

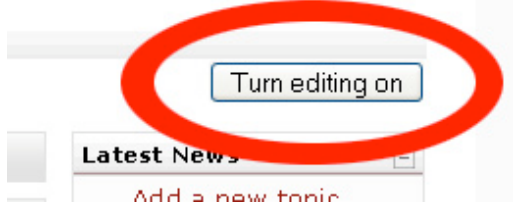
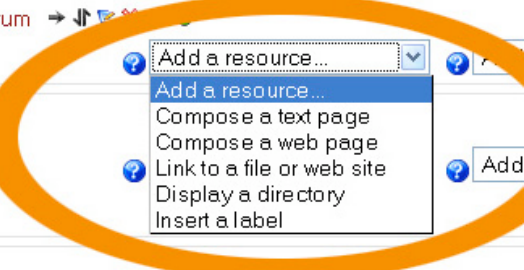
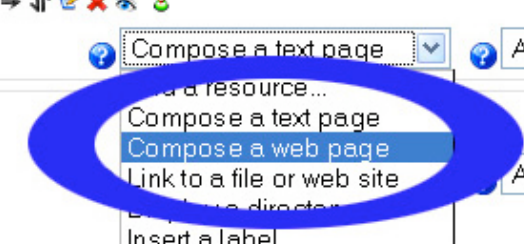
## Part II: Editing Your Class

### 2.2 Adding Content > Composing a Moodle Web Page

#### What is this feature?

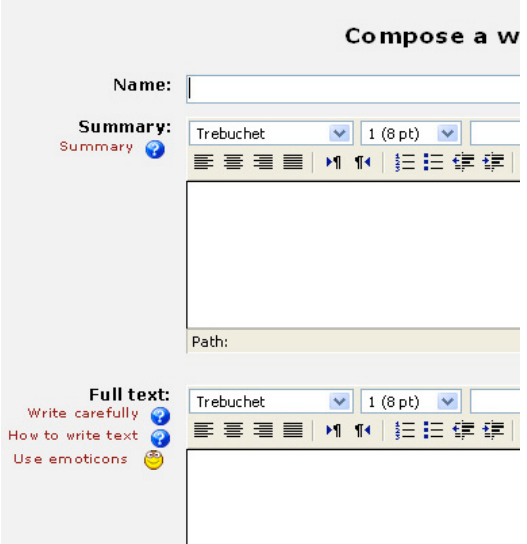
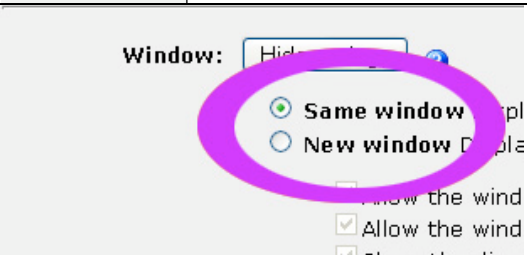
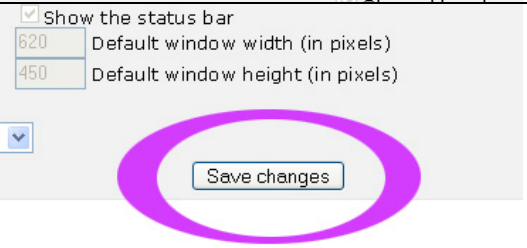
This resource allows you to compose a single page of information directly in Moodle. You can type text directly into a Moodle text box, or cut and paste your information from another source. The web page supports HTML formatting, and has many of the same features as MS Word. With this feature, students need only to click on a button to instantly access important resources, like the syllabus, frequently asked questions, or instructions.

#### From your course's homepage:

|   |  |  |
|---|--|--|
| 1 | <p>In order to add content, activities and information to your course, first turn on the editing commands. To do this:</p> <p><b>CLICK</b> on the "Turn editing on" button (located in the top right corner of your screen).</p> |    |
| 2 | <p><b>CLICK</b> the drop down arrow to the right of the "Add a resource" box.</p>  |  |
| 3 | <p><b>CLICK</b> "Compose a web page."</p>  |  |

## Part II: Editing Your Class

### 2.2 Adding Content > Composing a Moodle Web Page

|          |   |  |
|----------|---|--|
| <p>4</p> | <p><b>TYPE</b> in the name of your page, a summary, and the full text of your page.*</p> <p><b>*Name</b> – Similar to a title, this is what the students see first.<br/> <b>Summary</b> – A short description of the main text of the page. This is what students see if they click on “Resources” within the “Activities” block.<br/> <b>Full text</b> – The main text supports all formatting tools on the toolbar as well as any inserts (pictures, links, Flash, etc.) you would like to include.</p> |    |
| <p>5</p> | <p><b>SELECT</b> whether you want the page to appear in the same window or in a new popup window.*</p> <p><b>*Window</b> – By default, your page will appear in the same browser. If you would like it to appear in a new window, click on “Show settings,” and then select “New window.”</p>   |   |
| <p>6</p> | <p><b>CLICK</b> “Save Changes” located at the bottom of the text box.</p>   |  |