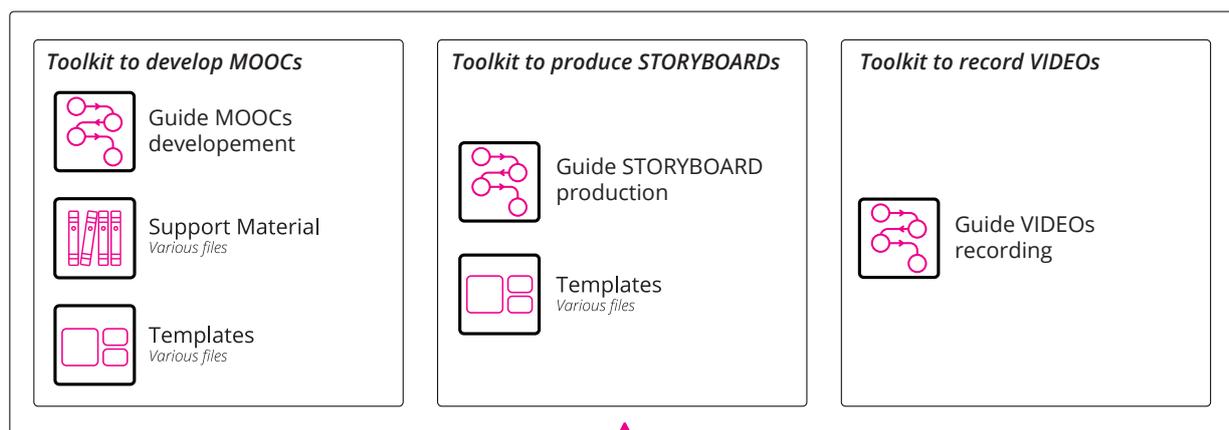


**This is the
DigiMooD
Toolkit
to produce
Storyboard**

DigiMooD Toolkits to design MOOCs



DigiMooD MOOCs Toolkit

This document contains the guidelines to design the DigiMooD MOOCs. It has been developed in collaboration with [METID Learning Innovation](#), the teaching and learning Unit of Politecnico di Milano.

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



Co-funded by the
Creative Europe Programme
of the European Union

Guide Storyboard production

This document is intended to be a guide for the development of the Storyboard for the DigiMooD MOOCs.

It contains the guidelines to follow for structure the MOOC scripts and slides, a link to the main repositories of material which can be used for educational purpose and the template.

Guide STORYBOARD production
this document

Templates to fill
Presentation MOOC x - Wx - Mx - Lx.ppt
Quiz MOOC x - Wx.docx
Script MOOC x - Wx - Mx - Lx.docx



In the previous part of the toolkit you learnt how to design the macro structure of the MOOCs, here you should understand how to develop the micro part: the storyboard, which is composed by a presentation and a script.

For each lesson a storyboard will be developed.

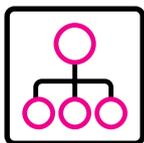
It is an important element for the development of the MOOC and enable the collaboration for the production of the video.

In particular, it serves this main function:

- **Support the teachers** in having an overview of the lessons while structuring them, in order to avoid contents overlapping.
- The development of a storyboard enables the **production team** to place the right content in the video while ensuring it is connected in the right time of the script.

Consider that the final version of the storyboard needs to be delivered at least **10 days** before the recording day.

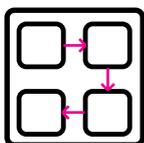
Structure of the toolkit



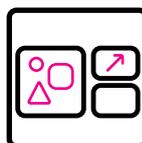
DigiMooD MOOCs
Visual structure of the MOOCs



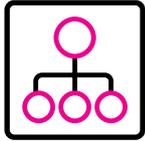
Quizzes and Be active
In this chapter it is presented a list of rules and tips for the quizzes.



Making the Storyboard
In this chapter is shown how to develop a storyboard of a lesson and tips to improve the script.



How to use the template
In this chapter is shown how to fill the template given in the toolkit.



DigiMooD MOOCs

Visual structure of the MOOCs

As shown in the DigiMooD toolkit to develop MOOCs each week should contain around 5/6 lesson of 6 min each.

For each of them it will be needed a storyboard.

Week 0

to prepare a video and a text which introduce the MOOC

Week 1 (total of ~30min)

to prepare:

- ~ 5 video x 6min
- quiz
- be active
- bibliography

Week 2 (total of ~30min)

to prepare:

- ~ 5 video x 6min
- quiz
- be active
- bibliography

Week 3 (total of ~30min)

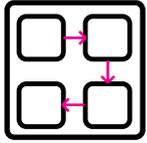
to prepare:

- ~ 5 video x 6min
- quiz
- be active
- bibliography

Week 4 (total of ~30min)

to prepare:

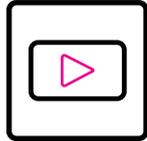
- ~ 5 video x 6min
- quiz
- be active
- bibliography



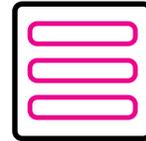
Making the Storyboard

In this chapter, it is explained how to build a storyboard.

