# USING & CREATING PAGES

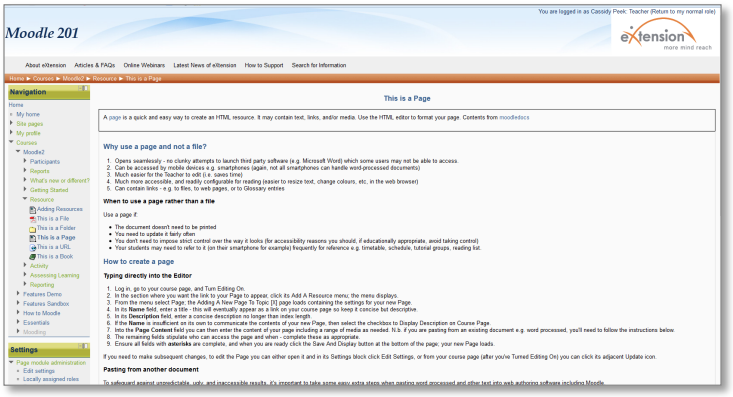
## *IN YOUR ONLINE MOODLE COURSES*

A **page** is an HTML resource within Moodle courses that is both student- and teacher-friendly. The process of creating and editing a page is quick and easy. Text, links, and/or media are common resource components.

There are a few reasons teachers choose to use a page instead of uploading a file. Some of the benefits include:

- ✓ No need for third party software (e.g. Microsoft Word)
- ✓ Accessible on mobile devices
- ✓ Easy to edit and configure
- ✓ Can contain live links

Potential drawbacks include lower print quality and fewer formatting options.




## STEPS TO CREATE A PAGE:

1) In the section where you want the link to your page to be, select to add a *Page*.
2) A. Fill in the blank fields.
   *Name* – Enter a concise but descriptive title.
   *Description* – Provide a description no longer than the index length.
   *Page Content* – Include the page content and media.
   B. Complete the remaining fields, which determine course accessibility.

If the name doesn't clearly communicate the page contents, select the checkbox to *Display Description on Course Page*.

To edit an existing page, open it in its *Settings* block and click *Edit Settings*, or select the adjacent *Update* icon on the course page (after you have made sure to *Turn Editing On*).

## HOW TO PASTE FROM ANOTHER DOCUMENT:

If you need to copy and paste from a word processing program (e.g. Microsoft Word), follow these steps to ensure the page will function as it is intended to.

1. Copy the text from your word processing program.
2. Follow steps 1-2B from above.
3. Assuming you want to keep the original formatting, click the *Paste from Word* icon. When the new pane loads, paste your text into the empty text field and click *Insert*. Your text should appear and can be edited at this point.

If you want to paste the content without any previous formatting, click the Paste As Plain Text icon instead of pasting from Word.