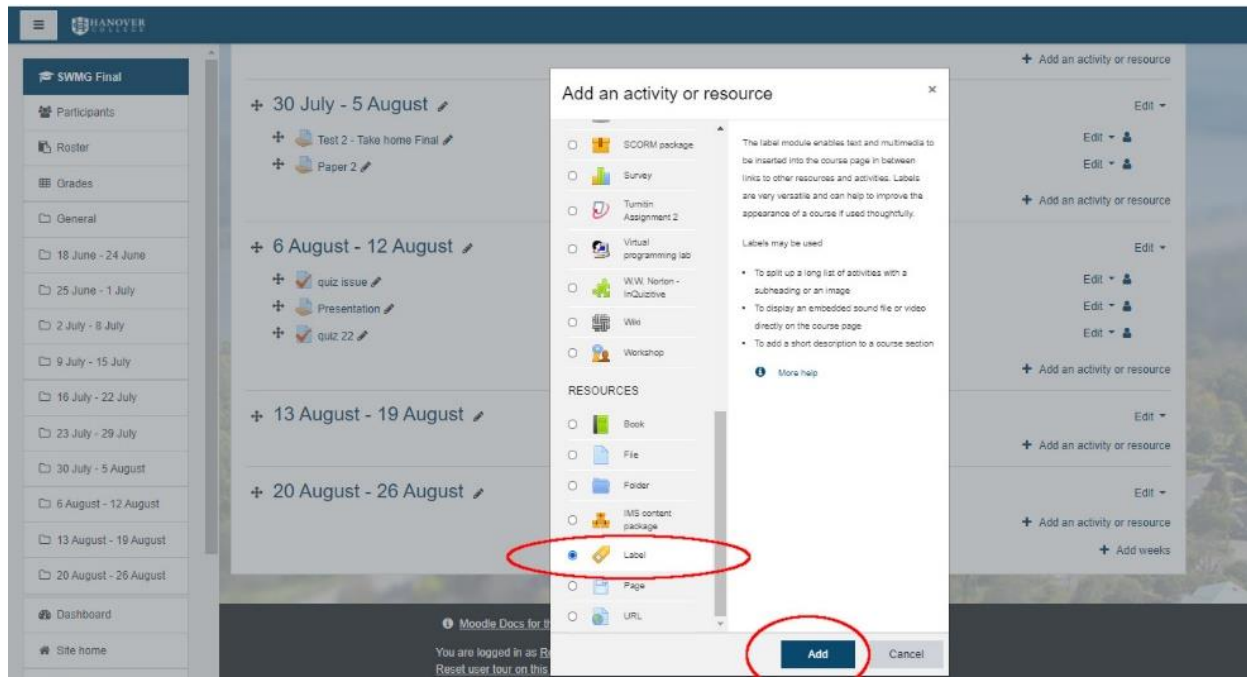


Adding a label to a course page

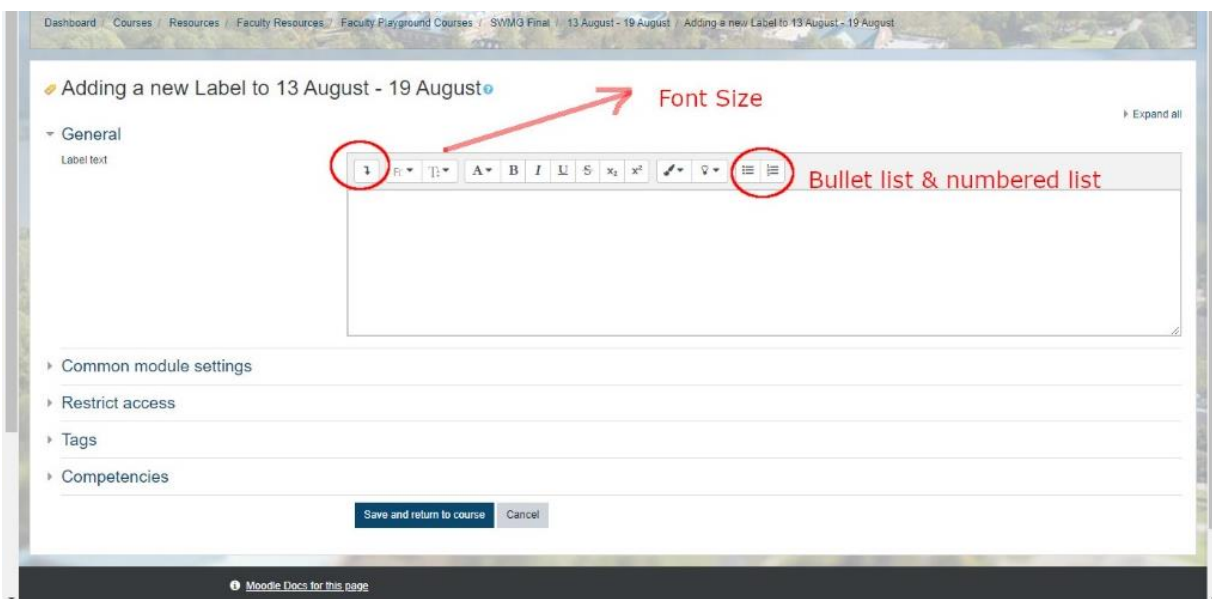
1. Click on the gear and turn editing on. Click on **Add a Resource or Activity** to the week or area where you would like it to go. Then scroll down to find Label and click on the radio button. **Click Add.**



2. The label resource is designed to give you the ability to customize