Amathuba Guide

for UCT Tutors

Last updated: 11 December 2024

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Overview

This is a guide compiled by the Centre for Innovation in Learning and Teaching (CILT) to help UCT tutors navigate UCT's new digital learning platform, Amathuba.

Amathuba is where you will find the online components of the first-year courses on which you tutor. You will be able to see which students are in your tutorial group, respond to student posts in the Discussions tool, mark student Assignments, and add Grades for non-electronic forms of assessment in the Grades tool where appropriate.

How to use this document

This guide includes topics selected for you as you begin to tutor while using Amathuba. These include how to login, how to navigate Amathuba and find your course sites, how to find the different learning tools on your course sites, and how to use key tools such as announcements, discussions, and the grading functions in various tools.

Each topic contains:

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

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

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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 login, and you may be asked for the UCT **multi-factor authentication**.
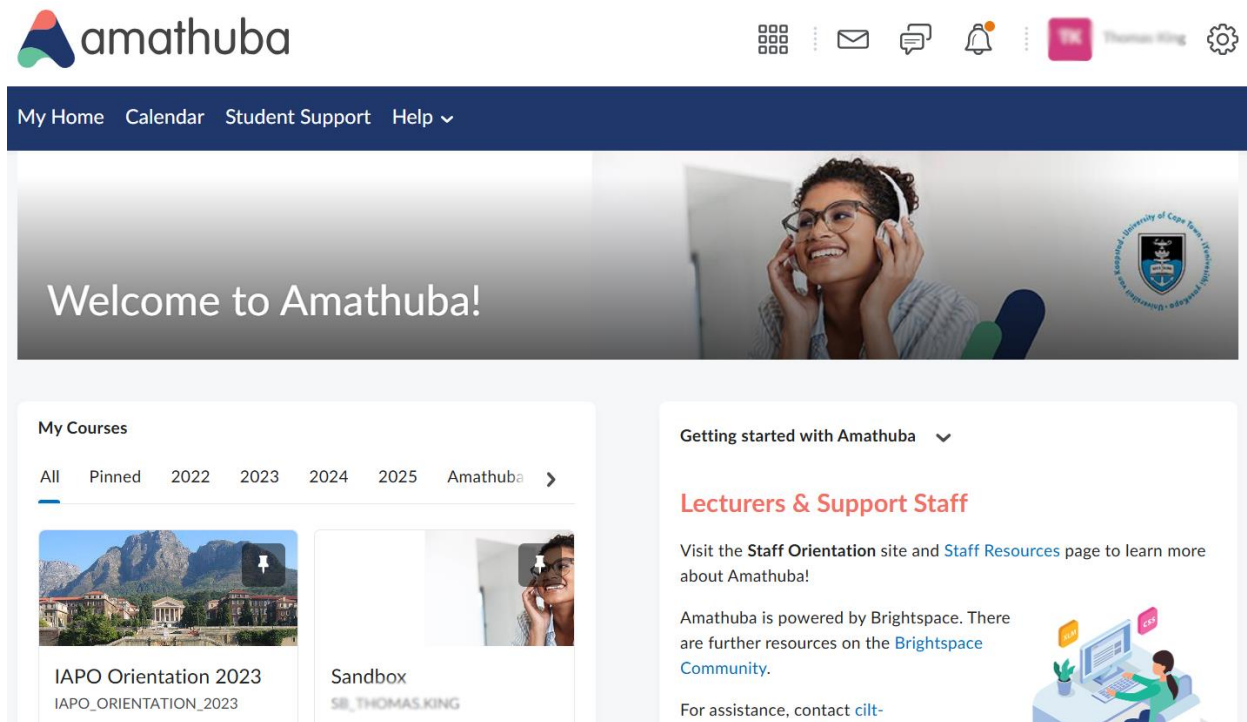
Tip: You can save this webpage as a bookmark for easy access.

