# Book Resource in Moodle

(Setting up and Editing the Book Resource on a Moodle course page)

#### Workflow

- 1. Assemble all the PDF files into one Folder Resource on the Moodle page. This folder can be made invisible to students (i.e. used only by the Book Resource), or it can be left visible to students (to allow students to download the entire folder onto their computer and work off-line). For this example, the PDFs for the Book will be made invisible to students, and so the PDFs will only be accessible through the Book Resource.
- 2. Create and Name the Book Resource on the Moodle course page.
- 3. Create the links inside the Book, according to a Table of Contents.
- 4. Make contents invisible (if desired)
- 5. Make contents visible as required (if they were previously invisible)

#### Content for this example

The Book Activity can be used for many documents, but for the sake of this example, the following PDF files will be made available in the Book:

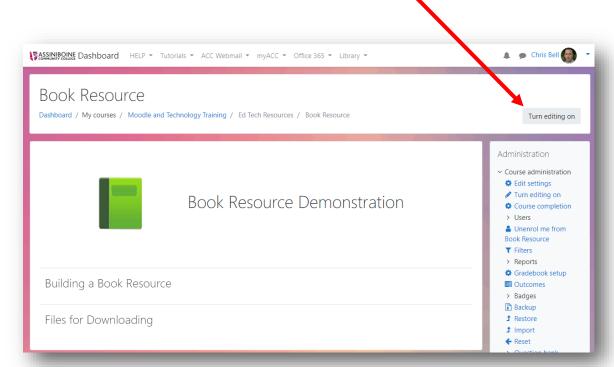
- Administrative Functions
- Assignment Activity
- GIFT Format
- Gradebook
- Grading an Assignment
- MooTyper Activity
- Quiz Activity

Home Share View 🐴 New item 🝷 🛃 Open 🔻 🔏 Cut A 🎽 Edit www.Copy.path 🐔 Easy access 🔻 Move Pin to Quick Copy Paste Сору Delete Rename New Properties Paste shortcut Ristory 💾 Invert selection access to 🔻 folder to " Clipboard Organize New Open Select  $\rightarrow$ ← Name Date modified Size Туре Ouick access 2019-09-18 11:13 ... PDFs for Book Resource File folder MOODLE flexibleLearningHUB → This PC → ocuments > MOODLE > How\_To\_s > PDFs for Book Resource Name Date modified Туре Size ess Administrative Functions.pdf 2019-07-02 4:17 PM Adobe Acrobat D... 2.282 KB 2019-02-22 4:54 PM Adobe Acrobat D... Assignment Activity.pdf 1.433 KB arningHUB GIFT Format.pdf 2019-09-09 10:35 ... Adobe Acrobat D... 904 KB s 2019-09-13 4:46 PM Adobe Acrobat D... 🔊 Gradebook.pdf 1,908 KB Manitoba Grading an Assignment.pdf 2019-09-13 4:26 PM Adobe Acrobat D... 173 KB 🔒 MooTyper Activity.pdf TEES 2019-08-16 9:24 AM Adobe Acrobat D... 990 KB Quiz Activity.pdf 2019-09-06 11:05 ... Adobe Acrobat D... 1,483 KB G COMMONS

#### Step 1: Assemble all the PDF files into one file on your computer.

## Create a File Resource on the Moodle course page.

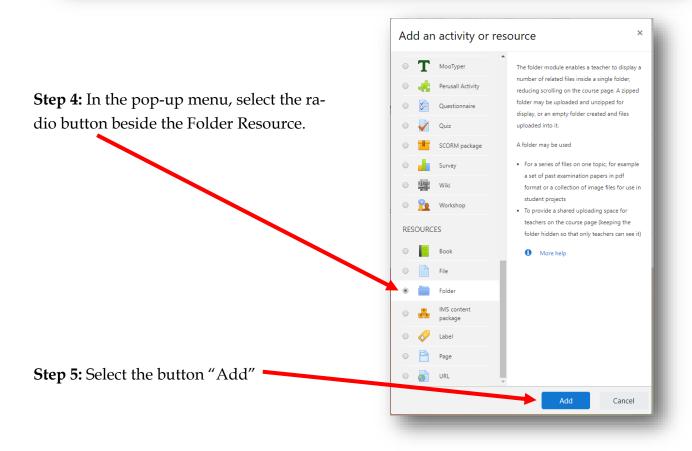
Step 2: On the main course page, select the button "Turn editing on"



