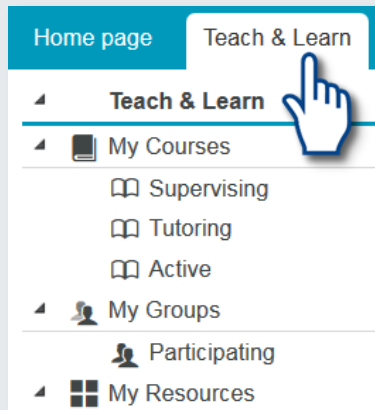## Manage own teaching content

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.

Create learning contents

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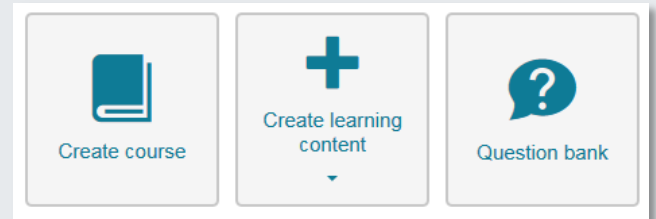
You can create courses as well as other **learning contents** (for example, tests, wikis, blogs, flash cards or glossaries) in the "Teach & Learn" tab via the corresponding tiles. You can also reach the task pool of the ONYX test suite.

Details and settings

The basic settings of your courses are adjusted under **Details and settings.**
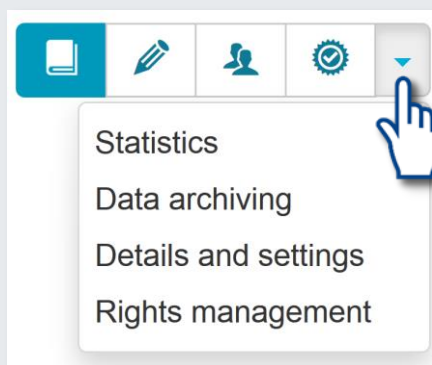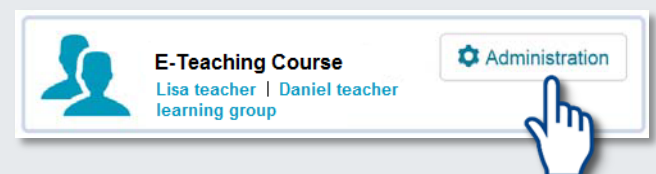
Here you can:
- add catalogue entries
- manage course owners
- work on course descriptions
- adjust global access rights
- delete the course

Manage participants

The **administration** of the groups for the management of registered participants can be found within the course in the menu on the left side by clicking on the group name.
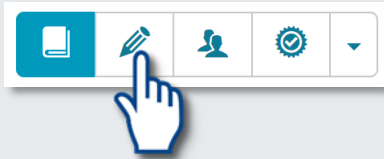
Contact participants

In the **group management** you can contact the desired participants by e-mail via the entries "All learning groups" or "All members".
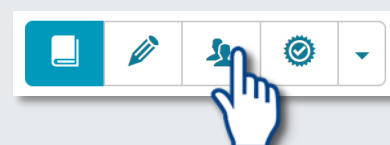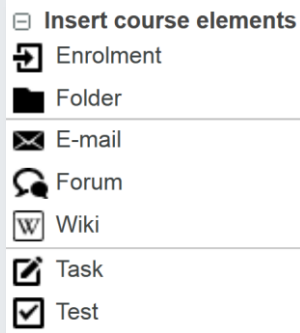
Course editor

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.

Other course tools

The **Statistics** give information for the use of the individual course elements.

Via **Rights management**, individual processing rights for the course or group management can be assigned to other OPAL users.

The **Assessment tool** allows to assess the work of participants in the course. Here you can also find the total score and a statistical evaluation of each course element.

Publish

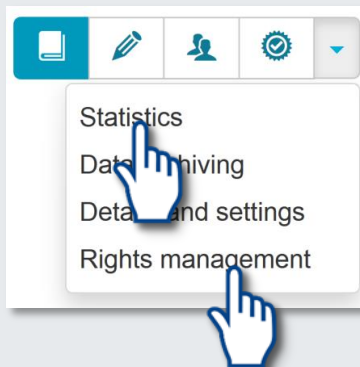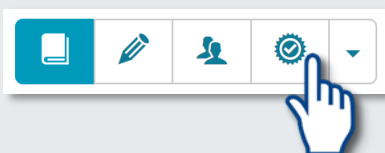Changes in courses must be published so that users can access the current content.
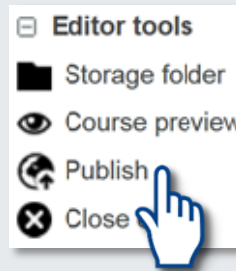
You can find the **assistant** for publishing within the course editor on the right-hand side of the page under "Editor tools".

Access restrictions

Via the page **Details and settings** you can specify whether registered users or guests of the platform can have access to the course generally.

In the **course editor** you can define detailed access rules for each course element via the tabs "Visibility" or "Access". The use of a password for the whole course is possible via the top course node, which carries the title of the course.
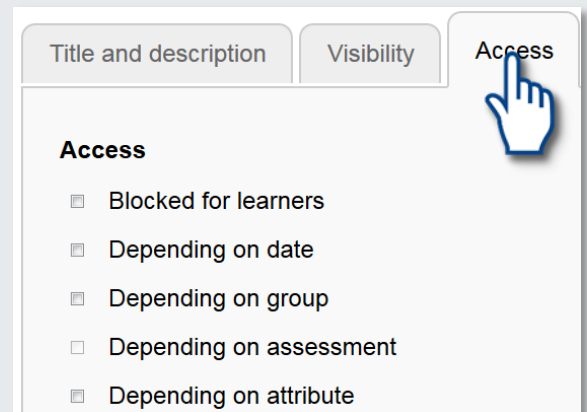
Help
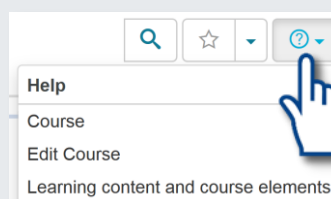
You will find a context-sensitive help in the selected course element by clicking at the ⑦ in the upper right corner of the course.