WAGNER COLLEGE
INFORMATION TECHNOLOGY

## Moodle Survival Guide #8 – Creating a Book

Introduction: This guide will inform the user on how to create a book in Moodle 2.5. A book will allow the user to organize text based information into one space.

I.   **Turn Editing On**
     In order to edit your Moodle course page, the first thing you have to do is turn the editing on, which can be done in two ways.
     a. The first way to turn the editing button on is by navigating over to the **Administration Block** on the left hand side of the page, and clicking **Turn editing on**
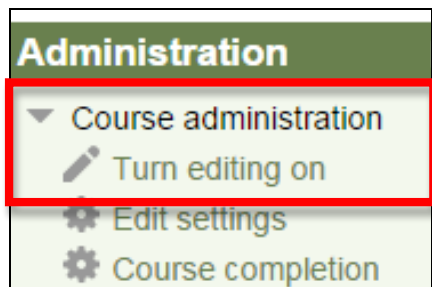
     b. The second method that will turn editing on can be found in the top right hand corner of your screen. Press the **Turn editing on** button to enable it.

     Note: If you turn editing on in the Administration Block, it will also adjust the editing setting to "ON" in the top right hand corner and vice versa.
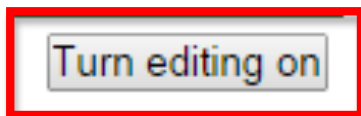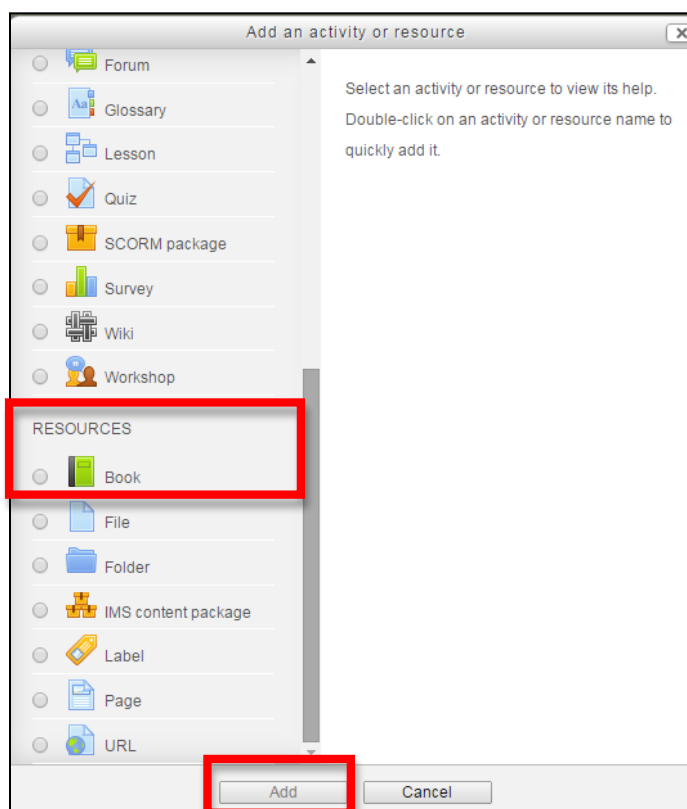
II. **Add Activity or Resource**
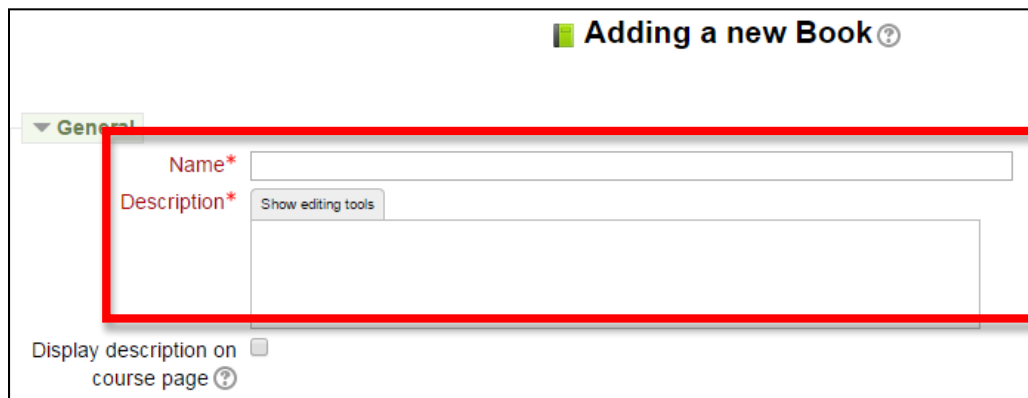   a. Click **Add activity or resource** under the week or topic where you would like to add the book.

   b. Once you click **Add activity or resource,** this will bring up a grey box that contains both Activities and Resources. Scroll down to the **Resources** section. Select **Book** and then click **Add,** which will bring you to the **Adding a new book** page.

III. Adding a New Book

a. Once in the **Adding a new book** page, you will be prompted to add a name and a description for your book.

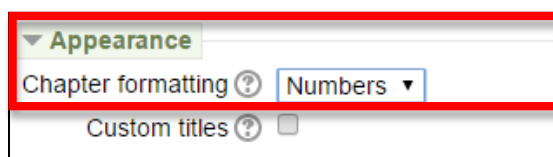
NOTE: The description will *not* appear on the course page by default unless you check the box next to the <u>Display description on course page</u>. If you do not check the box, the students will not be able to see the description until they click on the title of the book on the main course page.

b. If you would like to change the font or edit your text, click on **Show editing tools.**

c. In the **Appearance section**, the user sets parameters on how they would like their book chapters to look. There are four possible options to choose from the drop down menu: **Numbers, Bullets, None**, and **Indented**. This will display how the chapters will appear on the table on contents.

