OpenOLAT
infinite learning

OpenOLAT 10.4 User Manual

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Table of Contents

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 16) 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 20) 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 22) after registering and choosing an OLAT user name in order to get further information on its structure and general functionalities as well as your personalisation options. The following Chapter 5 (see page 54) 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 64) and chapter 7 (see page 67) 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 79). 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 102) 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 107). Your learning content is now completed, published, and frequently used by course participants. Chapter 11 (see page 184) will tell you where to find course results, where to assess achievements or how to archive your learning content after your course's completion. Chapter 12 (see page 214) will provide you with a collection of best practices and procedures exceeding the mere description of single elements or functionalities. This chapter is a constant work in progress - check it frequently! In Chapter 13 (see page 218) 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 223), "Creating Wikis" (see page 229), "Creating Podcasts" (see page 233), "Creating Blogs" (see page 237), "Creating Tasks" (see page 241), "Creating Portfolio Tasks" (see page 247), "Managing Topics of Topic Assignments" (see page 252), and "Creating Tests and Questionnaires" (see page 257).

Chapter 22 (see page 280) 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 23 (see page 294), 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.

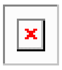
The sixth part, Chapter 24 (see page 298), is dedicated to all administrative functions found in the "Administration" tab. This chapter is therefore only relevant for users with the system administrator role.

1.3 Further Sources of Information

1.3.1 Context-Sensitive Help

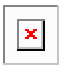
While working with OpenOLAT you cannot only dispose of this manual but also use OpenOLAT's context-sensitive Help. This Help feature explains the options you have regarding OpenOLAT's configuration--right where you are at that particular moment, by opening the relevant location in this manual. You will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

In addition to that, you will find 3 more types of assistance mainly in forms, but not restricted to, which will provide you with brief information on single form fields. When locating this icon to the right of a label, a mouseover will display a short information. Light grey text within a form field



OpenOLAT - gui_demo-1.png

assists you with filling out the field itself, while light grey text underneath a field



OpenOLAT - gui_demo-2.png

provides information about the what's required.

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.

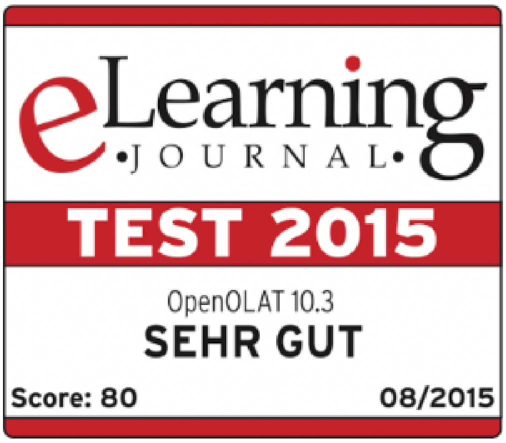
2.1 Information on OpenOLAT

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.

In 2011, the project host changed access to the source. As a result, frentix GmbH (https://www.frentix.com) initiated the open-source project OpenOLAT, 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. 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.



The renowned publication eLearning-Journal (http://www.elearning-journal.de/) rated the open source LMS solution in a comprehensive benchmark test as "Very good" Special emphasis received the wide range of functions of OpenOLAT. Security was identified as another strong point.

Test report OpenOLAT 10.3 (http://www.frentix.com/wp-uploads/2015/08/elearningJournal_Test_OpenOLAT_2015.pdf)

Further information about OpenOLAT can be found on the product website www.openolat.org (http://www.openolat.org) 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 21) 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 16). 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.openolat.org (http://www.openolat.org). 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 16).
- 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 16).

Besides these four main roles there are others that are seldom used such as the group manager, the user manager, the question bank manager (https://confluence.openolat.org/pages/viewpage.action?pageId=10911957) 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 21). 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 31).

3.2 Login Page

Login to OpenOLAT is possible anytime through your organisation's access page. First select your university on the intro page. You will then be passed on and invited to enter your access data. Now you can use the full functionality of OpenOLAT. If you belong to none of the listed universities, select Alternative login possibilities. 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 21) 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 21). 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 and general components

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 23) provides you with access to tools such as e.g. your calendar, your notes or your OpenOLAT mailbox. Configuration (see page 30)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 your personal calendar you can see your private events as well as events regarding calendars of groups and courses. You can hide or unhide calendars via the calendar list. 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.

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

It is possible to create private entries. While only you can see and access private entries, all registered OpenOLAT users can see public entries including all details on your calendar.

> ⓘ Further information on the calendar list, how to create entries and other calendar functions is available in the calendar (see page 33) chapter.

4.1.2 Subscriptions

Thanks to OpenOLAT's notifications you are always up-to-date regarding your courses or groups. OpenOLAT assists you in getting information on modifications regarding subscribed objects. In order to get this information you have to first determine the relevant objects you want to stay informed on. You will be informed about e.g new documents in a folder, about answers to forum entries or modified Wiki pages. In many places you can select the option "Subscribe" within the relevant objects to be kept informed. The following objects can be subscribed: **Forum, folder, Wiki, task, file discussion, Portfolios**. If you have the right to use the assessment tool you can be notified in case of new incoming test results or new registered users.

OpenOLAT will send you an appropriate e-mail once a day, and if the the Portal is activated, news will be displayed immediately in the Portal under "My Notifications". If you prefer to receive such messages more or less often or not at all you can change this in the "Settings" in the tab "System". You will also find your news in the personal menu under "Subscriptions". 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. ***The tab*** *"*Subscriptions*"*

provides you with a list of all subscribed objects. You have also the possibility to get information

on modifications via RSS.

News via RSS **Why should I know what RSS is?:**By means of RSS you will quickly and comfortably get information on modifications of forums and folders you have subscribed to. Just one look and you will see the titles of new entries as well as what has happend since your last login. Furthermore, you will receive relevant links in order to get directly to the new stuff in OpenOLAT. All you need to get this service is the Internet address of the RSS files provided for you and a so-called RSS reader.

Where do I find this address of a RSS file?: Click on the icon

A new window will be opened. Ignore the page's content and copy the URL to the temporary folder. Then paste the URL to your RSS reader.

How do I get a RSS reader?:
We suggest the the following search terms: ***RSS reader***, ***RSS newsreader***, ***feedreader*** in order for

you to find a suitable RSS reader

For more information:
Wikipedia (http://en.wikipedia.org/wiki/Rss_feed)

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 the section "Subscriptions," right next to your resource.

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 295).

> Further information on the folder is available in the folder (see page 36) chapter.

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.

Artefacts

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, a so-called reflection.

> What's a reflection?
>
> A reflection is an examination of passed events or ongoing processes and should be unemotional. To reflect means to evaluate from a distance how e.g. a task has been performed, how one has dealt with oneself, with a certain situation, or how one has acted within a group, etc. When learning with portfolios this kind of written reflection is very important. Each lerner has to think about his or her own personal learning progress, about the amount of interest or concern, as well as about how the knowledge acquired can be used. Judgements such as "this was good, that wasn't interesting, etc." should not be mentioned in reflections. A good reflection is an important step towards learning with a high degree of personal responsibility.
>
> Reflections can be altered later on. When linking an artefact in a folder you can also edit its corresponding reflection in the table view, column "Reflection."

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.

Changelog

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."

Binders

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."

By selecting a layout from the drop-down list you can modify your folder's design.

To add elements just select the position required in your table of contents before clicking on the "Plus" icon. Depending on the position you can add pages as well as structural elements or link artefacts. In case you want to delete an element just highlight it in your table of contents before clicking on the "Delete" icon.

It is possible to move structural elements and artefacts later on. Just select the element required in your table of contents and move it via "Drag&Drop" to its final position. This option is only available in folders created by yourself.

It is possible to edit elements. Just highlight these elements in your table of contents. You can choose if artefacts should be listed as tables or if they should appear in your detailed view.

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.

Release options

OLAT folders are only visible for their owners by default. You can release folders for other users and define a space of time during which your folder should be accessible. By means of release rules you can grant the following users access to your folder: specific OLAT users or groups as well as external people.

Click on "Create release rule" to define your first rule. By means of the +/- buttons you can create additional rules or delete those already existing.

You can release your binder as follows:

- for one or more distinctive OpenOLAT users: You can select specific, single users by indicating their names. Users already existing will be suggested while typing. It is not necessary to define a new rule for each user; you can select several users by means of the same rule.
- for all OpenOLAT users
- for one or more OpenOLAT groups: You can release your folder for specific groups. However, this is only possible if you are a member or the creator of such a group. Selecting such groups is similar to selecting users.

- for one or more persons not registered in OpenOLAT: It is possible to release a folder for users not registered in OLAT. Just fill in the fields "First name," "Last name," and "E-mail" since this information is needed to grant access. Then copy your link via its URL before sending it via e-mail to users not registered in OLAT. By clicking on that link those users will be logged on automatically and directed to your folder.

If you opt for this last-mentioned option please use a release invitation. You can determine a space of time for your folder to be released on all levels. Just indicate a start as well as an end date for your release. By clicking on the button "Send invitation" an e-mail will be automatically sent to the address provided. This e-mail will contain your name as well as a link to your released folder.

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. You can have a look at them in detail, comment on them or evalute them by means of the I-like feature.

Portfolio tasks

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.

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.

4.2 Configuration

The Configuration menu 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.

4.2.1 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.

Modifications of E-mail addresses will only be accepted after activating a new E-mail address. After your modification you will therefore receive a corresponding link sent to your new E-mail address. You should click on it or copy it to the address field of your browser to log in to OpenOLAT. Now you can activate your new E-mail address. Until then OpenOLAT will use your old one. In case you do not use the link provided within three days (48 hours) your modification will expire. Contact your administrator in that case.

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. OpenOLAT will crop this image to a size of 100 pixel.

If you choose to be part of a course's learning group, your entries will be visible to coaches or owners of this course.

Let's assume the course *Introduction to Statistics* exists along with the learning groups *Beginners* and *Advanced*.

The coach of the learning group *Beginners* can only see the entries of persons belonging to his group but not the entries of the group *Advanced*. The owner of the course *Introduction to Statistics* can see the entries of all learning groups but not the ones of the course *Thermo-Dynamics*, for example (because of non-existing owner rights).

Additionally you can determine which of these entries will be visible to all other OpenOLAT users. You have the possiblity to create a personal visiting card that will be visible to all registered OpenOLAT users. By means of check boxes you can determine which entries should be displayed on your visiting card**,** and are thus visible for other users.

In order to be able to have a look at other visiting cards in OpenOLAT you have to select **Other users** in your personal menu and search for the relevant person. If you have selected a person you will see not only his/her card but also the public folder of this person via **Folder** (*Home* -> *Personal folder* -> *public*). By means of **Contact** you can send this user an e-mail.

4.2.2 Settings

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

You can adapt the font size and your system language in the tab "System" under **General System Settings** (OpenOLAT has been translated into numerous languages). The language used in course contents will not be influenced. Changes concerning language will be activated only after your next login.

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, you can configure if e-mails sent within the OpenOLAT system should be delivered only to the OpenOLAT e-mail inbox, or also to your personal e-mail address. Please note that notification e-mails will be sent to your e-mail address in any case. In this notification e-mail you will find information about new internal e-mails if you selected the option "Send e-mails to the OpenOLAT internal inbox".

Determine how you want your data to be saved (download via data archiving) by selecting the appropriate "Character set used in download". This concerns the download of results deriving from tests, questionnaires or courses. Pre-set is the character set ISO-8859-1. If your tests or questionnaires contain e.g. Arabic characters you have to select UTF-8 here.

Find your user name and the roles you hold in OpenOLAT right on top of this page. The name cannot be altered any more.

The options in the **Specific System Settings** enable you to see and modify those settings in OpenOLAT that facilitate your day-to-day learning routine in OpenOLAT.

The "Resume last session" option enables you to determine the behaviour of OpenOLAT after your login. You can either set OpenOLAT to always load the landing page, always resume your last session or ask upon login which one you prefer. If you choose the option "Yes, automatically", OpenOLAT will hide the landing page input box, will allows you to 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.

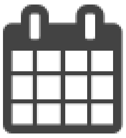
User tools - quick access: Here you define which tools should be placed for quick access into the navigation bar to the left of your avatar. Beside the access to your personal OpenOLAT functions Calendar, Subscriptions, Personal folder, Notes, Evidences of achievement, ePortfolio and E-mail, you can also configure quick access to both your personal settings as well as comprehensive OpenOLAT functions.

Tools that are not placed into the navigation bar are available as items in your personal menu. 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 (see page 295), thus providing you with comfortable means to manage files in courses accessible to you. Your chat (see page 41) features can be determined by means of "Instant Messaging," e.g. your status after having logged in.

4.3 Calendar



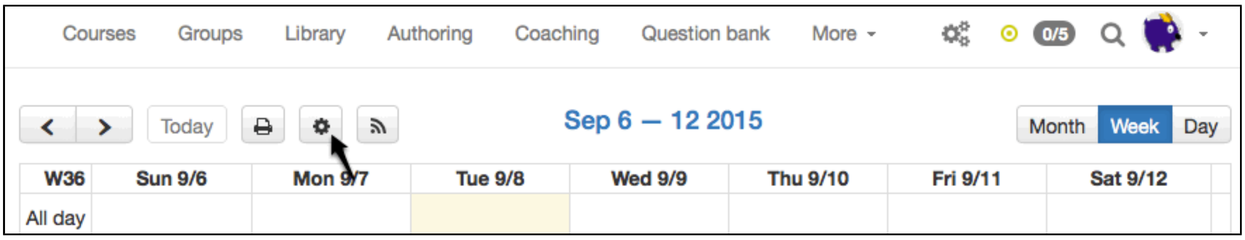
You have threefold access to the calendar

- in the group
- in the course
- in your personal menu

The group calendar tool, if activated, grants you access to the group calendar as well as any imported external calendars. The course calendar, if activated, provides access to course dates as well as group calendars. The personal calendar aggregates all your OpenOLAT calendars.

Course calendars, like group calendars, are automatically added to your personal calendar (see page 23); course events will be displayed there for you.

The button „Settings" opens the calendar list, which allows you to (de)activate each single calendar and decide which calendar should be presented in what color.



The calendar list shows all embedded calendars for your current calendar (group, course or personal). Click on the colour to select another color. De-/Select a calendar in the columns "**Visible**" and "**Aggregated**" in order to either show/hide the calender in the overview or integrate in the aggregated calender feed.

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.

Via iCal (a standard to manage dates) you can integrate various OpenOLAT calendars into another one, e.g. the Google calendar. Use the iCal link provided when clicking on the iCal icon either in the calendar view or in the respective table row in the calendar list. Other calendars can be integrated into OpenOLAT calendars similarly.

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

4.3.1 Create / Edit entry

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. While only you can see and access private entries, all registered OpenOLAT users can see public entries including all details on your calendar.

In order to create a calendar entry just click on the appropriate calendar sheet.

> Links to course elements, entries in the library or external documents can only be added in a second step after the initial calendar entry creation. Links to course elements can only be created within the course calendar. All other calendars will display the message: ***Link not possible.***

In order to edit an entry already existing just click on that entry's date, and „Edit“. Click the button „Delete this entry“ in order to definitely delete the calendar entry.

You should adjust the following settings to your needs:

Calendar: Please select the calendar to which you want to add an entry. In the group calendar, only one calendar is available. In the course, the number of available calendars depends on the number of embedded groups and their configuration.

Visibility: Please determine who may see your calendar's entries. There are three levels of visibility:

- Private: Only authorised users may see an entry. Who's authorised depends on the type of calendar.
    - Personal calendar: Only the creator is allowed to view the entry, as it is his or her calendar.
    - Group calendar: All group members are allowed to view private calendar entries, as it is the calendar of the group.
    - Course calendar: All course and respective group members are allowed to view private calendar entries, as it is the calendar of the course.
- Time visible only: All registered OpenOLAT users will only be able to see the entry's date.
- Public: All registered OpenOLAT users can see your entries including all other details from your calendar.

4.4 E-Mail

OLAT has an internal e-mail module that enables you to send mails from various points. If the OLAT inbox system is disabled, all OLAT e-mails will be sent exclusively to the respective personal e-mail address.

You can send e-mails with open body from various instances

- in the course (course elements Mail, Participant list)
- via course reminders
- invitations for courses or groups
- via visiting card
- using the group tool Mail

4.4.1 Content

OpenOLAT is sending e-mails for various events. You can use a selection of variables in order to create more personalized e-mails, especially when sending to more than one user. The following variables are at your disposal. Group or course specific variables should only be utilized when sending mails from the respective group or course environment.

`$firstname`	The users first name
`$lastname`	The users last name
`$fullname`	The users full name, depending on the system configuration. The default style ist "lastname, firstname"
`$email`	The users mail address
`$username`	The users user name
`$courseurl`	The internet address of the course
`$coursename`	The name of the course as defined in the course info page
`$coursedescription`	The description of the course as defined in the course info page
`$groupname`	The name of the group
`$groupurl`	The internet address of the group

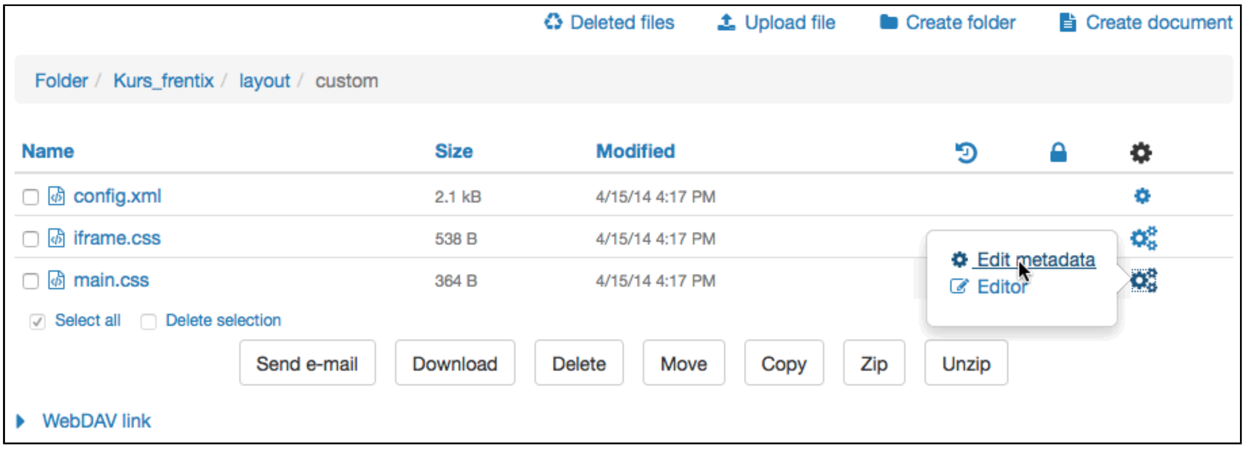
4.5 Folders

Folders can be used to store documents, to make files available for downloads or to provide an exchange platform for various users. If you have read **and** write access, which have to be assigned to users in courses and groups by a coach first, you are generally allowed to upload files, create, copy, move or delete them in folders. Additionally you can zip or unzip files. All these actions can be performed with single files and folders or with several ones at once.

> 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. 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 further information please go to the chapter "Supported Technologies," section "WebDAV" (see page 295). In order for the WebDAV access to work, it needs to be activated by an administrator first.

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.In case the memory limit (Quota) is exceeded due to large files in your personal folder you can contact your support team (see page 16) to allocate more space.



4.5.1 Meta Data

Meta data is data **about** data, containing information about attributes of other data. Metadata additionally describe a file, e.g. its title, author or publisher. They serve as a means to clarify a document's purpose and are particularly suitable for file names that would otherwise be too long or for document titles containing special characters.

Each file can be provided with metadata. Metadata are optional, and based on the Dublin Core Simple Standard. For further information please go to: Dublin Simple Core (http://en.wikipedia.org /wiki/Dublin_Core). However, several meta data cannot be modified: name of person who has uploaded a certain document, size of document, file type, and time of document upload. Information on e.g. the original author, the title, the source or the language can be entered manually.

Metadata are indexed by the full-text search. Therefore you can search for metadata by means of keywords when trying to find relevant documents.

> **Locked:** Here you can decide if you want to lock this file. Other users will then no longer be able to overwrite, delete or move it. This option is not available for folders.

Using the external link, you can link directly to a specific file from outside of OpenOLAT.

4.6 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." The mode ***Advanced search*** enables you to refine your search. Please note that these different fields have to be linked by the Boolean AND operator. This means that e.g. by filling in the fields ***Title*** and ***Author*** you will find documents containing the respective terms in all indicated fields.

> ⓘ Exception: The field Full-text search searches through all fields.

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 lucene search syntax used in OLAT please go to Apache Lucene (http://lucene.apache.org/java/docs/queryparsersyntax.html).

4.6.1 Syntax

You can modify your query by means of the following syntax.

Single terms: e.g. *OLAT*

Phrases: should be put in double quotation marks, e.g. *"carbonated water"*

Boolean operators: Single terms as well as phrases can be linked by Boolean operators. Attention Boolean operators have to be in capital letters.

- **OR:** If you do not use Boolean operators between terms you are searching for the OR operator will be used.For example: *"Analysing water" Calcium* and *"Analysing water" OR Calcium* will generate the same results, that is, all documents containing either "Analysing water" or "Calcium"

- **AND:** Using the AND operator will show documents containing all terms you are searching for.For example: *"Analysing water" AND "Calcium"* will show documents

  containing "Analysing water" as well as "Calcium".
- **NOT:** Using the NOT operator will eliminate documents containing specific terms.For example: *"Analysing water" AND "Calcium" NOT "Tap water"* will show a document

  containing "Analysing water" and "Calcium" but not "Tap water".

Searching by means of wildcards: You can choose between two different kinds of wildcards in order to look for specific word fragments.

- The question mark within a term stands for any single letter. For example: The query ***te?t***

  will result in finding all documents containing the words "test", "text" etc.
- The asterisk within a term stands for any number of letters. For example: The query ***test****

  will result in finding all documents containing words beginning with "test". The asterisk can also be put within a term: ***te*t***

Fuzzy search: By means of the tilde (swung dash) ~ you can search for words with similar spelling. For example: The query ***sauna~*** will result in finding documents containing words such

as "sauna", "saunas" or "fauna".

Special characters: The following characters are part of the search syntax in OLAT:

**+ - && | ! ( ) { } [ ] ^ " ~ * ? : **

If your query contains one of these characters you have to mask it using the backslash \\. For example: If you are looking for the equation *(1+1):2=?* you have to write *\\(1\\+1\\)\\:2=\\?* instead.

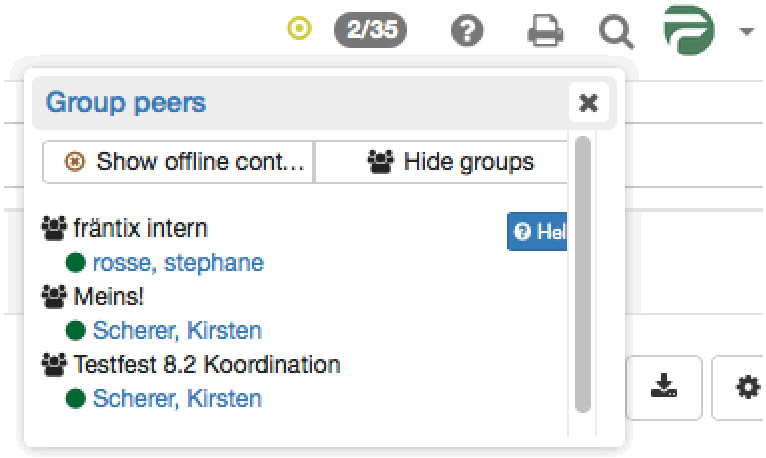
Searching through fields: In order to search through fields you can select the mode *Advanced search* (different fields are linked by the AND operator). Or you can search through fields by means of your own Boolean link. In order to do this please use the following field names in the *Simple search* mode:

- *title* (=Title)
- *description*(=Description)
- *content* (=Searching through a text)
- *documenttype* (=Document type)
- *filetype* (=File type)
- *author* (=Author)
- *created* (=Creation date)
- *changed* (=Last modification)

Example: ***description:Calcium*** will only search through the field ***Description***.

4.7 Chat

Instant Messaging (IM) allows the exchange of messages with persons in real time--commonly known as "chat". Information on the availability of potential chat partners is important. You get this information by means of a group peers list. To begin chatting with one of the available contacts, click on that contact and the chat will be started in a chat window. If a contact is not available, messages will be saved and delivered when the user logs in the next time. In the OpenOLAT Chat you can exchange messages with other OpenOLAT users in real time.



4.7.1 Changing Your Status

By clicking on the round symbol 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.

Available: Select this status to receive chat messages immediately. You are signaling that you are open for discussion;

Please do not disturb: Select this status when you are busy and you do not want to be disturbed by opening chat windows. You are signaling that although you are online you do not want to answer to requests immediately.

Not available: Select this status when you do not want to be contacted by other users. For other users you seem not to be online at all. You will still get sent messages and you can also reply immediately if you like to.

> 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."

4.7.2 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. By selecting a name a new chat window will be opened. 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.

Popular emoticons such as smiling, winking, cool, suprised or kissing are supported, as well as thumbs up (+) and down (-)

4.7.3 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.

4.7.4 Manage group list contacts

Contacts can be added or removed via the OpenOLAT groups. Provided that you are the coach of a group you can invite or disinvite coaches or participants to your group. These persons will then appear on your group list of the OpenOLAT chat if the group members display setting is properly configured. Group coaches are displayed in the contact list in bold face.How the members display settings can be modified is described in the group administration (see page).

4.7.5 Join a group/course chat

Links to chat rooms are found at different places in OpenOLAT (e.g. group/course). Click on the link ***Start chat***. A new window will be opened and you can start your group/course chat. If a chat

history is available you can display it to learn what the discussion is about and what has already been said. Messages to a chat room are sent to all persons in that room. A list of all participants will be displayed next to your chat window. If you want to participate anonymously you can select a nick name. Chat participants will then not see your real identity. This option must be enabled by the system amdinistrator. It might not be available on your system. If you want to exit the chat room, just close that window.

4.7.6 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. In that case, you can only receive messages from your direct group peers.

Default status after login:

Here you can choose between 3 settings to be activated after your next login. If you want to change your current status you can do this by means of the status symbol in the top right corner. The status selected here will be reactivated upon your next login.

4.7.7 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.

4.8 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.

4.9 Video

Videos greatly support learning in an e-earning setting. It is a rather complex topic though, due to the variety of formats, codecs, containers and combination of operating systems and browsers. In order to minimize complexity, videos should therefore always be embedded using the editor plugin "Add/edit video" (Supported are: FLV, MP4 (h264 coded), and AAC). This chapter provides you with the key information for using the "Add/edit video" plugin in TinyMCE.

Further information can be found in the grey boxes.

Recommended format

The **mp4** container using the H.264 video codec and the **mp3** audio codec is widely established and accepted. Current releases of Win IE, Firefox, Chrome and Safari are capable of playing videos encoded in such a way.

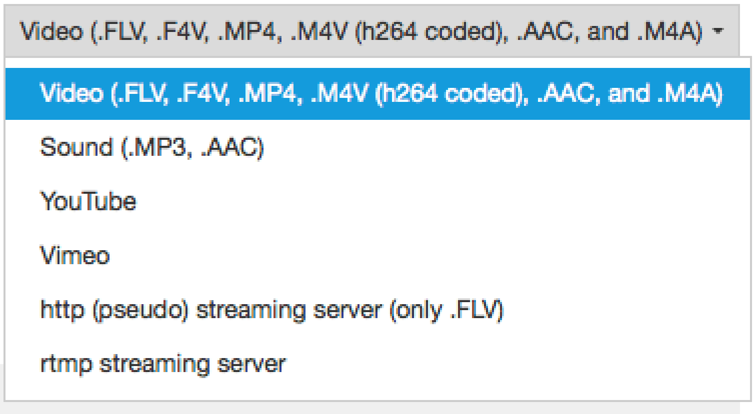
Define: Container

Videos are stored as single file with a specific file extension in so-called **containers**. This container contains one or more **video** and **audio** tracks, each one encoded with a specific **codec**. A codec is essentially a compression algorithm as well as a description how data is filed. Unfortunately, some file extension are also used for container as well as codec names. Because of this, you can never solely rely on a video label, as it could stand for either the codec, the container or the file extension.

4.9.1 Add / edit video

Use this plugin to embed videos into your html page. It accesses OpenOLATs integrated media player, which has its advantages.
1. The player automatically detects the format, as long video and audio tracks are encoded correctly.
2. The player detects whether the user accesses the video with a HTML5 enabled and codec compatible mobile browser. If so, videos will receive a HTML5 tag and can be viewed without difficulty on iPad or similar devices.

These are the options available to you:



Description
Video: Embed a video with specific encoding.
Sound: Embed a sound file without video.
YouTube / Vimeo: Embed a youtube / vimeo video.
http: Stream a flash file from a specific web server type.
rtmp: Stream a flash file from a specific streaming server.

Video (.FLV, .F4V, .MP4, .M4V (h264 coded), .AAC and .M4A)

This setting is best suited for integrating videos in OpenOLAT. Use the following container formats for uploading videos:

Format container	Container description	Description
.FLV	Flash Container	Flash videos containing video and audio tracks, defined by Adobe

Format container	Container description	Description
.F4V		No container, but a pure video format without sound, defined by Adobe
.MP4	MPEG-4	MP4 video and sound format, defined by MPEG (Moving Picture Experts Group), various codecs
.M4V	MPEG-4	MP4 video format containing H.264 video codec as well as either MP3 or AAC audio codec; iTunes format

You can either add the link to the video in the address field or upload the video.

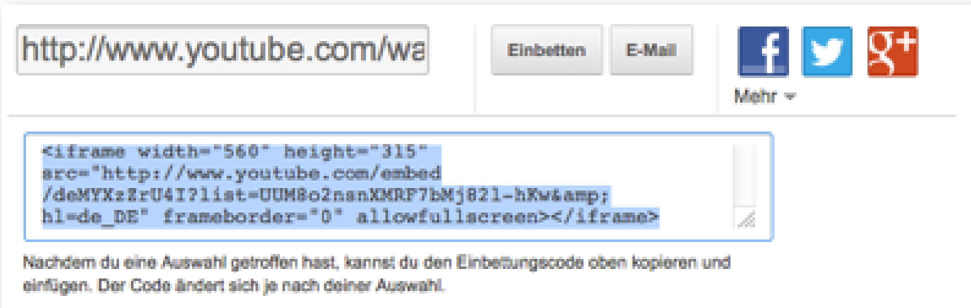
To ensure optimum compatibility, best use a MPEG-4 container with a H.264 encoded video track and either an AAC or MP3 encoded sound track. This provides you with either the .mp4 or the .m4v file extension - but keep in mind that not all devices can play a .m4v file. We advise against using flash movies, as many portable devices such as e. g. the iPad generally do not support flash movies.

Sound (.MP3)

The player only offers limited functions when embedding mere sound files. Available functions are start, stop and the progress bar, but other functions such as full screen are missing. You can either enter the link to a mp3 file in the address field, or upload the audio file. Established browsers all fully support playback of mp3 audio files.

YouTube / Vimeo

YouTube movies are linked directly, thus bypassing the upload selection field. Videos are directly embedded this way.



Attention though: Do not use the the "Embed" code (colored blue in the image above) , but the link to the video, available under "Share".

Vimeo users follow the instructions on the vimeo website.

http (pseudo) streaming server (only .FLV)

This functio allows you to integrate flash movies with the .flv format. Once a movie is correctly exported at its origin, an index is added. Utilizing this index, users can jump to any spot at will without completely loading the movie. This is not a proper streaming though, as it would require an appropriate streaming software installed on the server.

Enter the server address in the field "Streaming server". "Address" contains the address of the actual movie.

> We strongly advise against using this method, as content can not be viewed on iPads.

rtmp streaming server

This function enables you to use a flash streaming server. It requires a particular protocol, the so-called RMTP - Real Time Messaging Protocol. Various products are available to be employed as streaming servers, e.g. from the Akamai network. This protocol, developed by Adobe, permits the transmission of the video from the server to the flash player. It's common though to encounter problems with port settings and firewalls.

> We cannot recommend this option, as videos embedded in such a way cannot be viewed on the iPad.

HTML5 Video

OpenOLAT also supports HTML5 videos embedded into a html page with external tools. This requires the author though to add different alternative video formats to the html tags (such as m4v and ogg) and file those in variable resolutions in OpenOLAT, if necessary.

In this case, OpenOLAT supports pseudo streaming through progressive download respectively range requests.

4.9.2 Prepare video for upload

If a video is to be uploaded to OpenOLAT, it is crucial to not only consider video format, but also file size (due to network traffic upon download), as network traffic generated by videos is generally quite high. A calculation example can be found here (see page 51).

File size

The file size of a video depends on a number of parameters.

Resolution

Number of pixels on the x and y...Number of pixels on the x and y axis. Common resolutions are e.g. 480x320, 800x600, 1024x567, 1280x720, 1920x1080. Starting with the resolution of 1280x720, these are considered HD resolutions.
The higher the resolution, the more memory is required.

Frame rate (frames per second)

A frame rate of more than 16 pictures per...

A frame rate of more than 16 pictures per second is perceived as a movie, depending greatly though on the intensity of movement. Cinema movies traditionally use a 24 frames per second. The european PAL television format uses 25 frames per second, while the american NTSC uses 30 frames per second.

The framerate can be set either as variable or constant. For a movie made from powerpoint slides for example, it is advisable to use a variable framerate, as some frames may be visible for several seconds without any changes to it.

The more frames (images) per second, the more memory needed.

Interlacing

Video frequency can be doubled with...

Video frequency can be doubled with a simple trick without doubling the memory requirements. Only every second line of the image is alternately transferred and replaced on the screen.

This results in a slightly less sharp image because the lines in the images do not match every other frame. Due to movement in the movie this is negligible in most cases though.

If used at a constant frame rate, Interlacing reduces the amount of memory required.

Codec

A codec is a compression algorithm...

A codec is a compression algorithm used to compress video data to the least possible size. As a rule, this compression is lossy, otherwise the amount of data would be much too large. Codecs contain a variety of optimization parameters. Depending on the settings, the duration of the compression varies. Improvements with regard to image quality, file size and compression time can be made.

The more compressed, the less memory is required.

Various devices / browsers have different screen resolutions and support different codecs. A **transcoding** uses special software to produce copies of a high-quality video or audio source. These copies will be compressed with different resolutions, bit rates and codecs.

> Transcoding is the conversion of an audio or video file to a different audio format or video format.

The following versions of a video are sensible, depending on intended utilisation:

- mp4 / h264 high resolution and high bitrate: Desktop application
- mp4 / h264 medium resolution and medium bitrate: tablet or desktop with poor internet connection
- mp4 / h264 small resolution and low bitrate for mobile devices
- WebM / VP9 medium resolution and medium bitrate for devices not supporting mp4 / h264
- Ogg / Theora medium resolution and medium bitrate for devices not supporting mp4 / h264

WebM and Ogg are no longer absolutely necessary as Google continues to support mp4 and Firefox now does too. WebM is a container used by Google, and Ogg a container used by Firefox.

For using videos within OpenOLAT, it would be best to choose a small to medium resolution with a low to medium bitrate

Bitrate (kbps)

The bitrate defines the amount of...

The bitrate defines the amount of bits created per second of video material. Bitrate can be set either as constant or variable. A maximum will be defined in the case of a variable bitrate. The bitrate defines the file size of a movie and affects picture quality significantly. In order to maintain a consistent picture quality with an increased resolution, the bitrate needs to be increased at the same rate.

The higher the bitrate at a specific resolution, the better the movie quality, but the file size of the movie increases accordingly.

Aspects such as colour space or anamorphic also affect the file size of a movie.

The following table shows the average bitrate as well as expected bitrates for other resoltions with conventional settings. Bitrates vary heavily depending on the type of video, resolution, codec and compression. These are merely benchmarks, and were calculated based on a MP4 file encoded with H.264.

Bitrate / Resolution	320x240	480x270	1024x576	1280x720	1920x1080
kbps	400	700	1'500	2'500	4'000
mbps	0.4	0.7	1.5	2.5	4
MB/S	0.1	0.1	0.2	0.3	0.5
MB/Min	3	5.3	11.3	18.8	30

A movie with an average duration of 10 minutes and a 480x270 resolution therefore approximately requires about 53 MB memory. The same movie with a resolution of 720p HD though requires about 180 MB.

Calculation example: Network traffic

If 50 users watch this 10 minute movie, this will create ***network traffic of 2.7 GB with a 480x270 resolution***. If the movie is watched with a 720p HD resolution, expect 9 GB network traffic.

If those 50 users watch the movie at the same time, the network needs to be able to handle a ***bitrate of 35 Mb/s (4.4 MB/s)***. If the movie is watched simultaneously with the 720p HD

resolution, expect a network load of about 125 Mb/s (15.6 MB/s)

100 concurrent views doubles the aforementioned numbers accordingly.

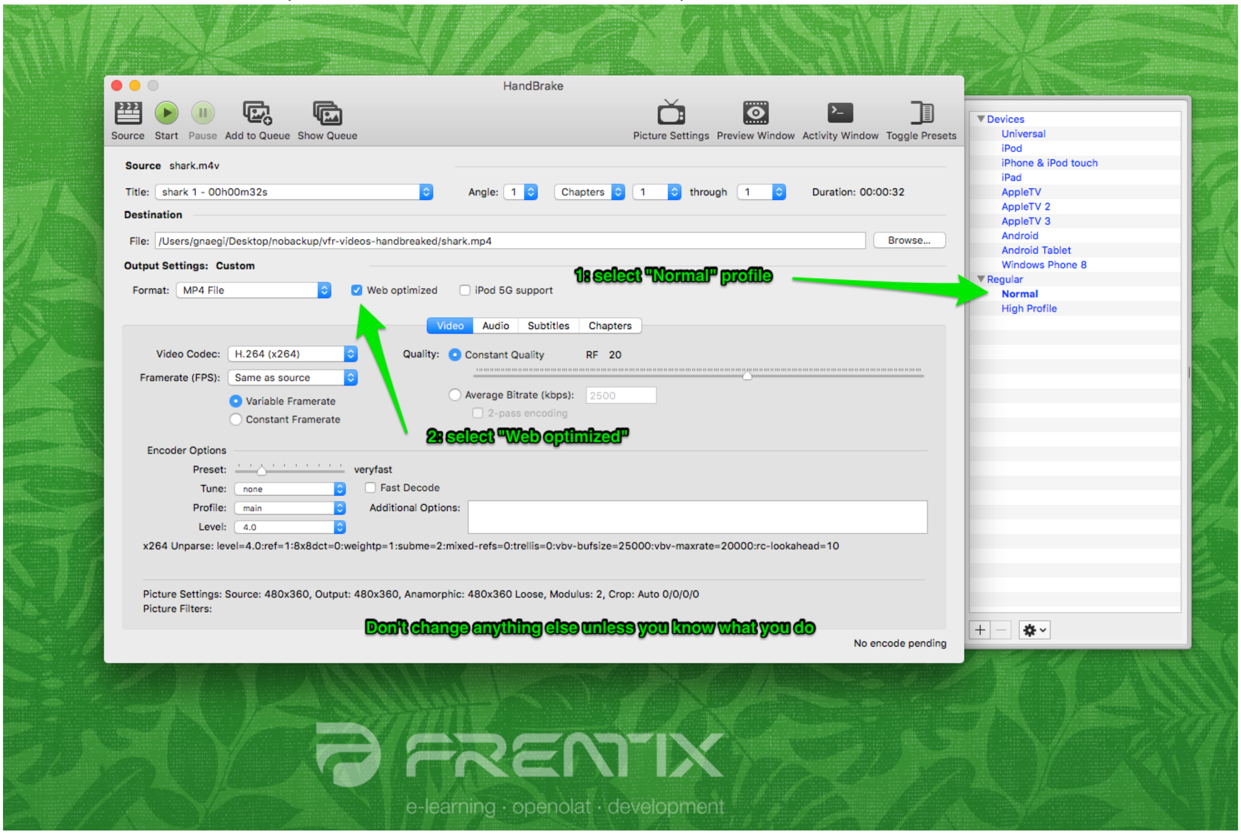
For comparison: a common 802.11n wireless access point allows for an effective transfer of about 40-50Mb/s. Special hardware makes a capacity of up to 100 Mb/s feasible, but user equipment also needs to be able to handle this kind of output. 50 users watching an educational video in the same room can therefore prove to be a problem for a network.

