

## SET UP A MOODLE BOOK AND COPY A BOOK

Book is, essentially, a series of connected web pages, and you can therefore build into your book anything which is possible in “compose a webpage”, except that you are not restricted to just one page. The book module in Moodle is an excellent way to package together a number of resources on the same subject to mimic a book with chapters and sub-chapters. (A database is not always the most appropriate method for packaging resources and a folder sometimes makes it difficult to find things easily). In a virtual course, for example, you could use a book to compile a set of procedures or instructions (e.g. for DIY, Flower Arranging) or a Cookery book of all recipes covered in a cookery course with different chapters for starters, soups, meats etc. In a staff room you could, for example, use it to package together all the lesson plans and resources that attach to a specific scheme of work. (The examples in this procedure relate to setting up a French grammar manual (for setting up a book) and to a Mental Health Toolkit for FE teachers (copying a book).

It pays to plan the structure of your book before you set it up. You can have any number of subchapters attached to a main chapter but you cannot have a subchapter attached to a subchapter. Once you’ve sketched out your structure, you can set up your book accordingly.

### The editing keys

You will only see these keys after you have set up your first chapter but it is appropriate here to explain what they mean.

Beside the table of contents you will see the following: 

-  use this to edit any chapter or subchapter
-  use this to delete a chapter or subchapter (and remember that there is no “undo” feature!).
-  use this to hide a chapter or subchapter
-  use this to add a chapter or subchapter. (When you wish to add a new chapter or subchapter think carefully about where you wish to put it and use the “add” key of the chapter or subchapter which will come just before it in the structure of your book).

At the top of your chapter on the left you will see the following:



-  use this to print your whole book
-  use this to print the particular chapter you are looking at
-  use this to put a copy of your book in another course, or in a different topic/week of the same course.

At the top of your chapter on the right you will see the following:



-  use this to go back to the previous chapter



use this to exit the book

You can rearrange the order of chapters, if required, by using the up and down arrows seen below to the right of the title.

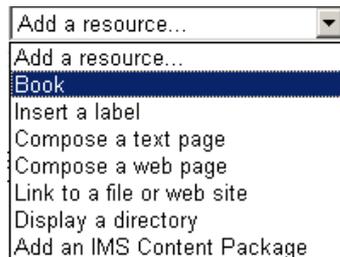


(When you are in a Moodle book, the chapter or subchapter you are currently looking at is always in **black**).

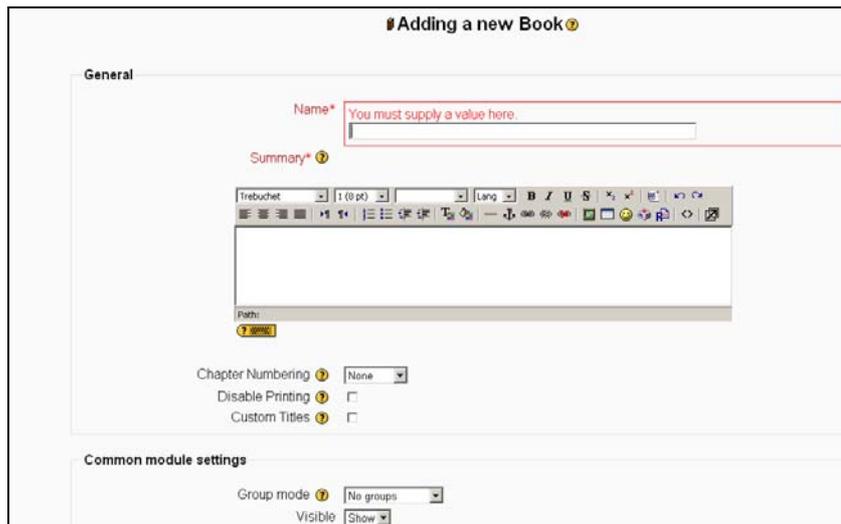
It is advisable to rearrange chapter order before adding subchapters. If you rearrange the order later you could end up with subchapters being attached to the wrong chapter. (This is why it is so useful to sketch out the structure of your book in advance and then follow that structure when you set it up and add content).

### Set up your book

Make sure that editing is switched on. Go to the area in your course or staff room where you wish the book to be set up and select **Book** from the drop-down menu for **Add a resource**.



You will then see the following screen:



The **Name** and **Summary** fields must both be completed – choose a short name for the book and in the summary give a little more detail of its contents, like the example below.

You need to decide how you would like the chapters to be numbered – use the drop-down menu to select your preferred method.

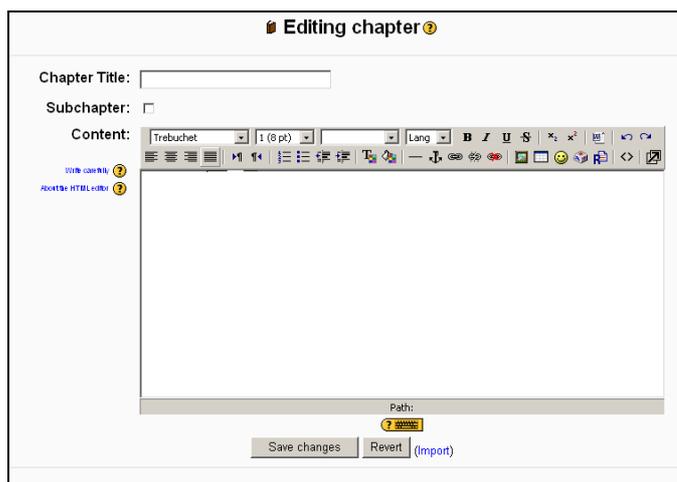
If you are going to import any existing (html) files into your book you must tick the box to allow custom titles  Custom Titles  (but it is a good idea to do this anyway as it gives you complete freedom to give chapters and subchapters whatever name you wish).

