

OLAT Help - General Information

MELS - Multimedia & E-Learning Services

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[Structure of OLAT Help](#), [Structure of OLAT Help](#)
[Structuring a Course](#), [Structuring a Course Using Course Elements](#)
[System Settings](#), [What settings can I modify?](#)

T

[Teaching and Learning](#), [Step 5 - Running a Course \(Teaching and Learning\)](#)
[Templates](#), [Structure of OLAT Help](#), [OLAT Tutorials with Templates](#)
[Test as Learning Resource](#), [Test as Learning Resource](#)
[Test Editor](#), [What editors can be opened within learning resources \(storage folder\)?](#), [Creating Tests or Questionnaires with the Test-and-Questionnaire Editor](#)
[Test editors Outside of OLAT](#), [Can I use external test editors?](#)
[Test Format](#), [Which format do I use for tests, self-tests, and questionnaires?](#)
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OLAT Help

Welcome to OLAT. OLAT means Online Learning And Training and is an open-source Learning Management System (LMS). OLAT was first used in the winter term 99/00 by Prof. Schauer at the Institut of Computer Science, which is part of the University of Zurich. The department Multimedia & E-Learning Services at Zurich University, section Computer Science Services, is in charge of OLAT since June 2001 and develops this system further. In the meantime OLAT is used by all faculties of Zurich University, by the ETH Zurich, by SVC projects, as well as by other universities in Switzerland.

OLAT is an open-source software, meaning that OLAT can be downloaded, installed, and used all over the world.

This Help is meant for all those interested in OLAT, especially for authors and course administrators. OLAT Help shall provide replies to any kind of question. More detailed answers to questions that may occur can be found when using the context-sensitive Help, which is available on each OLAT page; just look out for the question mark icon. Further information regarding the structure of Help you will find

Chapter 1. Structure of OLAT Help

In order to get to know OLAT quickly and without assistance we have divided OLAT Help into several chapters to find the right answers to your questions in case of difficulties:

- "Understanding OLAT" - A Bird's-Eye View of OLAT

This chapter will tell you where to place OLAT in the world of E-Learning tools and gives account of the basic features of OLAT.

Here you get to [Chapter 2, "Understanding OLAT" - A Bird's-Eye View of OLAT](#)

- "OLAT in 5 Steps" - Understanding OLAT in Context

This chapter explains the most important procedures within OLAT and shows how to create a course in 5 steps. This part of Help is based on the previous chapter "Understanding OLAT".

Here you get to [Chapter 3, "OLAT in 5 Steps" - Understanding OLAT in Context](#)

- Creating a Course in OLAT - A Metaphor

This chapter will provide you with a first glimpse of how to create a course in OLAT by means of a metaphor - a restaurant.

Here you get to [Chapter 4, Creating a Course in OLAT - a Metaphor](#)

- OLAT Tutorials with Templates

In this chapter, pre-defined templates will help you to implement your course.

Here you get to [Chapter 5, OLAT Tutorials with Templates](#)

- OLAT Reference

OLAT Reference helps you to answer questions or explain certain features in detail; it points out further relations or highlights possible difficulties.

Here you get to [Chapter 6, OLAT Reference](#)

- Context-sensitive Help



If there are questions while working with OLAT, you can rely on the context-sensitive Help to be found on your current page. This feature distinguished by the question mark icon shown above, will give answers to questions regarding the functionality of the relevant OLAT page. Just click on the question mark icon on the current page in order to open a separate window containing further information.

Chapter 2. "Understanding OLAT" - A Bird's-Eye View of OLAT

E-Learning combines the field you specialize in with other supporting fields such as didactics, education, and computer science. Headwords, tools, and abbreviations accompany you at every step: LMS, CMS, LCMS, Browser, Server, Client, Java, JavaScript, PHP, MySQL, Flash, PDF, CSS, XML, SCORM, HTML, XSLT, IMS, QTI, CP, text editor, PBL, group puzzle, case-study, constructive learning theory, CSCW, collaboration, etc. You may have come across some of these headwords; others will be explained to you within the OLAT Help section. Furthermore, do not hesitate to ask experts or do some research on the Internet; even consult books to get answers to your questions. And do not forget: practice makes perfect.

This chapter will help you to position OLAT within this area and will explain its basic features in a few sentences.

2.1. CMS - Content Management System

Content Management System (CMS) focuses on managing content, that is, on the creation and editing of learning material.

CMS is a tool to create and manage your content (scripts, learning content, learning material, homepages, modules, etc.); additionally, you can provide co-authors with access rights.

The most popular CMSs put a WYSIWYG editor (What You See Is What You Get) at your disposal. This editor facilitates your input by means of its user interface as well as it enables you to store your content within a XML structure. Later on, you can easily work on your content using different file formats (e.g. HTML, CP or PDF files) according to your needs.

2.2. LMS - Learning Management System

The Learning Management System (LMS) focuses on the management of learning and teaching.

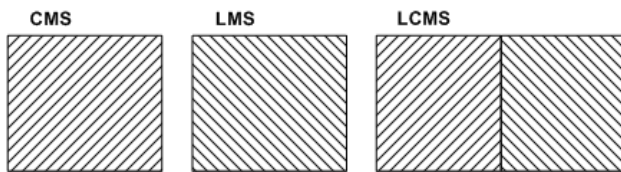
There is no exact definition of LMS, however, one could describe this system as follows: every LMS is at core a kind of wrapping that puts certain features at your disposal in order to be able to realize your didactic concept in a seminar or to provide your learning content and administer your participants.

LMS is a tool that supports you when organizing "Blended Learning" or virtual seminars. Most of the time, the administration and coaching of course participants is in the center of attention. The integrated features of the relevant LMS will thus enable you to, e.g., limit the access to your courses, to edit courses, to administer participants or groups, to assess course participants, to use so-called collaborative tools (such as forum, chat, TWIKI, e-mail, etc.), to create tests and self-tests or to provide your participants with different learning materials. These features may vary from LMS to LMS. The most popular LMSs today are Web applications.

2.3. LCMS - Learning Content Management System

A Learning Content Management System (LCMS) combines the characteristics of a CMS with some features of a LMS. It helps you to manage content, learning, and teaching.

Figure 2.1. Relation between CMS, LMS and LCMS



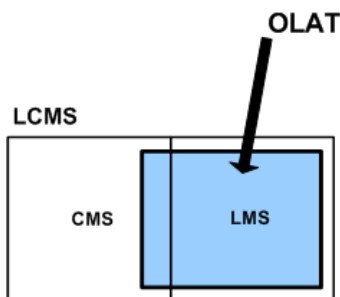
In practice, terms such as CMS, LMS, LCMS as well as their relevant features cannot always be exactly separated from each other. There are certain products called LMS, however, they focus on the creation and management of content. The same is true for CMS and LCMS.

2.4. Positioning OLAT

Here we explain why OLAT is a LMS. Furthermore, we provide a short historical overview containing technical aspects.

OLAT means Online Learning and Training and was invented in order to offer lectures and seminars for the Institute of Computer Science via the Internet. Since the beginning, OLAT focuses on the creation and realization of classes and lectures; the administration of content (learning material) plays only a subordinate role, as one can easily see when paying attention to its name. Nevertheless, OLAT offers certain features in order to create and manage learning contents. OLAT is therefore a LMS containing a few CMS features.

Figure 2.2. OLAT is a LMS containing a few CMS features



In the winter term 99/00 OLAT was used at the Institute of Computer Science by Prof. Schauer and his more than 760 students at the University of Zurich. In September 2000 the OLAT team of that time won the MEDIDA Prix 2000. The system's success opened up new possibilities. In June 2001 the department of Computer Science Services at the University of Zurich took care of OLAT; since then this department not only guarantees OLAT's professional operation and support, it is also responsible for the software's further development. At the moment, in the middle of the year 2005, OLAT is used by all faculties of Zurich University as well as by the ETH Zurich; there are more than 9000 registered users.

OLAT is a Web application, open-source, and presented to you in a completely new JAVA version since its releases 3.x. Furthermore, we apply usual Web standards: Apache-Server, Tomcat; depending on the particular file format, data are stored in XML structures on the file system or stored in a MySQL data base. For those who are interested in further technical details please go to <http://www.olat.org> and get in touch with the Open-Source Community.

2.5. Basic Features of OLAT

Without your course, your learning content, and your participants, OLAT would only be a wrapping; you are the one to give meaning to it as author. OLAT puts several features at your disposal in order to enable you to do so. These features can be assigned to different areas of function within OLAT.

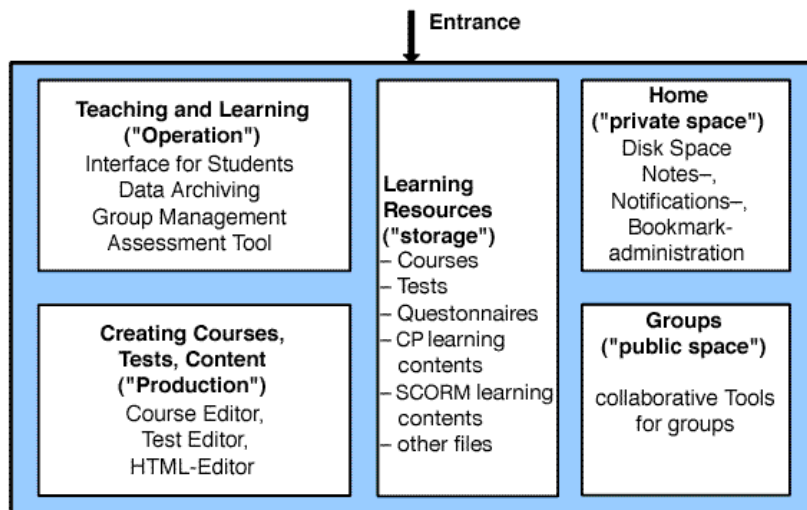
In OLAT there are five areas of function at the moment:

- Storage folder,
- Operation,
- Production,
- Private space,
- Public space.

In addition to these areas of function and their respective features OLAT organizes the users' access as well as their rights.

In the following section we will comment on OLAT's areas of function and their respective basic features. Furthermore, you get the possibility to familiarize yourself with the terminology of OLAT. The diagram below as well as the corresponding explanations will give you a first overview. More detailed information regarding these features can be found at [Chapter 6, OLAT Reference](#). The interplay of OLAT's areas of function can be looked up at [Chapter 3, "OLAT in 5 Steps" - Understanding OLAT in Context](#).

Figure 2.3. OLAT - Areas of Function and Terminology



2.5.1. Learning Resources ("Storage folder")

The function area called "Storage folder" is meant to store and manage single learning resources or documents in OLAT. The storage folder and the resources stored within have the same name: learning resources.

OLAT distinguishes between different categories of learning resources in the storage folder:

- courses,
- tests,
- questionnaires,
- CP learning contents,
- SCORM learning contents,
- other files.

In the following section we will describe the basic characteristics of these five types in learning resources. Further information can be found at [Chapter 6, OLAT Reference](#) as well.

"Courses" controls the operation of your event. This category enables the presentation of lectures, seminars, group puzzles, problem-based learning, etc. in OLAT. These courses exist in an OLAT format.

"Tests" can be used within and without a course (or several courses) for examinations or self-tests. These tests have to be available in IMS-QTI format (version 1.2).

"Questionnaires" can be used within or without a course (or several courses) for data collection. The questionnaires have to be available in IMS-QTI format (version 1.2).

"CP learning content" and "SCORM learning content" can be used within or without a course (or several courses) as content (learning material, script, module, etc.). CP and SCORM are standardized e-learning formats in order to store your learning content. OLAT supports these formats to give you the possibility to use your learning content outside of OLAT within other LMS. CP learning contents have to be available in IMS-CP format, SCORM learning contents in SCORM format.

Other files, that is, files containing different formats (PowerPoint folios, PDF documents, Word files, GIF and JPG files, etc.) to be used outside of your course as well, can be stored in learning resources, too.

Within learning resources you can furthermore create one or more resource folders in order to store files or even an integrated starting page from which you may want to get to other courses.

In order to be able to administer learning resources, OLAT puts several features at your disposal to be found in the area "Storage folder" or "Learning resources": assign users, copy, delete, edit, download, search, etc.

2.5.2. Teaching and Learning ("Operation")

The function area "Operation" is meant for learning and teaching. This area is also called runtime environment. In the function area "Operation"

- students will enrol for your course,
- students will work on their learning material,
- students will take tests,
- students will get tasks to be solved, that will later on be assessed online by you as author,
- students will be able to write entries in a forum of which you are the presenter,
- students will get an evidence of achievement at the end of your course.

In order to enable all these options OLAT offers an interface for students in the function area "Operation", as well as a group management, a rights management, a tool for data archiving, and one for assessments. Detailed information regarding these features can be found at [Chapter 6, OLAT Reference](#).

2.5.3. Creating Courses, Tests, Learning Contents ("Production")

In the section "Production" you create the material you want to offer your students. Here you can generate a course or a test; to a limited

extent you can create contents at the same time (learning material, scripts, etc.).

OLAT offers the following tools: a course editor in order to create courses; a test editor in order to store your questions and answers; and a HTML editor in order to generate your content. More detailed information regarding these tools can be found at [Chapter 6, OLAT Reference](#).

2.5.4. Home ("Private space")

In the area Home ("Private space") all OLAT users can store personal documents or manage bookmarks, notifications, and personal notes. Here you can also modify your settings (e.g. language) or determine the content of your internal OLAT visiting card or search for other users.

2.5.5. Groups ("Public space")

By means of the tab Groups ("Public space") all OLAT users can get to different group areas. These groups provide collaborative tools for their members such as forum, disk space, e-mail, information, and chat. In addition to course groups to be opened by course editors, there are project groups as well as right groups. Each OLAT user can open a project group and invite other OLAT users to join that group as members.

2.5.6. Access Control and Allocation of Rights

The access to OLAT is controlled by means of a registration process. This registration guarantees the users' identification in case of emergency. The distribution of copyright documents is also made possible (according to current Swiss law). After registration, new users will be provided with their own OLAT account with limited rights. Author rights can be later on allocated to them by our support team. These author rights represent user rights of the highest degree within OLAT. However, it is also possible to provide other limited rights: rights to use tutoring, data archiving, and group management tools.

Additionally, there is the possibility to access OLAT as guest. Learning resources available for guests will be visible without registration while visiting OLAT.

Chapter 3. "OLAT in 5 Steps" - Understanding OLAT in Context

This chapter is meant to explain the most important relations and processes within OLAT to users with author rights. As introduction to this chapter please have a look at the section [Basic Features of OLAT](#) of the previous chapter. The following remarks will help you to create and run a course in 5 steps.

Each step will be further explained in the section [Chapter 6, OLAT Reference](#).

3.1. 5 Steps to Create a Course

Imagine a simple one: your course should contain a script (learning material suitable for the web), a test to control the student's progress, a forum, and a questionnaire for evaluation purposes. The course participants have to enrol for your course in order to profit from it.

Questions and answers are already set for your test, the design for your questionnaire is selected, and your script's content is already organized. Your course could now be planned as follows: All students have to enrol within two weeks. Then they have to work on your script till the tenth semester week. Within the last four weeks during the semester the students have the possibility to take your test. The questionnaire should be filled in during the last semester week. Your students could be welcomed every time they visit your site by a corresponding page. The forum should be at their disposal during the whole course in case of questions of any sort.

- Step 1 - Creating Tests and Questionnaires
- Step 2 - Creating a Script (Content, Learning material)
- Step 3 - Creating a Course
- Step 4 - Opening that Course for Students
- Step 5 - Running your Course (Teaching and Learning)

3.2. Step 1 - Creating Tests and Questionnaires

The structure of your test is set. Your questions and answers (for the test and the questionnaire) are right in front of you on a sheet of paper. Questions and answers in electronic form will make things a lot easier because then you can use the copy and paste function of your computer. How to create a test will be explained further down (see A - F). Have a look at the picture as well. A questionnaire can be generated the same way, just replace the term "test" with the term "questionnaire" in your mind.

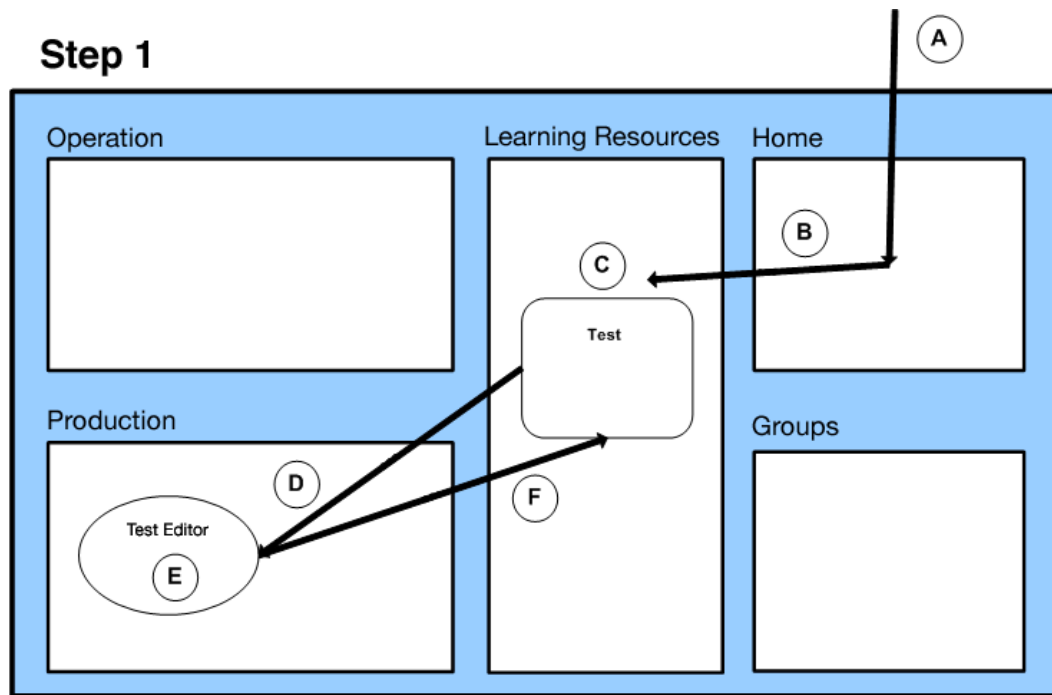
In order to be able to re-use your test within an other LMS we trust in the file format IMS-QTI (current version: 1.2), a standardized e-learning format. For further information please go to [Chapter 6, OLAT Reference](#).

