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

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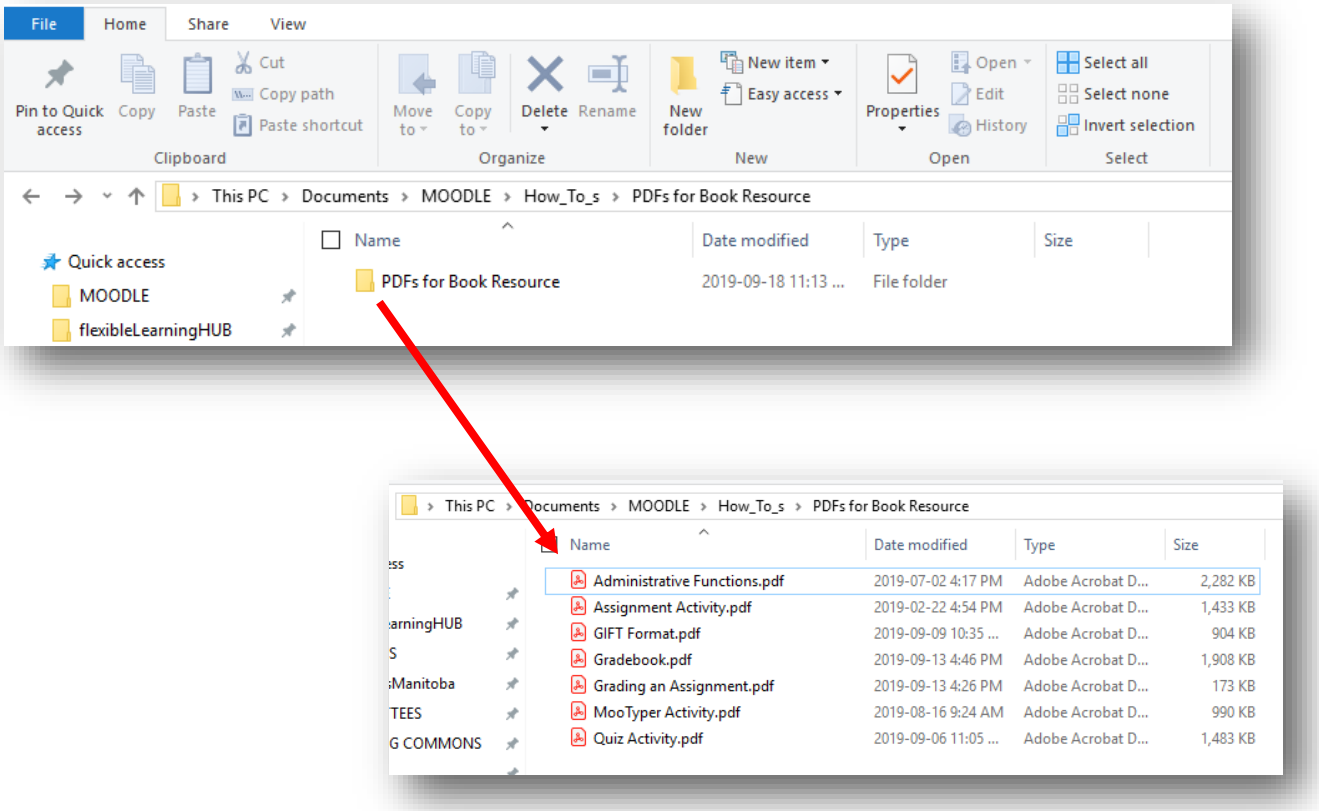
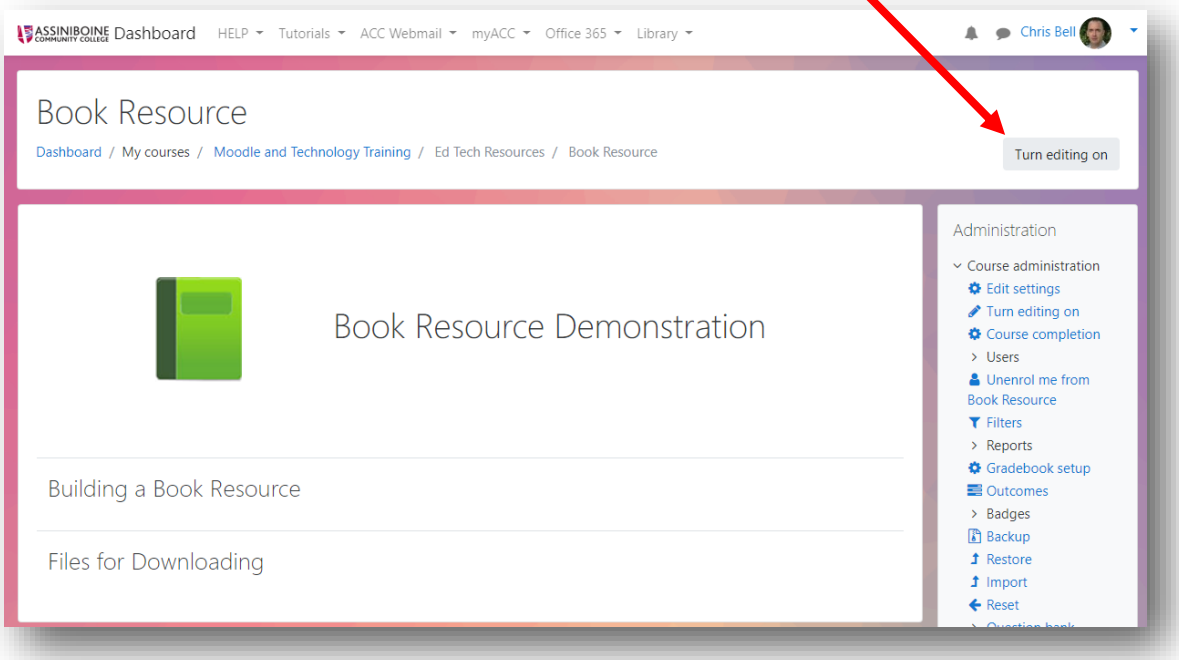
Step 1: Assemble all the PDF files into one file on your computer.



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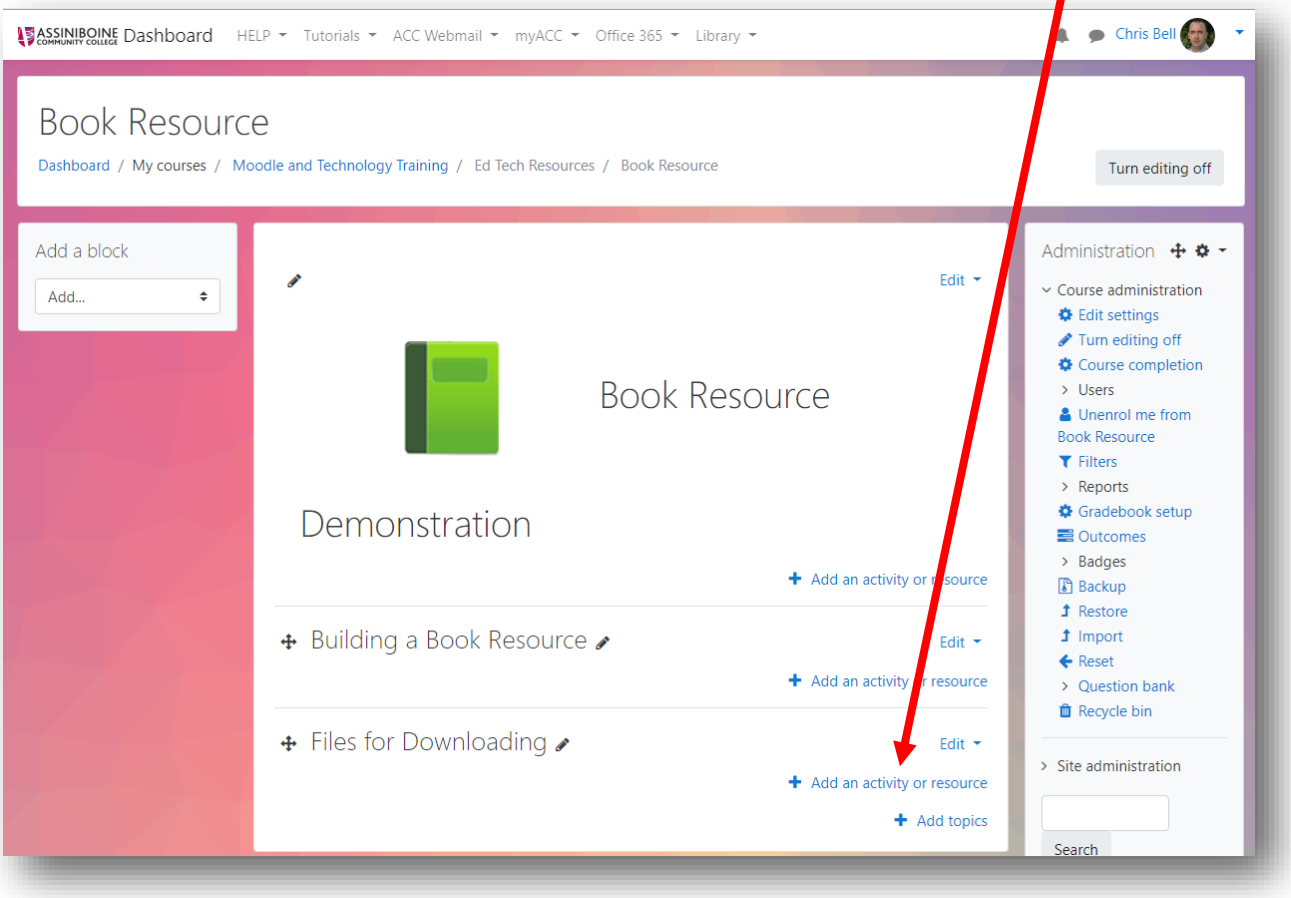
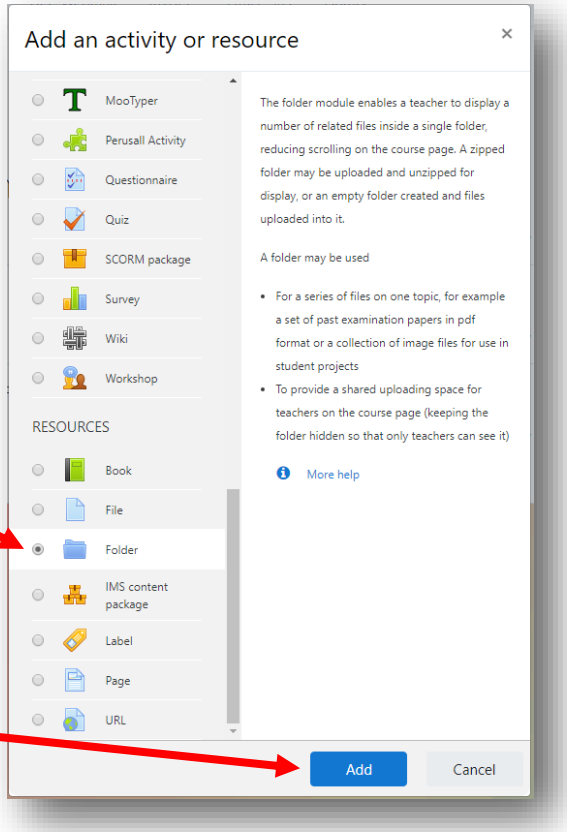
Step 3: In the section where the Folder Resource is to be created, select "+Add an activity or resource"



Step 4: In the pop-up menu, select the radio button beside the Folder Resource.



Step 5: Select the button "Add"

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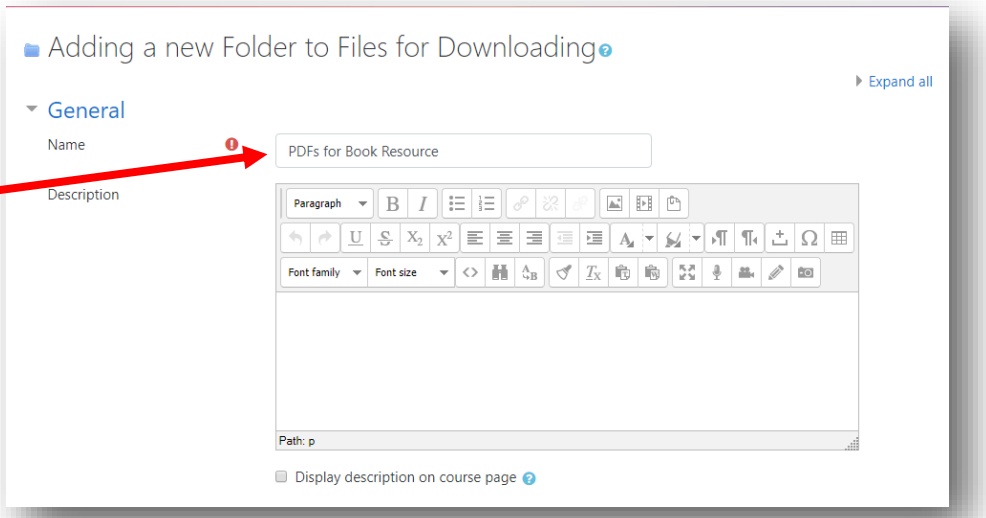
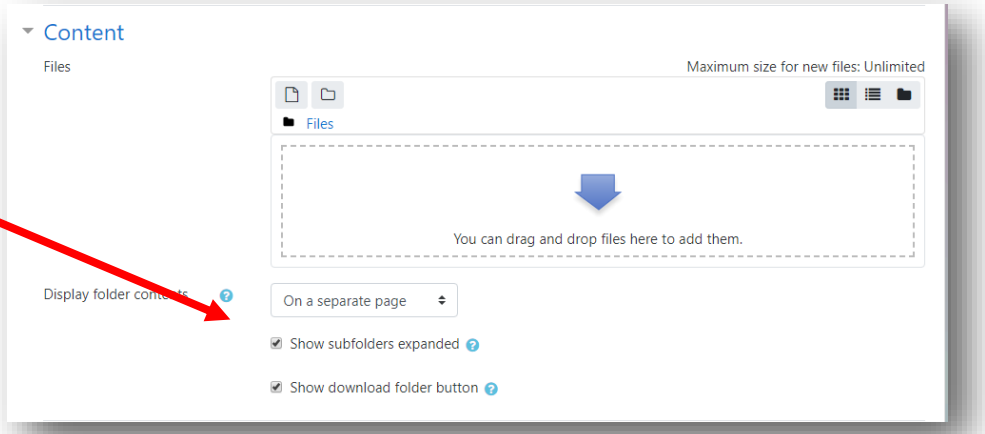
Folder Resource Settings

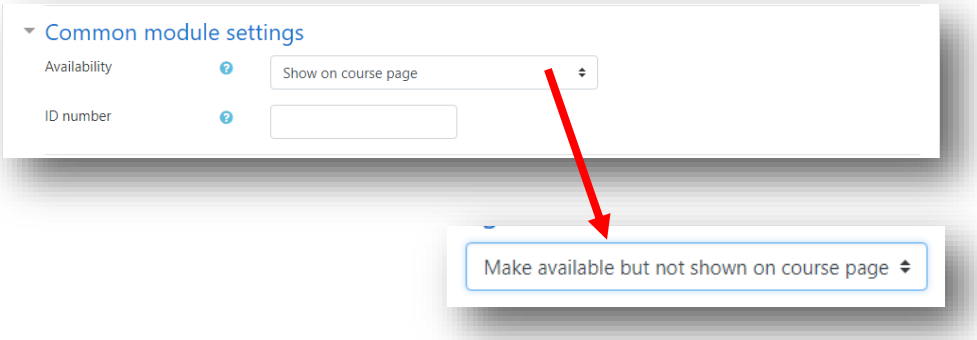
Step 5: Name the Folder



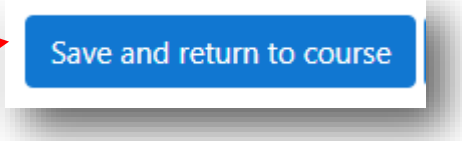
Step 6: Adjust Content setting s as desired



