

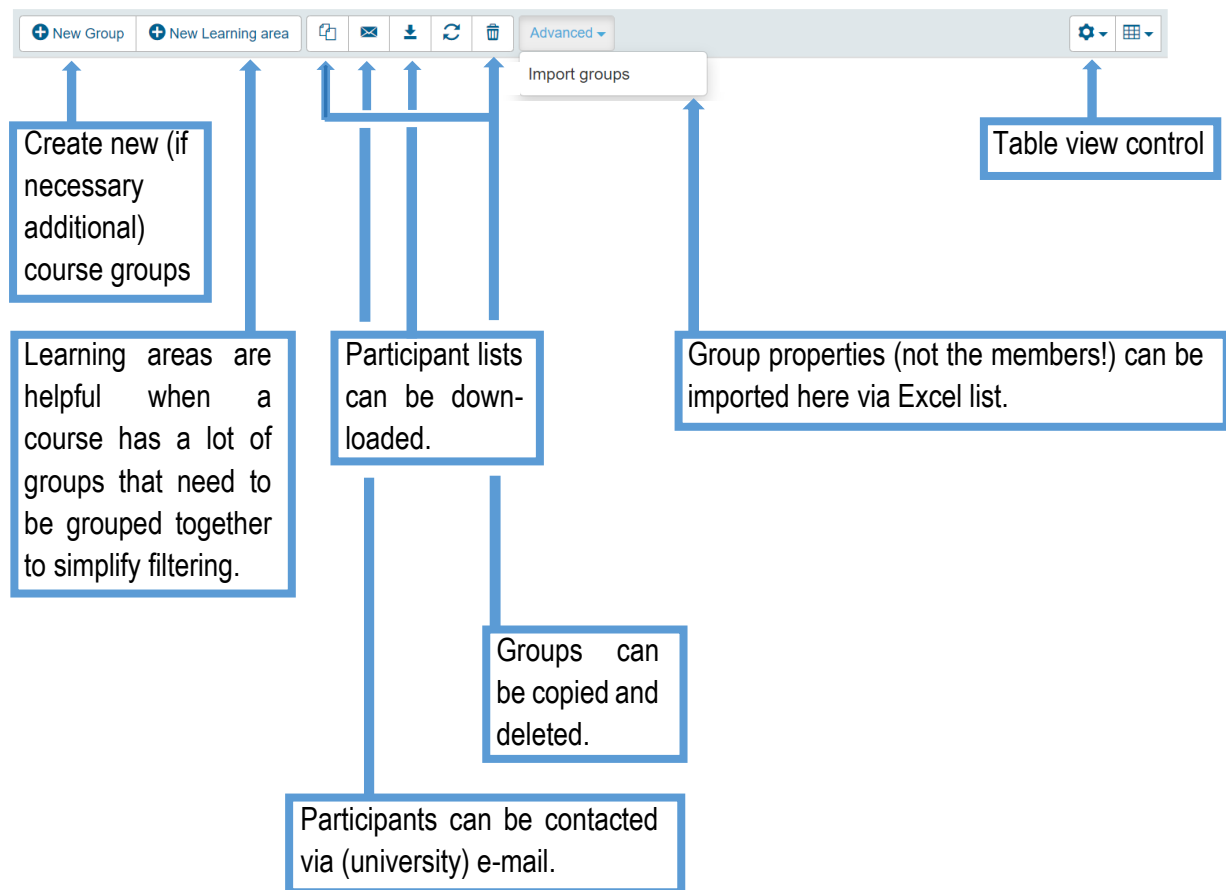
OLAT / GROUP MANAGEMENT

The members of an OLAT course are managed in one or more groups belonging to this course. The tool to manage the groups in a course is called Group management, which can be found in the upper bar:



1. Overview

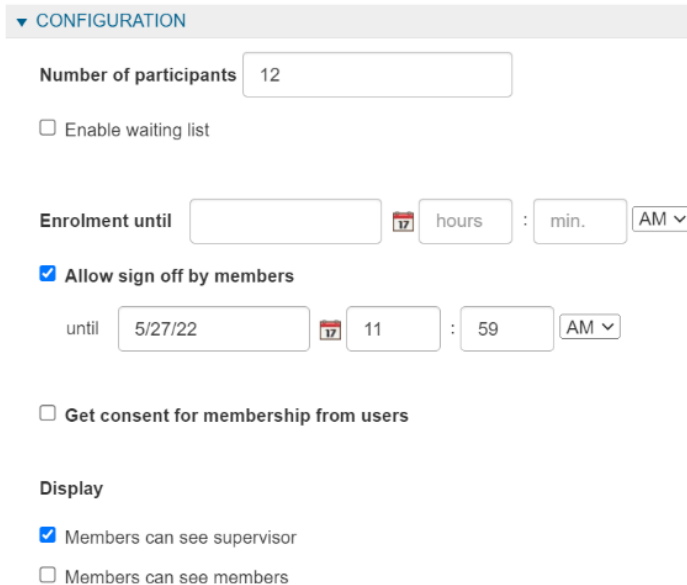
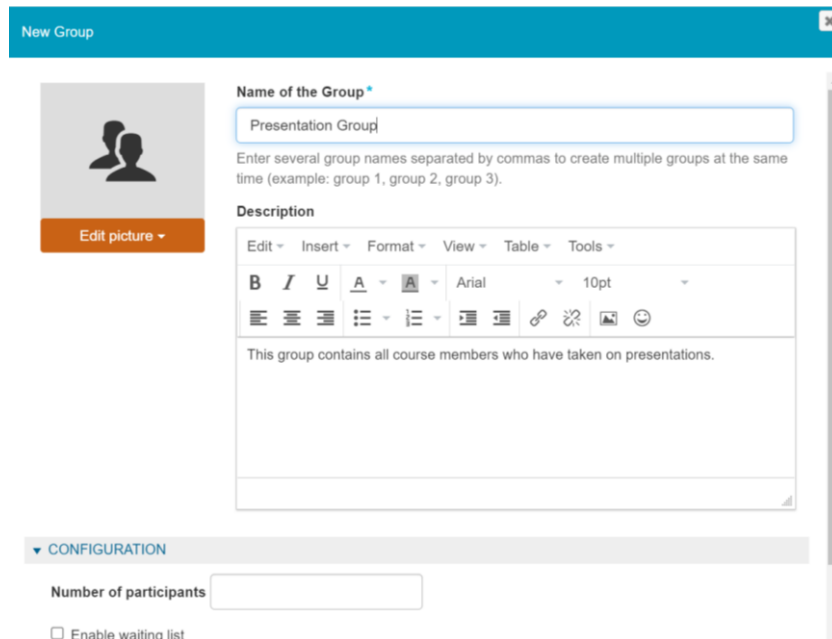
The top menu line of the group management contains the most important functions:



- When a new course is created using the course wizard and a template course, it already contains an enrolment module and an associated group that automatically includes all students who enrol in the course.

2. Creating a group

It is also possible to create groups directly. This is done via the button .



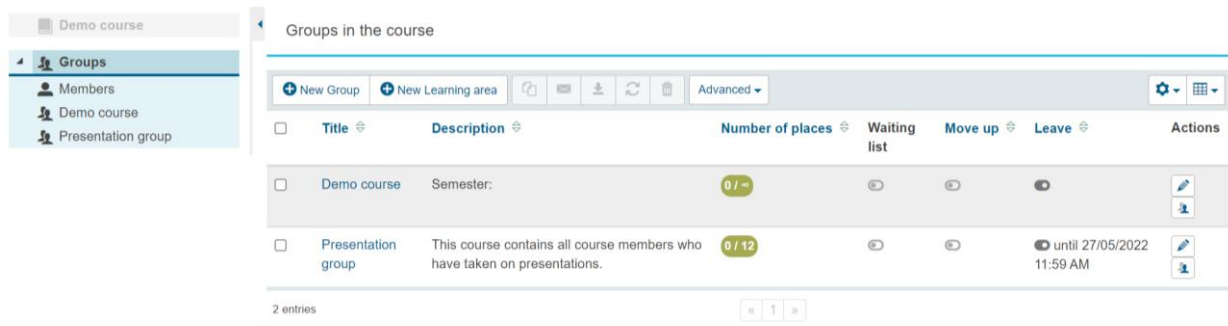
If there are already 12 people in the group, the 13th person will be added to the waiting list. Automatic moving up has not been activated in this example.

