



MOODLE TIP FOR THE WEEK

HOW TO ADD A PICTURE TO YOUR UNIT/TOPIC

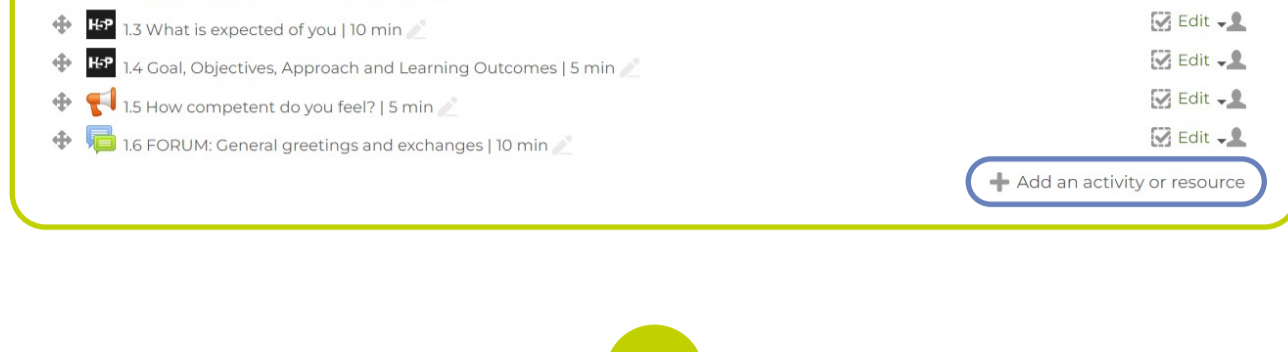
(Course Coordinators)

1

Open the module that you would like to work in. Remember to click **“turn editing on”**.

