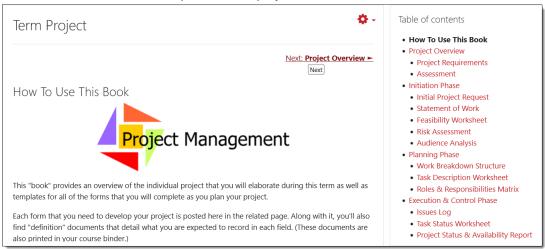


## Faculty: Create a Book Resource

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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.



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.
- 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.

