

Screenplay for the movie

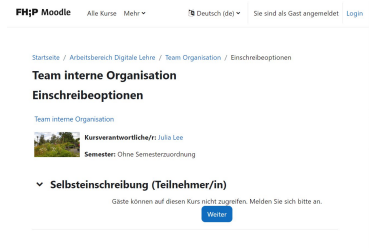
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Title of the film: Moodle-Kurs Einschreibung

Target group: Students (and also lecturers) of the departments

Film length: approx. 3 minutes

Time	Contents	Script text	Comments/ picture idea
Getting started			
20 sec.	Self-enrollment as a participant in a course	<p>In this video I would like to introduce you to the most common method of enrolling in a Moodle course.</p> <p>I assume the following knowledge:</p> <ul style="list-style-type: none">- You already know what the Moodle portal is.- You know the differences between the three Moodle instances of the FHP: ecampus, exam and ocampus.- You know how to log in to the respective Moodle instance with your campus account.- You know what the dashboard is and what functions it has. <p>It's not a problem if you don't know this yet. In that case, it's best to watch the other videos first.</p>	<p><u>Image:</u></p> <p>Enrollment in a Moodle course with an enrollment key.</p>
Main part			
40 sec.	Self-enrollment	<p>With the "self-enrolment" or "enrolment with an enrolment key" method, you will usually receive a link to the course and an enrolment key.</p> <p>Enter the link in your internet browser. You will then be taken directly to the course.</p> <p>If you are not yet logged in to the Moodle instance, you will see the page for self-enrollment in the</p>	<p><u>Image:</u></p> <p>Method 1:</p> <p>"Self-enrollment"</p> <p>or</p> <p>"Enrollment with an enrollment key"</p> <p><u>Symbol:</u></p> <p>Key</p>

		<p>Moodle course.</p> <p>Then log in with your campus account.</p> <p>Go to the Self-enrolment participant field and copy the enrolment key into the Enrolment key field.</p> <p>Then click on the “Enrol” button below. You are now in the course.</p> <p>Once you have enrolled in a course yourself, you no longer need the enrollment key.</p> <p>Here's a tip: Make sure that you do not enrol as the person responsible for the course.</p>	<p><u>Image/action:</u> Copy link into the browser:</p> <p>https://ecampus.fh-potsdam.de/enrol/index.php?id=10738</p> <p><u>Picture:</u> Self-enrollment logged out</p>  <p><u>Action / Highlight:</u> Log in with campus account</p>
20 sec.	Problems with the enrollment key	<p>Here are a few more tips: It is best not to type in the registration key by hand, but to copy it. This is because sometimes the characters in a registration key are ambiguous. This is the case with a small “l”, for example. This looks exactly like a capital “I”.</p> <p>When copying, make sure that you do not copy any gaps before or after it. Otherwise the write-in key will not be recognized.</p> <p>Sometimes the enrollment key is not correct. If this is the case, let your teacher know. The teachers can check in the course whether the enrollment key is correct.</p> <p>If there are still problems, the teachers should contact the decentralized Moodle administrators with the problem.</p>	<p><u>Image:</u> Problems with the enrollment key</p>
40 sec.	Course search	<p>In the dashboard, which is the main page of the Moodle instance, you will find a course search. You can use this to search for courses that you would like to enrol in.</p> <p>Once you have received the short name of the course, copy it into the</p>	<p><u>Image:</u> Search course in the dashboard</p> <p><u>Actions:</u> Highlight course search</p>

		<p>search field. Then click on the “Start” search field next to it.</p> <p>The short name is unique. Therefore, only the course you are looking for will be displayed.</p> <p>If you know the approximate title of a course, you can also find it using the course search. However, the long name of a course can be given more than once. Sometimes the course is offered in several semesters. There may also be different spellings, e.g. with or without a hyphen or with or without a gap between two words.</p> <p>This search method is therefore not unique.</p> <p>It is best not to type the short name into the search field, but to copy it in. If you have problems, proceed in the same way as with the inscription key.</p>	<p>Enter short name and search</p> <p>Highlight course, e.g. info portal</p> <p>Enter info portal, several search results</p>
20 sec.	All courses	<p>In some departments or degree programs, you can find the courses via the Moodle menu.</p> <p>First log in to the Moodle instance at the top right.</p> <p>Then click on the “All courses” tab in the Moodle menu.</p> <p>Then click on your department. Click on your degree program or other sub-branches in the area.</p> <p>If you see a key symbol next to the course name, you know that you need an enrollment key to enroll.</p> <p>Click on the course. You already know the rest of the self-enrollment process.</p>	<p>Image:</p> <p>Search course via “All courses”</p> <p><u>Actions:</u> Click on “All courses”.</p> <p>Click on “FB2” and “UZ”.</p> <p>Highlight of a course + key</p> <p>Click on FB2 Master Urban Future</p>
20 sec.	Course filter	<p>Once you have enrolled in a course, you can find it in the Moodle menu under the “My courses” tab.</p> <p>Here you will only see the courses you have already enrolled in.</p> <p>You can filter by course using the</p>	<p><u>Picture:</u></p> <p>“My courses - Course filter”</p>

		<p>course filter. If the lecturers have set up the courses accordingly, it is also possible to filter by semester.</p> <p>Here is an important tip: You can mark important courses as favorites.</p> <p>To do this, click on the three-dot menu of the course.</p> <p>Select "Mark course as favorite".</p> <p>You can then filter the course using favorites</p> <p>You can remove the course as a favorite in a similar way.</p> <p>You can also remove the display of a course completely.</p>	
Closing			
10 sec.		<p>In a nutshell:</p> <p>You now know how to enrol in a course.</p> <p>You know how to find a course.</p> <p>Sometimes you will be enrolled in a course through others. You do not have to enrol in these courses. You have direct access to the course when you are logged into the Moodle instance.</p>	<p>Image:</p> <p>Briefly summarized</p>