

Adding a Label to a Course

Labels offer instructors the ability to be creative with the presentation of their course page. They can be used

- to delineate course content
- to separate course sections from each other
- to act as a signpost for course content
- to embed multimedia (animation, video, audio)
- to display an image
- to display important information on the course page

There are a number of *Labels* in your Onyx courses. The picture below demonstrates several types of *Labels* including text, lines and images.

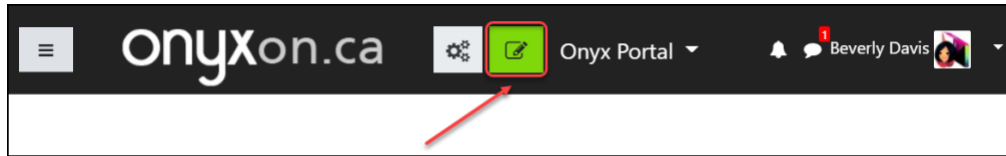
The screenshot shows a course page for 'UNIT - Make Small Talk'. The page is divided into sections for 'For Instructors' and 'For Learners'. The 'For Instructors' section includes a 'Unit Plan' and 'Scenario Cards'. The 'For Learners' section includes a list of activities: '1. Before You Begin: Shaking Hands', '8. FORUM: Try What You Learned', '9. Before You Go: Your Feedback on the Make Small Talk Unit', and '10. LISTENING ASSESSMENT TASK: A Small Talk Conversation'. Each activity has a 'Hidden from students' button and a checkmark icon. The page is annotated with several callouts pointing to different elements:

- Image, text and background color label:** Points to the top section containing an image of people and a list of objectives.
- Section label:** Points to the yellow bar labeled 'For Instructors'.
- Section label:** Points to the blue bar labeled 'For Learners'.
- Formatted line label:** Points to a blue horizontal line below the '9. Before You Go' activity.
- Formatted line label:** Points to a black horizontal line below the '10. LISTENING ASSESSMENT TASK' activity.

The following steps demonstrate how to add *Labels* to your Onyx courses.

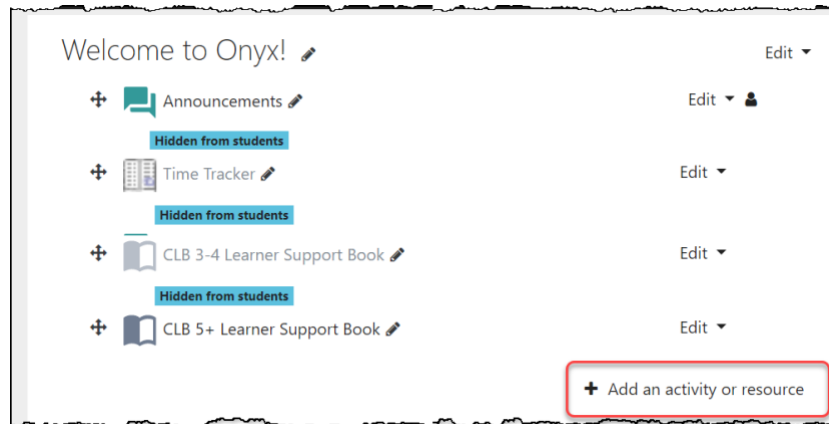
Adding a Label to Your Course

1. Navigate to the top of the page and click on the *Turn edit on* button.



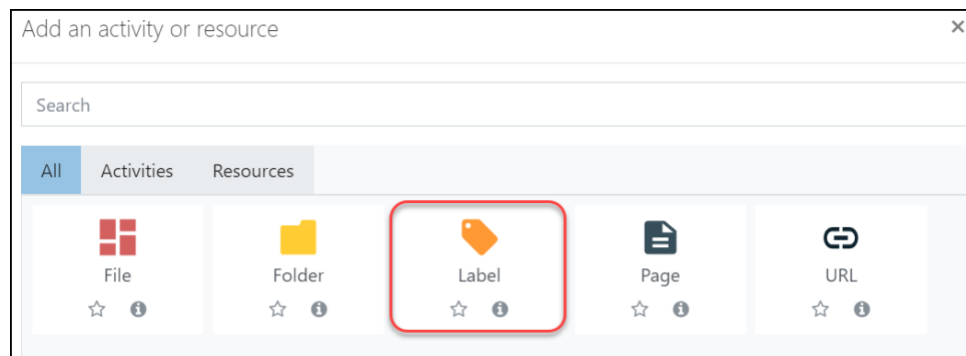
Note that the *Turn edit on* button turns red.

