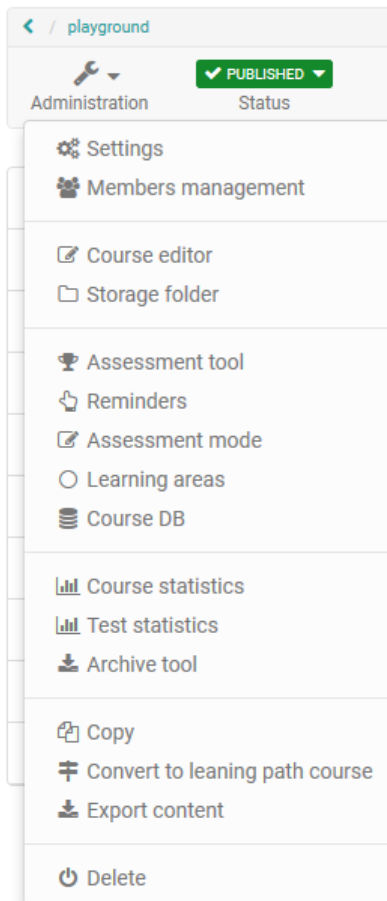


# Using Course Tools

On this page you get an overview of the course tools of the "Administration". Not only courses, but all learning resources have the area "Administration" with further submenus.

Some course administration tools are presented on separate pages.



**Page overview**

- [Storage Folder](#)
- [Assessment Tool](#)
- [Course Statistics](#)
- [Questionnaire statistics](#)
- [Data Archiving](#)
- [Learning Areas](#)
- [Course DB](#)
- [Booking methods](#)
- [Copy learning resource](#)
- [Convert to Learning Path Course](#)
- [Export content](#)
- [Delete learning resources](#)

On further pages you will find information about:

- [Course settings](#)
- [Members management](#)
- [Course editor](#)
- [Lectures and Absences](#)
- [Reminder](#)
- [Assessment mode](#)

A number of tools are available in the "Administration" area of your course. You can organize course participants and course-related groups in the members management. Groups can also be bundled in learning areas. The course structure and the course tools are set up in the course editor. Furthermore, you have access to the storage folder of a course. During the course itself the [assessment tool](#) is relevant. Course-related reminders and lectures can also be organized. The assessment mode is suitable for online exams. Certain statistical data can also be retrieved and data archived. And of course courses and learning resources can be copied, exported or deleted.

Here is an overview of the individual menus:

## 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 central place for the storage of course related files. However, the content of the storage folder cannot be viewed directly by learners, but can be accessed indirectly, e.g. via the course elements "single page" or "folder". A storage folder is always course-specific.

[Help](#)[Deleted files](#) [Upload file](#) [Create folder](#) [Create document](#)

### Storage folder

Name	Size	Modified	License	
<input type="checkbox"/> <a href="#">_courseelementdata</a>	5 element(s)	-		
<input type="checkbox"/> <a href="#">_sharedfolder</a>	12 element(s)	7/3/18 3:27 PM		
<input type="checkbox"/> <a href="#">Einzelseiten</a>	5 element(s)	7/11/18 5:32 PM		
<input type="checkbox"/> <a href="#">Fragetypen</a>	1 element(s)	3/5/18 2:11 PM	All rights reserved	
<input type="checkbox"/> <a href="#">Testdokumente</a>	6 element(s)	7/11/18 5:33 PM	All rights reserved	
<input type="checkbox"/> <a href="#">Videos</a>	4 element(s)	4/20/18 2:05 PM	All rights reserved	
<input type="checkbox"/> <a href="#">IT_Studium.mp4</a>	7.4 MB	3/14/18 3:13 PM	No license	

 Select all  Delete selection[Send e-mail](#) [Download](#) [Delete](#) [Move](#) [Copy](#) [Zip](#) [Unzip](#)[WebDAV link](#)

In the storage folder files can be uploaded, deleted, moved, searched for, zipped, un-zipped or created. By default, HTML documents can be created in OpenOlat. If additional document editors are activated in the administration, further file formats can be created. For example, if Only Office is used, Word, Excel or PowerPoint files can also be 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](#) to the storage folder.

