| Turn editing on | Click on "Turn editing on" | |
|---|--|--|
| Topic 1 | Select a topic | |
| + 🛋 🖓 🗖 🛎 | Click on the plus sign to add a resource | |
| Resources 9 Book File Folder 1 Label Page URL | Click on "Label" | |
| Font family Font size Paragraph \sim <th< th=""></th<> | | |
| To insert text, simply type in the area beneath this menu of options. Edit font, size, style, center etc using the icons | | |
| <u>*</u> | To insert/ edit an image, click on this icon | |
| General Appearance Advanced | -To use an image from a file, simply click on "find or upload an image" -To use an image using an URL, paste or type in the address in the space next to "Image URL" -Type in image description then click on "Insert" | |

| Server files Recent files Upload a file Private files Dropbox | If clicking on "Find or upload an image…" Select "Upload a file" |
|---|--|
| 💿 Flickr public | |
| G Google Docs | |
| Attachment: Choose File No file chosen | Click "Choose File" |
| Save as: | |
| Author: Adelfo Huerta | |
| Choose license: All rights reserved | After selecting your file click on "Upload this File" |
| [Instand Male dia | |
| Upload this file | After uploading your file click on "insert" |
| Image URL Introduction installing org/distribution Preview Insert Image description Insert | |
| Font family Font size | To create a link using your text: |
| B / U → × × * ■ = = = = = = = = = = = = = = = = = = | Type your textHighlight textClick on link icon |
| Link to lesson plan | |
| General Popup Events Advanced General properties Link URL | Type or paste the URL in the space provided. |
| Target Open in new window (_blank) | Target: recommend using "Open in new window" |
| | Enter title |
| Insert | Click "Insert" |
| | Scroll down and leave settings by default |
| Save and return to course | Click on this button and you are finished! |
| | |

The label module enables text and multimedia to be inserted into the course page in between links to other resources and activities. Labels are very versatile and can help to improve the appearance of a course if used thoughtfully.

Labels may be used

* To split up a long list of activities with a subheading or an image

* To display an embedded sound file or video directly on the course page

* To add a short description to a course section