Using Additional Course Features

In the "Administration" "Settings" tab you can configure the following additional functions.

Course Calendar

One calendar can be activated per course. There are two options for integration. The calendar can either be displayed in a central position at the top of the course toolbar to give a good overview. This option is activated in the course administration settings under "Toolbar".

Alternatively, the course calendar can be integrated directly into the course structure as a course element.

New dates are simply created by clicking on the desired date. Afterwards, the title, description, start and end as well as a location, possible repetitions and visibility can be set. The date then appears in the calendar or in all instances of the course calendar and can be edited by clicking on the date and the "Edit" option. With the "Edit" option you also get access to further calendar tabs and can set links to course elements or external websites used in the course.

Course calendars are also automatically transferred to the personal calendars of course members. Thus all dates can be called up also directly over the personal OpenOLAT calendar. The same applies to group calendars. In the case of group calendars, it is possible to set in the group administration which write/read rights the members receive.

By default, only owners of a course have write access to the calendar. Course participants only have read rights, so they cannot write new appointments or edit existing ones. However, if you insert the calendar as a course element, you can configure the permissions.

Glossary

A glossary explains the terms of a course, subject or event to the participants.

Glossaries are OpenOLAT learning resources that can be integrated into a course. The glossaries can be created as learning resources in the author area or directly in the course under "Course -> Options". The link to the glossary then appears in the middle section of the course menu. The terms can now be entered here with "Add entry".

Enter the desired technical term under "Term". You can also add synonyms. For example, the term "Information Technology" can be supplemented with the synonym "IT". In the tab "Definition" you can then add the concrete definition of the term. Terms that have been entered can also be changed or deleted afterwards.

In order to allow only course participants to add or edit such glossary terms, disable the write persmissions for all users, create a corresponding right group and allow that group to use the glossary tool. Alternatively, you can change the editing authorization directly in the learning resource Glossary.

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

> ⓘ   Per course only one glossary is allowed.

Course Chat

A simple chat room, the so-called course chat, is available as standard in every course. It is suitable for short, synchronous exchanges. Here course members can make live contact with other learners and lecturers, provided they are logged in at the same time.

When the chat function is on, participants will see a chat link in the center of the course toolbar. If you do not want to offer a course chat, you can deactivate it from either the info page or the course by clicking on "Option" in the "Course" drop-down menu. The link to the chat room will disappear from the course toolbar.

If activated, course participants can choose between a personalised and an anonymous view. When entering the chat room their name will not be displayed. It will be displayed, however, if they select their name in the "Participants" section.

The history of a course chat is accessible for up to one month. Open the course chat and select the time span of your choice: 1 day, 1 week, or 1 month. The Chat will be adapted when using a mobile device. Tip: Partially the portrait format is more useful than the landscape format.

> ⓘ   If you want to use the chat more intensively, you should drag the chat window to a pleasant size.

> ⓘ   Whether the chat function is available in your OpenOLAT system depends on your contract. In case you cannot activate the course chat, please send a message to contact@frentix.com.

Course Search

In addition to a full text search for the total of OpenOLAT you can activate a search within a course. You can search for the following elements:

- Title, short title, description of all course elements
- Content of html pages
- Documents in folders
- Title and content of forum entries
- Title and content of notifications
- Wiki entries

Find more information on full text search here.