Upload file

Target / Spielwiese / coursefolder / Grafiken

\* File

(Max 51.2 MB)

Metadata

Title

\* File name

Description

License

Licensor

[Insert additional metadata](#)

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:

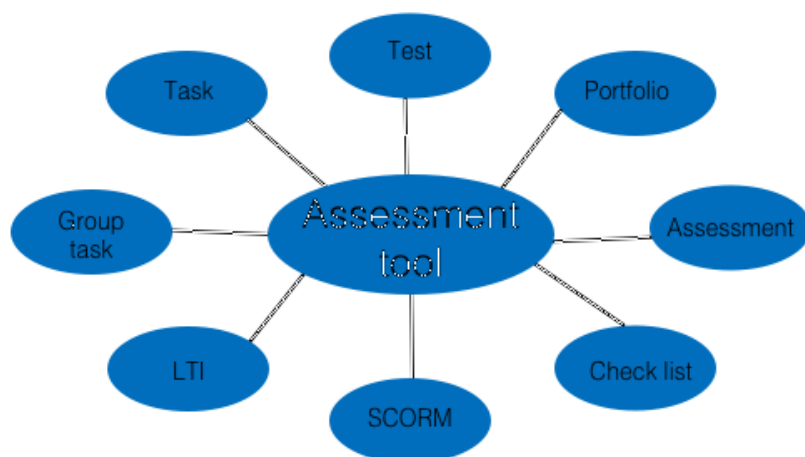
Single web specific pages (e.g. html, pdf) which are stored in the storage folder can be made visible in the course with the course element "Single page".

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.

## Assessment Tool

In the menu "Assessment tool," not to be confused with the course element "Assessment," the entire assessment of a course is carried out. Here you have access to all course elements that can be assessed and you can make assessments with points awarded, passed/failed and give individual feedback.



The menu Assessment Tool is therefore relevant during the course or at the end.

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 be 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.

Further information about the assessment tool you can found [here](#).

## 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.

## Test Statistics

The test statistics allow you to perform general course-related, anonymous statistical evaluations of your tests. All tests included in the course are displayed. The key figures for a test as well as further analyses of the time taken to complete a test, average points per question and the percentage of correct answers per question are displayed. In addition, key figures such as the number of participants who completed the question, average score, time taken to complete the question, etc. are displayed and visualized for each question.

You can evaluate a test with regard to e.g. difficulty and suitability by means of characteristic values for test evaluation and item analysis.

Access to the test statistics is not only available to the course owners but also to all coaches of the course.

## Questionnaire statistics

The questionnaire statistics allow you to make a general course-related, anonymous statistical evaluation of your questionnaires/surveys. For each survey there is an overview, tables, diagrams and access to the individual questionnaires.

The overview includes key figures such as the number of completed questionnaires, submission period and processing time. The tab "Tables" contains evaluations for individual questions. In the tab "Diagrams" the results are visualised in the form of bar charts and the corresponding statistical data such as median, variance and standard deviation are displayed. In the tab "Individual questionnaires" you have access to each individual questionnaire. All accesses are anonymous.

Besides course owners all coaches have access to questionnaire statistics.

## Data Archiving

Data archiving can be used to store the results of various course elements of a course. In particular, saving the results of surveys, tests, self-tests, tasks, group tasks and course results are important elements that you should save at the end of the course.

The archives are usually in zip format and contain Excel files or rtf files for text formats. If other files are included in the archiving, they will be provided in subfolders within the zip file.

To save the results, first select a tool-specific block in the "Archive tool" area and then select the concrete blocks that you want to save. Of course you can also click on "select all". The results can then be downloaded by selecting the "Archive" option. The user will be informed by mail if the download takes longer, as is the case with the log files.

Archived self-tests and questionnaires contain anonymous user data, tests are stored in a personalized way and contain all test results. Course results contain the summarized overall evaluation of a course, not individual elements. The Wiki packs all pages and uploaded files into one ZIP file. The participant folder is saved according to the folder structure of this module. Further details on the recorded log files can be found in the chapter "[Record of Course Activities](#)".

In the archive tool you can also delete the chat history by clicking the button "Delete" under "Chat history".



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.

<b>Archiving</b>
Questionnaires
Surveys
Tests
Course results
Tasks (old)
Tasks and group tasks
Topic assignment
Log files
Forums
File dialogs
Participant Folder
Wikis
SCORM results
Checklists
Chat history
Bookings

## Learning Areas

Learning areas are used to easily assign groups to different elements within a 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". If no groups have been created yet, the text appears: *No learning group was found. Please create a learning group in the members management first.*

Learning areas can be selected in the course editor, for example in the course element "Enrolment." This way all groups of a learning area will be offered for enrolment. Furthermore learning areas are available in the tabs "Visibility" or "Access" in conventional courses if the option "group-dependent" has been activated.

The advantage over explicitly listing all relevant groups in the tabs "Access" and "Visibility" is a greater flexibility and easier handling in the course editor. If new group rules are defined in a course it has to be republished. If instead a learning area rule has been defined, the participation of a group can be defined in the learning area administration. In that case you do not have to republish your course.