Your first step is to

- A. log in as OLAT user with author rights (you are in your Home index right now),
- B. select "Learning resources" in the menu,
- C. click "Test" in the box "Create", insert at least "Title" and "Description" before saving your input (your test is now stored in learning resources, however, without questions or answers),
- D. start the test editor,
- E. create your test by organizing it with the help of sections; in those sections you can then insert your prepared questions and answers,
- F. close the test editor (its structure, questions, and answers are now safely stored in learning resources).

Now your test is complete and can be implemented in your course.

Figure 3.1. Creating a Test



3.3. Step 2 - Creation and Implementation of Scripts (Content, Learning material)

At the moment OLAT only provides CMS features in a rudimentary form. This means that within OLAT, there are no suitable editors to create complex learning contents containing Flash animation, Java scripts, pictures or movies. You better use known editors such as Dreamweaver, GoLive, PSPad, or XMetal instead. OLAT supports two different e-learning standards: IMS-CP and SCORM (for further information go to [Chapter 6, OLAT Reference](#)). Consequently, you have to save your learning content created outside OLAT in IMS-CP or SCORM format (Sharable Courseware Object Reference Model) in order to be able to import it into OLAT. Some editors put a IMS-CP or SCORM plugin at your disposal. If not, please use the Reload editor for free (see also OLAT Reference). Reload editor: <http://www.reload.ac.uk>.

If you do not know any editor or have no preference for a certain product, feel free to use the HTML editor (XHTML) inside OLAT in order to create simple learning contents or homepages. For further information go to [Chapter 6, OLAT Reference](#).

On the pre-condition that you have already created your learning content and generated an IMS-CP or SCORM file (Zip file), we will proceed to the next step.

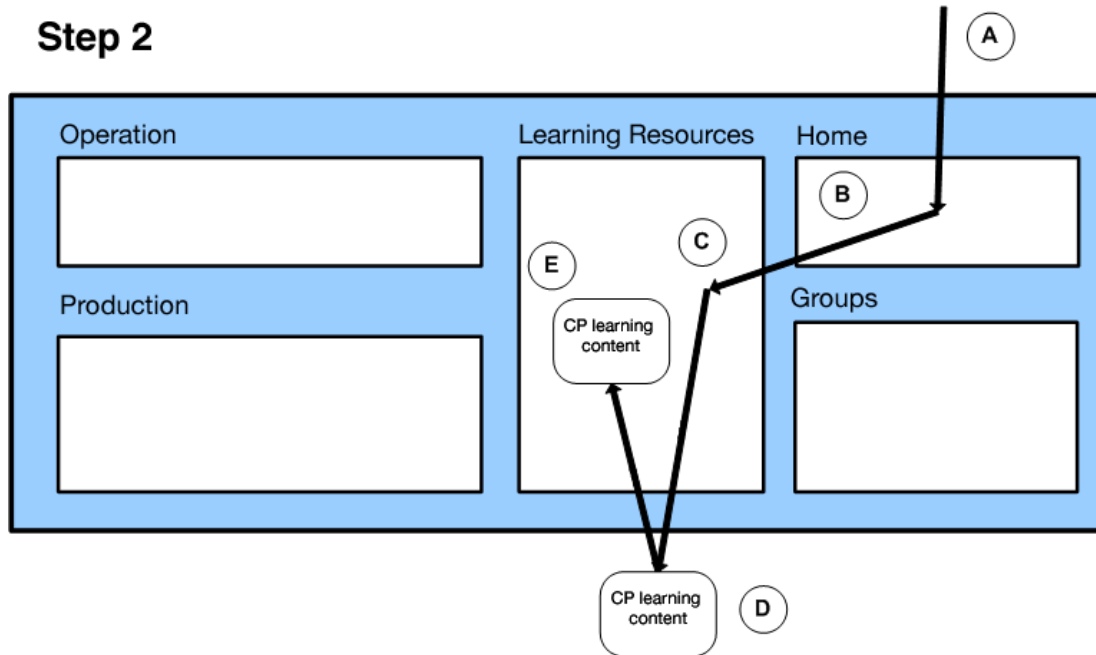
Your second step is to

- A. log in as OLAT user with author rights (you are in your Home index right now),
- B. select "Learning resources" in the menu,
- C. click "CP learning content" or "SCORM learning content" in the box "Add",
- D. select "Transfer file", search for your CP or SCORM Learning Content Zip file on your local disc. Then click "Save",
- E. wait till your Zip file has been transferred. Then insert at least a "Title" and a "Description" and click "Save".

Your CP or SCORM learning content is now complete and can be implemented in your course.

Figure 3.2. Creating a Script (Content, Learning material)

Step 2



3.4. Step 3 - Creating a Course

Your didactic course concept can now be put into effect. Step 1 was meant to create a test or questionnaire, step 2 dealt with the creation of learning contents and with their storage in learning resources. In order to put together an entire course OLAT provides you with the means of a course editor. This editor offers various course elements that can be adapted according to your needs. Those course elements can be combined in number and order as you wish. The configuration of each course element enables you to limit the access or visibility for every single user group. Detailed remarks regarding course editor or course elements can be found at [Chapter 6, OLAT Reference](#).

In order to create a course you need:

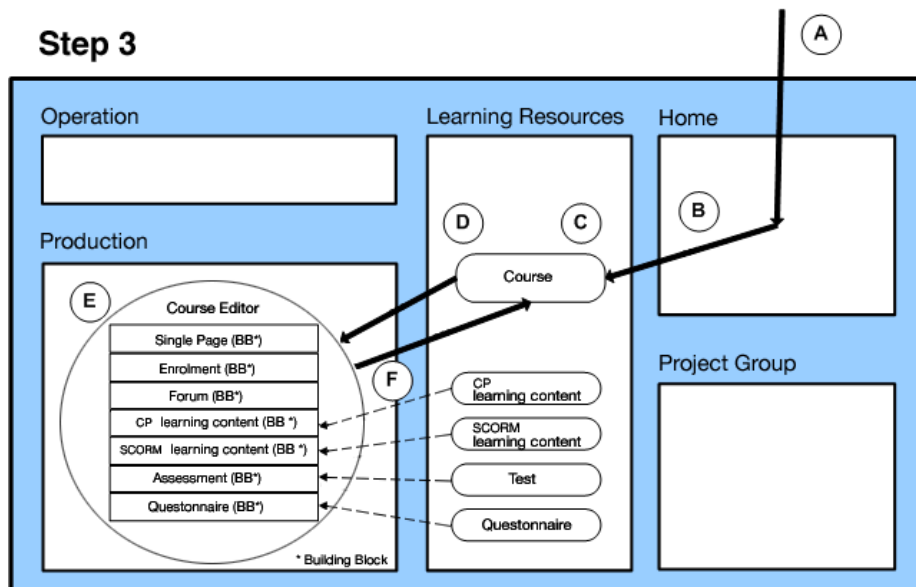
- the course element "Single page" in order to create a welcome page with the internal HTML editor.
- the course element "Enrolment" in order to control the registration of your students (e.g. the enrolment period),
- the course element "Forum" in order to provide a forum for your course participants,
- the course element "CP learning content" in order to implement your CP learning content stored in learning resources (or the course element "SCORM learning content" respectively),
- the course element "Test" in order to implement your test stored in learning resources and to determine from what time on your students are allowed to take the test, and
- the course element "Questionnaire" in order to implement the questionnaire stored in learning resources and to determine from what time on your students are allowed to fill it in.

Your third step is to

- A. log in as OLAT user with author rights (you are in your Home index right now),
- B. select "Learning resources" in the menu,
- C. click "Course" in the box "Create", insert at least a "Title" and a "Description" and save this (your course is now stored as a frame in learning resources),
- D. start the course editor,
- E. select the course elements you want, configure them in order to put together your entire course,
- F. close the editor (this means that your course is safely stored in learning resources).

Your course is now complete and can be opened for your students.

Figure 3.3. Creating a Course



3.5. Step 4 - Open Course for Students

Step 4 will tell you how to make the course accessible to your students.

This happens by means of a two-stage mechanism of publication:

1. Your course has to be opened in learning resources for those OLAT users you wish: In learning resources the access is defined for each entry. When creating a new course only you as owner and other appointed co-owners will have the right to open that course for other users. As soon as you set the entry in learning resources to "All OLAT users", that is, as soon as you allow other OLAT users to access your resource, your students will be able to attend the course. (Step 4, A-D)
2. Each course element has to be published in the section editor tools: in order to make those elements accessible and visible for users these elements have to be opened within the editor tools, which means that they have to be published. Later modification of your course or of single course elements have to be published separately in order to be effective. (Step 4, E-H)

In summary, one can say that your course has to be opened in learning resources for those OLAT users you wish, while the separate course elements have to be published in the section editor tools.

This two-staged mechanism of publishing enables you to go on working on a course without the participants' knowledge. Only when publishing other course elements will those be visible and accessible for your students.

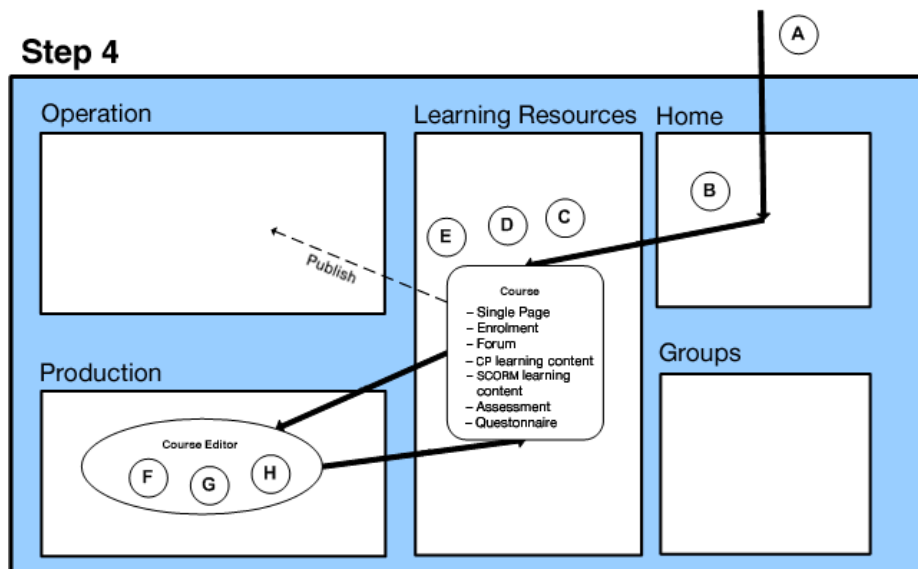
Your fourth step is to

- A. log in as OLAT user with author rights (you are in your Home index right now),
- B. select "Learning resources" in the menu,
- C. select "My entries" in the OLAT menu, search for your course, click "Select" before clicking "Modify",
- D. select the users you want in the section "Access" and save this setting,
- E. start the course editor,
- F. click "Publish" in the section "Editor tools" before selecting the relevant course elements,
- G. confirm your choice by clicking "Publish" and then "OK",
- H. close the course editor in the section "Editor tools".

Your course is now accessible for students.

Figure 3.4. Open Course for Students

Step 4



3.6. Step 5 - Running a Course (Teaching and Learning)

Step 5 deals with teaching and learning.

The interface for students allows your participants to attend your published course (see step 3 and 4) containing your learning material prepared by you according to step 1 and 2. In case you have also planned some teamwork, the feature "Group management" will be at your participants' disposal as well.

As course administrator you have access to

- the student's interface,
- the group management (administration of participants and groups),
- the rights management (allocation of specific rights regarding group management, data archiving, course editor, assessment tools),
- data archiving (download of course data), and
- an assessment tool (meant for assessing students manually).

As soon as you have nominated coaches or tutors and allocated groups these tutors will be able to manage their group and assess the participants by means of the relevant tools.

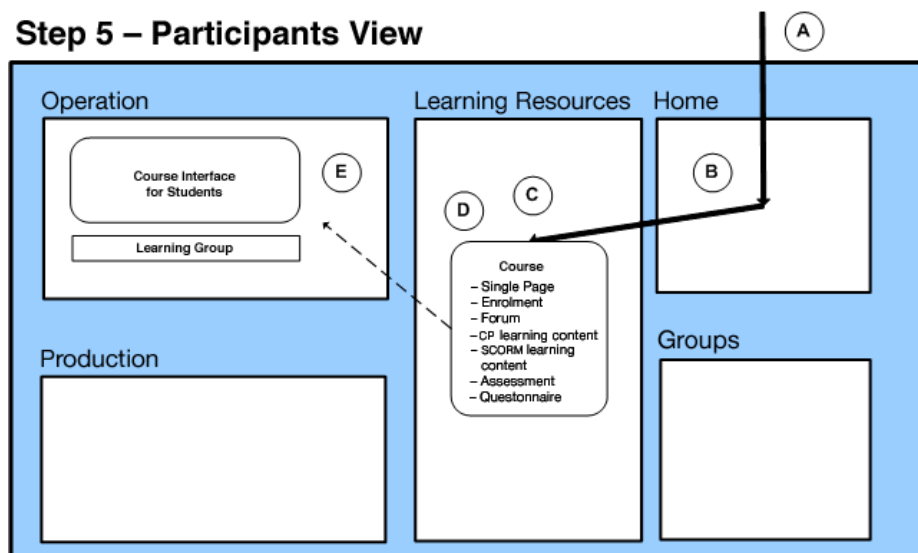
For further information we recommend the following [Chapter 6, OLAT Reference](#).

The fifth step means for your participants to

- A. log in as OLAT users,
- B. select "Learning resources" in the menu,
- C. select "Courses" or "Catalogue" in the OLAT menu and search for your course,
- D. select that course,
- E. and work on it.

Figure 3.5. Participants' view: Running a Course (Learning)

Step 5 – Participants View

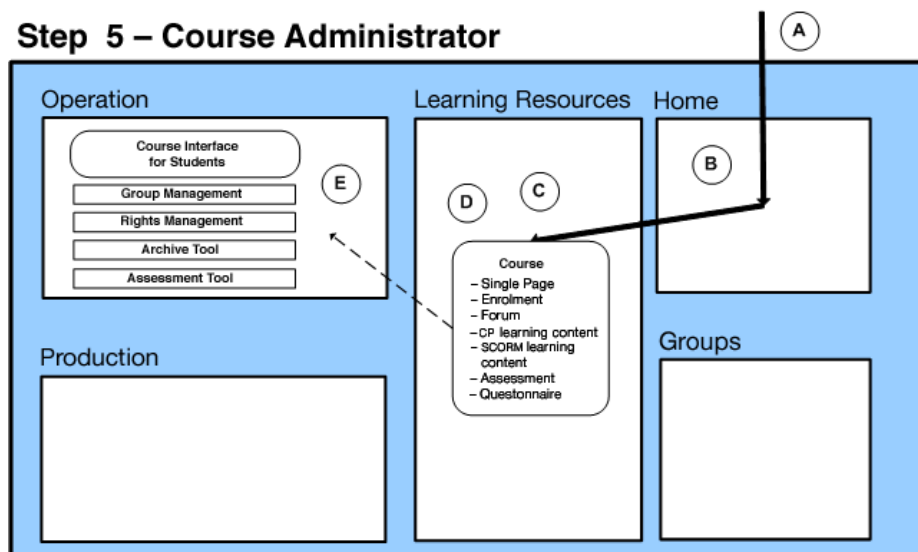


The fifth step means for the author and course administrator to

- log in as OLAT user with author rights (you are in your Home index right now),
- select "Learning resources" in the menu,
- choose "My entries" in the OLAT menu and search for your course,
- select that course,
- and manage it.

Figure 3.6. Course administrator: Running a Course (Teaching)

Step 5 – Course Administrator



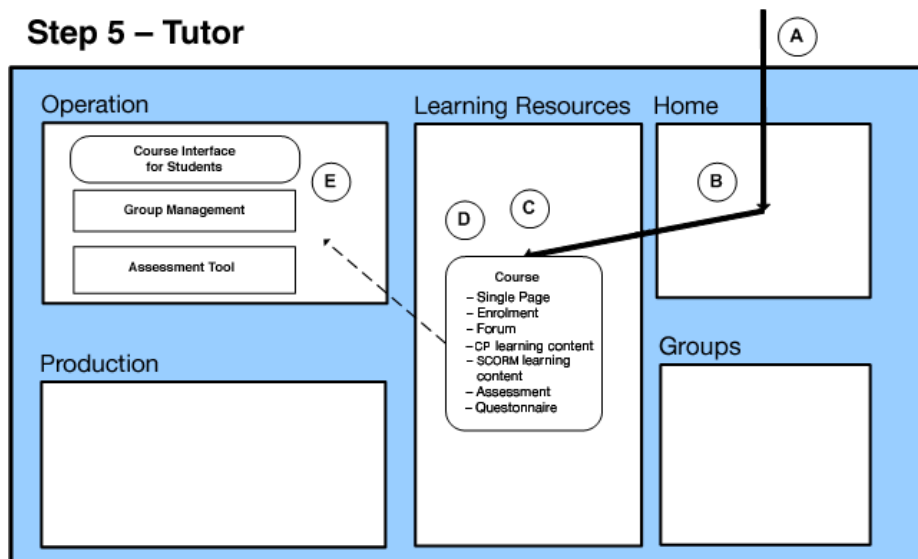
Pre-condition is that you have already allocated a coach or tutor to a learning group.