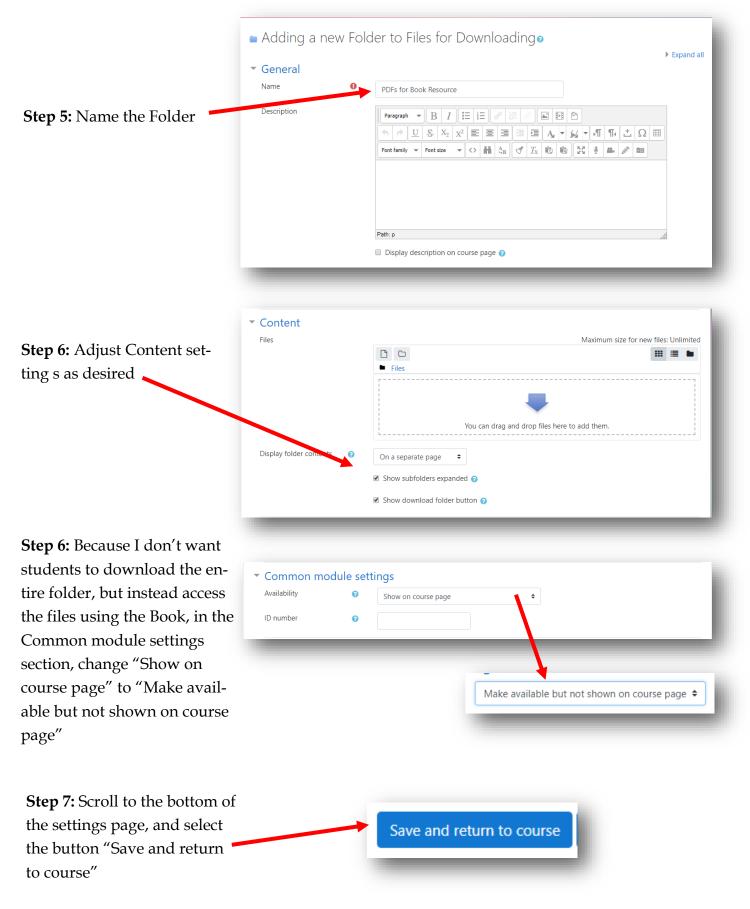
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**Step 3:** In the section where the Folder Resource is to be created, select "+Add an activity or resource"

Book Resource		•	🔒 🗩 Chris Bell 🌚 💌
Add a block	dle and Technology Training / Ed Tech Resources / Book Resource Book Reso Demonstration		Turn editing off         Administration
	<ul> <li>✤ Building a Book Resource </li> <li>✤ Files for Downloading </li> </ul>	<ul> <li>Add an activity or it source</li> <li>Edit •</li> <li>Add an activity or resource</li> <li>Edit •</li> <li>Edit •</li> <li>Add an activity or resource</li> <li>Add an activity or resource</li> <li>Add topics</li> </ul>	<ul> <li>&gt; Badges</li> <li>&gt; Backup</li> <li>Import</li> <li>Reset</li> <li>&gt; Question bank</li> <li>Recycle bin</li> <li>&gt; Site administration</li> <li>Search</li> </ul>



