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http://elearning.tu-dresden.de/opalhandbuch/index_eng.html

For more information on the online based platform for academical teachings and learning at Universities in Saxony (OPAL) see the E-Learning Blog ELLOG developed by the department of digital teaching and learning at the media center at the Technical University of Dresden.

http://elearning-tu-dresden.blogspot.de

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1 GENERAL INFORMATION

1.1 Access

1.1.1 Login

We have summarized information on "e-learning at the TU Dresden" on the website http://elearning.tu-dresden.de. On the same website you can also find a link, which leads you to the homepage of OPAL. Here you can register yourself to OPAL by choosing the TU Dresden in the section "my university" first (Figure 1-1) and secondly, by stating your login, which was given to you by the Center for Information Services and High Performance Computing (ZIH) of the TU Dresden (Figure 1-2):

![Figure 1-1](image1.png)

![Figure 1-2](image2.png)
1.1.2 Configure home page

After registration, a page named home will appear. This is called your private space and can be configured individually by every user (Figure 1-3).

If you want to set-up or design your "home"-page, click the button "set-up". As a result, every element on the page can now be replaced, moved or activated/deactivated according to your personal needs.

To finish the set-up process, click the button "set-up done". (Figure 1-4).

You also have the possibility to change your personal settings (section "my personal settings" on the left navigation bar and then "my profile") (Figure 1-4).

1.1.3 Administrate Groups

In the section Groups all the groups you entered are listed. Within a group you have different ways to communicate with other group-members; e.g. e-mail, folder (memory capacity), information, chat, and forum). The particular owner (or the owner of a group) can assign the different ways of communication (Figure 1-5).

1.1.4 Administrate Learning resources

In the section Learning resources (Figure 1-6) it is possible to state, to edit, or to cancel your own courses/ events. You also have the option of finding existing, active courses.
General program for entering a course:

- You state a new course or select a still existing course which you want to edit
- Edit the data or pages with the course editor
- Press publish when you finish editing the course or pages
- Finally, close the course-editor

1.1.5 Help

Within the Help section (Figure 1-7) you can find different bulletin boards, hints, tricks (at present only in German), help, as well as examples referring to the use and profits of OPAL.
1.2 Author rights

If you are a user of the type "employee" or "staff" you automatically are claimed as an author. With this feature you are able to create courses, upload learning material and many other functions of OPAL.

If you aren’t part of one of these groups but although need author-rights you can make a request at the Opal-Support.

To check what kind of user you are affiliated, check the personal settings at the Home-site (Figure 1-8).

1.3 OPAL Support

At the Homepage of the OPAL-Support you find helpful tasks to many questions and you can contact our support team (Figure 1-9), it’s also possible to request authors rights if you want them and don’t have them.
2 COURSE ADMINISTRATION

2.1 Creating a course/ a lecture

2.1.1 Create a course

As an example a course/ a lecture called "course for the OPAL-Manual" should be started and configured.

To create a new course, do the following: choose the button "draw up a new course" in the domain learning-resources! Afterwards click on the button "course" (Figure 2-1).

State the title of your learning-resource (for our example we will use "course for the OPAL-Manual") as well as a short description of the new course (Figure 2-2). You also have the possibility to upload an image for the details page of the course.

After saving all entries, press "Finish". Now you will be asked to choose your next steps (Figure 2-3). For our example choose "Start details view" and click "Forward". You will be directed to the "details" of the course. In case you started the course-editor by clicking "Start course editor", you can go to the chapter *
Starting the course editor and editing a course* for further steps.

Optionally you have the possibility to use two wizard functions. Select the first radio button to start the wizard for a simplified course creation. It creates within a few steps complete courses with selected course elements - as download folder, inscription, contact form, internal page and forum – and the related groups. With the second radio button you can create a "Course reserve collection" (ESem) to upload or list key materials for a course.

![Figure 2-3](image)

2.1.2 Detailed view

In the detailed view (Figure 2-4) of the course you have the possibility to change specific basic settings, like the course-title or the course-description, and you can administrate "persons responsible" (for further information on changing the course-owner, see chapter "Assign course-owners"). But first "change the properties" (green arrow in Figure 2-4).

![Figure 2-4](image)

You can change the settings of your course via the index card change properties at any time.

2.1.3 Access rights

The visibility of a course can be changed via the rights of access as follows (Figure 2-5).

This setting refers just to the description of the course not to its content. The course-description can only be seen by using the search mask or the catalogue (if you have entered your course in the catalogue).

You can limit the visibility of the content by using the settings of your course module (visibility/access). For further information please use the chapter "Structure".
2.1.4 Administer further course preferences

**Information on learning-resources**

If you want to give other OPAL-authors the possibility to copy parts of your content, you can open your learning-resource within the setting can be copied.

**Can be referenced:** Within this setting you give other authors the possibility to cross-reference your learning-resource. Therefore, it functions as a checkbox. But you have to keep in mind that you have to adjust the "access" for "owners and other OPAL authors".

**Can be shown:** With this setting you can decide if your learning-resource can be started within OPAL or not.

**Can be downloaded:** Here you have the possibility to open parts of your resource, so that specified users can download content.

**Access have:** You have the possibility to choose between the following access authorizations:

- "Only owners of this learning-resource": so the learning-resource is only visible and open for owners
- "Owner and other OPAL authors": this setting allows owners and also all other authors of OPAL to have access to your learning-resource.
- "Registered OPAL users": within this setting your learning-resource is visible to all users who are registered within OPAL and they also have access to it.
- "Registered OPAL users and guests": Within this setting you allow all users, as well as guests, who are not registered in OPAL, to have access to your learning-resource.

2.1.5 Administer Resource folder, Proof of achievement, Calendar

You also have the possibility to change other settings. To do this, just use another file card in your menu bar (overlay-window). You have the following possibilities:

**Resource folder:** This is the main file folder. These files can then be used by different courses.

**Proof of achievement:** If you want to do a proof of achievement at any time, you just have to activate the corresponding button within the course.

**Calendar:** If you want to offer the setting "calendar" to your students/course-participants, you simply have to activate it.
Please keep in mind that you have to save every single change you do within your settings (file cards). When you are done, close the overlay-window by clicking the little red square with the 'X' in the right upper corner.

2.1.6 Open course-editor

Now you are back on the course details page. If you want to get to the course-editor, you have to click on "edit content" (green arrow in Figure 2-6). You find further steps for working with the editor within the chapter "

14
Starting the course editor and editing a course.

2.1.7 Course Template

Different course-examples (e.g. "Kurs zum OPAL-Handbuch" - a guideline to courses) as well as templates have been created on this platform to make it easier to set-up one’s own course. These examples and templates can be copied and are visible to all users, who are registered in the OPAL-system. Free access makes it possible to use these templates as a master copy and, according to the needs of the user, adapt and modify them.

You can find the course-example "Kurs zum OPAL-Handbuch" (Course to OPAL manual) under https://bildungsportal.sachsen.de/opal/auth/repo/go?rid=581861377. Open the course and click on copy (Figure 2-7).

Change the title and the description according to the lecture for which you want to set-up a course in OPAL (Figure 2-8). After saving everything, you can edit your new course.
2.2 Owner of a course

2.2.1 Assign course-owners

When you have "authors rights", you can create new courses and other learning resources. That doesn’t mean, that you can edit learning resources of other authors.

To get the rights for this, author XY has to add you as "owner" to the course. In this way, users that don’t have "authors rights" (e.g. SHK) can work at the course and the course editor.

**Important note:** Through this, users get so called co-authors rights. They can now delete the course and insert new course modules on their own. So called “Security Groups” can avoid this but still involve users in the editing of the course.

To assign a course-owner, open your learning-resource (don’t start the course-editor). On the right side you find a subfolder called "general". Here you click on "details" (green arrow, Figure 2-9).

You are now in the detailed view of the learning resource.
When you are on this page of details, click on "assign owners". You can find this button on the right side (green arrow in Figure 2-10).

An external window named "assign owners of this learning-resource" will now open. Click on "add user(s)" (Figure 2-11).

Now, state the last name of the person you want to designate as the owner. You probably also need the first name or the university (Figure 2-12).

To select a course-owner, select the person’s name in the list that will be shown and click on "check" (green arrow, Figure 2-13) and on "choose". Please make sure that you have chosen the right person! After you have chosen a course-owner he has the same rights within the learning resource as you, the course-author. He can also erase contents as well as upload (unrequested) material.
By clicking "Choose" the user will be listed as "invited owner". **He has to accept the invitation to be listed as regular course owner!** For that reason he will get a notification with the next login. The invitation can be found additionally in "Home > My subscriptions > Important information". To add more owners, repeat the steps.

To delete a course-owner, you have to activate the appropriate box and click on "remove".

If you click on the red cross in the upper right corner, you will get back to the details of the course. The name of the deleted owner should not be displayed in the list anymore (green arrow in Figure 2-14).

To get back to the starting-page of the learning-resource, click on "close detailed view" on the right.
2.2.2 Administration: Add owners

If you want to add an owner to more than one of your courses you can use the Administration tool “Add owners” (Figure 2-15).

You find it at the point “My learning resources”.

![Figure 2-15](image)

Now a frame is popping up in which you can select your courses (Figure 2-16).

![Figure 2-16](image)

Now look for the user you want to make an owner of (Figure 2-17).
Now you can select the user and click the button "Choose and finish" (Figure 2-18).
2.2.3 Delete own entries

With the administrating tool "Delete own entries" you can delete all your courses which you don't need any longer, as long as you're the owner of it.

Just click on "Delete own entries" below "Administration" in the toolbox. (Figure 2-19)

In the editor you can now choose which course you want to delete (Figure 2-20)

After that you have to confirm your choice (Figure 2-21) and after that you can see if the deleting was successful. (Figure 2-22)
2.2.4 The use of right-groups

As course-author you can give other OPAL-users particular rights to your course by inviting them to a "right-group". Similar to learning-groups, the "right-groups" also depend on the corresponding course. You can find further information in the chapter "Security Groups".

Note: If you, as the course-author, don’t want to assign an OPAL-user as course owner (see chapter "Assign course-owners"), it is better to invite him to a "right-group". The assigned rights you get as a member of a "right-group" cover only certain rights of the options a course-owner has.
2.3 Starting the course editor and editing a course

After finishing the course description, all the settings as well as the owner administration of your course, you can continue with editing your learning-resource, by adding contents to the course.

When your course gets drawn up, a course element "structure" is set up automatically. You now should state a short title and optionally a more detailed title or a description for this course-element (Figure 2-23).

![Figure 2-23]

Every course that has been draw up has a structure element as a starting-element (root node). This element cannot be deleted because it is needed as a reference point for every new course.

2.3.1 Insert course element

Within the course editor, under "Insert course element", on the right-hand side, you will find a list of frequently used course elements. Underneath you are able to expand a list with further elements (Figure 2-24).

Detailed information about each course element can be found in the chapter “Course Elements”.

![Figure 2-24]
To insert a course element you must click on the wanted entry in the element list. An overlay window will open in which you are asked to set the final position of your element. You are able to arrange the elements within the menu equally ranked one below the other or you can insert them as a subitem in the submenu of another element.

By default, only the highest hierarchical level is folded out. To insert course elements from a lower hierarchical level you just click on the plus symbol. You position the new course element by clicking on the explicit blue arrow and the line will then be highlighted in blue colour. If the circle in front of the arrow is situated at the level of a folder symbol, you will insert the element at the same level. If the circle is at the level of the title, the new element will be subordinated. In Figure 2-25 the new course element is, for example, inserted as a subitem of the element "Enrolment".

By clicking on "Insert course element" the chosen element will be shown within the course menu on the left-hand side.

![Image](image.jpg)

Figure 2-25

### 2.3.2 Course elements – general settings

Within the course editor you are able to alter a course element. The tabs "Title and Description", "Access", "Visibility", and "Multilingualism" are available for every element and will be explained in detail hereinafter. Additionally, each course element contains specific tabs which will be described in detail within the corresponding chapter of the respective element.

To adjust the settings of the above mentioned tabs, choose the requested course element in the course editor within the menu on the left-hand side. Afterwards, click on your tab of current interest.
2.3.2.1 Tab “Title and description”

By default, the "Title" of a course element is the name of the element (e.g. "Folder") and the "Subtitle" consists of the name and the supplement "Course element of the type..." (e.g. "Course element of the type folder"). The field for descriptions is empty. Alter the entries and click on "Save". All special characters and numerals are allowed.

Within the field **Title**, you have to assign a lemma for your course element by using a maximum of 100 characters. The lemma will be shown within the navigation menu and, if selected, as the headline of the content.

Within the field **Subtitle**, you can assign a caption of 255 characters at most. The caption will be shown as tool-tip within the navigation menu and, if selected, as subtitle together with the description within the content.

Within the field **Description**, you can describe your course element by the help of the WYSIWYG-editor. If the course element is clicked on within an ongoing course, the description, if selected, will be shown within the content.

Via the dropdown-list **Display**, you can choose if the title and the description should be shown besides the content. You have to delete the entry within the field subtitle if you do not want the caption to be displayed. Alternatively, you have the opportunity to display the description and module information of the detailed course view.

In the following subchapter you find examples of several display-settings.
2.3.2.1.1 Display options

The following figures will show you the several display options by using the example of the course element folder:

**Display: title, description, content**

![Figure 2-27](image)

**Display: title and content**

![Figure 2-28](image)

**Display: only content**

![Figure 2-29](image)
By clicking on "Set link for this course element", the links to the current course element will be shown.

To link the course element with another OPAL-course or even with the outside of OPAL, you must use an external link. The internal link only works for connections within the current course.

Links can be created by the help of the WYSIWYG-editors within other elements in the field "Description" or within the course elements Single page, Forum, Wiki, Blog and e-portfolio by clicking on the icon "Insert/edit link" (chain symbol).
You will need the identification number, out of the field downright, to reference this course within the preconditions (e.g. Visibility) of another course element.

2.3.2.2 Tab "Visibility and Access"

Information can be found in chapter Tab "Visibility and Access".

2.3.2.3 Tab "Multilingualism"

Within the tab "Multilingualism", you are able to offer your course participants the English translation of the title, subtitle and description of a course element. Therefore, click on the requested course element and "Enable". At this point you can also "Disable" a previously activated language (see Figure 2-33).

By default, "German" is set as the standard language for all courses. You are allowed to change the default language for your whole course by clicking on "Settings" choosing "English" within the detailed view of the course.

If you want to copy the German text for the translation into the text field beforehand, you just click on "Apply default language". You can delete your translation by clicking on the red cross within the column "Delete".

By clicking on "English", an overlay window will open where you can parallel compare or alter the German and English version (see Figure 2-34). After you have saved all changes in both windows, close the whole window by clicking on the red cross at the top on the right.
If you close the course editor, on the right, you will now find the box where you can switch the course language (see Figure 2-35). Kindly note that not translated elements will still be displayed in German.

2.3.3 Copy, move and delete course elements

How you **insert** a course element is explained in “*Insert course element*”. Within the course editor and in the editing field, you will find the symbols for copy, move and delete at the top on the right (Figure 2-36). First, choose the element you want to alter out of the menu and afterwards, click on the required button.
Copy

If you click on copy, an overlay window will open analogous to the insertion of a course element. Proceed as it is described in the chapter “Insert course element”.

If you want to create several copies of one course element, you set markings right there, where you need a copy of your current course element (see Figure 2-36). The element to be copied will then be inserted into the chosen places within the course.

**ATTENTION:** It is not possible to place the copy of a course element directly into the subordinate position of the original. At first, you have to insert the element at another position and move it to the planned position afterwards.

![Figure 2-37](image)

During the creation of a copy, the title obtains the supplement "Copy of...".

Aside from that, every other setting (subtitle, description, visibility and access standards, links to tests, Wikis, single pages etc.) will be adopted. The content and the event history of the course elements (Fora entries, folder structures and content) are usually not taken over into a copy.

Move

If you want to move a course element, you have to choose the requested element and click on Move afterwards. Finally, you choose the new position by following the same steps described within the procedure copy.

Delete

To delete an element, you have to choose the requested course element and click on Delete. As a result, the element will be crossed out in the menu on the left as the sign of its deletion (Figure 2-38 (1)). You can restore a course element by clicking on "Restore course element" (Figure 2-38 (2)). To permanently delete a course element you have to publish the deletion (Figure 2-38 (3)).

![Figure 2-38](image)
2.3.4 Publishing a course

To be able to display the course contents, the course and its elements need to be published to make it visible to all users. All changes and modifications added at a later date must also be published in order for the users to be able to see them.

To publish a course you have to use the link "publish" within the "editor-tools".

Click on the course element you want to publish (Figure 2-39).

After you have clicked on "publish", confirm the published module by clicking the button "Finish" (Figure 2-40).

A message declaring, "Selected modifications published successfully." will follow.
2.3.5 Displaying a course

Now, close the course-editor and the content of the course will be displayed (Figure 2-41):

![Figure 2-41]

2.4 Insert a course into the catalog

Please note: to insert the course into the catalog you have to set the access rights at least to "all registered OPAL users"! You can change the access rights in the menu "change properties" at the detailed view.

You can insert your course into the catalog to make it easier to be found. You have two different possibilities to enter your course in the catalog.

2.4.1 Register course via catalog

Possibility 1: Choose your university. For our example we used "Technische Universität Dresden" (green arrow in Figure 2-42):

![Figure 2-42]

In the first level of the sub-categories you find the departments and faculties. You can enter your course in an already existing category by clicking on "learning resource" in the menu-point "add", which you find at the right side (green arrow in Figure 2-43).
By clicking on "choose" (green arrow in Figure 2-44) your course will be entered in the category you have chosen (in our example: "Medienzentrum (MDC + AVMZ)"). In the upper corner (Figure 2-43) you can see where you are at, means in which category or subcategory. In our example it is:

Bildungsportal Sachsen > Technische Universität Dresden > Zentrale Wissenschaftliche Einrichtungen > Medienzentrum (MDC + AVMZ).

Your course has been entered successfully into the catalog! (Figure 2-45)

Please keep in mind that you can enter your course in several categories. To do this, repeat the described steps in the desired categories/ subcategories.
2.4.2 Add further subcategories

If you need further subcategories, please contact the administrator of the category. Therefore, click on the button "contact administrator" on the right side and you have the possibility to send an e-mail (an external window will open).

2.4.3 Register course via Course Detailed view

**Possibility 2:** Go to the detailed view of your course. At the right side, you will find the menu-point "Add to catalog" (see Figure 2-46). Now you can choose where you want your course to be inserted.

Please keep in mind that you can enter your course in several categories. To do this, repeat the described steps with the desired categories/subcategories.
2.5 Visibility and access control of course modules

2.5.1 Tab "visibility" and "access"

For each course element you can configure visibility and access in the course editor. Besides the tab "Title and description" each element – no matter what kind – has the two file cards "visibility" and "access" (see Figure 2-47).

With these rules you can configure for each module if it is visible and/or if the user has access to it. Configure the rules for the course modules so they are reasonable for your course.

