

Ron Ophir, PhD
May 26, 2020



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**What You See is...
Not Necessarily... What They Get...**
Teaching Commons Webinar

1

Organize

Organizing your Moodle course website

- By Lecture
- By Module
- ...

Special sections

- Welcome/Orientation
- Exams
- Graded Components
- Library Resources
- Support Resources

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Example: By Lecture

AP/ADMS2400 – Introduction to Organizational Behaviour

Welcome & Orientation

Lecture 1: Introduction to OB

Lecture 2: Behavioural Outcomes

Lecture 3: Perception

Lecture 4: Attitudes

Lecture 5: Motivation

⋮

Examinations & Grades

Learning Support & Resources

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Lecture 1: Introduction to OB

Lecture 1: Introduction to OB

Date: January 8, 2020

Synopsis: Don't let this title fool you... this week's session is much more than a simple introduction... After getting to know each other a little bit, we will discuss a video case and learn how to identify issues and extract relevant pieces of information from the case. All students are expected to attend this class meet, including those who are still trying to register in this section.

Assigned Readings

Prepare: Colquitt Chapter 1 (pp. 4-23 RED)

AA: On-Line Activity

Assignment 1-A: Introduce Yourself (no later than January 21)

Assignment 1-B: Add a Picture to your Moodle Profile (no later than January 21)

Learning Materials

Lecture 1 - Worksheet (you are invited to bring a copy with you to class)
23.7KB Word 2007 document

Lecture 1 - intro and logistics (3 slides per page)
933KB PDF document

Lecture 1 - slides to accompany readings (3 slides per page)
500.5KB PDF document

Optional Skills Practice

Skills Practice - Optional Activity Description

Blowout (Season 1, Episode 3, minutes 00:00-13:15) (YouTube link)

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A few guiding principles

Organizing your Moodle course website

- Simplicity (short) → avoid overload
- Clarity → important information visible
- Consistency of structure (repetitive) → familiar

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Welcome & Orientation

Welcome & Orientation

Welcome to the course website for ADMS2400: Introduction to Organizational Behaviour!

- Please take a few minutes to review this section of the website "Welcome & Orientation" and familiarize yourself with the course website.
- Also, do not forget to review the copyright notice, as well as the course etiquette and communication expectations, and sign that you have read and understood those. The rest of the course website content will become available once you've completed these two tasks.

Looking forward to learning with you this term!

Ron

Basic Information

 Course Announcements

 Course Outline

891.2KB PDF document

 About Activities/Assignments (10% of course grade) (pdf)

81KB PDF document

 Office Hours (online signup, click for details)

 York University Weather Status on YU Safety site [any updates (if exist) will be available on this page]

More About the Course

 About this Website

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Looking forward to learning with you this term!

Ron

Basic Information

Course Announcements

Course Outline ☐

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About Activities/Assignments (10% of course grade) (pdf) ☐

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Office Hours (online signup, click for details) ☐

York University Weather Status on YU Safety site [any updates (if exist) will be available on this page] ☐

More About the Course

About this Website ☐

About Weekly Worksheets and Slides ☐

About Case Analysis ☐

About Participation in Class ☐

Copyright

Copyright: Agreement and Understanding Form (please sign) ☒

Communication & Etiquette

Course Communication: Etiquette and Expectations (pdf) ☐

428KB PDF document

Etiquette: Agreement and Understanding Form (please sign) ☒

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moodle.yorku.ca/moodle/course/view.php?id=157535

Moodle@York

Ron Ophir Student

AP/ADMS2400 S - Introduction to Organizational Behaviour (Winter 2019-2020)

Dashboard / My courses / AP/ADMS2400 S - Introduction to Organizational Behaviour (Winter 2019-2020)

ADMS2400 S W20

WELCOME TO THE WORLD OF ORGANIZATIONAL BEHAVIOUR!

