Screenplay

Video title: Dashboard

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Length: 5,48 min

Target group: Students

Phase	Contents	Script text for your podcast	Comments/ picture idea
Ca. 100 sec.	Moodle menu	Once you have successfully logged in, you will find yourself on the Moodle home page of the respective Moodle instance. Let me show you this using the example of Moodle Teaching or 'ecampus'.	<u>Image:</u> Dashboard
		The start page is also called the 'dashboard'. Dashboard is the English word for dashboard. Here you can navigate through the Moodle instance like in the cockpit of an aeroplane. You get a quick overview of your activities on ecampus.	Moodle-Menu
		At the top you will find the 'Moodle menu' for ecampus. You are in the first tab 'Dashboard'. You can recognise this by the blue line below it.	<u>Mouse interaction:</u> Tab „Dashboard"
		If you click on the second tab called 'My courses', you will get an overview of all the courses you are already enrolled in.	<u>Mouse interaction:</u> Tab „My Courses"
		If you click on the third tab 'All courses', you will get an overview of all areas and sub-areas with all courses that exist on the respective Moodle instance.	<u>Mouse interaction:</u> Tab 'All courses'
		If you click on the 'FHP links' tab, you will leave the Moodle instance you are currently on. Here you will find, for example, external direct links to Moodle exams (exam), Moodle transfer (ocampus) and other important websites and digital tools of the university.	Mouse interaction: Tab „FHP-Links"
		If you click on the fourth tab 'Help', you will find help on Moodle. To return to the dashboard, click on the 'Dashboard' tab in the Moodle menu.	<u>Mouse interaction:</u> Tab „help2
Ca. 70 sec.	Dashboard	How your dashboard looks can be different on every Moodle instance. You can also customise the dashboard yourself.	Dashboard
		Let me briefly explain how you can navigate through the dashboard.	

		The dashboard consists of a main page in the centre and a block bar hidden on the right.	Mouse interaction: Main page Block-Leiste
		You can open and close the block bar by clicking on the arrow symbol at the top right.	Scroll
		If you scroll down the dashboard, an arrow pointing upwards will appear on the right, which you can use to quickly return to the top of the dashboard.	Arrow up
		You can change the elements displayed in the dashboard yourself by activating the 'Edit' mode in the top right-hand corner.	'Edit' highlighted in purple
		I will therefore introduce you to the basic functions using the example of the Moodle teaching dashboard (ecampus). This is the dashboard you will use most often. But don't be surprised if the function or view changes slightly over time. It is important that you know which elements are available and what you can use them for.	Dashboard
		So on ecampus you will find the following basic functions in the dashboard.	
Ca. 40 sec.	Timeline	There is a timeline. This is very useful. Here you can see the deadlines. However, this only works if the teachers have set an expiry date in an activity. You can see here for the next 7 days whether you have a deadline in any Moodle course in which you are enrolled.	Timeline Highlight area
		If you click on the activity, you will be taken directly to the task to be completed. You can edit it. It will then no longer be displayed in the timeline. At the top you can also filter by longer periods, sort or search for an activity.	Click on an activity
Ca. 10 sec.	Course search	You can use the FHP course search to look for courses you want to enrol in. I explain exactly how this works in a separate video on enrolment methods in Moodle.	Course search Highlight area
Ca. 15 sec.	Last courses attended	In the 'Recently attended courses' section, you will find a quick view of all the courses in which you were last active. You can use the arrows at the top to scroll through the view. If you click on the course, you will be taken directly to the course.	Recently attended courses Highlight section Scroll through the view
Ca. 30 sec.	Calendar	Below you will find a calendar. There you will also find reminders of deadlines for activities from courses in which you are enrolled.	Calendar Highlight area
		You will also find course dates here. Only dates that	

		have been created by the teachers are displayed. This means that not all appointments and tasks from the courses you are enrolled in are always displayed.	
Ca. 15 sec.	Block bar	Now I would like to introduce you to a few more functions from the block bar on the right-hand side of the dashboard. To do this, you need to open the block bar by clicking on the arrow. You will then find the following functions in the block bar on ecampus. This may be different on other Moodle instances.	Block bar Mouse interaction: Expand block bar
Ca. 15 sec.	My files	At the top you will find a 'My files' block. Here you can upload your own files independently of a Moodle course. You can access these files from any Moodle course to add them there.	My files Highlight area Mouse interaction: Upload sample file
Ca. 45 sec.	Current dates	Below this you will see the 'Current appointments' block. This is similar in function to the timeline and calendar. Here you can see upcoming deadlines and dates for courses that are due to end soon, for example. Below the current dates, you can click on the 'Calendar' control panel. This will give you an overview of all current dates with detailed information. If you click on 'Go to activity' at the bottom right of the detailed information, you will be taken directly to the activity in the Moodle course. You will also see when you can enrol in a course or when the course is about to end.	Current dates Highlight area Mouse interaction: Calendar To the activity