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

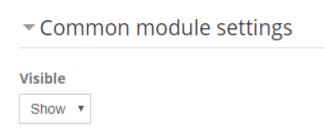
- 1. Open your course
- 2. Turn editing on



- 3. Go the section you would like to add the Label
- 4. Click: Add an activity or resource

RES	SOUF	RCES	
$\bigcirc$		Book	
$\bigcirc$		File	
$\bigcirc$		Folder	
$\bigcirc$	톮	IMS content package	
$\bigcirc$	Ø	Label	
$\bigcirc$		Lightbox Gallery	
$\bigcirc$	B	Page	
0		URL	
			Add

- 5. Select: Label and click: Add
- 6. Enter text
- 7. Common module settings:

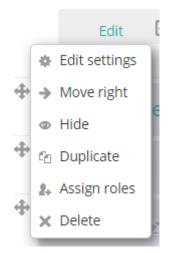


8. Click: Save and return to course

## 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



## 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



4. Click on Image icon



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

	Insert/edit image	×
General Appearan	ce Advanced	
General		]
	🗟 Find or upload an image	
Image URL		
Image description		
Preview		
Insert	Can	col
Insert	Can	cer

- 6. Click: Upload a file
- 7. Click: Choose a File
- 8. Search for the file
- 9. Click: Upload this file

	File pic	ker	×
m Server files			
n Recent files			
🖄 Upload a file			
<ul> <li>Private files</li> <li>Wikimedia</li> </ul>	Attachment	Choose File animal.png	
Roll-over	Save as		
Embedded files	Author	Fiona Barr	
	Choose license	All rights reserved	
		Upload this file	

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

|--|

11. Click: Insert