

Faculty: Create a "Book"

Hart Wilson - 2026-06-05 - [Comments \(0\)](#) - [Faculty](#)

Moodle's "Book" feature allows you to provide a lot of information in an organized fashion with just one link on your course page.

Possible uses for books include:

- Posting numerous web links
- Displaying video players
- Organizing handouts
- Consolidating class schedule and assessment rubrics
- Presenting term project details

Term Project

Book Settings Import chapter Import from Microsoft Word More ▾

This book contains everything you will need for your term project including downloadable forms to complete for each phase.

How To Use This Book

Project Management

This "book" provides an overview of the individual project that you will elaborate during this term as well as templates for all of the forms that you will complete as you plan your project.

Each form that you need to develop your project is posted here in the related page. Along with it, you'll also find "definition" documents that detail what you are expected to record in each field. (These documents are also printed in your course binder.)

As we arrive at each step, you'll come back to this book to download the form(s) you need to complete. In a few cases, forms that we cover in class that are **not** required for your project are also included in case you'd like to

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- **How To Use This Book**
- Project Overview
 - Project Requirements
 - Assessment
- Initiation Phase
 - Initial Project Request
 - Statement of Work
 - Feasibility Worksheet
 - Risk Assessment
 - Audience Analysis
- Planning Phase
 - Work Breakdown Structure
 - Task Description Worksheet
 - Roles & Responsibilities Matrix
- Execution & Control Phase
 - Issues Log
 - Task Status Worksheet
 - Project Status & Availability Report
- Change Management
- Closeout

To create a book:

1. Turn editing on.
2. In the desired section, click on the "Add an activity or resource..." link.
3. Select **Book**.
4. Provide a **Name** for your book and add a description in the **Description** field. **Note:** The description will be displayed at the top of each page in the book, so keep that in mind. If you want to provide substantive context for the book, put that information in the first chapter.
5. To distinguish chapters from subchapters, choose numbers, bullets or indented text in the **Chapter formatting** field.
6. Choose "Custom Titles" (not recommended) if you don't want the chapter name to appear on each page.
7. Choose desired common module settings (show/hide, groups, etc.).
8. **Save and display** to begin creating your book.
9. Enter a title for the first "Chapter" or page in your book.
10. In the "Content" text box, enter the content that you wish to share with your students—text, web links, embedded files, video or audio links, graphics, etc.
11. Save changes.
12. To add another chapter (page), click on the **plus sign** at the end of the string of editing icons next to the name of your first chapter.
13. Repeat steps 9 and 10, clicking on the "Subchapter" box to show how chapters relate to each other (parent and child).

Note that the chapter editing tools allow you to move chapters up or down, delete them, or hide them.

New Book

[Expand all](#)

General

Name !

Description

Edit View Insert Format Tools Table Help

↶ ↷ **B** *I* A ▾ ▾ **T**: ▾ ...

Text in this field is displayed on every "chapter" (page) of your book.

13 words ↗

Display description on course page ?

Add new chapter

Chapter title

Subchapter (Only available once the first chapter has been created)

Content

Edit View Insert Format Tools Table Help

↶ ↷ **B** *I* A ▾ ▾ **T**: ▾ ...

Content = text, images, video players, audio links, hyperlinks, links to embedded files

BOOK Tools for Engagement

[Book](#) [Settings](#) [Import chapter](#) [More ▾](#)

[View](#)

Fun ways to engage your learners!

Moodle Activities

Moodle offers a wide range of activities to engage your learners with course content and each other. Most of these tools are easy to use and intuitive to set up.

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Moodle Activities

Edit **Hide**

Delete **Add**

Fun ways to engage your learners!

×



Moodle Activities Stealth Tool

Let's get stealthy!



+ Add a block

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Moodle Activities	↓	✎	🗑️	👁️	+
Stealth...	↑	✎	🗑️	👁️	+
Social Ann...	↑	✎	🗑️	👁️	+

Move