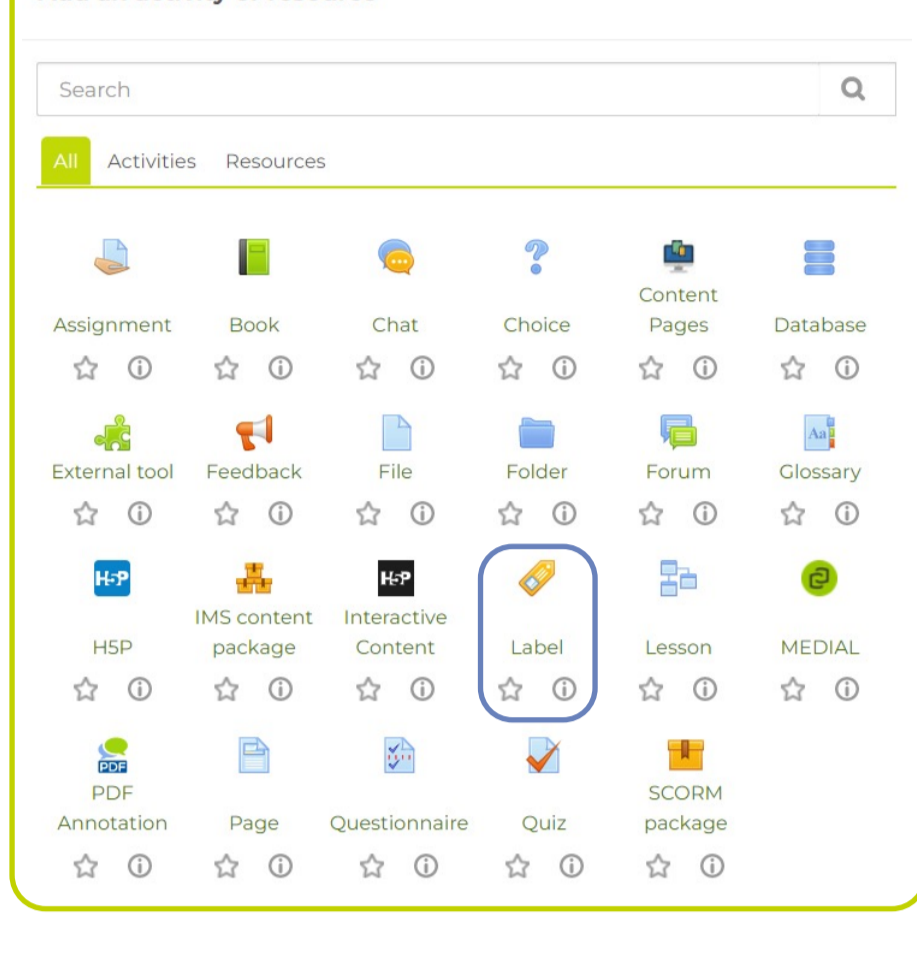
2

Go to the unit in which you want to use the picture and **add an activity**.



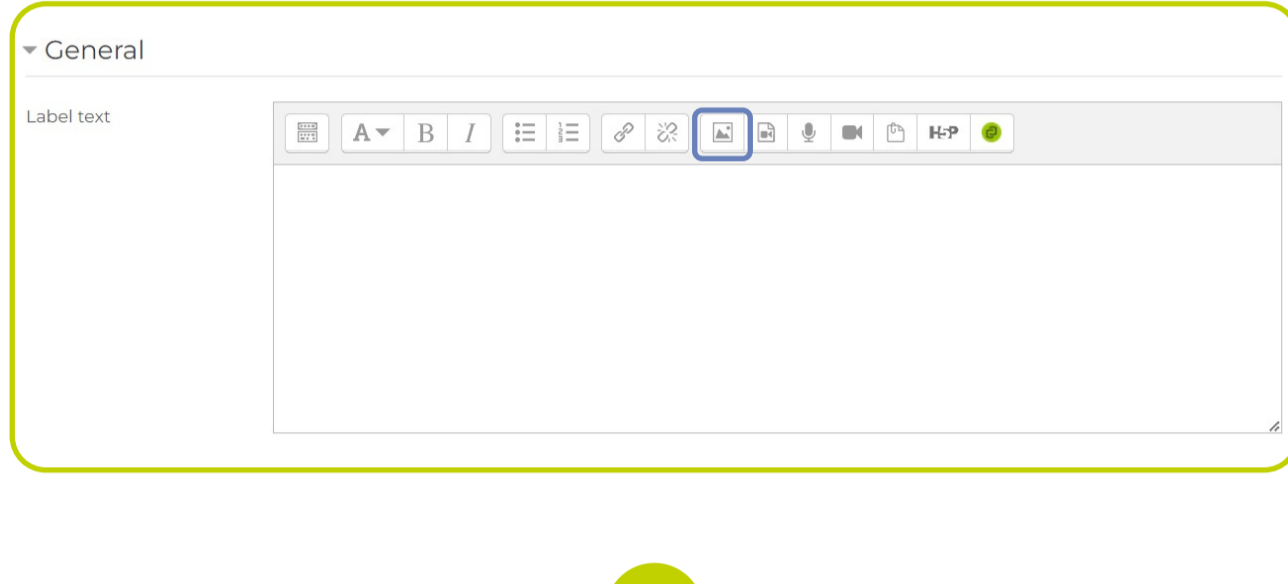
3

Choose the **“label”** option.