What you need to prepare



Presentation
powerpoint



Script
text

You need to prepare a presentation containing the material you would like to appear in the MOOC (keyword, schemes, pictures..).

The maximum length of the text: 6000 characters with spaces (which should correspond to a length of 6 min circa).

The recommendation for the slide is to produce around 30/40 slides, to keep a proper rhythm (consider showing a scheme one element per slide).

Tips for the script

While writing consider:

- To **avoid redundancy** of words and concepts
- We refer to the **participant** of the MOOC as **“you”**: .. You will be able to list the solution that address
- It is better to not reference number or title to the previous or following lessons (which might change in the final version)
- When we refer to the lesson in the video, we use the expression **“in this lecture”**.

Tips for the presentation

To make a dynamic video it is important to create a video which provide catching elements without being annoying or overstimulating the student, in order to build this it is important to use simple elements which follow the script and highlights the most important concepts.

- Insert **keywords** which connect to the script ore simple scheme (example) which help to follow the lesson.
- Reference to **images** which express your content.
- For **graphs**, images with copyright for which is necessary a mention it is important to have all the relevant information to properly refers to the element.
- In the case of the use of complex scheme it is necessary a proper explanation, otherwise it is suggested to provide a written explanation or a reference to the didactic resource.

Suggestion for schemes, images and videos

As suggested in the previous tips, it is recommended to make visual the contents expressed in the video.

In order to do properly it is important to pay attention to the copyright.

It is a good practice to provide different references, while doing so please ensure all the correct information are contained in order to refer properly to the element.

Below you will find suggestion for use of scheme and image.

Scheme

Since the MOOCs are visual content it is recommended to make use of schemes in designing the slides. Simple and conceptual map support the speech of the teacher, as you can see in the example (fig. 1).

When possible, please use the same style for the schemes.

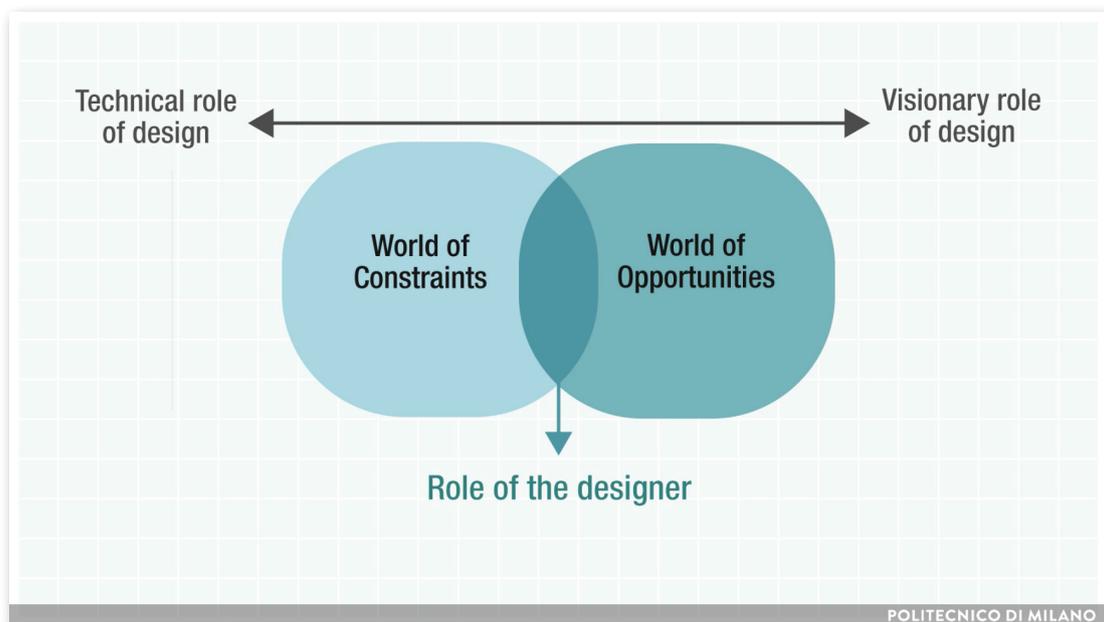


Fig. 1 Example of scheme from [MetaDesign MOOC](#)

Images or videos

In order to find the appropriate image for the presentation you might look on some online database. Here are suggested a series of web repository which give the opportunity to find royalty-free images:

<https://www.flickr.com/>

<https://unsplash.com/>

<https://www.pexels.com/>

<https://it.freeimages.com/>

Furthermore METID is licensed to use image from: www.shutterstock.com, hence you have the possibility to select images from their database, in the storyboard you will insert the link, so that we will be able to download the content.



Quizzes and Be active

In this chapter it is presented a list of rules and tips for the quizzes.