Steps

1. Type **amathuba.uct.ac.za** into your Internet browser address bar and press 'Enter'.
2. Click the **UCT Login** button.
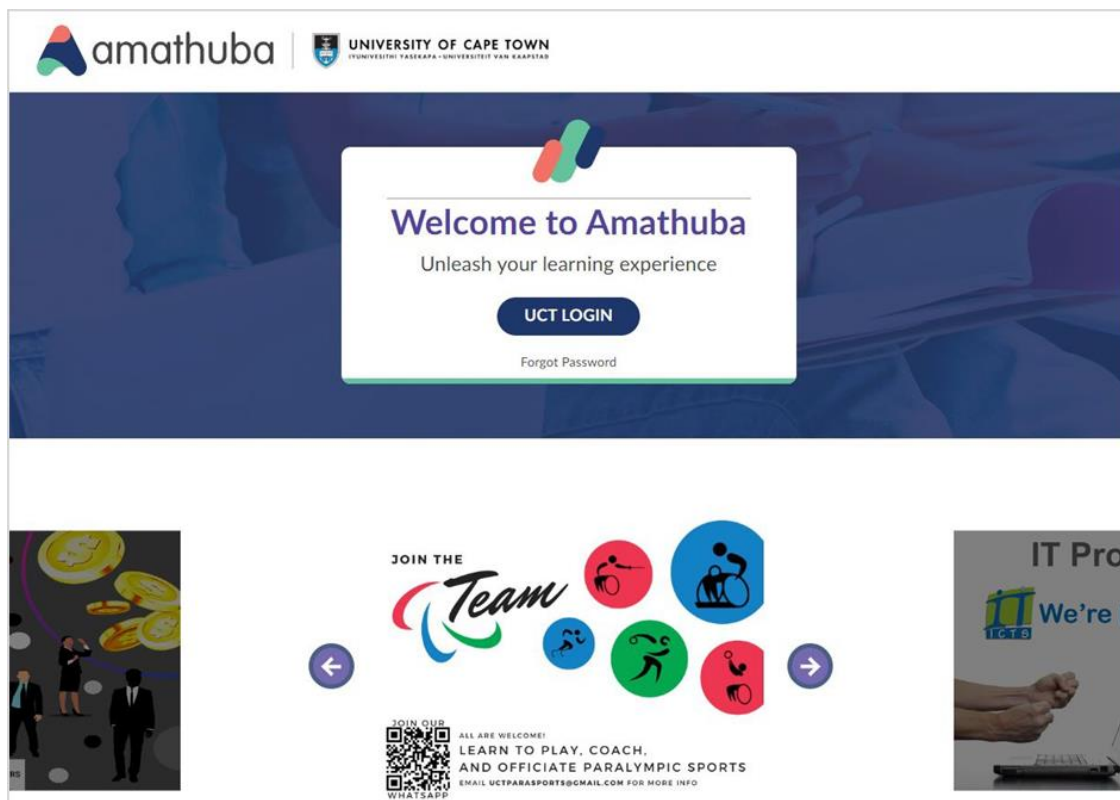
3. If you are not already signed into the UCT network, follow the steps to sign in using the Single Sign-On service.
4. Once signed in, you should see your account landing or homepage, similar to below:

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 in 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').

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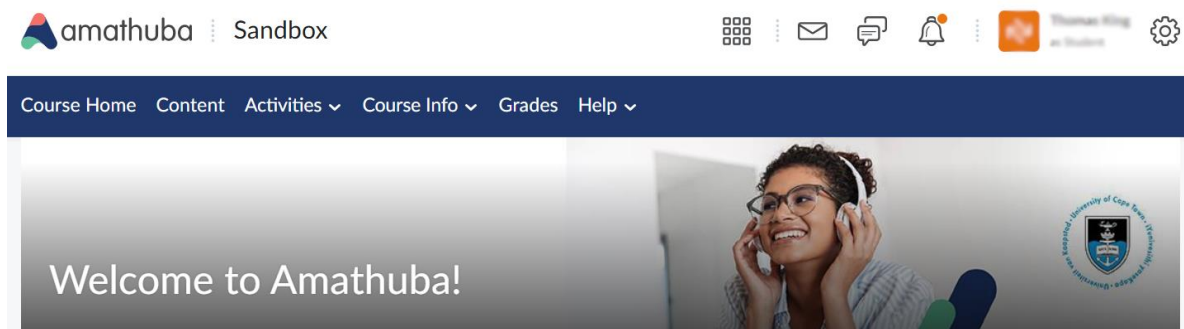
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The **navbar** has two different navigation bars, one on the top-right and one below that. In the top-right **minibar**, you can:

