How to move items around the Moodle page

This applies to Moodle 3.4 from September 2018

Moodle Help & Support

How to move items around the Moodle page

You can easily drag and drop items to move them around a Moodle page. To do this, click on the Turn editing on button (top right).

Click and hold to drag the crossed arrows icon next to the section or resource you’d like to move. (indicated on the left of the screenshot below)

Editing icons

Cross / crossed arrows: Click on and hold down this icon to drag items around the page

Other editing icons

Pencil: This will edit the title of the resource. Make sure you press Enter to save your changes.

Edit settings: This will give you access to the full range of settings for the resource or activity.

Move right: This will indent an item to the right hand side. (Once the Move right option is used, the Move left option will be added to the Edit drop-down menu)

Hide: This makes the item unavailable to students. (The other options are Show to make it fully visible or Make available which hides it in that particular spot but makes it possible to link to from elsewhere in the module, in the way that orphaned activities used to be linkable: now called stealth activity.)

Duplicate: This copies the item, which will then appear below. This is useful for creating multiple items that might share similar information.

Assign roles: By assigning a role to a user in a context, you are granting them the permissions contained in that role, for the current context and
all lower contexts. For example, if a user is assigned the role of student in a module, they will also have the role of student for all activities and blocks within the module.

**Delete:** This removes the item. Be sure that you wish to delete the item, as it can be retrieved only for a limited time after deletion. It is kept for 24 hours in the Recycle bin and after that time is gone for good (please contact learning-technologies@nottingham.ac.uk with any problems)

**To restore an item from the Recycle bin**

If an item is accidentally deleted, wait a few minutes for it to appear in the Recycle bin.

- Click the cogwheel for the **Course Administration menu**
- Scroll down to click **Recycle bin**

![Recycle bin menu](image)

- In the Recycle bin, you will see the deleted item(s)

**Recycle bin**

Contents will be permanently deleted after 1 day.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date deleted</th>
<th>Restore</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Motivation [resource]</td>
<td>Tuesday, 18 September 2018, 4:57 PM</td>
<td>![Restore icon]</td>
<td>![Delete icon]</td>
</tr>
</tbody>
</table>

[Delete all]

[Back to Module: Online Facilitation and Designing for Engagement (UK CN MY) (SPR 17-18)]

- Click on the arrow to restore
- The item will reappear at the bottom of the section it was deleted from
Similar tutorials

The following other resources are also relevant to this topic:

- How to copy or import a resource or activity (or multiple items) from one module to another
- How to navigate around the Moodle page
- How to change the number of topics in my module
- How to manage hidden resources, sections and modules
- How can I change the order of the modules on my Dashboard?
- Students can't see something in my module - I can see it greyed out
- How to navigate to modules NOT in your Module Overview
- Magic with Moodle 3 - Layout and Images
- How to move or customise the location of blocks