HandBrake Settings

If you have to create or provide videos for OpenOLAT yourself, a special transcoding software can help you transform files into the correct file format or the desired resolution. We recommend HandBrake (https://handbrake.fr/), a free and open source software. More information on HandBrake can be found on the wikipedia HandBrake (https://en.wikipedia.org/wiki/HandBrake) page as well as their commercial site https://handbrake.fr/.

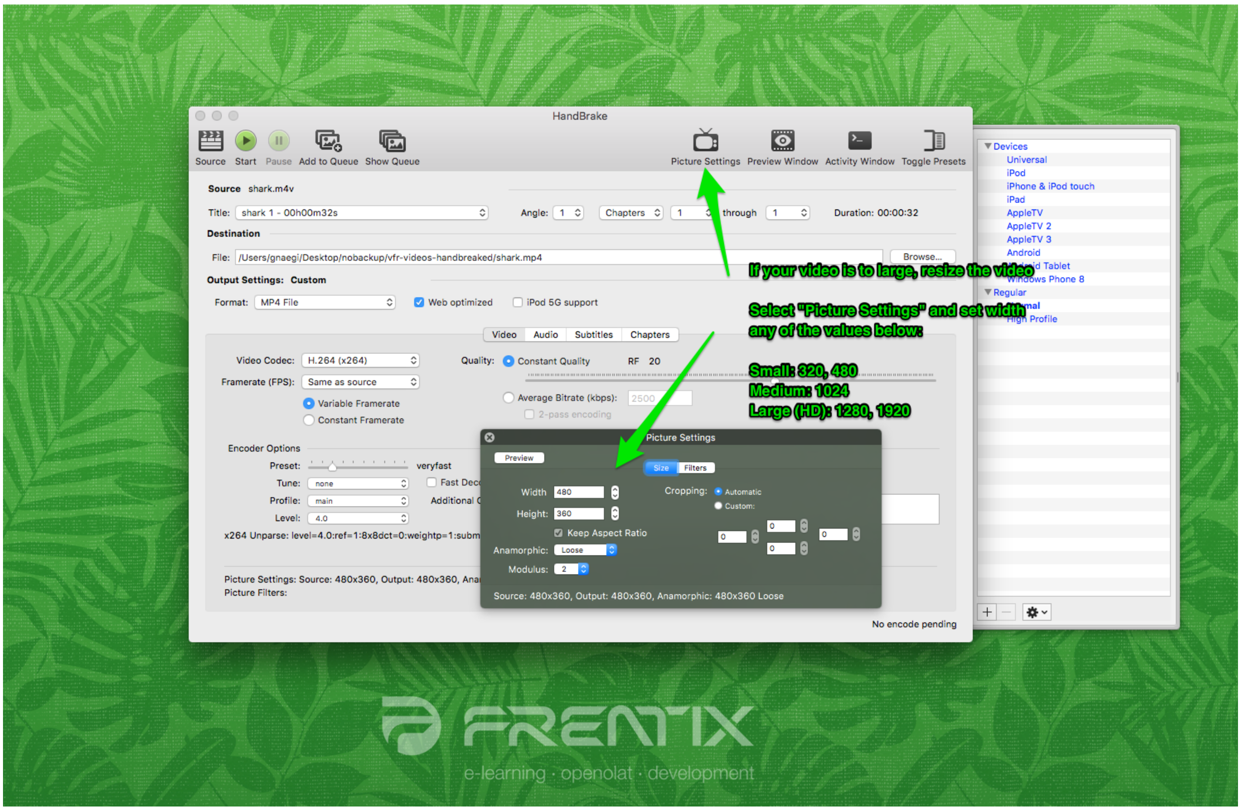
1. Open HandBrake, and select the file to be converted. Starting formats are e.g. M4V or MOV files.

2. Select the "Normal" profile, and a check the "Web optimized" checkbox.



It would be best to leave the preset parameters untouched.

3. Select the desired size / resolution by opening the "Picture Settings".



- Small: 320 und 480
- Medium: 1024
- Large (HD): 1280 and 1920Y

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 44), 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 Create Groups

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 186) 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

You have to provide your group with a name. You can choose any name including symbols and numerals. The group's name appears in the overview of your group as well as in the navigation. When creating groups though 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.

Description: You can optionally provide your group with further details. It will appear on your overview page when starting your group

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. If the planned number of participants is exceeded, your course participants will receive a notification that there are no more vacancies. If you leave this field empty, your group will be open to any number of participants.

Waiting list: If you want to limit the number of participants you can nevertheless add a waiting list to your group. With an activated 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 "**Moving up automatically**" has been selected. Here you can determine if users on your waiting list shall automatically be transferred to your group whenever there are vacancies. The main criterion here is the date of registration: the first one on the waiting list will be the one to move into your group.

5.2 Group Administration

5.2.1 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.

> 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 107) 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.

The following tools are available for group use. Once a tool is activated, its corresponding icon will be visible in the group menu.

i	Information	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.

	Calendar	You can put a calendar at the disposal of your group to record joint events. Furthermore you can determine the calendar's write access, that is, who will have the right to record data. If the calendar is not listed among the tools, it was disabled by a system administrator. Further information on calendar functions can be found in the calendar (see page 33) chapter.
	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	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.
	Folder	You enable members of your group to exchange files by using a folder. The available storage capacity is 10 MB. Furthermore you can determine the folder's write access, that is, who will have the right to record files.
	Forum	You provide your group with a forum for discussions. As coach of a group you have the right to edit and delete contributions as well as to write new ones. Participants of a group can write contributions, however, they are not allowed to neither edit nor delete contributions of others.
	Chat	You can provide this group with a private chat room. You will see who else is present in the group chat. Enter the chat room to communicate with others in real time.
	Wiki	You can put a Wiki at the disposal of your group to jointly create learning content. If the wiki is not listed among the tools, it was disabled by a system administrator.
	Portfolio	You can provide this group with an ePortfolio. Use a portfolio to jointly create a binder or add artefacts.
	OpenMeetings	

		If you activated and saved OpenMeetings, a virtual classroom is at the group's disposal. OpenMeetings must be activated and configured in the administration tab in order to be available for use.

5.2.2 Managing Members of Groups

If you create a new group, you are automatically one of the coaches of this group. Coaches of this group will see the link "Administration" in the menu. They can then administer this group, appoint other users as owners and delete the group. They can then administer that group and appoint other OLAT users as coaches.

In the tab "Members" you determine which user groups are allowed to view the members and waiting list of a group, whether all members, no members, or merely course coaches, participants or the waiting list are displayed. Depending on your selection, the list of members is visible to group members or to all users. If visibility is deselected, the entry "Members" will disappear from navigation.

The option "Users can download the list of members" additionally allows participants to download the list of members as excel file.

> If you enable the option "Members can leave the group" in the **Membership configuration**, group participants are allowed to leave the group on their own volition. If not checked, you will be notified via mail if a member wishes to leave the group. The participant must then be removed manually from the group.

You can also 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 188), 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.

5.2.3 Link Courses

A group can be linked to several courses, and a a course may have several embedded groups. OpenOLAT does not restrict the number of embedded courses.

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. Here you can determine whether a group is connected to one or multiple courses. Clicking on "Add course" allows you to link as many courses you are owner of with the group. Just click on the course name or the checkmark under "***Select***" to the right of the course name. A click on the

  icon provides you with further information on the course, such as author, language or the description. Use the button "**Add course**" at the end of the table in order to embed several courses at once.

	AC	Type	Semester	Title of learning resource	Creator	Access*	Created		Select
				Projektkurs Physik	Scherer, Kirsten	OAU-	2/19/2015 3:37 PM		

- 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.

Once the group has been associated with at least one course, the entry "Course" appears in the navigation. There, access to all linked courses is provided, while all embedded groups can be accessed in the members management in the course.

5.2.4 Access Control

In the tab "Publishing and booking configuration" you configure the access control for that specific group. You can specify when and under which conditions users can book a project group. Booking can be understood as a synonym of register, enroll or buying. 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. This means, only members of this group are actually allowed to see the group.

To make a group visible to all users you have to select one or multiple of the following booking methods:

- **Access code**: Select the access code booking methods if the booking shall be restricted to people in possession of the access code. An access code is manually set by the coach of the group, who then passes the code on to authorized users. Only users who can provide this access code will be able to book the resource. In order to open the group, this code must be entered when opening the group for the first time.
- **Freely available:** Select the free booking method if no other restrictions shall apply. All users can book the resource. Using this booking method adds users as participants to the group.
- **PayPal and Credit card** (only available if unlocked by an administrator): Selecting the PayPal/Credit card payment method requires a financial payment to access the resource. When using this booking method you can define an amount of money required to be payed in the currency defined in the system configuration. This amount can then be payed by either a PayPal account or by using a credit card (Visa/Mastercard). 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.

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

You can also configure multiple booking methods. These methods serve as different options the users can choose from. Optionally you can configure a start and end date in order to add a validity period date to each booking method. In that case the booking method is only available during this period. It is also possible to specify just a start or just an end time. If you don't want to restrict the booking method to a specified period just leave the fields empty.

> ⚠ The start and end date is only valid for the booking process. Once a resource has been booked by a user he will be added to the resource members list. From that moment the members list grants access to the user. When a booking method is no longer valid or has been deleted users on the members list will still have access to the resource. As an owner of the resource you can add or remove users to/from the resource members list at any time.

You can delete configured booking methods at any time. The already booked orders will not be affected by this.

5.3 Using Group Tools

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.

5.4 Group Management

5.4.1

5.4.2 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.

5.4.3 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".

5.4.4 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 and 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

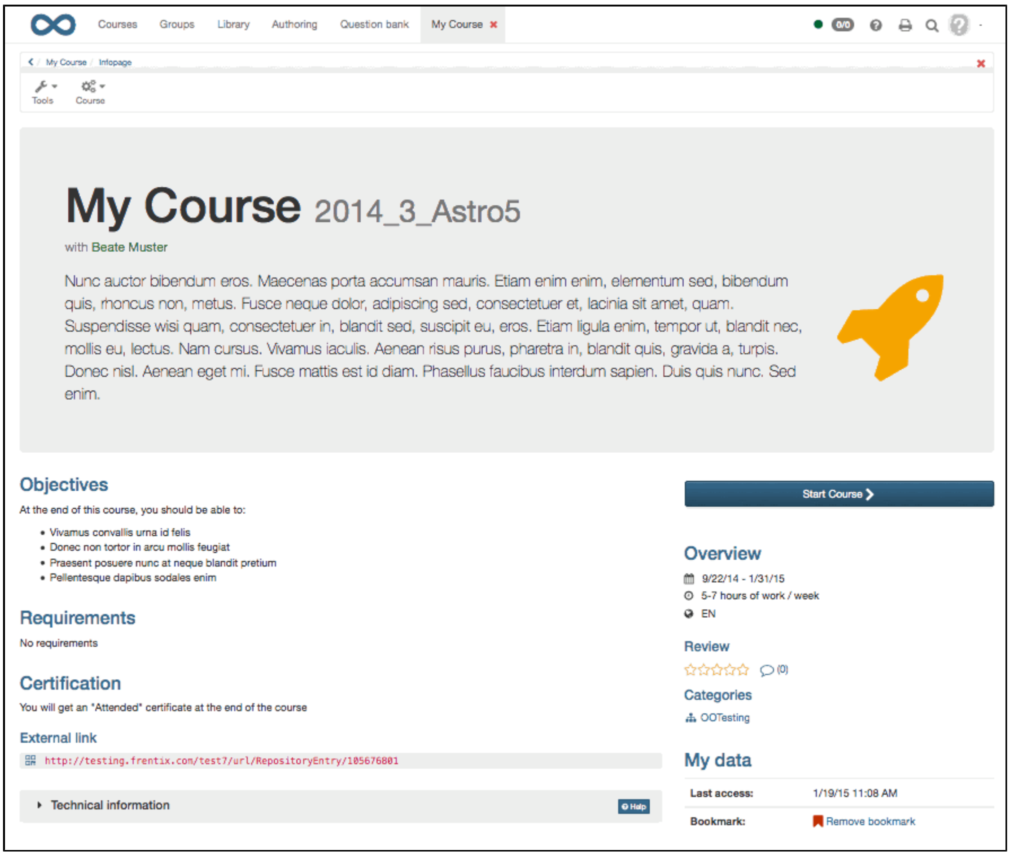
The search mask helps you to find all learning resources you have access to. You can look for titles, authors or ID.

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 location, 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 79) in more detail. How to create courses will be illustrated in the chapter "Creating Courses" (see page 102). More information on course elements and the course editor can be found in the chapter "Course Elements and Course Editor" (see page 107).

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 223).

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 230). How to generate content within a Wiki will be explained in the chapter "Learning Activities Within a Course," section "Wiki" (see page 84).

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 233). Further details on how to use podcasts as course participant will be explained in the chapter "Learning Activities in Courses," section "Podcast" (see page 90).

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 237). Further details on how to use blogs as course participant will be explained in the chapter "Learning Activities in Courses," section "Blog" (see page 90).

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 247). How to perform such portfolio tasks can be learned in the chapter "Learning Activities in Courses," section "Portfolio task" (see page 95).

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 257).

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 257).

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 "Course Settings", section "Resource Folder (see page 201)".

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 210). How to use your glossary within a course will be explained in the chapter "Learning Activities in Courses," section "Glossary" (see page 99).

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 102), "Creating CP Learning Content" (see page 223), "Creating Wikis" (see page 229), "Creating Podcasts" (see page 233), "Creating Blogs" (see page 237), "Creating Portfolio Tasks" (see page 247), and "Creating Tests and Questionnaires" (see page 257).

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 68).

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 195)".

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 199)".

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 186)"

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 204)".

Export Content

Export your learning resource as ZIP file. For further information please refer to the chapter "Course Settings", section "Export Content (see page 205)".

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.

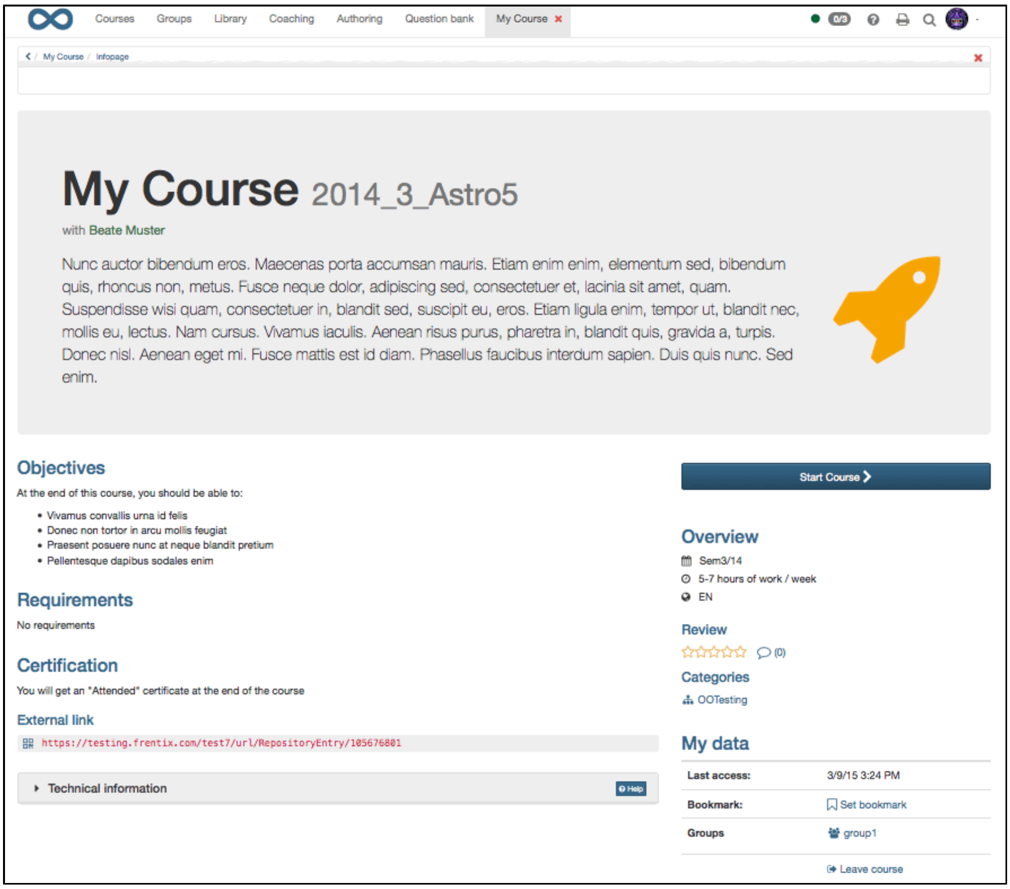
For further information please refer to the chapter "Course Settings", section "Close (see page)".

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 205)".

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 68), 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 (see page 78)" 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 (see page 78).

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

If you use this second link with the additional two parameters ***guest*** and ***lang*** users will

get to that learning resource by means of a guest account without 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 location, 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.

Employing the course setting "Change description (see page 195)" you can add more or modify already existing data. Detailed information on included meta data can be found on page Info Page: Add Meta Data (see page 76).

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 195)" corresponding chapters for more information.

7.3.3 Info Page: Add Meta Data

Before being able to create or add learning rescources you should fill in some information (known as meta data). The more detailed the information given on a learning resource, the easier it is to find and allocate the respective resource.

Identification

ID: Automatically generated identification number of learning resource. This number can be searched for by means of the Search form.

Reference: Any external reference, for example the number from the university calendar or of a printed course catalog. The reference will be displayed on the course overview page.

Creator: Automatically inserted user name of the user who created this learning resource (cannot be altered). The creator can be looked up in the search field in the authoring environment as well as other owners of this learning resource.

Type: Learning resources can be of the following different types: Course, CP learning content, SCORM learning content, Questionnaire, Test, Resource folder, PDF, Excel, PowerPoint, Word, Animation, Image, Sound, Movie, Wiki, Podcast, Blog, Glossary, Other file These types can be looked up by means of check boxes in the Search form.

Description

Title of learning resource: You have to provide this learning resource with a title (maximum: 100 signs). This title will help you to find the relevant learning resource via the Search form

Authors: The authors who are responsible for this learning resource or the teachers who teach te course. These must not be the same person as the owners. The field is a text field, the content is displayed on the coruse overview page. E.g. "Prof. Dr. Einstein et.al.".

Main language: The language which is mainly used in this learning resource. The information is displayed on the course overview page and is purely informational. There is no automatic selection of courses based on this information and the users language settings. E.g. "English" oder "DE".

Location: The location where classes for this course are being held. Primarily used for blended learning courses.

Description: You have to provide a description for this learning resource. This description will help you to find the relevant learning resource via the Search form.

Duration

Execution Period: With learning resource of type "course" the course execution period can be specified. The following options are available:

- *None*: Select this option when a course has no specific begin and end date. Those kind of courses are considered as permanent active.
- *With begin and end date*: If a course has a specific begin and end date which does not correspond with a preconfigured semester course execution period you can specify the dates using this option.
- *Semester*: If semester periods have been defined on system level you can use this option to configure a certain semester course execution period. The begin and end dates will be taken from the semester configuration.

The configured course execution period will be showed in the learning resources list and the info page. Currently the execution period does not trigger automated process like automatic termination of courses. These life-cycle processes will be added in later releases.

Student Information

Expenditure of Work: How much time a student is expected to study for the course, e.g. hours per week.

Objectives: At the end of the course, what the student should have learned, e.g. acquired competencies.

Requirements: are there any requirements for the course, e.g. specific competencies, or previously attended courses?

Certification: Will the successful completion of the course result in a certificate, or is it part of certificate?

Presentation

Cover image (jpg, png, gif): To make learning resources appear more attractive it is recommended to upload a symbolic image that represents the learning topic. The symbolic image should not contain text but only be an image. The image will be displayed in the catalog and the info page.

Teaser movie (mp4): 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 oo the movie will be used for the list and catalog view.

7.4 Technical Information on Resources and Usage

On the info page you can find, besides the description of the learning resource and within the course information on Technical Information on Resources and Usage, the resource meta data. These always contain the technical OpenOLAT specific information on the listing. Already in courses embedded learning resources also display information on usage, e.g. the associated courses. These entries cannot be altered.

7.4.1 Technical Information

ID: Automatically generated identification number of learning resource . You can search for the learning resource using the this ID.

The ID is followed by the creation and last access dates. You can change access rights via the access configuration in the resource settings.

Created by / Author: Automatically inserted name of the user who created this learning resource (cannot be altered). The creator can be looked up in the search field in the authoring environment as well as other owners of this learning resource.

7.4.2 Information on usage

References: Here you can see which courses use this learning resource. As long as this learning resource is used within a course it cannot be deleted.

Last access shows the the time and date the resource was started last.

Current users: Indicates how many users have started this learning resource in OpenOLAT at that moment.

Number of launches: Automatically counts how often that learning resource has been launched in total. If this resource cannot be launched in OpenOLAT the entry ***Launch not supported*** will

appear.

Number of exports: Automatically counts how often this learning resource has been downloaded in total.

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 65)" 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. Depending on the configuration, you can either enroll in only one group, or several. Such an enrolment is followed by the appearance of links to the respective groups (see page 54) 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)". 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.

Topics as well as forum entries can be posted using an alias, if the forum is configured accordingly. Each topic or post can thus be posted using a different alias or your real name. A created alias is activated for the selected forum, but can be altered or deactived if so required.

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).

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 81)".

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 83) 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 83) 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 are further explained below.

Wiki: Syntax

Your input can be formatted by means of the following Wiki syntax. For more information on the Wiki syntax please go to:
http://jamwiki.org/wiki/en/Wiki_Syntax (http://jamwiki.org/wiki/en/Wiki_Syntax)

Attention:
It is not advisable to use special characters in Wiki words. Not allowed is the colon (:). Please note that a space character at the beginning of a line will be interpreted as formatting command (preformatted text).

Syntax	**Result (formatting)**
Text design	
'''Bold text '''	**Bold text**
''Italic text''	*Italic text*
==Level 2 headline==	Level 2 headline
* List	• List
# Numbered list	1. Numbered list
Links	
In order to link another page within a Wiki you do not have to indicate its complete URL (http://...). You only have to put the pages's title in brackets [[Text]]. It is also possible to create a link to any page by means of the button ***Insert link*** In order to do this you have to select the respective page first.	
[[Internal link]]	Internal link
[[Link | Text]]	Text (https://testing.frentix.com/test8/help/RepositoryEntry/82673665#linkandtext)

<table>
<tr><th>Syntax</th><th>Result (formatting)</th></tr>
<tr><td>An external address will automatically be turned into a link by indicating its complete address: http://www.openolat.org. If you do not want to use a link but a term you have to put the URL along with the term in brackets, separated by a blank.</td><td></td></tr>
<tr><td>http://www.openolat.org</td><td>http://www.openolat.org</td></tr>
<tr><td>[http://www.openolat.org The OpenOLAT website]</td><td>The OpenOLAT website (http://www.openolat.org)</td></tr>
<tr><td>Tables</td><td></td></tr>
<tr><td>{|
|Cell 1
|Cell 2
|}</td><td>Cell 1 Cell 2</td></tr>
<tr><td>{|
|Cell 1
|Cell 2
|-
|Cell 3
|Cell 4
|}</td><td>Cell 1 Cell 2
Cell 3 Cell4</td></tr>
<tr><td>{| border="1"
|Cell 1
|Cell 2
|-
|Cell 3</td><td><table><tr><td>Cell 1</td><td>Cell 2</td></tr><tr><td>Cell 3</td><td>Cell 4</td></tr></table></td></tr>
</table>

Syntax	**Result (formatting)**
|Cell 4 |}	
Images and other files	
In order to insert e.g. images in your Wiki you have to upload them first in OpenOLAT (by means of the field ***Upload file***). As soon as a Wiki contains at least one file the drop-down menu ***Insert file*** will appear. Now you can easily insert images, etc.	
[[Image:openolat_logo_72.png]]	
When inserting an image the following options regarding its formatting are possible:	
Caption: please indicate a caption. [[Image:openolat_logo_72.png|This is the OpenOLAT logo.]]	This is the OpenOLAT logo.
Alignment: the add-ons "left" or "right" indicate the image's alignment. [[Image:openolat_logo_72.png|right]]	
Size: indicate in pixels the image's size. [[Image:openolat_logo_72.png|120px]]	

Syntax	Result (formatting)
Miniature: By selecting the add-on "thumb" along with a small image size your picture will be inserted as miniature. When clicking on that miniature your image will be displayed in full size. [[Image:openolat_logo_72.png|thumb|20px]]	
It is possible to use more than one of these formatting options at the same time. [[Image:olat_logo.png|right|30px|thumb|This is the OpenOLAT logo.]]	This is the OpenOLAT logo.
[[Media:any.pdf]]	any.pdf (https://testing.frentix.com/test8/help/RepositoryEntry/82673665#pdf)
Mathematic formula (LaTeX) In order to let OpenOLAT display your formulas faster and clearer you can instal jsMath scripts on your computer. The download area as well as corresponding instructions can be found here: http://www.math.union.edu/~dpvc/jsMath/download/jsMath-fonts.html (http://www.math.union.edu/%7Edpvc/jsMath/download/jsMath-fonts.html)	
$Enter formula here$	A syntax of the mathematical notation used in OpenOLAT can be found at: http://meta.wikimedia.org/wiki/Help:Formula (http://meta.wikimedia.org/wiki/Help:Formula)

Syntax	Result (formatting)
Unformatted text	
<nowiki>Enter unformatted text here</nowiki>	Enter unformatted text here

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 25).

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. Click then on "Add episode" to create a new podcast episode.

Create or edit episode

Please indicate a title to describe this episode accurately. This field is mandatory. This description is optional. If there is need to further explain your media file you can do that here.

An episode always contains one audio and one video file. Select these on your PC to be uploaded afterwards. Depending on the file's size this can take some time. Please note that only Flash compatible formats are allowed (such as FLV, MP4, MP3, M4V, M4A, and AAC).

By clicking on "Publish" this espisode will be added to your podcast. Other users will have access.

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.

Create and edit blog entries

Title: Indicate a title to describe your blog entry. This field is mandatory.

Description: Your description is optional and will be used as preview of your article or entry. Therefore you could also add a short introduction or summary here.

Content: Content equates to blog entry. This field is therefore mandatory. Formatting and images are allowed.

Time and date of publication: Date and time of publication serve to hide your entry from other users or to put it on display. If a publication date lies in the past your entry will be visible. If it lies in the future your entry is scheduled for publication.

You can make your entry accessible by clicking on "Publish" (starting from the date indicated). If you want to interrupt and continue to write your entry later on just click on "Save draft." By clicking on "Cancel" your modifications will be discarded before closing the form's window. Drafts in the entry list will be highlighted in yellow. Scheduled publications in green. All other entries are open to the public and therefore visible.

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 (see page 37)" in the tab containing all files in folders before locking your file.

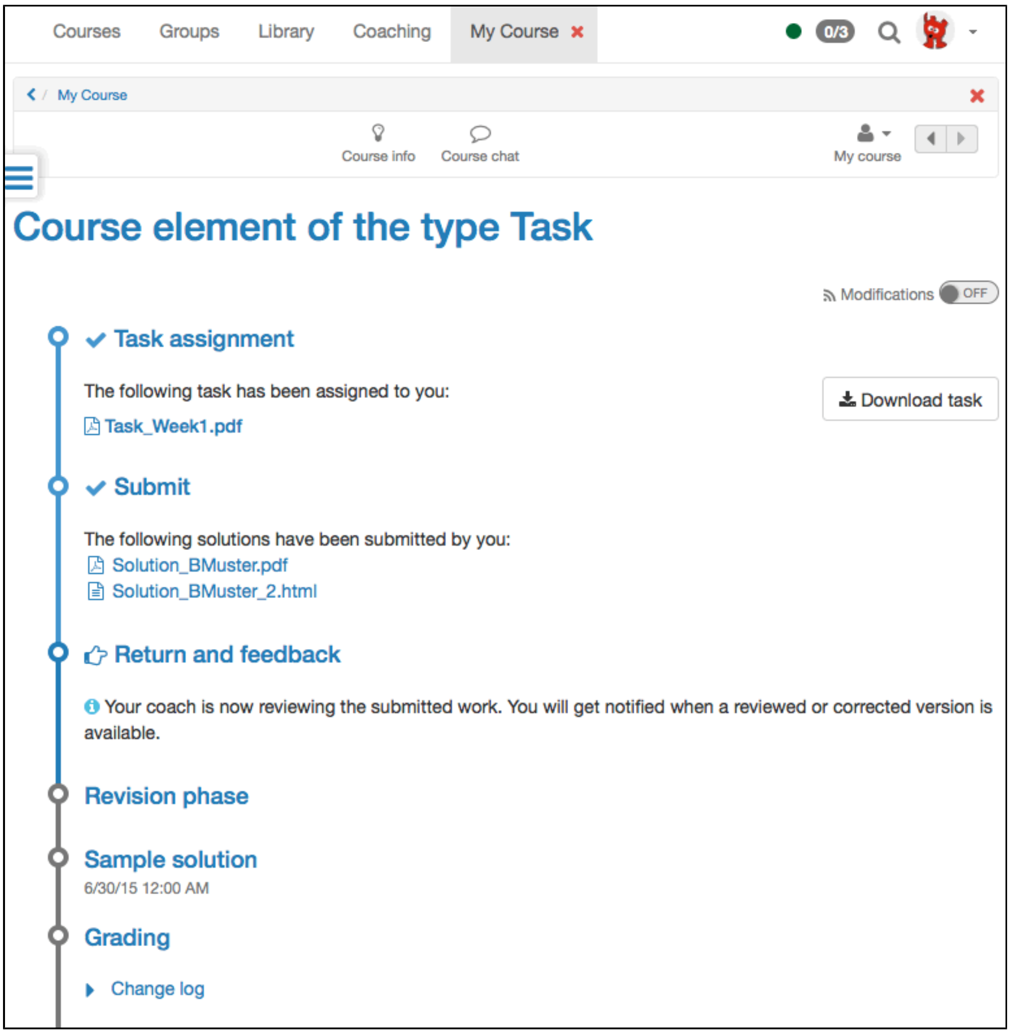
> Further information on the folder is available in the folder (see page 36) chapter.

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 Task & Group Task

By means of the course elements Task and Group 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 steps mentioned below since it is not necessary to use all features for a task. The workflow interface for both Task and Group Task is the same. The task assignment, submission of documents and grading are performed as a group. A group member selects then - acting as group representative and in agreement with the whole group - a task, and submits the solution as well as any - if so required - revisions.



Download Assigned Task

According to the configuration there are either one or more tasks at your disposal in the step "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 „Select" link it is not possible to have a look at it first. If a task has been selected or assigned automatically click on "Download task" to see it on display.

> ⚠ In order for you to get an automatically assigned task, you need to open the respective OpenOLAT course element once before the deadline, if there is one in effect. You can download the task anytime.

Submit Solution

If you have performed a task and have the solution available as PDF file, you can transfer it to the drop box in the „Submit“ step. If so configured though, you will also have an internal editor at your disposal, for creating and saving a solution file directly in OpenOLAT. Click on „Open Solution Editor“ if available. Enter a file name and create your solution content. You can save and edit the document before the final task submission. You will then get an acknowledgment of receipt. The now marked as completed submission step lists all submitted files. You may read all, but not delete any files.

> If the task assignment step is configured, you must mandatorily be assigned - either manually or automatically - a task, in order to be able to submit a solution.

Download Review

In the „Return and feedback“ step you will find those files your tutor has returned to you. It is possible that you are required to revise your your work. If so, the next step „Revision phase“ is now activated. If you are not required to revise your solution, you will soon have access to your assessment.

Revise Solution

Once your revised solution is finished, follow the directions from „Submit Solutions“. During the revision phase you may be required to revise your documents multiple times. As soon as your tutor regards the task as completed, he will close the revision phase. You can see and access all documents submitted by you and returned by your tutor at any given point in time.

View 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. In any case, the sample solution will only be visible after your coach accepted the submission of your solution. Just click on the file name to download a sample solution.

Read Tutor Assessment

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).

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.

Topic details

Topic: Via Topic you will find the topic's title.

in charge: Here you have a list of topic authors. When clicking on these authors' names you will get to their visiting cards to contact them.

Description: In the field Description you will find more detailed information on this Topic.

Additional fields: There are so-called "Additional fields" course authors can define. Course authors determine if topic authors should select a value from a pull-down list or if they are to indicate a value of their own.

Registration deadline: If topic authors define a registration deadline you will only be able to select or deselect a topic within a certain period. Before and after that deadline topic authors can manually sign you in (or out).

Due date: Topic authors can limit the number of vacancies.

Topic status: If the Topic status is set to "Vacancies" you can register for a Topic as long as the maximum number of topics is not exceeded. If the Topic status is set to "Filled" no more users will be able to register. If you have already selected a Topic its Topic status is either "Temporary assignment" (a topic author has to accept you first as participant) or it is "Assigned" (automatic registration). As soon as a topic author accepts your registration your Topic status will be set to "Definite assignment".

Number of vacancies (filled/total): If topic authors define a deadline you will only be able to upload documents to the drop box within a certain period of time.

Attachment: In the field Attachment topic authors can upload a file.

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. You can only deselect a topic if the person in charge allows it for the respective topic. In case of an existing registration deadline, topic deselection will be deactivated after the deadline in any case.

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 99) 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 and 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 "My course"

The drop down menu "My course" provides access to personalized course functions. Depending on the course configuration, it is possible that not all options are available.

- Notes (see page 99)
- Evidence of achievement (see page 99)
- Bookmark: Bookmarked courses can be found in the Courses section in the "Favourites" tab
- Groups (see page 54)
- Leave course

The "Leave course" function immediately ends either your course or group membership, depending on how you gained access to the course. Subsequently, access to the course will be denied. In order to gain access to the course again, you will have to contact the respective course or group coach.

8.2.2 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. Course calendars are automatically added to your personal calendar (see page 23). Just select the course calendar from your personal calendar list.

> Further information on the calendar list and other calendar functions is available in the calendar (see page 33) chapter.

8.2.3 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.

8.2.4 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 26).

8.2.5 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.

Once a certificate is automatically issued after successfully completing a course, you will receive an automatically generated email notification.

All your evidences of achievement and certificates will be listed in your "Evidence of achievements" (see page 26). It always opens in a new window and is printable.

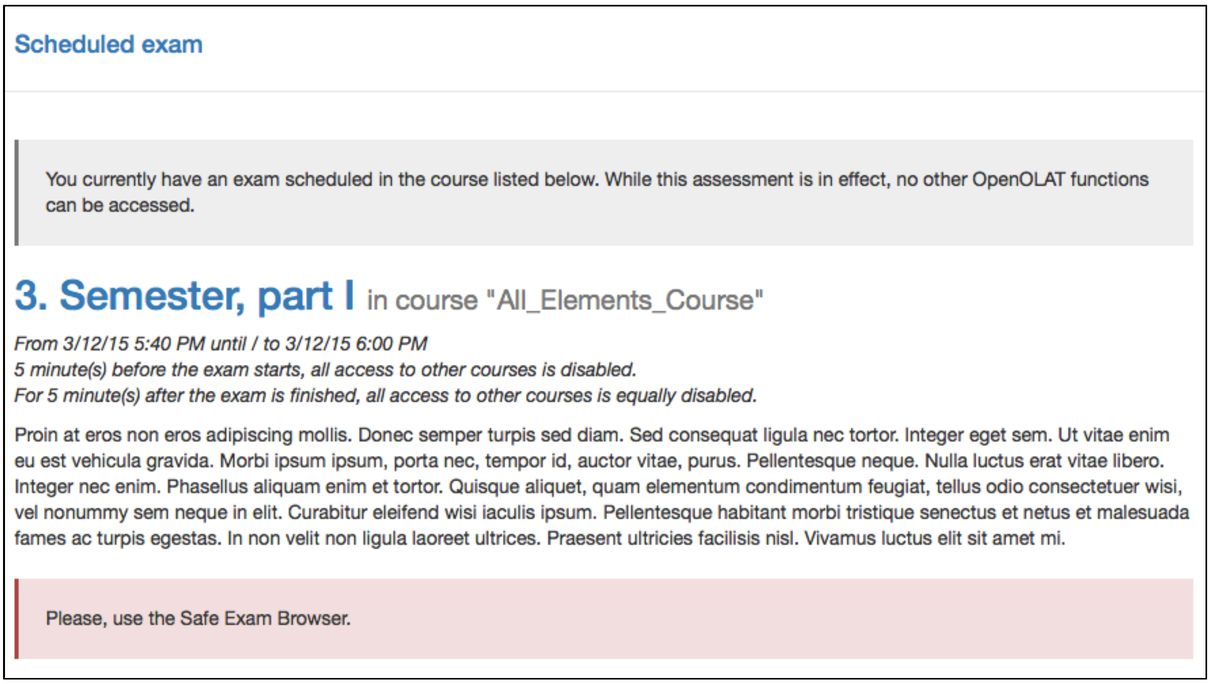
8.2.6 Course Chat

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 41).

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 107).

