

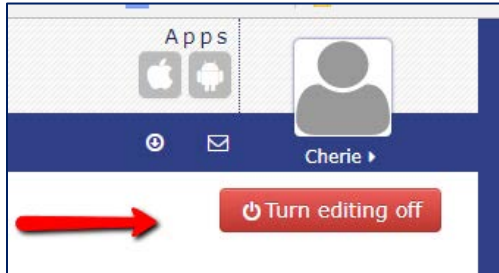


Course Resources - 3.2 – Adding Labels to Organize Your Content

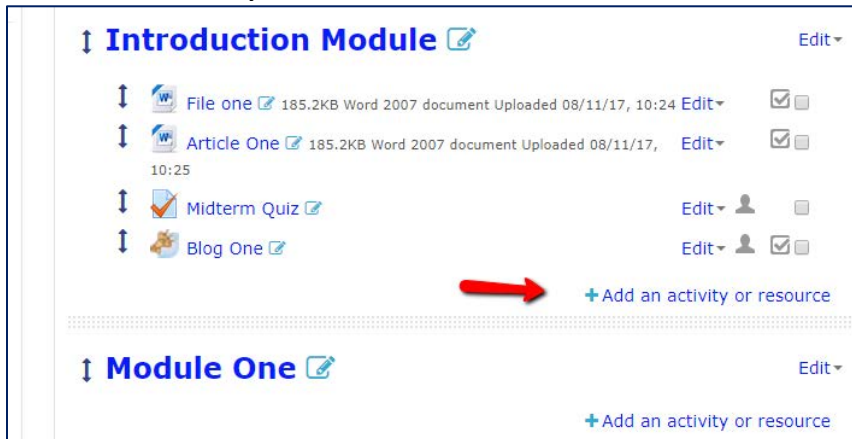
Why Do This?

Add labels to organize content within modules of your course.

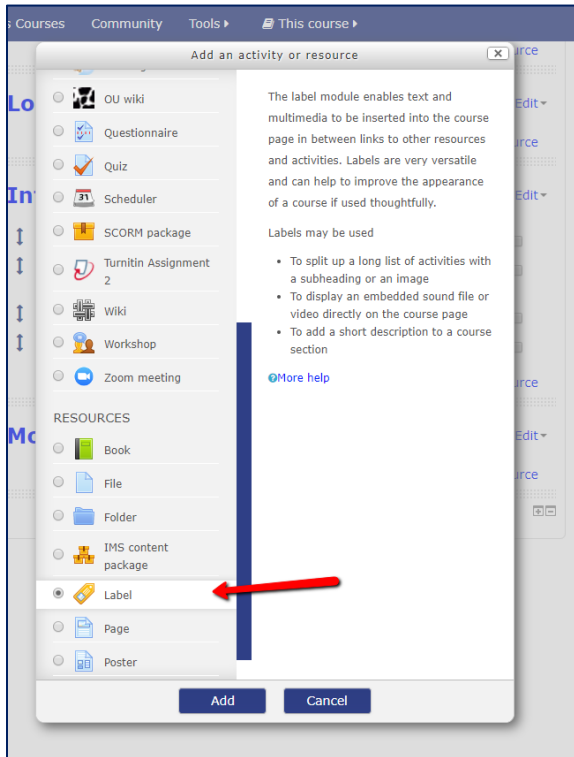
1. **Turn editing on.** Click on the **Turn editing on** button in top right hand corner of your course under your name.



