



ir Term, 2017-2018 / BUS-2107-1/CCC-8012-2.201805 (CRN:3,34)

**Turn editing on**

Announcements

30 May - 5 June

6 June - 12 June

13 June - 19 June

Search forums

Go

Advanced search ?

Latest announcements

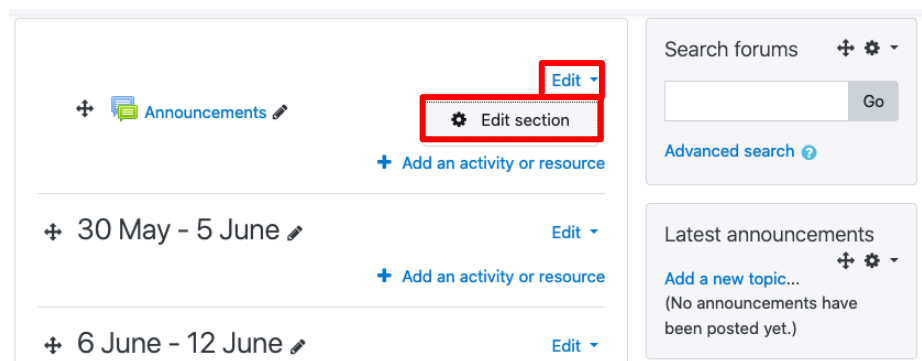
Add a new topic...  
(No announcements have been posted yet.)

## 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.



Announcements

**Edit section**

+ Add an activity or resource

+ 30 May - 5 June Edit

+ Add an activity or resource

+ 6 June - 12 June Edit

Search forums

Go

Advanced search ?

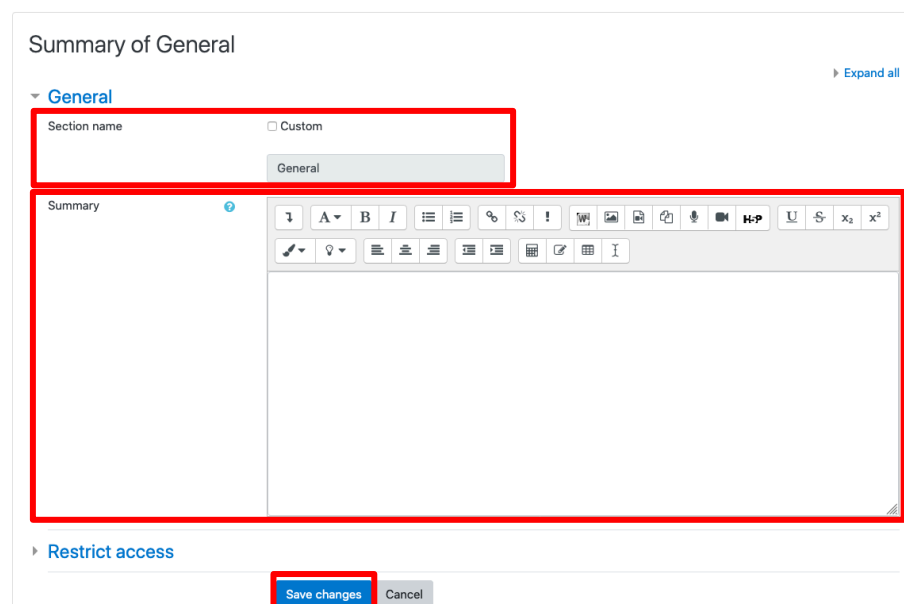
Latest announcements

Add a new topic...  
(No announcements have been posted yet.)

## Step 2

Click the **'Edit'** button

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



Summary of General

Expand all

General

Section name  Custom

General

Summary

Restrict access

**Save changes** Cancel

## 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.

+ 30 May - 5 June ✎

Edit ▾

+ Add an activity or resource

### Add an activity or resource

- Wiki
- Workshop
- Zoom meeting

#### RESOURCES

- Book
- File
- Folder
- Label
- Leganto reading list
- Page
- URL

The label module enables text and multimedia to be inserted into the course page in between links to other resources and activities. Labels are very versatile and can help to improve the appearance of a course if used thoughtfully.

Labels may be used

- To split up a long list of activities with a subheading or an image
- To display an embedded sound file or video directly on the course page
- To add a short description to a course section

[More help](#)

Add

Cancel

## 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**'.

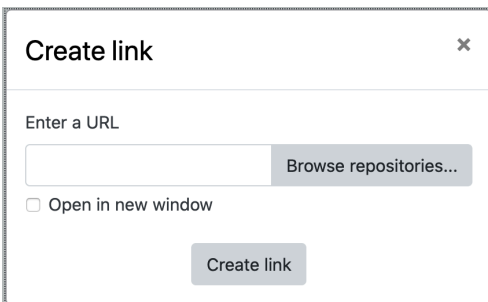
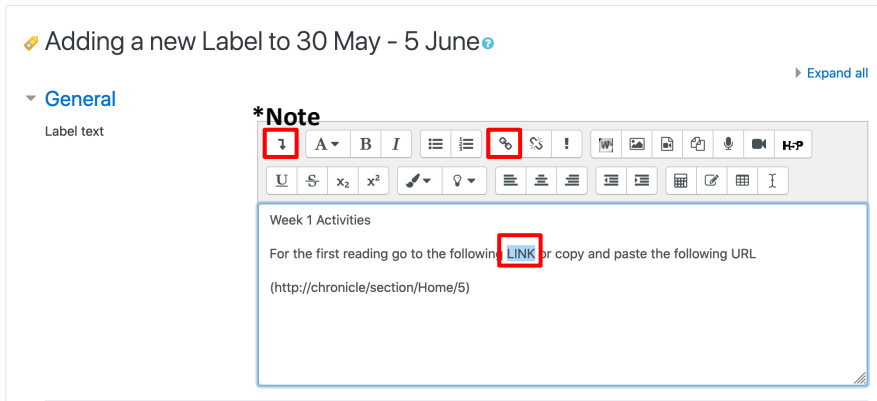
In the next graphic the title of the Label is called **Week 1 Activities**.

## 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'*.



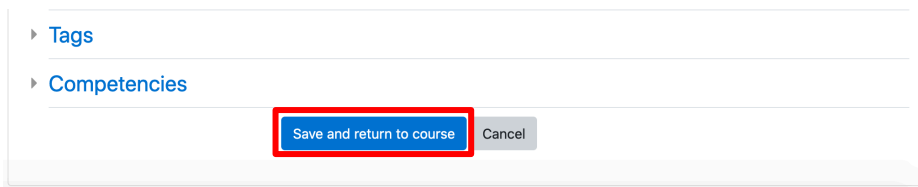
Note:

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.