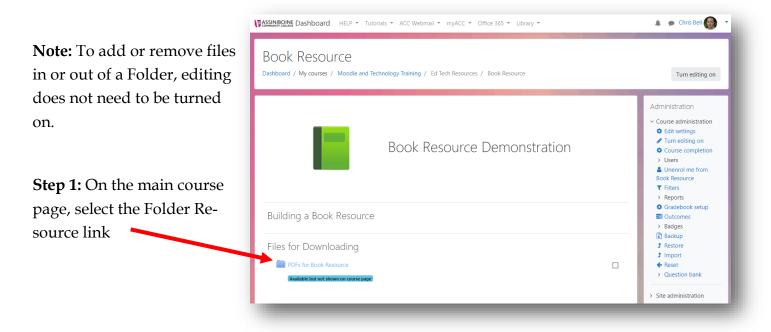
# **Folder Resource Settings**

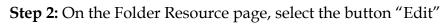


Book Res	source
Demonstration	
	<ul> <li>Add an activity or resource</li> </ul>
🕂 Building a Book Resource 🌶	Edit 👻
	+ Add an activity or resource
✤ Files for Downloading	Edit 👻
💠 🛅 PDFs for Book Resource 🖋	Edit 🝷 🔽
Available but not shown on course page	
	+ Add an activity or resource
	+ Add topics

The Folder Resource for storing all the PDFs now is on the course page, but will be hidden from students. If you want students to be able to download the entire Folder, the Common Module setting would be left as "Shown on course page".

# Add Files to the Folder Resource





Book Resource Dashboard / My courses / M	Ce loodle and Technology Training / Ed Tech Resource / Book Resource / Files for Downloading / PDFs for Book Resource	
Administration <ul> <li>Folder administration</li> <li>Edit settings</li> <li>Locally assigned roles</li> <li>Permissions</li> <li>Check permissions</li> <li>Filters</li> <li>Competency</li> </ul>	PDFs for Book Resource	

**Step 3:** Drag and drop the PDF files into the Folder Resource drop-box

PDFs for Book Resour	ce							
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▲ Name	Date modified	Туре	Size					
Administrative Functions.pdf	2019-07-02 4:17 PM	Adobe Acrobat D	2,282 KB					
Assignment Activity.pdf	2019-02-22 4:54 PM	Adobe Acrobat D	1,433 KB					
GIFT Format.pdf	2019-09-09 10:35 2019-09-13 4:46 PM	Adobe Acrobat D Adobe Acrobat D	904 KB 1,908 KB					
Grading an Assignment.pdf	2019-09-13 4:46 PM	Adobe Acrobat D	1,900 KB					
MooTyper Activity.pdf	2019-08-16 9:24 AM	Adobe Acrobat D	990 KB					
🖂 🔈 Quiz Activity.pdf	2019-09-06 11:05	Adobe Acrobat D	1,483 KB					

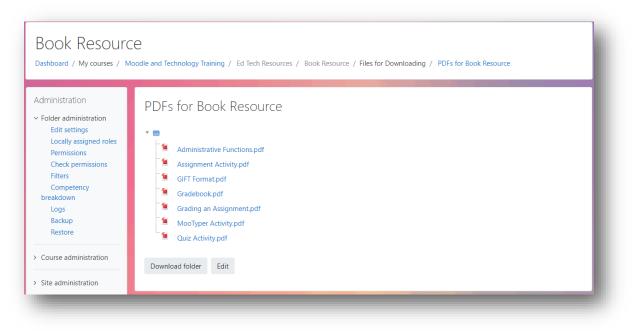
Step 4: Once the files appear in the drop-box, select the button "Save changes"

Files			Maximum size f	or new files: Unlimited
	► Files Name	Last modified	⇔ Size ⇔	Type 🔶
	Administrative Functions.pdf	18/09/19, <b>1</b> 1:59	2.2MB	PDF document
	Assignment Activity.pdf	18/09/19, 11:59	1.4MB	PDF document
	GIFT Format.pdf	18/09/19, 11:59	903.6KB	PDF ocument
	Gradebook.pdf	18/09/19, 11:59	1.9MB	PDF document
	Grading an Assignment.pdf	18/09/19, <b>1</b> 1:59	172.9KB	PDF document
	MooTyper Activity.pdf	18/09/19, 11:59	989.3KB	FDF document
	Quiz Activ y.pdf	18/09/19, 11:59	1.4MB	PDF document
	Save changes Cancel			
	<ul> <li>MooTyper Activity.pdf</li> <li>Quiz Activity.pdf</li> </ul>	18/09/19, 11:59	989.3KB	FDF docume

