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.

Introduction to Semantics

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.

How to publish modifications of course elements

Important

When publishing selected course elements its sub-elements will be deleted as well. When publishing non-course elements its sub-elements will be published too.

Please select the course elements you would like to publish.

Select all

Unable to select

Cancel
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

Kompetenzzentrum Lernsysteme
➡️ E-MAIL: olat@rz.uni-frankfurt.de
➡️ http://www.olat.uni-frankfurt.de/36044423/english