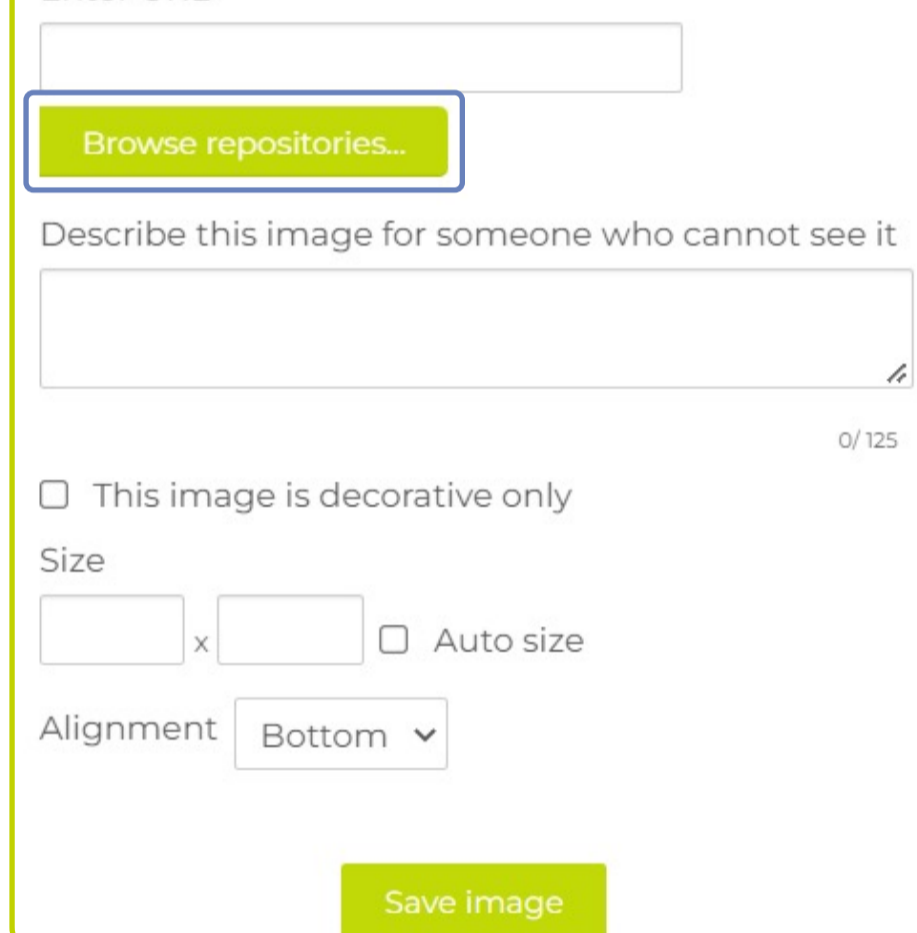
4

Now, click on the **“image”** icon to select an appropriate image.



