


Adding a Book Module to a Course

The **Book** module allows the teacher to create a resource with several pages, and to organize these pages in chapters and subchapters in a book-like format. Teachers can break down long passages into different sections and embed media files in each page.

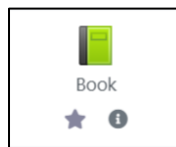
Note that the **Book** module can be used only as a resource, and there is no interaction, editing feature or activity embedded within its pages; however, it is possible to link to course activities and resources from a **Book**. (This can be done using the **Link** option in the **toolbar** or by enabling the course **Activity names auto-linking** filter.)

Step-by-Step Instructions for Adding a Book

1. Go to the course main page.
2. Click on the **Turn editing on** button. 
3. Click the **Add an activity or resource** link in the appropriate topic.

The **Add an activity or resource** pop-up appears.

4. Click on the **Resources** tab.



5. Click on the **Book** icon.

The page **Adding a new Book** appears.

6. Type in a descriptive name for the **Book** in the **Name** textbox.

General

Name ! The Skilled Trades

Description

A skilled trade is an occupation that requires skilled labour such as a carpenter, baker, plumber or electrician. For each skilled trade, there is a process for getting a certificate of qualification.

Read the text on the following pages to learn more about skilled trades.

Display description on course page ?

7. Type a description in the **Description** textbox (optional). Note that this description will appear on top of all chapters of the book.

It is best to leave the option **Display description on course page** unchecked to save screen space on the main course page.

8. In the **Appearance** section, choose how you would like to format the chapters. There are four options.

Appearance

Chapter formatting ?

Numbers

None

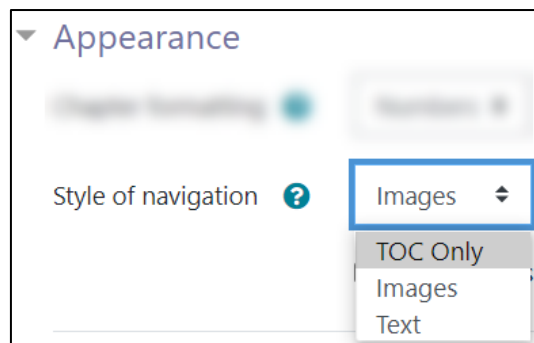
Numbers

Bullets

Indented

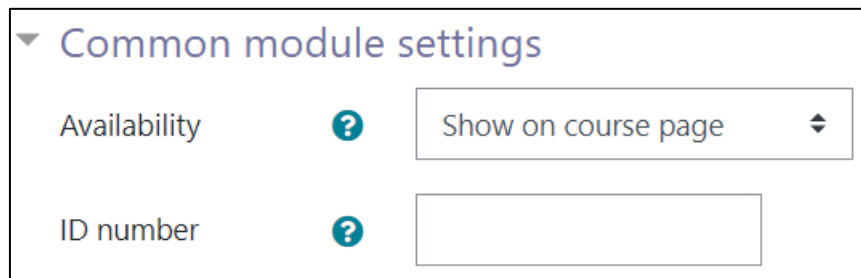
- Choose **None** for no chapter and subchapter formatting.
- Choose **Numbers** to format the chapters and subchapters with numbers.
- Choose **Bullets** to indent the subchapters and create a bulleted **Table of contents** list.
- Click **Indented** to indent the subchapters in the **Table of contents**.

9. To choose a **Style of navigation**, click on the small arrow to open the drop-down menu.

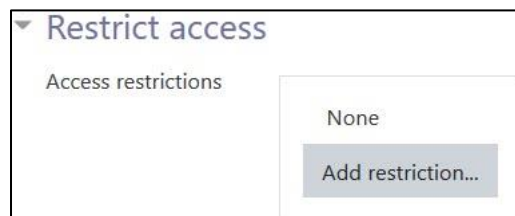


- Choose **TOC Only** if you would like a simple **Table of contents**.
- Choose **Images** if you would like small icons for navigation through the **Book**.
- Click on **Text** if you would like to use chapter titles for navigation.

Settings in the **Common module** section are common to many Moodle activities and resources.



Settings in the **Restrict access** section can be used to limit access to the Book. (More information is available in the **Conditional Release** section of the Stage 3 **Course Management** section.)



10. Click on the **Add restriction...** button to display the **Add restriction** pop-up.

Add restriction...

Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Group	Allow only students who belong to a specified group, or all groups.
Grouping	Allow only students who belong to a group within a specified grouping.
Mobile app	Require students to access (or not access) using the Mobile app.
Password	Require students to enter a password.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

- Settings in the **Activity completion** section are used to set completion tracking, a viewing requirement and the expected completion date. (More information is available in the **Completion Tracking** documentation in the **Stage 3 Course Management** section.)

Activity completion

Completion tracking Students can manually mark the activity as completed ▾

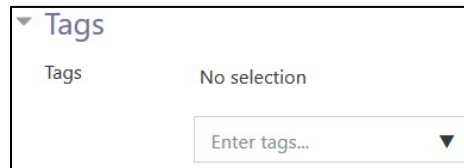
Do not indicate activity completion

Students can manually mark the activity as completed

Show activity as complete when conditions are met

Expect completed on 20 ▾ April ▾ 2020 ▾ 11 ▾ 38 ▾ Enable

12. The **Tags** sections can be used to add keywords to the **Book**.



Tags

No selection

Enter tags...

13. Click on the **Save and display** button to save/update the **Book** or click the **Save and return to course** button.



Save and return to course Save and display Cancel

Adding Chapters to a Book Module

Note: If **Save and return to course** was clicked, complete steps 1 to 3. If **Save and display** to course was clicked, start at step 5.

1. Ensure that course editing is on. Click on the **Turn editing on** button if necessary.
2. Click on the **Edit** link next to the **Book**.
3. In the drop-down menu, click on the **Edit settings** option.
4. Click on the **Save and display** button.
5. Type in the **Chapter title** textbox.
6. Type or copy and paste the text in the **Content** textbox.
7. Use the toolbar to change the format and appearance of the **Content**, or add media objects, tables, or H5P content. (Note that the H5P content embedded here will not be connected to the gradebook.)

The Skilled Trades ⚙️

▼ Collapse all

▼ Add new chapter

Chapter title ! What is a skilled trade?

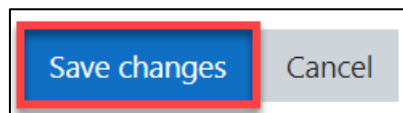
Subchapter (Only available once the first chapter has been created)

Content !

1) A skilled trade is an occupation that requires skilled labour, such as a carpenter, baker, plumber or electrician. For each skilled trade, there is a process for getting a certificate of qualification. There are over 200 skilled trades in Canada, organized into four sectors: construction, manufacturing, transportation and service.

(2) Some of Canada's skilled trades are compulsory trades. This means you must have a Certificate of Qualification to work in that trade. Having the certificate means you have passed a provincial exam that tests your knowledge of the trade. Other trades are voluntary trades. You do not need to have a certificate to work in the voluntary trades, although those who are certified may earn higher wages and have more employment opportunities. A certified tradesperson is called a journeyman.

8. Click on **Save changes**.



The **Chapter** appears with the **Title** and **Description** of the Book, **Chapter title** and **Content**. Note the **Table of contents** block appears on the top-right corner of the page.

The Skilled Trades ⚙️

A skilled trade is an occupation that requires skilled labour such as a carpenter, baker, plumber or electrician. For each skilled trade, there is a process for getting a certificate of qualification.

Read the text on the following pages to learn more about skilled trades.

1. What is a skilled trade?

1) A skilled trade is an occupation that requires skilled labour, such as a carpenter, baker, plumber or electrician.

Table of contents

1. What is a skilled trade? ⚙️ 🗑️ 👁️ +

9. In the **Table of contents** block, click on



to go back to the previous page and edit the chapter,



to delete the chapter,



to hide the chapter, and



to add a new chapter.

10. Click on the **Add a new chapter** icon.

The **Add a new chapter** page appears.

11. Type the **Chapter title** and **Contents** for the new chapter.

12. To add a URL of a website, click on the **Link** icon.



The **Create link** window appears.

Create link ×

Enter a URL

[Browse repositories...](#)

Open in new window

[Create link](#)

13. Type in or copy and paste the URL in the **Enter a URL** textbox and click on the **Create link** button.

The link appears in the **Content** textbox.

Click on the **Save changes** button.

- The new chapter page appears with the **Chapter title**, **Contents** and the thumbnail of the added URL.
- Note that two arrows are added to the top and bottom right corners that allow you to navigate to the previous chapter.

← ↑

2. How do I become a journeyperson?

To become a journeyperson, you must pass a Certificate of Qualification exam. You can only write this exam if you have enough experience in the trade (in Canada or in another country). You have to prove that you have that experience and skill in the trade to write the exam. If you don't have enough experience, you can get it through an apprenticeship.