Your completed settings will then look something like the example below.

Click  to save these settings.

You will then be able to start to build up the structure of your book and add content.

After clicking on **Save changes** you will see the following screen:



This is the first chapter of your book. Key in the title you wish and do not tick the subchapter box.

<b>Chapter Title:</b>	<input type="text" value="Basics of the language"/>
<b>Subchapter:</b>	<input type="checkbox"/>

In the large box entitled **Content** you can do any of the following:

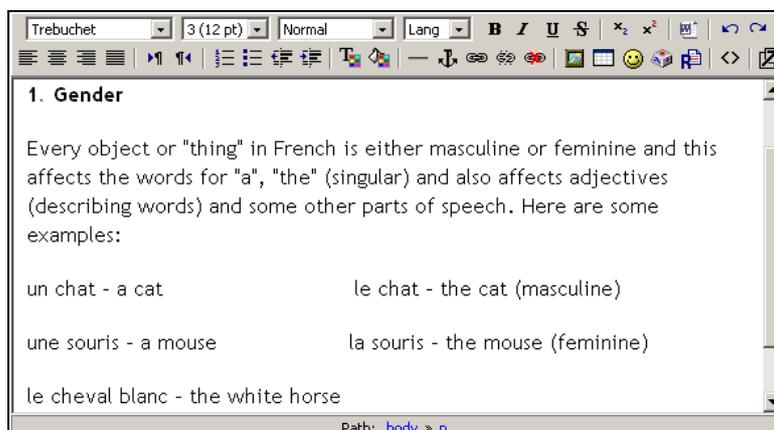
- Use the HTML editor to key in text, insert images.
- Import an HTML file
- Create a hyperlink to a website, document, video or sound file

(All of this content will be dealt with at various stages in this procedure as we look at setting up main chapters and subchapters).

### Setting up your first chapter

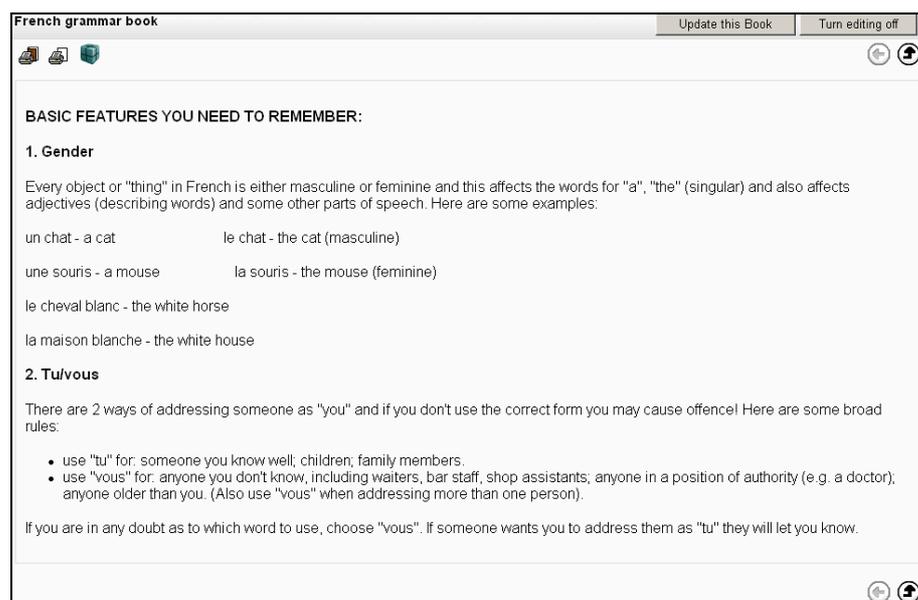
**(plus: use the HTML editor to key in text)**

You can type in any amount of text and format it in different styles and colours. You can also insert images. Here is an example of some simple text:



When you have completed your text, scroll down and click on

You will then see your entire chapter:



**French grammar book** Update this Book Turn editing off

**BASIC FEATURES YOU NEED TO REMEMBER:**

**1. Gender**

Every object or "thing" in French is either masculine or feminine and this affects the words for "a", "the" (singular) and also affects adjectives (describing words) and some other parts of speech. Here are some examples:

un chat - a cat                      le chat - the cat (masculine)

une souris - a mouse                la souris - the mouse (feminine)

le cheval blanc - the white horse

la maison blanche - the white house

**2. Tu/vous**

There are 2 ways of addressing someone as "you" and if you don't use the correct form you may cause offence! Here are some broad rules:

- use "tu" for: someone you know well; children; family members.
- use "vous" for: anyone you don't know, including waiters, bar staff, shop assistants; anyone in a position of authority (e.g. a doctor); anyone older than you. (Also use "vous" when addressing more than one person).