You can give the participants the right to leave the group again. At the same time, you can add time restrictions to this option.

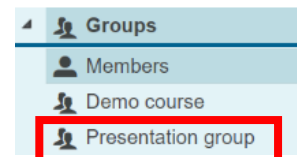
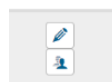
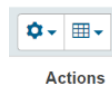
You should only tick the box for **Get consent for membership from users** if the membership 1. was entered manually by the person responsible for the course (i.e. not through enrolment) and 2. is voluntary. In this case, the students have to confirm their participation again on their homepage.

Finish Cancel

The result then looks like this:



- You can return to the editor view of the group at any time:
 - by clicking on the group title (framed in the figure)
 - via the column 'Actions'
 - via the side menu






- In the editor view, you can also activate your own **group tools** for the group. However, this can lead to confusion between these group tools and the actual tools in the course. → The standard procedure should be that a group only receives its own tools (such as a group forum) when it works together, but should not disturb other groups that are also in the course.

3. List of members

Members either enter the group by enrolling in it via an enrolment module, or they are added manually by course administrators or tutors (see section 4. Adding or removing members).

You can access the participant administration either:

- via the editor view of the group (see above) and there the tab 'Manage members' (fig. on the next page),
- via the column 'Actions':  
- via the 'number of places' icon: 

Settings **Manage members**

Occupancy: 4 / 12

Owner

Add Owner

The table is empty.

Member

Add Member

| <input type="checkbox"/> | Position | Status | Surname | First name |
|--------------------------|----------|--------|--------------|------------|
| <input type="checkbox"/> | 1 | ✓ | participant4 | course |
| <input type="checkbox"/> | 2 | ✓ | participant2 | course |
| <input type="checkbox"/> | 3 | ✓ | participant3 | course |
| <input type="checkbox"/> | 4 | ✓ | participant1 | course |

4 entries

- If there is no tick under **Status**, the student still has to confirm his/her participation in the course - before that, he/she has no access (cf. Chapter 2 Creating a group).
- With the buttons and the corresponding ticks you can remove participants from the course or copy them to any other course group (**even in other courses you manage!**).
- E-mail addresses and matriculation numbers can also be displayed in the list. To do this, open the options behind the cogwheel:

- Position
- Status
- Surname
- First name
- Email
- Institution identifier (registration number)

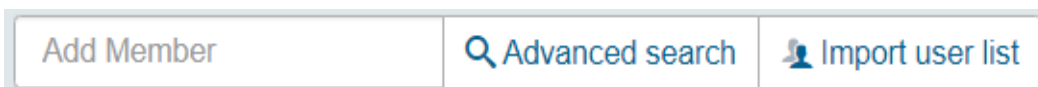
If the course is created automatically, the person responsible for the course is also entered here as the supervisor. This is not really necessary because the person responsible for the course has the most extensive rights in the course anyway.

A distinction is made between supervisors and participants (and people on the waiting list).

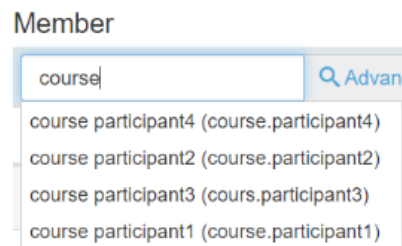
- **Supervisors** manage the participants of a group. They can add or remove new members, they can contact them by e-mail and also enter evaluations. In the course itself, their rights are limited. Although they normally do not have any filters, so that they can see all contents and also upload materials to elements of the type 'folder', they cannot edit the course structure itself (for this they would need course editor rights, e.g. as course co-leaders with author rights).

