HRZ
GOETHE UNIVERSITÄT
FRANKFURT AM MAIN
www.olat.uni-frankfurt.de
CREATING A COURSE WITH OLAT

**With the following guide you can quickly create and publish your first OLAT course.**

## CREATE COURSE

↗ In the main navigation above click on the tab **LEARNING RESOURCES**.

↗ On the right in the box **CREATE** click on **COURSE**.

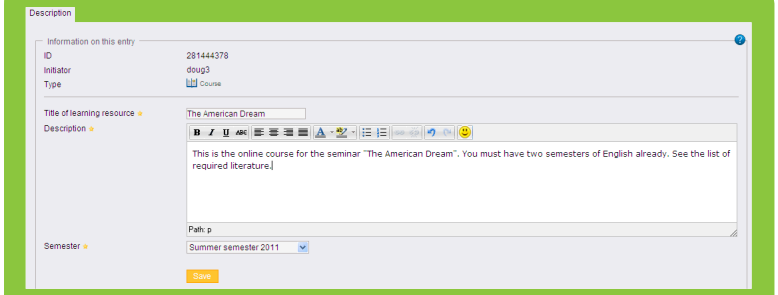
↗ Enter title and description. Choose semester.

↗ **SAVE** and **NEXT**.

↗ Click on **SHOW DETAILED VIEW** and then **NEXT**.

↗ Click on **SHOW CONTENT** on the right under **LEARNING RESOURCE**.

↗ You are now inside the course.




## SETUP A LEARNING GROUP FOR YOUR COURSE PARTICIPANTS

↗ On the right in the box **COURSE TOOLS** click on **GROUP MANAGEMENT**.

↗ **NEW LEARNING GROUP**.

↗ Give your learning group a name.

TIP Choose a name like LG_course_title.

↗ If desired, set the **MAXIMUM NUMBER OF PARTICIPANTS**.

TIP Uncheck the checkbox **GET CONSENT FOR MEMBERSHIP FROM USERS**. Otherwise students who sign up for a course will later be prompted for their permission.

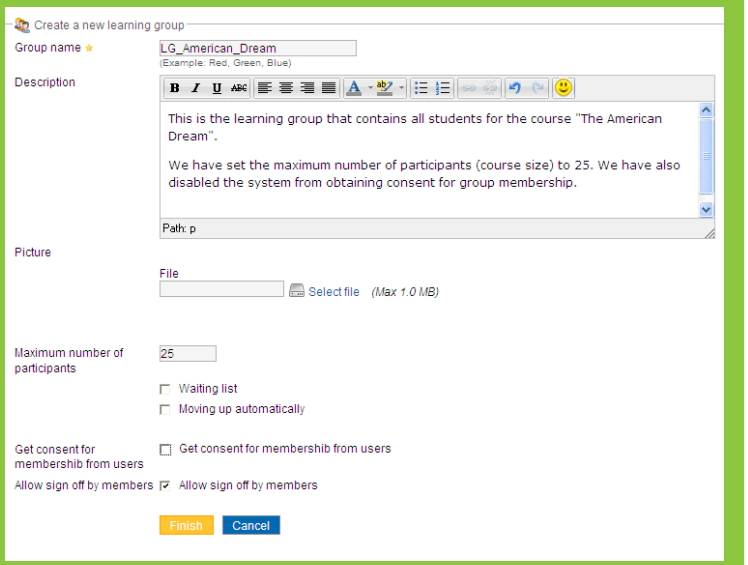
↗ **FINISH**.

↗ You can activate self registration for students with the course element **ENROLMENT** (p.5).

In the tab **MEMBERS**, you can enter course participants by hand (**IMPORT** with login name or **ADD USER(S)** with first and last name).

TIP In the tab **MEMBERS**, enter yourself as tutor of the learning group.

