OpenOLAT
infinite learning

OpenOLAT 10.2 User Manual

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1 Introduction

1.1 What to Expect From this Manual

This user manual helps you to make yourself familiar with OpenOLAT while thoroughly explaining it's functionality.

The OpenOLAT manual is meant for people interested in e-learning as well as in making use of OpenOLAT for various reasons. If you have not worked with OpenOLAT (former OLAT) before you will get more information on how to get started with this learning platform step by step which includes searching for predefined learning content, its adaption, as well as the handling of collaborative tools.

Perhaps you were already an experienced OLAT user but now you want to provide others with learning content in OpenOLAT. In this case the chapters on learning resources, course elements, course editor and the ones on how to create courses or tests will assist you in your work.

If you were already an OLAT expert this manual will serve as a work of reference. Its table of contents is there to guide you; the PDF version additionally provides an index in order to find what you are looking for as fast as possible.

This is an extended Adaption of the "OLAT 7.1 - User Manual", used under a Creative Commons Attribution-NonCommercial-ShareAlike license.

1.2 Manual's Structure

This manual consists of five parts. The chapters 1 - 3 deal with the **Introduction to this Learning Platform**. Chapter 2 (see page 14) concentrates on OpenOLAT's basics. You will learn that OpenOLAT is an open-source learning platform with several different OpenOLAT user roles at your disposal. Chapter 3 (see page 18) shows you how to register in OpenOLAT, how to use further features on the login page, and finally how to log off.

In the second part you will learn **How to Use OpenOLAT**. Please read Chapter 4 (see page 20) after registering and choosing an OLAT user name in order to get further information on its structure and different possibilities to configure your homepage, the so-called "Home." The following Chapter 5 (see page 29) deals with OpenOLAT's concept of groups, e.g. which group types are feasible in various scenarios. Let yourself get inspired and create your own didactic concept. Chapter 6 (see page 36) and chapter 7 (see page 39) concentrate on OpenOLAT's primary concern, on learning resources. There are different types of learning resources and these chapters also tells you how to find learning content, for authors as well as for regular users. Should you have difficulties while working on some learning content you can get help in Chapter 8 (see page 47). Course elements as well as possible learning activities will be explained from the participant's point of view.

Do you want to create and manage courses for yourself? The third part of this manual is dedicated to the **Creation and Administration of Learning Content** as well as performance control. Chapter 9 (see page 62) contains step-by-step instructions on how to prepare a course before authorizing course participants to get access. Course elements as well as feasible configurations in the course editor will be described in detail in the following Chapter 10 (see page 67). Your learning content is now completed, published, and frequently used by course participants. Chapter 11 (see page 94) will tell you where to find course results, where to assess achievements or how to archive your learning content after your course's completion. In chapter 12 you will find all relevant information and links in order to conduct performance controls and assessments, and where to find course or group based overviews.

If you want to **Create** further **Learning Resources** to be included in your course the fourth part of the manual with the following chapters will be useful: "Creating CP Learning Content" (see page 113), "Creating Wikis" (see page 117), "Creating Podcasts" (see page 121), "Creating Blogs" (see page 126), "Creating Tasks" (see page 130), "Creating Portfolio Tasks" (see page 135), "Managing Topics of Topic Assignments" (see page 140), and "Creating Tests and Questionnaires" (see page 144).

Chapter 21 (see page 155) deals with the creation, storage, management, editing and use of test questions in the question bank, the open database for individual question items. How to use the question bank for test and questionnaire design is described in detail in this chapter.

In the fourth part, in Chapter 22 (see page 162), you can make yourself familiar with technologies and tools that will facilitate your work within OpenOLAT. We recommend these tools that complement OpenOLAT's features since many OpenOLAT users can tell you about their positive experience they have made with OLAT over the years.

Depending on your OpenOLAT user role you will be interested in various chapters of this manual. The chapters 1 - 4, 6 and 8 describe features that are at the disposal of all OpenOLAT users. Chapter 5 and 7 first deal with information regarding all users. The second part then concentrates on specific author features. The chapters 9 - 21 are only relevant for OpenOLAT users without any author rights if a course author has provided these users with certain tasks, e.g. the mentoring of groups. Chapter 22 can help authors who work with OpenOLAT regularly and who want to get familiar with further auxiliary technologies.

1.3 Further Sources of Information

1.3.1 Context-Sensitive Help

While working with OpenOLAT you cannot only dispose of this manual but also use OpenOLAT's context-sensitive Help. This Help feature explains the options you have regarding OpenOLAT's configuration--right where you are at that particular moment. You will recognize this feature by a question mark icon. Just click on that icon to open the context-sensitive Help feature within a new window.

1.3.2 Support

Please contact your local support team.

2 General Information on this Learning Platform

This chapter gives an account of OpenOLAT's development and of the people behind this system. Then you will learn something about the requirements you have to comply with when working in OpenOLAT and its technology. Finally you can acquaint yourself with all of OpenOLAT's user roles.

2.1 Information on OpenOLAT

OpenOLAT derives from OLAT which means "Online Learning and Training", and is an open-source learning platform. In 1999 OLAT was launched by the Computer Science Department at the University of Zurich (UZH). In September 2000 the OLAT team at that time won the MEDIDA Prix (http://www.medidaprix.org/). This as well as OLAT's success opened new possibilities: In 2001 the Computer Science Services at the UZH (http://www.id.uzh.ch) took charge of OLAT, offering professional operation and support as well as further software development. OLAT has been used as a strategic learning platform at the UZH since 2004. At present OLAT is employed at all faculties of the UZH as well as the ETH Zurich; there are more than 50'000 registered users.

In 2011, the project host changed access to the source. As a result, the open-source project OpenOLAT was initiated, as a branch of the version 7.1 OLAT code.

A learning platform or Learning Management System (LMS) serves to provide learning content, to organize learning activities, and to manage course participants. A LMS assists you in realizing didactic course concepts. You can use a LMS for virtual presentations as well as blended-learning scenarios. Blended learning is a form of e-learning that combines classroom teaching with computer-based learning. Features such as access regulation, group management, assessment tools, or collaborative tools (forum, chat, etc.) assist you in organizing an event.

OpenOLAT is not a Content Management System (CMS). Since OLAT means "Online Learning and Training" the main objective is not the creation of learning material. Therefore additional tools should be used when creating or editing larger amounts of learning content (e.g. eLML (http://www.elml.org)). Learning content that has been generated externally can be imported into OpenOLAT by means of standardized interfaces. However, in order to be able to create simple pages in OpenOLAT there are applicable tools such as the HTML editor.

Further information about OpenOLAT can be found on the product website www.openolat.com (http://www.openolat.com) from frentix. You can get a first impression of OpenOLAT on frentix' demo server (http://learn.openolat.com), even if you do not have an OpenOLAT setup.

2.2 Requirements when Working with OpenOLAT

OpenOLAT is a web application. In order to work with OpenOLAT you will need an internet connection as well as a modern web browser. OpenOLAT is optimized for Mozilla Firefox (http://www.mozilla-europe.org/de/products/firefox/) (12.0 and up), a browser that can be downloaded for free. Please perform a browser check (see page 19) to be sure that your browser will support all of OpenOLAT's features.

If you want to offer courses in OpenOLAT you have to apply first for author rights by contacting your support team (see page 14). You can start working in OpenOLAT after choosing your didactic concept and after adapting your learning content for the web. We recommend using a HTML editor such as Dreamweaver to create complex learning content or other tools that help you generate content (e.g. eLML (http://www.elml.org)).

2.3 The Idea of Open-Source Software

OpenOLAT is an open-source software which means that its code is at your disposal for free. You can download it, use it, adapt it, and develop it further without having to pay license fees. Further information on this open-source project can be found on our community website www.olat.com (http://www.olat.com). There you can get in contact with the open-source community, put your name down in the mailing list, and exchange experiences.

Why open source? There are two reasons: first the OpenOLAT team benefits from the software's world-wide operation; various institutions and companies provide us with valuable input for OpenOLAT's further development. The second reason is the fact that thanks to translators from the open-source community we are able to offer this software in numerous languages by now.

2.4 Technology and Navigation

OpenOLAT is a web application and is mostly written in Java. Furthermore we use standard web applications such as: Apache (web server), Tomcat (application server), a MySQL data base (other data bases are also possible), and XML (data management). Intuitive user interfaces are implemented using Web 2.0 technologies.

OpenOLAT received a responsive design to accomodate users with mobile devices. OpenOLAT is fully functional on mobile devices, layout and organization of page content adapt to display size and orientation. Order and arrangement of menus and content is dependent on the window size OpenOLAT is displayed in.

Web applications can cause problems when pushing the back button of your browser. OpenOLAT supports the Browser-Back, but this function is still in its beta phase which may result in unexpected effects.

2.5 Roles and Rights

Essential ideas of OpenOLAT are various roles and rights that can be assigned to users. Each user can take on one of four main roles:

- Guest: Guests, who are not registered, will have only limited access to OpenOLAT. They can see learning content that is open to the public; however, they cannot participate in any learning activities such as contributing to a forum discussion. The login page provides a link to that guest access.
- Registered OpenOLAT user: Each user has a distinct user name; this name cannot be altered after registration. Users may benefit from open learning content and participate in all learning activities. In addition there is storage space as well as a homepage at each user's disposal that can be configured individually. A registered user can furthermore create his own groups.
- Author: An author can create or import learning content for his course participants. Additionally authors can manage participants within groups before archiving or deleting them after that course has ended. Registered users can apply for author rights at their appropriate support services (see page 14).
- System administrator: A system administrator assigns rights, manages users, and deletes obsolete learning content. Get in contact with your system administrator via support services (see page 14).

Besides these four main roles there are others that are seldom used such as the group manager, the user manager, the question bank manager and the learning resource manager. These roles are part of those responsibilities a system administrator bears.

The role basically dictates the rights a user has in OpenOLAT. It is also possible to assign additional rights to users. You can for instance allow a registered OpenOLAT user to supervise groups and to evaluate group participants. You can even add any author as owner (co-author) to your course which means that this new owner has the right to edit your course as well.

3 Registration, Login and Logout

In this chapter you will learn how to register in OpenOLAT and how to log out. Additionally you will come to know more about the information available on the login page.

3.1 Your First OpenOLAT Registration

In order to work with OpenOLAT you need an internet connection as well as a browser (see page 19). Concerning your first OpenOLAT registration, please contact the manager responsible for e-learning in your organisation.

After successful registration you will be directed to the systemwide landing page, which can differ between systems. Further information on how to set your personal landing can be found in Settings (see page 19).

3.2 Login Page

Login to OpenOLAT is possible anytime through your organisation's access page. In case you should forget your password you can contact your responsible helpdesk.

The login page provides you with further features and more information (guest access, browser check, website accessibility) that can be used without any login.

3.2.1 Guest Access

You can use OpenOLAT as guest as well. The so-called guest access provides an insight into OpenOLAT with limited access to certain features: you will only get to learning content that is explicitly open to the public. In order to have access to other material and activities you will have to register (see page 19) first.

3.2.2 Browser Check

OpenOLAT is optimized for the following browser software:

- Firefox 23 (http://www.mozilla.org/firefox/) or later version (from version 10 on)

- Google Chrome 28 (http://www.google.com/chrome/) or later version (recommended) (from version 10 on)
- Apple Safari 6 (http://www.apple.com/safari/) or later version (from version 5 on)
- Microsoft Internet Explorer 9 (http://www.microsoft.com/internetexplorer/) or later version (from version 8 on)

Internet Explorer 6 by Microsoft is not fully supported anymore. Read more about this here: IE6 countdown (http://ie6countdown.com/)

If you want to use a different browser you can test that by means of the browser check. You will know if your browser can be used and which OpenOLAT features will then be available.

In any case, your browser must accept session cookies, and Javascript must be enabled.

3.3 Session Timeout and Logout

OpenOLAT administers a session for all users. Each click (e.g. on a question in a test) restarts the session time of your session. System administrators are able to set the session time according to their needs. If there are no clicks within that session time in OpenOLAT the session will be terminated.

Session timeouts will not be announced. After your session time is up you will have to log in anew. All data that have not been saved will be lost. You should therefore periodically save your work.

It is possible to log off of OpenOLAT at any time by using the logout icon on your top right. You will then get back to the login page (see page 19). If you do not log off but only close the browser or the browser window your session will go on till your session timeout is reached.

If you want to use OpenOLAT in public places it is important to log off of OpenOLAT; to only close your browser window is not enough. As long as your session is active another person could use your OpenOLAT login data at that computer.

4 Personal menu, Full-Text Search and Chat

After your login you will navigate either to your Portal, your personal homepage in OpenOLAT, an info page, a page which usually contains general information on various topics, or a landing page defined by you. This chapter will inform you about how to adapt the Portal to your personal needs, and how to use further features such as the chat or the full-text search.

If you cannot see the Portal it was most probably disabled by the system administrator.

4.1 Personal Menu

Clicking your name in the top right of the navigation bar opens your personal menu, granting you access to various OpenOLAT tools by three categories. Personal tools (see page 21) provides you with access to tools such as e.g. your calendar, your notes or your OpenOLAT mailbox. Configuration (see page 25)links you to your personal OpenOLAT settings, your profie and password administration, and System gives you access to the manual and the print prompt. Tools selected for quick access can be found in the navigation bar, to the left of the chat icon.

4.1.1 Calendar

In the calendar you can see your private events as well as events regarding calendars of groups and courses. In the list right underneath the active calendar day you can hide and unhide each calendar or determine which calendar should be displayed in a certain color.

Should your calendar remain empty or should certain events not appear, it could be that you forgot to select that calendar in the calendar list.

In order to add a new event to your calendar you have to click inside the appropriate calendar field. If you are a group member you have to first select from the pull-down menu to which calendar (personal calendar or group calendar) you want to add your new event. Events can be edited or deleted by clicking on their time specification.

By means of iCal (a standard to manage events) you can integrate various OpenOLAT calendars into another calendar, e.g. the Google calendar. It is therefore also possible to integrate any other calendar into the OpenOLAT calendar.

> ⚠ If you can't find the calendar among your personal tools, it was disabled by a system adminstrator.

4.1.2 Subscriptions

Thanks to OpenOLAT's notifications you are always up-to-date regarding your courses or groups: you will be informed about new documents in a folder, about answers to forum entries or modified Wiki pages. In many places you can select the option "Subscribe" to be kept informed. News will be displayed immediately in the Portal under " My Notifications" (if the Portal is activated); OpenOLAT will send you an appropriate e-mail once a day. If you prefer to receive such messages less often or not at all you can change this in the "Settings" in the tab "System".

If you do not need your subscription any longer you can either unsubscribe it (same place as "Subscribe") or you can select the option "Delete" in your Home, section "Subscriptions," right next to your resource.

You can choose to be shown any modifications within a certain period of time in the tab "News" or you can choose to have sent those modifications once again via e-mail.

4.1.3 Personal Folder

In your personal folder OpenOLAT provides you with storage space. Here you can store presentations you want to use from another computer or cache a research paper, etc.

This personal folder contains two areas, the "Private" and the "Public" one. Only you will have access to your private area. In the subfolder "Public" you can store files you want to share with other OpenOLAT users. By means of the link "Other users" you can search for other OpenOLAT users and have access to those users' "Public" folder via the menu item "Folder."

The personal folder is WebDAV compatible, i.e. folders in OpenOLAT act as a regular network drive. Therefore it is very easy to copy, move or delete files. For more information please go to " Using WebDAV" (see page 163).

In case the memory limit (Quota) is exceeded due to large files in your personal folder you can contact your support team (see page 14) to allocate more space.

4.1.4 Notes

You can take notes in each course. You can collect and edit your notes before even printing them.

4.1.5 Evidence of Achievement

An evidence of achievement is a certification of some assessment, e.g. tests, written examinations, or other tasks handed in to be reviewed. Course authors determine if OpenOLAT should create assessments in their course. Course participants will see their evidences of achievement after taking a test, etc. that has been assessed. If a certificate is provided along with an evidence of achievement, you can view and download the certificate in the detailed view of the respective evidence of achievement.

4.1.6 Bookings

Bookings displays all learning resources you booked so far within OpenOLAT. The bookings list as well as the detailed views provide you with information on booking number, date, status, booking method and costs. If you do not see this menu item, it was disabled system-wide by a system administrator.

4.1.7 Other Users

Search for other OpenOLAT users! Have a look at their visiting card, at the "Public" area of their personal folder, at any released portfolio folders, or send them a message by means of a contact form.

4.1.8 ePortfolio

An ePortfolio is used to document learning results as well as learning processes and is therefore meant to assist in reflecting on someone's process of development. The menu entry ePortfolio serves to create binders of portfolios before making those accessible to certain people (OpenOLAT users as well as guests). You can also have a look at other users' portfolios or perform portfolio tasks of an OpenOLAT course.

In order to create a portfolio folder or perform a portfolio task you have to create or assemble artefacts first. Artefacts are documents of your learning process as well as your work performed. Artefacts can be e.g. texts, files, posts in a forum or blog, or evidences of achievement.

You can assemble the following artefacts:

- Posts in forums
- Files in folders
- Wiki pages
- Evidences of achievement
- Posts in blogs

First you have to select the ePortfolio icon (e.g. in a post of yours) before following the steps of your accumulative artefact tool. You can indicate the title as well as the description of your artefact; you can provide it with key words (commonly known as tags) to facilitate your search later on or you can write a text as memory aid to justify the selection of your artefact. If you have already created a binder you will be able to link your artefacts to that portfolio.

You can create artefacts by clicking on "Add artefact" within the tab "My artefacts." Just select the required artefact type before creating your text,file or blog artefact. Similar to the accumulative artefact tool you just have to follow the directions of the artefact creation tool. You can write a text, upload a file, or create a learning journal. A learning journal is a blog to document your learning progress. Afterwards you have to indicate a title and a description before deciding on key words for your artefact. Then you confirm that you are the author of that artefact and indicate your reflections before selecting binder. The steps "Confirm Authorship" and "Reflection" might be disabled.

You can also create text, file and blog artefacts from within a portfolio by clicking on the "Link artefact"-icon in the folder view. Within in the now open artefact browser, click on "Add artefact" and select the required artefact type. The new artefact is then displayed in the artefact browser, where it can be selected. Depending on the view and sorting filter, the newly created artefact might be found at the end of the list.

After creating or assembling artefacts you can also search for artefacts by means of the menu item "My artefacts" in order to e.g. edit artefacts or delete ones from your list. There are two possibilities to search for artefacts. The tag browser will help you to browse for key words of your artefact (tags). Then you can use the artefact search feature to additionally search for the type, the creation date, the title or the description of an artefact. Furthermore you can save your queries to avoid having to indicate your search criterion anew. These queries can be adapted or deleted as required.

You can have a look at your artefacts in the detailed view or the table view. This table view presents an overview of your artefacts and provides a possibility to sort columns alphabetically. In the detailed view you can edit or delete your artefacts.

You can configure your display settings by selecting only a certain amount of artefact attributes in the detailed view.

The Changelog page is an integral part of any portfolio. The following changes to a portfolio task or binder will be displayed:

- new page
- new structural element
- new artefact
- new comment
- new rating
- altered rating

Changes made by you as well as your coach are displayed in the changelog. In order to be kept informed if the above mentionend changes occurred in a portfolio task or binder, you should select "Subscribe" on the changelog page. This is especially useful if portfolios have been released for you to assess or comment. Modifications will get to you by e-mail or you will see them under "My notifications."

You can create folders or allocate artefacts in the tab "My binders". Such a folder can be structured according to your needs by inserting pages or other structural elements. In the editing mode you can adapt your folder as required, e.g. by determining your display settings or moving structural elements and artefacts via "Drag&Drop." Additionally you can comment on folder entries or assess them.

When copying binders you can choose between adopting only their structure or also their artefacts. You can release your binder as follows:

- for one or more distinctive OpenOLAT users
- for all OpenOLAT users
- for one or more OpenOLAT groups
- for one or more persons not registered in OpenOLAT

If you opt for this last-mentioned option please use a release invitation. It is also possible to limit the access to your folder temporarily if needed.

In the tab "My portfolio tasks" you will find portfolio tasks of OpenOLAT courses. You can perform those tasks (i.e. link required artefacts to that folder) before submitting them. In case you have already performed those tasks you can still have a look at them.

If a course author restricts portfolio tasks you will have to abide by these rules.

In the tab "Released binders" you can see any folders you have access to. By changing your view you will also be able to browse through portfolios released for all OpenOLAT users.

4.1.9 E-mails

The "E-mails" section provides you with an overview of all your sent and received E-mails. OpenOLAT stores all E-mails and thus allows for an easy navigation between different contexts.

4.1.10 Profile

You can modify your personal data in the personal menu in the "Profile" option. This may be necessary if you want to forward OpenOLAT e-mail messages to another mail address or if you want to create a visiting card.

Just indicate your data in your profile and save that information. By means of check boxes you can decide which data should appear on your visiting card, that is, what other users should be able to see. You can also upload a photo to be published on your visiting card. This photo will also be visible when publishing forum contributions or comments.

4.1.11 Settings

The settings allow you to adapt OpenOLAT accourding to your needs.

You can adapt the font size and your system language in the tab "System" (OpenOLAT has been translated into numerous languages). You can further determine how often you want to receive notifications via e-mail. You can choose between: off, monthly, weekly, daily, every 6 hours, and every two hours. In addition to that, find the roles you hold in OpenOLAT beneath your user name. You can set OpenOLAT to automatically resume your last session, or do so only on request.

Landing page: Here you can set any OpenOLAT page as your personal landing page, thus overriding the system wide landing page. You can use any page within OpenOLAT that has its own URL. The respective link can be found in the social sharing bar in the bottom left. Just copy & paste the link in order to set that page as landing page. You can also use the "Set current page as start" button there.

User tools - quick access: Here you define which tools should be placed for quick access into the navigation bar to the left of your avatar. The "Help" and "Print" functions can be configured accordingly.

Should you perchance encounter problems such as misaligned menues or tool boxes, try to "**Reset configurations**" in order to reset everything to a working default configuration.

The tab "WebDAV" provides you with the WebDAV link to your OpenOLAT system, thus providing you with comfortable means to manage files in courses accessible to you. Your chat features can be determined by means of "Instant Messaging," e.g. your status after having logged in.

Im Tab "WebDAV" finden Sie den WebDAV-Link zu ihrer OpenOLAT-Instanz, mit der bequem Dateien in den Ihnen zugänglichen Kursen verwalten können. Im Tab „Instant-Messaging“ legen Sie die Einstellungen für die Chat-Funktion fest, z.B. Ihren Status nach dem Login.

4.2 Full-Text Search

The box for the full-text search is at the top right of the status bar. The full-text search helps you to look for search terms in the course or group content, in a forum or even in PDF and Word files. You can furthermore look for users, portfolio folders, artefacts, and documents in any user folder. The only exceptions are private folders since they will not be indexed.

You will only get search results of the course contents you have access to.

In order to search in more detail please use the advanced search. You will find it when clicking on the magnifier icon next to the full-text search box. Select the option "Advanced search." You will be provided with a list of search results that is linked to the learning content along with your search term. For more detailed information regarding the search syntax please go to Apache Lucene (http://lucene.apache.org/java/docs/queryparsersyntax.html).

4.3 Chat

In the OpenOLAT Chat you can exchange messages with other OpenOLAT users in real time.

4.3.1 Sending Messages

By clicking on the two digits (xx/xx) on the top right of the menu bar next to the Instant Messaging status symbol (e.g. green dot) a list will pop up. There you will see all members of your groups logged on at that time. To start a chat you just have to click on the name of the one you would like to chat with. You can also send messages to offline users. After the next login, the respective user will receive your message as they will appear as a small envelope to the left of the chat icon.

You will not see the two digits though if the direct chat with group peers has been disabled by a system administrator. Completing the following steps, you will still be able to send messages to other users. Search for the user either via the OpenOLAT search or in your personal menu in the menu item "Other users". A click on the name opens the visiting card of this user. Below the profile image you will find a link to contact that user via chat. If that specific user has disabled the chat in his settings though, there will be no contact link available.

Of course, this approach also works with the enabled chat in order to contact OpenOLAT users that are not in your group peer list

4.3.2 Receiving messages

Messages can be received in two ways: In case your Instant Message status is "Available" a chat window will open upon receiving a new message. If your status is "Please do not disturb" or "Not available", messages will appear as a small envelope on the left next to the chat icon that can be found on the top right of the menu bar.

When clicking on that small letter a chat window will open containing your message. In case the chat window is already open, all new messages will be displayed there.

In case you receive a message while being offline, the message will be stored. The next time you log on, it will appear as small blinking letter next to the chat icon.

4.3.3 Changing Your Status

By clicking on the chat icon on the top right of the menu bar you can change your Instant Messaging status. That way you can show other OpenOLAT users if you would like to chat or not. While taking a test your status will automatically show the status "Please do not disturb." Only after that test you will be able to chat again.

If you prefer to have a different status than "available" after your login you can adapt these settings in your Home in the tab "Instant Messaging."

4.3.4 Settings

In the tab "Instant Messaging" you can specify whether other users should be able to contact you. If you do not wish to receive messages from other users, turn off this feature. The contact link in the card is then removed.

4.3.5 Chat logs

To view chat logs, open the chat window of the desired chat partner. In the top half of the window, select the time period for the protocol. You can view the chat transcript of the last day, the last week or last month.

4.4 Portal configuration

Each OpenOLAT user can adapt the Portal area to a certain extent. The sections in your Portal consist of various shortcuts to your groups, your learning resources, your calendar, your notifications, a comic strip, as well as to information on OpenOLAT in general. You can choose which sections should be displayed in an arrangement of your choice.

Let us assume that most of the time you have to deal with groups. Therefore you may want to position the section "My groups" more prominently: just click on "Configure page" on your top right. Then move the section "My groups" wherever you want to by means of the arrows provided.

You can further determine how many entries should be visible within a certain section. In order to do this just click on one of the following icons: "Sort manually" or "Sort automatically." If you choose "Sort manually" you will be able to determine the selection of entries as well as their sequence.

If you do not want to see certain sections in your Home you can deactivate these sections. Deactivated sections will be displayed at the bottom of the page when configuring your Home. You can reactivate them anytime.

After completing your configuration you should click on "End configuration" on your top right.

5 Groups

OpenOLAT works with a comprehensive group system which allows to configure groups as desired in order to meet different requirements. OpenOLAT users can see their groups in their Portal (see page 29), section "My groups" or whenever they click on "Groups" in the main navigation.

All OpenOLAT users can create groups on his own to invite any number of other OpenOLAT users. This function may be turned off by the adminstrator of your OpenOLAT system. Groups can be linked to a number of courses and vice versa, if so desired. This allows for group work within courses.

This chapter further explains the different configuration settings and illustrates how to configure groups for various purposes.

5.1 Group System

Groups can be utilised with courses as learning groups, or as project groups for group work outside of OpenOLAT courses. The distinction between the two types of groups is a purely didactic and goal oriented one.

While "project groups" are meant for collaborative work outside a course context, e.g. when writing a term paper in groups, when preparing a presentation, when working jointly on some academic publication, or when planning to communicate with other group members via forum or chat, "learning groups" on the other hand /however, are linked with at least one course in OpenOLAT. They are often used for the enrolment in a course, the registration for an excursion, for assigning presentations, etc. Or you can use learning groups for granting write permission to your course or single course elements or you can assign various tasks to course participants. Groups associated with a course can be combined to form a learning area. The disdinction between those two types of groups is no longer made in the rest of this manual.

5.1.1 Create Groups / My Groups

The menu item "Groups" on top in the main navigation is your starting point for creating a group. If your system administrator enabled this feature, you can finde the button "Create group" at the bottom of each table in the "Favorites" and "My groups" tabs.

Click the button and enter a name for your group. Determine the maximum numbers of participants and save your settings. The group will then appear on the list containing all groups in the tab "My groups."

If you wish to create a group associated with a course, there are two more methods to create a group in addition to the one mentioned above:

- In the course tool member management: In the course, open the "Members management" (see page 96) in the drop down menu "Tools" and navigate to the menu item "Groups" to create new groups. Learning areas to subsume several course associated groups are created with the "Learning areas (see page)“ tool, which you will also find in the course tools. The menu item "Groups" in the members management also allows you to edit all linked groups, add new members, configure collaborative tools or even delete groups.
- In the course editor: When configuring the registration element or when using the tabs "Visibility" and "Access" you can create groups directly. However, it is not possible to add members or to activate collaborative tools. To do that, either navigate to the members management, or open the relevant group in a separate tab.

You can view all your groups under "Groups" in the sub-tab "My groups".

5.1.2 Group Names

When creating groups please mind to choose appropriate group names. OpenOLAT users will appreciate to be able to draw conclusions from group names regarding the purpose of the group. You could e.g. select the name "ParticipantsSocialPolicy" instead of just "Participants." Or you could add your initials or a date. All groups can be published by configuring a booking method - you should therefore aim for a distinct, unique group name.

5.1.3 Number of Participants and Waiting List

When creating a group there is the option to limit the number of participants; you can determine how many members your group should have. When activating a waiting list potential members can enter their names on that list in case the limit is exceeded. If there are members leaving the group or if the group coach cancels some previous registrations, persons on the waiting list will move up automatically if the option "Transfer automatically" has been selected.

5.1.4 Configuring Tools of Groups

Having created a group you can now provide it with collaborative tools in the tab "Tools." If you want to modify your configurations later on (e.g. deactivate some tools) you have to do this via the tab "Groups." Click on that group's title and open the menu item "Administration." In the tab "Tools" you can now activate or deactivate collaborative tools.

In the tab "Tools" of the context-sensitive help you will get more detailed information on available group tools.

If the tool "Information" is activated and saved you will be able to edit the information meant for your group members right beneath the list containing all tools. If you have activated and saved the calendar setting you can configure the write permission regarding the group calendar. If you activated and saved OpenMeetings, a virtual classroom is at the group's disposal.

Each tool can only be used once in a group. It is therefore not possible to e.g. provide your members with more than one folder. If you want to work with more than one forum or Wiki or if you want to provide documents in more than one folder it is better to use course elements (see page 67) instead. Link one or more courses to the group, and configure the courses or the course elements to be only visible or accessible to the respective group.

If the tool "E-mail" is activated, non-members of a group are able to use the mail function and contact group coaches and/or participants.

5.1.5 Managing Members of Groups

In the tab "Members" you determine if members should see each other or not, and whether non-member will be able to see group members. The waiting list can also be made visible. Additionally, you can add more group members.

There are two different ways to allocate members to a group:

1. OpenOLAT users enroll on their own.
2. The course owner or group coach allocates members to groups.

To enable users to enroll themselves, the group must either be published, or accessible through the course element "Enrolment". Public groups are suited for projects or course independent trainings. The first option is suitable for groups with many participants, for participants you do not know yet or for participants who should decide on their own in which group or topic they want to register (e.g. when assigning tasks to be performed in groups). When configuring the course element, please determine in which group(s) your participants should be able to register. For more information about publishing groups, please refer to the section "Access Control".

The second option is suitable for participants you already know in which groups they belong and if you want to make sure that only those will be able to register who qualify for your group.

Participants are added in the lower section of the "Members" tab in the group administration. Participants can use collaborative tools and see each other in the OpenOLAT chat. In order to add members, open the group either from the members management in the course or via the main navigation item "Groups". In the course members management, click on "Groups" in the left navigation, and enter the group by clicking on the "Edit" link next to the group name. In the group, open the tab "Members" and add group members as either coach or participant:

Coach: Appoints or deletes members as well as provides groups with collaborative tools. In addition, a coach has access to the assessment tool (see page 97), if one or more courses are linked to the group. Coaches also have the rights to delete a group.

Participant: Uses the collaborative tools of a group.

The classic role of a tutor can be represented in OpenOLAT by means of those coach rights mentioned above.

When clicking on the icon "Download table" (underneath the button "Add users") an Excel file containing all owners or participants of a group will be generated.

5.1.6 Link Courses

A group can be linked to several courses, and a a course may have several embedded groups. There is no restriction by OpenOLAT.

Groups are often used in courses for controlled enrollment, for the assignment of papers or to register for field trips. Groups and courses can be linked in two ways:

- In the group, under the tab "Courses" in the group administration: as a principle, you can link only those courses in which you are enrolled as owner. Just click on the link "Link course" to the right of the course name.
- In the course members management as well as in the editor view of individual course elements: You can either use the button "Create Group" to create a new linked group, or add an already existing group you own via the button "Add group". If you are in the editor view on course element level, you can also create new groups under the access and visibility tabs. The same goes for learning areas.

In the group, the menu item "Course" provides access to all linked courses, while all embedded groups can be accessed in the members management in the course.

5.1.7 Access Control

In the tab "Publishing and booking configuration" you configure the access control for that specific group. A booking method allows access to all users based on the access restrictions defined in the booking method. If no booking method is selected, only those users defined in the "Members" tab gain access to the group.