← ↑

Also note that the new chapter is added to the **Table of contents** block. Up and down arrows are also available to allow you to reorder the chapters if needed.

Table of contents					
1. What is a skilled trade?	↓	⚙️	🗑️	👁️	+
2. How do I become a jo...	↑	⚙️	🗑️	👁️	+


16. Continue adding chapters to the **Book**.

17. When all chapters are added, click on **Save and return to course** or use the breadcrumbs menu to return to main course page.



Adding Subchapters to the Book Module

To add **Subchapters**,

1. Navigate to the **Table of contents** block and click on the  icon near the location where you want the subchapter added.
2. Type in the **Chapter title**.
3. Check the box near **Subchapter**.
4. Add the **Content**.
5. Click on the **Save changes** button.

The Skilled Trades ⚙️

▼ Collapse all

▼ Add new chapter

Previous chapter: What is the job situation like in the skilled trades?

Chapter title: !

Subchapter →

Content !

Rich text editor toolbar: Bold, Italic, List, Link, etc.

Search the Internet for information about Ontario trades and answer these questions. Use the search terms: *Ministry Training Colleges Universities apprenticeship*

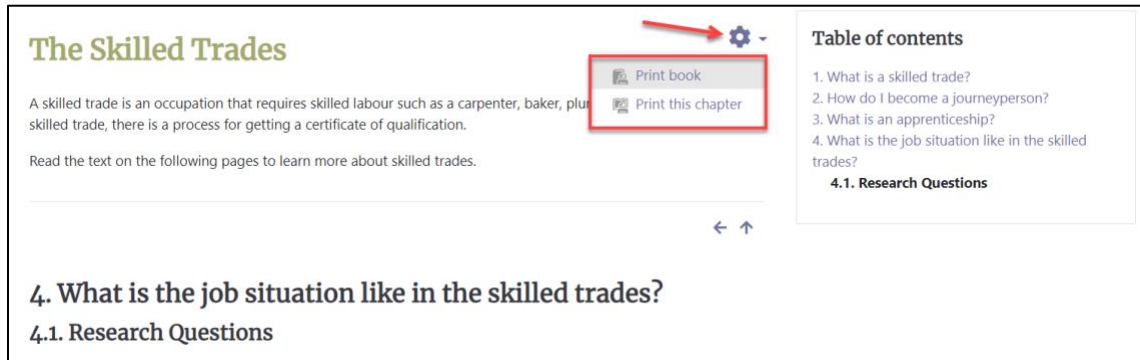
1. How many trades are compulsory in Ontario? Why do you think these trades are compulsory?
2. Find out how you can get help becoming an apprentice.
 - a. List three ways you can get help finding an employer who may accept you as an apprentice.
 - b. How can you learn more about how to get help finding an employer?

The **Subchapter** is added to the **Table of contents** block with the numbering format selected earlier when the Book was set up.

Table of contents					
1. What is a skilled trade?	↓	⚙️	🗑️	👁️	+
2. How do I become a...	↑	↓	⚙️	🗑️	👁️
3. What is an appren...	↑	↓	⚙️	🗑️	👁️
4. What is the job situ...	↑	↓	⚙️	🗑️	👁️
4.1. Research Questions	↑	⚙️	🗑️	👁️	+

Note that a chapter may have several subchapters, but the subchapters cannot have additional subchapters.

Students can print the **Book** or **Chapters** by clicking on the **Actions menu** and selecting an option.



The screenshot shows a Moodle book page titled "The Skilled Trades". The page content includes a definition of a skilled trade and a list of pages to read. A red box highlights the "Print book" and "Print this chapter" options in the top right corner, with a red arrow pointing to the gear icon. A "Table of contents" sidebar is visible on the right, listing the page's content.

The Skilled Trades

A skilled trade is an occupation that requires skilled labour such as a carpenter, baker, plumber, electrician, or welder. In a skilled trade, there is a process for getting a certificate of qualification.

Read the text on the following pages to learn more about skilled trades.

← ↑

4. What is the job situation like in the skilled trades?

4.1. Research Questions

Table of contents

1. What is a skilled trade?
2. How do I become a journeyperson?
3. What is an apprenticeship?
4. What is the job situation like in the skilled trades?
 - 4.1. Research Questions**

Resources

https://docs.moodle.org/310/en/Book_resource

https://docs.moodle.org/310/en/Book_settings

https://docs.moodle.org/310/en/Using_Book

https://docs.moodle.org/310/en/Book_FAQ