# How to insert a label for an audiofile:

This is used to embed an audiofile into your Moodle site instead of having the students click on a link to open up another window. They can listen to the audiofile right from the Moodle site.

− Click the **Add a resource** drop down menu and select **Insert a label**.

− A new screen will open up called **Adding a New Label to Topic #**. Add your label text in the text box, highlight it and click on 🔗 to insert a link to your audiofile.

− Click on **Browse** to choose the resource.

− If you have already uploaded your resource to Moodle, check ☑ the title and click on the name of the file, e.g. Red_Box_Original.mp3 . If you have not yet uploaded your resource, click on **Browse** to choose a file from your computer.

− Again, a new screen will open up. Enter the title of your file and choose OK.

− Again, a new screen will open up. Click on **Save changes.**
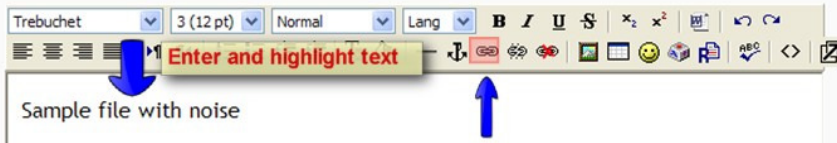
Step-by-Step:

Click the **Add a resource** drop down menu and select **Insert a label**.

A new screen will open up called **Adding a New Label to Topic #**. Add your label text in the text box, highlight it and click on 🔗 to insert a link to your audiofile.
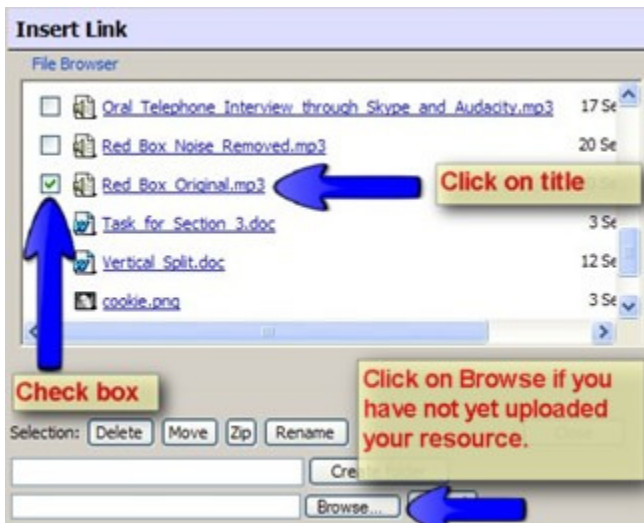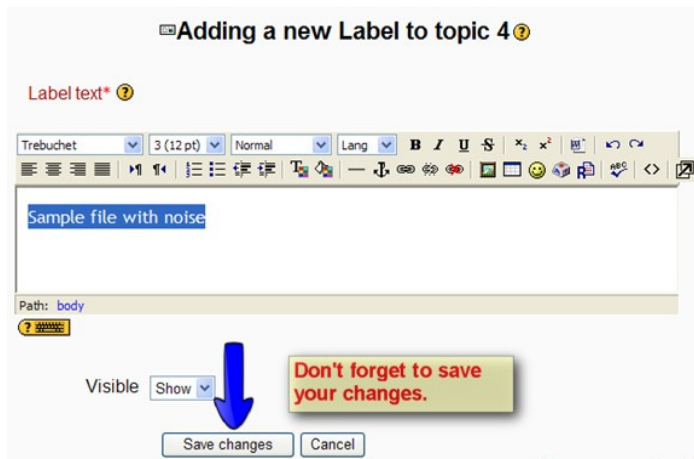
Click on **Browse** to choose the resource.

If you have already uploaded your resource to Moodle, check ☑ the title and click on the name of the file, e.g. Red_Box_Original.mp3 . If you have not yet uploaded your resource, click on **Browse** to upload it.

Enter a title and click on **OK.**

Save your changes.

You are now back on your main Moodle page. Your labeled file will look like this (black label with triangle to click on):