NEW: link to AP/ADMS2400 Final Exams (Winter 2020) ☐

YorkU's Coronavirus Information and Update page ☐

Quick guide to joining class online (Zoom) ☐

1.4MB PDF document

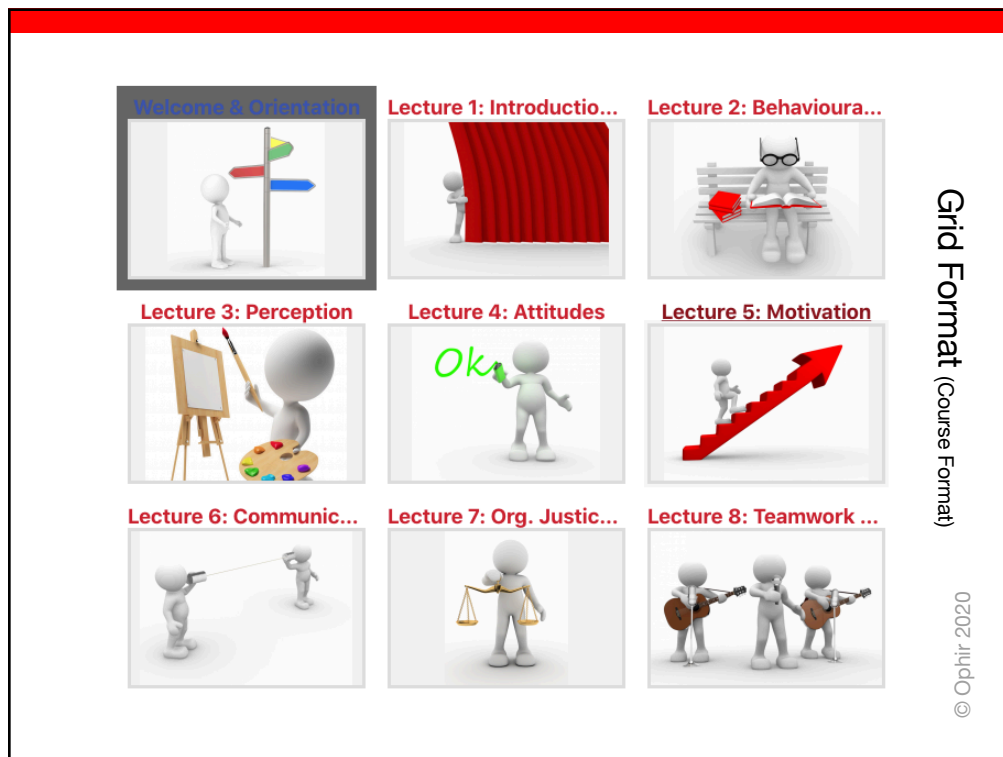
Course Completion Plan for Section S ☐

281.2KB PDF document

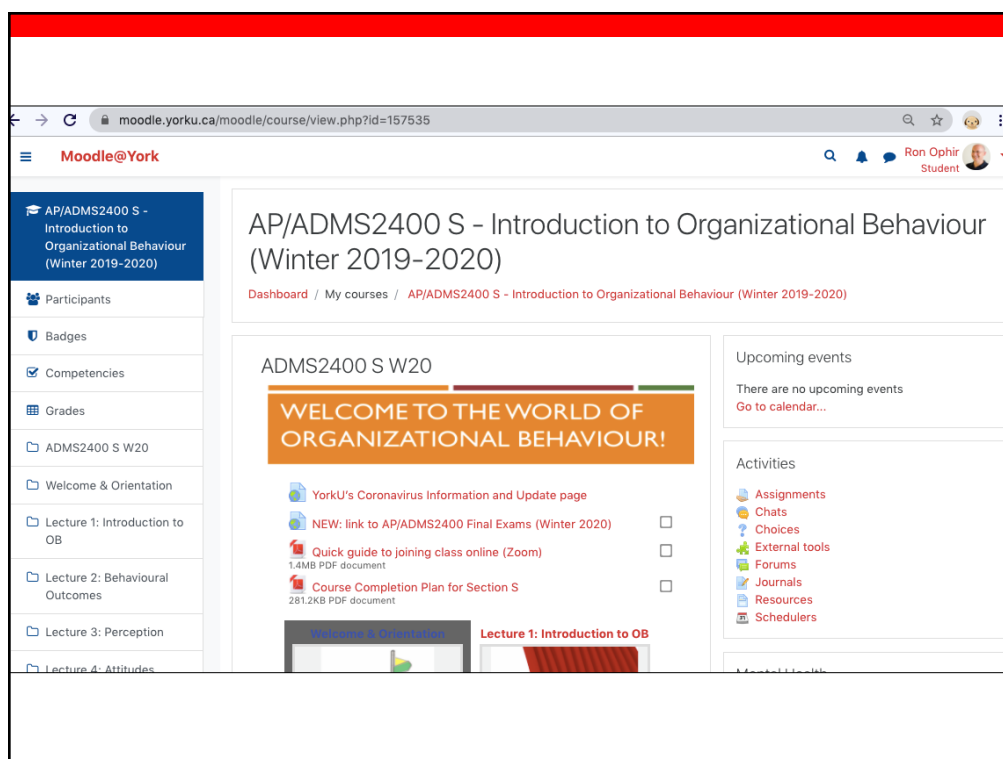
Welcome & Orientation **Lecture 1: Introductio...** **Lecture 2: Behavioura...**

General (top section)

