

Script (Title): Moodle Activity „Book“


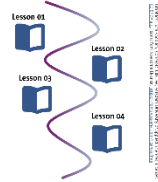
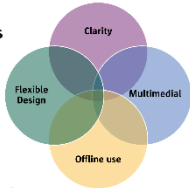
Scriptwriters: Julia Lee, Moritz Maschmann

Target Audience: Students | Length: 11:50 minutes


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1. Arrival and Warm-up (0:00 – 1:14)

Content	Screenplay	Picture Idea	Comment	Time
Welcome	Hello, in this video you'll learn about one of Moodle's main features: the Book. It offers a ton of benefits for students looking to learn content efficiently and effectively.	Slide: Title Page 		0:13
Benefits for Students	Why should you the book? First: clarity. All the information on a given topic is compiled in a single book. The material is organized into chapters. You won't feel overwhelmed by a flood of information right away. The material builds on itself in a linear and logical way. There is a clear pedagogical thread running through the course.	Slide: Main advantage Main advantage Clear structure through: <ul style="list-style-type: none"> • Weekly lessons • Grouping of topics into micro-learning units • Organization of a topic into main and subchapters • A linear structure that builds logically upon itself • A consistent pedagogical thread 		0:22
Benefits for Students	Second: the flexible design. Whether on a laptop, smartphone, or tablet, the book's design in Moodle always adapts responsively to the screen size, ensuring excellent readability. Additionally, the font size can be individually increased or decreased for each browser. Third: the book is multimedia. Instructors can include videos, images, and other content in an interactive book. And fourth: the book can be used offline. To do this, simply download the book as a PDF, and you can read it anywhere without an internet connection.	Slide: Additional Benefits Additional advantages 		0:39

2. Book Navigation (1:14 – 4:42)

Content	Screenplay	Picture Idea	Comment	Time
Student needs	<p>We spoke with students. What do you need? What makes a good course for you? What challenges do you face with the existing courses? We also sought feedback from students throughout the development of the course templates. One point came up frequently: students need structured Moodle courses. It's not easy for them to find specific information, for example, for an exam.</p> <p>That is exactly what the course templates are designed for.</p> <p>In the following, I would first like to show you how to navigate the book from a technical standpoint.</p> <p>Then I will explain how books are ideally structured from a pedagogical perspective.</p>	<p>Slide: Group of students with speech bubbles</p> 		0:40
Moodle Book in the Course	<ul style="list-style-type: none"> You can identify a book in the course by the book icon. Click on the icon or the book title. The book will then open in a sub-section of the course. 	<p>Screencast: Book in the Course</p>		0:10
Arrow Navigation Book Right	<ul style="list-style-type: none"> You can tell which page you're on by the breadcrumb trail at the top. The book's title is now displayed on the far right. This is the first page of the book. Scroll down with your mouse or finger to read the entire page. To the right of the book, you'll see an arrow. Click on it to turn to the next page. 	<p>Screencast: Book, First Page</p>		0:21
Arrow Navigation Book Left	<ul style="list-style-type: none"> On the second page, you'll also see an arrow icon on the left. If you click on it, you'll go back to the first page. When you're on the last page of the book, you'll know it by the fact that there's no longer an arrow on the right side to turn the page. 	<p>Screencast: Book, Page Two</p>		0:23

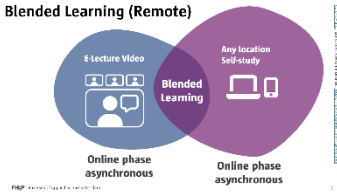
	<ul style="list-style-type: none"> • Instead of the arrow icons, you can use the book's table of contents to navigate. To do this, open the right-hand sidebar. 			
Table of Contents and Breadcrumb trail to the main course page	<ul style="list-style-type: none"> • The table of contents gives you a complete overview of all the chapters. • This is very handy because it lets you get a sense of the scope of a lesson right from the start. At the same time, you'll see an outline of the key topics covered in the lesson. • My tip is therefore to always take a look at the table of contents before you start reading a book to get a feel for the type and scope of the material. • A chapter in the table of contents corresponds to a page in the book. • You can recognize the currently open page in the table of contents because it is highlighted in bold. • The chapter headings are interactive. • By clicking on one of the other chapters, you can quickly jump to them. • There are also subchapters. These are displayed indented to the right in the table of contents. • At the top, above the book title, is the so-called breadcrumb trail. As mentioned earlier, this shows you which level you are on in the Moodle course. • You can also use the breadcrumb trail to return to the main course level. • To do this, click on the course short name at the top of the breadcrumb trail. You can recognize this by the fact that it is highlighted in bold. 	Screencast: Table of Contents and Breadcrumb Trail		1:16
Note: Scroll through the course activities	<ul style="list-style-type: none"> • Note that below a book, you'll see additional navigation arrows. These aren't part of the book, but rather part of the course. • This navigation allows you to move from one activity to the next within the course. 	Screencast: Browsing Activities		0:35

