How-To Guide - eLearn

http://eLearn.cit.edu.au

Book

Contents

About

The Book module makes it easy to create multi-page resources with a book-like format.

You can have main chapters and sub chapters, but it goes no deeper. In other words, sub chapters cannot have their own sub chapters, as the module is intended to be a simple resource for teachers and students.

Will using books benefit your eLearn course?

- Do you have a lot of resources on your eLearn subject page?
- Do your students need to scroll a lot to reach these resources?
- Is it difficult for students to find the resources they are looking for?

If you have answered yes to any of the above questions, you may find using books will enhance the appearance and usability of your course.

Adding or Editing a Book in your course

1. Login to eLearn and open up the appropriate course. Once in this course, *Turn editing on* using the orange icon at the top right.

2. If creating a new book, click on *Add an activity or resources* and choose *Book*.

   ➕ Add an activity or resource

3. If editing an existing book, locate the book, select the *Edit* menu to the right and choose *Edit settings*.
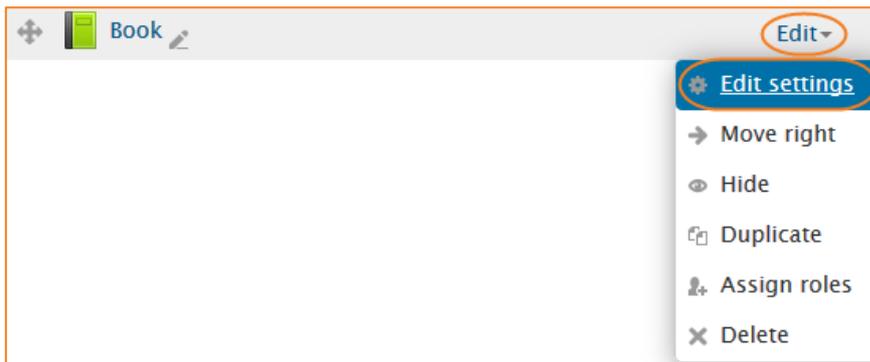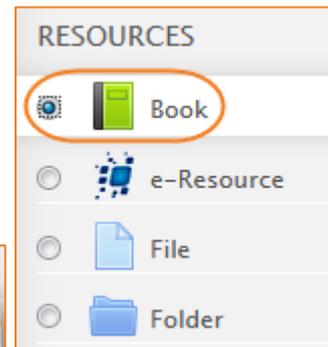
Settings

General

Name

Use a descriptive name for your book as it will form the link the students will click on to access it.

Description

Provide information for your students here so they are clear what the book is about.

Display description on course page

Enabling this will display the description on the course page just below the link to the book.

Appearance

Chapter formatting

The options are:

- *None* - chapter and subchapter titles are not formatted at all, use if you want to define special numbering styles;
- *Numbers* - chapters and subchapters are numbered;
- *Bullets* - subchapters are indented and displayed with bullets;
- *Indented* - subchapters are indented.

Common module settings

See eLearn guide – Groups and Groupings.

Restrict access

See eLearn guide – Conditional Release.

Activity completion

See eLearn guide – Completion Tracking.

Once you have filled in all the require settings, click on *Save and display* to bring up the book for editing and adding your chapters, or *Save and return to course* to go back to the course. Please note, the first time you go into a book, you will need to add the first chapter, otherwise the book will not work for the students.

Adding Chapters and Subchapters

Titles of chapters appear as links in the table of contents to the left of your content. Keep your titles short.

To edit the book, adding new chapters or subchapters, editing in the book will need to be turned on. When editing is turned on, you will be able to see edit icons to the right of the chapter names and number. To turn editing on in the book, scroll down to the *Administration* block, and at the bottom under *Book administration*, click on *Turn editing on*.

To add a chapter, click on the *+* (plus) icon in the *Table of Contents* next to a chapter. The new chapter will be inserted directly after the chapter whose title is on the same line as the cross you click.

For a subchapter, note that the *Subchapter* box is checked. A chapter may have many sub chapters, but subchapters cannot have subchapters.

You now see a chapter and a sub chapter. As in the screenshot below, the subchapter is indented, as the settings set for this was to have the chapter formatting as indented. This can always be changed in the settings at any time.

You can also edit ⚙, delete ✖, hide 👁 or move ⬆⬇ the chapters using the other icons in the table of contents.
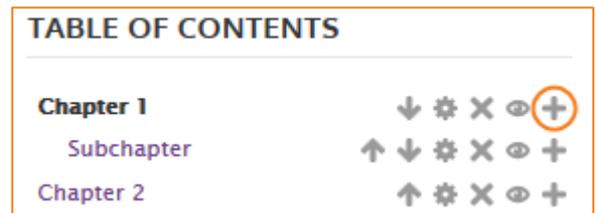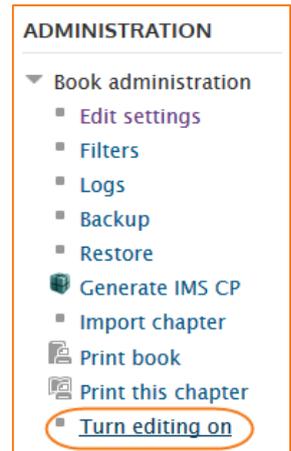
Using Book

Navigate your book

In addition to the links in the table of contents, you may move through the book using the arrows located to the top-left and bottom-left of the content.

Uses of the book module

You can use the book module to present information in a well-structured, user-friendly format.

From the book module, you can link to activities and resources in your course, add in images and weblinks and more.

Linking to eLearn activities or resources

Once you have created a book you can insert links to eLearn activities that you have already created.