Step 6: Because I don't want students to download the entire folder, but instead access the files using the Book, in the Common module settings section, change "Show on course page" to "Make available but not shown on course page"



Step 7: Scroll to the bottom of the settings page, and select the button "Save and return to course"



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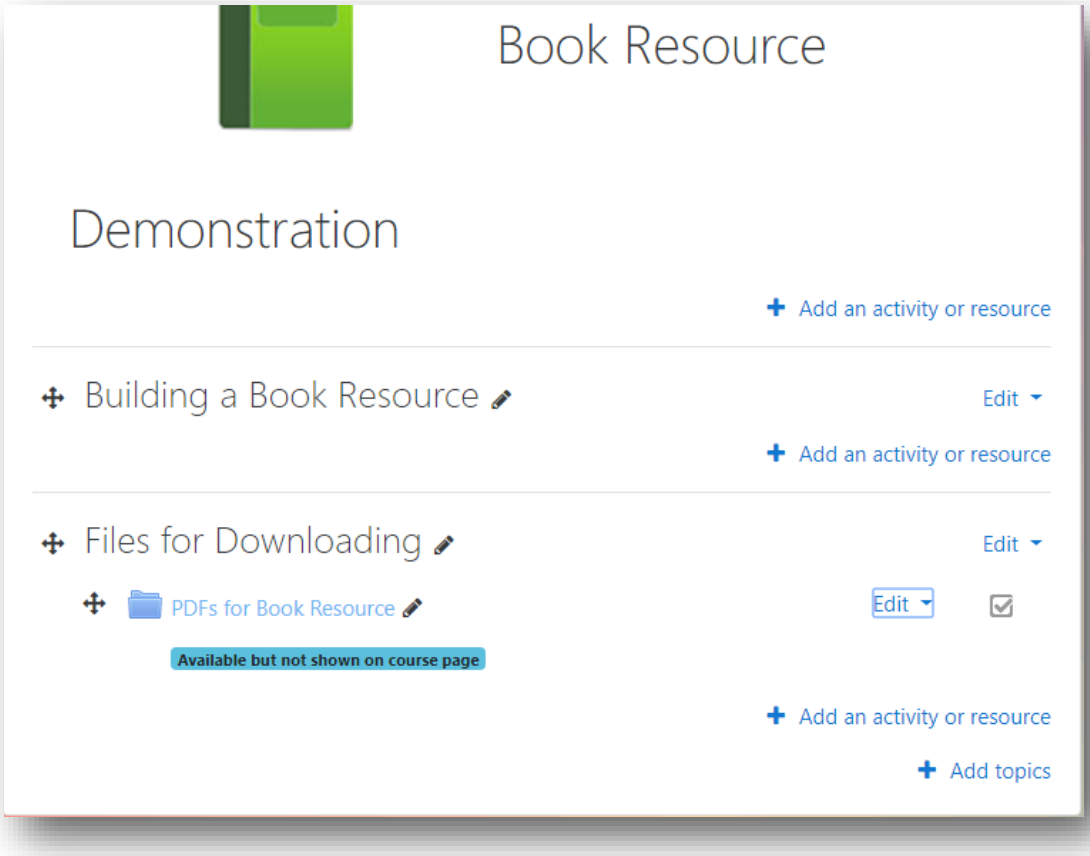
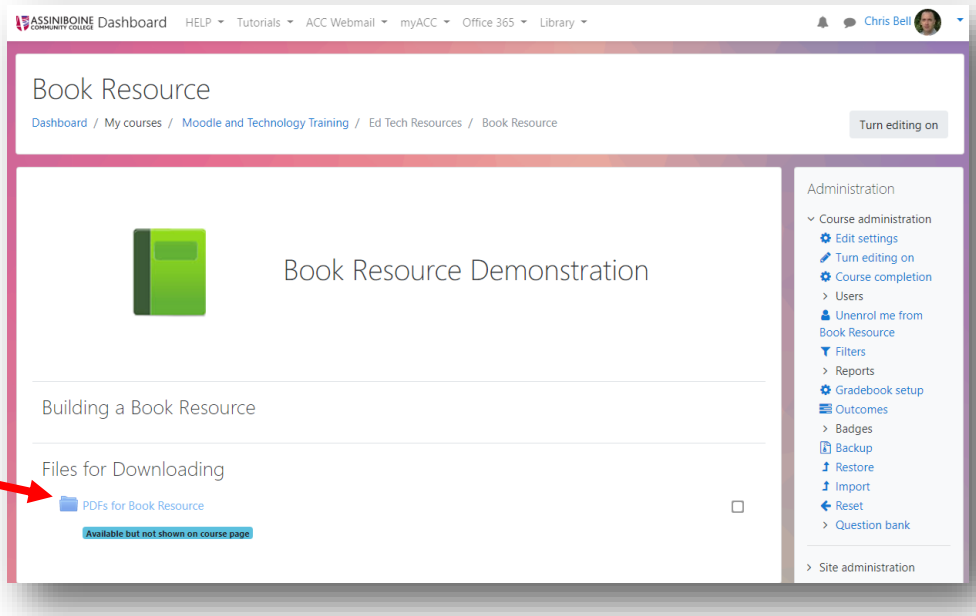


The Folder Resource for storing all the PDFs now is on the course page, but will be hidden from students. If you want students to be able to download the entire Folder, the Common Module setting would be left as "Shown on course page".

Add Files to the Folder Resource

Note: To add or remove files in or out of a Folder, editing does not need to be turned on.

Step 1: On the main course page, select the Folder Resource link



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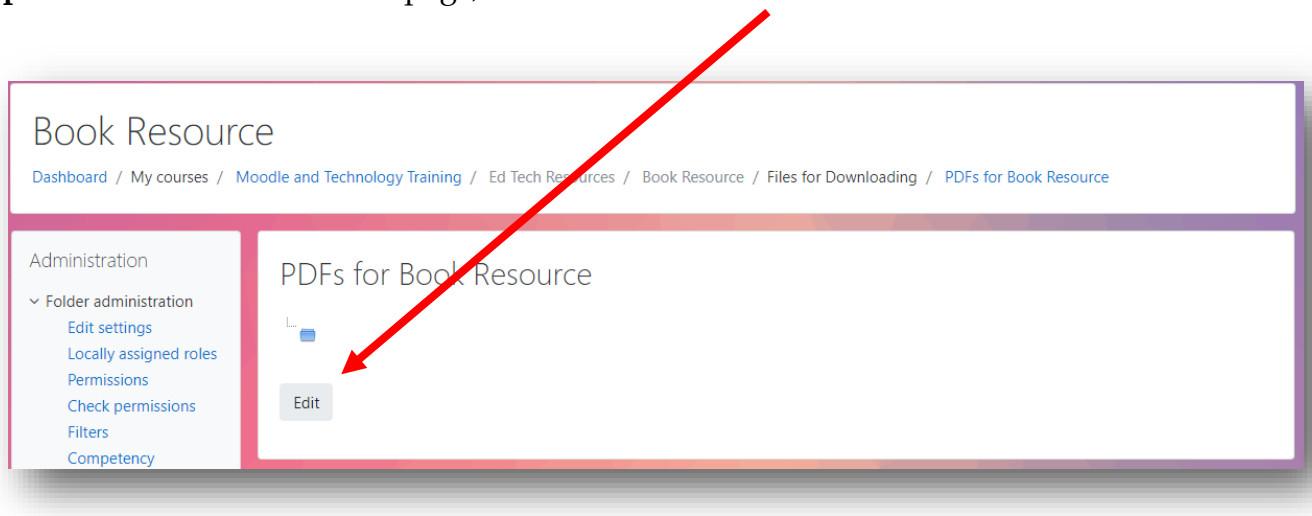
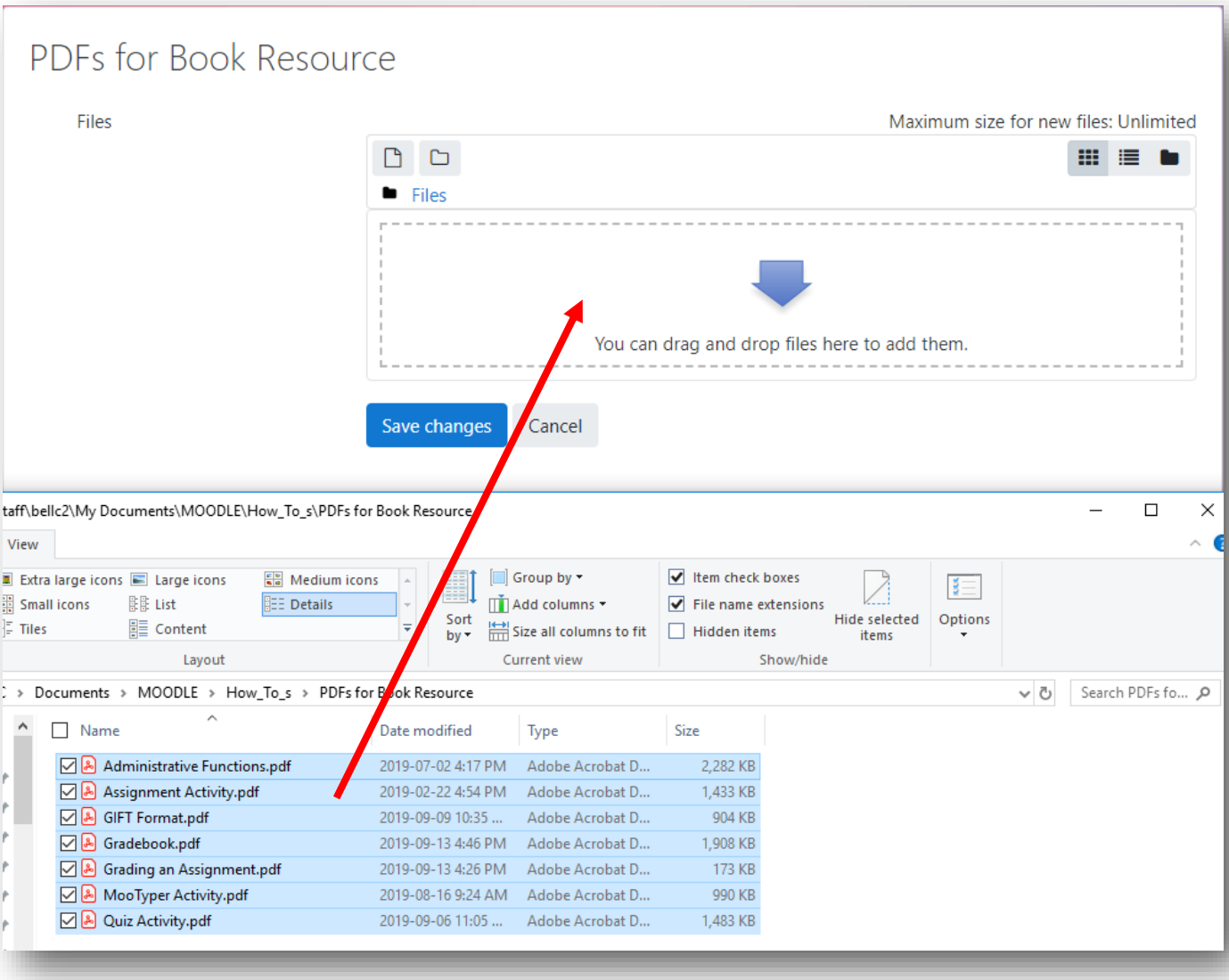
Step 2: On the Folder Resource page, select the button "Edit"



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



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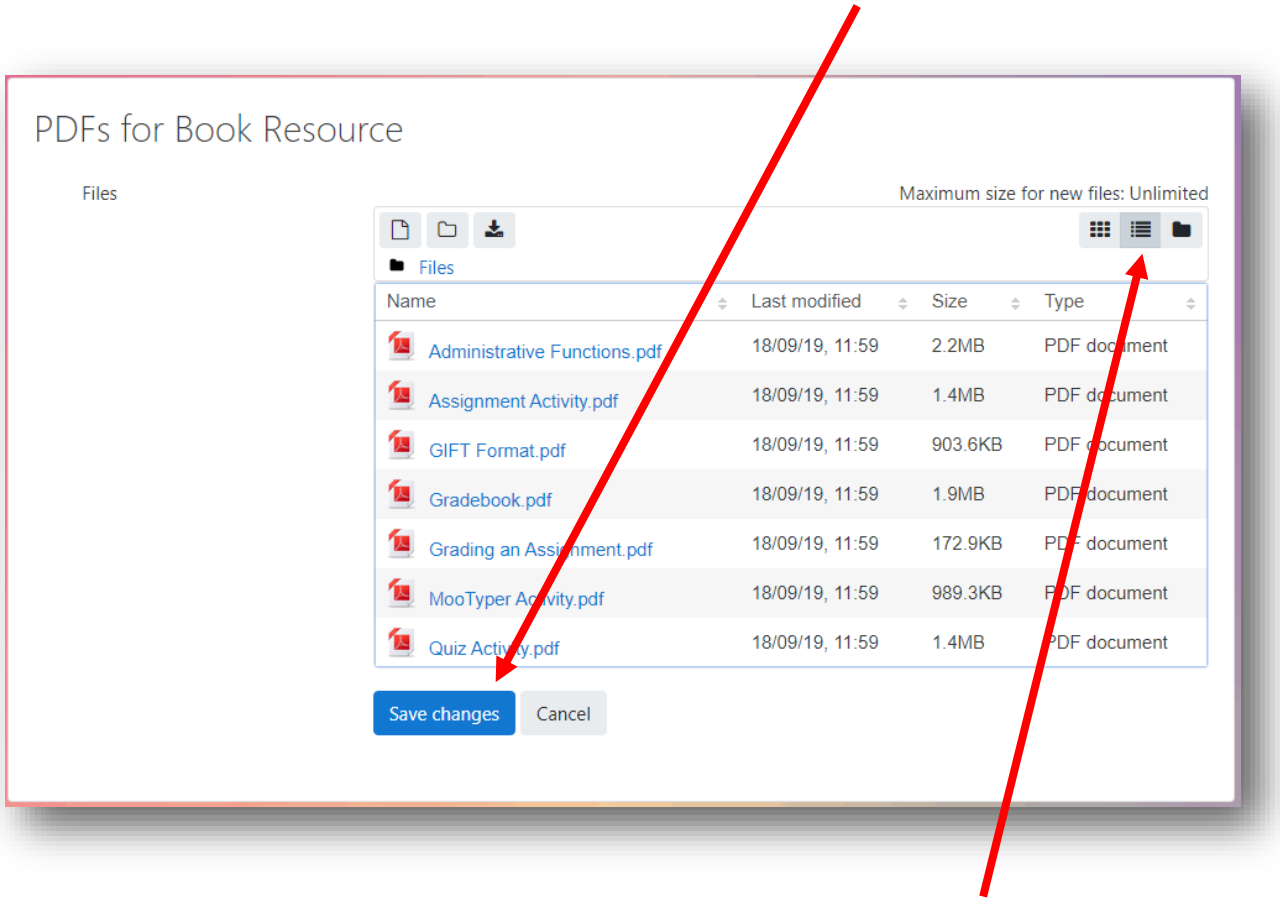
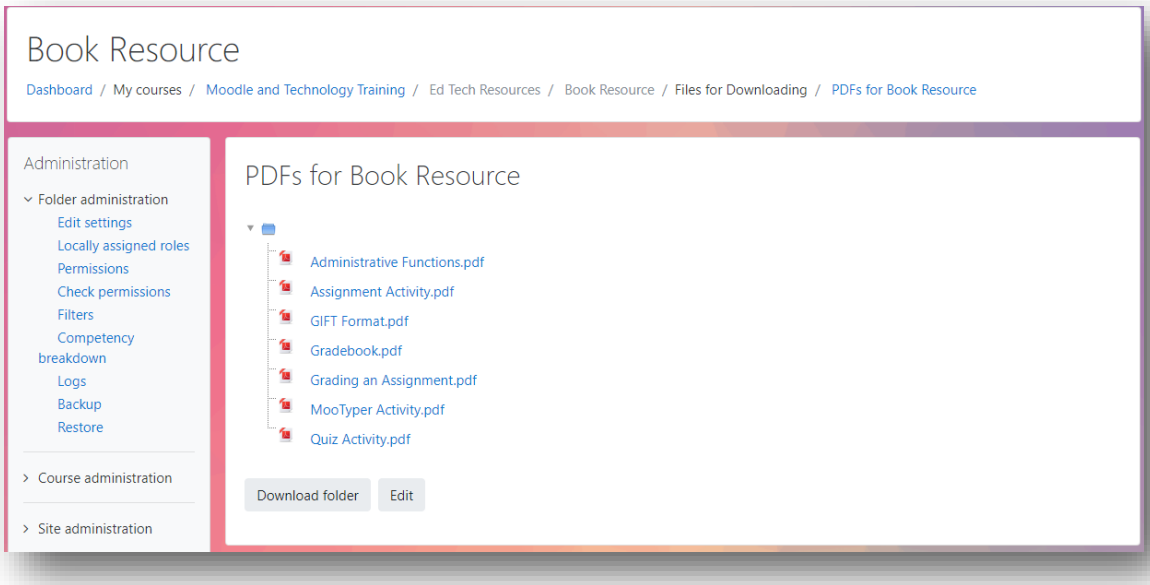
Step 4: Once the files appear in the drop-box, select the button "Save changes"