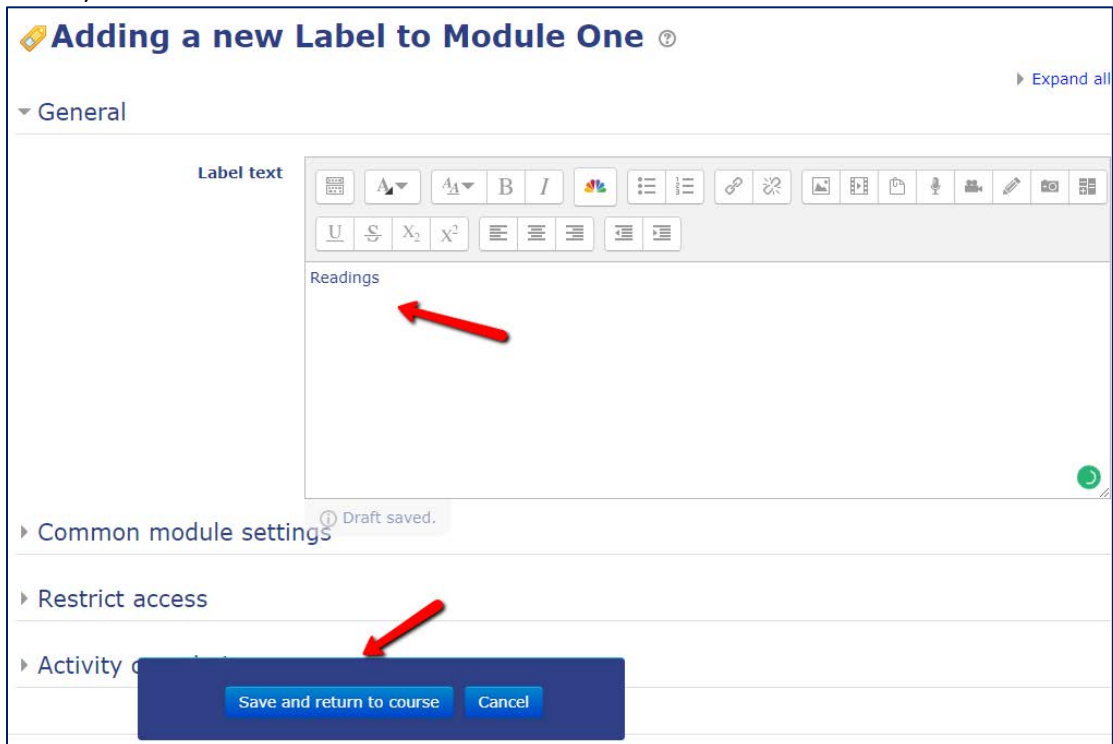
2. Click on **Add an activity or resource.**



3. Select **Label** from the activity picker window.



4. Create your label with text. Select **Save** and return to course.



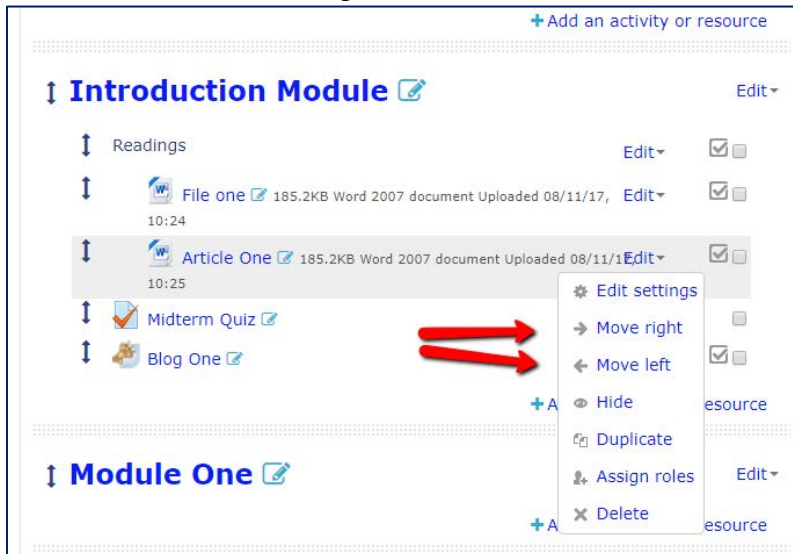
- You will see the label at the bottom of the module.
- Click on the move arrow and hold. Drag the label to its desired location.



- Once the label is where you want it, indent or out-dent your files and activities to create an easy visual for students.



- Select **Edit** and choose **Move right** to indent the documents and activities under the label you just created.



- Now you have an organized flow to your content.