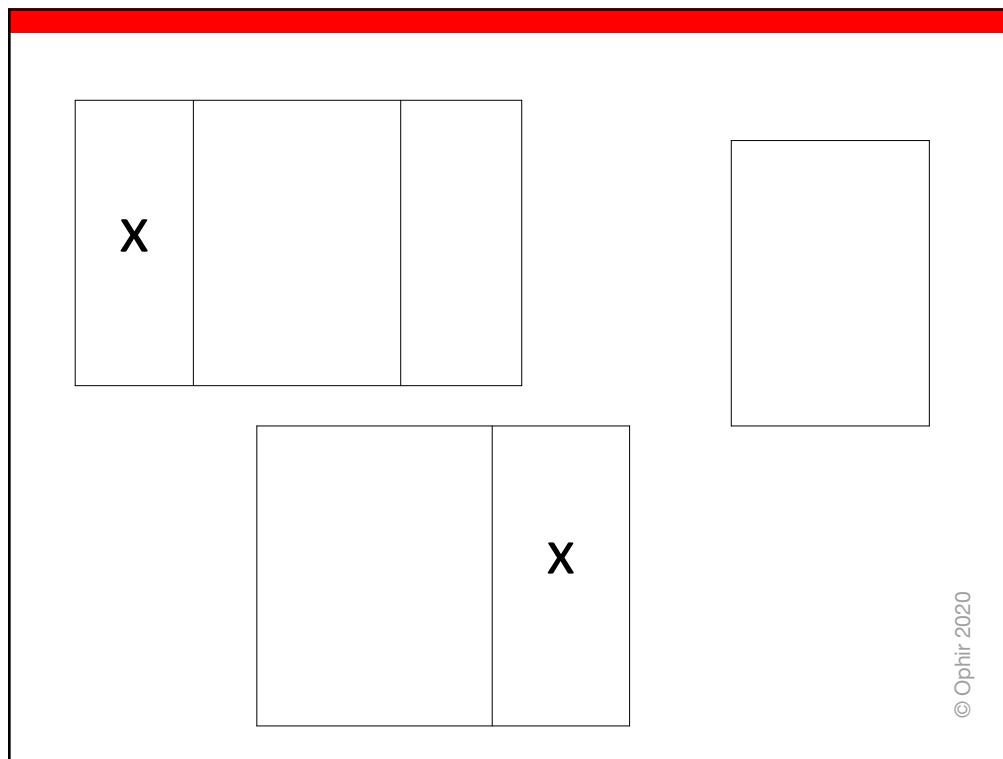
8



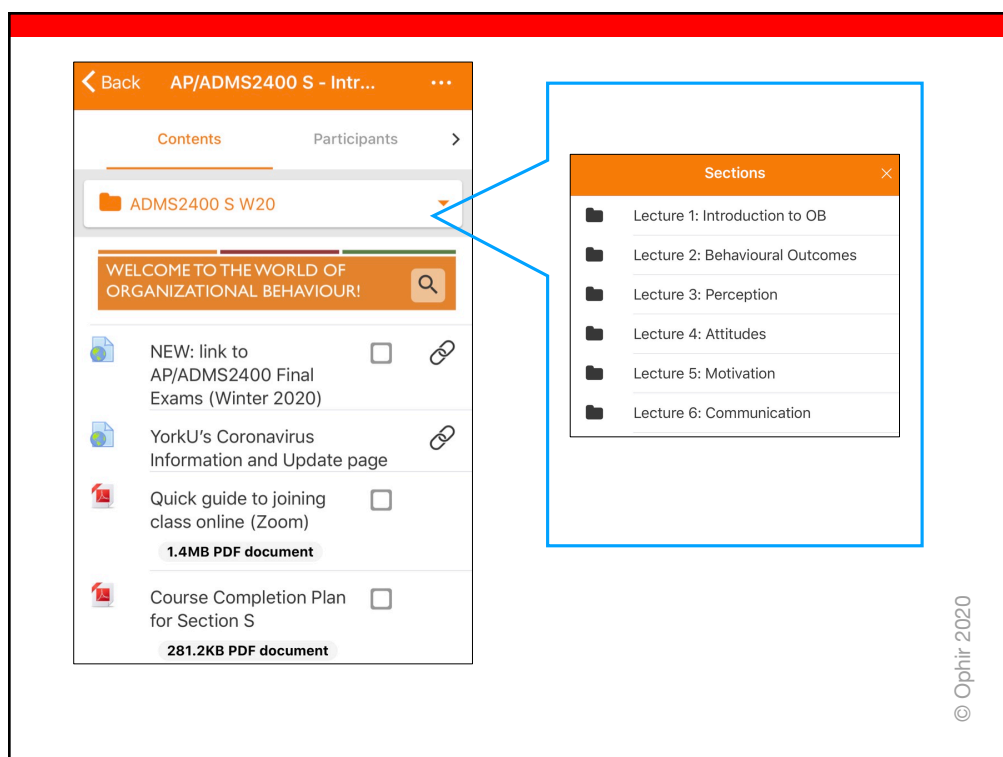
9



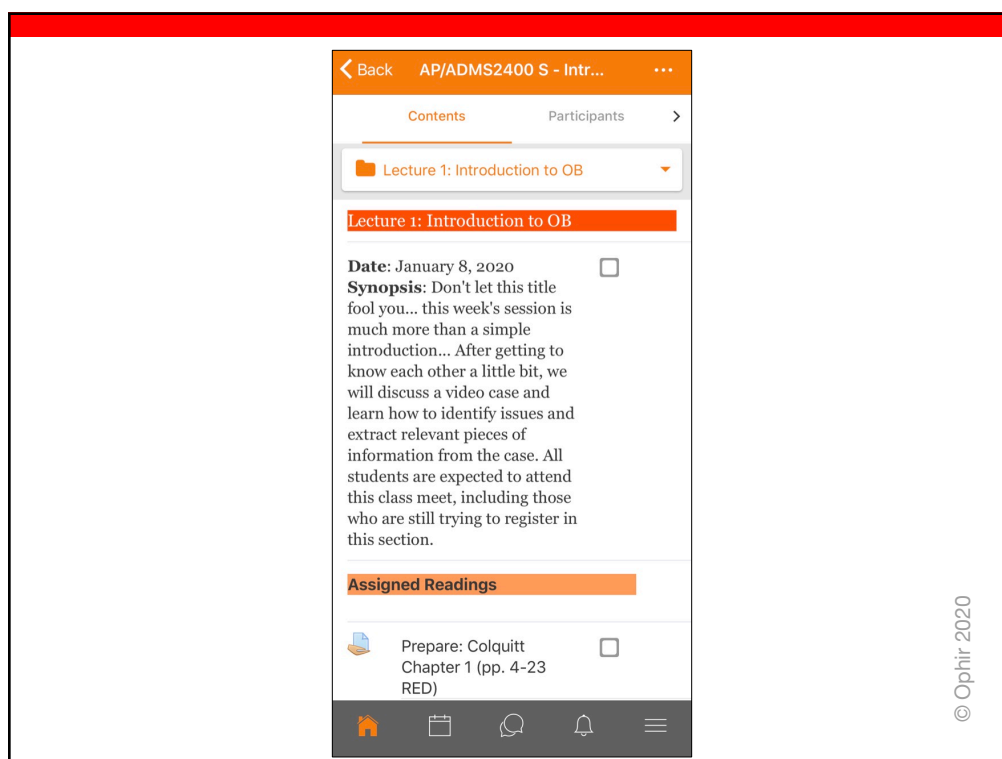
10



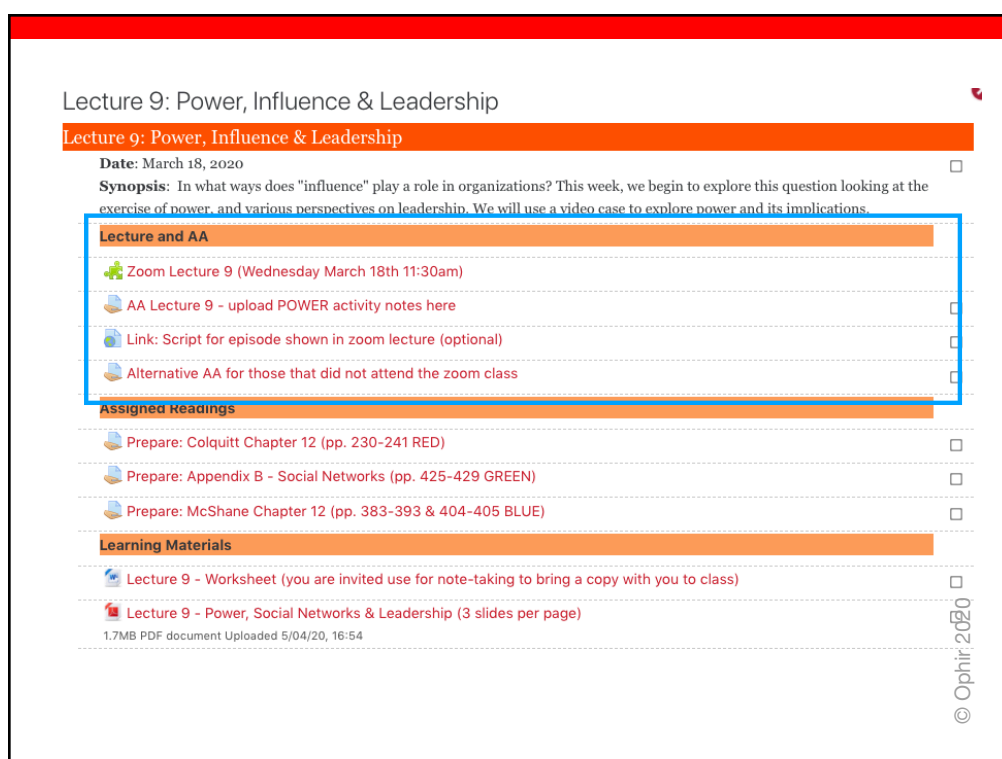
11



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Example: By Module

AP/HRM3450 – Equity, Diversity and Inclusion in the Workplace

Course Orientation

Module 1: Intro

Module 2: Gender

Module 3: Ability

Module 4: Visible Minorities, Race, Ethnicity

Module 5: Indigenous Peoples & Conclusion

Dialogue Café

Group Presentations

Exams & Grade Components

Course Communication

Library & Citation Links

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moodle.yorku.ca/moodle/course/view.php?id=157102

Moodle@York

AP/HRM3450 A - Equity, Diversity and Inclusion in the Workplace (Fall 2019-2020)

Participants

Badges

Competencies

AP/HRM3450 A -- Fall 2019

Course Orientation

Module 1: Intro

Module 2: Gender

Module 3: Ability

Module 4: Visible Minorities, Race, Ethnicity

Module 5: Indigenous Peoples & Conclusion

Dialogue Café

Group Presentations

AP/HRM3450 A - Equity, Diversity and Inclusion in the Workplace (Fall 2019-2020)

Dashboard / Courses / 2019-2020 / Faculty of Liberal Arts & Professional Studies / Fall / AP/HRM3450 A - Equity, Diversity and Inclusion in the Workplace (Fall 2019-2020)

AP/HRM3450 A -- Fall 2019

Welcome to EDI (HRM3450 A)

Course Announcements

Course Outline (Syllabus) 459KB PDF document

Office Hours (online signup, click for details)

Course Orientation

Course Orientation

Check out this section of the website for basic information about getting started in this course. Welcome to the course and have a wonderful term!

Basic information about the course

Review the course syllabus (outline) - Final

Course Reserves @ Bronfman Library

First Steps: Weeks 1 & 2

* Complete readings for Module 1.

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Course Orientation
Module 2: Gender

Module 1: Intro

Module 1: Introduction to Diversity

Module Start Date: September 5, 2019
Your progress

September 5

Assigned Readings

Prepare Chapter B1 - Introduction (Custom Reader, 2nd ed., pp. 1-34)

