



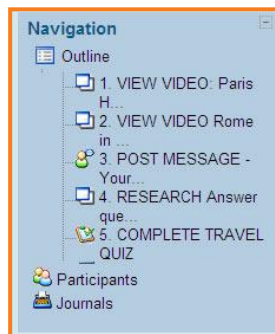
## Books

### What is an eLearn Book and why should you use it?

An eLearn book allows you to group several resources together in one spot.

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 the navigation bar messy because your course has so many resources?




- Is it difficult for students to find the resources they are looking for?

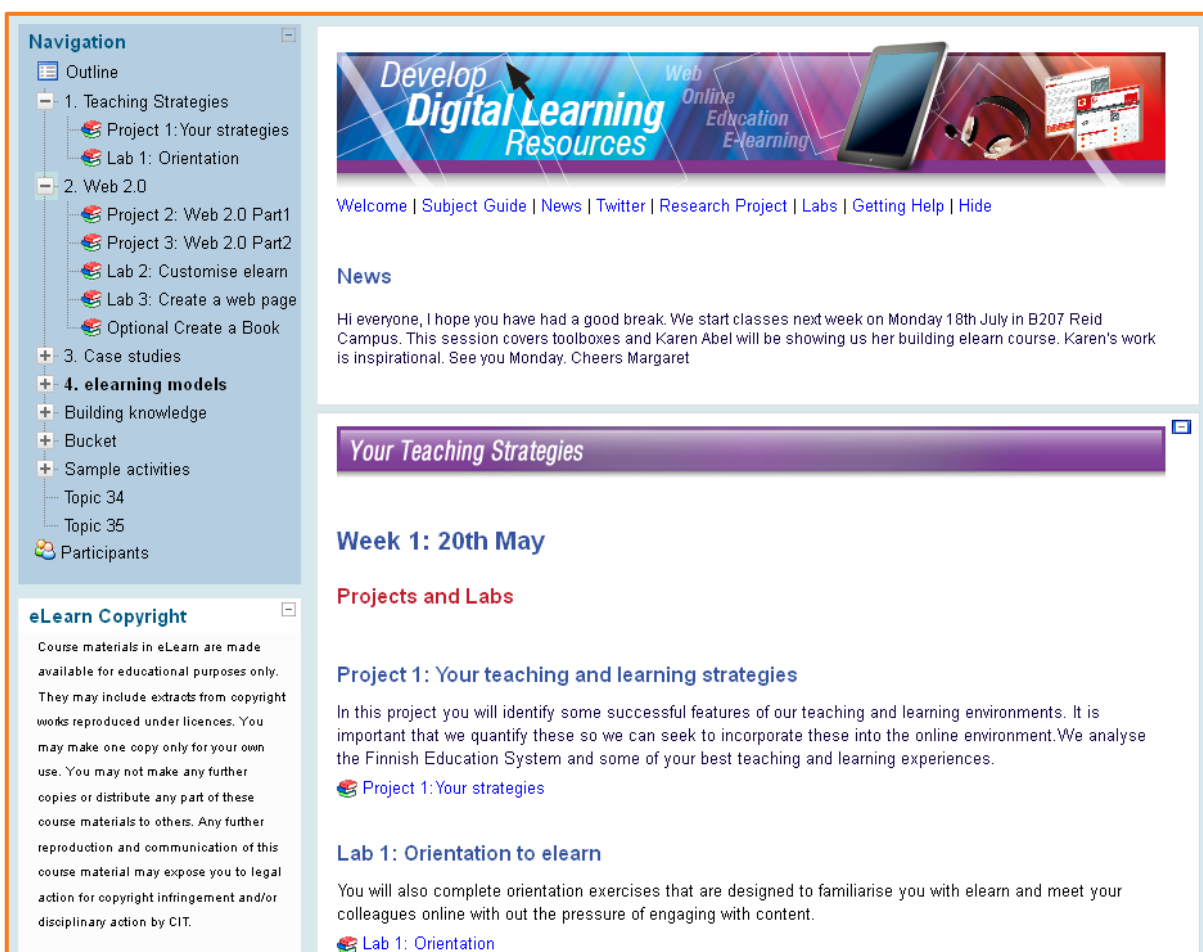
If you have answered yes to any of the above questions, you may find using books will enhance the appearance and usability of your course.

## Using a Book to simplify navigation?

An eLearn book provides a structure with a navigation bar. Once the book is created you provide a link to the book on the main page of your course.

The screen shot below shows an example of an eLearn course with several books. An icon  identifies a link to a book. You can see these in the left hand navigation bar and the centre topic blocks.

Notice the links to each book are short and this gives you a clean navigation. You can provide information and instructions about the resource in each topic block just above the book as in the example below. Use a **Label** to hold this information as they do not appear in the navigation menu.