The fifth step for your coach or tutor is to

- log in as OLAT user (you are in your Home index right now),
- select "Learning resources" in the menu,
- choose "Courses" or "Catalogue" in the OLAT menu and search for your course,
- select that course,
- and manage your learning group during that course.

Figure 3.7. Tutor's View: Running a Course (Teaching)

Step 5 – Tutor



Chapter 4. Creating a Course in OLAT - a Metaphor

This chapter explains the basic features of OLAT by means of the metaphor "Restaurant", of how to easily create a course. The chapter [Chapter 3, "OLAT in 5 Steps" - Understanding OLAT in Context](#) gives further details. More information regarding operation, tools, and course elements can be found at [Chapter 6, OLAT Reference](#).

4.1. How do I create a course?

Creating a course is similar to cooking a meal. Imagine being chef in a restaurant. Different tools are at your disposal: pans, a big stove, a big table, all the necessary ingredients: onions, tomatoes, olives, capers, basil, spaghetti, Parmesan, and a new idea, the preparation of the special sauce "Siciliana".

This idea to prepare the sauce "Siciliana" corresponds with the didactic concept of a new course you want to put into practice by means of all the available OLAT tools and of all those ingredients you have already prepared.

Your pans can be seen as course elements, the big table is your storage folder while the stove is the course editor. Your ingredients will not be ripe tomatoes, black olives, capers, and pleasant-smelling basil but tests, questionnaires, tasks, syllabus, general information, and various learning contents (scripts).

Just like the chef has to prepare the ingredients and all the necessary tools in order to be successful, you have to prepare yourself as well. You have to have in mind your complete course, your tasks saved in HTML format before storing them in the corresponding folder, as well as you have to have thought about your syllabus and about some general information for your students. Your learning content (scripts)--or part of it-- must be web-compatible and stored in IMS-CP or SCORM format in OLAT. Your tests--or part of them--have to be created with the test editor and stored in OLAT as well. The same is true for your questionnaires.

Next to the selection of the right ingredients and tools, there are other important questions to be asked; the chef of the restaurant has to think about the following: Should his business be open for everybody or do potential guests have to make a reservation in advance? Is the restaurant a small one, only suitable for a few number of guests? Are there several rooms with different tables? Are there restrictions regarding how many persons are allowed per room or per table? Is there only one meal per room or even per table? Will his guests be able to talk to each other and to the staff as well?

The access to the course and the number of participants can be controlled by means of the course element "Enrolment". The question of how many persons per table and which meal to be served in what room can be solved by means of OLAT features as well: in addition to groups and/or learning areas, there is the forum and the chat in order to control communication. The tables mentioned above correspond with OLAT groups as well as the rooms containing tables correspond with OLAT learning areas containing groups.

All preparations done, you are ready to start cooking. Regarding your course this means that you put together and configure the relevant course elements according to your needs with the help of the course editor. Each type of course element exerts exactly one function (implementation of learning content, test, self-test, tasks, questionnaire, external learning content, forum, folder, etc.); course elements can be combined as often as you want to. Configuring means adapting each course element to your personal needs.

4.2. How do I make my course ready to be put into operation?

Before serving your guests, you should try the meal and the side- dishes in the kitchen first.

In OLAT you have a publishing mechanism in order to control your work. You have to publish your course and single elements within the course editor to make your course ready to be put into operation. This mechanism also assures the publication of course elements that are correctly configured. Of course, you are the one to choose which elements should be published at all.

4.3. How do I make my course accessible for participants?

In order to be able to order different meals, these meals have to appear on your menu first. Additionally, you can determine whether a meal should be on the menu all the time or only on the seasonal one.

In OLAT this means that you have to allow all OLAT users (in learning resources) to access your course by making it visible in learning resources. Otherwise, your participants will not be able to see a published course nor will they be able to attend it. Furthermore, you can determine if you want to allow OLAT guests to access your course.

4.4. Which tools can be used during the course?

In your restaurant you have several possibilities. You can add or remove tables and chairs from your rooms and thus modify the number of seats. After the meal you can charge your guests and present them a bill. If you want to, you can even record how often a meal has been ordered at a certain evening.

OLAT therefore provides you with a group management feature (in order to manage users and groups), an assessment tool (for assessing your participants manually), as well as a tool for data archiving during the course.

Chapter 5. OLAT Tutorials with Templates

Soon you will find templates at this place in order to help you to easily create a course.

At the moment we recommend you to search for demos in learning resources, select one or more demo courses ("Demo course for authors", "Demo: Course containing placement test", etc.), and to copy before opening it within the course editor. There you will see how the selected course is structured and how its elements are configured. You have also the possibility to modify or elaborate those demo courses.

In case of questions regarding your demo courses while working on them, you can consult the context-sensitive Help on your current page. This feature provides answers regarding, e.g. the course editor. You can activate the context-sensitive Help by clicking on the question mark icon on the relevant page.

Chapter 6. OLAT Reference

This OLAT Reference is a kind of dictionary to get answers to as many questions as possible and to give detailed explanations to the functionalities and relations presented in the previous overview chapter.

A first impression of OLAT concerning its structure and possibilities can be found at [Chapter 2, "Understanding OLAT" - A Bird's-Eye View of OLAT](#) and at [Chapter 3, "OLAT in 5 Steps" - Understanding OLAT in Context](#).

6.1. OLAT Log-in Page

The log-in page enables you to register or visit OLAT as a guest. In addition, you get further information to be able to use OLAT according to your needs.

6.1.1. Log In

- Via your university: in order to log in select your university or college from the list displayed by OLAT. You will be passed on to your university and asked to authenticate by means of your access data. For example, the University of Zurich requires the so-called Uniaccess Login and password. When first visiting OLAT you will be asked to choose a user name.
- Password forgotten: if there are problems while logging in, please turn to the computer science department of your university for further information.
- Alternative possibility to log in: if you are not a member of one of the indicated universities or colleges you have the possibility to log in by means of your OLAT administration. Please note that not all of OLAT's learning material will be accessible when logging in alternatively.
- Course participants who are not members of the indicated universities: If you are a course author and want to invite participants to your course who are not members of the indicated universities you have the possibility to apply for a special OLAT account for these participants at your OLAT administration. You will need the participants' first and last name as well as their e-mail address.

If you have to participate in an OLAT course but are not a member of one of the indicated universities, please get in contact with the appropriate lecturer first.

6.1.2. Guest Access

You can also visit OLAT as a guest. This will offer you a first glimpse of OLAT with limited functions: you will only have access to learning contents that are explicitly meant for guests. In order to get access to other material you will have to log in by means of your university's access data or register with OLAT.

6.1.3. Browser Check

By means of the browser check you can find out if your browser is properly set to be able to use OLAT according to your needs.

6.1.4. Information on Cookies

This link will explain what cookies are and why you have to allow cookies in order to be able to work with OLAT properly.

6.1.5. Session Timeout

As soon as you log in OLAT will manage a session for you. After each query (e.g. activating a question that is part of a test) the session time starts anew. If you do not click on an OLAT page within 59 min, the session will be terminated after the 60th min without further notice. When clicking the next time you will reach the Log-in screen. Any unsaved data will be lost. Please keep this in mind and frequently save your files.

6.2. Home

"Home" is your entrance to OLAT. Here, you can modify your profile (e.g. select your language), edit your personal data, change your

OLAT password, and manage your bookmarks and notes. Additionally, OLAT provides you with a personal folder (private disk space on the OLAT server).

6.2.1. How can I configure my Home?

Each OLAT user can determine what his/her OLAT Home should look like. "Configure page" enables you to select the items and their order to be displayed on your Home. The following topics are at your disposal:

- OLAT Quickstart Links
- Did you know...?
- OLAT System Information
- My Bookmarks
- My Groups
- My News
- My Evidences of Achievement
- My Notes
- Comic Strip

6.2.2. What settings can I modify?

- User profile: the most important personal information such as user name, first and last name, e-mail address, and affiliation will be stored. Further information is voluntary. If you choose to provide further information OLAT users with special rights (e.g. course administrators, tutors) will be able to get access to it.

It is important to know that you can change your personal e-mail address by means of your user profile. OLAT will automatically redirect incoming e-mails to your new address.

User name, first and last name will be automatically transferred from your profile to your visiting card. This means that all other OLAT users will be able to see this information.

- Visiting card: Your visiting card will automatically show your first and last name as well as your user name. If you want to provide further information you will have to modify your profile accordingly and mark your entries on the configuration page of your visiting card. Additionally, you can insert a text or a photo.
- System: The system settings allow you to determine your language (German, French, Italian, and English, at the time being) as well as font size. In addition, you can decide upon the character encoding while downloading files by means of data archiving.
- Password: As long as you know your current OLAT password and are logged in you can choose a new one.
- Instant Messaging: If you do not want other users to know whether you are currently using OLAT you have the possibility to delete your name from the online user list. In case you want your name to appear on the online user list you can determine whether the time spent online or the course you are working on shall be indicated. Furthermore, you can decide on your general chat mode after logging in.

6.2.3. What notifications can I subscribe to?

If you are member of a group with a forum or folder or if you participate in a course with a forum or folder you can subscribe to automatic notifications. Each time the forum or folder is modified (e.g. by a new entry) you will receive a message.

6.2.4. Where can I manage my bookmarks?

Bookmarks help you to get quickly to the courses you participate or work on. You edit or delete bookmarks via "Home" / "Bookmarks". You can set bookmarks when first visiting a course or later on via learning resources (detailed view of the course).

6.2.5. Where can I store private documents?

Within OLAT, there will be a personal folder at your disposal to store private documents. This personal folder is subdivided into two folder types: "private" and "public". In both folders you can create any number of new folders, save documents of any kind, move documents within these folders, copy, delete, zip, and unzip. By means of "save as" you can even download single files from your personal folder to your PC. Entire folders can also be saved to your PC as zip file.

Attention: the folder "public" can be searched for by other OLAT users. They can also download each document stored in that folder.

If you have to store very large documents and therefore need more space in your personal folder, please contact the appropriate administrator.

Note

Attention: Umlauts, symbols, and spaces cause trouble! We recommend not to use umlauts or special characters in folder names or file names. Two words should not be separated by a space character but by _ (underline).

Example: Fruehzeitliche_Geschichte

6.2.6. How do I find my notes?

For each course you participate in you can create personal notes that only you will see. These notes can be edited or deleted afterwards.

You get access to these notes when opening the corresponding course. All of your notes can be found at "Home" / "My notes".

6.2.7. How do I find other OLAT users?

By means of the menu entry "Other users" you can search for other OLAT users. You can have a look at their visiting cards, download files from their public folder or send them an e-mail.

6.3. Groups

In OLAT there are three types of groups:

- Project Groups

- Learning Groups
- Right Groups

Each OLAT user sees the groups he owns or participates in on his "Home" page as well as when opening the tab "Groups".

Groups dispose of different tools that can be allocated by the group's owner. This owner decides if there should be group members with administration rights (owner or tutor) who provide announcements for all members on a special information page; who can send e-mails via contact form; who provide a forum or chat room. The owner or tutor can furthermore determine whether there should be a folder in order to store files.

6.3.1. Project Groups

A project group facilitates team work outside the course's context. Each OLAT user can initiate a group with the members he wants to join, invite others or cancel his invitation to join the group. The only condition is that the others are OLAT users as well. You create your project group in the tab "Groups" by means of the tool "Create" "Project group". These groups can be provided with different tools according to your needs, such as forum and/or storage folder (disk space).

Examples for project groups are:

- Study group: Students can discuss learning content or exchange files.
- Author group: Authors work together to create a file; only the final version should be stored in learning resources as learning content.
- Publication group: Scientists work together to get the results published later on.

6.3.2. Learning Groups

Being course author you can create groups students have to enrol for or you can create groups and enter the students' names by yourself. These groups related to a course are called learning groups in OLAT. You determine how many members your group shall have. You can furthermore assign that group to some tutors. They will be able to administer your learning group, which means that they can admit new members and appoint other tutors. During the course you can create learning groups by means of the tool box "Course tools" "Group management". Several learning groups can be brought together in one learning area. More detailed information can be found at [Operating a Course](#).

6.3.3. Right Groups

Being the course author you can allocate other OLAT users certain rights by inviting them to your right group. You have the possibility to admit all OLAT users (authors, students) to a right group independently of the roles they play inside OLAT. The rights you can assign to such a group are: manage learning groups, edit your course, archive data, and assess other participants. Right groups can be created during the course by means of the tool box "Course tools" "Right management". For further information go to [Operating a Course](#).

6.4. Storage and Learning Resources

In OLAT the term 'learning resource' means on the one hand 'storage' (function area in OLAT) and on the other hand each single learning resource stored within (single documents, files or other material that supports learning and teaching).

6.4.1. How can I profit by using learning resources (storage)?

Learning resources is a means to store documents. Imagine a closet. There are two keys to open this closet: a general one and a special one. Depending on the key you chose you get a different view of the closet's content. Turning to learning resources again, the general key represents the access for all registered OLAT users whereas the special key means access for authors only.

6.4.1.1. How do I get access to learning resources?

There are two possibilities:

- The general access for OLAT users is automatically open to everyone registering on OLAT.
- In order to get an author's access you have to register first before applying for author rights. We will appoint you author.

6.4.2. What is a single learning resource (document)?

Within learning resources (storage) you can store single documents that are also called learning resources. These documents are similar to those kept inside a box in a closet. That box contains documents as well as further information (title, author, description), the so-called meta data. You as owner of the box can decide who gets access to the content of that box and what actions can be taken regarding those documents (e.g. delete the whole box, edit a document, etc.).

6.4.3. What types of single learning resources (documents) are there?

Everything dealing with learning and teaching can be a learning resource. You are the one to determine the content of your learning resource.

You can store five different types of documents in learning resources (storage folder):

- Course (special document type in OLAT)
- Test (standard document type in accordance with IMS-QTI, *.zip)
- Questionnaire (standard document type in accordance with IMS-QTI, *.zip)
- CP learning content (standard document type in accordance with IMS-CP, version 1.1.2 *.zip)
- SCORM learning content (standard document type in accordance with SCORM, version 1.2 *.zip)
- Resource folder (storage folder in OLAT; may contain different types of files)
- Other files (files of different format. Text: *.html, *.txt, *.doc; tables: *.xls; presentations: e.g. *.ppt but also PDF: *.pdf; movie: e.g. *.mov; music: e.g. *.mp3; pics: e.g. *.gif, *.jpg; animation: e.g. *.swf)

You can put these files at other OLAT users' disposal by means of learning resources. However, those files cannot be included in a course nor transferred to other folders within OLAT.

The following sections will give further detail of the types mentioned above.

6.4.3.1. A Course as Learning Resource

A course as learning resource is e.g. your lecture or seminar put into practice by using OLAT. Your course can contain CP learning resources (see below), tests, self-tests, as well as questionnaires you have stored in learning resources (in the storage folder). Your resource folder can be linked to the course's storage folder in order to get access to its contents. You create your course by means of the OLAT course editor (have a look at [Detailed Knowledge in Order to Produce a Course](#)). That course will then represent a special OLAT document type. OLAT courses can be either exported or imported.

Within a course there are additional tools to administer your course: group management, rights management, assessment tool, data archiving (have a look at [Operating a Course](#)).

Note

Attention--Problem: My students cannot see my course: Check if "Access for all OLAT users" is activated (detailed view of your course). (You have the possibility to further limit the access to single contents for certain groups and/or for a certain time in the course editor. See [Detailed Knowledge in Order to Produce a Course](#).)

6.4.3.2. Test as Learning Resource

The learning resource "Test" is a document based on the IMS-QTI Standard (Instructional Management Systems - Question and Test Interoperability; version 1.2, at the time being). You have the option to pre-set questions as well as answers. This learning resource is suitable for preparing tests, self-tests, and exams.

The IMS-QTI format makes sure that you can use this test with any other compatible Learning Management System (version 1.2).

You can create an IMS-QTI test document with the OLAT test editor (see section [Test, Self-test, Questionnaire](#)) or any other appropriate external editor. Within learning resources (storage folder) there is no difference between test or self-test. Therefore, you have the possibility to use the same test document for both in one or more courses (for further information see section "Course elements test and self-test").

Each test document that is not used in a course can be put at the students' disposal as self-test in learning resources (storage folder). In this case, however, no results will be saved.

6.4.3.3. Questionnaire as Learning Resource

The learning resource "Questionnaire" is a document based on IMS-QTI Standard (Instructional Management Systems - Question and Test Interoperability; version 1.2, at the time being). It allows pre-set questions and answers. This learning resource is suitable for online opinion polls and evaluations.

This IMS-QTI format makes sure that you can use your questionnaire with any other compatible Learning Management System (version 1.2).

You can create an IMS-QTI questionnaire document by means of the OLAT questionnaire editor (see section [Test, Self-test, Questionnaire](#)) or any other appropriate editor. Questionnaires stored in learning resources (storage folder) are accessible during your course or directly in learning resources by means of your access control.