☐

Assignments

Assignment 1-A: Introduce Yourself (due: Sept. 18)

☐

Assignment 1-B: Upload Your Picture (due: Sept. 18)

☐

Etiquette & Expectations

Read the "Course Etiquette and Expectations" document

☐

Sign agreement and understanding form here (by Sept. 18)

☐

Downloadable Materials & Links

Chapter B1: Slides to support reading preparation
1.2MB PDF document

☐

Slides -- September 5, 2019 (3 slides per page) - Module 1 Part 1
2.3MB PDF document

☐

Slides -- September 5, 2019 - Expectations & Logistics
3.6MB PDF document

☐

Link: Ad for Intel Core 2 Due Processor

☐

September 12

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Course Orientation

Course Orientation

Check out this section of the website for basic information about getting started in this course. Welcome to the course and have a wonderful term!

Your progress

Basic information about the course

Review the course syllabus (outline) - Final

☐

Course Reserves @ Bronfman Library

☐

First Steps: Weeks 1 & 2

* Complete readings for Module 1.

☐

* Check out additional material posted under Module 1.

☐

* Complete assignments 1-A (introductory assignment) and 1-B (upload profile picture).

☐

Code of Conduct

Course Etiquette and Expectations (appears also under "communication")

☐

Link: Academic Integrity Tutorial on SPARK

☐

Getting to Know the Moodle Environment

Link: Moodle Quick Start Guide

☐

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Course Text: Custom Reader

We are using the 2nd edition of a Custom Reader for the course. Check out the course syllabus for detailed information about our Custom Reader. Some hardcopies of the Custom Reader and the original textbooks are available on reserves at the Bronfman Library. ☐

 **Textbook: Table of Contents** ☐

33.8KB PDF document ☐



Support Resources

-  [ESL Open Learning Centre \(open to ALL students\)](#) ☐
-  [Learning Skills Services](#) ☐
-  [Writing Centre](#) ☐
-  [Student Counselling & Development](#) ☐

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← Back
AP/HRM3450 A - Equi...
...

