

Composing a Contact Page

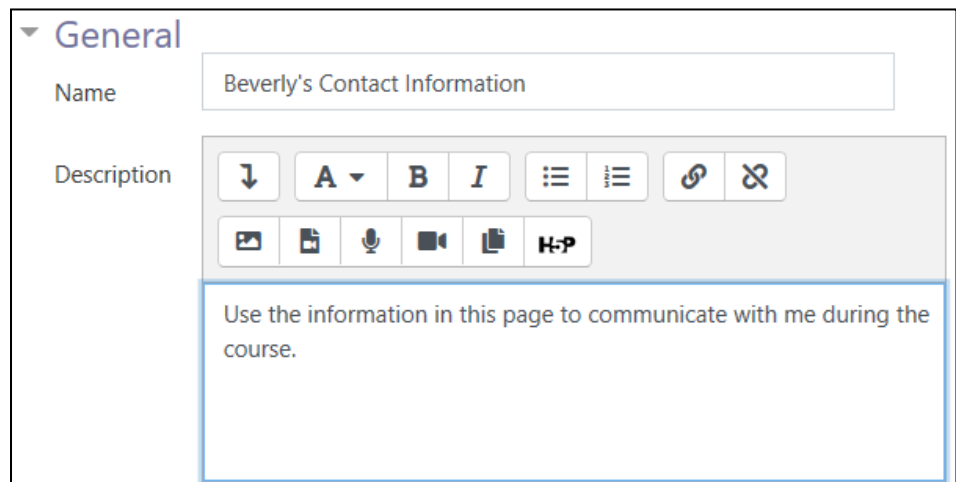
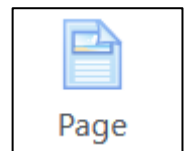
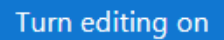
As part of Stage 2, you are expected to use the **Page** module to create a teacher contact page for your students. Pages are webpages created using the HTML toolbar/text editor.

Exemplar

There are several Pages in the **Stage 2/3 Exemplar** Course. The *Contact Information* link demonstrates an exemplar Page.

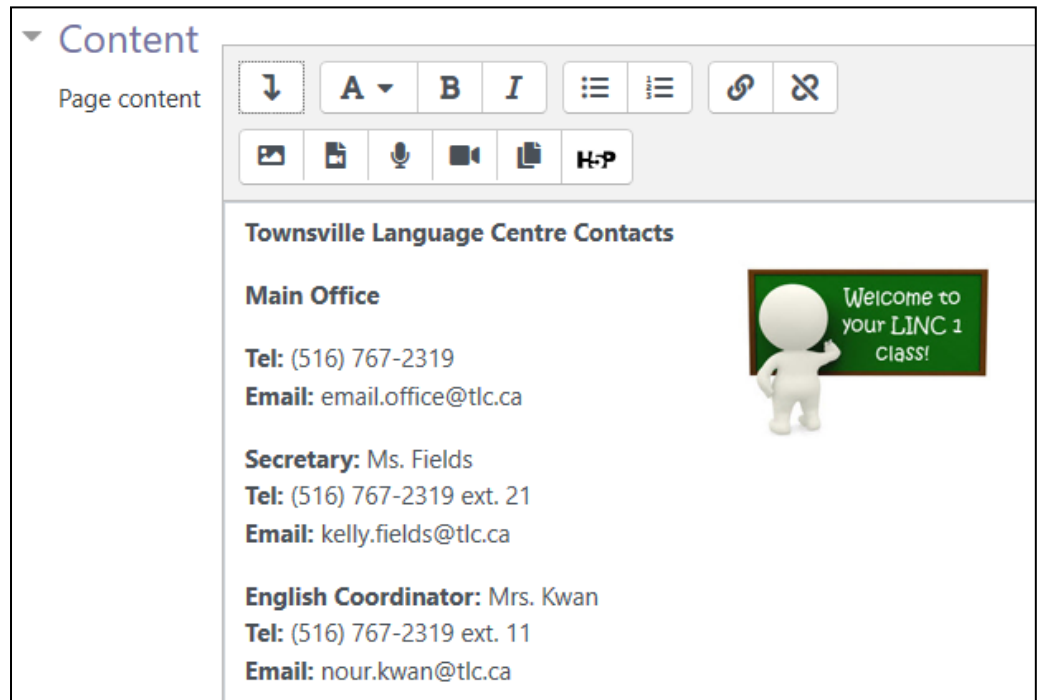
Adding a Contact Page to your course

1. On your course, click the **Turn editing on** button.
2. Click the **Add an activity or resource** link in the appropriate topic.
3. The **Add an activity or resource** pop up appears.
4. Select **Page** in the **Activities** tab.
5. In the **General** section, input a descriptive page **Name**.
6. Input a page **Description**.