what you display on the course page. You can use the text box to increase font size, add bold text, italics or underlining. There is a strikethrough option.

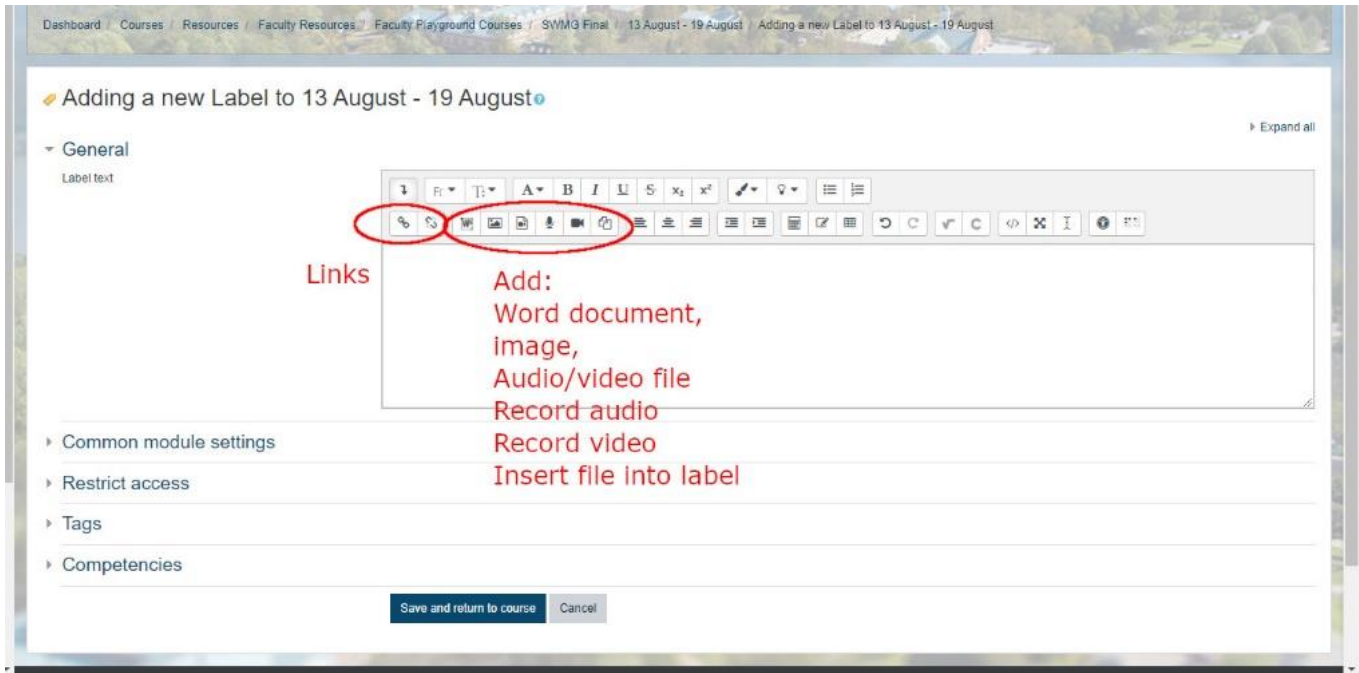
The paintbrush key changes font colors and the lightbulb will change background colors in the textbox. To the far right you will see keys that will enable you to create bullet lists and numbered lists.

