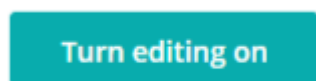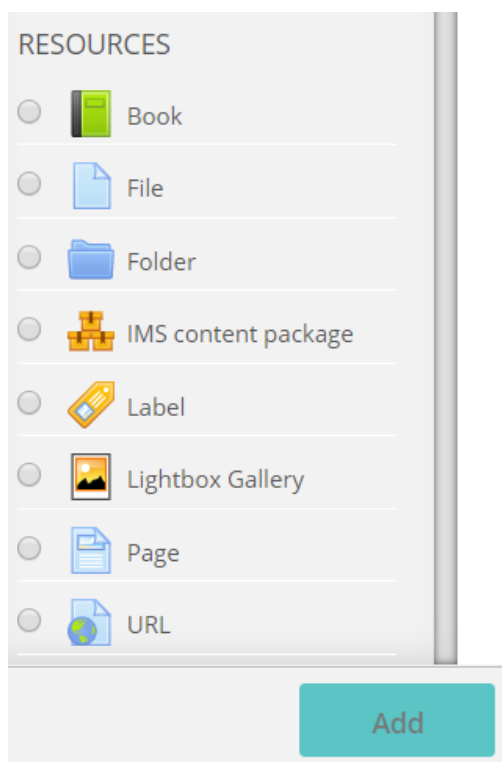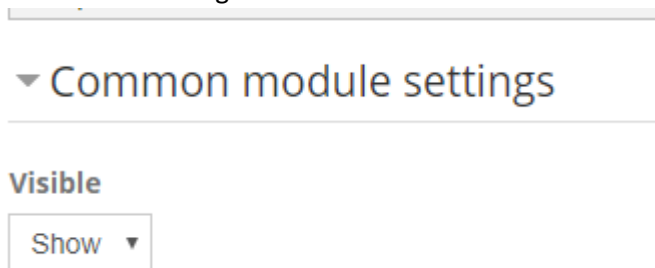# How do I add a Label to a Moodle course?

1. Open your course

2. Turn editing on

3. Go the section you would like to add the Label

4. Click: Add an activity or resource

5. Select: Label and click: Add
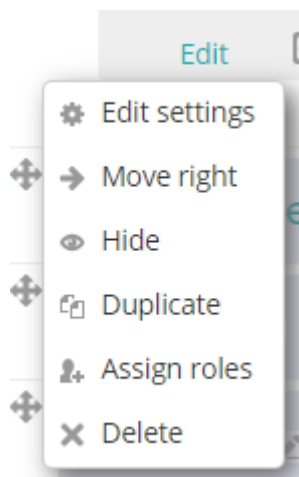
6. Enter text

7. Common module settings:

8. Click: Save and return to course

Editing a Label

Make sure Editing is on

1. Click: Edit. *(The grey pencil allows you to quickly edit the title)*
2. Click: Edit Settings

Edit

- ⚙ Edit settings
- → Move right
- 👁 Hide
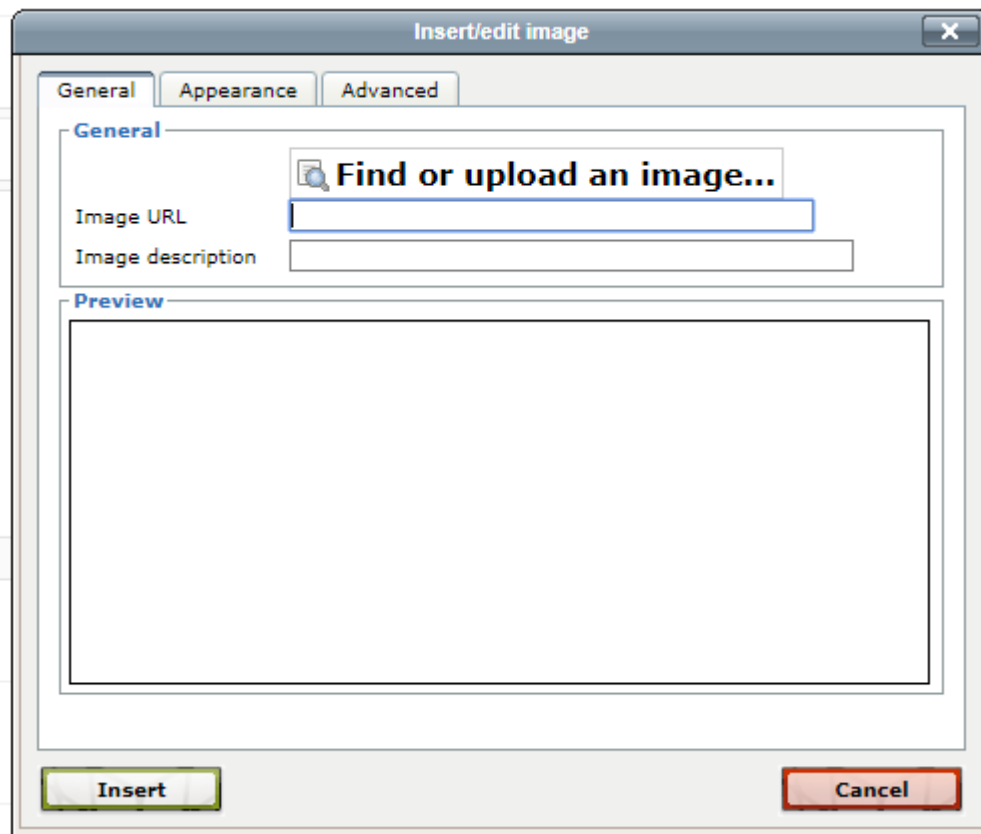- 🗐 Duplicate
- 👤 Assign roles
- ✕ Delete

