

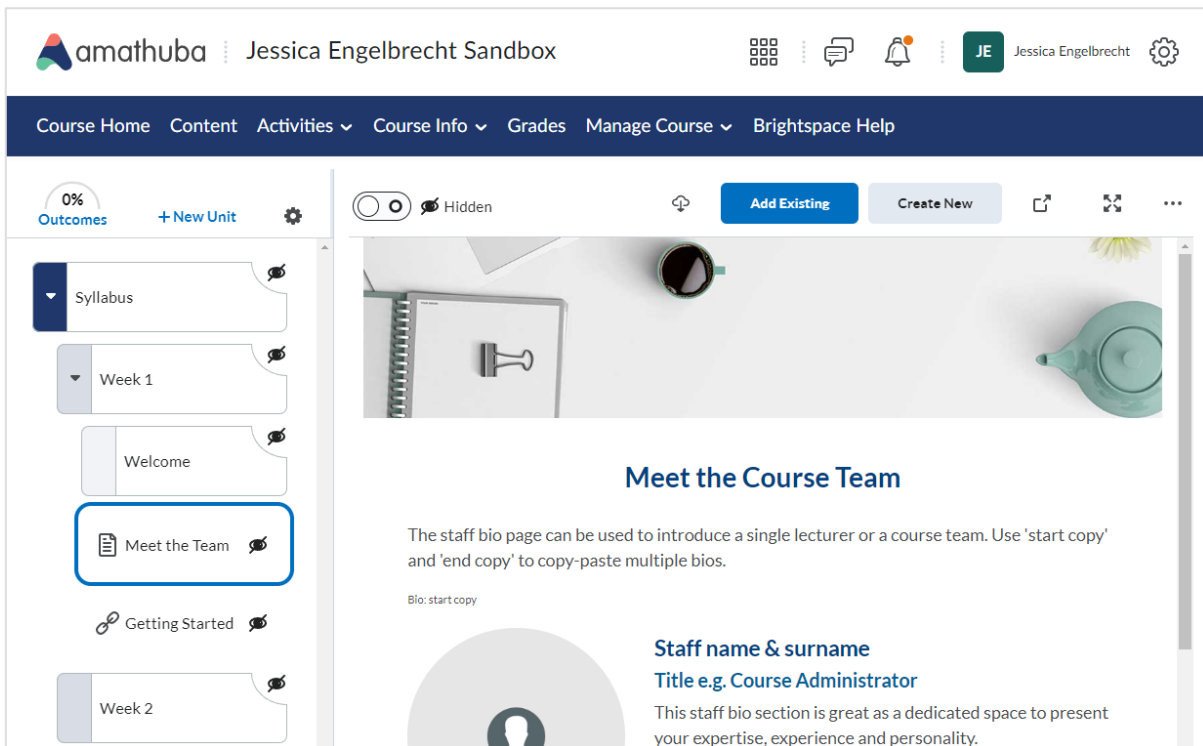
Using the Content Tool

Last updated: 8 September 2022

What is the Content Tool?

The Content tool can be used to guide students through the course by organising course materials such as syllabi, lecture notes, video, audio, and readings in a way that reflects the teaching plan. Students can use the Content tool to have a clear view of the required course materials and activities.

The Content tool can also be used, similarly to the Lessons tool in Vula, to build learning pathways, linking learning materials with learning activities (assignments, quizzes, discussions, surveys, etc.) and describing them with instructional text. For example, you could build weekly Units which contain the relevant learning resources and related activities (such as a link to the tutorial they need to submit or the survey they need to take).



How is Content Organised?

- **Units:** The Content tool is fundamentally organised as a series of Units. Units allow you to divide your course into smaller, logical sections. A Unit could be a week's worth of learning materials and associated activities, or a container for a specific kind of learning material such as videos or presentation slides.
 - **Lessons:** Lessons are like folders on your computer, and act as an organisational tool that contains learning materials, HTML documents or links to learning activities.

- **Folders:** Folders are simply lessons nested within other lessons. Like Lessons, they hold and organise Content items.
- **Topics:** Topics are the actual Content items. A Topic can be a reading, a video, a link to an external website, a link to an Assignment, Quiz or Discussion, a page providing instructional text, or another kind of activity (such as a Survey or a Self-Assessment activity). Topics can be created in the Content tool using the HTML editor or can be files uploaded into the Content tool (.pdf, .doc, .mp4, .ppt, etc.).

If you are using Content primarily to store and share learning materials, you might create a Unit for each type of learning material and use Lessons and Folders to subdivide those (like the Resources folder in Vula). If you are using Content to build learning pathways linking learning materials with instructional text and associated learning activities, you might create a Unit for each teaching week and use Lessons and Folders to organise the Content items.

Content Features

Content Map: When viewing a Content topic, hover over the expandable left panel to quick navigate to any topic within the course.

Breadcrumb Trail: The breadcrumb trail allows you to quick navigate without having to page backwards.

Drag and Drop: The drag and drop feature allows you to move units, lessons, folders and topics around easily. Click, hold and drag the item to move it anywhere in your Content hierarchy.

Visibility: Choose to make Content visible or not to students by toggling the **Visible/Hidden** button.

Adding Files

Files on your computer can be added to Content by clicking **Add Existing** and dragging them from their home on your computer to the drag and drop box at the bottom of the page; or click **browse** to search for and add the file from your computer to Content.

Adding Existing Activities

There are multiple tools that can be incorporated into the Content stream. These include Discussions, Quizzes, Checklist, Self-Assessment and Survey tools. You can insert these tools into Content using the **Add Existing** button. You can use an existing quiz/discussion/etc. or create a new one. Once added, that tool will show up as part of the Content tool and will display in-line with the tool.

