

21: MOODLE BOOK

WELCOME TO THE MOODLE BOOK TUTORIAL!

In this tutorial, you will learn:

- What the Moodle Book resource is
- How to set up and build a Moodle Book

If you have not used one of CareerTech’s Moodle training tutorials before, view the [instructions](#) for using it as a self-paced tutorial or as a resource for classroom instruction.

Before taking this tutorial, you should:

- Be familiar with setting up a course in Moodle
- Have a Moodle course site

To begin, select from the menu below or simply turn to the next page.

IMPORTANT: Information you place in a Moodle Book should be your original writings and images. To take work owned by other individuals or companies and distribute it online without receiving written permission would most likely constitute a copyright violation and could result in legal action.

MENU OF TUTORIAL TOPICS

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INTRODUCTION

The Moodle Book resource module provides a way to present multiple pages of information within your course. A Moodle Book can include chapters and subchapters, and it can contain media files and text.

A student uses a Moodle Book by clicking a link from the course page. The book's table of contents displays in column to the right. Each chapter and subchapter of the Moodle Book links within its own table of contents. Students can navigate to any page in the book from the table of contents, or view pages consecutively in a linear fashion by using navigational arrows displayed at the top and bottom of each page.

Students also can print a chapter or the entire book by clicking the **gear icon** and choosing **Print book** or **Print this chapter**. You can also disable the print function of a Moodle Book you create.

Consider using the Moodle Book resource when you want to provide multiple pages of information on similar topics in an easily accessible format. This feature works well when used as a primary method for presenting self-paced learning modules organized by weeks or topics in a course.

SETTING UP THE MOODLE BOOK

VIDEO DEMONSTRATION:

Watch this 3-minute video to see a demonstration of setting up the Moodle Book resource.

<https://www.youtube.com/watch?v=pJ4nZdNXxTg>

NOTE: Video demonstrations were not created by Oklahoma CareerTech, and they may use a different version of Moodle. However, the steps are similar to the ones you will use.

To set up any resource in Moodle, you must first:

1. Go to your course page.
2. Turn editing on.
3. Locate the topic or week where you will add the activity.
4. Click the **Add a resource** link under the appropriate week or topic section. This displays the list of available resources.

Now follow these steps to create a Book in your Moodle course:

Step	Action	Notes
1.	Choose Book from the Add a resource dropdown list in the appropriate week or topic section.	The Adding a new book settings page will display.
2.	<p>Section: General</p> <p>Field: Name</p> <p>Enter a title for your book.</p>	<p>The book's name should be concise but descriptive. This title will appear as a link on the course page to open the book.</p> <p>For training purposes, use the title "Horse Breed Identification."</p>
3.	<p>Section: General</p> <p>Field: Description</p> <p>Enter instructions for the student describing how you want them to use this assignment. This step is optional.</p>	<p>Notice that you can use formatting tools for this text.</p> <p>For training purposes, use the following description:</p> <p>"This book describes several breeds of horses commonly found in the United States."</p>
4.	<p>Section: General</p> <p>Field: Display description on course page</p> <p>Click the checkbox if you wish to have the description display on course page.</p>	<p>If you check the box, the course page will display the description below the book's title.</p> <p>If you do not check this box, only the book's title will appear on the course page.</p> <p>For training purposes, leave this setting and the following settings in the default state (unchecked).</p>
5.	<p>Section: Appearance</p> <p>Field: Chapter formatting</p> <p>Expand the Appearance heading. Select the desired chapter formatting from the dropdown list.</p> <p>Choose Numbers for training purposes.</p>	<p>The options for this field are:</p> <ul style="list-style-type: none"> • None—Chapter and subchapter titles have no formatting • Numbers—Chapters and subchapter titles are numbered 1, 1.1, 1.2, 2, 2.1, 2.2... • Bullets—Subchapters are indented and displayed with bullets in the table of contents • Indented—Subchapters are indented in the table of contents

