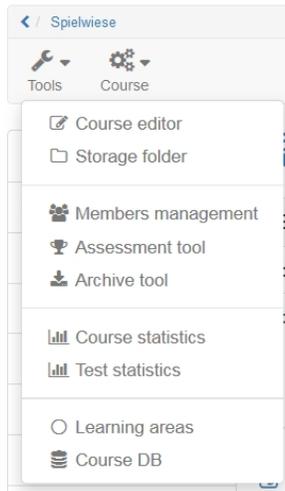# Using Course Tools

In addition to the course editor there are a number of other tools that can be started in the dropdown menu "Tools" in the course toolbar.
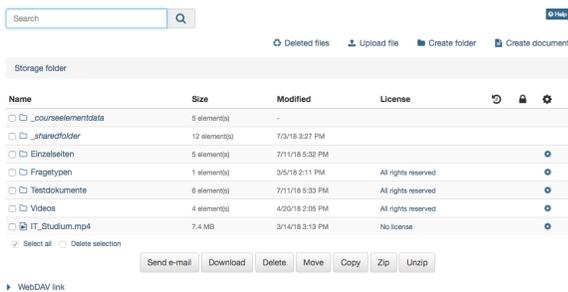
Storage Folder

The editor tool "Storage folder" in a course serves the storage of files used in the course, e.g. all used HTML pages or documents from folders. A storage folder is course specific. It the zentral place for the storage of course related files.

In the storage folder files can be uploaded, deleted, moved, searched for, zipped, un-zipped or created. When uploading a file the file size limit as well as the folder space limit has to be taken into consideration. Also those limits apply when uploading files via WebDAV.
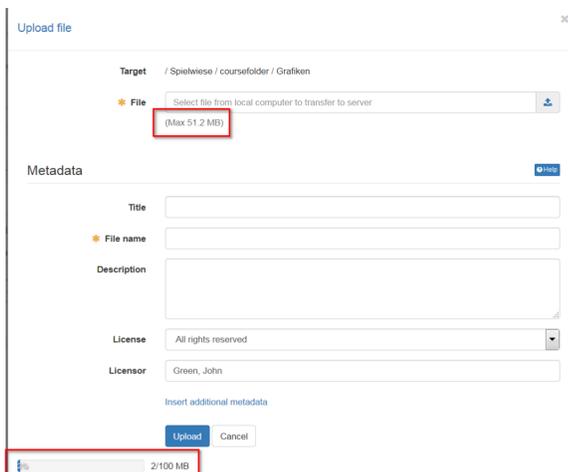
In the storage folder subfolders can be used to create a systematical structure of course related files. In addition OpenOLAT automatically creates the folders „**_courseelementdata**" and „**_sharedfolder**", respectively, when a course contains at least one course element "Folder" or a course is linked with a resource folder.

In the subfolder "**_courseelementdata**" you can find all course elements "folder" of this course. The corresponding folders appear here automatically after they have been created in the course editor and can be edited here as well.

Via the subfolder „**_sharedfolder**" you can view the linked resource folder of the course, but you can not edit it by default. Editing can be enabled in the course options by deactivating the option "read only" for the selected resource folder.

Link course element "Single page" to storage folder:

Single web specific pages (e.g. html, pdf) which are stored in the storage folder can be made visible in the course with the course element "Single page".

Additionally the checkbox "Allow links in the entire storage folder" can be selected. Thus it becomes possible to link html-files, which can be found in the storage folder, directly. This is helpful to show linked charts of a html-page or other linked files.

As soon as the checkbox is activated, the path for other files of the storage folder is visible. Thus it becomes possible, to call up files, which are determined in the storage folder but aren't published in the course itself.

Members management

The members management provides an overview of all users and groups within a course, and allows you to manage and administer them. It also allows you to set the member rights.

When opening the members management you get a list of all members of your course. You can either display all members, only course members, or only group members, respectively. Various tabs allow you to filter the list by the member roles. Under each tab you can edit the members displayed, and you may add or import new members, e.g by using an Excel table. By clicking on a member you will get more detailed information, such as number of visits, last visit date, which roles are assigned to this member, or which groups this member is part of. The tables under each tab can be exported into Excel. Furthermore, you can select individual members and e.g. edit or remove them batch-wise. This function also allows you to send an email to selected members at once.

