

# Creating a Course in OLAT

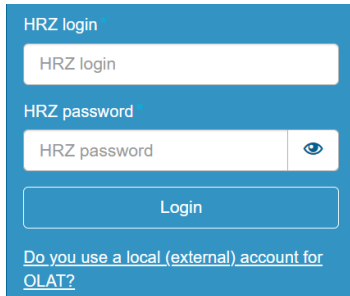
## - Quick guide for beginners -

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## 1 Log in

Log in with your HRZ account at <https://olat-ce.server.uni-frankfurt.de>.



HRZ login

HRZ login

HRZ password

HRZ password

Login

[Do you use a local \(external\) account for OLAT?](#)

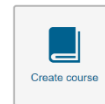
You can design your personal start page with

+ Add portlet

## 2 Create course

To be able to create courses, you need author rights on OLAT. If necessary, request them at [olat@rz.uni-frankfurt.de](mailto:olat@rz.uni-frankfurt.de).

Under the tab **Teach & Learn** you will find the **Create Course** option.



Enter the information for the **course container** (title, description, semester). Afterwards click on the **Save** button below.

Click **Next** to go to **Create a plain course with a Wizard**. When clicking on the second step, you can select *Vorlage 1* and finish with **Finish**.

You are now in the *course view*, recognisable by the book icon:



Your course created according to the template now has the following properties:

- The course can be found via the search function.
- Students can enrol in the participation list of the course.
- Only members enrolled in the course can access the course content.

## 3 Add elements

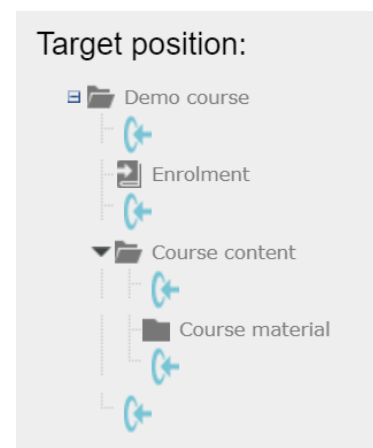
Switch to the *editor view*, via the *pencil symbol*.




From the list in the right-hand menu, select

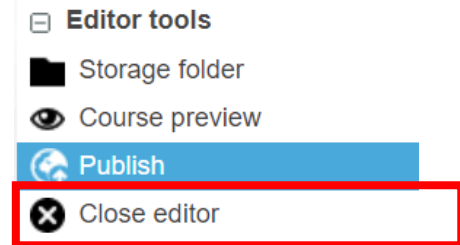
**Insert course elements** or **Further course elements**

and insert it at the target position (see illustration).



The newly inserted element appears in the menu marked with a green dot. 

This means that it has been created but is not yet active in the course and therefore not visible to students, for which it needs to be published. The **Publish function** can be found inside the Editor tools menu, which is at the top right.



All changes in the course, including deletions, must be published to take effect.



#### 4 Upload material

Material is typically provided in a **Folder**. In the template course, a folder titled **Course material** has already been created where you can upload material.

Course material



#### 5 Work with course filters

You can specify for each course element:

- ↗ who
- ↗ from when to when
- ↗ under which conditions

may see and access this course element.

To do this, open the editor view again:



Each element has a **Visibility tab** that controls whether the element is visible and an **Access tab** that controls whether the element (if visible) can be accessed. Visibility is the prerequisite for access.

The template course has a default setting: In the course element with the subheading *Course content* a group dependency on the course group is automatically set in the Visibility tab (see next section). This means, that only members of the course group can see this element (and all subordinate elements).

## 6 Manage members

Every course needs (at least) one course group. In the template course there is already an automatically created group linked to the enrolment element.


For member management, open the group management:




A tick in front of the group name opens the possibility to send an email to group members (also individually).



Under the heading *Actions* (on the far right side) you can make further settings.

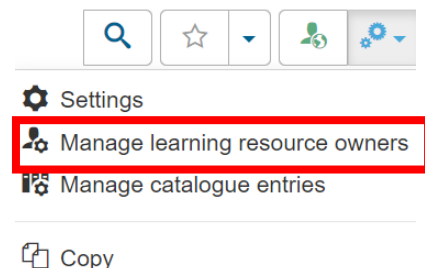
With  you can edit the properties of the group (e.g. maximum number of members, setting up a waiting list).

 leads to the menu item *Manage members*.

Members can be found by their name in the free search field, or they can also be found by their email address or matriculation number in the *Advanced search*. Members can also be *imported* individually or as a list.

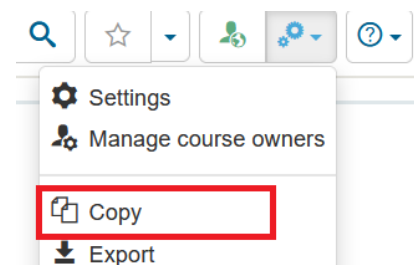
## 7 Assign course rights

Provided they have author rights, you can add other OLAT users as course co-owners. Please open the course. You can find the delete option in the settings menu on the right side.



## 8 Copy a course

You can copy a course to use it as a template for new courses. This way, you will not have to do the same work all over again every semester. You can find the copy option in the settings menu on the right side.



