

## Page settings

Text based material (that includes images/video) can be added to Moodle in webpage format. There are no limits by doing it so. Good thing about this is its interactivity, because we can easily include images and videos in-line with text. If we want to, we can create full conspectus like so. It is important to note that those texts are created in Moodle and therefore it is recommended to take back-up copies just in case into some text editor as well. Sometimes we may the opposite situation, that we do have text prepared in text editor (MS Word, LibreOffice, etc.) and do want to paste that text directly into Moodle webpage. Please be very careful by doing it, because those packages do export special coding as well and it may mess up our Moodle page visual side and/or it is really headache to make some format changes. Therefore, even if the direct copying is tempting, please be careful and copy/paste through simpler text editor (like Notepad in Windows users). Yes, it is possible to remove that extra format to some extent, but not fully possible. We look to that side later.

To add a page for your Moodle course, use: **Add an activity of resource**

[+ Add an activity or resource](#)

From a pop-up, select a **Page**.

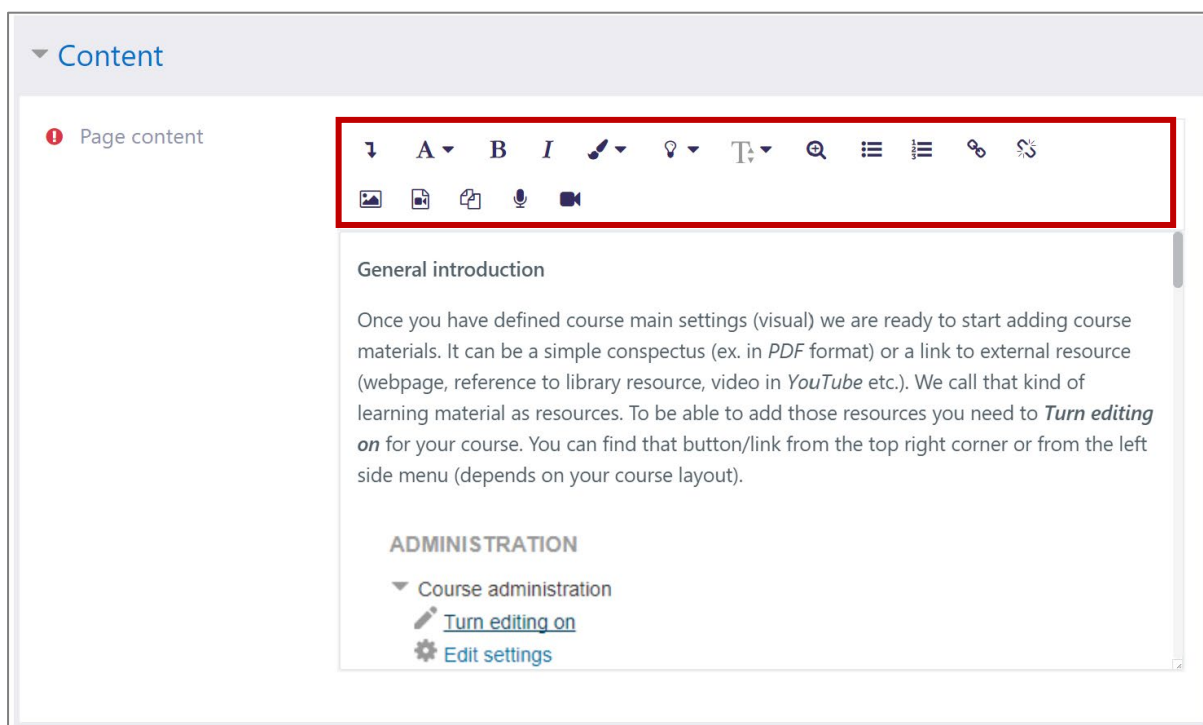
Settings page will be displayed. Let's look to some major settings here. First of all, we can describe our resource or page (section **General**). Please do give some descriptive name (not just **Page 1** or **Conspectus 1**).

The screenshot shows the 'General' settings section of a Moodle resource. It includes a 'Name' field with the text 'Example page - Introduction to the module'. Below it is a 'Description' field, also containing the same text, with a rich text editor toolbar above it. At the bottom, there is a checkbox labeled 'Display description on course page' with a help icon.

