

## Managing Labels

**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

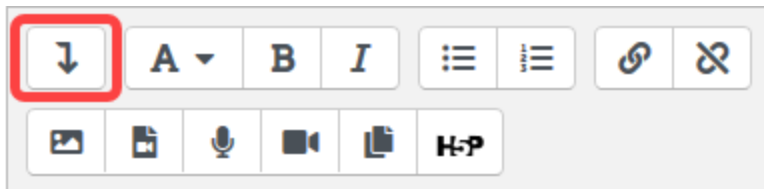
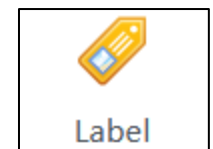
The screenshot shows a course page titled "Banking, Customer Service". The page contains several elements, each with a red box labeled "Label" pointing to it:

- 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 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.

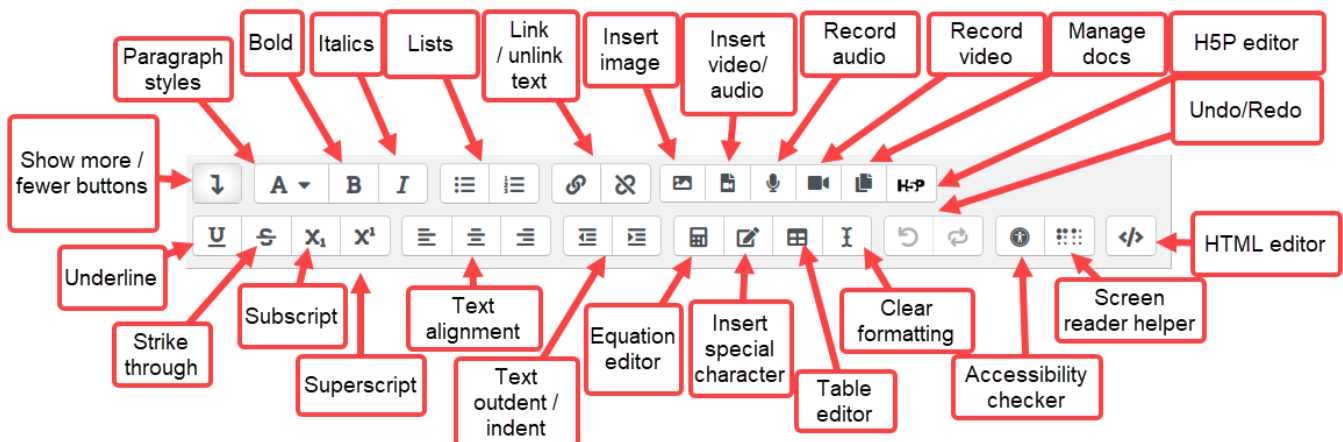
## Adding a Label to your course

- 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.

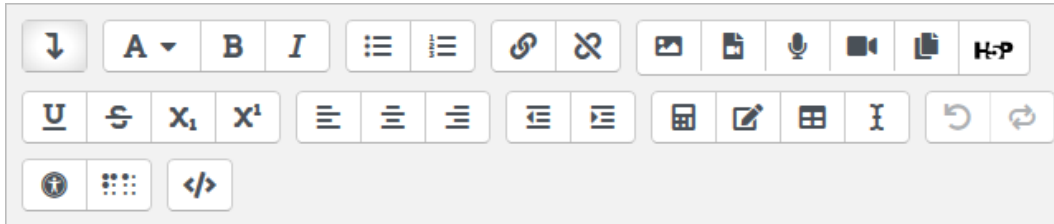


The cornerstone of a **Label's** versatility is the **Editing Toolbar**. Any of the editing tools featured in the image below can be used in a label.

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.

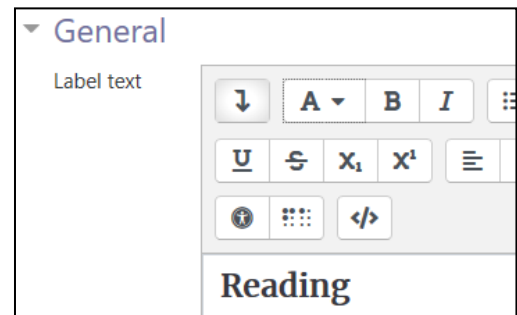


In this example, we are going to create a **heading** for a **reading** section in a course.