Three different booking methods are available:

- Access code: An access code is manually set by the coach of the group, who then passes the code on to authorized users. In order to open the group, this code must be entered when opening the group for the first time.
- Freely available: A group marked as freely available can be used without any restrictions. Using this booking method adds users as participants to the group.
- PayPal and Credit card (only available if unlocked by an administrator): The price for admission to the group is specified here. The group is subsequently booked by paying with either PayPal or credit card. The waiting list cannot be combined with this booking method. The options "waiting list" respectively "PayPal and Credit Card" will not appear in the group administration if the respective other is selected.

You can add a validity period to each booking method. Once a booking method is configured, the group will be listed in the "Published groups" and can thus be searched and booked by users.

5.1.8 Using Tools of Groups

As soon as the owner has provided the group with tools group members will see the following items in the group menu:

	Information	Group owners can edit this text.
	Calendar	Group events should be managed via the group calendar. According to the configuration you will hold the write permission or the permission to read only.Events can be connected to linked courses, the library documents and external links.
	Course	A table overview of all linked courses is available here. Clicking on a course name opens the corresponding course in a new tab.
	Members	

		Here you will see a list containing all group participants and/or its owners. Depending on the settings, the waiting list might be visible too.
	E-Mail	Send all group owners or participants an e-mail.
	Folder	Exchange documents with other group members.
	Forum	Here you can discuss with other group members.
	Chat	You will see who else is present in the group chat. Enter the chat room to communicate with others in real time.
	Wiki	Use a Wiki to jointly create learning content.
	Portfolio	Use a portfolio to jointly create a binder or add artefacts.
	OpenMeetings	Use OpenMeetings for online communication and collaboration in virtual classrooms.

A Wiki is especially useful for recording group work and other projects, or for creating link collections. When subscribing to a Wiki OpenOLAT will notify you of any modifications.

5.1.9 Manage Groups

Under "Groups" in the top main navigation you will see in the tab "My groups" all groups you have enrolled in. There you can leave a group and delete those groups you have created or have been nominated as co-owner. If a group is deleted which is connected to a course, only the group is deleted, but not the course.

Under the sub-tab "Coach" you can find all groups in which you are enrolled in as coach. After selecting at least one group in the table column "Check", you can perform the following actions:

- Duplicate: Copying groups will spare you the individual manual configuration of collaborative tools if those are identical in all of your groups.
- Merge: Selected groups are merged into one single group, after selecting the target group in the wizard.

- Manage members: This allows you to collectively remove enrolled members from groups, add new users as either coach, participant or put them on the waiting list.
- Configure: Define which collaborative tools should be available for all selected groups. The next wizard step allows you to link one or more courses to the groups.
- Send E-mail: Send E-mails to multiple groups simultaneously.
- Delete: Coaches are able to delete all the groups they supervise.

5.1.10 Published Groups

A table overview of all published groups are available in the tab "Published groups". All groups with at least one defined booking method can be viewed and selected here. The table provides an overview of the number of free slots, the type of booking method used and, where specified, the booking costs. Book or enter a group directly by clicking either the links "Book" or "Add to waiting list".

5.1.11 Group Management

Users with the group management role see the additional tab "Group management". Group managers are able to view all published as well as private groups, and are eligible to manage them to the same extent as group coaches. Please refer to the section "Manage Groups" for more information". In addition to that, a group manager can find and manage so-called "Orphans", groups without members and linked resources.

6 Courses & Catalog

The core of OpenOLAT are its learning resources. This chapter explains how to search for such resources and book them as OpenOLAT user without author rights.

"Courses" explains tools and views for ordinary OpenOLAT users and how to search for courses.

"Info page" introduces the courses' Info page, where detailed information on the course is provided. Actions available to users without authors rights will be explained here.

6.1 Finding courses

The menu item "Courses" provides you with access to courses freely accessible to you. In the main navigation just click on the item "Courses", the tab "Favourites" will open, containing all your bookmarked courses. Then there are several possibilities to search for learning resources:

6.1.1 My courses

This tab lists all courses you are a member of, either as coach or participant. This table, as well as the one in "Favourites" or "Search" can be filtered according to various criteria, among which member role, passed status or relevance.

6.1.2 Catalog

In the catalog course authors can range their learning resources hierarchically, similar to a college or university catalog. Just navigate through its categories to find the learning content you are looking for.

Use the search mask in case you should not find the appropriate course in the catalog. It may be that the course author has not yet listed that course in the OpenOLAT catalog.

6.1.3 Search Mask

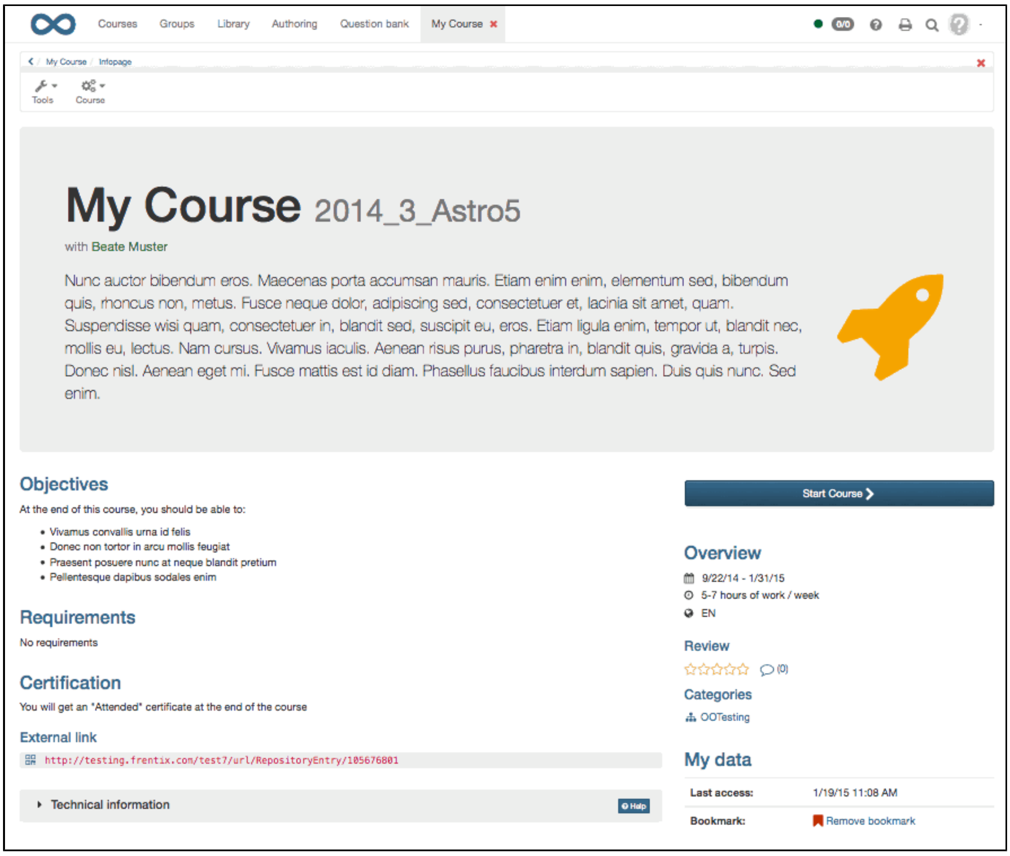
The search mask helps you to find all learning resources you have access to. You can look for titles, authors or ID.

The resulting table lists all courses you hav access to in alphabetical order. In addition you will find data regarding semesters and starting and end dates, depending on the table configuration.

It is advisable to set a bookmark after having found a specific course. In order to this, click on the little white flag to the left of the course title in the tabe, respectively in the middle section of the course box view. The next time you will find the course under your favourites, regardless of whether you are a course participant or not.

6.2 Info page

There is a detailed view to each course, the so-called info page, listing the course along with its metadata (data describing that resource). Additionally you can dispose of further actions depending on your member role in the respective course. You will get to the info page of a lcourse by clicking on "Info page" icon in the course list or by selecting the "Course info" icon in the course toolbar in the course runtime.



On top of the info page you can find the description of the course, as well as possibly an image or short movie. With the corresponding access permissions you can either start or book the course directly beneath the course description using the "Start/Book Course" button.

The next section is displayed in either one or two segments, depending on the available information. If available, this section provides you among other with information on the course objectives, requirements or obtainable points.

The "Overview" segment provides you with information on the execution period of the course, i. e. the period in which the course is conducted, the estimated work expenditure and the course language.

You can rate and comment the course. The catalog listing is added, too.

"My data" lists your course specific data, i.e. your passed status (if applicable), your last access to the course, and the courses with which you are registered to the course.

If the course author permits for participants to leave the course, you can do so here.

The external link can be used to directly access the course after login.

7 Authoring

The authoring section provides authors with all necessary tools and little helpers for creating, editing and importing courses and other learning resources. The term learning resources is used for filing learning content on the one hand (via the tab "Learning resources") and for the learning content stored there on the other hand (e.g. courses, tests, Wikis, etc.).

Just like Courses, the Authoring section opens on the Favourites tab. Courses bookmarked in the courses section are also listed here. Additionally, all other bookmarked learning resources can be found here. The tab "My Entries" lists all learning resources you have created or you have been appointed as owner (co-author).

The search mask helps you to find all learning resources you have access to. You can look for title, description, type, author or ID.

Each learning resource will be explained in the detailed view by means of metadata. These metadata give further information on e.g. who has access to the learning content. The owner of a learning resource can modify the name of his learning resource, its description or access as well as add other owners.

This chapter introduces you to various types of learning resources, operations available in the authoring section an information on the info page, the detailed page of a learning resource. Last but not least, information on catalog administration will be provided.

7.1 Various Types of Learning Resources

OpenOLAT comprises eleven different types of learning resources. With the exception of courses they have in common that they can be embedded into one or more courses. In addition to that, you can upload movie, animation, powerpoint, image, sound, pdf, excel or word files.

7.1.1 Course

An OpenOLAT course can accompany lectures, seminars or tutorials and represent diverse didactic concepts such as group puzzles or problem-based learning. OpenOLAT courses are unique document types. They can contain any number of course elements. How to work with those different course elements will be explained in the chapter "Learning Activities in Courses" (see page 47) in more detail. How to create courses will be illustrated in the chapter "Creating Courses" (see page 62). More information on course elements and the course editor can be found in the chapter "Course Elements and Course Editor" (see page 67).

7.1.2 CP Learning Content

Content Packaging (abbr.: CP) is a kind of learning content in standardized e-learning format. The specification of this format also comes from IMS (http://www.imsglobal.org/). OpenOLAT supports the IMS CP version 1.1.2. CPs are suitable for being either used in OpenOLAT courses or outside of it. OpenOLAT supports this format; therefore learning content cannot only be used in OpenOLAT but in other LMS as well. Further information on generating Content Packaging can be found in the chapter "Creating CP Learning Content" (see page 113).

7.1.3 SCORM Learning Content

Another standardized e-learning format supported by OpenOLAT is the SCORM format (version 1.2). SCORM is short for "Sharable Content Object Reference Model" and a reference model for exchangeable electronic learning content of the "Advanced Distributed Learning Initiative" (ADL) (http://www.adlnet.gov/).

SCORM learning content is suitable for courses within OpenOLAT as well as courses outside. OpenOLAT supports this format; therefore your learning content can be applied not only in OpenOLAT but also in other LMS.

7.1.4 Wiki

Wikis are particularly suited for creating content jointly in an easy way. A Wiki can be used for working in groups, as documentation tool or as knowledge base for your studies and projects.

For more information on how to create Wikis and embed those in your course please go to the chapter "Creating Wikis" (see page 118). How to generate content within a Wiki will be explained in the chapter "Learning Activities Within a Course," section "Wiki" (see page 51).

7.1.5 Podcast

A podcast allows you to upload audio or video files that can later be made available in OpenOLAT. Podcasts can either be accessed directly in OpenOLAT or they can be subscribed via online services such as iTunes in order to copy single episodes to mobile devices later on. Your course participants will be able to easily assess or comment on such podcast episodes.

Information on how to create and embed podcasts in your course can be found in the chapter "Creating Podcasts" (see page 121). Further details on how to use podcasts as course participant will be explained in the chapter "Learning Activities in Courses," section "Podcast" (see page 53).

7.1.6 Blog

In a blog you can easily publish or update personal as well as professional information. Blogs are often used as a kind of diary or journal. Course participants will be able to comfortably assess or comment on blog entries.

Information on how to create and embed a blog in your course will be found in the chapter "Creating Blogs" (see page 126). Further details on how to use blogs as course participant will be explained in the chapter "Learning Activities in Courses," section "Blog" (see page 53).

7.1.7 Portfolio Template

A portfolio task is a means to specifically document learning results as well as learning processes. Course participants can perform portfolio tasks before being assessed.

Information on how to create a portfolio template and how to embed portfolio tasks in your course can be found in the chapter "Creating Portfolio Tasks" (see page 135). How to perform such portfolio tasks can be learned in the chapter "Learning Activities in Courses," section "Portfolio task" (see page 56).

7.1.8 Test

Tests can be used for examinations or exercises in general. In the first case course authors can see all test results along with corresponding test participants; in the second case all results are saved anonymously.

Each test exists in a standardized file format, the so-called IMSQTI format. IMS (http://www.imsglobal.org/) deals with the development of open standards in e-learning. QTI means "Question & Test Interoperability" and is a predefined standardized format used for generating tests and questionnaires online. The QTI format is also suitable for storing test results. OpenOLAT supports this format; therefore learning content cannot only be used in OpenOLAT but in other LMS as well.

More information on using and creating tests can be found in the chapter "Creating Tests and Questionnaires" (see page 144).

7.1.9 Questionnaires

A questionnaire is generally used for data collection, e.g. for the evaluation of an event. Each course participant can fill in a questionnaire only once. Results will be stored anonymously. Questionnaires as well as tests exist in the standardized IMS QTI format. For more information on how to create and use questionnaires please go to the chapter "Creating Tests and Questionnaires" (see page 144).

7.1.10 Resource Folder

In a resource folder you can store various documents to be used in several courses, e.g. rules regarding the forum that are valid in different courses of one series. A HTML page containing those rules is stored in the resource folder and referenced by several courses.

More information on how to create resource folders and use them in a course can be found in the chapter "Creating Courses," section "Resource Folder" (see page 40).

7.1.11 Glossary

In the glossary terms will be defined. As soon as those terms are used within learning content a student will see their explanation. Additionally you can get a list of all terms and definitions in a printable version.

More information on how to create a glossary and embed it into your course can be found in chapter "Course Operation," section "Glossary" (see page 107). How to use your glossary within a course will be explained in the chapter "Learning Activities in Courses," section "Glossary" (see page 59).

7.1.12 Learning resources of the type "File"

Apart from the above-mentioned learning resources, a comprehensive number of other file types may be imported into OpenOLAT. Among these are PDF, PowerPoint, Excel and Word, as well as movie, image, sound or animation files. Please be advised that these files cannot be used within OpenOLAT or referenced. Files of other types will be filed under the file type "Other file".

7.2 Actions in the 'Authoring' section

As author you will find two icons on the top left: "Create" and "Import". A mouse click on "Create" opens a drop-down menu.

7.2.1 Create

You can create courses in the course editor (in unique OpenOLAT format). Tests and questionnaires (IMS QTI format 1.2) can be generated in the test editor; CP learning content can be generated in the IMS CP editor. Additionally it is possible to create resource folders, portfolio tasks, Wikis, glossaries, blogs or podcasts. Wikis, portfolio tasks, blogs, podcasts and CPs can either be created either here in the "Authoring" section tab or within the course editor in case you want to embed your learning resource in that course.

How to use various editors will be further explained in the chapters "Creating Courses" (see page 62), "Creating CP Learning Content" (see page 113), "Creating Wikis" (see page 117), "Creating Podcasts" (see page 121), "Creating Blogs" (see page 126), "Creating Portfolio Tasks" (see page 135), and "Creating Tests and Questionnaires" (see page 144).

7.2.2 Import

Learning resources generated outside of OpenOLAT can be imported if they have a format that is compatible. Suitable formats have been commented on in the section "Various Types of Learning Resources" (see page 40).

You can import into learning resources from your computer. Select "Import" and follow the instructions. If you want to import an entire course you will be asked if you want to import its referenced learning resources (e.g. a Wiki or a test) as well. Select the checkbox if you want to do this. Publish the course to complete the import and make the course available to you and other OpenOLAT users for further use.

7.2.3 Edit

You will get to a learning resource by clicking on the title of that learning resource in the list. The infopage opens upon clicking on the respective icon. If your learning resources can be edited (e.g. courses, glossaries, CPs, blogs, podcasts, tests or questionnaires) the icon "Edit" will get you to the corresponding editor.

The following actions are available in the "Tools and actions" menu:

Change description

Opens the form for changing the content of the info page. For further information please refer to the chapter "Course Settings ", section "Change description (see page 100)".

Catalogue entries

Create new catalogue entries or edit existing entries. For further information please refer to the chapter "Course Settings", section "Catalog entries (see page 103)".

Members management

Opens the members management of the respective learning resource. For further information please refer to the chapter "Course Operation", section "Using Course Tools (see page 96)"

Copy

Copy learning resources for re-use in a new semester. For further information please refer to the chapter "Course Settings", section "Copy (see page 105)".

Export Content

Export your learning resource as ZIP file. For further information please refer to the chapter "Course Settings", section "Export Content (see page)".

Close

The function "Close" (only available to courses) will change a course's status to "Closed". This way you inform course participants that your course will no longer be edited or updated.

⚠ Changing the course status cannot be reversed.

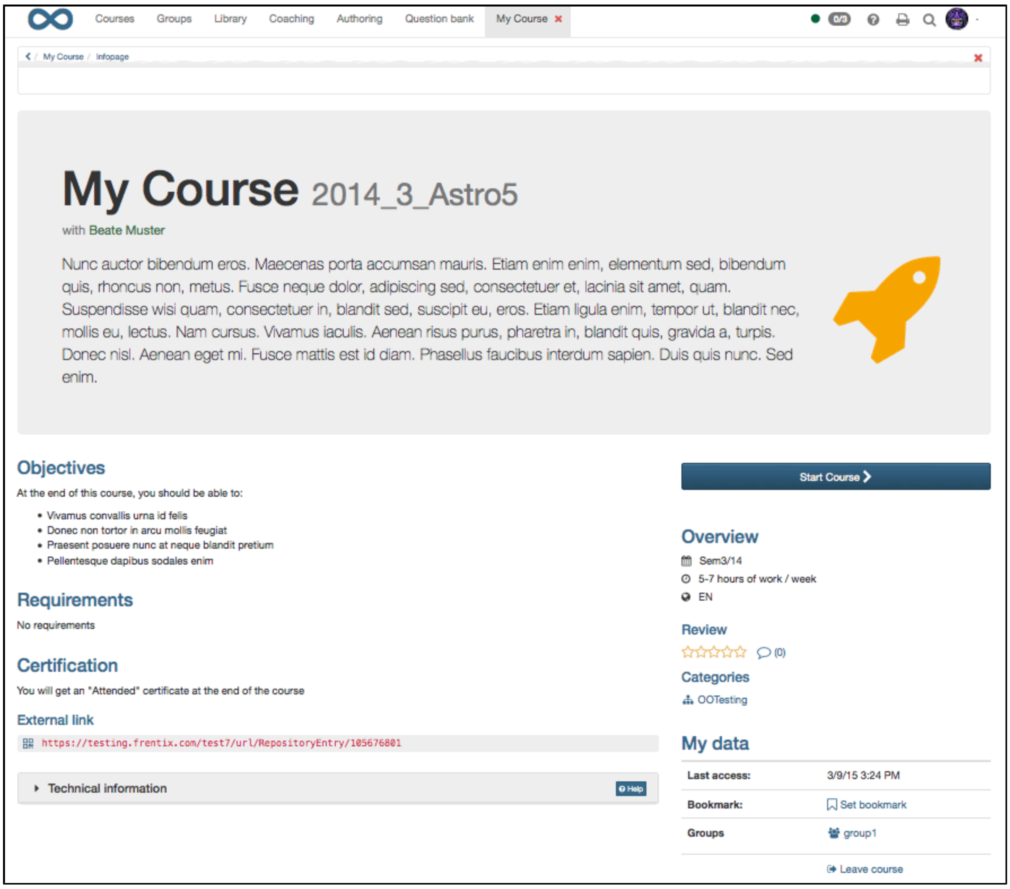
For further information please refer to the chapter "Course Settings", section "Close (see page)".

Delete

A learning resource can only be deleted if it is not used within a course at that moment, and only by its owner. For further information please refer to the chapter "Course Settings", section " Delete (see page)".

7.3 Detailed View of Learning Resources

There is a detailed view to each type of learning resource referred to in "Various Types of Learning Resources" (see page 40), the so-called info page. Learning resources are listed there along with their metadata (data describing that resource). You will get to the info page of a course by clicking on the "Info page" icon in the course list or by selecting the "Course info" icon in the course toolbar in the course runtime.



7.3.1 Meta data / Information on the course

On top of the info page you can find the description of the course, as well as possibly an image or short movie.

The next section is displayed in either one or two segments, depending on the available information. If available, this section provides you among other with information on the course objectives, requirements or obtainable points.

The drop-down box "Technical information" contains OpenOLAT specific information on the listing and the use of the learning resource, e.g. the list of authors, creation and edit dates or the associated courses.

> ⓘ By means of an external link your course participants can get to your course directly after logging in

The "Overview" segment provides you with information on the execution period of the course, i. e. the period in which the course is conducted, the estimated work expenditure and the course language. You can rate and comment the course. The catalog listing is added, too.

With the corresponding access permissions you can either start or book the course directly beneath the course description using the "Start/Book Course" button.

"My data" lists your course specific data, i.e. your passed status (if applicable), your last access to the course, and the groups with which you are registered to the course. If so allowed, participants can leave the course here.

7.3.2 Tools & Settings

The Toolbar grants you access to various tools and setting configurations.The number and type of available options depend on the one hand on your access permission, and on the other hand the type of learning resource you are dealing with. You can access the toolbar from the learning resource itself as well as its info page.

The drop-down menu "Tools" provides you with access to the course tools course editor, storage folder, members management, assessement tool, archive tool, the statistics and the learning areas. More information can be found in the corresponding chapters.

For the course, the drop-down menu "Course" lists grants access to the course functions description, access configuration, catalog entries, layout, options, evidence of achievement, copy, export, close and delete. For other types of learning resources, this drop-down menu has the respective name of the type. Please consult the chapter "Course Settings (see page 100)" corresponding chapters for more information.

8 Learning Activities in Courses

In this chapter learning activities within a course will be explained from the participant's point of view. Here you will get information on working with course elements or using additional course features. Additionally, information on the assessment mode can be found here. Frequent sources of errors and error reports will be commented on.

In the section "Finding courses (see page 37)" in the chapter "Courses & Catalog" you have already gotten information on how to find an OpenOLAT course. Please select from your search results the link in "Title of learning resource" to get to the course view.

> Set a bookmark.You will find the corresponding icon either on the bottom right just underneath the "Start / Book course" button on the info page, in the course list to the left of the course title, or in the segmented view on the right side of the course title. You can also find it in the "My course" drop down menu in the course. Bookmarked favourites can be found in the "Course" section in the tab "Favourites".

8.1 Working With Course Elements

In the following you will get a list containing the most important course elements you can use for your course. Perhaps you want to use several course elements of the same type or you want to use other terms for that elements. For your orientation please refer to the icons to recognize the element's type.

8.1.1 Enrolment

In many courses you have to enroll first. There are one or more groups to choose from. Select the link "Enrolment" to become a member of a group. Per registration element only one group enrolment is allowed. Such an enrolment is followed by the appearance of a link to the respective group (see page 29)" in the drop-down menu "My course" in the course toolbar.

Perhaps the number of members is limited per group. If there are no more vacancies you can have the possibility to put your name on a waiting list depending on the configuration. You will automatically move up as soon as a group member leaves that group for good.

Most of the time you can delist from a group you have registered before. If this is not the case the group coach has not permitted to delist oneself; you will have to contact that coach if you do not plan to participate any longer.

8.1.2 Forum

The forum is used most of the time for exchanging information among course participants or for contacting the course author.

Upload a photo in your " profile (see page 25)". Instead of a standardized image your personal photo will then appear next to your forum entries.

Opening a Topic

If you want to write a new message in your forum just select "Open new topic." Title and contribution are mandatory. You can also attach a file. It is possible to edit or even delete your message later on--provided that no one has already sent a reply to your message.

Answering Forum Contributions

If you want to reply to an existing message in a forum just open its topics by clicking on its title. Then select "Reply with quotation" if you want the original message to appear underneath your contribution. Select "Reply without quotation" if you only want your message to appear. You can attach a file as well. It is possible to edit or even delete your contribution later on.

Mark Forum Message

Forum messages can be marked with a flag. In order to do that, click on the little flag in the right upper corner of a message. The topic overview shows the number of marked messages per topic.

Moderating a Forum

When having the permission to moderate a forum you will learn more about additional options in the chapter "Course Elements and Course Editor," section "Forum" (see page 80).

Archiving a Forum

When archiving a forum any contributions will be zipped along with their attachments before storing them in your personal folder.

Subscribing to a Forum

In order to be kept informed on new forum entries you should select "Subscribe" in the overview of topics. Modifications will get to you by e-mail or you will see them in your "Subscriptions".

8.1.3 File Dialog

In the file dialog course participants can discuss a certain document, e.g. the draft of a seminar paper, a picture or a concept. There is a forum to each uploaded document.

Uploading Files

Select "Upload file" to transfer your own file. In order to have a look at that file just click on the file's name. It will open in a new window. If it is not possible to upload files it may be that your course author has not provided you with the right to do so.

Files uploaded by mistake can only be deleted by the course author.

Opening Topics and Answering Forum Contributions

In order to take part in discussions just click on the link "Show" next to the file name. Now it is possible to open new topics or to reply to contributions as stated in the section "Forum (see page 49)".

Subscribing to File Dialogs

To be kept informed on new documents in file dialogs just click on "Subscribe" on the overview page. You can also subscribe to each dialog and its corresponding document. Modifications will get to you by e-mail or you will see them in your "Subscriptions".

8.1.4 Test

A test is meant for efficiency controls within a course. Its result will be stored and the course author is able to assign it to the corresponding person.

Click on "Start" to begin with the test. According to its configuration you may pause and continue later on. It depends on the test's settings if you can cancel it without storing any results achieved so far. Finally click "Finish test" to save your results. All these options are available in the form of buttons on your top right.

The course author decides how often you may take that test and how often you may try each single question. According to the configuration of the test it is allowed to use the navigation or not. If not, you will have to respond to one question after the other.

It is also the course author who determines when and how detailed you will get your test results.

When finishing or cancelling your test you should click on the button "Close" on the upper right to get back to that test's homepage.

8.1.5 Self-test

Contrary to tests, results of self-tests will be stored anonymously. Self-tests are suitable for practicing and can be taken as often as you like.

Click "Start" to begin with your self-test. Similar to tests (see page 50) it is the course author who determines the self-test's configuration.

When finishing or cancelling your self-test you should click on the button "Close" on the upper right to get back to that test's homepage.

8.1.6 Questionnaire

Questionnaires are used for evaluations or opinion polls. Each questionnaire can only be filled in once. Its results will be stored anonymously.

Click on "Start" to begin with your questionnaire. Similar to tests (see page 50) it is the course author who determines the questionnaire's configuration.

When cancelling your questionnaire you should click on the button "Close" on your upper right to get back to that questionnaire's homepage.

8.1.7 Wiki

Wikis are suitable for easily creating joint content. Each Wiki has a homepage, the so-called index, a Wiki navigation, as well as the tabs "Article," "Discussion," "Edit page," and "Versions /authors" on top of its content.

Wiki Navigation

In the Wiki navigation on your left you can start searching for a specific term in the section "Search." If there are no hits you can extend your search to your course or to OpenOLAT as well. In the section "Navigation" you will find pre-set links. Owners of Wikis (most of the time these are course authors) are able to adapt the section "Wiki menu" and add their own links. In the section "Progress" you will see those five Wiki pages you have visited last. So you can easily get back to a previously visited page.

By means of the link "From A-Z" you will get to the table of contents of all Wiki pages. At a glance you will know what already exists.

Modifying the Content of a Wiki Page

In order to add content you have to navigate to the relevant page and activate the editing mode via the tab "Edit page." In the tool bar of your Wiki there are various formatting options at your disposal. It is also possible to include pictures, media links, mathematical formulas, internal or external links. These options as well as the Wiki syntax will be further explained in the context-sensitive Help.

In order to add a file you have to upload it first via the drop-down menu "Upload file" at the bottom of your page. Navigate to the relevant position on the Wiki page. Then select your file via "Insert file" and click "Save." Links to other Wiki pages will be set by means of the button "Insert link."

Creating and Deleting Wiki Pages

The easiest way to create a new page is to search for a page title in the navigation via the search mask; click "Search" and open the red link. Another possibility is to create a link to your new page directly from an existing page. For that purpose please use the following Wiki syntax: Two opening squared brackets, page title, two closing squared brackets. Example: `[[link name]]`.

Articles written on your own can be deleted in the tab "Edit page."

When deleting a page all its versions will be deleted as well. It is therefore not possible to restore deleted pages.

Viewing Versions

In the tab "Versions/authors" you can retrace who has modified a page, how and when exactly. Contact the Wiki owner (often the course owner) if content has been deleted. Only he will be able to restore an earlier version.

Subscribing Wikis

Subscribe to a Wiki to be kept informed on modifications. You will be notified by e-mail or under "Subscriptions". You will be told which pages have been modified. A list with the latest amendments can also be found in the Wiki navigation.

Exporting Wikis

In the section "Tools" you can export your Wiki by means of the link "Export as CP" in order to archive a snap-shot of the entire Wiki content in your personal folder (see page 22).

Your Wiki will be exported as IMS Content Packaging. It is only possible to import it as CP learning resource (authors) or to take a look at it offline. Importing it as Wiki is not an option. If you want to import a file as Wiki you have to export it first with the export course tool or from authoring (table view).

8.1.8 Podcast

A podcast provides information in the form of audio or video files. These so-called episodes can either be accessed directly in OpenOLAT or they can be subscribed to before being uploaded by means of online services such as iTunes. After that you can copy them to your mobile device.

In order to create new episodes you have to be authorized by a course author. Each OpenOLAT user has the right to comment on episodes and to assess them by means of 1 - 5 stars. In order to write a comment or read other comments you should click on the link "Comments."

Subscribe to the RSS Feed of your podcast if you do not want to miss any new episodes.

8.1.9 Blog

Similar to a podcast a blog serves to provide new content. You can include text as well as pictures or movies in your contributions.

Each OpenOLAT user has the right to assess or comment on blog entries. Such entries can be assessed by means of 1 - 5 stars. It is also possible to see assessments of other blog readers. In order to write a comment or read other entries you should click on the link "Comments."

Blog entries can only be created if a course author has provided his authorization. Just click on "Create new entries" to write a new blog entry. You can either publish this entry directly, determine a date for its publication or save your entry as a draft.

Subscribe the RSS Feed of your blog if you do not want to miss any new entries.

8.1.10 Folder

In folders courseware is stored. In general only course authors are allowed to upload files; course participants can only read files stored in folders. Subscribe to a folder to be notified in the case of new documents. Modifications are sent to you by e-mail or can be found in your "Subscriptions".

If course participants are also allowed to upload files they will find a corresponding link on their top right. In order to store those files in a structured way it is possible to create subfolders. If you are allowed to upload files you will also be able to delete files in folders. If you want to prevent others from deleting your files you should click on the icon "Meta data" in the tab containing all files in folders before locking your file.

