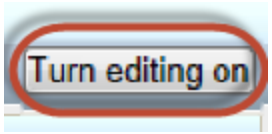
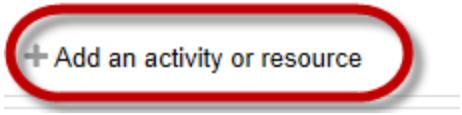
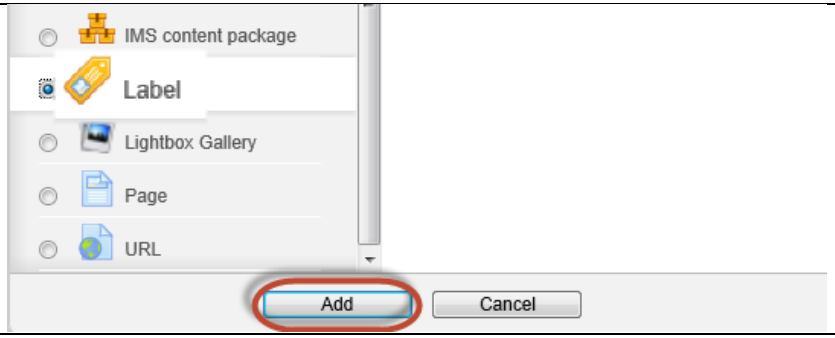
Technology Services
414-382-6700
helpdesk@alverno.edu

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

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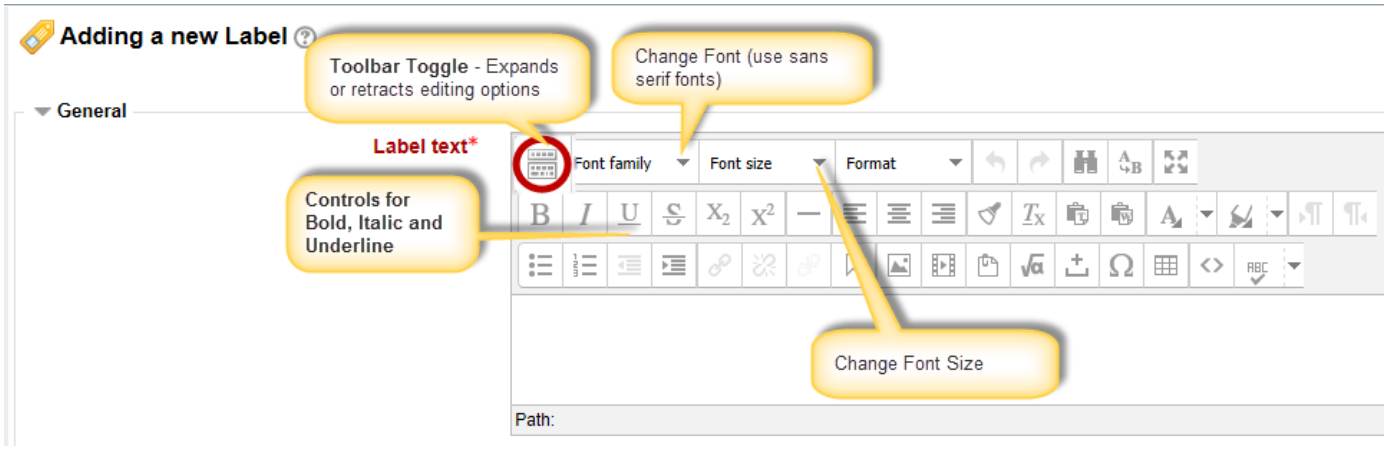
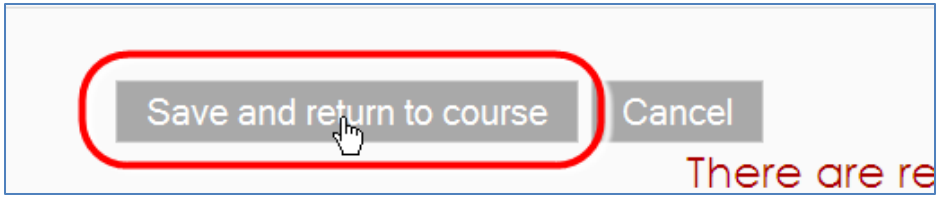
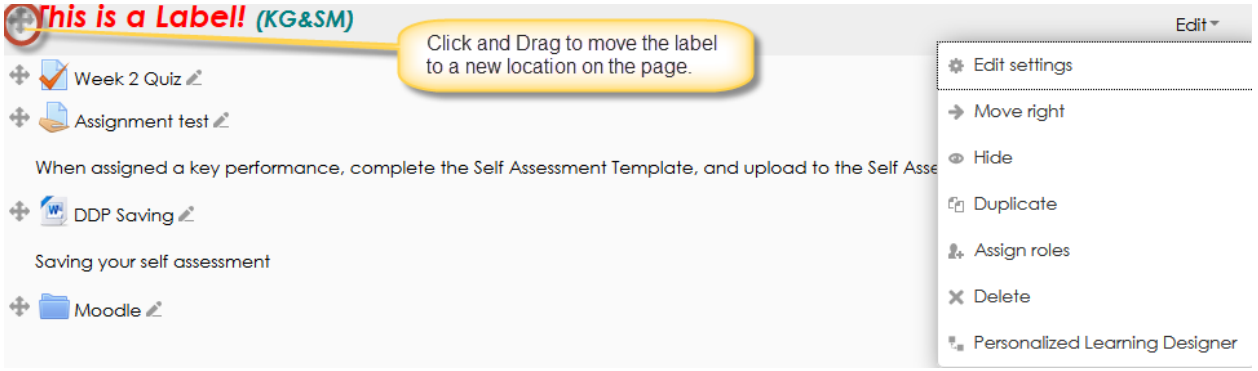
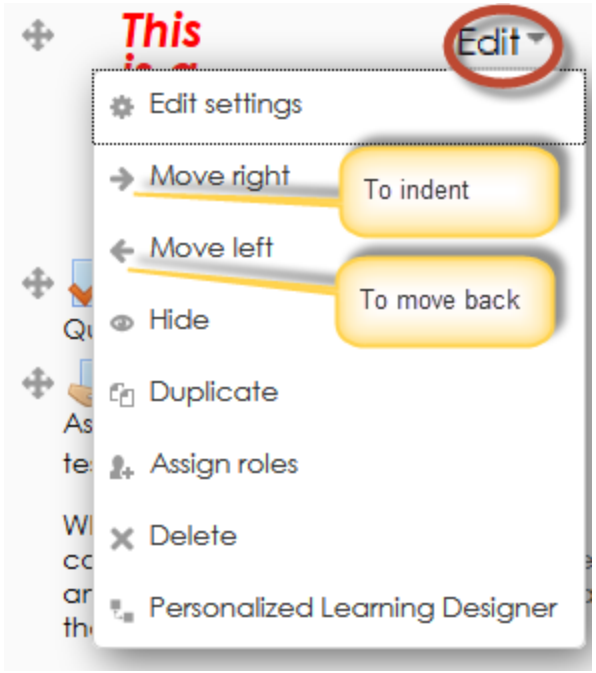
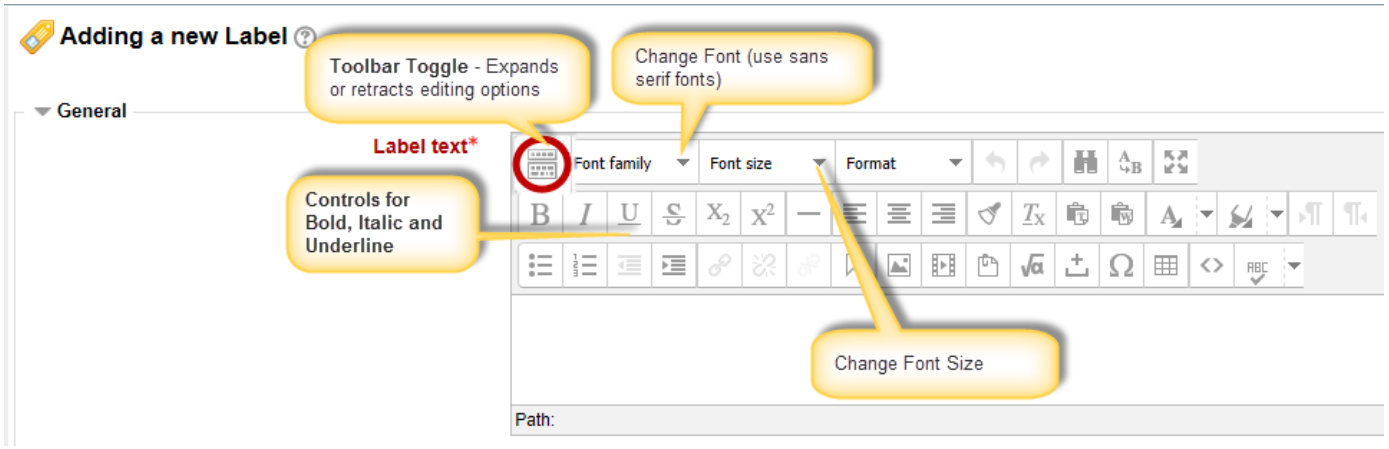
