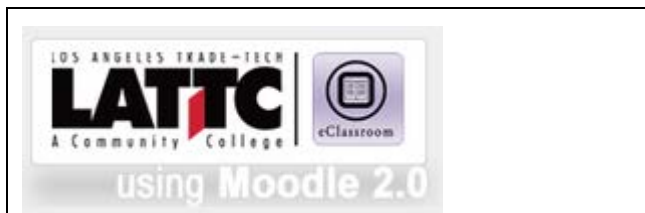
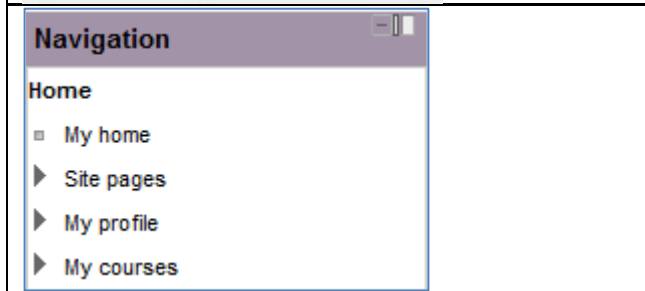


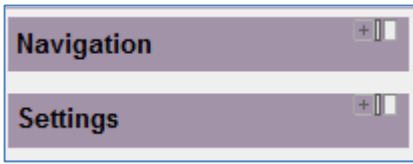

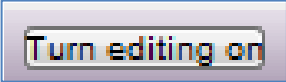
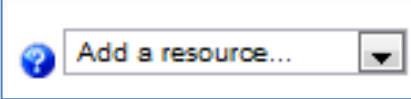
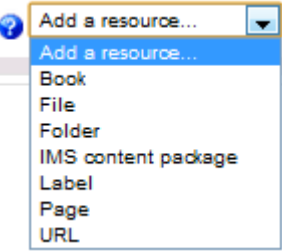
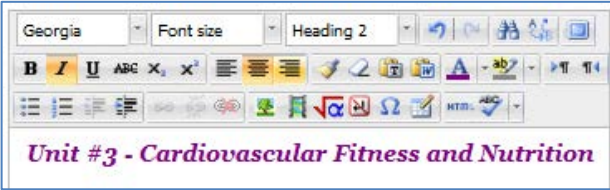


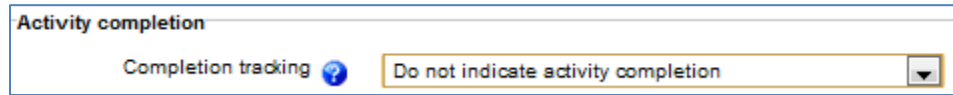
## LATTC Faculty Technology Training Tutorial


### Moodle 2 - Adding Different Kinds of Labels

	<p>This tutorial begins with the instructor already logged into Moodle. <a href="http://moodle.lattc.edu">http://moodle.lattc.edu</a></p> <p>This tutorial refers to the Faculty Quick Guide to Moodle 2.</p>
	<p>The navigation menu is shown to the left with options to click on Site Pages, My Profile and My courses. When you click on My Courses, the courses to which you are enrolled as student, non-editing teacher or teacher will be displayed. Clicking on the links will display items lower in the structure and clicking on it a second time collapses the list.</p>
<p>a)  b) </p> <p>1. </p>	<p>The upper right corner of the navigation menu has a central bar that divides the hide/show option on the left and the command to dock the menu on the right. Notice the difference between image a) and b) to the left. Image a) has a minus sign and matches the Navigation menu image above it. That indicates the Navigation menu displays items.</p> <p>Clicking on the minus sign hides the list of items and the right corner turns to a + sign. See image c) for two collapsed menus.</p> <p>Each of the menus that appear on the left and right of the center primary Moodle window operate in the same fashion.</p>
	<p>Click on the words My Courses after you log into Moodle and click on your development course to practice these skills. Your development course has your name with _Dev after it.</p>