September 5

Assigned Readings

-  Prepare Chapter B1 - Introduction (Custom Reader, 2nd ed., pp. 1-34) ☐

Assignments

-  Assignment 1-A: Introduce Yourself (due: Sept. 18) ☐ 
-  Assignment 1-B: Upload Your Picture (due: Sept. 18) ☐

Etiquette & Expectations

-  Read the "Course Etiquette and Expectations" document ☐ 

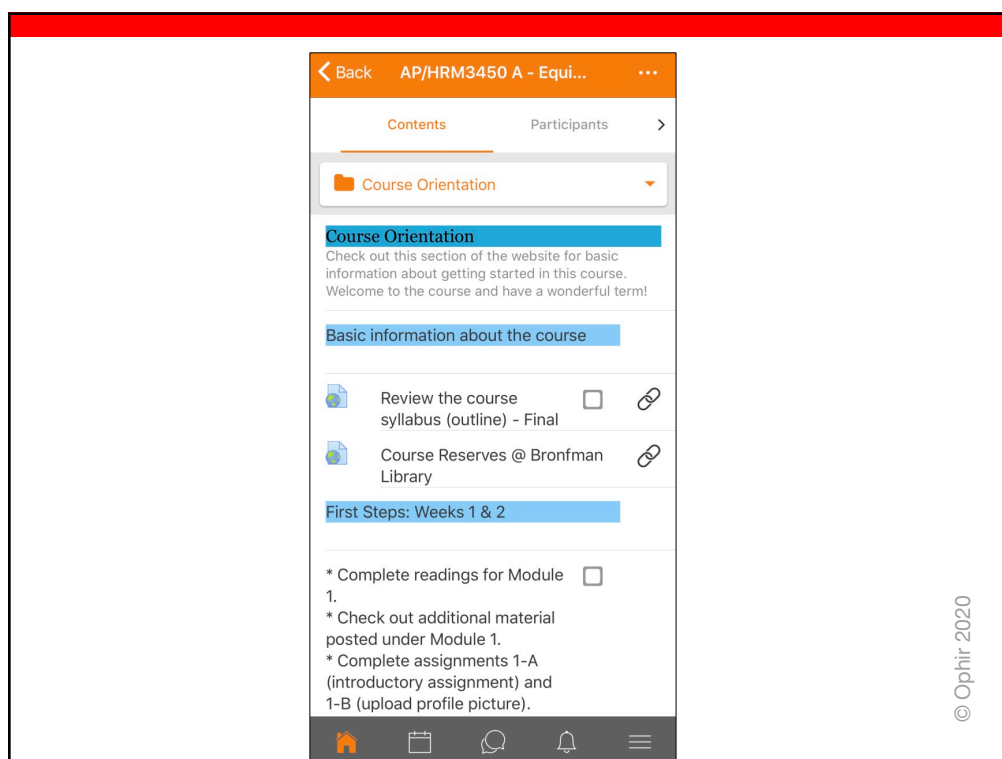




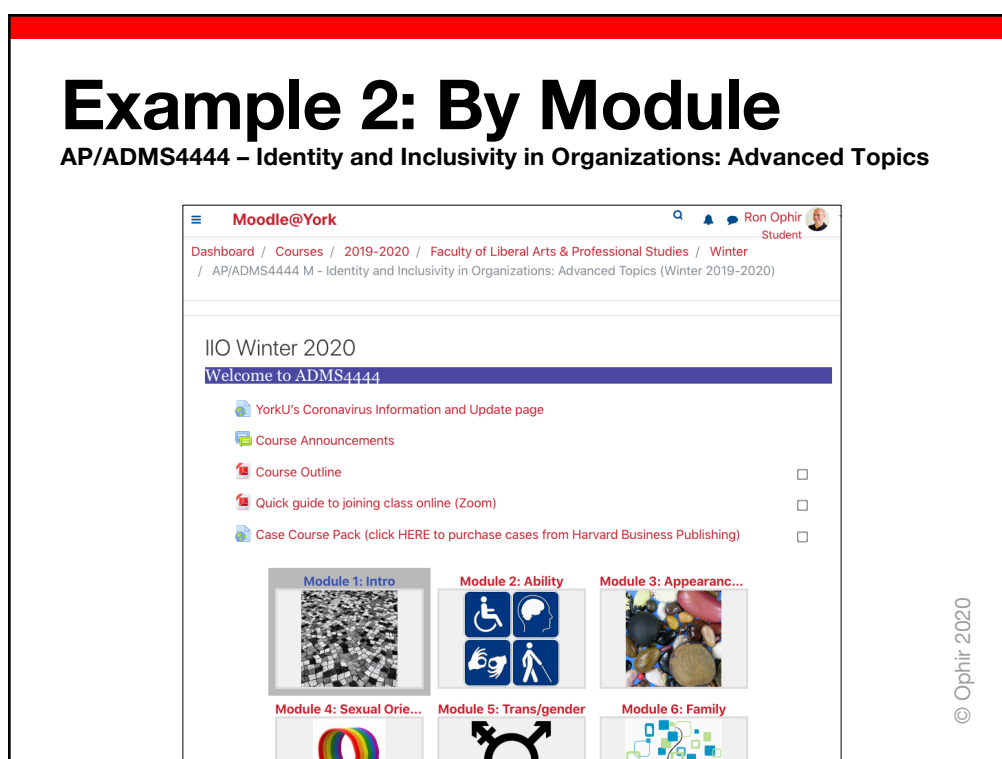


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Module 1: Intro

Module 2: Ability

Module 3: Appearance...

Module 4: Sexual Orie...

Module 5: Trans/gender

Module 6: Family

My IIO Blog

Final Project

Library Links

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Module 1: Intro

Module 1: Introduction to Diversity & Inclusion

January 8

Assignments

*** Please complete the first blog entry (see IIO Blog section). ☐

Assignment: Upload your picture to your Moodle Profile ☐

Read: Course Expectations - Communication and Code of Conduct ☐
519.8KB PDF document

? Sign: agreement and understanding form here (by January 15) ☐

Materials and Class Content

Slides: January 8 2020 (slides) - Welcome/Logistics ☐
1.1MB PDF document

Slides: January 8 2020 (slides) - Content ☐
65.6KB PDF document

The Beautiful Life (TBL) (YouTube Channel) ☐

TBL - Clip markings for episodes 1 and 2 ☐

Slides: January 8 2020 - class activity ☐
424KB PDF document

January 15

Readings

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My IIO Blog

My IIO Blog/Vlog

This blog space is a personal space for you to reflect on your course experience. Your weekly blog entries are visible only to you and to Dr. Ophir. Your course-mates cannot view your entries. [Links to blog entries will be added here as we progress through the course.](#)

