

SET UP A MOODLE BOOK

Moodle Books are made up of connected web pages. You can therefore build into your book anything which is possible in “Page”, 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. Also, using Book, you can add as much text as you like which is not so simple with databases and not possible with folders unless all text is in a separate file.

In a virtual course for example, you could use a book to compile a set of procedures or instructions for using different programs in ICT or a Cookery book of all recipes covered in a cookery course with different chapters for starters, soups, meats etc. In a staff area you could 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 book about using games in teaching.







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 icons

You will only see these icons after you have set up your first chapter but it is useful to know what they mean.

Beside the Book's table of contents you will see the following:



-  move the chapter up one space
-  move the chapter down one space
-  edit any chapter or subchapter – title and content
-  delete a chapter or subchapter (remember that there is no “undo” feature!).
-  hide/reveal a chapter or subchapter
-  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).

It is advisable to rearrange chapter order before adding subchapters. If you rearrange the order later you might 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.

When you are in a Moodle book, the name of the chapter or subchapter you are currently looking at is always in **bold black** in the table of contents. Other chapters are in blue and are clickable links.

TABLE OF CONTENTS	
Why use games?	↓ ⚙ × ⦿ +
Videos	↑ ↓ ⚙ × ⦿ +
PowerPoint templates	↑ ↓ ⚙ × ⦿ +
Game Board templates	↑ ↓ ⚙ × ⦿ +
Online games programs	↑ ↓ ⚙ × ⦿ +
Other game ideas	↑ ⚙ × ⦿ +

Using the **Administration** block you can print the book or a specific chapter, or perform other actions:

ADMINISTRATION

⚙ ⏪ ⏩

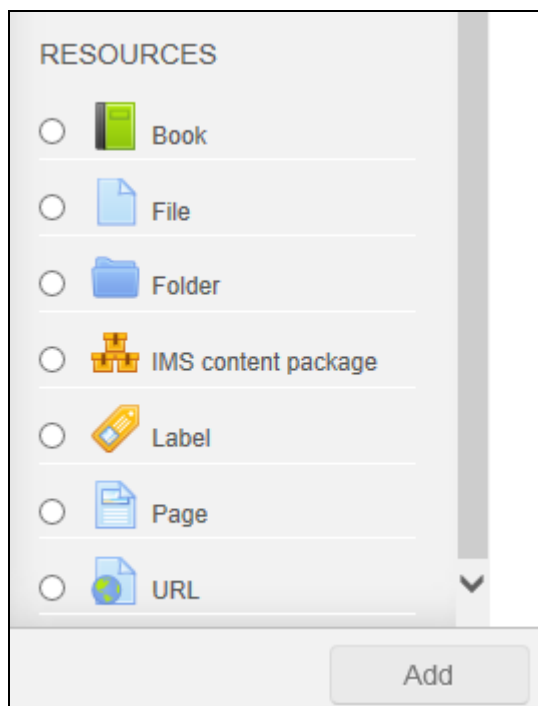
- ▼ Book administration
 - Edit settings
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Filters
 - Logs
 - Backup
 - Restore
 - Import chapter
 - Print book
 - Print this chapter
 - Turn editing off

1. Your book settings

Make sure that editing is switched on. Go to the topic/week in your course or virtual staff room where you wish the book to be set up. Click on

[+ Add an activity or resource](#)

ACTIVITIES are listed first – scroll down to RESOURCES.



Click the button beside Book then click



. You will see the following page:

Adding a new Book to Topic 6

General

Name*

Description

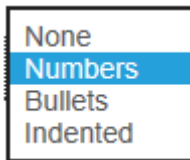
Display description on course page

The **Name** field has a red asterisk which means it is a compulsory field. Choose an appropriate name for the book and in the **Description** you can give a little summary of the contents.

If you want this description to be displayed on the course front page you should tick the box **Display description on course page**

Open the menu for Appearance:

-Choose how you would like the chapters to be formatted – use the drop-down menu to select your preference.



-Choose your style of navigation – Images or text (images = icons; Text= chapter titles). For accessibility text is recommended.

If you choose icons for navigation you will see this:

◀ ▶ in the first chapter. Click on ▶ to go to the next chapter

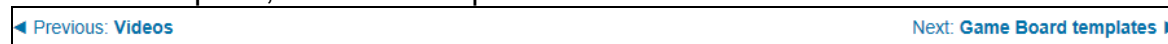
◀ ▶ in all other chapters apart from the final one. Go to previous ◀ or next chapter

◀ ▶ in the final chapter. Go to previous chapter or ▶ exit book.

