

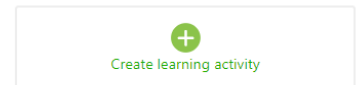
## Book Resource

The Book resource allows an instructor to “chunk” a lot of information on to separate pages (called “chapters”) so students can better absorb the large amount of information. Students can click on each “chapter” to read just that information. A good use for a Book resource is to present additional information not found in the textbook. Another is the course overview located in the Class Orientation section of each of our online courses.

Just like with the label or page resources, the text you type in each “chapter” can be formatted using **highlighting**, **different font colors**, **font sizes**, **FONT TYPES**, etc. You can even add an **image** and a hyperlink to a web page or saved file.

To insert a **Book** resource on a course page:

1. It is best to first be in the section of the course where you want the label to appear.
2. Then choose “Create learning activity” (located at the bottom of each section in your course) to add the Book resource.

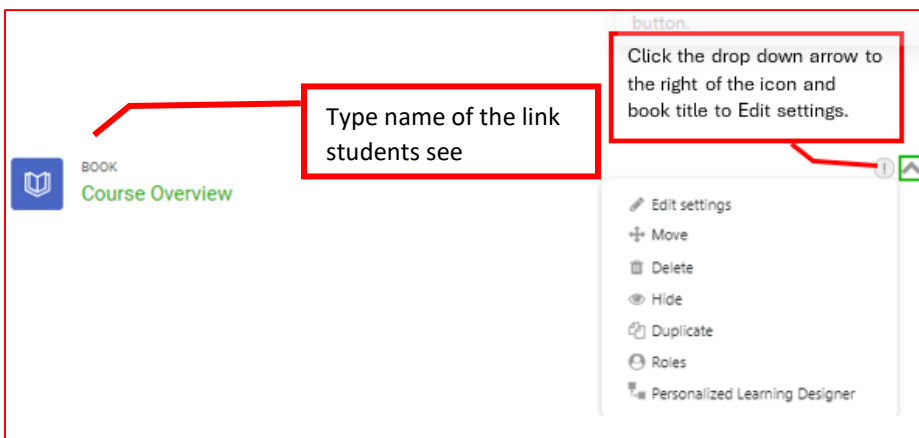


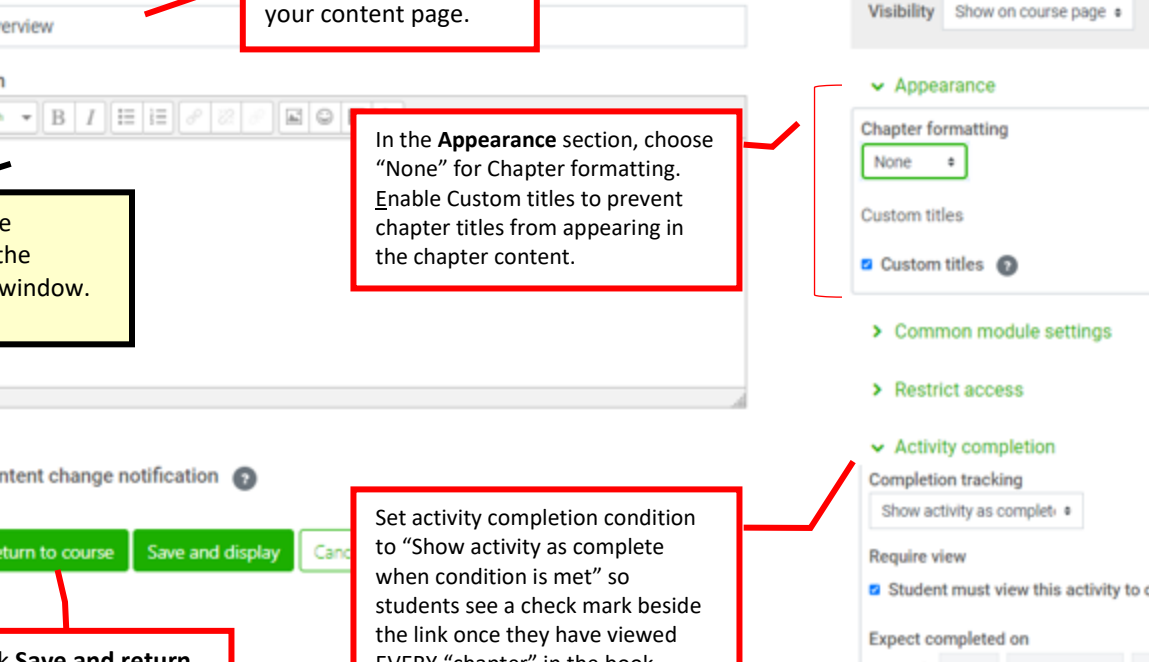
Once the Book resource is inserted into the section, you can [move it](#) to where you want it to appear in the section (or even to a different section).

