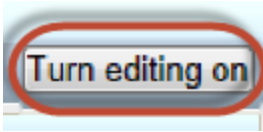
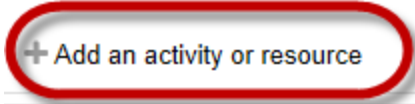
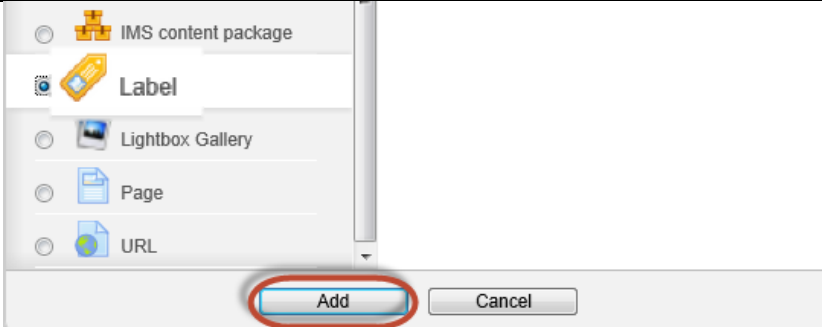
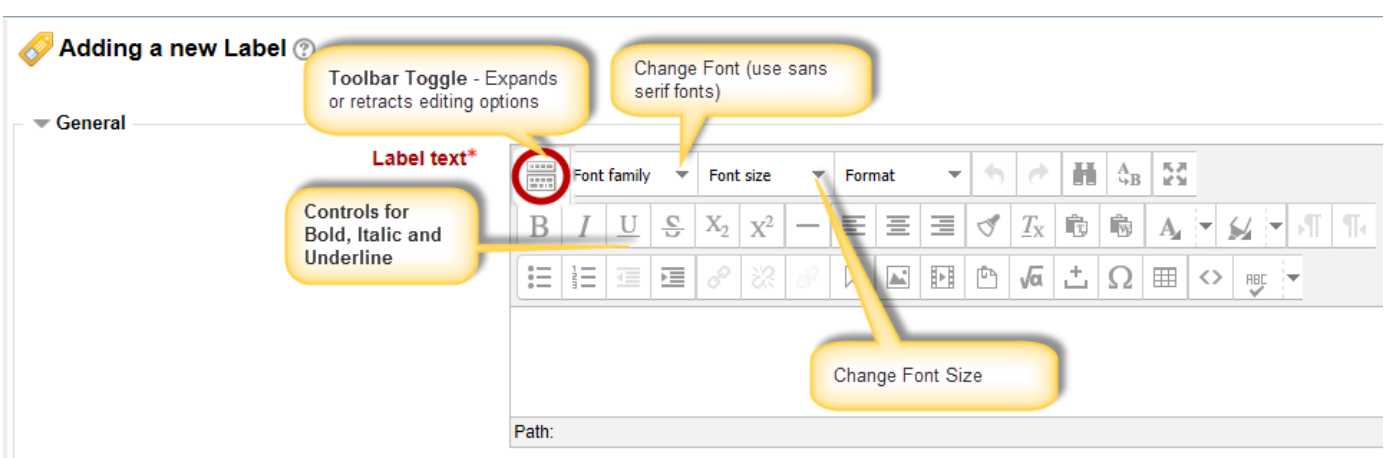
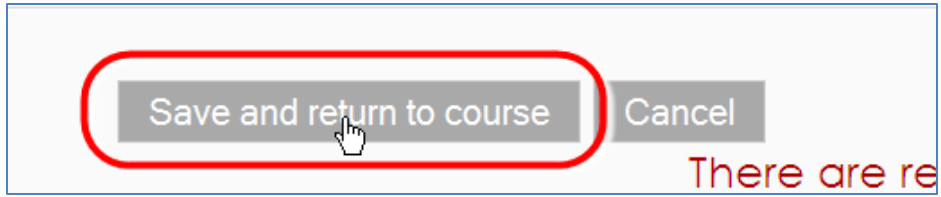