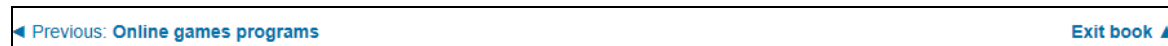
If you choose text for navigation you will see something like this:

In the first chapter [Next: Videos ▶](#)

In all other chapters apart from the final one, you will see links to the previous and next chapters, like the example below:



In the final chapter you will see a link to the previous chapter and to exit the book:



Choose whether or not you wish to have custom titles – if not selected, your chapter title will appear in bold at the top of each chapter. If selected, you can use a different or longer title. Here are my settings:

 A settings box with three rows. The first row is 'Chapter formatting' with a help icon and a dropdown menu set to 'Indented'. The second row is 'Style of navigation' with a help icon and a dropdown menu set to 'Text'. The third row is 'Custom titles' with a help icon and an unchecked checkbox.

Open the menu for Common module settings:

 A settings menu with a title 'Common module settings' and a dropdown arrow. Below the title, there are two settings: 'Visible' with a dropdown menu set to 'Show', and 'ID number' with a help icon and an empty text input field.

Choose to show or hide the book and input an ID number if required for grading.

Open the menu for Restrict access:

 A settings menu with a title 'Restrict access' and a dropdown arrow. Below the title, there is a label 'Access restrictions' and the word 'None'. To the right of 'None' is a button labeled 'Add restriction...'.

You can add a restriction or condition relating to the categories below.

Add restriction...	
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

Click **Add restriction...** then on any category above. When you have set 1 restriction you will be able to set others and can make them all apply or any to apply.

You can also add an activity completion condition if this has been enabled in the course setting.

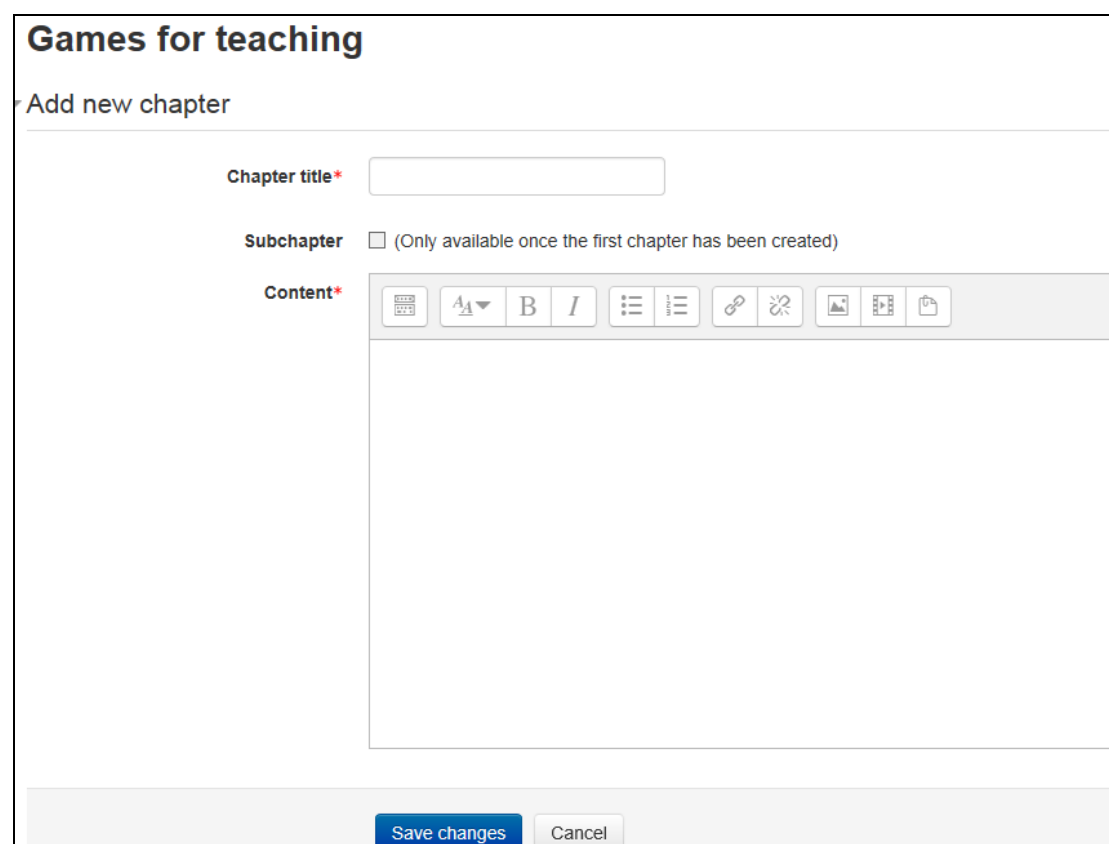
Activity completion	
Completion tracking ?	Do not indicate activity completion <input type="button" value="v"/>
Require view	<input type="checkbox"/> Student must view this activity to complete it
Expect completed on ?	20 <input type="button" value="v"/> January <input type="button" value="v"/> 2016 <input type="button" value="v"/> <input type="checkbox"/> Enable

