

# How to Create a Course in OLAT

## - A Quick Start Guide -

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## 1. Login

Please log in with your HRZ-Account at <https://olat-ce.server.uni-frankfurt.de>.

The image shows a blue-themed login interface. At the top, it says "HRZ login". Below that are two input fields: the first for "HRZ login" and the second for "HRZ password". At the bottom is a large blue "Login" button. Below the button, a link reads "Do you use a local (external) account for OLAT?".

To edit your personal welcome page, please select

Add portlet

## 2. Create a new course

To create a new course, you need **author privileges**. To receive OLAT author privileges, please contact [olat@rz.uni-frankfurt.de](mailto:olat@rz.uni-frankfurt.de) and state your HRZ login (not your password!).

In the tab

Teach & Learn

choose the option **Create course**.



You will be redirected to the old interface. Please enter a description for the course (title, contents, semester) and **save**.

Choose **Next** and **Create a plain course with a Wizard (for beginners)** and confirm with **Next**. Choose **course template**, mark **Vorlage 1** and confirm with **Finish**.

You are now entering the course view, represented by the book-icon:



Your new course is characterised by the following features (due to the template):

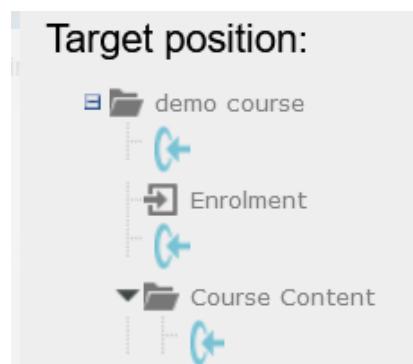
- ↗ The course can be found in the search engine of OLAT
- ↗ Students will be able to enrol in the course
- ↗ Only enrolled users have access to the course content.

### 3. Add Course Elements

Please open the *Course Editor* by clicking the *pencil-Icon*.



Choose a course element from the **Insert course elements** or **Further course elements**, respectively, in the right hand menu. Select a position in the menu and **Save**.



In the menu a *green dot* will appear next to this course element:

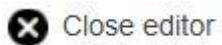
This signifies that a change has occurred, but that change is not yet active in the course. It must be **published** first.

The function **Publish** is listed among the Editor tools



Please note: Every change you make in your course, even deletions, have to be published to be activated.

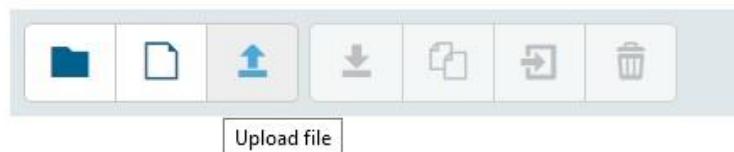
Please close the editor with the option



#### 4. Upload materials

The typical way to present content is to upload the material in the course element **folder**. Your course element Kursinhalt (Course Content) already includes a folder named *Kursmaterial*, in which materials can be uploaded.

##### Kursmaterial



#### 5. Use of filters

For every course element, you can select

- ↗ for whom
- ↗ during which time period
- ↗ under which conditions

the respective course element is visible and accessible.

Please open the editor view:



Every course element has a tab **Visibility**, that determines whether the course element can be seen in the menu and in the central course area. The tab **Access** determines if the (visible) element can be opened and used. Visibility is the prerequisite for access.

In your template-based course, visibility of Kursinhalt is limited to group members.  
Only those enrolled in the course are able to see this element (and subordinate elements).

## 6. Manage participants

Every course must have (at least) one course group. Template-based courses come automatically equipped with a group, which is linked to the registration element.

Please open the *Group Management View*:



A check mark in front of a group-name allows you to send an email to all group members (or to a selected few).



The *Actions*-column has two functions:

**Manage group settings** (like maximum number of participants or a waiting list) with the button



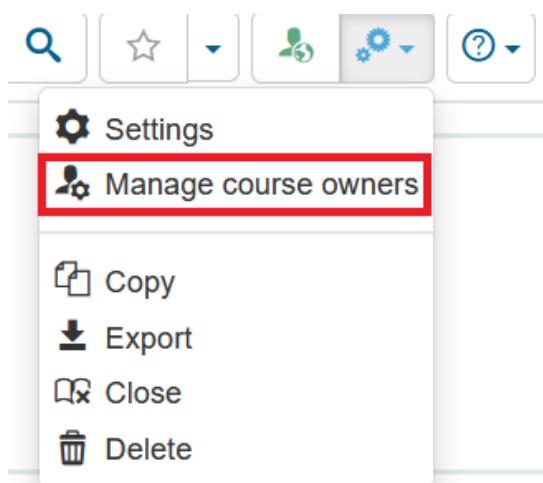
Manage participants with the button



To add group members, you can use their name in the *add member* box or you can use the *Advanced Search* and find them via E-Mail Address or registration number (Matrikelnummer). You can also *Import* members individually or as a list.