6.4.3.4. CP Learning Content as Learning Resource

The CP learning content is e.g. an enclosed script or a learning module. CP means "Content Packaging", a learning resource saved in standard format in accordance with IMS-CP specifications (Instructional Management Systems). This IMS-CP format makes sure that you can use your learning content with any other Learning Management System based on IMS-CP format. You can generate your CP learning content with any editor before saving it in CP format (version 1.1.2). For further information have a look at section [Learning Content](#).

You are able to insert a CP learning content stored in learning resources into one or more courses (see [Detailed Knowledge in Order to Produce a Course](#)) or provide it with different access rights so that your users can download this CP learning content directly to learning resources (storage folder) before working on it outside the course.

Your CP learning content may contain text as well as pics, animation, movies, etc. Only PHP, JSP and a link between two CP learning contents is not allowed.

6.4.3.5. SCORM Learning Content as Learning Resource

The SCORM learning content as learning resource is e.g. an enclosed script or learning module. SCORM means Sharable Courseware Object Reference Model, an E-Learning standard format. This SCORM format makes sure that you can use your learning content with any other Learning Management System supporting SCORM format. You can generate a SCORM learning format with any editor before saving it in SCORM format (version 1.2).

A SCORM learning content stored in learning resources can be inserted in a course (see [Detailed Knowledge in Order to Produce a Course](#)) or be provided with different access rights so that users can download that SCORM learning content to learning resources (storage folder) before working on it outside the course.

6.4.3.6. Resource Folder as Learning Resource

You will need a resource folder if you want to use the same files (e.g. HTML or CSS files) in more than one course. Any number of resource folders can be created in learning resources (storage folder). Resource folders can be accessed by one or more courses (via the course's storage folder).

6.4.3.7. Other Files as Learning Resources

In learning resources you can also store documents created outside of OLAT (e.g. PowerPoint, PDF, HTML files, pics, movies, animation, music) and provide them with different access rights. These files may be put at other OLAT users' disposal if you extend the access rights accordingly.

However, these files in learning resources cannot be part of a course.

6.4.4. What can an author do with learning resources (storage folder)?

Learning resources are meant primarily as storage folder or as management tool for single learning resources. In addition, you can add further learning resources, create new learning resources, and activate the course editor or the test/questionnaire editor, respectively.

6.4.4.1. Adding a Learning Resource

A learning resource already existing can be stored in learning resources (storage folder) either from your local PC or from your personal folder in OLAT.

For this purpose, please select "Add" in the box on the right (menu) as well as the resource's type you want to add and follow the instructions. If you want to add a course you will be asked, e.g., what should be done with the learning resources linked to that course.

The upload limit per learning resource is 200 MB. If your learning resource exceeds this limit please contact your OLAT administration in order to get more space.

6.4.4.2. Creating a Single Learning Resource within OLAT

At the time being, you can create your course by means of the OLAT course editor (in OLAT format) as well as your tests and questionnaires (in IMS-QTI format 1.2) (see sections [Detailed Knowledge in Order to Produce a Course](#) and [Test, Self-test, Questionnaire](#)). In addition, you can open your own resource folders.

6.4.5. What editors can be opened within learning resources (storage folder)?

In learning resources (storage folder) of OLAT a course editor is at your disposal as well as a test editor, a questionnaire editor, and an editor for your resource folders.

Course editor: by means of this editor you can create a new course (in OLAT format) as well as edit a course already existing.

Test/questionnaire editor: this OLAT editor enables you to produce tests, self-tests, and questionnaires in IMS-QTI format (version 1.2). Additionally, you can edit tests, etc., already existing.

Resource folder editor: this editor helps you to add files to your resource folder as well as to create sub-folders.

6.4.6. What can I do with those single learning resources?

In learning resources (storage folder) you can either open single learning resources (or get information on a single resource) or select a learning resource and perform different operations depending on the one hand on your access rights and on the other hand on that single learning resource's type.

6.4.6.1. Determining the Access to Learning Resources

You (being the author and owner of a learning resource) can determine the access rights to your learning resource via the detailed view (information on entry). On the one hand, you can extend the access rights in "Access have"; on the other hand you can appoint new owners having automatically the same rights as the author (action box "Learning resource" / "Appoint owner").

6.4.6.1.1. Who can access your single learning resource?

Basically, there are 4 categories of persons with access rights:

- Only owners of learning resources
- Owners and other OLAT authors
- All registered OLAT users
- Registered OLAT users and guests

Only owners have access to a learning resource: The smallest circle of people having access rights consists of the author and owner of a learning resource as well as of other appointed owners. All owners have got the same rights as the author of a learning resource, that is, they can edit, copy, delete that resource or grant other users further rights.

Access have owners and all other OLAT authors: This means that in addition to the owners of a learning resource all other OLAT authors can perform certain operations regarding that learning resource. Other authors only have limited access rights to that resource; they can neither edit nor delete it nor can they appoint new owners.

Access have all registered OLAT users: This means that in addition to owners and authors all other registered OLAT users can search for that learning resource and have a look at it. Copy and paste will only be possible if you or another owner allows this operation.

Access have all registered OLAT users and guests: In this case in addition to owners, authors, and registered users also guests can search for that learning resource. Display and download will only be possible if you or any other owner allows that operation.

6.4.6.1.2. Who can appoint other owners?

Being the author and creator of a learning resource you can make any person registered in OLAT owner of your learning resource. This means that this OLAT user will have the same rights to your learning resource. Furthermore, these appointed OLAT owners can grant other users owner rights.

6.4.6.2. Display of a Learning Resource

Display of a learning resource: Depending on its format you will be able to run that learning resource right away or have a first look at it (e.g. at an OLAT course); if not, you have to download it first in order to get a glimpse of its content (e.g. PDF files).

As owner of a learning resource that is apt to be displayed in OLAT you can determine if the learning resource's content should be shown to others. This setting is available in learning resources (detailed view/"Performance possible").

6.4.6.3. The Editing of Meta Data

OLAT meta data are the following: ID, title, author, and description of a learning resource. These meta data will be visible in the detailed view of learning resources. The resource's title as well as its description can be modified.

The detailed view will provide you with further information on that learning resource's purpose, its type as well as its external direct link.

6.4.6.4. Copy

By means of "Copy" you will be able to copy learning resources. As owner of a learning resource you can determine (in the detailed view) if your learning resource may be copied by other OLAT authors.

Example: You want to re-use your course from last semester. Therefore, you copy that course and edit it for the next semester.

Attention: User data cannot be copied at the same time!

6.4.6.5. Delete

In general, all owners of a learning resource will be able to delete it.

A single learning resource can only be deleted if that resource is not currently in use.

Example 1: You want to delete a test that is part of a course. You will get the information that there are references still active on that learning resource (in this case your test) within OLAT. First, you have to delete those references (e.g. a test element of a course) in order to be able to delete the whole test.

Example 2: You want to delete a course containing tests with user data and CP learning contents. Your course will be deleted, however, its learning resources (test and CP learning content) will not; those resources will be stored in your personal folder in Excel format.

6.4.6.6. Export

As owner you can determine (detailed view) if your learning resource may be exported.

6.4.6.7. Setting a Bookmark on a Learning Resource

You can set a bookmark in the detailed view of OLAT in order to easily find your learning resource. That bookmarked resource will be displayed on your OLAT "Home" page.

6.5. Media

In order to create your course effectively different media are at your disposal.

- Pictures
- Flash files
- Movies

6.5.1. Pictures within Learning Contents

Pictures to be used within learning contents must be suitable for the Internet. This means that those pics have to be stored in GIF, JPG or PNG format.

- Pictures in Content Packaging (further information: [Implementation of Pictures, Movies, and Flash Files](#))
- Pictures on a single page (further information: [Implementation of Pictures, Movies, and Flash Files](#))
- Pictures in a test, self-test or questionnaire (further information: [How to Insert Pictures, Movies, and Flash Files](#))

6.5.2. Flash Files in Learning Contents

Flash files have to be stored in the file format .swf.

- Flash files in Content Packaging (further information: [Implementation of Pictures, Movies, and Flash Files](#))
- Flash files on a single page (further information: [Implementation of Pictures, Movies, and Flash Files](#))
- Flash files in a test or questionnaire (further information: [How to Insert Pictures, Movies, and Flash Files](#))

6.5.3. Movies in Learning Contents

Movies can be part of different learning contents. These files must be stored in condensed form in order to be transferred via Internet. For example, the file format .mov would be a good choice. The movie's size must be considered when transmitting data. Therefore, it makes sense to store movies on a special Streaming Server before setting a link in your learning contents.

- Movies in Content Packaging (further information: [Implementation of Pictures, Movies, and Flash Files](#))
- Movies on a single page (further information: [Implementation of Pictures, Movies, and Flash Files](#))
- Movies in a test or questionnaire (further information: [How to Insert Pictures, Movies, and Flash Files](#))
- Movies in a forum (further information: [CollaborativeTools - Additional Options](#))

6.6. Cascading Style Sheets, CSS

Cascading Style Sheets (CSS) can be inserted in OLAT on different levels:

- CSS controlling the course`s layout (further information: [How can I change the course's layout?](#))
- In Content Packaging (further information: [Including CSS in Learning Contents](#))
- CSS on a single page (further information: [Including CSS in Learning Contents](#))

6.7. Test, Self-test, Questionnaire

The following section describes the course elements test, self-test, and questionnaire and gives further information on their purpose.

6.7.1. What is a test?

A test contains questions of any type plus relevant answers. Such a test is a course element of OLAT and based on the IMS-QTI standard (Instructional Management Systems-Question and Test Interoperability). Its results can be seen by tutors and/or course administrators; they can also be related to the corresponding student.

6.7.2. What is a self-test?

A self-test is one course element of OLAT offering different types of questions in IMS-QTI standard format (Instructional Management Systems-Question and Test Interoperability). In contrast to tests, the self-test`s results cannot be seen by tutors.

6.7.3. What is a questionnaire?

A questionnaire helps to collect statistic data regarding the teaching programme. Its questions will also be stored in IMS-QTI standard format (Instructional Management Systems-Question and Test Interoperability). The results of such a questionnaire will be saved anonymously.

6.7.4. Which format do I use for tests, self-tests, and questionnaires?

Tests, self-tests, and questionnaires can be created by means of the OLAT test and questionnaire editor in the IMS-QTI format explained below.

6.7.4.1. IMS-QTI

The IMS project (Instructional Management Systems Project) is a project of the National Learning Infrastructure Initiative by EDUCAUSE. It specifies different standards regarding the exchange of learning contents. The Question and Test Interoperability Specification (QTI) describes a unified format for tests and questionnaires in order to make them exchangeable for various teaching platform. At the time being, OLAT supports IMS-QTI version 1.2.

(Content Packaging--used for the making of learning contents-- (Why do I have to format my learning content as IMS Content Package (CP)?) is also a format defined by that IMS project.)

6.7.4.2. Where do I get information on IMS-QTI?

The IMS-QTI specification is described [here](#).

6.7.4.3. How do I profit by these standardizing efforts?

Only after creating and saving teaching or test objects in standard format can those objects be used as elements in different OLAT courses or other Learning Management Systems.

6.7.5. How do I create a test, self-test or questionnaire?

Before offering a test in an OLAT course, that test has to be created as an independent learning resource. After logging in in OLAT as author, click on "Learning resources". Now you can create tests and questionnaires by means of the corresponding editor (action boxes on your right; choose "Add" and "Create"). You can also add tests or questionnaires from your personal folder or from your hard disk to learning resources.

Tests and questionnaires can be created or edited by means of the OLAT editor. This editor automatically translates your documents to the XML format and creates ZIP files.

6.7.5.1. Can I use external test editors?

You can also create your tests by means of an external editor supporting the IMS-QTI standard format (version 1.2) before importing them to OLAT.

6.7.5.2. Creating Tests or Questionnaires with the Test-and-Questionnaire Editor

When creating a test or questionnaire or downloading a test or questionnaire already existing in OLAT you have to be in the section "Learning resources".

- In order to create a test or questionnaire by means of the editor click on the link "Test" or "Questionnaire" within the action box "Create".
- In order to choose a document already existing from your folder or hard disk and download it to the editor click on "Test" or "Questionnaire" within the action box "Add".
- As soon as the editor mode is on you can choose from the action box "Add" various elements (section, single or multiple choice, Kprim, gaps in a text or additionally free text in questionnaires) in order to create your document.
- The "Preview" shows how your document or question presents itself to the course participant.

Tests and questionnaires are built hierarchically according to IMS-QTI standard: a test consists of one or several sections; a section consists of one or several questions; a question consists of the question itself as well as one or several possibilities to answer (depending on the question).

6.7.5.3. How to Edit an Existing Test or Questionnaire

After creating a new test or questionnaire or after downloading an existing document to your learning resources (storage folder) you may want to edit that file. In order to do this you search for your file in learning resources via "My Entries" and click "Select" to get to the detailed view.

This detailed view allows you to modify OLAT meta data such as title and description. In addition, you can allow others to copy or download your test or questionnaire. Of course, you can also determine who will or will not get access to your test or questionnaire.

In order to edit the content of your test or questionnaire you will have to start the test and questionnaire editor first. Just select "Edit" from the action box "Learning resource" on your right after switching to the detailed view.

This test and questionnaire editor will help you to assemble the different elements of your test (or questionnaire). Possible elements are: section, single or multiple choice, Kprim and gap text. In order to add an element to your test (or questionnaire) you have to click on the corresponding element within the action box "Add".

Each test (or questionnaire) consists of one or several sections; these sections consist of one or several questions. A question consists of the question itself as well as one or more possibilities to answer (depending on the question).

The sections assist you in organizing your test or questionnaire, e.g., to sort out the questions according to subject or level of difficulty. Each test or questionnaire has to contain at least one section.

In OLAT there are five different kinds of questions containing the question itself as well as one or several possible answers (depending on the question): single choice, multiple choice, Kprim, gap text, and free text (within a questionnaire).

- Single Choice: a single choice question consists of a question and two answers at least. Only one of the answers is correct; only one of the possible answers can be selected.
- Multiple Choice: there are at least two answers per question. More than one possibility can be selected; more than one answer may be correct.
- Kprim: a Kprim question always consists of one question and exactly four possibilities to answer. The one answering has to decide four times if the answer is right or wrong.
- Gap text: terms of a certain text are replaced by input fields. The one answering has to fill in the correct terms in those gaps.
- Free text: only available within a questionnaire. A question consists of the question itself and a text field into which an individual answer can be inserted.

6.7.5.4. Create or Edit Questions

The test and questionnaire editor helps you to assemble your test as well as to create or edit single questions.

When creating a question you are able to either make general comments on the question (the so-called meta data) or insert the text of your questions and possibilities to answer.

The general comments on your questions may be:

- title and description
- the answers' alignment
- how many attempts per question are allowed
- how much time per question is acceptable
- the answers' order
- if there should be hints
- if the correct answer should be displayed.

Additionally you can determine

- if the students should be given some feedback and
- if the question should be linked to a HTML page or CP learning content (question of comprehension).

The text of a question or answer visible to students can contain pictures and movies as well.

In addition, you can determine how the points and how many of them should be distributed.

6.7.6. What can my test, self-test, or questionnaire contain?

6.7.6.1. How to Insert Pictures, Movies, and Flash Files

Pictures within a test, self-test, and questionnaire: the test editor helps you to insert pictures into questions and answers. Just use the so-called file upload from your test editor. You can also use pictures within questions of comprehension. If you want to do this you will have to store those pictures separately together with the Java script generating your question of comprehension before linking it to a Content Packaging or a single page. Do not forget to adapt the pictures' path within the Java script. When giving feedback no pictures can be used. You may also edit your test or questionnaire without the editor. Pictures are to be stored in the folder "Media"; references are to be set in the file "qti.xml".

Flash files within a test, self-test, and questionnaire: questions containing Flash files may be part of tests, self-tests, and questionnaires.

6.7.6.2. How do I insert a Flash question in a test?

A Flash question cannot be edited within the test and questionnaire editor. Therefore, you have to insert your QTI file by means of a text editor on your hard disk.

Preparation of your test: If you have already stored an existing test in learning resources, please open this test with the test and questionnaire editor before adding a question. Do not fill in that question! Then save your test in learning resources. That question serves as placeholder and provides you with the necessary IDs for your Flash question. Now download your test to your hard disk. The option "Download possible" has to be on in the detailed view of your entry "Test" in learning resources. In case you do not have a test yet just follow the instructions in order to get a framework for it:

1. Learning Resources -> Create a Test
2. Insert Test's Title and Description; Enable Download
3. Save Test -> Your test will be stored in the storage folder

In order to download that test activate the detailed view of the entry "Test" in learning resources. Its "Tools" will provide you with a link to download your test.

Un-zip the qti.zip file you have received. If your test contains pictures there will be a folder called "Media" for those picture files. If your test does not yet contain pictures nor Flashes there will not be a media folder. Therefore, you have to create a new "Media" folder according to the qti.xml file's hierarchy.

If a Flash file is correctly inserted in a qti.xml file the QTI Engine will be able to deal with results (that part that displays questions and organizes the test's progress). Ordinary Flash movies will be implemented in XML with the <matvideo> tag of the type "application/x-shockwave-flash". These Flash documents cannot communicate with the QTI Engine. If you implement your Flash file with a <matapplet> tag the QTI Engine of that file will allow a reply that can be processed by the QTI Engine. The <matapplet> tag has to be set within a <response_str> tag. Your Flash file will then be able to reply in form of a single string.