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 69), 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

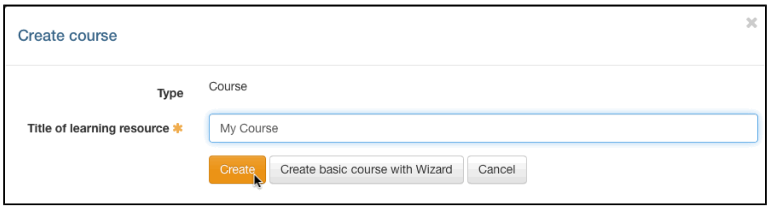
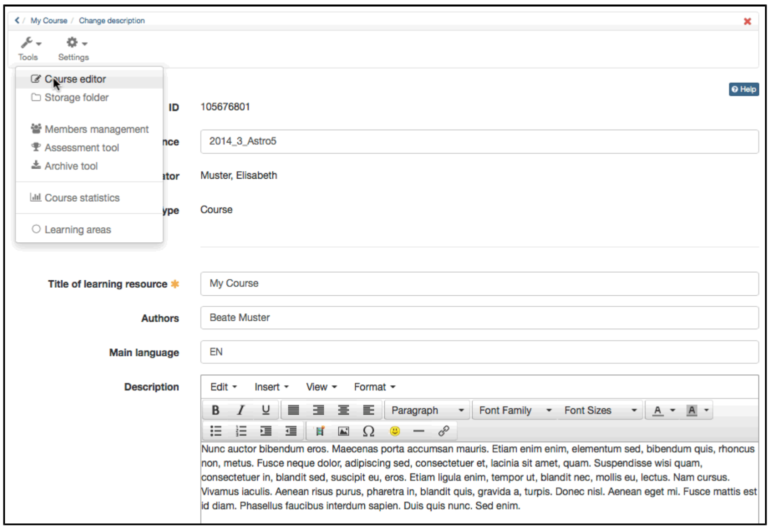
There is a wizard to help you create courses. This Wizard is meant for course authors who prefer to use only the most popular course elements in OpenOLAT without having to deal with the entire range of features available in the course editor.

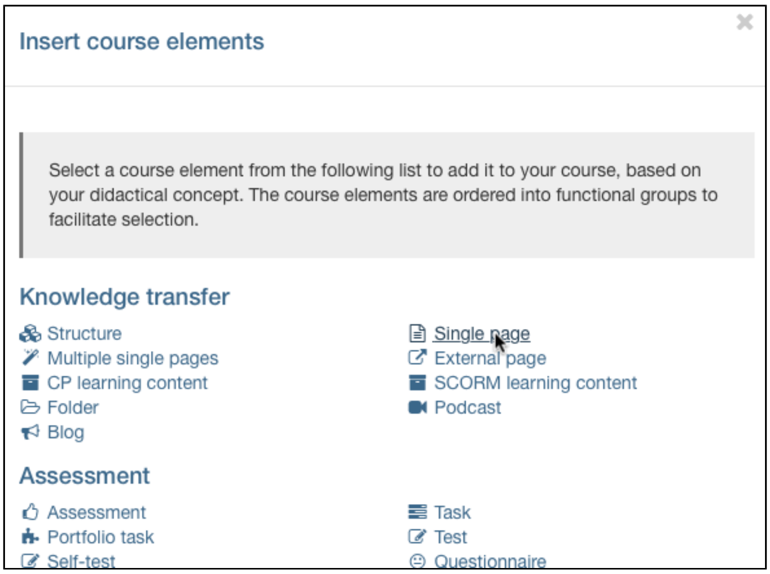
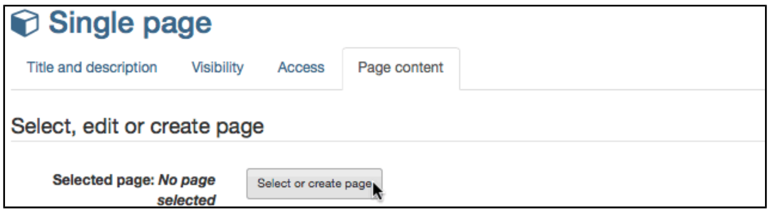
By selecting "Course" in the drop-down menu "Create" in the "Authoring" section you will get to this course wizard. Just indicate the title and select "Create basic course with Wizard." Follow the instructions to have your course created.

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.

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

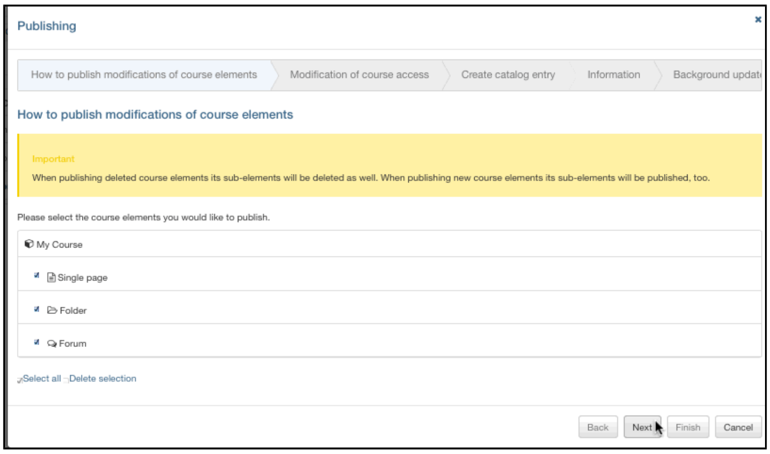
<table>
<tr><th colspan="3">Step 2: Insert welcome page</th></tr>
<tr><td>1</td><td>Click "Insert course elements" in the course toolbar and select "Single page" in the knowledge transfer section. A new course element is always inserted right beneath the currently selected course element.</td><td rowspan="2">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

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".

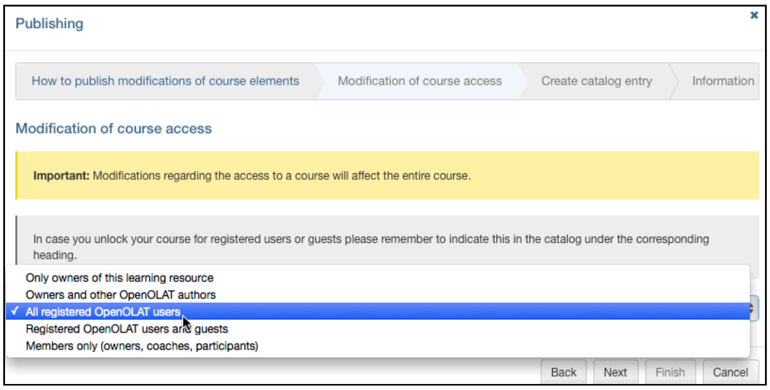
Step 3: Insert folder for courseware before uploading documents from your computer	
4	Select the link "Upload file."
5	Search for a document on your own computer and click "Upload".

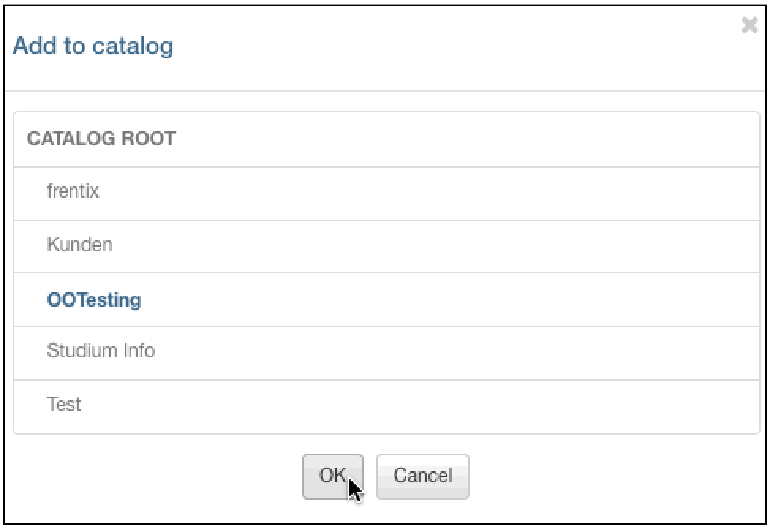
Step 4: Insert discussion forum	
1	Click "Insert course elements" in the course toolbar and select "Forum" in the communication and collaboration section. A new course element is always inserted right beneath the currently selected course element.
2	Indicate a short title in the tab "Title and description"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



<table>
<tr><th colspan="3">Step 5: Publish and activate your course</th></tr>
<tr><td>6</td><td>Select "Yes" in the "Add course to catalog" pull-down menu in the "Create catalog entry" section.</td><td rowspan="4">
</td></tr>
<tr><td>7</td><td>Click the "Add to catalog" button, elect the appropriate category and click "OK".</td></tr>
<tr><td>8</td><td>Click „Finish“.</td></tr>
<tr><td>9</td><td>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.</td></tr>
</table>

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

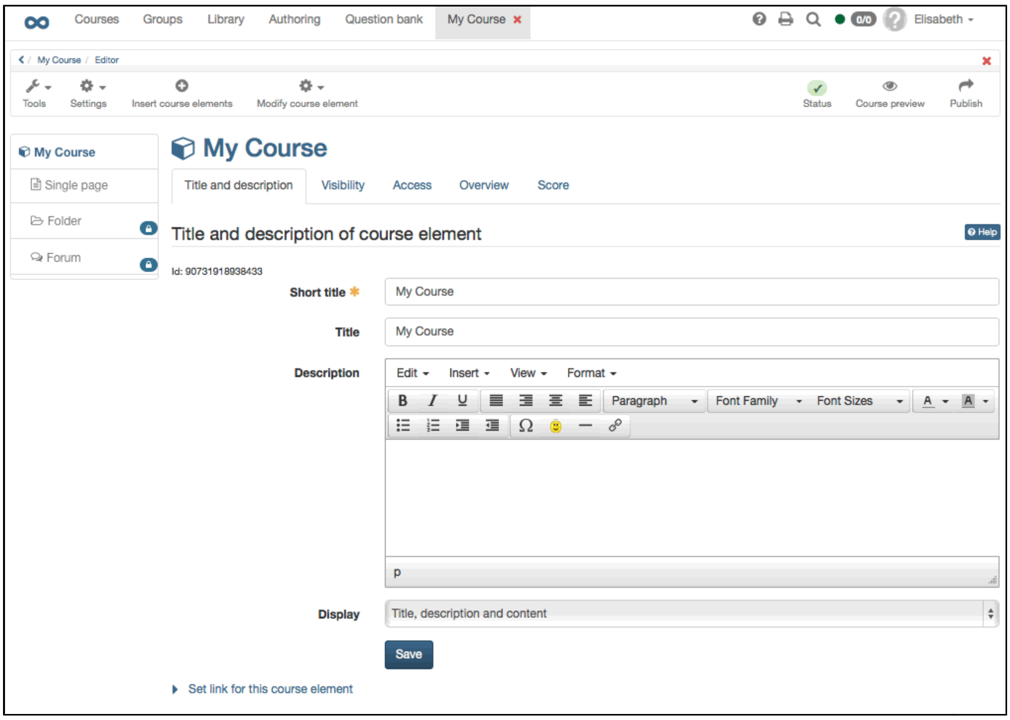
In this chapter course authors will learn more about adding and configuring course elements in the course editor. After giving general information on all course elements, further details on necessary configurations and on the use of single elements will be provided. Additionally it is illustrated how 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 102), 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. All symbols and numerals are allowed. This short title appears in the navigation menu as well as in the contents area as heading, if selected.

The content in the field "**Title**" serves as additional description of your course element and has a maximum of 255 characters. 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. You can choose between five different display configurations.

Set link for this course element

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.

External link In order to embed a link to this course element from another OLAT course or from outside just add an external link as href attribute to your favored HTML page.

Internal link (do not open in new window) In order to embed a link to this course element from another course element within that particular OLAT course just add your internal link as href attribute to your favored HTML page.

You need the **ID number** on the above right in this field to be able to refer to this course element from another one in pre-conditions (e.g. visibility).

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.

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.

By means of the button "Display expert mode (see page 114)" an entry field will appear in order to be able to make a more complex configuration according to your needs.

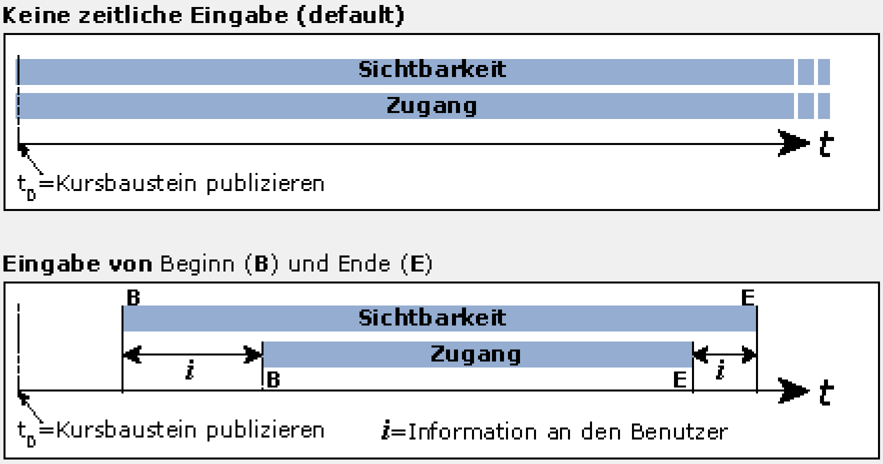
> Access and visibility rules are usually applied in an identical manner. In some exceptions though, i.e.
>
> - Folder
> - Blog
> - Podcast
> - Wiki
> - File discussion
> - Forum
> - Notifications
>
> further information concerning access rules can be found in the corresponding manual section.

Visibility

In the tab "Visibility" there are five options: "Blocked for learners", "Depending on date", "Depending on group", "Depending on assessment" and "Only in assessment mode"; 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***").

Date-sensitive configuration of access and visibility

The following figure demonstrates the interplay of the date-sensitive configurations of visibility and access. The figure above has no entries. Thus visibility and access are not restricted. As of the figure below, there are different entries concerning visibility and access. During the period when the course element's link is visible but not accessible, there is the possibility to provide some information instead of the element's content.



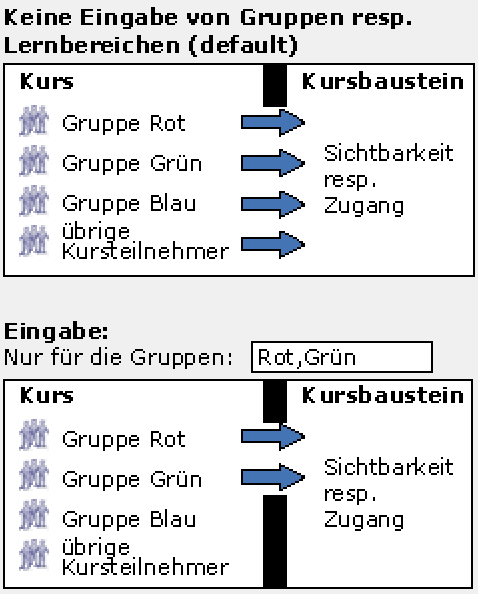
Two configurations of a course element concerning time

Please note that it makes no sense to limit the visibility more than the accesss because an invisible course element is not accessible anyway.

It is also possible to grant access to a particular folder only to registered course participants (option "***Depending on group***").

Configuration depending on group

The following figure demonstrates the group-sensitive configurations of visibility and access. No entry at the top figure. Therefore all course participants will be able to see this course element's link and gain access to its contents, whether those participants are members of a learning group or not. With the configuration of the bottom figure, only participants of the groups "Red" and "Green" can see resp. have access to the course element.



Two configurations of a course element concerning specific course groups

Or, you could e.g. provide a questionnaire only for those course participants who have passed a test (option "***Dependening on assessment***"). Course elements of the type test, assessment, task,

and structure are at your disposal. If you select "***Check for "passed"***" you can choose "Course

element" in the entry field; this course element has to be passed in order to be visible. If you select "***Check score***" you can enter a score by means of the "Passing score" of the element

selected in the drop-down menu that is necessary to make this course element accessible.

In order to include course authors and tutors into these rules you have to activate the option "*Apply rules for owners and tutors*". By not checking this box tutors and administrators can always

see the course element's link, no matter which visibility rules you have set above.

Activating the option "***Blocked for learners***" leaves the course element exclusively visible for tutors

and course administrators only. All other OLAT users will not get access. By checking this box further configuration possibilities will be inactive.

If a course element should only be visible during a configured assessment, in the so-called "Assessment mode" (see page 219), check the option "***Only in assessment mode***". The course

element will not be accessible outside of the assessment.

Access

In the tab "Access" there are the same five options mentioned above: "Blocked for learners", "Dependening on date", "Depending on group", "Depending on assessment" and "Only in assessment mode"; 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** (see page 128)", you can activate the password protection and set the password here.

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 the expert mode, thus enabling you to configure visibility and access of course elements as required. 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)
isUser	available only for one specific user	isUser("pmuster")

An extensive list of all relevant components needed for applying expert rules can be found in the following box.

Functions, operators and other expert rule components

Type	**Syntax**	**Meaning**
Constants	*true* or *1*	True
	false or *0*	False
Variable	*now*	Actual time of server system
Functions	*date("[date]")*	Retrieve date
	inLearningGroup("[string]*")*	Generates TRUE for all members of the learning group [string]

Type	Syntax	Meaning
	inRightGroup("[string]*")*	Generates TRUE for all group members with the same rights [string]
	isLearningGroupFull("[string]*")*	Generates the boolean TRUE (= full) or FALSE (= vacancies) for the learning group indicated.
	isUser("[string]*")*	Results in TRUE for users with the user name [string]
	inLearningArea("[string]*")*	Generates TRUE for all group members in the learning area [string]
	isGlobalAuthor(0)	Generates TRUE for all members of the OLAT author group
	isCourseAdministrator(0)	Generates TRUE for all owners of a course (learning resource)
	isCourseCoach(0)	Generates TRUE for all users supervising a learning group
	isCourseParticipant(0)	Returns TRUE for all participants of this course
	isGuest(0)	Generates TRUE for all users visiting OLAT as guests

Type	Syntax	Meaning
	hasAttribute("[AttrName]*","* [string]*")*	Generates TRUE, if [string] corresponds to the relevant user's value of the AAI attribute [AttrName] .
	isInAttribute("[AttrName]*","* [substring]*")*	Generates TRUE, if [substring] corresponds to part of the relevant user's value of the AAI attribute [AttrName]. General information on AAI (http://www.switch.ch /aai/) AAI attributes (see page 124) Specification of AAI attributes (pdf file) (http://www.switch.ch/aai/docs/AAI_Attr_Specs.pdf)
	getUserProperty ("userPropertyname")	Generates the value of a specific user attribute. By means of "=" this value can be compared to another fixed value.
	getPassed("[integer]*")*	Generates the Boolean TRUE (=Passed) or FALSE (=Failed) from a course element with specified ID
	getScore("[integer]*")*	Generates the score from a course element with specified ID
	getAttempts("[integer]*")*	Generates the number of completed attempts from a course element with specified ID. Can be applied to course elements of the type ***Test***, ***Self-***

Type	Syntax	Meaning
		test, *Questionnaire* (possible return values 0 or 1) and ~~*Task (deprecated)*~~ (return value = number of files handed in).
	getLastAttemptDate(" [integer]*")*	Generates the date of the last attempt from a course element with the specified ID. Can be applied like the getAttempts method.
	getInitialEnrollmentDate(" [integer]*")*	Generates the date of the first registration of the relevant course participant from the course element *Enrolment* with specified ID.
	getRecentEnrollmentDate(" [integer]*")*	Generates the date of the last registration of the relevant course participant from the course element *Enrolment* with specified ID.
	getInitialCourseLaunchDate (0)	Generates the date of a course participant's first course attendance.
	getRecentCourseLaunchDate (0)	Generates the date of a course participant's last course attendance.
	getPassedWithCourseId(" [integer-1]*","*[integer-2]*")*	Generates the Boolean TRUE (=Passed) or FALSE (=Failed) from the course element ID=[integer-2] of the course ID=[integer-1]

Type	Syntax	Meaning
	getScoreWithCourseId("[integer-1]*","*[integer-2]*")*	Generates the score from the course element ID=[integer-2] of the course ID=[integer-1]
Units	*min*	Minutes
	h	Hours
	d	Days
	w	Weeks
	m	Months
Operators	=	equal
	>	greater than
	<	less than
	>=	greater/equal
	<=	less/equal
	*	Multiplication
	/	Division

Type	Syntax	Meaning
	+	Addition
	-	Subtraction
Booleans	&	Logical AND
	|	Logical OR

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.

Some examples are listed below in order to show you how to use the expert syntax.

Examples of expert rules in the tabs «Visibility», «Access» and «Score» (structural elements)
isGuest(0) or **isGuest(0)=1** or **isGuest(0)=true** Only guests have access to this course element.
inLearningGroup("Amateur") = 0 With the exception of the group *«Amateur»* this course element is visible for all participants.

(now >= date("22.03.2004 12:00")) & (now <= date("23.08.2004 18:00")) | inLearningGroup("Tutor")
This course element is visible for all participants between 22-3-2004 and 23-8-2004. For members of the learning group *«Tutor»* it is always visible.

(now >= date("03.09.2004 00:00")) & (now <= date("13.10.2004 00:00")) & inRightGroup ("Assessors")| isUser("Author")
This course element is visible for all participants of the right group *«Assessors»* between 3-9-2004 and 13-10-2004. For the person with the user name *«Author»* it is always visible.

hasAttribute("swissEduPersonStudyBranch3","6200")
Only students of human medicine have access to this course element.
See also:
AAI attributes (see page 124)
Specification of AAI attributes (pdf file) (http://www.switch.ch/aai/docs/AAI_Attr_Specs.pdf)

hasAttribute("swissEduPersonHomeOrganization","uzh.ch (http://uzh.ch)")
Only students of the University of Zurich have access to this course element.
See also:
AAI attributes (see page 124)
Specification of AAI attributes (pdf file) (http://www.switch.ch/aai/docs/AAI_Attr_Specs.pdf)

isInAttribute("surname","Mue") Generates TRUE for all persons whose attribute ***surname*** contains the letter sequence "Mue". E.g. gives TRUE for the value "Mueller" or "Muehlebacher" See also: AAI attributes (see page 124) Specification of AAI attributes (pdf file) (http://www.switch.ch/aai/docs/AAI_Attr_Specs.pdf)
isInAttribute("eduPersonEntitlement","http://vam.uzh.ch") Generates TRUE for all persons whose attribute ***eduPersonEntitlement*** contains the value " http://vam.uzh.ch". E.g. gives TRUE for the value "http://vam.uzh.ch/surgery" See also: AAI attributes (see page 124) Specification of AAI attributes (pdf file) (http://www.switch.ch/aai/docs/AAI_Attr_Specs.pdf)
(getUserProperty("orgUnit") = "Sales") Checks if a person is part of the organizational unit 'Sales.' This can be useful if e.g. data are automatedly transferred from LDAP.
(getPassed("69742969114730") | getPassed("69742969115733") | getPassed ("69742969118009")) * 10 This rule is set in the tab *«Score»* -> *«Processing score»* of the course element ***Structure*** . The course element ***Structure*** shows 10 points if one of the tests (course element IDs "69742969114730", "69742969115733" or "69742969118009") was passed. Otherwise 0 points.
(getScore("69742969114730") + getScore("69742969115733") + getScore ("69742969118009")) >= 140 | getPassed("69978845384688") This rule is set in the tab *«Score»* -> *«Passed if»* of the course element ***Structure*** . The

course element *Structure* shows *«Passed»*, if a minimum of 140 points in all tests is

achieved or if *«Passed»* is entered manually. (Element *Assessment* with ID

"69978845384688").

getAttempts("70323786958847") > 0
Generates TRUE, as soon as the relevant course participant has completed the test with specified ID for the first time.

getAttempts("70323524635734") <= 3
Generates FALSE, as soon as the relevant course participant has put more than 3 files into the storage folder of the course element ~~*Task (deprecated)*~~ .

getLastAttemptDate("70323524635734") + 24h < now
Generates TRUE when the last test attempt is older than 24 hours

getInitialEnrollmentDate("70323786958847") <= date("26.5.2005 18:00")
Generates TRUE for those participants who enrolled in an available group before 6 p.m. on May 26th, 2005, by means of the course element *Enrolment* with specified ID.

getInitialEnrollmentDate("70323786958847") + 2h > now
Generates TRUE within two hours starting at the moment of registration for those participants who have enrolled in an available group by means of the course element *Enrolment* with specified ID. This way it is clear that every participant can only work on e.g.

a script within a particular time frame.

(getInitialCourseLaunchDate(0) >= never) | (getInitialCourseLaunchDate(0) + 2h > now)
Generates TRUE if a course participant has not yet taken any courses or during the first two hours after taking a course. This way it is possible represent that each course participant can only see courses for a certain period of time.

(getRecentCourseLaunchDate(0) + 10min < now)
Generates TRUE if a user is active for more than 10 min within a course.

(getCourseBeginDate(0) <= today) & (getCourseEndDate(0) >= today)
Returns the value TRUE if today's date lies in between the start and end date of the execution period.

isAssessmentMode(0)
Returns the value TRUE if the course is within an assessment.

Please note that the IDs of the course elements mentioned above are only examples. To create your course, you have to make reference to the relevant numbers available on the first tab *«Title and description»* of the favored 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.

Utilization

You can retrieve AAI attributes by using the syntax
hasAttribute("[AttrName]","[string]") or

isInAttribute("[AttrName]","[substring]").

Where:

[AttrName]	is the attribute name you can find in the following table and also in the Specification of AAI attributes (pdf file) (column *LDAP names*) on page 5.
[string]	is the value of the AAI attribute with the name [AttrName].
[substring]	is any part of [string] .

AAI retrievals for example: John Doe

Values for John Doe

Variable **You can retrieve AAI attributes by using the syntax** ***hasAttribute("[AttrName]","[string]")* or** ***isInAttribute("[AttrName]","[substring]").***	**Example value [string]**	**Description**

Variable **You can retrieve AAI attributes by using the syntax *hasAttribute("*[AttrName]*","*[string]*")* or** ***isInAttribute("*[AttrName]*","*[substring]*")*.**	**Example value [string]**	**Description**
swissEduPersonUniqueID	845938727494@uzh.ch (mailto:845938727494@uzh.ch)	Unambiguous personal identification number
surname	Doe	Last name
givenName	John	First name
mail	john.doe@uzh.ch (mailto:john.doe@uzh.ch)	Preferred e-mail address
swissEduPersonHomeOrganization	uzh.ch (http://uzh.ch)	Home organisation /university
swissEduPersonHomeOrganizationType	university	Type of home organisation
eduPersonAffiliation	student	Position within this organisation
swissEduPersonStudyBranch1 (http://www.switch.ch/aai/support/documents/attributes/studybranch.html)	4	Field of study 1st classification
	42 (=Natural sciences)	Field of study 2nd classification

Variable **You can retrieve AAI attributes by using the syntax *hasAttribute("[AttrName]","[string]")* or** ***isInAttribute("[AttrName]","[substring]").***	**Example value [string]**	**Description**
swissEduPersonStudyBranch2 (http://www.switch.ch/aai/support/documents/attributes/studybranch.html)		
swissEduPersonStudyBranch3 (http://www.switch.ch/aai/support/documents/attributes/studybranch.html)	4600 (=Chemistry)	Field of study 3rd classification
swissEduPersonStudyLevel	15	Description of study level
eduPersonEntitlement	http://vam.uzh.ch/surgery	Access right to resource
employeeNumber	01-234-567	Registration number (only for students at Zurich university)
organizationalUnit	1	Unity of home organisation e.g. faculty (only for employees)

For the example "John Doe" mentioned above the following retrievals would respectively produce:

isInAttribute("surname","ust")	**true**
hasAttribute("swissEduPersonStudyBranch3","4600")	**true**
hasAttribute("swissEduPersonStudyBranch3","1200")	**false**
isInAttribute("eduPersonEntitlement","http://vam.uzh.ch")	**true**
isInAttribute("eduPersonEntitlement","http://vam.uzh.ch/ophthalmology")	**false**
hasAttribute("employeeNumber","01-234-567")	**true**

You will find the link to a list of possible attribute values in the Specification of AAI attributes (pdf file) appendix, as of page 20. Specification of AAI attributes (pdf file) (http://www.switch.ch/aai/docs/AAI_Attr_Specs.pdf)

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

Knowledge Transfer

Assessment

Communication and Collaboration

Administration and Organisation

Other

- Course Element: Link list (see page 180)
- Course Element "Assignment of dates" (see page 180)

10.3.1 Knowledge Transfer

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.

An exception to this is the course root node. It cannot be deleted or moved, and you can't set a password. If you wish to issue an evidence of achievements for users for this course, the settings in the "Score (see page 131)" tab need to be configured accordingly.

Overview

You can choose between three ways of presenting the child elements of the structure element. 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."

- If you select the button ***«Automatic overview»***, a list of the subordinate course elements

  generated by OLAT will be displayed.
- By selecting the radio button ***«Automatically generated overview incl. preview»*** you can

  choose up to ten subordinate course elements whose preview will appear in one or two columns (preview generated by OLAT).

- If you select the button ***«Your HTML page »***, a file of your choice will be displayed from the storage folder (*.html, *.htm). Saving it will extend the tab by the field ***«Select, edit or create page »***. 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).

- If you select the button ***«No overview, activate first visible child node»***, no overview will be displayed, but this structure node will delegate to it's first visible and accessible child-node.

Display in two columns: Please select the check box *Display in two columns* to display the automatically generated table of contents or the preview in two columns.

Score

By means of this field you can process results of course elements of the type *Structure*, *Assessment*, *Group* / *Task, SCORM learning content, Checklist, LTI page, ePortfolio* and *Test*. The summarized results will appear when clicking on the course element *Structure* in the ongoing course. 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?".

⚠ In case you wish to utilize an evidence of achievement or be able to check the Passed status in the coaching tool, you must check the option **Calculate passing score?** in the course root node.

Calculate score?: If you select *«From elements»*, assessable course elements of your course will be displayed by means of **Total score of**. You can now select those whose score shall be generated on the course element *Structure*

Calculate passing score?: If you select *«As of minimum score»*, you can enter the minimum score in another field. This refers to the course elements selected above, i.e. on the course element *Structure* a *«Passed»* is displayed, if the total score is greater or equal to the selected minimum score.
If you select *«Adopt from course element»*, assessable course elements of your course are displayed by means of **Passed by** . You can now select those whose "passed" value should result in the "passed" value of the course element *Structure* with a boolean AND-link. I.e. if the course element *Structure* should show a *«Passed»*, all selected course elements have to have a *«Passed»*

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

By means of the button "Display expert mode (see page 114)" an entry field will appear in order to be able to make a more complex configuration according to your needs.

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). If there is a type not supported by your browser you will be shown a download link instead. It is recommended though to use HTML files.

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.

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.

Display options

Use standard configuration: If you embed learning resources from the learning resources management in the course you can choose to use the display configuration from the learning resource management (option "Use from learning resource layout configuration"). If you want to override the standards values for this course, then select option "Modify".

Display mode: Select the mode "Standard" to display the resource unmodified. This mode is useful for resource that encounter render issues when using the mode "Optimized for OpenOLAT", usually content not created with the OpenOLAT editor, such as HTML5 content. Use the mode "Optimized for OpenOLAT" when you want to embed the course layout, a JavaScript library, the OpenOLAT glossary or when you want to use the automatic height detection of the page. In case of SCORM modules the mode "Standard" is recommended.

Embed Javascript library: To use the features of the display mode "Optimized for OpenOLAT" the JavaScript library "jQuery" must be activated. The option "Prototype" should only be used in case your content requests this library. Select no JavaScript library if you have display issues with your content within OpenOLAT.

Embed glossary terms: Select this option to activate the glossary terms embedding on that page if you have a glossary configured for this course. This option requires the JavaScript library "jQuery".

Display height: By means of the drop-down menu you can determine the height of your content. You have the possibility to set them via "Automatic" to the respective window height or to a certain value of your choice.

Adapt layout: Select the option "OpenOLAT stylesheets" to embedd the OpenOLAT and course layout into this page (font type, colors, sizes etc.). If you do not want this option select "None".

Content character set: OpenOLAT tries to detect a character set automatically. If the option "Automatic" is not successful it is possible to configure the content coding by means of a predefined character set (should there be no coding the character set ISO-8899-1 will be used by default).

Javascript character set: This permits the coding of Javascript by means of a predefined character set (by default the same set will be used for content and Javascript).

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.

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). For pages that require authentication you can provide the corresponding values in the fields "User" and "Password."

External page: configuration

URL: You have to fill in this field. Here you indicate the site on which the desired external learning contents can be found (e.g. *http://www.server.com/page.html*).

Configure display: You can choose between four options:

- *Integrated completely (source hidden):* The external HTML page will be parsed and

  integrated in your OLAT page completely. HTML pages may only contain resources such as images, Flash, videos or links with **relative paths**. Absolute relative paths such as "/public" (relative to a bsic URI) or absolute paths such as "http://..." are not allowed.
- *Embedded (source hidden):* The external HTML page will be included in a so-called

  «iframe« The external page's Internet address will not be visible. HTML pages may only contain resources such as images, Flash, videos or links with **relative paths**. Absolute relative paths such as "/public" (relative to a bsic URI) or absolute paths such as "http://..." are not allowed.
- *Embedded (source visible):* This also means including your external HTML page in a

  «iframe« The source code of the OLAT page will show you the external page's Internet address.

- *New browser window (source visible):* Another option is the possibility to display your external page in its own browser window.

By selecting the upper two options OLAT will transfer user name and password in case your external page requests this.

Embedded frames («iframe«) resemble single browser windows, however, they are part of the initial window's HTML page. Advantage of using an «iframe« : you can show any content in OLAT (e.g. complex web pages in nested frames, mathML etc.). Disadvantage of using an «iframe« : your content might appear along with its own scroll bar.

User name: If this external page requires user identification, you have now the possibility to enter your user name.

Password: If this external page requires user identification, you have now the possibility to enter your 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.

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 223). 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 "Actions in the 'Authoring' section", section "Import" (see page 72). If you have not yet selected any ZIP file as CP learning content, the title **Selected CP learning content** shows the message *No CP learning content selected* .

If you have already added a CP learning content, its file name appears in the field as well as the button *Show preview* on the above right. 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 whether the navigation of your Content Packaging shall be visible.

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.

Display options

Use standard configuration: If you embed learning resources from the learning resources management in the course you can choose to use the display configuration from the learning resource management (option "Use from learning resource layout configuration"). If you want to override the standards values for this course, then select option "Modify".

Display mode: Select the mode "Standard" to display the resource unmodified. This mode is useful for resource that encounter render issues when using the mode "Optimized for OpenOLAT". Use the mode "Optimized for OpenOLAT" when you want to embed the course layout, a JavaScript library, the OpenOLAT glossary or when you want to use the automatic height detection of the page. In case of SCORM modules the mode "Standard" is recommended.

Embed Javascript library: To use the features of the display mode "Optimized for OpenOLAT" the JavaScript library "jQuery" must be activated. The option "Prototype" should only be used in case your content requests this library. Select no JavaScript library if you have display issues with your content within OpenOLAT.

Embed glossary terms: Select this option to activate the glossary terms embedding on that page if you have a glossary configured for this course. This option requires the JavaScript library "jQuery".

Display height: By means of the drop-down menu you can determine the height of your content. You have the possibility to set them via "Automatic" to the respective window height or to a certain value of your choice.

Adapt layout: Select the option "OpenOLAT stylesheets" to embedd the OpenOLAT and course layout into this page (font type, colors, sizes etc.). If you do not want this option select "None".

Content character set: OpenOLAT tries to detect a character set automatically. If the option "Automatic" is not successful it is possible to configure the content coding by means of a predefined character set (should there be no coding the character set ISO-8899-1 will be used by default).

Javascript character set: This permits the coding of Javascript by means of a predefined character set (by default the same set will be used for content and Javascript).

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 "Actions in the 'Authoring' section", section "Import" (see page 72). If you have not selected a ZIP file as SCORM learning content yet the message ***No SCORM learning content***

selected will appear in the title **Selected SCORM learning content**.

If you have already added a SCORM learning content its file name will appear in this field as well as the button ***Show preview*** on the above right. In order to change the assignment of your

SCORM learning content 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.

Scorm: configure

Show menu: Determine if there should be a navigation menu on the left along with your SCORM packet.

Skip launch page: Determine if the SCORM learning content should launch automatically if the corresponding menu-node is selected within the course. If you do not select this option, a start-page is displayed instead.

Show navigation buttons: Determine if it should be possible to navigate via the back and forward buttons within your SCORM content.

Display only module, hide LMS: Check this box if you want OpenOLAT to be hidden while the SCORM module is active.

Close module automatically on finish: Check this box if the SCORM module should automatically close when it's finished, returning the participant to the course.

Transfer score from SCORM: Determine if the total score of your SCORM packet should be transferred to the OLAT assessment system.

Score needed to pass: Determine an integer to indicate your minimum score for passing that SCORM test.

Prevent subsequent attempts from decreasing score: If this box is checked, a score already achieved will not be decreased by further attempts.

Max number of attempts: By means of the drop-down menu the number of attempts available can be limited.

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.

Display options

Use standard configuration: If you embed learning resources from the learning resources management in the course you can choose to use the display configuration from the learning resource management (option "Use from learning resource layout configuration"). If you want to override the standards values for this course, then select option "Modify".

Display mode: Select the mode "Standard" to display the resource unmodified. This mode is useful for resource that encounter render issues when using the mode "Optimized for OpenOLAT". Use the mode "Optimized for OpenOLAT" when you want to embed the course layout, a JavaScript library, the OpenOLAT glossary or when you want to use the automatic height detection of the page. In case of SCORM modules the mode "Standard" is recommended.

Embed Javascript library: To use the features of the display mode "Optimized for OpenOLAT" the JavaScript library "jQuery" must be activated. The option "Prototype" should only be used in case your content requests this library. Select no JavaScript library if you have display issues with your content within OpenOLAT.

Embed glossary terms: Select this option to activate the glossary terms embedding on that page if you have a glossary configured for this course. This option requires the JavaScript library "jQuery".

Display height: By means of the drop-down menu you can determine the height of your content. You have the possibility to set them via "Automatic" to the respective window height or to a certain value of your choice.

Adapt layout: Select the option "OpenOLAT stylesheets" to embedd the OpenOLAT and course layout into this page (font type, colors, sizes etc.). If you do not want this option select "None".

Content character set: OpenOLAT tries to detect a character set automatically. If the option "Automatic" is not successful it is possible to configure the content coding by means of a predefined character set (should there be no coding the character set ISO-8899-1 will be used by default).

Javascript character set: This permits the coding of Javascript by means of a predefined character set (by default the same set will be used for content and Javascript).

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.

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 (see page 37), 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.

Folder: write permission

By means of this field you can determine the access as writer to the course element "***Folder***," e.g.

the conditions of uploading and deleting files within a folder.

> The box "Blocked for learners" is checked by default. This is in contrast to other course elements whose default settings are not restricted.

Read permission

By means of this box you can define the reading access to the course element "***Folder***," i.e. you

can determine under which conditions your folder contents can be read. If you do not make any modifications the folder's contents will always be readable for all course participants.

> For more information on the other restriction options, please go to General Configuration of Course Elements (http://General%20Configuration%20of%20Course%20Elements#_acc_options).

