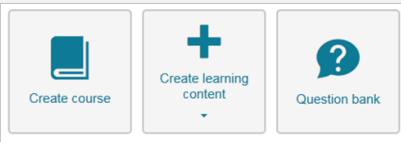


Create learning content

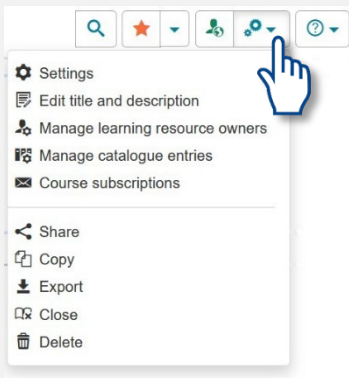
In **courses** you can provide learning content in form of course elements. With **learning groups** you can manage participants, offer group-internal communication tools and control access to your course content.



You can create courses as well as other learning content (for example, tests, wikis, blogs, flash cards or glossaries) in the "Teach & Learn" tab via the corresponding tiles. You can also reach the task pool of the ONYX test suite.

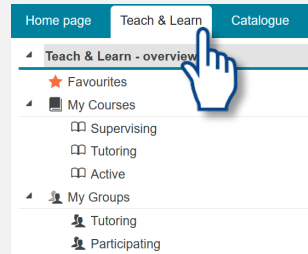
Course settings

The basic settings for your courses, such as **titles** or **course administrators**, can be adjusted via the menu items in the cog button in the top right-hand corner. Courses can also be copied, deleted or added to the **catalogue** here.



Manage own teaching content

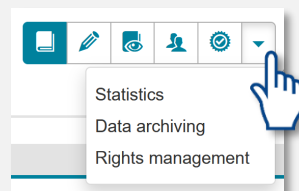
You can find your administrated courses and supervised groups under the **Teach & Learn** tab.



The intelligent menu expands according to the use of the learning platform. Therefore, not all menu items may be displayed.

Additional course tools

The **statistics** provide information about the number of hits for all course elements. The **rights management** feature allows selected editing rights to be assigned to other OPAL users.



The **assessment tool** allows you to view and evaluate course participants' performance. The **learner view** provides a view of the course from the participants' perspective.

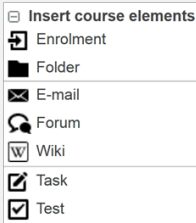


Course editor

The course editor can be reached via the pencil in the small top menu bar.

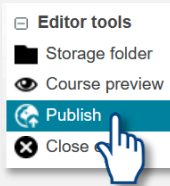


Here you can add, edit, or delete **course elements**, modify the course structure, and manage access rights.



Publish

Changes made in the course editor must be published so that users can access the latest content..



You can find the **assistant** for publishing within the course editor on the right-hand side of the page under "Editor tools".

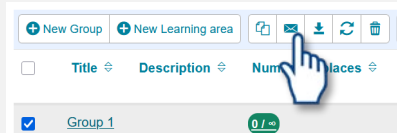
Manage learning groups

The group icon in the upper middle menu bar takes you to **group management**. Here you can create and administer learning groups and manage members.



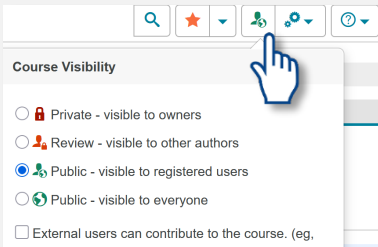
Contact members

Individual members or entire learning groups can be contacted by email (envelope icon) in all group management lists.

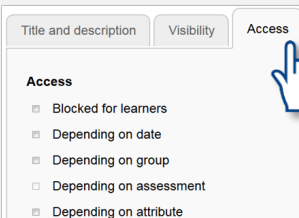


Access restrictions

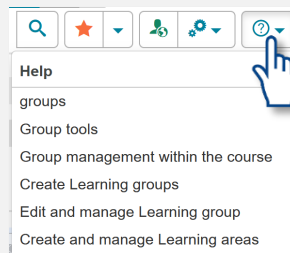
Use the **Course Visibility** button next to the cogwheel button to specify which user groups are allowed to open the course.



In the **course editor**, you can define detailed access rules for each course element using the Visibility or Access tabs. Passwords can only be assigned in the top-level course node or for structural elements.



Hilfe



Context-sensitive help for the current course element can be found via the ? in the upper right corner of the course.

If you have any further questions, please contact the e-learning team.