Creating Content from Scratch

1. Create a unit to hold your topics by clicking on **+New Unit** and naming your module.
2. Click **Add Existing** to add an existing resource or activity or **Create New** to create a new Content Item.
3. To provide instructional text informing students how to navigate your Content, click on **Create New** and select **HTML Documents**.
4. Click on **Save and Close**.

HTML Documents

HTML Documents serve to provide instructional text guiding the students on how to navigate the Content tool. You could use HTML Documents as part of an Orientation Unit, introducing the teaching staff or describing the course outline or assessment strategy, or create an HTML Document at the start of each weekly Unit that outlines the Learning Outcomes for that week.

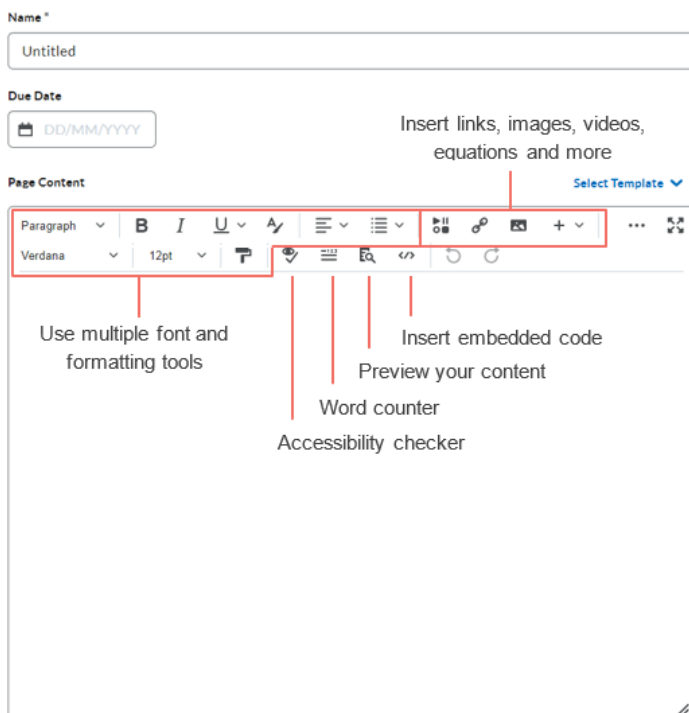
HTML Documents can be given templates to improve their layout and design. When you create an HTML Document, you can click the **Select Template** action button and access a number of predesigned document templates.

HTML Editor

What is the HTML Editor and Where can I Find It?

The HTML Editor is the rich text editor in Amathuba. It allows users to enter text, pictures, embed audio/video, or even embed HTML code in any tool that allows you to add text (e.g. HTML Documents, Announcements, etc.).

HTML Editor Interface




The screenshot shows the HTML Editor interface. At the top, there is a 'Name' field with 'Untitled' and a 'Due Date' field with a calendar icon and 'DD/MM/YYYY'. Below these is the 'Page Content' section. A toolbar is visible with various icons for text formatting (bold, italic, underline, text color, background color), alignment (left, center, right, justified), list creation (bulleted, numbered), link insertion, image insertion, and a plus sign for more options. A 'Select Template' dropdown is also present. Callouts point to specific features: 'Use multiple font and formatting tools' points to the text formatting icons; 'Word counter' points to the word count icon; 'Accessibility checker' points to the accessibility icon; 'Insert embedded code' points to the code icon; and 'Preview your content' points to the preview icon. A red box highlights the toolbar area.


HTML Editor vs Word Processing

The HTML Editor has many icons that match those of common word processing software: bold, left justify, bullets, and so on. It's important to remember the HTML Editor is not a word processor. When you add pictures, links or embed videos, you are creating references to items that are stored internally or externally. If those items are changed or deleted, the reference will not display properly.

Embedding YouTube™ Videos and Flickr® Photos


Click the **Insert Stuff** icon  and select either YouTube or Flickr to be taken to a search page for these platforms. Once you've found the required media, click **Insert** (users will have the option to alter the size of Flickr photos before clicking Insert).

Using Embed Code from Other Sites

Copy the code from the site (CTRL+C). In Amathuba, click on the **Source Code** icon  and paste (CTRL+V) the code into the window provided. If you've already entered content, ensure that you do not erase or copy over the existing HTML code. Alternatively, paste the embed code into **Insert Stuff > Enter Embed Code**.

NOTE: If embedded content is deleted or altered on the source site, the link created in Amathuba will reflect that change.

Inserting Pictures


When you click the **Insert Image** icon , you can insert images from one of three sources:

My Computer: Browse your computer/network for a picture and upload it to Amathuba. This will simultaneously upload and store the file on Amathuba (in Manage Files) and create a reference within the HTML editor.

URL: If the image has a URL, create a reference with this option.

Course Offering Files: Select from pictures that have already been uploaded to your course files (Manage Files) in Amathuba.

Inserting Links

You can create an immediate link to many tools within Amathuba (Quizzes, Surveys, etc.). Simply click the **Insert Quicklink** icon  and you will be prompted to select an existing item or create a new one. You can also link to external sites by selecting **URL**.

NOTE: If the embedded content is deleted or altered on the source site, the link created in Amathuba will reflect that change. Amathuba is not responsible for content linked from third-party sites.

What Tools Use the HTML Editor?

You will find the HTML Editor throughout Amathuba, in almost every tool that allows you to write text. Some common areas of use are:

- Content (in HTML Documents)
- Discussions
- Assignments
- Announcements