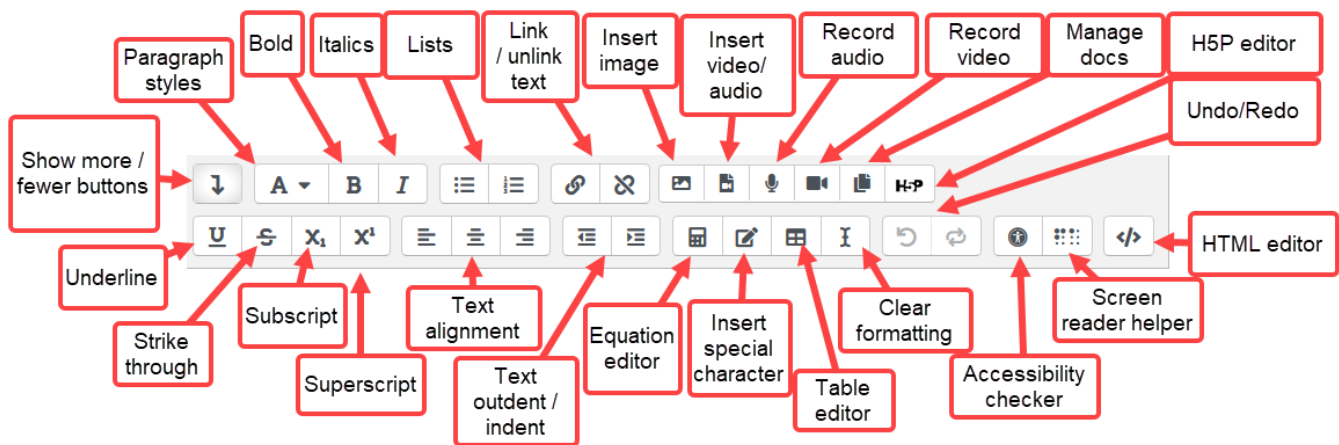
A screenshot of the "General" section of a page creation form. The "Name" field contains "Beverly's Contact Information". The "Description" field contains "Use the information in this page to communicate with me during the course." The form includes a rich text editor toolbar with icons for bold, italic, list, link, unlink, image, video, audio, and help.

7. In the **Content** section, input text, images and whatever else you require.

Ensure that you have your name, your email address with a link, a phone extension, and any other information you feel comfortable sharing.

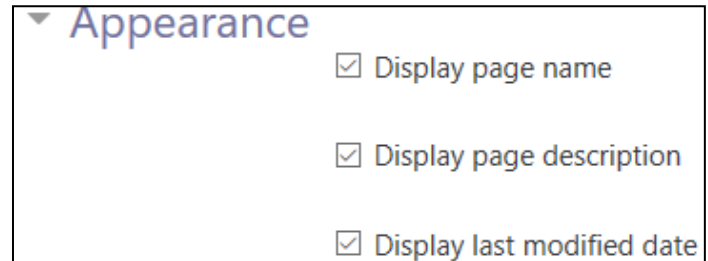


Using a **Page** module allows teachers to access the What You See Is What You Get (WYSIWYG) text editor. This editor allows a great deal of flexibility in creating documents that can be positioned in all courses. The editing features of the **Page** resource are shown below.



Similar labels appear when you hover the cursor over each button (without clicking). Note: The **Show more buttons** in the top left corner of the toolbar must be clicked to display all options.

8. In the **Appearance** section, choose to display the name and the page description to students.



9. Click **Save and return to course** button.

10. Drag the page its location on the course main page using the **Move** icon.

11. Click on **Actions** menu.



12. Click on the **Turn editing off** button.

The link to the contact page appears like this:



Page Help links

[Moodle Documents: Using Page](https://docs.moodle.org/39/en/Using_Page)

< https://docs.moodle.org/39/en/Using_Page >

[Moodle Documents: Page FAQ](https://docs.moodle.org/39/en/Page_FAQ)

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