1. Locate the *Topic* or *Unit* where you want to add the *Label*. For this example, the *Zero Topic* is chosen.
2. Click on the *+ Add an activity or resource* link at the bottom of that topic.



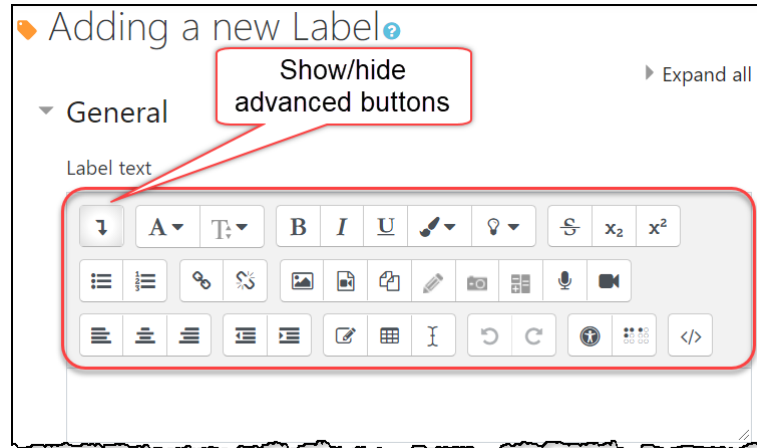
The *Add an activity or resource* panel appears.

3. Select *Label*.



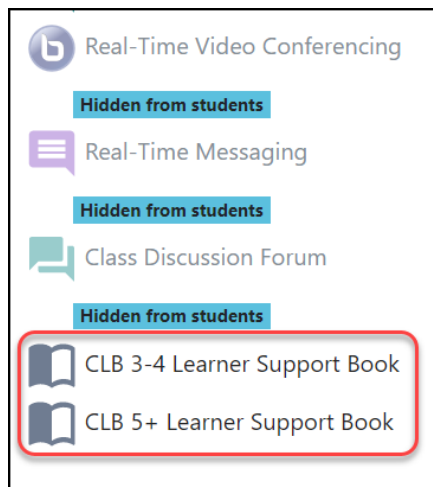
The *Adding a new Label* screen appears with a textbox and several editing tools.

4. In the *General* Section, click *Show/hide advanced buttons* if more or fewer options are required.

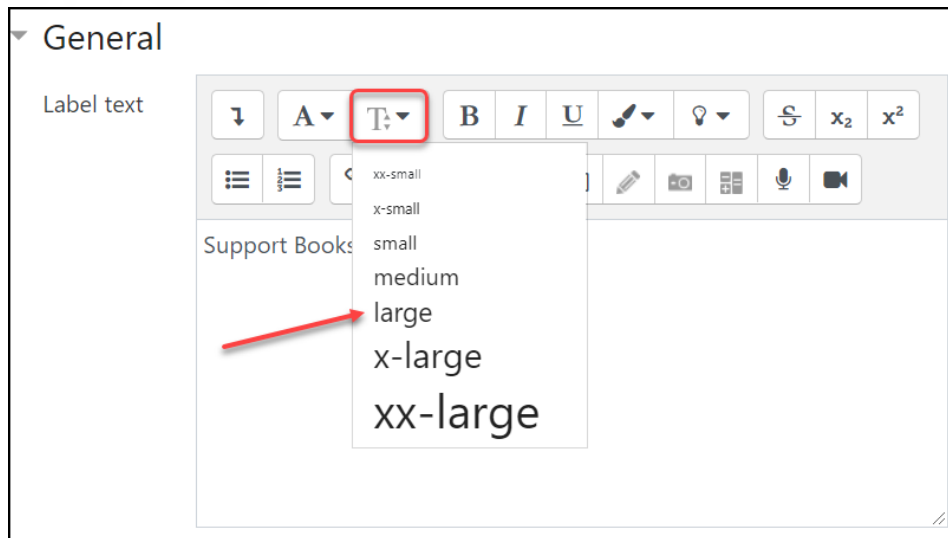


Note that all of the editing tools featured in the image can be used in a *Label*.

