Login to your course.

On the right hand side, locate the “Turn Editing on” button. Click it.

Decide which week you want to put the label in.

Locate the menu box that says “Add a Resource” and click on the arrow to the right of it.

From the drop down menu, choose “Insert a Label”.

You should be brought to a new page titled “Adding a new label”.

Type what you want your label to say in the text box.
How to Insert a Label

If you would like to change the size or of your text you must highlight the text you want to change before you adjust the font or text size.

To change the color of the text, highlight the desired text, click on the icon that shows a T next to a colored square.

In the box of colors that pops up, select your desired color by clicking on it.

You text will show in the color your selected. (Make sure you un-highlight the text so you can see the color.)