> 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.

Configuration

The tab "Folder configuration" allows you to define the specific target and file path for this folder course element within the course storage folder. There are four options available:

- in the subfolder ***_courselementdata,*** a folder automatically generated and labeled with the

  name of the folder course element - option "***Automaticall generated folder***"

In order to be able to publish files from the course storage folder or an embedded resource folder, choose on of the following options:

- in a folder previously created in the course storage folder, which will then be linked with the folder element - option "***Choose folder from course storage***", button ***select folder***

- in a folder newly created by you, placed and labeled as required - option "***Choose folder***

  from course storage", button ***create folder***

- in a first step, embed a resource folder (see page 201) in your course, before linking the course folder element with either the resource folder itself or with a subfolder - option "

  Choose folder from course storage", button select folder. In the following dialog, select the

  link ***_sharedfolder*** direkt, or click to open and select a subfolder, if available

If you need to make files accessible for users across various courses, it would be best to embed a resource folder. It allows you to comfortably manage files in the authoring tab in one resource, instead of managing the same files across various courses.

Further information on the folder is available in the folder (see page 36) chapter.

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.

Entries

Click on "Create your own episode" if you want to create podcast episodes within OLAT. Audio as well as video files can be uploaded by means of a special form. Users with access to that podcast will then be able to subscribe to your episodes via RSS Feed.

In case you already own a RSS Feed and want to make it available in OLAT please select "Embed an already existing external podcast". In that case you will not be able to edit your episodes in OLAT due to their external source.

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 233).

After adding your content its title will be displayed as a link. Follow this link to get to the preview. Now you have the possibility to select another content via the button "Replace blog/podcast." By means of the button "Edit" you will be able to edit your podcast.

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.

Podcast: permission to moderate

The access as moderator allows you to read, comment, edit, delete or create entries. Additionally moderators can modify the Feed's title and description.

The box "Blocked for learners" is checked by default. This is in contrast to other course elements whose default settings are not restricted.

Write permission

The access as moderator allows you to read and comment existing entries as well as create new ones. Entries once created cannot be modified or deleted later on.

Read permission

The access as reader allows you to read and comment all published entries. However, you cannot create your own entries.

> For more information on the other restriction options, please go to General Configuration of Course Elements (http://General%20Configuration%20of%20Course%20Elements#_acc_options).

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.

> **Entries**
>
> Click on "Create your own entries" if you want to create or edit blog entries within OLAT. Users with access to that blog will be able to subscribe to your entries by means of RSS Feed.
>
> In case you already own a RSS Feed of a certain blog (from another website) and want to make it available within OLAT please select "Embed an already existing external blog". In that case you will not be able to edit your entries in OLAT due to their external source.

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 237).

After adding your content its title will be displayed as a link. Follow this link to get to the preview. Now you have the possibility to select another content via the button "Replace blog/podcast." By means of the button "Edit" you will be able to edit your blog.

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.

Blog: permission to moderate

The access as moderator allows you to read, comment, edit, delete or create entries. Additionally moderators can modify the Feed's title and description.

The box "Blocked for learners" is checked by default. This is in contrast to other course elements whose default settings are not restricted.

Write permission

The access as moderator allows you to read and comment existing entries as well as create new ones. Entries once created cannot be modified or deleted later on.

Read permission

The access as reader allows you to read and comment all published entries. However, you cannot create your own entries.

For more information on the other restriction options, please go to General Configuration of Course Elements (http://General%20Configuration%20of%20Course%20Elements#_acc_options).

10.3.2 Assessment

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 decide how to manually assess course participants by pre-configuring the display of a score, of a status or a comment in the tab "Assessment." These settings have influence on the assessment form which is at your disposal in the assessment tool.

> ⚠ Attention: As soon as an assessment has taken place, you will not be able to change that configuration anymore.

In the field "Information for all users" and "Information for tutors" you provide general information on how to assess achievements.

Score granted

When checking this box you can manually or automatically award points for every user to be assessed. If you do not check this box no score will be allocated.

Minimum score: Please enter the minimum score a course participant can achieve. You cannot do this if you have not checked the box **Score granted:**

Maximum score: Please enter the maximum score a course participant can achieve. You cannot do this if you have not checked the box **Score granted:**

Display passed / failed

If you check this box a *Passed* or *Failed* will be displayed. If you do not check it nothing will be displayed.

Type of display : By means of *«Automatic (using cut value)»* or *«Manually by tutor»* you have the possibility to decide if *Passed* or *Failed* is allocated either automatically based on a cut value or if the tutor should allocate it manually. You cannot do this if you have not checked the box **Display passed/failed:** .

Passed cut value: Please enter the minimum number of points necessary to get a *Passed* .

Below this cut value participants get a *Failed* . You cannot do this if you have selected

«Manually by tutor» in the field **Type of display :**, or chose not to select the option **Score**

granted.

You can select both assessment methods together. Chose *«Automatic (using cut value)»* in the

Display passed / failed option. Users will get their "Passed" status along with their score.

Individual comment: When checking this box you have the possibility to make an individual comment regarding your assessment.

Course Elements: Task & Group Task

By means of the course elements „Task" and „Group Task“ you can provide exercises for individual participants and groups to be handed in electronically before being assessed by a tutor.

In the tab "Workflow" you determine which of the following six elements you want to utilize:

- Task Assignment: assign tasks to course participants.
- Submission: this is where course participants create their solutions or upload them in a PDF file format.
- Review and Correction: this is where course participants will find their tasks corrected as well as requests for revisions.
- Revision Period: course participants upload their revised documents in this element. You as a coach can place multiple revision requests until the task is considered completed and the revision process closed.
- Sample solution: provide course participants with sample solutions of their tasks. You can either create them directly in OpenOLAT or upload files.
- Assessment: create individual assessments for each course participant.

How to create tasks step by step and further information on other configuration possibilities can be found in the chapter "Creating Tasks" (see page 241).

Coach view

Coaches can access individual task workflows through the coach view, which displays the current workflow step. The ℹ indicates whether the coach needs to take action. The steps Review and Correction require coach input in order for the user to be able to finalise the task. Whether the step Solution (without icon) includes the assessment step, depends on the configuration of the task. The Grading step is only displayed if no sample solution is available, but remains, even with the assessment already carried out.

User name	Last name	First name	Task	Step	Select
amuster	Muster	Andreas	task.html	ℹ Review	Select
bmuster	Muster	Beate	task.html	Revision	Select
cmuster	Muster	Christoph	Task-2.html	ℹ Correction	Select
emuster	Muster	Elisabeth	task.html	Submission	Select
dmuster	Muster	Daniel	Task-2.html	ℹ Review	Select
fmuster	Muster	Frank	Task-2.html	Solution	Select
gmuster	Muster	Günter	task.html	ℹ Grading	Select
hmuster	Muster	Herbert		Assignment	Select

How course participants will see the course element "Task" will be explained in the chapter "Learning Activities in Courses," section "Task and Group Task" (see page 92).

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 submitted portfolio tasks from 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.

In order to assign course participants a portfolio task you have to first select or create a portfolio template in the tab "**Learning content**" to define your requirements regarding the solutions submitted later on. How to create a portfolio task as course author will be explained in the chapter "Creating Portfolio Tasks" (see page 247).

In case you have already added a portfolio template it will appear via Portfolio template selected . Just follow this link to get to the preview. You will then have the possibility to select another content via the button "Replace portfolio template" . If a portfolio template has already been downloaded and edited it will no longer be possible to replace it.

If you haven't selected a portfolio template or if you want to replace the template selected just click on "Select or create portfolio template". Now you will be able to embed a template already existing or create a new one. (Alternatively you can create portfolio templates in the tab "Learning resources.")

> In case a portfolio template has already been downloaded and edited it will no longer be possible to replace it.

Additionally you can determine a deadline for your portfolio task in the tab "Learning content", as well as provide a message for your users. The message is displayed on the element starting page.

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.

You can determine how long course participants are allowed to edit their portfolio tasks. Just define a Deadline for your portfolio task. If your Deadline is over the corresponding portfolio will be retracted and users will no longer be able to work with it. In order to determine a fixed deadline for all course participants just check the box ***Fix*** and indicate a date within the new date

window. If you want to provide a deadline relative to the date your task has been collected you have to check the box ***Relative*** before indicating your required space of time.

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

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 95).

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 257).

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). If you haven't already selected a test you will see the text ***No file chosen***. 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 have already selected a test the title of this learning resource will appear next to the ***Selected file***. By clicking on it you will start the preview of your test. By means of ***Replace file*** you

can replace your learning resource. Any user results already existing will be saved once more.

> Any test linked to a course can only be edited in your test-editor as long as there are no users launching and taking it. After that only typing errors can be corrected.

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.

Information

The Information (HTML page) text will be displayed as "Disclaimer" on the element page above the start button.

Selected page: In order to add a file just click on ***Select page*** before selecting a file. If you have

already chosen one you will be able to select another one by means of ***Replace page*** or to edit

that file within the OLAT editor by means of ***Open page in editor*** .

As soon as you have selected a file the tab will extend by the field **Security settings**. **.:** If you enable the **Allow links in the entire storage folder** option, you can set links within this HTML page that refer to any files within the storage folder, e.g. <a href = "../media/course.css">.

> This setting enables experienced participants to gain insight into the complete storage folder of the course.

Do not check this box if you plan to e.g. create different folders for guests and registered course participants in order to prevent some guest to see through files that are off the record.
By means of this setting you can only set links on files from the same folder (e.g. /page1.html) within this HTML page (e.g. /index.html) or on files in sub-folders that are hierarchically on the same level as the original file (e.g. /media/course.css). You will not be able to set any links that are not on the same hierarchical level (e.g. .../folder/pic1.jpg).

Layout parameters

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", section "On the course level (see page 274)".

Information on how to see test results can be found in "Archiving Results of Tests and Questionnaires" (see page 278).

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 257).

By means of the course element "Self-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). If you haven't already selected a self-test you will see the text ***No file chosen***. Click

on "Select, create or import file" in the tab "Self-test configuration" to assign this course element to a self-test or create a new one.

If you have already selected a self-test the title of this learning resource will appear next to the ***Selected file***. By clicking on it you will start the preview of your self-test. By means of ***Replace file***

you can replace your learning resource. Any user results already existing will be saved once more.

> Any self-test linked to a course can only be edited in your test-editor as long as there are no users launching and taking it. After that only typing errors can be corrected.

If you want to replace a self-test already embedded just click on "Replace file" in the tab "Self-test configuration" and select a new self-test. In case there are already self-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 self-test is not complete. All results achieved between replacing and publishing a self-test will be lost as well.

Information

The Information (HTML page) text will be displayed as "Disclaimer" on the element page above the start button.

Selected page: In order to add a file just click on ***Select page*** before selecting a file. If you have already chosen one you will be able to select another one by means of ***Replace page*** or to edit that file within the OLAT editor by means of ***Open page in editor*** .

As soon as you have selected a file the tab will extend by the field **Security settings**. **.:** If you enable the **Allow links in the entire storage folder** option, you can set links within this HTML page that refer to any files within the storage folder, e.g. <a href = "../media/course.css">.

> This setting enables experienced participants to gain insight into the complete storage folder of the course.

Do not check this box if you plan to e.g. create different folders for guests and registered course participants in order to prevent some guest to see through files that are off the record.
By means of this setting you can only set links on files from the same folder (e.g. /page1.html) within this HTML page (e.g. /index.html) or on files in sub-folders that are hierarchically on the same level as the original file (e.g. /media/course.css). You will not be able to set any links that are not on the same hierarchical level (e.g. .../folder/pic1.jpg).

Layout parameters

A self-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 "Self-test configuration" as well. For more information please go to "Display Options and Configuration", section "On the course level (see page 274)".

Information on how to see questionnaire results can be found in "Archiving Results of Tests and Questionnaires" (see page 278).

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 257).

By means of the course element "Questionnaire" you include that questionnaire in your course. In this course element, data regarding course participants will be stored (number of attempts, scores, detailed assessments). If you haven't already selected a questionnaire you will see the text ***No file chosen***. Click on "Select, create or import file" in the tab "Questionnaire configuration"

to assign this course element to a questionnaire or create a new one.

If you have already selected a questionnaire the title of this learning resource will appear next to the ***Selected file***. By clicking on it you will start the preview of your questionnaire. By means of

Replace file you can replace your learning resource. Any user results already existing will be

saved once more.

> Any questionnaire linked to a course can only be edited in your questionnaire-editor as long as there are no users launching and taking it. After that only typing errors can be corrected.

If you want to replace a questionnaire already embedded just click on "Replace file" in the tab "Questionnaire configuration" and select a new questionnaire. 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.

Information

The Information (HTML page) text will be displayed as "Disclaimer" on the element page above the start button.

Selected page: In order to add a file just click on ***Select page*** before selecting a file. If you have already chosen one you will be able to select another one by means of ***Replace page*** or to edit that file within the OLAT editor by means of ***Open page in editor*** .

As soon as you have selected a file the tab will extend by the field **Security settings**. **.:** If you enable the **Allow links in the entire storage folder** option, you can set links within this HTML page that refer to any files within the storage folder, e.g. <a href = "../media/course.css">.

> This setting enables experienced participants to gain insight into the complete storage folder of the course.

Do not check this box if you plan to e.g. create different folders for guests and registered course participants in order to prevent some guest to see through files that are off the record.
By means of this setting you can only set links on files from the same folder (e.g. /page1.html) within this HTML page (e.g. /index.html) or on files in sub-folders that are hierarchically on the same level as the original file (e.g. /media/course.css). You will not be able to set any links that are not on the same hierarchical level (e.g. .../folder/pic1.jpg).

Layout parameters

A questionnaire 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 "Questionnaire configuration" as well. For more information please go to "Display Options and Configuration", section "On the course level (see page 274)".

Information on how to see questionnaire results can be found in "Archiving Results of Tests and Questionnaires" (see page 278).

Course Element: Checklist

The course module enables you to embed checklists into the course structure, and subsequently assess them. The checklist as an informational tool assists users in e.g. carrying out smaller tasks, keeping an attendance list or maintaining a To-Do list.

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. For each course element, create a checklist with as many checkboxes as needed. Create individual check boxes in the tab "Check boxes" via the button "Add checkbox". You can add files for download to a checkbox.

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.

Configuration

In this tab, you can determine whether a deadline should be effective for the checklist and if and how course participants are assessed. These settings have an impact on the assessment which is at your disposal in the assessment tool. Attention: Once an assessment has taken place, you should not change the configuration anymore.

Configuration settings

Deadline: Select here whether the checklist must be completed by a certain date. You can lock the list for participants after the expiry of the deadline.

Score granted: If you assign points to the individual checkboxes in the „Checkboxes“ tab, you can manually or automatically award points to users for marked check boxes. If you do not check this box no score will be allocated.

Minimum score: Please enter the minimum score a course participant can achieve. You cannot do this if you have not checked the box Score granted.

Maximum score: Please enter the maximum score a course participant can achieve. You cannot do this if you have not checked the box Score granted.

Display passed / failed: If you check this box a Passed or Failed will be displayed. If you do not check it nothing will be displayed.

Type of display: By means of «Automatic (using cut value)», «Automatic (using number of checks)» or «Manually by tutor» you have the possibility to decide if Passed or Failed is allocated either automatically based on a cut value or if the tutor should allocate it manually. You cannot do this if you have not checked the box Display passed/failed.

Passed cut value: Please enter the minimum number of points necessary to get a Passed . Below this cut value participants get a Failed. You cannot do this if you have selected «Manually by tutor» or «Automatic (using number of checks)» in the field Type of display.

Number of checks needed to pass: Please enter the minimum number of checked boxes necessary to get a Passed. You cannot do this if you have selected «Manually by tutor» or «Automatic (using cut value)» in the field Type of display.

Individual comment: When checking this box you have the possibility to make an individual comment regarding your assessment.

Notice for all users: Please enter a text to be displayed to all participants whenever they click on this course element.

Notice for tutors: Please enter a text to be displayed to the tutors of the course when assessing participants.

Checkboxes

Create and edit checkboxes for your checklist. The table displays the already existing/created boxes for this course element. Click the button „Add checkbox" in order to create a new checkbox. A form opens in a pop-up.

Checkbox settings

Title: Enter a meaningful short title for the new checkbox.

Access: Define who can actually mark the box as selected. Participant and coach allows for both to check the box. Once Coach only is selected, participants will see the box but won't be able to select it.

Label: You can select from 5 different types of checkboxes: Done, Processed, Presented, Verified and Attendant. Choose the one most appropriate for your purpose.

Score: Legen Sie fest ob Punkte für markierte Checkboxen vergeben werden und wie viele.

The **description** is shown in the checklist to the right of the checkbox along with the title, the score (if configured) and the uploaded file, if applicable.

If necessary, you can add a **file** for the participants to download.

Course operation

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 checklists of participants coached by you, and provides printable overviews. 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. Configuration of the checklist and the individual checkboxes are conducted in the course editor.

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.

1. For one, use the "**Edit**" link in the table, from where you have direct access to the assessment tool. A user-specific checklist opens, allowing you to de/select single checkboxes. Select the "**Assessment**" tab in order to directly access the assessment form. You can also access the assessment form via the assessment tool.
2. By clicking the "**Edit per checkbox**" button, a new table with a list of all participants filtered by checkbox opens. Select the appropriate checkbox by using the checkbox filter dropdown list. This can reduce the error rate significantly, especially for large checklists with many checkboxes.

   Filter the table beforehand by group. You can then sort by either first or last name, to facilitate matching your participants list with the checklist.

3. The "**Edit**" button opens the table overview in edit mode, which allows you to edit all checkboxes across all participants.
4. And finally, checkboxes of participants can also be edited in the assessment tool.

You can also download PDFs for offline use. The "**PDF overview**" button opens a PDF file with the checklists current state across all your supervised participants. The PDF includes a signature column.

Clicking the "**PDF marked checkboxes**" creates a PDF containing a table per checkbox with all those participants that already checked the box.

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. The checklist group is inserted at the bottom of the course. You can arrange the group or individual checklists afterwards via drag & drop into their correct order.

Create a template for the new checklists on which all to-be-created checklists are based on in the **first**, and configure them in the second step. All lists, checkboxes and configuration settings can be edited separately in the course editor after creation.

The **second** step lets you determine how many checklists should be created based on the template defined in the first step. Specify a title, which will then make up the individual checklist titles together with a sequential number. You can adapt the titles in the next step.

For more information on the the checklist configuration, please refer to the Checklist: configuration (see page 156) . If you configured the checklists to have a deadline, you can define the date in the third step.

The **third** step of the wizard allows you to customize the individual checklist titles according to your requirements. Define the individual due dates here, if you enabled the deadline in the previous step. Just leave the date input field blank, if you do not wish to configure a deadline. The deadline configuration will be disabled for checklists without due dates.

Define the title and description of the parent structure course element in the **fourth** and last step. Both short title and title are displayed as usual in the course.

Determine whether assessment information from the checklist sub-elements should be displayed in the course element "Structure", and how the assessment should be conducted. For more information on the course element "Structure" and the assessment information of other course elements, please refer to the chapter Knowledge Transfer- Structural element: Score (see page 131).

10.3.3 Communication and Collaboration

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 230) will tell you how to do so step by step. If you have not already selected a Wiki yet the title **Selected Wiki** will show the message ***No Wiki selected***.

If you have already added a Wiki its name will appear in the field along with the button ***Show preview*** on your above right. In order to change the assignment of a Wiki 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 84), 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.

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. In the chapter "Learning Activities in Courses" you will get further information on opening topics and replying to questions; see section "Forum" (see page 81).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.

Forum: permission to moderate

By means of this field you can determine the access as moderator to the forum, e.g. the conditions of moderating the forum.

The box "Blocked for learners" is checked by default. This is in contrast to other course elements whose default settings are not restricted.

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 (as MS Word) and attached files will be zipped before storing them in your personal folder.

Write permission

By means of this field you can determine the access as writer to the forum, e.g. the conditions of writing contributions to a discussion. If you do not make alterations all participants will be able to write contributions at any time.

Read permission

By means of this field you can determine the access as reader to the forum, e.g. the conditions of reading contributions to a discussion. If you do not make alterations the forum will be open for participants at any time.

For more information on the other restriction options, please go to General Configuration of Course Elements (http://General%20Configuration%20of%20Course%20Elements#_acc_options).

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.

Settings

Define whether guests (aka non registered users) are also allowed to post forum entries, and whether participants are generally allowed to write posts using an alias. If this option is checked, topic or reply dialogs have the added option to post using an alias. Forum participants can choose their desired alias, which is persistent across all topics in the selected forum. Aliases can be de-/activated as required.

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." During the course, these files will appear on a list; using it your users can have a look at those files, upload them or even start a forum. You can also determine if your file dialog should be included in your course or if it should be displayed in a new window (***Open forum in pop-up***). 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 82).

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 160)."

File dialog: permission to moderate

By means of this field you can determine the moderation of your file dialogs as well as the write permission for stored files, i.e., the conditions concerning the file dialog's moderation or the way how files can be uploaded or deleted.

> ⚠ The box "Blocked for learners" is checked by default. This is in contrast to other course elements whose default settings are not restricted.

Write permission

By means of this field you can determine write permissions concerning your file dialogs as well as your stored files, i.e., the conditions regarding postings or the way how files can be uploaded or deleted.

Read permission

By means of this field you can determine read permissions regarding your file dialogs and your stored files, i.e., the conditions concerning the availability of postings, files, and downloads.

> For more information on the other restriction options, please go to General Configuration of Course Elements (http://General%20Configuration%20of%20Course%20Elements#_acc_options).

Course Element: Participant list

Unlike the member management (see page 186) 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. Select the user groups to be displayed to course users.

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. In the course editor you can determine whether the e-mail function should be available for all course participants or just for course owners and coaches. Use the "Send e-mail" button in the course view to send mails to multiple user (groups). If required, external mail addresses can also be added.

The course view also offers, apart from the mail function, the online instant messaging status of listed course participants. A click on the status icon opens the chat window.

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.

Configuration

Create a virtual classroom for online communication (presentations, discussions, whiteboard, desktop-sharing etc.) with your course participants. Every course element is linked to exactly one virtual classroom. Choose pre-configurations and define dates for meetings. The classroom will not be automatically opened when creating the course element, but refers to its configuration and has to be opened by the moderator or participant .

Template for virtual classroom: The given templates result in different pre-configurations for the classroom.

Dates for meetings: Define a random number of dates when the classroom shall be opened for meetings and can be entered by participants.

Choose special options for your virtual classroom in Adobe Connect in the extended configuration.

Access authorisation: Choose whether a has to be in the classroom to grant access to other users or if users may open and enter a classroom on their own.

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.

Configuration

Using the course element "vitero" you can embed vitero meetings including video conferencing, desktop and document sharing and more. More information about the vitero system can be found on the vitero GmbH website:
http://www.vitero.de (http://www.vitero.de)

In order to be able to use the vitero system you need to have a vitero license and configure the following in the administration area:

Administration configuration

A valid vitero license must be entered and the access information for the vitero web service API added in the administration area.

With "Time Zone OLAT server" you can set the time zone of your OLAT system. This enables the synchronization the meeting schedule with the vitero system.

The following information have to be obtained by your vitero or OLAT administrator: "URL vitero server", "Web service user name", "Web service password" and "Client identifyer ".

When you have entered all the configuration options you should use the button "Test server connection" to test the configuration and the connection to the vitero server. When successful, you can save the form and use vitero in your courses.

> Please note that OLAT will create users on the vitero server automatically and independently of existing vitero users. Previously created user accounts or meetings will not be used or modified by OLAT.

Choose the vitero course element in the course editor, add it to your course structure and publish the course.

After publishing you can create vitero meetings either from within the course editor or from the published view. Use the button "Create meeting" to add a meeting. Using the button "Team room utilisation" you can preview the current booking of the team rooms to find a free spot.

Add the start and end date for your meeting and select the room size. With the option "Start buffer (minutes)" you can specify how many minutes in advance the participants can enter the meeting room, and with "End buffer (minutes)" you define how many minutes after the finished meeting the room is still available.

Enabling the option "User can sign in themselves" allows every user with access to the course element to sign in to this meeting by himself as long as there are still available seats. If you turn off this option, only course administrators can sign in users to a meeting.

Users can see meetings when they are signed in to a meeting or when a meeting is configured with the "User can sign in themselves" option.

Note that the meeting parameters can not be changed after the meeting has been created.

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.

Configuration of a meeting room

OpenMeetings is a virtual classroom and communication solution to support synchronous conferences and meetings. OpenMeetings is an open source software that is distributed at no cost under the Apache 2.0 open source license. The key features are audio- and videoconferencing, meeting recording, chat, desktop sharing, file sharing, whiteboard and surveys.

More information regarding Apache OpenMeetings can be found at the URL http://incubator.

apache.org/openmeetings (http://incubator.apache.org/openmeetings)

When the OpenMeetings module is configured and enabled in the system administration...

Administration configuration

In the OpenOLAT system administration section the OpenMeetings module must be configured to enable the OpenMeetings functionality. When the connection parameters of the module are configured and the module has been enabled, OpenOLAT offers the use of OpenMeetings rooms at the following places:

- In courses using the course element OpenMeetings. Each instance of the course element creates a dedicated room on the OpenMeetings server.
- In groups using the OpenMeetings tool. Each group has its own independent OpenMeetings room.

Add the address of the OpenMeetings server and a valid username and password to configure the OpenMeetings module for OpenOLAT. The user must already exist on the OpenMeetings server and have administrative rights. Save the form and press the button "Check the connection" to verify the configuration and server availablilty.

...you can user OpenMeetings rooms at the following places in OpenOLAT:

- In courses using the course element OpenMeetings. Each instance of the course element creates a dedicated room on the OpenMeetings server.
- In groups using the OpenMeetings tool. Each group has its own independent OpenMeetings room.

Configure the following parameters of an OpenMeetings room:

Parameter	Values	Description
Room's name	Text	The name of the meeting room as displayed in the room.
Room's type	Conference (1 - 25 users) Webinar (1 - 150 users) Interview (1:1 meeting with recording)	Type of the meeting. Depending on the type the available tools and rights configuration varies. Conferences are optimized for meetings with little participants and where all participants have video feeds to share and can use al tools. A webinar on the other hand should be used to implement a lecture with one speaker with video feed and many participants. The interview is a meeting where one person interviews another person and the interview can be recorded.
Number of participants	2-1000	The number of available seats limits the number of users that can participate in the meeting at the same time. When all seats are taken it is not possible to enter the room anymore until someone is leaving the room.
Moderation	Moderated No moderation	If enabled in the system administration, this option will require a moderator in the room. Non-moderators can enter the room, however no actions can be performed until a moderator participates the meeting. Moderator rights are automatically assigned to course authors and coaches of the course in courses and the group coaches in groups.
Recording allowed	allow	With this option the recording of meeting sessions can be enabled or disabled. After the meeting the recording will be converted automatically and listed for viewing.
Comment	Text	Use the description to describe the meeting agenda or the target audience.

When making changes to the room configuration press save to activate and persist the changes. The configuration can be modified multiple times.

Room Administration

The room can be closed temporarily and reopened again with the "**Open**" button. This action does not delete the room or the data in the room, it just blocks access to the room. The action can be performed multiple times. It is useful to prepare a room for a session and then close to open it just shortly before the session begins.

Display all users currently in the room by clicking the "**Members**" button. Select the link "kickout" to immediately terminate the meeting participation for a certain user.

Room configuration | Change the configuration parameter of the room such as the room type, available seats etc via the button "Room configuration". Find more information on room configuration in the "Parameter" table.

10.3.4 Administration and Organisation

Course Element: Enrolment

The course element "Enrolment" is used to let course participants enroll in one or more groups. It is then possible to restrict access to certain documents or to assign group work. Just define in the tab "Configuration" in which and how many 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." You can edit any existing or newly created groups and Learning areas in the Group management. 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 54).

Use the field "**Allow multiple enrolments**" in order to allow course participants to enrol in more thand one, and if so how many, groups.

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.

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.

The number of messages displayed can be determined by the course author along with the period of time during which those notifications shall be available. The maximum number of days determines how long notifications shall be displayed in your course (in days). The maximum number of messages determines how many messages shall be displayed simultaneously in your course.

Display: The maximum number of days determines how long notifications shall be displayed in your course (in days). The maximum number of messages determines how many messages shall be displayed simultaneously in your course.

Subscribe automatically: By default this course element will be automatically subscribed. This option can be deactivated here so that course participants will be able to subscribe to notifications manually.

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.

Only course authors and moderators are allowed to create notifications by default. However, all course participants are able to read entries. In the tab "Access" it is possible to adapt these settings according to your needs.

Notifications: management rights

Within this field you can determine any management rights regarding messages. You can e.g. determine on which condition messages should be edited or deleted. If you don't make any amendments your course participants won't have any write permission.

Write permission

In this field you can manage your write permission regarding messages. You can e.g. determine on which condition messages should be created. If you don't make any amendments your course participants won't have any write permission.

Read permission

In this field you manage the read permission regarding messages. You can e.g. determine whether messages should only be readable under certain conditions. If you don't make any amendments your cours participants will have reading rights.

> For more information on the other restriction options, please go to General Configuration of Course Elements (http://General%20Configuration%20of%20Course%20Elements#_acc_options).

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, i.e. each e-mail address has to be put into one separate row.

Distribution to owners/coaches/participants: By checking this box you those member groups you would like to send a message. When selecting coaches or participants, chose in a second step whether you wish to address all members, or either course or group members. (if no box is checked, no mail is sent).

In the fields "Subject (form)" and "Message (form)" you can optionally 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.

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.

Only course authors and moderators are allowed to create calendar entries by default. However, all course participants are able to read entries. In the tab "Access" it is possible to adapt these settings according to your needs.

In the tab "Calendar configuration" you can decide which date should be displayed when a course calendar is activated from the course structure. Course calendars will automatically be added to the personal calendars of the course members.

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.

10.3.5 Other

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. More information about LTI can be found on the LTI project page: http://www.imsglobal.org/lti/ (http://www.

imsglobal.org/lti/)

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.

When selecting a LTI page from the navigation users will see any learning applications that are embedded in an OLAT course. Any user data, course information or keys will be safely transferred to your embedded learning application in the background. Your learning application will verify any rights to grant access if the keys provided are valid.

> To conform with data protection laws and privacy the user has to accept the transmission of personal data the first time he launches the service and whenever the configuration about transmitted data changes.

Configure LTI page

The following parameters can be configured:

URL: Please indicate the address of your external learning application in the format " http://wiscrowd.appspot.com/wiscrowd/" inside this input box.

Key: Please indicate the key provided by the supplier of your external learning application (in the example above this would be "12345").

Password: Please indicate the corresponding password to your key provided by the supplier of your external learning application (in the example above this would be "secret").

Transmit firstname/name: By checking this box a user's first and last name will be transferred to your external learning application. Otherwise users will be able to use this application anonymously.

Transmit e-mail address: By checking this box a user's e-mail address will be transferred to your external learning application.

Additional attributes: You can add additional parameters inside this input box that should be transferred to a learning application. You can e.g. tell this learning application to transfer a query from the learning platform OLAT. (External learning applications have to be able to process such transferred information; therefore it is necessary to have an agreement with your provider.) You have the choice between text attributes (identical values for each user) and additional dynamic user attributes (different for each user). You can add as many attributes as you wish, but note that the LTI resource must know which attributes are sent as this is not specified in the standard.

OpenOLAT roles: Here you can configure which role the user will have when launching the LTI resource. The three OpenOLAT roles Author, Coach and Participant are supported. For each role the mapping can be defined to a corresponding role on the LTI resource. The following LTI roles are available: Learner, Instructor, Administrator, Teaching assistant, Content developer and Mentor .

Transfer score: Select this checkbox when the LTI resource is generating a score value that can be transmitted to OpenOLAT using the LTI 1.1 standard. This is optional. The submitted score will appear on the users start screen of the LTI course element as well as in the efficiency statement of this course. Please be aware that according to the LTI standard only values between 0 and 1 are allowed.

Scaling factor: With the scaling factor the LTI results, which must have a value between 0 and 1 according to the LTI specification, can be scaled to a more practical value for the OpenOLAT course. For example, if you want an LTI exam to have a maximum of 10 points in OpenOLAT, you must specify a scaling factor of "10". If you want the transmitted score to be unmodified, use the factor "1".

Score needed to pass: Here you can configure an optional cut value to define when the LTI course element is considered as being passed. The cut value relates to the score value after scaling and not to the raw value transmitted by LTI. In the example above a cut value of "5" is equivalent to "50%".

Display: Select the option "Embedded in course (iFrame)" to embed the LTI resource within the course layout. The option "Display only module, hide LMS (iFrame)" completely hides OpenOLAT while the LTI module is active. With the option "Open in new window" the LTI resource is opened in a separate window. This can be useful in case the resource needs a lot of space or has to be used in parallel with other course elements.

Display height: Select "automatic" or an explicit size in case the automatic feature does not work properly.

Display width: Select "automatic" or an explicit size in case the automatic feature does not work properly.

Show all information transmitted on launch (Debug): By checking this box other users will be able to see the information sent. This information includes parameters such as user identification, course title, course element, etc.By clicking on "Launch Endpoint with BasicLTI Data" in the course view on top of your display of the data sent you will get to the homepage of your learning application.

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".

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.

Editor view

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.

Configure

Do you want to limit the number of Topics per participant?: When selecting this option a field will pop up to indicate the number of Topics a participant may choose from the course element Topic assignment

Topic authors have to accept participants: When selecting this option participants can only register for a Topic temporarily. Topic authors will then have to select their candidates before finally accepting them.
When deselecting this option all participants already registered for this Topic will be accepted automatically. However, topic authors are able to define the maximum number of participants first.

Only one Topic allowed (participants accepted will be signed out automatically from other Topics): When selecting this option all users accepted as participants will be automatically signed out of all other topics selected before. This means that participants may be registered for only one Topic

Add additional fields:

By means of "Add field" you can create fields according to your needs. You can create up to five additional fields for further details.

In the field "Name" you can indicate a favored field name.

You can offer your topic authors a selection of predefined values displayed in a pull-down menu. Please indicate the corresponding options in the field "Value" separated by semicolons or line breaks. When using a free-text field you can leave the field "Value" blank. Topic authors can then fill in a value of their own choice.

When selecting "Appears in table" this field will be displayed in the overview as requested. Apart from that this information will appear in the detailed topic description.

By means of "Delete field" you can delete additional fields.

Manage dates:

You can choose which dates should be at the disposal of topic authors.

Registration date: A topic author can determine a registration deadline for a Topic . After this deadline participants will no longer be able to select or deselect that Topic . However, a topic author still has the option to sign participants in or out.

Deadline: After a deadline the drop box will be closed. Participants will then no longer be able to upload documents to that drop box.

When selecting "Appears in table" your event will be displayed in the overview.

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. . As person responsible for a topic you can edit that Topic, administer its participants or add more persons responsible for that topic. In the box "Supervised groups" you will see those groups you are in charge of.

Select elements

Here you can determine if the elements Drop box and Return box should be activated in the course element Topic assignment . In the Drop box participants will be able to upload files. Topic authors can store files in a Return box . If there are no modifications all elements will be enabled. When deselecting the Drop box its tab will be dimmed and no longer accessible.

Confirmation of submission

You can optionally enter a text to be presented to the user in a new window after successfully handing in a file. If you do not enter a text, the following message (or similar) will appear: This is to confirm that John Miller (jmiller) has sent the file "test.html" on 21-09-04 at 00:14:42.

By selecting the option ***Send text additionally as e-mail*** the user will get an e-mail with the above

mentioned confirmation after successfully handing in a file.

Course view

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. In addition to that you can decide whether participants have the right to deselect already selected topics, and whether topic authors should receive e-mail notifications on de-/selections of topics.

A topic in detail

Topic: Via Topic you will find the topic's title, which can be edited by the person responsible.

in charge: Here you have a list of topic authors. When clicking on these authors' names you will get to their visiting cards to contact them.

When creating a Topic you will automatically be the person responsible for this topic. However, you can put others in charge of that role in the tab Administration of participants or appoint other users to persons responsible for your topic.

Description: The field Description contains more detailed information on this Topic.

Additional fields: There are so-called "Additional fields" course authors can define. Course authors determine if topic authors should select within the so-called "Topic assignment : add additional fields" a value from a pull-down list or if they are to indicate a value of their own. Here you can either indicate some free text or choose a value from a list.

Registration deadline: If topic authors define a registration deadline you will only be able to select or deselect a topic within a certain period. Before and after that deadline the links "Select" and "Deselect" will be deactivated; users will not be able to sign in or out of your Topic . The person responsible for that topic can nevertheless sign users in or out manually.

Due date: If topic authors define a deadline you will only be able to upload documents to the drop box within a certain period of time. Please indicate either a start date or a Deadline or both.

Topic status: In this field you will see the Topic status . If the Topic status is set to "Vacancies" you can register for a Topic as long as the maximum number of topics is not exceeded. If the Topic status is set to "Filled" no more users will be able to register. If you have already selected a Topic its Topic status is either "Temporary assignment" (a topic author has to accept you first as participant) or it is "Assigned" (automatic registration). As soon as a topic author accepts your registration your Topic status will be set to "Definite assignment".

If you are a topic or course author and there are no registered participants for your Topic your Topic status is set to show "No participants to check". If there are participants already registered the status is set to show "Check participants". In case you have already selected some participants the status "Participants accepted" will be displayed.
The person responsible for a topic can modify the Topic status . Just save and select "Topic set status on "Filled"" or "Reset Topic status to "Vacancies"".

Number of vacancies (filled/total): Topic authors can limit the number of vacancies.

Attachment: In the field Attachment topic authors can upload a file. Several files can be uploaded as single ZIP file.

E-mail notification when selecting/deselecting Topics: When choosing this option you will get an e-mail notification in case a course participant selects or deselects your Topic.

Via "Edit Topic" you will get to the editing mode. Click on "Delete Topic" to delete your topic from the Topic assignment . Choose "Topic set status on "Filled"" if no further participants should be able to select a Topic . Via "Reset Topic status to "Vacancies"" you can open a Topic anew--even if there are participants that are registered and accepted already. Please keep in mind that the last two buttons will only be visible if the course author has provided the Topic assignment with the option to accept participants manually.

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).

Candidates are course participants applying for your topic. By means of "Accept participant as" you can decide to whom your topic should be assigned. All participants accepted will be added to the list "Participants accepted" and can be notified via e-mail if you wish. Just highlight those candidates you do not accept and click on "Delete." If you wish those candidates will be notified via e-mail as well.

If you have not limited the number of vacancies you can repeat this procedure several times. Please remember to select "Topic set status on "Filled"" in the tab "Description" to avoid further applications for your topic.

It is also possible to add or remove participants in this tab manually, as well as additional topic administrators. Participants will not be allowed to edit their Topic

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.

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 either the URL of the website you wish to add as a link, or select a target file by clicking on the magnifier icon. You can upload files in the now open modal window. Next, select whether the link should open in a new or in the same window, and enter the title of the link. A description or other additional information on the link can be added through the comment field, located beneath the address field. Remove or add links by using the trash / + buttons.