When you have chosen all the settings you need, scroll down and select **Save and display** to start building up your Book content.

<input type="button" value="Save and return to course"/>	<input type="button" value="Save and display"/>	<input type="button" value="Cancel"/>
----------------------------------------------------------	-------------------------------------------------	---------------------------------------

2. Build up your Book content

After clicking on Save and display you will see a page like the one below:



The screenshot shows a Moodle interface for editing a book chapter. The title of the book is "Games for teaching". Below the title, there is a section for "Add new chapter". This section contains a form with the following elements:

- A text input field for "Chapter title*" which is currently empty.
- A checkbox for "Subchapter" with the text "(Only available once the first chapter has been created)".
- A "Content*" area with a rich text editor toolbar. The toolbar includes icons for text color, font size, bold (B), italic (I), bulleted list, numbered list, link, unlink, image, video, and file upload.
- At the bottom of the form are two buttons: "Save changes" (highlighted in blue) and "Cancel".

This will be the first chapter of the book. You will be able to do any of the following (in this and any other chapter):

- key in text
- insert images
- embed media
- link to a file
- link to a website

Key in the title you want this chapter to have.

In the **Content*** box you add your text, media resources, links, etc.

You can use the editing icons to format your text and change font, font size and colour. Below is an example of some simple text:

Chapter title*

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

Content*

Table of contents
Font size
B
I
Bulleted list
Numbered list
Link
Unlink
Image
Table
File

Games can be used for several purposes of which the following are examples:

- make learning fun
- involve all learners fully and interactively
- encourage peer and self-assessment
- introduce a competitive element into a learning objective and stretch/challenge
- concentrate on a very specific or more general learning objective
- collect assessment evidence easily and informally

You could make up your own games using templates, question cards, quizzes, or make up your own questions but use them with commercially produced game boards such as Trivial Pursuit or snakes and ladders. Printing different categories of questions on different coloured paper can also be very effective - use for a simple quiz or matching game, for example, with or without a gameboard.

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

[Save changes](#)

You will then see your entire chapter:

Games for teaching

Why use games?

Games can be used for several purposes of which the following are examples:


- make learning fun
- involve all learners fully and interactively
- encourage peer and self-assessment
- introduce a competitive element into a learning objective and stretch/challenge
- concentrate on a very specific or more general learning objective
- collect assessment evidence easily and informally

You could make up your own games using templates, question cards, quizzes, or make up your own questions with commercially produced game boards such as Trivial Pursuit or snakes and ladders. Printing different categories of questions on different coloured paper can also be very effective - use for a simple quiz or matching game, for example, with or without a gameboard.

You will see the book title and chapter title in bold black (or your custom title) and there will be a table of contents on the left:


TABLE OF CONTENTS

Why use games? ⚙️ ✕ 👁️ +

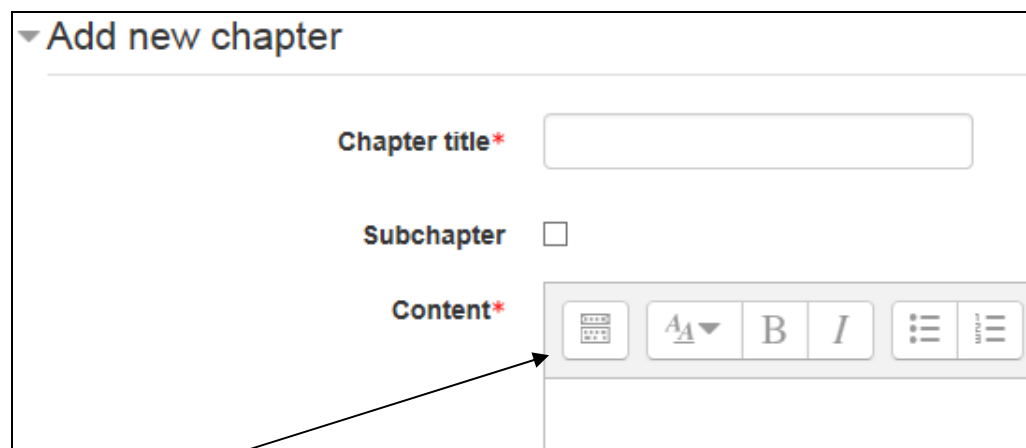
If you wish to edit anything in the chapter, click on the editing icon  and you will be returned to the page displaying the editable content box.


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

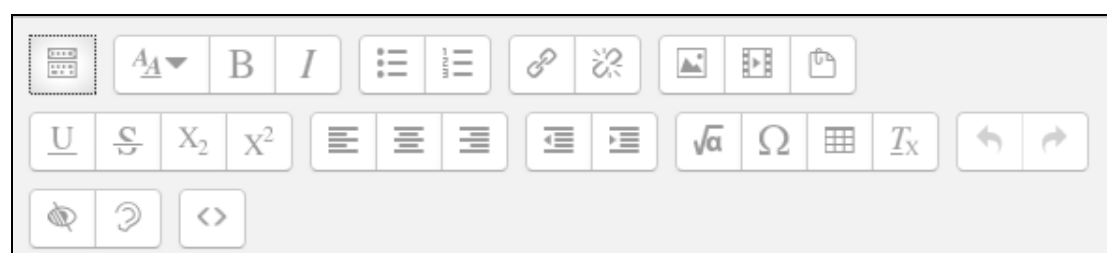
2.1 Add a new chapter

Click on  in the Table of Contents to add your next chapter or sub-chapter.

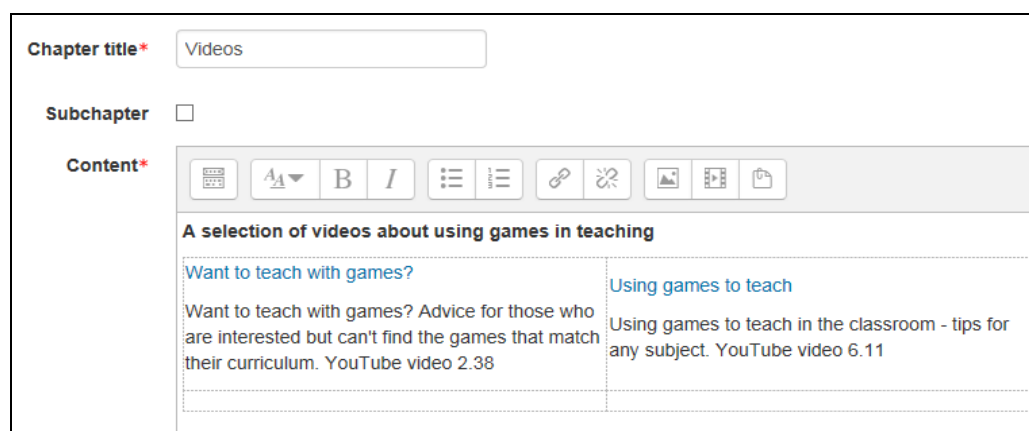
You will see another page with title and content boxes to complete, the same as for your first chapter – but you now have the option of having a sub-chapter. If you wish this to be a sub-chapter, tick the **Subchapter** box.



If you click  above the content box, you will expand the editing icons to give you more features to format your chapter.




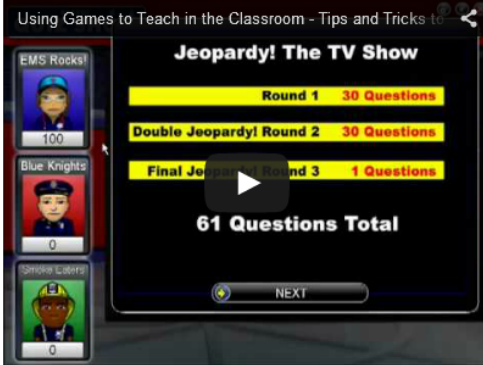
For my next chapter I inserted a 2-column table to set up links to videos. I want them to be displayed in a pane on the page.