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Note: How the files are displayed can be changed by clicking on these buttons

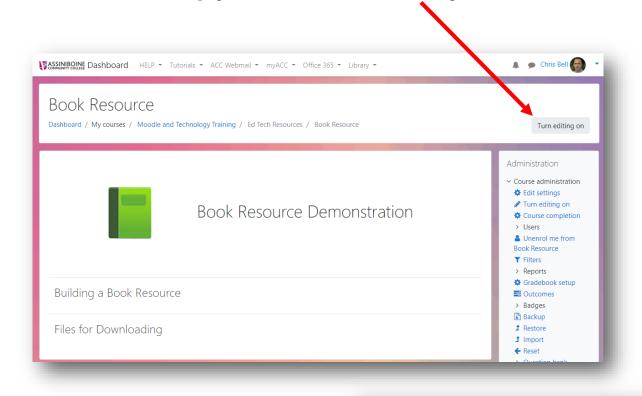
The files have been imported into the Moodle course page (in the Folder Resource). They can now be linked to the Book.

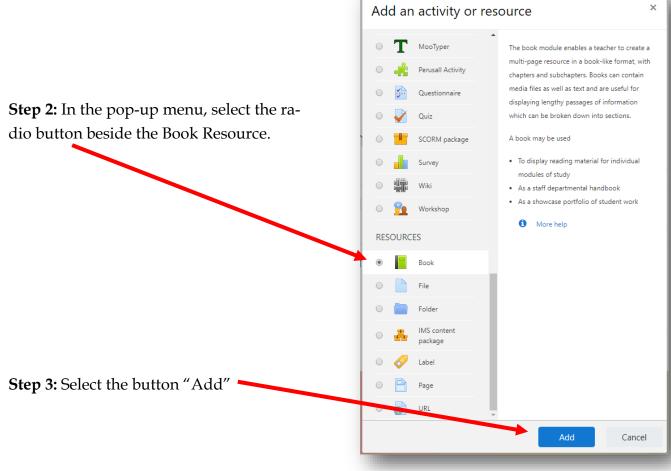


#### End of Section

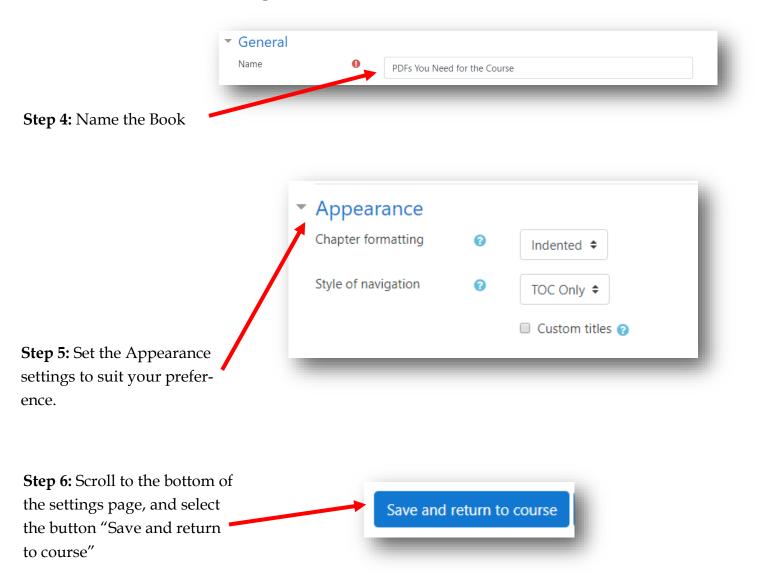
### Adding the Book Resource

Step 1: On the main course page, select the button "Turn editing on"





# **Book Resource Settings**



The Book will appear on the main course page.