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## Recommended settings for a Book resource

When you first insert a Book resource, type the name of the link for the book and change the settings in the settings window as shown below. You can always go back later and edit it more. All chapter information is added in a different way. (Instructions on later page.)





The screenshot shows the Moodle course setup interface. Annotations include:

- A red box pointing to the "Course Overview" field with the text: "Type the name of the Book to appear on your content page."
- A yellow box with a black border pointing to the "Description" window with the text: "DO NOT type anything in the Description window."
- A red box pointing to the "Appearance" section with the text: "In the **Appearance** section, choose 'None' for Chapter formatting. Enable Custom titles to prevent chapter titles from appearing in the chapter content."
- A red box pointing to the "Activity completion" section with the text: "Set activity completion condition to 'Show activity as complete when condition is met' so students see a check mark beside the link once they have viewed EVERY 'chapter' in the book."
- A red box pointing to the "Save and return to course" button with the text: "Click **Save and return to course** once all settings are made."

## How to add the first chapter into the book resource

The screenshot shows the 'New book' interface in Canvas LMS. At the top, there is a 'BOOK' header with a 'New book' link. Below this is the 'Chapters' section. The 'Chapter title' field is currently empty, with 'Artist' entered in the 'Subchapter' field. The 'Content' area contains a rich text editor with a toolbar and a paragraph of text about the Mona Lisa. The 'Tags' section at the bottom is currently empty. Red callout boxes with arrows point to specific elements: the 'New book' link, the 'Chapter title' field, the 'Content' area, and the 'Save changes' button.

**BOOK**  
New book

## Chapters

Chapter title  
Artist

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

### Content

The **Mona Lisa** is a half-length portrait painting by Italian artist Leonardo da Vinci. He was an Italian who is widely considered one of the most diversely talented individuals ever to have lived [4]. While his fame initially rested on his achievements as a painter, he also became known for his notebooks, in which he explored a wide range of subjects, including anatomy, astronomy, botany, cartography, as well as painting. Leonardo's genius epitomized the Renaissance ideal of the man of letters, a polymath who excelled in many fields. His work has inspired generations of artists and continues to be a source of inspiration for many.

### Tags

No selection

Enter tags...

Save changes Cancel

To add the first chapter click the link name to add/edit chapters.

Type the chapter title here. (It will appear as a link under the book title on your course content screen.) Do this for each new chapter title.

With each chapter, type or copy/paste the information here. As with any text box in the activities and resources, you can use the toolbar to format the text, insert hyperlinks, or insert images.

Click **Save changes** to save each chapter.

Type the chapter title here. *(It will appear as a link under the book title on your course content screen.) Do this for each new chapter title.*

With each chapter, type or copy/paste the information here. As with any text box in the activities and resources, you can use the toolbar to format the text, insert hyperlinks, or insert images.

Table of contents

Chapter 1

Click **Turn editing on** to add the next chapter.

Turn editing on

New book

View

Table of contents

Chapter 1

⚙️

🗑️

👁️

+

Turn editing off

New book

After creating the first chapter, you will see something similar to this.

The chapter title appears with the chapter content at the right.

Table of contents

Artist

⚙️

🗑️

👁️

+

Information about the Mona Lisa NOT in your textbook

Turn editing off

Artist

Self-length portrait painting by Italian artist Leonardo da Vinci. He was an Italian who is widely most diversely talented individuals ever to have lived.<sup>[4]</sup> While his fame initially rested on his er, he also became known for his notebooks, in which he made drawings and notes on science involve a variety of subjects including anatomy, astronomy, botany, cartography, as well as genius epitomized the Renaissance humanist idea,<sup>[5]</sup> and his collective works compose a contribution to later generations of artists rivalled only by that of his contemporary Michelangelo.

Continue adding “chapters” and information in them until you are done.

When done, click **Turn editing off** to return to the course page.

Table of contents

Artist

⬇️

⚙️

🗑️

👁️

+

The Model

⬆️

⬇️

⚙️

🗑️

👁️

+

Owner and Location

⬆️

⬇️

⚙️

🗑️

👁️

+

Value

⬆️

⚙️

🗑️

👁️

+


Information about the Mona Lisa NOT in your textbook

Turn editing off

Owner and Location

It was acquired by King Francis I of France and is now the property of the French Republic itself, on permanent display at the Louvre, Paris since 1797.

Each of these is a different chapter. See next page to see how to edit the chapters after they are created.



## Table of contents

Artist



Show/hide chapter.

The Model



Add a new chapter.

Owner and Location



Edit contents of chapter.

Value



Delete the chapter.

Move chapter up/down to reposition location in the book.