## 7. Manage Rights

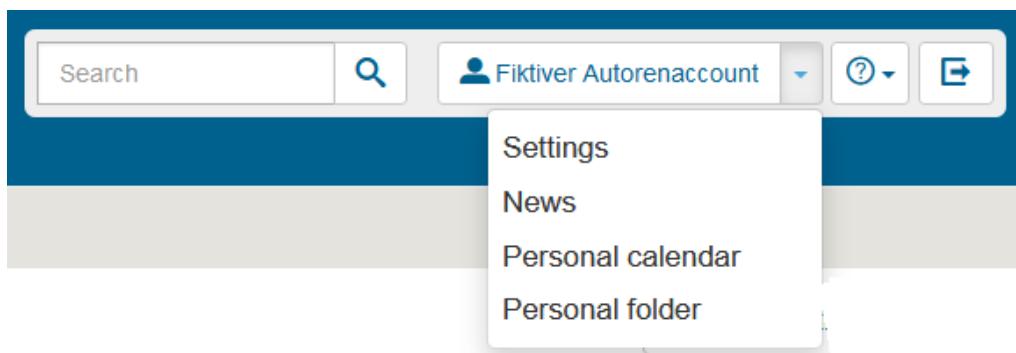
You can give course management rights to other persons with OLAT author privileges



## 8. Catalogue entry

The catalogue entry makes it easier to find the course. Open **Details and settings** (drop down menu next to the icons, see next chapter) > **Catalogue** (left menu) > **Contact administrator**.

## 9. Overviews



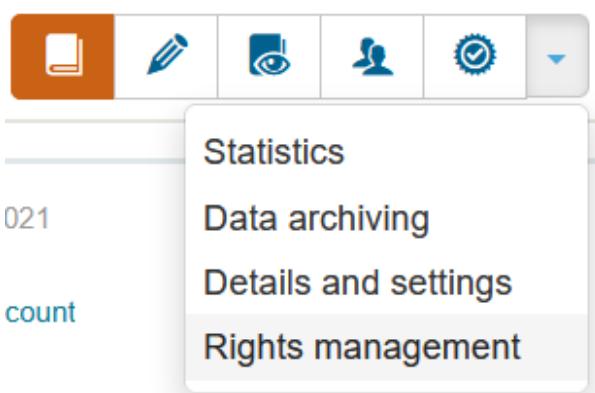
To change the language of the interface and/or the frequency of system notifications via E-Mail, please use the corresponding feature in the **Settings** section.

**News** will give you an overview of the subscribed elements.

The **Personal folder** includes an archive folder, in which data of your courses are saved.

The courses you own are available in **My Courses > Supervising**.

This is a dropdown menu in the course view:



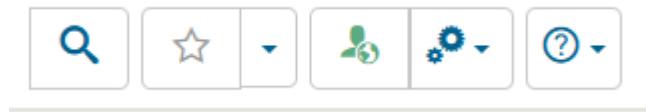
**Statistics** shows the number of times the course and specific course elements were opened (this overview is anonymous)

**Data archiving** triggers a download of test and survey results (as excel-sheets), course homework and forum posts.

**Details and settings** opens the old interface and leads to options to contact the catalogue administrator and change the course description in the catalogue .

**Rights management** gives specific rights to specific groups of participants.

The course header menu includes



- ↗ a search function
- ↗ an option to mark a course as 'Favorite' and have it appear in the respective portlet on your homepage
- ↗ a shortcut to the course access settings
- ↗ options to include further course owners, to copy, export, to close or to delete the course
- ↗ a shortcut to the help menu

## 10. Help

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

FAQ (english) <http://www.rz.uni-frankfurt.de/olat-faq-authors>

For further questions please do not hesitate to contact us: [olat@rz.uni-frankfurt.de](mailto:olat@rz.uni-frankfurt.de)