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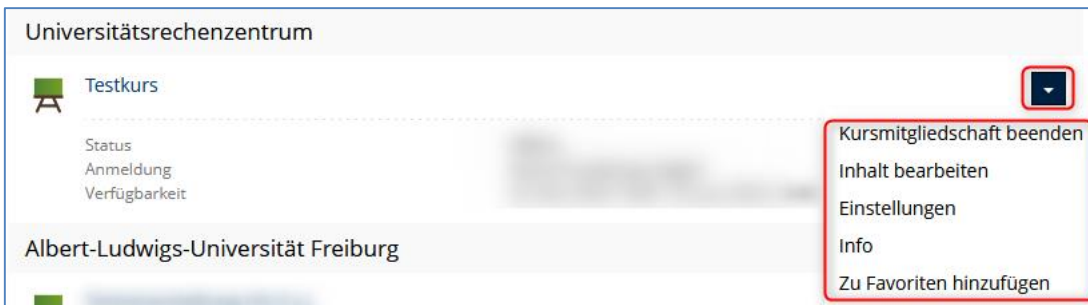
1. Logging in and Logging out

Go to ILIAS (<https://ilias.uni-freiburg.de>) and log in with your university account (username and password). You are now automatically also logged in to the services of the university library and can access the library databases. At the end of your session, you need to close all browser windows (Internet Explorer, Firefox etc.) to log out completely from all services. This is especially important on public PCs.

2. Your “Overview” and "My Courses and Groups”

After logging in, you will automatically be taken to the "Overview". This page is filled by you personally. Here you will find all courses, groups and materials that you have actively added to your Favorites via the blue action arrow to the right of the respective course/group/material title. The action arrow to the right of "Overview" allows you to remove several items at once or to sort them. You will remain a member of those courses and groups even after you have removed them from your Favorites. While they no longer show up in the Overview you will still find them in "My Courses and Groups".

In "My Courses and Groups" you will find all courses and groups that you are a member of, that you have created yourself or in which you have admin rights. This view can also be sorted via the blue action arrow in the upper right corner where you can also unsubscribe from multiple groups/courses at once. By clicking on the action arrow next to individual groups/courses, you can add them to your Favorites, for example.



3. Profile Settings

You can access your profile and general settings by clicking on your initials in the top right-hand corner of your ILIAS window. In "Profile and Privacy" you can complete your profile details and determine whether they should be visible to other ILIAS users. The e-mail address stored on ILIAS cannot be changed in ILIAS. University staff can only change it in MyAccount (<https://myaccount.uni-freiburg.de>) whereas students can do this in only in HISinOne.

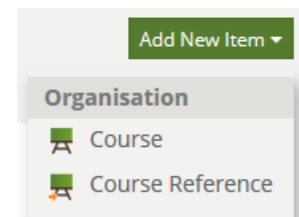
In "Settings" you can choose the system language for ILIAS (German/English). The tab "Mail Settings" allows you to choose where you would like to receive ILIAS mail messages: either you can have them forwarded to your personal e-mail address(es), or only locally in your internal ILIAS mailbox or you can choose both "local and forwarding".

4. Creating Courses

If you have used the HISinOne interface to create your course, you will find it (one day later) in "Lehrveranstaltungen aus HISinOne", i.e. Courses from HISinOne". In this case, you will not have to create it manually in ILIAS.

Otherwise, courses are created within the ILIAS Repository. The Repository is pre-structured in alignment with the university course catalogue. Click the menu item "Repository - Home" to search for the current semester, then for the desired faculty and select your department / your institute.

Now click on the green button "Add New Item" in the upper left corner and select the option "Course" from the menu.



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A form for entering general information about your course will open:

▼ Option 1: New Course

Title *

Description

Type Default
Default set of permissions will be applied.