In this example, we will create a heading *Label* for the two CLB 3-4 and 5+ Learner Support Books in the *Zero Topic*, to separate them from the other activities on the course page.

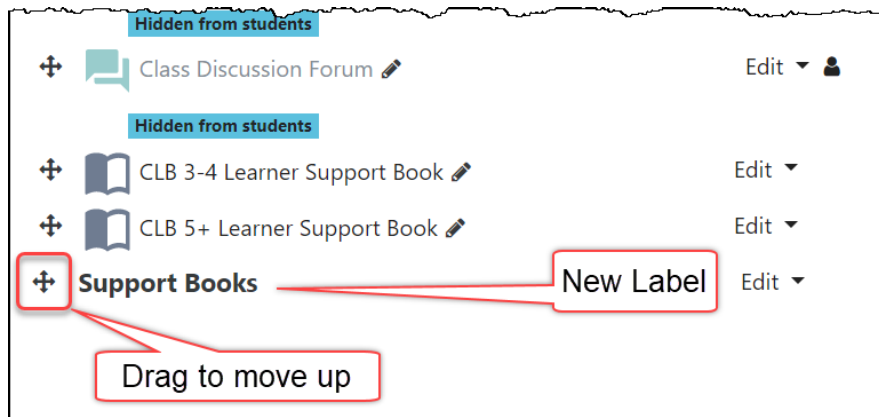


5. Type your *Label* text (in this example, *Support Books*) in the text area.
6. Select the text and click on the *Font size* button to change the size. In this example *large* is chosen. If desired, Bold, Italic and other font options such as color, background color, etc. can be used.

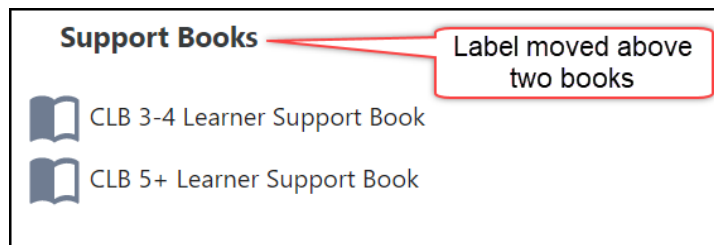


7. Click on the *Save and return to course* button.

The *Label*, Support Books, appears in the course. It will be located at the bottom of the selected *Topic*. Use the *Move* icon to drag it into a new location.



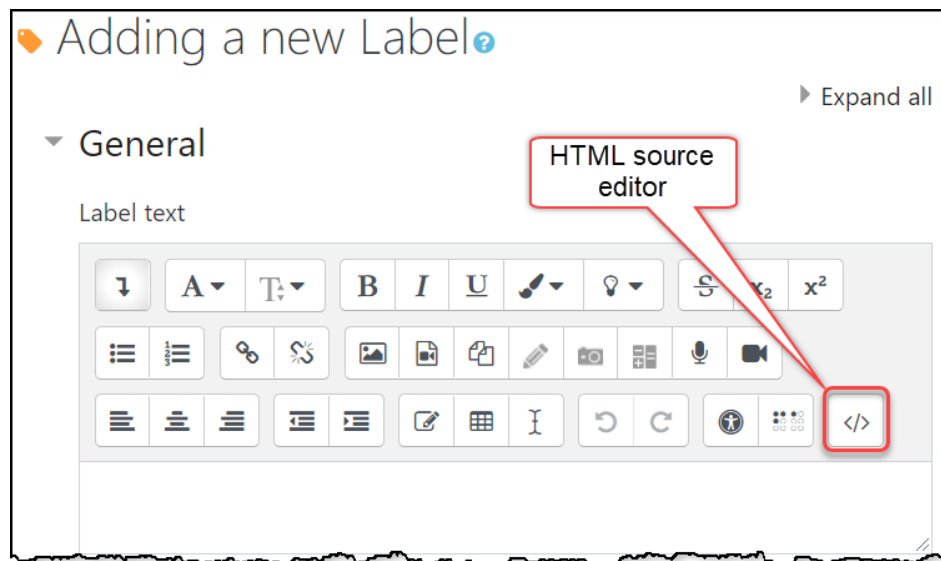
This *Label* now looks like a heading.