✤ Building a Book Resource	Edit 🝷
🕂 📔 PDFs You Need for the Course 🖋	Edit 👻 🔽
	+ Add an activity or resource
🕂 Files for Downloading 🖌	Edit 🝷
🕂 📄 PDFs for Book Resource 🖋	Edit 👻 🗹
Available but not shown on course page	
	+ Add an activity or resource
	+ Add topics

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# Adding Pages to a Book

Note: Editing must be turned on to add, edit, or delete pages in a Book.

Building a Book Resource	
PDFs You Need for the Course	
Files for Downloading	
PDFs for Book Resource	
Available but not shown on course page	

Step 1: On the main course page, select the Book Resource by clicking on the link

If the Book is empty, the "Add a new chapter page" will appear. Otherwise, the contents of the Book will appear.

For this example, I plan on dividing the book into 3 sections:

- 1 for the PDFs about grading
- 1 for the PDF's about other Moodle activities
- 1 for course administration functions

In the File Resource, there are two PDFs about grading. For this first example we will link text on the page to each PDF. Clicking on the link will cause the PDF to open in another browser tab.

Step 2: Give the "chapter" a title. (Each chapter title is listed in the Table Of Contents)

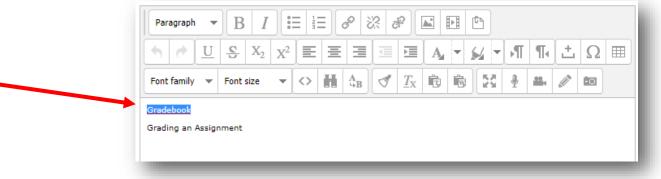
PDFs You Ne	eed for	he Course	
Add new cha	apter	↓ ↓	▼ Collapse all
Chapter title	0	Grading PDFs	
Subchapter		Only available once the first chapter has been created	d)

Step 3: Enter the names of each PDF that will be linked to. For this example I will use text.

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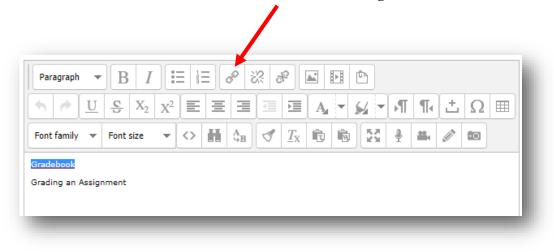
In the example above, I am using the title of each PDF. This text could be anything – but for the sake of clarity in this example, I decided to keep the text the same as the name of the PDF file I will be linking to.

Step 4: Highlight the text you want to link to the PDF file.



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**Step 5:** In the WYSIWYG editor, select the button for "linking"



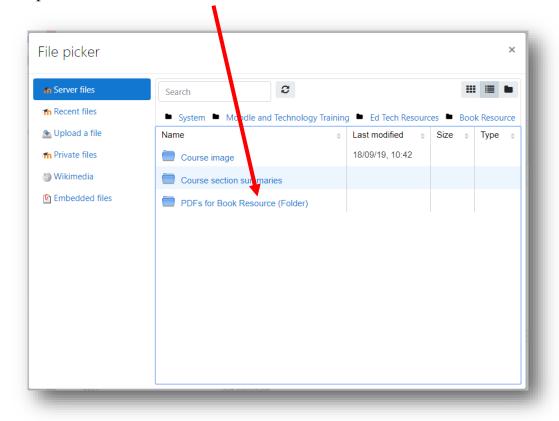
Step 6: In the Insert/Edit link pop-up window, click on the "Browse" icon

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Title		
Class	Not set 🔻	
Insert		Cancel

m Server files	
<ul> <li>Upload a file</li> <li>Private files</li> <li>Wikimedia</li> <li>Embedded files</li> </ul>	Attachment Choose File No file chosen Save as
	Author Chris Bell Choose license All rights reserved Upload this file

Step 7: In the File picker pop-up window, select the link "Server files"

**Step 8:** From the selection, select the name of the folder that you put on your course page. For this example, it is called PDFs for Book Resource.