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

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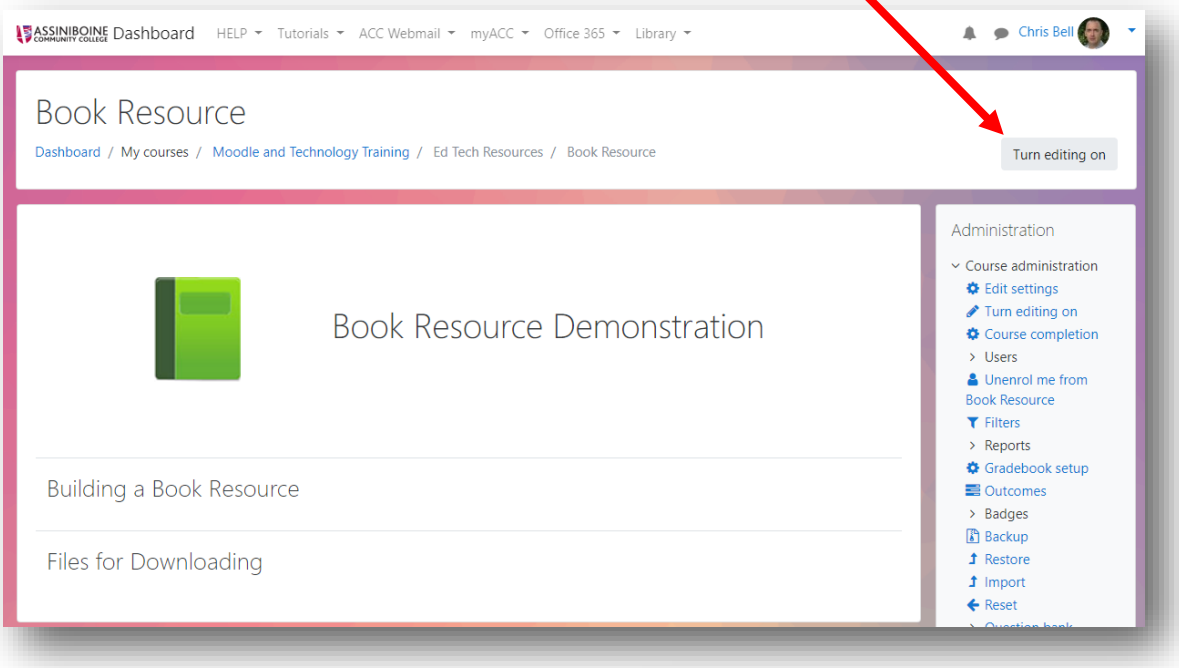
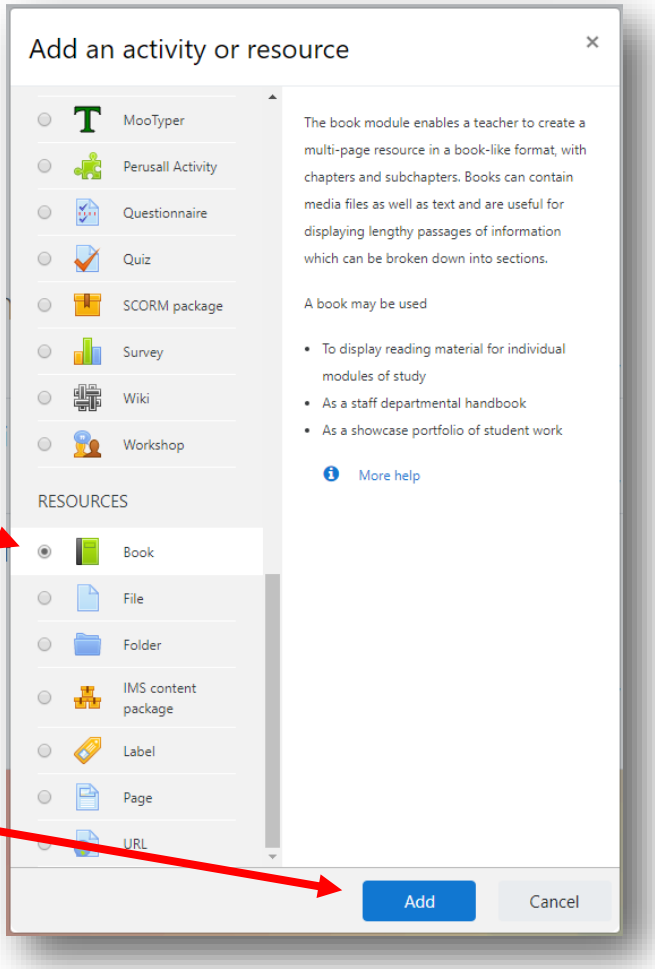
Adding the Book Resource

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



Step 2: In the pop-up menu, select the radio button beside the Book Resource.

Step 3: Select the button "Add"



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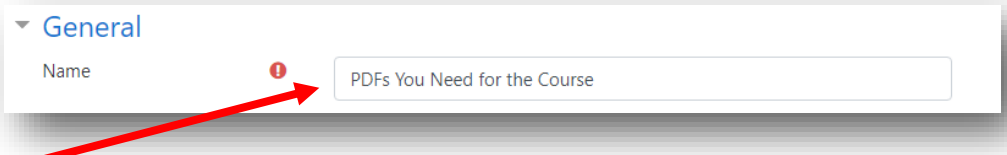
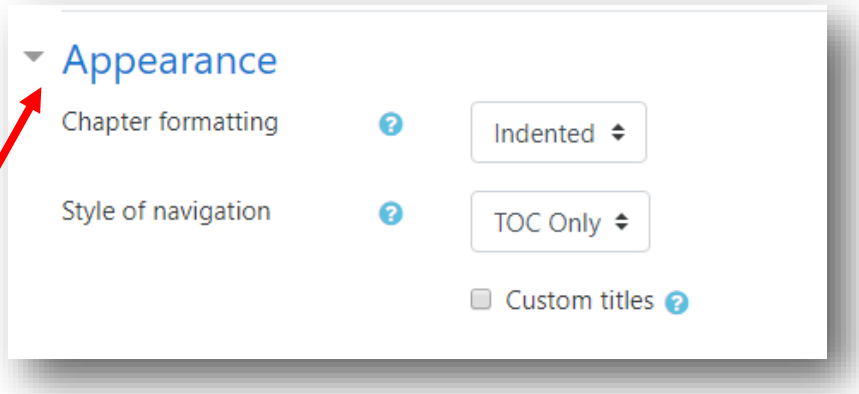
Book Resource Settings

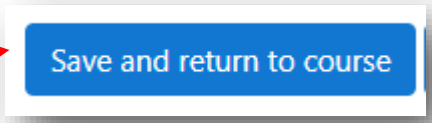


Step 4: Name the Book

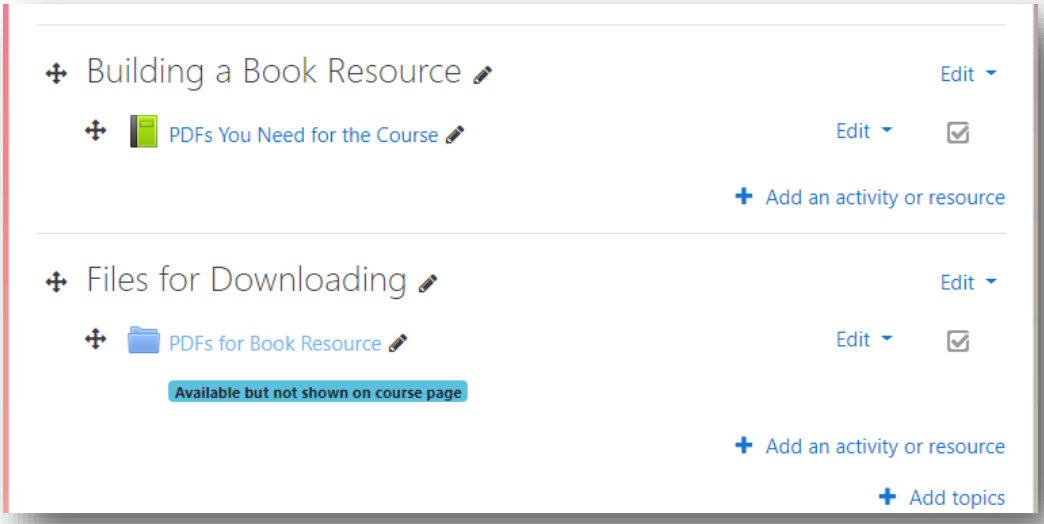


Step 5: Set the Appearance settings to suit your preference.

Step 6: Scroll to the bottom of the settings page, and select the button "Save and return to course"



The Book will appear on the main course page.



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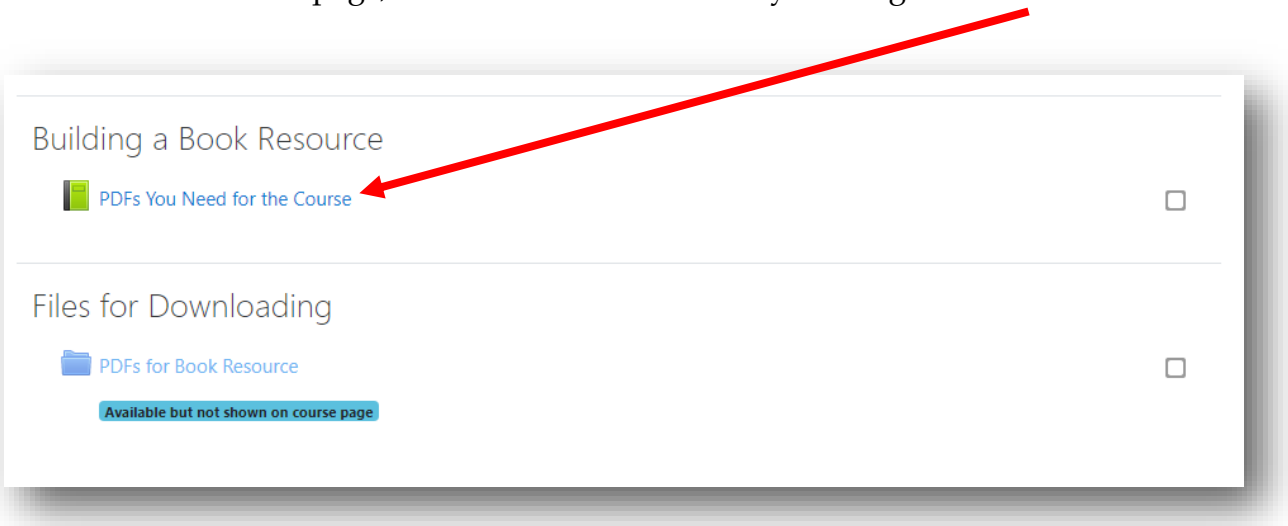
Adding Pages to a Book

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

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.