Kollaborativer Kurs
Kursmitglieder dürfen selbständig Dateien, Ordner, Wikis, Foren, Weblinks, Abstimmungen, Etherpads, ILIAS Lernmodule, Sitzungen und Glossare anlegen

* Required Add Course Cancel

▶ Option 2: Import Course

▶ Option 3: Copy Course

Option 1: Create new course

This option creates a completely new course. Enter the title of your course as it appears in the university course catalogue and, if necessary, add a description. Choose between the options "*Default*" and "*Collaborative course*". In a "*Collaborative course*" course members have more rights, i.e. they can upload files themselves and create items such as folders, Wikis, weblinks and others.

Confirm by clicking "Add Course". As soon as the course has been created, further settings can be made (see chapter 5).

Option 2: Import Course

This option allows you to import courses that have previously been exported from other ILIAS systems via upload from your local computer (in ZIP format).

Option 3: Copy Course

With this option you can copy an already existing ILIAS course (e.g. a course from the previous semester). All settings and materials will be copied, user data, however, will not. Enter the title of the course you would like to copy and confirm by clicking "Next". Select the desired course from the list of search results and confirm by clicking "Copy course". Please note: Some items such as Tests and Surveys have to be set online again after copying, for some you need to adapt the dates (e.g. Sessions and Exercises).

5. Editing Course Settings

If you have created an entirely new course, you will be taken directly to the "Settings" tab. Here you can change the title of the course and adjust various settings:

The course title should correspond to the one indicated in the university course catalogue. The same applies to the "Period of Event".

Availability

Online

- If the "online" checkbox is marked, the course will be visible or accessible for students in the Repository, either immediately or from the start time (if specified). As long as the checkmark is not set, only course administrators and tutors can see or edit the course.

Availability

- In the section "Period" please specify the desired online period, i.e. from when to when the course should be accessible for students. Select the actual period of event of the course plus preparation and follow-up time, if applicable. Please note the information in the [box on p. 4](#).
- Always visible: If marked, the course will also be visible in the Repository outside the specified period of access. We strongly advise against this setting since in this case the course would still be displayed to students in "My Courses and Groups" after it has actually expired. Students would, however, neither be able to open the course room nor terminate membership on their own.

Independent access by user

Registration Settings:

- Join directly: Every ILIAS user can join the course
- Join with course password: You set the course password yourself and pass it on to your students.
- Request Membership: Interested users can send a request/message to the course admin who can then confirm enrolment.
- No self-enrolment: Only course admins can manually enrol users to the course.

Registration Settings

Registration Procedure

Join Directly

Join with Course Password

Password *

Users need to type in this password when joining the course.

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

Start

End

Limit 'Unsubscribe from Course'

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.

Please note: If you want to make copyrighted materials available to your students within the framework of §52a UrhG, it is mandatory that you choose an accession procedure for the course room to ensure that only your students can access the materials, e.g. with a course password, accession with confirmation or manual login. Furthermore, you have to limit the temporal availability of the individual materials (or, if applicable, of the entire course room) to the duration of the course - at the longest until the end of the examination period.

Admission per link:

Apart from the chosen registration procedure and permissions this option allows users to join directly by using the generated registration link that can be shared with the students. In addition, a password can be set.

Limited Registration Period:

- Registration is only possible during a period determined by you (e.g. first week of the semester).

Limited Number of Members:

- Here the number of members can be limited (minimum/maximum). Students who end up on the waiting list can either move up automatically or be booked in manually by the course admins.

Course Presentation

Show Title and Icon

- If this option is marked, course title and icon will be displayed on the start page of your course.

Show HeaderActions

- Only if this option is marked you and your learners can subscribe to the course notifications (via the "Actions" menu)

Tile Image

- If the parent category is set to "Tile presentation", you can upload an appropriate image for your course here.

Item Presentation

- At this point you can set whether the contents of your course will continue to be displayed in the form of a list or as tiles.

Presentation Type

- Here you can choose how you would like your course entry page to be structured, e.g. in the session view where sessions are displayed in a separate list.

Content Item Sorting

- Course materials can be arranged by title (in alphabetical order), by their creation date or manually in a preferred order.

Additional Features

- *Calendar* and *News* can either be made available or be hidden.
- *Default Object Rating* for new course items (files, learning modules and Wikis) can be activated.
- *Show Members*: You can decide whether the members of the course should see the participant list or not. For data protection reasons, this is only recommended for small courses.
- *Mail to Members*: By default, only course admins have the right to contact members by mail. You can extend this right to all members (also recommended for small courses only).
- *Welcome-Mail for New Members*: If you enrol your participants manually, you can inform them via an automatic mail notification.
- *Add to Favorites*: Students can add individual items from the course room to their Favorites in the Overview for faster access.

Click on "Save" to confirm your settings.

6. Creating Folders and Uploading Files

To upload materials to your course, go to the "Content" tab and click on the button "Add New Item" on the left.




Folder:

- Select *Folder* and enter a title. Click on "Add Folder". This folder is now visible in your course and can be filled with files by you. The type "Default" only allows course admins and tutors to upload files, whereas the type "Upload Folder" also enables course members to do so.
- You can use the "Manage" submenu to move files that have already been uploaded to the folder.

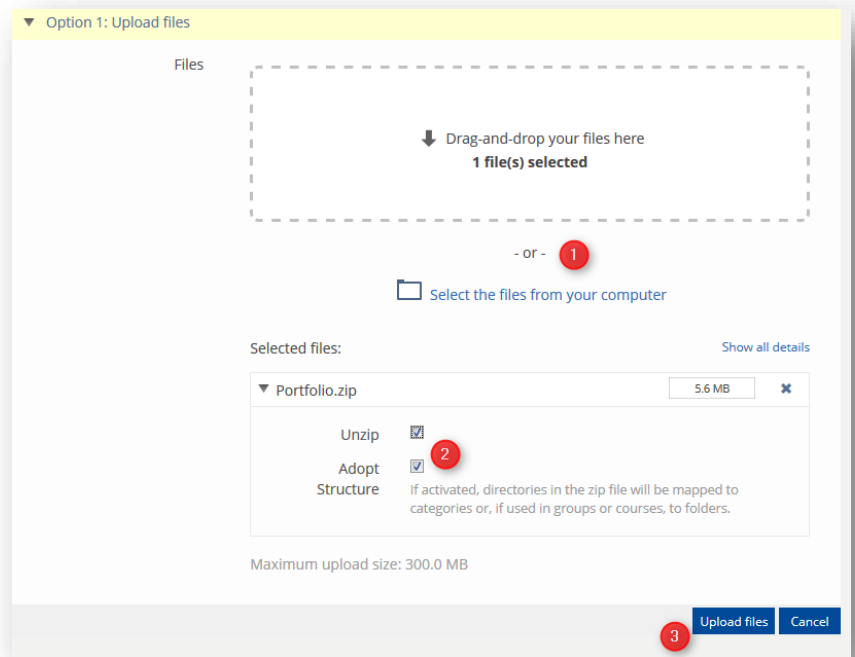


Files:

Uploading a file / multiple files:

- Select "*File*". You can now decide whether to drag and drop one or more files onto ILIAS or select them from your computer (1).
- You can change the file name afterwards via "Actions" → Settings → Edit File Information.

- **Tip:** You have the option to prepare all the folders already on your PC, fill them with files and upload them in one go to ILIAS. This saves a lot of work. Proceed as follows: First, merge the desired folders and files into a zip file on your local drive. Then drag and drop the zip file or use "Select Files" (from your computer) to upload them to ILIAS (1). ILIAS automatically recognizes the zip format. Check "Unzip" (2), leave "Adopt Structure" activated and confirm with "Upload files" (3).



Sessions:

Sessions are suitable for mapping presence appointments (such as seminars, lectures, etc.) and assigning specific learning materials to them. A session is scheduled and can take place once, but can also be created with a repetitive pattern (e.g. weekly).

