Book

The **Book module** is used to create multi page resources that are easy to navigate through, with the ability to organise content into two levels; chapters and sub chapters. Although the book module does not directly support interactive content, it does allow links to be added to interactive activities such as quizzes as well as other multimedia content.

(The video above is taken from the Totara Academy course on Course resources).

Adding a book

1. Click **Turn editing on**.
2. Click **Book** from the **Add a resource** menu.
3. Configure the settings to your preferences.
4. Click **Save and return to course page** or click **Save and display**.

📖 Adding a new Book to Topic 1 ⓘ

There are required fields in this form marked * .   ▸ Expand all

▾ General

Name*   [   ]

Description   [1 | A▾ | B I | ≣ ≣ | ⌗ ⌐ | ▣ ▣ ▣]

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Display description on course page ⓘ   ☐

▸ Appearance

▸ Common module settings

▸ Restrict access

▸ Activity completion

▸ Tags

[Save and return to course] [Save and display] [Cancel]

Book settings

Setting	Description	Notes
Name	The name of the book resource. This will be displayed on the course page.	-
Descripti on	A description of the book which might include directions for use or a breif summary of the contents.	-
Display descriptio n on course page	If enabled, the description above will be displayed on the course page just below the link to the activity or resource.	-
Chapter formatting	Choose from: • **None:** Chapters and sub-chapters have no formatting • **Numbers:** Chapter and sub-chapters are numbered e.g. 1, 1.1, 1.2 • **Bullets:** Sub-chapters are indented and display with bullets • **Indented:** Sub-chapters are indented in the table of contents	-
Style of navigation	Choose from: • **Images:** Icons are used for navigation • **Text:** Chapter titles are used for navigation	-

The Totara Academy has a whole course dedicated to using Course resources in Totara Learn. Here you can learn more on how to use various course resources, see best practice, and give it a go yourself.

Custom titles	Normally the chapter title is displayed in the table of contents and as a heading above the content. If the custom titles checkbox is ticked, the chapter title is not displayed as a heading above the content. A different title (perhaps longer than the chapter title) may be entered as part of the content.	If you disable custom title the chapter title and the page title will be the same.
Common module settings	See more on the **common module settings** help page.	-
Restrict access	See more on the **restrict access** help page.	-
Activity completion	See more on the **activity completion** help page.	-
Tags	See more on the **tags** help page.	-

Adding chapters

If you want to you can add an extra chapter or sub-chapter (after the initial chapter has been added). To add a chapter follow these steps:

1. Click the **Add chapter** icon () in the left hand table of contents.
2. Give the chapter a title and some contents.
3. For subchapter ensure the **Subchapter** box is ticked.
4. Click **Save changes**.

Once you have added a chapter you can move it using the up/down arrows (/).

You can also edit a chapter and change it into a sub-chapter (check the **Subchapter** box) by editing using the cog icon ().