The tab "Search" serves to look for specific course members. If required, the table with the search results can easily be sorted by clicking on a respective column title.

Users can get access to a course in two different ways. Either they are part of a group which has been added to the course. We recommend working with groups only if it is necessary due to didactic or organizational reasons. The users can also be added directly to the course. It can be defined which role the user gets in the course, independent of the general role in OpenOLAT. It is differentiated between participant (no editor rights), coaches (no editing, but access to the assessment tool and the statistics) and the owner (all rights).

ⓘ   We recommend working with groups only if it is absolutely required, hence for didactic or organizational reasons.

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

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

You may want to assign more rights to users, without giving them full owner rights. To do so go to the section "Rights" on the left-hand side. Note that this section only serves to assign rights of course tools to a role (user groups), but not to individual users. For example, you can allow course coaches access to members management by ticking off the corresponding checkbox.

The rights management differentiates between group coaches and participants.

The following course rights can be assigned:

Group management	Members are allowed to add or remove groups.
Member management	Members are allowed to add or remove members.
Course editor	Members are allowed to use the course editor along with all its features.

|	
Archive tool	Members have access to the course data, i.e. they are allowed to archive course data such as forums, etc.
Assessment tool	Members can assess and comment on the progress of course participants by means of the assessment tool, even without coaching rights.
Glossary tool	Members are permitted to administer the glossary.
Statistics	Members are allowed to access and download course statistics.
Assessment mode	Members are allowed to set up the test configuration of the course.
Course database	Members have access to the course database and have editing rights (create, reset, delete, export).

> ✅ The assignment of rights is suitable if you want to grant further rights to one or more OpenOLAT users without immediately making them course owners with all-encompassing rights. The targeted assignment of certain rights often makes sense for data protection reasons alone.

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

Assessment Tool

The assessment tool is used to assess or modify existing assessment of the following course elements:
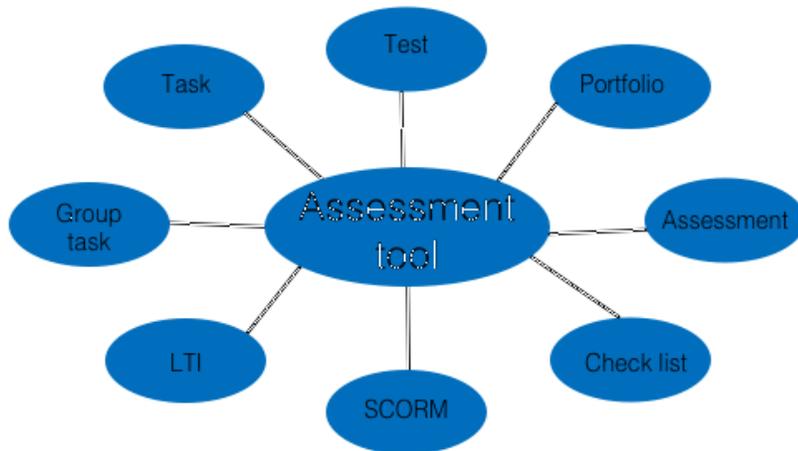
 All owners of courses have access to the assessment tool as well as members of a corresponding right group and, last but not least, all coaches. Owners may assess all course participants, tutors only those they have been assigned to. The course elements which should be assessed, first need to configured either in the tab "Assessment" or "Test configuration". Only if the assessment is turned on an assessment in the assessment tool becomes possible. To pass a course, the tab "Score" in the course element needs to be filled in.

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

Further information about the assessment tool you can found here.

Data Archiving

By means of data archiving you can either upload files connected to your course in your personal folder or download as ZIP file. All archived data uploaded to your personal folder will be stored in the section "Private," sub-folder "Archive" by using course titles. You can archive results of tests, self-tests or questionnaires, SCORM modules and courses, drop boxes containing (group) task course elements, and log files. Furthermore, you can archive forums, file dialogs, wikis, checklists and the chat history.

