How to Create a Course in OLAT
- A Quick Start Guide -

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status: 03-12-2021
1. **Login**

Please log in with your HRZ-Account at [https://olat-ce.server.uni-frankfurt.de](https://olat-ce.server.uni-frankfurt.de).

![Login form](image)

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 **Close editor**.
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 folder](image)

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:

![Editor view](image)

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*.

The 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
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