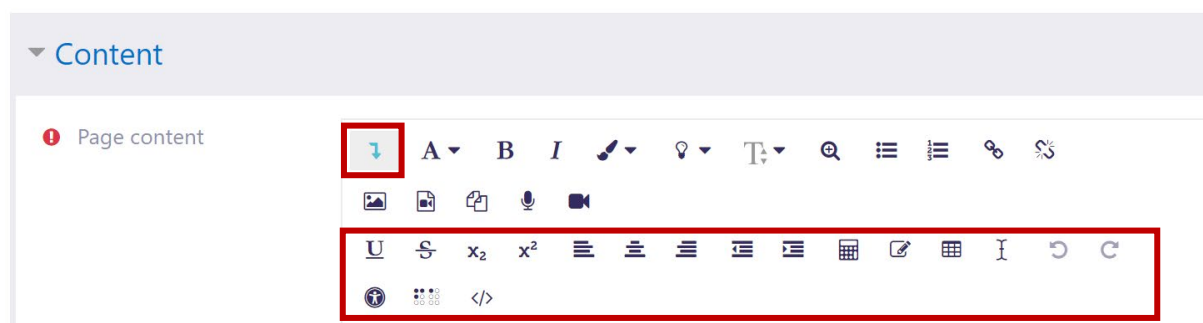
- **Name** - add a name to your page, this will be displayed on your front page as well, be descriptive.
- **Description** - you do not have fill that part, but I usually add the same content as for name. Pay attention to that this can be combined with the next setting **Display description on course**

**page** - so sometimes you can add extra text to your front page by adding description and activating its visibility on course page. I usually do not recommend it, if you like that feature, please be careful as it is quite easy to mess up the readability of course front page.

The most important part is of course the content itself you are adding (section **Content**). You can use all those familiar text editing tools that you may come along in some other, desktop-based text editors. By default, you have one row of tools visible.



Once you click on that first button on the button toolbar, you see some more tools for text editing/formatting.



If you would like to copy/paste text from other text editor directly (ex. MS Word, etc.), then one thing you always must do, is use extra tool after pasting the text (before saving). This is for removing extra formatting so that it doesn't affect the visual of your page. Use tool called **Clear formatting**.



In some cases, it is not enough and that is why I do recommend copy/pasting over some simple text editor (like Notepad for Windows users). Notepad will always remove all formatting and you may think that it takes too much time to reedit your text. In general, you are correct, but just remember that once you do it, it is controllable by you also later (if you want to change the formatting). In some cases, because of that extra code you are not able to change default formatting at all, and that takes too much time (even more, than redoing with Moodle tools). And if you have long texts (conspectus) available, those can be converted into PDF files and added to the course separately.

**Remark:** Once the content area is not so problematic for direct copy/paste, the description area really is. Especially in cases when you plan to make it visible on front page (activating **Display description on course page**). If it happens, you just need to reedit your text and remove those extra formatting (through some simple text editor copy/paste/copy workflows).

You can easily add images into your text as well. You can use separate tools for that. Let's make a simple example. Once you have your cursor in the correct location to where you want to add an image, click on Image button.



A new dialog is displayed. Usually we want to upload an image from our computer. Moodle support most common image formats. Before uploading an image, please be sure to check its file size and width/height values. It is not recommended to upload large images (like 3000 x 2000, or image that is 10 MB etc.) if that is not used in that way (sometimes we need to share large files because of the details it gives, or students should analyse that image somehow). So, all in all, if your image in the text area is larger than 800 pixels, please consider cropping it. By doing it, you are also reducing the file size automatically. Depending on Moodle settings, not always clever image sharing is used, and we may see too large images in our pages or text areas. Yes, you can do some cropping also in Moodle directly, but keep in mind that you have more control to do image preparation outside of Moodle. We simply do want to let students wait the page to load, because we are using a way too high-quality image.

Back to the dialog, if you want to add image from your computer, click on: **Browse repositories...**

Image properties

Enter URL

Browse repositories...

Describe this image for someone who cannot see it

☐ Description not necessary

Size

x  ☐ Auto size

Alignment

Bottom

Save image

New dialog opens. Check that you have selected **Upload a file** and then click on: **Choose File** (depends on your browser language settings, how it is named or displayed).

File picker

Server files

Recent files

Upload a file

Private files

e-Öppe Arenduskeskuse repositoorium

Ajutine

Embedded files

Google Drive

Attachment

Choose File No file chosen

Save as

Author

Raido Puust

Choose license

Creative Commons

Upload this file

Please navigate to the location in your computer, from where you want to upload an image. Select it and back in Moodle, click on **Upload this file**. Dialog **Image properties** is shown again.

In this dialog it is important to pay attention to the following settings:

- **Description not necessary** - you can select this box if you want to add an image without an description
- **Size** - check that the first number is not too large, usually the max width of 800 pixels is enough, before overwriting this number (if it is more than 800), please ensure that you have selected the box **Auto size** first. This ensures that image cropping keeps the original aspect ratio. Once you overwrite the first value, and click in the following (height) box, this will change automatically.

