

# WAGNER COLLEGE

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## INFORMATION TECHNOLOGY

### Moodle Survival Guide #5- Intro to Labels

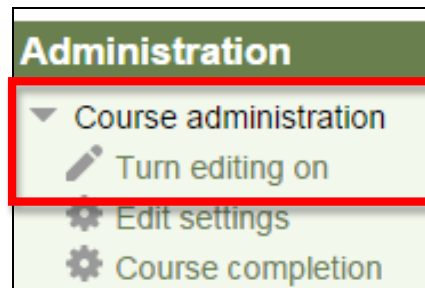
**Introduction:** This guide will inform the user on how to create labels in Moodle 2.5

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#### I. Turn Editing On

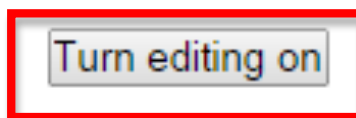
In order to edit your Moodle course page, the first thing you have to do is turn the editing on, which can be done in two ways.

- A. The first way to turn the editing button on is by navigating over to the **Administration Block** on the left hand side of the page, and clicking **Turn editing on**



- B. The second method that will turn editing on can be found in the top right hand corner of your screen. Press the **Turn editing on** button to enable it.

**Note: If you turn editing on in the Administration Block, it will also adjust the editing setting to "ON" in the top right hand corner and vice versa.**

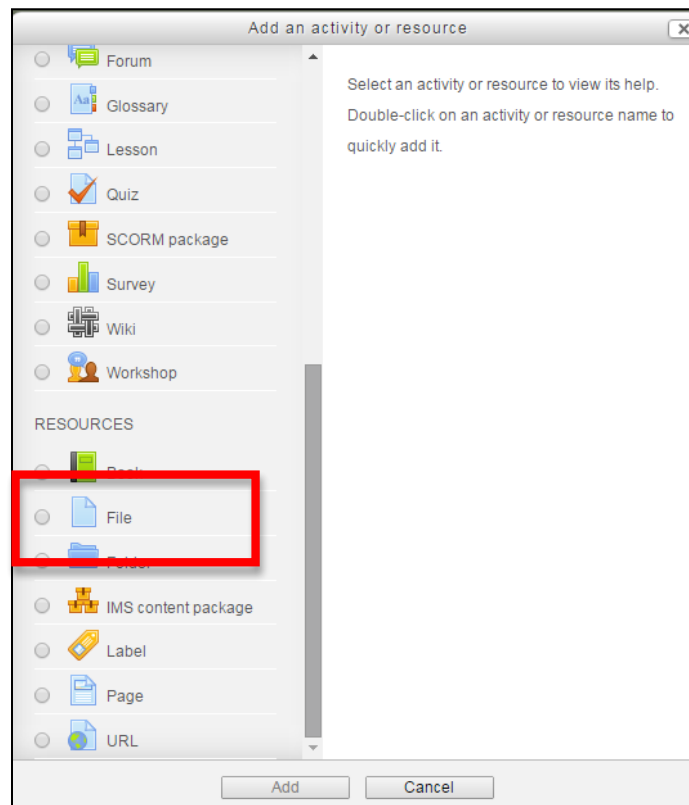


## II. Add Activity or Resource

- A. Click **Add activity or resource** under the week or topic where you would like to add the Label.



- B. Once you click **Add activity or resource**, this will bring up a grey box that contains both Activities and Resources. Navigate to the Resources section. Select **Label** and then click **Add**, which will bring you to the **Adding a new Label** page.




### III. Adding a New Label

- A. In the **Label text box**, type in the label name
  - (a) If you would like to change the font, size, or color of the text, click **Show editing text**
- B. Once you are happy with the way your label looks, click **Save and return to course**

The screenshot shows the Moodle interface for adding a new label. The title is 'Adding a new Label'. Under the 'General' tab, there is a 'Label text\*' field with a 'Show editing tools' button next to it. Below this, there are three expandable sections: 'Common module settings', 'Restrict access', and 'Activity completion'. At the bottom, there are two buttons: 'Save and return to course' and 'Cancel'. A red error message at the bottom right says 'There are required fields in this form marked \*.'

### IV. Moving Labels

Once the label is created, you can move it by clicking the  icon next to the label and dragging it to the desired spot on your Moodle page. This icon will only appear if your editing button is turned **ON**.