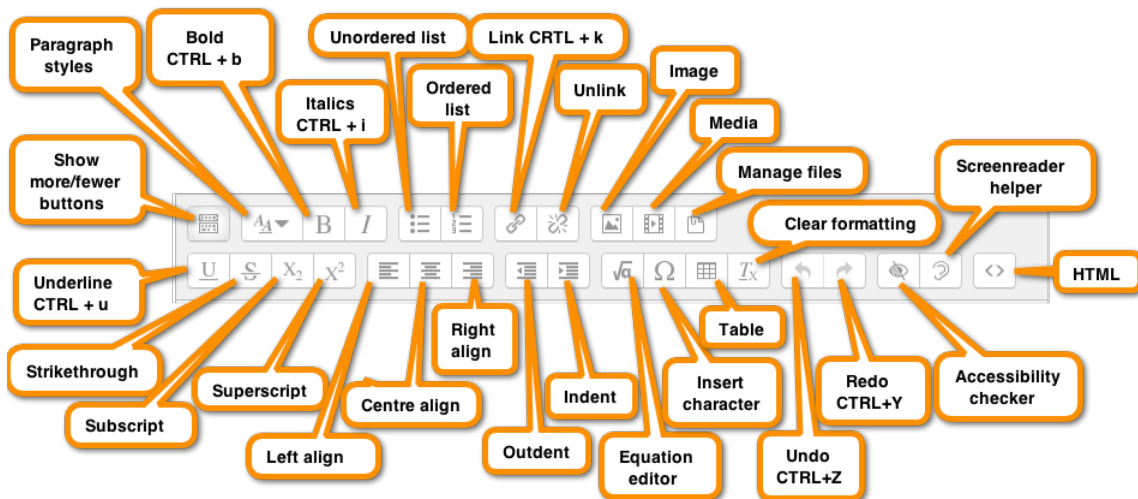


## Composing a Contact Page

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.

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.



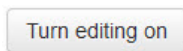
These same labels appear when you hovering the cursor over each button (without clicking). Note: The “Show more buttons” in the top left corner of the toolbar must be clicked to display all options.

### 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

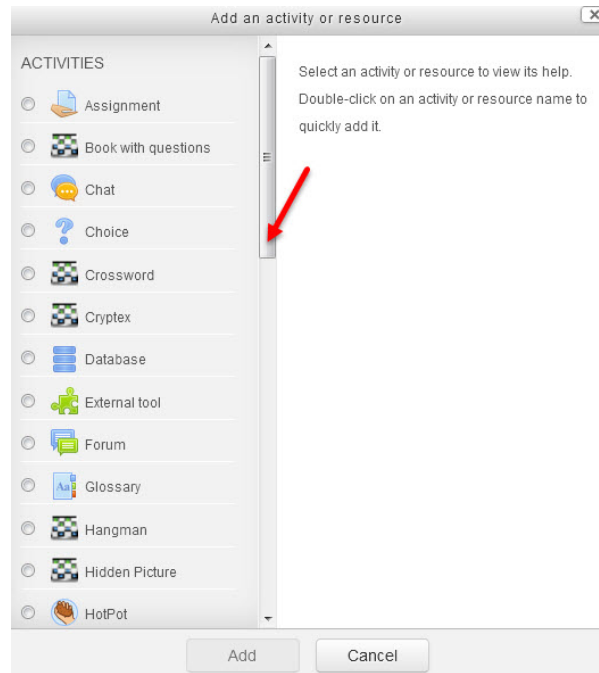
1. Click on the Turn editing on button on the course home page.