Example of a Flash question; excerpt of a qti.xml file

```
<item id="QTIEDIT:FLA:1063841914107" title="A Flash Test">
  <presentation>
    <material>
      <mattext><![CDATA[What is the answer to life, the universe and everything?]]></mattext>
    </material>
    <response_str id="1063841914115" rcardinality="Single" rtiming="No">
      <render_extension>
        <material>
          <matapplet uri="media/sendparam.swf" width="300" height="200"></matapplet>
        </material>
      </render_extension>
    </response_str>
  </presentation>
  <resprocessing>
    <outcomes>
      <decvar varname="SCORE" vartype="Decimal" defaultval="0" minvalue="0.0" maxvalue="1.0" cutvalue="1.0"/>
    </outcomes>
    <respcondition title="Mastery" continue="Yes">
      <conditionvar>
        <varequal respident="1063841914115" case="Yes">42</varequal>
      </conditionvar>
      <setvar varname="SCORE" action="Set">1.0</setvar>
    </respcondition>
    <respcondition title="Fail" continue="Yes">
      <conditionvar>
        <not>
          <varequal respident="1063841914115" case="Yes">42</varequal>
        </not>
      </conditionvar>
      <setvar varname="SCORE" action="Set">-1</setvar>
    </respcondition>
  </resprocessing>
</item>
```

Please note that the attribute of the "item indent" tag has to begin with "QTIEDIT:FLA:". This signals the QTI Engine not to display any forms. Nevertheless, your Flash should contain a kind of "Send" button.

The following part of a code shows how the Flash file responds to the QTI Engine.

----- Sample Code -----

```
var oResponseURL:String = _root.oResponseURL;
var oResponseParam:String = _root.oResponseParam;

sendbutton.onRelease = function(){
  loadVars = new LoadVars();
  loadVars[oResponseParam] = inputfield.text;
  loadVars.send(oResponseURL, "_self", "POST");
}
----- Sample Code -----
```

Copy the example from above to an empty text file (dokumentname.txt). Open the qti.xml file by means of a text editor as well as your text file containing the example mentioned above. The question generated without any data from the file qti.xml provides you with the necessary IDs for your Flash question. Use these IDs for the example in your Flash question. The Flash file's reference (.swf) has to be adapted as well. Please indicate the score for the correct or wrong answer. Then delete the question used as place holder in the qti.xml file and copy your Flash question (the modified example question) to exactly the same position. The Flash file (.swf) should then be stored in the folder called "Media". Your text document containing the example from above will not be needed anymore.

Zip the qti.xml document together with the folder "Media". The new archive should be named qti.zip. Then import that zipped test into OLAT's learning resources.

Tip for Mac users: in case you create zip files by means of StuffIt Deluxe these files will be stored in a new folder generated by StuffIt. Such qti.zip files cannot be imported into OLAT. OSX will be able to assist you in creating a zip archive using the terminal interface (command: zip -r qti.zip media qti.xml).

When reading in data from external text files in your Flash file you will have to adapt the original Flash file (.fla). Flashes in OLAT do not upload files according to the paths they have been uploaded. Flash always takes the browser's URL as starting point. Therefore, you have to put first the path OLAT provides (oStaticURL) whenever your Flash file uses relative paths (making the path absolute and relative).

Example:

```

Instead of calling

loadVariables("media/foo.txt", 0);

use

loadVariables(_root.oStaticsURL + "media/foo.txt", 0);

```

6.7.6.3. Movies in Test, Self-test, and Questionnaire

Movies in Test, Self-test, and Questionnaire: The test editor assists you in including movies in questions and answers. Just use the test editor's file upload. Movies can also be included in questions of comprehension. However, those movies have to be stored separately together with the Java script generating that question of comprehension. Your movies will then only be listed in the question's form. Therefore, you should embed them in HTML. Instead of [VIDEO: media/01491.mov (video/quicktime)], you put <embed type="video/quicktime" pluginspage="http://www.apple.com/quicktime/download/" width="300" height="200" src="media/dokumentname.mov" autoplay="true" controller="true"></embed>.

6.7.7. Will participants have advantages when doing a test and having access to its source at the same time?

No, tests and self-tests in OLAT are safe. There is no possibility to find out the correct answers when having access to their source. The students' answers are sent to the OLAT server before interpreting them.

The same is not true for questions of comprehension. These questions are directly embedded in your learning content in order to give your students the possibility to check their knowledge while reading your learning content. The interpretation of the students' answers takes place in the client.

6.7.7.1. Processing a Test, Self-test, and Questionnaire on the Server's Side

Test and self-test are programmed to process the interpretation of the students' answers on the server's side. The students' input is directly sent from the client to the OLAT server where it will be checked and analyzed. Depending on the test's configuration your students will be able to see that analysis together with their answers already given.

The students' test results will be personalized and stored in a data base. The results of a self-test and its answers will be stored anonymously.

6.7.7.2. Processing a Question of Comprehension on the Client's Side

Questions of comprehension should give your students the possibility to check their knowledge while reading learning contents. Their purpose is self-control and not assessment.

Questions of comprehension are directly linked to a learning content, e.g., a HTML page. Whenever a user reads through learning contents in a browser questions and their answers will also be uploaded. This means that the answers to questions of comprehension can be looked up in their source (the opposite is true for tests and self-tests).

You can create questions of comprehension by means of the test and questionnaire editor. It will automatically generate the relevant Java Script Code that should be copied from the editor to your learning content, e.g., your HTML page.

6.7.8. How do I set up a test?

In order to set up a test or self-test you first have to collect your questions and answers before determining how your test should be presented and assessed. Additionally you can choose if your students should get any further information, e.g., hints, correct answers or some feedback, how often a single question or the entire test may be done, and how many points can be achieved.

6.7.8.1. Solution

If you want to show your users the correct answers you will be able to collect them by means of the test and questionnaire editor. As soon as your users give the wrong answer and click "Save" the correct solution will be displayed.

6.7.8.2. Feedback

You can also give your users feedback to be displayed as soon as an answer has been saved. You decide by means of the test and questionnaire editor if the answer given should be marked right or wrong or if an individual feedback regarding the wrong answer should be displayed.

6.7.8.3. Hints

If you want to provide hints regarding the correct answers to your test you will be able to do so by means of the test and questionnaire editor. As soon as students have saved the wrong answer your hint will be displayed.

6.7.8.4. Time

The test and questionnaire editor helps you to limit the time needed for answering a question (or an entire section) as well as the period during which the test has to be taken. If a question, a section or the whole test has a time limit it is indicated by the hourglass icon next to the question's or section's title (beneath the test's title, respectively). If you start the test or select a question the total time as well as the time limit will be indicated.

The indication of the test's duration is static which means that it remains unchanged during the test and when the time is up. Only when saving the test's results the student will receive a message that the time limit has been exceeded.

6.7.8.5. Repeatability of Questions and Tests

Time can be limited as well as the number of possible attempts to solve a problem per question by means of the test and questionnaire editor.

You can also determine how often the whole test may be taken. You do this using the course editor after including the complete test to your course.

6.7.8.6. Allocation of Points Regarding Questions, Sections, Tests

In the test and questionnaire editor you determine how many points should be allocated per question and how many points are necessary in order to pass your test. This passing score only takes effect after including the test in your course.

Multiple choice questions and gap texts require preparatory work. You have to decide first if you want to allocate points when all answers are correct or if students score for every right answer. Then you determine that score.

6.7.8.7. What results can be shown when taking a test or self-test?

If you want to include a complete test in your course (course editor) you can indicate what kind of information your students will receive during and after taking that test. You decide if your students should see how many points they have gained after answering each question. Furthermore, you can choose between three alternatives to be shown after taking the test: no results, concise results or detailed feedback.

"No Results" in a self-test means that nothing will be displayed, neither in the self-test window nor in the relevant course element. At the time being, within the test window there will be no score indicated, however, after closing the test the student's score will be visible in the test element as well as the current status (passed/not passed). "Concise Results" means that the student can see his score compared to the highest possible score without a list of the asked questions. The detailed feedback lists all the questions and their correct answers as well as the solutions given by the student. The concise and the detailed results will be displayed immediately after taking the test or self-test.

The display of your feedback, hints or correct answers that can be configured in the test editor does not depend on the display of the score.

6.7.8.8. Test Presentation and Navigation Possibilities within a Test

If you include your test or self-test in your course by means of a course editor you can choose between different presentation options. You can or cannot allow the navigation via the menu. If you forbid navigation you can all the same have a display of the menu or the number of questions. If you do not want to give your students further information on your test's or self-test's content you will be able to do so. In this case the title of each question can be indicated nevertheless; it will appear in the question window and not in the menu.

In addition, you decide if your test can be interrupted or terminated. In case of a termination no data will be saved. In case of an interruption the current state will be saved and transferred when starting the test anew. Attention: If a test with time limit is interrupted you cannot regain lost time. In case of a longer interruption it may well be that the remaining questions cannot be answered anymore.

6.7.9. What kind of questions can I cover with the OLAT test editor?

In OLAT there are five different types of questions consisting of the question's text and one or more possible answers (depending on the type of question):

- Single Choice
- Multiple Choice
- Kprim
- Gap Text
- Free Text (Questionnaire)

In order to add questions to your test or questionnaire you have to click on the relevant type of question in the action box "Add".

6.7.9.1. Single Choice

A single choice question consists of a question and at least two answers. Only one of them is correct; only one possible answer can be selected.

The questions as well as the answers can contain text, pictures and movies. They can be combined in any order.

6.7.9.2. Multiple Choice

There are at least two answers per question. Several possibilities can be selected; more than one answer can be correct.

The questions as well as the answers can contain text, pictures, and movies. They can be combined in any order.

6.7.9.3. Kprim

A Kprim question always consists of one question and exactly four possibilities to answer. You have to decide for each of those four answers if it is right or wrong. Three correct answers gain half of the score; four correct answers gain the highest possible score. This type of question is suited for questions that require different elements in order to be solved.

The questions as well as the answers can contain text, pictures, and movies. They can be combined in any order.

6.7.9.4. Gap Text

Terms of a certain text are replaced by empty input fields. The one answering has to fill in the correct terms in those gaps.

Your text can contain pictures and movies as well. They can be combined in any order. The terms to be filled in have to be set (synonyms separated by ;). At the same time you have to determine if there should be case sensitivity or not. Please note that OLAT will only accept answers as being correct the way you have indicated.

6.7.9.5. Free Text

This type of question is only available in a questionnaire. A text field as part of a question is displayed wherein an individual answer can be entered. Such a free text question has to be analyzed manually.

6.7.10. Is there an OLAT question pool?

A question pool is a collection of different questions centrally stored in learning resources. When creating a test of self-test you have access to this pool. This way, a question must only be entered once, however, it can afterwards be used as often as you wish.

At the time being, there is no possibility to record question pools in OLAT. In order to use questions more than one time you have to copy the entire test. In this case modifications must be made separately within the original test as well as within all of its copies.

6.8. Learning Content

6.8.1. What is a learning content?

The term "Learning Content" has different meanings depending on the user: according to subject, tradition or teacher its meaning may vary from content to module or learning progress. Even its respective size (granularity) or its processing regarding the use of multimedia can differ considerably.

In order to be able to create your learning content according to your personal needs OLAT offers you the following possibilities:

- You can generate your learning content externally (outside of OLAT).
- Pictures, movies, and Flash contents cause no problems at all when including them in your learning content.
- The granularity of your learning content is up to you.

Subject to some condition is the fact that your learning content or part of it has to be stored as HTML file, in IMS-CP format (Instructional Management Systems Content Packaging Format, version 1.1.2) or in SCORM format (Sharable Courseware Object Reference Model, version 1.2).

The following section - Learning Content - will help you and give further information on the advantages of the IMS-CP format.

6.8.2. How do I create my learning content?

You can create your learning content with any editor you like (HTML, XML, or text).

6.8.2.1. Can I create my learning content with the HTML editor I am used to?

Of course you can use the HTML editor you are used to.

6.8.2.2. Can I create my learning content with the OLAT HTML editor?

OLAT provides you with a basic Open Source editor called KUPU. This KUPU editor is suitable for generating simple HTML pages, e.g., an introductory page with lots of text. In order to create complex learning contents you may want to use an external editor (for example Dreamweaver or GoLive).

Attention: HTML files created with an external editor should neither be opened nor edited by means of the KUPU editor unless they are stored in the format XHTML 1.0 strict. Already when opening your file certain HTML tags will be overwritten; your file will not be readable any more.

6.8.3. How do I design my learning content?

It does not matter if your learning content contains a single page or Content Packaging: learning contents are single or several HTML documents referencing media files, containing links or even Java scripts. How you design your learning content is up to you. The way you store your files in OLAT is binding. You have two options:

- Store your HTML document as a single page along with its corresponding files (e.g. pictures) in your course's storage folder. This can certainly be an index page referencing other single HTML documents. By means of the element "Single file" you link this single file to your course.
- Pack your HTML pages with its corresponding files in a Content Packaging. Then import it to your learning resources. The element "CP learning content" will link your Content Packaging to your course.

In general, you can include simple HTML elements (e.g. media files) in your learning content to be displayed in OLAT. Java scripts can be included as well, e.g., in order to generate a pop-up window or if you want to control the presentation of your page via your own CSS definitions. If you want to include Java scripts or use CSS you have to pay regard to certain characteristics in OLAT discussed in this chapter.

6.8.3.1. Menu and Navigation

There are different kinds of navigation on different levels that are important when presenting your learning content:

- Course navigation: maps the processing of your event. You can link your learning content to single course elements of this course or any other existing courses. Further information can be found via the context- sensitive Help in each element on the tab "Description" using the item "Link this course element".
- Navigation of single learning modules: Content Packaging, SCORM: navigation results from the composition of your module. Content Packaging offers different possibilities to structure your module, e.g., index page -> subchapter 1 -> page 1, page 2, etc. This navigation is based on its definite data structure. You decide which navigation elements should be used when creating your module in OLAT; use the item "Presentation, presentation options" within the regarding course element in order to be able to configure your navigation.
- Navigation within learning contents: e.g. from one page of your Content Packaging to another one within the same Content Packaging.

6.8.3.2. Link Between Two CP Learning Contents - Not Possible

Each Content Packaging is a self-contained package. It can be exchanged between learning platforms supporting its standard. In order to be able to guarantee this interchangeability you cannot set a link from one Content Packaging to another.

6.8.3.3. Implementation of Pictures, Movies, and Flash Files

Pictures in Content Packaging: You have already created your HTML page having a structured folder containing HTML documents and media data such as pictures (.gif, .jpg). The reload editor helps you to generate your Content Packaging. Your pictures will be packed into that Content Packaging along with relevant HTML files. Further information regarding Content Packaging can be found at: "What possibilities are there to create an IMS Content Package (CP)?"

Pictures on a single page: Store your HTML document referencing pictures in the course storage folder or resource folder along with your picture files (.gif, .jpg). Within your course this HTML document has to be linked from the element "Single page".

Movies in Content Packaging: You have already created your HTML page having a structured folder containing HTML documents and media files such as movies (.mov). The reload editor assists you in generating your Content Packaging. Movies will be packed along with your HTML files in that Content Packaging. For further information have a look at: [Creating a CP Manully Using Standard Software Step By Step](#).

Movies on a single page: Store your HTML document referencing movies in your course storage folder or the resource folder along with those movie files (.mov). Within your course this HTML document has to be linked from the element "Single page".

Flash files in Content Packaging: You have already created your HTML page having a structured folder containing HTML documents and media data such as Flash files (.swf). The reload editor assists you in generating your Content Packaging. Your Flash files will be packed along with those HTML files in Content Packaging. For further information go to: "What possibilities are there to create an IMS Content Package (CP)?".

Flash files on a single page: Store your HTML document referencing Flash files in your course storage folder or resource folder along with those Flash files (.swf). Within your course that HTML file has to be linked from the element "Single page".

6.8.3.4. Including JavaScript

"Learning contents" offers you different possibilities to include JavaScript:

- in Content Packaging
- on a single page.

JavaScript can be added to the contents of a HTML page. When adding JavaScript to the head of a page please note that OLAT will organize what belongs to the head differently. If, e.g., JavaScript (in the head of a single page) generates a pop-up window in a new HTML document you will have to separate the following tags by apostrophes: Script, Head, Body, and Onload since OLAT must not identify these tags (writeln(' <html><he'+ad>');). This is to prevent OLAT from interpreting the head tag from the head of the main document. That tag should only be interpreted in the pop-up window.

Questions of comprehension: The JavaScript code generated by the test and questionnaire editor in order to pose such a question can be added wherever it is possible.

6.8.3.5. Including CSS in Learning Contents

CSS in Content Packaging: Your CSS files are packed in a Content Packaging along with ordinary HTML files. For further information go to: [Creating a CP Manully Using Standard Software Step By Step](#).

CSS on a single page: Store your CSS definitions in the storage folder of your course along with your single page.

How does OLAT react when displaying a HTML page referencing CSS? In order to be able to display this HTML page within OLAT the system has to reorganize this page. OLAT will show that HTML page as contents. Style definitions set for the tags of body and HTML on that page will no longer have any effect. If there are CSS definitions for elements within those body tags they will be applied.

Tip: If you want to display your document along with some background colour just create a table around the contents of your HTML page (everything between the body tags); then define your colour for that table.

6.8.3.6. Including PHP and JSP: Not Possible

OLAT is not able to include PHP and JSP (Java Server Pages). However, PHP or JSP pages on another server can be made available by means of the course element "External page" for your course.

6.8.4. What format must my learning content have when using OLAT?

Your learning content has to be an IMS Content Package in order to be suitable for an OLAT course.

