Getting started on OPAL

Login
Log in with your university credentials on https://bildungsportal.sachsen.de/opal/. Choose HTWK Leipzig as your institution and click on Login. When you sign in to OPAL for the first time, you must accept the data protection conditions and site policy.

Switching the language
To switch the language, click on Einstellungen on the top right side. You can then select English and click on Speichern.

User interface
The main navigation consists of the tabs Home page, Teach & Learn and Catalogue. Courses always open in new tabs. A dynamic menu on the left side of the display helps you to navigate on mobile devices like smartphones or tablets.

Personalize this page using portlets. Quick access links, which lead you to important courses of the university.
Here you can find all the content you work with, e.g. courses and groups and learning resources.
The catalogue gives you an overview of all learning resources available.
Learning content such as courses and groups opens in tabs.
Here you can access profile settings, notes on system messages, as well as the help and logout functions.

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Finding my courses

On the home page, click on the portlet **My Institution** to select your faculty. The **catalogue** tab opens, where you can find the courses sorted by study programs and semesters.

Courses

A course is a virtual space, that can be used for the purpose of teaching, communicating and working together. In this way, seminars, lectures and trainings can be perfectly complemented.

Favourites

You can add frequently used courses to your **favourites** for faster access.

Click on the star in the upper bar of the course. Your favourites will then appear on the start page.

Access to courses

You must first enrol in a course to access its content. You will find the corresponding menu item in the left navigation bar of the course.

When you enrol in a course, you will be assigned to a group within that course. These groups are mainly used to manage course participants.

Subscriptions

You can click on **subscribe** to stay up to date on your folders and messages. You will receive a message on your HTWK email address if there are any news.

You can access and manage your subscriptions via the **News** menu.

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