**Step 9:** Select the file that is going to be linked to the text. In this example I am linking the text "Gradebook" to the PDF file called "Gradebook".

1

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Embedded files	Assignment Activity.pdf		18/09/19, 12:02	1.4MB	PDF document
	IFT Format.pdf		18/09/19, 12:02	903.6KB	PDF document
	Gradebook.pdf		18/09/19, 12:02	1.9MB	PDF document
	Grading an Assignment.pdf		18/09/19, 12:02	172.9KB	PDF document
	MooTyper Activity.pdf		18/09/19, 12:02	989.3KB	PDF document
	Quiz Activity.pdf		18/09/19, 12:02	1.4MB	PDF document

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<ul> <li>Make a copy of the file</li> <li>Create an alias/shortcut to the file</li> </ul>	
Save as	
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Author	]
Chris Bell	
Choose license	
All rights reserved	
Select this file Cancel	
Last modified 18 September 2019, 12:02 PM Created 18 September 2019, 11:59 AM Size 1.9MB License All rights reserved Author Chris Bell	
	<ul> <li>Make a copy of the file</li> <li>Create an alias/shortcut to the file</li> <li>Save as</li> <li>Gradebook.pdf</li> <li>Author</li> <li>Chris Bell</li> <li>Choose license</li> <li>All rights reserved</li> <li>Select this file</li> <li>Cancel</li> <li>Last modified 18 September 2019, 12:02 PM Created 18 September 2019, 11:59 AM Size 1.9MB License All rights reserved</li> </ul>

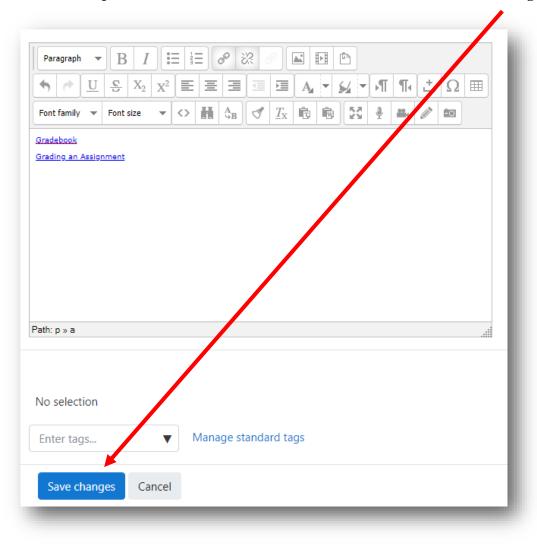
Step 12: Ensure the "Target" is set to "Open in new window (\_blank)"

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Note: The text in the WYSIWYG editor has turned blue. Follow steps 4 to 13 to link the other text elements to files.

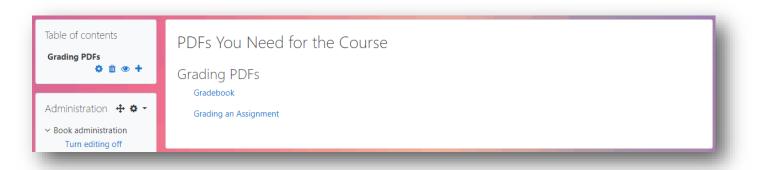
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Step 14: Once all the required links have been inserted, select the button "Save changes"



