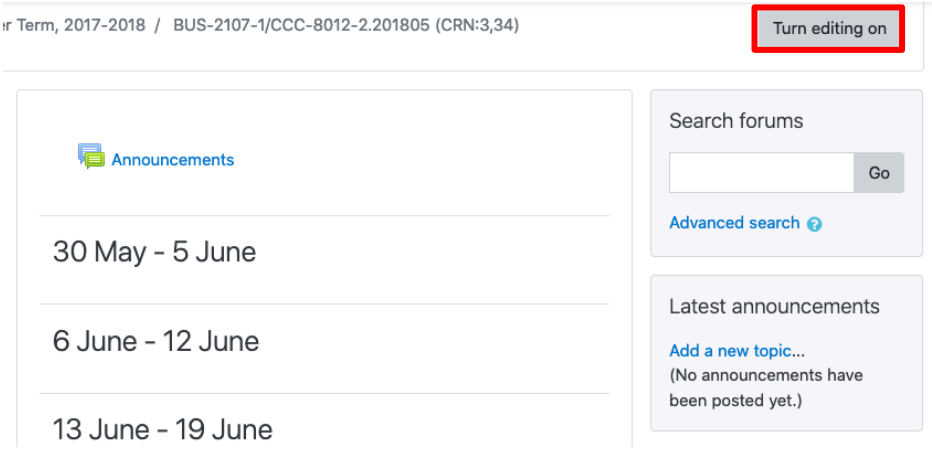
How to Create a Moodle Course

Staff Quick Guide

Lingnan University 嶺南大學 香港 Hong Kong

Basic | Add or edit a topic / week summary and / or label

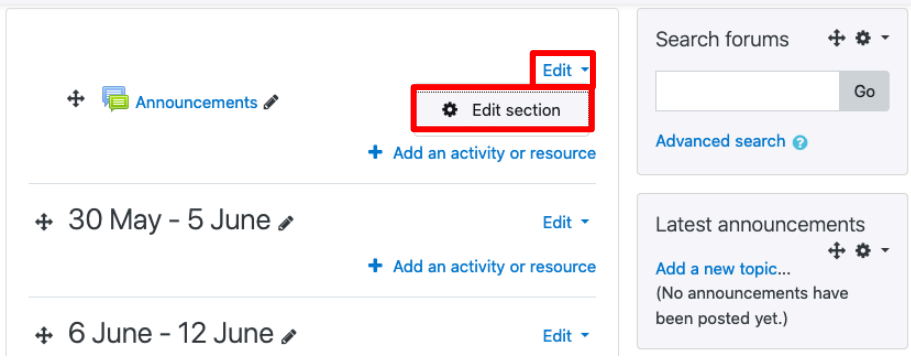


Step 1

Click '**Turn editing on'** top right (red).

This will put your course into **edit mode.**

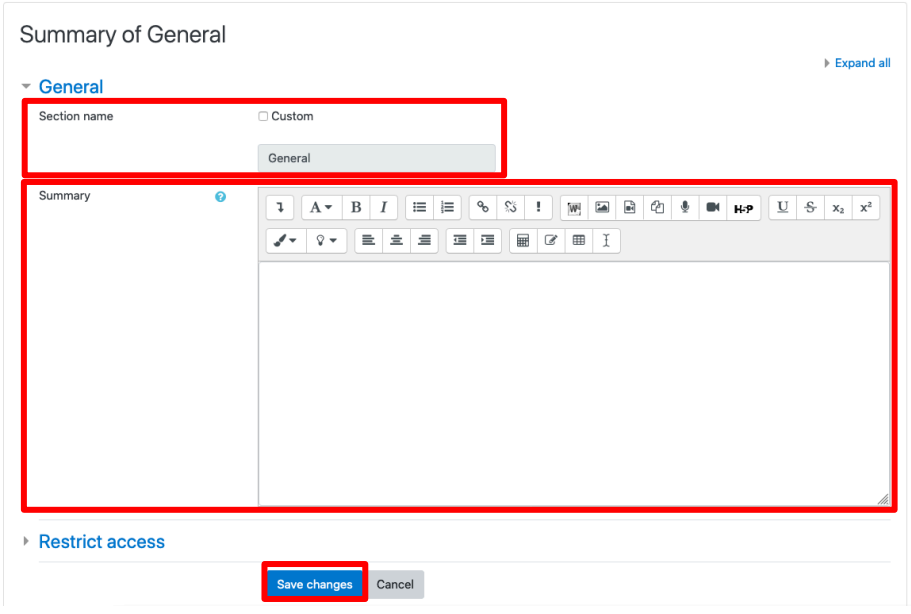
A summary label is created by default for each topic.



