

Using Labels in Your Course

Labels offer instructors the ability to be creative with the presentation of their course page. They 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.

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

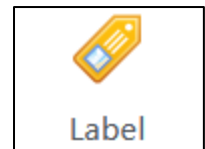
The screenshot shows a course page titled "Banking, Customer Service". The page contains several content items, each with a red box labeled "Label" pointing to it:

- A globe icon with a red box labeled "Label" pointing to it.
- A folder icon labeled "Classroom Activities (Banking ...)"
- A document icon labeled "Curriculum (Banking...)"
- A document icon labeled "Keywords - Banking, Customer Service & Telephones"
- A "Reading" section with a person reading icon and a red box labeled "Label" pointing to it.
- A document icon labeled "Using the Telephone for Business Messages"
- A document icon labeled "Returning Faulty Merchandise"
- A document icon labeled "Speaking Practice - I Am Busy: I Don't Want to Talk to You Now"
- A document icon labeled "Speaking Practice: Did You Get the Message? Task #1"
- A document icon labeled "Banking Blog"
- A document icon labeled "Customer Service Blog Task 1" with a red box labeled "Label" pointing to it.

embedded YouTube content.

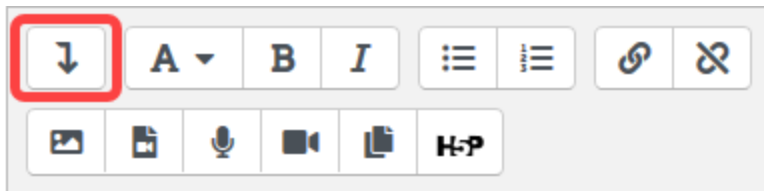
Adding a Label to your course

- On your course, click the **Turn editing on** button.
- Click the **Add an activity or resource** link in the appropriate topic.
- The **Add an activity or resource** pop up appears.
- Select **Label** in the **Activities** tab.



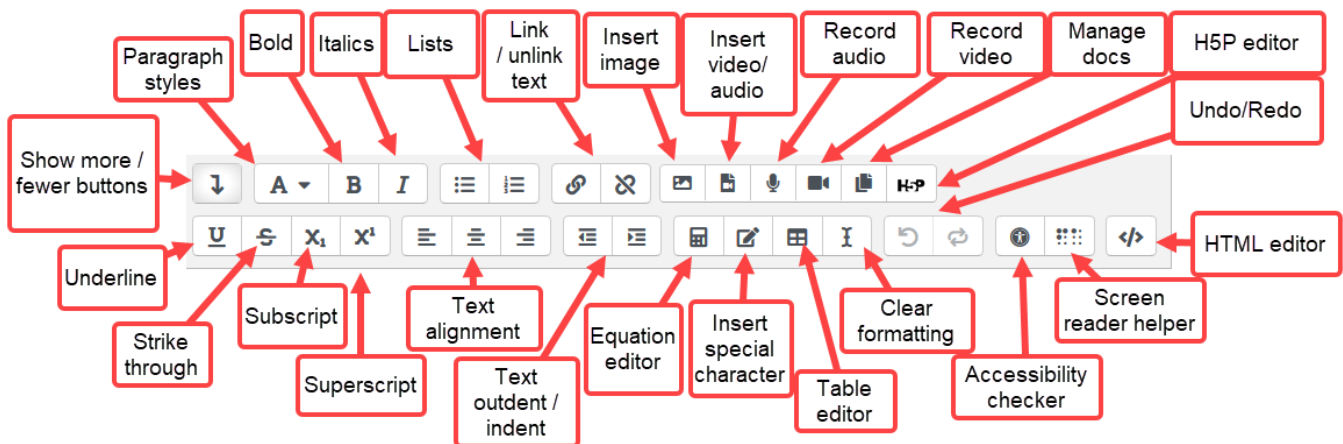
The **Add a new activity or resource** panel appears.