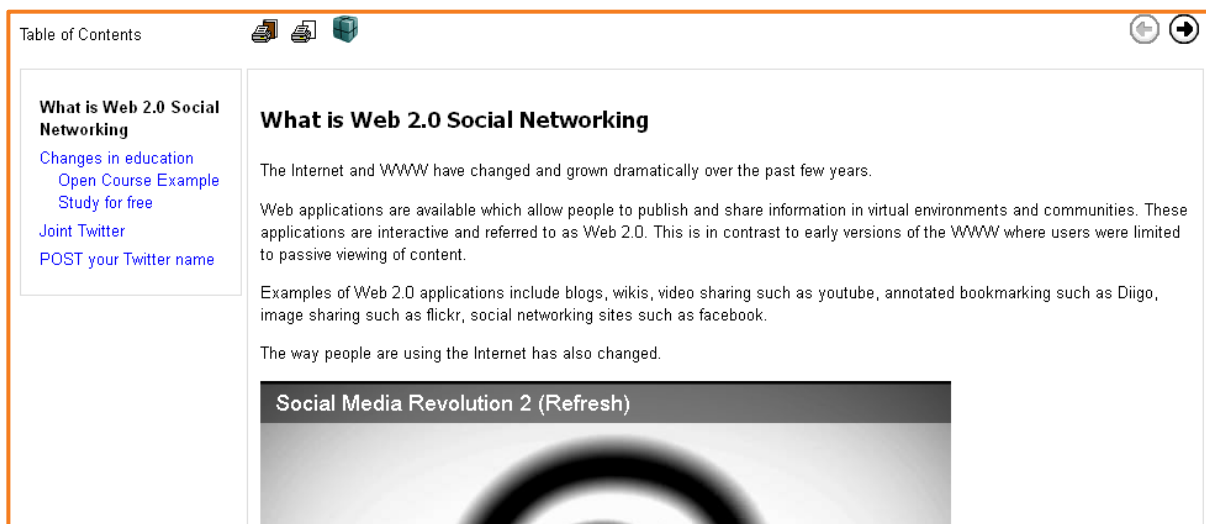


The screenshot displays an eLearn course interface. On the left is a 'Navigation' sidebar with an 'Outline' section containing a tree view of topics: 1. Teaching Strategies (with sub-items Project 1: Your strategies and Lab 1: Orientation), 2. Web 2.0 (with sub-items Project 2: Web 2.0 Part1, Project 3: Web 2.0 Part2, Lab 2: Customise elearn, Lab 3: Create a web page, and Optional Create a Book), 3. Case studies, 4. elearning models (with sub-items Building knowledge, Bucket, Sample activities, Topic 34, and Topic 35), and Participants. Below the navigation is an 'eLearn Copyright' section with text regarding educational use. The main content area features a banner for 'Develop Digital Learning Resources' with a navigation bar containing links: Welcome | Subject Guide | News | Twitter | Research Project | Labs | Getting Help | Hide. Below the banner is a 'News' section with a message from Margaret. The main content area is titled 'Your Teaching Strategies' and includes a section for 'Week 1: 20th May' with sub-sections for 'Projects and Labs', 'Project 1: Your teaching and learning strategies' (with a link to 'Project 1: Your strategies'), and 'Lab 1: Orientation to elearn' (with a link to 'Lab 1: Orientation').

## What does a Book look like?

A screen shot of a book is below. The navigation bar is on the left hand side. The content for each link is placed in the centre frame.

A book contains Chapters and Pages. A chapter is a single page of content. A page is also a single page, however it sits at a lower level.



The book above contains three chapters. These are

- What is Web 2.0,
- Changes in education; and
- Create a Twitter account

**Changes in education** has two pages. These are

- Open Course Example, and
- Study for free

**Create a Twitter account** has one page called

- Your Twitter name.

## Create a new book

It only takes a few minutes to create a book. The minimum information to enter is the name, and a description of the book.

You can also say whether you would like to indent pages of the book in the navigation bar and whether you would like to allow your students to print the book.

### Create a book - Instructions

- Choose **Books** from the **Add a resource** drop down menu.
- Enter a **Name** for the book and a **Description** in the summary field.
- Choose a **Chapter numbering** from the drop down list.

<i>Indented</i>	<i>Numbers</i>	<i>Bullets</i>
<p>What is Web 2.0</p> <ul style="list-style-type: none"> <li>Changes in education                             <ul style="list-style-type: none"> <li>Open Course Example</li> <li>Study for free</li> </ul> </li> <li>Create a Twitter account                             <ul style="list-style-type: none"> <li>Your Twitter name</li> </ul> </li> </ul>	<p>1 What is Web 2.0</p> <ul style="list-style-type: none"> <li>2 Changes in education                             <ul style="list-style-type: none"> <li>2.1 Open Course Example</li> <li>2.2 Study for free</li> </ul> </li> <li>3 Create a Twitter account                             <ul style="list-style-type: none"> <li>3.1 Your Twitter name</li> </ul> </li> </ul>	<p>What is Web 2.0</p> <ul style="list-style-type: none"> <li>Changes in education                             <ul style="list-style-type: none"> <li>○ Open Course Example</li> <li>○ Study for free</li> </ul> </li> <li>Create a Twitter account                             <ul style="list-style-type: none"> <li>○ Your Twitter name</li> </ul> </li> </ul>

**Note:** You can leave this as None. This option allows you to insert your own numbering scheme in each chapter of the book title.

- **Disable printing.**  
Leave this option unchecked if you would like to give your students the option of printing all or part of this book.  
If you select this option the print buttons will be hidden.
- Scroll down the screen and click on **Save and Display**.
- Enter a **Chapter Title** and some content for the first chapter.
- Scroll down and click on **Save changes**.

### Create additional chapters

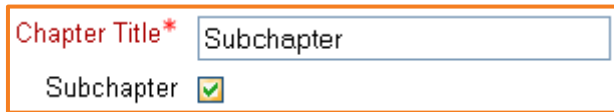
- Click on the small red plus sign to the right of a chapter to create a new chapter directly below.



- Enter a **Chapter Title** and some content for this chapter.

## Create sub chapters

- The process for creating a subchapter is the same as a chapter; however you need to check the **Subchapter** box below the Chapter Title.



Chapter Title\*   
Subchapter

- Enter the content and scroll down and click on **Save changes**.  
Providing you have selected Indenting, Bullets or Numbers for the Chapter Numbering when you created the book you will see the change reflected in the navigation bar.

## Linking to an Learn activity

Once you have created a book you can insert links to eLearn resources and eLR files that you have already created.

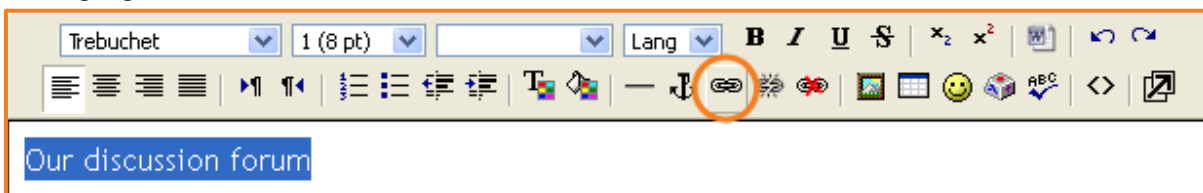
**NOTE: These links will have to be re-established when backed up and restored to a new course.**

### Link to a forum

- Right click on the forum you want and choose either of the following options (depending on what browser you are using):
  - Internet Explorer: Copy Shortcut
  - Mozilla Firefox: Copy Link Location
  - Google Chrome: Copy Link Address
  - Safari: Copy Link
- Go back into your book, make sure you have editing turned on and edit the page that is to contain the forum by clicking on the small hand with the pen beside the chapter or page name.



- Enter the name of the forum. E.g. you could call it something like "Our discussion forum".
- Highlight this text and click on the link button in the second row of the editor.



- Paste the forum address into the top field.

 A screenshot of the "Insert Link" dialog box. It has a title bar "Insert Link" and four input fields: "URL" containing "http://elearn.cit.act.edu.au/mod/forum/view.php?id=294955", "Title" containing "Our discussion forum", "Target" set to "None", and "Anchors" set to "----". At the bottom are three buttons: "Browse...", "OK", and "Cancel".

- Enter a title that describes your forum.
- Click on OK.

## Printing your book

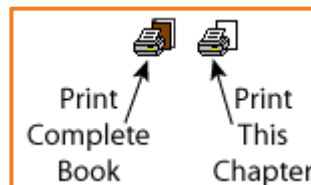
You can print the whole book or a single page. The book has inbuilt page formatting which means that your printout is reasonably well formatted. For example it inserts a page break after each page.

### Printing on a single page.

Click on the **Print This Chapter** button at the top of the page.

### Printing the whole book.


Click on the **Print Complete Book** button at the top of the page.



## Exporting a book

You can export the book and make it into a learning object. Once it is in this form it can up stored in eLR.

### Instructions to create the learning object

- Click on the **Generate IMS Content package** button  at the top of the screen.
- Follow onscreen directions to save your file on your computer.

### Instructions to upload this to eLR.

- Select **eLR resource** from the **Add a resource** drop down menu.
- Scroll down and click on **Contribute**.
- Select **CIT Learning Resources**.
- Enter the information as instructed in the following table. You may need to scroll down the screen to see all options.

eLR label	Your action to take
Select the type of attachment you want to upload.	Select IMS package
eLR Searchable Title	Enter a word or phrase that you can use later to search for the file.  You could enter the name of the book and surround the name with quotes. i.e. "My Test Book"
Who created this content?	Select All my own providing you have created this book yourself.
CIT Centre	Select your centre from the drop down list to make this resource available to others in your centre.  If you wish to make it available to all of CIT, select CIT View.
Keywords for this item	Enter a few words to identify the resource.

- Click on **Save**.
- Click on **Submit for moderation** and wait. This step will take a few minutes.
- Click on **Select this item**.
- Scroll down and select your resource by clicking in the checkbox to the left of the resource with the coloured picture. (Ignore the resource with the picture of 1's and 0's).
- Click on **Select checked resource**.
- Click on **Import Selected Resources**.

