

Labels Quickstart Guide

Labels are text and images that are embedded directly on the module page, and are used to signpost and provide additional information to students about activities and resources. Labels can also be used to add sub-headings to improve organisation of sections on a module page.

There are two types of **Label** available in Moodle - **Basic** and **Enhanced**.

1. **Basic** is suitable for creating short text **Labels** that don't require a heading.
2. The **Enhanced** option allows you to display text and multimedia content, in a drop-down section, as a pop-up box, or as a standard label with a heading.

- Weblinks, videos or images linked or embedded in labels do not generate entries in reports. If you want to report on how students are accessing a link, image, video you must add it as a separate resource rather than embedding it in a label.
- Do not use Labels to embed a large numbers of video files on your module page as this will impact negatively on the performance on your module page. Use the Kaltura Video Resource to add videos and multimedia to your Moodle module.

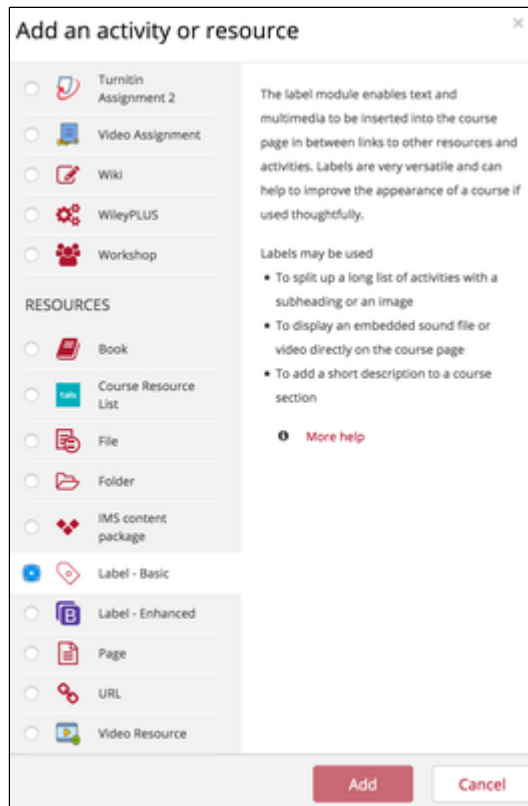
- **Add a Basic Label**
- **Add an Enhanced Label**
- **Editing a Label**
- **Moving a Label**
- **Deleting a Label**

Add a Basic Label

| Step | How to | Image |
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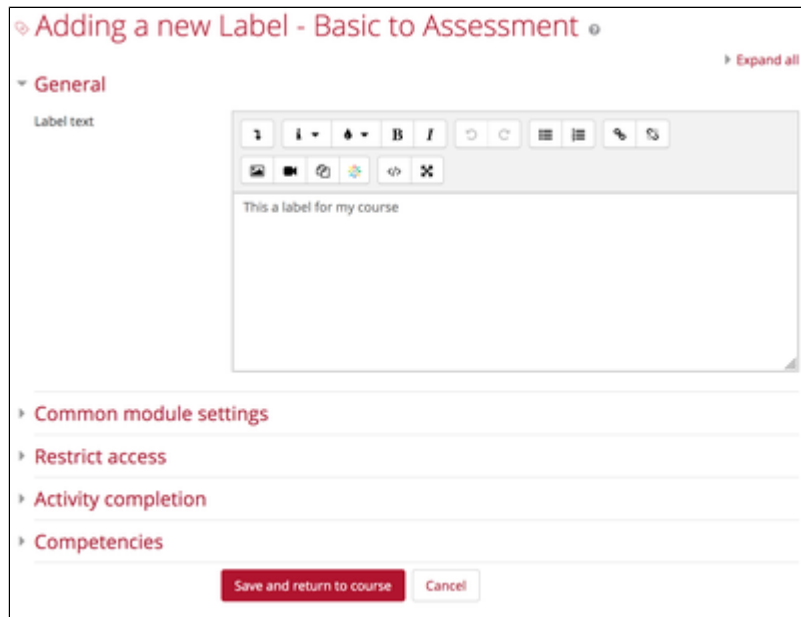
1 Add a Label

- Turn editing on
- Open the section where you want to place your label by clicking on the section heading.
- Scroll down to the end of the section and select **+Add an activity or resource**.
- Select **Label - Basic** from the **Resources** list.
- Click **Add**.



2 Create your Label

- Add the content to your **Label**. You can use the Text Editor features to add images, video and formatting to your **Label**.
- **Save and return to course**.



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- Click and hold on the arrow icon alongside the **Label** and drag and drop it to the right location on the section to signpost or provide additional information to a particular piece of content or activity.



Add an Enhanced Label

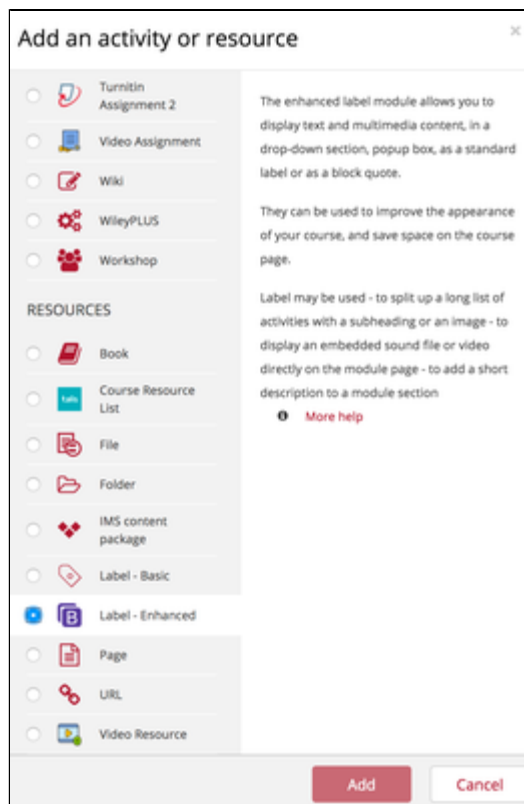
| Step | How to | Image |
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| 1 A d d a L a b e l | | |

- Turn editing on

- Open the section where you want to place your Label by clicking on the section heading. Select **+ Add an activity or resource**.

