

How to use the Moodle Book tool in your VLE course

The Moodle book tool enables you to create a series of web pages with a content menu and back and forward navigation buttons.

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Induction guide

1 - Overview

The table below tells you the times and dates of when the seminar sessions start and close. You can participate at any time that is convenient between the starting and closing times.

Seminar session	Sessions starts	Session closes	Seminar session topic(s)
1	09.00 Friday 13 April 2012	18.00 Sunday 15 April 2012	<ul style="list-style-type: none">Introduction to the Postgraduate Certificate in Management programmeGetting to know your tutors and colleaguesHopes, concerns and expectations
2	09.00 Monday 16 April 2012	18.00 Wednesday 18 April 2012	<ul style="list-style-type: none">Accessing and exploring the electronic library
3	09.00 Thursday 19 April 2012	18.00 Sunday 22 April 2012	<ul style="list-style-type: none">Assignment exerciseEvaluating induction
	17.00 Monday 23 April 2012		<ul style="list-style-type: none">Final tutor comments

Objectives

The web pages can be organised into multi-page resources which can include content copied from HTML or Word files. The book is not interactive but you can add text, images, links to URLs, links to discussion forums or quizzes and even multimedia objects like Flash movies. You cannot add files or folders to a book though.

The books are organised into chapters and subchapters but have no further levels. A chapter can have several subchapters but subchapters cannot have further subchapters. Books can be printed in their entirety or chapter by chapter.

Having turned editing on navigate to the section that you want to add your book to and then click on the **Add an activity or resource** link. Choose **Moodle Book** from the drop down menu and then click on the **Add** button.

Give your book a **Name** (this is the link that the students will click on to access your book from a particular section of the course).

Briefly describe the content of the book in the **Description** section and then choose how you want the chapters to be displayed from the **Chapter formatting** menu in the **Appearance** section. You have four options – **None**, **Numbers**, **Bullets** and **Indented**.

 Adding a new Moodle Book © [Collapse all](#)

▼ General

Name*

Description* 

Display description on course page

▼ Appearance

Chapter formatting  Numbers

Custom titles 

- 1) None – chapter and subchapter titles are not formatted. Use this option if you want to customise your chapter titles.
- 2) Numbers – chapters and subchapters are numbered sequentially.
- 3) Bullets – subchapters are indented and displayed with bullet points.
- 4) Indented – subchapters are indented.

If you *disable* **Custom titles**, the chapter title that appears in the content menu will appear as a header at the top of your chapter or subchapter page. If you *enable* **Custom titles**, you will be able to create a different title at the top of your chapter or subchapter page to the one that appears in the content menu (or display no title at all).

For the purposes of this guide we will not be looking at the **Common Module Settings** or the **Restrict Access** sections (or the **Activity Completion** section if it has been activated). Click on the **Save and return to course** button to complete the process. A link with a book icon will be added to your course.

  [Student programme guide](#) 

[Edit](#) ▼

To add your first chapter to your book click on the blue title of your book link (not the Edit link as this will take you back into the book edit settings screen).

Student programme guide

Editing chapter

Chapter title* - Introduction and welcome

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

Content*

Welcome to the Faculty of Business at Oxford Brookes University and specifically to the Postgraduate Certificate in Management Online Programme.

The Postgraduate faculty at Oxford Brookes University is at the cutting edge of Leadership and Management study worldwide. This is achieved through the synthesis of its Research activities, its close relationships with external organisations in both the Public and Private sectors and also internationally through its collaboration with other Universities around the World. Additionally, through its multi-national, multi-cultural student base, there is a richness of experience and diversity that enhances the knowledge gained for both students and tutors alike.

The Postgraduate Certificate in Management is an established, internationally recognised qualification, that provides students with the opportunity to increase their existing knowledge and awareness of many of the key tenets of Management.

Additionally, through learning in conjunction with other students, who are often from disparate locations, organisational backgrounds and at different levels of management, you will gain an insight into other areas of organisational activity and cultures that prevail.

Collectively therefore, the Programme will provide both an interesting and challenging environment in which

Save changes Cancel

Give your chapter a title by filling in the **Chapter title** field and then add your content to the **Content** box. Ignore the **Subchapter** checkbox at this stage. Click on the **Save changes** button to complete the process.

TABLE OF CONTENTS	
1 - Introduction and welcome	↓ ⚙ × Ⓜ +
2 - Important details	↑ ↓ ⚙ × Ⓜ +
3 - The Postgraduate Certificate in Management and you	↑ ↓ ⚙ × Ⓜ +
4 - Regulations	↑ ↓ ⚙ × Ⓜ +
5 - Your student details	↑ ↓ ⚙ × Ⓜ +
6 - How are my studies organised?	↑ ↓ ⚙ × Ⓜ +
6.1 - Programme timetable	↑ ↓ ⚙ × Ⓜ +
6.2 - Assessment	↑ ↓ ⚙ × Ⓜ +
6.3 - Graduation	↑ ↓ ⚙ × Ⓜ +
7 - Delivery of the programme	↑ ↓ ⚙ × Ⓜ +
8 - The Virtual Learning Environment (VLE)	↑ ↓ ⚙ × Ⓜ +
8.1 - Accessing your Seminars	↑ ↓ ⚙ × Ⓜ +
8.2 - Announcements	↑ ↓ ⚙ × Ⓜ +

Student programme guide

1 - Introduction and welcome

Welcome to the Faculty of Business at Oxford Brookes University and specifically to the Postgraduate Certificate in Management Online Programme.

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Collectively therefore, the Programme will provide both an interesting and challenging environment in which to increase and enhance your management knowledge and skills.

Your new chapter will be displayed with a **Table of Contents** on the top of the left hand menu and **back** and **return** navigation buttons above and below the content.

3 - The Postgraduate Certificate in Management and you	↑ ↓ ⚙ × Ⓜ +
4 - Regulations	↑ ↓ ⚙ × Ⓜ +

To **re-edit** your chapter, click on the **cog** icon next to its title in the left hand **Table of Contents**.

To **delete** the chapter, click on the **cross** and to **show** (or hide) the chapter click on the **eye** icon.

To **add** further chapters or subchapters click on the **plus sign**.

Once you have created a chapter, you can create a subchapter by ticking the **Subchapter** checkbox in the **Editing chapter** dialogue box.

You can move the chapters (and subchapters) up and down the Table of Contents with the **up** and **down** arrows.

To print a book or a chapter click on the **Print book** or **Print this chapter** link from the **Settings** section of the left hand menu. If these options are not visible then they have not been enabled for your current role.

For further information about how to add different types of content to your book chapters please see the document entitled *The Moodle text (or HTML) editor toolbar*.