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

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

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

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

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

All course owners have access to the data archiving tool as well as members of groups with rights to the data archiving tool.
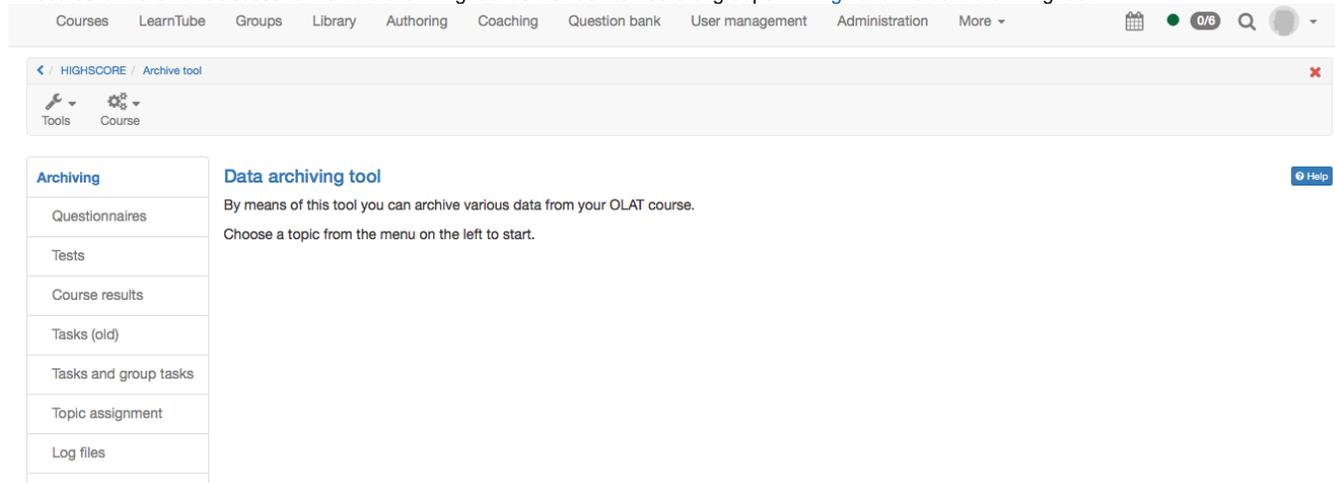

Test / Survey statistics

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

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

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

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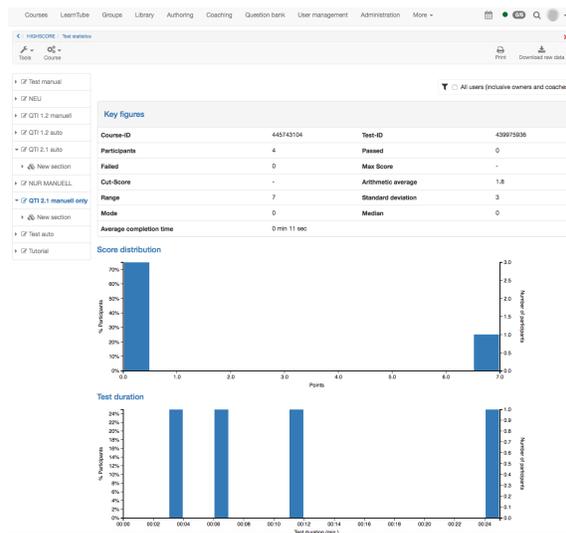
Course Statistics

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

Relevant for your total of course accesses are user clicks on a single course element; however, clicks on this element's content will not be counted. If a user selects the Wiki from course navigation and clicks it three times, three clicks will be counted; no click will be counted though when clicking on a link within that Wiki.

Statistics can be created per hour, per day, per weekday or per week. Furthermore you can choose a certain period of time per day and per week during which any course access should be displayed in your statistics.

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

Learning Areas

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

This course function enables you to manage and create learning areas for your course. By using the button "Create learning area" you can create a new learning area before allocating single groups to this learning area. If a learning area already exists you can use this one to allocate linked groups. All you have to do is editing the learning area, and then selecting the designated groups in the tab "Group assignment".

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

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

Add groups

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

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