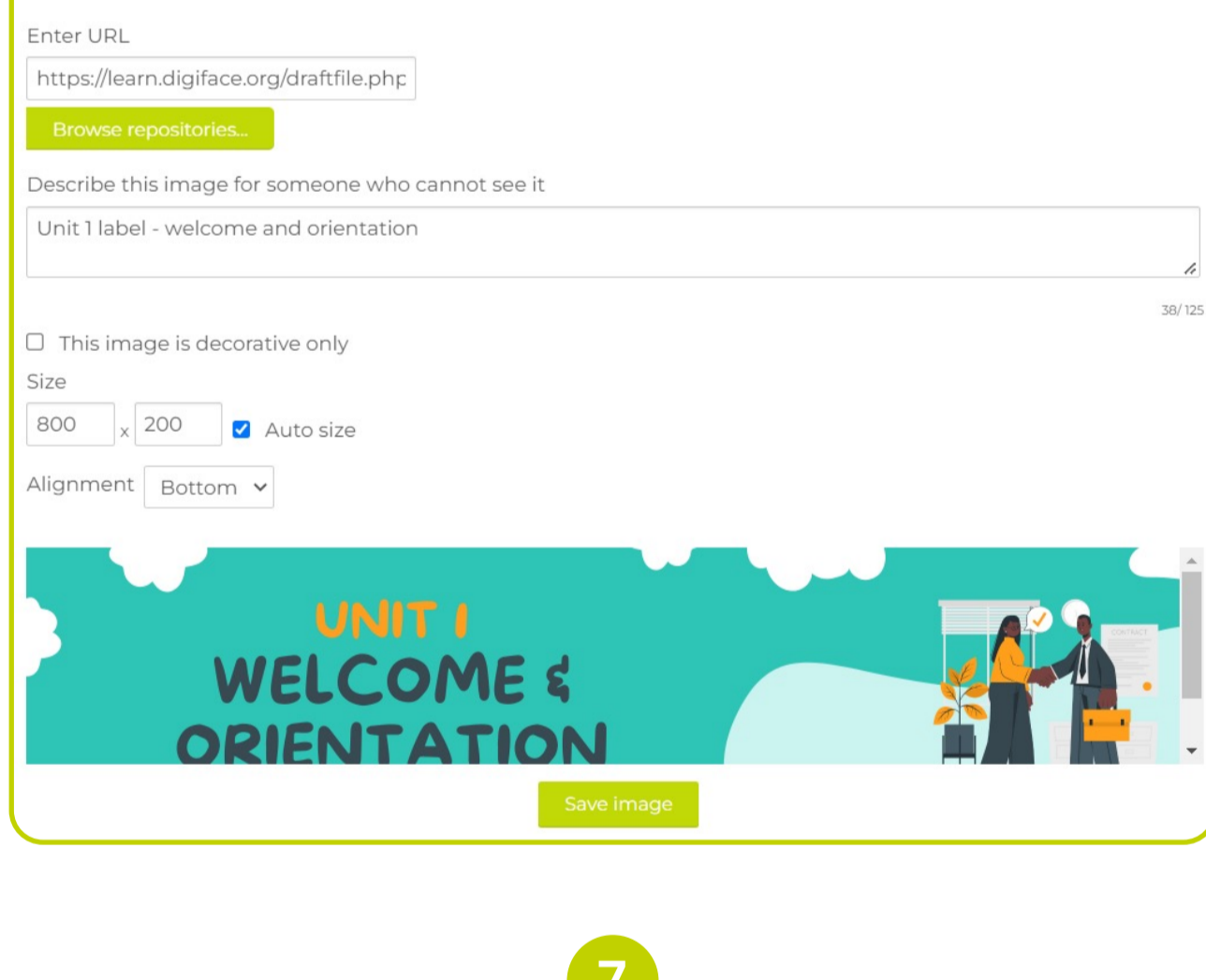
5

Click on **“browse repositories”** and select an image that is already saved on your computer. This can be a JPEG or PNG image. You can design the label in any program, as long as you save it in the correct format. We have found that a long, thin proportioned label works well (as you will see in our example). We have used Canva to make ours.



