

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 extreme to insert a link to your audiofile.
- Click on **Browse** to choose the resource.
- If you have already uploaded your resource to Moodle, check ^I 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 end to insert a link to your audiofile.



Click on Browse to choose the resource.

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Title:	
Target:	lone 💌
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	Browse OK Can

If you have already uploaded your resource to Moodle, check \checkmark 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.

Insert Link	
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Target: None Anchors:	

Save your changes.

Adding a new Label to topic 4 ⁽²⁾								
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You are now back on your main Moodle page. Your labeled file will look like this (black label with triangle to click on):