If you are in any doubt as to which word to use, choose "vous". If someone wants you to address them as "tu" they will let you know.

and there will be a table of contents on the left:



Table of Contents  
(Import)

1 Basics of the language

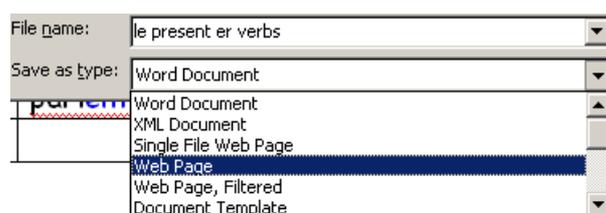
If you wish to edit anything in the chapter, click on the editing symbol  and you will be returned to the HTML editor (as in page 4 above).

If you are happy with the appearance of your first chapter you can add a new chapter or subchapter.

## Add a new chapter or subchapter

(plus: import an HTML file)

Exit your book  and locate the file you wish to import. Open the file. If it is a word document (or PowerPoint) save it as a web page – click **file, save as**, then select **Web Page** from the drop-down menu.



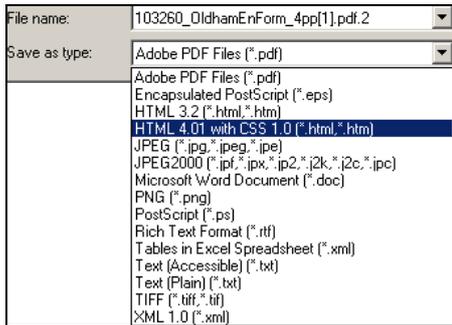
File name: le present er verbs

Save as type: Word Document

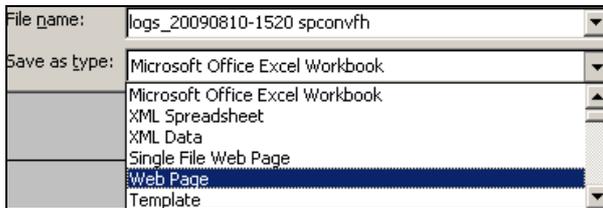
- Word Document
- XML Document
- Single File Web Page
- Web Page
- Web Page, Filtered
- Document Template

Then click on 

If the file is a pdf then save it as **HTML 4.01** (or the highest version available to you).



If the file is an Excel spreadsheet then save it as a Web Page.



When your file has been converted to the necessary format go to your course or staff room site and click on **Files** in the Administration block on the left. Upload the document to the course or staff room files from your desktop or wherever the files are located.

The file icons for your HTML or Web page documents will be:

-  if you converted a Word document
-  if you converted a pdf
-  if you converted a PowerPoint
-  if you converted an Excel file

Go to your book and on the left hand side, below the title **Table of Contents** click on **Import**.



You will then see the following screen.

**📁 Importing chapters into book ?**

**File or directory:**

**Subchapter:**

Import selected HTML file or directory.  
 Chapters are sorted alphabetically using file names.  
 Files named 'sub\_\*.htm' are always imported as subchapters.

Click on **Choose ...** to select your HTML document from your course files. When you locate it (it will end in .htm) click **choose** which will turn red when selected.

<input type="checkbox"/>	 <a href="#">le_corrida_letters.doc</a>	21KB	14 Nov 2009, 11:26 PM	<a href="#">Choose</a> <a href="#">Rename</a>
<input type="checkbox"/>	 <a href="#">le_present_er_verbs.htm</a>	52.8KB	25 Nov 2009, 03:43 PM	<a href="#">Choose</a> <a href="#">Edit</a> <a href="#">Rename</a>
<input type="checkbox"/>	 <a href="#">learning_styles.doc</a>	26.5KB	19 Sep 2009, 11:57 AM	<a href="#">Choose</a> <a href="#">Rename</a>
<input type="checkbox"/>	 <a href="#">les_zoos.doc</a>	27KB	4 Oct 2009, 05:34 PM	<a href="#">Choose</a> <a href="#">Rename</a>
<input type="checkbox"/>	 <a href="#">les_zoos.flv</a>	10.6MB	19 Sep 2009, 01:10 PM	<a href="#">Choose</a> <a href="#">Rename</a>
<input type="checkbox"/>	 <a href="#">sow_summary_term1.doc</a>	34.5KB	20 Oct 2009, 09:52 PM	<a href="#">Choose</a> <a href="#">Rename</a>
<input type="checkbox"/>	 <a href="#">visual_learning_styles1.doc</a>	579KB	24 Sep 2009, 12:45 PM	<a href="#">Choose</a> <a href="#">Rename</a>

You will then see your file name in the “File or directory” title box.

**File or directory:**

**Subchapter:**

Import selected HTML file or directory.  
 Chapters are sorted alphabetically using file names.  
 Files named 'sub\_\*.htm' are always imported as subchapters.

Tick the Subchapter box if this is a subchapter, then click **Import**. You will then see which file is being imported and you should click [Continue](#).

**Importing:**  
 imsrc:/le\_present\_er\_verbs.htm  
 /le\_present\_er\_verbs.htm OK

**Relinking:**  
[Continue](#)

Your file will then be imported and you will see

it in the Table of Contents.

