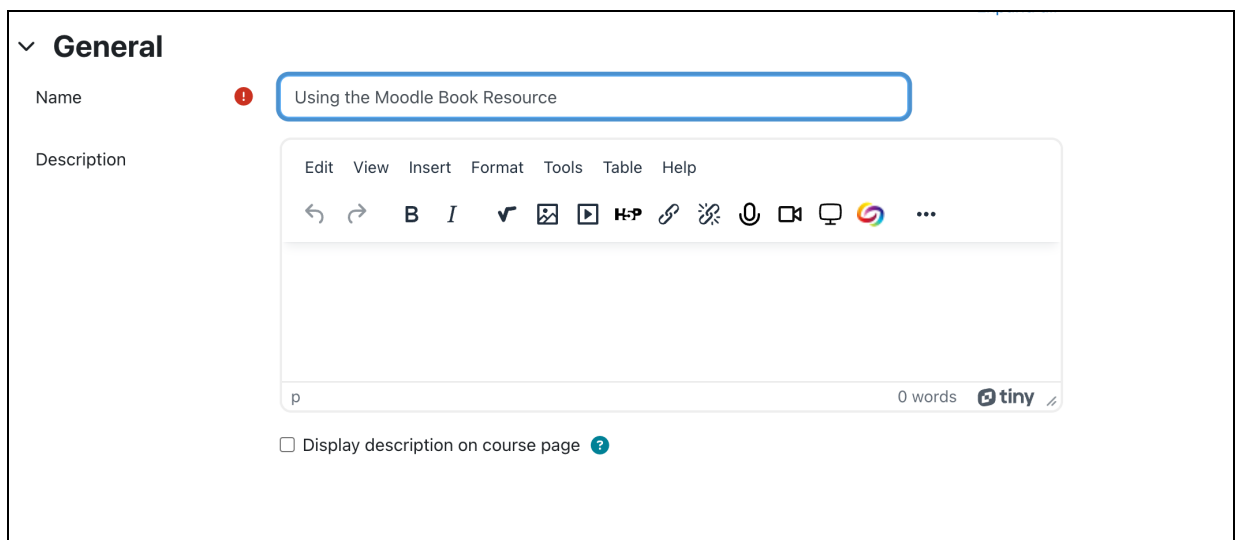


Book Resource

The Moodle Book resource is an extremely versatile, yet often overlooked, learning tool. Faculty in face-to-face, hybrid, and fully online courses can use the Book resource to organize and present chunks of information. It allows you to embed related text, documents, videos, websites, audio clips, and more into your Moodle course in a format that is highly organized for students. Best of all, the Book Resource is easy to use with just a little bit of practice.

Creating a Book

1. With the Edit mode on
 - a. Click **Add an activity or resource**
 - b. Click on **Book**
2. Click **Expand all** in the upper right corner to show all of the options associated with adding a Book.
3. **Name** the Book as you want it to read on the Moodle course page.
4. Indicate how you want chapters numbered. If you change your mind on this after it is saved, you may edit the settings of the book resources and edit the Appearance settings to change it again.
 - a. There are several predefined numbering types:
 - i. **None** - Chapter and subchapter titles are not formatted at all. Use if you want to define special numbering styles. For example, letters: in chapter title type “A First Chapter” or “A.1 Some Subchapter.”
 - ii. **Numbers** - Chapters and subchapters are numbered (1, 1.1, 1.2, 2, ...).
 - iii. **Bullets** - Subchapters are indented and displayed with bullets.
 - iv. **Indented** - Subchapters are indented.
5. **Custom titles** - If the custom titles checkbox is checked, the chapter title is NOT displayed as a heading above the content. A different title (perhaps longer than the chapter title) may be entered as part of the content. If you are unsure about this option, leave it unchecked.
6. Fill in any activity completion or restricted access permissions (if applicable).
7. Click the **Save and Display** button at the bottom of the page to start creating your book resource.