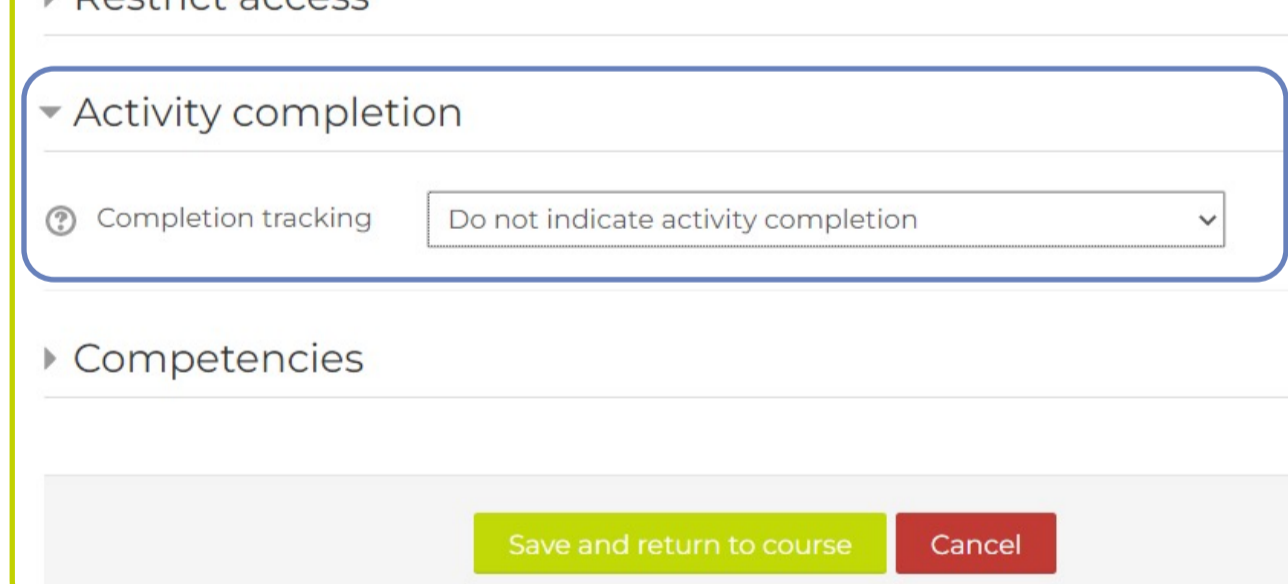
6

Play around with the **“image properties”** to find the best fit for your image. Also make sure you give a description. Then click **“save image”**.



7

Before you are completely done, you need to edit the **“activity completion”** to (Do not indicate activity completion).