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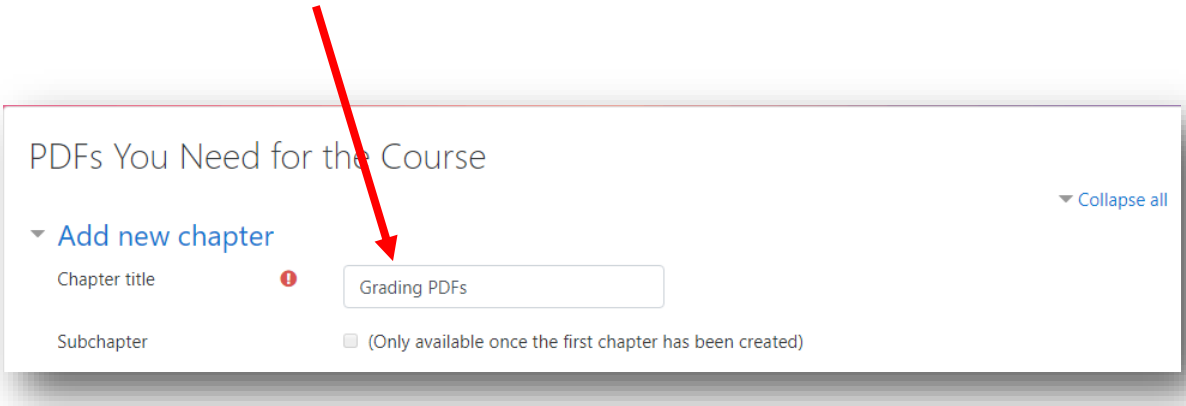
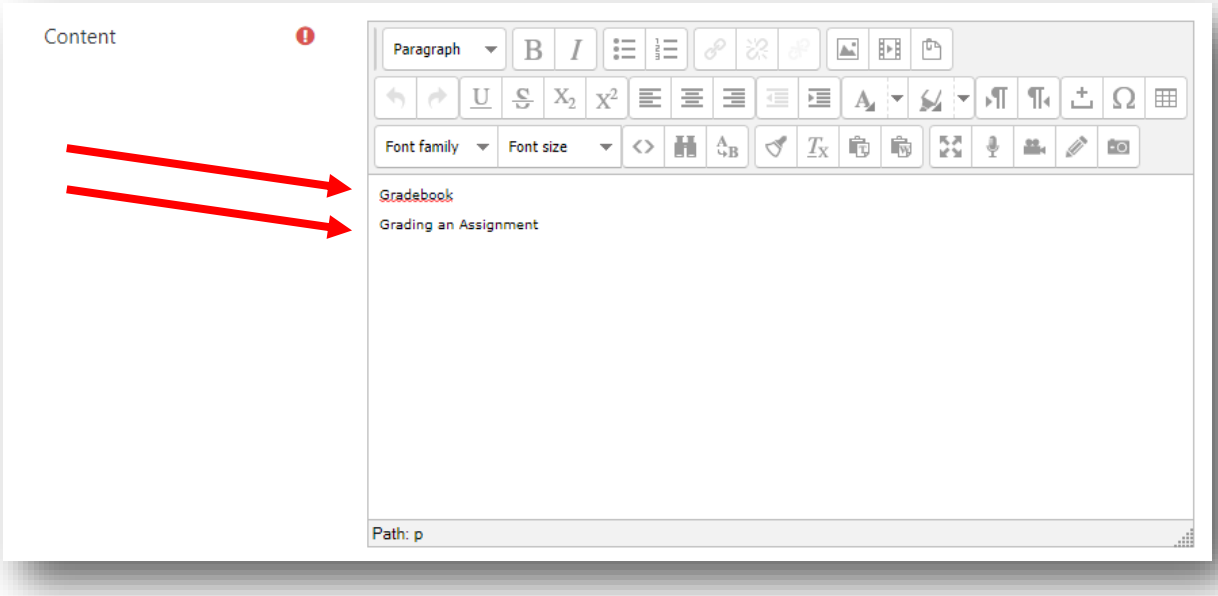
Step 2: Give the "chapter" a title. (Each chapter title is listed in the Table Of Contents)

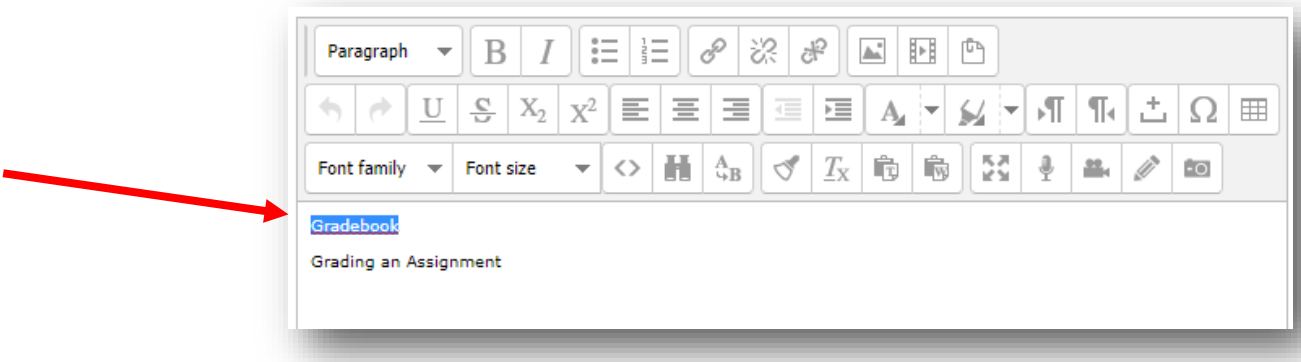


Step 3: Enter the names of each PDF that will be linked to. For this example I will use text.



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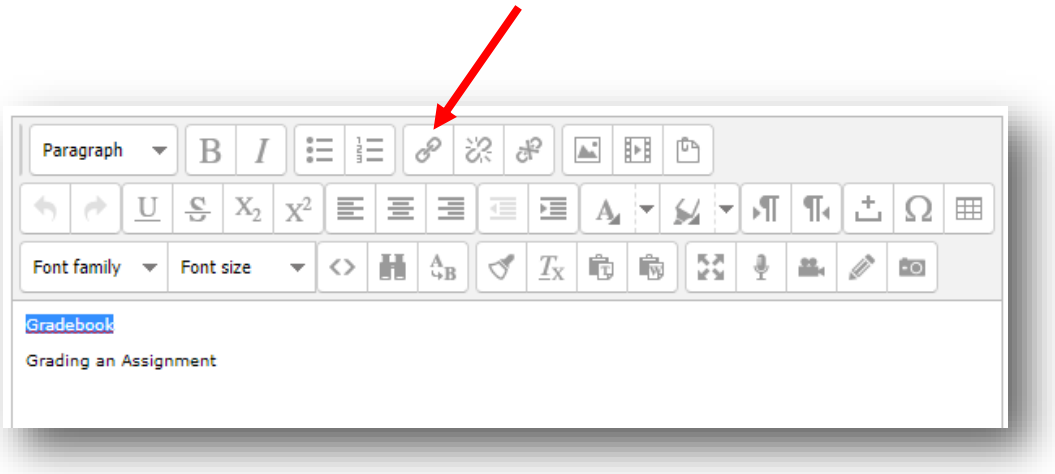
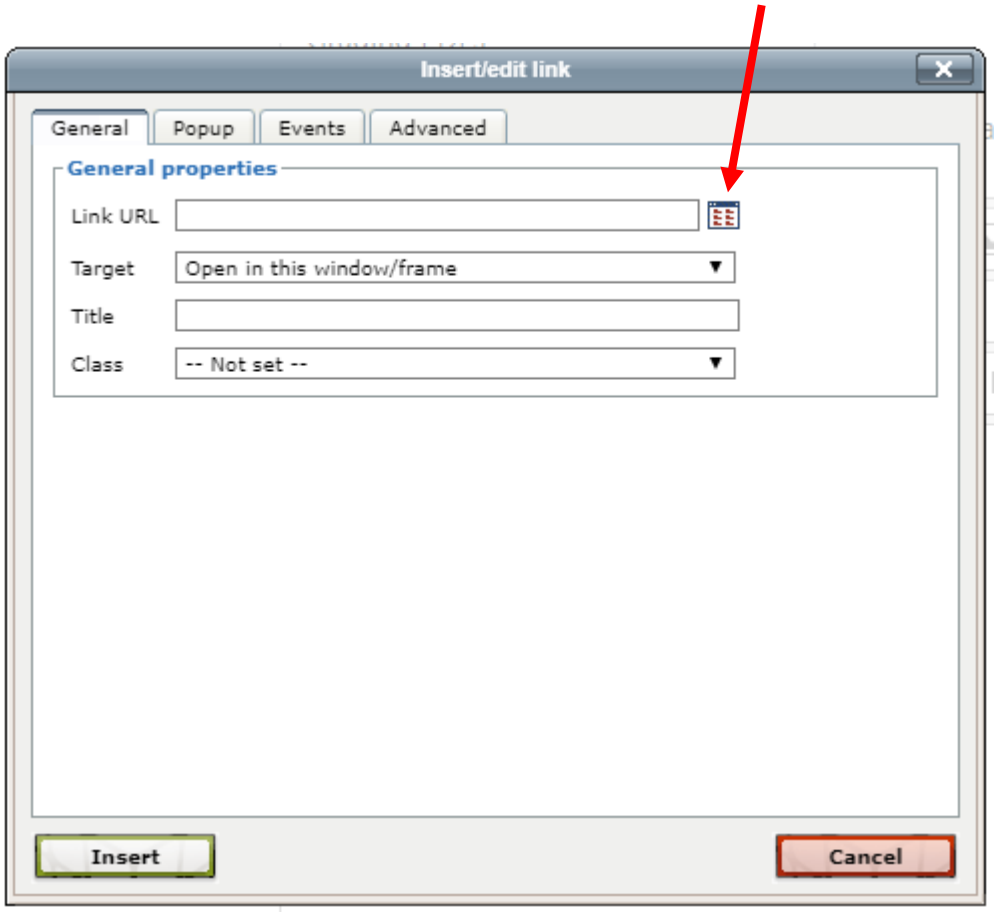
Step 5: In the WYSIWYG editor, select the button for "linking"



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



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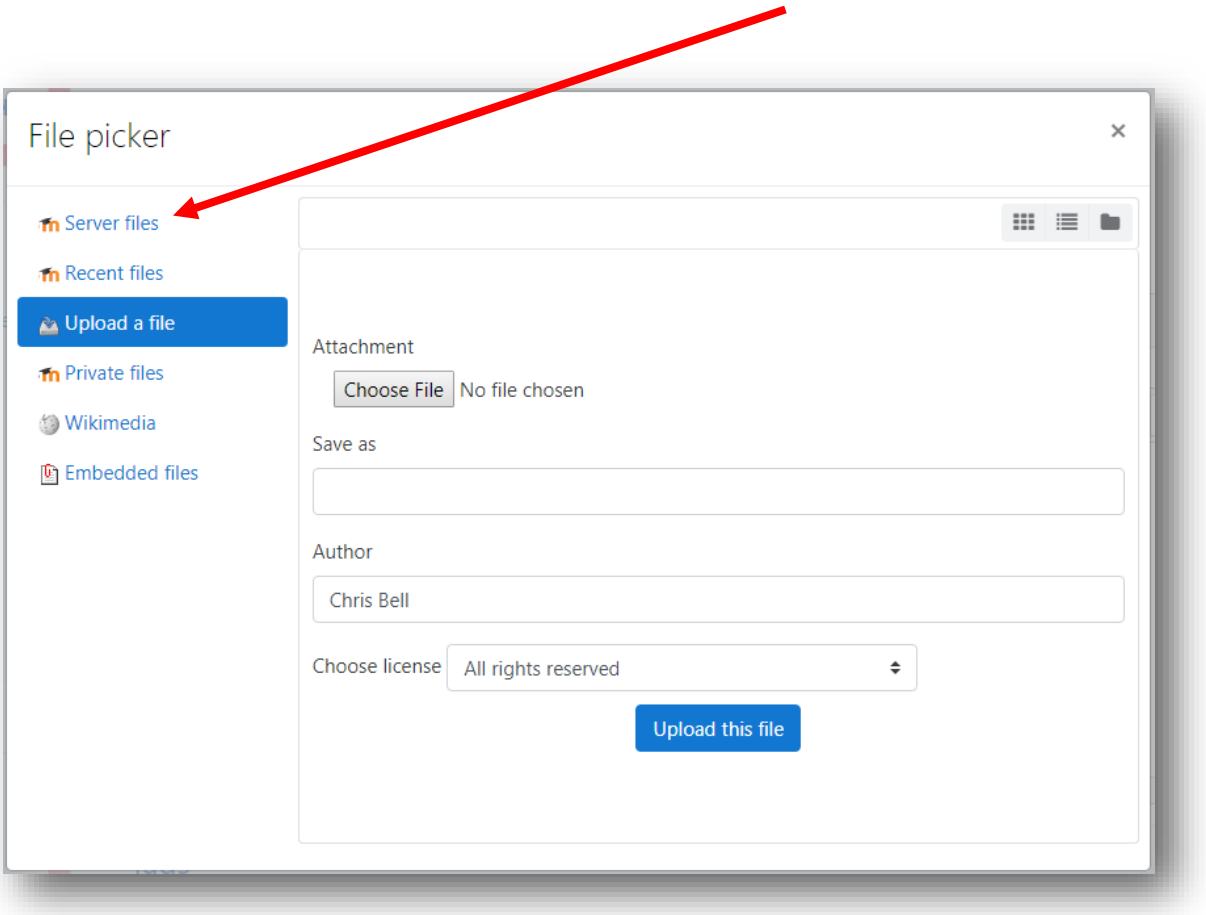
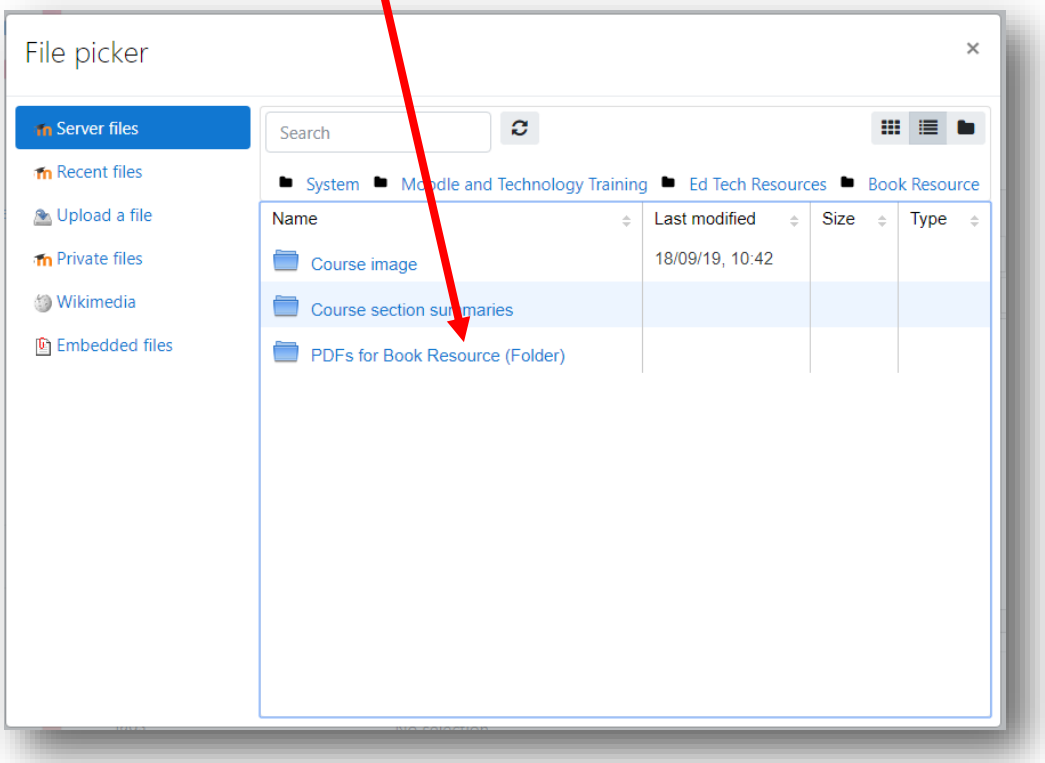
Step 7: In the File picker pop-up window, select the link "Server files"



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.



