

Basic Course Settings

When creating a new course, this course is initially in the "Offline" status, which means that only you or possibly other individuals as administrators have access to the course. In order for your course participants to enter the course space, you must in any case determine the course availability as well as a procedure for joining the course. You can find both settings in the "**Settings**" tab in the submenu "**Course Settings**".

Table of contents

Basic Course Settings.....	1
<i>Availability.....</i>	<i>2</i>
<i>Course Enrolment.....</i>	<i>2</i>
<i>Limited Number of Participants with Waiting List</i>	<i>3</i>
<i>Presentation</i>	<i>4</i>
View.....	4
Sorting	5
<i>Info & Contact</i>	<i>6</i>
Last update: 2024-05-16	6
Licence note	6
Imprint.....	6

Availability

Once you want to make your course publicly visible, in the "**Availability**" section, set the status to "**Online**". This will activate access to the course space. However, please note: whether students can join the course space also depends on the chosen joining procedure (see below). If needed, access

Availability

Online ☒

Set the course online to make it visible and available for course members. If not, only course administrators and roles with permission "Edit Settings" have access to it.

Period

Start

End

Figure 2 Switching course online in the "Availability" section of the course settings

can also be limited in time (for example, to the duration of a semester). This allows for the automation of the activation of the course space. This way, there is no risk of students entering the course space, for example, during the setup phase.

Availability

Online ☒

Set the course online to make it visible and available for course members. If not, only course administrators and roles with permission "Edit Settings" have access to it.

Period

Start

End

Always Visible ☒

If chosen, the course is visible even outside of the given availability but members cannot access the course.

Figure 1 Setting an Availability Period

Course Enrolment

As the default setting, for a newly created course space), **No Self enrolment** is enabled. This means that enrolment in the course is not possible. Only you as the administrator can manually add members to the course. This can be useful for small groups such as a seminar to control course enrolment, but for groups exceeding 20 people, this process becomes very time-consuming. For larger groups, it is recommended to activate one of the self-registration procedures (possibly time-limited).

Registration Settings



Registration Procedure

☐ Join Directly
☐ Join with Course Password
☐ Request Membership
 Interested users can send a request/message to course administrator.
☒ No Self-enrolment
 Only course administrators can add users to the course.


Admission per Link ☐

Besides the chosen registration procedure and permissions this option allows users to enter directly by using the following link.

Limited Registration Period

DD.MM.YYYY HH:mm  DD.MM.YYYY HH:mm 
 Start End

Limit 'Unsubscribe from Course'

DD.MM.YYYY 

Until the date selected members can unsubscribe from the course.

Limited Number of Members ☐

The minimal respectively maximal number of members can be set. A waiting list can be set up.

Figure 3 Determining how students can join the classroom

There are three procedures available for this:.

- **Join Directly:** Anyone can join the course space.
- **Join with a course password:** Anyone who knows the password (which may have been announced during a lecture, for example) can join the course space.
- **Request Membership:** Anyone can "reserve" a spot for course enrolment, but they must be confirmed by the course administrator or course tutor.

Another option is **Admission per link**. Regardless of the selected enrolment procedure and course permissions, this option allows for direct enrolment through the use of a link. Afterward, the regulations of the chosen procedures come into effect, determining whether students can join directly, whether they need a password, or whether enrolment requires confirmation by an administrator.

The enrolment procedure can also be time-limited by setting a period during which the previously defined procedure applies. This can, for example, ensure that students begin their work in the course space at a specific time.

Limited Number of Participants with Waiting List

A course room can be limited in its minimum and maximum number of participants. This is particularly useful for managing smaller course formats with a restricted number of participants. The maximum number defined under "**Maximum Number**" automatically blocks any further enrolments once reached.

When defining a minimum number of participants, there's an option to receive automatic notifications if this number is not met. ILIAS automatically sends an email to all administrators and tutors (and potentially participants) who have enabled the **notification** option.

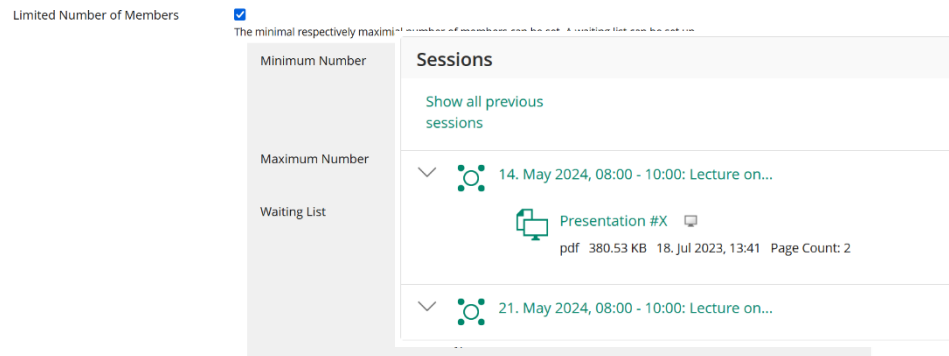


Figure 4 Limitation of the number of members
Figure 6 Session View

Upon reaching the maximum number of participants, a waiting list can be maintained, from which automatic promotions can occur. However, several conditions must be met:

1. Participants who have joined the course but do not intend to take the spot must withdraw their membership independently. This allows automatic promotions from the waiting list in order. The promoted participants will be notified automatically.
2. A deadline for leaving the course should be defined, after which no further exit is possible. The decision to attend the course becomes binding, preventing late-entry into the course.
3. It is essential to transparently communicate this process to all interested parties alongside the course information. Otherwise, the automatic mechanisms cannot take effect.

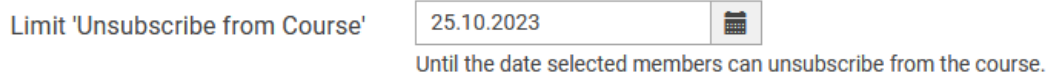


Figure 5 Setting the date of the latest price exit

Presentation

The chosen view and sorting method of elements in a course space directly influence the structure of the course space.

View

The chosen view directly affects how elements are displayed within a course space. The following views are available:

- **Session view:** Sessions are distinct time containers with various assigned content. For instance, a course space accompanying a lecture could consist of sessions representing each lecture date. Each session can hold materials/objects (slides, exercises, etc.) for the respective date. Sessions are listed separately. Objects not assigned to sessions are listed below.

- **Simple list:** All objects, regardless of type, are displayed in a single list. **This provides the most flexible view with minimal system constraints.**
- **Grouped by type:** Objects of the same type are displayed in separate lists. This groups all files, folders, exercises, etc. together. Mixing objects is prevented by the system.



Figure 7 View by Object

- **Learning objective view:** Learning objectives are shown in a dedicated list. Objects not linked to learning objectives are listed below.
- **Learning plan view:** Objects are displayed based on a schedule. The recommended timeframe is displayed per object.

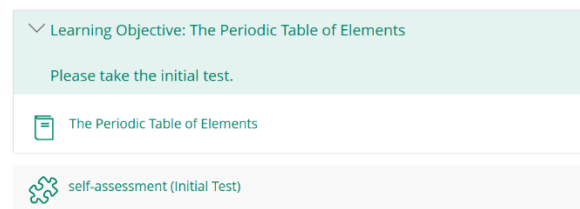


Figure 8 View by Learning Objectives

Sorting

ILIAS offers automatic sorting rules for course space objects, including:

- **Alphabetical by title:** Objects are automatically sorted by their titles.
- **By creation date:** Objects are automatically sorted by their creation date.
- **By time constraints:** Objects are automatically sorted by the recommended completion time and availability.

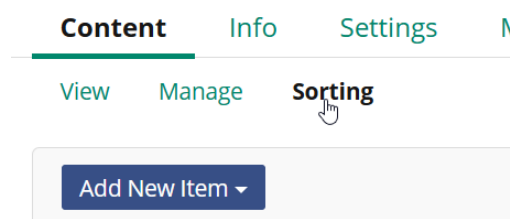


Figure 9 Submenu Sorting

- **Manual:** Objects can be arranged in a desired order. When selecting this option, the sorting submenu appears on each page, allowing individual object sorting.

To sort objects, choose the "Sort" option on the respective view (homepage, folder, or group). The sequence of elements (e.g., forums) is determined by the numerical order. For instance, to move the Info Forum to the first position, input a number < 10 and save the sorting (button below the submenu).

When combined with the Simple List view, this provides the opportunity for individual course space design without automatic limitations.

Folders	
<input type="text" value="10"/>	Information area All central information is posted here
<input type="text" value="20"/>	Event documents Distribution of materials for the course
<input type="text" value="30"/>	Practice materials

Figure 10 Defining the Sort Order

Info & Contact

Last update: 2024-05-16

Licence note



These instructions from the Center for Center for Technology Enhanced Learning (ZML) at the Karlsruhe Institute of Technology (KIT) are licensed under a Creative Commons Attribution 4.0 International License.

Imprint

Publisher: Karlsruhe Institute of Technology (KIT), Kaiserstraße 12, 76131 Karlsruhe

Contact: Adenauer Ring 12 (InformatiKom) 76131 Karlsruhe Germany Phone: +49 721 608-48200 E-Mail: zml-info@sdn.kit.edu