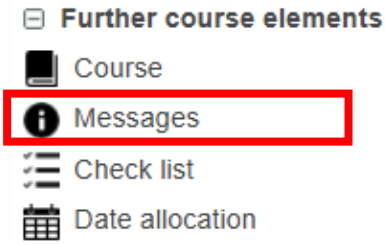
OLAT / COURSE ELEMENT MESSAGES

1. Overview

The course element **Messages** is a kind of 'bulletin board' within the course. It is used to pass on current information to course participants. This can also be linked to an e-mail notification. This element ensures transparency in the course and provides participants with important information.

2. Setting up the course element

The course element **Messages** can be found in the editor view under **Further course elements**.



The element is added to the course menu like any other element.

- Give the course element **Messages** a **title** and possibly a **description**.
- If this element is not subordinate to an element of the type **Structure**, set a *group-dependent filter* in the **Visibility** or **Access** tab.
- In the **Access** tab, you can also specify who is allowed to write course messages. The default setting only allows course owners or administrators to do so. If you want to allow course participants to write course messages, uncheck the "*Blocked for learners and guests*" box in the **Create messages** section.
- In the **Message configuration** tab, you can specify how long a message remains visible in the course (default setting: 90 days), the maximum number of messages displayed in the course (default setting: 10) and whether a message is automatically subscribed to when read.



PLEASE NOTE: Automatic subscription is preset for the Messages element, so that users receive a system message every time a new notification is posted. Course administrators can also deactivate this setting in this element, in which case notifications must be subscribed to manually, as with other OLAT elements.

3. Creating messages

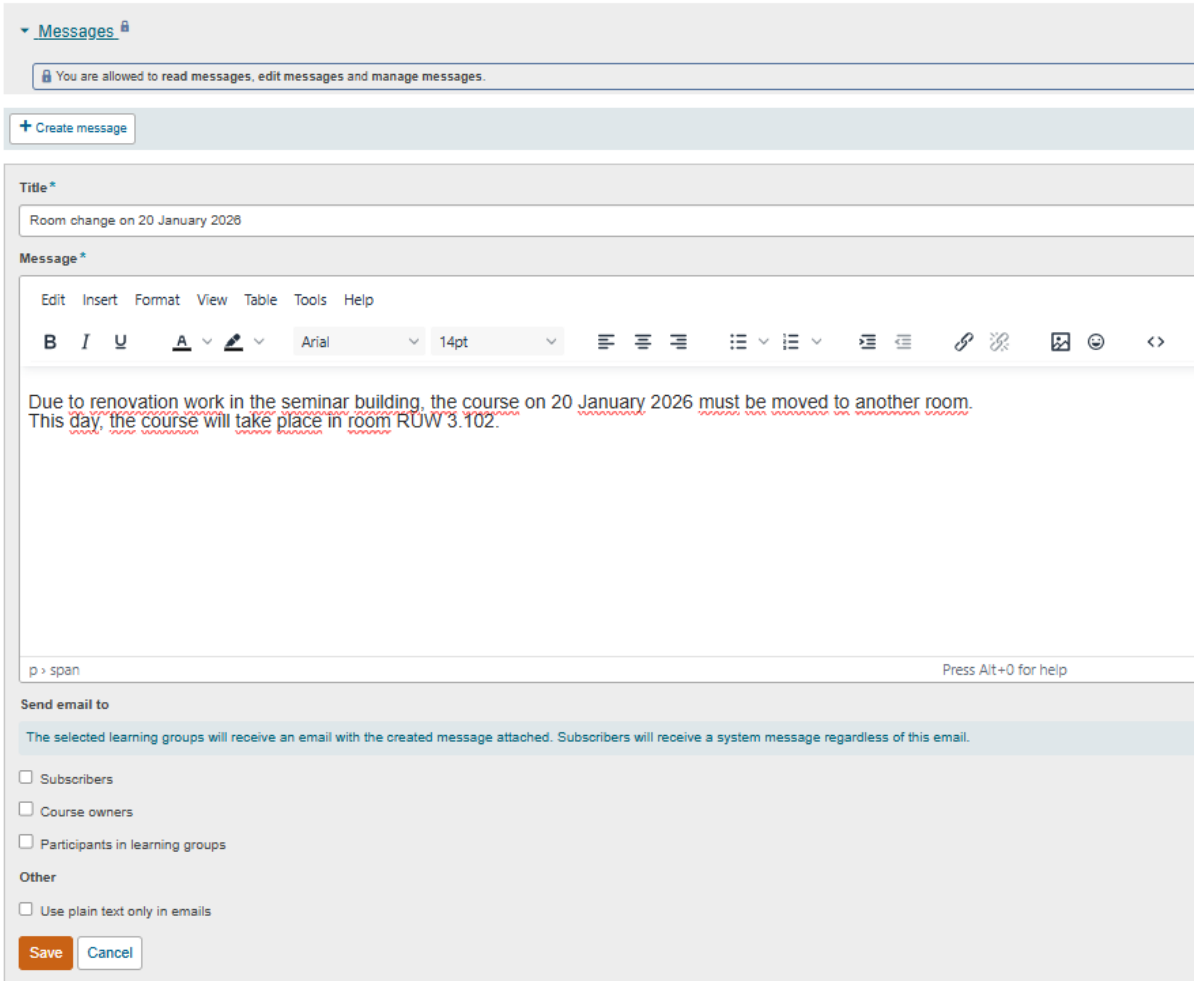
You can create messages in the course view.