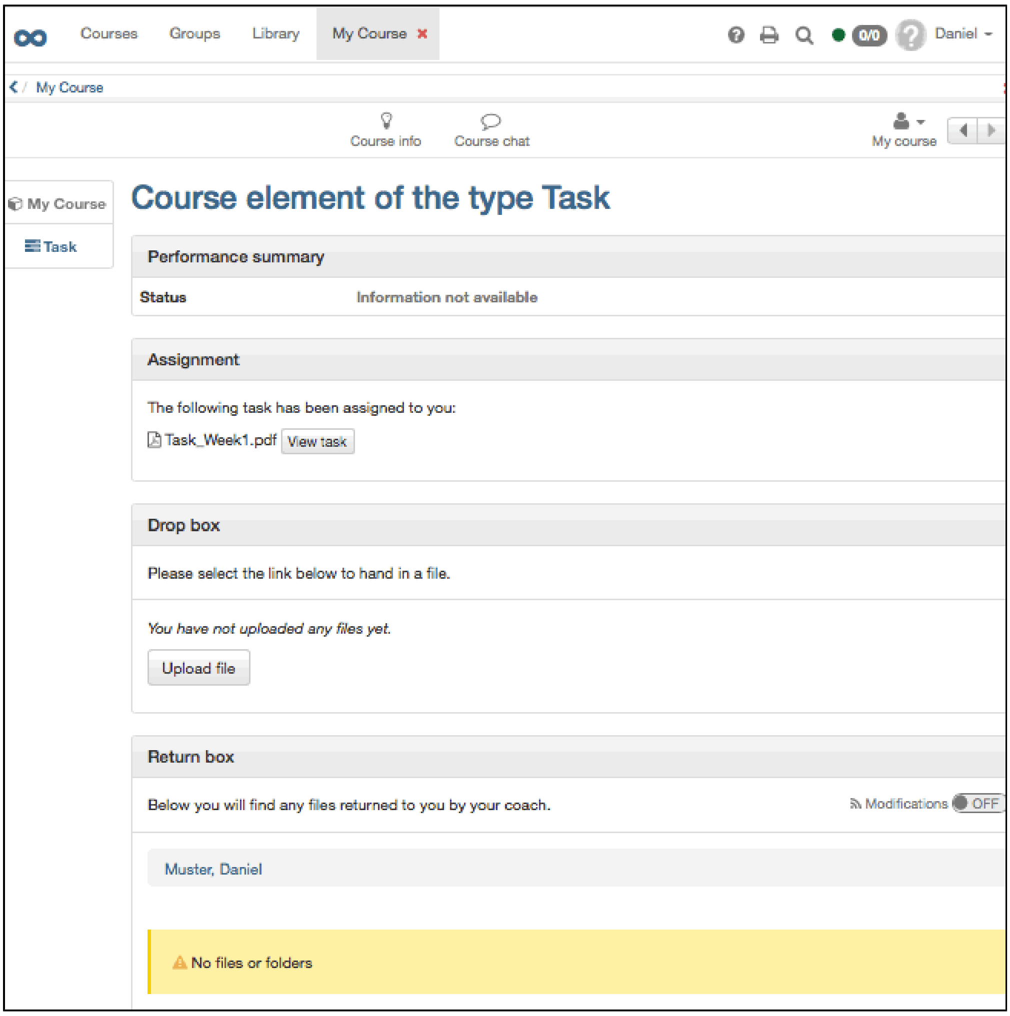
If you want to upload many files at once there are two options at your disposal. First you can zip your files on your computer, then upload those ZIP files before unzipping them in the OpenOLAT folder. ZIP files can also be used to download several files at once. Just create a ZIP file in the OpenOLAT folder before uploading it to your computer. The second option is the access via the OpenOLAT network drive. For further information please go to the chapter "Supported Technologies," section "WebDAV" (see page 163).

8.1.11 Assessment

The assessment feature is suitable for evaluating achievements not handed in electronically. The course author or tutor can assess a presentation with passed/failed, a score or with an individual comment.

8.1.12 Tasks

By means of the course element "Task" you can provide exercises to be handed in electronically before being assessed by a tutor. It may be that you cannot see all the sections mentioned below since it is not necessary to use all features for a task.



Downloading an Assigned Task

According to your configuration there are one or more tasks of your choice at your disposal in the section "Assignment" or a task will be assigned to you automatically. If the title of a task file is linked along with several tasks it is possible to first have a look at a task before selecting it. If there is only the link "Select" it is not possible to have a look at it first. If a task has been selected or assigned automatically click on "View task" to see it on display.

Uploading Solutions to the Drop Box

If you have performed a task and saved it on your computer or in your personal folder you can transfer it to the drop box. You will then get an acknowledgment of receipt. In the section "Drop box" you can see how many files you have already handed in. You can hand in as many files as you want but it is not possible to delete those files later on.

Downloading Solutions and Comments from the Return Box

In the return box you will find those files your tutor has returned. Any comments can be seen either in the section "Assessment" at the bottom or directly within your file.

Viewing Sample Solutions

It is possible to add a sample solution to your task; the course author can determine when that sample solution will be visible. Just click on the file name to download a sample solution.

Reading Tutor Assessments

Assessments can vary. You can assess by means of passed/failed, by means of a score or by means of an individual comment.

8.1.13 Checklist

As an informational tool, the checklist assists users to complete small tasks or keep valuable information secured. It enbables the coach to keep e.g. attendance or todo lists.

Achievements, unfinished tasks, correct or false answers - checklists make them visible and thus assessable for the coach.

This allows for example to document tasks from outside of OpenOLAT and make them assessable, too. You might find information concerning the assessment on the element page if this is the case.

You find the checklist below the assessment information and the due date. A checklist cannot be edited after its due date. The checklist itself contains the description, the score and possibly files for download. If a checkbox is grayed out, it's either because it can only be checked by your coach or because or the submission date has already expired.

8.1.14 Portfolio Task

By means of the course element "Portfolio task" you can collect tasks allocated by course authors before documenting and reflecting on your learning progress.

Just click on "Collect portfolio task" to have a look at that task before embedding required artefacts into predefined folders. If a course author does not set any limitations you will be able to configure your folder as you like. It may be that the author has defined a certain deadline that should be kept in mind.

After collecting your portfolio tasks you will find them under "ePortfolio," "My portfolio tasks."

In order to submit your solutions just click on "Submit task." After handing in your task a course author or tutor will be able to assess you.

8.1.15 Topic Assignment

In the topic assignment topic authors provide others with topics e.g. for writing term papers. Depending on your configuration you can either select one or more topics, upload files and look at files returned to you by the topic authors. Perhaps you will not be able to see all the sections mentioned below since in your topic assignment not all features are active.

If you are authorized by the course author to act as topic author you can announce a topic. For further information on accepting and supervising participants please go to the chapter "Course Elements and Course Editor," section "Topic author" (see page 87).

Selecting Topics

As course participant you will see any announced topics in a table. When clicking on that topic's title you will get further details regarding dates or links to files attached. Depending on your configuration you can choose between one or more topics. The course author is the first to determine if your selection should be accepted or if the person in charge has to accept your application as a start. As soon as your selection is definite you will see a corresponding entry in the table. On your top right you will find a link to your group with the title of your topic. If the person in charge has accepted your application it will no longer be possible for you to sign out; in that case you have to ask the person in charge to do that for you.

Uploading Files to the Drop Box

Click on the topic's title. In the tab "Folder" you will find the drop box. Depending on your configuration you will only be able to upload files within a certain period of time since there is a deadline to meet. For further information on deadlines please go to the tab "Description."

Downloading Files from the Return Box

In the tab "Folder" you will find files in the section "Return box" the topic author has returned to you.

8.1.16 E-mail

By means of an e-mail you can get in touch with your course author. Just fill in the field "Subject" and "Message" before sending your e-mail via OpenOLAT.

8.1.17 Calendar

The course element "Calendar" offers an alternative view on the course calendar (see page 59) that can be selected on your right in the box "General." A course author can predefine a date for your calendar view, e.g. a particular week, and appoint a time for certain events during that week.

8.1.18 Virtual Rooms

The course elements vitero

OpenMeetings

Virtual Classroom

allow you to embed virtual rooms into a course. The type of virtual room element included depends on the system chosen by your administrator. Most likely, only one of the three course elements mentioned above will be available, if any.

A virtual room allows you to work online with multiple individuals simultaneously (synchronal), that are geographically separated. A virtual meeting room facilitates communication via chat, video and audio as well as screen and file sharing. Upon entering or opening a virtual meeting, a new browser window pops open. Depending on the deployed virtual room software, you have either one virtual room for the whole OpenOLAT installation that needs to be managed accordingly, or you have one virtual room for each separate course element at your disposal.

The course element offers the following range of functions

	OpenMeetings	**vitero**	**Virtuelles Klassenzimmer**
User	Enter virtual room & View recordings	Open meeting	Open virtual classroom
Author	Close room, Manage members & Room configuration	Meeting administration	Moderate virtual classroom, Close meeting & Meeting synchronisieren

In order for you to be able to make use of the full functional range of the virtual room, you will need a headset and a camera connected to your computer. You might need additional software to be installed temporarily.

8.2 Additional Course Features

Within a course there are a number of additional course features at your disposal the course author can activate or deactivate according to his needs.

8.2.1 Course Calendar

A course author can embed a course calendar to administer events and dates regarding his course. The link to such a course calendar can then be found in the course toolbar. The calendar will open in a new window.

Only course authors are allowed to add events to the course calendar. Click on the button "Add to personal calendar" so that your deadlines will show in your personal calendar (see page 21) . Just select the course calendar from your personal calendar list.

By means of the icon iCal in the calendar list section you can integrate your course calendar into other calendars.

8.2.2 Glossary

If your course author uses a glossary in your course you will see its drop-down menu in the course toolbar. You can either open the glossary in a new window, or show the glossary terms in the learning content. If a term from the glossary is used e.g. in a Wiki its definition will be displayed when moving your cursor over that term.

If you follow the link to the glossary you can print the relevant page along with all glossary entries.

8.2.3 Notes

It is possible at any time to make notes to an OpenOLAT course. You will find a link to personal notes in the drop-down menu "My course".

These notes can later be edited in your course or in your "Notes" (see page 23).

8.2.4 Evidence of Achievement & Certificate

An evidence of achievement is a confirmation of an existing efficiency control, e.g. taken tests or assessed tasks. If a course author has activated the evidence of achievement option, if there are assessable course elements, if you have already taken a test and if that test has been assessed you can find the link "Evidence of achievement" in the drop-down menu "My course". If a certificate has been issued for this course, you will find it alongside the evidence of achievement details, ready for download.

All your evidences of achievement and certificates will be listed in your "Evidence of achievements" (see page 23). It always opens in a new window and is printable.

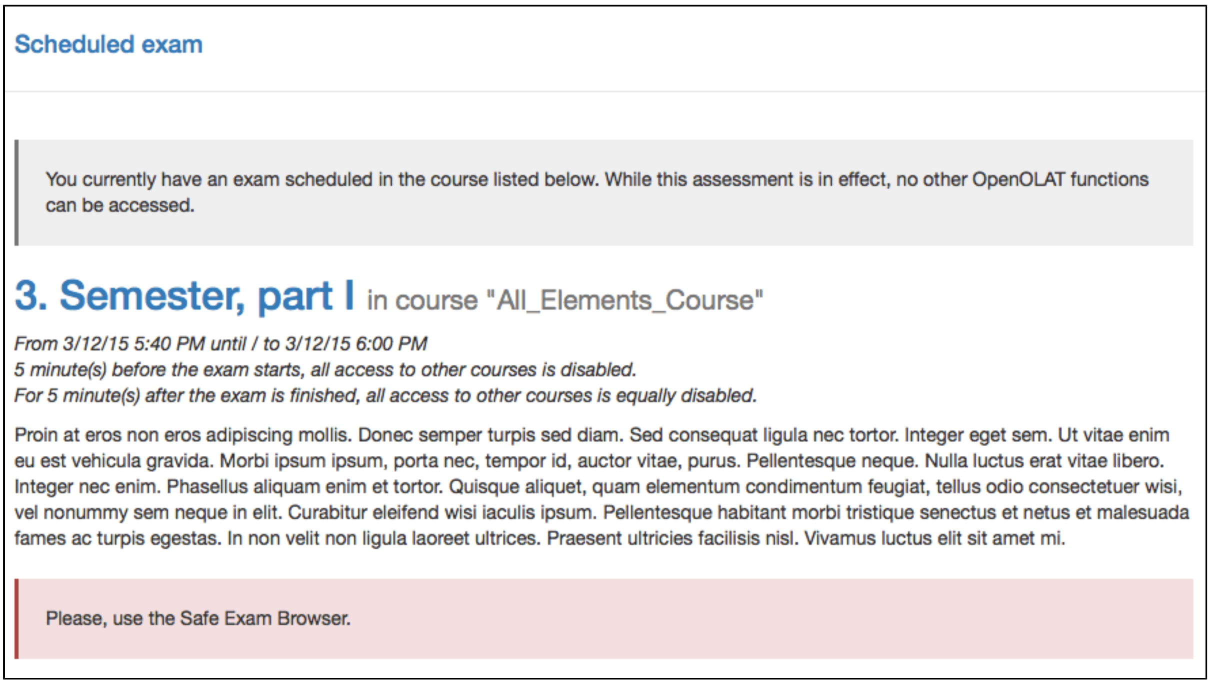
8.2.5 Course Chat

If the course author has activated the course chat you will see a link to the chat room in the course toolbar; you can enter any time. Just click on "Course chat" in order to open the chat window. At first you will always be anonymous. On the right side of the chat window there is the possibility to choose your alias or put your user name on display.

General chat features will be further explained in the section "Chat" (see page 27).

8.3 Exams

OpenOLAT supports the execution of tests or other tasks in order to assess students achievements. Further information can be found in the chapter „Working with course elements ". In order to conduct such efficiency controls under regulated conditions, Authors can implement an assessment mode. While the assessment mode is in effect, access to all OpenOLAT functions are restricted, bar the configured relevant course elements and the logout. Such an regulated assessment always has a defined duration and may include preparation and follow-up time, during which all OpenOLAT functions are also inaccessible.



It is possible that the use of the Safe Exam Browser is required in order to take the assessment. You will be notified of this requirement in the unlikely case that you didn't already start OpenOLAT in the Safe Exam Browser. In that case, however, you will need to log in to OpenOLAT with the Safe Exam Browser in order to take the exam.

8.4 Course Problems and Error Messages

If you cannot open a course or single course elements it may be that the course author has not given you the relevant rights or the course is being updated at that very moment.

8.4.1 Course Authorization / Password Protection

Given the case that you have just found an interesting course and want to get to the course view. If you are notified that you do not have enough rights to launch that course this means that the course is restricted to a certain group or to a certain period of time. A course could also have been password protected in an earlier OpenOLAT version, which allows authors to restrict course access independently of groups or time.

Perhaps you have been able to launch a course but later on you get an error message telling you that its authorization has been changed. This means that the course author has restricted the access in the meantime or closed that course.

If the course author changes the password at a later date, all users must re-enter the password.

In all cases please contact the course author to grant you access.

8.4.2 Authorization Regarding Course Elements

Perhaps not the entire content of a course is visible or you have no access to certain course elements. This means that the course author grants only particular groups access/visibility to that element or only for a certain period of time.

The course element "Structure" may also be password protected, including all sub-elements. Access to individual elements can thus be restricted independently of groups or time.

In both cases please contact the course author to explain why you do not have enough rights.

8.4.3 Course Modifications

When working on a course and getting the message that the course has been modified, the course author has just updated that course in the meantime. Click on the button "Close course and restart" to get to the updated course version.

9 Creating Courses

This chapter is meant for course authors and tells you how to create your own course. There are two possibilities to create and publish your course in no time. You can either work with the Wizard to create courses or use the course editor and follow our step-by-step guide. In addition you will find information on advanced course settings. Further details regarding course elements and editor can be found in the chapter "Course Elements and Course Editor" (see page 67).

9.1 General Information

OpenOLAT courses can represent lectures, seminars, group puzzles or problem-based learning. A maximum of flexibility is guaranteed by using any number of course elements in any order of your choice; therefore it is easy to realize your didactic concept.

9.2 Requirements

You have a certain didactic concept in mind and know what your course participants' learning target is. You have already adapted your learning content to be used on a learning platform in electronic format (HTML pages, Word files, CPs (see page 41), etc.).

Now you can apply for author rights at your OpenOLAT support team and get started!

9.3 Just a Few Clicks and the Course Wizard Will Create Your OpenOLAT Course

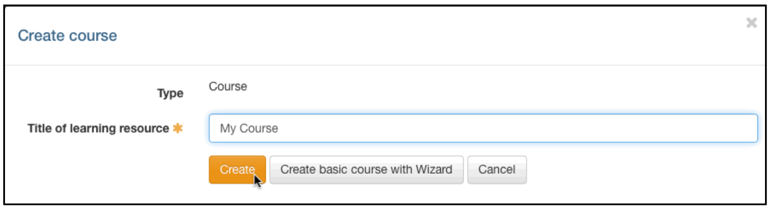
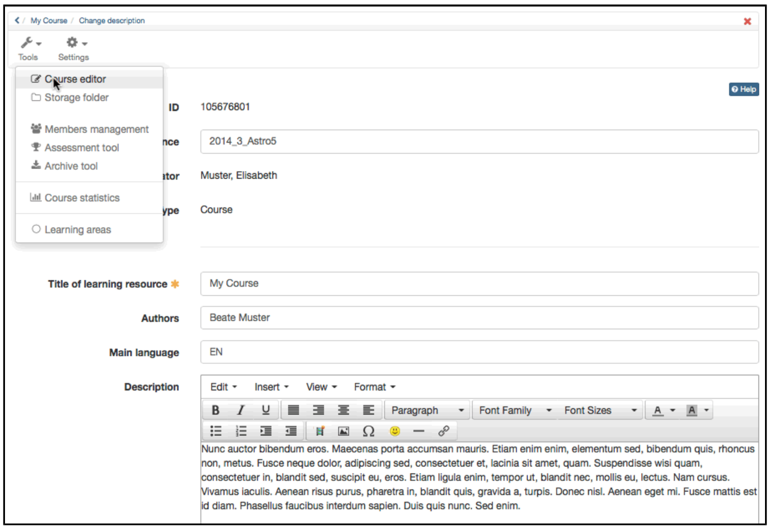
There is a wizard to help you create courses. This Wizard is meant for course authors who prefer to use only the most popular course elements in OpenOLAT without having to deal with the entire range of features available in the course editor.

By selecting "Course" in the drop-down menu "Create" in the "Authoring" section you will get to this course wizard. Just indicate the title and select "Create basic course with Wizard." Follow the instructions to have your course created.

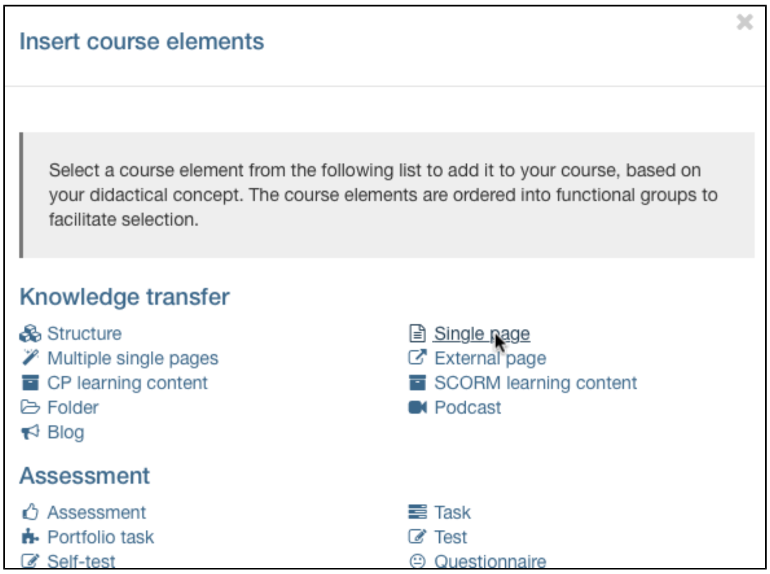
Your course can now be found under "Authoring" in the "My entries" tab where you can edit it anytime within the course editor.

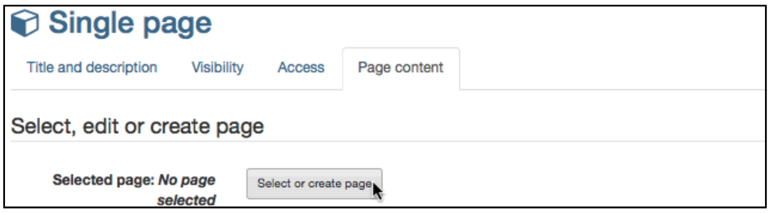
9.4 In Five Steps to Your Course With the Course Editor

If you would like to get to know how to use the course editor the following chapter will provide you with useful information. Having reached the end of our illustrated guide you will have created a course similar to the one created with the Wizard. However, in contrast to the Wizard you will have made yourself familiar with the features of the course editor and will therefore be able to edit courses or create more complex ones later on.

<table>
<tr><th colspan="3">Step 1: Create course</th></tr>
<tr><td>1</td><td>Click on "Authoring" in the main navigation.</td><td rowspan="2">
</td></tr>
<tr><td>2</td><td>Select "Course" in the drop down menu "Create" in the toolbar.</td></tr>
<tr><td>3</td><td>Insert title and click "Create".</td><td rowspan="3">
</td></tr>
<tr><td>4</td><td>Add a description and more metadata like e.g. the requirements or a picture, and save.</td></tr>
<tr><td>5</td><td>Start course editor from the "Tools" drop down menu in the toolbar.</td></tr>
</table>

Step 2: Insert welcome page	
1	Click "Insert course elements" in the course toolbar and select "Single page" in the knowledge transfer section. A new course element is always inserted right beneath the currently selected course element.
2	Indicate a short title in the tab "Title and description" and save your settings.
3	In the tab "Page content" click on "Select or create page".
4	Indicate the file name of the HTML page to be created (e. g. "welcome") and click on "Create".
5	Write a welcome message.
6	Click on "Save and close".

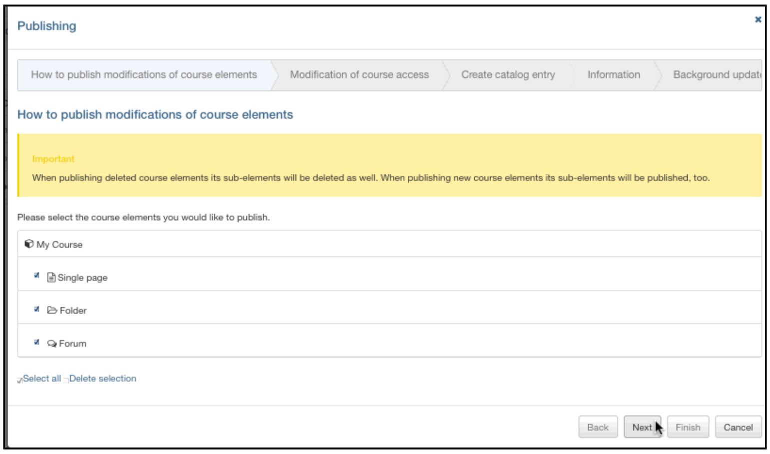
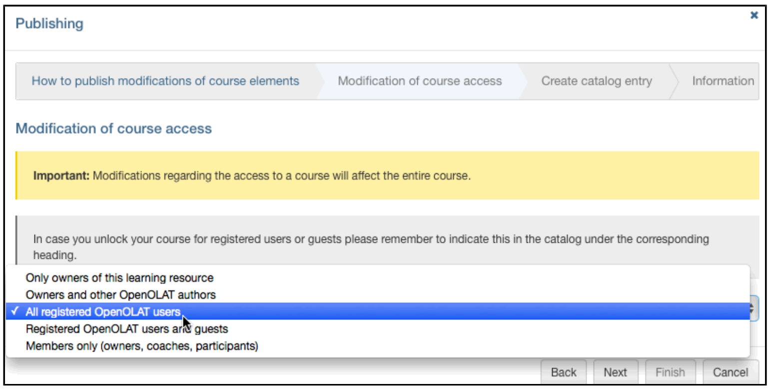


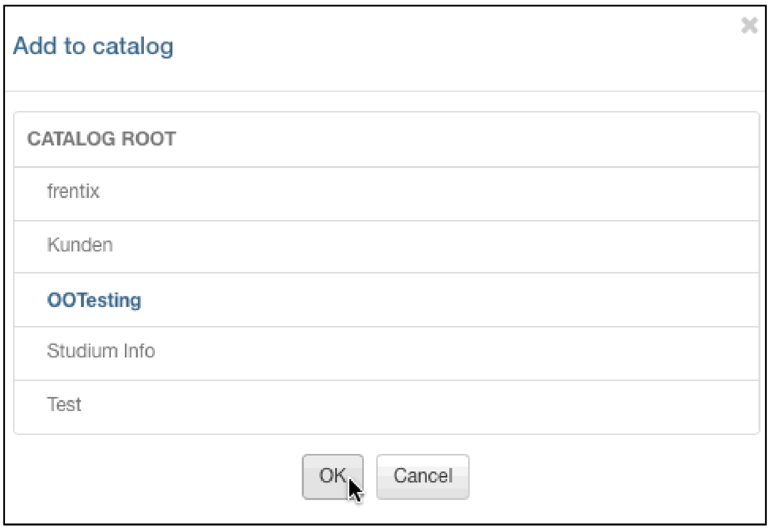


Step 3: Insert folder for courseware before uploading documents from your computer	
1	Click "Insert course elements" in the course toolbar and select "Folder" in the knowledge transfer section. A new course element is always inserted right beneath the currently selected course element.
2	Indicate a short title in the tab "Title and description" and save your settings.
3	Click on "Open folder" in the tab "Folder configuration".

Step 3: Insert folder for courseware before uploading documents from your computer	
4	Select the link "Upload file."
5	Search for a document on your own computer and click "Upload".

Step 4: Insert discussion forum	
1	Click "Insert course elements" in the course toolbar and select "Forum" in the communication and collaboration section. A new course element is always inserted right beneath the currently selected course element.
2	Indicate a short title in the tab "Title and description" and save your settings.

Step 5: Publish and activate your course		
1	Select "Publish" in the course toolbar on the top.	
2	All changes will automatically be published. Changes to a course element will not be published if you deselect it.	
3	Click "Next".	
4	Select "All registered OpenOLAT users" in the pull-down menu, section "Modification of course access".	
5	Click "Next".	

Step 5: Publish and activate your course		
6	Select "Yes" in the "Add course to catalog" pull-down menu in the "Create catalog entry" section.	
7	Click the "Add to catalog" button, elect the appropriate category and click "OK".	
8	Click „Finish“.	
9	Either click the red X in the top right corner or on the course name in the breadcrumb navigation in order to close the editor.	

Now your course is visible for OpenOLAT users and can be used.

Your course is also now available in the catalog and course participants can find it in the corresponding category.

10 Course Elements and Course Editor

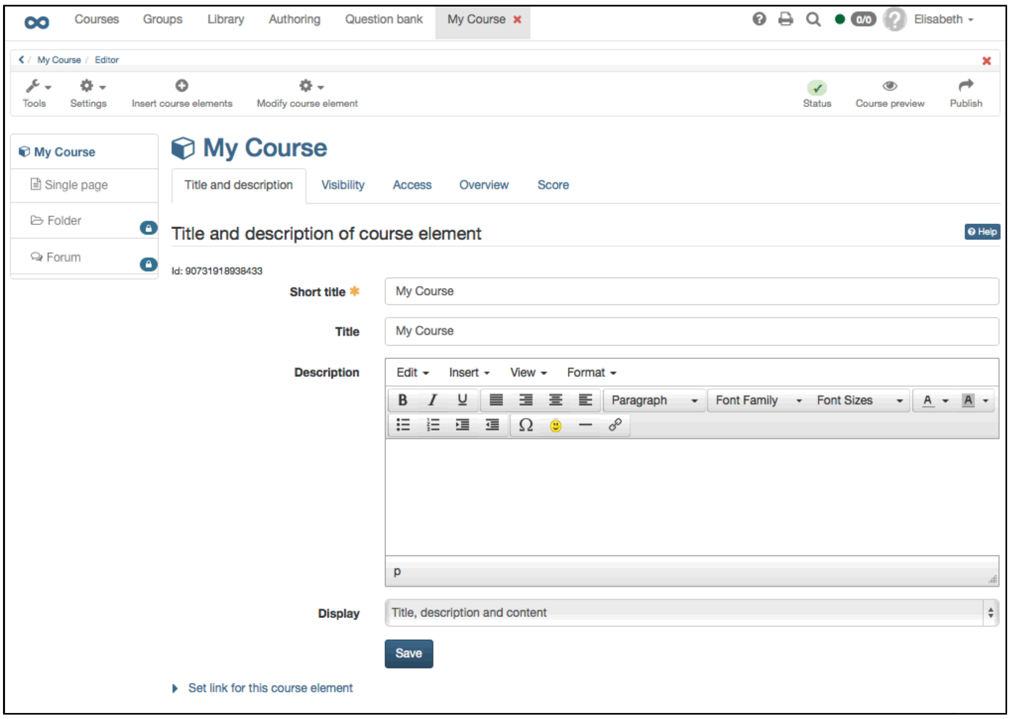
In this chapter course authors will learn more about adding and configuring course elements in the course editor. After giving general information on all course elements, further details on necessary configurations and on the use of single elements will be provided. Additionally it is illustrated how the course tools available to authors work and what you can do with each course element.

First follow the instructions provided in the chapter "Creating Courses" (see page 62), if you have not created a course before.

10.1 General Configuration of Course Elements

10.1.1 Opening the Course Editor

The course editor is there to modify your course. You open it by clicking on the "Edit" icon in the table in the authoring section. If the course view is already opened just select the link "Course editor" in the pull-down menu "Course tools" in the toolbar. You will recognize the activated course editor by the additional tools in the toolbar.



In the toolbar you will find the pull-down menu "Tools" containing the links to the eight course tools as well as the pull-down menu "Settings". Via the icon "Insert course elements" opens a selection window providing a list of all available course elements. The pull-down menu "Modify course element" contains further actions regarding course elements (e.g. delete). On the right side of the toolbar, you will find the status display as well as the editor tools "Course preview" and "Publish".

10.1.2 Adding Course Elements

A course can comprise any number of course elements. In a course you can use several course elements of the same type; they can be nested as well.

Select the course element under which the new element should be inserted. Click on the course element of your choice in the selection window "Insert course element" in the toolbar. The new element will be positioned beneath the currently selected course element. If the top course element is selected, the new element will be automatically inserted at the end of the course. Now you can configure your new course element.

Course elements can be easily re-arranged with „Drag&Drop" at any given point in time.

In the course navigation you will see most of the time a symbol next to each course element indicating its characteristics or pointing out any missing or wrong settings. In the toolbar you can find the status display containing the corresponding explanations to those symbols.

10.1.3 Configuration of Title and Description

Each course element always comprises the tabs "Title and description," "Visibility," and "Access." In addition there are one or more tabs to configure your course element individually.

In the tab "Title and description" you can describe your course element further. The field "Short title" is mandatory. This short title serves as labeling of your course element in the course navigation and is restricted to 25 characters.

The content in the field "Title" serves as additional description of your course element and appears on the course's homepage as sub-title if you have selected "Automatic overview" in the tab "Overview." This title will also be displayed when moving the cursor over the element's short title in the course navigation.

Avoid using slashes or full stops in the fields "Short title" and "Title." These special characters can cause problems when archiving courses later on.

In the field "Description" you can provide detailed information on your course element. That description will appear on the course homepage if you have selected "Automatic overview" in the tab "Overview".

By means of "Display" you determine what course participants will see when clicking on a course element. A click on course elements such as "Single page," "External page," "CP learning content," and "SCORM learning content" will result in displaying the default setting "Only content." All other course elements will show "Title, description and content" by default.

There is the possibility to set links on each course element. Just click on "Set link for this course element" to have the external as well as the internal link of a course element on display.

In order to refer from outside your course to a course element you have to use an external link. In order to set links within a course you have to use internal links.

10.1.4 Configuration of the Tabs Visibility and Access

You can limit the access to course elements in three ways. If you want to limit a course element's visibility it will no longer appear in the course navigation. If you plan to limit its access it will still appear in the course navigation, however, when clicking on it your participants will get a message that this course element is not accessible. In addition to that, the course element "Structure" may be protected with a password in the access tab.

In the tab "Visibility" there are four options: "Blocked for learners", "Depending on date", "Depending on group" and "Depending on assessment"; by means of these options you can determine who will see when and under which circumstances a certain course element in the course navigation. OpenOLAT users excluded by those predefined rules will not be able to see certain course elements. You can e.g. determine that registration is only possible within one week (option "Depending on date"), you can grant access to a particular folder only to registered course participants (option "Depending on group") or you can provide a questionnaire only for those course participants who have passed a test (option "Dependening on assessment"). In order to include course authors and tutors into these rules you have to activate the option "Apply rules for owners and tutors". Activating the option "Blocked for learners" leaves the course exclusively visible for tutors and course administrators only. All other OLAT users will not get access.

In the tab "Access" there are the same four options mentioned above: "Blocked for learners", "Dependening on date", "Depending on group" and "Depending on assessment"; by means of these options you determine who will be able to access when and under which circumstances a certain course element. OpenOLAT users excluded by those predefined rules will see certain course elements but will not be able to open them. In order to include course authors and tutors into these rules you have to activate the option "Apply rules for owners and tutors".

Furthermore, for the course element "Structure", you can activate the password protection and set the password here.

If a course element is visible but not accessible you can provide an explanation for excluded users in the tab "Visibility" to clarify your reasons.

All restrictions on course elements will also apply to their sub-elements. This means that if you add a password or restrict the top course element's visibility those settings will also apply to your entire course elements.

10.2 Access Restrictions in the Expert Mode

10.2.1 Use of Expert Rules

In case of more complicated visibility or access rules you can also use theexpert mode. You can e.g. limit a course element's access to a specific user name. It is also possible to interrelate several restrictions to each other. Just click on "Display expert mode" in the tabs "Visibility" and "Access" in order to define your expert rules in the box provided.

10.2.2 Configuration of Expert Rules

Expert rules certify if there is an attribute with a specific value.

