

Using Books to Organize your Course

Instructors can choose to use **Books** to organize their course.

Teachers with a lot of materials in their courseware may find that the learners are overwhelmed by the number of activities. Instead of having all those activities visible to learners, teachers can create **Books** and link to the activities from within the **Book**. Teachers can use **Stealth Mode** (see below) for the activities in the **Books** – all materials are set to **Available but Not Shown on Course Page**, and the only way learners can access the material is through the **Book**. This can result in a cleaner look.

Different instructors will choose to set up their **Books** in different ways. One suggestion is to have a **Book** for each week, with an introductory **Chapter** and a **Chapter** for each day. (Note that what Moodle calls **Chapters** are really more like pages, but since **Page** already has a different meaning in Moodle, they are referred to as **Chapters** within **Books**.)

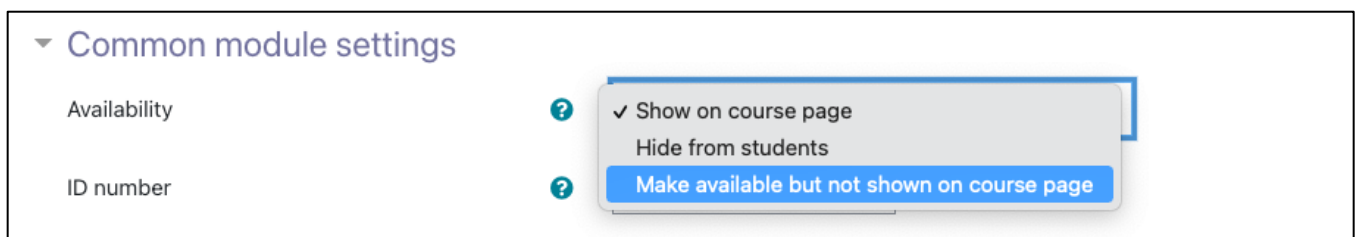
A sample **Book** is available in the **Stage 2/3 Exemplar Course**, which you can ask your mentor to import to your own course so that you can see the settings.

Please refer to the document on **Adding a Book Module** in Stage 3 for more information on how to create **Books**. The webinar [“Are you using Avenue? Instructional Design in Avenue”](#) includes a discussion about Books, at about the 32-minute mark.

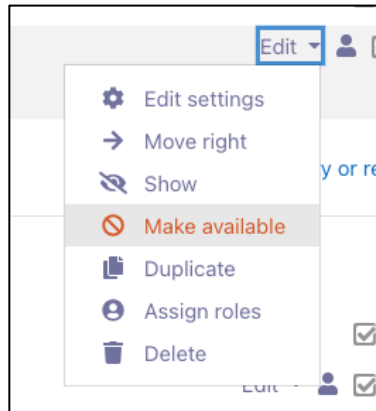
Stealth Mode

Moodle allows activities to be hidden on the course page but still be available to learners via a link in the **Book**. This means your course can be cleaner from their point of view. Activities made available this way will still send their results to the **Grade book** and the **ePortfolio** if supported and if tagged. You can set an activity to be **available but not shown on course page** in two ways.

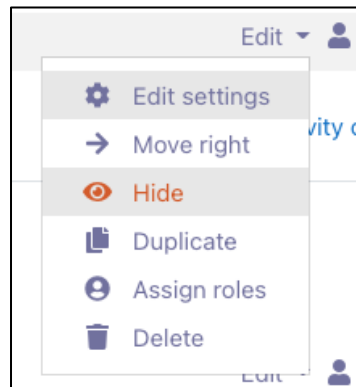
1. During activity creation, in the **Common module settings** section of the activity, select **Make available but not shown on course page**.



2. Or, for an existing activity, use the drop-down editing menu beside the activity on your course page. If the activity is already hidden, choose **Make available**.



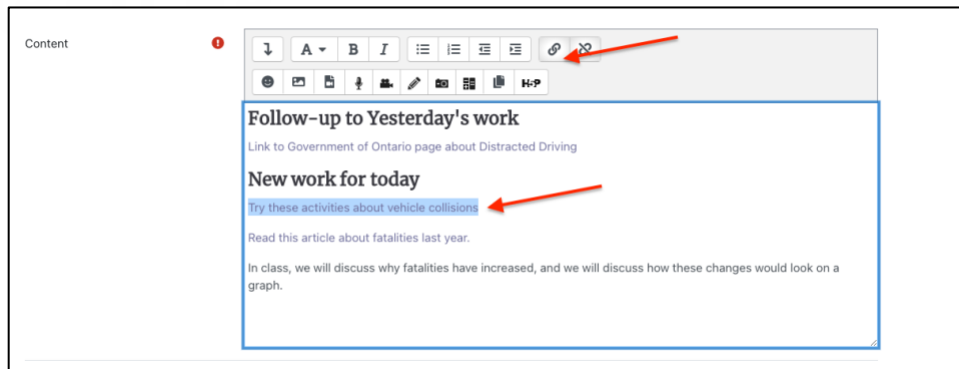
3. If the activity is currently shown, you will not see that option. First, choose **Hide**, and then choose **Make available**.



