

TAKE A COURSE IN OPENOLAT

Conditions:

1. You have already registered in OpenOLAT.
2. You know the exact specification of your course.

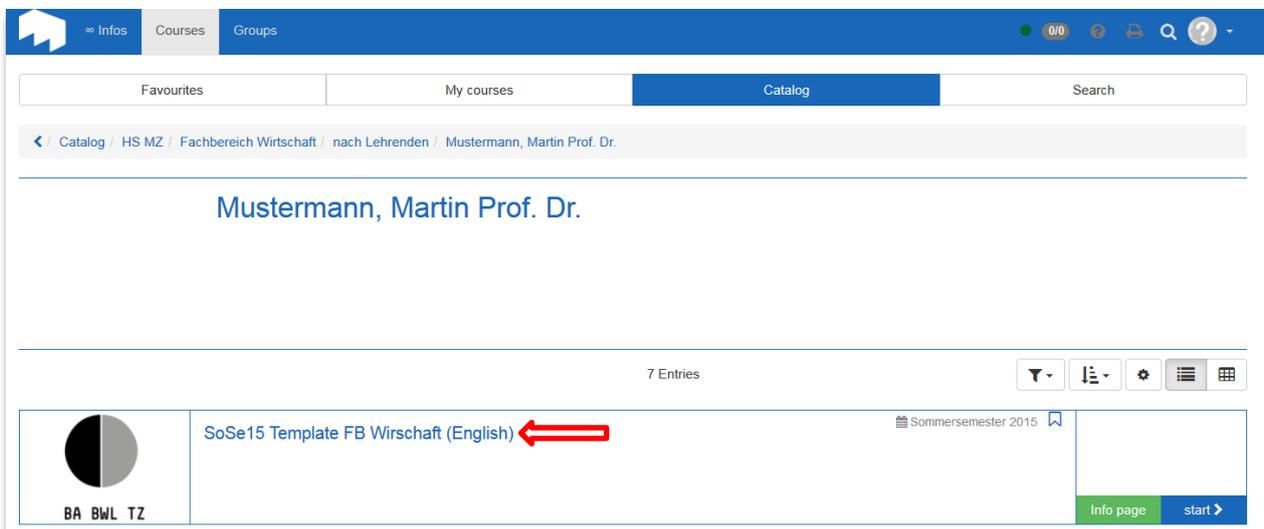
1 Find a course

Click on the tab *Courses*. We recommend searching a course by selecting the *catalog*.



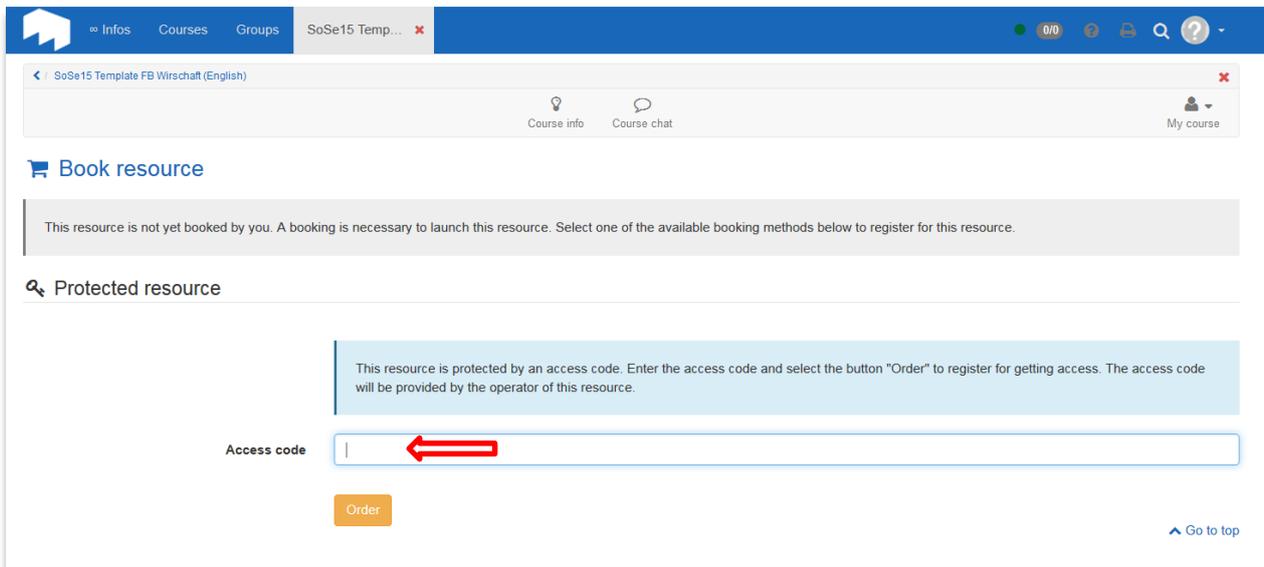
Select the button *Catalog* and then click through the following catalog structure up to the folder of the Lehrende (=lecturer) who is responsible for your course (in our example Prof. Mustermann). Start by clicking on HS MZ (=Hochschule Mainz).

Then click on the title of the course.

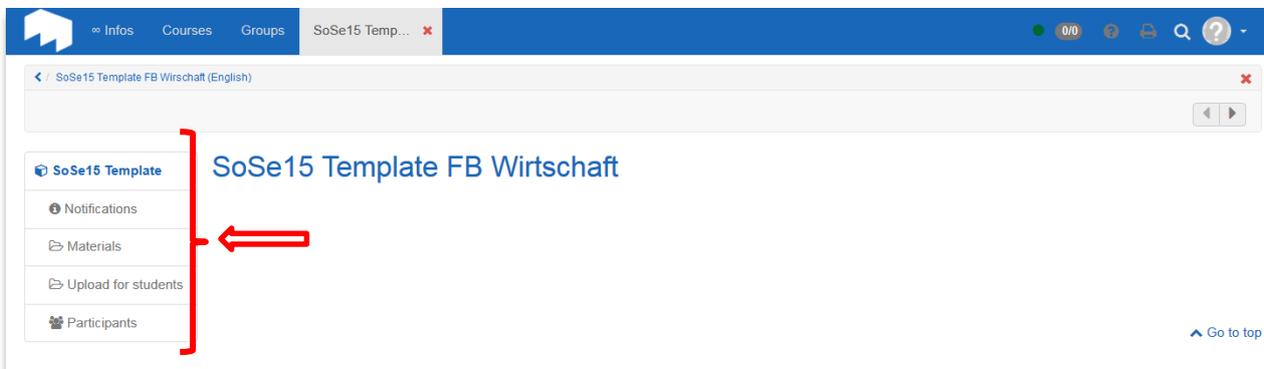


2 Take a course

First off, click on *book Course* and enter the access code for the course which had been handed over to you. Then click on *Order*.

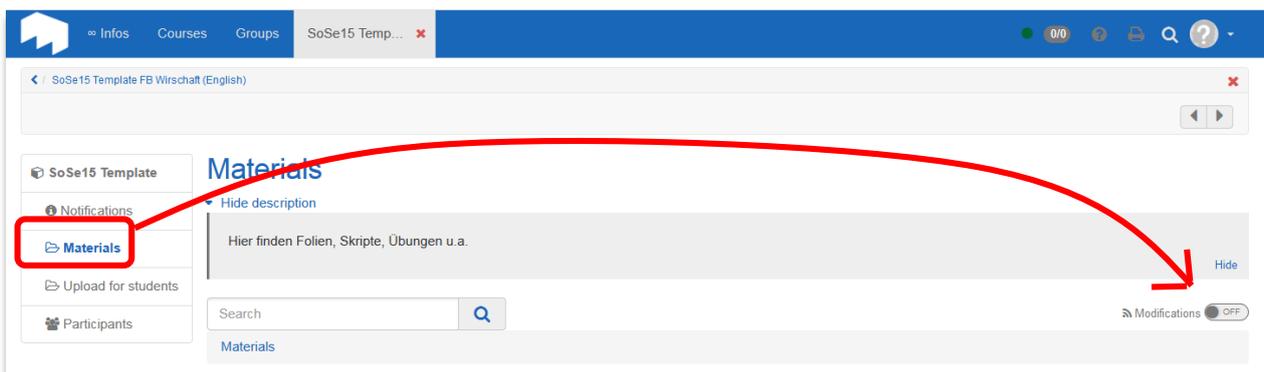


If your access code was accepted you will see the start page of the course.
 You will find the materials, notifications etc. of the course on the left side.



3 Subscribe to a folder

Select the folder to subscribe and then click on *OFF* behind *Modifications*.



If the subscription was successful *ON* appears at the same position.



By clicking on *ON*, you unsubscribe the folder again.

For questions or problems please contact us via email (medienundlehre@hs-mainz.de)

