

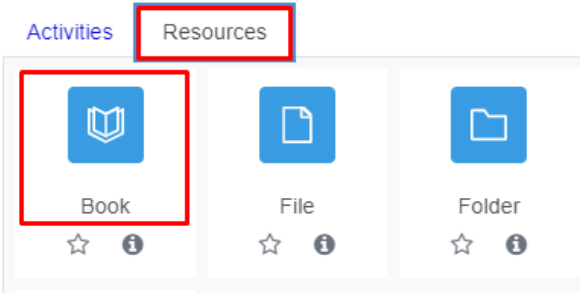

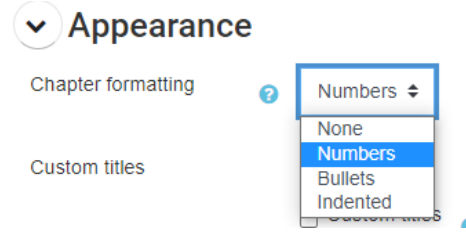
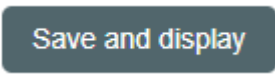
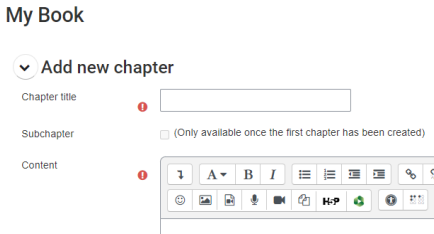
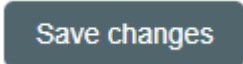







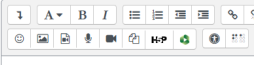













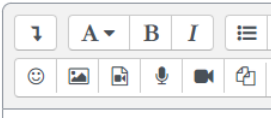
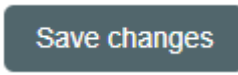



Create Book Chapters

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

	<p>1. 'Turn editing on' in your course.</p>
	<p>2. Click '(+)' Add an activity or resource' in a section.</p>
	<p>3. Open 'Resources' tab and click 'Book' button to add a new book.</p>
	<p>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.</p>
	<p>5. In 'Appearance' section, by default, the 'Chapter formatting' is set as 'Numbers'.</p>
	<p>6. Click 'Save and display' to create a new chapter in your book.</p>
	<p>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).</p>
	<p>8. Click 'Save changes'.</p>

 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 ▼ Add new chapter Chapter title  <input type="text"/> Subchapter <input type="checkbox"/> (Only available once the first chapter has been created) Content  	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.
▼ Add new chapter Previous chapter Chapter 1 Chapter title  <input type="text"/> <input type="checkbox"/> Subchapter Content  	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. Tip: Book module allows two levels only chapter and sub-chapters.