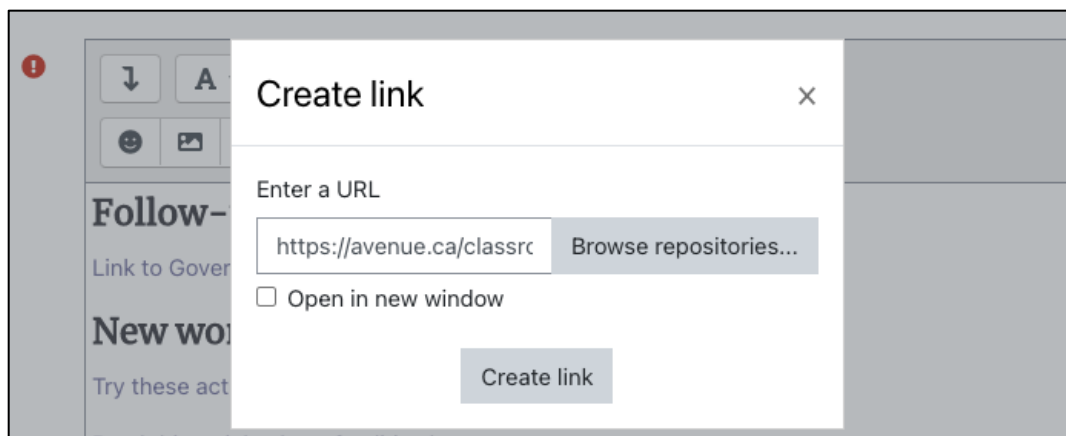
Linking to hidden activities

Linking to activities in your course which are in **Stealth Mode** (i.e., **Available but not shown on course page**) will result in a cleaner course for your students. To link to those activities:

1. Select any text on the **Chapter**, the activity name or otherwise, and use the editor to add a link.



2. Paste the URL for the **Stealth Mode** activity.



3. Click on the **Create Link** button.
4. Click on **Save changes**.

Other Suggestions for your Book

The organization of your **Book** is entirely up to you. Here are some suggestions to consider:

- Some teachers find it useful to have a new **Topic** section for each theme, with one **Book** in each **Topic**, or if the theme will be for an extended time, perhaps one **Book** per week.
- An **Introduction** chapter at the beginning of the **Book** will help students navigate the contents.

- One chapter per day can make navigating through the **Book** easy.

The screenshot shows a book interface for 'Week 4 - Health and Safety'. At the top right, there is a gear icon and a 'Table of contents' dropdown menu. The dropdown menu is open, showing 'Introduction' with sub-items 'Monday' and 'Tuesday'. Below the gear icon, it says 'Next: Monday ►'. The main content area has the title 'Introduction' and a paragraph of text starting with 'Health and Safety affects all parts of our lives. How can we keep ourselves healthy? What can we do to reduce traffic fatalities in Ontario? What are some of the most dangerous activities people engage in while driving? Should these activities be banned? What should the penalties be? And what happens after an accident?'

- The items being linked from within the **Book** should be in the same **Topic**, so that if students use the breadcrumbs they will end up back in the same **Topic** and be able to enter their **Book** again.
- To avoid re-entering the **Book** multiple times, in some cases, students may find it faster to use the browser back arrow to return to the **Book**.
- When setting up the **Book**, in the **Appearance** section, choosing **Bullets** or **Indented** for the **Chapter Formatting** works well if your chapter titles are clear.
- In the **Appearance** section, choosing **Text** for the **Style of Navigation** makes it easy for students to move to the next **Chapter**.

The screenshot shows the 'Appearance' settings menu. Under 'Chapter formatting', there is a dropdown menu with options: 'None', 'Numbers', 'Bullets', and 'Indented'. The 'Indented' option is selected and highlighted in blue. Three red arrows point to the 'Bullets', 'Indented', and 'Text' options. Under 'Style of navigation', there is a dropdown menu with the option 'Text' selected. A red arrow points to the 'Text' option.

- In your **Chapters**, you will probably want to include instructions, as well as perhaps videos, links to files, and possibly embedded **H5P** material. Note: if you embed **H5P** so that it is directly on the **Chapter**, as opposed to linking to an **H5P** activity, it is only for practice. The results will not be uploaded to the **ePortfolio** or the **Grade Book**.