



Quick Guide for using the ... "Compose a web page" resource in a Moodle course:

1. Log into Moodle and enter the course.
2. Click on the "**Turn editing on**" button in the upper right.
3. In the appropriate Topical area (center column) click on the down-arrow head at the end of the "**Add a resource...**" box and select "**Compose a web page**"
4. An "Adding a new Resource to topic #" should appear
 - a. Fill in the "*Name*" area
 - b. *Summary* is optional
 - c. Into the *Compose a webpage* area, you can simply copy and paste your text from a Word document or other source of content.
 - i. You can also type or edit text, control formatting, insert images, insert links, etc, within this area utilizing the WYSIWYG tools available above the data entry area.
 - ii. If working on links, it is suggested that you work in the Mozilla Firefox browser instead of Internet Explorer 8. Also, when creating or editing links, set the **Target:** to "**New window**" instead of "**None**". This will cause a new browser window to open when a student clicks on the link instead of having the link open in the same window which would cause your web page to no longer be visible.
 - d. In the "*Window*" area you can select either "**Same window**" or "**New window**". It is strongly suggested that you select "**Same window**" so that the Moodle navigation features will be visible on the page.
 - e. Scroll to the bottom of the screen and select "**Save change and return to course**" or "**Save and display**".
5. On the course homepage you should see the link to the web page you created.

Help:

Anytime you see a "?" **inside a yellow circle**  in Moodle, it is a clickable link to bring up applicable help information. Also, many of the pages used by instructors to set items in Moodle will have a  **Moodle docs for this page** link at the bottom which will take you to additional online specific help.

More information on **Compose a web page** can be found at <http://docs.moodle.org/en/mod/resource/html>

For personal assistance, please contact Jim Grunwald at <mailto:grunwajr@mlc-wels.edu>.