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| | <ul style="list-style-type: none">• In the middle, there's a drop-down menu that lets you jump to activities within the course in a non-linear way.• Be careful not to mix up the book navigation with the activity navigation. Otherwise, you might easily miss important learning material.• I'll now show you a few important features right here in the interactive book. | | | |
|--|---|--|--|--|

3. Key Features (4:42 – 6:15)

Content	Screenplay	Picture Idea	Comment	Time
Print and save as PDF	<p>You can also download and/or print the Moodle book. To do so, follow these steps:</p> <ul style="list-style-type: none"> - Click the “More” tab at the top of the Moodle book. - A drop-down menu will open. Select the “Print book” option. If you only want to print a single page, select “Print chapter” instead. - A new browser window will then open. Click on “Print Book” or “Print Chapter” again in the top right corner. - In the print menu, you can save the book as a PDF to your digital device and print it. 	<p>Screencast: Print Book</p> <p>Mouse: Print Chapter Guide to saving/printing the book as a PDF</p>		0:32
Search	<p>You can search for words on a page. To do this, use the keyboard shortcut “Ctrl” on Windows or “CMD” on Mac, along with the “F” key. Or click the burger menu in the top-right corner of your browser, then select “Search page...”. Enter the search term and press Enter. If the word is on the page, it will be highlighted. My tip: If you’ve saved the entire book as a PDF, you can also search all chapters in a PDF reader using the same keyboard shortcuts.</p>	<p>Screencast: Search in a book</p> <p>Display the shortcut for Mac/Windows Open the burger menu in Firefox</p>		0:32
Adjust font size	<p>You can manually adjust the font size to your preference by clicking the burger menu in the top-right corner of the browser and then clicking the plus sign “+” or the minus sign “-”.</p> <p>Or you can use the keyboard shortcut “CTRL” on Windows along with the plus sign “+” to enlarge the font or the minus sign “-” to reduce it. On a Mac, use the “CMD” key instead of “CTRL”.</p>	<p>Show the shortcut for Mac/Windows Open the burger menu in Firefox</p>		0:35

4. Structure of a Book (6:15 – 11:34)

Content	Screenplay	Picture Idea	Comment	Time
Case Study	Let's now look at a didactic book using a specific example. Here you can see a section of a Moodle course that is labeled as a lesson. The lesson contains an e-lecture in the form of an interactive book.	Screencast: Course Level in Chapter 02		0:13
	The e-lecture is a special form of blended learning. Instead of synchronous lectures, it features asynchronous recorded lectures in the form of videos by the teachers. These are combined with asynchronous self-study materials such as textbooks, quizzes, and other online assignments. Generally speaking, you can work through an asynchronous e-lecture at your own pace and from any location to prepare optimally for the next session and deepen your knowledge. You can also watch the video or specific parts of it multiple times to understand the content.	Infographic on the blended learning format 		0:34
	All of a lesson's content is centralized and linked within the book. At the same time, you'll find important resources—such as the resource folder, a self-assessment quiz, or other online activities like a forum—available as individual activities within the course section. The book serves as your guiding framework throughout. The content and exercises in the book build on one another step by step. Meanwhile, the individual activities allow for quick, direct access later on.	Screencast: - E-Lecture Demo section (participant view) - Mouse hovers over activities		0:27

