

Academic Technology Services Faculty

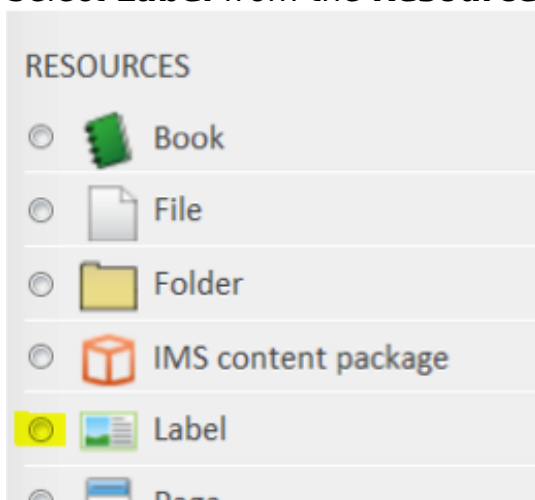
How do I add words and images to organize the main page of my course in Moodle?

Prepare:

- Login to Moodle using the Mozilla Firefox browser, visit: [FAQ ID #1175](#)
- Find your course, visit: [FAQ ID #1176](#)
- Turn **editing on**, visit: [FAQ ID #1189](#)

Adding a Label:

1. If your course is in topic view, in the section in where you want the page located, select the Add an activity or resource link.
-or-
If your course is in folder view, in the section in where you want the page located, select the Add resource link.
2. Select **Label** from the **Resources** menu, then scroll down and click **Add**.

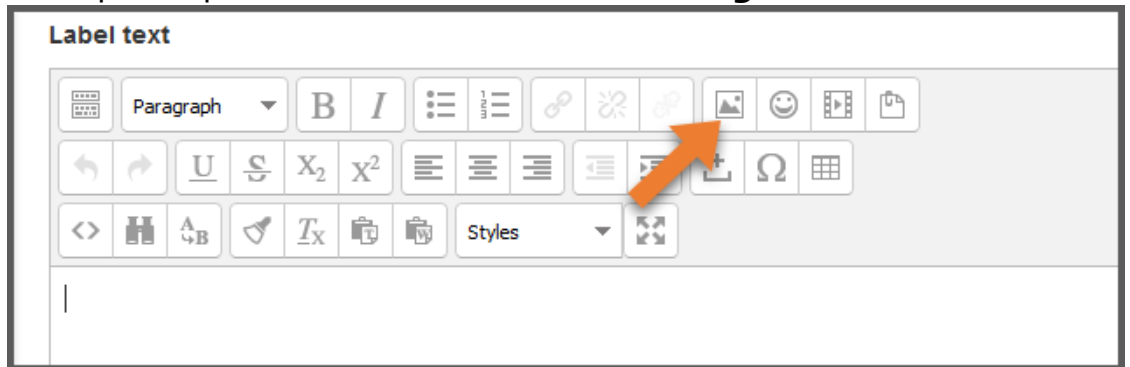


3. Edit and design your label with text and/or images.
 - If you are importing text from Microsoft Word use the **Paste from Word** button. A window will open where you can paste the text.

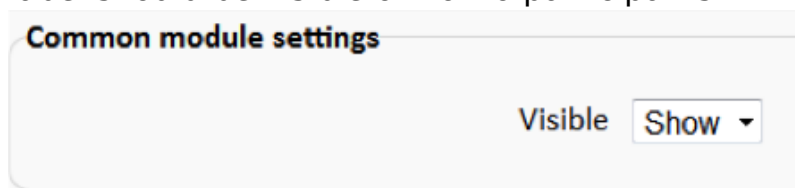


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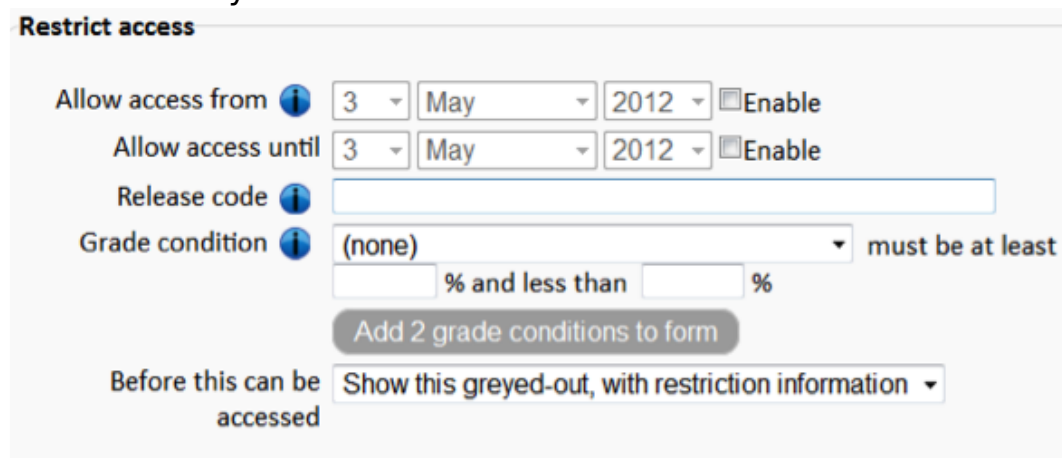
- To import a picture, use the **Insert/edit image** button.



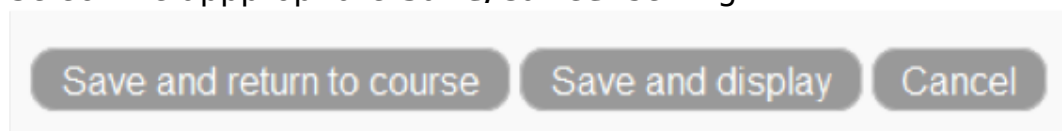
4. Review the **Common Module Settings**. Here you may choose whether the label should be visible or not to participants.



5. Determine any access restrictions.



6. Select the appropriate **Save/Cancel** setting.



View the video below to learn more about:

Adding a Label to your Course in Moodle

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To view the full screen visit the following page on YouTube.

- <https://youtu.be/kdPVi-cwMdg>

Unique solution ID: #1415

Author: Josh Bruck

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