4. Adding or removing members

There are 3 options for the manual entry of new participants:



- **Entry in the search field.** Enter a name without pressing the return key. You receive a list with all possible results for the name:



The course participant you are looking for can be marked and added to the list of participants.

- If there are name duplicates, please use the **Advanced Search**.

➤ **Advanced Search.** This leads to a search mask:

Advanced search

Surname

First name

Email

Institution identifier (registration number)

Search results

| <input type="checkbox"/> | Surname | First name | Email | Institution identifier (registration number) |
|-------------------------------------|--------------|------------|----------------|--|
| <input checked="" type="checkbox"/> | participant2 | course | cp2olat@web.de | |
| <input type="checkbox"/> | participant3 | course | cp3olat@web.de | |
| <input checked="" type="checkbox"/> | participant4 | course | cp4olat@web.de | |
| <input type="checkbox"/> | participant1 | course | cp1olat@web.de | |

4 entries

Send a notification email to the users you want to add:

Send email

Place a tick in front of the desired names and add the users.

➤ **Import user list.** Here you can add several participants at the same time, provided you know their usernames, their preferred university e-mail address or their registration number.

Import user list

Selection of users by

List of users

| Username or Email |
|--|
| Institution identifier (registration number) |

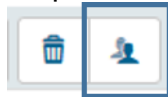
Please enter a Username/Email or Institution identifier (registration number) per line:
nutzer1@institution.de
nutzer2@institution.de

The search then returns a list of names. By ticking the desired participants are selected and added to the group.

5. Dealing with a waiting list

The waiting list can have several functions. On the one hand, it allows the person in charge of the course to get an idea of the interest in the course based on its length. On the other hand, it means that those interested in the course are already in the system, so that they can easily move up if a place becomes available.

- People on the waiting list do not (yet) have access to the course. They can only see in their own personal group overview that they are entered on a waiting list.
- Course leaders and supervisors will see the interested people listed in the waiting list in the order of their registration.
- If there is a waiting list with **automatic moving up**, as soon as a participant leaves or is removed from the group, the next registered person moves up. An end date can also be set for this possibility of automatic moving up.
- Course leaders and supervisors can add people to the waiting list at any time (following the same procedure as for regular participants).
- It is also possible at any time to add a person from the waiting list directly to the list of course participants by means of



6. Contact participants by e-mail

OLAT keeps track of participants based on their HRZ account and only 'knows' their university e-mail address. So if you send e-mails via OLAT, these e-mails will be directly forwarded to the corresponding e-mail address of the students.

In your group overview, place a tick in front of the group whose participants you would like to contact and select the letter icon.

Groups in the course

| <input type="checkbox"/> | Title | Description | Number of places | Waiting list | Move up | Leave | Actions |
|-------------------------------------|--------------------|--|------------------|--------------------------|--------------------------|---|---------|
| <input type="checkbox"/> | Demo course | Semester: | 0 / 20 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input checked="" type="checkbox"/> | Presentation group | This course contains all course members who have taken on presentations. | 4 / 12 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> until 27/05/2022 11:59 AM | |

2 entries

Email to Members in the groups

Selected Groups:

- Presentation group

Send email to

Email to Supervisor

- All Supervisor(s)
- Select supervisor individually

Email to participants

- All participants
- Select participants individually
 - participant1, course
 - participant2, course
 - participant3, course
 - participant4, course

Email to participants on waiting list

- All participants on waiting list
- Select participants individually on waiting list

You can select individual participants.

Email to Members in the groups ✕

Selected Groups:

- Presentation group

From: Sinikka Gusset-Bährer
To: <Selected participants>

Copy to

Copy to sender

Subject*

Message to you

Message*

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Link to Group Presentation group: <https://olat-ce.server.uni-frankfurt.de/olat/auth/BusinessGroup/15469674498>

Attachment

Drop files here to upload or

Available space

Allowed size for email attachments: 3 MB

OLAT does not keep the e-mails themselves, nor records of the sending process, it just passes the e-mails on to the university's mail server.

www.olat.uni-frankfurt.de

olat@rz.uni-frankfurt.de