[About Weekly Personal Blog](#) □

Weekly Blog Entries

[Blog Entry 1: Introductions \(due January 15\)](#) □

[Blog Entry 2 \(due Jan 22 2020\)](#) □

[Blog Entry 3 \(due January 29 2020\)](#) □

[Blog Entry 4 \(due February 5\)](#) □

[Blog Entry 5 \(due February 26 2020\)](#) □

[Blog Entry 6 \(due Mar 6 2020, Friday\)](#) □

[Blog Entry 7 \(due March 11 2020\)](#) □

[Blog Entry 8 \(due March 25 2020\)](#) □

[Blog Entry 9 \(due April 1 2020\)](#) □

Alternative: Vlog Entries

Blog Report (end of term) information and submission

[Blog Report \(instructions\)](#) □
74.2KB PDF document

[Blog Report – template](#) □
22.5KB Word 2007 document

[Blog Report – submission link](#) □

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Using Groups

The Basics

Participants can be assigned to one or more groups

- Manually create and assign students to group(s)
- Auto-create groups

What is this useful for?

- Communication (e.g., forum)
- Group submission (e.g., assignment)
- Access restrictions

How to?

https://lthelp.yorku.ca/course-management/creating-groups?from_search=46402418

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Presentation Groups (Self-Selection)

1

AP/HRM3450 A -
Equity, Diversity
and Inclusion in
the Workplace
(Fall 2019-2020)

Participants

Participants

No filters applied

4

HRM3450A F19 Groups

Groups

- A01 (4)
- A02 (4)
- A03 (5)
- A04 (4)
- A05 (5)
- A06: Equaverse (5)
- A07: Gamechangers (4)
- A08: Pangaea (4)
- A09: U&I (4)
- A10: Equa1s (4)
- A11: The MINA's (4)
- _ not assigned to groups (1)
- _ to be assigned (0)

3

⚙

- Enrolled users
- Enrolment methods
- Groups
- Permissions
- Check permissions
- Other users

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Discussion Groups (forum discussion in online course)

Groups
Groupings
Overview

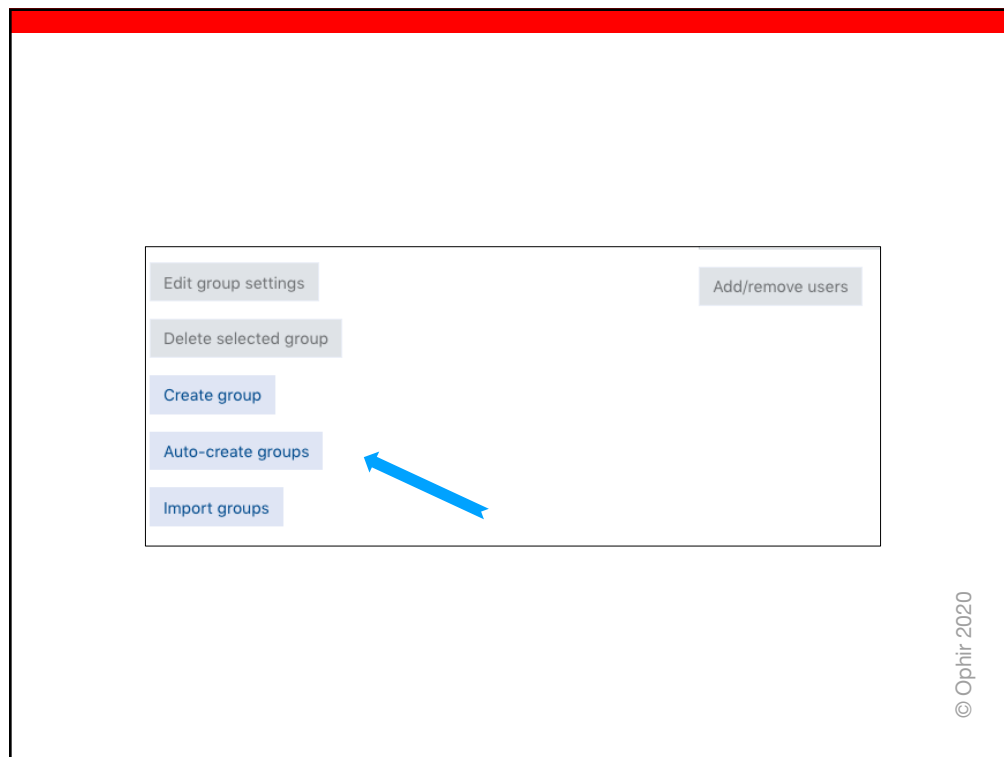
HRM3450B F19 Groups

Groups

- Discussion Group A (7)
- Discussion Group B (8)
- Discussion Group C (8)
- Discussion Group D (8)
- Discussion Group E (7)
- Discussion Group F (8)
- Discussion Group G (8)
- Discussion Group H (8)
- Discussion Group I (8)
- Discussion Group J (7)

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A screenshot of the 'Auto-create groups' configuration page. The page has a red header bar at the top. The main content area is white. The title 'Auto-create groups' is at the top left. There is a 'Collapse all' link at the top right. The page is divided into two sections: 'General' and 'Group members'. The 'General' section is highlighted with a blue border. It contains the following options: 'Naming scheme' (Discussion Group #), 'Auto create based on' (Members per group), 'Group/member count' (10), 'Group messaging' (No), and a checkbox 'When a new student is enrolled in my course, automatically add them to a group'. The 'Group members' section contains the following options: 'Select members with role' (Student), 'Select members from grouping' (None), 'Select members from group' (None), 'Allocate members' (Randomly), and three checkboxes: 'Prevent last small group', 'Ignore users in groups', and 'Include only active enrolments' (checked). The page is signed '© Ophir 2020' at the bottom right.