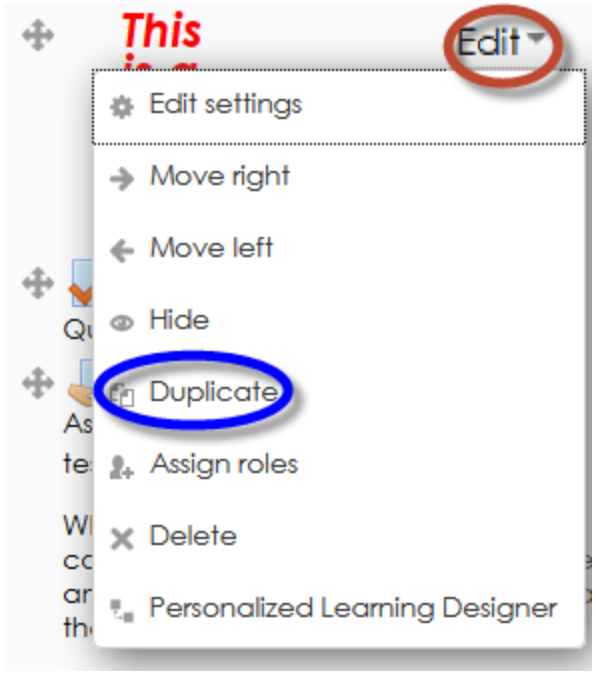
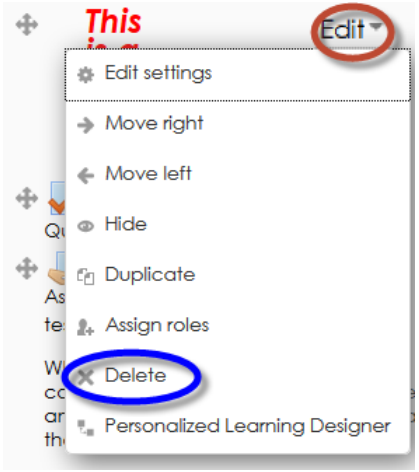
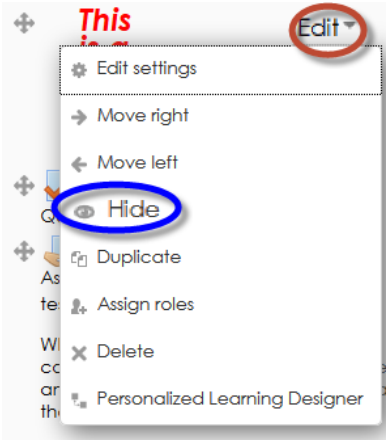
5. When the text editor appears, the Toolbar Toggle button (circled in red) allows you to expand or contract your editing options. Use the formatting tools to change font style and size. Use sans serif fonts for readability.	
6. In Moodle, once you are done adding text to the text editor, click the Save and Return to Course button.	
7. Optionally, do one of the following: • **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
go to step 13.	
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.	
9. Click Edit for options • **To indent the label, click Move right.** • **To move back click Move left.**	

Task	Screen Shot
10. To change the text in the label, click Edit Setting in the Edit popup screen.	
11. Use the duplicate icon to copy the label.	

Task	Screen Shot
12. To delete the label, click the Delete.	
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.