The crooked downward arrow is common to almost all text boxes in Moodle and it allows you to access greater functionality.



3. If you have the need, this will allow you to do several more advanced things to text in the label.

You can add links to other webpages to the label. You can add a word document, image, or add a recorded audio or video file to the course page. You can also record a short video within the textbox that students can view – like a short intro of what the week will cover. You can also click on the dog-eared paper icon to insert another file – a PowerPoint, Excel sheet, etc.



Dashboard / Courses / Resources / Faculty Resources / Faculty Playground Courses / SWMG Final / 13 August - 19 August / Adding a new Label to 13 August - 19 August

Adding a new Label to 13 August - 19 August

Expand all

General

Label text

Links

Add:
Word document,
image,
Audio/video file
Record audio
Record video
Insert file into label

Common module settings

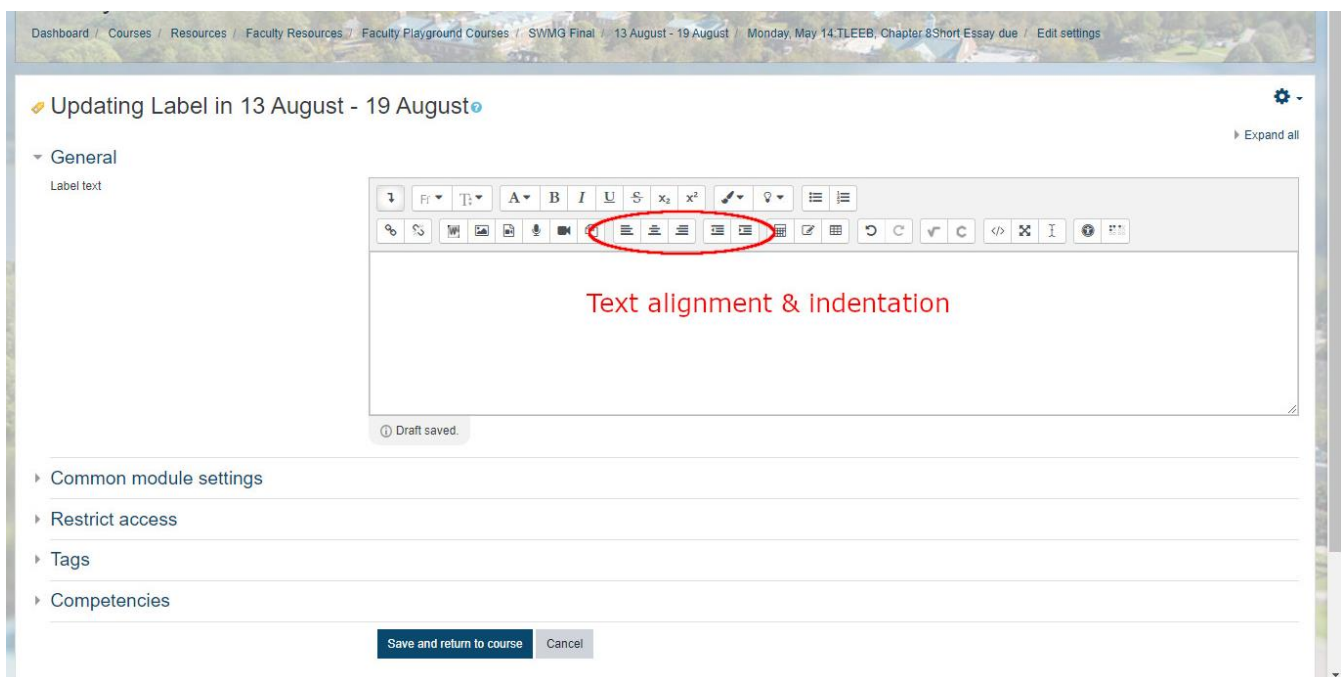
Restrict access

Tags

Competencies

Save and return to course Cancel

4. The next keys cover text alignment and allow you to control indentation in the label.



Dashboard / Courses / Resources / Faculty Resources / Faculty Playground Courses / SWMG Final / 13 August - 19 August / Monday, May 14, TLEEB, Chapter 8 Short Essay due / Edit settings

Updating Label in 13 August - 19 August

Expand all

General

Label text

Text alignment & indentation

Draft saved.