- 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.).
- Logout of Amathuba.
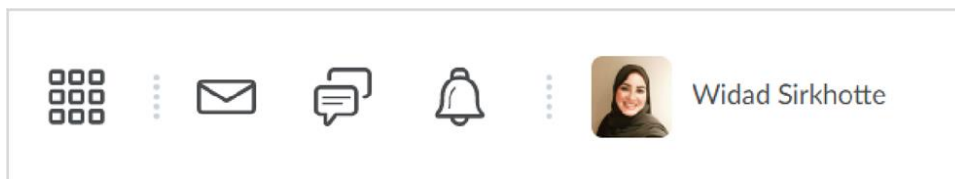
In the home navbar, you can:

- 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 tutor.
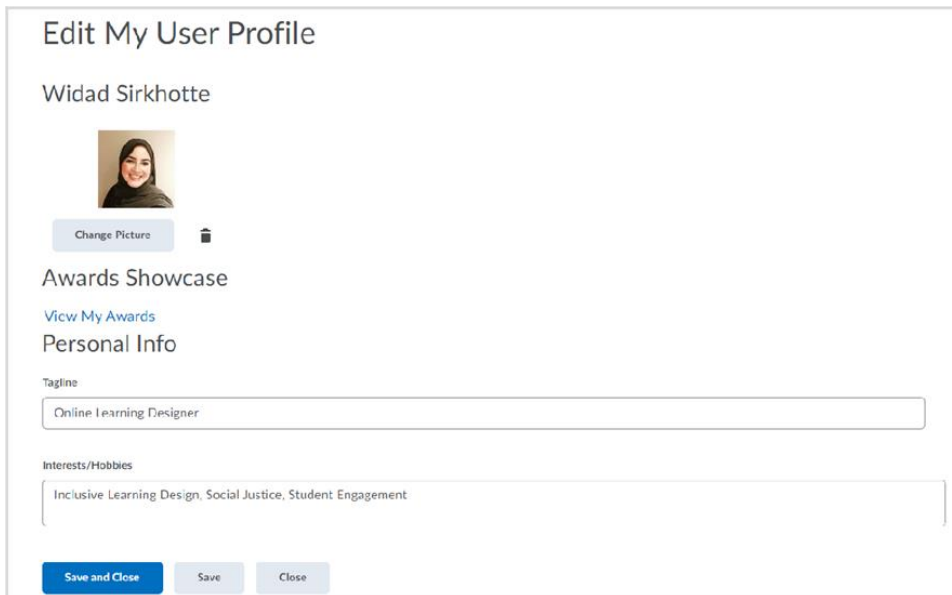-

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

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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.

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.

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The Tutor Role in Amathuba

Tutors in Amathuba, as was the case in Vula, have access to limited and specific functionality. Tutors can access the following tools:

- Communication Tools
    - Create/edit Announcements
    - Read and reply to threads in Discussions (but not create new discussions)
- Course Info
    - Create/edit Groups
    - Create/edit Calendar events
    - View student progress in the Class Progress
- Assessment Tools
    - Edit Grades
    - View Assignments, Quizzes, Rubrics, Self-assessments, Checklists and Surveys
    - Grade in Assignments, Quizzes, Rubrics, and Discussions
- Course Content
    - Access learning materials in the Content tool

If you are a tutor who carries out other functions such as building course material, ask your course convenor to change your role. They may consult the CILT helpdesk about the most suitable role.

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Key Functions for Tutors

In this section, we discuss three key functions for tutors in the Amathuba space: communication with students, supporting course organisation, and grading.

Communication tools

Send Announcements to Groups

From time to time, you may want or need to communicate only with your tutorial group(s). If the course Amathuba site is set up with tutorial groups in the background, then you can email only your groups through the Announcements tool.