2. Locate the topic/section where you want to add the Page.
3. Click on the Add an activity or resource link at the bottom of that topic

[+ Add an activity or resource](#)

The Add an activity or resource panel appears



4. Scroll downwards

5. Select Page



6. Click the Add button



7. In the General section, input a descriptive name for the Page.

8. Input a description about the Page.

▼ General

**Name\***

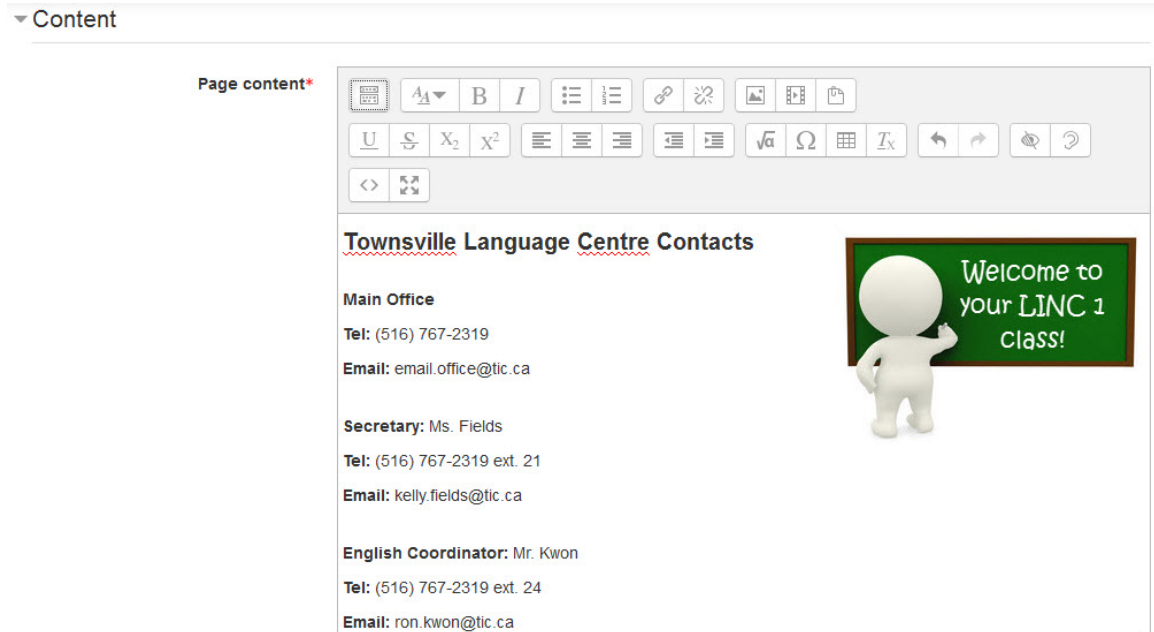
**Description**

The screenshot shows the "General" section of the form. The "Name\*" field contains the text "Contact Information". The "Description" field contains the text "This page provides students with details about important contacts that may be useful to them over the term of the course." A red arrow points to the "Name\*" label, and another red arrow points to the "Description" text area.

9. 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 with which you feel comfortable providing.

▼ Content

Page content\*



The screenshot shows the Moodle page content editor. The toolbar includes options for text formatting (bold, italic, underline, strikethrough), lists, links, images, tables, and undo/redo. The preview area displays the following content:

**Townsville Language Centre Contacts**

**Main Office**  
**Tel:** (516) 767-2319  
**Email:** email.office@tic.ca


**Secretary:** Ms. Fields  
**Tel:** (516) 767-2319 ext. 21  
**Email:** kelly.fields@tic.ca

**English Coordinator:** Mr. Kwon  
**Tel:** (516) 767-2319 ext. 24  
**Email:** ron.kwon@tic.ca

On the right side of the preview, there is an image of a 3D white character standing next to a green chalkboard that says "Welcome to your LINC 1 CLASS!".


10. In the Appearance section, choose to display the title and the page description to students.

▼ Appearance

Display page name  

Display page description

11. Click Save and return to the course
12. Click on the Turn editing off button

- The link to the contact page appears similar to this:  [Contact Information](#)

### Page Help links

[Moodle Documents: Using Page](#)

<[http://docs.moodle.org/31/en/Using\\_Page](http://docs.moodle.org/31/en/Using_Page)>

[Moodle Documents: Page FAQ](#)

<[http://docs.moodle.org/31/en/Page\\_FAQ](http://docs.moodle.org/31/en/Page_FAQ)>