Common module settings

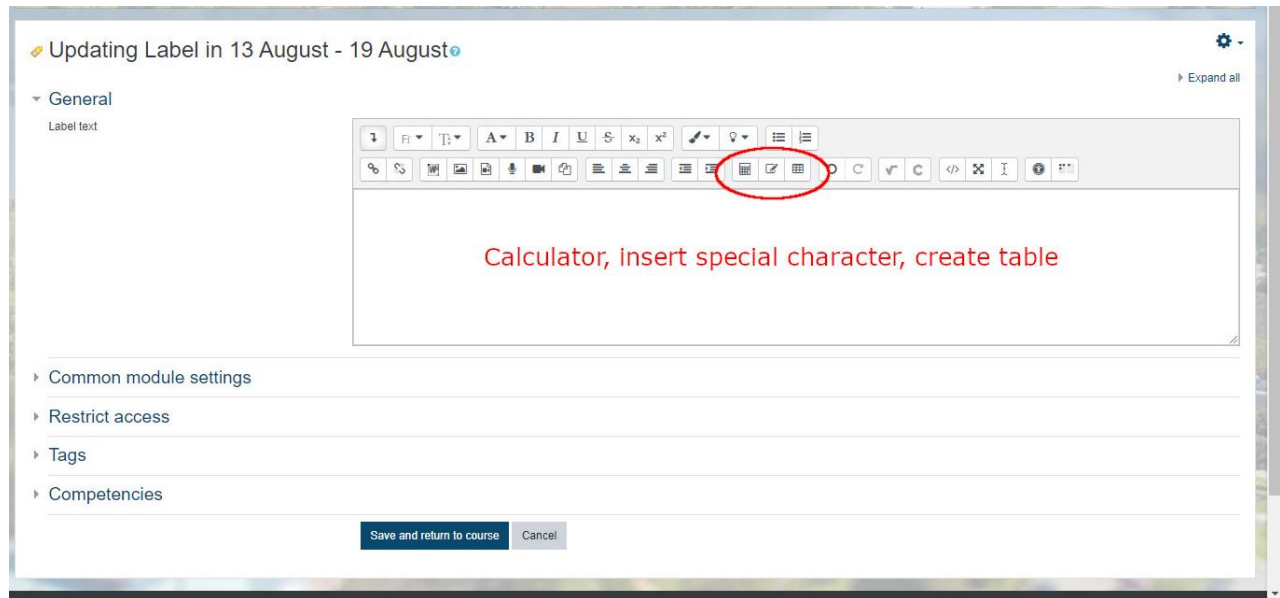
Restrict access

Tags

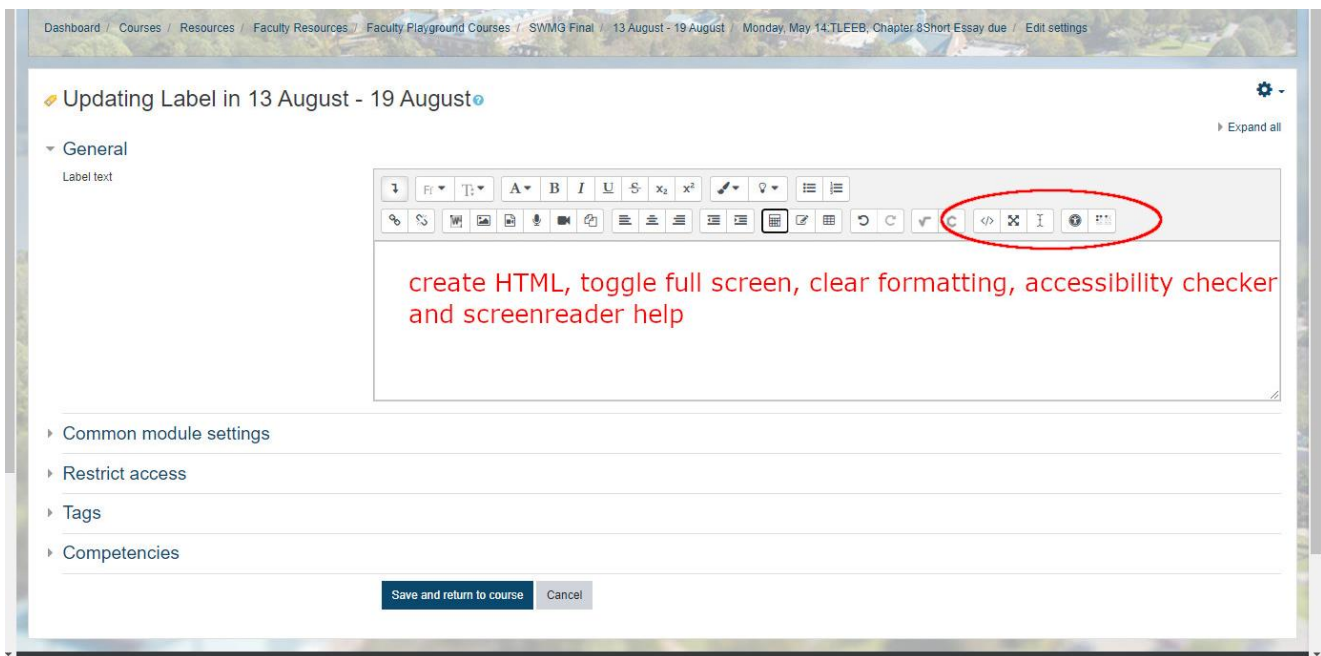
Competencies

Save and return to course Cancel

5. The next are the calculator, insert special characters and creating a table.



6. The final set of keys allow you to add HTML code, make the text box to take up the entire screen as you use it, clear formatting, check accessibility and screen reader help.



