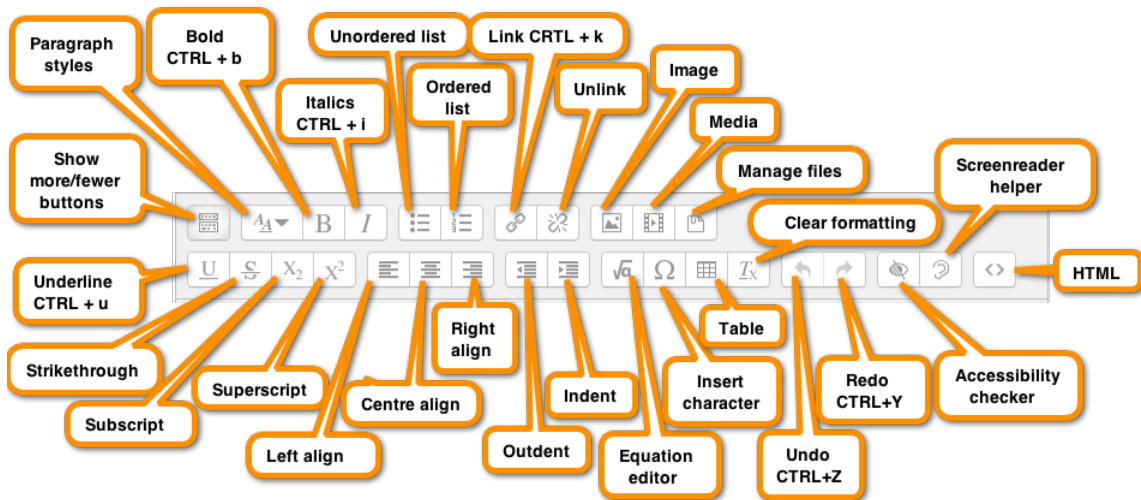


## Managing Labels

Labels can be used as spacers, media display, or signpost elements on a course page. They can display as text, images, or any multimedia items delineating, demonstrating or introducing course topics, resources, or activities.

The cornerstone of a Label's versatility is the Editing Toolbar. Any of the editing tools featured in the image below can be used in a label.



Note: The “Show more buttons” in the top left corner of the toolbar must be clicked to display all options.

Labels offer instructors the ability to be creative with the presentation of their course page. The information below provides the mechanics of adding a label to your edulinc.org courses.

Possible uses of labels are listed below.

- To delineate course content.
- To act as a signpost for course content.
- To embed multimedia (animation, video, audio)
- To display an image.
- To display important information on the course page.
- To display Web 2.0 content.

## Exemplar

There are a number of labels in the Stage 2/3 Exemplar Course. The picture below demonstrates several types of labels, which can include formatted text and media types, including images, audio and embedded YouTube content.



## Adding a Label to your course

1. On your course, click on the Turn editing on button.

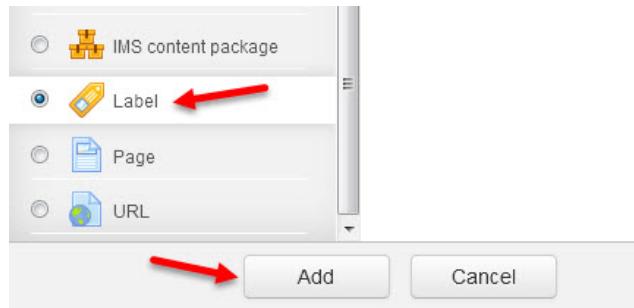
Turn editing on

2. Locate the topic/section where you want to add the label
3. Click on the Add an activity or resource link

+ Add an activity or resource

- The Add a new activity or resource panel appears

4. Scroll downwards, select Label and then click the Add button

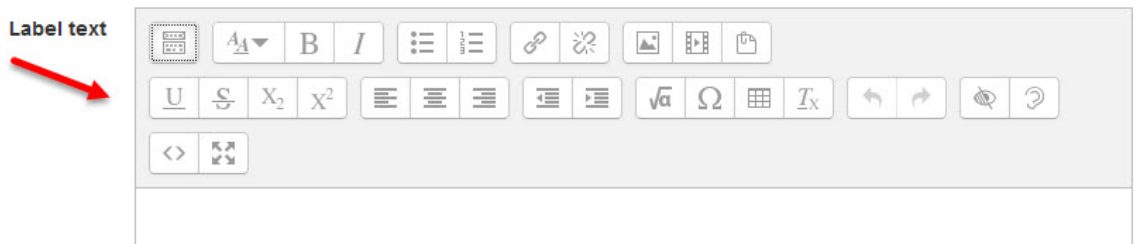


- The Label editing screen appears with one row of editing tools

5. In the General Section, click Show more buttons if more options are required.

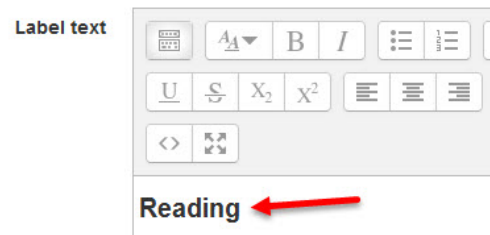


6. Now all the editing options are visible in the tool bar.

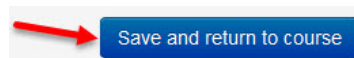


- In this example, we are going to create a heading for a reading section in a course.

