# UNIVERSITY OF LUCERNE

### **FACULTY OF LAW**

### **COURSE ADMINISTRATION**

Version August 2024

# E-Learning (OLAT)



OLAT means "Online Learning and Training" and is an open-source learning platform. You may register in OLAT, if you are enrolled at Lucerne University.

OLAT serves mainly to distribute information and documents on individual courses. You may enroll in the lists of individual courses some weeks before the start of a new semester.

Please enroll in all courses you wish to attend. If you decide later not to attend a course, please delist again.

In order to use the open-source learning platform OLAT you need to register once!

## Your First OLAT Registration

- 1. Type <a href="https://www.olat.uzh.ch">https://www.olat.uzh.ch</a> and select your language.
- 2. Select your university by means of the pull-down menu (e.g. Universität Luzern)
- 3. Click on "Login"
- 4. Log in with your SWITCH edu-ID.
- 5. Accept the message "Browser Website Certified...".
- 6. Choose your language and save.
- 7. Choose and type your OLAT user name: first letter of your first name followed by your full name, no space and in small letters (e.g. Peter Sample → psample) and save. Attention: That user name cannot be altered afterwards.
- 8. Read the terms of use and accept.

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## **Enroll in a Course**

- 1. To enroll for a course choose "Universität Luzern" and log in with your Switch edu-ID.
- 2. Go to "Catalog", "Universität Luzern", "Rechtswissenschaftliche Fakultät". Choose your semester and the course(s).
- 3. In order to use the documents of a course and to receive messages, you need to register once (by click-ing the button "Registration" or "Einschreiben").
- Choose the folder "Materials" or "Materialien" and click Modifications → "ON". You will be notified by e-mail whenever new documents are ready for download.
- 5. As described in bullet point 3, you may also delist from a course (by clicking the button "Cancel" or "Austragen").

Enter OLAT