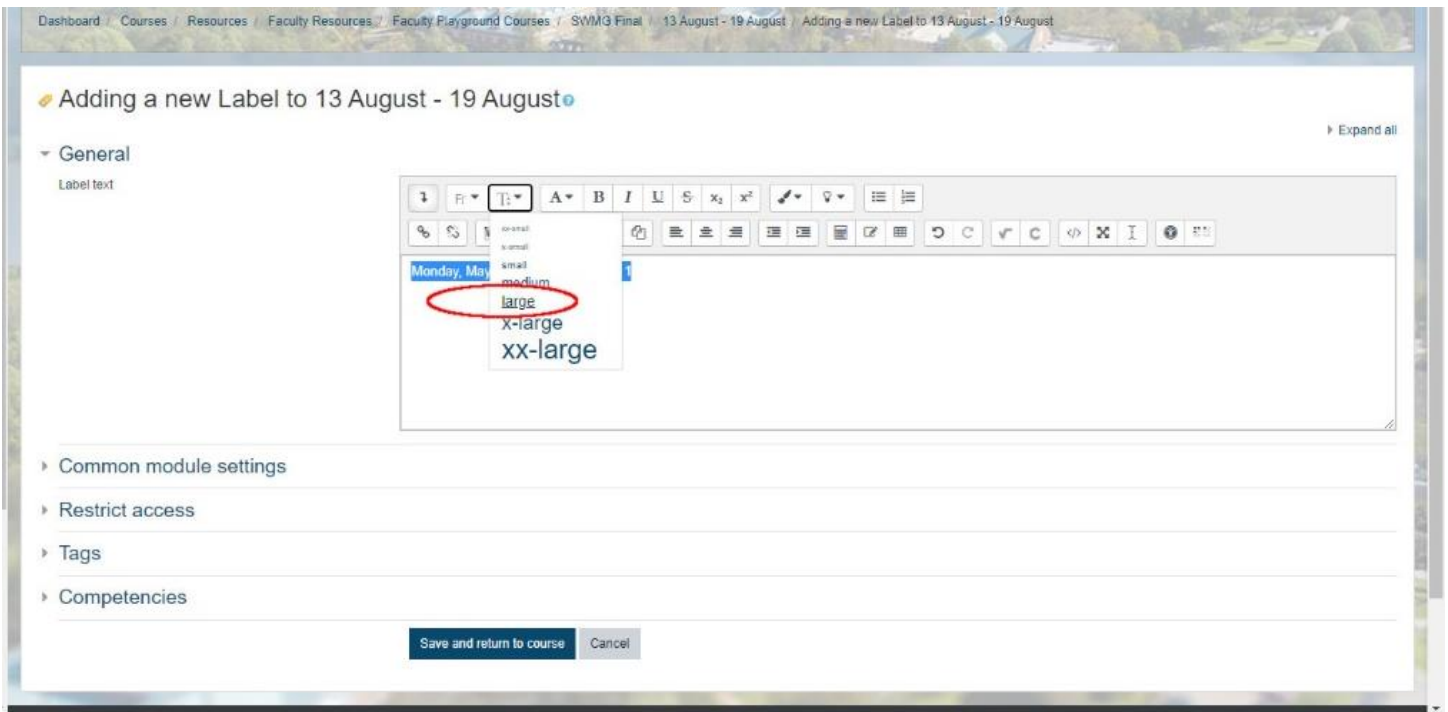
4. This is some text in the text box.

The screenshot shows a web interface for adding a new label to a course. The title is "Adding a new Label to 13 August - 19 August". On the left, there is a sidebar with a "General" section containing "Label text". Below this are sections for "Common module settings", "Restrict access", "Tags", and "Competencies". The main content area features a rich text editor with a toolbar and a text box containing the text "Monday, May 3 -- TLEEB, Chapter 1". At the bottom, there are two buttons: "Save and return to course" and "Cancel".

5. We will highlight it....

This screenshot is identical to the previous one, but the text "Monday, May 3 -- TLEEB, Chapter 1" in the text box is now highlighted in grey. Additionally, a breadcrumb trail is visible at the top of the page: "Dashboard > Courses > Resources > Faculty Resources > Faculty Playground Courses > SWMG Final > 13 August - 19 August > Adding a new Label to 13 August - 19 August".

6. We will select the large font size from the drop-down menu and then click Save.



7. The large font size is on top. The medium (default size) is in the middle. The final label includes various font sizes, bullet points and underlining.