![Figure 2-47](image)

2.5.2 Lodge alternative text (visible/no access)

You can make an element visible, but not accessible. For this, you have the possibility to insert a text that will be shown when a user clicks on the inaccessible module. You find this field "Information if visible and no access" in the file card "visibility" (see Figure 2-48).

![Figure 2-48](image)
2.5.3 Regulate visibility and access

You can make an element visible, but not accessible. For this, you have the possibility to insert a text that will be shown when a user clicks on the inaccessible module. You find this field "Information if visible and no access" in the file card "visibility" (see Figure 2-48).

You have the following possibilities to regulate visibility and access for each element. According to those rules, some elements have their own specific adjustments (see chapter of the respective element).

Blocked for learners: If you click on "Yes", further configuration possibilities will get inactive. The link of the course element is from now on only visible for the authors, owners and tutors of the course. All other OPAL users will not get access.

Depending on date: Click on "Yes" to enter Start and/or End of the visibility.

Depending on group: Click on "Yes" to make the course element visible "Only for learning groups" or "Only for learning areas".

Depending on assessment: If you choose the option "Check for passed", you can choose a course element that must be passed to make the element visible for the user.

If you choose "Check score", you can enter an amount of points in the field "Passing score" which is necessary to view the course element.

It can be didactical meaningful to control the access of certain elements. You can use this to "force" your students to solve an important problem before they can work on the next lessons.

2.5.4 Additional hints

Apply rules also for owners and tutors: If you choose "No", the authors, owners and tutors of the course can always see the course element’s link, no matter which visibility rules you have set above.

By means of the button Display expert mode an entry field will appear in order to be able to make a more complex configuration according to your needs. Use the help Symbol to get further information.

The following hints are given to ensure a stable use of the learning platform. Each visibility and access rule needs a specific verification by the system when the course is started. Unnecessary redundant rules can make a course instable in case too many users want to access it. This can e.g. happen at the beginning of the semester when students want to enrol into the course.

1) Superior elements in the navigation menu give their visibility and access rules to their subordinated elements. This means: it is not necessary to give each subordinated element the same rules when they are already defined in the superior module.
2) Also try not to double visibility and access rules within one element if not necessary. A element that is not visible does not need to be set inaccessible with the same rule.
2.5.5 Changes of the topmost structure element

Take care, that changes in visibility and access rules of the topmost structure element (element with the title of the course) can cause that the complete course can get invisible or inaccessible.

2.5.6 Password

You can protect your course with a password.

When a user visit the site the password must be entered. Only after changing the password it has to be reentered.

The setup of the password is only possible using the course element structure. Add a new "structure"-course element or use one you have created formerly.

Set your password at the tab "Access" in plain text. (Figure 2-49)

![Figure 2-49]

The password protection is only working at the course elements which are hierarchically subordinated.

Watching at Figure 2-50:

If you use the password protection at the structure course element "Kurs zum Opalhandbuch", the whole course will be protected. (all elements are subordinated to this element)

Setting the password at the element "Lehrunterlagen" though, only the elements "Allg. Lehrunterlagen" and "Einschreibung" will be affected by the protection.

![Figure 2-50]
2.6 Closing a course

To close a course you have different options, which are described in the following sections. Go to the "Details"-page of the course you want to close. You find the two options "Close" and 'Delete' in the menu on the right (Figure 2-51).

![Figure 2-51](image)

2.6.1 Close course

With clicking the Close Button a wizard pops up that will describe what happens if you close the course (Figure 2-52).

Choosing this option will append a status [closed] to your course which means:

- The configuration of the course stays the same (course settings, visibility and access rules).
- All approved users can still access the course the same way as before. Attention: If you choose "Remove all tutors and participants from the learning and right groups of this course" you will no longer be able to review the course participants' test results etc. via the assessment tool.
- All user and transaction data (e.g. entries in forums and Wikis) will remain unchanged and can therefore be accessed as well as edited.
- All bookmark links of this course have the status [closed].
- **ATTENTION:** Once "closed" the course status cannot be reversed.

In the following steps of the wizard you can choose to remove catalog entries of the course, remove users or owners of the course and to inform all involved users about the change of the state via e-mail.
2.6.2 Delete course

By choosing Delete and an extra confirmation the course will be completely removed from the system. All links to the course or its groups and memberships are also automatically deleted.

The course can not be restored by the system.

However, you can restore contents from personal copies (made via "Export").

All user-related data (test results, forum entries, etc) will be automatically saved in your "personal folder" like it is done with the "Archive tool" (see “ “)
Archive Tool”).
3 COURSE ELEMENTS

Course elements are containers for the contents of the OPAL-courses. Depending on the kind of course element, you will have different structures and various possibilities in creating your own course element.

In the chapter " 
Starting the course editor and editing a course, you will get information about the establishment of a course element. Furthermore, you will learn how to copy or to move an element and also how to delete a course element if you do not longer make use it. Additionally, general functions and settings (title, description, access, visibility, multilingualism) of all course elements will be explained.

Specific functions of individual course elements will subsequently be described within the corresponding chapter of the element. Within the sections "Frequently used course elements" and "Further course elements", you will find the particular elements ordered by a chronology in which they appear in OPAL.

3.1 Structure

This course-element gives a short overview of all subdivided course-elements, their short-title, title and description. Should you have no need of the overview, you have the option of linking your own html-page. Within this element it is also possible to declare the total points (and also the status passed or failed) for a course-task or a test that the participant has achieved. But first the course-task as well as the test need to be allocated to this structure-module.

Now remember our concrete example "course to the OPAL-Manual". Within this example we use the structure-module for automatically depicting the structure of the course. So just leave the setting on "automatic overview" (visible in the file card overview).

If you click on the other file cards visibility and access you can change the other settings, which are the same for every course element that is used in this course:

Visibility and access can be set up the following ways: depending on factors such as time, groups, or marking/grading. Therefore, you can choose to configure both by using the simple mode or the expert mode. If you need help, just click the icon with the question mark, which exists in every file card. It works as context-oriented help.

You can choose the setting "depending on group" to permit the access just to a specific group. Therefore, click on "yes" and go to the selection of groups, which is marked with a green arrow (Figure 1). Within the new window you can choose the desired learning-groups, if you already have established learning-groups with the help of the function "Groups". Within this function you can find more information on how to set up learning-groups.
Keep in mind that all entries you have made in the expert-mode will be overwritten/changed when you configure something in the simple mode.

3.2 Enrolment

All the participants of your lecture can enrol themselves into learning-groups, which have been depicted before within the menu management of groups (for further information see “Groups”).

You can choose the course element out of the list on the right side as usual.

![Figure 3-2](image)

3.2.1 Enrol scenarios

The course element enrolment is able to cover various scenarios:

**Enrolment in one learning group**

The simplest way is to enrol all participants at once at the beginning of a course. Only after a successful enrolment, the participants are allowed access to the course’s content. This procedure is consistent with the enrolment register at the beginning of a course (Figure 3-3).

![Figure 3-3](image)

**Enrolment into one of several courses**

It is also possible to allow students the enrolment into one of several courses. This option is useful in case you want to divide a group into subgroups to let them work on different topics.
After the successful enrolment, all the other courses are no longer eligible for the user. This procedure prevents students of enrolling into more than one group at once (Figure 3-4).

**Registration**

Terms and conditions

This registration is for the course XY, please enroll only if you are studying XY.

You have already accepted the terms and conditions.

Learning groups in which you are enrolled:

You have been enrolled in the below mentioned learning group if you are on its waiting list. If possible, select "Remove" if you want to remove yourself from the learning group or its waiting list. **Attention:** This enrolment only concerns selected learning groups in the related OPAL course.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Number of places</th>
<th>Status</th>
<th>Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBIV</td>
<td>2015/16</td>
<td>2/13</td>
<td>enrolled</td>
<td>Cancel</td>
</tr>
<tr>
<td>MDC</td>
<td></td>
<td>6/20</td>
<td>not enrolled</td>
<td>Allowed</td>
</tr>
<tr>
<td>HRMEIS</td>
<td>One of the Groups HRMEIS</td>
<td>6/5</td>
<td>not enrolled</td>
<td>Allowed</td>
</tr>
</tbody>
</table>

Enrolment into several groups

The last variety enables participants the enrolment into several groups at the same time. The maximum number can be chosen freely. Only after the maximum number of enrolments is obtained, all the remaining learning groups will be locked for registration.

After each enrolment the participant receives a confirmation email. By calling up the registration site, the student is able to see all the learning groups he/she is enrolled into and is also capable of canceling (if allowed) his/her participation (cf. Figure 3-4).

Under settings and the tab "Configuration" you can set the scenario which fits best into your course planning.
Configure enrolment

You have to achieve the following two conditions in order that participants are able to enrol in a learning-group:

1) At least one learning-group must exist (details in “Groups”).
2) You have to define the learning-group(s) to which the course element enrolment belongs, more precisely, into which group the course participants should enrol. The settings can be customized by clicking on the tab “Configuration” (Figure 3-5).

Choose one learning group or area which should be displayed for enrolment (Figure 3-6). Thereto, click on the gray button with the 3 dots next to the field Learning groups. If there is no existing group, the configuration menu will automatically open (Figure 3-7). Within the menu, you will be allowed to create the group.
Within the configuration tab, you can also determine in how many groups one participant is allowed to enrol at once. By default, one user is only able to register exactly for one learning group. Any further configurations, like the maximum attendance or the permission for the individual signing out, can be defined under group management.

3.2.3 Optional conditions of participation for registrations

A registration can be slotted certain criteria in ahead which must be accepted to make use of the registration.

Therefore, tick the box “Activate conditions” in the course editor within the tab ‘Terms and Conditions’. After that, a text gadget will open in which you can enter the text the users have to agree on (Figure 3-8). When you are finished click on "Save" to publish your changes.

As a result, within the course view there will not immediately be the display of the registration, instead, the conditions to agree on are shown (Figure 3-9). If the user clicks on "I agree", only then the registration will be visible.

The conditions, the user already agreed on, will always be shown as an information in the section ‘Terms and Conditions’ (Figure 3-10).
### Access restriction to contents

Learning groups are suited for limiting the access of provided learning materials for a certain circle of people.

Therefore, configure the menus visibility and access control concerning group dependency (see chapter "}
Visibility and access control of course modules

Kindly note that an enrolment into a learning group will be prevented if the enrolment module is restricted in terms of access or visibility in which one should register!
### 3.3 Course element folder

With the course element "folder" you have a simple option of providing files for your course-participants. This means that you can integrate a list of internet pages into the course. Another option is that participants can upload files or create new ones online by their own. Those are visible to every participant afterwards.

#### 3.3.1 Fields of application

Depending on its configuration, the course element "folder" can be used only as download-index or as a platform to share files. Therefore, the users or course-participants need write permission for the index (Figure 3-15).

Of course, the index can also be subdivided and the files can be shifted/ displaced, copied, and deleted, as is possible within the other indexes. Zip-files can be unpacked or you can consolidate different files to one such package.

#### 3.3.2 Arrange folders with different categories

To arrange folders with different categories, a course element structure with the title "teaching material" is created. This will be the main element wherein all the folders can be subdivided.

You have to use the sub-index of the structure-module "teaching-material" to declare where your folder should be created (Figure 3-12).
For further explanation of this module just follow the same steps as stated in chapter "Structure".
3.3.3 Manage read and write permissions

Within the file card access you can decide whether the folder is to be used only as a download index or as a platform for sharing files. This depends on whether or not a write permission is granted to the user (Figure 3-14).

![Figure 3-14](image)

3.3.4 Add contents

Within the file card Folder configuration you can upload the actual contents into the folder "teaching-material" (Figure 3-15 and Figure 3-16).

![Figure 3-15](image)

![Figure 3-16](image)

After opening the folder you are offered different options to create files and to make your files available (Figure 3-17).
3.3.5 Upload several files/ folder structures

If the data consists of several files and of sub-indexes, you can just compress them into a Zip-file first, upload the file, and then unzip the file.

After unzipping the Zip-file, close the whole folder and go back to the course. You can delete the Zip-files now, so they don’t waste memory capacity.

The described procedure suits specially to upload one single file. If you want to upload (or delete) several files at once at the platform, we recommend the use of "webDAV". You find a description of this function in chapter " 
Using OPAL as network drive.

3.3.6 Supported file formats

You can upload any file formats according to your needs (see Figure 3-18).
### 3.4 Single page

This course element is used to integrate one or more html-pages to the course.

With the help of an editor that exists within this learning-platform you can draw up html-pages directly in the system. This editor, called "WYSIWYG"-mode, already has the basic functions concerning formatting as well as designing of the page.

You can also upload existing html-pages in the system and link them to your course with the help of the element "single page". In this case it doesn’t matter if you want to link one html-page or more. If you want to link more than one page, please add them compressed in a Zip-file.

**WYSIWYG** is the abbreviation for **W**hat **Y**ou **S**ee **I**s **W**hat **Y**ou **G**et.

The advantage of this editor is that you can see what your document will look like (e.g. when you print it) while you are working on it.

#### 3.4.1 Insert course element

The next step for our concrete example "course to the OPAL-Manual" is to draw up a page with current information and appointments (title "current appointments"). To do this, go to the menu "insert course elements" at the right side and click on "Single page" (Figure 3-19). Now you can choose where you want your course element to be positioned (Figure 3-20).
3.4.2 Configure course element

Configure the new course element by stating and defining a title and a description as well as modifying the visibility and the access (Figure 3-21). The course element will still be incomplete, which means that you cannot publish it at this moment. The little red circle and also the message "one incomplete course elements remain" will advise you visually.

3.4.3 Define/ create HTML page

Now you can define an html-page that you wish to be the starting-file of your course element. To do this, click on the file card "Page content" (Figure 3-22). You have different options of how to create the html-page: you can set it up online, you can choose an existing file out of the storage folder or you can upload one file into the storage folder (you can also upload more than one file but then you need to compress them in a zip-file).

By clicking on "select or create page" (Figure 3-22) an overlay-window will appear. (Figure 3-23).
The editor will open as soon as you draw up a new html-page (within our example, we will name this page "appointments.html") (Figure 3-24).

3.4.4 Preview course element

After a click on "Save and close" in the editor, the course element is now ready for publishing, which is indicated by a little green triangle as well as the massage "No problems or errors found in this course".

Now it is possible to see a preview of the course element you made. To do this, just click on "Storage folder/appointments.html" (Figure 3-25) in the file card "Page content" => "Selected page".
3.4.5 Insert a mathematical formula

It is possible to insert a mathematical formula on a "Single page". The only condition is the knowledge of simple Tex/LaTex skills.

Create a new “Single page" with the title "mathematical formula" and open the page with the editor. Click on the sum-symbol (green arrow in Figure 3-26).

Use the now opening formula-editor to express your formula with Tex/LaTex commands. To display the formula in a bigger size use the command "LARGE" (see Figure 3-27 and Figure 3-28).
Clicking the "Insert" button takes you back to the html-page "mathematical formula". There you can see a placeholder with the sum-symbol for the built formula. To edit the formula just click on this placeholder. For a new formula use the symbol in the menu bar (Figure 3-26).

"Save and close" the page and "Publish" your changes (the new course element) as already shown.

Figure 3-29 shows a possible page "mathematical formula" with a sample formula in two different sizes.
3.5 Link list

The course element Link list enables you to provide a list of internet addresses for your students. It is also conceivable to let your students (cooperative / collaborative) create a link list for a special topic or assignment.

3.5.1 Insert course element

At first you add the course element "Link list" to your course.

Find the menu and click on "Insert course element". Afterwards, click on "Link lists" (Figure 3-30) and choose the position in which your new course element should be stationed (Figure 3-31).

3.5.2 Configure course element

Configure the course element as usual by adjusting the title and description as well as defining the visibility and access.

The access is individually adjustable to "Display", "Display and add", as well as "Display, add and delete" (Figure 3-32).

Thus you can determine whether your course element "Link list" can be complemented with student entries ("Display and add") or even students are allowed to remove links from the list ("Display, add and delete").
Figure 3-32

3.5.3 Create content of the Link list

As person in charge of the course you are able to create and edit the content of the link list in the course editor under "Configuration" (Figure 3-33) or directly within the course view.

With the corresponding authorization you are allowed to edit the link list even as course participant. Thereto choose the link "Edit" within the course view (Figure 3-34).

While editing the link list, you can enter the "Link target", the "Link title" and a "Description".

As "Link target" you enter the link or URL, for example: http://bildungsportal.sachsen.de. It is also possible to link the URL to a random course element of this or any other OPAL course. The "Link target" itself (the URL) is not shown because it is replaced by the "Link title".

As "Link title" you enter the title of the link which will be shown instead of the URL of the "Link target".

The section "Description" allows you to enter a description of the link which will be directly shown below the link’s title.

Activate the check box "New window" to let the link be opened in a new browser window or tab. Linkings to course elements in this or any other OPAL course are always opened in the same browser window.

To add further links to the list click on the +. A new input line will directly appear underneath. By clicking of –, you can delete links from the list.
If you are finished, use the 'Save' button to activate your new entries.

**Figure 3-33**

**Figure 3-34**
3.6 Bibliography

This course element provides the opportunity to make several bibliographies available to your students or to let your students cooperatively put up a list on their own in connection with a certain topic. A direct import is only possible if you have already converted your list of literature into a BibTeX file. Bibliographies provided from this course element can be exported by participants into BibTeX format for using them in their own literary administrative programs.

BibTeX is a program to create bibliographical references typically used with Tex- or LaTeX documents. In this case the bibliographies are available as BibTeX format (*.bib). It is also possible to create BibTeX files with literary administrative programs like Citavi.

Further information regarding notation can, for example, be found at Wikipedia.

3.6.1 Insert course element

At first, add the course element "Bibliography" to your course.

Find the menu "Insert course element" and click on the link "Bibliography" (Figure 3-35) and finally, choose the position on which you want to place the course element.

![Figure 3-35](image)

3.6.2 Configure course element

Configure the course element as usual by adjusting the title, description, visibility, and accessibility.

Access can separately be granted as "Display only", or "Display and edit" (Figure 3-36).

Thus, you can determine whether students are allowed to add entries to your "Bibliography" ("Display and edit") or not. Consider that the deletion of entries conducted by students will also be possible then.
As person responsible for the course you can either create the content of your bibliography through the tab "Configuration" (Figure 3-37) or directly edit the content within your course.

Person responsible and course participants with corresponding authorization are allowed to directly edit and complement the bibliography within the course view. Therefore, click on "Edit" (Figure 3-38).

Hereinafter, the individual functions of the editing mode are briefly introduced.
3.6.3 Import bibliography (BibTeX file)

Use the button "Import bibtex file" to import your file in BibTeX format (*.bib). Thereby, all literary entries that can be found in the file are added to your course element. Each imported entry is checked against the existing entries of the database by its "ID", "ISBN", or "doi" in order to avoid doubling. If a doubling occurs, you are asked to discard one of the entries. If you choose "Replace", only the new entry will be kept. If you click "Keep", only the original entry will be kept. Alternatively, it is also possible to keep both entries (Button "Both"). In this case, the new entry will automatically receive a new ID (Figure 3-39).