Course Element "Assignment of dates"

Here you can create and edit those dates for which users can enroll. It is also possible to define if cancelling an enrollment shall be allowed. Furthermore you can manage your participants.

Assignment of dates

Manage events Opens the tools for creating and changing events. The link "Create event(s)" allows you to create one or more events at the same time. You can either edit events one at a time or multiple simultaneously. If a single event is being edited, the current properties are already preset in the input boxes; therefore it will be easier to make modifications. When editing multiple events, the input boxes are initially all empty. Only if an empty box is overwritten will the corresponding property be changed. If you just want to move your events, the boxes remaining can be left blank.

Events: create & and edit

By means of this tool you can create many enrollment dates without any effort. Attributes for these dates are defined by Default values. If all mandatory fields regarding Default values are filled in you can start creating events with the button ***Create event(s)***

Default values

Title: Please indicate a title for this event. An entry is mandatory (mandatory field).

Begin of event: Please fill in the date and time for the beginning of a series of dates. Be aware that your input must have the correct format. When clicking on the symbol next to the input field a calendar will open to choose a start time. This is more or less fail-safe. An entry is mandatory (mandatory field).

Duration of event: Fill in here the duration of a single event in hours and minutes regarding a series of dates. An entry is mandatory (mandatory field).

Interval: Fill in an interval between the dates in a series of events in hours and minutes. An entry is mandatory (mandatory field).

Number of events: Fill in the number of events to be created. 0 or negative values are not allowed. An entry is mandatory (mandatory field).

Number of participants per date: Fill in the maximum number of participants to be enrolled at this date. 0 or negative values are not allowed. An entry is mandatory (mandatory field).

Location: Fill in the venue here. An entry is mandatory (mandatory field).

Comment: Fill in an optional comment here.

Multiple Events: Move dates

This input field allows you to move the choosen dates or events. Enter hours and minutes to move those dates. A preceding + or - indicates whether those dates should take place sooner or later. An entry is mandatory (mandatory field).

Manage participants Opens the tool for deleting, adding, and notifying participants.

Signing out allowed: Here you can define whether users should be able to cancel their enrollment.

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."

More information on configuring the course preview:

By means of this form you can define the conditions of the course's preview.

Date: This field is mandatory. Please enter date or time you want the course preview to be displayed. The current date and time is pre-set.

Group: Please enter the name of the group in order to make this course available for relevant group members.

Learning area: Please enter the name of a learning area in order to make this course available for members of this learning area.

Role: Please select to whom this preview should be accessible.

- *«Registered OLAT users»*: This is how the course is presented to a regular OLAT user (e.g. student).
- *«Guests»*: This is how the course is presented to a guest user, if this course is available for guests at all.
- *«Tutors»*: This is how the course is presented to a tutor of any learning group during this course.
- *«Course owners»*: This is how the course is presented to course owners (course administrators).

- *«OLAT authors»*: This is how the course is presented to users with OLAT author rights.

Attributes: By means of these fields you can enter up to 5 AAI attribute names with their relevant values. By means of this preview this course is presented in the way a user with these AAI attributes would see it.

Example:
Attribute name: swissEduPersonStudyBranch3
Attribute value: 4600
This is how the course is presented to Chemistry students.

For more information:
AAI attributes (see page 124)
General information on AAI (http://www.switch.ch/aai/)

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.

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.

> ⓘ Further information on the folder is available in the folder (see page 36) chapter.

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 55).

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. The following course rights can be allocated to individual user groups:

Group management	Members are allowed to add or remove groups.
Member management	Members are allowed to add or remove members.
Course editor	Members are allowed to use the course editor along with all its features.
Archive tool	Members have access to the course data, i.e. they are allowed to archive course data such as forums, etc.
Assessment tool	Members can assess and comment on the progress of course participants by means of the assessment tool, even without coaching rights.
Glossary tool	Members are permitted to administer the glossary.
Statistics	Members are allowed to access and download course statistics.

> 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).

Coaches have the permission to use the assessment tool (see page 188) 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 or modify existing assessment of the course elements "Task", "Grouptask", "Assessment", "Checklist", "LTI" or "Portfolio task" and to assess tests and SCORM modules manually you can dispose of the assessment tool. 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.

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

Please note that subscribing to this notification service does not include any information on submitted tasks.

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.

In the **user** assessment you can first select one course participant from the list of all participants before choosing the element you want to assess from the list of course elements.

> Here you can assess all your course participants in all course elements; access rules and visibility rights do not apply.

When assessing tasks you should first download those results that your course participants uploaded for assessment . 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. Assessment for individual or group task can also be carried out directly in the course element.

If there are a lot of files to assess, it is advisable to download all of those files at once by means of the "Download all submitted files" button. The downloaded folder additionally contains all assigned tasks.

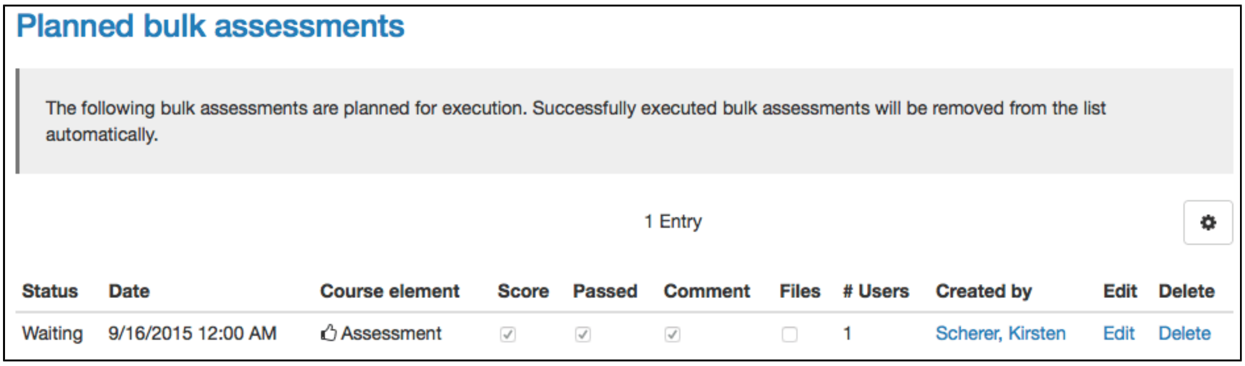
To assess the course element "Assessment" just fill in the assessment form.

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, either in the user view, or as a bulk action in the course element view.

Bulk assessment

By means of the bulk assessment you can assess several course participants simultaneously at any given time. All you need is a list of rows with values separated by tabs or commas. You will always need a user identification (user name, registered e-mail address or institutional identifier), the score, the passed status and, if so desired, a comment.

The bulk assessment assists you with mass assessing the course element and assessment and allows the bulk upload of return files for the course element topic assignment. The latter requires a configured return box.



The overview of planned bulk assessments provides you with miscellaneous information such as:

- **Status**: shows the status of the scheduled bulk assessment
- **Date**: provides exact date and time at which the assessment will be executed

- **Course element**: shows the course element for which the bulk assessment is scheduled
- **Score**: is checked if a score is allocated
- **Passed**: shows if the passed/failed status is assigned
- **Comment**: shows if comments were added
- **Files**: shows if files are added to the users‘ return box
- **# Users**: the number of users that are being assessed with this bulk assessment
- **Created by**: name of coach

Scheduled bulk assessments may be edited as well as deleted. You will receive a mail notification upon completed assessment.

How to create a bulk assessment

Select course element

Select the assessable course element for which a bulk assessment should be carried out. All course elements are displayed for which at least one of the following assessment features is configured:

- Score
- Passed
- Comment
- Files

Data input

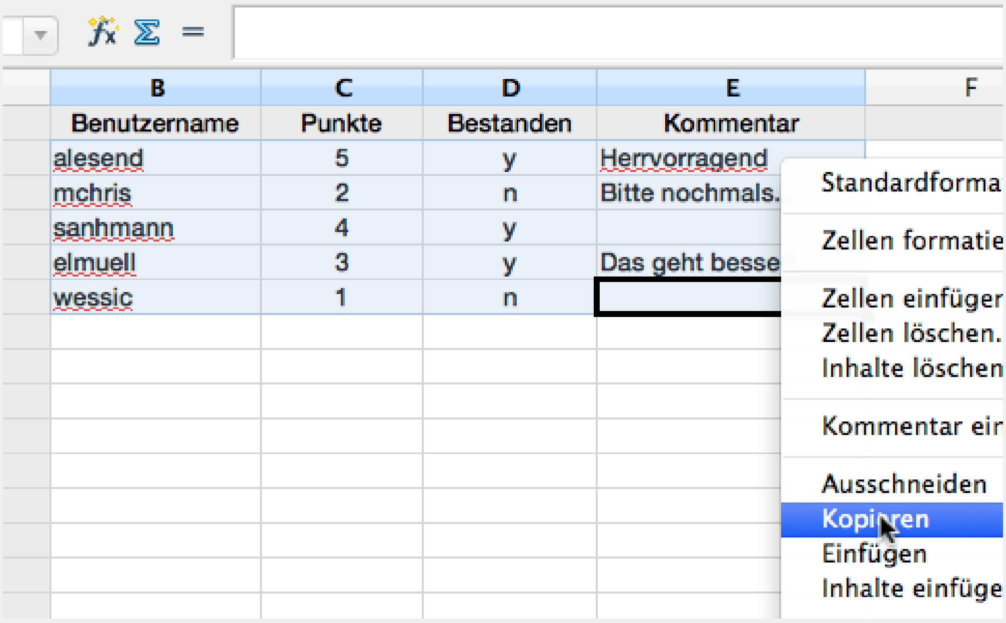
Enter the assessment data for all users in the second wizard step. Files can be uploaded into the return folders of the course elements task and topic assignment. Assessment values

A data row must include the following information:

- User identification (user name, registered mail address or institutional identifier)
- Score. Add decimals with either comma or period. Use with caution. Do not use comma decimals when applying the comma separator.
- Passed status (see below)
- A comment may be added if so desired

Example

You can either copy/paste data from an Excel file, or enter manually. Select "separated by tab" when copying data from an Excel file.



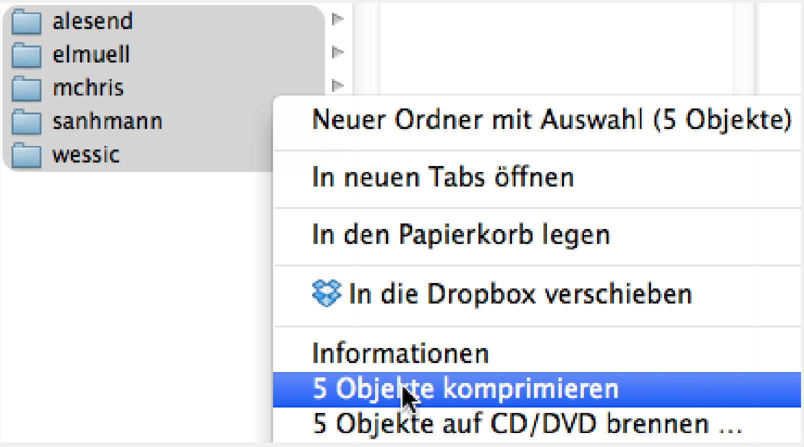
You can also enter data manually. Select "separated by comma" for correct input format. See below for some examples.

`alesend,5,y, Hervorragend`	The user gets a score of 5, a passed status and a comment added.
`aalesend,,y, Hervorragend`	If no score is required, you can omit it, but you still have to use a placeholder.
`alesend,4,y,""`	Already existing comments can be resetted by adding "".

Use the following entries to set the passed status:

`y, yes, passed, true, 1`	Passed
`n, no, failed, false, 0`	Failed

Return files The bulk assessment allows the file upload into the return folders of the course element topic assignment. Using a .zip-file, you can upload as many files as required for each participant. In order to do this, create a separate folder for each participant with the folder name the respective user name. Archive the folders into a .zip file after adding all necessary files to their corresponding folders. This could look like this:



Upload the resulting archive with the wizard. Please check the number of files for each participant in the next step.

Column mapping

In this step you must define the meaning of the columns of your assessment data. The column containing the user identification (user name, registered e-mail address or institutional identifier) is mandatory.

Depending on the configuration of the course element you can also define columns that are used for score, status or comments or discard existing columns for the import process.

Schedule

A bulk assessment can be carried out immediately or at a later date. A delayed execution allows you to revise the assessment if necessary. Scheduled bulk assessments can be deleted. You will receive a mail notification upon completed assessment.

All coaches with assessment tool rights are entitled to edit or delete scheduled bulk assessments.

You can also start bulk assessments of the course elements task and assessment from the group or course structure view.

Efficiency statements

The evidence of achievement allows you to active or deactivate the evidences for the course. Clicking the button "Change configuration" opens "Efficiency statement (see page 202)" the course setting. You can further initiate a new calculation of all existing evidences by clicking the button "Recalculate evidences of achievement".

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 25) 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, SCORM modules and courses, drop boxes containing (group) task course elements, and log files. Furthermore, you can archive forums, file dialogs, wikis, checklists and the chat history.

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 212).

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. Checklists are downloaded as a zip file. The chat history is supplied in Excel format.

Additionally, you can delete the chat history of your specific course by clicking the "Delete" button in the "Chat history" menu.

> 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 187) 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 188)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 193).

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) 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 and clicks it three times, three clicks will be counted; no click will be counted though when clicking on a link within that Wiki.

Statistics can be created per hour, per day, per weekday or per week. 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.

When selecting a course element in your table its corresponding chart will be displayed. If you select the number of clicks in the row "Total" your chart will show all accesses sorted by course element.

11.2.7 Learning Areas

Learning areas are used to easily assign groups to different elements within a course.

This course function enables you to manage and create learning areas for your course. By using the button "Create learning area" you can 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.

Instead of explicitly listing all relevant groups in the access and visibility rules, just add the learning area. If group access / visibility rules are added or modified, you need to republish the course. If, on the other hand, a learning area is edited by adding or removing groups, no access rule needs to be modified, and thus the course doesn't need to be published.

Add groups

Provided that groups have already been embedded in the course, these will appear in the tab. By means of check boxes you have the possibility to decide which groups your learning area shall contain. If no groups have been created the following text will appear: ***No learning groups found.***

Please create a learning group first by using the menu on your right.

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

11.3.2 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 of the movie will be used for the list and catalog view.

Detailed information on included meta data can be found on page Info Page: Add Meta Data (see page 76).

11.3.3 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:

Owners

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.

for Authors

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 authors can download your course.

for Users

1. 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.
2. 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.
3. 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 in the members management 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 209).

Membership configuration

The system administrator determines in the administration tab whether course participants are per default allowed to leave the course at any time, never, or after the course end date. You can override the default setting anytime. The following options are available:

- At any time (Default): Participants may leave the course at any given time.
- After course end date: If an execution period (see page 195) 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.

If members are allowed to leave the course, they can do so by selectind the "***Leave course***" entry

in the "**My course**" menu.

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. Here you define the conditions to allow booking of resources by users. Booking can be understood as a synonym for register, enroll or buying.

If a learning resource is published for all registered users you can specify the terms to launch this resource here.

1. The resource can be launched by all users with no restrictions and no explicit booking. In this case you will not know who launched this learning resource and you will have no access to run-time data like test results (only available in courses). This is the default behavior.
2. A booking method is configured and the user himself can book the resource. In this case you will have an overview of the resource participants in the member management area. Read below to learn which booking methods are available at your disposal.

On the other hand, if you want to publish the resource to a well defined list of users, then choose "Members only" instead. In this case you can administrate your participants and coaches list in the administration section.

Select the button "Add booking method" to add one of the following booking methods:

- **Freely available**: Select the free booking method if no other restrictions shall apply. All users can book the resource. 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. Once the feature "*Auto-booking*" is activated, users will automatically be directed to the course view, without the need to confirm the booking through the booking dialog.
- **Access code**: Select the access code booking methods if the booking shall be restricted to people in possession of the access code. In this method you can specify an access code. Only users who can provide this access code will be able to book the resource. In order to open the course, this code must be entered when opening the course for the first time.

- **PayPal and credit card** (only available if unlocked by an administrator): Select the PayPal/Credit card payment method require a financial payment to access a resource. When using this booking method you can define an amount of money required to be payed in the currency defined in the system configuration. This amount can then be payed by either a PayPal account or by using a credit card (Visa/Mastercard). (This feature is only available for users with author rights)

You can configure multiple booking methods. These methods serve as different options the users can choose from. Optionally, 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. In that case the booking method is only available during this period. It is also possible to specify just a start or just an end time. If you don't want to restrict the booking method to a specified period just leave the fields empty. You can edit booking methods at any time after the initial setup.

> Attention: the start and end date is only valid for the booking process. Once a resource has been booked by a user he will be added to the resource members list. From that moment the members list grants access to the user. When a booking method is no longer valid or has been deleted users on the members list will still have access to the resource. As an owner of the resource you can add or remove users to/from the resource members list at any time.

You can delete configured booking methods at any time. The already booked orders will not be affected by this.

11.3.4 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 219)".

11.3.5 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.

11.3.6 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.

11.3.7 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 209)".

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 209). Your course calendar enables you to record course events in order to link them to course elements. If you do not want to provide a course calendar you can deactivate that feature here.

> The course calendar can be displayed by means of a tool box. Alternatively or additionally you can embed the calendar in your course's structure. Just use the course element "Calendar" (see page).

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 210). If your chat is enabled, course participants will see the chat icon in the middle of the course toolbar. 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. After including a glossary your course participants will see the glossary icon in the middle of the course toolbar.

In order to be able to embed a glossary in the course, you will have to create that glossary in the authoring section before defining necessary terms. A glossary can be used in several courses. You can manage entries of glossaries by means of the corresponding link within the course or via learning resources. Course texts will be searched through according to the terms selected. These terms will then be highlighted. This option can be turned on or off individually.

For further information please go to "Glossary" (see page 210).

Select / Selected Resource Folder

You can integrate a resource folder in the storage folder of your course. Resource folders (see page 71) are suitable for using the same files in several courses at once. These files could be e. g. CSS files or HTML pages used several times. You have to create a resource folder first as a separate learning resource. (*Authoring* -> *Create* -> *Resource folder*)

Pressing the button "Select" will lead you to learning resources in order to select a resource folder (you being part of the owner group). After selecting a resource folder its name will appear as well as the button "Deselect" in case you want to deselect. Select then the resource folder you want to use in your course.

> You can only integrate one resource folder per course.

The files stored there can be found in the storage folder (see page 186) of your course when selecting the sub-folder "_sharedfolder."

> Integrated resource folders are "read-only" in the course setting. Open the resource folder in the authoring tab in order to add or remove files.

If you have not integrated a resource folder in your storage folder the entry "***No resource folder***

selected" will appear.

11.3.8 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 26), 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 188) 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 printable certificate, stating the successful completion of the course, is to be issued to course participants. This can also be issued without the use of the evidence of achievement. The certificate can either be issued automatically after passing the course, or manually by the tutor. This selection allows for the use of certificates in courses without any assessable course elements.

If or when a user passes the tests depends on whether he or she can meet the requirements (see page)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.

Users automatically receive an email notification as soon as a certificate has been automtically issued.

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.

Usually, a systemwide PDF template, specified beforehand by an administrator, should be available. If however, you wish to utilize your own individual template, you can upload one in the **Certificate template** section. A PDF template though is no ordinary PDF file, but has to be either a PDF form created with e.g. Acrobat Pro or LibreOffice, or a HTML form.

A brief instruction on how to create a PDF form with LibreOffice:

- Select the toolbars **Form Design** and **Controls** in the View toolbar
- In the Form Design toolbar, enable ***Design mode*** in order to insert text boxes and label

  fields
- After double clicking a text box, enter in the "Name" field the required variable name from OpenOLAT (see below), such as fullName, and format the box. The vertical alignment might need some patience, though
- Select File Export as PDF, deselect PDF/A-1a and check the ***Create PDF Form*** instead,

  with the FDF format

You can download an example template in .odt file format (https://en.wikipedia.org/w/index.php?title=OpenDocument&oldid=698642005) here.

The form fields then must contain specific variables, which will be replaced by the system upon certificate creation with the respective values. In order to be able to format date-values there is the"dateFormatter"-object. It offers methods to format the "*Raw" formats. To just format a raw format there is the "formatDate()" function. To add a given period of time there is the formatDateRelative(Date baseLineDate, days, months, years) which adds the period given in days /months/years to the baseLineDate.

Here a list of the most important variables:***User:*** fullName, firstName, lastName, birthDay,

institutionalName, orgUnit, studySubject
Course: title, externalReference, authors, from (date), fromLong (date), to (date), toLong

(date), expenditureofwork, mainlanguage
Performance data: score, status

Certificate data: dateFirstCertification, dateFirstCertificationLong, dateCertification,

dateCertificationLong, dateCertificationRaw, dateFirstCertificationRaw

If you would like to have such a certificate template, feel free to contact us via support@frentix.com (mailto:support@frentix.com) in order to receive a cost estimate for a template according to your requirements.

Allow re-certification: This enables the issuing of a new certificate after a specified period.

11.3.9 Reminders

The course reminder function allows you to create rule sets in order to trigger automated e-mail notifications once all conditions are met. Frequency and the default sending time are determined system wide by your system administrator. Reminders may be send on demand though, depending on the fulfillment of the complete rule set. Detailed information on the course reminder function can be found in the „Course Operation" chapter, section „Course Reminder (see page 206)".

11.3.10 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.

11.3.11 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.

11.3.12 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.

11.3.13

11.3.14 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 be archived as Excel file in your personal folder and subsequently deleted.

11.4 Course Reminders

The course reminder feature allows you to create sets of rules / conditions, which, when met, automatically trigger a previously defined e-mail to a specified user group. Intervals and sending times are determined systemwide by the administrator. Regardless of that, course authors can trigger notifications at any given time. Only those users that already met the conditions/rules will receive a reminder though.

All course reminders can be viewed in the “Reminders” tab and are always editable. A notification dispatch can be triggered independently of the system sending time via the "Tools" icon. The overview contains information on the creation and modification dates, the creator as well as the number of times a reminder has already been sent. You can create a new reminder by clicking the "Add reminder" button.

The “Sent reminder log” tab provides you with a list of all reminders that have already been sent, containing information on the recipients name and send time. This view allows the author to resend reminders to single users via the "Resend" link.

11.4.1 Create course reminder

Reminders can be set up at any time. Click the button "Add reminder" and enter a title in the respective field. The intervals and sending times listed below are specified by the administrator in the administration tab. Intervals can range from once a day to once every hour. Regardless of that, course authors can trigger notifications in the reminder overview at any given time.

You can work with a total of 15 different conditions to create finely grained rule sets, specified for individual needs and requirements. This allows you to configure a number of different reminders for different user groups of the same course.?

11.4.2 Configuration

Define the conditions needed for a reminder to be triggered. Select the kind of condition in the drop-down men, and specify the condition in the following form fields by e.g. defining a date or a score. The buttons to the right of a condition either deletes the current one or adds a new condition.

There are 6 different types of conditions: three related to the course or specific course elements, one related to course respectively group affiliation, one linked to user attributes and a date condition. You will find a short explanation concerning those six types below as well as a simple example.

Time span	
These conditions work with duration, i.e. the time until something is going to happen or how long ago an event took place.	**Example**: 5 weeks befor the task assignment slot closes.
Deadline: Task assignment, Initial attempt date, Deadline: Task documents submission, Enrollment date, Initial course launch date, Begin date of execution period, End date of execution period, Recent course launch date	

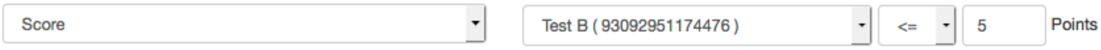
Attempts	
Assessable course elements with an attempt counter return that value to OpenOLAT, which then can be used as a condition.	**Example**: A test has not been (0) attempted yet.
Attempts	

The two conditions "Attempts" and "Score" require operators in order to accurately display the relation states "greater than, less than, greater or equal to, less or equal to, equal" and "not equal" between two expressions or entities. Depending on the value of the expression, the return value will be either "True" or "False".

<	less than	true if a less than b	Our conditions are comparing e.g. the results of a test (a) with the value entered in the condition rule (b). If the logical return value is equal to "True", meaning that the condition was met, OpenOLAT will trigger the reminder.
<=	less or equal to	true, if a less than or equal to b	
=	equal to	true if a equal to b	
=>	greater or equal to	true if a greater than or equal to b	
>	greater than	true if a greater than b	

!=	not equal to	true if a not equal to b	

An example: An author wants a reminder to be sent once a participant achieved a score of 5 or less in a test. This condition will look in the reminder function in OpenOLAT as follows:



Assessment	
Assessable course elements with either a configured passed state or a score.	**Example**: The score in a checklist is less than 3 points.
Passed, Score	

Date	
A deadline: a reminder will be sent as soon as possible after the recorded date.	**Example**: 06/24/2015 16:30

Affiliation	
Specify which course or group members should receive the reminder.	**Example**: Send to all owners and coaches.
Course role, Group member	

User property	
This condition also specifies the recipients. Reminders will be sent to all course members with the specified user property.	**Example**: All users with the zip code 8000

You can combine as many conditions as required. It would be wise to give some thoughts in advance as to who should receive a reminder under which condition. Adapting the mail body to the particular set of rules allows for creating specific e-mail reminders.

We advise you to make use of the available variables in order to create a meaning- and helpful reminder

`$firstname`	The users first name
`$lastname`	The users last name
`$fullname`	The users full name, depending on the system configuration. The default style ist "lastname, firstname"
`$email`	The users mail address
`$username`	The users user name
`$courseurl`	The internet address of the course
`$coursename`	The name of the course as defined in the course info page
`$coursedescription`	The description of the course as defined in the course info page

11.5 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).

11.5.1 Course Calendar

Each course has its own course calendar to be able to administer course events. By default, 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. If added as course element though, the write permission for learners can be assigned in the editor in the access tab.

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."

An active course calendar will automatically be added to the calendar list of your personal calendar (see page 23); 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) 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)" in the "Course" drop-down menu. The course toolbar will no longer display a link to the calendar.

> Further information on calendar functions is available in the calendar (see page 33) chapter.

11.5.2 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 200)" in the "Course" drop-down menu. The course toolbar will no longer display a link to the chat room.

The section "Using Course Tools (see page 193)" provides you with information on how to delete the chat history of a specific course.

11.5.3 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).

Flexions

Flexions in linguistics are forms of one single word expressing its grammatical function.

When clicking on the button "Query flections" a list with all flexions of one single glossary item will appear. Please select one of the available morphologic services (language dependent). You can choose your default within the glossary settings.

Morphologic services are programs to identify flexions of one single term.

When selecting the morphologic service before indicating e.g. the glossary entry "morpheme" you will also see its plural form "morphemes" or its genitive "morpheme's" highlighted in the running text. Users will be able to have its definition displayed in any case.

Morphology is a branch of linguistics dealing with the composition of words by morphemes. Morphemes are the smallest linguistic elements indicating meaning or grammatical function.

E.g. the noun "tables" consists of two morphemes: "table-s" indicating that "table" means a kind of "furniture" and "s" expresses its plural grammatically.

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 74) 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 187) 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 200)" in the "Course" drop-down menu. Per course only one glossary is allowed.

11.6 Record of Course Activities

OpenOLAT records course activities of participants and authors in so-called log files. By using the data archiving (see page 193) tool you can download those log files to your personal folder.

There are three kinds of log files, available depending on your user rights. The administrator log file records personalized data of course authors. In the user log file personalized activities of course participants will appear, and in the statistic log file, again all activities of course participants are recorded, but with user data anonymized by using a sequential number generated randomly.

The user log file is only available for system administrators for privacy reasons.

Users with the right to archive (usually course administrators) can save the desired log files as a ZIP file (e.g. ***CourseLogFiles_2010-01-28_14-55-55.zip***) in their personal folder (***Personal folder*** ->

private -> ***archive***). This ZIP file contains the selected files ***course_statistic_log.csv***,

course_admin_log.csv or ***course_user_log.csv***.

Please note that in the file ***course_statistic_log.csv*** course participants are anonymized as follows:

Each course participant receives a number (e.g. *7FFBA8C371B1A3DACCF5F12227A75CE82D6C4CE6) generated at random; this number remains unchanged within a course. 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.

Possible entries in the log file columns actionCrudType (database operation), actionVerb (action) and actionObject (handled course object)(sorted)

actionCrudType	actionVerb	actionObject
c r u d e	add copy denied do edit exit hide launch lock move open remove view	calendart, chat, course, cpgetfile editor, efficency feed, feeditem, file, folder, forummessage, forumthread glossar, gotonode, groupmanagement, group, grouparea, groupareaempty help layout node owner participant, publisher quota resource, rights, rightsempty sharedfolder, spgetfile testattempts, testcomment, testid, testscore, testsuccess, tools, toolsempty waitingperson

The column **actionCrudType** summarizes the executed actions in basic database operations. As these are broken down in the column actionVerb, the column actionCrudType is not relevant for you. Nevertheless, the operations as follows:

- C=Create
- R=Read / Retrieve
- U= Update / Modify
- D=Delete
- E=Exit

The column actionVerb now further examines what the user (from "userName) actually did with the course object from column actionObject. The entry from column **actionObject** thus represents the course object being altered, als least from the database's perspective.

creationDate	userName	actionCrudType	actionVerb	actionObject	parentResName	targetResName
2015-06-05 15:42:02.0	e1c7eafdebc3c103fb8959e186326363	r	launch	course	0	All_Elements_Course
2015-06-05 15:42:02.0	e1c7eafdebc3c103fb8959e186326363	r	launch	node	All_Elements_Course	All_Elements_Course
2015-06-05 15:43:28.0	e1c7eafdebc3c103fb8959e186326363	u	add	participant	2a	emuster
2015-06-05 15:44:17.0	e1c7eafdebc3c103fb8959e186326363	e	exit	course	0	All_Elements_Course

So, the third row

```
u / add / participant / [group name] / [user name]
```

would be read accordingly (database operation: update / modify): Add user [user name] to [group].

Options to analyze log files graphically will be further described in the section "Statistics" (see page 194).

12 How-to....

This chapter provides you with information on OpenOLAT exceeding the mere description of single elements or functionalities, and rather describing a set of steps with a specific goal in mind. This area is a work in progress - please feel free to contribute suggestions or even a successful best practice we could document.

12.1 ... unlock a questionnaire automatically upon course end date

Specification

X days after the course begin or end date, course participants should give feedback to a course be submitting a questionnaire.

Prerequisites

- while working with execution periods: add an executionperiod to the course in the course description
- embedd a questionnaire in to the respective course

12.1.1 Procedure

1: Define visibility rule:

The course element "Questionnaire" needs to have a visibility rule in order to control the time during which it will be visible. In the simple mode, only fixed calendar dates can be used. In order to be able to work with relative dates, you need to open the expert mode. It controls the visibility of the questionnaire e.g. at the end of the execution period of the course and its duration.

Step 1: Open expert mode

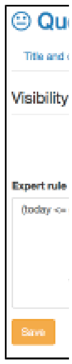
1	Open the course editor and navigate to the questionnaire course element
2	Open the tab "Visibility"
3	Click on the button "Display expert mode"

Step 2a: Define expert rule: Duration after course begin date, or....

enter the following:

```
(today <= getCourseBeginDate(0) + 7d)
```

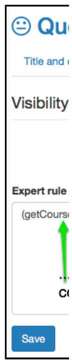
Adjust the number of days according to your requirements. This expert rule determines for the questionnaire to be visible for 7 days after the course begin data.



... Step 2b: Define expert rule: Duration after course end date

enter the following:

```
(getCourseEndDate(0) >= today) & (getCourseEndDate(0) + 7d >= today)
```

Step 1: Open expert mode		
Adjust the number of days according to your requirements. This expert rule determines for the questionnaire to be visible for 7 days after the course end data.		
4	Save	

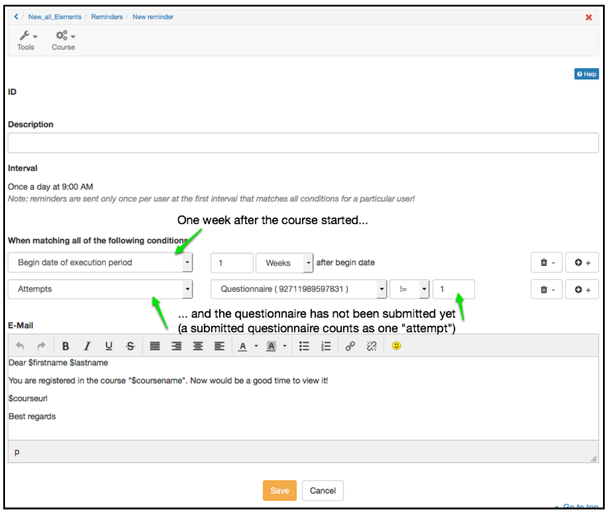
2: Add reminder:

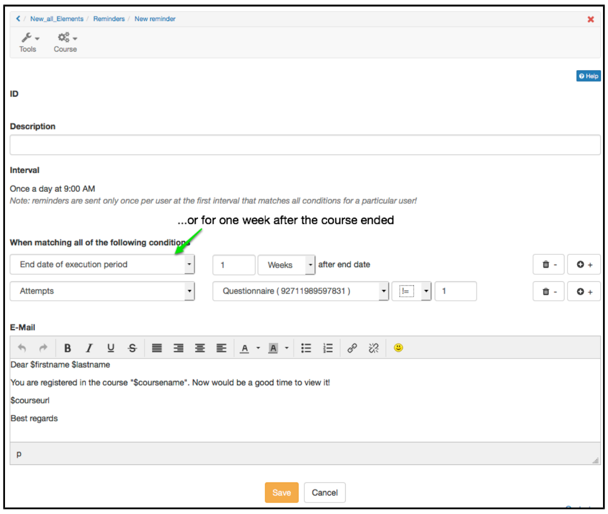
The reminder tool checks / controls e.g. after a couple of days or after one week after the course ended, whether course participants have submitted the questionnaire. If not, a reminder mail should be sent. This means, two conditions need to be added to this reminder:

- a date respectively a time span relative to the course end date, e.g. one week or three days later, or similar, and
- no registered attempts for the questionnaire. If the variable "Attempt" is set to 1, it means that the respective user already submitted the questionnaire. All values not equal (!=) to 1 mean in this case, that the questionnaire has not been submitted yet.

> ⓘ Once a questionnaire has been submitted, the attempts counter increases to 1. It is now possible to check for that attempt.

Add reminder: After course begin date...		
1	In the drop down menu "Course", select the menu item "Reminder".	
2	Click the button "Add reminder". A new reminder opens.	
3	Enter a description.	
4	Add conditions:	

Add reminder: After course begin date...		
	Begin date of execution period, enter the desired amount of time & Attempts, select the respective questionnaire, != 1 (= not equal 1)	
5	Save	

... or after course end date		
1	... see above, steps 1-3	
2	Add conditions: End date of execution period, enter the desired amount of time & Attempts, select the respective questionnaire, != 1 (= not equal 1)	
3	Save	

13 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 100)".

13.1 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:

13.1.1 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.

> You can create course elements specifically for assessment settings. In order to do this, in the course editor navigate to the "Visibility / Access" tab of the corresponding course elemebt and check the box next to "Only in assessment mode". An element thus configured will not be visible respectively accessible in the course view.

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.

13.2 Performance assessment

13.2.1 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 188):

- Task (see page 147) (manual assessment)
- Portfolio task (see page 148) (manual assessment)
- Checklist (see page 155) (manual & automatic assessment)
- Assessment (see page 145) (manual assessment)
- LTI (see page 172) (automatic assessment, transferred from LTI page)
- SCORM (see page 138) (automatic assessment, transferred from SCORM module)
- Test (see page 149) (automatic & manual assessment)

More information on the creation and use of the task (see page 242), the portfolio task (see page 248) and the test (see page 260)can be found in their respectice chapters. In addition to that, In addtion to that, the chapter "Creating tests and questionnaires (see page 257)" 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.

13.2.2 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 222) tool. Printable certificates can be issued with the course setting "Evidence of achievements (see page 202)".

, 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 26). It always opens in a new window and is printable.

13.3 Coaching

The coaching tool enables course and group coaches to see and manage all users assigned to them in one place. If you are coaching a learning group or a course and your course creates an efficiency statement triggered by assessment data, the coaching tool will appear in the top navigation. The coaching tool grants a course comprehensive view to learners assessment status. 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. Use the navigation in the menu to examine the learning stats of individual users, groups or even entire courses. A progress bare indicates if a user, group or course met all the required assessments or if some assessments are missing. Please keep in mind though, that a course is only listed as "Passed" if the course root node is also configured accordingly (see page 131). In the list view, use the column ordering to sort by users which needs the most attention.

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. Once in the user view you can use the arrow navigation to cycle through your users to simplify navigation. In the users detail view you will see the users efficiency statement as it is also seen by the user. 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 188).

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.

14 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.

14.1 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 69) 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.

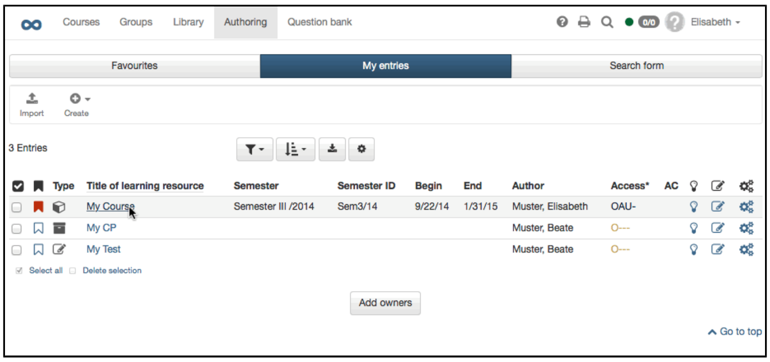
CPs in OpenOLAT are usually embedded in a course. It is possible to use the same CP in several courses. For example, you can use an introductory module not only within a course for beginners but also as starting point in a more advanced course. If you have not created any courses yet you will get some guidance in the chapter "Creating courses" (see page 102) before creating your CP by means of the following instruction.

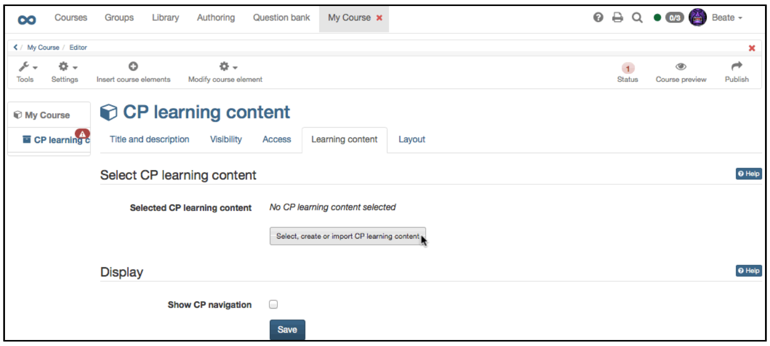
If you want to create large learning contents we recommend using eLML (http://www.elml.org).

