Add a Label in a Moodle Course web site

Introduction:

A label serves as a spacer on a Moodle course page. It can be used to add text, images, multimedia or code in between other resources in the different sections. It is a very versatile resource and can help to improve the appearance of a course if used thoughtfully. Banners or descriptions may be added to labels to distinguish between and highlight different areas.

Add a Label in a Course

Step 1: To begin, click the Turn editing on after you have logged into your Moodle course web site.

The Editing Tools will appear as shown below.

Step 2: Next, click Add a Resource...
**Step 3:** Select **Label**, from the *Add a resource…* drop down menu.

The *Adding a new Label* screen will appear as shown below.

**Step 3:** Enter a **name** of the Label in the field provided (required).
Step 4: From the *Common module settings* area, modify the visibility of the Label as needed. In this example we will use the default setting, *Show*.

![Common module settings](image)

Step 5: From the *Restrict access* area, modify the access settings needed. In this example we will use the default settings.

![Restrict access](image)

Step 6: Click *Save and return to course* when you are finished.

![Save and return to course](image)

You will return to the course main page as shown. Notice the Label content you created appears at the bottom of the topic area where you saved the item.
Step 7: Use the Move icon to move the Label to the appropriate location in the topic list. In this example, we will move the Weekly Assignments Label so that it appears above the list of individual assignments.

![Weekly Assignments](image)

You will return to the course main page as shown. Notice the Label that you created now appears in the correct location directly above the list of individual assignments.

![Weekly Assignments](image)

Step 8: Click Turn editing off to see the course without the editing options displayed.

![Turn editing off](image)

You will see the course web site without the editing options enabled as shown below.

![Week 1](image)

**Conclusion**

We hope this guide was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at tlitc@bhcc.mass.edu.