![Figure 3-39](image)

3.6.4 Create new entry

Using the Button "Create new entry" allows you to add a new single literary entry in the BibTex format through a text editor. Thereby, an exemplary is provided that will show you the basic structure of a BibTex entry (see Figure 3-40). After you finished the adjustment, you confirm by clicking on "Save".

![Figure 3-40](image)

3.6.5 Edit entry

Click on "Edit" beneath the entry to edit the entry of your bibliography. The chosen entry is opened in the text editor for your further adjustments (see Figure 3-40). Thereby, you have to maintain with the BibTeX format. After you finished the modulation, you confirm by clicking on "Save".
3.6.6 Delete entry

By clicking on "Delete" beneath an existing entry you are able to remove it from your bibliography. Please note: a final deletion has to be confirmed twice.

3.6.7 Export bibliography (BibTeX file)

By using the Button "Export bibtex file" all your literary entries of your course element are exported into BibTeX file (*.bib) in order to use it with other programs (Figure 3-41). All members with access to the course element are allowed to use this function.
3.7 Course element E-mail

The course element ‘E-mail’ offers the deployment of a simple contact form to send emails to previously determined recipients. The email addresses of the recipients are not visible for the sender for data protection reasons (Figure 3-42).

You can use the contact form, for example, to provide a communication opportunity between advisers and their students via email. The other way round, the element can also be directly used by docents within the course to send emails to every student or to certain participants of a designated learning group. If necessary, it might be meaningful for this particular application field, to set the contact form invisible for learners (see chapter “
Visibility and access control of course modules”.

3.7.1 Insert course element

Insert the course element "E-mail" into your course. Therefore, open the course editor and click on "Insert course elements" > "E-mail" in the menu on the right (Figure 3-43). Finally, choose the position of your course element.

3.7.2 Configure course element

Configure the course element as usual (see chapter “
Starting the course editor and editing a course”) by adjusting the title and description as well as the merits of “
Visibility and access control of course modules.

3.7.3 Set recipient

Within the tab "Recipient", you are able to determine the recipients of your contact form (Figure 3-44). The following scenarios are possible:

(a) You can choose sending an e-mail to all tutors and/or all participants of this course – meaning of all learning groups related to the course. Therefore, tick the option "Distribution to group members or tutors". After that, further selective options will be opened. There, you can choose the wanted recipients by ticking the corresponding box(es) (see (a), Figure 3-44).

(b) Alternatively, you can address the e-mail to selected learning groups or areas. By choosing this type of communication, the e-mails will be written to tutors as well as participants of the selected learning group. Therefore, tick the option "Distribution to group members or tutors". After that, further selective options will be opened. Within section (b) (Figure 3-44), choose the corresponding learning group resp. learning area by clicking on the buttons with the three dots.

(c) The third scenario described the dispatch of e-mails to any e-mail address. Therefore, tick the option "Distribution to e-mail addresses". After that, a text box will open with the title "To". Within the box, you can enter one or more e-mail addresses line-by-line (separation each address by keying Enter) to whom the massages of the contact form will be posted (see (c), Figure 3-44).

Within the field "Mailing list title", at the very top of the tab, you can enter an arbitrary title which will be used as the short description of the recipient circle. This title will be shown in the contact form within the area "To" (cf. Figure 3-42) as well as at the end of a posted e-mail (cf. Figure 3-47). If you do not enter a title, the field will be automatically filled (e.g. "To all tutors of this course").

Confirm all your settings by clicking on "Save".
It might happen that after the call up of the contact form the information "No addressees defined." is shown (Figure 3-45). It happens, for example, if you chose to send the e-mails to all tutors of this group, but, there are no tutors registered in the current learning groups.

3.7.4 Determine standard text

Within the tab "Recipient" of the element in the course editor, you can determine a standard text for the subject and e-mail message within the low range of the tab, which will automatically be added to the contact form. Therefore, fill out the fields "Subject (template)" and "Message (template)" (Figure 3-44, down). The texts can subsequently be complemented or replaced by the sender.

Confirm all your settings by clicking on "Save".
### 3.7.5 Send an e-mail

Within the course view, a contact form for sending an e-mail will be generated, which is comparable to the illustration in Figure 3-46. "Subject" and "Message" can freely be filled and adjusted by the sender of the e-mail. Within the area "Attachment", the sender is allowed to add files to his/her e-mail with a size up to a maximum of 5 MB. Choose the corresponding files by clicking on "Select file".

Additionally to the set recipients, the sender can determine if the e-mail is sent, in copy, to further e-mail addresses. To send a copy to him-/herself, you must tick the box "Copy to sender" at the very bottom of the tab. If you wish to send a copy to arbitrary e-mail addresses, you have to use the field "Copy to", which can be found above the field "Subject". Enter the destination addresses and separate each address with a comma.

After clicking on the button "Send", each recipient will receive a single e-mail with the result that for the recipient it is unrecognizable who else got this e-mail. Underneath the e-mail text only the title of the mailin[ing list is shown (see "Mailing list title" within the section "Set recipient") as well as the link to resource whence the message was sent (Figure 3-47).

![Figure 3-46](OPAL Manual, June 2015)

If you are using the e-mail form as a **person responsible for a course or a tutor** of a learning group of the course and the option "Copy to sender" is activated, you will additionally get a list of...
names of all recipients (Figure 3-48). By sending an e-mail to a learning group, the e-mail will be sent to all participants currently registered in it.

![Figure 3-48](image)

### 3.8 Course element forum

The element forum represents a platform of communication.

Every user who has access to a course-forum can get a daily newsletter via e-mail that informs about new entries in the forum.

After you have published information, you can attach a file that can be opened and used by all users of the forum. It is also possible for every author to edit his entry as long as nobody has replied to it.

![Figure 3-49](image)

By clicking on the name of an author a new dialog opens, which gives you the possibility to send him/her a direct message via the OPAL messaging system.
3.9 Wiki

With a Wiki you can create articles and contents and edit them together with other users.

Within a Wiki, each user can create new articles, edit existing articles, link articles with each other and discuss articles with other users.

The articles can be formatted by using the Wiki-Syntax (typography, titles, lists, links) and it is possible to insert images, audio files and mathematic formulas in LaTeX format.

3.9.1 Create Wiki

To create a Wiki you generally proceed just as if you create a course. (See chapter "Create a course" and Figure 3-51).

Alternatively, you can apply a Wiki within a group (see "Group Tools"). However, a group Wiki can only be accessed by the related group.
Also similar to a course, a Wiki can be used as independent learning resource. It can also be integrated into a course. To integrate a Wiki in a course, choose "Wiki" in the menu "Insert course elements". Afterwards link your existing Wiki in the file card "wiki learning content" (see Figure 3-53 and Figure 3-54). After publishing the changes, your Wiki is integrated into the course.
Please also note the information about ""
Visibility and access control of course modules”.

3.9.3 Storage space / quota

Every Wiki has a memory space of 50MB. If you need more memory space please contact the e-learning support of your university (TU Dresden: elearning@tu-dresden.de).

The following information are needed:

- ID or link of the Wiki or Link of the associated Learning/ Right or Working group
- needed memory space

To determine your current occupancy rate of your memory space; please pursue the following instructions: Open the concerned Wiki and choose "Edit page" of any article. Afterwards, click on "Upload file..." beneath the article (cf. Figure 3-55, green arrow). A new section is opened where, among others, the available storage and the current occupancy rate is shown (cf. Figure 3-55, green box).

![Figure 3-55](image)

3.9.4 Edit Wiki entries

To edit a Wiki article you have to open it and choose the Tab "Edit page".

You can change the title of the article within the field "Page name" and the content of the article under "Page content".
Wiki articles are written by applying a certain Wiki syntax. To support the creation of Wiki articles, you are offered a toolbar with selected commands (Figure 3-56). Thereby, the Wiki codes of headlines, lists, links or pictures are created automatically. For further information of the Wiki syntax please make use of the help pages (green question mark, Figure 3-56) or visit http://jamwiki.org/wiki/en/Wiki_Syntax.

You can preview without saving the changes by clicking "show preview". After finishing your article click "Save" or "Save and show".

**Images and Files within a Wiki**

Before inserting an image or a file it must be uploaded to the Wiki by clicking "Upload File" (underneath the Wiki article, see green arrow Figure 3-55).

Now the image or the file can be inserted into the article. In order to place the image or file, choose the right position within the editing window, click your cursor where your image or file is supposed to be inserted, choose from the drop-down menu and click "Insert file" (see Figure 3-57, b).

**Links within a Wiki**

In order to place a link within a Wiki, choose the right position within the editing window, click your cursor where your link is supposed to be inserted and choose an existing article from the drop-down menu. By clicking "Insert link" (see Figure 3-57, a) you insert the link. If you edit the pasted text again, the link will lose its validity.

**3.10 Task**

Within the course element "task" you have the option to give several students specific tasks. You can grade the results of every course participant individually, and give feedback. Therefore, you should use the learning groups for which every student has to register. This step is necessary in order to be able to utilize the assessment tool and to see and grade solutions or task results that were handed in to you.

**3.10.1 Insert course element**

Choose the course element task out of the toolbox insert course elements, which you find on the right side. Now, you can integrate this module to your preferred position in the menu. To fix
this position click on "Insert course element". You are now able to configure the module according to your intended purpose. Within our course example this module is called "assignment paper".

3.10.2 Features of course element task

Within this module you have different functions at your disposal: assignment, drop box, assessment and sample solution, which can be used according to your needs. These functions can also be hidden separately.

When you deactivate the assignment function, the module can be used as "drop box".

The function handing in needs to be deactivated when you want a student to do extra-credit work or when you want to use another approach.

![Figure 3-58](image)

3.10.3 Assign tasks

In the file card Assignment you find the button open task folder. Put the files that contain the tasks for the students in this folder (Figure 3-59).

With each task folder you have 200MB (200000KB) of memory for your documents.

![Figure 3-59](image)

The assignment of tasks for the user is unrestricted by default. That means that every user can see all tasks and choose one of them optionally. If you choose the function automatic task assignment, the system gives each user a task out of the task folder by chance.

Once a student has chosen a task, all other tasks will be inaccessible and not shown anymore.
Choose the option "with replacement" (Figure 3-60) if all documents in the task folder shall be seen by every user until a task is chosen. The option "without replacement" blocks the access to a certain task for all other users when a task is once chosen. In this way you make sure, that a task is chosen only by one user. This requires of course, that the number of tasks is the same as the number of course participants.

3.10.4 Submit solution

To submit a solution, the student just has to click a specific button in his course-material. To confirm that the file is sent into the drop box a short message is shown in the browser. The text for this confirmation message can be changed by the course-author. It is also possible to send an e-mail with the confirmation message included. This e-mail will be sent to the e-mail-address that was provided by the user (Figure 3-61).

Each student has an upload volume of 200 MB (200000KB) in his personal drop box.

3.10.5 Assess task

In the file card assessment the setting can be changed so the manual grading of a user’s task is possible (Figure 3-62). According to the chosen configuration you have the possibility to grade the solved tasks manually and to give feedback to the user, as well as to other course advisors via the assessment-tool.
Point-allocation can be utilized automatically to determine whether a task receives a passing grade or not. In addition, it is possible to enter the **passing grade** in points (Figure 3-63).

It is also possible to provide students with individual assessments and commentaries, accordingly.
3.10.6  Students point of view

3.10.6.1  Assignment (task)

The tasks formulated by the course-advisor are offered to students as seen in Figure 3-64. The kind of task-submission can be chosen as described above.

After choosing a task, it can be viewed, as well as downloaded and utilized by the student (Figure 3-65).
3.10.6.2 Drop box

Within this course element the students also have the option of handing in their solutions. In order to do this, the correct solution file(s) must simply be uploaded into the drop box (see Figure 3-66). Each student has an upload volume of 200 MB in his personal drop box.
3.10.6.3 Assessment

Within this assessment-tool, only the course-author and the course-advisors have access to the uploaded solutions (green arrow in Figure 3-67 and Figure 3-68).

![Figure 3-67](image1)

**Assessment tool**

By means of this tool you can assess your course participants. You can see test or assessment results and modify them. Choose a topic on the left to start.

Please note that it takes time to display modifications of the assessment tool. Please, do not use the back or reload button.

**Notification service**

Notification regarding new test results of this course:

![Figure 3-68](image2)

When you have chosen a student, you can download the solutions and then grade them. When you have finished, put the corrected version into the folder "Return box".

You can then grade everything according to your own demands (Figure 3-69).

![Figure 3-69](image3)
The student also receives a feedback of his task (Figure 3-70).

3.11 Test

Within this element you can evaluate the results of your course-participants by doing any type of test.

The main function of this element is to draw up a test with the help of an internal or an external test-editor. You can choose between the following types of questions: Single-choice-questions, multiple-choice-questions, kprim-questions as well as cloze-questions and essay-questions. After the test, every participant has the possibility to get an overview of the answered and corrected test. It is also possible for the user to retake the test.

3.11.1 Create test

A test is an OPAL module, which can be created and administrated independent from a course. Like courses it has its own owners and settings.

To put a test into a course it has to be created via "Learning resources" > "My entries" > "Create" > "Test". You have to state a Title and Description and optionally an Image for the details page.

After a click on Finish you get to the test-editor where you can give the Test again a Title and Description, which are independent from the ones on the details page. Additionally you can change some basic settings like "Necessary passing score" or "Time limit" (Figure 3-71).
3.11.2 Insert test into course

To use a test in course, it has to be connected to the course. Therefore create a course element “Test” in the course with the course-editor. This course element is the interface for an already created test. The red error message indicates that the course element is incomplete, because no test is connected to it (Figure 3-72).

Within the file card Test configuration you can assign the respective test (Figure 3-73). Only owners of the test can add them to courses. Owners are set up on the test’s detail page like at courses.
A successful linked test is visible in the course structure after publishing the course element (Figure 3-74) and can be used, accessed and edited as usual.

3.11.3 Test configuration

At the same place you can set several options for presentation and results of the test. Both configuration possibilities only change the behaviour for users. You define how the users see the test and their results (Figure 3-75).
3.11.4 Change test

If the test has been connected successful, it can be selected again via the file card "Test configuration" or exchanged with other test at any time (Figure 3-76).

If some participants of the course already performed the test and you want to edit it you have to choice between creating a new version of the test (option "yes" in the dialog) or editing the original test (option "no").

If you choose "No" you only can change text of questions and answers to correct some spelling errors, but not add questions/answers or change their types. Therefore you need to create a new version. While saving a new version, you are asked in which courses to replace the old version. You also get the possibility to save the results of the old version.

The differentiation between creating a new version or correct spelling errors is necessary to keep the old results consistent.

3.11.5 Assessment tool

Tutors and owners of a course can see the results of tests with the Assessment tool of the course. They can write a short notice to every learner (Figure 3-77). This is also for other course elements possible, that have an assessment.
3.12 Further Course elements

3.12.1 Course element „Course“

The course element "Course" (Figure 3-78) allows your participants to open a new OPAL-course within an additional course tab by clicking on "Start Course". Course title and description of the referenced course can be displayed with the course element "Course". It is also possible to transfer and display the evaluation out of the referenced course.

![Figure 3-78](image)

3.12.1.1 Add course element

Firstly, add the course element "Course" to your course. Therefore, open the course editor in your course. Click on "Course" within the menu "further course elements" (Figure 3-79) and choose the position where you finally want to place your course element.

![Figure 3-79](image)
3.12.1.2 Configure course element

Configure the course element as usual by defining the status of visibility and access. There are no special peculiarities to be considered concerning the course element "Course". It is also possible to create the course title and description automatically. Please find the explanation below.

To resolve the exciting error message and to complete the configuration of the course element you have to adjust the preferences within the tab configuration (Figure 3-80).

3.12.1.3 Assign a course

The button "select course" within the tab configuration opens the window "Search for referenceable learning resources" (Figure 3-81). By default, all learning resources of the type "course", which you have created or of which you are the person responsible ("My entries"), are shown. By clicking at "All entries", all learning resources of the type "Course" are shown in OPAL. Within "All entries" and "My entries" you are able to screen for certain course titles (Figure 3-81, box). Alternatively, you can find courses by reference to course-person-responsible or course ID (Figure 3-82).

On the right side next to a course title within the listing of the learning resources you find the button "Select Course" (Figure 3-81, arrow). Confirm this button to assign the course element "Course" with a reference to a course.
Right after, in the opened dialogue, you have to choose if you want to take over the course description of the chosen course to the course element "Course" (Figure 3-83). If you decide to accept, the current course description will be copied into the description box of the course element (tab "Title and description") and will be shown in the course display within the area "Description" (cf. Figure 3-85 above). At this, later description updates of the referenced course will not be taken over.

**Course descriptions are shown within the detailed view of a course and can be adjusted at this point under "Change description".**

After a course selection you will find your chosen course within the tab "Configuration" in the area "Course" (Name and ID of the course, see Figure 3-84). By clicking the button "To detailed view" you will get to the detailed view of the referenced course. In the lower area of the tab there are further configurations possible as described below in the following two paragraphs.

To exchange the referenced course within the course element "Course" klick the button "Select course" again and proceed as described in this paragraph.
3.12.1.4 Display course details

By ticking off "Display title and description of the course", to be found within the tab "Configuration" (Figure 3-84, area below), you are able to choose if the title and description of the referenced course will be shown in the course element "Course". The display takes place within the area "Course details", kindly note that, by default, this area is collapsed and will be only visible after clicking on "Display course details" (Figure 3-85, arrow). In contrast to the previous paragraph, which described the takeover of the element description, no copy is compiled but a current description of the referenced course will always be shown.

![Figure 3-85](image)

3.12.1.5 Apply assessment data

By ticking the box "Take over assessment data from the course", to be found within the tab "Configuration" (Figure 3-84, area below), you are able to determine if the already existing assessments of a referenced course should be taken over to the course. Thereby, the Assessment summary of the referenced course is taken over which will be shown within the course (Figure 3-78). The assessment can be used for assessment-dependent access restrictions. The box is only selectable if in the upper range of the tab "Configuration", within the area "Course", the following sentence is shown: "This course is assessable. You can use the assessment information in this course node". Otherwise the following is displayed: "This course is not assessable." If a referenced course has assessable elements like tests nevertheless, these are still not activated for transfer. You have to configure the transfer in the upper menu item of the referenced course within the tab "Access".

3.12.2 Check list

Within OPAL you have the opportunity to create a check list, which can be independently completed by several learners (participants) or by all course participants. A check list consists of a number of notes, called "check points" (Figure 3-86). With the help of check boxes, participants are able to select the status (active/inactive) of each check point. At the end, all changes have to be confirmed by clicking on "Save".
3.12.2.1 Create course element

At first, add the course element "Check list" out of the menu "Further course elements" to your course. Proceed as described in chapter "Add course element".

3.12.2.2 Configure visibility and access

Configure the course element as usual by adjusting the title and description as well as by defining visibility and access.

