

Course Admin

Last updated: 29 August 2023

What is the Course Admin Tool?

The Course Administration tool is an area from which you can access various other tools that allow you to set up and manage your course site.

Why use the Course Admin Tool?

The Course Admin tool is a convenient point where you can work with several tools both found on the navbar and not.

A noticeable difference between Vula and Amathuba is that the Amathuba navbar is consistent between course sites. All tools will remain on the course navbar in Amathuba, and the tools not profiled on the Navbar will always be accessible through Course Admin.

Navigating the Course Admin Tool

The Course Admin tool is available on the course navbar under **Manage Course**.

Course Administration

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

Site Setup

- 1 Course Homepage
- 2 Course Offering Information

Site Resources

- Calendar
- External Learning Tools
- 3 Content
- 3 Import / Export / Copy Components
- 5 Course Builder
- 4 Manage Dates
- Manage Files

Learner Management

- Class Progress
- 6 Classlist
- Groups

Assessment

- Assignments
- Grades
- Quizzes
- 8 Surveys
- Checklists
- Learning Outcomes
- 7 Rubrics
- Competencies
- Quick Eval
- 9 Self Assessments

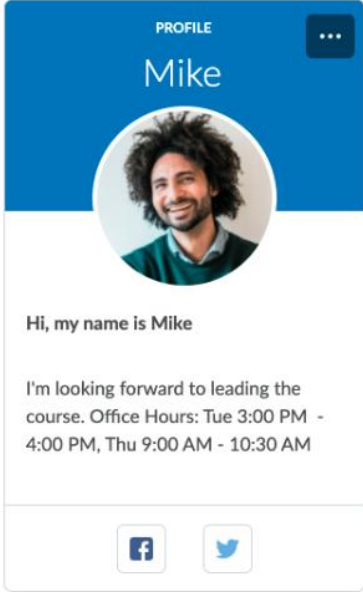
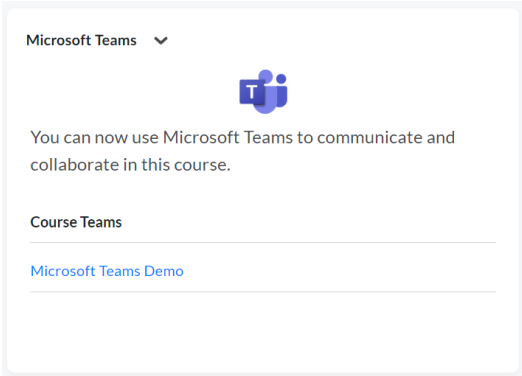
Communication

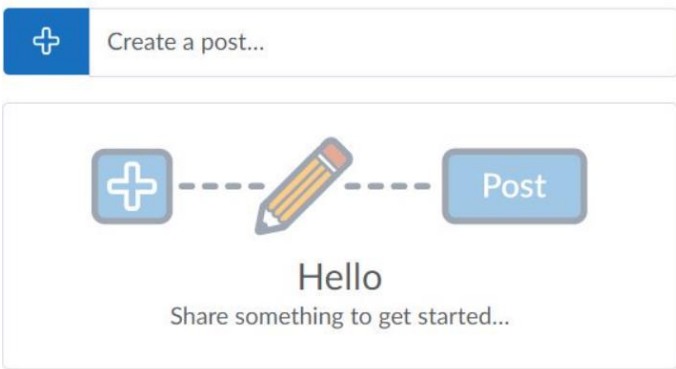
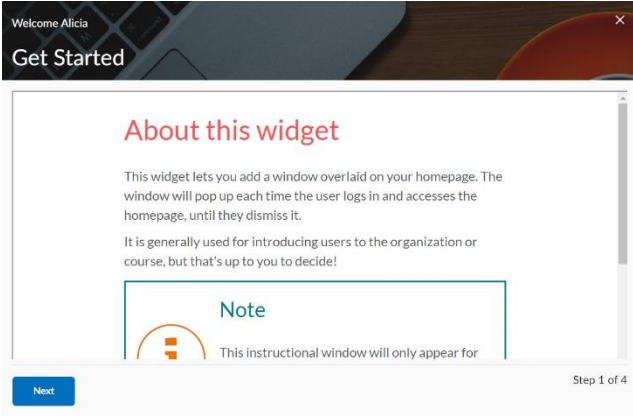
- Announcements
- Discussions
- Intelligent Agents

- 1) **Course Homepage:** Use the Course Homepage tool to choose which layout you would like to use for your course homepage. This includes selected widgets from the options of Lecturer Profile, MS Teams, and Activity Feed.

Select your preferred homepage layout from the **Active Homepage** dropdown and click **Apply**.

Types of widgets	
Lecturer Profile	The Lecturer Profile widget is where a course convenor or lecturer can add their profile photo, a short bio and contact information. This serves as a great introduction on the course homepage and is encouraged to add connection to the class.

	 <p>PROFILE Mike</p> <p>Hi, my name is Mike</p> <p>I'm looking forward to leading the course. Office Hours: Tue 3:00 PM - 4:00 PM, Thu 9:00 AM - 10:30 AM</p> <p>Facebook Twitter</p>
<p>MS Teams</p>	<p>The MS Teams widget allows you to use the full functionality of Microsoft Teams. The team syncs with your Amathuba site membership and is easily accessible from your Amathuba course homepage. For further information, see the MS Teams Guide for Amathuba.</p>  <p>Microsoft Teams</p> <p>You can now use Microsoft Teams to communicate and collaborate in this course.</p> <p>Course Teams</p> <p>Microsoft Teams Demo</p>
<p>Activity Feed</p>	<p>The Activity Feed provides a space on the homepage for lecturers (and optionally students) to post messages that are visible to the entire class. The class can add comments below the posts.</p>

	
<p>Welcome widget</p>	<p>The Welcome widget is a pop-up window on your course homepage intended to welcome students to the course each time they login and access the homepage, until they dismiss it.</p>  <p>Should you wish to incorporate the Welcome widget, email the CILT helpdesk at cilt-helpdesk@uct.ac.za to request that it be activated on your site.</p>

- 2) **Course Offering Information:** Use the Course Offering Information tool to:
 - Publish a site – mark a course as ‘Active’
 - Change the name of a site – in the **Course Offering Name** text block
 - Change the course image on the homepage – click **Browse** to upload a new image
- 3) **Import/Export/Copy:** Use the Import/Export/Copy tool to import, export or copy components between courses and learning environments. View the [Import/Export/Copy](#) guide for more information.
- 4) **Manage Dates:** The Manage Dates tool allows you to set automatic dates and times for when your site content should be live and, therefore, visible to those enrolled in the Classlist.

- 5) **Course Builder:** The Course Builder tool provides an alternative view to re-arrange units, files and pages from the Content tool. View the [Content tool](#) guide for more information.
- 6) **Classlist:** Use the Classlist tool to view those students enrolled in your course, to enroll new students or staff members, to change the role of a user, to identify who is currently working online and to contact those users via email. View the [Classlist tool](#) guide for more information.
- 7) **Rubrics:** Use the Rubrics tool to create consistent frameworks for marking Assignments or Discussion posts. View the [Rubrics tool](#) guide for more information.
- 8) **Surveys:** Use the Surveys tool to solicit feedback from participants regarding any aspect of a course. View the [Surveys tool](#) guide for more information.
- 9) **Self Assessments:** The Self Assessments tool allows students to reflect upon their learning. It enables you as the lecturer to provide questions and feedback similar to that of the Quizzes tool, but without any grading.