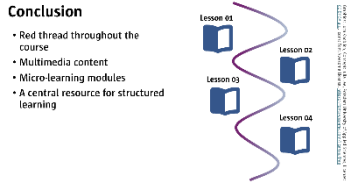
	Introduction. To open the book, click on it. On the first page, you'll find all the basic information: What can you expect? What are the learning objectives? Here you'll find important notes on exam-relevant content in the book.	Screencast: - Click on the book. The book opens to the first page. The browser's tab bar should be visible. - Scroll down		0:23
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	<p>At the bottom, there may be organizational notes. Now open the next page by clicking on the arrow on the right.</p>	<ul style="list-style-type: none"> - Hover briefly over "Exam-relevant" - Click on the book's right arrow 		
	<p>The E-Lecture. On the second page of the book, you'll find the E-Lecture as a recorded video lecture by the teacher. Below the video, you'll find an overview of the topics covered, downloads of the presentation, and transcripts. Sometimes there are one or two short, optional assignments to go along with the E-Lecture to help reinforce the content. Now open the next page by clicking the arrow on the right.</p>	<p>Screencast: Page 2</p> <ul style="list-style-type: none"> - Scroll down. - Click the book icon on the right - 		0:27
	<p>Further Reading. Some instructors provide additional assignments to supplement the e-lecture. This could be a reading assignment, for example. In this example, there are three specific tasks designed to help you process the material in several steps. First, read through the assignment description. You can find the reading list in the course section directory. Sometimes the reading list is linked directly to the book at the bottom of the page. I open the directory via the book. I use the browser's "Back" arrow to return to the book. After you have read the literature, you can write a forum post. This is linked to a control panel on the book page. When you click on the control panel, the forum opens. Click on the browser's back arrow to return to the book. Now open the next page by clicking on the arrow on the right.</p>	<p>Screencast: Page 3</p> <ul style="list-style-type: none"> - Scroll down. - Click on "Required Reading" at the bottom to open it in the directory - Back arrow - Click on "Forum" - Back arrow - Click on the book icon on the right - 		0:59
	<p>The Self-Assessment Test. Self-assessment tests are particularly helpful for checking your progress. These are generally not graded and, depending on the settings, can be taken up to three times. The attempt with the best result is the one that counts.</p>	<p>Screencast: Page 4</p> <ul style="list-style-type: none"> - Back arrow - Open the first test page 		1:08

	<p>However, in most cases, the answer is not relevant to the exam. The test is designed to help you determine for yourself which topics you might need to review again or which you have already mastered.</p> <p>But indirectly, the self-assessment test still helps you prepare for online exams. You'll learn how to navigate the technical aspects and become familiar with the style of questions your teachers ask.</p> <p>To start the test, click on the "Start Self-Study Test" button. You will then be redirected directly to the test activity in the course. The test opens in a new browser tab.</p> <p>Here you can click on the answers you believe are correct and check them.</p> <p>In the sidebar on the right, you can see how many questions the test has.</p> <p>You can also close the sidebar.</p> <p>Now go back to the book. To do this, click on the book's browser tab.</p> <p>Now open the next page by clicking on the arrow on the right.</p>	<ul style="list-style-type: none"> - Open and close the Test block bar - Click the book icon on the right 		
	<p>Optional content.</p> <p>To wrap things up, here are some references to additional resources for anyone who wants to dig deeper into the topic.</p> <p>There is no longer an arrow on the right side of this page. This means you have reached the last page.</p> <p>To return to the main course page, click on the short course title highlighted in bold at the top of the breadcrumb trail.</p>	<p>Screencast:</p> <p>Page 5</p> <ul style="list-style-type: none"> - Scroll up to the breadcrumb trail. - Click on the course name 		0:23
	<p>A quick recap:</p> <p>The book guides you through the lesson in a step-by-step manner and provides structure for your learning.</p> <p>If you later want to find specific documents or the test, you can of course access them directly through the course interface in the course section.</p> <p>Here's another important tip:</p>	<p>Screencast:</p> <ul style="list-style-type: none"> - Scroll down the course homepage to the e-lecture section - Hover the mouse over "Activities" 		0:38

	<p>To the right of a book or an activity, you can mark whether you've already completed it. To do this, click the "Mark as complete" button. The activity will then be displayed as "Complete."</p> <p>On the main course page, there's an interactive progress bar in the right-hand sidebar. The green elements show you which activities you've completed.</p>	<ul style="list-style-type: none"> - Click "Completed" next to the book - Expand the right-hand sidebar - Scroll to the progress bar - Scroll to the sections of the progress bar marked in green 		
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5. Conclusion (11:34 – 11:50)

Content	Screenplay	Picture Idea	Comment	Time
Summary	<p>Let's summarize:</p> <p>The book serves as a central guide with multimedia content for your course. It breaks down complex topics into manageable micro-learning units. In other words, the Moodle book is your go-to resource for structured learning.</p>	<p>Slide: Conclusion</p> 		0:14