Image properties

Enter URL

https://moc

[Browse repositories...](#)

Describe this image for someone who cannot see it

☒ Description not necessary

Size

182 x 132 ☒ Auto size

Alignment

Bottom

**ADMINISTRATION**

▼ Course administration

[Turn editing on](#)

[Edit settings](#)

[Course completion](#)

Save image

Once you have taken care of those edits, click on Save image and it will be added to your Moodle page (to the location of your mouse cursor, but if needed you can shift it or copy/paste to some other location).

▼ Content

Page content

(webpage, reference to library resource, video in *YouTube* etc.). We call that kind of learning material as resources. To be able to add those resources you need to **Turn editing on** for your course. You can find that button/link from the top right corner or from the left side menu (depends on your course layout).

**ADMINISTRATION**

▼ Course administration

[Turn editing on](#)

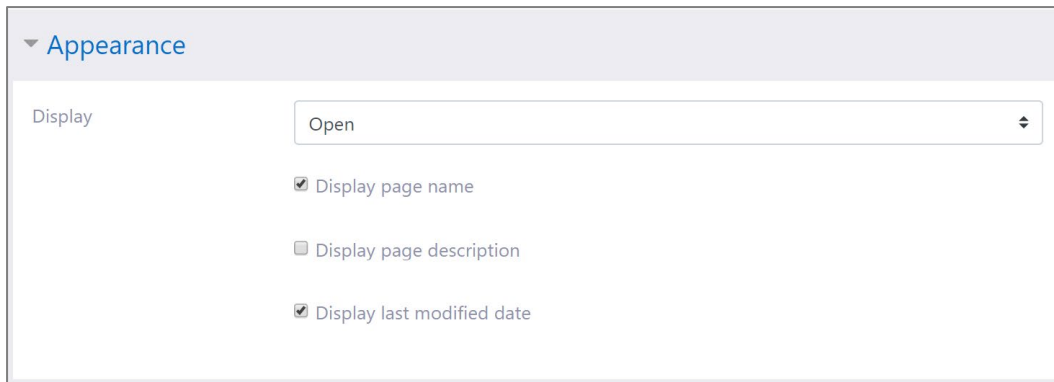
[Edit settings](#)

[Course completion](#)

Pay attention to, that your front page visual changes. Once you have clicked on **Turn editing on**, you see a lot more buttons and user interface elements, that enable to add different types of resource but also activities (we look more into activities in the next

You can continue to add some more text, images. You can also add tables, change text font, make text in bold or italic etc.

After working with a content, please also check the section: **Appearance**



▼ Appearance

Display Open

☒ Display page name

☐ Display page description

☒ Display last modified date

For Moodle page, it can be presented in the same tab/window, because we keep the course layout components and top menu that enables to navigate back to the course front page or some other location. Therefore, we keep **Display = Open**. If you want to, you can set it up as a pop-up, and using the same width x height as always (like 1000 x 600).

Other settings are currently not important, so save your page by clicking: **Save and return to course**



[Save and return to course](#) [Save and display](#) [Cancel](#)

You have successfully added a new page to your Moodle course that can be found from your course front page. If you want to edit its location, you can do that as with any other item on the front page (using cross-hair icon/symbol and holding down left mouse button while dragging).

## Summary

You have successfully added a page to your Moodle course. You should be able to add any kind of page in the same manner. To be able to create a nice-looking page, you do have to spend some time. You should always pay attention to its readability and general structure. Your images should have enough detail to understand, your text should shine out but do not overuse text colour tools and/or making everything in bold or italic. Once you plan to write longer texts with this tool, it is recommended to save/copy several times during the writing. You can also copy/paste this text into your computer as well (just to have a backup copy).

If you need to fix or change some settings, you can edit settings by clicking on an **Edit** button (at the end of a row).

From the same menu you can hide the link (not visible to a student) or delete it (can't be undone). You can also indent (move) the current learning resource to the right/left. If you plan to add a similar type of content, you can first select **Duplicate** and then make modifications to the fresh copy. If you want to change the location of current item, you can do that by picking up a cross-hair icon from the front of the row and just sliding it up or down.

The screenshot displays the Moodle course page editor interface. On the left, a list of resources is shown under various categories: 'Add a resource: Page', 'Add a resource: File', and 'Add a resource: Label'. The resource 'Example page - Introduction to the module' is highlighted with a red circle. On the right, a context menu is open for this resource, with the 'Edit settings' option highlighted by a red rectangle. The context menu includes options: 'Move right', 'Move left', 'Hide', 'Duplicate', 'Assign roles', and 'Delete'. At the bottom right, there is a link to 'Add an activity or resource'.