Add an Image to a Label

1. With Editing on, Click: Edit (below the Label)
2. Click: Edit settings

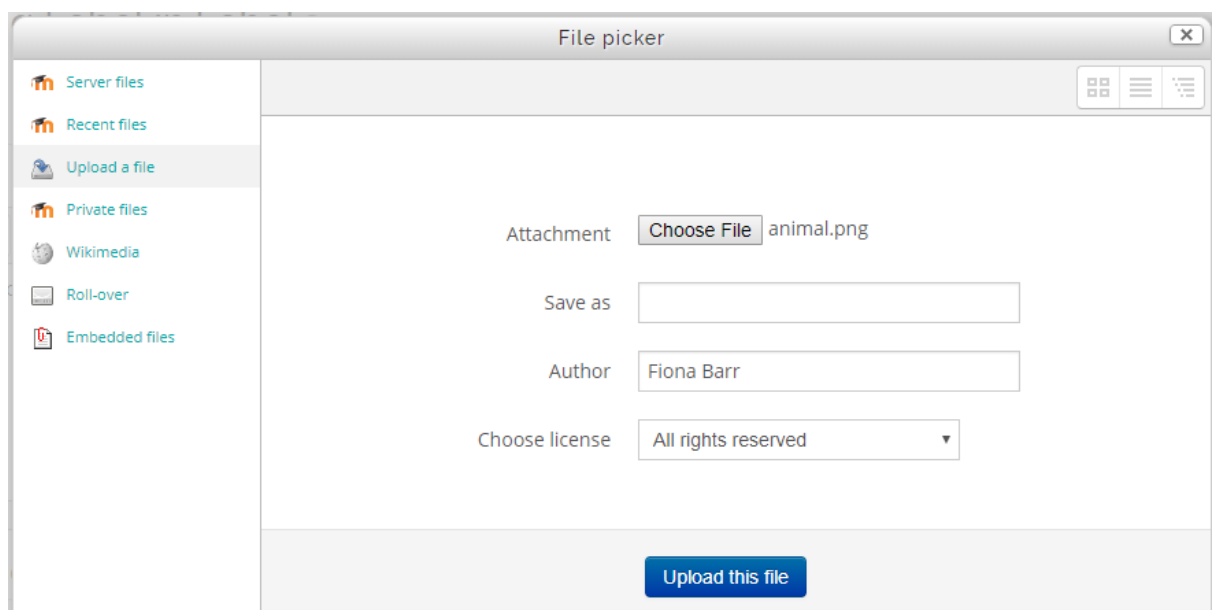3. To see all Toolbar functions click on the far left icon

Paragraph ▾ B I ☰ ☰ 🔗 ✂ 🔗 🖼 ☺ 🎬 🗐 X² X₂

4. Click on Image icon
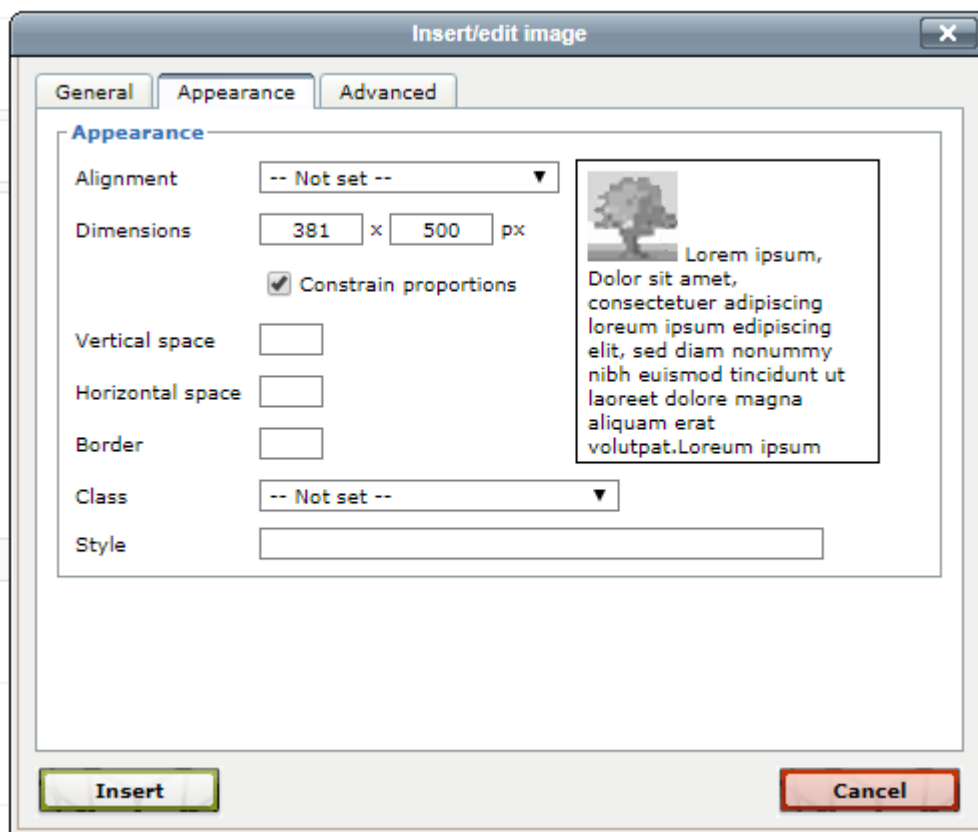
Paragraph ▾ B I ☰ ☰ 🔗 ✂ 🖼 ⊙

5. Click: Find or upload an image .....

6. Click: Upload a file

7. Click: Choose a File

8. Search for the file

9. Click: Upload this file

10. Choose Appearance tab to edit; size, alignment, spacing and borders

11. Click: Insert