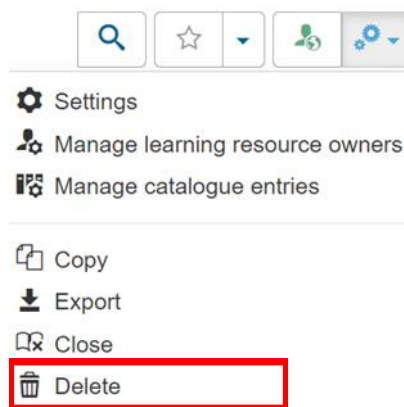
Copying a course will give you a new course with an identical structure and all elements, files and learning groups, but without the participants and their forum postings or tests results.

Please note that the names of learning groups will not be changed by copying the course. For example, if your course contains a learning group called “Course group winter term 2022/23” and you intend to copy this course, you will have to rename the learning group manually to e.g. “Course group summer term 2023”.

## 9 Delete a course

As a course owner you can delete courses. If this happens while the course is still running, please make sure that the participants are forewarned in case they need to download important files.

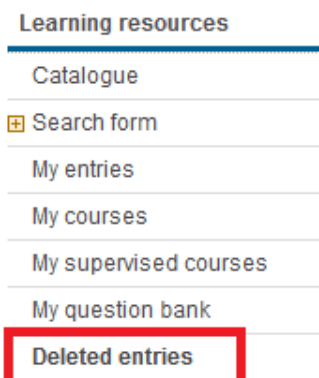
Please open the course. You can find the delete option in the settings menu on the right side.



Deleted learning resources will be moved to the recycling bin. In case you realise that you do need a learning resource that you deleted earlier, you can restore them from the recycling bin within 90 days after deletion.

You can access the bin via *Details and settings*. The left menu has the option *Deleted entries*.

*Restore* restores the course to the state it was when you deleted it (complete with participants and their entries).



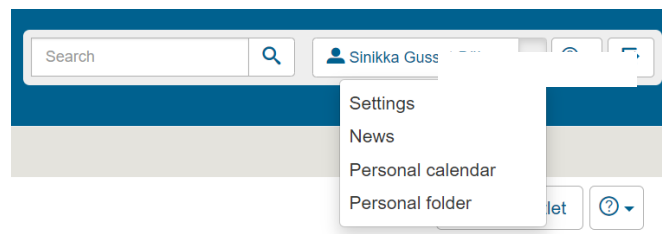
Alternatively, you can also tick the accidentally deleted course under *Teach & Learn* in the recycle bin (bottom left) and restore it. This is also possible for another 90 days.

## 10 Catalogue entry

The course catalogue makes it easier to find your course. Via **Details and settings** (in the drop-down menu next to the icon bar, see also next section) > **Catalogue** (menu on the left) > **Contact administrator** (menu on the right) you arrange for the entry of your course in the OLAT catalogue.

Please also provide a link to the corresponding seminar in the QIS/LSF and send us the course ID.

## 11 Overviews



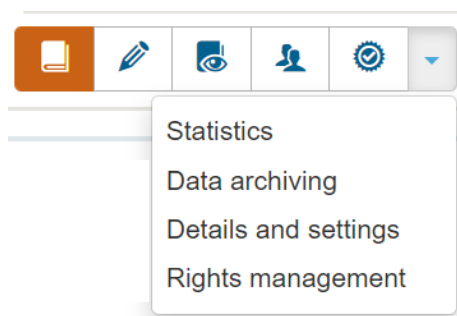
**Settings** can be used to set the language of the interface and the frequency of system notification emails, among other things.

**News** provides an overview of subscribed elements.

The **personal folder** contains an archive in which data from courses is stored.

Courses for which you are responsible can be found in the tab **Teaching and Learning** under **My Courses > Supervising**.

In the course, there is a drop-down menu next to the icon line:



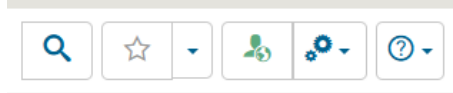
**Statistics** outputs (anonymised) the number of times the course and modules were accessed.

**Data archiving** downloads test results (as Excel sheets), assignments and forum posts.

**Details and settings** leads to the old interface, on which, among other things, the course container (the entry in the catalogue) can be opened and also edited.

With the **Rights management**, additional persons can be given differentiated course rights.

The course header on the right contains



- ↗ a search function,
- ↗ the possibility to mark the course as 'favourite' and thus have it appear in the corresponding portlet on the start page,
- ↗ the indication of the current course visibility and the option to change it
- ↗ the possibility to add other owners, copy, export, exit or delete the course,
- ↗ a help menu.

## 12 Help

Many questions are answered by the FAQ for OLAT authors:

[https://www.rz.uni-frankfurt.de/92848296/FAQs for OLAT Authors](https://www.rz.uni-frankfurt.de/92848296/FAQs_for_OLAT_Authors)

If you have any further questions, please do not hesitate to contact us:

[olat@rz.uni-frankfurt.de](mailto:olat@rz.uni-frankfurt.de)

[www.olat.uni-frankfurt.de](http://www.olat.uni-frankfurt.de)

[olat@rz.uni-frankfurt.de](mailto:olat@rz.uni-frankfurt.de)