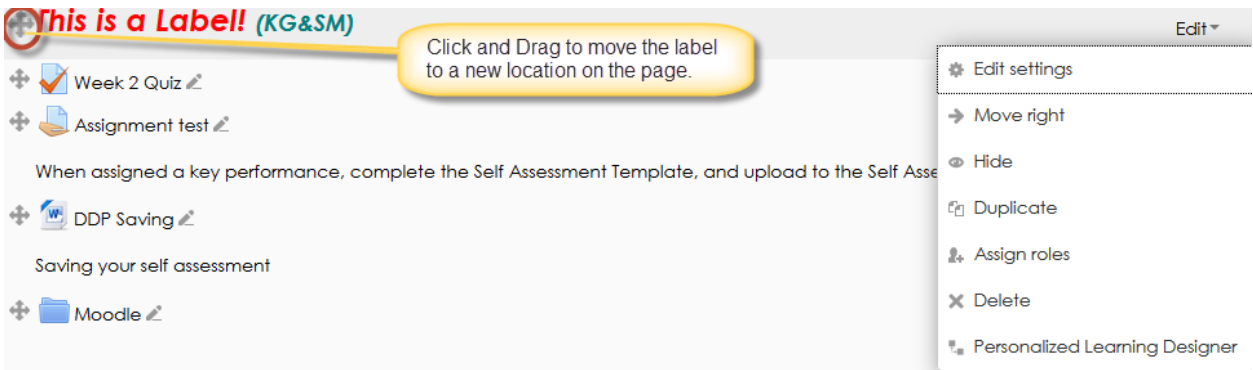
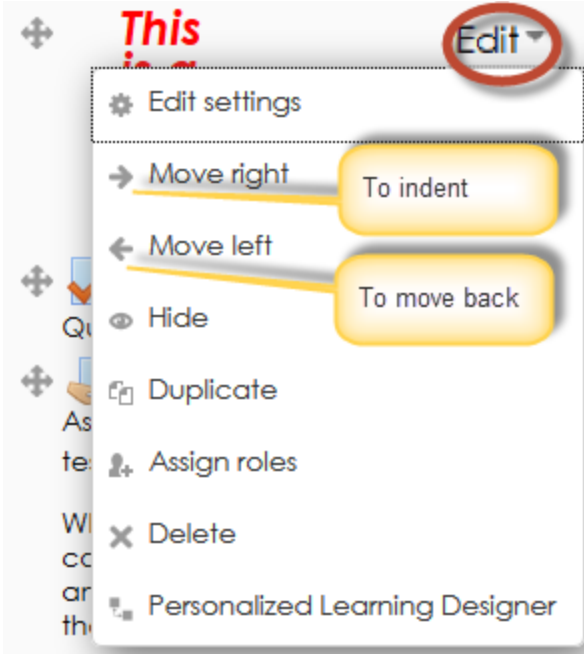


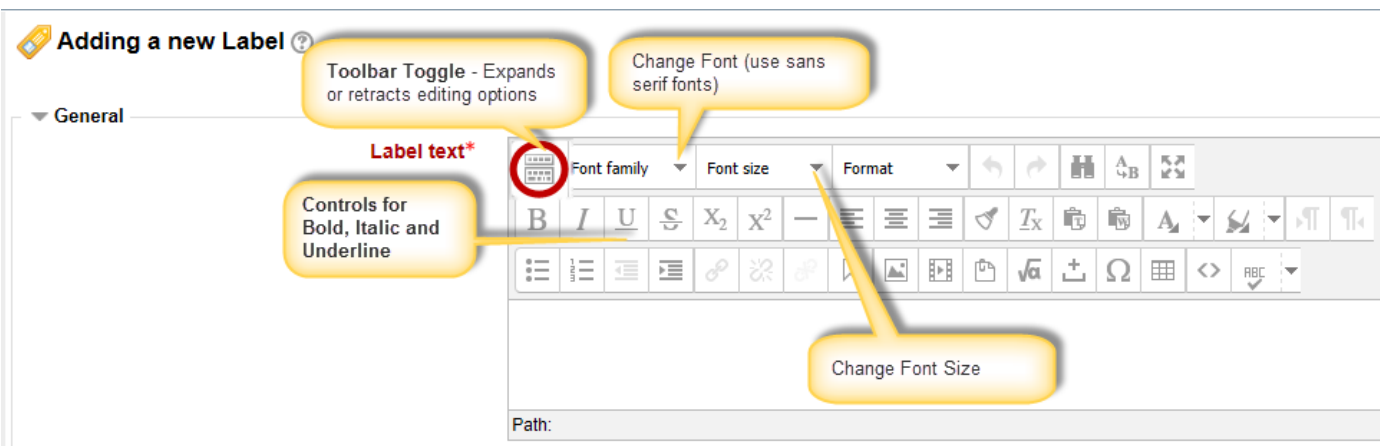
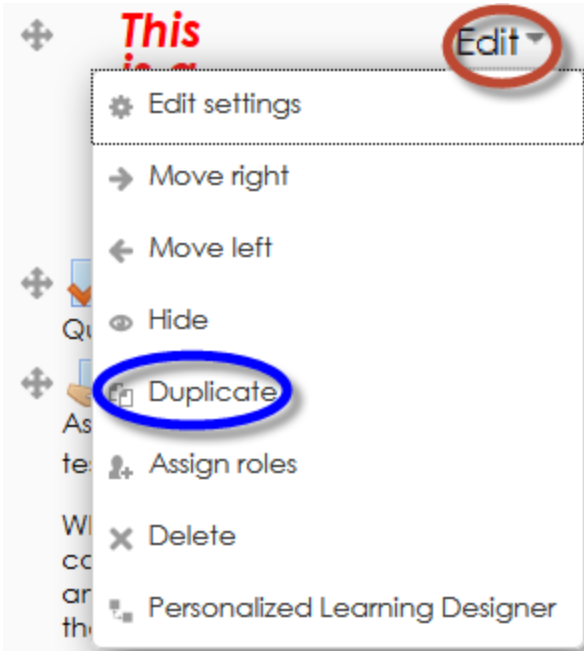
Adding Text & Pictures to Your Course in Moodle