Step	Action	Notes
6.	<p>Section: Appearance</p> <p>Field: Style of navigation</p> <p>The choices include TOC Only (table of contents), Images, or Text.</p>	<p>If you select the Images option, icons will automatically display for navigation. If you select Text, students will click on the chapter titles for navigation.</p> <p>For training purposes, choose Images.</p>
7.	<p>Section: Appearance</p> <p>Field: Custom titles</p> <p>Click this checkbox if you would like to use custom titles.</p>	<p>Normally, the chapter title will display in the table of contents (TOC) and as a heading above the content.</p> <p>If you click the custom titles checkbox, a different title may be entered. Leave this unchecked for training purposes.</p>
8.	<p>Section: Common module settings</p> <p>Field: Availability</p> <p>Choose to show or hide the assignment on the course page, or make available but not shown on the course page.</p>	<p>Use the Hide setting to prevent the book from appearing on the course page if you are creating the book in an active course. You may change the setting at any time.</p>
9.	<p>Section: Common module settings</p> <p>Fields: ID number</p> <p>Enter an ID number if desired.</p>	<p>If the Moodle Book resource is not included in any grade calculation, you may leave the ID number field blank.</p>
10.	<p>Section: Restrict access > Access restrictions > Add restriction</p> <p>Fields: Activity completion</p> <p>If you enable this field, you must also enter the activity students must complete before accessing the Moodle Book.</p>	<p>This set of fields allows students to view and access the book after completing a certain task.</p> <p>You can hide or delete restrictions at any time by clicking either the eye icon or the x icon.</p>
11.	<p>Section: Restrict access > Access restrictions > Add restriction</p> <p>Fields: Date</p> <p>If enabled, you must also enter the appropriate dates that will restrict access to the Moodle Book.</p>	<p>This set of fields allows students to view and access the book only during the specified length of time.</p> <p>You can hide or delete restrictions at any time by clicking either the eye icon or the x icon.</p>

Step	Action	Notes
12.	<p>Section: Restrict access > Access restrictions > Add restriction</p> <p>Fields: Grade</p> <p>If desired, select an activity from the dropdown list and an acceptable grade range that must be met to allow access to the Moodle Book.</p>	<p>These fields allow you to specify any grade conditions from other parts of the course that must be met prior to accessing the activity.</p> <p>You may set multiple grade conditions. If you do, users must meet all grade conditions before accessing the book.</p>
13.	<p>Section: Restrict access > Access restrictions > Add restriction</p> <p>Fields: User profile</p> <p>Select a field and a logical condition that users profile must meet before they can access the Moodle Book.</p>	<p>You can restrict access based on any field from a user’s profile.</p>
14.	<p>Section: Restrict access > Access restrictions > Add restriction</p> <p>Fields: Restriction set</p> <p>Choose this setting when adding a complex set of nested restrictions.</p>	<p>Choosing this option allows for a restriction, within a restriction, within a restriction. Only use this setting if you are an advanced Moodle user.</p>
15.	<p>Section: Activity completion</p> <p>Field: Completion tracking</p> <p>Select the desired completion tracking status from the dropdown menu.</p>	<p>The user will see a checkmark next to the activity name on the course page when the activity is complete, if tracked.</p> <p>Activity completion can be tracked manually by the student, automatically based on certain conditions, or not at all.</p> <p>Multiple conditions may be set if desired. If so, the activity will only be considered complete when ALL conditions are met.</p>
16.	<p>Section: Activity completion</p> <p>Field: Require view</p> <p>Click this box to enable if you are tracking completion with the system and would like students simply to view the Feedback to complete the activity.</p>	<p>This is a condition that can be used if Completion Tracking is set as “Show activity completion when conditions are met.”</p> <p>If checked, the student must open the Feedback for the system to mark the activity as complete on the course page.</p>

Step	Action	Notes
17.	<p>Section: Activity completion</p> <p>Field: Expect completed on</p> <p>Click the Enable box if you would like activity in the Feedback to be completed by a set date. Enter the appropriate date in the date fields.</p>	The date is not shown to students and is only displayed in the activity completion report.
18.	Click Save and display .	This displays a page for adding your first chapter.

