

Using Pages



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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

Page Date

Page Name

Template

Page Order, Parent & Display on menu

Capability required

Page Content

Save changes 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' and has a URL of '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 the placeholder '{form}'. A callout box points to the '{form}' placeholder with the text 'Add the {form} word'. Another callout box points to the 'Page Name' field with the text '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..

The screenshot shows the 'Add page' form with the following fields and callouts:

- Email**: Points to the 'Email address' field.
- Page Parent**: Points to the 'Page Parent' dropdown menu.
- Select Page Type**: Points to the 'Page Type' dropdown menu.
- Thank you message**: Points to the 'Content' field, which contains the text: 'Thank you {firstname},
We will review the form and get back to you at the email address {email}.
Kind regards,
The development team'.

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.

The screenshot shows the 'Form Builder' screen with the following fields and callouts:

- Enter a field name**: Points to the 'Placeholder' text box.
- Relates to**: Points to the 'Relates to' dropdown menu.
- Field Type**: Points to the 'Type' dropdown menu.
- Placeholder**: Points to the 'Placeholder' text box.
- Required**: Points to the 'Required' dropdown menu.

Placeholder	Relates to	Required	Type
Firstname	firstname	Yes	Text
Email Address	email	Yes	Email
Your Comments	Nothing	Yes	Text Area

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
6. You can step around The Moodle email system and choose to send email via php. This is an area that LearningWorks will setup for you based on your needs.

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.

Custom Pages

Enable Smart URLs
local_pages | cleanup_enabled

Smart URLs

Copy message to person
local_pages | user_copy

Default: No
Send a copy if the person filling in the form is to receive a message

Message to go to user
local_pages | message_copy

PHP Email

Use PHP Mail
local_pages | custom_email

Choose to use Moodle Email or php Mail

Custom headers for PHP mail
local_pages | email_headers

Default: Empty
Enter the Email headers to send - use (html) to send html messages. use (From) to set a from address and use (Reply-to) to enable a reply to header

Save changes

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