I found a couple of YouTube URLs and inserted them linked to the text in blue. When I save what I have done the chapter is displayed as below:

Videos

A selection of videos about using games in teaching

	
<p>Want to teach with games? Advice for those who are interested but can't find the games that match their curriculum. YouTube video 2.38</p>	<p>Using games to teach in the classroom - tips for any subject. YouTube video 6.11</p>

I set up the table in html mode 

The html code I used for the table is as follows:

For a 2-column table, columns of equal width

```
<table style="width:100%;" border="1">
<tbody>
<tr>
<td width="50%"></td>
<td width="50%"></td>
</tr>
```

Repeat from <tr> to </tr> to create as many rows as required

After final row:

```
</tbody>
</table>
<p></p>
```

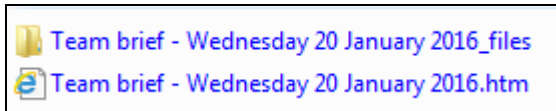
If you don't want the table borders to be visible use border="0"

Add further chapters or sub-chapters to your book as required.

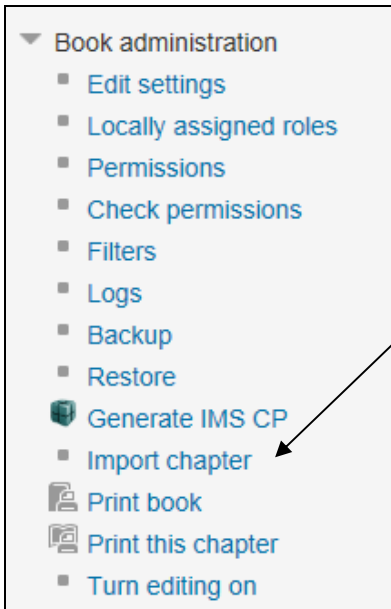
2.2. Import a chapter

Chapters can be imported from html files.

- Make a new folder in your PC or laptop with an appropriate title.
- Put your html file and its files sub-folder into your new folder (so your new folder contents will look something like this



- Zip your new folder, [Importing from html.zip](#)
- Go to the book where you want to add the imported chapter
- Click on administration and select import chapter



- Choose whether each folder or each file represents one chapter – I will choose folder

- Upload or drag and drop your zipped folder then click **Import**

- You will see a page like the one below

Oldham Council Team Brief for staff

Importing chapters into book

Importing

Relinking

Continue

- Click **Continue** and you will see your new chapter at the bottom of the book's Table of Contents.

TABLE OF CONTENTS
January 2016
December 2015
November 2015
October 2015
September
August 2015
July 2015
June 2015
May 2015
April 2015
March 2015
February 2015
Importing from html/Team brief - Wednesday 20 January 2016.htm

Move the chapter to the preferred position and edit the title if required.

***** if your imported chapter has no content have a look at this blog – scroll down to point 5 of 'Import and export from Moodle book':**

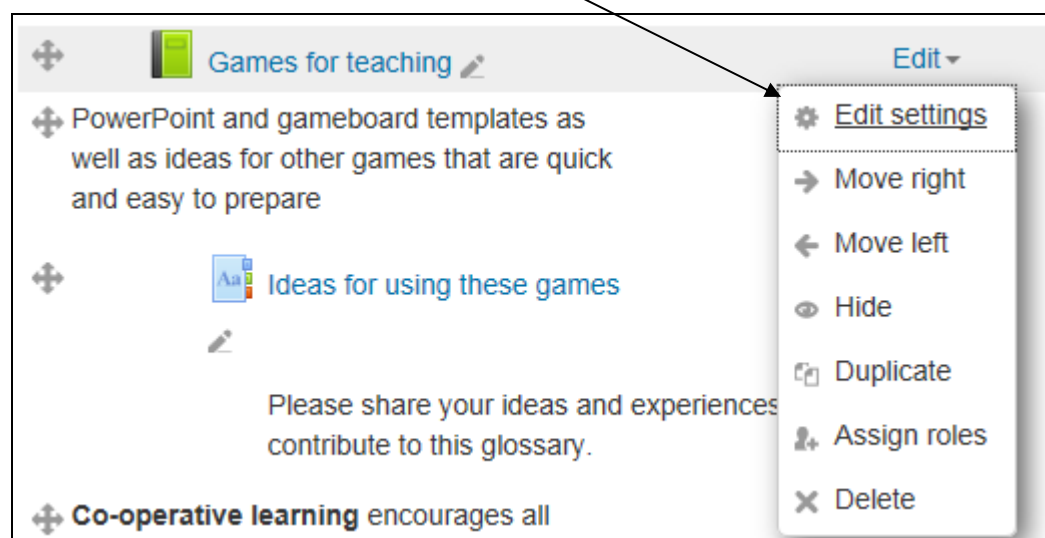
<https://davidtjones.wordpress.com/2015/02/08/kludging-an-authoring-process-with-moodle-books-etc/>

