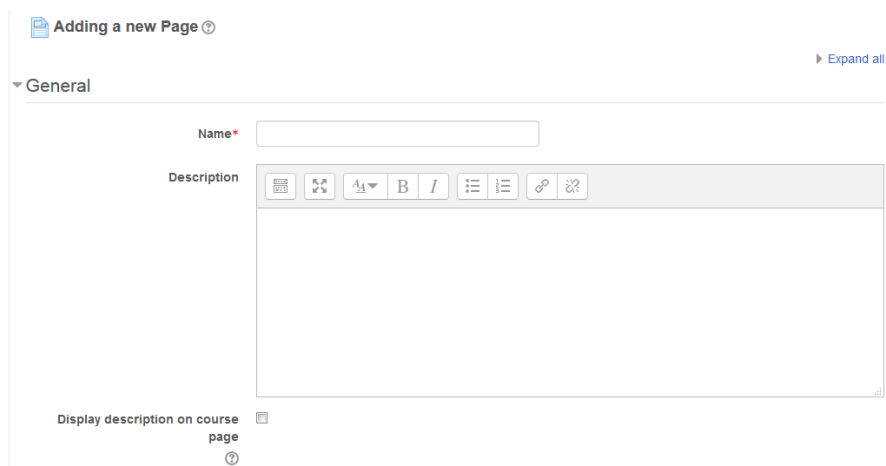


## How to create a Moodle page

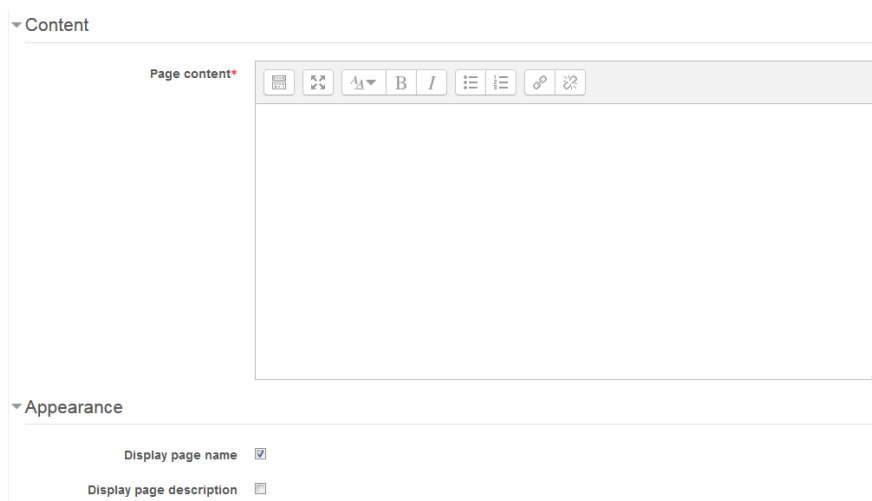
Having turned editing on navigate to the section that you want to add your page to and then click on the **Add an activity or resource** link. Choose **Page** from the drop down menu and then click on the **Add** button.

Give your page a **Name** and a **Description**. You can format your text using the tools from the tool bar at the top of the box.



The screenshot shows the 'Adding a new Page' form in Moodle. The 'General' section is expanded, showing a 'Name\*' text input field and a 'Description' text area with a rich text editor toolbar. Below the description area is a checkbox labeled 'Display description on course page'.

Add your content to the **Page content** section. Once again you can format your content using the tools from the tool bar at the top of the box.



The screenshot shows the 'Content' and 'Appearance' sections of the Moodle page form. The 'Content' section has a 'Page content\*' text area with a rich text editor toolbar. The 'Appearance' section has two checkboxes: 'Display page name' (checked) and 'Display page description' (unchecked).

Under the **Appearance** section you can choose to display the page name (or not) to your students and the page description (or not) by checking the appropriate boxes.

▼ Common module settings

Visible

ID number

▼ Restrict access

Access restrictions None

▼ Activity completion

Completion tracking

Require view ☐ Student must view this activity to complete it

Expect completed on    ☐ Enable

There are required fields in this form marked \*

In the **Common module settings** section the **Visible** field allows you to show or hide the page and setting the **ID number** enables you to identify the page in the Moodle grade book by a number rather than its title (if you choose to grade this activity).

You can **Restrict** (the) **access** of the page using the following options:

- *Activity completion* – the students are required to complete (or not complete) another activity before being given access to the page.
- *Date* – this prevents student access until (or from) a specified date and time.
- *Grade* – requires students to achieve a specified grade before accessing the page.
- *Group* – allows only students who belong to a specified group to access the page.
- *Grouping* – allows only students who belong to a group within a specified grouping to access the page.
- *User profile* – controls access to the page based on fields within the student's profile.
- *Restriction set* – adds a set of nested restrictions to apply complex logic.

Simply click on the **Add restriction...** button and make your choice. Complete any fields that you are presented with; if you want to add more than one restriction simply repeat this process.

The **Activity completion** section (if enabled) will allow activity completion to be tracked, either manually or automatically, based on certain conditions. Multiple conditions can also be set. If so, the activity will only be considered complete when ALL conditions are met.

A tick next to the activity name on the course page indicates when the activity is complete.

Click on the **Save and return to course** button to complete the process.