Attribute	Description	Example Expert rule
isGuest	accessible only for guests	isGuest(0)
isCourseCoach	available only for users coaching a group	isCourseCoach(0)

Attribute	Description	Example Expert rule
isUser	available only for one specific user	isUser("pmuster")

In the tabs "Visibility" and "Access" there will be more examples of expert rules within the context-sensitive Help.

There are various options to interrelate single rules to each other. The two most important operators to combine attributes are:

- AND conjunction: &
- OR conjunction: |

Please note that an OR conjunction precedes an AND conjunction. In order to handle an AND conjunction first you have to use brackets.

Example: The expert rule (inGroup("Participants IntensiveCourse") & isCourseCoach(0)) means that either participants of an intensive course or all coaches of groups will have access to a course element.

10.2.3 Use of AAI Attributes

If you are enrolled at swiss academia or any other institution with access to an AAI infrastructure, by means of AAI attributes you can set access rules within a course to make sure that only course participants with specific user attributes (e.g. members of a certain organization) will have access to your course material. AAI means "Authentication and Authorization Infrastructure" and allows university members to use systems of other participating institutions with only one user name and password. For further information on AAI please go to e.g. Switch (http://www.switch.ch/aai/) or to Deutsches Forschungsnetz (https://www.aai.dfn.de/en/) .

Available attributes and possible values are described in the AAI Attribute Specification on the Switch (https://www.switch.ch/aai/docs/AAI_Attr_Specs.pdf) and the DFN-AAI (https://www.aai.dfn.de/der-dienst/attribute/) site (in german). The two most common attributes at swiss universities can be found in the following table along with examples of their corresponding expert rules:

Attribute	Description	Example Expert rule and Explication
swissEduPerson-HomeOrganization	University or home organization	hasAttribute ("swissEduPersonHomeOrganization", "uzh.ch"): only members of the Zurich University will get access.

Attribute	Description	Example Expert rule and Explication
swissEduStudyBranch3	Field of study, 3rd classification	hasAttribute ("swissEduPersonStudyBranch3"," 6400"): only veterinary medicine students will have access.

For further information on attribute values or the application of AAI attributes in Switzerland please go to Switch (http://www.switch.ch/), and for Germany go to Deutsches Forschungsnetz (https://www.aai.dfn.de/en/).

10.3 Types of Course Elements

10.3.1 Course Element: Structure

The course element " Structure" serves to arrange your course. By default it offers an automatic overview of all sub-elements along with short title, title, and description. Use this course element to arrange your course content and/or to clearly separate your modules.

> The course element structure and all its sub-elements can be protected with a password. Open the tab "Access" to activate the password protection and set the password.

By means of the course element "Structure" you can determine to put either an automatic overview, an automatic overview with preview or your own HTML page on display. All necessary configurations are made in the tab "Overview." When selecting "Automatically generated overview incl. preview" you can choose up to ten subordinate course elements whose preview will appear in one or two columns. In OpenOLAT there is even an integrated HTML editor at your disposal if you want to design a HTML page according to your needs (e.g. a welcome page).

In addition you can combine the status of assessable course elements ("Task", "Test", "SCORM learning content", "Assessment", "Checklist", "LTI page", "ePortfolio") in the course element "Structure." According to the display of your choice you have to select in the tab "Score" the corresponding option in the section "Calculate score?" or "Calculate passing score?". The option "Calculate passing score?" either depends on a minimum score defined by yourself or you can adopt the status "Passed" or "Failed" from the selected course element.

Use explicit short titles for all of your assessable course elements to be able to clearly distinguish them in the tab "Score."

10.3.2 Course Element: Single Page

In the course element "Single page" you can insert various files in your course. It is possible to announce general information there such as your program or recommended literature regarding your course. There are three possibilities to embed a page's content in your course:

- Create new HTML page online
- Select any file from the storage folder
- Upload file in storage folder

Click on "Create page and open in Editor" or "Select page" in the tab "Page content." If you have already embedded a file just click on "Replace page."

Create your page content directly by means of the OpenOLAT HTML editor. The file created automatically when creating a page for the first time already has the name of the course element. In case you wish to replace an already existing file, click on "Replace page" and select "Create file". Indicate your file name in the field "Create a new HTML page" before clicking on "Create." The HTML editor will open and you can create your content as if using a word-processing program. Your page will then be stored in the corresponding folder in the storage folder.

Avoid opening or saving HTML pages that have been created by means of an external editor with the OpenOLAT HTML editor; part of your formatting could be lost.

If you have already uploaded a file in your storage folder or if you have created one there you can embed this file by clicking on "Replace page" and selecting "Choose file". All files in the storage folder will be displayed.

In the section "Upload file" under "Replace page" you can upload files from your local computer, zipped or one by one, before embedding them. All file formats are allowed (e.g. doc, xsl, pdf, jpg, mp3).

In the tab "Page content," section "Security settings," you can determine if references in your HTML pages should only be possible to files of the same folder (along with its sub-folders) or if all files of the storage folder can be referenced. Coaches without author rights can be given editing rights to this specific page here. Detailed information on these options can be found in the context-sensitive Help of the tab "Page content".

In the "Layout" tab you can define the settings for the display of page contents. Here you determine whether the page should be displayed unaltered, or optimized for OpenOLAT. The display mode "Optimized for OpenOLAT" allows you to e.g. apply the course layout to the page content, or to enable the course glossary. Detailed information on these options can be found in the context-sensitive Help of the tab "Layout".

Multiple single pages

Clicking "Multiple single pages" displays all files available in this course. More files can be added using the storage folder.

Select all files you wish to add to the course as single pages, and decide whether the selected files should be added after or as a child of the current course element. You can arrange the new pages afterwards into their correct order.

10.3.3 Course Element: External Page

By means of the course element "External page" you can embed web pages in your course navigation. The content of the page will be displayed in an OpenOLAT window. It is recommended to use this course element when planning to include pages containing database queries (e.g. research tools, online exercises, etc.). It is only possible to link external pages via HTTP or HTTPS protocols.

First you have to indicate the URL to be referenced in the tab "Page content." In order to see that linked page correctly there are the following four options to choose from: "Completely embedded" (source hidden), "Embedded (source hidden)," "Embedded (source visible)," and "New browser window" (source visible). More details regarding these options can be found in the context-sensitive Help in the tab "Page content." For pages that require authentication you can provide the corresponding values in the fields "User" and "Password."

> If you are not sure which option is best in your situation you can try "Completely embedded" first to test the other alternatives till your page is displayed correctly.

10.3.4 Course Element: LTI Page

By means of the course element "LTI page" it is possible to integrate external learning applications in your course before having their content displayed in an OpenOLAT window. LTI means "Learning Tool Interoperability" and is an IMS standard to embed external learning applications such as e.g. a chat, a media Wiki, a test editor, or a virtual lab.

Indicate the URL to be referenced in the tab "Page content" along with its key and password. When selecting this LTI page in the course navigation, the user must accept the data transfer for privacy protection reasons first, before any user data, course information or keys will be transferred to the embedded application, password controlled and in the background. Your learning application will check access rights and grant access with a valid key.

If the option "transfer score" is activated, the LTI page can be added as an assessable course element to the course, which then appears in the assessment tool. In addition to that, the score also appears on the homepage of the LTI course element.

The display options allow you to determine how the page is displayed for your students. Detailed information on these options can be found in the context-sensitive Help of the tab "Page content".

10.3.5 Course Element: CP Learning Content

CP means "Content Packaging" and is an e-learning standard for learning content. Use the course element "CP learning content" to include learning content in the IMS CP format (IMS CP version 1.1.2) in your course. You can create CPs directly within OpenOLAT; further information can be found in the chapter "Creating CP Learning Content" (see page 113). Or you can create a CP externally, e.g. with eLML (http://www.elml.org).

In the tab "Learning content" just click on "Create, select or import CP learning content" in order to assign a CP to your course element or to create a new CP. CPs can either be imported to the course editor or by means of the "Authoring" section; further information can be found in the chapter "Courses, catalog and learning resources", section "Import" (see page).

To change the assignment of a certain CP learning content later on just click on "Replace CP learning content" in the tab "Learning content" before selecting another CP.

In the section "Display" you can determine how your learning content should be presented to course participants.

In the "Layout" tab you can define the settings for the display of the CP. You can either use the layout configuration settings from the learning resource, or modify the standard settings. If you choose the "Modify" option, the following settings are available. You can then determine whether the CP should be displayed unaltered, or optimized for OpenOLAT. The display mode "Optimized for OpenOLAT" allows you to e.g. apply the course layout to the CP content, or to enable the course glossary. Detailed information on these options can be found in the context-sensitive Help of the tab "Layout".

10.3.6 Course Element: SCORM Learning Content

SCORM means "Sharable Content Object Reference Model" and is another standardized e-learning format supported by OpenOLAT. Use the course element "SCORM learning content" to include learning content in SCORM format (SCORM version 1.2) in your course. Your SCORM package has to be created externally, e.g. with eLML (http://www.elml.org).

In the tab "Learning content" just click on "Select or import SCORM learning content" to assign a SCORM learning content to your course element. Click on "Import" to upload a new SCORM package or select an existing SCORM package from your entries. SCORM packages can either be imported to the course editor or by means of the "Authoring;" for further information please go to the chapter "Courses, catalog and learning resources", section "Import" (see page).

In order to change the assignment of your SCORM learning content later on you have to click on "Replace SCOPRM learning content" in the tab "Learning content" before selecting another SCORM package.

In the section "Settings" you can determine how your learning content should be presented to course participants. More detailed information can be found in the context-sensitive Help of that field.

In the "Layout" tab you can define the settings for the display of the SCORM package. You can either use the layout configuration settings from the learning resource, or modify the standard settings. If you choose the "Modify" option, the following settings are available. You can then determine whether the SCORM package should be displayed unaltered, or optimized for OpenOLAT. The display mode "Optimized for OpenOLAT" allows you to e.g. apply the course layout to the SCORM package. Detailed information on these options can be found in the context-sensitive Help of the tab "Layout".

> SCORM learning content will always be presented with a homepage. If such content contains tasks as well as tests you will learn from that homepage more about your score and remaining attempts to take tests.

10.3.7 Course Element: Folder

In the course element "Folder" you can offer files to be downloaded. Often folders are used to provide course participants with scripts or slides regarding your course. Using the external link available in the meta data, you can link directly to a specific file from outside of OpenOLAT.

In general all course participants have the permission to download files from that folder. All course authors additionally may upload files. These preset rights can be adapted according to your needs in the tab "Access" of the respective course element.

For each course element "Folder" you can dispose of ca. 100 MB storage space. If you should need more please contact your OpenOLAT support team.

If you want to use more than one folder, e.g. one for each course event, it is recommendable to introduce the course element "Structure" before subordinating your folders to that structure. All restrictions regarding visibility and access then have to be configured in the course element "Structure" only.

10.3.8 Course Element: Wiki

Use a Wiki to easily create learning content together with your course participants. A Wiki is suitable for doing group work; it can serve as documentation tool or as some sort of knowledge base for your studies and projects.

If you can't find the "Wiki" course element in the course editor, it was disabled by a system adminstrator.

The course element "Wiki" helps you to embed a Wiki in your course. Just click on "Select, create or import Wiki" in the tab "Wiki learning content" to assign a Wiki already existing or to create a new one. The chapter "Creating Wikis" (see page 118) will tell you how to do so step by step.

In order to change the assignment of a Wiki later on click on "Replace Wiki" in the tab "Wiki learning content" before selecting another Wiki.

In general all course participants have read and write permission in a Wiki. Only those OpenOLAT users who have created the Wiki or users appointed as owners are allowed to delete Wiki pages. These preset rights can be adapted in the tab "Access" of the respective course element according to your needs.

In the chapter "Learning Activities in Courses," section "Wiki" (see page 51), you will find more information on how to adapt the Wiki syntax, how to create new pages, and how to view different versions of a Wiki page.

10.3.9 Course Element: Podcast

The course element "Podcast" can either be used to easily provide others with your own audio and video files or with external podcast episodes in OpenOLAT. Course participants can see episodes directly within OpenOLAT; or they can subscribe to podcasts, upload those by means of online services such as iTunes before copying them to a mobile device.

Add the course element "Podcast" to your course. Create your podcast in the tab "Podcast learning content" before editing it. Determine at first if you want to integrate an external podcast or if you prefer to create episodes on your own. How to create a podcast step by step and further information on other configuration possibilities can be found in the chapter "Creating Podcasts" (see page 121).

> Only course authors and moderators are allowed to create podcast episodes by default. However, all course participants are able to comment on episodes and can assess them by means of 1 - 5 stars. In the tab "Access" it is possible to adapt these settings according to your needs.

10.3.10 Course Element: Blog

By means of a "Blog" you can inform your course participants on news in the form of texts, pictures or videos. After embedding your course element it is possible to create new entries in the course view immediately.

The course element "Blog" serves to include a blog into your course. In the tab "Blog learning content" you can create a blog before editing it. You should determine first if you want to include an external blog or if you prefer to create new entries on your own. How to create a blog step by step and further information on other configuration possibilities can be found in the chapter "Creating Blogs" (see page 126).

> Only course authors and moderators are allowed to create blog entries by default. However, all course participants are able to comment on entries and can assess them by means of 1 - 5 stars. In the tab "Access" it is possible to adapt these settings according to your needs.

10.3.11 Course Element: Forum

By means of the course element "Forum" you can provide your course with the possibility to communicate online, e.g. to discuss questions regarding the course content among your course participants.

Generally all course participants have read and write permission in a forum. All course authors and tutors dispose of the option to moderate a forum additionally. These preset rights can be adapted in the tab "Access" of the respective course element according to your needs.

Moderators hold the following rights:

- Editing and deleting all posts in a forum; attaching files.
- Prioritizing threads (sticky): a certain discussion subject will always appear on top of a list.
- Closing discussion: it will no longer be possible to reply to a certain discussion subject.
- Hiding discussion: a certain subject will no longer appear in the forum list.
- Displaying discussion: hidden subject will be displayed anew.
- Filter for persons: on the forum's overview page posts of every single course participant can be displayed.
- Archiving forum: posts and attached files will be zipped before storing them in your personal folder.

> A course author can also use the forum to notify course participants in the short term. Just configure your forum in the tab "Access" accordingly, i.e. that only course authors have write permission. Advise your course participants on subscribing to the forum to be up-to-date.

In the chapter "Learning Activities in Courses" you will get further information on opening topics and replying to questions; see section "Forum" (see page 49).

10.3.12 Course Element: File Dialog

The course element "File dialog" provides you with preset discussion forums; in contrast to an ordinary forum, dialogs here are explicitly based on certain documents. Use such a file dialog to let your course participants discuss e.g. scientific articles or papers.

In the tab "Forum/storage configuration" you can upload documents in the storage folder of your file discussion by clicking on "Upload file." You can also determine if your file dialog should be included in your course or if it should be displayed in a new window.

In general all course participants have read and write permission in a forum and may upload or download files. All course authors and tutors additionally dispose of the option to moderate a file dialog. These preset rights can be adapted in the tab "Access" of the respective course element according to your needs. The right to moderate has already been explained in the section "Course Element: Forum (see page 80)."

In the chapter "Learning Activities in Courses" you will get more information on how to upload files or how to open topics and reply to questions; see section "File Dialog" (see page 50).

10.3.13 Course Element: Assessment

The course element "Assessment" is suitable to assess achievements not handed in electronically. You can evaluate manually e.g. presentations by course participants with passed or failed, with a score or with an individual comment. The course element "Assessment" serves to preconfigure the assessment of such achievements. Individual assessments can be inserted by using the assessment tool of your course.

According to your assessment you can preconfigure the display of a score, of a status or a comment in the tab "Assessment." In the field "Information for all users" and "Information for tutors" you provide general information on how to assess achievements.

> In order to assess a course participant personally that participant has to be member of at least one group of your course.

10.3.14 Course Element: Task

By means of the course element "Task" you can provide exercises to be handed in electronically before being assessed by a tutor.

In the tab "Sub-elements" you determine which of the following five sub-elements you want to select:

- Assignment: assign tasks to course participants.
- Drop box: this is the folder where course participants upload their solutions.
- Return box: this is the folder where course participants will find their tasks corrected.
- Assessment: create individual assessments for each course participant.
- Sample solution: provide course participants with sample solutions of their tasks.

How to create tasks step by step and further information on other configuration possibilities can be found in the chapter "Creating Tasks" (see page 130).

How course participants will see the course element "Task" will be explained in the chapter "Learning Activities in Courses," section"Task" (see page 54).

10.3.15 Course Element: Portfolio Task

By means of the course element "Portfolio task" you can provide predefined portfolio templates to be filled by your course participants. Their tasks can then be submitted electronically and assessed by a tutor.

> In order to assess course participants with the assessment tool, they have to be registered in a group first. Otherwise you will not be able to find that participant within your assessment tool.

By means of the tab "Learning content" you can create new portfolio templates or select a predefined one. How to create a portfolio task as course author will be explained in the chapter "Creating Portfolio Tasks" (see page 135).

Additionally you can determine a deadline for your portfolio task in the tab "Learning content." You can define a specific date or set a deadline in relation to that task's collection date. If the deadline is over your task will be retracted automatically; it will no longer be possible to perform that task.

> By means of the assessment tool you will have the opportunity to change a deadline for a single user.

Optionally you can create a message to be displayed when clicking on the course element "Portfolio task" within your course.

In the tab "Assessment" you can preconfigure the display of scores, status, as well as individual comments. Within the fields "Hint for all users" and "Hint for tutors" you can provide course participants and tutors with general information on how to make assessments.

Information on how a portfolio element is seen and dealt with by course participants can be found in the chapter "Learning Activities in Courses," section "Portfolio task" (see page 56).

10.3.16 Course Element: Test

The course element "Test" is used to control achievements within a course. Course results will be archived in a personalized way. A test has to be imported or created first in the so-called IMS QTI format (version 1.2). If you have not generated a test before please follow the instructions in the chapter "Creating Tests and Questionnaires" (see page 144).

By means of the course element "Test" you include that test in your course. In this course element, data regarding course participants will be stored (number of attempts, scores, detailed assessments). Click on "Select, create or import file" in the tab "Test configuration" to assign this course element to a test or create a new one.

> If you want to replace a test already embedded just click on "Replace file" in the tab "Test configuration" and select a new test. In case there are already test results of course participants you can download them next.

> Attention: In case participants are taking a test at that moment all their results will be lost since that test is not complete. All results achieved between replacing and publishing a test will be lost as well.

A test will always be started along with a homepage in your course. You can edit the content of this page in the section "Information (HTML page)".

The presentation of results, etc. can be configured in the tab "Test configuration" as well. For more information please go to "Display Options and Configuration" (see page 152), section "On the course level."

Information on how to see test results can be found in "Archiving Results of Tests and Questionnaires" (see page 155).

10.3.17 Course Element: Self-test

The course element "Self-test" is also used to control achievements in a course. In contrast to the course element "Test" self-tests are suitable to get practice; results of self-tests will be saved anonymously. Self-tests can be taken as often as needed. The course element "Self-test" contains learning resources of the type "Test." Therefore it is up to you if you want to offer a test or a self-test. Your test has to be imported or created first in the so-called IMS QTI format (version 1.2). If you have not generated a test before please follow the instructions in the chapter "Creating Tests and Questionnaires" (see page 144).

By means of the course element "Self-test" you embed your test in a course. In this element data regarding course participants are stored anonymized (number of taken tests, scores, detailed assessments). Just click on "Select, create or import file" in the tab "Configuration self-test" to assign your course element to a test or create a new one.

If you want to replace a test already embedded just click on "Replace file" in the tab "Configuration self-test" and select a new one. In case there are already test results of course participants you can download them next.

Attention: In case participants are taking a self-test at that moment all their results will be lost since that test is not complete. All results achieved between replacing and publishing a test will be lost as well.

A self-test is always started along with a homepage in your course. You can design its content individually in the section "Information (HTML page)".

The presentation of results, etc. can be configured in the tab "Self-test configuration" as well. For more information please go to "Display Options and Configuration" (see page 152), section "On the course level."

Information on how to see test results can be found in "Archiving Results of Tests and Questionnaires" (see page 155).

10.3.18 Course Element: Questionnaire

By means of a questionnaire you can carry out online evaluations in your course, e.g. at the beginning to find out what your course participants expect. You can also process the results gained with statistic methods or evaluate your course at the end. Results will be stored anonymously. A questionnaire has to be imported or created first in IMS QTI format (version 1.2). If you have never generated a questionnaire before please follow the instructions in the chapter "Creating Tests and Questionnaires (see page 144).

By means of the course element "Questionnaire" you embed a questionnaire in your course. Click on "Select, create or import questionnaire" in the tab "Questionnaire configuration" to assign that course element to a questionnaire.

> If you want to replace a questionnaire already embedded just click on "Replace file" in the tab "Questionnaire configuration" and select a new one. In case there are already questionnaire results of course participants you can download them next.

> Attention: In case participants are taking a questionnaire at that moment all their results will be lost since that questionnaire is not complete. All results achieved between replacing and publishing a questionnaire will be lost as well.

A questionnaire will always be started along with a homepage in your course. You can design its content individually in the section "Information (HTML page)."

The presentation of results, etc. can be configurated in the tab "Questionnaire configuration" as well. For more information please go to "Display Options and Configuration" (see page 152), section "On course level."

Information on how to download questionnaire results can be found in "Archiving Results of Tests and Questionnaires" (see page 155).

10.3.19 Course Element: Enrolment

The course element "Enrolment" is used to let course participants enroll in groups. It is then possible to restrict access to certain documents or to assign group work. Just define in the tab "Configuration" in which groups participants will be able to enroll. When indicating a learning area this area will be offered to all groups. In case you have not already created groups or learning areas or in case you need more, you can perform this by clicking on "Select" and "Create" in the tab "Configuration." For further information please navigate to the section „Learning area" (see page) in the chapter "Course Elements and Course Editor", and the chapter "Groups" (see page 29).

In the field "Delisting allowed" you can decide if a registered course participant should have the possibility to delist from a group. In the group management you can determine while editing groups if there should be a waiting list and if moving up automatically from that list should be possible.

> It is not enough to only select learning areas in the tab "Configuration." These learning areas have to be assigned to groups as well. You should make such assignments in the editor of your course. More detailed information can be found in the section "Learning Areas" (see page) in the chapter "Course Elements and Course Editor".

> If you want to restrict the visibility or access of course elements to registered course participants it is not advisable to configure the course element "Enrolment" as depending on groups; course participants would not be able to register at all.

10.3.20 Course Element: Topic Assignment

The course element "Topic assignment" is useful if you want to announce e.g. topics for term papers in your course before having them supervised. Course authors determine the detailed configuration of their topic assignment. This comprises e.g. who has the right to announce and supervise topics, how topics have to be described, or how many topics can be selected by one course participant. What makes this course element so special is the fact that not course authors but topic authors will announce and supervise such topics.

How to configure topic assignments

In the tab "Configuration" you determine first how many topics can be selected by one participant, if this selection is definite or if it has to be accepted by the topic author first. Furthermore you can add additional fields to describe a topic in more detail. This description will then be displayed in the table containing all topics announced. Here you can also determine if registrations and submissions shall only be possible within a certain period of time. In the tab "Sub-elements" you can choose if there should be a drop box as well as a return box in your topic assignment. Course participants will then upload their files to that drop box while topic authors will return those files by means of a return box.

How to appoint topic authors

In the tab "Persons in charge" you add those OpenOLAT users who should be able to announce and supervise topics. These persons do not necessarily have to hold author rights.

If you remove a topic author who has already announced a topic he will still be able to supervise it. However, this person will no longer be able to announce new topics.

Role of topic authors

When being authorized by a course author to act as topic author you can announce as well as supervise topics. Just open the course view and navigate to your topic assignment.

How to create a new topic

Click on "Create new topic" and indicate its title as well as a description. Depending on the configuration of your topic assignment you can add further details to the topic's description, determine deadlines for registration and submission, decide how many course participants are allowed to select your topic, and upload additional files if needed.

How to configure topics

If you want to modify your configuration later on just click on the topic's title. Now you will be able to edit that topic, change its status from "Open" to "Closed" or vice versa, or delete that topic.

How to manage participants

If the configuration of your topic assignment requires that course participants have to be accepted by the topic author you will see on the home page of topic assignments the note "Check participant" in a table as soon as somebody has applied for your topic. Now open the tab "Topic assignment" and accept the application of your candidate(s). It is also possible to add or remove participants in this tab manually.

How to upload and return files

In the tab "Folder," section "Drop box," you will find all those files course participants have submitted. In the section "Return box" you can put files already corrected. There will be one sub-folder for each course participant.

10.3.21 Course Element: Notifications

This course element allows you to embed notifications in your course structure. These notifications will be visible in your course as well as in the notifications section of each single user. Course participants can subscribe to this element; it is also possible to establish an automated subscription. Messages from notifications course elements can be viewed using the subscriptions tool in the personal menu. Course authors (in a course) can determine the amount of notifications that should be displayed in a course.

10.3.22 Course Element: Participant list

Unlike the member management (see page 96) course tool, which is only visible for course owners, the course element "Participant list" provides a list of all course members to those OpenOLAT users allowed to open the respective course. Members are listed depending on their role within the course as either course administrator, coach or participant.

By linking the member names to their OpenOLAT visiting card as well as the OpenOLAT mail service, this course element facilitates contacting your fellow course members directly from within the course.

10.3.23 Course Element: E-Mail

By means of the course element "E-Mail" you provide your course participants with the possibility to send an e-mail to pre-defined recipients.

There are two possibilities to send messages. You can either select the pre-defined groups of recipients you want to send a message to in the tab "Recipients" or you directly indicate your e-mail addresses. You can select whether you wish to address owners, coaches and /or participants of either course, groups or both.

> In order to enter several addresses in the field "E-mail addresses" you have to separate them by line breaks

In the fields "Subject (form)" and "Message (form)" you can pre-define default values to be edited later on by your course participants when sending e-mails.

> By means of a suitable short title for the course element "E-mail" you can provide your course participants with information to whom they can send messages. For privacy reasons they will not be able to see the recipients' addresses in your e-mail form.

10.3.24 Course Element: Calendar

By means of the course element "Calendar" you can embed a course calendar in the course structure. This course element offers an alternative view on the course calendar to be found in the course toolbar.

> If you can't find the "Calendar" course element in the course editor, it was disabled by a system adminstrator.

In the tab "Calendar configuration" you can decide which date should be displayed when a course calendar is activated from the course structure. Furthermore you can initiate that dates from your course calendar will automatically be transferred to the personal calendars of your course participants.

> When displaying a certain semester week in your calendar and inserting links on course elements, that calendar will serve as a kind of overview showing all events and tasks of that week.

10.3.25 Course Element: Checklist

The course element „Checklist“ offers you the opportunity to assess and embed e.g. todo, attendance lists or regular checklists into your course structure.

Using the checklist, coaches are able to document a given task list or attendance requirements, or support procedures. A checklist contains items with completed and uncompleted tasks or checks.

By means of the course element "Checklist" you can add different kinds of checklists to your course. Create individual check boxes in the tab "Check boxes" via the button "Add checkbox". You can add files for download to a checkbox. Detailed information on creating and configuring check boxes and the checklist can be found in the respective context-sensitive help.

You can set a due date after which the checklist will be locked for student editing in the "Configuration" tab. As an assessable course element you can specify here whether the participants get points for filling out the checklist, and what should be included in the results display.

After you have created the checklist, you will see the two tabs "My Checklist" and "Manage checklists" on the element page. Course participants without coach rights can not see the administration tab.

The checklist management offers an overview of all checkboxes of participants coached by you. Filter the table by group if you are coaching multiple groups. Edit the checkboxes and assess your participants directly, without leaving the course. For access to the assessment tool, click on the "Edit" link in the table, to the right of the respective users' name.

Checkboxes should not be modified in any way before the due date.

Altogether there are four options to edit user checklists and process their assessment at your disposal. For one, use the "Edit" link in the table, from where you have direct access to the assessment tool. By clicking the "Edit per checkbox" button, a new table with one specific checkbox for all users open. Select the appropriate checkbox by using the checkbox filter dropdown list. The "Edit" button opens the table overview in edit mode, which allows you to edit all checkboxes of all participants. And finally, checkboxes of participants can also be edited in the assessment tool.

Multiple checklists

Clicking "Multiple checklists" opens the checklist wizard, which enables you to create multiple similar checklists simultaneously. They will be added as child nodes to a structure course element.

Create a template for the new checklists in the first, and configure them in the second step. Specify the title and release dates of the individual checklists in the next step. The parent structure element will be configured in the last step. The checklist group is inserted at the end of the course. You can arrange the group or individual checklists afterwards into their correct order. Further information can be found in the respective context-sensitive help.

10.3.26 Course Element: Link list

The course element "Link list" enables the author to quickly assemble a collection of links relevant to the course. No HTML proficiency is required. Simply open the course editor, navigate to the link list course element, open the "Configuration" tab and enter the URL and name of the website you wish to add as a link. The target (URL) and description (name) fields are mandatory, while additional information on the link can be added through the comment field. Add or remove links using the + / - buttons.

10.3.27 Course Element: Virtual Classroom

The course element "Virtual Classroom" allows you to hold virtual meetings with either Adobe Connect or Wimba. The virtual classroom is especially suited for lectures and presentations. The templates allow the use of differently configured virtual rooms.

The virtual meeting room facilitates communication via video, audio and text as well as screen sharing. Depending on the software you are using, a range of other functions are at your disposal.

Please consult the context sensitive help for further information concerning configuration and use of this course element.

10.3.28 Course Element: vitero

The "vitero" course element allows you to embed the vitero system for web conferencing, e-collaboration, live e-learning and language learning into your course. vitero (virtual team room) enables you to create meetings for up to 12 participants plus moderator.

The virtual meeting room facilitates communication via text, audio and video as well as document and desktop sharing. The vitero system can be used for virtual team meetings, but also supports e.g. lectures ("chalk-and-talk"). All meetings work with the three temporary roles of moderator, assistant moderator and participant, thus reflecting the olat course roles administrator, coach and participant.

> In order for you to be able to see and use the vitero course element, the system must be enabled by an administrator. Additionally, your OpenOLAT provider must have a valid vitero license.

Please consult the context sensitive help for further information concerning configuration and use of the vitero course element.

10.3.29 Course Element: OpenMeetings

The course element"OpenMeetings" allows you to embed the Open Source solution "OpenMeeting" for online conferencing, virtual classrooms and interviews into your course. OpenMeetings enables you to create meetings for up to 150 participants. OpenMeeting differentiates between three different types of online meetings:

- Conference for 1-25 Users
- Webinar for 1-150 Users
- Interviews or 2 Users

The virtual meeting room facilitates communication via chat, video and audio as well as screen and file sharing. In addition to that, OpenMeetings also provides the users with a whiteboard with different tools. Meetings can be recorded, and can be viewed afterwards in the course element. OpenMeetings supports the role of moderator, which can be enabled for each classroom. You can provide more than one virtual room to your participants by embedding several OpenMeetings course elements into your course.

> ⚠ In order for you to be able to see and use the OpenMeetings course element, the module must be enabled by an administrator. Additionally, you must have a configured OpenMeetings server at your disposal.

10.4 Using Editor Tools

10.4.1 Course Preview

The editor tool "Course preview" enables you to see course settings and content from the course participant's point of view. By clicking on "Course preview" you will first get to the configuration menu to simulate your course at a certain point in time, as member of a distinct group, or with other attributes used in your course.

In contrast to the view of the course content you will see all modifications or course elements not yet published in the course preview. Features depending on an interaction between participant and system will not be available in the course preview, e.g. enrolling in groups, starting a test, self-test or questionnaire, and performing tasks in the course element "Task."

10.4.2 Publishing

As long as you have not published your course and granted access, your course participants will not be able to find your course in the search mask or the course list. Course modifications will not be effective during your course; you have to publish it once more. This means that you can prepare new course content in the course editor. Your participants will only see new features after publishing them. All settings and modifications will be effective after using the tool "Publish" in the course editor.

First you have to select all those course elements you have modified and want to publish. Your choice will be reduced to course elements that are available for publishing.

Then you determine who should have access to your OpenOLAT course. See section "Modify settings" (see page) to learn more about those four options at your disposal. Now you can complete your publishing process. Just click on "Finish."

At this stage you will be informed on course elements that may not have been configured correctly and could cause problems when starting your course.

At last you will get a summary of your published modifications as well as a message containing the number of course participants working on your course at that very moment.

In case you publish a course while others are working on it all non-saved data (such as entries in forums or Wikis) will be lost.

> The course can be published automatically upon closing the editor. You can only publish either all or nothing, with none of the modifications from step two of the wizard available.

10.5 Deleting, Moving and Copying Course Elements

The drop down menu "Modify course elements" helps you to delete, move or copy course elements. Your action will affect the currently marked course elements as well as all subordinated ones.