Common Label Types – Horizontal Lines

Horizontal lines are common *Labels* used in Onyx courses to delineate sections or subtopics.

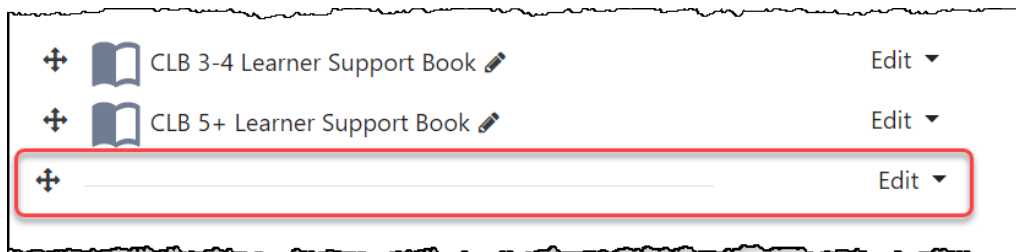
1. From the previous section, *Adding a new Label to your course*, complete steps 1 – 4.
2. Click on the *HTML source editor* icon.



The editor becomes an HTML source editor. HTML code can be input to make customizations to your course appearance.

3. Delete everything in the editing area.
4. Type `<hr>`
5. Click on the **Save and return to course** button.

A line *Label* appears at the bottom of the course.



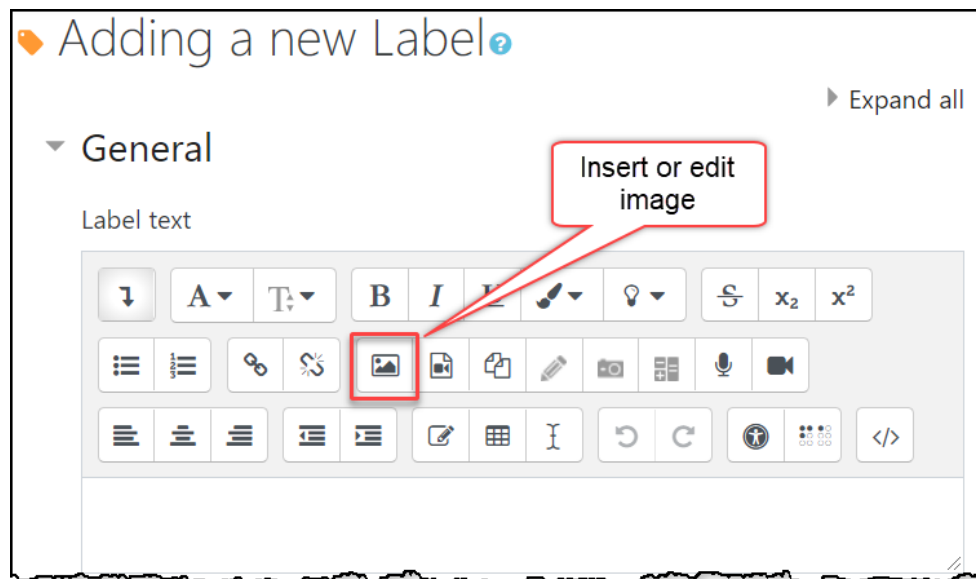
6. Use the *Move* icon to drag the line to your desired location.

Note that the HR tag has a default length. If you want to change the length of this line for some reason, try using the width attribute: `<hr width="50%">`

Common Label Types – Banners with an Image

Images are used as *Labels* to clarify, introduce, or enhance courses.