3.12.2.3 Configure course element check list

Within the tab "Configuration" at least one check point has to be created (Figure 3-87). At this point, the list of check points can later be complemented or modified. For the first check point input fields for the "Title" and "Description" are displayed. To create a check point the title must and a description can be entered. Moreover, each check point is assigned to its own "Mode" by the help of a drop-down list (Figure 3-88). The chosen mode influences the display and the way the check points can be processed by the course participants in the course view of the course element "Check list".

Within the mode "permanently editable", one check point can as often as a course participant likes be activated or deactivated. The mode "edible once" allows the participant to activate a check point once. After that, it will not be possible to deactivate this certain check point again. By choosing the mode "visible but locked", only the status of the check point (activated/deactivated) is shown to the course participants who will not be allowed to change the status. Another possible mode is "invisible". That means that a check point is invisible for the course participants and only person in charge, who are allowed to open the course editor, can view or modify this check point.
By the help of the button "+" it is possible to add further check points. Through the button "-" check points can be deleted (Figure 3-89). Kindly note that by deletion of a check point all already entered results of your participants will be removed.

Finally, confirm all changes made by clicking on "Save".

3.12.2.4 Joint check list

By default, each learner possesses an own check list in which he/she can only view his/her own entries. The entries of other course participants are not displayed. By activating the option "Joint check list", all participants will use one common check list.
3.12.2.5  Administrate check list

By use of the button "Administrate check list", the person responsible for the course receives a tabular outline of all participants attending the check list and the in each case chosen status of the drawn up check points.

![Administrating check list](image)

Within this outline, the person responsible for the course can filter the results of learning groups or just view all results of the participants unfiltered (drop-down list "Restrict on groups"). Through "Adapt table", one can reduce the selection of check points which are displayed. The (adapted) outline can be exported by clicking on "Export" or "Download table" for processing.

By clicking on "Edit" (column "Edit check boxes") (Figure 3-90) the person responsible for the course can modify the status of the check points of each participant, regardless of the mode or any entries the course participants have made (Figure 3-91).

![Editing check boxes](image)

3.12.2.6  Course view of the course element "Check list"

The course view of the course element "Check list" displays an outline of the available check points (Figure 3-92). Through check box, course participants are able to select the status of each check point (active/inactive). At the end all changes have to be confirmed by clicking on "Save".

![Course view of check list](image)
The person responsible for the course will additionally be displayed the buttons for "Administrate check boxes" and "Configure check boxes" (Figure 3-93). Through "Administrate check boxes" you can open the window for "Administrate check list" (Figure 3-90). Now, you can edit the check points without opening the course editor. With the help of the button "Configure check points" the person responsible for the course is able to edit or delete already existing check points as well as add check points within the window "Edit check points" (Figure 3-91).

3.12.3 Course element Assignment of dates

The course element "Assignment of dates" (Figure 3-94) allows you to set up events in which your course participants are able to enrol. For instance, it is extremely suitable for using the element to realize consultation or oral examination registrations. The diverse configuration possibilities enable a course participant to cancel an event or to leave some feedback. It is also possible to set up a seamless date enrolment per day.

If you want to be informed about any enrolment of your participants, you can activate this feature by clicking on the button "Subscribe". Moreover, dates will also be added into the calendar. Course owners are able to directly manage events and participants within the user view of the element "Assignment of dates" by using the buttons "Manage events" and "Manage participants".

![Assignment of dates](image-url)
3.12.3.1 Insert course element

At first, add the course element "Assignment of dates" to you course. Therefore, open your course editor. Click on "Insert course elements" > "Further course elements" and find "Assignment of dates" within the menu (Figure 3-95). Afterwards, choose the position where you want to place the course element.

Figure 3-95

3.12.3.2 Configure course element

Configure the course element as usual by adjusting the title and description together with the definition of visibility and access. There are no particularities to be considered within the configuration of the course element "Assignment of dates".

Within the tab Configuration you are able to set diverse preferences, which take care of the properties of the course element during the enrolment of events (Figure 3-96).

Figure 3-96

Tick off "Removing enabled" if you want to enable your users, after signing up for an event, to cancel their own events by themselves.

Furthermore, you can determine, if your participants will be allowed to add a remark to a chosen event ("Learner may add comment"). This notice is shown within the same-titled column of the event site map, which is visible for all course users (Figure 3-97). Kindly note that current remarks are not associated with any participant yet. Therefore, any remark remains visible even after a removal.
The option "Seamless date enrolment per day" determines that all events are scheduled behind one another (without any gap). If this feature is activated, a user will only be able to register for the first available events of the day, which has not been occupied until then. Thereby it is possible to avoid gaps within the assignment of dates. If an already registered user cancels his/her event, this released period will be the next mandatory event available for any further participants who wants signing up for your list of events.

Under section "Number of selectable dates per user" you set how many events one user can register for within this course element of assignment of dates. If you set 0, you will allow an infinite number of events. One is then allowed to sign up for any available events.

Within the tab Configuration you can also draw up and manage events as well as administrate the participants. You have directly recourse to the same functionality in the general course view (Figure 3-94).

3.12.3.3 Create event

To create events you have to click on "Manage events " within the course editor > tab Configuration (Figure 3-96) resp. in the course view (Figure 3-94). Within the opening dialogue window you must click on "Create event(s)" (Figure 3-98, arrow).

The dialogue window enlarges itself (Figure 3-99) and you will be introduced to a variety of features which will help you to easily create a series of events. Thereby, the properties of the further events will be determined by the preformed entries within this section. All options marked with an * are mandatory and must be defined.
- For "Title" you enter the title of the event(s).
- For "Location" you enter the venue.
- Within the input field "Begin of event" you enter the date of start and the offset for the beginning of your series of events. Kindly note that you stick to the format.
- Under "Comment" you can leave an optional comment for all the events.
- Within the input field "Duration of event" you determine the length of time of each single event of your event series by hours and minutes. Thereby, please stick to the predefined format.
- Within "Interval" you determine the pause between the events of your series by hours and minutes. Thereby, please stick to the predefined format.
- Within the input field "Number of events" you enter the number of events which have to be compiled. The entry of 0 or a negative value is not allowed.
- Within the input field "Number of participants per date" you determine the maximum number of participants which are allowed to register for one event. The entry of 0 or a negative value is not allowed.

If you have finished completing all the mandatory fields, you can click on "Save" to generate your events. Afterwards, the dialogue window will enlarge itself to display the just generated event series (Figure 3-100). You can repeat this procedure to add further series to your assignment of dates (for instance, for another day).
3.12.3.4 Manage events

If there are already existing events registered in the element Assignment of dates, you can edit these by clicking on the button "Manage events" within the course editor > tab Configuration (Figure 3-96) resp. within the general course view (Figure 3-94). As a result, the dialogue window "Manage events" will open (Figure 3-101).

![Figure 3-101](image)

The tabular prompt of the events allows deleting or editing single events of one series. Furthermore, you are able to download the event list in the chosen export format ("Download table"). By clicking on the button "Create event(s)", further events can be added by following the procedure which has been described in the previous paragraph.

To edit one or more events you have to choose the intended events by clicking on the checkboxes right before them followed by the click on "Edit". In the opened up dialogue window "Edit event" (Figure 3-102) you are now able to adjust the attributes of the one resp. all your chosen events.

![Figure 3-102](image)

If you want to edit a number of events simultaneously, the input fields of the dialogue window "Edit event" will be empty. The attributes of the events will only be changed if you fill out at least one or more empty input fields. If, for example, the title of several events has to be changed, you only enter the new title into the given input field "Title". Within "Location" you change the venue of the event. Within "Number of participants per date" you might change the maximum number of participants which are allowed to register for this event. The entry of 0 or a negative value is not allowed. Further on, it is possible to add a remark for all the events within the input field "Comment".
Within the input area "Reschedule dates" you shift an event by altering the time span through hours and minutes. The events will take place sooner or later if you prefix a - or + in front of the time value. This input field is mandatory. If you do not wish any shift of the events, you basically keep the default setting of +00:00 unaltered. Confirm your changes by clicking on "Save and close".

3.12.3.5 Manage participants

By clicking on the button "Manage participants" within the course editor > tab Configuration (Figure 3-96) resp. within the general course view (Figure 3-94) you are able to manage the participants who belong to the created events. In the opened up dialogue window "List of participants for date assignment" (Figure 3-103) you can delete already registered participants, you can add new participants to the events, and you can notify the participants via email.

If you want to delete all participants of one or more events at once or if you want to write them all an email, you can activate the corresponding checkboxes in front of the events and afterwards chose the suitable button beneath the table.

If you want to delete, add or notify individual participants belonging to one specific event, you choose "Manage" instead. At this point, you are allowed to add more participants to the event, regardless, how many participants you had determined as a maximum.

3.12.3.6 Calendaring

Events of the course element "Assignment of dates" will be added into the OPAL-Calendar at the following locations:

If the course calendar of the course is activated, the events of the "Assignment of dates" will be added into it. The dates are linked to the corresponding course element and therefore, you will find a link to it next to the event (Arrow in Figure 3-104).

By default the visibility is set to "private" which means only the persons responsible for the course are allowed to see any entries. If the course participants shall be able to see the entries, the event must be edited and the visibility has to be changed to "public". If you remove events from the "Assignment of dates" within the course calendar, the events will be directly removed from the course element "Assignment of dates" even if participants have already registered.
If a participant registers for a date of an event, the event is added into his personal calendar. At this point, the link to the corresponding course element is also added to the event (Figure 3-105).
3.12.4 Course element profile

With the help of the course element “Profile” course participants can introduce themselves to other attendants. Each course participant can create his/her own profile. The course element profile allows the display of selected user attributes (e.g. field of studies, study group) and any number of free, definable text input fields.

3.12.4.1 Add course element

First, add the course element "Profile" to your course. Proceed as in chapter "Insert course element" described.

3.12.4.2 Configure visibility and access

Configure the course element as usual by adjusting the title and description as well as defining visibility and access.

Tip: Please consider that through the course element “Profile” personal data of the course participants is published. Therefore, you are advised to pay special attention to the restrictions in the adjustment of visibility and access of this course elements.

3.12.4.3 Configure course element profile

Within the tab "Configuration" you choose the user attributes which should be publically shown for each profile. These attributes will be automatically filled with in the system stored user information (Figure 3-107).

With the help of the button "Add" within the section "Add new fields" you are able to define further fields of the profile. In the blank text field you enter the description of the text field, e.g. "hobby". With "+" you can add more fields, with "-" you delete them (Figure 3-107).
Confirm all changes by clicking on "Save".

3.12.4.4 Course view of the course element "profile"

The course view shows a summary of the already existing profiles (Figure 3-108). Those can be filtered by the initials of their last names. It is possible to maximally get 10 profiles displayed per site.

By clicking on a profile, all behind stored data will be shown in a separate window (Figure 3-109).
3.12.4.5 Create a new profile

To create a new profile, you have to click on "Create profile" (Figure 3-110).

A window will open which displays all user attributes chosen within the configuration beforehand (Figure 3-111).

While creating a profile, the user attributes from the personal profile (home > settings > my profile) will be transferred into the profile. The data can be individually adjusted afterwards, a profile picture can be uploaded and additional added fields can be filled by the user. Afterwards, the user can limit the public visibility of his/her profile.

All changes done within the profile have to be confirmed by clicking on "Save".
3.12.4.6 Edit or delete own profile

The own profile of a user can be edited afterwards by clicking on "Edit". By clicking on "Delete", all made entries into the profile are deleted (Figure 3-112).

3.12.5 Course element external page

With the help of this module you can link information in your course to external sources.

You can integrate different external internet pages into the structure of your course, which then appear, according to your needs, directly in your browser window or in a new Popup-window.

3.12.6 Course element SCORM learning content

Use the module SCORM-learning-content to insert an existing learning content according to the SCORM-Standard into your course.

SCORM (Sharable Content Object Reference Model) tries to create a shared basis for the exchanging of electronically based learning-contents.

Before a course-advisor is able to use this course element, he has to import a package of learning-material onto the platform in your learning resources, which is possible within the menu learning-resource.

3.12.7 CP Learning Content

You can use the course element CP learning content to integrate an already existing content package of the IMS-CP-standard format into the OPAL course. There is also the possibility to create a new CP learning content (see chapter “
CP Editor”).

Via CP (Content Packaging) online learning materials in established file formats are standardized, such that they can be used in many different systems.

Add the course element CP learning content to your course via the course editor (Figure 3-113). At the top of the screen a warning message appears (Figure 3-114). You have to choose learning content in the file card “Learning content” (green arrow).

In the new window you can choose a CP out of your own OPAL entries or to import a CP (Figure 3-115).
After you have chosen import, you’ll be asked where the CP file is stored (on your local machine or in your OPAL personal folder). Select your CP.

Now you have to state "Title" and "Description" for the CP learning content again. It’s probably the best to repeat your input of the course elements title and description (Figure 3-116).

Finish saves your changes. In the course the CP learning content will look like the one in Figure 3-117.
3.12.7.1 CP Editor

In OPAL you can create so called Content Packages according to the IMS-CP-standard and use them in courses. These CP learning contents are packages of HTML-pages and are shown in the course as in Figure 3-118.

3.12.7.1.1 Integrate CP learning content

CP learning contents can be linked to a course or used as separate resource. To integrate an existing Content Package use the course element CP learning content (see chapter "CP Learning Content").

3.12.7.1.2 Create CP learning content

To create a learning package on your own create a "CP learning content" in the "Learning resources" menu.

State a title and a description in the new window. Save your entries and click on "Finish". You’ll be asked if you want to start the editor. Answer yes (Figure 3-119).
Now you are in the CP-Editor (Figure 3-120). The editor is divided in two areas: The navigation area is placed at the left. There are shown all pages of the CP content. In a new CP you have one main element and a new page. The main element is named like the CP-title you stated before. You can move the pages inside the navigation area with the mouse. Activate the page you want to move, click and hold the element with the mouse and move it to the new place.

On top of the navigation area are four symbols (Figure 3-121).

1. Add a page: the new page will always be placed below the last activated page. You can change the positions of pages via drag & drop.
2. Copy active page: a copy of the activated page will be created right below the source.
3. Import a page to the CP: You can integrate pages of any file format into the CP. But you only can edit HTML-pages. When you import a zip-file the content will be unpacked and integrated with its structure.
4. Remove page: remove the active page.
In the middle of the page the OPAL-internal HTML-Editor is shown. In this area you can edit the content of the activated page in the navigation area. You have the same possibilities as in a text processing system. All changes have to be saved by a click on the button below the editor. You have to save every page separately.

Click the icon (with the eye, Figure 3-122) on the top right corner of the editor to get a preview.

You can close the CP-editor by closing the file-card in which the editor is shown. The CP always can be found in your learning resources. There you can open it directly or integrate it in a course via the course element "External CP".

3.12.7.1.3 Edit existing CP learning contents

You also can edit existing CP learning contents with the CP-editor. Therefor go to the details page of the respective CP learning content in your learning resources (Figure 3-123). On the right side of the details page you find the button "Edit content". Clicking it will take you to the CP-editor (Figure 3-124).
3.12.8 course element external CP

With the course element external CP you can integrate a distended stored learning-package according to the IMC-CP-Standard into your course.

It is not necessary to import the learning-package directly like it is done via the course element CP-content. Editing the learning-content is also possible at the original position.

Open the course editor and insert the course element "External CP" into your course (green arrow in Figure 3-125). As usual, type title, subtitle and – if necessary – a short description in the according fields and save your changes.

Change now to "Configuration" by clicking at the file card of the same name (green arrow in Figure 3-126). Type the URL of the external source into the field and save.

Publish the new course element now and close the course editor. The external source is now integrated in your OPAL course (in the middle in Figure 3-127). In the navigation menu of the OPAL course you can also find the menu points of the just embedded external source (here "Ext. CP: Versuchsplanung" – green arrow in Figure 3-127).
OPAL gives you the possibility to **integrate external podcast** as an independent course element into OPAL.

Therefor create a podcast in your learning resources and give it a name and description. Now you can choose whether to integrate an existing podcast-feed or to upload video or audio files and design your own feed. (Figure 3-128).

If you want to integrate an existing podcast you need to insert the source in RSS-Feed-format (e.g.: http://www.e-teaching.org/etresources/feed/podcast/podcast.xml) (Figure 3-129).
If the integration of the foreign podcast-feed was successful, you should see actual entries in the OPAL resource "Podcast" (Figure 3-130).

Integrate the podcast into a course with the course element "Podcast" (Figure 3-131), if the creation was successful. You also can publish the podcast in the catalog.
3.12.10 Blog

Within OPAL you can integrate external weblogs as independent content elements. Link an external blog while creating a new blog in "Learning resources" => "My entries". Insert a name for the blog and the source of the external weblog in the rss-feed format (e.g.: http://elearning-tu-dresden.blogspot.com/feeds/posts/default?alt=rss) (Figure 3-132).

![Figure 3-132]

You should see the actual posts in the content element "Blog", if the integration was successful (Figure 3-133).

![Figure 3-133]

A successfully linked weblog can be integrated in a folder of the catalog or via the course element "Blog" into a course (Figure 3-134).
3.12.11 Course element file dialog

The course element "file dialog" is supposed to provide a discussion forum where discussions are based on digital documents. Through this course element "file dialog" (Figure 3-135), you enable your course participant to discuss a certain document like an academic article, a draft, or a photograph. Thereby, for each provided file a separate discussion resp. separate forum is created.

3.12.11.1 Add course element

At first, you add the course element "file dialog" to your course. Therefore, open your course within the course editor. Click on "further course elements" within the menu and on the link "file dialog". Finally, choose the position of the course element.

3.12.11.2 Configure visibility and access

Configure the course element as usual by adjusting the title and description as well as the rules of visibility. By default, all course participants are entitled to read and write within the forum as well as they are allowed to up- or download documents. Persons responsible for the course and group advisers are authorized to read, write, up- or download documents and they may delete or moderate file dialogs.

To customize the default settings of the access, you have to define the values for each section separately (Figure 3-136)
Within the section "Access" you can configure the access to the course element in general.

Within the section "Download files/read in forum only" you can regulate the read permission inside the file dialogs and the resided files. You determine under which circumstances discussion posts can be read and files can be downloaded.

Within the section "Upload and download files/Read and write in forum" you can determine the write permission inside the file dialog and the resided files. You determine under which circumstances discussion posts can be written and files can be deleted or uploaded.

Within the section "Upload and download files/ moderate forum" you can regulate the moderation of the file dialogs and the writing access for the resided files. You determine under which circumstances the file dialogs are moderated and files can be deleted or uploaded.
3.12.11.3 Configure course element

Within the tab "Forum/storage configuration" you can perform further adjustments for the course element "file dialog" (Figure 3-137).

By clicking on "File upload", you are able to upload a single or several files for discussion. Within the course these files will appear in a list out of which users are allowed to view or download them. Furthermore, they are able to start a forum for each one of the files.

Within the section "Forum" you determine, by activating/deactivating the check box, if the respective file dialog will be integrated into your course or if it is to be opened in a new browser window. If you mark the check box, each file dialog will be opened in a new browser window. If you do not mark the check box, the file dialog will be shown beneath the detail list within the OPAL website.

