Faculty: Compose a Web Page

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Moodle "pages" allow us to share information with students without having to display everything on the course's main page. Pages are a good place to tuck information away but still have it be easily accessible. You can use a page to provide a series of links to other websites, to share course content as text, or to embed links to files of any kind—or any combination of these uses! Need to make several files available and provide an explanation of what you want students to do with them? A page may be the perfect answer!

To compose a page:

1. With editing turned on in your course, click on the **Add an activity or resource** link.
2. Locate the **Page** icon and click on it to select it.
3. Enter a name for your page.
4. In the **Description** text box, add a brief description of the page's contents, if desired. If you want to display the description on your course main page, check the box beneath the text box. Keep in mind that large chunks of text lead to the dread Moodle Death Scroll! Note: If you do not display the description on the course main page, it will only be visible by clicking on **Resources** in the course **Activities** block.
   Caution: It's easy to enter your page content into the description box—be sure you are in the **Content** field before creating your page content!
5. In the **Content** textbox, add the content that you wish to provide students. Copy and paste from a Word document by using [Crtl]+[C] to copy and [Ctrl]+[V] to paste. Review your formatting—most formatting carries over to HTML format, with the exception of tabs. (See related article on embedding files for more details.)

Save and display to see what it will look like or **Save and return to course** to continue working on your course.



Tip: Use the "Toggle fullscreen mode" to expand your work area and give yourself room to maneuver while you create your page content. Click on View, then Fullscreen (or use Ctrl+Shift+F).