General Tips

- All questions are related to **learning objectives and course content**
- All questions present the learner with **feedback** that supports the correct answer
- All questions avoid the use of humour, analogies, and cultural references
- All questions avoid complex sentences, ambiguous terms, and slang
- Limit the use of true-or-false questions, if possible
- All questions and response options avoid the use of absolute terms like “always” and “only”
- Double-check all questions and response options for grammar, punctuation, spelling, formatting, contradictions, and use of active voice.

Responses

- All questions have at least 3-4 response options
- All questions avoid trick responses (this includes multiple correct responses, ambiguous answers, and overly abstract responses)
- Response options do not overlap or are too similar
- Response options avoid the use of negative items (“Which of these items is NOT...”). If response options must include negative items, negative words are all in CAPITAL LETTERS
- All response options contain the same amount of detail
- Avoid use of “all of the above” and “none of the above” in response options
- All response options are realistic and plausible
- All response options are approximately the same length
- All response options are parallel in grammatical structure

Be active

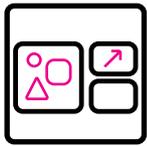
Be active sections are composed by practical activities, which can be offered with two different path depending on the use of the MOOCs:

- If the MOOC is used from student in a class, the be active section could be an exercise to be done in the class.
- If the MOOC is used by external students, the be active section could be an exercise such an essay to be shared in the forum section.



Example

MOOC “[MetaDesign](#)”



How to use the templates?

In this chapter is shown how to fill the templates given in the toolkit.

Slides template

The template file is called:
"Presentation MOOC x - Wx - Mx - Lx.ppt"
Where the x represent respectively the number of the MOOC, the Week, the Module and the Lesson.

It is important to consider that the slides will be placed in the video of the MOOCs together with the teacher, as in the example on the side.

The template contains different layouts in order to support your process of designing.

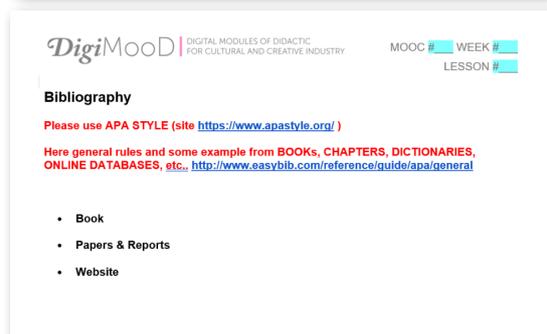
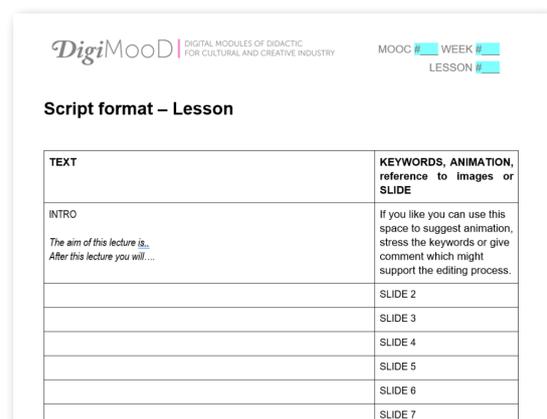


Script template

The template file is called: "Script MOOC x - Wx - Mx - Lx.docx"
Where the x represent respectively the number of the MOOC, the Week, the Module and the Lesson.

In this template you need to insert the script of the lesson, this text is the one you will read during the video recording. On the side you will need to reference the slide and you can also use the space to suggest animation or comments and highlights to be shown during the video.

Furthermore, after the script, in the document, it is important to fill the Bibliography (using APA style).



Quizzes template

The template file is called: "Quiz MOOC x - Wx.docx"

Where the x represent respectively the number of the MOOC and the Week.

You can find the rules and suggestion for building the quizzes in the chapter "Quizzes and Be active". You need to create one quiz per week with at around 12 questions.

To build the quiz you can use the template, once you decide the format and the text of the question be sure to highlight the correct answer(s).

DigiMood | DIGITAL MODULES OF DIDACTIC FOR CULTURAL AND CREATIVE INDUSTRY

MOOC # [] WEEK # []

Quizzes format - WEEK_X

Create 10/12 quizzes for each week

>>Multiple choice with one correct option.....? (Insert Answer)<<

CORRECT ANSWER

Incorrect answer

Incorrect answer

Incorrect answer

[explanation]
feedback: the feedback is the same both for correct answer and incorrect answer.
[explanation]

The different format for the questions:

- Multiple choice with one correct option (reccomended)
- Multiple choice with two correct option
- True and false



TO REMEMBER

- **Name carefully** the files so that are easily manageable.
- Each **lesson** should have a storyboard composed by a **presentation and a script**.
- Each **week** should have a **Quiz** activity and a "**Be active**" one.
- Storyboard should be **dynamic**, hence it is recommended the use of scheme, keywords and images to convey the messages of the lecture.

Notes: