

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.

Term Project

Next: [Project Overview](#) ▶
[Next](#)

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.)

Table of contents

- **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](#)

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 

Title


Description






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

▼ Appearance

Chapter formatting 

None

Style of navigation 

None

Numbers

Bullets

Indented

▼ Add new chapter

Chapter title

Topic 1

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