14.2 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.

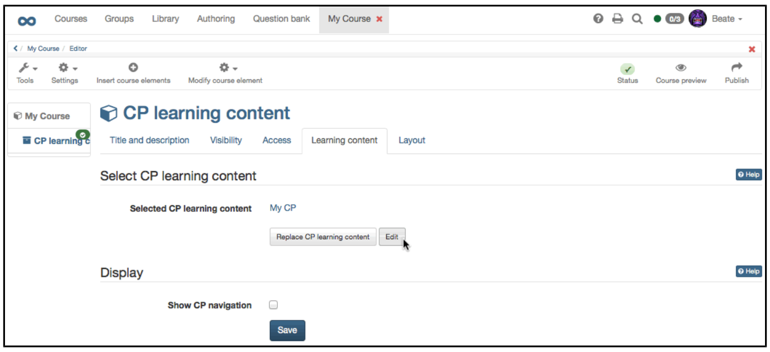
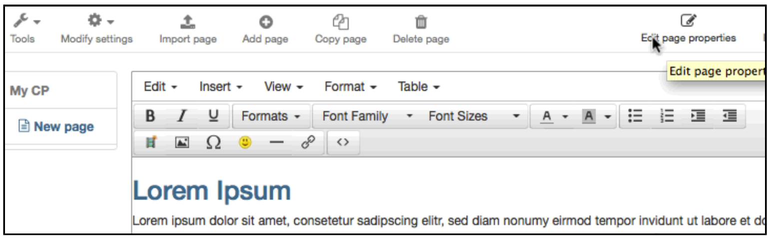
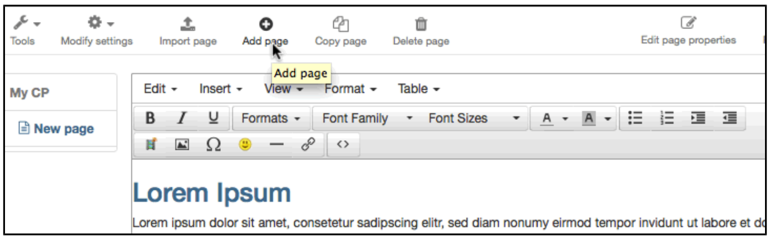
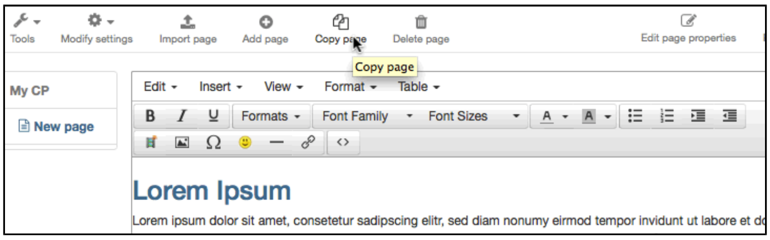
Step 1: Start course editor and insert CP course element		
1	Search for your course in "Authoring", section "My entries," and open it.	
2		

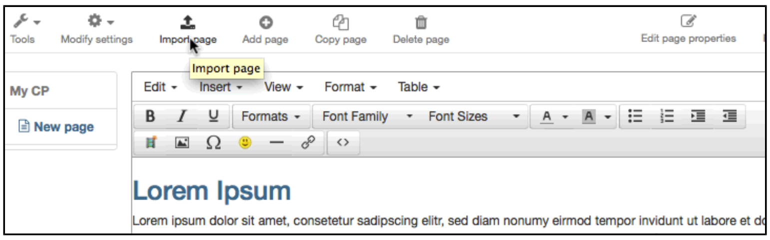
Step 1: Start course editor and insert CP course element		
	Click on "Course editor" in the drop-down menu "Tools" in the toolbar.	
3	Select position at which your CP course element should be inserted by clicking on it.	
4	Select "CP learning content" in the pop-up "Insert course elements" in the toolbar.	
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".	

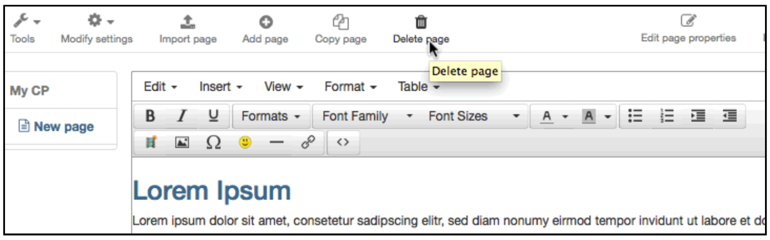
Now you are within the editor. A new CP usually consists of one chapter ("CP learning content") and one page ("New page").

Step 3: Edit CP		
1	Click on "Edit."	

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

<table>
<tr><td>6</td><td>Import page: Click on "Import page." Then click on "Select file" before selecting a HTML page. Click on "Import."</td><td>
</td></tr>
</table>

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



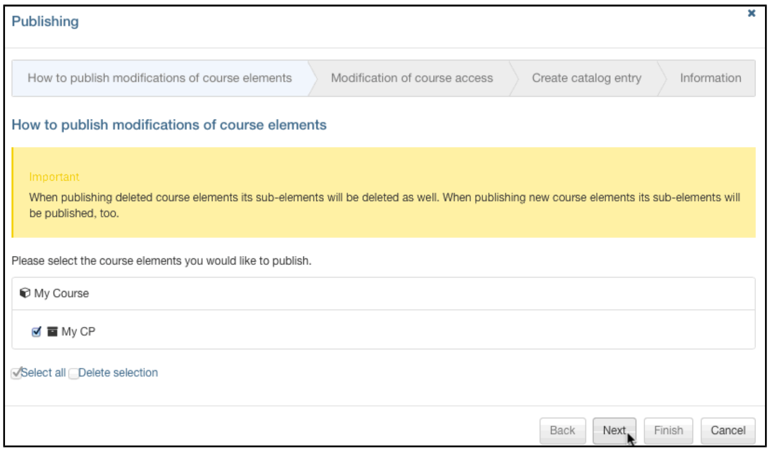
Now you can insert more pages following the same pattern. More information on the available editor features can be found in the CP Editor (see page 228) chapter.

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."

14.3 CP Editor

This tool enables you to easily create and edit your learning content with an editor. You can furthermore integrate any files you want. Learning content will be saved as IMS Content Packages (IMS CP). IMS Content Packaging is one simple standard to use web-based learning content with different systems. Learning modules created with this editor can also be used with other e-learning systems. For further information on IMS CP please go to:

http://www.imsglobal.org/content/packaging/ (http://www.imsglobal.org/content/packaging/)

The editor consists of a title bar, a strucure section on the left, and an input field in its center. The symbols on the left in the title bar enable you to:

- Add page
- Copy page
- Import page
- Delete page

The symbols on the right in the title bar enable you to:

- Preview
- Edit page properties
- Help

14.3.1 Add page

Select the page you want to add a sub-page to before clicking on the button "Add page." Your sub-page will be added right underneath the page selected, however, you can still move your sub-page.

14.3.2 Copy page

To copy a page along with its sub-pages just select that page and click on the button "Copy page" in the title bar.

14.3.3 Import content

This feature enables you to upload files such as pictures, videos, HTML pages, and PDFs to the editor before integrating those new pages into the structure already existing. If you need to insert several files at once you have to zip them first before adding that new ZIP file as a new page. The structure within that ZIP file will be inserted in the menu. You can further choose if media files

such as PDF or Word should be integrated as well.
Just select that page in the structure underneath of which your newly imported pages should be inserted. Click the button "Import page" in the title bar. A window will open from which you can then select the appropriate file.

14.3.4 Move page

This feature cannot be accessed by means of the button in the title bar.
Select the page you want to move before dragging and dropping it at its new position (holding the mouse button down). It is possible to insert your page underneath another one or at the same level. You can even insert a page within another one (as submenu item).

14.3.5 Delete page

To delete a page along with its sub-pages just select that page and click the button "Delete page" in the title bar. The dialog window allows you to decide whether you want it to be removed only from the navigation menu or along with its corresponding context (HTML/PDF document).

14.3.6 Rename page

This feature cannot be accessed by means of the button in the title bar.
Select that page you want to rename. By selecting the page name in the menu an input field will open to modify that name. Use the Escape (Esc) button to cancel your modification. Use the enter key to activate it.

14.3.7 Edit page content

Select the page you want to edit. Its content will be shown in an editor to be able to make any necessary modifications. Formatting is also possible by means of buttons. Just click "Save" at the bottom of your editor to apply changes. We recommend to cache longer texts.

14.3.8 Preview

The button "Preview" in the title bar enables you to check up on your learning module anytime.

15 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.

15.1 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.

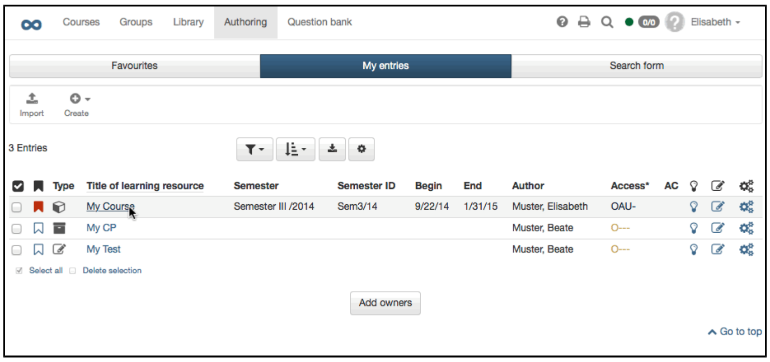
Introduce Wikis as knowledge base created by advanced students to be used as reference in an introductory course; or as a list of links for series of lectures that are related thematically.

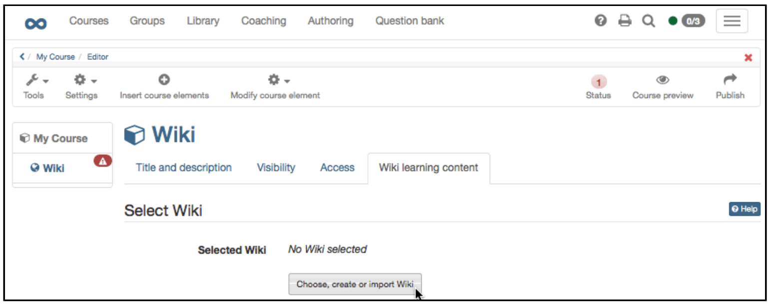
A Wiki is a learning resource usually embedded in an OpenOLAT course. You can use the same Wiki in several courses. If you have not created a course yet you will find further information in the chapter "Creating Courses" (see page 102) before creating your Wiki by means of the following instruction.

15.2 Four Steps to Your Wiki

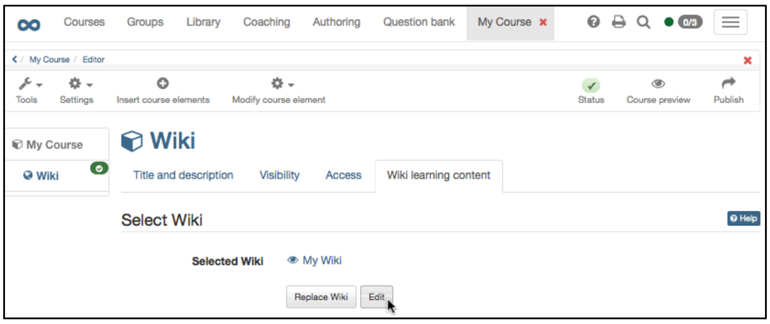
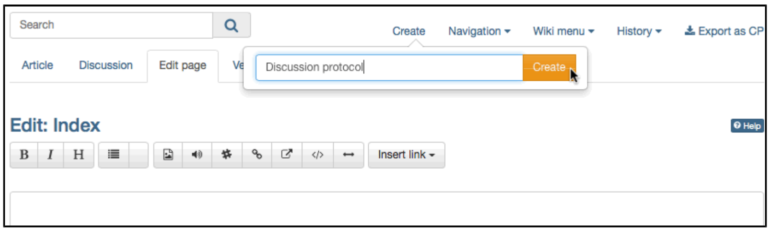
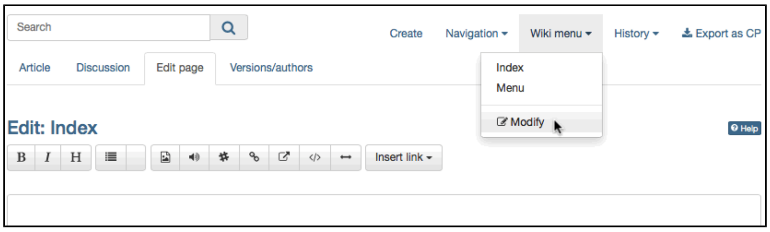
By means of this guide you will be able to create a Wiki for your course in no time before adapting it according to your needs.

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

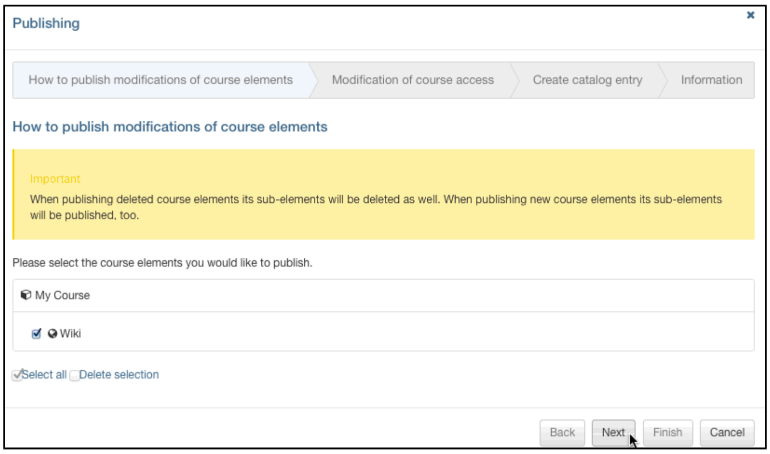
Step 1: Open course editor and insert Wiki course element		
2	Click on "Course editor" in the drop-down menu "Tools" in the toolbar.	
3	Select position at which your Wiki course element should be inserted by clicking on it.	
4	Select "Wiki" in the pop-up "Insert course elements" in the toolbar.	
5	Indicate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

<table>
<tr><th colspan="3">Step 4: Publish and activate your course</th></tr>
<tr><td></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.

15.3 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."

16 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.

16.1 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.

16.2 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.

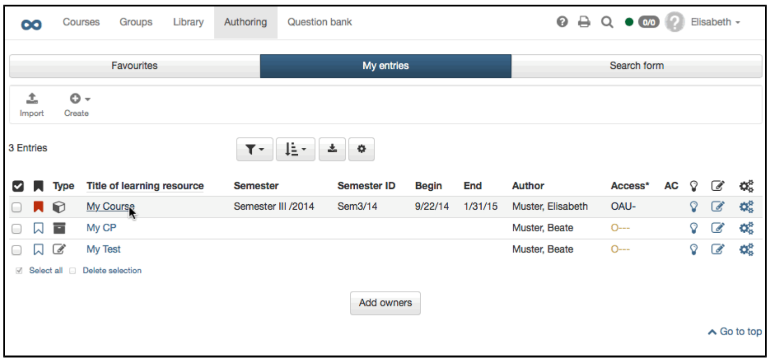
16.2.1 Requirements

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).

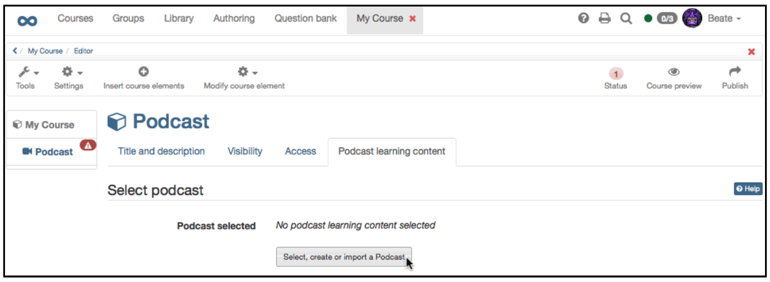
In case you have not created a course yet you will get further information in the chapter "Creating Courses" (see page 102) on how to proceed before generating a podcast by means of the following instruction.

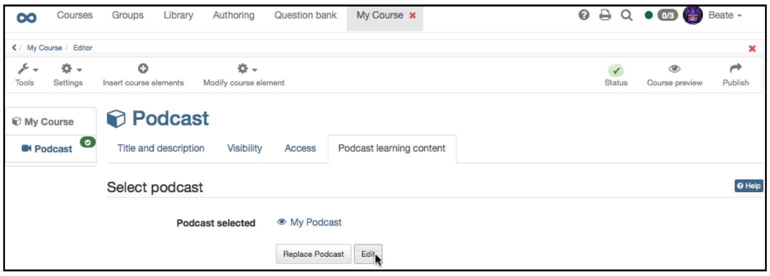
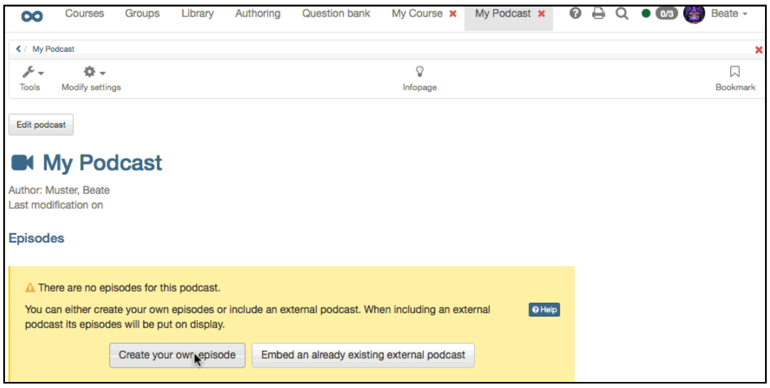
16.2.2 Create Podcast

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.

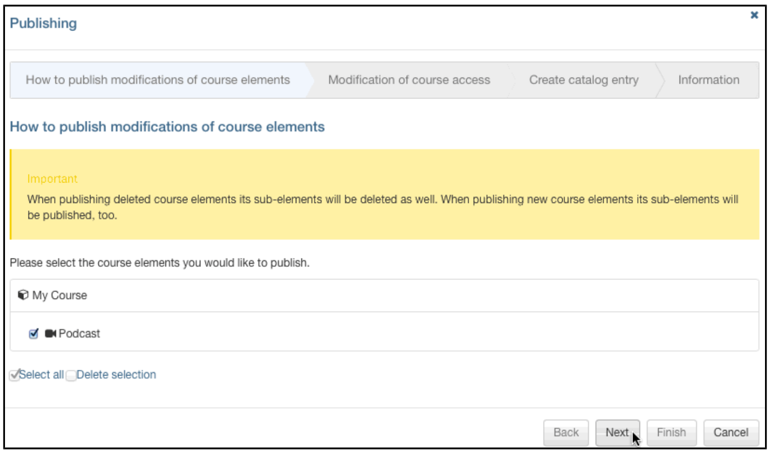


Step 2: Create a Podcast	
1	Click on "Select, create or import podcast" in the tab "Podcast learning content."
2	Click on "Create."
3	Indicate the title of your podcast. This information will appear in the header of your podcast. Click on "Create"



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

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

16.3 Podcast - Further Configurations

16.3.1 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.

16.3.2 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.

16.3.3 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.

17 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.

17.1 Blog - General Information

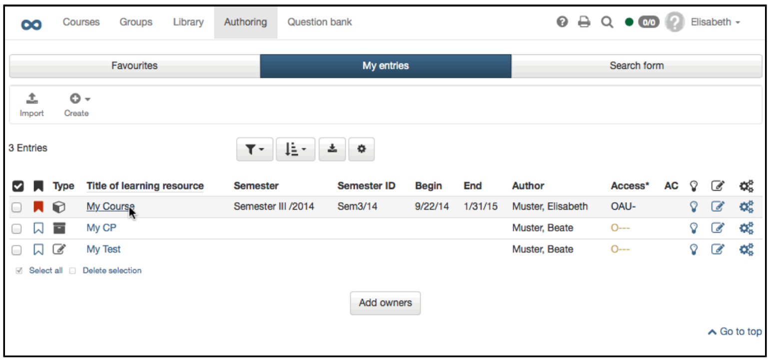
The term "Blog" comprises "World Wide Web" and "Log." Blogs usually serve as online journals for personal as well as professional information. By means of blogs you can provide your course participants with texts, pictures or videos in a swift and easy way. Entries will be displayed sorted by time; the 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.

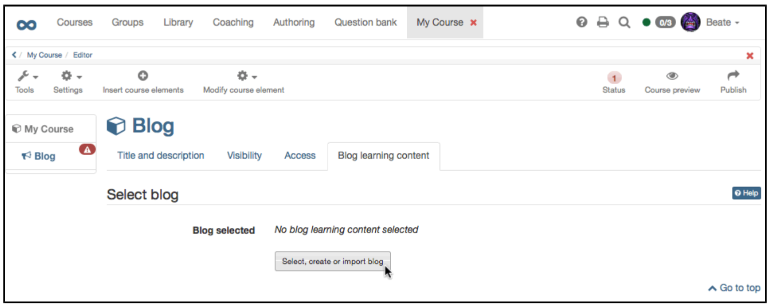
In case you have not created a course yet the chapter "Creating Courses" (see page 102) will be helpful before generating a blog by means of the following instruction.

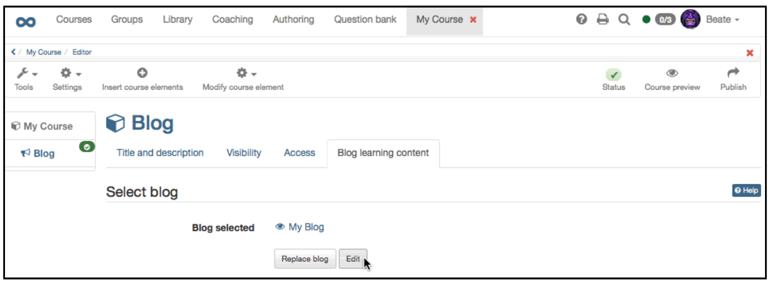
17.2 Four Steps to Your Blog

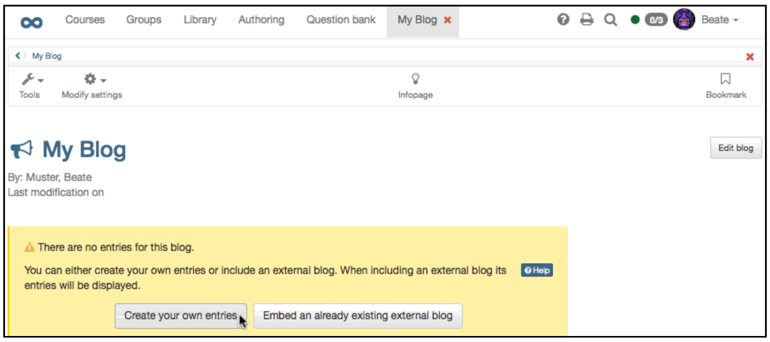
With the aid of the following guidelines you will create a blog for your course before adapting it according to your needs.

<table>
<tr><th colspan="3">Step 1: Open course editor and insert blog course element</th></tr>
<tr><td>1</td><td>Search for your course in "Authoring", section "My entries," and open it.</td><td rowspan="2">
</td></tr>
<tr><td>2</td><td>Click on "Course editor" in the drop-down menu "Tools" in the toolbar.</td></tr>
<tr><td>3</td><td></td><td></td></tr>
</table>

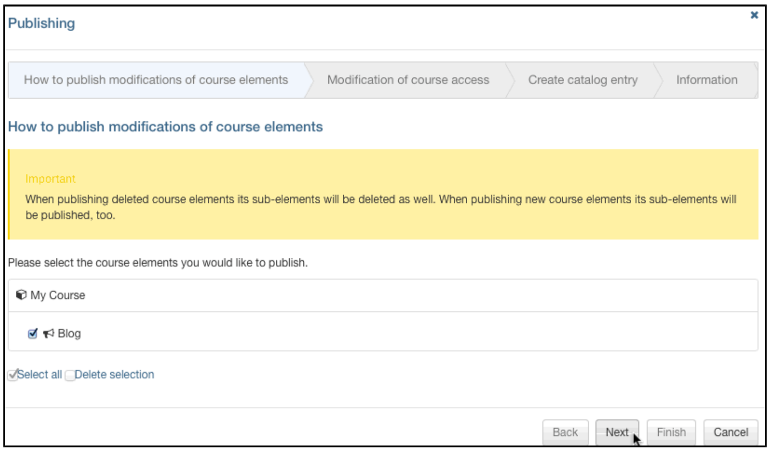
Step 1: Open course editor and insert blog course element		
	Select position at which your Blog course element should be inserted by clicking on it.	
4	Select "Blog" in the pop-up "Insert course elements" in the toolbar.	
5	Indicate a short title for your course element in the tab "Title and description"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

17.3 Blog - Further Configurations

17.3.1 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.

17.3.2 Subscribing to Blogs

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

17.3.3 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.

18 Creating Tasks

This chapter explains how course authors can create tasks for single course participants and groups. Here you will find an illustrated step-by-step instruction as well as information on how to adapt tasks according to your needs. The group task element has the same structure and functionality as the individual task element.

18.1 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. If needed, you can request revisional work from your course participants. Additionally you can provide sample solutions. OpenOLAT will assist you with its organization by utilizing a visual workflow; you no longer have to keep an account of tasks, assessments or dates.

18.2 Three Steps to Your Task

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

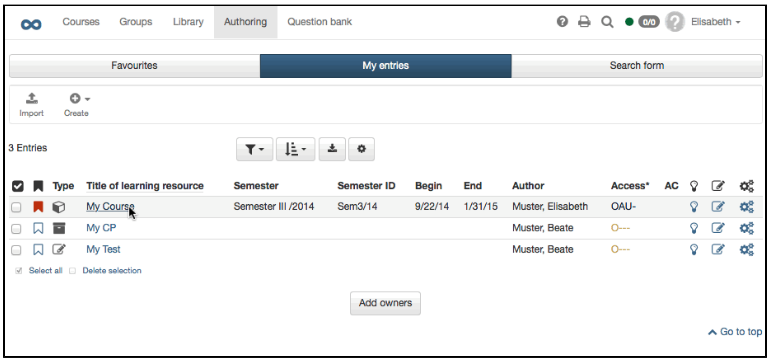
18.2.1 Requirements

Before adding a task all task files and sample solutions (optionally) should be available in an established file format (e.g. PDF documents). It is possible though to create both the tasks and the sample solutions directly in OpenOLAT.

In case you have not created a course yet the chapter "Creating Courses" (see page 102) will help you to do so before creating your tasks by means of the following instruction.

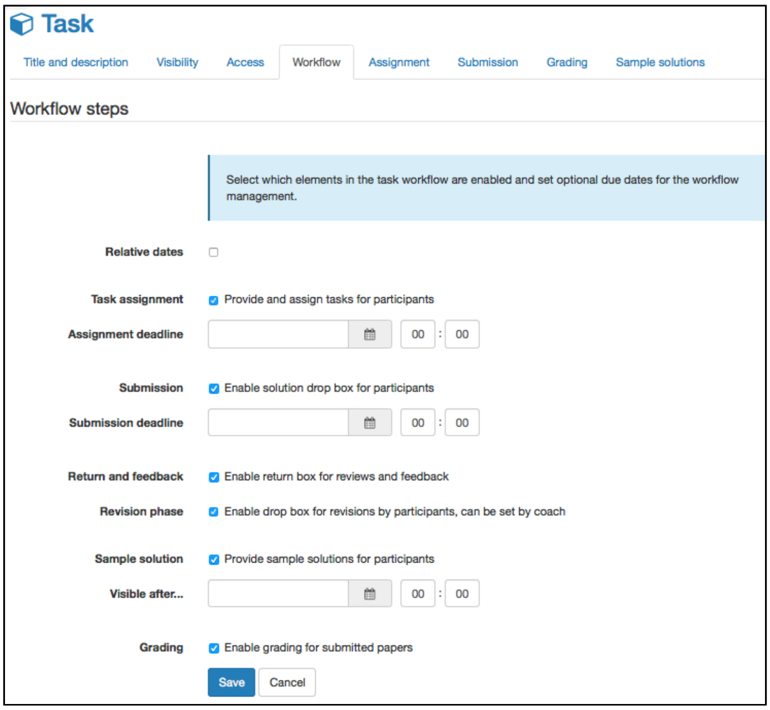
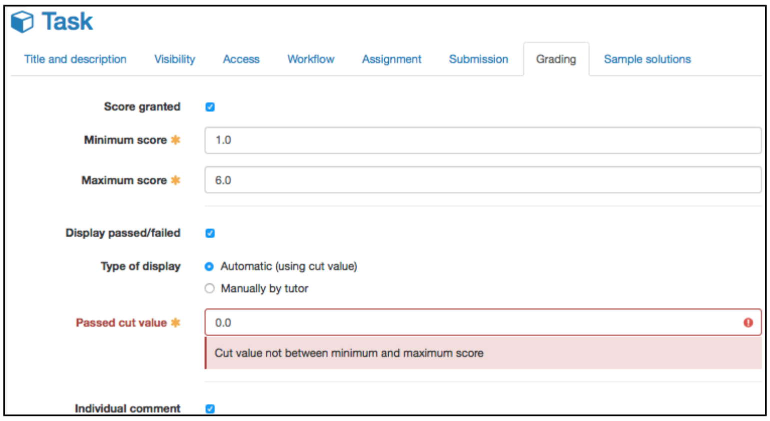
18.2.2 Create Task

Step 1: Open course editor and insert task course element		
1		

Step 1: Open course element editor and insert task course 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 task course element should be inserted by clicking on it.	
4	Select "Task" or "Grouptask" 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.	

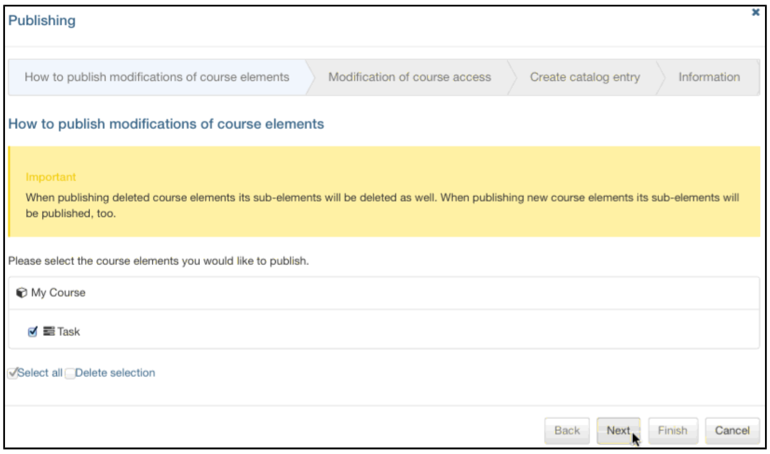
Step 2: Configure task		
1	Select your favored sub-elements in the tab "Workflow". Only sub-elements selected can be configured in the following tabs. In the group task this is also where you select the associated groups. Save your settings.	
2	Upload your previously created task file(s) or create them directly in the "Assignment" tab. Optionally	

Step 2: Configure task

	write a message for users in the section "Assign task" and configure your allocation according to your needs.	
3	Determine in the "Submission" tab whether solutions should be uploaded and/or created directly within OpenOLAT. Restrict the number of submitted documents if so desired. Optionally adapt the confirmation text and configure e-mail settings. Save your settings.	
4	Select assessment options 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.	
5	Upload your previously created sample solution(s) or create them directly in the tab "Sample solution".	

Step 3: 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 in "Modification of course access."	
4	Click on "Finish."	

Your task is now embedded in your course. Depending on the configuration of your (group) task element course participants will be able to select a task and submit their solution. Course authors and coaches can then view and return all submitted and corrected files. With an enabled revision phase, coaches can even place revision requests for their participants. Assessment can be carried out either directly in the course element or by means of the assessment tool (see page 188).

Subscribe to the course element 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."

18.3 Task - Further Configurations

18.3.1 Tab: Workflow

Select 1 - 6 of all available sub-elements. Sub-elements selected can then be configured in the next tab (exception: return box and revision phase).

The assignment, submission and sample solution steps can be configured with a deadline, with the assignment and submission open until that specific date, whereas the sample solution won't be available before the respective date. Instead of using a fixed calendar date, relative dates are available too, resulting in deadlines dependent on participant activities, such as a first course launch. Further relative date options are the course starting date (only available with a configured execution period (see page 195)), enrollment respectively booking date or the date of the task assignment.

In the segment "Task type", only available in the group task, is defined which groups or learning areas can access the group task element.

18.3.2 Tab: Assignment

You either upload directly create your task files in the tab "Assignment." More files than one for a single task can be provided by uploading all required files in .zip file format. If a task is created with the internal OpenOLAT editor, multiple files such as images or PDF files can be provided by first uploading them in the WYSIWYG editor and then linking them in the corresponding html page. Such a task will then be downloaded in .zip file format as well.

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 or if each course participant shall work on a different task. 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 course participants must all work on different tasks, you have to offer at least the same number of tasks as there are course participants.

18.3.3 Tab: Submission

Determine how participants are allowed to hand in documents and how many in the segment "Submission configuration". Submitting with the embedded text editor allows the creation of HTML documents directly in the course element. If only the option "Submit files created with external editor" is enabled, course participants will have to have their documents ready for upload in an established file format. Enter a number in the field "Max. number of documents" in order to restrict the number of documents uploaded.

In the "Submission confirmation" segment you will find the standard phrase to confirm 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.

18.3.4 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.

18.3.5 Tab: Sample Solution

In order to provide all course participants with a sample solution regarding your tasks just either upload appropriate documents or directly create them via the embedded text editor. The sample solution is visible after the coach accepted solution documents for submission.

> If you wish to provide assistance in solving the task, you can add additional documents to the task by packing all documents and upload as .zip file in the assignment tab.

19 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.

19.1 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.

19.2 Five Steps to Your Portfolio Task

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

19.2.1 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 102) will tell you how to do so. Then the following guide will help you to create portfolio tasks.

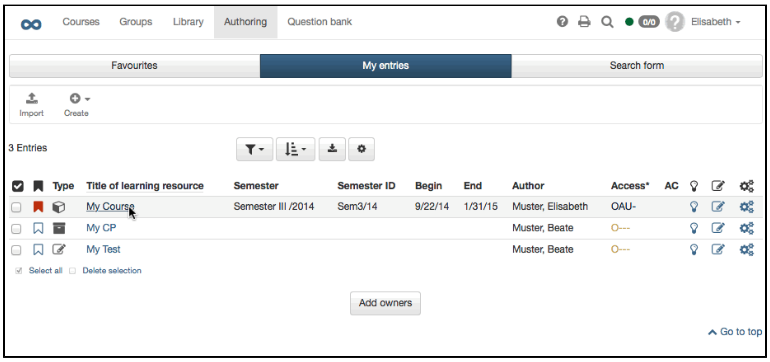
Course participants have to be registered in groups in order to assess their submitted portfolio taks in the assessment tool.

19.2.2 Create Portfolio Task

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

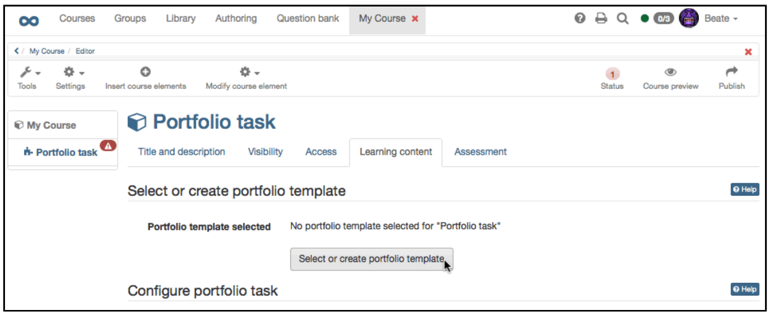
Step 1: Open course editor and insert a portfolio element

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.



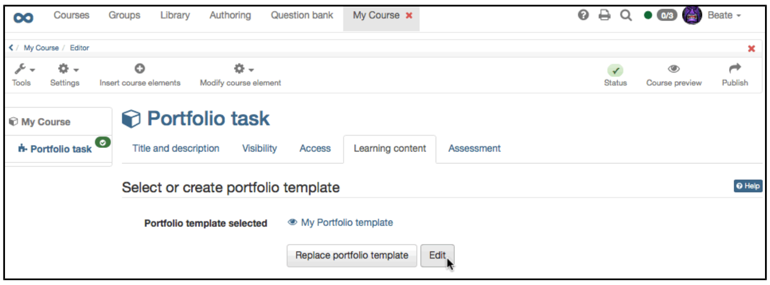
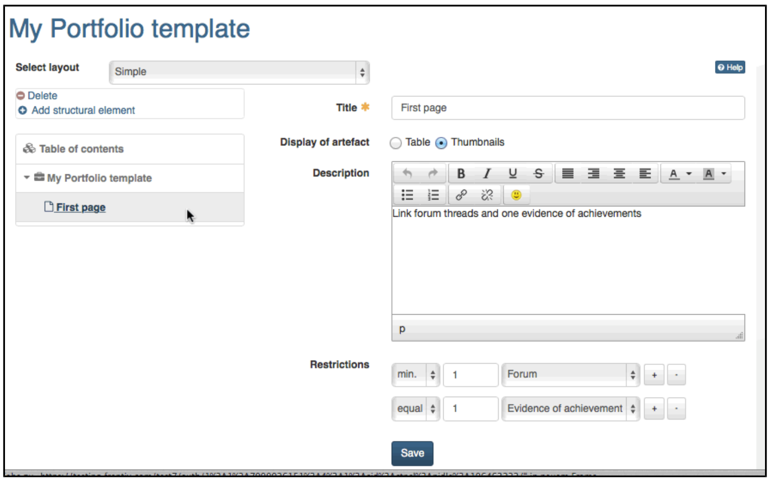
Step 2: Create portfolio task

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."

