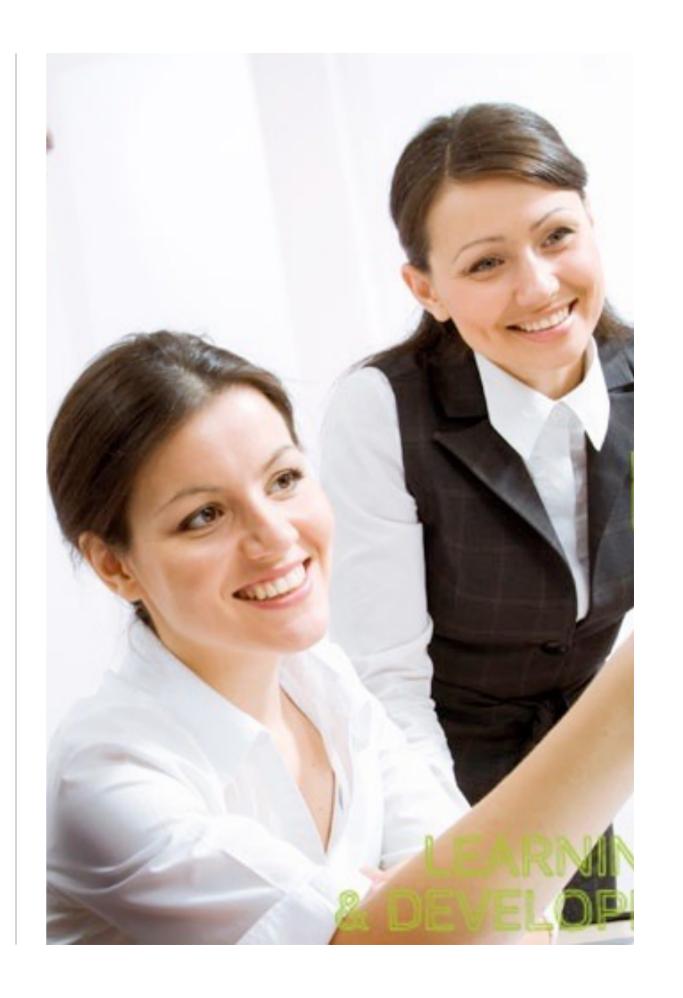# Using Pages

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

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.

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

Page options: Setting up the pages

Page Date

Template

Page Name

Page Order,Parent & Display on menu

Capability required

Page Content

Setting up the form page

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

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.

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..

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.

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 entires. 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

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.

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

Custom Pages

Enable Smart URLs
local_pages | cleanurl_enabled

Smart URLs

Copy message to person
local_pages | user_copy

Default: No

Send if the person filling in the form is to receive a message

Message to go to user
local_pages | message_copy

Send a copy

Default: Empty

Enter {field name} from the form to appear in the message. Use {tab i} to place the all form fields