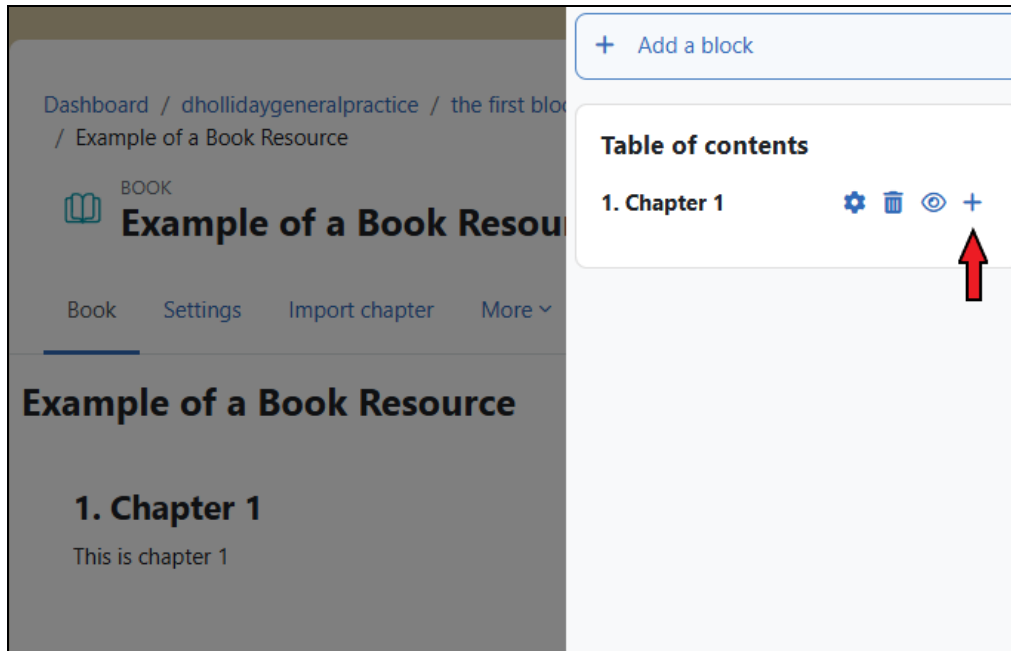


The screenshot shows the 'General' settings form for a Moodle Book resource. The 'Name' field is labeled 'Using the Moodle Book Resource' and has a red warning icon. The 'Description' field is empty and contains a TinyMCE editor toolbar with options like Edit, View, Insert, Format, Tools, Table, and Help. Below the editor, there is a checkbox labeled 'Display description on course page' which is currently unchecked. The bottom of the form shows '0 words' and the 'tiny' logo.

8. You will automatically be prompted to create your first chapter. Give it a **Chapter title** and **Content** and then click **Save and display**.
 - a. **Note:** You can always edit your first chapter later on if needed.

Adding additional chapters

1. With **Edit mode on**, click on the **Book** you would like to add a chapter to.
2. Click on the **+** in the block drawer to add a chapter.
3. Enter a **Chapter title** and add your **content**.



Subchapters

Adding subchapters is easy. Simply check the subchapter box when creating a new chapter.

A screenshot of the 'Add new chapter' form. It includes a dropdown for 'Previous chapter' set to 'Chapter 1', a text input for 'Chapter title' with a red information icon, and a checkbox labeled 'Subchapter'. A red arrow points to the 'Subchapter' checkbox.

NOTE: There are only two levels available: chapters and subchapters. A chapter may have many subchapters, but subchapters cannot have additional subchapters.

Import Chapters into Book:

The book resource is an HTML format. If you already have .html pages for the content, this option shows how to import them into a book resource.

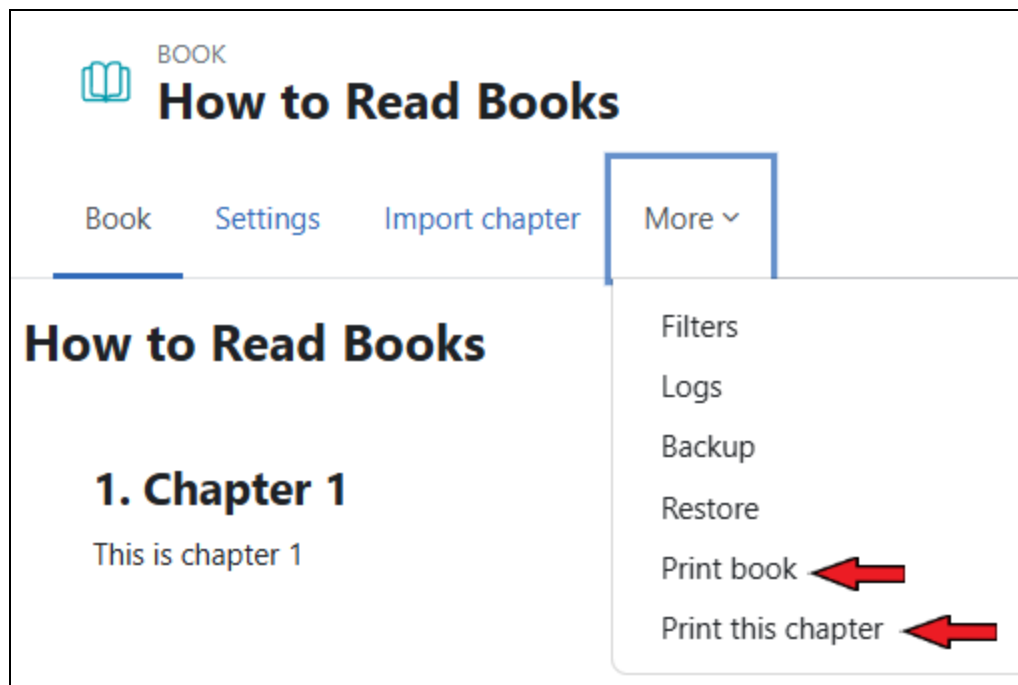
1. To import chapters, create a .zip file of your .html files and optional multimedia files and folders. If you wish to upload subchapters, add “_sub” to the end of .html file or folder names.

2. Click on the **Book** activity.
3. Click on **Import chapter** at the top of the page.
4. Choose whether each .html file or folder represents one chapter.
5. Browse and select the .zip file, either by using the **Add** button or the drag and drop method.
6. Click on **Import**.

Printing Books

Whole books and individual chapters may be printed.

1. Click on the **Book** activity.
2. Click on **More** at the top of the page.
3. Select **Print book** or **Print this chapter**.



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