

How to Create a Label

This first picture shows you what a label looks like. You will note that the Headings (Labels) are in red, and the different resources are organized under the labels. Using labels enhances the organization and clarity of your Moodle course site.

Welcome to College Writing II

News forum

Getting Started

The First Draft

Writing Stages

Writing in the Disciplines

Writing Online

Clarity & Style

General Editing

Peer Editing

Punctuation

Sentence Structure

Using Sources

Documenting Sources

Analysis, Argument

Focusing, Connecting

The Writing Process

Fall 2007 Syllabus

Revised Schedule for English 112 Oct-Nov 2007

Graduate Outcome Statements

- Graduate Outcome for Written Communication
- Graduate Outcome for Oral Communication
- Graduate Outcome for Information Literacy
- Graduate Outcome for Effective Thinking

Criteria/Grading for the Research Paper

Review for Info Literacy Exam

Rubric for Oral Presentations

Links (study tips, punctuation resources, critical reading strategies, etc.)

Quick Access text link

1. To begin, go to the <http://courses.keuka.edu> website and log in, using your Keuka name and log- in.
2. Select and open your course by clicking on it.

Keuka College Courses - Microsoft

File Edit View Favorites Tools He

Back

Address <http://courses.keuka.edu/>

KEUKA Online
The National Leader in Exper...

Login

Username:

Password:

Login

Main menu

- Site news
- Professor's Course Request
- View/Edit Profile

3. Click the “turn editing on” button.

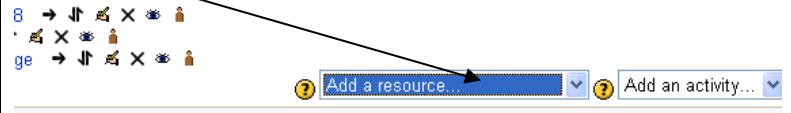
Switch role to... Turn editing on

Latest news

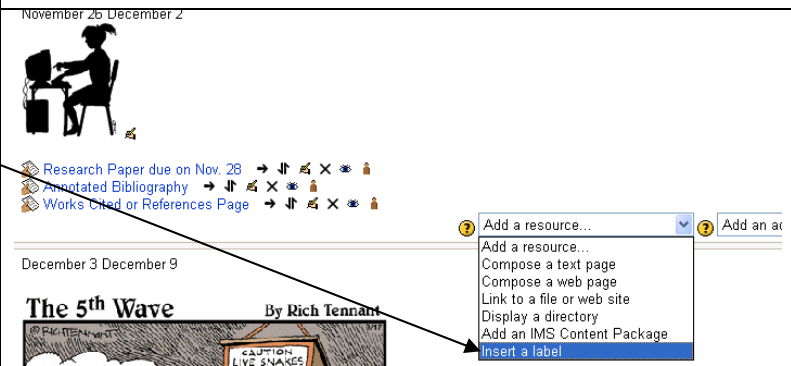
Add a new topic...

12:01 PM, Nov 24
Anne Weed
Reminders: for your conferences, and extra stuff
more...

