Basic course settings

When you create a new course, this course is initially in the "Offline" status, which means that only you or, if necessary, other people have access to the course as an administrator. In order for your students to be able to enter the classroom, you must define the **course availability** and a procedure for joining the **course**. Both settings can be found in the *"Settings"* tab in the *"Course Settings" submenu.*

Overview

Important information is marked in yellow.
Additional information is marked in blue.

Availability

As soon as you want to make your course publicly visible, in the *"Availability"* set the status to *"Online".* This activates access to the course room. However, it should be noted that whether students can also join the course room also depends on the chosen membership procedure (see below).

*Illustration 1 Take your course online in the "Availability" section of the course settings*

If necessary, access can also be limited in time (e.g. to the period of one semester). This allows the activation of the course room to be automated. This means that there is no risk that students will enter the course room, e.g. during the set-up phase.

Illustration 2 Setting an Availability Period

Joining the course

As a default setting, a newly created course room (via ILIASconnect) does ***not require*** the participants to join independently. This means that it is not possible to enrol in the course. Only you as an administrator can add members to the course, individually and manually. This can be useful for small groups, such as a seminar, to control course entry, but even for groups of more than 20 people, this procedure is very time-consuming.

For larger groups, it is advisable to activate one of the procedures for self-registration (possibly limited

Illustration 3 Determining how students can join the course room

in time). Three methods are available for this purpose.
- Direct accession. Anyone can join the course room.
- Join with course password. Anyone who knows the password (e.g. announced in the lecture) can join the course room.
- Join after confirmation. Anyone can "pre-register" to join the course, but must be confirmed by either the course administrator or the course tutor.

All three procedures can be limited in time by discontinuing a period of time within which the previously defined procedure takes effect. This can be used, for example, to ensure that students also start working in the course room at a certain time.

Another option is to join via a course link. Regardless of the selected joining procedure and the course rights, this option allows direct entry by calling up a link. After that, the regulations of the procedures selected above apply, i.e. whether students can join directly, whether they need a password or whether joining is only possible with confirmation from an administrator.

Limited number of participants with waiting list

A course room can be limited in its minimum and maximum number of participants.
This makes it easy to control smaller course formats with a limited number of participants. The size limit defined under **Maximum number** automatically leads to the fact that all further accessions are blocked for the time being.

When defining a minimum number of participants, it is possible to be automatically notified if this number is not reached. ILIAS automatically sends an email to all administrators and tutors

Illustration 4 Limitation of the number of members

(theoretically also to participants) where the option **Notification** has been activated.

If the maximum number of participants is reached, a waiting list can be kept, from which it is even possible to move up automatically. However, various prerequisites are necessary for this.

1. Participants who have already joined the course but do not want to take the place must end their membership independently. Then you can move up automatically in the order of the waiting list. The promoters are automatically notified.
2. You should define a date under Latest course exit on which the exit is possible at most. The decision for the course is then considered binding and it is prevented that someone can only move up to the course at a moment that is too advanced.
3. For this process, it is of course essential to make this procedure transparent to all interested parties with the event information. Otherwise, the automatisms cannot take effect.

Illustration 5 Setting the date of the latest course exit

Representation

The selected view as well as the way of sorting elements in a course room have a direct influence on the structure of a course room.

View

The selected view has a direct influence on the presentation of the elements within a course room. These are as follows:

- *Session View* – Sessions are stand-alone time containers with differently assigned content. For example, an ILIAS course room accompanying a lecture can consist of sessions that represent each date of the lecture. In each session, for example, the materials/objects (slides, exercise sheets, etc.) for the corresponding date can be stored. Sessions are displayed in a separate list. Objects that are not associated with sessions are listed below.
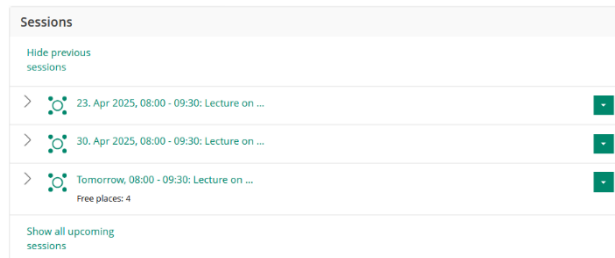