- The **Label** editing screen appears with one row of editing tools.
7. In the **General** Section, click **Show more buttons** if more options are required.

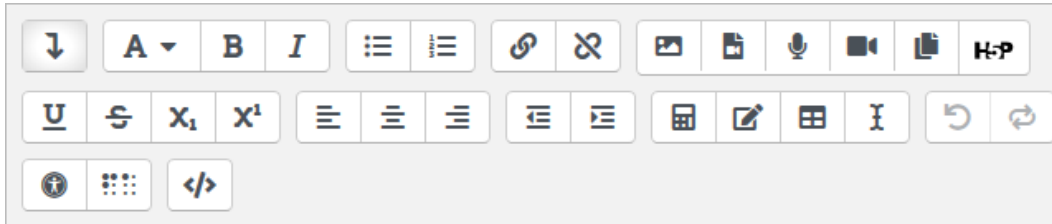


The cornerstone of a **Label's** versatility is the **Editing Toolbar**. Any of the editing tools featured in the image below can be used in a label.

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



8. Now all the **editing** icons are visible in the tool bar.

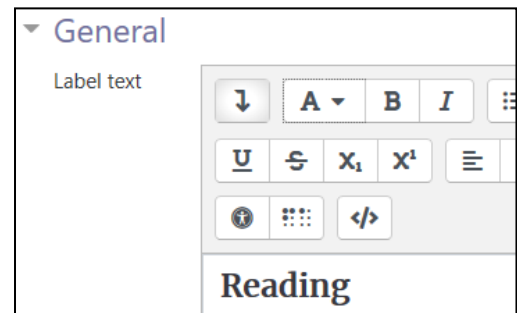


In this example, we are going to create a **heading** for a **reading** section in a course.

9. Type your label text (in this example, **Reading**) in the text area. Format it as (**medium**).

10. Click on the **Save and return to course** button.

The **Label**, Reading, appears in the course. It will be located at the bottom of the target topic. Use the



Move icon to drag it into a new location.

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.

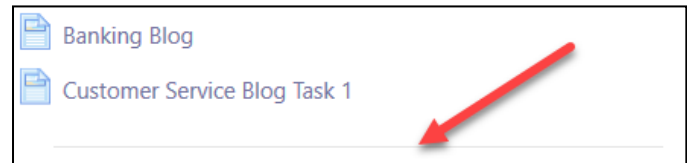
1. From the previous section, **Adding a new Label to your course**, complete steps 1 – 8.

2. 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.

3. Delete everything in the editing area.
4. Type `<hr>`



5. Click on the **Save and return to course.**

- **Note:** 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 enhance courses.

1. From the previous section, **Adding a new Label to your course**, complete steps 1 –8.

2. Click on the **Insert or edit image** icon.



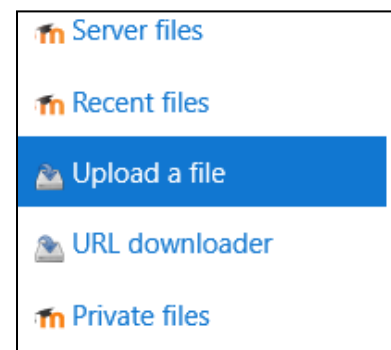
3. Click on the **Browse repositories...** button.

Browse repositories...

The **File Picker** appears.

Locate **Upload a file** in the left column.

4. To add a file from your local computer, click the **Upload a file** link.
5. Click on the **Browse** button.
6. Navigate to the **file** on your computer, select it and click **Open**.
7. Click the **Upload this file** button.