1 Basics of the language ↓ ⚙️ ✕ 👁️ +

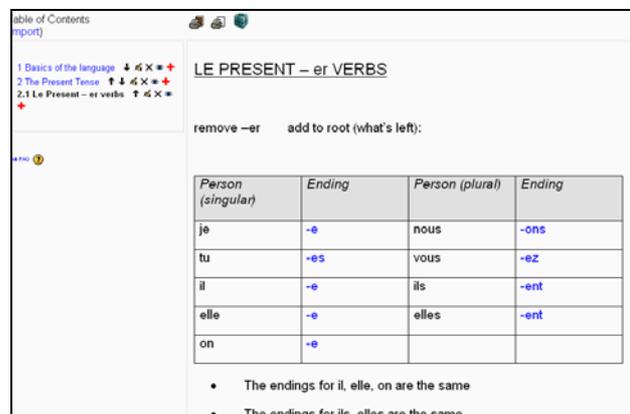
2 The Present Tense ↑ ↓ ⚙️ ✕ 👁️ +

2.1 Le Present – er verbs ↑ ⚙️ ✕ 👁️ +

+

You can use the edit key  to change the title of the imported chapter or sub-chapter if you wish.

You can then examine your imported page to check that you are happy with the appearance of the file.



The screenshot shows the Moodle HTML editor interface. On the left is a table of contents with three items: '1 Basics of the language', '2 The Present Tense', and '2.1 Le Present - er verbs'. The main editor area is titled 'LE PRESENT - er VERBS' and contains a table with the following data:

Person (singular)	Ending	Person (plural)	Ending
je	-e	nous	-ons
tu	-es	vous	-ez
il	-e	ils	-ent
elle	-e	elles	-ent
on	-e		

Below the table, there are two bullet points:

- The endings for il, elle, on are the same
- The endings for ils, elles are the same

## Distortion of files when importing

Some files, once converted to HTML or Web Page, can end up slightly distorted. This applies particularly to:

- Word files with lots of tabs, custom spacing and other formatting features
- PowerPoint files with complicated slide designs
- Files with columns of data or text not in tables

It is not always possible after importing to achieve the desired appearance by using the HTML editor. It is therefore recommended that files to be imported are kept as simple as possible as regards formatting or that tables are used to fix data or text set out in columns or rows.

Below is an example of the sort of distortion which can occur – in the original pdf document the column was perfectly aligned.

£155.00
£155.00
£195.00
£195.00
£1,863.00
£1,085.00
£1,519.00
£868.00
£2,277.00
£7,612.00
£1,170.00
£1,170.00

When you have imported a file check the appearance and if, after editing, the content is still distorted, the optimum way to use it may be through creating a hyperlink which is covered below. With practice you will be able to predict which files can be successfully imported and which cannot be.

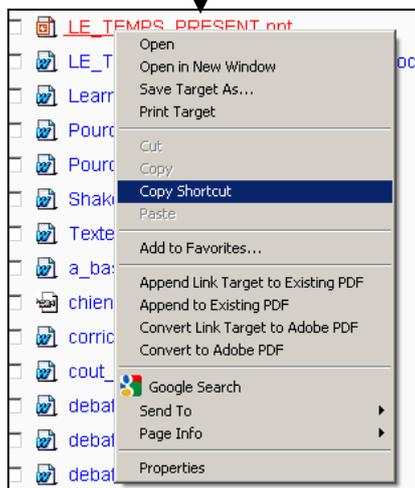
## Adding a further chapter or subchapter

### (plus: creating a hyperlink to a document)

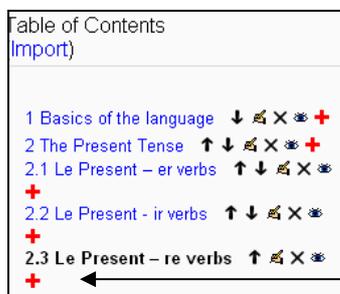
Importing a file, covered above, results in the file being visible as soon as you click on the relevant chapter or subchapter. If you would prefer to link to a file with complex formatting, such as a PowerPoint presentation, or set up a list of files to be available in the same chapter or subchapter you can create hyperlinks.

You should first upload the file(s) to your course or staff room files via the **Administration** block on the left. Click on **Files** and then follow the uploading procedure to locate and upload the relevant file(s). If you wish to upload and add links to several files it may be more convenient to sort them into a folder before uploading, zip the folder, and then upload it as a single file. Once uploaded, unzip it.

In course files, locate the file to which you wish to set up a link. Right click on the name of the file and choose **Copy shortcut** from the drop-down menu.



Exit course files and go to your book. If you need to add a new chapter or subchapter to contain your link(s) choose the position carefully. Click on the appropriate **red + sign**. (Here the link will be placed in a new subchapter at the end of Chapter 2).

