Booking an OLAT Course

How can I sign into an OLAT course?
1. Logging in to OLAT
2. Searching for Courses in General
3. Searching for Specific Courses
4. Access to a Course
   1. Time Restricted Access
   2. Password Protected Access
   3. Freely Available Resources
   4. Enrolling in a Group
5. Support
To book an OLAT course, you need to log in to OLAT first. Click on „Login with university“, choose „Universität Koblenz-Landau“ and click on the „Login“ Button.
1. Logging in to OLAT

On the following page, you can log in to OLAT using your university email account and corresponding password.
In the „Courses“ tab, you have several options to choose from.

1. Click on „Catalogue“

2. An alphabetical list of all institutions appears in the middle section of your screen. Choose „Uni KO“ or „Uni LD“.

![Image of Courses tab with institutions]

09.11.2018 © Institut für Wissensmedien
2. Searching for Courses in General

All departments are listed in the university section. Within the folders, you can find all offered courses of the respective department.
2. Searching for Courses in General

Click on the title of a course. The course will open in a new tab.

Not all courses are listed in the catalogue. If you cannot find the course of your choice, please contact your lecturer.
3. Searching for Specific Courses

In the „Courses“ tab, you have several options to choose from.

1. Click on the menu item „Search“
2. There is an input field in the left screen section.
3. Enter the name of the desired course and click on „Search“ or press enter. Alternatively, you can find a course using search options such as author or ID by clicking on „Advanced Search“. 
3. Searching for Specific Courses

4. After you clicked on the „Search“ button or pressed enter, a list with courses containing the search term appears.
5. Click on the course‘s title to open the course you have searched for. It opens in a new tab.

You can use the course‘s name as well as the name of the author. Make sure to use correct spelling!
4. Access to a Course – Time Restricted Access

• The lecturers (authors) set up their courses individually. They, amongst other things, also choose how the course can be accessed.

• This means that they can decide which members can sign in to their courses.

• It is not unusual that the lecturer sets up a time restriction for the course registration.

• Therefore, it is important for students to sign up for courses timely.
Most courses are protected by an access code. After having chosen a course by clicking on „Book“ or „Start“, the entry of an access code may be required. Please make sure you use correct spelling (especially when it comes to upper and lower case).

The password or access code is provided by the lecturer. If any problems occur, please contact your lecturer.
In rare cases, courses may not be password protected. You can enrol in such courses by simply clicking on „Start“.
Some courses require an additional step to apply for them.

1. Click on Enrolment in the left menu section.

The course element „Enrolment“ may also have a different name if the author renamed it.
2. Click on „Enrol“. As soon as you’ve completed this step, you are enrolled in the group or learning area and can access group dependent contents.
We are pleased to help you.
If you have any questions or comments, please contact us:

olat@uni-koblenz-landau.de

Further information can be found on our website:

iwm.uni-koblenz.de/support