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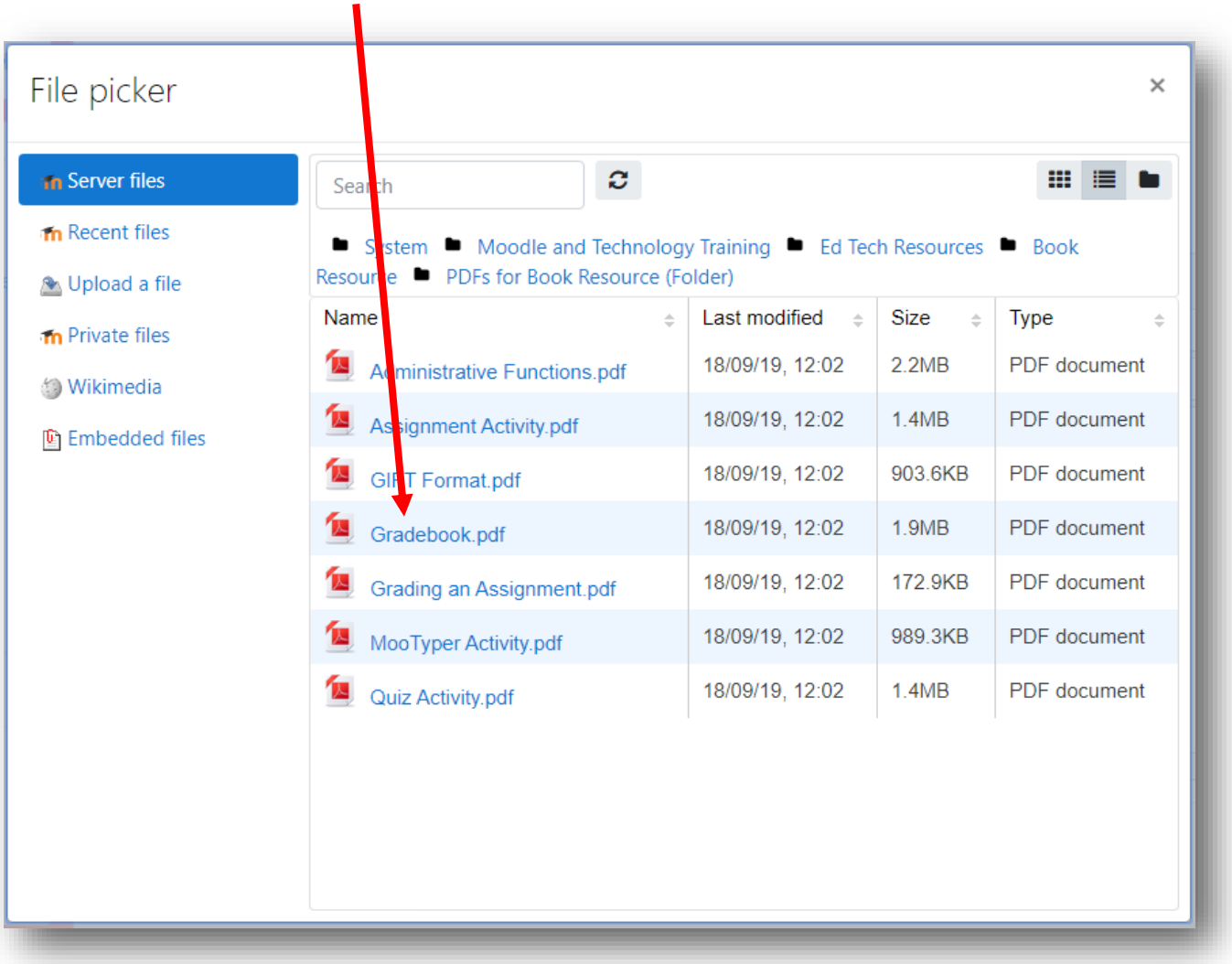
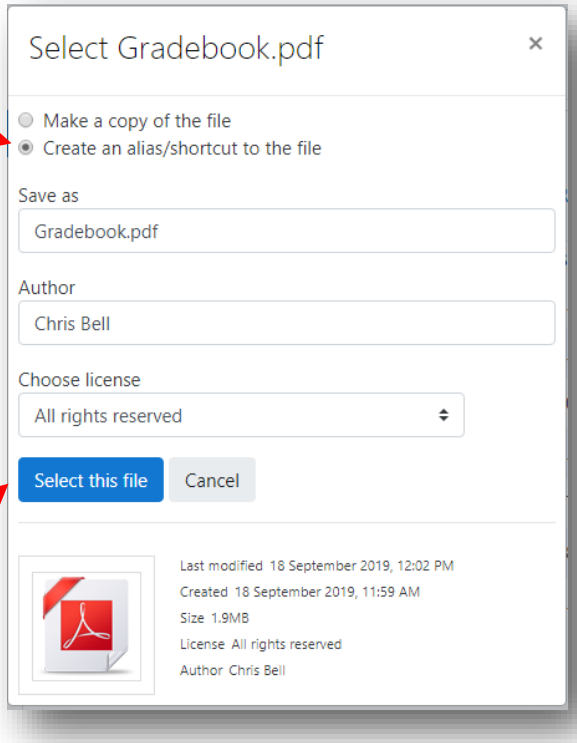
Step 9: Select the file that is going to be linked to the text. In this example I am linking the text "Gradebook" to the PDF file called "Gradebook".



Step 10: Click on the radio button beside "Create an alias/shortcut to the file"

Step 11: Click on the button "Select this file"



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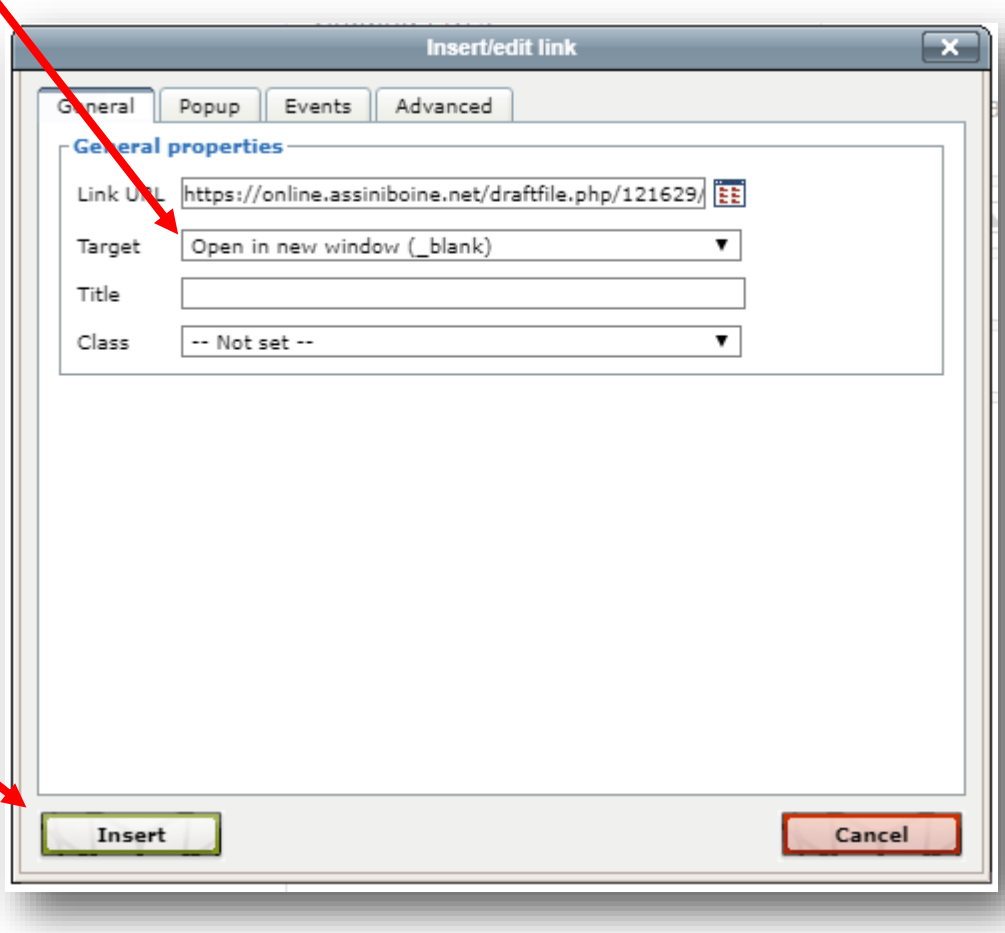
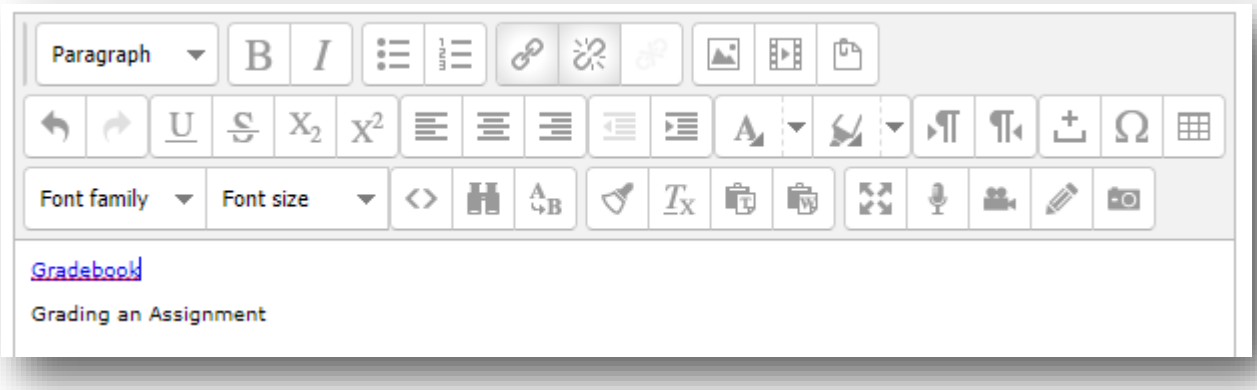
Step 12: Ensure the "Target" is set to "Open in new window (_blank)"



Step 13: Select the button "Insert"

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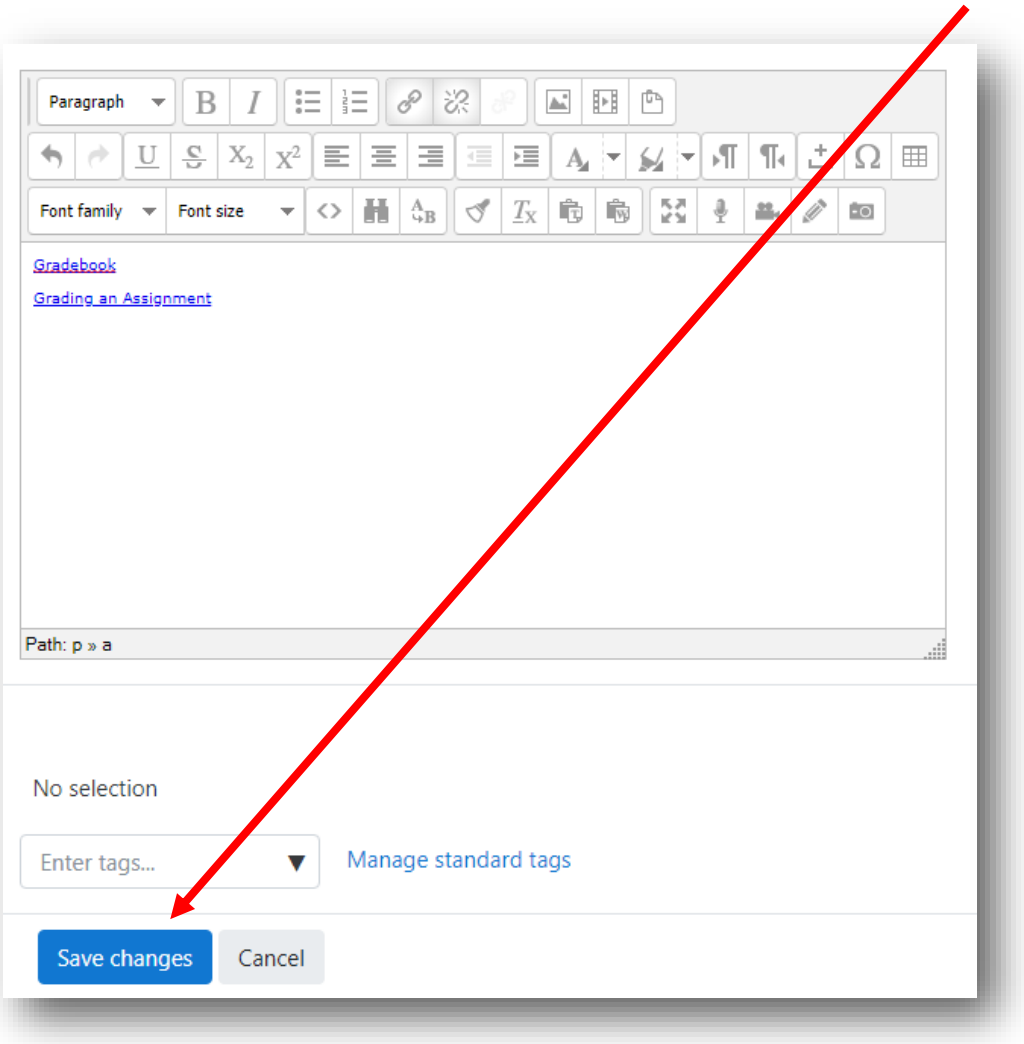
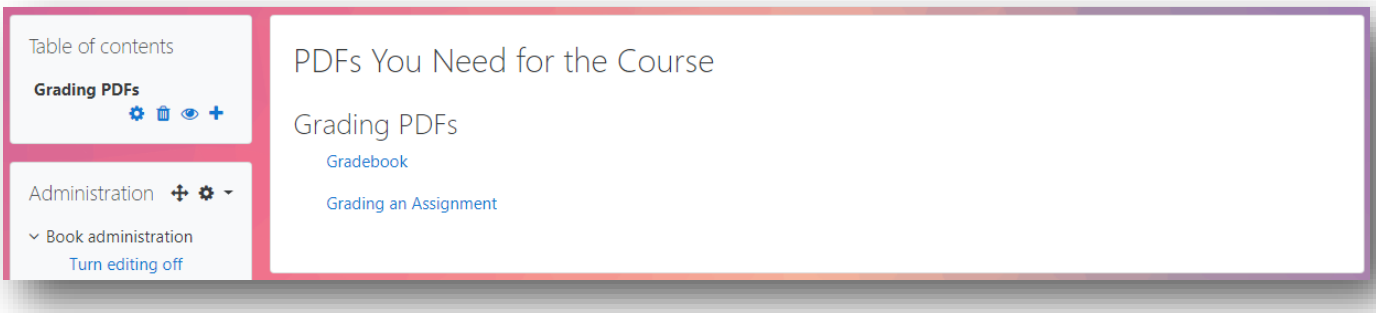
Step 14: Once all the required links have been inserted, select the button "Save changes"



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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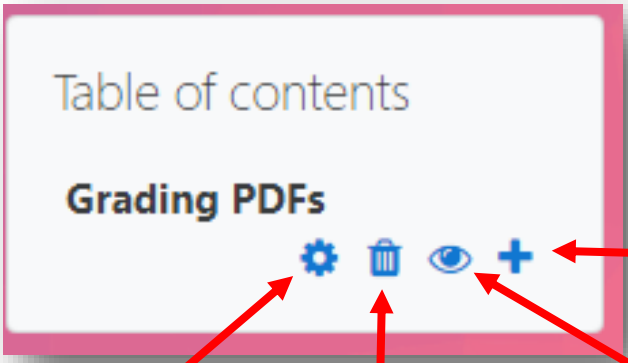
Adding More Pages to a Book



Selecting the plus sign icon will **add** another chapter to the book.

Selecting the gear icon will take you to the **edit**ing screen (you can change page content).