Importing is also covered in the Moodle Docs for 2.8

https://docs.moodle.org/28/en/Book_settings#Importing_chapters

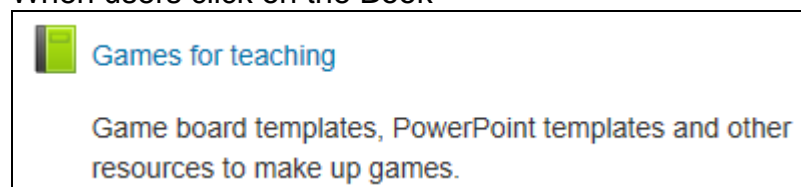
3. Further editing on course main page

When your Book is complete and you go to the link in the course main page you have further editing options as below.

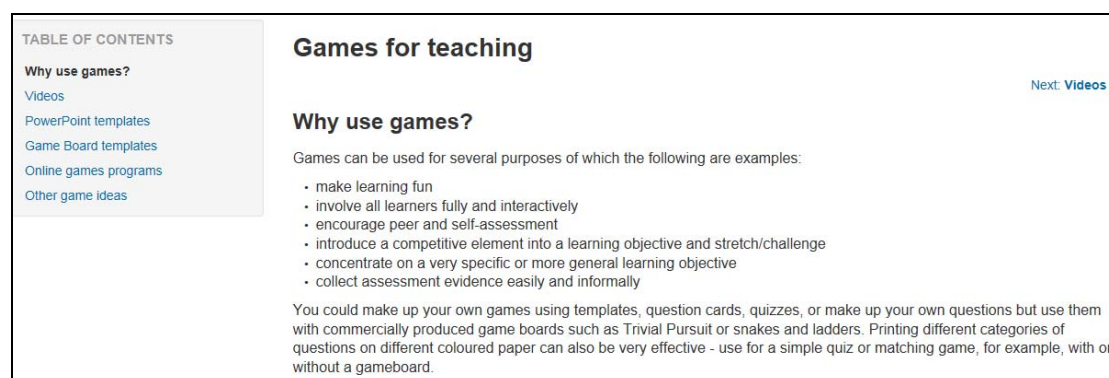


4. Your users' view

When users click on the Book



it will open automatically at the first chapter and the Table of Contents on the left will show links to all other chapters and sub-chapters which have been set up.



For general accessibility and particularly to help users who rely on a screen reader, you might find it useful to put links to all the chapters at the bottom of the first chapter, like the example below.

Games for teaching

Next: [Videos](#) ▶

Why use games?

Games can be used for several purposes of which the following are examples:

- make learning fun
- involve all learners fully and interactively
- encourage peer and self-assessment
- introduce a competitive element into a learning objective and stretch/challenge
- concentrate on a very specific or more general learning objective
- collect assessment evidence easily and informally

You could make up your own games using templates, question cards, quizzes, or make up your own questions but use them with commercially produced game boards such as Trivial Pursuit or snakes and ladders. Printing different categories of questions on different coloured paper can also be very effective - use for a simple quiz or matching game, for example, with or without a gameboard.

Each chapter in this Moodle book covers different types of games. Just click on the links below or on the chapter titles on the left to access the resources.

[Videos](#)

[PowerPoint templates](#)

[Game board templates](#)

[Online games programs](#)

[Other game ideas](#)

Next: [Videos](#) ▶