4. Click on the “Add a resource button.”

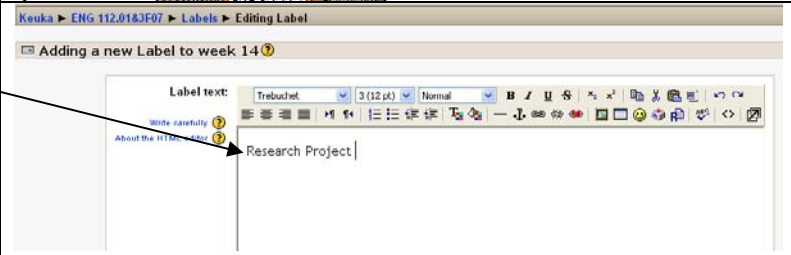


5. Using the drop-down menu, click on “Insert a label.”

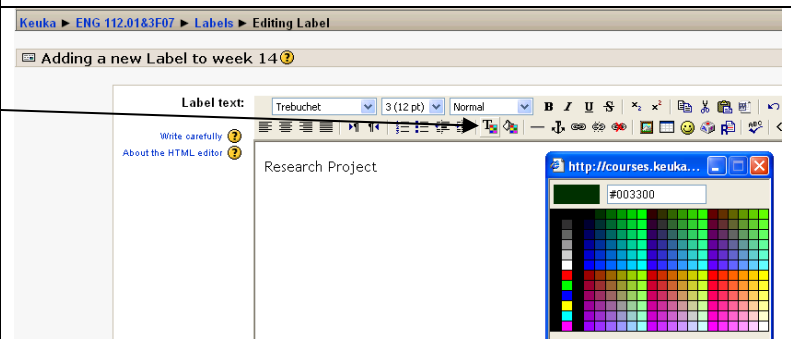


6. At this next screen, type your label.

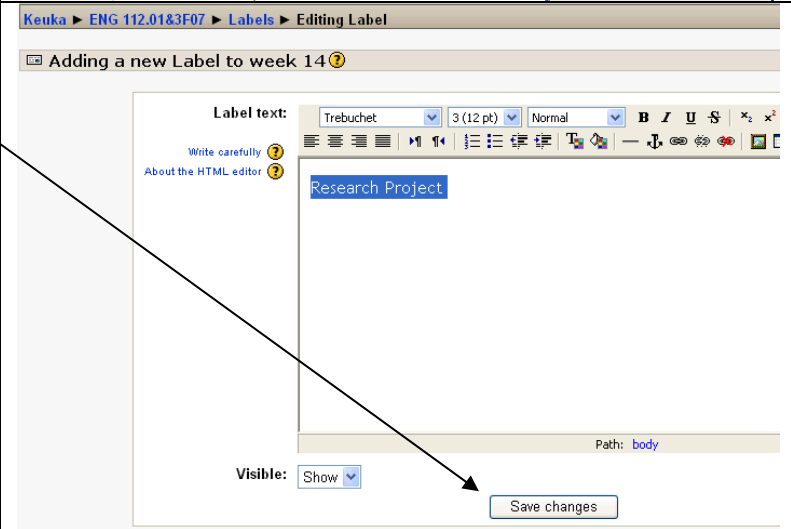
You can change the color of the text and the font/size at this screen. Just select/highlight the text first, and then make your changes.



7. Click on the T button to bring up a menu of colors. Select the desired color for your label.



8. After choosing a color, click on “Save changes.”

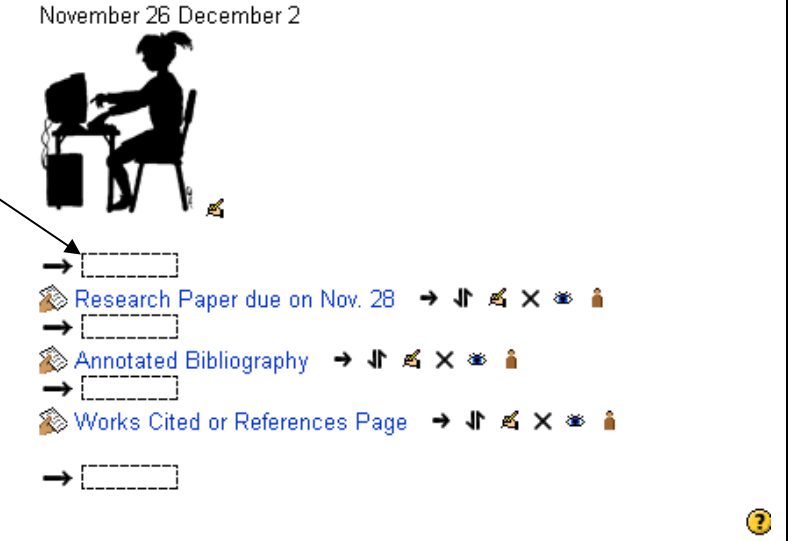


The label now appears in red at the bottom of other resources.

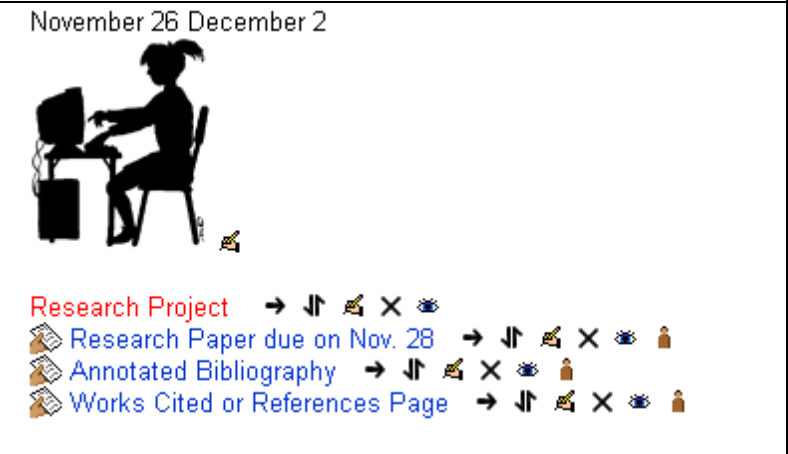
9. To move this label, you will click on the double arrow button.



10. To move the label to the desired position, click on the appropriate box, above the other resources.



The label is now in place.



11. To line up the individual resources below the label more clearly, indent each of the resources to the right by clicking on the right arrow.