In order to do this, you will need to:

- Click on **Manage Course** in the Course Navbar.
- Select **Course Admin**.
- Click on **Announcements**.
- Click on **New Announcements**.
- Complete the Announcement page:
    - Give your Announcement a suitable Headline (Heading). Use the Group name and number.
    - Add the relevant content.
    - You can schedule a release time by adding a date and time to the Start Date option.
    - You can Add a File, Record Audio or Record Video directly into the Announcements tool.
    - To send to a specific group, scroll down to the Additional Release Conditions section and click on **Create and Attach**.
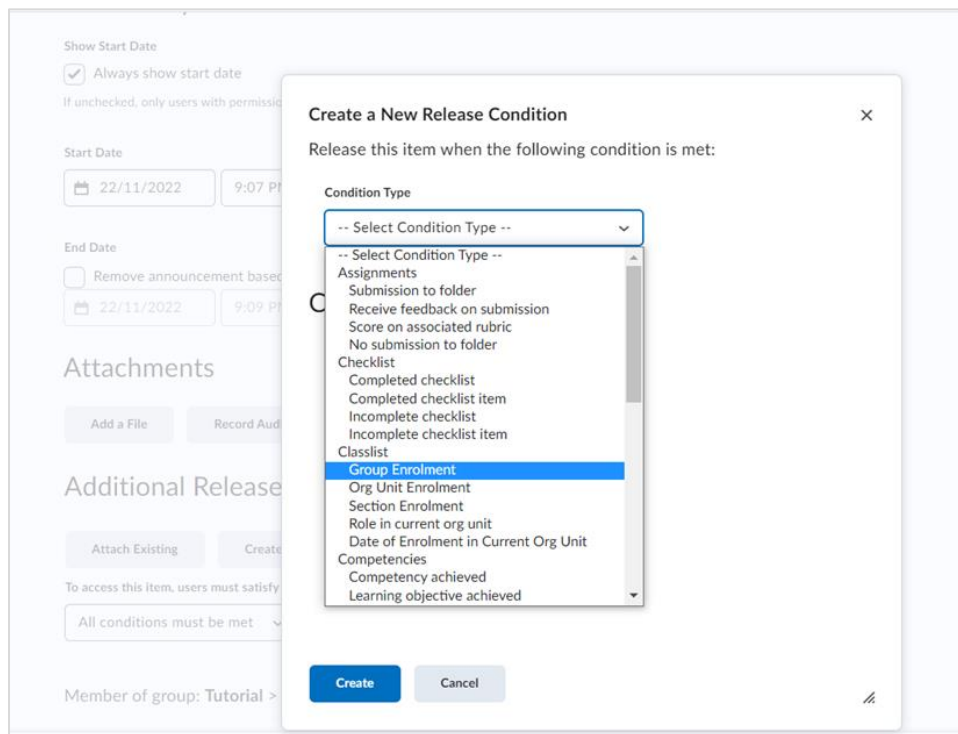

Additional Release Conditions

Attach Existing   Create and Attach   🗑 Remove All Conditions

To access this item, users must satisfy

All conditions must be met ⌄

    - Click on **Select Condition Type** and scroll down to select **Group Enrolment**.

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- Under Condition Details, select the appropriate group.
- Click **Create**.
- Click **Publish** to release to students.

Discussions tool

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 with peers or colleagues. As a tutor you may need to respond to students' comments in the Discussions tool.

To respond to an existing comment:

- Click on **Activities** in the Course Navbar.
- Select **Discussions**.
- Navigate to the appropriate Forum and Topic.

- Click on the topic.

- Click on the thread heading to reply to the thread.

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Course Info

There are three key tools clustered under the Course Info tab in Amathuba – Groups, Calendar, and Class Progress. In most instances groups and calendar entries will be managed by lecturers, admin staff, teaching assistants, or senior tutors. While you can use these functions, we suggest you check with the course convenor before doing so.

View Class Progress

This is a tool that tutors should use regularly. The **Class Progress** tool tracks overall student access, behaviour, and performance. It provides instructors with a high-level view of student performance across the entire class. Four indicators of performance are at the instructor's fingertips, making predictive practices and preventing student disengagement a priority.