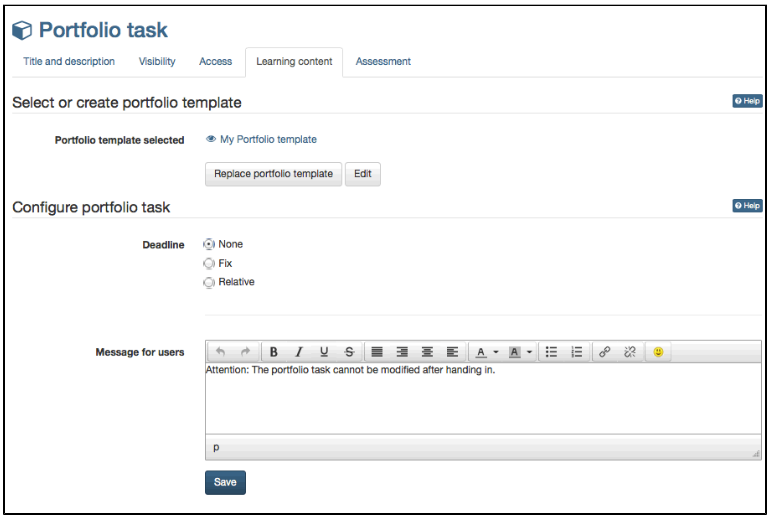
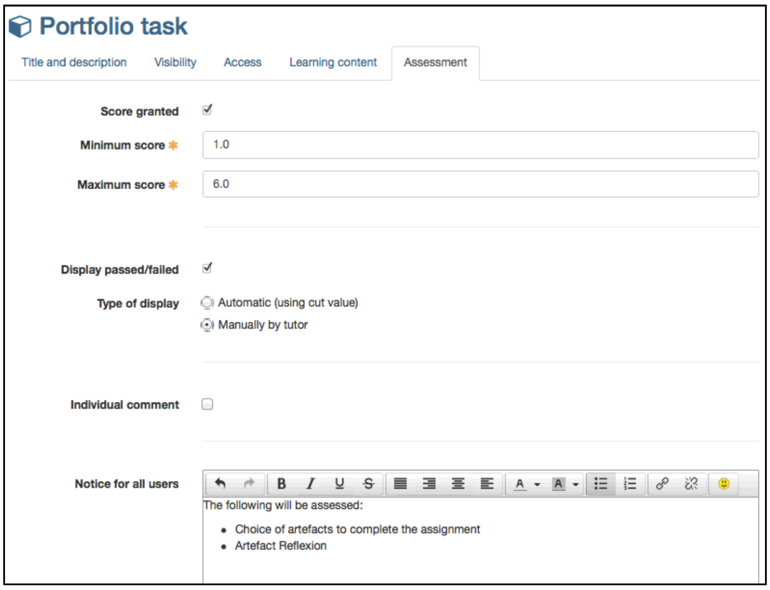


Step 3: Design portfolio task

1	Click on "Edit." The portfolio editor opens.

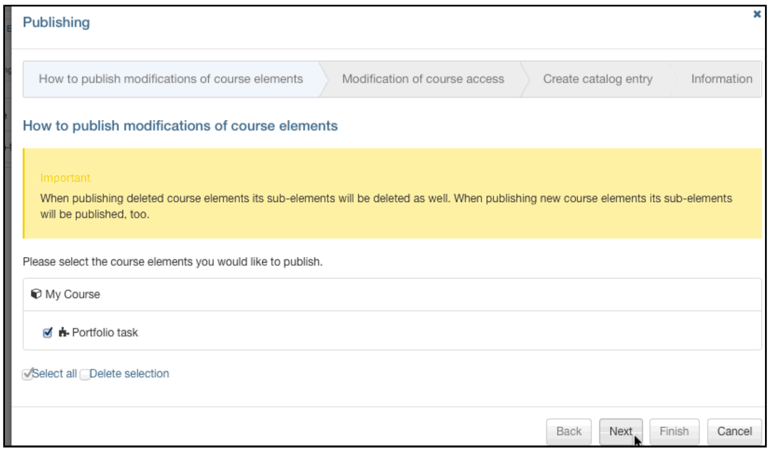
<table>
<tr><th colspan="3">Step 3: Design portfolio task</th></tr>
<tr><td></td><td></td><td>
</td></tr>
<tr><td>2</td><td>Just click on the "Plus" icon to add a new page. Such pages can then be supplemented by structural elements. Depending on the position you can add pages as well as structural elements or link artefacts. Delete elements with the "Delete" icon.</td><td>
</td></tr>
<tr><td>3</td><td>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.</td><td rowspan="2">
</td></tr>
<tr><td>4</td><td>Determine in the section "Restrictions" what kind of artefacts course participants should be allowed to upload and to what extent. The number of artefacts is defined by terms such as</td></tr>
</table>

Step 3: Design portfolio task		
	min., max., and equal. By means of the icons +/- you can add or delete additional rules.	

Step 4: Configure portfolio task		
1	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	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.

20 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.

20.1 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). 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.

20.2 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.

20.3 Three Steps to Create and Manage Topics

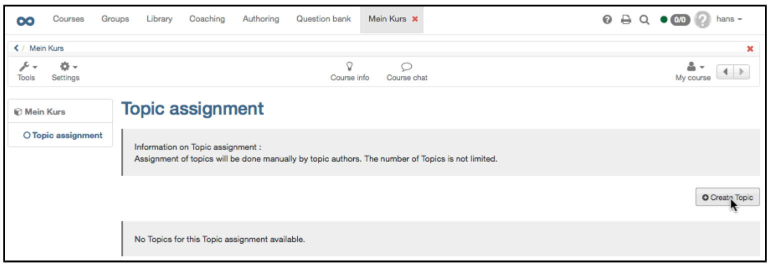
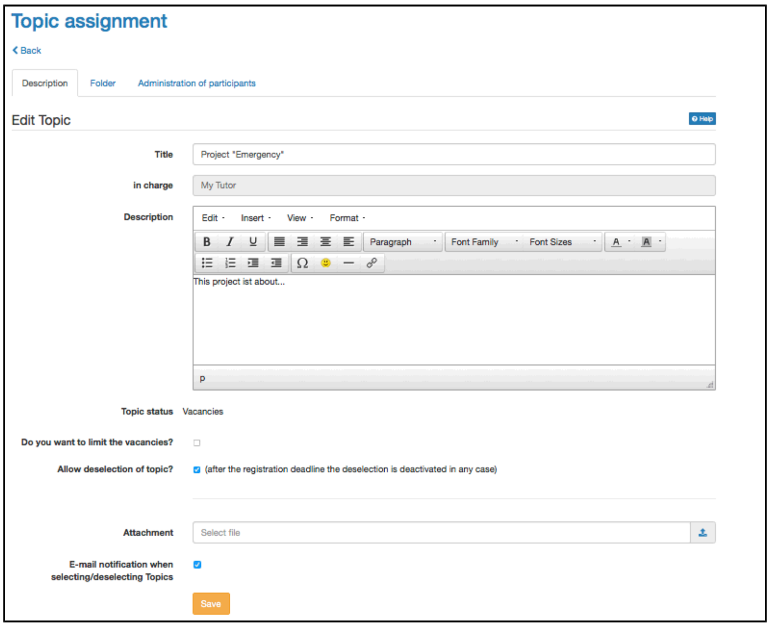
The following guidelines will teach you in no time how to offer topics via the course element "Topic assignment" before managing your course participants.

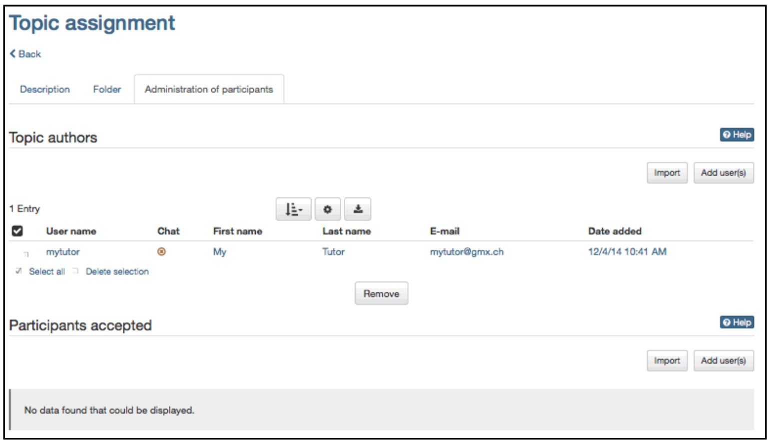
The following example will show that the course author has configured the topic assignment to not immediately accept a participant's topic choice. This choice has to be confirmed first by the person responsible for that topic. This means that course participants have to apply for a topic before being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

20.3.1 Requirements

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

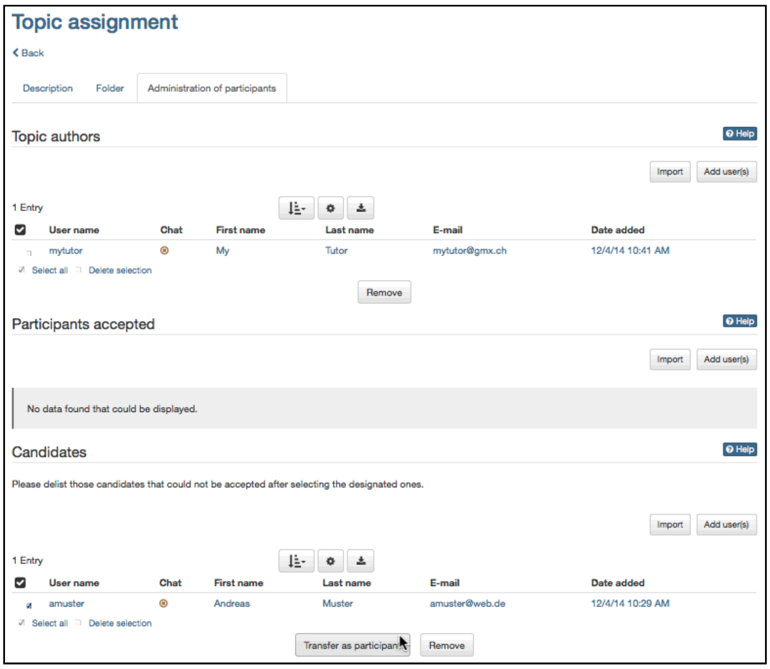
20.3.2 Create Topic

Step 1: Open course and create topic		
1	Search for your course in "Authoring", section "My entries," and open it.	
2	Navigate to the topic assignment in the course menu on your left.	
3	Click on "Create topic" at the top of the content area.	
4	Provide information on your topic (title, description) in the tab "Description." Additionally you can limit the number of candidates, allow for de-/selection, attach files, and establish notifications via email.	
5	Optional: If you want to appoint additional tutors for your topic just click on "Add user(s)" in the tab "Administration of	

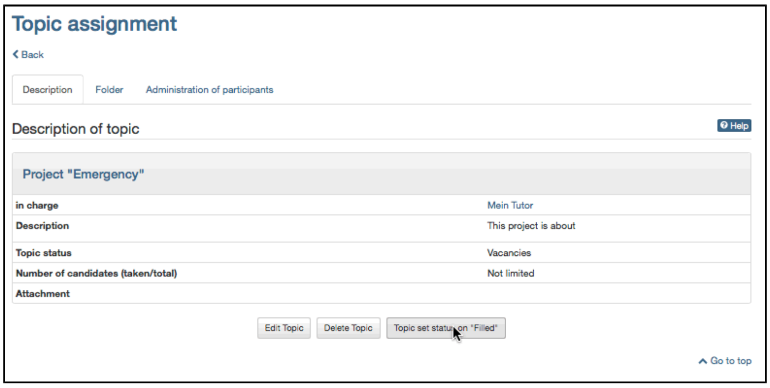
Step 1: Open course and create topic		
	participants," section "Topic authors" before selecting the person required.	

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	

<table>
<tr><th colspan="2">Step 2: Manage participants</th><th></th></tr>
<tr><td></td><td>email notification to all candidates not accepted if needed.</td><td></td></tr>
<tr><td>4</td><td>If you do not wish other candidates to apply just click on "Topic set status to 'Filled'" in the tab "Description."</td><td>

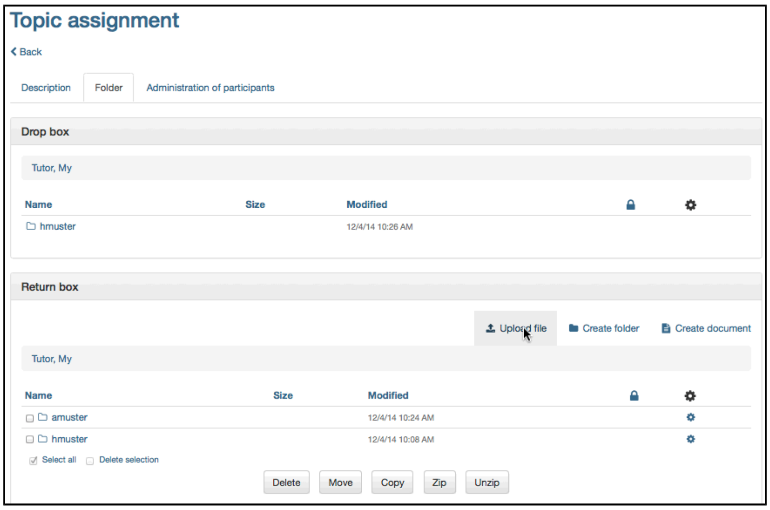


</td></tr>
</table>

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

<table>
<tr><th colspan="2">Step 3: Manage files (optional)</th><th></th></tr>
<tr><td>1</td><td>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.</td><td>



</td></tr>
<tr><td>2</td><td></td><td></td></tr>
</table>

Step 3: Manage files (optional)		
	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."	

21 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.

21.1 QTI - General Information

21.1.1 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 264) as well as other configurations. It is also possible to create tests within the question bank (see page 283), or to import (see page 72) 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.

21.1.2 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 264) and make further configurations. It is also possible to import (see page 72) 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.

21.1.3 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

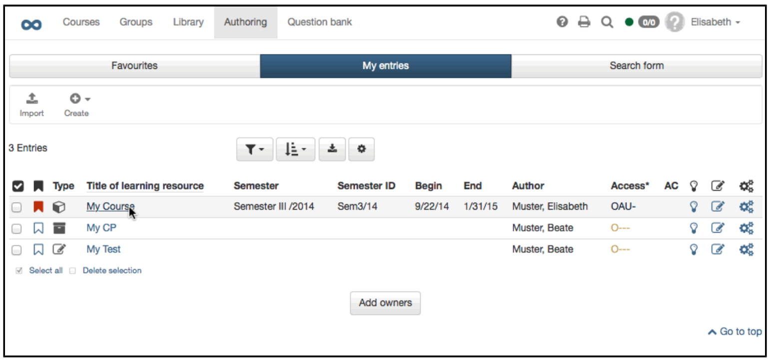
21.1.4 Requirements

You have already created an OpenOLAT course (see page 102) 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.

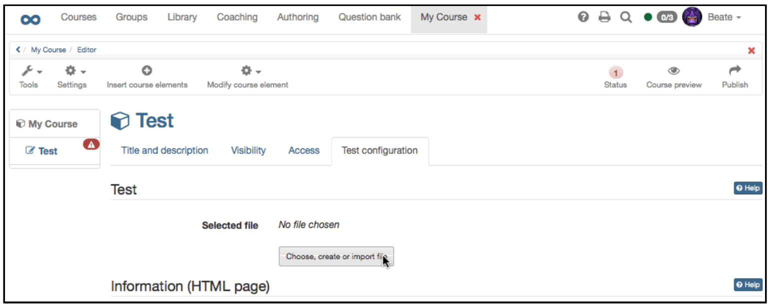
Perhaps you have already exported a test or questionnaire file in IMS QTI format from another LMS and want to import it in OpenOLAT. Just follow the instructions in section "Import (learning resources)" (see page 72).

21.2 Five Steps to Your Test, Self-test or Questionnaire

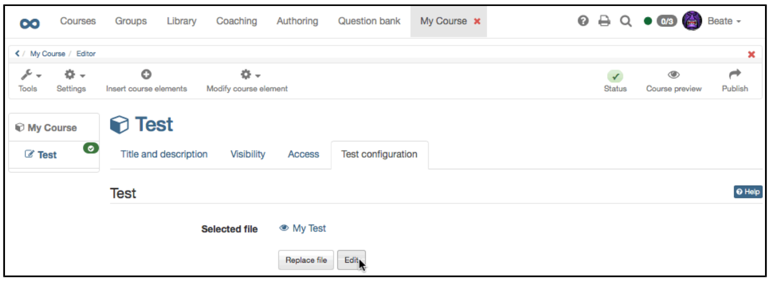
Just follow the instructions below to create a simple test or questionnaire in no time before embedding it in your course and activating it for your participants.

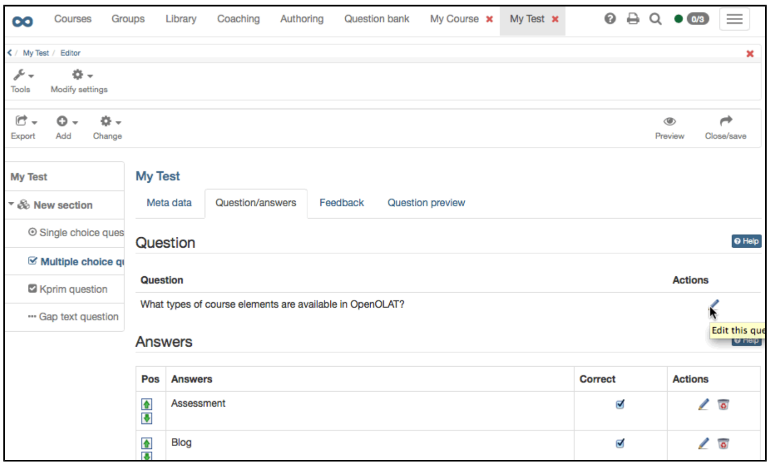
Step 1: Open course editor and insert course element		
1	Search for your course in "Authoring", section "My entries," and open it.	
2	Click on "Course editor" in the drop-down menu "Tools" in the toolbar.	
3	Select position at which your test, self-test or questionnaire course element should be inserted 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 on "Create".	

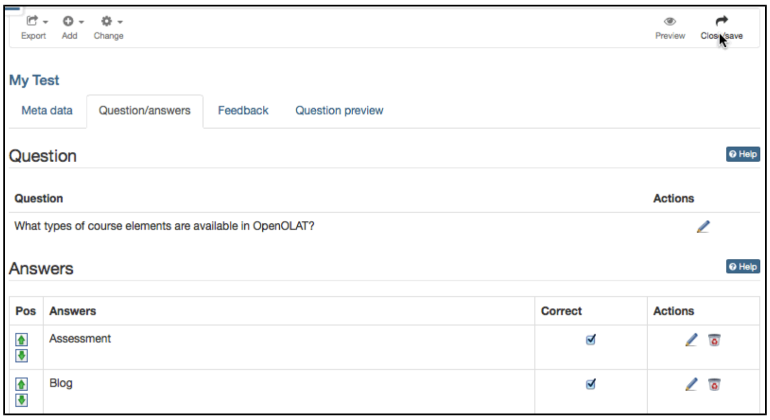
Your file is now created and consists of one section as well as one single-choice question by default. If there are no such questions in your test you can delete that default single-choice question as soon as you have added any other question.

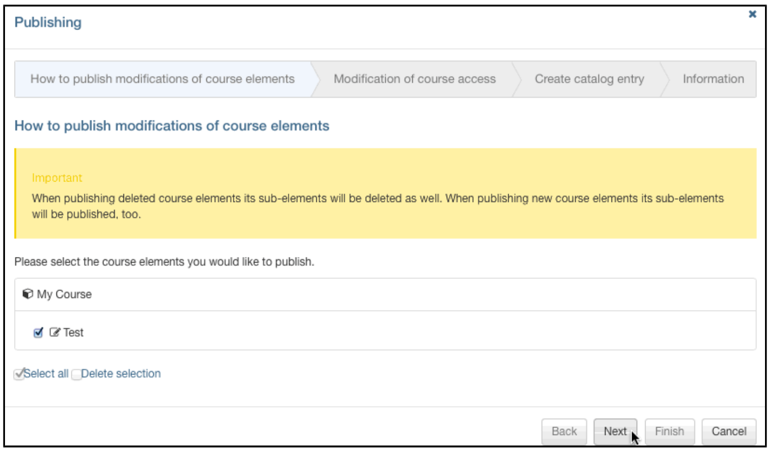
Step 3: Edit test or questionnaire and add new question (e.g. multiple choice)		
1	Click on "Edit."	
2	Select your type of question (e.g. multiple choice) in the drop-down menu "Add" in the toolbar.	
3	Select position at which your new question should be inserted and save your settings.	
4		

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.

21.3 Test and Questionnaire Editor in Detail

21.3.1 Format and Standardization

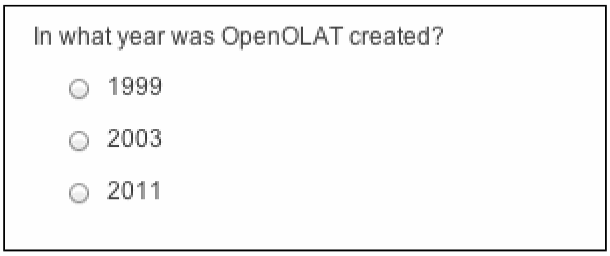
Tests and questionnaires will be stored in a standardized format, the so-called IMS QTI format (version 1.2). For more information please go to the following website of IMS (http://www.imsglobal.org/question/).

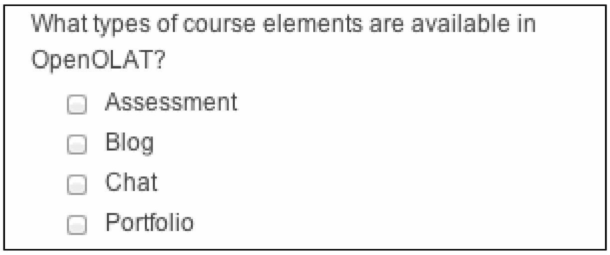
Creating and saving tests and questionnaires in a standardized format enables you to use them as course elements in different OpenOLAT courses on the one hand; on the other you can apply your tests and questionnaires in other LMS that support the same version of that IMS QTI format.

In tests or questionnaires you can also include multimedia files.

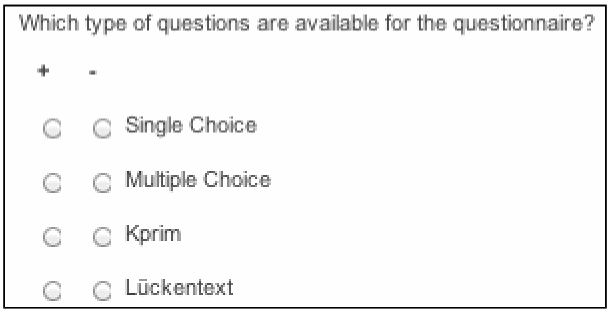
21.3.2 Types of Questions

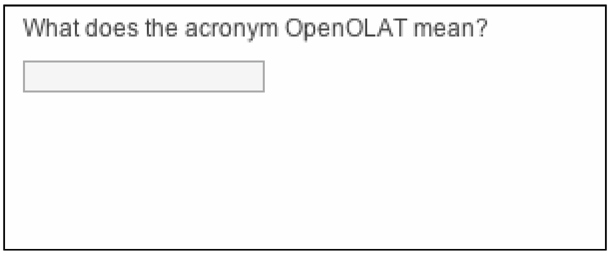
There are five different types of questions to be explained in the following. Information on the creation of a question type can be found in the respective question type row. Settings concerned with scores or assessment do not apply for the questionnaire.

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. Create Single Choice question Please click on the editor icon in the column *Actions* in order to edit a question or answer text. Additional answers can be generated by means of the button "Add new answer".	

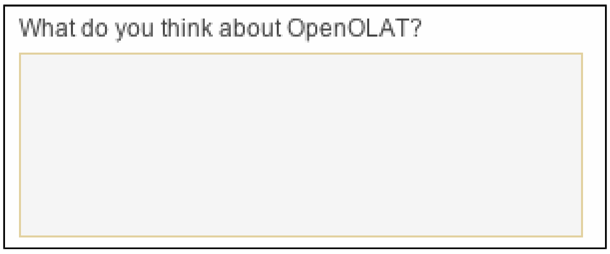
Type of Question	Description	Example
	You determine your correct answer by highlighting the column *Correct* at the relevant position. The answers' order can be altered by means of the arrow icons in the column *Pos*. **Score** Please indicate the number of points for a correct answer.	
Multiple-Choice	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. Create Multiple Choice question Please click on the editor icon in the column *Actions* in order to edit a question or answer text. Additional answers can be generated by means of the button "Add new answer".	

Type of Question	Description	Example
	You determine your correct answers by highlighting the column *Correct* at the relevant position. The answers' order can be altered by means of the arrow icons in the column *Pos*. **Method of assessment:** By selecting *«All correct answers»* points will only be distributed if all answers are correct. Please indicate your score in the field **Score by means of assessment method *All correct answers***. If you select and save *«Score per answer»* the column *Score* will appear. Please enter the number of points per answer. **Minimum score:** Please enter a minimum score, e.g. if you want to avoid a negative number of points.	

Type of Question	Description	Example
	Maximum score: Please enter the maximum score for this question.	
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. Create Kprim question Please click on the editor icon in the column *Actions* in order to edit a question or answer text. You determine your correct answers by highlighting the column *Correct* at the relevant position. The answers' order can be altered by means of the arrow icons in the column *Pos*. **Maximum score:** Please enter the maximum score for this question.	

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. Create Cloze question Please click on the editor icon in the column ***Actions*** in order to edit a question or answer text. You can include gaps and other text elements by clicking on the buttons "Add new text fragment" or "Add new blank". Please write the correct answer into the gap. You can define the gap's size (column ***Gap size***) and limit the number of characters per gap (column ***Number of characters***).	

Type of Question	Description	Example
	In questionnaires there are no limitations as regards to gap sizes! You can further determine whether the answer's capitalization should be considered or not (column *Capitalization).* Please enter synonyms for correct answers into the same gap; options should be separated by a semicolon (e. g. university; University). The answers' order can be altered by means of the arrow icons in the column *Pos*. **Method of assessment:** By selecting *«All correct answers»* points will only be distributed if all answers are correct. Please indicate your score in the field **Score by means of assessment method *All correct answers***.	

Type of Question	Description	Example
	If you select and save *«Score per answer»* the column *Score* will appear. Please enter the number of points per answer. **Minimum score:** Please enter a minimum score, e.g. if you want to avoid a negative number of points. **Maximum score:** Please enter the maximum score for this question.	
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. Create Free text question Please click on the editor icon in the column *Actions* in order to the question text. Indicate the **Width** (number of letters per line) and **Height** (number of lines) of the	

Type of Question	Description	Example
	answer field provided for students. You define the maximum length of the answer through those values. **Score** Please indicate the number of points for a correct answer. The essay has to be corrected manually and the final score after the test does not reflect the correction of the essay type and might need to be adjusted manually later.	

21.3.3 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 navigate to the position of your choice and select in the drop-down menu "Add" in the toolbar the new element. You can also add one or more questions directly from the question bank or via Excel-Import into your test or questionnaire. Just navigate to the corresponding menu item. 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.

21.3.4 Display Options and Configuration

Further options regarding tests and questionnaires can be set at different levels. The respective titles may contain numerals and symbols (exception: >, < ", &). You can limit the time span for solving the entire test, a section or a single question (min and sec).

On the test level...

you provide your test with a title that will then appear in the navigation. Optionally, you can further add a description, which will appear when starting the Test or Questionnaire.

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.

The following settings only apply to the test editor:

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.

You can determine whether you want a display of solutions for each question and a **feedback** during the test. Enter feedback, hints, and correct answers corresponding to your questions. Options regarding feedback and solutions will be explained in the section "Hints to Solutions and Feedback in a Test" (see page 277).

In the **Necessary passing score** row, you can determine the necessary score in order to pass the entire test.

Attention: This score does only matter if your test is part of a course by means of the course element *Test*.

Further information regarding scores can be found in "Scores in Tests" (see page 277).

On the section level...

... you can optionally describe your section further. This description will appear when activating the section.

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. If you have limited the **amount of this section's questions** , those questions as well as their **order** will be selected at random. If all questions are displayed, you can determine whether your questions should be selected at random (***«Random order»***) or whether they should appear according to the test editor's order (***«Fixed order»***).

> ⓘ You can only add a time limit to a test, but not to a questionnaire.

On the question level...

... you can optionally describe your question further. This description will appear when activating that question. The settings

- number of attempts
- time limit
- order of answers
- hints
- correct solution

are available for the test, but not the questionnaire.

For *Single Choice* and *Multiple Choice* questions, please define if the question's **Alignment of answers** should be *«Horizontally»* or *«Vertically»*.

All question types except free text can have a **limited number of attempts**. Please define how often this question may be answered. By not checking this box your question can be accessed and answered any number of times.

You can add **time limits** for solving *all question types* (min and sec). Please mind further time limits (Section, Test) you may have set before.

Please determine whether answers to the question types *Single Choice, Multiple Choice* and *KPrim* should be displayed at **random** or in a specific **order** of your own definition.

By checking the radio button **Show hints**? your provided hints will be displayed in case of a wrong answer. You can show hints for *all question types except free text*. Please make sure that your settings concerning feedback and hints are set accordingly for the entire test. You can also provide **correct solutions** for *all question types* in case of a wrong answer. Please make sure that your settings concerning feedback and hints are set accordingly for the entire test. This is further described in the section "Hints to Solutions and Feedback in a Test" (see page 277).

> The correct solution for the free text question type is only available for the word export. It will never be shown to your users.

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.

Layout parameters in detail

By means of this field you can decide how a Test shall be displayed in the ongoing course.

Limit the number of attempts: Check this box to limit the number of attempts and indicate how often this test may be taken by your users. The max value to be indicated in the field "Maximum number of attempts" is 20. (only available for test)

First successful attempt counts: Check this box if participants should not be able to improve valid test scores with further attempts. (only available for test)

Display only module, hide LMS: Check this box if you do not want your participants to be able to access OpenOLAT during a test. While the module module takes up the whole of the browser window, access to OpenOLAT during the test is prohibited.

Show menu navigation : Check this box if the navigation menu should be displayed at all.

Allow menu navigation : Then you have the possibility to determine if navigating should be allowed. Check the box to activate the menu navigation.

Menu layout: You can determine if "All questions" or "Only section titles" should be displayed in the menu.

Clustering of questions: You have the possibility to choose if each question should be shown on a single page or if questions of one section should be displayed together on a single page.

Show question title: Check this box if you do not want your participant to see the questions' titles.

Sort answers alphabetically: Check this box if you'd like to have your answers to be sorted alphabetically. This means that in front of the first answer there is the letter A, in front of the second one the letter B, in front of the third one the letter C, etc.

Personal notes: Check this box to offer your course participants a field for personal notes. Please keep in mind that the content of this field will only be visible for course participants and only during your test. After taking that test these notes will no longer be available.

Show number of questions in test: Check this box to show your course participants the number of questions. (not available for questionnaire)

Show score in test: Check this box if you want your course participants to know their present score while answering your questions. (not available for questionnaire)

Allow to cancel: Check this box to allow your course participants to cancel a test without saving the answers already given.

Allow to suspend: Check this box to allow your participants to interrupt a test. All given answers will be saved in order to be able to continue taking that test later on.

> If you have set a time limit for answering time will keep running despite any interruption.

Show score on test homepage: Check this box if your course participants should see their scores. (not available for questionnaire)

Show results on test homepage: Check this box if your course participants should see their results on the test's home page after taking that test, thus allowing permanent access. You can determine if test results should be available right after taking that test or afterwards at a certain date of your own choice. (not available for questionnaire)

Show results after test has been submitted: Check this box if your course participants should immediately see their results after taking a test. (not available for questionnaire)

Overview results: If you want to show test results right after a test or on that test's home page you can determine how much you want to go into detail. (not available for questionnaire)

- By selecting "Compact (without solutions)" any achieved score as well as the maximum score will be displayed.
- By selecting "Section abstract (without solutions)" any achieved score as well the maximum score will be displayed for the entire test as well as for every single section.
- By selecting "In detail (with solutions)" your correct answers will be displayed as well as the ones the participant has selected.

21.3.5

21.3.6 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.

21.3.7

21.3.8 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."

Configure 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.

21.3.9 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.

21.3.10

21.3.11 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.

21.3.12 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 185).

21.4 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 (see page 193)" in the course view from the tool box "Course tools." On your left go to "Test and questionnaire." Start archiving and follow the instructions.

Archiving for experts - wizard

Select the test or questionnaire you would like to archive. Define in the next steps which information should be displayed in the resulting file.

Display options

Please select the columns per question to be displayed in the evaluation file. You can therefore design your file containing test results according to your needs. The following options are at your disposal:

Display all item columns: All items of a question will be displayed in a column along with its stored values. For example: a ***single choice*** question containing 4 items will appear in the selected column along with the value 1. All other columns will show 0.

Display selected answer(s): The number of the item selected will be displayed in a single column. Questions such as ***Single choice question*** will therefore hold a simple data matrix that can be easily transferred to your evaluation software. Questions such as ***Multiple choice question*** and ***KPRIM question*** will hold the numbers of selected items merged to a single string. This string's figures will be separated by blanks.

KPRIM question: The meaning of those 4 figures that are part of the evaluation string:

Figure 1: 1 | 2 | 0 (+, - or nothing selected)
Figure 2: 3 | 4 | 0 (+, - or nothing selected)
Figure 3: 5 | 6 | 0 (+, - or nothing selected)
Figure 4: 7 | 8 | 0 (+, - or nothing selected)

Display score : The column containing the score will be displayed.

Display time (beginning, duration): Two columns (one containing the start time the other containing the duration) will be displayed.

CSV options

Here you can determine the formatting details of your evaluation files. Usually you can use OLAT's default setting.

Fields separated by: Common field separators are tab \t, comma, semicolon or blanks (spaces).

Fields embedded by: In case a field contains one of the separators mentioned above, that field between those separators must be enclosed (usually by quotaion marks).

Fields escaped by: Use the escape character instead of quotation marks within a text field (if this field is enclosed by quotation marks).

Rows separated by: Character generating a line break (new data set) via default \r\n (carriage return and new line).

File extension: Here you can choose your file extension (.txt, .asc, .csv, .xls etc.). This does not influence the file's format.

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 193).

22 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.

22.1 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.

22.1.1 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, IMS QTI Tests in zip file format or Excel files. Click the "Import" button and select whether you want to import questions from a file, a learning resource or an Excel file using copy & paste.
   - 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.
   - Import from Excel: Prepare the Excel file corresponding to the file template also available in the import wizard. Select the first three columns in the Excel file and copy them to the data input field. You can only import Single Choice, Multiple Choice and Gap text questions.
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 263).
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.

22.1.2 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 283).

Items are not stored separately on lists. If you remove items from lists, these items are not deleted from the database.

22.1.3 Pools & Groups

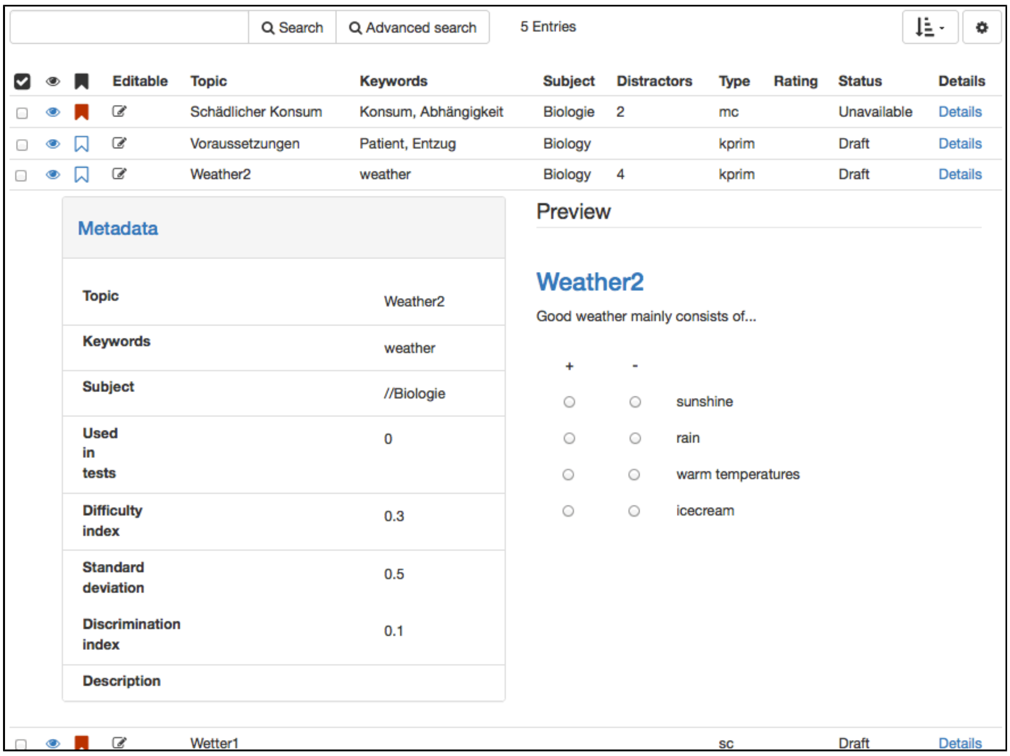
While lists contain items compiled according to personal requirements, pools on the other hand are repositories for all items shared by authors. Before an item is listed in a pool, it must either be shared first from an author, or imported directly into a pool. Items can be shared multiple times with 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 (https://confluence.openolat.org/pages/viewpage.action?pageId=10911957). 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".

22.2 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.

22.2.1 Lists

Lists allow for you to compile question items taylored to your needs. A list is only visible to you. An item added to a list is only referenced and not copied. Modification to items in lists are therefore made to the original under "My questions". You can find all your lists in the left menu under "My favourites".

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.

22.2.2 Export

Preliminary marked questions can be exported in four different formats. In order to export a collection of items as independent test learning resource to OpenOLAT, select "QTI 1.2 test in the test authoring environment". If you need to import into another LMS, 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 290).

Add items from the question bank to a test or questionnaire at any given time by utilizing the "Add - question from pool" function.

22.2.3 Share

Shares items with pools and groups a user has access to.

Members of such a group have now access to the shared items. If one or more items were shared with one or more groups, the respective group names will be listed in the left menu under "Public shares".

Unlike groups, all users with question bank access (authors) have access to public pools. Please contact your pool administrator if you have any questions concerning pools.

22.2.4 Remove & Delete

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. An item is always only removed from the table you have currently open. By removing an item from a list, a group or a pool, no other shares than the one in question are affected. In order to irrevocably remove an item from all lists, groups and pools, you have to delete the item in your question database under "My questions".

22.2.5 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 263).

22.2.6 Copy

Copy items from pools to create your own copy in "My Questions" in your question database. Copied questions initially have the suffix "(Copy)".

22.2.7 Import

Add items to the question bank by importing test or questionnaire learning resources from OpenOLAT, from external files or by via Copy & Paste from Excel files. Question items are always added to the table from where the import was started, as well as to "My Questions". Items can thus be directly imported into lists, pools or group shares. A detailed information on the question import via excel files (CSV) can be found in the following text box.

Question import via excel files (CSV)

The question import via Excel files allows you to import multiple questions at once in simple way. First download the Excel template to your computer, then start working on your questions.

When you are finished creating your questions in the Excel file, select the the questions in Excel and copy&paste them to the input field.

> When copying the questions, Excel will convert the cells to a comma separated formatting. The same does also work with other tools like Apple Numbers or OpenOffice.