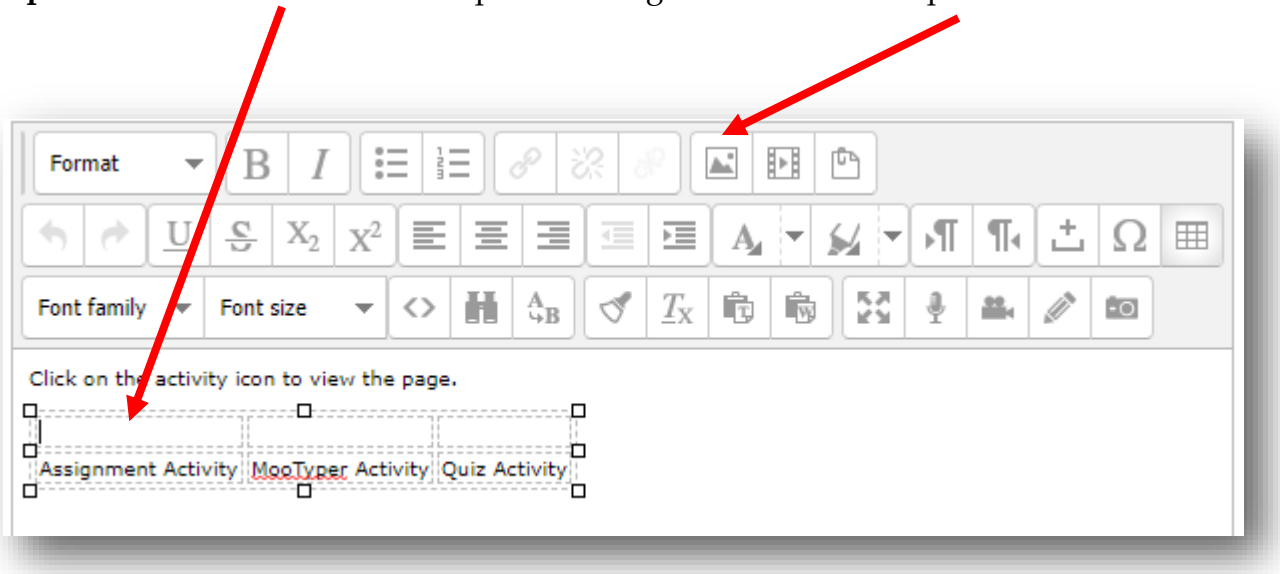
Selecting the garbage can icon will **delete** the chapter. (This action cannot be undone)

Selecting the eye icon will toggle the page to be **hidden** from students or **visible** to students.

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.



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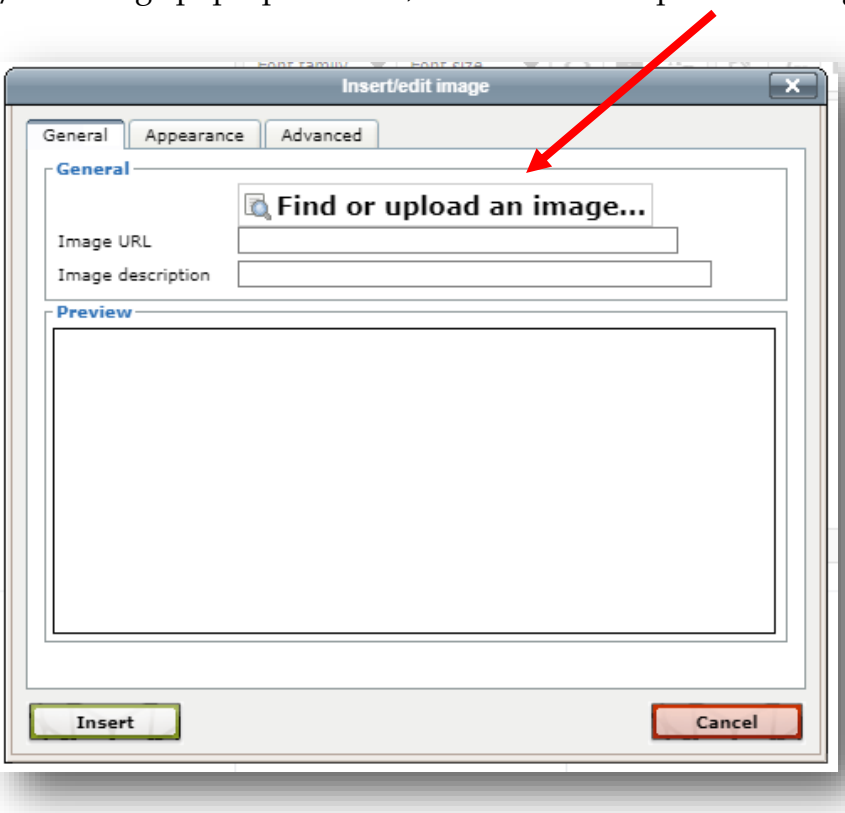
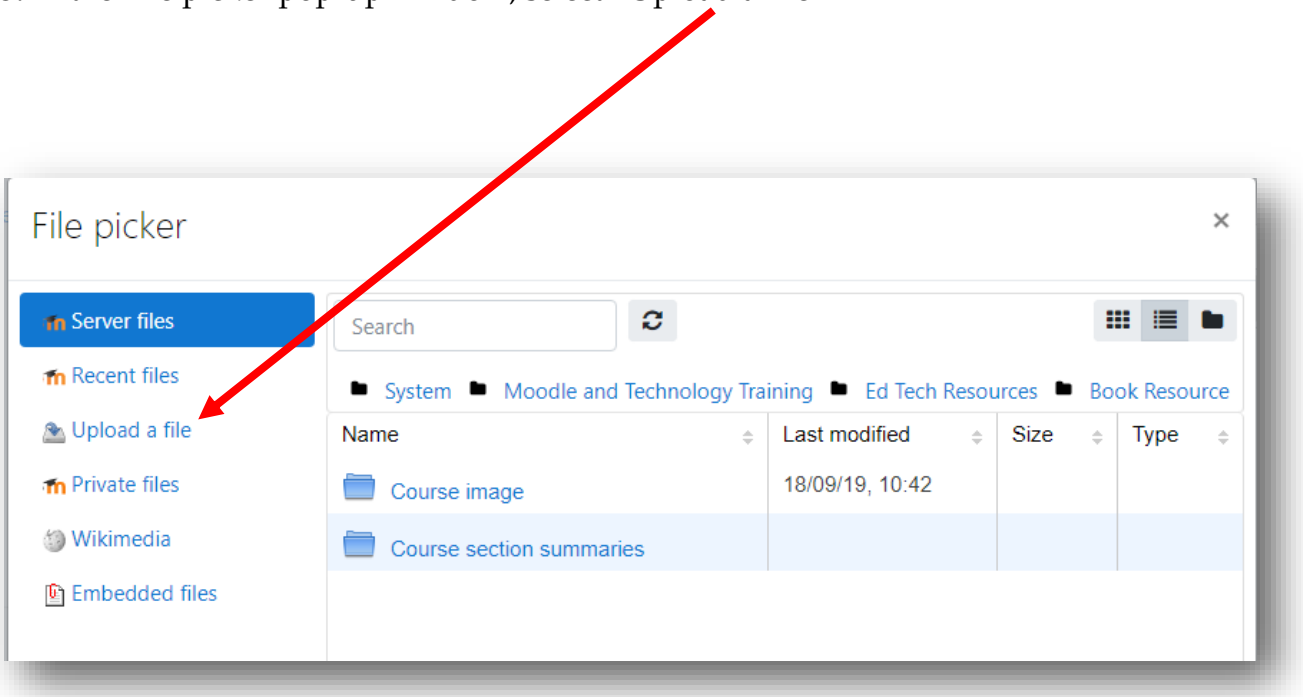
Step 2: In the Insert/edit image pop-up window, select "Find or upload an image…"



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



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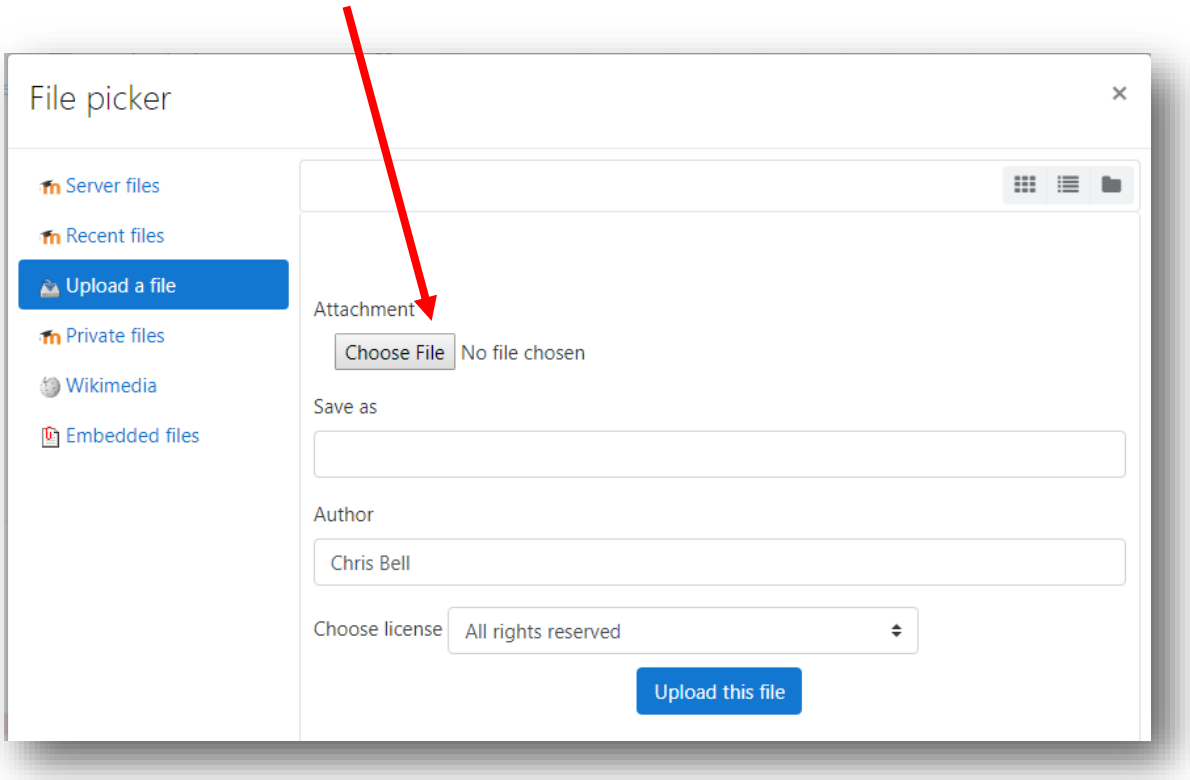
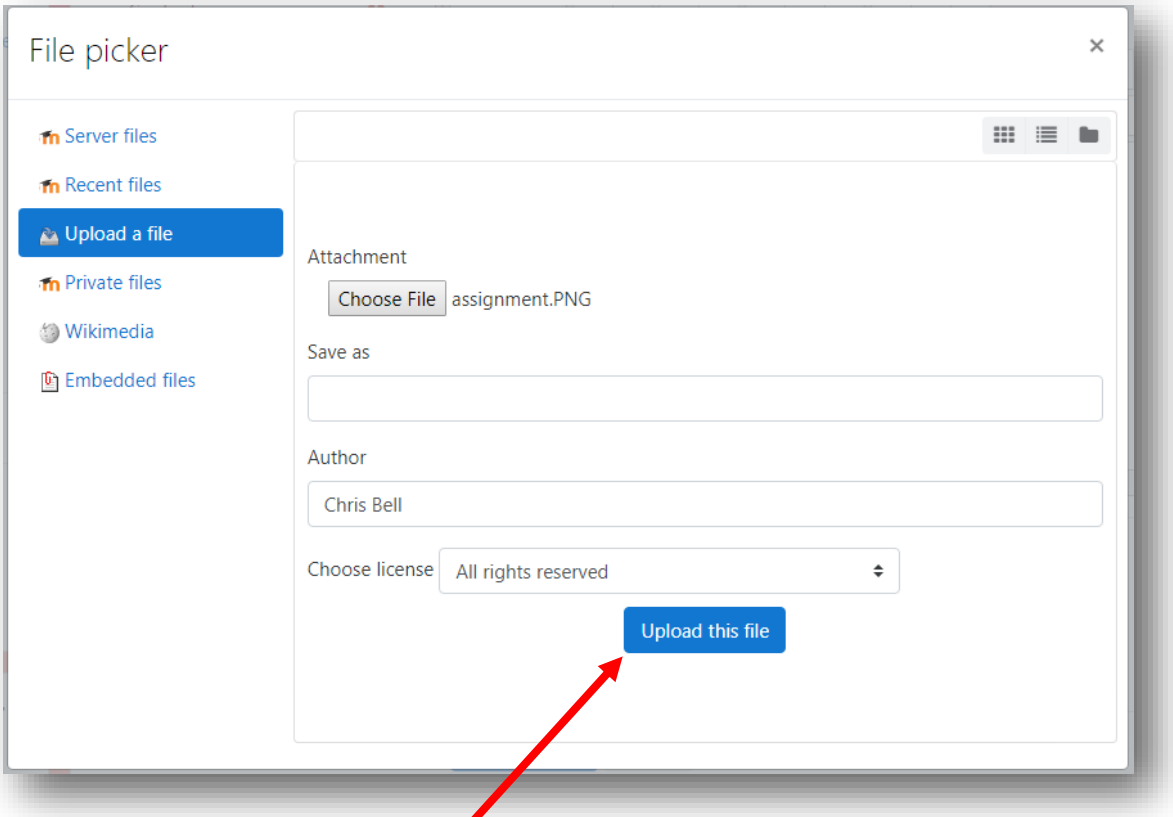
Step 4: Select the button "Choose File" (Note it currently states "No file chosen")