![Figure 3-137](image)

3.12.11.4 Course view of course element file dialog

Within the course view the participants will find the button "Upload file" above the detail list (Figure 3-138). If no file can be uploaded, the course advisor has not given permission. By using this button, participants are able to upload files into the course element and to put their file up for discussion. If the person responsible for the course has not given permission to upload files, the course participants cannot upload any files.

Uploaded files which were added by participants accidentally can be deleted by the course administrator.

In the area underneath the course participants are able to see a detailed list of all documents the person responsible for the course uploaded for the course element "file dialog" (Figure 3-138).
By clicking on a file name, files can be viewed. The files will open in a new browser window or can be downloaded.

To participate in a discussion you have to click on the link "Show" next to the file name. Underneath the file list or in a pop-up window, the forum will be displayed. There, you have the same opportunities as in the course element "Forum": You can open discussion topics or you can reply to comments (Figure 3-139).

By clicking on the link "Delete", a file and all its included discussion comments can be deleted from the course element "File dialog" (Figure 3-139).

To be informed about newly uploaded documents within a certain file dialog, you have to activate the link "Subscribe" which can be found above the file list (Figure 3-139). Additionally, you can subscribe for notifications of each discussion to be informed about new discussion comments. Therefore, click on the link "Subscribe" above the discussion comments (Figure 3-139).
3.12.12 Course element questionnaire

The primary function of this element is to integrate a questionnaire into your course-structure.

This questionnaire is to be drawn up in advance with the help of an internal or an external test-editor. You can choose between the following types of question: Single-choice-questions, multiple-choice-questions, kprim-questions as well as cloze-questions and essay-questions.

The results of any questionnaire are anonymous. They will be saved and can be summarized and evaluated by a tutor with the archive tool.

3.12.13 Course element self-test

Within the course element self-test the course-participant has the opportunity to evaluate his own learning progress.

According to the course element test the course-author can integrate tests into his course structure. A self-test gives the course-participant the opportunity to check his learning progress by doing questions repeatedly. Only the course-participant (not the course-advisor) can look at the results.

3.12.14 Course element assessment

With the course element assessment you can give a personal grade for the work of each student.

In the Assessment tool choose this course element and a participant to fill in the Assessment form.

You can select if the learner has passed or not and write a personal comment to the learner. It’s also possible to write a comment to other tutors, which they can see when they use the assessment tool.

In the course editor, you also have several options to change the behavior of the assessment element.
4 GROUPS

Besides the courses, the groups are the second central element of OPAL. Groups serve communicational and organizational purposes among users or within a course. The different kinds of groups offer various opportunities to shape your work on the learning management system:

- Regulation of access and visibility of certain course contents
- Enrolment and administration of participants
- Self-organization of students
- Assignment of permissions for course administration and group organization
- Communication among participants
- Provision of selected group tools

The central learning management system operates with 3 different group formats, which provide cooperative and specialized learning and working as well as the creation and administration of digital learning sources.

Hereinafter, the formats and the group tools will be described shortly. Detailed information about all functions and possibilities can be found within the corresponding chapters.

**Project groups**

Each OPAL user is allowed to compile project groups independently from learning sources resp. courses. Therefore, project groups are a convenient tool for student’s self-organization and group work independent from resources, which can only be administrated by the authors.

Further information about working groups can be found within the chapter "Project groups".

**Learning groups**

OPAL’s learning groups are always connected with a course. Learning groups can only be created by authors, but they cannot be created outside resp. independently from a learning source. Through the membership in learning groups of the learning management system OPAL, you can control access and visibility of learning sources resp. single course elements, for example the supervision of enrolment or course materials.

Further information about learning groups can be found within the chapter "Learning groups".

**Right groups**

Right groups are like learning groups bound to a course. Right groups are part of the right management, which controls the assignment of rights to course editing and group management. Through right groups, authors can provide specific rights for group, course and/or assessment management of their learning sources to other users without giving them owners’ rights for the course.

Further information about right groups can be found in the chapter "Security Groups".

**Group tools**

To each of the above mentioned groups, various tools can be assigned via group management. The tools will serve to support communication and collaboration between the involved group members resp. tutors of the respective groups.

Further information about group tools can be found within the chapter "Group Tools".
4.1 Project groups

Each OPAL user is allowed to create project groups whether he has authorial rights or not. Therefore, project groups are a convenient tool for self-organization and group-work of students independent from learning resources, which can only be compiled and organized by the authors (e.g. Courses).

In contrast to the courses (and the corresponding learning groups), project groups cannot be found by the search function of OPAL nor entered into the catalogue. To become a member of a project group, you have to be invited into one. It is not possible to get into a project group via enrolment.

Project groups, in contrast to learning groups and security groups, are always independent of a course. Hence, only the Group tools are on hand in project groups (see chapter "Group Tools") but you will not find the functions and elements of the courses.

4.1.1 Create project group

All registered OPAL-members are allowed to create a project group in OPAL. You do not need any authorial rights.

To create a new project group find the menu on the right-hand side within the tab “Groups” and click on “Project group” under “Create” (Figure 4-1).

An overlay-window will open in which, at first, you have to enter the name of your project group (Figure 4-2) and, optionally, enter a description for the group (poss. a short summary or the like). Name and description will be shown within the group on the top menu item as well as within the tab “Groups” in the group lists.

Finish the construction of the group by clicking on “Finish”. Afterwards, you will automatically be redirected to the project group.
4.1.2 Configure Project group

To adjust your project group call up your group through the tab "Groups". In the menu on the left-hand side then click on "Administration" (Figure 4-3).

By default you will be redirected to the tab "Description". At this point, you can change the title and the description of your project group as well as add a picture, which will be shown at the project group’s cover page. Confirm your changes by clicking on "Finish".

In the area below, you find group-specific email addresses. Through the addresses, it is possible to directly send emails from an external email account to participants or owners of a group.

Within the tab "Tools" you can provide collaborative tools for the group. These are amongst others an information site, an email-form, a calendar, a folder and a forum. Detailed information about the collaborative tools can be found within the chapter "Group Tools".

Within the tab "Members", you can manage owners and group participants. Further information can be found in the following chapter "Administrate members".

4.1.3 Administrate members

The administration of members of a project group is to be found under "Administration" within the tab "Members".

At this point, you can also determine whether members are allowed to look at the list of group members or not (see chapter "Group Tools").

Within the members of a project group, you always have to differentiate between "owners" and "participants". Before an invited person accepts his invitation to the group, the person is listed as "Invited participant".

The creator of a project group is automatically announced as the owner. It is possible to add further owners, who will have the same rights. Each owner of a group is able to change title, description and group tools. Furthermore, they can add and delete members or delete the whole project group. In addition, an owner is authorized to make changes within all group tools.

Participants and owners can use all activated group tools.
4.1.3.1 Add single members

**Kindly note:** If you want to add a user, the user has to be at least once registered in OPAL and to accept the terms of use!

Members have to be added manually to a project group. The possibility of providing an enrolment into a project group does not exist.

To add a new owner or participant out of your own institution, you find the menu "Administration". There go to the tab "Members" and choose 'Add owner' resp. 'Add participant' (Figure 4-5).

In the opening overlay-window enter first name, surname and email address. 2 arrays must be filled in. To be sure that users having the same name are rightly chosen, use their email addresses for clear identification. Following this, click on "Search" (Figure 4-6).
Now, you will receive a list of possible users. Choose the corresponding user by ticking him off and click on "Choose".

In the next step, you have the option to send the new owner or participant a notifying email (Figure 4-7). To do so, tick off "Send email". A pre-built text will be shown, which can be altered to your own notion. To get a copy of the email tick off "Copy to sender". If you do not want to send a notification, do not tick off anything and click on "Next".

If you successfully added a new owner, the one added will automatically be shown within the tab "Members" as additional owner. Participants, on the other hand, will firstly be shown within the area "Invited members". Not until the invitations are accepted, the users are listed as "Participants" (Figure 4-8).
A new owner will get a notification about his new rights in a popup-window when he logs in the next time. The content will look like in Figure 4-9.

Figure 4-9

On the other hand, a new participant will get a notification in which he can decide whether he accepts or declines the invitation to the project group (cf. Figure 4-10).

Figure 4-10

If the invitation was accepted or declined by the participant, the owner will get the corresponding notification with his next log in.

You will also find all notifications under "My OPAL – My subscriptions – Important information".

4.1.3.2  Add multiple members/members of other institutions

**Kindly note:** If you want to add a user, the user has to be at least once registered in OPAL and to accept the terms of use!

You have the opportunity to add multiple owners or participants to a project group in one step. The users to add can be from your own institution or from another one. To do so, find the area "Administration" and the tab "Members". Under "Owners" or "Participants" click on "Import user list" (Figure 4-11).

Figure 4-11
In the opening dialogue window, you are able to filter out the corresponding members via their matriculation number (only from your own institution), by their user names (login e.g. user@university.de) or through their email addresses. To do so, choose the corresponding answer to the question "What data does exist?" and enter the data into the text box (Figure 4-12). Pay attention that you only enter one dataset per line.

![Figure 4-12](image)

The following window will show you the detected results which can be confirmed by clicking on "Next". Not found logins will be shown separately (Figure 4-13). These users might yet not be in the system or the entered data set was incorrect.

![Figure 4-13](image)

After clicking on "Finish", you can automatically send an optional notification to the added members about the invitation/enrolment into the project group. The text can, if required, be altered.

Additionally, it is possible to send a copy of this notification email to your own email account. To do so, tick off "Copy to sender" (Figure 4-14).

The added participants or owners will – like in the previous chapter "Add individual members" described – be notified and shown within the tab "Members".
4.1.3.3 Remove group members

All registered owners and members can be deleted from the project group by the owners if required. To do so, tick off the corresponding owner(s) or participant(s) under the menu item "Administration" within the tab "Members" and afterwards, click on "Remove" (Figure 4-15).

It is possible to send the corresponding member a notification with an automatically generated text about the process. You can alter the text if you wish. Additionally, it is possible to send a copy of this notification email to your own email account. To do so, tick off "Copy to sender" (Figure 4-16).
Subsequently, you will get a list of all members who are going to be removed. By clicking on "Yes", the deleted members will no longer have access to the project group. Kindly note that as an owner, you are able to remove yourself from the project group. In this case, you will also no longer have access to your project group.

4.1.3.4 Export members lists

For organizational matters it is possible to download the list of group members in a table. To do so, find the menu "Administration" and the tab "Members". Then, click on the button "Export" which you will find above of each table of owners, participants or invited members. You will be offered an Excel-file for download. The file will contain a table with the project name, the group description as well as the first and last names of the members.

Alternatively, you can directly download the table by clicking on "Download table" on the right-hand side above the table. Hereby, you will receive an Excel-file which will only include the member’s first and last names.

4.1.4 Open project group

If you want to open a project group in which you are a member, you will find it under "Groups". You can limit the display and only show project groups if you choose the sub item "Project groups". To open a project group, just click on the corresponding name.

4.1.5 Leave project group

Each participant or owner of a project group can leave it by going through the slide "Groups" and clicking on the "Door symbol" (see Figure 4-17). Additionally, owners can sign out themselves within the group administration by clicking on "Remove" (see chapter "Remove group members"). If there is only a single owner in a project group, he cannot remove himself from the group because, at least, one owner has to be listed in a group.

Figure 4-16

![E-mail notification]

Figure 4-17

![Open project group]
4.1.6 Delete project group

A project group can only be deleted by an owner of the group. To do so, find the line of the corresponding group within the slide "Project Groups" and click on the "Delete-symbol" (red cross, see Figure 4-18). You will get a notification that the chosen group will irrevocably be deleted. By clicking on "Yes", the group is deleted and vanishes from the group list.

4.2 Learning groups

Participants who are allowed to take part in an OPAL course can be summed up in one or more groups so that the persons responsible or group supervisors can neatly manage and organize their courses.

Through the affiliation of the learning groups the access to learning contents can be regulated and the communication with and between the students can be organized.

Learning groups in OPAL are always linked to a course. Learning groups can only be created by authors and not outside resp. independently from a learning resource.

4.2.1 Create learning group

Only the owner resp. people with access to the group management are allowed to create a learning group. How to create a course as author is explained within the chapter "Creating a course/ a lecture".

To create a learning group within the opened course, go in the menu "Course tools" to "Group management" (Figure 4-19).

Set up a new learning group by clicking on "New learning group" (Figure 4-20).
At first, you have to insert the name of the group. Optionally, you can enter a group description (poss. short content or the like) or upload a picture (Figure 4-21).

These details will later be shown in the upper menu item of the group, in the management within the group’s overview and within the course in enrollments and access directions. Furthermore, the title, the corresponding course, and the description will also be shown within the tab "Groups" within the group lists.

To finalize your adjustments click on "Finish".

After the construction of the learning group(s), you can view all the existing groups in the group management through the menu "All the learning groups" on the left-hand side (Figure 4-22).
4.2.2 Configure learning group

To make adjustments within the learning group, call up your group in the group management and choose "Administration" out of the menu on the left-hand side (Figure 4-23).

Automatically, you are directed to the tab "Description" (Figure 4-23). At this point, you can change the title, the description and the picture of your learning group. Click on "Finish" to confirm your adjustments.

If the group is used within a course element of restriction of visibility or access, the elements will be listed at this point.

In the area below, you will find group specific e-mail addresses. Through the addresses, you have the possibility to send e-mails from an external e-mail account to all participants or owners of a group.

In the field right below, you find the ID number which is needed to fulfill the preconditions (e.g. Visibility) of a course element to refer it to the group.

Within the tab "Tools" you can provide collaborative tools for the group. These are for example an information site, an e-mail-form, a calendar, a folder and a forum. Detailed information about the collaborative tools can be found within the chapter "Group Tools".

Within the tab "Learning areas", you determine to which learning areas the group is assigned to. For further information go to chapter "Learning areas".

Within the tab "Configuration" (Figure 4-24) you can set the maximum number of participants. Leave this field blank if the number of participants should be unlimited.
If you set a limit and you use an enrolment procedure within your course, you can enable the waiting list. Optionally, you can activate the automatic move up and you can set a time until the move up is possible.

Furthermore, you can determine if group members-to-be should, in advance, obtain a consent for group membership. In this case, the participant will be invited at first and can decide whether he will accept or decline the invitation (see chapter "Add single members").

If you use the procedure of enrolment, you can set a date until entering the group is allowed by activating 'Restrict enrolment on a date'. This group is always visible in an enrolment but after the end of the enrolment span, one is not able to register anymore. This makes sense when you offer one enrolment for several groups with different enrolment times.

Furthermore, at this point you can determine if members of a group are allowed to cancel themselves from the group. Both points can only be changed if no member of the group is enrolled (see chapter "Leave learning group").

Further information about enrolments can be found within the chapter "Access".

Within the tab "Members" you can manage the owners and participants of a group. Information in detail can be found under "Administrate members".

4.2.3 Import learning groups/ create several learning groups

With the help of the assistant "Import learning groups" (group management menu on the right-hand side) it is easily possible to create and configure several learning groups fast and efficiently because you do not have to make adjustments within each single group. Additionally, it is possible to copy the names and descriptions of existing groups from other courses with the help of an Excel-document.

Within one assistant walkthrough, it is possible to enter the title and description of each group individually. The choice of group tools and the configuration of the groups takes place uniformly for all imported groups.

The first step within the assistant is to enter the name and description of the new group (from an Excel-file). Further data will not be requested.

If you enter the data by hand, you have to fill in the items per column separating them by a comma and each line has to be finished with a break (ex. Figure 4-25). Afterwards, you must tick 'Comma' when asked "separated by". To enter tabulator signs via keyboard is not possible.
You can also copy the values out of an Excel-file. If you have groups in another course and you want to apply the data sets to another course, you can download the Excel-file under group management > "All learning groups" and click on "Download table". The file will contain the name and the description of all shown groups at this place.

Mark all the values in the Excel-file which you want to insert (without the headline). Then, copy the values and paste them via right-click > "Paste" into the text field. In this case, the values will be separated by tabulator, which has to be set when asked "separated by" (ex. Figure 4-26).

In **step two**, you have to determine which column should get the title of the learning groups. Optionally, you can additionally choose the column which contains the description of the learning group. To do so, you choose the column out of the drop-down menus’ values and assign the title to the column and optionally the description to another column. After each choice, you must click on "Apply" (Figure 4-27). In the headlines of the columns, corresponding values will be filled in. In the **third step**, you will be shown a summary of the transferred values.
In step four, you can choose the collaborative tools which should be provided for your learning groups.

Within step five you have the opportunity to adjust the configuration of your learning groups. Further information on how to configure your learning groups can be found in the chapter *
Configure learning group.

By clicking on "Finish", the learning groups will be integrated into the course and you can view and alter them within the group management.

4.2.4 Copy learning groups (multiply)

You have the possibility to copy learning groups multiply. In contrast to using the assistant "Import learning groups", you can copy members from another group to a new created group.

To compile a single copy of a learning group, go to group management, find "All learning groups", and click on the corresponding learning group "Copy"-symbol (Figure 4-28, a).

An assistant will open. The first step then is to choose which configurations and members should be carried over. At this point, pick out the points to be transferred and click on "Next". In step two, you can change the group’s name and you might enter a description. Click on "Finish". You will automatically be redirected to the newly created group.

To multiply copy a learning group, click on the "Multiple copy" symbol (Figure 4-28, b). Carry out the first step of the assistant like previously described. Within the second step, you can determine the allowed number of participants and you have to enter the new group names into a list. Please enter one group name per line. The description and configuration adjustments of the group will automatically be taken over from the original group.

4.2.5 Administrate members

The management of a learning group takes place within the menu "Administration" under "Members" (Figure 4-29). At this point, you can also determine if members are allowed to see the list with all other group members or not (see chapter “Group Tools”).

Figure 4-28

Figure 4-29
Within a learning group you principally have to differentiate between "Member" and "Tutor". Before the acceptance of an invitation for group participation, the invited person is shown as "Invited participant". Additionally, there are the "Waiting users" who are on the waiting list of the learning group.

Participants can use all activated group tools.

Each tutor of a learning group is allowed to change its configuration, to alter the group tools, to manage members as well as to delete the learning group completely. Furthermore, the owner has full access to all group tools. Additionally, the tutor has the same access rights, within the standard course view, as the owner of the course, meaning that he can, for example, adjust HTML-sites, moderate the forum or delete files in folders. Kindly note that it is not possible to change the course structure without having access to the course editor.

4.2.5.1 Add single members

**Attention:** To add a new user, the user must, at first, be registered in OPAL and must have accepted the terms of use!

To add a new OPAL user from your own institution, find the menu "Administration", the tab "Members" and click on "Add participant" (Figure 4-30). The addition of a new owner or participant on a waiting list proceeds the same by clicking on "Add tutor" resp. "Add waiting user".

In the just opened overlay-window enter the forename, surname and/or e-mail address. At least two boxes have to be filled out. To make sure that users, having the same name, are chosen correctly, use their e-mail addresses for definite identification. Afterwards, click on "Search" (Figure 4-31).
You then receive a list of suitable users. Choose the corresponding user by ticking and click on "Choose".