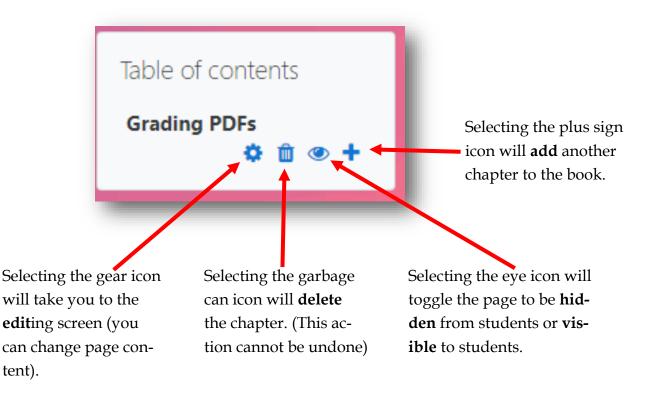
Here is the Book so far. There is one 'chapter' listed in the table of contents. That chapter's content is being displayed – the two links just created.

Clicking on either link will cause that PDF to open in another window.



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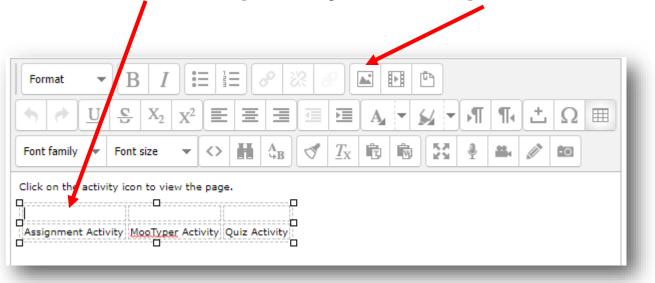
# Adding More Pages to a Book



# Linking to a Picture (instead of text)

If you are going to use a picture, you need to have the picture saved on your computer. Cutting and pasting a picture into the WYSIWYG editor does not currently work (Sep 2019).

Step 1: Insert the cursor where the picture will go. Select the insert picture icon.

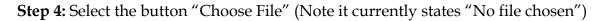


Step 2: In the Insert/edit image pop-up window, select "Find or upload an image..."

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**Step 3:** In the File picker pop-up window, select "Upload a file"

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	Upload this file

Step 5: Navigate to the file on your computer system, and select it.

fn Server files	III II II II II
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🏐 Wikimedia	
Embedded files	Save as
	Author
	Chris Bell
	Choose license All rights reserved $\diamondsuit$
	Upload this file

**Step 6:** Select the button "Upload this file" (Note the file name now appears beside the button "Choose File")

General Appeara		
Image URL	Find or upload an image https://online.assiniboine.net/draftfile.php/1	
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Step 7: Select the button "Insert"

The picture will appear in the WYSIWYG editor.

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Step 9: In the Insert/Edit link pop-up window, click on the "Browse" icon

Insert/edit link 🗙
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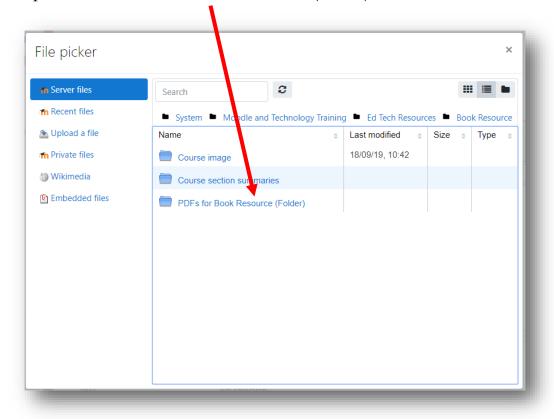
/

