Content tool.
- Setup any **External Tools** that you are using for your course
- Review the **Course Design checklist**
- **Going live** and **communication (before the start of the semester)**
- Check that the registered students have been uploaded through the Class List – see the list of students in the **Classlist** tool
- Make the course site active, under 'Manage course' - 'Course Admin' - 'Course Offering Information' - Tick 'Course is active'
- When you are ready, send through the **first announcement** to your class.