- Select "Session" and set Date/Time to specify start and end.
- Via the selection menu "Recurrences" you can determine whether the session is offered daily, weekly, monthly or yearly .
- Under "Registration Settings" you have the option to allow registrations for the sessions.
- Finally, you can assign files (e.g. articles to be read before the session, etc.) to your session. To do this, select files from your local drive via the button "*Datei auswählen*", i.e. Browse. Use the plus icon to add further files. Attention: If you have created recurrent sessions, the same files will be assigned to each session. You can also modify the assignment of materials later in each session.
- Use the "Add Session" button to complete the process.

7. Member Administration

In the "Members" tab you can see all enrolled students as well as the course administrators. Here you can assign the role of administrator or tutor to individual members, send an e-mail to all course members, enrol several students via matriculation numbers and generate a list of members.

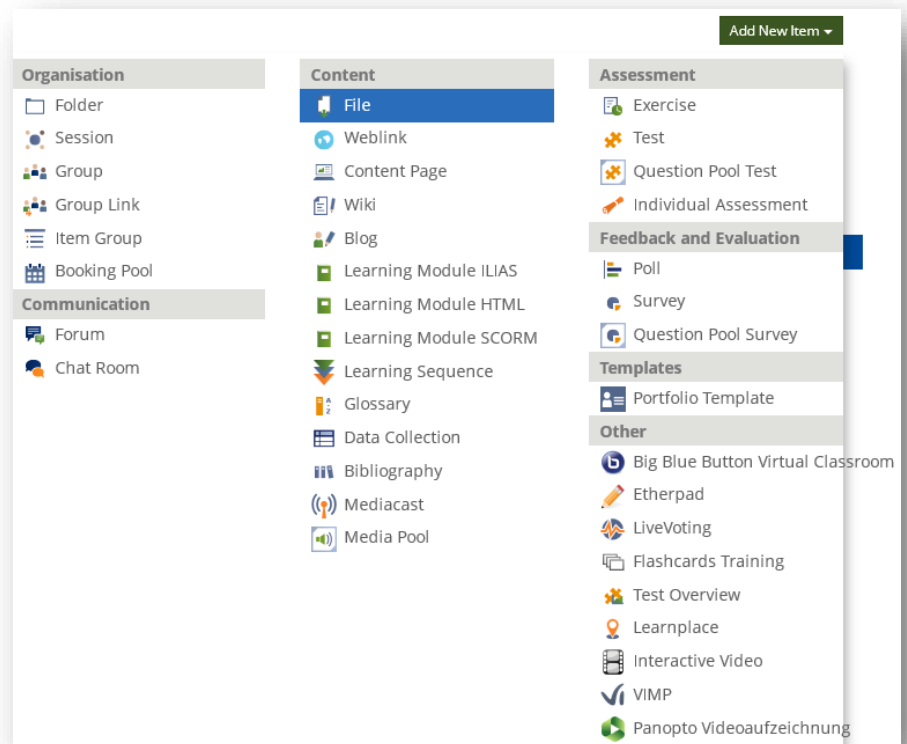
The person search has been deactivated for data protection reasons. However, if you know a user's MyAccount login, you can search for individuals using the pattern UniAccount@uni-freiburg (e.g.: zb123@uni-freiburg) and add them to your course, either as a member, tutor or admin.

As course administrator you will be automatically notified as soon as participants register for your course. To deactivate this function, remove the checkmark in the column "Notification". Click on "Save" to finish your editing.

8. Further Options

ILIAS offers much more than uploading and downloading files. The function "Add New Item" allows you to integrate Learning Modules, meeting rooms, lecture recordings, Forums, Wikis, Blogs, Weblinks and Bibliographies, Exercises (hand-in assignments), Tests, Surveys and much more into your courses. You can find detailed instructions for this on ILIAS in "Support" → [Toolbox Digital Teaching](#).

In addition, you have the possibility to select the option "Collaborative course" when creating a course. With this course type the members have more rights than by "Default" in a standard course. They can upload Files themselves, Folders, Wikis, Forums, Polls etc.. You can undo this option in "Settings" at any time.



9. Support and Contact

On ILIAS, you will find the "Support" section in the repository with detailed instructions and support materials and a forum for questions about ILIAS.

Please feel free to contact us: ilias@rz.uni-freiburg.de.

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