- Click on **+ Create message** to open an input field. Enter a subject and the content of the message.

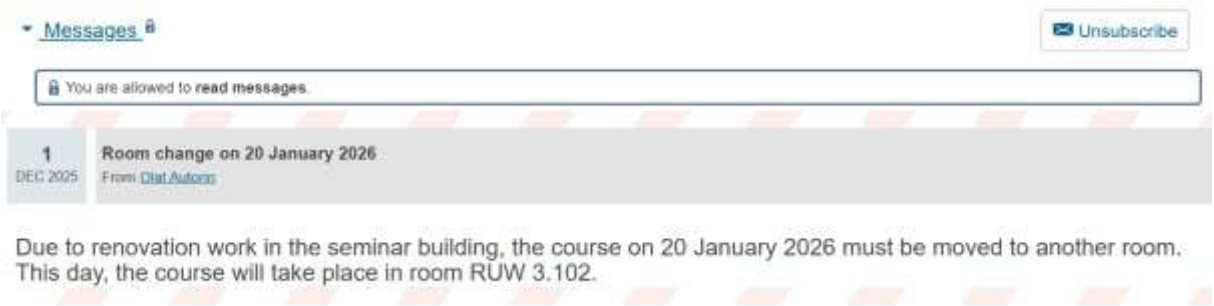
This message can reach participants in three ways:

1. Participants read it in the course.
2. If participants have subscribed to the element (either automatically or manually, depending on the settings in the element), they will receive a system message with this content (with the time delay specified in their personal settings, see section 4).
3. In addition, this message can also be sent immediately as an e-mail.

The question of whether a message should also be sent as an e-mail depends on whether the auto-subscription has been set up, whether it can be assumed that this element has been accessed before, and also on how urgent the message is. How quickly this automatic e-mail reaches participants depends on their individual settings (default setting: once a day).

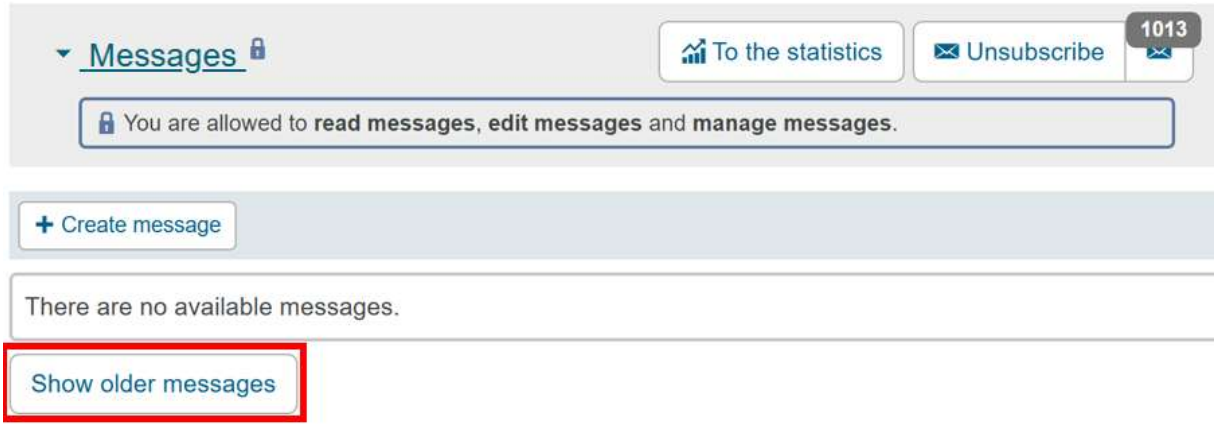


In the course, this message is displayed to participants as follows:



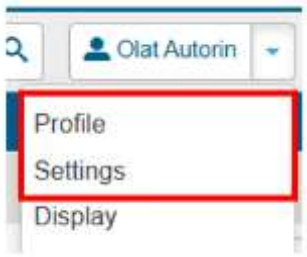
PLEASE NOTE: Messages can be changed retrospectively, but this has no effect on e-mails that have already been sent. A change does not generate a new system message for subscribers either.

If the display duration for messages, as specified in the **Message configuration** tab, has been exceeded, the messages will only be displayed once the **Show older messages** button has been clicked.



4. Local e-mail settings and subscriptions

OLAT sends e-mails as system messages to university e-mail addresses or, in the case of local OLAT accounts, to the e-mail address stored there.



- In the **Settings section**, under the **Settings** tab, there is a drop-down menu for the frequency of automatic system messages by e-mail: **E-mail notification**. The options range from *deactivated* to *two-hourly*. Users can change the frequency in their profile settings (independently of the courses).
- In the **News section**, the **Manage Subscriptions** tab provides an overview of subscribed course elements (e.g. course announcements). All subscriptions can also be unsubscribed from here.

PLEASE NOTE: Even after course participants have left the course, they will continue to be informed about new entries in this element due to their subscription. This will continue until they cancel their subscription to this element themselves.