# Creating a new page

# course page format

A page format course comes from scratch with two pages (*).

* an “home” page * an Administrator hidden (or protected) page

So you will very quickly need to add more pages.

First, turn the course in editing mode (moodle standard). The course GUI will add some editing buttons and activators. Locate the “Add page” button near the “Page Actions” dropdown.

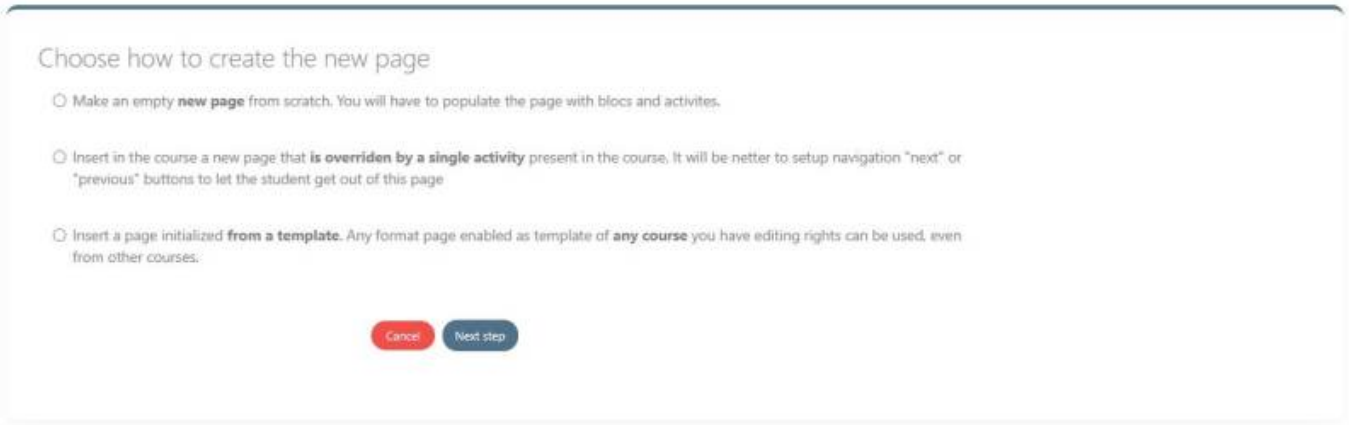



Click on the “plus” to start the “Add page wizard”.

## Choosing how to create the page

Adding a page in a page format course can be done in three ways:

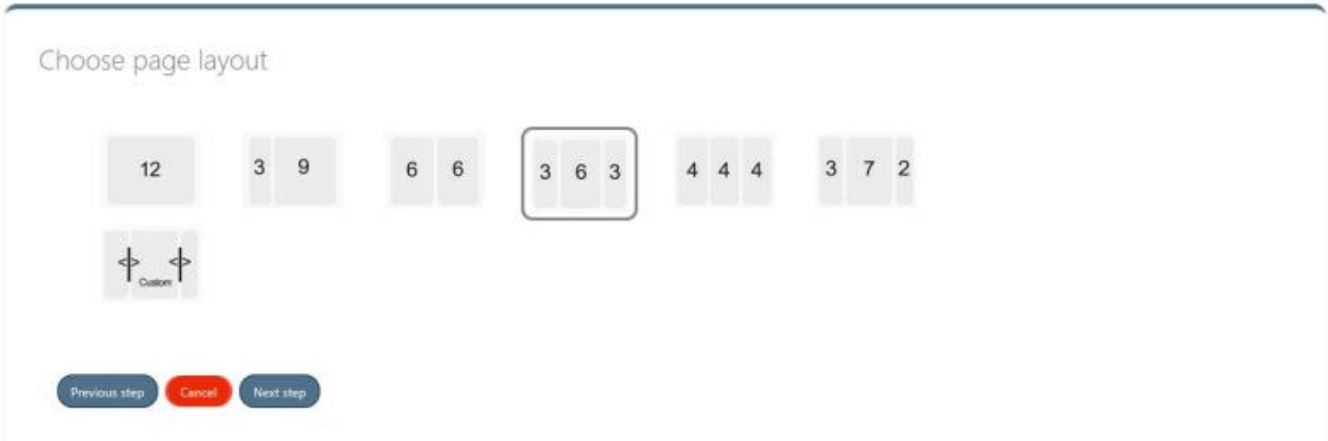
- Making a blank brand new page, you will have then to populate.
- Insert a page overriden by an existing activity of the course
- Making a new page from an available page template