DEVELOPING YOUR BOOK

After you complete the initial settings page, you are ready to add pages to your book. You do this by adding one page at a time. **Moodle calls each page a “chapter.”**

To add a chapter:

Step	Action	Notes
1.	<p>Field: Chapter title</p> <p>Enter a title for this chapter.</p>	<p>Each chapter title appears in the table of contents as a link to open that page. Keep chapter titles short.</p> <p>For training purposes, use the title: Introduction to Horse Breeds.</p>
2.	<p>Field: Subchapter</p> <p>Click the checkbox if this page will be a subchapter.</p>	<p>You can designate a page as a subchapter of an existing chapter. The book can have as many chapters and subchapters as you want, but each chapter is limited to two levels (a chapter and subchapter).</p> <p>For training purposes, do not use a subchapters.</p>

Step	Action	Notes
3.	<p>Field: Content</p> <p>Enter the text and media for this chapter of the book.</p>	<p>Notice that you can use formatting tools for this text and you can embed video, images, and hyperlinks.</p> <p>All chapters in a Moodle Book consist of one page, which will scroll if necessary.</p> <p>IMPORTANT: Do not copy and paste directly from your original document, such as Word or InDesign. Instead, copy the content and paste it in a text editor such as Notepad, and then copy the content from the text editor into the Moodle Book editor. This strips away all formatting. Otherwise, the previous formatting will likely interfere with the HTML code in Moodle. You will need to add bold text, italic, special characters, bullets, numbered lists, etc., after the text has been copied into Moodle.</p> <p>For training purposes, enter any sample text you like. Include a photo if you wish.</p>
4.	<p>Click the Save changes button and view your work.</p>	

The Moodle Book’s table of contents appears in the side column next to your content. Use the table of contents to add chapters and edit your Moodle Book with course editing turned on. The icons here allow you to:

- **Single arrow or four-way arrow**—Move the chapter or subchapter up or down in the list of chapters.
- **Gear**—Edit the chapter contents.
- **X or trash can**—Delete the chapter or subchapter.
- **Eye**—Hide or show the chapter or subchapter from the student user. This allows you to keep the content of the chapter and enable it again later, if desired.
- **Plus sign**—Add a chapter. This inserts a new chapter directly after the chapter with the title on the same line as the icon you click.

Continue adding chapters or subchapters as you wish. For the practice exercise, experiment with adding text, formatting text, inserting images, and embedding video. Remember, if your original content is in a Word document, first copy and paste the content into a text editor such as Notepad, and then copy and paste the content from the text editor into the Moodle editor to remove all hidden formatting.

Change your role to Student and review the Moodle Book that you just created. Remember, if you hid the book during initial set up, you will not see the book when viewing the course as a student.

SUMMARY AND RESOURCES

This tutorial gave you information about creating and using the Moodle Book resource.

To learn more about Moodle Book, visit:

- https://docs.moodle.org/34/en/Book_module
- https://docs.moodle.org/34/en/Book_FAQ

HOW TO USE THIS TUTORIAL:

This tutorial can be used as a self-paced lesson or as a lesson plan in a classroom setting.

- **As a self-paced lesson.**

If this is a completely new skill for you, work through the tutorial from beginning to end. However, if you have some prior experience with the topic, use the menu hyperlinks on page one to jump to a topic that you want to learn.

Most topics include hyperlinks to video demonstrations. While the videos are useful, you don't have to watch them. All the information you need is listed in the tutorial text and step instructions.

Use the exercises at the end of the tutorial to practice the skill. This will help to correct any misunderstandings or mistakes before you use the skill in your classroom.

- **As a lesson-plan for a classroom.**

When teaching this skill in a classroom, use the tutorial for:

- ✓ **Motivation**—Use the tutorial introduction as a springboard for a deeper exploration of how instructors might use this functionality in their classrooms. Encourage discussion and contributions from your students.
- ✓ **Demonstration**—Once your learners understand the purpose and pedagogical value of the functionality, demonstrate the steps of the relevant tasks as listed in the tutorial, using your computer and an overhead projector.
- ✓ **Practice**—Use the tutorial example as a basis for student practice. Assist as necessary.
- ✓ **Reference**—Encourage learners to use the tutorial post-session as a reference when using the functionality.

Return to the tutorial [main menu](#).

We would appreciate feedback on this tutorial! Please contact the General ctYOU.org Support Staff listed under Division Contacts on ctYOU.org.