Optionally, you have the opportunity to send the new group member an e-mail of notification (Figure 4-32). To do so, tick "Send e-mail". An automatically generated text will be shown which, if you like, you can alter. If you tick "Copy to sender", you will receive a copy of the message. If you do not want this notification e-mail, just click on "Next".

After adding a new group member, the new group participant will automatically be listed within the tab "Member":

If you ticked "Agreement for group membership needed" within the tab "Configuration", the user will at first be listed as "Invited participant". Only if the invitation is accepted, the user will be listed as "Member" (Figure 4-33).

If you did not tick this option, users will immediately be added to the members list.

Owners will always be added without any additional statement of agreement.
In a pop-up window, an invited group member will get a notification when logging in the next time. Now, he can decide whether to accept the invitation or not (Figure 4-34). The notification can additionally be found under "My OPAL – Abonnements – Important information".

If the invitation was accepted or declined by the user, the owner of the course will get a correlating notification when logging in the next time (Figure 4-35). The notification can additionally be found under "My OPAL – Abonnements – Important information".
4.2.5.2 Add multiple members/members of other institutions

**Attention:** To add a new user, the user must, at first, be registered in OPAL and must have accepted the terms of use!

You have the opportunity to add multiple users of your or another institution to a learning group in one step. To do so, find the area "Administration" and within the tab "Members", click on "Import user list" (Figure 4-36).

![Figure 4-36](image)

Now, a dialogue window will open in which you can filter out the corresponding members via their matriculation number (only own institution) or through their username (login, e.g. user@hochschule.de) resp. their e-mail addresses. Choose for the question "What data does exist?" the corresponding answer and enter a list of data into the text field (Figure 4-37). Please pay attention to only use one set of data per line.

![Figure 4-37](image)
The following window will show you the found results, which can be confirmed by clicking on "Next". Logins that were not found will be shown separately (Figure 4-38). These users might be not registered in the system yet or the data was typed incorrectly.

After clicking on "Finish", you can optionally send an automatically generated notification in regard to the invitation/registration into the learning group to the added members. The text can be altered as needed.

Additionally, it is possible to send copies of the notifications to yourself. To do so, tick "Copy to sender" (Figure 4-39).

The added members will, as described in the previous chapter "Add single members", be informed and be shown within the tab "Members".

4.2.5.3 Add participants via enrolment

If a user registers via the course element "enrolment", he will automatically become a participant of the corresponding learning group resp. will be added to the waiting list and will get a notification e-mail.

Further information about the enrolment procedures and the configuration of enrolments can be found within the chapter "Access".
4.2.5.4 Copy participants into other learning groups

As soon as the members of a learning group are registered, it is possible to copy these members into another learning group within the tab "Members". To do so, choose the corresponding members and click on "Copy members" at the bottom (Figure 4-40).

In the following dialogue, you will get an overview of all courses in which you have rights as being the owner for at least one group (e.g. as owner of a course (see chapter “Assign course owners”), as tutor of a learning group (see chapter “..."
Configure learning group“) or with rights for group management of a course (see chapter “Group Tools”). To see all learning groups within the target course, click on the "+" symbol in front of the course title. Now, highlight all the corresponding members of the learning group and click on "Finish" to copy the chosen members into another learning group.

If "Get permission for group membership" was ticked within the target group's "Configuration" tab, the users will at first be listed under "Invited members". After the next login, the users will get a notification about the group membership, which they can accept or decline. Alternatively, the invited members will find the notification under "Home" > "My Subscriptions" > "Important information".
4.2.5.5 Remove group members

All registered members can, if needed, be deleted from the learning group by the owner of the course. To do so, tick the corresponding members within the tab 'Administration' > 'Members' and afterwards, click on "Remove" (Figure 4-41).

![Figure 4-41](image)

The corresponding member can in the next dialogue optionally be informed by an automatically generated e-mail. The text can, if needed, be altered. Additionally, it is possible to send a copy of the notification to yourself by ticking "Copy to sender" (Figure 4-42).

Subsequently, you will get a list of all members who are going to be removed. By clicking "Yes", the removed user(s) will no longer have access to the learning group.
Another possibility to remove members from a learning group is to be found in the group management in the menu item "All members". Find the corresponding user in the table and click on "View" on the right. You will be shown all groups in which he is owner or participant. By clicking 'remove', the user will be deleted from the learning group. At this, no notification e-mail will be sent.

4.2.5.6 Member overview

An overview of members of your learning groups can be found at several places:

1. Within a group, under administration, in the tab "Members" – for course owners and group tutors. There, you will find an overview of all group members in the sequence of how they were added to the group. Additionally, you may add or remove members.
2. Within the group, in the group menu on the left-hand side, under "Members" – for all group members. Kindly note that this menu item will only be shown if you activate "Members see participants" within the tab members. Detailed information can be found under "Group Tools".
3. Within the group management of the course, within the menu item "All members" (Figure 4-43). At this point, you will get a list, showing all members of all learning groups. The group membership can be made visible by clicking on "Show".
4.2.5.7 Export or import member lists

There are two ways to get a list of members of a group.

1. For organizational purposes, you have the possibility to download a list showing all members of a group. This list can also be used to import members into another group (see below).

At first, customize your member list within the menu "Administration", tab "Members" and make sure that all the data needed is shown. To do so, choose the link "Adapt table" above your table (Figure 4-44). To import members in another group later on, you have to activate the view of the e-mail addresses at this point. To do so, tick the corresponding aspect and confirm by clicking on "Save".

Click on the button "Export", which is to be found either above the table of members or invited members. You will receive an Excel-table for download, which contains the requested data.

2. Alternatively, you can use the function "Create list" within the "Group management" on the right-hand side. At this point, it is additionally possible to create several group lists at once. Furthermore, lists of signatures resp. attendance can be generated.

To import members of one group into another one, simply extract the user’s e-mail addresses out of your Excel-table and then choose the corresponding users and copy the addresses (Figure 4-45).
Now, proceed as in chapter "Add multiple members/members of other institutions" described to import the members list.

4.2.5.8 E-mail to members

Within a group, e-mails can be send from and to the group members if you have activated the tool "E-mail" for all group members. Furthermore, there is a group-specific e-mail address for external e-mail programs. Detailed information of the varieties can be found within the chapter "Email / contact form".

Alternatively, course owners are able to send notifications to group members via the contact form in the group management. To do so, open the group management, find the menu item "All learning groups" and click in the corresponding line on the "E-mail to participants" symbol (Letter, Figure 4-46). Proceed as in chapter "Email / contact form" described.

If you want to send an e-mail to all participants resp. all persons responsible for all learning groups, open the group management, find the menu "All members" and choose either "E-mail to participants" or "E-mail to tutors" on the right.

4.2.6 Open learning group

Course owners can access the learning groups of a course via the group management within the subitem "All learning groups" (Figure 4-47). You open the group by clicking on the name of the learning group.
Participants of a learning group will find the access to their groups at the following points:

- In the corresponding course: On the right course menu under "My learning groups". This menu item is only active if the user is a member of one (or more) learning groups within this course (Figure 4-48, a).
- Within the OPAL-index "My groups" in the menu "Learning groups".

Invited members will find their invitation under "Home" > "My subscriptions" > "Important information".

Tutors of a learning group will find access to their group at the following points:

- Under "Learning resources" – "My supervised courses", you can access the courses of which you are the tutor of a learning group.
- In the corresponding course: In the course menu on the right under "Tutored groups". This menu item is only active if the user is tutor of one (or more) learning groups in this course (Figure 4-48, b).
- Within the OPAL-index "My groups" in the menu "Learning groups".

4.2.7 Leave learning group

If in the tab "Configuration", the autonomous sign out is allowed (cf. chapter "..."
Configure learning group\(^\d\)\(^{+}\), each member of the learning group will be able to leave the group by themselves. To do so, he must click on the door symbol next to the corresponding group (Figure 4-49).

If the autonomous signing out is not allowed, the door symbol will be shown in grey. In this case, the member has to contact the person responsible for the course or the tutor to get signed out (see chapter \(\)
Remove group members.

If the course element "enrolment" is used, this element can also be used for group members to sign out but only if the menu item is still accessible and signing out is still allowed.

4.2.8 Reset learning group

The assistant for resetting groups supports you with the removal of group members and/or the deleting of several groups. The assistant is especially helpful if you want to reuse the course in the next semester. You find the assistant in the group management within the menu on the right-hand side under "Administration" – "Reset groups" (Figure 4-50).

Within the first step, you have to choose the group which should be reset by ticking the corresponding group(s).

Within step two, you can determine if the members of the chosen group should be transferred to another learning group of the course before the reset. To do so, tick "Copy all members". Kindly note that invited members will not be copied. Afterwards, choose the target group out of the drop-down list or create, by clicking on "New learning group", a new learning group.

Furthermore, you can separately select the options for the reset.

You can:

- completely delete the previously chosen groups,
- remove all tutors,
- remove all participants,
- remove all invited members,
- remove all participants from the waiting list.

In step 3, you will receive a summary of the upcoming actions and you have the opportunity to download the member lists of the groups going to be reset. The reset of the groups will be confirmed by clicking on "Finish".

Kindly note, that your actions are irreversible after closing the assistant.
4.2.9  Delete learning group

A learning group can be deleted by the owner of the course in the group management. To do so, click on the deletion symbol (red cross, see Figure 4-51) under "All learning groups". You will be shown a note that the chosen group will be deleted irretrievably. By clicking on "Yes", the group is deleted and vanishes from the group list. If you want to delete more than one group at the same time, you have to proceed as it is described in the paragraph "Reset learning groups".

Tutors of a learning group can also completely delete them within the area of "My groups" by clicking on the corresponding removal-symbol.

4.2.10  Learning area

In a learning area several learning groups can be combined for organizational purposes. Learning areas are used mainly within courses with a large number of learning groups where it is advisable to establish specific areas (ex. separate into semesters, subjects, competences). This approach might make the administration within the course easier: Instead of having to choose from many learning groups, you now only need to assign one learning area.

Learning areas are used in group-dependent visibility and access rules as well as in the course element enrolment.

Kindly note that a double assignment of learning areas and additionally learning groups is not necessary. In this case it might lead to the double counting of enrollments. This error might than lead to problems if you have limited the number of group memberships.

Create learning area

To create a learning area click on "New learning area" in group management on the right-hand side. Enter a name, optionally a description and click on "Finish" (Figure 4-52).

Eventual changes can be carried out through the group management. Find "All learning areas" under the menu item on the left-hand side and chose for the corresponding learning area and use the link "Administration".
Assign learning areas

To assign groups to learning areas, go to administration of the learning area and find the tab "Group assignment". As long as there are learning groups in the course, they will be shown here. Choose the learning group(s) which should be assigned to the learning area and click on "Save". These adjustments will be transferred into the administration tabs of the "Learning areas" of the chosen learning groups. If there are no existing learning groups yet, a notification will be shown. In this case, you must create a learning group first.

Vice versa, in the learning group, within its administration section in the tab "Learning areas", you can choose in which learning areas the learning group should be included.

E-mail to learning area

You can send an e-mail to all owners and participants of the learning area with your usual e-mail program. The corresponding e-mail addresses are to be found in administration of the learning area under the name and description of the learning group (Figure 4-53).

A usage of these addresses within the blind carbon copy (BCC) area is not possible.

It is possible that these mails will be send out with a short time offset. The permissible number of addressees is 10000.

Delete learning areas
A learning area can be deleted by clicking on “Delete” in the group management under “All learning areas” in the column of the corresponding learning area (Figure 4-54). Kindly note that the usage of this learning area in the course element enrolment and visibility and access, the group assignment of the learning groups and the involved settings within the course will be lost. The assigned learning groups will not be deleted.

4.3 Security Groups

As owner of a course, you are able to assign certain rights for other OPAL users of your course by including them into a security group. Security groups are – like learning groups – always dependent on a certain course.

Participants of a security group are allowed to conduct chosen actions concerning the course, for example, they can adjust the course content or manage learning groups. On the contrary to the owner of the course, participants are not able to perform any functions within the detailed view meaning that they are not allowed to delete the course or change any basic settings. Also, the statistics and the security management are only accessible for the owner of the course.

Security groups are especially suitable if you do not want to assign the full range of owner rights for the course to an OPAL user (see chapter “Assign course-owners”). The rights of one security group only include a part of options the owner of the course occupies.

4.3.1 Create security group

Only the course owner is allowed to create a security group. How to create a course as an author is described in the chapter “Create a course”.

To create a new security group, find “Security management” in the menu “Course tools” within the opened course (Figure 4-55).

Here, click on “New security group” in the menu “Rights management” (Figure 4-56).
In the following dialogue, you firstly have to enter the name of the security group. You can optionally enter a description (possibly a short summary of the content) and you can upload a picture (Figure 4-57).

This facts will later be shown in the top menu of the group, in the group list of the rights management as well as in the tab "groups" in the group list.

To confirm your adjustments, click on "Finish".

After the creation of the security group(s), you can get an overview of all existing security groups and their members within the rights management through the menu on the left (Figure 4-58).

4.3.2 Configure security group

To adjust a security group, open the group in the rights management and find the area "Administration" in the left menu (Figure 4-59).
You will be automatically directed to the tab "Description" (Figure 4-59). At this point, you can change the title, description and the picture of the security group. Click on "Finish" to confirm the changes.

In the section below, you find the group specific email address. Through this address you have the opportunity to send emails from an external email account to all members of your group.

Within the tab "Tools", you can provide your security group with various collaborative tools. Tools are, for example, the site of information, an email form, a calendar, a folder, and a forum. Detailed information about the collaborative tools can be found within the chapter "Group Tools".

Within the tab "Rights", you determine which rights your group members in the course should have. Further details are to be found in the following chapter "Determine rights".

Within the tab "Configuration" (Figure 4-60), you determine if members should be sent an agreement notification beforehand. In this case, participants will be invited at first and asked if they want to accept or decline the invitation (see chapter "Add single members"). Furthermore, you can determine if members are allowed to sign out independently. Both points can only be changed if there is no member enlisted in the group.

Within the tab "Members", you can administrate the participants of your group. Further information can be found under "Administrate members".
4.3.3 Determine rights

Kindly note that by setting up rights, the access to personal data which are liable to privacy may get possible. The data is confidential and must be handled appropriately.

To assign certain rights to the group, choose the group in the rights management and click on the group’s "Administration" in the in menu on the left. Within the tab "Rights" (Figure 4-61), you can determine the following rights:

- **Group management**: Members are allowed to start the group management and, additionally, are able to initiate the same actions as the owner of the course (cp. chapter "Learning groups").
- **Course editor**: Members can use the course editor with all the corresponding features meaning that they can change the course structure and contents (cp. chapter "")
• **Starting the course editor and editing a course** and "Course Elements".
• **Archive tool**: Members are allowed to access the data archiving meaning that they can archive course data like test results or forums (cp. *"
• **Archive Tool**

• **Assessment tool**: Members can view test and task performances of course participants via the assessment tools.

• **Glossary tool**: Members have the right to administrate glossary entries (cp. *)
Choose the permissions you want to provide and confirm your choice by clicking on "Save" (Figure 4-61).

4.3.4 Copy security groups (multiply)

You have the opportunity to (multiply) copy security groups. Thereby, you can choose whether group members and/or certain configurations will be applied or not. To create a single copy of a security group, click on the "Copy"-symbol next to the corresponding security group within security management under "All security groups" (Figure 4-62, a).

An assistant will open. In its first step, you can choose which configuration and members should be taken over. Here, pick the corresponding points and click on "Further". Within step 2, you can change the group’s name and, optionally add a description. Click on "Finish". You will automatically be directed to the new created group.

To multiply copy a security group, click on the "Multiple copy"-symbol Figure 4-62, b). Carry out the same actions in step one as described above. In step two, you have to enter the list of the new group names. Caution, please enter only one group name per line. In this scenario, the description of a group will automatically be adopted from the original group.
4.3.5 Administrate members

The administration of security group members is done under the menu item "Administration" within the tab "Members" (Figure 4-63). Here, you can also determine whether members are allowed to see the list of all group members or not (see chapter "Group Tools").

Security group members will receive the rights you have determined beforehand (see chapter "Determine rights") and can use the enabled collaborative tools (see chapter "Group Tools").

4.3.5.1 Add single members

Attention: To add a new user, the user must, at first, be registered in OPAL and must have accepted the terms of use!

To add a new OPAL-user from your own institution, click on "Add participant" in the menu "Administration" within the tab "Members" (Figure 4-64). It does not matter if the new participant has authorial rights in OPAL or not.

Enter the first name, surname and/or email address in the recently opened overlay-window. To make sure that identically named users are chosen correctly, use their email addresses for clear identification. Afterwards, click on "Search" (Figure 4-65).
You will now receive a list of suitable users. Choose the corresponding users by ticking them and click on "Choose".

Within the next step you have, optionally, the opportunity to send the new group member a notification email (Figure 4-66). To do so, tick the option "Send email". An automatically generated text will be shown which can be altered if necessary. Additionally, you can receive a copy of this email by ticking "Copy to sender". If you do not want to send a notification, click on "Further" without ticking off the option.

If you added a new group member, he will be automatically shown within the tab "Members". If, during the configuration, the option "Get agreement for group membership" was ticked, the new user will at first be listed under invited members. Only after the invitation was accepted, the new user will be listed under "Members" (Figure 4-67).

If the option was not ticked off, new members will immediately be listed under members.

An invited security group member will receive the following notification in a pop-up window when he logs in for the next time. At this point, the invited person can decide whether he will accept or decline the invitation (Figure 4-68).
If the participant accepts or declines the invitation, the owner of the course will receive a notification at his next log in (Figure 4-69). Additionally, you can find all the notifications under "Home – My Subscriptions – Important information".

Invited members will find their invitations under "Home – My Subscriptions – Important information".

4.3.5.2 Add multiple users/members of other institutions

**Attention:** To add a new user, the user must, at first, be registered in OPAL and must have accepted the terms of use!

You have the opportunity to add multiple members of your own or other institutions within one step. To do so, click on "Import user list" in the section "Administration" within the tab "Members" (Figure 4-70).

In the opened dialogue window, you can filter out members via their matriculation number (only own institution) or their user names (login, e.g. user@institution.de) resp. their email addresses. To do so, choose for the question "Which data does exist?" the corresponding version and enter the list of data into the text area (Figure 4-71). Caution, please enter only one data set per line.
The following window will show the found results. Confirm by clicking on "Further". Not found logins will be shown separately (Figure 4-72). These users are probably not registered in the system yet or their data was filled in incorrectly.

After clicking "Finish", you can optionally send an automatically generated notification to the added members about the invitation/enrolment into the security group. The text can be altered if necessary.

Additionally, it is possible to send a copy of these emails to yourself by ticking "Copy to sender" (Figure 4-73). The added members will, like in the chapter "Add single members" before, be notified and shown within the tab "Members".
4.3.5.3 Remove group members

All listed members can, if necessary, be deleted from the security group by the owner of the course. To do so, tick the corresponding member(s) in the menu "Administration" within the tab "Members" and click on "Remove" (Figure 4-74).