In the Move / Copy overlay select the position you wish to insert the new element into, and choose the corresponding icon: the upward arrow to insert the new element above, the downward arrow to insert below, and the bent arrow to insert as child element.

It is possible as well to move course elements using „Drag&Drop“ in the course structure to the left.

Modifications such as deleting, moving, copying course elements have to be published later on in order to be effective. If you have not published a deleted course element it can still be recovered.

Copying course elements is advisable if you plan to offer team work in groups and want to reuse the same structure.

11 Course Operation

You have granted access to your course; course participants are already working on your learning content. This chapter explains which tools can be used by course authors during course operation, which additional features are at their disposal and how they can archive course activities.

11.1 Using Editors During Course Operation

11.1.1 Modifications During Course Operation

Make modifications during course operation as usual by means of the course editor. You can delete, move, add or copy course elements. As long as you do not publish your modifications they will not affect your ongoing course.

You decide when your modifications should be presented. When trying to publish you will get a message on how many users are working on your course at that very moment.

All users working on your course at that moment will have to restart the course. Test results or forum contributions that have not been saved will be lost! If there are users of your course and it is possible to publish your modifications at a later date we recommend canceling the publishing process and trying again later.

Most users usually work on courses from Sunday till Friday between 10 a.m. and 10 p.m. It would therefore be best to publish courses on Saturday morning.

11.1.2 Modifications in Tests, Self-tests and Questionnaires

As soon as a test, self-test or questionnaire is embedded in a course it is only possible to correct typing errors. Open your test or questionnaire in the editor und make your modifications.

Embedded tests, self-tests, and questionnaires cannot be modified further. Let us assume that you could add questions or check other answers as correct; then not all participants would have the same conditions any longer. In addition results could have been saved that would no longer be assignable to that new version of your test or questionnaire file. This is why editing embedded tests, self-tests and questionnaires is restricted.

If you want to add a question to your test or realize that you have checked a wrong answer as correct you can copy and save your test in learning resources. In the course editor you can then replace your file in that test course element before embedding that new test file. If there are some results already existing they will be stored in your personal folder; you can then decide if OpenOLAT should notify those course participants that have already taken that test of your modifications. Now you can edit your new test file.

11.2 Using Course Tools

In addition to the course editor there are a number of other tools that can be started in the drop-dwon menu "Tools" in the course toolbar.

11.2.1 Storage Folder

The editor tool "Storage folder" in a course serves to store used files, e.g. HTML pages or documents from other folders.

You can upload files, create, copy, move or delete them in your storage folder. Additionally you can zip or unzip files. All these actions can be performed with single files and folders or with several ones at once.

All course elements of the type "Folder" used in your course can be accessed via the storage folder in the sub-folder "_courseelementdata;" you can even edit them there.

A resource folder of a certain course can be viewed in the storage folder via the sub-folder "_sharedfolder;" however, it is not possible to edit it there.

11.2.2 Members management

Would you like to know who the members of your course are, who has access via groups and what rights those members have? The member management provides an overview of all users and groups within a course, and allows you to manage and administer them.

When opening the member management, you get a list of all members of your course, through either course or group membership. The table provides you with information on different user characteristics, such as roles, group memberships and visiting frequencies. Several tabs offer filtered views of the different member roles. Under each tab, you can view the respective members, manage existing and add new.

The menu item **Groups** shows all groups linked to the course, as well as information on occupancy. Clicking the link "Edit" enables you to modify the group just as you would in the main navigation tab "Groups". You can create new groups on the fly, or link already existing groups to the course. How to create and configure groups and how to administer group members has been described in the section "My Groups" (see page 30).

The menu item **Bookings** shows all bookings for this course, ordered by status.

Do you want certain users to have the right to use course tools but you do not want to provide them with owner rights? The menu item **Rights** allows you to grant specific course rights to members of linked groups, such as the right to use the course editor or the assessment tool. The rights management differentiates between group coaches and participants.

Course rights are always tied to a specific course. For further information, please consult the context-sensitive help.

> Allocating course rights is suitable if you do not want to appoint an OpenOLAT user as course owner (co-author) but nevertheless want him to hold certain rights (e.g. permission to use the group management, the course editor or the assessment tool).

All course owners as well as members of a group with granted group management rights have access to the members management.

Coaches have the permission to use the assessment tool (see page 97) and may modify the groups they are coaching. It is not necessary to create a right group for that purpose. However, tutors can only assess members of groups they have been assigned to.

Other operations in the members management

In the course view, open the course tool members management. As course author, you are allowed to download Excel files with information on group and course members. In order to do this, navigate to the desired menu item and open the table download by clicking the icon "Table export". In the members view, a row of buttons provide you with several functions for collective actions such as sending emails to all selected members.

11.2.3 Assessment Tool

In order to assess the course elements "Task", "Assessment", "Checklist", "LTI" or "Portfolio task" and to assess tests and SCORM modules manually you can dispose of the assessment tool.

> Subscribe to the notification service to be informed on new test results or new generated certificates in your drop box.

You can assess according to users, groups or according to your course's structure. In the group assessment you can have either all assessable course elements on display or only those to be assessed by yourself. By clicking on "Display" only those elements will appear that are accessible for your group members.

When assessing tasks you should first download those results that your course participants have put in the drop box. Then fill in the assessment form. How to assess a task (e.g. passed /failed or using a score) can be defined in the configuration of the course element "Task." Assessment options cannot be modified within the assessment tool.

If there are a lot of files in your drop box it is advisable to download all of those files at once by means of the "Download all drop boxes" button. The downloaded folder additionally contains all assigned tasks.

To assess the course element "Assessment" just fill in the assessment form.

Tests embedded in courses will be assessed automatically but you can have a look at different attempts in the assessment tool as well as scores achieved. You can also modify the number of attempts manually or add a personal comment. Attempts that are not handed in / not released, are distinguishable from other attempts and may be pulled in.

By means of the bulk assessment you can assess several users at once. Just follow the instructions to learn how to use such a bulk assessment. Please consult the context sensitive help of the bulk assessment wizard for further information. You can also start bulk assessments of the course elements task and assessment from the group or course structure view.

The evidence of achievement allows you to active or deactivate the evidences for the course. Clicking the button "Change configuration" opens the detailed view. You can further initiate a new calculation of all existing evidences by clicking the button "Recalculate evidences of achievement".

All owners of courses have access to the assessment tool as well as members of a corresponding right group and, last but not least, all coaches. Owners may assess all course participants, tutors only those they have been assigned to.

11.2.4 Data Archiving

By means of data archiving you can either upload files connected to your course in your personal folder (see page 22) or download as ZIP file. All archived data uploaded to your personal folder will be stored in the section "Private," sub-folder "Archive" by using course titles. You can archive results of tests, self-tests or questionnaires, drop boxes containing task course elements, and log files.

Those archived files of tests, etc. will be stored in Excel format. You will dispose of information on when a certain user has taken your test, how this user has replied to your questions and what score this user has achieved. Archived self-tests and questionnaires will comprise anonymized user data.

Course results will also be stored in Excel format. In addition to results of tests, assessments and tasks also log files will be archived. For further information please go to "Record of Course Activities" (see page 108).

When archiving tasks and solutions all attempts loaded into the drop box will be zipped. Downloads can be divided into the respective user groups. Contributions in forums or file dialogs will be archived in the .rtf format. Attached files as well as the content of folders will be added. Wiki pages will be zipped along with all uploaded files.

> When deleting a course all course data (but not the course elements!) will be stored in your personal folder automatically.

All course owners have access to the data archiving tool as well as members of groups with rights (see page 97) to the data archiving tool.

11.2.5 Test / Survey statistics

The test & survey statistics provide you with a anonymized statistical evaluation of all tests and questionnaires embedded in your OLAT course.

Other than theassessment tool (see page 97)which offers a wealth of information on test results of individual users, the test and survey statistics tools enable you to evaluate tests as a whole. This includes e.g. information on the average completion time, item difficultiy of individual questions, number of participants and how many participants passed the test. Single questions are analysed just as detailed. Typical item analysis parameters facilitate the evaluation of a test with regard to difficulty or suitability.

You can download both the graphical analysis as well as the raw data in the tool. The test and survey statistics tools use the same raw data as available in the archive tool (see page 98).

> Only coaches have access to the test and survey statistics. As a coach, you will get the analysis for all your coached participants.

11.2.6 Course Statistics

This course function provides you with statistics regarding access to your OpenOLAT course. All course owners have access to those statistics. You will receive data in the form of tables as well as in the form of charts. Table data can be downloaded as Excel files (e.g. for further processing); charts can be downloaded as png files to your computer.

Relevant for your total of course accesses are user clicks on a single course element; however, clicks on this element's content will not be counted. If a user selects the Wiki from course navigation this click will count; it will not count when clicking on a link within that Wiki.

Statistics can be created per hour, per day, per weekday, per week, sorted by organization (e.g. University of Zurich), by type of organization (e.g. university), by study level (e.g. bachelor), as well as by study field (e.g. Psychology). Furthermore you can choose a certain period of time per day and per week during which any course access should be displayed in your statistics.

11.2.7 Learning Areas

In the course editor view you have to open the editor tool "Learning areas". By means of the tool box on your right you can then create a new learning area before allocating single groups to this learning area. If a learning area already exists you can use this one to allocate linked groups. All you have to do is editing the learning area, and then selecting the designated groups in the tab "Group assignment".

> Learning areas are suitable for using the same course element within a course in several groups or if there are a lot of groups to choose from along with only one single registration element. Learning areas spare you the selection of each single group.

You select learning areas in the course editor by means of the course element "Enrolment." All groups within a learning area will then be offered when registering. Additionally you can choose from learning areas in the tabs "Visibility" or "Access" if the option "Depending on groups" is activated.

11.3 Course Settings

In addtion to the course editor and the course tools there are other features and settings at your disposal. For the course, the drop-down menu "Course" lists all of the functions following below. For other types of learning resources, this drop-down menu has the name of the respective learning resource type. Generally, available features and settings depend on the type of learning resource you are working in.

11.3.1 Change description

Here you can modify the learning resource's reference, title, its description, the execution period, work expenditure, objectives, requirements, points as well as a cover picture and a movie. This will be the title your learning resource will then appear with in the course list or in queries via the search mask.

The execution period can be set with individual start and end dates, or you can choose a pre-defined semester from the drop down menu. Execution periods of learning resources are also visible in the table display. If you uploaded a movie for the learning resource, it will be displayed in the description section of the info page. If no cover picture was uploaded, a still fo the movie will be used for the list and catalog view.

11.3.2 Access configuration

Here you can determine general settings of your learning resource as well as its assignment of user rights, e.g. if exporting your learning resource should be allowed or not.

Publication

A learning resource newly created is only accessible for its owner. There are five categories of OpenOLAT users you can grant access rights:

1. Only owners of that learning resource: All owners (co-authors) hold the same rights as the author, i.e. they can edit, copy, delete that learning resource as well as assign these rights to other OpenOLAT users.
2. Owners and other OpenOLAT authors: You enable other authors to have a look at your course before publication. Authors cannot edit or delete your learning resource, nor appoint new owners. It is only possible to copy or export your resource if an owner has granted that option.

   > You can further determine what other OpenOLAT users can do with your course. "Copying possible" means that your course can be copied. The option "Referencing possible" is not relevant for courses; in other learning resources (e. g. the glossary) it means that other course authors could implement those resources in their own courses. "Export possible" says that your course can be downloaded.

3. All registered OpenOLAT users: OpenOLAT users will be able to find your learning resource via the search mask or in the course list. This setting is mandatory if you want your course to be open for participants.

4. Registered OpenOLAT users and guests: Even via the guest access you can search for learning resources. Guests will hold limited access to your course, i.e. they will not be able to enroll in groups, nor contribute to forums, nor perform a task, etc.
5. Members only (owners, coaches, participants): If you chose this option, only participants may open the learning resource. The learning resource is invisible to all non-participants. Participants must be added by the owner and cannot enrol themselves any longer. Administrators identify learning resources with this special set of rights by the lock icon.

These settings in OpenOLAT courses allow you further to determine the use of additional features (course chat, glossary, course calendar, resource folder, etc.). For more information please go to the section "Using Additional Course Features" (see page 106).

Membership configuration

Per default, course participants are allowed to leave a course at any time. The following options are available, if leaving the course should be restricted:

- At any time (Default): Participants may leave the course at any given time.
- After course end date: If an execution period (see page 100) has been configured for the course, this options allows participants to leave the course at the end of this time period. If this option was selected without a configured execution period, participants are not allowed to leave the course at any time.
- Never: Participants may never leave the course.

Configure booking methods

Depending on the user group selected above, the view expands to show the booking methods for that user group, in order to configure the access control to the specific learning resource. If no booking method is selected, the previously selected user group has unrestricted access to the learning resource.

Three different booking methods are available:

- Access code: An access code is manually set by the owner of the learning resource, who then passes the code on to authorized users. In order to open the course, this code must be entered when opening the course for the first time.
- Freely available: A learning resource marked as freely available can be used without any restrictions. Using this booking method adds users as participants to the resource, but will not add them to a group, thus working like the enrolment course element.
- PayPal and Credit card (only available if unlocked by an administrator): The price for admission to the resource is specified here. The resource is subsequently booked by paying with either PayPal or credit card.

You can add a validity period to each booking method, in order to control resource access in addition to the use of visibility and access rules. You can edit booking methods at any time after the initial setup.

11.3.3 Assessment mode

The assessment mode allows you to create exam setting where tests and assessment are carried out in safe mode during a fixed time span, during which only access to previously defined course elements in the respective course is allowed. All other OpenOLAT functions such as courses, groups, notes are masked and thus not accessible. Students are only allowed to log out during such an assessment. Detailed information on the assessment mode and how to configure exam settings can be found in the "eAssessment" chapter, section "Assessment mode (see page 110)".

11.3.4 Catalogue entries

As soon as a learning resource has been activated it can be inserted in the catalog. Just select the category your learning resource should be related to by using the "Add to catalog" icon. Learning resources can be inserted more than once at different spots in your catalog, just repeat the beforementioned step. All categories selected will be displayed under "Catalog entry", were you can delete them as well.

11.3.5 Layout

Here you define how your course should look like. You can choose between altoghether 5 layout templates, including the default system layout. Additionally, a custom layout may be defined, using individual fonts and colours for text, header, links, menus and boxes. Additionally, you can add a logo.

11.3.6 Options

For OpenOLAT courses, settings allow you further to determine the use of additional features (course chat, glossary, course calendar, resource folder, etc.). For mor e information please go to the section "Using Additional Course Features (see page 106)".

Show Calendar

When creating a new course an active course calendar is default. How to use that calendar is explained in section "Course Calendar" (see page 107). If you do not want to provide a course calendar you can deactivate that feature here.

Use Course Chat

When creating a new course an active course chat is default. Possible scenarios in a course and further details on chat rooms are explained in the section "Course Chat" (see page 107). If you do not want to use a course chat you can deactivate it here.

> You can view chat logs for different time periods with up to one month. In the top half of the window, select the desired time period for the protocol.

If enabled, course participants can chose to be displayed either as anonymous or as themselves.

Select / Selected Glossary

A glossary is there to explain your course participants certain scientific terms. If you want to use such a glossary in your course select a glossary of your choice in learning resources. First you have to create that glossary in the authoring section before defining necessary terms. A glossary can be used in several courses. For further information please go to "Glossary" (see page 107).

Select / Selected Resource Folder

Resource folders (see page 43) are suitable for using the same files in several courses at once. First you create such a resource folder in the authoring section. Select then the resource folder you want to use in your course. The files stored there can be found in the storage folder (see page) of your course when selecting the sub-folder "_sharedfolder." Only one resource folder per course is allowed.

11.3.7 Evidence of Achievement

An evidence of achievement is the confirmation of an efficiency control and can include taken tests or submitted and assessed tasks. If you want OpenOLAT to create such evidences of achievement please activate this option here, or you can enter the assessment tool of the course and navigate to the menu item "Evidence of achievement". Course participants can retrieve their evidences of achievement in their personal menu, section "Evidence of achievement" (see page 23), starting with the beginning of the course.

The according link will only appear in your course if there is also an assessable course element, and the course participant has received at least one automatic or manual assessment. This could be, e.g., a test attempt or the assessment of a task.

If you do not want to offer evidences of achievement anymore you can either deactivate this option via the "Course" drop-down menu or the assessment tool (see page 97) of your course, as described above.

> ⚠ If you deactivate this feature your participants will no longer see their evidences of achievement. However, they are not lost; those evidences will only no longer be on display.

Evidences already existing will then no longer be visible. As soon as you offer this option anew your participants can dispose of their evidences along with new data. If you choose to delete a course that contains evidences of achievement your users will still be able to see their own evidences.

Generate PDF certificate

You can additionally determine here if a certificate is to be issued to course participants. The certificate can either be issued automatically after passing the course, or manually by the tutor. If or when a user passes the tests depends on whether he or she can meet the requirements (see page 73)previously set in the course root node, tab "Score". Coaches can issue the certificate manually in the assessment tool by navigating to the assessment overview of a user.

By default, certificates for a course are issued once only. If for any reason a certificate needs to be re-issued on a regular basis, e.g. for language certification, re-certification can be allowed. Select a given number of days, weeks, months or years for the period of time required before a new certificate can be issued.

Generally, a default certificate template should be available to you. You can choose to replace it with an individual PDF template. For further information concerning the creation of PDF templates please consult the respective context sensitive help.

11.3.8 Copy

Learning resources can be copied; therefore it is possible e.g. to use an old course structure for your next course. When copying a course its structure, folder content, its HTML pages and group names (but not the members) will be adopted. User data such as forum entries, group members, etc. not. As owner of a learning resource you can determine (section "Access control" (see page)) if your learning resource can be copied by other OpenOLAT authors as well.

11.3.9 Export Content

Export your learning resource as ZIP file. Tests, questionnaires, CP and SCORM learning content can be imported into other LMS supporting the same standard. Courses, Wikis and glossaries can be imported into other OpenOLAT installations. As owner of a learning resource you can determine in the section "Access control (see page)" if content may be exported.

11.3.10 Close

The function "Close" (only available to courses) will change a course's status to "Closed". This way you inform course participants that your course will no longer be edited or updated. The course's configuration (course settings, access or visibility rules) will not be affected. All users holding access rights will still be able to access the course content according to their individual rights, however, only as long as you do not sign them out of their groups (tutors as well as participants).

By clicking on "Close" you can determine in several steps if catalog entries of your course shall be deleted, if tutors and participants shall be signed out of groups in your course, and if tutors and participants shall be notified of your actions by e-mail.

> ⚠ Changing the course status cannot be reversed.

11.3.11 Delete

Only learning resource owners have the permission to delete that resource. A learning resource can only be deleted if it is not used within a course at that moment. When deleting imbedded learning resources (e.g. in a test) you will get a message indicating the relevant course. First you have to delete the course element "Test" in that course to be able to delete that test in learning resources.

> ⓘ When deleting a course its user data (e.g. test results) will not be deleted but archived as Excel file in your personal folder.

11.4 Using Additional Course Features

In addition to the course editor and course tools there are other features at your disposal. A corresponding link to those course features - except for the resource folder - can be found in your course right in the middle of the course toolbar.

Not all course features are generally enabled. If you cannot see a certain link to such a course feature it has to be activated first (compare the descriptions in the following sub-chapters).

11.4.1 Course Calendar

Each course has its own course calendar to be able to administer course events. Only course owners have the write permission regarding that calendar. Course participants only have the permission to read; they cannot create new events or edit existing ones.

You can also link events to a certain course element. Just select the corresponding course element in the tab "Link" when creating or editing an event.

An example for such a link is to combine a certain deadline with the relevant course element "Task."

When subscribing to a course calendar that calendar will be copied to the calendar list of your personal calendar (see page 21); course events will be displayed there for you.

In the course calendar there will also be events regarding groups if you are member of such a group. In the group management (see page 31) you can determine write permissions and visibility in group calendars.

If you do not want to use a course calendar you can deactivate it from either the info page or the course; just click on "Option (see page 103)" in the "Course" drop-down menu. The course toolbar will no longer display a link to the calendar.

11.4.2 Course Chat

By default there is a chat room for each course, the so-called course chat. It can be used as informal platform to exchange information or as forum for experts; course authors can determine a certain time to answer questions of their course participants.

When entering the chat room your name will not be displayed. Only if you select your name in the "Participants" section will your real be on display.

If you do not want to offer a course chat you can deactivate it from either the info page or the course; just click on "Option (see page 103)" in the "Course" drop-down menu. The course toolbar will no longer display a link to the chat room.

11.4.3 Glossary

A glossary serves to explain terms to be found in your course. Texts of a course will be searched for glossary terms; results will be marked accordingly. When moving the cursor over such a term its definition will be displayed.

If you want to use such a glossary in your course you have to create one first in the authoring section. A corresponding link can be found in the drop-down menu "Create." In the tab "Term and synonyms" you can determine the technical terms to be explained as well as these terms' synonyms. In the tab "Flexions" you can also identify flexions of a term if a "Morphologic service" is available. Course participants will not only be able to see a term's definition when moving the cursor over that term (e.g. referendum) but also when moving it over that term's flexions (e.g. referendums, referendum's). In the tab "Definition" you can finally comment on these technical terms.

After creating your glossary open the "Options" menu entry in the "Course" drop-down menu either on the info page or in the course. Select that glossary using the "Select glossary" button. In your course there will be a link to that glossary; course participants will be able to activate or deactivate it.

The alphabetical index of the glossary can be deactivated in the section "Alphabetical index" in the detailed view (see page 46) of your glossary. The section "Write permissions" allows you to activate write permissions for all system users, thus creating a collaborative glossary.

In order to allow only course participants to add or edit such glossary terms, disable the write persmissions for all users, create a corresponding right group (see page 97) and allow that group to use the glossary tool.

If you do not need a glossary anymore or if you want to use another one you can modify your settings either in the info page or the course; just click on "Option (see page 104)" in the "Course" drop-down menu. Per course only one glossary is allowed.

11.5 Record of Course Activities

OpenOLAT records course activities of participants and authors in so-called log files. By using the data archiving (see page 98) tool you can download those log files to your personal folder.

There are two sorts of log files. The administrator log file records personalized data of course authors. In the user log file activities of course participants will appear. User data in the user log file will be anonymized by using a sequential number generated randomly. This number persists throughout the course. Thus it is possible to observe activities of participant X in course Y but you will not be able to compare these data with course Z since your participant will get another number in course Z. How detailed data should be stored in log files can be determined in the detailed view (see page 46)of your course in the tab "Log files," section "Modify settings." Open the context-sensitive Help in that tab and follow the according link if you want to learn more about available log file entries.

To analyze course activities it is necessary to correctly set up the data recording when creating a new OpenOLAT course. Click on "Modify settings" in the detailed view of your course before selecting the tab "Log files." Then choose the value "Detailed (INFO + FINE)" in the section "User log file." The preset option "Normal (INFO)" only records course visits but not visits on every single page. Modifying these settings will be effective immediately.

Options to analyze log files graphically will be further described in the section"Statistics" (see page 99).

12 eAssessment

OpenOLAT allows the implementation of various performance and achievement controls. Beside the course elements designed for knowledge transfer or collaboration, there are a number of course elements with the sole purpose of performance control and assessment. These are again subdivided into two types: there those with a formative character, best suited to be used collaterally in a course or semester, such as the task, the portfolio task or the checklist. On the other hand are the tests, selectively used for primarily summative assessment.

In this chapter you will learn what the assessment mode is and where to find it, which course elements can be used for assessing course participants, and how best to use the coaching tool. Information on how the assessment mode affects a students access to OpenOLAT can be found under "Exams (see page 60)".

12.1 Assessment mode

The assessment mode allows you to create exam settings where tests and assessment are carried out in safe mode during a fixed time span, during which only access to previously defined course elements in the respective course is allowed. All other OpenOLAT functions such as courses, groups, notes are masked and thus not accessible. Students are only allowed to log out during such an assessment.

The starting page offers an overview of all previous, current and future exam settings. Future settings may be edited at any time, while previous settings are read only. The overview contains information on date and time, preparation and follow-up times as well as configured user groups. You can create a new exam by clicking the „Create exam setting“ button.

Exam settings are created in advance, and have, aside from a time frame including - if so desired - preparation and follow-up times, the user group for which the exam is valid. An exam thus can be effective for course members only, group members of selected groups or both. This facilitates the simultaneous execution of multiple exams for the same course, but with different configurations. Aside from the user group, you can also configure access restrictions to the course elements, and whether one of the selected elements should be displayed as starting element. You can also restrict access to the exam to specified IP addresses, or make the use of the Safe Exam Browser (http://www.safeexambrowser.org/news_en.html) mandatory.

Users that have an assigned exam, are notified of the beginning of the exam respectively preparation time. If access to other OpenOLAT is restricted by follow-up time at the end of the exam, users will be notified of that, too.

This video offers a step-by-step tutorial in German:

12.1.1 Configuration options

Aside from the title and the description, the following parameters can be configured for an exam setting:

Start: Define here the date and starting time for the planned exam. All OpenOLAT functions will be inaccessible during the indicated **preparation time**, specified in minutes and in effect before the actual exam.

End: Date and time the exam finishes. All OpenOLAT functions will be inaccessible during the indicated **follow-up**, specified in minutes and in effect after the actual exam.

Start / End mode: You can choose between manual and automatic handling of the exam. The selected manual mode adds start and end links to the corresponding exam setting in the overview.

Participants: Define here which users will be affected by the exam. Selecting one of the options "Group participants only" or "Participants from course or groups" requires you to select the affected groups using either the "Select groups" or "Select learning areas" buttons.

Restrict access to single course elements: In order to restrict the exam to individual elements of the respective course, select the checkbox here and click on the "Select course element" button. All list of all available elements appears, of which you can choose those you wish to be visible during the exam. All non-checked course elements will be masked for the duration of the exam.

First element shown: If a particular element should be displayed upon starting the exam, please make use of the button "Select course element" here, and select one from the available course elements. Only those selected in the previous step will be available for selection.

Limit to IP address: In order to limit access to an exam to particular computers or locations, you can check this box and enter the admissible IP addresses. They should be available from your IT department. Use this option if you wish to e.g. prevent a student to take an exam at his home computer.

Use Safe Exam Browser: Using the Safe Exam Browser allows you to carry out online exams safely, by putting the affected computer in a so-called kiosk mode, changing any computer into a secure workstation. It prevents unauthorised resources being used during an exam. Enter the browser exam keys of all permitted Safe exam installations, in order to enable the exam in those. Users will be notified about the required use of the SEB. Once a permitted SEB installation is started, the exam can be carried out.

Apply exam setting for coach: Select this checkbox if coaches of the selected user groups should also be subjected to the exam and its effects.

12.2 Performance assessment

12.2.1 Assessment

A number of course elements can be used either for summative or formative assessment, or serves as performance control tool. The following course elements can be viewed and assessed in the assessment tool (see page 97):

- Task (see page 81) (manual assessment)
- Portfolio task (see page 82) (manual assessment)
- Checklist (see page 89) (manual & automatic assessment)
- Assessment (see page 81) (manual assessment)
- LTI (see page 75) (automatic assessment, transferred from LTI page)
- SCORM (see page 77) (automatic assessment, transferred from SCORM module)
- Test (see page 83) (automatic & manual assessment)

More information on the creation and use of the task (see page 131), the portfolio task (see page 136) and the test (see page 147)can be found in their respectice chapters. In addition to that, In addtion to that, the chapter "Creating tests and questionnaires (see page 144)" offers further information on how to create and use self-tests and questionnaires. The chapter " Question bank" (https://confluence.openolat.org/display/OO102DE/Question+Bank) deals with the compilation of test items for tests and questionnaires, available in the question bank for collaborative use and editing. You can easily create tests and questionnaires from scratch from within the question bank.

12.2.2 Evidence of Achievement & Certificate

An evidence of achievement is a confirmation of an existing efficiency control and shows e.g. taken tests or assessed tasks per course. An evidence of achievement must be activated for each single course, and are accessible once there are a) assessable course elements and b) one of those course elements has been completed and assessed. Users can access their personal evidences of achievements in the personal menu and the course, while coaches and authors can review those of coached users in the Coaching (see page 113) tool. Printable certificates can be issued with the course setting "Evidence of achievements (see page 104)".

, e.g. taken tests or assessed tasks. If a course author has activated the evidence of achievement option, if there are assessable course elements, if you have already taken a test and if that test has been assessed you can find the link "Evidence of achievement" in the drop-down menu "My course". If a certificate has been issued for this course, you will find it alongside the evidence of achievement details, ready for download.

All your evidences of achievement and certificates will be listed in your "Evidence of achievements" (see page 23). It always opens in a new window and is printable.

12.3 Coaching

The coaching tool enables course and group coaches to see and manage all users assigned to them in one place. Course owners have access to all data of participants, no matter whether they're group or course participants. It lists all assessable course elements, and gives access to supervised users in three different ways.

Upon entering the coaching tool you find all your assigned users listed in one single table. At a glance, it shows you the number of your supervised courses a user is registered to, and how many of those he already passed. Clicking on a name opens the user-specific course list. There you can view the users' visiting card, write an OpenOLAT mail, view evidences of achievement and open and use the assessment tool. For more information on the assessment tool and how to use it, please consult the corresponding chapter (see page 97).

The menu item "Group" opens a tabular overview of all the groups you supervise. In contrast to the member and course overview, only those OpenOLAT users are listed here that participate in a course through the learning group system. You can see how many courses the learning group is linked with, and how many members a group has. You also get information about how many group members have opened the corresponding course once already, and how many members have passed it. A click on a group name opens the list of group members. If you click on a username the user-specific course view opens once again.

Similarly, a click on the menu item „Courses“ opens a tabular overview of all your supervised courses. Another click on a course name opens the list of all the users in this course assigned to you.

The coaching tool lists both groups as well as students with no group affiliation.

A user search is provided for system administrators. All users not listed through group or course owner / coach rights can be found with the user search, thus facilitating the assessment of users without the need for coaching rights.

13 Creating CP Learning Content

This chapter explains course authors how to create Content Packagings. Additionally, you will find information on how to embed your CPs in courses and explains the features of the CP editor.

13.1 CP - General Information

Content Packaging (CP) is self-contained learning content in a standardized e-learning format, e.g. an online module of your subject. For further information please see the section "CP Learning Content" (see page 41) in the chapter "Learning resources." When creating your learning content as CP you can use it not only within OpenOLAT but in other learning platforms that support this CP format as well.

CPs in OpenOLAT are usually embedded in a course. It is possible to use the same CP in several courses. For example, you can use an introductory module not only within a course for beginners but also as starting point in a more advanced course. If you have not created any courses yet you will get some guidance in the chapter "Creating courses" (see page 62) before creating your CP by means of the following instruction.

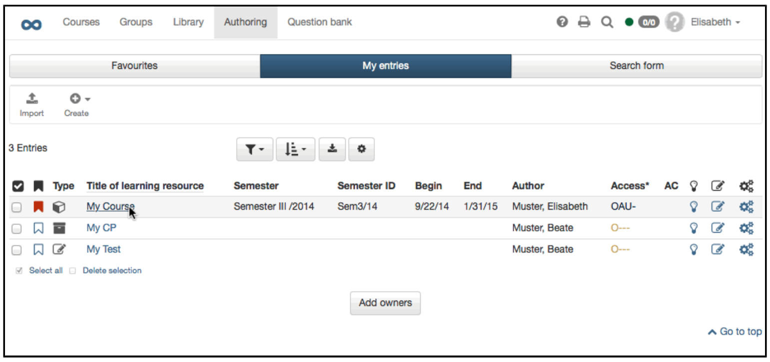
If you want to create large learning contents we recommend using eLML (http://www.elml.org).

13.2 In Five Steps to Your Content Package

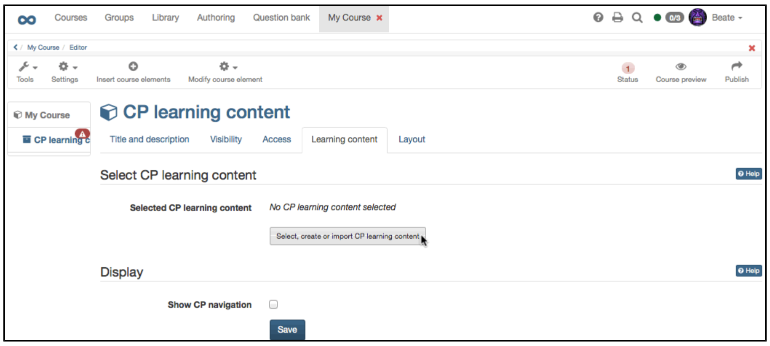
The following helps you to create a Content Package in no time before embedding it in your course and activating it for your participants.

Step 1: Start course editor and insert CP course element		
1	Search for your course in "Authoring", section "My entries," and open it.	
2		

Step 1: Start course editor and insert CP course element

	Click on "Course editor" in the drop-down menu "Tools" in the toolbar.	
3	Select position at which your CP course element should be inserted by clicking on it.	
4	Select "CP learning content" in the pop-up "Insert course elements" in the toolbar.	
5	Indicate a short title for your course element in the tab "Title and description" and save your settings.	