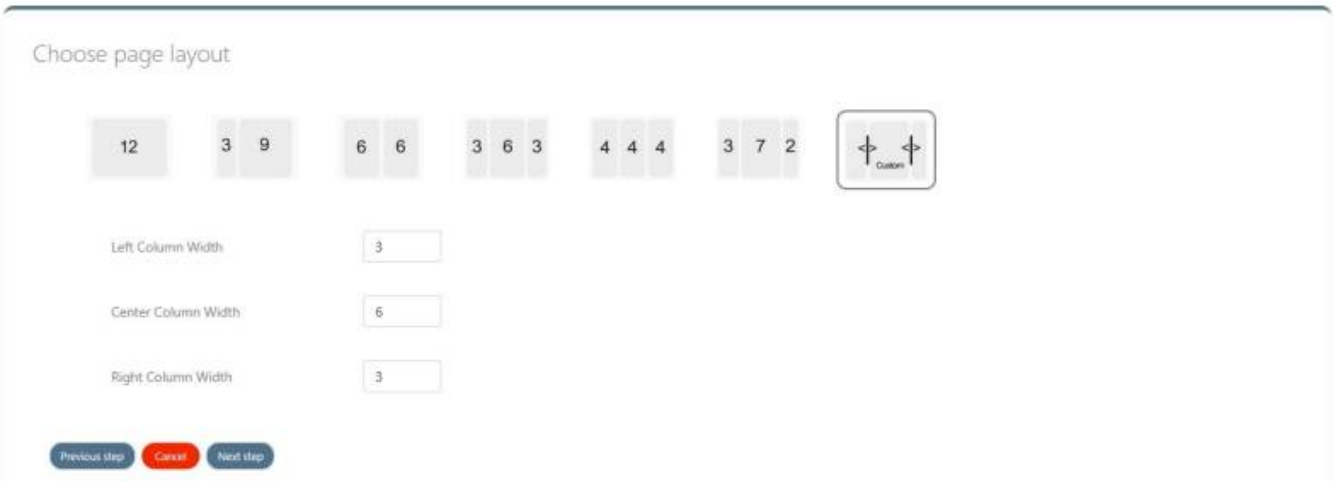
## Making a brand new page

Select the first option of the first step form, than click to **Next Step** button.

the second step when creating a new page is to choose the page layout. The page format proposes a set of predefined formats. Page formats are boostrap divisions of the available width in 12 parts, and assigning some parts to columns.