Content Packaging (CP) is a standard format of IMS (IMS Global Learning Consortium). Further information can be found at [IMS Content Packaging](#) This standard represents an open specification for learning contents and thus enables an exchange of these IMS CP compliant learning contents between different learning management systems.

Storing data as IMS Content Package is easy. You only have to add an extra file to your learning contents (HTML, PDF, pictures, etc.). This so-called description file has the name "imsmanifest.xml" and can be created by means of external editors automatically. Then zip this file along with your learning contents which means converting it to IMS CP format in order to be ready for import into OLAT.

6.8.5. Why do I have to format my learning content as IMS Content Package (CP)?

Learning contents more complex than a single file (PDF document or single picture) should be collected and managed in a standardized way. The IMS standard can achieve this with its open, re-usable, and exchangeable Content Packaging format.

A Content Package consists of a data collection in one or more different formats (HTML, pictures, movies, PDF, etc.) tied together and managed by a description file (imsmanifest.xml). This file contains the entire information of that Content Package.

In order to create such a Content Package you do not need special software. The tools required are generally installed on your computer. However, you may want to use additional software to provide you with better results.

Advantages of collecting and describing learning contents via Content Packaging standard format:

- A Content Package represents a clear unit that can easily be navigated by the user (e.g. a student).
- The reusability of such a Content Package is guaranteed for learning platforms (LMS) supporting IMS CP standard.
- Learning units can be better managed and modified via revision control and meta information.

- The author is responsible for contents; the standard defines navigation, presentation, and meta information.

6.8.6. How do I create an IMS Content Package (CP)?

You can convert your learning content to a Content Package (CP) using different kinds of software. Either you create your CP by means of a text editor, HTML editor, and a compression utility or you convert your learning content to a CP using special tools such as a combination of a HTML editor and a description file editor (reload editor) or a specific plug-in for the HTML editor Dreamweaver. The following three sections will provide further information.

6.8.6.1. Content Packaging Using Standard Software

In this context, standard software means: HTML editor, text editor, and compression utility. Create your learning content using a HTML editor. The description file "imsmanifest.xml" is generated manually by means of a text editor. Then store all files in an archive (zip).

Its advantage is that you will have access to all the necessary tools on almost any PC in order to modify your CP whenever you want to.

Its disadvantage is that a manual creation or modification of the description file "imsmanifest.xml" tends to be error-prone because you have to acquaint yourself with that file's structure first.

6.8.6.2. Content Packaging Using a Plug-in For the HTML Editor "Dreamweaver"

The commercial HTML editor Dreamweaver by Macromedia is suitable for a professional design of web pages.

Dreamweaver offers a plug-in to generate Content Packages. This means that you can create your HTML learning content and the description file "imsmanifest.xml" at the same time before packing them into a zip file.

Starting at version 1.1.0, this plug-in operates successfully. You may download it [here](#). Activate the section "Learning" and select "Content Packager for IMS".

6.8.6.3. Content Packaging Using the Description File Editor (Reload Editor)

The description file editor "Reload" assists you in creating the description file "imsmanifest.xml" via graphic user interface as well as it helps you to modify your contents. You create your learning content using any HTML editor avoiding the reload editor.

You get this reload editor for free. Just download it [here](#) and install on your computer.

We suggest that you use this reload editor since it operates simply and safely.

6.8.7. Creating a CP Manully Using Standard Software Step By Step

We do not recommend creating a CP manually; using the reload editor or the Dreamweaver plug-in is more efficient. If you want to write your CP nevertheless please find below a short explanation.

You learn how a CP and the description file "imsmanifest.xml" is organized in order to be able to generate such a file yourself. Then you can summarize it along with your HTML pages and pictures to get your own Content Package.

The tools you will need are the following: a HTML editor, e.g., ([Mozilla Composer](#)), a text editor as well as a compression utility (ZIP format).

Download our example CP and unpack it. You will find that example with the title beispielcp.zip in the folder "CP File Beispiel" to be selected from the menu on the left. After unzipping you will see the following files in your archive:

Figure 6.1. Content of a Content Package

Name	Typ	Grö...
supp	Dateiordner	
.DS_Store	DS_STORE-Datei	7 KB
eight.html	HTML-Datei	1 KB
five.html	HTML-Datei	1 KB
four.html	HTML-Datei	1 KB
one.html	HTML-Datei	1 KB
seven.html	HTML-Datei	1 KB
six.html	HTML-Datei	1 KB
three.html	HTML-Datei	1 KB
two.html	HTML-Datei	1 KB
imsmanifest.xml	XML Document	6 KB
ims_xml.xsd	XML Schema Definition	2 KB
imscp_v1p1.xsd	XML Schema Definition	17 KB
imsmd_v1p2p2.xsd	XML Schema Definition	24 KB

In order to include your own content you have to substitute those HTML documents and the folder "supp" (containing pictures) for your own HTML learning contents. The file "imsmanifest.xml" consists of the necessary content information regarding links and description. The files *.xsd are scheme references that should not be deleted (going into details is not necessary here). Opening the file "imsmanifest.xml" via your text editor will show you a XML file hierarchically structured containing three principal nodes: "metadata", "organisations", "resources". You can also open the file "imsmanifest" via your browser but editing will not be possible there.

Figure 6.2. Extract from a Description File (imsmanifest.xml)

```

- <manifest identifier="MANIFEST-B556A8C0-3C5C-5C58-E1CC-F9EB2A054F4B"
  xsi:schemaLocation="http://www.imsglobal.org/xsd/imsdp_v1p1_imsdp_v1p1.xsd
  http://www.imsglobal.org/xsd/imsmd_v1p2_imsmd_v1p2p2.xsd">
+ <metadata></metadata>
+ <organizations
  default="ORG-C6ACC40C-D9AB-9FE8-9D89-752C21F7785D"></organizations>
- <resources>
- <resource identifier="RES-E31FA092-6A31-9B2C-7F7F-1E86F41FFE08"
  type="webcontent" href="one.html">
  <file href="one.html"/>
  <file href="supp/reloadeditoricon.gif"/>
  <file href="supp/reloadhelp.css"/>
  <file href="supp/sunset1.jpg"/>
</resource>

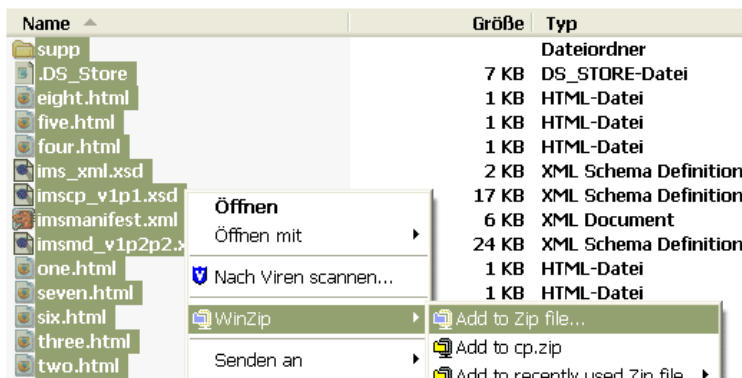
```

- The node "metadata" contains information on author, version, language, etc.
- The node "organisations" consists of elements regarding contents; these elements contain a reference to physical resources.
- The node "resources" contains entries on each resource (here: HTML pages).

Substituting HTML files and pictures for your own and adapting the file "imsmanifest" to your elements will enable you to create ordinary CPs in best time. The only important thing is to allocate the elements in "organisations" correctly to your resources in the folder "resources".

If you want to have a look at your Content Packaging from the user's perspective you will have to zip all files (HTML files, unchanged *.xsd files, and the file "imsmanifest") to your archive, upload this new Content Packaging in OLAT learning resources before running your CP.

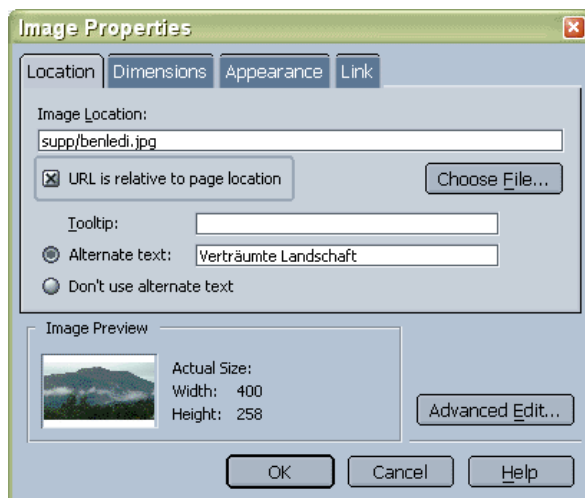
Figure 6.3. Creating an Archive via WinZip



Possible Sources of Problems

- Pictures not visible when Content Packaging is running in OLAT: Please make sure that your pictures relate to their physical location. If not, those pictures still point to the directory structure of your local computer. The field "Image location" should not contain entries referring to the entire path on your computer. The Mozilla Composer solves this problem when selecting the option "URL is relative to page location".

Figure 6.4. Pictures Have to Refer to Their Physical Storage Location



- Error when running a Content Packaging in OLAT: Most of the time the file "imsmanifest.xml" contains an error. Try opening that file via your Mozilla browser or the Internet Explorer: if this is possible without receiving an error message the file "imsmanifest" is o.k. If you do get an error message the browser's report will show you where the problem is to be found in your "imsmanifest" file.

6.8.8. Creating a CP Automatically Using the Dreamweaver Plug-in Step by Step

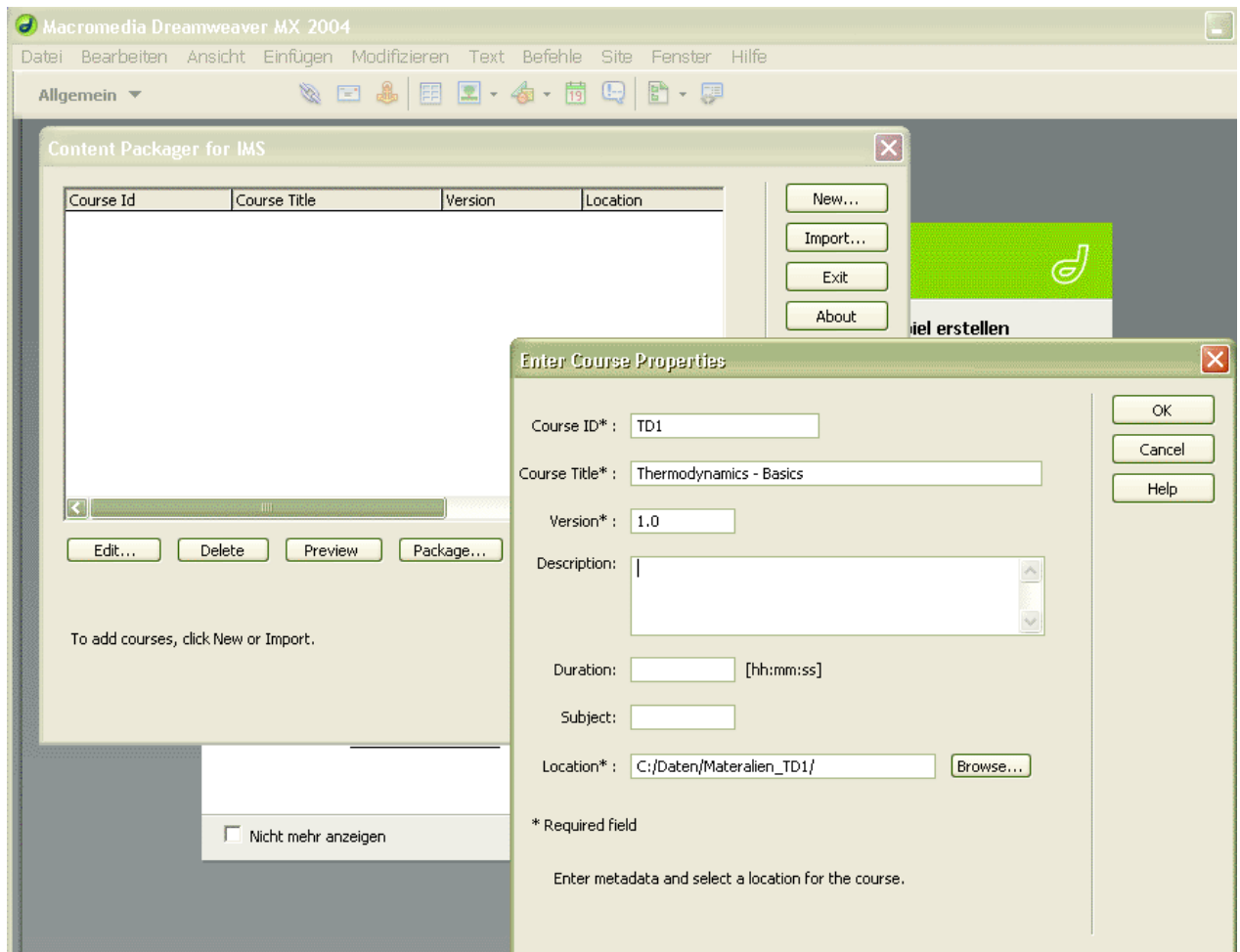
The commercial HTML editor Dreamweaver by Macromedia offers a functional plug-in since October 2004 in order to be able to generate

Content Packages. Just download that plug-in [here](#).

- In order to install Dreamweaver extensions do the following: Commands -> Manage Extensions (Macromedia Extension Manager) -> File -> Install Extension -> Restart Dreamweaver
- How to create a new Content Package:

In the menu, open the command -> "Content Packager for IMS..." -> "New", fill in the necessary information in the window "Enter Course Properties" (see picture) and confirm your entry by clicking OK.

Figure 6.5. Creating a CP (button "New") and description (window "Enter Course Properties").



- Now you can structure your CP according to your needs ("Add Container...") as well as add resources ("Add Module...")

In the window "Create or Edit Course Manifest" you can add a new element to your CP's hierarchical structure ("Add Container...") or add more content ("Add Module...").

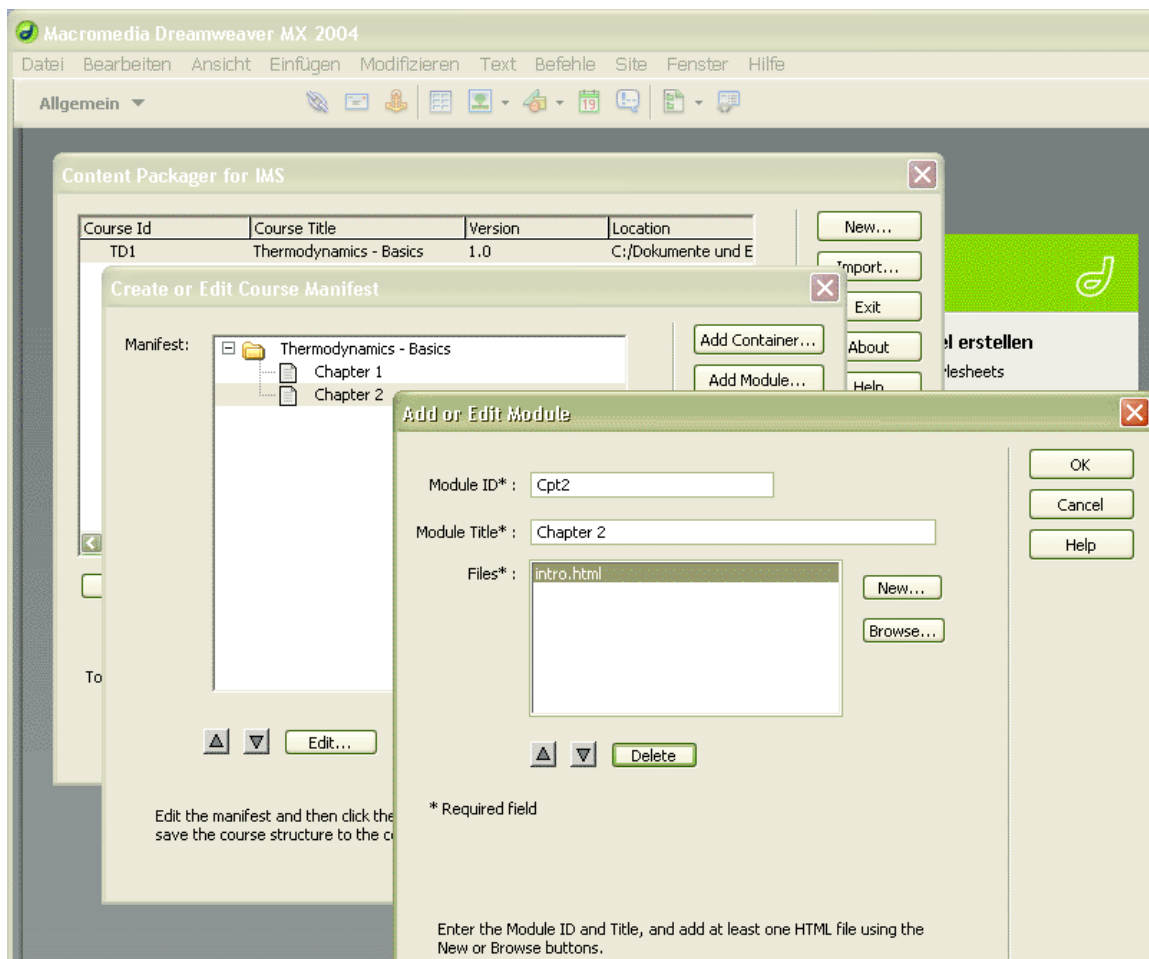
Module ID: definite identifier

Module Title: name displayed within navigation

Files: displayed resources

"New..." creates new HTML files that can easily be edited later on via your Dreamweaver. Attention: if you add more than one resource only the first will be displayed; therefore, the following resources have to be linked to each other.