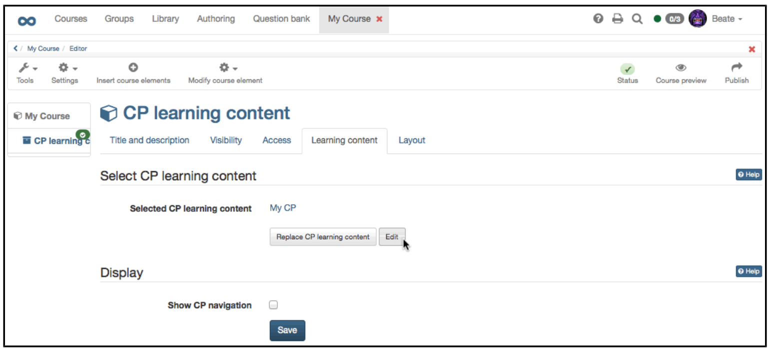
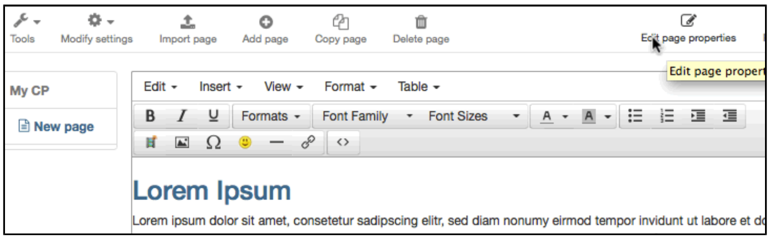
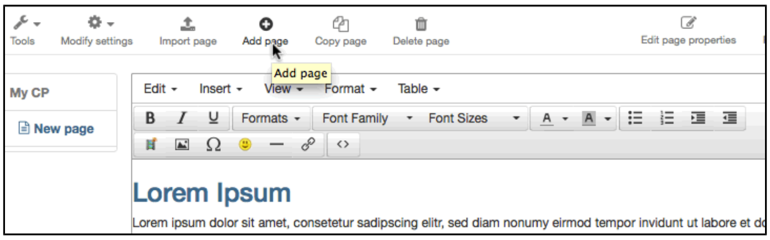
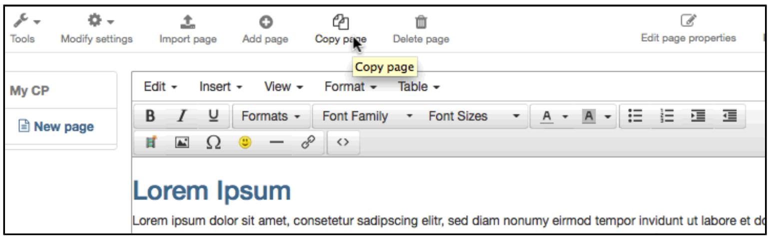
Step 2: Creating CP learning content

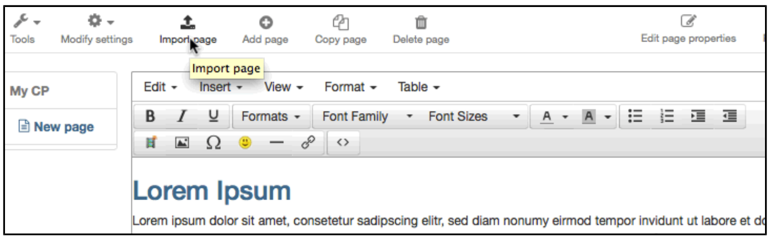
1	Click on "Select, create or import CP learning content" in the tab "Learning content."	
2	Click on "Create."	
3	Indicate the title of your CP and click on "Create".	

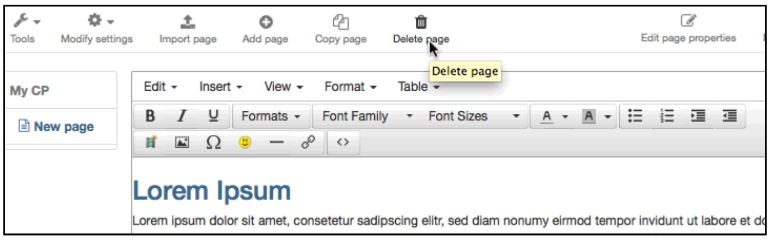
Now you are within the editor. A new CP usually consists of one chapter ("CP learning content") and one page ("New page").

Step 3: Edit CP

1	Click on "Edit."	

Step 3: Edit CP		
		
2	Edit title: Click on icon "Edit page properties" and insert a new one.	
3	Edit content: Edit page in the provided field and format before saving it.	
4	Insert new page: Click on icon "Add page." Your new page will be inserted underneath the highlighted element.	
5	Copy page: Click on icon "Copy page." Your copied page will be inserted underneath the highlighted element.	

6	Import page: Click on "Import page." Then click on "Select file" before selecting a HTML page. Click on "Import."	

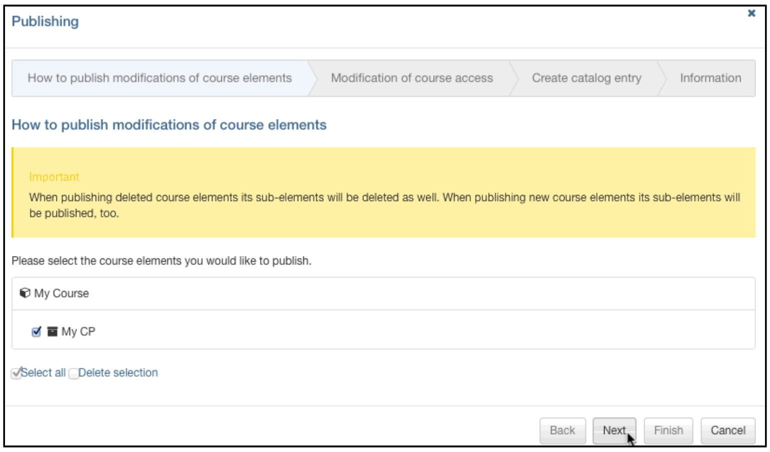
7	Delete page: Click on icon "Delete page" and confirm.	

Now you can insert more pages following the same pattern.

You can import several HTML pages at once by zipping them before uploading the resulting ZIP file.

Click on the icon "Preview" on your top right in the toolbar to have a look at your CP before saving it.

Step 4: Save CP	
1	Click on "Save" in the lower center.
2	Close CP tab and navigate back to your course.

Step 5: Publish and activate your course		
1	Select "Publish" in the toolbar on top.	
2	Check course element and then go "Next."	
3	Select "All registered OpenOLAT users" from the pull-down menu in "Modification of course access."	
4	Click on "Finish."	

The CP is now embedded in your course and course participants can read its content. In order to edit this CP just click on "Edit" in the tab "Learning content."

14 Creating Wikis

This chapter will explain how course authors can create Wikis in OpenOLAT before embedding them in a course. Here you will find an illustrated step-by-step instruction as well as information on how to adapt Wikis according to your needs.

The wiki module has been disabled by a system administrator if you can't find neither the Wiki course element nor the learning ressource.

14.1 Wiki - General Information

A Wiki (Hawaiian for "fast") is a hypertext system for websites. In contrast to HTML pages users can not only read Wiki pages but also edit them. A Wiki can document group work or serve as a kind of knowledge base for your course. Wiki pages are created by means of a special Wiki syntax before editing and linking them to one another.

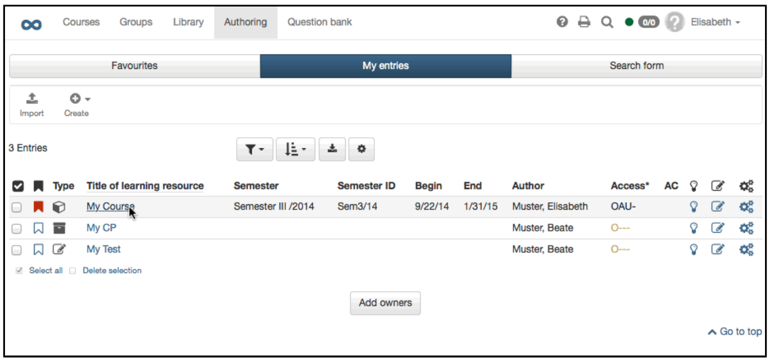
Introduce Wikis as knowledge base created by advanced students to be used as reference in an introductory course; or as a list of links for series of lectures that are related thematically.

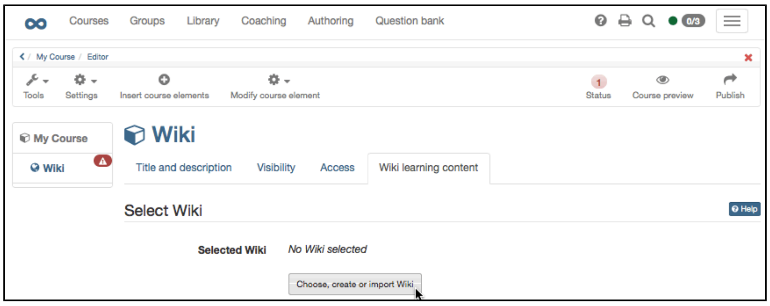
A Wiki is a learning resource usually embedded in an OpenOLAT course. You can use the same Wiki in several courses. If you have not created a course yet you will find further information in the chapter "Creating Courses" (see page 62) before creating your Wiki by means of the following instruction.

14.2 Four Steps to Your Wiki

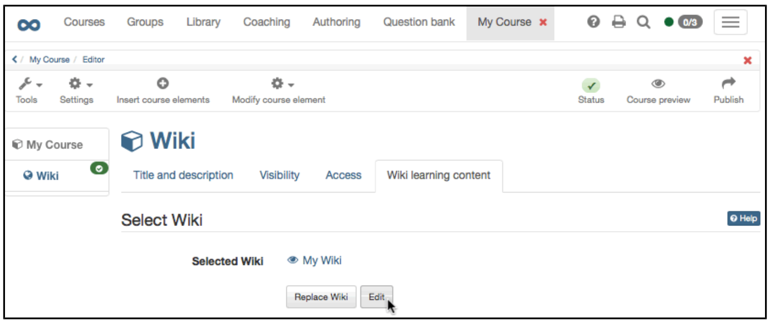
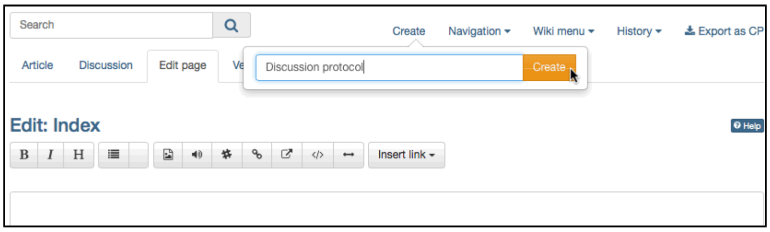
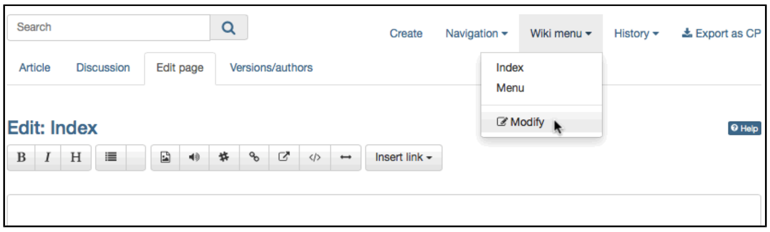
By means of this guide you will be able to create a Wiki for your course in no time before adapting it according to your needs.

Step 1: Open course editor and insert Wiki course element		
1	Search for your course in "Authoring", section "My entries," and open it.	

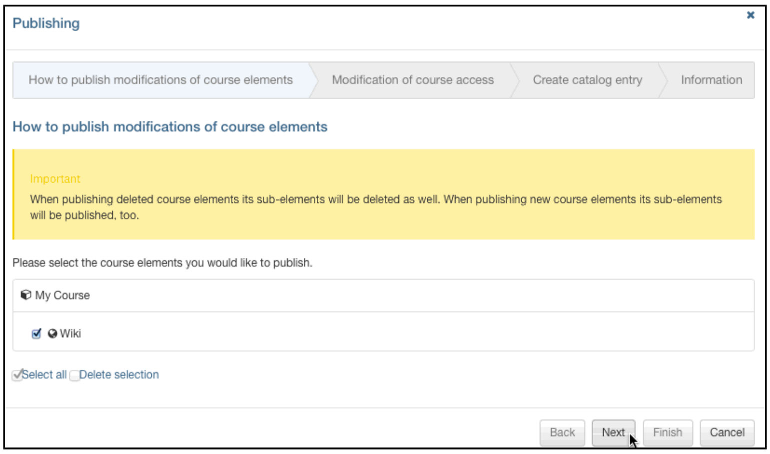
Step 1: Open course editor and insert Wiki course element		
2	Click on "Course editor" in the drop-down menu "Tools" in the toolbar.	
3	Select position at which your Wiki course element should be inserted by clicking on it.	
4	Select "Wiki" in the pop-up "Insert course elements" in the toolbar.	
5	Indicate a short title for your course element in the tab "Title and description" and save your settings.	

Step 2: Create Wiki		
1	Click on "Choose, create or import Wiki" in the tab "Wiki learning content."	
2	Click on "Create."	
3	Indicate the title of your Wiki and click on "Create".	

Step 3: Configure Wiki		
1	Click on "Edit."	
2		

Step 3: Configure Wiki		
	Adapt welcome page: Write a text ("Index") and save your settings. Explanations regarding the Wiki syntax by clicking on the question-mark icon. 	
3	Create Wiki page: Click on "Create" and enter the title for the new Wiki page in the pop-up box. Click on "Create". Then click on the red link with the page's title in order to generate and edit that page.	
4	Adapt Wiki menu: Click on "Modify" in the drop-down menu "Wiki menu" in order to adapt that menu according to your needs or add external links. Save your settings.	
5	Close Wiki tab and click on course tab.	

Step 4: Publish and activate your course		
1	Select "Publish" on your right in the toolbox "Editor tools."	
2	Check course element before clicking on "Next."	

<table>
<tr><th colspan="3">Step 4: Publish and activate your course</th></tr>
<tr><td>3</td><td>In the pull-down menu select "All registered OpenOLAT users" in the section "Modify course access."</td><td rowspan="2">


</td></tr>
<tr><td>4</td><td>Click on "Finish."</td></tr>
</table>

Now your Wiki is embedded and course participants can read your Wiki contents, edit pages already existing, and create new pages.

14.3 Wiki - Further Configurations

By default all course participants have the right to read and write Wikis. Only those OpenOLAT users having created Wiki pages or registered Wiki owners are allowed to delete those Wiki pages. These pre-set rights can be adapted in the tab "Access" of your course element according to your needs.

Only registered Wiki owners are allowed to modify a Wiki menu.

If you do no longer wish to use a Wiki as collaborative tool but only as a kind of reference, (i.e. you do not want its content to be altered) just lock that Wiki's access in the tab "Access" of your course element in the section "Edit/create article."

15 Creating Podcasts

This chapter explains step by step how course authors can create podcasts before embedding them in their course. Furthermore you will find information on additional configuration possibilities.

15.1 Podcast - General Information

The term "Podcasting" comprises words such as "iPod" and "Broadcasting" and means producing and providing audio as well as video files. Podcasts can be subscribed to before uploading episodes either by means of online services such as iTunes to mobile devices or using them directly within OpenOLAT. Such episodes will be shown sorted by time; the latest news will always appear on top. Course participants will be able to assess episodes and comment on them.

An advantage of podcasts is that media data can easily be provided and used regardless of location. Additionally you can produce as well as use episodes independently of any broadcasting time compared to radio shows.

15.2 Podcast Requirements

Produce an audio or video file for your podcast episode by means of appropriate recording software (e.g. GarageBand (http://www.apple.com/ilife/garageband/)) before saving it in a Flash-compatible format (FLV, MP3, MP4, M4V, M4A or AAC).

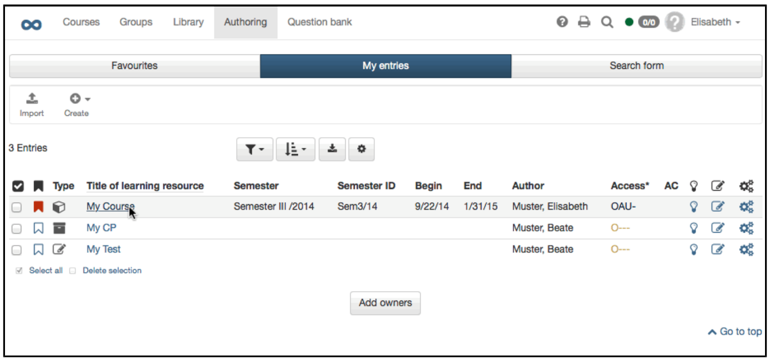
In case you have not created a course yet you will get further information in the chapter "Creating Courses" (see page 62) on how to proceed before generating a podcast by means of the following instruction.

15.3 Four Steps to Your Podcast

With the aid of this guideline you will be able to add a podcast to your course in no time and create your first episode.

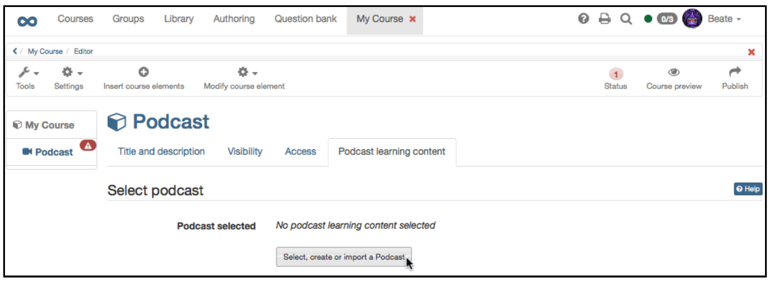
Step 1: Open course editor and insert podcast course element

1	Search for your course in "Authoring", section "My entries," and open it.
2	Click on "Course editor" in the drop-down menu "Tools" in the toolbar.
3	Select position at which your Podcast course element should be inserted by clicking on it.
4	Select "Podcast" in the pop-up "Insert course elements" in the toolbar.
5	Indicate a short title for your course element in the tab "Title and description" and save your settings.

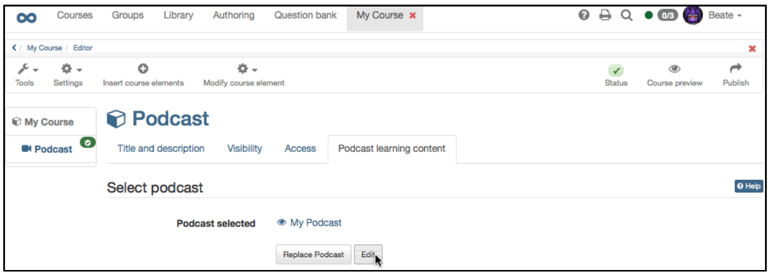
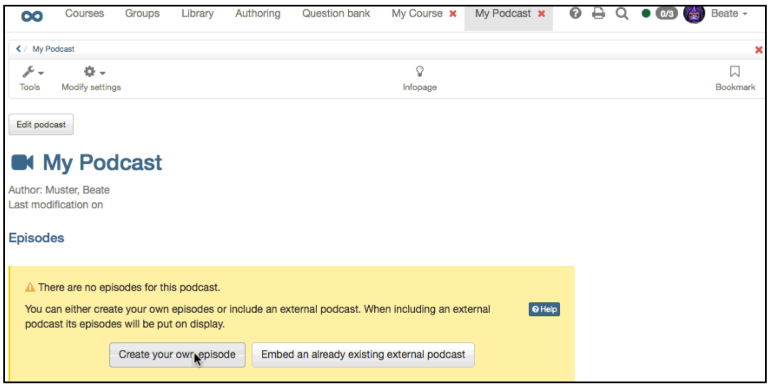


Step 2: Create a Podcast

1	Click on "Select, create or import podcast" in the tab "Podcast learning content."
2	Click on "Create."
3	

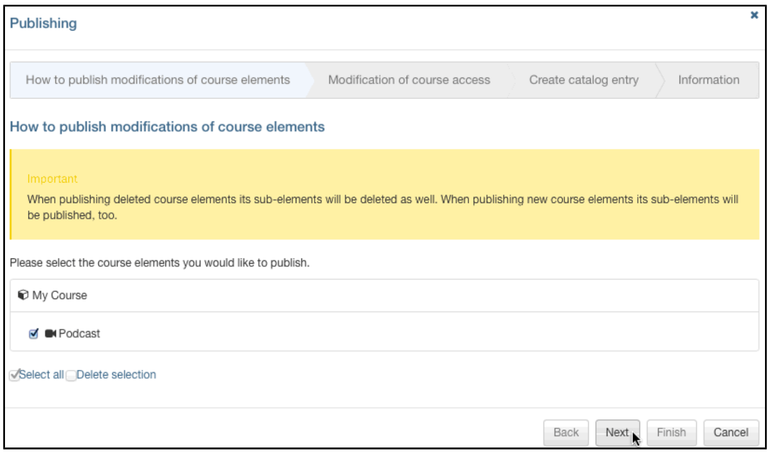


<table>
<tr><th colspan="2">Step 2: Create a Podcast</th><th></th></tr>
<tr><td></td><td>Indicate the title of your podcast. This information will appear in the header of your podcast. Click on "Create"</td><td></td></tr>
</table>

<table>
<tr><th colspan="2">Step 3: Fill podcast with content</th><th></th></tr>
<tr><td>1</td><td>Click on "Edit."</td><td rowspan="2">
</td></tr>
<tr><td>2</td><td>If you want to add a picture to your podcast header just click on "Edit podcast" and upload pic.</td></tr>
<tr><td>3</td><td>Click on "Create your own episode."</td><td rowspan="2">
</td></tr>
<tr><td>4</td><td>Indicate title, select audio or video file from your computer, and click on "Publish."</td></tr>
</table>

Additional episodes can be added later on following the same pattern or directly within the course view.

<table>
<tr><th colspan="2">Step 4: Publish and activate your course</th><th></th></tr>
<tr><td>1</td><td>Select "Publish" in the toolbar on top.</td><td></td></tr>
<tr><td>2</td><td>Check course element before clicking "Next."</td><td></td></tr>
</table>

Step 4: Publish and activate your course		
3	Select "All registered OpenOLAT users" from the pull-down menu, section "Modify course access."	
4	Click on "Finish."	

Your podcast is now embedded and course participants can download the first episode.

15.4 Podcast - Further Configurations

15.4.1 Tab: Access

By default only course authors may create episodes. Course participants can download them, comment on and assess them. If you want your course participants to create episodes as well just deactivate the check box "Locked for learners" in the section "Read and write." Course participants will not be able to edit episodes created by themselves. Only course authors or moderators are allowed to make modifications. In the section "Moderate" you determine who will have the right to moderate a podcast. This means that a course participant will then be able to edit that podcast as well as delete all episodes and comments.

These settings are only relevant if episodes are created within OpenOLAT. When embedding an external podcast it will not be possible in OpenOLAT to determine who will be allowed to create episodes or not.

15.4.2 Subscribing to Podcasts

Course participants can periodically check via the podcast's Newsfeed if there are new episodes before downloading them. On the homepage of your podcast you will find various possibilities to subscribe to a podcast via the feed URL of an online service such as iTunes.

15.4.3 Including External Podcasts

You can also use this podcast course element to include an external podcast. Just select "Include an external podcast already existing" when editing that podcast for the first time. In the field "URL" you have to indicate the feed link of your external podcast. Usually this is a URL with an .xml add-on. Episodes will then be displayed within your course element.

Once you have decided on what kind of podcast you plan to embed (create episodes yourself or embed external podcast) you will not be able to modify your choice later on.

16 Creating Blogs

In this chapter you will learn step by step how to create and embed a blog. Further configuration options will also be explained.

16.1 Blog - General Information

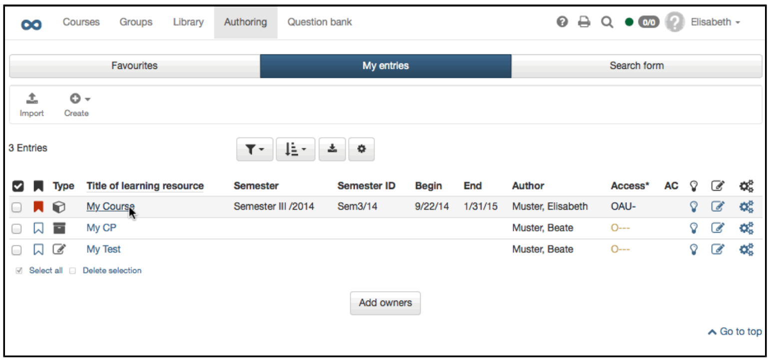
The term "Blog" comprises "World Wide Web" and "Log." Blogs usually serve as online journals for personal as well as professional information. By means of blogs you can provide your course participants with texts, pictures or videos in a swift and easy way. Entries will be displayed sorted by time; the latest news will always be on top. Course participants can subscribe to blogs via RSS Feed. They can also comment on entries and assess them.

A blog is generally used like a public diary. Its advantage is its quick, standardized publication.

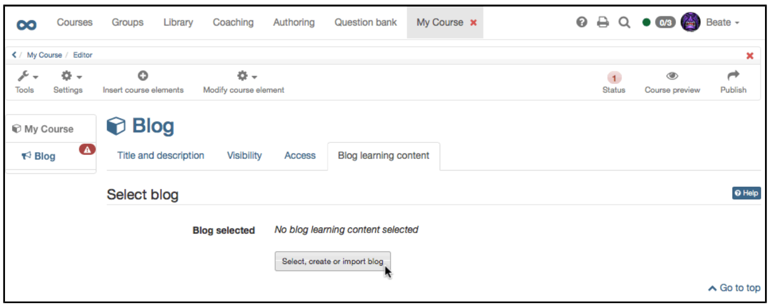
In case you have not created a course yet the chapter "Creating Courses" (see page 62) will be helpful before generating a blog by means of the following instruction.

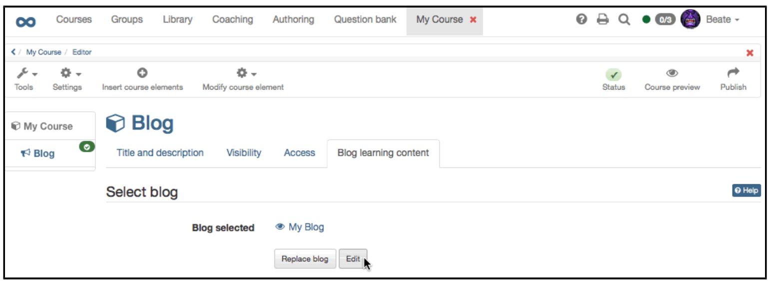
16.2 Four Steps to Your Blog

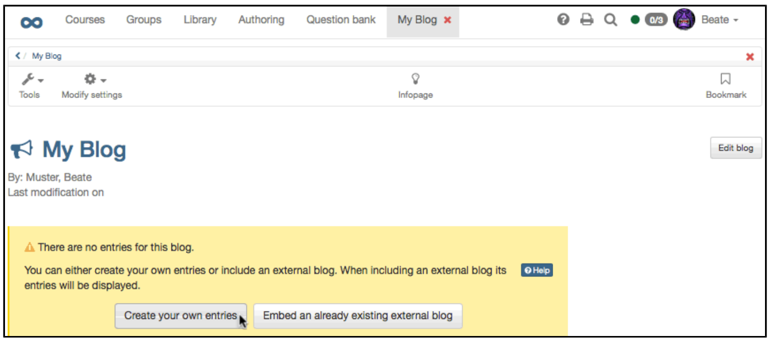
With the aid of the following guidelines you will create a blog for your course before adapting it according to your needs.

Step 1: Open course editor and insert blog course element		
1	Search for your course in "Authoring", section "My entries," and open it.	
2	Click on "Course editor" in the drop-down menu "Tools" in the toolbar.	
3		

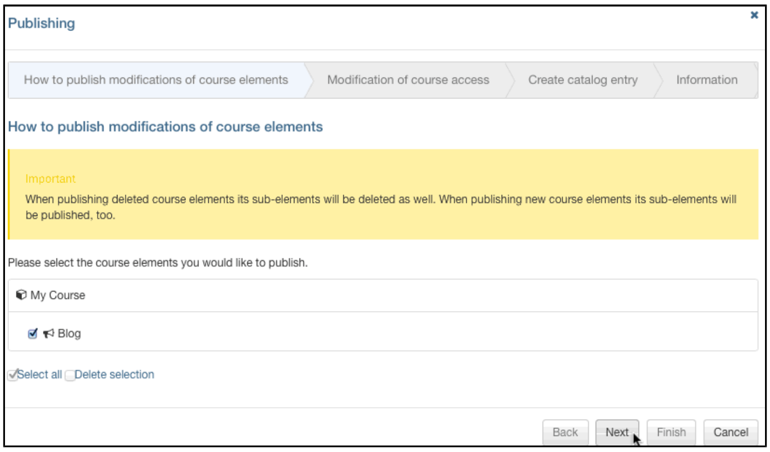
Step 1: Open course editor and insert blog course element		
	Select position at which your Blog course element should be inserted by clicking on it.	
4	Select "Blog" in the pop-up "Insert course elements" in the toolbar.	
5	Indicate a short title for your course element in the tab "Title and description" and save your settings.	

Step 2: Create Blog		
1	Click on "Select, create or import blog" in the tab "Blog learning content."	
2	Click on "Create."	
3	Indicate the title of your blog and click on "Create".	

Step 3: Fill Blog with Content		
1	Click on "Edit."	
2	If you want to add a picture to your blog header just click on "Edit blog" and upload pic.	
3	Click on "Create your own entries."	

Step 3: Fill Blog with Content		
4	Indicate title, description and content before clicking on "Publish."	

Further entries can be added later on following the same pattern or directly within the course view.

Step 4: Publish and activate your course		
1	Select "Publish" in the toolbar on top.	
2	Check course element before clicking "Next."	
3	Select "All registered OpenOLAT users" from the pull-down menu, section "Modify course access."	
4	Click on "Finish."	

Your blog is now embedded and course participants can read the first entry.

16.3 Blog - Further Configurations

16.3.1 Tab: Access

By default only course authors may create entries. Course participants can read them, assess, and comment on them. If you want course participants to create entries by themselves just deactivate the check box "Locked for learners" in the section "Read and Write." Course participants will not be able to edit entries they created. Only course authors or moderators are allowed to make modifications. In the section "Moderate" you determine who will have the right to moderate a blog. This means that a course participant may then edit that blog and delete all entries and comments.

This configuration is only relevant if entries are created within OpenOLAT. When embedding an external blog you cannot determine who will be able to create entries.

16.3.2 Subscribing to Blogs

Course participants can subscribe to a blog via RSS Feed to be informed as soon as there are new entries.

16.3.3 Including External Blogs

You can also use course element to include an external blog. Just select "Include an external blog already existing" when editing it for the first time. Indicate the feed link of your external blog in the field "URL." Generally this URL will have an .xml add-on. Entries of that external blog will appear in your course element.

Once you have decided on what kind of blog you want to embed (create your own entries or include an external blog) you will not be able to modify your choice later on.

17 Creating Tasks

This chapter explains how course authors can create tasks for their course participants. Here you will find an illustrated step-by-step instruction as well as information on how to adapt tasks according to your needs.

17.1 Task - General Information

Tasks are used within an OpenOLAT course. You can assign various tasks to course participants electronically and collect their results via OpenOLAT as well. Furthermore you can assess those tasks and return them to course participants by means of a return box. Additionally you can provide sample solutions. OpenOLAT will assist you with its organization; you no longer have to keep an account of tasks, assessments or dates.

17.2 Task Requirements

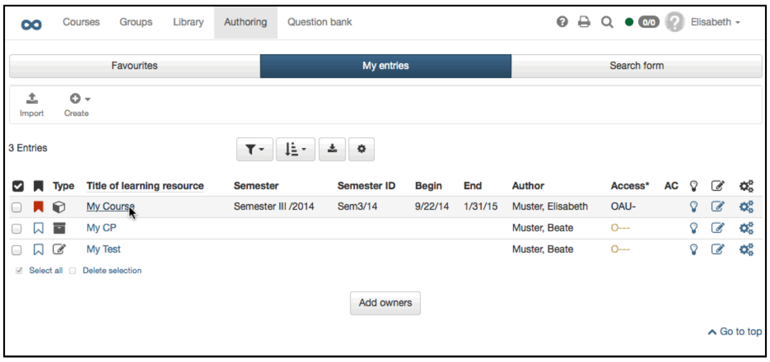
Before adding a task all task files and sample solutions (optionally) have to be available in an established file format (e.g. PDF documents).

