

TeacherFutures

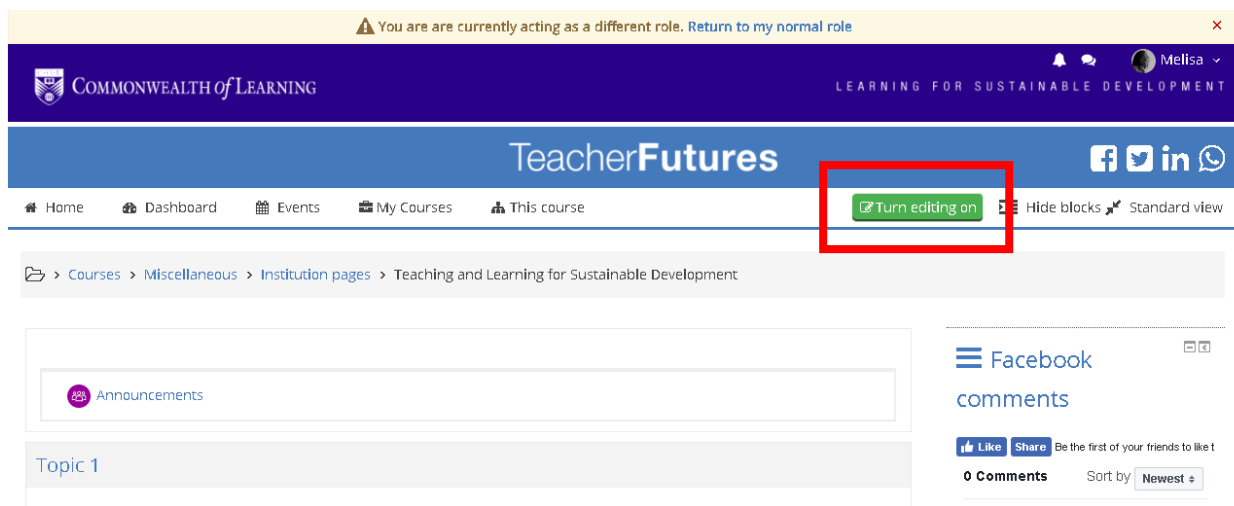
TUTORIAL: USE TEXT EDITOR TO ADD A LABEL



A label serves as a spacer on a Moodle course page. It can be used to add text, images, multimedia or code in between other resources in the different sections. It is a very **versatile** resource and can help to improve the appearance of a course if used thoughtfully.

Below is a step-by-step guide on how to add labels to different sections of your module.

Step 1: Turn editing on by clicking on the green button in the menu block to **Turn editing on**.



If you cannot see the option to do this at the top right of menu block, you will need to request Teacher (Editor) access from the Course Facilitator.



Once you do this, you will notice extra icons and an **Edit** menu appearing on different parts of the screen. You will also notice the option to **Add an activity or resource** at the top of every section (topic).

Step 3: To add a label, click **Add an activity or resource**, scroll down to **RESOURCES**, select **Label** and click **add**.

Add an activity or resource

- Wiki
- Workshop

RESOURCES

- Book
- File
- Folder
- IMS content package
- Label**
- Page
- URL

The label module enables text and multimedia to be inserted into the course page in between links to other resources and activities. Labels are very versatile and can help to improve the appearance of a course if used thoughtfully.

Labels may be used

- To split up a long list of activities with a subheading or an image
- To display an embedded sound file or video directly on the course page
- To add a short description to a course section

[More help](#)

Add Cancel

Step 4: Type text or include an image or other media in the label text editor.

Adding a new Label

Expand all

General

Label text

Paragraph B I [List icons] [Link icon] [Image icon] [Media icon]

[Undo] [Redo] [U] [S] [X₂] [X²] [Align left] [Align center] [Align right] [Justify] [Text color] [Background color] [Text direction] [Text wrap]

Font family Font size [Code] [Table] [Link] [Image] [Media] [Text] [List] [Text color] [Background color] [Text direction] [Text wrap]

Add text or images here.

Step 5: When you finish, click **Save and return to course**. The label will appear at the end of the section. It can be moved using the move icon

