Configuring label as sub-section heading

- Sub-section heading is a common resource on the IBS Moodle course page.

Roles

- Lecturer

Pre-condition

1. The user must be on a Moodle course page as a Lecturer of the unit. See *Moodle Enrolment*, *Accessing your course,* and *The Moodle course*.
2. The Course Editing is on. See *Course Editing On/Off*.

General Notes

1. Use sentence case and title case only. Use only uppercase letters for emphasis.
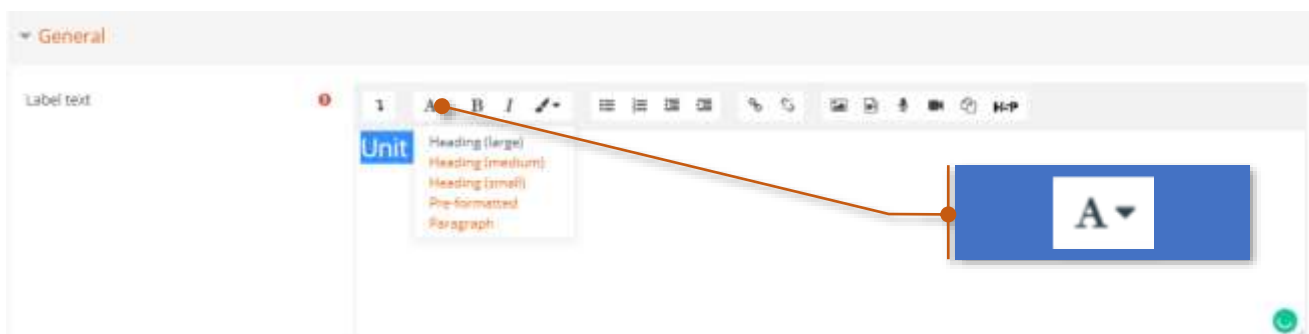2. Do not overcrowd the General section with so many paragraphs.

Procedure

1. Add a Label resource

See *Adding activity or resource in a section*.

2. Configuring and formatting Label
   a. In the General section, Enter an appropriate word or phrase in the Label text

3. Format the text
   a. Select all the text in the Label text
4. While the text is selected, click on A▼ Font formatting menu, then choose Heading (Medium).

5. Format the text

6. Save
   a. Leave all other settings
   b. Click Save changes; otherwise, click Cancel to undo.

Save changes   Cancel

Outcome

1. A label with similar formatting on the text image below.

Unit Assessments