1. From the previous section, *Adding a new Label to your course*, complete steps 1 – 4.
2. Click on the *Insert or edit image* icon.

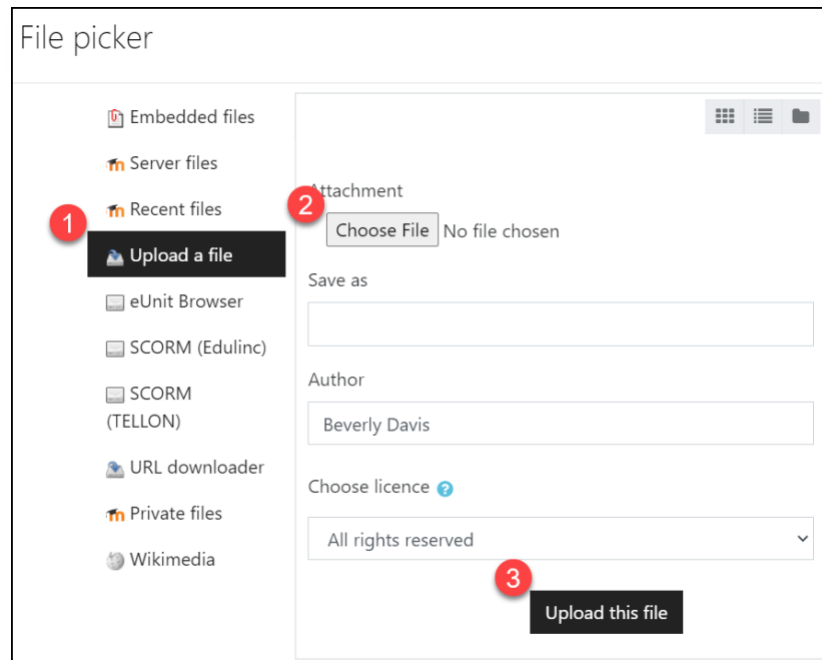


3. Click on the *Browse repositories...* button.

Browse repositories...

The *File Picker* appears.

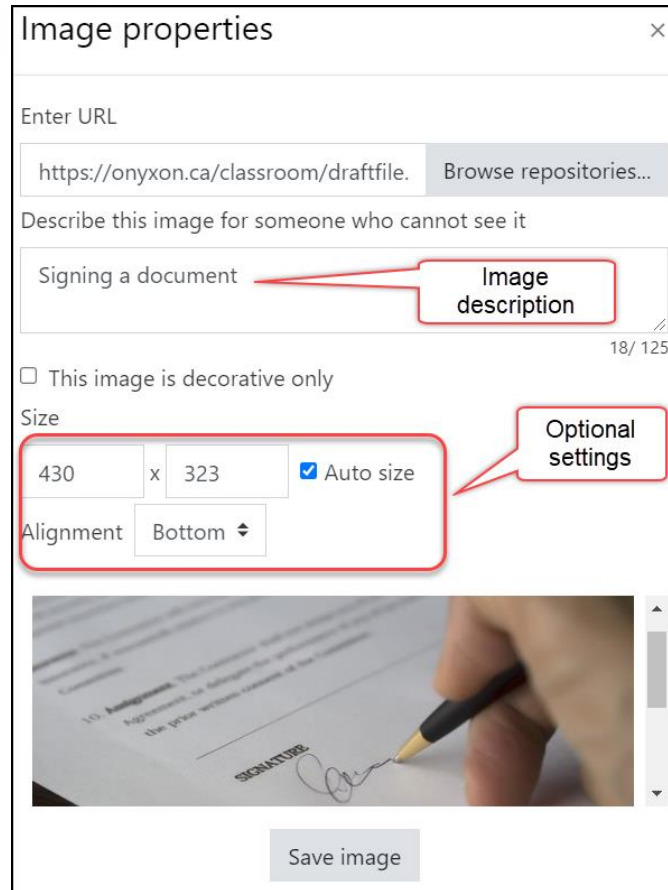
- a. Click on *Upload a file* in the left column.
- b. Click on *Choose File* to add a file from your local computer.
- c. Once the file is located on your computer, click the *Upload this file* button.