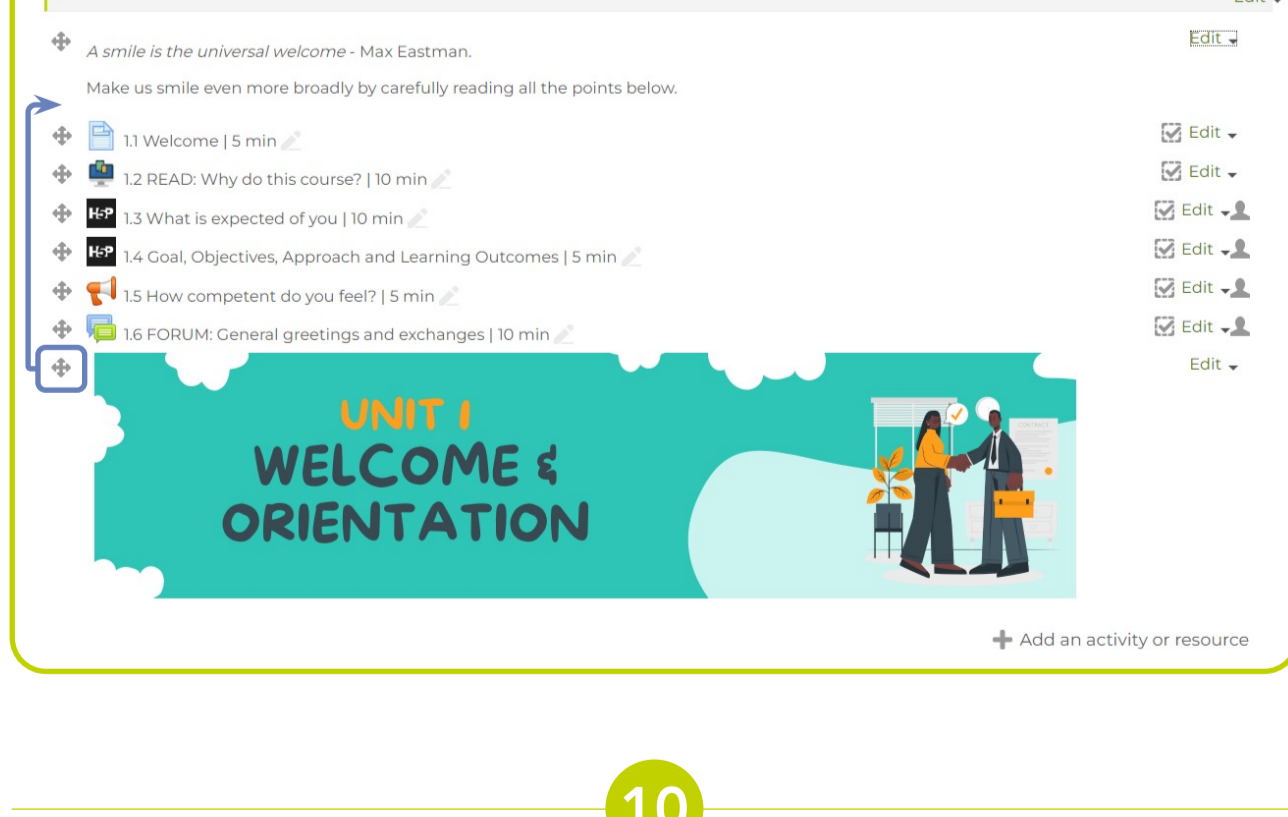


8

Now, click on **“save and return to course”** to see the results!

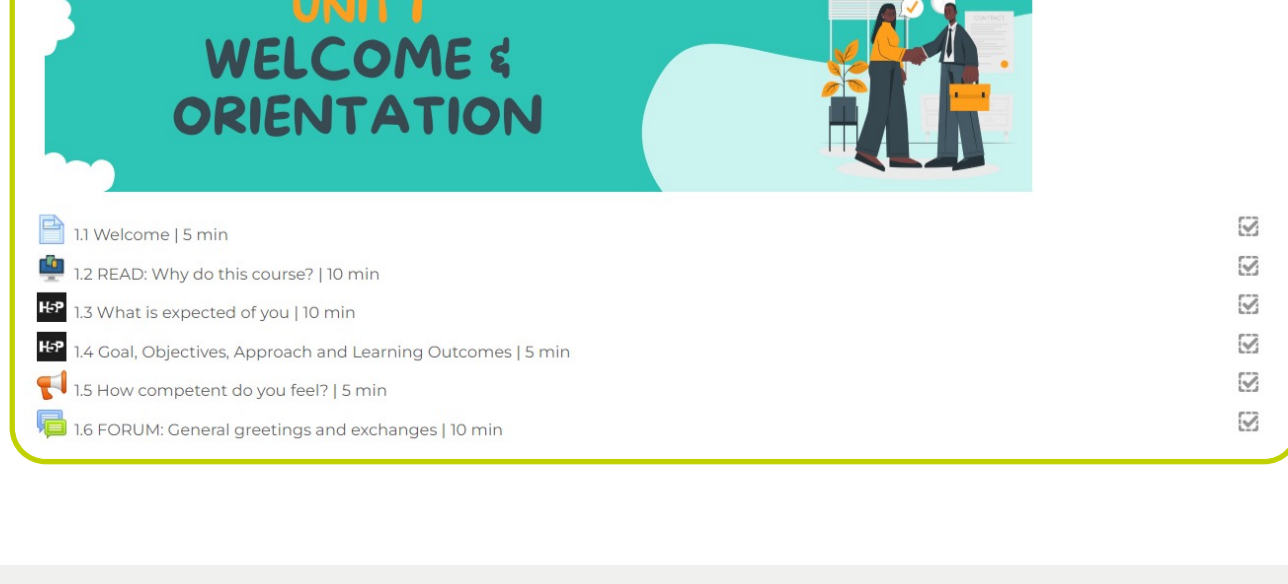
9

You will notice that the image now sits at the bottom of all of the activities in the unit. Place your cursor on the cross sign and drag to the top to place it underneath the heading.



10

You will notice that the **“activity”** does not have a tick box next to it (to indicate activity completion). We do not want it to form part of the activity for this module. In other words, it is not something the students need to complete. Now you are all done!



Tip – be constant in using the labels for all your units. Use the same design and only change the text or images. This will ensure an overall uniformity in the module.