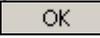


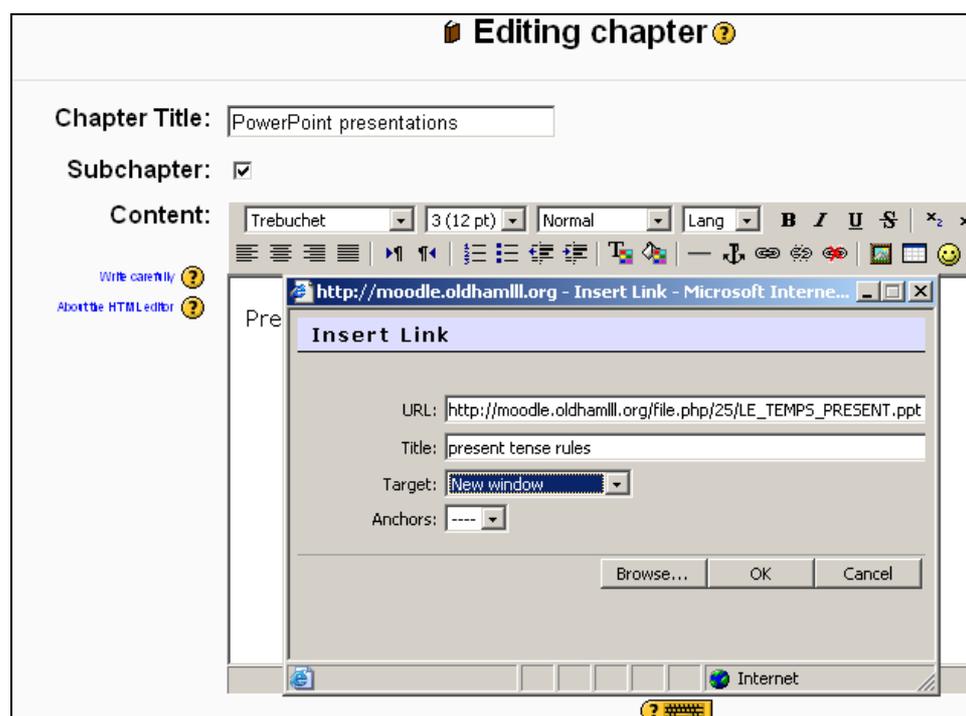
In the blank **Editing chapter** screen, put in a suitable name for the chapter or subchapter and then in the **Content** box add a suitable name for your file.



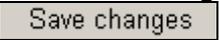
You should then highlight the name of your file.



Click on the chain-link symbol  under the bold **B**, right click in the box entitled URL and paste in the location of the file. Enter a short name in the box called Title then select new window from the drop-down menu at the right of the box called Target – see example below. Click .



You will then see the name of your file underlined and in blue [Present tense rules - all groups](http://moodle.oldhamll.org/file.php/25/LE_TEMP_PRESENT.ppt) indicating the hyperlink.

Scroll down to click on .

You will then be returned to the latest chapter of your book and you will see your hyperlink.

Table of Contents (Import)	
1 Basics of the language	↓ ↗ ✕ 🔍 +
2 The Present Tense	↑ ↓ ↗ ✕ 🔍 +
2.1 Le Present – er verbs	↑ ↓ ↗ ✕ 🔍
+ 2.2 Le Present - ir verbs	↑ ↓ ↗ ✕ 🔍
+ 2.3 Le Present – re verbs	↑ ↓ ↗ ✕ 🔍
+ 2.4 PowerPoint presentations	↑ ↗
✕ 🔍 +	

If you wish to add further hyperlinks in the same area click on the edit/update key of the chapter or subchapter.

2.4 PowerPoint presentations	↑ ↗
✕ 🔍 +	

In the HTML editing box place the cursor at the end of the first link, press return and type in an appropriate name for your next file or website link. Highlight and repeat the hyperlinking process. (Remember that all files need to be uploaded to your course first and you need the URL of each file before you set up the link).



When your link is set up and you have saved changes you will see your chapter with the new link.

1 Basics of the language	↓ ↗ ✕ 🔍 +	Present tense rules - all groups
2 The Present Tense	↑ ↓ ↗ ✕ 🔍 +	Irregular verbs
2.1 Le Present – er verbs	↑ ↓ ↗ ✕ 🔍	
+ 2.2 Le Present - ir verbs	↑ ↓ ↗ ✕ 🔍	
+ 2.3 Le Present – re verbs	↑ ↓ ↗ ✕ 🔍	
+ 2.4 PowerPoint presentations	↑ ↗	
✕ 🔍 +		

You can use this procedure to link to any website or any electronic file, including but not limited to: Word, pdf, Excel, sound and video files.

In the example above, one subchapter has been structured to contain only a list of links to several different PowerPoint files. However there are different ways of including hyperlinks: within any chapter or subchapter you can mix styles. For example you can use the HTML editor to type a page of text to which you can add or insert a hyperlink to any file. You can import a chapter/sub-chapter and use the HTML editor to add or insert a hyperlink to a file or website. You can choose whichever method of linking best suits your book or chapter.

Keep repeating all of the above procedures until your book is complete.

## EXPORTING A BOOK FROM ONE COURSE TO ANOTHER

There are different ways of “copying” a book to other courses or within a course – you can **Import** a book from one course into another or you can use the book **Export** facility (**Generate an IMS package**).

(These procedures can only be applied to courses where you have administrative rights. If you wish to have a copy of a book which you know is in a colleague’s course or another area where you only have access rights, please contact the Learning Platform Administrator).