The corresponding member can optionally be notified about this process through an automatically generated notification. The text can be altered if necessary. Additionally, it is possible to send a copy of these emails to yourself by ticking "Copy to sender" (Figure 4-75).

Subsequently, you will receive a list of all to-be removed members. By clicking on "Yes", the deleted members will no longer have access to the security group and they will lose all rights within the course.
4.3.5.4 Member overview

An overview of your security group members can be found in several places:

1. Within a group, under administration, in the tab "Members" – for course owners and group tutors. There, you will find an overview of all group members in the sequence of how they were added to the group. Additionally, you may add or remove members.

2. Within the group, in the group menu on the left-hand side, under "Members" – for all group members. Kindly note that this menu item will only be shown if you activate "Members see participants" within the tab members. Detailed information can be found under "Group Tools".

3. Within the rights management of the course, within the menu item "All members" (Figure 4-76). At this point, you will get a list, showing all members of all right groups. The group membership can be made visible by clicking on "Show".
4.3.5.5 Export or import member list

You have the opportunity to download a list of all members of a group for organizational purposes. This list can also be used to import members into another group.

To do so, choose the link "Adapt table" above the table (Figure 4-77). To be able to import members into another group later on, you have to enable the display of the email address at this point. To do so, tick the corresponding section and confirm by clicking on "Save".

Click on the button "Export", which is always placed upon the table of members or invited members. You will be offered an Excel-table for download, which will contain the requested data.

Alternatively, you can use the function "Create list" – "Group members" on the left hand side within "rights management".

To import members of one group into another one, extract the user’s email addresses out of the Excel-table by choosing and copying (Figure 4-78).

Now, proceed as it is described within the chapter *Add multiple users/members of other institutions* to import the member list.
4.3.5.6 Email to members

Within a group, e-mails can be send from and to the group members if you have activated the tool "E-mail" for all group members. Furthermore, there is a group-specific e-mail address for external e-mail programs. Detailed information of the varieties can be found within the chapter "Email / contact form".

Alternatively, course owners are able to send notifications to group members via the contact form in the rights management. To do so, open the rights management, find the menu item "All security groups" and click in the corresponding line on the "E-mail to participants" symbol (Letter, Figure 4-79). Proceed as in chapter "Email / contact form" described.

If you want to send an e-mail to all members of the security group, open the group management, find the menu "All members" and choose "E-mail to participants" on the right.

![Figure 4-79]

4.3.6 Open security group

Course owners can access the security groups of a course via the rights management within the subitem "All security groups". You open the security group by clicking on the group’s name.

Members of a security group will find access to their group at the following points:

- In the corresponding course: On the right course menu under "My learning groups". This menu item is only active if the user is a member of one (or more) learning groups within this course (Figure 4-80).
- In the OPAL-index "My groups" under "Security groups".

Invited members will find their invitation under "Home" > "My subscriptions" > "Important information".

![Figure 4-80]
4.3.7 Leave security group

If in the tab "Configuration" the autonomous signing out is enabled (cp. chapter "Configure security group"), each member of the learning group will be able to leave the group by themselves. To do so, he must click on the door symbol next to the corresponding group (Figure 4-81).

If the autonomous signing out is not allowed, the door symbol will be shown in grey. In this case, the member has to contact the person responsible for the course or the tutor to get signed out (see chapter "Remove group members").

4.3.8 Reset security group

The assistant for resetting groups supports you with the removal of group members and/or the deleting of several groups. The assistant is especially helpful if you want to reuse the course in the next semester. You find the assistant in the group management within the menu on the right-hand side under "Administration" – "Reset groups" (Figure 4-82).

Within the first step, you have to choose the group which should be reset by ticking the corresponding group(s).

Within step two, you can determine if the members of the chosen group should be transferred to another learning group of the course before the reset. To do so, tick "Copy all members". Kindly note that invited members will not be copied. Afterwards, choose the target group out of the drop-down list or create, by clicking on "New learning group", a new learning group.

Furthermore, you can separately select the options for the reset.

You can:

- completely delete the previously chosen groups,
- remove all participants,
- remove all invited participants.

In step 3, you will receive a summary of the upcoming actions and you have the opportunity to download the member lists of the groups going to be reset. The reset of the groups will be
confirmed by clicking on "Finish". Kindly note, that your actions are irreversible after closing the assistant.

### 4.3.9 Delete security group

A security group can only be deleted by the owner of the course. To do so, click on the delete-symbol (red cross, see Figure 4-83) under "All security groups". You will be shown a notification that the chosen group is going to be irretrievably deleted. By clicking on "Yes", the group is deleted and vanishes from the group list. If you want to delete more than one group simultaneously, you must proceed as the paragraph "Reset security groups" describes.

![Figure 4-83](image)

### 4.4 Group Tools

Each OPAL group can be provided with various tools supporting communication and collaboration between the participating group members.

#### Choice of group tools

The owner or supervisor of the group decides which tools he wants to use within a group. All this is done within the group that has to be opened firstly. If you are a member in the group, you will find the group in "My groups". Learning and security groups can additionally be reached through group and rights management within the corresponding course.

Within the group open "Administration" and afterwards click on the tab "Tools" (Figure 4-84). At this point, each of the following described tools can be ticked off (activated/deactivated) manually. The adjustments will be confirmed and saved by clicking on "Apply" and the menu on the left-hand side will be updated, too. The order in which the several menu items will be shown as well as the title are preset. Some tools have additional adjustment possibilities, which will be explained in the following subchapters.
4.4.1 Information for members

Here you can leave information about the content, the topic resp. the aim of the course for your group members (Figure 4-85).

The writing of texts is done within the editor which you can find under "Administration" within the tab "Tools". To display your text, you first have to activate and confirm the "Information for members" (Figure 4-86). Simple text formatting is possible.
4.4.2 Calendar

You can use a calendar to manage the group appointments (Figure 4-87). A group calendar can also be shown within your general calendar. For further general information about the usage of a calendar, please have a look into the chapter "Course element Assignment of dates".

Only group members have access to the group calendar. As a supervisor, you decide if members are allowed to only read the calendar or if your members are also allowed to alter or even delete appointments. To adjust the rights, switch to the menu item "Administration" and open the tab "Tools". After you applied the tool "Calendar", the corresponding options for the calendar, in detail, the "Access rights for members" will be shown in the lower part of the tab (Figure 4-88). If you make changes, you must confirm them by clicking on "Apply".
4.4.3 Email / contact form

If you activate the course element "Email" within the menu item "Administration" in the tab "Tools", each member is provided with a form to send messages to other members of the group and/or to the supervisor. (Figure 4-89).

Before you can write an email, you first have to choose the recipient circle for the email communication. Basically, the following recipients can be reached: **Tutors/owners** resp. **Participants** of a group or applicants on the waiting list. Within all group types (project/learning/security groups) not all recipient circles are to be found. For each existing recipient circle within a group, it can be chosen if or if not the email is sent to the specific circle. It is possible to decide whether no member, all members or a specific selection of members will get the message.
Depending on the group type, the position within the group and the visibility settings of the members, the user will be offered several options:

- **Tutors/owners** of a group will always be able to use all option for each group and recipient circles (see example learning group, Figure 4-90).
- **Participants** are not allowed to write to applicants on the waiting list.
- Furthermore, participants can only send emails to specifically chosen tutors/owners resp. participants if this recipient circles are visible within the member list (see chapter “**Member (list)**”). In Figure 4-91, you see the display of a participant’s view when in the list of members only participants but no supervisors are published.

After the selection of the addressees, click on "Further" and you will get to the actual email form in which you can now write you email (cf. Figure 4-89). Who is finally getting the email is again shown within the field "To". Within the field "Subject", the group name is already entered and within the text box, the link of the group is provided. Further information about the usage of the contact form can be found within the chapter course element "Email".

Additionally, you have the possibility to send emails to the supervisor and participants of a group through your **accustomed email program**. To do so, use the corresponding email addresses which can be found under the menu item "Administration" within "Description" (arrow, Figure 4-92). To use these email addresses within the blind copy section is not possible. Occasionally, it is possible that emails will be sent out with a short time offset.
With a folder you enable the interchange of files between group members. The available storage space is set at 100 MB. If you need more storage space, you should contact the E-learning support of your institution. The folder can be used for downloading or uploading files. Within the folder, subfolders can be created (Figure 4-93). General information about the usage of folders are to be found in the chapter course element "Course element folder".

Through administration of the group within the tab "Tools" it is possible to assign writing permissions for the folder. After you activated the tool "Folder", the corresponding options for the available "Permissions for participants" will be shown in the lower part of the tab (Figure 4-94):

- Read only (Download)
- FolderAdd (Up- and Download)
- FolderAdd and Delete
Referring to the last option, all group members will have equal rights, like the owners/tutors, working with the folder and will also be able to remove documents of other members.

![Edit group Project group](image)

**4.4.5 Forum**

By including a forum into your course, you provide a tool for communication about various topics (Figure 4-95).

Participants of the group already have reading rights plus the upcoming possibilities:

- introduce a new topic
- create new entries
- rewrite and alter own entries
- filing and downloading topics

Tutors/owners of the group have additional mentor rights:

- edit all entries
- remove entries
- move entries
- end topics
- hide topics

Further information about the usage of a forum can be found within the chapter of the course element *Course element forum*.
With a Wiki, you can create articles and contents and edit them together with other group members (Figure 4-96). The integration, for example, of pictures or other files is allowed. By default you have 50 MB of storage space. If you need more storage space, you should contact the E-learning support of your institution.

Further information about the usage of a Wiki are to be found in the course element chapter “Wiki”.

Figure 4-95
4.4.7 ePortfolio

You can provide your group with an ePortfolio. Tutors/owners are allowed to edit it. For example, they can add artefacts like files or fora entries. Participants can access the ePortfolio via reading and, if allowed, they are able to comment and evaluate. The ePortfolio will open outside of the group in a separate tab (Figure 4-97).
4.4.8 Member (list)

Within the group menu "Members" on the left-hand side, you can get an overview of all enrolled participants of the group. Tutors/owners of a group can determine to which extend group members are allowed to see other members within the overview. To do so, find the menu item "Administration" > "Members". In the upper part of the tab, you will find 'Display members' where you can, depending on the group's type, set the different member groups visible or invisible (Figure 4-98).

Within security groups, you can choose if the members are allowed to see the other members enrolled into the group. For project groups the option "Members can see owners" is additionally possible. Learning groups additionally have the option to show the waiting list. If none of the options is chosen, the menu item is set invisible. The display limitation also applies for tutors/owners. However, they have the opportunity to view the member list within the administration area in the tab "Members".

![Figure 4-98](image)

Figure 4-98 shows an example of a member list within a learning group in which there is a supervisor but no participant has enrolled yet. The waiting list is set invisible. Visible are the name and surname as well as the position of the order of enrollment. The member’s list can be saved as an Excel-file via the link "Download table". After clicking on a name, the email form will open, which allows the user to send an email to the chosen person without getting the person’s email address shown (Figure 4-100).

![Figure 4-99](image)
4.4.9 Course

For learning or rights groups you will directly be forwarded to the corresponding course via the menu item "Course" (Figure 4-101). The menu item will automatically be shown for both kinds of group types and cannot be deactivated.
5 MISC

5.1 Calender

There are different calendars in OPAL:

- your personal calendar (in “Home”)
- calendar of courses (in the respective learning resource, if activated)
- group-calendar (in project, learning and rightgroups, if activated)

5.1.1 Overview of all calendars

You can get an overview over all your calender via 'My calendar' at the 'Home'-page (green arrow, Figure 5-1). This calender gives you the possibilities to view your personal appointments as well as integrate group, course and external calender.

Activate the checkbox in front of a calender to show its appointments in your personal calender (Figure 5-2).
All appointments of the same calender are presented by the same color (as shown in the calendar-list). So it’s easy to differentiate between the different calenders. You can change the color with the button next to the name of the calender in the list of the calenders (Figure 5-3).

5.1.2 Course calender

To use a calender for your course, activate it in the course properties on the courses details page. Within the file-card "Calendar" you can activate the calender (Figure 5-4).

If you want to add a course calender to your personal calender go to the course and open the calender in the "General"-menu (Figure 5-5).

A new browser tab/window opens where you need to click the button "Add to personal calender" (Figure 5-6).
To create a calendar for a learning group, start the course and go to the “group management”. Choose the respective learning group via “Edit” and go to the file-card “Tools”. There you can activate the calendar (Figure 5-7). When the calendar is activated you can assign rights for participants (read only or edit incl. delete).

To create a calendar for a project group, start the group and go to “Administration” in the menu on the left side. Within the file-card “Tools” you can activate the calendar (Figure 5-8) and also assign rights for participants (read only or edit incl. delete).
5.1.4 Subscribe calendar changes

If you click on the link "Subscribe" in the upper right corner of a calendar you’ll be informed about any changes in the calendar. You’ll get these informations by e-mail and via the OPAL-notification-system. You can also "Unsubscribe" at the same place. (Figure 5-9)

5.1.5 Export calendar (iCal)

Course calendars and its appointments can be exported to other programs via the iCal-format (Figure 5-10).

Existing iCal-Feeds can be deleted or generated again (to export new appointments) at the same place.
5.1.6 Write-permission for calendar

You can have read- or write-permission for a calendar. You have write-permission for a calendar as:

- owner of a course for all calendars that exist in the course (including all right group calendars, learning group calendars and the course calendar itself,
- participant of a right group in a course with the right to access the "group management" for every learning group calendar,
- participant of a right group in a course with the right to access the "course editor" for the course calendar,
- tutor of a learning group for the groups calendar,
- owner of a working group.

It’s also possible to assign write-permission to every participant in groups (Figure 5-11). With this option it’s possible that e.g. students can add appointments to a learning group or associates add appointments to a project group.
5.1.7 Add appointment

There are two ways to add a new appointment to a calendar (where you have write-permission):

- Via the button add "event" next to the name of the calendar,
- Via choosing the time slot in the calendar.

In both cases a new dialog opens, where you can state the following:

- Calendar: the calendar the appointment shall belong to.
- Subject: the title which shall appear in the calendar.
- Location: optionally you can state a location for the appointment.
- Beginning/End/All day: time slot of the appointment.

It is possible to define recurring appointments (e.g. for lectures). Therefore edit the field "Recurrence".

In the field "Visibility" you can configure the access to your appointment. Only the appointment-creator can see the appointment at "Private", everybody can see the appointment (incl. details) with the "Public" setting. If you set the visibility to "Time visible only" other users only see that there is an appointment, but can’t see the details (Figure 5-13).
If you hold write access to more than one calendar the button Save and copy will help you to copy an entry to all of your calendars.

5.1.8 Link appointment to course element

In the calendars of a learning resource it’s possible to link an appointment to a course element (file-card "Link"). This link is shown in the details of the respective appointment.

5.1.9 Change / remove appointments

You can change or remove an appointment by selecting the respective entry with a mouseclick. A new frame appears, where you can edit the appointment or remove it with a click on "Delete this entry" (Figure 5-15).
5.1.10 Show appointments on "home"-page

The next appointments, that are activated for the personal calendar are also shown in the area "My calendar" on your home area (Figure 5-16). Maybe you have to activate this function first, see “
Configure home page". 
5.2 Glossary

In OPAL it’s possible to create standalone glossaries and connect them to courses. When the glossary is activated all entries in the course are automatically highlighted. If you move the mouse over such an entry the definition of the word in the glossary appears.

5.2.1 Create glossary

Therefor you need to create a glossary in the menu learning resources (Figure 5-17) that is independent from a course.

You can state name and description of a glossary the same way as in courses (Figure 5-18).
5.2.2 Create/ change glossary entries

After you a click on finish you are directed to the glossary editor, where you can add entries (Figure 5-19) and edit them (Figure 5-20).

This internal editor for creating and editing entries is shown in Figure 5-21.

All entries can be changed or removed at any time (Figure 5-22).
5.2.3 Integrate glossary into course

To integrate a glossary into a course look for the properties of the course on its details page (Figure 5-23).

Within the file card "Glossary" it's possible to connect one of your glossaries with the course (Figure 5-24).

You need to choose the glossary, that should be connected, out of the list of your own glossaries (Figure 5-25).

If other authors need to connect one of your glossaries, you have to add them as owners to your glossary. This can be done on the details page of the glossary, the same way as adding owners to courses.
5.2.4 Activate glossary

The successfully integrated glossary (Figure 5-26) appears in the general section in the course. By clicking on "Glossary" you can browse the whole glossary.

Clicking on "on" or "off" activates or deactivates the glossary (Figure 5-27).

By activating the glossary all entries in the course are automatically connected to the glossary and highlighted (underlined). If you move the mouse over such an entry the definition of the word in the glossary is appears (Figure 5-28).
5.3 Resource folder

5.3.1 Create Resource folder

A resource folder is used as storage for different files which can be used for several courses. It is designed as an independent learning resource, which means that it can be set-up parallel to a course. Accordingly it is created just like a course (Figure 5-29 and Figure 5-30).

To add files to a resource folder use the following steps: detailed view > edit content (Figure 5-31) (don’t mix it up with the menu point "show content") (see also Figure 5-33). The steps are the same as adding files to a course. Both can be made by using a web-interface or a network drive (see chapter “
Using OPAL as network drive.

Assign resource folder to archive folder

To use the resource folder for one or more courses, assign it to the archive folder. Accordingly, the folder of resources needs to be referenced as follows: course > change properties > resource folder > select. (Figure 5-33).

The shared files are now provided within the repository folder in the sub-index "_sharefolder" (Figure 5-33). Within this folder, it is only possible to download data. To upload data you have to use the resource folder. Also, pay attention to the correct access authorization (e.g. BAR) because the resource folder is a learning resource by itself.
5.4 Using OPAL as network drive

To up- or download data or files in a simple and convenient way, use the connection via network drive "WebDAV", e. g. to draw up a course or to update documents. After you have set up the connection via network drive your files can be moved from your hard disk to the OPAL server by using "copy-and-paste" and "drag-and-drop" respectively. It operates like your file management system on your computer and you do not have to log in on the OPAL Website after every change of your data.

To use WebDAV, please carry out the following steps:

5.4.1 Creating a password

At first, you have to create a detached password for accessing WebDAV.

Therefore, log in on the OPAL Website, find "HOME" > "My personal settings" and open the tab "WebDAV". Here you find the "Access data" and your "WebDAV user name", which you will need in a later step for the access.

To create your password, choose "set password" (Figure 5-34).

On the new page, please type in your chosen password and confirm it again in the second input box (Figure 5-35). Complete your step by clicking on "Save".
5.4.2 Access data

For a WebDAV connection you need the following details:

- Server-address: https://bildungsportal.sachsen.de:443/opal/webdav
- WebDAV username (don’t forget @tu-dresden.de at the end of your username, see Figure 5-34)
- WebDAV password (see Figure 5-35)

Below, you find a step-by-step instruction how to create a network connection with the Internet Explorer (until Windows XP) and the use of the tool "BitKinex" (from Windows Vista).

