

Create Book Chapters

Moodle 4.0 Help (For Staff): <https://www.lttc.eduhk.hk/moodle/help-staff>

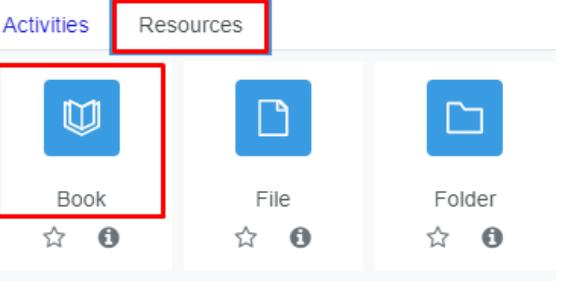
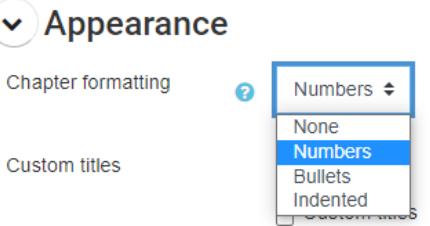
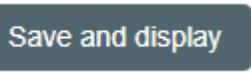
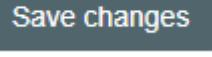
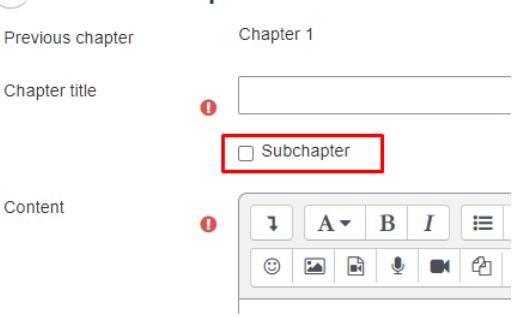
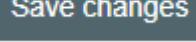
	<ol style="list-style-type: none"> 1. 'Turn editing on' in your course.
 Add an activity or resource	<ol style="list-style-type: none"> 2. Click '(+)Add an activity or resource' in a section.
	<ol style="list-style-type: none"> 3. Open 'Resources' tab and click 'Book' button to add a new book.
	<ol style="list-style-type: none"> 4. Click the 'Expand all' link at the top right corner of the page. You are required to input a title into the 'Name' field, 'Description' is optional.
	<ol style="list-style-type: none"> 5. In 'Appearance' section, by default, the 'Chapter formatting' is set as 'Numbers'.
	<ol style="list-style-type: none"> 6. Click 'Save and display' to create a new chapter in your book.
	<ol style="list-style-type: none"> 7. You are required to give a title into the 'Chapter title' field and add content into the 'Content' editor (allow text formatting, adding images and multimedia files).
	<ol style="list-style-type: none"> 8. Click 'Save changes'.

 Table of contents 1. Chapter 1 	9. To add a new chapter, make sure 'Turn editing on'. Then, in the 'Table of Content' (left of the page), click '+' next to the existing chapter.
My Book 	10. Follow the above step 7-9 to create the other chapters.
 Table of contents 1. Chapter 1  2. Chapter 2 	11. To add a subchapter, click '+' next to the existing chapter.
	12. Check the box in 'Subchapter'. You are required to give a subchapter title into the 'Chapter title' field and add content into the 'Content' editor
	13. Click 'Save changes'.
 Table of contents 1. Chapter 1 1.1. Topic 1 2. Chapter 2	14. A subchapter appears in the 'Table of Content'. Follow the above step 11-13 to create the other subchapters. <p>Tip: Book module allows two levels only chapter and sub-chapters.</p>