

## Faculty: Add a Textbox

Hart Wilson - 2023-12-21 - Comments (0) - Faculty

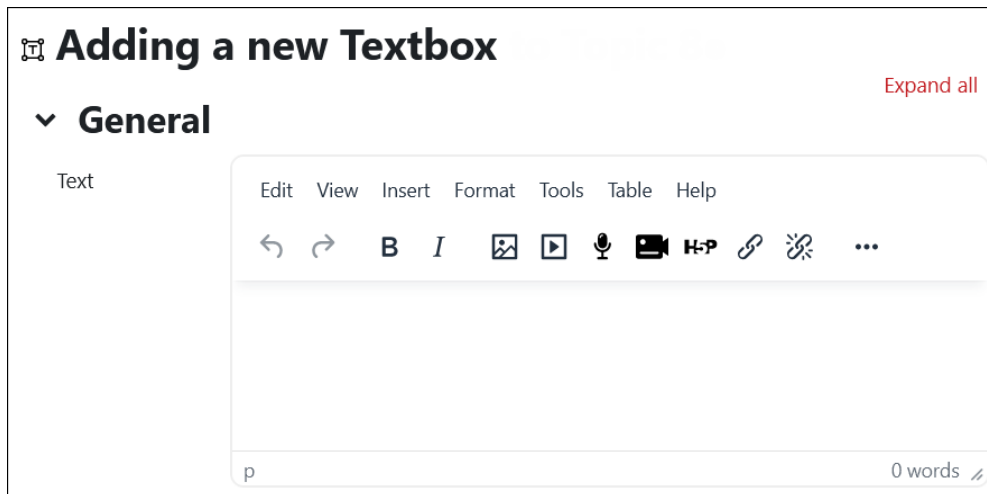
A textbox allows you to post information directly on your main course page. Textboxes are useful as signposts in your course, serving as headings for different kinds of materials in a section. (FYI, textboxes were called “labels” in prior versions of Moodle.)

Textboxes can also contain a variety of content such as:

- Overview of weekly activities and assignments
- YouTube videos
- Special notices about course resources or activities
- Bulleted list of topics for the week

To create a textbox, click on **Add an activity or resource** and select Textbox. See this [guide to embedding links](#) for information about creating links in a textbox.

Note: New textboxes are created with completion tracking turned off. If you have legacy textboxes from courses created in earlier terms, see these instructions to [turn off completion tracking for textboxes in bulk](#).



The screenshot shows the Moodle interface for adding a new textbox. At the top, there is a title "Adding a new Textbox" with a small icon to the left and a red "Expand all" link to the right. Below the title is a section header "General" with a downward arrow. Under "General", there is a "Text" label. To the right of "Text" is a large text editor area. The editor has a menu bar with "Edit", "View", "Insert", "Format", "Tools", "Table", and "Help". Below the menu bar is a toolbar with icons for undo, redo, bold (B), italic (I), image, video, audio, link, unlink, and a more options menu (three dots). The text editor area is currently empty. At the bottom left of the editor, there is a small "p" icon. At the bottom right, it says "0 words" with a small icon.