

Using Pages



Using Pages

Welcome to the learningworks Plugin for adding webpages to your moodle site. This plugin allows you to add custom pages and forms to your website to extend Moodle for your needs.

The next few pages will go over using this plugin on your site and how to set it up.



Creating your first page

STEP SUMMARY

1. Login as the Administrator for the site
2. Click on “Site Administration”
3. Click on Custom Pages (Typically located at the bottom of the admin menu)
4. Click on the menu icon called Custom Pages
5. A page management screen will appear
6. To Add a new page click on “Add Page”
7. Fill in the form and add your content
8. Click Save Changes
9. Take note of the id in the url
10. view the page

You will need to be an administrator for the website to add pages, simply login to your website first. If you don't have administrator access, see your website managers or IT department to get this setup.

Once logged in - click on the “Site Administration” menu and click the Custom pages menu link located at the bottom.

Click on Add Page on the page management screen and you will be presented with page setup options.

Page options: Setting up the pages

The screenshot shows a web form titled "Page options: Setting up the pages". The form has several input fields and a text area, each with a callout box pointing to it. The fields are: "Page Date", "Page Name", "Template", "Page Order, Parent & Display on menu", "Capability required", and "Page Content". At the bottom of the form are two buttons: "Save changes" and "Cancel".

Setting up the form page

FORMS SETUP STEPS

1. Creating forms requires two pages:
One to display the form itself
and one to manage the form details
2. Create the normal page and put the key item of {form} into the page content where the form is to be displayed.
3. Create the form page and choose the first page as its parent.
4. Enter in the form fields required and a thank-you message the user sees when completing the form.
5. Save and test to ensure the form is sending as required.

Create the parent page first and add the keyword of {form} to the page content.

The screenshot shows a web application interface for creating a new page. The page is titled 'contact'. The 'Page Parent' is set to 'None'. The 'Page Type' is 'page'. The 'Page Content' area contains the text 'Welcome to our contact page' followed by '{form}'. A callout box points to the '{form}' text with the instruction 'Add the {form} word'. Another callout box points to the 'Page Name' field with the instruction 'Create the parent page'. The interface includes a 'Save changes' button and a 'Cancel' button.

Save the page and go back to the page management screen by clicking on the Back to page list link at the top right of the page.

Create the form page next by clicking on “Add page” to create another page for the site.

Choose Form as the page type, choose the page made before as the Page Parent and enter your email address into the form email address field - this is where the form will send emails.

In the content area enter the fieldnames with a bracket around them to display in the message the user sees when completing the form. E.g: thank you {firstname}, etc..

This screenshot shows the 'Add page' form in a web application. It includes fields for 'Page Date' (set to 8 June 2016), 'Page Name' (set to 'form'), 'Email address' (set to 'email@somewhere.co.nz'), 'Page Order' (set to 0), 'Page Parent' (set to 'contact'), and 'Page Type' (set to 'Form'). A callout box labeled 'Email' points to the 'Email address' field. Another callout box labeled 'Page Parent' points to the 'Page Parent' dropdown. A third callout box labeled 'Select Page Type' points to the 'Page Type' dropdown. The 'Content' area contains a text editor with the following text: 'Thank you {firstname},', 'We will review the form and get back to you at the email address {email}.', 'Kind regards,', and 'The development team'. A callout box labeled 'Thank you message' points to the first line of the content.

Click on “Form Builder” to show the form builder at the bottom of the page. Enter in the name text box the desired name for the field, enter in the placeholder area the prompt the user will see when viewing the form.

The relates to field is to pre-fill in the field for a logged in user, this is to help them quickly complete the form. The required field allows you to set what fields must be completed to continue. The type field allows you to choose what kind of field the user sees.

This screenshot shows the 'Form Builder' interface. It displays a list of form fields with columns for 'Placeholder', 'Relates to', 'Required', and 'Type'. The fields are: 'Firstname' (Placeholder: Firstname, Relates to: firstname, Required: Yes, Type: Text), 'Email Address' (Placeholder: Email Address, Relates to: email, Required: Yes, Type: Email), and 'Your Comments' (Placeholder: Your Comments, Relates to: Nothing, Required: Yes, Type: Text Area). Callout boxes point to various elements: 'Enter a field name' points to the 'Firstname' placeholder; 'Relates to' points to the 'firstname' dropdown; 'Field Type' points to the 'Text' dropdown; 'Placeholder' points to the 'Firstname' placeholder; 'Required' points to the 'Yes' dropdown; and 'Thank you message' points to the 'Firstname' placeholder. At the bottom, there are 'Save changes' and 'Cancel' buttons.

Reviewing form entries

A LOG IS KEPT OF ALL ENTRIES

- 1. Test the form page created by filling in the form to ensure that you are receiving the emails.
- 2. If the form does not appear - Check the form publish date, make sure that {form} is on the parent page to display the form and make sure that you are viewing the parent page.
- 3. Check that the thank you message is appearing as desired for the page.
- 4. Check your emails to see if the email has arrived. If not - check the email address entered and check your spam folders.
- 5. When you go back to the form page a list of entries is available to download.

Fill in the form by going to the parent page. go back to the Manage pages screen and click on “view” to go to the page.

The form should appear on the contact page. Some reasons it may not appear are if the form page date is in the future or if the content page does not have {form} in the content.

Once the form has been submitted - you should see the thank-you message displayed on the page.

Welcome to our contact page

Thank you Learning,

We will review the form and get back to you at the email address info@learningworks.co.nz.

Kind regards,

The development team

When editing the form page, a list will appear of the form entries. This can be downloaded to excel should you need to manipulate the information further.

ID	Date	Form Details
1	8 Jun 2016	Firstname = Learning Lastname = Works Email = info@learningworks.co.nz Message = This is the message

Download table data as

Comma separated values (.csv)

Download

Advanced Settings

CHANGING ADVANCED FEATURES

1. Click on the Site Administration Menu
2. Click on Plugins -> Local Plugins -> Custom Pages
3. If your website supports .htaccess then you can enable smart urls. Smart urls allow you to enter the page name /local/pages/contact and not the local/pages/?id=1 format.
4. Choose if you want to copy the email to the one filling out the form
5. Enter in your custom message if desired

Advanced settings can be used to update how the pages, forms and emails can work on your site.

If you choose to enable smart URLs, this allows a nice or pretty url to get to your pages. This feature uses the “Page url” field of the page form.

You can choose if the user gets a copy of the email and you can customize the message that they see. Like the thank you message, you can use brackets with the name of the field to customize messages for them.

The screenshot shows the 'Custom Pages' configuration page. It includes several settings:

- Enable Smart URLs:** A toggle switch labeled 'Smart URLs' is currently turned on. Below it, the text reads 'local_pages | cleanup_enabled'.
- Copy message to person:** A radio button selection. The 'Default: No' option is selected. Below it, the text reads 'local_pages | user_copy'.
- Message to go to user:** A text area containing a custom message. Below it, the text reads 'local_pages | message_copy'.
- Default:** A dropdown menu set to 'Empty'.
- Instructions:** A note at the bottom states: 'Enter (field name) from the form to appear in the message. Use {all} to place the all form fields'.

Two callout boxes highlight the 'Smart URLs' toggle and the 'Send a copy' button (which is located near the message text area).