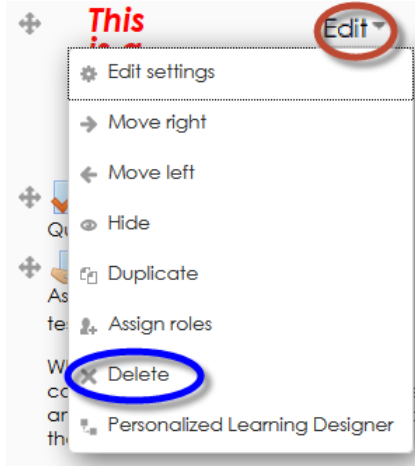
Perform the following steps to add text (e.g., introductory paragraph, instructions, etc.) and Pictures to the home page of your course in Moodle.

Task	Screen Shot
<p>1. Enter your course. 2. On the top right of the page, click the Turn Editing On button.</p>	
<p>3. Go to the topic you want to add text to, and select Add an Activity or Resource.</p>	
<p>4. Scroll down to the Resources area, select Label and press Add.</p>	

Task	Screen Shot
<p>5. When the text editor appears, the Toolbar Toggle button (circled in red) allows you to expand or contract your editing options. Use the formatting tools to change font style and size. Use sans serif fonts for readability.</p>	 <p>The screenshot shows a Moodle text editor toolbar. A red circle highlights the 'Toolbar Toggle' button. Callouts point to various features: 'Toolbar Toggle - Expands or retracts editing options', 'Change Font (use sans serif fonts)', 'Label text*' (pointing to the text input area), 'Controls for Bold, Italic and Underline', and 'Change Font Size'.</p>
<p>6. In Moodle, once you are done adding text to the text editor, click the Save and Return to Course button.</p>	 <p>The screenshot shows a dialog box with two buttons: 'Save and return to course' (circled in red) and 'Cancel'. The text 'There are re' is partially visible at the bottom right.</p>
<p>7. Optionally, do one of the following:</p> <ul style="list-style-type: none">• To move the label, go to step 8.• To indent the label, go to step 9.• To change the text in the label, go to step 10.• To duplicate the label, go to step 11.• To delete the label, go to step 12.• To hide the label from students,	

Task	Screen Shot
<p>go to step 13.</p>	
<p>8. If you want to move the label you created, hover your cursor over the  icon, and click and drag the label to another location.</p>	
<p>9. Click Edit for options</p> <ul style="list-style-type: none"> To indent the label, click Move right. To move back click Move left. 	

Task	Screen Shot
<p>10. To change the text in the label, click Edit Setting in the Edit popup screen.</p>	 <p>The screenshot shows a 'General' section with a 'Label text*' input field. Below it is a rich text toolbar. Callouts include: 'Adding a new Label' (with a question mark), 'Toolbar Toggle - Expands or retracts editing options' (pointing to a toggle icon), 'Change Font (use sans serif fonts)' (pointing to the font family dropdown), 'Controls for Bold, Italic and Underline' (pointing to B, I, and U icons), and 'Change Font Size' (pointing to the font size dropdown).</p>
<p>11. Use the duplicate icon to copy the label.</p>	 <p>The screenshot shows a context menu for a label. The 'Edit' option at the top right is circled in red. The 'Duplicate' option, represented by a copy icon, is circled in blue. Other options include 'Edit settings', 'Move right', 'Move left', 'Hide', 'Assign roles', 'Delete', and 'Personalized Learning Designer'.</p>

Task	Screen Shot
<p>12. To delete the label, click the Delete.</p>	
<p>13. To hide the label from students, click the eye icon so that it appears closed. Students cannot see a label when its eye is closed.</p>	