The *Image properties* panel appears.

4. Type a picture *Description*.

Optional settings include changing the image *Size* and *Alignment*.



5. Click on the *Save image* button.
6. Click on the *Save and return to course* button.

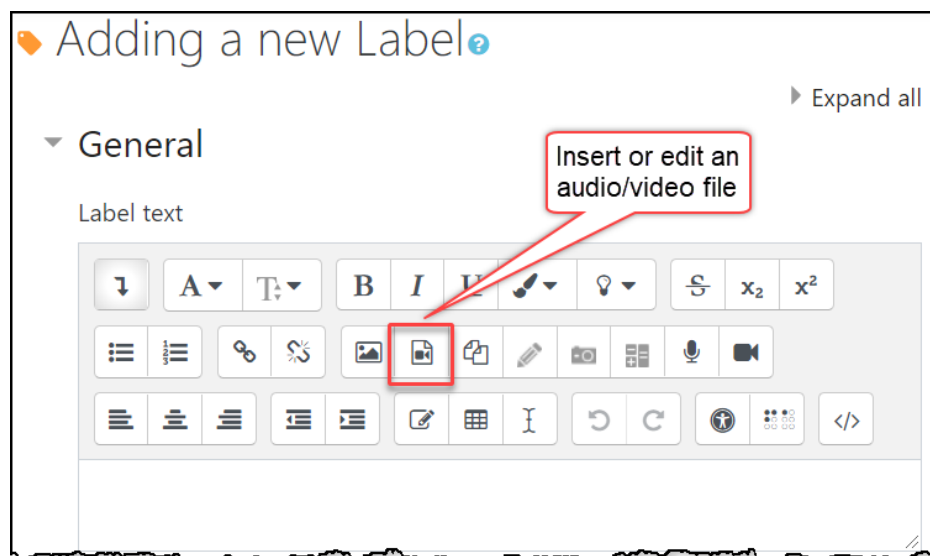
The picture *Label* appears on the course page at the bottom of the selected *Topic*. Use the *Move* icon to drag it into a new location.



Common Label Types – Banners with Audio

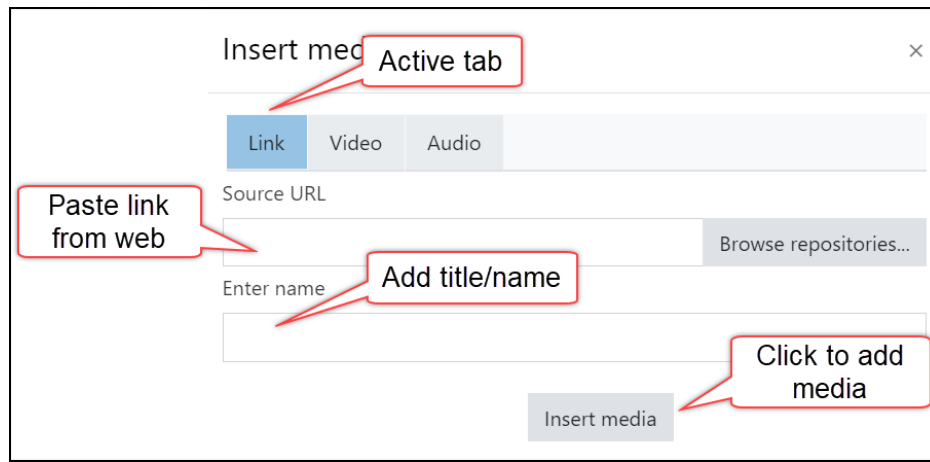
Media files can be placed as a *Label* on the course page in a *Topic*. Media files include audio, video and animations.

1. From the previous section, *Adding a new Label to your course*, complete steps 1 – 4.
2. Click on the *Insert or edit an audio/video file* icon.



A pop up window appears with three tabs. The first tab, *Link*, is active.