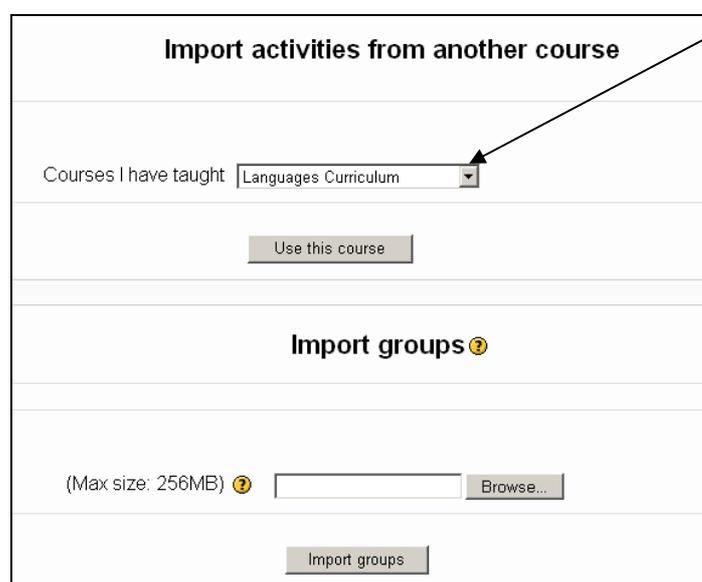
### A. IMPORT A BOOK FROM ONE COURSE TO ANOTHER

You should go to the course or staff room area where you wish to import the Book.

Go to the Administration block on the left hand side of your course and click on **Import**



You will then see the following screen which allows you to choose to import from any of your courses using a drop-down menu.

A screenshot of the 'Import activities from another course' form. The form has a title 'Import activities from another course'. Below the title is a label 'Courses I have taught' followed by a drop-down menu showing 'Languages Curriculum'. Below the drop-down menu is a button labeled 'Use this course'. Below that is a section titled 'Import groups ?'. At the bottom of this section is a label '(Max size: 256MB) ?' followed by a text input field and a 'Browse...' button. At the very bottom of the form is a button labeled 'Import groups'.

Select your course from **Courses I have taught** then click on

Use this course

You will see the screen below which prompts you to select what you wish to import. The default setting is **All**. Deselect everything by clicking on **None**.

**Import course data: French Intermediate Conversation (FrenchInt)**

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Include: [All/None](#) [All/None](#)

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- Assignments
  - Learner Diary - 2nd term
- Chats
- Choices
- Databases
- Forums
  - News forum
  - Forum de discussion
- Glossaries
- Hot Potatoes Quizzes
- Journals
  - Learner diary - 1st term
- Labels
  - 
  - 
  - 
  - Homework - revise the rules of the imperfect tense...

All the ticks will disappear. You should then scroll down and select **Books** and the title of the book you want to import. You also need to select **Course files** if your book has hyperlinks to one or more of the course files.

- Books
  - French grammar book
- Feedback Activities
  - Learner satisfaction survey

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**Course files:** Yes

Then click **continue**.

You will see the screen below which is confirmation of your import settings.

**Import course data: French Intermediate Conversation (FrenchInt)**

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Include Books without user data

French grammar book

Include Course Files

Files 77

If you are happy with all of the settings click .

If you are happy with all

You will then receive a message that the data has been exported successfully **from your other course** (see the screen below):

**Import course data**

- Creating temporary structures
- Deleting old data
- Creating XML file
  - Writing header
  - Writing general info
  - Writing course data
    - Course info
    - Blocks
    - Sections
  - Writing users info
  - Writing scales info
  - Writing groupings info
  - Writing groups info
  - Writing events info
  - Writing gradebook info
  - Writing modules info
    - Books
  - Course format data
- Copying course files
- Zipping backup
- Copying zip file
- Cleaning temp data

Exported data from 'from' course successfully.  
Continue to import into your 'to' course.

and you will be prompted to continue to import.

Once again you should click on .

You will briefly see a screen entitled **Import course data** with [\(continue\)](#) in blue beneath the title. Do nothing – after a moment you will see the screen below confirming the import.

**Import course data**

- Using existing course
  - From: French Intermediate Conversation (FrenchInt)
  - To: Holiday French Year 3 (Hol French 3)
  - Adding data to existing
- Checking sections
- Copying course files.....
  - Files/folders: 66
- Creating scales
- Creating groups
- Creating groupings
- Creating events
- Creating course modules
  - Book "French grammar book"
- Creating gradebook
  - Backup does not contain Gradebook configuration
- Checking instances
- Refreshing events
- Decoding internal links
  - From Books
  - From Questions
- Creating roles definitions
- Creating course level role assignments and overrides
- Creating module level role assignments and overrides
- Creating user level role assignments and overrides
- Checking course
- Cleaning temp data
- Closing the Restorelog.html file.

Import complete! Continue to your course

Click on  and you will be taken to the front page of your course where you will see your imported book. You should check that all links are operating as they should. If you wish to change the position of your book use the **Move** editing button  to move it to anywhere in the course.

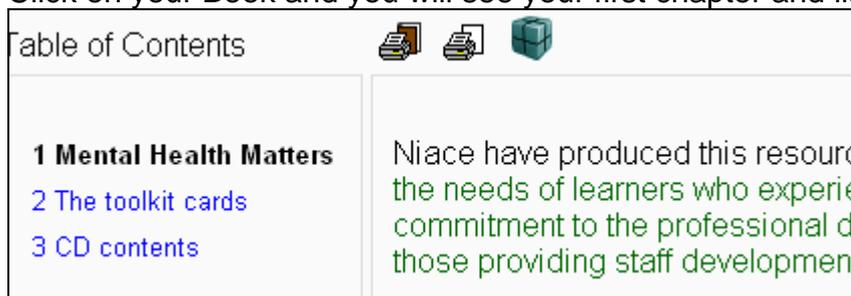


## B. USE THE BOOK EXPORT/COPY FACILITY

Locate the book you wish to copy.