To access the Class Progress tool:

- Click on **Course Info** in the navbar.
- Select **Class Progress** or find it in Course Admin under the Learner Management section.
- The Class Progress tool uses four broad elements to report on the class behaviour:
    - System Access – How often a student has visited that course site.
    - Content Completed – How many content units they have accessed.
    - Quizzing – If there are quizzes available, have they been completed.
    - Grades – If there are other graded items, how is the student faring.
    - If you click on any element, it will take you to the detailed view of that element.

Grading in Amathuba

Tutors may have to grade a variety of submissions, using multiple tools, including assignments, quizzes, rubrics, self-assessments, checklists and surveys – but it depends on your course and course convenor, so do confirm with your convenor.

We have included instructions for how to grade assignments and discussions. Most quizzes make use of the automatic grading functions, although occasionally quizzes may have short answer questions that are manually graded.

Grading in Assignments

Lecturers use the **Assignments** tool to create and edit assignments, see students' submission times, view submissions on the Submissions page, associate assignments to rubrics, return grades and provide feedback. It can also be used to capture grades for on-paper submissions and for observed in-person assignments.

Tutors may be required to mark in the Assignments tool.

As a tutor, to view the assignment briefs, select **Preview** under the **More Actions** drop-down.
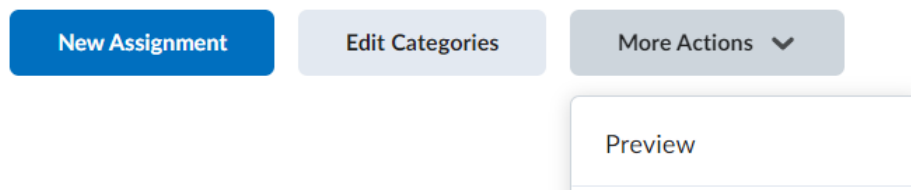
To find the submissions for a particular assignment, click on the assignment's title. If you are only required to mark students from a particular Group (such as a tutorial group), you can filter users by Group by clicking on the 'View by' dropdown and selecting 'Group'.

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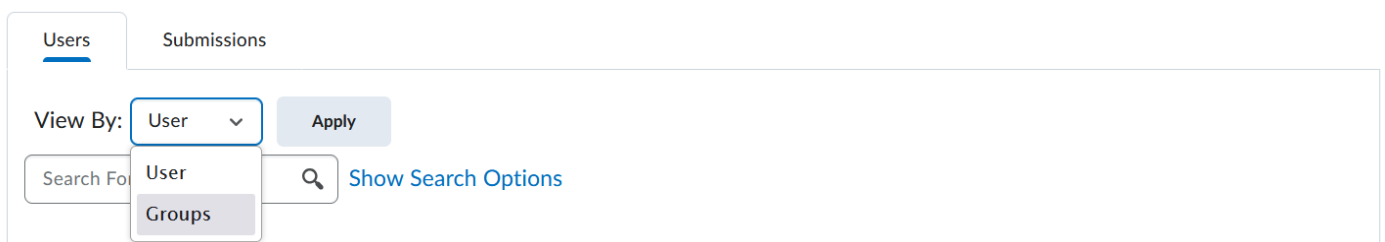
If you are grading without an attached rubric, we suggest you notice the following functionality:

- Overall grade is where you enter the final mark.
- Overall feedback is where you can add a comment for the student.
- You can Record Audio and Record Video feedback and comments.
- You can use the annotation tools:
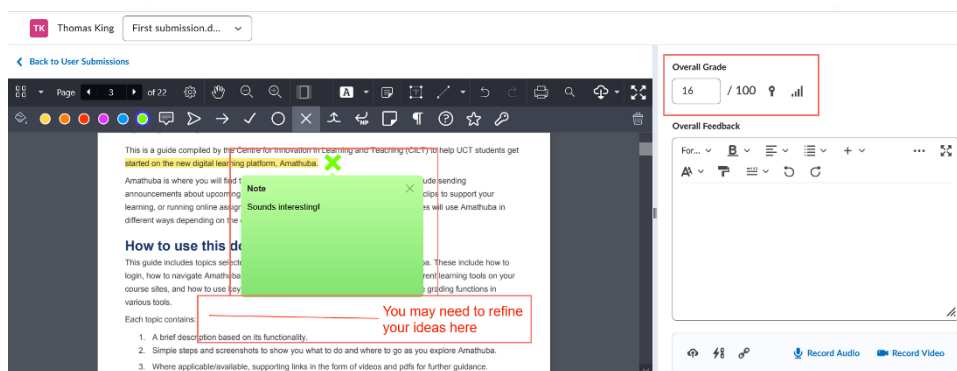   - You can select a pen and change the colour and use it to add ideas.
    - You can add post-its with location specific comments.
    - You can use the text box tool to add specific comments at specific locations.