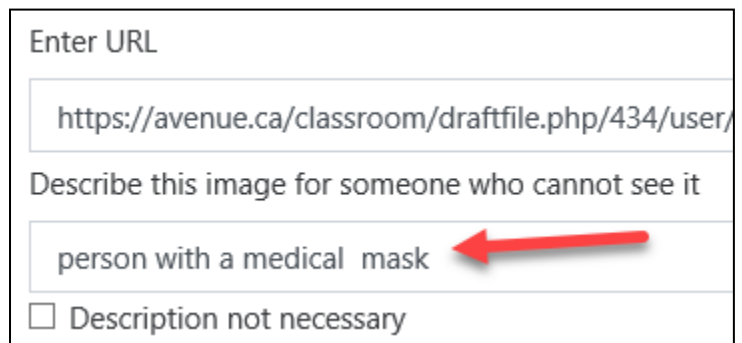


The **Image Properties** panel appears.

8. Type a file **Description**.

Optional settings: Set the image **size** and **alignment**.

9. Click the **Save image** button.
10. Click on the **Save and return to course** button.



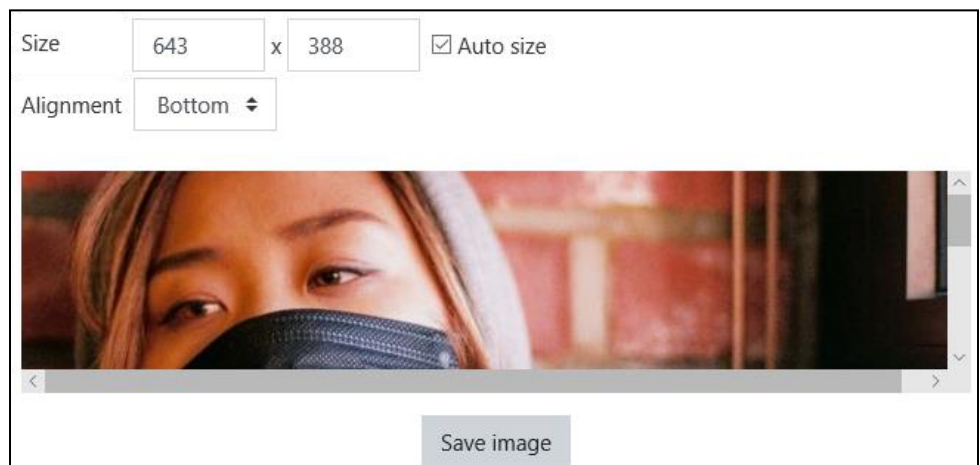
Enter URL

<https://avenue.ca/classroom/draftfile.php/434/user/>

Describe this image for someone who cannot see it

person with a medical mask

Description not necessary



Size 643 x 388 Auto size

Alignment Bottom

Save image

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. From the previous section, **Adding a new Label to your course**, complete steps 1 – 8.

2. Click on the **Insert or edit and audio/video** icon.

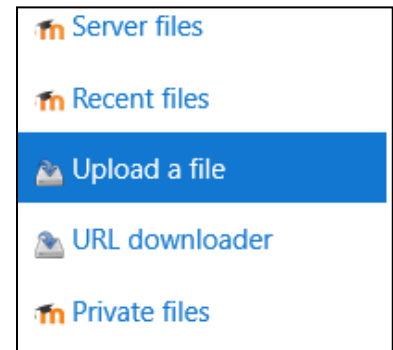


3. Click on the **Browse repositories...** button.

Browse repositories...

The **File Picker** appears.

4. Locate **Upload a file** in the left column.
5. To add a file from your local computer, click the **Upload a file** link.
6. Click on the **Browse** button.
7. Navigate to the **file** on your computer, select it and click **Open**.
8. Click the **Upload this file** button.



The **Insert media** panel appears.

9. Click on the **Insert media** button.
10. Click on the **Save and return to course** button.

The uploaded media file should appear at the bottom of the target **topic**. 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](https://docs.moodle.org/39/en/Label)

<<https://docs.moodle.org/39/en/Label>>

[Moodle Documents: Using Labels](https://docs.moodle.org/39/en/Using_Labels)

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