Illustration 6 Session view

- *Simple List* - All objects, regardless of type, are displayed in a single list. ***This is the most flexible view, as this is where the system makes the least restrictions.***
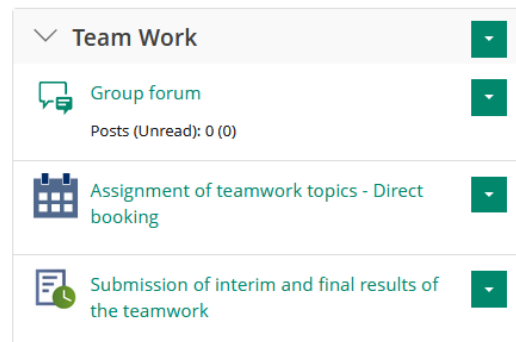

Illustration 7 Simple list

- **Grouped by Types** - All objects of a type are displayed in their own list. This leads to e.g. all files, all folders, all exercises, etc. being combined. The system prevents the objects from mixing.
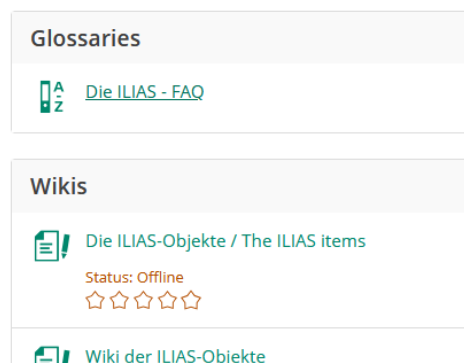

Illustration 8 Grouped by Types

- **Learning goal-oriented view** - Learning objectives are displayed in a separate list. Objects that are not assigned to learning objectives are listed below.

Illustration 9 View by Learning Objectives

- **Learning Planning View** - Objects are represented using a schedule. The recommended time frame is displayed per object.

Illustration 10 Learning Plan View

Sorting

ILIAS offers automatic sorting regulations for the objects of a course room. These are as follows:
- **Alphabetically by Title -** The included objects are automatically sorted by their title.
- **By Creation Date -** The included objects are automatically sorted by their creation date.
- **By time constraints -** The included objects are automatically sorted according to the recommended processing period and their availability.
- **Manual-** The included objects can be arranged in a desired order. If you select this setting, the Sorting submenu appears on each page, allowing you to sort the objects individually.

  To sort objects, select the "Sort" option in the respective view (home page, folder or group).
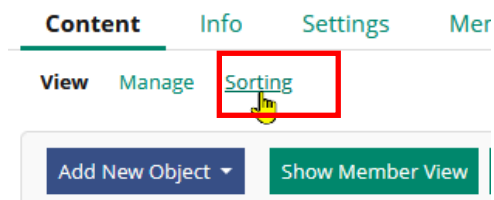

Illustration 11 Submenu "Sort"

The order of the elements (here two forums) is determined by the order of digits. For example, to move the info forum to the first position, simply enter a number < 10 and save the sorting (button below the submenu).

Together with the Simple List view setting, this offers the possibility of individual course room design, without automatic restrictions.
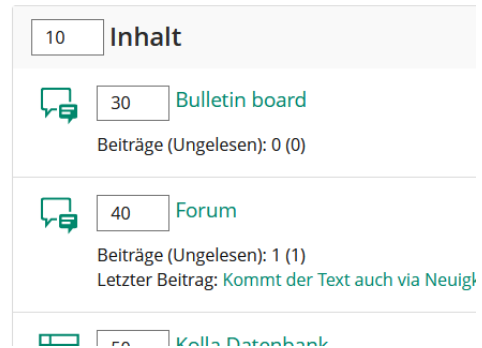

Illustration 12 Define sort order

Info & Contact

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