Click on your Book and you will see your first chapter and list of contents.



Click on the **Export** button above the first chapter .

You will then see a new window which will give you the option of opening or saving a zipped file of your book. You should save it to your desktop or other convenient area in your computer.



You should then go to the course where you wish to have a copy of the book. Go to the **Administration** block on the left hand side and click on **Files**



Upload your file, then click unzip.



You will see all the book content listed.

Unpacking /Mental\_Health\_Matters\_-\_toolkit\_for\_FE\_teachers.zip:

Name	Size	Modified	Status
1/		3 February 2011, 09:57 AM	ok
1/index.html	1.7KB	3 February 2011, 09:57 AM	ok
2/		3 February 2011, 09:57 AM	ok
2/mental_health_toolkit2.JPG	10.7KB	3 February 2011, 09:57 AM	ok
2/index.html	1.6KB	3 February 2011, 09:57 AM	ok
2/mental_health_file_3_48.pdf	639.5KB	3 February 2011, 09:57 AM	ok
3/		3 February 2011, 09:57 AM	ok
3/Theme_3.zip	726.5KB	3 February 2011, 09:57 AM	ok
3/Theme_2.zip	413.3KB	3 February 2011, 09:57 AM	ok
3/checklists_Bank.zip	507.8KB	3 February 2011, 09:57 AM	ok
3/FactSheets_Bank.zip	2.4MB	3 February 2011, 09:57 AM	ok
3/Theme_4.zip	528KB	3 February 2011, 09:57 AM	ok
3/Success_Stories_bank.zip	937.8KB	3 February 2011, 09:57 AM	ok
3/Theme_10.zip	1.2MB	3 February 2011, 09:57 AM	ok
3/Theme_6.zip	850.9KB	3 February 2011, 09:57 AM	ok
3/Case_Studies_Bank.zip	2.1MB	3 February 2011, 09:57 AM	ok
3/Theme_9.zip	215.7KB	3 February 2011, 09:57 AM	ok
3/Theme_12.zip	197KB	3 February 2011, 09:57 AM	ok
3/Theme_7.zip	1019.9KB	3 February 2011, 09:57 AM	ok
3/Theme_5.zip	1.1MB	3 February 2011, 09:57 AM	ok
3/index.html	2.4KB	3 February 2011, 09:57 AM	ok
3/activities_bank.zip	2MB	3 February 2011, 09:57 AM	ok
3/Theme_11.zip	506.8KB	3 February 2011, 09:57 AM	ok
3/Theme_8.zip	851.9KB	3 February 2011, 09:57 AM	ok
3/Theme_1.zip	753.8KB	3 February 2011, 09:57 AM	ok
css/		3 February 2011, 09:57 AM	ok
css/styles.css	464 bytes	3 February 2011, 09:57 AM	ok
imsmanifest.xml	2.7KB	3 February 2011, 09:57 AM	ok

OK

Click .

You will see your book content in folders.

<input type="checkbox"/>	1	←	1.7KB	3 February 2011, 10:11 AM
<input type="checkbox"/>	2	←	651.9KB	3 February 2011, 10:11 AM
<input type="checkbox"/>	3	←	16.1MB	3 February 2011, 10:11 AM
<input type="checkbox"/>	Images		429KB	22 November 2010, 11:19 AM
<input type="checkbox"/>	backupdata		2.3MB	26 August 2010, 04:17 PM
<input type="checkbox"/>	css	←	464 bytes	3 February 2011, 10:11 AM
<input type="checkbox"/>	moddata		5MB	6 February 2010, 04:47 PM
<input type="checkbox"/>	001_Newsletter_December_08.pdf		45.6KB	6 February 2010, 04:47 PM
<input type="checkbox"/>	ALS_Support_Picture.jpg		22.5KB	6 February 2010, 04:47 PM

My book has 3 chapters, so there are 3 folders entitled/numbered 1-3 and also a CSS file. **You only need to use the files which correspond to your chapters.**

Return to the main screen of your course and go to the area where you wish to copy the Book. Ensure editing is switched on. Select **Book** from the drop-down menu for **Add a resource**, as if you were setting up a book from scratch. You can call it whatever you like – you can give it the same title as the book you are copying or a different title. Set up your chapter numbering details etc.

Name\*

Summary\*

Trebuchet 3 (12 pt) Normal Lang **B** *I* U ~~S~~ \* x<sup>2</sup>

Resource produced by Niace for FE teachers and teaching.

Path: [body](#)

Chapter Numbering

Disable Printing

Custom Titles

---

**Settings**

Visible

ID number

You should then click  and you will go to your first chapter. Below the html editing box you will see a facility to **Import** a chapter.

Path:

Importing chapters into book: [Import](#)

Click on the blue [import](#) and you will see the following screen.

**Importing chapters into book**

**Import**

File or directory  [Choose or upload a file ...](#)

Subchapter

Help Import selected HTML file or directory.  
Chapters are sorted alphabetically using file names.  
Files named 'sub\_\*.html' are always imported as subchapters.