Figure 6.6. Structuring CPs and Adding Resources



- In order to generate a new description file you have to choose "Create Course"; if you want to save your modifications select "Update Course".
- In order to pack all your files as CP (zip format) finally select "Package".

Further details concerning the Dreamweaver Content Packager can be found when using the plug-in help function: Dreamweaver -> Commands -> Content Packager for IMS... -> Help.

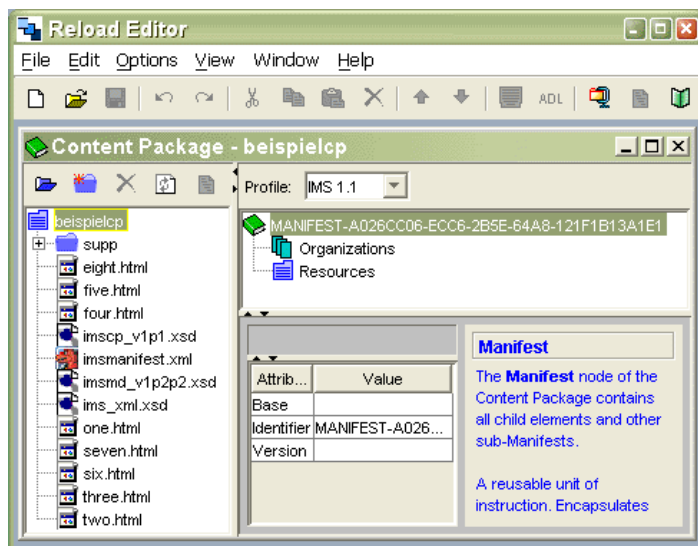
6.8.9. Creating a CP Automatically Via the Reload Editor Step By Step

The reload editor that is obtainable for free assists you in creating a Content Package; it supports the creation as well as modification of the description file "imsmanifest.xml" by means of a graphical user interface. In addition, it offers you the option "Preview". You can download this software [here](#). The editor is written in Java and available for all operating systems. It simplifies the process of generating Content Packagings and should be used as often as possible.

However, this editor does not assist you in creating your learning content. After assembling your learning contents in a folder and loading all your pictures in the subordinate folder called "supp" start the reload editor. Then select File -> New -> IMS Content Package from the menu and indicate your folder containing your learning contents.

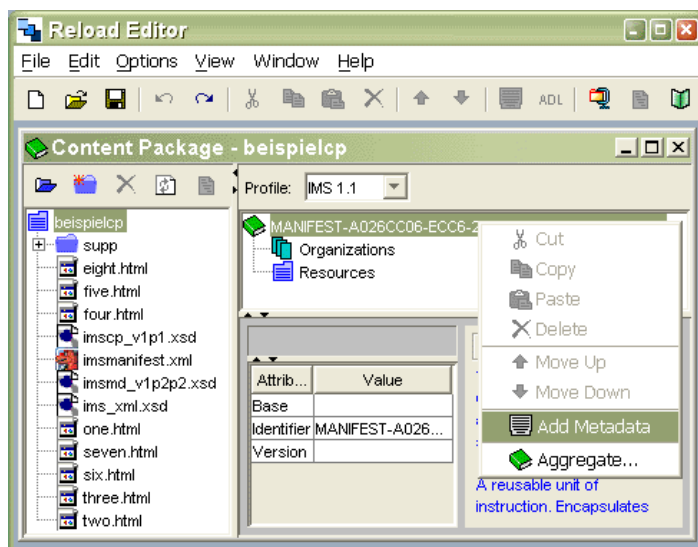
Now the editor will present itself like the following:

Figure 6.7. The Editor After Opening the Contents Folder



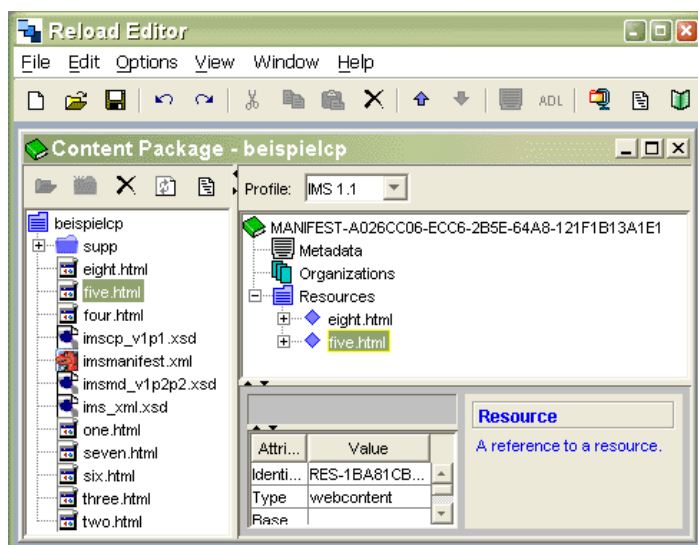
The structure on your right will show you your HTML files as well as the "imsmanifest" file generated automatically. First you should add a meta data element to your manifest file by clicking the right mouse button.

Figure 6.8. Adding Meta Data



After adding meta data you can edit them by clicking the right mouse button. Indicate important fields such as author or version. Afterwards close the meta data editor and select "ok". Then add your contents elements (e.g. HTMLpages) to your resources using "drag and drop". Drag your elements to the icon "Resources". Now your editor looks like this:

Figure 6.9. Adding Single Resources



As soon as you have stored all your resources you can begin with structuring them by means of the node "organisations". You can also create sub-nodes and even add more subordinate elements to those sub-nodes. This structure will be displayed later on in your browser. How you name your elements is up to you.

Figure 6.10. Adding an Element

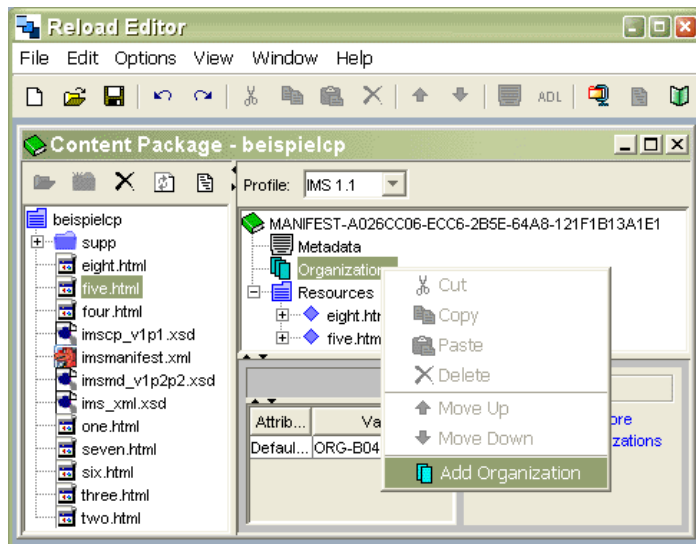
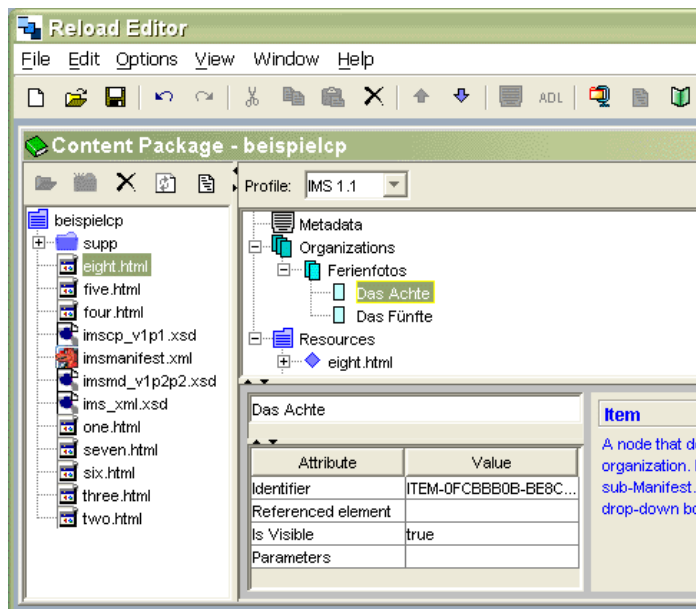
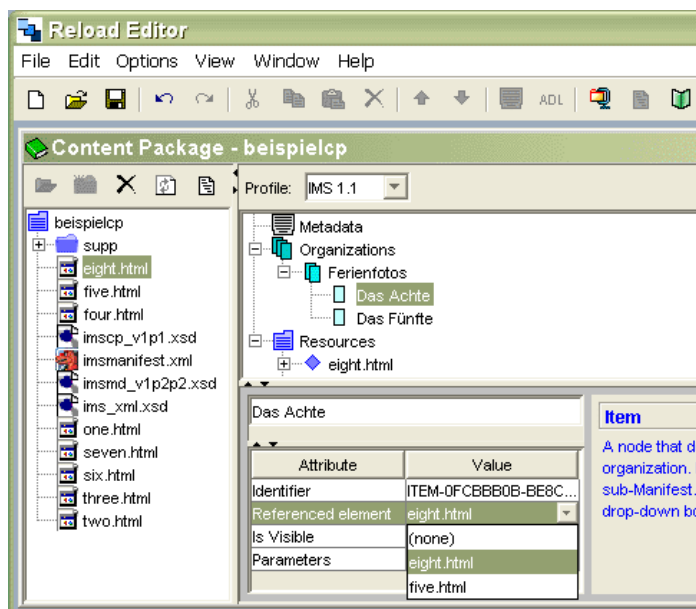


Figure 6.11. Linking Element and Resource (Step 1)



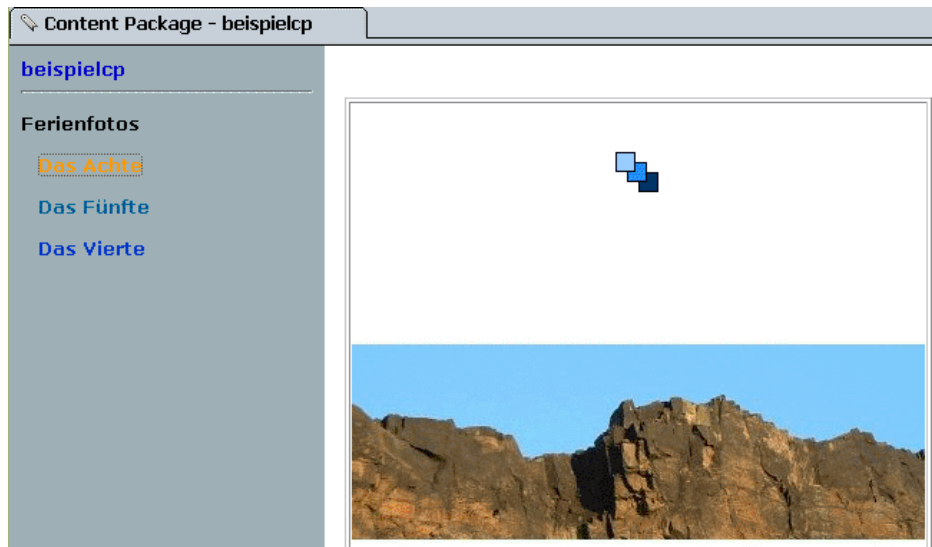
By assigning elements (items) to a reference (referenced element) you link them to a resource.

Figure 6.12. Linking Element and Resource (Step 2)



The preview will show you the following result (click icon representing a green book):

Figure 6.13. Editor Preview



After storing and merging all necessary information you can now zip it (File -> Zip Content Package...) and transfer it as learning resources into OLAT.

6.9. CollaborativeTools - Additional Options

In this chapter you will learn more about additional options and collaborative tools.

6.9.1. Forum Entry and Movie

If you want to discuss a certain film in a forum you are able to include a movie file to your entry as well as define the movie's starting point and its end point.

6.9.1.1. How to Include a Movie to a Forum Entry

1. If your movie is to be opened in a separate pop-up window you have to insert the following line `{movieViewer: url=ADRESSE_DES_FILMS}` in the input field ("Entry") of the forum. ADRESSE_DES_FILMS has to be substituted by the relevant URL.

Important: If your movie is to be shown in a pop-up window the movie player always has to be started first using the corresponding button.

2. If your movie should be opened in your active OLAT browser window that line has to be completed by "popup=false": `{movieViewer: url=ADRESSE_DES_FILMS|popup=false}` ADRESSE_DES_FILMS has to be substituted by the relevant URL.
3. Your movie can be started either by pressing the corresponding button of the movie player or by pressing another button appearing in the text of your forum. Please insert the following line in the entry field ("Entry"): `{movieButton:start=0|end=2500}`. Start= and end= signifies your movie's starting point or end point (sec).
4. In order to jump to the middle of your movie use the same line indicating its starting point as well as its end point, e.g.: `{movieButton:start=1000|end=1500}`.
5. You describe your movie, task or the necessary buttons by inserting text in the entry field outside the braces.

Further options and a detailed technical explanation regarding applied tags, attributes, and values can be found in the document "syntax.html", [syntax section](#).

6.10. Detailed Knowledge in Order to Produce a Course

In this chapter you will learn how to best produce a course.

This section is continuously revised and supplemented. Answers to special questions can also be found using OLAT's context-sensitive Help (to be activated by means of the question-mark icon).

6.10.1. What do I have to know about course elements?

This section provides you with general information on course elements.

6.10.1.1. Configuring Course Elements

Each course element is responsible for certain operations in your course. You can include as many course elements as you wish and configure them according to your needs. Course elements thus produce your course.

6.10.1.2. First Element of A Course

Each and every course has to consist of at least one configured course element (basic node). This course element is always a structural element of the highest degree.

6.10.1.3. Structuring a Course Using Course Elements

Course elements help you to structure your course. Each time you add a new course element the system will ask you where it should position that element. This allows you to assemble simple as well as more complex course structures if needed.

6.10.1.4. Options Regarding Course Elements

- Deleting a course element: basically, you can delete each course element. However, an element is deleted for good if this deleting is also published. If an element is deleted but not yet published you can still restore it.

Deleting course elements causes no problems as long as user data are not affected (test results, questionnaire entries, etc.). If there is already user information it will be automatically recorded as an Excel file and stored in your personal folder when publishing the erasure of course elements.

- Editing course elements: in general, you can edit all configuration settings regarding course elements with the exception of the elements "Test", "Self-test", "Questionnaire" (it is not possible to edit the reference to the corresponding document in learning resources at that point) as well as "Assessment" (such entries should not be altered later on because of data inconsistency).
- Copying course elements: You can copy course elements in a course and paste them wherever you want within the same course. Structural course elements will be copied along with all their related course elements.
- Modifying positions: You can move and paste course elements within your course as you wish. Structural course elements will be moved along with all their related course elements.

6.10.1.5. Condition of Course Elements

There are several conditions regarding course elements.

- Published (not highlighted): a published course element is visible for your participants as soon as the course's access is enabled.
- Ready for publication (green triangle): This course element or its modifications can be published, making this element visible for your participants as soon as the course's access is enabled.
- Incomplete course element (red square): the course element's configuration is incomplete or incorrect and can therefore not be published. After correcting the configuration you can publish that course element.
- Possible problems within course element (yellow triangle): you altered some setting within your course which could cause problems after publishing (the yellow triangle will not prevent your publishing this course element). You will notice this sign, e.g., if you have deleted a learning group referencing to a course element or if the name of that group has been changed.
- Visibility or access of a course element is limited (blue circle): you have limited the course's visibility or access which will interfere with the course's execution.
- Highlighted as being deleted (strikethrough): Deleting a course element takes only effect after its publication; an element already published remains visible whereas an element that has not been published before remains invisible.

6.10.2. What do all course elements have in common?

In this section you learn more about the course elements' similarities.

6.10.2.1. Description

When adding a new course element to your course you have to provide it with a name. Each course element requires a title (up to 25 characters) appearing in the navigation menu and in the headline of the main node. In addition, you can provide your course element with a longer title that will be visible in the navigation menu as tool-tip and in your contents as subtitle. It is also possible to describe your course element (by means of the Wiki syntax). If this course element is selected during the course its description will appear in the contents field.

6.10.2.2. Setting a Link to Course Elements

It is possible to set a link to a course element from another OLAT course or from outside OLAT (e.g. in order to facilitate searching for your course). You can also set links from one course element to another within the same course. You will find these two links, external and internal, in the tab "Description".

6.10.2.3. Visibility and Access

The author of a course can determine who shall see that course along with its elements and when one can get access to it. Every course element offers the tabs "Visibility" and "Access" to be able to set limits. The tab "Visibility" defines who will be allowed to see that course element in the menu whereas the tab "Access" defines who will be allowed to open that element in order to work with it. It is possible to limit the element's visibility or its access for certain learning groups, for a specified date, for a certain score or for course elements already dealt with. If you limit the course element's access but not its visibility (everybody will see it but only some will be able to select and open it) you will be able to give an explanation regarding the ones who are not admitted. As long as you do not modify the tabs "Visibility" and "Access" your course elements will be visible and accessible for all OLAT users.

6.10.3. How can I formulate conditions within course elements?

In this section you learn how to limit visibility and access to single course elements or to the entire course, that is how to establish conditions.

6.10.3.1. Simple Mode

The simple mode enables you to determine if a course element's visibility or access should be limited for one or more learning groups; if that element should be accessible and visible only for a certain time; if OLAT users have to have completed a certain part of your course first in order to be allowed to see that course element and work on it.