Auto-create groups

▼ Collapse all

▼ General

Naming scheme ⓘ Discussion Group #

Auto create based on Members per group ⚙

Group/member count 10

Group messaging ⓘ No ⚙

☐ When a new student is enrolled in my course, automatically add them to a group

▼ Group members

Select members with role Student ⚙

Select members from grouping None ⚙

Select members from group None ⚙

Allocate members Randomly ⚙

☐ Prevent last small group

☐ Ignore users in groups

☒ Include only active enrolments ⓘ

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A screenshot of a web form titled "Grouping". The form has two input fields: "Grouping of auto-created groups" with a dropdown menu showing "New grouping", and "Grouping name" with a text input field containing "Webinar example". Below these fields are three buttons: "Preview" (dark blue), "Submit" (dark blue), and "Cancel" (light blue). A large blue arrow points from the bottom left towards the "Preview" button. The entire form is enclosed in a light gray border.

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A screenshot of a table titled "Groups preview". The table has three columns: "Groups (7)", "Group members", and "User count (69)". The "Group members" column is filled with a pattern of small blue dots. The "User count" column shows the number of users for each group.

Groups (7)	Group members	User count (69)
Discussion Group 1		10
Discussion Group 2		10
Discussion Group 3		10
Discussion Group 4		10
Discussion Group 5		10
Discussion Group 6		10
Discussion Group 7		9

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Groupings

Another layer



Groupings are a collection (set) of Groups

- A group does not have to be part of a grouping
- A group can be part of more than one grouping

What is this useful for?

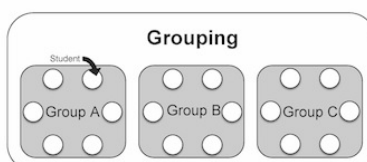
- Define an activity for a specific set of groups
- Access restrictions

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What is a
Grouping...

A grouping is a
collection of groups

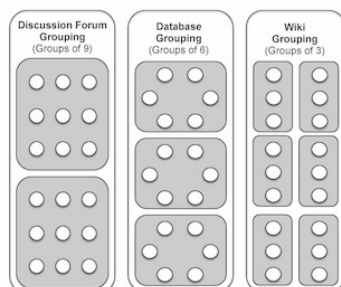


A grouping helps you **organize multiple groups** you might use in your course

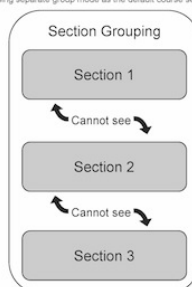
You can **assign an activity to a particular grouping** depending on what kind or size of groups you want to use

When to use Groupings...

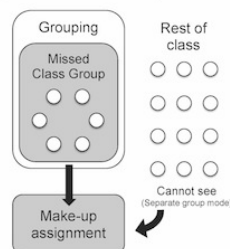
To assign different-sized groups depending on the type of activity



To teach a multi-section course in a single Moodle course
(Using separate group mode as the default course setting)



To create an assignment for only part of the class, leaving out the rest



Create Groupings in Moodle © 2020 University of Massachusetts Amherst
<https://www.umass.edu/it/support/moodle/create-groupings-moodle>

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Application: Online Course

Discussion Groups + Project Groups

AP/HRM3450 B - Equity, Diversity and Inclusion in the Workplace (Fall 2018-2019)

[Dashboard](#) / [My courses](#) / [AP/HRM3450 B - Equity, Diversity and Inclusion in the Workplace \(Fall 2018-2019\)](#) / [Users](#) / [Groups](#)

Groups

Groupings

Overview

HRM3450B F18 Groups

Groups

Members of:

Discussion Group A (0)

Discussion Group B (0)

Discussion Group C (0)

Discussion Group D (0)

Discussion Group E (0)

Discussion Group F (0)

Discussion Group G (0)

Discussion Group H (0)

Discussion Group I (0)

Discussion Group J (0)

Group B01 (Blaire, Monique) (0)

Group B02 (Kayon, Nina) (0)

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Groups

Groupings

Overview

Groupings

Grouping	Groups	Activities	Edit
Discussion Groups	Discussion Group A, Discussion Group B, Discussion Group C, Discussion Group D, Discussion Group E, Discussion Group F, Discussion Group G, Discussion Group H, Discussion Group I, Discussion Group J	0	  
Project Groups	Group B01 (Blaire, Monique), Group B02 (Kayon, Nina), Group B03 (Maria G, Sean, Tanisha), Group B04 (Jonathan, Olga), Group B05	0	  

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Discussion Groups (forum discussion in online course)

PA-1A: Diverse? Inclusive? Your thoughts and observations (deadlines: Sept 17/Sept 24 11:59pm)
 (Discussion Groups)

☒

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Project Groups (self-selection in online course)

Group Project

Group Project Description - due December 4 (by 23:55 [11:55pm])
111.4KB PDF document

☒

"Find a Group" Forum (open to the whole class)

Restricted

 Available until **2 November 2019, 12:05 AM**

Project Communication Forum (by PROJECT group)
 (Project Groups)

Restricted

 Not available unless: You belong to a group in **Project Groups**

Optional: Forum for INTERNAL Project Group Communication (not accessed by Dr. Ophir)
 (Project Groups)

Restricted

 Not available unless: You belong to a group in **Project Groups**

Group Project Submission (one group member ONLY) (due: Dec. 4, 23:55)

Restricted

 Not available unless: You belong to a group in **Project Groups**

Self- and Peer-Evaluation - Group Project (due: Dec. 4, 23:55)
 (Project Groups)

Restricted

 Not available unless:

- It is before **7 December 2019, 2:00 PM** (hidden otherwise)
- You belong to **Late reflections (Group Project)** (hidden otherwise)

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Application: LECT

Project Groups + Ad Hoc Activity Group

Groups
Groupings
Overview

ADMS4444 W20 Groups

Groups

Members of:

ActivityGroup 1 (3)
ActivityGroup 2 (3)
ActivityGroup 3 (3)
ActivityGroup 4 (3)
Project Group A (4)
Project Group B (4)
Project Group C (5)

Groupings

Grouping	Groups	Activities	Edit
Activity Groups	ActivityGroup 1, ActivityGroup 2, ActivityGroup 3, ActivityGroup 4	1	
Project Groups	Project Group A, Project Group B, Project Group C	2	

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Group Project Forum (Group-Instructor)

Group Project Forum (Group-Instructor)

This forum is intended for communication between your group and Dr. Ophir with regard to your group project, including submissions of deliverables (initial proposal, final proposal, video link, presentation file, report). Questions? Clarifications? Please post here.