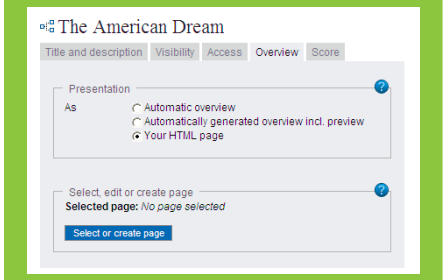
↗ In the box **GROUP MANAGEMENT** on the right, click on **CLOSE**.




Every course must have at least one learning group!

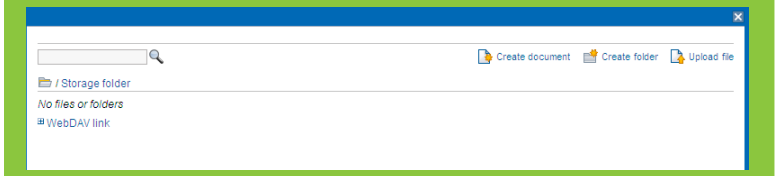
## CREATE COURSE SUMMARY PAGE

- In box **COURSE TOOLS**, click on **COURSE EDITOR**.
- In the tab **OVERVIEW**, choose **YOUR HTML PAGE** and then **SELECT OR CREATE PAGE**.
- Give page a name and **CREATE**.
- Edit page in editor, **SAVE AND CLOSE**.




## UPLOAD MATERIAL TO COURSE

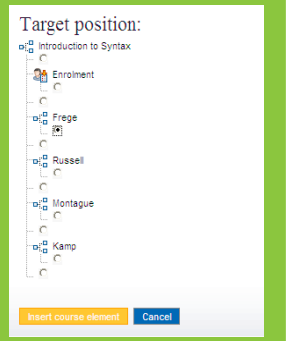
- In box **EDITOR TOOLS**, click on **STORAGE FOLDER**.
- **CREATE DOCUMENT** = new HTML page
  **CREATE FOLDER** = organize storage folder
  **UPLOAD FILE** = access your local computer




The storage folder serves as the global storage area for all your course files (HTML files, picture files, videos, etc.) and is invisible for the course participants (alternatively compare the course element FOLDER which is visible for course participants, p.6). For a multiple file/folder upload you can use the web tool WebDAV. You can find the WebDAV link below in the storage folder.

## IN GENERAL: WORKING WITH COURSE ELEMENTS

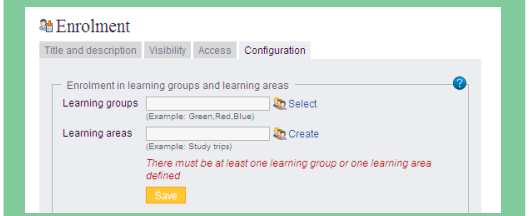
- In box **INSERT COURSE ELEMENTS** select the desired course element.
- In window **TARGET POSITION** determine the position of the course element in the navigation.
- All course elements have tabs for **TITLE** and **DESCRIPTION**, **VISIBILITY** and **ACCESS**. The visibility and access constraints for the course element can be set based on group membership or date (p.7, COMPLETE COURSE).




## COURSE ELEMENT ENROLMENT

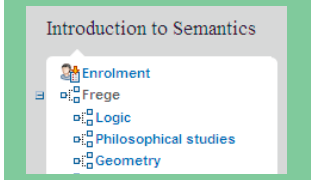
- The course element **ENROLMENT** allows students to enter themselves into the learning group of the course.
- Click on the tab **CONFIGURATION** and select the learning group that you've already created (p.2, SETUP A LEARNING GROUP FOR YOUR COURSE PARTICIPANTS) in order to link the learning group with this course element.

TIP Make sure that this course element is visible and accessible for all students during the time period of course sign-up.



## COURSE ELEMENT STRUCTURE

↗ The course element **STRUCTURE** allows you to create a hierarchical tree structure for your course. You can create as many levels as you like.




