

Faculty: Create a Book Resource

Hart Wilson - 2025-12-27 - [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 interface. At the top, there's a navigation bar with 'Book', 'Settings', 'Import chapter', 'Import from Microsoft Word', and 'More'. Below this is a green banner stating: 'This book contains everything you will need for your term project including downloadable forms to complete for each phase.' The main content area is titled 'How To Use This Book' and features a 'Project Management' graphic with a red arrow pointing right. Below the graphic, there's text explaining that the book provides an overview of the project and templates for forms. A 'Table of contents' sidebar on the right lists various sections: 'How To Use This Book', 'Project Overview' (with sub-items: Project Requirements, Assessment), 'Initiation Phase' (with sub-items: Initial Project Request, Statement of Work, Feasibility Worksheet, Risk Assessment, Audience Analysis), 'Planning Phase' (with sub-items: Work Breakdown Structure, Task Description Worksheet, Roles & Responsibilities Matrix), 'Execution & Control Phase' (with sub-items: Issues Log, Task Status Worksheet, Project Status & Availability Report), 'Change Management', and 'Closeout'.

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. 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").
3. 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).
4. **Save and display** to bring up the initial book for your book.
5. Provide a name for the chapter, then enter content.
6. **Save changes**. On the right, a table of contents will be displayed that includes icons for editing, deleting, hiding, and adding chapters. (If you don't see the table of contents, expand the blocks drawer by clicking on the expand icon <.)
7. Click on the **Add** icon to create a new chapter.
8. 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.
9. Add content to the page and **Save changes**.
10. 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.

New Book

Expand all

General

Name



Title

Description

Edit View Insert Format Tools Table Help

↶ ↷ **B** *I* A ⋮

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

0

13 words

Display description on course page

Appearance

Chapter formatting



None

None

Numbers

Bullets

Indented

Custom titles

Common module settings

Add new chapter

Chapter title

Topic 1

Subchapter

(Only available once the first chapter has been created)

Content

Edit View Insert Format Tools Table Help

↶ ↷ **B** *I* A ⋮

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

Book Settings More ▾

✓ Done: View

Fun ways to engage your learners!

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.

Table of contents

Moodle Activities Delete Add

Edit Hide

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>

◀ **Moodle Activities**

Stealth Tool

Let's get stealthy!

Stealth Activities



Table of contents

Moodle Activities ↓ ✍ 🗑 👁 +

Stealth Tool ↑ ✍ 🗑 👁 +

Move