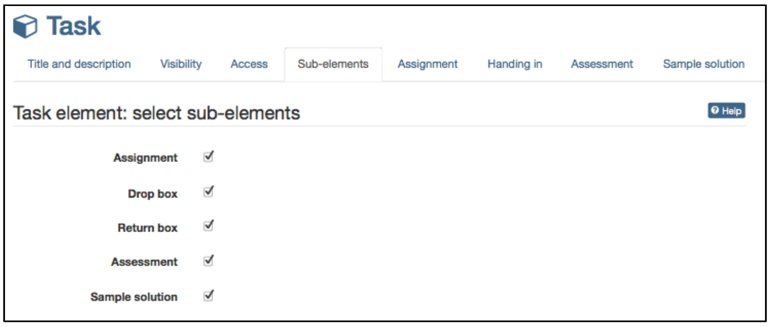
In case you have not created a course yet the chapter "Creating Courses" (see page 62) will help you to do so before creating your tasks by means of the following instruction.

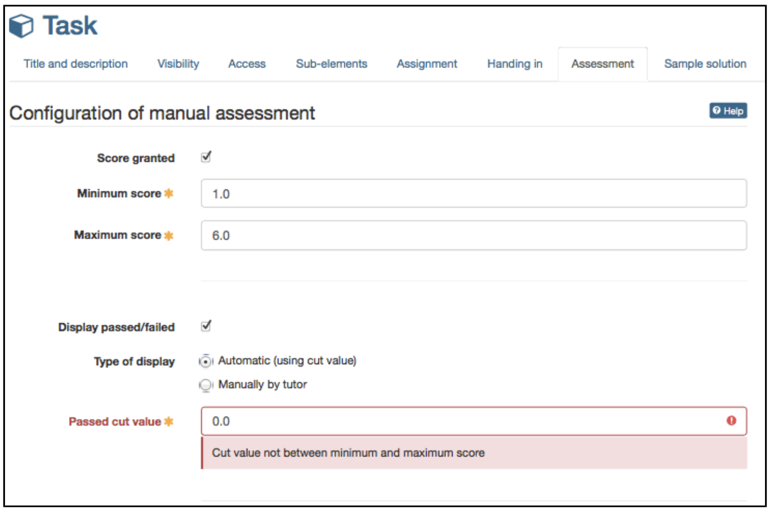
17.3 Three Steps to Your Task

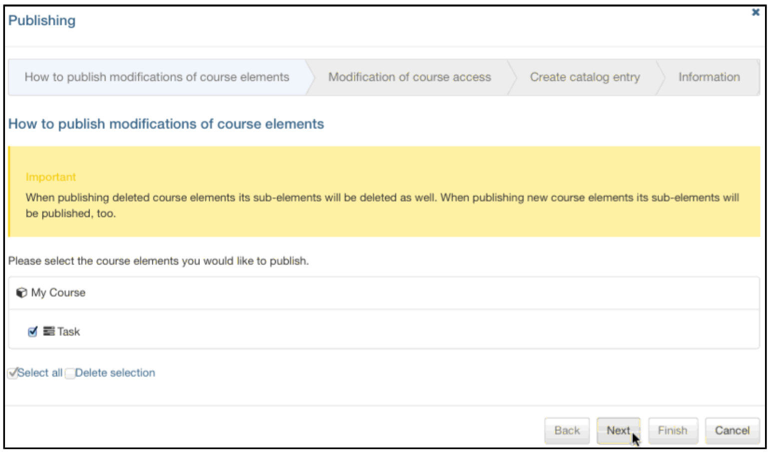
By following this guideline you will have created a task for your course in no time.

Step 1: Open course editor and insert task course element		
1	Search for your course in "Authoring", section "My entries," and open it.	

Step 1: Open course editor and insert task course element		
2	Click on "Course editor" in the drop-down menu "Tools" in the toolbar.	
3	Select position at which your task course element should be inserted by clicking on it.	
4	Select "Task" in the pop-up "Insert course elements" in the toolbar.	
5	Indicate a short title for your course element in the tab "Title and description" and save your settings.	

Step 2: Configure task		
1	Select your favored sub-elements in the tab "Sub-elements". Only sub-elements selected can be configured in the next tab.	
2	Click on "Open task folder" in the tab "Assignment." Upload your task file(s) created before. Optionally write a message for users in the section "Assign task" and configure your allocation according to your needs.	
3		

<table>
<tr><th colspan="2">Step 2: Configure task</th><th></th></tr>
<tr><td></td><td>Optionally adapt confirmation text in the tab "Handing in" and configure e-mail settings.</td><td></td></tr>
<tr><td>4</td><td>Select assessment option in the tab "Assessment." Available are: "Score granted" (incl. minimum /maximum score), "Display passed/failed" incl. option "Type of display" (manually or automatically), and "Individual comment." Save your settings.</td><td rowspan="2">
</td></tr>
<tr><td>5</td><td>Click on "Open folder of sample solution" in the tab "Sample solution" before uploading your sample solutions.</td></tr>
</table>

<table>
<tr><th colspan="2">Step 3: Publish and activate your course</th><th></th></tr>
<tr><td>1</td><td>Select "Publish" in the toolbar on top.</td><td rowspan="4">
</td></tr>
<tr><td>2</td><td>Check course element before clicking "Next."</td></tr>
<tr><td>3</td><td>Select "All registered OpenOLAT users" from the pull-down menu in "Modification of course access."</td></tr>
<tr><td>4</td><td>Click on "Finish."</td></tr>
</table>

Your task is now embedded in your course. Depending on the configuration of your task element course participants will be able to select a task and submit their solution. Course authors and coaches can then assess and return all submitted and corrected files by means of the assessment tool (see page 97).

Subscribe to your drop box in the course view. Whenever a course participant submits a file you will receive a corresponding e-mail or a notification in your personal menu, section "Subscriptions."

17.4 Task - Further Configurations

17.4.1 Tab: Sub-elements

Select 1 - 5 of all available sub-elements. Sub-elements selected can then be configured in the next tab (exception: return box).

For each sub-element there has to be at least one group in the tab "Access" to be indicated in the field "Depending on group." Thus course authors and coaches of groups will be able to have a look at all files submitted by means of the assessment tool of that course before assessing and commenting on them.

17.4.2 Tab: Assignment

You upload your task files to the task folder in the tab "Assignment." In the field "Message for user" you can provide general information for all course participants regarding your tasks. In the field "Type of assignment" you determine if a course participant can choose between all available tasks or if your tasks should be allocated automatically as well as randomly. Select in the field "Type of sampling" if several course participants shall be able to work on the same task (task can be reclined) or if each course participant shall work on a different task (task cannot be reclined). If a task is selected manually you can further decide in the field "Preview" if course participants shall be allowed to have a look at a task before selecting it.

In case a course participant is not allowed to recline a task you have to offer at least the same number of tasks as there are course participants.

17.4.3 Tab: Handing in

A standard phrase confirms that course participants have submitted their solutions successfully. This text can be adapted if necessary. The option "Send text additionally as e-mail" means that your text will be sent by e-mail as well.

17.4.4 Tab: Assessment

Here you define how each course participant shall be assessed. By default a tutor can assess tasks by means of "Passed/failed." If you prefer to allocate points instead or in addition just modify your configuration by indicating a minimum and maximum score or by replacing "Passed/failed" automatically with a passing score. Optionally you can provide space for individual comments regarding each course participant. In addition you can provide further information in the fields "Notice for all users" and "Notice for tutors," e.g. some general comment on how to assess course participants.

17.4.5 Tab: Sample Solution

In order to provide all course participants with a sample solution regarding your tasks just click on "Open sample solution folder" in the tab before uploading appropriate documents to that folder.

In the tab "Access" you can configure your sample solution date-dependently in order to have it revealed e.g. only after that task's deadline.

18 Creating Portfolio Tasks

By means of ePortfolios lerners are able to organize and reflect on their learning progress. This chapter will explain how course authors can create portfolio tasks for their course participants. An illustrated step-by-step guide will show you how to configure portfolio tasks according to your needs.

18.1 Portfolio Task - General Information

By means of a portfolio task you can provide a predefined folder in your course to be filled with evidence by course participants documenting their learning progress. These folders can be submitted electronically before being assessed by course authors or tutors.

18.2 Portfolio Task Requirements

Please consider before adding a portfolio task what kind of learning evidence and how much you plan to demand from your course participants. Additionally you should think about how to reasonably structure your portfolio tasks.

In case you haven't created a course yet the chapter "Creating courses" (see page 62) will tell you how to do so. Then the following guide will help you to create portfolio tasks.

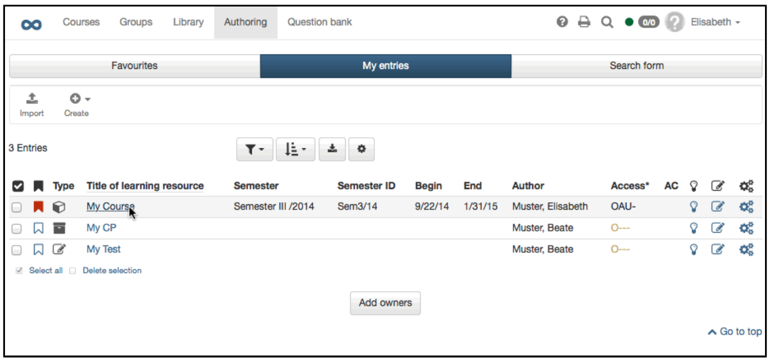
Course participants have to be registered in groups in order to assess their submitted portfolio taks in the assessment tool.

18.3 Five Steps to Your Portfolio Task

The following guidelines will help you to add portfolio tasks to your course in no time.

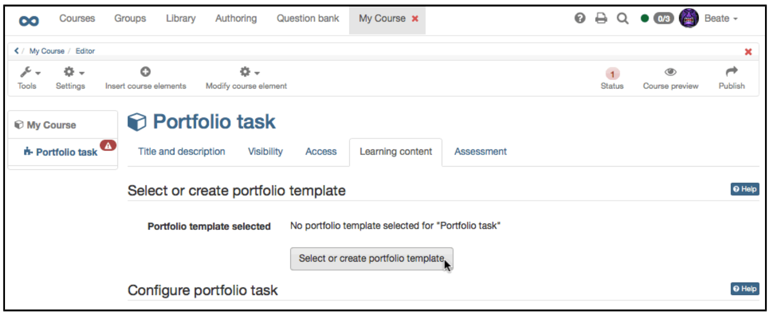
Step 1: Open course editor and insert a portfolio element		
1		

Step 1: Open course editor and insert a portfolio element



	Search for your course in "Authoring", section "My entries," and open it.	
2	Click on "Course editor" in the drop-down menu "Tools" in the toolbar.	
3	Select position at which your portfolio task should be inserted by clicking on it.	
4	Select "Portfolio task" in the pop-up "Insert course elements" in the toolbar.	
5	Indicate a short title in the tab "Title and Description" and save your settings.	

Step 2: Create portfolio task

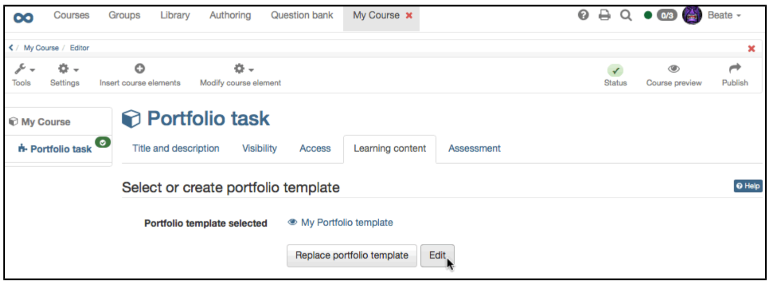


1	Click on "Select or create portfolio template" in the tab "Learning content."	
2	Click on "Create."	
3	Indicate the title and click on "Create".	
4	Click on "Next."	

Step 3: Design portfolio task

1	Click on "Edit."	

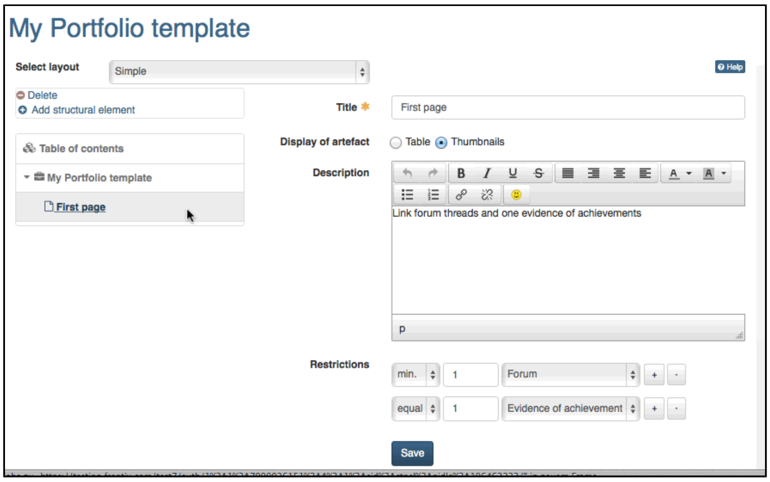
Step 3: Design portfolio task



2 Just click on the "Plus" icon to add a new page. The portfolio editor opens. Such pages can then be supplemented by structural elements.

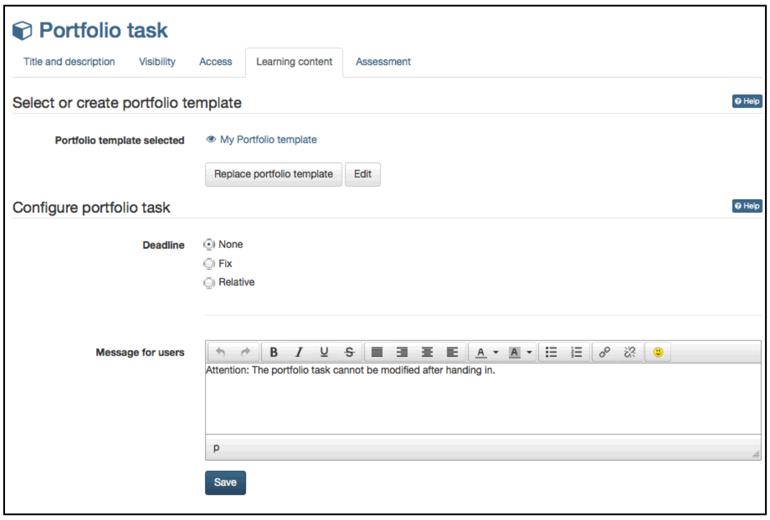
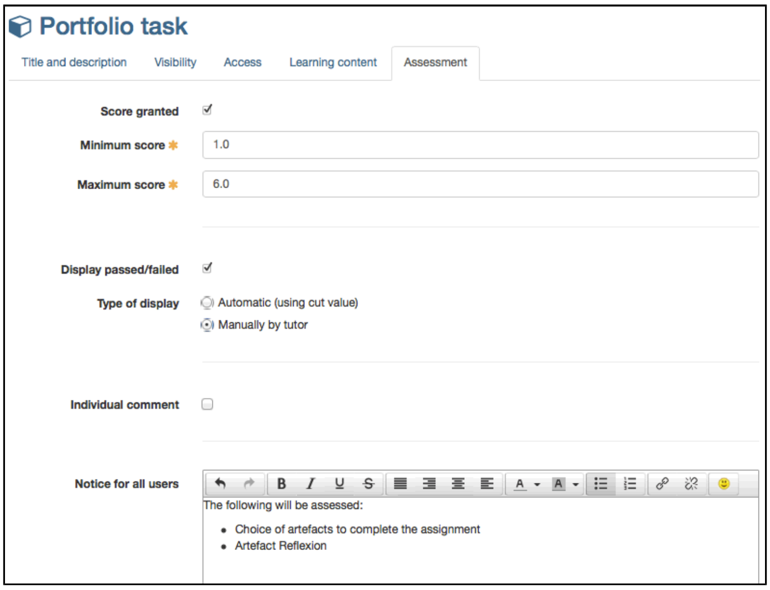
3 Choose appropriate titles for your pages and structural elements before writing all necessary directions for your course participants in the description box. Pages and structural elements can be moved via "Drag&Drop" later on.

4 Determine in the section "Restrictions" what kind of artefacts course participants should be allowed to upload and to what extent.

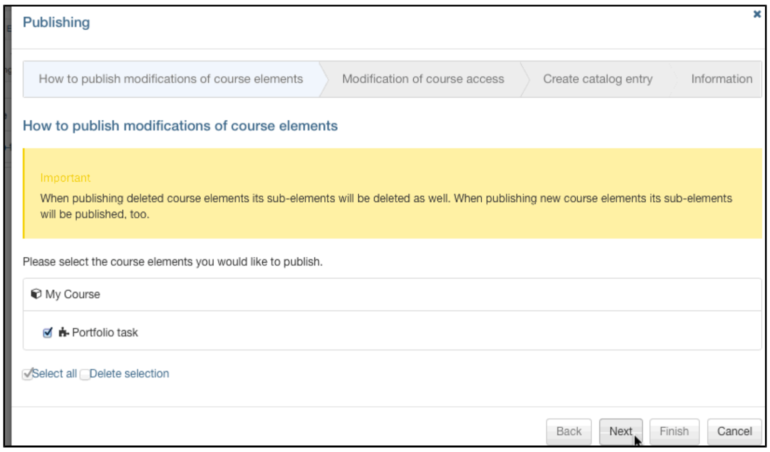


Step 4: Configure portfolio task

1

Step 4: Configure portfolio task		
	Optionally you can define a deadline in the tab "Learning content" of the course editor and provide a message for course participants.	
2	Select your assessment options in the tab "Assessment" and save your settings. You can choose between: "Score granted" (incl. min./max.), "Passed /failed" with option "Type of display" (automatically or manually), and "Individual comment." Important: In order to assess portfolio tasks your course participants have to be registered in a group.	

Step 5: Publish course		
1	Select "Publish" in the toolbar on top.	
2	Check course element before clicking on "Next."	
3		

Step 5: Publish course		
	Select "All registered OpenOLAT users" from the pull-down in the section "Modification of course access."	
4	Click on "Finish."	

Now this portfolio task is embedded in your course. Course participants will be able to collect that task before embedding artefacts in their folder. Course authors as well as tutors can see all portfolio tasks submitted before assessing them by means of the assessment tool.

19 Managing Topics of Topic Assignments

This chapter helps persons responsible for a topic to manage topics of a topic assignment. Here you will find an illustrated step-by-step guide on how to create topics and how to manage participants.

19.1 Topic Assignment - General Information

The course element "Topic assignment" is used within an OpenOLAT course. A course author can configure this element as needed and appoint persons responsible for a topic. Further information on how to configure topic assignments can be found in the chapter dealing with the element "Topic assignment" (see page 86). Persons responsible for topics can offer their course participants a variety of topics before managing these participants along with their topics. Course participants will be able to submit expositions via drop boxes. Corrections can then be returned via return boxes.

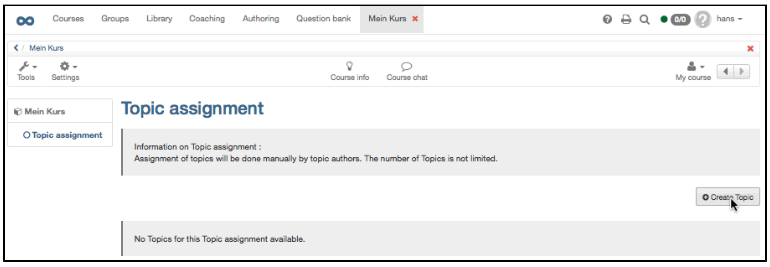
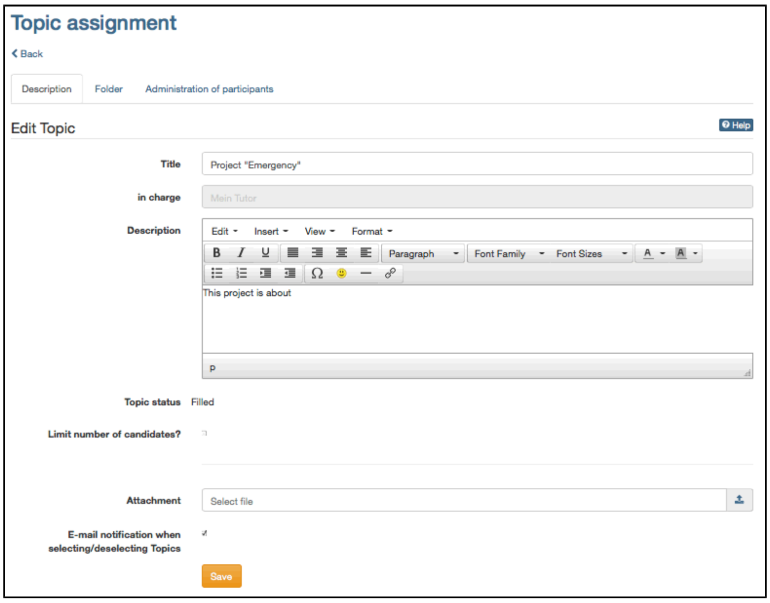
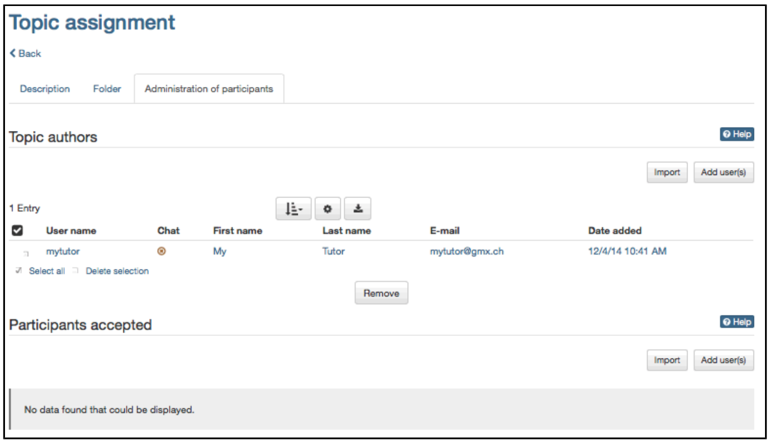
19.2 Topic Assignment Requirements

A course author has already embedded the course element "Topic assignment" in a course and appointed you as person responsible for a topic.

19.3 Three Steps to Create and Manage Topics

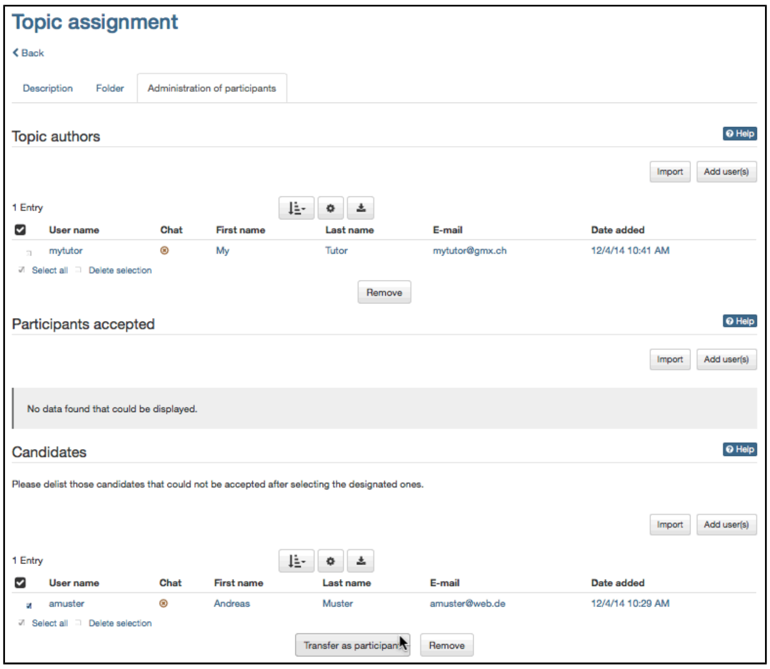
The following guidelines will teach you in no time how to offer topics via the course element "Topic assignment" before managing your course participants.

The following example will show that the course author has configured the topic assignment to not immediately accept a participant's topic choice. This choice has to be confirmed first by the person responsible for that topic. This means that course participants have to apply for a topic before being accepted or rejected by persons responsible for topics.

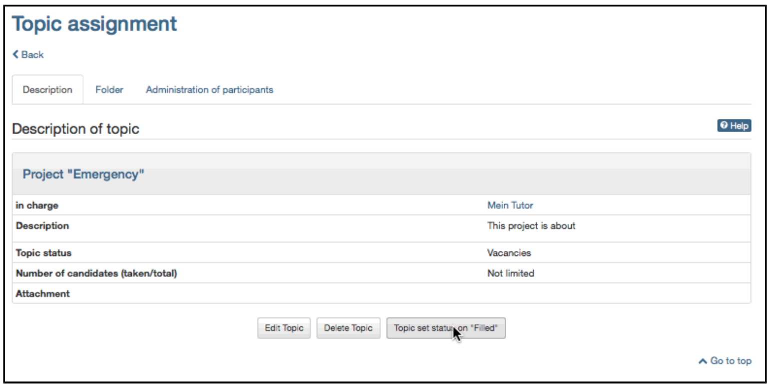
<table>
<tr><th colspan="3">Step 1: Open course and create topic</th></tr>
<tr><td>1</td><td>Search for your course in "Authoring", section "My entries," and open it.</td><td rowspan="3">
</td></tr>
<tr><td>2</td><td>Navigate to the topic assignment in the course menu on your left.</td></tr>
<tr><td>3</td><td>Click on "Create topic" at the top of the content area.</td></tr>
<tr><td>4</td><td>Provide information on your topic (title, description) in the tab "Description." Additionally you can limit the number of candidates, allow for deselction, attach files, and establish notifications via email.</td><td>
</td></tr>
<tr><td>5</td><td>Optional: If you want to appoint additional tutors for your topic just click on "Add user(s)" in the tab "Administration of participants," section "Topic authors" before selecting the person required.</td><td>
</td></tr>
</table>

Your topic will now appear in your topic assignment and course participants will be able to apply.

If the check box "E-mail notification when selecting/deselecting Topics" is activated in your topic description, you will receive an email as soon as a course participant applies for your topic.

Step 2: Manage participants		
1	Click on the title of your topic in the topic overview before going to the tab "Administration of participants."	
2	Select those people from the candidate list to whom your topic should be assigned. Click on "Transfer as participant." Adapt and send email notification to all accepted course participants if needed.	
3	Select those people from the candidate list to whom your topic should not be appointed. Click on "Remove." Adapt and send email notification to all candidates not accepted if needed.	
4	If you do not wish other candidates to apply just click on "Topic set status to 'Filled'" in the tab "Description."	

Step 2: Manage participants

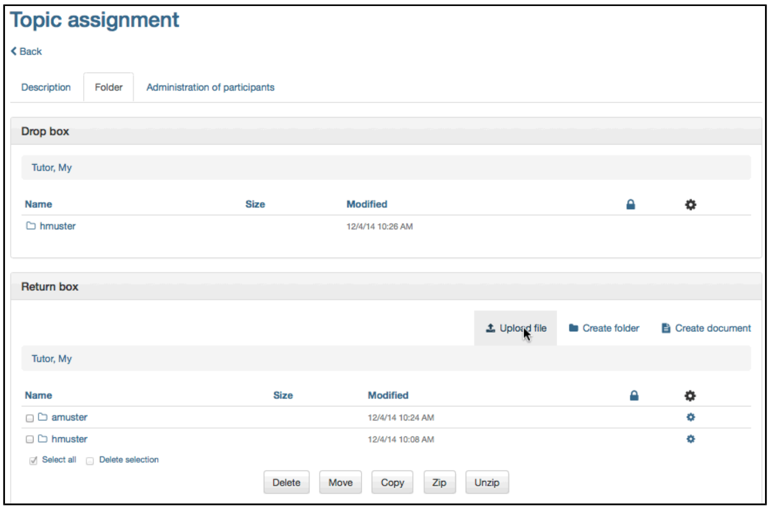


Participants accepted can now submit files via drop box regarding their chosen topic in the tab "Folder."

Step 3: Manage files (optional)

1 If there are files already submitted just click on the tab "Folder" within your topic before opening a participant's folder.

> Subscribe to the drop box of your topic in order to get a notification for newly submitted documents.



2 It is possible to return files via return boxes. Just select the folder of a participant already accepted in the tab "Folder" and click on "Upload file."

20 Creating Tests and Questionnaires

This chapter explains how tests and questionnaires can be created. A step-by-step instruction will support course authors by means of the following table to efficiently work with the test and questionnaire editor. In addition you will get information on how to embed tests and questionnaires in your course and how to archive gained results.

20.1 QTI - General Information

20.1.1 What is a Test? What is a Self-test?

Tests are used to control achievements in a course. By means of a test you can examine your participants' knowledge at the beginning of your course, check it after each completed module or let course participants take tests electronically.

Tests are created with the OpenOLAT test editor. You can determine a test's duration, its type of questions (see page 151) as well as other configurations. It is also possible to create tests within the question bank (see page 158), or to import (see page) tests in the IMS QTI format (version 1.2).

Tests are created as independent learning resources before embedding them in a course. You decide if a test should be a self-test for practice purposes or a real test for examination purposes. In the first case you may want to use the course element "Self-test" while in the second case you may prefer the course element "Test." Results of self-tests are stored anonymously; test results are stored personalized.

20.1.2 What is a Questionnaire?

Questionnaires are used for online evaluations during a course. By means of a questionnaire you can find out more about what your participants expect from your course at its beginning. You can then process your results by means of statistic methods before evaluating the success of your course at its end.

Questionnaires are created with the OpenOLAT questionnaire editor. You can determine a questionnaire's length, its type of questions (see page 151) and make further configurations. It is also possible to import (see page) questionnaires in the IMS QTI format (version 1.2).

Questionnaires are created as independent learning resources before embedding them by means of the course element "Questionnaire." OpenOLAT guarantees that each course participant can fill in such questionnaires only once. Results will be stored anonymously.

If you want to receive personalized data you can use a cloze as first question, asking the participant to indicate his name. However, it is not possible to check if your participants do what they are asked for.

20.1.3 Comparison: Test, Self-test and Questionnaire

The following table exemplifies the difference between test, self-test, and questionnaire:

	Test	**Self-test**	**Questionnaire**
Intended use:	Test	Exercise	Poll
Created with:	Test editor	Test editor	Questionnaire editor
Question types:	Single-choice, multiple-choice, Kprim, cloze, free text	Single-choice, multiple-choice, Kprim, cloze, free text	Single-choice, multiple-choice, cloze, free text
Embedding with course element:	Test	Self-test	Questionnaire
Number of attempts:	to be configurated	unlimited	only once
Archiving of results:	personalized	anonymized	anonymized

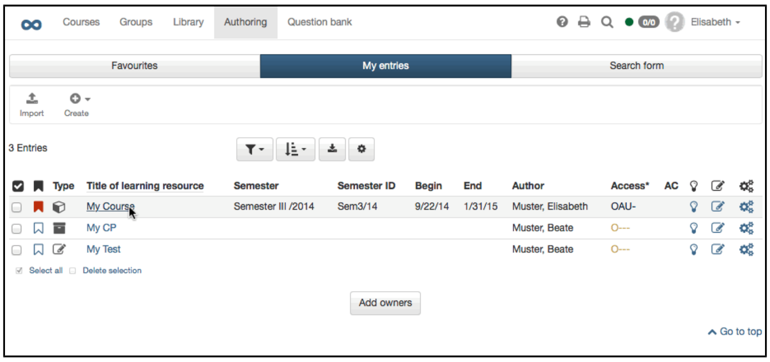
20.1.4 Requirements

You have already created an OpenOLAT course (see page 62) and now want to add a test, self-test or questionnaire. We recommend preparing questions and answers of a test or questionnaire electronically, e.g. as Word file; such a file can be easily transferred to a test or questionnaire editor later on.

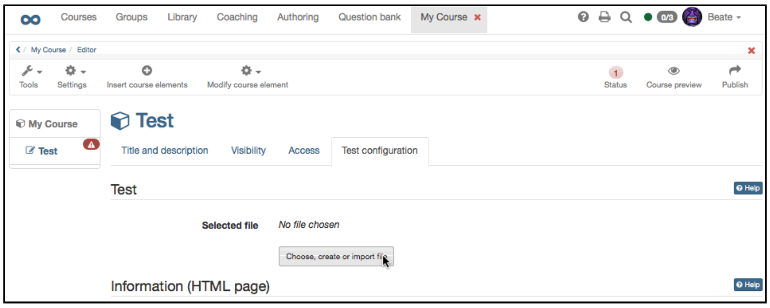
Perhaps you have already exported a test or questionnaire file in IMS QTI format from another LMS and want to import it in OpenOLAT. Just follow the instructions in section "Import (learning resources)" (see page).

20.2 Five Steps to Your Test, Self-test or Questionnaire

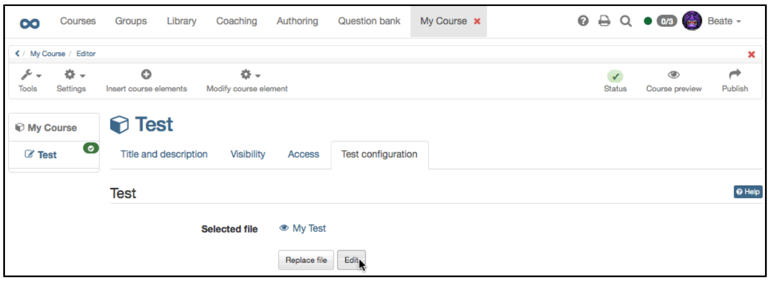
Just follow the instructions below to create a simple test or questionnaire in no time before embedding it in your course and activating it for your participants.

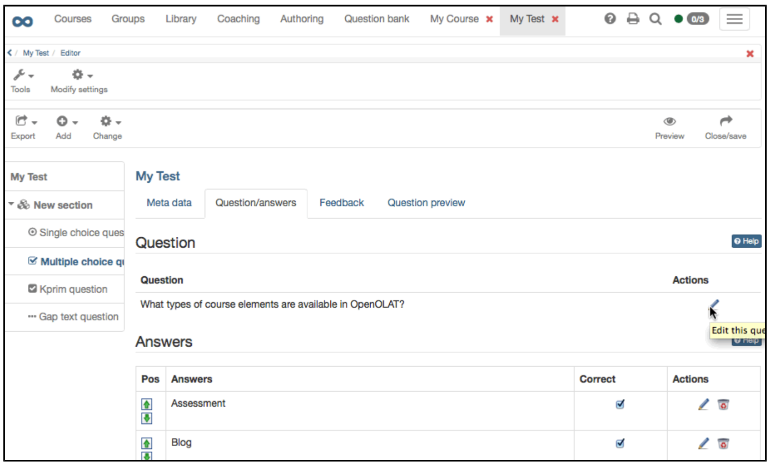
Step 1: Open course editor and insert course element		
1	Search for your course in "Authoring", section "My entries," and open it.	
2	Click on "Course editor" in the drop-down menu "Tools" in the toolbar.	
3	Select position at which your test, self-test or questionnaire course element should be inserted by clicking on it.	
4	Select "Test," "Self-test" or "Questionnaire" in the pop-up "Insert course elements" in the toolbar.	
5		

Step 1: Open course editor and insert course element		
	Indicate a short title for your course element in the tab "Title and description" and save your settings.	

Step 2: Create a test or questionnaire file		
1	Click on "Choose, create or import file" in the tab "Configuration test/self-test /questionnaire."	
2	Click on "Create."	
3	Indicate the title of your test and click o "Create".	

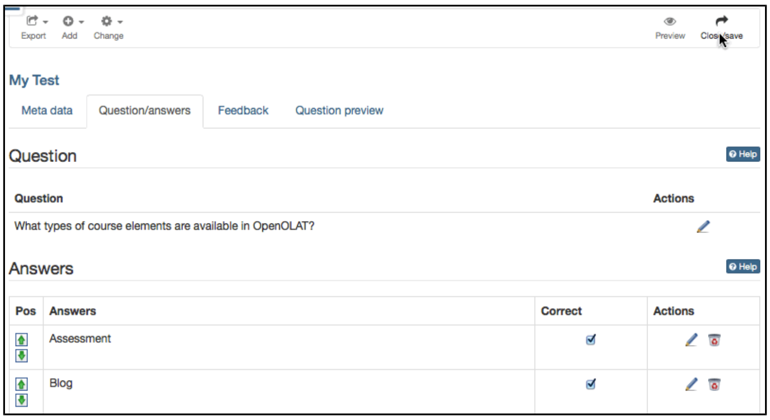
Your file is now created and consists of one section as well as one single-choice question by default. If there are no such questions in your test you can delete that default single-choice question as soon as you have added any other question.

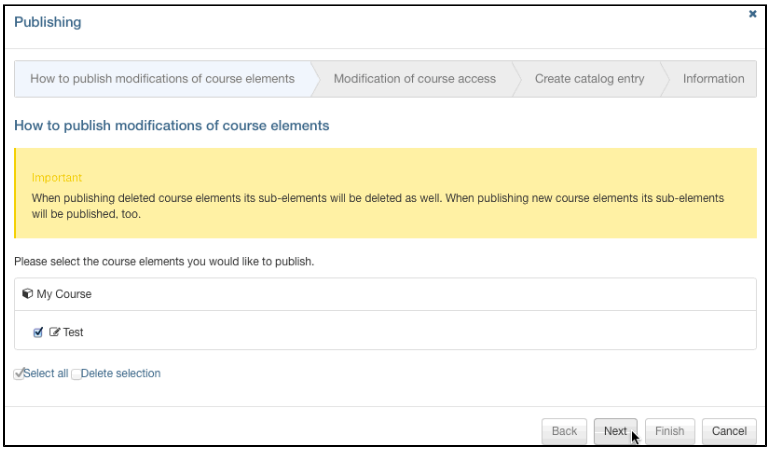
Step 3: Edit test or questionnaire and add new question (e.g. multiple choice)		
1	Click on "Edit."	
2	Select your type of question (e.g. multiple choice) in the drop-down menu "Add" in the toolbar.	
3	Select position at which your new question should be inserted and save your settings.	
4		

Step 3: Edit test or questionnaire and add new question (e.g. multiple choice)		
	Indicate title and configuration (optional) in the tab "Meta data" and save your settings.	
5	Click on the pencil icon next to "New question" in the tab "Question/answers" before editing your question and saving your settings.	
6	Select "Add new answer" several times (number depending on possibilities) before editing your answers and saving your settings.	
7	In your test check all answer options that are correct and save your settings.	
8	Modify assessment method (optional) and save your settings.	
9	Indicate feedback in the next tab (optional) and save your settings.	

In following the same pattern you can now add additional questions of your favored type. Use sections to organize your questions.

Step 4: Save test or questionnaire		
1	Click on "Close/Save" in the right corner of the toolbar.	
2	Save your settings.	

Step 4: Save test or questionnaire		
		

Step 5: Publish and activate your course		
1	Navigate back to your course editor.	
2	Select "Publish" in the toolbar on top.	
3	Check course element before clicking on "Next."	
4	Select "All registered OpenOLAT users" from the pull-down menu, section "Modify course access."	
5	Click on "Finish."	

Your test or questionnaire is now embedded and can be used by your course participants.

20.3 Test and Questionnaire Editor in Detail

20.3.1 Format and Standardization

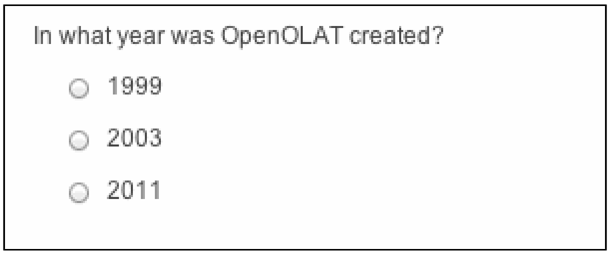
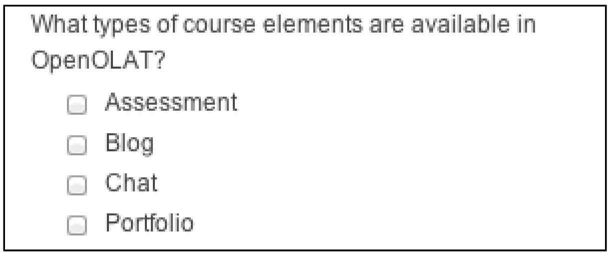
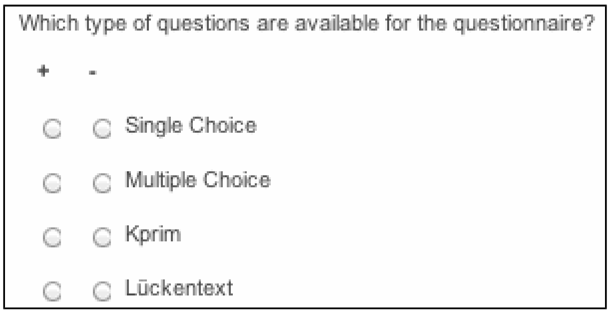
Tests and questionnaires will be stored in a standardized format, the so-called IMSQTI format (version 1.2). For more information please go to the following website of IMS (http://www.imsglobal.org/question/).

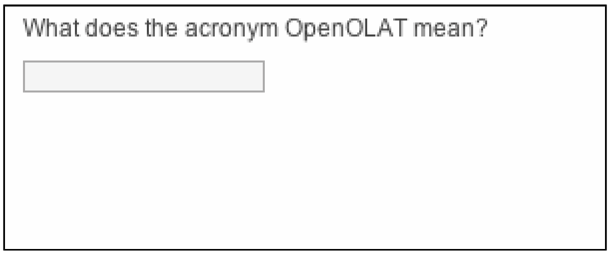
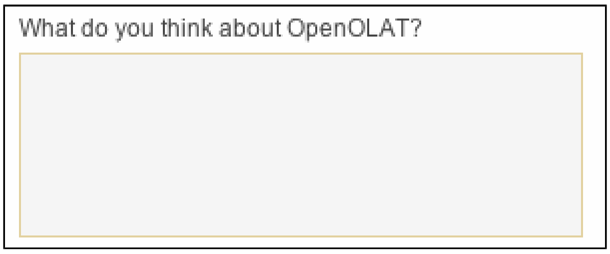
Creating and saving tests and questionnaires in a standardized format enables you to use them as course elements in different OpenOLAT courses on the one hand; on the other you can apply your tests and questionnaires in other LMS that support the same version of that IMS QTI format.

In tests or questionnaires you can also include multimedia files.

20.3.2 Types of Questions

There are five different types of questions to be explained in the following:

Type of Question	**Description**	**Example**
Single Choice	A single-choice question comprises a question and at least two answers; only one of them can be selected. In a test only one of those two answers is correct.	
Multiple-Choice	A multiple-choice question comprises one question and at least two answers; several answers can be selected. In a test several answers can be correct.	
Kprim	A Kprim question can only be used in a test. It comprises one answer and exactly four answers. The one taking that test has to decide for every single answer if it is correct or not. 0 to 4 answers can be correct.	

Type of Question	Description	Example
Cloze	In a cloze question terms are replaced by gaps to be filled in by the one taking the test or questionnaire. In a test you provide the correct answers (synonyms separated by semicolons) and decide at the same time if there should be case sensitivity or not.	
Free text	The answer to a free-text question is inserted into a field of variable size. In a test environment, the free-text question must be evaluated separately and manually.	

20.3.3 Structuring and Organization

Each test and each questionnaire has to comprise at least one section as well as one question. This is why there is already a section ("New section") along with a single-choice question ("New question") when creating a test or questionnaire. If you do not need a single-choice question in your test you can delete it as soon as you have added another type of question. Just click on the title of a section or question on your left to be able to modify it.

Sections serve to give your tests or questionnaires a certain structure. For example you can pose general questions at the beginning and therefore create a section "Preface." Your test or questionnaire can contain as many sections as you like.

If you want to add a new section or question just select "Add" in the tool box on your right before adding the new element at a position of your choice. It is possible to delete or move sections or questions anytime. You can even copy questions.

It is advisable to copy questions if there are questions with the same possibilities to answer, e. g. if several questions could be answered by selecting a value between 1 and 5.

20.3.4 Display Options and Configuration

Further options regarding tests and questionnaires can be set at different levels:

On the test level you determine whether all included test sections should be displayed or just a selection. In addition to that, sections can be displayed randomly or in the predefined order.

You can also determine if a test should be taken within a certain period of time. If a test has some time limit this can be recognized by the hourglass icon and the display of total time and time ending.

Options regarding feedback and solutions will be explained in the section "Hints to Solutions and Feedback in a Test" (see page 154). Further information regarding scores can be found in "Scores in Tests" (see page 153).

On the section level you determine if there should be a time limit when working on a section, how many questions from that section should appear in your test or questionnaire, and if the sequence of your questions should be at random or not.

On the question level you will find more information on display and configuration options in the tab "Meta data." Here you can also give hints and/or the correct solution (further described in the section "Hints to Solutions and Feedback in a Test" (see page 154).

On the course level there are further display options. When embedding your test or questionnaire in a course you will find these options in the tab "Test configuration" or "Questionnaire configuration." You can limit the number of attempts to answer a question and determine how often a user may try and take a test. The maximum to be specified is 20. If you specify for the first successful attempt to be valid though, a user is no longer able to improve his test results with more tests. As long as the user fails to pass the test, he can try as often as specified before. In order to prohibit a user to access other OpenOLAT functions during a test, you can use the option "Display only module, hide LMS". OpenOLAT will be hidden during the test and only be visible again after closing or completing the test. If you plan to forbid the menu navigation, one question after the other will automatically appear; the person taking your test will not be able to navigate to another question. To display the menu navigation is still possible; just use the option "Display menu navigation." You can also allow users to make personal notes during a test. However, after that test those notes will no longer be available. When terminating a test no results will be saved; when pausing all answers sent so far will be saved.

If you pause in a test with time limit it can very well be that your time is up when trying to continue.

If persons taking your test should see their results immediately after completing it select the option "Show results after completing a test." Results can also be displayed on your course's homepage. When choosing this option you can additionally indicate when those results should be made public. You can further determine how detailed your display should be.

20.3.5 Scores in Tests

The minimum score to pass a test can be determined in the test editor on top-level. This score is only relevant if your test is included in a course with the course element "Test."

On the question level you determine how many points can be received with each question. The correct answer to a single-choice question will gain all points; giving a wrong answer will gain 0 points. Indicate the score to a certain question in the field "Score" of the tab "Question /answers."

Using a multiple-choice question means either scoring if all answers are correct or if one single correct answer already counts. First decide on a method of assessment in the tab "Question /answers" and save your settings. Then indicate the score for all correct answers or the score for each correct answer (right next to your answers).

The assessment of Kprim questions is preset. Three correct answers always gain half the score, four correct answers mean full score. Indicate your maximum score in the tab "Question /answers."

If there are several possible answers to your cloze question separate them by semicolons. You can choose between two different assessment methods: either scoring per all correct answers or scoring per one correct answer. First decide on your method in the tab "Question/answers" and save your settings. Then either indicate your score for all correct answers or for each single answer (right next to the cloze).

Free-text questions can only be evaluated manually. You can use the assessment tool.

20.3.6 Hints to Solutions and Feedback in a Test

You can provide feedback immediately after having received a test result. Hints to solutions and/or the correct solution will be displayed if the question has not been answered correctly. You determine in the tab "Meta data" if hints and/or correct solutions should be displayed. Just indicate your hints and/or correct answers in the corresponding fields.

The correct solution of an essay question will never be shown in OpenOLAT. It is intended only for the Word export, and will only be displayed in the exported file with the correct answers like other test solutions. Files are provided with the name of the course element and the date.

By displaying feedback you can provide a separate feedback to each of your answers; this feedback will be given immediately after having sent an answer. You can indicate your feedback in the tab "Feedback."

The option "Feedback (wrong answer)" is not effective if in a multiple-choice question no wrong answers have been selected but not all correct answers have been checked.

Often feedback and hints to solutions are used in a self-test to give persons a helping hand in finding the correct answers.

20.3.7 Source Code of Tests

Participants will not be able to see in the test's or self-test's source code which solutions are right or wrong; answers will be sent to the OpenOLAT server before being analyzed.

20.3.8 Export to Word

Tests and questionnaires created in OpenOLAT can be exported as a Word file. Click "Export as Word file" in the editor tools in the test editor in order to download the test or questionnaire as .zip-file. The file contains two files in the MS .docx format, one containing only the test questions, while the other contains questions and answers. The exported files contain important additional information such as the score, thus enabling you to use the test document directly for e.g. offline testing.

20.3.9 Modifications of Embedded Tests or Questionnaires

As soon as a test or questionnaire is embedded in a course you have only limited possibility to make modifications. For more information please go to "Using Editors During Course Operation" (see page 95).

20.4 Archiving Results of Tests and Questionnaires

As soon as a course participant has completed a test, self-test or questionnaire and you have conducted some data archiving you will be able to see its results. Results of self-tests and questionnaires will be stored anonymously. After archiving you will dispose of the following data: persons (anonymized by sequential number), questions dealt with, given answers, score (self-test). It is the same with test results but all data will be stored personalized (first name, last name, user name).

Select the link "Data archiving" in the course view from the tool box "Course tools." On your left go to "Test and questionnaire." Start archiving and follow the instructions. Results will be available as Excel file that can also be downloaded.

You can access the graphical analysis of your test and questionnaire data via the course tools "Test / Survey statistics" (see page 99).

21 Question Bank

A question bank is a database of individual test questions resp. items, usually in the QTI technical format, including all relevant information and metadata. Items are bundled and subsequently exported as a test learning resource back into OpenOLAT.

Each item not only contains the question itself along with the corresponding answers, but also information about the author, the creation date or keywords, including item analysis parameters.

OpenOLATs collaborative question bank enables authors to create, store, edit and reuse test questions as self-contained items in a catalog-like structure. Questions may be shared with other authors or groups.

This chapter is meant for test authors and explains how individual test questions, so-called items, are created, edited and managed with the question bank.

21.1 Question Database vs. Public Shares

The main activities in the question bank are the administration, search and publication of test questions, and the compilation of items for test purposes. To this end, the question bank offers two different entry points. Each user has his own individual question database containing questions, favourites and lists. In addition to that, the question bank offers the public section, which can contain one to several pools and group shares. While all items in the question database are private and only visible to the owner, the public shares contain all those items shared by other authors in order to be freely used.

21.1.1 My Questions

The question database is your personal collection of test questions to be re-used as you wish. To use items, they must therefore be found in your question database under "My questions". Your question database is empty though the first time you enter the question bank. There are four ways to transfer items into your personal database:

1. Copy questions from the catalog, other pools or from group shares. Simply open a pool in the public shares in order to have access to the table view of all shared items. In the "Select" column, tick those questions you wish to copy into "My questions" and click the

"Copy" button. The items will then be copied with the suffix "(Copy)" into your database. Click the preview icon of an item on the left side of the table, the eye, in order to preview a question. The preview opens directly beneath that item.
If the pool is empty, or if no pool exists, please contact your pool administrator.

2. Import questions from test learning resources or IMS QTI Tests in zip file format. Click the "Import" button and select whether you want to import questions from a file or a learning resource.
    - Import learning resource: Choose from the available learning resources the test or questionnaire you wish to import. Then click the link "Import learning resource" in the corresponding line. All questions of the selected learning resource will be imported directly into the question bank. Depending on whether you import questions in your question database or into a pool, the items are either copied solely into "My Questions" or into your database and the in the corresponding pool.
    - Import file: You can import tests as well as sets of questions from zip files. Please note that you can only import questions or tests in the IMS QTI 1.2 format.
3. Create questions directly in the test editor by clicking the "Create Question" button. Once you have determined the title and the question type, the test editor will open in a pop-up window. More information on test creation can be found in the chapter "Creating Tests and Questionnaires", section „Test and Questionnaire Editor in Detail" (see page 150).
4. In addition to that, you can also export individual questions, test sections or whole tests directly from the test editor into the pool. In order to do that, select "Export to pool" in the "Editor tools" menu in the test editor. Depending on the level selected in the test menu to the left, either individual questions, whole sections or the entire test will be exported to the question pool.

Once an item is in your question database, this item can be edited.

21.1.2 Favourites & Lists

Favourites and lists are two ways to arrange and sort items in your personal database. Items that have been tagged as a favourite in "My Questions", appear once again in the "My favourites" table.

Items marked as a favourite in pools or groups do not appear under "My Favorites".

Lists allow you to compile items into topics or collect them according to various criteria. To do this, select all items you wish to compile in the question bank, a pool or a group and click the "Lists" button. Select "Create list" and enter a descriptive name for the list. The selected items

will then be added to the newly created list. Lists can be deleted or renamed at any time through the "Lists" button.
More information on available functions and features in the question bank can be found in this chapter, section „Data management" (see page 158).

Items are not stored separately on lists. If you remove items from lists, these items are not deleted from the database.

21.1.3 Pools & Groups

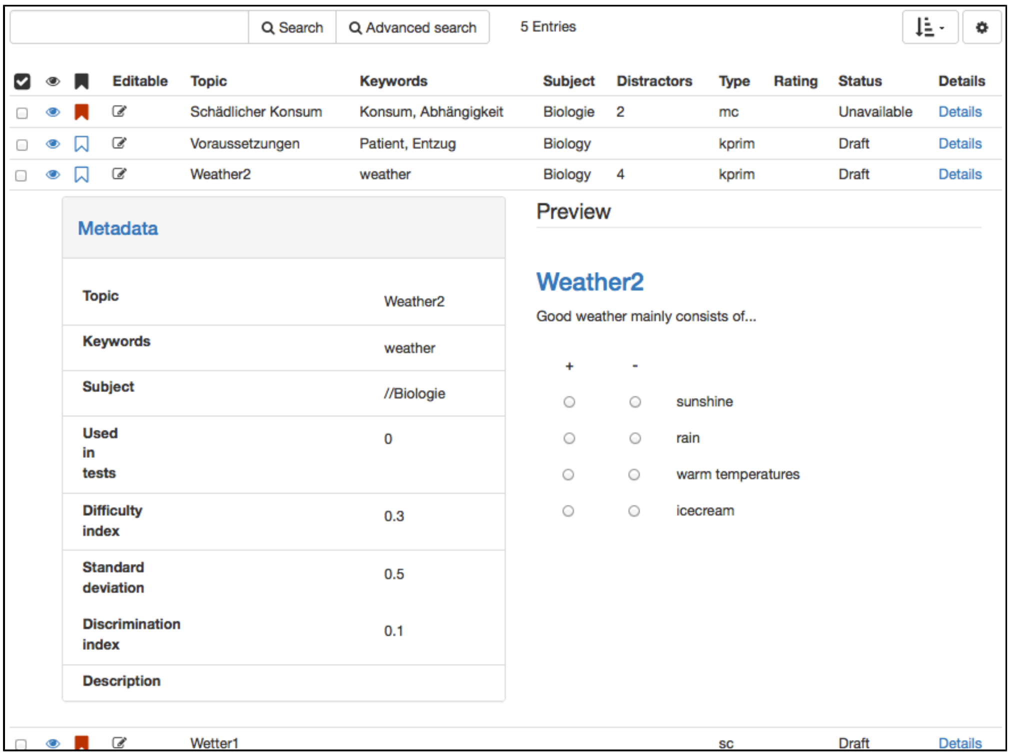
While lists contain items compiled according to personal requirements, pools on the other hand are repositories for all items shared by authors. Before an item is listed in a pool, it must either be shared first from an author, or imported directly into a pool. Items can be shared multiple times with pools and groups. The menu item "Public shares" lists all pools and groups a user has access to.
Group shares are only visible to group members.

The pool administrator can create an unlimited number of pools. These can be either public, and thus be visible to all users, or private. The number of displayed pools may therefore differ from user to user. Contact your pool administrator if there is no public pool available.

Items that can not be edited in the group or pool can be edited once they are copied into "My questions".

21.2 Data Management

The table view in "My Questions", "My favorites", the lists, the pools and the group shares provides several functions for editing and managing single or multiple items.



To use the functions listed below at least one item must be selected with a marked checkbox in the "Select" column.

21.2.1 Features

Lists

Add items to already existing lists or create new lists. If a list is already open, this button allows you to rename or delete the respective list.

Export

Export collections of items as independent learning resources to OpenOLAT, or download items in XML or IMS QTI 1.2 format. The export to Word file in .docx format is supported. To facilitate the compilation of tests, item analysis parameters such as the difficulty index or the discrimination index can be added to items. Item attributes such as information on difficulty level or average learning time may also be added. All in all, more than 20 metadata attributes, according to the learning object metadata (http://en.wikipedia.org/wiki/Learning_object_metadata), are available for further item specification. More information on metadata can be found in the context help of the item detailed view as well as in chapter „Item Detailed View" (see page 161)

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Add items from the question bank to a test or questionnaire at any given time by utilizing the "Add - question from pool" function.

Share

Shares items with pools and groups a user has access to.

Remove

Item shares can be removed from lists, pools, and groups without deleting the original question in the question database. Using the "Remove" button only removes the reference to an item, but does not delete the item itself.

Create question

Question items are created here and stored directly for further use. More information on test creation can be found in the chapter "Creating Tests and Questionnaires", section "Test and Questionnaire Editor in Detail" (see page 150).

Copy

Copy items from pools to create your own copy in "My Questions" in your question database. Copied questions initially have the suffix "(Copy)".

Import

Add items to the question bank by importing test or questionnaire learning resources from OpenOLAT, or external files. Question items are always added to the table from where the import was started, as well as to "My Questions". Further information on importing questions can be found in "My questions" (see page).

Author rights

Use this function to add more authors and thus their access rights to one or more items.

Delete

Using this function, only available in the "My questions" table, will irrevocably delete items.

Items will be deleted from all pools, groups and list.

Change metadata

Metadata about items can be either adapted in an items detail view or with this function. The "Change metadata" function allows you to adjust single information statements simultaneously for multiple items. More information on the individual metadata fields can be found in the context help of the item detailed view.

To get a preview of an item and an overview of relevant metadata, select the table row of the corresponding item by clicking into the row.

In order to edit a question and view all available metadata, click in the preview pane on the "Details" button. If you are navigating in your question database, you can open the item editor with the "Edit" button.

In general, questions can not be edited directly in the pool. Copy the questions first into "My questions".

21.3 Item Detailed View

An item though consists not only of the question itself, but can also contain further information on the question, so-called meta information or metadata. They describe an item more precisely, and facilitate and simplify the selection and compilation of items for test authors. The better part of the metadata needs to be entered by an author.

All in all, more than 20 metadata attributes, according to the learning object metadata (http://en.wikipedia.org/wiki/Learning_object_metadata), are available for further item specification.

On top of the detail view you can find the question preview as well as information on the question settings. Clicking the "Edit" button in the top right corner opens the test editor. More information on the test editor can be found in the chapter "Creating Tests and Questionnaires", section "Test and Questionnaire Editor in Detail" (see page 150).

The metadata attributes can be found below the settings and are divided into 7 sections.

21.3.1 Meta Data

General

Contains information on categorization such as language or department as well as keywords. The range of subjects should cover the departments of your institution. Please contact your pool administrator if departments or subjects are missing.

Lifecycle

Specifies the version number of the item as well as its status of availability.

Rights

Contains information on the author of the item, and whether the item holds a copyright. By default, 6 Creative Commons licenses are already available. Information on Creative Commons can be found in the Wikipedia (http://en.wikipedia.org/wiki/Creative_Commons) and on www. creativecommons.org (http://www.creativecommons.org).
If more licenses are required, please contact your pool administrator.

Share/authors

Lists all authors as well as all the pools and groups with which the item was shared.

Educational

Specifies which level corresponds to the question, and the average time needed to answer the question. This information facilitates test compilation.

Item analysis

Contains information on item analysis and the use of the item in tests. The Item analysis is a set of (statistical) methods, with which individual question items are evaluated and assessed pertaining to their suitability for knowledge measurement respectively assessment. Typical parameters are the difficulty index and the discrimination index. More information on the individual metadata fields can be found in the context help of the item detailed view.
In addition, you can enter information on the number of distractors in the question and determine, whether the item is suitable for summative (evaluative), formative (diagnostic) or both types of tests. The system automatically determines if the item is already in use.

Technical

Provides information on the test editor and the technical format of the question. You will also find information on the creation and last modified dates.

22 Supported Technologies

This chapter contains instructions regarding technologies that can be useful when working with OpenOLAT. The following is meant for OpenOLAT authors who frequently use this software.

First you will find further information here on eLML, a means to create e-learning content. Secondly you will get instructions regarding the use of WebDAV to make file transfer easier from your local computer to OpenOLAT folders.

22.1 Using eLML to Create E-Learning Content

eLML (eLesson Markup Language) is a markup language based on XML to create structured e-learning content. It is open-source and often used for large-scale e-learning projects in case you want to provide lessons in different output formats and in various LMS.

There are two essential reasons to use eLML when creating learning content: unity as well as flexible output options. Lessons created in eLML are built uniformly since they follow structures consistent with educational guidelines. However, these structures are flexible enough to allow for various learning scenarios.

In eLML data will strictly be separated from their representation which means that content is independent of its layout. Thus modifications of contents are made only in one place. If a lesson is available in eLML format it will be possible to transform it at the push of a button into different output formats such as (X)HTML for Web, SCORM or IMS-Content-Packaging for LMS, PDF, Corporate Identities, etc.

For further information please go to the eLML web page (http://www.elml.org).

22.2 Using WebDAV

WebDAV means "Web-based Distributed Authoring and Versioning;" it is an open standard to transfer files online. OpenOLAT supports this protocol and thus helps you to easily transfer files from your computer to OpenOLAT folders.

22.2.1 Advantages of WebDAV

Without WebDAV it is only possible to upload files in OpenOLAT by means of ordinary upload forms. You can either select each single file separately or several zipped files at once. With WebDAV you can use "Drag&Drop" on your computer (e.g. via the Windows Explorer) to copy single files as well as entire directories into OpenOLAT folders.

22.2.2 WebDAV Compatible OpenOLAT Folders

Via WebDAV you can access the following OpenOLAT folders:

- Personal folder
- Folders of all groups
- Folder - course element (all course members)
- Storage folders of courses (course owners only)
- Resource folders (resource folder owners only)

22.2.3 Requirements

In order to get access to a folder in OpenOLAT via WebDAV you need:

- WebDAV link: WebDAV address of OpenOLAT server as indicated below WebDAV compatible folders, or in your Home under Settings / WebDAV
- Your OpenOLAT user name,
- Your OpenOLAT/WebDAV password.

If you access OpenOLAT via Shibboleth, you can set your WebDAV password on your homepage, section "Settings." Just select the link "Settings" before clicking on the button "Set password" in the tab "WebDAV." If you already have an OpenOLAT password you can use this one to access WebDAV.

22.2.4 WebDAV Connection Setup

Windows 7

1. Click on "Computer" in the start menu.
2. In the new window click on "Connect to network drive" in the upper menu bar. Click on the double arrow in the menu bar if "Connect to network drive" is not visible, then click on it.
3. Choose a drive letter for the connection.

4. At the bottom select the option "Establish connection with a website."
5. Click on "Next."
6. Choose the option "Select user-defined network resource."
7. Click on "Next."
8. Indicate your WebDAV link as Internet or network address.
9. Click on "Next."
10. Now provide your OpenOLAT user name and password.
11. You have also the possibility to choose a name for your WebDAV connection.
12. Click on "Finish."

If you should get the error message "This folder is invalid" you can download the "Software Update for Web Folders" (http://www.microsoft.com/downloads/details.aspx?FamilyId=17C36612-632E-4C04-9382-987622ED1D64) from Microsoft and execute it on your computer. Now you should no longer get that error message.

Windows Vista

1. Click on "Computer" in the start menu.
2. Click on "Assign network drive" in the menu bar (via "Further commands").
3. Select at the bottom the option "Connecting to website."
4. Click on "Next."
5. Check the option "Select user defined network source."
6. Click on "Next."
7. Indicate your WebDAV link as internet or network address.
8. Click on "Next."
9. Indicate your OpenOLAT user name and password.
10. You can then insert a name for your WebDAV connection.
11. Click on "Finish."

If you should get the error message "This folder is invalid" you can download the "Software Update for Web Folders" (http://www.microsoft.com/downloads/details.aspx?FamilyId=17C36612-632E-4C04-9382-987622ED1D64) from Microsoft and execute it on your computer. Now you should no longer get that error message.

Mac

1. Open the menu "Go to" in the Finder and then "Connecting to server..." Indicate your WebDAV link.
2. Provide your OpenOLAT user name and password.
3. Click on "OK."

Linux

There are three possibilities for Linux users:

1. KDE: in the Konqueror indicate `webdavs:// + user name + @` + WebDAV link. Example: `webdavs://jdoe@www.olat.uzh.ch/olat/webdav/`.
2. Gnome: `davs:// + user name + @` + WebDAV link. Example: `davs://jdoe@www.olat.uzh.ch/olat/webdav/`.
3. FUSE: WebDAV directories can be mounted directly into the file system (also compatible to OSX; for more information please go to the FUSE website (http://fuse.sourceforge.net).

22.2.5 Folder Structure

If you have setup the connection successfully a directory will be opened on your computer containing the following sub-directories:

- coursefolders: storage folder and folder course elements of all courses you own, or are a member of. The storage folder is most and for all only visible to users holding author rights. All other users will only see the folder course elements.
- groupfolders: all groups you are enrolled in and have access to corresponding folders.
- home: both of your personal folders (along with the sub-folders "private" and "public").
- sharedfolders: All resource folders you own. This concerns most and for all users holding author rights. All other users will find an empty directory.