At this time questions of type single-choice, multiple-choice and fill-in-blank are supported.

Keywords

The table consists of thre columns: the keywords / points, the values and extra information. The questions are separated with an empty line.

Multiple-choice question

type	MC for multiple-choice
title	Title of the question / topic
points	The maximal score. The minimal score is always set to 0.
question	The question text. Minimal HTML formatting is allowed. LateX formulas must be wrapped in a SPAN tag with the class "math" to be properly displayed as formula.
"1" for a correct option, "0" for a wrong option	Options text. You can have as many options as you like, each on a separated line with a point configuration

Single-choice question

type	SC for single-choice
title	Title of the question / topic
points	The maximal score. The minimal score is always set to 0.
question	The question text. Minimal HTML formatting is allowed. LateX formulas must be wrapped in a SPAN tag with the class "math" to be properly displayed as formula.
Points when this option is selected, e.g. "1" or "-1"	Options text. You can have as many options as you like, each on a separated line with a "0" or "1" point configuration

Fill-in-blank (gap) question

type	FIB for fill-in-blank
title	Title of the question / topic
points	The maximal score. The minimal score is always set to 0.
question	The question text. Minimal HTML formatting is allowed. LateX formulas must be wrapped in a SPAN tag with the class "math" to be properly displayed as formula.
text	A text element
Points when the gap is correctly answered, e.g. "1"	Correct answer in a gap. Synonyms can be entered separated with ";". The gap lines have a third column where the size of the gap and the maximum characters that can be entered is configured, e.g. "10,8".

Optional meta data for question pool

description	Question description to set the question into context.
subject	The taxonomy path. The hierarchies are separated with slashes. Not existing path elements are automatically created. Example: /Languages/German/Verbs
keywords	Keywords
coverage	Coverage of the question
level	Level of use, e.g. "College"
language	Language, e.g. "de" or "en"
typical learning time	Typical learning time, e.g. "5min"
difficulty index	Item difficulty
standard deviation	Standard deviation of item
discrimination index	Item discrimination index
distractors	Number of distractors
editor	Used editor, e.g. "OpenOLAT Excel Import"
editor version	The editor version
license	License, e.g. "CC by-nc-nd"

Further information on importing questions can be found in "My questions" (see page).

22.2.8 Author rights

Use this function to add more authors and thus their access rights to one or more items.

22.2.9 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, without entering the detailed view. Changes cannot be canceled. More information on the individual metadata fields can be found in the chapter "Item Detailed View" - Meta Data (see page 291).

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".

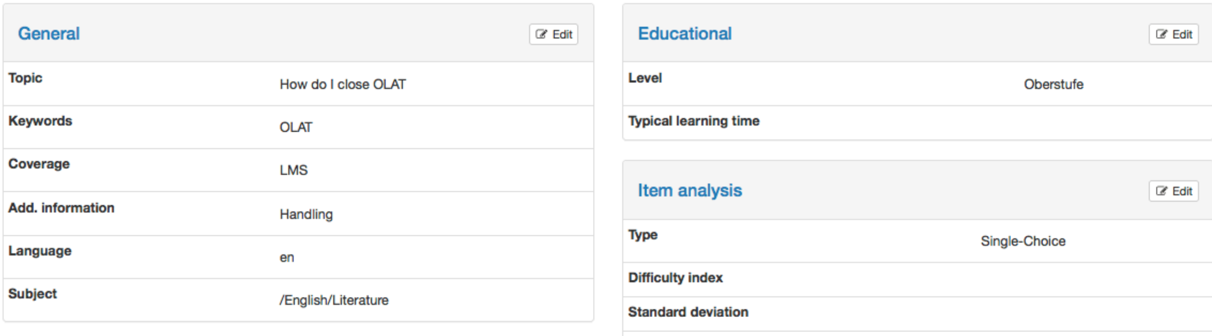
22.3 Item Detailed View

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. If you are authorized to edit the item, you can modify the meta data under ***General, Lifecycle, Rights, Share / Authors, Educational, Item analysis*** and ***Technical.*** Please note though, modifications to Educational and Item analysis should only be made by an experienced author.

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 263).

The metadata attributes can be found below the settings and are divided into 7 sections.



22.3.1 Meta Data

General

Contains information on categorization such as language or department as well as keywords. Coverage adds more details to the topic and narrows it down. Enter even more metadata with the additional information form. 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, such as "Draft" or "Unavailable".

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

Information on the target audience of the item is provided by the level selection. Combined with the typical learning time, the average time needed to answer the question, the level facilitates the compilation of time-framed, knowledge level appropriate assessments.

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.

The ***difficulty index*** expresses with a value between 0 and 1 how difficult it is to answer a

question, and thus indicates how many individuals of a group of candidates correctly solve the question in relation to the maximum achievable score. The purpose of the difficulty index is to discriminate individuals with high characteristic values from those with low characteristic value. Therefore all items that could be solved by any individual or items that could not be solved by anyone, are useless (index value close to 0 or 1). Items with values close to 0 are too simple and do not distinguish between the performance of individuals and items with values close to 1 are too difficult. Please note that in a multiple choice question with 5 response options (4 distractors), there is a 20% probability that the answer was guessed. Items in the area of 0.4-0.9 or 40-90% are suitable for a good performance discrimination.

The ***standard deviation*** (of the item difficulty) expresses with a value between 0 and 1 the

dispersion of individual scores on that item, thus indicating how widespread the responses were. If the test scores are distributed as a normal curve, one standard deviation comprises about 68% of the scores above and below the mean, while two standard deviations cover 95.5% of all values in the value distribution. The lower the standard deviation, the more "stable" the difficulty index on one or several test candidate universes, the larger, the more "unstable" it is. Items with a high standard deviation should therefore be selected with utmost care.

The ***discrimination index*** expresses with a value between -1 and +1 the ability of an item to

discriminate candidates with good and poor knowledge of the material being tested. It provides an estimate of the degree to which an individual item is measuring the same thing as the rest of the items of the test. The discrimination index is therefore the most important parameter in the item selection process. It is calculated as the product moment correlation coefficient between student responses to a particular item and total scores on all other items on the test. In order to achieve a good performance discrimination items with distinct positive indices are required, if possible higher than or equal to .20, but certainly higher than .10. Items with a very low discrimination index do not contribute to differentiation, those with negative indices even run counter to the item selection process and should not be used in follow-up testing.

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. You will find the exact number here. This will automatically increase when used in a test.

Technical

The technology metadata section provides information on the technical item editor. The format specifies the technical format of the item. You will also find information on the creation and last modified dates.

22.4 Search

The question bank search enables you to find items in the pool or database you are just navigating in. It is not possible to conduct a comprehensive question bank search.

22.4.1 Simple Search

The simple search is a full text search over all item elements / fields. In order to ensure an opitimized search, please find information on the search syntax in the table below. The search is based on the lucene search library.

Syntax	Example
Always use complete words, not just word parts.	Will not work: tes Will work: test

Syntax	Example
Searching for word parts thus will only work when using wildcards. Lucene supports single and multiple character wildcard searches within single terms. To perform a single character wildcard search use the "?" symbol. To perform a multiple character wildcard search use the "*" symbol.	tes? = test te*t = test, text, teaist, tent
Phrases, groups of words, can be found when surrounded by double quotes.	Hello World = recalls all items containing either "Hello" and/or "World" (OR operator) "Hello World" recalls all items containing exactly this phrase
Boolean operators allow terms to be combined through logic operators. Supported are " - " and " + " as boolean operators. The operators must be placed in front of the terms without a space.	+Hello +World = recalls all items containing both terms (AND operator) Hello -World = recalls all items containing the first term but not the second (NOT operator)
Some special characters are barred from using in the search, as they are reserved for Lucene, e.g. "_" and ":"	Using these special characters leads to unpredictable search results.

22.4.2 Advanced Search

The advanced search provides you with a means to search across a set of defined fields, also including meta data fields. Different to the simple search, which searches over all elements, you decide exactly which term to search for in which field. This increases both recall an precision of the search. You can combine as many search terms/fields as required.

23 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.

23.1 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).

23.2 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.

23.2.1 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.

23.2.2 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 (all members)

23.2.3 Requirements

Microsoft Windows, Mac OSX, iOS, Android and Linux usually support WebDAV for drag&drop file transfer. In addition, several software packages have WebDAV implemented directly into the software (e.g. Microsoft Office).

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.

23.2.4 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).

23.2.5 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 or have otherwise access to due to membership rights. Owners and coaches may read and write, and participants may read but not write.

24 Administration

24.1 E-Mail Settings

24.1.1 E-mail inbox and outbox

OLAT has an internal e-mail inbox system that lists all sent and received e-mails of each user in his personal home area. The OLAT e-mail inbox system is an optional component.

Enable your OLAT e-mail inbox:

- If the OLAT inbox system is disabled, all OLAT e-mails will be sent exclusively to the personal e-mail address. The OLAT inbox is not visible in the home area with this configuration.
- If the OLAT inbox system is enabled, all received and sent emails will be listed in the users personal inbox.

In addition, each user can configure in his preferences wether he wants to receive mails from OLAT to his personal e-mail address or if he prefers to read the mail within OLAT. As administrator you can define the default behavior.

- Send e-mails to the internal OLAT inbox
- Send e-Mails to the internal OLAT inbox and the personal e-mail address

24.1.2 E-mail template

OpenOLAT is sending e-mails for various events. To make the e-mails look more attractive, those e-mails are sent as HTML mails including formatting. Using the e-mail template you can modify the general appearance of all e-mails.

The following variable have to be in the template:

- **$content**: Is replaced with the actual content of the e-mail. The content is normally written in the recipients language.
- **$footer**: Is replaced with the generic footer line. The footer is written in the recipients language and can be modified using the language adaption tool for each language (see footer.no (http://footer.no).userdata and footer.with.userdata from package org.olat.core.util.mail)

24.2 Instant Messaging

The Instant-Messaging module allows enabling of the "chat" and "messaging" features. The following configuration parameters are available:

Enable chat and messaging: Using this setting the entire Instant-Messaging functionality is enabled or disabled. When disabled all chat and messaging features are turned off.

Chat as group tool: Use this setting to enable the chat room feature as a group tool. When enabled, every group coach can configure a chat room for each individual group. In addition you can allow anonymous chat participation and define if the users real identity or a nickname is shown by default.

Chat as course tool: Use this setting to enable the chat room feature as a course tool. When enabled, every course owner can configure a chat room for each individual course. In addition you can allow anonymous chat participation and define if the users real identity or a nickname is shown by default.

All users can be contacted: With this settings the sending of private messages and chats is allowed between all system users. When enabled, the visiting card of each user will list a link underneath the profile image to send him or her a message. Users can opt out of this feature with their personal configuration.

Show group peers: With this settings the sending of private messages and chats is allowed between group peers. When enabled a list of the group members appears for those groups for which the group member display is configured. Those group peers can be contacted using the messaging feature.

Show online status: This setting enables the display of the users online status for group peers and online users. When disabled a chat icon appears instead of the status icon.

More information about the usage of the Instant-Messaging module can be found here: Chat (see page 41)

24.3 Module: ePortfolio

With this form you can (de)activate an ePortfolio module. This ePortfolio module enables a structured and uncontrolled work with portfolios as well as their management. It is also possible to embed portfolio tasks in courses.

If you deactivate an ePortfolio module in an ongoing course only its functionalities will no longer be visible in the GUI. All artefacts and folders will still be available.

24.3.1 Types of artefacts

A selection of artefact types determines what kinds of artefacts should be collected. Deactivated artefacts already collected will be visible but they can no longer be collected. All artefacts can be collected in OLAT courses except file and text artefacts. The following artefacts are available:

- **Forum:** A forum entry created by oneself
- **Wiki:** A Wiki entry made by oneself
- **Learning journal:** A blog to document your learning progress
- **Evidence of achievement:** A certificate made within and by OLAT regarding tests taken or tasks submitted and assessed.
- **File artefact:** A file (e.g. in Adobe PDF format) collected by one single user using the accumulative artefact tool.
- **Text artefact:** Text collected by a user via the accumulative artefact tool.
- **Portfolio element:** A portfolio element made by one single user (e.g. folders, pages, or structural elements). You can embed such portfolio elements in a portfolio page similarly to artefacts.
- **Learning journal:** A blog to document your learning progress

24.4 PayPal Configuration

The PayPal booking module allows authors of courses and project groups to charge money to grant access to those resources. Your clients can either pay by credit card or by their PayPal account if they have one. Note that your client's must not have a PayPal account to use this service, a credit card is enough. In the PayPal configuration in the system administration you can configure your PayPal business account information that is used for all payment processes on this system.

In order to use the PayPal booking method you must have a PayPal business account. Such an account can be created at the PayPal website at no cost. Within your PayPal account you can then create the so called API-Credentials. The API-Credentials consist of the API-username, the API-password and the API-signature. Those three security elements must be configured in the PayPal configuration section in the system administration. Below you find more information how to create the API-Credentials at the PayPal website.

24.4.1 Usage in courses and project groups

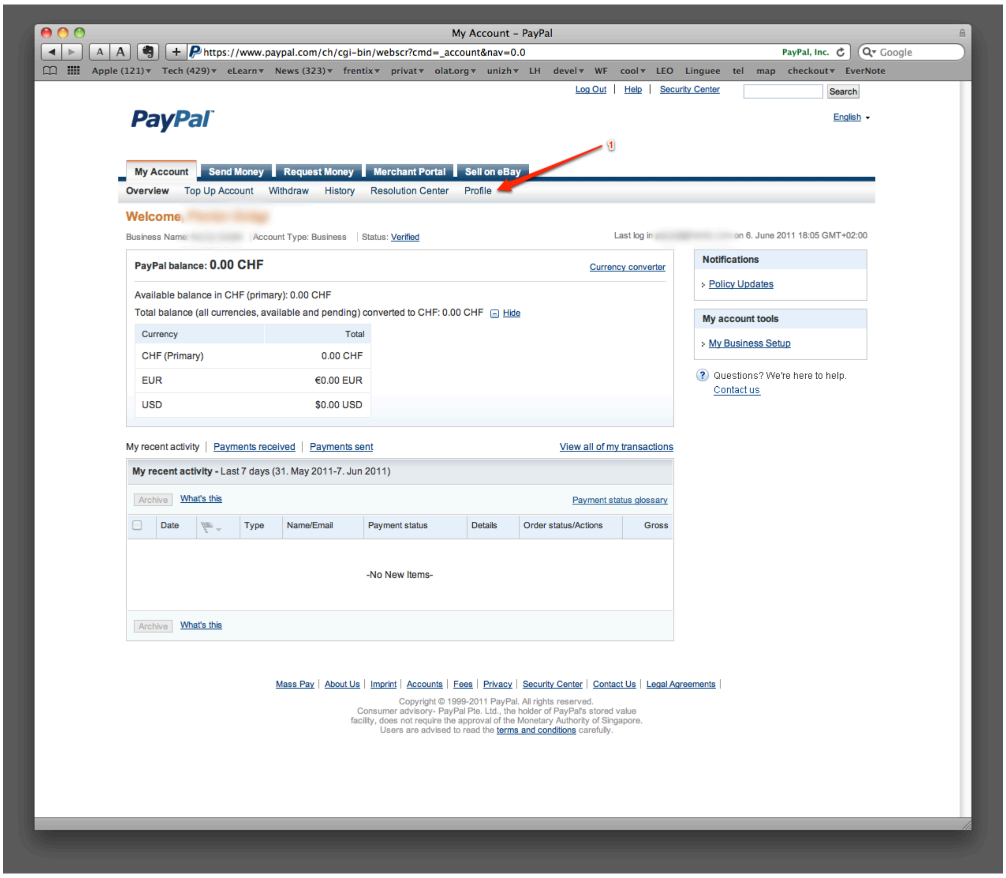
In order to publish courses and project groups with payment restrictions you can select the PayPal booking method on the course details page or in the administration section of a project group. Make sure the PayPal module is configured properly in the system administration. You can find more information under

> Depending on the used currency, the country and the amount PayPal will charge you a transaction fee. The fee will be about 5% of the resource price you define and will be subtracted from the payment made by your clients.

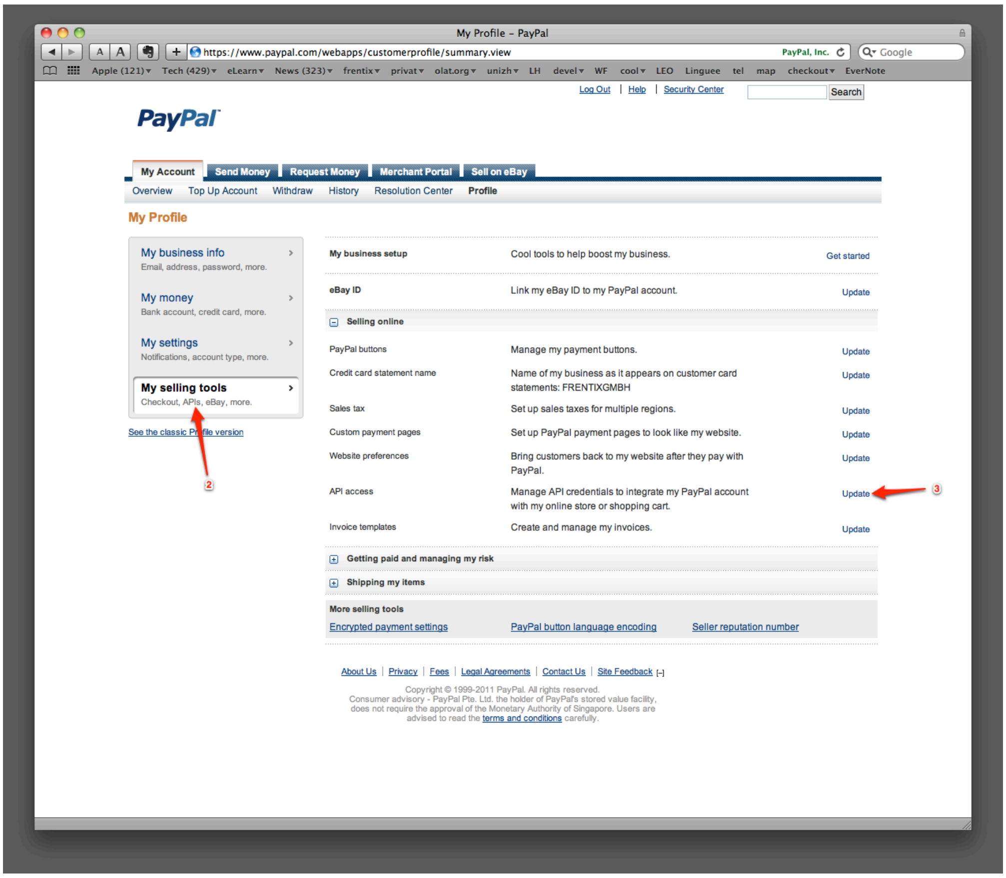
24.4.2 Create the API Credentials

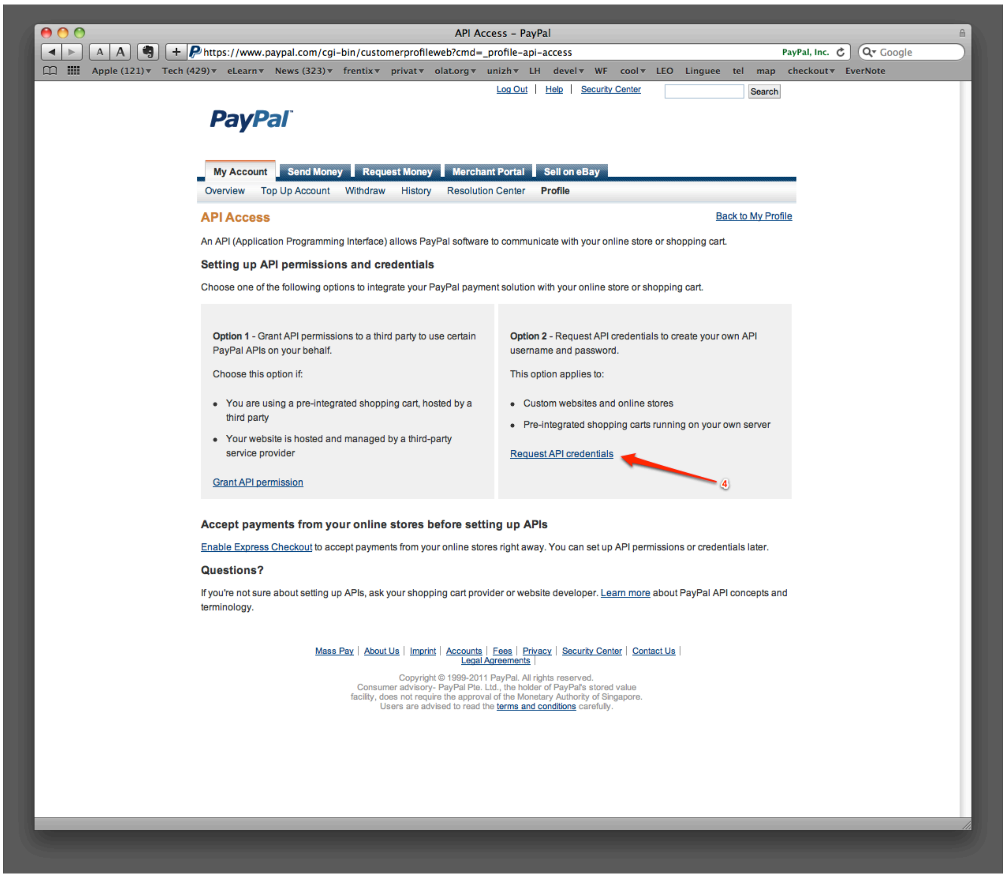
Log into your PayPal business account and perform the following steps:

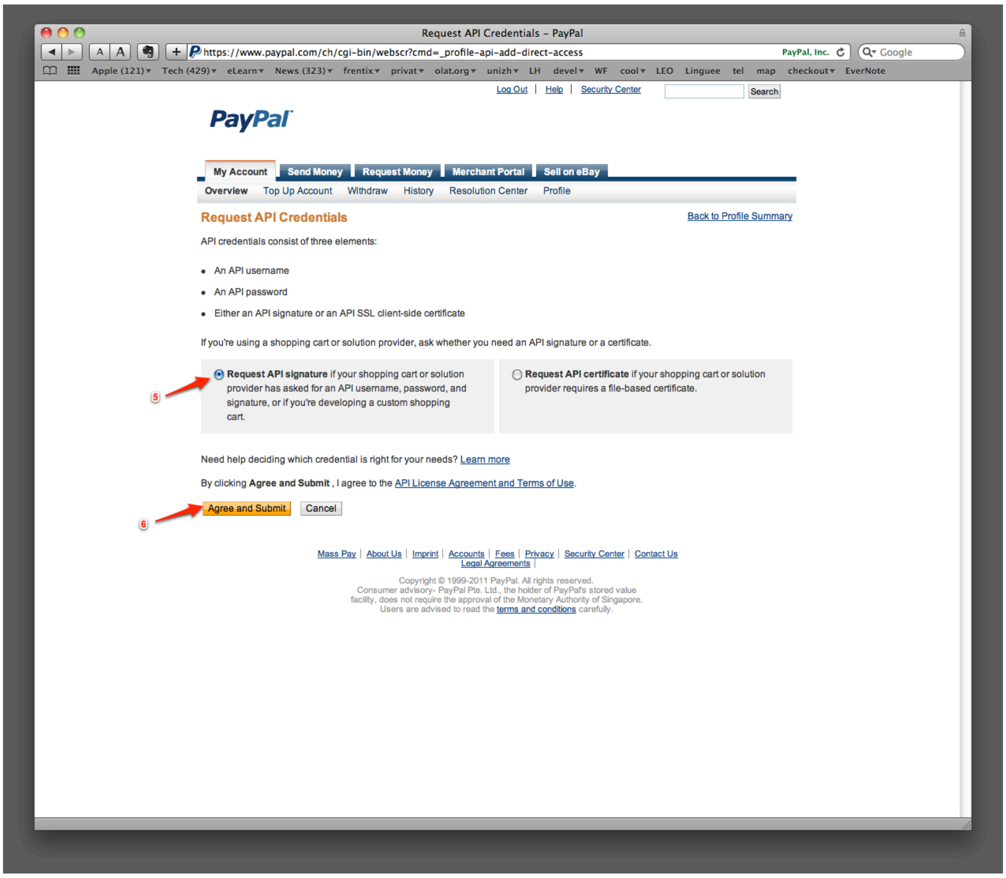
Step 1: select "Profile"

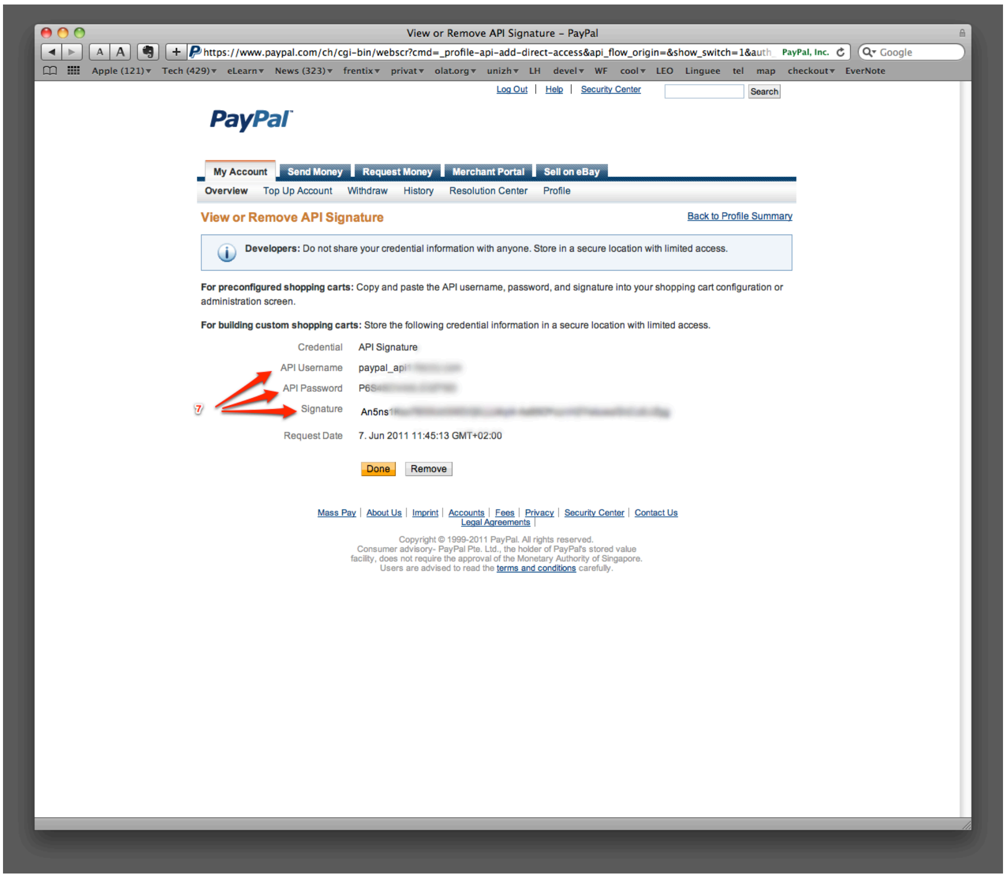


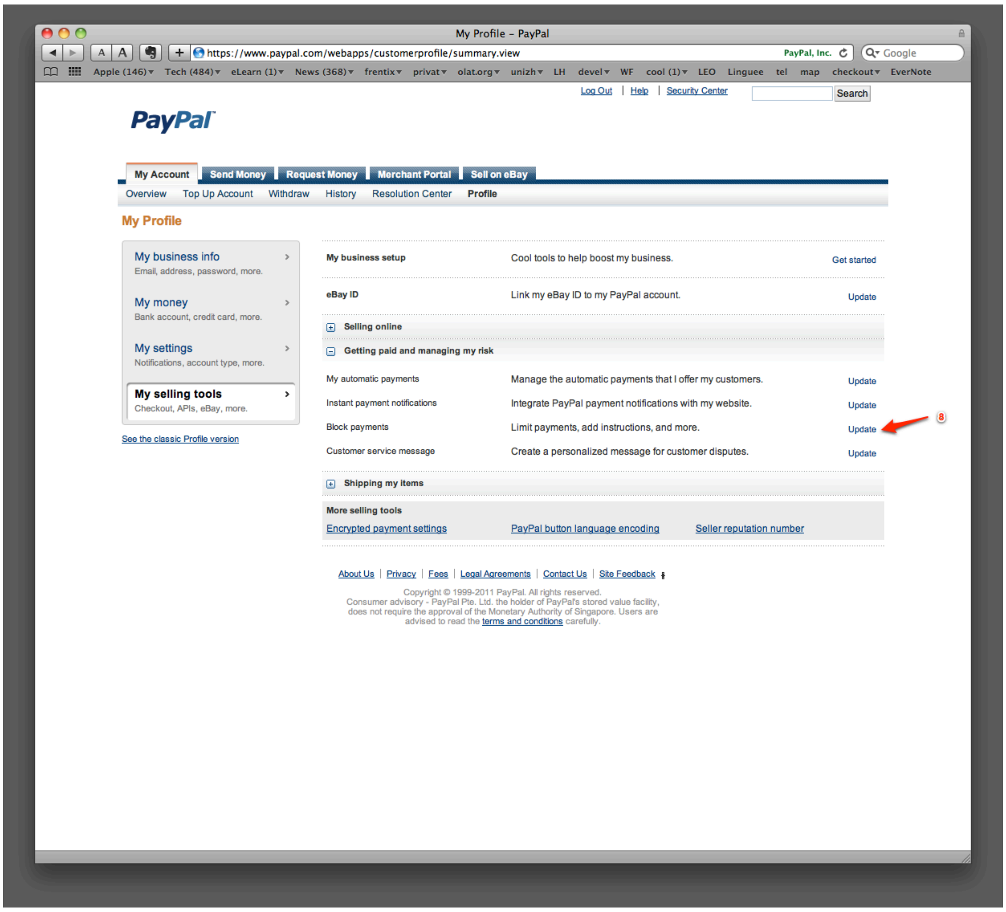
Step 2: select "My selling tools"

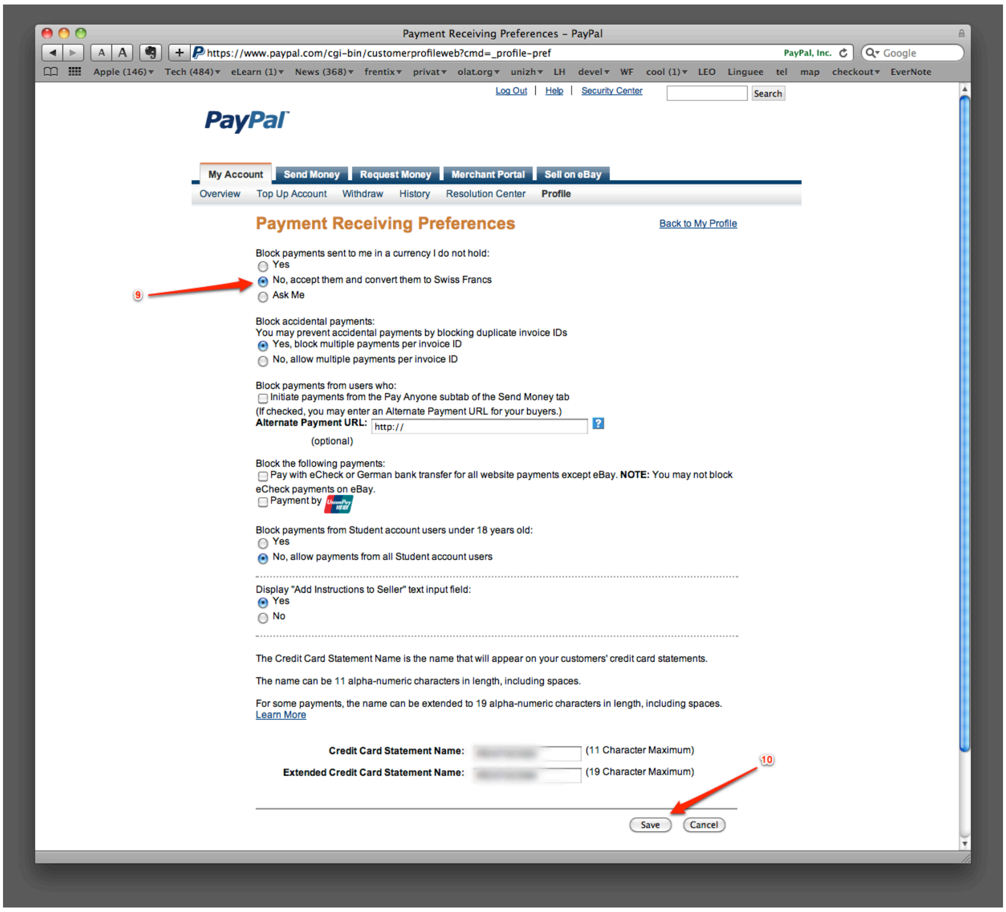
Step 3: select "API access"	
Step 4: selection option 2 to request the API-Credentials	

	
Step 5: select the method with the API-Signature	
Step 6: submit the form	

	
Step 7: copy the API Username, the API Password and the Signature to the PayPal configuration form in OLAT	

	
Step 8: go back in PayPal to step 2 and select "Block payments" in the selling tools	

	
Step 9: select the option "No, accept them and convert" for the configuration "Block payments sent to me in a currency I do not hold" Step 10: Don't forget to save	



24.5 Rest API

REST API makes various OLAT features accessible to other systems. It is e.g. possible to manage users and learning groups, import courses, or assemble catalogs.

With this form you can activate or deactivate the REST API. REST API makes various OLAT features accessible to other systems. It is e.g. possible to manage users and learning groups, import courses, or assemble catalogs.

Here's the documentation: REST API documentation (Open with browser - OK)

24.5.1 Externally managed courses and groups

Courses and groups can be created via REST API. Such externally managed courses and groups are called "managed" as an external system is responsible for their lifecycle. This functionality can be enabled/disabled in the checkboxes below.

Via REST API an optional external ID can be attached to courses and groups. For courses an additional external reference can be used to help identify the resource for end users.

If such external ID's are used for courses or groups, the external systems must also configure for each external resource which elements in OpenOLAT are managed by the external system and which can be modified within the OpenOLAT user interface. This is configured with so called "managed flags". Either all elemens are managed or the managed elements are listed in detail. The configuration of the "managed flags" are described in the technical documentation of the REST API.

If the external management is enabled, the user elements in the OpenOLAT user interface configured to be "managed" are displayed non-editable. In addition, the external ID's are used in search fields, detail pages and tables. Other non managed resources can be used and managed within OpenOLAT as usual.

Managed learning resources

- Fully externally managed
    - Course editor
    - Title and description
        - Course title
        - Description
    - Settings
        - Access configuration
        - Chat settings
        - Layout settings
        - Resource folder configuration
        - Efficiency statement settings
        - Calendar settings
        - Glossary settings
    - Booking rules
    - Members management
    - Group management
    - Close course workflow
    - Delete course workflow

Managed groups

- Fully externally managed
    - Title, description and available seats/waiting list configuration

    - Group title
    - Description
    - Available seats/waiting list configuration
- Tools configuration
- Members management and configuration of members visibility
    - Visibility members
    - Members management
- Adding courses
- Booking rules
- Delete group workflow

24.6 System wide security settings

Requirements towards security can vary greatly depending on the institution. Use the security settings to configure the necessary security level while taking the associated risk into account.

Prevent embedding in frames: Select this security feature to prevent OpenOLAT from being loaded in a HTML frame or iFrame. By doing this possible Cross-Frame-Scripting attacks (XFS) will be prevented. If you enable this feature it is no longer possible to embedd OpenOLAT in an existing website using frames.

Block wiki resources: Select this security feature to disable the wiki resources system wide. At this time the wiki component is still prone to Cross-Site-Scripting attacks (XSS). When this feature is enabled, the wiki resources in OpenOLAT can no longer be used. When disabled, the wiki can be used with the risk of an XSS attack. However, since the wiki has an automatic revision mechanism it will be difficult for attackers to hide after an attack.

Force file download in folders: Select this security setting to always dowload files from folders and never open them directly in the browser. This prevents possible Cross-Site-Scripting attacks (XSS). When this feature is enabled all documents are downloaded as files and will not be displayed in the browser directly, including HTML documents. This behavior does not apply to the course element "single page".

24.7 Versioning

In this form you can activate or deactivate file versioning of the folder module. If versioning is active, files will not be overwritten but saved as a new version (commonly known as revision). Older versions of a document can be downloaded or restored if necessary. Deleted files will appear in a corresponding list and can be restored as well. If the versioning feature is activated files can also be locked, e.g. in case someone editing a document wants to prevent others from creating a new version in the meantime.

Versioning is available in all system folders: personal folders, group folders, course folders, resource folders, as well as in the course elements 'Folder'.

In order to globally activate versioning on this system, please select from the list the number of allowed versions per file or choose the option "Unlimited" to allow any number of versions for one document. Some restricting might be reasonable to limit the required storage space.

In order to globally deactivate versioning on this system please select the corresponding entry from the list.

Versions of deleted files will not automatically be deleted because of compatibility issues with WebDAV. You can delete them manually.

24.8 WebDAV

Module configuration

The WebDAV module can be enabled/disabled system wide. The following parameters can be configured

- **WebDAV access**
  Enable or disable the WebDAV access. When enabled, all system users can access their OpenOLAT folder using WebDAV (recommended).
- **Show WebDAV links**
  Decide if the WebDAV URL is displayed in the folder component or not. This is independent of the the WebDAV access. When disabled, WebDAV can still be used but the WebDAV link must be known by users as it is not displayed in the web interface.
- **Digest Authentication for HTTP access**
  To use WebDAV on Windows operating systems without manually importing certificates it is mandatory to operate the WebDAV interface using HTTP and no SSL. In that case files will be transfered without encryption. To still transmit the password encrypted, the Digest Authentication method must be used to support Windows.

> The Digest Authentication method does not use strong encryption and can be cracked with enough computing effort. To meet very high security demands users should always use HTTPS with SSL encryption. When using Windows this will make it necessary to manually import certificates or to use a dedicated WebDAV client.

- **Group courses by semester terms**
  Enable this flag to list the available semester terms first and within a semester term only the courses from this term. This greatly improves usability with many courses.
- **Prepend external course reference to title**
  Decide whether the course reference (see page 76) should prepend the course title in order to be able to distinguish between similar course titles.
- **Enable access for courses where user is participant or coach**
  Enable this option to allow students and coaches to access course folders via WebDAV. Only folder course element folders will be displayed.
- **Enable access for courses that users marked as favorite**
  Enable this option to allow students and coaches to access course folders via WebDAV that are marked as favorite, without being a member of that course. Access configuration must be set correspondingly. Only folder course element folders will be displayed.

Usage

More information about WebDAV usage in OpenOLAT: Using WebDAV (see page 295)