Separate groups (Project Groups) All participants

Add a new discussion topic

Separate groups (Project Groups)

Add a new discussion topic

All participants
Project Group A
Project Group B
Project Group C

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March 4th Activity (prev: Feb 26th)

Visible groups (Activity Groups)

Add a new discussion topic

All participants
ActivityGroup 1
ActivityGroup 2
ActivityGroup 3
ActivityGroup 4

March 4th Activity (prev: Feb 26th)

Visible groups (Activity Groups) All participants

Add a new discussion topic

Discussion	Started by	Group	Replies	Unread	Last post	Created
☆ Feb 26th class activity - group 4	Ron Ophir	ActivityGroup 4	0	0	Ron Ophir Wed, 26 Feb 2020, 9:06 AM	Wed, 26 Feb 2020, 9:06 AM
☆ Feb 26th class activity - group 3	Ron Ophir	ActivityGroup 3	0	0	Ron Ophir Wed, 26 Feb 2020, 9:05 AM	Wed, 26 Feb 2020, 9:05 AM
☆ Feb 26th class activity - group 2	Ron Ophir	ActivityGroup 2	0	0	Ron Ophir Wed, 26 Feb 2020, 9:04 AM	Wed, 26 Feb 2020, 9:04 AM
☆ Feb 26th class activity - Group 1	Ron Ophir	ActivityGroup 1	0	0	Ron Ophir Wed, 26 Feb 2020, 9:03 AM	Wed, 26 Feb 2020, 9:03 AM

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Application: Accommodations

(combine with “Group Override” and/or “Access Restrictions”)

Groups

Accommodated Students (10 min/hour) (4)
Accommodated Students (15 min/hour) (4)
Accommodated Students (20 min/hour) (2)
Accommodated Students (30 min/hour) (4)
Accommodated Students (40 min/hour) (1)
Accommodated Students (60 min/hour) (4)

Groupings

Grouping	Groups	Activities	Edit
Accommodated Students	Accommodated Students (10 min/hour), Accommodated Students (15 min/hour), Accommodated Students (20 min/hour), Accommodated Students (30 min/hour), Accommodated Students (40 min/hour), Accommodated Students (60 min/hour)	0	

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Course Settings - Groups

Groups

The Group mode set at the course level will be the default for all activities in your course. You might wish to set your groups up at an individual activity level instead. Otherwise select your preferred Group mode from the drop-down list.

- **None:** No groups are set.
- **Separate:** Groups members cannot see or access the work of students in other groups.
- **Visible:** Everyone's work is viewable by all, but only members of each group can edit or add new data within their own group activities.

We recommend leaving Force group mode set to no. If set to yes, it will automatically apply the group mode selected for all course activities and resources, overriding the individual group settings.

https://lthelp.yorku.ca/62967-setting-up-your-course/customize-your-course-settings?from_search=46394628

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Completion Tracking

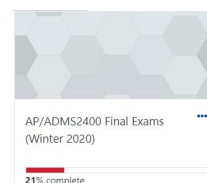


What is it useful for?

- “Check list” style ledger of course progress
- Activities can be marked completed manually or based on condition satisfied
- Thresholds for completion can be set (e.g., quiz)
- Access restriction can be based on activity completion.

Challenge?

- “Progress Bar” needs to be managed or ignored



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Application:

Access content only after conditions are met

More About the Course

About this Website

About Weekly Worksheets and Slides

About Case Analysis

About Participation in Class

Copyright

Copyright: Agreement and Understanding Form (please sign)

Communication & Etiquette

Course Communication: Etiquette and Expectations (pdf)

Etiquette: Agreement and Understanding Form (please sign)

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Lecture 9: Power, Influence & Leadership

Lecture 9: Power, Influence & Leadership

Restricted Not available unless:

The activity **Copyright: Agreement and Understanding Form (please sign)** is marked complete

The activity **Etiquette: Agreement and Understanding Form (please sign)** is marked complete

Date: March 18, 2020

Synopsis: In what ways does "influence" play a role in organizations? This week, we begin to explore this question looking at the exercise of power, and various perspectives on leadership. We will use a video case to explore power and its implications.

Lecture and AA

Zoom Lecture 9 (Wednesday March 18th 11:30am)

AA Lecture 9 - upload POWER activity notes here

Restricted Available from **18 March 2020, 12:00 PM** (hidden otherwise)

Link: Script for episode shown in zoom lecture (optional)

Alternative AA for those that did not attend the zoom class

Assigned Readings

Prepare: Colquitt Chapter 12 (pp. 230-241 RED)

Prepare: Appendix B - Social Networks (pp. 425-429 GREEN)

Prepare: McShane Chapter 12 (pp. 383-393 & 404-405 BLUE)

Learning Materials

Lecture 9 - Worksheet (you are invited use for note-taking to bring a copy with you to class)

Lecture 9 - Power, Social Networks & Leadership (3 slides per page)

1.7MB PDF document Uploaded 5/04/20, 16:54

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Course Settings – Completion Tracking

Completion Tracking

Select your preferred Completion tracking option from the drop-down list. Completion tracking allows resources and activities to be marked completed manually or when certain conditions have been met. Learn more about [Completion Tracking](#)

https://lthelp.yorku.ca/62967-setting-up-your-course/customize-your-course-settings?from_search=46394628

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Creating Coloured Banners: Using Labels

The "coloured banners" used in the course layouts are "labels", which include:

- A single-cell table
- A background colour
- (the text colour is left as default black)

- See the next slide for a visual

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Creating Coloured Banners: Using Labels

Updating Label in

General

Label text

Format B I [List Icons] [Image Icons]

Font family Font size [Font Color Icon] [Background Color Icon]

Assigned Readings

"< >" = switch to html format

```
<table border="0" cellpadding=".05" align="left" style="background-color: #ff9d5c; width: 100%;">
<tbody>
<tr>
<td><strong>Assigned Readings</strong></td>
</tr>
</tbody>
</table>
```

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Thank You!

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