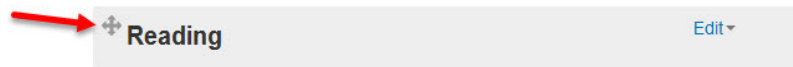
7. Input your label text (in this example, 'Reading') in the text area and format it as you like.



8. Click Save and return to course



- The Label, Reading, appears in the course. It will be located at the bottom of the target topic/section. (Use the “Move” icon to drag it into a new location.)



- Click on the Turn editing off button



### Common Label Types – Displaying Horizontal Lines

- Follow the previous steps but use different editing features to create Labels to work in your course. Assume for each of these examples below that you are already in the Label Editor with the Editing Tools revealed.
- Horizontal Lines are common elements on blended courses to delineate sections or subtopics.

- Click on the HTML source editor icon



- The editor becomes an HTML source editor. HTML code can be input to make customizations to your course appearance.

- Input `<hr />`

- Click on the Save and return to course



- The HR tag defaults to a 100% setting. If you want to change the length of this line for some reason, try using the width attribute: `<hr width="50%">`



## Common Label Types – Banners with an Image

Images are used as banners to clarify, introduce, or beautify courses.

1. Click on the Insert / edit image icon



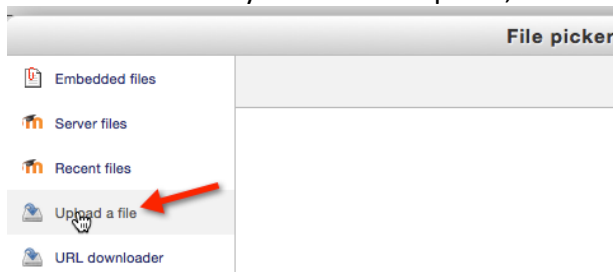
2. Click on the Browse repositories... button

Browse repositories...

The File Picker panel appears.

Locate the file source in the left column.

3. To add a file from your local computer, click the Upload a file link



4. Click the Browse buttons.

Attachment **Browse...** No file selected.

5. Navigate to the file on your computer, select it and click Open

6. Click the Upload this file button

Attachment **Browse...** money\_banner.jpg

Save as

Author Admin User

Choose license All rights reserved

**Upload this file**

The Image Properties panel appears

7. Type a file description,

[http://moodle3.edulinc.ca/draftfile.php/5/user/draft/441812550/money\\_bar](http://moodle3.edulinc.ca/draftfile.php/5/user/draft/441812550/money_bar)

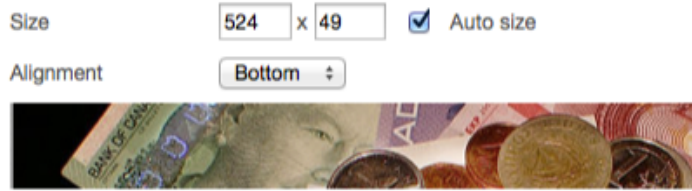
Browse repositories...

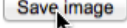

Describe this image for someone who cannot see it

money banner

Description not necessary


Optional settings: Set the image size and alignment.




8. Click the Save image button 
  9. Click on the Save and return to the course button 
- The label/image appears on the course page at the bottom of the target topic. (Use the “Move” icon to drag it into a new location.)

### Common Label Types – Banners with Audio

- Media files can be placed as a label on the course page in a topics area. Media files include, audio, video and animations.

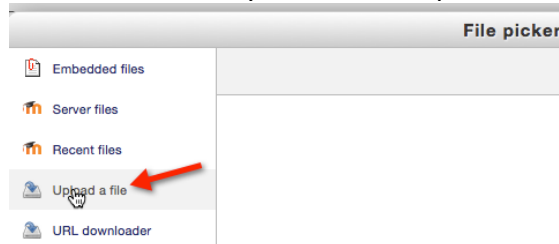
1. Click on the Insert Media icon 

2. Click on the Browse repositories... button 

The File Picker panel appears.

Locate the file source in the left column.

3. To add a file from your local computer, click the Upload a file link



4. Click Browse, navigate to the media file on your computer, click Open and click the Upload this file button.

The Insert media panel appears

5. Click on the Insert media button

6. Click on the Save and return to course button

The uploaded media file should appear at the bottom of the target topic/section, and it can be relocated using the Move icon.

Clicking on the audio link should play the media file on a student's workstation. (Playback may vary, depending on the file type and the web browser.)

#### Label Help links

[Moodle Documents: Labels](http://docs.moodle.org/31/en/Label)

<<http://docs.moodle.org/31/en/Label>>

[Moodle Documents: Using Labels](http://docs.moodle.org/31/en/Using_Label)

<[http://docs.moodle.org/31/en/Using\\_Label](http://docs.moodle.org/31/en/Using_Label)>