



Create a Moodle Book Resource

Part Two: Add/Edit Chapters

Step 1: On your Moodle page left click **Turn editing on**

Turn editing on

Step 2: Left click the book name to Add/Edit chapters.

Book one. Edit
Exploring the book feature in Moodle

Step 3: You must create at least one chapter.

Left click on the icons to:

- Move chapter down (or reversed, Up the TOC)
- Edit Chapter
- Delete Chapter
- Hide Chapter (*show chapter when crossed*)
- Add new chapter

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1 Chapter One. Moodle basics	
2 Chapter Two. Expanding your Book	

Step 4: When you select Edit Chapter or Add Chapter a standard text editor is shown. See the text editor resource guide for further information.

Complete **all** boxes marked with a red asterisk.

Chapter title* Chapter One: Moodle basics

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

Content* Usual text block editing tools apply.
here is some text content

Step 5: Chapters.

Consider your readers and the devices they may use to access this book. Keep page lengths to a minimum to limit scrolling and perhaps use more chapters instead.

Test any links and review images on a mobile device before making visible to students.

Provide alternative content for those who may not be able to access the book.

Step 6: Left click **Save / Save changes or Cancel**

Save changes

Cancel

Step 7: Left click **Return to {name of section}**

Return to: MOODLE

Finally: On your Moodle page left click **Turn editing off**

Turn editing off