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



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

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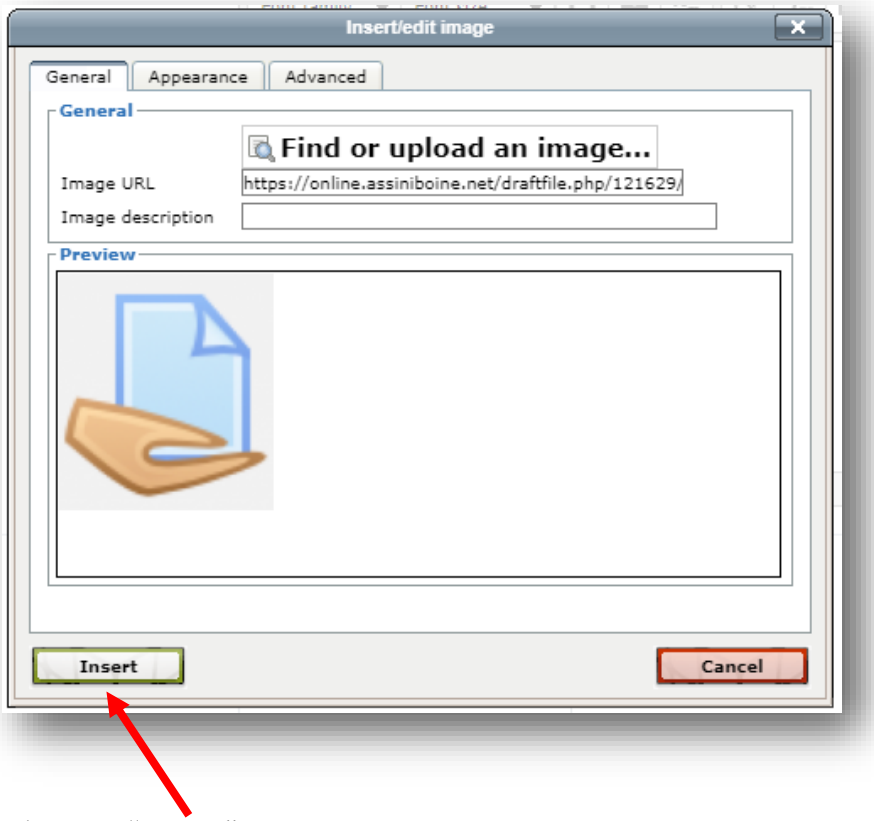
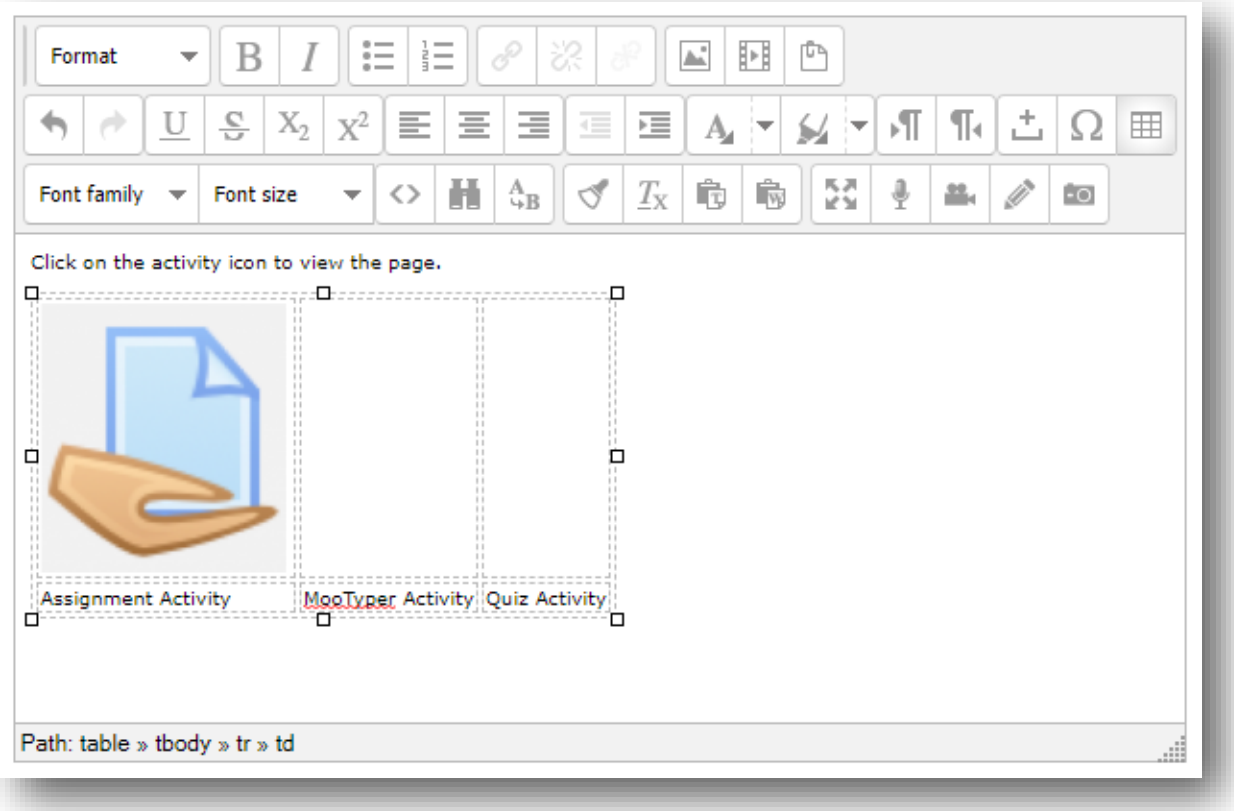


Step 7: Select the button "Insert"

The picture will appear in the WYSIWYG editor.



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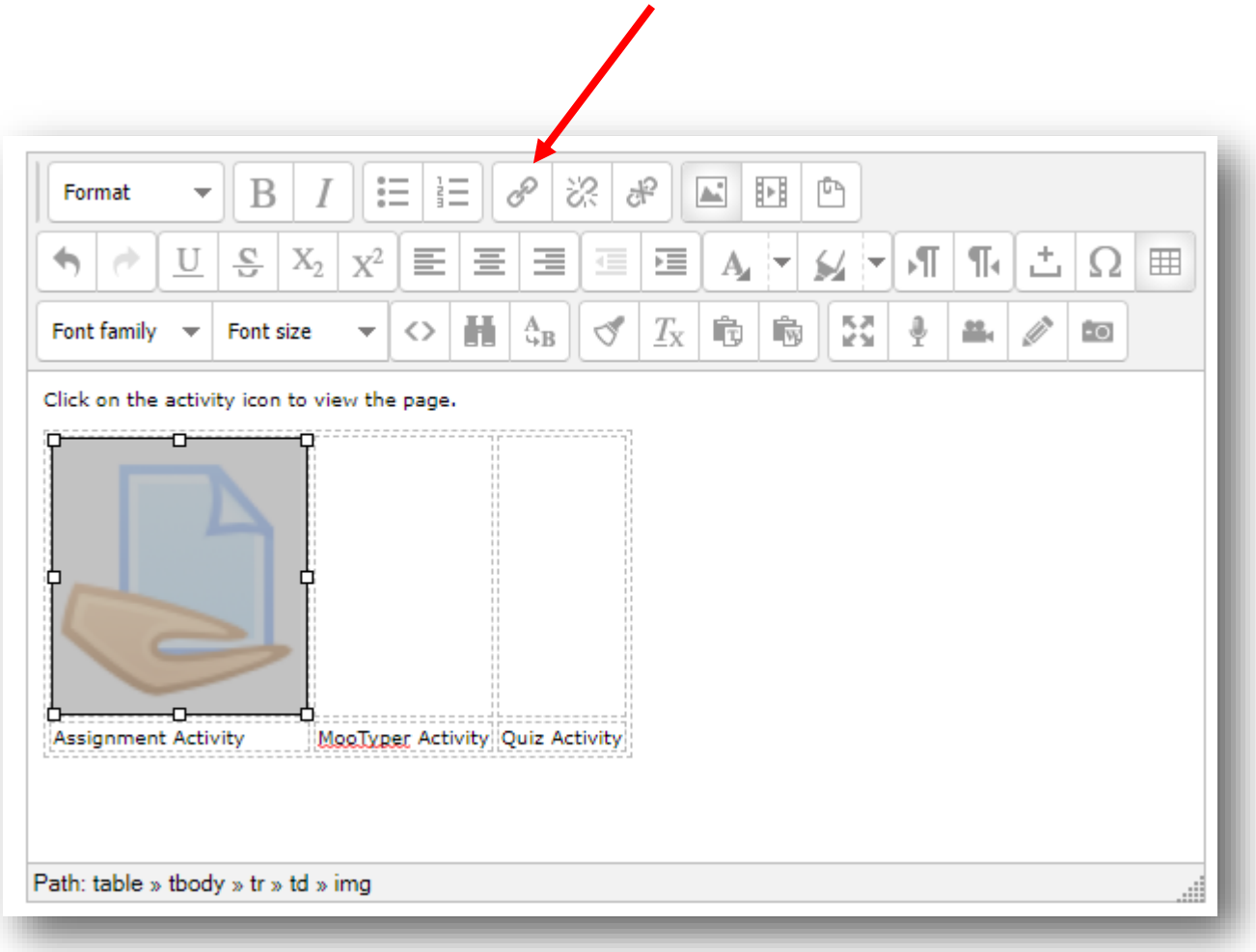
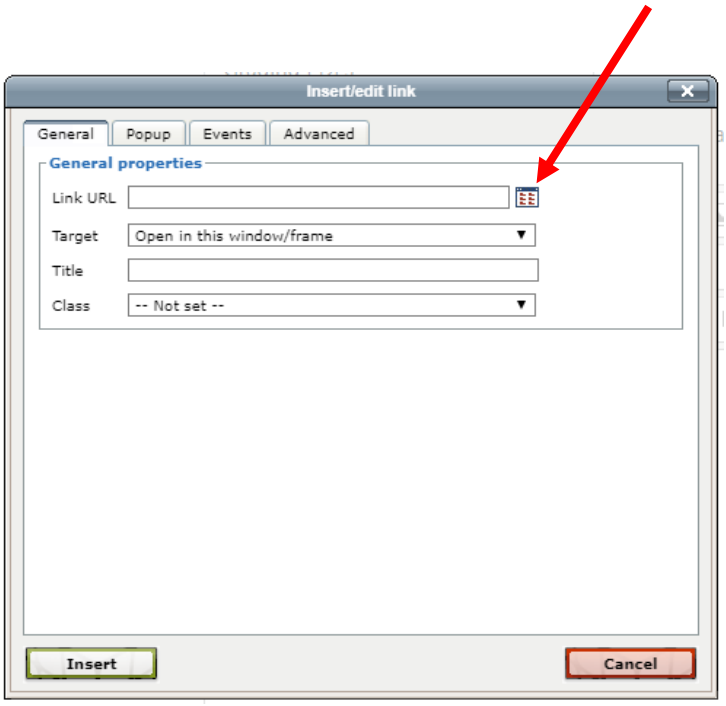
Step 8: Highlight the picture, and then select the link button



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



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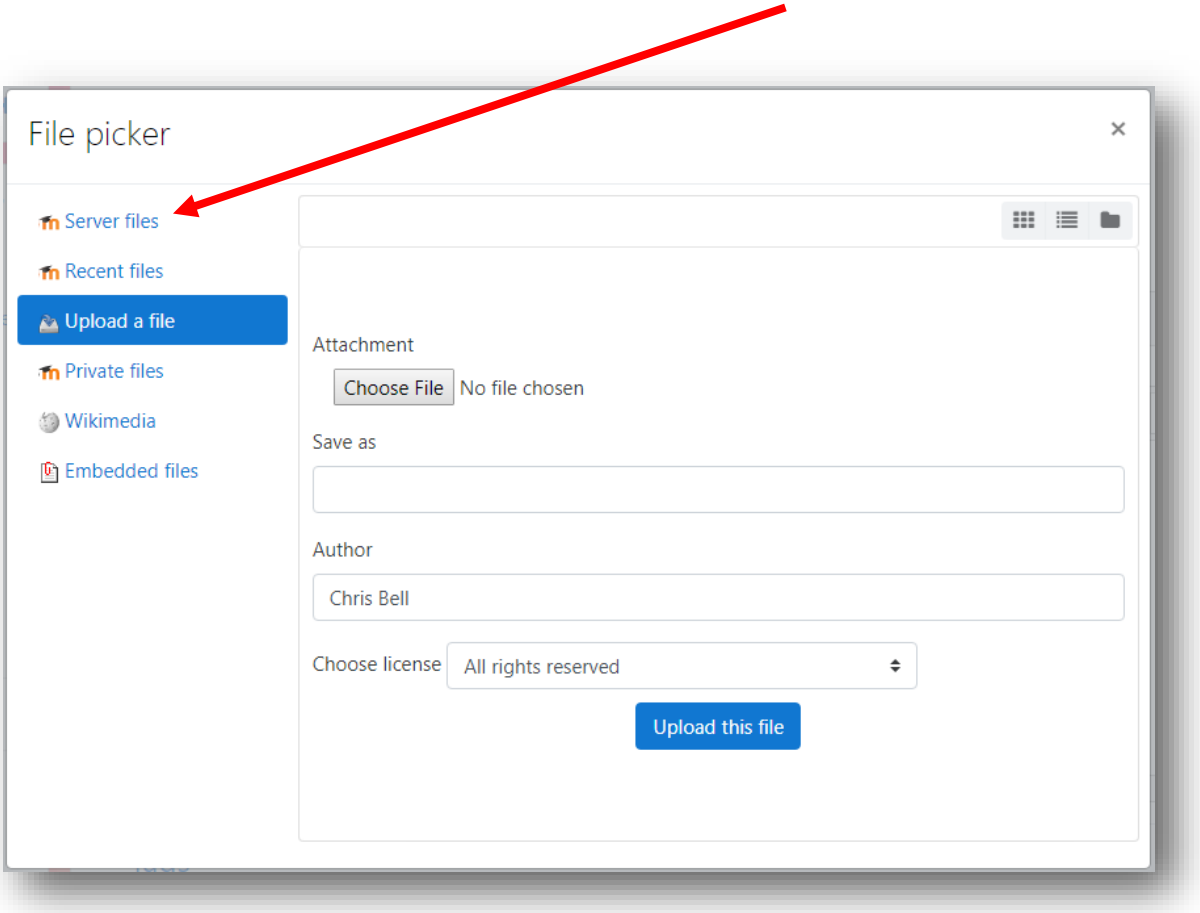
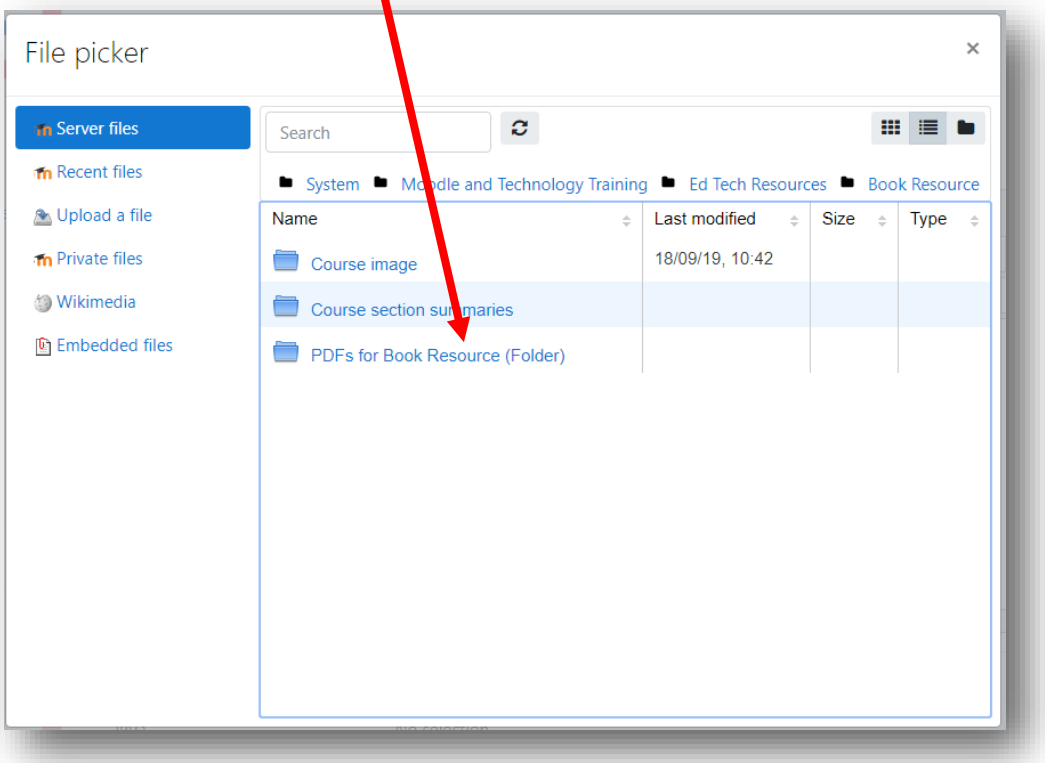
Step 10: In the File picker pop-up window, select the link "Server files"



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).