## COURSE ELEMENT FOLDER

↗ The course element **FOLDER** allows students to download shared files. If you like, in the tab **ACCESS**, you can also allow students to upload files.

## COURSE ELEMENT SINGLE PAGE

↗ The course element **SINGLE PAGE** allows you to create an HTML page. Alternatively you can create a link to any file in the storage folder.

## ADDITIONAL COURSE ELEMENTS

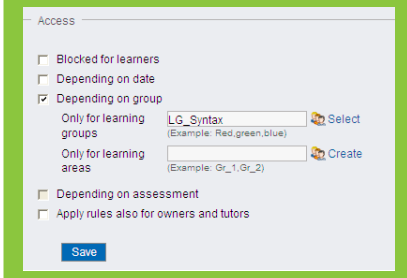
↗ Various course elements like **FORUM**, **EXTERNAL PAGE** for web links etc. can be created and included in the same way. Some elements (for example, **WIKI**, **PODCAST**, **BLOG**, **TEST**, **QUESTIONNAIRE**) are actually independent learning resources that exist outside of the course. These can subsequently be linked with various courses.

## COMPLETE COURSE

↗ Make all course elements (with the exception of course summary and enrolment) group dependent (this is done in the tab **VISIBILITY** or **ACCESS**).

TIP Use the course element **STRUCTURE** (p.6).

The visibility and access rules that you assign here also apply automatically to all subordinate course elements.

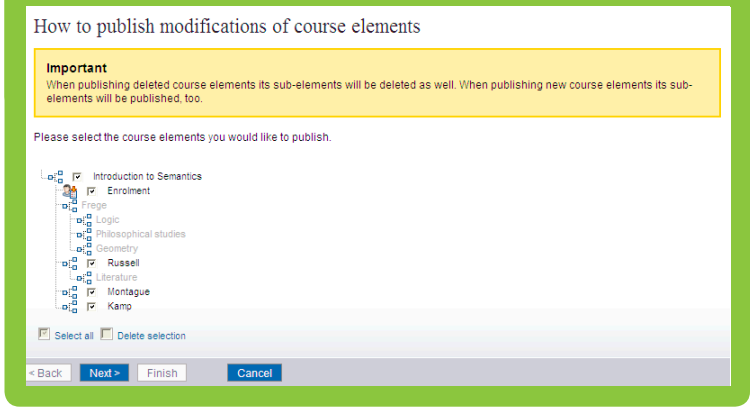



↗ In the **COURSE EDITOR** in box **EDITOR TOOLS**, click on **PUBLISH**.

↗ Click on **SELECT ALL** and then on **NEXT** in order to publish all course elements.

↗ Select **ALL REGISTERED OLAT USERS**.

↗ **NEXT** and **FINISH**.

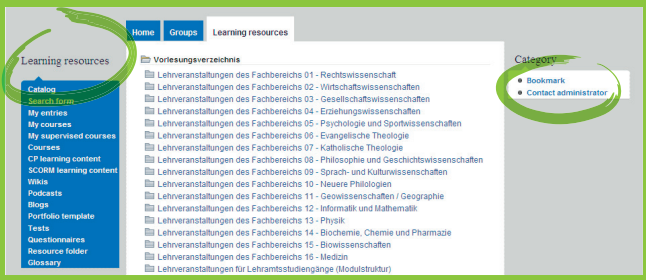


↗ In tab **LEARNING RESOURCES**, click on **CATALOG**.

↗ Look for the catalog branch of your institution.

↗ **CONTACT ADMINISTRATOR** (on the right under **CATEGORY**).

↗ Write a message, specify course title and course id.




**With these steps you can quickly create an OLAT course.**

## IMPORTANT LINKS

OLAT Login

↗ https://olat.server.uni-frankfurt.de

OLAT Information

↗ http://www.olat.uni-frankfurt.de/36044423/english

## CONTACT

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↗ http://www.olat.uni-frankfurt.de/36044423/english