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.

## Course DB

Here you can create a new course-specific database that can store certain course-specific information.

## Booking methods

Here you will find an overview of all the people who have booked your course.

## Copy learning resource

Learning resources are copied in order to be able to reuse an old course structure for a new semester, for example. When copying a course, the structure, folder contents, HTML pages and group names (without group members) are copied. User data such as forum entries, group members, etc. are not copied. As the owner of a learning resource, you can determine (under "Access configuration") whether your learning resource can also be copied by other OpenOlat authors.

This way you get a completely reset course without user-specific data remains.

~~As owner of a learning resource you can also determine in the administration menu under "Settings" "Share" whether your learning resource may be copied by all other OpenOlat authors of the system.~~

✔ Erstellen Sie am besten eine Kurskopie, wenn Sie einen Kurs wiederholt durchführen möchten, anstatt nur die Personen aus der Mitgliederliste zu entfernen. Auf diese Weise entfallen auch alle Einträge im Bewertungswerkzeug und man erhält einen komplett bereinigten Kurs.

✔ A course copy can also usefully be created as a backup after the course has been completed and before the course begins.

## Convert to Learning Path Course

Traditional courses and courses created before OpenOlat version 15 can be converted into a [learning path course](#) via this link.

## Export content

Export your learning resources as a ZIP file. You can import tests, questionnaires, CP and SCORM learning content into other LMSs that support the same standard. Courses, wikis and glossaries can be imported into other OpenOlat installations.

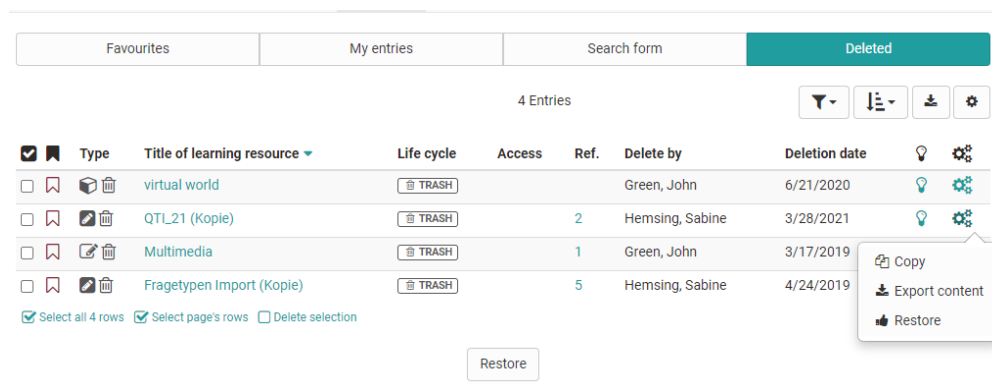
As the owner of a learning resource, you can also determine in the administration menu under "Settings" "Shared to other authors" whether your learning resource may be exported, copied or referenced by all other OpenOlat authors in the system.

Allowing a course copy for other authors is useful for course templates, for example.

## Delete learning resources

You can delete them using the menu item in the "Administration" area. When deleting integrated learning resources (e.g. a test) you will receive a message with the display of the corresponding course. You must therefore first delete the course element "Test" in the course so that you can delete the test in the authoring area. The data is definitely deleted and cannot be restored. Therefore a confirmation is necessary before deleting.

However, if the course is **deleted**, all user data will be removed. Course participants and authors no longer have access. Only the course owner has access and finds the course in the authoring area under the tab "Deleted". There the course can be restored, but without user data, these are permanently deleted.



Favourites		My entries		Search form		Deleted	
4 Entries							
<input checked="" type="checkbox"/>	Type	Title of learning resource	Life cycle	Access	Ref.	Delete by	Deletion date
<input type="checkbox"/>		virtual world				Green, John	6/21/2020
<input type="checkbox"/>		QTL21 (Kopie)			2	Hemsing, Sabine	3/28/2021
<input type="checkbox"/>		Multimedia			1	Green, John	3/17/2019
<input type="checkbox"/>		Fragetypen Import (Kopie)			5	Hemsing, Sabine	4/24/2019

Select all 4 rows  Select page's rows  Delete selection

Restore

Copy  
Export content  
Restore

ℹ The final deletion of a course is only possible by the administrator.



When you delete a course, user data (e.g. test results) is first archived as an Excel file in your [personal folder](#) and then deleted.

It is possible to inform other course owners via e-mail about the completion or deletion of a course. This can either be optionally selected in the Finish /Delete dialog or set in the [administration](#) system-wide.

A course can also be closed or deleted automatically. The administrator makes the appropriate settings under [Administration](#).