Step 2

Click the '**Edit'** button

Note: To edit an existing activity, click the '**Edit section'**.



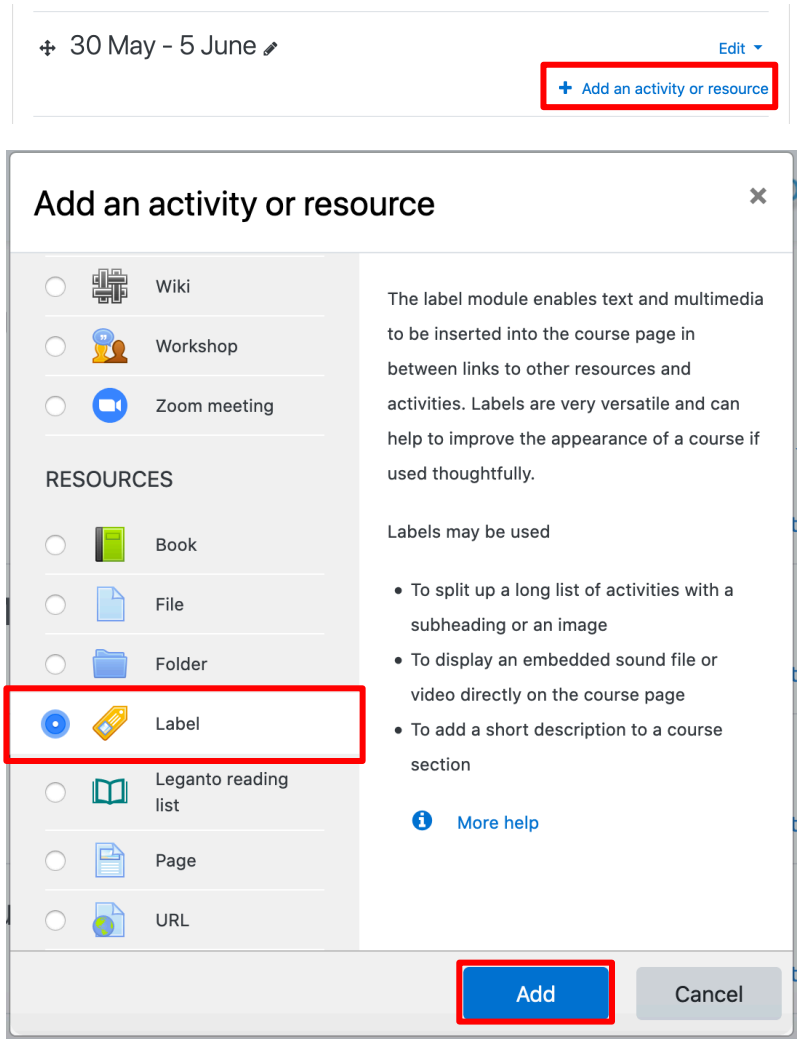
Step 3

You can either customize the section name or set as default.

Click **'Custom'** to type the section name in the below box.

Also, you can add or edit text in the "Summary" section.

Note that you have all the typical word editing functions here. After editing, remember to ***'Save changes'*** at the bottom of the page**.**

