

M04a - Label

Keywords: heading, structure, signpost, categorise, order, instructions, warning, contact details, describe, description



What is it?

The Label allows you to add text, images and media to the Moodle course homepage.

Why use it?

Labels can be used to help organise your Moodle course homepage and provide signposts for students to understand the information available to them. For example, they are often used to place headings (using the appropriate heading style) above lists of documents, such as Lecture Materials, or Worksheets.

You may also choose to embed media, such as videos, into the course homepage. It is suggested you avoid doing this unless you are using the [tabbed course format](#), as otherwise, the video will appear as part of a long, scrolling page. You should certainly avoid more than 1 video per page. If you are using another course format you should consider [embedding the video](#) into a [page](#), [book](#) or [lesson](#) instead.

Who can use it?

Moodle course editors (tutors, course administrators) can add labels to the Moodle course homepage.

Students can view the content within labels.

Before I start...

Consider whether you want to add the content to the course homepage, or whether you would be better placing the content within a [page](#), [book](#) or [lesson](#) instead to keep the course homepage free of clutter.

Meeting the baseline

The [UCL E-Learning Baseline](#) suggests the following for **Structure**:

- **1.1 Present activities and resources in a meaningful, clearly structured and sequenced way**
 - **Use headings** - Use [Section Headings](#) for each topic area and heading styles within [Labels](#), [Books](#), and [Pages](#) to maintain consistency across sections and help students see where they are.

The [Orientation](#) category advises that you should:

- **2.2 Explain participation requirements:**
 - Outline how students are expected to use Moodle in an **introductory statement**.
 - Identify which activities are **compulsory** and **optional**.
 - Explicitly signpost all **online** and **offline** activities and how they interrelate.
 - Provide an **indicator of effort** (such as timings or page counts) for all compulsory tasks.
 - Explain how students are expected to use UCL and external e-learning tools. This [PowerPoint Induction template](#) provides a starting point. Wholly online courses might provide this information as a screencast video, with a voice over.
 - Link to **instructions** for any e-learning tools that students are expected to use.
 - Explain what **digital devices** and **software** students are expected to provide for themselves.

- **2.3 Display staff contact details** - Include name, position, telephone, email, location, drop-in hours, as appropriate.

How do I set one up?

1. Log into Moodle, got to the course you want to add the page to and **Turn Editing on**.
2. In the topic, you wish to add the page to, click 'Add an activity or resource'.
3. From the menu Select 'Label', then click Add.
4. Enter the [text](#), [video](#), [images](#) you would like to appear in the label, making sure to choose the appropriate heading styles for headings (large, medium, small) and avoiding CAPITALISED and *italicised* text, which are difficult to read on screen.
5. Scroll to the bottom and click 'Save and return to course'.
6. You will see your label appear at the bottom of the course section. Click and hold the move button (to the left of the label) to move it up into the correct position on your Moodle course homepage and then release your mouse to drop it into place.

Further help

[Further guidance on Label is available from moodledocs.](#)

If you find any inaccurate or missing information you can even update this yourself (it's a communal wiki).

If you have a specific question about the tool please [contact the Digital Education team](#).

Caution

If using labels for headings make sure you use the correct heading level (large, medium or small) in order to help students using screen readers to navigate your page and maintain consistency in the visual appearance of your course for sighted users. Never bold the text instead of using a heading style, as this won't appear as a heading to those using screen readers.

If you are using a tabbed course format you might embed a video into a label within a tab (course section). However, avoid placing more than one video onto a single Moodle page, as it will make it difficult for students to navigate and will clutter the page. Consider using a [book](#) (which has multiple pages) instead.

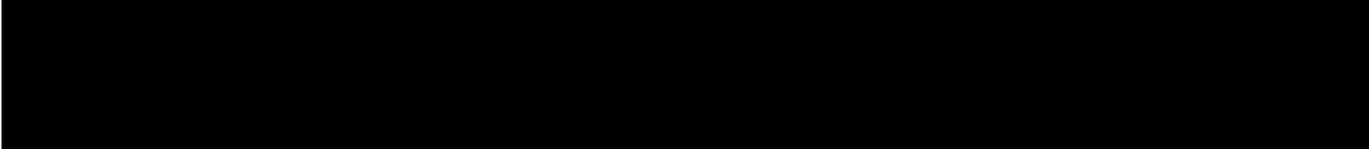
Examples and case studies

- You might use a label to provide instructions or describe links to further resources.
- Labels are often also used to provide contact details for the module lead, tutors and teaching /programme administrators.

Questions & Answers

- None at this time.

Further information



- None at this time.