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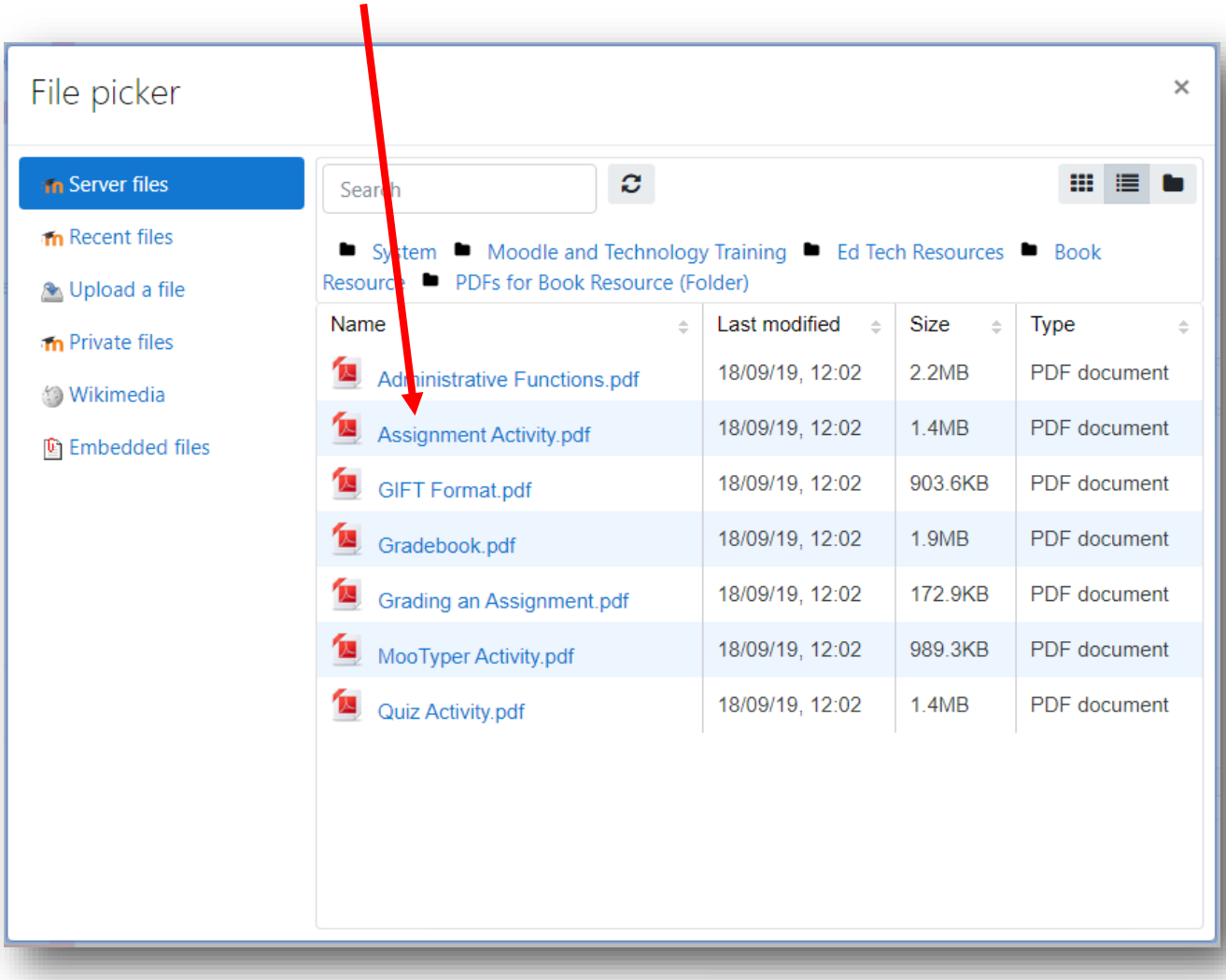
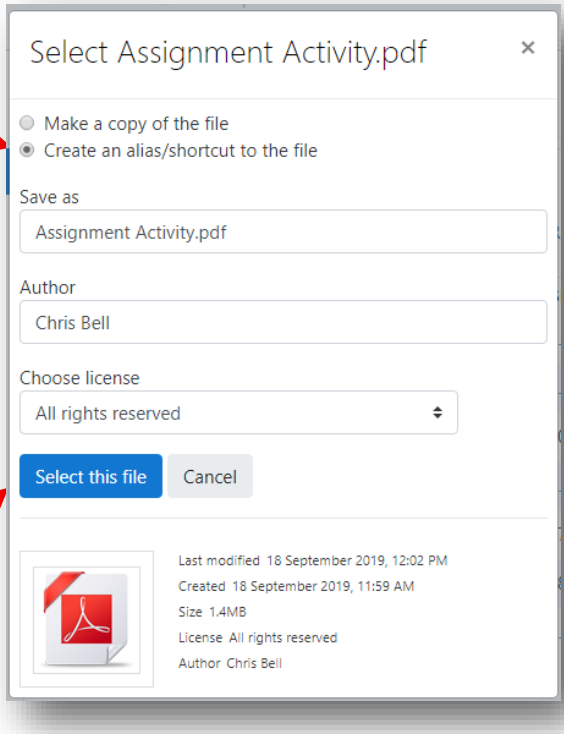
Step 12: Select the file that is going to be linked to the picture. In this example I am linking the picture to the PDF file called "Assignment Activity".



Step 13: Click on the radio button beside "Create an alias/shortcut to the file"



Step 14: Click on the button "Select this file"

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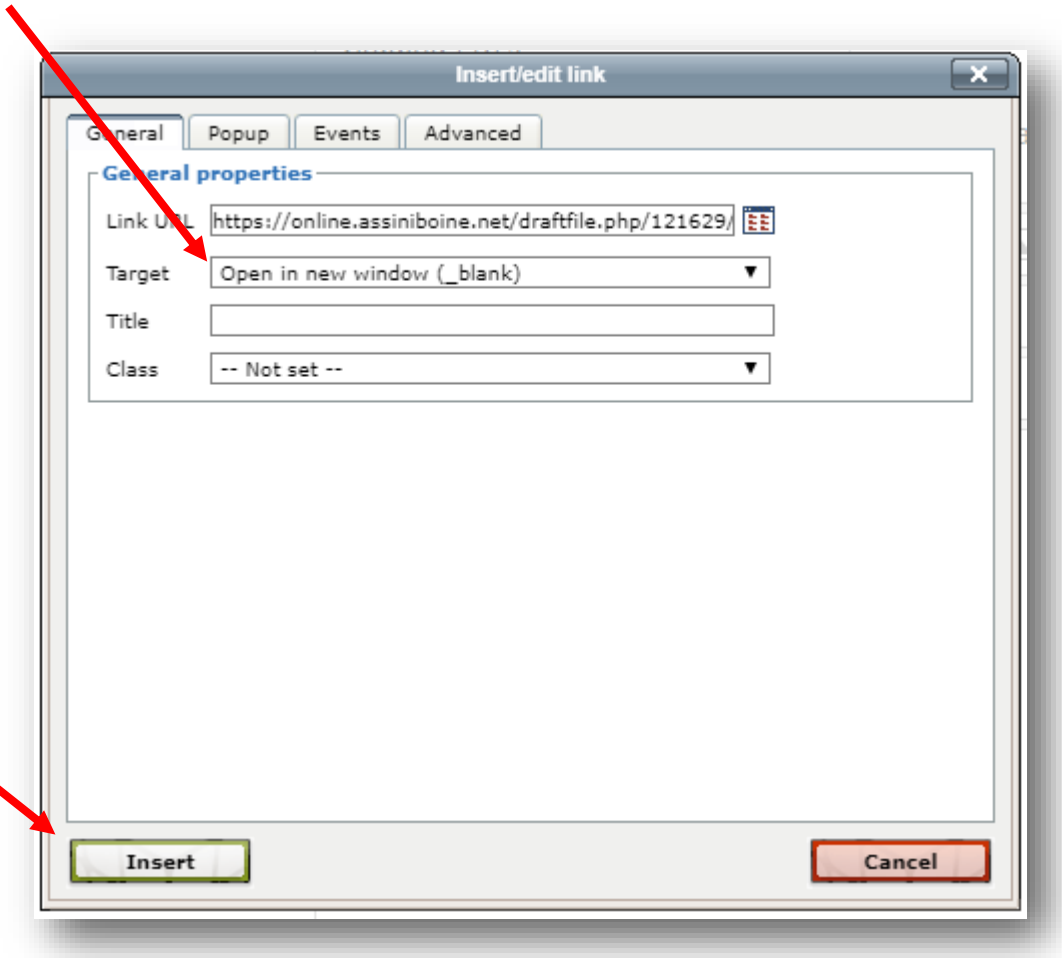
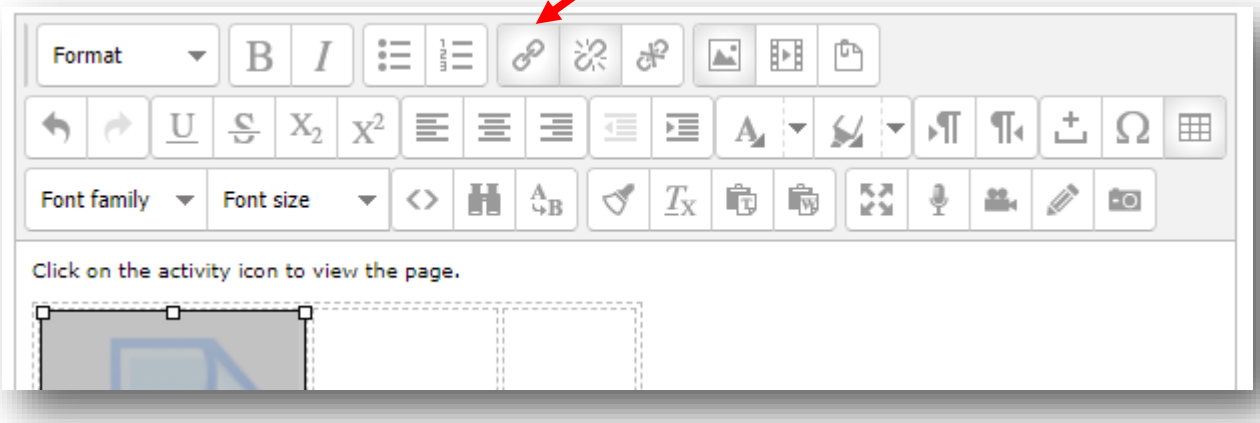
Step 15: Ensure the "Target" is set to "Open in new window (_blank)"



Step 16: Select the button "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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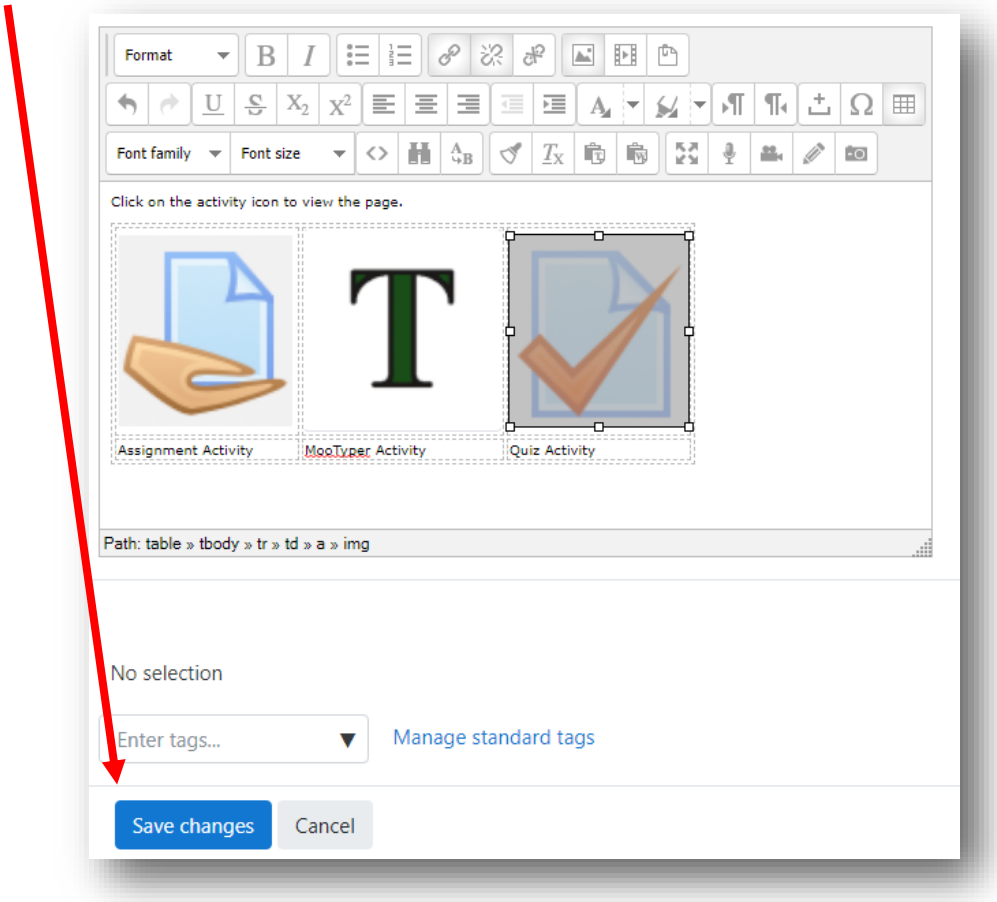
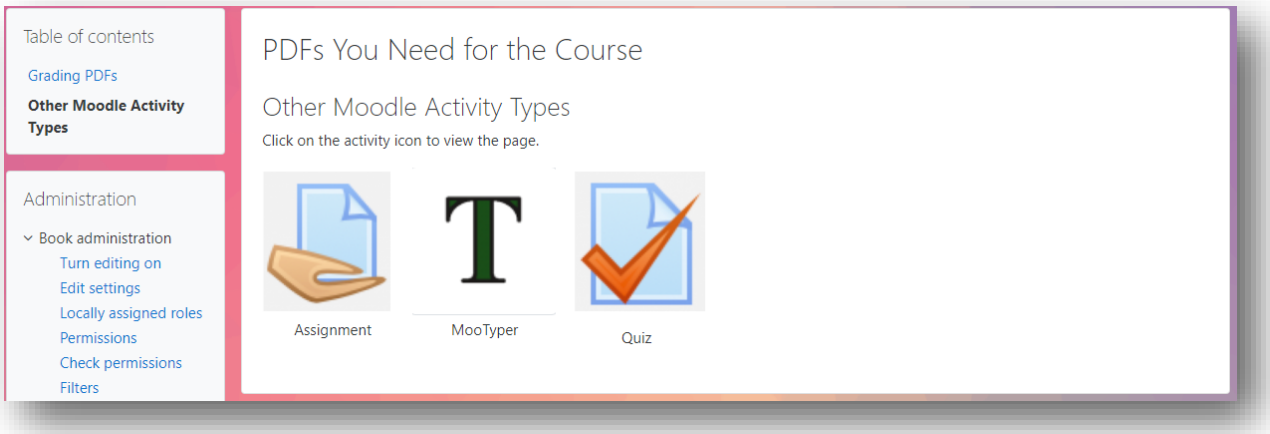
Step 17: Once you have finished adding pictures, text and links, select the button "Save changes"



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

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