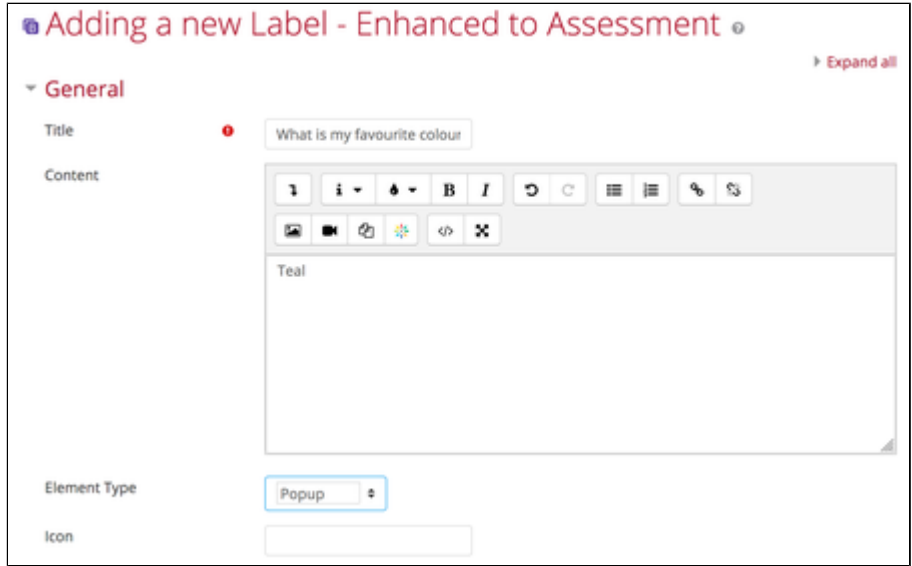
- Select **Label - Enhanced** from the Resources list.

- Click **Add**.



2 Create your Label

- Add a **Title** and **Content** to your Label. You can use the Text Editor features to add images, video and formatting to your Label.



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The **Element type** drop-down controls how your Label displays.



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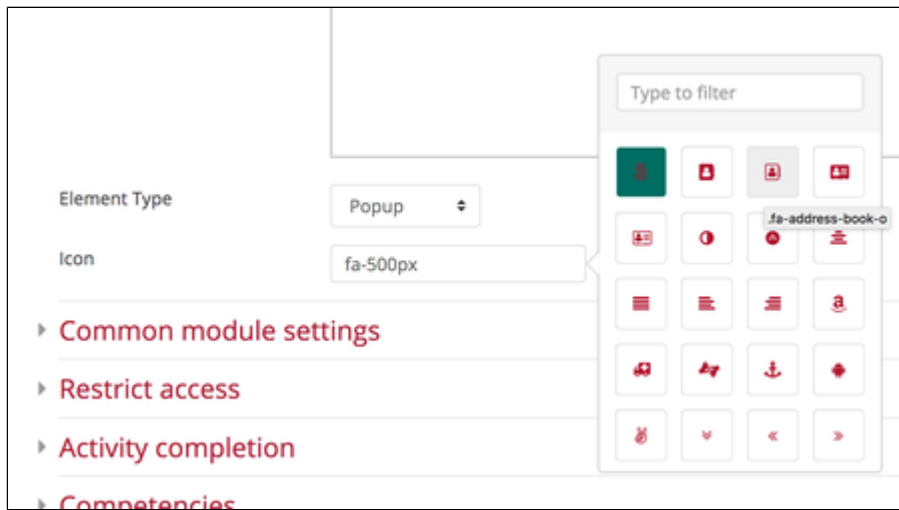
- Standard: **Label Title and Content** displays on the module page.
- Blockquote: A **Blockquote** can be applied to a piece of text that is a quotation.
The **Blockquote** displays:

- **L a b e l T i t l e a n d C o n t e n t** on the module page,
- **C o n t e n t** is indented and

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4 Add an icon to your Label

- You can choose to add an icon to your Label. Click into the Icon field and select the icon that you want to use alongside the title of your Label.



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- Select **Save and return to course**



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- Click and hold on the arrow icon alongside the Label and drag and drop it to the right location on the section to signpost or provide additional information to a particular piece of content or activity.




Editing a Label

- Click **Edit** to the right of the Label.
- Select **Edit Settings** from the drop-down list.
- Make your changes to the **Title**, **Content**, **Label Type** or **Icon**.
- **Scroll down** and **click Save and return to course**.

Moving a Label

Labels are, by default, added to the bottom of the section where you clicked **+Add a activity or resource**. To move a label:

- Click and hold the **Move** icon  above the **Label**.
- Drag the **Move** icon to the desired location for the label. Release the mouse button. The **Label** will now appear in its new location.

Deleting a Label.

- Click **Edit** to the right of the **Label**.
- Select **Delete** from the **drop-down** list.
- Click **Yes** to confirm.

Additional Resources:

- Groups and groupings
- Restrict access
- Text Editor