6.10.3.2. Expert Mode

The expert mode enables you to adapt the visibility and access of a certain course element according to your personal needs. By using a special syntax it is possible to allow only students at the University of Zurich to access your course, for example (`hasAttribute("swissEduPersonHomeOrganization","unizh.ch")`), or to grant visibility only to OLAT users whose last names contain the letters MUE (`isInAttribute("surname","Mue")`). You can find a detailed description of syntax, valid attributes, configuration options, and examples when using the context-sensitive Help to be activated via the question mark icon in the tabs "Visibility" and "Access".

6.10.4. What kinds of course elements are there?

Each course element fulfills different tasks. You can combine and configure course elements according to your own needs in order to get an entire course. You will find further information using the context-sensitive Help of each element as well as of each tab via the question

mark icon.

6.10.4.1. Structure

Structural course elements enable you to structure your course according to topic. At the same time, you can add up points from course elements in the tab "Points" (structure, assessment, tasks, and test) before processing them. You can also transfer the score to other structural course elements. The course element of the highest degree within a course is always a structural one.

You can choose if OLAT should display an overview or a file from the storage folder (*.html) when clicking on the structural node. The overview that is automatically generated is preset.

6.10.4.2. Registration

The course element "Registration" enables you to determine if your course participants have to enroll in a learning group. If so, you can compile a list of your participants, limit the number of participants, or assign different tasks to different learning groups. You can also limit access and visibility of certain course elements for defined learning groups. OLAT records the time when someone enrolls in a learning group allowing you to compile a waitlist and to determine who will stand in. During the course, you create the learning groups your participants have to enroll in via "Group management" to be found in the tool box "Course tools".

6.10.4.3. Single Page

This course element allows you to provide any information on a single HTML page:

- Syllabus, Summary
- Tasks Regarding Participants or Groups
- Information on Assessment
- News
- Course Contents
- Learning Contents, etc.

Your content has to be a HTML file to be linked to the course element. That HTML file can be created by means of an external HTML editor. If you want to generate only a simple HTML page for your course you can also use the OLAT HTML editor. You open this editor by indicating a name for your page in the tab "HTML page" before clicking "Create". For further information go to [Learning Content](#).

6.10.4.4. CP Learning Content

This course element enables you to provide your students with scripts or learning modules. First you have to develop your learning content outside of OLAT, save it in CP format before storing it as CP learning content in your learning resources. Then you can integrate that content in your course element via the tab "Learning content". For further information go to [Learning Content](#).

6.10.4.5. SCORM Learning Content

This course element enables you to provide your students with scripts or learning modules. First, you have to create your learning content outside of OLAT, save it in SCORM format before storing it as SCORM learning content in your learning resources. Then you can integrate that content in your course element via the tab "Learning content". For further information go to [Learning Content](#).

6.10.4.6. External Page

This course element enables you to include learning content from your server into OLAT. This is called "tunneling". If this does not work just contact us. Please note that your pictures have to be linked relatively in order to be displayed in OLAT, for instance.

6.10.4.7. Test

This course element enables you to configure exams or tests. First, you have to create a test document by means of the test and questionnaire editor before storing it in learning resources. Then you can search for your test in learning resources and include it in the tab "Test configuration". Additionally you can choose how your test should be presented: if there should be navigation via the menu, how this menu should be displayed, if your students are allowed to interrupt or cancel a test, how often they can take a test, as well as how detailed the test results should be depicted. You can include any HTML file serving as intro page.

Note

Attention: As soon as you have included your test in the relevant course element you will not be able to replace or edit it unless you delete the whole course element.

6.10.4.8. Self-test

By means of this course element you can create a self-test. First, you have to develop a test document using the test and questionnaire editor before storing it in your learning resources. Then you are able to search for that test in the tab "Self-test configuration" of learning resources and include it. In addition, you can choose how your self-test shall be presented: if you want to allow navigation via menu; how that menu should be displayed; if your students should be allowed to interrupt or cancel the self-test; how detailed the presentation of its results should be. You cannot limit the number of attempts to solve that self-test. You can include any HTML file serving as intro page.

In opposition to a regular test, students will be able to take a self-test anonymously; data will be recorded anonymized.

Note

Attention: as soon as you have included your self-test you will not be able to substitute or edit it unless you delete the entire course element.

6.10.4.9. Questionnaire

This course element assists you in configuring questionnaires. First, you have to develop a questionnaire document using the test and questionnaire editor before storing it in learning resources. Then you can search for that questionnaire in learning resources by means of the tab "Questionnaire configuration" and include it. Additionally, you can choose how your questionnaire should be presented: if you want to enable navigation via menu; how many questions per page should be shown; if students are allowed to interrupt or cancel the questionnaire. You can answer the questionnaire only once. You can include any HTML file serving as intro page.

After including the questionnaire you will not be able to modify it unless you delete the entire course element.

6.10.4.10. Assessment

This course element assists you or a tutor in assessing participants in a learning group manually by means of the item "Assessment tool". Your course participants will see their results within that assessment course element. It may make sense to assess manually when your participants hand in a physical document, however, you want to assess them electronically in OLAT since you could re-use these results. The tab "Assessment" helps you to determine how that assessment should be arranged; if the coach should assign points or just passed/failed or if the tutor should comment on individual results.

Attention: after assessing a participant you will not be able to alter your configuration.

6.10.4.11. Task

This course element assists you in distributing tasks and exercises via OLAT. Your participants can hand in their performance electronically before tutors will assess them using the "Assessment tool" and notify the course participants via OLAT. (Attention: participants can only be assessed when being members of a learning group.) The tab "Elements" helps you to determine which elements should be at your disposal regarding this course element (assignment, task, assessment). The tab "Assignment" assists you in putting a task at your participants' disposal; it will be stored later on in your task folder. Additionally, you can decide on how that assignment should be presented and if that task should be performed by only one participant or more. The tab "Task" helps you to define which kind of confirmation your participants should get after handing in their performance. The tab "Assessment" assists you in determining how tutors should assess the participants, that is, if there should be a score or only the message passed/ failed, or if you prefer an individual comment.

Attention: After assessing a participant you will not be able to change your configurations anymore.

6.10.4.12. Folder

This course element enables you to provide your students with memory capacity within your course's structure. In addition, you can appropriate documents that can be downloaded (*.pdf, *.ppt, etc.). You decide if all your groups should have read access or a read/write access as well (tab "Access"). The quota and upload limit amounts to 20 MB. If this is not enough please contact us.

6.10.4.13. Forum

Anywhere you want you can include a forum in your course and determine which groups should have read access, read/write access, or moderating access. A forum entry can contain attached files or even a QuickTime movie as well. Additionally, those entries will be linked automatically to the writer's visiting card which can be addressed from the entry itself.

6.10.4.14. Contact Form

This course element enables your students or course participants to send an e-mail to a set address.

6.10.5. What is the course's storage folder used for?

This folder is used for storing all your HTML files, movies, CSS, etc. that are part of your course, e.g., those HTML files that you created by means of the course element "Single page", "Test", "Self-test", or "Questionnaire" in order to get an intro page (HTML file).

This folder has to be used for storing all your files (pictures, Flash, Excel, etc.) that reference to your HTML files.

File path in your HTML document to another file in the storage folder:

- File stored at top level: filename.*, e.g. bericht.pdf: `<a href="bericht.pdf" target="_blank"><b>PDF-File</b></a>`
- File stored in sub-folder: sub-folder/filename.*, e.g. bericht.pdf: `<a href="Ablageordner/bericht.pdf" target="_blank"><b>PDF-File</b></a>`

It is not possible to set a link to a document stored in the folder of another course.

6.10.6. What does "to publish a course" mean?

If you create a new course your course participants will neither see nor be able to open this course. First, you have to publish your course using the course editor and allow access to it in learning resources.

That two-stage publishing goes like this:

1. Your course has to be opened in learning resources (detailed view of that course) for those OLAT users you want: in learning resources you define the accessibility of each entry. When creating a new course only you owning that resource and the co-owners you appointed have the right to open that course for other users. After opening your course in learning resources (detailed view of that course) for "All OLAT users", that means, after granting other OLAT users access rights your students will be able to attend your course.
2. Every single course element has to be published in the course editor: in order to make the elements visible and accessible for your users you have to grant access in the course editor, that is, you have to publish them. Later modifications regarding the course or single elements have to be published as well.

The bottom line is the following: you have to open your course in learning resources for those OLAT users you want and publish every single course element using the editor tools.

Modifications concerning your course or certain course elements are only visible after publishing them in the course editor. This procedure enables you to continue working on your course without your participants' knowing. Only after publishing modified or added course elements will those be visible and accessible for students.

6.10.7. How do I combine groups and courses?

Learning groups and learning areas you want to link to from any element of your course have to be opened during the course in your group management. If you have opened learning groups or learning areas you will then be able to select them in the tabs "Visibility" and "Access" and thus allow only members of those groups access and/or visibility.

6.10.8. How can I change the course's layout?

Your own CSS controlling the course's layout: of course you can adapt the course's layout according to your needs. You can create your own CSS document overwriting the OLAT layout categories. The CSS categories OLAT uses can be found here: [OLATdefault-css](#).

You store your CSS document either in the storage folder of your course, if you want to use it only in that course, or in the resource folder, if you want to use it in other courses as well. You can select your own CSS document within OLAT's course tools: first go to "Layout" and then click "Settings".

6.11. Operating a Course

You will also get answers to specific questions using the context- sensitive Help of OLAT (question mark icon).

6.11.1. Editing a Course While in Operation

Even after going into service you can modify your course or add some course elements.

6.11.1.1. How do I edit a course that has already been published?

Of course you can modify your course after publishing and granting your students access. Just open the course editor in the tool box "Course tools" and edit your course elements or add new ones to your course. Only after publishing your modifications will they be visible for your students.

6.11.1.2. How do I publish my modifications?

In order to be effective you have to publish your modifications. You "Publish" using the course editor in the tool box "Editor tools".

6.11.1.3. What are the consequences regarding the participants?

After publishing modifications during your course all users working on that course at that time will get the following message: "This display/ process not valid anymore" when clicking the next time. Your users will have to restart the course. Entries in tests, self-tests, and questionnaires that have been saved will not get lost.

Attention: if a test or self-test containing a time limit gets interrupted by the publishing procedure time will not stop. So if the interruption takes too long your students will not be able to answer the questions in time.

6.11.2. Can I modify my course settings while in operation?

You can edit a limited number of course settings even while in operation. However, your modifications must not effect the course's contents. You will find these settings in the tool box "Course tools" in the section "Settings".

6.11.2.1. What kind of settings are there?

At the time being, you can modify the settings listed below:

- Log files: You can determine how many details you want to store in the personalized or anonymized user log file before archiving those data. Further information on different levels of detail can be found using the context-sensitive Help.
- Course Chat: You can decide if you want to provide your course with a course chat. Your participants can use this chat to communicate immediately after opening that course.
- Layout: if you want to adapt the course's layout you can do this using your own CSS file to overwrite OLAT's layout categories. This CSS file has to be stored in the resource folder or storage folder of your course.
- Resource folder: you are able to include one resource folder per course in the storage folder of that course. The resource folder assists you in using files you want to re-use in other courses (CSS files or HTML pages).
- Evidence of achievement: You can determine if your course participants should receive an evidence of achievement. If you do not want to offer such a service (anymore) evidences of achievement already existing will be deleted. If you want to offer this service in the future an evidence of achievement will contain all recorded data since the beginning of your course.

6.11.3. Group Management

This management always regards one course and enables you to divide up your participants into one or more groups.

The groups an OLAT user owns, coaches, or participates in are visible in "Home" when opening the tab "Groups" as well as during a course.

6.11.3.1. Group Concept

The course author can open one or more learning groups in a course by activating the group management. If there are several learning groups in your course you can sum up these groups by creating one or more learning areas. Learning groups and learning areas facilitate to assign rights regarding the entire course or only certain course elements, such as limited visibility and access for single groups or learning areas. You can invite all OLAT users to join your learning group, be it tutor or participant. You can also include the course element "Registration" in your course in order to animate students to register as group members for themselves.

6.11.3.2. Group Members' Rights

If a course author opens a learning group he/she is automatically its owner provided with all necessary rights to administer that group. He/ she can assign different tools, invite other participants to join, or even delete the whole group. Additional members can get ordinary members or coaches in that group. Coaches are able to manage their groups, provide them with tools and invite others to join as members or coaches. But they cannot copy existing learning groups, nor delete them, nor open new ones.

6.11.3.3. Collaborative Tools for Learning Groups

The course author can provide his/her learning groups with various information tools and collaborative tools: an intro page enables group members holding administration rights (owners and coaches) to prepare messages for all group members; a contact form enables them to send e-mails; they can provide their groups with a forum or a chat room; they can even create a folder for their groups to exchange and store documents.

6.11.3.4. Group Management: Options

You as author can create, manage, and delete learning groups and learning areas using the group management to be opened during your course when selecting "Course tools" in the tool box "Group management". You can define the groups' size by limiting the number of participants; subscribe/unsubscribe group members; provide your group with information tools and collaborative tools; and assign groups to learning areas. In addition, you can copy your learning group as often as you want to and send e-mails to all group members.

6.11.4. Rights Management

This management always corresponds to one course and enables you to provide other OLAT users with certain rights regarding your course.

OLAT users see the groups they own or they participate in at their "Home" page as well as when opening the tab "Groups".

6.11.4.1. Authorization

The course author can open one or more right groups using the rights management during that course. He/she can grant these right groups access to one or more course tools:

- Group Management
- Course Editor
- Data Archiving
- Assessment Tool

You can invite as many OLAT users as you want to your right group. It does not matter which authorization they have in OLAT (e.g. authors, students).

6.11.4.2. Collaborative Tools for Right Groups

You as author can provide your right groups with various tools: an intro page can contain messages for all group members; a contact form enables group members to send e-mails; you can provide your members with a forum and chat room or create a folder for the exchange and storage of documents.

6.11.4.3. Rights Management: Options

The rights management enables you as owner to create, administer, and delete right groups during the course by using the tool box "Course tools" in "Rights management". You can subscribe/unsubscribe group members; provide them with information tools and collaborative tools; grant members access to using various course tools. Additionally, you can copy right groups as often as you want to and send e-mails to all group members.

6.11.5. Notifications

All OLAT users can be notified if there are modifications concerning a forum or folder. It does not matter if that forum or folder is part of a group or an entire course. This notification option can be activated within the corresponding folder or forum. If you want to unsubscribe you can do that in your "Home" or within the folder or forum, respectively.

Notifications will be sent as e-mail at night time and displayed in your "Home". You can also read them with a personalized RSS newsfeed.

In addition, coaches of learning groups can get a message (using the assessment tool) whenever a member of their group hands in a test.

6.11.6. Assessment of Participants

This tool enables you to judge and assess course participants. Assessments already existing can be modified if necessary.

6.11.6.1. Who is the one to make an assessment?

The following can use the assessment tool: course owners, coaches of a learning group, and members of a right group authorized to assess others. If you are among these you will find the "Assessment tool" in the tool box "Course tools".

6.11.6.2. What can be assessed?

You can assess or give comments using the course elements "Test", "Task", and "Assessment". The course author decides for each of these elements what options the coaches should have. They can comment on a taken test using the course tools. They can subscribe to the notification service via mail or RSS newsfeed if they want to know when a test has been handed in. According to the author's settings, a coach can read documents stored in the element "Task"; he/she can also make comments, assess, and assign points. If the course element "Assessment" is at the coach's disposal he/she can make comments the course participants are able to read later on. All assessable course elements allow the coaches to communicate with each other using the assessment tool; the course participants will not be part of their communication.

Attention: only registered members of a learning group can be assessed.

6.11.6.3. How do I assess my course participants?

If you hold assessment rights you will be able to open the "Assessment tool" on the right in the tool box "Course tools" during your course. The assessment tool allows you to search for a specific user before selecting the corresponding course element or navigating the groups or course structure. Your comments and assessments will be visible for the relevant OLAT user as soon as he/she opens that course element the next time.

6.11.7. Data Archiving

Data archiving assists you in uploading course relevant files to your personal folder (such as test or course results, questionnaires, folders, log files, etc.). When deleting a course all course data will be automatically stored in your personal folder.

6.11.7.1. Who can archive data?

You can archive data if you are the author or owner of a course or the member of a right group allowed to archive data. You activate data archiving in the tool box "Course tools" during the course.

6.11.7.2. What kind of data can I archive?

You can archive tests, self-tests, questionnaires, course results, folders, and log files.

- Tests: the archived test files provide you with the following information: when a user has taken that test, test results, score.
- Self-tests and questionnaires: these archived files contain anonymized data.
- Course results: OLAT stores final test results, assessments, tasks, and course log files. The administrator log file contains personalized data, whereas the user log file consists of anonymized data.
- Drop box: when archiving this folder all documents handed in by your students will be stored in your personal folder.
- Log files: you can archive personalized as well as anonymized user log files. In "Settings" you determine how detailed your log file data should be. Please note that personalized data may only be used for teaching and research as well as academic evaluations.

6.11.7.3. Where do I find my archived data?

All archived data will be stored automatically in your personal folder "Private", sub-folder "Archive" under the name of your course.

6.11.7.4. What is the data format of archived data?

Archived data will be stored either as xls file (Excel) or txt file. If necessary, they will be merged as a zip file. You can open your xls or txt files using Excel software. At the time being, statistical evaluation within OLAT is not possible. However, you can transfer data to an external software and evaluate your archived data according to your needs.