3. To add an audio link from the web, copy and paste the link in the *Source URL* field.



3. To choose a file from your computer, click on either *Video* or *Audio* tab.

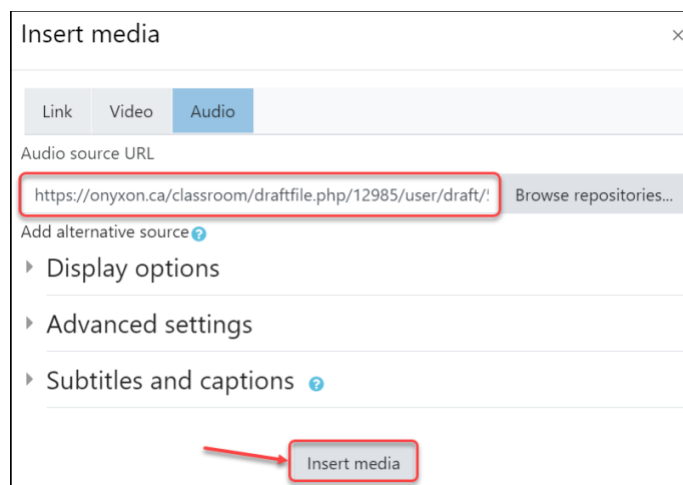
4. Click on the *Browse repositories...* button.

Browse repositories...

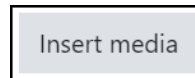
The *File Picker* appears.

5. Choose a file from you computer or the server.

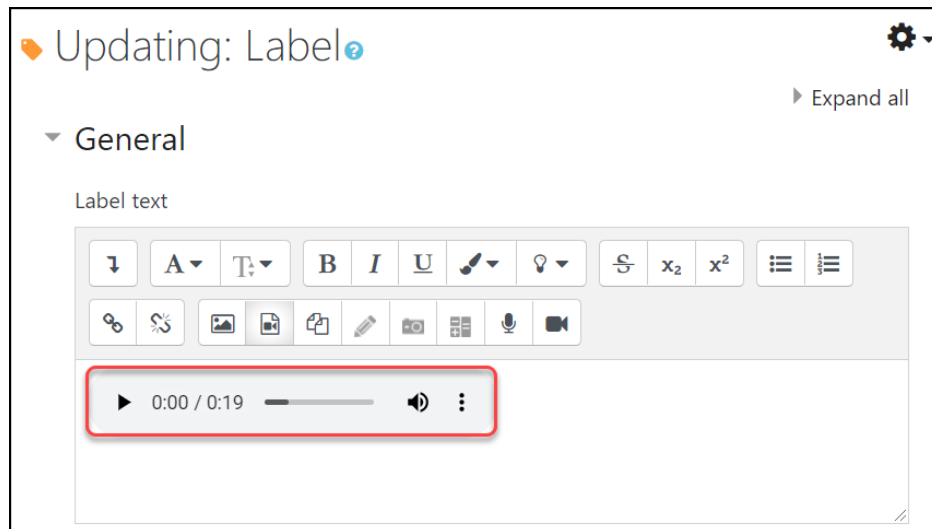
The link appears in the *Insert media* window.



6. Click on the *Insert media* button.



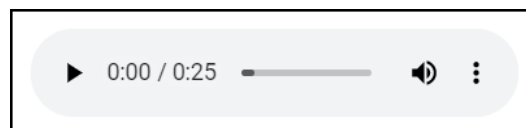
The link appears in the *Label text* area as a media player.



7. Click on the *Save and return to course* button at the bottom of the page.

The media file appears at the bottom of the target *Topic*. It can be relocated using the *Move* icon.

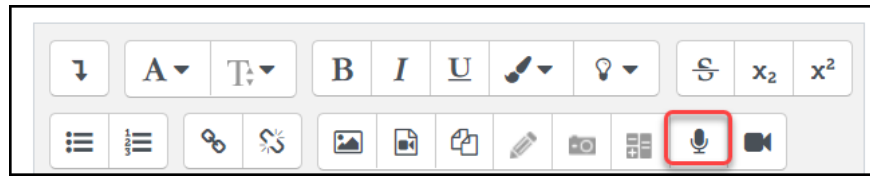
Clicking on the audio link should play the media file on a learner's workstation. Playback and appearance of audio/video player may vary, depending on the file type and the web browser.