With Rubrics

Lecturers may create rubrics which are a tool for creating consistent frameworks for marking Assignments or Discussion posts. Markers (lecturers, tutors, teaching assistants) can use Rubrics to guide their own marking and provide consistent feedback to students.
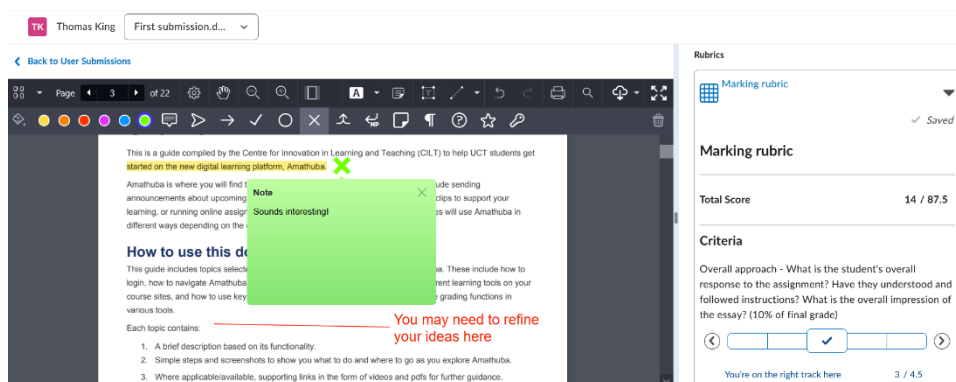
- If you click on the highlighted Assignment title, the rubric drops down.

Rubrics

Marking rubric
14 / 87.5, 6 criteria not scored

Alternatively, if you click on the pop out icon, a tab with the complete rubric will appear. Please note the key elements below:

- Click on a descriptor such as excellent, to select as a descriptor of student's work.
- You can manually adjust the mark by clicking on the Criterion Score on the right-hand side of the Rubric.
- Click on **Add feedback** to add a comment on each Criterion.
- You can add a video note for each criterion using the **insert stuff** button.

Viewing and Assessing Submissions

The Assignments page provides a summary of New, Completed and Evaluated Submissions, as well as Feedback Published and Due Dates for each assignment.

- Click on an assignment to navigate to its Submissions page and view submitted files. The Submissions page can be accessed by clicking on a user submission and allows you to view, download, grade, grade with rubric, and provide feedback.

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Downloading/ Uploading Feedback Files

Assignment submissions can be downloaded in bulk, edited and then re-uploaded with comments and edits in place.

- Click on the assignment in question.
- Using the checkboxes, select the files you wish to download.
- Click the **Download** icon. Each file will have a unique identifier that the system uses to recognise it upon upload.

Once you are done editing, you can upload the file by following these steps:

- In the assignment, click **Upload Feedback Files**.
- Using the **Upload** icon or the drag-and drop function, place the files in the dialogue box and upload.
- If the identifiers are not recognised, manually link each file to the appropriate submission.

Feedback can be retracted using the **Retract** button on the Evaluate Submissions page. This hides the grade and feedback from the student until you choose to republish them.

Restore Deleted Assignments

Deleted assignments can be restored using the Event Log.

- On the Assignments main menu, click **More Actions** and select **Event Log**.
- Locate the assignment in question and click **Restore**.

Grading in Quizzes

Although many quizzes will be automatically graded, some may have questions that need to be manually marked (e.g., with Written Response questions). In the main menu of the **Quizzes** tool, locate the quiz in question and click the dropdown arrow next to it to find the Grade option.

Under the Questions tab, you can use blind marking to grade individual responses without seeing the student's name (for example, to mark a Written Response question). You can also Update All Attempts to change the grading for a particular question.

Grading in Discussions

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 with peers or colleagues.

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You can evaluate students' individual messages and have Amathuba automatically calculate a topic score for each user, or you can assign a topic score directly to each student. If you choose to assess individual messages, you can specify how you want the system to calculate each student's overall topic score.

To grade student engagement in discussions:

- Navigate to the **Discussions** tool.
- Navigate to the topic (the title of the topic will vary by course).
- Click on the down arrow to the right of the thread and select **Assess Topic**.

- Navigate to **Topic Score**.

- Click on **Topic Score**

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- You can then enter a score for the discussion submission under Overall Grade and a comment in the text box. Only the student will be able to see these. Click **Publish** to save and ensure the student sees the grade and comment.
- This will automatically be pulled through to Grades if the convenor has set it up to do so. What the student will see in Grades:

| Haiku | 6 / 10 | 6 / 10 | 60 % | Overall Feedback |
| | | | | Not bad, though technically the haiku should include a reference to the natural world. |

Grades tool: observed grades

Students use the **Grades** tool to check grades on assignments and tests. Here, students can see their individual grades and comments, as well as class averages and feedback. Students can also view their final grade and the grade formula used to evaluate the grades if the grades have been released.

Tutors may, depending on the course structure and assessment plan, be able to add grades to the Grades tool. Your course convenor is likely to have set up the Grades tool in advance. In most instances, however, you will do this by marking submissions in Assignments, Discussions and Quizzes, and the grades will automatically reflect on the Grades tool. However, occasionally, you may be prompted to add grades directly to the Grades tool for observed activities such as graded oral face to face presentations, observed practicals or observed participation in tutorial sessions.

To grade an observed item:

- Navigate to **Grades**.
- Ensure you are on the **Enter Grades** tab.

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- Navigate to the name of the student you want to grade. Click on the student's name.

- Scroll down to **Grade Items**.
- Insert the required grade, as indicated below.

- If you click on **Show Comments**, a comment box will appear. You can add a constructive comment here.

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Test 2

- / -% of final grade

Grade

105 / 150 (- / 50)

Scheme: -%

▼ Hide Comments

Feedback

| Paragraph ⌄ | **B** | *I* | U ⌄ | Aᵪ | ≡ ⌄ | ☰ ⌄ | ▸ | ⌗ | + ⌄ | ⋯ | ⤢ |

| Lato (Recom... ⌄ | 19px ... ⌄ | ⊡ | ⬟ | ≡ | ⊞ | ⟨⟩ | ↺ | ↻ |

Good effort, but the sections you did poorly in were covered in the tutorials you missed this semester. Try and come to all tutorials in the future - it should help get you better marks.

- Click **Save and Close** to publish.
- You will see this in the Grades tool as:

Enter Grades   Manage Grades

| **Import** | Export | Switch to Spreadsheet View | More Actions ⌄ |

View By: User ⌄   Apply

Search For... 🔍   Show Search Options

✉ Email

	Last Name ▲ , First Name	Final Grades		Tests ⌄	
		Final Calculated Grade ⌄	Test 1 ⌄	Test 2 ⌄	
☐	🏳 📈 Jaffer, Tasneem ⌄	15 / 20, 75 % ⌀	8 / 10, 8 / 10, 80 %	105 / 150, 7 / 10, 70 %	

- Students will see this in the Grades tool as below:

Grades

🖶 Print

Grade Item	Points	Weight Achieved	Grade	Comments and Assessments
Tests		15 / 20	75 %	
Test 1	8 / 10	8 / 10	80 %	
Test 2	105 / 150	7 / 10	70 %	Overall Feedback
				Good effort, but the sections you did poorly in were covered in the tutorials you missed this semester. Try and come to all tutorials in the future - it should help get you better marks.

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Glossary

Term	Definition
Course homepage	The homepage of your course.
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.
Content	The tool where you will find the learning materials (readings, images and videos and optionally other activities for your course.
Activities	The location of the different tools that require you to do something on Amathuba, like submitting an Assignment, posting to a Discussion, or taking a Quiz.
Course Info	A dropdown on the navbar that contains information about the course such as previous Announcements, the course Calendar, and which Groups (if any) you are part of.

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