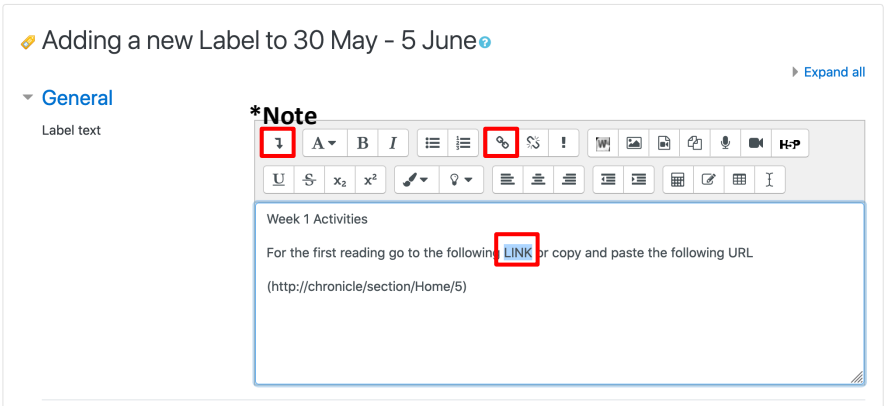


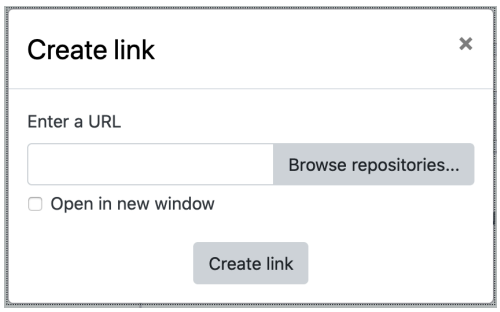
Step 4

Label is similar to the topic summary described above; However, it can be added anywhere inside a topic.

To add a label, select '***Add an activity or resource***' and choose ***'Label'.***

In the next graphic the title of the Label is called **Week 1 Activities.**





Step 5

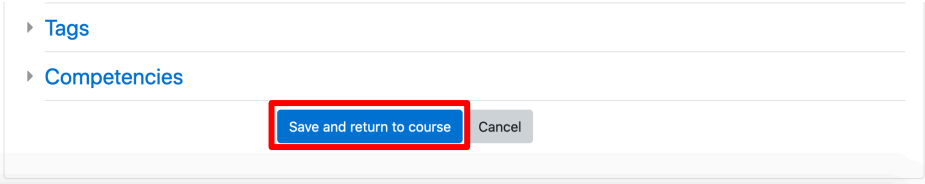
Type your *'Label text'*.
You can add various web artifacts inside a label, including links. (the next graphic shows the *'Create link'* dialog box after clicking the insert link icon)
Copy the URL link to the corresponding place (Enter a URL) and click '***Create link***.

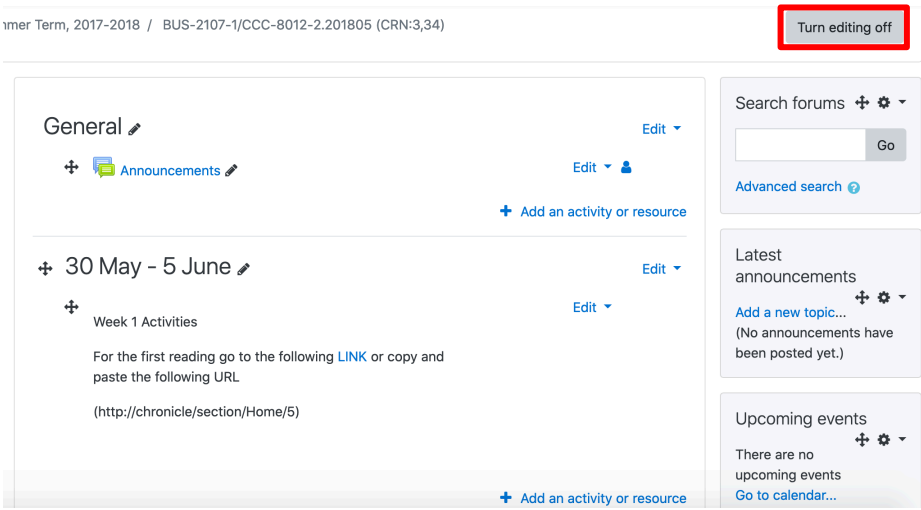
Note:
To view all the icons, click the **Toolbar Toggle (shown above)**.

Step 6

Once you have completed your Label, click the
'Save and Return to Course' button at the end of the page.

Labels are useful for organizing the course into different sections; it can be used to embed links, YouTube videos, or images etc. You may also move the labels around your course as you like.



Step 7

After editing your course, you should click ***'Turn editing off'*** to see how your course will look.