

How to add text and images to your course

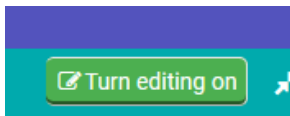
You can add text and images into your page in 2 ways:

If you want the text to display directly in the main course page you can add a “**Label**”. This is good for adding quick instructions or illustrations into your course.

If you want to add a large amount of text or graphic content you can add it as a “**Page**”. This adds a link into the main page that goes to a separate page that contains the content. This is much better for larger areas of content as it stops your main course page becoming too long and unwieldy.

How to add a label to your page.

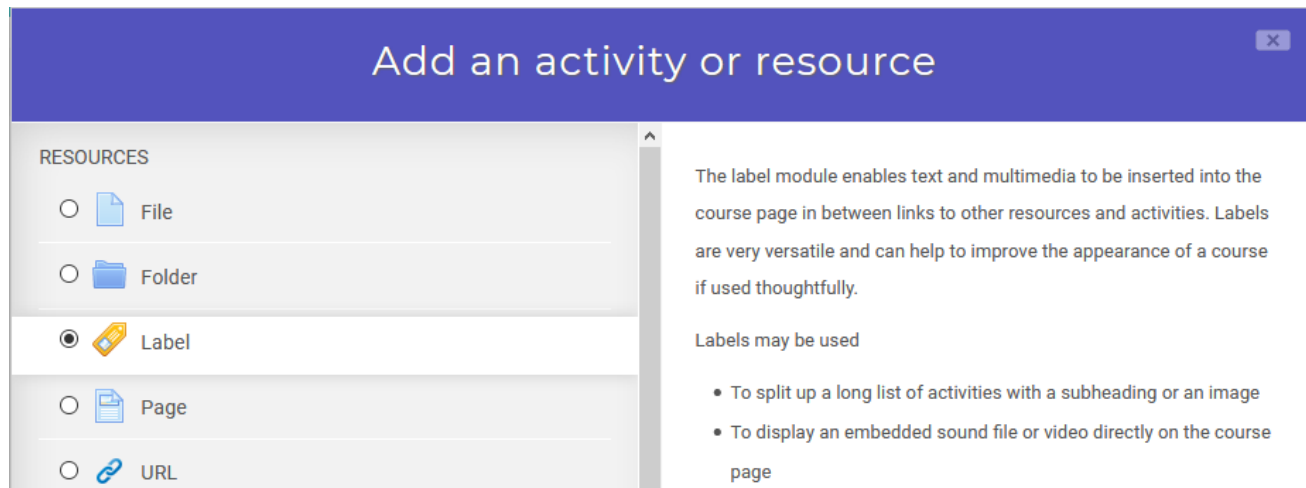
Turn on editing at the top right of the page.



At the bottom of the section where you want to add the sign-up click click on:

[+ Add an activity or resource](#)

And then select 'Label' from the pop up and click on the 'Add' button.

A screenshot of the "Add an activity or resource" dialog box in Moodle. The dialog has a blue header with the title "Add an activity or resource" and a close button (X) in the top right corner. Below the header is a list of resource types under the heading "RESOURCES":

- File
- Folder
- Label
- Page
- URL

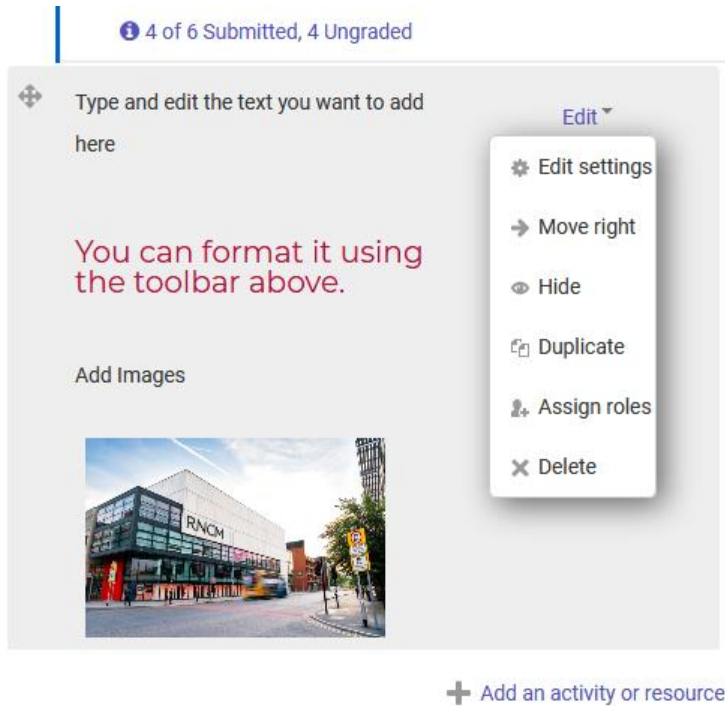
To the right of the list is a description of the Label module: "The label module enables text and multimedia to be inserted into the course page in between links to other resources and activities. Labels are very versatile and can help to improve the appearance of a course if used thoughtfully." Below this is a section titled "Labels may be used" with a bulleted list:

- To split up a long list of activities with a subheading or an image
- To display an embedded sound file or video directly on the course page

You will then see the 'Adding New Label' page:

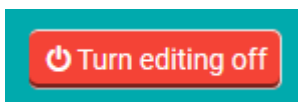
When you are happy with your content, just scroll to the bottom of the page and click on **Save and return to course**

You will now see the content you've added in the course page:



If you need to change anything you can go back in to edit mode by clicking on the **Edit** dropdown next to the top of the label and then clicking on **Edit Settings**.

If you have finished editing your course content you can now click on






Adding a Page

Adding a page is very similar to adding a label. As before Turn editing on and then click on:

+ [Add an activity or resource](#)

at the bottom of the section you want to add the Page.

This time select **Page** and click on the **Add** button at the bottom

<input type="radio"/>  Label	and embedded code, such as Google maps.
<input checked="" type="radio"/>  Page	Advantages of using the page module rather than the file module include the resource being more accessible (for
<input type="radio"/>  URL	

You will then see the **Adding a new page** form


[Expand all](#)

General

Name *

This is the text that will appear in the link to this page

Description



Learning and Teaching Research Performance Student Support Handbooks Help


This text will appear at the top of your page. *You don't have to put anything here.*


If you check the 'Display description on course page' box below, this text will also appear on the course page (just like a label)

Display description on course page

Content


Page content *





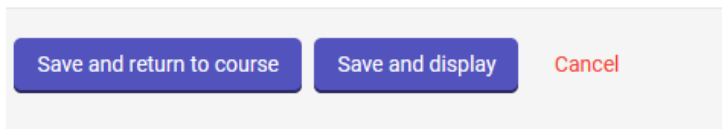
This is the Page content. You can make it as long as you need because it's a separate page from the main course page.

If necessary you can make this edit box bigger by dragging the bottom right corner.



Again, you can ignore all the other settings for now.

When you have finished editing the content click on one of the save buttons at the bottom of the page



If you click **Save and display** you will be taken to the page that you have just made.

This is the text that will appear in the link to this page

This text will appear at the top of your page. *You don't have to put anything here.*

If you check the 'Display description on course page' box below, this text will also appear on the course page (just like a label)

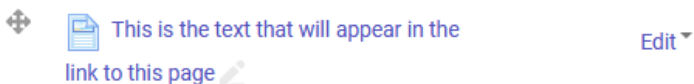
This is the Page content. You can make it as long as you need because it's a separate page from the main course page.

If necessary you can make this edit box bigger by dragging the bottom right corner.



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If you click **Save and return to course** you will be taken back to course page and will be able to see the link to the new page (and the **Description** text if you have checked the "Display description on course page' box).

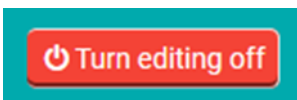


This text will appear at the top of your page. *You don't have to put anything here.*

If you check the 'Display description on course page' box below, this text will also appear on the course page (just like a label)

As with the label you can always go back in and edit the content you've added by using Edit > Edit Settings

Click on



To see the page as it will appear to the students.

Tip:

When adding other Moodle activities and resources to the page you can also add text to the description fields in the same way as for a page, so you don't always have to add a separate label