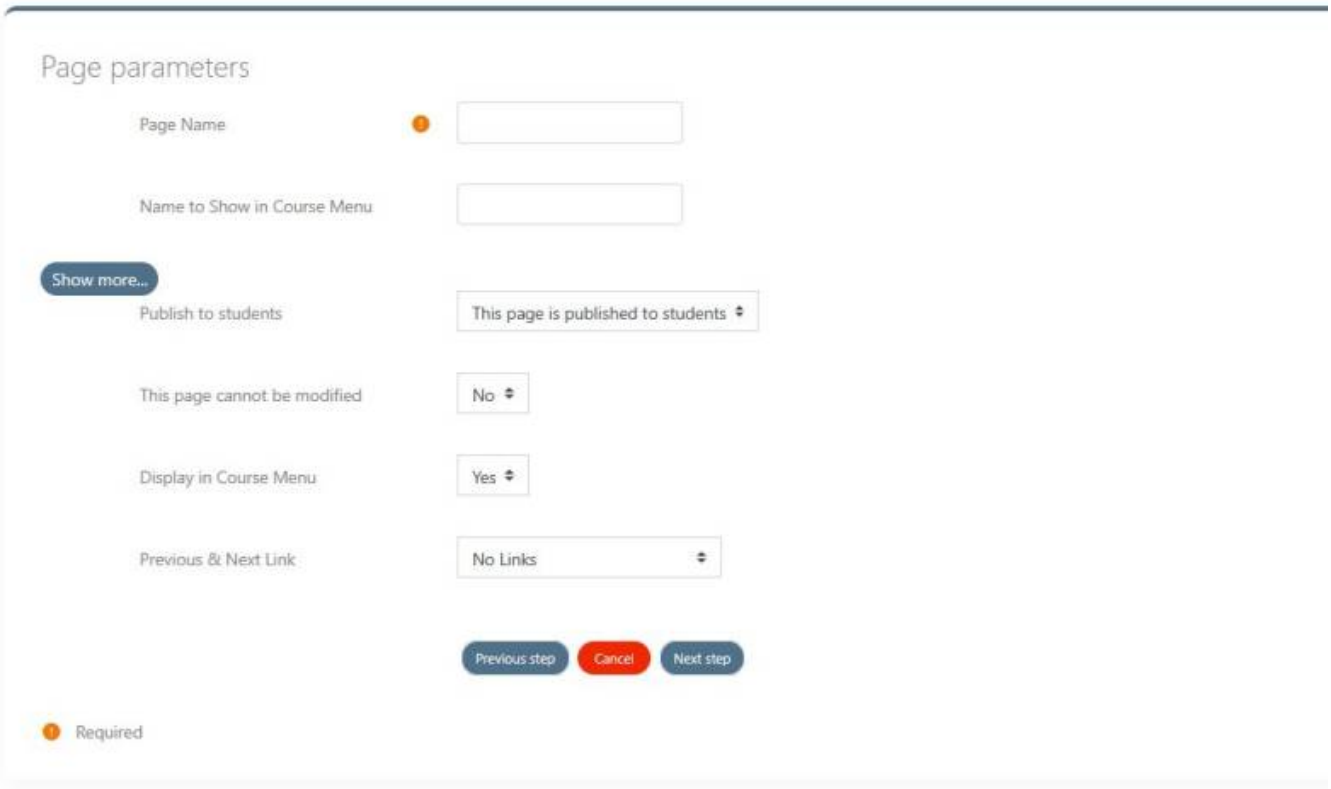



Choosing the columns widths will produce distinct arrangements on screen that may better fit the content presentation. In case none of the predefined model is convenient, you can choose the **Custom Layout** option that let you do what you want:




You will now enter the column widths freely, but remember the sum of width divisions must be 12.

Now it's time to enter the page settings:




**Page name:** This is the visible page full name.

**Page shortname:** this is an alternate shorter name that can be used in f.e. Course Summary accessory block.

**Publish to students:** Here is where you will choose the audience for the page.

- **Unpublished page:** Student cannot see this page, only Editing teachers (more generally, having the `format/page:viewhiddenpages` will see).
- **Protected page:** the page is accessible to students, but cannot be edited by users not having the `format/page:editprotectedpages` capability. Editing teachers usually DO NOT have this capability, thus delegating to an higher level role the permission to change the page.
- **Published page:** The page is available to students, unless some additional restriction is added (User assigned pages, or availability rules on page).
- **Public page:** the page may be accessed by anyone, including non logged in people. Take care when using this option, which is usually provided for “public presentation” of the course program.

*Note 1: Public pages is a good way to centralize the course presentation in Moodle, rather than having several places to manage. Note 2: Public pages can be globally disabled by administrator. Note 3: Public pages is a Pro option that needs a* ***valid License Key****.*

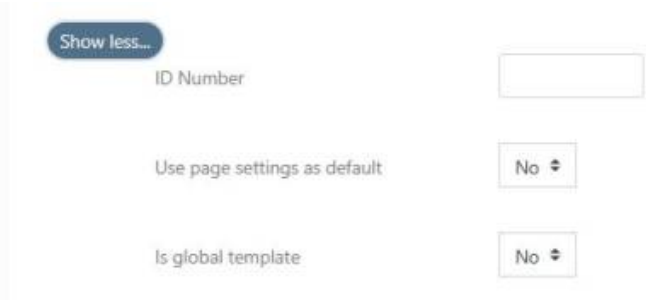
**This page cannot be modified:** This option is not available, unless you are a “power user”, this means, having the `format/page:editprotectedpages` capability. Being a power user, you are able to lock a page to its actual content, and forbidd anyone to change it.

**Display in course menu:** This option interacts with the Course Summary plugin and tells if the page will be shown in the summary.

**Previous and Next links:** You may choose to enable or disable some *Previous/Next* buttons in some

pages, so you can tune accurately the navigation topology of your course. Very commonly, Previous and Next buttons will help in linear course concept, when you want a learner to progress in order from one page to the next page. If your course concept is more hierarchical, you will probable want to disable this linear logic, and prefer using the Course Summary index approach.

You may use also some advanced options:




**Page IDNumber:** Id numbers make moodle objects being manageable by an external system. Here Page IDNumbers allows identifying course pages “objectively” from Moodle internal architecture.

**Use page settings as default:** When activating this option on a page, the actual settings will serve as default to any newly created page. Note that you can designate **only one page** as being the default in tuhe course. (this is also called as a “local template”).

**Is Global Template:** Use this option to declare this page as a “global Template” in Moodle. This will let other courses propose this page as template for creating new pages. Permissions are computed when building the list of available templates, so you need to be course owner (have course editing capabilities) on the courses to access to the templates setup in this course.

*(1) Your Moodle administrator may have setup a more complex course initialization, 2 pages is the “default” minimal format.*

## Crédits

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