

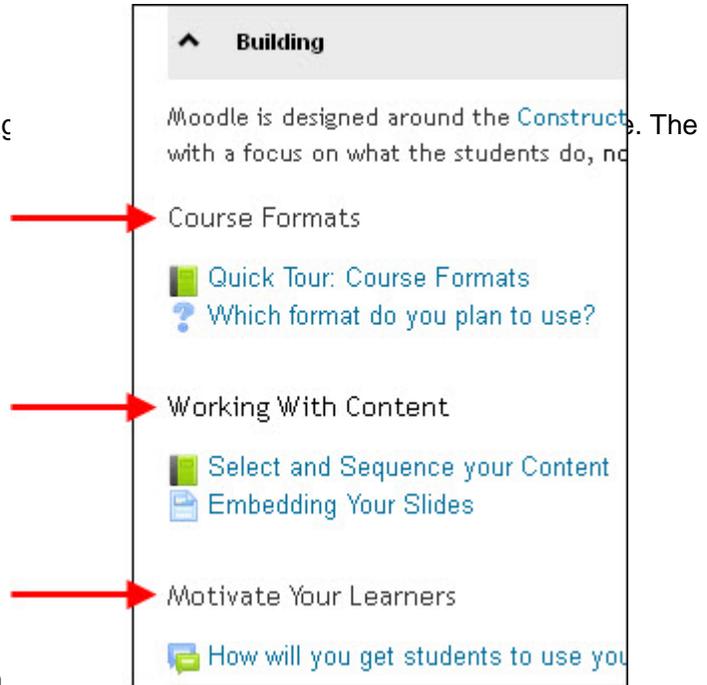


## Create a Label in Moodle

### Overview

A Label is a spacer that can be used to add text, image

example below shows a very simple labelling system.



This page is a guide on how to add and manage labels to the course home page.

**NOTE:** If you create a link in a label, it will not be tracked in user activity reports.

### When to use

Add labels to indicate to your students, how the resources and activities in a course week or topic are organised.

Keep your labelling system simple; labelling is about organising information.

## Benefits

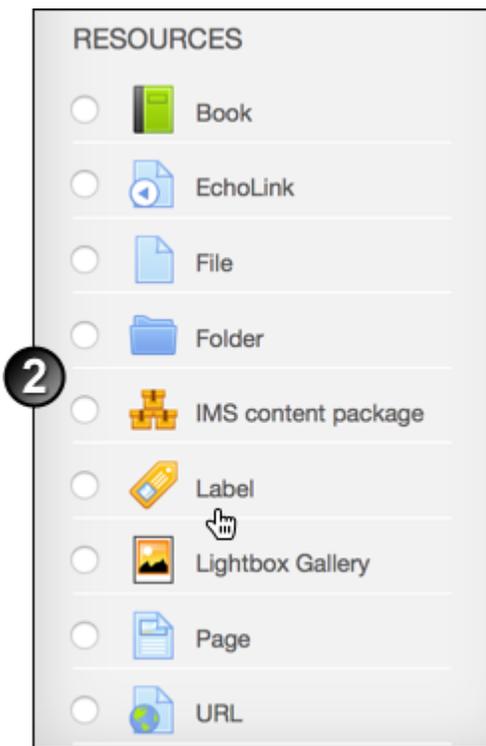
Adding labels helps students make sense of the Moodle course organisation. It can divide a confusing or intimidating list of activities and resources into digestible chunks that a student feels comfortable approaching.