Step 8: Highlight the picture, and then select the link button

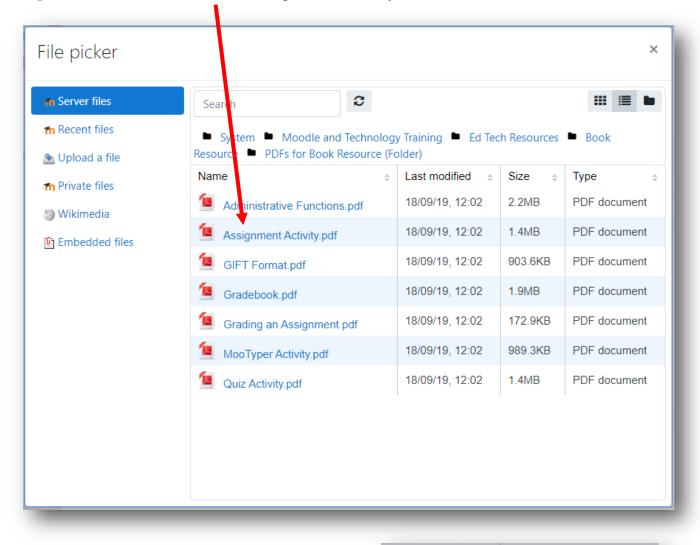
Step 10: In the File picker pop-up window, select the link "Server files"

fn Server files		
fn Recent files	Attachment	
n Private files	Choose File No file chosen	
) Wikimedia	Save as	
	Author	
	Chris Bell	
	Choose license All rights reserved Upload this file	\$

**Step 11:** From the selection, select the name of the folder that you put on your course page. For this example, it is called PDFs for Book Resource (Folder).



**Step 12:** Select the file that is going to be linked to the picture. In this example I am linking the picture to the PDF file called "Assignment Activity".



Step 13: Click on the radio button beside "Create an alias/shortcut to the file"	Select Assignment Activity.pdf ×				
	<ul> <li>Make a copy of the file</li> <li>Create an alias/shortcut to the file</li> </ul>				
	Save as				
	Assignment Activity.pdf				
	Author				
	Chris Bell				
	Choose license				
	All rights reserved				
	Select this file Cancel				
<b>Step 14:</b> Click on the button "Select this file"	Last modified 18 September 2019, 12:02 PM Created 18 September 2019, 11:59 AM Size 1.4MB License All rights reserved Author Chris Bell				

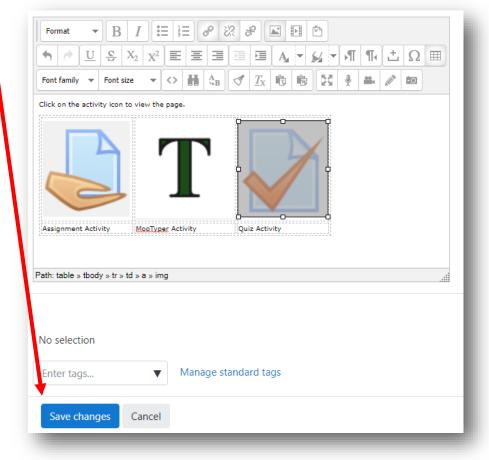
Step 15: Ensure the "Target" is set to "Open in new window (\_blank)"

	Insert/edit link 🗙
	Gineral Popup Events Advanced
	General properties
	Link ULL https://online.assiniboine.net/draftfile.php/121629/
	Target Open in new window (_blank)
	Title
	Class Not set 🔻
Step 16: Select the	
outton "Insert"	
	Insert

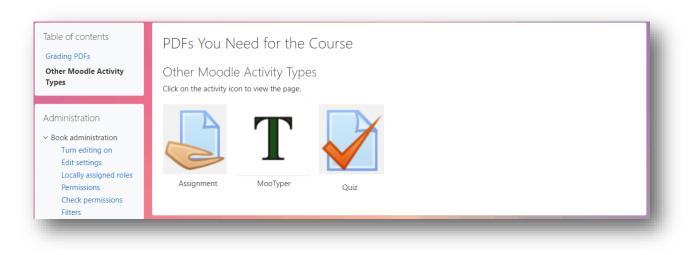
Note: In the WYSIWYG editor, the link button is darkened. This means the selected picture is connected to the link.

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**Step 17:** Once you have finished adding pictures, text and links, select the button "Save changes"



This chapter is ready. When a student clicks on one of the three pictures, that will cause the linked PDF to open in another window. The student can view, download, or print the PDF from that screen.



End of Section