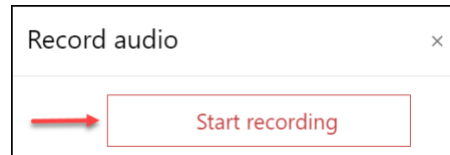
Common Label Types – Banners with Voice Recordings

Instructors can also record and post an audio *Label*. Once the *Label General* settings page is open,

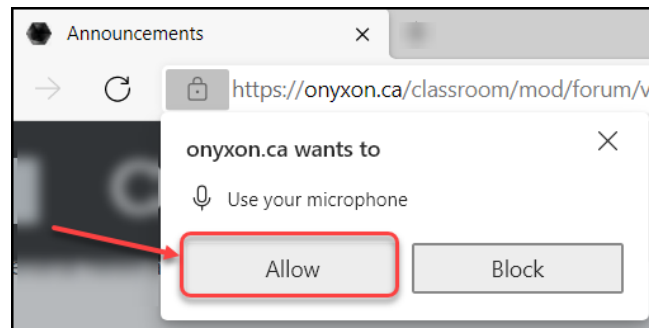
1. Click on the *Record audio* icon on the *Toolbar*.



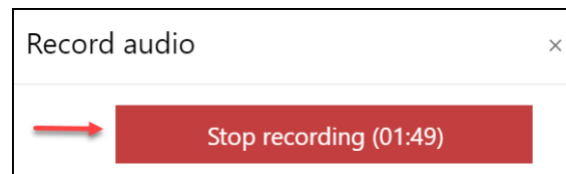
2. A digital *Audio recording widget* appears.



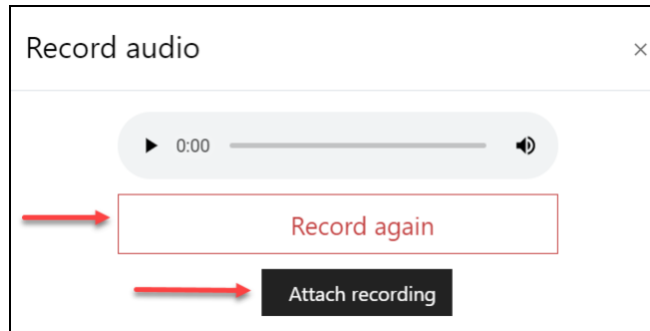
If a pop up appears, it is most likely asking for permission to use your microphone. Choose the *Allow* option to continue. Note: This pop-up and the media file player may appear differently based on browser or plug-in.



3. When you are ready to start recording your voice, click on the *Start Recording* button.
4. When you finished speaking, click on the *Stop recording* button.



5. To listen to your recording, click on the *Play* button.
6. If the recording is satisfactory, click on the *Attach recording* button. If not, click on *Record again*.

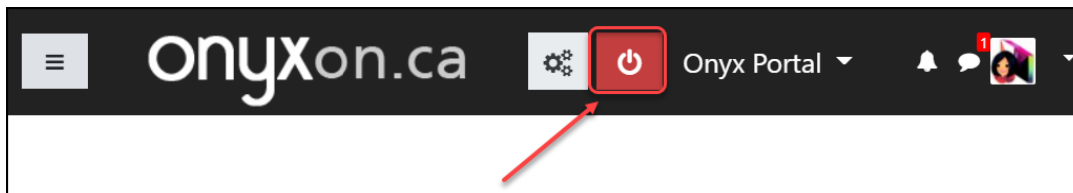


7. When finished, click on the *Save and return to course* button at the bottom of the page.

The media file appears at the bottom of the target *Topic*. It can be relocated using the *Move* icon.

Clicking on the audio link should play the media file on a learner's workstation. Playback may vary, depending on the file type and the web browser.

8. When the *Label* is set up click on the *Turn edit off* button.



The link to the audio *Label* appears on the course page similar to this:

