

Faculty: Add a Textbox

Hart Wilson - 2026-06-05 - [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.)

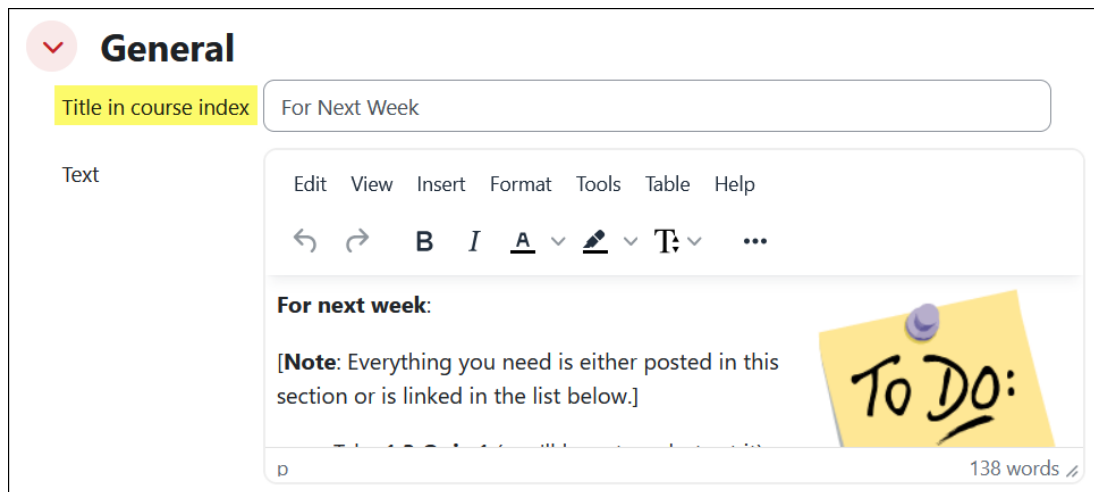
Textboxes can also contain a variety of content such as:

- Overview of weekly activities and assignments
- YouTube videos (just add the URL or open the Source code view to paste an embed link)
- 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. Add a short title to create a link in the course index.

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 'General' section of a Moodle course page. At the top, there is a red circle with a white checkmark and the word 'General'. Below this, there is a yellow highlight on the text 'Title in course index' next to a text input field containing 'For Next Week'. Underneath, the word 'Text' is followed by a rich text editor toolbar with options for Edit, View, Insert, Format, Tools, Table, and Help. The toolbar includes icons for undo, redo, bold, italic, text color, background color, text style, and a menu icon. The main text area contains the heading 'For next week:' followed by a note: '[Note: Everything you need is either posted in this section or is linked in the list below.]'. To the right of the text is a yellow sticky note graphic with the words 'To DO:' written on it. At the bottom right of the text area, it says '138 words' with a small icon.