



Faculty: Create a Book Resource

Hart Wilson - 2023-01-18 - Comments (0) - Faculty

Books in Moodle are not just for text! They are a great way to share a lot of related information and resources in a single link. For instance, this book contains all of the files that students will need to complete a term project.

The screenshot shows a Moodle book resource page. The title is "Term Project" with a gear icon for settings. Below the title, there is a "Next: Project Overview" link with a right-pointing arrow and a "Next" button. The main content area is titled "How To Use This Book" and features a colorful logo for "Project Management" consisting of four overlapping triangles (purple, orange, red, green) forming a square. Below the logo, there is a paragraph of text: "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." followed by another paragraph: "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.)" On the right side, there is a "Table of contents" section with a list of items: "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", and "Project Status & Availability Report".

Where a book is superior to a folder is that you can include all kinds of content—video players, hyperlinks to websites, images, embedded files—and add context for the content that you provide.

Possible uses for books include:

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

To create a book:

1. With editing turned on, click on **Add an activity or resource** and select **Book**.
2. Enter a title in the **Name** field.
3. You can add a brief description if you wish, but it helps to be aware that any text you add will be displayed at the top of every page (what Moodle calls "chapters").
4. If you anticipate adding content in subchapters, open the **Appearance** options area and select **Indented** or **Bullets** from the **Chapter formatting** field. Choose "Custom Titles" if you don't want the chapter name to appear on each page (not recommended).
5. **Save and display** to bring up the initial chapter for your book.

6. Provide a name for the chapter, then enter content.
7. **Save changes.** On the right, a table of contents will be displayed that includes icons for editing, deleting, hiding, and adding chapters.
8. Click on the **Add** icon to create a new chapter.
9. Check the box below the **Name** field to designate the chapter as a subchapter of the prior chapter. **Caution:** If you delete a chapter that is followed by subchapters, the subchapters will also be deleted.
10. Add content to the page and **Save changes.**
11. When multiple chapters have been created, up and down arrow icons will appear in the table of contents to allow you to move each chapter.

■ Adding a new Book ?

▶ Expand all

▼ **General**

Name !

Description

↕ ↶ ↷ A ▼ B I

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

▼ **Appearance**

Chapter formatting ?

Style of navigation ?

None

Numbers

Bullets ?

Indented

▼ **Add new chapter**

Chapter title !

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

Content !

↕ ↶ ↷
A ▾
B
I
✎ ▾
☰
☷
∞
🔄
!

🖼️ 🎤 📺 ✂️

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

Tools for Engagement

Fun ways to engage your learners!

[Exit book ▲](#)

Moodle Activities

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

[Exit book ▲](#)

Table of contents Edit Hide

Moodle Activities ⚙️ 🗑️ 👁️ +

Delete
Add

Title ⚙️

▼ Collapse all

▼ **Add new chapter**

Previous chapter Moodle Activities

Chapter title !

Subchapter

Content !

↶ ↷ ↺ A B I ☰ ☱ 🔗 🌐 !
🖼️ 🎤 🎥 ✂️

Let's get stealthy!

<https://youtu.be/aZTBqFzC9o4>

Tools for Engagement ⚙️

Fun ways to engage your learners!

◀ Previous: **Moodle Activities** Exit book ▶

Moodle Activities

Stealth Tool

Let's get stealthy!




Table of contents

Moodle Activities ↓ ⚙️ 🗑️ 👁️ +

Stealth Tool ↑ ⚙️ 🗑️ 👁️ +

Move