

# INSTRUCTIONS: THE PROJECT TOOL IN OPENOLAT

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## 1 THE ADVANTAGES OF PROJECTS

Projects allow you to work in OpenOlat in a simple, self-organized way. They are independent of courses and therefore offer a protected learning and working space that can be created by all OpenOlat users with just a few clicks. Functions such as to-dos, schedule, notes and files also enable the processing and organization of long-term tasks, including learning diaries, seminar papers and final theses.

## 2 CREATE A PROJECT

To create a project, first log in to OpenOlat with your UHH ID, also known as your „B-Kennung“ click on “Projects” in the top ribbon (Fig. 1).



Fig. 1 The menu ribbon

Then click on the “Add project” button (Fig. 2).



Fig. 2 Adding a project

### ELEARNING-BÜRO DER FAKULTÄT FÜR GEISTESWISSENSCHAFT AN DER UNIVERSITÄT HAMBURG

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Give your project a suitable title and, if necessary, a description. To make the project visually appealing, we recommend selecting an avatar and background image to match your theme. As soon as you have clicked on “Save”, the project will appear with all its functions in the “My projects” overview.



Fig. 3 My projects and the edit button

### 3 ADDING MEMBERS

If you are working on a project in a group, you can add further members in the next step. To do this, click on the menu button with the three dots on the right under the background image (Fig. 3). Then select member management (Fig. 4).

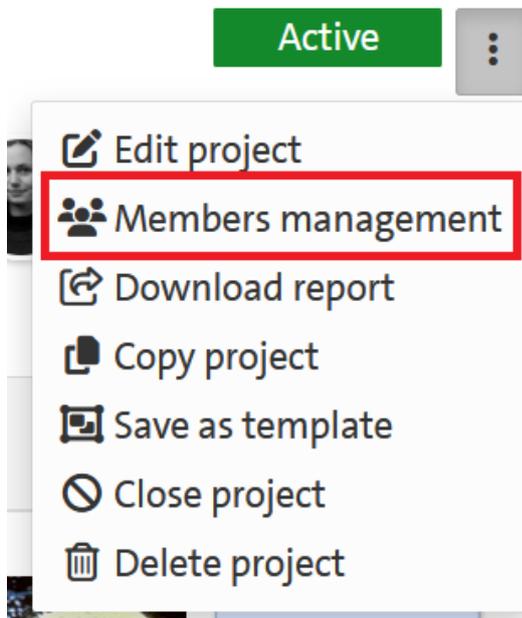


Fig. 4 Members managment

An overview page opens up to show all members. There is an “Add members” button in the top right-hand corner (Fig. 5).

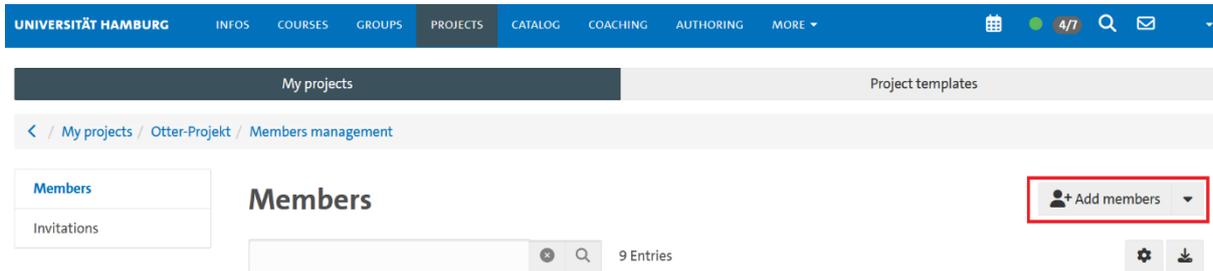


Fig. 5 Add members

Once this button has been pressed, a pop-up menu opens. Here you can search for the member’s name. Use the Quicksearch or the advanced search below to successfully obtain results by name and surname (Fig. 6).

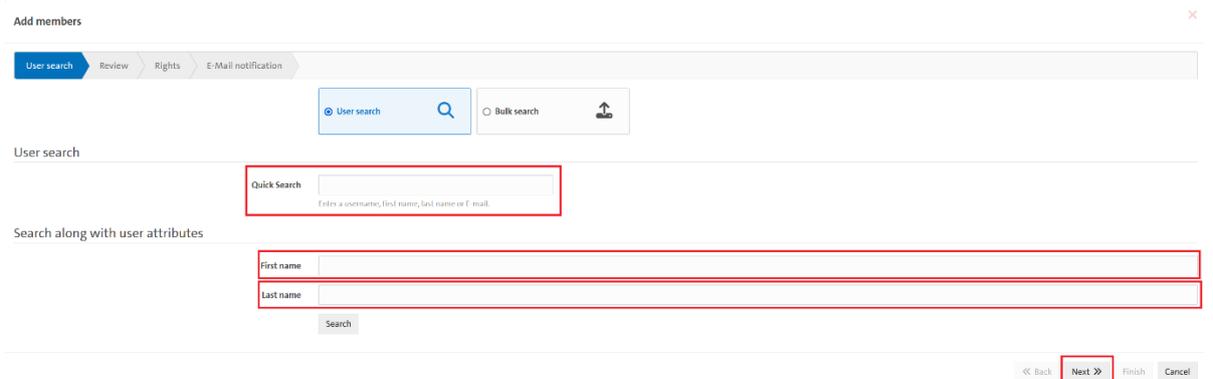


Fig. 6 The user search

All you then need to do is click on “Next” when searching for and checking people.