5.4.3 Network connection with the Internet Explorer (until Windows XP)

To upload or download data or files in a simple and convenient way, use the connection via network drive ("webDAV"), e. g. to draw up a course or to update documents. After you have set up the connection via network drive your files can be moved from your hard disk to the OPAL-server by using "copy-and-paste" and "drag-and-drop" respectively.

To set up OPAL/Bildungsportal Sachsen as a network drive, please carry out the following steps:

Open your "Windows Explorer" and look for the menu "Netzwerkumgebung". By using the right mouse button, click on network environment and choose the submenu "Netzlaufwerk verbinden…" (Figure 5-36).

Now, in the external window, choose "Onlinespeicherplatz anfordern oder mit einem Netzwerkserver verbinden" (Figure 5-37), and the "Assistent zum Hinzufügen von Netzwerkressourcen" (Figure 5-38) will open. You don’t have to change anything in the menu "Laufwerk" or "Ordner" (Figure 5-37)!
To confirm starting the "Assistenten zum Hinzufügen von Netzwerkressourcen" (Figure 5-38) click on "Weiter".

In the next window, click on "Weiter" again (Figure 5-39).
Write the following into the input box of the "Internet- oder Netzwerkadresse" (Figure 5-40): "https://bildungsportal.sachsen.de/opal/webdav". Again, confirm by clicking on "Weiter".

Now you get to the login menu (Figure 5-41) where you can enter your "WebDAV username" into the box "Benutzername" like login@hochschule.de (see Figure 5-34). Use your new created "WebDAV password" as 'Kennwort' (see Figure 5-35). Confirm by clicking on "OK".
After you have registered successfully, you are asked to state a name for your new network resource to finish the set-up process (Figure 5-42). Within our example the connection is called "OPAL". To create the connection confirm by clicking on "Weiter".

In the menu "Netzwerkumgebung" of your "Windows Explorer" you should now find the resource "OPAL" (Figure 5-43). By clicking on this resource, four different folders will be shown. Files that you want to use or provide only for one course need to be copied into the subfolder "coursefolders" or in one of its subfolders.
If you want to change something after a period of time, it may occur that you have to register
yourself again, which depends on the appropriate settings (e. g. automatic connection is switched
off). In case this happens, follow the steps described in Figure 5-41.

5.4.4 Create a connection by use of the tool BitKinex (from Windows Vista)

In consequence of the recent versions of Windows there might occur problems in getting the
connection of WebDAV through a Windows-network-drive established.

This tool might solve the connection problem:

Now, it is assumed that BitKinex was downloaded (use the link above), installed and opened
successfully. Also, terminate the dialogue box "Network setup" (appears after the initial start of
the program).

The main window of the program BitKinex is now on-screen. In the menu choose "File" > "Quick
Connect" (see Figure 5-44).

The window "Quick Connect" will open (see Figure 5-45).

Please copy “https://bildungsportal.sachen.de:443/opal/webdav” into the top input box "server
address".

Beneath you find the "Login Parameters". Enter your "WebDAV username" into the box "User" like
login@hochschule.de (see Figure 5-34). Now, enter your new created "WebDAV password" into
the box "Password" (see Figure 5-35). Confirm by clicking on "Connect".
A new window appears. On the left-hand side you find your OPAL folders (see Figure 5-46) and on the right-hand side you can see your local drives. It is now possible to up- or download data or files in a simple and convenient way. To terminate the connection, just click on the little cross in the top right corner.

The main window is on-screen again. Your connection was saved under the name: **bildungsportal.sachsen.de:443**. In the future you double-click on bildungsportal.sachsen:443 and the WevDAV connection is established (see Figure 5-47). If all operates as described, you have successfully created your WebDAV connection.
5.4.5 BitKinex - trouble shooting in case of disfunction

If the folders are not shown after the connection was established, check your settings.

Therefore, choose your connection by clicking on the name (bildungsportal.sachsen.de:443). It should now be highlighted (shaded in blue). The next step is to go to the menu, choose “Data Source” and finally “Properties” (see Figure 5-48).

A new window appears (see Figure 5-49). Choose the menu on the left-hand side and find “Server”. Compare your values to the highlighted ones of Figure 16 and correct them if you recognize any differences.
Please note that login@hochschule.de in the box "User" is exemplary for your "WebDAV username" (see Figure 5-34). The input box "Password" must contain the new created password for your "WebDAV account" (see Figure 5-35).

Now, choose "Site Map" in the same window and the known left-hand side menu. Compare the values to the highlighted ones of Figure 5-50 and correct them if there are any differences. Terminate your checking by clicking on "OK" at the bottom of the window.

As described at the beginning, please retry to establish your connection.
5.5 Possibilities to store files

The learning-platform offers several possibilities to store data for different ways of utilization. Figure 5-51 gives you an overview. But, pay attention to the following explanation:

Generally, you can **not** copy contents from one folder to another if they are in different areas (are marked by different colors or by thick separation-lines).

The connection between course and resource folder is affected by html-links from the pages of the course to particular files (not whole folders) of the resource-folder. Therefore, the resource-folder first has to be connected to the course via the "repository-folder" (within the settings).

The only direct data-sharing that can be realized is between the course-internal data-archive and your "personal" folder in your home-area.

![Figure 5-51](image.png)
5.6 Archive Tool

If you are a course owner, author or member of an adequate right groups you are able to use the archive tool. You can save the following kinds of data:

- Tests and questionnaires: At the selftests and questionnaires the data will be saved anonymously. For tests you get a more detailed analyse per user. There are two wizards that give you different options to archive the data.
- Course results: In this menu you can archive final results of tests, assessments and tasks.
- Solutions: Here you can archive all files submitted by users to the tasks dropbox.
- Log files: You can choose between two kinds of user-logfiles: a personalized and an anonymous one. Please note that the personalized data is only allowed for research and evaluation for teaching. It is possible to set the degree of these log files in the course settings.
- Forums: Select the Forums you want to archive.
- File dialogs
- Wikis
- SCORM Results

The Archive tool can be found in the menu Course tools on the courses page (see Figure 5-52). All archived files are placed into your personal folder under the path "private/archive/coursename" and are prepared as .xls- or .txt-files.

![Figure 5-52](image)
5.7 Export and Archive Resources

On the "Details"-page of a course or another learning resource you find the buttons Export content and Archive (Figure 5-53).

Figure 5-53

5.7.1 Export

The export-function gives you the possibility to save the actual state of the course in a standard format on your local computer.

It is only saved the course content not any user related data like entries in a forum or test results. These data can be saved by the archive tool (see “Archive Tool”) or by archive the whole course (see below).

An exported learning resource can be imported at Learning resources (My Entries) (Figure 5-54).

Figure 5-54

5.7.2 Archive

If you need to have a view on old data (e.g. for proving old marks) you can do this by archiving. All contents of the course and also the user related data is saved. The archive will be placed in your "personal folder":

The archive can not be used to restore a course at a later moment!
5.8 Statistics

Within the learning platform OPAL, authors as owners of courses have the possibility to fetch statistics about user access to the course and its elements.

You can access the statistics from the homepage of the course (Figure 5-55).

Within the course's statistics, you can evaluate the logfiles in dependence of configured time frames (Figure 5-56) or for special days (Figure 5-57).
5.9 Setting up links

In the meantime within the learning-platform OPAL it is possible to copy the URL that is shown in the location bar, and to use it as link to a course or course-module (interior or exterior of OPAL).

5.9.1 Set up link to course

To set up a link to your course you can use the address which is shown in the location bar of your browser when opening the topmost menu item of your course. Alternatively, the so called “external link” is shown on the page of course details (Figure 5-58), which can be used for internal and external linking.

![Figure 5-58](image)

5.9.2 Set up link to course element

To set up a link to a course element use the URL that is shown in the location bar of your browser when opening the corresponding menu item. Alternatively, the URLs are stated in your course editor in the submenu "title and description" (Figure 5-59). Click at "Set link for this course element". You will see the external and internal link for this course module as well as other hints.

![Figure 5-59](image)
5.10 Subscriptions and RSS-Feeds

OPAL provides the opportunity to subscribe to announcements about changes within the course elements via subscriptions. Thereby, you will be automatically informed about new contents which are available within a subscribed course element. All subscribed messages will be delivered via email. Within the section "My OPAL" > System (General system preferences) you can configure, how often a notification via email is sent.

Additionally, you have the opportunity to keep yourself informed about changing processes through RSS-News-Feed.

5.10.1 Which course elements can be subscribed to?

The following objects can be subscribed to: Forum, Folder, Wiki, Calendar, Task, File discussion.

For teachers: If you have rights for the assessment tool, you can be informed about incoming test results or newly registered users.

5.10.2 Create subscription

To subscribe to a course element you have to click on "Subscribe" (Figure 5-60).

This button changes into "Unsubscribe" where you can cancel the subscription again.

You find an overview of your subscribed courses within the section "My subscriptions" in "My OPAL" on the front page (Figure 5-61, arrow 1).

In the tab "News" you will see all actions happened since your last retrieval. You can tick them as "read" or you can call the course via its direct link (Figure 5-61).

Additionally, you can manually subscribe to a notification via email and you can adjust the time frame. Therefore, use the button "Send news via email" (Figure 5-61, arrow 2).
5.10.3 View subscriptions

If there are any news within a course element, you will be informed by email or RSS-Feed. A news mail contains a list with title, link and alteration date of courses and course elements in which changes occurred. An exemplary email is shown in Figure 5-62.

5.10.4 Manage and cancel subscriptions

Within the tab "Subscriptions" you get an over view of your subscribed courses. There, you can access the course or cancel it. Therefore, click on "Unsubscribe" (Figure 5-63).

Alternatively, you can cancel a subscription to a course directly within the course, where it initially was subscribed to (Figure 5-64).
Every change within the subscriptions promptly affects your RSS-Feed.

5.10.5 RSS-News-Feed

RSS (Really Simple Syndication) is a file format to follow changes and news of websites and blogs. It is similar to a digital magazine subscription. To receive RSS-Feeds, you need a web browser which is compatible with RSS or a RSS program. If you have subscribed to a RSS-Feed of a website, the program will periodically (self to be defined) call up news of a website and inform you about any tidings.

The tab "RSS-News-Feed" offers a link of the feeds of your subscribed courses. The link can now be opened or inserted into the RSS program. Please, use the manual of your personal RSS-Service to find out how the RSS-Service works in detail.

The title of a feed is by default as follows: "OPAL-News for your-email@tu-dresden.de".
5.11 Printorder

If you don't have a printer at home or you have to print a lot of pages, it is possible to send your Documents directly to a copy shop. You find the Button in every File in the course.

The button is located in the list, at the very right column, it's a printer icon (Figure 5-65).

If you click on the icon, a new tab is popping up (Figure 5-66).

There you can see informations about the copy shop, the terms and conditions and the charges for the printing service.

To confirm, click on "Send order".
6 VIDEO PRESENTATION ON OPAL

Within the learning management system you can easily include and present your own digital movies.

Basically, it is assembled in two steps:

Converting the original video file (MPEG-1/2/4, AVI, WMV, Quicktime and so forth) into a Flash video (FLV) with the assistance of the platform "MAGMA".

Integrating the new Flash video into the "Single page" of your OPAL course.

If you already have suitable video files or files existing on other web pages, you can directly start with step two.

6.1 Steps on the platform "MAGMA"

6.1.1 Login

Go to the page https://bildungsportal.sachsen.de/magma/, and choose “TU Dresden” as the university (see Figure 6-1). Then log in with your ZIH login, which you also use for OPAL.

After logging in, you will be led directly to the administration of media called "Mein MAGMA" (see Figure 6-2). If the tab does not show, please contact the e-learning support of your university and request author rights for MAGMA.
In case you already uploaded videos to MAGMA these source files will be stated in a list with information about the name of the file, the date of upload ("Erstellungsdatum"), the file size ("Dateigröße") and the status of the last conversion.

Within the section you also have the option of creating new folders and of renaming files, as well as moving or deleting them.

### 6.1.2 Video upload

To upload a new video you click on "Mein Magma > Einzelmedien > Medium Hinzufügen". After that, a new window (see Figure 6-3) will open.

Additional help is offered in the window. To make use of it, move the mouse pointer over the question mark.

To select the required source file (up to 500 MB) from your fixed disk, click on "Durchsuchen". Now, choose your required file and confirm your choice by clicking "Öffnen" (see Figure 6-4).

If you want to upload files larger than 500 MB, we recommend using the link "Große Dateien hochladen".
If necessary, change the setting "Zugriff von außen erlauben" in the window "Medium hinzufügen" (see Figure 6-3). The preset value "Zugriff von außen: Nein" means that the flash video subsequently made can only be played within the platform MAGMA or the learning platform OPAL.

The setting "Zugriff von außen erlauben: Ja" means that the flash video can also be integrated in external web pages (see chapter “Including a video in an external web page”). The setting can also be changed later.

By clicking on "OK" you can start uploading your file to the MAGMA server.

The transmittance may take a few minutes depending on the file size as well as on your internet connection. The bar shows you the progress of the upload (see Figure 6-5). Immediately after the upload is finished you can add needed metadata. Finally, complete your upload by clicking "OK".

### 6.1.3 Converting video (browser-capable encoding format)

After the transmission, the window "Konvertieren" will appear. Here you can change conversion settings (see Figure 6-6).

To convert already uploaded videos, choose the applicable file out of "Mein Magma > Einzelmedien", find "Ihre erzeugten Wiedergabeformate des Mediums" and click on "Konvertieren" (see Figure 6-9).
You can choose between "flash" and "HTML5" as playback format ("Wiedergabeformat"). Furthermore, you will be informed about the creation and the further proceedings of flash videos. At the moment, the current OPAL version is only able to include the flash-format and according to this, we recommend the use of it.

Depending on the size of your source file and its intended use, you can reduce the quality to middle ("Mittel") or even low ("Niedrig"). If a flash video will be used in a full-screen mode because its details are important (e.g. to see what is written on a panel), you should maintain the setting "Hoch" (high). If the video takes 20 minutes or more, the file size of the converted video will be quite large using the high-quality setting. Therefore, users have to download a big amount of data each time they want to watch the video. The quality of the video can be affected and things like distortion of the picture can occur.

By clicking "OK" the converting of the selected video will be started.

How long it takes MAGMA to finish the conversion depends on the file size and the current occupancy rate of MAGMA itself.

Nevertheless, the tab "Konvertierungsstatus" (see Figure 6-7) will always show you the progress of the conversion process or should the occasion arise, your place in waiting queue. In order to ensure data protection regulations, information on file names and usernames are shown anonymously. If you reload the web page (find the reload button of your browser), the progress report is updated.
Furthermore, you find information on successful conversions in "Mein Magma": find column "Status" - the icon shown has a green tick. Additionally, it is possible to receive an email after successful conversion. Therefore, tick "E-Mail speichern" in the section "Mein Profil" and save your changes.

6.1.4 Video preview

To access the successfully converted video file, find "Mein MAGMA" by clicking on the identically named tab, choose your source file from the list and click on the title of the wanted entry (cf. Figure 6-2).

Now, in the section "Ihre erzeugten Wiedergabeformate des Mediums" you find all versions of the video file. If you mouse over the question mark in the column "Details" (see Figure 6-9), you get further information on the specific video file.

To preview a video, you click on the text in the column "Qualität".
6.1.5 Including a video in an external web page

Open the video preview (see chapter „Video preview“ and Figure 6-8). Beneath the Flash player, you find the link “Quellcode zur Einbettung in eine XHTML-Seite”. Click on it, and the source code for including the video file is shown. Now, you can copy and insert it into an external web page. Remember, you need to allow public access “Zugriff von außen erlauben: Ja” (see “Video upload”).

Finally, the working steps according to the platform MAGMA are finished. Further steps (see chapter “...
Steps on the platform "OPAL" have to be carried out on OPAL.

Additional information on MAGMA, regarding its handling or other options, can be found in the corresponding help.
6.2 Steps on the platform "OPAL"

6.2.1 Creating a single page in the OPAL course

You have to open the OPAL course, in which you want to integrate the video. If you want to integrate it into a new course see chapter "Creating a course/ a lecture" for further information. Start the Course editor and create a "Single page" in your course. For a detailed description of integrating a "Single page", see chapter "Single page".

Now state a name for this "Single page", e.g. "Video film". Within this course element, you have to insert a "Page content". Click on the tab of the same name and, afterwards, click on the button "Select or create page". Now, state a name for your new file, e.g. "video" (see Figure 6-10) and click on "Create".

With the help of the editor that will open now, you can work on the new created page "video.html" and integrate your video here as well. Hereinafter, it is shown, how to integrate or edit your MAGMA media. Following this, there will be an explanation on how to integrate other videos (see chapter "Integrating other video files").

![Figure 6-10](image)

6.2.2 Integrate a MAGMA video

To insert or edit a MAGMA media, click on the icon with the MAGMA symbol on the toolbar of the editor (see Figure 6-11).

![Figure 6-11](image)

The window "Add Magma medias" will be opened. To choose a MAGMA video, click on the button on the right-hand side of the text gadget "File" (see Figure 6-12).
You get a list of all the videos you previously converted on the MAGMA platform into a flash file. Now, choose your wanted video and finally confirm your choice by clicking on "Select" (see Figure 6-13).

Here you also have the opportunity to go directly to the administration of MAGMA to convert and organize more videos.

In the window “Add Magma medias” the selected file and the dimensions of the video at the "Single page" are shown.

In this example, OPAL will automatically set the pixel size to 384 x 288. Those specifications and the option "Force size relation" can be changed (afterwards) (see Figure 6-14).
By clicking “Insert” you will get back to the “Single page” where the position of the integrated flash video is shown by a light-yellow square (see Figure 6-15). To finish your work on the page 'video.html', use the button “Save and close”.

6.2.3 Integrating other video files

Instead of MAGMA media you can also integrate videos which are already available on the internet or other suitable video files from your storage media. Therefore, choose the button “Add/edit video” or “Insert / edit embedded media” in the editor of the “Single page”.

In the window shown, find the text box “Address” or “File / URL” and fill in the internet address of the video file. Alternatively, if you have the video on your storage media, click on the icon on the right-hand side of the text box and find your file to possibly upload it into your Storage folder in order to choose it afterwards.

Now, the selected file and its size are shown. All options, including “Constrain proportions”, can be changed (afterwards). If necessary, choose a suitable data type out of the selection box. Now, test your video settings by using the preview feature and if all went well, confirm by clicking on “Insert”.

On your “Single page” the video is represented by a placeholder (light yellow rectangle with a movie icon). By clicking on “Save and close”, you finalise the work on your web page “video.html”.

Figure 6-14

Figure 6-15
6.2.4 Finishing the processing of data

As with all course elements, you have to render your changes visible through "Publish". After closing the course editor, you will find the entry "Video film" in the navigation menu. By clicking on the entry, the just created and edited web page "video.html" is displayed and shown at the centre of your screen. To start the video, just click on the rendition symbol of the player (see Figure 6-16).

![Figure 6-16](image-url)