1. Right click on the activity you want and choose either of the following options (depending on what browser you are using):

    o Internet Explorer: Copy Shortcut

    o Mozilla Firefox: Copy Link Location

    o Google Chrome: Copy Link Address

    o Safari: Copy Link

2. Go back into your book, make sure you have editing turned on and edit the page that is to contain the activity by clicking on the edit icon ⚙.

3. Enter the some text for the activity. E.g. you could call it something like "Our discussion forum".

4. Highlight this text and click on the *Insert/edit link* icon in the text editor.

5. Paste the activity address into the top field.

6. Enter a *Title* that describes your activity.

7. Click on *OK*.

Linking to an eLR Resource or Insert an Image

Go back into your book, make sure you have editing turned on and edit the page that is to contain the eLR resource or image by clicking on the edit icon ⚙ .

For linking to a file

1. Enter some text for the file. E.g. Subject guide.
2. Highlight this text and in the HTML Editor, click on the *Insert/edit link* icon in the text editor.

3. Click on the icon to the right of the *Link URL* box.
4. This will bring up the File picker. On the left, choose *eLR*.
5. Search for your resource and click on the link to it.
6. Once in the resource information page (this will look similar to the image on the right), click *Select* next to your chosen file.
7. Click on *Select this file* and your book will now have a direct link to your eLR resource.
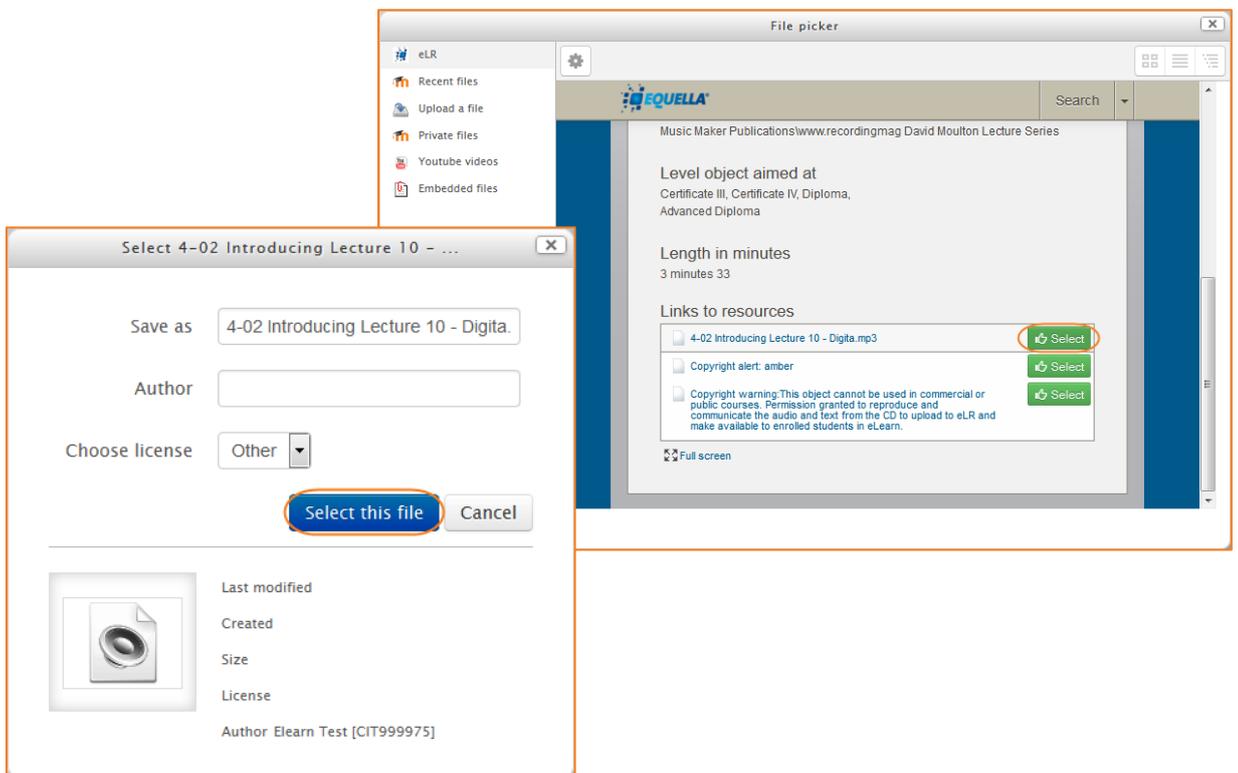
Adding Images to your course

All images loaded to eLearn must be loaded into eLR as per CIT policy. This guide will show you how to add those images to your course. Please note you will needs to load images to eLR first. For more information on using eLR, please see the eLR guides - http://teacher.cit.edu.au/elearn_guides/elr

1. In the HTML Editor, click on the *Insert/edit image* icon in the text editor.

2. Click on the *Find or upload an image* link.

3. This will bring up the File picker. On the left, choose *eLR*.

4. Search for your image and click on the link to it.

5. Once the image resource is open, you will see an information page (this will look similar to the image on the right), click *Select* next to your banner.

6. Click on *Select this file* and you will be taken back to the Insert/edit image dialogue box. Enter an Image description.

7. Click on *Insert*. Your image is now in.

General

Find or upload an image...

Image URL

Image description

elearn upgrade generic banner

Description
eLearn

CIT Author or Creator
Neuendorf, Penelope

CIT Centre
CIT View

Copyright Type
CIT Objects

Links to resources

GenericBanner__orange_elearn_Upgrade.png   ▼   ⊕ SELECT

Copyright alert: green   ⊕ SELECT

Copyright warning: © Canberra Institute of Technology 2013   ⊕ SELECT