	<p>There are several reasons to add labels to a Moodle class. They include:</p> <ol style="list-style-type: none"> <li>1. Labels provide organization and help students to quickly identify areas and groups of links.</li> <li>2. Labels will copy with course content from one term to the next whereas section editing does not always transfer.</li> <li>3. Labels can include images, video and color, in addition to text that can make the class homepage more interesting.</li> </ol> <p>Here is one example that shows a welcome label with an image that links to the college homepage plus an organization label above the resource links.</p>
	<p>Locate the Turn Editing On button in the top right corner and click on it. This will reveal the instructor features that will permit you to add labels for this tutorial.</p>
	<p>A label is a resource and so the “Add A Resource” option is used. Locate this box in the unit where you want to add a label.</p>
	<p>Click on the arrow at the right and the drop down menu appears. Select the word LABEL to go to the next step to insert a label on the course home page.</p>
	<p><b>Example #1 – A text label.</b></p> <ol style="list-style-type: none"> <li>1. Type the text you want to appear in your label.</li> <li>2. Highlight the text and select the Header option.</li> <li>3. Highlight the text and select the font.</li> <li>4. Highlight the text and select the Color you want to appear.</li> <li>5. Highlight the text and then position it to the page (left, center, right) using the icons similar to MS Word located just below the font menu on the WYSIWYG toolbar. Make font changes, such as italicized.</li> </ol>

6. You can leave the Course restrictions option as the default.
7. I recommend you select the Activity Completion option to have none, since this is a label, not an activity.
8. Click the Save and Return to Course button.


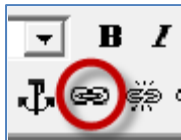


View the text label. If you need to make changes, click on the “update” icon that is the blue pad with yellow pencil  for the label and then highlight the text you want to change and make changes.

### Example #2 – A text label with an image.

Follow Steps 1-4 for inserting just a text label.



5. Click on the Insert Image icon  on the toolbar. This brings up a new pop-up menu with three tabs.
6. The General Tab provides you with the option to UPLOAD a new image or to give the URL of an image you already have somewhere else on the web. This include your ePortfolio or Picasweb or Flickr or any other source. Follow the prompts to upload the image.
7. Use the Appearance tab to Add the Alternative text for the image, align it on the page, and to constrain the size of the image. Indicate the border, if any, you want to have on the image and any spacing around it so the text doesn't hit the image. This is typically represented by number of pixels from 2 to 5.
8. Click the Save and Return to Course button.
9. View the image and text on the Moodle homepage. If you need to make adjustments to the image, first click the UPDATE icon for the label (blue pad with pencil) and then click on the image and then the “insert image” icon  on the WYSIWYG toolbar to make changes to the image.
10. If you wish to add a link, highlight the image or the text and



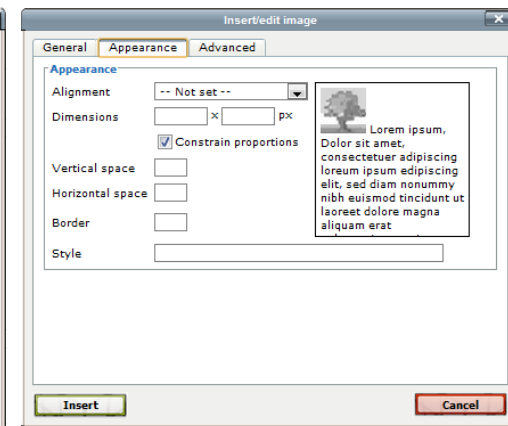
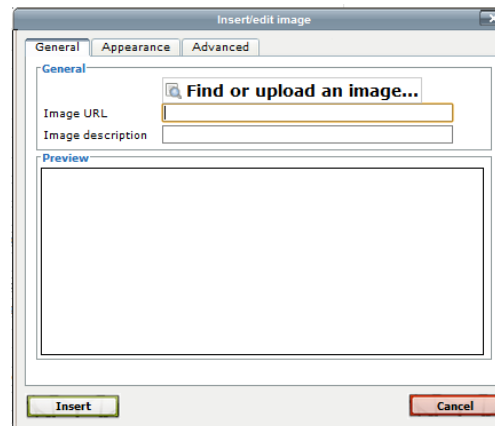
then insert a link by clicking on the chain link icon on the WYSIWYG toolbar and inserting the web address of the place you want the students to go. If you want the new location to open in a new window, be sure to select that option.

1



### Example #3 – An image without text. (Can dress up a course home page)

1. Start with Add a Resource -> Insert a Label from the pull down menu.
2. Click on the Insert Image icon on the WYSIWYG toolbar.
3. Upload the image or select it from those already uploaded.
4. Add the Alternative text for the image
5. Select the alignment of the image in relationship to the right.
6. Indicate the border, if any, you want to have on the image.
7. Indicate the spacing vertically and horizontally between the image and text.
8. Change the sizing, if necessary.
9. Click the Save and Return to Course button.



This concludes the Moodle Labels tutorial.