## Guide

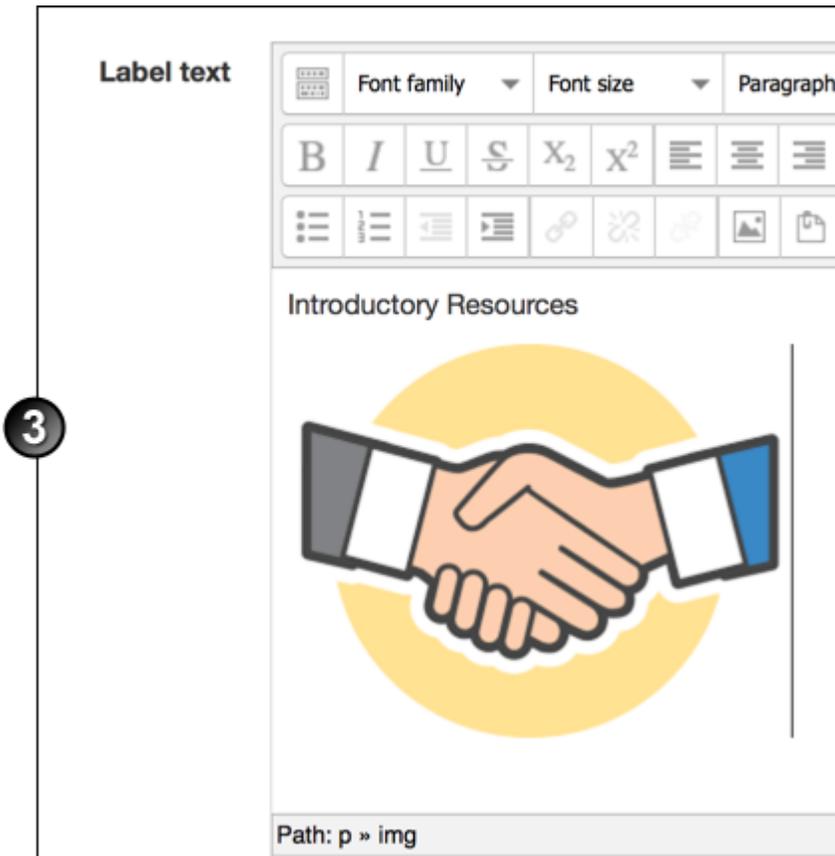
### Step by step instructions

## Create a label

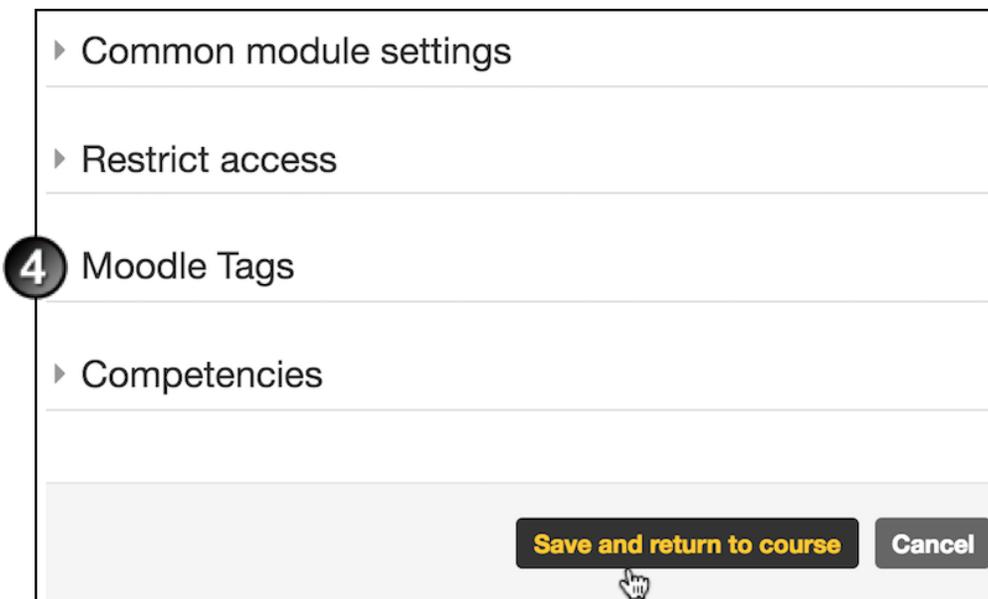
1. Click **Turn editing on.** .
2. In the appropriate section, click **Add a resource or activity**, select **Label** from the pop-up list and click **Add**.



3. On the *Adding a new Label* page, enter **Label text**, click **Show editing tools**  (if collapsed) and format the text appropriately. Add a resource (e.g. an image or embedded media) if necessary.



4. Complete any other appropriate fields for this label, then click **Save and return to course**. The label (and resource link, if you created one) displays as the last item in the section.



5. Once the label is created:

- To move the label up into position in the list, click and drag its Move icon ☒.
- To indent the label in the section's content list, click the Move Right icon ➔.
- To edit the label, click the Update icon ✎.



## Additional information

### Further assistance

If you experience technical or other issues, consult the [Where to get help](#) page.

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