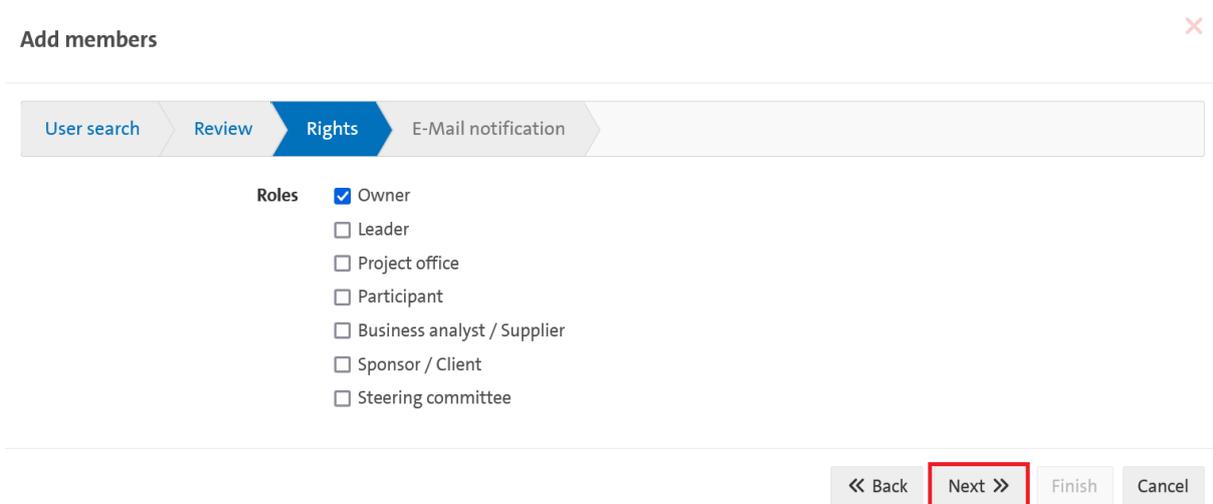


Fig. 7 Authorizations

The roles are displayed for the authorizations, we recommend assigning the role “Owner” or “Participant” and click ‘Next’ again (Fig. 7).

Add members ×

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User search   Review   Rights   **E-Mail notification**

E-Mail notification

Content  Default template  
 Customised

Default template **Welcome in the project "OO-Workshops"**

Hello You have been added as \$rolesAdd to this project by Wollert, Tatjana (tatjana.wollert@uni-hamburg.de).  
Project title: OO-Workshops Reference: Teaser: Link: <https://www.openolat.uni-hamburg.de/url/Projects/0/My/0/Project/109> If you have any questions, please contact Wollert, Tatjana (tatjana.wollert@uni-hamburg.de).

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Fig. 8 E-Mail notifications

In the last step, you can decide which message will appear in the e-mail inbox of the newly added participants. You can choose between the standard template and an individual message. To complete the process simply click on “Finish” (Fig. 8). This procedure has to be repeated for all members of the group.

#### 4 EDIT THE PROJECT

To edit projects, click on the button with the three dots below the background image.

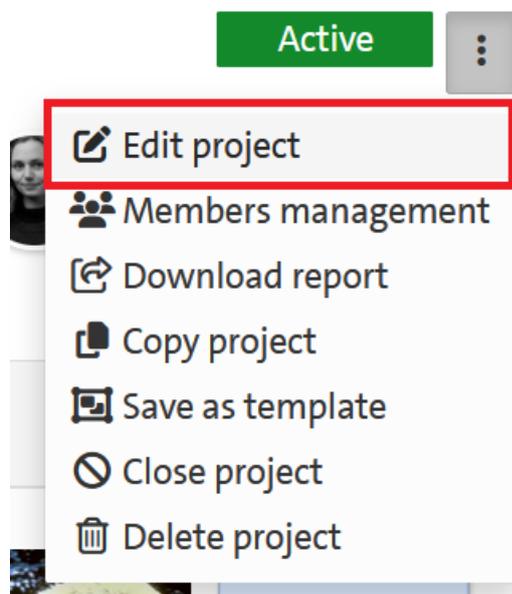


Abb. 9 Editing the project

Here you will also find the delete function and the member administration. Click on “Edit project”. A pop-up menu will open. Here you can edit the title, description and images, among other things. When making changes, you should click on “Save” so that they are not lost.

## Edit project ✕

### \* Administrative access

OpenOLAT

### \* Title

Otter-Projekt

### Reference

### Teaser

### Description

### Avatar



 Sea-Otter-Morro-Bay-California-53.jpg (407.5 kB)

 Replace

 Delete

Best results with size 240x240px Maximum file size for upload: 2.0 MB

### Background image



 swimming-pool-6381518\_1280.jpg (164.7 kB)

 Replace

 Delete

Best results with size 2588x500px Maximum file size for upload: 2.0 MB

Save

Cancel

Fig. 10 The project editing window

## 5 LIST OF FUNCTIONS

The following functions are available in the “Projects” area:

- **Quick start:** Which allows you to access all functions directly.
- **Schedule:** Which can be used to document set appointments and group meetings.
- **To-dos:** For distributing and coordinating tasks to group members or to yourself with a submission date.
- **Decisions:** Which allow important decisions to be documented.
- **Notes:** Thoughts and ideas can be recorded quickly.
- **Files:** Word, PowerPoint, Excel, diagram and whiteboard files can be uploaded or created directly in the project. Relevant PDFs, scans and images can be collected, uploaded and downloaded
- **Whiteboard:** Enables the visual representation of mind maps and other brainstorming processes.
- **Timeline:** Automatically presents all steps in the project in a comprehensible order.

## 6 VIDEO TUTORIAL (ONLY IN GERMAN)

Under this link you will find a short video tutorial with all the information listed above:  
<https://lecture2go.uni-hamburg.de/l2go/-/get/v/69862>

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