[Import](#) [Cancel](#)

Click on [Choose or upload a file ...](#) and choose the file that corresponds to your first chapter. If the file is in a folder, click on the folder then **choose** the file.

http://moodle.oldhamll.org/mod/book/coursefiles.php?id=18&wdir=//1&choose=id\_refer...

LearningSupport » Files » 1

Name	Size	Modified	Action
Parent folder			
<input type="checkbox"/> index.html	1.7KB	3 Feb 2011, 09:57 AM	<a href="#">Choose E</a>

With chosen files... [Make a folder](#) [Select all](#) [Deselect all](#) [Upl](#)

The file name will then appear in the **File or directory** box.

**Import**

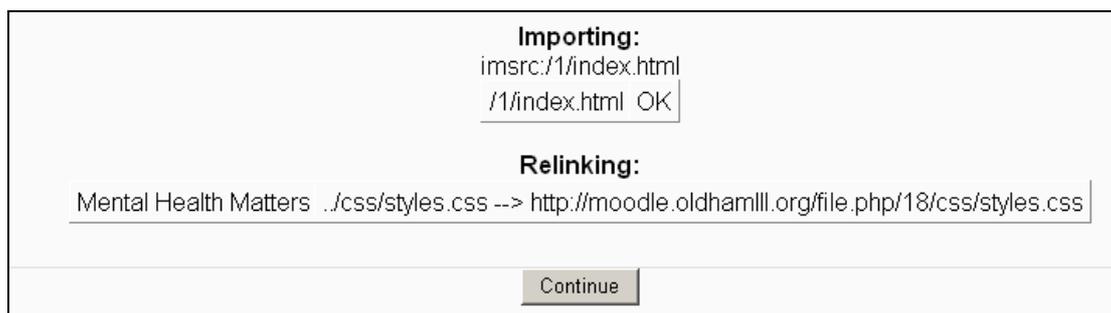
File or directory  [Choose or upload a file](#)

Subchapter

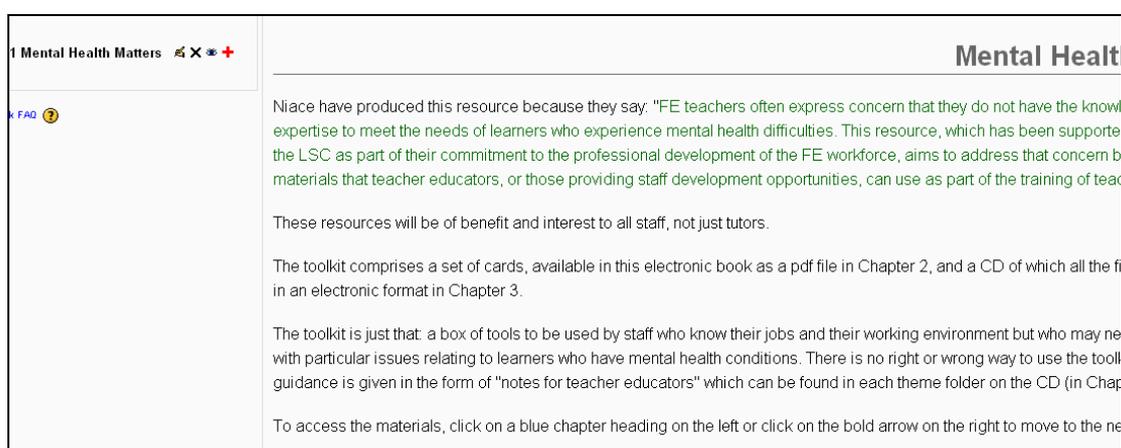
Help Import selected HTML file or directory.  
Chapters are sorted alphabetically using file names.  
Files named 'sub\_\*.html' are always imported as subchapters.

[Import](#) [Cancel](#)

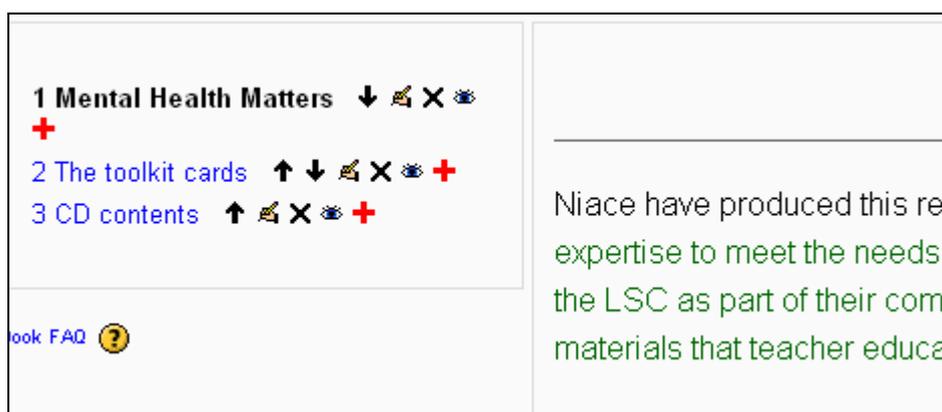
Click **Import** and you will see a screen like the following.



Click **Continue** and you will then see your restored chapter 1.



Click on the “add a chapter or subchapter” sign **+** to import your next chapter or subchapter. Follow the procedure above until your book is fully restored.



You can edit anything in the copy of your book.