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.

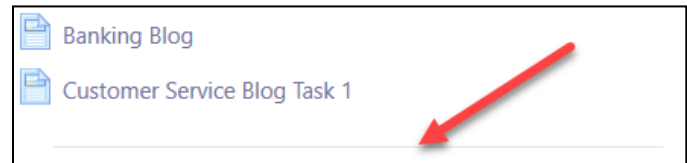
1. From the previous section, **Adding a new Label to your course**, complete steps 1 – 8.

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.



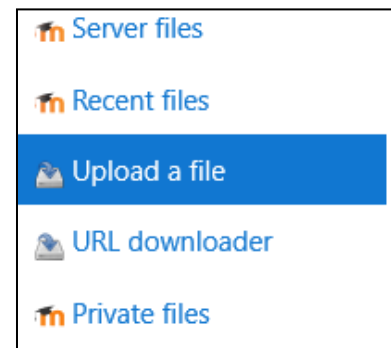
3. Click on the **Browse repositories...** button.

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.

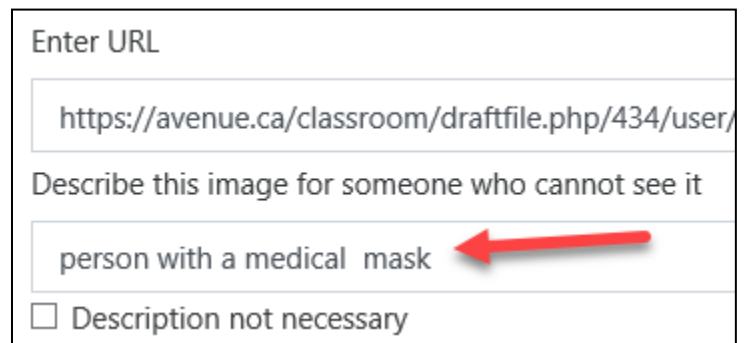


The **Image Properties** panel appears.

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.



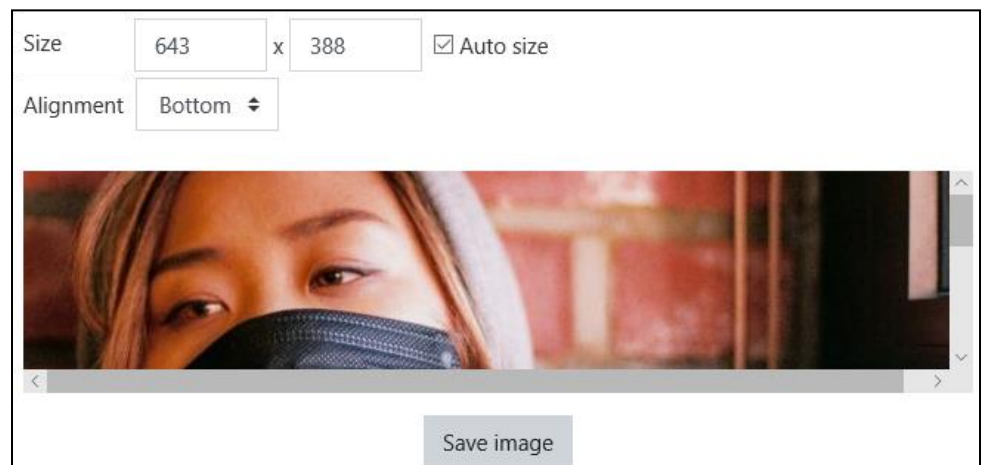
Enter URL

`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.

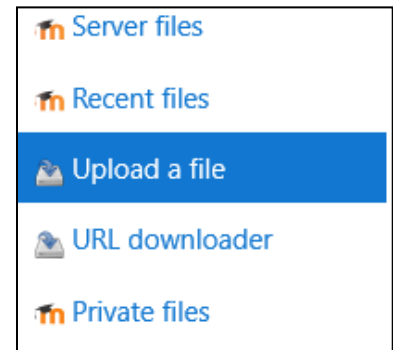


3. Click on the **Browse repositories...** button.

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)

<[https://docs.moodle.org/39/en/Using\\_Labels](https://docs.moodle.org/39/en/Using_Labels)>