The user can check off the box next to **Custom titles** if they want another title to appear besides the chapter title as a heading above the content.

NOTE: The user can also set up the Restrict Access feature (Moodle Survival Guide #7) and Activity Completion (Moodle Survival Guide #6).
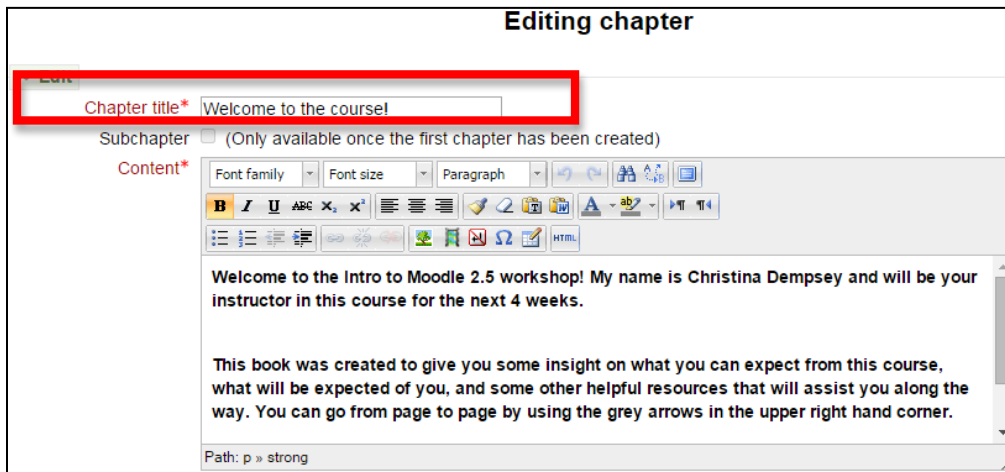
d. Once you have set up the book with the necessary content and settings, click on **Save and display** which will direct you to the **Editing chapter** page in your book.

Save and display

IV. **Editing a Chapter**
   a. In this section, you will be asked to create a **Chapter title**.
      NOTE: After you have created the first chapter, you will have the option to add a sub-chapter.

Editing chapter

Chapter title* Welcome to the course!

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

Content*

Welcome to the Intro to Moodle 2.5 workshop! My name is Christina Dempsey and will be your instructor in this course for the next 4 weeks.

This book was created to give you some insight on what you can expect from this course, what will be expected of you, and some other helpful resources that will assist you along the way. You can go from page to page by using the grey arrows in the upper right hand corner.

Path: p » strong

   b. In the **Content** section, enter the information that you would like the students to read for that particular section.
      NOTE: You CANNOT add attachments to a book.
   c. Once you are content with the chapter that you have created, click on the **Save changes**.

V. Viewing chapters

a. After you click save changes you will be able to view your first chapter.

1 Welcome to the course!

Welcome to the Intro to Moodle 2.5 workshop! My name is Christina Dempsey and will be your instructor in this course for the next 4 weeks.

This book was created to give you some insight on what you can expect from this course, what will be expected of you, and some other helpful resources that will assist you along the way. You can go from page to page by using the grey arrows in the upper right hand corner.

Take a moment to read through these materials and get ready for what I hope will be an enriching experience. I look forward to working with you!

◁▶

b. On the left hand side, you will notice the **Table of contents** which will list each chapter. Under each chapter you will notice four icons when there is only one chapter and five icons when you add additional chapters:

- The first icon will either be an up or down arrow depending on where the chapter is located. By clicking on the arrow it will move the chapter in the direction it is being pointed in. **(This will only show up when there is more than one chapter available)**

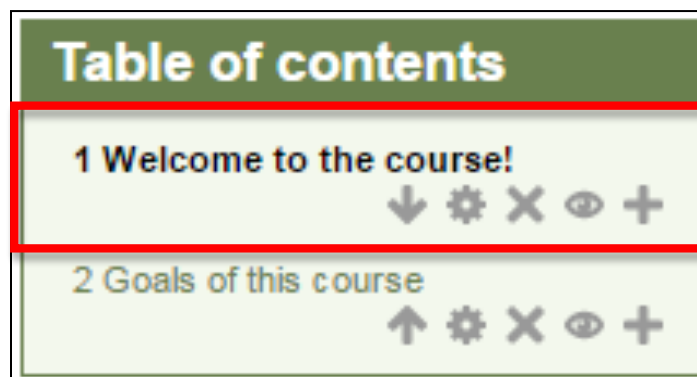- The gear will allow the user to edit the chapter.

- The X mark will allow the user to delete that particular chapter.

- The eye will hide the chapter in the book from the students.

- The plus sign will allow the teacher to add an additional chapter.

Table of contents

1 Welcome to the course!
↓ ⚙ ✕ 👁 ➕

2 Goals of this course
↑ ⚙ ✕ 👁 ➕

VI. **Printing the book or the chapter**
   a. If you or your students would like to print out the entire book or just a chapter, the you can do so by clicking on the book and scrolling down to the **Administration block**.
      NOTE: The Administration block will look different in a teacher's view compared to a student's view.
   b. You will notice two printing options to choose from: **Print book** and **Print this chapter** (which would be the current chapter the user is currently viewing).