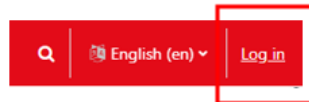


ADDING A BOOK RESOURCE IN LEARN2024

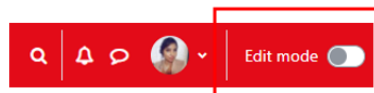
1. Go to <https://learn2024.ukzn.ac.za/>. Click on login at the top right of the homepage.



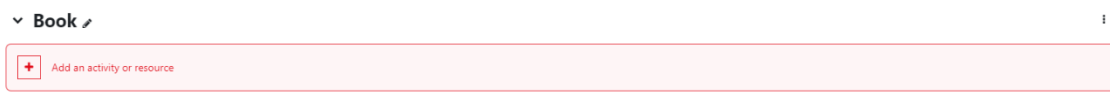
2. Enter your UKZN LAN credentials and click log in.



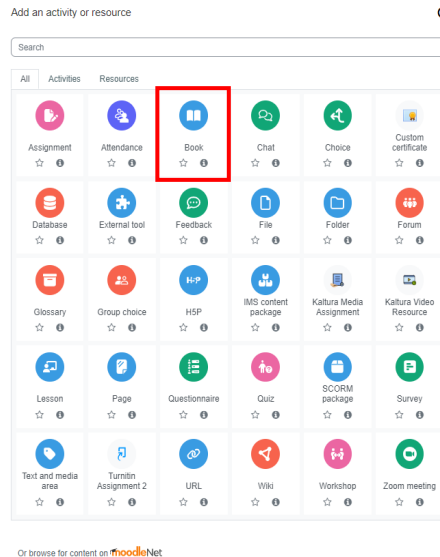
3. At the top right of your course page, switch edit mode on. Editing icons and links will appear. You can now edit your page accordingly.



4. Locate the Section where you want to add the Book activity.
5. At the bottom left of the Section, click + Add an activity or resource.
The Add an activity or resource window will open.



- In the Add an Activity or Resource window, select Book. The Adding a new Book page will open.



- On the Adding a new Book page, enter an informative name in the Name field, which is mandatory.
- In the Description box, enter a meaningful description.
Note: It is generally advisable to leave the Display description on the course page unchecked to avoid clutter on the main course page.

Adding a new Book to Book

Expand all

General

Name

Description

Display description on course page

- In Appearance, decide on the chapter formatting and whether you want custom titles. Use the help icon for more information.

Appearance

Chapter formatting

Custom titles

Numbers

Custom titles

10. Click save and return to course.



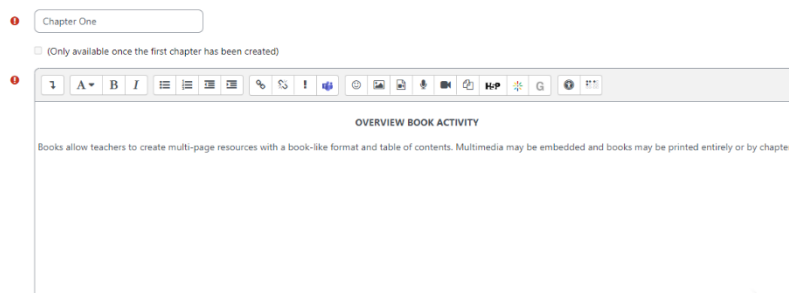
11. On the main course page, click on the book.

▼ Book



12. Give your chapter a title, and thereafter, add the content and save changes once done.

▼ Add new chapter

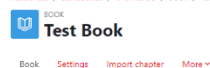


▼ Tags



13. Once done with the first chapter, you can then add more chapters by clicking on the plus sign on the top right-hand corner of the screen.

Resources / Sandboxes / Chantal SB / Book / Test Book

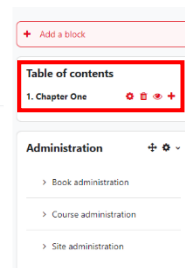


Mark as done

1. Chapter One

OVERVIEW BOOK ACTIVITY

Books allow teachers to create multi-page resources with a book-like format and table of contents. Multimedia may be embedded and books may be printed entirely or by chapter.



14. In the common module settings section, you can set the availability and force language.

▼ **Common module settings**

Availability	?	Show on course page ▾
ID number	?	
Force language		Do not force ▾

15. The Restrict access section lets you set conditions for student access to the Survey activity, either by date or by prerequisite.

▼ **Restrict access**

Access restrictions	None Add restriction...
---------------------	---

16. In the activity completion section, you can allow completion tracking.

▼ **Activity completion**

Completion tracking	?	Students can manually mark the activity as completed ▾						
Expect completed on	?	☐ Enable	26 ▾	October ▾	2023 ▾	10 ▾	16 ▾	

17. Click save and return to course or save and display. If you wish to cancel, simply click cancel.